

# VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS

## OPERATING BUDGET 2021

Beginning January 1, 2021

**ADOPTED**



VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS  
33 S. Arlington Heights Road  
Arlington Heights, Illinois 60005-1499

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## VILLAGE ADMINISTRATION

### *Central Administration*

Village Manager	Randall R. Recklaus
Assistant Village Manager	Diana Mikula
Prosecuting Attorney	Ernest R. Blomquist
Village Attorney	Hart M. Passman
Village Clerk	Becky Hume
Finance Director/Treasurer	Thomas F. Kuehne
Director of Human Resources	Mary Rath

### *Public Safety*

Chief of Police	Nicholas Pecora
Fire Chief	Andrew Larson

### *Economic & Community Development*

Director of Planning & Community Development	Charles Witherington-Perkins
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### *Services*

Director of Building Services	
Director of Health and Human Services	James McCalister
Public Works Director	Scott Shirley

### *Budget Preparation*

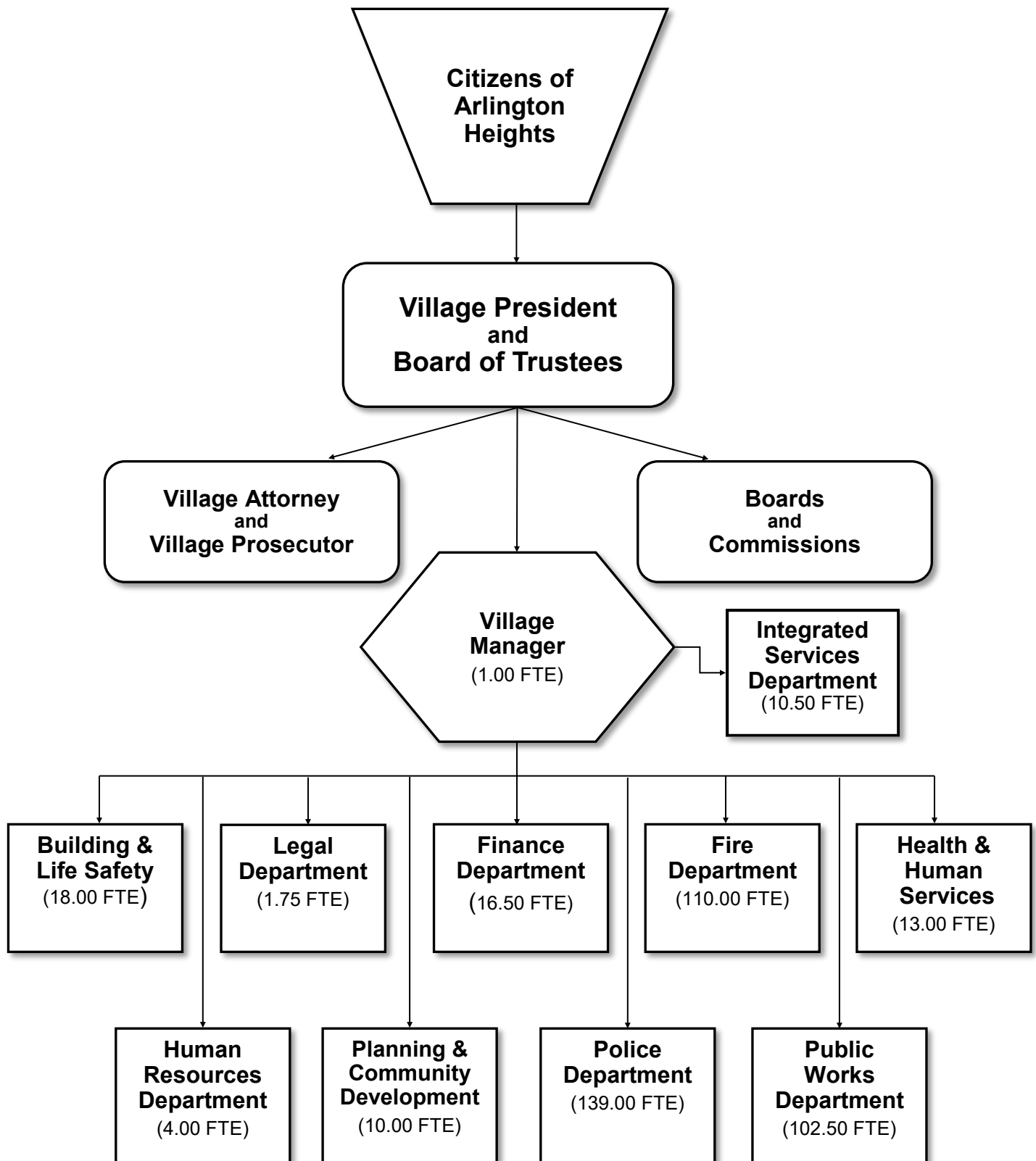
Finance Director/Treasurer	Thomas F. Kuehne
Assistant Finance Director	Mary Juarez
Accountant/Budget Coordinator	Kevin Baumgartner

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# **VILLAGE OF ARLINGTON HEIGHTS**

**(426.25 FTE)**

## **ORGANIZATION STRUCTURE**





## **2020-2021 Strategic Priorities**

These priorities and sub-priorities reflect the views of the Village Board identified at the July 9, 2019 Village Board goal setting session.

1. Identify, Explore, and Enhance Revenue Sources While Monitoring Taxes
  - a. Identify potential new revenues not currently being utilized by the Village to offset State of Illinois actions and reduce the need for future property tax increases
  - b. Find ways to grow current revenues by facilitating additional activity in growth sectors of the economy
2. Review and Update the Village Affordable Housing Strategy and Regulations
  - a. Develop a clear policy and plan for affordable housing in the Village
  - b. Create educational materials for the public and development community on Affordable Housing
  - c. Communicate how housing funds will be utilized
3. Continue Improving Building and Life Safety Processes and Customer Service
  - a. Identify specific opportunities for process and communications improvement
  - b. Identify strategies to support the further enhancement of the Building and Life Safety Department's capabilities
4. Increase Efficiencies Throughout Village Processes and Procedures
  - a. Evaluate service provision for efficiencies
  - b. Eliminate redundant or ineffective procedures to ensure staff time is spent on adding value and productive endeavors
5. Enhance Business Development Efforts
  - a. Increase marketing and recruiting of businesses
  - b. Encourage experiential businesses to develop in the Village
  - c. Address development opportunities throughout the Village, particularly in the Southtown and Uptown areas
  - d. Improve Village gateways
  - e. Evaluate a Southtown entertainment district
6. Explore New Sustainability Initiatives
  - a. Explore an electric vehicle charger policy/program for public and private locations
  - b. Improve walkability for pedestrians
  - c. Enhance bike friendly initiatives
  - d. Evaluate recycling challenges
7. Continue Infrastructure Improvement Efforts
  - a. Evaluate infrastructure to ensure proper investments are being made
8. Review Impact of Changes to Cannabis Laws
9. Find New Ways to Embrace Diversity Within the Community and the Village Government



## Village of Arlington Heights

33 S. Arlington Heights Road  
Arlington Heights, IL 60005-1499  
(847-368-5000)  
Website: [www.vah.com](http://www.vah.com)

October 23, 2020

Dear President Hayes and Trustees:

I am hereby transmitting the Budget for calendar year 2021.

This budget reflects the times we are living in, which can be summarized by the following word descriptors: Coronavirus, Recession, Stock Market Decline and Correction, Some Businesses Doing Well – Others Closing, Disruption, Loss, Fear, Hope and Family. 2020 has been a year of confusion and whiplash, as the world continues to deal with the coronavirus (COVID-19) pandemic. During this time, the Village has maintained its commitment to our community, while maximizing our situational awareness and operational flexibility. All Village services have continued, albeit in creative and non-traditional ways throughout the year. The Village also deferred some tax and fee payments, and worked with the local business community and social service agencies to provide as much assistance as possible. Over the past months, some in our Village family have been sickened by the virus, even though we have taken steps to protect our employees. However, the Village Board and Staff understand that it is imperative that we continue to serve the public to the best of our abilities. It is with this backdrop that the 2021 budget is submitted.

Prior to the pandemic, the Village built up its reserves and maintained a lean staffing model since the Great Recession, in anticipation of the next economic downturn as part of the normal business cycle. This foresight helped us weather the initial financial shock of the pandemic, and provided us the time needed to plan for the 2021 budget year. The effects of the pandemic on the economy will likely last through the first-half of 2021. During the budget ceiling process, the Village Board made clear its desire to have a zero percent increase in the 2020 property tax levy collected in 2021, as a number of residents and businesses are struggling through the Coronavirus Recession. We are happy to report that the 2021 Budget reflects this mandate.

As of the date of this transmittal letter, the Village is purposely holding a number of vacant positions open to reduce operational costs. Given the operational demands in our community, we do not believe that maintaining these vacancies is an ideal long-term solution, but it provides the Village some flexibility and expenditure savings in the short-term. It should be noted that each of these vacancies poses some operational challenges even in the short-term. It is Staff's intent to maintain some vacancies until the long-term effects of the pandemic are brought more into focus over the next six to nine months. The maintenance of the short-term vacancies will be continually evaluated on a case by case basis. We plan to continue the practice of conservatively budgeting for full employment throughout the year for the 2021 budget, even if we do not fill the temporarily vacant positions. This method of budgeting has historically provided a worst-case expenditure projection for our operating funds.

The budget continues to maintain the Village's infrastructure through the use of new State motor fuel tax receipts for our street program, and the use of a portion of the 2020 bond issue proceeds toward the Village's water main replacement program. The storm water control program will also continue with work in the Area D – Greenbrier/Roanoke/Wilke and Area C – Burr Oak/Burning

Tree/Berkley/Hintz areas. By continuing these programs at high levels, the Village won't fall behind on our needed infrastructure improvements.

## Overview of 2021 Budget Plan

The 2021 Budget maintains our existing day to day operations, which provide for a full range of general government services. During the past year, Staff continued to work on the Village's 2020-2021 Business Plan which is based on the Village Board's biennial goal setting process. Some items have been delayed due to staffing changes and COVID-19, but efforts completed this year include: the adoption of new building codes, the development of an affordable housing plan and policy, the completion of an IT network vulnerability assessment, the purchase of the DACRA administrative adjudication processing system to expand the type of code violations that can be included in this in-house court system, the commencement of a Diversity, Equity, and Inclusion audit and planning process, the development of a multi-year bond financing plan that reduced the Village's annual debt costs, and the completion of a tax base expansion strategy which will continue to focus business retention and attraction efforts on identified sectors.

The Business Plan also highlighted the need for streamlined business processes and improved communication methods throughout the organization. One of the key efforts in this area is the multi-year implementation of new Enterprise Resource Planning (ERP) software system. During 2020, the Village worked with a consultant to help guide the analysis of the Village's software needs and to develop a request for proposal for ERP software. The Village and its consultant are currently reviewing the proposals for the Board's future review. During the next two years the Village will implement the new ERP software. This software will include the base internal service activities such as accounting, budgeting, payroll, purchasing, and cash receipts. It will also provide centralized capabilities for Human Resources, Building and Planning approval processes, and coordination with the Village's website. The Village's current ERP system was installed in 1996. Although it has been updated over the years, newer software providers offer much more proven capabilities that the Village needs in order to offer the efficiency and online services that are now expected by our residents.

Some of the other Business Plan projects that will be undertaken during 2021 include the continuation of the fee and fine increase plan, continued Building and Life Safety process improvements, a review of the retention or redevelopment of Arlington Park, a review of potential updates to the Senior Center facility, and numerous other projects.

In June 2020 the Village Board approved a detailed five-year Capital Improvement Plan (CIP). This plan is completed on a biennial basis with special emphasis on the first two years of the plan. The first year of the CIP has been incorporated into the 2021 Budget. The Village continues to prudently plan for the future by investing in our infrastructure in order to maintain safe, reliable roads, water mains and sewer lines. Key multi-year infrastructure projects that are part of the 2021 Budget include the following:

- A street resurfacing and street rehabilitation program totaling over \$11.5 million in 2021. In 2020, 2021 and 2022 the Village will receive \$1.65 million per year in grant funding for street rehabilitation work through the State's capital grant program. In addition, the State increased the gas tax last year, and the Village's Motor Fuel Tax (MFT) allotment has increased from about \$1.9 million in 2018 to an estimated \$3 million per year in 2021.
- The fourth year of a multi-year plan to implement storm water control projects throughout the Village. In 2018 the Village sold a \$10 million bond issue to fund these projects. In

addition, the Metropolitan Water Reclamation District (MWRD) approved a \$1.8 million grant for the Downtown area's Campbell/Sigwalt sewer project. The 2021 Budget includes \$6.6 million in storm water control projects for the coming year.

- In 2020 the Village sold a bond issue that generated \$13.7 million in proceeds. This bond sale decreased the Village's total debt service levy, as the principal and interest on bonds sold were less than the maturing debt. \$9 million of the bond proceeds was allocated to the Water & Sewer Fund as part of the Village's plan to maintain the replacement of at least \$4 million, or the industry standard of 1% of our water main system on an annual basis. \$3 million was allocated to the Capital Projects Fund to augment the funding of the annual street resurfacing program, and the balance of \$1.7 million was allocated to the Municipal Parking Fund to be used toward the parking structure maintenance program.

The Village develops its operating and capital budget based on a conservative forecast of revenues, and does not consider new revenues from growth unless the development is completed and has provided a historical basis for a new projection. A normal operating expense cycle is anticipated and includes expenditure increase assumptions. The Village also has access to its reserves, which are maintained in part to ensure our excellent bond rating and lower bond interest charges associated with that rating. Maintaining adequate reserves also provides a source of funds for extraordinary storm or other emergencies to cover extraordinary self-insurance losses, and to provide a buffer during economic downturns. The Village's minimum fund balance policy is to maintain a year-end balance of at least 25% of General Fund expenditures. Being near or above this level is even more important for Arlington Heights due to our reliance on sales and income tax receipts which are subject to economic cycles. The 2021 Budget will allow the Village to maintain a fund balance in excess of 25% of a typical year's General Fund expenditures.

The Village of Arlington Heights' mission is to provide high quality services to the community in a fiscally responsible manner. These services are provided to enhance the safety, health and general welfare of the citizens and businesses within the community. The Village's service oriented philosophy continues to balance various community needs with municipal resources through a planned approach to the governance process. As a result of conservative budgeting practices, the Village is fortunate to remain in a strong financial position.

## 2020 Property Tax Levy Payable in 2021

One of the Village's key goals has been to keep any property tax increase as low as possible. A second key Village goal is to ensure that sufficient funds are available to provide a consistent, high-level of Village services each and every year. **For the second consecutive year, the total 2020 property tax levy collected in 2021 reflects a 0% increase over the prior year extended levy.** To accomplish this while increasing needed property tax support for the General Fund, the following actions have been taken:

1. The Village paid down a portion of the unfunded liabilities in the Police and Fire pension funds by transferring \$1.25 million to each of these funds using 2019 General Fund surplus monies. Per the Village's actuary, this reduced the combined public safety pension fund property tax levies by about \$246,000 per year between now and 2040. In addition, the public safety pension fund levies decreased by an additional \$200,000 due to positive investment returns in 2019. (In 2018 the Village also paid down a combined \$3 million of the public safety pension liabilities, saving the Village about \$288,000 a year between then and 2040).

2. As noted earlier, the Village managed its debt service levy by selling bonds in 2020 that result in annual principal and interest costs that are less than the retiring debt. This resulted in a decrease in annual debt service payments of about \$259,000.
3. The \$3 million in bond proceeds added to the Capital Projects Fund and the increase in MFT receipts from the State, allowed the Village to reallocate over \$1.5 million in property tax revenues from the Capital Projects Fund to the General Fund's police and fire protection levies.
4. Health insurance costs for 2021 increased by a combined 1.2% rather than the assumed increase of 5%, for a savings of about \$287,000 which was due to better claims experience. Additional expenditure reductions of \$238,000 were also made during the budget internal review process of Department requests prior to submitting the budget to the Village Board.
5. In September 2020, the Village Board approved one license allowing a local business that sold only medical-use cannabis to expand its sales to include the sale of recreational or adult-use cannabis. Based on adult-use cannabis sales in other states and area communities, the 2021 Budget reflects a new General Fund cannabis tax revenue source of \$500,000.

The first step in developing the Village's property tax levy is entering the known debt service payment requirements and the annual required contributions for the Police and Fire Pension levies. The Capital Improvement levy is based primarily on the street program needs identified through the five-year capital improvement plan. The FICA and IMRF levies are derived from the detailed wage sheets prepared for 2021. Once all revenue projections for the General Fund are completed, the remaining gap between the General Fund's projected revenues and expenditures is divided equally between the Fire and Police Protection levies.

However, this year, due to the pandemic recession the General Fund budget reflects the modest use of some reserves during 2021. The Village has built up its reserves to help us weather this type of economic downturn. The initial property tax levy reviewed by the Board for budget ceiling purposes represented a 0% increase for the Village over the prior year extended levy, with the use of \$1.78 million in General Fund reserves. Following the adoption of budget ceilings, a detailed budget process was completed by updating revenue projections, finalizing health insurance quotes and reviewing Departmental budget requests. The net effect of the abovementioned changes has resulted in a 2020 Village property tax levy that is equal to last year's extended levy, with a General Fund deficit requiring the use of \$691,800 in Reserves. The total 2020 property tax levy including the Library's levy increases by 0% and is summarized on the following page:

	Extended 2019 Levy	2020 Levy For 2021	Dollar Change	% Change
Village				
Debt Service	\$ 6,757,254	\$ 6,498,556	\$ -258,698	-3.83%
Police Pension	\$ 4,251,090	\$ 4,073,000	\$ -178,090	-4.19%
Fire Pension	\$ 5,181,300	\$ 4,913,000	\$ -268,300	-5.18%
Capital Improvement	\$ 5,555,000	\$ 4,400,000	\$ -1,155,000	-20.79%
FICA	\$ 1,494,797	\$ 1,502,000	\$ 7,203	.48%
IMRF	\$ 1,837,190	\$ 1,835,800	\$ -1,390	-.08%
Police Protection	\$ 6,108,278	\$ 7,035,400	\$ 927,122	5.18%
Fire Protection	\$ 6,108,278	\$ 7,035,400	\$ 927,122	5.18%
Total Estimated Village Levy	\$37,293,187	\$37,293,156	\$ -31	0%
Library	\$14,535,565	\$14,535,565	\$ 0	0%
Grand Total Tax Levy	\$51,828,752	\$51,828,721	\$ -31	0%

### Budget Summary – All Funds

The budget is comprised of operating, capital, internal service and other miscellaneous funds. The Village's operating funds account for the day-to-day expenditures for a variety of services. Among these are police and fire protection, water and sewer services, public parking, building, code review, planning, health, general services, public infrastructure maintenance and many services. These basic Village services are funded through user fees, taxes, licenses, permits and other charges. The total amount budgeted for the Village's capital needs can vary from year to year depending on the timing and implementation of replacement and construction schedules. Capital expenditures are funded through bond issues, user fees, designated taxes and the budgeted use of accumulated savings.

The total expenditures for all operating, capital and other funds for 2021, not including the Arlington Heights Memorial Library, comes to \$192,504,400, an increase of 4.2% or about \$7.8 million. This increase is primarily attributable to the following debt service and capital expenditure areas:

- The MFT fund shows an increase in the street rehabilitation program of \$1.6 million due to an increase in the motor fuel tax funds from the State. In 2019, the State of Illinois approved a new capital plan under which the gas tax was doubled to .38/gallon. A portion of this increase will result in an ongoing increase in the Village's motor fuel tax receipts. The State also used a portion of these new taxes to finance the State capital program. During 2020, 2021 and 2022 the Village will receive an additional \$1.65 million per year in MFT grant monies from this program.
- The Public Building Fund budget reflects the closure of this fund after its creation twelve years ago. The fund was established to account for the construction of the new Public Works, Fire Station 1, Village Hall and Police facilities. The 2021 Budget includes the transfer-out of \$3.23 million in remaining funds to the following Village funds:
  1. \$2 million transfer-in to the Technology Fund to help cover the cost of the new Enterprise Resource Planning (ERP) software.
  2. \$780,000 transfer-in to the Fleet Fund. Based on the projected drawdown of the Fleet Fund's reserves over the next five years as higher cost vehicles are



replaced, an infusion of cash will help maintain reserves rather than increasing internal service charges in the 2021 Budget to the General Fund Departments.

3. \$450,000 transfer-in to the Arts, Entertainment and Events (A & E) Fund. The coronavirus recession has resulted in a significant 16% projected decrease in Food & Beverage (FBT) taxes, which is the primary revenue source for this fund. FBT revenues aren't expected to reach 2019 levels again until 2022.
- The Technology Fund budget includes the purchase of the new Enterprise Resource Planning (ERP) software. Village staff and our ERP consultant are currently reviewing the eight proposals that were received by the Village in August. The combined cost of the software and consultant (needs assessment, RFP preparation, implementation assistance) could total \$4 million, depending on the functionality of the software and the vendor chosen.
  - The Fleet Operations Fund budget decreases in 2021 by \$2.3 million compared to the prior year. During 2020 and 2021 the Village is working to extend the lives of its vehicles as much as possible during the pandemic. Eventually though, these vehicles will need to be replaced.

Pension benefits for Village employees are separate from the underfunded State of Illinois pension plans. Village pension plans are covered through the Police Pension Fund, the Firefighters' Pension Fund, and the Illinois Municipal Retirement Fund (IMRF). Through the years, the Village has continued to pay the actuarially required contribution for each of these funds. It should be noted that in 2010 the State Legislature mandated a two-tier pension system for IMRF and all municipal Police and Fire pension plans. The intent of the new two-tier pension system is to reduce the long-term pension liability for employers who have employees covered under these plans. The percent of Village staff enrolled in the Tier 2 system increased from 30% in 2019 to 39% in 2020. Given the high number of retirements the Village is experiencing, the percentage of Tier 2 employees is expected to continue to increase substantially in coming years.

## Personnel Changes

As a service organization, Village employees are one of the Village's most important assets. The 2021 total payroll cost is projected to increase 2.09% over the prior year's wage base, including all scheduled wage adjustments in all departments. Over the next few years the Village will be challenged with the need to find and hire top level talent, as 31% of our current employees will be eligible to retire in 2021 and 34% will be eligible in 2022. Twenty-three full-time positions (including promotions) have been filled in the organization in 2020 to date, underscoring the transition period that is now underway. Whenever vacancies occur, Staff reviews whether the position is still needed at all, should be modified, or whether another department has greater current needs for that slot. Such adjustments occur throughout the year as opportunities present themselves.

The 2021 Budget includes a reduction in staffing levels of 1.5 full-time equivalents. The Village's In-House Attorney retired in 2020, which provided the Village with an opportunity to review its legal services. In October 2020, the Village Board approved an engagement with an outside Village Attorney for a six-month trial period. During this time, the Assistant Village manager will supervise the current Legal Department staff. In addition to this change, the Village has reduced the budget for the outside Village Prosecutor, as more cases will now be run through the Village's Administrative Adjudication process and DUI enforcement was shifted from the Village Prosecutor to the State's Attorney. The Finance Department also shows a staffing decrease of .5 FTE. After the retirement of the department's Administrative Assistant this past summer, it was determined that this full-time

position would be replaced by a part-time employee. Some of the duties of this position were distributed to other members of the Finance staff.

Employee benefit coverage is an essential part of both attaining and retaining great employees. To be conservative the Village's long-term projections typically assume an increase in health insurance costs of 8% per year. Due to lower claims experience during the past year, the blended increase for the Village and Library PPO and HMO medical plans will only be 1.2% in 2021. The projected increase for the PPO plan is 1.6% and the HMO plan is 1.5%. The PPO increase maintains a 2% margin that was built-in to the base to help offset potential adverse claims experience. The employee PPO contributions include this margin.

The balance of this budget message identifies the process that has been followed to prepare this financial plan for 2021, a detailed review of the General Fund, as well as budget narrative on other Village funds. Additional charts and graphs on the budget as a whole and on selected funds can be found in the Financial Summaries section of the budget.

### **Explanation of the Budget Process**

The Village of Arlington Heights operates under the Budget Officer Act as outlined in the Illinois Compiled Statutes. Under this law the Village Board is required to adopt the budget prior to the beginning of the fiscal year to which it applies. The law also provides that the budget shall serve as the Village's annual appropriation ordinance. After the local election process that occurs every two years, each Department Director presents an outline of their Department's services, workload indicators, key accomplishments, and new initiatives to the "new" Village Board. This is followed by the Village Board's biennial goal setting process during June of that year. After the Board's goals and objectives are established, Staff develops a two-year business plan that reflects the Board's stated goals. In even-numbered years, a detailed five-year Capital Improvement Program (CIP) is developed with special emphasis on the first two years of the plan. This reflects the multi-year nature of many of the capital projects that are included in the CIP. During the years when there isn't a detailed CIP being presented to the Board, Staff provides the Board with a summary update showing any changes in estimated costs from the prior year. By June of each year, multi-year projections are provided to the Board for the General and Water & Sewer Funds, which are the Village's largest operating funds. These projections include an estimated property tax levy amount. Based on these projections, the Board sets budget ceilings which each department uses as an upper limit when developing its proposed spending plans. As the proposed budget is developed, the estimated property tax levy may be increased or decreased depending on budget proposals for the Village Board's review.

During September and October, the budget team consisting of the Village Manager, Assistant Village Manager, Finance Director, Assistant Finance Director, and Accountant/Budget Coordinator, meet with representatives of each department to review their operating and capital spending proposals, and to review how these proposals meet the Village Board's strategic priorities. As a result of these meetings and based on available resources, a proposed budget is prepared for review by the Village Board. During November, the Village holds public budget meetings at the Committee-of-the-Whole level. The Village Board subsequently holds a Public Hearing prior to adopting the annual budget in December of each year. A detailed calendar of the budget process immediately follows this transmittal letter.

Under the Budget Officer Act and the Village's purchasing guidelines, the budget may be amended by the Village Manager in the form of transfers between line items up to \$25,000. Budget transfers above this amount require the approval of the Village Board. This allows the Village the flexibility it



needs to operate efficiently due to the scope of its operations. This also serves to increase the accountability of Department Directors by encouraging them to budget realistically and to keep a close watch on each expenditure line item during the year.

The budget ceilings approved by the Village Board for the General and Water & Sewer Funds at the beginning of the current budget process for these funds are shown here compared to the expenditures for those funds:

	<u>General Fund</u>	<u>Water &amp; Sewer Fund</u>
Budget Ceiling	\$79,861,000	\$24,350,600
Budget	<u>\$79,198,800</u>	<u>\$25,139,400</u>
Over (Under) Ceiling	\$ (662,200)	\$ 788,800

During the department reviews, the budget team and department directors worked to prepare a budget at or below the budget ceilings. However, this year there have been some extraordinary changes. The 2021 budget for the General Fund is lower than the budget ceiling established by the Village Board in June 2020. The key reasons for this decrease are: lower health insurance costs than assumed, a decrease in legal expenditures due to the change to an outside Village Attorney, and savings from lower charges for Northwest Central Dispatch services.

The 2021 Water & Sewer Fund budget is higher than the budget ceiling amount, due primarily to an unfunded mandate by the U.S. Environmental Protection Agency (EPA). The Village is required to develop and implement a water system risk and resiliency plan which is budgeted at \$786,000. The plan consists of a list of security enhancements at our critical drinking water facilities that must be completed by December 31, 2030. The written risk and resiliency plan must be submitted to the EPA no later than December 31, 2020. The implementation of the risk and resiliency plan was moved up to 2021, after the Village received \$728,000 in funding from the Northwest Water Commission, when a portion of the Commission's capital reserves were released to the founding members of the Commission.

## General Fund

The General Fund is the all-purpose governmental fund, which handles the operations of the Village not accounted for in a separate fund. Most of the expenditures for Village services are budgeted and accounted for in this fund, except for water and sewer expenses. There are three key revenue sources, which account for 65% of the total General Fund revenues:

- Property Tax	34% of revenues
- Sales Tax (including Home Rule)	22%
- Income Tax	9%

The revenues listed above represent the General Fund's primary growth revenues, which generally pay for annual cost increases. The pandemic has had a clear impact on state and municipal revenues. Communities that rely on sales tax revenues have been affected even more than others by the downturn. The Village of Arlington Heights' sales tax receipts are a significant source of revenue to the Village, but we have a more balanced array of revenue sources than some other local communities. In addition, because of our partial reliance on sales tax receipts, the Village has worked to maintain solid reserves that can be used to help us weather extraordinary events. The Village's latest projections for Sales and Home-Rule Sales tax receipts reflect a 20% to 30% year over year decrease for the months of April 2020 through March 2021. After that period, we expect a slow improvement through the balance of 2021. As a result, these revenue sources are budgeted

to decrease by nearly 8% compared to the prior year budget. Income tax receipts also show an 8% decrease compared to last year. The State has continued to divert 5% of the Village's income tax revenue stream to State coffers. This represents an ongoing diversion of about \$390,000 in Village funds to the State.

Local Use tax receipts are projected to come in 18% higher than the prior year budget, due to the June 2018 ruling by the Supreme Court on the collection of internet sales taxes. Over the last decade there has been downward pressure on sales tax receipts due to the expansion of online retail sales, and the closure of brick and mortar businesses. In November 2019, the amended "Leveling the Playing Field for Illinois Retail Act" was passed by the State's General Assembly to require both remote retailers and marketplace facilitators to collect and remit the state and locally-imposed sales taxes for where the product is delivered. The law requires remote retailers (who either meet a threshold of 200 transactions annually or \$100,000 in annual gross receipts) selling to Illinois residents to collect these sales taxes starting January 1, 2021. This will go a long way to leveling the playing field with brick and mortar establishments. As this unfolds over the succeeding years, the Village will likely see a decline in Use tax receipts, but hopefully a larger increase in regular Sales and Home-Rule Sales tax receipts.

In September 2020 the Village received its portion of the federal CARES ACT grant funds through Cook County. The grant covered public safety personnel straight time costs incurred during the first few months of the pandemic. The Village's grant allocation amounted to \$589,000. The Village Board's action in September in regard to the sale of adult use recreational cannabis resulted in new projected revenues. In 2021 the 3% cannabis tax will be in effect, which is projected to generate \$500,000 per year along with additional sales and home-rule sales tax revenues.

Disruptive technologies continue to significantly alter the way that businesses and entire industries operate. Some innovations are having a direct effect on the Village's revenue base. As noted above, the growth in Local Use tax receipts is a reflection of the ongoing rise of e-commerce. A couple of other General Fund revenue sources are being affected by disruptive technologies. Telecommunications tax receipts continued to decline by 3% from the 2020 Budget to the 2021 Budget, as more residents "cut the cord" to their land lines. It is projected that this revenue source will continue to decrease. Cable Franchise Fees are projected to remain unchanged, but will likely decrease in the future as more residents choose internet streaming services over regular cable or premium channels. Cable Franchise fees are not applied to streaming services like Netflix, Amazon and Hulu. Other General Fund revenues have been fairly consistent from year to year.

On the expenditure side, as a service organization, 80% of this Fund's expenditures are for Personal Services including benefits. On an operational basis, most of the Village's general expenditures are directed toward public safety, with the Police and Fire Departments comprising 65% of the total General Fund budget.

The 2021 General Fund budget for expenditures increases by only .5% compared to the prior year. Health insurance costs increased by only 1.2%, and Police and Fire pension costs decreased by a combined 3.8% due to prepaying a portion of the unfunded liability in 2019 and 2020. The Central Dispatch account in the Police and Fire Departments decreased by a combined \$43,800 compared to the budget ceiling estimate due to the receipt of new, ongoing 911 funds from the State. Wage and Fringe Benefit expenditures in the Legal Department decrease by \$226,700 compared to the budget ceiling estimate due to the elimination of the In-House Counsel position after the recent retirement of the incumbent. Village Prosecutor expenditures are also being decreased by \$70,100 compared to the 2020 budget, as more cases will be handled through the Village's administrative adjudication process and due to shifting DUI enforcement from the Village Prosecutor to the State's

Attorney. A portion of these savings will be offset by a \$223,000 increase in contractual Village Attorney legal services. During the internal Department review process, a number of other line items were decreased due to realigning the 2021 budget amount with historical trends. Other expenditures were fairly consistent compared to the prior year.

#### **Future General Fund Issues:**

*State of Illinois "Fair Tax" referendum (November 2020)* – The State has indicated that if this referendum fails, there may be additional income tax sharing reductions for municipalities. This would negatively impact our revenues if this occurs.

*Arlington Park Racetrack* – During 2019 the State of Illinois approved a bill to expand gambling in Illinois. This bill included a provision allowing slots at horse racing tracks in Illinois, including Arlington Park Racetrack. However, the owner of the track, Churchill Downs has stated that the bill, as currently written, is not financially feasible for them to offer slots and table games due to high gambling taxes and one-time fees. At this point the track has committed to staying open through 2021. As per the 2020-21 Business Plan the Village will continue to monitor this situation, and will consider future plans with or without the track being operational.

#### **Water & Sewer Fund**

The Water & Sewer Fund's working cash reserves have continued to be challenged by decreased water usage due in part to wetter spring/summer weather. This has resulted in lower water and sewer revenues than budgeted. In addition, there are more efficient plumbing systems installed in residential and commercial properties, and a greater awareness by the public of water conservation methods. To develop more realistic water and sewer revenue projections, estimates are now based on water usage which is lower than the 15-year average.

In October 2019 the Village Board approved a five-year water and sewer rate adjustment plan that allowed the Village to increase the amount spent on its water main replacement program. The Village's water and sanitary sewer infrastructure is aging, and the average number of water main breaks are two to three times that of comparable communities. The Village's residential and commercial water meters are also older, and the five-year capital plan includes the replacement of these meters. In 2015 the Village was spending about \$500,000 per year on water main replacement. Due to the five-year rate plan, as well as the \$9 million in 2020 bond proceeds allocated to the Water & Sewer Fund, the Village is now able to sustain its goal of replacing at least \$4 million, or 1% of our water mains on an annual basis.

Water main breaks are used as an indicator of system condition. According to the American Water Works Association, water utilities should strive for between 25 and 30 water main breaks per 100 miles of water main per year. Over the last six years, the Village is averaging 88 breaks per 100 miles of water main. In an effort to combat the water main breaks, the Village has developed several programs over the years including an aggressive leak detection program and a surge suppressor program. During the past two years the Village has also installed variable frequency drives at our booster stations to reduce strain on the system. Although these programs have been successful, they are preventative measures only and aid in extending the life of our water mains. As such, these efforts are not a substitute for needed water main replacement.

## Capital Improvement Program (CIP)

The Village of Arlington Heights has historically been diligent in maintaining its roads, providing a drainage system that mitigates flooding in the community, and maintaining its buildings, emergency apparatus, and facilities required to perform essential services. Over the years, Federal and State financial assistance has dwindled thereby expanding local responsibilities in the program area of public infrastructure. This problem has been compounded by new regulations governing the health and environmental standards that regulate design and operations. Balancing the competing demands for limited resources is important to maintain a healthy, safe, viable, and physically attractive community.

The Capital Improvement Program includes a process whereby citizens are asked for input on a biennial basis. By communicating through the Village website, citizens are afforded the opportunity to complete a short form describing the type of capital projects they would like the Village to consider in the next five years. The top two capital infrastructure issues identified through the community response process has consistently been for street and storm water control projects. Village staff analyzed the cost and eligibility of all the proposed projects, and the Board subsequently examined the requests along with staff recommendations. Certain capital projects are considered only if the persons and property owners are agreeable to special assessment or special service area financing. In other cases projects are included in the CIP since they would benefit the community as a whole. In June 2020, the Village Board reviewed the detailed capital improvement program and approved the five-year Capital Improvement Plan for 2021 - 2025. The next biennial CIP process will be undertaken in 2022.

The capital projects outlined in the CIP are budgeted in a variety of Village funds, depending on the source of revenue. The first year of the multi-year capital plan has been incorporated into the 2021 Budget. The "CIP/Debt Service" section of the budget shows a summary of the entire five-year capital spending and funding plan. The key 2021 capital projects, outside of the water and sewer projects that were identified earlier, include the following:

**Tax Increment Financing (TIF) Fund Projects** – The Village currently has four active TIF Districts. TIF projects are typically financed through a pay as you go mechanism or through issuing debt based on future property tax increment revenue streams. The difference in property tax revenues received in the base year of a TIF District versus the increased property taxes received in subsequent years after improvements are made, result in a property tax increment. In the 2021 Budget, there is a \$500,000 budget place holder shown in TIF IV. In TIF V, \$2,000,000 is budgeted for an anticipated redevelopment agreement for a new grocery store to be located in a vacant parcel of the Town & Country Plaza, as well as a new restaurant to be built on an out lot of this development. TIF V also includes \$332,000 toward the multi-year Rand Road Corridor Identification project. The Hickory/Kensington TIF includes \$1,500,000 for the construction of public infrastructure associated with the development of a new apartment building. The South Arlington Heights Road TIF was established in 2020 and includes \$55,800 toward initial development costs. There are no other large capital projects currently scheduled for the TIF Districts during the 2021 Budget period. However, if a developer brings forth a viable project during the fiscal year, the Village would amend the budget accordingly.

**Capital Projects Fund** – This Fund accounts for a variety of capital improvement projects including road improvements, sidewalk repair/replacement, equipment, traffic signals, and other miscellaneous projects. Financing for this Fund is provided primarily by property taxes, a ¼% home-rule sales tax, and grant revenues. Based on the Village Board's capital spending priorities, the spending plan continues the Village's efforts for street resurfacing and reconstruction.

The 2021 street program includes the following expenditures:

*Street Program (\$6,200,000 – Capital Projects Fund)* – This is an ongoing program to resurface or rehabilitate existing deteriorated street pavement and curbs.

*Street Rehabilitation Program (\$4,000,000 – MFT Fund)* – This is an ongoing street rehabilitation program consisting of the reconstruction of significantly deteriorated street pavement, curbs, and concrete panels. The 2021 Budget for this program is \$1,600,000 higher than the prior year's budget due to the recent increase in the State's gas tax which was part of the new State capital plan. Beginning July 1, 2019, the Motor Fuel Tax law was amended to impose a tax rate increase from 19 cents to 38 cents per gallon on motor fuel which will be adjusted annually, if any, on July 1<sup>st</sup> of each year based on the Consumer Price Index. In addition, the Village is receiving MFT grants of \$1.65 million per year in 2020, 2021, and 2022 as part of the State's capital program.

Some of the other major projects included in the 2021 Capital Projects Fund budget are:

*Sidewalk & Curb Replacement (\$405,000) and Paver Brick Maintenance (\$412,000)* – This program covers the Village's ongoing efforts to repair possible trip hazards, and to reduce the Village's liability exposure to trips and falls.

*Phone System Upgrade (\$175,000) and A/V System Upgrades (\$227,800)* – Some elements of the current phone system can be repurposed into a new system, but the manufacturer stopped supporting the critical components of the phone system that need to be replaced. The 15-year old A/V equipment in the Village Hall conference rooms are incompatible or unstable when being used with current presentation systems.

*Downtown Streetscape Improvements (\$200,000)* – A multi-year plan to restripe Evergreen to provide additional parking, and to enhance the Downtown pedestrian environment and safety by creating mid-block crosswalks. The Village is seeking ITEP grant funds for this project.

*Rand Road Corridor Identification Enhancement (\$230,000)* – This is a multi-year plan to create a separate unifying identity for this shopping district. The first phase entailed initial preliminary design, and funds have been re-budgeted pending receiving approval from the Illinois Department of Transportation.

**Storm Water Control Fund** – In 2018 the Village sold a \$10 million bond issue to pay for a number of storm water infrastructure projects over the next five years. The principal and interest on these bonds is being covered by storm water utility fees that were implemented in late 2017. In addition to this revenue source, the Village continues to actively seek out grant funding opportunities. The Village was fortunate to have been selected for grant funding assistance from the Metropolitan Water Reclamation District of Greater Chicago (MWRD). This grant covered \$1.8 million of the \$4.2 million Downtown sewer project (Area 4 – Street Ponding Campbell/Sigwalt). The receipt of grant funds has allowed the Village to include additional storm water control projects on the five-year infrastructure spending plan, which is included in the Storm Water Control Fund section of the budget. The timing and priority of the currently contemplated Storm Water Control Fund projects may be impacted by the availability of Rebuild Illinois Grant dollars. The 2021 Budget includes the following significant flood control projects:

*Backyard Drainage Improvements (\$400,000)* – This program budget provides funds for public drainage improvements allowing new or improved access for residents to Village storm sewers. The program only covers work on public right-of-way, or within public utility and drainage easements.



Any connections or work on private property not within public easements, is the responsibility of the property owner. The 2021 Backyard Drainage Improvement project will focus on installing storm sewers on Evergreen Avenue and Maude Avenue. This project has been identified as a recipient of an Illinois Department of Commerce and Economic Opportunity (DCEO) grant in the amount of \$400,000. However, delays in grant funding are anticipated due to the State's current focus on COVID-related grants.

*Storm Water Rehabilitation/Replacement Program (\$500,000)* - The budget includes the sixth year costs of a multi-year program to lightly clean, televise, and analyze the condition of the Village's system. This portion of the program will take about eight years to complete, after which the budget for this program will be devoted to storm rehabilitation and replacement work identified by televising the system.

*Enhanced Overhead Sewer Program (\$250,000)* - The overhead sewer program (OHS) is designed to offer a rebate to single-family homeowners of the direct costs of converting an existing gravity sewer system to an overhead system. The average cost to install a sewer back-up system can range from \$10,000 to \$15,000. The standard program offers a rebate paid to the owner by the Village for up to 50%, not to exceed \$7,500 of these costs. The Village authorized an enhanced program as of October 1, 2017, which allows the first 400 applicants to receive a rebate of 75%, not to exceed \$11,250 of the direct costs of converting the system. Permit fees associated with these direct costs will also be waived. Installing a sewer back-up system increases an owner's property value, but the significant out-of-pocket expense has prohibited some residents from participating in the program. From the inception of the program in FY2007 through October 2020, there have been 238 rebates paid (including 42 from the enhanced program) to single-family homeowners for a total cost to date of \$1.4 million.

*Area D - Greenbrier/Roanoke/Wilke (\$3,191,600)* - This includes storm sewer improvements, street reconstruction, water main replacement, sidewalk and curb restoration, and landscaping restoration within the Greenbrier Subdivision. The proposed storm sewer system will provide relief to low lying areas along portions of Roanoke Drive, Concord Drive, and Lexington Drive, and will discharge to the existing detention basin west of Verde Drive. The existing detention basin will be enlarged utilizing existing vacant land adjacent to the basin.

*Area C - Burr Oak/Burning Tree/Berkley/Hintz Road (\$2,285,000)* - This project includes storm sewer improvements, street reconstruction, water main replacement, sidewalk and curb restoration, and landscaping restoration at two separate locations in the Berkley Square Subdivision. The first location is the northwest area of the subdivision and will include the installation of new storm sewer that diverts floodwater to a proposed storage basin on the western side of Raven Park. The second location is in the southeast area of the subdivision, and proposed improvements include the installation of a new upsized storm sewer line. This project has been identified as a recipient of an Illinois Department of Commerce and Economic Opportunity (DCEO) grant in the amount of \$1,000,000. However, delays in grant funding are anticipated due to the State's current focus on COVID-related grants.

**Arts, Entertainment & Events (A & E) Fund** - During 2018 and 2019 the Village transferred \$20,000 each year from the General Fund to the A & E Fund to balance the fund's revenues and expenditures. Prior to the preparation of the 2020 Budget, the Village Board requested staff to review this fund to determine if all of the listed events should continue to be charged to this fund, as a way to eliminate the ongoing transfer. Based on that review, Staff added a sentence to the fund's purpose stating that, "These events should promote the Village and help generate opportunities for local businesses." With this additional definition, the Hearts of Gold, Irish Fest, and National Night Out

were moved from the A & E Fund to the General Fund, and the Arlington Spring Sweep event was moved to the Solid Waste Fund. The total cost of these events was \$27,000, which allowed the Village to balance the A & E Fund and to end the transfer-in from the General Fund in 2020.

However, as noted earlier in this Transmittal Letter, the coronavirus recession has resulted in a significant 16% projected decrease in Food & Beverage (FBT) taxes, which is the primary revenue source for this fund. FBT revenues are currently not projected to reach 2019 levels again until 2022. In addition, as one of five owners of commercial condominium units in the Metropolis Building, the Village's portion of the monthly building reserve charge will increase by 26% in 2021. This reflects the results of a building reserve study completed over the summer, which calls for the roof to be replaced in 2024. The proposed one-time transfer-in of \$450,000 from the Public Building Fund, fills the immediate funding gap caused by lower FBT revenues and higher building reserve costs. Based on the lower FBT revenues and the higher building reserve costs, during 2021 Staff will develop a financial plan for the A & E Fund to ensure its long-term sustainability.

### Acknowledgements

The 2021 Budget continues the Village's commitment to its ongoing capital improvement program and the provision of quality municipal services. I would like to thank the entire staff and especially the budget team consisting of Tom Kuehne, Mary Ellen Juarez, Kevin Baumgartner, and Diana Mikula for their efforts. Thanks as well to the Village Board for its ongoing support during the budget cycle and throughout the year.

Sincerely,

A handwritten signature in black ink, reading "Randall R. Recklaus". The signature is fluid and cursive, with the first name "Randall" being the most prominent part.

Randall R. Recklaus  
Village Manager

# BUDGET CALENDAR

## For Preparation of 2021 Budget

(January 1, 2020 – December 31, 2020)

DATE	DAY	ACTIVITY
March - June, 2020	–	Capital Improvement Project Recap prepared.
June 24, 2020	Wednesday	Operating Fund Overview/Recommended 2021 Budget Ceilings and Proposed 2020 Property Tax Levy released to Village Board for discussion at June 29 <sup>th</sup> Committee-of-the-Whole meeting.
<b>June 29, 2020</b>	<b>Monday</b>	Committee-of-the-Whole reviews Capital Improvement Plan, and discusses the Operating Fund Overview, Recommended 2021 Budget Ceilings, and proposed 2021 tax levy.
July 6, 2020	Monday	Board considers any motions stemming from June 29 <sup>th</sup> Committee-of-the-Whole meeting regarding the recommended 2021 Budget Ceilings.
July 10, 2020	Friday	Budget worksheets are forwarded to departments. Departments prepare detailed budgets.
August 10, 2020	Monday	Department budget requests and projections due.
Aug 10 – Sep 4, 2020	–	Finance Department compiles departmental budget submissions.
September 4, 2020	Friday	First draft of 2021 Budget forwarded to Village Manager, Budget Team and all departments for review.
Sep 9 – Sep 11, 2020	–	Departments meet with Village Manager and Budget Team.
Sep 11 – Oct 23, 2020	–	Final draft of 2021 budget prepared.
October 23, 2020	Friday	Release final draft of 2021 Budget to Village Board.
<b>November 9, 2020</b>	<b>Monday</b>	<b>1st Budget Meeting</b> – AH Memorial Library, Budget Overview, Budgets for Board of Trustees, Integrated Services, Health & Human Services, HR, Finance, Building Services, and Police
<b>November 10, 2020</b>	<b>Tuesday</b>	<b>2nd Budget Meeting</b> – Budgets for Metropolis Theater, Boards & Commissions, Legal, Planning & Community Development, Engineering, Public Works, Water & Sewer, Parking Operations, Fleet Services, and Fire
<b>November 12, 2020</b>	<b>Thursday</b>	<b>3<sup>rd</sup> Budget Meeting</b> – If needed
November 18, 2020	Wednesday	Notice of Public Hearing on 2021 Budget published in newspaper.
<b>December 7, 2020</b>	<b>Monday</b>	Board approves 2020 Tax Levy and Abatement Ordinances. Public Hearing on 2021 Budget. Approval of 2021 Budget at formal meeting.



**SURVEY OF COMPARABLE MUNICIPALITIES  
ESTIMATED ANNUAL REVENUES RECEIVED FROM AN AVERAGE HOME  
AUGUST 2020**

**ANNUAL ESTIMATED PAYMENTS:**

Municipality	2020 Passenger Veh. Stickers	Garbage Bill*	Yard Waste Bill	Combined** Residential Water & Sewer Bill	Storm Water Fee	Home*** Rule Sales Tax	Food & Beverage Sales Tax	Municipal Motor Fuel Tax	Entertain. Tax	Electric Utility Tax	Gas Utility Tax	Telecom Tax	2019**** Municipal Property Tax	Total Estimated Annual Homeowner Costs
Assumptions for Average Family	2 Cars	12 /Yr	48 Bags/Yr	144,000 Gallons/Yr	Estimated	\$6,000 /Year	\$3,000 /Year	650 Gallons/Yr	\$2,400 /Year	12,300 kWh/Yr \$1,400 /Year	1,700 therms/Yr \$1,650 /Year	\$1,200 /Year	\$92,100 EAV	
1. Rolling Meadows	0.00	\$359.40	\$0.00	2,337.12	57.12	60.00	60.00	26.00	0.00	75.03	85.00	72.00	1495.70	\$4,627.37
2. Hoffman Estates	0.00	\$204.00	\$144.00	1,892.20	24.00	60.00	60.00	16.25	0.00	69.00	85.00	72.00	1268.22	\$3,884.67
3. Mount Prospect	90.00	\$235.00	\$0.00	2,043.84	0.00	60.00	30.00	26.00	0.00	43.17	24.99	72.00	909.95	\$3,534.95
4. Wheeling	0.00	\$266.76	\$0.00	1,171.08	36.00	60.00	30.00	0.00	96.00	75.03	85.00	72.00	1437.68	\$3,329.55
5. Elk Grove Village	50.00	246.12	\$144.00	1,728.00	0.00	60.00	30.00	0.00	0.00	75.03	34.00	72.00	759.83	\$3,198.98
6. Arlington Heights	60.00	\$219.96	\$136.80	1,286.88	75.00	60.00	37.50	0.00	0.00	75.03	85.00	72.00	1020.47	\$3,128.64
7. Des Plaines	0.00	\$212.52	\$0.00	1,366.98	0.00	60.00	30.00	45.50	0.00	70.23	42.50	72.00	1031.52	\$2,931.26
8. Palatine	60.00	\$246.00	\$0.00	1,162.80	60.00	60.00	30.00	0.00	0.00	75.03	0.00	72.00	1053.62	\$2,819.45
9. Schaumburg	0.00	\$0.00	\$0.00	1,973.76	0.00	60.00	60.00	19.50	120.00	0.00	0.00	72.00	472.47	\$2,777.73
10. Buffalo Grove	0.00	\$279.60	\$0.00	1,018.08	60.96	60.00	30.00	0.00	0.00	75.03	85.00	72.00	1046.26	\$2,726.93
11. Park Ridge	90.00	\$0.00	\$0.00	1,544.04	0.00	60.00	30.00	26.00	0.00	68.63	34.00	72.00	693.51	\$2,618.19

\*Rates include carts and/or SWANCC fees where applicable.

\*\* Rate/100 cubic ft. x 1.3367197 = rate/1000 gals.

\*\*\*Home/Rules Sales Taxes are on general merchandise only, not applied against vehicles or qualifying food, drugs, or medical appliances.

\*\*\*\*Municipal tax only, does not include libraries, schools, special districts, or other taxing authorities.

Sources: Surveys: Arlington Heights (08/20), / Cook County Clerk website / Municipal websites / Codes

**RATES:**

Municipality	2020 Passenger Veh. Stickers	Est. Monthly Garbage Rate (1x/week)	Yard Waste Rate /Bag	Combined Water & Sewer Rate/ 1000 Gallons + fixed fees		Estimated Storm Water Fee/Month	Home Rule Sales Tax Rate		Food & Beverage Sales Tax Rate		Municipal Motor Fuel Tax Cents/Gal		Entertain. Tax Rate		Electric Utility Tax /kWh		Gas Utility Tax /Therm		Telecom Tax Rate		2019 Municipal Property Tax Rate
Arlington Heights	30.00	18.33	2.85	8.72	31.20	6.25	1.00%	1.25%	0.00	0.00%	0.00610	0.050	6.00%	1.108							
Buffalo Grove	0.00	23.30	0.00	7.07	5.08	1.00%	1.00%	0.00	0.00%	0.00610	0.050	6.00%	1.136								
Des Plaines	0.00	17.71	0.00	9.19	0.00	1.00%	1.00%	0.07	0.00%	0.00571	0.025	6.00%	1.120								
Elk Grove Village	25.00	20.51	3.00	12.00	0.00	1.00%	1.00%	0.00	0.00%	0.00610	0.020	6.00%	0.825								
Hoffman Estates	0.00	17.00	3.00	12.51	2.00	1.00%	2.00%	0.03	0.00%	0.00561	0.050	6.00%	1.377								
Mount Prospect	45.00	19.58	0.00	13.36	0.00	1.00%	1.00%	0.04	0.00%	0.00351	0.015	6.00%	0.988								
Palatine	30.00	20.50	0.00	5.90	5.00	1.00%	1.00%	0.00	0.00%	0.00610	0.000	6.00%	1.144								
Park Ridge	45.00	0.00	0.00	9.62	0.00	1.00%	1.00%	0.04	0.00%	0.00558	0.020	6.00%	0.753								
Rolling Meadows	0.00	29.95	0.00	15.98	4.76	1.00%	2.00%	0.04	0.00%	0.00610	0.050	6.00%	1.624								
Schaumburg	0.00	0.00	0.00	36.00	0.00	1.00%	2.00%	0.03	5.00%	0.00000	0.000	6.00%	0.5130								
Wheeling	0.00	22.23	0.00	8.02	3.00	1.00%	1.00%	0.00	4.00%	0.00610	0.050	6.00%	1.5610								



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Arlington Heights  
Illinois**

For the Fiscal Year Beginning

**January 1, 2020**

*Christopher P. Morill*

Executive Director

# FINANCIAL PERFORMANCE GOALS

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The Financial Performance Goals represent an initial effort to establish written policies for guiding the Village's financial management practices. While some of the performance goals are specific and will limit certain types of financial activity, the goal statements are not intended to restrict the Village President and Board of Trustees' ability and responsibility to respond to emergency or service delivery needs above or beyond the limitations established by the Financial Performance Goals.

## REVENUE PERFORMANCE GOALS

The Village will maintain a diversified and stable revenue system as protection from short-run fluctuations.

The Village will estimate annual revenues on an objective and reasonable basis. The Village will develop a method of projecting revenues on a multi-year basis.

The Village will use one-time or special source revenue for capital expenditures or for expenditures incurred in generating the revenue, not to subsidize recurring personnel, operation and maintenance costs.

The Village will establish, and annually re-evaluate, all user charges and fees at a level related to the cost of providing the services.

The Village will endeavor to reduce reliance on the property tax by seeking and developing additional revenue sources.

The Village will designate a specific revenue source to be used for ongoing funding of capital projects.

The Village will attempt to limit property tax increases, when such increases are needed, to no more than 105% of the previous year's extension as calculated for Truth in Taxation purposes.

## OPERATION EXPENDITURES PERFORMANCE GOALS

The Village Manager and Finance Director will propose and the Village Board will adopt and maintain a balanced budget in which expenditures will not be allowed to exceed reasonably estimated revenues and other available funds at the same time maintaining recommended fund balance reserves.

The Village will pay for all current operation and maintenance expenses from current revenue.

The operating budget will provide for the adequate maintenance of capital assets and equipment.

The budget will provide for adequate funding of all employee benefit programs and retirement systems.

The Village will maintain an encumbrance accounting system which will allow it to closely monitor the adopted budget as it may be amended from time to time pursuant to Village code.

The Village will prepare and maintain a system of regular monthly reports comparing actual revenues and expenditures to budgeted amounts.

# FINANCIAL PERFORMANCE GOALS

(Continued)

The Village will maintain an effective risk management program to minimize losses and reduce costs. The Village Board will ensure that adequate insurance or self-insured programs are in place.

The Village will encourage delivery of services by other public and private organizations whenever and wherever greater efficiency and effectiveness can be expected as well as develop and internally use technology and productivity advancements that will help reduce or avoid increasing personnel costs. The intent is to control personnel costs as a proportion of the total budget, to more productively and creatively use available resources and to avoid duplication of effort and use of resources.

## RESERVE PERFORMANCE GOALS

The Village will maintain a minimum undesignated General Fund balance of 25% of annual operating expenditures before transfers-out in order to:

- A. Provide adequate cash flow and to prevent the demand for short term borrowing;
- B. Provide for temporary funding of unforeseen needs of an emergency or non-recurring nature;
- C. Provide for orderly budgetary adjustments when revenues are lost through the actions of other governmental bodies;
- D. Provide the local match for public or private grants;
- E. Provide for unexpected, small increases in service delivery costs;
- F. Provide for unanticipated revenue shortfalls.

Any General Fund balance exceeding 25% of annual operating expenditures is available to be transferred to the Capital Projects Fund, the Fleet Operations Fund, or other funds depending on need.

The Village will maintain a permanent self-insurance reserve in an amount necessary to fund the estimated future claims for general liability, workers' compensation and employee health insurance to prevent the need for short and long term borrowing to fund these claims. At a minimum, the level of this reserve will be equivalent to the amount of reserves as estimated by the Village's third party claims administrator.

## INVESTMENT PERFORMANCE GOALS

The Village will develop a cash flow analysis of all funds on a regular basis. Collections, deposits and disbursements of all funds will be scheduled to ensure maximum cash availability.

The Village will identify and invest cash not immediately needed to achieve the highest return subject to safeguarding principal, maintenance of necessary liquidity, maintenance of public confidence and compliance with all Village, State and Federal regulations.

The Village will follow the Investment and Depository Policy approved by the Village Board in March 2020. Any changes to that policy must be approved by the Village Board of Trustees.

# **FINANCIAL PERFORMANCE GOALS**

(Continued)

The Village will maintain a system of internal controls and procedures which shall be documented. The controls shall be designed to prevent losses of Village assets arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees.

The Finance Department will provide monthly information to the Village President and Board of Trustees concerning investment performance.

## **CAPITAL IMPROVEMENT PERFORMANCE GOALS**

Capital improvements will be based on long range projected needs rather than on immediate needs in order to minimize future maintenance, replacement and capital costs.

The Village shall maintain a five year capital improvement program and all capital improvements will be made in accordance with that plan. The capital improvement program shall be updated annually.

The development of the capital improvement program will be coordinated with the operating budget in order to maintain a reasonably stable total tax levy.

The Village will identify the estimated cost and potential funding sources for each capital project proposed before submission to reviewing bodies and to the Village President and Board of Trustees. Future operating costs associated with a proposed capital improvement will be estimated before a decision is made to implement a project.

Federal, State and other intergovernmental and private funding sources of a special revenue nature shall be sought out and used as available to assist in financing capital improvements.

## **DEBT PERFORMANCE GOALS**

The Village will limit long-term debt to those capital improvements that cannot be financed from current revenues.

The maturity date for any debt will not exceed the reasonable expected useful life of the project to be funded or negatively impact the marketability of the bonds.

The Village will avoid the issuance of Budget, Tax and Revenue Anticipation Notes.

The Village will use special assessments, revenue bonds, and/or any other available self-liquidating debt measures instead of general obligation bonds where and when possible, applicable and practicable.

The Village shall develop and maintain good relations with financial and bond rating agencies, and will follow a policy of full and open disclosure on every financial report and bond prospectus.

When issuing new debt, the Village will endeavor to maintain medium credit industry benchmarks as published annually by Moody's Investors Service.

# FINANCIAL PERFORMANCE GOALS

(Continued)

The Village will develop a Debt Management Policy to help ensure the Village's credit worthiness and to provide a functional tool for debt management and capital planning.

## FINANCIAL REPORTING PERFORMANCE GOALS

The Village will adhere to a policy of full and open public disclosure of all financial operations. The proposed budget will be prepared in a manner maximizing its understanding by citizens and elected officials. Copies of financial documents will be made available to all interested parties. Opportunities will be provided for full citizen participation prior to final adoption of the budget.

The Village's accounting system will maintain records on a basis consistent with generally accepted accounting principles.

The Finance Director will prepare regular quarterly and annual financial reports presenting a summary of financial activity by major types of funds and programs.

The Village will prepare a **Comprehensive Annual Financial Report** in conformity with generally accepted accounting principles and financial reporting practices.

The Village will employ an independent public accounting firm to perform an annual audit of all funds, authorities, agencies and grant programs, and will make the annual audited report available to the general public, bond and financial consultants and other interested citizens and organizations. The audit shall be completed and submitted to the Village President and Board of Trustees **within 180 days** of the close of the Village's fiscal year.

# BUDGET DOCUMENT PURPOSE & CONTENT

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## PURPOSE

This budget represents the Village's plan for allocating resources. These resources include time, manpower and money and are allocated to accomplish the planned objectives set forth in the strategic plan. The budget document is a planning, control and measurement tool of the Village. It is a comprehensive financial plan adopted annually by the Village Board, with a fiscal year starting January 1<sup>st</sup> and ending December 31<sup>st</sup>.

The budget calendar identifies the timing, responsibility and duration of the budget process. Generally, the budget process begins in July and the budget is adopted in December. Once adopted, the control and measurement process of budget administration continues until fiscal year end, at which time, the external independent annual audit provides a review of the Village's budget performance. Therefore, the true budget process does not end when the budget is adopted, but is a year-round concern of the Village Board and staff.

## CONTENT

This budget document utilizes a pyramid approach to provide its readers with varied levels of detail. This budget document is more than a financial plan. It is intended to fulfill four major functions through its role as:

- ▶ a policy document
- ▶ an operations guide
- ▶ a communication medium
- ▶ a financial plan

The presentation of the budget document can be summarized as follows:

**INTRODUCTION & FINANCIAL SUMMARIES** – This section provides for a transmittal letter which highlights the significant elements of the budget. Within this section is a "BUDGET AT A GLANCE" presentation which has various tables and charts to provide the reader an overview of the budget at the highest level of reporting. These schedules combine all funds and cross reference each individual fund and operation. Each type of user requires differing levels of detail depending on the level and type of decision making. Also, various tables are incorporated into the budget document to present general, financial, socio-economic, and other pertinent data to give the reader historical and factual data that enhances their understanding of the direction the Village is heading. Generally speaking, these few pages provide the general public (and the press) a sufficient understanding of the budget document and serves most purposes.

**INDIVIDUAL FUND BY FUND PRESENTATION** – At the next lower level of reporting, each fund presentation begins with "Fund at a Glance" introduction which highlights the major revenues (sources) and the major expenditures (uses) in a basic format. A "Fund Summary" follows which illustrates two previous years' actuals, the projected actual as compared to budget for the current fiscal year, and the new budget year's effect on the financial position of the fund. This allows the reader an overview of the fund without necessarily reviewing the next lower level of reporting.

# BUDGET DOCUMENT PURPOSE & CONTENT

(Continued)

**OPERATIONS** – Since the General Fund is comprised of many operations or programs, a separate tab has been provided for each department for quick reference. Behind this tab is an organizational chart by function (or operation) which illustrates the operations within that department. This is also described in narrative form on the following few pages. Since the budget process formally adopts goals and objectives, the department director communicates the progress made on last year's goals and establishes new goals for the budget year with concurrence and approval of the Village Manager. This becomes an excellent form of communication which enunciates what will be accomplished as a result of utilizing these financial resources. Often there is a legal or policy need to budget operations across funds; therefore, to obtain a true picture of the total costs an "Operation Summary" is included and it performs the cross-reference in a simple and easily understandable manner. The line-item budget becomes the next lower level of reporting. It discloses the prior year's actuals, projections, and budgeted amounts for each account. "Personal Services" schedules detail authorized positions in full time equivalents.

**APPENDIX** – This section contains a community profile for the Village of Arlington Heights, a glossary of terms and a list of acronyms used throughout this document.

**MISCELLANEOUS SCHEDULES, TABLES, & GRAPHICS** – To provide greater clarity and to enhance the appeal of the budget document, certain miscellaneous illustrations have been included in their logical sequence. For example, debt service schedules for future debt retirement which contain extensive information in a concise spreadsheet have been included in the "Debt Service" presentation.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY** – The Library section of this budget document includes a fund narrative, fund summary, and a line item budget. The Library budget is determined by a Library Board of Trustees which is elected independent from the Village Board of Trustees. As a result of State legal requirements, the Library budget is then included with the Village budget for adoption by the Village Board of Trustees.

**BASIS OF BUDGETING** – The Village of Arlington Heights accounts for all funds and adopts a budget based on generally accepted accounting principles (GAAP). The Village uses fund accounting designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types."

**Governmental funds** are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the general government not accounted for in some other fund. Governmental funds are budgeted using a modified accrual basis, except for loans, loan payments, and debt service payments, which are budgeted on a cash basis.



# BUDGET DOCUMENT PURPOSE & CONTENT

(Continued)

**Proprietary funds** are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds). Proprietary funds are budgeted using an accrual basis, except for loans, loan payments, capital expenditures, depreciation, and debt service payments which are budgeted on a cash basis.

**Fiduciary funds** are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. When these assets are held under the terms of a formal trust agreement, either a pension trust fund, a nonexpendable trust fund, or an expendable trust fund is used. The terms “nonexpendable” and “expendable” refer to whether or not the government is under an obligation to maintain the trust principal. Agency funds generally are used to account for assets that the government holds on behalf of others as their agent. Expendable trust and agency funds are budgeted on a modified accrual basis, and the nonexpendable trust and pension funds are budgeted on an accrual basis.

## DEPARTMENT/FUND RELATIONSHIP

DEPARTMENT	MAJOR FUNDS			NON MAJOR FUNDS												INTERNAL SERVICES		
	General Fund	Capital Projects Fund	Water & Sewer Fund	MFT Fund	Afford. Housing Fund	Zero Int. Loan Fund	CDBG Fund	Foreign Fire Ins. Fund	Criminal Inv. Fund	Municipal Parking Fund	TIF Funds	Storm Water Ctrl Fund	Other Capital Funds	Solid Waste Fund	A&E Fund	Self Insurance Funds	Fleet Fund	Technology Fund
Board of Trustees	√														√			
Integrated Services	√	√													√			√
Human Resources	√															√		
Legal	√																	
Finance	√	√	√													√		
IT / GIS		√																√
Boards & Commissions	√													√	√			
Police/Police Grant	√	√							√	√					√			
Fire	√	√						√							√			
Planning	√	√			√	√	√				√							
Building Services	√																	
Health Services	√																	
Senior Services	√	√																
Public Works	√	√		√						√		√		√	√			
Water Utility			√															
Municipal Fleet Services		√															√	

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VILLAGE OF ARLINGTON HEIGHTS

# ALL FUNDS SUMMARY

FUND	REVENUES	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
101	GENERAL	75,927,450	78,759,674	74,624,900	78,526,500	<b>78,507,100</b>	(19,400)	(0.0%)
211	MOTOR FUEL TAX	1,933,232	2,479,042	4,354,000	2,504,000	<b>4,654,000</b>	2,150,000	85.9%
215	CDBG	313,695	379,583	438,300	673,461	<b>537,300</b>	(136,161)	(20.2%)
217	AFFORDABLE HOUSING FUND	0	314,524	201,600	395,000	<b>150,000</b>	(245,000)	(62.0%)
225	ZERO INTEREST LOAN FUND	0	457,690	250,000	78,000	<b>311,700</b>	233,700	299.6%
227	FOREIGN FIRE INSURANCE TAX	135,844	145,668	131,700	132,500	<b>132,500</b>	0	0.0%
231	CRIMINAL INVESTIGATIONS	483,662	210,041	103,700	103,700	<b>103,700</b>	0	0.0%
235	MUNICIPAL PARKING	2,251,903	1,469,402	2,694,500	1,293,500	<b>1,047,000</b>	(246,500)	(19.1%)
263	TIF IV	608,253	658,790	591,300	591,300	<b>591,300</b>	0	0.0%
264	TIF V	753,103	772,100	746,200	746,200	<b>746,200</b>	0	0.0%
266	HICKORY/KENSINGTON TIF	613,509	551,651	568,500	568,500	<b>568,500</b>	0	0.0%
267	S AH RD TIF	0	0	0	0	<b>100,000</b>	100,000	N/A
301	DEBT SERVICE	7,900,998	17,350,183	7,701,400	7,713,350	<b>7,525,600</b>	(187,750)	(2.4%)
401	CAPITAL PROJECTS	8,062,168	9,071,105	10,821,000	7,917,700	<b>6,545,000</b>	(1,372,700)	(17.3%)
426	STORM WATER CONTROL	11,845,786	3,994,970	1,679,400	3,979,400	<b>2,661,400</b>	(1,318,000)	(33.1%)
431	PUBLIC BUILDING	270,840	266,179	205,000	0	<b>0</b>	0	N/A
505	WATER & SEWER	19,487,806	20,266,521	30,827,300	30,043,200	<b>22,091,200</b>	(7,952,000)	(26.5%)
511	SOLID WASTE DISPOSAL	1,958,862	2,057,864	1,959,000	1,960,000	<b>1,960,000</b>	0	0.0%
515	ARTS, ENTERTAINMENT & EVENTS	850,654	861,341	581,200	894,100	<b>1,209,100</b>	315,000	35.2%
605	HEALTH INSURANCE	12,067,478	14,834,668	13,421,000	12,657,200	<b>13,459,600</b>	802,400	6.3%
611	GENERAL LIABILITY INSURANCE	696,701	995,216	870,600	867,400	<b>875,800</b>	8,400	1.0%
615	WORKERS' COMPENSATION	1,859,784	2,937,893	2,529,000	2,196,000	<b>2,288,800</b>	92,800	4.2%
621	FLEET OPERATIONS	4,126,580	4,091,361	3,738,800	3,747,700	<b>4,696,300</b>	948,600	25.3%
625	TECHNOLOGY	1,712,934	1,759,240	1,899,100	1,890,600	<b>3,891,600</b>	2,001,000	105.8%
705	POLICE PENSION	863,954	33,049,273	8,770,400	9,669,000	<b>9,633,000</b>	(36,000)	(0.4%)
711	FIRE PENSION	3,968,718	24,605,251	8,156,000	10,000,000	<b>9,813,000</b>	(187,000)	(1.9%)
<b>TOTAL REVENUES</b>		<b>158,693,914</b>	<b>222,339,230</b>	<b>177,863,900</b>	<b>179,148,311</b>	<b>174,099,700</b>	<b>(5,048,611)</b>	<b>(2.8%)</b>

FUND	EXPENDITURES	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
101	GENERAL	75,869,463	78,586,185	77,088,800	78,788,478	<b>79,198,800</b>	410,322	0.5%
211	MOTOR FUEL TAX	1,978,399	1,873,979	2,513,200	2,513,206	<b>4,114,500</b>	1,601,294	63.7%
215	CDBG	313,695	379,583	438,300	673,461	<b>537,300</b>	(136,161)	(20.2%)
217	AFFORDABLE HOUSING FUND	0	0	0	25,000	<b>25,000</b>	0	0.0%
225	ZERO INTEREST LOAN FUND	0	48,300	260,000	150,000	<b>250,000</b>	100,000	66.7%
227	FOREIGN FIRE INSURANCE TAX	122,596	162,350	264,800	264,754	<b>250,000</b>	(14,754)	(5.6%)
231	CRIMINAL INVESTIGATIONS	608,315	522,946	316,100	321,060	<b>327,300</b>	6,240	1.9%
235	MUNICIPAL PARKING	1,426,172	1,548,506	1,974,700	2,004,645	<b>1,655,600</b>	(349,045)	(17.4%)
263	TIF IV	93,052	58,789	590,000	1,012,114	<b>600,000</b>	(412,114)	(40.7%)
264	TIF V	2,587	13,609	12,000	358,206	<b>2,477,000</b>	2,118,794	591.5%
266	HICKORY/KENSINGTON TIF	32,060	30,000	20,900	895,900	<b>1,590,000</b>	694,100	77.5%
267	S AH RD TIF	0	0	0	0	<b>70,800</b>	70,800	N/A
301	DEBT SERVICE	7,172,000	17,365,175	7,671,400	7,671,400	<b>7,483,600</b>	(187,800)	(2.4%)
401	CAPITAL PROJECTS	7,089,737	8,665,505	6,899,900	10,942,240	<b>9,932,200</b>	(1,010,040)	(9.2%)
426	STORM WATER CONTROL	2,324,962	8,944,698	4,985,400	9,247,403	<b>7,318,700</b>	(1,928,703)	(20.9%)
431	PUBLIC BUILDING	23,855,550	884,362	60,000	702,780	<b>3,230,000</b>	2,527,220	359.6%
505	WATER & SEWER	17,596,685	21,550,764	23,760,400	24,543,889	<b>25,139,400</b>	595,511	2.4%
511	SOLID WASTE DISPOSAL	1,968,304	2,077,690	1,907,700	1,914,000	<b>2,086,600</b>	172,600	9.0%
515	ARTS, ENTERTAINMENT & EVENTS	752,234	851,786	533,200	885,234	<b>872,700</b>	(12,534)	(1.4%)
605	HEALTH INSURANCE	14,967,184	14,716,427	12,899,900	12,898,400	<b>13,596,500</b>	698,100	5.4%
611	GENERAL LIABILITY INSURANCE	729,491	538,495	627,900	858,000	<b>873,000</b>	15,000	1.7%
615	WORKERS' COMPENSATION	2,193,701	2,891,814	2,373,700	2,758,400	<b>2,812,000</b>	53,600	1.9%
621	FLEET OPERATIONS	3,382,028	3,627,157	4,608,400	5,867,379	<b>3,487,200</b>	(2,380,179)	(40.6%)
625	TECHNOLOGY	1,522,499	1,535,758	2,414,400	2,495,740	<b>5,891,600</b>	3,395,860	136.1%
705	POLICE PENSION	7,534,845	8,469,326	9,105,900	8,962,700	<b>10,039,100</b>	1,076,400	12.0%
711	FIRE PENSION	7,073,466	7,451,501	7,948,100	7,964,000	<b>8,645,500</b>	681,500	8.6%
<b>TOTAL EXPENDITURES</b>		<b>178,609,025</b>	<b>182,794,705</b>	<b>169,275,100</b>	<b>184,718,389</b>	<b>192,504,400</b>	<b>7,786,011</b>	<b>4.2%</b>

VILLAGE OF ARLINGTON HEIGHTS

# FUND BALANCE SUMMARY 2021

Fund	Fund Name	1/01/21 Projected Beginning Fund Balance (Deficit)	2021 Revenues & Transfers In	2021 Expenditures & Transfers Out	2021 Revenues Over (Under) Expenditures	12/31/21 Estimated Ending Fund Balance (Deficit)
101	General	\$28,414,829	\$78,507,100	\$79,198,800	(\$691,700)	\$27,723,129
211	Motor Fuel Tax	4,746,608	4,654,000	4,114,500	539,500	5,286,108
215	CDBG	0	537,300	537,300	0	0
217	Affordable Housing	516,124	150,000	25,000	125,000	641,124
225	Zero Interest Loan	399,390	311,700	250,000	61,700	461,090
227	Foreign Fire Insurance Tax	292,006	132,500	250,000	(117,500)	174,506
231	Criminal Investigations	1,490,874	103,700	327,300	(223,600)	1,267,274
235	Municipal Parking	5,355,680	1,047,000	1,655,600	(608,600)	4,747,080
263	TIF IV	2,822,719	591,300	600,000	(8,700)	2,814,019
264	TIF V	2,897,042	746,200	2,477,000	(1,730,800)	1,166,242
266	Hickory/Kensington TIF	2,225,032	568,500	1,590,000	(1,021,500)	1,203,532
267	S AH Rd TIF	0	100,000	70,800	29,200	29,200
301	Debt Service	2,212,035	7,525,600	7,483,600	42,000	2,254,035
401	Capital Projects	15,021,798	6,545,000	9,932,200	(3,387,200)	11,634,598
426	Storm Water Control	6,632,178	2,661,400	7,318,700	(4,657,300)	1,974,878
431	Public Building	3,230,368	0	3,230,000	(3,230,000)	368
505	Water & Sewer	9,562,046	22,091,200	25,139,400	(3,048,200)	6,513,846
511	Solid Waste Disposal	3,950,275	1,960,000	2,086,600	(126,600)	3,823,675
515	Arts, Entertainment & Events	115,295	1,209,100	872,700	336,400	451,695
605	Health Insurance	4,007,578	13,459,600	13,596,500	(136,900)	3,870,678
611	General Liability Insurance	3,968,492	875,800	873,000	2,800	3,971,292
615	Workers' Compensation Insurance	4,516,630	2,288,800	2,812,000	(523,200)	3,993,430
621	Fleet Operations	6,949,005	4,696,300	3,487,200	1,209,100	8,158,105
625	Technology	2,171,019	3,891,600	5,891,600	(2,000,000)	171,019
705	Police Pension	148,010,807	9,633,000	10,039,100	(406,100)	147,604,707
711	Fire Pension	124,091,596	9,813,000	8,645,500	1,167,500	125,259,096
<b>TOTAL ALL VILLAGE FUNDS</b>		<b>\$383,599,426</b>	<b>\$174,099,700</b>	<b>\$192,504,400</b>	<b>(\$18,404,700)</b>	<b>\$365,194,726</b>

1. The General Fund shows a slight deficit for the 2021 budget due to the expected decrease in Revenues from the Coronavirus Pandemic. The current financial condition of the fund is healthy as it continues to maintain a fund balance over 25% of annual expenditures and retains adequate reserves.
2. The Motor Fuel Tax Fund shows a planned surplus due to additional funding from the Rebuild Illinois Bond Grant to complete various road improvements throughout the Village.
3. Affordable Housing Fund accounts for cash payments received in lieu of constructing affordable housing. These funds will be used to create and preserve permanent attainable housing.
4. Zero Interest Loan Fund is designed to provide financial assistance to prospective and existing businesses within the Village of Arlington Heights. The program is intended to assist companies' growth within the Village.
5. Foreign Fire Insurance Tax Fund - Insurance companies that do not maintain offices within the State but market fire insurance policies within the State pay an additional tax of 2% to the municipality where the policy is written. These funds are used for the betterment of the fire services and are controlled by a separate Board of Directors including the Fire Chief and firefighters per State Statute. Prior year revenues are being expensed this year, creating the operating deficit.
6. Criminal Investigations Fund - Assets seized under State and Federal statutes are accounted for in this fund and used for the advancement of law enforcement. These funds are not budgeted for day-to-day Police Department operations but are generally one time capital expenditures of current and prior year revenues.

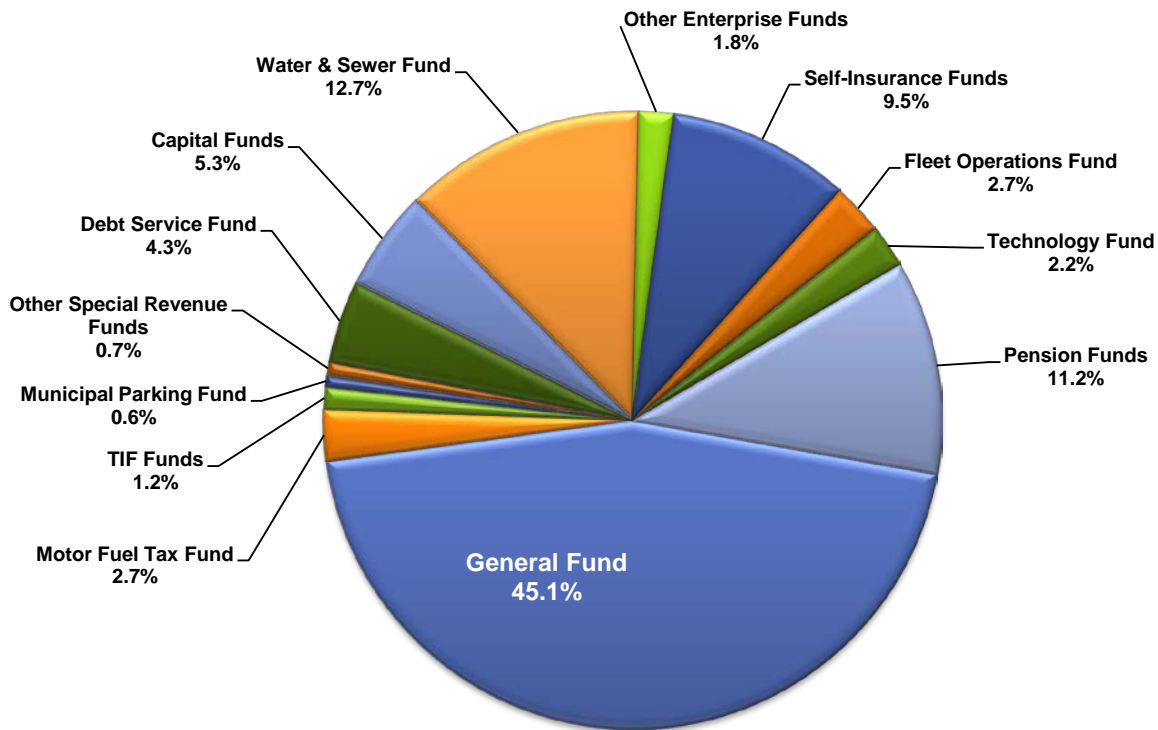
## FUND BALANCE SUMMARY 2021

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7. Municipal Parking Fund - Primarily, commuter parking for train travel to and from Chicago is provided for in this fund. With Downtown redevelopment, resident parking for large apartment complexes and off-street shopper parking was included. Substantial fund balance is maintained for future parking garage maintenance and repairs, which will provide a service life of 40 to 50 years for the four parking structures.
8. TIF IV shows a deficit as planned improvement projects are expected to outpace current year revenue.
9. TIF V shows a deficit as planned improvement projects are expected to outpace current year revenue.
10. Hickory/Kensington TIF shows a deficit as planned improvement projects are expected to outpace current year revenue.
11. S Arlington Heights Rd TIF shows a surplus as reserves accumulate for future improvements.
12. The Debt Service Fund accounts for all debt service payments from general obligation bond issuances except those in the Storm Water Control Fund.
13. The Capital Projects Fund shows a deficit in operations primarily as a result of current year costs outpacing current year revenues dedicated to this fund.
14. The Storm Water Control Fund has a planned deficit as scheduled programs improving the Village's storm water infrastructure drawdown funds from a general obligation bond issued in 2018.
15. The Public Building Fund provided for the construction of the new Police Facility and contingency reserves. The final contingent projects will be completed at the end of 2021, at which time the remaining funds will be transferred out.
16. The Water & Sewer Fund shows a planned operating deficit due to planned projects outpacing revenue. The planned service rate increase for 2021 is 5%.
17. Solid Waste Disposal Fund - The operations of the Government Joint Venture Solid Waste Agency of Northern Cook County are provided for in this fund. Efforts to reduce solid waste removal costs and maximize disposal facility useful lives are primary objectives.
18. The Arts, Entertainment & Events Fund is designed for funding special events and the operation of the Metropolis Performing Arts Theater. The primary funding source is 25% of the Village's 1.25% Food & Beverage Tax on prepared food.
19. The Health Insurance Fund has a slight planned operating deficit due to the potential of large health insurance claims. Actual year end results generally come in better than budgeted. This fund is operated on a pay as you go basis with a reserve for large claims.
20. The General Liability Insurance Fund covers the first \$100,000 per claim before IRMA coverage takes effect. Charges to operating departments are used to fund this insurance coverage. Past claims have been varied and actual experience is generally more favorable than budgeted.
21. The Workers' Compensation Insurance Fund claims are handled the same as General Liability claims noted above.
22. The Fleet Operations Fund provides for major capital replacements. Service charges over the useful life of the equipment will replenish reserves. A healthy fund balance is maintained for vehicle and equipment replacement.
23. The Technology Fund provides for the operation of the Village's computer network infrastructure and equipment replacement. Service charges to departments are used to fund these operations. The operating deficit is the result of the beginning of a project to replace the Village's Enterprise Resource Planning software.
24. Police and Fire Pension Funds are both budgeting positive results from operations this year. Funding for future liabilities of the Police and Fire Pension Funds is currently at 81.9% and 77.3% respectively. Per current State Statute, 90% funding must be reached by 2040.

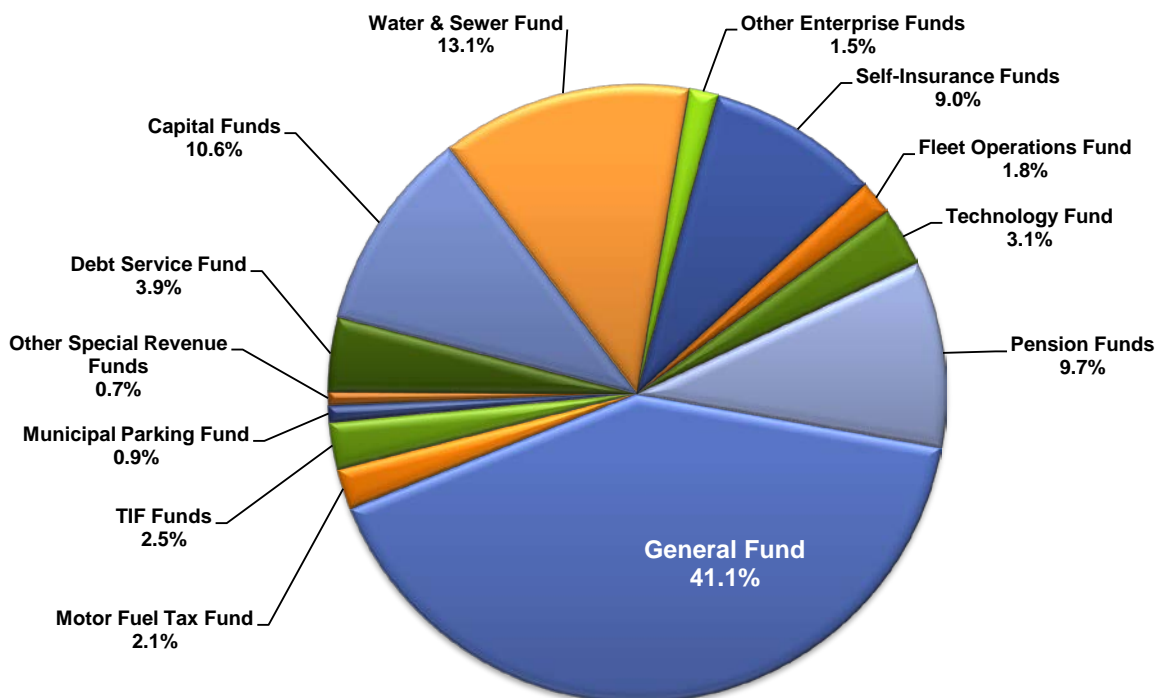
## ALL FUNDS REVENUES

### 2021 Budget



## ALL FUNDS EXPENDITURES

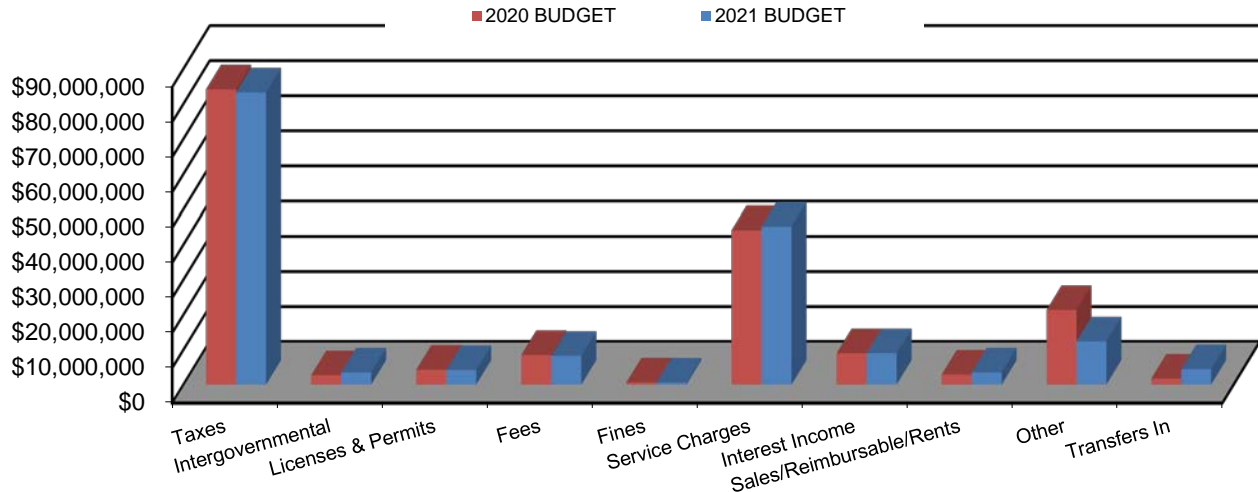
### 2021 Budget



# WHERE THE MONEY COMES FROM

## ALL FUNDS REVENUES

### 2020 Budget vs. 2021 Budget



	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
<b>Taxes</b>	80,742,551	83,106,534	84,106,150	<b>83,186,900</b>	(1.1%)
<b>Intergovernmental</b>	552,903	2,663,468	2,688,661	<b>3,498,300</b>	30.1%
<b>Licenses &amp; Permits</b>	4,314,641	4,834,759	4,262,500	<b>4,177,000</b>	(2.0%)
<b>Fees</b>	8,457,306	8,770,175	8,474,400	<b>8,242,400</b>	(2.7%)
<b>Fines</b>	639,367	558,423	661,100	<b>621,100</b>	(6.1%)
<b>Service Charges</b>	39,003,305	40,386,570	44,013,200	<b>45,066,000</b>	2.4%
<b>Interest Income</b>	(7,412,029)	46,105,661	8,965,300	<b>8,976,300</b>	0.1%
<b>Sales/Reimbursable/Rents</b>	3,758,875	5,479,767	2,869,700	<b>3,504,400</b>	22.1%
<b>Other</b>	23,905,983	24,673,170	21,313,200	<b>12,369,200</b>	(42.0%)
	153,962,902	216,578,527	177,354,211	<b>169,641,600</b>	(4.3%)
<b>Reserves</b>	0	0	61,000	<b>36,000</b>	(41.0%)
<b>Transfers In</b>	4,731,012	5,760,703	1,733,100	<b>4,422,100</b>	155.2%
<b>Total Revenues</b>	158,693,914	222,339,230	179,148,311	<b>174,099,700</b>	(2.8%)

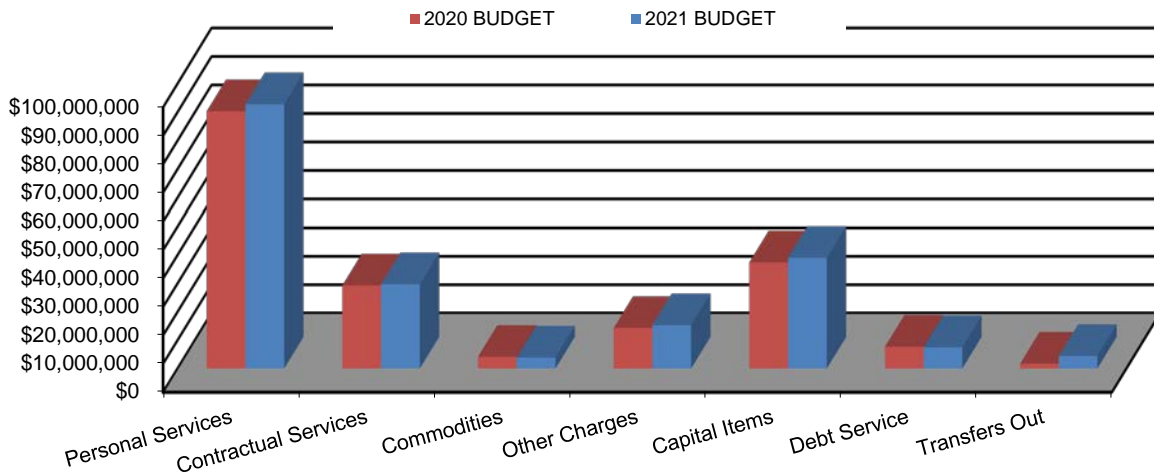
NOTE: **Intergovernmental** revenues increased over prior year due to the DCEO Grant for Storm Sewer Improvements and from the State's Capital Grant Program for the MFT Street Rehab Program. **Fines** decreased primarily from the reduction of Parking and Other Fines received compared to prior year. **Sales/Reimbursable/Rent** increased mainly from retiree payments in the Health Insurance Fund that are not Medicare eligible. **Other** revenues decreased mainly from the Bond Proceeds received in the prior year in the Parking Fund, Capital Projects Fund and Water and Sewer Fund. **Reserves** decreased as a result of a reduction in the number of projects for Metropolis. **Transfers In** increased due to a planned transfer from the Public Building Fund into the Arts, Ent & Events Fund, Fleet Fund and Technology Fund.



# WHERE THE MONEY GOES

## ALL FUNDS EXPENDITURES

2020 Budget vs. 2021 Budget



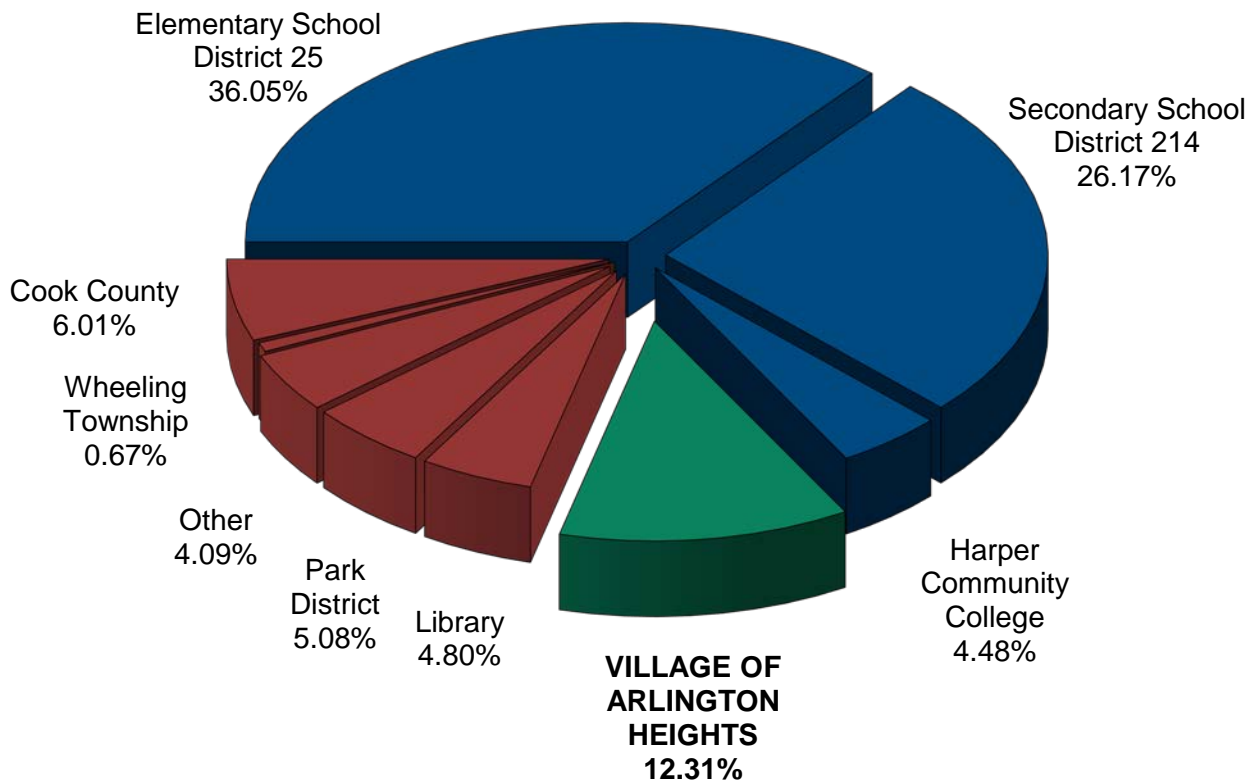
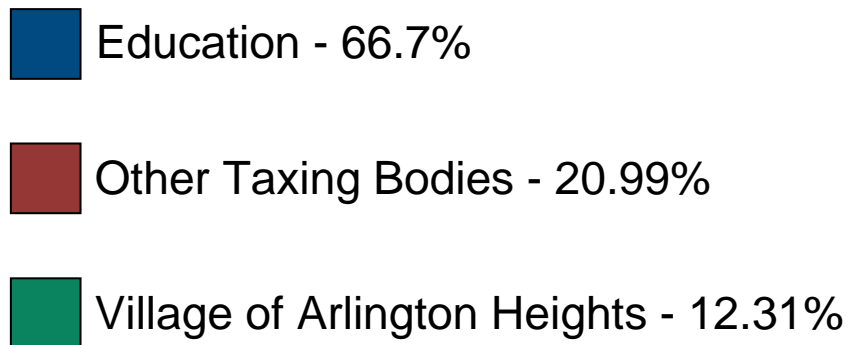
	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
<b>Personal Services</b>	81,631,473	85,073,639	90,267,200	<b>92,739,100</b>	2.7%
<b>Contractual Services</b>	26,821,472	27,622,623	29,257,852	<b>29,702,800</b>	1.5%
<b>Commodities</b>	3,392,289	4,072,480	4,136,654	<b>3,875,500</b>	(6.3%)
<b>Other Charges</b>	16,119,879	15,974,173	14,281,223	<b>15,286,600</b>	7.0%
<b>Capital Items</b>	38,740,900	27,036,664	37,370,960	<b>38,994,700</b>	4.3%
<b>Debt Service</b>	7,172,000	17,254,423	7,671,400	<b>7,483,600</b>	(2.4%)
	173,878,013	177,034,002	182,985,289	<b>188,082,300</b>	2.8%
<b>Transfers Out</b>	4,731,012	5,760,703	1,733,100	<b>4,422,100</b>	155.2%
<b>Total Expenditures</b>	178,609,025	182,794,705	184,718,389	<b>192,504,400</b>	4.2%

NOTE: **Commodities** decreased from the reduction of Medical Supplies needed along with the lower cost of Petroleum Products. **Other Charges** increased mainly from Medical Insurance claims being increased based on prior year experience. **Transfers Out** increased due to the transfer from the closed Public Building Fund to the the Arts, Entertainment & Events, Fleet and Technology Funds.

# Arlington Heights

## 2019 PROPERTY TAX BILL

(Depicts the "most" common tax bill, assuming School District 25.  
Depends on School District and Township boundaries.)

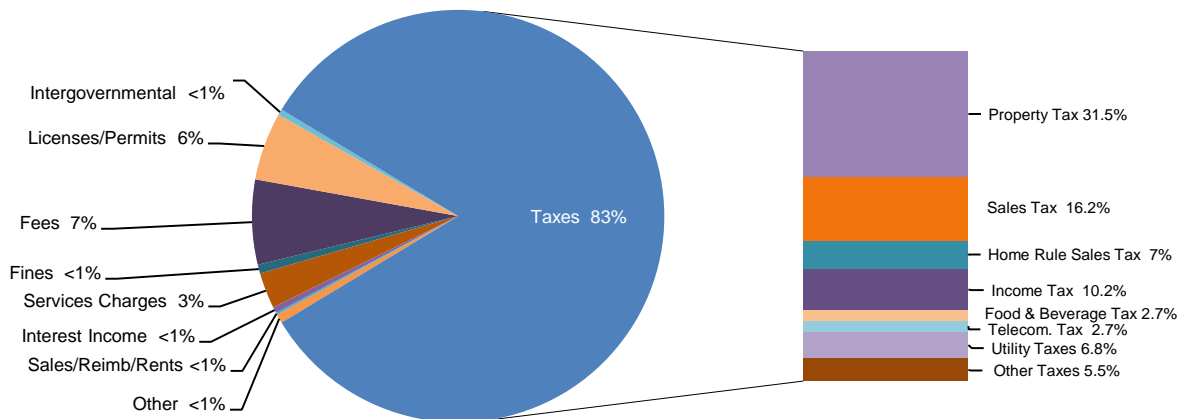


AS THE ABOVE PIE CHART ILLUSTRATES, THE VILLAGE OF ARLINGTON HEIGHTS  
CONSISTS OF 12.31% OF THE ENTIRE PROPERTY TAX BILL.

# WHERE THE MONEY COMES FROM

## GENERAL FUND REVENUES

### 2021



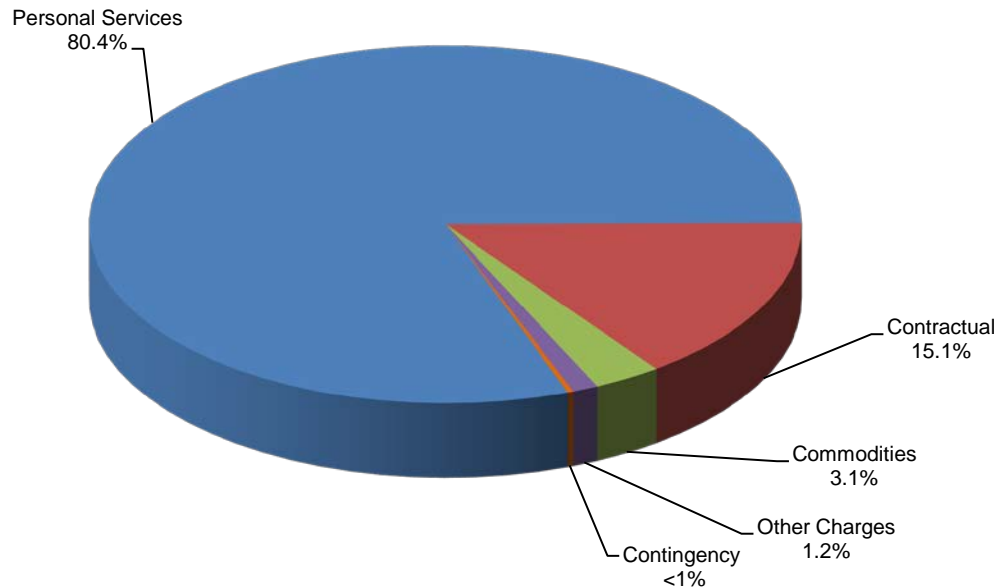
	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
<b>Taxes</b>	62,247,827	64,139,809	64,883,400	<b>64,951,600</b>	0.1%
<b>Intergovernmental</b>	273,471	321,524	308,000	<b>361,000</b>	17.2%
<b>Licenses &amp; Permits</b>	4,314,641	4,834,759	4,262,500	<b>4,177,000</b>	(2.0%)
<b>Fees</b>	5,143,499	5,398,268	5,226,800	<b>5,213,600</b>	(0.3%)
<b>Fines</b>	535,678	488,364	571,100	<b>546,100</b>	(4.4%)
<b>Service Charges</b>	2,057,768	2,112,976	2,145,700	<b>2,203,800</b>	2.7%
<b>Interest Income</b>	474,476	676,476	411,000	<b>370,000</b>	(10.0%)
<b>Sales/Reimb/Rents</b>	127,393	118,549	143,000	<b>130,000</b>	(9.1%)
<b>Other</b>	552,697	468,949	375,000	<b>354,000</b>	(5.6%)
<b>Other Financing</b>	200,000	200,000	200,000	<b>200,000</b>	0.0%
<b>Total Revenue</b>	<b>75,927,450</b>	<b>78,759,674</b>	<b>78,526,500</b>	<b>78,507,100</b>	(0.0%)

NOTE: **Intergovernmental** increased due to a new agreement with the AHML where they receive part of PPRT and they reimburse the Village for services provided. **Interest Income** has been decreased to match actual earnings. **Sales/Reimb/Rents** decrease was due to the decrease in Rents and Concessions. **Other** decreased from the prior year mainly from decrease in funding for the Arlington Heights Emergency Account and Wellness Programs.

# WHERE THE MONEY GOES

## GENERAL FUND EXPENDITURES

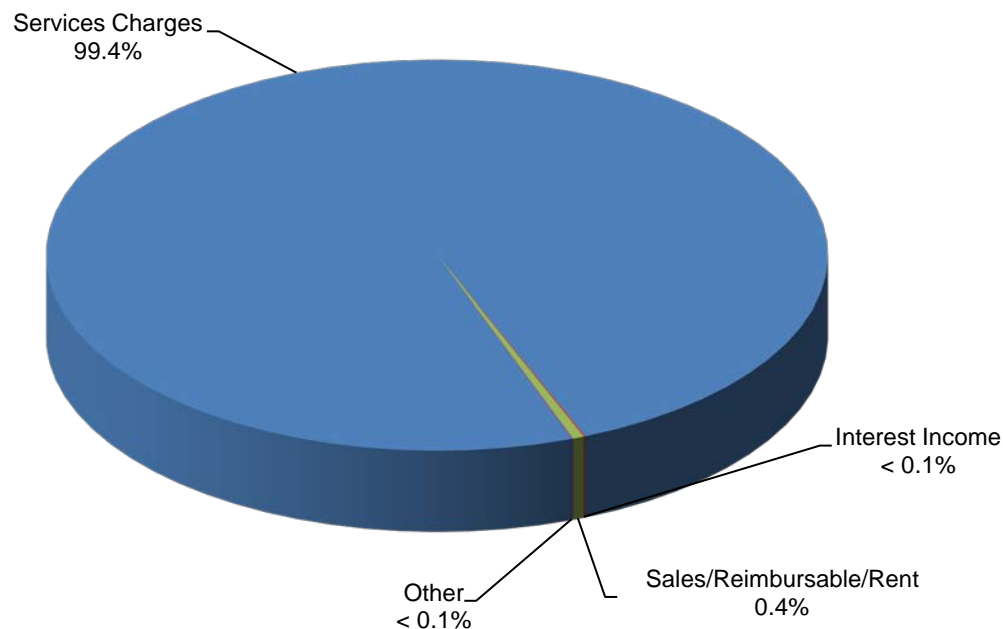
### 2021



	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
<b>Personal Services</b>	58,119,457	60,136,434	63,148,800	<b>63,683,500</b>	0.8%
<b>Contractual Services</b>	11,144,878	11,571,570	11,971,681	<b>11,965,200</b>	(0.1%)
<b>Commodities</b>	2,182,503	2,470,770	2,699,429	<b>2,433,000</b>	(9.9%)
<b>Other Charges</b>	927,613	954,741	893,368	<b>917,100</b>	2.7%
<b>Contingency</b>	0	0	75,200	<b>200,000</b>	166.0%
<b>Transfers Out</b>	3,495,012	3,452,670	0	<b>0</b>	0.0%
<b>Total Expenditures</b>	<b>75,869,463</b>	<b>78,586,185</b>	<b>78,788,478</b>	<b>79,198,800</b>	0.5%

NOTE: **Commodities** decreased from the reduction of Medical Supplies needed along with the lower cost of Petroleum Products. **Contingency** is budgeted each year but if used, is classified as an expenditure type. If not used it becomes part of available reserves. As of the date of this writing, the year ending December 31, 2020 budget shows that there is \$75,200 remaining of the \$225,000 contingency budget.

# WHERE THE MONEY COMES FROM WATER & SEWER FUND REVENUES 2021



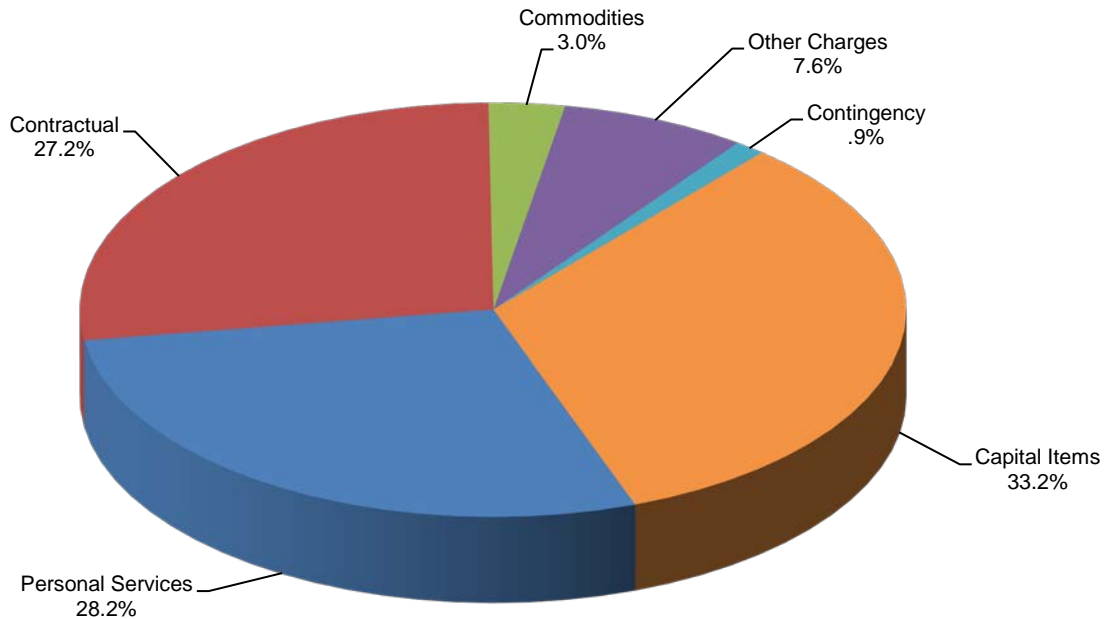
	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
<b>Services Charges</b>	18,199,275	18,454,496	21,405,200	<b>21,953,200</b>	2.6%
<b>Interest Income</b>	22,924	43,175	20,000	<b>20,000</b>	0.0%
<b>Sales/Reimbursable/Rent</b>	118,586	144,533	98,000	<b>98,000</b>	0.0%
<b>Other</b>	1,147,021	1,624,317	8,520,000	<b>20,000</b>	(99.8%)
<b>Total Revenues</b>	<b>19,487,806</b>	<b>20,266,521</b>	<b>30,043,200</b>	<b>22,091,200</b>	<b>(26.5%)</b>

NOTE: **Service Charges** include sales for water and sewer service. Water consumption has been projected based on the anticipated usage, which has been trending lower. A combined water and sewer rate increase of 5% previously approved is effective as of January 1, 2021. **Other** decreased from a bond issuance in 2020.

# WHERE THE MONEY GOES

## WATER & SEWER FUND EXPENDITURES

### 2021



	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	% CHANGE
<b>Personal Services</b>	6,319,648	6,574,667	7,014,800	<b>7,082,600</b>	1.0%
<b>Contractual</b>	6,128,213	6,294,565	6,684,050	<b>6,834,000</b>	2.2%
<b>Commodities</b>	601,835	1,007,287	759,500	<b>748,400</b>	(1.5%)
<b>Other Charges</b>	1,786,592	1,716,928	1,783,400	<b>1,836,500</b>	3.0%
<b>Contingency</b>	0	0	95,000	<b>300,000</b>	215.8%
<b>Capital Items</b>	2,760,397	5,957,317	7,707,139	<b>8,337,900</b>	8.2%
<b>Transfers Out</b>	0	0	500,000	<b>0</b>	N/A
<b>Total Expenditures</b>	<b>17,596,685</b>	<b>21,550,764</b>	<b>24,543,889</b>	<b>25,139,400</b>	<b>2.4%</b>

NOTES: **Contingency** is budgeted each year, but if used, is classified as an expenditure type. If not used it becomes part of available reserves. As of the date of this writing, the year ending December 31, 2020 budget shows that \$95,000 of the \$200,000 contingency budget remains. **Capital Items** increased from the prior year due to the budgeted projects for Emergency Generator Upgrades, Water Tank Repainting and the Risk and Resiliency plan for the Water Mains.

# VILLAGE OF ARLINGTON

## EMPLOYEE CENSUS

Ten Year Analysis

		8 Mon. Per.									
		Ending									
		Dec. 2015									
DEPARTMENT		FY2013	FY2014	FY2015	2016	2017	2018	2019	2020	2021	
Integrated Services	Full-Time	6.00	6.00	5.00	11.00	11.00	11.00	10.00	10.00	11.00	11.00
	Part-Time	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Human Resources	Full-Time	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal	Full-Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
	Part-Time	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Finance	Full-Time	17.00	17.00	18.00	18.00	17.00	17.00	16.00	16.00	15.00	15.00
	Part-Time	1.00	1.00	0.00	0.00	1.00	1.00	2.00	2.00	3.00	3.00
IT/GIS	Full-Time	6.00	6.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police	Full-Time	137.00	137.00	137.00	137.00	137.00	137.00	137.00	137.00	137.00	137.00
	Part-Time	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Police Grant	Full-Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire	Full-Time	109.00	109.00	109.00	109.00	109.00	109.00	109.00	109.00	109.00	109.00
	Part-Time	3.00	3.00	3.00	3.00	3.00	2.00	2.00	2.00	2.00	2.00
Planning & Comm Devlp	Full-Time	9.00	9.00	9.00	9.00	10.00	10.00	10.00	10.00	10.00	10.00
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Services	Full-Time	14.50	14.50	16.50	16.50	17.00	17.00	17.00	18.00	18.00	18.00
	Part-Time	3.00	3.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00
Health Services	Full-Time	9.50	9.50	9.50	9.50	9.00	9.00	9.00	9.00	9.00	9.00
	Part-Time	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Services	Full-Time	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Part-Time	5.00	5.00	5.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Engineering	Full-Time	10.00	10.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	(1)
	Part-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Works	Full-Time	42.00	42.00	42.00	42.00	42.00	41.00	51.00	51.00	51.00	(2)
	Part-Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Water Utility Operations	Full-Time	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
	Part-Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fleet Services	Full-Time	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
	Part-Time	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL	Full-Time	417.00	417.00	419.00	420.00	420.00	418.00	417.00	419.00	417.00	
	Part-Time	20.00	20.00	16.00	14.00	16.00	17.00	18.00	17.00	18.00	
TOTAL EMPLOYEES		437.00	437.00	435.00	434.00	436.00	435.00	435.00	436.00	435.00	
INCREASE (DECREASE)		0.00	0.00	(2.00)	(1.00)	2.00	(1.00)	0.00	1.00	(1.00)	
FULL-TIME EQUIVALENTS (FTE)		427.25	427.25	427.25	427.25	428.25	426.75	426.25	427.75	426.25	
INCREASE (DECREASE)		0.25	0.00	0.00	0.00	1.00	(1.50)	(0.50)	1.50	(1.50)	

(1) The reduction in Engineering staff is the result of the department merging into Public Works.

(2) A part-time employee is shared between Public Works and Water Utility Operations and is shown only in Public Works so as not to skew the total count.

VILLAGE OF ARLINGTON HEIGHTS

# EXPENDITURES AND STAFFING SUMMARY BY OPERATION 2021

OPERATION	STAFFING			EXPENDITURES			
	2020 Budget	2021 Budget	Inc (Dec)	2020 Budget	2021 Budget	\$ Inc (Dec)	% Inc (Dec)
Board of Trustees	0.00	0.00		\$179,300	\$178,900	(\$400)	(0.2%)
Integrated Services	11.50	11.50		3,691,140	7,111,400	3,420,260	92.7%
Human Resources	4.00	4.00		16,083,100	16,843,500	760,400	4.7%
Legal	2.75	1.75	(1.00)	784,500	719,700	(64,800)	(8.3%)
Finance	17.00	16.50	(0.50)	3,727,200	3,836,500	109,300	2.9%
Boards & Commissions	0.00	0.00		261,534	248,900	(12,634)	(4.8%)
Metropolis Theater	0.00	0.00		369,000	345,000	(24,000)	(6.5%)
Police/Police Grant	139.00	139.00		28,220,179	28,013,100	(207,079)	(0.7%)
Fire	110.00	110.00		24,263,664	24,247,000	(16,664)	(0.1%)
Planning & Community Development	10.00	10.00		4,993,072	7,416,900	2,423,828	48.5%
Building Services	18.00	18.00		2,849,700	2,815,300	(34,400)	(1.2%)
Health & Human Services	13.00	13.00		2,441,360	2,475,900	34,540	1.4%
Public Works	51.25	51.25		36,834,017	35,560,400	(1,273,617)	(3.5%)
Criminal Investigations	0.00	0.00		321,060	327,300	6,240	1.9%
Foreign Fire Insurance Tax	0.00	0.00		264,754	250,000	(14,754)	(5.6%)
Comm Development Block Grant Progr:	0.00	0.00		612,961	474,800	(138,161)	(22.5%)
Water Utility Operations	40.75	40.75		16,468,132	16,666,000	197,868	1.2%
Parking Operations	0.00	0.00		672,800	686,000	13,200	2.0%
Solid Waste Disposal	0.00	0.00		1,407,700	1,580,300	172,600	12.3%
Municipal Fleet Services	10.50	10.50		2,432,400	2,586,000	153,600	6.3%
Pensions	0.00	0.00		16,926,700	18,684,600	1,757,900	10.4%
Capital Projects - Water/Sewer	0.00	0.00		6,392,657	7,056,000	663,343	10.4%
Capital Projects - Equipment	0.00	0.00		3,482,479	979,400	(2,503,079)	(71.9%)
Capital Projects - Public Buildings	0.00	0.00		642,780	0	(642,780)	(100.0%)
Debt Service	0.00	0.00		7,671,400	7,483,600	(187,800)	(2.4%)
Sub-Total	427.75	426.25	(1.50)	\$181,993,589	\$186,586,500	\$4,592,911	2.5%
Non-Operating & Transfers Out	N/A	N/A	N/A	2,724,800	5,809,900	3,085,100	113.2%
<b>TOTAL</b>	<b>427.75</b>	<b>426.25</b>	<b>(1.50)</b>	<b>\$184,718,389</b>	<b>\$192,396,400</b>	<b>\$7,678,011</b>	<b>4.2%</b>



VILLAGE OF ARLINGTON HEIGHTS

**INTERFUND TRANSFERS 2021**

FUND	IN	OUT	PURPOSE
101 General (Corporate) Fund	200,000		SWANCC (from Fund 511)
	<u>\$ 200,000</u>	<u>\$ -</u>	
301 Debt Service Fund	692,100		Storm Water Control (from 426)
	<u>\$ 692,100</u>	<u>\$ -</u>	
401 Capital Projects Fund	300,000		SWANCC (from Fund 511)
	<u>\$ 300,000</u>	<u>\$ -</u>	
426 Storm Water Control Fund		692,100	Debt Service for GO Bond (to Fund 301)
	<u>\$ -</u>	<u>\$ 692,100</u>	
431 Public Building Fund		450,000	Arts, Entertainment & Events Fund (to Fund 515)
		780,000	Fleet Fund (to Fund 621)
		2,000,000	Technology Fund (to Fund 625)
	<u>\$ -</u>	<u>\$ 3,230,000</u>	
511 SWANCC Fund		200,000	General Fund (to Fund 101)
		300,000	Capital Projects (to Fund 401)
	<u>\$ -</u>	<u>\$ 500,000</u>	
515 Arts, Entertainment & Events	450,000		Public Building Fund (from Fund 431)
	<u>\$ 450,000</u>	<u>\$ -</u>	
621 Fleet Fund	780,000		Public Building Fund (from Fund 431)
	<u>\$ 780,000</u>	<u>\$ -</u>	
625 Technology Fund	2,000,000		Public Building Fund (from Fund 431)
	<u>\$ 2,000,000</u>	<u>\$ -</u>	
<b>TOTAL</b>	<b><u>\$ 4,422,100</u></b>	<b><u>\$ 4,422,100</u></b>	

## VILLAGE OF ARLINGTON HEIGHTS CAPITAL IMPROVEMENT PROGRAM SUMMARY

The Village of Arlington Heights prepares annually a Capital Improvement Program (CIP) for the five-year period beginning with the next fiscal year. The CIP is a planning document which is reviewed by the Village Board and is prepared by the Village Manager and Finance Director with the assistance of all Department Heads. Included are capital expenditures projected to cost in excess of \$10,000 and have an expected lifetime of one or more years. The CIP is subject to further review and approval by the Village Board during the final budget process, based on available resources and expenditure requirements of the operations budget. What follows is a summary of all CIP expenditures and projects included in the 2021 budget.

### CAPITAL SPENDING

Building & Land	\$ 2,060,800
Equipment	6,632,900
Signals	194,500
Storm Water Control	7,626,600
Streets	12,866,800
Sewer	450,000
Vehicles	979,400
Water	<u>6,606,000</u>
<b>TOTAL</b>	<b><u>\$ 37,417,000</u></b>

### CAPITAL FUNDING

Capital Projects Fund	\$ 9,818,000
Motor Fuel Tax Fund	4,114,500
Storm Water Control Fund	7,626,600
Water & Sewer Fund	8,337,900
Municipal Parking Operations Fund	346,500
TIF Funds	1,687,800
Arts, Entertainment & Events Fund	75,000
Fleet Operations Fund	1,032,400
Technology Fund	4,241,800
Criminal Investigation Fund	111,500
Foreign Fire Insurance Tax Fund	<u>25,000</u>
<b>TOTAL</b>	<b><u>\$ 37,417,000</u></b>

# CAPITAL IMPROVEMENT PROGRAM (CIP) FIVE YEAR SPENDING AND FUNDING SUMMARY

CAPITAL SPENDING	FUND	PROJ #	2020 EST ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
Building & Land									
Overhead Door Replacement/Repair	Cap Proj	BL-90-04	20,000	20,000	20,000	20,000	20,000	35,000	30,000
Overhead Door Replacement/Repair	Water	BL-90-04	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Public Works Annex Improvements	Cap Proj	BL-93-02	10,000	10,000	10,000	24,000	10,000	10,000	10,000
Public Works Annex Improvements	Water	BL-93-02	20,000	20,000	20,000	19,000	19,000	19,000	350,000
Building Equipment Replacement	Cap Proj	BL-95-04	42,000	42,000	30,000	27,900	77,500	23,000	30,000
Municipal Buildings Refurbishing	Cap Proj	BL-95-05	108,000	108,000	44,000	271,400	178,200	40,000	30,000
Municipal Buildings Refurbishing	Fleet	BL-95-05	0	0	53,000	0	0	0	0
Roof Maintenance Program	Cap Proj	BL-95-06	15,000	15,000	0	0	515,000	600,000	492,500
Roof Maintenance Program	Water	BL-95-06	197,800	197,800	0	0	0	600,000	492,500
Heating Plant/Air Conditioner Replacement	Cap Proj	BL-96-01	114,100	114,100	65,000	240,000	0	0	85,000
Ongoing Maintenance to Brick Exteriors	Cap Proj	BL-96-03	40,000	40,000	30,000	160,000	30,000	30,000	40,000
Ongoing Maintenance to Brick Exteriors	Parking	BL-96-03	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Historical Society Museum - Building Repairs	Cap Proj	BL-96-04	50,000	50,000	50,500	25,000	25,000	45,000	45,000
Parking Structure Maintenance/Repairs	Parking	BL-00-06	204,800	204,800	283,500	548,500	920,400	296,500	594,500
Other Building Costs	Pub Bld	BL-11-10	0	18,800	0	0	0	0	0
Police Station - Architect	Pub Bld	BL-16-01	0	124,000	0	0	0	0	0
TIF IV Redevelopment	TIF IV	BL-16-05	525,000	750,000	500,000	500,000	500,000	500,000	500,000
Police Station - Contingency	Pub Bld	BL-16-20	0	500,000	0	0	0	0	0
Metropolis Theater - Replace Flooring MPAC	A&E	BL-17-06	0	25,000	36,000	0	0	0	0
Hickory Kensington TIF District Redevelopment	TIF HK	BL-18-01	0	800,000	800,000	500,000	500,000	500,000	500,000
IRMA Compliance Upgrades	Water	BL-19-02	16,400	16,400	0	0	0	0	0
LED Parking Garage Lighting Conversions	Parking	BL-19-03	48,000	48,000	48,000	48,000	48,000	0	0
Vail Garage Parking Guidance System	Parking	BL-19-05	244,700	244,700	0	0	0	0	0
Downtown Parking Signs	Parking	BL-19-06	175,000	165,300	0	0	0	0	0
Electric Vehicle Charging Stations, Vail Parking Garage	Cap Proj	BL-20-01	30,000	30,000	0	0	0	0	0
Senior Center Study	Pub Bld	BL-20-02	60,000	60,000	0	0	0	0	0
Seized Vehicle & Long-Term Bulk Evidence Storage Struc.	Crim Inv	BL-21-01	0	0	0	362,300	0	0	0
Municipal Parking Lot Improvements	Parking	BL-21-02	0	0	0	200,000	0	0	0
S Arlington Heights Rd Redevelopment	TIF S AH Rd	BL-21-03	0	0	55,800	0	0	0	0
Sub-Total Building & Land			1,935,800	3,618,900	2,060,800	2,961,100	2,858,100	2,713,500	3,214,500
Equipment									
Operational Equipment - Public Works	Cap Proj	EQ-94-01	93,300	93,300	49,700	38,400	50,000	396,700	108,000
Operational Equipment - Public Works	Water	EQ-94-01	143,100	143,100	147,000	108,000	112,000	142,000	159,000
Operational Equipment - Police Department	Cap Proj	EQ-95-01	81,800	81,800	46,000	46,000	46,000	47,000	47,000
Operational Equipment - Police Department	Crim Inv	EQ-95-01	84,100	84,100	100,000	100,000	27,000	87,000	121,800
Operational Equipment - Fire Department	Cap Proj	EQ-95-02	166,100	236,100	145,500	132,500	122,500	235,600	737,200
Operational Equipment - Fire Department	FFIT	EQ-95-02	0	0	25,000	25,000	25,000	25,000	25,000
Office Equipment	Cap Proj	EQ-95-03	98,000	103,000	75,000	35,000	45,000	35,000	30,000
Office Equipment	Water	EQ-95-03	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Operational Equipment - Municipal Fleet Services	Cap Proj	EQ-97-01	47,500	47,500	78,200	38,200	3,500	61,000	91,000
IT Equipment Replacement	IT	EQ-97-08	241,800	241,800	241,800	241,800	241,800	241,800	241,800
Emergency Generator Upgrades and Replacement	Water	EQ-99-02	529,200	529,200	922,400	0	521,900	0	0
Operational Equipment - Information Technology	Cap Proj	EQ-01-03	120,000	120,000	126,500	126,500	141,500	126,500	126,500
Metropolis Theater Capital Equipment	A&E	EQ-06-03	17,300	38,000	39,000	40,000	41,000	42,000	43,000
Patrol Vehicle Equipment Replacement Program	Cap Proj	EQ-08-03	91,200	91,200	30,000	27,500	27,000	27,000	42,000
Patrol Vehicle Equipment Replacement Program	Crim Inv	EQ-08-03	0	0	11,500	11,500	0	12,000	0
Operational Equipment - Municipal Parking Fund	Parking	EQ-09-01	10,000	10,000	10,000	10,000	10,000	10,000	10,000
SCADA Enhancements	Water	EQ-15-25	219,100	219,100	61,500	63,300	65,200	30,000	75,000
Pumps & Motor Controls Rehab and Replacement	Water	EQ-15-30	163,900	163,900	106,000	64,600	94,600	90,000	100,000
Metropolis Theater Edison For Grid	A&E	EQ-17-08	0	11,000	0	0	0	0	0
Metropolis Theater Replace Smoke Detectors	A&E	EQ-17-10	0	25,000	0	0	0	0	0
Metropolis Theater LED Series 2	A&E	EQ-17-11	0	0	0	32,500	0	0	0
Lighting Fixtures in Theater	A&E	EQ-18-03	0	0	0	0	35,000	0	0
Wireless Microphones	A&E	EQ-18-05	0	0	0	14,000	0	0	0
Stage Light Control Systems - Dimmer Rack	A&E	EQ-19-03	0	0	0	0	0	40,000	40,000
Village ERP Software Replacement	IT	EQ-19-04	600,000	600,000	4,000,000	0	0	0	0
Phone System Upgrade	Cap Proj	EQ-21-01	0	0	175,000	0	0	0	0
A/V System Upgrades	Cap Proj	EQ-21-02	0	0	227,800	0	0	0	0
Metropolis Theater - Wireless Headsets/Base	A&E	EQ-21-03	0	0	0	20,000	0	0	0
Sub-Total Equipment			2,721,400	2,853,100	6,632,900	1,189,800	1,624,000	1,663,600	2,012,300
Signals									
Traffic Signal Maintenance	MFT	SG-03-02	112,100	112,100	114,500	116,800	119,100	121,400	123,700
Traffic Signal Improvements at Northwest Hwy/Wilke Rd	Cap Proj	SG-08-02	36,200	36,200	0	0	0	0	0
Traffic Signal Pedestrian Upgrade - Central Rd/Arthur Ave	Cap Proj	SG-14-10	52,300	52,300	0	0	0	0	0
Algonquin Rd. and New Wilke Rd Intersection Impr.	Cap Proj	SG-17-01	200,000	200,000	80,000	0	35,000	380,000	0
Pedestrian/Bicycle crossing Lake-Cook Rd./Wilke Rd.	Cap Proj	SG-18-01	247,400	50,000	0	0	0	0	0
Sub-Total Signals			648,000	450,600	194,500	116,800	154,100	501,400	123,700

# CAPITAL IMPROVEMENT PROGRAM (CIP) FIVE YEAR SPENDING AND FUNDING SUMMARY

			2020	2020	2021	2022	2023	2024	2025
CAPITAL SPENDING			FUND	PROJ #	EST ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET
<b>Streets</b>									
Street Program	Cap Proj	ST-90-08	3,900,000	6,719,400	6,200,000	5,600,000	5,600,000	5,600,000	5,600,000
Street Rehabilitation Program	MFT	ST-90-09	2,401,100	2,401,100	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Sidewalk & Curb Replacement	Cap Proj	ST-90-11	529,900	529,900	405,000	415,000	425,000	435,000	445,000
Pavement Crack Sealing Program	Cap Proj	ST-92-01	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Green Corridor Beautification	TIF IV	ST-99-03	0	160,000	0	160,000	0	0	0
Street Light Cable Replacement	Cap Proj	ST-00-01	10,000	10,000	10,000	10,000	10,000	20,000	20,000
Paver Brick Maintenance	Cap Proj	ST-05-01	89,600	501,600	412,000	400,000	100,000	100,000	100,000
Downtown Street Furniture	Cap Proj	ST-14-01	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Downtown Streetscape Improvements	Cap Proj	ST-15-35	10,400	210,400	200,000	110,000	0	0	0
Northwest Highway (Rt. 14) Corridor Landscaping Impr.	Cap Proj	ST-16-20	18,100	119,100	101,000	75,000	77,000	0	0
Davis Street/Sigwalt Street Fencing/Landscape Upgrade	Cap Proj	ST-17-02	23,900	23,900	0	0	0	0	0
Rand Road Corridor Identification Enhancement	Cap Proj	ST-17-20	7,700	237,700	230,000	140,400	226,200	43,000	0
Rand Road Corridor Identification Enhancement	TIF V	ST-17-20	11,200	343,200	332,000	243,300	28,800	101,800	0
Downtown Outdoor Living Room	Cap Proj	ST-17-25	0	0	0	20,000	0	0	0
Downtown Light Ceiling	Cap Proj	ST-17-26	0	1,200	0	0	0	0	0
Kensington Road & Multi-Use Path Improvements	Cap Proj	ST-18-01	0	300,000	300,000	0	0	0	0
Surface Treatment - Streets	Cap Proj	ST-18-02	150,000	150,000	150,000	300,000	300,000	300,000	300,000
LED Street Lighting Conversions	Cap Proj	ST-19-01	64,000	64,000	64,000	64,000	64,000	64,000	64,000
South Arlington Heights Road Corridor	Cap Proj	ST-19-03	0	55,800	55,800	0	0	0	0
Bike Plan/Bike Route Pavement Marking	Cap Proj	ST-19-04	0	20,000	20,000	20,000	20,000	20,000	20,000
Vail Ave Permeable Paver / Pedestrian Mall Preliminary Eng.	Cap Proj	ST-20-01	6,000	6,000	0	0	0	0	0
Windsor Drive Road Diet	Cap Proj	ST-21-01	0	0	50,000	0	0	0	0
Weber Dr/Old Wilke Rd Street Reconstruction	Cap Proj	ST-21-02	0	0	52,000	32,000	160,000	0	0
Wilke Road Resurfacing & Multi-Use Path Extension	Cap Proj	ST-21-03	0	0	75,000	170,000	855,000	0	0
<b>Sub-Total Streets</b>			<b>7,431,900</b>	<b>12,063,300</b>	<b>12,866,800</b>	<b>11,969,700</b>	<b>12,076,000</b>	<b>10,893,800</b>	<b>10,759,000</b>
<b>Sewers</b>									
Sewer Rehab/Replacement Program	Water	SW-90-01	425,000	425,000	450,000	475,000	475,000	475,000	475,000
Backyard Drainage Improvements	Storm Water	SW-11-02	599,500	599,500	400,000	300,000	0	300,000	300,000
Storm Sewer Rehab/Replacement Program	Storm Water	SW-15-20	1,163,300	1,163,300	500,000	500,000	500,000	500,000	500,000
Enhanced Overhead Sewer Program	Storm Water	SW-18-01	250,000	250,000	250,000	250,000	135,000	135,000	75,000
Storm Water Control - Cypress Detention Basin/Lift Station	Storm Water	SW-18-02	1,007,300	1,007,300	0	0	0	0	0
Greenbriar/ Roanoke/ Wilke	Storm Water	SW-18-03	750,000	3,191,600	3,191,600	0	0	0	0
Campbell/ Sigwalt	Storm Water	SW-18-04	350,000	60,400	0	0	0	0	0
Area C/NW Burr Oak Burning Tree & C/SE Berkley/Hintz	Storm Water	SW-20-01	175,000	1,637,000	3,285,000	0	0	0	0
Area C/SE - Hintz Rd W of AH Rd	Storm Water	SW-20-02	0	648,000	0	0	0	0	0
St. Ponding Area - Race Ave & Chicago Ave	Storm Water	SW-20-03	0	0	0	0	0	800,000	0
Manhole Rehabilitation	Water	SW-20-04	0	0	0	0	25,000	50,000	50,000
Area F - Forrest Ave Stormwater Improvements	Storm Water	SW-21-01	0	0	0	0	1,200,000	0	0
<b>Sub-Total Sewers</b>			<b>4,720,100</b>	<b>8,982,100</b>	<b>8,076,600</b>	<b>1,525,000</b>	<b>2,335,000</b>	<b>2,260,000</b>	<b>1,400,000</b>
<b>Vehicles</b>									
Vehicle and Special Equipment Repl. - Public Works	Fleet	VH-95-01	1,503,200	2,473,200	467,000	745,100	1,241,300	897,100	2,032,000
Vehicle and Special Equipment Repl. - Water & Sewer	Fleet	VH-95-02	267,700	366,100	0	311,900	30,100	501,700	1,367,900
Vehicle Replacement - Police Department	Fleet	VH-95-03	385,700	247,600	297,200	313,200	220,500	526,800	353,100
Vehicle Replacement - Fire Department	Fleet	VH-95-04	78,900	161,700	58,200	1,304,100	1,598,500	710,500	1,215,600
Vehicle Replacement - Municipal Fleet Services	Fleet	VH-95-06	0	52,000	48,000	0	0	58,500	0
Vehicle Replacement - Municipal Parking Operations	Fleet	VH-95-08	0	109,000	109,000	0	0	0	67,000
Vehicle Replacement - Building & Health Services Dept.	Fleet	VH-95-10	0	73,000	0	42,300	0	0	99,300
Vehicle Replacement - Planning	Fleet	VH-95-12	0	0	0	0	0	25,500	0
<b>Sub-Total Vehicles</b>			<b>2,235,500</b>	<b>3,482,600</b>	<b>979,400</b>	<b>2,716,600</b>	<b>3,090,400</b>	<b>2,720,100</b>	<b>5,134,900</b>
<b>Water</b>									
Watermain Replacement Program	Water	WA-90-01	4,589,600	4,589,600	4,000,000	4,100,000	4,200,000	4,300,000	4,400,000
Residential Meter & AMR System Replacement	Water	WA-03-02	100,000	100,000	0	1,037,300	1,050,000	1,050,000	1,050,000
Water Tank Repainting	Water	WA-11-01	978,000	978,000	1,820,000	660,000	1,155,000	490,000	1,850,000
Deep Well Rehabilitation	Water	WA-11-02	0	0	0	0	15,000	15,000	0
Commercial Meter Replacements	Water	WA-20-01	300,000	300,000	0	300,000	300,000	300,000	300,000
Risk & Resiliency Plan	Water	WA-21-01	0	0	786,000	20,000	20,600	21,200	21,900
<b>Sub-Total Water</b>			<b>5,967,600</b>	<b>5,967,600</b>	<b>6,606,000</b>	<b>6,117,300</b>	<b>6,740,600</b>	<b>6,176,200</b>	<b>7,621,900</b>
			<b>25,660,300</b>	<b>37,418,200</b>	<b>37,417,000</b>	<b>26,596,300</b>	<b>28,878,200</b>	<b>26,928,600</b>	<b>30,266,300</b>

## CAPITAL IMPROVEMENT PROGRAM (CIP) FIVE YEAR SPENDING AND FUNDING SUMMARY

<b>CAPITAL FUNDING BY FUND</b>	<b>2020 EST ACTUAL</b>	<b>2020 BUDGET</b>	<b>2021 BUDGET</b>	<b>2022 BUDGET</b>	<b>2023 BUDGET</b>	<b>2024 BUDGET</b>	<b>2025 BUDGET</b>
Capital Projects Fund	6,682,500	10,699,500	<b>9,818,000</b>	8,778,800	9,373,400	8,883,800	8,703,200
Water & Sewer Fund	7,707,100	7,707,100	<b>8,337,900</b>	6,872,200	8,078,300	7,607,200	9,348,400
Motor Fuel Tax Fund	2,513,200	2,513,200	<b>4,114,500</b>	4,116,800	4,119,100	4,121,400	4,123,700
Criminal Investigation Fund	84,100	84,100	<b>111,500</b>	473,800	27,000	99,000	121,800
Municipal Parking Operations Fund	687,500	677,800	<b>346,500</b>	811,500	983,400	311,500	609,500
TIF Funds	536,200	2,053,200	<b>1,687,800</b>	1,403,300	1,028,800	1,101,800	1,000,000
Storm Water Control Fund	4,295,100	8,557,100	<b>7,626,600</b>	1,050,000	1,835,000	1,735,000	875,000
Public Buildings Fund	60,000	702,800	<b>0</b>	0	0	0	0
Arts, Entertainment & Events Fund	17,300	99,000	<b>75,000</b>	106,500	76,000	82,000	83,000
Fleet Operations Fund	2,235,500	3,482,600	<b>1,032,400</b>	2,716,600	3,090,400	2,720,100	5,134,900
Technology Fund	841,800	841,800	<b>4,241,800</b>	241,800	241,800	241,800	241,800
Foreign Fire Insurance Tax Fund	0	0	<b>25,000</b>	25,000	25,000	25,000	25,000
<b>Total Capital Funding</b>	<b>25,660,300</b>	<b>37,418,200</b>	<b>37,417,000</b>	<b>26,596,300</b>	<b>28,878,200</b>	<b>26,928,600</b>	<b>30,266,300</b>

<b>CAPITAL FUNDING BY REVENUE SOURCE</b>	<b>2020 EST ACTUAL</b>	<b>2020 BUDGET</b>	<b>2021 BUDGET</b>	<b>2022 BUDGET</b>	<b>2023 BUDGET</b>	<b>2024 BUDGET</b>	<b>2025 BUDGET</b>
Charges to Operations	3,077,300	4,324,400	<b>1,274,200</b>	2,958,400	3,332,200	2,961,900	5,376,700
Motor Fuel Tax Allotment	2,700,000	2,500,000	<b>3,000,000</b>	3,000,000	3,000,000	3,000,000	3,000,000
Taxes							
Food & Beverage Tax	17,300	99,000	<b>75,000</b>	106,500	76,000	82,000	83,000
Property Tax	5,500,000	5,500,000	<b>4,400,000</b>	4,600,000	4,800,000	5,000,000	5,200,000
Property Tax Increment	536,200	2,053,200	<b>1,687,800</b>	1,403,300	1,028,800	1,101,800	1,000,000
Home Rule Sales Tax	1,460,700	1,829,000	<b>1,645,000</b>	1,720,700	1,772,300	1,825,500	1,880,300
Water Sales	7,707,100	7,707,100	<b>8,337,900</b>	6,872,200	8,078,300	7,607,200	9,029,500
Bond Proceeds	13,704,000	8,500,000	<b>0</b>	0	0	0	0
Other (including parking fees & interest income)	1,814,000	1,517,200	<b>1,490,500</b>	1,395,500	1,395,500	1,395,500	1,395,500
Grants/State/Federal/County/Private	2,601,000	1,800,000	<b>2,650,000</b>	1,650,000	0	0	0
Operating Transfer In	320,000	320,000	<b>300,000</b>	300,000	300,000	300,000	300,000
Cash on Hand/Reserves	(13,777,300)	1,268,300	<b>12,556,600</b>	2,589,700	5,095,100	3,654,700	3,001,300
<b>Total Capital Funding</b>	<b>25,660,300</b>	<b>37,418,200</b>	<b>37,417,000</b>	<b>26,596,300</b>	<b>28,878,200</b>	<b>26,928,600</b>	<b>30,266,300</b>

## CAPITAL IMPROVEMENT PROGRAM (CIP) IMPACT ON THE 2021 OPERATING BUDGET

Most of the capital improvement projects listed in the Village's CIP ***Five Year Spending and Funding Summary*** will not cause an increase or a decrease in operating expenses. There are three projects, however, that will affect operating expenses. Details on these projects:

### STREETS

**Project Name:** LED Street Light Conversions

**Description:** Replacement of current street lights with efficient LED lights.

**Budget:** \$64,000 per year

**Operating Budget Impact:** Additional overtime by Public Works personnel will be required to install these new lights. The 2021 Budget includes an annual increase in Public Works overtime. However, the new LED lights will last much longer and use less energy, reducing long-term electricity and labor costs.

