

CITY OF HARVARD

FISCAL YEAR 19-20 BUDGET



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April 23, 2019

Dear City Council Members,

I am pleased to present to you a balanced budget for the 2019/2020 Fiscal Year. Our elected officials, City Administrator, Department Heads, and City Staff have all spent many hours of reviewing, justifying, and reviewing each line item of our budget to ensure we are maintaining good stewardship of taxpayer's money. Thank you to each of you as your contribution ensures that our City has the resources necessary to provide the core municipal services to our residents.

Each Department of the City continues to provide core municipal services, but there is always room for incremental improvements. Some departments require significant investment to continue to provide these core services. Specifically:

Police: Our Department continues to operate at a head count below the recommended number of officers for a community the size of Harvard. Despite a lean headcount, our Department is extremely well educated. Our Department has 3 FBI National Academy Graduates! Only 1% of all law enforcement attend the FBI National Academy. For a department the size of Harvard, this is quite an accomplishment. We understand that policing is the most important municipal service the City provides, and are quite pleased that our community is a very safe City for our residents and businesses. As we move into the new fiscal year, the City Council has approved moving forward with the building of a new Police Station which will be located next to City Hall. The building will also include a Community Hall, which will enable additional proactive engagement with our residents.

Public Works: In the last year, the City Council approved an additional full time employee to enable the Department to be more proactive in infrastructure repair of our City streets, water distribution and collection systems. The Department has been requesting capital equipment expenditures to replace older equipment for many years but our constrained budget has not afforded the City to make those investments. Understanding the needs are simply being kicked down the road, The City Council has taken steps to create a Capital Improvement Fund whereby the City can begin saving for these future expenditures.

Utility: It is no secret our Waste Water Treatment Facility is in need of updating. The City has been planning this update for several years. The need for updating is mandated to eliminate the pollution that is being created by our current plant. Elected officials are very mindful of trying to keep increased costs to users as low as possible by using low interest loans offered through the EPA, and using reserve

water funds which the City has been building up in anticipation of this major project. Infrastructure User Fees will increase over the next 2 years to help. Even with these increases, Water User Fees will remain in the middle of the pack when compared to neighboring municipalities.

Administration: The City upgraded to new enterprise software that will enable better efficiency at City Hall, provide better transparency to water users by providing better billing information, and will enable the City to more proactively provide residents with important community information.

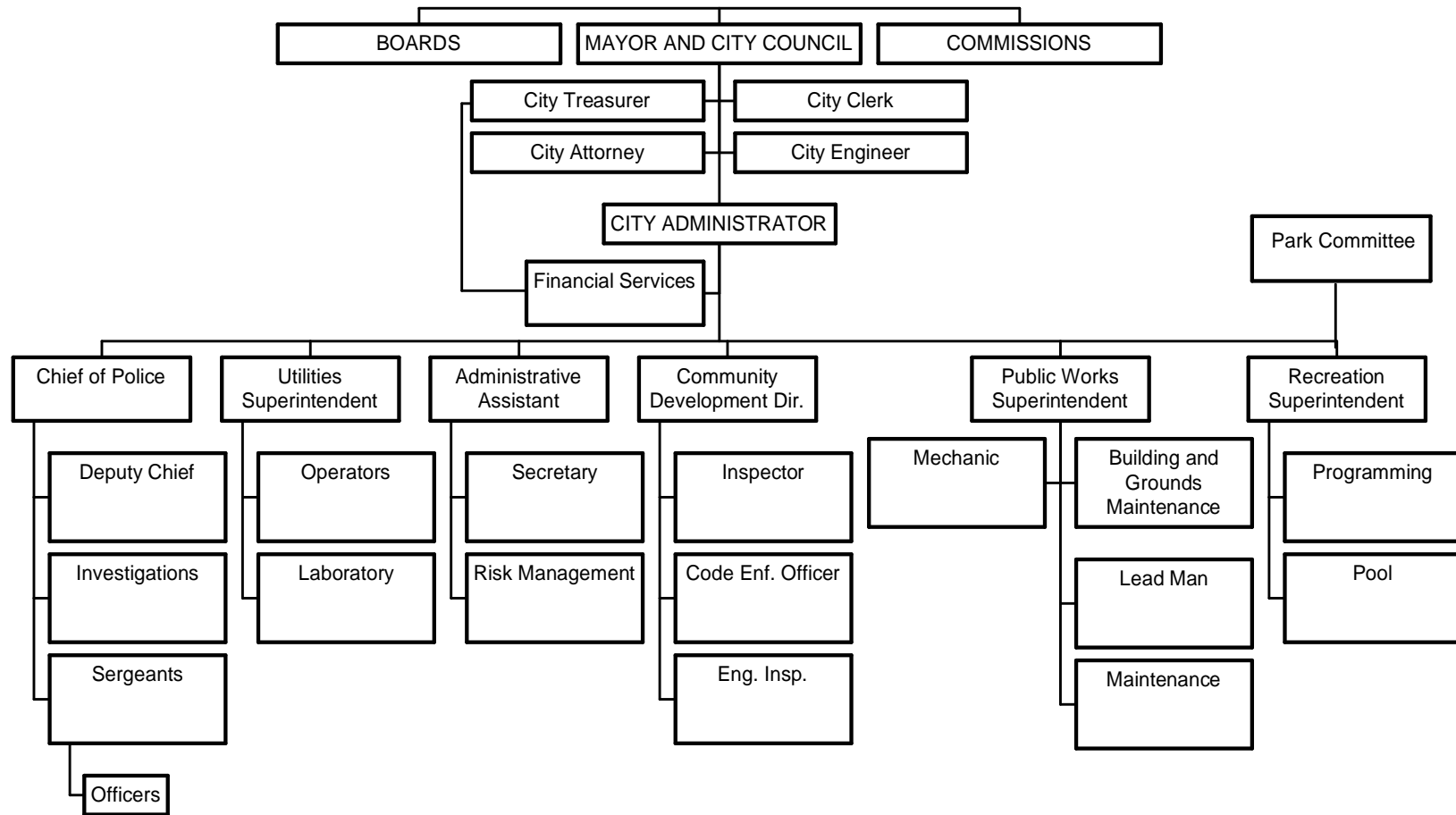
Parks & Recreation: Voters passed a referendum in FY2017 which will provide an additional revenue stream to our Parks Department beginning this summer. The Harvard Parks Board has made a prioritization of projects and at the top of the list is implementing increased maintenance of our parks. The increased maintenance alone will use a significant portion of the new revenue stream, leaving the Board with some decisions on how to tackle the upgrade projects in accordance with the Parks Master Plan. The prioritization list is long, and many projects will require the Parks Board to either begin saving some of the revenue stream to tackle the larger projects, or borrow against the revenue stream to implement the upgrades faster.

Building: The Building Department continues to provide core services for our community and is poised to help new residential and commercial construction, remodeling, and investment in our City. The Department space will be re-organized in conjunction with the building of the new Police Station, as the lower level of City Hall will be reconfigured for better efficiencies in both Departments.