### WATER

**Project Name:** Watermain Replacement Program

**Description:** Replacement of aging watermain throughout the Village.

**Budget:** \$4,000,000

**Operating Budget Impact:** By increasing the annual funding for the annual watermain replacement over the next few years, the Village should be able to reduce overtime costs for broken watermain calls.

### TECHNOLOGY

**Project Name:** Village ERP Software Replacement

**Description:** Replacement of current ERP software utilized by employees.

**Budget:** \$4,000,000

**Operating Budget Impact:** New workflow efficiencies can be gained by replacing the Village's current ERP software. The Village's current ERP software was implemented in 1996 and newer software providers offer much more proven capabilities that the Village needs to offer the efficiency and online services that are now expected by our residents, such as the ability to opt-in to paperless billing. It is expected that overtime costs can be reduced in several areas because of efficiencies gained.

# DEBT SUMMARY

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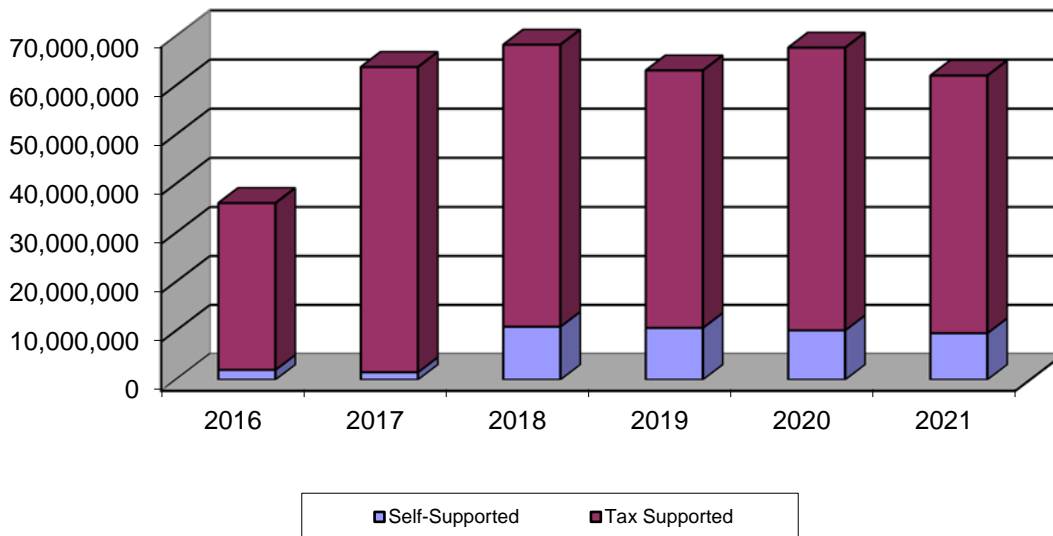
## OVERVIEW AND DEBT FINANCING PRINCIPLES

The Village of Arlington Heights has historically taken a conservative approach to debt financing. The goal of the Village's debt policy is to maintain the ability to provide high quality essential village services in a cost-effective manner. Policy makers weigh this goal against maintaining the ability to borrow at the lowest possible rates. The Village has used the following guidelines before financing projects with long-term debt:

- Staff conservatively projects the revenue sources to pay off the debt.
- The financing of the improvement will not exceed its useful life.
- The benefits of the improvement must outweigh its costs, including the interest costs of financing.

Through the application of these guidelines, the Village Board tests any demand on debt financing. Furthermore, the Village uses debt only to provide financing for essential and necessary capital projects. The chart below shows a brief history of the Village's outstanding bond debt.

**VILLAGE OF ARLINGTON HEIGHTS**  
**Outstanding Bond Debt (Principal Only)**  
**Fiscal Years Ending 2016 through 2021**

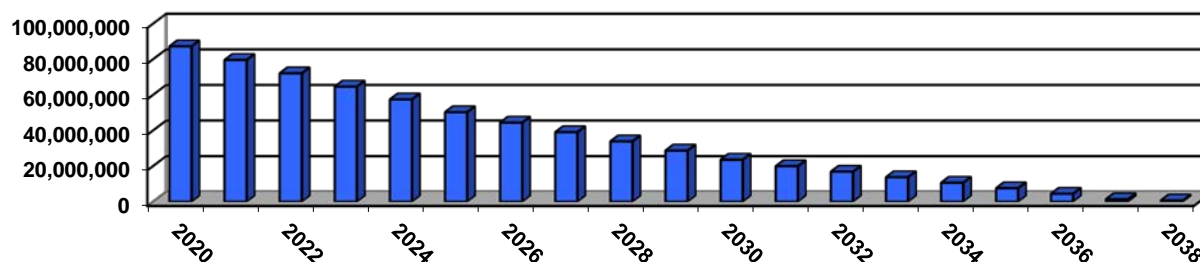


# DEBT SUMMARY

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The Village will continue paying down its debt aggressively over the next few years as is show below:

**Total Principal & Interest Outstanding**  
**2020 through 2038**  
Includes Self-Supported (NWCD & Storm Sewer) and Tax Supported Debt



## LEGAL DEBT MARGIN

The Village is a home rule municipality.

Article VII, Section 6(k) of the 1970 Illinois Constitution governs computation of the legal debt margin.

"The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property:...(2) if its population is more than 25,000 and less than 500,000 an aggregate of one percent: ...Indebtedness which is outstanding on the effective day (July, 1971) of this Constitution or which is thereafter approved by referendum...shall not be included in the foregoing percentage amounts."

To date the General Assembly has set no limits for home rule municipalities.

## TYPES OF VILLAGE DEBT

The Village's general obligation bond rating is Aa1 from Moody's Investors Service. A general obligation bond has the full faith and credit of the Village pledged. The general obligation alternate revenue bonds, which are a pledge of a specific revenue source, (i.e. utility taxes, sales taxes, water revenues) and a tax levy, carry the same rating. However, all other types of debt instruments are of a lesser credit quality and therefore have higher relative interest rates. An approximate ranking is as follows:

- General Obligation/General Obligation Alternate Revenue
- Water and Sewer Revenue
- Installment Contract
- Special Service Area
- Special Assessment

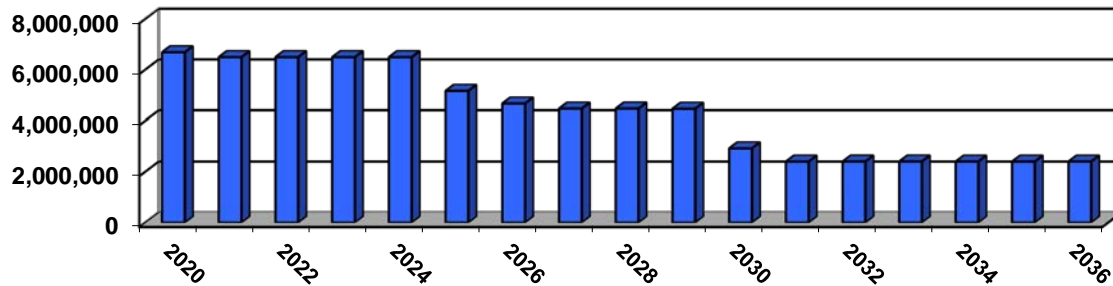


# DEBT SUMMARY

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The chart below will help us visualize and manage our annual tax supported debt service:

**Tax Supported Debt Service Payments by Fiscal Year  
2020 Through 2036**



## CONCLUSION

The Village issues new debt only after careful consideration of the benefits of the capital project being financed and a conservative analysis of the revenue sources required to pay off the debt. By following these practices and by monitoring the total debt burden, the Village has been able to maintain a high bond rating, which equates to lower interest costs. The Village's overall financial health is good, and by following sound financial and management policies, the Village's Board and staff will emphasize continued efforts toward maintaining and improving the Village's financial performance in the coming years.

The schedules on the following page provide summaries of outstanding bond issues and future debt service requirements.

VILLAGE OF ARLINGTON HEIGHTS

# SUMMARY OF OUTSTANDING BOND ISSUES

AS OF December 31, 2020

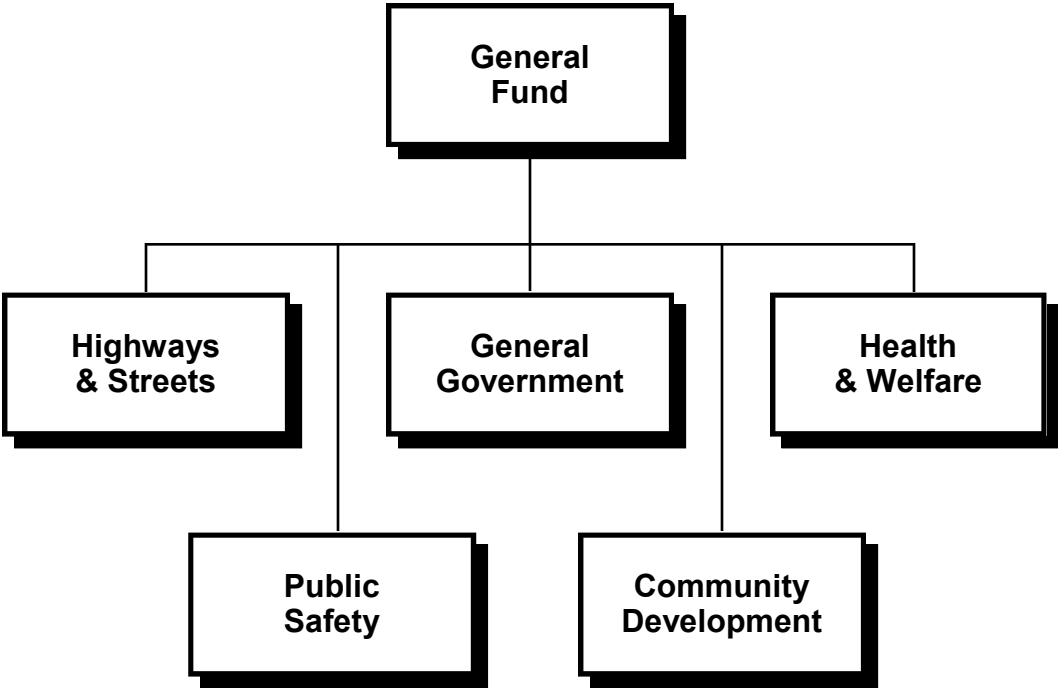
ISSUE	PURPOSE	AMOUNT ISSUED	MATURITY DATE	PRINCIPAL OUTSTANDING
2010 G. O. Refunding Bonds	Refunding of 2002A NW Central Dispatch Bonds	2,855,000	12/1/2022	550,000
2012A G. O. Refunding Bonds	Partial Refunding of 2004 Public Building Bonds	9,670,000	12/1/2022	3,520,000
2016 G. O. Police Station Bonds	Design and build new police station	32,900,000	12/1/2036	29,350,000
2018 G. O. Storm Sewer Bonds	Improvement of storm sewer infrastructure	9,530,000	12/1/2038	8,960,000
2019 G. O. Refunding Bonds	Partial Refunding of 2011 Refunding Bonds	7,985,000	12/1/2026	7,985,000
2020 G. O. Water Main, St., Parking Bonds	Water Main replacement, street and parking infrastructure	13,700,000	12/1/2030	11,650,000
<b>TOTAL ALL BONDS</b>				<b>62,015,000</b>

## ANNUAL DEBT SERVICE REQUIREMENTS

(PRINCIPAL AND INTEREST)

ISSUE	FUNDING SOURCE	2017 ACTUAL	2018 BUDGET	2019 BUDGET	2020 BUDGET	2021 BUDGET
2006A Refunding of 1997C & 1998A	Property Tax	357,000	358,800	0	0	0
2011 Partial Refunding of 2004 Public Bldg	Property Tax	439,300	442,650	187,931	0	0
2012A Partial Refunding of 2004 Public Bldg	Property Tax	1,170,400	1,150,400	1,130,400	2,110,400	2,215,400
2013 Partial Refunding of 2006 Public Bldg	Property Tax	2,242,000	1,671,200	2,080,000	0	0
2014 Road Improvements	Property Tax	1,501,050	1,500,550	1,503,850	885,800	0
2016 Police Building	Property Tax	1,094,200	1,759,200	1,719,250	3,294,900	2,572,700
2019 Partial Refunding of 2011 Partial Refunding	Property Tax	0	0	80,959	399,250	399,250
2020 Water Main, Streets, & Parking	Property Tax	0	0	0	0	1,311,206
<b>SUBTOTAL - PROPERTY TAX</b>		6,803,950	6,882,800	6,702,390	6,690,350	6,498,556
2010 Refunding of 2002A NWCDs Building	Northwest Central Dispatch Rent	281,550	285,675	288,325	285,675	287,875
2018 Storm Sewer Improvements	Storm Water Utility Fee	0	0	690,878	689,300	691,100
<b>SUBTOTAL - OPERATING REVENUE</b>		281,550	285,675	979,203	974,975	978,975
<b>TOTAL</b>		7,085,500	7,168,475	7,681,593	7,665,325	7,477,531

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## Fund at a Glance

This is the major operating fund of the Village. It accounts for Police, Fire, Public Works and other administrative and support operations.

### Restrictions:

Except where either State or Federal law requires funds to be segregated into a separate fund, the General Fund becomes the major operating fund of the Village and includes everything that is not required to be accounted for in a separate fund in accordance with Generally Accepted Accounting Principles.

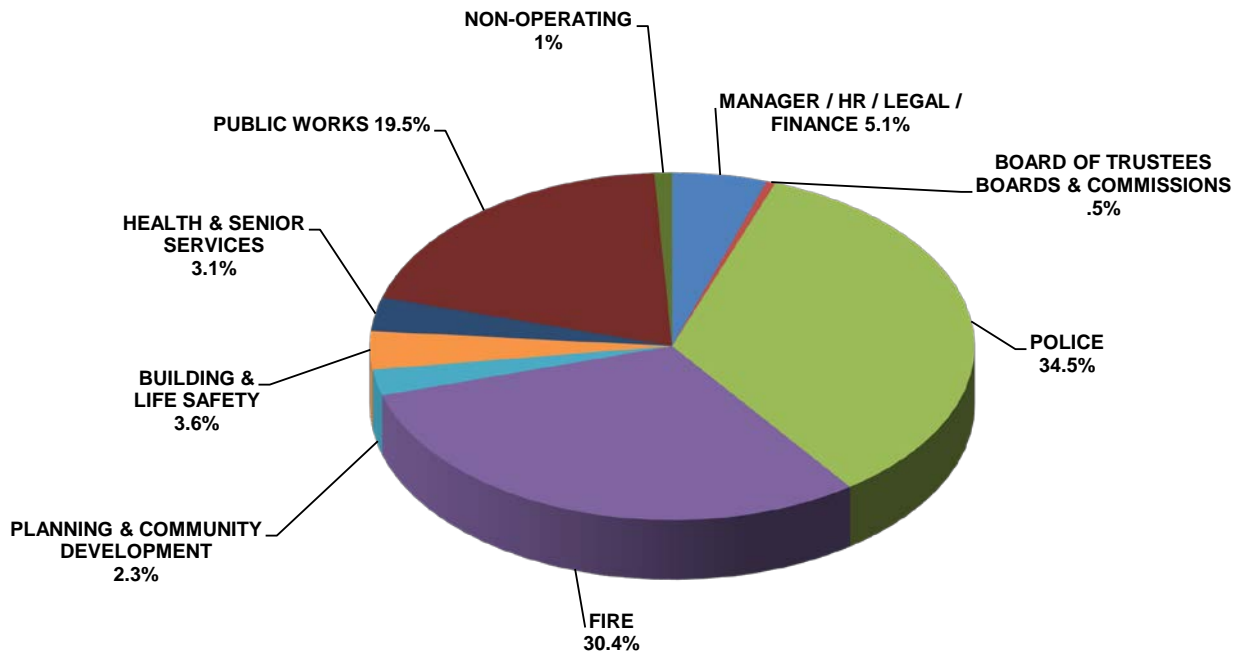
## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Taxes	\$62,247,827	\$64,139,809	\$61,745,600	\$64,883,400	<b>\$64,951,600</b>	\$68,200	0.1%
Intergovernmental	273,471	321,524	924,000	308,000	<b>361,000</b>	53,000	17.2%
Licenses & Permits	4,314,641	4,834,759	3,682,800	4,262,500	<b>4,177,000</b>	(85,500)	(2.0%)
Fees	5,143,499	5,398,268	4,884,900	5,226,800	<b>5,213,600</b>	(13,200)	(0.3%)
Fines	535,678	488,364	290,000	571,100	<b>546,100</b>	(25,000)	(4.4%)
Service Charges	2,057,768	2,112,976	2,157,700	2,145,700	<b>2,203,800</b>	58,100	2.7%
Interest Income	474,476	676,476	262,000	411,000	<b>370,000</b>	(41,000)	(10.0%)
Sales/Reimbursable/Rents	127,393	118,549	134,000	143,000	<b>130,000</b>	(13,000)	(9.1%)
Other	552,697	468,949	343,900	375,000	<b>354,000</b>	(21,000)	(5.6%)
<b>Total Revenues</b>	<b>\$75,727,450</b>	<b>\$78,559,674</b>	<b>\$74,424,900</b>	<b>\$78,326,500</b>	<b>\$78,307,100</b>	<b>(\$19,400)</b>	<b>(0.0%)</b>
Interfund Transfers In	200,000	200,000	200,000	200,000	<b>200,000</b>	0	0.0%
<b>Total Revenues and Interfund Transfers In</b>	<b>\$75,927,450</b>	<b>\$78,759,674</b>	<b>\$74,624,900</b>	<b>\$78,526,500</b>	<b>\$78,507,100</b>	<b>(\$19,400)</b>	<b>(0.0%)</b>
Expenditures							
Personal Services	\$58,119,457	\$60,136,434	\$62,206,200	\$63,148,800	<b>\$63,683,500</b>	\$534,700	0.8%
Contractual Services	11,144,878	11,571,570	11,524,800	11,971,681	<b>11,965,200</b>	(6,481)	(0.1%)
Commodities	2,182,503	2,470,770	2,726,100	2,699,429	<b>2,433,000</b>	(266,429)	(9.9%)
Other Charges	927,613	954,741	631,700	968,568	<b>1,117,100</b>	148,532	15.3%
<b>Total Expenditures</b>	<b>\$72,374,451</b>	<b>\$75,133,515</b>	<b>\$77,088,800</b>	<b>\$78,788,478</b>	<b>\$79,198,800</b>	<b>\$410,322</b>	<b>0.5%</b>
Interfund Transfers Out	3,495,012	3,452,670	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$75,869,463</b>	<b>\$78,586,185</b>	<b>\$77,088,800</b>	<b>\$78,788,478</b>	<b>\$79,198,800</b>	<b>\$410,322</b>	<b>0.5%</b>
Revenues over (under) Expenditures	\$57,987	\$173,489	(\$2,463,900)	(\$261,978)	(\$691,700)	(\$429,722)	164.0%
<b>BEGINNING FUND BALANCE</b>	<b>30,647,253</b>	<b>30,705,240</b>	<b>30,878,729</b>	<b>30,878,729</b>	<b>28,414,829</b>	<b>(2,463,900)</b>	<b>(8.0%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$30,705,240</b>	<b>\$30,878,729</b>	<b>\$28,414,829</b>	<b>\$30,616,751</b>	<b>\$27,723,129</b>	<b>(\$2,893,622)</b>	<b>(9.5%)</b>

# GENERAL FUND EXPENDITURE SUMMARY

101

Dept No.	General Fund	Actual 2018	Actual 2019	Projected Actual 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
0101	Board of Trustees	156,656	166,110	171,800	173,300	<b>172,900</b>	(400)	(0.2%)
0201	Integrated Services	898,685	972,263	1,013,800	1,039,000	<b>1,062,000</b>	23,000	2.2%
0301	Human Resources	396,939	405,787	413,500	426,300	<b>435,000</b>	8,700	2.0%
0401	Legal	733,507	816,300	831,900	779,500	<b>719,700</b>	(59,800)	(7.7%)
0501	Finance	1,648,806	1,685,823	1,789,600	1,781,100	<b>1,810,100</b>	29,000	1.6%
1001	Boards & Commissions	175,536	158,835	180,400	210,500	<b>202,900</b>	(7,600)	(3.6%)
3001	Police/Police Grant	24,948,394	25,823,223	26,262,000	27,323,405	<b>27,273,200</b>	(50,205)	(0.2%)
3501	Fire	22,295,876	23,087,932	23,968,200	23,955,388	<b>24,100,300</b>	144,912	0.6%
4001	Planning	1,821,947	1,696,833	1,826,200	1,926,406	<b>1,906,600</b>	(19,806)	(1.0%)
4501	Building Services	2,500,774	2,619,758	2,762,400	2,844,700	<b>2,815,300</b>	(29,400)	(1.0%)
7001	Health Services	1,656,687	1,687,437	1,803,200	1,814,600	<b>1,849,500</b>	34,900	1.9%
7007	Senior Services	530,149	552,560	614,400	621,760	<b>621,400</b>	(360)	(0.1%)
7101	Public Works	14,067,631	14,753,358	15,166,300	15,367,319	<b>15,471,900</b>	104,581	0.7%
9901	Non-Operating	4,037,876	4,159,966	285,100	525,200	<b>758,000</b>	232,800	44.3%
TOTAL EXPENDITURES		75,869,463	78,586,185	77,088,800	78,788,478	<b>79,198,800</b>	410,322	0.5%
TOTAL REVENUES		75,927,450	78,759,674	74,624,900	78,526,500	<b>78,507,100</b>	(19,400)	(0.0%)
SURPLUS (DEFICIT)		57,987	173,489	(2,463,900)	(261,978)	<b>(691,700)</b>	(429,722)	164.0%
BEGINNING FUND BALANCE		30,647,253	30,705,240	30,878,729	30,878,729	<b>28,414,829</b>	(2,463,900)	(8.0%)
ENDING FUND BALANCE		30,705,240	30,878,729	28,414,829	30,616,751	<b>27,723,129</b>	(2,893,622)	(9.5%)



# GENERAL FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-0000-401.03-00	Real Estate Tax IMRF	1,750,844	1,359,463	1,819,000	1,819,000	<b>1,835,800</b>	16,800	0.9%
101-0000-401.04-00	Real Estate Tax FICA	1,382,870	1,398,672	1,480,000	1,480,000	<b>1,502,000</b>	22,000	1.5%
101-0000-401.10-00	Police Pension	3,816,991	3,920,380	4,209,000	4,209,000	<b>4,073,000</b>	(136,000)	(3.2%)
101-0000-401.11-00	Fire Pension	4,772,487	4,827,024	5,130,000	5,130,000	<b>4,913,000</b>	(217,000)	(4.2%)
101-0000-401.12-00	Police Protection	5,645,234	6,121,026	6,047,800	6,047,800	<b>7,035,400</b>	987,600	16.3%
101-0000-401.13-00	Fire Protection	5,645,234	6,121,026	6,047,800	6,047,800	<b>7,035,400</b>	987,600	16.3%
	<b>Real Estate Taxes</b>	<b>23,013,660</b>	<b>23,747,591</b>	<b>24,733,600</b>	<b>24,733,600</b>	<b>26,394,600</b>	<b>1,661,000</b>	<b>6.7%</b>
101-0000-402.10-00	Hotel Tax	1,078,944	1,109,349	600,000	1,075,000	<b>975,000</b>	(100,000)	(9.3%)
101-0000-402.15-00	Admissions Tax	25,406	24,161	0	30,000	<b>20,000</b>	(10,000)	(33.3%)
101-0000-402.25-00	Food & Beverage Tax	2,076,857	2,079,454	1,446,200	2,116,000	<b>1,780,000</b>	(336,000)	(15.9%)
101-0000-402.30-00	Sales Tax Home Rule	5,366,766	5,401,119	4,466,600	5,487,000	<b>5,061,000</b>	(426,000)	(7.8%)
101-0000-402.35-00	Road & Bridge Tax	232,069	251,894	240,000	240,000	<b>240,000</b>	0	0.0%
101-0000-402.45-00	Telecommunications Tax	2,437,145	2,356,604	2,300,000	2,156,000	<b>2,090,000</b>	(66,000)	(3.1%)
101-0000-402.50-00	Electric Utility Tax	3,086,808	2,900,788	3,100,000	3,100,000	<b>3,100,000</b>	0	0.0%
101-0000-402.55-00	Natural Gas Utility Tax	2,330,903	2,319,957	2,200,000	2,200,000	<b>2,200,000</b>	0	0.0%
101-0000-402.60-00	Cannabis Tax	0	0	100,000	0	<b>500,000</b>	500,000	N/A
	<b>Business Taxes</b>	<b>16,634,898</b>	<b>16,443,326</b>	<b>14,452,800</b>	<b>16,404,000</b>	<b>15,966,000</b>	<b>(438,000)</b>	<b>(2.7%)</b>
101-0000-403.05-00	Sales Tax	12,787,847	12,914,676	11,190,200	12,693,000	<b>11,712,000</b>	(981,000)	(7.7%)
101-0000-403.06-00	Local Use Tax	2,167,590	2,488,121	2,975,000	2,600,000	<b>3,079,000</b>	479,000	18.4%
101-0000-403.10-00	Auto Rental Tax	28,799	29,263	22,000	28,000	<b>28,000</b>	0	0.0%
101-0000-403.15-00	State Income Tax	7,192,128	7,993,678	7,944,000	7,974,800	<b>7,322,000</b>	(652,800)	(8.2%)
101-0000-403.25-00	Replacement Tax	422,905	523,154	428,000	450,000	<b>450,000</b>	0	0.0%
	<b>Intergovernmental Taxes</b>	<b>22,599,269</b>	<b>23,948,892</b>	<b>22,559,200</b>	<b>23,745,800</b>	<b>22,591,000</b>	<b>(1,154,800)</b>	<b>(4.9%)</b>
	<b>Total Taxes</b>	<b>62,247,827</b>	<b>64,139,809</b>	<b>61,745,600</b>	<b>64,883,400</b>	<b>64,951,600</b>	<b>68,200</b>	<b>0.1%</b>
101-0000-411.35-00	Training Reimbursement	19,872	33,582	52,000	20,000	<b>20,000</b>	0	0.0%
101-0000-411.36-00	Task Force Reimbursement	32,494	41,670	25,000	25,000	<b>25,000</b>	0	0.0%
101-0000-411.53-00	State Charitable Game Tax	18,405	7,880	10,000	15,000	<b>15,000</b>	0	0.0%
101-0000-411.70-00	Other Grants	179,700	215,392	817,000	225,000	<b>170,000</b>	(55,000)	(24.4%)
101-0000-411.80-00	Counselor in the Park	23,000	23,000	20,000	23,000	<b>23,000</b>	0	0.0%
101-0000-411.81-00	Services for Library	0	0	0	0	<b>108,000</b>	108,000	N/A
	<b>Total Intergovernmental</b>	<b>273,471</b>	<b>321,524</b>	<b>924,000</b>	<b>308,000</b>	<b>361,000</b>	<b>(55,000)</b>	<b>17.2%</b>
101-0000-421.05-00	Vehicle License	1,216,877	1,764,964	1,380,000	1,430,000	<b>1,430,000</b>	0	0.0%
101-0000-421.10-00	Business License	714,343	637,785	650,000	720,000	<b>650,000</b>	(70,000)	(9.7%)
101-0000-421.15-00	Dog License	62,741	64,590	62,000	62,000	<b>62,000</b>	0	0.0%
101-0000-421.20-00	Liquor License	427,380	409,173	320,000	425,000	<b>425,000</b>	0	0.0%
101-0000-421.25-00	Public Chauffeur License	880	960	300	1,000	<b>500</b>	(500)	(50.0%)
101-0000-421.30-00	Multiple Dwelling License	68,753	63,077	70,000	70,000	<b>70,000</b>	0	0.0%
101-0000-421.99-00	Misc License Revenue	7,889	37,319	0	0	<b>0</b>	0	N/A
	<b>Licenses</b>	<b>2,498,863</b>	<b>2,977,868</b>	<b>2,482,300</b>	<b>2,708,000</b>	<b>2,637,500</b>	<b>(70,500)</b>	<b>(2.6%)</b>

# GENERAL FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-0000-422.05-00	Building Permits	1,503,941	1,393,546	900,000	1,200,000	1,200,000	0	0.0%
101-0000-422.07-00	Foundation Only Permits	310	300	0	0	0	0	N/A
101-0000-422.10-00	Electrical Permits	99,017	193,132	95,000	115,000	115,000	0	0.0%
101-0000-422.15-00	Plumbing Permits	79,401	119,065	72,000	90,000	90,000	0	0.0%
101-0000-422.20-00	Sign Permits	13,760	11,760	12,000	13,000	13,000	0	0.0%
101-0000-422.25-00	Elevator Permits	52,703	62,468	65,000	80,000	65,000	(15,000)	(18.8%)
101-0000-422.30-00	Occupancy Permits	24,760	27,330	25,000	25,000	25,000	0	0.0%
101-0000-422.35-00	Driveway Permits	11,425	3,102	2,000	6,000	6,000	0	0.0%
101-0000-422.45-00	Air Conditioning Permits	14,578	32,893	14,000	14,000	14,000	0	0.0%
101-0000-422.50-00	Swimming Pool Permits	3,275	1,899	5,000	1,000	1,000	0	0.0%
101-0000-422.60-00	Chimney Permits	2,160	2,520	2,000	2,000	2,000	0	0.0%
101-0000-422.65-00	Wrecking Permits	8,375	6,828	7,500	7,500	7,500	0	0.0%
101-0000-422.70-00	Other Permits	2,073	2,048	1,000	1,000	1,000	0	0.0%
	<b>Permits</b>	<b>1,815,778</b>	<b>1,856,891</b>	<b>1,200,500</b>	<b>1,554,500</b>	<b>1,539,500</b>	<b>(15,000)</b>	<b>(1.0%)</b>
	<b>Total Licenses &amp; Permits</b>	<b>4,314,641</b>	<b>4,834,759</b>	<b>3,682,800</b>	<b>4,262,500</b>	<b>4,177,000</b>	<b>(85,500)</b>	<b>(2.0%)</b>
101-0000-431.34-00	Cable Franchise Fees	1,479,730	1,444,171	1,500,000	1,500,000	1,500,000	0	0.0%
101-0000-431.38-01	FOIA Photocopy Fees	0	37	0	0	0	0	N/A
101-0000-431.40-00	Other Fees	42,145	55,089	40,000	40,000	40,000	0	0.0%
101-0000-431.50-00	Special PW Detail Fees	12,191	13,635	7,900	7,900	7,900	0	0.0%
	<b>General Govern Fees</b>	<b>1,534,066</b>	<b>1,512,932</b>	<b>1,547,900</b>	<b>1,547,900</b>	<b>1,547,900</b>	<b>0</b>	<b>0.0%</b>
101-0000-432.02-00	Plan Commission Hearing	26,330	18,950	20,000	20,000	20,000	0	0.0%
101-0000-432.06-00	Rezoning Zoning Variation	9,100	7,176	10,000	10,000	10,000	0	0.0%
101-0000-432.08-00	Plan Examination Fees	104,082	117,966	90,000	100,000	100,000	0	0.0%
101-0000-432.09-00	Fire Plan Examination Fee	44,848	45,276	42,000	42,000	42,000	0	0.0%
101-0000-432.12-00	Engineering Service Fees	196,429	192,235	100,000	110,000	110,000	0	0.0%
	<b>Comm Develop Fees</b>	<b>380,789</b>	<b>381,603</b>	<b>262,000</b>	<b>282,000</b>	<b>282,000</b>	<b>0</b>	<b>0.0%</b>
101-0000-433.14-00	Ambulance Service Fees	2,527,278	2,724,531	2,544,000	2,650,000	2,650,000	0	0.0%
101-0000-433.16-00	Special Police Detail Fee	223,097	245,280	97,000	242,700	242,700	0	0.0%
101-0000-433.18-00	Police Counselor Fees	311,897	348,755	325,000	325,000	325,000	0	0.0%
101-0000-433.19-00	Police Records Fees	12,096	15,417	10,000	10,000	10,000	0	0.0%
101-0000-433.20-00	Special Fire Detail Fees	48,146	41,330	15,000	58,200	50,000	(8,200)	(14.1%)
101-0000-433.22-00	False Alarm Fees	29,250	19,750	17,000	35,000	30,000	(5,000)	(14.3%)
101-0000-433.24-00	Chemical Users Fee	11,590	10,380	9,000	12,000	12,000	0	0.0%
101-0000-433.26-00	DUI Administrative Fee	57,200	91,200	56,000	60,000	60,000	0	0.0%
	<b>Public Safety Fees</b>	<b>3,220,554</b>	<b>3,496,643</b>	<b>3,073,000</b>	<b>3,392,900</b>	<b>3,379,700</b>	<b>(13,200)</b>	<b>(0.4%)</b>
101-0000-434.28-00	Weed Cutting Fees	7,965	7,040	2,000	4,000	4,000	0	0.0%
101-0000-434.32-00	Animal Detention Fees	125	50	0	0	0	0	N/A
	<b>Health &amp; Welfare Fees</b>	<b>8,090</b>	<b>7,090</b>	<b>2,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Fees</b>	<b>5,143,499</b>	<b>5,398,268</b>	<b>4,884,900</b>	<b>5,226,800</b>	<b>5,213,600</b>	<b>(13,200)</b>	<b>(0.3%)</b>
101-0000-441.05-00	Traffic Court Fines	218,023	203,795	108,000	270,000	260,000	(10,000)	(3.7%)
101-0000-441.10-00	Dog Fines	0	0	0	100	100	0	0.0%
101-0000-441.15-00	Parking Fines	218,142	190,322	121,000	220,000	205,000	(15,000)	(6.8%)
101-0000-441.15-01	Parking Fines Amnesty	17,139	13,907	9,000	20,000	20,000	0	0.0%
101-0000-441.22-00	Compliance Ticket Fines	6,370	7,271	5,000	6,000	6,000	0	0.0%
101-0000-441.25-00	Ordinance Ticket Fines	73,251	58,490	45,000	50,000	50,000	0	0.0%
101-0000-441.30-00	Crime Prevention Fines	0	0	0	0	0	0	N/A
101-0000-441.35-00	Other Fines	2,753	14,579	2,000	5,000	5,000	0	0.0%
	<b>Total Fines</b>	<b>535,678</b>	<b>488,364</b>	<b>290,000</b>	<b>571,100</b>	<b>546,100</b>	<b>(25,000)</b>	<b>(4.4%)</b>



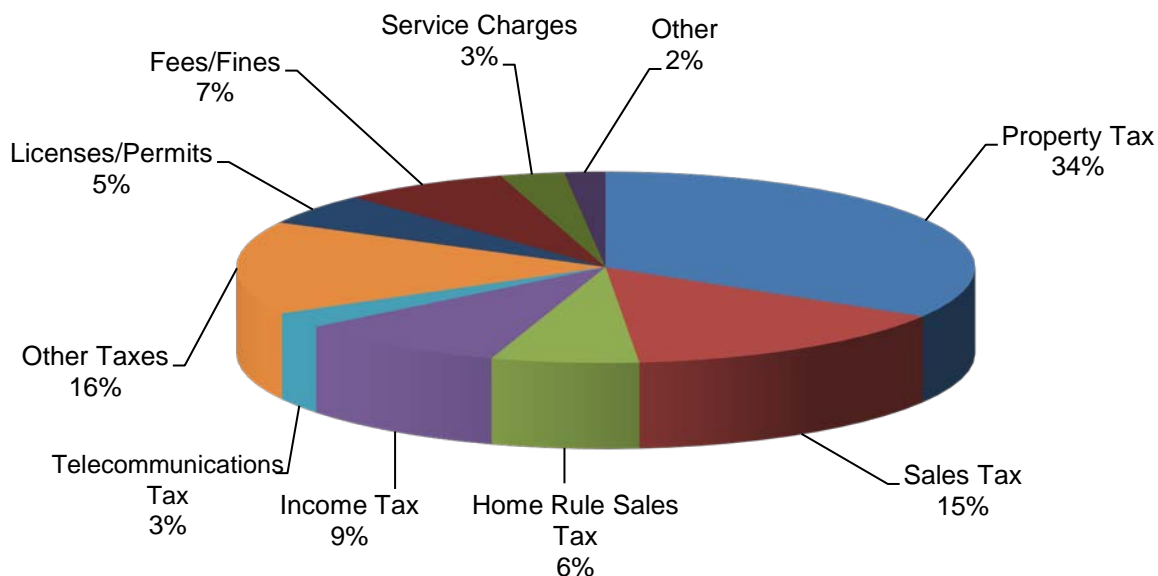
# GENERAL FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-0000-451.05-00	Service Charge Escrow	19,522	23,066	15,000	7,000	10,000	3,000	42.9%
101-0000-451.10-00	Service Charge Guaranty	9,646	11,310	7,000	3,000	5,000	2,000	66.7%
101-0000-451.15-00	Service Charge Parking	281,700	281,700	287,300	287,300	287,300	0	0.0%
101-0000-451.30-00	Service Charge Water	1,666,900	1,716,900	1,768,400	1,768,400	1,821,500	53,100	3.0%
101-0000-451.35-00	Service Charge TIF	80,000	80,000	80,000	80,000	80,000	0	0.0%
<b>Total Charges for Services</b>		<b>2,057,768</b>	<b>2,112,976</b>	<b>2,157,700</b>	<b>2,145,700</b>	<b>2,203,800</b>	<b>58,100</b>	<b>2.7%</b>
101-0000-461.02-00	Interest on Investments	331,081	494,075	187,000	311,000	250,000	(61,000)	(19.6%)
101-0000-462.10-00	Market Value Adjustments	143,395	182,401	75,000	100,000	120,000	20,000	20.0%
<b>Total Interest Income</b>		<b>474,476</b>	<b>676,476</b>	<b>262,000</b>	<b>411,000</b>	<b>370,000</b>	<b>(41,000)</b>	<b>(10.0%)</b>
101-0000-471.14-00	Property Damage Claims	0	4,383	0	0	0	0	N/A
101-0000-471.16-00	Damage to Lights Signs	35,452	30,487	50,000	50,000	50,000	0	0.0%
101-0000-471.18-00	Damage to Trees	3,721	1,795	3,000	3,000	3,000	0	0.0%
<b>Property Damage</b>		<b>39,173</b>	<b>36,665</b>	<b>53,000</b>	<b>53,000</b>	<b>53,000</b>	<b>0</b>	<b>0.0%</b>
101-0000-472.24-00	Sale of Equipment	8,451	6,083	14,000	5,000	5,000	0	0.0%
101-0000-472.28-00	Sale of Scrap	3,688	3,787	2,000	2,000	2,000	0	0.0%
101-0000-472.36-00	Sale of Plans Bid Specs	2,180	880	2,000	2,000	2,000	0	0.0%
101-0000-472.38-00	Sale of Printed Matter	0	0	0	0	0	0	N/A
101-0000-472.82-00	Rents and Concessions	27,212	23,912	24,000	34,000	24,000	(10,000)	(29.4%)
101-0000-472.82-01	Train Station Rents	13,985	13,289	5,000	13,000	10,000	(3,000)	(23.1%)
<b>Sales &amp; Rents</b>		<b>55,516</b>	<b>47,951</b>	<b>47,000</b>	<b>56,000</b>	<b>43,000</b>	<b>(13,000)</b>	<b>(23.2%)</b>
101-0000-473.05-00	Traffic Signal Control Maint	32,704	33,933	34,000	34,000	34,000	0	0.0%
<b>Reimbursables</b>		<b>32,704</b>	<b>33,933</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>	<b>0</b>	<b>0.0%</b>
<b>Total Sales/Reimbursables</b>		<b>127,393</b>	<b>118,549</b>	<b>134,000</b>	<b>143,000</b>	<b>130,000</b>	<b>(13,000)</b>	<b>(9.1%)</b>
101-0000-481.50-00	Hearts of Gold Awards Dinner	0	0	19,000	19,000	19,000	0	0.0%
101-0000-481.55-00	Spec Events Prem Sponsor	0	0	7,500	0	0	0	N/A
<b>Special Events</b>		<b>0</b>	<b>0</b>	<b>26,500</b>	<b>19,000</b>	<b>19,000</b>	<b>0</b>	<b>0.0%</b>
101-0000-483.10-00	NWCH in Lieu of RE Tax	225,611	236,891	243,900	243,900	256,100	12,200	5.0%
101-0000-483.46-00	Senior Center	7,495	6,822	2,000	7,000	7,000	0	0.0%
101-0000-483.59-00	Disabled Citizen Donation	588	1,101	1,000	100	100	0	0.0%
<b>Donations</b>		<b>233,694</b>	<b>244,814</b>	<b>246,900</b>	<b>251,000</b>	<b>263,200</b>	<b>12,200</b>	<b>4.9%</b>
101-0000-484.16-00	Class 6B Rebate	137,231	0	0	0	0	0	N/A
101-0000-484.48-00	Wellness Programs	5,957	6,286	6,000	12,000	6,000	(6,000)	(50.0%)
101-0000-484.49-00	Wellness Home Visits	2,770	2,872	2,500	5,000	2,800	(2,200)	(44.0%)
101-0000-484.50-00	Affordable Housing Trust	62,500	0	0	0	0	0	N/A
101-0000-484.61-00	A H Emergency Assistance	23,350	26,095	27,000	48,000	23,000	(25,000)	(52.1%)
<b>Special Operations</b>		<b>231,808</b>	<b>35,253</b>	<b>35,500</b>	<b>65,000</b>	<b>31,800</b>	<b>(33,200)</b>	<b>(51.1%)</b>
101-0000-489.85-00	Bad Debt Recovery	9,373	15,672	15,000	10,000	10,000	0	0.0%
101-0000-489.90-00	Other Income	77,822	173,210	20,000	30,000	30,000	0	0.0%
<b>Other</b>		<b>87,195</b>	<b>188,882</b>	<b>35,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>0.0%</b>
<b>Total Other</b>		<b>552,697</b>	<b>468,949</b>	<b>343,900</b>	<b>375,000</b>	<b>354,000</b>	<b>(21,000)</b>	<b>(5.6%)</b>
101-0000-491.05-00	Operating Transfer In	200,000	200,000	200,000	200,000	200,000	0	0.0%
<b>Total Other Financing</b>		<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0.0%</b>
<b>Total General Fund</b>		<b>75,927,450</b>	<b>78,759,674</b>	<b>74,624,900</b>	<b>78,526,500</b>	<b>78,507,100</b>	<b>(127,400)</b>	<b>(0.0%)</b>

# GENERAL FUND REVENUE - Notes

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## ANALYSIS OF GENERAL FUND REVENUES

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### Summary

The Village of Arlington Heights has worked to maintain a strong General Fund balance over the years. This has helped the Village preserve a higher credit rating by having monies available to fund extraordinary expenditures or losses. Since sales and income tax receipts represent such a significant portion of the Village's General Fund revenues and can vary significantly depending on the conditions of the economy, maintaining an adequate fund balance level is important. The Village's financial policies include a provision to maintain at least a 25% reserve in the General Fund. The fund balance as of the end of 2021 is projected to be 34.9% of General Fund expenditures.

There are a couple of other revenue sources which the Village has yet to enact and which could conservatively produce an additional \$4.375 million per year as shown below:

- ▶ The existing Home Rule Sales Tax of 1% could be increased  $\frac{1}{4}\%$  to produce approximately \$1,750,000 of additional revenue on an annual basis.
- ▶ A Real Estate Transfer Tax at the rate of \$3.00 for each \$1,000 of value could produce at least \$1,125,000 of additional revenue on an annual basis.
- ▶ The Food & Beverage Tax of 1.25% could be increased to 2% and would produce at least \$1,500,000 of additional revenue on an annual basis.

# GENERAL FUND REVENUE - Notes

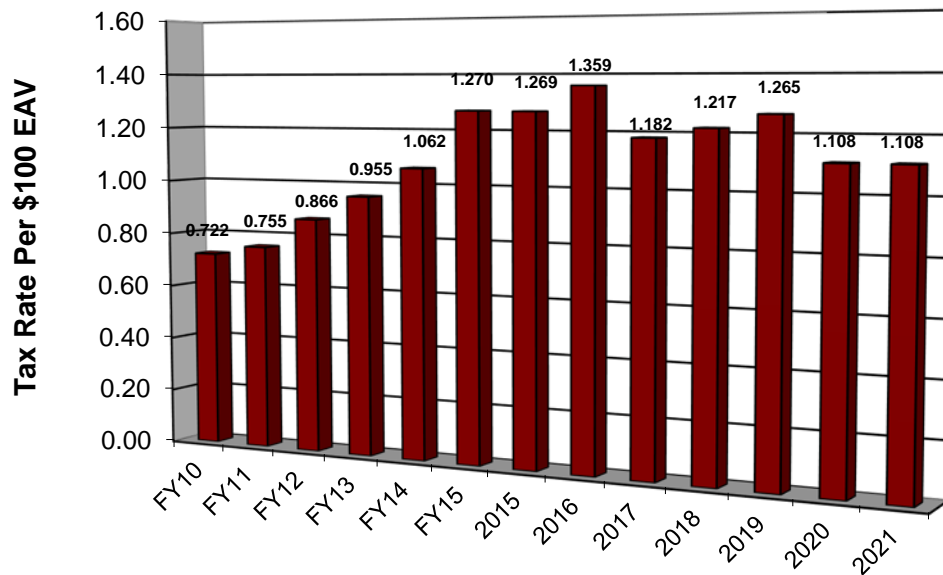
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Annually, fees for Village services are reviewed to insure charges are adequate to offset the cost of providing these services to residents and the general public.

## 401.03 – 401.11 Real Estate Tax

Property tax receipts represent about 34% of the Village's General Fund income and 23% of the Village's total income from all funds. The Village's levy represents only 12.3% of a property owner's total property tax bill.

### REAL ESTATE PROPERTY TAX RATE

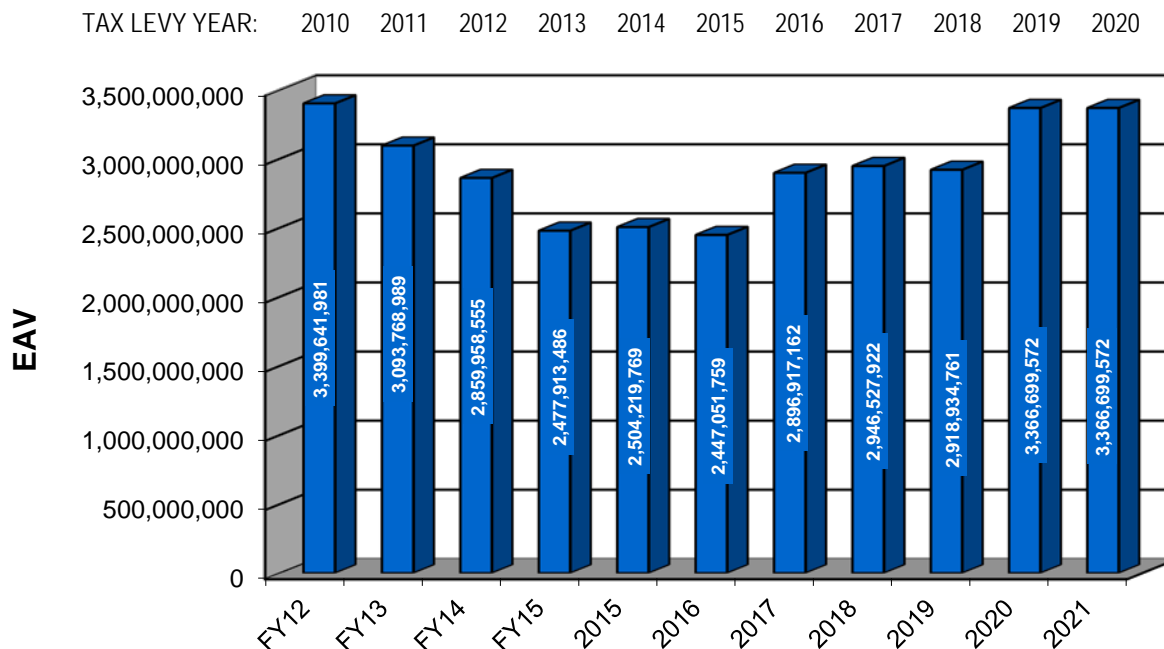


As shown above, the Village's estimated 2020 tax rate payable in 2021 is 1.108 per \$100 of equalized assessed valuation (EAV). The tax rate may fluctuate due to assessed value changes by Cook County.

# GENERAL FUND REVENUE - Notes

(Continued)

## EQUALIZED ASSESSED VALUE



The levy, which corresponds to this 2021 budget, will be levied in December 2020. Property owners will pay this tax in two installments in March and September 2021. A breakdown of the Village's total tax levy is as follows:

	Extended 2019 Levy For 2020	Proposed 2020 Levy For 2021	Change
Village			
Police Protection	6,108,278	7,035,400	15.18%
Fire Protection	6,108,278	7,035,400	15.18%
IMRF	1,837,190	1,835,800	-0.08%
FICA	1,494,797	1,502,000	0.48%
Police Pension	4,251,090	4,073,000	-4.19%
Fire Pension	5,181,300	4,913,000	-5.18%
Capital Improvement	5,555,000	4,400,000	-20.79%
Debt Service	6,757,254	6,498,556	-3.83%
Total Village Tax Levy	37,293,187	37,293,156	0.00%
Library	14,535,565	14,535,565	0.00%
Total Tax Levy	51,828,752	51,828,721	0.00%

The Village and Library's total 2020 property tax levy that will be accounted for in 2021 reflects a 0% percent increase. The Village's annual tax levy is comprised of discretionary and non-discretionary components. The pension levies including IMRF, Social Security, Police Pension and Fire Pension are mandated by the State or required by federal law. The IMRF and Police and Fire Pension levies are calculated by outside actuaries

# GENERAL FUND REVENUE - Notes

(Continued)

to determine annual required payments to cover current and unfunded pension obligations. The debt service levy is another non-discretionary levy that reflects the annual principal and interest the Village is obligated to pay on its outstanding bonds.

The only discretionary levies that the Village can realistically control on an annual basis are the Police and Fire Protection levies in the General Fund and the Capital Improvement levy. The Capital Improvement levy is a revenue source for the Village's capital program, and about 62% of the 2021 Capital Projects Fund budget is proposed to be used for street projects.

## **402.10 Hotel Tax**

This tax is administered by the Village of Arlington Heights through its Home Rule powers. From FY1997 through FY2009, 10% of all prior year hotel tax collections were invested in the Meet Chicago Northwest regional convention bureau to facilitate future hotel bookings. Due to the Village's financial constraints this amount was reduced in FY2010 to 6%. This percentage was increased to 7% in FY2013 and increased to 8% in FY2014. The 2021 budget is at the current rate 8%.

## **402.15 Admissions Tax**

This tax was granted by the State of Illinois, which governs thoroughbred horse racing and is applicable to Arlington Park Race Track only. This tax is a flat \$.10 tax per paid admission. This tax was enacted in the 1970's and is not subject to Village review or increase.

## **402.25 Food & Beverage Tax**

Retail sale of prepared food and liquor, which includes all liquor sold at retail either for consumption on premises or sold in its original packaging for consumption off premises, and all food including alcoholic and non-alcoholic beverages which is prepared for immediate consumption and which may be consumed either on and/or off the premises is subject to a 1.25% tax in addition to general sales taxes. This tax was created by the Village's Home Rule powers and 25% of this tax rate is accounted for in the Arts, Entertainment & Events Fund as a dedicated funding source.

## **402.35 Road & Bridge Tax**

This tax is levied through the Township and by State Statute. Half of the levy is distributed to municipalities within the township based on assessed values.

## **402.45 Telecommunications Tax**

As of January 2003, all telecommunication providers were required to charge a 1% to 6% telecommunications tax based on the individual municipalities local ordinances and the fee was renamed the Simplified Municipal Telecommunications Tax. This fee is then remitted to the State, which distributes the funds to the municipalities after subtracting an administrative charge. The Village Board chose to increase this tax to 6% effective January 2003.

# GENERAL FUND REVENUE - Notes

(Continued)

## 402.50 Electric Utility Tax and 402.55 Natural Gas Utility Tax

The Village's electric and natural gas utility taxes are imposed upon the privilege of using or consuming electricity or natural gas acquired in a purchase at retail and used or consumed within the corporate limits of the Village. The utility taxes are calculated based on kilowatt hours or therms used.

## 402.60 Cannabis Tax

In 2020, the Village approved an existing medical marijuana dispensary to allow recreational sales at its location for a period of time as a pilot program. A tax is imposed at a rate of 3% of the gross receipts from all cannabis sales other than those purchased under the Compassionate Use of Medical Cannabis Pilot Program Act.

## 403.05 Sales Tax and 402.30 Home Rule Sales Tax

<u>Sales Tax</u>	<u>Amount</u>	<u>% Inc (Dec)</u>
FY2015 (Actual)	12,060,996	5.0%
8-Mo. Dec. 2015 (Actual)	8,423,387	(30.2%)
2016 (Actual)	12,377,718	2.6%
2017 (Actual)	12,064,683	(2.5%)
2018 (Actual)	12,787,847	6.0%
2019 (Actual)	12,914,676	1.0%
2020 (Proj. Actual)	11,190,200	(13.4%)
2021 (Budget)	11,712,000	4.7%

<u>Home Rule Sales Tax (General Fund Portion)</u>	<u>Amount</u>	<u>% Inc (Dec)</u>
FY2015 (Actual)	5,482,969	3.9%
8-Mo. Dec. 2015 (Actual)	3,829,608	(30.2%)
2016 (Actual)	5,242,770	(4.4%)
2017 (Actual)	5,000,579	(4.6%)
2018 (Actual)	5,366,766	7.3%
2019 (Actual)	5,401,119	0.6%
2020 (Proj. Actual)	4,466,600	(17.3%)
2021 (Budget)	5,061,000	13.3%

Sales Tax and Home Rule Sales Tax revenues represent the second largest revenue source or about 21% of the Village's General Fund income. Items, except food and drugs, in Arlington Heights are subjected to a 10.00% sales tax. Sales taxes are imposed upon all retail sales and upon all persons engaged in the business of making sales of services within the Village's corporate limits. These taxes are collected by the State and divided among the taxing districts as follows:

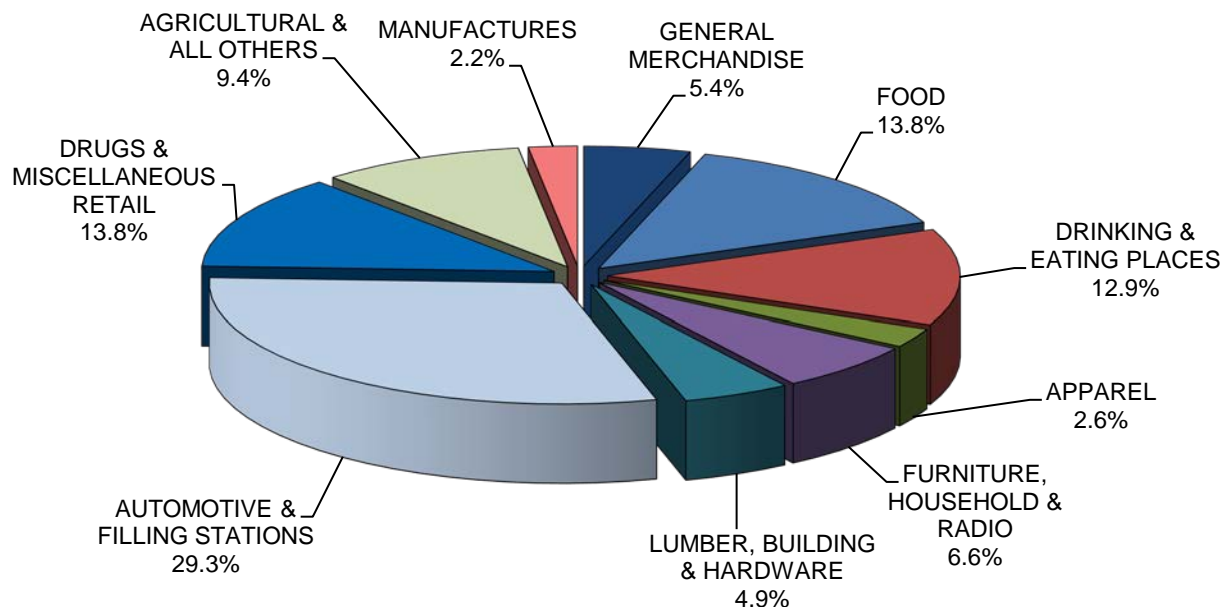
# GENERAL FUND REVENUE - Notes

(Continued)

State Tax	5.25%
Village Tax*	
Municipal	1.00%
Home Rule	1.00%
Cook County Tax	1.75%
RTA Tax	1.00%
Total	<u>10.00%</u>

\*Note: The municipal tax is credited to the General Fund. 75% of the home rule tax is credited to the General Fund and 25% of the home rule tax is credited to the Capital Projects Fund.

## Sales Tax by Source Calendar Year 2019



Budget Assumptions – 2020 sales tax receipts (excluding home rule sales tax) are coming in under the prior year's receipts due to the effects of the coronavirus pandemic. The 2021 Budget projects on improvement after the first quarter of the year when a vaccine may be available.

### 403.06 Local Use Tax

The Village receives a share of the total collections of the State use tax that is extended to items purchased outside of Illinois. The State distributes this tax on a per capita basis and projects an increase due to higher internet sales.

# GENERAL FUND REVENUE - Notes

(Continued)

## 403.15 State Income Tax

101-0000-403.15-00	State Income Tax	
	Amount	% Inc (Dec)
FY2015 (Actual)	7,354,986	0.5%
8-Mo. Dec. 2015 (Actual)	5,254,518	(28.6%)
2016 (Actual)	7,310,634	(0.6%)
2017 (Actual)	6,897,965	(5.6%)
2018 (Actual)	7,192,128	4.3%
2019 (Actual)	7,993,678	11.1%
2020 (Proj. Actual)	7,944,000	(0.6%)
2021 (Budget)	7,322,000	(7.8%)

Income tax receipts represent approximately 9% of the Village's General Fund income.

Budget Assumptions – To prepare the 2021 budget for income tax receipts, three key elements were assumed:

Population – Income tax receipts are distributed based on the Village's population in proportion to the total state population. Arlington Heights' most recent population used by the State is 75,101 (2010 Census).

Municipality's share of income tax receipts – Beginning August 1, 2017, local governments receive 6.06 percent of the net collections of all income tax received from individuals, trusts, and estates, and 6.85 percent of the net collections of all income tax received from corporations ( 35 ILCS 5/901 b). In addition, Public Act 100-0587 also reduces distributions by 5% for FY 19 and FY20. Net collections are the total collections minus deposits that are made into the refund fund.

Inflation – Due to a high unemployment rate and lower corporate profits caused by the pandemic, it is expected that income taxes paid in 2021 on 2020 earnings will be lower than the prior years. The State of Illinois is allocating 5% of the funds normally distributed to municipalities to its own coffers for its FY2021 budget. The Village's 2021 Budget assumes that this will continue in the future.

## 403.25 Replacement Tax

The Personal Property Replacement Tax (PPRT) is received directly from the State. It is derived from corporate income and as such is directly related to the economy.

## 421.05 Vehicle License

The State of Illinois is somewhat unique in that it granted all municipalities the ability to license or tax vehicles regardless of Home Rule authority. The Village license for a passenger car is \$30. Various other license categories exist depending on the type of vehicle and the status of its operator.



# **GENERAL FUND REVENUE - Notes**

(Continued)

## **421.10 Business License**

All businesses, with the exception of those professions licensed by the State (doctors, lawyers, real estate agents) are required to be licensed. The license fee is based on a sliding scale according to the square footage of the business site.

## **421.30 Multiple Dwelling License**

This fee is for the Village's multiple family dwelling license and inspection program. An annual license fee consisting of \$13 per unit or a minimum of \$60 per building is assessed.

## **422.05 Building Permits, 422.10 Electrical & 422.15 Plumbing Permits**

These permits are activity-based and as such, are subject to economic conditions. The Village has taken a conservative approach to budgeting for these revenues. Historically, additions and renovations generate a fairly flat but consistent revenue stream.

## **422.25 Elevator Permits**

In addition to the new construction of elevators, the Village or its contractor annually inspect all elevators in the Village for safety and compliance purposes. The annual permit fee is \$100 per elevator.

## **422.30 Occupancy Permits**

At the conclusion of new construction, before individuals may use a new structure, a final inspection must be completed by the Building Department. Approval by the Building Department to "occupy" a structure for its intended use generates an occupancy permit at a cost of \$60 for single-family homes and \$120 for multi-family, commercial and industrial structures.

## **431.34 Cable Franchise Fees**

Arlington Heights is fortunate to have three cable TV providers for its residents to choose from. Currently, Wide Open West, Comcast and AT&T are the service providers. A 5% fee on gross revenues of the provider allows that provider to use Village right-of-way for installation of cable wire to provide service.

## **432.08 Plan Examination Fees**

Before building permits can be issued for construction, plans or drawings must be reviewed by the Building Department or its contractor. These fees are based on the complexity of the structure and have a minimum fee of \$30.

## **432.12 Engineering Service Fees**

In addition to the Building Department overseeing construction activities, the Engineering Department assists on matters concerning elevation, drainage, water detention and sewer transmission. These fees are calculated at the permit issuance stage and collected in advance. Inspections are completed as needed until construction is finished.

# **GENERAL FUND REVENUE - Notes**

(Continued)

## **433.14 Ambulance Service Fees**

Arlington Heights maintains four ambulance companies on a 24-hour, seven-day-a-week basis. Fees for this service help offset the cost of providing the equipment and personnel necessary. A flat rate of \$1,500 per transport and \$12 per mile is billed to the recipient. This rate was increased as of 2018. Health insurance deductibles, co-payments, mileage, and any other associated costs are waived for Village residents. Medicare and Medicaid assignments are accepted from service recipients.

## **433.16 Special Police Detail Fee**

Private institutions may request special police services at their expense. These instances are usually for traffic or crowd control. The cost of providing the service is reimbursed to the Village.

## **433.18 Police Counselor Fees**

In conjunction with School District 214, two and one half police officers are assigned to a high school or alternative learning center within Village boundaries. The Northwest Suburban Special Education Organization (NSSEO) also has one Police Officer assigned to Timber Ridge School. Both of these organizations reimburse the Village based on the average salary of police officers in the surrounding areas.

## **433.22 False Alarm Fees**

Malfunctioning commercial and residential alarm systems cause public safety personnel delayed response times to emergencies. Fines from \$25 to \$500 are assessed against repeat offenders in an effort to have alarms maintained in good working order.

## **433.26 DUI Administrative Fee**

The added requirements to complete the administrative process on these types of violations will incur a \$500 fee per occurrence.

## **441.05 Traffic Court Fines**

The fines are collected by the Circuit Court of Cook County and distributed to the municipality issuing the citation. On a monthly basis, fines are distributed to municipalities after the County deducts a service charge.

## **441.15 Parking Fines**

Citations issued for illegal parking that are not contested in court are recorded in this account. Handicap parking space violations are currently \$250 per State Statute. Time violation and commuter pay box violation fines are recorded in the Parking Fund. Typical parking fines begin at \$25.

## **441.22 Compliance Ticket Fines**

Citations issued for vehicular equipment failure are recorded in this account. No fine is assessed if the equipment is repaired in a timely manner. Only after non-compliance does the fee take effect.

# **GENERAL FUND REVENUE - Notes**

(Continued)

## **441.25 Ordinance Ticket Fines**

Violations of Village ordinances, other than of a vehicle nature, are recorded here. Local ordinances regulate activities ranging from trash pickup to animal nuisance complaints.

## **451.05 Service Charge – Escrow Deposits**

Escrow funds are collected from developers to insure the successful completion of construction projects and public improvements (streets, sidewalks, sewers). Interest on these deposits is recorded in this account, as the Village is not required to pay interest to the owner while holding the deposit.

## **451.10 Service Charge – Guaranty Deposits**

Guaranty Deposits are similar to escrow deposits above except they are generally for single-family home improvements. Again, interest on deposits is credited to the Village and the initial deposit is returned to the homeowner after successful completion of the project.

## **451.15 – 451.35 Service Charge – Parking, Water, TIF**

These service charges cover an allocation for administrative and operating expenditures paid out of the General Fund. Staff completely dedicated to a specific operation are charged directly to that fund/operation.

## **461.02 Interest on Investments**

The Village participates in a number of investment pools and owns a number of Certificates of Deposit to safeguard funds for reserve and daily operations. All funds not needed for operations are invested on a "prudent man" concept.

## **472.82 Rents & Concessions**

Village owned property not immediately needed for Village operations is leased to private parties at market rates. Charges for apparatus affixed to public buildings are recorded here. Businesses operating in Village owned facilities are assessed a rental fee.

## **483.10 NWCH in Lieu of RE Tax**

Per an agreement with the non-profit Northwest Community Hospital, the hospital contributes an amount based on what its property tax payment would have been to the Village of Arlington Heights had the hospital been a "for profit" operation. By agreement the amount is increased 5% each year.

## **484.48 Wellness Programs**

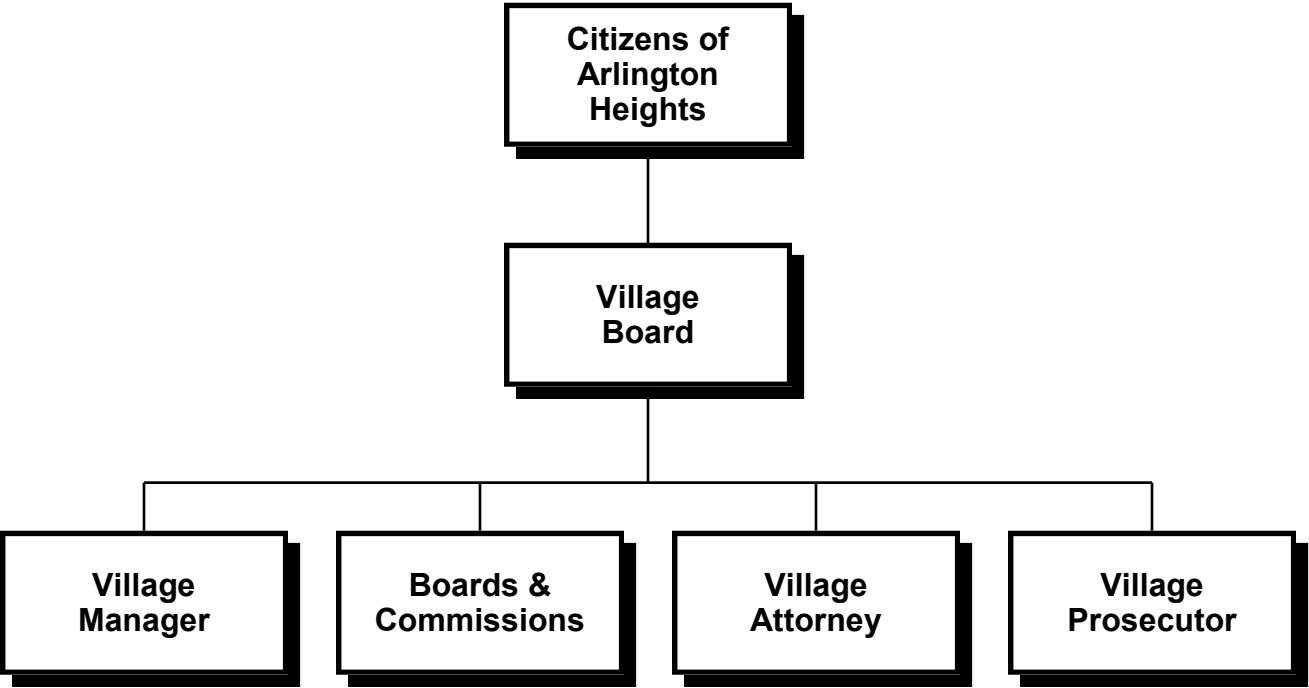
An endowment of \$25,000 was received from the Moelhing Family for the perpetuation of health related tests, screenings and equipment. Interest on the principal and minor service charges to recipients are recorded in this account and used for ongoing programs.

## **489.85 Bad Debt Recovery**

Any unpaid invoice or citation issued by the Village is referred to a collection agency after 90 days for further collection efforts.

**BOARD OF TRUSTEES**

**ORGANIZATION STRUCTURE**



# **BOARD OF TRUSTEES**

---

## **Eight Trustees and the Village President comprise the Village Board.**

The President and Trustees are the elected representatives of the citizens of Arlington Heights. The Trustees and Village President are elected at large for four years with staggered terms. The Village Board meets formally on the first and third Monday of each month. The Board meets informally on the second Monday of the month and on other occasions as needed.

## **2021 Strategic Priorities**

These priorities and sub-priorities reflect the views of the Village Board identified at the July 9, 2019 Village Board goal setting session.

1. Identify, Explore, and Enhance Revenue Sources While Monitoring Taxes
  - a. Identify potential new revenues not currently being utilized by the Village to offset State of Illinois actions and reduce the need for future property tax increases
  - b. Find ways to grow current revenues by facilitating additional activity in growth sectors of the economy
2. Review and Update the Village Affordable Housing Strategy and Regulations
  - a. Develop a clear policy and plan for affordable housing in the Village
  - b. Create educational materials for the public and development community on Affordable Housing
  - c. Communicate how housing funds will be utilized
3. Continue Improving Building and Life Safety Processes and Customer Service
  - a. Identify specific opportunities for process and communications improvement
  - b. Identify strategies to support the further enhancement of the Building and Life Safety Department's capabilities
4. Increase Efficiencies Throughout Village Processes and Procedures
  - a. Evaluate service provision for efficiencies
  - b. Eliminate redundant or ineffective procedures to ensure staff time is spent on adding value and productive endeavors
5. Enhance Business Development Efforts
  - a. Increase marketing and recruiting of businesses
  - b. Encourage experiential businesses to develop in the Village
  - c. Address development opportunities throughout the Village, particularly in the Southtown and Uptown areas
  - d. Improve Village gateways
  - e. Evaluate a Southtown entertainment district
6. Explore New Sustainability Initiatives
  - a. Explore an electric vehicle charger policy/program for public and private locations
  - b. Improve walkability for pedestrians
  - c. Enhance bike friendly initiatives
  - d. Evaluate recycling challenges
7. Continue Infrastructure Improvement Efforts
  - a. Evaluate infrastructure to ensure proper investments are being made
8. Review Impact of Changes to Cannabis Laws
9. Find New Ways to Embrace Diversity Within the Community and the Village Government

# OPERATION SUMMARY

## BOARD OF TRUSTEES

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Expenditures							
Personal Services	\$34,445	\$33,964	\$34,400	\$34,400	\$34,400	\$0	0.0%
Contractual Services	122,211	130,698	135,900	137,400	137,000	(400)	(0.3%)
Commodities	0	1,448	1,500	1,500	1,500	0	0.0%
Other Charges	4,000	4,186	0	6,000	6,000	0	0.0%
Total Expenditures	\$160,656	\$170,296	\$171,800	\$179,300	\$178,900	(\$400)	(0.2%)

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$156,656	\$166,110	\$171,800	\$173,300	\$172,900	(\$400)	(0.2%)
A & E Fund	4,000	4,186	0	6,000	6,000	0	0.0%
Total Expenditures	\$160,656	\$170,296	\$171,800	\$179,300	\$178,900	(\$400)	(0.2%)

# BOARD OF TRUSTEES

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-0101-501.10-02	Elected Officials	30,900	30,666	30,900	30,900	<b>30,900</b>	0	0.0%
	<b>Salaries</b>	<b>30,900</b>	<b>30,666</b>	<b>30,900</b>	<b>30,900</b>	<b>30,900</b>	<b>0</b>	<b>0.0%</b>
101-0101-501.19-01	Workers Compensation	100	100	100	100	<b>100</b>	0	0.0%
101-0101-501.19-10	IMRF	1,081	851	1,100	1,100	<b>1,100</b>	0	0.0%
101-0101-501.19-11	Social Security	1,916	1,903	1,900	1,900	<b>1,900</b>	0	0.0%
101-0101-501.19-12	Medicare	448	444	400	400	<b>400</b>	0	0.0%
	<b>Fringe Benefits</b>	<b>3,545</b>	<b>3,298</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>0</b>	<b>0.0%</b>
101-0101-501.21-65	Other Services	64,063	70,048	80,000	80,900	<b>80,300</b>	(600)	(0.7%)
101-0101-501.22-02	Dues	45,158	47,068	44,400	44,400	<b>44,400</b>	0	0.0%
101-0101-501.22-03	Training	1,030	1,832	2,000	2,500	<b>2,500</b>	0	0.0%
101-0101-501.22-05	Postage	60	150	200	300	<b>300</b>	0	0.0%
101-0101-501.22-25	IT/GIS Service Charge	11,900	11,600	9,300	9,300	<b>9,500</b>	200	2.2%
	<b>Contractual Services</b>	<b>122,211</b>	<b>130,698</b>	<b>135,900</b>	<b>137,400</b>	<b>137,000</b>	<b>(400)</b>	<b>(0.3%)</b>
101-0101-501.30-01	Publications Periodicals	0	90	200	200	<b>200</b>	0	0.0%
101-0101-501.30-05	Office Supplies & Equip	0	1,358	1,300	1,300	<b>1,300</b>	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>1,448</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>0.0%</b>
<b>Total Board of Trustees</b>		<b>156,656</b>	<b>166,110</b>	<b>171,800</b>	<b>173,300</b>	<b>172,900</b>	<b>(400)</b>	<b>(0.2%)</b>

# BOARD OF TRUSTEES

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>SALARIES:</b>						
101-0101-501.10-02	Elected Officials	President 8 Trustees @ \$2,800 each	8,500 22,400	30,900	8,500 22,400	30,900
		<b>TOTAL SALARIES</b>		<b>30,900</b>		<b>30,900</b>
<b>FRINGE BENEFITS:</b>						
101-0101-501.19-01	Workers' Compensation	Workers' Compensation Insurance		100		100
101-0101-501.19-10	IMRF	IMRF		1,100		1,100
101-0101-501.19-11	Social Security	Social Security		1,900		1,900
101-0101-501.19-12	Medicare	Medicare		400		400
		<b>TOTAL FRINGE BENEFITS</b>		<b>3,500</b>		<b>3,500</b>
<b>CONTRACTUAL SERVICES:</b>						
101-0101-501.21-65	Other Services	Plaques, certificates of recognition and appreciation, mementos for dignitaries Cable access channel programs & videos Informational/Public Service Announcement Contributions to post-prom events Miscellaneous	6,800 66,000 4,200 600 3,300	80,900	6,500 66,000 4,200 600 3,000	80,300
101-0101-501.22-02	Dues	Northwest Municipal Conference Chicago Metropolitan Agency for Planning (CMAP) Illinois Municipal League U.S. Conference of Mayors Metropolitan Mayors Caucus Miscellaneous	27,200 2,900 5,000 5,300 3,400 600	44,400	27,800 2,900 5,000 5,300 3,400 0	44,400
101-0101-501.22-03	Training	Illinois Municipal League meeting and other related meetings		2,500		2,500
101-0101-501.22-05	Postage	Postage		300		300
101-0101-501.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		9,300		9,500
		<b>TOTAL CONTRACTUAL SERVICES</b>		<b>137,400</b>		<b>137,000</b>
<b>COMMODITIES:</b>						
101-0101-501.30-01	Publications/Periodicals	Miscellaneous publications		200		200
101-0101-501.30-05	Office Supplies & Equip	Miscellaneous office supplies		1,300		1,300
		<b>TOTAL COMMODITIES</b>		<b>1,500</b>		<b>1,500</b>
		<b>TOTAL BOARD OF TRUSTEES</b>		<b>173,300</b>		<b>172,900</b>

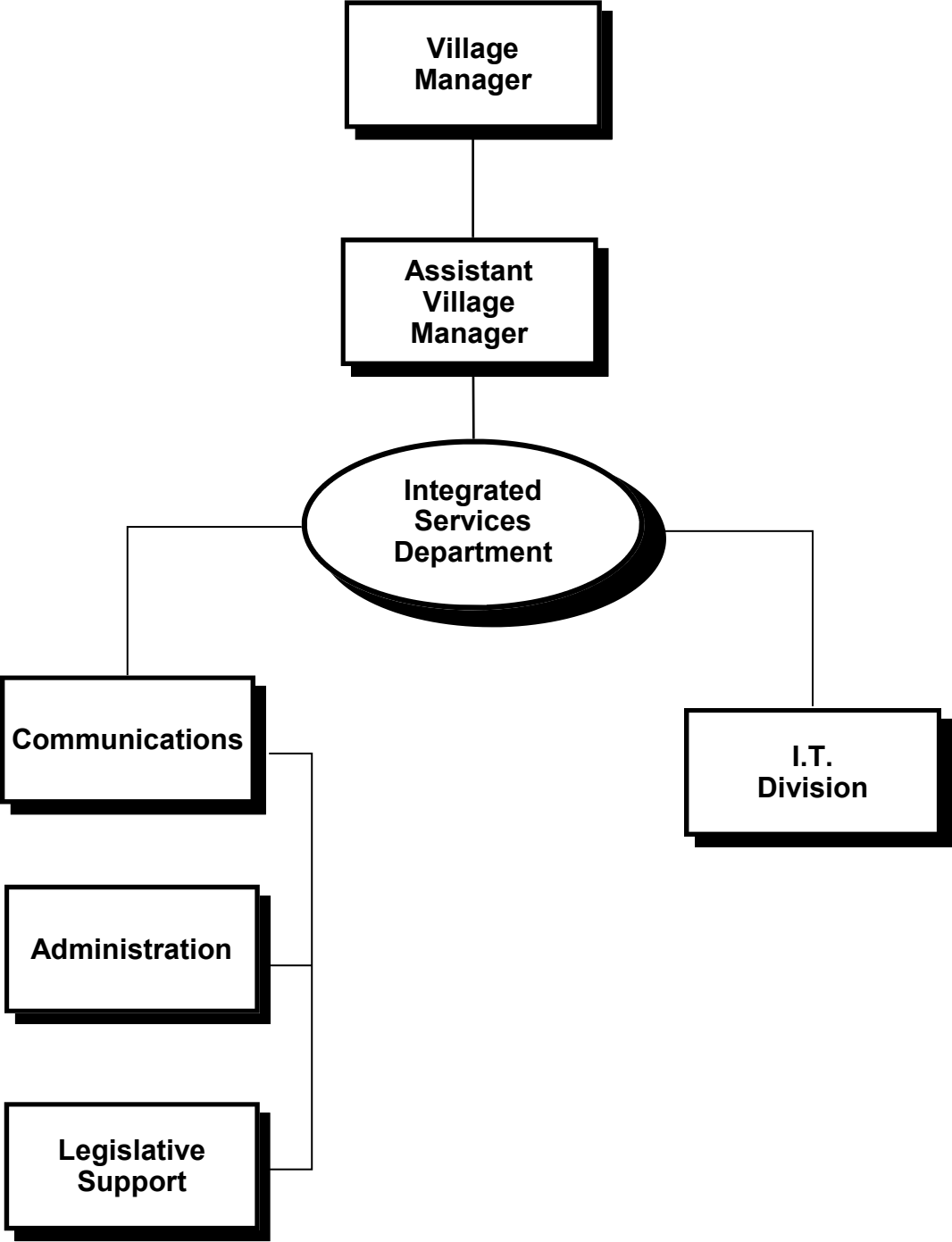


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**INTEGRATED SERVICES**

**(11.50 FTE)**

**ORGANIZATION STRUCTURE**



# **INTEGRATED SERVICES DEPARTMENT**

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The Integrated Services Department (ISD) includes the Village Manager's Office, Communications, and the Information Technology Division. The purpose of the department is to exercise administrative and operational oversight over all departments, ensure the achievement of Village Board goals and objectives, optimize interdepartmental processes, and lead in the development of organizational efficiencies. The ISD serves as the focal point for the executive leadership and direction of the organization.

**Overview of ISD:** In addition to overseeing the Village Manager's Office function, the department aims to increase the Village government's focus on four key areas:

- **Utilization of Information Technology** - Involvement of IT early in technology planning and project decisions in order to leverage technology as much as possible to optimize operations. ISD is responsible for the development, maintenance, and administration of the ERP system. Through embracing technological innovation, ISD leads in adapting to current events and needs of both internal and external stakeholders.
- **Communications** - Oversee timely and accurate information through Village communication platforms: social media, website, e-news blasts, civic sign, press releases, and Arlington Alert; the Village's mass notification system. Producing educational materials and overseeing the Village's special events are additional responsibilities of the Communications Division of ISD.
- **"One Village Voice"** - Work with Village Staff to continue promoting the "One Village Voice" motto in a way that is clear, consistent and courteous throughout our communications and citizen engagement efforts.
- **Customer Service** - Explore new ways to enhance customer service and have it be a priority for the organization. Adapt to the changing needs and concerns of residents and business, ISD evolves current practices to best serve the Village.

## **2020 Accomplishments**

- **COVID-19 Response** – The Integrated Services Department lead the Village's response to the COVID-19 pandemic for both internal and external operations. By streamlining and automating processes, Village staff were able to provide quality services safely to residents and businesses.
  - ISD kept an updated or up to date informational article on COVID-19 as the main news story on the Village's Home Page. This news article was updated with any changes to the State's Restore Illinois Plan, testing sites, health guidelines and financial assistance.
  - New web pages were created on COVID-19 resources that featured information on residential and business resources. These pages included applications for assistance and updating information on loans and grants available to the business community.
  - Online applications were developed for financial assistance in English and Spanish for residents and an application for Outdoor Seating Areas for Arlington Alfresco was created.
  - Periodic video messages on COVID-19 were done by Mayor Hayes and featured on YouTube, social media and the website.
  - Arlington Alerts were sent out to over 38,000 residents.
  - A social media campaign on "Share the Good" and "Victory Over the Virus" was created that requested residents to send in hopeful and supportive messages about getting through the COVID-19 pandemic.

# INTEGRATED SERVICES DEPARTMENT

(Continued)

- ISD collaborated with the Planning & Community Development Department on providing information to downtown residents and businesses about Arlington Alfresco and also on promoting Arlington Alfresco on the website and social media platforms.
- Continual social media messages and messages for the Community Events Sign were posted to remind residents of the importance of social distancing, wearing a face covering, etc.
- The deadline for Liquor License renewals were deferred from April to September and several liquor license classifications received a 25% reduction in their annual fee in an effort to assist license holders experiencing difficulties during the pandemic.
- Internally, the Village Manager's Office worked with departments on how to safely allocate staffing to abide by social distancing, without sacrificing Village productivity and efficiency. In addition, staff served on a committee to determine rules and protocols to safely reopen Village Hall.
- **Arlington Alert** – In collaboration with Northwest Central Dispatch, Village Manager's Office continued to develop Everbridge Emergency Notification System, known as Arlington Alert. This system has been used to communicate with residents via phone call, text, or e-mail. From refuse collection delays, COVID-19 updates, snow operations, and road closures, Arlington Alert served as a tool to keep residents informed on timely Village events.
- **ERP** – In partnership with the ERP consultant, Plante Moran, ISD hosted three week-long discovery sessions with all Village departments to analyze the current strengths, weaknesses, and opportunities of Village systems and processes. In June of 2020, an RFP was released to ERP vendors; the RFP outlined the specific needs of the Village. ISD will guide the consultant and the ERP vendor in successfully implementing and rolling out a new ERP system that enhances the employee, resident and business experience. The Village can look forward to services such as paperless procurement, online permit processing and payment, and one centralized location for Village informational assets. We have formed multiple interdepartmental project teams and working groups encompassing over 100 Village staff members to ensure full coverage and viability across all Village functions and services.
- **Streamlining and Automating Processes** – The Village Manager's Office automated special event liquor license process. In addition, online applications were developed for social services, disability services, and the senior center.

## 2021 Strategic Priorities and Key Projects

### 1. Enhance and Grow Arlington Alert

Strategic Priority: #4 Increase Efficiencies Throughout Village Processes and Procedures

Grow the use of Arlington Alert and increase resident buy-in. Attend training and learning opportunities with Everbridge to connect and learn more about Everbridge possibilities. Consistent marketing communications will be promoted throughout the Village.

Project Leads: Management Analyst II Sarah Fitzgibbons

Project Completion: Ongoing

Cost Estimate: Staff Time

## **2. ERP Integration**

### Strategic Priority: #4 Increase Efficiencies Throughout Village Processes and Procedures

As the need for streamlined business processes and improved communication methods increases, the current ERP system cannot properly respond to internal, resident and business needs. Billing, procurement, permits, licenses, and customer service enhancements are unable to efficiently evolve and improve under the current ERP system. ISD will assist and also lead in various stages of this project. The goals are to outline, vet, and determine an ERP software with a consultant. This is a multi-year project that will impact every Village department will be impacted by and thus need to be a part of the process. IT will guide the consultant and the ERP vendor in successfully implementing and rolling out a new ERP system that enhances the employee, resident and business experience. As we begin to assess the marketplace for a new ERP system, we can look forward to services such as paperless procurement, online permit processing and payment, and one centralized location for Village informational assets.

Project Lead: Assistant Village Manager Diana Mikula

Project Completion: throughout 2020-2021

Cost Estimate: Staff Time

## **3. Retention, Re-use, and Redevelopment of Arlington Park**

### Strategic Priority: #5 Enhance Business Development Efforts

Arlington Park is an iconic entertainment landmark accompanying approximately 325 acres of real estate. Create an internal Staff task force to evaluate options to retain the track, re-use of the facility and/or redevelopment of the property if needed.

Project Lead: Village Manager Randy Recklaus

Project Completion: 4Q 2022

Cost Estimate: Staff Time

## **4. Strategic Partnership with Departments to Develop their Pages on the Website**

### Staff Generated Project

To ensure that we are communicating the most up to date and desired content, staff will meet with all departments to discuss updating department information on the website.

Project Leads: Communications Coordinator Nancy Kluz

Project Completion: 2Q 2021

Cost Estimate: Staff Time

## **5. Website Improvements**

### Staff Generated Project

Continue to providing updated design to our website. Review and enhance Village website for scheduled contractual update. Efforts will focus on further enhancing the website's ease of use and access to timely topical matters and major project information. We are looking to further customize the website to allow for even easier navigation and access.

Project Lead: Communications Coordinator Nancy Kluz

Project Completion: 2Q 2021

Cost Estimate: Staff Time

## **6. Communication Enhancements**

### Staff Generated Project

- Promote ways people can connect with the Village through Targeted Communication pieces such as neighborhood construction notices.
- Increase subscribers through campaigns to get people to sign-up for Village Connections newsletter, email alerts, drive more visitors to our pages, engage more on social media platforms.
- Explore new communication engagement methods: Facebook Live, Videos, and Instagram.
- Focus on cross-promotion of website project page information with social media and email lists.
- Continue to utilize our existing resources and data to communicate Village services and news to the community.

Project Lead: Communications Coordinator Nancy Kluz

Project Completion: throughout 2020-2021

Cost Estimate: Staff Time

# OPERATION SUMMARY

## INTEGRATED SERVICES

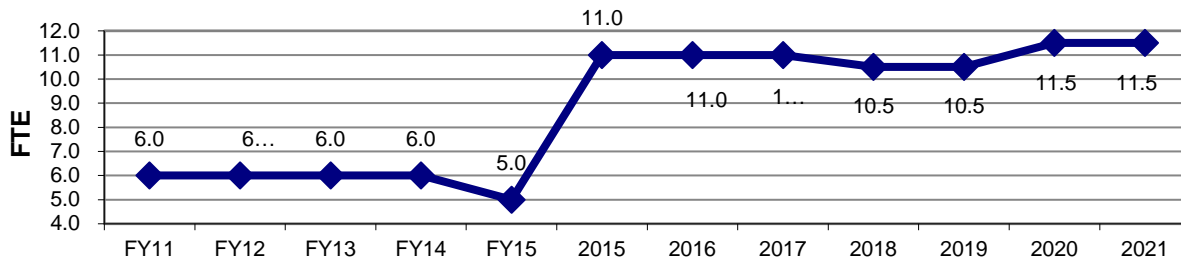
	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E							
General Fund	5.50	5.50	5.50	5.50	5.50	0.00	0.0%
Technology Fund	5.00	5.00	6.00	6.00	6.00	0.00	0.0%
Total F-T-E	10.50	10.50	11.50	11.50	11.50	0.00	0.0%

Expenditures							
Personal Services	\$1,517,222	\$1,596,685	\$1,740,900	\$1,810,300	\$1,853,200	\$42,900	2.4%
Contractual Services	653,638	703,263	770,700	804,440	775,400	(29,040)	(3.6%)
Commodities	60,518	67,468	74,900	78,300	78,200	(100)	(0.1%)
Other Charges	22,952	33,106	5,000	36,300	36,300	0	0.0%
Capital Items	312,296	260,498	961,800	961,800	4,368,300	3,406,500	354.2%
Total Expenditures	\$2,566,626	\$2,661,020	\$3,553,300	\$3,691,140	\$7,111,400	\$3,420,260	92.7%

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$898,685	\$972,263	\$1,013,800	\$1,039,000	\$1,062,000	23,000	2.2%
Capital Projects Fund	110,481	119,893	125,100	125,100	126,500	1,400	1.1%
A & E Fund	34,961	33,106	0	31,300	31,300	0	0.0%
Technology Fund	1,522,499	1,535,758	2,414,400	2,495,740	5,891,600	3,395,860	136.1%
Total Expenditures	\$2,566,626	\$2,661,020	\$3,553,300	\$3,691,140	\$7,111,400	\$3,420,260	92.7%

## STAFFING HISTORY



# INTEGRATED SERVICES

# General Fund

## PERSONNEL SUMMARY

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Village Manager		1.00	1.00	
Assistant Village Manager	12	1.00	1.00	
Communications Coordinator	6	1.00	1.00	
Management Analyst II	6	1.00	1.00	
Administrative Assistant	2	1.50	1.50	
<b>Total F-T-E</b>		<b>5.50</b>	<b>5.50</b>	<b>0.00</b>

## Integrated Services Department Cross Reference to All Funds

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	5.50	5.50	
625	Technology Fund	6.00	6.00	
	<b>Total F-T-E All Funds</b>	<b>11.50</b>	<b>11.50</b>	<b>0.00</b>



# INTEGRATED SERVICES

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-0201-502.10-01	Salaries	614,421	679,407	694,800	695,900	<b>718,600</b>	22,700	3.3%
101-0201-502.18-01	Temporary Help	0	0	0	1,400	<b>1,400</b>	0	0.0%
101-0201-502.18-05	Overtime Civilian	2,912	6,135	6,000	6,000	<b>6,100</b>	100	1.7%
	<b>Salaries</b>	<b>617,333</b>	<b>685,542</b>	<b>700,800</b>	<b>703,300</b>	<b>726,100</b>	<b>22,800</b>	<b>3.2%</b>
101-0201-502.19-01	Workers Compensation	1,200	1,200	1,200	1,200	<b>1,300</b>	100	8.3%
101-0201-502.19-05	Medical Insurance	80,900	87,900	90,000	90,000	<b>99,400</b>	9,400	10.4%
101-0201-502.19-10	IMRF	77,667	68,440	87,800	89,500	<b>91,600</b>	2,100	2.3%
101-0201-502.19-11	Social Security	32,196	35,276	36,500	36,600	<b>37,800</b>	1,200	3.3%
101-0201-502.19-12	Medicare	8,836	9,662	10,100	10,300	<b>10,600</b>	300	2.9%
101-0201-502.19-23	Automobile Allowance	6,025	6,025	6,000	6,000	<b>6,000</b>	0	0.0%
	<b>Fringe Benefits</b>	<b>206,824</b>	<b>208,503</b>	<b>231,600</b>	<b>233,600</b>	<b>246,700</b>	<b>13,100</b>	<b>5.6%</b>
101-0201-502.20-40	General Insurance	7,700	7,800	7,900	7,900	<b>8,000</b>	100	1.3%
101-0201-502.21-02	Equipment Maintenance	68	68	200	1,400	<b>1,400</b>	0	0.0%
101-0201-502.21-65	Other Services	8,320	8,081	10,000	19,100	<b>11,500</b>	(7,600)	(39.8%)
101-0201-502.22-02	Dues	6,350	10,191	11,000	11,400	<b>6,400</b>	(5,000)	(43.9%)
101-0201-502.22-03	Training	4,033	5,701	2,000	6,800	<b>6,800</b>	0	0.0%
101-0201-502.22-05	Postage	820	187	400	900	<b>700</b>	(200)	(22.2%)
101-0201-502.22-10	Printing	657	210	1,000	4,800	<b>4,000</b>	(800)	(16.7%)
101-0201-502.22-15	Photocopying	1,572	1,273	1,300	1,300	<b>1,300</b>	0	0.0%
101-0201-502.22-25	IT/GIS Service Charge	39,200	38,400	40,600	40,600	<b>41,200</b>	600	1.5%
	<b>Contractual Services</b>	<b>68,720</b>	<b>71,911</b>	<b>74,400</b>	<b>94,200</b>	<b>81,300</b>	<b>(12,900)</b>	<b>(13.7%)</b>
101-0201-502.30-01	Publications Periodicals	546	973	1,000	1,000	<b>1,000</b>	0	0.0%
101-0201-502.30-05	Office Supplies & Equip	5,262	5,334	6,000	6,900	<b>6,900</b>	0	0.0%
	<b>Commodities</b>	<b>5,808</b>	<b>6,307</b>	<b>7,000</b>	<b>7,900</b>	<b>7,900</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Integrated Services</b>	<b>898,685</b>	<b>972,263</b>	<b>1,013,800</b>	<b>1,039,000</b>	<b>1,062,000</b>	<b>23,000</b>	<b>2.2%</b>

# INTEGRATED SERVICES

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
SALARIES:						
101-0201-502.10-01	Salaries	Salaries	695,900		718,600	
101-0201-502.18-01	Temporary Help	Temporary Help	1,400		1,400	
101-0201-502.18-05	Overtime Civilian	Overtime Civilian	6,000		6,100	
TOTAL SALARIES			703,300		726,100	
FRINGE BENEFITS:						
101-0201-502.19-01	Workers' Compensation	Workers' Compensation Insurance	1,200		1,300	
101-0201-502.19-05	Medical Insurance	Medical Insurance	90,000		99,400	
101-0201-502.19-10	IMRF	IMRF	89,500		91,600	
101-0201-502.19-11	Social Security	Social Security	36,600		37,800	
101-0201-502.19-12	Medicare	Medicare	10,300		10,600	
101-0201-502.19-23	Automobile Allowance	Automobile Allowance	6,000		6,000	
TOTAL FRINGE BENEFITS			233,600		246,700	
CONTRACTUAL SERVICES:						
101-0201-502.20-40	General Insurance	Liability and property insurance	7,900		8,000	
101-0201-502.21-02	Equipment Maintenance	Maintenance of printers & computers	200		200	
		Civic Event Sign repair	1,200	1,400	1,200	1,400
101-0201-502.21-65	Other Services	Contractual services, online tools, miscellaneous services	10,000		2,400	
		Cell phone usage/wireless connectivity	2,300		2,300	
		Enhancements to Village website	2,000		2,000	
		Archive Social subscription	4,800	19,100	4,800	11,500
101-0201-502.22-02	Dues	Dues	6,400		6,400	
		Co-op Best Practice Benchmark	5,000	11,400	0	6,400
101-0201-502.22-03	Training	ICMA Annual Conference	4,600		4,600	
		Illinois Municipal League, Northwest Municipal Conference, IAMMA, ILCMA webinars & miscellaneous meetings	2,200	6,800	2,200	6,800
101-0201-502.22-05	Postage	General postage including residential mailers and special notices	900		700	
101-0201-502.22-10	Printing	Liquor license materials	300		300	
		Miscellaneous printing including brochures, flyers, special notices, post cards, booklets, ads, and photos	4,500	4,800	3,700	4,000
101-0201-502.22-15	Photocopying	Photocopies & supplies				
		Maintenance agreement Xerox 5150	1,300		1,300	

# INTEGRATED SERVICES

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
101-0201-502.22-25	IT/GIS Service Charge	Information Technology/GIS service charge	40,600	41,200
		<b>TOTAL CONTRACTUAL SERVICES</b>	<b>94,200</b>	<b>81,300</b>
<b>COMMODITIES:</b>				
101-0201-502.30-01	Publications/Periodicals	Miscellaneous publications	1,000	1,000
101-0201-502.30-05	Office Supplies & Equip	Printer cartridges/toner, stationery, pens, etc.	6,900	6,900
		<b>TOTAL COMMODITIES</b>	<b>7,900</b>	<b>7,900</b>
		<b>TOTAL INTEGRATED SERVICES</b>	<b>1,039,000</b>	<b>1,062,000</b>

## **HUMAN RESOURCES**

**(4.00 FTE)**

### **ORGANIZATION STRUCTURE**



# HUMAN RESOURCES

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**The Human Resources Department administers and manages the Village human resources program.**

This includes recruitment, testing, selection, personnel management including; staff development and training, maintenance of the classification and pay plans, management of employee benefit and risk management programs including the villages workers' compensation program. Employee benefit programs include medical insurance, life insurance, wellness programs, pension programs, unemployment compensation, deferred income programs, vacation, sick leave, longevity and holiday pay programs. The Department is responsible for collective bargaining activities with employee unions and associations, including administration of the Villages personnel policies and procedures.

This department also serves as the liaison to the Village's Board of Fire and Police Commissioners. Duties entail assisting the Commission in the recruitment, testing, interviewing and establishment of eligibility lists for all non-exempt sworn fire and police classifications of work.

Additional responsibilities include administrative and management studies assigned to the Department by the Village Manager.

## 2020 Accomplishments

- **Village Wide Diversity Recruitment Initiative:**
  - The **Supporting a Welcoming Community**, Diversity, Equity and Inclusion project began in the Third Quarter of 2020. It is anticipated the Four Phases of this project will be completed no later than First Quarter 2021.
  - The Diversity and Inclusion Employment Day originally scheduled for the Spring of 2020 has been rescheduled to the Fall of 2020 due to the COVID pandemic
  - Arlington Heights Village staff continues to lead the working group of the Northwest Suburban Minority Law Enforcement Recruitment since 2018. The Police Officer testing workshop scheduled for the spring of 2020 with the goal of breaking down traditional barriers for minority and other non-traditional candidates seeking careers in law enforcement has been rescheduled to 2021
  - The Village's upper Management representing each Department participated in Unconscious Bias training. All Village employees will virtually attend this training in 2020.
  - The Human Resources Department continues to evaluate recruitment process and sources to expand diversity Village wide
- **Internal Disability Accommodation Assessment:**
  - The Human Resources Department partnered with the Villages Disability Services Coordinator to design and implement an assessment
  - Disability sensitively training scheduled for Spring of 2020 has been cancelled due to the COVID pandemic and will be rescheduled either in-person or virtually when available
  - The Village employment application has been reviewed by disability employment placement agencies providing valuable feedback to reflect a more inclusive culture
  - The review of employment and retention practices has been initiated
- **The Human Resources Audit Continues for all process and procedures:**
  - The Department continues to evaluate and update Village policies to reflect best practices
  - The current pandemic has provided opportunities to integrate technology where in the past we have relied on paper, this has also enhanced collaborations with other Departments
  - Virtual training sessions through Target Solutions provides further opportunities to offer training to all Village staff given variable work schedules
  - A virtual open enrollment for the 2021 benefit plan year will be implemented for all Village employees

# HUMAN RESOURCES

(Continued)

## 2021 Strategic Priorities & Key Projects

### 1. Village Wide Diversity Recruitment Initiative continues

Support Strategic Priority: #9 Find New Ways to Embrace Diversity within the Community and the Village Government

It is anticipated the recommendations from the **Supporting a Welcoming Community** project will be implemented in 2021.

Enhanced recruitment and selection strategies that attract and retain highly diverse qualified candidates while ensuring equal employment opportunities in accordance with the Village's Equal Opportunity Policy.

Project Leads: Director of Human Resources in conjunction with various Village Department Directors  
Project Completion: Ongoing

### 2. Internal Disability Accommodation Assessment ongoing

Support Strategic Priority: #9 Find New Ways to Embrace Diversity within the Community and the Village Government

Evaluate all employment activities to identify potential enhancements to ensure otherwise qualified individuals with disabilities are afforded equal opportunities.

Project Leads: Director of Human Resources and Disability Services Coordinator  
Project Completion: Ongoing

## Performance Measures

	2017	2018	2019
<b>1. Employee Benefits – Reduce Medical Costs</b>			
Research and implement strategies to help control health risks and costs			
a) Medicare Retiree Drug Subsidy received	\$124,374	\$121,678	\$124,736
<b>2. Employee Benefits – Deferred Income Programs</b>			
a) Number of dollars pledged in Section 125	\$323,886	\$316,017	\$254,376
b) Number of employees contributing to ICMA-RC	405	420	433
<b>3. Risk Management – Workers Compensation</b>			
Enhance our loss prevention efforts to become more proactive with safety and loss prevention programs throughout the Village in order to reduce the cost of workers' compensation.			
a) Number of claims forwarded to the Third Party Administrator (TPA) within 48 hours of the accident	37 out of 49	40 out of 46	30 out of 33
b) Number of claims submitted to the Third Party Administrator (TPA) where employees missed work due to their Workers' Compensation injury	20	20	15
c) Number of work days lost to Workers' Compensation injury	203	437	285
d) Number of pro se settlements	6 out of 11	5 out of 7	4 out of 12
e) Number of safety measures implemented	1	4	4

# HUMAN RESOURCES

(Continued)

## Performance Measures (cont.)

	2017	2018	2019
<b>4. Risk Management – Loss Prevention</b>			
a) Number of accidents reviewed	96	72	78
b) Number of safety training programs offered to employees sponsored through Human Resources	2	4	9
<b>5. Maintenance of Classification and Compensation Program</b>			
Maintain and make necessary modifications to the Village's Classification Plan to ensure all employees are appropriately classified.			
a) Number of job audits conducted	242	4	9
b) Number of surveys conducted	277	79	57
<b>6. Personnel Management – Compliance</b>			
Review personnel policies and related forms in order to ensure they are in compliance with applicable laws.			
a) Number of personnel policies revised/created	0	2	12
<b>7. Fire &amp; Police Commissions – Recruitment</b>			
Assist the Board of Fire and Police Commissioners with recruitment, selection and promotional activities for positions.			
a) Number of Fire and Police Commissioners meetings held	18	32	20
b) Number of interviews conducted	44	95	48
c) Number of eligibility lists created	2	4	2
d) Number of positions filled	9	17	17
Recruitment, selection and promotion of all other positions.			
a) Number of positions filled	12	26	28
b) Number of interviews conducted	54	104	86
<b>8. Professional Development / Personnel Management</b>			
Professional Development of Workforce Identify, assess and offer training programs to employees.			
a) Number of classes offered	4	0	1

# OPERATION SUMMARY

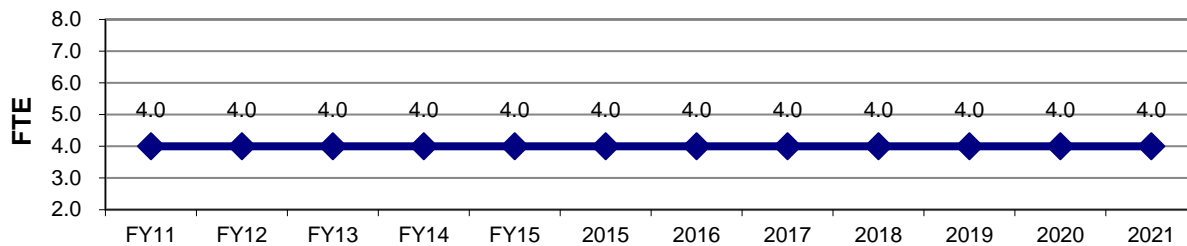
## HUMAN RESOURCES

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E							
General Fund	2.00	2.00	2.00	2.00	2.00	0.00	0.0%
Health Insurance Fund	1.00	1.00	1.00	1.00	1.00	0.00	0.0%
Worker's Comp Fund	1.00	1.00	1.00	1.00	1.00	0.00	0.0%
Total F-T-E	4.00	4.00	4.00	4.00	4.00	0.00	0.0%
Expenditures							
Personal Services	\$611,048	\$613,538	\$1,004,400	\$1,023,100	\$1,092,000	\$68,900	6.7%
Contractual Services	6,218,238	5,796,207	6,362,000	6,394,200	6,623,400	229,200	3.6%
Commodities	5,841	3,759	6,900	7,000	4,900	(2,100)	(30.0%)
Other Charges	13,838,698	11,284,391	8,313,800	8,658,800	9,123,200	464,400	5.4%
Total Expenditures	\$20,678,965	\$17,697,895	\$15,687,100	\$16,083,100	\$16,843,500	\$760,400	4.7%

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$396,939	\$405,787	\$413,500	\$426,300	\$435,000	8,700	2.0%
Capital Projects Fund	5,140	0	0	0	0	0	N/A
Health Insurance Fund	14,967,184	14,400,294	12,899,900	12,898,400	13,596,500	698,100	5.4%
Retiree Health Ins Fund	3,116,001	0	0	0	0	0	N/A
Worker's Comp Fund	2,193,701	2,891,814	2,373,700	2,758,400	2,812,000	53,600	1.9%
Total Expenditures	\$20,678,965	\$17,697,895	\$15,687,100	\$16,083,100	\$16,843,500	\$760,400	4.7%

## STAFFING HISTORY





## HUMAN RESOURCES

## General Fund

### PERSONNEL SUMMARY

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Director of Human Resources	11	1.00	1.00	
Administrative Assistant	2	1.00	1.00	
<b>Total F-T-E</b>		<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

### Human Resources Department Cross Reference to All Funds

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	2.00	2.00	
605	Health Insurance Fund	1.00	1.00	
615	Workers' Compensation Fund	1.00	1.00	
<b>Total F-T-E All Funds</b>		<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

# HUMAN RESOURCES

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-0301-503.10-01	Salaries	218,079	226,314	232,700	232,700	240,700	8,000	3.4%
101-0301-503.18-01	Temporary Help	5,203	10,579	7,600	7,600	7,800	200	2.6%
101-0301-503.18-05	Overtime Civilian	1,660	479	500	700	700	0	0.0%
	<b>Salaries</b>	<b>224,942</b>	<b>237,372</b>	<b>240,800</b>	<b>241,000</b>	<b>249,200</b>	<b>8,200</b>	<b>3.4%</b>
101-0301-503.19-01	Workers Compensation	500	500	500	500	500	0	0.0%
101-0301-503.19-05	Medical Insurance	47,900	52,225	53,600	53,600	54,500	900	1.7%
101-0301-503.19-10	IMRF	27,815	23,173	29,500	29,500	30,300	800	2.7%
101-0301-503.19-11	Social Security	13,412	13,604	13,900	13,900	14,300	400	2.9%
101-0301-503.19-12	Medicare	3,210	3,267	3,500	3,500	3,600	100	2.9%
	<b>Fringe Benefits</b>	<b>92,837</b>	<b>92,769</b>	<b>101,000</b>	<b>101,000</b>	<b>103,200</b>	<b>2,200</b>	<b>2.2%</b>
101-0301-503.20-05	Professional Services	0	0	3,400	3,400	3,400	0	0.0%
101-0301-503.20-40	General Insurance	6,500	6,600	6,700	6,700	6,800	100	1.5%
101-0301-503.20-75	Examinations	11,855	15,098	8,000	8,000	8,000	0	0.0%
101-0301-503.21-65	Other Services	2,245	1,846	1,600	1,600	1,600	0	0.0%
101-0301-503.22-01	Advertising	1,353	1,431	2,500	1,200	1,200	0	0.0%
101-0301-503.22-02	Dues	1,218	1,247	1,500	1,500	1,500	0	0.0%
101-0301-503.22-03	Training	2,935	2,652	1,000	3,200	3,000	(200)	(6.3%)
101-0301-503.22-05	Postage	755	438	500	500	500	0	0.0%
101-0301-503.22-10	Printing	118	134	100	200	200	0	0.0%
101-0301-503.22-15	Photocopying	2,327	1,529	1,000	2,500	2,500	0	0.0%
101-0301-503.22-25	IT/GIS Service Charge	26,800	26,100	27,900	27,900	28,400	500	1.8%
	<b>Contractual Services</b>	<b>56,106</b>	<b>57,075</b>	<b>54,200</b>	<b>56,700</b>	<b>57,100</b>	<b>400</b>	<b>0.7%</b>
101-0301-503.30-01	Publications Periodicals	272	302	500	600	600	0	0.0%
101-0301-503.30-05	Office Supplies & Equip	3,626	2,030	4,300	4,300	2,200	(2,100)	(48.8%)
	<b>Commodities</b>	<b>3,898</b>	<b>2,332</b>	<b>4,800</b>	<b>4,900</b>	<b>2,800</b>	<b>(2,100)</b>	<b>(42.9%)</b>
101-0301-503.40-70	Employee Recognition Program	19,156	16,239	12,700	22,700	22,700	0	0.0%
	<b>Other Charges</b>	<b>19,156</b>	<b>16,239</b>	<b>12,700</b>	<b>22,700</b>	<b>22,700</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Human Resources</b>	<b>396,939</b>	<b>405,787</b>	<b>413,500</b>	<b>426,300</b>	<b>435,000</b>	<b>8,700</b>	<b>2.0%</b>

# HUMAN RESOURCES

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
101-0301-503.10-01	Salaries	Salaries	232,700	240,700
101-0301-503.18-01	Temporary Help	Temporary Help	7,600	7,800
101-0301-503.18-05	Overtime Civilian	Overtime Civilian	700	700
	<b>TOTAL SALARIES</b>		<b>241,000</b>	<b>249,200</b>
<b>FRINGE BENEFITS:</b>				
101-0301-503.19-01	Workers' Compensation	Workers' Compensation Insurance	500	500
101-0301-503.19-05	Medical Insurance	Medical Insurance	53,600	54,500
101-0301-503.19-10	IMRF	IMRF	29,500	30,300
101-0301-503.19-11	Social Security	Social Security	13,900	14,300
101-0301-503.19-12	Medicare	Medicare	3,500	3,600
	<b>TOTAL FRINGE BENEFITS</b>		<b>101,000</b>	<b>103,200</b>
<b>CONTRACTUAL SERVICES:</b>				
101-0301-503.20-05	Professional Services	Training programs	3,400	3,400
101-0301-503.20-40	General Insurance	Liability and property insurance	6,700	6,800
101-0301-503.20-75	Examinations	Promotional exams/candidate testing	8,000	8,000
101-0301-503.21-65	Other Services	Cell phone usage/wireless connectivity	1,600	1,600
101-0301-503.22-01	Advertising	Advertising	1,200	1,200
101-0301-503.22-02	Dues	Dues	1,500	1,500
101-0301-503.22-03	Training	Seminars & tuition reimbursement	3,200	3,000
101-0301-503.22-05	Postage	Postage	500	500
101-0301-503.22-10	Printing	Printing of forms and manuals	200	200
101-0301-503.22-15	Photocopying	Photocopies & supplies	1,500	1,500
		Maintenance agreement Xerox 5150	1,000	1,000
101-0301-503.22-25	IT/GIS Service Charge	Information Technology service charge	27,900	28,400
	<b>TOTAL CONTRACTUAL SERVICES</b>		<b>56,700</b>	<b>57,100</b>
<b>COMMODITIES:</b>				
101-0301-503.30-01	Publications/Periodicals	Miscellaneous publications	600	600
101-0301-503.30-05	Office Supplies & Equip	General office supplies	4,300	2,200
	<b>TOTAL COMMODITIES</b>		<b>4,900</b>	<b>2,800</b>

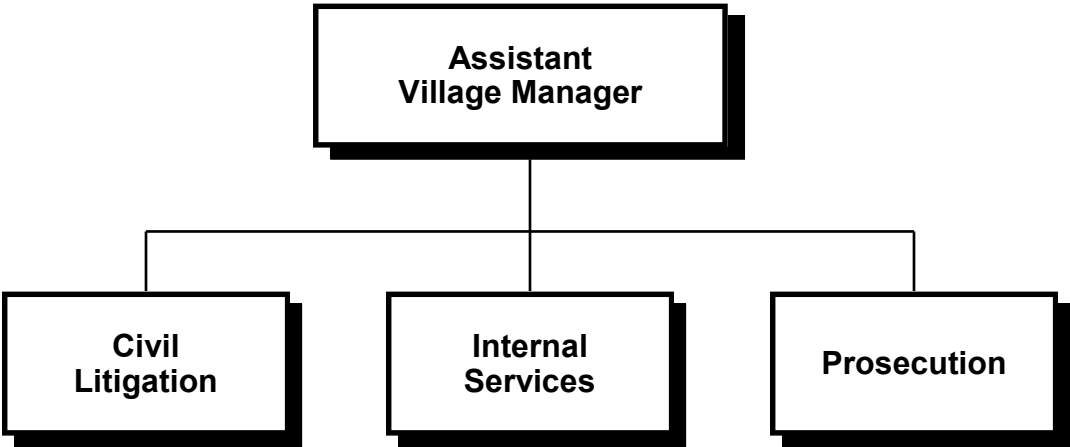
# HUMAN RESOURCES

GENERAL FUND

EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
OTHER CHARGES:				
101-0301-503.40-70	Employee Recognition Prg	Service awards & forum for recognition of employees	22,700	22,700
TOTAL OTHER CHARGES			22,700	22,700
TOTAL HUMAN RESOURCES			426,300	435,000

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## LEGAL

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**The Legal Department provides legal advice to elected and appointed officers and employees of the Village with respect to formulation, implementation, and enforcement of the policy decisions of the Board of Trustees, and represents the Village in court or at administrative proceedings.**

These services are by a combination of inside and outside advisors. In the in-house Part-Time Staff Attorney and support personnel, are appointed by the Village Manager. The Village Attorney, and Village Prosecutor, are appointed by the President and Board of Trustees.

The Legal Department is responsible for:

- Research and preparation of ordinances as requested by the Village Board, the Village Manager, Village departments or on the initiative of the Legal Department.
- Interpretation and application of ordinances, statutes and judicial decisions to particular situations, including HIPAA, FOIA and OMA.
- Drafting and reviewing documents related to transactions to which the Village is a party.
- Action dealing with the Village's interest in real and personal property, including the sale and purchase of property and the vacation of rights-of-way.
- Representation of the Village in intergovernmental groups and matters of negotiations, including collective bargaining, between the Village and other parties, as may be assigned by the Village Manager.
- Ensuring that the Village consistently complies with existing and newly passed federal and state laws.

The Village is represented in court or before administrative agencies with quasi-judicial functions by the Village Attorney, Village Prosecutor, attorneys in the department or outside counsel as may be required. Prosecution of traffic, misdemeanor and general municipal ordinance violations, and defense of suits against the Village are common types of litigation handled or overseen by the Department.

### **2020 Accomplishments**

1. Significant Contracts
  - Collective Bargaining Agreements
2. Code Amendments
  - Building Code

### **2021 Strategic Priorities and Key Projects**

#### **1. Review Liquor Code**

##### Staff Generated Project

Review Chapter 13 of the Village Code to determine if there are areas of improvements or deficits. Updates will be determined as needed.

Project Lead: Hart Passman of Elrod Friedman  
Project Completion: 1Q 2021

## LEGAL

(Continued)

### Performance Measures

	2017	2018	2019
1. Number of Code amendment packets issued	3	5	3
2. Number of Code sections amended	88	258	36
3. Number of ordinances amending the Code	18	15	14
4. Number of ordinances prepared and adopted	51	52	54
5. Number of resolutions prepared and adopted	57	26	40
6. Number of agreements prepared and adopted	59	37	56
7. Number of FOIA requests processed	1,424	1,556	1,565
8. Number of FOIA appeals	0	2	3
9. Number of FOIA denials in whole or in part	314	362	373
10. Number of new foreclosures processed	77	48	58
11. Number of liquor license hearings prosecuted	0	0	14



# OPERATION SUMMARY

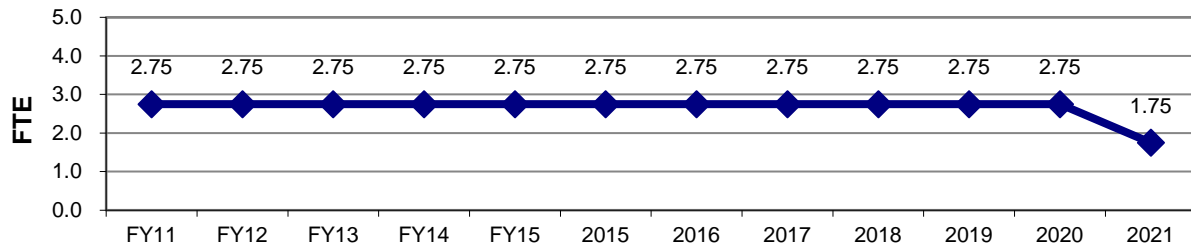
## LEGAL

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E	2.75	2.75	2.75	2.75	1.75	(1.00)	(36.4%)
Expenditures							
Personal Services	\$501,992	\$500,625	\$533,800	\$533,800	\$320,800	(\$213,000)	(39.9%)
Contractual Services	223,331	305,971	286,600	234,200	387,400	153,200	65.4%
Commodities	8,184	9,704	11,500	11,500	11,500	0	0.0%
Other Charges	0	0	0	0	0	0	N/A
Total Expenditures	\$733,507	\$816,300	\$831,900	\$784,500	\$719,700	(\$64,800)	(8.3%)

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$733,507	\$816,300	\$831,900	\$779,500	\$719,700	(\$59,800)	(7.7%)
Capital Projects Fund	0	0	0	5,000	0	(5,000)	(100.0%)
Total Expenditures	\$733,507	\$816,300	\$831,900	\$784,500	\$719,700	(\$64,800)	(8.3%)

## STAFFING HISTORY



**LEGAL****General Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
In-House Counsel	11	1.00	0.00	(1.00)
Staff Attorney	8	0.50	0.50	
Paralegal	3	0.50	0.50	
Administrative Assistant	2	0.75	0.75	
<b>Total F-T-E</b>		<b>2.75</b>	<b>1.75</b>	<b>(1.00)</b>

**Legal Department  
Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	2.75	1.75	(1.00)
	<b>Total F-T-E All Funds</b>	<b>2.75</b>	<b>1.75</b>	<b>(1.00)</b>

# LEGAL

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-0401-503.10-01	Salaries	370,291	371,525	391,100	391,100	221,400	(169,700)	(43.4%)
101-0401-503.18-01	Temporary Help	0	1,800	0	0	0	0	N/A
	<b>Salaries</b>	<b>370,291</b>	<b>373,325</b>	<b>391,100</b>	<b>391,100</b>	<b>221,400</b>	<b>(169,700)</b>	<b>(43.4%)</b>
101-0401-503.19-01	Workers Compensation	600	600	600	600	600	0	0.0%
101-0401-503.19-05	Medical Insurance	58,900	64,100	66,000	66,000	54,500	(11,500)	(17.4%)
101-0401-503.19-10	IMRF	46,964	37,407	49,000	49,000	27,500	(21,500)	(43.9%)
101-0401-503.19-11	Social Security	20,038	19,980	21,500	21,500	13,600	(7,900)	(36.7%)
101-0401-503.19-12	Medicare	5,199	5,213	5,600	5,600	3,200	(2,400)	(42.9%)
	<b>Fringe Benefits</b>	<b>131,701</b>	<b>127,300</b>	<b>142,700</b>	<b>142,700</b>	<b>99,400</b>	<b>(43,300)</b>	<b>(30.3%)</b>
101-0401-503.20-10	Village Attorney Legal Services	21,732	837	5,000	5,000	228,000	223,000	4460.0%
101-0401-503.20-15	Village Prosecutor Legal Services	50,040	148,911	140,000	140,100	70,000	(70,100)	(50.0%)
101-0401-503.20-20	Other Legal Services	102,746	92,111	90,000	35,000	35,000	0	0.0%
101-0401-503.20-40	General Insurance	3,300	3,300	3,300	3,300	3,300	0	0.0%
101-0401-503.21-02	Equipment Maintenance	34	34	100	100	100	0	0.0%
101-0401-503.21-65	Other Services	23,884	36,899	24,000	24,000	24,000	0	0.0%
101-0401-503.22-02	Dues	2,928	3,315	3,200	3,200	3,200	0	0.0%
101-0401-503.22-03	Training	1,437	3,177	2,000	4,500	4,500	0	0.0%
101-0401-503.22-05	Postage	309	740	1,000	1,000	1,000	0	0.0%
101-0401-503.22-15	Photocopying	2,021	2,147	2,500	2,500	2,500	0	0.0%
101-0401-503.22-25	IT/GIS Service Charge	14,900	14,500	15,500	15,500	15,800	300	1.9%
	<b>Contractual Services</b>	<b>223,331</b>	<b>305,971</b>	<b>286,600</b>	<b>234,200</b>	<b>387,400</b>	<b>153,200</b>	<b>65.4%</b>
101-0401-503.30-01	Publications Periodicals	429	900	500	500	500	0	0.0%
101-0401-503.30-05	Office Supplies & Equip	2,472	3,181	3,200	3,200	3,200	0	0.0%
101-0401-503.33-05	Other Supplies	5,283	5,623	7,800	7,800	7,800	0	0.0%
	<b>Commodities</b>	<b>8,184</b>	<b>9,704</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>0</b>	<b>0.0%</b>
<b>Total Legal</b>		<b>733,507</b>	<b>816,300</b>	<b>831,900</b>	<b>779,500</b>	<b>719,700</b>	<b>(59,800)</b>	<b>(7.7%)</b>

# LEGAL

## GENERAL FUND

## EXPENDITURE DETAIL

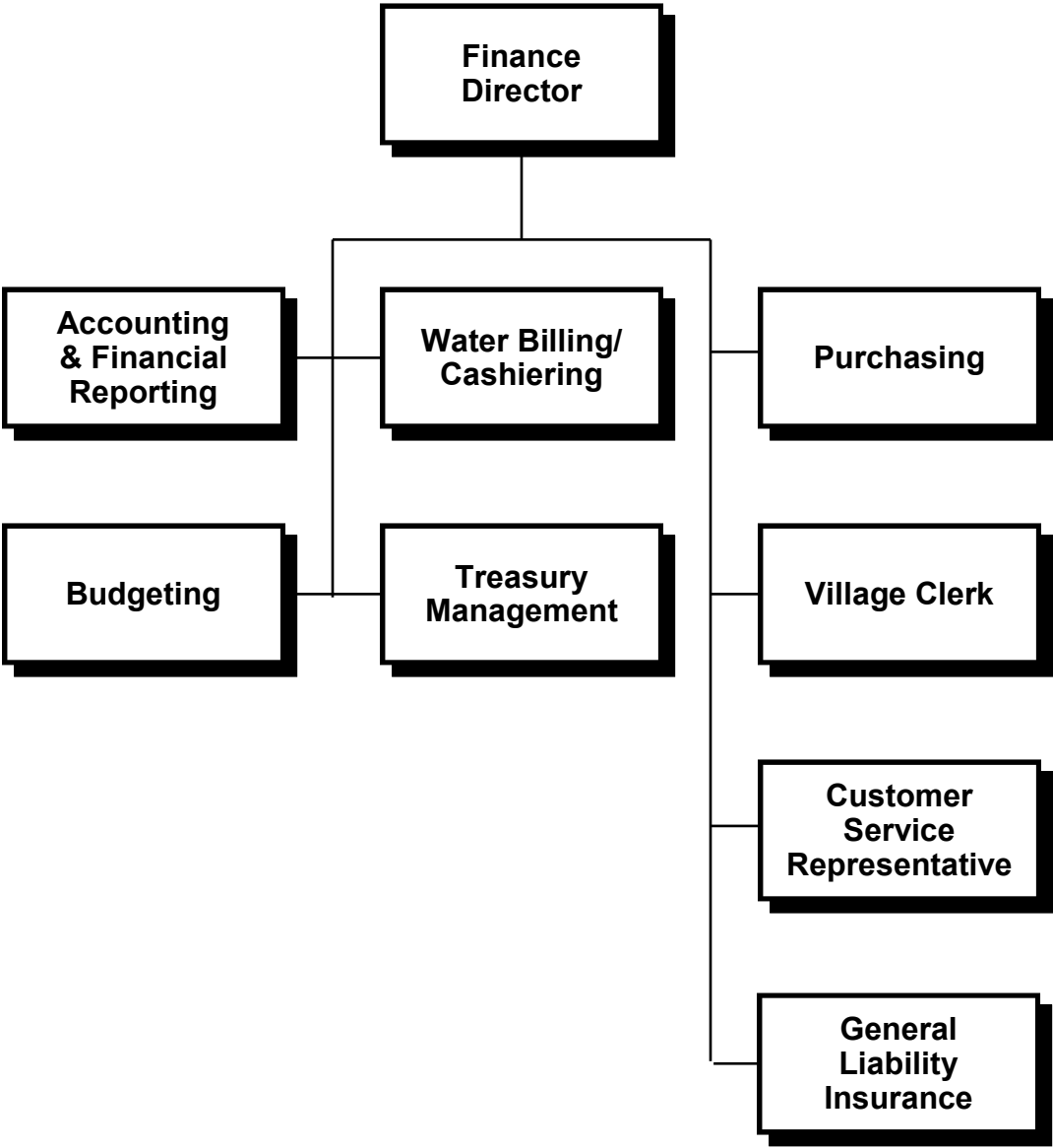
Account Number	Account Title	Description	Budget 2020		Budget 2021	
SALARIES:						
101-0401-503.10-01	Salaries	Salaries	391,100		221,400	
TOTAL SALARIES			391,100		221,400	
FRINGE BENEFITS:						
101-0401-503.19-01	Workers' Compensation	Workers' Compensation Insurance	600		600	
101-0401-503.19-05	Medical Insurance	Medical Insurance	66,000		54,500	
101-0401-503.19-10	IMRF	IMRF	49,000		27,500	
101-0401-503.19-11	Social Security	Social Security	21,500		13,600	
101-0401-503.19-12	Medicare	Medicare	5,600		3,200	
TOTAL FRINGE BENEFITS			142,700		99,400	
CONTRACTUAL SERVICES:						
101-0401-503.20-10	Village Attorney Legal Serv	Counsel to Village Board	5,000		228,000	
101-0401-503.20-15	Village Prosecutor Legal Ser	Retainer for five sessions monthly in Cook County District Court in Rolling Meadows for prosecution of traffic calls	50,100		50,100	
		Charges for additional legal services provided by Village Prosecutor	90,000	140,100	19,900	70,000
101-0401-503.20-20	Legal Services	Litigation and other outside counsel	35,000		35,000	
101-0401-503.20-40	General Insurance	Liability and property insurance	3,300		3,300	
101-0401-503.21-02	Equipment Maintenance	Maintenance of typewriter	100		100	
101-0401-503.21-65	Other Services	Transcripts, appraisals, recording fees, title searches, miscellaneous services	10,000		10,000	
		Court reporters - DUI cases	14,000	24,000	14,000	24,000
101-0401-503.22-02	Dues	Dues	3,200		3,200	
101-0401-503.22-03	Training	Seminars and meetings	1,500		1,500	
		Conference	3,000	4,500	3,000	4,500
101-0401-503.22-05	Postage	Correspondence and notices	1,000		1,000	
101-0401-503.22-15	Photocopying	Photocopies & supplies	800		800	
		Maintenance agreement Xerox 5150	1,700	2,500	1,700	2,500
101-0401-503.22-25	IT/GIS Service Charge	Information Technology service charge	15,500		15,800	
TOTAL CONTRACTUAL SERVICES			234,200		387,400	

# LEGAL

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>COMMODITIES:</b>				
101-0401-503.30-01	Publications/Periodicals	Miscellaneous publications	500	500
101-0401-503.30-05	Office Supplies & Equip	General office supplies	3,200	3,200
101-0401-503.33-05	Other Supplies & Equip	Legal books, including statutes, digests and citations	7,800	7,800
		<b>TOTAL COMMODITIES</b>	<u>11,500</u>	<u>11,500</u>
		<b>TOTAL LEGAL</b>	<u><u>779,500</u></u>	<u><u>719,700</u></u>



# FINANCE

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**The Finance Department provides professional financial management for the Village. The scope of its responsibilities covers the following functions:**

**Accounting and Financial Reporting** – Accounting records are maintained in accordance with generally accepted accounting principles (GAAP) for governments. Appropriate financial reports are regularly produced. Village financial reports regularly win national awards for excellence. All financial records of the Village are audited by external auditors on an annual basis.

**Budgeting** – The preparation of the annual budget includes the planning as well as the necessary financial analysis and actual budget production. The Department assists other Village departments with their respective budget requests. This function also includes on-going maintenance and monitoring of the budget.

**Treasury Management** – Village funds are invested to produce maximum income consistent with preservation of principal. Treasury Management includes monitoring receipts and disbursements and overseeing a control system of checks and balances. Treasury Management also includes follow-up on unpaid bills using a variety of methods including legal remedies. The Village has an investment policy that it follows which gives guidance to the Treasurer.

**Payroll Services** – Complete payroll services are provided including payroll services for the Library.

**Purchasing** – This function provides for the purchasing of services and goods at the lowest responsible price, frequently using formal or informal competitive bid processes. Procedures provide for review that legal requirements have been met in acquiring the goods and services.

**Accounts Payable/Accounts Receivable** – This function provides for timely payment by the Village for goods and services received, and prompt billing for amounts due to the Village. Payment procedures require appropriate controls to ensure that goods and services have been received. Billings for Village services, including water, vehicle license fees and other miscellaneous revenues, are issued and controlled by the Department.

**Village Clerk** – This position is appointed by the Village Manager and overall management and supervision has been delegated to the Finance Director. The Administrative Assistant II in the Finance Department also acts as the Deputy Village Clerk, handling the Village Clerk's duties in the Clerk's absence.

- **Municipal Records** – The Village Clerk prepares the official minutes of the Board of Trustees and arranges for the necessary publication and document filing actions resulting from Board action. The Clerk is also responsible for the management, indexing, and safeguarding of Village records.
- **Elections and Voter Registration** – The Village Clerk registers residents to vote and distributes absentee voting applications for all elections. The Clerk also accepts nominating petitions from Village candidates and certifies the Village election ballot.
- **Business License** – The Village Clerk's Office receives all business license applications. Applications are routed to the respective departments within the Village for comments and approvals.

**Customer Service Representatives** – Front-line phone and in-person interaction with the Village's customers. Provides answers to basic questions and forwards other questions and issues to the appropriate departments.

**General Liability Insurance** – The Finance Director is responsible for the administration of the Village's insurance program for general liability insurance.

**Water Billing & Cashiering** – This function provides for the billing and collection of bi-monthly water and sewer bills. Front Desk personnel handle the in-person or internet payment of fees, fines, and other charges.

## 2020 Accomplishments

- Completed a \$13.7 million bond sale.
- Implemented a Water & Sewer Fund Capital Financing Plan.
- Prepared a revised capital purchase definition and reviewed with the Village's auditors.

## 2021 Strategic Priorities and Key Projects

### 1. Revise/Automate the Travel & Training Form

Strategic Priority: #4 Increase Efficiencies throughout Village Processes and Procedures

Improve the internal review and approval process for travel and training requests, by automating the request and approval process. This project was initially scheduled to be completed in 2020 but was delayed due to the COVID-19 pandemic.

Project Leads: Accounting Manager and Purchasing Coordinator

Project Completion: 2Q 2021

### 2. Review and Revise Capital Accounting and Budget Definition

Staff Generated Project

For numerous years the Village has defined a capital purchase as an expenditure of \$10,000 with an expected life of one or more years. Since that time the Government Finance Officers' Association has developed a more current definition which can be used as a basis for a revised Village capital definition to be used for the Village's Capital Improvement Program.

Project Leads: Finance Director and Assistant Finance Director

Project Completion: 2Q 2021

### 3. Implement Five Year Fee & Fine Increase Plan

Strategic Priority: #1 Identify, Explore, Enhance Revenue Sources While Monitoring Taxes

The Village Board directed staff to develop a five-year fee and fine increase plan in order to provide for smaller but more frequent increases. The goal is to help temper property tax increases. Due to adverse financial effects of the COVID-19 pandemic, the 2020 portion of the plan was delayed by one year.

Project Leads: Finance Director and Assistant Finance Director

Project Completion: 2Q 2021



# FINANCE

(Continued)

## Performance Measures

	2017	2018	2019
<b>1. Number &amp; Type of Payment Transactions</b>			
Vehicle Stickers Sold			
In-Person / Dropbox / Mail	42,162	39,809	53,707
Internet Payments	1,955	3,386	5,374
Through Banks / Currency Exchanges	1,476	1,728	1,112
Total Number of Vehicle Stickers Sold	45,593	44,923	60,193
Water Bill Transactions			
By Direct Bank Debit (ACH)	46,098	47,430	49,470
Electronic Lockbox (ACH)	29,653	24,279	28,370
Internet Payments	7,678	13,262	18,860
In-Person / Dropbox / Mail	60,540	67,617	69,248
Total Water Bill Transactions	143,969	152,588	165,948
% of Water Bills - Bank Debit (ACH)	32%	33%	30%
% of Water Bills - Electronic Lockbox (ACH)	21%	17%	17%
% of Water Bills - Internet	5%	9%	12%
% of Water Bills - In-Person / Dropbox / Mail	42%	47%	42%
Parking Ticket Transactions			
In-Person / Dropbox / Mail	8,444	7,776	9,740
Internet Payments	3,728	4,167	3,709
Total Parking Ticket Transactions	12,172	11,943	13,449
<b>2. Credit Card Payments</b>			
# of Transactions	32,741	39,252	54,045
Total Payments	\$ 4,260,383	\$ 5,635,718	\$ 6,728,421
Total Fees	\$ 94,988	\$ 102,250	\$ 167,124
Average Fee %	2.23%	1.81%	2.48%
Average Payment Transaction Amount	\$ 130.12	\$ 143.58	\$ 124.50
<b>3. Water Billing Activity</b>			
# of Metered Accounts	21,080	21,112	21,121
Water Consumption Billed (in 1,000s of Gallons)			
Residential	1,499,867	1,409,317	1,336,266
Commercial	323,256	236,518	219,346
Industrial	294,961	302,563	279,650
Apartments	155,961	289,940	287,690
Total Consumption Billed	2,274,045	2,238,338	2,122,952
Water / Sewer Revenues	\$ 16,560,185	\$ 17,004,943	\$ 17,274,521

# FINANCE

(Continued)

## Performance Measures (cont.)

	2017	2018	2019
<b>4. Cash &amp; Investments</b>			
Cash	\$ 10,580,452	\$ 12,450,890	\$ 13,138,267
Investments	\$118,098,714	\$110,977,593	\$ 97,138,290
Total	\$128,679,166	\$123,428,483	\$110,276,557
# of Funds Invested	91.8%	89.9%	88.1%

<b>5. Purchasing</b>			
# of Purchase Orders Processed	552	503	531
# of Field Purchase Orders Processed	6,123	5,228	5,547
Amount of Purchase Orders Processed	\$ 40,402,331	\$ 23,684,163	\$ 37,088,926
Amount of Field Purchase Orders Processed	\$ 2,328,016	\$ 2,477,387	\$ 2,875,542
Total Amount of Purchase Orders	\$ 42,730,347	\$ 26,161,550	\$ 39,964,468
# of Formal Bids / RFPs	39	25	35
Amount of Formal Bids / RFPs	\$ 16,423,363	\$ 779,068	\$ 25,358,926
% Amount of Formal Bids / RFPs	38%	37%	63%
Amount Saved by Competitive Bidding	\$ 2,582,923	\$ 1,309,581	\$ 3,245,217

<b>6. Checks Issued</b>			
Accounts Payable Checks Issued	6,278	6,068	5,795
Payroll Checks Issued	2,536	2,426	2,275
# of Direct Deposits	16,461	16,022	16,472
Total Payroll Payments	18,997	18,448	18,747
% of Payroll as Direct Deposits	87%	87%	88%

<b>7. Ambulance Billing &amp; Collections</b>			
# of Bills	4,805	4,900	4,342
Amount Billed	\$ 1,689,780	\$ 4,071,438	\$ 2,951,436
Amount of Payments	\$ 1,677,209	\$ 2,141,657	\$ 2,712,498
Amount of Current Receivable	\$ 573,473	\$ 1,371,084	\$ 1,634,484
Amount Past Due / In-Collections	\$ 851,066	\$ 612,183	\$ 848,562
Billing Rates			
Village Charges / Medicare Allows (VAH / MED)			
Basic Life Support	400 / 372	1,500 / 375	1,500 / 384
Advanced Life Support	400 / 442	1,500 / 446	1,500 / 456
Advanced Life Support 2	450 / 639	1,500 / 645	1,500 / 660

# FINANCE

(Continued)

## Performance Measures (cont.)

	2017	2018	2019
<b>8. Village Clerk</b>			
Processing Of:			
Ordinances	51	52	54
Resolutions	57	26	40
Agreements	59	36	56
Ethics Forms	226	167	168
Business Licenses:			
New Businesses	434	152	139
Renewals	1,763	1,659	1,643
Transcribing of Village Board Minutes	29	27	23
Transcribing of Closed Session Minutes	8	8	7
Notarizations	333	247	262
Citizen Inquiries	765	1,065	868
Scanned Documents	213	242	222
<b>9. GFOA Certifications</b>			
Certificate of Achievement for Excellence in Financial Reporting	Received	Received	Received
Distinguished Budget Presentation Award	Received	Received	Received

# OPERATION SUMMARY

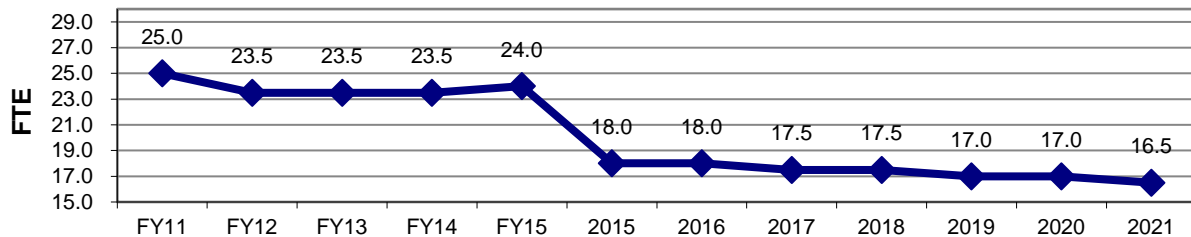
## FINANCE

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E							
General Fund	9.50	9.50	9.50	9.50	9.50	0.00	0.0%
Water & Sewer Fund	8.00	7.50	7.50	7.50	7.00	(0.50)	(6.7%)
Total F-T-E	17.50	17.00	17.00	17.00	16.50	(0.50)	(2.9%)
Expenditures							
Personal Services	\$2,109,601	\$2,105,094	\$2,207,300	\$2,244,700	\$2,301,600	\$56,900	2.5%
Contractual Services	1,009,109	949,175	941,400	949,300	965,700	16,400	1.7%
Commodities	24,407	35,886	32,500	33,200	33,200	0	0.0%
Other Charges	306,828	220,947	275,000	500,000	500,000	0	0.0%
Capital Items	9,929	0	0	0	36,000	36,000	N/A
Total Expenditures	\$3,459,874	\$3,311,102	\$3,456,200	\$3,727,200	\$3,836,500	\$109,300	2.9%

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$1,648,806	\$1,685,823	\$1,789,600	\$1,781,100	\$1,810,100	\$29,000	1.6%
Capital Projects Fund	9,929	0	0	0	36,000	36,000	N/A
Water & Sewer Fund	1,071,648	1,086,784	1,038,700	1,088,100	1,117,400	29,300	2.7%
General Liability Ins Fund	729,491	538,495	627,900	858,000	873,000	15,000	1.7%
Total Expenditures	\$3,459,874	\$3,311,102	\$3,456,200	\$3,727,200	\$3,836,500	\$109,300	2.9%

## STAFFING HISTORY



**FINANCE****General Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Finance Director	12	1.00	1.00	
Assistant Finance Director	9	1.00	1.00	
Accounting Manager	7	1.00	1.00	
Payroll Coordinator	5	1.00	1.00	
Purchasing Coordinator	5	1.00	1.00	
Accountant / Budget Coordinator	4	1.00	1.00	
Village Clerk	4	1.00	1.00	
Accounting Assistant	2	1.00	1.00	
Account Clerk	1	0.50	0.50	
Customer Service Representative	1	1.00	1.00	
<b>Total F-T-E</b>		<b>9.50</b>	<b>9.50</b>	<b>0.00</b>

**Finance Department**  
**Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	9.50	9.50	
505	Water & Sewer Fund	7.50	7.00	(0.50)
	<b>Total F-T-E All Funds</b>	<b>17.00</b>	<b>16.50</b>	<b>(0.50)</b>

# FINANCE

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-0501-503.10-01	Salaries	930,607	938,884	974,900	974,500	<b>1,014,100</b>	39,600	4.1%
101-0501-503.18-01	Temporary Help	0	0	0	1,500	<b>1,500</b>	0	0.0%
101-0501-503.18-05	Overtime Civilian	15,090	13,208	18,000	6,000	<b>6,100</b>	100	1.7%
	<b>Salaries</b>	<b>945,697</b>	<b>952,092</b>	<b>992,900</b>	<b>982,000</b>	<b>1,021,700</b>	<b>39,700</b>	<b>4.0%</b>
101-0501-503.19-01	Workers Compensation	3,000	3,100	3,200	3,200	<b>3,400</b>	200	6.3%
101-0501-503.19-05	Medical Insurance	158,200	179,900	229,600	229,600	<b>210,900</b>	(18,700)	(8.1%)
101-0501-503.19-10	IMRF	119,667	96,273	123,200	123,900	<b>127,900</b>	4,000	3.2%
101-0501-503.19-11	Social Security	53,403	53,909	56,800	56,600	<b>59,000</b>	2,400	4.2%
101-0501-503.19-12	Medicare	13,180	13,325	14,100	14,200	<b>14,800</b>	600	4.2%
	<b>Fringe Benefits</b>	<b>347,450</b>	<b>346,507</b>	<b>426,900</b>	<b>427,500</b>	<b>416,000</b>	<b>(11,500)</b>	<b>(2.7%)</b>
101-0501-503.20-05	Professional Services	51,500	51,573	52,800	52,800	<b>52,800</b>	0	0.0%
101-0501-503.20-40	General Insurance	20,200	20,400	20,600	20,600	<b>20,800</b>	200	1.0%
101-0501-503.21-02	Equipment Maintenance	6,940	8,414	6,200	6,200	<b>6,200</b>	0	0.0%
101-0501-503.21-65	Other Services	138,804	156,342	133,300	133,300	<b>133,300</b>	0	0.0%
101-0501-503.22-01	Advertising	2,893	4,485	5,100	5,100	<b>5,100</b>	0	0.0%
101-0501-503.22-02	Dues	3,200	2,851	3,500	3,500	<b>3,500</b>	0	0.0%
101-0501-503.22-03	Training	6,904	6,559	6,500	8,300	<b>8,300</b>	0	0.0%
101-0501-503.22-05	Postage	40,041	42,945	41,900	41,900	<b>41,900</b>	0	0.0%
101-0501-503.22-10	Printing	18,229	17,205	24,200	24,200	<b>24,200</b>	0	0.0%
101-0501-503.22-15	Photocopying	5,519	4,772	6,100	6,100	<b>6,100</b>	0	0.0%
101-0501-503.22-25	IT/GIS Service Charge	35,800	34,800	37,300	37,300	<b>37,900</b>	600	1.6%
101-0501-503.22-30	Claims & Refunds	0	0	300	300	<b>300</b>	0	0.0%
	<b>Contractual Services</b>	<b>330,030</b>	<b>350,346</b>	<b>337,800</b>	<b>339,600</b>	<b>340,400</b>	<b>800</b>	<b>0.2%</b>
101-0501-503.30-01	Publications Periodicals	2,181	2,599	2,600	2,600	<b>2,600</b>	0	0.0%
101-0501-503.30-05	Office Supplies & Equip	12,558	12,521	18,800	18,800	<b>18,800</b>	0	0.0%
101-0501-503.30-25	Licensing Supplies	9,596	20,079	10,100	10,100	<b>10,100</b>	0	0.0%
101-0501-503.33-05	Other Supplies	72	212	500	500	<b>500</b>	0	0.0%
	<b>Commodities</b>	<b>24,407</b>	<b>35,411</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>0</b>	<b>0.0%</b>
101-0501-503.40-97	Inventory Short and Over	1,222	1,467	0	0	<b>0</b>	0	N/A
	<b>Other Charges</b>	<b>1,222</b>	<b>1,467</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Total Finance</b>		<b>1,648,806</b>	<b>1,685,823</b>	<b>1,789,600</b>	<b>1,781,100</b>	<b>1,810,100</b>	<b>29,000</b>	<b>1.6%</b>

# FINANCE

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>SALARIES:</b>						
101-0501-503.10-01	Salaries	Salaries	974,500		1,014,100	
101-0501-503.18-01	Temporary Help	Temporary Help	1,500		1,500	
101-0501-503.18-05	Overtime Civilian	Overtime Civilian	6,000		6,100	
<b>TOTAL SALARIES</b>			<b>982,000</b>		<b>1,021,700</b>	
<b>FRINGE BENEFITS:</b>						
101-0501-503.19-01	Workers' Compensation	Workers' Compensation Insurance	3,200		3,400	
101-0501-503.19-05	Medical Insurance	Medical Insurance	229,600		210,900	
101-0501-503.19-10	IMRF	IMRF	123,900		127,900	
101-0501-503.19-11	Social Security	Social Security	56,600		59,000	
101-0501-503.19-12	Medicare	Medicare	14,200		14,800	
<b>TOTAL FRINGE BENEFITS</b>			<b>427,500</b>		<b>416,000</b>	
<b>CONTRACTUAL SERVICES:</b>						
101-0501-503.20-05	Professional Services	Pension actuarial	14,300		14,300	
		Annual audit (governmental funds share)	31,400		31,400	
		Annual actuarial valuation of post employment benefits (governmental funds share)	7,100		7,100	
		Tracker services for pensions	0	52,800	0	52,800
101-0501-503.20-40	General Insurance	Liability and property insurance	20,600		20,800	
101-0501-503.21-02	Equipment Maintenance	NeoPost postage scale & postage meter	1,800		1,800	
		NeoPost folder/inserters	2,500		2,500	
		Alarm, check signer, typewriters, binding machine and archive storage system	1,900	6,200	1,900	6,200
101-0501-503.21-65	Other Services	GFOA CAFR certificate fee	700		700	
		GFOA budget certificate fee	600		600	
		Tracker annual fee	2,000		2,000	
		Title searches	500		500	
		Cell phone charges	800		800	
		Credit card processing fees	22,200		22,200	
		Bank service fees	13,200		13,200	
		Ambulance billing services	92,000		92,000	
		Miscellaneous	1,300	133,300	1,300	133,300
101-0501-503.22-01	Advertising	Bid advertising	2,100		2,100	
		Hearing notices	1,800		1,800	
		Annual Treasurers Report	1,200	5,100	1,200	5,100

# FINANCE

## GENERAL FUND

## EXPENDITURE DETAIL

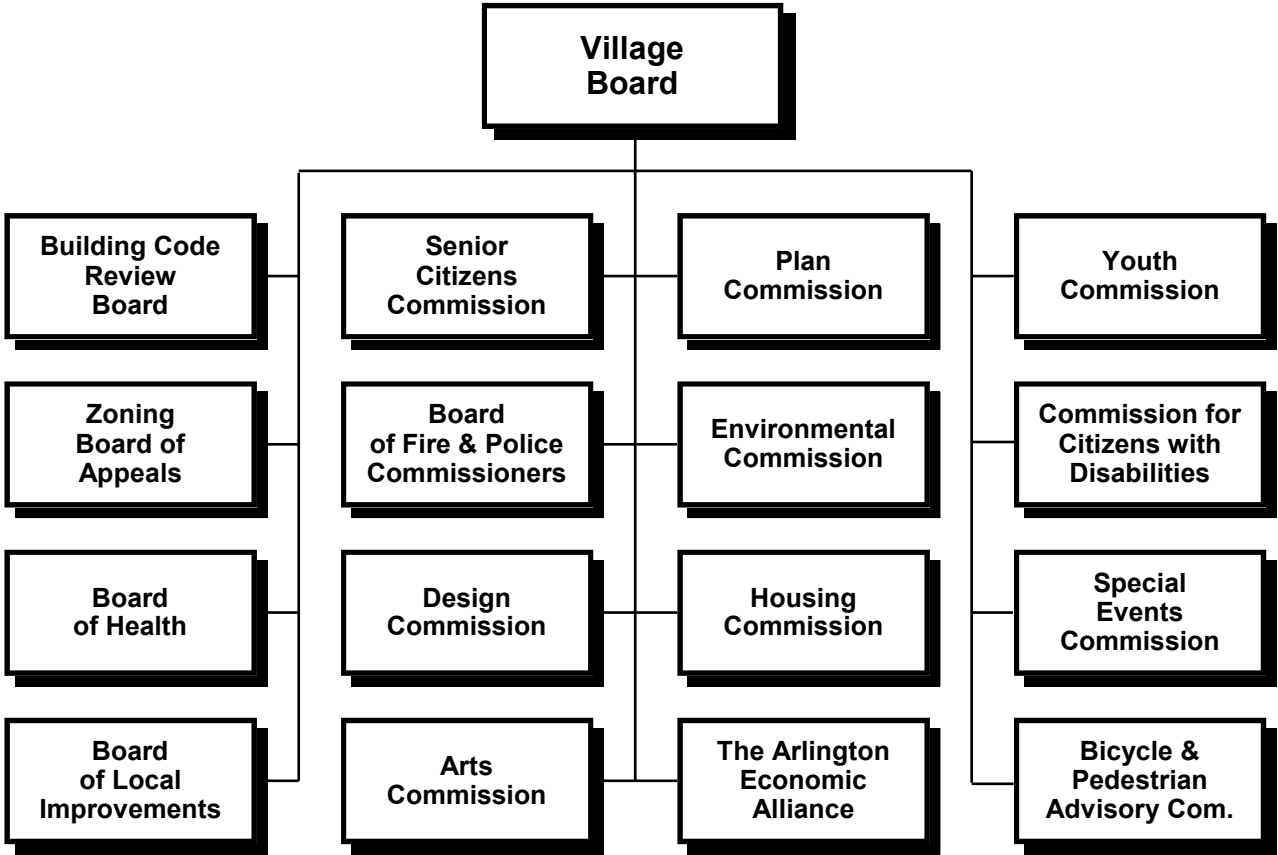
Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-0501-503.22-02	Dues	GFOA, IGFOA, CPA, AICPA, IMTA and other organizations for Finance, Purchasing, Payroll and Village Clerk		3,500		3,500
101-0501-503.22-03	Training	GFOA and IGFOA programs	2,500		2,500	
		Purchasing programs	600		600	
		National GFOA Committee	1,000		1,000	
		Tuition reimbursement	2,000		2,000	
		Municipal Clerks' Conference	1,000		1,000	
		Seminars & webinars	1,200	8,300	1,200	8,300
101-0501-503.22-05	Postage	Vehicle licenses, disbursement checks, purchase orders, bids, billings, special assessments, business licenses, & miscellaneous		41,900		41,900
101-0501-503.22-10	Printing	Comprehensive Annual Financial Report	2,000		2,000	
		Annual Budget	2,700		2,700	
		Forms, checks, notices, envelopes, report covers, ordinances and misc. printing	2,500		2,500	
		Vehicle/animal applications	17,000	24,200	17,000	24,200
101-0501-503.22-15	Photocopying	Photocopies & supplies	4,800		4,800	
		Maintenance agreement Xerox 5150	1,100		1,100	
		Maintenance agreement Xerox WC4118P	200	6,100	200	6,100
101-0501-503.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		37,300		37,900
101-0501-503.22-30	Claims & Refunds	Claims and refunds		300		300
		<b>TOTAL CONTRACTUAL SERVICES</b>		<b>339,600</b>		<b>340,400</b>
<b>COMMODITIES:</b>						
101-0501-503.30-01	Publications/Periodicals	Miscellaneous publications		2,600		2,600
101-0501-503.30-05	Office Supplies & Equip	General office supplies and small equipment		18,800		18,800
101-0501-503.30-25	Licensing Supplies	Vehicle stickers	7,700		7,700	
		Dog tags & motorcycle tags	1,200		1,200	
		Taxi licensing supplies	1,200	10,100	1,200	10,100
101-0501-503.33-05	Other Supplies & Equip	Miscellaneous commodities		500		500
		<b>TOTAL COMMODITIES</b>		<b>32,000</b>		<b>32,000</b>
		<b>TOTAL FINANCE</b>		<b>1,781,100</b>		<b>1,810,100</b>



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# BOARDS & COMMISSIONS

## ORGANIZATION STRUCTURE



# BOARDS & COMMISSIONS

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The boards and commissions of the Village promote citizen involvement and utilize the expertise and ideas of the citizens of Arlington Heights. They include:

## Appointive Boards & Commissions

- **Plan Commission:** Holds public hearings and makes recommendations to the Village Board of Trustees relating to zoning, subdivision and planned development of land.
- **Zoning Board of Appeals:** May grant variances from zoning regulations.
- **Board of Health:** Protect health and prevent the spread of disease.
- **Board of Local Improvements:** Makes recommendations with regard to local improvements.
- **Board of Fire and Police Commissioners:** Appoints officers and sworn members of Fire and Police Departments, except chiefs and deputy chiefs.

## Other Boards & Commissions

- **Design Commission:** Reviews architectural elements for the Plan Commission, building permits, Zoning Board of Appeals and Downtown signs and sign variations.
- **Building Code Review Board:** Recommends variations from, and amendments to, the Building Code.
- **Environmental Commission:** Promotes the preservation and enhancement of the physical environment.
- **Housing Commission:** Recommends housing policies for the Village.
- **The Arlington Economic Alliance:** Provides advice to Village Board of Trustees on matters of business recruitment and retention.
- **Senior Citizens Commission:** Recommends programs for senior citizen welfare.
- **Youth Commission:** Recommends programs for youth welfare.
- **Commission for Citizens with Disabilities:** Recommends removal of barriers to handicapped citizens and otherwise identifies the needs of the disabled.
- **Bicycle & Pedestrian Advisory Commission:** Assists in the development of comprehensive plans for bikeways within the Village.
- **Special Events Commission:** Plans Village's special events.
- **Arts Commission:** Makes recommendations to the Village Board of Trustees on matters of culture and fine arts within the Village of Arlington Heights.

# OPERATION SUMMARY

## BOARDS & COMMISSIONS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Expenditures							
Personal Services	\$5,946	\$4,829	\$0	\$0	\$0	\$0	N/A
Contractual Services	152,253	138,940	145,600	153,500	145,800	(7,700)	(5.0%)
Commodities	2,067	2,237	3,000	3,700	3,700	0	0.0%
Other Charges	71,877	73,214	37,100	104,334	99,400	(4,934)	(4.7%)
Total Expenditures	\$232,143	\$219,220	\$185,700	\$261,534	\$248,900	(\$12,634)	(4.8%)

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$175,536	\$158,835	\$180,400	\$210,500	\$202,900	(\$7,600)	(3.6%)
SWANCC Fund	0	0	0	5,000	5,000	0	0.0%
A & E Fund	56,607	60,385	5,300	46,034	41,000	(5,034)	(10.9%)
Total Expenditures	\$232,143	\$219,220	\$185,700	\$261,534	\$248,900	(\$12,634)	(4.8%)

## BOARDS & COMMISSIONS - ADMINISTRATION

### GENERAL FUND

### EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1001-502.20-40	General Insurance	3,200	3,200	3,200	3,200	<b>3,200</b>	0	0.0%
101-1001-502.22-02	Dues - Meet Chicago Northwest	87,700	83,500	86,300	86,300	<b>88,700</b>	2,400	2.8%
	<b>Contractual Services</b>	<b>90,900</b>	<b>86,700</b>	<b>89,500</b>	<b>89,500</b>	<b>91,900</b>	<b>2,400</b>	<b>2.7%</b>
101-1001-502.40-05	Grants - Arl Hts Com Con Band	7,200	7,300	7,400	7,400	<b>7,400</b>	0	0.0%
101-1001-502.40-70	B & C Recognition Program	0	0	0	10,000	<b>10,000</b>	0	0.0%
	<b>Other Charges</b>	<b>7,200</b>	<b>7,300</b>	<b>7,400</b>	<b>17,400</b>	<b>17,400</b>	<b>0</b>	<b>0.0%</b>
<b>Total B &amp; C Administration</b>		<b>98,100</b>	<b>94,000</b>	<b>96,900</b>	<b>106,900</b>	<b>109,300</b>	<b>2,400</b>	<b>2.2%</b>

## ZONING BOARD OF APPEALS

### GENERAL FUND

### EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1003-502.10-03	Boards and Commissions	1,320	890	0	0	<b>0</b>	0	N/A
	<b>Salaries</b>	<b>1,320</b>	<b>890</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
101-1003-502.19-11	Social Security	82	54	0	0	<b>0</b>	0	N/A
101-1003-502.19-12	Medicare	19	13	0	0	<b>0</b>	0	N/A
	<b>Fringe Benefits</b>	<b>101</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
101-1003-502.22-15	Photocopying	0	0	200	200	<b>200</b>	0	0.0%
	<b>Contractual Services</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0.0%</b>
101-1003-502.30-05	Office Supplies & Equip	0	45	100	100	<b>100</b>	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>45</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0.0%</b>
<b>Total Zoning Brd of Appeals</b>		<b>1,421</b>	<b>1,002</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>0.0%</b>

# BUILDING CODE REVIEW BOARD

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1004-502.10-03	Boards and Commissions	50	125	0	0	0	0	N/A
	<b>Salaries</b>	<b>50</b>	<b>125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
101-1004-502.19-11	Social Security	3	8	0	0	0	0	N/A
101-1004-502.19-12	Medicare	1	2	0	0	0	0	N/A
	<b>Fringe Benefits</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Bldg Code Review Brd</b>	<b>54</b>	<b>135</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

# BOARD OF LOCAL IMPROVEMENTS

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1007-502.10-03	Boards and Commissions	25	50	0	0	0	0	N/A
	<b>Salaries</b>	<b>25</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
101-1007-502.19-11	Social Security	1	3	0	0	0	0	N/A
101-1007-502.19-12	Medicare	1	1	0	0	0	0	N/A
	<b>Fringe Benefits</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Brd of Local Improv</b>	<b>27</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

# BOARD OF FIRE AND POLICE COMMISSIONERS

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1008-502.10-03	Boards and Commissions	1,375	985	0	0	0	0	N/A
	<b>Salaries</b>	<b>1,375</b>	<b>985</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
101-1008-502.19-11	Social Security	85	61	0	0	0	0	N/A
101-1008-502.19-12	Medicare	20	14	0	0	0	0	N/A
	<b>Fringe Benefits</b>	<b>105</b>	<b>75</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
101-1008-502.20-75	Examinations	54,615	45,782	47,000	50,000	40,000	(10,000)	(20.0%)
101-1008-502.22-01	Advertising	2,228	498	1,500	1,500	1,500	0	0.0%
101-1008-502.22-02	Dues	375	375	400	400	400	0	0.0%
101-1008-502.22-05	Postage	13	0	100	100	100	0	0.0%
	<b>Contractual Services</b>	<b>57,231</b>	<b>46,655</b>	<b>49,000</b>	<b>52,000</b>	<b>42,000</b>	<b>(10,000)</b>	<b>(19.2%)</b>
	<b>Total Fire &amp; Police Comm</b>	<b>58,711</b>	<b>47,715</b>	<b>49,000</b>	<b>52,000</b>	<b>42,000</b>	<b>(10,000)</b>	<b>(19.2%)</b>

# PLAN COMMISSION

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1009-502.10-03	Boards and Commissions	2,145	1,535	0	0	0	0	N/A
	<b>Salaries</b>	<b>2,145</b>	<b>1,535</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
101-1009-502.19-11	Social Security	133	95	0	0	0	0	N/A
101-1009-502.19-12	Medicare	31	22	0	0	0	0	N/A
	<b>Fringe Benefits</b>	<b>164</b>	<b>117</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
101-1009-502.22-02	Dues	180	0	200	200	200	0	0.0%
101-1009-502.22-03	Training	0	0	300	300	300	0	0.0%
101-1009-502.22-15	Photocopying	3	0	300	300	300	0	0.0%
	<b>Contractual Services</b>	<b>183</b>	<b>0</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Plan Commission</b>	<b>2,492</b>	<b>1,652</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>0</b>	<b>0.0%</b>

# ENVIRONMENTAL COMMISSION

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1010-502.10-03	Boards and Commissions	608	902	0	0	0	0	N/A
	<b>Salaries</b>	<b>608</b>	<b>902</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
101-1010-502.19-11	Social Security	38	56	0	0	0	0	N/A
101-1010-502.19-12	Medicare	9	13	0	0	0	0	N/A
	<b>Fringe Benefits</b>	<b>47</b>	<b>69</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
101-1010-502.22-05	Postage	0	0	100	100	100	0	0.0%
101-1010-502.22-10	Printing	0	760	400	400	400	0	0.0%
101-1010-502.22-15	Photocopying	0	0	100	100	100	0	0.0%
	<b>Contractual Services</b>	<b>0</b>	<b>760</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>0.0%</b>
101-1010-502.30-05	Office Supplies & Equip	0	0	100	100	100	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0.0%</b>
<b>Total Environmental Commission</b>		<b>655</b>	<b>1,731</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>0</b>	<b>0.0%</b>

# HOUSING COMMISSION

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1011-502.22-05	Postage	0	943	100	100	100	0	0.0%
101-1011-502.22-15	Photocopying	0	0	100	100	100	0	0.0%
	<b>Contractual Services</b>	<b>0</b>	<b>943</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0.0%</b>
101-1011-502.33-05	Other Supplies	0	0	1,100	1,100	1,100	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>	<b>0</b>	<b>0.0%</b>
<b>Total Housing Commission</b>		<b>0</b>	<b>943</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>0</b>	<b>0.0%</b>



# SENIOR CITIZENS COMMISSION

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1013-502.22-01	Advertising	0	0	100	100	100	0	0.0%
101-1013-502.22-03	Training	0	0	500	500	500	0	0.0%
101-1013-502.22-05	Postage	101	262	400	400	400	0	0.0%
101-1013-502.22-15	Photocopying	65	205	200	200	200	0	0.0%
	<b>Contractual Services</b>	<b>166</b>	<b>467</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>0.0%</b>
101-1013-502.30-05	Office Supplies & Equip	76	0	200	200	200	0	0.0%
101-1013-502.33-05	Other Supplies	514	457	500	500	500	0	0.0%
	<b>Commodities</b>	<b>590</b>	<b>457</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Senior Citizen Comm</b>	<b>756</b>	<b>924</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>	<b>0</b>	<b>0.0%</b>

# YOUTH COMMISSION

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1014-502.22-05	Postage	10	0	100	100	100	0	0.0%
101-1014-502.22-10	Printing	0	0	100	100	100	0	0.0%
101-1014-502.22-15	Photocopying	0	0	100	100	100	0	0.0%
	<b>Contractual Services</b>	<b>10</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>0.0%</b>
101-1014-502.33-05	Other Supplies	286	288	100	100	100	0	0.0%
	<b>Commodities</b>	<b>286</b>	<b>288</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Youth Commission</b>	<b>296</b>	<b>288</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>0.0%</b>

# DESIGN COMMISSION

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1015-502.22-15	Photocopying	0	0	100	100	100	0	0.0%
	<b>Contractual Services</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0.0%</b>
101-1015-502.30-05	Office Supplies & Equip	336	350	400	400	400	0	0.0%
	<b>Commodities</b>	<b>336</b>	<b>350</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Design Commission</b>	<b>336</b>	<b>350</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0.0%</b>

# COMMISSION FOR CITIZENS WITH DISABILITIES

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1017-502.20-24	Disabled Citizen Programs	1,196	951	100	2,000	1,900	(100)	(5.0%)
101-1017-502.22-03	Training	0	0	0	300	300	0	0.0%
101-1017-502.22-05	Postage	347	363	200	500	500	0	0.0%
101-1017-502.22-15	Photocopying	137	178	0	300	300	0	0.0%
	<b>Contractual Services</b>	<b>1,680</b>	<b>1,492</b>	<b>300</b>	<b>3,100</b>	<b>3,000</b>	<b>(100)</b>	<b>(3.2%)</b>
101-1017-502.33-05	Other Supplies	191	206	0	200	200	0	0.0%
	<b>Commodities</b>	<b>191</b>	<b>206</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0.0%</b>
101-1017-502.40-55	Special Events	0	0	0	0	100	100	N/A
101-1017-502.40-58	Disabled Citizen Donation	1,000	1,000	0	1,000	1,000	0	0.0%
	<b>Other Charges</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,100</b>	<b>100</b>	<b>10.0%</b>
	<b>Total Disabilities Comm</b>	<b>2,871</b>	<b>2,698</b>	<b>300</b>	<b>4,300</b>	<b>4,300</b>	<b>0</b>	<b>0.0%</b>

## SPECIAL EVENTS COMMISSION

### GENERAL FUND

### EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1018-502.21-65	Other Services	233	1,094	1,500	1,500	<b>1,500</b>	0	0.0%
101-1018-502.22-05	Postage	235	138	100	100	<b>100</b>	0	0.0%
101-1018-502.22-10	Printing	0	0	600	600	<b>600</b>	0	0.0%
	<b>Contractual Services</b>	<b>468</b>	<b>1,232</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>	<b>0</b>	<b>0.0%</b>
101-1018-502.40-55	Special Events	0	0	19,400	19,000	<b>19,000</b>	0	0.0%
	<b>Special Events</b>	<b>0</b>	<b>0</b>	<b>19,400</b>	<b>19,000</b>	<b>19,000</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Special Events Comm</b>	<b>468</b>	<b>1,232</b>	<b>21,600</b>	<b>21,200</b>	<b>21,200</b>	<b>0</b>	<b>0.0%</b>

## BICYCLE & PEDESTRIAN ADVISORY COMMISSION

### GENERAL FUND

### EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1019-502.22-02	Dues	455	455	500	500	<b>500</b>	0	0.0%
101-1019-502.22-03	Training	0	0	0	400	<b>400</b>	0	0.0%
101-1019-502.22-10	Printing	613	0	0	700	<b>700</b>	0	0.0%
101-1019-502.22-15	Photocopying	100	0	0	100	<b>100</b>	0	0.0%
	<b>Contractual Services</b>	<b>1,168</b>	<b>455</b>	<b>500</b>	<b>1,700</b>	<b>1,700</b>	<b>0</b>	<b>0.0%</b>
101-1019-502.40-55	Special Events	4,050	9	0	200	<b>200</b>	0	0.0%
	<b>Other Charges</b>	<b>4,050</b>	<b>9</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Bicycle &amp; Pedestrian Advisory Commission</b>	<b>5,218</b>	<b>464</b>	<b>500</b>	<b>1,900</b>	<b>1,900</b>	<b>0</b>	<b>0.0%</b>

# THE ARLINGTON ECONOMIC ALLIANCE

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1021-502.22-15	Photocopying	0	0	100	300	<b>300</b>	0	0.0%
	<b>Contractual Services</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>0.0%</b>
101-1021-502.40-40	Promote Economic Bus Dev	3,020	4,520	5,000	15,700	<b>15,700</b>	0	0.0%
	<b>Other Charges</b>	<b>3,020</b>	<b>4,520</b>	<b>5,000</b>	<b>15,700</b>	<b>15,700</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Arl Economic Alliance</b>	<b>3,020</b>	<b>4,520</b>	<b>5,100</b>	<b>16,000</b>	<b>16,000</b>	<b>0</b>	<b>0.0%</b>

# ARTS COMMISSION

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-1022-502.22-05	Postage	359	175	500	800	<b>800</b>	0	0.0%
101-1022-502.22-15	Photocopying	88	61	100	500	<b>500</b>	0	0.0%
	<b>Contractual Services</b>	<b>447</b>	<b>236</b>	<b>600</b>	<b>1,300</b>	<b>1,300</b>	<b>0</b>	<b>0.0%</b>
101-1022-502.33-05	Other Supplies	664	891	500	1,000	<b>1,000</b>	0	0.0%
	<b>Commodities</b>	<b>664</b>	<b>891</b>	<b>500</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Arts Commission</b>	<b>1,111</b>	<b>1,127</b>	<b>1,100</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>	<b>0.0%</b>
	<b>TOTAL BRDS &amp; COMM</b>	<b>175,536</b>	<b>158,835</b>	<b>180,400</b>	<b>210,500</b>	<b>202,900</b>	<b>(7,600)</b>	<b>(3.6%)</b>

## BOARDS & COMMISSIONS - ADMINISTRATION

### GENERAL FUND

### EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1001-502.20-40	General Insurance	Insurance for Boards and Commissions and Historical Museum	3,200	3,200
101-1001-502.22-02	Dues	Meet Chicago Northwest (2021 based on 8% of the 2019 Hotel Tax receipts)	86,300	88,700
		<b>TOTAL CONTRACTUAL SERVICES</b>	<b>89,500</b>	<b>91,900</b>
<b>OTHER CHARGES:</b>				
101-1001-502.40-05	Grants	Arlington Heights Community Concert Band	7,400	7,400
101-1001-502.40-70	B & C Recognition Prog.	Boards & Commissions Recognition Program	10,000	10,000
		<b>TOTAL OTHER CHARGES</b>	<b>17,400</b>	<b>17,400</b>
		<b>TOTAL B&amp;C ADMINISTRATION</b>	<b>106,900</b>	<b>109,300</b>

## ZONING BOARD OF APPEALS

### GENERAL FUND

### EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1003-502.22-15	Photocopying	Photocopying	200	200
		<b>TOTAL CONTRACTUAL SERVICES</b>	<b>200</b>	<b>200</b>
<b>COMMODITIES:</b>				
101-1003-502.30-05	Office Supplies & Equip	Miscellaneous office supplies	100	100
		<b>TOTAL COMMODITIES</b>	<b>100</b>	<b>100</b>
		<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>300</b>	<b>300</b>

# BOARD OF FIRE AND POLICE COMMISSIONERS

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1008-502.20-75	Examinations	Examinations	50,000	40,000
101-1008-502.22-01	Advertising	Advertising	1,500	1,500
101-1008-502.22-02	Dues	Fire/Police Comm. State membership	400	400
101-1008-502.22-05	Postage	Postage	100	100
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>52,000</b>	<b>42,000</b>
<b>TOTAL BRD. OF POL. &amp; FIRE COMM.</b>			<b>52,000</b>	<b>42,000</b>

# PLAN COMMISSION

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1009-502.22-02	Dues	APA membership dues	200	200
101-1009-502.22-03	Training	Educational and training materials	300	300
101-1009-502.22-15	Photocopying	Photocopying of minutes & agendas	300	300
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>800</b>	<b>800</b>
<b>TOTAL PLAN COMMISSION</b>			<b>800</b>	<b>800</b>

# ENVIRONMENTAL COMMISSION

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1010-502.22-05	Postage	Postage	100	100
101-1010-502.22-10	Printing	Printing of promotional materials	400	400
101-1010-502.22-15	Photocopying	Photocopying	100	100
	<b>TOTAL CONTRACTUAL SERVICES</b>		<u>600</u>	<u>600</u>
<b>COMMODITIES:</b>				
101-1010-502.30-05	Office Supplies & Equip	Office supplies; awards	100	100
	<b>TOTAL COMMODITIES</b>		<u>100</u>	<u>100</u>
	<b>TOTAL ENVIRONMENTAL COMMISSION</b>		<u>700</u>	<u>700</u>

# HOUSING COMMISSION

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1011-502.22-05	Postage	Postage	100	100
101-1011-502.22-15	Photocopying	Photocopying	100	100
	<b>TOTAL CONTRACTUAL SERVICES</b>		<u>200</u>	<u>200</u>
<b>COMMODITIES:</b>				
101-1011-502.33-05	Other Supplies	Program marketing	1,100	1,100
	<b>TOTAL COMMODITIES</b>		<u>1,100</u>	<u>1,100</u>
	<b>TOTAL HOUSING COMMISSION</b>		<u>1,300</u>	<u>1,300</u>

# SENIOR CITIZENS COMMISSION

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1013-502.22-01	Advertising	Outreach/marketing/advertising	100	100
101-1013-502.22-03	Training	Senior Citizen Commission	500	500
101-1013-502.22-05	Postage	Postage	400	400
101-1013-502.22-15	Photocopying	Photocopying	200	200
	<b>TOTAL CONTRACTUAL SERVICES</b>		<b>1,200</b>	<b>1,200</b>
<b>COMMODITIES:</b>				
101-1013-502.30-05	Office Supplies & Equip	Office supplies for public meetings	200	200
101-1013-502.33-05	Other Supplies & Equip	Commissioner pins, memorials, etc.	500	500
	<b>TOTAL COMMODITIES</b>		<b>700</b>	<b>700</b>
	<b>TOTAL SENIOR CITIZENS COMM.</b>		<b>1,900</b>	<b>1,900</b>

# YOUTH COMMISSION

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1014-502.22-05	Postage	Postage	100	100
101-1014-502.22.10	Printing	Printing (Folders)	100	100
101-1014-502.22-15	Photocopying	Photocopying	100	100
	<b>TOTAL CONTRACTUAL SERVICES</b>		<b>300</b>	<b>300</b>
<b>COMMODITIES:</b>				
101-1014-502.33-05	Other Supplies & Equip	Teen Job Fair supplies & food	100	100
	<b>TOTAL COMMODITIES</b>		<b>100</b>	<b>100</b>
	<b>TOTAL YOUTH COMMISSION</b>		<b>400</b>	<b>400</b>



# DESIGN COMMISSION

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1015-502.22-15	Photocopying	Photocopying	100	100
	<b>TOTAL CONTRACTUAL SERVICES</b>		<b>100</b>	<b>100</b>
<b>COMMODITIES:</b>				
101-1015-502.30-05	Office Supplies & Equip	Award plaques	400	400
	<b>TOTAL COMMODITIES</b>		<b>400</b>	<b>400</b>
	<b>TOTAL DESIGN COMMISSION</b>		<b>500</b>	<b>500</b>

# COMMISSION FOR CITIZENS WITH DISABILITIES

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1017-502.20-24	Disabled Citizen Program	Disabled Citizens Community Awareness Projects	2,000	1,900
101-1017-502.22-03	Training	Local seminars, expos & conferences	300	300
101-1017-502.22-05	Postage	Postage	500	500
101-1017-502.22-15	Photocopying	Newletters	300	300
	<b>TOTAL CONTRACTUAL SERVICES</b>		<b>3,100</b>	<b>3,000</b>
<b>COMMODITIES:</b>				
101-1017-502.33-05	Other Supplies & Equip	Misc. supplies including instant film for Disabilities Carnival (funded by donations)	200	200
	<b>TOTAL COMMODITIES</b>		<b>200</b>	<b>200</b>
<b>OTHER CHARGES:</b>				
101-1017-502.40-55	Special Events	Disabled Citizens Event	0	100
101-1017-502.40-58	Disabled Citizen Donations	Disability Carnival Sponsorship (funded entirely by donations)	1,000	1,000
	<b>TOTAL OTHER CHARGES</b>		<b>1,000</b>	<b>1,100</b>
	<b>TOTAL COM. FOR CITIZENS W/DISAB</b>		<b>4,300</b>	<b>4,300</b>

# SPECIAL EVENTS COMMISSION

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1018-502.21-65	Other Services	Awards & plaques	1,500	1,500
101-1018-502.22-05	Postage	Postage	100	100
101-1018-502.22-10	Printing	Printing	600	600
	<b>TOTAL CONTRACTUAL SERVICES</b>		<u>2,200</u>	<u>2,200</u>
<b>SPECIAL EVENTS:</b>				
101-1018-502.40-55	Special Events	Hearts of Gold (AE0622)	19,000	19,000
	<b>TOTAL SPECIAL EVENTS</b>		<u>19,000</u>	<u>19,000</u>
	<b>TOTAL SPECIAL EVENTS COMM.</b>		<u>21,200</u>	<u>21,200</u>

# BICYCLE & PEDESTRIAN ADVISORY COMMISSION

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1019-502.22-02	Dues	Membership dues	500	500
101-1019-502.22-03	Training	Education	400	400
101-1019-502.22-10	Printing	Printing of educational material, bike maps	700	700
101-1019-502.22-15	Photocopying	Photocopying	100	100
	<b>TOTAL CONTRACTUAL SERVICES</b>		<u>1,700</u>	<u>1,700</u>
<b>OTHER CHARGES:</b>				
101-1019-502.40-55	Special Events	Bike Arlington Heights community event (shirts, printing, food, misc supplies)	200	200
	<b>TOTAL OTHER CHARGES</b>		<u>200</u>	<u>200</u>
	<b>TOTAL BICYCLE &amp; PEDESTRIAN ADVISORY COMMISSION</b>		<u>1,900</u>	<u>1,900</u>

# THE ARLINGTON ECONOMIC ALLIANCE

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1021-502.22-15	Photocopying	Photocopying	300	300
	<b>TOTAL CONTRACTUAL SERVICES</b>		<u>300</u>	<u>300</u>
<b>OTHER CHARGES:</b>				
101-1021-502.40-40	Promote Econ & Bus Devlp	Business Retention Outreach - used for one-on-one and group meetings with businesses (includes Economic Outreach Breakfasts)	10,700	10,700
	Marketing & Communications		5,000	5,000
	<b>TOTAL OTHER CHARGES</b>		<u>15,700</u>	<u>15,700</u>
	<b>TOTAL ARL. ECONOMIC ALLIANCE</b>		<u>16,000</u>	<u>16,000</u>

# ARTS COMMISSION

## GENERAL FUND

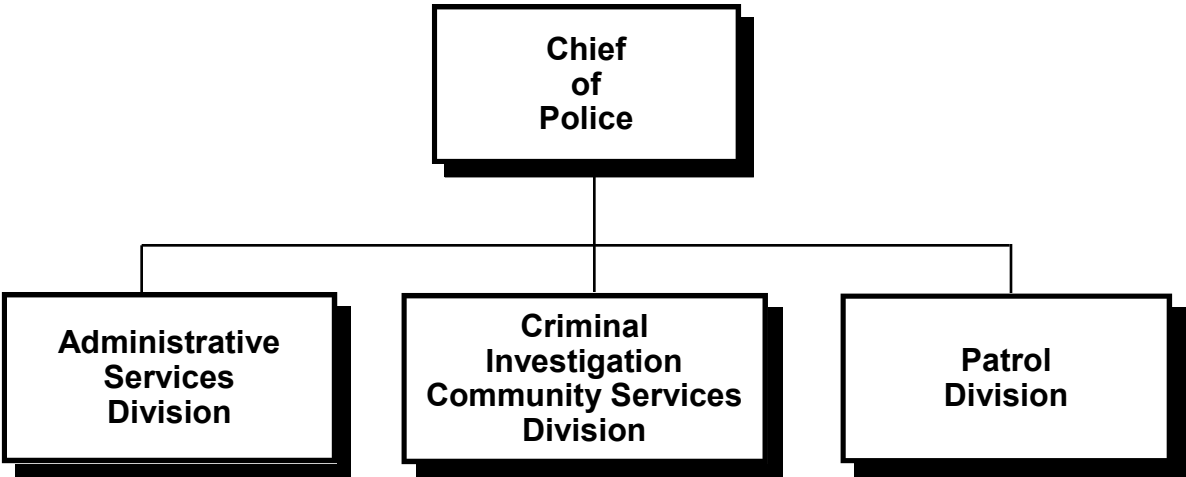
## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
101-1022-502.22-05	Postage	Postage	800	800
101-1022-502.22-15	Photocopying	Photocopying	500	500
	<b>TOTAL CONTRACTUAL SERVICES</b>		<u>1,300</u>	<u>1,300</u>
<b>COMMODITIES:</b>				
101-1022-502.33-05	Other Supplies & Equip	Awards, other supplies	1,000	1,000
	<b>TOTAL COMMODITIES</b>		<u>1,000</u>	<u>1,000</u>
	<b>TOTAL ARTS COMMISSION</b>		<u>2,300</u>	<u>2,300</u>
	<b>TOTAL BOARDS &amp; COMMISSIONS</b>		<u>210,500</u>	<u>202,900</u>

**POLICE**

**(139.00 FTE)**

**ORGANIZATION STRUCTURE**



# POLICE

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**The Police Department is comprised of three Divisions.**

**ADMINISTRATIVE SERVICES DIVISION:** This Division consists of the Records Bureau and the Support Bureau, which coordinate all support activity relative to the overall needs of the Police Department.

## **Records Bureau**

- **Automated Data Processing, Networking and Records Management System Coordination:** Manages police networking and communication systems.
- **Identification Services:** Identification and processing of arrestees' records and photographs.
- **Records Management and Crime Analysis:** The administrative processing and storage of police records/reports and computing of crime statistical data.

## **Support Bureau**

- **Budgetary Preparation and Fiscal Management:** Facilitates purchasing, payroll and reconciliatory budget activity.
- **Commission on Accreditation for Law Enforcement Agencies:** Maintains and ensures compliance in standards set by the Commission on Accreditation for Law Enforcement Agencies.
- **Court Liaison:** Provides supervision and coordination of cases prosecuted through the Court.
- **Emergency Operations Planning:** Coordinates disaster planning, Homeland Security and civil defense assistance.
- **Evidence/Property Management:** Controls evidence and property held by the Department.
- **Grant Preparation:** Conducts research and develops grant opportunities.
- **I.T. Support:** Coordinates technical support for computer and communication equipment.
- **Professional Standards-Internal Affairs:** Investigates citizen inquiries and complaints regarding procedural and operational issues.
- **Training:** Facilitates formal and in-service training programs.

**CRIMINAL INVESTIGATION/COMMUNITY SERVICES DIVISION:** The function of this Division is to provide both criminal and juvenile investigation/enforcement while responding to the needs of the community. This Division includes the Criminal Investigation Bureau and the Community Services Bureau.

## **Criminal Investigation Bureau**

- **Adult Investigations:** Investigates unsolved crimes, conducts follow-up investigations on calls for service, conducts financial crimes investigations, gathers intelligence, performs sex offender registration and monitoring, and initiates special investigations.
- **North Central Narcotics Task Force:** One officer assigned to the North Central Narcotics Task Force (NCNTF) for regional drug enforcement in Northwest Cook County.
- **Drug Enforcement Administration Task Force:** An officer assigned to the DEA Task Force for drug enforcement and asset forfeitures.

# POLICE

(Continued)

- **High School Liaison:** Officers assigned to area high schools for direct counseling and intervention.
- **Juvenile Investigations:** Prevention of youthful involvement in criminal activity through counseling services, Peer Jury, investigation and apprehension of juvenile offenders.
- **Gang Crimes:** Gang deterrence through investigation, intervention, education and community interaction.

## Community Services Bureau

- **Crime Prevention:** Pro-active approach to crime prevention and community relations. Community based and long-term collaborative problem-solving management.
- **Problem Oriented Policing:** Group initiative to address complex issues before they develop.
- **School Safety Planning:** Liaison with school districts to develop and implement plans and procedures for addressing both man-made and natural disasters.
- **Special Event Planning:** Security and planning of special events conducted in the community.
- **Victim Services:** Formal assistance for victims of domestic violence and violent crimes.

**PATROL DIVISION:** The Patrol Division is responsible for the initial delivery of police services to the community. The Division includes the Patrol Bureau and the Traffic Bureau.

## Patrol Bureau

- **Evidence Collection and Preservation:** Forensic technician program to recover evidence.
- **Field Training:** Coordination of the field training officers and process.
- **Park Counselor Program:** Coordination of the park counselor summer program.
- **Preventative Patrol:** Car, motorcycle, bicycle and foot patrol of the community.
- **Traffic Crash Investigation/Analysis:** Traffic crash investigation and reconstruction.
- **Police Information Desk:** Citizen assistance and direction provided at the reception desk.
- **K-9 Program:** Dual-Purpose Narcotic Dogs/Handlers to assist with searches and tracking.

## Traffic Bureau

- **Animal Welfare:** Program for the control of domestic and wild animals within the limits of the Village.
- **Overweight Truck Enforcement:** Selective enforcement of vehicle weight-limit violations.
- **Parking Enforcement:** Responsible for the enforcement of parking ordinances.
- **Traffic Enforcement:** Responsible for selective enforcement to address the on-going traffic concerns of the community.

**2021 Strategic Priorities & Key Projects****1. Exploring Alternative Funding Sources for CARE (Community Addiction Recovery Effort) Program**

Strategic Priority #1: Identify, Explore, and Enhance Revenue Sources While Monitoring Taxes

Research grant funding opportunities in order to keep the CARE program operational and explore a mechanism(s) that allows for individual and business donations to the program. A final report detailing the status of the program, funding research, and recommendations regarding the program moving forward will be provided to the Village Board.

Project Lead: Tyler Hall, Management Analyst

Project Completion: 2Q 2020

**2. Implementation of License Plate Reader (LPR) Technology**

Strategic Priority #1: Identify, Explore, and Enhance Revenue Sources While Monitoring Taxes

Utilize the recent acquisitions of LPR technology to allow for more efficient identification and enforcement of parking violations, which could lead to a reallocation of personnel to other enforcement or service activities and potentially increase revenue, and/or parking compliance. In addition, explore static LPR cameras to post at high volume intersections to assist in community safety and criminal investigations.

Project Lead: Greg Czernecki, Commander

Project Completion: 2Q 2020

**3. Exploration of Public Service Officers (PSOs) Taking Non-Criminal Police Reports**

Strategic Priority #4: Increase Efficiencies throughout Village Processes and Procedures

In an effort to enhance law enforcement services and increase customer service delivery to the public by quickly processing a police report and to keep sworn officers patrolling their beats, allow PSOs to take non-criminal reports from the public.

Project Lead: Shawn Gyorke, Deputy Chief of Patrol

Project Completion: 3Q 2020

**4. Identify External & Internal Services/Processes that can be transitioned to See-Click-Fix or CityWorks**

Strategic Priority #4: Increase Efficiencies throughout Village Processes and Procedures

Explore and audit existing processes for both external services and internal operations in order to leverage existing Village technological infrastructure investments and enhance services to the public. Project is anticipated to commence in 3Q 2020 with the implementation of overnight parking requests on See-Click-Fix and internal vehicle maintenance requests through CityWorks.

Project Lead: Tyler Hall, Management Analyst

Project Completion: 2Q 2021

**5. Implementation of Computer-Aided-Dispatch (CAD) and Records Management System (RMS) Software**

Strategic Priority #4: Increase Efficiencies throughout Village Processes and Procedures

Implement Motorola's Premier One CAD/RMS software. This project has been spearheaded by Northwest Central Dispatch (NWCD) with input from representatives of member agencies. Each member agency will be responsible for training all of their personnel and fully utilizing the software for their respective departments.

# POLICE

(Continued)

Project Lead: Nathan Hayes, Deputy Chief of Administration

Project Completion: 1Q 2021

## 6. Creation of a Cannabis Task Force

Strategic Priority #8: Review Impact of Changes to Cannabis Laws

Due to state law changes, recreational cannabis use will be allowed for adults beginning on January 1, 2020. This fundamental change in cannabis activity could have a potential impact on theft, driving under the influence and other crimes/quality of life incidents throughout the community. The creation of a task force to monitor and evaluate these potential impacts will assist in devising an appropriate response.

Project Lead: Nicholas Pecora, Chief of Police

Project Completion: 1Q 2021

## 7. Prioritizing Diversity for Sworn Officer Recruitment

Strategic Priority #9: Find New Ways to Embrace Diversity within the Community and the Village Government

Continue to work with Human Resources, Village Manager's Office, and the Northwest Suburban working group of municipal managers and Chiefs to review existing police workforce demographic data, research recruitment opportunities, connect with minority organizations and other activities to assist in recruiting diverse candidates for law enforcement.

Project Lead: Department Recruitment Team and Human Resources

Project Completion: 4Q 2021

## Performance Measures

	2017	2018	2019
1. Overall Crash Experience Percent change	1,886 -9.2%	1,742 -7.6%	1,659 -4.8%
2. # of Citations Issued: Hazardous Citations Non-Hazardous Citations Parking Violations Total Tickets Issued	5,290 7,028 <u>12,626</u> 24,944	4,470 6,297 <u>12,539</u> 23,306	4,727 6,698 <u>9,998</u> 21,423
3. Part I Crimes Part II Crimes (all other offenses) Total Crime Reported	740 <u>1,458</u> 2,198	685 <u>1,253</u> 1,938	643 <u>1,406</u> 2,049
4. Arrests: Adult Juvenile Total Arrests	554 <u>100</u> 654	522 <u>70</u> 592	735 <u>99</u> 834



On a triennial basis, the Arlington Heights Police Department coordinates with Loyola University of Chicago's Center for Criminal Justice Research, Policy & Practice to distribute a survey to the residential and commercial stakeholders within the community. The surveys assist the Department in gauging the level of satisfaction with public safety services and identifies areas where the Department can improve. Below are the summaries of each of the respective survey results.

### **Business Satisfaction Survey**

In the fall of 2018, the Arlington Heights Police Department distributed a survey to a sample of 1,200 business owners in the village. The goal of the survey was to obtain business owners' feedback on their interactions with the police, gauge perceptions of the efforts and visibility of the Arlington Heights Police Department, and assess business owner perceptions of safety and concern about crime. Completed surveys were returned by 243 village business owners, and analyses of those completed surveys revealed the following:

- The majority of business owners *who had contact* with Arlington Heights Police Department officers rated the competence, demeanor, fairness and courtesy of the officers they encountered as "excellent;"
- Among both those who had direct contact with the police and those that did not, Arlington Heights business owners indicated a very high level of satisfaction with the Arlington Heights Police Department;
- Almost all respondents who had an opinion felt safe leaving their business alone at night: more than one-half (50.6%) felt "very safe" and 46.4% felt "somewhat safe" leaving their place of business alone at night.
- The majority of respondents to the survey who had an opinion regarding being the victim of a serious crime indicated a low level of concern about victimization.

### **Citizen Satisfaction Survey**

In the spring of 2017, the Arlington Heights Police Department distributed a survey to a sample of residents in the Village. The goal of the survey was to obtain resident feedback on their interactions with the police, gauge resident perceptions of the efforts and visibility of the Arlington Heights Police Department, and assess resident perceptions of neighborhood safety. Completed surveys were returned by more than 700 Village residents, and analyses of those completed surveys revealed the following:

- Among both those who had direct contact with the police and those that did not, Arlington Heights residents indicated a very high level of satisfaction with their police department;
- The majority (87%) of residents who had contact with the police rated the competence, demeanor, fairness and courtesy of the officers as a combined "Excellent" or "Good" across each of these dimensions;
- Among all residents, the majority (84%) rated traffic enforcement, police visibility in the community, and the overall services provided by the Arlington Heights Police Department as a combined "Excellent" or "Good."
- In general, the majority (67%) of respondents to the survey indicated a low level of concern about being the victim of a serious crime, which showed improvement from the 2014 survey, when 61 percent indicated a low level of concern about serious crime victimization.

# OPERATION SUMMARY

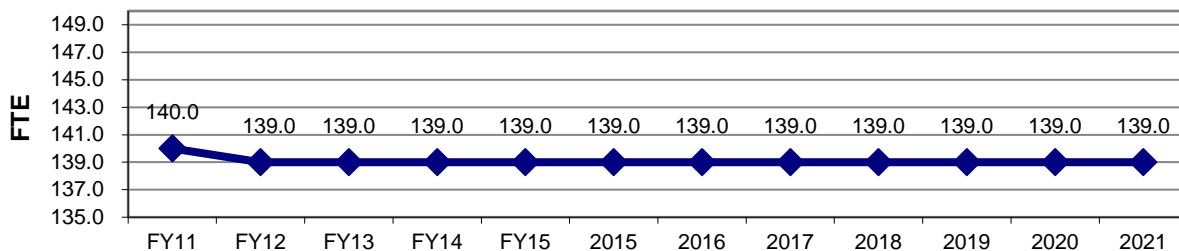
## POLICE

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E							
General Fund - Police	133.00	133.00	133.00	133.00	133.00	0.00	0.0%
General Fund - Police Grant	1.00	1.00	1.00	1.00	1.00	0.00	0.0%
Municipal Park Opr Fund	5.00	5.00	5.00	5.00	5.00	0.00	0.0%
Total F-T-E	139.00	139.00	139.00	139.00	139.00	0.00	0.0%
Expenditures							
Personal Services	\$22,451,136	\$23,173,269	\$23,788,400	\$24,727,800	\$24,830,500	\$102,700	0.4%
Contractual Services	2,615,403	2,722,537	2,597,500	2,755,300	2,618,400	(136,900)	(5.0%)
Commodities	493,464	503,977	449,000	520,230	483,200	(37,030)	(7.1%)
Other Charges	29	0	0	0	0	0	N/A
Capital Items	126,421	130,817	216,800	216,849	81,000	(135,849)	(62.6%)
Total Expenditures	\$25,686,453	\$26,530,600	\$27,051,700	\$28,220,179	\$28,013,100	(\$207,079)	(0.7%)

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund - Police	24,828,183	25,700,853	26,133,200	27,193,805	27,139,600	(\$54,205)	(0.2%)
General Fund - Police Grant	120,211	122,370	128,800	129,600	133,600	4,000	3.1%
Municipal Park Opr Fund	538,738	503,960	571,900	616,625	594,100	(22,525)	(3.7%)
Capital Projects Fund	126,421	130,817	216,800	216,849	81,000	(135,849)	(62.6%)
A & E Fund	72,900	72,600	1,000	63,300	64,800	1,500	2.4%
Total Expenditures	\$25,686,453	\$26,530,600	\$27,051,700	\$28,220,179	\$28,013,100	(\$207,079)	(0.7%)

## STAFFING HISTORY



**POLICE****General Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Chief of Police	12	1.00	1.00	
Deputy Chief of Police	10	3.00	3.00	
Police Commander	9	5.00	5.00	
Police Sergeant	8	14.00	14.00	
Police Officer	--	86.00	86.00	
Records Supervisor	5	1.00	1.00	
Operations Support Supervisor	5	1.00	1.00	
Management Analyst I	4	1.00	1.00	
Public Service Officer II	3	2.00	2.00	
Identification Technician	2	1.00	1.00	
Police Fiscal Clerk	2	1.00	1.00	
Public Service Officer	2	10.00	10.00	
Property Custodian	2	1.00	1.00	
Administrative Assistant	2	2.00	2.00	
Records Clerk	1	4.00	4.00	
<b>Total F-T-E</b>		<b>133.00</b>	<b>133.00</b>	<b>0.00</b>

**Police Department**  
**Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund			
	Police - Administration	133.00	133.00	
	Police Grant	1.00	1.00	
235	Municipal Parking Fund	5.00	5.00	
	<b>Total F-T-E All Funds</b>	<b>139.00</b>	<b>139.00</b>	<b>0.00</b>

**POLICE GRANT****General Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Victim Services Coordinator	6	1.00	1.00	
<b>Total F-T-E</b>		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

**Police Department  
Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund			
	Police - Administration	133.00	133.00	
	Police Grant	1.00	1.00	
235	Municipal Parking Fund	5.00	5.00	
	<b>Total F-T-E All Funds</b>	<b>139.00</b>	<b>139.00</b>	<b>0.00</b>

# POLICE

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-3001-511.10-01	Salaries	1,693,448	1,742,370	1,823,600	1,832,100	<b>1,897,900</b>	65,800	3.6%
101-3001-511.11-61	Police Administration	1,235,251	1,229,796	1,355,500	1,362,300	<b>1,405,100</b>	42,800	3.1%
101-3001-511.11-64	Police Supervision	1,791,242	1,794,593	1,783,000	1,808,900	<b>1,854,500</b>	45,600	2.5%
101-3001-511.11-70	Police Officer	8,039,556	8,156,476	8,352,800	8,938,400	<b>9,040,100</b>	101,700	1.1%
101-3001-511.18-01	Temporary Help	0	1,162	1,700	3,200	<b>3,300</b>	100	3.1%
101-3001-511.18-03	Seasonal Help	150,055	144,479	94,200	169,200	<b>173,100</b>	3,900	2.3%
101-3001-511.18-05	Overtime Civilian	31,748	35,497	46,800	66,800	<b>68,300</b>	1,500	2.2%
101-3001-511.18-07	Overtime Sworn	825,558	973,518	900,000	740,200	<b>757,200</b>	17,000	2.3%
101-3001-511.18-08	Overtime Sworn Court	123,059	127,122	95,200	175,200	<b>130,000</b>	(45,200)	(25.8%)
101-3001-511.18-09	Holiday Sworn	116,999	130,659	142,300	127,300	<b>144,200</b>	16,900	13.3%
101-3001-511.18-80	Special Detail	211,508	215,068	100,000	242,700	<b>248,300</b>	5,600	2.3%
101-3001-511.18-81	Special Detail Grants	60,027	72,679	91,400	91,400	<b>93,500</b>	2,100	2.3%
	<b>Salaries</b>	<b>14,278,451</b>	<b>14,623,419</b>	<b>14,786,500</b>	<b>15,557,700</b>	<b>15,815,500</b>	<b>257,800</b>	<b>1.7%</b>
101-3001-511.19-01	Workers Compensation	619,100	631,500	644,100	644,100	<b>676,300</b>	32,200	5.0%
101-3001-511.19-05	Medical Insurance	2,455,100	2,750,000	2,955,700	2,955,700	<b>2,905,900</b>	(49,800)	(1.7%)
101-3001-511.19-09	Public Safety Pension	3,879,000	4,017,000	4,209,000	4,209,000	<b>4,073,000</b>	(136,000)	(3.2%)
101-3001-511.19-10	IMRF	208,400	170,631	230,500	241,600	<b>246,600</b>	5,000	2.1%
101-3001-511.19-11	Social Security	106,236	108,589	113,100	129,200	<b>132,800</b>	3,600	2.8%
101-3001-511.19-12	Medicare	200,722	205,212	183,200	222,600	<b>221,900</b>	(700)	(0.3%)
	<b>Fringe Benefits</b>	<b>7,468,558</b>	<b>7,882,932</b>	<b>8,335,600</b>	<b>8,402,200</b>	<b>8,256,500</b>	<b>(145,700)</b>	<b>(1.7%)</b>
101-3001-511.20-37	Central Dispatch	913,220	904,221	618,800	742,700	<b>728,800</b>	(13,900)	(1.9%)
101-3001-511.20-40	General Insurance	276,900	279,700	282,500	282,500	<b>285,300</b>	2,800	1.0%
101-3001-511.21-02	Equipment Maintenance	25,491	28,545	28,600	38,600	<b>19,600</b>	(19,000)	(49.2%)
101-3001-511.21-65	Other Services	118,578	149,708	250,100	250,100	<b>235,100</b>	(15,000)	(6.0%)
101-3001-511.22-02	Dues	14,405	13,139	15,000	17,400	<b>17,400</b>	0	0.0%
101-3001-511.22-03	Training	93,586	113,437	102,100	112,100	<b>112,100</b>	0	0.0%
101-3001-511.22-05	Postage	9,635	8,377	8,000	13,000	<b>13,000</b>	0	0.0%
101-3001-511.22-10	Printing	9,309	8,189	10,200	10,200	<b>10,200</b>	0	0.0%
101-3001-511.22-15	Photocopying	6,842	9,498	10,800	12,300	<b>12,300</b>	0	0.0%
101-3001-511.22-25	IT/GIS Service Charge	516,700	516,200	626,400	626,400	<b>635,600</b>	9,200	1.5%
101-3001-511.22-37	Vehicle/Equip Lease Charge	607,500	667,100	618,800	618,800	<b>522,700</b>	(96,100)	(15.5%)
	<b>Contractual Services</b>	<b>2,592,166</b>	<b>2,698,114</b>	<b>2,571,300</b>	<b>2,724,100</b>	<b>2,592,100</b>	<b>(132,000)</b>	<b>(4.8%)</b>
101-3001-511.30-01	Publications Periodicals	967	501	1,800	3,300	<b>3,300</b>	0	0.0%
101-3001-511.30-05	Office Supplies & Equip	31,813	28,227	25,000	30,000	<b>30,000</b>	0	0.0%
101-3001-511.30-20	Photographic Supplies	294	1,943	2,000	2,000	<b>2,000</b>	0	0.0%
101-3001-511.30-35	Clothing	178,861	194,408	174,600	174,610	<b>189,800</b>	15,190	8.7%
101-3001-511.30-50	Petroleum Products	164,387	132,882	125,000	174,600	<b>130,600</b>	(44,000)	(25.2%)
101-3001-511.33-05	Other Supplies	11,593	16,109	9,000	13,400	<b>13,400</b>	0	0.0%
101-3001-511.33-25	Operational Supplies	87,094	107,857	92,400	97,895	<b>92,400</b>	(5,495)	(5.6%)
101-3001-511.33-30	Community Service Supply	13,970	14,461	10,000	14,000	<b>14,000</b>	0	0.0%
	<b>Commodities</b>	<b>488,979</b>	<b>496,388</b>	<b>439,800</b>	<b>509,805</b>	<b>475,500</b>	<b>(34,305)</b>	<b>(6.7%)</b>
101-3001-511.40-67	Canine Program	29	0	0	0	<b>0</b>	0	N/A
	<b>Other Charges</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Police Admin</b>	<b>24,828,183</b>	<b>25,700,853</b>	<b>26,133,200</b>	<b>27,193,805</b>	<b>27,139,600</b>	<b>(54,205)</b>	<b>(0.2%)</b>

# POLICE GRANT

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-3005-511.10-01	Salaries	93,819	97,542	100,100	100,800	<b>104,100</b>	3,300	3.3%
	<b>Salaries</b>	<b>93,819</b>	<b>97,542</b>	<b>100,100</b>	<b>100,800</b>	<b>104,100</b>	<b>3,300</b>	<b>3.3%</b>
101-3005-511.19-01	Workers Compensation	300	300	300	300	<b>300</b>	0	0.0%
101-3005-511.19-05	Medical Insurance	7,100	7,300	8,000	8,000	<b>8,100</b>	100	1.3%
101-3005-511.19-10	IMRF	11,876	9,832	12,700	12,700	<b>13,100</b>	400	3.1%
101-3005-511.19-11	Social Security	5,767	5,994	6,200	6,300	<b>6,500</b>	200	3.2%
101-3005-511.19-12	Medicare	1,349	1,402	1,500	1,500	<b>1,500</b>	0	0.0%
	<b>Fringe Benefits</b>	<b>26,392</b>	<b>24,828</b>	<b>28,700</b>	<b>28,800</b>	<b>29,500</b>	<b>700</b>	<b>2.4%</b>
	<b>Total Police Grant</b>	<b>120,211</b>	<b>122,370</b>	<b>128,800</b>	<b>129,600</b>	<b>133,600</b>	<b>4,000</b>	<b>3.1%</b>
	<b>Total Police Dept</b>	<b>24,948,394</b>	<b>25,823,223</b>	<b>26,262,000</b>	<b>27,323,405</b>	<b>27,273,200</b>	<b>(50,205)</b>	<b>(0.2%)</b>

# POLICE

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
101-3001-511.10-01	Salaries	Salaries	1,832,100	1,897,900
101-3001-511.11-61	Police Administration	Police Administration	1,362,300	1,405,100
101-3001-511.11-64	Police Supervision	Police Supervision	1,808,900	1,854,500
101-3001-511.11-70	Police Officer	Police Officer	8,938,400	9,040,100
101-3001-511.18-01	Temporary Help	Temporary Help	3,200	3,300
101-3001-511.18-03	Seasonal Help	Seasonal Help	169,200	173,100
101-3001-511.18-05	Overtime Civilian	Overtime Civilian	66,800	68,300
101-3001-511.18-07	Overtime Sworn	Overtime Sworn	740,200	757,200
101-3001-511.18-08	Overtime Sworn Court	Overtime Sworn Court	175,200	130,000
101-3001-511.18-09	Holiday Sworn	Holiday Sworn	127,300	144,200
101-3001-511.18-80	Special Detail	Special Detail	242,700	248,300
101-3001-511.18-81	Special Detail Grant	Special Detail Grant	91,400	93,500
	<b>TOTAL SALARIES</b>		<b>15,557,700</b>	<b>15,815,500</b>
<b>FRINGE BENEFITS:</b>				
101-3001-511.19-01	Workers' Compensation	Workers' Compensation Insurance	644,100	676,300
101-3001-511.19-05	Medical Insurance	Medical Insurance	2,955,700	2,905,900
101-3001-511.19-09	Public Safety Pension	Public Safety Pension	4,209,000	4,073,000
101-3001-511.19-10	IMRF	IMRF	241,600	246,600
101-3001-511.19-11	Social Security	Social Security	129,200	132,800
101-3001-511.19-12	Medicare	Medicare	222,600	221,900
	<b>TOTAL FRINGE BENEFITS</b>		<b>8,402,200</b>	<b>8,256,500</b>
<b>CONTRACTUAL SERVICES:</b>				
101-3001-511.20-37	Central Dispatch	Police Department portion (75%) of costs for dispatching calls-for-service through the Northwest Central Dispatch System	742,700	728,800
101-3001-511.20-40	General Insurance	Liability and property insurance	282,500	285,300

# POLICE

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-3001-511.21-02	Equipment Maintenance	Office machine equipment maint. Contracts				
		Typewriters	600		600	
		Fax machines	300		300	
		BEAST (property inventory system)	1,300		1,300	
		Portable radios, modems, ISPERN maintenance contracts	5,000		5,000	
		Radar, security door lock & intercom system (Front Desk)	2,000		2,000	
		Records Management System	19,000		0	
		Miscellaneous equipment maintenance:				
		Breathalyzer	3,300		3,300	
		Video maintenance (desk/ops cameras)	4,000		4,000	
		Kodak I4200 Scanner	2,100		2,100	
		Microfilm	1,000	38,600	1,000	19,600
101-3001-511.21-65	Other Services	Cellular telephone service	35,000		35,000	
		T1 Data Line (Criminal Apprehension & Booking System)	12,000		12,000	
		Prisoner food	2,000		2,000	
		Bureau Investigation license applicants	1,100		1,100	
		Department weapons repair	400		400	
		Micro-film, duplication & shredding	2,500		2,500	
		Officers badge, shield & leather repair	800		800	
		Morgue transportation	7,500		7,500	
		Animal Welfare Services:				
		Animal impounding fees	5,000		5,000	
		Blood Borne Pathogen Program:				
		Equipment sterilization	2,000		2,000	
		Background reports	3,000		3,000	
		Language line	200		200	
		Critical Reach Alert (Trak System)	700		1,200	
		Annual software renewal/maintenance	13,000		13,000	
		Administrative Hearing Officer Program	19,000		19,000	
		Bio-hazard cleaning cell/squad car	2,000		2,000	
		Village-use background checks for non-criminal justice/criminal history inquires	2,000		2,000	
		Prisoner drug prescriptions	1,000		1,000	
		Mi-Fi services fee	1,700		0	
		Secretary of State License Suspensions	2,000		2,000	
		Ticket Scofflaw Program	9,800		9,800	
		Cell phone forensic license renewal	3,000		3,300	
		GPS Traker Data upgrades	1,600		2,000	
		Processing fees - subpoena records	500		500	
		Electronic file transfer fees	3,000		3,000	
		Outside range fees	1,300		0	
		Crash Data Recorder software renewal	2,000		2,000	
		Forensic Computer software renewal	1,000		2,800	
		DACRA fees	0		50,000	
		CARE Grant	115,000	250,100	50,000	235,100
101-3001-511.22-02	Dues	MCAT	3,100		3,100	
		Northern Illinois Police Alarm System	6,800		6,800	
		Other dues	7,500	17,400	7,500	17,400



# POLICE

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
101-3001-511.22-03	Training	Course titles are listed as a selective representation of needed skills and specialty training:		
		Comprehensive Departmental Training	30,300	30,300
		Northeast Multi-Regional training, Suburban Law Enforcement Academy memberships		
		Basic Recruit Training	12,800	12,800
		Field Operations	12,300	12,300
		Accident Investigation		
		Procedural Justice		
		Civil Rights		
		Firearms Instructor		
		Law/Legal Updates		
		Mental Health Awareness		
		Response to Resistance		
		De-Escalation		
		Cultural Competency		
		Sexual Assault Trauma-Informed Response		
		Officer Wellness		
		Child Abuse and Neglect		
		Traffic Law		
		Sensitivity Relations		
		Street Survival		
		Traffic Law Enforcement		
		Search and Seizure		
		Community Police Training	6,800	6,800
		Problem Oriented Policing		
		Cultural and Ethnic Awareness		
		Community Policing Concepts		
		Technical Support	6,000	6,000
		Field Training Officers		
		Breathalyzer		
		Forensic Technician		
		Crime Lab		
		Police Photography		
		Property Management		
		Police Records Management		
		Records Management System	1,500	1,500
		Crime Analysis		
		Community Services	1,900	1,900
		Crime Prevention		
		Criminal Investigations	3,500	3,500
		Management of Criminal Investigations		
		Narcotic and Dangerous Drugs		
		Homicide, Suicide & Accidental Death		
		Rape & Sexual Deviance Investigation		
		Advd. Interrogations & Interviewing		
		Burglary & Theft Reduction		
		Forgery, Fraud & White Collar Crime		
		Death Investigations		
		Juvenile Investigations		
		Gang Awareness		
		Lead Homicide		
		Sex Crimes Investigations		
		Juvenile Investigations	2,100	2,100
		Gang Awareness		
		Narcotic and Dangerous Drugs		

# POLICE

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-3001-511.22-03	Training (continued)	Suicide and Accidental Death Illinois Juvenile Officers Training Advanced Juvenile Interviewing Burglary and Theft Reduction Command, Management & Supervision Supervisory & Mid-Mngmnt Training Records Supervisor Leadership Training Police Staff and Command Disaster Management Police Budgeting Managing Change Managing Productivity Tuition Reimbursement	25,900		25,900	
101-3001-511.22-03	Training (cont.)	Conferences, Seminars & Meetings Ill. Assoc. of Chiefs of Police Ill. Chief's Conference Captain's Association Meetings North Suburban Chief's Assoc. Ill. Crime Prevention Conference Emergency & Disaster Preparedness Northern Ill. Police Alarm System Rapid Response Team	7,500		7,500	
			1,500		1,500	
				112,100		112,100
101-3001-511.22-05	Postage	Regular and registered postage		13,000		13,000
101-3001-511.22-10	Printing	Crime Prevention Booklets, Pamphlet & Identification Stickers Operational Police Report & Identification Forms Administrative Police manuals, records, envelopes & other related forms Administrative Hearing Officer Program	1,000		1,000	
			4,000		4,000	
			4,000		4,000	
			1,200	10,200	1,200	10,200
101-3001-511.22-15	Photocopying	Photocopies & supplies Maintenance agreements	7,000		7,000	
			5,300	12,300	5,300	12,300
101-3001-511.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		626,400		635,600
101-3001-511.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		618,800		522,700
		<b>TOTAL CONTRACTUAL SERVICES</b>		<b>2,724,100</b>		<b>2,592,100</b>
<b>COMMODITIES:</b>						
101-3001-511.30-01	Publications/Periodicals	Miscellaneous publications		3,300		3,300
101-3001-511.30-05	Office Supplies & Equip	General office supplies		30,000		30,000
101-3001-511.30-20	Photographic Supplies	CD/DVD reproduction, flashes & batteries Digital imaging supplies	1,000		1,000	
			1,000	2,000	1,000	2,000

# POLICE

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-3001-511.30-35	Clothing	Police Personnel				
		Sworn Officers	126,500		145,500	
		Sworn Officers - new hires	27,800		27,800	
		Civilian Personnel	5,000		5,000	
		Leather jackets & other uniform items not included in officers allotment per Metropolitan Alliance of Police Contract	3,500		3,500	
		New and replacement badges, hat shields, and shoulder patches	3,500		3,500	
		Specialty clothing				
		Motorcycle / Bicycle Officers / Northern Illinois Police Alarm System	3,500		3,500	
		Park Counselors	1,000		1,000	
		Prior Year Encumbrance Carryover	3,810	174,610	0	189,800
101-3001-511.30-50	Petroleum Products	Gasoline for department vehicle(s)		174,600		130,600
101-3001-511.33-05	Other Supplies & Equip	Computer hardware/software	6,800		6,800	
		Employee recognition	6,600	13,400	6,600	13,400
101-3001-511.33-25	Operational Supplies	Ammunition	28,600		28,600	
		Range safety equipment & supplies	3,100		3,100	
		Evidence Processing/Property Security:				
		Property Management Section	1,500		1,500	
		Identification Technicians	1,500		1,500	
		Forensic Technicians	5,000		5,000	
		Criminal Investigations Bureau	1,000		1,000	
		Emergency equipment for Patrol Operations: flares, flashlight batteries, traffic vests, fire extinguishers, first-aid equipment	4,600		4,600	
		Station operation & lock-up expenditures:				
		Cell mattresses, blankets, personal hygiene items for prisoners & identification equipment	4,100		4,100	
		Community Policing supplies	1,500		1,500	
		Motorola batteries	5,000		5,000	
		Bullet proof vest replacement	18,000		18,000	
		Taser accessories	9,500		9,500	
		Animal welfare supplies	3,000		3,000	
		Bio-hazard equipment & supplies	6,000		6,000	
		Prior Year Encumbrance Carryover	5,495	97,895	0	92,400
101-3001-511.33-30	Community Service Supl	Training aids	1,500		1,500	
		Crime prevention specialty items	10,500		10,500	
		Citizen Police Academy supplies	1,000		1,000	
		Rockin with the Cops supplies	1,000	14,000	1,000	14,000
		<b>TOTAL COMMODITIES</b>	<b>509,805</b>		<b>475,500</b>	
		<b>TOTAL POLICE - ADMINISTRATION</b>	<b>27,193,805</b>		<b>27,139,600</b>	

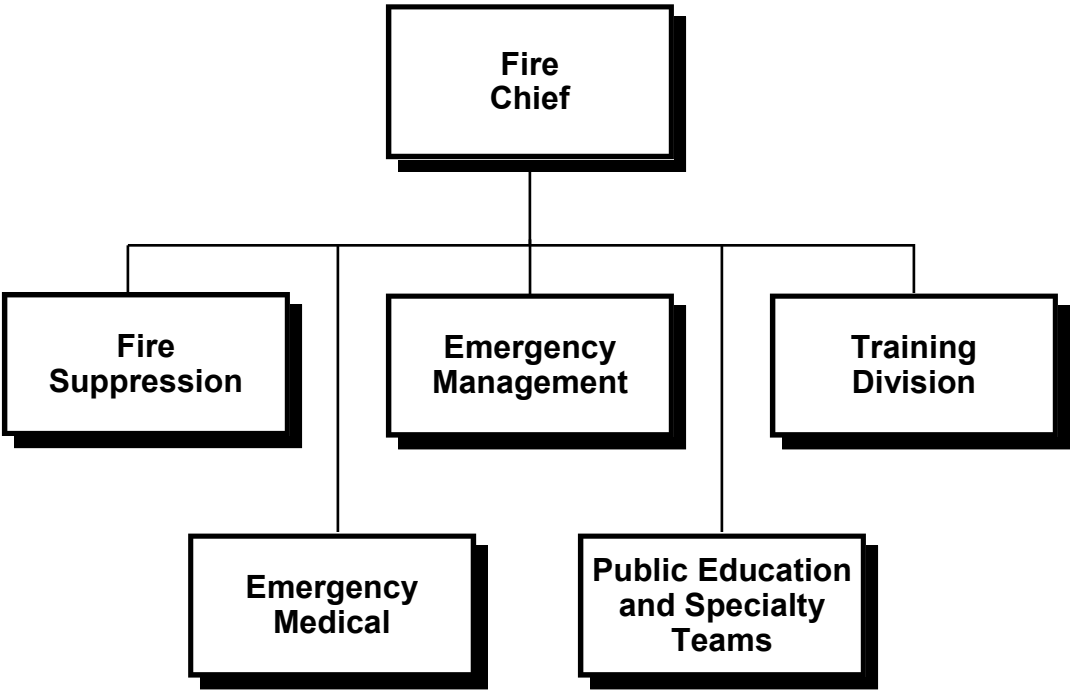
# POLICE GRANT \*

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
101-3005-511.10-01	Salaries	Salaries	100,800	104,100
	<b>TOTAL SALARIES</b>		<b>100,800</b>	<b>104,100</b>
<b>FRINGE BENEFITS:</b>				
101-3005-511.19-01	Workers' Compensation	Workers' Compensation Ins	300	300
101-3005-511.19-05	Medical Insurance	Medical Insurance	8,000	8,100
101-3005-511.19-10	IMRF	IMRF	12,700	13,100
101-3005-511.19-11	Social Security	Social Security	6,300	6,500
101-3005-511.19-12	Medicare	Medicare	1,500	1,500
	<b>TOTAL FRINGE BENEFITS</b>		<b>28,800</b>	<b>29,500</b>
	<b>TOTAL POLICE GRANT</b>		<b>129,600</b>	<b>133,600</b>
	<b>TOTAL POLICE DEPARTMENT</b>		<b>27,323,405</b>	<b>27,273,200</b>
* Victim Services Grant				

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# FIRE

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## Firefighting and support functions are comprised of five main divisions.

**Administrative Division:** This division is responsible for providing administrative support to the Fire Department. In addition, Emergency Management Agency (EMA), Community Risk Reduction, Public Education, Hazardous Materials monitoring and Fire Investigations have been incorporated into this division.

**Fire Suppression Division:** This division is responsible for firefighting with three staffed engine companies and one truck company. During large-scale incidents, front-line equipment may be augmented by reserve apparatus staffed by off-duty personnel and the Mutual Aid Box Alarm System (MABAS) which is a multi-community, state-wide mutual aid system.

**Emergency Medical Division:** Four advanced life support (ALS) ambulances are operated along with two ALS rescue squads and three engines with ALS capability. The Department also maintains two reserve ALS ambulances, one reserve ALS rescue squad, and one reserve ALS engine. All firefighters are trained and certified as Emergency Medical Technicians and nearly two-thirds are trained and state-certified as paramedics. Both paramedics and EMTs are kept current through an extensive continuing education program facilitated by our system provider, Northwest Community Hospital.

**Training Division:** This division is responsible for the initial and ongoing training of all Fire personnel. The Fire Department participates in a State Certification Program whereby all personnel receive the basic, advanced and officer training necessary to achieve the required certification levels. Nearly all Village firefighting personnel have achieved advanced certification or higher.

**Community Risk Reduction:** Under supervision of the Fire Chief, the Fire Risk Reduction Officer is responsible for developing and implementing the department's risk reduction / life safety strategies. This position is evolving in to the department's Public Information Officer while coordinating timely safety messages to the community through multiple forms of media. This position is also working with our Recruitment / Diversity team in an effort to attract applicants that reflect the demographics of our community. Future focus areas will include: safety home inspections for independently living seniors, trip and fall prevention programs within our nursing homes, multi-lingual fire prevention programs for both students and residents, and mobile integrated health care.

These divisions work out of four well-equipped fire stations and an administrative headquarters.

The Fire Department responded to 10,707 calls for assistance in 2019. This included 2,567 fire and emergency calls and 8,140 ambulance calls.

## 2020 Strategic Priorities and Key Projects Accomplishments

- Rewrite of Fire Department General Orders and Standard Operating Guidelines – The Department's 23 General Orders and 31 Standard Operating Guidelines were reviewed against current Departmental operations. Several of the General Orders and Standard Operating Guidelines were noted to be obsolete and therefore discontinued. Many of the General Orders and Standard Operating Guidelines received modification to comply with current best practices and conditions. All General Orders and Standard Operating Guidelines were then rewritten as Operating Guidelines/Policy Statements. As a result of this project, the Department has identified additional areas of need which require the creation of Operating Guidelines/Policy Statements.
- ET3 – The Fire Department was informed, through the Northwest Community Emergency Medical Services System, that we did not meet the minimum requirements for inclusion in the ET3 pilot program. The minimum requirements, which were established by Medicare, required transportation agreements to pre-identified locations that are not currently in place.

- Additional Ambulance Proposal – The Department sought to identify the need of an additional ambulance. Based upon established industry standards, it was determined that we do not currently meet the benchmarks to increase our daily minimum staffing model or response mode. It should be noted, however, that as the Village continues to expand, population growth and property developments, the Department will need to add personnel and apparatus to maintain expected service levels.
  - Recently, Administrative members from Public Works and Fire gathered to identify options for increasing our ambulance fleet by one unit. Having an additional unit would allow the Department to operate an additional ambulance when manning allows, while meeting many of the external requests for medical provisions at community events and still leaving one ambulance in reserve to cover other units which are out-of-service for general maintenance and repair.
  - Due to current financial challenges the Fire Department has opted to update both reserve ambulances with Power Load systems which will allow them to be utilized as frontline apparatus. By installing these systems, the fleet lifespan will be extended thus preventing the need to purchase replacement apparatus by two or three years.
- Employee Onboarding - The Department implemented a program which pairs recruit Firefighters with experienced employees acting as mentors. Through this program the mentors are able to enhance the knowledge and skills of the recruits while exposing and educating them to the culture of the Department. This program is focused on providing the recruit with the tools necessary for a successful career as a member of the Arlington Heights Fire Department.
- Increasing Diversity in Workforce – The Fire Department formed a recruitment team to increase its outreach efforts in an attempt to attract a more diverse candidate pool for the entrance examination process. Team members established relationships with several secondary education facilities in order to share testing related information while also establishing an electronic information sharing process through our IT Department. Additionally, team members participated in a virtual Diversity Employment Day: Career Fair and Roundtable, hosted by City Career Fair productions.
- The Fire Department created a new Division known as Risk Reduction. A timely creation as this Division assisted the EMS Division with development of the Department's COVID-19 Pandemic response. Risk Reduction enhanced the Public Education initiative by sharing safety messages via Social Media, a new platform for the Department. Risk Reduction also focused on resident and employee safety aspects by developing Incident Action Plan regarding Arlington Alfresco and Safety Policies including Occupational Noise Protection and Organizational Emergency Plan. Administratively, Risk Reduction serves as the Department's worker's comp and FMLA representative.

## **2021 Strategic Priorities and Key Projects**

### **1. Rewrite of Fire Department General Orders and Standard Operating Guidelines**

#### **Strategic Priority #4: Increase Efficiencies throughout Village Processes and Procedures**

The Department's 23 General Orders and 31 Standard Operating Guidelines are being rewritten as Operating Guidelines/Policy Statements and updated in view of current practices and conditions.

Project Lead: Ron Fraider, Deputy Chief

Project Completion: Ongoing



**2. Firefighter Safety**

Our number one goal will always be firefighter safety. We will develop strategies and implement training programs to enhance firefighter health, safety, and survival. Safety is both an individual and team responsibility. Supervisors and employees shall take an active role in their personal safety and the safety of their crews.

- Cancer Awareness and Prevention Project: The Department will embark on a yearlong program to educate our personnel on cancer awareness and prevention.
- Mental Health and Suicide of First Responders: The Department's peer support group will present a suicide awareness and prevention workshop for all personnel.

Project Lead: Community Risk Reduction Division Chief David Roberts  
Project Completion: 4Q 2021

**3. Community Outreach EMS Program**

Most of our community outreach currently focuses on fire prevention. We need to expand the scope of our outreach to focus on EMS based programs. Focus programs might consist of CPR, Senior Home Safety, EMS Youth Program, along with other Safety Presentations and Educational Workshops.

Project Lead: David Roberts, Community Risk Reduction Division Chief  
Project Completion: 4Q 2021

**4. Back-to-the-Basics Training Initiative**

The Training Division will further develop employees through a training program that focuses on the roles and responsibilities of the first arriving engine and truck. These roles and responsibilities may include but are not limited to; scene size-up, apparatus positioning, water supply, fire flow calculations, use of manpower, and others.

Project Lead: Training Division Chief  
Project Completion: 3Q 2021

**5. Strategic Planning**

Members of the Command Staff along with various members of the Department of all ranks will complete a five (5) year plan to identify short- and long-term goals for the Department.

Project Lead: Chief Larson  
Project Completion: 4Q 2021 to complete plan

**FIRE****(Continued)****Performance Measures**

	2017	2018	2019
1. Service Calls:			
Fire	150	153	152
EMS	7,369	7,515	7,989
Hazardous Conditions	322	448	298
Emergency Assists	1,120	1,048	1,189
False Alarms	<u>1,084</u>	<u>1,165</u>	<u>1,079</u>
Total Calls	10,045	10,329	10,707
2. Mutual Aid / Auto Aid Responses:			
Calls Given	1,206	1,101	1,135
Calls Received	1,150	1,079	915
3. % of Operational Personnel Meeting Minimum Training Standards	98%	98%	98%
4. ISO Rating:	1	1	1
5. Unit Responses:			
Ambulance 1	2,236	2,332	2,423
Ambulance 2	2,355	2,292	2,545
Ambulance 3	1,845	1,935	2,042
Ambulance 4	1,590	1,535	1,630
Ambulance 5	<u>0</u>	<u>0</u>	<u>84</u>
Subtotal Ambulances	8,026	8,094	8,724
Squad 1	2,608	2,642	2,756
Squad 2	<u>2,746</u>	<u>2,712</u>	<u>2,903</u>
Subtotal Squads	5,354	5,354	5,659
Engine 2	1,336	1,365	1,412
Engine 3	1,844	1,904	1,416
Engine 4	<u>1,497</u>	<u>1,553</u>	<u>1,574</u>
Subtotal Engines	4,677	4,822	4,902
Boat 4	0	0	2
Battalion 1	1,073	1,022	1,055
Ladder Tower 1	1,112	1,216	1,195
Reserve Ambulance 1	6	3	2
Reserve Ambulance 2	8	9	12
Reserve Squad 2	0	2	0
Reserve Engine 1	1	1	1
Reserve Engine 2	0	0	12
Reserve Engine 3	1	0	0
Decontamination vehicle	13	2	1
Dive van	<u>4</u>	<u>2</u>	<u>1</u>
Total Unit Responses	20,455	20,527	21,566

# OPERATION SUMMARY

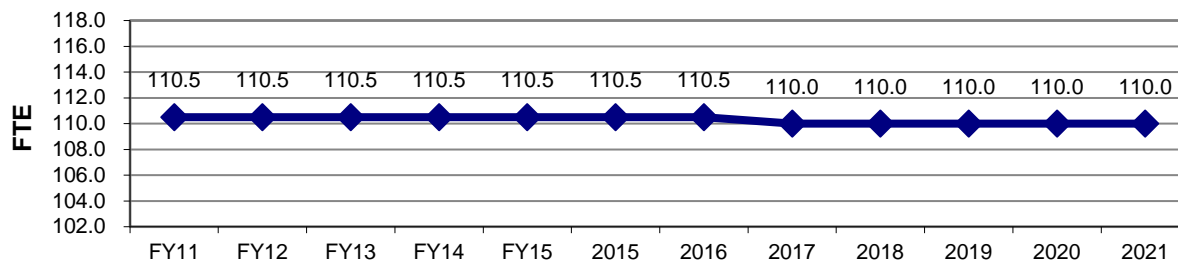
## FIRE

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E	110.00	110.00	110.00	110.00	110.00	0.00	0.0%
Expenditures							
Personal Services	\$20,125,841	\$20,995,973	\$21,579,600	\$21,532,700	\$21,723,300	\$190,600	0.9%
Contractual Services	1,822,723	1,783,612	1,871,500	1,912,800	2,063,200	150,400	7.9%
Commodities	355,211	318,547	517,100	517,088	321,000	(196,088)	(37.9%)
Capital Items	175,591	501,552	231,100	301,076	139,500	(161,576)	(53.7%)
Total Expenditures	\$22,479,366	\$23,599,684	\$24,199,300	\$24,263,664	\$24,247,000	(\$16,664)	(0.1%)

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$22,295,876	\$23,087,932	\$23,968,200	\$23,955,388	\$24,100,300	\$144,912	0.6%
Capital Projects Fund	175,591	501,552	231,100	301,076	139,500	(161,576)	(53.7%)
A & E Fund	7,899	10,200	0	7,200	7,200	0	0.0%
Total Expenditures	\$22,479,366	\$23,599,684	\$24,199,300	\$24,263,664	\$24,247,000	(\$16,664)	(0.1%)

## STAFFING HISTORY



**FIRE****General Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Fire Chief	12	1.00	1.00	
Deputy Fire Chief	10	2.00	1.00	(1.00)
Battalion Chief	9	3.00	3.00	
Division Chief	9	2.00	3.00	1.00
Fire Lieutenant	--	16.00	16.00	
Firefighter II (Engineer)	--	12.00	12.00	
Firefighter II (Paramedic)	--	67.00	67.00	
Firefighter I	--	5.00	5.00	
Administrative Assistant	2	1.00	1.00	
Fire Fiscal Clerk	2	1.00	1.00	
<b>Total F-T-E</b>		<b>110.00</b>	<b>110.00</b>	<b>0.00</b>

**Fire Department**  
**Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	110.00	110.00	
	<b>Total F-T-E All Funds</b>	<b>110.00</b>	<b>110.00</b>	<b>0.00</b>

# FIRE

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-3501-512.10-01	Salaries	169,873	175,652	176,500	175,400	<b>182,000</b>	6,600	3.8%
101-3501-512.12-01	Fire Administration	1,186,413	1,086,256	1,133,200	1,143,900	<b>1,176,900</b>	33,000	2.9%
101-3501-512.12-16	Fire Supervision	1,876,521	1,943,200	1,977,500	1,988,100	<b>2,030,900</b>	42,800	2.2%
101-3501-512.12-21	Firefighter	8,114,692	8,469,475	8,898,000	9,062,400	<b>9,217,400</b>	155,000	1.7%
101-3501-512.18-05	Overtime Civilian	0	0	500	500	<b>500</b>	0	0.0%
101-3501-512.18-07	Overtime Sworn	591,684	824,082	650,000	411,300	<b>420,800</b>	9,500	2.3%
101-3501-512.18-09	Holiday Sworn	183,078	192,424	190,100	190,100	<b>194,500</b>	4,400	2.3%
101-3501-512.18-80	Special Detail	79,948	100,223	58,200	58,200	<b>59,500</b>	1,300	2.2%
	<b>Salaries</b>	<b>12,202,209</b>	<b>12,791,312</b>	<b>13,084,000</b>	<b>13,029,900</b>	<b>13,282,500</b>	<b>252,600</b>	<b>1.9%</b>
101-3501-512.19-01	Workers Compensation	619,200	631,600	644,200	644,200	<b>676,400</b>	32,200	5.0%
101-3501-512.19-05	Medical Insurance	2,244,200	2,403,300	2,501,600	2,501,600	<b>2,619,700</b>	118,100	4.7%
101-3501-512.19-09	Public Safety Pension	4,853,000	4,953,000	5,130,000	5,130,000	<b>4,913,000</b>	(217,000)	(4.2%)
101-3501-512.19-10	IMRF	21,512	17,684	22,200	22,200	<b>22,900</b>	700	3.2%
101-3501-512.19-11	Social Security	10,341	10,685	10,900	10,900	<b>11,300</b>	400	3.7%
101-3501-512.19-12	Medicare	167,480	178,192	186,700	186,700	<b>190,300</b>	3,600	1.9%
	<b>Fringe Benefits</b>	<b>7,915,733</b>	<b>8,194,461</b>	<b>8,495,600</b>	<b>8,495,600</b>	<b>8,433,600</b>	<b>(62,000)</b>	<b>(0.7%)</b>
101-3501-512.20-37	Central Dispatch	320,838	320,974	223,800	265,100	<b>260,400</b>	(4,700)	(1.8%)
101-3501-512.20-40	General Insurance	230,700	233,000	235,300	235,300	<b>237,700</b>	2,400	1.0%
101-3501-512.21-02	Equipment Maintenance	35,752	33,695	66,300	66,300	<b>19,300</b>	(47,000)	(70.9%)
101-3501-512.21-07	Vehicle Equip Maintenance	3,820	400	5,000	5,000	<b>5,000</b>	0	0.0%
101-3501-512.21-11	Building Maintenance	0	0	0	0	<b>19,400</b>	19,400	N/A
101-3501-512.21-16	EMS Maintenance	0	0	0	0	<b>68,500</b>	68,500	N/A
101-3501-512.21-65	Other Services	30,751	29,407	52,800	52,800	<b>54,800</b>	2,000	3.8%
101-3501-512.22-02	Dues	28,953	26,387	32,500	32,500	<b>12,500</b>	(20,000)	(61.5%)
101-3501-512.22-03	Training	65,440	75,440	93,700	93,700	<b>66,000</b>	(27,700)	(29.6%)
101-3501-512.22-05	Postage	365	400	2,000	2,000	<b>2,000</b>	0	0.0%
101-3501-512.22-10	Printing	544	2,400	2,500	2,500	<b>2,500</b>	0	0.0%
101-3501-512.22-15	Photocopying	3,160	3,609	3,300	3,300	<b>3,300</b>	0	0.0%
101-3501-512.22-25	IT/GIS Service Charge	210,200	214,700	234,000	234,000	<b>237,400</b>	3,400	1.5%
101-3501-512.22-37	Vehicle/Equip Lease Charge	892,200	843,200	920,300	920,300	<b>1,074,400</b>	154,100	16.7%
	<b>Contractual Services</b>	<b>1,822,723</b>	<b>1,783,612</b>	<b>1,871,500</b>	<b>1,912,800</b>	<b>2,063,200</b>	<b>150,400</b>	<b>7.9%</b>
101-3501-512.30-01	Publications Periodicals	989	1,096	1,100	1,100	<b>1,100</b>	0	0.0%
101-3501-512.30-05	Office Supplies & Equip	6,926	5,630	12,000	12,000	<b>9,000</b>	(3,000)	(25.0%)
101-3501-512.30-20	Photographic Supplies	0	0	100	100	<b>100</b>	0	0.0%
101-3501-512.30-35	Clothing	105,445	91,424	165,200	165,194	<b>91,600</b>	(73,594)	(44.6%)
101-3501-512.30-50	Petroleum Products	76,477	71,577	82,900	82,900	<b>69,100</b>	(13,800)	(16.6%)
101-3501-512.31-45	Janitorial Supplies	7,590	5,150	12,900	12,900	<b>0</b>	(12,900)	(100.0%)
101-3501-512.31-55	Building Supplies	776	156	2,500	2,500	<b>0</b>	(2,500)	(100.0%)
101-3501-512.31-60	Chemicals	10,265	5,384	11,000	11,000	<b>5,000</b>	(6,000)	(54.5%)
101-3501-512.31-65	Other Equip & Supplies	33,426	28,177	31,100	31,100	<b>15,100</b>	(16,000)	(51.4%)
101-3501-512.31-85	Small Tools & Equipment	62,567	56,061	57,500	57,500	<b>57,500</b>	0	0.0%
101-3501-512.32-80	Books	4,995	6,096	5,700	5,700	<b>5,700</b>	0	0.0%
101-3501-512.33-05	Other Supplies	8,208	10,584	10,000	10,000	<b>8,000</b>	(2,000)	(20.0%)
101-3501-512.33-45	Comm Risk Reduction	0	0	0	0	<b>19,200</b>	19,200	N/A
101-3501-512.33-50	Medical Supplies	37,547	37,212	125,100	125,094	<b>39,600</b>	(85,494)	(68.3%)
	<b>Commodities</b>	<b>355,211</b>	<b>318,547</b>	<b>517,100</b>	<b>517,088</b>	<b>321,000</b>	<b>(196,088)</b>	<b>(37.9%)</b>
<b>Total Fire</b>		<b>22,295,876</b>	<b>23,087,932</b>	<b>23,968,200</b>	<b>23,955,388</b>	<b>24,100,300</b>	<b>144,912</b>	<b>0.6%</b>

# FIRE

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>SALARIES:</b>						
101-3501-512.10-01	Salaries	Salaries	175,400		182,000	
101-3501-512.12-01	Fire Administration	Fire Administration	1,143,900		1,176,900	
101-3501-512.12-16	Fire Supervision	Fire Supervision	1,988,100		2,030,900	
101-3501-512.12-21	Firefighter	Firefighter	9,062,400		9,217,400	
101-3501-512.18-05	Overtime Civilian	Overtime Civilian	500		500	
101-3501-512.18-07	Overtime Sworn	Overtime Sworn	411,300		420,800	
101-3501-512.18-09	Holiday Sworn	Holiday Sworn	190,100		194,500	
101-3501-512.18-80	Special Detail	Fireguard/ Ambulance Detail	23,500		24,000	
		Fire Instruction	6,700		7,000	
		MABAS Training (Reimbursable):				
		Fire Apparatus Engineering				
		Specialized Rescue Classes	28,000	58,200	28,500	59,500
<b>TOTAL SALARIES</b>			<b>13,029,900</b>		<b>13,282,500</b>	
<b>FRINGE BENEFITS:</b>						
101-3501-512.19-01	Workers' Compensation	Workers' Compensation Insurance	644,200		676,400	
101-3501-512.19-05	Medical Insurance	Medical Insurance	2,501,600		2,619,700	
101-3501-512.19-09	Public Safety Pension	Public Safety Pension	5,130,000		4,913,000	
101-3501-512.19-10	IMRF	IMRF	22,200		22,900	
101-3501-512.19-11	Social Security	Social Security	10,900		11,300	
101-3501-512.19-12	Medicare	Medicare	186,700		190,300	
<b>TOTAL FRINGE BENEFITS</b>			<b>8,495,600</b>		<b>8,433,600</b>	
<b>CONTRACTUAL SERVICES:</b>						
101-3501-512.20-37	Central Dispatch	Fire Department portion (25%)				
		Communications Services	247,600		242,900	
		JEMC Annual Membership Fee	17,500	265,100	17,500	260,400
101-3501-512.20-40	General Insurance	Liability and property insurance	235,300		237,700	
101-3501-512.21-02	Equipment Maintenance	Mobile, main, portable & pager				
		radio repairs	8,100		8,100	
		Medical telemetry repairs	1,000		0	
		Medical defibrillator service contract	22,000		0	
		AED service contract	8,000		0	
		Office equipment repairs	200		200	
		Hose, nozzle & brass goods	500		500	
		Academy - hose, nozzle & brass goods	1,000		1,000	
		Station appliances	2,500		2,500	
		Medical equipment repairs	1,000		0	

# FIRE

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-3501-512.21-02	Equipment Maint (cont)	Self-contained breathing apparatus testing and repairs (IL OSHA)	5,000		5,000	
		Small tools & equipment	15,500		500	
		Academy - small tools & equipment	1,000		1,000	
		Test equipment repairs	500	66,300	500	19,300
101-3501-512.21-07	Vehicle Equip. Maint.	Lettering and graphics	1,000		1,000	
		Vehicle equipment changeovers	4,000	5,000	4,000	5,000
101-3501-512.21-11	Building Maintenance	Miscellaneous janitorial supplies	0		7,900	
		Miscellaneous building supplies (lumber, paint and hardware)	0		2,500	
		Fire Station Appliance Maintenance	0		5,000	
		Fire Station Furniture Maintenance	0	0	4,000	19,400
101-3501-512.21-16	EMS Maintenance	Medical telemetry repairs	0		1,000	
		Medical equipment repairs	0		1,000	
		Medical defibrillator service contract	0		22,000	
		AED service contract	0		8,000	
		Paramedic Continuing Education Classes	0		28,500	
		Medical oxygen	0		6,000	
		Telemetry & defibrillator batteries/parts	0	0	2,000	68,500
101-3501-512.21-65	Other Services	Cellular phone contract	15,000		15,000	
		Northwest Community Hospital computerized reporting system	7,000		7,000	
		Telestaff Scheduling Software-annual support	7,000		7,000	
		Video-conferencing system - annual maintenance & technical support	8,000		8,000	
		Target Solutions Annual Maintenance	9,200		9,200	
		Imagetrend Annual Maintenance	6,600		6,600	
		Firehouse software license	0	52,800	2,000	54,800
101-3501-512.22-02	Dues	Dues	2,500		2,500	
		Paramedic/EMT License Renewal	5,000		5,000	
		MABAS	5,000		5,000	
		NIPSTA	20,000	32,500	0	12,500
101-3501-512.22-03	Training	Firefighter/Officer Training:				
		State Cert. Basic Firefighter Course (3)	10,700		10,700	
		Fire Apparatus Engineer Cert. Class	2,000		2,000	
		State Certified F/O Programs	7,600		7,600	
		Mid-level Management Courses	5,000		5,000	
		Chief Officer Courses	7,100		7,100	
		Fire Dept. Instructors Conference	3,100		3,100	
		Academy - Instructor Training Seminar	1,500		1,500	
		Illinois Fire Chiefs Conferences	800		800	
		Continuing Education-Local Colleges	6,000		6,000	
		International Fire Chiefs Conference	1,000		1,000	
		Paramedic Continuing Education Classes	27,700		0	
		Paramedic Course NWCH	20,000		20,000	
		ESDA meetings, courses & seminars	1,200	93,700	1,200	66,000
101-3501-512.22-05	Postage	Regular and registered mail		2,000		2,000
101-3501-512.22-10	Printing	Fire, investigation and emergency incident reports	200		200	
		Ambulance reports	700		700	
		Administration forms and reports	1,100		1,100	
		Public education/ESDA	500	2,500	500	2,500

# FIRE

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-3501-512.22-15	Photocopying	Photocopies & supplies	200		200	
		Maintenance agreement Xerox 5150 (#2)	700		700	
		Maintenance agreement WC4118P (#2)	1,100		1,100	
		Maintenance agreement WC4118P (#1)	500		500	
		Maintenance agreement WC4118P (#3)	400		400	
		Maintenance agreement WC4118P (#4)	400	3,300	400	3,300
101-3501-512.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		234,000		237,400
101-3501-512.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		920,300		1,074,400
TOTAL CONTRACTUAL SERVICES			1,912,800		2,063,200	
COMMODITIES:						
101-3501-512.30-01	Publications/Periodicals	Miscellaneous publications		1,100		1,100
101-3501-512.30-05	Office Supplies & Equip	General office supplies	11,000		6,000	
		Academy - office supplies	1,000		1,000	
		Administrative office furniture	0	12,000	2,000	9,000
101-3501-512.30-20	Photographic Supplies	Misc. film, processing		100		100
101-3501-512.30-35	Clothing	Clothing for officers	6,000		6,000	
		Clothing for firefighters & paramedics	50,600		48,600	
		Firefighting protective clothing, boots, coats, bunker pants and gloves	40,000		0	
		Contractual employee uniform maintenance	37,000		37,000	
		Prior Year Encumbrance Carryover	31,594	165,194	0	91,600
101-3501-512.30-50	Petroleum Products	Gasoline for department vehicle(s)		82,900		69,100
101-3501-512.31-45	Janitorial Supplies	Miscellaneous janitorial supplies		12,900		0
101-3501-512.31-55	Building Supplies	Miscellaneous building supplies (lumber, paint and hardware)		2,500		0
101-3501-512.31-60	Chemicals	Medical oxygen	6,000		0	
		Fire extinguisher recharging & testing	1,800		1,800	
		Foam concentrates	3,200	11,000	3,200	5,000
101-3501-512.31-65	Other Equip. & Supplies	Radio & pager batteries and parts	4,000		4,000	
		Telemetry & defibrillator batteries/parts	2,000		0	
		Miscellaneous repairs to small equipment	4,600		4,600	
		Filters for air purification compressors	2,000		2,000	
		HAZ/MAT test sensors	2,500		2,500	
		Fire Station Appliance Maintenance	5,000		0	
		Fire Station Furniture Maintenance	4,000		0	
		Office furniture for Fire Stations	2,000		0	
		Emergency lighting and warning for vehicles	2,000		2,000	
		COVID19 Supplies	3,000	31,100	0	15,100



# FIRE

## GENERAL FUND

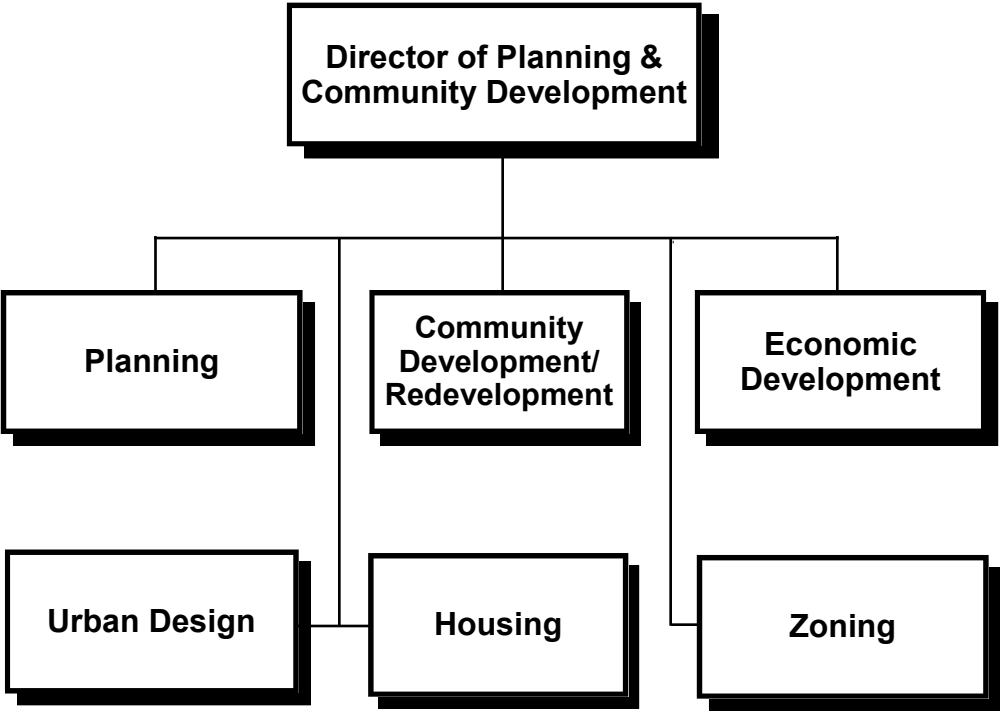
## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-3501-512.31-85	Small Tools and Equip.	Fire hose	8,500		8,500	
		Rope & related equipment	2,000		2,000	
		Dive rescue equipment	2,000		2,000	
		Hazmat equipment	3,000		3,000	
		Nozzles, applicators, brass goods & appliances	5,000		5,000	
		Miscellaneous tools, lights, etc.	22,000		22,000	
		Rescue equipment	5,000		5,000	
		USAR equipment	3,000		3,000	
		Radios, VHF portables	5,000		5,000	
		Academy - tools and related equipment	2,000	57,500	2,000	57,500
101-3501-512.32-80	Books	Officer Training Series updates	300		300	
		Advanced Firefighter Series	2,000		2,000	
		Updating station training manuals	300		300	
		Update maps and map books	100		100	
		Academy - reference books	2,000		2,000	
		Miscellaneous reference books	1,000	5,700	1,000	5,700
101-3501-512.33-05	Other Supplies & Equip	Station supplies & materials	3,000		3,000	
		Public education materials	5,000		5,000	
		Fire related computer software	2,000	10,000	0	8,000
101-3501-512.33-45	Community Risk Reduction	Emergency Operations Center/				
		Emergency Management	0		1,900	
		ISO Tracking	0		600	
		MyID Medical Identification System	0		5,500	
		Smoke Alarm Program	0		3,300	
		Public Education Trailer	0		1,900	
		Public Education Program updates	0		1,100	
		Safety Initiatives	0		3,800	
		Misc. Programs	0	0	1,100	19,200
101-3501-512.33-50	Medical Supplies	Expendable bandages, drugs and various portable equipment	124,600		39,600	
		Prior Year Encumbrance Carryover	494	125,094	0	39,600
<b>TOTAL COMMODITIES</b>			<b>517,088</b>		<b>321,000</b>	
<b>TOTAL FIRE DEPARTMENT</b>			<b>23,955,388</b>		<b>24,100,300</b>	

**PLANNING & COMMUNITY DEVELOPMENT**

**(10.00 FTE)**

**ORGANIZATION STRUCTURE**



## **PLANNING & COMMUNITY DEVELOPMENT**

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**The Planning & Community Development Department provides professional and technical assistance in the following areas:**

**Planning and Management Assistance:** Maintains and updates planning related data, responds to inquiries on planning, zoning, signage, and subdivision matters, and conducts studies which assist the decision-making process of Village development. Analyzes and interprets zoning for all properties in the Village, Planned Unit Developments (PUD's) and special uses.

**Long Range/Comprehensive Planning:** Formulates policies affecting overall and long-term Village development; collects, analyzes and presents data to determine community goals, assists in their attainment and interprets the Comprehensive Plan and implements the Comprehensive Planning Program. Facilitates development of the Downtown Master Plan, Metra STAR Line Master Plan, Hickory Kensington Redevelopment Plan, Tax Increment Financing Districts, and coordinates its implementation.

**Zoning and Development Review:** Coordinates the Village's development review process for new development or redevelopment including PUD's, rezoning, special uses, preliminary and final plats of subdivision, land use variations and zoning variations. Analyzes issues and formulates recommendations to the Plan Commission and Village Board regarding the Zoning and Subdivision Control Regulations to better implement the Comprehensive Plan. Review building permits for compliance with zoning & subdivision, and sign codes.

**Housing and Community Development:** Administers the various grant programs available from Federal agencies and provides assistance to qualified residents and public/private agencies in obtaining funds for eligible services from these programs. Prepares the Village's 5-year Consolidated Plan, Annual Action Plans, and Fair Housing Plan, monitors legislation, and develops proposals and projects concerning affordable housing and other community development needs in the Village. Lead the Northwest Suburban Housing Collaborative in analyzing and addressing common housing issues of the Villages of Arlington Heights, Palatine, Buffalo Grove, Mount Prospect, and the City of Rolling Meadows.

**Economic Development:** Monitors community and economic development activities, and promotes and markets the Village to maintain and enhance its economic base. Coordinates the Business Retention and Attraction Programs and develops and coordinates the Discover Arlington Marketing and the Village's Economic Development Strategy.

**Urban Design and Beautification:** Oversees the review process for Design Commission applications, including single family homes, commercial development, variances for signage as well as administrative review of single family homes, commercial administrative review and signs in the Downtown and Village-wide. Implement Design Guidelines and Sign Code Tool Kit. Works in conjunction with other Village Departments to design and develop Capital Improvement design projects including Downtown streetscape, beautification, pedestrian spaces, banners, signage, and Green corridors.

**Redevelopment:** Analyzes, defines, selects, and prepares specific area redevelopment studies including a systematic approach to Downtown revitalization. Administer the Village's four Tax Increment Financing (TIF) Districts.

**Boards and Commissions:** Provides technical and administrative support, professional assistance and liaison to Boards and Commissions/Committees.

**2020 Accomplishments**

- Covid-19 efforts included substantial time and commitment to develop and implement Arlington Alfresco, allow dining on private property, as well as business and resident relief such as development of COvid-19 small business relief loan program.
- Refining the Villages Affordable Housing Guidelines resulted in multiple Committee of the Whole meetings culminating in the adoption of the Inclusionary Housing Ordinance.
- Annual 2019 Business Report was completed in January.
- South Arlington Heights Road Corridor Study Zoning Overlay District was approved. The TIF Redevelopment Plan was approved.
- Arlington 425 - Mixed use redevelopment of the block approved.
- Sigwalt 16 Development on southern ¼ of Block 425 approved and construction commenced.
- Amazon Warehouse/Distribution facility was attracted and construction commenced.
- Rand Road Corridor Improvements - Phase I and Phase II have been delayed due to IDOT restrictions and review.
- Northwest Highway Corridor Improvements – Implementation and installation of corridor improvements continue.
- TIF 4 Redevelopment – TIF 4 Market assessment was completed. Discussions continue to occur with property owners, developers, and potential tenants.
- Downtown Parking Guidance system was bid and installed.

**Key Developments:**

- Northwest Crossing's new tenant at 1501 W. Shure Drive began construction.
- Arlington Downs – PUD amendment approved and Phase II residential began construction.
- 703 - 723 W. Algonquin Road, Hamilton Partners 300,000 square foot warehouse distribution facility began construction, and tenant attraction.
- Chez Hotel was approved and under construction.
- In Downtown Arlington Heights notable business attraction include opening of Beer on the Wall, Scratchboard Kitchen, and the relocation of Passero.

**2021 Strategic Priorities & Key Projects****1. Tax Base Expansion Strategy**

Strategic Priority: #1 Identify, Explore, Enhance Revenue Sources While Monitoring Taxes

Planning & Community Development Staff will continue to focus business retention and attraction efforts on the growth sectors identified within the tax base expansion report.

Project Lead: Michael Mertes, Business Development Coordinator  
Project Completed

**2. Develop Affordable Housing Plan & Policy**

Strategic Priority: #2 Review and Update Village Affordable Housing Strategy and Regulations

The Village's Affordable Housing strategy will be discussed with the Village Board and Housing Commission during the fall of 2019 with a view towards creating a revised Affordable Housing strategy, guidelines and regulations during the first part of 2020.

Project Lead: Charles Perkins, Director  
Project Completed

### **3. Implement Affordable Housing Plan and Policy**

Strategic Priority: #2 Review and Update Village Affordable Housing Strategy and Regulations

Upon completion and adoption of the Village's refined Affordable Housing strategy. Create educational materials for the public and development community.

Project Lead: Charles Perkins, Director  
Project Completed

### **4. Implementation of Planning & Community Development Laserfiche Conversion/Data Centralization**

Strategic Priority: #4 Increase Efficiencies throughout Village Processes and Procedures

Work is underway towards a phased approach subject to temporary staffing, and budgeting of file conversion to transform files from paper and microfilm to Laserfiche. This will be a multi-year phased approach. Phase I will entail conversion of ZBA and DC Files.

Project Lead: Linda Pascucci, Administrative Assistant  
Project Completed

### **5. Business Development Marketing Update**

Strategic Priority: #5 Enhance Business Development Efforts

A Request for Proposals has been prepared and distributed to refine the Discover Arlington logo and development of new marketing ads. Upon completion, additional funds are requested to be allocated to recruit new businesses and market the community. In order to be truly effective, the Village should consider at a minimum a part-time Economic Development Specialist to support the Village's Business Coordinator in their efforts.

Project Lead: Charles Perkins, Director  
Project Completion: 2020 through 2021

### **6. Village Gateway / Corridor Enhancement Effort**

Strategic Priority: #5 Enhance Business Development Efforts

The Village gateways are the first impression many visitors and business customers have of the community. Code enforcement efforts by the Building Department on signage and property maintenance should continue. Continue ongoing code enforcement efforts by the Planning and Community Development Department for landscape code enforcement. Continue to implement the approved and planned corridor enhancements and implement approved corridor enhancement plans.

Project Lead: Bill Enright, Assistant Director  
Project Completion: 2020 through 2021

### **7. Southtown Entertainment Feasibility**

Strategic Priority: #5 Enhance Business Development Efforts

Continue discussions with the major property owners at Arlington Heights and Algonquin Road regarding a Southtown Entertainment District. Pursue implementation of a Tax Increment Financing District.

Project Lead: Bill Enright, Assistant Director  
Project Completed

### **8. Evaluate Potential Sustainability Projects and Recommend Utilization of Green Aggregation Funds**

Strategic Priority: #6 Explore New Sustainability Initiatives

General Description of the Project: Research, evaluate and prepare cost estimates for potential energy efficiency projects in order to utilize Green Aggregation Funds. Explore innovative opportunities in wind, solar and other potential projects to showcase the Village's commitment to sustainability.

Project Lead: Charles Perkins, Director

Project Completion: 2020 through 2021.

### **9. Implement Car Charger Pilot Program**

Strategic Priority: #6 Explore New Sustainability Initiatives

Cost estimates and concepts have been developed for electric charging concepts in the Village's parking garages in the Downtown. Discussion with Board pushed due to Covid-19.

Project Lead: Jake Schmidt, Assistant Planner

Project Completion: 2020 through 2021

**Performance Measures**

	2017	2018	2019
<b>1. Development – Plan Commission</b>			
# of Conceptual Plan Reviews	24	22	24
# of Comprehensive Plan Sub-Committees	2	1	0
# of Ordinance Review Committee Cases	3	1	1
# of Special Use Waiver Cases for Antennas	12	12	12
# of PC Applications	16	27	24
<b>2. Development – Other</b>			
# of all Zoning Reviews	1,691	1,490	1,499
# of ZBA Applications/Reviewed	62	41	31
# of Building Permit Reviews	1,372	1,237	1,254
# of Business License Reviews	131	99	128
# of Home Occupation Reviews	13	9	13
# of FOIA Requests	112	108	86
# of Special Use Waiver Restaurants	2	4	3
# of Administrative Parking Waiver	0	1	6
# of Landscaping Code Enforcement	0	6	21
# of Zoning Code Enforcement		2	8
<b>3. Sign Permits</b>	215	247	215
<b>4. Community Development</b>			
# CDBG Public Services Beneficiaries	505	538	403
# Facility Improvement Projects	8	7	6
<b>5. Business Development</b>			
# Retention Business Visits	406	371	237
# Leads from all Sources	495	323	401
# Leads from ICSC Events	103	82	51
# Total Recruitment Contacts	671	488	401
# Chamber & Business Events Attended	98	79	111
# New Business Welcome Letters Sent	77	81	59
<b>6. Design Review</b>			
# of Reviews by Design Commission	81	70	50
# of Administrative Review	168	148	155
<b>7. Public Art</b>			
Event Recruitment Letters	250	265	303
Follow-up Leads	430	403	366
Commission Events	11	10	10
<b>8. # Special Projects</b>			
# of Special Projects	37	38	38

# OPERATION SUMMARY

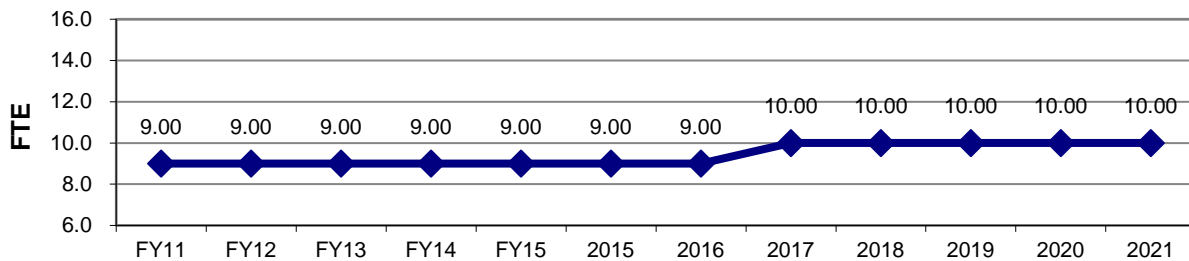
## PLANNING & COMMUNITY DEVELOPMENT

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E							
General Fund	9.50	9.50	9.50	9.50	9.50	0.00	0.0%
CDBG Fund	0.50	0.50	0.50	0.50	0.50	0.00	0.0%
Total F-T-E	10.00	10.00	10.00	10.00	10.00	0.00	0.0%
Expenditures							
Personal Services	\$1,493,784	\$1,515,863	\$1,578,900	\$1,579,400	\$1,636,000	\$56,600	3.6%
Contractual Services	198,684	113,439	154,100	298,714	307,500	8,786	2.9%
Commodities	18,578	10,762	19,100	19,438	12,600	(6,838)	(35.2%)
Other Charges	350,670	271,928	488,000	477,368	638,000	160,632	33.6%
Capital Items	152,565	232,595	615,000	2,618,152	4,822,800	2,204,648	84.2%
Total Expenditures	\$2,214,281	\$2,144,587	\$2,855,100	\$4,993,072	\$7,416,900	\$2,423,828	48.5%

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$1,821,947	\$1,696,833	\$1,826,200	\$1,926,406	\$1,906,600	(\$19,806)	(1.0%)
CDBG Fund	59,900	68,000	68,000	60,500	62,500	2,000	3.3%
Affordable Housing Fund	0	0	0	25,000	25,000	0	0.0%
Zero Interest Loan Fund	0	48,300	260,000	150,000	250,000	100,000	66.7%
Municipal Park Opr Fund	55,230	9,270	0	0	0	0	N/A
TIF IV Fund	93,052	58,789	590,000	1,012,114	600,000	(412,114)	(40.7%)
TIF V Fund	2,587	13,609	12,000	358,206	2,477,000	2,118,794	591.5%
Hickory/Kensington TIF Fund	32,060	30,000	20,900	895,900	1,590,000	694,100	77.5%
S Arlington Heights Rd TIF Fund	0	0	0	0	70,800	70,800	N/A
Capital Projects Fund	149,505	219,786	78,000	564,946	435,000	(129,946)	(23.0%)
Total Expenditures	\$2,214,281	\$2,144,587	\$2,855,100	\$4,993,072	\$7,416,900	\$2,423,828	48.5%

## STAFFING HISTORY





## PLANNING

## General Fund

### PERSONNEL SUMMARY

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Director of Planning & Com Dvlp	11	1.00	1.00	
Asst Dir of Plan & Com Dvlp	9	1.00	1.00	
Business Development Coordinator	7	1.00	1.00	
Planner II	7	3.50	3.50	
Planning Assistant	2	1.00	1.00	
Administrative Assistant	2	2.00	2.00	
<b>Total F-T-E</b>		<b>9.50</b>	<b>9.50</b>	<b>0.00</b>

### Planning Department Cross Reference to All Funds

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	9.50	9.50	
215	CDBG Fund	0.50	0.50	
	<b>Total F-T-E All Funds</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00</b>

# PLANNING

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-4001-521.10-01	Salaries	1,028,665	1,048,177	1,075,000	1,075,000	1,110,500	35,500	3.3%
101-4001-521.18-01	Temporary Help	3,069	5,724	500	8,000	9,200	1,200	15.0%
	<b>Salaries</b>	<b>1,031,734</b>	<b>1,053,901</b>	<b>1,075,500</b>	<b>1,083,000</b>	<b>1,119,700</b>	<b>36,700</b>	<b>3.4%</b>
101-4001-521.19-01	Workers Compensation	2,700	2,800	2,900	2,900	3,000	100	3.4%
101-4001-521.19-05	Medical Insurance	179,200	193,800	200,600	200,600	211,900	11,300	5.6%
101-4001-521.19-10	IMRF	137,700	112,276	143,500	143,500	147,000	3,500	2.4%
101-4001-521.19-11	Social Security	62,474	64,551	67,100	67,500	70,000	2,500	3.7%
101-4001-521.19-12	Medicare	15,256	15,715	16,500	16,600	17,100	500	3.0%
101-4001-521.19-23	Automobile Allowance	4,820	4,820	4,800	4,800	4,800	0	0.0%
	<b>Fringe Benefits</b>	<b>402,150</b>	<b>393,962</b>	<b>435,400</b>	<b>435,900</b>	<b>453,800</b>	<b>17,900</b>	<b>4.1%</b>
101-4001-521.20-05	Professional Services	0	0	25,000	40,000	33,000	(7,000)	(17.5%)
101-4001-521.20-40	General Insurance	7,000	7,100	7,200	7,200	7,300	100	1.4%
101-4001-521.21-02	Equipment Maintenance	293	0	500	500	500	0	0.0%
101-4001-521.21-65	Other Services	9,144	8,300	9,300	9,300	8,500	(800)	(8.6%)
101-4001-521.22-01	Advertising	6,677	5,982	6,500	6,500	6,000	(500)	(7.7%)
101-4001-521.22-02	Dues	2,436	2,241	3,000	3,500	3,000	(500)	(14.3%)
101-4001-521.22-03	Training	4,483	4,299	3,000	7,200	7,200	0	0.0%
101-4001-521.22-05	Postage	1,615	944	3,800	1,200	1,200	0	0.0%
101-4001-521.22-10	Printing	210	310	2,000	2,000	2,000	0	0.0%
101-4001-521.22-15	Photocopying	2,257	1,704	2,000	2,400	2,500	100	4.2%
101-4001-521.22-25	IT/GIS Service Charge	60,600	59,300	65,800	65,800	66,700	900	1.4%
101-4001-521.22-37	Vehicle/Equip Lease Charge	4,100	4,400	5,100	5,100	4,600	(500)	(9.8%)
	<b>Contractual Services</b>	<b>98,815</b>	<b>94,580</b>	<b>133,200</b>	<b>150,700</b>	<b>142,500</b>	<b>(8,200)</b>	<b>(5.4%)</b>
101-4001-521.30-01	Publications Periodicals	1,156	1,276	1,300	1,600	1,500	(100)	(6.3%)
101-4001-521.30-05	Office Supplies & Equip	5,346	4,719	7,000	7,000	7,000	0	0.0%
101-4001-521.30-50	Petroleum Products	142	111	200	200	100	(100)	(50.0%)
101-4001-521.32-80	Books	0	0	0	0	0	0	N/A
101-4001-521.33-05	Other Supplies	11,934	4,656	10,600	10,638	4,000	(6,638)	(62.4%)
	<b>Commodities</b>	<b>18,578</b>	<b>10,762</b>	<b>19,100</b>	<b>19,438</b>	<b>12,600</b>	<b>(6,838)</b>	<b>(35.2%)</b>
101-4001-521.40-40	Promote Economic Bus Dev	116,695	81,474	82,000	156,026	98,000	(58,026)	(37.2%)
101-4001-521.40-41	Discover Arlington	70,447	62,154	81,000	81,342	80,000	(1,342)	(1.6%)
101-4001-521.40-43	Zero Interest Loan Program	83,528	0	0	0	0	0	N/A
	<b>Other Charges</b>	<b>270,670</b>	<b>143,628</b>	<b>163,000</b>	<b>237,368</b>	<b>178,000</b>	<b>(59,368)</b>	<b>(25.0%)</b>
	<b>Total Planning</b>	<b>1,821,947</b>	<b>1,696,833</b>	<b>1,826,200</b>	<b>1,926,406</b>	<b>1,906,600</b>	<b>(19,806)</b>	<b>(1.0%)</b>

# PLANNING

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>SALARIES:</b>						
101-4001-521.10-01	Salaries	Salaries	1,075,000		1,110,500	
101-4001-521.18-01	Temporary Help	Temporary Help	8,000		9,200	
<b>TOTAL SALARIES</b>			<b>1,083,000</b>		<b>1,119,700</b>	
<b>FRINGE BENEFITS:</b>						
101-4001-521.19-01	Workers' Compensation	Workers' Compensation Insurance	2,900		3,000	
101-4001-521.19-05	Medical Insurance	Medical Insurance	200,600		211,900	
101-4001-521.19-10	IMRF	IMRF	143,500		147,000	
101-4001-521.19-11	Social Security	Social Security	67,500		70,000	
101-4001-521.19-12	Medicare	Medicare	16,600		17,100	
101-4001-521.19-23	Automobile Allowance	Automobile Allowance	4,800		4,800	
<b>TOTAL FRINGE BENEFITS</b>			<b>435,900</b>		<b>453,800</b>	
<b>CONTRACTUAL SERVICES:</b>						
101-4001-521.20-05	Professional Services	Contractual planning services	5,000		5,000	
		Laserfiche scanning ZBA/Design Comm.	20,000		28,000	
		Prior Year Encumbrance Carryover	15,000	40,000	0	33,000
101-4001-521.20-40	General Insurance	Liability and property insurance	7,200		7,300	
101-4001-521.21-02	Equipment Maintenance	Office equipment and computers	500		500	
101-4001-521.21-65	Other Services	Cell phone charges	1,200		1,200	
		Plan Commission transcribing	7,100		7,300	
		Prior Year Encumbrance Carryover	1,000	9,300	0	8,500
101-4001-521.22-01	Advertising	Plan Commission notices and other advertisements	3,300		3,000	
		Zoning Board of Appeals legal ads	3,200	6,500	3,000	6,000
101-4001-521.22-02	Dues	Dues	3,500		3,000	
101-4001-521.22-03	Training	APA Convention	3,000		3,000	
		Upper Mid-West Conference	1,000		1,000	
		State & local meetings, court, CMAP, etc.	1,700		1,500	
		Continuing education/certification	1,500	7,200	1,700	7,200
101-4001-521.22-05	Postage	Mailing charges including mailing costs for survey and marketing mailings	1,200		1,200	
101-4001-521.22-10	Printing	Reprint planning documents, reports, studies, etc.	2,000		2,000	
101-4001-521.22-15	Photocopying	Photocopies & supplies	900			
		Maintenance agreement Minolta BH362	1,500	2,400		2,500

# PLANNING

## GENERAL FUND

## EXPENDITURE DETAIL

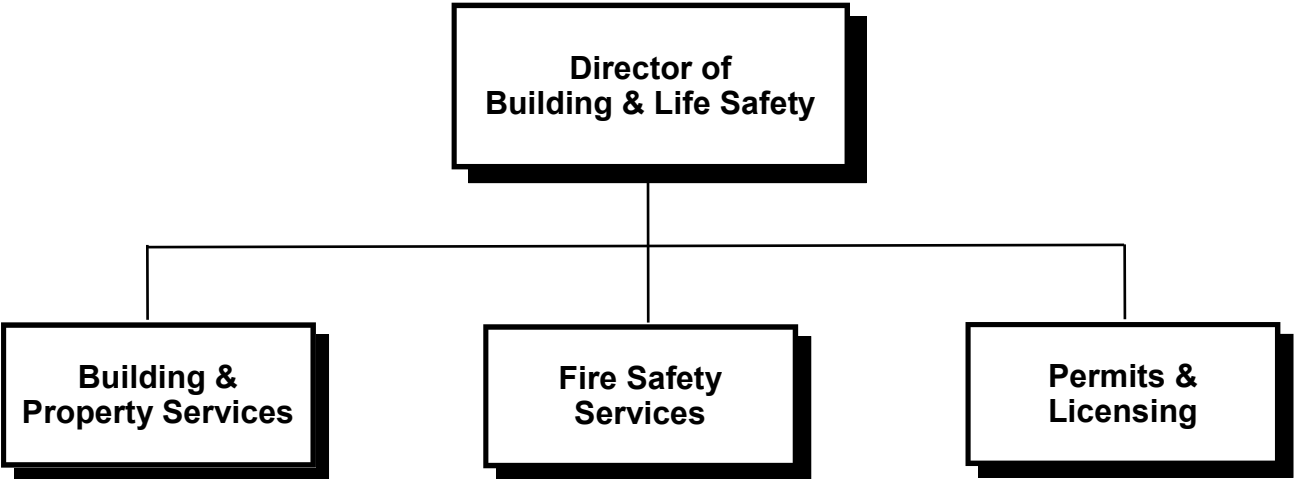
Account Number	Account Title	Description	Budget 2020		Budget 2021			
101-4001-521.22-25	IT/GIS Service Charge	Information Technology/GIS service charge	65,800		66,700			
101-4001-521.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge	5,100		4,600			
TOTAL CONTRACTUAL SERVICES			150,700		142,500			
COMMODITIES:								
101-4001-521.30-01	Publications/Periodicals	Miscellaneous publications	1,600		1,500			
101-4001-521.30-05	Office Supplies & Equip	Stationery, file folders, pens, drafting materials and supplies	7,000		7,000			
101-4001-521.30-50	Petroleum Products	Gasoline for department vehicle(s)	200		100			
101-4001-521.33-05	Other Supplies & Equip	Specialized software	2,000		3,000			
		Miscellaneous materials	1,000		1,000			
		Prior Year Encumbrance Carryover	7,638	10,638	0	4,000		
TOTAL COMMODITIES			19,438		12,600			
OTHER CHARGES:								
101-4001-521.40-40	Promote Econ & Business Development	Promote economic development meetings, expos, conference, workshop display, space, equipment and rental, Costar	14,000		17,500			
		Special targeted marketing project e.g. market segment retail - vacant store front, hotel concierge, direct mail target attractions	15,000		25,000			
		Business attraction/trade advertising	21,000		21,000			
		Trade shows	11,000		11,000			
		New marketing materials/re-print	10,000		11,000			
		Business Retention - open house, survey, Chamber of Commerce meetings	4,000		4,000			
		Chamber of Commerce funding	8,500		8,500			
		Small Business Development Project with Chamber of Commerce	54,500		0			
		Prior Year Encumbrance Carryover	18,026	156,026	0	98,000		
		101-4001-521.40-41	Discover Arlington	Discover Arlington Heights Program	70,000		80,000	
				Prior Year Encumbrance Carryover	11,342	81,342	0	80,000
TOTAL OTHER CHARGES			237,368		178,000			
TOTAL PLANNING			1,926,406		1,906,600			

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**BUILDING & LIFE SAFETY**

**(18.00 FTE)**

**ORGANIZATION STRUCTURE**



## **BUILDING & LIFE SAFETY**

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**The Building & Life Safety Department (B&LS) regulates Building Construction, Use, and Maintenance as well as interfaces with the Building Code Review Board.**

B&LS accomplishes regulation through a permitting process for construction, a licensing process for businesses, and a periodic inspection process for maintenance; use of buildings is verified during each of these processes.