Library: The Harvard Diggins Library is a separate governmental entity for which the City provides a fiduciary function by levying and distributing the Library Tax. The Library also benefited from the Referendum which was passed in FY2017, and will begin instituting those ongoing maintenance repairs under the oversight of the Library Board. The Library continues to provide services for all ages, including many unique programs for our residents to engage.

We will begin the 2019/2020 Fiscal Year with a slightly different City Council, as newly elected and appointed Aldermen will join the team of policy makers for our City. This team will be responsible for beginning the steps and actions necessary to bring the City's Strategic Vision to pass, provide sound fiscal stewardship of City resources, and serve the community we all hold dear. Welcome New Members, we look forward to working together to strengthen our community!

CITY OF HARVARD



Date: March 30, 2018

From: Dave Nelson, City Administrator

Re: Budget Proposal

To: Mayor
Finance Committee
City Council

Mayor, Committee, and City Council:

The budget document is organized by the City of Harvard's main functions. The first portion addresses the needs of the Corporate General Fund which covers the operations of the administration department, public works department, police department, and the community development department.

The Administration Department provides all administrative services including payroll, personnel, accounts payable, accounting and budgeting. Further, the Department provides specialized clerical and administrative support to all of the departments of the City, which require the exercise of an advanced level of technical expertise and job knowledge.

The Public Works Department is the maintenance department of all publicly owned facilities & equipment. The Department of Public Works consists of 7 employees which include the Mechanic and Superintendent. The Department is responsible for 51 miles of roads, 35 miles of water mains, 30 miles of sanitary sewer mains, 350 fire hydrants, 300 water main valves and 300 manholes. The Department also maintains a storm sewer system that contains 15 miles of sewers along with 650 manholes and catch basins. In many parts of Harvard the age of this system is over 60 years old.

The Harvard Police Department is a full-service police department operating 24 hours every day. The Department currently has 17 sworn Officers who serve a community of approximately 10,000 residents. To maintain the high quality of life and low crime rate in the City, the Police Department incorporates a comprehensive, pro-active approach to delivering police services. The Department serves the citizens of the community in a number of ways. Uniformed patrol officers are responsible for protecting persons and property of the citizens of Harvard. Other duties and responsibilities include: enforcement of laws and ordinances; the

prevention and investigation of crime and delinquency; the apprehension and detention of violators; and the preservation of order and related police services.

The Community Development Department is committed to providing professional land development services within the City as well as the health, safety and general welfare of the residents and businesses within the City Corporate limits. The Department is responsible for long term planning, zoning, property maintenance, code enforcement, plan review, construction inspection, building occupancy. The Department also seeks compliance with City Codes and Ordinances as it relates to these activities.

The next pages of the budget document, located after the Corporate General Fund deals with the Water Fund, Park and Recreation Fund, Motor Fuel Tax Fund and Pension Funds.

The City of Harvard Utilities Department is responsible for the operation and maintenance of the City's water and wastewater systems with four certified operators who are cross trained in water and wastewater operations. The Department maintains 3 separate potable water wells that can produce 3,350 Gallons per Minute, and is responsible for three water towers with a storage capacity of 1,553,350 gallons of water. Further, the Department operates and maintains the Wastewater Treatment plant which treats an average of 1.4 Million Gallons per Day of waste water.

The Harvard Parks and Recreation program is responsible for programming of all recreational activities, operations of the aquatic center, special events, and coordinating with the public works department about maintenance in the park system.

The City contributes to two defined benefit pension plans: the Illinois Municipal Retirement Fund (IMRF), a defined benefit agent multiple-employer public employee retirement system and the Police Pension Plan which is a single-employer pension plan. The benefits, benefit levels, employee contributions, and employer contributions for the plans are governed by Illinois Compiled Statutes and can only be amended by the Illinois General Assembly.

With the latest data the Illinois Department of Insurance reports that the Local IMRF is 82.81% funded and the local Police Pension fund is 65.82% funded.

The City continues to see a steady and stable financial situation. The City is still seeking outside investment in our community and we all recognize that these investments are vital to the long term economic vitality of the City. We continue to work with the Harvard Economic Development Corporation, have representation on the Harvard Woodstock Enterprise Zone and are seeking investment in the newly

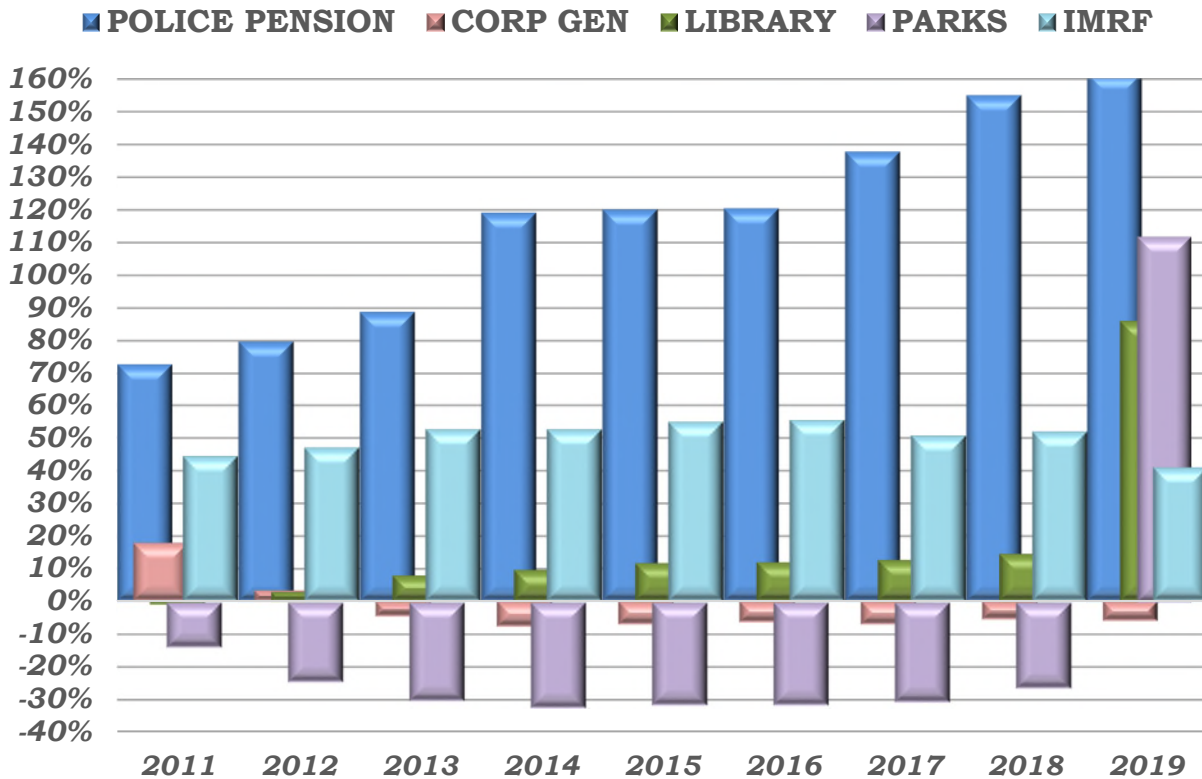
formed Opportunity Zone. These efforts will have a long term fiscal effect upon the citizens of Harvard. In spite of the condition of the State of Illinois and its economic turmoil the City has and will continue to see this slow steady growth. Without that growth the tax burden upon our citizens will only increase.