### **PERMITTING PROCESS:**

- **Coordination:** B&LS receives applications for construction and special events permits, and routes documents to appropriate departments of the Village. Once approved, final plans are organized, fees are calculated, contractors' licensing is verified and permits are issued.
- **Plan Review:** Plans are reviewed for building code compliance. This includes, but is not necessarily limited to, structural integrity, use, exiting, electrical, plumbing, HVAC, elevators, and Fire Department access, fire sprinklers, and fire alarms. Also, new buildings are assigned street addresses which are communicated to multiple departments and agencies.
- **Inspections:** Site inspections validate code compliance for building, electrical, plumbing, HVAC, fire protection, elevators, and other systems.
- **Certificate of Occupancy:** New construction, major remodels, and change of use receive a certificate of occupancy once all work associated with a project has been completed and approved.

**BUSINESS LICENSING:** B&LS directly oversees licensing of construction contractors, verifying required licenses to perform particular types of work are current; also, the Department coordinates with the Village Clerk to perform plan review and inspection of proposed brick and mortar businesses within the Village.

**CODE ENFORCEMENT AND MAINTENANCE:** B&LS oversees code compliance and maintenance of buildings through several programs.

- **Periodic Business Inspections:** Fire Inspectors visit businesses on a periodic basis to assure they are operating in a safe manner.
- **Fire Systems Testing Monitoring:** The Department monitors fire life safety systems, such as fire sprinklers and fire alarms, that require periodic testing to assure their efficacy.
- **Elevator Inspection:** Elevators are inspected annually to assure they remain in safe operating condition.
- **General Code Enforcement:** Buildings and properties are visited on an as need basis to address property maintenance, work without permit, signage, emergency/disaster call-outs, and similar events.

**INTERFACE WITH BOARDS AND COMMISSIONS:** The Director's office interfaces with the Building Code Review Board (BCRB). The recommendations made by the BCRB and subsequently approved by the Village Board for buildings, structures, and premises are enforced.

- **Referrals and Support to the BCRB:** B&LS makes recommendations and provides support to the BCRB where applicants encounter unusual hardships in meeting the codes.
- **Code proposals for review by the BCRB:** B&LS analyzes code provisions and makes code change recommendations.

**2020 Accomplishments**

- Completed the conversion of all departmental Microfiche records to a digital format (Laserfiche).
- Digitized into Laserfiche, approximately ten years' worth of departmental hard copy construction related documents.
- Implemented an electronic permit application submittal process, whereby all building permit applications and supporting documentation are submitted and processed electronically.
- Developed and made available customer service surveys. The intent of the survey is to obtain customer feedback regarding all aspects of the permit process, ranging from permit intake, to final inspections. Surveys are available on the village's web site as well as, provided to permit applicants upon completion of a project.
- All permit application materials were updated in the first half of the year. Along with the updates, project type (sheds, fences, additions, remodeling, new construction, etc.) packets were developed and made available on the village web site.
- A building permit practices survey analysis was completed in the second quarter of the year. The survey was conducted by the village's Management Analysts Group. The Group surveyed 13 municipalities from the Northwest Municipal Conference in order to understand how those communities permitting processes compared with the Village's.
- In the process of conducting a permit fee comparison survey, to be completed by the end of the year. The intent of the survey is to compare the village's fees and fee structure to those of other neighboring/similar municipalities, in order to determine whether adjustments might be necessary.
- In the first quarter of the year all building codes were updated. This included the International Code Council (ICC) 2018 Code Series, National Electrical Code (NEC) 2017 Edition and various sections of the National Fire Protection Assoc. (NFPA) Code.

**2021 Strategic Priorities & Key Projects****1. Reorganization of Electronic Records into Centralized System****Strategic Priority: #3 Continue Improving Building and Life Safety Processes and Customer Service**

In 2020 a significant amount of existing paper and electronic records were scanned and incorporated into the Village-wide centralized system - Laserfiche. This process will continue in 2021 and include not only scanning building permit files, but also numerous sets of rolled plans that the department has been maintaining for some time. Efficiencies and consistency will be gained by all staff being able to quickly and easily access records for internal research and/or FOIA requests. As part of this process, due to COVID-19, new permit applications and supporting documentation will continue to be submitted and maintained electronically. Over-the-counter permits, will be immediately scanned by staff and thereby accessible electronically.

Project Lead: Permits Supervisor Michael Boyle

Project Completion: 4Q 2021



## **BUILDING & LIFE SAFETY**

(Continued)

### **2. Targeted Communication of Customer Service Improvements and Initiatives**

Strategic Priority: #3 Continue Improving Building and Life Safety Processes and Customer Service

Ongoing communication enhancements and initiatives will be a priority of the B&LS. This will include two significant enhancements as follows:

- Better formalize the customer service survey process. This would include surveys being mailed out from the Village Manager's Office upon completion of a building permit project. On a monthly basis B&LS would provide the Manager's Office with a list of names and addresses of completed projects from that month. In turn a survey would be mailed out (either electronically or by USPS) to the applicant, with a request that it be returned to the Manager's Office.
- B&LS Director and appropriate staff convene user services workshops with specific user groups – architects/design professionals, contractors, permit applicants – to obtain input related to their experience with the department. It is anticipated that a specific user group workshop could be held once a quarter.
- B&LS Director and/or Supervisors meet with appropriate staff from other village departments – Public Works, Planning & Community Development, Finance, Health & Human Services on a semi regular as need basis, to foster communication and better understanding of departmental related activities.

Project Lead: Director

Project Completion: 4Q 2020

### **3. Analyze Electronic Plan Review Potential**

Strategic Priority: #3 Continue Improving Building and Life Safety Processes and Customer Service

In exploration with the new ERP, evaluate the potential for implementing an electronic plan review management system. This will be done in conjunction with analysis of new permitting software.

Project Lead: Assistant Building Official Mark Fink

Project Completion: ERP Implementation

### **4. Evaluate New Permitting Software**

Strategic Priority: #3 Continue Improving Building and Life Safety Processes and Customer Service

In exploration with the new ERP, analyze new potential permitting software.

Project Lead: Director

Project Completion: ERP Implementation

### **5. Improve Building & Life Safety Department Web Page(s) Structure, Information, Etc.**

Strategic Priority: #3 Continue Improving Building and Life Safety Processes and Customer Service

Continue to update and keep current the B&LS web pages by restructuring and improving information. This includes existing handouts, checklists, applications, and all other information available to the public.

Project Lead: Permits Supervisor Michael Boyle

Project Completion: 4Q 2021

## **BUILDING & LIFE SAFETY**

(Continued)

### **6. Contractor Licensing Analysis and Updating**

Strategic Priority: #3 Continue Improving Building and Life Safety Processes and Customer Service

Analyze the purpose and need for Contractor Business Licenses. Analyze the revenue/operating cost impact of potential changes. Analysis should include coordination and input from the Finance Department. Recommend any amendments to the Village Board for its consideration.

Project Lead: Director

Project Completion: 4Q 2021

### **7. Bond Requirements Analysis and Modernizing**

Strategic Priority: #3 Continue Improving Building and Life Safety Processes and Customer Service

Analyze bonds currently required for driveways and right-of-way openings to determine if a more efficient system can be implemented. Analysis should include coordination and input from other departments – Public Works, Finance. Recommend any amendments to Village Board for its consideration.

Project Lead: Director

Project Completion: 2Q 2021

### **8. Critical Risk Assessment (CRA) and Community Risk Reduction (CRR) Plan Update**

Strategic Priority: #3 Continue Improving Building and Life Safety Processes and Customer Service

Evaluate the existing Critical Risk Assessment and if necessary, update the Community Risk Reduction Plan.

Project Lead: Fire Safety Supervisor Don Lay

Project Completion: 2Q 2021

### **Performance Measures**

		2017	2018	2019
Permit Applications	Residential	3,706	3,489	3,766
	Commercial	1,116	1,192	1,010
	<b>TOTAL:</b>	<b>4,822</b>	<b>4,681</b>	<b>4,776</b>
Permit Plan Reviews	Building/HVAC/Energy	3,150	3,146	3,936
	Electric	1,557	1,459	1,580
	Plumbing	849	769	822
	Fire Life Safety	286	285	253
	Fire Alarm	185	159	135
	Fire Suppression/Hood & Duct	5	55	3
	Structural Consultant	21	54	53
	Elevator Consultant	64	35	33
	<b>TOTAL:</b>	<b>6,117</b>	<b>5,962</b>	<b>6,815</b>

## BUILDING & LIFE SAFETY

(Continued)

### Performance Measures (con't)

		2017	2018	2019
Permit Inspections	Building	7,655	8,796	9,221
	Electric	2,841	2,930	2,993
	HVAC	832	1,024	1,079
	Plumbing	2,248	2,142	2,118
	Fire Systems	381	519	476
	<b>TOTAL:</b>	<b>13,957</b>	<b>15,411</b>	<b>15,887</b>
Fire Safety Inspections	Initial Periodic	1,397	1,219	1,676
	Re-inspection Periodic	620	523	653
	Sprinkler	-	111	103
	Alarm	-	170	199
	Business License	138	108	139
	Miscellaneous	891	1,044	922
	<b>TOTAL:</b>	<b>3,046</b>	<b>3,175</b>	<b>3,692</b>
Elevator Inspections	Annual Initial Inspections	468	486	474
	Annual Re-inspections	220	83	141
	Permit Initial Inspections	71	31	33
	Permit Re-inspections	25	8	23
	<b>TOTAL:</b>	<b>784</b>	<b>608</b>	<b>671</b>
	New Elevators	6	NA	10
Licenses	Contractor Renewals	999	1,869	1,700
	New Contractors	549	636	696
	<b>TOTAL:</b>	<b>1,548</b>	<b>2,505</b>	<b>2,396</b>
Citizen Contacts	FOIA Responses	631	627	600

## **BUILDING & LIFE SAFETY**

(Continued)

### **Three Year Comparison of Construction Values**

<b>Type of Permit</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
One- & Two-Family Structures: Alterations, Additions, & New Const.	\$63,757,703	\$50,325,067	\$53,756,553
Commercial & Multi-Family Structures: Alterations, Additions, & New Const.	\$100,158,568	\$109,953,360	\$140,251,289
Miscellaneous	\$13,306,501	\$11,020,309	\$11,463,907
<b>TOTAL:</b>	<b>\$177,222,772</b>	<b>\$171,298,736</b>	<b>\$205,471,749</b>

### **Revenue Generated by Permits and Licensing Fees**

<b>Type of Permit</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Construction Permit Fees	\$1,494,363	\$1,346,500	\$1,856,891
Business License Fees	\$709,917	\$695,000	\$637,785
<b>TOTAL:</b>	<b>\$2,204,780</b>	<b>\$2,043,518</b>	<b>\$2,494,676</b>
Operating Budget	\$2,399,443	\$2,623,400	\$2,612,800
Revenue/Budget	91.89%	77.90%	95.48%

# OPERATION SUMMARY

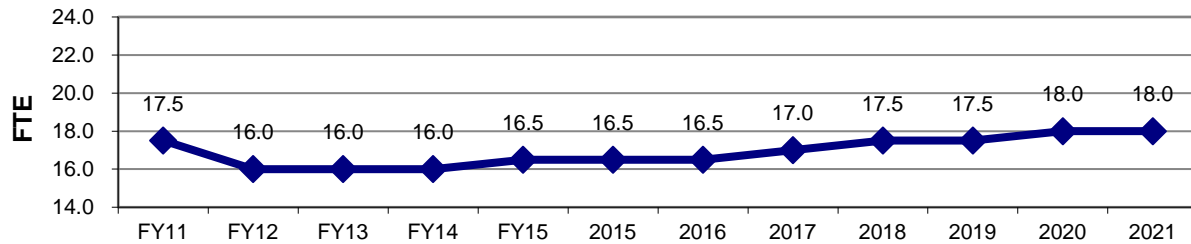
## BUILDING SERVICES

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E	17.50	17.50	18.00	18.00	18.00	0.00	0.0
Expenditures							
Personal Services	\$2,171,203	\$2,190,609	\$2,361,000	\$2,361,000	\$2,432,000	\$71,000	3.0%
Contractual Services	308,715	399,192	375,200	455,900	358,000	(97,900)	(21.5%)
Commodities	20,856	29,957	26,200	27,800	25,300	(2,500)	(9.0%)
Capital Items	812	11,695	5,000	5,000	0	(5,000)	(100.0%)
Total Expenditures	\$2,501,586	\$2,631,453	\$2,767,400	\$2,849,700	\$2,815,300	(\$34,400)	(1.2%)

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$2,500,774	\$2,619,758	\$2,762,400	\$2,844,700	\$2,815,300	(\$29,400)	(1.0%)
Capital Projects Fund	812	11,695	5,000	5,000	0	(5,000)	(100.0%)
Total Expenditures	\$2,501,586	\$2,631,453	\$2,767,400	\$2,849,700	\$2,815,300	(\$34,400)	(1.2%)

## STAFFING HISTORY



**BUILDING & LIFE SAFETY****General Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Director of Building Services	11	1.00	1.00	
Assistant Building Official	9	1.00	1.00	
Fire Safety Inspections Supervisor	8	1.00	1.00	
Permits Supervisor	5	1.00	1.00	
Building & Property Inspector	5	3.00	3.00	
Fire Safety Inspector	5	3.00	3.00	
Electrical Inspector	5	1.00	1.00	
Plumbing Inspector	5	1.00	1.00	
Plan Reviewer	4	1.00	1.00	
Permits, Inspect & Licensing Coord.	3	1.00	1.00	
Permits Technician	2	3.00	3.00	
Administrative Assistant	2	1.00	1.00	
<b>Total F-T-E</b>		<b>18.00</b>	<b>18.00</b>	<b>0.00</b>

**Building & Life Safety Department  
Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	18.00	18.00	0.00
<b>Total F-T-E All Funds</b>		<b>18.00</b>	<b>18.00</b>	<b>0.00</b>

# BUILDING & LIFE SAFETY

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-4501-523.10-01	Salaries	1,541,228	1,575,496	1,675,300	1,675,300	<b>1,753,700</b>	78,400	4.7%
101-4501-523.18-01	Temporary Help	1,896	3,102	2,500	2,500	<b>2,600</b>	100	4.0%
101-4501-523.18-05	Overtime Civilian	9,367	6,543	4,100	4,100	<b>4,200</b>	100	2.4%
	<b>Salaries</b>	<b>1,552,491</b>	<b>1,585,141</b>	<b>1,681,900</b>	<b>1,681,900</b>	<b>1,760,500</b>	<b>78,600</b>	<b>4.7%</b>
101-4501-523.19-01	Workers Compensation	44,400	45,300	46,200	46,200	<b>48,500</b>	2,300	5.0%
101-4501-523.19-05	Medical Insurance	264,100	284,800	294,600	294,600	<b>272,500</b>	(22,100)	(7.5%)
101-4501-523.19-10	IMRF	194,407	156,933	212,300	212,300	<b>220,400</b>	8,100	3.8%
101-4501-523.19-11	Social Security	93,855	95,987	101,300	101,300	<b>104,600</b>	3,300	3.3%
101-4501-523.19-12	Medicare	21,950	22,448	24,700	24,700	<b>25,500</b>	800	3.2%
	<b>Fringe Benefits</b>	<b>618,712</b>	<b>605,468</b>	<b>679,100</b>	<b>679,100</b>	<b>671,500</b>	<b>(7,600)</b>	<b>(1.1%)</b>
101-4501-523.20-05	Professional Services	21,262	94,886	45,000	103,900	<b>60,000</b>	(43,900)	(42.3%)
101-4501-523.20-35	Reimbursable Plan Reviews	33,285	61,821	30,000	35,000	<b>35,000</b>	0	0.0%
101-4501-523.20-40	General Insurance	12,800	12,900	13,000	13,000	<b>13,100</b>	100	0.8%
101-4501-523.21-02	Equipment Maintenance	15	0	600	600	<b>600</b>	0	0.0%
101-4501-523.21-65	Other Services	69,736	56,649	117,000	126,300	<b>67,500</b>	(58,800)	(46.6%)
101-4501-523.22-02	Dues	1,178	1,621	2,000	2,200	<b>2,500</b>	300	13.6%
101-4501-523.22-03	Training	11,023	8,892	5,000	12,000	<b>12,000</b>	0	0.0%
101-4501-523.22-05	Postage	3,221	3,914	2,500	2,500	<b>2,800</b>	300	12.0%
101-4501-523.22-10	Printing	6,307	6,571	7,000	7,000	<b>7,500</b>	500	7.1%
101-4501-523.22-15	Photocopying	3,188	3,338	3,300	3,600	<b>3,300</b>	(300)	(8.3%)
101-4501-523.22-25	IT/GIS Service Charge	97,300	95,600	100,500	100,500	<b>101,800</b>	1,300	1.3%
101-4501-523.22-37	Vehicle/Equip Lease Charge	49,400	53,000	49,300	49,300	<b>51,900</b>	2,600	5.3%
	<b>Contractual Services</b>	<b>308,715</b>	<b>399,192</b>	<b>375,200</b>	<b>455,900</b>	<b>358,000</b>	<b>(97,900)</b>	<b>(21.5%)</b>
101-4501-523.30-01	Publications Periodicals	2,367	3,782	3,500	2,500	<b>3,000</b>	500	20.0%
101-4501-523.30-05	Office Supplies & Equip	8,176	16,305	15,000	15,000	<b>13,000</b>	(2,000)	(13.3%)
101-4501-512.30-35	Clothing	1,917	3,121	2,500	2,500	<b>3,000</b>	500	20.0%
101-4501-523.30-50	Petroleum Products	7,253	6,276	5,000	7,600	<b>6,100</b>	(1,500)	(19.7%)
101-4501-523.33-05	Other Supplies	1,143	473	200	200	<b>200</b>	0	0.0%
	<b>Commodities</b>	<b>20,856</b>	<b>29,957</b>	<b>26,200</b>	<b>27,800</b>	<b>25,300</b>	<b>(2,500)</b>	<b>(9.0%)</b>
<b>Total Building &amp; Life Safety</b>		<b>2,500,774</b>	<b>2,619,758</b>	<b>2,762,400</b>	<b>2,844,700</b>	<b>2,815,300</b>	<b>(29,400)</b>	<b>(1.0%)</b>

# BUILDING & LIFE SAFETY

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
101-4501-541.10-01	Salaries	Salaries	1,675,300	1,753,700
101-4501-541.18-01	Temporary Help	On-call inspectors, summer interns, and data entry	2,500	2,600
101-4501-541.18-05	Overtime Civilian	Overtime Civilian	4,100	4,200
	<b>TOTAL SALARIES</b>		<b>1,681,900</b>	<b>1,760,500</b>
<b>FRINGE BENEFITS:</b>				
101-4501-541.19-01	Workers' Compensation	Workers' Compensation Insurance	46,200	48,500
101-4501-541.19-05	Medical Insurance	Medical Insurance	294,600	272,500
101-4501-541.19-10	IMRF	IMRF	212,300	220,400
101-4501-541.19-11	Social Security	Social Security	101,300	104,600
101-4501-541.19-12	Medicare	Medicare	24,700	25,500
	<b>TOTAL FRINGE BENEFITS</b>		<b>679,100</b>	<b>671,500</b>
<b>CONTRACTUAL SERVICES:</b>				
101-4501-541.20-05	Professional Services	Contractual services	103,900	60,000
101-4501-541.20-35	Reimbursable Plan Reviews	Contractual reviews of building plans for fire, structural and other code requirements	35,000	35,000
101-4501-541.20-40	General Insurance	Liability and property insurance	13,000	13,100
101-4501-541.21-02	Equipment Maintenance	Office equipment & computers	600	600
101-4501-541.21-65	Other Services	Digital scanning of building, sign, fence and air-conditioning permits	27,000	30,000
		Cell phone and wireless charges (upgrade to SMART phones, new iPads)	12,000	9,000
		Firehouse Inspector - App for iPad	500	0
		Board-ups, fences and property cleanups	1,800	1,500
		Elevator inspections	30,000	27,000
		Prior Year Encumbrance Carryover	55,000	0
			126,300	67,500
101-4501-541.22-02	Dues	Dues	2,200	2,500
101-4501-541.22-03	Training	Conferences, training & seminars	10,000	10,000
		Metro travel, tolls, court, etc.	500	500
		Miscellaneous (Supervision, Administration)	1,500	1,500
			12,000	12,000
101-4501-541.22-05	Postage	Mailing business licenses, building & code related communications, sign, electrical & misc. correspondence	2,500	2,800
101-4501-541.22-10	Printing	Misc. forms, cards, stickers, placards, and licenses	7,000	7,500



# BUILDING & LIFE SAFETY

## GENERAL FUND

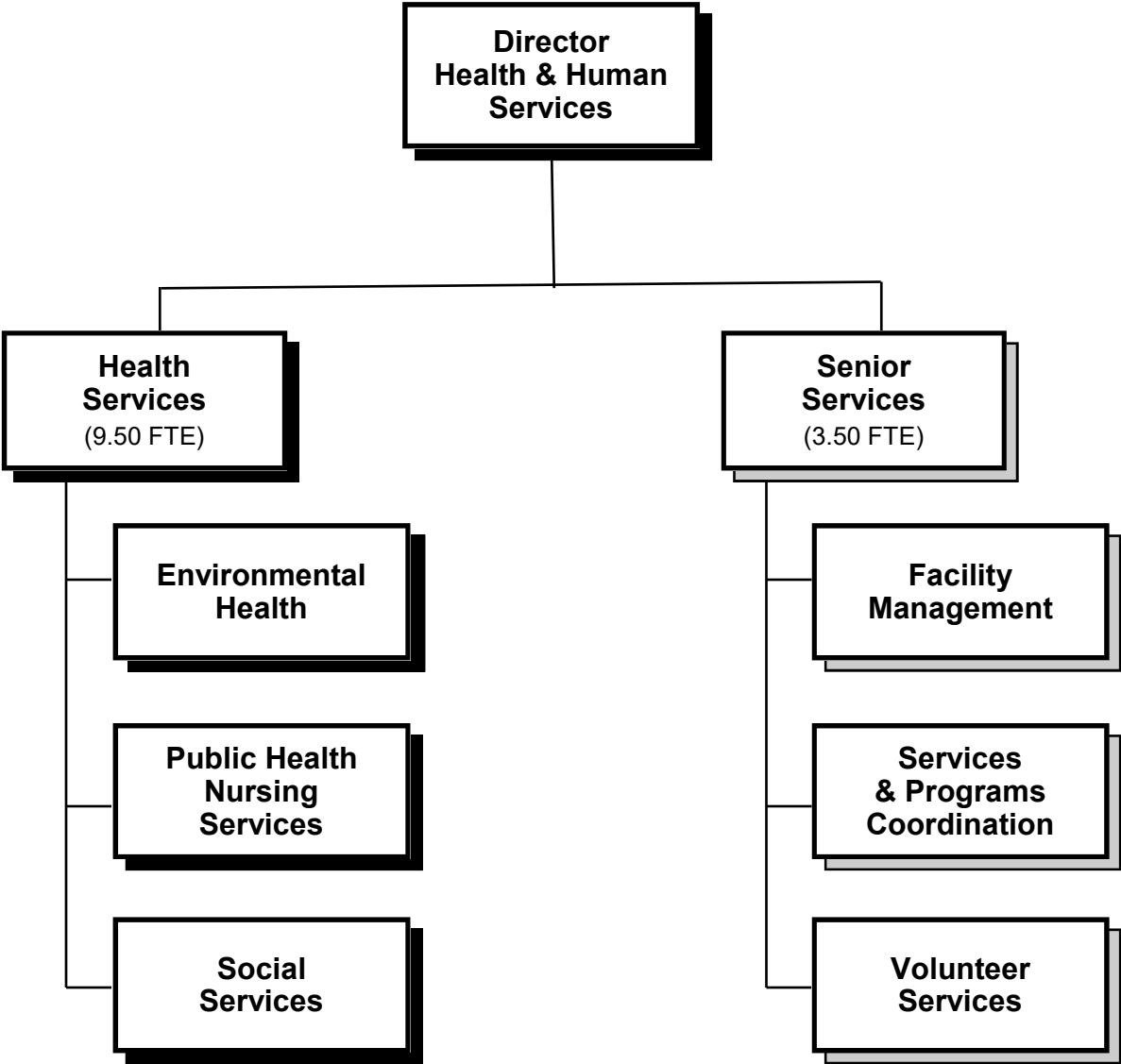
## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-4501-541.22-15	Photocopying	Photocopies & supplies	2,000		2,000	
		Maintenance agreement Xerox 5150	1,000		600	
		Maintenance agreement Minolta 160	400		0	
		Maintenance agreement Xerox WC4118X	200	3,600	700	3,300
101-4501-541.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		100,500		101,800
101-4501-541.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		49,300		51,900
<b>TOTAL CONTRACTUAL SERVICES</b>				<b>455,900</b>		<b>358,000</b>
<b>COMMODITIES:</b>						
101-4501-541.30-01	Publications/Periodicals	Miscellaneous publications	1,100		1,500	
		Online subscription to NFPA codes	1,400	2,500	1,500	3,000
101-4501-541.30-05	Office Supplies & Equip	Miscellaneous equipment and supplies	9,000		10,000	
		Electronic plan review monitors	6,000	15,000	3,000	13,000
101-4501-541.30-35	Clothing	Clothing, Shoes, Outerware		2,500		3,000
101-4501-541.30-50	Petroleum Products	Gasoline for department vehicle(s)		7,600		6,100
101-4501-541.33-05	Other Supplies & Equip	Safety equipment, tools, etc.		200		200
<b>TOTAL COMMODITIES</b>				<b>27,800</b>		<b>25,300</b>
<b>TOTAL BUILDING &amp; LIFE SAFETY</b>				<b>2,844,700</b>		<b>2,815,300</b>

**HEALTH & HUMAN SERVICES**

**(13.00 FTE)**

**ORGANIZATION STRUCTURE**



# DEPARTMENT SUMMARY

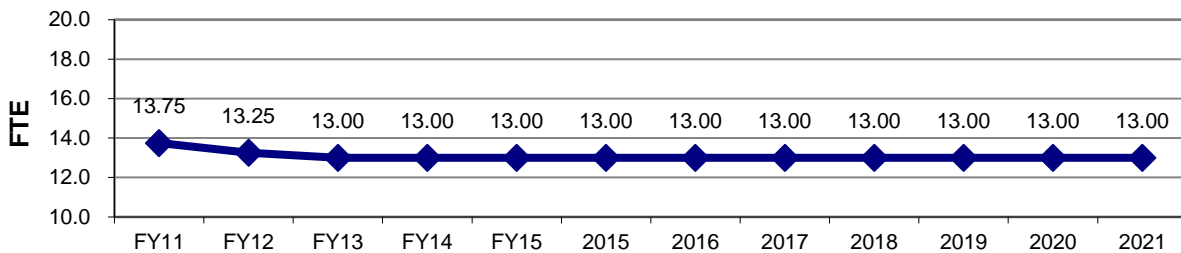
## HEALTH & SENIOR SERVICES

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E							
Health Services	9.50	9.50	9.50	9.50	9.50	0.00	0.00
Senior Services	3.50	3.50	3.50	3.50	3.50	0.00	0.00
Total F-T-E	13.00	13.00	13.00	13.00	13.00	0.00	0.00
Expenditures							
Personal Services	\$1,801,672	\$1,835,440	\$1,917,900	\$1,924,800	\$1,995,300	\$70,500	3.7%
Contractual Services	247,683	278,140	293,200	302,000	298,900	(3,100)	(1.0%)
Commodities	59,079	53,135	67,400	79,560	71,700	(7,860)	(9.9%)
Other Charges	78,402	73,282	139,100	130,000	105,000	(25,000)	(19.2%)
Capital Items	2,570	0	5,000	5,000	5,000	0	0.0%
Total Expenditures	\$2,189,406	\$2,239,997	\$2,422,600	\$2,441,360	\$2,475,900	\$34,540	1.4%

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund - Health Services	1,656,687	1,687,437	1,803,200	1,814,600	1,849,500	\$34,900	1.9%
General Fund - Senior Services	530,149	552,560	614,400	621,760	621,400	(\$360)	(0.1%)
Capital Projects Fund	2,570	0	5,000	5,000	5,000	\$0	0.0%
Total Expenditures	\$2,189,406	\$2,239,997	\$2,422,600	\$2,441,360	\$2,475,900	\$34,540	1.4%

## STAFFING HISTORY



# HEALTH & HUMAN SERVICES

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**Health & Human Services addresses the physical, environmental and social needs of the community through the divisions described below:**

## **Environmental Health Services**

Three Licensed Environmental Health Practitioners monitor and inspect commercial, institutional and industrial sites, public food establishments, day care facilities and swimming pools, handle nuisance complaints, and perform other types of inspections as needed. This division also manages and/or implements: the weed cutting program, well water, radon testing, and foodservice education, Employee Right-To-Understand program regarding use of hazardous chemicals by Village employees, and solid waste (refuse, recycling, and landscape waste) issues.

## **Nursing Services**

Two registered nurses provide a Home Visit Program, day care inspections serving as consultants, various low-cost health screening clinics, and influenza vaccination. Nursing Services also provides CPR and AED instruction support for the Fire Department and community, blood borne pathogen training for Police, Fire, and Public Works custodians, and health education classes for Village employees, and information and referral services for the community. A close working relationship is maintained with our local hospitals, area municipalities, County and State government bodies and the Medical Reserve Corps Coordinator for disaster preparedness and communicable disease outbreaks. Vision and Hearing screening is provided to our parochial schools, as they do not have nurses IDPH certified in these screenings. First aid and blood pressure screenings are provided at community events requesting these services. Skilled nursing visits are provided to our residents that are homebound to allow them to remain in their homes for as long as possible. The Supervising Nurse also serves as Village Designated Infection Control Officer (DICO) for First Responder disease exposures.

## **Social Services**

The Social Services Division is responsible for providing disability and social services to our residents. The division consists of a Social Services Coordinator, Disability Services Coordinator, and Office Assistant.

The Disability Services Coordinator (DSC) acts as the Village's Americans with Disabilities Act (ADA) Compliance Coordinator and as a community resource related to disability issues. The division works to ensure all Village programs, services, activities, and modes of communication are accessible to persons with disabilities. As a community resource on disability issues the DSC keeps current on Federal, State, and Local programs and services that benefit persons with disabilities and their families. The DSC also is a community resource to businesses regarding accessibility requirements of the ADA, Illinois Accessibility Code, Federal Fair Housing Amendments Act as well as local laws and ordinances. The DSC provides information and referrals to residents. Additionally, the DSC coordinates the Emergency 9-1-1 Registration, Vehicle Sticker Discount Program, and the Low-Income Refuse Discount Program.

The Social Services Coordinator (SSC) evaluates, recommends, and coordinates social service programs for the Village. The SSC oversees the Emergency Assistance Fund and provides additional resources to residents struggling with financial health. Additionally, the SSC provides mental health services through holistic assessment, referrals, and when appropriate offers brief-strategic therapy. The SSC oversees the Counseling Subsidy Program, which provides sliding scale subsidy for mental health services with the intention of increasing health equity. The SSC performs crisis intervention services at the request of the Police & Fire Departments. Other services administered through the Social Services Division include the Children at Play Scholarship Program, the Arlington Heights Park District Scholarship Program, the Arlington Heights Ministerial Association Emergency Fund, the Salvation Army Service Extension Fund, the Village Holiday Assistance Program, and the Village Emergency Assistance Fund. The SSC acts as coordinator for Access to Care, the Nicor Share Program, and the Parish Emergency Assistance Resource (PEAR). The SSC is also the Liaison to Arlington Cares, NFP that fundraises for the Emergency Assistance Fund.

## Additional Services

Health & Human Services staff provides liaison support for the Board of Health, Environmental Commission, Commission for Citizens with Disabilities, and Youth Commission.

## 2020 Accomplishments

- To date, extremely proud of how staff in all divisions have responded to the pandemic and assisted the residents and business owners/managers of our community.
- Consultation continues to be provided by Mary Sterrenberg, Supervising Nurse, to employees and/or their Directors regarding COVID-19 exposure, or in direct contact of someone infected with the virus, to determine isolation or quarantine requirements.
- To assist the Cook County Department of Public Health with the daunting task of contact tracing, both Mary Sterrenberg and Lindsay Dohse, Community Health Nurse, completed contact tracing certification. To date, they are in the process of becoming proficient in the databases used and have started the necessary training. Their participation will also help provide reassurance to our residents when they hear from a Village Nurse for contact tracing related to the virus.
- All Wellness Clinics closed on March 18<sup>th</sup>. For those patrons with regularly scheduled vital services such as blood sample labs or injections, we were able to have those treatments done by appointment only. Once Phase 4 of Restore Illinois was implemented, Clinic services were expanded to resume TB skin testing and adult vaccinations. To minimize the time spent by residents in our department, an online consent form was developed, thanks to the assistance of Sara Fitzgibbons and Nancy Kluz of the Village Manager's Office.
- Home visits were also reduced to see only those residents with vital services needed. Wellbeing checks were on hold, but the nurses called these residents each month to ensure their needs were being met and to trouble shoot where necessary. Letters were mailed to all home visits providing guidance on how to manage sheltering at home. Once Phase 4 was implemented, home visits were expanded to wellbeing visits, if the resident felt a visit was needed.
- Also during this period, Mary Sterrenberg and Sheila Whiteside, "On Call" nurse, were able to renew their Vision and Hearing Screening Certification through the Illinois Department of Public Health.
- In response to the economic impact of Covid-19, much of the work of the Social Services Division has focused on providing resources and financial assistance to our residents in need. Since the crisis began, we have experienced a 90 % increase in applications for financial assistance. An on-line application was created so residents did not have to visit our department to complete this part of the process.
- The Social Services Coordinator, Nicole Espinoza worked with Arlington Cares, NFP to obtain additional resources for our Emergency Assistance Fund during this challenging time. In addition, she worked with Nora Boyer, Housing Planner, on ways to allocate CDBG Funds for rent assistance.
- The Social Services Coordinator provided brief, therapeutic interventions over the phone to residents to address emotional challenges of life during COVID-19, including anxiety and isolation. The Coordinator also collaborated with the Police and Fire Departments on crisis calls in the community. In addition, residents that qualified were referred to our Counseling Subsidy program for further assistance. In 2020, one new psychiatric partner was added to our Counseling Subsidy Program to help provide access to affordable psychiatric care for our residents.
- During the pandemic there has been an interest from residents in volunteering. One avenue for volunteers has been joining the Arlington Heights Medical Reserve Corps. David Robb, Disability Services Coordinator, added all new MRC Volunteers to the MRC Database and MRC email list based on specified levels of involvement.
- Environmental Health staff distributed special mailings in response to COVID-19. These mailings went to food service establishments and swimming pool facilities to notify managers/owners of changes in the different phases of Restore Illinois.

# HEALTH & HUMAN SERVICES

(Continued)

- Environmental Health staff was responsible for responding to a large variety of complaints and/or general questions related to COVID-19 and the phases of Restore Illinois initiated by the Governor's Office.
- The current Single-family Solid Waste Contract with Groot Industries expires on March 31, 2021. Environmental Health staff prepared a Request for Proposal and initiated the process to obtain a licensed refuse hauler for a new 5 year or possibly 7 year contract.
- In order to stay current with the ever changing COVID-19 data and guidance, staff has participated in weekly conference calls and webinars.

## 2021 Strategic Priorities and Key Projects

### 1. **Single-family Solid Waste Contract Transition**

#### Staff Generated Project

Take the necessary steps to help assure a seamless transition to the next Single-Family Solid Waste Contract, which will become effective on April 1, 2021.

Project Lead: Health & Human Services Director and Environmental Health Officers  
Project Completion 4Q 2021

### 2. **COVID-19 Response**

#### Staff Generated Project

Continue to monitor, prepare for, and act upon ongoing and newly emerging information related to COVID-19 to properly assist our residents and business owners/managers.

Project Lead: Health & Human Services Director  
Project Completion 4Q 2021

### 3. **Mental Health First Aid Training**

#### Staff Generated Project

Provide Mental Health First Aid trainings. Teach courses and encourage staff participation.

Project Lead: Social Services Coordinator  
Project Completion 4Q 2021

# HEALTH & HUMAN SERVICES

(Continued)

## Performance Measures

	2017	2018	2019
1. Routine In-Service Food Service Inspections:			
High Risk	312	333	305
Medium Risk	254	249	259
Low Risk	62	47	51
Seasonal Inspections	75	69	*31
Total Inspections	703	698	646
Total Re-Inspections	224	176	**141
Temporary Food Inspections	240	261	199

\*Seasonal Inspections primarily include Park District concession stands and all food service operations at Arlington Park. Prior to 2019, there were 22 inspection sites at Arlington Park (i.e. different kitchens, bars, etc.). In 2019, the new Executive Chef requested that the different inspection sites be grouped together by each manager. This grouping created a count of 7 inspections per visit rather than 22, even though 22 were inspected.

\*\*Total re-inspections took longer due to the new food code. Certain items in the old food code were considered critical, which required re-inspections. Since the new food code eliminated certain items that were considered critical, the Health Officers did not have to go back out for a re-inspection.

2. Routine Swimming Pool/Spa Inspections:	484	462	*447
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\*The pool inspection numbers were lower in 2019 partially due to the construction of the Arlington Ridge Center, which closed 3 pools for several months.

3. Routine Day Care Inspections	39	30	36
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4. *Nursing Services In-Home Visits	1,391	851	773
INR	486	292	255
Injections	103	87	63
Blood Pressure Readings	1,391	851	773
Pulse Oximeter	1,189	712	597

\*The Community Health Nurse was hired in June. Medicare reimbursement to home care agencies outside municipalities has expanded.

5. Influenza vaccine	332	342	359
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6. *Clinic Services:			
Diabetic Screenings	194	227	217
INR	103	90	73
Injections	35	34	63
Blood Pressure Readings	2,496	2,318	2,139
Pulse Oximeter	2,259	2,186	1,772
Cholesterol Screenings	240	178	163
TB Skin Tests	163	176	140
Community Events - blood pressure/body fat analysis	446	69	494
Total Clinical Services	5,936	5,595	5,061

\* The Community Health Nurse was hired in June. Home monitoring equipment has expanded, TB skin tests are no longer a requirement for some employers as they had been in the past, and INR testing is done for clients taking warfarin, which is now being replaced with an alternative anti-coagulant medication.

# HEALTH & HUMAN SERVICES

(Continued)

## Performance Measures (cont.)

	2017	2018	2019
7. Park District Scholarship Program:			
Total Applications	103	108	84
Portion of applications for Children at Play (CAP)	18	17	12
8. Emergency Assistance Fund:			
Households Served	325	408	562
Total Expenditures	\$53,168	\$52,558	\$56,305
9. Holiday Assistance Program – Total Households Served	40	58	63
10. *Mental Health Services			
Crisis Interventions	n/a	238	157
Resource Referral	n/a	394	474
Counseling Subsidy Intakes	n/a	29	34
Therapeutic Interventions	n/a	178	108
Community Addiction Recovery Effort (CARE)	n/a	n/a	94
Mental Health First Aid Training	n/a	9	69
<p>*Two services were added and because of this enhancement in services, time spent on other mental health services was spread among these two new categories.</p> <p>CARE: The program provides assistance to those experiencing substance use disorder through a grant.</p> <p>MHFA: The Social Services Coordinator was teaching Mental Health First Aid to the police force once a week for 10 weeks.</p> <p>In 2019, the Social Services Coordinator was on maternity leave and since this is the only social worker, therapeutic interventions and crisis interventions were not conducted during her 6 week leave.</p>			
11. Taxi Subsidy Rides	261	141	101



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# OPERATION SUMMARY

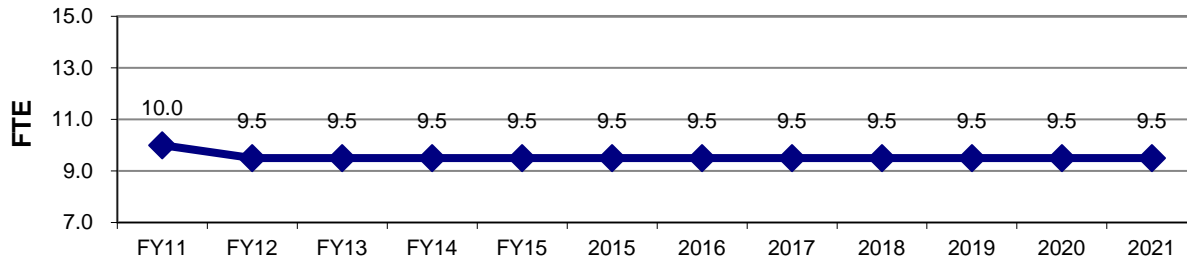
## HEALTH SERVICES

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E	9.50	9.50	9.50	9.50	9.50	0.00	0.0%
Expenditures							
Personal Services	\$1,373,038	\$1,385,200	\$1,426,800	\$1,430,500	\$1,492,800	\$62,300	4.4%
Contractual Services	162,097	195,623	203,900	209,400	207,300	(2,100)	(1.0%)
Commodities	43,150	33,332	33,400	44,700	44,400	(300)	(0.7%)
Other Charges	78,402	73,282	139,100	130,000	105,000	(25,000)	(19.2%)
Capital Items	2,570	0	5,000	5,000	0	(5,000)	(100.0%)
Total Expenditures	\$1,659,257	\$1,687,437	\$1,808,200	\$1,819,600	\$1,849,500	\$29,900	1.6%

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$1,656,687	\$1,687,437	\$1,803,200	\$1,814,600	\$1,849,500	\$34,900	1.9%
Capital Projects Fund	2,570	0	5,000	5,000	0	(5,000)	(100.0%)
Total Expenditures	\$1,659,257	\$1,687,437	\$1,808,200	\$1,819,600	\$1,849,500	\$29,900	1.6%

## STAFFING HISTORY



# HEALTH SERVICES

# General Fund

## PERSONNEL SUMMARY

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Director of Health & Human Services	11	1.00	1.00	
Nursing Supervisor	8	1.00	1.00	
Social Services Coordinator	7	1.00	1.00	
Environmental Health Practitioner	6	3.00	3.00	
Community Health Nurse	6	0.50	0.50	
Disability Services Coordinator	5	1.00	1.00	
Administrative Assistant	2	1.00	1.00	
Social Services Case Worker	2	0.00	1.00	1.00
Office Assistant	1	1.00	0.00	(1.00)
<b>Total F-T-E</b>		<b>9.50</b>	<b>9.50</b>	<b>0.00</b>

## Health & Senior Services Department Cross Reference to All Funds

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund			
	Health & Human Services			
	Health Services	9.50	9.50	
	Senior Services	3.50	3.50	
	<b>Total F-T-E All Funds</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00</b>

# HEALTH SERVICES

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-7001-541.10-01	Salaries	966,986	1,008,630	1,016,200	1,016,200	1,057,900	41,700	4.1%
101-7001-541.18-01	Temporary Help	9,388	9,593	11,000	14,200	14,500	300	2.1%
101-7001-541.18-05	Overtime Civilian	817	0	300	300	300	0	0.0%
	<b>Salaries</b>	<b>977,191</b>	<b>1,018,223</b>	<b>1,027,500</b>	<b>1,030,700</b>	<b>1,072,700</b>	<b>42,000</b>	<b>4.1%</b>
101-7001-541.19-01	Workers Compensation	18,400	18,800	19,200	19,200	20,200	1,000	5.2%
101-7001-541.19-05	Medical Insurance	184,200	172,300	185,300	185,300	197,500	12,200	6.6%
101-7001-541.19-10	IMRF	122,529	101,660	121,900	121,900	125,700	3,800	3.1%
101-7001-541.19-11	Social Security	57,238	60,042	58,100	58,500	61,100	2,600	4.4%
101-7001-541.19-12	Medicare	13,480	14,175	14,800	14,900	15,600	700	4.7%
	<b>Fringe Benefits</b>	<b>395,847</b>	<b>366,977</b>	<b>399,300</b>	<b>399,800</b>	<b>420,100</b>	<b>20,300</b>	<b>5.1%</b>
101-7001-541.20-25	Counseling Services	27,306	40,812	45,000	35,600	35,600	0	0.0%
101-7001-541.20-40	General Insurance	20,300	20,500	20,700	20,700	20,900	200	1.0%
101-7001-541.21-02	Equipment Maintenance	1,488	490	700	2,000	2,000	0	0.0%
101-7001-541.21-10	Property Maintenance	13,215	13,880	11,000	17,000	17,000	0	0.0%
101-7001-541.21-65	Other Services	4,058	6,255	5,600	6,400	6,400	0	0.0%
101-7001-541.22-02	Dues	2,031	961	2,000	2,400	2,400	0	0.0%
101-7001-541.22-03	Training	2,715	3,901	1,000	5,200	5,200	0	0.0%
101-7001-541.22-05	Postage	1,937	1,108	2,500	2,500	2,500	0	0.0%
101-7001-541.22-10	Printing	821	597	500	1,000	1,000	0	0.0%
101-7001-541.22-15	Photocopying	2,726	2,619	2,600	2,600	2,600	0	0.0%
101-7001-541.22-25	IT/GIS Service Charge	54,100	70,400	74,800	74,800	75,900	1,100	1.5%
101-7001-541.22-37	Vehicle/Equip Lease Charge	31,400	34,100	36,800	36,800	33,400	(3,400)	(9.2%)
101-7001-541.22-40	Taxi Service Subsidy	0	0	700	2,400	2,400	0	0.0%
	<b>Contractual Services</b>	<b>162,097</b>	<b>195,623</b>	<b>203,900</b>	<b>209,400</b>	<b>207,300</b>	<b>(2,100)</b>	<b>(1.0%)</b>
101-7001-541.30-01	Publications Periodicals	589	602	800	1,000	1,000	0	0.0%
101-7001-541.30-05	Office Supplies & Equip	3,482	4,983	5,000	6,200	6,200	0	0.0%
101-7001-541.30-35	Clothing	1,045	995	500	1,000	1,000	0	0.0%
101-7001-541.30-50	Petroleum Products	1,521	1,381	1,600	1,600	1,300	(300)	(18.8%)
101-7001-541.33-05	Other Supplies	19,479	10,223	10,500	11,700	11,700	0	0.0%
101-7001-541.33-10	Wellness Program Supplies	17,034	15,148	15,000	23,200	23,200	0	0.0%
	<b>Commodities</b>	<b>43,150</b>	<b>33,332</b>	<b>33,400</b>	<b>44,700</b>	<b>44,400</b>	<b>(300)</b>	<b>(0.7%)</b>
101-7001-541.40-53	A H Emergency Assistance	40,000	40,000	40,000	40,000	40,000	0	0.0%
101-7001-541.40-57	A H Emergency Asst Donations	3,725	5,800	55,000	45,000	20,000	(25,000)	(55.6%)
101-7001-541.40-60	Rental Housing Assistance Prog	15,000	15,000	15,000	15,000	15,000	0	0.0%
101-7001-541.40-61	MRC Capacity Building Award	25	1,450	100	1,000	1,000	0	0.0%
101-7001-541.41-16	CAP Program	19,652	11,032	29,000	29,000	29,000	0	0.0%
	<b>Other Charges</b>	<b>78,402</b>	<b>73,282</b>	<b>139,100</b>	<b>130,000</b>	<b>105,000</b>	<b>(25,000)</b>	<b>(19.2%)</b>
<b>Total Health Services</b>		<b>1,656,687</b>	<b>1,687,437</b>	<b>1,803,200</b>	<b>1,814,600</b>	<b>1,849,500</b>	<b>34,900</b>	<b>1.9%</b>

# HEALTH SERVICES

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>SALARIES:</b>						
101-7001-541.10-01	Salaries	Salaries	1,016,200		1,057,900	
101-7001-541.18-01	Temporary Help	Temporary Help (part-time nurses, holiday assistance, summer environmental health intern)	14,200		14,500	
101-7001-541.18-05	Overtime	Overtime	300		300	
<b>TOTAL SALARIES</b>			<b>1,030,700</b>		<b>1,072,700</b>	
<b>FRINGE BENEFITS:</b>						
101-7001-541.19-01	Workers' Compensation	Workers' Compensation Insurance	19,200		20,200	
101-7001-541.19-05	Medical Insurance	Medical Insurance	185,300		197,500	
101-7001-541.19-10	IMRF	IMRF	121,900		125,700	
101-7001-541.19-11	Social Security	Social Security	58,500		61,100	
101-7001-541.19-12	Medicare	Medicare	14,900		15,600	
<b>TOTAL FRINGE BENEFITS</b>			<b>399,800</b>		<b>420,100</b>	
<b>CONTRACTUAL SERVICES:</b>						
101-7001-541.20-25	Counseling Services	Counseling services for youth, seniors, and low income residents	35,600		35,600	
101-7001-541.20-40	General Insurance	Liability and property insurance	20,700		20,900	
101-7001-541.21-02	Equipment Maintenance	Medical equipment, radon equipment, vision & hearing units, sound meter, 3 defibrillators, etc.	2,000		2,000	
101-7001-541.21-10	Property Maintenance	Weed cutting and lot clearing	14,300		14,300	
		Property search software subscription	2,700	17,000	2,700	17,000
101-7001-541.21-65	Other Services	Cell phone/iPad service charges	4,000		4,000	
		Water testing	500		500	
		Sign language Interpreting services	1,500		1,500	
		Nursing fax subscription	400	6,400	400	6,400
101-7001-541.22-02	Dues	Dues	2,400		2,400	
101-7001-541.22-03	Training	Nursing Seminars	500		500	
		IEHA, North Chapter Conference (4)	500		500	
		IEHA, State Conference (3)	1,200		1,200	
		IDPH Preparedness Summit (3)	400		400	
		Anderson Pest Control Conference (4)	200		200	
		IPHA (2)	700		700	
		Disability & Social Services				
		conferences, seminars and meetings	500		500	
		Director/Clerical training	500		500	
		Mileage for personal vehicles	700	5,200	700	5,200

# HEALTH SERVICES

## GENERAL FUND

## EXPENDITURE DETAIL

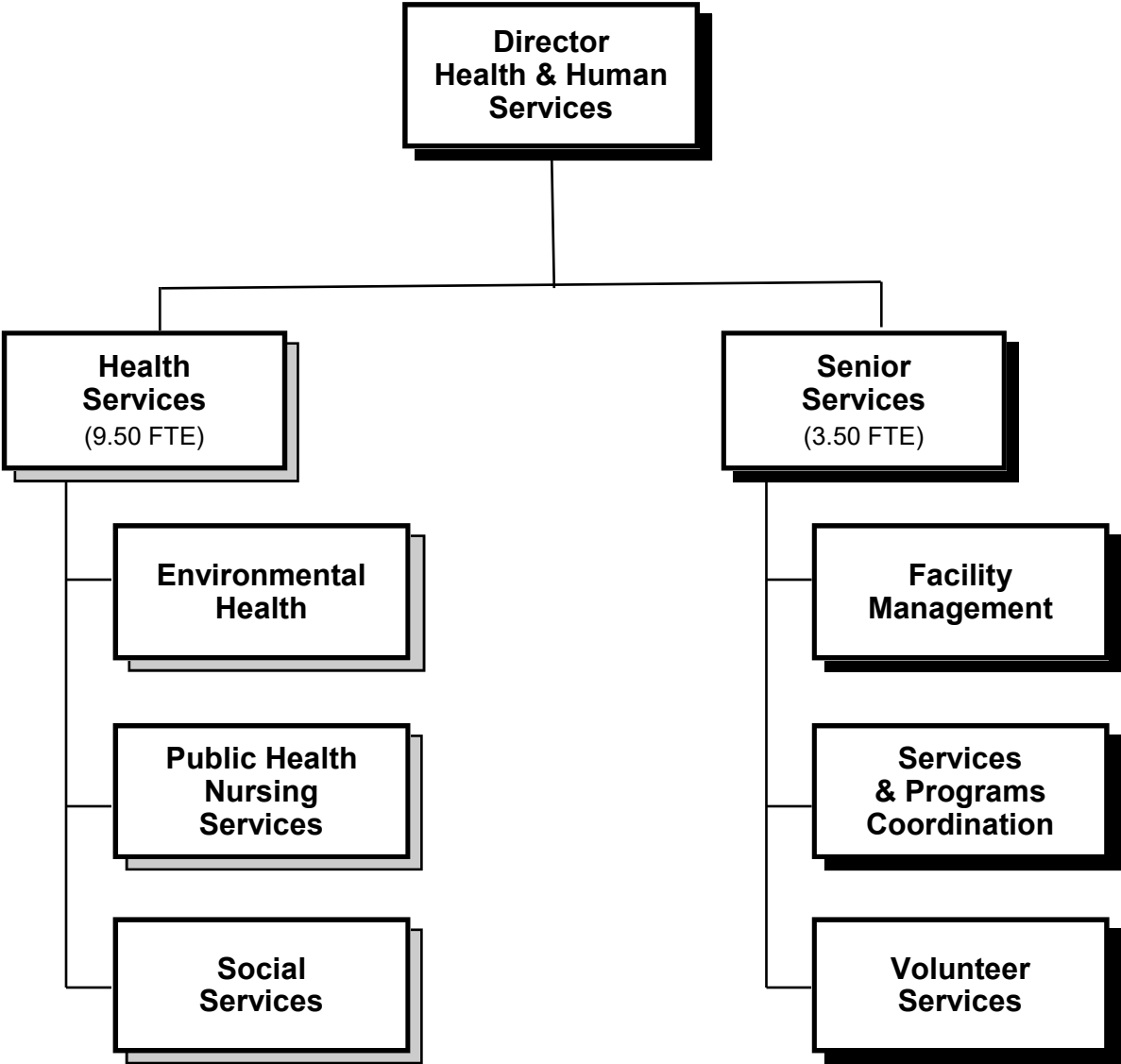
Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-7001-541.22-05	Postage	Mailings		2,500		2,500
101-7001-541.22-10	Printing	Forms and reports		1,000		1,000
101-7001-541.22-15	Photocopying	Photocopies & supplies		1,600		1,600
		Maintenance agreement Xerox 5150		1,000		1,000
101-7001-541.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		74,800		75,900
101-7001-541.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		36,800		33,400
101-7001-541.22-40	Taxi Service Subsidy	Taxi Service Subsidy Program		2,400		2,400
		<b>TOTAL CONTRACTUAL SERVICES</b>		<b>209,400</b>		<b>207,300</b>
<b>COMMODITIES:</b>						
101-7001-541.30-01	Publications/Periodicals	Miscellaneous publications		1,000		1,000
101-7001-541.30-05	Office Supplies & Equip	General office supplies		6,200		6,200
101-7001-541.30-35	Clothing	Uniforms & protective clothing		1,000		1,000
101-7001-541.30-50	Petroleum Products	Gasoline for department vehicle(s)		1,600		1,300
101-7001-541.33-05	Other Supplies & Equip	Swimming pool testing kits, film, small hardware, cameras, radon kits, misc.		1,600		1,600
		CDP software annual fee		10,100		10,100
101-7001-541.33-10	Wellness Program	Immunization / Flu Clinics (WE9710)		10,000		10,000
		Festival First Aid (WE9713)		1,000		1,000
		Medical Waste Disposal (WE0201)		1,400		1,400
		Clinic Supplies (WE0601)		10,800		23,200
		<b>TOTAL COMMODITIES</b>		<b>44,700</b>		<b>44,400</b>
<b>OTHER CHARGES:</b>						
101-7001-541.40-53	AH Emergency Assist.	Arlington Heights Emergency Assistance Program (general funds)		40,000		40,000
101-7001-541.40-57	AH Emerg Asst Donations	Emergency assistance for Arlington Heights residents funded by donations		45,000		20,000
101-7001-541.40-58	Rental Assistance	Rental Housing Assistance		15,000		15,000
101-7001-541.40-61	MRC Capacity Bldg Award	Medical Reserve Corps (MRC) supplies, training, and advertisement		1,000		1,000
101-7001-541.41-16	Children at Play	Grant to Children at Play Program - subsidy for low income residents		29,000		29,000
		<b>TOTAL OTHER CHARGES</b>		<b>130,000</b>		<b>105,000</b>
		<b>TOTAL HEALTH SERVICES</b>		<b>1,814,600</b>		<b>1,849,500</b>

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**HEALTH & HUMAN SERVICES**

**(13.00 FTE)**

**ORGANIZATION STRUCTURE**





## SENIOR SERVICES

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The Arlington Heights Senior Center is the community focal point in which mature adults determine their needs and interests and work within the community to build services and programs addressing these needs. The Arlington Heights Senior Center serves as the fundamental resource for information on aging.

The services at our Senior Center may be provided by any one of the eight different agencies at the Senior Center and include Meals on Wheels, a congregate luncheon program, information and assistance, benefits access counseling, health, fitness and wellness programs, transportation, employment assistance, volunteer and civic engagement opportunities, social and recreational programs, educational and creative arts programs and intergenerational programs.

### 2020 Accomplishments

- The Senior Center kicked off its second session of Brain Enrichment, a program created by Dr. Linda Sasser. Program Coordinator Van Grinsven co-facilitated with the Arlington Heights Memorial Library, Mary Jo Lepo, and Claudette Nowell-Philipp.
- The Volunteer Coordinator attended the January 16 Northwest Volunteer Administrators Network at Wheeling Township. She arranged for the Arlington Heights Memorial Library Manager of Human Resources to give a presentation on "The Legalities of Employees vs. Volunteers."
- Three busloads of students from John Hersey High School made a stop at the Senior Center for its annual "Love Bus." This event hosted by the school's Service over Self Club marked the program's 50th year! An article and related photos appeared in a Daily Herald article as well.
- On Thursday, March 12, at 1:00 pm, the Senior Center closed to the public. , it remained open for vital services, including Senior Health Insurance Program appointments via phone, Home Delivered Meals (Meals on Wheels), and curbside meal pickup at the Senior Center. The front office remained open to answer phones Monday through Friday 8:30 am to 4:30 pm.
- Program Coordinator Van Grinsven pivoted to provide programs to zoom, such as the Great Decisions Foreign Policy Association Program. The Center's "recorder" music class and Spanish class have been continuing virtually through the respective instructors for those programs. Three Senior Center programs coordinated with Metropolis began in July, virtually.
- Senior Center Manager Karen Hansen retired on May 1. Karen has been the Village for over 30 years and has accomplished a great deal for older adults in her tenure.
- Program Coordinator Karie Van Grinsven served as acting Senior Center Manager during the interim until Tracey Colagrossi started May 15. Ms. Colagrossi has over 20 years' experience working with older adults. She was the Director of Aging Services for Hanover Township Senior Center, accredited twice with the National Council on Aging. Tracey has her Bachelor's Degree in Organizational Management and Leadership from Judson University and her Master's Degree in Gerontology, Aging Services from the University of Massachusetts, Boston. Ms. Colagrossi is the National Institute of Senior Centers Executive Chairperson for the National Council on Aging, the President of the Association of Illinois Senior Centers, and a Master Trainer for the Frameworks Institute for the Reframe Aging Initiative.
- The Senior Center staff worked with a Hersey High School Service over Self Club student to implement a pen pal program with seniors who had participated in the intergenerational Senior Olympics and Back to School programs.

## **SENIOR SERVICES**

**(Continued)**

- The Senior Center Manager presented four topics on Aging Services at the National Council on Aging's educational conference, which was held virtually this year. Manager Colagrossi is now the National Institute of Senior Center Chairperson on their Executive Council for two years. The Program Manager, Volunteer Coordinator, Administrative Assistant, and the Manager were all able to attend virtual sessions from the NCOA conference on June 8 through June 11.
- The Senior Center Staff participated in a Senior Center Reopening Workgroup call conducted by the Illinois Department on Aging on June 23. Other senior centers and Area Agencies on Aging provided feedback to re-opening plan discussions for senior centers. The Manager was in communication with members of the Association of Illinois Senior Centers and the National Council on Aging to receive guidance for re-opening strategies. Senior Center Staff and tenant agencies diligently worked on a proposal for re-opening.
- The Senior Center began a modified opening on July 6, which included Park District programs, the Reading room, Athletic Club, and the curbside contactless Lending Closet operations. Restrictions include masks to be worn at all times, health questionnaire and temperature checks before entry, pre-registered patrons, and front desk service such as sharps container returns and refuse discounts.
- The Senior Center Achieved National Accreditation status with the National Council on Aging and the National Institute of Senior Centers. The Arlington Heights Senior Center was one of six centers accepted to be a pilot site for digital uploads of the accreditation documents.

### **2021 Strategic Priorities and Key Projects**

#### **1. Age Friendly Community Certification**

##### **Strategic Priority #9: Find New Ways to Embrace Diversity within the Community and the Village Government**

Assess the existing services, programs and facilities and make recommendations about which ones require improvement, replacement or elimination.

Project Lead: Tracey Colagrossi, Senior Center Manager

Project Completion: 2Q 2021

#### **2. Update the Senior Center**

##### **Staff Generated Projects**

Conduct facility assessment based upon possible facility changes to meet future generation senior age cohorts needs. Produce cosmetic, technology and other changes which will increase comfort, use and encourage an energizing environment for patrons, volunteers and staff.

Project Lead: James McCalister, Health & Human Services Director

Project Completion: 3Q 2021

#### **3. Senior Center Accreditation**

##### **Staff Generated Projects**

Complete the accreditation process and become a nationally accredited senior center.

Project Lead: Tracey Colagrossi, Senior Center Manager

Project Completion: 2Q 2020

## SENIOR SERVICES

(Continued)

### 4. Expand Outreach and Marketing Efforts of Senior Center

Combine existing participant information to one master database and conduct outreach to expand awareness of the Senior Center and its services. Adhere to a marketing plan to recruit new participants at the Senior Center, evaluate for improvement. Ensure messaging and programs are diverse, promote inclusion and lifelong learning.

Project Lead: Tracey Colagrossi, Senior Center Manager

Project Completion: 3Q 2021

### Performance Measures

	2017	2018	2019
1. Congregate Meals	4,714	5,750	6,966
2. Home Delivered Meals	38,750	42,036	48,832
3. Social Work Cases Opened	9,673	9,177	8,814
4. Recreation Participation - Attendance at Park District Programming at Senior Center	44,142	39,784	37,424
5. Senior Health Insurance Program Appointments	571	588	497

# OPERATION SUMMARY

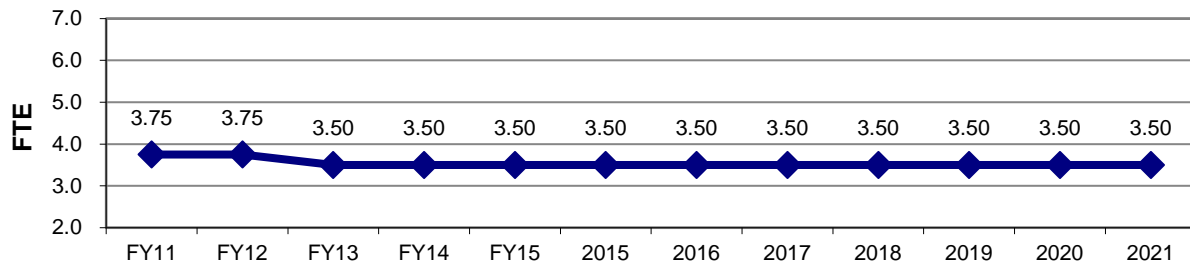
## SENIOR SERVICES

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E	3.50	3.50	3.50	3.50	3.50	0.00	0.0%
Expenditures							
Personal Services	\$428,634	\$450,240	\$491,100	\$494,300	\$502,500	\$8,200	1.7%
Contractual Services	85,586	82,517	89,300	92,600	91,600	(1,000)	(1.1%)
Commodities	15,929	19,803	34,000	34,860	27,300	(7,560)	(21.7%)
Capital Items	0	0	0	0	5,000	5,000	N/A
Total Expenditures	\$530,149	\$552,560	\$614,400	\$621,760	\$626,400	\$4,640	0.7%

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$530,149	\$552,560	\$614,400	\$621,760	\$621,400	(\$360)	(0.1%)
Capital Projects Fund	0	0	0	0	5,000	5,000	N/A
Total Expenditures	\$530,149	\$552,560	\$614,400	\$621,760	\$626,400	\$4,640	0.7%

## STAFFING HISTORY



**SENIOR SERVICES****General Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Senior Center Manager	9	1.00	1.00	
Program Coordinator	5	0.75	0.75	
Volunteer Coordinator	4	0.50	0.50	
Administrative Assistant	2	1.00	1.00	
Office Assistant	1	0.25	0.25	
<b>Total F-T-E</b>		<b>3.50</b>	<b>3.50</b>	<b>0.00</b>

**Health & Senior Services Department  
Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund			
	Health & Human Services			
	Health Services	9.50	9.50	
	Senior Services	3.50	3.50	
	<b>Total F-T-E All Funds</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00</b>

# SENIOR SERVICES

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-7007-541.10-01	Salaries	316,146	328,396	353,200	353,200	340,000	(13,200)	(3.7%)
101-7007-541.18-01	Temporary Help	3,408	13,573	14,600	17,600	18,000	400	2.3%
101-7007-541.18-05	Overtime Civilian	0	0	200	200	200	0	0.0%
	<b>Salaries</b>	<b>319,554</b>	<b>341,969</b>	<b>368,000</b>	<b>371,000</b>	<b>358,200</b>	<b>(12,800)</b>	<b>(3.5%)</b>
101-7007-541.19-01	Workers Compensation	500	500	500	500	500	0	0.0%
101-7007-541.19-05	Medical Insurance	47,900	51,600	53,100	53,100	77,100	24,000	45.2%
101-7007-541.19-10	IMRF	36,924	30,545	41,400	41,400	39,300	(2,100)	(5.1%)
101-7007-541.19-11	Social Security	19,253	20,769	22,800	22,900	22,200	(700)	(3.1%)
101-7007-541.19-12	Medicare	4,503	4,857	5,300	5,400	5,200	(200)	(3.7%)
	<b>Fringe Benefits</b>	<b>109,080</b>	<b>108,271</b>	<b>123,100</b>	<b>123,300</b>	<b>144,300</b>	<b>21,000</b>	<b>17.0%</b>
101-7007-541.20-40	General Insurance	11,700	11,800	11,900	11,900	12,000	100	0.8%
101-7007-541.21-02	Equipment Maintenance	4,174	3,567	3,500	4,500	4,500	0	0.0%
101-7007-541.21-65	Other Services	14,341	14,872	14,900	15,600	15,600	0	0.0%
101-7007-541.22-02	Dues	720	573	1,500	2,900	1,000	(1,900)	(65.5%)
101-7007-541.22-03	Training	158	0	1,900	2,100	2,100	0	0.0%
101-7007-541.22-05	Postage	0	0	1,300	1,300	1,300	0	0.0%
101-7007-541.22-10	Printing	0	0	200	200	200	0	0.0%
101-7007-541.22-15	Photocopying	466	1,580	1,300	1,300	1,300	0	0.0%
101-7007-541.22-25	IT/GIS Service Charge	53,700	49,300	52,800	52,800	53,600	800	1.5%
101-7007-541.22-40	Taxi Service Subsidy	327	825	0	0	0	0	0.0%
	<b>Contractual Services</b>	<b>85,586</b>	<b>82,517</b>	<b>89,300</b>	<b>92,600</b>	<b>91,600</b>	<b>(1,000)</b>	<b>(1.1%)</b>
101-7007-541.30-05	Office Supplies & Equip	2,658	4,016	5,500	4,400	4,400	0	0.0%
101-7007-541.31-65	Other Equip & Supplies	13,271	15,787	28,500	30,460	22,900	(7,560)	(24.8%)
	<b>Commodities</b>	<b>15,929</b>	<b>19,803</b>	<b>34,000</b>	<b>34,860</b>	<b>27,300</b>	<b>(7,560)</b>	<b>(21.7%)</b>
	<b>Total Senior Services</b>	<b>530,149</b>	<b>552,560</b>	<b>614,400</b>	<b>621,760</b>	<b>621,400</b>	<b>(360)</b>	<b>(0.1%)</b>
	<b>Total Health &amp; Senior Serv</b>	<b>2,186,836</b>	<b>2,239,997</b>	<b>2,417,600</b>	<b>2,436,360</b>	<b>2,470,900</b>	<b>34,540</b>	<b>1.4%</b>

# SENIOR SERVICES

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
SALARIES:						
101-7007-541.10-01	Salaries	Salaries	353,200		340,000	
101-7007-541.18-01	Temporary Help	Temporary Help	17,600		18,000	
101-7007-541.18-05	Overtime	Overtime	200		200	
TOTAL SALARIES			371,000		358,200	
FRINGE BENEFITS:						
101-7007-541.19-01	Workers' Compensation	Workers' Compensation Insurance	500		500	
101-7007-541.19-05	Medical Insurance	Medical Insurance	53,100		77,100	
101-7007-541.19-10	IMRF	IMRF	41,400		39,300	
101-7007-541.19-11	Social Security	Social Security	22,900		22,200	
101-7007-541.19-12	Medicare	Medicare	5,400		5,200	
TOTAL FRINGE BENEFITS			123,300		144,300	
CONTRACTUAL SERVICES:						
101-7007-541.20-40	General Insurance	Liability and property insurance	11,900		12,000	
101-7007-541.21-02	Equipment Maintenance	Office, institutional equipment	200		200	
		Billiard table maintenance	1,900		1,900	
		Piano tuning	400		400	
		Kitchen equipment repairs	2,000		2,000	
			4,500		4,500	
101-7007-541.21-65	Other Services	Online support	800		800	
		Volunteer banquet-meal	8,200		8,200	
		Volunteer banquet entertainment	500		500	
		Classes & programs instructional fees	5,400		5,400	
		Outreach/marketing/advertising for programs	400		400	
		Intergenerational programs support services	300		300	
			15,600		15,600	
101-7007-541.22-02	Dues	Dues	1,000		1,000	
		National Institute for Senior Centers Accreditation	1,900		0	
			2,900		1,000	
101-7007-541.22-03	Training	Gerontology or Volunteer conference	1,000		1,000	
		Mileage	300		300	
		National Institute for Senior Centers Accreditation	800		800	
			2,100		2,100	
101-7007-541.22-05	Postage	General postage	1,000		1,000	
		Volunteer banquet postage	300		300	
			1,300		1,300	
101-7007-541.22-10	Printing	Volunteer banquet invitations	200		200	
101-7007-541.22-15	Photocopying	Photocopies & supplies	1,300		1,300	

# SENIOR SERVICES

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-7007-541.22-25	IT/GIS Service Charge	Information Technology service charge	52,800		53,600	
		TOTAL CONTRACTUAL SERVICES	92,600		91,600	
COMMODITIES:						
101-7007-541.30-05	Office Supplies & Equip	General office supplies	4,100		4,100	
		Software and software upgrades	300	4,400	300	4,400
101-7007-541.31-65	Other Equip & Supplies	Small institutional and office equipment	1,300		1,300	
		Volunteer banquet awards, decorations and supplies	1,800		1,800	
		Replacement tables	1,300		1,300	
		* Programs (Patio Cookouts and Barbecue)	3,600		3,600	
		Series of Special Events	800		800	
		Classes & programs supplies	3,800		3,800	
		National Senior Fitness Day	600		600	
		Coffee service 25¢ discount for volunteers	600		600	
		Coffee service at Senior Center meetings	400		400	
		Birthday cards for volunteers	300		300	
		Program supplies for intergenerational programs, interns, Eagle Scouts and local schools	1,000		1,000	
		Food purchases from private vendor for Café operation (offset by matching revenue)	7,400		7,400	
		Prior Year Encumbrance Carryover	7,560	30,460	0	22,900
		TOTAL COMMODITIES	34,860		27,300	
		TOTAL SENIOR SERVICES	621,760		621,400	
		TOTAL HEALTH & SENIOR SERVICES	2,436,360		2,470,900	

\* Partial revenue returns specific to fees charged for these events are anticipated.

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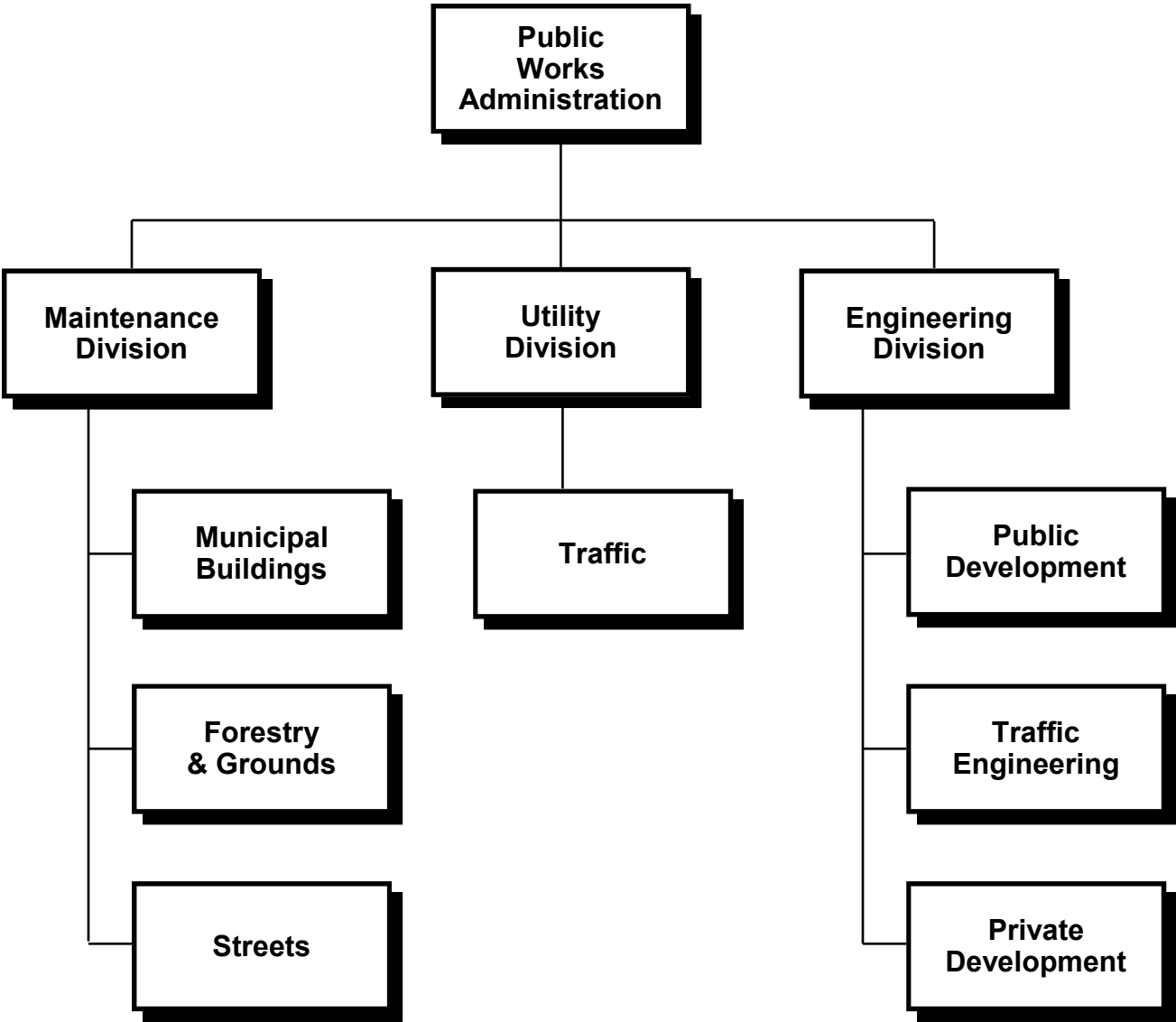


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**PUBLIC WORKS**

**(102.50 FTE)**

**ORGANIZATION STRUCTURE**



## PUBLIC WORKS

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The Public Works Department maintains all municipally owned streets and sidewalks, trees and landscaping, water and sewer systems, buildings and grounds, street lights and traffic signals, and provides other necessities of suburban life such as street sweeping, snow removal and ice control. It also is responsible for planning, designing, and inspecting construction of public improvements and the infrastructure of the Village.

The Public Works Department is also responsible for Fleet Operations, portions of the Motor Fuel Tax, Parking, Storm Water Control, and Arts, Entertainment, and Events Funds as well which appear elsewhere in the budget.

### Maintenance Division

- **Administration and Internal Services Unit** – Provides direct and indirect management of all Public Works Maintenance, Engineering, and Utility Divisions. Manage progress, payments, and completion of capital projects. Creates, procures, and oversees all contractual services. Prepares agenda items and budget necessary for the operation of the division.

Reception and secretarial services maintain residential contacts and department records including service request systems and work management records, prepares analyses and recommendations for purchasing of equipment and supplies, maintains supplies and inventory controls.

- **Street Unit** – This unit repairs and maintains 230 miles of streets including 321 cul-de-sacs. Services include snow plowing and ice control during winter months, resurfacing and patching of streets, curbs, and sidewalks, and sweeping the equivalent of 10,000 curb miles of streets annually. Our Street Maintenance Program includes three phases of 6 to 8-foot-wide edge grinding on pavements where the center lane of streets is in a serviceable condition, but the edges are failing and allowing water to penetrate the subbase. The Street unit also assists with and coordinates the setup and planning of numerous Village-sponsored special events.
- **Forestry & Grounds Unit** – This unit is responsible for the maintenance and trimming of 36,000 parkway trees, and the selective removal and sustainable and site appropriate planting of approximately 500 parkway trees annually. The Forestry Unit also oversees the planting and maintenance of 1,200 flowers in the Downtown Business District, commuter parking areas adjacent to Municipal Buildings, and in planted medians. This unit also oversees contracts for tree trimming and removal, disease control, mowing and landscape maintenance of 59 acres of land on 43 Village owned sites and 65 acres of public parkway at 56 different locations. Unit personnel also remove snow from sidewalks abutting Village owned and maintained sites. The Forestry Unit also assists with the setup and planning of Village-sponsored special events.
- **Municipal Buildings Unit** – This unit is responsible for maintaining 28 Village owned buildings. Maintenance is provided for the building structures and for all mechanical equipment and includes providing custodial maintenance and day-to-day services in 546,500 square feet of occupied floor space. All heating and air conditioning systems are maintained by the staff, which also provide skilled work in minor building revisions and renovations, painting, electrical, plumbing and similar building and grounds related maintenance services. Major repairs, alterations and remodeling are accomplished through contract services when necessary. This unit is also responsible for managing the Metropolis Theatre building. The Municipal Building Unit also assists with and coordinates the setup and planning of numerous Village-sponsored special events.
- **Fleet Unit** – The Village created an internal service fund for fleet operations. This allows departments to "lease" their vehicles internally from the Fleet Operations Fund, and allows the Village to accumulate reserves for the maintenance and periodic replacement of the fleet.

Fleet Operations is organizationally within the Maintenance Division of the Public Works Department. The unit is responsible for maintaining the 246 vehicles and 78 pieces of maintenance equipment operated by the various departments within the Village.

## PUBLIC WORKS

(Continued)

Preventive maintenance and most repairs are made by personnel assigned to the Fleet Unit. Repairs such as mufflers, front-end alignments, transmissions, body repairs and several other repairs, are contracted to local businesses. All vehicle maintenance personnel are ASE certified; this is the same certification carried by repair personnel in car dealerships and franchise service stations.

### Utilities Division

The Water & Sewer Utility Operations are conducted within the Utilities Division of the Public Works Department. Responsibilities include the operations of the water distribution, production and storage system, the Village water meters, the sanitary sewage collection system and the storm water collection system. Monies for the operations, maintenance and capital improvements of the water, sanitary, combined and storm sewer systems are generated by the sale of water and sewer use charges and charges made on new construction for capital improvements.

Potable water is delivered from Lake Michigan through the City of Evanston's filtration plant by way of the Northwest Water Commission transmission system. Six deep wells are maintained by the Village for standby emergency purposes only.

The operational units within the Utilities Division are as follows:

- **Administration and Internal Services Unit** – Provides direct and indirect management of all Public Works Maintenance and Utility Divisions. Manage progress, payments, and completion of all capital projects. Creates, procures, and oversees all contractual services. Prepares agenda items and budgets necessary for the operation of the division.

Reception and secretarial services maintain residential contacts and department records including service request systems and work management records, prepares analyses and recommendations for purchasing of equipment and supplies, maintains supplies and inventory controls.

- **Traffic Unit** – This unit maintains an estimated 3,900 street lights, 12 traffic signalized intersections, 6,900 traffic signs, 12 solar powered disaster warning sirens and the fare boxes for commuter parking facilities. The unit also provides electrical maintenance service for municipal buildings, parking garages, parking lots and water and sewer facilities.
- **Water Production Unit** – This unit is responsible for the operation and maintenance of six deep wells, ten storage reservoirs, four booster pumping stations, six sanitary sewer lift stations and five storm water pump stations, and daily required IEPA water testing. An average of 8.6 million gallons of water per day is pumped into the distribution system.
- **Water Distribution Unit** – This unit is responsible for the operation and maintenance of 232 miles of water main ranging in size from four inches to thirty inches in diameter, 2,400 valves, 2,700 fire hydrants, 21,300 individual water services and repairing an average of 225 water main breaks or leaks each year.
- **Sewer Unit** – This unit is responsible for the operation and maintenance of 193 miles of sanitary and combined sewer mains, 149 miles of storm sewer, 22 detention basins, 4,700 catch basins and 6,100 manholes. Sewer flushing and root cutting operations are performed on approximately 325,000 lineal feet of sewers each year and 2,900 catch basins are cleaned annually.
- **Water Meter Unit** – This unit is responsible for the repair and maintenance of all residential and commercial water meters. This unit also oversees Village-wide contracts for backflow preventer testing and larger commercial meter testing and repair.

## Engineering Division

**The Engineering Division** is responsible for planning, designing, and inspecting public improvements and the infrastructure of the Village.

The Division also responds to citizens' inquiries, advises developers with respect to engineering requirements of the Village, keeps Village maps current, determines plan review and inspection fees, and inspects private construction of public improvements to ensure that they meet Village requirements.

Engineering is made up of the following operational units:

- **Public Development Construction Inspection and Systems Design:** This unit is responsible for the preparation of plans, construction inspection and layout for all publicly funded municipal system projects, including flood control and road improvements; planning and administering the Village's infrastructure improvement program, including inventory, evaluation and construction; reviewing and approving all plans prepared by consulting engineers engaged by the Village in these activities; and performing all engineering services for the Board of Local Improvements.
- **Private Development Construction Inspection and Systems Design:** This unit is responsible for reviewing and approving all plans prepared by developers for privately funded municipal system projects and sites to be developed; inspecting the construction of these projects and sites; making bond release inspections; and responding to citizen inquiries on developments.
- **Traffic Engineering:** This unit is responsible for the compilation of traffic data for proposed traffic controls; investigating and evaluating requests and needs for traffic safety measures and traffic control devices; reviewing the traffic impact of new development; coordinating the installation of street lighting systems; coordinating school traffic sign installation and updates; preparing plans for traffic signal modifications and street lighting systems; coordinating the Village's involvement with proposals for improvements by the Illinois Department of Transportation and Cook County Highway Department; and performing long and short range transportation planning.

## 2020 Accomplishments

### 1. Water Main Replacement Program

#### Strategic Priority #7 Continue Infrastructure Improvement Efforts

In October of 2019, the Village instituted a new five-year water and sewer rate schedule that will increase rates starting in 2020. The increase for the first year of the schedule will be 8.5% followed by an additional 5% increase per year for the remaining years of the schedule. The schedule will end in December of 2024. The industry standard for water main replacement is 1% per year, based upon the assumption of a 100-year life span for existing and future pipe. The Village Board action included \$9 million in bond proceeds that allowed us to begin spending the required \$4 million per year to reach our goal of replacing 1% of water main.

### 2. Cured-In-Place (CIP) Lining

#### Strategic Priority #7 Continue Infrastructure Improvement Efforts

Sanitary sewer rehabilitation progresses at a steady pace through a process called Cured-In-Place (CIP) Lining. This sustainable process is an ideal procedure that enables the Utilities Division to rehabilitate the existing sewer line, without the cost of excavation or road restoration, and the environmental impact of hauling all of the excavated material away from and to the site.

# PUBLIC WORKS

(Continued)

## 3. Further Develop Cityworks Application

### Strategic Priority #4 Increase Efficiencies in Service Provisions

The Public Works Department changed work order systems in 2017. The new asset based system utilizes the Village's GIS system infrastructure as a platform to more efficiently respond to citizen requests, track daily maintenance activities, and report on equipment, labor, and materials costs associated with those maintenance activities. Staff continued to increase use of the system in our Engineering Division.

## 2021 Strategic Priorities & Key Projects

### 1. Water Main Replacement Program

#### Strategic Priority #7 Continue Infrastructure Improvement Efforts

In October of 2019, the Village instituted a new five-year water and sewer rate schedule that will increase rates starting in 2020. The increase for the first year of the schedule will be 8.5% followed by an additional 5% increase per year for the remaining years of the schedule. The schedule will end in December of 2024. The industry standard for water main replacement is 1% per year, based upon the assumption of a 100-year life span for existing and future pipe. The Village Board action included \$9 million in bond proceeds that allowed us to begin spending the required \$4 million per year to reach our goal of replacing 1% of water main.

Project Leader: Superintendent of Utilities

Project Completion: Ongoing

### 2. Cured-In-Place (CIP) Lining

#### Strategic Priority: #7 Continue Infrastructure Improvement Efforts

Sanitary sewer rehabilitation progresses at a steady pace through a process called Cured-In-Place (CIP) Lining. This process is an ideal procedure that enables the Utilities Division to rehabilitate the existing sewer line, without the cost of excavation or road restoration.

Project Leader: Superintendent of Utilities, with assistance of Public Works Staff

Project Completion: Ongoing

### 3. Manhole Rehabilitation

#### Strategic Priority: #7 Continue Infrastructure Improvement Efforts

The Utilities Division of Public Works has started the process of prioritizing and rehabilitating existing sanitary and storm water structures that are in need of repairs. Repairs and rehabilitation will greatly reduce extraneous inflow of rainwater into the sanitary and combined sewer systems. Coupled with the Cured-In-Place Lining Program, this will ultimately result in increased capacity during times of system duress.

Project Leader: Superintendent of Utilities, with assistance of Public Works Staff

Project Completion: Ongoing

### 4. Street Light LED Upgrades

#### Strategic Priority: #6 Explore New Sustainability Initiatives

Develop and implement plan to replace current public light fixtures with LEDs.

Project Leader: Scott Bellanger, Traffic Foreman

Project Completion: Ongoing through end of 2026

## **PUBLIC WORKS**

**(Continued)**

### **5. Further Develop Cityworks Application**

Strategic Priority: #4 Increase Efficiencies in Service Provisions

The Public Works and Engineering Departments changed work order systems in 2017. The new asset based system utilizes the Village's GIS system infrastructure as a platform to more efficiently respond to citizen requests, track daily maintenance activities, and report on equipment, labor, and materials costs associated to those maintenance activities

Project Leads: Cris Papierniak, Assistant Director of Public Works, Steve Mullany, Services Coordinator, and Chester Gorecki, Management Analyst II

Project Completion: Ongoing

### **6. Kensington Road Resurfacing and Multi-Use Path Improvements**

Staff Generated Project

This project is on the Northwest Council of Mayors Technical Committee's MYB (un-programmed) list. Staff is positioning this project to be "shovel ready" in case one or more of the programmed projects in FY2020 is delayed and needs to be pushed back. If selected to fill a gap, this project will receive 80% Federal funding for construction and construction engineering. If not selected, this project will stay on the Technical Committee's MYB list and Engineering will re-budget for this project in 2021.

Project Lead: Nanci Julius, Senior Engineer

Project Completion: Scheduled to be completed in December 2019

### **7. Paver Brick Maintenance**

Strategic Priority: #7 Continue Infrastructure Improvement Efforts

Project Lead: Cris Papierniak, Assistant Director of Public Works, Nanci Julius, Senior Engineer

Project Completion: Ongoing

### **8. Roof Maintenance**

Strategic Priority: #7 Continue Infrastructure Improvement Efforts

Project Leads: Cris Papierniak, Assistant Director of Public Works, and Dave Van Ryn, Building Maintenance Foreman

Project Completion: Ongoing

# PUBLIC WORKS

(Continued)

## Performance Measures

	2017	2018	2019
1. Traffic Unit:			
Traffic Signal Repairs	132	102	68
Street Light Repairs	1,138	1,066	1,227
Building Circuit Repairs	523	129	123
Sign Maintenance	2,581	1,986	3,093
Pavement Striping (In Linear Feet)	4,630	3,041	1,919
Utility Locates	15,843	13,811	14,158
2. Street Unit:			
Snow Removal Cost	\$ 700,074	\$ 1,232,879	\$ 952,896
Snow Removal Curb Miles	26,836	60,762	62,784
Street Sweeping Curb Miles	10,116	9,336	10,699
Asphalt Repairs (tons)	186	220	210
In-House Paving Program (tons)	6,298	4,049	4,723
In-House Paving Program (lin. ft.)	33,226	38,934	39,682
3. Forestry Unit:			
Parkway Trees Trimmed by Contractor	9,567	8,843	5,977
Parkway Trees Removed	753	702	811
Parkway Trees Planted	1,319	789	686
Parkway Restorations	831	1,076	758
EAB Inspections	8	13	141
EAB Trees Removed	280	61	101
Branch Pickup Requests	-	931	836
Broken and Hanging Branch Removals	-	279	280
In-House Tree Trimmed	-	356	419
4. Building Maintenance Unit:			
Work Orders Completed	793	893	1,226
5. Administration:			
Service Requests Received	3,699	4,413	6,484
Invoices Processed	6,601	5,863	6,145
Incoming Phone Calls	9,781	11,470	17,378



# PUBLIC WORKS

(Continued)

## Performance Measures (cont.)

	2017	2018	2019
6. Private Development			
Number of Inspections:			
Pre-pour	739	614	534
Final	791	716	619
All Other	586	624	609
Total	2,116	1,954	1,762
Number of Service Requests	217	345	242
Number of Permit Plan Reviews	2,086	1,829	1,733
Number of Plan Commission Reviews	47	71	42
Number of ZBA Reviews	60	30	31
MWRD Permit Application Reviews	15	20	10
MWRD Final Inspections	15	11	14
IEPA Water Permit Application Reviews	1	3	4
IEPA Sanitary Permit Application Reviews	4	4	4
7. Public Development			
Miles of streets resurfaced	5.76	6.00	7.5
Miles of streets reconstructed	2.90	2.00	2.2
Miles of streets rehabilitated	0.00	1.00	0.00
Linear feet of sidewalks replaced	32,128	40,555	28,000
Linear feet of curb and gutter replaced	48,308	67,449	37,772
Miles of streets treated with Reclamite	10.1	8.7	9.0
8. Traffic Engineering			
Number of Traffic Inquiries:			
School	3	6	2
Stop Signs & Traffic Signals	21	34	34
Speed	7	4	11
Parking	13	14	16
Lighting	4	5	2
Sight Distance	8	20	35
Overgrown Bushes Blocking Walks	-	-	11
Pedestrian Crossing	13	18	6
General	20	14	24
Traffic Counts	54	34	25

# PUBLIC WORKS

(Continued)

## Performance Measures (cont.)

### TURNAROUND TIME FOR ENGINEERING REVIEWS FOR PLAN COMMISSION

Plan Commission Review Turnaround Time * (working days)	FY2017			FY2018			FY2019		
	# Plan Comm. Reviews	% of Total		# Plan Comm. Reviews	% of Total		# Plan Comm. Reviews	% of Total	
0-5 Days	31	66%	85%	36	51%	94%	24	57%	98%
6-10 days	9	19%		31	44%		17	40%	
11-15 days	7	15%	15%	4	6%	6%	1	2%	2%
Over 15 days	0	0%		0	0%		0	0%	
Total Number of Plan Commission Reviews	47	100%		71	100%		42	100%	

\*The anticipated turnaround time is 10 days. The review time can vary widely and is directly dependent on the complexity of the project.

### TURNAROUND TIME FOR PERMIT REVIEW

Permit Review Turnaround Time (Working days)	FY2017		FY2018		FY2019	
	# Permits Completed	%	# Permits Completed	%	# Permits Completed	%
Same Day	522	36%	604	33%	303	17%
1 Day	695	27%	530	29%	602	35%
2 Days	269	14%	238	13%	349	20%
3 Days	169	7%	128	7%	102	6%
4 Days	106	3%	73	4%	68	4%
5 Days / +	325	13%	256	14%	305	18%
<b>Total Number of Permit Reviews</b>	<b>2,086</b>	<b>100%</b>	<b>1,829</b>	<b>100%</b>	<b>1,729</b>	<b>100%</b>

# OPERATION SUMMARY

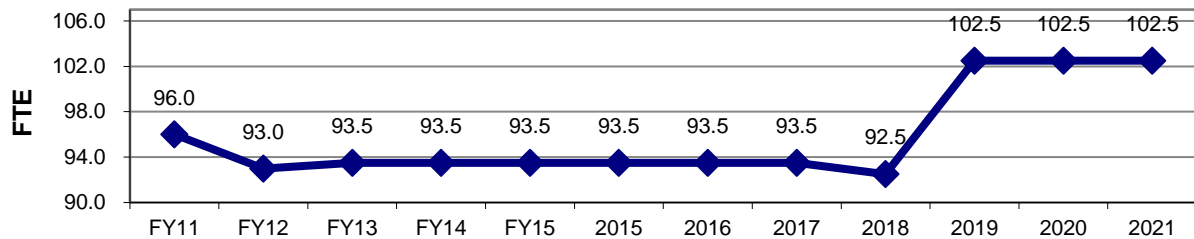
## PUBLIC WORKS (Including Water Utilities & Fleet Services)

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Authorized Positions in F-T-E							
General Fund	41.25	51.25	51.25	51.25	51.25	0.00	0.0%
Emerald Ash Borer Fund	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Water & Sewer Fund	40.75	40.75	40.75	40.75	40.75	0.00	0.0%
Fleet Operations Fund	10.50	10.50	10.50	10.50	10.50	0.00	0.0%
Total F-T-E	92.50	102.50	102.50	102.50	102.50	0.00	0.0%
Expenditures							
Personal Services	\$14,838,487	\$15,331,780	\$15,897,700	\$16,355,400	\$16,585,500	\$230,100	1.4%
Contractual Services	11,336,448	11,692,536	12,043,300	12,221,431	12,358,300	136,869	1.1%
Commodities	2,225,159	2,941,560	2,746,900	2,673,938	2,665,400	(8,538)	(0.3%)
Other Charges	1,796,620	1,717,032	1,813,400	1,833,400	1,871,500	38,100	2.1%
Capital Items	14,045,991	25,546,365	23,545,700	32,525,516	29,367,100	(3,158,416)	(9.7%)
Total Expenditures	\$44,242,705	\$57,229,273	\$56,047,000	\$65,609,685	\$62,847,800	(\$2,761,885)	(4.2%)

## CROSS REFERENCE TO FUNDS

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
General Fund	\$14,067,631	\$14,753,358	\$15,166,300	\$15,367,319	\$15,471,900	\$104,581	0.7%
MFT Fund	1,978,399	1,873,979	2,513,200	2,513,206	4,114,500	1,601,294	63.7%
Municipal Park Opr Fund	200,998	434,484	724,900	715,220	375,500	(339,720)	(47.5%)
Capital Projects Fund	6,509,288	7,681,762	6,047,400	9,527,769	8,909,200	(618,569)	(6.5%)
Storm Water Control Fund	1,442,058	8,252,798	4,295,100	8,557,103	6,626,600	(1,930,503)	(22.6%)
Public Buildings Fund	0	0	60,000	60,000	0	(60,000)	(100.0%)
Water & Sewer Fund	16,525,037	20,463,980	22,626,700	22,860,789	23,722,000	861,211	3.8%
SWANCC Fund	0	0	0	1,300	1,300	0	0.0%
A & E Fund	137,266	141,755	5,000	139,600	139,600	0	0.0%
Fleet Operations Fund	3,382,028	3,627,157	4,608,400	5,867,379	3,487,200	(2,380,179)	(40.6%)
Total Expenditures	\$44,242,705	\$57,229,273	\$56,047,000	\$65,609,685	\$62,847,800	(\$2,761,885)	(4.2%)

## STAFFING HISTORY



**PUBLIC WORKS****General Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Public Works Director	12	1.00	1.00	
Asst Director of Public Works	10	1.00	1.00	
Village Engineer	10	1.00	1.00	
Senior Civil Engineer	8	1.00	1.00	
Foreman II	7	2.00	2.00	
Forester	7	1.00	1.00	
Crew Chief Electrical	7	1.00	1.00	
Civil Engineer II	7	2.00	2.00	
Crew Chief	6	4.00	4.00	
Management Analyst II	6	1.00	1.00	
Maintenance Mechanic II	6	2.00	2.00	
Foreman I	6	1.00	1.00	
Electrician II	6	3.00	3.00	
Engineering Inspector	6	1.00	1.00	
Civil Engineer I	5	2.00	2.00	
Engineering Data Coordinator	5	1.00	1.00	
Maintenance Worker II	4	18.00	18.00	
Engineering Technician	3	1.00	1.00	
Maintenance Worker I	2	2.00	2.00	
Administrative Assistant	2	1.00	1.00	
Custodian	1	4.00	4.00	
Account Clerk	1	0.25	0.25	
<b>Total F-T-E</b>		<b>51.25</b>	<b>51.25</b>	<b>0.00</b>

**Public Works Department  
Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	51.25	51.25	
505	Water & Sewer Fund	40.75	40.75	
621	Fleet Operations Fund	10.50	10.50	
	<b>Total F-T-E All Funds</b>	<b>102.50</b>	<b>102.50</b>	<b>0.00</b>

# PUBLIC WORKS

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-7101-531.10-01	Salaries	4,645,394	4,755,704	5,036,200	5,036,200	5,154,800	118,600	2.4%
101-7101-531.18-01	Temporary Help	90,614	103,059	8,000	132,800	115,000	(17,800)	(13.4%)
101-7101-531.18-05	Overtime Civilian	646,297	700,941	649,200	648,200	663,100	14,900	2.3%
101-7101-531.18-80	Special Detail	0	0	7,900	7,900	8,100	200	2.5%
	<b>Salaries</b>	<b>5,382,305</b>	<b>5,559,704</b>	<b>5,701,300</b>	<b>5,825,100</b>	<b>5,941,000</b>	<b>115,900</b>	<b>2.0%</b>
101-7101-531.19-01	Workers Compensation	449,900	458,900	468,100	468,100	491,500	23,400	5.0%
101-7101-531.19-05	Medical Insurance	862,400	1,023,300	1,002,600	1,002,600	1,010,800	8,200	0.8%
101-7101-531.19-10	IMRF	662,537	541,433	714,800	730,300	742,400	12,100	1.7%
101-7101-531.19-11	Social Security	316,172	325,515	353,000	360,700	369,400	8,700	2.4%
101-7101-531.19-12	Medicare	74,656	76,973	83,900	85,700	87,800	2,100	2.5%
	<b>Fringe Benefits</b>	<b>2,367,765</b>	<b>2,426,121</b>	<b>2,622,400</b>	<b>2,647,400</b>	<b>2,701,900</b>	<b>54,500</b>	<b>2.1%</b>
101-7101-531.20-05	Professional Services	171,560	242,941	236,200	271,150	266,800	(4,350)	(1.6%)
101-7101-531.20-40	General Insurance	147,700	149,200	150,700	150,700	152,200	1,500	1.0%
101-7101-531.21-01	Traffic Signal Maintenance	17,909	8,908	26,000	15,000	15,000	0	0.0%
101-7101-531.21-02	Equipment Maintenance	294,546	348,707	333,100	361,561	333,100	(28,461)	(7.9%)
101-7101-531.21-11	Building Maintenance	266,009	374,629	375,700	393,435	358,500	(34,935)	(8.9%)
101-7101-531.21-15	Street and Sidewalk Maint	751,391	658,898	663,000	687,500	663,000	(24,500)	(3.6%)
101-7101-531.21-36	Equipment Rental	225,449	175,734	175,000	198,500	223,000	24,500	12.3%
101-7101-531.21-50	Utility Services	482,383	400,256	436,000	436,000	436,000	0	0.0%
101-7101-531.21-55	Forestry & Ground Services	840,260	778,441	811,700	836,205	806,600	(29,605)	(3.5%)
101-7101-531.21-62	Disposal Services	22,571	28,843	31,700	31,730	26,200	(5,530)	(17.4%)
101-7101-531.21-65	Other Services	61,378	64,239	82,400	82,400	82,400	0	0.0%
101-7101-531.22-02	Dues	10,469	7,604	10,400	10,400	10,400	0	0.0%
101-7101-531.22-03	Training	22,316	30,753	22,000	44,000	31,600	(12,400)	(28.2%)
101-7101-531.22-05	Postage	2,906	2,493	2,800	2,800	2,800	0	0.0%
101-7101-531.22-10	Printing	2,212	1,408	3,700	3,700	3,700	0	0.0%
101-7101-531.22-15	Photocopying	6,577	7,646	7,800	7,800	7,800	0	0.0%
101-7101-531.22-25	IT/GIS Service Charge	261,200	270,800	297,800	297,800	301,900	4,100	1.4%
101-7101-531.22-37	Vehicle/Equip Lease Charge	1,272,000	1,452,700	1,357,700	1,357,700	1,418,300	60,600	4.5%
101-7101-531.22-70	Telephone Services	263,289	258,791	222,200	222,200	222,200	0	0.0%
	<b>Contractual Services</b>	<b>5,122,125</b>	<b>5,262,991</b>	<b>5,245,900</b>	<b>5,410,581</b>	<b>5,361,500</b>	<b>(49,081)</b>	<b>(0.9%)</b>
101-7101-531.30-01	Publications Periodicals	1,600	1,232	1,400	1,400	1,400	0	0.0%
101-7101-531.30-05	Office Supplies & Equip	6,031	7,498	13,700	13,700	13,700	0	0.0%
101-7101-531.30-20	Photographic Supplies	3,669	0	0	0	0	0	N/A
101-7101-531.30-35	Clothing	25,056	33,227	34,500	34,500	34,500	0	0.0%
101-7101-531.30-50	Petroleum Products	125,112	129,800	127,100	127,100	112,500	(14,600)	(11.5%)
101-7101-531.31-40	Agricultural Supplies	33,741	32,674	32,700	32,700	32,700	0	0.0%
101-7101-531.31-45	Janitorial Supplies	34,689	35,945	76,800	45,000	45,000	0	0.0%
101-7101-531.31-55	Building Supplies	46,707	90,282	74,000	74,000	74,000	0	0.0%
101-7101-531.31-65	Other Equip & Supplies	81,951	60,957	159,700	103,500	103,500	0	0.0%
101-7101-531.31-70	Traffic Signal Supplies	20,023	20,043	21,200	21,213	21,000	(213)	(1.0%)
101-7101-531.31-75	Street Light Supplies	50,445	115,614	84,600	84,605	76,500	(8,105)	(9.6%)
101-7101-531.31-80	Street Sign Supplies	34,802	30,023	30,000	30,000	30,000	0	0.0%
101-7101-531.31-85	Small Tools and Equipment	12,259	20,966	21,200	21,200	21,200	0	0.0%
101-7101-531.31-90	Street and Sidewalk Supplies	679,097	886,755	919,800	895,320	901,500	6,180	0.7%
101-7101-531.33-05	Other Supplies	40,254	39,526	0	0	0	0	N/A
	<b>Commodities</b>	<b>1,195,436</b>	<b>1,504,542</b>	<b>1,596,700</b>	<b>1,484,238</b>	<b>1,467,500</b>	<b>(16,738)</b>	<b>(1.1%)</b>
<b>Total Public Works</b>		<b>14,067,631</b>	<b>14,753,358</b>	<b>15,166,300</b>	<b>15,367,319</b>	<b>15,471,900</b>	<b>104,581</b>	<b>0.7%</b>

# PUBLIC WORKS

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
101-7101-531.10-01	Salaries	Salaries	5,036,200	5,154,800
101-7101-531.18-01	Temporary Help	Temporary Help	132,800	115,000
101-7101-531.18-05	Overtime Civilian	Overtime Civilian	648,200	663,100
101-7101-531.18-80	Special Detail	Special Detail	7,900	8,100
	<b>TOTAL SALARIES</b>		<b>5,825,100</b>	<b>5,941,000</b>
<b>FRINGE BENEFITS:</b>				
101-7101-531.19-01	Workers' Compensation	Workers' Compensation Insurance	468,100	491,500
101-7101-531.19-05	Medical Insurance	Medical Insurance	1,002,600	1,010,800
101-7101-531.19-10	IMRF	IMRF	730,300	742,400
101-7101-531.19-11	Social Security	Social Security	360,700	369,400
101-7101-531.19-12	Medicare	Medicare	85,700	87,800
	<b>TOTAL FRINGE BENEFITS</b>		<b>2,647,400</b>	<b>2,701,900</b>
<b>CONTRACTUAL SERVICES:</b>				
101-7101-531.20-05	Professional Services	Consulting services (incl. storm warning) concrete testing and bid reviews, incld.	37,500	37,500
		Pavement Management Services	35,000	35,000
		Surveying Services	800	800
		Construction Inspection Services	155,800	155,800
		Traffic Data Analysis	2,700	2,700
		Plan Review Services	35,000	35,000
		Prior Year Encumbrance carryover	4,350	0
			271,150	266,800
101-7101-531.20-40	General Insurance	Liability and property insurance	150,700	152,200
101-7101-531.21-01	Traffic Signal Maintenance	Repairs to controllers and opticom	15,000	15,000
101-7101-531.21-02	Equipment Maintenance	Maintenance of: office, electrical, shop and radio equipment; generators and fire extinguishers	16,400	16,400
		Preventative maintenance, inspections, repairs, and certifications of HVAC systems	236,800	236,800
		Preventative maintenance, inspections, repairs, and certifications of elevators	22,000	22,000
		Emergency siren upgrade (traffic)	15,000	15,000
		Preventative maintenance, inspections, repair and certifications of life safety equip	20,500	20,500
		Water feature and irrigation system maint.	22,000	22,000
		Traffic counters & survey levels	400	400
		Prior Year Encumbrance Carryover	28,461	0
			361,561	333,100

# PUBLIC WORKS

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-7101-531.21-11	Building Maintenance	Custodial services for all municipal buildings, historical, police, fire, senior center and train station	236,000		236,000	
		Misc. cleaning services for mats, windows, blinds and carpets	27,500		27,500	
		Repairs to roofs, doors, windows, plumbing, generators, and painting	48,500		58,000	
		Pest control	9,000		9,000	
		Police firing range cleaning and lead compliance testing	28,000		28,000	
		Prior Year Encumbrance Carryover	44,435	393,435	0	358,500
101-7101-531.21-15	Street/ Sidewalk Maint.	Asphalt	265,000		265,000	
		Asphalt Spray Patching	90,000		90,000	
		Concrete	185,000		185,000	
		Pavement striping	75,000		75,000	
		Paver Brick Repair	25,000		25,000	
		Concrete Sidewalk Cutting	47,500	687,500	23,000	663,000
101-7101-531.21-36	Equipment Rental	Small tool and equipment rental	10,000		10,000	
		In-house paving program:				
		Asphalt grinder rental	22,000		28,000	
		Asphalt trucking	150,000		165,000	
		Material hauling	16,500	198,500	20,000	223,000
101-7101-531.21-50	Utility Services	Rental of Com. Ed. Co. street lights	114,000		114,000	
		Electrical energy for Village owned street lights and traffic signals	131,000		131,000	
		Electric excess facilities & charges for usage of natural gas in excess of franchise agreement	191,000	436,000	191,000	436,000
101-7101-531.21-55	Forestry & Ground Svcs	Forestry Services / Tree Maintenance:				
		Tree trimming	250,000		250,000	
		Tree and stump removals	125,000		125,000	
		New planting	199,500		175,000	
		Landscape Maintenance:				
		High Profile Site Maintenance	69,300		69,300	
		Secondary Site Maintenance	31,100		31,100	
		Grass Cutting	94,500		94,500	
		Weed Control	29,400		29,400	
		Gateway Sign Maintenance	2,000		2,000	
		Parkway Restoration	5,300		5,300	
		Corridor Landscape Maintenance	25,000		25,000	
		Prior Year Encumbrance Carryover	5,105	836,205	0	806,600
101-7101-531.21-62	Disposal Services	Landfill charges (non-tree) and misc.	21,200		21,200	
		Leaf composting/wood chips	5,000		5,000	
		Prior Year Encumbrance Carryover	5,530	31,730	0	26,200
101-7101-531.21-65	Other Services	Special service, service calls, moving projects & material testing	22,600		22,600	
		Service Request Software	6,300		6,300	
		Work Management Software	27,600		27,600	
		SDS Database	500		500	
		JULIE charge	6,600		6,600	
		Digitizing of records	1,000		1,000	
		Technical computer software	3,800		3,800	
		Executime licensing	14,000	82,400	14,000	82,400

# PUBLIC WORKS

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-7101-531.22-02	Dues	Dues		10,400		10,400
101-7101-531.22-03	Training	Street Unit:				
		APWA Snow Conference	1,500		0	
		APWA Suburban Snow & Ice	600		0	
		NIPSTA Training Courses & Misc	1,800		1,800	
		Forestry Unit:				
		APWA Snow Conference	1,500		0	
		Int'l Society Arborists	1,800		1,800	
		Illinois Arborists Conference (5)	800		800	
		iLandscape Show	400		400	
		Arboricultural Skills Workshop	400		400	
		Tree City Seminar	100		100	
		Safety & training textbooks	100		100	
		Illinois Landscape Contractors Association Certification (1)	400		400	
		Illinois Arborists Training & Workshops	700		700	
		Traffic Unit:				
		IMSA/ITE Traffic Signal Maintenance Certification	1,300		1,300	
		Administration:				
		APWA Annual Conference (2)	4,800		0	
		APWA Suburban Expo	900		900	
		Illinois Public Service Institute	2,400		2,400	
		In-service management training	400		400	
		Tuition reimbursement	9,000		9,000	
		Safety training materials - Fed requirement	1,600		1,600	
		Municipal Buildings Unit:				
		A/C controls operation/maintenance	2,500		2,500	
		APWA Suburban Expo	300		300	
		Safety and training aids	100		100	
		Engineering:				
		APWA Internat'l Congress (2)	4,000		0	
		Short Courses APWA, University of Wisconsin, ASCE, PCA, AWWA	6,600	44,000	6,600	31,600
101-7101-531.22-05	Postage	Mailings		2,800		2,800
101-7101-531.22-10	Printing	Printing of shop orders, time cards and miscellaneous forms		3,700		3,700
101-7101-531.22-15	Photocopying	Photocopies & supplies	2,000		2,000	
		Maintenance agreement Xerox WC5645	5,800	7,800	5,800	7,800
101-7101-531.22-25	IT/GIS Service Charge	Information Technology/GIS service charge		297,800		301,900
101-7101-531.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		1,357,700		1,418,300
101-7101-531.22-70	Telephone Services	Cell phone charges and telephone charges for all service except for commissions	183,000		183,000	
		EOC phone lines	11,000		11,000	
		GPS-AVL data	15,000		15,000	
		Fire Stations Optic Connection Upgrade	13,200	222,200	13,200	222,200
		<b>TOTAL CONTRACTUAL SERVICES</b>		<b>5,410,581</b>		<b>5,361,500</b>



# PUBLIC WORKS

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
COMMODITIES:						
101-7101-531.30-01	Publications/Periodicals	Miscellaneous publications	1,400		1,400	
101-7101-531.30-05	Office Supplies & Equip	General office supplies	7,700		7,700	
		Drafting supplies	2,500		2,500	
		Misc. supplies for plan preparation	3,500	13,700	3,500	13,700
101-7101-531.30-35	Clothing	Uniform rental and cleaning	6,500		6,500	
		Boots and miscellaneous clothing	13,000		13,000	
		Personal protective equipment	15,000	34,500	15,000	34,500
101-7101-531.30-50	Petroleum Products	Gasoline for department vehicles	127,100		112,500	
101-7101-531.31-40	Agricultural Supplies	Materials for parkway and landscape restoration and maintenance:				
		Black dirt	3,700		3,700	
		Sod & seeds	5,000		5,000	
		Fertilizers & weed killers	4,000		4,000	
		Compost	2,500		2,500	
		Plants & materials	17,500	32,700	17,500	32,700
101-7101-531.31-45	Janitorial Supplies	Custodial supplies not furnished by contract maintenance service, including paper products, soap, etc.	45,000		45,000	
101-7101-531.31-55	Building Supplies	Electrical, plumbing & hardware supplies, lumber & paint for maintenance & repairs of Municipal Building	74,000		74,000	
101-7101-531.31-65	Other Equip. & Supplies	Saw blades, batteries, hose and misc. parts & supplies for small equipment	60,000		60,000	
		Marking Paint	2,500		2,500	
		Holiday lighting & decorations	38,000		38,000	
		Traffic Counter Supplies	1,000		1,000	
		Flags	2,000	103,500	2,000	103,500
101-7101-531.31-70	Traffic Signal Supplies	Poles, components, etc.	21,000		21,000	
		Prior Year Encumbrance Carryover	213	21,213	0	21,000
101-7101-531.31-75	Street Light Supplies	Poles, fixtures, lamps & misc. materials	61,000		61,000	
		Damage replacement (reimbursable)	15,500		15,500	
		Prior Year Encumbrance Carryover	8,105	84,605	0	76,500
101-7101-531.31-80	Street Sign Supplies	Blank signs, reflective sheeting, letters, numbers, adhesives, & misc.	20,000		20,000	
		Materials for thermoplastic marking	4,300		4,300	
		Damage replacement (reimbursable)	2,700		2,700	
		Bike Route Posts/ Signs	3,000	30,000	3,000	30,000
101-7101-531.31-85	Small Tools & Equipment	Misc. expendable hand tools & equipment	21,200		21,200	

# PUBLIC WORKS

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020		Budget 2021	
101-7101-531.31-90	Street & Sidewalk Supply	Patching materials, gravel and sand	23,900		26,900	
		Asphalt for In-house paving program.	295,500		317,000	
		Concrete	20,000		20,000	
		Rock salt	425,000		425,000	
		Liquid calcium chloride	99,000		99,000	
		Ice melt	10,000		10,000	
		Forming materials and lumber	3,600		3,600	
		Prior Year Encumbrance Carryover	18,320	895,320	0	901,500
		<b>TOTAL COMMODITIES</b>	<b>1,484,238</b>		<b>1,467,500</b>	
		<b>TOTAL PUBLIC WORKS</b>	<b>15,367,319</b>		<b>15,471,900</b>	

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## **NON-OPERATING**

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# NON-OPERATING

## GENERAL FUND

## EXPENDITURES

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
101-9901-591.40-89	Sales Tax Abatement	542,864	485,763	285,100	450,000	<b>450,000</b>	0	0.0%
101-9901-591.40-93	PPRT to Library	0	0	0	0	<b>108,000</b>	108,000	N/A
101-9901-591.40-96	Operating Contingency	0	0	0	75,200	<b>200,000</b>	124,800	166.0%
101-9901-591.40-99	Tax Rebates	0	221,533	0	0	<b>0</b>	0	N/A
	<b>Other Charges</b>	<b>542,864</b>	<b>707,296</b>	<b>285,100</b>	<b>525,200</b>	<b>758,000</b>	<b>232,800</b>	<b>44.3%</b>
101-9901-591.90-05	Operating Transfer Out	3,495,012	3,452,670	0	0	<b>0</b>	0	N/A
	<b>Non-Operating</b>	<b>3,495,012</b>	<b>3,452,670</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Non-Operating</b>	<b>4,037,876</b>	<b>4,159,966</b>	<b>285,100</b>	<b>525,200</b>	<b>758,000</b>	<b>232,800</b>	<b>44.3%</b>
	<b>Total General Fund</b>	<b>75,869,463</b>	<b>78,586,185</b>	<b>77,088,800</b>	<b>78,788,478</b>	<b>79,198,800</b>	<b>(71,787,540)</b>	<b>0.5%</b>

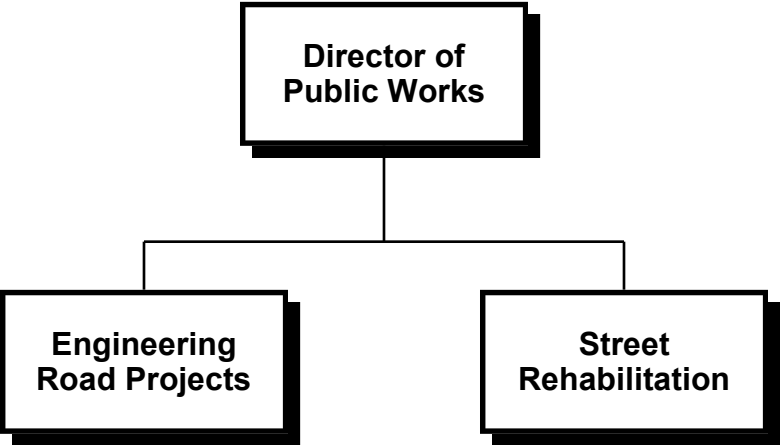
# NON-OPERATING

## GENERAL FUND

## EXPENDITURE DETAIL

Account Number	Account Title	Description	Budget 2020	Budget 2021
101-9901-591.40-89	Sales Tax Abatements	Sales tax abatement - Napleton/Lexus/Le Obsession	450,000	450,000
101-9901-591.40-93	PPRT to Library	Library's Portion of PPRT Revenue (24%)	0	108,000
101-9901-591.40-96	Operating Contingency	Operating Contingency	75,200	200,000
<b>TOTAL OTHER CHARGES</b>			<b>525,200</b>	<b>758,000</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>			<b>525,200</b>	<b>758,000</b>
<b>TOTAL GENERAL FUND</b>			<b>78,788,478</b>	<b>79,198,800</b>

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# MOTOR FUEL TAX FUND

211

## Fund at a Glance

Separate funds are received from the State of Illinois during a per capita distribution of the taxes we pay at the gas pump. There are only certain legal purposes for the use of these funds as prescribed. Basically, the Village is using this fund for the resurfacing and rehabilitation of our deteriorating streets and roads.

### Restrictions:

STATE LAW – The statutes are very specific as to how these funds are to be spent. Eligibility includes programs such as: storm water management, pavement repair or reconstruction, snow & ice removal, parkway maintenance, traffic control, street lighting, traffic signal maintenance, etc.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Taxes	\$1,922,259	\$2,463,757	\$2,700,000	\$2,500,000	\$3,000,000	\$500,000	20.0%
Interest Income	10,973	15,285	4,000	4,000	4,000	0	0.0%
<b>Total Revenues</b>	<b>\$1,933,232</b>	<b>\$2,479,042</b>	<b>\$4,354,000</b>	<b>\$2,504,000</b>	<b>\$4,654,000</b>	<b>\$2,150,000</b>	<b>85.9%</b>
Interfund Transfers In	0	0	0	0	0	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$1,933,232</b>	<b>\$2,479,042</b>	<b>\$4,354,000</b>	<b>\$2,504,000</b>	<b>\$4,654,000</b>	<b>\$2,150,000</b>	<b>85.9%</b>
Expenditures							
Capital Items	1,978,399	1,873,979	2,513,200	2,513,206	4,114,500	1,601,294	63.7%
<b>Total Expenditures</b>	<b>\$1,978,399</b>	<b>\$1,873,979</b>	<b>\$2,513,200</b>	<b>\$2,513,206</b>	<b>\$4,114,500</b>	<b>\$1,601,294</b>	<b>63.7%</b>
Interfund Transfers Out	0	0	0	0	0	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$1,978,399</b>	<b>\$1,873,979</b>	<b>\$2,513,200</b>	<b>\$2,513,206</b>	<b>\$4,114,500</b>	<b>\$1,601,294</b>	<b>63.7%</b>
Revenues over (under) Expenditures	(\$45,167)	\$605,063	\$1,840,800	(\$9,206)	\$539,500	\$548,706	(5960.3%)
<b>BEGINNING FUND BALANCE</b>	<b>2,345,912</b>	<b>2,300,745</b>	<b>2,905,808</b>	<b>2,905,808</b>	<b>4,746,608</b>	<b>1,840,800</b>	<b>63.3%</b>
<b>ENDING FUND BALANCE</b>	<b>\$2,300,745</b>	<b>\$2,905,808</b>	<b>\$4,746,608</b>	<b>\$2,896,602</b>	<b>\$5,286,108</b>	<b>\$2,389,506</b>	<b>82.5%</b>

# MOTOR FUEL TAX FUND (211)

## 5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2018 ACTUAL	2019 ACTUAL	2020 ESTIMATED ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
<b>REVENUES</b>										
MOTOR FUEL TAX ALLOTMENT		1,922,259	2,463,757	2,700,000	2,500,000	<b>3,000,000</b>	3,000,000	3,000,000	3,000,000	3,000,000
INTEREST INCOME		10,973	15,285	4,000	4,000	<b>4,000</b>	4,000	4,000	4,000	4,000
GRANTS		0	0	1,650,000	0	<b>1,650,000</b>	1,650,000	0	0	0
<b>TOTAL REVENUES</b>		<b>1,933,232</b>	<b>2,479,042</b>	<b>4,354,000</b>	<b>2,504,000</b>	<b>4,654,000</b>	<b>4,654,000</b>	<b>3,004,000</b>	<b>3,004,000</b>	<b>3,004,000</b>
<b>EXPENDITURES</b>										
<b>SIGNALS</b>										
Traffic Signal Maintenance	SG-03-02	102,921	111,355	112,100	112,100	<b>114,500</b>	116,800	119,100	121,400	123,700
<b>SUBTOTAL - SIGNALS</b>		<b>102,921</b>	<b>111,355</b>	<b>112,100</b>	<b>112,100</b>	<b>114,500</b>	<b>116,800</b>	<b>119,100</b>	<b>121,400</b>	<b>123,700</b>
<b>STREETS</b>										
Street Rehabilitation Program	ST-90-09	1,836,271	1,762,624	2,401,100	2,401,106	<b>4,000,000</b>	4,000,000	4,000,000	4,000,000	4,000,000
Nichols Road Reconstruction	ST-15-05	39,207	0	0	0	<b>0</b>	0	0	0	0
<b>SUBTOTAL - STREETS</b>		<b>1,875,478</b>	<b>1,762,624</b>	<b>2,401,100</b>	<b>2,401,106</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>
<b>TOTAL EXPENDITURES</b>		<b>1,978,399</b>	<b>1,873,979</b>	<b>2,513,200</b>	<b>2,513,206</b>	<b>4,114,500</b>	<b>4,116,800</b>	<b>4,119,100</b>	<b>4,121,400</b>	<b>4,123,700</b>
<b>BEGINNING FUND BALANCE</b>		2,345,912	2,300,745	2,905,808	2,905,808	<b>4,746,608</b>	5,286,108	5,823,308	4,708,208	3,590,808
<b>REVENUES OVER (UNDER) EXPENDITURES</b>		(45,167)	605,063	1,840,800	(9,206)	<b>539,500</b>	537,200	(1,115,100)	(1,117,400)	(1,119,700)
<b>ENDING FUND BALANCE</b>		2,300,745	2,905,808	4,746,608	2,896,602	<b>5,286,108</b>	5,823,308	4,708,208	3,590,808	2,471,108
<b>Fund Balance as a Percent of Expenditures</b>						<b>128%</b>	<b>141%</b>	<b>114%</b>	<b>87%</b>	<b>60%</b>

# MOTOR FUEL TAX FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
211-0000-403.20-00	Motor Fuel Tax Allotment	1,922,259	2,463,757	2,700,000	2,500,000	3,000,000	500,000	20.0%
	Intergovernmental Taxes	1,922,259	2,463,757	2,700,000	2,500,000	3,000,000	500,000	20.0%
211-0000-411.55-00	State Grants	0	0	1,650,000	0	1,650,000	1,650,000	N/A
	Intergovernmental	1,922,259	0	1,650,000	0	1,650,000	1,650,000	N/A
211-0000-461.02-00	Interest on Investments	10,973	15,285	4,000	4,000	4,000	0	0.0%
	Interest Income	10,973	15,285	4,000	4,000	4,000	0	0.0%
	<b>Total MFT Fund</b>	<b>1,933,232</b>	<b>2,479,042</b>	<b>4,354,000</b>	<b>2,504,000</b>	<b>4,654,000</b>	<b>2,150,000</b>	<b>85.9%</b>

## EXPENDITURES

### Public Works

7101

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
211-7101-571.50-40	MFT Programs	1,978,399	1,873,979	2,513,200	2,513,206	4,114,500	1,601,294	63.7%
	Capital Outlay	1,978,399	1,873,979	2,513,200	2,513,206	4,114,500	1,601,294	63.7%
	<b>Total Public Works</b>	<b>1,978,399</b>	<b>1,873,979</b>	<b>2,513,200</b>	<b>2,513,206</b>	<b>4,114,500</b>	<b>1,601,294</b>	<b>63.7%</b>
	<b>Total MFT Fund</b>	<b>1,978,399</b>	<b>1,873,979</b>	<b>2,513,200</b>	<b>2,513,206</b>	<b>4,114,500</b>	<b>1,601,294</b>	<b>63.7%</b>

# MOTOR FUEL TAX FUND

## EXPENDITURE DETAIL

### PUBLIC WORKS

7101

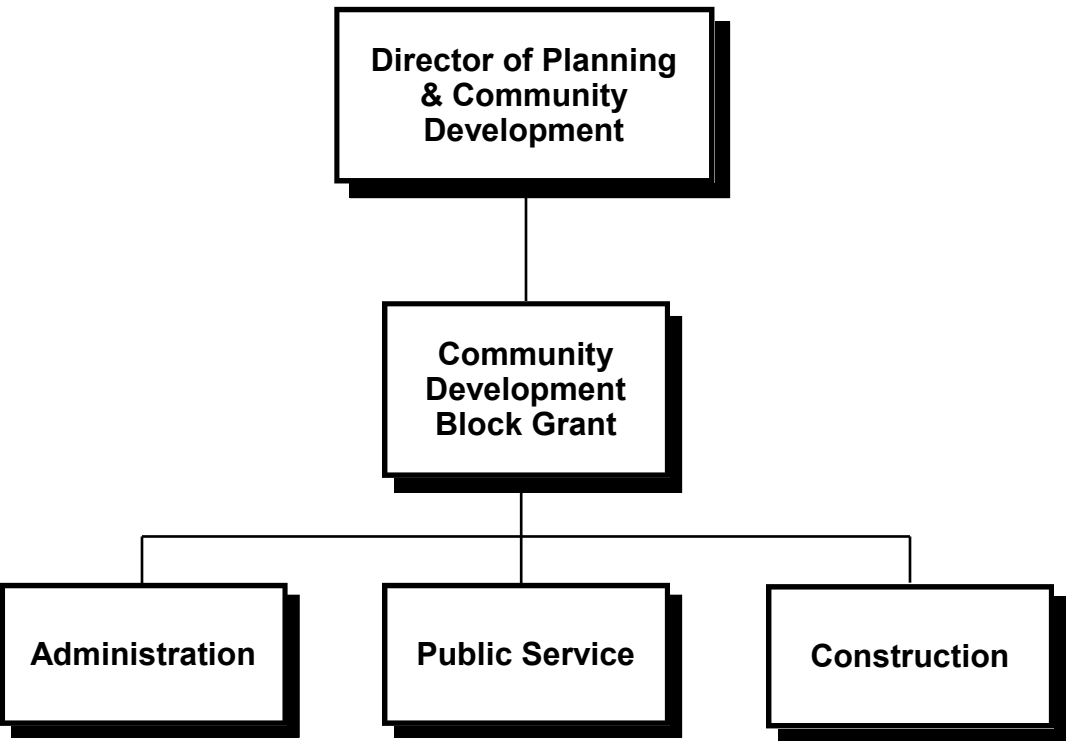
Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
211-7101-571.50-40	MFT Programs	Contract maintenance of traffic signal controllers on IDOT and CCHD roadways (SG0302)	112,100	114,500
		Street Rehabilitation Program (ST9009)	2,400,000	4,000,000
		Prior Year Encumbrance Carryover	1,106 2,513,206	4,114,500
		<b>TOTAL CAPITAL OUTLAY</b>	<b><u>2,513,206</u></b>	<b><u>4,114,500</u></b>
		<b>TOTAL PUBLIC WORKS</b>	<b><u>2,513,206</u></b>	<b><u>4,114,500</u></b>
		<b>TOTAL MOTOR FUEL TAX FUND</b>	<b><u>2,513,206</u></b>	<b><u>4,114,500</u></b>

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# COMMUNITY DEVELOPMENT BLOCK GRANT

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## ORGANIZATION STRUCTURE



## Fund at a Glance

Federal monies are made available to the Village to provide benefits for low to moderate income residents of the community. There are specific federal guidelines that must be followed in appropriating these funds. A separate tracking of revenues and expenditures are accounted for in this fund.

### Restrictions:

FEDERAL LAW – The law was written to charge the Department of Housing and Urban Development with administering these funds. In general, the funds must be targeted to benefit low to moderate income residents.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Intergovernmental	\$236,769	\$340,801	\$345,500	\$580,661	<b>\$487,300</b>	(\$93,361)	(16.1%)
Other	76,926	38,782	50,000	50,000	<b>50,000</b>	0	0.0%
<b>Total Revenues</b>	<b>\$313,695</b>	<b>\$379,583</b>	<b>\$395,500</b>	<b>\$630,661</b>	<b>\$537,300</b>	<b>(\$93,361)</b>	<b>(14.8%)</b>
Interfund Transfers In	0	0	42,800	42,800	<b>0</b>	(42,800)	(100.0%)
<b>Total Revenues and Interfund Transfers In</b>	<b>\$313,695</b>	<b>\$379,583</b>	<b>\$438,300</b>	<b>\$673,461</b>	<b>\$537,300</b>	<b>(\$136,161)</b>	<b>(20.2%)</b>
Expenditures							
Personal Services	\$59,900	\$68,000	\$68,000	\$60,500	<b>\$62,500</b>	\$2,000	3.3%
Other Charges	253,795	311,583	370,300	612,961	<b>474,800</b>	(138,161)	(22.5%)
<b>Total Expenditures</b>	<b>\$313,695</b>	<b>\$379,583</b>	<b>\$438,300</b>	<b>\$673,461</b>	<b>\$537,300</b>	<b>(\$136,161)</b>	<b>(20.2%)</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$313,695</b>	<b>\$379,583</b>	<b>\$438,300</b>	<b>\$673,461</b>	<b>\$537,300</b>	<b>(\$136,161)</b>	<b>(20.2%)</b>
Revenues over (under) Expenditures	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>BEGINNING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>

**PLANNING****CDBG Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Planner II	7	0.50	0.50	
<b>Total F-T-E</b>		<b>0.50</b>	<b>0.50</b>	<b>0.00</b>

**Planning Department  
Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	9.50	9.50	
215	CDBG Fund	0.50	0.50	
<b>Total F-T-E All Funds</b>		<b>10.00</b>	<b>10.00</b>	<b>0.00</b>



# CDBG FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
215-0000-411.40-00	CDBG Allotment - Current YR	236,769	340,801	295,500	416,599	<b>373,200</b>	(43,399)	(10.4%)
215-0000-411.47-00	CDBG-CV Allotment - Curr YR	0	0	50,000	164,062	<b>114,100</b>	(49,962)	(30.5%)
	<b>Intergovernmental Revenue</b>	<b>236,769</b>	<b>340,801</b>	<b>345,500</b>	<b>580,661</b>	<b>487,300</b>	<b>(43,399)</b>	<b>(16.1%)</b>
215-0000-484.92-00	Project Income	76,926	38,782	50,000	50,000	<b>50,000</b>	0	0.0%
	<b>Special Operations</b>	<b>76,926</b>	<b>38,782</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0.0%</b>
215-0000-491.05-00	Operating Transfer In	0	0	42,800	42,800	<b>0</b>	(42,800)	(100.0%)
	<b>Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>42,800</b>	<b>42,800</b>	<b>0</b>	<b>(42,800)</b>	<b>(100.0%)</b>
	<b>Total CDBG Fund</b>	<b>313,695</b>	<b>379,583</b>	<b>438,300</b>	<b>673,461</b>	<b>537,300</b>	<b>(111,180)</b>	<b>(20.2%)</b>

## EXPENDITURES

### Planning

4001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
215-4001-522.10-01	Salaries	59,900	68,000	68,000	60,500	<b>62,500</b>	2,000	3.3%
	<b>Salaries</b>	<b>59,900</b>	<b>68,000</b>	<b>68,000</b>	<b>60,500</b>	<b>62,500</b>	<b>2,000</b>	<b>3.3%</b>
	<b>Total Planning</b>	<b>59,900</b>	<b>68,000</b>	<b>68,000</b>	<b>60,500</b>	<b>62,500</b>	<b>2,000</b>	<b>3.3%</b>

# CDBG FUND

## EXPENDITURES

### CDBG Program

4101

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
215-4101-522.41-01	Single Family Rehab	2,077	1,100	50,000	50,000	39,300	(10,700)	(21.4%)
215-4101-522.41-02	CDBG Administration	3,478	1,344	2,500	2,500	2,500	0	0.0%
215-4101-522.41-03	Group/Trans Housing Rehab	31,194	62,356	28,000	76,900	53,000	(23,900)	(31.1%)
215-4101-522.41-04	Resources for Comm Living	5,000	5,000	5,000	5,000	5,000	0	0.0%
215-4101-522.41-08	Public Services	0	0	0	0	25,000	25,000	N/A
215-4101-522.41-16	CAP Program	5,250	6,947	9,100	9,100	9,100	0	0.0%
215-4101-522.41-17	Children Advocacy Center	2,500	2,500	2,500	2,500	2,500	0	0.0%
215-4101-522.41-44	Suburban Prim Health Care	7,923	5,079	4,300	4,300	4,300	0	0.0%
215-4101-522.41-48	Journeys The Road Home	0	4,500	4,500	4,500	4,500	0	0.0%
215-4101-522.41-52	WINGS Program	6,000	6,000	6,000	6,000	6,000	0	0.0%
215-4101-522.41-54	Dist 214 ESL Program	1,500	1,500	1,500	1,500	1,500	0	0.0%
215-4101-522.41-62	Escorted Transportation Services	3,500	3,500	3,500	3,500	3,500	0	0.0%
215-4101-522.41-68	Northwest CASA	2,500	2,500	2,500	2,500	2,500	0	0.0%
215-4101-522.41-70	Faith Community Homes	2,500	2,500	2,500	2,500	2,500	0	0.0%
215-4101-522.41-73	Lifespan	3,000	3,000	3,000	3,000	3,000	0	0.0%
215-4101-522.41-74	Children's Adv. Cntr Reno	12,766	2,736	0	4,498	4,500	2	0.0%
215-4101-522.41-75	CDBG Public Facilities	14,607	48,022	2,600	63,801	28,000	(35,801)	(56.1%)
215-4101-522.41-76	CDBG Infrastructure	150,000	150,000	192,800	192,800	150,000	(42,800)	(22.2%)
215-4101-522.41-77	Alexian Bros. Apartment Reno.	0	2,999	0	14,000	14,000	0	0.0%
	<b>Other Charges</b>	<b>253,795</b>	<b>311,583</b>	<b>320,300</b>	<b>448,899</b>	<b>360,700</b>	<b>(88,199)</b>	<b>(19.6%)</b>
	<b>Total CDBG Program</b>	<b>253,795</b>	<b>311,583</b>	<b>320,300</b>	<b>448,899</b>	<b>360,700</b>	<b>(88,199)</b>	<b>(19.6%)</b>

### CDBG-CV Program

4101

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
215-4102-522.41-08	CDBG-CV Public Services	0	0	50,000	164,062	114,100	(49,962)	(30.5%)
	<b>Other Charges</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>164,062</b>	<b>114,100</b>	<b>(49,962)</b>	<b>(30.5%)</b>
	<b>Total CDBG-CV Program</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>164,062</b>	<b>114,100</b>	<b>(49,962)</b>	<b>(30.5%)</b>
	<b>Total CDBG Fund</b>	<b>313,695</b>	<b>379,583</b>	<b>438,300</b>	<b>673,461</b>	<b>537,300</b>	<b>(49,962)</b>	<b>(20.2%)</b>

**CDBG FUND****EXPENDITURE DETAIL****PLANNING****4001**

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
215-4001-522.10-01	Salaries	Salaries	60,500	62,500
		<b>TOTAL SALARIES</b>	<b>60,500</b>	<b>62,500</b>
		<b>TOTAL PLANNING</b>	<b>60,500</b>	<b>62,500</b>

**CDBG PROGRAM****4101**

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER CHARGES:</b>				
215-4101-522.41-01	Single Family Rehab	Interest free loans to low income property owners for home rehabilitation which becomes a lien on property and recovered upon sale of home	50,000	39,300
215-4101-522.41-02	CDBG Admin/Audit	Audit, legal ads, misc. costs	2,500	2,500
215-4101-522.41-03	Group/Trans Housing Rehab	Group Residence/Transitional Housing Rehab Grant Program	76,900	53,000
215-4101-522.41-04	Resources for Comm Living	Shared housing for special populations	5,000	5,000
215-4101-522.41-08	Public Services	COVID19 Related Public Services	0	25,000
215-4101-522.41-16	Children at Play	Grant to Children at Play (CAP) Program - subsidy for low income participants	9,100	9,100
215-4101-522.41-17	Children Advocacy Center	Child Abuse Services	2,500	2,500
215-4101-522.41-44	Sub Prim Health Care	Grant to Suburban Primary Health Care Council - Access to Care Program	4,300	4,300
215-4101-522.41-48	Journeys The Road Home	Journeys The Road Home Homeless services	4,500	4,500
215-4101-522.41-52	WINGS Program	Traditional Housing and Safe House Public Service	6,000	6,000
215-4101-522.41-54	Dist. 214 ESL Program	District 214 Beginning English as a Second Language Program	1,500	1,500
215-4101-522.41.62	Escorted Transport Serv	Medical Transportation for Seniors	3,500	3,500
215-4101-522.41-68	Northwest CASA	Sexual assault counseling, crisis intervention and advocacy	2,500	2,500
215-4101-522.41-70	Faith Community Homes	Supportive housing	2,500	2,500

## CDBG FUND

### EXPENDITURE DETAIL

#### CDBG PROGRAM (cont.)

4101

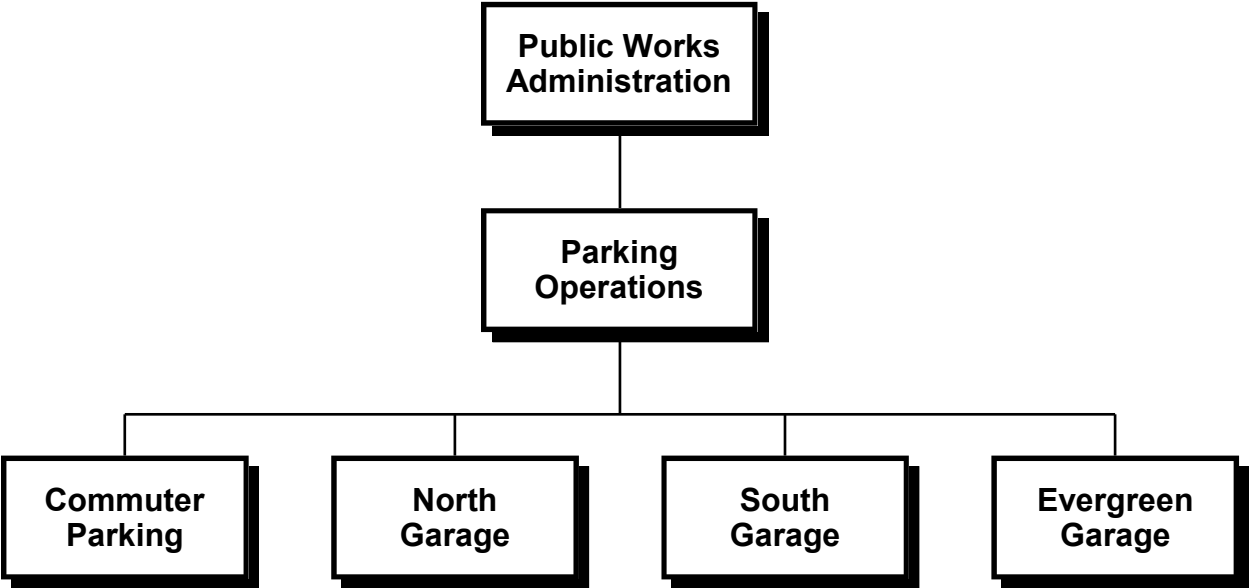
Account Number	Account Title	Description	Budget 2020	Budget 2021
215-4101-522.41-73	Lifespan	Services to Victims of Domestic Violence and Sexual Assault	3,000	3,000
215-4101-522.41-74	Children's Adv. Cntr Reno	Prior Year Encumbrance Carryover	4,498	4,500
215-4101-522.41-75	CDBG Public Facilities	ADA Electric Doors and Security Cameras	60,500	28,000
		Prior Year Encumbrance Carryover	3,301	
215-4101-522.41-76	CDBG Infrastructure	ADA or Low/Mod Area Infrastructure	192,800	150,000
215-4101-522.41-77	Alexian Bros. Apartment Reno.		14,000	14,000
		<b>TOTAL OTHER CHARGES</b>	<b>448,899</b>	<b>360,700</b>
		<b>TOTAL CDBG PROGRAM</b>	<b>448,899</b>	<b>360,700</b>

#### CDBG-CV PROGRAM

4101

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER CHARGES:</b>				
215-4102-522.41-08	CDBG-CV Public Services	COVID19 Related Expenses	164,062	114,100
		<b>TOTAL OTHER CHARGES</b>	<b>164,062</b>	<b>114,100</b>
		<b>TOTAL CDBG-CV PROGRAM</b>	<b>164,062</b>	<b>114,100</b>
		<b>TOTAL CDBG FUND</b>	<b>673,461</b>	<b>537,300</b>

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**Fund at a Glance**

The Village has been very responsive in providing parking for commuters as well as Downtown merchants, their employees and shoppers. As a result, a major investment by this community was made in the construction of many commuter lots and parking garages providing available parking for the redevelopment of the Downtown. Major improvements resulting from the creation of TIF Districts I and II were the construction of the North Garage, the Vail Avenue Garage and the Evergreen Underground Garage below the Arlington Towne Square development. In 2007 a 317 space addition was completed in the Vail Avenue Garage.

After having a consultant analyze the condition of all four parking garages, a four-year program was developed to rehabilitate all four garages. Phase 1 included the rehabilitation of the entire Village Hall Municipal Garage, and the roofs of the North Garage and Vail Garage. Phase 2 was the rehabilitation of the remaining floors in the North Garage. Phase 3 will complete the Vail Garage. Phase 4 will address minor issues in the Evergreen Garage.

Commuters pay either monthly or daily user fees to pay for the costs associated with operation of these garages. Separate operations are maintained to show the results of operation of the North Garage, Vail Avenue Garage, Evergreen Underground Garage and the other commuter parking lots.

**Restrictions:**

VILLAGE POLICY – The Village finances parking operations by the user fee concept. Since October 1, 2017, the monthly commuter permit rate is \$40 for residents and the daily rate is \$2.00. Twenty-four hour parking permits range from \$40 to \$50 and have restrictions for their use based on agreement.

# MUNICIPAL PARKING FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Fees	\$1,310,526	\$1,305,814	\$905,800	\$1,181,500	<b>\$961,000</b>	(\$220,500)	(18.7%)
Fines	89,631	57,470	53,700	70,000	<b>55,000</b>	(15,000)	(21.4%)
Interest Income	63,764	97,199	31,000	42,000	<b>31,000</b>	(11,000)	(26.2%)
Other	312,982	8,919	1,704,000	0	<b>0</b>	0	N/A
<b>Total Revenues</b>	<b>\$1,776,903</b>	<b>\$1,469,402</b>	<b>\$2,694,500</b>	<b>\$1,293,500</b>	<b>\$1,047,000</b>	<b>(\$246,500)</b>	<b>(19.1%)</b>
Interfund Transfers In	475,000	0	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$2,251,903</b>	<b>\$1,469,402</b>	<b>\$2,694,500</b>	<b>\$1,293,500</b>	<b>\$1,047,000</b>	<b>(\$246,500)</b>	<b>(19.1%)</b>
Expenditures							
Personal Services	\$511,016	\$471,948	\$536,500	\$575,000	<b>\$560,100</b>	(\$14,900)	(2.6%)
Contractual Services	383,032	343,912	367,300	367,200	<b>367,100</b>	(100)	(0.0%)
Commodities	106,326	80,562	96,100	97,325	<b>94,600</b>	(2,725)	(2.8%)
Other Charges	281,700	281,700	287,300	287,300	<b>287,300</b>	0	0.0%
Capital Items	144,098	370,384	687,500	677,820	<b>346,500</b>	(331,320)	(48.9%)
<b>Total Expenditures</b>	<b>\$1,426,172</b>	<b>\$1,548,506</b>	<b>\$1,974,700</b>	<b>\$2,004,645</b>	<b>\$1,655,600</b>	<b>(\$349,045)</b>	<b>(17.4%)</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$1,426,172</b>	<b>\$1,548,506</b>	<b>\$1,974,700</b>	<b>\$2,004,645</b>	<b>\$1,655,600</b>	<b>(\$349,045)</b>	<b>(17.4%)</b>
Revenues over (under) Expenditures	<b>\$825,731</b>	<b>(\$79,104)</b>	<b>\$719,800</b>	<b>(\$711,145)</b>	<b>(\$608,600)</b>	<b>\$102,545</b>	<b>(14.4%)</b>
<b>BEGINNING FUND BALANCE</b>	<b>3,889,253</b>	<b>4,714,984</b>	<b>4,635,880</b>	<b>4,635,880</b>	<b>5,355,680</b>	<b>719,800</b>	<b>15.5%</b>
<b>ENDING FUND BALANCE</b>	<b>\$4,714,984</b>	<b>\$4,635,880</b>	<b>\$5,355,680</b>	<b>\$3,924,735</b>	<b>\$4,747,080</b>	<b>\$822,345</b>	<b>21.0%</b>



# MUNICIPAL PARKING OPERATIONS FUND (235)

## 5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Note	PROJ #	2018	2019	2020	2020	2021	2022	2023	2024	2025
			ACTUAL	ACTUAL	ESTIMATED	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
REVENUES											
FEES & FINES			1,400,157	1,363,284	959,500	1,251,500	1,016,000	1,016,000	1,016,000	1,016,000	1,016,000
INTEREST INCOME			63,764	106,118	31,000	42,000	31,000	31,000	31,000	31,000	31,000
BOND PROCEEDS			0	0	1,704,000	0	0	0	0	0	0
TRANSFER IN FROM SPEC ASSMNT 182			312,982	0	0	0	0	0	0	0	0
TRANSFER IN FROM GENERAL FUND			475,000	0	0	0	0	0	0	0	0
TOTAL REVENUES			2,251,903	1,469,402	2,694,500	1,293,500	1,047,000	1,047,000	1,047,000	1,047,000	1,047,000
EXPENDITURES											
OPERATING EXPENDITURES											
Personal Services			511,016	471,949	536,500	575,000	560,100	586,200	610,300	624,000	638,000
Contractual Services			383,032	343,911	367,300	367,200	367,100	370,800	374,500	378,200	382,000
Commodities			106,326	80,562	96,100	97,325	94,600	95,500	96,500	97,500	98,500
Other Charges			281,700	281,700	287,300	287,300	287,300	290,200	293,100	296,000	299,000
SUBTOTAL - OPERATING EXPENDITURES			1,282,074	1,178,122	1,287,200	1,326,825	1,309,100	1,342,700	1,374,400	1,395,700	1,417,500
BUILDING & LAND											
Ongoing Maintenance to Brick Exterior	(1)	BL-96-03	2,150	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Parking Structure Maintenance/Repairs		BL-00-06	141,948	82,521	204,800	204,800	283,500	548,500	920,400	296,500	594,500
LED Parking Garage Lighting Conversions		BL-19-03	0	43,141	48,000	48,000	48,000	48,000	48,000	0	0
Vail Garage Parking Guidance System		BL-19-05	0	244,722	244,700	244,722	0	0	0	0	0
Downtown Parking Signs		BL-19-06	0	0	175,000	165,298	0	0	0	0	0
Municipal Parking Lot Improvements		BL-21-02	0	0	0	0	0	200,000	0	0	0
SUBTOTAL - BLDG & LAND			144,098	370,384	677,500	667,820	336,500	801,500	973,400	301,500	599,500
EQUIPMENT											
Operational Equipment - Municipal Parking Fund		EQ-09-01	0	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000
SUBTOTAL - EQUIPMENT			0	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000
TOTAL EXPENDITURES			1,426,172	1,548,506	1,974,700	2,004,645	1,655,600	2,154,200	2,357,800	1,707,200	2,027,000
BEGINNING FUND BALANCE			3,889,253	4,714,984	4,635,880	4,635,880	5,355,680	4,747,080	3,639,880	2,329,080	1,668,880
REVENUES OVER (UNDER) EXPENDITURES			825,731	(79,104)	719,800	(711,145)	(608,600)	(1,107,200)	(1,310,800)	(660,200)	(980,000)
ENDING FUND BALANCE			4,714,984	4,635,880	5,355,680	3,924,735	4,747,080	3,639,880	2,329,080	1,668,880	688,880
Fund Balance as a Percent of Expenditures							287%	169%	99%	98%	34%

### PROJECTS WITH SECOND FUND SOURCE

Ongoing Maintenance to Brick Exteriors (1) BL-96-03 Parking Fund pays 20%; Capital Projects Fund pays 80%.

## POLICE

## Municipal Parking Fund

### PERSONNEL SUMMARY

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Public Service Officer	2	4.00	4.00	
Records Clerk	1	1.00	1.00	
<b>Total F-T-E</b>		<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

### Police Department Cross Reference to All Funds

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund			
	Police - Administration	133.00	133.00	
	Police Grant	1.00	1.00	
235	Municipal Parking Fund	5.00	5.00	
	<b>Total F-T-E All Funds</b>	<b>139.00</b>	<b>139.00</b>	<b>0.00</b>

# MUNICIPAL PARKING FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
235-0000-435.54-00	Parking Lot A Daily Fees	27,219	27,006	20,700	27,000	<b>21,700</b>	(5,300)	(19.6%)
235-0000-435.56-00	Parking Lot B Daily Fees	65	0	0	0	<b>0</b>	0	N/A
235-0000-435.60-00	Parking Lot E Daily Fees	11,187	11,565	8,400	11,000	<b>9,000</b>	(2,000)	(18.2%)
235-0000-435.64-01	Municipal Garage Daily Fees	20,778	12,870	13,800	18,000	<b>14,700</b>	(3,300)	(18.3%)
235-0000-435.64-02	Vail Street Gar Daily Fees	40,242	36,793	29,100	38,000	<b>30,200</b>	(7,800)	(20.5%)
235-0000-435.64-03	North Garage Daily Fees	84,700	81,402	61,300	80,000	<b>65,000</b>	(15,000)	(18.8%)
235-0000-435.65-02	Vail Street Gar Monthly Fees	455,031	490,096	306,700	400,000	<b>325,000</b>	(75,000)	(18.8%)
235-0000-435.65-03	North Garage Monthly Fees	443,174	433,544	299,000	390,000	<b>318,000</b>	(72,000)	(18.5%)
235-0000-435.66-00	Parking Lot P Daily Fees	53,350	49,937	38,300	50,000	<b>41,000</b>	(9,000)	(18.0%)
235-0000-435.68-00	Parking Lot S Daily Fees	78,196	74,518	59,000	77,000	<b>63,000</b>	(14,000)	(18.2%)
235-0000-435.70-00	Parking Lot T Daily Fees	5,350	1,628	800	1,000	<b>800</b>	(200)	(20.0%)
235-0000-435.72-00	Evergreen Garage "U Fees"	79,044	81,912	65,200	85,000	<b>69,000</b>	(16,000)	(18.8%)
235-0000-435.74-00	Parking Lot O Daily Fees	12,190	4,543	3,500	4,500	<b>3,600</b>	(900)	(20.0%)
	<b>Parking Fees</b>	<b>1,310,526</b>	<b>1,305,814</b>	<b>905,800</b>	<b>1,181,500</b>	<b>961,000</b>	<b>(220,500)</b>	<b>(18.7%)</b>
235-0000-441.15-00	Parking Fines	89,631	57,470	53,700	70,000	<b>55,000</b>	(15,000)	(21.4%)
	<b>Fines</b>	<b>89,631</b>	<b>57,470</b>	<b>53,700</b>	<b>70,000</b>	<b>55,000</b>	<b>(15,000)</b>	<b>(21.4%)</b>
235-0000-461.02-00	Interest on Investments	44,358	70,450	27,000	27,000	<b>27,000</b>	0	0.0%
235-0000-462.10-00	Market Value Adjustments	19,406	26,749	4,000	15,000	<b>4,000</b>	(11,000)	(73.3%)
	<b>Interest Income</b>	<b>63,764</b>	<b>97,199</b>	<b>31,000</b>	<b>42,000</b>	<b>31,000</b>	<b>(11,000)</b>	<b>(26.2%)</b>
235-0000-489.90-00	Other Income	312,982	8,919	0	0	<b>0</b>	0	N/A
	<b>Other</b>	<b>312,982</b>	<b>8,919</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
235-0000-491.05-00	Operating Transfer In	475,000	0	0	0	<b>0</b>	0	N/A
235-0000-491.15-00	Bond Proceeds	0	0	1,704,000	0	<b>0</b>	0	N/A
	<b>Other Financing Sources</b>	<b>475,000</b>	<b>0</b>	<b>1,704,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Municipal Parking Fund</b>	<b>2,251,903</b>	<b>1,469,402</b>	<b>2,694,500</b>	<b>1,293,500</b>	<b>1,047,000</b>	<b>(246,500)</b>	<b>(19.1%)</b>

# MUNICIPAL PARKING FUND

## EXPENDITURES

### Police

3001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
235-3001-532.10-01	Salaries	354,967	314,999	358,200	384,300	370,600	(13,700)	(3.6%)
235-3001-532.18-05	Overtime Civilian	(232)	0	0	5,900	6,000	100	1.7%
	<b>Salaries</b>	<b>354,735</b>	<b>314,999</b>	<b>358,200</b>	<b>390,200</b>	<b>376,600</b>	<b>(13,600)</b>	<b>(3.5%)</b>
235-3001-532.19-01	Workers Compensation	9,600	9,800	10,000	10,000	10,500	500	5.0%
235-3001-532.19-05	Medical Insurance	74,100	90,400	95,600	95,600	97,000	1,400	1.5%
235-3001-532.19-10	IMRF	45,918	32,800	45,300	49,300	47,200	(2,100)	(4.3%)
235-3001-532.19-11	Social Security	21,609	19,410	22,200	24,200	23,300	(900)	(3.7%)
235-3001-532.19-12	Medicare	5,054	4,539	5,200	5,700	5,500	(200)	(3.5%)
	<b>Fringe Benefits</b>	<b>156,281</b>	<b>156,949</b>	<b>178,300</b>	<b>184,800</b>	<b>183,500</b>	<b>(1,300)</b>	<b>(0.7%)</b>
235-3001-532.20-40	General Insurance	10,200	10,300	10,600	10,600	10,700	100	0.9%
235-3001-532.22-10	Printing	2,537	3,023	3,000	8,000	4,000	(4,000)	(50.0%)
235-3001-532.22-25	IT/GIS Service Charge	3,000	2,900	3,100	3,100	3,200	100	3.2%
235-3001-532.22-37	Vehicle/Equip Lease Chrg	7,500	8,200	9,500	9,500	8,400	(1,100)	(11.6%)
	<b>Contractual Services</b>	<b>23,237</b>	<b>24,423</b>	<b>26,200</b>	<b>31,200</b>	<b>26,300</b>	<b>(4,900)</b>	<b>(15.7%)</b>
235-3001-532.30-35	Clothing	1,497	2,310	2,700	2,652	2,500	(152)	(5.7%)
235-3001-532.30-50	Petroleum Products	2,720	3,458	1,600	2,900	1,600	(1,300)	(44.8%)
235-3001-532.33-05	Other Supplies	268	1,821	4,900	4,873	3,600	(1,273)	(26.1%)
	<b>Commodities</b>	<b>4,485</b>	<b>7,589</b>	<b>9,200</b>	<b>10,425</b>	<b>7,700</b>	<b>(2,725)</b>	<b>(26.1%)</b>
	<b>Total Police Department</b>	<b>538,738</b>	<b>503,960</b>	<b>571,900</b>	<b>616,625</b>	<b>594,100</b>	<b>(22,525)</b>	<b>(3.7%)</b>

### Planning

4001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
235-4001-532.20-05	Professional Services	55,230	9,270	0	0	0	0	N/A
	<b>Contractual Services</b>	<b>55,230</b>	<b>9,270</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Planning</b>	<b>55,230</b>	<b>9,270</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

### Public Works

7101

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
235-7101-532.22-37	Vehicle/Equip Lease Chrg	56,900	64,100	37,400	37,400	29,000	(8,400)	(22.5%)
	<b>Contractual Services</b>	<b>56,900</b>	<b>64,100</b>	<b>37,400</b>	<b>37,400</b>	<b>29,000</b>	<b>(8,400)</b>	<b>(22.5%)</b>
235-7101-571.50-20	Building Improvements	2,150	0	5,000	5,000	5,000	0	0.0%
235-7101-571.50-25	Construction in Progress	141,948	370,384	672,500	662,820	331,500	(331,320)	(50.0%)
235-7101-572.50-15	Other Equipment	0	0	10,000	10,000	10,000	0	0.0%
	<b>Capital Outlay</b>	<b>144,098</b>	<b>370,384</b>	<b>687,500</b>	<b>677,820</b>	<b>346,500</b>	<b>(331,320)</b>	<b>(48.9%)</b>
	<b>Total Public Works</b>	<b>200,998</b>	<b>434,484</b>	<b>724,900</b>	<b>715,220</b>	<b>375,500</b>	<b>(339,720)</b>	<b>(47.5%)</b>

# MUNICIPAL PARKING FUND

## EXPENDITURES

### Parking Operations

7301

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
235-7301-532.21-11	Building Maintenance	5,756	4,944	9,000	9,000	9,000	0	0.0%
235-7301-532.21-40	Lease Expense	17,473	16,481	17,500	17,500	17,500	0	0.0%
235-7301-532.21-50	Utility Services	11,478	14,538	11,400	11,400	11,400	0	0.0%
235-7301-532.22-03	Training	0	0	0	1,500	1,500	0	0.0%
	<b>Contractual Services</b>	<b>34,707</b>	<b>35,963</b>	<b>37,900</b>	<b>39,400</b>	<b>39,400</b>	<b>0</b>	<b>0.0%</b>
235-7301-532.31-65	Other Equip & Supplies	0	3	2,900	2,900	2,900	0	0.0%
235-7301-532.31-90	Street and Sidewalk Sup	26,855	16,638	14,000	14,000	14,000	0	0.0%
235-7301-532.33-05	Other Supplies	359	0	0	0	0	0	N/A
	<b>Commodities</b>	<b>27,214</b>	<b>16,641</b>	<b>16,900</b>	<b>16,900</b>	<b>16,900</b>	<b>0</b>	<b>0.0%</b>
235-7301-532.40-75	Administrative Serv Charge	71,500	71,500	72,900	72,900	72,900	0	0.0%
	<b>Other Charges</b>	<b>71,500</b>	<b>71,500</b>	<b>72,900</b>	<b>72,900</b>	<b>72,900</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Parking Operations</b>	<b>133,421</b>	<b>124,104</b>	<b>127,700</b>	<b>129,200</b>	<b>129,200</b>	<b>0</b>	<b>0.0%</b>

### Vail Avenue Garage Operation

7302

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
235-7302-532.21-02	Equipment Maintenance	8,394	14,144	25,200	12,000	25,200	13,200	110.0%
235-7302-532.21-11	Building Maintenance	18,476	16,817	31,400	31,400	31,400	0	0.0%
235-7302-532.21-50	Utility Services	50,723	54,177	52,000	52,000	52,000	0	0.0%
235-7302-532.22-10	Printing	4,556	0	3,800	3,800	3,800	0	0.0%
	<b>Contractual Services</b>	<b>82,149</b>	<b>85,138</b>	<b>112,400</b>	<b>99,200</b>	<b>112,400</b>	<b>13,200</b>	<b>13.3%</b>
235-7302-532.31-65	Other Equip & Supplies	0	471	5,000	5,000	5,000	0	0.0%
235-7302-532.31-90	Street and Sidewalk Sup	35,935	30,464	30,300	30,300	30,300	0	0.0%
235-7302-532.33-05	Other Supplies	359	0	0	0	0	0	N/A
	<b>Commodities</b>	<b>36,294</b>	<b>30,935</b>	<b>35,300</b>	<b>35,300</b>	<b>35,300</b>	<b>0</b>	<b>0.0%</b>
235-7302-532.40-75	Administrative Serv Charge	90,300	90,300	92,100	92,100	92,100	0	0.0%
	<b>Other Charges</b>	<b>90,300</b>	<b>90,300</b>	<b>92,100</b>	<b>92,100</b>	<b>92,100</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Vail Street Garage</b>	<b>208,743</b>	<b>206,373</b>	<b>239,800</b>	<b>226,600</b>	<b>239,800</b>	<b>13,200</b>	<b>5.8%</b>

# MUNICIPAL PARKING FUND

## EXPENDITURES

### North Garage Operation

7303

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
235-7303-532.21-02	Equipment Maintenance	722	6,432	20,000	20,000	20,000	0	0.0%
235-7303-532.21-11	Building Maintenance	18,577	24,258	26,200	26,200	26,200	0	0.0%
235-7303-532.21-50	Utility Services	47,258	53,087	50,000	50,000	50,000	0	0.0%
235-7303-532.22-10	Printing	3,000	0	0	3,500	3,500	0	0.0%
	<b>Contractual Services</b>	<b>69,557</b>	<b>83,777</b>	<b>96,200</b>	<b>99,700</b>	<b>99,700</b>	<b>0</b>	<b>0.0%</b>
235-7303-532.31-65	Other Equip & Supplies	0	93	7,000	7,000	7,000	0	0.0%
235-7303-532.31-90	Street and Sidewalk Sup	33,642	23,701	23,700	23,700	23,700	0	0.0%
235-7303-532.33-05	Other Supplies	359	0	0	0	0	0	N/A
	<b>Commodities</b>	<b>34,001</b>	<b>23,794</b>	<b>30,700</b>	<b>30,700</b>	<b>30,700</b>	<b>0</b>	<b>0.0%</b>
235-7303-532.40-75	Administrative Serv Charge	93,800	93,800	95,700	95,700	95,700	0	0.0%
	<b>Other Charges</b>	<b>93,800</b>	<b>93,800</b>	<b>95,700</b>	<b>95,700</b>	<b>95,700</b>	<b>0</b>	<b>0.0%</b>
	<b>Total North Garage</b>	<b>197,358</b>	<b>201,371</b>	<b>222,600</b>	<b>226,100</b>	<b>226,100</b>	<b>0</b>	<b>0.0%</b>

### Evergreen Underground Garage Operation

7304

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
235-7304-532.21-02	Equipment Maintenance	16,254	10,484	15,000	15,000	15,000	0	0.0%
235-7304-532.21-11	Building Maintenance	5,756	4,109	9,500	9,500	9,500	0	0.0%
235-7304-532.21-50	Utility Services	36,190	26,648	32,700	32,700	32,700	0	0.0%
235-7304-532.22-10	Printing	3,052	0	0	3,100	3,100	0	0.0%
	<b>Contractual Services</b>	<b>61,252</b>	<b>41,241</b>	<b>57,200</b>	<b>60,300</b>	<b>60,300</b>	<b>0</b>	<b>0.0%</b>
235-7304-532.31-65	Other Equip & Supplies	1,568	1,119	4,000	4,000	4,000	0	0.0%
235-7304-532.33-05	Other Supplies	2,764	484	0	0	0	0	N/A
	<b>Commodities</b>	<b>4,332</b>	<b>1,603</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0.0%</b>
235-7304-532.40-75	Administrative Serv Charge	26,100	26,100	26,600	26,600	26,600	0	0.0%
	<b>Other Charges</b>	<b>26,100</b>	<b>26,100</b>	<b>26,600</b>	<b>26,600</b>	<b>26,600</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Evergreen Street Garage</b>	<b>91,684</b>	<b>68,944</b>	<b>87,800</b>	<b>90,900</b>	<b>90,900</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Municipal Parking Fund</b>	<b>1,426,172</b>	<b>1,548,506</b>	<b>1,974,700</b>	<b>2,004,645</b>	<b>1,655,600</b>	<b>(349,045)</b>	<b>(17.4%)</b>

# MUNICIPAL PARKING FUND

## EXPENDITURE DETAIL

### POLICE

3001

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
235-3001-532.10-01	Salaries	Salaries	384,300	370,600
235-3001-532.18-05	Overtime Civilian	Overtime Civilian	5,900	6,000
	<b>TOTAL SALARIES</b>		<b>390,200</b>	<b>376,600</b>
<b>FRINGE BENEFITS:</b>				
235-3001-532.19-01	Workers' Compensation	Workers' Compensation Insurance	10,000	10,500
235-3001-532.19-05	Medical Insurance	Medical Insurance	95,600	97,000
235-3001-532.19-10	IMRF	IMRF	49,300	47,200
235-3001-532.19-11	Social Security	Social Security	24,200	23,300
235-3001-532.19-12	Medicare	Medicare	5,700	5,500
	<b>TOTAL FRINGE BENEFITS</b>		<b>184,800</b>	<b>183,500</b>
<b>CONTRACTUAL SERVICES:</b>				
235-3001-532.20-40	General Insurance	Liability and property insurance	10,600	10,700
235-3001-532.22-10	Printing	Parking tickets	8,000	4,000
235-3001-532.22-25	IT/GIS Service Charge	Information Technology/GIS service charge	3,100	3,200
235-3001-532.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge	9,500	8,400
	<b>TOTAL CONTRACTUAL SERVICES</b>		<b>31,200</b>	<b>26,300</b>
<b>COMMODITIES:</b>				
235-3001-532.30-35	Clothing	PSO clothing	2,500	2,500
		Prior Year Encumbrance Carryover	152	0
			2,652	2,500
235-3001-532.30-50	Petroleum Products	Gasoline for department vehicle(s)	2,900	1,600
235-3001-532.33-05	Other Supplies	Chalk and chalk sticks	200	0
		Batteries	200	200
		Tablet data plan	600	700
		Miscellaneous supplies	2,600	2,700
		Prior Year Encumbrance Carryover	1,273	0
			4,873	3,600
	<b>TOTAL COMMODITIES</b>		<b>10,425</b>	<b>7,700</b>
	<b>TOTAL POLICE</b>		<b>616,625</b>	<b>594,100</b>

# MUNICIPAL PARKING FUND

## EXPENDITURE DETAIL

### PUBLIC WORKS

7101

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
235-7101-532.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge	37,400	29,000
	<b>TOTAL CONTRACTUAL SERVICES</b>		<b>37,400</b>	<b>29,000</b>
<b>CAPITAL OUTLAY:</b>				
235-7101-571.50-20	Building Improvements	Exterior brick maintenance (BL9603)	5,000	5,000
235-7101-571.50-25	Construction in Progress	Parking structure maint/repairs (BL0006)	204,800	283,500
		LED Parking Garage Lighting (BL1903)	48,000	48,000
		Vail Garage Parking Guidance (BL1905)	0	0
		Prior Year Encumbrance Carryover	244,722	
		Downtown Parking Signs (BL1906)	0	0
		Prior Year Encumbrance Carryover	165,298	331,500
235-7101-572.50-15	Other Equipment	Pay box refurbish, all garages (EQ0901)	10,000	10,000
	<b>TOTAL CAPITAL OUTLAY</b>		<b>677,820</b>	<b>346,500</b>
	<b>TOTAL PUBLIC WORKS</b>		<b>715,220</b>	<b>375,500</b>



# MUNICIPAL PARKING FUND

## EXPENDITURE DETAIL

### MUNICIPAL PARKING OPERATIONS

7301

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
235-7301-532.21-11	Building Maintenance	Glass and door repairs; replacement of of fire doors and frames	9,000	9,000
235-7301-532.21-40	Lease Expense	1/3 of revenue from Parking Lots P & T per agreement	17,500	17,500
235-7301-532.21-50	Utility Services	Energy for lighting parking lots and garage	11,400	11,400
235-7301-532.22-03	Training	Int'l Municipal Parking Association	1,500	1,500
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>39,400</b>	<b>39,400</b>
<b>COMMODITIES:</b>				
235-7301-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts	2,900	2,900
235-7301-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure	14,000	14,000
<b>TOTAL COMMODITIES</b>			<b>16,900</b>	<b>16,900</b>
<b>OTHER CHARGES:</b>				
235-7301-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration	72,900	72,900
<b>TOTAL OTHER CHARGES</b>			<b>72,900</b>	<b>72,900</b>
<b>TOTAL MUNICIPAL PARKING OPERATION</b>			<b>129,200</b>	<b>129,200</b>

# MUNICIPAL PARKING FUND

## EXPENDITURE DETAIL

### VAIL AVENUE GARAGE OPERATION

7302

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>CONTRACTUAL SERVICES:</b>						
235-7302-532.21-02	Equipment Maintenance	Elevator maintenance	12,000		12,000	
		Parking Guidance Software	0	12,000	13,200	25,200
235-7302-532.21-11	Building Maintenance	Cleaning service (windows, stairwell, elev)	26,000		26,000	
		General maintenance	5,400	31,400	5,400	31,400
235-7302-532.21-50	Utility Services	Electricity & telephone		52,000		52,000
235-7302-532.22-10	Printing	Parking permits and share of tickets		3,800		3,800
<b>TOTAL CONTRACTUAL SERVICES</b>				<b>99,200</b>		<b>112,400</b>
<b>COMMODITIES:</b>						
235-7302-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts		5,000		5,000
235-7302-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure		30,300		30,300
<b>TOTAL COMMODITIES</b>				<b>35,300</b>		<b>35,300</b>
<b>OTHER CHARGES:</b>						
235-7302-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		92,100		92,100
<b>TOTAL OTHER CHARGES</b>				<b>92,100</b>		<b>92,100</b>
<b>TOTAL VAIL ST. GARAGE OPERATION</b>				<b>226,600</b>		<b>239,800</b>

# MUNICIPAL PARKING FUND

## EXPENDITURE DETAIL

### NORTH GARAGE OPERATION

7303

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
235-7303-532.21-02	Equipment Maintenance	Elevator maintenance	20,000	20,000
235-7303-532.21-11	Building Maintenance	Cleaning service (windows, stairwell, elev)	24,200	24,200
		General maintenance	2,000	2,000
235-7303-532.21-50	Utility Services	Electricity, gas & telephone	50,000	50,000
235-7303-532.22-10	Printing	Parking permits and share of tickets	3,500	3,500
		<b>TOTAL CONTRACTUAL SERVICES</b>	<b>99,700</b>	<b>99,700</b>
<b>COMMODITIES:</b>				
235-7303-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts	7,000	7,000
235-7303-532.31-90	Street & Sidewalk Supplies	De-icing agent for parking structure	23,700	23,700
		<b>TOTAL COMMODITIES</b>	<b>30,700</b>	<b>30,700</b>
<b>OTHER CHARGES:</b>				
235-7303-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration	95,700	95,700
		<b>TOTAL OTHER CHARGES</b>	<b>95,700</b>	<b>95,700</b>
		<b>TOTAL NORTH GARAGE OPERATION</b>	<b>226,100</b>	<b>226,100</b>

# MUNICIPAL PARKING FUND

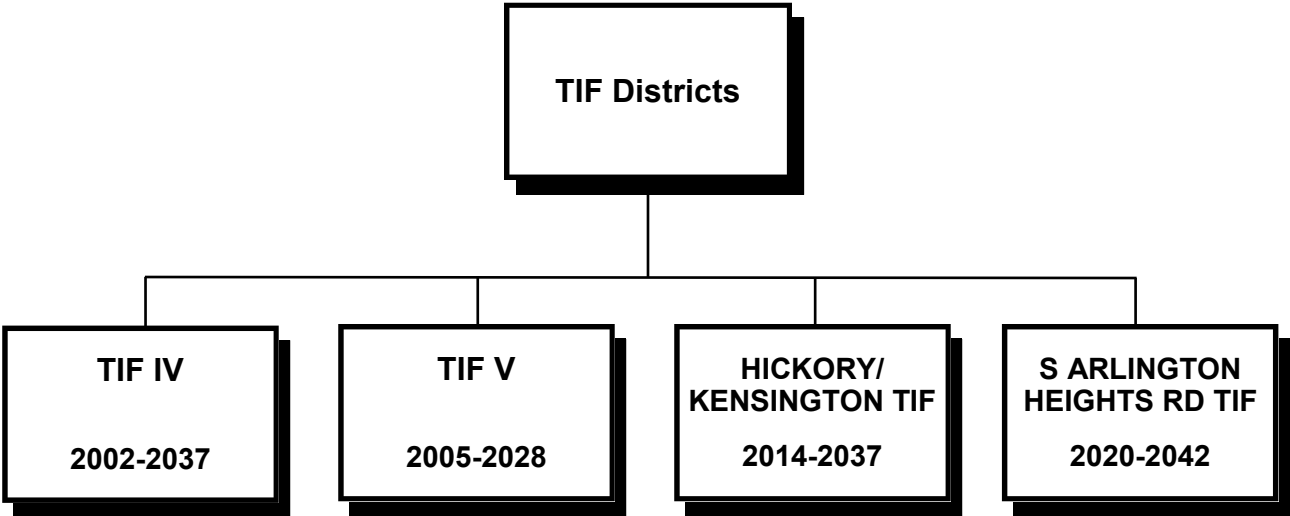
## EXPENDITURE DETAIL

### EVERGREEN UNDERGROUND GARAGE OPERATION

7304

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>CONTRACTUAL SERVICES:</b>						
235-7304-532.21-02	Equipment Maintenance	Elevator maintenance	12,000		12,000	
		General equipment maintenance	3,000	15,000	3,000	15,000
235-7304-532.21-11	Building Maintenance	Cleaning service (windows, stairwell, elev)	8,000		8,000	
		General Maintenance	1,500	9,500	1,500	9,500
235-7304-532.21-50	Utility Services	Utilities (Electricity, Gas, Telephone)		32,700		32,700
235-7304-532.22-10	Printing	Parking permits and share of tickets		3,100		3,100
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>60,300</b>		<b>60,300</b>	
<b>COMMODITIES:</b>						
235-7304-532.31-65	Other Equip. & Supplies	Signs & lighting repair parts		4,000		4,000
<b>TOTAL COMMODITIES</b>			<b>4,000</b>		<b>4,000</b>	
<b>OTHER CHARGES:</b>						
235-7304-532.40-75	Admin. Service Charge	To General Fund for service including sweeping, snow and ice control, washdowns, and administration		26,600		26,600
<b>TOTAL OTHER CHARGES</b>			<b>26,600</b>		<b>26,600</b>	
<b>TOTAL EVERGREEN GARAGE OPERATION</b>			<b>90,900</b>		<b>90,900</b>	
<b>TOTAL MUNICIPAL PARKING FUND</b>			<b>2,004,645</b>		<b>1,655,600</b>	

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## Fund at a Glance

This fund was established as a result of creating a Tax Increment Financing District which lies on the northeast corner of Arlington Heights Road and Golf Road, containing approximately 35 acres of land. As a result of proposed new development, the valuation of the district will rise, thereby generating more property tax revenues and sales tax revenues. These funds are then used to pay off bonds that will be issued to fund development improvements. This TIF will expire in tax year 2037.

### Restrictions:

STATE LAW – The Tax Increment Financing legislation allows for certain improvements to be considered eligible. Although the redevelopment efforts may continue, the incremental revenues must support the debt service on the bonds.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Taxes	\$575,192	\$594,782	\$571,800	\$571,800	<b>\$571,800</b>	\$0	0.0%
Interest Income	33,061	60,403	19,500	19,500	<b>19,500</b>	0	0.0%
Other	0	3,605	0	0	<b>0</b>	0	N/A
<b>Total Revenues</b>	<b>\$608,253</b>	<b>\$658,790</b>	<b>\$591,300</b>	<b>\$591,300</b>	<b>\$591,300</b>	<b>\$0</b>	<b>0.0%</b>
Interfund Transfers In	0	0	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$608,253</b>	<b>\$658,790</b>	<b>\$591,300</b>	<b>\$591,300</b>	<b>\$591,300</b>	<b>\$0</b>	<b>0.0%</b>
Expenditures							
Contractual Services	\$41,779	\$8,789	\$15,000	\$52,114	<b>\$50,000</b>	(\$2,114)	(4.1%)
Other Charges	50,000	50,000	50,000	50,000	<b>50,000</b>	0	0.0%
Capital Items	1,273	0	525,000	910,000	<b>500,000</b>	(410,000)	(45.1%)
<b>Total Expenditures</b>	<b>\$93,052</b>	<b>\$58,789</b>	<b>\$590,000</b>	<b>\$1,012,114</b>	<b>\$600,000</b>	<b>(\$412,114)</b>	<b>(40.7%)</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$93,052</b>	<b>\$58,789</b>	<b>\$590,000</b>	<b>\$1,012,114</b>	<b>\$600,000</b>	<b>(\$412,114)</b>	<b>(40.7%)</b>
Revenues over (under) Expenditures	<b>\$515,201</b>	<b>\$600,001</b>	<b>\$1,300</b>	<b>(\$420,814)</b>	<b>(\$8,700)</b>	<b>\$412,114</b>	<b>(97.9%)</b>
<b>BEGINNING FUND BALANCE</b>	<b>1,706,217</b>	<b>2,221,418</b>	<b>2,821,419</b>	<b>2,821,419</b>	<b>2,822,719</b>	<b>1,300</b>	<b>0.0%</b>
<b>ENDING FUND BALANCE</b>	<b>\$2,221,418</b>	<b>\$2,821,419</b>	<b>\$2,822,719</b>	<b>\$2,400,605</b>	<b>\$2,814,019</b>	<b>\$413,414</b>	<b>17.2%</b>

# TIF IV FUND (263)

## 5 YEAR FINANCIAL PLAN

ACCOUNT DESCRIPTION	PROJ #	2018	2019	2020	2020	2021	2022	2023	2024	2025
		ACTUAL	ACTUAL	ESTIMATED ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
REVENUES										
TAXES - PROPERTY TAXES		575,192	594,782	571,800	571,800	571,800	571,800	571,800	571,800	571,800
INTEREST INCOME		23,039	60,403	19,500	19,500	19,500	19,500	19,500	19,500	19,500
OTHER INCOME		10,022	3,605	0	0	0	0	0	0	0
TOTAL REVENUES		608,253	658,790	591,300	591,300	591,300	591,300	591,300	591,300	591,300
EXPENDITURES										
OPERATING EXPENDITURES										
Professional Services		41,779	8,789	15,000	52,114	50,000	50,000	50,000	50,000	50,000
Administrative Service Charge		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
SUBTOTAL - OPERATING EXPENDITURES		91,779	58,789	65,000	102,114	100,000	100,000	100,000	100,000	100,000
BUILDING & LAND										
TIF IV Redevelopment	BL-16-05	1,273	0	525,000	750,000	500,000	500,000	500,000	500,000	500,000
SUBTOTAL - BUILDING & LAND		1,273	0	525,000	750,000	500,000	500,000	500,000	500,000	500,000
STREETS										
Green Corridor Beautification	ST-99-03	0	0	0	160,000	0	160,000	0	0	0
SUBTOTAL - STREETS		0	0	0	160,000	0	160,000	0	0	0
TOTAL EXPENDITURES		93,052	58,789	590,000	1,012,114	600,000	760,000	600,000	600,000	600,000
BEGINNING FUND BALANCE										
REVENUES OVER (UNDER) EXPENDITURES		1,706,217	2,221,418	2,821,419	2,821,419	2,822,719	2,814,019	2,645,319	2,636,619	2,627,919
ENDING FUND BALANCE		515,201	600,001	1,300	(420,814)	(8,700)	(168,700)	(8,700)	(8,700)	(8,700)
		2,221,418	2,821,419	2,822,719	2,400,605	2,814,019	2,645,319	2,636,619	2,627,919	2,619,219
Fund Balance as a Percent of Expenditures						469%	348%	439%	438%	437%



# TIF IV FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
263-0000-401.07-00	TIF Real Estate Tax	575,192	594,782	571,800	571,800	571,800	0	0.0%
	<b>Real Estate Taxes</b>	<b>575,192</b>	<b>594,782</b>	<b>571,800</b>	<b>571,800</b>	<b>571,800</b>	<b>0</b>	<b>0.0%</b>
263-0000-461.02-00	Interest on Investments	23,039	44,543	12,000	12,000	12,000	0	0.0%
263-0000-462.10-00	Market Value Adjustments	10,022	15,860	7,500	7,500	7,500	0	0.0%
	<b>Interest Income</b>	<b>33,061</b>	<b>60,403</b>	<b>19,500</b>	<b>19,500</b>	<b>19,500</b>	<b>0</b>	<b>0.0%</b>
263-0000-489-90-00	Other Income	0	3,605	0	0	0	0	N/A
	<b>Other</b>	<b>0</b>	<b>3,605</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total TIF IV Fund</b>	<b>608,253</b>	<b>658,790</b>	<b>591,300</b>	<b>591,300</b>	<b>591,300</b>	<b>0</b>	<b>0.0%</b>

## EXPENDITURES

### Planning

4001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
263-4001-571.20-05	Professional Services	41,779	8,789	15,000	52,114	50,000	(2,114)	(4.1%)
	<b>Contractual Services</b>	<b>41,779</b>	<b>8,789</b>	<b>15,000</b>	<b>52,114</b>	<b>50,000</b>	<b>(2,114)</b>	<b>(4.1%)</b>
263-4001-571.40-75	Administrative Serv Charge	50,000	50,000	50,000	50,000	50,000	0	0.0%
	<b>Other Charges</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0.0%</b>
263-4001-571.50-25	Construction in Progress	1,273	0	525,000	750,000	500,000	(250,000)	(33.3%)
263-4001-571.50-30	Road Projects	0	0	0	160,000	0	(160,000)	(100.0%)
	<b>Capital Outlay</b>	<b>1,273</b>	<b>0</b>	<b>525,000</b>	<b>910,000</b>	<b>500,000</b>	<b>(160,000)</b>	<b>(45.1%)</b>
	<b>Total Planning</b>	<b>93,052</b>	<b>58,789</b>	<b>590,000</b>	<b>1,012,114</b>	<b>600,000</b>	<b>(287,114)</b>	<b>(40.7%)</b>
	<b>Total TIF IV Fund</b>	<b>93,052</b>	<b>58,789</b>	<b>590,000</b>	<b>1,012,114</b>	<b>600,000</b>	<b>(287,114)</b>	<b>(40.7%)</b>

# TIF IV FUND

## EXPENDITURE DETAIL

### PLANNING

4001

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>CONTRACTUAL SERVICES:</b>						
263-4001-571.20-05	Professional Services	Consultants/Legal	50,000		50,000	
		Prior Year Encumbrance Carryover	2,114	52,114	0	50,000
		<b>TOTAL CONTRACTUAL SERVICES</b>		<b>52,114</b>		<b>50,000</b>
<b>OTHER CHARGES:</b>						
263-4001-571.40-75	Administrative Serv Charge	Administrative Serv Charge		50,000		50,000
		<b>TOTAL OTHER CHARGES</b>		<b>50,000</b>		<b>50,000</b>
<b>CAPITAL OUTLAY:</b>						
263-4001-571.50-25	Construction in Progress	Redevelopment (BL1605)		750,000		500,000
263-4001-571.50-30	Road Projects	Green Corridor Beautification (ST9903)		160,000		0
		<b>TOTAL CAPITAL OUTLAY</b>		<b>910,000</b>		<b>500,000</b>
		<b>TOTAL PLANNING</b>		<b>1,012,114</b>		<b>600,000</b>
		<b>TOTAL TIF IV FUND</b>		<b>1,012,114</b>		<b>600,000</b>

## Fund at a Glance

This fund was established as a result of creating a Tax Increment Financing District which lies east of Arlington Heights Road where it is intersected by Rand Road. The Village issued \$2.0 million in bonds and approved a \$2.1 million TIF note to cover part of the up-front costs to redevelop the vacant portions of the Town & Country Mall. This redeveloped site is anchored by Dick's Sporting Goods and a Jo-Ann's Fabrics Superstore. As a result of proposed new development, the valuation of the district will rise, thereby generating more property tax revenues and sales tax revenues. These property tax increment revenues will be used to pay off the bond and note. This TIF will expire in tax year 2028.

### Restrictions:

STATE LAW – The Tax Increment Financing legislation allows for certain improvements to be considered eligible. Although the redevelopment efforts may continue, the incremental revenues must support the debt service on the bonds.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Taxes	\$738,079	\$722,952	\$738,100	\$738,100	<b>\$738,100</b>	\$0	0.0%
Interest Income	15,024	45,806	8,100	8,100	<b>8,100</b>	0	0.0%
<b>Total Revenues</b>	<b>\$753,103</b>	<b>\$772,100</b>	<b>\$746,200</b>	<b>\$746,200</b>	<b>\$746,200</b>	<b>\$0</b>	<b>0.0%</b>
Interfund Transfers In	0	0	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$753,103</b>	<b>\$772,100</b>	<b>\$746,200</b>	<b>\$746,200</b>	<b>\$746,200</b>	<b>\$0</b>	<b>0.0%</b>
Expenditures							
Contractual Services	\$800	\$800	\$0	\$15,000	<b>\$15,000</b>	\$0	0.0%
Other Charges	0	0	0	0	<b>130,000</b>	130,000	N/A
Capital Items	1,787	12,809	12,000	343,206	<b>2,332,000</b>	1,988,794	579.5%
<b>Total Expenditures</b>	<b>\$2,587</b>	<b>\$13,609</b>	<b>\$12,000</b>	<b>\$358,206</b>	<b>\$2,477,000</b>	<b>\$2,118,794</b>	<b>591.5%</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$2,587</b>	<b>\$13,609</b>	<b>\$12,000</b>	<b>\$358,206</b>	<b>\$2,477,000</b>	<b>\$2,118,794</b>	<b>591.5%</b>
Revenues over (under) Expenditures	<b>\$750,516</b>	<b>\$758,491</b>	<b>\$734,200</b>	<b>\$387,994</b>	<b>(\$1,730,800)</b>	<b>(\$2,118,794)</b>	<b>(546.1%)</b>
<b>BEGINNING FUND BALANCE</b>	<b>653,835</b>	<b>1,404,351</b>	<b>2,162,842</b>	<b>2,162,842</b>	<b>2,897,042</b>	<b>734,200</b>	<b>33.9%</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,404,351</b>	<b>\$2,162,842</b>	<b>\$2,897,042</b>	<b>\$2,550,836</b>	<b>\$1,166,242</b>	<b>(\$1,384,594)</b>	<b>(54.3%)</b>

# TIF V FUND (264)

## 5 YEAR FINANCIAL PLAN

ACCOUNT DESCRIPTION	Note	PROJ #	2020								
			2018 ACTUAL	2019 ACTUAL	ESTIMATED ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUES											
TAXES - PROPERTY TAXES			738,079	722,952	738,100	738,100	738,100	738,100	738,100	738,100	738,100
INTEREST INCOME			15,024	45,806	8,100	8,100	8,100	8,100	8,100	8,100	8,100
OTHER INCOME			0	3,342	0	0	0	0	0	0	0
TOTAL REVENUES			753,103	772,100	746,200	746,200	746,200	746,200	746,200	746,200	746,200
EXPENDITURES											
OPERATING EXPENDITURES											
Professional Services			800	800	0	15,000	15,000	15,000	15,000	15,000	15,000
Administrative Service Charge			0	0	0	0	30,000	0	0	0	0
Reserve for Tax Refunds			0	0	0	0	100,000	0	0	0	0
SUBTOTAL - OPERATING EXPENDITURES			800	800	0	15,000	145,000	15,000	15,000	15,000	15,000
BUILDING & LAND											
Redevelopment		BL-21-03	0	0	0	0	2,000,000	0	0	0	0
SUBTOTAL - BUILDING & LAND			0	0	0	0	2,000,000	0	0	0	0
STREETS											
Rand Road Corridor Identification Enhancement (1)		ST-17-20	1,787	12,809	12,000	343,206	332,000	243,300	28,800	101,800	0
SUBTOTAL - STREETS			1,787	12,809	12,000	343,206	332,000	243,300	28,800	101,800	0
TOTAL EXPENDITURES			2,587	13,609	12,000	358,206	2,477,000	258,300	43,800	116,800	15,000
BEGINNING FUND BALANCE											
REVENUES OVER (UNDER) EXPENDITURES			653,835	1,404,351	2,162,842	2,162,842	2,897,042	1,166,242	1,654,142	2,356,542	2,985,942
ENDING FUND BALANCE			750,516	758,491	734,200	387,994	(1,730,800)	487,900	702,400	629,400	731,200
			1,404,351	2,162,842	2,897,042	2,550,836	1,166,242	1,654,142	2,356,542	2,985,942	3,717,142
Fund Balance as a Percent of Expenditures							47%	640%	5380%	2556%	24781%

### PROJECTS WITH SECOND FUND SOURCE

Rand Road Corridor Identification Enhancement (1) ST-17-20 A portion of this project is funded from the Capital Projects Fund. An additional \$712,200 is currently unfunded.

# TIF V FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
264-0000-401.07-00	TIF Real Estate Tax	738,079	722,952	738,100	738,100	738,100	0	0.0%
	<b>Real Estate Taxes</b>	<b>738,079</b>	<b>722,952</b>	<b>738,100</b>	<b>738,100</b>	<b>738,100</b>	<b>0</b>	<b>0.0%</b>
264-0000-461.02-00	Interest on Investments	9,880	34,223	5,000	5,000	5,000	0	0.0%
264-0000-462.10-00	Market Value Adjustments	5,144	11,583	3,100	3,100	3,100	0	0.0%
	<b>Interest Income</b>	<b>15,024</b>	<b>45,806</b>	<b>8,100</b>	<b>8,100</b>	<b>8,100</b>	<b>0</b>	<b>0.0%</b>
264-0000-489-90-00	Other Income	0	3,342	0	0	0	0	N/A
	<b>Other</b>	<b>0</b>	<b>3,342</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Total TIF V Fund</b>		<b>753,103</b>	<b>772,100</b>	<b>746,200</b>	<b>746,200</b>	<b>746,200</b>	<b>0</b>	<b>0.0%</b>

## EXPENDITURES

### Planning

4001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
264-4001-571.20-05	Professional Services	800	800	0	15,000	15,000	0	0.0%
	<b>Contractual Services</b>	<b>800</b>	<b>800</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0.0%</b>
264-4001-571.40-75	Administrative Serv Charge	0	0	0	0	30,000	30,000	N/A
264-4001-571.40-86	Reserve for Tax Refunds	0	0	0	0	100,000	100,000	N/A
	<b>Other Charges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>130,000</b>	<b>130,000</b>	<b>N/A</b>
264-4001-571.50-25	Construction in Progress	0	0	0	0	2,000,000	2,000,000	N/A
264-4001-571.50-30	Road Projects	1,787	12,809	12,000	343,206	332,000	(11,206)	(3.3%)
	<b>Capital Outlay</b>	<b>1,787</b>	<b>12,809</b>	<b>12,000</b>	<b>343,206</b>	<b>2,332,000</b>	<b>1,988,794</b>	<b>579.5%</b>
<b>Total Planning</b>		<b>2,587</b>	<b>13,609</b>	<b>12,000</b>	<b>358,206</b>	<b>2,477,000</b>	<b>2,118,794</b>	<b>591.5%</b>
<b>Total TIF V Fund</b>		<b>2,587</b>	<b>13,609</b>	<b>12,000</b>	<b>358,206</b>	<b>2,477,000</b>	<b>2,118,794</b>	<b>591.5%</b>

# TIF V FUND

## EXPENDITURE DETAIL

### PLANNING

4001

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
264-4001-571.20-05	Professional Services	Consultants/Legal	15,000	15,000
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>15,000</b>	<b>15,000</b>
<b>OTHER CHARGES:</b>				
264-4001-571.40-75	Administrative Serv Charge	Administrative Serv Charge	0	30,000
264-4001-571.40-86	Reserve for Tax Refunds	Reserve for property tax refunds	0	100,000
<b>TOTAL OTHER CHARGES</b>			<b>0</b>	<b>130,000</b>
<b>CAPITAL OUTLAY:</b>				
264-4001-571.50-25	Construction in Progress	Redevelopment (BL2103)	0	2,000,000
264-4001-571.50-30	Road Projects	Rand Road Corridor Identification Enhancement (ST1720)	332,000	332,000
		Prior Year Encumbrance Carryover	11,206	0
<b>TOTAL CAPITAL OUTLAY</b>			<b>343,206</b>	<b>2,332,000</b>
<b>TOTAL PLANNING</b>			<b>358,206</b>	<b>2,477,000</b>
<b>TOTAL TIF V FUND</b>			<b>358,206</b>	<b>2,477,000</b>

## Fund at a Glance

This fund was established as a result of creating a Tax Increment Financing District which lies south of Miner Street and north of Northwest Highway, between Douglas Avenue on the west and Dryden Place on the east. As a result of proposed new development, the valuation of the district will rise, thereby generating more property tax revenues and sales tax revenues. These property tax increment revenues will be used to pay off a future bond or note. This TIF will expire in tax year 2037.

## Restrictions:

STATE LAW – The Tax Increment Financing legislation allows for certain improvements to be considered eligible. Although the redevelopment efforts may continue, the incremental revenues must support the debt service on the bonds.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Taxes	\$597,645	\$515,934	\$558,500	\$558,500	<b>\$558,500</b>	\$0	0.0%
Interest Income	15,864	35,317	10,000	10,000	<b>10,000</b>	0	0.0%
<b>Total Revenues</b>	<b>\$613,509</b>	<b>\$551,651</b>	<b>\$568,500</b>	<b>\$568,500</b>	<b>\$568,500</b>	<b>\$0</b>	<b>0.0%</b>
Interfund Transfers In	0	0	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$613,509</b>	<b>\$551,651</b>	<b>\$568,500</b>	<b>\$568,500</b>	<b>\$568,500</b>	<b>\$0</b>	<b>0.0%</b>
Expenditures							
Contractual Services	\$2,060	\$0	\$5,900	\$80,900	<b>\$75,000</b>	(\$5,900)	(7.3%)
Other Charges	30,000	30,000	15,000	15,000	<b>15,000</b>	0	0.0%
Capital Items	0	0	0	800,000	<b>1,500,000</b>	700,000	87.5%
<b>Total Expenditures</b>	<b>\$32,060</b>	<b>\$30,000</b>	<b>\$20,900</b>	<b>\$895,900</b>	<b>\$1,590,000</b>	<b>\$694,100</b>	<b>77.5%</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$32,060</b>	<b>\$30,000</b>	<b>\$20,900</b>	<b>\$895,900</b>	<b>\$1,590,000</b>	<b>\$694,100</b>	<b>77.5%</b>
Revenues over (under) Expenditures	<b>\$581,449</b>	<b>\$521,651</b>	<b>\$547,600</b>	<b>(\$327,400)</b>	<b>(\$1,021,500)</b>	<b>(\$694,100)</b>	<b>212.0%</b>
<b>BEGINNING FUND BALANCE</b>	<b>574,332</b>	<b>1,155,781</b>	<b>1,677,432</b>	<b>1,677,432</b>	<b>2,225,032</b>	<b>547,600</b>	<b>32.6%</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,155,781</b>	<b>\$1,677,432</b>	<b>\$2,225,032</b>	<b>\$1,350,032</b>	<b>\$1,203,532</b>	<b>(\$146,500)</b>	<b>(10.9%)</b>

# TIF HICKORY/ KENSINGTON FUND (266)

## 5 YEAR FINANCIAL PLAN

ACCOUNT DESCRIPTION	PROJ #	2018	2019	2020	2020	2021	2022	2023	2024	2025
		ACTUAL	ACTUAL	ESTIMATED ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
REVENUES										
TAXES - PROPERTY TAXES		597,645	515,934	558,500	558,500	558,500	650,000	650,000	650,000	650,000
INTEREST INCOME		15,864	35,317	10,000	10,000	10,000	10,000	10,000	10,000	10,000
OTHER INCOME		0	400	0	0	0	0	0	0	0
TOTAL REVENUES		613,509	551,651	568,500	568,500	568,500	660,000	660,000	660,000	660,000
EXPENDITURES										
OPERATING EXPENDITURES										
Professional Services		2,060	0	5,900	80,900	75,000	0	0	0	0
Administrative Service Charge		30,000	30,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
SUBTOTAL - OPERATING EXPENDITURES		32,060	30,000	20,900	95,900	90,000	15,000	15,000	15,000	15,000
BUILDING & LAND										
TIF HK Redevelopment	BL-18-01	0	0	0	800,000	1,500,000	500,000	500,000	500,000	500,000
SUBTOTAL - BUILDING & LAND		0	0	0	800,000	1,500,000	500,000	500,000	500,000	500,000
TOTAL EXPENDITURES		32,060	30,000	20,900	895,900	1,590,000	515,000	515,000	515,000	515,000
BEGINNING FUND BALANCE										
REVENUES OVER (UNDER) EXPENDITURES		574,332	1,155,781	1,677,432	1,677,432	2,225,032	1,203,532	1,348,532	1,493,532	1,638,532
ENDING FUND BALANCE		581,449	521,651	547,600	(327,400)	(1,021,500)	145,000	145,000	145,000	145,000
		1,155,781	1,677,432	2,225,032	1,350,032	1,203,532	1,348,532	1,493,532	1,638,532	1,783,532
Fund Balance as a Percent of Expenditures						76%	262%	290%	318%	346%



# HICKORY/KENSINGTON TIF FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
266-0000-401.07-00	TIF Real Estate Tax	597,645	515,934	558,500	558,500	558,500	0	0.0%
	<b>Real Estate Taxes</b>	<b>597,645</b>	<b>515,934</b>	<b>558,500</b>	<b>558,500</b>	<b>558,500</b>	<b>0</b>	<b>0.0%</b>
266-0000-461.02-00	Interest on Investments	11,118	26,403	6,500	6,500	6,500	0	0.0%
266-0000-462.10-00	Market Value Adjustments	4,746	8,914	3,500	3,500	3,500	0	0.0%
	<b>Interest Income</b>	<b>15,864</b>	<b>35,317</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0.0%</b>
266-0000-489-90-00	Other Income	0	400	0	0	0	0	N/A
	<b>Other</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Hickory/Kensington TIF Fund</b>	<b>613,509</b>	<b>551,651</b>	<b>568,500</b>	<b>568,500</b>	<b>568,500</b>	<b>0</b>	<b>0.0%</b>

## EXPENDITURES

### Planning

4001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
266-4001-571.20-05	Professional Services	2,060	0	5,900	80,900	75,000	(5,900)	(7.3%)
	<b>Contractual Services</b>	<b>2,060</b>	<b>0</b>	<b>5,900</b>	<b>80,900</b>	<b>75,000</b>	<b>(5,900)</b>	<b>(7.3%)</b>
266-4001-571.40-75	Administrative Serv Charge	30,000	30,000	15,000	15,000	15,000	0	0.0%
	<b>Other Charges</b>	<b>30,000</b>	<b>30,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0.0%</b>
266-4001-571.50-25	Construction in Progress	0	0	0	800,000	1,500,000	700,000	87.5%
	<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	<b>1,500,000</b>	<b>700,000</b>	<b>87.5%</b>
	<b>Total Planning</b>	<b>32,060</b>	<b>30,000</b>	<b>20,900</b>	<b>895,900</b>	<b>1,590,000</b>	<b>694,100</b>	<b>77.5%</b>
	<b>Total Hickory/Kensington TIF</b>	<b>32,060</b>	<b>30,000</b>	<b>20,900</b>	<b>895,900</b>	<b>1,590,000</b>	<b>694,100</b>	<b>77.5%</b>

# HICKORY/KENSINGTON TIF FUND

## EXPENDITURE DETAIL

### PLANNING

4001

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>CONTRACTUAL SERVICES:</b>						
266-4001-571.20-05	Professional Services	Consultants/Legal	75,000		75,000	
		Prior Year Encumbrance Carryover	5,900	80,900	0	75,000
		<b>TOTAL CONTRACTUAL SERVICES</b>		<b>80,900</b>		<b>75,000</b>
<b>OTHER CHARGES:</b>						
266-4001-571.40-75	Administrative Serv Charge	Administrative Service Charge		15,000		15,000
		<b>TOTAL OTHER CHARGES</b>		<b>15,000</b>		<b>15,000</b>
<b>CAPITAL OUTLAY:</b>						
266-4001-571.50-25	Construction in Progress	Redevelopment (BL1801)		800,000		1,500,000
		<b>TOTAL CAPITAL OUTLAY</b>		<b>800,000</b>		<b>1,500,000</b>
		<b>TOTAL PLANNING</b>		<b>895,900</b>		<b>1,590,000</b>
		<b>TOTAL HICKORY/KENSINGTON TIF FUND</b>		<b>895,900</b>		<b>1,590,000</b>

**Fund at a Glance**

This fund was established as a result of creating a Tax Increment Financing District which lies along South Arlington Heights Road from Seegers Road to the I-90 Tollway, primarily on the east side of Arlington Heights Road. As a result of proposed new development, the valuation of the district will rise, thereby generating more property tax revenues and sales tax revenues. These property tax increment revenues will be used to pay off a future bond or note. This TIF will expire in tax year 2042.

**Restrictions:**

STATE LAW – The Tax Increment Financing legislation allows for certain improvements to be considered eligible. Although the redevelopment efforts may continue, the incremental revenues must support the debt service on the bonds.

**Fund Summary**

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Taxes	\$0	\$0	\$0	\$0	\$100,000	\$100,000	N/A
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>N/A</b>
Interfund Transfers In	0	0	0	0	0	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>N/A</b>
Expenditures							
Other Charges	0	0	0	0	15,000	15,000	N/A
Capital Items	0	0	0	0	55,800	55,800	N/A
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,800</b>	<b>\$70,800</b>	<b>N/A</b>
Interfund Transfers Out	0	0	0	0	0	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,800</b>	<b>\$70,800</b>	<b>N/A</b>
Revenues over (under) Expenditures	\$0	\$0	\$0	\$0	\$29,200	\$29,200	N/A
<b>BEGINNING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$29,200</b>	<b>\$29,200</b>	<b>N/A</b>

# TIF S ARLINGTON HEIGHTS RD FUND (267)

## 5 YEAR FINANCIAL PLAN

ACCOUNT DESCRIPTION	PROJ #	2020								
		2018 ACTUAL	2019 ACTUAL	ESTIMATED ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUES										
TAXES - PROPERTY TAXES		0	0	0	0	100,000	0	0	0	0
TOTAL REVENUES		0	0	0	0	100,000	0	0	0	0
EXPENDITURES										
OPERATING EXPENDITURES										
Professional Services		0	0	0	0	15,000	0	0	0	0
SUBTOTAL - OPERATING EXPENDITURES		0	0	0	0	15,000	0	0	0	0
STREETS										
S AH Rd Redevelopment	BL-21-03	0	0	0	0	55,800	0	0	0	0
SUBTOTAL - STREETS		0	0	0	0	55,800	0	0	0	0
TOTAL EXPENDITURES		0	0	0	0	70,800	0	0	0	0
BEGINNING FUND BALANCE		0	0	0	0	0	29,200	29,200	29,200	29,200
REVENUES OVER (UNDER) EXPENDITURES		0	0	0	0	29,200	0	0	0	0
ENDING FUND BALANCE		0	0	0	0	29,200	29,200	29,200	29,200	29,200
Fund Balance as a Percent of Expenditures						41%				

# SOUTH ARLINGTON HEIGHTS RD TIF FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
267-0000-401.07-00	TIF Real Estate Tax	0	0	0	0	100,000	100,000	N/A
	Real Estate Taxes	0	0	0	0	100,000	100,000	N/A
	<b>Total S AH Rd TIF Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>N/A</b>

## EXPENDITURES

### Planning

4001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
267-4001-571.40-75	Administrative Serv Charge	0	0	0	0	15,000	15,000	N/A
	Other Charges	0	0	0	0	15,000	15,000	N/A
267-4001-571.50-25	Construction in Progress	0	0	0	0	55,800	55,800	N/A
	Capital Outlay	0	0	0	0	55,800	55,800	N/A
	<b>Total Planning</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,800</b>	<b>70,800</b>	<b>N/A</b>
	<b>Total S AH Rd TIF Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,800</b>	<b>70,800</b>	<b>N/A</b>

**SOUTH ARLINGTON HEIGHTS RD TIF FUND**

**EXPENDITURE DETAIL**

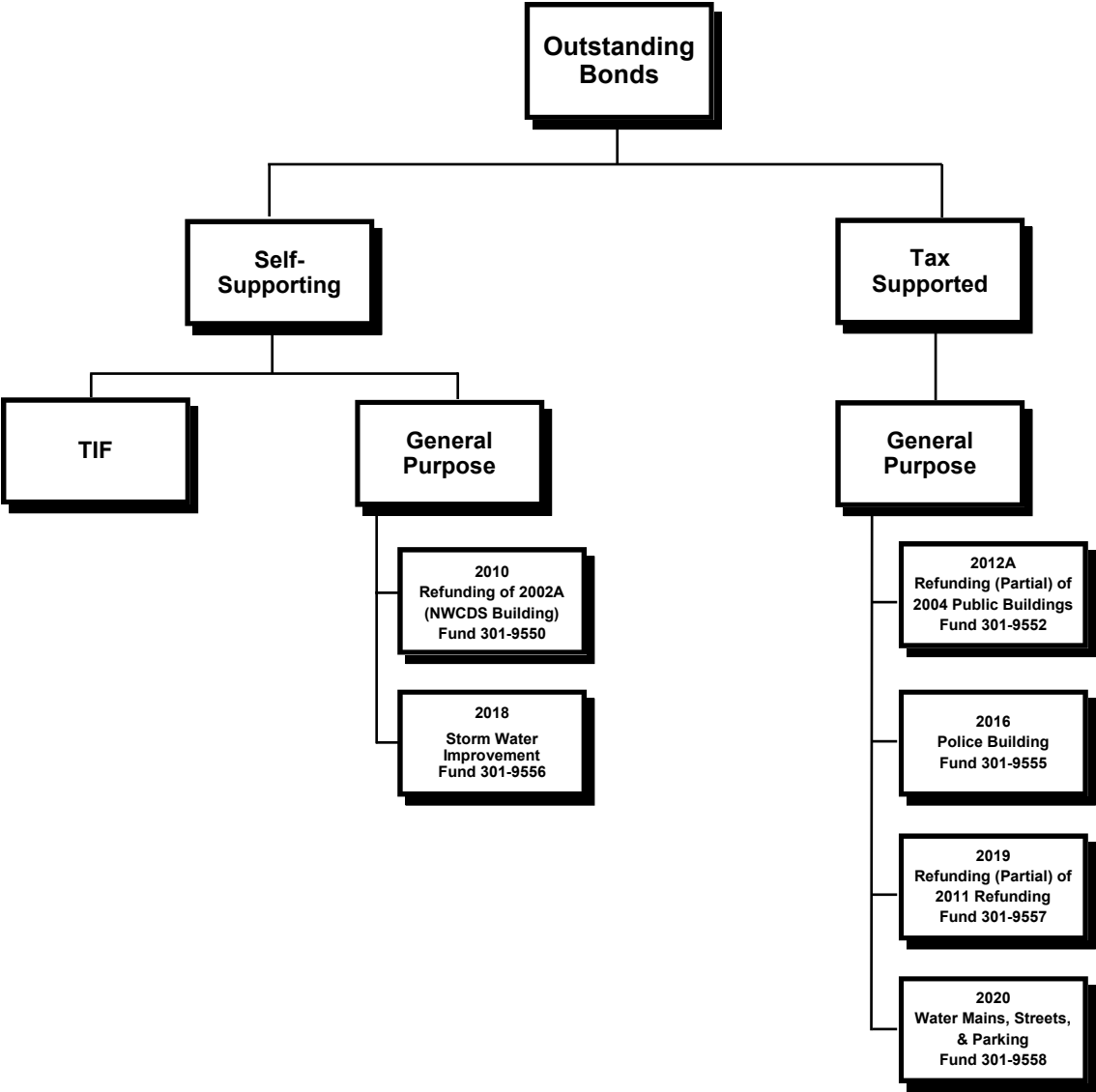
**PLANNING** **4001**

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER CHARGES:</b>				
267-4001-571.40-75	Administrative Serv Charge	Administrative Service Charge	0	15,000
<b>TOTAL OTHER CHARGES</b>			<b>0</b>	<b>15,000</b>
<b>CAPITAL OUTLAY:</b>				
267-4001-571.50-25	Construction in Progress	South AH Rd Corridor Study Implementation (ST1903)	0	55,800
<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>55,800</b>
<b>TOTAL PLANNING</b>			<b>0</b>	<b>70,800</b>
<b>TOTAL SOUTH AH RD TIF FUND</b>			<b>0</b>	<b>70,800</b>

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**DEBT SERVICE FUND**

**ORGANIZATION STRUCTURE**





**Fund at a Glance**

The Debt Service Fund accounts for the costs for the payment of the principal and interest on all outstanding Village debt.

The Village is a “home rule” community and is presently not subject to debt limitations. Currently, all outstanding Village debt is general obligation bond debt, meaning that it is backed by the full faith and credit (and taxing power) of the Village. There are no revenue bonds which are considered outstanding for financial reporting purposes. The Village has used general obligation (GO) bonds exclusively in recent years because of the most favorable interest rates offered on GO bonds and thus, lower cost.

A portion of Arlington Heights’ debt is self-supporting; that is, it is paid for by sources other than a direct levy of property taxes. As of December 31, 2020, the Village had a total of \$62,015,000 in outstanding bonds. Of that amount, \$9,510,000 (15%) was self-supported.

The following is a table of outstanding debt, the debt per capita and debt as a percent of estimated property values as of December 31, 2020:

<b>OUTSTANDING DEBT AS OF 12/31/2020</b>			
	<b>Outstanding</b>	<b>Per Capita</b>	<b>% of Value of Taxable Property</b>
Tax Supported	\$ 52,505,000	\$ 699	1.574 %
Self-Supported	9,510,000	127	0.346 %
Total	\$ 62,015,000	\$ 826	1.920 %

Note: Self-supported debt is debt for which property taxes are typically abated. The debt service is paid from other sources. The estimated 2021 value of all property in the Village is \$10.1 billion (equalized assessed value of \$3.37 billion). The population is 75,101 based on the 2010 census.

A portion of the property taxes for debt service has been abated (reduced from the original property tax levy amount). It is the intent of the Village to continue to abate property taxes on the following bond issues:

2010 Refunding of 2002A NWCDS Building – The 2002A bonds to renovate and expand the existing NWCDS Building were refunded. 100% of the debt service will be paid by Northwest Central Dispatch Services Agency.

2018 Storm Water Control – This \$9,530,000 bond issue is used to pay for storm water control infrastructure projects. 100% of the debt service will be paid through a transfer-in from the Storm Water Control Fund.

In total, the Village will abate \$981,400 in property taxes in calendar year 2021.

The Village budgets for debt service by setting up a separate operation for each bond issue in the Debt Service Fund. This is done for efficiency and analysis purposes.

# DEBT SERVICE FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est Act	2020 Budget	2021 Budget	\$ Change	% Change
<b>Revenues</b>							
Taxes	\$6,808,309	\$6,747,697	\$6,690,400	\$6,690,350	<b>\$6,498,600</b>	(\$191,750)	(2.9%)
Interest Income	71,014	103,952	35,000	47,000	<b>47,000</b>	0	0.0%
NWCD Rent	285,675	288,325	285,700	285,700	<b>287,900</b>	2,200	0.8%
Bond Proceeds	0	9,501,526	0	0	<b>0</b>	0	N/A
Total Revenues	\$7,164,998	\$16,641,500	\$7,011,100	\$7,023,050	<b>\$6,833,500</b>	(\$189,550)	(2.7%)
Interfund Transfers In	736,000	708,683	690,300	690,300	<b>692,100</b>	1,800	0.3%
<b>Total Revenues and Interfund Transfers In</b>	<b>\$7,900,998</b>	<b>\$17,350,183</b>	<b>\$7,701,400</b>	<b>\$7,713,350</b>	<b>\$7,525,600</b>	<b>(\$187,750)</b>	<b>(2.4%)</b>
<b>Expenditures</b>							
2006A Bond Principal	345,000	0	0	0	<b>0</b>	0	N/A
2006A Interest Expense	13,800	0	0	0	<b>0</b>	0	N/A
2010 Bond Principal	245,000	255,000	260,000	260,000	<b>270,000</b>	10,000	3.8%
2010 Interest Expense	40,675	33,325	25,700	25,700	<b>17,900</b>	(7,800)	(30.4%)
2011 Bond Principal	65,000	75,000	0	0	<b>0</b>	0	N/A
2011 Interest Expense	377,650	188,963	0	0	<b>0</b>	0	N/A
2012A Bond Principal	1,000,000	1,000,000	2,000,000	2,000,000	<b>2,145,000</b>	145,000	7.3%
2012A Interest Expense	150,400	130,400	110,400	110,400	<b>70,400</b>	(40,000)	(36.2%)
2013 Bond Principal	1,530,000	2,000,000	0	0	<b>0</b>	0	N/A
2013 Interest Expense	141,200	80,000	0	0	<b>0</b>	0	N/A
2014 Bond Principal	1,390,000	1,435,000	860,000	860,000	<b>0</b>	(860,000)	(100.0%)
2014 Interest Expense	110,550	68,850	25,800	25,800	<b>0</b>	(25,800)	(100.0%)
2016 Bond Principal	665,000	645,000	2,240,000	2,240,000	<b>1,585,000</b>	(655,000)	(29.2%)
2016 Interest Expense	1,094,200	1,074,250	1,054,900	1,054,900	<b>987,700</b>	(67,200)	(6.4%)
2018 Bond Principal	0	240,000	330,000	330,000	<b>345,000</b>	15,000	4.5%
2018 Interest Expense	0	450,878	359,300	359,300	<b>346,100</b>	(13,200)	(3.7%)
2019 Interest Expense	0	80,959	399,300	399,300	<b>399,300</b>	0	0.0%
2019 Bond Issuance Costs	0	110,752	0	0	<b>0</b>	0	N/A
2019 Payment to Escrow Ag	0	9,493,511	0	0	<b>0</b>	0	N/A
2020 Interest Expense	0	0	0	0	<b>581,200</b>	581,200	N/A
2020 Bond Principal	0	0	0	0	<b>730,000</b>	730,000	N/A
Agent Fees	3,525	3,287	6,000	6,000	<b>6,000</b>	0	0.0%
Total Expenditures	\$7,172,000	\$17,365,175	\$7,671,400	\$7,671,400	<b>\$7,483,600</b>	(\$187,800)	(2.4%)
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$7,172,000</b>	<b>\$17,365,175</b>	<b>\$7,671,400</b>	<b>\$7,671,400</b>	<b>\$7,483,600</b>	<b>(\$187,800)</b>	<b>(2.4%)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$728,998</b>	<b>(\$14,992)</b>	<b>\$30,000</b>	<b>\$41,950</b>	<b>\$42,000</b>	<b>\$50</b>	<b>0.1%</b>
<b>BEGINNING FUND BALANCE</b>	<b>1,468,029</b>	<b>2,197,027</b>	<b>2,182,035</b>	<b>2,182,035</b>	<b>2,212,035</b>	<b>30,000</b>	<b>1.4%</b>
<b>ENDING FUND BALANCE</b>	<b>\$2,197,027</b>	<b>\$2,182,035</b>	<b>\$2,212,035</b>	<b>\$2,223,985</b>	<b>\$2,254,035</b>	<b>\$30,050</b>	<b>1.4%</b>

# DEBT SERVICE FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-0000-401.05-00	Real Estate Tax	6,808,309	6,747,697	6,690,400	6,690,350	<b>6,498,600</b>	(191,750)	(2.9%)
	<b>Real Estate Taxes</b>	<b>6,808,309</b>	<b>6,747,697</b>	<b>6,690,400</b>	<b>6,690,350</b>	<b>6,498,600</b>	<b>(191,750)</b>	<b>(2.9%)</b>
301-0000-461.02-00	Interest on Investments	48,005	71,296	30,000	30,000	<b>30,000</b>	0	0.0%
301-0000-462.10-00	Market Value Adjustments	23,009	32,656	5,000	17,000	<b>17,000</b>	0	0.0%
	<b>Interest Income</b>	<b>71,014</b>	<b>103,952</b>	<b>35,000</b>	<b>47,000</b>	<b>47,000</b>	<b>0</b>	<b>0.0%</b>
301-0000-472.56-00	NWCDS Building Rent	285,675	288,325	285,700	285,700	<b>287,900</b>	2,200	0.8%
	<b>Sales &amp; Rents</b>	<b>285,675</b>	<b>288,325</b>	<b>285,700</b>	<b>285,700</b>	<b>287,900</b>	<b>2,200</b>	<b>0.8%</b>
301-0000-489-90-00	Other Income	0	16,783	0	0	<b>0</b>	0	N/A
	<b>Other</b>	<b>0</b>	<b>16,783</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
301-0000-491.05-00	Operating Transfer In	736,000	691,900	690,300	690,300	<b>692,100</b>	1,800	0.3%
301-0000-491.15-00	Bond Proceeds	0	7,985,000	0	0	<b>0</b>	0	N/A
301-0000-491.16-00	Bond Premium Proceeds	0	1,516,526	0	0	<b>0</b>	0	N/A
	<b>Other Financing Sources</b>	<b>736,000</b>	<b>10,193,426</b>	<b>690,300</b>	<b>690,300</b>	<b>692,100</b>	<b>1,800</b>	<b>0.3%</b>
<b>Total Debt Service Fund</b>		<b>7,900,998</b>	<b>17,350,183</b>	<b>7,701,400</b>	<b>7,713,350</b>	<b>7,525,600</b>	<b>(187,750)</b>	<b>(2.4%)</b>

# DEBT SERVICE FUND

## EXPENDITURES

### Refunding 2006A (Refunding of 1997C Refunding and 1998A Fire Station)

9547

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-9547-581.60-05	Bond Principal	345,000	0	0	0	0	0	N/A
301-9547-582.60-15	Interest Expense	13,800	0	0	0	0	0	N/A
	<b>Debt Service</b>	<b>358,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Refunding 2006A</b>	<b>358,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

### Refunding 2010 (Refunding of NWCDs Building 2002)

9550

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-9550-581.60-05	Bond Principal	245,000	255,000	260,000	260,000	270,000	10,000	3.8%
301-9550-582.60-15	Interest Expense	40,675	33,325	25,700	25,700	17,900	(7,800)	(30.4%)
301-9550-582.60-20	Agent Fees	803	802	1,000	1,000	1,000	0	0.0%
	<b>Debt Service</b>	<b>286,478</b>	<b>289,127</b>	<b>286,700</b>	<b>286,700</b>	<b>288,900</b>	<b>2,200</b>	<b>0.8%</b>
	<b>Total Refunding 2010</b>	<b>286,478</b>	<b>289,127</b>	<b>286,700</b>	<b>286,700</b>	<b>288,900</b>	<b>2,200</b>	<b>0.8%</b>

### Refunding 2011 (Partial Refunding of Public Buildings 2004)

9551

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-9551-581.60-05	Bond Principal	65,000	75,000	0	0	0	0	N/A
301-9551-582.60-15	Interest Expense	377,650	188,963	0	0	0	0	N/A
301-9551-582.60-20	Agent Fees	802	803	0	0	0	0	N/A
	<b>Debt Service</b>	<b>443,452</b>	<b>264,766</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Refunding 2011</b>	<b>443,452</b>	<b>264,766</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

### Refunding 2012A (Partial Refunding of Public Buildings 2004)

9552

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-9552-581.60-05	Bond Principal	1,000,000	1,000,000	2,000,000	2,000,000	2,145,000	145,000	7.3%
301-9552-582.60-15	Interest Expense	150,400	130,400	110,400	110,400	70,400	(40,000)	(36.2%)
301-9552-582.60-20	Agent Fees	856	0	1,000	1,000	1,000	0	0.0%
	<b>Debt Service</b>	<b>1,151,256</b>	<b>1,130,400</b>	<b>2,111,400</b>	<b>2,111,400</b>	<b>2,216,400</b>	<b>105,000</b>	<b>5.0%</b>
	<b>Total Refunding 2012A</b>	<b>1,151,256</b>	<b>1,130,400</b>	<b>2,111,400</b>	<b>2,111,400</b>	<b>2,216,400</b>	<b>105,000</b>	<b>5.0%</b>

# DEBT SERVICE FUND

## EXPENDITURES

### Refunding 2013 (Partial Refunding of Public Buildings 2006)

9553

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-9553-581.60-05	Bond Principal	1,530,000	2,000,000	0	0	0	0	N/A
301-9553-582.60-15	Interest Expense	141,200	80,000	0	0	0	0	N/A
301-9553-582.60-20	Agent Fees	428	428	0	0	0	0	N/A
	<b>Debt Service</b>	<b>1,671,628</b>	<b>2,080,428</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Refunding 2013</b>	<b>1,671,628</b>	<b>2,080,428</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

### Road Improvements 2014

9554

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-9554-581.60-05	Bond Principal	1,390,000	1,435,000	860,000	860,000	0	(860,000)	(100.0%)
301-9554-582.60-15	Interest Expense	110,550	68,850	25,800	25,800	0	(25,800)	(100.0%)
301-9554-582.60-20	Agent Fees	318	318	1,000	1,000	0	(1,000)	(100.0%)
	<b>Debt Service</b>	<b>1,500,868</b>	<b>1,504,168</b>	<b>886,800</b>	<b>886,800</b>	<b>0</b>	<b>(886,800)</b>	<b>(100.0%)</b>
	<b>Total Road Imprv 2014</b>	<b>1,500,868</b>	<b>1,504,168</b>	<b>886,800</b>	<b>886,800</b>	<b>0</b>	<b>(886,800)</b>	<b>(100.0%)</b>

### Police Building 2016

9555

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-9555-581.60-05	Bond Principal	665,000	645,000	2,240,000	2,240,000	1,585,000	(655,000)	(29.2%)
301-9555-582.60-15	Interest Expense	1,094,200	1,074,250	1,054,900	1,054,900	987,700	(67,200)	(6.4%)
301-9555-582.60-20	Agent Fees	318	636	1,000	1,000	1,000	0	0.0%
	<b>Debt Service</b>	<b>1,759,518</b>	<b>1,719,886</b>	<b>3,295,900</b>	<b>3,295,900</b>	<b>2,573,700</b>	<b>(722,200)</b>	<b>(21.9%)</b>
	<b>Total Police Building 2016</b>	<b>1,759,518</b>	<b>1,719,886</b>	<b>3,295,900</b>	<b>3,295,900</b>	<b>2,573,700</b>	<b>(722,200)</b>	<b>(21.9%)</b>

### Storm Water Control 2018

9556

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-9556-581.60-05	Bond Principal	0	240,000	330,000	330,000	345,000	15,000	4.5%
301-9556-582.60-15	Interest Expense	0	450,878	359,300	359,300	346,100	(13,200)	(3.7%)
301-9556-582.60-20	Agent Fees	0	300	1,000	1,000	1,000	0	0.0%
	<b>Debt Service</b>	<b>0</b>	<b>691,178</b>	<b>690,300</b>	<b>690,300</b>	<b>692,100</b>	<b>1,800</b>	<b>0.3%</b>
	<b>Total Storm Water Ctrl 2018</b>	<b>0</b>	<b>691,178</b>	<b>690,300</b>	<b>690,300</b>	<b>692,100</b>	<b>1,800</b>	<b>0.3%</b>

# DEBT SERVICE FUND

## EXPENDITURES

### Refunding 2019 (Partial Refunding on Refunding 2011)

9557

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-9557-582.60-15	Interest Expense	0	80,959	399,300	399,300	399,300	0	0.0%
301-9557-582.60-20	Agent Fees	0	0	1,000	1,000	1,000	0	0.0%
301-9557-583.20-06	Bond Issuance Costs	0	110,752	0	0	0	0	N/A
301-9557-583.90-98	Payment to Escrow Agent	0	9,493,511	0	0	0	0	N/A
	<b>Debt Service</b>	<b>0</b>	<b>9,685,222</b>	<b>400,300</b>	<b>400,300</b>	<b>400,300</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Refunding 2019</b>	<b>0</b>	<b>9,685,222</b>	<b>400,300</b>	<b>400,300</b>	<b>400,300</b>	<b>0</b>	<b>0.0%</b>

### Water Main, Streets, & Parking 2020

9556

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
301-9558-581.60-05	Bond Principal	0	0	0	0	730,000	730,000	N/A
301-9558-582.60-15	Interest Expense	0	0	0	0	581,200	581,200	N/A
301-9558-582.60-20	Agent Fees	0	0	0	0	1,000	1,000	N/A
	<b>Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,312,200</b>	<b>1,312,200</b>	<b>N/A</b>
	<b>Total Water Main, St., Prk.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,312,200</b>	<b>1,312,200</b>	<b>N/A</b>
	<b>Total Debt Service Fund</b>	<b>7,172,000</b>	<b>17,365,175</b>	<b>7,671,400</b>	<b>7,671,400</b>	<b>7,483,600</b>	<b>(187,800)</b>	<b>(2.4%)</b>

# DEBT SERVICE FUND

## EXPENDITURE SUMMARY

	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
Principal	5,240,000	5,650,000	5,690,000	5,690,000	<b>5,075,000</b>	(615,000)	(10.8%)
Interest	1,928,475	2,107,625	1,975,400	1,975,400	<b>2,402,600</b>	427,200	21.6%
<b>Total Principal &amp; Interest</b>	<b>7,168,475</b>	<b>7,757,625</b>	<b>7,665,400</b>	<b>7,665,400</b>	<b>7,477,600</b>	<b>(187,800)</b>	<b>(2.4%)</b>
Agent Fees	3,525	3,287	6,000	6,000	<b>6,000</b>	(1,000)	0.0%
Bond Issue Costs	0	110,752	0	0	<b>0</b>	0	N/A
Payment to Escrow Agent	0	9,493,511	0	0	<b>0</b>	0	N/A
<b>Total Debt Service</b>	<b>7,172,000</b>	<b>17,365,175</b>	<b>7,671,400</b>	<b>7,671,400</b>	<b>7,483,600</b>	<b>(188,800)</b>	<b>(2.4%)</b>

# SUMMARY OF DEBT SERVICE

SUMMARY OF ANNUAL DEBT SERVICE PAYMENTS										SUMMARY OF OUTSTANDING DEBT (PRINCIPAL)		
Tax Levy Year	Calendar Year	Fiscal Year	-----Tax Supported-----			-----Self Supported-----			GRAND TOTAL	Tax Supported	Self Supported	Total
			PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL				
2019	2020	2020	5,100,000	1,590,350	6,690,350	590,000	384,975	974,975	7,665,325	57,605,000	10,100,000	67,705,000
2020	2021	2021	4,460,000	2,038,556	6,498,556	615,000	363,975	978,975	7,477,531	52,505,000	9,510,000	62,015,000
2021	2022	2022	4,695,000	1,803,700	6,498,700	640,000	341,400	981,400	7,480,100	48,045,000	8,895,000	56,940,000
2022	2023	2023	4,845,000	1,652,950	6,497,950	375,000	317,900	692,900	7,190,850	43,350,000	8,255,000	51,605,000
2023	2024	2024	5,045,000	1,452,600	6,497,600	390,000	299,150	689,150	7,186,750	38,505,000	7,880,000	46,385,000
2024	2025	2025	3,925,000	1,244,200	5,169,200	410,000	279,650	689,650	5,858,850	33,460,000	7,490,000	40,950,000
2025	2026	2026	3,585,000	1,086,500	4,671,500	435,000	259,150	694,150	5,365,650	29,535,000	7,080,000	36,615,000
2026	2027	2027	3,525,000	947,350	4,472,350	455,000	237,400	692,400	5,164,750	25,950,000	6,645,000	32,595,000
2027	2028	2028	3,650,000	823,450	4,473,450	470,000	221,475	691,475	5,164,925	22,425,000	6,190,000	28,615,000
2028	2029	2029	3,770,000	695,050	4,465,050	485,000	205,025	690,025	5,155,075	18,775,000	5,720,000	24,495,000
2029	2030	2030	2,365,000	562,350	2,927,350	505,000	188,050	693,050	3,620,400	15,005,000	5,235,000	20,240,000
2030	2031	2031	1,920,000	486,400	2,406,400	520,000	170,375	690,375	3,096,775	12,640,000	4,730,000	17,370,000
2031	2032	2032	1,980,000	428,800	2,408,800	540,000	152,175	692,175	3,100,975	10,720,000	4,210,000	14,930,000
2032	2033	2033	2,060,000	349,600	2,409,600	560,000	133,275	693,275	3,102,875	8,740,000	3,670,000	12,410,000
2033	2034	2034	2,140,000	267,200	2,407,200	580,000	113,675	693,675	3,100,875	6,680,000	3,110,000	9,790,000
2034	2035	2035	2,225,000	181,600	2,406,600	600,000	93,375	693,375	3,099,975	4,540,000	2,530,000	7,070,000
2035	2036	2036	2,315,000	92,600	2,407,600	620,000	72,375	692,375	3,099,975	2,315,000	1,930,000	4,245,000
2036	2037	2037	0	0	0	645,000	49,125	694,125	694,125	0	1,310,000	1,310,000
2037	2038	2038	0	0	0	665,000	24,938	689,938	689,938	0	665,000	665,000
			<u>57,605,000</u>	<u>15,703,256</u>	<u>73,308,256</u>	<u>10,100,000</u>	<u>3,907,463</u>	<u>14,007,463</u>	<u>87,315,718</u>			



# SELF SUPPORTED GENERAL OBLIGATION DEBT

Tax Levy Year	Calendar Year	Fiscal Year	Fund 301-9550 2010		Fund 301-9556 2018		TOTAL SELF SUPPORTED		
			Refunding of 2002A (NWCDS Building)		2018 Storm Sewer Improvements		PRINCIPAL	INTEREST	TOTAL
			PRINCIPAL	INTEREST	PRINCIPAL	INTEREST			
2019	2020	2020	260,000.00	25,675.00	330,000.00	359,300.00	590,000.00	384,975.00	974,975.00
2020	2021	2021	270,000.00	17,875.00	345,000.00	346,100.00	615,000.00	363,975.00	978,975.00
2021	2022	2022	280,000.00	9,100.00	360,000.00	332,300.00	640,000.00	341,400.00	981,400.00
2022	2023	2023	0.00	0.00	375,000.00	317,900.00	375,000.00	317,900.00	692,900.00
2023	2024	2024	0.00	0.00	390,000.00	299,150.00	390,000.00	299,150.00	689,150.00
2024	2025	2025	0.00	0.00	410,000.00	279,650.00	410,000.00	279,650.00	689,650.00
2025	2026	2026	0.00	0.00	435,000.00	259,150.00	435,000.00	259,150.00	694,150.00
2026	2027	2027	0.00	0.00	455,000.00	237,400.00	455,000.00	237,400.00	692,400.00
2027	2028	2028	0.00	0.00	470,000.00	221,475.00	470,000.00	221,475.00	691,475.00
2028	2029	2029	0.00	0.00	485,000.00	205,025.00	485,000.00	205,025.00	690,025.00
2029	2030	2030	0.00	0.00	505,000.00	188,050.00	505,000.00	188,050.00	693,050.00
2030	2031	2031	0.00	0.00	520,000.00	170,375.00	520,000.00	170,375.00	690,375.00
2031	2032	2032	0.00	0.00	540,000.00	152,175.00	540,000.00	152,175.00	692,175.00
2032	2033	2033	0.00	0.00	560,000.00	133,275.00	560,000.00	133,275.00	693,275.00
2033	2034	2034	0.00	0.00	580,000.00	113,675.00	580,000.00	113,675.00	693,675.00
2034	2035	2035	0.00	0.00	600,000.00	93,375.00	600,000.00	93,375.00	693,375.00
2035	2036	2036	0.00	0.00	620,000.00	72,375.00	620,000.00	72,375.00	692,375.00
2036	2037	2037	0.00	0.00	645,000.00	49,125.00	645,000.00	49,125.00	694,125.00
2037	2038	2038	0.00	0.00	665,000.00	24,937.50	665,000.00	24,937.50	689,937.50
			810,000.00	52,650.00	9,290,000.00	3,854,812.50	10,100,000.00	3,907,462.50	14,007,462.50

Purpose of Issue:	Refunding of 2002A NWCDS Building addition	To Finance Village-wide storm sewer infrastructure projects.
Support Type:	100% Self Supported GO Bonds intended to be paid from NWCDS rent	100% Self Supported GO Bonds intended to be paid from Storm Sewer fees.
Financial Classification:	General Obligation	General Obligation
Interest Dates:	June and December	June and December
Date of Issue:	September 22, 2010	September 11, 2018
Interest Rate:	1.50% to 3.25%	3.50% to 5.00%
Amount of Issue:	\$2,855,000	\$9,530,000
Call Date:	December 1, 2018	December 1, 2026
Paying Agent:	The Bank of New York Mellon	UMB Bank

# TAX SUPPORTED GENERAL OBLIGATION DEBT

Tax Levy Year	Calendar Year	Fiscal Year	Fund 301-9552		Fund 301-9554		Fund 301-9555	
			2012A		2014		2016	
			Partial Refunding of 2004 (Public Bldgs)		2014 Road Improvements		2016 Police Station	
			PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
2019	2020	2020	2,000,000.00	110,400.00	860,000.00	25,800.00	2,240,000.00	1,054,900.00
2020	2021	2021	2,145,000.00	70,400.00	0.00	0.00	1,585,000.00	987,700.00
2021	2022	2022	1,375,000.00	27,500.00	0.00	0.00	1,595,000.00	940,150.00
2022	2023	2023	0.00	0.00	0.00	0.00	1,530,000.00	892,300.00
2023	2024	2024	0.00	0.00	0.00	0.00	1,605,000.00	846,400.00
2024	2025	2025	0.00	0.00	0.00	0.00	1,580,000.00	798,250.00
2025	2026	2026	0.00	0.00	0.00	0.00	1,670,000.00	750,850.00
2026	2027	2027	0.00	0.00	0.00	0.00	1,710,000.00	700,750.00
2027	2028	2028	0.00	0.00	0.00	0.00	1,760,000.00	649,450.00
2028	2029	2029	0.00	0.00	0.00	0.00	1,810,000.00	596,650.00
2029	2030	2030	0.00	0.00	0.00	0.00	1,865,000.00	542,350.00
2030	2031	2031	0.00	0.00	0.00	0.00	1,920,000.00	486,400.00
2031	2032	2032	0.00	0.00	0.00	0.00	1,980,000.00	428,800.00
2032	2033	2033	0.00	0.00	0.00	0.00	2,060,000.00	349,600.00
2033	2034	2034	0.00	0.00	0.00	0.00	2,140,000.00	267,200.00
2034	2035	2035	0.00	0.00	0.00	0.00	2,225,000.00	181,600.00
2035	2036	2036	0.00	0.00	0.00	0.00	2,315,000.00	92,600.00
			5,520,000.00	208,300.00	860,000.00	25,800.00	31,590,000.00	10,565,950.00

Purpose of Issue:	Partial refunding of 2004 Public Building Projects included L.A. Hanson Public Works Facility, Municipal Building Complex and Fire Station #1	Street resurfacing and sidewalk replacement	Funding to build new police station
Support Type:	100% tax supported	100% tax supported	100% tax supported
Financial Classification:	General Obligation	General Obligation	General Obligation
Interest Dates:	June and December	June and December	June and December Beginning Dec 2016
Date of Issue:	February 1, 2012	October 1, 2014	January 19, 2016
Interest Rate:	2.00%	2.00% to 3.00%	2.9365%
Call Date:	December 1, 2019	Noncallable	December 1, 2025
Amount of Issue:	\$9,670,000	\$8,000,000	\$32,900,000
Paying Agent:	The Bank of New York Mellon	UMB Bank	UMB Bank

# TAX SUPPORTED GENERAL OBLIGATION DEBT

			Fund 301-9557		Fund 301-9558	
			2019		2020	
Tax Levy Year	Calendar Year	Fiscal Year	Partial Refunding of 2011 (Public Bldgs)		2020 Water Main, Streets, & Parking	
			PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
2019	2020	2020	0.00	399,250.00	0.00	0.00
2020	2021	2021	0.00	399,250.00	730,000.00	581,205.56
2021	2022	2022	640,000.00	399,250.00	1,085,000.00	436,800.00
2022	2023	2023	2,185,000.00	367,250.00	1,130,000.00	393,400.00
2023	2024	2024	2,265,000.00	258,000.00	1,175,000.00	348,200.00
2024	2025	2025	1,650,000.00	144,750.00	695,000.00	301,200.00
2025	2026	2026	1,245,000.00	62,250.00	670,000.00	273,400.00
2026	2027	2027	0.00	0.00	1,815,000.00	246,600.00
2027	2028	2028	0.00	0.00	1,890,000.00	174,000.00
2028	2029	2029	0.00	0.00	1,960,000.00	98,400.00
2029	2030	2030	0.00	0.00	500,000.00	20,000.00
2030	2031	2031	0.00	0.00	0.00	0.00
2031	2032	2032	0.00	0.00	0.00	0.00
2032	2033	2033	0.00	0.00	0.00	0.00
2033	2034	2034	0.00	0.00	0.00	0.00
2034	2035	2035	0.00	0.00	0.00	0.00
2035	2036	2036	0.00	0.00	0.00	0.00
			7,985,000.00	2,030,000.00	11,650,000.00	2,873,205.56
Purpose of Issue:			Partial refunding of 2004 Public Building Projects included L.A. Hanson Public Works Facility, Municipal Building Complex and Fire Station #1		Funding for Water Main Replacements Streets Program, and Parking Lot infrastructure improvements.	
Support Type:			100% tax supported		100% tax supported	
Financial Classification:			General Obligation		General Obligation	
Interest Dates:			June and December		June and December	
Date of Issue:			September 18, 2019		September 2, 2020	
Interest Rate:			1.515%		1.005%	
Call Date:			Noncallable		Noncallable	
Amount of Issue:			\$7,985,000		\$13,700,000	
Paying Agent:			UMB Bank		UMB Bank	

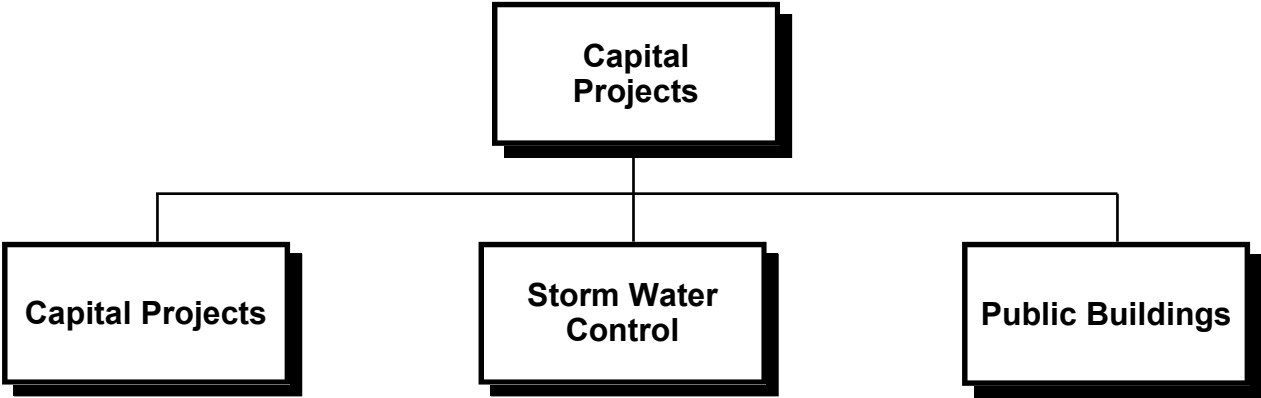
## **TAX SUPPORTED GENERAL OBLIGATION DEBT**

Tax Levy Year	Calendar Year	Fiscal Year	TOTAL TAX SUPPORTED		
			PRINCIPAL	INTEREST	TOTAL
2019	2020	2020	5,100,000.00	1,590,350.00	6,690,350.00
2020	2021	2021	4,460,000.00	2,038,555.56	6,498,555.56
2021	2022	2022	4,695,000.00	1,803,700.00	6,498,700.00
2022	2023	2023	4,845,000.00	1,652,950.00	6,497,950.00
2023	2024	2024	5,045,000.00	1,452,600.00	6,497,600.00
2024	2025	2025	3,925,000.00	1,244,200.00	5,169,200.00
2025	2026	2026	3,585,000.00	1,086,500.00	4,671,500.00
2026	2027	2027	3,525,000.00	947,350.00	4,472,350.00
2027	2028	2028	3,650,000.00	823,450.00	4,473,450.00
2028	2029	2029	3,770,000.00	695,050.00	4,465,050.00
2029	2030	2030	2,365,000.00	562,350.00	2,927,350.00
2030	2031	2031	1,920,000.00	486,400.00	2,406,400.00
2031	2032	2032	1,980,000.00	428,800.00	2,408,800.00
2032	2033	2033	2,060,000.00	349,600.00	2,409,600.00
2033	2034	2034	2,140,000.00	267,200.00	2,407,200.00
2034	2035	2035	2,225,000.00	181,600.00	2,406,600.00
2035	2036	2036	2,315,000.00	92,600.00	2,407,600.00
			57,605,000.00	15,703,255.56	73,308,255.56

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# CAPITAL PROJECT FUNDS

## ORGANIZATION STRUCTURE



# CAPITAL PROJECTS FUND

401

## Fund at a Glance

This fund accounts for capital acquisitions and construction projects of a significant nature, as well as scheduled replacement of fixed assets other than vehicles.

### Restrictions:

VILLAGE POLICY – The Village's policy requires one time revenues to be used for one time expenditures.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Taxes	\$7,031,502	\$7,093,173	\$6,960,700	\$7,329,000	<b>\$6,045,000</b>	(\$1,284,000)	(17.5%)
Intergovernmental	42,663	31,143	223,300	0	<b>0</b>	0	N/A
Service Charges	4,341	0	0	0	<b>0</b>	0	N/A
Interest Income	180,182	273,920	72,000	80,000	<b>80,000</b>	0	0.0%
Sales/Reimbursable/Rent	1,606	4,346	0	0	<b>0</b>	0	N/A
Other	501,874	68,523	3,265,000	208,700	<b>120,000</b>	(88,700)	(42.5%)
<b>Total Revenues</b>	<b>\$7,762,168</b>	<b>\$7,471,105</b>	<b>\$10,521,000</b>	<b>\$7,617,700</b>	<b>\$6,245,000</b>	<b>(\$1,372,700)</b>	<b>(18.0%)</b>
Interfund Transfers In	300,000	1,600,000	300,000	300,000	<b>300,000</b>	0	0.0%
<b>Total Revenues and Interfund Transfers In</b>	<b>\$8,062,168</b>	<b>\$9,071,105</b>	<b>\$10,821,000</b>	<b>\$7,917,700</b>	<b>\$6,545,000</b>	<b>(\$1,372,700)</b>	<b>(17.3%)</b>
Expenditures							
Contractual Services	0	28,258	5,100	5,100	<b>0</b>	(5,100)	(100.0%)
Other Charges	0	0	148,700	148,700	<b>200,000</b>	51,300	34.5%
Capital Items	7,089,737	8,637,247	6,703,300	10,745,640	<b>9,732,200</b>	(1,013,440)	(9.4%)
<b>Total Expenditures</b>	<b>\$7,089,737</b>	<b>\$8,665,505</b>	<b>\$6,857,100</b>	<b>\$10,899,440</b>	<b>\$9,932,200</b>	<b>(\$967,240)</b>	<b>(8.9%)</b>
Interfund Transfers Out	0	0	42,800	42,800	<b>0</b>	(42,800)	(100.0%)
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$7,089,737</b>	<b>\$8,665,505</b>	<b>\$6,899,900</b>	<b>\$10,942,240</b>	<b>\$9,932,200</b>	<b>(\$1,010,040)</b>	<b>(9.2%)</b>
Revenues over (under) Expenditures	<b>\$972,431</b>	<b>\$405,600</b>	<b>\$3,921,100</b>	<b>(\$3,024,540)</b>	<b>(\$3,387,200)</b>	<b>(\$362,660)</b>	<b>12.0%</b>
<b>BEGINNING FUND BALANCE</b>	<b>9,722,667</b>	<b>10,695,098</b>	<b>11,100,698</b>	<b>11,100,698</b>	<b>15,021,798</b>	<b>3,921,100</b>	<b>35.3%</b>
<b>ENDING FUND BALANCE</b>	<b>\$10,695,098</b>	<b>\$11,100,698</b>	<b>\$15,021,798</b>	<b>\$8,076,158</b>	<b>\$11,634,598</b>	<b>\$3,558,440</b>	<b>44.1%</b>

# CAPITAL PROJECTS FUND (401)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)											
		2020									
ACCOUNT DESCRIPTION	Note	PROJ #	2018 ACTUAL	2019 ACTUAL	2020 ESTIMATED ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
<b>REVENUES</b>											
TAXES - PROPERTY TAXES			5,242,639	5,292,801	5,500,000	5,500,000	4,400,000	4,600,000	4,800,000	5,000,000	5,200,000
HOME RULE SALES TAX			1,788,863	1,800,372	1,460,700	1,829,000	1,645,000	1,720,700	1,772,300	1,825,500	1,880,300
GRANTS			42,663	31,143	223,300	0	0	0	0	0	0
SERVICE CHARGES			4,341	0	0	0	0	0	0	0	0
INTEREST INCOME			180,182	273,920	72,000	80,000	80,000	80,000	80,000	80,000	80,000
FORFEITURES			67,940	20,745	0	0	0	0	0	0	0
OTHER			435,540	52,124	265,000	208,700	120,000	120,000	291,000	0	0
BOND PROCEEDS			0	0	3,000,000	3,000,000	0	0	0	0	0
TRANSFER IN FROM GENERAL FUND			0	500,000	0	0	0	0	0	0	0
TRANSFER IN FROM PUBLIC BUILDING FUND			0	800,000	0	0	0	0	0	0	0
TRANSFER IN FROM SWANCC FUND			300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
<b>TOTAL REVENUES</b>			<b>8,062,168</b>	<b>9,071,105</b>	<b>10,821,000</b>	<b>10,917,700</b>	<b>6,545,000</b>	<b>6,820,700</b>	<b>7,243,300</b>	<b>7,205,500</b>	<b>7,460,300</b>
<b>EXPENDITURES</b>											
<b>BUILDING &amp; LAND</b>											
Overhead Door Replacement	(1)	BL-90-04	17,554	24,411	20,000	20,000	20,000	20,000	20,000	35,000	30,000
Public Works Annex Improvements	(2)	BL-93-02	10,001	9,417	10,000	10,000	10,000	24,000	10,000	10,000	10,000
Building Equipment Replacement		BL-95-04	24,769	60,830	42,000	41,959	30,000	27,900	77,500	23,000	30,000
Municipal Buildings Refurbishing	(3)	BL-95-05	36,339	140,966	108,000	108,030	44,000	271,400	178,200	40,000	30,000
Roof Maintenance Program	(4)	BL-95-06	4,785	173,510	15,000	15,000	0	0	515,000	600,000	492,500
Heating Plant/Air Conditioner Replacement		BL-96-01	27,251	0	114,100	114,117	65,000	240,000	0	0	85,000
Ongoing Maintenance to Brick Exteriors	(5)	BL-96-03	8,150	13,275	40,000	40,000	30,000	160,000	30,000	30,000	40,000
Historical Society Museum - Building Repairs		BL-96-04	80,336	15,871	50,000	50,000	50,500	25,000	25,000	45,000	45,000
Teen Center - Property Valuation		BL-03-01	3,300	0	0	0	0	0	0	0	0
LED Village Hall Clock Tower Lighting		BL-19-01	0	17,507	0	0	0	0	0	0	0
Electric Vehicle Charging Stations, Vail		BL-20-01	0	0	30,000	30,000	0	0	0	0	0
<b>SUBTOTAL - BLDG &amp; LAND</b>			<b>212,485</b>	<b>455,787</b>	<b>429,100</b>	<b>429,106</b>	<b>249,500</b>	<b>768,300</b>	<b>855,700</b>	<b>783,000</b>	<b>762,500</b>
<b>EQUIPMENT</b>											
Operational Equipment - Public Works	(6)	EQ-94-01	102,388	77,199	93,300	93,275	49,700	38,400	50,000	396,700	108,000
Operational Equipment - Police Department	(7)	EQ-95-01	86,255	54,143	102,600	102,635	46,000	46,000	46,000	47,000	47,000
Operational Equipment - Fire Department		EQ-95-02	168,397	474,712	166,100	236,076	115,500	132,500	122,500	235,600	737,200
Office Equipment		EQ-95-03	54,377	65,296	98,000	103,000	75,000	35,000	45,000	35,000	30,000
Operational Equipment - Municipal Fleet Services		EQ-97-01	11,437	56,114	47,500	47,500	78,200	38,200	3,500	61,000	91,000
Operational Equipment - Information Technology		EQ-01-03	85,760	82,533	120,000	120,000	126,500	126,500	141,500	126,500	126,500
Operational Equipment - Engineering Department		EQ-01-04	7,212	0	0	0	0	0	0	0	0
Patrol Vehicle Equipment Replacement Program	(8)	EQ-08-03	40,165	60,139	91,200	91,214	30,000	27,500	27,000	27,000	42,000
Cable Access Broadcast & Video Streaming		EQ-16-07	0	4,102	0	0	0	0	0	0	0
Phone System Upgrade		EQ-21-01	0	0	0	0	175,000	0	0	0	0
A/V System Upgrades		EQ-21-02	0	0	0	0	227,800	0	0	0	0
<b>SUBTOTAL - EQUIPMENT</b>			<b>555,991</b>	<b>874,238</b>	<b>718,700</b>	<b>793,700</b>	<b>923,700</b>	<b>444,100</b>	<b>435,500</b>	<b>928,800</b>	<b>1,181,700</b>
<b>SIGNALS</b>											
Traffic Signal Imprv at Northwest Hwy/Wilke	(9)	SG-08-02	0	(34,415)	36,200	36,211	0	0	0	0	0
Dundee Rd/Kennicott Ave Pedestrian Actuation		SG-14-05	0	41,741	0	0	0	0	0	0	0
Traffic Signal Pedestrian Upgrade - Central at Arthur		SG-14-10	0	0	52,300	52,260	0	0	0	0	0
Algonquin and New Wilke Intersection Improvement		SG-17-01	0	0	200,000	200,000	80,000	0	35,000	380,000	0
Pedestrian/ Bicycle Crossing - Lake Cook/ Wilke Rd	(10)	SG-18-01	0	0	247,400	75,400	0	0	0	0	0
<b>SUBTOTAL - SIGNALS</b>			<b>0</b>	<b>7,326</b>	<b>535,900</b>	<b>363,871</b>	<b>80,000</b>	<b>0</b>	<b>35,000</b>	<b>380,000</b>	<b>0</b>
<b>STREETS</b>											
Street Program		ST-90-08	5,452,653	5,603,285	3,900,000	6,719,397	6,200,000	5,600,000	5,600,000	5,600,000	5,600,000
Sidewalk & Curb Replacement		ST-90-11	384,200	380,044	529,900	529,943	405,000	415,000	425,000	435,000	445,000
Pavement Crack Sealing Program		ST-92-01	150,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Street Light Cable Replacement		ST-00-01	8,343	6,557	10,000	10,000	10,000	10,000	10,000	20,000	20,000
Gateway Signs & Beautification		ST-01-01	2,889	0	0	0	0	0	0	0	0
Paver Brick Maintenance		ST-05-01	8,900	802,928	89,600	501,592	412,000	400,000	100,000	100,000	100,000
Northwest Hwy/Davis Street/Arthur Avenue		ST-05-03	0	(184,854)	0	0	0	0	0	0	0
Downtown Street Furniture		ST-14-01	13,191	12,055	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Downtown Streetscape Improvements		ST-15-35	6,855	172,960	10,400	210,361	200,000	110,000	0	0	0
Northwest Hwy (Rt. 14) Corridor Landscaping Impr		ST-16-20	37,656	48,964	18,100	119,085	101,000	75,000	77,000	0	0
Davis/Sigwalt Streets Fencing/Landscape Upgrade		ST-17-02	68,875	4,698	23,900	23,900	0	0	0	0	0
Rand Road Corridor Identification Enhancement	(11)	ST-17-20	814	8,711	7,700	237,675	230,000	140,400	226,200	43,000	0
Downtown Outdoor Living Room		ST-17-25	0	0	0	0	0	20,000	0	0	0
Downtown Light Ceiling	(12)	ST-17-26	70,072	14,380	0	1,240	0	0	0	0	0
Kensington Road & Multi Use Path Improvements		ST-18-01	0	0	0	300,000	300,000	0	0	0	0
Surface Treatment - Streets (NEW)		ST-18-02	116,813	146,559	150,000	150,000	150,000	300,000	300,000	300,000	300,000
LED Street Light Conversions		ST-19-01	0	64,572	64,000	64,000	64,000	64,000	64,000	64,000	64,000
South Arlington Heights Road Corridor		ST-19-03	0	19,037	0	55,770	0	0	0	0	0
Bike Plan/Bike Route Pavement Marking		ST-19-04	0	0	0	20,000	20,000	20,000	20,000	20,000	20,000



## CAPITAL PROJECTS FUND (401)

5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)												
			2020									
ACCOUNT DESCRIPTION	Note	PROJ #	2018 ACTUAL	2019 ACTUAL	ESTIMATED ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET	
<b>STREETS (continued)</b>												
Vail Ave Permeable Paver / Ped. Mall Prelim. Eng.		ST-20-01	0	0	6,000	6,000	0	0	0	0	0	
Windsor Drive Road Diet		ST-21-01	0	0	0	0	50,000	0	0	0	0	
Weber Dr/Old Wilke Rd Street Reconstruction	(13)	ST-21-02	0	0	0	0	52,000	32,000	160,000	0	0	
Wilke Road Resurfacing & Multi-Use Path Ext.	(14)	ST-21-03	0	0	0	0	75,000	170,000	855,000	0	0	
<b>SUBTOTAL - STREETS</b>			6,321,261	7,299,896	5,019,600	9,158,963	8,479,000	7,566,400	8,047,200	6,792,000	6,759,000	
<b>TOTAL CAPITAL EXPENDITURES</b>			7,089,737	8,637,247	6,703,300	10,745,640	9,732,200	8,778,800	9,373,400	8,883,800	8,703,200	
Lobbyist		LB-19-01	0	28,258	5,100	5,100	0	0	0	0	0	
OPERATING TRANSFER OUT TO CDBG			0	0	42,800	42,800	0	0	0	0	0	
OPERATING CONTINGENCY			0	0	148,700	148,700	200,000	0	0	0	0	
<b>TOTAL EXPENDITURES</b>			7,089,737	8,665,505	6,899,900	10,942,240	9,932,200	8,778,800	9,373,400	8,883,800	8,703,200	
<b>BEGINNING FUND BALANCE</b>			9,722,667	10,695,098	11,100,698	11,100,698	15,021,798	11,634,598	9,676,498	7,546,398	5,868,098	
<b>REVENUES OVER (UNDER) EXPENDITURES</b>			972,431	405,600	3,921,100	(24,540)	(3,387,200)	(1,958,100)	(2,130,100)	(1,678,300)	(1,242,900)	
<b>ENDING FUND BALANCE</b>			10,695,098	11,100,698	15,021,798	11,076,158	11,634,598	9,676,498	7,546,398	5,868,098	4,625,198	
<b>Fund Balance as a Percent of Expenditures</b>							117%	110%	81%	66%	53%	

### PROJECTS WITH SECOND FUND SOURCE AND/OR FUNDED WITH GRANTS

Overhead Door Replacement	(1)	BL-90-04	Ongoing program also funded with Water & Sewer Fund revenue.
Public Works Annex Improvements	(2)	BL-93-02	Ongoing program also funded with Water & Sewer Fund revenue.
Municipal Buildings Refurbishing	(3)	BL-95-05	Ongoing program also funded with Fleet Fund revenue.
Roof Maintenance Program	(4)	BL-95-06	Ongoing program also funded with Water & Sewer Fund revenue.
Ongoing Maintenance to Brick Exteriors	(5)	BL-96-03	Ongoing program also funded with Parking Fund revenue.
Operational Equipment - Public Works	(6)	EQ-94-01	Ongoing program also funded with Water & Sewer Fund revenue.
Operational Equipment - Police Department	(7)	EQ-95-01	Ongoing program also funded with Criminal Investigation Fund revenue.
Patrol Vehicle Equipment Replacement Program	(8)	EQ-08-03	Ongoing program also funded with Criminal Investigation Fund revenue.
Traffic Signal Imprv at Northwest Hwy/Wilke	(9)	SG-08-02	80% of the right-of-way portion of the project - grant through NWMC amounting to \$651,941.
Pedestrian/ Bicycle Crossing - Lake Cook/ Wilke Rd	(10)	SG-18-01	Portions of this project are funded by the Capital Projects Fund, "Invest in Cook" Funding, and TAPL Grant from CMAP.
Rand Road Corridor Identification Enhancement	(11)	ST-17-20	A portion of this project is funded from the TIF V Fund. An additional \$360,100 is currently unfunded.
Downtown Light Ceiling	(12)	ST-17-26	A portion of this project is unfunded by \$115,000.
Weber Dr/Old Wilke Rd Street Reconstruction	(13)	ST-21-02	Portions of this project are funded by the Capital Projects Fund, Federal STP Grant, and the City of Rolling Meadows.
Wilke Road Resurfacing & Multi-Use Path Ext.	(14)	ST-21-03	Portions of this project are funded by the Capital Projects Fund, Federal STP Grant, and the City of Rolling Meadows.