The State of Illinois fiscal situation continues to create economic uncertainty and makes it difficult to conduct long term planning. There are many variables but we continue to work through those to try to give us a long term picture. There is continued discussion about state shared revenues and the possibility of an income tax re-do. Whether or not the shared revenues will be increased or decreased is unknown and adds to the uncertainty in our planning.

Revenue is estimated to grow this year at rate below inflation or about 1.3%. The budget reflects changes made to the accounting system which was recommended by our outside auditing firm and approved by the finance committee. The overall assessed value of property continues to grow but still not back to pre-2007 levels, however this growth is a positive sign.

The chart on the next page shows an index with a base year of 2006 and shows the increase by percentage of each fund listed. As you can see the majority of property tax is going towards the pension funds. Less and less of this revenue actually goes towards any service provided to the citizens. As you can see the increase in the library and parks property tax is a direct reflection of the recent referendum that the community passed.

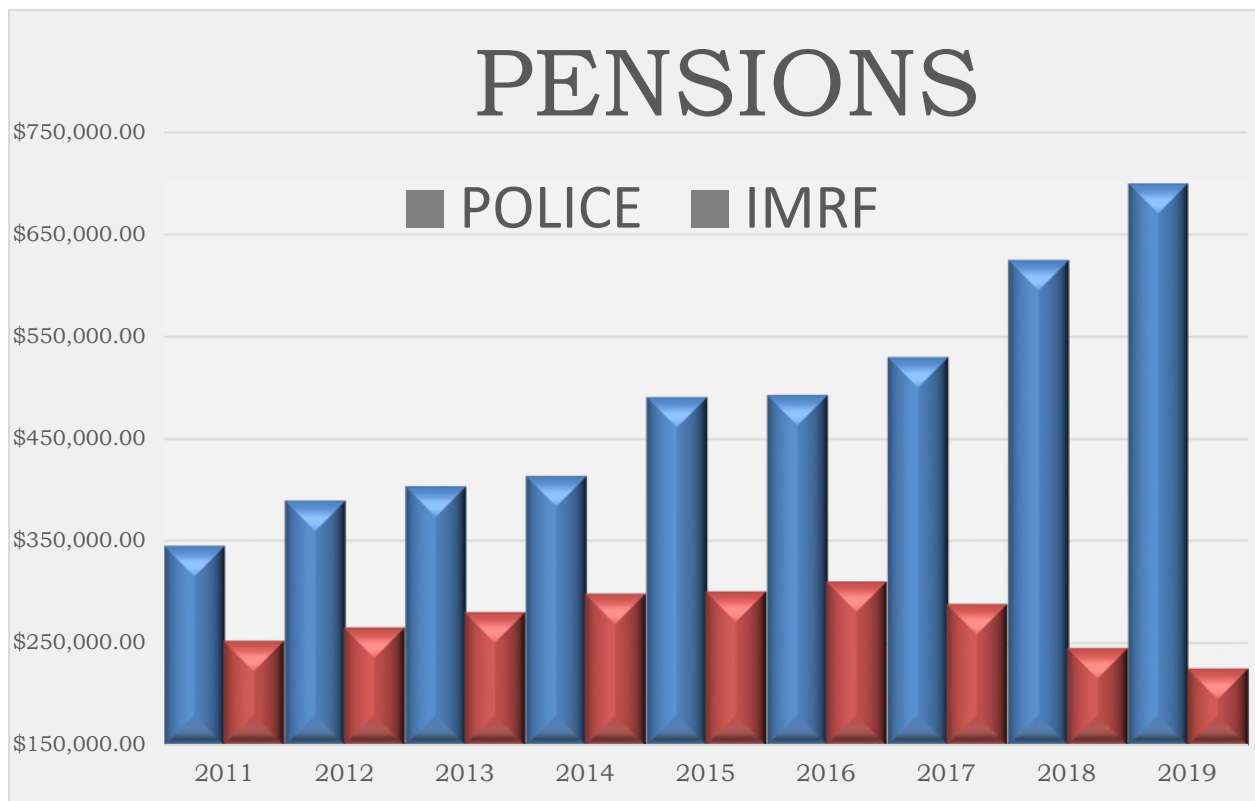
PROPERTY TAX INDEX



Income tax has taken a downward cycle which is a direct reflection on the State of Illinois economy and the simple fact that the state cannot agree on a financial direction to take. Hopefully, this situation will be rectified this year.

Sales tax continues to grow at a higher rate than inflation, but the last year it seems to be stabilizing with minor growth opportunities. The City needs to work with the Harvard Economic Development Corporation to bolster the commercial base of our economy.

Utility taxes are seeing reductions every year and are not becoming a very reliable revenue source. The City is currently undergoing an audit of these revenue accounts in order to ensure that each revenue source is at its full potential. Wages and Pension cost continue to grow with Wage growth controllable and Pension growth unpredictable.



ITEMS COMPLETED FROM LAST YEAR

- Establish a capital improvement plan for the Parks and Recreation System
- Eliminate the Dial a Ride Fund and incorporate into General Fund
- Eliminate the Road and Bridge fund and incorporate into General Fund
- By ordinance or resolution establish a separate fund for Capital Improvements that only the City Council can authorize spending from
- Develop a plan for building occupancy on the property next to the WWTP
- Hire an architect to put together plans for the police station and community center
- Conduct a financial and general strategy workshops to set our goals, and legislative priorities. In order for this to be meaningful the facilitator should be outside of our organization.
 - Reestablish the City Council work plan to reflect the goal setting session

GOALS

- Review the street network and determine streets that make sense to vacate.
- Work systematically through the strategic vision plan 2040

<https://www.cityofharvard.org/citycouncil/page/strategic-vision-goals>

RECOMMENDATIONS

- Accumulate \$1,250,000 in cash reserves (three months cash flow) to offer future financial stability.
- Continue to meet with all department heads for a review of all services that they provide
- Set minimum staffing levels in all departments and place in ordinance or resolution form.
- Formulate a policy on donations for water and sewer charges, so that 100% donations are not encouraged.
- Continue review and implement a capital improvement plan in the Corporate General fund so that we may establish our financial goals.
- Have a discussion and decision making process about revenue streams for roads and sidewalks.
- Create a local food and farming commission to support agricultural, local food, and Agri-tourism initiatives.
- Re-activate the Parks Foundation
- Replace the current salt shed

The biggest challenge that we still face is the financial stability of our operations in the Corporate General Fund, and Water Sewer Fund. The State of Illinois plays such a vital role in our stability that makes this challenge a difficult one to manage. We must continue to be diligent in our spending practices.