# CAPITAL PROJECTS FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-0000-401.05-00	Real Estate Tax	5,242,639	5,292,801	5,500,000	5,500,000	4,400,000	(1,100,000)	(20.0%)
	<b>Real Estate Taxes</b>	<b>5,242,639</b>	<b>5,292,801</b>	<b>5,500,000</b>	<b>5,500,000</b>	<b>4,400,000</b>	<b>(1,100,000)</b>	<b>(20.0%)</b>
401-0000-402.30-00	Sales Tax Home Rule	1,788,863	1,800,372	1,460,700	1,829,000	1,645,000	(184,000)	(10.1%)
	<b>Business Taxes</b>	<b>1,788,863</b>	<b>1,800,372</b>	<b>1,460,700</b>	<b>1,829,000</b>	<b>1,645,000</b>	<b>(184,000)</b>	<b>(10.1%)</b>
401-0000-411.70-00	Other Grants	42,663	31,143	223,300	0	0	0	N/A
	<b>Intergovernmental</b>	<b>42,663</b>	<b>31,143</b>	<b>223,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
401-0000-451.25-00	Service Charge Spec Asses	4,341	0	0	0	0	0	N/A
	<b>Charges for Services</b>	<b>4,341</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
401-0000-461.02-00	Interest on Investments	124,445	197,247	72,000	80,000	80,000	0	0.0%
401-0000-462.10-00	Market Value Adjustments	55,737	76,673	0	0	0	0	N/A
	<b>Interest Income</b>	<b>180,182</b>	<b>273,920</b>	<b>72,000</b>	<b>80,000</b>	<b>80,000</b>	<b>0</b>	<b>0.0%</b>
401-0000-472.24-00	Sale of Equipment	0	3,142	0	0	0	0	N/A
401-0000-472.42-00	Reimbursed Activity	1,606	1,204	0	0	0	0	N/A
	<b>Sales &amp; Rents</b>	<b>1,606</b>	<b>4,346</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
401-0000-489.87-00	Developer Contributions	15,425	0	0	0	0	0	N/A
401-0000-489.90-00	Other Income	418,509	47,778	265,000	208,700	120,000	(88,700)	(42.5%)
401-0000-489.92-00	Bond Forfeitures	67,940	20,745	0	0	0	0	N/A
	<b>Other</b>	<b>501,874</b>	<b>68,523</b>	<b>265,000</b>	<b>208,700</b>	<b>120,000</b>	<b>(88,700)</b>	<b>(42.5%)</b>
401-0000-491.05-00	Operating Transfer In	300,000	1,600,000	300,000	300,000	300,000	0	0.0%
401-0000-491.15-00	Bond Proceeds	0	0	3,000,000	0	0	0	N/A
	<b>Other Financing Sources</b>	<b>300,000</b>	<b>1,600,000</b>	<b>3,300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>0</b>	<b>0.0%</b>
<b>Total Capital Projects Fund</b>		<b>8,062,168</b>	<b>9,071,105</b>	<b>10,821,000</b>	<b>7,917,700</b>	<b>6,545,000</b>	<b>(1,372,700)</b>	<b>(17.3%)</b>

# CAPITAL PROJECTS FUND

## EXPENDITURES

### Integrated Services

0201

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-0201-572.20-05	Professional Services	0	28,258	5,100	5,100	0	(5,100)	(100.0%)
	<b>Contractual Services</b>	<b>0</b>	<b>28,258</b>	<b>5,100</b>	<b>5,100</b>	<b>0</b>	<b>(5,100)</b>	<b>(100.0%)</b>
401-0201-572.50-10	Office Equipment	0	5,000	0	0	0	0	N/A
401-0201-572.50-15	Other Equipment	24,721	0	0	0	0	0	N/A
	<b>Capital Outlay</b>	<b>24,721</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Village Manager</b>	<b>24,721</b>	<b>33,258</b>	<b>5,100</b>	<b>5,100</b>	<b>0</b>	<b>0</b>	<b>(100.0%)</b>

### Human Resources

0301

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-0301-572.50-10	Office Equipment	5,140	0	0	0	0	0	N/A
	<b>Capital Outlay</b>	<b>5,140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Human Resources</b>	<b>5,140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

### Legal

0401

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-0401-572.50-10	Office Equipment	0	0	0	5,000	0	(5,000)	(100.0%)
	<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>	<b>(100.0%)</b>
	<b>Total Legal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>	<b>(100.0%)</b>

### Finance

0501

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-0501-572.50-10	Office Equipment	9,929	0	0	0	36,000	36,000	N/A
	<b>Capital Outlay</b>	<b>9,929</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,000</b>	<b>36,000</b>	<b>N/A</b>
	<b>Total Finance</b>	<b>9,929</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,000</b>	<b>36,000</b>	<b>N/A</b>

### IT

0601

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-0601-572.50-15	Other Equipment	85,760	86,635	120,000	120,000	126,500	6,500	5.4%
	<b>Capital Outlay</b>	<b>85,760</b>	<b>86,635</b>	<b>120,000</b>	<b>120,000</b>	<b>126,500</b>	<b>6,500</b>	<b>5.4%</b>
	<b>Total IT</b>	<b>85,760</b>	<b>86,635</b>	<b>120,000</b>	<b>120,000</b>	<b>126,500</b>	<b>6,500</b>	<b>5.4%</b>

# CAPITAL PROJECTS FUND

## EXPENDITURES

### Police

3001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-3001-572.50-10	Office Equipment	0	16,536	23,000	23,000	5,000	(18,000)	(78.3%)
401-3001-572.50-15	Other Equipment	126,421	114,281	193,800	193,849	76,000	(117,849)	(60.8%)
	<b>Capital Outlay</b>	<b>126,421</b>	<b>130,817</b>	<b>216,800</b>	<b>216,849</b>	<b>81,000</b>	<b>(135,849)</b>	<b>(62.6%)</b>
	<b>Total Police</b>	<b>126,421</b>	<b>130,817</b>	<b>216,800</b>	<b>216,849</b>	<b>81,000</b>	<b>(135,849)</b>	<b>(62.6%)</b>

### Fire

3501

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-3501-572.50-10	Office Equipment	7,194	26,840	65,000	65,000	24,000	(41,000)	(63.1%)
401-3501-572.50-15	Other Equipment	168,397	474,712	166,100	236,076	115,500	(120,576)	(51.1%)
	<b>Capital Outlay</b>	<b>175,591</b>	<b>501,552</b>	<b>231,100</b>	<b>301,076</b>	<b>139,500</b>	<b>(161,576)</b>	<b>(53.7%)</b>
	<b>Total Fire</b>	<b>175,591</b>	<b>501,552</b>	<b>231,100</b>	<b>301,076</b>	<b>139,500</b>	<b>(161,576)</b>	<b>(53.7%)</b>

### Planning

4001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-4001-572.50-10	Office Equipment	0	0	0	0	5,000	5,000	N/A
401-4001-572.50-20	Building Improvements	0	0	30,000	30,000	0	(30,000)	(100.0%)
401-4001-571.50-30	Road Projects	149,505	219,786	48,000	534,946	430,000	(104,946)	(19.6%)
	<b>Capital Outlay</b>	<b>149,505</b>	<b>219,786</b>	<b>78,000</b>	<b>564,946</b>	<b>435,000</b>	<b>(129,946)</b>	<b>(23.0%)</b>
	<b>Total Planning</b>	<b>149,505</b>	<b>219,786</b>	<b>78,000</b>	<b>564,946</b>	<b>435,000</b>	<b>(129,946)</b>	<b>(23.0%)</b>

### Building & Life Safety

4501

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-4501-572.50-10	Office Equipment	812	11,695	5,000	5,000	0	(5,000)	(100.0%)
	<b>Capital Outlay</b>	<b>812</b>	<b>11,695</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>	<b>(100.0%)</b>
	<b>Total Building Services</b>	<b>812</b>	<b>11,695</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>	<b>(100.0%)</b>

### Health Services

7001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-7001-572.50-10	Office Equipment	2,570	0	5,000	5,000	0	(5,000)	(100.0%)
	<b>Capital Outlay</b>	<b>2,570</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>	<b>(100.0%)</b>
	<b>Total Health Services</b>	<b>2,570</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>	<b>(100.0%)</b>

# CAPITAL PROJECTS FUND

## EXPENDITURES

### Senior Services

7007

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-7007-572.50-10	Office Equipment	0	0	0	0	5,000	5,000	N/A
	Capital Outlay	0	0	0	0	5,000	5,000	N/A
	Total Senior Services	0	0	0	0	5,000	5,000	N/A

### Public Works

7101

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-7101-571.50-20	Building Improvements	212,485	455,787	399,100	399,106	652,300	253,194	63.4%
401-7101-571.50-30	Road Projects	5,637,557	6,506,227	4,777,600	8,257,945	7,524,000	(733,945)	(8.9%)
401-7101-571.50-40	Pavement Crack Seal Project	150,000	200,000	200,000	200,000	200,000	0	0.0%
401-7101-571.50-45	Sidewalk Program	384,200	381,209	529,900	529,943	405,000	(124,943)	(23.6%)
401-7101-572.50-10	Office Equipment	4,008	5,225	0	0	0	0	N/A
401-7101-572.50-15	Other Equipment	109,601	77,199	93,300	93,275	49,700	(43,575)	(46.7%)
	Capital Outlay	6,497,851	7,625,647	5,999,900	9,480,269	8,831,000	(480,751)	(6.8%)
	Total Public Works	6,497,851	7,625,647	5,999,900	9,480,269	8,831,000	(565,010)	(6.8%)

### Municipal Fleet Services

7501

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-7501-572.50-15	Other Equipment	11,437	56,115	47,500	47,500	78,200	30,700	64.6%
	Capital Outlay	11,437	56,115	47,500	47,500	78,200	30,700	64.6%
	Total Municipal Fleet Serv	11,437	56,115	47,500	47,500	78,200	30,700	64.6%

### Non-Operating

9901

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
401-9901-571.40-96	Operating Contingency	0	0	148,700	148,700	200,000	51,300	34.5%
	Other Charges	0	0	148,700	148,700	200,000	51,300	34.5%
401-9901-591.90-05	Operating Transfer Out	0	0	42,800	42,800	0	(42,800)	(100.0%)
	Other Financing Uses	0	0	42,800	42,800	0	(42,800)	(100.0%)
	Total Non-Operating	0	0	191,500	191,500	200,000	8,500	4.4%
	Total Capital Projects Fund	7,089,737	8,665,505	6,899,900	10,942,240	9,932,200	(924,081)	(9.2%)

# CAPITAL PROJECTS FUND

## EXPENDITURE DETAIL

### INTEGRATED SERVICES

4501

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
401-0201.572.20-05	Professional Services	Lobbying Expenses (LB1901)	5,100	0
		<b>TOTAL CAPITAL OUTLAY</b>	<u>5,100</u>	<u>0</u>
		<b>TOTAL INTEGRATED SERVICES</b>	<u>5,100</u>	<u>0</u>

### LEGAL

0401

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
401-0401-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement Copier	5,000	0
		<b>TOTAL CAPITAL OUTLAY</b>	<u>5,000</u>	<u>0</u>
		<b>TOTAL LEGAL</b>	<u>5,000</u>	<u>0</u>

### FINANCE

0401

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
401-0501-572.50-10	Office Equipment	Office Equipment (EQ9503)	0	16,000
		Mailroom Folding/Stuffing Machine	0	20,000
		Ongoing Equipment Replacement	0	36,000
		<b>TOTAL CAPITAL OUTLAY</b>	<u>0</u>	<u>36,000</u>
		<b>TOTAL LEGAL</b>	<u>0</u>	<u>36,000</u>

# CAPITAL PROJECTS FUND

## EXPENDITURE DETAIL

### INFORMATION TECHNOLOGY (IT)

0601

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>CAPITAL OUTLAY:</b>						
401-0601-572.50-15	Other Equipment	IT Operational Equipment (EQ0103)				
		Software Licensing (Microsoft)	80,000		96,500	
		Router/Switch Upgrades	25,000		15,000	
		Security Systems Network / Update	15,000	120,000	15,000	126,500
		<b>TOTAL CAPITAL OUTLAY</b>		<b>120,000</b>		<b>126,500</b>
		<b>TOTAL IT</b>		<b>120,000</b>		<b>126,500</b>

### POLICE

3001

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>CAPITAL OUTLAY:</b>						
401-3001-572.50-10	Office Equipment	Office Equipment (EQ9503)				
		Police Office Copiers/Furniture		23,000		5,000
401-3001-572.50-15	Other Equipment	Police Operational Equipment (EQ9501)				
		Motorola Replacement Radios	27,000		27,000	
		Radars	13,000		6,000	
		Weapons Replacement	8,000		8,000	
		Laptop Computers	5,000		5,000	
		Ballistic Shields	6,000		0	
		Prior Year Encumbrance Carryover	39,235	98,235	0	46,000
		Patrol Vehicle Equip Repl (EQ0803)	75,000		30,000	
		Prior Year Encumbrance Carryover	20,614	95,614	0	30,000
		<b>TOTAL CAPITAL OUTLAY</b>		<b>216,849</b>		<b>81,000</b>
		<b>TOTAL POLICE</b>		<b>216,849</b>		<b>81,000</b>

### FIRE

3501

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>CAPITAL OUTLAY:</b>						
401-3501-572.50-10	Office Equipment	Office Equipment (EQ9503) Fire Admin				
		Replacement Copier	5,000		0	
		Fire Kitchen Appliances/Equipment Sta #2	60,000		0	
		Equip/Furniture Sta #2 & #3, Fit Test Sta #4	0	65,000	24,000	24,000

# CAPITAL PROJECTS FUND

## EXPENDITURE DETAIL

### FIRE (con't)

3501

Account Number	Account Title	Description	Budget 2020	Budget 2021
401-3501-572.50-15	Other Equipment	Fire Operational Equipment (EQ9502)		
		Defib & Comm Package	76,000	38,000
		AED Replacements (4)	12,000	0
		Lights & Equipment for Staff Vehicle	7,000	0
		Station Alerting (Station 2)	70,000	0
		Power Cot (Reserve Ambulance)	20,000	0
		Additional Power Load System (Reserve Amb.)	50,000	0
		Surface Supply Lines	0	18,000
		Firefighter Turnout Gear Replacement Program	0	59,500
		Prior Year Encumbrance Carryover	1,076	0
			236,076	115,500
		<b>TOTAL CAPITAL OUTLAY</b>	<b>301,076</b>	<b>139,500</b>
		<b>TOTAL FIRE</b>	<b>301,076</b>	<b>139,500</b>

### PLANNING

4001

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
401-4001-572.50-10	Office Equipment	Office Equipment (EQ9503)		
		Replacement Copier	0	5,000
401-4001-571.50-20	Building Improvements	Vail Electric Vehicle Charging Stations (BL2001)	30,000	0
401-4001-571.50-30	Road Projects	Downtown Streetscape Imprv (ST1535)	200,000	200,000
		Prior Year Encumbrance Carryover	10,361	
		Rand Road Corridor Identification Enhancement (ST1720)	230,000	230,000
		Prior Year Encumbrance Carryover	7,675	
		Downtown Light Ceiling (ST1726)	0	0
		Prior Year Encumbrance Carryover	1,240	
		Davis/Sigwalt Fence (ST1702)	14,900	0
		Prior Year Encumbrance Carryover	9,000	
		South AH Rd Corridor Study Implementation (ST1903)	0	0
		Prior Year Encumbrance Carryover	55,770	
		Vail Ave Permeable Paver / Pedestrian		
		Mall Preliminary Engineering (ST2001)	6,000	0
			534,946	430,000
		<b>TOTAL CAPITAL OUTLAY</b>	<b>564,946</b>	<b>435,000</b>
		<b>TOTAL PLANNING</b>	<b>564,946</b>	<b>435,000</b>



# CAPITAL PROJECTS FUND

## EXPENDITURE DETAIL

### BUILDING & LIFE SAFETY

4501

Account Number	Account Title	Description	Budget 2021	Budget 2021
<b>CAPITAL OUTLAY:</b>				
401-4501-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement Copier	5,000	0
		<b>TOTAL CAPITAL OUTLAY</b>	<b>5,000</b>	<b>0</b>
		<b>TOTAL BUILDING SERVICES</b>	<b>5,000</b>	<b>0</b>

### HEALTH SERVICES

7001

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
401-7001-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement Copier	5,000	0
		<b>TOTAL CAPITAL OUTLAY</b>	<b>5,000</b>	<b>0</b>
		<b>TOTAL HEALTH SERVICES</b>	<b>5,000</b>	<b>0</b>

### SENIOR CENTER

7001

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
401-7007-572.50-10	Office Equipment	Office Equipment (EQ9503) Replacement Copier	0	5,000
		<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>5,000</b>
		<b>TOTAL HEALTH SERVICES</b>	<b>0</b>	<b>5,000</b>

### PUBLIC WORKS

7101

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
401-7101-571.50-20	Building Improvements	Overhead Door Repl/Repair (BL9004)	20,000 399,106	20,000 652,300
		Public Works Annex Improv. (BL9302)	10,000	10,000
		Building Equipment Replacement (BL9504)	41,300	30,000
		Prior Year Encumbrance Carryover	659	
		Municipal Buildings Refurbishing (BL9505)	40,000	44,000
		Prior Year Encumbrance Carryover	68,030	

# CAPITAL PROJECTS FUND

## EXPENDITURE DETAIL

### PUBLIC WORKS (con't)

7101

Account Number	Account Title	Description	Budget 2020	Budget 2021
		Roof Maintenance Program (BL9506)	0	0
		Prior Year Encumbrance Carryover	15,000	
		Heating Plant/Air Conditioner Repl (BL9601)*	23,000	65,000
		Prior Year Encumbrance Carryover	91,117	
		Ongoing Maint. of Brick Exteriors (BL9603)	40,000	30,000
		Historical Soc. Building Repairs (BL9604)	50,000	50,500
		Phone System Upgrade (EQ2101)	0	175,000
		A/V System Upgrades (EQ2102)	0	227,800
401-7101-571.50-30	Road Projects	Street Resurfacing Program (ST9008)	6,719,397	6,200,000
		Street Resurfacing	1,603,171	1,117,900
		Construction Inspection Services	14,200	20,000
		Material Inspection Services	50,000	40,000
		Street Rehabilitation	500,000	0
		Construction Inspection Services	10,000	20,000
		Material Inspection Services	50,000	40,000
		Surveys for 2021 Program Design	50,000	50,000
		Work on Vail w/ IDOT Resurfacing NW Hwy	32,100	0
		Sidewalk, Driveway, & Curb Reimbursements	60,000	60,000
		Buffalo Creek Crossing	197,400	0
		Area D: Greenbriar Pavement	2,324,658	2,700,000
		Area C: Berkley/Hintz Pavement	1,265,671	1,700,000
		Kensington Rd & Multi-Use Path	0	452,100
		Prior Year Encumbrance Carryover	562,197	
		Street Light Cable Replacement (ST0001)	10,000	10,000
		Paver Brick Maintenance (ST0501)	412,000	412,000
		Prior Year Encumbrance Carryover	89,592	
		Downtown Street Furniture (ST1401)	10,000	10,000
		Kensington Road & Multi-Use Path Improvements (ST1801)	300,000	300,000
		Surface Treatments - Streets at Windsor Drive (ST1802)	150,000	150,000
		LED Street Light Conversions (ST1901)	64,000	64,000
		Traffic Signal Improvements at Northwest Highway/Wilke Road (SG0802)	0	0
		Prior Year Encumbrance Carryover	36,211	
		Traffic Signal Pedestrian Upgrade Central at Arthur (SG1410)	0	0
		Prior Year Encumbrance Carryover	52,260	
		Algonquin & New Wilke Intersection Improvement (SG1701)	200,000	80,000
		Pedestrian/ Bicycle Crossing - Lake Cook / Wilke Road (SG1801)	75,400	0
		Bike Plan/Bike Route Pavement Markings (ST1904)	20,000	20,000
		Northwest Highway Landscape (ST1620)	101,000	101,000
		Prior Year Encumbrance Carryover	18,085	
		Windsor Drive Road Diet (ST2101)	0	50,000
		Weber Dr/Old Wilke Rd Street Reconstruction (ST2102)	0	52,000
		Wilke Road Resurfacing & Multi-Use Path Ext. (ST2103)	0	75,000

## CAPITAL PROJECTS FUND

### EXPENDITURE DETAIL

#### PUBLIC WORKS (con't)

7101

Account Number	Account Title	Description	Budget 2020		Budget 2021	
401-7101-571.50-40	Pavement Crack Sealing	Pavement Crack Sealing Prog (ST9201)	200,000		200,000	
401-7101-571.50-45	Sidewalk Program	Sidewalk & Curb Replacement (ST9011)	395,000	529,943	405,000	
		Prior Year Encumbrance Carryover	134,943			
401-7101-572.50-15	Other Equipment	PW Operational Equipment (EQ9401)				
		Traffic:				
		Emergency Siren Upgrade	20,000		10,000	
		Street Light Controller	15,000		12,000	
		Vehicle Detection Upgrades	15,000		5,000	
		Street:				
		Winter Maint. Operations Upgrades	0		10,000	
		Cold Asphalt Rejuvenator	20,000		0	
		Forestry:				
		Large Chainsaws (3)	0		3,300	
		Small Chainsaws (6)	0		3,300	
		Portable Generator	0		1,100	
		Snow Blowers	1,800		0	
		Engineering:				
		Traffic Counter Upgrades	5,000		0	
		AutoCAD/GIS System	0		5,000	
		Prior Year Encumbrance Carryover	16,475	93,275	0	49,700
<b>TOTAL CAPITAL OUTLAY</b>			<b>9,480,269</b>		<b>8,831,000</b>	
<b>TOTAL PUBLIC WORKS</b>			<b>9,480,269</b>		<b>8,831,000</b>	

#### MUNICIPAL FLEET SERVICES

7501

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>CAPITAL OUTLAY:</b>						
401-7501-572.50-15	Other Equipment	Municipal Fleet Services Operational Equipment (EQ9701)				
		60,000 lbs Jacks	42,500		0	
		Diagnostic tools	3,000		3,200	
		Floor Jacks	2,000		0	
		Replace fuel dispensers	0	47,500	75,000	78,200
<b>TOTAL CAPITAL OUTLAY</b>			<b>47,500</b>		<b>78,200</b>	
<b>TOTAL MUNICIPAL FLEET SERVICES</b>			<b>47,500</b>		<b>78,200</b>	

CAPITAL PROJECTS FUND

EXPENDITURE DETAIL

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2020	Budget 2021
OTHER CHARGES:				
401-9901-571.40-96	Operating Contingency	Operating Contingency	148,700	200,000
		TOTAL OTHER CHARGES	148,700	200,000
NON-OPERATING:				
401-9901-591.90-05	Operating Transfer Out	Operating Transfer Out	42,800	0
		TOTAL NON-OPERATING	191,500	200,000
		TOTAL CAPITAL PROJECTS FUND	10,942,240	9,932,200

## Fund at a Glance

The Storm Water Control Fund is used to account for the Neighborhood Drainage Improvement program, flood studies and utility modeling, the Storm Water Rehabilitation/Replacement program, and the storm water projects identified in the two flood studies.

- **Neighborhood Drainage Improvements** – This budget provides funds for public drainage improvements allowing new or improved access for residents to Village storm sewers. The program only covers work on public right-of-way with any connections or work on private property being the responsibility of the property owner.
- **Storm Water Rehabilitation/Replacement Program** – The budget includes the costs of a multi-year program to lightly clean, televise, and analyze the condition of the Village's storm sewer system. This portion of the program will take about eight years to complete, after which the budget for this program will be devoted to storm rehabilitation and replacement work identified by televising the system.
- **Sewer Back-up Rebate Program** – Through this program the Village continues to encourage resident participation in its Overhead Sewer/Backup Control Cost Sharing Program. Overhead Sewer installation isolate private sanitary sewers from our system and provide full protection against basement backups. Rebates are budgeted in the Water and Sewer Fund.
- **Storm Water Control Improvements** – This program was created after the approval the storm water utility fee in 2017. The projects were identified in the two flood studies completed in 2016.

## 2020 Accomplishments

### 1. Hintz Road, West of Arlington Heights Road, Drainage Improvements

#### Strategic Priority # 7 Continue Infrastructure Improvement Efforts

Design of these improvements was completed up to the point of the basin design. Construction was delayed until 2021 due to COVID-19 and to allow continued discussions with the Arlington Heights Park District.

### 2. Greenbrier Park, Roanoke Drive, Wilke Road, Drainage Improvements

#### Strategic Priority # 7 Continue Infrastructure Improvement Efforts

Design of these improvements was completed up to the point of the basin design. Construction was delayed until 2021 due to COVID-19 and to allow continued discussions with the Arlington Heights Park District and Commonwealth Edison.

### 3. Storm Water Assessment

#### Strategic Priority # 5 Continue Infrastructure Improvement Efforts

Inspected, televised, and cleaned the Village's storm water system to verify its capacity and condition. The results were incorporated into the Village GIS.

## 2021 Strategic Priorities & Key Projects

### 1. Hintz Road, West of Arlington Heights Road, Drainage Improvements

#### Strategic Priority # 7 Continue Infrastructure Improvement Efforts

Improvements to include large storm sewers in the area to reduce street and surface flooding.

Project Leader: Scott Shirley, Director of Public Works

Project Completion: November 2021

## **STORM WATER CONTROL FUND**

(Continued)

### **2. Greenbrier Park, Roanoke Drive, Wilke Road, Drainage Improvements**

#### **Strategic Priority # 7 Continue Infrastructure Improvement Efforts**

This project will provide larger storm sewers and additional storage to reduce the potential for flooding.

Project Leader: Superintendent of Utilities

Project Completion: November 2021

### **3. Storm Water Assessment**

#### **Strategic Priority # 7 Continue Infrastructure Improvement Efforts**

This project is designed to inspect, televise, and clean the Village's storm water only system to verify its capacity and condition. The results will be incorporated into the Village GIS.

Project Leader: Superintendent of Utilities

Project Completion: Ongoing through 2023

### **4. Backyard Drainage Program**

#### **Strategic Priority # 7 Continue Infrastructure Improvement**

Project Leader: Mike Pagones, Village Engineer and Jim Zaharopoulos, Civil Engineer II

Project Completion: Ongoing

### **5. Wetland Maintenance**

#### **Strategic Priority # 6 Explore New Sustainability Initiatives**

This project is a federal mandate and a requirement of the Metropolitan Water Reclamation District of Greater Chicago

Project Leader: Cris Papierniak, Assistant Director of Public Works

Project Completion: Ongoing

# STORM WATER CONTROL FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Intergovernmental	\$0	\$1,970,000	\$0	\$1,800,000	<b>\$1,000,000</b>	(\$800,000)	(44.4%)
Service Charges	1,669,321	1,675,263	1,630,400	1,630,400	<b>1,630,400</b>	0	0.0%
Interest Income	159,498	278,556	49,000	49,000	<b>31,000</b>	(18,000)	(36.7%)
Other	10,016,967	71,151	0	0	<b>0</b>	0	N/A
<b>Total Revenues</b>	<b>\$11,845,786</b>	<b>\$3,994,970</b>	<b>\$1,679,400</b>	<b>\$3,479,400</b>	<b>\$2,661,400</b>	<b>(\$818,000)</b>	<b>N/A</b>
Interfund Transfers In	0	0	0	500,000	<b>0</b>	(500,000)	(100.0%)
<b>Total Revenues and Interfund Transfers In</b>	<b>\$11,845,786</b>	<b>\$3,994,970</b>	<b>\$1,679,400</b>	<b>\$3,979,400</b>	<b>\$2,661,400</b>	<b>(\$1,318,000)</b>	<b>(33.1%)</b>
Expenditures							
Capital Items	\$1,442,058	\$8,252,798	\$4,295,100	\$8,557,103	<b>\$6,626,600</b>	(\$1,930,503)	(22.6%)
<b>Total Expenditures</b>	<b>\$1,588,962</b>	<b>\$8,252,798</b>	<b>\$4,295,100</b>	<b>\$8,557,103</b>	<b>\$6,626,600</b>	<b>(\$1,930,503)</b>	<b>(22.6%)</b>
Interfund Transfers Out	736,000	691,900	690,300	690,300	692,100	1,800	0.3%
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$2,324,962</b>	<b>\$8,944,698</b>	<b>\$4,985,400</b>	<b>\$9,247,403</b>	<b>\$7,318,700</b>	<b>(\$1,928,703)</b>	<b>(20.9%)</b>
<b>Revenues over (under) Expenditures</b>	<b>\$9,520,824</b>	<b>(\$4,949,728)</b>	<b>(\$3,306,000)</b>	<b>(\$5,268,003)</b>	<b>(\$4,657,300)</b>	<b>\$610,703</b>	<b>(11.6%)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$5,367,082</b>	<b>14,887,906</b>	<b>9,938,178</b>	<b>9,938,178</b>	<b>6,632,178</b>	<b>(3,306,000)</b>	<b>(33.3%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$14,887,906</b>	<b>\$9,938,178</b>	<b>\$6,632,178</b>	<b>\$4,670,175</b>	<b>\$1,974,878</b>	<b>(\$2,695,297)</b>	<b>(57.7%)</b>

# STORM WATER CONTROL FUND (426)

## 5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2018	2019	2020	2020	2021	2022	2023	2024	2025
		ACTUAL	ACTUAL	ESTIMATED	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
REVENUES										
STORMWATER UTILITY FEE		1,669,321	1,675,263	1,630,400	1,630,400	1,630,400	1,630,400	1,630,400	1,630,400	1,630,400
GRANT		0	1,970,000	0	1,800,000	1,000,000	0	0	0	0
INTEREST INCOME		159,498	278,556	49,000	49,000	31,000	19,000	19,000	19,000	19,000
OTHER INCOME		17,649	71,151	0	0	0	0	0	0	0
TRANSFER IN FROM WATER & SEWER FUND		0	0	0	500,000	0	0	0	0	0
G.O. BOND PROCEEDS		9,999,318	0	0	0	0	0	0	0	0
TOTAL REVENUES		11,845,786	3,994,970	1,679,400	3,979,400	2,661,400	1,649,400	1,649,400	1,649,400	1,649,400
EXPENDITURES										
SEWERS										
Backyard Drainage Improvements	SW-11-02	295,731	678,386	599,500	599,542	400,000	300,000	0	300,000	300,000
Storm Sewer Rehab/Replacement Program	SW-15-20	456,332	164,151	1,163,300	1,163,263	500,000	500,000	500,000	500,000	500,000
Municipal Campus and Downstream Detention	SW-17-06	233,259	0	0	0	0	0	0	0	0
Enhanced Overhead Sewer Program	SW-18-01	241,118	59,503	250,000	250,000	250,000	250,000	135,000	135,000	75,000
Cypress Detention Basin	SW-18-02	90,303	3,516,773	1,007,300	1,007,278	0	0	0	0	0
Area D - Greenbrier/Roanoke/Wilke	SW-18-03	0	49,271	750,000	3,191,610	3,191,600	0	0	0	0
Area 4 - Campbell/Sigwalt	SW-18-04	125,315	3,784,714	350,000	60,410	0	0	0	0	0
Area C/NW & C/SE - Burr Oak/Burning Tree/Berkley/Hint	SW-20-01	0	0	175,000	1,637,000	2,285,000	0	0	0	0
Area C/SE - Hintz Rd west of Arl Hts Rd	SW-20-02	0	0	0	648,000	0	0	0	0	0
St. Ponding Area - Race Ave & Chicago Ave	SW-20-03	0	0	0	0	0	0	0	800,000	0
Area F - Forrest Ave Stormwater Improvements	SW-21-01	0	0	0	0	0	0	1,200,000	0	0
SUBTOTAL - SEWERS		1,442,058	8,252,798	4,295,100	8,557,103	6,626,600	1,050,000	1,835,000	1,735,000	875,000
OTHER EXPENSE										
Bond Issuance Costs		146,904	0	0	0	0	0	0	0	0
Transfer to Debt Service		736,000	691,900	690,300	690,300	692,100	693,300	693,900	689,300	690,700
SUBTOTAL - Other Expense		882,904	691,900	690,300	690,300	692,100	693,300	693,900	689,300	690,700
TOTAL EXPENDITURES		2,324,962	8,944,698	4,985,400	9,247,403	7,318,700	1,743,300	2,528,900	2,424,300	1,565,700
BEGINNING FUND BALANCE		5,367,082	14,887,906	9,938,178	9,938,178	6,632,178	1,974,878	1,880,978	1,001,478	226,578
REVENUES OVER (UNDER) EXPENDITURES		9,520,824	(4,949,728)	(3,306,000)	(5,268,003)	(4,657,300)	(93,900)	(879,500)	(774,900)	83,700
ENDING FUND BALANCE		14,887,906	9,938,178	6,632,178	4,670,175	1,974,878	1,880,978	1,001,478	226,578	310,278
Fund Balance as a Percent of Expenditures						27%	108%	40%	9%	20%



# STORM WATER CONTROL FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
426-0000-411.70-00	Other Grants	0	1,970,000	0	1,800,000	1,000,000	(800,000)	(44.4%)
	<b>Grants</b>	<b>0</b>	<b>1,970,000</b>	<b>0</b>	<b>1,800,000</b>	<b>1,000,000</b>	<b>(800,000)</b>	<b>(44.4%)</b>
426-0000-452.49-00	Utility Fees	1,669,321	1,675,263	1,630,400	1,630,400	1,630,400	0	0.0%
	<b>Charges for Services</b>	<b>1,669,321</b>	<b>1,675,263</b>	<b>1,630,400</b>	<b>1,630,400</b>	<b>1,630,400</b>	<b>0</b>	<b>0.0%</b>
426-0000-461.02-00	Interest on Investments	114,509	195,969	30,000	30,000	20,000	(10,000)	(33.3%)
426-0000-462.10-00	Market Value Adjustments	44,989	82,587	19,000	19,000	11,000	(8,000)	(42.1%)
	<b>Interest Income</b>	<b>159,498</b>	<b>278,556</b>	<b>49,000</b>	<b>49,000</b>	<b>31,000</b>	<b>(18,000)</b>	<b>(36.7%)</b>
426-0000-489.90-00	Other Income	17,649	71,151	0	0	0	0	N/A
	<b>Other</b>	<b>17,649</b>	<b>71,151</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
426-0000-491.05-00	Operating Transfer In	0	0	0	500,000	0	(500,000)	(100.0%)
426-0000-491.15-00	Bond Proceeds	9,530,000	0	0	0	0	0	N/A
426-0000-491.16-00	Bond Premium Proceeds	469,318	0	0	0	0	0	N/A
	<b>Other Financing Sources</b>	<b>9,999,318</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>(500,000)</b>	<b>(100.0%)</b>
<b>Total Storm Wtr Ctrl Fund</b>		<b>11,845,786</b>	<b>3,994,970</b>	<b>1,679,400</b>	<b>3,979,400</b>	<b>2,661,400</b>	<b>(1,318,000)</b>	

## EXPENDITURES

### Public Works

7101

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
426-7101-571.50-25	Construction in Progress	1,442,058	8,252,798	4,295,100	8,557,103	6,626,600	(1,930,503)	(22.6%)
	<b>Capital Outlay</b>	<b>1,442,058</b>	<b>8,252,798</b>	<b>4,295,100</b>	<b>8,557,103</b>	<b>6,626,600</b>	<b>(1,930,503)</b>	<b>(22.6%)</b>
	<b>Total Public Works</b>	<b>1,442,058</b>	<b>8,252,798</b>	<b>4,295,100</b>	<b>8,557,103</b>	<b>6,626,600</b>	<b>(1,930,503)</b>	<b>(22.6%)</b>

### Non-Operating

9901

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
426-9556-583.20-06	Bond Issuance Costs	146,904	0	0	0	0	0	N/A
426-9901-591.90-05	Operating Transfer Out	736,000	691,900	690,300	690,300	692,100	1,800	0.3%
	<b>Other Financing Uses</b>	<b>882,904</b>	<b>691,900</b>	<b>690,300</b>	<b>690,300</b>	<b>692,100</b>	<b>1,800</b>	<b>0.3%</b>
	<b>Total Non-Operating</b>	<b>882,904</b>	<b>691,900</b>	<b>690,300</b>	<b>690,300</b>	<b>692,100</b>	<b>1,800</b>	<b>0.3%</b>
<b>Total Storm Wtr Ctrl Fund</b>		<b>2,324,962</b>	<b>8,944,698</b>	<b>4,985,400</b>	<b>9,247,403</b>	<b>7,318,700</b>	<b>(1,928,703)</b>	<b>(20.9%)</b>

# STORM WATER CONTROL FUND

## EXPENDITURE DETAIL

### PUBLIC WORKS

7101

Account Number	Account Title	Description	Budget 2020		Budget 2021
CAPITAL OUTLAY:					
426-7101-571.50-25	Construction in Progress	Backyard Drainage Imprv (SW1102)	500,000		400,000
		Prior Year Encumbrance Carryover	99,542	599,542	
		Storm Water Rehabilitation/ Replacement Program (SW1520)	500,000		500,000
		Prior Year Encumbrance Carryover	663,263	1,163,263	
		Enhanced Overhead Sewer Program (SW1801)		250,000	250,000
		Cypress Detention Basin / Lift Station (SW1802)	0		0
		Prior Year Encumbrance Carryover	1,007,278	1,007,278	
		Area D - Geenbrier / Roanoke / Wilke (SW1803)	3,100,000		3,191,600
		Prior Year Encumbrance Carryover	91,610	3,191,610	
		Area 4 - Campbell / Sigwalt (SW1804)	0		0
		Prior Year Encumbrance Carryover	60,410	60,410	
		Area C/NW - Burr Oak / Burning Tree (SW2001)		1,637,000	2,285,000
		Area C/SE - Hintz Rd / W of Arlington Heights Rd (SW2002)		648,000	0
TOTAL CAPITAL OUTLAY			8,557,103		6,626,600
TOTAL PUBLIC WORKS			8,557,103		6,626,600

### NON-OPERATING

9901

Account Number	Account Title	Description	Budget 2020	Budget 2021
NON-OPERATING:				
426-9901-591.90-05	Operating Transfer Out	Transfer to Debt Service Fund	690,300	692,100
TOTAL NON-OPERATING			690,300	692,100
TOTAL STORM WTR CTRL FUND			9,247,403	7,318,700

## Fund at a Glance

The Public Building Fund was created to account for various capital construction projects that have been undertaken relating to municipal facilities. These new facilities have included improvements to the Public Works building completed in October 2005, a new Fire Station #1 completed in July 2006, and the new Village Hall building completed in January 2008. Architectural design for a new Police Station which will be constructed on the site of the old station was completed in 2017. Construction of the new Police Station began in late May 2017 and was completed in the fall of 2018. An architectural review of the Senior Center was completed in 2020.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Interest Income	270,840	68,015	18,000	0	0	0	N/A
Other	0	198,164	187,000	0	0	0	N/A
<b>Total Revenues</b>	<b>\$270,840</b>	<b>\$266,179</b>	<b>\$205,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
Interfund Transfers In	0	0	0	0	0	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$270,840</b>	<b>\$266,179</b>	<b>\$205,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
Expenditures							
Contractual Services	\$115,575	\$0	\$0	\$123,967	\$0	(\$123,967)	(100.0%)
Capital Items	23,739,975	84,362	60,000	578,813	0	(578,813)	(100.0%)
<b>Total Expenditures</b>	<b>\$23,855,550</b>	<b>\$84,362</b>	<b>\$60,000</b>	<b>\$702,780</b>	<b>\$0</b>	<b>(\$702,780)</b>	<b>(100.0%)</b>
Interfund Transfers Out	0	800,000	0	0	3,230,000	3,230,000	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$23,855,550</b>	<b>\$884,362</b>	<b>\$60,000</b>	<b>\$702,780</b>	<b>\$3,230,000</b>	<b>\$2,527,220</b>	<b>359.6%</b>
Revenues over (under) Expenditures	(\$23,584,710)	(\$618,183)	\$145,000	(\$702,780)	(\$3,230,000)	(\$2,527,220)	359.6%
<b>BEGINNING FUND BALANCE</b>	<b>\$27,288,261</b>	<b>3,703,551</b>	<b>3,085,368</b>	<b>3,085,368</b>	<b>3,230,368</b>	<b>145,000</b>	<b>4.7%</b>
<b>ENDING FUND BALANCE</b>	<b>\$3,703,551</b>	<b>\$3,085,368</b>	<b>\$3,230,368</b>	<b>\$2,382,588</b>	<b>\$368</b>	<b>(\$2,382,220)</b>	<b>(100.0%)</b>

# PUBLIC BUILDING FUND (431)

## 5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2018 ACTUAL	2019 ACTUAL	2020 ESTIMATED ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
<b>REVENUES</b>										
INTEREST INCOME		270,840	68,015	18,000	0	0	0	0	0	0
OTHER INCOME		0	198,164	187,000	0	0	0	0	0	0
<b>TOTAL REVENUES</b>		<b>270,840</b>	<b>266,179</b>	<b>205,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>										
<b>BUILDING/LAND</b>										
Other Building Costs	BL-11-10	369,591	48,230	0	18,813	0	0	0	0	0
Police Station										
Architect	BL-16-01	115,575	0	0	123,967	0	0	0	0	0
Construction/CM Fees	BL-16-10	21,733,691	15,969	0	0	0	0	0	0	0
Contingency	BL-16-20	12,200	0	0	500,000	0	0	0	0	0
Senior Center Study	BL-20-02	0	0	60,000	60,000	0	0	0	0	0
<b>SUBTOTAL - BUILDINGS/LAND</b>		<b>22,231,057</b>	<b>64,199</b>	<b>60,000</b>	<b>702,780</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EQUIPMENT</b>										
FF&E / Security	EQ-16-10	1,624,493	20,163	0	0	0	0	0	0	0
<b>SUBTOTAL - EQUIPMENT</b>		<b>1,624,493</b>	<b>20,163</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING TRANSFER OUT TO:</b>										
A & E FUND		0	0	0	0	450,000	0	0	0	0
TECHNOLOGY FUND		0	0	0	0	2,000,000	0	0	0	0
FLEET FUND		0	0	0	0	780,000	0	0	0	0
CAPITAL PROJECTS FUND		0	800,000	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		<b>23,855,550</b>	<b>884,362</b>	<b>60,000</b>	<b>702,780</b>	<b>3,230,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING FUND BALANCE</b>		27,288,261	3,703,551	3,085,368	3,085,368	3,230,368	368	368	368	368
<b>REVENUES OVER (UNDER) EXPENDITURES</b>		(23,584,710)	(618,183)	145,000	(702,780)	(3,230,000)	0	0	0	0
<b>ENDING FUND BALANCE</b>		3,703,551	3,085,368	3,230,368	2,382,588	368	368	368	368	368

# PUBLIC BUILDING FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
431-0000-461.02-00	Interest on Investments	183,713	38,502	18,000	0	0	0	N/A
431-0000-462.10-00	Market Value Adjustments	87,127	29,513	0	0	0	0	N/A
	<b>Interest Income</b>	<b>270,840</b>	<b>68,015</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
431-0000-489.90-00	Other Income	0	198,164	187,000	0	0	0	N/A
	<b>Other</b>	<b>0</b>	<b>198,164</b>	<b>187,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Public Building Fund</b>	<b>270,840</b>	<b>266,179</b>	<b>205,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

## EXPENDITURES

### Public Works

7101

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
431-7101-571.50-20	Building Improvements	0	0	60,000	60,000	0	(60,000)	(100.0%)
	<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>(60,000)</b>	<b>(100.0%)</b>
	<b>Total Public Works</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>(60,000)</b>	<b>(100.0%)</b>

### Police Station

9013

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
431-9013-571.20-05	Professional Services	115,575	0	0	123,967	0	(123,967)	(100.0%)
	<b>Contractual Services</b>	<b>115,575</b>	<b>0</b>	<b>0</b>	<b>123,967</b>	<b>0</b>	<b>(123,967)</b>	<b>(100.0%)</b>
431-9013-571.50-15	Equipment	1,624,493	20,163	0	0	0	0	N/A
431-9013-571.50-25	Construction In Progress	22,115,482	64,199	0	0	0	0	N/A
431-9013-571.50-25	Other Building Cost	0	0	0	18,813	0	(18,813)	(100.0%)
431-9013-571.50-25	Contingency	0	0	0	500,000	0	(500,000)	(100.0%)
	<b>Capital Outlay</b>	<b>23,739,975</b>	<b>84,362</b>	<b>0</b>	<b>518,813</b>	<b>0</b>	<b>(518,813)</b>	<b>(100.0%)</b>
	<b>Total Police Station</b>	<b>23,855,550</b>	<b>84,362</b>	<b>0</b>	<b>642,780</b>	<b>0</b>	<b>(642,780)</b>	<b>(100.0%)</b>

### Non-Operating

9901

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
431-9901-591.90-05	Operating Transfer Out	0	800,000	0	0	3,230,000	3,230,000	N/A
	<b>Other Financing Uses</b>	<b>0</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>3,230,000</b>	<b>3,230,000</b>	<b>N/A</b>
	<b>Total Non-Operating</b>	<b>0</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>3,230,000</b>	<b>3,230,000</b>	<b>N/A</b>
	<b>Total Public Building Fund</b>	<b>23,855,550</b>	<b>884,362</b>	<b>60,000</b>	<b>702,780</b>	<b>3,230,000</b>	<b>2,527,220</b>	<b>359.6%</b>

# PUBLIC BUILDING FUND

## EXPENDITURE DETAIL

### PUBLIC WORKS

7101

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
431-7101-571.50-20	Building Improvements	Senior Center Study (BL2002)	60,000	0
		<b>TOTAL CAPITAL OUTLAY</b>	<b>60,000</b>	<b>0</b>
		<b>TOTAL PUBLIC WORKS</b>	<b>60,000</b>	<b>0</b>

### POLICE STATION

9013

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
431-9013-571.50-25	Construction In Progress	Contingency (BL1620)	500,000 642,780	0 0
		Police Facility (BL1601)	0	0
		Prior Year Encumbrance Carryover	123,967	
		Temp Police Facility (BL1110)	0	0
		Prior Year Encumbrance Carryover	18,813	
		<b>TOTAL POLICE STATION</b>	<b>642,780</b>	<b>0</b>

### NON-OPERATING

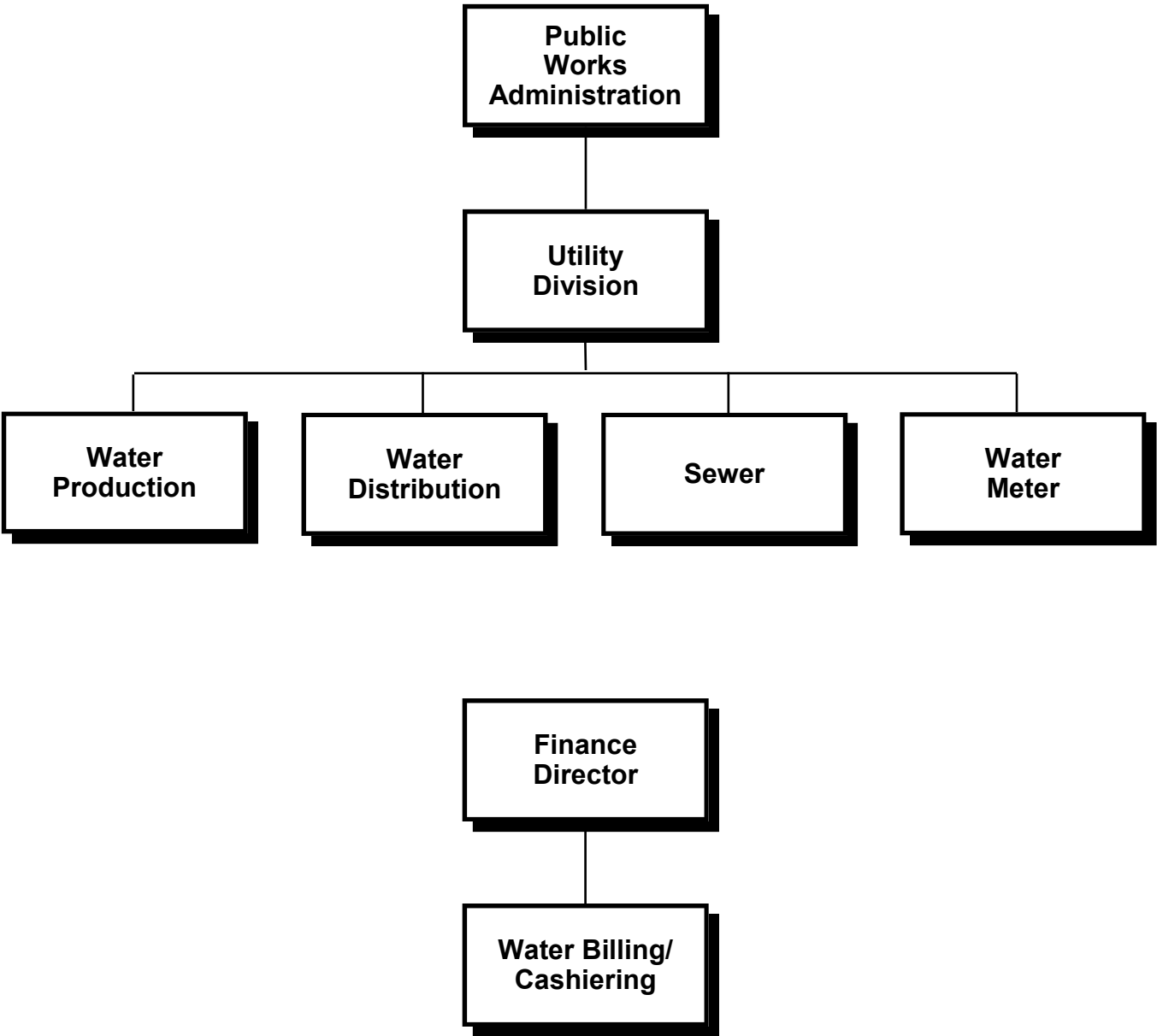
9901

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>NON-OPERATING:</b>				
431-9901-591.90-05	Operating Transfer Out	Transfer to Arts, Ent. & Events Fund (515)	0	450,000
		Transfer to Fleet Fund (621)	0	780,000
		Transfer to Technology Fund (625)	0 0	2,000,000 3,230,000
		<b>TOTAL NON-OPERATING</b>	<b>0</b>	<b>3,230,000</b>
		<b>TOTAL PUBLIC BUILDING FUND</b>	<b>702,780</b>	<b>3,230,000</b>

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**WATER & SEWER FUND**

**ORGANIZATION STRUCTURE**





## Fund at a Glance

The Water & Sewer Utility Operations are conducted within the Utilities Division of the Public Works Department. Responsibilities include the operations of the water distribution, production and storage system, the Village water meters, the sanitary sewage collection system and the storm water collection system. Monies for the operations, maintenance and capital improvements of the water, sanitary, combined and storm sewer systems are generated by the sale of water and sewer use charges, storm water utility fees, and charges made on new construction for capital improvements.

Potable water is delivered from Lake Michigan through the City of Evanston's filtration plant by way of the Northwest Water Commission transmission system. Six deep wells are maintained by the Village for standby emergency purposes only.

The operational units within the Utilities Division are as follows:

**Administration and Internal Services Unit** – Provides direct and indirect management of all Public Works Maintenance and Utility Divisions. Manage progress, payments, and completion of call capital projects. Creates, procures, and oversees all contractual services. Prepares agenda items and budget necessary for the operation of the division.

Reception and secretarial services maintain department records including service request systems and work management records, prepares analyses and recommendations for purchasing of equipment and supplies, maintains supplies and inventory controls.

**Water Production Unit** – This unit is responsible for the operation and maintenance of six deep wells, ten storage reservoirs, four booster pumping stations, six sanitary sewer lift stations and five storm water pump stations. An average of 7.4 million gallons of water per day is pumped into the distribution system.

**Water Distribution Unit** – This unit is responsible for the operation and maintenance of 260 miles of water main ranging in size from four inches to thirty inches in diameter, 3318 VAHPW maintained hydrants and auxiliary valves, 846 privately maintained hydrants and auxiliary valves, 21,300 individual water services and repairing an average of 225 water main breaks or leaks each year. The unit also provides assistance in snow and ice control operations and other emergencies.

**Sewer Unit** – This unit is responsible for the operation and maintenance of 255 miles of sanitary and combined sewer mains, 213 miles of storm sewer, 56 detention basins, 6,020 catch basins and 8,880 manholes. Sewer flushing and root cutting operations are performed on approximately 325,000 lineal feet of sewers each year and 2,900 catch basins are cleaned annually. This unit also provides assistance in snow and ice control operations and other emergencies.

**Water Meter Unit** – This unit is responsible for the repair and maintenance of all residential and commercial water meters. This unit also oversees Village-wide contracts for backflow preventer testing and larger commercial meter testing and repair.

## Performance Measures

	2017	2018	2019
<b>1. Water Distribution</b>			
(a) Main breaks	242	244	261
(b) Service repairs	510	556	492
(c) Utility locates	14,842	19,794	14,158

# WATER & SEWER FUND

(Continued)

## Performance Measures (cont.)

	2017	2018	2019
<b>2. Water Production</b>			
(a) Off-hour service calls (duty man callouts)	884	941	746
(b) Phone systems (buildings / voice mail / cell)	196	1,138	417
(c) Security systems (SCADA / key scan / camera)	269	174	202
(d) Water system repairs (valves / pumps / starts)	199	260	281
(e) Water samples collected	1,567	1,855	1,874
(f) Emergency generators (exercise / clean / repair / maint.)	1,299	1,193	1,294
<b>3. Sewer</b>			
(a) Root cutting (linear feet)			
• Sanitary	261,883	179,363	249,269
• Storm	76,613	6,523	2,629
(b) Flushing (linear feet)			
• Sanitary	18,659	50,787	41,470
• Storm	19,505	2,671	890
(c) Televising (linear feet)			
• Sanitary	14,081	10,855	19,848
• Storm	150	218	260
(d) Catch basin repair	79	57	54
(e) Catch basin cleaning	241	277	335
(f) Utility locates	15,884	14,546	14,765
(g) Sewer lining (linear feet)	12,122	13,828	14,130
8"	11,206	9,548	11,096
10"	916	2,246	2,351
12"	0	2,034	683
<b>4. Water Billing Activity</b>			
# of Metered Accounts	21,080	21,112	21,121
Water Consumption Billed (1,000 gallons)			
Residential	1,449,867	1,409,317	1,336,266
Commercial	323,256	236,518	219,346
Industrial	294,961	302,563	279,650
Apartments	155,961	289,940	287,690
Total Consumption Billed	2,274,045	2,238,338	2,122,952
Water / Sewer Revenues	\$16,560,185	\$17,004,943	\$17,274,521
<b>5. Water Meter Services</b>			
Final reads	1,357	1,313	1,080
Miscellaneous reads	2,889	3,567	1,229
Commercial reads	13,896	13,907	7,506
Residential reads	111,684	111,690	119,304
Meter repairs	882	480	341
Meter exchanges	N/A	N/A	131
High bill work orders	908	664	490
Low consumption work orders	782	571	142
Appointments	651	520	820

# WATER & SEWER FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Service Charges	\$18,199,275	\$18,454,496	\$20,961,300	\$21,405,200	<b>\$21,953,200</b>	\$548,000	2.6%
Interest Income	22,924	43,175	20,000	20,000	<b>20,000</b>	0	0.0%
Sales/Reimbursable/Rents	118,586	144,533	98,000	98,000	<b>98,000</b>	0	0.0%
Other	1,147,021	1,624,317	9,748,000	8,520,000	<b>20,000</b>	(8,500,000)	(99.8%)
<b>Total Revenues</b>	<b>\$19,487,806</b>	<b>\$20,266,521</b>	<b>\$30,827,300</b>	<b>\$30,043,200</b>	<b>\$22,091,200</b>	<b>(\$7,952,000)</b>	<b>(26.5%)</b>
Interfund Transfers In	0	0	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$19,487,806</b>	<b>\$20,266,521</b>	<b>\$30,827,300</b>	<b>\$30,043,200</b>	<b>\$22,091,200</b>	<b>(\$7,952,000)</b>	<b>(26.5%)</b>
Expenditures							
Personal Services	\$6,319,648	\$6,574,667	\$6,743,100	\$7,014,800	<b>\$7,082,600</b>	\$67,800	1.0%
Contractual Services	6,128,213	6,294,565	6,673,000	6,684,050	<b>6,834,000</b>	149,950	2.2%
Commodities	601,835	1,007,287	758,800	759,500	<b>748,400</b>	(11,100)	(1.5%)
Other Charges	1,786,592	1,716,928	1,878,400	1,878,400	<b>2,136,500</b>	258,100	13.7%
Capital Items	2,760,397	5,957,317	7,707,100	7,707,139	<b>8,337,900</b>	630,761	8.2%
<b>Total Expenditures</b>	<b>\$17,596,685</b>	<b>\$21,550,764</b>	<b>\$23,760,400</b>	<b>\$24,043,889</b>	<b>\$25,139,400</b>	<b>\$1,095,511</b>	<b>4.6%</b>
Interfund Transfers Out	0	0	0	500,000	<b>0</b>	(500,000)	(100.0%)
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$17,596,685</b>	<b>\$21,550,764</b>	<b>\$23,760,400</b>	<b>\$24,543,889</b>	<b>\$25,139,400</b>	<b>\$595,511</b>	<b>2.4%</b>
Revenues over (under) Expenditures	<b>\$1,891,121</b>	<b>(\$1,284,243)</b>	<b>\$7,066,900</b>	<b>\$5,499,311</b>	<b>(\$3,048,200)</b>	<b>(\$8,547,511)</b>	<b>(155.4%)</b>
<b>BEGINNING WORKING CASH</b>	<b>1,888,268</b>	<b>3,779,389</b>	<b>2,495,146</b>	<b>2,495,146</b>	<b>9,562,046</b>	<b>7,066,900</b>	<b>283.2%</b>
<b>ENDING WORKING CASH</b>	<b>\$3,779,389</b>	<b>\$2,495,146</b>	<b>\$9,562,046</b>	<b>\$7,994,457</b>	<b>\$6,513,846</b>	<b>(\$1,480,611)</b>	<b>(18.5%)</b>

# WATER & SEWER FUND (505)

## 5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

			2020								
ACCOUNT DESCRIPTION	Note	PROJ #	2018 ACTUAL	2019 ACTUAL	ESTIMATED ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUES											
WATER SALES			13,489,654	13,762,973	15,765,800	16,119,600	16,554,100	17,381,800	18,250,900	19,163,400	19,163,400
SEWER CHARGE			3,515,289	3,511,548	4,072,300	4,162,400	4,275,900	4,489,700	4,714,200	4,949,900	4,949,900
SERVICE CHARGE			784,433	800,936	780,000	780,000	780,000	780,000	780,000	780,000	780,000
OTHER CHARGES & FEES			409,899	379,039	343,200	343,200	343,200	343,200	343,200	343,200	343,200
INTEREST INCOME			22,924	43,175	20,000	20,000	20,000	20,000	20,000	20,000	20,000
SALES/REIMB./RENTS			118,586	144,533	98,000	98,000	98,000	98,000	98,000	98,000	98,000
OTHER			255,666	773,392	748,000	20,000	20,000	20,000	20,000	20,000	20,000
G.O. BOND PROCEEDS			0	0	9,000,000	8,500,000	0	0	0	0	0
OPERATING TRANSFER IN			233,736	45,882	0	0	0	0	0	0	0
NWWC REVENUE			657,619	805,043	0	0	0	0	0	0	0
TOTAL REVENUES			19,487,806	20,266,521	30,827,300	30,043,200	22,091,200	23,132,700	24,226,300	25,374,500	25,374,500
EXPENDITURES											
OPERATING EXPENDITURES											
Personal Services			6,319,648	6,574,667	6,743,100	7,014,800	7,082,600	7,427,800	7,726,600	7,900,400	8,078,200
Contractual Services			2,451,913	2,618,265	2,648,800	2,659,850	2,709,100	2,752,600	2,793,900	2,821,800	2,850,000
Northwest Water Commission			3,676,300	3,676,300	4,024,200	4,024,200	4,124,900	4,228,100	4,333,900	4,420,600	4,509,000
Commodities			601,835	1,007,287	758,800	759,500	748,400	756,600	764,900	772,500	780,200
Other Charges			1,786,592	1,716,928	1,783,400	1,783,400	1,836,500	1,836,500	1,891,100	1,910,000	1,929,100
SUBTOTAL - OPERATING EXPENDITURES			14,836,288	15,593,447	15,958,300	16,241,750	16,501,500	17,001,600	17,510,400	17,825,300	18,146,500
BUILDING & LAND											
Public Works Annex Improvements	(1)	BL-93-02	18,374	19,262	20,000	20,000	20,000	19,000	19,000	19,000	350,000
Roof Maintenance Program	(2)	BL-95-06	0	150,781	197,800	197,800	0	0	0	600,000	492,500
Overhead Door Replacement		BL-90-04	0	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000
IRMA Compliance Upgrades		BL-19-02	0	38,781	16,400	16,400	0	0	0	0	0
SUBTOTAL - BUILDING & LAND			18,374	208,824	244,200	244,200	30,000	29,000	29,000	629,000	852,500
EQUIPMENT											
Operational Equipment - Public Works	(3)	EQ-94-01	101,686	164,703	143,100	143,100	147,000	108,000	112,000	142,000	159,000
Office Equipment		EQ-95-03	2,079	16,924	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Emergency Generator Upgrades/Replacement		EQ-99-02	78,214	176,799	529,200	529,192	922,400	0	521,900	0	0
SCADA Enhancements		EQ-15-25	12,844	71,969	219,100	219,090	61,500	63,300	65,200	30,000	75,000
Pumps & Motor Controls Rehab/Replacement		EQ-15-30	120,011	67,055	163,900	163,900	106,000	64,600	94,600	90,000	100,000
Asset Based Work Management System		EQ-16-15	8,304	0	0	0	0	0	0	0	0
SUBTOTAL - EQUIPMENT			323,138	497,450	1,070,300	1,070,282	1,251,900	250,900	808,700	277,000	349,000
SEWER											
Sewer Rehab/Replacement Program		SW-90-01	390,226	370,930	425,000	425,000	450,000	475,000	475,000	475,000	475,000
Manhole Rehabilitation		SW-20-04	0	0	0	0	0	0	25,000	50,000	50,000
SUBTOTAL - SEWER			390,226	370,930	425,000	425,000	450,000	475,000	500,000	525,000	525,000
WATER											
Watermain Replacement Program		WA-90-01	1,979,247	3,816,318	4,589,600	4,589,632	4,000,000	4,100,000	4,200,000	4,300,000	4,400,000
Residential Meter & AMR System Repl.		WA-03-02	0	0	100,000	100,000	0	1,037,300	1,050,000	1,050,000	1,050,000
Water Tank Repainting		WA-11-01	49,412	1,063,795	978,000	978,025	1,820,000	660,000	1,155,000	490,000	1,850,000
Deep Well Rehabilitation		WA-11-02	0	0	0	0	0	0	15,000	15,000	0
Commercial Meter Replacement		WA-20-01	0	0	300,000	300,000	0	300,000	300,000	300,000	300,000
Risk & Resiliency Plan		WA-21-01	0	0	0	0	786,000	20,000	20,600	21,200	21,900
SUBTOTAL - WATER			2,028,659	4,880,113	5,967,600	5,967,657	6,606,000	6,117,300	6,740,600	6,176,200	7,621,900
TOTAL CAPITAL EXPENDITURES											
			2,760,397	5,957,317	7,707,100	7,707,139	8,337,900	6,872,200	8,078,300	7,607,200	9,348,400
TRANSFER TO STORM WATER CTRL			0	0	0	500,000	0	0	0	0	0
OPERATING CONTINGENCY			0	0	95,000	95,000	300,000	0	0	0	0
TOTAL EXPENDITURES			17,596,685	21,550,764	23,760,400	24,543,889	25,139,400	23,873,800	25,588,700	25,432,500	27,494,900
BEGINNING WORKING CASH			1,888,268	3,779,389	2,495,146	2,495,146	9,562,046	6,513,846	5,772,746	4,410,346	4,352,346
REVENUES OVER (UNDER) EXPENDS.			1,891,121	(1,284,243)	7,066,900	5,499,311	(3,048,200)	(741,100)	(1,362,400)	(58,000)	(2,120,400)
ENDING WORKING CASH			3,779,389	2,495,146	9,562,046	7,994,457	6,513,846	5,772,746	4,410,346	4,352,346	2,231,946
Working Cash as % of Expenditures			21%	12%	40%		26%	24%	17%	17%	8%

### PROJECTS WITH SECOND FUND SOURCE

Public Works Annex Improvements	(1)	BL-93-02	Ongoing program partially funded with Capital Project Fund revenue.
Roof Maintenance Program	(2)	BL-95-06	Ongoing program partially funded with Capital Project Fund revenue.
Operational Equipment - Public Works	(3)	EQ-94-01	Ongoing program partially funded with Capital Project Fund revenue.

**FINANCE****Water & Sewer Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Customer Service Supervisor	4	1.00	1.00	
Administrative Assistant	2	1.00	0.50	(0.50)
Financial Assistant	2	2.00	2.00	
Water Billing Clerk	2	2.00	2.00	
Customer Support Assistant	2	1.00	1.00	
Account Clerk	1	0.50	0.50	
<b>Total F-T-E</b>		<b>7.50</b>	<b>7.00</b>	<b>(0.50)</b>

**Finance Department  
Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	9.50	9.50	
505	Water & Sewer Fund	7.50	7.00	(0.50)
	<b>Total F-T-E All Funds</b>	<b>17.00</b>	<b>16.50</b>	<b>(0.50)</b>

**WATER UTILITY****Water & Sewer Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Supt. of Utilities	9	1.00	1.00	
Water Production Foreman II	8	1.00	1.00	
Public Works Services Coordinator	7	1.00	1.00	
Foreman I	6	2.00	2.00	
Crew Chief	6	3.00	3.00	
Water Services Supervisor	6	1.00	1.00	
Electronics Technician	5	1.00	1.00	
Pump Operator	4	5.00	5.00	
Maintenance Worker II	4	12.00	12.00	
Administrative Support Coordinator	4	1.00	1.00	
Electrician I	3	1.00	1.00	
Utility Technician	3	1.00	1.00	
Maintenance Worker I	2	6.00	6.00	
Water Meter Technician	2	2.00	2.00	
Administrative Assistant	2	2.00	2.00	
Water Meter Reader	1	0.50	0.50	
Account Clerk	1	0.25	0.25	
<b>Total F-T-E</b>		<b>40.75</b>	<b>40.75</b>	<b>0.00</b>

**Public Works Department  
Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	51.25	51.25	
505	Water & Sewer Fund	40.75	40.75	
621	Fleet Operations Fund	10.50	10.50	
<b>Total F-T-E All Funds</b>		<b>102.50</b>	<b>102.50</b>	<b>0.00</b>

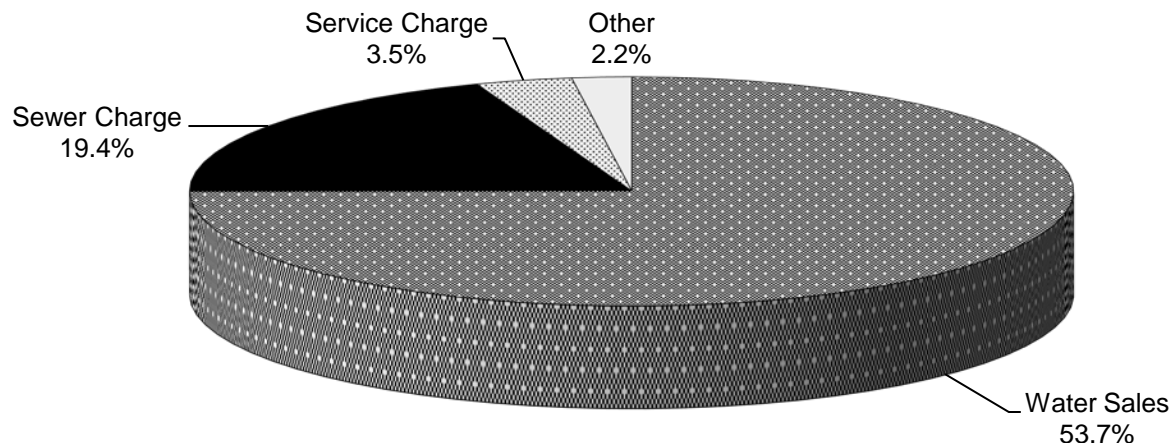
# WATER & SEWER FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
505-0000-452.42-00	Water Sales	13,489,654	13,762,973	15,765,800	16,119,600	<b>16,554,100</b>	434,500	2.7%
505-0000-452.43-00	Sewer Charge	3,515,289	3,511,548	4,072,300	4,162,400	<b>4,275,900</b>	113,500	2.7%
505-0000-452.45-00	Service Charge	784,433	800,936	780,000	780,000	<b>780,000</b>	0	0.0%
505-0000-452.46-00	Water Connection Fees	131,784	82,237	100,000	100,000	<b>100,000</b>	0	0.0%
505-0000-452.48-00	Sewer Connection Fees	3,400	2,550	3,200	3,200	<b>3,200</b>	0	0.0%
505-0000-452.50-00	Water Capital Fees	53,789	87,682	40,000	40,000	<b>40,000</b>	0	0.0%
505-0000-452.52-00	Backflow Testing Fees	82,111	84,743	90,000	90,000	<b>90,000</b>	0	0.0%
505-0000-452.53-00	Penalty Late Payment	138,815	121,827	110,000	110,000	<b>110,000</b>	0	0.0%
	<b>Charges for Services</b>	<b>18,199,275</b>	<b>18,454,496</b>	<b>20,961,300</b>	<b>21,405,200</b>	<b>21,953,200</b>	<b>548,000</b>	<b>2.6%</b>
505-0000-461.02-00	Interest on Investments	16,246	28,641	15,000	15,000	<b>15,000</b>	0	0.0%
505-0000-462.10-00	Market Value Adjustments	6,678	14,534	5,000	5,000	<b>5,000</b>	0	0.0%
	<b>Interest Income</b>	<b>22,924</b>	<b>43,175</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>0.0%</b>
505-0000-471.20-00	Damage to Hydrants	8,216	0	2,000	2,000	<b>2,000</b>	0	0.0%
	<b>Property Damage</b>	<b>8,216</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.0%</b>
505-0000-472.28-00	Sale of Scrap	0	350	1,000	1,000	<b>1,000</b>	0	0.0%
505-0000-472.30-00	Sale of Water Meters	91,411	112,966	80,000	80,000	<b>80,000</b>	0	0.0%
505-0000-472.32-00	Sale of Backflow Prevent	18,959	31,217	15,000	15,000	<b>15,000</b>	0	0.0%
	<b>Sales &amp; Rents</b>	<b>110,370</b>	<b>144,533</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>	<b>0</b>	<b>0.0%</b>
505-0000-489.90-00	Other Income	489,402	773,392	748,000	20,000	<b>20,000</b>	0	0.0%
	<b>Other</b>	<b>489,402</b>	<b>773,392</b>	<b>748,000</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>0.0%</b>
505-0000-491.05-00	Operating Transfer In	0	45,882	0	0	<b>0</b>	0	N/A
505-0000-491.15-00	Bond Proceeds	0	0	9,000,000	8,500,000	<b>0</b>	(8,500,000)	(100.0%)
505-0000-491.98-00	NWWC Revenue	657,619	805,043	0	0	<b>0</b>	0	N/A
	<b>Other Financing Sources</b>	<b>657,619</b>	<b>850,925</b>	<b>9,000,000</b>	<b>8,500,000</b>	<b>0</b>	<b>(8,500,000)</b>	<b>(100.0%)</b>
<b>Total Water &amp; Sewer Fund</b>		<b>19,487,806</b>	<b>20,266,521</b>	<b>30,827,300</b>	<b>30,043,200</b>	<b>22,091,200</b>	<b>(7,952,000)</b>	<b>(26.5%)</b>

# WATER & SEWER FUND REVENUE - Notes

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## ANALYSIS OF WATER & SEWER FUND REVENUES

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### Summary

The Water & Sewer Fund is operated primarily from user fees. In a normal year, approximately 96% of the operating revenue is generated by water sales which also includes a sewer charge and a service charge. Water rates are determined by operating costs, capital improvement costs and debt service costs.

The biggest fluctuation in water sales revenue annually is due to the weather during the summer months when outdoor water consumption is greatest. When drought-like conditions are experienced and rainfall is less than average, water sales can easily increase 10% or \$1,000,000 over annual average sales amounts. Only a couple of weeks without rainfall can trigger increased consumption in the form of lawn watering. The addition of new consumers also creates increases in revenue. The Village of Arlington Heights is essentially built-out; vacant, undeveloped land is scarce. Some residences and a few businesses continue to maintain private wells. When large consumers convert or abandon these private wells and connect to the Village's water system, a consistent increase in revenue can be realized. Redevelopment of single family home sites to multi-family or mixed use (residential and commercial) areas can also increase water sales although not to the extent a large subdivision on previously vacant land can.

As needed, water rate studies are conducted to insure adequate system maintenance and improvements are provided for. Effective January 1, 2021 water rates increased 35¢ per 1,000 gallons and sewer rates increased 9¢ per 1,000 gallons. Reserve balances are also reviewed so that emergency situations can be accommodated and uninterrupted service can be provided to the residents of Arlington Heights.

### 452.42 Water Sales

Fresh potable water is delivered from Lake Michigan and sold to customers at a rate of \$7.28/1,000 gallons for 2021. Residential and commercial water meters located on the customer's property are read electronically by radio frequency and billed on a bi-monthly basis. There is no minimum charge for water consumption. Only water consumed is billed to the customer.

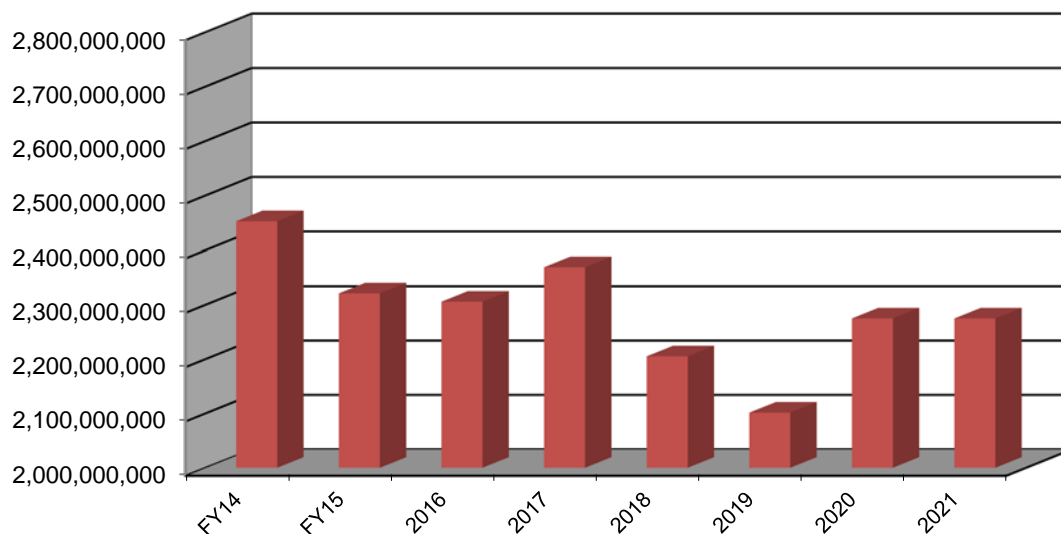


# WATER & SEWER FUND REVENUE - Notes

(Continued)

Fiscal Year	Water Sales	Sewer Charge	Service Charge	Total	\$ Inc (Dec)	% Inc (Dec)
2015 Actual	10,259,405	2,629,000	768,629	13,657,034	(133,880)	(0.97%)
8-Mo.Dec. 2015 Actual	7,523,396	1,917,699	515,201	9,956,296	(3,700,738)	(27.10%)
2016 Actual	12,728,223	3,289,570	775,687	16,793,480	6,837,184	68.67%
2017 Actual	13,146,982	3,413,202	782,204	17,342,388	548,908	3.27%
2018 Actual	13,489,654	3,515,289	784,433	17,789,376	446,988	2.58%
2019 Actual	13,762,973	3,511,548	800,936	18,075,457	286,081	1.61%
2020 Proj. Actual	15,765,800	4,072,300	780,000	20,618,100	2,542,643	14.07%
2021 Budget	16,554,100	4,275,900	780,000	21,610,000	991,900	4.81%

## GALLONS SOLD



### 452.43 Sewer Charge

Waste water is conveyed through underground conduits to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for treatment. The MWRDGC is funded by real estate taxes and is a separate governmental agency. The underground piping or conveyance system is constructed and maintained by the Village of Arlington Heights for its customers. The 2021 sewer charge is \$1.88/1,000 gallons of fresh water consumed during a billing cycle.

### 452.45 Service Charge

A service charge is included on each bill based on the size of the water service to the property. Generally, the average homeowner's service size is 5/8" or 3/4" and therefore is charged \$5.20. This service charge helps defray the cost of providing water service regardless of consumption levels.

# **WATER & SEWER FUND REVENUE - Notes**

(Continued)

## **452.46 – 452.48 Water & Sewer Connection Fees**

Per Village ordinance any new service that is added to the Village-wide water and sewer system is required to contribute to the existing system as well as bear the cost of physically connecting to that system. Fees vary depending on the number and size of the connections.

## **452.52 Backflow Testing Fees**

Backflow devices prevent private water sources from entering and contaminating the Village's water system. The cost to maintain these devices is born solely by the customer as this is not a system-wide requirement. Backflow devices are tested by Village staff to insure system integrity.

## **452.53 Penalty Late Payment**

Bills for service are issued bi-monthly reflecting approximately 60 days of water consumption activity. Customers are given 20 days after the bill date to satisfy their account. When a bill becomes past due a 10% late charge is added to the account. If an account remains unpaid, service is suspended.

## **461.02 Interest on Investments**

The Village participates in a number of investment pools and owns a number of Certificates of Deposit to safeguard funds for reserve and daily operations. All funds not immediately needed for operations are invested on a "prudent man" concept.

## **472.30 Sale of Water Meters**

All water meters are the property of the Village. The initial purchase of a new meter is charged to the property owner but then it is the Village's responsibility to maintain or replace the meter. New meters are ordered by the Village for installation on private property to insure all metering devices are compatible with the Village's water system.

## **472.32 Sale of Backflow Preventers**

Similar to new water meters described above, when required, backflow preventers are ordered by the Village and sold to the customer upon any new or initial installation. Backflow preventers stop water from other sources, mainly underground wells, from entering the Village's water system. This is to prevent any contamination of the Village's water system from private wells or other sources.

# WATER & SEWER FUND

## EXPENDITURES

### Finance

0501

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
505-0501-503.10-01	Salaries	552,896	552,787	546,900	585,000	<b>585,400</b>	400	0.1%
505-0501-503.18-01	Temporary Help	0	5,115	0	1,100	<b>1,100</b>	0	0.0%
505-0501-503.18-05	Overtime Civilian	0	0	0	500	<b>500</b>	0	0.0%
	<b>Salaries</b>	<b>552,896</b>	<b>557,902</b>	<b>546,900</b>	<b>586,600</b>	<b>587,000</b>	<b>400</b>	<b>0.1%</b>
505-0501-503.19-01	Workers Compensation	1,200	1,200	1,200	1,200	<b>1,300</b>	100	8.3%
505-0501-503.19-05	Medical Insurance	152,000	151,600	128,500	128,500	<b>157,200</b>	28,700	22.3%
505-0501-503.19-10	IMRF	70,079	55,539	69,100	74,000	<b>73,500</b>	(500)	(0.7%)
505-0501-503.19-11	Social Security	32,644	32,624	33,900	36,400	<b>36,400</b>	0	0.0%
505-0501-503.19-12	Medicare	7,635	7,630	7,900	8,500	<b>8,500</b>	0	0.0%
	<b>Fringe Benefits</b>	<b>263,558</b>	<b>248,592</b>	<b>240,600</b>	<b>248,600</b>	<b>276,900</b>	<b>28,300</b>	<b>11.4%</b>
505-0501-503.20-05	Professional Services	15,155	13,875	15,500	15,500	<b>15,500</b>	0	0.0%
505-0501-503.21-65	Other Services	110,174	129,921	91,900	91,900	<b>91,900</b>	0	0.0%
505-0501-503.22-03	Training	0	0	0	1,000	<b>1,000</b>	0	0.0%
505-0501-503.22-05	Postage	66,718	66,723	72,700	72,700	<b>72,700</b>	0	0.0%
505-0501-503.22-10	Printing	7,647	14,395	13,600	13,600	<b>13,600</b>	0	0.0%
505-0501-503.22-25	IT/GIS Service Charge	55,500	54,900	57,000	57,000	<b>57,600</b>	600	1.1%
	<b>Contractual Services</b>	<b>255,194</b>	<b>279,814</b>	<b>250,700</b>	<b>251,700</b>	<b>252,300</b>	<b>600</b>	<b>0.2%</b>
505-0501-503.30-05	Office Supplies & Equip	0	475	500	1,200	<b>1,200</b>	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>475</b>	<b>500</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Finance</b>	<b>1,071,648</b>	<b>1,086,784</b>	<b>1,038,700</b>	<b>1,088,100</b>	<b>1,117,400</b>	<b>29,300</b>	<b>2.7%</b>

### Water Utility Operations

7201

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
505-7201-561.10-01	Salaries	3,388,591	3,588,710	3,567,300	3,751,800	<b>3,788,400</b>	36,600	1.0%
505-7201-561.18-01	Temporary Help	25,842	31,430	31,600	31,600	<b>32,300</b>	700	2.2%
505-7201-561.18-05	Overtime Civilian	333,305	441,746	431,100	431,100	<b>441,000</b>	9,900	2.3%
	<b>Salaries</b>	<b>3,747,738</b>	<b>4,061,886</b>	<b>4,030,000</b>	<b>4,214,500</b>	<b>4,261,700</b>	<b>47,200</b>	<b>1.1%</b>
505-7201-561.19-01	Workers Compensation	253,000	258,100	263,300	263,300	<b>276,500</b>	13,200	5.0%
505-7201-561.19-05	Medical Insurance	718,900	713,900	851,200	851,200	<b>824,600</b>	(26,600)	(3.1%)
505-7201-561.19-10	IMRF	493,145	422,142	505,400	528,700	<b>530,400</b>	1,700	0.3%
505-7201-561.19-11	Social Security	235,313	252,649	247,700	260,800	<b>263,700</b>	2,900	1.1%
505-7201-561.19-12	Medicare	55,098	59,495	58,000	61,100	<b>61,800</b>	700	1.1%
	<b>Fringe Benefits</b>	<b>1,755,456</b>	<b>1,706,286</b>	<b>1,925,600</b>	<b>1,965,100</b>	<b>1,957,000</b>	<b>(8,100)</b>	<b>(0.4%)</b>
505-7201-561.20-05	Professional Services	58,618	60,942	189,200	189,150	<b>184,800</b>	(4,350)	(2.3%)
505-7201-561.20-40	General Insurance	63,200	63,800	64,400	64,400	<b>65,000</b>	600	0.9%
505-7201-561.21-02	Equipment Maintenance	26,727	49,101	52,800	52,800	<b>52,800</b>	0	0.0%
505-7201-561.21-11	Building Maintenance	0	5,714	10,000	10,000	<b>10,000</b>	0	0.0%
505-7201-561.21-20	Pumping Station Maint	5,010	19,318	20,000	20,000	<b>20,000</b>	0	0.0%
505-7201-561.21-25	Sewer Collection System	0	27,849	12,500	12,500	<b>12,500</b>	0	0.0%
505-7201-561.21-30	Water Distribution System	347,594	378,377	382,800	382,800	<b>382,800</b>	0	0.0%
505-7201-561.21-35	Meter Installation	229,888	242,360	300,500	300,500	<b>300,500</b>	0	0.0%
505-7201-561.21-36	Equipment Rental	183,989	177,609	206,000	206,000	<b>206,000</b>	0	0.0%
505-7201-561.21-50	Utility Services	407,233	431,707	296,000	296,000	<b>296,000</b>	0	0.0%
505-7201-561.21-53	Northwest Water Com	3,676,300	3,676,300	4,024,200	4,024,200	<b>4,124,900</b>	100,700	2.5%
505-7201-561.21-62	Disposal Services	23,632	39,798	52,400	52,400	<b>52,400</b>	0	0.0%
505-7201-561.21-65	Other Services	54,635	53,897	66,700	66,700	<b>66,700</b>	0	0.0%
505-7201-561.22-02	Dues	4,841	3,875	5,000	5,000	<b>5,000</b>	0	0.0%
505-7201-561.22-03	Training	11,684	15,568	10,200	20,300	<b>20,300</b>	0	0.0%
505-7201-561.22-05	Postage	271	5,040	1,500	1,500	<b>1,500</b>	0	0.0%
505-7201-561.22-10	Printing	729	4,360	6,500	6,500	<b>6,500</b>	0	0.0%
505-7201-561.22-20	Annual Consumer Report	1,804	0	3,000	3,000	<b>3,000</b>	0	0.0%
505-7201-561.22-25	IT/GIS Service Charge	181,800	172,300	175,600	175,600	<b>178,000</b>	2,400	1.4%
505-7201-561.22-30	Claims & Refunds	7,177	0	10,000	10,000	<b>10,000</b>	0	0.0%

# WATER & SEWER FUND

## EXPENDITURES

### Water Utility Operations (continued)

7201

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
Contractual Services (continued)								
505-7201-561.22-37	Vehicle/Equip Lease Chrg	533,600	525,600	480,900	480,900	530,900	50,000	10.4%
505-7201-561.22-70	Telephone Services	54,287	61,236	52,100	52,100	52,100	0	0.0%
	<b>Contractual Services</b>	<b>5,873,019</b>	<b>6,014,751</b>	<b>6,422,300</b>	<b>6,432,350</b>	<b>6,581,700</b>	<b>153,100</b>	<b>2.3%</b>
505-7201-561.30-01	Publications Periodicals	1,109	554	500	500	500	0	0.0%
505-7201-561.30-05	Office Supplies & Equip	3,734	4,760	5,200	5,200	5,200	0	0.0%
505-7201-561.30-30	Data System Supplies	1,747	3,223	7,200	7,200	7,200	0	0.0%
505-7201-561.30-35	Clothing	24,375	25,865	24,700	24,700	24,700	0	0.0%
505-7201-561.30-50	Petroleum Products	73,709	68,929	77,900	77,900	66,800	(11,100)	(14.2%)
505-7201-561.31-01	Water Distribution Sup	77,929	337,658	166,000	166,000	166,000	0	0.0%
505-7201-561.31-02	Meters Backflow Devices	124,211	247,187	152,000	152,000	152,000	0	0.0%
505-7201-561.31-05	Pumping and Storage Sup	25,702	12,905	25,000	25,000	25,000	0	0.0%
505-7201-561.31-07	Sewer Collection Supplies	34,639	26,993	31,000	31,000	31,000	0	0.0%
505-7201-561.31-40	Agricultural Supplies	573	2,720	13,300	13,300	13,300	0	0.0%
505-7201-561.31-55	Building Supplies	19,594	15,666	13,500	13,500	13,500	0	0.0%
505-7201-561.31-60	Chemicals	16,112	14,015	10,000	10,000	10,000	0	0.0%
505-7201-561.31-65	Other Equip & Supplies	58,359	69,490	78,500	78,500	78,500	0	0.0%
505-7201-561.31-85	Small Tools and Equipment	11,339	18,219	15,500	15,500	15,500	0	0.0%
505-7201-561.31-90	Street and Sidewalk Sup	123,897	146,217	125,000	125,000	125,000	0	0.0%
505-7201-561.33-05	Other Supplies	4,806	12,411	13,000	13,000	13,000	0	0.0%
	<b>Commodities</b>	<b>601,835</b>	<b>1,006,812</b>	<b>758,300</b>	<b>758,300</b>	<b>747,200</b>	<b>(11,100)</b>	<b>(1.5%)</b>
505-7201-561.40-75	Administrative Serv Charge	1,666,900	1,716,900	1,768,400	1,768,400	1,821,500	53,100	3.0%
505-7201-561.40-77	Bad Debt Expense	4	28	0	0	0	0	N/A
505-7201-561.42-79	OPEB Liability Expense	(13,828)	0	15,000	15,000	15,000	0	0.0%
505-7201-561.42-86	IMRF Liability Expense	133,516	0	0	0	0	0	N/A
	<b>Other Charges</b>	<b>1,786,592</b>	<b>1,716,928</b>	<b>1,783,400</b>	<b>1,783,400</b>	<b>1,836,500</b>	<b>53,100</b>	<b>3.0%</b>
505-7201-561.50-10	Office Equipment	10,383	16,924	15,000	15,000	15,000	0	0.0%
505-7201-561.50-15	Other Equipment	312,755	480,526	1,055,300	1,055,282	1,236,900	181,618	17.2%
505-7201-561.50-20	Building Improvements	18,374	208,824	244,200	244,200	30,000	(214,200)	(87.7%)
	<b>Capital Outlay</b>	<b>341,512</b>	<b>706,274</b>	<b>1,314,500</b>	<b>1,314,482</b>	<b>1,281,900</b>	<b>(32,582)</b>	<b>(2.5%)</b>
	<b>Total Water Utility Operations</b>	<b>14,106,152</b>	<b>15,212,937</b>	<b>16,234,100</b>	<b>16,468,132</b>	<b>16,666,000</b>	<b>199,743</b>	<b>1.2%</b>

### Capital Projects

9001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
505-9001-571.50-25	Construction in Progress	2,418,885	5,251,043	6,392,600	6,392,657	7,056,000	663,343	10.4%
	<b>Capital Outlay</b>	<b>2,418,885</b>	<b>5,251,043</b>	<b>6,392,600</b>	<b>6,392,657</b>	<b>7,056,000</b>	<b>663,343</b>	<b>10.4%</b>
	<b>Total Capital Projects</b>	<b>2,418,885</b>	<b>5,251,043</b>	<b>6,392,600</b>	<b>6,392,657</b>	<b>7,056,000</b>	<b>663,343</b>	<b>10.4%</b>

### Non-Operating

9901

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
505-9901-591.40-96	Operating Contingency	0	0	95,000	95,000	300,000	205,000	215.8%
505-9901-591.90-05	Operating Transfer Out	0	0	0	500,000	0	(500,000)	(100.0%)
	<b>Other Financing Uses</b>	<b>0</b>	<b>0</b>	<b>95,000</b>	<b>595,000</b>	<b>300,000</b>	<b>(295,000)</b>	<b>(49.6%)</b>
	<b>Total Non-Operating</b>	<b>0</b>	<b>0</b>	<b>95,000</b>	<b>595,000</b>	<b>300,000</b>	<b>(295,000)</b>	<b>(49.6%)</b>
	<b>Total Water &amp; Sewer Fund</b>	<b>17,596,685</b>	<b>21,550,764</b>	<b>23,760,400</b>	<b>24,543,889</b>	<b>25,139,400</b>	<b>597,386</b>	<b>2.4%</b>

# WATER & SEWER FUND

## EXPENDITURE DETAIL

### FINANCE

0501

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>SALARIES:</b>						
505-0501-503.10-01	Salaries	Salaries	585,000		585,400	
505-0501-503.18-01	Temporary Help	Temporary Help	1,100		1,100	
505-0501-503.18-05	Overtime Civilian	Overtime Civilian	500		500	
<b>TOTAL SALARIES</b>			<b>586,600</b>		<b>587,000</b>	
<b>FRINGE BENEFITS:</b>						
505-0501-503.19-01	Workers' Compensation	Workers' Compensation Insurance	1,200		1,300	
505-0501-503.19-05	Medical Insurance	Medical Insurance	128,500		157,200	
505-0501-503.19-10	IMRF	IMRF	74,000		73,500	
505-0501-503.19-11	Social Security	Social Security	36,400		36,400	
505-0501-503.19-12	Medicare	Medicare	8,500		8,500	
<b>TOTAL FRINGE BENEFITS</b>			<b>248,600</b>		<b>276,900</b>	
<b>CONTRACTUAL SERVICES:</b>						
505-0501-503.20-05	Professional Services	Annual audit (30% share)	13,300		13,300	
		Annual actuarial valuation of post employment benefits (30% share)	2,200	15,500	2,200	15,500
505-0501-503.21-65	Other Services	Outsourcing of water billing services	12,600		12,600	
		Bank fees for credit card payment program	66,600		66,600	
		Bank service charges, lien filing and processing	12,700	91,900	12,700	91,900
505-0501-503.22-03	Training	GFOA programs	1,000		1,000	
505-0501-503.22-05	Postage	Mailing of water bills and notices	72,700		72,700	
505-0501-503.22-10	Printing	Water bills, envelopes and shut off notices	13,600		13,600	
505-0501-503.22-25	IT/GIS Service Charge	Information Technology/GIS service charge	57,000		57,600	
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>251,700</b>		<b>252,300</b>	
<b>COMMODITIES:</b>						
505-0501-503.30-05	Office Supplies & Equip	Miscellaneous supplies & equipment	1,200		1,200	
<b>TOTAL COMMODITIES</b>			<b>1,200</b>		<b>1,200</b>	
<b>TOTAL FINANCE</b>			<b>1,088,100</b>		<b>1,117,400</b>	

# WATER & SEWER FUND

## EXPENDITURE DETAIL

### WATER UTILITY OPERATIONS

7201

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>SALARIES:</b>						
505-7201-561.10-01	Salaries	Salaries	3,751,800		3,788,400	
505-7201-561.18-01	Temporary Help	Temporary Help	31,600		32,300	
505-7201-561.18-05	Overtime Civilian	Overtime Civilian	431,100		441,000	
<b>TOTAL SALARIES</b>			<b>4,214,500</b>		<b>4,261,700</b>	
<b>FRINGE BENEFITS:</b>						
505-7201-561.19-01	Workers' Compensation	Workers' Compensation Insurance	263,300		276,500	
505-7201-561.19-05	Medical Insurance	Medical Insurance	851,200		824,600	
505-7201-561.19-10	IMRF	IMRF	528,700		530,400	
505-7201-561.19-11	Social Security	Social Security	260,800		263,700	
505-7201-561.19-12	Medicare	Medicare	61,100		61,800	
<b>TOTAL FRINGE BENEFITS</b>			<b>1,965,100</b>		<b>1,957,000</b>	
<b>CONTRACTUAL SERVICES:</b>						
505-7201-561.20-05	Professional Services	Samples - Environmental Protection				
		Agency & others, incl. lead sampling	28,100		28,100	
		Consulting engineer studies	31,700		31,700	
		Leak Detection Surveys	125,000		125,000	
		Prior Year Encumbrance Carryover	4,350	189,150	0	184,800
505-7201-561.20-40	General Insurance	Liability and property insurance	64,400		65,000	
505-7201-561.21-02	Equipment Maintenance	Maintenance of water & sewer control and information system, cathodic protection, chemical feed equipment, office equipment, tracers and detectors	30,900		30,900	
		Emergency generator maintenance	11,000		11,000	
		AMR support	10,900	52,800	10,900	52,800
505-7201-561.21-11	Building Maintenance	Miscellaneous building repairs	10,000		10,000	
505-7201-561.21-20	Pumping Station Maint	Miscellaneous pump repairs	20,000		20,000	
505-7201-561.21-25	Sewer Collection Systems	Emergency repairs	12,500		12,500	
505-7201-561.21-30	Water Distribution System	Contract landscape repairs for main break damage	12,500		12,500	
		Contract roadway repairs for main break damage	355,300		355,300	
		Emergency repairs	15,000	382,800	15,000	382,800
505-7201-561.21-35	Meter Installation	Installation of replacement meters, testing and repair of larger meters	174,300		174,300	
		Installation, replacement, and testing of backflow devices	126,200	300,500	126,200	300,500

# WATER & SEWER FUND

## EXPENDITURE DETAIL

### WATER UTILITY OPERATIONS (cont.)

7201

Account Number	Account Title	Description	Budget 2020		Budget 2021	
505-7201-561.21-36	Equipment Rental	Misc. rental of tapping equipment, tools, etc.	4,300		4,300	
		Debris and spoil hauling	151,700		151,700	
		Heavy equipment rental	50,000	206,000	50,000	206,000
505-7201-561.21-50	Utility Services	Electrical energy for pumping water, operating lift stations & misc. uses; natural gas for standby power (minimum charges)		296,000		296,000
505-7201-561.21-53	Northwest Water Comm	Contribution per Commission agreement		4,024,200		4,124,900
505-7201-561.21-62	Disposal Services	Disposal and landfill		52,400		52,400
505-7201-561.21-65	Other Services	JULIE charge	13,400		13,400	
		State of Illinois NPDES permit fees (State mandate)	21,400		21,400	
		SDS database	500		500	
		Work Management Software	25,500		25,500	
		Service Request Software	5,900	66,700	5,900	66,700
505-7201-561.22-02	Dues	Dues		5,000		5,000
505-7201-561.22-03	Training	Production Unit				
		Illinois Section AWWA Annual Meeting	1,800		1,800	
		Continuing education for licensed water operators	1,000		1,000	
		Sewer Unit				
		GIS Training	2,000		2,000	
		APWA Training	2,400		2,400	
		NASSCO Certification	2,000		2,000	
		Meters Unit				
		Illinois AWWA Training/Backflow Courses	400		400	
		Distribution Unit				
		AWWA Training	2,200		2,200	
		Administration				
		Illinois Public Service Institute	1,100		1,100	
		Illinois Section AWWA Annual Meeting	3,000		3,000	
		AWWA Annual conference	2,400		2,400	
		APWA Conference	2,000	20,300	2,000	20,300
505-7201-561.22-05	Postage	Misc. postage and freight charges		1,500		1,500
505-7201-561.22-10	Printing	Misc. notices, door hangers, envelopes, work management sheets		6,500		6,500
505-7201-561.22-20	Annual Consumer Report	Publication of "Consumer Confidence Report" (Federal mandate)		3,000		3,000
505-7201-561.22-25	IT/GIS Service Charge	IT/GIS service charge		175,600		178,000
505-7201-561.22-30	Claims and Refunds	Overpayment refunds, damage claims, reimbursement for maintenance due to system malfunctions		10,000		10,000

# WATER & SEWER FUND

## EXPENDITURE DETAIL

### WATER UTILITY OPERATIONS (cont.)

7201

Account Number	Account Title	Description	Budget 2020	Budget 2021
505-7201-561.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge	480,900	530,900
505-7201-561.22-70	Telephone Services	Leased lines for monitoring utility system; cell phone charges	41,000	41,000
		Smart Cover System	1,000	1,000
		Sewer Televising Data	400	400
		TopCon GIS Data	1,700	1,700
		GPS-AVL data	8,000	8,000
			52,100	52,100
		<b>TOTAL CONTRACTUAL SERVICES</b>	<b>6,432,350</b>	<b>6,581,700</b>
<b>COMMODITIES:</b>				
505-7201-561.30-01	Publications/Periodicals	Miscellaneous publications	500	500
505-7201-561.30-05	Office Supplies & Equip.	General office supplies	5,200	5,200
505-7201-561.30-30	Data Systems Supplies	Charts, paper, mag tapes	700	700
		Control boards	300	300
		Security Systems	5,000	5,000
		Miscellaneous electronic supplies	1,200	1,200
			7,200	7,200
505-7201-561.30-35	Clothing	Uniform rental and cleaning	3,700	3,700
		Miscellaneous clothing	10,400	10,400
		Personal Protective Equipment	10,600	10,600
			24,700	24,700
505-7201-561.30-50	Petroleum Products	Fuel for vehicles and equipment	77,900	66,800
505-7201-561.31-01	Water Distrib Supplies	Clamps and cut-in-sleeves	138,500	138,500
		Service supplies	15,000	15,000
		Damage repair (reimbursable)	3,500	3,500
		New water tap & water service (resale)	9,000	9,000
			166,000	166,000
505-7201-561.31-02	Meters/Backflow Devices	Meter repair parts	40,000	40,000
		Backflow prevention	25,000	25,000
		Meters (exchange/replace)	56,000	56,000
		Water meters (resale)	25,000	25,000
		Backflow (resale)	6,000	6,000
			152,000	152,000
505-7201-561.31-05	Pumping/Storage Supplies	Replacement materials for pipes, pumps, pump parts, etc.	25,000	25,000
505-7201-561.31-07	Sewer Collection Supplies	Sewer pipe, manholes, catch basins	5,500	5,500
		Sand, brick, cement, rings	6,000	6,000
		Sanitary Sewer Patches	7,500	7,500
		Sewer clamps and covers	6,000	6,000
		Frames and grates	6,000	6,000
			31,000	31,000
505-7201-561.31-40	Agricultural Supplies	Materials for repairing parkways due to main breaks and sewer blockages and for maintaining well sites:		
		Black dirt	8,200	8,200
		Sod, seed and plants	4,100	4,100
		Fertilizers and chemicals	1,000	1,000
			13,300	13,300



# WATER & SEWER FUND

## EXPENDITURE DETAIL

### WATER UTILITY OPERATIONS (cont.)

7201

Account Number	Account Title	Description	Budget 2020		Budget 2021	
505-7201-561.31-55	Building Supplies	Electrical, plumbing & hardware supplies, lumber & paint for maintenance & building repairs		13,500		13,500
505-7201-561.31-60	Chemicals	Chlorine gas	3,900		3,900	
		Test kits, buffer solution & misc supplies	3,900		3,900	
		Grease emulsifier	2,200	10,000	2,200	10,000
505-7201-561.31-65	Other Equip. & Supplies	Telemetry cabinet modifications	5,000		5,000	
		Pump controller/sequencer modifications	2,000		2,000	
		Electrical control parts, breakers	5,000		5,000	
		Engine/generator supplies	8,000		8,000	
		Electric cables	2,000		2,000	
		Batteries	8,000		8,000	
		Hoses (sewer flusher)	7,500		7,500	
		Miscellaneous supplies	5,500		5,500	
		Concrete blades	5,000		5,000	
		Sewer televising system supplies	5,000		5,000	
		Root cutters, blades & shoes	7,000		7,000	
		Chlorine system components	7,000		7,000	
		Magnetic valve box locators (2)	1,500		1,500	
		SCADA computer	7,000		7,000	
		Transducers	3,000		3,000	
		Misc. equipment and supplies	0	78,500	13,000	91,500
505-7201-561.31-85	Small Tools & Equipment	Misc. expendable hand tools & equipment		15,500		15,500
505-7201-561.31-90	Street & Sidewalk Supplies	Materials for restoration of streets and parkways due to water main breaks and repairs:				
		Asphalt	15,000		15,000	
		Concrete	28,000		28,000	
		Gravel	75,000		75,000	
		Miscellaneous materials	7,000	125,000	7,000	125,000
505-7201-561.33-05	Other Supplies	Misc. equipment and supplies		13,000		0
<b>TOTAL COMMODITIES</b>				<b>758,300</b>		<b>747,200</b>
<b>OTHER CHARGES:</b>						
505-7201-561.40-75	Admin Service Charge	Costs of personal services and materials purchased from General Fund but benefiting Water Utility Operations		1,768,400		1,821,500
505-7201-561.42-79	OPEB Liability Expense	OPEB liability expense		15,000		15,000
<b>TOTAL OTHER CHARGES</b>				<b>1,783,400</b>		<b>1,836,500</b>
<b>CAPITAL OUTLAY:</b>						
505-7201-561.50-10	Office Equipment	Desk, chair & file cabinet repl (EQ9503)		15,000		15,000
505-7201-561.50-15	Other Equipment	Water Operational Equipment (EQ9401)	127,000		147,000	
		Prior Year Encumbrance Carryover	16,100		0	

# WATER & SEWER FUND

## EXPENDITURE DETAIL

### WATER UTILITY OPERATIONS (cont.)

7201

Account Number	Account Title	Description	Budget 2020		Budget 2021	
		Emergency Generator Upgrades and Replacement (EQ9902)	10,000		922,400	
		Prior Year Encumbrance Carryover	519,192		0	
		SCADA Enhancements (EQ1525)	190,000		61,500	
		Prior Year Encumbrance Carryover	29,090		0	
		Pump & Motor Controls Rehab and Replacement (EQ1530)	141,400		106,000	
		Prior Year Encumbrance Carryover	22,500	1,055,282	0	1,236,900
505-7201-561.50-20	Building Improvements	PW Annex improvements (BL9302)	20,000		20,000	
		Roof Maintenance Program (BL9506)	197,800		0	
		IRMA Compliance (BL1902)	16,400		0	
		Overhead Door replacement/repair (BL9004)	10,000	244,200	10,000	30,000
		<b>TOTAL CAPITAL OUTLAY</b>	<b>1,314,482</b>		<b>1,281,900</b>	
		<b>TOTAL WATER UTILITY</b>	<b>16,468,132</b>		<b>16,666,000</b>	

### CAPITAL PROJECTS

9001

Account Number	Account Title	Description	Budget 2020		Budget 2021	
CAPITAL OUTLAY:						
505-9001-571.50-25	Construction in Progress	Sewer Rehab/Replacement Program (SW9001)	425,000		450,000	
		Residential Meter & AMR System Replacement (WA0302)	100,000		0	
		Watermain Replacement Program (WA9001)	4,500,000		4,000,000	
		Prior Year Encumbrance Carryover	89,632			
		Water Tank Repainting (WA1101)	875,000		1,820,000	
		Prior Year Encumbrance Carryover	103,025			
		Commerical Meter Replacements (WA2001)	300,000		0	
		Risk & Resiliency Plan (WA2101)	0	6,392,657	786,000	7,056,000
TOTAL CAPITAL OUTLAY			6,392,657		7,056,000	
TOTAL CAPITAL PROJECTS			6,392,657		7,056,000	

# WATER & SEWER FUND

## EXPENDITURE DETAIL

### NON-OPERATING

9901

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER FINANCING USES:</b>				
505-9901-591.40-96	Operating Contingency	Operating Contingency	95,000	300,000
	<b>TOTAL OTHER FINANCING USES</b>		<b>95,000</b>	<b>300,000</b>
505-9901-591.90-05	Operating Transfer Out	Transfer to Storm Water Control Fund	500,000	0
	<b>TOTAL NON-OPERATING</b>		<b>500,000</b>	<b>0</b>
	<b>TOTAL NON-OPERATING</b>		<b>595,000</b>	<b>300,000</b>
	<b>TOTAL WATER &amp; SEWER FUND</b>		<b>24,543,889</b>	<b>25,139,400</b>

## **ARTS, ENTERTAINMENT & EVENTS FUND**

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# ARTS, ENTERTAINMENT & EVENTS FUND

515

## Fund at a Glance

The Arts, Entertainment & Events (A&E) Fund was established to account for the overtime and extraordinary costs associated with Village presentation and participation in arts, theatrical and other community events. 25% of the Village's 1.25% Food & Beverage Tax (FBT) is used as a dedicated source of revenue for this fund. These events should promote the Village and help generate opportunities for local businesses.

### Restrictions:

VILLAGE POLICY – The Village finances the items listed in this fund through a portion of the Food & Beverage Tax (FBT). Effective September 2004, the Village's total FBT was raised from 1% to 1.25%. Initially, .25% or 20% of the FBT was deposited directly into the A&E Fund. In 2015 the Village Board approved increasing the amount of the FBT that is allocated to the A & E Fund to 25%.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Taxes	\$692,286	\$693,535	\$482,100	\$705,000	<b>\$593,300</b>	(\$111,700)	(15.8%)
Fees	99,185	100,678	71,600	101,100	<b>102,800</b>	1,700	1.7%
Interest Income	6,931	10,292	2,500	4,500	<b>4,500</b>	0	0.0%
Other	32,240	36,824	0	22,500	<b>22,500</b>	0	0.0%
<b>Total Revenues</b>	<b>\$830,642</b>	<b>\$841,329</b>	<b>\$556,200</b>	<b>\$833,100</b>	<b>\$723,100</b>	<b>(\$110,000)</b>	<b>(13.2%)</b>
Interfund Transfers In	20,012	20,012	0	0	<b>450,000</b>	450,000	N/A
Capital Reserves	0	0	25,000	61,000	36,000	(25,000)	(41.0%)
<b>Total Revenues and Interfund Transfers In</b>	<b>\$850,654</b>	<b>\$861,341</b>	<b>\$581,200</b>	<b>\$894,100</b>	<b>\$1,209,100</b>	<b>\$315,000</b>	<b>35.2%</b>
Expenditures							
Personal Services	\$171,099	\$188,400	\$6,000	\$170,600	<b>\$172,100</b>	\$1,500	0.9%
Commodities	46,966	36,155	0	39,500	<b>39,500</b>	0	0.0%
Other Charges	440,239	471,263	484,900	576,134	<b>586,100</b>	9,966	1.7%
Capital Items	93,930	155,968	42,300	99,000	<b>75,000</b>	(24,000)	(24.2%)
<b>Total Expenditures</b>	<b>\$752,234</b>	<b>\$851,786</b>	<b>\$533,200</b>	<b>\$885,234</b>	<b>\$872,700</b>	<b>(\$12,534)</b>	<b>(1.4%)</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$752,234</b>	<b>\$851,786</b>	<b>\$533,200</b>	<b>\$885,234</b>	<b>\$872,700</b>	<b>(\$12,534)</b>	<b>(1.4%)</b>
Revenues over (under) Expenditures	<b>\$98,420</b>	<b>\$9,555</b>	<b>\$48,000</b>	<b>\$8,866</b>	<b>\$336,400</b>	<b>\$327,534</b>	<b>3694.3%</b>
<b>BEGINNING WORKING CASH</b>	<b>(40,680)</b>	<b>57,740</b>	<b>67,295</b>	<b>67,295</b>	<b>115,295</b>	<b>48,000</b>	<b>71.3%</b>
<b>ENDING WORKING CASH</b>	<b>\$57,740</b>	<b>\$67,295</b>	<b>\$115,295</b>	<b>\$76,161</b>	<b>\$451,695</b>	<b>\$375,534</b>	<b>493.1%</b>

# ARTS, ENTERTAINMENT & EVENTS FUND (515)

## 5 YEAR FINANCIAL PLAN

ACCOUNT DESCRIPTION	Note	PROJ #	2020								
			2018 ACTUAL	2019 ACTUAL	ESTIMATED ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUES											
FOOD & BEVERAGE TAX			692,286	693,535	482,100	705,000	593,300	639,100	677,500	691,100	704,900
BUILDING MANAGEMENT FEE			18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
CAM CHARGES			74,878	77,854	51,700	78,700	80,300	81,900	83,500	85,200	86,900
SPECIAL DETAIL PUBLIC WORKS			6,308	4,824	1,900	4,400	4,500	4,600	4,700	4,800	4,900
INTEREST INCOME			6,930	10,292	2,500	4,500	4,500	4,500	4,500	4,500	4,500
HEARTS OF GOLD			12,240	11,280	0	0	0	0	0	0	0
PREMIUM SPONSOR			5,000	5,000	0	7,500	7,500	7,500	7,500	7,500	7,500
SOUNDS OF SUMMER			15,000	18,300	0	15,000	15,000	15,000	15,000	15,000	15,000
TRANSFER-IN FROM GENERAL FUND			20,012	20,012	0	0	0	0	0	0	0
TRANSFER-IN FROM PUBLIC BUILDING FUND			0	0	0	0	450,000	0	0	0	0
OTHER INCOME			0	2,244	0	0	0	0	0	0	0
CAPITAL RESERVES	(1)		0	0	25,000	61,000	36,000	66,500	35,000	40,000	40,000
TOTAL REVENUES			850,654	861,341	581,200	894,100	1,209,100	837,100	845,700	866,100	881,700
EXPENDITURES											
EVENTS											
Frontier Days		AE-06-18	24,300	24,800	0	25,800	26,200	26,700	27,200	27,700	28,300
Halloween		AE-06-20	4,300	3,700	0	4,000	4,100	4,200	4,300	4,400	4,500
Hearts of Gold		AE-06-22	18,152	17,849	0	0	0	0	0	0	0
Irish Fest		AE-06-24	3,800	3,900	0	0	0	0	0	0	0
July 4th Parade		AE-06-26	24,200	29,166	0	31,900	32,100	32,700	33,400	34,100	34,800
Mane Event		AE-06-28	41,006	46,478	0	47,300	47,400	48,300	49,300	50,300	51,300
Memorial Day Parade		AE-06-30	15,500	19,252	0	19,400	19,500	19,900	20,300	20,700	21,100
Promenade of the Arts		AE-06-34	12,550	20,887	0	22,900	23,000	23,500	24,000	24,500	25,000
Sounds of Summer		AE-06-38	78,324	61,406	0	59,200	59,300	60,500	61,700	62,900	64,200
Tree Lighting Event		AE-06-40	17,432	18,560	8,000	16,800	16,900	17,200	17,500	17,900	18,300
Community Awareness Events		AE-06-46	3,053	1,382	3,300	11,034	6,000	6,100	6,200	6,300	6,400
National Night Out		AE-06-50	14,345	16,300	0	0	0	0	0	0	0
Autumn Harvest		AE-10-01	10,664	11,625	0	11,000	11,000	11,200	11,400	11,600	11,800
Taste of Arlington Heights		AE-12-02	27,701	27,268	0	27,900	28,100	28,700	29,300	29,900	30,500
Arlington Spring Sweep		AE-13-01	4,656	5,859	0	0	0	0	0	0	0
Bike Arlington Heights		AE-17-04	2,100	1,900	0	2,200	2,300	2,300	2,300	2,300	2,300
Downtown Events		AE-17-08	11,551	11,900	0	14,000	14,000	14,300	14,600	14,900	15,200
SUBTOTAL - EVENTS			313,634	322,232	11,300	293,434	289,900	295,600	301,500	307,500	313,700
METROPOLIS											
Metropolis Theater Operating Contribution		AE-05-04	260,000	265,000	270,000	270,000	270,000	275,000	280,000	285,000	290,000
SUBTOTAL - METROPOLIS			260,000	265,000	270,000	270,000	270,000	275,000	280,000	285,000	290,000
SUBTOTAL - OPERATING EXPENDITURES			573,634	587,232	281,300	563,434	559,900	570,600	581,500	592,500	603,700
EQUIPMENT											
Equipment Replacement - Metropolis		EQ-06-03	26,408	37,318	17,300	38,000	39,000	40,000	41,000	42,000	43,000
SUBTOTAL - EQUIPMENT			26,408	37,318	17,300	38,000	39,000	40,000	41,000	42,000	43,000
BUILDING/EQUIPMENT RESERVE EXPENSES (1)											
Metropolis Theater Lobby Refurbishment		BL-17-03	20,000	0	0	0	0	0	0	0	0
Metropolis Theater Replace Flooring MPAC		BL-17-06	0	0	0	25,000	36,000	0	0	0	0
Metropolis Theater Clearcom Equipment		EQ-17-03	12,693	0	0	0	0	0	0	0	0
Metropolis Theater LED House Lighting		EQ-17-04	8,071	23,690	0	0	0	0	0	0	0
Metropolis Theater Monitors - Audio		EQ-17-05	20,873	0	0	0	0	0	0	0	0
Metropolis Theater Speaker Towers		EQ-17-06	0	17,267	0	0	0	0	0	0	0
Metropolis Theater Moving Lights		EQ-17-07	0	7,000	0	0	0	0	0	0	0
Metropolis Theater Edison for Grid		EQ-17-08	0	0	0	11,000	0	0	0	0	0
Metropolis Theater Sound Console/ Board		EQ-17-09	0	32,955	0	0	0	0	0	0	0
Metropolis Theater Replace Smoke Detectors		EQ-17-10	0	0	25,000	25,000	0	0	0	0	0
Metropolis Theater LED Series 2		EQ-17-11	0	0	0	0	0	32,500	0	0	0
Metropolis Theater LED CYC Lights		EQ-17-12	5,885	0	0	0	0	0	0	0	0
Metropolis Theater Lighting Fixtures in Theater		EQ-18-03	0	0	0	0	0	0	35,000	0	0
Metropolis Theater Wireless Microphones		EQ-18-05	0	0	0	0	0	14,000	0	0	0
Metropolis Theater Stage Curtains		EQ-19-01	0	23,789	0	0	0	0	0	0	0
Metropolis Theater Rear Projectors		EQ-19-02	0	13,949	0	0	0	0	0	0	0
Metropolis Theater Stage Light Control Systems		EQ-19-03	0	0	0	0	0	0	0	40,000	40,000
Metropolis Theater Wireless Headsets/Base		EQ-21-03	0	0	0	0	0	20,000	0	0	0
SUBTOTAL - BLDG/EQUIP RESERVES			67,522	118,650	25,000	61,000	36,000	66,500	35,000	40,000	40,000
TOTAL CAPITAL EXPENDITURES			93,930	155,968	42,300	99,000	75,000	106,500	76,000	82,000	83,000

# ARTS, ENTERTAINMENT & EVENTS FUND (515)

5 YEAR FINANCIAL PLAN											
ACCOUNT DESCRIPTION	Note	PROJ #	2018	2019	2020	2020	2021	2022	2023	2024	2025
			ACTUAL	ACTUAL	ESTIMATED ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
OPERATING											
Reserve for Restricted Contribution (Metropolis)	(2)		0	19,170	54,000	54,000	55,000	56,000	57,000	58,000	59,000
NON-OPERATING											
Reserve for Replacement (Metropolis)			0	0	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Building Reserve - MCCA			10,337	9,968	15,100	15,100	27,500	45,100	62,200	62,200	62,200
Common Area Maintenance (CAM) Fees - MCCA			74,333	79,448	65,500	78,700	80,300	81,900	83,500	85,200	86,900
SUBTOTAL - NON-OPERATING			84,670	89,416	155,600	168,800	182,800	202,000	220,700	222,400	224,100
TOTAL EXPENDITURES			752,234	851,786	533,200	885,234	872,700	935,100	935,200	954,900	969,800
BEGINNING WORKING CASH			(40,680)	57,740	67,295	67,295	115,295	451,695	353,695	264,195	175,395
REVENUES OVER (UNDER) EXPENDS.			98,420	9,555	48,000	8,866	336,400	(98,000)	(89,500)	(88,800)	(88,100)
ENDING WORKING CASH			57,740	67,295	115,295	76,161	451,695	353,695	264,195	175,395	87,295
Fund Balance as a Percent of Expenditures							52%	38%	28%	18%	9%

(1) Note: As of 4/30/08 the working cash calculation equals current assets less liabilities less a subtraction for the reserve for replacement. This provides a building/equipment reserve for future major repairs and improvements to the Metropolis Theater. The building/equipment reserve is shown as a net asset in the Village's CAFR and will be increased each year by \$75,000, unless some or all of the reserve funds are used with the advice of the theater operator, PAM, and per Village Board direction.

(2) Note: As of 12/31/15 the working cash calculation includes an additional subtraction for the restricted contribution to Metropolis. This represents a contribution to the Theater that is being held by the Village as the Theater demonstrates balanced budget and actual results.

		2021	2022	2023	2024	2025
		BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
EQ		36,000	66,500	35,000	40,000	40,000
<b>CUMULATIVE RESERVE FOR REPLACEMENT</b>						
reserve for replacement - Increase by \$75,000 each year	→	FY08	75,000			
		FY09	150,000			
		FY10	225,000			
		FY11	300,000			
		FY12	375,000			
		FY13	450,000			
		FY14	525,000			
Metropolis Build/Equip Resv	→	FY14	400,095			
Reduced by:	124,905	→	FY15	475,095		
Reduced by:	250,000	→	FY15	225,095		
Reduced by:	17,072	→	8-Month	300,095		
		→	8-Month	283,023		
Reduced by:	58,176	→	2016	358,023		
		→	2016	299,847		
Reduced by:	82,651	→	2017	374,847		
		→	2017	292,196		
Reduced by:	67,522	→	50k res, incr. W. cash	2018	342,196	
		→	2018	274,674		
Reduced by:	118,650	→	2019	349,674		
		→	2019	231,024		
Reduced by:	25,000	→	2020	306,024		
		→	2020	281,024		
		→	2021	356,024		
<b>CUMULATIVE RESTRICTED CONTRIBUTION</b>						
reserve for restricted contribution:						
		8-Month				
		→	18,500			
		→	2016	68,500		
		→	2017	119,500		
Reduced by:	49,000	→	2017	70,500		
		→	2018	122,500		
		→	2019	175,500		
Reduced by:	19,200	→	2019	156,300		
		→	2020	210,300		

# ARTS, ENTERTAINMENT & EVENTS FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
515-0000-402.25-00	Food & Beverage Tax (AE0502)	692,286	693,535	482,100	705,000	593,300	(111,700)	(15.8%)
	<b>Business Taxes</b>	<b>692,286</b>	<b>693,535</b>	<b>482,100</b>	<b>705,000</b>	<b>593,300</b>	<b>(111,700)</b>	<b>(15.8%)</b>
515-0000-431.45-00	Building Management Fee	18,000	18,000	18,000	18,000	18,000	0	0.0%
515-0000-431.46-00	CAM Charges	74,878	77,854	51,700	78,700	80,300	1,600	2.0%
515-0000-431.50-00	Special PW Detail Fee	6,307	4,824	1,900	4,400	4,500	100	2.3%
	<b>Fees</b>	<b>99,185</b>	<b>100,678</b>	<b>71,600</b>	<b>101,100</b>	<b>102,800</b>	<b>1,700</b>	<b>1.7%</b>
515-0000-461.02-00	Interest on Investments	4,787	7,410	2,500	4,500	4,500	0	0.0%
515-0000-462.10-00	Market Value Adjustments	2,144	2,882	0	0	0	0	N/A
	<b>Interest Income</b>	<b>6,931</b>	<b>10,292</b>	<b>2,500</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>0.0%</b>
515-0000-481.50-00	Hearts of Gold Awards Dinner (AE0622)	12,240	11,280	0	0	0	0	N/A
515-0000-481.55-00	Premium Sponsors	5,000	5,000	0	7,500	7,500	0	0.0%
515-0000-481.65-00	Sounds of Summer (AE0638)	15,000	18,300	0	15,000	15,000	0	0.0%
	<b>Special Events</b>	<b>32,240</b>	<b>34,580</b>	<b>0</b>	<b>22,500</b>	<b>22,500</b>	<b>0</b>	<b>0.0%</b>
515-0000-489.90-00	Other Income	0	2,244	0	0	0	0	N/A
	<b>Other</b>	<b>0</b>	<b>2,244</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
515-0000-491.05-00	Operating Transfer In	20,012	20,012	0	0	450,000	450,000	N/A
515-0000-491.10-00	Use of Capital Reserves	0	0	25,000	61,000	36,000	(25,000)	(41.0%)
	<b>Other Financing Sources</b>	<b>20,012</b>	<b>20,012</b>	<b>25,000</b>	<b>61,000</b>	<b>486,000</b>	<b>425,000</b>	<b>696.7%</b>
<b>Total Arts, Ent. &amp; Events Fund</b>		<b>850,654</b>	<b>861,341</b>	<b>581,200</b>	<b>894,100</b>	<b>1,209,100</b>	<b>315,000</b>	<b>35.2%</b>

## SPECIAL EVENTS OPERATIONS WITH DEDICATED REVENUE

	BUDGET FOR 2021				
	Sounds of Summer	Prom of Art	Taste of Arlington	Other Events	TOTAL
<b>Event Revenue</b>					
Sounds of Summer	15,000				15,000
Special PW Detail		1,700	2,800		4,500
Premium Sponsors				7,500	7,500
<b>Total Event Revenue</b>	<b>15,000</b>	<b>1,700</b>	<b>2,800</b>	<b>7,500</b>	<b>27,000</b>
<b>Event Expenditures</b>					
Sounds of Summer	59,300				59,300
Promenade of Art		23,000			23,000
Taste of Arlington			28,100		28,100
Other Special Events Commission Events				35,000	35,000
<b>Total Event Expenditures</b>	<b>59,300</b>	<b>23,000</b>	<b>28,100</b>	<b>35,000</b>	<b>145,400</b>
<b>Dedicated Revenues over/(under) Expenditures*</b>	<b>(44,300)</b>	<b>(21,300)</b>	<b>(25,300)</b>	<b>(27,500)</b>	<b>(118,400)</b>

\* The balance of these events and all other A&E Fund events are funded with Food & Beverage Tax revenue.



# ARTS, ENTERTAINMENT & EVENTS FUND

## EXPENDITURES

### Board of Trustees

0101

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
515-0101-525.40-55	Special Events	4,000	4,186	0	6,000	6,000	0	0.0%
	Other Charges	4,000	4,186	0	6,000	6,000	0	0.0%
	<b>Total Board of Trustees</b>	<b>4,000</b>	<b>4,186</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>0.0%</b>

### Integrated Services

0201

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
515-0201-525.40-55	Special Events *	34,961	33,106	0	31,300	31,300	0	0.0%
	Other Charges	34,961	33,106	0	31,300	31,300	0	0.0%
	<b>Total Integrated Services</b>	<b>34,961</b>	<b>33,106</b>	<b>0</b>	<b>31,300</b>	<b>31,300</b>	<b>0</b>	<b>0.0%</b>

\* The amount of Village funds committed to Sounds of Summer events is \$21,300. Total expenditures are budgeted at \$36,300 based on anticipated sponsorship revenue of \$15,000. In the event sponsorship dollars are less than anticipated, the event programming will be reduced accordingly.

Please Note: SOS sponsorships for 2019 were \$15,000. The sponsorships are subtracted from the net expenses for the event programming. Village's net expense was \$10,206 for entertainment costs only.

### Special Events Commission

1018

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
515-1018-525.40-55	Special Events	53,554	59,003	2,000	35,000	35,000	0	0.0%
	Other Charges	53,554	59,003	2,000	35,000	35,000	0	0.0%
	<b>Total Special Events Comm</b>	<b>53,554</b>	<b>59,003</b>	<b>2,000</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>0.0%</b>

### Arts Commission

1022

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
515-1022-525.40-55	Special Events	3,053	1,382	3,300	11,034	6,000	(5,034)	(45.6%)
	Other Charges	3,053	1,382	3,300	11,034	6,000	(5,034)	(45.6%)
	<b>Total Arts Commission</b>	<b>3,053</b>	<b>1,382</b>	<b>3,300</b>	<b>11,034</b>	<b>6,000</b>	<b>(5,034)</b>	<b>(45.6%)</b>

# ARTS, ENTERTAINMENT & EVENTS FUND

## EXPENDITURES

### Metropolis Theater

2005

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
515-2005-525.40-81	Operating Contribution	260,000	265,000	270,000	270,000	270,000	0	0.0%
	Other Charges	260,000	265,000	270,000	270,000	270,000	0	0.0%
515-2005-525.50-55	Other Capital Outlay	93,930	155,968	42,300	99,000	75,000	(24,000)	(24.2%)
	Capital Outlay	93,930	155,968	42,300	99,000	75,000	(24,000)	(24.2%)
	Total Metropolis Theater	353,930	420,968	312,300	369,000	345,000	(24,000)	(6.5%)

### Police

3001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
515-3001-525.18-07	Overtime Sworn	72,900	72,600	1,000	63,300	64,800	1,500	2.4%
	Salaries	72,900	72,600	1,000	63,300	64,800	1,500	2.4%
	Total Police	72,900	72,600	1,000	63,300	64,800	1,500	2.4%

### Fire

3501

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
515-3501-525.18-07	Overtime Sworn	7,899	10,200	0	7,200	7,200	0	0.0%
	Salaries	7,899	10,200	0	7,200	7,200	0	0.0%
	Total Fire	7,899	10,200	0	7,200	7,200	0	0.0%

### Public Works

7101

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
515-7101-525.18-05	Overtime Civilian	84,400	97,700	5,000	92,200	92,200	0	0.0%
515-7101-525.18-80	Special Detail	5,900	7,900	0	7,900	7,900	0	0.0%
	Salaries	90,300	105,600	5,000	100,100	100,100	0	0.0%
515-7101-525.33-05	Other Supplies	46,966	36,155	0	39,500	39,500	0	0.0%
	Commodities	46,966	36,155	0	39,500	39,500	0	0.0%
	Total Public Works	137,266	141,755	5,000	139,600	139,600	0	0.0%

# ARTS, ENTERTAINMENT & EVENTS FUND

## EXPENDITURES

### Non-Operating

9901

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
515-9901-525.40-83	CAM Fees - MCCA	74,333	79,448	65,500	78,700	<b>80,300</b>	1,600	2.0%
515-9901-525.40-84	Restricted Reserve	0	19,170	54,000	54,000	<b>55,000</b>	1,000	1.9%
515-9901-525.40-91	Reserve for Replacement	0	0	75,000	75,000	<b>75,000</b>	0	0.0%
515-9901-525.40-92	Building Reserve - MCCA	10,338	9,968	15,100	15,100	<b>27,500</b>	12,400	82.1%
	<b>Other Financing Uses</b>	<b>84,671</b>	<b>108,586</b>	<b>209,600</b>	<b>222,800</b>	<b>237,800</b>	<b>15,000</b>	<b>6.7%</b>
	<b>Total Non-Operating</b>	<b>84,671</b>	<b>108,586</b>	<b>209,600</b>	<b>222,800</b>	<b>237,800</b>	<b>15,000</b>	<b>6.7%</b>
	<b>Total Arts, Ent. &amp; Events Fund</b>	<b>752,234</b>	<b>851,786</b>	<b>533,200</b>	<b>885,234</b>	<b>872,700</b>	<b>(12,534)</b>	<b>(1.4%)</b>

# ARTS, ENTERTAINMENT & EVENTS FUND

## EXPENDITURE DETAIL

### BOARD OF TRUSTEES

0101

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER CHARGES:</b>				
515-0101-525.40-55	Special Events	Promenade of Art (AE0634)	6,000	6,000
		<b>TOTAL OTHER CHARGES</b>	<b>6,000</b>	<b>6,000</b>
		<b>TOTAL BOARD OF TRUSTEES</b>	<b>6,000</b>	<b>6,000</b>

### INTERGRATED SERVICES

0201

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER CHARGES:</b>				
515-0201-525.40-55	Special Events	Promotional events including		
		Sounds of Summer (AE0638)	21,300	21,300
		Downtown Events (AE1708)	10,000	10,000
		<b>TOTAL OTHER CHARGES</b>	<b>31,300</b>	<b>31,300</b>
		<b>TOTAL INTEGRATED SERVICES</b>	<b>31,300</b>	<b>31,300</b>

### SPECIAL EVENTS COMMISSION

1018

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER CHARGES:</b>				
515-1018-525.40-55	Special Events	Mane Event (AE0628)	22,000	22,000
		Tree Lighting Event (AE0640)	3,000	3,000
		Autumn Harvest (AE1001)	10,000	10,000
		<b>TOTAL OTHER CHARGES</b>	<b>35,000</b>	<b>35,000</b>
		<b>TOTAL SPECIAL EVENTS COMM</b>	<b>35,000</b>	<b>35,000</b>

# ARTS, ENTERTAINMENT & EVENTS FUND

## EXPENDITURE DETAIL

### ARTS COMMISSION

1022

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER CHARGES:</b>				
515-1022-525.40-55	Special Events	Community Awareness Events (AE0646)	6,000	6,000
		Prior Year Encumbrance Carryover	5,034 11,034	0 6,000
		<b>TOTAL OTHER CHARGES</b>	<b>11,034</b>	<b>6,000</b>
		<b>TOTAL ARTS COMMISSION</b>	<b>11,034</b>	<b>6,000</b>

### METROPOLIS THEATER

2005

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER CHARGES:</b>				
515-2005-525.40-81	Operating Contribution	PAM Operating Subsidy (AE0504)	270,000	270,000
		<b>TOTAL OTHER CHARGES</b>	<b>270,000</b>	<b>270,000</b>
<b>CAPITAL OUTLAY:</b>				
515-2005-525.50-55	Other Capital Outlay	Metropolis Theater Capital Expenses (EQ0603)	38,000	39,000
		Metropolis Theater Replace Flooring MPAC (BL1706)	25,000	36,000
		Metropolis Theater Edison for Grid (EQ1708)	11,000	0
		Metropolis Theater Replace Smoke Detectors (EQ1710)	25,000	0
		<b>TOTAL CAPITAL OUTLAY</b>	<b>99,000</b>	<b>75,000</b>
		<b>TOTAL METROPOLIS THEATER</b>	<b>369,000</b>	<b>345,000</b>

# ARTS, ENTERTAINMENT & EVENTS FUND

## EXPENDITURE DETAIL

### POLICE

3001

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
515-3001-525.18-07	Overtime Sworn	Frontier Days (AE0618)	25,000	25,400
		Halloween (AE0620)	4,000	4,100
		July 4th Parade (AE0626)	9,000	9,200
		Mane Event (AE0628)	4,000	4,100
		Memorial Day Parade (AE0630)	7,100	7,200
		Promenade of Art (AE0634)	3,300	3,400
		Sounds of Summer (AE0638)	2,000	2,100
		Tree Lighting Event (AE0640)	1,700	1,800
		Taste of Arlington (AE1202)	5,000	5,200
		Bike Arlington Heights (AE1704)	2,200	2,300
			63,300	64,800
		<b>TOTAL SALARIES</b>	<b>63,300</b>	<b>64,800</b>
		<b>TOTAL POLICE</b>	<b>63,300</b>	<b>64,800</b>

### FIRE

3501

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
515-3501-525.18-07	Overtime Sworn	Mane Event (AE0628)	2,000	2,000
		Promenade of Art (AE0634)	3,100	3,100
		Taste of Arlington (AE1202)	2,100	2,100
			7,200	7,200
		<b>TOTAL SALARIES</b>	<b>7,200</b>	<b>7,200</b>
		<b>TOTAL FIRE</b>	<b>7,200</b>	<b>7,200</b>

# ARTS, ENTERTAINMENT & EVENTS FUND

## EXPENDITURE DETAIL

### PUBLIC WORKS

7101

Account Number	Account Title	Description	Budget 2020		Budget 2021			
SALARIES:								
515-7101-525.18-05	Overtime Civilian	Frontier Days (AE0618)	800		800			
		July 4th Parade (AE0626)	19,900		19,900			
		Mane Event (AE0628)	14,200		14,200			
		Memorial Day Parade (AE0630)	11,000		11,000			
		Promenade of Art (AE0634) (Village 70%)	7,300		7,300			
		Sounds of Summer (AE0638)	10,900		10,900			
		Tree Lighting Event (AE0640)	12,100		12,100			
		Autumn Harvest (AE1001)	1,000		1,000			
		Taste of Arlington (AE1202) (Village 70%)	11,000		11,000			
		Downtown Events (AE1708)	4,000	92,200	4,000	92,200		
515-7101-525.18-80	Special Detail	Promenade of Art (AE0634) (Amdur 30%)	3,200		3,200			
		Taste of Arlington (AE1202) (Chamber 30%)	4,700	7,900	4,700	7,900		
TOTAL SALARIES			100,100		100,100			
COMMODITIES:								
515-7101-525.33-05	Other Supplies	Mane Event (AE0628) - fence, signs, barricade rental, etc.	5,100		5,100			
		Taste of Arlington (AE1202) - fence, signs, barricade rental, etc.	5,100		5,100			
		Memorial Day (AE0630)	1,300		1,300			
		Fourth of July Parade (AE0626)	3,000		3,000			
		Sounds of Summer (AE0638) - stage, skirt, tent rental, etc.	25,000	39,500	25,000	39,500		
		TOTAL COMMODITIES			39,500		39,500	
		TOTAL PUBLIC WORKS			139,600		139,600	

ARTS, ENTERTAINMENT & EVENTS FUND

EXPENDITURE DETAIL

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2020	Budget 2021
NON-OPERATING:				
515-2005-525.40-83	CAM Fees - MCCA	Common Area Maintenance (CAM)	78,700	80,300
515-9901-525.40-84	Restricted Reserve	Metropolis Theater	54,000	55,000
515-9901-525.40-91	Reserve for Replacement	Depreciation	75,000	75,000
515-9901-525.40-92	Building Reserves - MCCA	Building Reserve - Condo Association	15,100	27,500
TOTAL NON-OPERATING			222,800	237,800
TOTAL ARTS, ENTERT. & EVENTS FUND			885,234	872,700



## SPECIAL EVENTS - Cost by Event

Event	Project #	Department	Expense Description	2020 Budget	2020 Proj Act	2021 Budget
Autumn Harvest	AE-10-01	Special Events Com Public Works	Special Events	10,000	0	10,000
			Overtime	1,000	0	1,000
				<b>11,000</b>	<b>0</b>	<b>11,000</b>
Community Awareness Events	AE-06-46	Arts Commission	Special Events	11,034	3,300	6,000
				<b>11,034</b>	<b>3,300</b>	<b>6,000</b>
Downtown Events	AE-17-08	Integrated Services Public Works	Special Events	10,000	0	10,000
			Overtime	4,000	0	4,000
				<b>14,000</b>	<b>0</b>	<b>14,000</b>
Frontier Days	AE-06-18	Police Public Works	Overtime	25,000	0	25,400
			Overtime	800	0	800
				<b>25,800</b>	<b>0</b>	<b>26,200</b>
Halloween	AE-06-20	Police	Overtime	4,000	0	4,100
				<b>4,000</b>	<b>0</b>	<b>4,100</b>
July 4th Parade	AE-06-26	Police Public Works Public Works	Overtime	9,000	0	9,200
			Overtime	19,900	0	19,900
			Event supplies	3,000	0	3,000
				<b>31,900</b>	<b>0</b>	<b>32,100</b>
Mane Event	AE-06-28	Special Events Com Police Fire Public Works Public Works	Special Events	22,000	0	22,000
			Overtime	4,000	0	4,100
			Overtime	2,000	0	2,000
			Overtime	14,200	0	14,200
			Barricade rental, signs, etc.	5,100	0	5,100
				<b>47,300</b>	<b>0</b>	<b>47,400</b>
Memorial Day Parade	AE-06-30	Police Public Works Public Works	Overtime	7,100	0	7,200
			Overtime	11,000	0	11,000
			Event supplies	1,300	0	1,300
				<b>19,400</b>	<b>0</b>	<b>19,500</b>
Promenade of Art	AE-06-34	Board of Trustees Police Fire Public Works Public Works <sup>(1)</sup>	Special Events	6,000	0	6,000
			Overtime	3,300	0	3,400
			Overtime	3,100	0	3,100
			Overtime - Village share 70%	7,300	0	7,300
			Overtime - Amdur share 30%	3,200	0	3,200
				<b>22,900</b>	<b>0</b>	<b>23,000</b>
Sounds of Summer	AE-06-38	Integrated Services Police Public Works Public Works	Entertainment	21,300	0	21,300
			Overtime	2,000	0	2,100
			Overtime	10,900	0	10,900
			Stage, skirt, tent rental, etc.	25,000	0	25,000
				<b>59,200</b>	<b>0</b>	<b>59,300</b>

## SPECIAL EVENTS - Cost by Event

Event	Project #	Department	Expense Description	2020 Budget	2020 Proj Act	2021 Budget
Taste of Arlington	AE-12-02	Police	Overtime	5,000	0	5,200
		Fire	Overtime	2,100	0	2,100
		Public Works	Overtime - Village share 70%	11,000	0	11,000
		Public Works <sup>(2)</sup>	Overtime - Chamber share 30%	4,700	0	4,700
		Public Works	Lighting, fencing, sanitation	5,100	0	5,100
				27,900	0	28,100
Tree Lighting Event	AE-06-40	Special Events Com	Special Events	3,000	2,000	3,000
		Police	Overtime	1,700	1,000	1,800
		Public Works	Overtime	12,100	5,000	12,100
				16,800	8,000	16,900
Bike Arlington Heights	AE-17-04	Police	Overtime	2,200	0	2,300
						2,200
TOTAL SPECIAL EVENTS - COST BY EVENT				293,434	11,300	289,900

<sup>(1)</sup> The Village cap for Public Works Overtime for the **Promenade of Art** is \$2,200. Amdur will be billed for the \$1,000 PLUS any Public Works Overtime above the Village cap. If Public Works Overtime is LESS than budgeted, the Amdur 30% share of those costs would be less.