Dn

CITY OF HARVARD REVENUE

2019-2020

\$ THOUSANDS

\$3,000

\$2,750

\$2,500

\$2,250

\$2,000

\$1,750

\$1,500

\$1,250

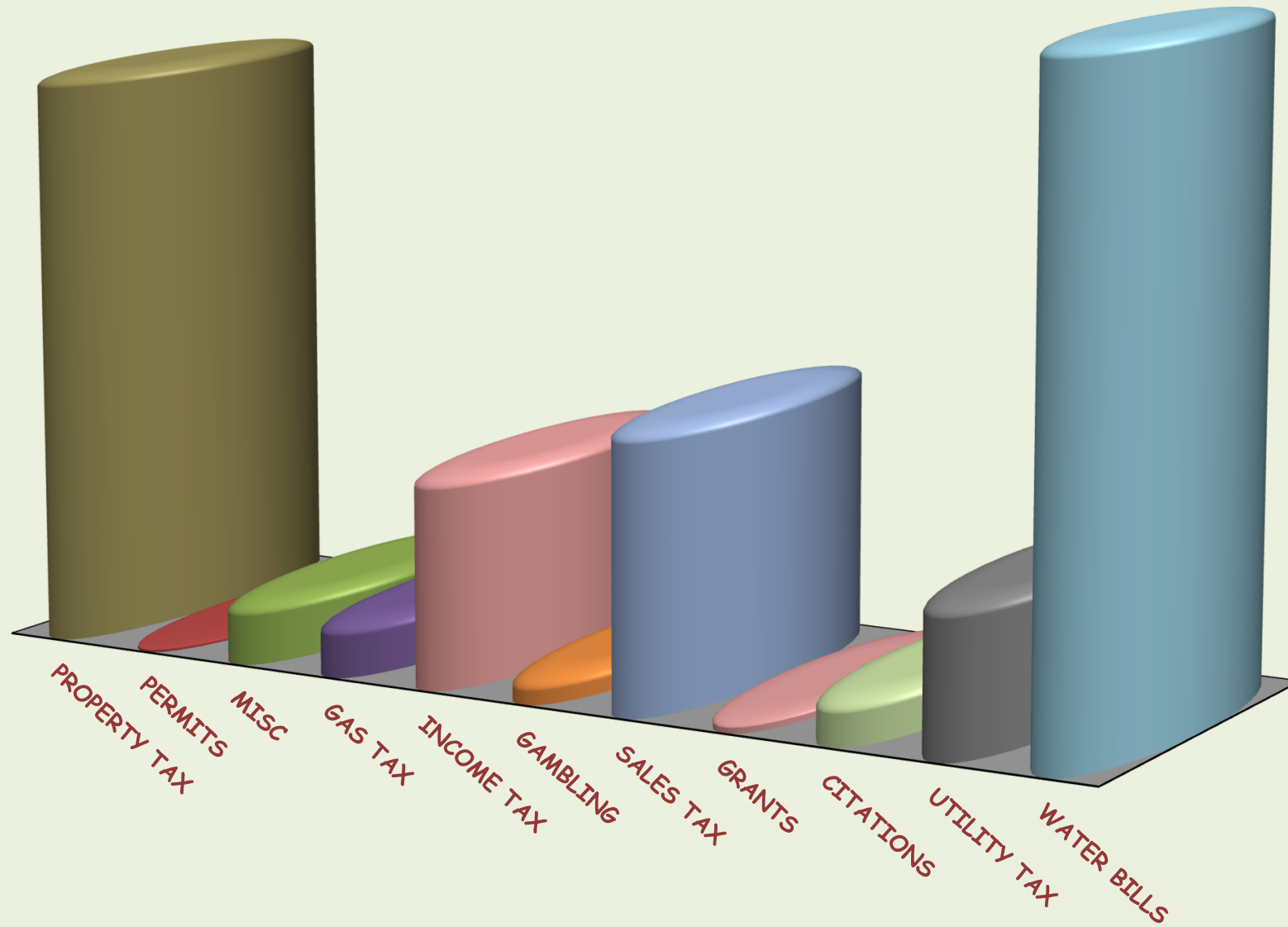
\$1,000

\$750

\$500

\$250

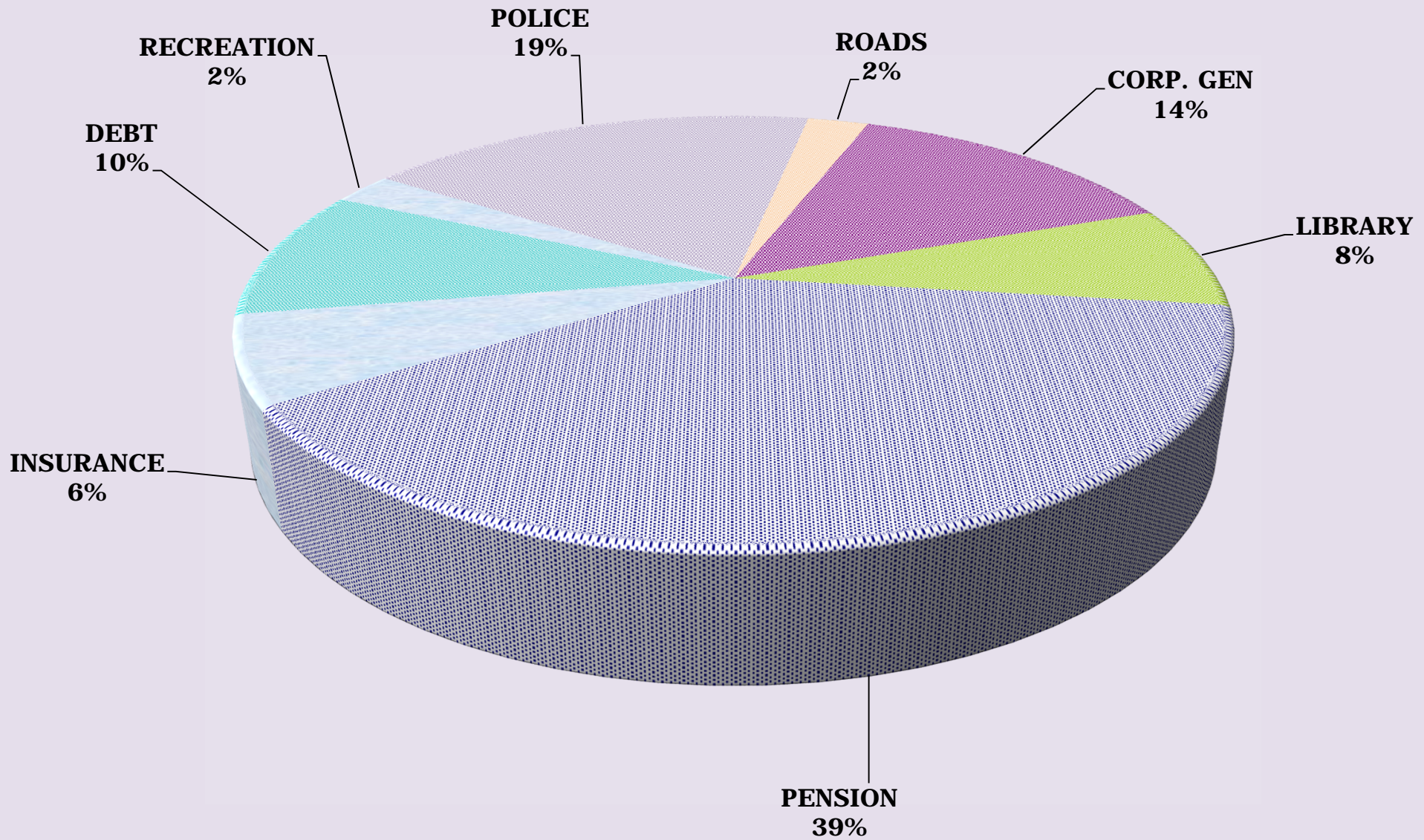
\$0



GENERAL FUND REVENUE ESTIMATES

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
PROPERTY TAXES GENERAL	\$ 430,000.00	\$ 425,000.00	\$ 445,000.00
PROPERTY TAX ROAD FUND	\$ 84,000.00	\$ 89,500.00	\$ 86,000.00
PROPERTY TAX POLICE FUND	\$ 600,000.00	\$ 575,000.00	\$ 560,000.00
PROPERTY TAX AUDIT FUND	\$ 40,000.00	\$ 32,000.00	\$ 28,000.00
INCOME TAXES	\$ 940,000.00	\$ 950,000.00	\$ 950,000.00
USE TAX	\$ 235,000.00	\$ 236,500.00	\$ 282,000.00
MUNICIPAL SALES TAXES	\$ 1,190,000.00	\$ 1,250,000.00	\$ 1,300,000.00
VIDEO GAMING TAX	\$ 108,000.00	\$ 120,000.00	\$ 131,000.00
REPLACEMENT TAXES	\$ 90,000.00	\$ 90,000.00	\$ 103,000.00
LIQUOR LICENSE/GENERAL LICENSE	\$ 50,110.00	\$ 58,000.00	\$ 58,000.00
CONTRACTORS LICENSE	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00
BUILDING PERMITS	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
HEALTH INSURANCE REIMBURSEMENTS	\$ 37,000.00	\$ 38,500.00	\$ 31,000.00
GRANTS	\$ 4,000.00	\$ 9,000.00	\$ 107,000.00
POLICE REIMBURSEMENTS	\$ 63,000.00	\$ 65,000.00	\$ 65,000.00
DUI FINES	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00
POLICE FINES	\$ 220,000.00	\$ 200,000.00	\$ 230,000.00
WATER UTILITY TAX	\$ 105,000.00	\$ 110,000.00	\$ 112,000.00
ELECTRIC TAX	\$ 300,000.00	\$ 300,000.00	\$ 320,000.00
HOTEL MOTEL TAX	\$ 16,000.00	\$ 21,000.00	\$ 19,000.00

PROPERTY TAX 2019-2020



GENERAL FUND REVENUE ESTIMATES

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
NATURAL GAS TAX	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
TELEPHONE TAX	\$ 185,000.00	\$ 170,000.00	\$ 130,000.00
ZONING HEARING & PLATTING FEES	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00
CABLE FRANCHISE FEES	\$ 62,000.00	\$ 64,000.00	\$ 66,000.00
MINING FEES			
ESCROW FROM DEVELOPERS	\$ 1,000.00	\$ 1,000.00	\$ -
CAP IMPROVEMENT DONATIONS			
GARBAGE STICKERS	\$ 3,500.00	\$ 3,500.00	\$ 2,300.00
DONATIONS/EVENTS	\$ 150,000.00	\$ -	\$ 1,600.00
SURPLUS PROPERTY	\$ 7,500.00	\$ 8,000.00	\$ 10,000.00
INTEREST	\$ 10,000.00	\$ 25,000.00	\$ 15,000.00
MISCELLANEOUS	\$ 10,000.00	\$ 10,000.00	\$ -
RECEIPT OF RENT	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
PARKING FEES	\$ 115,000.00	\$ 100,000.00	\$ 95,000.00
CASH ON HAND	\$ 42,000.00	\$ 42,000.00	\$ 43,000.00
TOTAL	\$ 5,262,110.00	\$ 5,157,000.00	\$ 5,354,400.00

ADMINISTRATION DEPARTMENT

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
PERSONNEL SALARIES			
OFFICIALS	\$ 117,000.00	\$ 119,500.00	\$ 121,500.00
CLERICAL	\$ 86,000.00	\$ 87,750.00	\$ 90,000.00
OVERTIME CLERICAL	\$ 500.00	\$ 500.00	\$ -
 RELATED EXPENDITURES			
HEALTH INSURANCE	\$ 71,000.00	\$ 77,160.00	\$ 65,000.00
TRAINING/SEMINARS	\$ 1,000.00	\$ 500.00	\$ 300.00
EXPENSE ACCOUNT MAYOR	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
CLERKS TRAINING			
TRAVEL EXPENSE	\$ 5,000.00	\$ 4,000.00	\$ 350.00
 CONTRACTUAL & COMMODITIES			
ATTORNEY FEES	\$ 60,000.00	\$ 45,000.00	\$ 50,000.00
PROFESSIONAL FEES/AUDITORS	\$ 50,000.00	\$ 50,000.00	\$ 40,000.00
ENGINEERING FEES	\$ 15,000.00	\$ 20,000.00	\$ 30,000.00
BUILDING MAINTENANCE	\$ 60,000.00	\$ 45,000.00	\$ 45,000.00
SERVICE AGREEMENT	\$ 8,500.00	\$ 8,500.00	\$ 10,500.00
PRINTING	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
EQUIPMENT MAINTENANCE	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
OFFICE SUPPLIES	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
POSTAGE	\$ 5,000.00	\$ 6,500.00	\$ 6,500.00
DUES & SUBSCRIPTIONS	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
PUBLIC NOTICES	\$ 5,500.00	\$ 4,000.00	\$ 4,000.00
ZBA PUBLICATIONS	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
TELEPHONE	\$ 4,000.00	\$ 6,500.00	\$ 6,600.00
CITY HALL PAYMENT/PRINCIPAL	\$ 20,000.00	\$ 21,000.00	\$ 22,000.00
GARBAGE STICKERS	\$ 3,500.00	\$ 3,500.00	\$ 2,300.00

ADMINISTRATION DEPARTMENT

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
CAPITAL OUTLAY			
MISCELLANEOUS	\$ 4,000.00	\$ 5,000.00	\$ 10,000.00
INTEREST EXPENSE	\$ 22,000.00	\$ 21,000.00	\$ 21,000.00
NEW EQUIPMENT	\$ 8,000.00	\$ 35,000.00	\$ 46,000.00
ECONOMIC DEVELOPMENT	\$ 65,000.00	\$ 61,000.00	\$ 61,000.00
EVENTS COMMITTEE	\$ 125,000.00	\$ -	\$ -
CAPITAL IMPROVEMENT			
CITY COUNCIL CONTINGENCY	\$ 3,070.00	\$ -	\$ 21,510.00
OPERATING TRANSFERS			
TRANSFER OUT POOL	\$ 77,000.00	\$ 45,000.00	\$ -
TRANSFER OUT RTA	\$ 15,000.00	\$ 10,000.00	\$ -
TRANSFER TO PARK FUND			
TRANSFER TO INSURANCE FUND	\$ 144,000.00	\$ 147,000.00	\$ 150,500.00
TRANSFER TO FICA FUND	\$ 184,000.00	\$ 130,000.00	\$ 135,000.00
TRANSFER TO IMRF FUND	\$ 117,000.00	\$ 108,000.00	\$ 85,500.00
TO DOWNTOWN TIF	\$ 315,000.00	\$ 315,000.00	\$ 330,000.00
TOTAL	\$ 1,622,370.00	\$ 1,407,710.00	\$ 1,385,860.00



City of Harvard

Public Works Department

Jim Kruckenberg
Superintendent

**TO: Mayor Kelly
Dave Nelson**

From: Supt. Jim Kruckenberg

Proposed 2019- 2020 Budget

As always, the Public Works Department strives to hold down costs and operate in a conservative fiscal manner, all the while providing the same high level of service the community has come to expect.