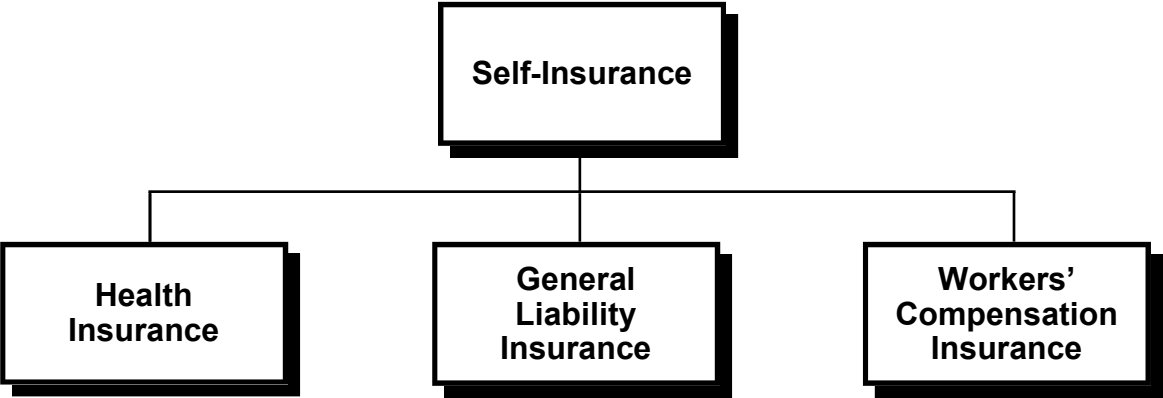
<sup>(2)</sup> The Village cap for the **Taste of Arlington** is \$23,200 (2020 budget of \$27,900 less \$4,700 which is the 30% Chamber share of Public Works Overtime). The Chamber will be billed for the \$4,700 PLUS any Police, Fire and Public Works Overtime costs above the Village cap. If Public Works Overtime is LESS than budgeted, the Chamber 30% share of those costs would be less.

## SPECIAL EVENTS - Cost by Department

Department	Event	Project #	Expense Description	2020 Budget	2020 Proj Act	2021 Budget
Board of Trustees	Promenade of Art	AE-06-34	Special Events	6,000	0	6,000
				<b>6,000</b>	<b>0</b>	<b>6,000</b>
Integrated Services	Downtown Events	AE-17-08	Special Events	10,000	0	10,000
	Sounds of Summer	AE-06-38	Entertainment	21,300	0	21,300
				<b>31,300</b>	<b>0</b>	<b>31,300</b>
Special Events Com	Autumn Harvest	AE-10-01	Special Events	10,000	0	10,000
	Mane Event	AE-06-28	Special Events	22,000	0	22,000
	Tree Lighting Event	AE-06-40	Special Events	3,000	2,000	3,000
				<b>35,000</b>	<b>2,000</b>	<b>35,000</b>
Arts Commission	Community Awareness Events	AE-06-46	Special Events	11,034	3,300	6,000
				<b>11,034</b>	<b>3,300</b>	<b>6,000</b>
Police	Bike Arlington	AE-17-04	Overtime	2,200	0	2,300
	Frontier Days	AE-06-18	Overtime	25,000	0	25,400
	Halloween	AE-06-20	Overtime	4,000	0	4,100
	July 4th Parade	AE-06-26	Overtime	9,000	0	9,200
	Mane Event	AE-06-28	Overtime	4,000	0	4,100
	Memorial Day Parade	AE-06-30	Overtime	7,100	0	7,200
	Promenade of Art	AE-06-34	Overtime	3,300	0	3,400
	Sound of Summer	AE-06-38	Overtime	2,000	0	2,100
	Taste of Arlington	AE-12-02	Overtime	5,000	0	5,200
	Tree Lighting Event	AE-06-40	Overtime	1,700	1,000	1,800
				<b>63,300</b>	<b>1,000</b>	<b>64,800</b>
Fire	Mane Event	AE-06-28	Overtime	2,000	0	2,000
	Promenade of Art	AE-06-34	Overtime	3,100	0	3,100
	Taste of Arlington	AE-12-02	Overtime	2,100	0	2,100
				<b>7,200</b>	<b>0</b>	<b>7,200</b>
Public Works/Water	Autumn Harvest	AE-10-01	Overtime	1,000	0	1,000
	Frontier Days	AE-06-18	Overtime	800	0	800
	July 4th Parade	AE-06-26	Overtime	19,900	0	19,900
	July 4th Parade	AE-06-26	Barricade rental, signs, etc.	3,000	0	3,000
	Mane Event	AE-06-28	Overtime	14,200	0	14,200
	Mane Event	AE-06-28	Barricade rental, signs, etc.	5,100	0	5,100
	Memorial Day Parade	AE-06-30	Overtime	11,000	0	11,000
	Memorial Day Parade	AE-06-30	Barricade rental, signs, etc.	1,300	0	1,300
	Promenade of Art	AE-06-34	Overtime - Village share 70%	7,300	0	7,300
	Promenade of Art	AE-06-34	Overtime - Amdur share 30%	3,200	0	3,200
	Sounds of Summer	AE-06-38	Overtime	10,900	0	10,900
	Sounds of Summer	AE-06-38	Stage, skirt, tent rental, etc.	25,000	0	25,000
	Taste of Arlington	AE-12-02	Overtime - Village share 70%	11,000	0	11,000
	Taste of Arlington	AE-12-02	Overtime - Chamber share 30%	4,700	0	4,700
	Taste of Arlington	AE-12-02	Lighting, fencing, sanitation	5,100	0	5,100
	Tree Lighting Event	AE-06-40	Overtime	12,100	5,000	12,100
	Downtown Events	AE-17-08	Overtime	4,000	0	4,000
				<b>139,600</b>	<b>5,000</b>	<b>139,600</b>
<b>TOTAL SPECIAL EVENTS - COST BY DEPARTMENT</b>				<b>293,434</b>	<b>11,300</b>	<b>289,900</b>

# SELF INSURANCE FUNDS

## ORGANIZATION STRUCTURE



VILLAGE OF ARLINGTON HEIGHTS

**2021 CHARGES TO OPERATIONS FOR INSURANCE**

FUND	OPERATION	MEDICAL INSURANCE A/C #1905			GENERAL INSURANCE A/C #2040			WORKERS' COMPENSATION A/C #1901		
		2020	2021	VARIANCE	2020	2021	VARIANCE	2020	2021	VARIANCE
101	0101-501 Board of Trustees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ -
101	0201-502 Integrated Services	90,000	99,400	9,400	7,900	8,000	100	1,200	1,300	100
101	0301-503 Human Resources	53,600	54,500	900	6,700	6,800	100	500	500	-
101	0401-503 Legal	66,000	67,100	1,100	3,300	3,300	-	600	600	-
101	0501-503 Finance	229,600	210,900	(18,700)	20,600	20,800	200	3,200	3,400	200
101	1001-502 Boards & Commissions	-	-	-	3,200	3,200	-	-	-	-
101	3001-511 Police	2,955,700	2,905,900	(49,800)	282,500	285,300	2,800	644,100	676,300	32,200
101	3005-511 Police Grant	8,000	8,100	100	-	-	-	300	300	-
101	3501-512 Fire	2,501,600	2,619,700	118,100	235,300	237,700	2,400	644,200	676,400	32,200
101	4001-521 Planning & Comm Devlp	200,600	211,900	11,300	7,200	7,300	100	2,900	3,000	100
101	4501-523 Building & Life Safety	294,600	272,500	(22,100)	13,000	13,100	100	46,200	48,500	2,300
101	7001-523 Health Services	185,300	197,500	12,200	20,700	20,900	200	19,200	20,200	1,000
101	7007-523 Senior Services	53,100	77,100	24,000	11,900	12,000	100	500	500	-
101	7101-531 Public Works	1,002,600	1,010,800	8,200	150,700	152,200	1,500	468,100	491,500	23,400
<b>Sub-Total General Fund</b>		<b>\$ 7,640,700</b>	<b>\$ 7,735,400</b>	<b>\$ 94,700</b>	<b>\$ 763,000</b>	<b>\$ 770,600</b>	<b>\$ 7,600</b>	<b>\$ 1,831,100</b>	<b>\$ 1,922,600</b>	<b>\$ 91,500</b>
235	3001-532 Police	\$ 95,600	\$ 97,000	\$ 1,400	\$ 10,600	\$ 10,700	\$ 100	\$ 10,000	\$ 10,500	\$ 500
505	0501-503 Finance	128,500	157,200	28,700	-	-	-	1,200	1,300	100
505	7201-561 Water Utilities Operation	851,200	824,600	(26,600)	64,400	65,000	600	263,300	276,500	13,200
605	0301-552 Human Resources	26,800	27,300	500	-	-	-	100	100	-
615	0301-552 Human Resources	12,200	26,700	14,500	-	-	-	100	100	-
621	7501-551 Municipal Fleet Services	230,800	204,900	(25,900)	-	-	-	50,600	53,100	2,500
625	0601-553 IT	132,600	119,600	(13,000)	5,400	5,500	100	600	600	-
<b>Sub-Total Other Funds</b>		<b>\$ 1,477,700</b>	<b>\$ 1,457,300</b>	<b>\$ (20,400)</b>	<b>\$ 80,400</b>	<b>\$ 81,200</b>	<b>\$ 800</b>	<b>\$ 325,900</b>	<b>\$ 342,200</b>	<b>\$ 16,300</b>
<b>TOTAL ALL FUNDS</b>		<b>\$ 9,118,400</b>	<b>\$ 9,192,700</b>	<b>\$ 74,300</b>	<b>\$ 843,400</b>	<b>\$ 851,800</b>	<b>\$ 8,400</b>	<b>\$ 2,157,000</b>	<b>\$ 2,264,800</b>	<b>\$ 107,800</b>
291	6001-601 Memorial Library	1,352,800	1,386,400	33,600	-	-	-	-	-	-
<b>TOTAL CHARGES</b>		<b>\$ 10,471,200</b>	<b>\$ 10,579,100</b>	<b>\$ 107,900</b>	<b>\$ 843,400</b>	<b>\$ 851,800</b>	<b>\$ 8,400</b>	<b>\$ 2,157,000</b>	<b>\$ 2,264,800</b>	<b>\$ 107,800</b>

## Fund at a Glance

The Village is self-insured and separately tracks the revenues and expenditures for employee health insurance and related benefits. In distributing costs, formulas are developed to charge the appropriate amount back to the fund where the cost is associated. For example, the Village charges back to the fund/operation where the employees are accounted; costs are charged based on the type of elected coverage (health and dental, single or dependent, HMO or PPO). Because we are self-insured, we monitor these costs in a single fund presentation for the purpose of financial analysis.

### Restrictions:

VILLAGE POLICY – The Village has decided to self-insure these costs. Personnel policy regulates the level of the employee's share of the cost benefits for non-union employees. Labor contracts govern the level and employee's share of the cost of benefits for the police and fire unions.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Service Charges	\$9,024,800	\$9,822,435	\$10,471,200	\$10,418,200	<b>\$10,579,100</b>	\$160,900	1.5%
Interest Income	30,260	88,184	28,000	26,000	<b>22,000</b>	(4,000)	(15.4%)
Sales/Reimbursable/Rents	2,998,026	4,474,766	2,795,500	2,213,000	<b>2,858,500</b>	645,500	29.2%
Other	14,392	133,150	126,300	0	<b>0</b>	0	N/A
<b>Total Revenues</b>	<b>\$12,067,478</b>	<b>\$14,518,535</b>	<b>\$13,421,000</b>	<b>\$12,657,200</b>	<b>\$13,459,600</b>	<b>\$802,400</b>	<b>6.3%</b>
Interfund Transfers In	0	316,133	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$12,067,478</b>	<b>\$14,834,668</b>	<b>\$13,421,000</b>	<b>\$12,657,200</b>	<b>\$13,459,600</b>	<b>\$802,400</b>	<b>6.3%</b>
Expenditures							
Personal Services	\$168,562	\$151,257	\$521,900	\$525,600	<b>\$565,600</b>	\$40,000	7.6%
Contractual Services	4,658,626	4,753,760	5,226,400	5,221,200	<b>5,414,900</b>	193,700	3.7%
Commodities	670	498	500	500	<b>500</b>	0	0.0%
Other Charges	10,139,326	9,494,779	7,151,100	7,151,100	<b>7,615,500</b>	464,400	6.5%
<b>Total Expenditures</b>	<b>\$14,967,184</b>	<b>\$14,400,294</b>	<b>\$12,899,900</b>	<b>\$12,898,400</b>	<b>\$13,596,500</b>	<b>\$698,100</b>	<b>5.4%</b>
Interfund Transfers Out	0	316,133	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$14,967,184</b>	<b>\$14,716,427</b>	<b>\$12,899,900</b>	<b>\$12,898,400</b>	<b>\$13,596,500</b>	<b>\$698,100</b>	<b>5.4%</b>
Revenues over (under) Expenditures	(\$2,899,706)	\$118,241	\$521,100	(\$241,200)	(\$136,900)	\$104,300	(43.2%)
<b>BEGINNING WORKING CASH</b>	<b>6,267,943</b>	<b>3,368,237</b>	<b>3,486,478</b>	<b>3,486,478</b>	<b>4,007,578</b>	<b>521,100</b>	<b>14.9%</b>
<b>ENDING WORKING CASH</b>	<b>\$3,368,237</b>	<b>\$3,486,478</b>	<b>\$4,007,578</b>	<b>\$3,245,278</b>	<b>\$3,870,678</b>	<b>\$625,400</b>	<b>19.3%</b>

## HUMAN RESOURCES

## Health Insurance Fund

### PERSONNEL SUMMARY

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Employee Benefits Coordinator	6	1.00	1.00	
<b>Total F-T-E</b>		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

### Human Resources Department Cross Reference to All Funds

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	2.00	2.00	
605	Health Insurance Fund	1.00	1.00	
615	Workers' Compensation Fund	1.00	1.00	
<b>Total F-T-E All Funds</b>		<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

# HEALTH INSURANCE FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
605-0000-451.68-00	Charges To Operations	7,865,900	8,555,100	9,118,400	9,065,400	<b>9,192,700</b>	127,300	1.4%
605-0000-451.70-00	Library Health Charge	1,158,900	1,267,335	1,352,800	1,352,800	<b>1,386,400</b>	33,600	2.5%
	<b>Charges for Services</b>	<b>9,024,800</b>	<b>9,822,435</b>	<b>10,471,200</b>	<b>10,418,200</b>	<b>10,579,100</b>	<b>160,900</b>	<b>1.5%</b>
605-0000-461.02-00	Interest on Investments	20,161	69,255	23,000	17,000	<b>17,000</b>	0	0.0%
605-0000-462.10-00	Market Value Adjustments	10,099	18,929	5,000	9,000	<b>5,000</b>	(4,000)	(44.4%)
	<b>Interest Income</b>	<b>30,260</b>	<b>88,184</b>	<b>28,000</b>	<b>26,000</b>	<b>22,000</b>	<b>(4,000)</b>	<b>(15.4%)</b>
605-0000-471.10-00	Retiree Insurance Payment	0	1,773,602	775,000	188,900	<b>821,000</b>	632,100	334.6%
605-0000-471.11-00	Cobra Payments	19,861	5,158	7,000	0	<b>0</b>	0	N/A
605-0000-471.12-00	Employee Contrib Health	1,098,918	1,089,380	1,212,000	1,256,900	<b>1,284,000</b>	27,100	2.2%
605-0000-471.13-00	Employee Contrib Dental	215,767	211,879	216,000	227,200	<b>216,000</b>	(11,200)	(4.9%)
605-0000-471.19-00	Employee Contrib Life	27,347	41,697	37,500	40,000	<b>37,500</b>	(2,500)	(6.3%)
605-0000-471.23-00	Aggregate Loss Proceeds	1,636,133	1,353,050	548,000	500,000	<b>500,000</b>	0	0.0%
	<b>Insurance</b>	<b>2,998,026</b>	<b>4,474,766</b>	<b>2,795,500</b>	<b>2,213,000</b>	<b>2,858,500</b>	<b>645,500</b>	<b>29.2%</b>
605-0000-489.90-00	Other Income	14,392	133,150	126,300	0	<b>0</b>	0	N/A
	<b>Other</b>	<b>14,392</b>	<b>133,150</b>	<b>126,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
605-0000-491.05-00	Operating Transfer In	0	316,133	0	0	<b>0</b>	0	N/A
	<b>Other Financing Sources</b>	<b>0</b>	<b>316,133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Total Health Insurance Fund</b>		<b>12,067,478</b>	<b>14,834,668</b>	<b>13,421,000</b>	<b>12,657,200</b>	<b>13,459,600</b>	<b>802,400</b>	<b>6.3%</b>



# HEALTH INSURANCE FUND

## EXPENDITURES

### Human Resources

0301

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
605-0301-552.10-01	Salaries	114,426	106,646	108,000	108,000	111,900	3,900	3.6%
605-0301-552.18-01	Temporary Help	7,195	0	0	1,700	1,700	0	0.0%
	<b>Salaries</b>	<b>121,621</b>	<b>106,646</b>	<b>108,000</b>	<b>109,700</b>	<b>113,600</b>	<b>3,900</b>	<b>3.6%</b>
605-0301-552.19-01	Workers Compensation	100	100	100	100	100	0	0.0%
605-0301-552.19-05	Medical Insurance	24,000	26,100	26,800	26,800	27,300	500	1.9%
605-0301-552.19-06	Med Ins - P&F Duty Disability	0	0	365,000	365,000	400,000	35,000	9.6%
605-0301-552.19-10	IMRF	14,492	10,749	13,600	13,600	14,000	400	2.9%
605-0301-552.19-11	Social Security	6,766	6,210	6,800	6,800	7,000	200	2.9%
605-0301-552.19-12	Medicare	1,583	1,452	1,600	1,600	1,600	0	0.0%
605-0301-552.19-15	Compensated Absences	0	0	0	2,000	2,000	0	0.0%
	<b>Fringe Benefits</b>	<b>46,941</b>	<b>44,611</b>	<b>413,900</b>	<b>415,900</b>	<b>452,000</b>	<b>36,100</b>	<b>8.7%</b>
605-0301-552.20-05	Professional Services	17,500	15,982	22,000	22,000	22,000	0	0.0%
605-0301-552.20-44	Flexible Spending Admin	0	8,104	9,600	9,600	9,600	0	0.0%
605-0301-552.20-45	Claims Administration	399,177	352,595	115,000	108,200	115,000	6,800	6.3%
605-0301-552.20-50	Loss Prevention Program	128,309	154,761	132,500	132,500	132,500	0	0.0%
605-0301-552.20-55	Health Insurance Premiums	321,900	297,913	955,000	955,000	1,060,300	105,300	11.0%
605-0301-552.20-60	HMO Insurance Premiums	3,674,581	3,822,307	3,885,000	3,885,000	3,967,000	82,000	2.1%
605-0301-552.20-65	Life Insurance Employer	71,149	57,021	75,000	75,000	75,000	0	0.0%
605-0301-552.20-66	Supple Life Employee	37,871	40,332	25,000	25,000	25,000	0	0.0%
605-0301-552.22-02	Dues	1,008	320	500	500	500	0	0.0%
605-0301-552.22-03	Training	544	589	500	1,000	1,000	0	0.0%
605-0301-552.22-05	Postage	1,575	936	1,000	2,000	1,500	(500)	(25.0%)
605-0301-552.22-15	Photocopying	0	0	0	100	100	0	0.0%
605-0301-552.22-25	IT/GIS Service Charge	3,000	2,900	3,100	3,100	3,200	100	3.2%
605-0301-552.22-26	ACA Fees	2,012	0	2,200	2,200	2,200	0	0.0%
	<b>Contractual Services</b>	<b>4,658,626</b>	<b>4,753,761</b>	<b>5,226,400</b>	<b>5,221,200</b>	<b>5,414,900</b>	<b>193,700</b>	<b>3.7%</b>
605-0301-552.33-05	Other Supplies	670	498	500	500	500	0	0.0%
	<b>Commodities</b>	<b>670</b>	<b>498</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0.0%</b>
605-0301-552.42-75	Claims Medical Loss	9,567,282	8,898,877	6,569,800	6,569,800	7,034,200	464,400	7.1%
605-0301-552.42-77	Claims Dental Loss	581,085	595,902	580,000	580,000	580,000	0	0.0%
605-0301-552.42-79	OPEB Liability Expense	(9,041)	0	1,300	1,300	1,300	0	0.0%
	<b>Other Charges</b>	<b>10,139,326</b>	<b>9,494,779</b>	<b>7,151,100</b>	<b>7,151,100</b>	<b>7,615,500</b>	<b>464,400</b>	<b>6.5%</b>
	<b>Total Human Resources</b>	<b>14,967,184</b>	<b>14,400,294</b>	<b>12,899,900</b>	<b>12,898,400</b>	<b>13,596,500</b>	<b>698,100</b>	<b>5.4%</b>

### Non-Operating

9901

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
605-9901-591.90-05	Operating Transfer Out	0	316,133	0	0	0	0	N/A
	<b>Other Financing Uses</b>	<b>0</b>	<b>316,133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Non-Operating</b>	<b>0</b>	<b>316,133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Health Insurance Fund</b>	<b>14,967,184</b>	<b>14,716,427</b>	<b>12,899,900</b>	<b>12,898,400</b>	<b>13,596,500</b>	<b>698,100</b>	<b>5.4%</b>

# HEALTH INSURANCE FUND

## EXPENDITURE DETAIL

### HUMAN RESOURCES

0301

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
605-0301-552.10-01	Salaries	Salaries	108,000	111,900
605-0301-552.18-01	Temporary Help	Temporary Help	1,700	1,700
	<b>TOTAL SALARIES</b>		<b>109,700</b>	<b>113,600</b>
<b>FRINGE BENEFITS:</b>				
605-0301-552.19-01	Workers' Compensation	Workers' Compensation Insurance	100	100
605-0301-552.19-05	Medical Insurance	Medical Insurance	26,800	27,300
605-0301-552.19-06	Med Ins On Duty Injury	Medical insurance premium for Police and Fire on duty Injury per PSEBA		
		Police (6)	147,000	124,000
		Fire (9)	218,000	276,000
			365,000	400,000
605-0301-552.19-10	IMRF	IMRF	13,600	14,000
605-0301-552.19-11	Social Security	Social Security	6,800	7,000
605-0301-552.19-12	Medicare	Medicare	1,600	1,600
605-0301-552.19-15	Compensated Absences	Compensated Absences	2,000	2,000
	<b>TOTAL FRINGE BENEFITS</b>		<b>415,900</b>	<b>452,000</b>
<b>CONTRACTUAL SERVICES:</b>				
605-0301-552.20-05	Professional Services	Legal and consultant fees	22,000	22,000
605-0301-552.20-44	Flexible Spend Admin	Fee charges	9,600	9,600
605-0301-552.20-45	Claims Administration	Fee charged for processing claims and administering contracts, including utilization review	108,200	115,000
605-0301-552.20-50	Loss Prevention/Program	Employee Assistance Program	13,500	13,500
		Wellness Program	17,000	17,000
		Employee physical exams	102,000	102,000
			132,500	132,500
605-0301-552.20-55	Health Insurance Prem	Stop loss (145,000 per claim)	955,000	1,060,300
605-0301-552.20-60	HMO Insurance Premium	HMO medical coverage	3,885,000	3,967,000
605-0301-552.20-65	Life Ins Prem - Employer	Life and accidental death and dismemberment insurance coverage	75,000	75,000
605-0301-552.20-66	Supplemental Life-Employee	Supplemental life additional at the employee's expense	25,000	25,000
605-0301-552.22-02	Dues	Dues	500	500
605-0301-552.22-03	Training	Training	1,000	1,000

# HEALTH INSURANCE FUND

## EXPENDITURE DETAIL

### HUMAN RESOURCES (cont.)

0301

Account Number	Account Title	Description	Budget 2020	Budget 2021
605-0301-552.22-05	Postage	Postage	2,000	1,500
605-0301-552.22-15	Photocopying	Photocopies & supplies	100	100
605-0301-552.22-25	IT/GIS Service Charge	IT/GIS Service Charge	3,100	3,200
605-0301-552.22-26	ACA Fees	Affordable Care Act fees	2,200	2,200
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>5,221,200</b>	<b>5,414,900</b>
<b>COMMODITIES:</b>				
605-0301-552.33-05	Other Supplies	Miscellaneous office supplies	500	500
<b>TOTAL COMMODITIES</b>			<b>500</b>	<b>500</b>
<b>OTHER CHARGES:</b>				
605-0301-552.42-75	Claims-Medical Loss	Self-funded maximum claims of employees using conventional (PPO) health insurance (net of individual stop loss)	6,569,800	7,034,200
605-0301-552.42-77	Claims-Dental Loss	Self-funded expected dental claims	580,000	580,000
605-0301-552.42-79	OPEB Liability Expense	OPEB liability expense	1,300	1,300
<b>TOTAL OTHER CHARGES</b>			<b>7,151,100</b>	<b>7,615,500</b>
<b>TOTAL HUMAN RESOURCES</b>			<b>12,898,400</b>	<b>13,596,500</b>
<b>TOTAL HEALTH INSURANCE FUND</b>			<b>12,898,400</b>	<b>13,596,500</b>

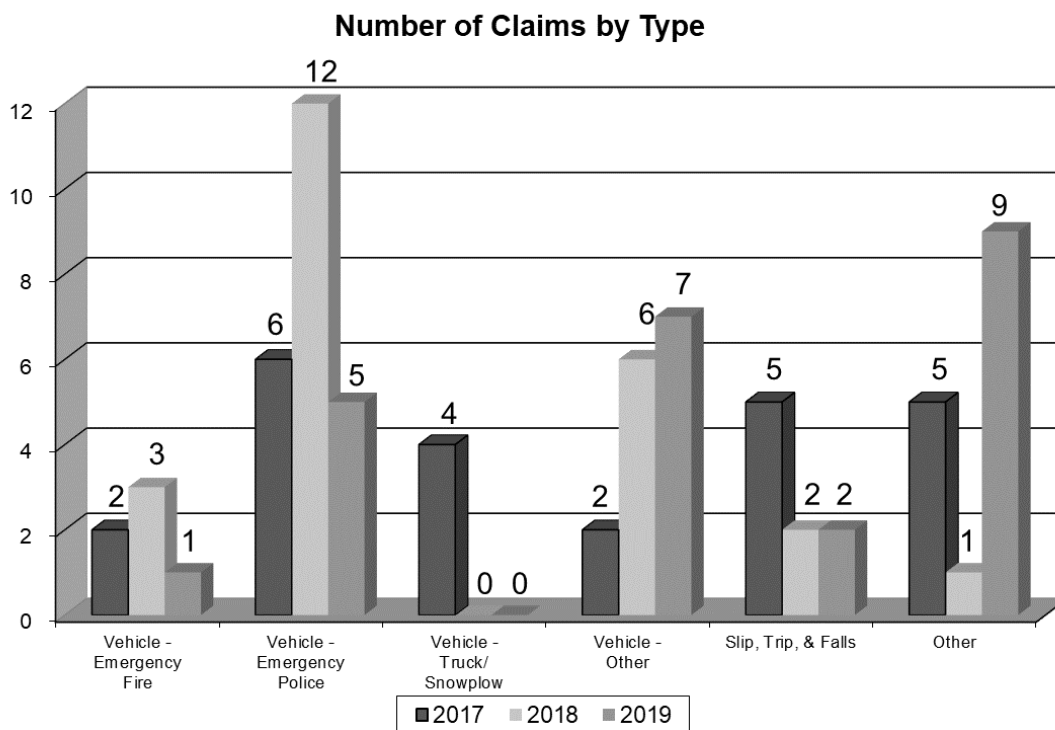
## Fund at a Glance

As of June 2017, the Village began transitioning from being self-insured up to \$1 million to joining the Intergovernmental Risk Management Agency (IRMA). IRMA is an intergovernmental insurance cooperative which consolidates general liability and workers' compensation insurance, as well as claims administration for its 82 members. By joining IRMA, the Village was able to reduce its overall insurance costs and reduced its liability exposure from \$1 million per claim to \$100,000 per claim. The last existing general liability coverage for high excess claims provided through HELP will expire as of April 2018.

### Restrictions:

**VILLAGE POLICY** – The Village has joined a multi-jurisdictional pooled arrangement to provide for general liability insurance coverage through the Intergovernmental Risk Management Agency (IRMA).

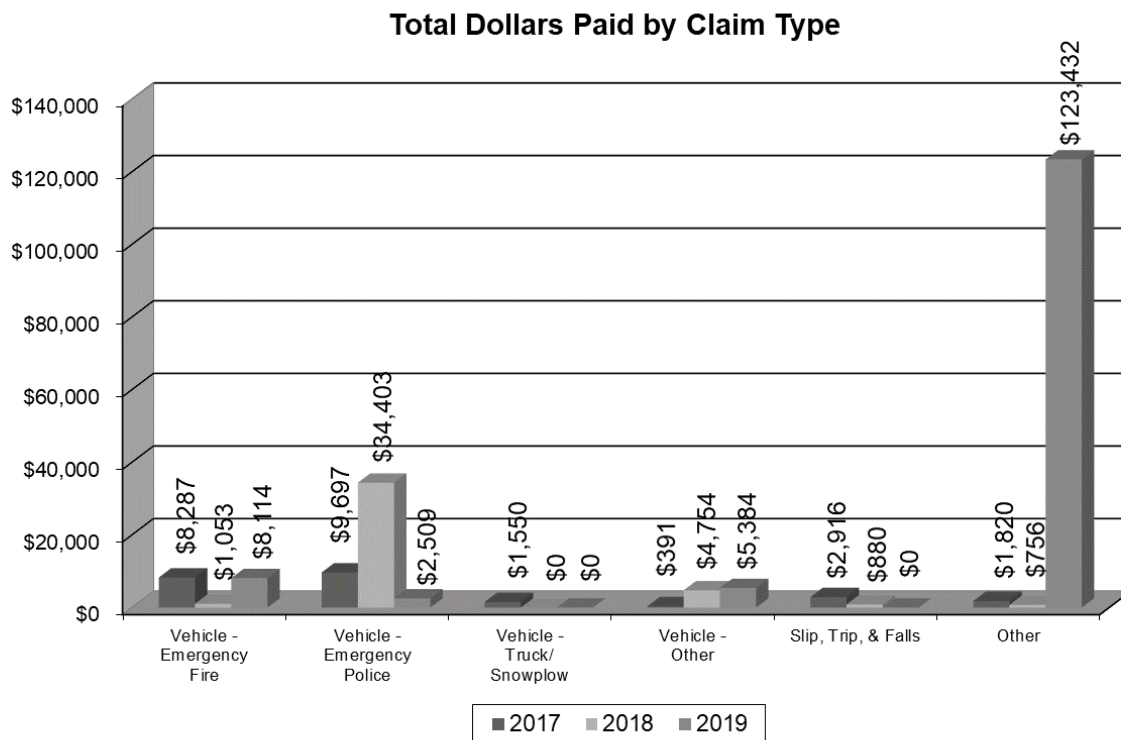
## Performance Measures



## GENERAL LIABILITY INSURANCE FUND

(Continued)

### Performance Measures (cont.)



# GENERAL LIABILITY INSURANCE FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Service Charges	\$826,600	\$834,900	\$843,400	\$843,400	<b>\$851,800</b>	\$8,400	1.0%
Interest Income	49,492	80,826	27,200	24,000	<b>24,000</b>	0	0.0%
Other	(179,391)	79,490	0	0	<b>0</b>	0	N/A
<b>Total Revenues</b>	<b>\$696,701</b>	<b>\$995,216</b>	<b>\$870,600</b>	<b>\$867,400</b>	<b>\$875,800</b>	<b>\$8,400</b>	<b>1.0%</b>
Interfund Transfers In	0	0	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$696,701</b>	<b>\$995,216</b>	<b>\$870,600</b>	<b>\$867,400</b>	<b>\$875,800</b>	<b>\$8,400</b>	<b>1.0%</b>
Expenditures							
Contractual Services	\$423,885	\$319,015	\$352,900	\$358,000	<b>\$373,000</b>	\$15,000	4.2%
Other Charges	305,606	219,480	275,000	500,000	<b>500,000</b>	0	0.0%
<b>Total Expenditures</b>	<b>\$729,491</b>	<b>\$538,495</b>	<b>\$627,900</b>	<b>\$858,000</b>	<b>\$873,000</b>	<b>\$15,000</b>	<b>1.7%</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$729,491</b>	<b>\$538,495</b>	<b>\$627,900</b>	<b>\$858,000</b>	<b>\$873,000</b>	<b>\$15,000</b>	<b>1.7%</b>
Revenues over (under) Expenditures	<b>(\$32,790)</b>	<b>\$456,721</b>	<b>\$242,700</b>	<b>\$9,400</b>	<b>\$2,800</b>	<b>(\$6,600)</b>	<b>(70.2%)</b>
<b>BEGINNING WORKING CASH</b>	<b>3,301,861</b>	<b>3,269,071</b>	<b>3,725,792</b>	<b>3,725,792</b>	<b>3,968,492</b>	<b>242,700</b>	<b>6.5%</b>
<b>ENDING WORKING CASH</b>	<b>\$3,269,071</b>	<b>\$3,725,792</b>	<b>\$3,968,492</b>	<b>\$3,735,192</b>	<b>\$3,971,292</b>	<b>\$236,100</b>	<b>6.3%</b>

# GENERAL LIABILITY INSURANCE FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
611-0000-451.68-00	Charges To Operations	826,600	834,900	843,400	843,400	851,800	8,400	1.0%
	<b>Charges for Services</b>	<b>826,600</b>	<b>834,900</b>	<b>843,400</b>	<b>843,400</b>	<b>851,800</b>	<b>8,400</b>	<b>1.0%</b>
611-0000-461.02-00	Interest on Investments	34,465	59,427	24,000	24,000	24,000	0	0.0%
611-0000-462.10-00	Market Value Adjustments	15,027	21,399	3,200	0	0	0	N/A
	<b>Interest Income</b>	<b>49,492</b>	<b>80,826</b>	<b>27,200</b>	<b>24,000</b>	<b>24,000</b>	<b>0</b>	<b>0.0%</b>
611-0000-489.90-00	Other Income	(179,391)	79,490	0	0	0	0	N/A
	<b>Other</b>	<b>(179,391)</b>	<b>79,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total General Liability Ins Fund</b>	<b>696,701</b>	<b>995,216</b>	<b>870,600</b>	<b>867,400</b>	<b>875,800</b>	<b>8,400</b>	<b>1.0%</b>

## EXPENDITURES

### Finance

0501

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
611-0501-552.20-05	Professional Services	10,000	0	0	0	0	0	N/A
611-0501-552.20-45	Claims Administration	7,313	1,390	2,100	8,000	3,000	(5,000)	(62.5%)
611-0501-552.20-50	Loss Prevention Program	238	0	0	0	0	0	N/A
611-0501-552.20-70	Insurance Premiums	406,334	317,625	350,800	350,000	370,000	20,000	5.7%
	<b>Contractual Services</b>	<b>423,885</b>	<b>319,015</b>	<b>352,900</b>	<b>358,000</b>	<b>373,000</b>	<b>15,000</b>	<b>4.2%</b>
611-0501-552.42-53	Vehicle Loss	63,284	0	0	0	0	0	N/A
611-0501-552.42-55	Property Loss	3,552	0	0	0	0	0	N/A
611-0501-552.42-60	Liability Losses	238,770	32,042	25,000	0	0	0	N/A
611-0501-552.42-61	IRMA Liability Deductible	0	187,438	250,000	500,000	500,000	0	0.0%
	<b>Other Charges</b>	<b>305,606</b>	<b>219,480</b>	<b>275,000</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Finance</b>	<b>729,491</b>	<b>538,495</b>	<b>627,900</b>	<b>858,000</b>	<b>873,000</b>	<b>15,000</b>	<b>1.7%</b>
	<b>Total General Liability Ins Fund</b>	<b>729,491</b>	<b>538,495</b>	<b>627,900</b>	<b>858,000</b>	<b>873,000</b>	<b>15,000</b>	<b>1.7%</b>

GENERAL LIABILITY INSURANCE FUND

EXPENDITURE DETAIL

FINANCE 0501

Account Number	Account Title	Description	Budget 2020	Budget 2021
CONTRACTUAL SERVICES:				
611-0501-552.20-45	Claims Administration	Claims administration	8,000	3,000
611-0501-552.20-70	Insurance Premiums	IRMA Contribution (25%)	350,000	370,000
TOTAL CONTRACTUAL SERVICES			358,000	373,000
OTHER CHARGES:				
611-0501-552.42-61	IRMA Deductible	IRMA General Liability Deductible	500,000	500,000
TOTAL OTHER CHARGES			500,000	500,000
TOTAL FINANCE			858,000	873,000
TOTAL GENERAL LIABILITY INS FUND			858,000	873,000

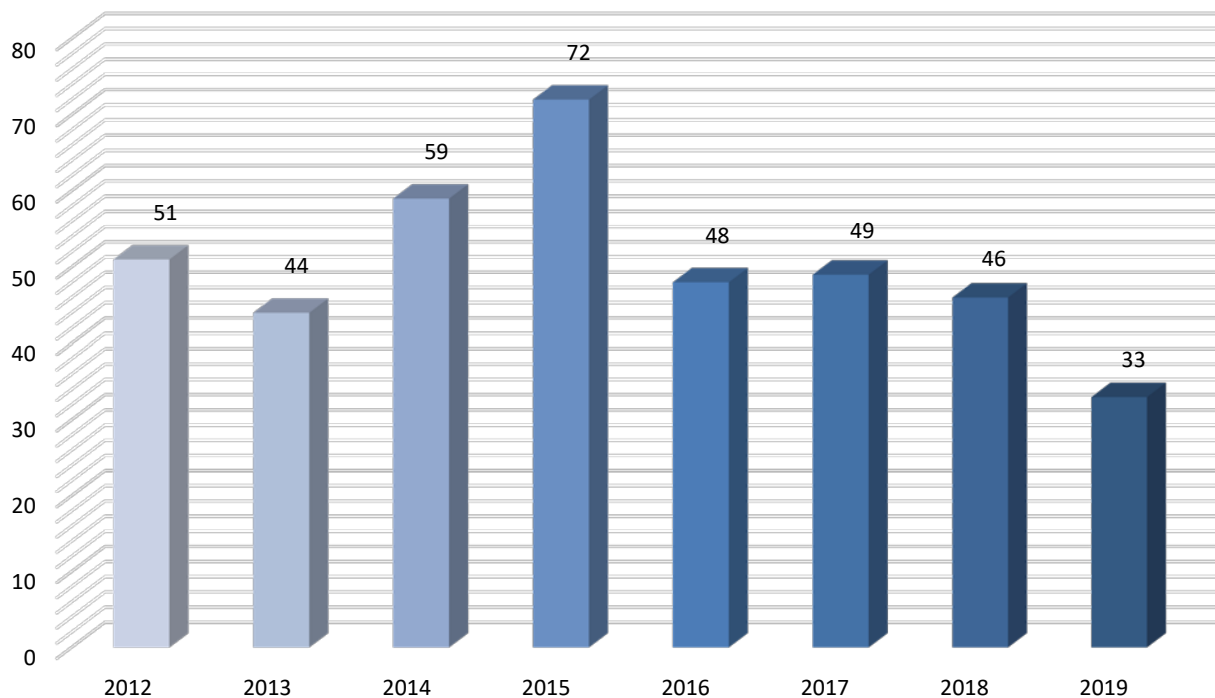


**Fund at a Glance**

The Village maintains a separate fund for the purpose of accounting for state mandated Workers' Compensation benefits for employees who suffer job related illness or injury. In distributing cost, formulas are developed to charge the appropriate amount of "manual premium" back to the fund where the employees are budgeted and accounted. Because we are self-insured, we monitor these costs in a single fund presentation for the purpose of financial analysis.

**Restrictions:**

VILLAGE POLICY/STATE LAW – Since the Village has decided to self-insure these costs, certain regulations of the State of Illinois' Workers' Compensation Act must meet regulations promulgated by the State Department of Insurance.

**Performance Measures****Total Claims by Year**

# WORKERS' COMPENSATION INSURANCE FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Service Charges	\$2,073,100	\$2,114,700	\$2,157,000	\$2,157,000	<b>\$2,264,800</b>	\$107,800	5.0%
Interest Income	74,707	97,934	27,500	39,000	<b>24,000</b>	(15,000)	(38.5%)
Sales/Reimbursable/Rents	5,677	217,346	342,800	0	<b>0</b>	0	N/A
Other	(293,700)	507,913	1,700	0	<b>0</b>	0	N/A
<b>Total Revenues</b>	<b>\$1,859,784</b>	<b>\$2,937,893</b>	<b>\$2,529,000</b>	<b>\$2,196,000</b>	<b>\$2,288,800</b>	<b>\$92,800</b>	<b>4.2%</b>
Interfund Transfers In	0	0	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$1,859,784</b>	<b>\$2,937,893</b>	<b>\$2,529,000</b>	<b>\$2,196,000</b>	<b>\$2,288,800</b>	<b>\$92,800</b>	<b>4.2%</b>
Expenditures							
Personal Services	\$124,707	\$132,140	\$140,700	\$155,500	<b>\$174,000</b>	\$18,500	11.9%
Contractual Services	916,506	985,372	1,081,400	1,116,300	<b>1,151,400</b>	35,100	3.1%
Commodities	1,273	929	1,600	1,600	<b>1,600</b>	0	0.0%
Other Charges	1,151,215	1,773,373	1,150,000	1,485,000	<b>1,485,000</b>	0	0.0%
<b>Total Expenditures</b>	<b>\$2,193,701</b>	<b>\$2,891,814</b>	<b>\$2,373,700</b>	<b>\$2,758,400</b>	<b>\$2,812,000</b>	<b>\$53,600</b>	<b>1.9%</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$2,193,701</b>	<b>\$2,891,814</b>	<b>\$2,373,700</b>	<b>\$2,758,400</b>	<b>\$2,812,000</b>	<b>\$53,600</b>	<b>1.9%</b>
Revenues over (under) Expenditures	<b>(\$333,917)</b>	<b>\$46,079</b>	<b>\$155,300</b>	<b>(\$562,400)</b>	<b>(\$523,200)</b>	<b>\$39,200</b>	<b>(7.0%)</b>
<b>BEGINNING WORKING CASH</b>	<b>4,649,168</b>	<b>4,315,251</b>	<b>4,361,330</b>	<b>4,361,330</b>	<b>4,516,630</b>	<b>155,300</b>	<b>3.6%</b>
<b>ENDING WORKING CASH</b>	<b>\$4,315,251</b>	<b>\$4,361,330</b>	<b>\$4,516,630</b>	<b>\$3,798,930</b>	<b>\$3,993,430</b>	<b>\$194,500</b>	<b>5.1%</b>

# **HUMAN RESOURCES      Workers' Compensation Fund**

## **PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Asst Director of Human Resources	8	1.00	1.00	
<b>Total F-T-E</b>		<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

## **Human Resources Department Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	2.00	2.00	
605	Health Insurance Fund	1.00	1.00	
615	Workers' Compensation Fund	1.00	1.00	
<b>Total F-T-E All Funds</b>		<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

# WORKERS' COMPENSATION INSURANCE FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
615-0000-451.68-00	Charges To Operations	2,073,100	2,114,700	2,157,000	2,157,000	2,264,800	107,800	5.0%
	<b>Charges for Services</b>	<b>2,073,100</b>	<b>2,114,700</b>	<b>2,157,000</b>	<b>2,157,000</b>	<b>2,264,800</b>	<b>107,800</b>	<b>5.0%</b>
615-0000-461.02-00	Interest on Investments	51,847	71,599	24,000	39,000	24,000	(15,000)	(38.5%)
615-0000-462.10-00	Market Value Adjustments	22,860	26,335	3,500	0	0	0	N/A
	<b>Interest Income</b>	<b>74,707</b>	<b>97,934</b>	<b>27,500</b>	<b>39,000</b>	<b>24,000</b>	<b>(15,000)</b>	<b>(38.5%)</b>
615-0000-471.22-00	Workers Comp Reimburse	5,677	217,346	342,800	0	0	0	N/A
	<b>Insurance</b>	<b>5,677</b>	<b>217,346</b>	<b>342,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
615-0000-489.90-00	Other Income	(293,700)	507,913	1,700	0	0	0	N/A
	<b>Other</b>	<b>(293,700)</b>	<b>507,913</b>	<b>1,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Total Workers' Comp Ins Fund</b>		<b>1,859,784</b>	<b>2,937,893</b>	<b>2,529,000</b>	<b>2,196,000</b>	<b>2,288,800</b>	<b>92,800</b>	<b>4.2%</b>

# WORKERS' COMPENSATION INSURANCE FUND

## EXPENDITURES

### Human Resources

0301

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
615-0301-552.10-01	Salaries	94,438	100,357	101,300	101,600	105,300	3,700	3.6%
615-0301-552.18-01	Temporary Help	0	0	0	4,200	4,300	100	2.4%
615-0301-552.18-80	Special Detail	0	0	0	5,000	5,000	0	0.0%
	<b>Salaries</b>	<b>94,438</b>	<b>100,357</b>	<b>101,300</b>	<b>110,800</b>	<b>114,600</b>	<b>3,800</b>	<b>3.4%</b>
615-0301-552.19-01	Workers Compensation	100	100	100	100	100	0	0.0%
615-0301-552.19-05	Medical Insurance	11,100	11,800	12,200	12,200	26,700	14,500	118.9%
615-0301-552.19-10	IMRF	11,954	10,114	13,800	13,800	13,800	0	0.0%
615-0301-552.19-11	Social Security	5,766	6,085	7,000	7,000	7,100	100	1.4%
615-0301-552.19-12	Medicare	1,349	1,423	1,600	1,600	1,700	100	6.3%
615-0301-552.19-30	Unemployment Benefits	0	2,261	4,700	10,000	10,000	0	0.0%
	<b>Fringe Benefits</b>	<b>30,269</b>	<b>31,783</b>	<b>39,400</b>	<b>44,700</b>	<b>59,400</b>	<b>14,700</b>	<b>32.9%</b>
615-0301-552.20-20	Legal Services	0	0	1,000	4,700	4,700	0	0.0%
615-0301-552.20-45	Claims Administration	17,731	15,115	17,000	25,000	25,000	0	0.0%
615-0301-552.20-50	Loss Prevention Program	1,836	5,724	6,000	30,000	15,000	(15,000)	(50.0%)
615-0301-552.20-70	Insurance Premiums	892,431	960,973	1,051,900	1,050,000	1,100,000	50,000	4.8%
615-0301-552.21-65	Other Services	90	0	400	500	500	0	0.0%
615-0301-552.22-02	Dues	439	439	500	500	500	0	0.0%
615-0301-552.22-03	Training	979	221	1,500	2,500	2,500	0	0.0%
615-0301-552.22-25	IT/GIS Service Charge	3,000	2,900	3,100	3,100	3,200	100	3.2%
	<b>Contractual Services</b>	<b>916,506</b>	<b>985,372</b>	<b>1,081,400</b>	<b>1,116,300</b>	<b>1,151,400</b>	<b>35,100</b>	<b>3.1%</b>
615-0301-552.30-01	Publications Periodicals	158	170	500	500	500	0	0.0%
615-0301-552.30-05	Office Supplies & Equip	1,115	759	800	800	800	0	0.0%
615-0301-552.33-05	Other Supplies	0	0	300	300	300	0	0.0%
	<b>Commodities</b>	<b>1,273</b>	<b>929</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>0</b>	<b>0.0%</b>
615-0301-552.42-75	Claims Medical Loss	205,614	401,749	50,000	75,000	75,000	0	0.0%
615-0301-552.42-79	OPEB Liability Expense	766	0	0	0	0	0	N/A
615-0301-552.42-80	Claims WC Salary Replace	410,171	381,649	400,000	410,000	410,000	0	0.0%
615-0301-552.42-81	IRMA Medical Loss Deductible	534,664	989,975	700,000	1,000,000	1,000,000	0	0.0%
	<b>Other Charges</b>	<b>1,151,215</b>	<b>1,773,373</b>	<b>1,150,000</b>	<b>1,485,000</b>	<b>1,485,000</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Human Resources</b>	<b>2,193,701</b>	<b>2,891,814</b>	<b>2,373,700</b>	<b>2,758,400</b>	<b>2,812,000</b>	<b>53,600</b>	<b>1.9%</b>
	<b>Total Workers' Comp Ins Fund</b>	<b>2,193,701</b>	<b>2,891,814</b>	<b>2,373,700</b>	<b>2,758,400</b>	<b>2,812,000</b>	<b>53,600</b>	<b>1.9%</b>

# WORKERS' COMPENSATION INSURANCE FUND

## EXPENDITURE DETAIL

### HUMAN RESOURCES

0301

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
615-0301-552.10-01	Salaries	Salaries	101,600	105,300
615-0301-552.18-01	Temporary Help	Temporary Help	4,200	4,300
615-0301-552.18-80	Special Detail	Special details by trained Village personnel acting as instructors for the Driver Safety Program	5,000	5,000
	<b>TOTAL SALARIES</b>		<b>110,800</b>	<b>114,600</b>
<b>FRINGE BENEFITS:</b>				
615-0301-552.19-01	Workers' Compensation	Workers' Compensation Insurance	100	100
615-0301-552.19-05	Medical Insurance	Medical Insurance	12,200	26,700
615-0301-552.19-10	IMRF	IMRF	13,800	13,800
615-0301-552.19-11	Social Security	Social Security	7,000	7,100
615-0301-552.19-12	Medicare	Medicare	1,600	1,700
615-0301-552.19-30	Unemployment Benefits	Unemployment benefits	10,000	10,000
	<b>TOTAL FRINGE BENEFITS</b>		<b>44,700</b>	<b>59,400</b>
<b>CONTRACTUAL SERVICES:</b>				
615-0301-552.20-20	Legal Services	Legal Services	4,700	4,700
615-0301-552.20-45	Claims Administration	Claims administration / Loss Control Service	25,000	25,000
615-0301-552.20-50	Loss Prevention/Program	Risk Mgmt Prevention and Training	30,000	15,000
615-0301-552.20-70	Insurance Premiums	IRMA Contribution (75%)	1,050,000	1,100,000
615-0301-552.21-65	Other Services	Miscellaneous services	500	500
615-0301-552.22-02	Dues	Dues	500	500
615-0301-552.22-03	Training	Training	2,500	2,500
615-0301-552.22-25	IT/GIS Service Charge	IT/GIS Service Charge	3,100	3,200
	<b>TOTAL CONTRACTUAL SERVICES</b>		<b>1,116,300</b>	<b>1,151,400</b>
<b>COMMODITIES:</b>				
615-0301-552.30-01	Publications/Periodicals	Miscellaneous publications	500	500
615-0301-552.30-05	Office Supplies & Equip.	General office supplies	800	800
615-0301-552.33-05	Other Supplies	Other Commodities	300	300
	<b>TOTAL COMMODITIES</b>		<b>1,600</b>	<b>1,600</b>

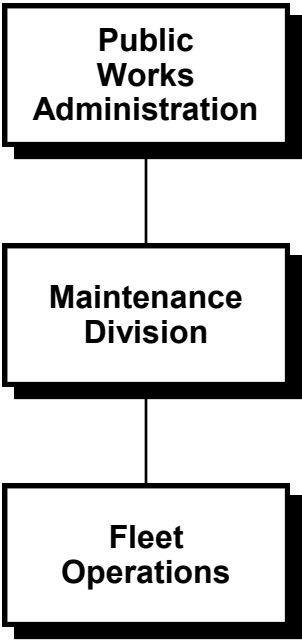
# WORKERS' COMPENSATION INSURANCE FUND

## EXPENDITURE DETAIL

### HUMAN RESOURCES (cont.)

0301

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER CHARGES:</b>				
615-0301-552.42-75	Claims Medical Losses	Employee medical claims	75,000	75,000
615-0301-552.42-80	Claims WC Sal. Rpl/Indem	Salary replacement, final settlements	410,000	410,000
615-0301-552.42-81	IRMA Deductible - Medical	IRMA Medical Loss Deductible	1,000,000	1,000,000
<b>TOTAL OTHER CHARGES</b>			<b>1,485,000</b>	<b>1,485,000</b>
<b>TOTAL HUMAN RESOURCES</b>			<b>2,758,400</b>	<b>2,812,000</b>
<b>TOTAL WORKERS' COMP INS FUND</b>			<b>2,758,400</b>	<b>2,812,000</b>





**Fund at a Glance**

The Village created an internal service fund for fleet operations. This allows departments to "lease" their vehicles internally from the Fleet Operations Fund, and allows the Village to accumulate reserves for the maintenance and periodic replacement of the fleet.

Fleet Operations is organizationally within the Maintenance Division of the Public Works Department. The unit is responsible for maintaining the 248 vehicles and 79 pieces of maintenance equipment operated by the various departments within the Village. The unit also provides maintenance for ten buses operated by Wheeling Township for the Senior Citizen Dial-a-Ride. Costs associated with maintenance, repair and fueling are maintained in a PC based fleet management program.

Preventive maintenance and most repairs are made by personnel assigned to the Fleet Unit. Repairs such as mufflers, front-end alignments, transmissions, body repairs and several other repairs, are contracted to local businesses. All vehicle maintenance personnel are ASE certified. This is the same certification carried by repair personnel in car dealerships and franchise service stations.

**Performance Measures**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
1. Vehicles/equipment maintained	337	327	324
2. Work orders completed*	2,095	1,904	1,373
3. Fleet availability	99.39%	99.27%	99.2%
4. Preventative maintenance efficiency*			
On time:	20%	21%	N/A
Between 1 mile and 500 miles overdue:	42%	40%	N/A
Between 501 miles and 1,000 miles overdue:	62%	57%	N/A

\*Cityworks was fully implemented in 2019 and allows the Fleet Department to complete necessary jobs with fewer work orders. However, the Fleet Department also lost the ability to measure preventative maintenance efficiency; work on a solution for the future is currently underway.

# FLEET OPERATIONS FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Fees	11,175	166	0	15,000	<b>15,000</b>	0	0.0%
Fines	14,058	12,589	1,500	20,000	<b>20,000</b>	0	0.0%
Service Charges	3,473,600	3,677,200	3,528,700	3,528,700	<b>3,697,300</b>	168,600	4.8%
Interest Income	111,134	178,514	54,000	54,000	<b>54,000</b>	0	0.0%
Sales/Reimbursable/Rents	221,912	215,119	154,500	130,000	<b>130,000</b>	0	0.0%
Other	294,701	7,773	100	0	<b>0</b>	0	N/A
<b>Total Revenues</b>	<b>\$4,126,580</b>	<b>\$4,091,361</b>	<b>\$3,738,800</b>	<b>\$3,747,700</b>	<b>\$3,916,300</b>	<b>\$168,600</b>	<b>4.5%</b>
Interfund Transfers In	0	0	0	0	<b>780,000</b>	780,000	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$4,126,580</b>	<b>\$4,091,361</b>	<b>\$3,738,800</b>	<b>\$3,747,700</b>	<b>\$4,696,300</b>	<b>\$948,600</b>	<b>25.3%</b>
Expenditures							
Personal Services	\$1,494,923	\$1,472,183	\$1,613,400	\$1,601,900	<b>\$1,622,500</b>	\$20,600	1.3%
Contractual Services	284,404	350,694	337,700	341,100	<b>386,100</b>	45,000	13.2%
Commodities	380,922	394,051	391,900	391,900	<b>411,200</b>	19,300	4.9%
Other Charges	10,028	104	30,000	50,000	<b>35,000</b>	(15,000)	(30.0%)
Capital Items	1,211,751	1,410,125	2,235,400	3,482,479	<b>1,032,400</b>	(2,450,079)	(70.4%)
<b>Total Expenditures</b>	<b>\$3,382,028</b>	<b>\$3,627,157</b>	<b>\$4,608,400</b>	<b>\$5,867,379</b>	<b>\$3,487,200</b>	<b>(\$2,380,179)</b>	<b>(40.6%)</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$3,382,028</b>	<b>\$3,627,157</b>	<b>\$4,608,400</b>	<b>\$5,867,379</b>	<b>\$3,487,200</b>	<b>(\$2,380,179)</b>	<b>(40.6%)</b>
Revenues over (under) Expenditures	<b>\$744,552</b>	<b>\$464,204</b>	<b>(\$869,600)</b>	<b>(\$2,119,679)</b>	<b>\$1,209,100</b>	<b>\$3,328,779</b>	<b>(157.0%)</b>
<b>BEGINNING WORKING CASH</b>	<b>6,609,849</b>	<b>7,354,401</b>	<b>7,818,605</b>	<b>7,818,605</b>	<b>6,949,005</b>	<b>(869,600)</b>	<b>(11.1%)</b>
<b>ENDING WORKING CASH</b>	<b>\$7,354,401</b>	<b>\$7,818,605</b>	<b>\$6,949,005</b>	<b>\$5,698,926</b>	<b>\$8,158,105</b>	<b>\$2,459,179</b>	<b>43.2%</b>

# FLEET OPERATIONS FUND (621)

## 5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	Note	PROJ #	2020								
			2018 ACTUAL	2019 ACTUAL	ESTIMATED ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUES											
CHARGES TO OPERATIONS			3,473,600	3,677,200	3,528,700	3,528,700	3,697,300	3,882,200	4,076,300	4,280,100	4,494,100
FINES			14,058	12,589	1,500	20,000	20,000	20,000	20,000	20,000	20,000
WHEELING BUS MAINTENANCE			11,175	166	0	15,000	15,000	15,000	15,000	15,000	15,000
INTEREST INCOME			111,134	178,514	54,000	54,000	54,000	54,000	54,000	54,000	54,000
SALES/REIMB/RENTS			221,912	215,119	154,500	130,000	130,000	130,000	130,000	130,000	130,000
OTHER			294,701	7,773	100	0	0	0	0	0	0
OPERATING TRANSFER IN			0	0	0	0	780,000	0	0	0	0
TOTAL REVENUES			4,126,580	4,091,361	3,738,800	3,747,700	4,696,300	4,101,200	4,295,300	4,499,100	4,713,100
EXPENDITURES											
OPERATING EXPENDITURES											
Personal Services			1,494,923	1,472,183	1,613,400	1,601,900	1,622,500	1,725,800	1,785,300	1,825,500	1,866,600
Contractual Services			284,404	350,693	337,700	341,100	386,100	390,000	393,900	397,800	401,800
Commodities			380,922	394,051	391,900	391,900	411,200	415,300	419,500	423,700	427,900
Other Charges			10,028	104	0	20,000	5,000	5,000	5,000	5,000	5,000
SUBTOTAL - OPERATING EXPENDITURES			2,170,277	2,217,032	2,343,000	2,354,900	2,424,800	2,536,100	2,603,700	2,652,000	2,701,300
BUILDING & LAND											
Buildings Refurbishing (Electrical Upgrade to Garage)		BL-95-05	0	0	0	0	53,000	0	0	0	0
SUBTOTAL - BUILDING & LAND			0	0	0	0	53,000	0	0	0	0
VEHICLES											
Vehicle and Special Equipment Repl - PW		VH-95-01	0	442,282	1,503,181	2,473,161	467,000	745,100	1,241,300	897,100	2,032,000
Vehicle and Special Equipment Repl - W&S		VH-95-02	281,165	146,982	267,661	366,061	0	311,900	30,100	501,700	1,367,900
Vehicle Replacement - Police Department		VH-95-03	250,558	501,361	385,684	247,600	297,200	313,200	220,500	526,800	353,100
Vehicle Replacement - Fire Department		VH-95-04	680,028	319,500	78,874	161,657	58,200	1,304,100	1,598,500	710,500	1,215,600
Vehicle Replacement - Municipal Fleet Services		VH-95-06	0	0	0	52,000	48,000	0	0	58,500	0
Vehicle Replacement - Municipal Parking Operations		VH-95-08	0	0	0	109,000	109,000	0	0	0	67,000
Vehicle Replacement - Building & Health Services		VH-95-10	0	0	0	73,000	0	42,300	0	0	99,300
Vehicle Replacement - Planning Department		VH-95-12	0	0	0	0	0	0	0	25,500	0
SUBTOTAL - VEHICLES			1,211,751	1,410,125	2,235,400	3,482,479	979,400	2,716,600	3,090,400	2,720,100	5,134,900
OPERATING CONTINGENCY			0	0	30,000	30,000	30,000	30,000	30,000	30,000	30,000
TOTAL EXPENDITURES			3,382,028	3,627,157	4,608,400	5,867,379	3,487,200	5,282,700	5,724,100	5,402,100	7,866,200
BEGINNING WORKING CASH											
REVENUES OVER (UNDER) EXPENDITURES			6,609,849	7,354,401	7,818,605	7,818,605	6,949,005	8,158,105	6,976,605	5,547,805	4,644,805
ENDING WORKING CASH			7,44,552	464,204	(869,600)	(2,119,679)	1,209,100	(1,181,500)	(1,428,800)	(903,000)	(3,153,100)
Fund Balance as a Percent of Expenditures											
							234%	132%	97%	86%	19%

**FLEET SERVICES****Fleet Operations Fund****PERSONNEL SUMMARY**

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
Vehicle Maintenance Foreman II	7	1.00	1.00	
Lead Automotive Technician	7	1.00	1.00	
Automotive Technician II	6	2.00	3.00	1.00
Automotive Technician I	5	3.00	2.00	(1.00)
Storekeeper Supervisor	3	1.00	1.00	
Welder	3	1.00	1.00	
Storekeeper	1	1.00	1.00	
Store Clerk	1	0.50	0.50	
<b>Total F-T-E</b>		<b>10.50</b>	<b>10.50</b>	<b>0.00</b>

**Public Works Department  
Cross Reference to All Funds**

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	51.25	51.25	
505	Water & Sewer Fund	40.75	40.75	
621	Fleet Operations Fund	10.50	10.50	
	<b>Total F-T-E All Funds</b>	<b>102.50</b>	<b>102.50</b>	<b>0.00</b>

# FLEET OPERATIONS FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
621-0000-431.24-00	Wheeling Bus Maintenance	11,175	166	0	15,000	15,000	0	0.0%
	<b>General Government Fees</b>	<b>11,175</b>	<b>166</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0.0%</b>
621-0000-441.20-00	Vehicle Code Violation Fines	14,058	12,589	1,500	20,000	20,000	0	0.0%
	<b>Fines</b>	<b>14,058</b>	<b>12,589</b>	<b>1,500</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>0.0%</b>
621-0000-451.68-00	Charges To Operations	3,473,600	3,677,200	3,528,700	3,528,700	3,697,300	168,600	4.8%
	<b>Charges for Services</b>	<b>3,473,600</b>	<b>3,677,200</b>	<b>3,528,700</b>	<b>3,528,700</b>	<b>3,697,300</b>	<b>168,600</b>	<b>4.8%</b>
621-0000-461.02-00	Interest on Investments	77,372	130,169	49,000	49,000	49,000	0	0.0%
621-0000-462.10-00	Market Value Adjustments	33,762	48,345	5,000	5,000	5,000	0	0.0%
	<b>Interest Income</b>	<b>111,134</b>	<b>178,514</b>	<b>54,000</b>	<b>54,000</b>	<b>54,000</b>	<b>0</b>	<b>0.0%</b>
621-0000-471.15-00	Property Damage G B Pay	42,489	14,539	20,700	0	0	0	N/A
	<b>Insurance/Property Damage</b>	<b>42,489</b>	<b>14,539</b>	<b>20,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
621-0000-472.24-00	Sale of Equipment	42,265	73,960	58,800	0	0	0	N/A
621-0000-472.26-00	Non Village Fuel Sales	137,158	126,620	75,000	130,000	130,000	0	0.0%
	<b>Sales</b>	<b>179,423</b>	<b>200,580</b>	<b>133,800</b>	<b>130,000</b>	<b>130,000</b>	<b>0</b>	<b>0.0%</b>
621-0000-489.88-00	Contributions	275,000	0	0	0	0	0	N/A
621-0000-489.90-00	Other Income	19,701	7,773	100	0	0	0	N/A
	<b>Other</b>	<b>294,701</b>	<b>7,773</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
621-0000-491.05-00	Operating Transfer In	0	0	0	0	780,000	780,000	N/A
	<b>Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>780,000</b>	<b>780,000</b>	<b>N/A</b>
<b>Total Fleet Operations Fund</b>		<b>4,126,580</b>	<b>4,091,361</b>	<b>3,738,800</b>	<b>3,747,700</b>	<b>4,696,300</b>	<b>948,600</b>	<b>25.3%</b>

# FLEET OPERATIONS FUND

## EXPENDITURES

### Municipal Fleet Services

7501

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
621-7501-551.10-01	Salaries	983,009	999,201	1,040,300	1,034,500	1,070,400	35,900	3.5%
621-7501-551.18-01	Temporary Help	5,735	4,192	9,100	9,100	9,300	200	2.2%
621-7501-551.18-05	Overtime Civilian	51,030	47,397	58,700	58,700	60,100	1,400	2.4%
	<b>Salaries</b>	<b>1,039,774</b>	<b>1,050,790</b>	<b>1,108,100</b>	<b>1,102,300</b>	<b>1,139,800</b>	<b>37,500</b>	<b>3.4%</b>
621-7501-551.19-01	Workers Compensation	48,600	49,600	50,600	50,600	53,100	2,500	4.9%
621-7501-551.19-05	Medical Insurance	200,700	189,700	230,800	230,800	204,900	(25,900)	(11.2%)
621-7501-551.19-10	IMRF	128,196	103,498	139,000	133,900	137,500	3,600	2.7%
621-7501-551.19-11	Social Security	62,934	63,698	68,800	68,300	70,700	2,400	3.5%
621-7501-551.19-12	Medicare	14,719	14,897	16,100	16,000	16,500	500	3.1%
	<b>Fringe Benefits</b>	<b>455,149</b>	<b>421,393</b>	<b>505,300</b>	<b>499,600</b>	<b>482,700</b>	<b>(16,900)</b>	<b>(3.4%)</b>
621-7501-551.21-02	Equipment Maintenance	26,765	21,476	38,100	38,100	25,200	(12,900)	(33.9%)
621-7501-551.21-07	Vehicle Equipment Maint	176,815	239,323	213,000	213,000	267,000	54,000	25.4%
621-7501-551.21-08	Vehicle Damage	34,054	26,671	35,000	35,000	35,000	0	0.0%
621-7501-551.21-36	Equipment Rental	3,500	1,996	3,000	3,000	3,000	0	0.0%
621-7501-551.21-62	Disposal Services	1,161	3,118	2,000	2,000	2,000	0	0.0%
621-7501-551.21-65	Other Services	600	40	0	0	0	0	N/A
621-7501-551.22-02	Dues	815	281	1,500	1,500	1,500	0	0.0%
621-7501-551.22-03	Training	2,757	5,866	1,800	5,200	5,200	0	0.0%
621-7501-551.22-05	Postage	137	175	300	300	300	0	0.0%
621-7501-551.22-10	Printing	0	48	400	400	400	0	0.0%
621-7501-551.22-25	IT/GIS Service Charge	21,400	31,900	34,100	34,100	34,700	600	1.8%
621-7501-551.22-37	Vehicle/Equip Lease Chrg	16,400	19,800	8,500	8,500	11,800	3,300	38.8%
	<b>Contractual Services</b>	<b>284,404</b>	<b>350,694</b>	<b>337,700</b>	<b>341,100</b>	<b>386,100</b>	<b>45,000</b>	<b>13.2%</b>
621-7501-551.30-01	Publications Periodicals	295	64	100	100	100	0	0.0%
621-7501-551.30-05	Office Supplies & Equip	478	175	700	700	700	0	0.0%
621-7501-551.30-35	Clothing	8,895	5,498	6,400	6,400	6,400	0	0.0%
621-7501-551.30-50	Petroleum Products	1,268	2,084	1,400	1,400	2,100	700	50.0%
621-7501-551.30-55	Non Village Fuel Resale	109,657	108,647	138,000	138,000	121,000	(17,000)	(12.3%)
621-7501-551.31-50	Vehicle Maintenance Sup	249,058	262,606	227,500	227,500	262,500	35,000	15.4%
621-7501-551.31-65	Other Equip & Supplies	7,188	12,489	12,400	12,400	14,200	1,800	14.5%
621-7501-551.31-85	Small Tools and Equipment	2,822	2,446	4,000	4,000	4,200	200	5.0%
621-7501-551.33-05	Other Supplies	1,261	42	1,400	1,400	0	(1,400)	(100.0%)
	<b>Commodities</b>	<b>380,922</b>	<b>394,051</b>	<b>391,900</b>	<b>391,900</b>	<b>411,200</b>	<b>19,300</b>	<b>4.9%</b>
621-7501-551.40-95	Wheeling Bus Maintenance	8,950	104	0	15,000	0	(15,000)	(100.0%)
621-7501-551.40-96	Operating Contingency	0	0	30,000	30,000	30,000	0	0.0%
621-7501-551.42-79	OPEB Liability Expense	1,078	0	0	5,000	5,000	0	0.0%
	<b>Other Charges</b>	<b>10,028</b>	<b>104</b>	<b>30,000</b>	<b>50,000</b>	<b>35,000</b>	<b>(15,000)</b>	<b>(30.0%)</b>
621-7501-551.50-20	Building Improvements	0	0	0	0	53,000	53,000	N/A
	<b>Other Charges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53,000</b>	<b>53,000</b>	<b>N/A</b>
	<b>Total Mun. Fleet Services</b>	<b>2,170,277</b>	<b>2,217,032</b>	<b>2,373,000</b>	<b>2,384,900</b>	<b>2,507,800</b>	<b>69,900</b>	<b>5.2%</b>

### Equipment

9003

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
621-9003-572.50-05	Vehicle Equipment	1,211,751	1,410,125	2,235,400	3,482,479	979,400	(2,503,079)	(71.9%)
	<b>Capital Outlay</b>	<b>1,211,751</b>	<b>1,410,125</b>	<b>2,235,400</b>	<b>3,482,479</b>	<b>979,400</b>	<b>(2,503,079)</b>	<b>(71.9%)</b>
	<b>Total Equipment</b>	<b>1,211,751</b>	<b>1,410,125</b>	<b>2,235,400</b>	<b>3,482,479</b>	<b>979,400</b>	<b>(2,503,079)</b>	<b>(71.9%)</b>
	<b>Total Fleet Operations Fund</b>	<b>3,382,028</b>	<b>3,627,157</b>	<b>4,608,400</b>	<b>5,867,379</b>	<b>3,487,200</b>	<b>(2,433,179)</b>	<b>(40.6%)</b>

# FLEET OPERATIONS FUND

## EXPENDITURE DETAIL

### MUNICIPAL FLEET SERVICES

7501

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>SALARIES:</b>						
621-7501-551.10-01	Salaries	Salaries	1,034,500		1,070,400	
621-7501-551.18-01	Temporary Help	Temporary Help	9,100		9,300	
621-7501-551.18-05	Overtime Civilian	Overtime Civilian	58,700		60,100	
<b>TOTAL SALARIES</b>			<b>1,102,300</b>		<b>1,139,800</b>	
<b>FRINGE BENEFITS:</b>						
621-7501-551.19-01	Workers' Compensation	Workers' Compensation Insurance	50,600		53,100	
621-7501-551.19-05	Medical Insurance	Medical Insurance	230,800		204,900	
621-7501-551.19-10	IMRF	IMRF	133,900		137,500	
621-7501-551.19-11	Social Security	Social Security	68,300		70,700	
621-7501-551.19-12	Medicare	Medicare	16,000		16,500	
<b>TOTAL FRINGE BENEFITS</b>			<b>499,600</b>		<b>482,700</b>	
<b>CONTRACTUAL SERVICES:</b>						
621-7501-551.21-02	Equipment Maintenance	Fleet/ Inv. Software Support & Subscriptions	11,300		12,000	
		Fuel Master	10,000		10,000	
		Diagnostic equipment	2,500		2,500	
		Overhead crane	700		700	
		Prior Year Encumbrance Carryover	13,600	38,100	0	25,200
621-7501-551.21-07	Vehicle Equip. Maint.	Vehicle equipment maintenance				
		Police	20,000		25,000	
		Fire	67,000		110,000	
		Building	7,000		7,000	
		Health	7,000		7,000	
		IT	7,000		7,000	
		Planning	7,000		7,000	
		PW Maint	75,000		80,000	
		PW Utility	9,000		10,000	
		PW Fleet	7,000		7,000	
		Parking	7,000	213,000	7,000	267,000
621-7501-551.21-08	Vehicle Damage	Vehicle accident repair	35,000		35,000	
621-7501-551.21-36	Equipment Rental	Monthly pressure cylinders	3,000		3,000	
621-7501-551.21-62	Disposal Services	Removal of special and hazardous waste and scrap tires	2,000		2,000	
621-7501-551.22-02	Dues	Dues	1,500		1,500	

# FLEET OPERATIONS FUND

## EXPENDITURE DETAIL

### MUNICIPAL FLEET SERVICES (cont.)

7501

Account Number	Account Title	Description	Budget 2020		Budget 2021	
621-7501-551.22-03	Training	Elect. and Computer Cntrl.	500		500	
		Mechanic Test (ASE)	1,000		1,000	
		In-service Training	500		500	
		APWA (10 @ 20)	400		400	
		Fleet Management Program	700		700	
		Police and Fire Equipment Training	2,100	5,200	2,100	5,200
621-7501-551.22-05	Postage	Postage		300		300
621-7501-551.22-10	Printing	Shop orders, time cards, decals		400		400
621-7501-551.22-25	IT/GIS Service Charge	IT/GIS Service Charge		34,100		34,700
621-7501-551.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		8,500		11,800
<b>TOTAL CONTRACTUAL SERVICES</b>				<b>341,100</b>		<b>386,100</b>
<b>COMMODITIES:</b>						
621-7501-551.30-01	Publications/Periodicals	Miscellaneous publications		100		100
621-7501-551.30-05	Office Supplies & Equip.	General office supplies		700		700
621-7501-551.30-35	Clothing	Uniform rental	2,800		2,800	
		Boots, rainwear, gloves & misc. clothing	2,500		2,500	
		Safety glasses, goggles, safety shoes, hard hats & misc. safety equipment	1,100	6,400	1,100	6,400
621-7501-551.30-50	Petroleum Products	Gasoline for department vehicle(s)		1,400		2,100
621-7501-551.30-55	Non-Village Petro Resale	Non-Village Petroleum Resale		138,000		121,000
621-7501-551.31-50	Vehicle Maintenance Supl	Public Works Maintenance	90,000		100,000	
		Public Works Fleet	2,500		2,500	
		Manager's Office / IT	700		700	
		Police	53,000		56,000	
		Fire	25,500		35,000	
		Planning & Community Development	800		800	
		Building Services	5,000		5,000	
		Health Services	2,500		2,500	
		Water/Sewer - PW Utility	43,000		55,000	
		Parking	4,500	227,500	5,000	262,500
621-7501-551.31-65	Other Equip. & Supplies	Drill bits and hoses	2,000		2,000	
		General Maintenance Materials	5,800		6,000	
		Welding supplies	3,800		4,000	
		Tire repair supplies	800		800	
		Wiping rags, first aid & misc. supplies	0	12,400	1,400	14,200
621-7501-551.31-85	Small Tools & Equipment	Misc. small tools & equipment		4,000		4,200
621-7501-551.33-05	Other Supplies	Wiping rags, first aid & misc. supplies		1,400		0
<b>TOTAL COMMODITIES</b>				<b>391,900</b>		<b>411,200</b>



# FLEET OPERATIONS FUND

## EXPENDITURE DETAIL

### MUNICIPAL FLEET SERVICES (cont.)

7501

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>OTHER CHARGES:</b>				
621-7501-551.40-95	Wheeling Bus Maintenance	Wheeling bus maintenance	15,000	0
621-7501-551.40-96	Operating Contingency	Operating contingency	30,000	30,000
621-7501-551.42-79	OPEB Liability Expense	OPEB liability expense	5,000	5,000
<b>TOTAL OTHER CHARGES</b>			<b>50,000</b>	<b>35,000</b>
<b>CAPITAL OUTLAY:</b>				
621-7501-551.50-20	Building Improvements	Municipal Buildings Refurbishing (BL9505)	0	53,000
<b>TOTAL CAPITAL OUTLAY</b>			<b>0</b>	<b>53,000</b>
<b>TOTAL MUNICIPAL FLEET SERVICES</b>			<b>2,384,900</b>	<b>2,507,800</b>

### EQUIPMENT

9003

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CAPITAL OUTLAY:</b>				
621-9003-572.50-05	Vehicle Equipment	Public Works Vehicle Repl. (VH9501)		
		Pick-up Truck	0	35,900
		Aerial Truck	0	169,300
		Skid Steer	0	47,100
		Chipper	0	72,200
		One Ton Dump Truck (2)	0	142,500
		Wheel Loader (1) / (2)	337,800	0
		Trackless	137,000	0
		Pick-up Truck	38,000	0
		Sweeper	213,000	0
		Arrow Board Trailer (2)	30,000	0
		Traffic Aerial Truck	196,900	0
		Prior Year Encumbrance Carryover	1,520,461	2,473,161
				0
		Water Utility Vehicle Repl. (VH9502)		
		Van (Production)	27,600	0
		SUV Hybrid	36,300	0
		Pick-up Truck	34,500	0
		Prior Year Encumbrance Carryover	267,661	366,061
				0
		Police Vehicle Repl. (VH9503)		
		Patrol Vehicles (4) / (6)	154,000	261,900
		Sedans (2) / (1)	56,600	35,300
		SUV (1) / (0)	37,000	247,600
				0
				297,200

# FLEET OPERATIONS FUND

## EXPENDITURE DETAIL

### EQUIPMENT (cont.)

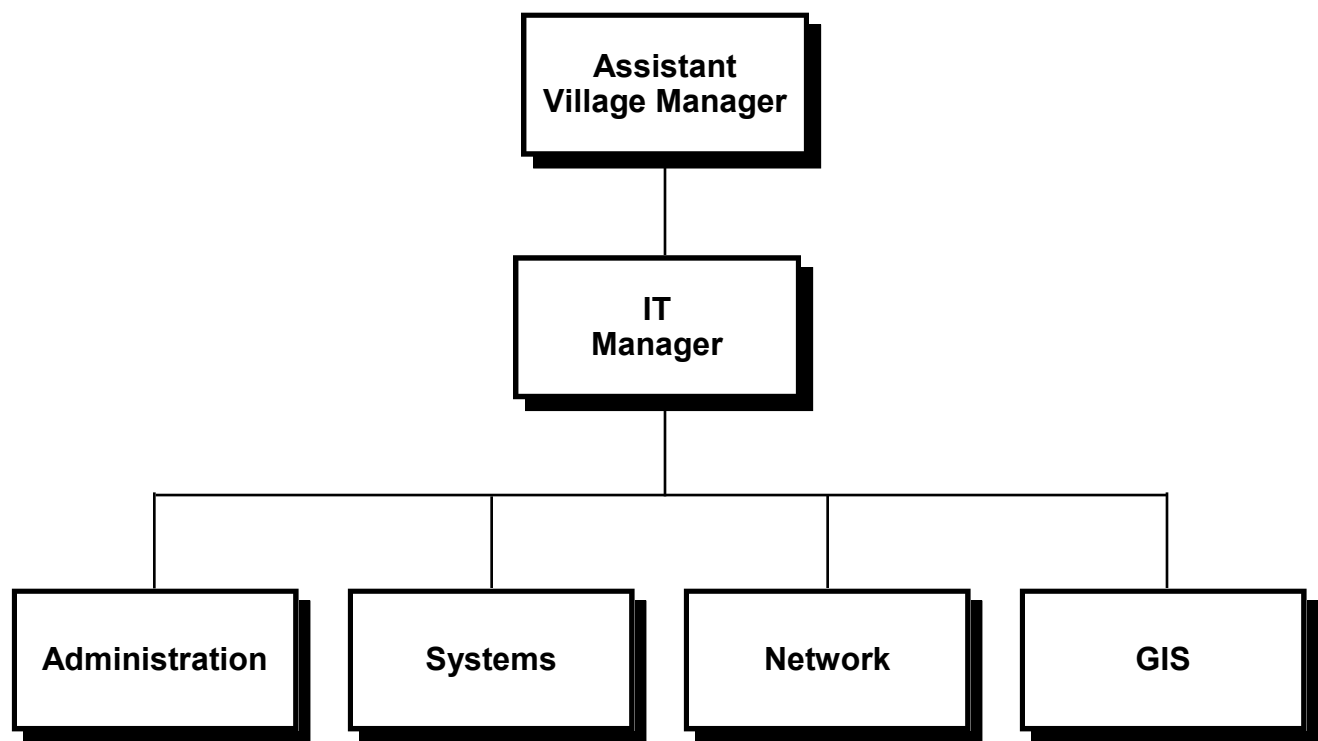
9003

Account Number	Account Title	Description	Budget 2020		Budget 2021	
		Fire Vehicle Repl. (VH9504)				
		Pick-up Truck	0		38,200	
		Trailer	0		20,000	
		SUV Hybrid	39,800		0	
		Prior Year Encumbrance Carryover	121,857	161,657	0	58,200
		Public Works Fleet Vehicle Repl. (VH9506)				
		Utility Body		52,000		48,000
		Municipal Parking Vehicle Repl. (VH9508)				
		Sweeper Small		109,000		109,000
		Building & Health Vehicle Repl. (VH9510)				
		Pick-up Truck	23,000		0	
		Hybrid Sedans (2)	50,000	73,000	0	0
		<b>TOTAL CAPITAL OUTLAY</b>	<b>3,482,479</b>		<b>979,400</b>	
		<b>TOTAL EQUIPMENT</b>	<b>3,482,479</b>		<b>979,400</b>	
		<b>TOTAL FLEET OPERATIONS FUND</b>	<b>5,867,379</b>		<b>3,487,200</b>	

# VILLAGE OF ARLINGTON HEIGHTS

## 2021 CHARGES TO OPERATIONS FOR VEHICLE LEASE CHARGES

FUND	DEPT	OPERATION	MAINTENANCE FEE			DEPRECIATION			TOTAL CHARGES VEHICLE/EQUIP LEASE CHARGE		
			2020	2021	VARIANCE	2020	2021	VARIANCE	2020	2021	VARIANCE
101	3001-511	Police	\$503,700	\$377,900	(\$125,800)	\$115,100	\$144,800	\$29,700	\$618,800	<b>\$522,700</b>	(\$96,100)
101	3501-512	Fire	559,200	639,400	80,200	361,100	435,000	73,900	920,300	<b>1,074,400</b>	154,100
101	4001-521	Planning & Community Devlp	3,600	3,100	(500)	1,500	1,500	0	5,100	<b>4,600</b>	(500)
101	4501-523	Building & Life Safety	33,600	37,900	4,300	15,700	14,100	(1,600)	49,300	<b>52,000</b>	2,700
101	7001-523	Health Services	26,900	24,600	(2,300)	9,900	8,800	(1,100)	36,800	<b>33,400</b>	(3,400)
101	7101-531	Public Works	781,700	928,800	147,100	576,000	489,500	(86,500)	1,357,700	<b>1,418,300</b>	60,600
<b>Sub-Total General Fund</b>			<b>\$1,908,700</b>	<b>\$2,011,700</b>	<b>\$103,000</b>	<b>\$1,079,300</b>	<b>\$1,093,700</b>	<b>\$14,400</b>	<b>\$2,988,000</b>	<b>\$3,105,400</b>	<b>\$117,400</b>
235	3001-532	Police	7,100	6,200	(900)	2,400	2,300	(100)	9,500	<b>8,500</b>	(1,000)
235	7101-532	Public Works	25,700	24,200	(1,500)	11,700	11,700	0	37,400	<b>35,900</b>	(1,500)
505	7201-561	Water Utilities	283,800	333,700	49,900	197,100	197,200	100	480,900	<b>530,900</b>	50,000
621	7501-551	Municipal Fleet Services	7,300	10,600	3,300	1,200	1,200	0	8,500	<b>11,800</b>	3,300
625	0601-553	IT	2,600	3,000	400	1,800	1,800	0	4,400	<b>4,800</b>	400
<b>Sub-Total Other Funds</b>			<b>\$326,500</b>	<b>\$377,700</b>	<b>\$51,200</b>	<b>\$214,200</b>	<b>\$214,200</b>	<b>\$0</b>	<b>\$540,700</b>	<b>\$591,900</b>	<b>\$51,200</b>
<b>TOTAL CHARGES ALL FUNDS</b>			<b>\$2,235,200</b>	<b>\$2,389,400</b>	<b>\$154,200</b>	<b>\$1,293,500</b>	<b>\$1,307,900</b>	<b>\$14,400</b>	<b>\$3,528,700</b>	<b>\$3,697,300</b>	<b>\$168,600</b>



## Fund at a Glance

This fund was created to accumulate the costs of providing technology services to all departments and operations of the Village. There are currently two divisions in the Technology Fund, Information Technology (IT) and Geographic Information Systems (GIS). The Technology Fund falls under the general management of the Assistant Village Manager, but daily operations are managed by the IT Manager.

### Restrictions:

**VILLAGE POLICY** – It is the intent of the Village to charge each fund and department for its share of the costs of providing technology services. Costs are allocated among individual departments in the General, Health Insurance, Fleet, and Water & Sewer Funds for IT and GIS activities based on the number of computers used in each department.

## Information Technology Division

The Information Technology (IT) operation is responsible for managing all computer and information system operations of the Village, except for specialized uses, which are handled through the NWCDS police and fire dispatching cooperative. Each department is responsible for the operation and ongoing training needed to utilize their specific software applications.

The IT Division consists of six technical staff. In addition to managing computer systems for the Village, the IT Manager provides for periodic review of Village and departmental operations to ensure they are effectively utilizing automation.

Computer services for the Village are provided through the following services and equipment:

**Enterprise Resource Planning (ERP) system** – An in-house computer system provides software to support the Village's financial, utility billing and land management needs. This system utilizes an IBM iSeries computer and HTE Municipal software. Based on the Village's new high speed internet contract with Comcast, the Village moved to a cloud computing service with H.T.E.

**Computer Network Infrastructure** – A high-speed computer network utilizing Microsoft network protocol supports PCs and related peripheral equipment at the Village Hall and seven remote sites. There are 507 personal computers that provide access to financial, administrative and office automation applications. These personal computers also provide word processing, spreadsheet and database capabilities, as well as specialized department specific applications.

**Police and Fire Dispatching and Routing** – The Village jointly owns with twelve other communities a cooperative dispatch system called the Northwest Central Dispatch Service (NWCDS) to provide Fire and Police dispatch services.

## Geographic Information Systems (GIS)

Geographic Information Systems (GIS) is a computer-based information system, which captures, stores, manipulates, analyzes and displays spatially referenced and associated attribute data for solving complex research, planning and management problems.

The Village is a member of the GIS Consortium, which is an organization of Chicago-area communities unified by a common goal: to share resources, information, staffing, and technology so that municipalities can optimize the value of geographic information systems (GIS). The day-to-day GIS activities are performed by GIS Consortium service provider (MGP Inc.) staff member. The oversight of the village GIS System is jointly shared by between IT Manager and the Assist Village Manager.

## 2020 Accomplishments

**Microsoft Office 365 Expansion** - Expanded the Microsoft Office 365 software offering by adding Microsoft OneDrive, SharePoint, and Teams applications. Office 365 is a cloud-based suite of productivity tools from Microsoft. It empowers users to create, collaborate, and innovate through a host of email, calendaring, and premier applications.

**Establishment of Technology Purchasing Policy and Guide** - Developed a policy that applies to purchases of hardware and software. The policy establishes standards, guidelines, and procedures for the purchase of technologies that support excellent stewardship of Village resources.

**Document Management** – Further expanded the use of LaserFiche document management system with village departments to streamline and improve internal processes, digitalize and archive documents. This is an ongoing project.

**Network Vulnerability Assessment** - To ensure village network is properly secured and risk of being hacked is kept at minimum, IT staff engaged an outside cyber security vendor to perform a Network Vulnerability Assessment/Network Penetration testing. The purpose of the assessment testing was to analyze the village network environment for any weak points, uncover hidden cyber risk and reduce exposure to cyber threats. There has been three “High” network risk vulnerabilities identified by the vendor and all have been mitigated. Other “Medium” and “Low” network risk vulnerabilities found by the vendor were addressed or a plan has been established to address them depending on the severity, system affected and/or complexity of the implementation.

**COVID-19 Crisis Response** – As the COVID-19 crisis unfolded, IT focused on expanding remote work capabilities for village staff and providing technology solutions to assist village operations during this challenging times. IT’s work involved:

- Setup and deployed 46 remote VPN laptops.
- Increased network bandwidth to support the increased number of the remote users.
- Facilitated video conferencing for Board Meetings.
- Created shared video conferencing accounts for village staff to use when needed.
- Provided training to various Department staff on how to conduct Zoom Webinar video conferencing meetings

## 2021 Strategic Priorities & Key Projects

### 1. NWCD Computer Aided Dispatch System Implementation

Strategic Priority #4: Increase Efficiencies throughout Village Processes and Procedures

In partnership with NWCD, the IT Division is updating local information infrastructure and systems as part of the implementation of the new CAD system. This will include reconfiguring all fire and police desktops, laptops, MDTs, and migration to a new server. Due to COVID-19 project completion is pushed back from Q2 2020 to at least Q4 2020 or later.

Project Lead: Robert Taraszka, I.T. Manager

Project Completion: Q4 2020 - 1Q 2021 contingent upon COVID-19 situation

### 2. Internal Technology Consulting and Departmental Assessments

The IT Division will continue the centralization of departmental IT functions with central IT operations aimed at improving and reducing cost of services. IT will continue to provide assistance and technical expertise on various department projects to better leverage technology in their day to day operations.

Project Lead: Robert Taraszka, I.T. Manager

Project Completion: Ongoing

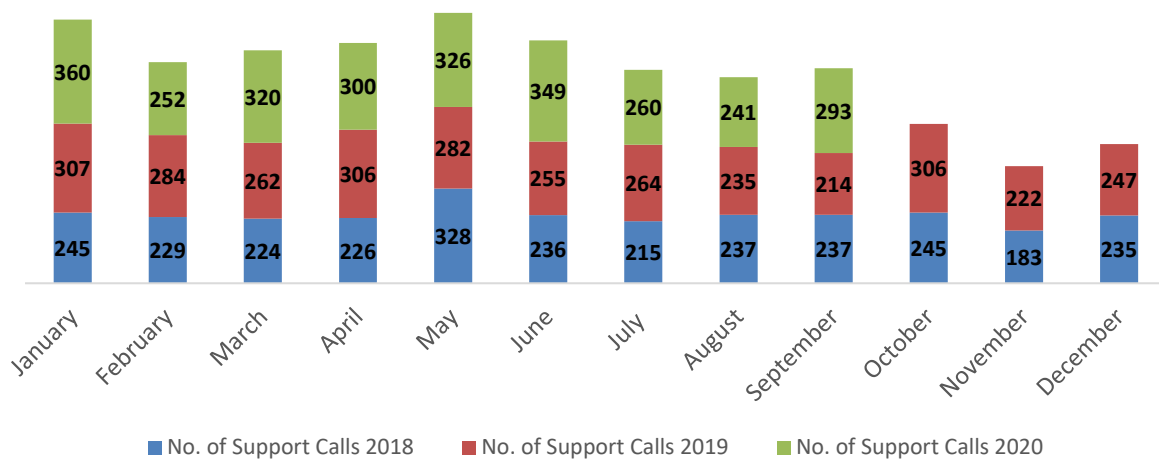
# TECHNOLOGY FUND

(Continued)

## Performance Measures

	2017	2018	2019
1. Total # of PC's/Laptops/Tablets	477	492	507
# of PC's/Laptops replaced	78	84	61
% of PC's/Laptops replaced	16.35%	17.07%	12.03%
2. Total # of printers	178	171	177
# of printers replaced	12	12	12
% of printers replaced	6.74%	7.01%	6.77%
3. # of Help Desk service calls	2,625	2,840	3,223
4. # of system downtime hours	1	0	0
% of system up-time	99.89%	100%	100%

## Number of IT Requests per Month



# TECHNOLOGY FUND

(Continued)

## Hardware Inventory

Department	Computer	Printers	Servers	Switches	Routers
Mayor/Board of Trustees	3	0	n/a	n/a	n/a
Manager's Office	13	5	n/a	n/a	n/a
Human Resources	10	6	n/a	n/a	n/a
Legal	4	2	n/a	n/a	n/a
Finance	21	19	n/a	n/a	n/a
Police	162*	34	n/a	n/a	n/a
Fire	54	24	n/a	n/a	n/a
Planning	13	5	n/a	n/a	n/a
Building Services	21	10	n/a	n/a	n/a
Health Services	15	9	n/a	n/a	n/a
Senior Services	17	13	n/a	n/a	n/a
Engineering	16	7	n/a	n/a	n/a
Public Works	90	33	n/a	n/a	n/a
<b>Sub-Total: Depts. not incl. IT/GIS</b>	<b>439</b>	<b>167</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
IT/GIS					
User & Testing Workstations	15	7	50	44	6
Training Room	13	1	n/a	n/a	n/a
Fire Station #2 EOC	12	1	n/a	1	n/a
Loaners/Spare/TBD	27	1	n/a	n/a	n/a
Train Station	1	0	1	n/a	n/a
<b>Sub-Total: IT/GIS</b>	<b>68</b>	<b>10</b>	<b>51</b>	<b>45</b>	<b>6</b>
<b>Total</b>	<b>507</b>	<b>171</b>	<b>51</b>	<b>45</b>	<b>6</b>

\*includes 2 loaners



# TECHNOLOGY FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Service Charges	\$1,674,500	\$1,694,600	\$1,884,600	\$1,884,600	<b>\$1,885,600</b>	\$1,000	0.1%
Interest Income	38,434	60,404	14,500	6,000	<b>6,000</b>	0	0.0%
Other	0	4,236	0	0	<b>0</b>	0	N/A
<b>Total Revenues</b>	<b>\$1,712,934</b>	<b>\$1,759,240</b>	<b>\$1,899,100</b>	<b>\$1,890,600</b>	<b>\$1,891,600</b>	<b>\$1,000</b>	<b>0.1%</b>
Interfund Transfers In	0	0	0	0	<b>2,000,000</b>	2,000,000	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$1,712,934</b>	<b>\$1,759,240</b>	<b>\$1,899,100</b>	<b>\$1,890,600</b>	<b>\$3,891,600</b>	<b>\$2,001,000</b>	<b>105.8%</b>
Expenditures							
Personal Services	\$693,065	\$702,640	\$808,500	\$873,400	<b>\$880,400</b>	\$7,000	0.8%
Contractual Services	584,918	603,094	691,200	705,140	<b>694,100</b>	(11,040)	(1.6%)
Commodities	54,710	61,161	67,900	70,400	<b>70,300</b>	(100)	(0.1%)
Other Charges	(12,009)	0	5,000	5,000	<b>5,000</b>	0	0.0%
Capital Items	201,815	168,863	841,800	841,800	<b>4,241,800</b>	3,400,000	403.9%
<b>Total Expenditures</b>	<b>\$1,522,499</b>	<b>\$1,535,758</b>	<b>\$2,414,400</b>	<b>\$2,495,740</b>	<b>\$5,891,600</b>	<b>\$3,395,860</b>	<b>136.1%</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$1,522,499</b>	<b>\$1,535,758</b>	<b>\$2,414,400</b>	<b>\$2,495,740</b>	<b>\$5,891,600</b>	<b>\$3,395,860</b>	<b>136.1%</b>
Revenues over (under) Expenditures	<b>\$190,435</b>	<b>\$223,482</b>	<b>(\$515,300)</b>	<b>(\$605,140)</b>	<b>(\$2,000,000)</b>	<b>(\$1,394,860)</b>	<b>230.5%</b>
<b>BEGINNING WORKING CASH</b>	<b>2,272,402</b>	<b>2,462,837</b>	<b>2,686,319</b>	<b>2,686,319</b>	<b>2,171,019</b>	<b>(515,300)</b>	<b>(19.2%)</b>
<b>ENDING WORKING CASH</b>	<b>\$2,462,837</b>	<b>\$2,686,319</b>	<b>\$2,171,019</b>	<b>\$2,081,179</b>	<b>\$171,019</b>	<b>(\$1,910,160)</b>	<b>(91.8%)</b>

# TECHNOLOGY FUND (625)

## 5 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

ACCOUNT DESCRIPTION	PROJ #	2018	2019	2020	2020	2021	2022	2023	2024	2025
		ACTUAL	ACTUAL	ESTIMATED ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
REVENUES										
CHARGES TO OPERATIONS		1,650,100	1,669,500	1,858,700	1,858,700	1,885,600	1,962,300	2,010,300	2,040,200	2,070,600
CHARGES TO OPERATIONS - LIBRARY		24,400	25,100	25,900	25,900	0	0	0	0	0
INTEREST INCOME		38,434	60,404	14,500	6,000	6,000	6,000	6,000	6,000	6,000
OTHER INCOME		0	4,236	0	0	0	0	0	0	0
OPERATING TRANSFER IN		0	0	0	0	2,000,000	0	0	0	0
TOTAL REVENUES		1,712,934	1,759,240	1,899,100	1,890,600	3,891,600	1,968,300	2,016,300	2,046,200	2,076,600
EXPENDITURES										
OPERATING EXPENDITURES										
Personal Services		693,065	702,640	808,500	873,400	880,400	934,600	971,800	993,700	1,016,100
Contractual Services		584,918	603,094	691,200	705,140	694,100	715,900	726,000	733,300	740,600
Commodities		54,710	61,161	67,900	70,400	70,300	71,000	71,700	72,400	73,100
Other Charges		(12,009)	0	5,000	5,000	5,000	5,000	5,000	5,000	5,000
SUBTOTAL - OPERATING EXPENDITURES		1,320,684	1,366,895	1,572,600	1,653,940	1,649,800	1,726,500	1,774,500	1,804,400	1,834,800
EQUIPMENT										
IT Equipment Replacement	EQ-97-08	201,815	168,863	241,800	241,800	241,800	241,800	241,800	241,800	241,800
Village ERP Software Replacement	EQ-19-04	0	0	600,000	600,000	4,000,000	0	0	0	0
SUBTOTAL - EQUIPMENT		201,815	168,863	841,800	841,800	4,241,800	241,800	241,800	241,800	241,800
TOTAL EXPENDITURES		1,522,499	1,535,758	2,414,400	2,495,740	5,891,600	1,968,300	2,016,300	2,046,200	2,076,600
BEGINNING WORKING CASH										
REVENUES OVER (UNDER) EXPENDS.		2,272,402	2,462,837	2,686,319	2,686,319	2,171,019	171,019	171,019	171,019	171,019
ENDING WORKING CASH		190,435	223,482	(515,300)	(605,140)	(2,000,000)	0	0	0	0
		2,462,837	2,686,319	2,171,019	2,081,179	171,019	171,019	171,019	171,019	171,019
Fund Balance as a Percent of Expenditures						3%	9%	8%	8%	8%

## PERSONNEL SUMMARY

Title	Grade	Authorized Positions in F-T-E		
		2020	2021	+ (-)
IT Manager	10	1.00	1.00	
Systems Engineer	8	1.00	1.00	
IT Systems Analyst	5	1.00	1.00	
Applications Programmer	5	1.00	1.00	
IT Support Analyst	4	1.00	1.00	
IT Specialist	4	1.00	1.00	
<b>Total F-T-E</b>		<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

Integrated Services Department  
Cross Reference to All Funds

Code	Fund	Authorized Positions in F-T-E		
		2020	2021	+ (-)
101	General Fund	5.50	5.50	
625	Technology Fund	6.00	6.00	
	<b>Total F-T-E All Funds</b>	<b>11.50</b>	<b>11.50</b>	<b>0.00</b>

# TECHNOLOGY FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
625-0000-451.40-00	Service Charge Library	24,400	25,100	25,900	25,900	0	(25,900)	(100.0%)
625-0000-451.68-00	Charges To Operations	1,650,100	1,669,500	1,858,700	1,858,700	1,885,600	26,900	1.4%
	<b>Charges for Services</b>	<b>1,674,500</b>	<b>1,694,600</b>	<b>1,884,600</b>	<b>1,884,600</b>	<b>1,885,600</b>	<b>1,000</b>	<b>0.1%</b>
625-0000-461.02-00	Interest on Investments	26,677	44,106	12,000	6,000	6,000	0	0.0%
625-0000-462.10-00	Market Value Adjustments	11,757	16,298	2,500	0	0	0	N/A
	<b>Interest Income</b>	<b>38,434</b>	<b>60,404</b>	<b>14,500</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>0.0%</b>
625-0000-489-90-00	Other Income	0	4,236	0	0	0	0	N/A
	<b>Other</b>	<b>0</b>	<b>4,236</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
625-0000-491.05-00	Operating Transfer In	0	0	0	0	2,000,000	2,000,000	N/A
	<b>Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>N/A</b>
	<b>Total Technology Fund</b>	<b>1,712,934</b>	<b>1,759,240</b>	<b>1,899,100</b>	<b>1,890,600</b>	<b>3,891,600</b>	<b>2,001,000</b>	<b>105.8%</b>

# TECHNOLOGY FUND

## EXPENDITURES

### Information Technology / GIS

0601

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
625-0601-553.10-01	Salaries	487,541	515,767	561,400	602,200	619,000	16,800	2.8%
625-0601-553.18-01	Temporary Help	0	0	0	10,300	10,500	200	1.9%
625-0601-553.18-05	Overtime Civilian	1,730	0	0	4,000	4,100	100	2.5%
	<b>Salaries</b>	<b>489,271</b>	<b>515,767</b>	<b>561,400</b>	<b>616,500</b>	<b>633,600</b>	<b>17,100</b>	<b>2.8%</b>
625-0601-553.19-01	Workers Compensation	600	600	600	600	600	0	0.0%
625-0601-553.19-05	Medical Insurance	95,000	101,100	132,600	132,600	119,600	(13,000)	(9.8%)
625-0601-553.19-10	IMRF	61,931	51,983	71,000	76,600	78,100	1,500	2.0%
625-0601-553.19-11	Social Security	29,107	30,566	34,800	38,200	39,300	1,100	2.9%
625-0601-553.19-12	Medicare	6,807	7,149	8,100	8,900	9,200	300	3.4%
625-0601-553.19-15	Compensated Absences	10,349	(4,525)	0	0	0	0	N/A
	<b>Fringe Benefits</b>	<b>203,794</b>	<b>186,874</b>	<b>247,100</b>	<b>256,900</b>	<b>246,800</b>	<b>(10,100)</b>	<b>(3.9%)</b>
625-0601-553.20-05	Professional Services	202,402	218,281	222,100	222,140	217,000	(5,140)	(2.3%)
625-0601-553.20-39	Data Processing Services	235,461	254,661	277,600	277,600	283,200	5,600	2.0%
625-0601-553.20-40	General Insurance	5,200	5,300	5,400	5,400	5,500	100	1.9%
625-0601-553.21-02	Equipment Maintenance	36,418	28,092	44,100	44,100	44,100	0	0.0%
625-0601-553.21-65	Other Services	94,238	88,051	124,500	124,500	124,500	0	0.0%
625-0601-553.22-02	Dues	669	475	1,100	1,100	1,100	0	0.0%
625-0601-553.22-03	Training	7,341	3,155	10,000	23,900	12,000	(11,900)	(49.8%)
625-0601-553.22-05	Postage	520	66	1,000	1,000	1,000	0	0.0%
625-0601-553.22-15	Photocopying	69	13	1,000	1,000	1,000	0	0.0%
625-0601-553.22-37	Vehicle/Equip Lease Chrg	2,600	5,000	4,400	4,400	4,700	300	6.8%
	<b>Contractual Services</b>	<b>584,918</b>	<b>603,094</b>	<b>691,200</b>	<b>705,140</b>	<b>694,100</b>	<b>(11,040)</b>	<b>(1.6%)</b>
625-0601-553.30-01	Publications Periodicals	756	0	800	3,300	3,300	0	0.0%
625-0601-553.30-05	Office Supplies & Equip	2,260	1,743	5,000	5,000	5,000	0	0.0%
625-0601-553.30-50	Petroleum Products	154	59	200	200	100	(100)	(50.0%)
625-0601-553.33-05	Other Supplies	51,540	59,359	61,900	61,900	61,900	0	0.0%
	<b>Commodities</b>	<b>54,710</b>	<b>61,161</b>	<b>67,900</b>	<b>70,400</b>	<b>70,300</b>	<b>(100)</b>	<b>(0.1%)</b>
625-0601-553.42-79	OPEB Liability Expense	(12,009)	0	5,000	5,000	5,000	0	0.0%
	<b>Other Charges</b>	<b>(12,009)</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.0%</b>
625-0601-572.50-10	Office Equipment	201,815	168,863	841,800	841,800	4,241,800	3,400,000	403.9%
	<b>Capital Outlay</b>	<b>201,815</b>	<b>168,863</b>	<b>841,800</b>	<b>841,800</b>	<b>4,241,800</b>	<b>3,400,000</b>	<b>403.9%</b>
	<b>Total Technology Fund</b>	<b>1,522,499</b>	<b>1,535,758</b>	<b>2,414,400</b>	<b>2,495,740</b>	<b>5,891,600</b>	<b>3,395,860</b>	<b>136.1%</b>

# TECHNOLOGY FUND

## EXPENDITURE DETAIL

### INFORMATION TECHNOLOGY / GEOGRAPHIC INFORMATION SYSTEMS

0601

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>SALARIES:</b>						
625-0601-553.10-01	Salaries	Salaries	602,200		619,000	
625-0601-553.18-01	Temporary Help	Temporary Help	10,300		10,500	
625-0601-553.18-05	Overtime Civilian	Overtime Civilian	4,000		4,100	
<b>TOTAL SALARIES</b>			<b>616,500</b>		<b>633,600</b>	
<b>FRINGE BENEFITS:</b>						
625-0601-553.19-01	Workers' Compensation	Workers' Compensation Insurance	600		600	
625-0601-553.19-05	Medical Insurance	Medical Insurance	132,600		119,600	
625-0601-553.19-10	IMRF	IMRF	76,600		78,100	
625-0601-553.19-11	Social Security	Social Security	38,200		39,300	
625-0601-553.19-12	Medicare	Medicare	8,900		9,200	
<b>TOTAL FRINGE BENEFITS</b>			<b>256,900</b>		<b>246,800</b>	
<b>CONTRACTUAL SERVICES:</b>						
625-0601-553.20-05	Professional Services	GIS Consortium	217,000		217,000	
		Prior Year Encumbrance Carryover	5,140	222,140	0	217,000
625-0601-553.20-39	Data Processing Services	Programming/support services:				
		Disaster Recovery Project	12,400		12,400	
		Web Maintenance Project	12,200		12,200	
		HTE services (ASP)	216,100		221,700	
		Prior Year Encumbrance Carryover				
		Two-Factor Maintenance Renewal	6,000		6,000	
		Business Process Improvement	11,500		11,500	
625-0601-553.20-40	General Insurance	NovusAGENDA electronic packets	19,400	277,600	19,400	283,200
		Liability and property insurance		5,400		5,500
625-0601-553.21-02	Equipment Maintenance	Mini-computer and support equipment maintenance				
		GIS	23,200		23,200	
		Printers	7,000		7,000	
		Routers/Switches	5,000		5,000	
		Network	8,900	44,100	8,900	44,100
625-0601-553.21-65	Other Services	Internet services	80,000		80,000	
		Seamless Gov - Interactive Forms for Web	8,500		8,500	
		Police squad car wireless service	18,000		18,000	
		Fire vehicles wireless service	5,000		5,000	
		Cell Phone Charges	5,000		5,000	
		Laserfiche Licenses	8,000	124,500	8,000	124,500
625-0601-553.22-02	Dues	Dues and professional memberships				
		IT (GMIS)	700		700	
		GIS (ILGISA/URISA/AAG)	400	1,100	400	1,100

# TECHNOLOGY FUND

## EXPENDITURE DETAIL

IT / GIS (cont.)

0601

Account Number	Account Title	Description	Budget 2020		Budget 2021	
625-0601-553.22-03	Training	Seminars and specialized training				
		Conferences	2,000		1,000	
		Technical seminars & webinars	3,000		2,000	
		End-user training	8,300		4,000	
		User group seminars	4,500		1,500	
		Tuition reimbursement	3,100		2,000	
		Miscellaneous	3,000	23,900	1,500	12,000
625-0601-553.22-05	Postage	Postage		1,000		1,000
625-0601-553.22-15	Photocopying	Photocopies, supplies & maintenance		1,000		1,000
625-0601-553.22-37	Vehicle/Equip Lease Chrg	Vehicle lease charge		4,400		4,700
<b>TOTAL CONTRACTUAL SERVICES</b>				<b>705,140</b>		<b>694,100</b>
<b>COMMODITIES:</b>						
625-0601-553.30-01	Publications/Periodicals	Periodicals and books				
		IT		3,300		3,300
625-0601-553.30-05	Office Supplies & Equip.	General office supplies				
		IT	1,000		1,000	
		GIS (includes media & cartridges for Canon plotter and printer)	4,000	5,000	4,000	5,000
625-0601-553.30-50	Petroleum Products	Gasoline for department vehicle(s)		200		100
625-0601-553.33-05	Other Supplies	Computer software, etc.				
		IT		61,900		61,900
<b>TOTAL COMMODITIES</b>				<b>70,400</b>		<b>70,300</b>
<b>OTHER CHARGES:</b>						
625-0601-553.42-79	OPEB Liability Expense	OPEB liability expense		5,000		5,000
<b>TOTAL OTHER CHARGES</b>				<b>5,000</b>		<b>5,000</b>
<b>CAPITAL OUTLAY:</b>						
625-0601-572.50-10	Office Equipment	IT Equipment Repl Program (EQ9708)				
		PC, printer & server replacement	96,800		96,800	
		Public Safety vehicle computer systems	145,000	241,800	145,000	241,800
		Village ERP Software Replacement (EQ1904)		600,000		4,000,000
<b>TOTAL CAPITAL OUTLAY</b>				<b>841,800</b>		<b>4,241,800</b>
<b>TOTAL TECHNOLOGY FUND</b>				<b>2,495,740</b>		<b>5,891,600</b>

VILLAGE OF ARLINGTON HEIGHTS

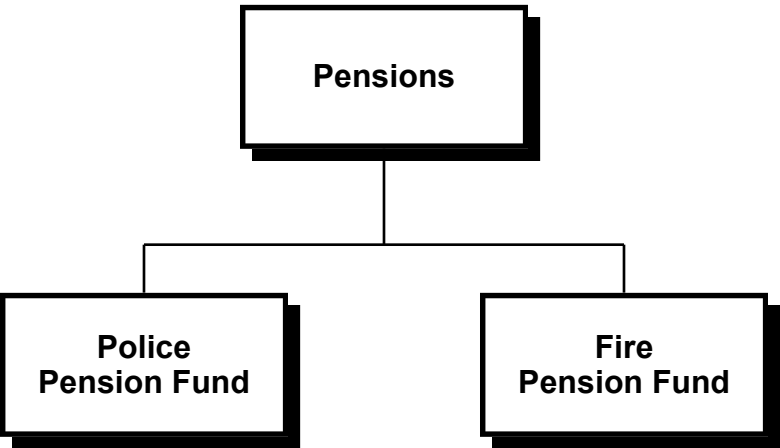
**2021 CHARGES TO OPERATIONS FOR IT/GIS SERVICES**

FUND	OPERATION	IT/GIS SERVICE CHARGE		
		2020	2021	VARIANCE
101	0101-501 Board of Trustees	9,300	9,500	200
101	0201-502 Integrated Services	40,600	41,200	600
101	0301-503 Human Resources	27,900	28,400	500
101	0401-503 Legal Department	15,500	15,800	300
101	0501-503 Finance Department	37,300	37,900	600
101	3001-511 Police Department	626,400	635,600	9,200
101	3501-512 Fire Department	234,000	237,400	3,400
101	4001-521 Planning & Community Development	65,800	66,700	900
101	4501-523 Building & Life Safety	100,500	101,800	1,300
101	7001-523 Health Services	74,800	75,900	1,100
101	7007-523 Senior Services	52,800	53,600	800
101	7101-531 Public Works Department	297,800	301,900	4,100
<b>Sub-Total General Fund</b>		<b>\$1,582,700</b>	<b>\$1,605,700</b>	<b>\$23,000</b>
235	3001-532 Parking - Police	3,100	3,200	100
505	0501-503 Water & Sewer - Finance Department	57,000	57,600	600
505	7201-561 Water & Sewer - Water Utility	175,600	178,000	2,400
605	0301-552 Health Insurance - Human Resources	3,100	3,200	100
615	0301-552 Workers' Comp - Human Resources	3,100	3,200	100
621	7501-551 Fleet Operations - Mun. Fleet Services	34,100	34,700	600
<b>Sub-Total Other Funds</b>		<b>\$276,000</b>	<b>\$279,900</b>	<b>\$3,900</b>
<b>TOTAL VILLAGE</b>		<b>\$1,858,700</b>	<b>\$1,885,600</b>	<b>\$26,900</b>
291	6008-601 Memorial Library	\$25,900	\$0	(\$25,900)
<b>TOTAL VILLAGE &amp; LIBRARY</b>		<b>\$1,884,600</b>	<b>\$1,885,600</b>	<b>\$1,000</b>

Note: Village IT/GIS service charges are calculated as follows: The number of computers inventoried in each cost center at a point in time is divided by the total number of computers at the same point in time. The resulting percentage is multiplied by the total IT portion of the proposed budget (including the IT Equipment Replacement Program) which is calculated by subtracting the GIS portion of the budget from the total IT/GIS budget. The GIS level of support percentage is assigned to each cost center (not all cost centers are charged for GIS services) as provided by the GIS Manager. The percentage is multiplied by the total GIS portion of the proposed budget. These two calculations for each cost center are added together for the IT/GIS Service Charge.



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**Fund at a Glance**

The Village has been mandated by state law to provide for a separate Police Pension Plan. This fund is created for the purpose of providing for the retirement pensions for our police officers. The fund is administered locally and the fiduciary responsibility is placed upon the Village Treasurer and the Board of Trustees of the Police Pension Fund.

**Restrictions:**

State Law – The Police Pension Fund is locally administered as prescribed in Chapter 40 of the Illinois State Statutes. This fund must be separately accounted for and not commingled with other Village funds. The Village contracts for independent actuarial services.

**Performance Measures**

	2017	2018	2019
1. # of Active Participants	107	107	107
# of Retired Participants	97	101	111
Regular Pensioners	72	76	86
Duty Disability Pensioners	9	8	8
Non-Duty Disability Pensioners	1	1	1
Surviving Spouses	15	16	16
2. Actuarial Value of Fund Assets at December 31	\$126,390,517	\$132,125,847	\$143,373,215
3. Total Actuarial Liability	\$162,812,081	\$167,769,855	\$175,091,359
4. Funded Ratio	77.6%	78.8%	81.9%
5. Annual Actuarial Investment Return As Percentage of Fund Assets at Dec 31	14.99%	(4.79%)	19.97%
6. Employer Annual Actuarial Funding Requirements	\$4,016,824	\$4,209,000	\$4,073,000

# POLICE PENSION FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Interest Income	(\$5,671,428)	\$26,471,642	\$3,400,000	\$4,300,000	<b>\$4,400,000</b>	\$100,000	2.3%
Other	5,035,382	5,327,631	5,370,400	5,369,000	<b>5,233,000</b>	(136,000)	(2.5%)
<b>Total Revenues</b>	<b>(\$636,046)</b>	<b>\$31,799,273</b>	<b>\$8,770,400</b>	<b>\$9,669,000</b>	<b>\$9,633,000</b>	<b>(\$36,000)</b>	<b>(0.4%)</b>
Interfund Transfers In	1,500,000	1,250,000	0	0	0	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$863,954</b>	<b>\$33,049,273</b>	<b>\$8,770,400</b>	<b>\$9,669,000</b>	<b>\$9,633,000</b>	<b>(\$36,000)</b>	<b>(0.4%)</b>
Expenditures							
Personal Services	\$7,136,881	\$7,965,693	\$8,761,500	\$8,518,800	<b>\$9,588,000</b>	\$1,069,200	12.6%
Contractual Services	397,409	404,460	301,300	417,300	<b>424,500</b>	7,200	1.7%
Commodities	0	197	100	600	<b>600</b>	0	0.0%
Other Charges	555	98,976	43,000	26,000	<b>26,000</b>	0	0.0%
<b>Total Expenditures</b>	<b>\$7,534,845</b>	<b>\$8,469,326</b>	<b>\$9,105,900</b>	<b>\$8,962,700</b>	<b>\$10,039,100</b>	<b>\$1,076,400</b>	<b>12.0%</b>
Interfund Transfers Out	0	0	0	0	0	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$7,534,845</b>	<b>\$8,469,326</b>	<b>\$9,105,900</b>	<b>\$8,962,700</b>	<b>\$10,039,100</b>	<b>\$1,076,400</b>	<b>12.0%</b>
Revenues over (under) Expenditures	<b>(\$6,670,891)</b>	<b>\$24,579,947</b>	<b>(\$335,500)</b>	<b>\$706,300</b>	<b>(\$406,100)</b>	<b>(\$1,112,400)</b>	<b>(157.5%)</b>
<b>BEGINNING FUND BALANCE</b>	<b>130,437,251</b>	<b>123,766,360</b>	<b>148,346,307</b>	<b>148,346,307</b>	<b>148,010,807</b>	<b>(335,500)</b>	<b>(0.2%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$123,766,360</b>	<b>\$148,346,307</b>	<b>\$148,010,807</b>	<b>\$149,052,607</b>	<b>\$147,604,707</b>	<b>(\$1,447,900)</b>	<b>(1.0%)</b>

# POLICE PENSION FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
705-0000-461.02-00	Interest on Investments	1,463,824	940,461	1,100,000	1,400,000	<b>1,400,000</b>	0	0.0%
	<b>Interest Income</b>	<b>1,463,824</b>	<b>940,461</b>	<b>1,100,000</b>	<b>1,400,000</b>	<b>1,400,000</b>	<b>0</b>	<b>0.0%</b>
705-0000-462.10-00	Market Value Adjustments	(8,773,016)	23,962,559	900,000	2,000,000	<b>2,000,000</b>	0	0.0%
705-0000-462.11-00	Dividend Income	1,637,764	1,568,622	1,400,000	900,000	<b>1,000,000</b>	100,000	11.1%
	<b>Investment Income</b>	<b>(7,135,252)</b>	<b>25,531,181</b>	<b>2,300,000</b>	<b>2,900,000</b>	<b>3,000,000</b>	<b>100,000</b>	<b>3.4%</b>
705-0000-485.86-00	Contributions Participant	1,144,554	1,104,071	1,160,000	1,160,000	<b>1,160,000</b>	0	0.0%
705-0000-485.87-00	Contribution R/E Tax	3,879,000	4,017,000	4,209,000	4,209,000	<b>4,073,000</b>	(136,000)	(3.2%)
705-0000-485.88-00	Portability Payments	0	200,910	0	0	<b>0</b>	0	N/A
	<b>Pension Contributions</b>	<b>5,023,554</b>	<b>5,321,981</b>	<b>5,369,000</b>	<b>5,369,000</b>	<b>5,233,000</b>	<b>(136,000)</b>	<b>(2.5%)</b>
705-0000-489.90-00	Other Income	11,828	5,650	1,400	0	<b>0</b>	0	N/A
	<b>Other</b>	<b>11,828</b>	<b>5,650</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
705-0000-491.05-00	Operating Transfer In	1,500,000	1,250,000	0	0	<b>0</b>	0	N/A
	<b>Other Financing Sources</b>	<b>1,500,000</b>	<b>1,250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Total Police Pension Fund</b>		<b>863,954</b>	<b>33,049,273</b>	<b>8,770,400</b>	<b>9,669,000</b>	<b>9,633,000</b>	<b>(36,000)</b>	<b>(0.4%)</b>

# POLICE PENSION FUND

## EXPENDITURES

### Pensions

8001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
705-8001-631.15-01	Service Pensions	6,026,385	6,768,000	7,360,000	7,325,800	8,130,500	804,700	11.0%
705-8001-631.15-02	Non-Duty Disability Pension	42,529	42,529	42,500	43,000	42,500	(500)	(1.2%)
705-8001-631.15-03	Duty Disability Pension	417,756	412,437	514,000	416,000	570,000	154,000	37.0%
705-8001-631.15-04	Surviving Spouse Pension	650,211	742,727	845,000	734,000	845,000	111,000	15.1%
	<b>Salaries</b>	<b>7,136,881</b>	<b>7,965,693</b>	<b>8,761,500</b>	<b>8,518,800</b>	<b>9,588,000</b>	<b>1,069,200</b>	<b>12.6%</b>
705-8001-631.20-20	Legal Services	6,732	9,551	14,000	12,000	12,000	0	0.0%
705-8001-631.20-21	Invest Manager Services	363,324	367,491	245,000	360,000	365,000	5,000	1.4%
705-8001-631.20-22	Investment Custodian	0	0	1,600	0	3,000	3,000	N/A
705-8001-631.20-23	Bank Services	0	25	700	0	1,000	1,000	N/A
705-8001-631.20-75	Examinations	5,100	2,880	9,000	12,000	10,000	(2,000)	(16.7%)
705-8001-631.21-65	Other Services	16,949	17,170	30,000	21,800	25,000	3,200	14.7%
705-8001-631.22-02	Dues	0	795	0	1,000	1,000	0	0.0%
705-8001-631.22-03	Training	5,304	6,223	500	10,000	7,000	(3,000)	(30.0%)
705-8001-631.22-05	Postage	0	325	500	500	500	0	0.0%
	<b>Contractual Services</b>	<b>397,409</b>	<b>404,461</b>	<b>301,300</b>	<b>417,300</b>	<b>424,500</b>	<b>7,200</b>	<b>1.7%</b>
705-8001-631.30-01	Publications Periodicals	0	0	0	100	100	0	0.0%
705-8001-631.30-05	Office Supplies & Equip	0	197	100	500	500	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>197</b>	<b>100</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>0.0%</b>
705-8001-631.40-65	Pension Refunds	0	98,976	43,000	25,000	25,000	0	0.0%
705-8001-631.40-93	Foreign Taxes Paid	555	0	0	1,000	1,000	0	0.0%
	<b>Other Charges</b>	<b>555</b>	<b>98,976</b>	<b>43,000</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Expenditures</b>	<b>7,534,845</b>	<b>8,469,326</b>	<b>9,105,900</b>	<b>8,962,700</b>	<b>10,039,100</b>	<b>1,076,400</b>	<b>12.0%</b>
	<b>Total Police Pension Fund</b>	<b>7,534,845</b>	<b>8,469,326</b>	<b>9,105,900</b>	<b>8,962,700</b>	<b>10,039,100</b>	<b>1,076,400</b>	<b>12.0%</b>

# POLICE PENSION FUND

## EXPENDITURE DETAIL

### PENSIONS

8001

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
705-8001-631.15-01	Service Pensions	Service Pensions	7,325,800	8,130,500
705-8001-631.15-02	Non-Duty Disability Pens	Non-Duty Disability Pension	43,000	42,500
705-8001-631.15-03	Duty Disability Pension	Duty Disability Pension	416,000	570,000
705-8001-631.15-04	Surviving Spouse Pension	Surviving Spouse Pension	734,000	845,000
	<b>TOTAL SALARIES</b>		<b>8,518,800</b>	<b>9,588,000</b>
<b>CONTRACTUAL SERVICES:</b>				
705-8001-631.20-20	Legal Services	Legal services	12,000	12,000
705-8001-631.20-21	Invest Manager Services	Investment manager services	360,000	365,000
705-8001-631.20-22	Investment Custodian	Investment custodian services	0	3,000
705-8001-631.20-23	Bank Services	Bank services	0	1,000
705-8001-631.20-75	Examinations	Examinations	12,000	10,000
705-8001-631.21-65	Other Services	Tracker annual fee	2,300	2,300
		DOI Filing Fee	8,000	8,000
		Fiduciary Insurance	7,500	7,500
		Other services	4,000	7,200
			21,800	25,000
705-8001-631.22-02	Dues	Dues	1,000	1,000
705-8001-631.22-03	Training	Training	10,000	7,000
705-8001-631.22-05	Postage	Postage	500	500
	<b>TOTAL CONTRACTUAL SERVICES</b>		<b>417,300</b>	<b>424,500</b>
<b>COMMODITIES:</b>				
705-8001-631.30-01	Publications Periodicals	Publications	100	100
705-8001-631.30-05	Office Supplies & Equip.	General office supplies	500	500
	<b>TOTAL COMMODITIES</b>		<b>600</b>	<b>600</b>
<b>OTHER CHARGES:</b>				
705-8001-631.40-65	Pension Refunds	Refunds of contributions upon withdrawal	25,000	25,000
705-8001-631.40-93	Foreign Taxes Paid	Investment activity	1,000	1,000
	<b>TOTAL OTHER CHARGES</b>		<b>26,000</b>	<b>26,000</b>
	<b>TOTAL PENSIONS</b>		<b>8,962,700</b>	<b>10,039,100</b>
	<b>TOTAL POLICE PENSION FUND</b>		<b>8,962,700</b>	<b>10,039,100</b>

**Fund at a Glance**

The Village has been mandated by state law to provide for a separate Fire Pension Plan. This fund is created for the purpose of providing for the retirement pensions of our firefighters. The fund is administered locally and the fiduciary responsibility is placed upon the Village Treasurer and the Board of Trustees of the Fire Pension Fund.

**Restrictions:**

STATE LAW – The Fire Pension Fund is locally administered as prescribed in Chapter 40 of the Illinois State Statutes. This fund must be separately accounted for and not commingled with other Village funds. The Village contracts for independent actuarial services.

**Performance Measures**

	2017	2018	2019
1. # of Active Participants	106	110	103
# of Retired Participants	103	105	106
Regular Pensioners	60	60	65
Duty Disability Pensioners	26	26	25
Non-Duty Disability Pensioners	1	1	1
Surviving Spouses	15	18	15
2. Actuarial Value of Fund Assets at December 31	\$107,468,475	\$113,729,230	\$122,886,218
3. Total Actuarial Liability	\$149,223,600	\$154,033,679	\$159,001,921
4. Funded Ratio	72.02%	73.8%	77.3%
5. Annual Actuarial Investment Return As Percentage of Fund Assets at December 31	13.01%	(3.4%)	15.11%
6. Employer Annual Actuarial Funding Requirements	\$4,952,007	\$5,130,000	\$4,913,000



# FIRE PENSION FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Interest Income	(\$3,450,313)	\$17,303,474	\$1,950,000	\$3,800,000	<b>\$3,800,000</b>	\$0	0.0%
Other	5,919,031	6,051,777	6,206,000	6,200,000	<b>6,013,000</b>	(187,000)	(3.0%)
<b>Total Revenues</b>	<b>\$2,468,718</b>	<b>\$23,355,251</b>	<b>\$8,156,000</b>	<b>\$10,000,000</b>	<b>\$9,813,000</b>	<b>(\$187,000)</b>	<b>(1.9%)</b>
Interfund Transfers In	1,500,000	1,250,000	0	0	0	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$3,968,718</b>	<b>\$24,605,251</b>	<b>\$8,156,000</b>	<b>\$10,000,000</b>	<b>\$9,813,000</b>	<b>(\$187,000)</b>	<b>(1.9%)</b>
Expenditures							
Personal Services	\$6,832,215	\$7,210,277	\$7,693,400	\$7,621,000	<b>\$8,346,500</b>	\$725,500	9.5%
Contractual Services	241,251	240,922	244,700	316,100	<b>272,200</b>	(43,900)	(13.9%)
Commodities	0	302	300	900	<b>800</b>	(100)	(11.1%)
Other Charges	0	0	9,700	26,000	<b>26,000</b>	0	0.0%
<b>Total Expenditures</b>	<b>\$7,073,466</b>	<b>\$7,451,501</b>	<b>\$7,948,100</b>	<b>\$7,964,000</b>	<b>\$8,645,500</b>	<b>\$681,500</b>	<b>8.6%</b>
Interfund Transfers Out	0	0	0	0	0	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$7,073,466</b>	<b>\$7,451,501</b>	<b>\$7,948,100</b>	<b>\$7,964,000</b>	<b>\$8,645,500</b>	<b>\$681,500</b>	<b>8.6%</b>
Revenues over (under) Expenditures	(\$3,104,748)	\$17,153,750	\$207,900	\$2,036,000	\$1,167,500	(\$868,500)	(42.7%)
<b>BEGINNING FUND BALANCE</b>	<b>109,834,695</b>	<b>106,729,947</b>	<b>123,883,697</b>	<b>123,883,697</b>	<b>124,091,597</b>	<b>207,900</b>	<b>0.2%</b>
<b>ENDING FUND BALANCE</b>	<b>\$106,729,947</b>	<b>\$123,883,697</b>	<b>\$124,091,597</b>	<b>\$125,919,697</b>	<b>\$125,259,097</b>	<b>(\$660,600)</b>	<b>(0.5%)</b>

# FIRE PENSION FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
711-0000-461.02-00	Interest on Investments	1,169,309	1,076,566	1,000,000	900,000	<b>900,000</b>	0	0.0%
	<b>Interest Income</b>	<b>1,169,309</b>	<b>1,076,566</b>	<b>1,000,000</b>	<b>900,000</b>	<b>900,000</b>	<b>0</b>	<b>0.0%</b>
711-0000-462.10-00	Market Value Adjustments	(5,691,806)	14,962,233	250,000	2,000,000	<b>2,000,000</b>	0	0.0%
711-0000-462.11-00	Dividend Income	1,072,184	1,264,675	700,000	900,000	<b>900,000</b>	0	0.0%
	<b>Investment Income</b>	<b>(4,619,622)</b>	<b>16,226,908</b>	<b>950,000</b>	<b>2,900,000</b>	<b>2,900,000</b>	<b>0</b>	<b>0.0%</b>
711-0000-485.86-00	Contributions Participant	1,065,390	1,097,478	1,070,000	1,070,000	<b>1,100,000</b>	30,000	2.8%
711-0000-485.87-00	Contribution R/E Tax	4,853,000	4,953,000	5,130,000	5,130,000	<b>4,913,000</b>	(217,000)	(4.2%)
711-0000-485.88-00	Portability Payments	0	0	0	0	<b>0</b>	0	N/A
	<b>Pension Contributions</b>	<b>5,918,390</b>	<b>6,050,478</b>	<b>6,200,000</b>	<b>6,200,000</b>	<b>6,013,000</b>	<b>(187,000)</b>	<b>(3.0%)</b>
711-0000-489.90-00	Other Income	641	1,299	6,000	0	<b>0</b>	0	N/A
	<b>Other</b>	<b>641</b>	<b>1,299</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
711-0000-491.05-00	Operating Transfer In	1,500,000	1,250,000	0	0	<b>0</b>	0	N/A
	<b>Other Financing Sources</b>	<b>1,500,000</b>	<b>1,250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Total Fire Pension Fund</b>		<b>3,968,718</b>	<b>24,605,251</b>	<b>8,156,000</b>	<b>10,000,000</b>	<b>9,813,000</b>	<b>(187,000)</b>	<b>(1.9%)</b>

# FIRE PENSION FUND

## EXPENDITURES

### Pensions

8001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
711-8001-631.15-01	Service Pensions	4,622,967	4,897,471	5,199,000	5,199,000	<b>5,844,100</b>	645,100	12.4%
711-8001-631.15-02	Non-Duty Disability Pension	30,320	30,823	31,300	31,000	<b>31,800</b>	800	2.6%
711-8001-631.15-03	Duty Disability Pension	1,197,973	1,306,862	1,254,100	1,358,000	<b>1,272,400</b>	(85,600)	(6.3%)
711-8001-631.15-04	Surviving Spouse Pension	750,202	741,342	972,200	796,000	<b>958,400</b>	162,400	20.4%
711-8001-631.15-05	Occupational Disease Pens	230,753	233,779	236,800	237,000	<b>239,800</b>	2,800	1.2%
	<b>Salaries</b>	<b>6,832,215</b>	<b>7,210,277</b>	<b>7,693,400</b>	<b>7,621,000</b>	<b>8,346,500</b>	<b>725,500</b>	<b>9.5%</b>
711-8001-631.20-20	Legal Services	8,046	7,058	10,000	17,000	<b>17,000</b>	0	0.0%
711-8001-631.20-21	Invest Manager Services	201,912	202,180	200,000	250,000	<b>210,000</b>	(40,000)	(16.0%)
711-8001-631.20-22	Investment Custodian	10,386	10,638	10,100	9,700	<b>11,000</b>	1,300	13.4%
711-8001-631.20-23	Bank Services	0	0	0	300	<b>300</b>	0	0.0%
711-8001-631.20-75	Examinations	5,000	4,250	5,000	15,000	<b>10,000</b>	(5,000)	(33.3%)
711-8001-631.21-65	Other Services	14,562	14,082	17,600	20,300	<b>20,000</b>	(300)	(1.5%)
711-8001-631.22-02	Dues	795	1,590	800	800	<b>1,500</b>	700	87.5%
711-8001-631.22-03	Training	550	814	800	2,600	<b>2,000</b>	(600)	(23.1%)
711-8001-631.22-05	Postage	0	310	400	400	<b>400</b>	0	0.0%
	<b>Contractual Services</b>	<b>241,251</b>	<b>240,922</b>	<b>244,700</b>	<b>316,100</b>	<b>272,200</b>	<b>(43,900)</b>	<b>(13.9%)</b>
711-8001-631.30-01	Publications Periodicals	0	0	100	600	<b>500</b>	(100)	(16.7%)
711-8001-631.30-05	Office Supplies & Equip	0	302	200	300	<b>300</b>	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>302</b>	<b>300</b>	<b>900</b>	<b>800</b>	<b>(100)</b>	<b>(11.1%)</b>
711-8001-631.40-65	Pension Refunds	0	0	9,700	25,000	<b>25,000</b>	0	0.0%
711-8001-631.40-93	Foreign Taxes Paid	0	0	0	1,000	<b>1,000</b>	0	0.0%
	<b>Other Charges</b>	<b>0</b>	<b>0</b>	<b>9,700</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Pensions</b>	<b>7,073,466</b>	<b>7,451,501</b>	<b>7,948,100</b>	<b>7,964,000</b>	<b>8,645,500</b>	<b>681,500</b>	<b>8.6%</b>
	<b>Total Fire Pension Fund</b>	<b>7,073,466</b>	<b>7,451,501</b>	<b>7,948,100</b>	<b>7,964,000</b>	<b>8,645,500</b>	<b>681,500</b>	<b>8.6%</b>

# FIRE PENSION FUND

## EXPENDITURE DETAIL

### PENSIONS

8001

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>SALARIES:</b>						
711-8001-631.15-01	Service Pensions	Service Pensions	5,199,000		5,844,100	
711-8001-631.15-02	Non-Duty Disability Pens	Non-Duty Disability Pension	31,000		31,800	
711-8001-631.15-03	Duty Disability Pension	Duty Disability Pension	1,358,000		1,272,400	
711-8001-631.15-04	Surviving Spouse Pension	Surviving Spouse Pension	796,000		958,400	
711-8001-631.15-05	Occupational Disease Pen	Occupational Disease Pension	237,000		239,800	
<b>TOTAL SALARIES</b>			<b>7,621,000</b>		<b>8,346,500</b>	
<b>CONTRACTUAL SERVICES:</b>						
711-8001-631.20-20	Legal Services	Legal services	17,000		17,000	
711-8001-631.20-21	Invest Manager Services	Investment manager services	180,000		160,000	
		Investment advisor	70,000	250,000	50,000	210,000
711-8001-631.20-22	Investment Custodian	Investment custodian	9,700		11,000	
711-8001-631.20-23	Bank Services	Bank services	300		300	
711-8001-631.20-75	Examinations	Examinations	15,000		10,000	
711-8001-631.21-65	Other Services	Tracker annual fee	2,300		2,300	
		DOI filing fee	8,000		8,000	
		Secretarial	1,500		1,500	
		Fiduciary Insurance	5,200		5,200	
		Court Reporter	2,500		2,200	
		Miscellaneous	800	20,300	800	20,000
711-8001-631.22-02	Dues	Dues	800		1,500	
711-8001-631.22-03	Training	Training	2,600		2,000	
711-8001-631.22-05	Postage	Postage	400		400	
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>316,100</b>		<b>272,200</b>	
<b>COMMODITIES:</b>						
711-8001-631.30-01	Publications/Periodicals	Publications and periodicals	600		500	
711-8001-631.30-05	Office Supplies & Equip.	General office supplies	300		300	
<b>TOTAL COMMODITIES</b>			<b>900</b>		<b>800</b>	
<b>OTHER CHARGES:</b>						
711-8001-631.40-65	Pension Refunds	Refunds of contributions upon withdrawal	25,000		25,000	

# FIRE PENSION FUND

## EXPENDITURE DETAIL

### PENSIONS (cont.)

8001

Account Number	Account Title	Description	Budget 2020	Budget 2021
711-8001-631.40-93	Foreign Taxes Paid	Investment activity	1,000	1,000
		<b>TOTAL OTHER CHARGES</b>	<b>26,000</b>	<b>26,000</b>
		<b>TOTAL PENSIONS</b>	<b>7,964,000</b>	<b>8,645,500</b>
		<b>TOTAL FIRE PENSION FUND</b>	<b>7,964,000</b>	<b>8,645,500</b>

## **AFFORDABLE HOUSING FUND**

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## Fund at a Glance

In July 2013 the Village Board adopted the Affordable Housing Trust Fund. The Trust Fund Ordinance delineates the purpose, procedures, sources of funds, and eligibility requirement for use of funds. Sources of funds as delineated in the ordinance, are from three primary sources:

1. Cash payments in lieu of constructing affordable units.
2. Income from fees collected from the Village's transfer of Industrial Revenue Bond Cap
3. 1% of all gaming revenue received annually by the Village after the first full fiscal year the Village of Arlington Heights receives any gaming revenue as well 10% of any gaming revenue from slot machines received by the Village in the full first year.