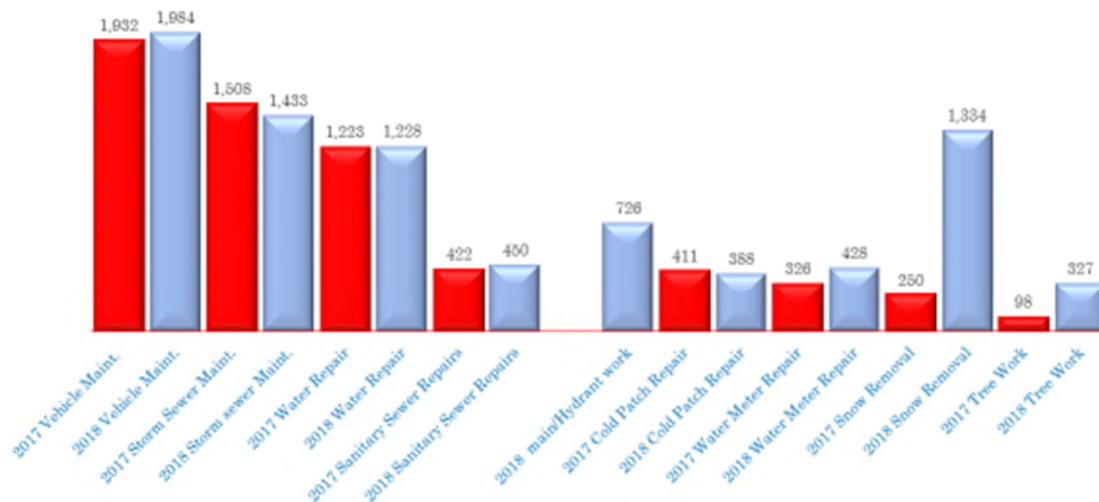
Personnel

Public Works Department consists of 6 full time employees, one of those is the City mechanic. While the total number of employees has been reduced in the past ten years, our responsibilities and area of service has increased, and like all departments, we are doing more with less. We did add a full time employee in October of 2018, and he is a welcome addition to the Public Works crew. A strategy that has allowed the department to continue to function efficiently is the use of part-time summer help and snow birds. The addition of summer personnel, gives us a big boost in manpower during the spring and summer construction season. I believe that maintaining the seasonal part time help is a conservative and sensible way to budget personnel funding. Summer help is limited to 600 hours per person, and snow birds are limited to a total of 400 hours.

Man hour breakdown

The graph below is a breakdown of the hours spent on the main tasks from the past year. The graph represents our primary tasks that account for approximately 70% of the total man-hours available for work in 2018. The vehicle maintenance column is mainly our mechanics' hours, but also includes hours spent on the off season sweeper maintenance; the mechanic maintains all city vehicles including police department squad cars, as well as assists maintenance personnel as needed. Water system and storm sewer repairs account for the majority of our work. As the chart shows, all categories change from year to year but, snow removal as well as tree work man hours changed drastically. Snow fall and ice events jumped considerably, in 2018, and tree trimming added to the tree work category. The remaining man hours are spent repairing streets, repairing lights, replacing signs, and other miscellaneous tasks.

MANHOURS



City Services

- **Vehicle Maintenance:** Vehicle maintenance line remains the same. Our preventative maintenance program is paying off by keeping our vehicles in good working order and minimizing repair costs. However, our vehicles are getting older, and we should consider a replacement schedule.
- **Street Light Maintenance:** We maintain all downtown lights as well as lighting for three subdivisions. Other areas are maintained by Com Ed.
- **Tree Work:** We would like to continue to do proactive trimming, and there are still a few Ash trees in town that will need to come down at some time. We have been able to plant new trees the last few years. This is accomplished by using what's left in the tree budget at the end of the year.

Storm Sewer Maintenance

Storm sewer work keeps us busy every year, and will continue to do so. Most of that work is repairing or replacing old and deteriorated basins, pipes, basins, and manholes. Storm sewer repairs are prioritized and repaired as soon as our schedule allows. Collapsed leave sink holes in the streets, allow for flooding, and create unsafe conditions.

Sanitary Sewer Maintenance

Sanitary maintenance includes cleaning and televising mains and replacing or repairing manholes. Cleaning and televising allows us to determine the pipe condition as well as identifying points of infiltration.

Water Main Maintenance

This account involves many items, including: water main pipe, repair clamps, fittings, copper service line, water main valves and vaults, hydrants and concrete or pavement repairs. We also want to have funds budgeted for emergencies such as main replacement and outside contractors if required. There is a long list of service lines and shut offs that are in need of repair, although we repair or replace quite a few each year, more are added as we find them.

New Equipment

In the past five years, we have replaced five salt spreaders and five snow plows for the dump trucks. This year we would like to replace the 1994 Chevy 1 ton truck. We've squeezed all the useable life we can out of it. In the Utility Department equipment, we have new water meters and MXU radio readers. Last year we replaced 150 water meters and over 172 MXU's. We are at the end of the life span for many of the radio readers, and need to keep updating with new readers.

Summary

At Public Works we consistently work to save the City money in all our purchases, and maintenance contracts without sacrificing service or jeopardizing the safety of our employees.

This past year was busy as usual for Public Works. We repaired or replaced 40 storm sewers, repaired 17 sanitary manholes, and 22 water services were replaced. We installed 150 new water meters and over 172 water meter radio readers. This work was in addition to all the routine tasks, odd jobs, emergency repairs, and scheduled maintenance chores we perform.

New equipment requested for the year include a new $\frac{3}{4}$ ton pickup truck and snow plow. This would replace the 1994 Chevy truck we use currently.

Our work throughout the year is scheduled on a priority basis in accord with available manpower, urgency, and budget constraints. The Public Works Department will always have an abundance of work to do and we strive do our best work, provide the best public service, and maintain a safe working environment for our workers, all while operating within our budget.