The Trust Fund Ordinance establishes eligibility of requirements for use of the funds as follows: the use of Housing Trust Fund resources shall be limited to supporting, in whole or in part, one or more of the following Eligible Activities:

1. Creation and preservation of Attainable Housing including, without limitations, new construction, rehabilitation, and adaptive reuse;
2. Acquisition and disposition, including without limitation, vacant land, single family homes, multi-unit buildings, and other existing structures that may be used in whole or part to provide Attainable Housing;
3. Payments for costs incurred in connection with administering the Housing Trust Fund. No costs shall be reimbursed except pursuant to a written agreement between the Village and any third-party approved by the Village to administer a program or a funded program.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Other	0	122,550	200,000	395,000	150,000	(245,000)	(62.0%)
<b>Total Revenues</b>	<b>\$0</b>	<b>\$125,651</b>	<b>\$201,600</b>	<b>\$395,000</b>	<b>\$150,000</b>	<b>(\$245,000)</b>	<b>(62.0%)</b>
Interfund Transfers In	0	188,873	0	0	0	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$0</b>	<b>\$314,524</b>	<b>\$201,600</b>	<b>\$395,000</b>	<b>\$150,000</b>	<b>(\$245,000)</b>	<b>(62.0%)</b>
Expenditures							
Other Charges	0	0	0	25,000	0	(25,000)	(100.0%)
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>0.0%</b>
Interfund Transfers Out	0	0	0	0	0	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>0.0%</b>
Revenues over (under) Expenditures	\$0	\$314,524	\$201,600	\$370,000	\$125,000	(\$245,000)	(66.2%)
<b>BEGINNING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>314,524</b>	<b>314,524</b>	<b>516,124</b>	<b>201,600</b>	<b>64.1%</b>
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$314,524</b>	<b>\$516,124</b>	<b>\$684,524</b>	<b>\$641,124</b>	<b>(\$43,400)</b>	<b>(6.3%)</b>

# AFFORDABLE HOUSING FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
217-0000-461.02-00	Interest on Investments	0	2,688	1,300	0	0	0	N/A
217-0000-462.10-00	Investment Income	0	413	300	0	0	0	N/A
	<b>Interest Income</b>	<b>0</b>	<b>3,101</b>	<b>1,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
217-0000-484.50-00	Affordable Housing Trust	0	122,550	200,000	395,000	150,000	(245,000)	(62.0%)
	<b>Other Income</b>	<b>0</b>	<b>122,550</b>	<b>200,000</b>	<b>395,000</b>	<b>150,000</b>	<b>(245,000)</b>	<b>(62.0%)</b>
217-0000-491.05-00	Operating Transfer In	0	188,873	0	0	0	0	N/A
	<b>Other Financing Sources</b>	<b>0</b>	<b>188,873</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Affordable Housing Fund</b>	<b>0</b>	<b>314,524</b>	<b>201,600</b>	<b>395,000</b>	<b>150,000</b>	<b>(245,000)</b>	<b>(62.0%)</b>

## EXPENDITURES

### Planning

4001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
217-4001-521.20-05	Professional Services	0	0	0	25,000	25,000	0	0.0%
	<b>Contractual Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Affordable Housing Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.0%</b>



# AFFORDABLE HOUSING FUND

## EXPENDITURE DETAIL

### PLANNING

4001

Account Number	Account Title	Description	Budget 2020	Budget 2021
OTHER CHARGES:				
217-4001-521.20-05	Professional Services	Consultants/Legal	25,000	25,000
		<b>TOTAL CONTRACTUAL SERVICES</b>	<u><b>25,000</b></u>	<u><b>25,000</b></u>
		<b>TOTAL PLANNING</b>	<u><b>25,000</b></u>	<u><b>25,000</b></u>
		<b>TOTAL AFFORDABLE HOUSING FUND</b>	<u><b>25,000</b></u>	<u><b>25,000</b></u>

## **ZERO INTEREST LOAN FUND**

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# ZERO INTEREST LOAN FUND

225

## Fund at a Glance

The Zero Interest Loan Program was approved by the Village Board in April 2014, and is designed to provide financial assistance to prospective and existing businesses, commercial/industrial properties and tenant spaces, and to fund other potential economic development projects within the Village of Arlington Heights. Revenue for the program comes from the Cook County Class 6/7 property tax abatements in two ways:

1. A \$1,000 application fee for municipal consideration of the tax abatement
2. A rebate to the Village of 10% of *savings* under the abatement over the first:
  - a. 5 years for the Class 6b program
  - b. 3 years for the Class 7c program

Primary goals of the Zero Interest Loan Program include assisting with company growth, improving the appearance and function of sites and buildings, and helping fund other economic development projects and programs.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Other	0	209,969	247,700	78,000	311,700	233,700	299.6%
<b>Total Revenues</b>	<b>\$0</b>	<b>\$213,905</b>	<b>\$250,000</b>	<b>\$78,000</b>	<b>\$311,700</b>	<b>\$233,700</b>	<b>299.6%</b>
Interfund Transfers In	0	243,785	0	0	0	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$0</b>	<b>\$457,690</b>	<b>\$250,000</b>	<b>\$78,000</b>	<b>\$311,700</b>	<b>\$233,700</b>	<b>299.6%</b>
Expenditures							
Other Charges	0	48,300	260,000	150,000	250,000	100,000	66.7%
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$48,300</b>	<b>\$260,000</b>	<b>\$150,000</b>	<b>\$250,000</b>	<b>\$100,000</b>	<b>66.7%</b>
Interfund Transfers Out	0	0	0	0	0	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$0</b>	<b>\$48,300</b>	<b>\$260,000</b>	<b>\$150,000</b>	<b>\$250,000</b>	<b>\$100,000</b>	<b>66.7%</b>
Revenues over (under) Expenditures	<b>\$0</b>	<b>\$409,390</b>	<b>(\$10,000)</b>	<b>(\$72,000)</b>	<b>\$61,700</b>	<b>\$133,700</b>	<b>(185.7%)</b>
<b>BEGINNING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>409,390</b>	<b>409,390</b>	<b>399,390</b>	<b>(10,000)</b>	<b>(2.4%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$409,390</b>	<b>\$399,390</b>	<b>\$337,390</b>	<b>\$461,090</b>	<b>\$123,700</b>	<b>36.7%</b>

# ZERO INTEREST LOAN FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
225-0000-461.02-00	Interest on Investments	0	3,448	1,900	0	0	0	N/A
225-0000-462.10-00	Investment Income	0	488	400	0	0	0	N/A
	<b>Interest Income</b>	<b>0</b>	<b>3,936</b>	<b>2,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
225-0000-484.16-00	Class 6B Tax Rebates	0	184,064	231,700	78,000	190,000	112,000	143.6%
225-0000-484.93-00	Loan Repayments	0	25,905	15,000	0	121,700	121,700	N/A
225-0000-489.90-00	Other Income	0	0	1,000	0	0	0	N/A
	<b>Other Income</b>	<b>0</b>	<b>209,969</b>	<b>247,700</b>	<b>78,000</b>	<b>311,700</b>	<b>233,700</b>	<b>299.6%</b>
225-0000-491.05-00	Operating Transfer In	0	243,785	0	0	0	0	N/A
	<b>Other Financing Sources</b>	<b>0</b>	<b>243,785</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Zero Interest Loan Fund</b>	<b>0</b>	<b>457,690</b>	<b>250,000</b>	<b>78,000</b>	<b>311,700</b>	<b>233,700</b>	<b>299.6%</b>

## EXPENDITURES

### Planning

4001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
225-4001.521.40-43	Zero Interest Loan Program	0	48,300	260,000	150,000	250,000	100,000	66.7%
	<b>Other Charges</b>	<b>0</b>	<b>48,300</b>	<b>260,000</b>	<b>150,000</b>	<b>250,000</b>	<b>100,000</b>	<b>66.7%</b>
	<b>Total Zero Interest Loan Fund</b>	<b>0</b>	<b>48,300</b>	<b>260,000</b>	<b>150,000</b>	<b>250,000</b>	<b>100,000</b>	<b>66.7%</b>

ZERO INTEREST LOAN FUND

EXPENDITURE DETAIL

PLANNING 4001

Account Number	Account Title	Description	Budget 2020	Budget 2021
OTHER CHARGES:				
225-4001-521.40-43	Zero Interest Loan Program	Zero Interest Loans	150,000	250,000
TOTAL OTHER CHARGES			150,000	250,000
TOTAL PLANNING			150,000	250,000
TOTAL ZERO INTEREST LOAN FUND			150,000	250,000

## **FOREIGN FIRE INSURANCE TAX FUND**

# FOREIGN FIRE INSURANCE TAX FUND

227

## Fund at a Glance

Each Village that has a fire department shall receive a 2% tax of the gross receipts received from every corporation, company and association which is not incorporated under the laws of the State of Illinois and which are engaged in effecting fire insurance in their Village. This tax is due by the 15th day of July and is collected by the Illinois Municipal League and subsequently distributed on a per capita basis to eligible municipalities or fire protection districts.

### Restrictions:

STATE LAW – State Law ILCS 5/11-10-1 through 10-3 requires municipalities to pass the proceeds of this tax to the treasurer of the fire department for the maintenance, use, and benefit of the department. Arlington Heights has designated a "Board" to administer these funds.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Taxes	\$129,452	\$134,895	\$130,000	\$130,000	<b>\$130,000</b>	\$0	0.0%
Interest Income	6,392	9,918	1,700	2,500	<b>2,500</b>	0	0.0%
<b>Total Revenues</b>	<b>\$135,844</b>	<b>\$145,668</b>	<b>\$131,700</b>	<b>\$132,500</b>	<b>\$132,500</b>	<b>\$0</b>	<b>0.0%</b>
Interfund Transfers In	0	0	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$135,844</b>	<b>\$145,668</b>	<b>\$131,700</b>	<b>\$132,500</b>	<b>\$132,500</b>	<b>\$0</b>	<b>0.0%</b>
Expenditures							
Contractual Services	\$29,832	\$28,970	\$75,000	\$75,000	<b>\$75,000</b>	\$0	0.0%
Commodities	17,084	20,568	75,000	75,000	<b>75,000</b>	0	0.0%
Capital Items	75,680	112,812	114,800	114,754	<b>100,000</b>	(14,754)	(12.9%)
<b>Total Expenditures</b>	<b>\$122,596</b>	<b>\$162,350</b>	<b>\$264,800</b>	<b>\$264,754</b>	<b>\$250,000</b>	<b>(\$14,754)</b>	<b>(5.6%)</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$122,596</b>	<b>\$162,350</b>	<b>\$264,800</b>	<b>\$264,754</b>	<b>\$250,000</b>	<b>(\$14,754)</b>	<b>(5.6%)</b>
Revenues over (under) Expenditures	<b>\$13,248</b>	<b>(\$16,682)</b>	<b>(\$133,100)</b>	<b>(\$132,254)</b>	<b>(\$117,500)</b>	<b>\$14,754</b>	<b>(11.2%)</b>
<b>BEGINNING FUND BALANCE</b>	<b>428,540</b>	<b>441,788</b>	<b>425,106</b>	<b>425,106</b>	<b>292,006</b>	<b>(133,100)</b>	<b>(31.3%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$441,788</b>	<b>\$425,106</b>	<b>\$292,006</b>	<b>\$292,852</b>	<b>\$174,506</b>	<b>(\$118,346)</b>	<b>(40.4%)</b>

# FOREIGN FIRE INSURANCE TAX FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
227-0000-403.30-00	Foreign Fire Insurance Tax	129,452	134,895	130,000	130,000	130,000	0	0.0%
	<b>Intergovernmental Taxes</b>	<b>129,452</b>	<b>134,895</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>0</b>	<b>0.0%</b>
227-0000-461.02-00	Interest on Investments	4,450	7,269	1,300	2,500	2,500	0	0.0%
227-0000-462.10-00	Market Value Adjustments	1,942	2,649	400	0	0	0	N/A
	<b>Interest Income</b>	<b>6,393</b>	<b>9,918</b>	<b>1,700</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>0.0%</b>
227-0000-489.90-00	Other Income	0	855	0	0	0	0	N/A
	<b>Other</b>	<b>0</b>	<b>855</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Total Foreign Fire Insurance Fund</b>		<b>135,844</b>	<b>145,668</b>	<b>131,700</b>	<b>132,500</b>	<b>132,500</b>	<b>0</b>	<b>0.0%</b>

## EXPENDITURES

### Foreign Fire Insurance

3701

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
227-3701-512.22-03	Training	29,832	28,970	75,000	75,000	75,000	0	0.0%
	<b>Contractual Services</b>	<b>29,832</b>	<b>28,970</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	<b>0.0%</b>
227-3701-512.30-35	Clothing	17,084	20,568	75,000	75,000	75,000	0	0.0%
	<b>Commodities</b>	<b>17,084</b>	<b>20,568</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	<b>0.0%</b>
227-3701-512.50-15	Other Equipment	75,680	112,812	114,800	114,754	100,000	(14,754)	(12.9%)
	<b>Capital Outlay</b>	<b>75,680</b>	<b>112,812</b>	<b>114,800</b>	<b>114,754</b>	<b>100,000</b>	<b>(14,754)</b>	<b>(12.9%)</b>
<b>Total Foreign Fire Insurance Fund</b>		<b>122,596</b>	<b>162,350</b>	<b>264,800</b>	<b>264,754</b>	<b>250,000</b>	<b>(14,754)</b>	<b>(5.6%)</b>



# FOREIGN FIRE INSURANCE TAX FUND

## EXPENDITURE DETAIL

### FOREIGN FIRE INSURANCE

3701

Account Number	Account Title	Description	Budget 2020		Budget 2021	
<b>CONTRACTUAL SERVICES:</b>						
227-3701-512.22-03	Training	Training	75,000		75,000	
<b>TOTAL CONTRACTUAL SERVICES</b>			<b>75,000</b>		<b>75,000</b>	
<b>COMMODITIES:</b>						
227-3701-512.30-35	Clothing	Clothing	75,000		75,000	
<b>TOTAL COMMODITIES</b>			<b>75,000</b>		<b>75,000</b>	
<b>CAPITAL OUTLAY:</b>						
227-3701-512.50-15	Other Equipment	Other Equipment	100,000		100,000	
		Prior Year Encumbrance Carryover	14,754	114,754	0	100,000
<b>TOTAL CAPITAL OUTLAY</b>			<b>114,754</b>		<b>100,000</b>	
<b>TOTAL FOREIGN FIRE INSURANCE</b>			<b>264,754</b>		<b>250,000</b>	
<b>TOTAL FOREIGN FIRE INS. TAX FUND</b>			<b>264,754</b>		<b>250,000</b>	

## **CRIMINAL INVESTIGATION FUND**

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## Fund at a Glance

State and Federal statutes allow for the seizure of assets used in criminal activities. Assets can be money, real estate or automobiles. After the courts award the assets to the Police Department they are recorded in this fund for future police expenditures.

### Restrictions:

FEDERAL LAW – Requires all confiscated and court awarded assets obtained under Federal statutes be expended for any general law enforcement purposes.

STATE LAW – Requires all confiscated and court awarded assets obtained under State statutes be expended for drug enforcement purposes.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Interest Income	\$11,066	\$13,755	\$8,700	\$8,700	<b>\$8,700</b>	\$0	0.0%
Other - Deferred Revenue	472,596	196,286	95,000	95,000	<b>95,000</b>	0	0.0%
<b>Total Revenues</b>	<b>\$483,662</b>	<b>\$210,041</b>	<b>\$103,700</b>	<b>\$103,700</b>	<b>\$103,700</b>	<b>\$0</b>	<b>0.0%</b>
Interfund Transfers In	0	0	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$483,662</b>	<b>\$210,041</b>	<b>\$103,700</b>	<b>\$103,700</b>	<b>\$103,700</b>	<b>\$0</b>	<b>0.0%</b>
Expenditures							
Other Charges	608,315	522,946	316,100	321,060	<b>327,300</b>	6,240	1.9%
<b>Total Expenditures</b>	<b>\$608,315</b>	<b>\$522,946</b>	<b>\$316,100</b>	<b>\$321,060</b>	<b>\$327,300</b>	<b>\$6,240</b>	<b>1.9%</b>
Interfund Transfers Out	0	0	0	0	<b>0</b>	0	N/A
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$608,315</b>	<b>\$522,946</b>	<b>\$316,100</b>	<b>\$321,060</b>	<b>\$327,300</b>	<b>\$6,240</b>	<b>1.9%</b>
Revenues over (under) Expenditures	(\$124,653)	(\$312,905)	(\$212,400)	(\$217,360)	(\$223,600)	(\$6,240)	2.9%
<b>BEGINNING FUND BALANCE</b>	<b>2,140,832</b>	<b>2,016,179</b>	<b>1,703,274</b>	<b>1,703,274</b>	<b>1,490,874</b>	<b>(212,400)</b>	<b>(12.5%)</b>
<b>ENDING FUND BALANCE</b>	<b>\$2,016,179</b>	<b>\$1,703,274</b>	<b>\$1,490,874</b>	<b>\$1,485,914</b>	<b>\$1,267,274</b>	<b>(\$218,640)</b>	<b>(14.7%)</b>

# CRIMINAL INVESTIGATION FUND

## REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
231-0000-461.02-00	Interest on Investments	9,400	12,627	7,000	7,000	<b>7,000</b>	0	0.0%
231-0000-462.10-00	Market Value Adjustments	1,666	1,128	1,700	1,700	<b>1,700</b>	0	0.0%
	<b>Interest Income</b>	<b>11,066</b>	<b>13,755</b>	<b>8,700</b>	<b>8,700</b>	<b>8,700</b>	<b>0</b>	<b>0.0%</b>
231-0000-484.05-00	State Laundering Seizures	128,796	65,688	0	0	<b>0</b>	0	N/A
231-0000-484.06-00	State Awarded Funds	13,359	1,740	20,000	20,000	<b>20,000</b>	0	0.0%
231-0000-484.11-00	Justice Awarded Funds	324,066	115,263	75,000	75,000	<b>75,000</b>	0	0.0%
231-0000-484.13-00	NCN Task Force	6,375	8,500	0	0	<b>0</b>	0	N/A
	<b>Intergovernmental Taxes</b>	<b>472,597</b>	<b>191,191</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>	<b>0</b>	<b>0.0%</b>
231-0000-489.90-00	Other Income	0	5,095	0	0	<b>0</b>	0	N/A
	<b>Other</b>	<b>0</b>	<b>5,095</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Criminal Invest Fund</b>	<b>483,662</b>	<b>210,041</b>	<b>103,700</b>	<b>103,700</b>	<b>103,700</b>	<b>0</b>	<b>0.0%</b>

## EXPENDITURES

### Criminal Investigation

3003

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
231-3003-511.40-01	Expenditures - State Awards	48,506	38,372	24,000	28,000	<b>38,500</b>	10,500	37.5%
231-3003-511.40-03	Expenditures - Court Awards	242	0	0	1,000	<b>1,000</b>	0	0.0%
231-3003-511.40-11	Expenditures - Justice	559,567	484,574	292,100	292,060	<b>287,800</b>	(4,260)	(1.5%)
	<b>Other Charges</b>	<b>608,315</b>	<b>522,946</b>	<b>316,100</b>	<b>321,060</b>	<b>327,300</b>	<b>6,240</b>	<b>1.9%</b>
	<b>Total Criminal Invest Fund</b>	<b>608,315</b>	<b>522,946</b>	<b>316,100</b>	<b>321,060</b>	<b>327,300</b>	<b>6,240</b>	<b>1.9%</b>

# CRIMINAL INVESTIGATION FUND

## EXPENDITURE DETAIL

3003

Account Number	Account Title	Description	Budget 2020		Budget 2021	
OTHER CHARGES:						
231-3003-511.40-01	Expend - State Awards	Drug lab equipment & supplies	4,000		1,000	
		Canine Program	22,000		24,000	
		Replenish official advance funds	2,000		2,000	
		Project EQ-08-03:				
		Patrol Vehicle Equipment Replacement	0	28,000	11,500	38,500
231-3003-511.40-03	Expend - Court Awards	Expend - Court Awards		1,000		1,000
231-3003-511.40-11	Expend - Justice	Police community events	10,000		10,000	
		Northern IL Regional Crime Lab Membership	108,000		108,000	
		Commission of Accreditation for Law Enforcement Agencies Program	13,000		13,000	
		Illinois State Police Wireless Information Network Fee	2,400		2,000	
		Specialized police training	30,000		30,000	
		Citizen observer - budget amendment	2,800		2,800	
		LEADS OnLine Program	7,000		7,000	
		Rental car - covert surveillance	5,000		3,000	
		Tasers Maintenance	10,000		10,000	
		Replenish official advance funds	2,000		2,000	
		Prior Year Encumbrance Carryover	17,760		0	
		Project EQ-95-01:				
		Police Equipment	75,000		100,000	
		Active Shooter Vest w/ Armor Plates (27 / 26)	9,100	292,060	0	287,800
TOTAL OTHER CHARGES			321,060		327,300	
TOTAL CRIMINAL INVESTIGATION			321,060		327,300	
TOTAL CRIMINAL INVESTIGATION FUND			321,060		327,300	

## **SOLID WASTE FUND — SWANCC**

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# SOLID WASTE FUND – SWANCC

511

## Fund at a Glance

The Village of Arlington Heights, along with 22 other North and Northwest Suburban Cook County municipalities, has entered into an intergovernmental agreement thereby creating the "Solid Waste Agency of Northern Cook County" (S.W.A.N.C.C.) to provide an efficient and environmentally sound municipal solid waste disposal system. The Village contractor is required to pay to the Village a predetermined municipal disposal fee and must utilize the transfer station owned and operated by S.W.A.N.C.C. The Village has set up an enterprise fund to account for the "user charges" collected from the hauler and further paid to S.W.A.N.C.C. at a set price per ton.

## Restrictions:

The intergovernmental agreements and project use agreement governs the financing of the S.W.A.N.C.C. operation. A Board of Directors of the member municipalities is charged with the responsibility of its future operations and contract negotiations with its members. To account for the garbage trucks' wear and tear on Village streets, on an annual basis \$200,000 is transferred to the General Fund for the street patching program and \$300,000 to the Capital Projects Fund for street work.

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
Revenues							
Fees	\$1,892,921	\$1,965,249	\$1,940,000	\$1,950,000	<b>\$1,950,000</b>	\$0	0.0%
Interest Income	63,676	85,577	19,000	10,000	<b>10,000</b>	0	0.0%
Other	2,265	7,038	0	0	<b>0</b>	0	N/A
<b>Total Revenues</b>	<b>\$1,958,862</b>	<b>\$2,057,864</b>	<b>\$1,959,000</b>	<b>\$1,960,000</b>	<b>\$1,960,000</b>	<b>\$0</b>	<b>0.0%</b>
Interfund Transfers In	0	0	0	0	<b>0</b>	0	N/A
<b>Total Revenues and Interfund Transfers In</b>	<b>\$1,958,862</b>	<b>\$2,057,864</b>	<b>\$1,959,000</b>	<b>\$1,960,000</b>	<b>\$1,960,000</b>	<b>\$0</b>	<b>0.0%</b>
Expenditures							
Contractual Services	\$1,468,304	\$1,577,690	\$1,407,700	\$1,407,700	<b>\$1,580,300</b>	\$172,600	12.3%
<b>Total Expenditures</b>	<b>\$1,468,304</b>	<b>\$1,577,690</b>	<b>\$1,407,700</b>	<b>\$1,414,000</b>	<b>\$1,586,600</b>	<b>\$172,600</b>	<b>12.2%</b>
Interfund Transfers Out	500,000	500,000	500,000	500,000	<b>500,000</b>	0	0.0%
<b>Total Expenditures and Interfund Transfers Out</b>	<b>\$1,968,304</b>	<b>\$2,077,690</b>	<b>\$1,907,700</b>	<b>\$1,914,000</b>	<b>\$2,086,600</b>	<b>\$172,600</b>	<b>9.0%</b>
Revenues over (under) Expenditures	(\$9,442)	(\$19,826)	\$51,300	\$46,000	(\$126,600)	(\$172,600)	(375.2%)
<b>BEGINNING WORKING CASH</b>	<b>3,928,243</b>	<b>3,918,801</b>	<b>3,898,975</b>	<b>3,898,975</b>	<b>3,950,275</b>	<b>51,300</b>	<b>1.3%</b>
<b>ENDING WORKING CASH</b>	<b>\$3,918,801</b>	<b>\$3,898,975</b>	<b>\$3,950,275</b>	<b>\$3,944,975</b>	<b>\$3,823,675</b>	<b>(\$121,300)</b>	<b>(3.1%)</b>

## SOLID WASTE FUND - SWANCC

### REVENUES

Account Number	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
511-0000-437.81-00	Solid Waste Disposal Fees	1,326,860	1,285,991	1,380,000	1,380,000	<b>1,380,000</b>	0	0.0%
511-0000-437.83-00	Solid Waste Fee Multi-Family	566,061	679,258	560,000	560,000	<b>560,000</b>	0	0.0%
511-0000-437.85-00	Recycling Program	0	0	0	10,000	<b>10,000</b>	0	0.0%
	<b>SWANCC Fees</b>	<b>1,892,921</b>	<b>1,965,249</b>	<b>1,940,000</b>	<b>1,950,000</b>	<b>1,950,000</b>	<b>0</b>	<b>0.0%</b>
511-0000-461.02-00	Interest on Investments	44,004	61,284	15,700	10,000	<b>10,000</b>	0	0.0%
511-0000-462.10-00	Market Value Adjustments	19,672	24,293	3,300	0	<b>0</b>	0	N/A
511-0000-489.90-00	Other Income	2,265	7,038	0	0	<b>0</b>	0	N/A
	<b>Interest Income</b>	<b>65,941</b>	<b>92,615</b>	<b>19,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0.0%</b>
<b>Total SWANCC Fund Revenue</b>		<b>1,958,862</b>	<b>2,057,864</b>	<b>1,959,000</b>	<b>1,960,000</b>	<b>1,960,000</b>	<b>0</b>	<b>0.0%</b>



# SOLID WASTE FUND - SWANCC

## EXPENDITURES

### Special Events Commission

1018

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
511-1018-525.40-55	Special Events	0	0	0	5,000	5,000	0	0.0%
	Special Events	0	0	0	5,000	5,000	0	0.0%
	Total Special Events Comm.	0	0	0	5,000	5,000	0	0

### Public Works

7101

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
511-7101-525.18-05	Overtime Civilian	0	0	0	1,300	1,300	0	0.0%
	Salaries	0	0	0	1,300	1,300	0	0.0%
	Total Public Works	0	0	0	1,300	1,300	0	0

### Solid Waste Disposal

7401

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
511-7401-562.21-54	Solid Waste Disp SWANCC	1,468,304	1,577,690	1,407,700	1,407,700	1,580,300	172,600	12.3%
	Contractual Services	1,468,304	1,577,690	1,407,700	1,407,700	1,580,300	172,600	12.3%
	Total Solid Waste Disposal	1,468,304	1,577,690	1,407,700	1,407,700	1,580,300	172,600	12.3%

### Non-Operating

9901

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc (Dec)	% Inc (Dec)
511-9901-591.90-05	Operating Transfer Out	500,000	500,000	500,000	500,000	500,000	0	0.0%
	Other Charges	500,000	500,000	500,000	500,000	500,000	0	0.0%
	Total Non-Operating	500,000	500,000	500,000	500,000	500,000	0	0.0%
	Total SWANCC Fund	1,968,304	2,077,690	1,907,700	1,914,000	2,086,600	172,600	9.0%

# SOLID WASTE FUND - SWANCC

## EXPENDITURE DETAIL

### SPECIAL EVENTS COMMISSION

1018

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SPECIAL EVENTS:</b>				
511-1018-525.40-55	Special Events	Arlington Spring Sweep (AE1301)	5,000	5,000
		<b>TOTAL SPECIAL EVENTS</b>	<u>5,000</u>	<u>5,000</u>
		<b>TOTAL SPECIAL EVENTS COMM.</b>	<u><u>5,000</u></u>	<u><u>5,000</u></u>

### PUBLIC WORKS

7101

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>SALARIES:</b>				
511-7101-525.18-05	Overtime Civilian	Arlington Spring Sweep (AE1301)	1,300	1,300
		<b>TOTAL SALARIES</b>	<u>1,300</u>	<u>1,300</u>
		<b>TOTAL PUBLIC WORKS</b>	<u><u>1,300</u></u>	<u><u>1,300</u></u>

### SOLID WASTE DISPOSAL

7401

Account Number	Account Title	Description	Budget 2020	Budget 2021
<b>CONTRACTUAL SERVICES:</b>				
511-7401-562.21-54	Solid Waste Disp SWANCC	Single family refuse disposal (estimated tons 16,479 @ 49.15/ton)	809,900	0
		Multi-family refuse disposal (estimated tons 12,162 @ 49.15/ton)	597,800	0
		Single family refuse disposal (estimated tons 18,112 @ 50.20/ton)	0	909,200
		Multi-family refuse disposal (estimated tons 13,368 @ 50.20/ton)	0	671,100
		<b>TOTAL CONTRACTUAL SERVICES</b>	<u>1,407,700</u>	<u>1,580,300</u>
		<b>TOTAL SOLID WASTE DISPOSAL</b>	<u><u>1,407,700</u></u>	<u><u>1,580,300</u></u>

SOLID WASTE FUND - SWANCC

EXPENDITURE DETAIL

NON-OPERATING 9901

Account Number	Account Title	Description	Budget 2020	Budget 2021
NON-OPERATING:				
511-9901-591.90-05	Operating Transfer Out	Transfer to General Fund	200,000	200,000
		Transfer to Capital Projects Fund	300,000	300,000
		TOTAL NON-OPERATING	<u>500,000</u>	<u>500,000</u>
		TOTAL SOLID WASTE FUND	<u>1,914,000</u>	<u>2,086,600</u>

# **ARLINGTON HEIGHTS MEMORIAL LIBRARY**

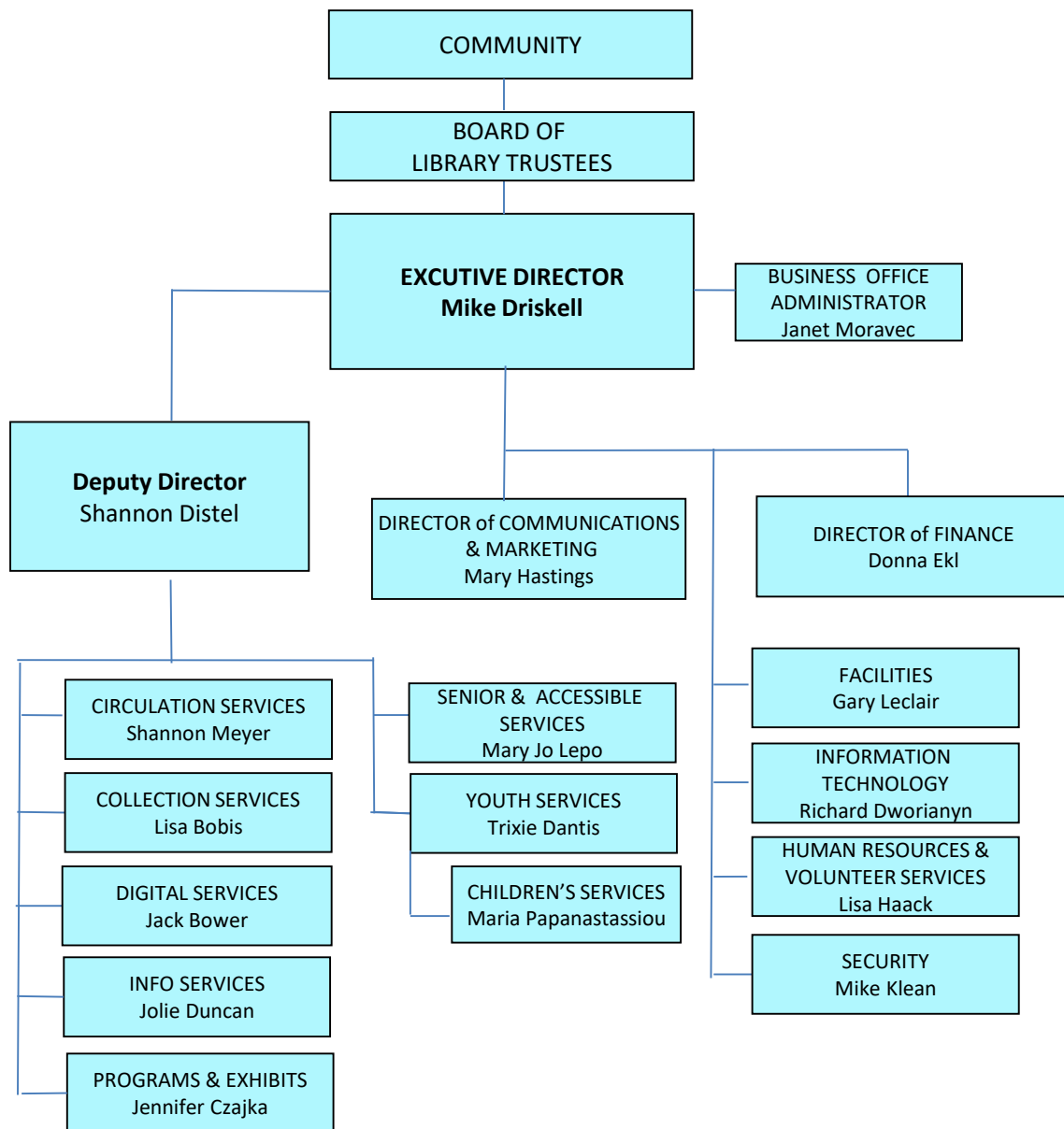
## **OPERATING BUDGET FOR THE FISCAL YEAR 2021 BEGINNING JANUARY 1, 2021**

### **BOARD OF LIBRARY TRUSTEES**

Greg Zyck  
Carole Medal  
John Supplitt  
Andi Ruhl  
Debbie Smart  
Christine Tangney

### **EXECUTIVE DIRECTOR**

Mike Driskell



## Fund at a Glance

The Arlington Heights Memorial Library uses two funds to account for its expenditures. The General Fund is a subcategory of the special revenue fund type and is reported under Special Revenues in the Village of Arlington Heights' financial statements. The Capital Fund accounts for a variety of capital improvements listed in the library's Long Range Fiscal Plan. The Memorial Library General and Capital Funds are for the operations of the village library, not including any debt service or capital expenditures associated with bond issues by the village for library purposes. (These items are paid for by the village and accounted for in other village funds.)

Since 1926, library funding has been derived from a special revenue tax fund set up for the purpose of maintaining a library for village residents. For the most recent fiscal year ended December 31, 2019, the library received 96.4% of its total revenue from property taxes.

## LIBRARY GOVERNANCE AND STAFF

- The library is governed by an elected Board of Library Trustees consisting of seven members; standard elect unremunerated terms is six six-years. There is currently one vacant position and trustees are Carole Medal, Andi Ruhl, Debbie Smart, John Supplitt, Christine Tangney, and Greg Zyck.
- The Board of Library Trustees regularly meets on the third Tuesday of each month; all meetings are open to the public. There are currently 28 staff members with Master of Library and Information Science degrees and an additional eight staff members are signed up for tuition reimbursement, enrolled in MLS/MLIS programs. As of January 1, 2020, the total full-time equivalent (FTE) of employees was 158.4.

## LIBRARY VISION AND VALUES

### **Our Vision**

The Arlington Heights Memorial Library strives to add value in our customers' lives by:

- Partnering with them to develop skills they need to succeed in all stages of their lives;
- Helping local businesses and community agencies thrive;
- Inspiring understanding by creating occasions for the exchange of ideas, cultural experiences, and discovery; and
- Offering opportunities in Arlington Heights for gathering, learning, contemplating, creating, and finding inspiration.

### **Our Values**

We believe in:

- Unparalleled Customer Service: our best-in-class staff strives for continuous improvement by identifying and providing the services our residents and businesses need most.
- Free and Equal Access: all individuals have the right to choose for themselves what to read, hear, or view.
- Diversity and Inclusion: we cultivate an inclusive atmosphere, celebrate our diversity, and create an environment for the open exchange of differing ideas and points of view.
- Fiscal Responsibility: all decisions are weighed against the value added to the lives of our customers.
- A Focus on Arlington Heights: we are a part of the fabric of our community; all services are tailored to the unique needs of our residents and businesses.

## LIBRARY FACILITY

- During Phase 4 of the COVID pandemic, library hours are 9 a.m.-8 p.m. Monday – Friday, 9 a.m.- 5 p.m. Saturdays, and 11 a.m.-5 p.m. Sundays. The drive-up window hours match library hours during Phase 4 operations. Typically, the Arlington Heights Memorial Library is open 85 hours weekly: 9 a.m.–10 p.m. weekdays, 9 a.m.–8:00 p.m. Saturdays, and 11 a.m.–8:00 p.m. Sundays. The drive-up window for picking up requested materials opens at 7 a.m. Monday–Friday and remains open until the library closes at 10 p.m.
- The service point at the Arlington Heights Senior Center, located at 1801 West Central Road, Arlington Heights, is open 44.5 hours per week.
- The future makerspace service point is located at 112 N. Belmont Avenue. When renovations are complete, this facility will be opened 40 hours per week.
- Outside of the COVID pandemic, an average of 2,778 people visit the library each day. During *Restore Illinois Phase 4*, an average of 540 people visit the library each day.
- Typically, the library issues 575 new library cards per month. The library issued an average of 331 new library cards per month from January through August 2020.
- Located at 500 North Dunton Avenue, the current library building opened in June of 1968 with 40,000 square feet. In 1978, it was expanded to over 76,000 square feet. In 1992, voter approval was given to build a 56,000-square-foot addition and to renovate the original facility. The library's second-floor addition opened in September of 1994, and renovation of the original building was completed in 1995. The current library building is 132,000 square feet.
- A second renovation of the first and second floors was completed in the spring of 2013. This renovation added a teen area, ten more small conference rooms, a digital media lab, a genealogy room, a lounge area with a fireplace, the Marketplace area for new and popular books and a variety of public spaces for exhibits and programs.
- The main floor is divided into service areas for adults, teens and children, including selections of books, movies, magazines, computers, quiet areas, CDs and a café. A computer training lab and a digital media lab are available for public classes for individuals and the business community.
- The second floor contains 14 small conference/study rooms, the Richard Frisbee board room, the Hendrickson room (with a maximum capacity of 200) available for library programs, meetings, and for use by eligible community groups, the Literacy/ESL (English as a Second Language) office, administrative offices and a staff room.
- The lower level of the building includes parking, a Friends of the Library book sorting and storage area, a book drop, a Friends of the Library donation drop box, a drive-up window and maintenance areas, including heating and ventilating equipment.

## LIBRARY COLLECTION AND EQUIPMENT

- The library's physical collection has 305,928 items as of August 2020. This includes books, magazines, equipment, games, toys and audiovisual items. The library has 789,439 virtual titles offered both in the library and remotely. These items include eBooks, eAudiobooks, music and movies as well as business information and magazine indexes with full-text options.
- The total circulation for the fiscal year ended December 31, 2019, was 1,917,129 items.

- Other equipment, in the Library of Things Collection, for checkout includes:
  - **Arts and Crafts:** button maker, sewing machine, shape cutters (holiday, nature, animals, basic, large alphabet,), metal stamp kit, serge machine, yarn ball winder, Kumihimo kit, embroidery machine, knitting looms, scissors sharpener, craft mat kit, laminator, envelope punch kit, knitting kit, engraving kit, crochet kit, heat press
  - **Assistive Devices:** print magnifier, text reader pen, electronic magnifier, personal hearing amplifier, currency reader, car accessibility kit, low vision game kit, ScripTalk station, caregiver pager, and noise cancelling headphones
  - **Audio:** portable voice recorder, lavalier microphone, portable audio recorder, audio recording kit, interview kit, microphone stand, Video mic pro, Theremin, USB microphone, USB midi controller, portable pa system, guitar pedals, Bluetooth selfie stick, and a drum machine
  - **Cameras and Accessories:** tripod, Bloggie, Power-Shot, GoPro, GoPro head mount, GoPro handlebar mount, green/blue screen, camcorder, DSLR camera, slider, GoPro mini tripod, tripod adapter, GoPro dog harness, GoPro mic stand mount, GoPro wrist strap, Bluetooth selfie stick
  - **Entertainment:** Roku projector, record player, portable Blu-ray player, joy-con steering wheels, switch pro controller, dual-shock 4 controller, X-box controller, Bluetooth speaker, super Nintendo Classic, Nintendo Classic mini, cord cutting kit, Nintendo Switch console, apple TV, google Chromecast, record player, Roli light-pad block, Ring Fit Adventure
  - **Technology:** kill-a-watt meter, external hard drive, iPads, flash drives, car scanner, telescope, science kits Theremin, weather, programming, tablets
  - **Games:** board games, etc.
  - **Home:** meter reader, car scanner, laser level, stud finder, thermal leak detector, knife sharpener, label maker, metal detector, light-keeper pro, engraver, fabric shaver, air quality monitor, microwave leakage meter, drill, laser measure, water quality tester, radon detector, staple gun, light bulb changer, hot glue gun, scissors sharpener, moisture meter, fabric steamer, inspection camera, heat tool, 3-hole punch
  - **Musical Instruments:** ukulele, percussion set, meditation kit, Theremin, acoustic guitar, midi controller, guitar pedals, drum machine, violin, glockenspiel, banjo, steel drum, mandolin
  - **Odds and Ends:** flash drive, umbrella, keyboard, snowbrush, bike lock, dog agility kit, puzzles, shoe stretcher, binoculars
  - **Kids:** coding, toys, technology, science, robotics, arts & crafts, learning, math, music, puzzles
- Over 100 personal computers with Internet access and office software are available for public use. Two 3-D printers are also available to the public at the main library.
- Photocopiers, a color copier, scanner, fax machines and microform reader/printers are available.
- An Optelec machine for the visually impaired, a TTY for communication for people with hearing impairments, three public computers with magnification software, walkers, and motorized scooters.

### LIBRARY PROGRAMS AND SERVICES

The library adds value to the lives of residents by offering:

- eReaders such as the Kindle, Nook and Sony to borrow
- iPads, Amazon Fire tablets, Leapfrogs and AWE tablets are available to borrow from Kids' World
- Resources and classes for small businesses
- The Studio, a digital media lab consisting of a production studio and three smaller post-production rooms. Customers can create media projects for home, school or business. There is equipment for scanning photos, creating and scanning video, and recording voice or music. The lab also loans equipment such as cameras and tripods to customers who want to work on projects outside of the library.



## MEMORIAL LIBRARY FUND

(Continued)

- In 2019, 3,488 programs and events for children, teens and adults including storytimes, lectures, book discussions, concerts and large-scale exhibits with a total attendance of 205,301.
- The 2019 summer reading program saw 3,335 children, 1,527 teens, 494 adults, and 54 staff members participating in summer leisure and skill-building reading. The library continues to partner with the Arlington Heights Park District, expanding the reach of this popular program to include park district day camps.
- The library's ESL/Literacy Office currently has 243 active adult students. The library held 422 ESL sessions in 2019, with an average of 11 people per session. The library is also a community partner for Read to Learn, an adult literacy/volunteer program through District 214 Community Education.
- A Reference Question is a request for information or referral by a library patron in contact with a library staff member who facilitates answering the patron's inquiry by using information sources. In 2019, 195,503 reference questions were answered.
- 314 technology sessions were offered in 2019.
- Fourteen conference rooms offering opportunities for gathering, learning, contemplating, creating and finding inspiration averaging 1,713 uses per month.
- In 2019, One Book, One Village, the library's sixth community reading initiative featured, *The Feather Thief*, by Kirk Wallace Johnson. Circulation for the book was 2,162. 903 people attended related programs and book discussions during the 12-week program. 340 people met the author. The 2020 One Book, One village book has been chosen, *The Secrets We Kept*, by Lara Prescott.
- The future library makerspace is slated to open soon. This 8,000 square foot facility will allow patrons to create, explore, tinker, and collaborate with resources on hand, including 3D printers, electronic cutting machines, a laser cutter, a commercial kitchen, sewing machines, and more.

### LIBRARY OUTREACH

Beyond its four walls, the library provides:

- Access to the online catalog, library accounts, full-text newspaper and magazines articles and online chat service, 24 hours a day, 7 days a week at [ahml.info](http://ahml.info). A resident can reserve or renew materials, receive email reminders of due dates, download eBooks and register for programs online.
- Resources for learning a new language
- Access to marketing demographics - essential for business, especially startups
- Real-time homework assistance on a wide variety of school subjects, both in English and Spanish
- Answers to reference questions by phone, instant messaging, email or via the website at [ahml.info](http://ahml.info)
- A newsletter highlighting services and programs is mailed to all village residences and businesses nine times a year, in addition to frequent updates on social media.
- Bookmobile service at 29 stops throughout the community and outreach services to apartment complexes, health care sites, senior independent living complexes, adult education centers, schools and to residents of the Backstretch at Arlington Park
- Home delivery of material for residents who are permanently or temporarily homebound

### LIBRARY COLLABORATION

- The library is a member of the Reaching Across Illinois Library System (RAILS), a cooperative with approximately 1,300 public, academic, special and school library members. Through interlibrary loan, residents have access to vast library collections throughout the country. As a benefit of system membership, residents have reciprocal borrowing privileges with neighboring public libraries throughout Illinois.
- The library is a service partner at the Arlington Heights Senior Center, operating a reading room and computer lab at the center. Features include a collection of appealing items to check out, programs, discussion groups and free computers with Internet access and computer classes.
- The library is a LINKin partner through a shared catalog with eight other local libraries providing expedited and cost-effective access to a greatly expanded collection of material.
- The library is partnering with the Arlington Heights Park District to provide exterior book drops at Camelot and Frontier Parks and at the Arlington Heights Senior Center, giving residents in the northern and southern parts of Arlington Heights a more convenient way to return library items.
- Each year library trustees and staff members meet with their counterparts in the Village and the Park District to provide updates on current projects and discuss opportunities for resource sharing.
- For 28 years, the library partners with schools to present a district-wide show of student artwork at the library. 2019's opening night drew in crowds from nine different schools with village and library officials greeting families and educators. It featured a performance from the South Middle School Jazz Ensemble.

# MEMORIAL LIBRARY FUND

(Continued)

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
<b>BEGINNING FUND BALANCE</b>	<b>\$8,649,362</b>	<b>\$7,396,039</b>	<b>\$7,992,881</b>	<b>\$7,992,881</b>	<b>\$8,247,388</b>	<b>\$254,507</b>	<b>3.2%</b>
Revenues							
Taxes	\$13,782,978	\$13,927,291	\$14,219,616	\$14,391,649	<b>\$14,852,098</b>	\$460,449	3.2%
Intergovernmental	121,099	95,987	93,876	61,062	<b>61,063</b>	1	0.0%
Fees	49,658	52,900	23,479	51,509	<b>53,000</b>	1,491	2.9%
Fines	131,725	107,550	53,034	116,959	<b>20,922</b>	(96,037)	(82.1%)
Interest Income	148,667	125,204	10,000	90,395	<b>9,000</b>	(81,395)	(90.0%)
Other	101,652	112,873	130,000	175,000	<b>45,000</b>	(130,000)	(74.3%)
<b>Total Revenues</b>	<b>\$14,335,779</b>	<b>\$14,421,805</b>	<b>\$14,530,005</b>	<b>\$14,886,574</b>	<b>\$15,041,083</b>	<b>\$154,509</b>	<b>1.0%</b>
Expenditures							
Personal Services	\$10,079,277	\$10,189,335	\$10,466,458	\$11,395,205	<b>\$11,115,272</b>	(\$279,933)	(2.5%)
Contractual Services	1,597,685	1,460,728	1,380,272	1,764,894	<b>1,673,336</b>	(91,558)	(5.2%)
Commodities	2,008,464	2,071,837	2,198,487	2,349,785	<b>2,330,279</b>	(19,506)	(0.8%)
Other Charges	18,483	34,192	49,350	49,350	<b>49,350</b>	0	0.0%
Property	135,193	68,871	180,931	222,920	<b>94,790</b>	(128,130)	(57.5%)
<b>Total Expenditures</b>	<b>\$13,839,102</b>	<b>\$13,824,963</b>	<b>\$14,275,498</b>	<b>\$15,782,154</b>	<b>\$15,263,027</b>	<b>(\$519,127)</b>	<b>(3.3%)</b>
<b>Revenues over (under) Expenditures</b>	<b>\$496,677</b>	<b>\$596,842</b>	<b>\$254,507</b>	<b>(\$895,580)</b>	<b>(\$221,944)</b>	<b>\$673,636</b>	<b>(75.2%)</b>
<b>Interfund Transfers Out</b>	<b>(1,750,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>ENDING FUND BALANCE</b>	<b>\$7,396,039</b>	<b>\$7,992,881</b>	<b>\$8,247,388</b>	<b>\$7,097,301</b>	<b>\$8,025,444</b>	<b>\$928,143</b>	<b>13.1%</b>

# MEMORIAL LIBRARY FUND

## REVENUES

Account No.	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-0000-401.03-00	Real Estate Tax IMRF	896,225	782,009	1,032,932	1,054,012	929,760	(124,252)	(11.8%)
291-0000-401.04-00	Real Estate Tax FICA	582,197	484,338	632,482	645,390	617,155	(28,235)	(4.4%)
291-0000-401.05-00	Real Estate Tax	12,304,556	12,660,944	12,438,402	12,692,247	12,988,650	296,403	2.3%
	<b>Real Estate Taxes</b>	<b>13,782,978</b>	<b>13,927,291</b>	<b>14,103,816</b>	<b>14,391,649</b>	<b>14,535,565</b>	<b>143,916</b>	<b>1.0%</b>
291-0000-403.25-00	Replacement Tax	0	0	115,800	0	316,533	316,533	N/A
	<b>Intergovernmental Taxes</b>	<b>0</b>	<b>0</b>	<b>115,800</b>	<b>0</b>	<b>316,533</b>	<b>460,449</b>	<b>N/A</b>
291-0000-411.65-00	Per Capita Grant & Gifts	93,877	93,876	93,876	60,000	61,063	1,063	1.8%
291-0000-411.70-00	Other Grants	10,000	0	0	500	0	(500)	(100.0%)
291-0000-411.90-00	Contribution Ord. Library	17,222	2,111	0	562	0	(562)	(100.0%)
	<b>Intergovernmental</b>	<b>121,099</b>	<b>95,987</b>	<b>93,876</b>	<b>61,062</b>	<b>61,063</b>	<b>1</b>	<b>0.0%</b>
291-0000-436.72-00	Non Resident Fees	880	2,206	1,250	2,500	2,500	0	0.0%
291-0000-436.74-00	Copier/Reader Printer Fees	43,828	46,794	20,729	46,009	47,500	1,491	3.2%
291-0000-436.75-00	Meeting Room Fees	4,950	3,900	1,500	3,000	3,000	0	0.0%
	<b>Library Fees</b>	<b>49,658</b>	<b>52,900</b>	<b>23,479</b>	<b>51,509</b>	<b>53,000</b>	<b>1,491</b>	<b>2.9%</b>
291-0000-442.20-00	Late Charges	114,779	91,676	36,034	99,959	0	(99,959)	(100.0%)
291-0000-442.25-00	Lost Item Charges	16,946	15,874	17,000	17,000	20,922	3,922	23.1%
	<b>Library Fines</b>	<b>131,725</b>	<b>107,550</b>	<b>53,034</b>	<b>116,959</b>	<b>20,922</b>	<b>(96,037)</b>	<b>(82.1%)</b>
291-0000-461.02-00	Interest on Investments	107,263	101,804	10,000	80,395	9,000	(71,395)	(88.8%)
291-0000-462.10-00	Market Value Adjustments	41,404	23,400	0	10,000	0	(10,000)	(100.0%)
	<b>Interest Income</b>	<b>148,667</b>	<b>125,204</b>	<b>10,000</b>	<b>90,395</b>	<b>9,000</b>	<b>(81,395)</b>	<b>(90.0%)</b>
291-0000-481.55-00	Special Events Sponsors	10,000	0	0	50,000	0	(50,000)	(100.0%)
291-0000-483.70-00	Donations - Library	5,288	7,400	50,000	15,000	15,000	0	0.0%
291-0000-489.90-00	Other Income	23,875	20,445	5,000	5,000	5,000	0	0.0%
291-0000-489.94-00	FOL Reimbursements	62,489	85,028	75,000	105,000	25,000	(80,000)	(76.2%)
	<b>Other</b>	<b>101,652</b>	<b>112,873</b>	<b>130,000</b>	<b>175,000</b>	<b>45,000</b>	<b>(130,000)</b>	<b>(74.3%)</b>
	<b>Total Memorial Library Fund</b>	<b>14,335,779</b>	<b>14,421,805</b>	<b>14,530,005</b>	<b>14,886,574</b>	<b>15,041,083</b>	<b>(162,024)</b>	<b>1.0%</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Administration

6001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6001-601.16-85	Salaries	325,758	339,509	346,373	352,726	350,214	(2,512)	(0.7%)
291-6001-601.16-92	Achievement Awards	3,000	2,000	1,000	4,000	4,000	0	0.0%
291-6001-601.18-05	Overtime Civilian	1,175	1,599	1,973	1,000	1,000	0	0.0%
	<b>Salaries</b>	<b>329,933</b>	<b>343,108</b>	<b>349,346</b>	<b>357,726</b>	<b>355,214</b>	<b>(2,512)</b>	<b>(0.7%)</b>
291-6001-601.19-05	Medical Insurance	65,963	57,043	93,182	93,182	36,977	(56,205)	(60.3%)
291-6001-601.19-10	IMRF	42,181	34,638	44,031	45,217	44,544	(673)	(1.5%)
291-6001-601.19-11	Social Security	19,621	20,716	21,238	22,179	22,023	(156)	(0.7%)
291-6001-601.19-12	Medicare	4,589	4,845	4,967	5,187	5,151	(36)	(0.7%)
291-6001-601.19-53	Flexible Spending	2,025	2,006	2,329	1,610	2,329	719	44.7%
291-6001-601.19-55	Unemployment Compensation	17,542	4,628	3,216	6,432	6,432	0	0.0%
	<b>Fringe Benefits</b>	<b>151,921</b>	<b>123,876</b>	<b>168,963</b>	<b>173,807</b>	<b>117,456</b>	<b>(56,351)</b>	<b>(32.4%)</b>
291-6001-601.20-05	Professional Services	26,799	0	6,450	10,500	8,500	(2,000)	(19.0%)
291-6001-601.20-08	Consulting Services Library	25,554	0	1,000	2,000	12,000	10,000	500.0%
291-6001-601.20-20	Legal Services	28,935	22,952	22,000	16,000	16,000	0	0.0%
291-6001-601.20-40	General Insurance	102,350	107,028	122,000	127,700	178,780	51,080	40.0%
291-6001-601.20-81	OCLC Services	60,121	61,271	0	0	0	0	N/A
291-6001-601.21-65	Other Services	12,082	11,442	3,000	3,000	3,000	0	0.0%
291-6001-601.22-01	Advertising	255	135	600	600	600	0	0.0%
291-6001-601.22-02	Dues	16,520	4,722	2,426	6,675	6,675	0	0.0%
291-6001-601.22-03	Training	135,398	77,282	79,865	123,722	95,508	(28,214)	(22.8%)
291-6001-601.22-05	Postage	43,838	40,534	32,945	50,945	40,045	(10,900)	(21.4%)
291-6001-601.22-42	Internet Access	28,643	28,528	0	0	0	0	N/A
291-6001-601.22-70	Telephone Services	75,375	93,529	86,569	86,569	0	(86,569)	(100.0%)
	<b>Contractual Services</b>	<b>555,870</b>	<b>447,423</b>	<b>356,855</b>	<b>427,711</b>	<b>361,108</b>	<b>(66,603)</b>	<b>(15.6%)</b>
291-6001-601.30-05	Office Supplies & Equipment	6,467	5,674	5,016	8,858	10,105	1,247	14.1%
291-6001-601.31-85	Small Tools & Equipment	893	1,050	3,000	2,500	2,500	0	0.0%
291-6001-601.32-02	Program Events	0	0	0	1,200	0	(1,200)	(100.0%)
291-6001-601.32-72	Special Events	864	915	0	850	850	0	0.0%
291-6001-601.32-99	Items Reimbursed by Employees	705	(42)	0	0	0	0	N/A
	<b>Commodities</b>	<b>8,929</b>	<b>7,597</b>	<b>8,016</b>	<b>13,408</b>	<b>13,455</b>	<b>47</b>	<b>0.4%</b>
291-6001-601.40-96	Operating Contingency	0	0	5,000	5,000	5,000	0	0.0%
	<b>Other Charges</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.0%</b>
291-6001-601.50-15	Other Equipment	36,478	31,992	10,352	26,800	25,000	(1,800)	(6.7%)
	<b>Property</b>	<b>36,478</b>	<b>31,992</b>	<b>10,352</b>	<b>26,800</b>	<b>25,000</b>	<b>(1,800)</b>	<b>(6.7%)</b>
	<b>Total Administration</b>	<b>1,083,131</b>	<b>953,996</b>	<b>898,532</b>	<b>1,004,452</b>	<b>877,233</b>	<b>(127,219)</b>	<b>(12.7%)</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Communications & Marketing

6002

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6002-601.16-85	Salaries	319,210	384,696	411,151	410,027	420,651	10,624	2.6%
291-6002-601.18-05	Overtime Civilian	2,186	120	1,421	100	100	0	0.0%
	<b>Salaries</b>	<b>321,396</b>	<b>384,816</b>	<b>412,572</b>	<b>410,127</b>	<b>420,751</b>	<b>10,624</b>	<b>2.6%</b>
291-6002-601.19-05	Medical Insurance	40,441	79,184	66,675	66,675	80,176	13,501	20.2%
291-6002-601.19-10	IMRF	41,568	39,098	52,149	51,840	52,762	922	1.8%
291-6002-601.19-11	Social Security	19,536	23,252	24,920	25,428	26,087	659	2.6%
291-6002-601.19-12	Medicare	4,569	5,438	5,828	5,947	6,101	154	2.6%
	<b>Fringe Benefits</b>	<b>106,114</b>	<b>146,972</b>	<b>149,572</b>	<b>149,890</b>	<b>165,126</b>	<b>15,236</b>	<b>10.2%</b>
291-6002-601.20-05	Professional Services	8,891	3,257	3,500	5,500	4,000	(1,500)	(27.3%)
291-6002-601.21-02	Equipment Maintenance	1,020	1,760	1,320	1,710	1,710	0	0.0%
291-6002-601.21-65	Other Services	8,779	6,604	11,800	17,389	16,700	(689)	(4.0%)
291-6002-601.22-02	Dues	858	628	270	786	270	(516)	(65.6%)
291-6002-601.22-03	Training	0	53	0	50	50	0	0.0%
291-6002-601.22-10	Printing	155,860	186,767	150,000	184,754	171,583	(13,171)	(7.1%)
	<b>Contractual Services</b>	<b>175,408</b>	<b>199,069</b>	<b>166,890</b>	<b>210,189</b>	<b>194,313</b>	<b>(15,876)</b>	<b>(7.6%)</b>
291-6002-601.30-05	Office Supplies & Equipment	12,617	17,738	16,748	15,579	15,579	0	0.0%
291-6002-601.31-85	Small Tools & Equipment	7,235	5,111	7,564	6,000	6,000	0	0.0%
291-6002-601.32-01	Program Supplies	986	0	0	700	0	(700)	(100.0%)
291-6002-601.32-72	Special Events	7,947	4,435	3,608	16,073	16,073	0	0.0%
	<b>Commodities</b>	<b>28,785</b>	<b>27,284</b>	<b>27,920</b>	<b>38,352</b>	<b>37,652</b>	<b>(700)</b>	<b>(1.8%)</b>
	<b>Total Communications &amp; Marketing</b>	<b>631,703</b>	<b>758,141</b>	<b>756,954</b>	<b>808,558</b>	<b>817,842</b>	<b>9,284</b>	<b>1.1%</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Human Resources

6003

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6003-601.16-85	Salaries	189,151	165,451	169,285	167,952	171,895	3,943	2.3%
291-6003-601.18-05	Overtime Civilian	3,106	725	80	300	300	0	0.0%
	<b>Salaries</b>	<b>192,257</b>	<b>166,176</b>	<b>169,365</b>	<b>168,252</b>	<b>172,195</b>	<b>3,943</b>	<b>2.3%</b>
291-6003-601.19-05	Medical Insurance	36,453	47,485	46,257	46,257	46,555	298	0.6%
291-6003-601.19-10	IMRF	30,318	16,501	21,408	21,267	21,593	326	1.5%
291-6003-601.19-11	Social Security	11,475	9,515	9,685	10,432	10,676	244	2.3%
291-6003-601.19-12	Medicare	2,683	2,225	2,265	2,440	2,497	57	2.3%
291-6003-601.19-50	Employee Asst. Program	5,577	5,820	5,836	6,000	6,000	0	0.0%
	<b>Fringe Benefits</b>	<b>86,506</b>	<b>81,546</b>	<b>85,451</b>	<b>86,396</b>	<b>87,321</b>	<b>925</b>	<b>1.1%</b>
291-6003-601.21-65	Other Services	10,589	9,614	3,856	9,900	9,800	(100)	(1.0%)
291-6003-601.22-01	Advertising	2,910	245	190	1,300	1,300	0	0.0%
291-6003-601.22-02	Dues	2,509	2,659	3,200	3,200	3,300	100	3.1%
291-6003-601.22-03	Training	1,362	1,224	900	1,300	1,300	0	0.0%
291-6003-601.22-55	In Service Training	6,678	7,898	7,312	10,020	10,000	(20)	(0.2%)
	<b>Contractual Services</b>	<b>24,048</b>	<b>21,640</b>	<b>15,458</b>	<b>25,720</b>	<b>25,700</b>	<b>(20)</b>	<b>(0.1%)</b>
291-6003-601.32-01	Program Supplies	0	0	57	400	400	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>0</b>	<b>57</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>0.0%</b>
291-6003-601.40-62	Tuition Reimbursement	15,516	20,123	25,000	25,000	25,000	0	0.0%
291-6003-601.40-70	Employee Recognition Program	2,967	14,069	19,350	19,350	19,350	0	0.0%
	<b>Other Charges</b>	<b>18,483</b>	<b>34,192</b>	<b>44,350</b>	<b>44,350</b>	<b>44,350</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Human Resources</b>	<b>321,294</b>	<b>303,554</b>	<b>314,681</b>	<b>325,118</b>	<b>329,966</b>	<b>4,848</b>	<b>1.5%</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Paid by Gifts and Grants

6004

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6004-601.20-05	Professional Services	6,276	798	219	0	0	0	N/A
291-6004-601.21-65	Other Services	6,862	10,197	3,500	5,000	2,000	(3,000)	(60.0%)
291-6004-601.22-02	Dues	0	0	500	0	0	0	N/A
291-6004-601.22-10	Printing	0	343	403	0	0	0	N/A
291-6004-601.22-18	Other Services - Programs/Exhib	53,502	35,347	25,786	25,000	20,000	(5,000)	(20.0%)
	<b>Contractual Services</b>	<b>66,640</b>	<b>46,685</b>	<b>30,408</b>	<b>30,000</b>	<b>22,000</b>	<b>(8,000)</b>	<b>(26.7%)</b>
291-6004-601.31-85	Small Tools and Equipment	0	0	494	2,000	2,000	0	0.0%
291-6004-601.32-01	Program Supplies	1,264	343	2,000	2,500	2,500	0	0.0%
291-6004-601.32-02	Program Events	2,013	7,972	2,000	2,500	2,500	0	0.0%
291-6004-601.32-32	Software	0	0	250	500	500	0	0.0%
291-6004-601.32-72	Special Events	17,162	19,122	3,760	10,000	5,000	(5,000)	(50.0%)
291-6004-601.32-75	Audio Visual	0	740	250	500	500	0	0.0%
291-6004-601.32-78	Electronic Resources	0	0	750	1,500	1,500	0	0.0%
291-6004-601.32-80	Books	1,547	605	235	5,000	5,000	0	0.0%
291-6004-601.32-90	Circulation Supplies	0	890	0	0	0	0	N/A
	<b>Commodities</b>	<b>21,986</b>	<b>29,672</b>	<b>9,739</b>	<b>24,500</b>	<b>19,500</b>	<b>(5,000)</b>	<b>(20.4%)</b>
291-6004-601.50-15	Other Equipment	1,480	2,624	67,750	67,750	2,500	(65,250)	(96.3%)
291-6004-600.50.55	Other Capital Outlay	2,281	0	200	200	2,500	2,300	1150.0%
	<b>Property</b>	<b>3,761</b>	<b>2,624</b>	<b>67,950</b>	<b>67,950</b>	<b>5,000</b>	<b>(62,950)</b>	<b>(92.6%)</b>
	<b>Total Paid by Gifts and Grants</b>	<b>92,387</b>	<b>78,981</b>	<b>108,097</b>	<b>122,450</b>	<b>46,500</b>	<b>(75,950)</b>	<b>(62.0%)</b>



# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Finance

6008

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6008-601.16-85	Salaries	229,203	225,474	224,523	226,147	<b>229,214</b>	3,067	1.4%
291-6008-601.18-05	Overtime Civilian	140	13	28	300	<b>100</b>	(200)	(66.7%)
	<b>Salaries</b>	<b>229,343</b>	<b>225,487</b>	<b>224,551</b>	<b>226,447</b>	<b>229,314</b>	<b>2,867</b>	<b>1.3%</b>
291-6008-601.19-05	Medical Insurance	35,733	77,885	66,082	66,082	<b>65,664</b>	(418)	(0.6%)
291-6008-601.19-10	IMRF	29,663	22,874	28,387	28,623	<b>28,756</b>	133	0.5%
291-6008-601.19-11	Social Security	13,591	13,229	13,226	14,040	<b>14,217</b>	177	1.3%
291-6008-601.19-12	Medicare	3,178	3,094	3,093	3,283	<b>3,325</b>	42	1.3%
	<b>Fringe Benefits</b>	<b>82,165</b>	<b>117,082</b>	<b>110,788</b>	<b>112,028</b>	<b>111,962</b>	<b>(66)</b>	<b>(0.1%)</b>
291-6008-601.20-05	Professional Services	5,400	5,400	6,800	5,700	<b>7,875</b>	2,175	38.2%
291-6008-601.21-36	Equipment Rental	1,148	1,376	1,000	1,326	<b>1,326</b>	0	0.0%
291-6008-601.21-65	Other Services	681	0	5,800	6,189	<b>6,189</b>	0	0.0%
291-6008-601.22-02	Dues	680	100	800	825	<b>825</b>	0	0.0%
291-6008-601.22-03	Training	0	1,154	252	1,200	<b>1,200</b>	0	0.0%
291-6008-601.22-25	IT Service Charge	24,400	25,100	25,900	26,355	<b>129,267</b>	102,912	390.5%
	<b>Contractual Services</b>	<b>32,309</b>	<b>33,130</b>	<b>40,552</b>	<b>41,595</b>	<b>146,682</b>	<b>105,087</b>	<b>252.6%</b>
	<b>Total Finance</b>	<b>343,817</b>	<b>375,699</b>	<b>375,891</b>	<b>380,070</b>	<b>487,958</b>	<b>107,888</b>	<b>28.4%</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Information Technology

6010

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6010-601.16-85	Salaries	647,372	683,473	644,115	695,135	<b>632,483</b>	(62,652)	(9.0%)
291-6010-601.18-05	Overtime Civilian	756	234	234	250	<b>250</b>	0	0.0%
	<b>Salaries</b>	<b>648,128</b>	<b>683,707</b>	<b>644,349</b>	<b>695,385</b>	<b>632,733</b>	<b>(62,652)</b>	<b>(9.0%)</b>
291-6010-601.19-05	Medical Insurance	138,944	139,502	148,311	148,311	<b>146,844</b>	(1,467)	(1.0%)
291-6010-601.19-10	IMRF	80,396	66,409	77,903	87,897	<b>79,345</b>	(8,552)	(9.7%)
291-6010-601.19-11	Social Security	38,895	41,097	38,475	43,114	<b>39,229</b>	(3,885)	(9.0%)
291-6010-601.19-12	Medicare	9,097	9,611	8,998	10,083	<b>9,175</b>	(908)	(9.0%)
	<b>Fringe Benefits</b>	<b>267,332</b>	<b>256,619</b>	<b>273,687</b>	<b>289,405</b>	<b>274,593</b>	<b>(14,812)</b>	<b>(5.1%)</b>
291-6010-601.20-05	Professional Services	10,362	7,662	6,290	7,022	<b>7,022</b>	0	0.0%
291-6010-601.20-08	Consulting Services Library	14,992	0	4,545	4,545	<b>4,545</b>	0	0.0%
291-6010-601.21-02	Equipment Maintenance	163,180	158,972	147,898	161,423	<b>169,375</b>	7,952	4.9%
291-6010-601.22-03	Travel & Training	1,100	232	450	6,450	<b>6,450</b>	0	0.0%
291-6010-601.22-42	Internet Access	0	0	25,513	41,846	<b>41,846</b>	0	0.0%
	<b>Contractual Services</b>	<b>189,634</b>	<b>166,866</b>	<b>184,696</b>	<b>221,286</b>	<b>229,238</b>	<b>7,952</b>	<b>3.6%</b>
291-6010-601.30-05	Office Supplies & Equipment	103	339	1,005	375	<b>375</b>	0	0.0%
291-6010-601.30-30	Data System Supplies	34,170	26,133	25,204	25,204	<b>25,204</b>	0	0.0%
291-6010-601.30-32	Software Library	124,891	120,957	154,421	161,602	<b>160,102</b>	(1,500)	(0.9%)
291-6010-601.30-33	Documentation Library	0	0	100	100	<b>100</b>	0	0.0%
291-6010-601.31-85	Small Tools and Equipment	17,652	8,022	11,456	15,556	<b>13,226</b>	(2,330)	(15.0%)
291-6010-601.32-05	Processing Supplies	764	12	100	300	<b>300</b>	0	0.0%
291-6010-601.32-32	Software	6,502	7,787	10,484	13,387	<b>10,887</b>	(2,500)	(18.7%)
	<b>Commodities</b>	<b>184,082</b>	<b>163,250</b>	<b>202,770</b>	<b>216,524</b>	<b>210,194</b>	<b>(6,330)</b>	<b>(2.9%)</b>
291-6010-601.50-12	Computer Equipment	65,605	27,796	37,649	34,140	<b>34,790</b>	650	1.9%
291-6010-601.50-15	Other Equipment	10,782	144	0	0	<b>0</b>	0	N/A
	<b>Property</b>	<b>76,387</b>	<b>27,940</b>	<b>37,649</b>	<b>34,140</b>	<b>34,790</b>	<b>650</b>	<b>1.9%</b>
	<b>Total Information Technology</b>	<b>1,365,563</b>	<b>1,298,382</b>	<b>1,343,151</b>	<b>1,456,740</b>	<b>1,381,548</b>	<b>(75,192)</b>	<b>(5.2%)</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Security

6015

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6015-601.16-85	Salaries	254,460	271,051	266,820	268,106	<b>260,077</b>	(8,029)	(3.0%)
291-6015-601.18-05	Overtime Civilian	3,401	2,196	1,743	2,000	<b>2,000</b>	0	0.0%
	<b>Salaries</b>	<b>257,861</b>	<b>273,247</b>	<b>268,563</b>	<b>270,106</b>	<b>262,077</b>	<b>(8,029)</b>	<b>(3.0%)</b>
291-6015-601.19-05	Medical Insurance	57,040	60,433	80,031	80,031	<b>80,152</b>	121	0.2%
291-6015-601.19-10	IMRF	29,494	24,671	30,686	34,141	<b>28,946</b>	(5,195)	(15.2%)
291-6015-601.19-11	Social Security	15,428	16,048	15,707	16,747	<b>16,249</b>	(498)	(3.0%)
291-6015-601.19-12	Medicare	3,608	3,753	3,674	3,917	<b>3,800</b>	(117)	(3.0%)
	<b>Fringe Benefits</b>	<b>105,570</b>	<b>104,905</b>	<b>130,098</b>	<b>134,836</b>	<b>129,147</b>	<b>(5,689)</b>	<b>(4.2%)</b>
291-6015-601.22-03	Training	138	855	200	500	<b>500</b>	0	0.0%
	<b>Contractual Services</b>	<b>138</b>	<b>855</b>	<b>200</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0.0%</b>
291-6015-601.30-05	Office Supplies & Equipment	76	31	200	435	<b>435</b>	0	0.0%
	<b>Commodities</b>	<b>76</b>	<b>31</b>	<b>200</b>	<b>435</b>	<b>435</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Security</b>	<b>363,645</b>	<b>379,038</b>	<b>399,061</b>	<b>405,877</b>	<b>392,159</b>	<b>(13,718)</b>	<b>(3.4%)</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Facilities

6020

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6020-601.16-85	Salaries	389,506	386,776	382,095	393,062	<b>398,347</b>	5,285	1.3%
291-6020-601.18-05	Overtime Civilian	3,848	4,477	2,494	4,500	<b>4,500</b>	0	0.0%
	<b>Salaries</b>	<b>393,354</b>	<b>391,253</b>	<b>384,589</b>	<b>397,562</b>	<b>402,847</b>	<b>5,285</b>	<b>1.3%</b>
291-6020-601.19-05	Medical Insurance	99,816	100,970	106,784	106,784	<b>106,826</b>	42	0.0%
291-6020-601.19-10	IMRF	46,657	35,926	44,657	50,252	<b>43,676</b>	(6,576)	(13.1%)
291-6020-601.19-11	Social Security	22,865	22,919	22,420	24,649	<b>24,977</b>	328	1.3%
291-6020-601.19-12	Medicare	5,348	5,360	5,243	5,764	<b>5,841</b>	77	1.3%
	<b>Fringe Benefits</b>	<b>174,686</b>	<b>165,175</b>	<b>179,104</b>	<b>187,449</b>	<b>181,320</b>	<b>(6,129)</b>	<b>(3.3%)</b>
291-6020-601.21-02	Equipment Maintenance	61,214	27,973	48,799	49,956	<b>39,456</b>	(10,500)	(21.0%)
291-6020-601.21-07	Vehicle Maintenance	5,251	7,657	8,694	10,821	<b>9,121</b>	(1,700)	(15.7%)
291-6020-601.21-11	Building Maintenance	204,013	263,520	240,124	271,857	<b>211,802</b>	(60,055)	(22.1%)
291-6020-601.21-36	Equipment Rental	692	870	1,000	1,000	<b>1,000</b>	0	0.0%
291-6020-601.21-60	Water and Sewer Service	18,830	19,310	8,500	16,472	<b>16,472</b>	0	0.0%
291-6020-601.22-03	Travel & Training	320	0	432	432	<b>432</b>	0	0.0%
	<b>Contractual Services</b>	<b>290,320</b>	<b>319,330</b>	<b>307,549</b>	<b>350,538</b>	<b>278,283</b>	<b>(72,255)</b>	<b>(20.6%)</b>
291-6020-601.30-50	Petroleum Products	3,761	4,043	2,500	10,000	<b>10,000</b>	0	0.0%
291-6020-601.30-51	Heating Fuel	48,272	45,734	51,000	62,537	<b>62,537</b>	0	0.0%
291-6020-601.31-45	Janitorial Supplies	24,839	25,287	23,000	23,387	<b>23,387</b>	0	0.0%
	<b>Commodities</b>	<b>76,872</b>	<b>75,064</b>	<b>76,500</b>	<b>95,924</b>	<b>95,924</b>	<b>0</b>	<b>0.0%</b>
291-6020-601.50-15	Other Equipment	14,955	3,361	10,000	39,050	<b>20,000</b>	(19,050)	(48.8%)
	<b>Property</b>	<b>14,955</b>	<b>3,361</b>	<b>10,000</b>	<b>39,050</b>	<b>20,000</b>	<b>(19,050)</b>	<b>(48.8%)</b>
	<b>Total Facilities</b>	<b>950,187</b>	<b>954,183</b>	<b>957,742</b>	<b>1,070,523</b>	<b>978,374</b>	<b>(92,149)</b>	<b>(8.6%)</b>
	<b>Total Admin Support Services</b>	<b>5,151,727</b>	<b>5,101,974</b>	<b>5,154,108</b>	<b>5,573,788</b>	<b>5,311,580</b>	<b>(262,208)</b>	<b>(4.7%)</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Youth Services

6401

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6401-601.16-85	Salaries	0	929,016	929,829	961,159	966,557	5,398	0.6%
291-6401-601.18-05	Overtime Civilian	0	0	0	2,000	2,000	0	0.0%
	<b>Salaries</b>	<b>0</b>	<b>929,016</b>	<b>929,829</b>	<b>963,159</b>	<b>968,557</b>	<b>5,398</b>	<b>0.6%</b>
291-6401-601.19-05	Medical Insurance	0	118,861	122,997	122,997	126,637	3,640	3.0%
291-6401-601.19-10	IMRF	0	84,715	109,618	121,743	110,668	(11,075)	(9.1%)
291-6401-601.19-11	Social Security	0	56,805	56,096	59,716	58,919	(797)	(1.3%)
291-6401-601.19-12	Medicare	0	13,285	13,119	13,966	13,780	(186)	(1.3%)
	<b>Fringe Benefits</b>	<b>0</b>	<b>273,666</b>	<b>301,830</b>	<b>318,422</b>	<b>310,004</b>	<b>(8,418)</b>	<b>(2.6%)</b>
291-6401-601.21-02	Equipment Maintenance	0	143	0	0	0	0	N/A
291-6401-601.22-02	Dues	0	3,155	3,466	4,478	4,478	0	0.0%
291-6401-601.22-03	Travel & Training	0	2,163	3,339	3,979	3,979	0	0.0%
291-6401-601.22-18	Contracted Programs & Exhibits	0	0	9,500	18,980	18,980	0	0.0%
	<b>Contractual Services</b>	<b>0</b>	<b>5,461</b>	<b>16,305</b>	<b>27,437</b>	<b>27,437</b>	<b>0</b>	<b>0.0%</b>
291-6401-601.30-05	Office Supplies & Equipment	0	1,732	1,200	2,438	2,438	0	0.0%
291-6401-601.32-01	Program Supplies	0	10,201	10,000	10,948	10,948	0	0.0%
291-6401-601.32-02	Program Events	0	20,106	25,800	38,950	33,930	(5,020)	(12.9%)
291-6401-601.32-90	Circulation Supplies	0	4,004	4,000	4,477	4,477	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>36,043</b>	<b>41,000</b>	<b>56,813</b>	<b>51,793</b>	<b>(5,020)</b>	<b>(8.8%)</b>
	<b>Total Youth Services</b>	<b>0</b>	<b>1,244,186</b>	<b>1,288,964</b>	<b>1,365,831</b>	<b>1,357,791</b>	<b>(8,040)</b>	<b>(0.6%)</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Specialty Info Services

6405

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6405-601.16-85	Salaries	940,193	428,756	19,385	0	0	0	N/A
291-6405-601.18-05	Overtime Civilian	0	60	0	0	0	0	N/A
	<b>Salaries</b>	<b>940,193</b>	<b>428,816</b>	<b>19,385</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
291-6405-601.19-05	Medical Insurance	125,224	99,536	0	0	0	0	N/A
291-6405-601.19-10	IMRF	119,799	42,939	1,885	0	0	0	N/A
291-6405-601.19-11	Social Security	56,445	25,173	874	0	0	0	N/A
291-6405-601.19-12	Medicare	13,201	5,887	204	0	0	0	N/A
	<b>Fringe Benefits</b>	<b>314,669</b>	<b>173,535</b>	<b>2,963</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
291-6405-601.21-65	Other Services	1,852	0	0	0	0	0	N/A
291-6405-601.22-02	Dues	4,018	1,396	0	0	0	0	N/A
291-6405-601.22-03	Travel & Training	2,749	1,781	0	0	0	0	N/A
291-6405-601.22-18	Contracted Programs & Exhibits	4,410	4,710	0	0	0	0	N/A
	<b>Contractual Services</b>	<b>13,029</b>	<b>7,887</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
291-6405-601.30-05	Office Supplies & Equipment	232	1,796	0	0	0	0	N/A
291-6405-601.32-01	Program Supplies	2,502	1,112	0	0	0	0	N/A
291-6405-601.32-02	Program Events	279	324	0	0	0	0	N/A
291-6405-601.32-90	Circulation Supplies	919	111	0	0	0	0	N/A
	<b>Commodities</b>	<b>3,932</b>	<b>3,343</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Specialty Info Services</b>	<b>1,271,823</b>	<b>613,581</b>	<b>22,348</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Info Services

6410

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6410-601.16-85	Salaries	0	798,726	1,029,328	1,108,499	1,113,836	5,337	0.5%
291-6410-601.18-05	Overtime Civilian	0	432	412	1,000	1,000	0	0.0%
	<b>Salaries</b>	<b>0</b>	<b>799,158</b>	<b>1,029,740</b>	<b>1,109,499</b>	<b>1,114,836</b>	<b>5,337</b>	<b>0.5%</b>
291-6410-601.19-05	Medical Insurance	0	89,431	153,347	153,347	153,021	(326)	(0.2%)
291-6410-601.19-10	IMRF	0	64,544	113,079	140,241	115,962	(24,279)	(17.3%)
291-6410-601.19-11	Social Security	0	48,494	62,176	68,789	67,899	(890)	(1.3%)
291-6410-601.19-12	Medicare	0	11,341	14,541	16,088	15,879	(209)	(1.3%)
	<b>Fringe Benefits</b>	<b>0</b>	<b>213,810</b>	<b>343,143</b>	<b>378,465</b>	<b>352,761</b>	<b>(25,704)</b>	<b>(6.8%)</b>
291-6410-601.22-02	Dues	0	420	2,700	2,500	2,900	400	16.0%
291-6410-601.22-03	Travel & Training	0	1,521	2,500	3,300	3,300	0	0.0%
291-6410-601.22-18	Contracted Programs & Exhibits	0	0	3,500	5,760	5,760	0	0.0%
	<b>Contractual Services</b>	<b>0</b>	<b>1,941</b>	<b>8,700</b>	<b>11,560</b>	<b>11,960</b>	<b>400</b>	<b>3.5%</b>
291-6410-601.30-05	Office Supplies & Equipment	0	1,358	1,888	1,888	1,888	0	0.0%
291-6410-601.32-01	Program Supplies	0	345	1,700	1,950	2,750	800	41.0%
291-6410-601.32-90	Circulation Supplies	0	0	1,500	2,095	2,095	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>1,703</b>	<b>5,088</b>	<b>5,933</b>	<b>6,733</b>	<b>800</b>	<b>13.5%</b>
	<b>Total Info Services</b>	<b>0</b>	<b>1,016,612</b>	<b>1,386,671</b>	<b>1,505,457</b>	<b>1,486,290</b>	<b>(19,167)</b>	<b>(1.3%)</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Circulation

6420

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6420-601.16-85	Salaries	2,457,889	1,201,969	1,300,967	1,425,818	1,410,112	(15,706)	(1.1%)
291-6420-601.18-05	Overtime Civilian	1,166	95	67	1,000	1,000	0	0.0%
	<b>Salaries</b>	<b>2,459,055</b>	<b>1,202,064</b>	<b>1,301,034</b>	<b>1,426,818</b>	<b>1,411,112</b>	<b>(15,706)</b>	<b>(1.1%)</b>
291-6420-601.19-05	Medical Insurance	252,581	89,524	120,853	120,853	141,472	20,619	17.1%
291-6420-601.19-10	IMRF	254,883	93,242	130,531	180,350	141,120	(39,230)	(21.8%)
291-6420-601.19-11	Social Security	148,952	72,871	79,391	88,462	85,992	(2,470)	(2.8%)
291-6420-601.19-12	Medicare	34,836	17,043	18,567	20,689	20,111	(578)	(2.8%)
	<b>Fringe Benefits</b>	<b>691,252</b>	<b>272,680</b>	<b>349,342</b>	<b>410,354</b>	<b>388,695</b>	<b>(21,659)</b>	<b>(5.3%)</b>
291-6420-601.21-02	Equipment Maintenance	158	0	0	0	0	0	N/A
291-6420-601.21-64	Access Services	10,955	0	0	0	0	0	N/A
291-6420-601.21-65	Other Services	12,108	6,844	3,513	3,513	3,513	0	0.0%
291-6420-601.22-02	Dues	1,713	260	1,441	1,465	1,441	(24)	(1.6%)
291-6420-601.22-03	Travel & Training	2,483	962	2,773	2,773	2,773	0	0.0%
	<b>Contractual Services</b>	<b>27,417</b>	<b>8,066</b>	<b>7,727</b>	<b>7,751</b>	<b>7,727</b>	<b>(24)</b>	<b>(0.3%)</b>
291-6420-601.30-05	Office Supplies & Equipment	4,673	1,213	2,033	2,033	2,033	0	0.0%
291-6420-601.30-07	Supplies Reimbursed by Patron	2,012	1,977	0	0	0	0	N/A
291-6420-601.32-01	Program Supplies	2,020	0	1,000	1,000	1,000	0	0.0%
291-6420-601.32-90	Circulation Supplies	9,253	7,848	8,574	8,574	8,574	0	0.0%
	<b>Commodities</b>	<b>17,958</b>	<b>11,038</b>	<b>11,607</b>	<b>11,607</b>	<b>11,607</b>	<b>0</b>	<b>0.0%</b>
	<b>Total Circulation</b>	<b>3,195,682</b>	<b>1,493,848</b>	<b>1,669,710</b>	<b>1,856,530</b>	<b>1,819,141</b>	<b>(37,389)</b>	<b>(2.0%)</b>



# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Senior and Accessibility Services (SAS)

6430

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6430-601.16-85	Salaries	0	198,419	219,162	228,551	224,475	(4,076)	(1.8%)
291-6430-601.18-05	Overtime Civilian	0	1	0	0	0	0	N/A
	<b>Salaries</b>	<b>0</b>	<b>198,420</b>	<b>219,162</b>	<b>228,551</b>	<b>224,475</b>	<b>(4,076)</b>	<b>(1.8%)</b>
291-6430-601.19-05	Medical Insurance	0	15,082	11,681	11,681	11,386	(295)	(2.5%)
291-6430-601.19-10	IMRF	0	19,676	26,100	28,344	26,060	(2,284)	(8.1%)
291-6430-601.19-11	Social Security	0	11,788	13,038	14,170	13,691	(479)	(3.4%)
291-6430-601.19-12	Medicare	0	2,757	3,049	3,314	3,202	(112)	(3.4%)
	<b>Fringe Benefits</b>	<b>0</b>	<b>49,303</b>	<b>53,868</b>	<b>57,509</b>	<b>54,339</b>	<b>(3,170)</b>	<b>(5.5%)</b>
291-6430-601.22-02	Dues	0	0	0	518	518	0	0.0%
291-6430-601.22-03	Travel & Training	0	336	1,200	1,230	930	(300)	(24.4%)
291-6430-601.22-18	Contracted Programs & Exhibits	0	0	8,000	9,590	9,590	0	0.0%
	<b>Contractual Services</b>	<b>0</b>	<b>336</b>	<b>9,200</b>	<b>11,338</b>	<b>11,038</b>	<b>(300)</b>	<b>(2.6%)</b>
291-6430-601.30-05	Office Supplies & Equipment	0	291	400	500	500	0	0.0%
291-6430-601.32-01	Program Supplies	0	0	1,700	1,820	1,820	0	0.0%
291-6430-601.32-02	Program Events	0	0	400	600	600	0	0.0%
291-6430-601.32-90	Circulation Supplies	0	933	1,000	1,050	1,050	0	0.0%
	<b>Commodities</b>	<b>0</b>	<b>1,224</b>	<b>3,500</b>	<b>3,970</b>	<b>3,970</b>	<b>0</b>	<b>0.0%</b>
	<b>Total SAS</b>	<b>0</b>	<b>249,283</b>	<b>285,730</b>	<b>301,368</b>	<b>293,822</b>	<b>(7,546)</b>	<b>(2.5%)</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Programs and Exhibits

**6440**

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6440-601.16-85	Salaries	396,519	204,918	230,007	264,889	<b>242,139</b>	(22,750)	(8.6%)
291-6440-601.18-05	Overtime Civilian	192	86	200	200	<b>200</b>	0	0.0%
	<b>Salaries</b>	<b>396,711</b>	<b>205,004</b>	<b>230,207</b>	<b>265,089</b>	<b>242,339</b>	<b>(22,750)</b>	<b>(8.6%)</b>
291-6440-601.19-05	Medical Insurance	70,356	57,932	59,809	59,809	<b>64,410</b>	4,601	7.7%
291-6440-601.19-10	IMRF	47,854	20,916	29,108	33,507	<b>28,994</b>	(4,513)	(13.5%)
291-6440-601.19-11	Social Security	23,777	12,053	13,526	16,435	<b>14,746</b>	(1,689)	(10.3%)
291-6440-601.19-12	Medicare	5,560	2,819	3,163	3,844	<b>3,449</b>	(395)	(10.3%)
	<b>Fringe Benefits</b>	<b>147,547</b>	<b>93,720</b>	<b>105,606</b>	<b>113,595</b>	<b>111,599</b>	<b>(1,996)</b>	<b>(1.8%)</b>
291-6440-601.22-02	Dues	1,391	1,006	1,145	1,353	<b>1,145</b>	(208)	(15.4%)
291-6440-601.22-03	Travel & Training	1,212	1,181	700	1,414	<b>1,414</b>	0	0.0%
291-6440-601.22-18	Contracted Programs & Exhibits	137,849	91,369	49,000	135,077	<b>103,007</b>	(32,070)	(23.7%)
	<b>Contractual Services</b>	<b>140,452</b>	<b>93,556</b>	<b>50,845</b>	<b>137,844</b>	<b>105,566</b>	<b>(32,278)</b>	<b>(23.4%)</b>
291-6440-601.32-01	Program Supplies	0	58	0	0	<b>0</b>	0	N/A
291-6440-601.32-02	Program Events	52,310	30,022	11,000	20,058	<b>8,058</b>	(12,000)	(59.8%)
	<b>Commodities</b>	<b>52,310</b>	<b>30,080</b>	<b>11,000</b>	<b>20,058</b>	<b>8,058</b>	<b>(12,000)</b>	<b>(59.8%)</b>
<b>Total Programs and Exhibits</b>		<b>737,020</b>	<b>422,360</b>	<b>397,658</b>	<b>536,586</b>	<b>467,562</b>	<b>(69,024)</b>	<b>(12.9%)</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Digital Services

6450

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6450-601.16-85	Salaries	498,317	523,784	517,137	529,376	528,322	(1,054)	(0.2%)
291-6450-601.18-05	Overtime Civilian	42	0	0	0	0	0	N/A
	<b>Salaries</b>	<b>498,359</b>	<b>523,784</b>	<b>517,137</b>	<b>529,376</b>	<b>528,322</b>	<b>(1,054)</b>	<b>(0.2%)</b>
291-6450-601.19-05	Medical Insurance	42,499	53,443	55,627	55,627	50,191	(5,436)	(9.8%)
291-6450-601.19-10	IMRF	58,339	47,772	60,953	66,913	59,234	(7,679)	(11.5%)
291-6450-601.19-11	Social Security	30,439	31,761	31,156	32,821	32,251	(570)	(1.7%)
291-6450-601.19-12	Medicare	7,119	7,428	7,287	7,676	7,543	(133)	(1.7%)
	<b>Fringe Benefits</b>	<b>138,396</b>	<b>140,404</b>	<b>155,023</b>	<b>163,037</b>	<b>149,219</b>	<b>(13,818)</b>	<b>(8.5%)</b>
291-6450-601.21-02	Equipment Maintenance	169	0	0	0	0	0	N/A
291-6450-601.22-02	Dues	1,671	1,744	1,750	1,863	2,246	383	20.6%
291-6450-601.22-03	Travel & Training	509	314	250	500	500	0	0.0%
291-6450-601.22-42	Internet Access	0	0	2,520	2,520	3,840	1,320	52.4%
291-6450-601.22-66	Outside Reference Service	2,663	2,774	2,873	2,887	2,973	86	3.0%
	<b>Contractual Services</b>	<b>5,012</b>	<b>4,832</b>	<b>7,393</b>	<b>7,770</b>	<b>9,559</b>	<b>1,789</b>	<b>23.0%</b>
291-6450-601.30-05	Office Supplies & Equipment	629	571	500	700	700	0	0.0%
291-6450-601.30-07	Supplies Reimbursed by Patron	881	425	450	700	600	(100)	(14.3%)
291-6450-601.31-85	Small Tools and Equipment	5,712	5,218	5,000	6,600	5,000	(1,600)	(24.2%)
291-6450-601.32-01	Program Supplies	83	572	600	750	700	(50)	(6.7%)
291-6450-601.32-78	Electronic Resources	331,035	340,500	342,326	339,411	374,867	35,456	10.4%
291-6450-601.32-90	Circulation Supplies	1,646	1,575	1,575	1,575	1,575	0	0.0%
	<b>Commodities</b>	<b>339,986</b>	<b>348,861</b>	<b>350,451</b>	<b>349,736</b>	<b>383,442</b>	<b>33,706</b>	<b>9.6%</b>
291-6450-601.50-15	Other Equipment	3,612	2,954	480	480	0	(480)	(100.0%)
	<b>Property</b>	<b>3,612</b>	<b>2,954</b>	<b>480</b>	<b>480</b>	<b>0</b>	<b>(480)</b>	<b>(100.0%)</b>
	<b>Total Digital Services</b>	<b>985,365</b>	<b>1,020,835</b>	<b>1,030,484</b>	<b>1,050,399</b>	<b>1,070,542</b>	<b>20,143</b>	<b>1.9%</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Collection Services

6470

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6470-601.16-85	Salaries	792,019	886,175	868,043	880,262	<b>876,856</b>	(3,406)	(0.4%)
291-6470-601.18-05	Overtime Civilian	151	140	125	150	<b>150</b>	0	0.0%
	<b>Salaries</b>	<b>792,170</b>	<b>886,315</b>	<b>868,168</b>	<b>880,412</b>	<b>877,006</b>	<b>(3,406)</b>	<b>(0.4%)</b>
291-6470-601.19-05	Medical Insurance	193,851	180,291	180,624	180,624	<b>222,891</b>	42,267	23.4%
291-6470-601.19-10	IMRF	102,456	90,140	109,737	111,284	<b>108,014</b>	(3,270)	(2.9%)
291-6470-601.19-11	Social Security	47,049	52,874	51,730	54,586	<b>53,404</b>	(1,182)	(2.2%)
291-6470-601.19-12	Medicare	11,003	12,366	12,098	12,766	<b>12,490</b>	(276)	(2.2%)
	<b>Fringe Benefits</b>	<b>354,359</b>	<b>335,671</b>	<b>354,189</b>	<b>359,260</b>	<b>396,799</b>	<b>37,539</b>	<b>10.4%</b>
291-6470-601.20-81	OCLC Services	0	0	62,177	63,110	<b>63,110</b>	0	0.0%
291-6470-601.21-64	Access Services	0	8,472	6,594	4,000	<b>4,000</b>	0	0.0%
291-6470-601.22-02	Dues	1,391	1,260	1,125	2,478	<b>2,478</b>	0	0.0%
291-6470-601.22-03	Travel & Training	421	1,297	600	1,800	<b>1,000</b>	(800)	(44.4%)
291-6470-601.22-85	Processing Services	75,596	80,063	81,758	108,400	<b>108,400</b>	0	0.0%
	<b>Contractual Services</b>	<b>77,408</b>	<b>91,092</b>	<b>152,254</b>	<b>179,788</b>	<b>178,988</b>	<b>(800)</b>	<b>(0.4%)</b>
291-6470-601.30-05	Office Supplies & Equipment	1,485	1,935	515	1,500	<b>1,500</b>	0	0.0%
291-6470-601.30-33	Documentation Library	716	716	710	717	<b>905</b>	188	26.2%
291-6470-601.32-03	Binding	200	0	200	200	<b>200</b>	0	0.0%
291-6470-601.32-05	Processing Supplies	18,352	18,594	20,000	30,000	<b>30,000</b>	0	0.0%
291-6470-601.32-75	Audio Visual	480,116	488,167	534,980	537,980	<b>534,980</b>	(3,000)	(0.6%)
291-6470-601.32-80	Books	653,231	695,803	715,000	722,676	<b>722,676</b>	0	0.0%
291-6470-601.32-90	Circulation Supplies	3,106	5,605	3,000	6,450	<b>6,450</b>	0	0.0%
291-6470-601.32-95	Periodicals	116,342	123,887	128,534	134,062	<b>119,365</b>	(14,697)	(11.0%)
	<b>Commodities</b>	<b>1,273,548</b>	<b>1,334,707</b>	<b>1,402,939</b>	<b>1,433,585</b>	<b>1,416,076</b>	<b>(17,509)</b>	<b>(1.2%)</b>
	<b>Total Collection Services</b>	<b>2,497,485</b>	<b>2,647,785</b>	<b>2,777,550</b>	<b>2,853,045</b>	<b>2,868,869</b>	<b>15,824</b>	<b>0.6%</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

### Belmont Makerspace

6480

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6480-601.16-85	Salaries	0	0	82,640	414,303	325,231	(89,072)	(21.5%)
291-6480-601.18-05	Overtime Civilian	0	0	0	200	200	0	0.0%
	<b>Salaries</b>	<b>0</b>	<b>0</b>	<b>82,640</b>	<b>414,503</b>	<b>325,431</b>	<b>(89,072)</b>	<b>(21.5%)</b>
291-6480-601.19-05	Medical Insurance	0	0	40,540	33,638	53,182	19,544	58.1%
291-6480-601.19-10	IMRF	0	0	7,286	52,393	40,086	(12,307)	(23.5%)
291-6480-601.19-11	Social Security	0	0	3,540	25,699	19,819	(5,880)	(22.9%)
291-6480-601.19-12	Medicare	0	0	828	6,010	4,635	(1,375)	(22.9%)
	<b>Fringe Benefits</b>	<b>0</b>	<b>0</b>	<b>52,194</b>	<b>117,740</b>	<b>117,722</b>	<b>(18)</b>	<b>(0.0%)</b>
291-6480-601.20-05	Professional Services	0	10,266	5,000	24,500	10,000	(14,500)	(59.2%)
291-6480-601.20-20	Legal Services	0	0	5,000	5,000	5,000	0	0.0%
291-6480-601.20-40	General Insurance	0	423	390	216	216	0	0.0%
291-6480-601.21-02	Equipment Maintenance	0	0	1,650	6,980	6,980	0	0.0%
291-6480-601.21-11	Building Maintenance	0	1,840	5,000	26,866	26,866	0	0.0%
291-6480-601.21-36	Equipment Rental	0	0	5,000	5,000	1,000	(4,000)	(80.0%)
291-6480-601.21-60	Water and Sewer Service	0	0	1,200	1,200	1,200	0	0.0%
291-6480-601.21-65	Bank Fees	0	30	0	30	100	70	233.3%
291-6480-601.22-02	Dues	0	0	500	1,575	1,575	0	0.0%
291-6480-601.22-03	Travel & Training	0	0	1,000	1,000	1,000	0	0.0%
291-6480-601.22-18	Contracted Programs & Exhibits	0	0	0	0	7,800	7,800	N/A
291-6480-601.22-42	Internet Access	0	0	500	1,500	1,500	0	0.0%
	<b>Contractual Services</b>	<b>0</b>	<b>12,559</b>	<b>25,240</b>	<b>73,867</b>	<b>63,237</b>	<b>(10,630)</b>	<b>(14.4%)</b>
291-6480-601.30-05	Office Supplies & Equipment	0	0	200	2,000	2,000	0	0.0%
291-6480-601.30-07	Supplies Reimbursed by Patrons	0	0	7,500	7,500	7,500	0	0.0%
291-6480-601.30-51	Heating Fuel & Electric	0	1,908	30,000	40,140	40,140	0	0.0%
291-6480-601.31-45	Janitorial Supplies	0	0	5,000	7,400	7,400	0	0.0%
291-6480-601.31-85	Small Tools & Equipment	0	32	5,000	21,500	5,000	(16,500)	(76.7%)
291-6480-601.32-01	Program Supplies	0	0	0	0	9,000	9,000	N/A
	<b>Commodities</b>	<b>0</b>	<b>1,940</b>	<b>47,700</b>	<b>78,540</b>	<b>71,040</b>	<b>(16,500)</b>	<b>(9.5%)</b>
291-6480-601.50-15	Other Equipment	0	0	54,500	54,500	10,000	(44,500)	(81.7%)
	<b>Property</b>	<b>0</b>	<b>0</b>	<b>54,500</b>	<b>54,500</b>	<b>10,000</b>	<b>(44,500)</b>	<b>(81.7%)</b>
	<b>Total Belmont Makerspace</b>	<b>0</b>	<b>14,499</b>	<b>262,274</b>	<b>739,150</b>	<b>587,430</b>	<b>(160,720)</b>	<b>(20.5%)</b>

# MEMORIAL LIBRARY FUND

## EXPENDITURES

Non-Operating

6901

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6901-601.90-05	Operating Transfer Out	1,750,000	0	0	0	0	0	N/A
	Non-Operating	1,750,000	0	0	0	0	0	N/A
Total Non-Operating		1,750,000	0	0	0	0	0	N/A
Total Memorial Library Fund		15,589,102	13,824,963	14,275,498	15,782,154	15,263,027	(528,127)	(3.3%)

# LIBRARY CAPITAL PROJECTS FUND

491

## Fund Summary

	2018 Actual	2019 Actual	2020 Est. Actual	2020 Budget	2021 Budget	\$ Change	% Change
<b>BEGINNING FUND BALANCE</b>	<b>\$4,673,543</b>	<b>\$5,654,733</b>	<b>\$5,684,890</b>	<b>\$5,684,890</b>	<b>\$5,673,180</b>	<b>(\$11,710)</b>	<b>(0.2%)</b>
Revenues							
Interest Income	100,250	110,158	92,290	70,000	0	(70,000)	(100.0%)
<b>Total Revenues</b>	<b>\$100,250</b>	<b>\$110,158</b>	<b>\$92,290</b>	<b>\$70,000</b>	<b>\$0</b>	<b>(\$70,000)</b>	<b>(100.0%)</b>
Expenditures							
Capital Items	869,060	80,001	104,000	943,000	1,025,000	82,000	8.7%
<b>Total Expenditures</b>	<b>\$869,060</b>	<b>\$80,001</b>	<b>\$104,000</b>	<b>\$943,000</b>	<b>\$1,025,000</b>	<b>\$82,000</b>	<b>8.7%</b>
<b>Revenues over (under) Expenditures</b>	<b>(\$768,810)</b>	<b>\$30,157</b>	<b>(\$11,710)</b>	<b>(\$873,000)</b>	<b>(\$1,025,000)</b>	<b>(\$152,000)</b>	<b>17.4%</b>
Interfund Transfers In	1,750,000	0	0	0	0	0	N/A
<b>ENDING FUND BALANCE</b>	<b>\$5,654,733</b>	<b>\$5,684,890</b>	<b>\$5,673,180</b>	<b>\$4,811,890</b>	<b>\$4,648,180</b>	<b>(\$163,710)</b>	<b>(3.4%)</b>

# LIBRARY CAPITAL PROJECTS FUND

## REVENUES

Account No.	Account Description	Actual 2018	Actual 2019	Proj Actual 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-0000-461.02-00	Interest on Investments	68,389	68,389	72,290	0	0	0	N/A
491-0000-462.10-00	Market Value Adjustments	31,861	31,861	20,000	0	0	0	N/A
		<b>100,250</b>	<b>100,250</b>	<b>92,290</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
491-0000-491-05-00	Operating Transfer In	1,750,000	1,750,000	0	0	0	0	N/A
	<b>Other Financing Sources</b>	<b>1,750,000</b>	<b>1,750,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Total Library Capital Projects Fund</b>	<b>1,850,250</b>	<b>1,850,250</b>	<b>92,290</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>



# LIBRARY CAPITAL PROJECTS FUND

## EXPENDITURES

### Administration

6001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-6001-601.50-15	Other Equipment	14,183	0	0	0	0	0	N/A
491-6001-601.50-55	Other Capital Outlay	0	0	0	80,000	25,000	(55,000)	(68.8%)
	<b>Capital Outlay</b>	<b>14,183</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>25,000</b>	<b>(55,000)</b>	<b>(68.8%)</b>
	<b>Total Administration</b>	<b>14,183</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>25,000</b>	<b>(55,000)</b>	<b>(68.8%)</b>

### Paid by Gifts and Grants

6004

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-6004-601.50-55	Other Capital Outlay	0	0	50,000	50,000	0	(50,000)	(100.0%)
	<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>(50,000)</b>	<b>(100.0%)</b>
	<b>Total Paid by Gifts and Grants</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>(50,000)</b>	<b>(100.0%)</b>

### Information Technology

6010

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-6010-601.50-12	Computer Equipment	87,378	0	0	0	0	0	N/A
491-6010-601.50-55	Other Capital Outlay	0	0	12,000	12,000	0	(12,000)	(100.0%)
	<b>Capital Outlay</b>	<b>87,378</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>	<b>(12,000)</b>	<b>(100.0%)</b>
	<b>Total Information Technology</b>	<b>87,378</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>	<b>(12,000)</b>	<b>(100.0%)</b>

### Facilities

6020

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-6020-601.50-15	Other Equipment	146,359	17,475	27,000	27,000	1,000,000	973,000	3603.7%
491-6020-601.50-55	Other Capital Outlay	621,140	48,690	15,000	15,000	0	(15,000)	(100.0%)
	<b>Capital Outlay</b>	<b>767,499</b>	<b>66,165</b>	<b>42,000</b>	<b>42,000</b>	<b>1,000,000</b>	<b>958,000</b>	<b>2281.0%</b>
	<b>Total Facilities</b>	<b>767,499</b>	<b>66,165</b>	<b>42,000</b>	<b>42,000</b>	<b>1,000,000</b>	<b>958,000</b>	<b>2281.0%</b>

# LIBRARY CAPITAL PROJECTS FUND

## EXPENDITURES

### Belmont Makerspace

**6480**

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-6480-601.50-12	Computer Equipment	0	0	0	45,000	0	(45,000)	(100.0%)
491-6480-601.50-15	Other Equipment	0	0	0	714,000	0		
491-6480-601.50-55	Other Capital Outlay	0	13,836	0	714,000	0	(714,000)	(100.0%)
	<b>Capital Outlay</b>	<b>0</b>	<b>13,836</b>	<b>0</b>	<b>1,473,000</b>	<b>0</b>	<b>(759,000)</b>	<b>(100.0%)</b>
	<b>Total Belmont Makerspace</b>	<b>0</b>	<b>13,836</b>	<b>0</b>	<b>1,473,000</b>	<b>0</b>	<b>(759,000)</b>	<b>(100.0%)</b>
	<b>Total Memorial Library Capital Projects Fund</b>	<b>869,060</b>	<b>80,001</b>	<b>104,000</b>	<b>1,657,000</b>	<b>1,025,000</b>	<b>82,000</b>	<b>(38.1%)</b>

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## APPENDIX

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# COMMUNITY PROFILE

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## GOVERNMENT

Incorporated January 18, 1887

The Village is a home-rule municipality governed by a nine-member Board consisting of eight Trustees and one Village President, commonly referred to as Mayor. The Board is elected at large for staggered four-year terms.

The Mayor, with approval of the Village Board, appoints the Village Manager.

The Village employs 417 full-time and 18 part-time employees in 10 operating departments: Integrated Services, Human Resources, Legal, Finance, Police, Fire, Planning & Community Development, Building & Life Safety, Health & Senior Services, & Public Works (including Water Utility Operations, Engineering, and Municipal Fleet Services).

In addition, the Village has the following advisory boards and commissions that advise the Village Board on various issues and proposals under review. The Mayor, with the consent of the Board of Trustees, appoints members to the commissions.

Plan Commission  
Zoning Board of Appeals  
Board of Health  
Board of Local Improvements  
Board of Fire & Police Commissioners  
Design Commission  
Building Code Review Board  
Environmental Commission  
Housing Commission  
The Arlington Economic Alliance  
Senior Citizens Commission  
Youth Commission  
Commission for Citizens with Disabilities  
Bicycle & Pedestrian Advisory Commission  
Special Events Commission  
Arts Commission

## GOVERNMENT

(Continued)

The Village also operates a public access cable television channel and televises most Board meetings.

**Village Website:** [www.vah.com](http://www.vah.com)

**Additional Website:** [www.discoverarlington.com](http://www.discoverarlington.com)

### Elections

Number of Registered Voters	52,326
Number of Ballots Cast in Last Municipal Election 4-4-17	5,955

### Village Bond Rating

Aa1

### Fire ISO Rating

1 (2016)

### Various Taxes

Sales Tax	10.00%
Prepared Food & Beverage Tax	1.25%
Telecommunications Tax	6.00%
Hotel Tax	5.00%
Utility Tax (gas/electric)	5.00%

## DEMOGRAPHICS

The Village is comprised of approximately 16.6 square miles.

The Village is located in Cook County, approximately 25 miles northwest of the Chicago loop business district. The Village is home to beautiful Arlington Park Race Track, the world-famous thoroughbred racing destination. Adjacent to the Village to the west are the communities of Palatine and Rolling Meadows; to the east are Wheeling, Prospect Heights, and Mount Prospect; to the north is Buffalo Grove; to the south is Elk Grove Village. O'Hare International Airport is approximately 15 miles southeast of the Village, a 20-minute drive by expressway.

# COMMUNITY PROFILE

(Continued)

## DEMOGRAPHICS (Continued)

### Weather Conditions

Average Winter (Daytime)	35° F
Average Summer (Daytime)	81° F
Average Annual Rainfall	36 Inches
Average Annual Snowfall	36 Inches

### Population

1970	64,884
1980	66,116
1990	75,460
2005 (f)	76,943
2010 (a)	75,101

### Age

0 – 19	17,935
20 – 24	3,400
25 – 34	8,511
35 – 49	16,224
50 – 64	16,111
65 & over	12,920

### Ethnic Makeup (a)

White	66,266	88.2%
African American	984	1.3%
American Indian/Alaskan Native	95	0.1%
Asian/Pacific Islander	5,357	7.1%
Some Other Race	1,289	1.7%
Two or More Races	1,110	1.5%
Hispanic or Latino	4,306	5.7%

NOTE: Hispanic/Latino ethnicity overlaps categories therefore figures do not add up to 100%

### Other Household and Resident Data (a)

Total Households	32,345
Median Household Income	\$87,790
Per Capita Income	\$47,171
Median Age	44
% of population over 65	19.3%
Education (population 25 years & older)	
High school graduate or higher	95.6%
Bachelor's degree or higher	53.6%
Unemployment Percentage (12/2018) (b)	3.0%

## DEMOGRAPHICS (Continued)

### Home Value (a)

Median Home Value	\$340,300
Median Gross Rent	\$1,260
\$0 to \$99,999	1,547
\$100,000 to \$149,999	1,734
\$150,000 to \$199,999	1,458
\$200,000 to \$299,999	4,377
\$300,000 to \$499,000	10,061
\$500,000 to \$999,999	3,660
\$1,000,000 or more	318

### Land Use (c)

	<u>Acres</u>	<u>%</u>
Residential	5,279	50.4
Commercial	505	4.9
Office Only	225	2.2
R&D, Manufacturing,		
Warehousing	590	5.7
Institutional	285	2.7
Mixed Use	398	3.8
Parks/Schools/Government	1,082	10.3
Streets	2,000	19.0
Open	100	1.0
Total	<u>10,464</u>	<u>100.0</u>

### Property Value (d)

Estimated Total Property	
Value (2018)	\$8,757,680,051
Equalized Assessed	
Valuation (EAV) (2018)	\$2,918,934,761

	<u>2018 EAV</u>	<u>% of Total</u>
Residential	\$2,146,460,365	73.5%
Commercial	645,525,173	22.1%
Industrial	125,564,273	4.3%
Railroad	1,384,950	0.1%
	<u>\$2,918,934,761</u>	<u>100%</u>

# COMMUNITY PROFILE

(Continued)

## DEMOGRAPHICS

(Continued)

### Top Five Property Taxpayers (d)

Luther Village	Retirement Facility
New Plan Excel Realty Trust	Real Estate
Arlington Int'l Racecourse	Entertainment
Robert Rohrman	Car Dealership
Town & Country Mall	Shopping

### Other (d)

Miles of Streets 241

Water Information:

Municipal water system main water supply

Lake Michigan water through the Northwest

Water Commission (All wells are secondary and backup sources)

Miles of Water Mains 260

Number of Water Customers 21,119

Capacity of Waterworks 36,000,000 gal/per day

Number of Storage Tanks 10

Storage Capacity 31,000,000 gal.

Sewer Information:

Miles of Storm Sewers 213

Miles of Sanitary & Combined Sewers 255

Number of Retention/Detention Basins 56

Sewage Treatment – Metropolitan Water

Reclamation District

Number of Fire Stations 4

School Districts 15, 21, 23, 25, 59 and 214 serve the students of the Village of Arlington Heights and neighboring communities.

Library

Number of Sites 1 (plus Bookmobile)

Number of Volumes 307,364

Number of Registered Borrowers 76,653

FY2016 Total Circulation 1,998,330

## BUSINESS

The Village has 1,844 businesses paying sales taxes.

### 2019 Kind of Business Report (e)

Sales Category	Sales Volume	%
General Merchandise	\$ 628,198	4.9%
Food	1,774,744	13.8%
Restaurant Dining	1,660,136	12.9%
Apparel	329,591	2.6%
Furniture, Household	841,751	6.6%
Lumber/Building/Hardware	630,970	4.9%
Automotive/Filling Stations	3,856,710	30.0%
Drugs & Misc. Retail	1,627,354	12.7%
Agriculture & All Others	1,203,881	9.4%
Manufacturers	287,494	2.2%
Total	\$ 12,840,830	100.0%

### Major Employers (500 Employees or more)

Arlington Park Racecourse (seasonal)	4,500
Northwest Community Healthcare	3,600
Arlington Heights High School Dist. 214	1,700
HSBC	1,500
Lutheran Home	800
Paddock Publications	500
Alexian Brothers Health System	500

# COMMUNITY PROFILE

(Continued)

## AWARDS & RECOGNITIONS

GFOA Certificate of Achievement or Excellence  
in Financial Reporting ..... Annually Since 1988

GFOA Distinguished Budget Presentation  
Award ..... Annually Since 2005

Certified Tree City U.S.A. .... Annually Since 1985

Daniel Burnham Award for Excellence  
In Planning for Timber Court Condominium  
Project (affordable housing)..... 2008

President's Arts Friendly Community  
Award ..... 2008

Association of Illinois Senior Centers' Awards for  
Senior Center Program of the Year and Senior  
Center Director of the Year..... 2008

Chaddick Municipal Development  
Process Award ..... 2010

Designated as a Member of the Safe  
Communities America Program ..... 2010-2015

CALEA Accreditation of Police Dept..... 2018

Governor's Sustainability Award ..... 2013

Community Partnership Award ..... 2013

IRMA Management Assessment Program  
Accreditation..... 2017

## Notes:

- (a) 2010 Census & US Census Bureau Website
- (b) Illinois Department of Employment Security
- (c) Village of Arlington Hts Comprehensive Plan
- (d) Village of Arlington Hts & Cook County Records
- (e) Illinois Department of Revenue
- (f) Special Census



# GLOSSARY

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The Annual Budget and Financial Plan contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Financial Plan document in understanding these terms, a glossary has been included in the document.

## **ABATEMENT**

A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments, and service charges.

## **ACCRUAL BASIS**

A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable; expenses are recognized in the period incurred, if measurable.

## **ACTUARIAL / ACTUARY**

A person or methodology that makes determinations of required contributions to achieve future funding levels that address risk and time.

## **AGENCY FUND**

A fund established to account for assets held by the Village as a collection of paying agent for individuals, private organizations, other governmental units or other funds.

## **APPROPRIATION**

A legal authorization made by the Village Board which permits the Village to incur obligations and to make expenditures for specific purposes.

## **ASSESSED VALUATION**

A percent of appraisal value assigned to real estate and certain personal property for use as a basis for levying property taxes. In the Village of Arlington Heights the assessed valuation is 33% of appraised value.

## **ASSETS**

Property owned by a government which has a monetary value.

## **AUDIT**

An independent, objective evaluation of the fairness by which a company's financial reports are presented by its management.

## **BALANCE SHEET**

A financial statement that discloses the assets, liabilities, reserves and balances of a specific governmental fund as of a specific date.

## **BALANCED BUDGET**

A budget in which total expenditure allocations do not exceed total available resources.

# GLOSSARY

(Continued)

## **BOND**

A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large projects, such as buildings, streets and bridges.

## **BUDGET**

A plan of financial operation embodying an estimate of proposed revenue and expenditures for a specific period of time (budget fiscal year).

## **BUDGET ADJUSTMENT**

A legal procedure utilized by the Village staff and Village Board to revise the budget.

## **BUDGET AUTHORITY**

Authority provided by law that permits Village departments to incur obligations requiring either immediate or future payment of money.

## **BUDGET MESSAGE**

The opening section of the budget which provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the Village Manager.

## **BUDGET ORDINANCE**

The official enactment by the Village Board to legally authorize Village staff to obligate and expend resources.

## **BUDGETARY CONTROL**

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

## **CAPITAL IMPROVEMENT PROGRAM (CIP)**

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work plan or otherwise. It sets forth each project and specifies the full resources estimated to be available to finance the projected expenditures.

## **CAPITAL OUTLAY**

Expenditures which result in the acquisition of or addition to fixed assets.

## **CASH BASIS**

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

# GLOSSARY

(Continued)

## **CASH MANAGEMENT**

The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

## **CERTIFICATE OF DEPOSIT**

A negotiable or non-negotiable receipt of monies deposited in a bank or financial institution for a specific period for a specified rate of interest.

## **COMMODITIES**

All expenditures for materials, parts and supplies except those incidentally used by outside firms performing contractual services for the Village.

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

A federal entitlement grant distributed to municipalities on the basis of a formula that considers population, housing conditions, and poverty. CDBG funds are then distributed by the Village for activities that benefit low and moderate income families.

## **COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA)**

CALEA was created in 1979. The purpose of CALEA's Accreditation Programs is to improve the delivery of public safety services, primarily by: maintaining a body of standards, developed by public safety practitioners, covering a wide range of up-to-date public safety initiatives; establishing and administering an accreditation process; and recognizing professional excellence.

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

This official annual report presents the status of the Village's finances in a standardized format. The CAFR is organized by fund and contains two basic types of information: a balance sheet that compares assets with liabilities and fund balance; and an operating statement that compares revenues and expenditures.

## **CONTINGENCY**

An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as emergencies, federal mandates, shortfalls in revenue, and similar eventualities.

## **CONTRACTUAL SERVICES**

Expenditures for services from outside vendors that are obtained by an express or implied contract.

## **DEBT SERVICE**

The expenditure for principal and interest payments on loans, notes, and bonds.

## **DEBT SERVICE FUND**

A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

# GLOSSARY

(Continued)

## DEFICIT

(1) The excess of an entity's liabilities over its assets. (2) The excess of expenditures or expenses over revenues during a single accounting period.

## DELINQUENT TAXES

Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.

## DEPARTMENT

A major administrative division of the Village which indicates overall management responsibility for an operation or a group of related operations within a functional area.

## DEPRECIATION

Expiration in the service life of capital assets purchased within Internal Service and Enterprise Funds, to account for wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

## DISBURSEMENT

Payment for goods and services by cash or check.

## ENCUMBRANCE

The commitment of budgeted funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

## ENTERPRISE FUND

A governmental accounting fund in which services provided are financed and operated similar to those of a private business--where the intent is that the costs (expenses, including depreciation or debt service payments) of providing goods and services be financed or recovered through user fees.

## EQUALIZED ASSESSED VALUATION

The total taxable property value. It is a combination of the market value of a property as determined by the county assessor, multiplied by a fraction depending on the classification of the property and adjusted by a multiplier determined by the state to equalize valuations across the state. It is the final value against which the total tax rate is multiplied to determine the property taxes due.

## ESTIMATED REVENUE

The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by the Village Board.

## EXPENDITURE

Decreases in net total assets. Expenses represent the total cost of operations during a period of time regardless of the timing of the related expenditures. Note: An encumbrance is not an expenditure, but reserves funds to be expended.

# GLOSSARY

(Continued)

## **FIDUCIARY FUNDS**

Funds used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. These include Expendable Trust, Nonexpendable Trust, Pension Trust and Agency Trust. Expendable trust and agency funds are budgeted on a modified accrual basis, and the nonexpendable trust and pension funds are budgeted on an accrual basis

## **FINANCIAL PLAN**

A multi-year, long-range, approach to assessing the Village's revenue and expenditure needs which becomes the basis for formulating the annual budget which by law must be adopted. The plan is developed by utilizing existing policies, objectives, assumptions, and accepted benchmarks and activity measures.

## **FISCAL YEAR**

The time period designated by the Village signifying the beginning and ending period for recording financial transactions. The Village of Arlington Heights has specified the calendar as its fiscal year that begins January 1 and ends December 31.

## **FIXED ASSETS**

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment. The Village has established a level of \$1,000 for an item to be considered an asset; below \$1,000, the item is considered to be an operating expense.

## **FREEDOM OF INFORMATION ACT (FOIA)**

A state law governing the timing and cost of responding to requests for public information.

## **FULL FAITH AND CREDIT**

A pledge of the general taxing power of government to repay debt obligations (typically used in reference to general obligation bonds).

## **FULL-TIME EQUIVALENT (FTE)**

The number of positions calculated on a basis that one FTE equates to a 40-hour workweek for 12 months. For example, two part-time positions working 20 hours for 12 months equals one FTE.

## **FUND**

An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or functions.

## **FUND ACCOUNTING**

The accounts of the Village are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of a fund are accounted for with separate sets of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, as appropriated. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

# GLOSSARY

(Continued)

## **FUND BALANCE**

Fund balance refers to the difference between current financial assets and liabilities reported in a governmental fund. Also known as surplus funds.

## **FUND TYPE**

In governmental accounting, all funds are classified into seven generic fund types: General, Special Revenue, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

## **GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)**

Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

## **GENERAL FUND**

The General Fund is the general operating fund of the Village. This fund used to account for all financial resources except those required to be accounted for in another fund.

## **GENERAL OBLIGATION BONDS**

Bonds that finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government.

## **GOAL**

A statement of board direction, purpose, or intent based on the needs of the community.

## **GOVERNMENTAL FUNDS**

Funds used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds).

## **GRANT**

A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

## **HOME RULE**

A status granted by the Illinois Constitution which gives cities of a certain size board powers not otherwise available to local municipalities. For instance, there is no statutory limit to the property tax levy nor is there any requirement to seek referendum approval for increasing the levy or issuing debt.

## **HOME RULE SALES TAX**

An additional tax levied by the home rule municipality on retail sales within its jurisdiction. The tax, levied in 0.25% increments with no limit, is on all items except those that have a title (autos, boats, etc.) and groceries and drugs. It is collected by the state from the retailer and returned to the municipality.

# GLOSSARY

(Continued)

## **ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

This retirement fund, established under State statutes, provides employees of local governments (excluding police and firefighters) in Illinois with a system for the payment of retirement annuities, disability, and death benefits. All employees (other than those covered by the Police or Firefighter's plans) hired in positions that meet or exceed an annual hourly standard (1,000 hours) must be enrolled in IMRF as participating members. Participating members of IMRF must contribute 4.5% of their salary to the pension fund. The employer pays a percentage that varies each year and is dependent on a report prepared by a professional actuary.

## **INFRASTRUCTURE**

The physical assets of the Village (streets, water, sewer, and public buildings).

## **INTERGOVERNMENTAL REVENUE**

Revenue received from or through the Federal, State or County government.

## **INTERGOVERNMENTAL RISK MANAGEMENT AGENCY (IRMA)**

An intergovernmental insurance cooperative that pools risk for general liability and workers' compensations insurance coverages.

## **INTERNAL SERVICE FUND**

A fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

## **LEVY**

An imposing and collecting of a tax. In Illinois, the property tax is determined by the local unit of government, levied by the county clerk, and collected by the county treasurer. Taxes levied for any particular year are collected in the following calendar year.

## **LIABILITY**

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

## **LONG-TERM DEBT**

Debt with a maturity of more than one year after the date of issuance.

## **MAJOR FUND**

A major fund is (1) the main operating fund (the general fund or its equivalent which should always be reported separately); (2) other governmental funds and proprietary funds if the total assets, liabilities, revenues, or expenditures/ expenses of that individual fund are at least 10 percent of the corresponding total (assets, liabilities, and so forth) for the relevant fund category (governmental fund or proprietary funds) and at least 5 percent of the corresponding total for all governmental and proprietary funds combined; or (3) any other funds that public official believe are particularly important to financial statement users

## **MANDATE**

A requirement from a higher level of government that a lower level of government perform a task in a particular way or by a particular standard.

# GLOSSARY

(Continued)

## **MODIFIED ACCRUAL BASIS**

A method of accounting used to recognize revenue and expenditures. Funds that use the modified accrual basis of accounting recognize revenues when measurable and available (i.e. collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period). Expenditures are recognized (with some exceptions) when the related liability is incurred.

## **MOTOR FUEL TAX (MFT)**

The State returns a portion of the gas tax to the municipalities on a per capita basis for use in the maintenance and construction of public roads.

## **NET ASSETS**

Net Assets refers to the difference between assets and liabilities reported in a proprietary fund and may be considered a measure of net worth.

## **OPERATING BUDGET**

The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel.

## **OTHER POST EMPLOYMENT BENEFITS (OPEB)**

OPEB is an accounting concept created by the Governmental Accounting Standards Board (GASB) by pronouncements designed to address expenses that entities may or may not be legally bound to pay, but pay as a moral obligation.

## **PERFORMANCE MEASURES**

Specific quantitative and qualitative measures of work performed as an objective of the department.

## **PERSONNEL SERVICES**

Costs related to compensating Village employees, including salaries, wages and benefits.

## **PROPERTY TAX**

Property taxes are levied on real property according to the property's valuation and the tax rate.

## **PROPRIETARY FUNDS**

Funds used to account for activities similar to those found in the private sector, where the determination of net income is necessary for sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds). Example of proprietary funds are the Water & Sewer Fund and the Technology Fund.

## **PUBLIC SAFETY EMPLOYEE BENEFITS ACT (PSEBA)**

PSEBA provides for free health insurance to a public safety officer who is catastrophically injured or killed in the line of duty. The officer's spouse and minor children are also entitled to free health insurance coverage under the Act. The health insurance must be provided by the employer for the remainder of the lives of the officer and spouse (or until the spouse remarries).



# GLOSSARY

(Continued)

## REVENUE

Money received into a fund from outside the fund that, together with fund balances, provides the financial resources for a given year.

## REVENUE BONDS

This type of bond is backed only by revenues from a specific enterprise or project.

## SOLID WASTE AGENCY OF NORTHERN COOK COUNTY (SWANCC)

An intergovernmental agency formed to dispose of residential household solid waste generated by its municipal members.

## SPECIAL ASSESSMENT AREA

A method used for the purpose of financing public improvements in a designated area. Although a portion of special assessment project costs are borne by a group of specifically benefited owners, the project usually has some value to the general public, in which case the general government may bear a portion of the project cost. The general government frequently pays for the entire project up front, and finances the cost through a bond issue. The individual owners in the special assessment area pay the general government their proportional share of the total owner cost. The payment is then used to cover annual debt service costs of the bond issue. Payments can be set up on a lump sum or a periodic basis.

## SPECIAL REVENUE FUND

A fund created when the Village receives revenue from a special source designated to be used for a specific purpose.

## SPECIAL SERVICE AREA

A method used for the purpose of financing public improvements in a designated area. This is handled in the same manner as a Special Assessment Area, except that the individual owners' portions are paid through annual property tax assessments. (See also Special Assessment Area).

## TAX INCREMENT FINANCING (TIF)

This type of financing typically pays for infrastructure and capital improvements in a designated area or district. The difference in property tax revenues received in a base year versus the increased property taxes received in subsequent years after improvements are made, results in a property tax increment which is used to finance the improvements.

## TAX LEVY

The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

## TAX RATE

The amount of tax stated in terms of a unit of tax base. In Illinois, the tax rate is per \$100 of equalized assessed value.

## WORKING CASH / CAPITAL

Working cash (or capital) is the difference between current assets and current liabilities reported in a proprietary fund. This measure indicates relative liquidity.

# ACRONYMS

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**ADA:** Americans with Disabilities Act

**AED:** Automated External Defibrillator

**AHA:** American Heart Association

**AICPA:** American Institute of Certified Public Accountants

**AMR:** Automated Meter Reading

**APA:** American Planning Association

**APWA:** American Public Works Association

**ASCE:** American Society of Civil Engineers

**AWWA:** American Water Works Association

**CAFR:** Comprehensive Annual Financial Report (also see Budget Glossary)

**CAP:** Children at Play

**CCDPH:** Cook County Department of Public Health

**CCHD:** Cook County Highway Department

**CDC:** Center for Disease Control and Prevention

**CDBG:** Community Development Block Grant (also see Budget Glossary)

**CEDA:** Community & Economic Development Association of Cook County

**CIP:** Capital Improvement Program (also see Budget Glossary)

**CMA:** Chicago Metropolitan Agency for Planning

**CMAQ:** Congestion Mitigation and Air Quality

**CPA:** Certified Public Accountant

**DSC:** Disabilities Services Coordinator

**EAV:** Equalized Assessed Value

**EEA&R:** Energy Efficiency Audits & Rehabilitation

**EECBG:** Energy Efficiency and Conservation Block Grant

**EECS:** Energy Efficiency & Conservation Strategy

**EMT:** Emergency Medical Technician

**EOC:** Emergency Operations Center

**ESDA:** Emergency Services & Disaster Agency

**FOIA:** Freedom of Information Act (also see Budget Glossary)

**FTE:** Full-Time Equivalent (also see Budget Glossary)

**GAAP:** Generally Accepted Accounting Principles

**GASB:** Governmental Accounting Standards Board

**GFOA:** Government Finance Officers Association

**GIS:** Geographic Information Systems

**GPS:** Global Positioning System

**HELP:** High-Level Excess Liability Pool

**HMO:** Health Management Organization

**HR:** Human Resources

**HSC:** Human Services Coordinator

**IEPA:** Illinois Environment Protection Agency

**IAMMA:** Illinois Association of Municipal Management Assistants

**IDOT:** Illinois Department of Transportation

**IDPH:** Illinois Department of Public Health

**IEHA:** Illinois Environmental Health Association

**IGFOA:** Illinois Government Finance Officers Association

**ILCMA:** Illinois City/County Management Association

**ILGSA:** Illinois Geographic Information Systems Association

**IMRF:** Illinois Municipal Retirement Fund (also see Budget Glossary)

# ACRONYMS

Continued)

**IMSA:** International Municipal Signal Association

**IMTA:** Illinois Municipal Treasurers Association

**IRMA:** Intergovernmental Risk Management Agency

**ISPERN:** Illinois State Police Emergency Radio Network

**IT:** Information Technology

**ITEP:** Illinois Transportation Enhancement Program

**ITE:** Institute of Transportation Engineers

**JULIE:** Joint Utility Locating Information for Excavators

**LEADS:** Law Enforcement Agencies Data System

**LGDF:** Local Government Distribution Fund

**MABAS:** Mutual Aid Box Alarm System

**MAP:** Metropolitan Alliance of Police

**MCAT:** Major Case Assistance Team

**MRC:** Medical Reserve Corps

**MFT:** Motor Fuel Tax (also see Budget Glossary)

**NACCHO:** National Association of County and City Health Officials

**NFPA:** National Fire Protection Association

**NIGP:** National Institute of Government Purchasing

**NIPAS:** Northern Illinois Police Alarm System

**NIPSTA:** Northeastern Illinois Public Safety Training Academy

**NLRCL:** Northern Illinois Regional Crime Lab

**NPDES:** National Pollutant Discharge Elimination System

**NWCD:** Northwest Central Dispatch

**NWWC:** Northwest Water Commission

**OPEB:** Other Postemployment Benefits

**OSHA:** Occupational Safety & Health Act (or Association)

**PCA:** Portland Cement Association

**PEAR:** Parish Emergency Assistance Resources

**POD:** point of distribution

**PPO:** Preferred Provider Organization

**PSO:** Public Safety Officer

**PSEBA:** Public Safety Employee Benefits Act (also see Budget Glossary)

**PUD:** Planned Unit Development

**PW:** Public Works

**SBOC:** Suburban Building Officials Conference

**SCADA:** Supervisory Control and Data Acquisition

**SCBA:** Self Contained Breathing Apparatus

**SHIP:** Senior Health Insurance Program

**SWANCC:** Solid Waste Agency of Northern Cook County (also see Budget Glossary)

**TIF:** Tax Increment Financing (also see Budget Glossary)

**USEPA:** United States Environmental Protection Agency

**USRA:** Urban Search and Rescue

**VHF:** Very High Frequency