Respectfully,
Jim Kruckenberg
Supt. Public Works

STREET DEPARTMENT

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
PERSONNEL			
SALARIES	\$ 303,000.00	\$ 308,000.00	\$ 322,000.00
OVERTIME	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
RELATED EXPENDITURES			
HEALTH INSURANCE	\$ 77,000.00	\$ 99,000.00	\$ 99,000.00
TRAINING/SEMINARS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
TRAVEL EXPENSE	\$ 150.00	\$ 150.00	\$ 200.00
UNIFORMS	\$ 3,000.00	\$ 3,000.00	\$ 3,250.00
CONTRACTUAL SERVICES			
STREET LIGHT MAINT	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00
VEHICLE MAINTENANCE	\$ 35,000.00	\$ 30,000.00	\$ 30,000.00
BUILDING & GROUNDS MAINTENANCE	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
RADIO MAINTENANCE	\$ 500.00	\$ 500.00	\$ 200.00
PARKING LOT MAINTENANCE	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
TREE PLANTING/REMOVAL	\$ 35,000.00	\$ 35,000.00	\$ 30,000.00
SIDEWALK REPLACEMENT			
COMMODITIES			
TOOLS	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
BARRICADES AND SIGN SUPPLIES	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
MATERIAL PURCHASES	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
TELEPHONE	\$ 3,500.00	\$ 3,500.00	\$ 3,600.00
ELECTRICITY	\$ 110,000.00	\$ 100,000.00	\$ 100,000.00
FUEL FOR BUILDING			
GAS, OIL, GREASE	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
STREET SIGNS	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00
STREET DECORATIONS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
MISCELLANEOUS/STREET SWEEPINGS	\$ 18,000.00	\$ 15,000.00	\$ 15,000.00
CAPITAL OUTLAY			
NEW EQUIPMENT	\$ 44,000.00	\$ 44,500.00	\$ 32,000.00
TRANSPORTATION SERVICE	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00
TOTAL	\$ 719,150.00	\$ 728,650.00	\$ 737,750.00



HARVARD POLICE DEPARTMENT

“Winning with Teamwork”



**TO: Mayor Michael Kelly
Administrator David Nelson
City Council**

DA: March 12, 2019

FR: Chief Mark Krause

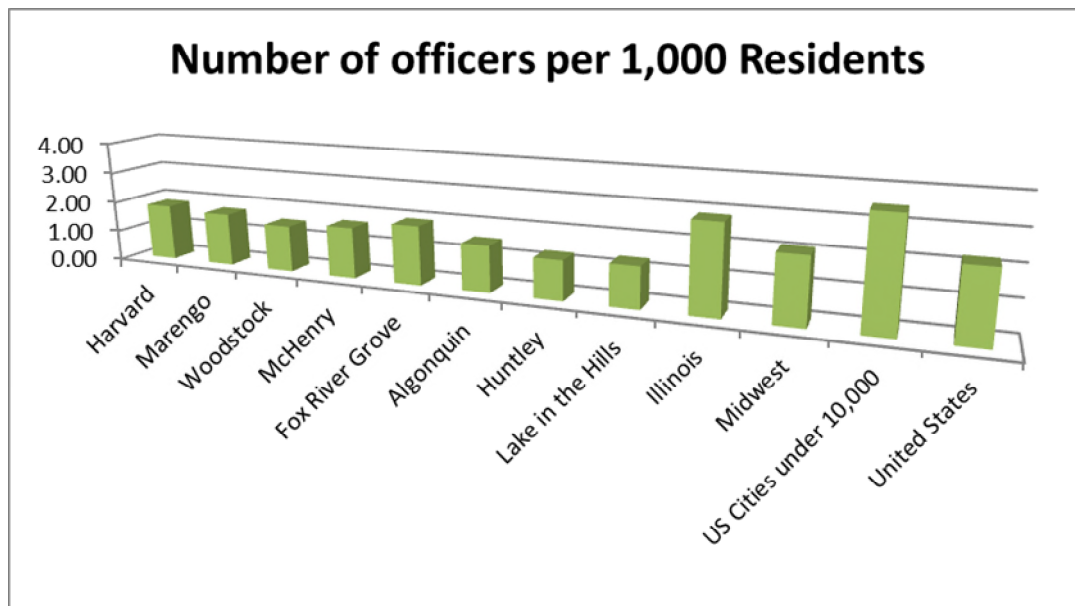
RE: 2019/20 Budget

The Harvard Police Department is a full service police department that operates 24 hours every day. Our 17 full time sworn police officers are tasked with detecting, preventing and identifying crime through the enforcement of laws and ordinances; the prevention and investigation of crime and delinquency; the apprehension and detention of violators; and the preservation of order and related police services.

The Police Department is comprised of a Chief, a Deputy Chief, three shift Sergeants, a Detective and 11 uniformed officers. The Police Department is supplemented by a part time officer, a part time crossing guard, a full time community service officer/information technology officer and a full time records clerk. Over the past few years, the total number of sworn officers has remained relatively flat.

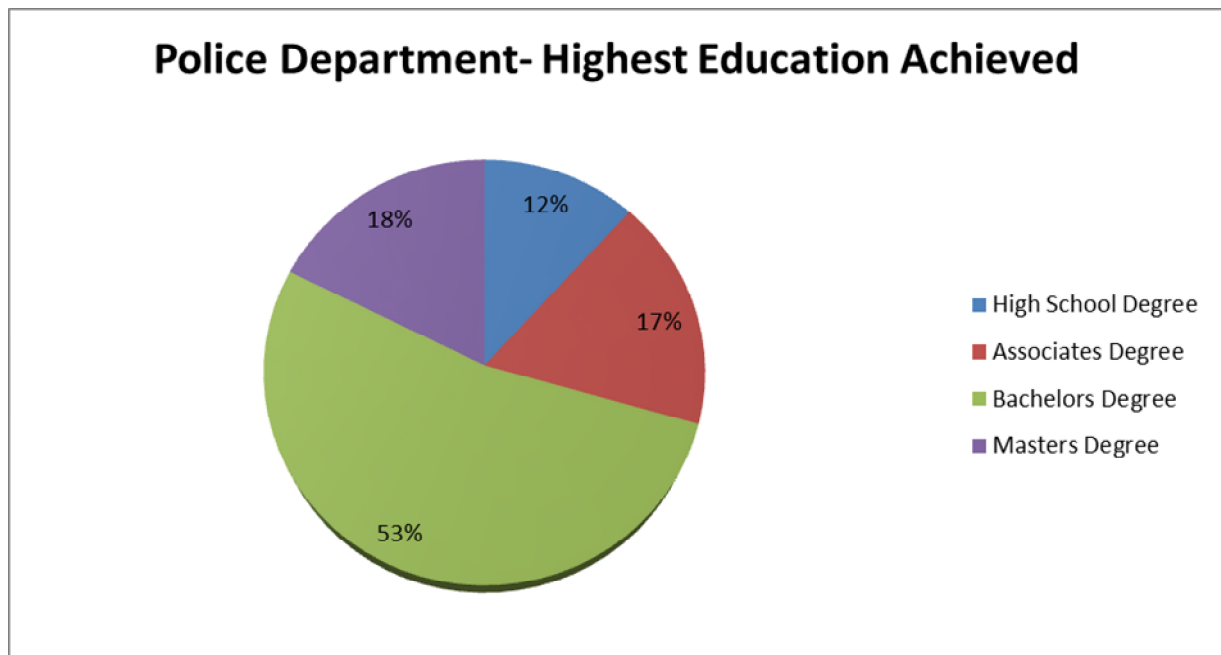


A review of neighboring Police Departments, as well as state, regional and national averages shows our ratio of sworn officers to our population is in line locally and below average among state, regional and national benchmarks.



Our most senior officer has over 25 years of experience and we have two officers with just under a year on. The average seniority of our sworn officers is 10 years, although we have 7 officers with less than 5 years on the job. The Police Department is young and there is the likelihood of having 2 of our 3 most senior officers retire in this next fiscal year.

In a further review of the composition of our Police Department, it is important to note Harvard has required, for several years, our police applicants to complete a minimum of 60 college credit hours; many of our officers have surpassed that requirement. This requirement is in excess of the GED, high school completion required by state law.



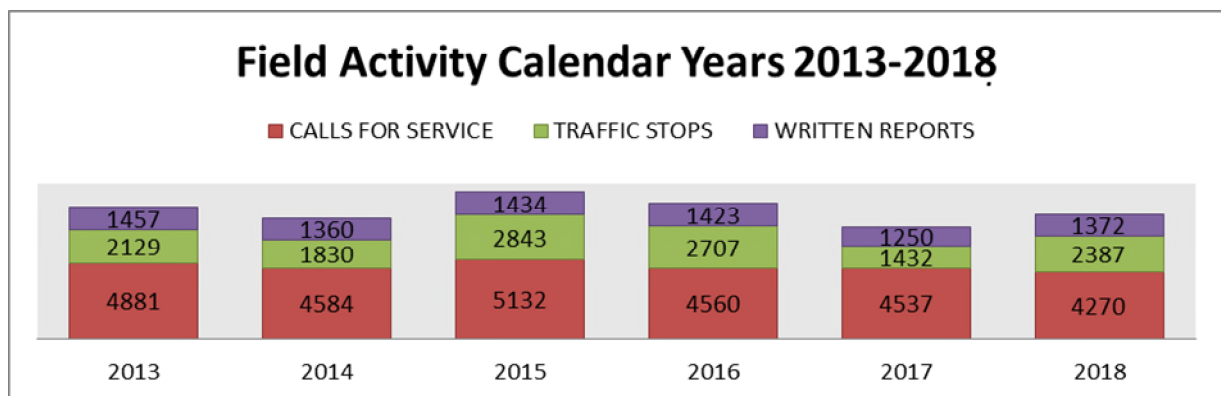
Our records clerk and Community Service Officer (CSO) share a front window presence during business hours. Years ago, the CSO was merged with an

Information Technology position to save time, effort and resources for routine computer issues within not only the Police Department but other City Departments as well.

PERSONNEL

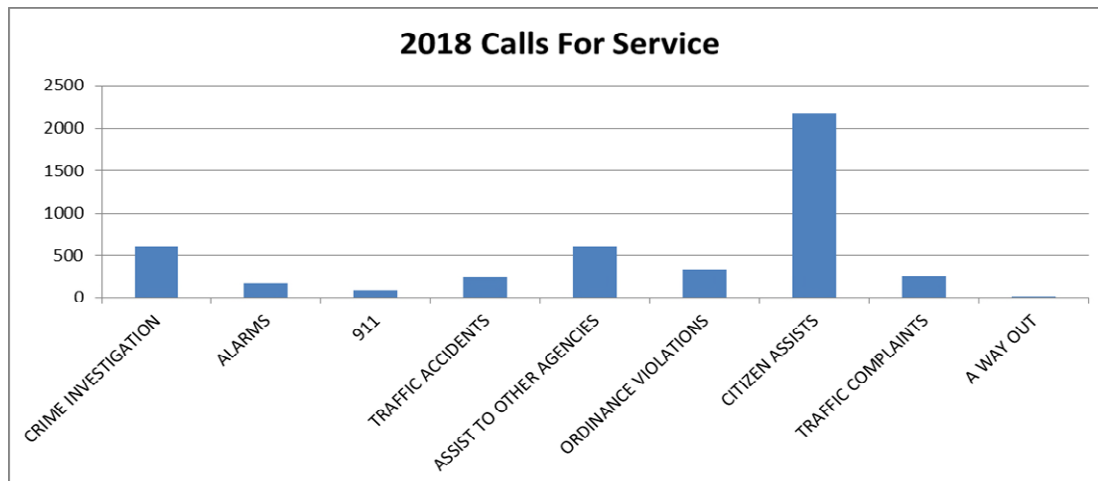
As noted above, the Department is young and has been functioning through attrition the past few years. Almost three years ago, the Police Department was able to return the third Sergeant's position; this addition has been important in the continued training, mentoring and monitoring new personnel and adapting more accountability and growth.

Over the past five years, our Field Activity has positively correlated to the number of personnel we've had. In 2017, due to retirements, we had 15 officers and in 2013 we had 16; during all other years we had our current contingent of 17 officers. It's important to note that new hires go through a long hiring and training process; it takes approximately 4 months of police academy training plus another 3 months of field training before a new hire is on their own.

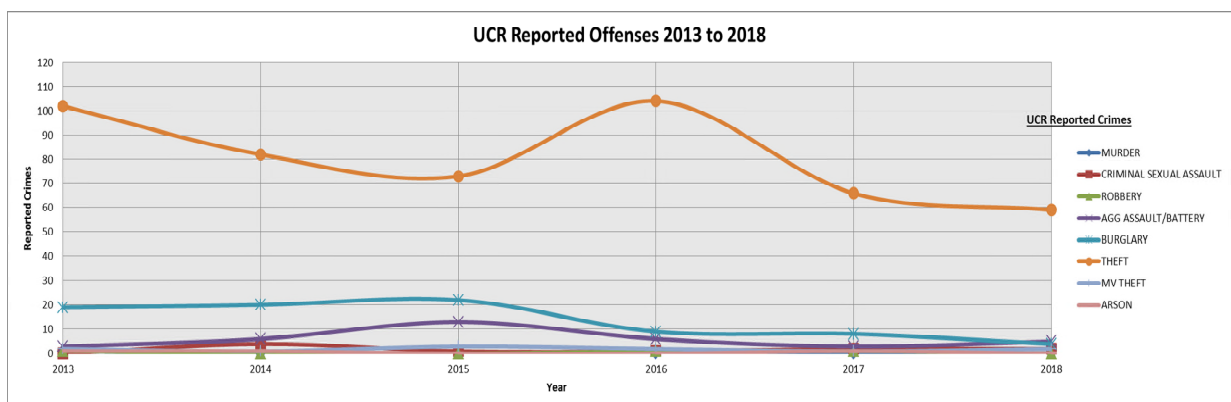


The above chart also indicates how well officers have been using their in car computers to "CAD out" (complete and file a call without having to go to the Station) calls for service. We've averaged anywhere from 4270 to 5132 calls for service over the past 6 years; these are reflective of citizen calls and officer initiated actions. The Department has remained consistent on written reports with 1372 reported last year, an increase over 2017 and has increased our traffic stops to 2387, a sizeable increase from 2017 when we were down staff.

The Department remains driven by Citizen Assists. In 2018, we fielded 4,270 calls for service and nearly half, 2,180 were for citizen assists. These types of calls deal with missing persons, found property, neighbor disputes, or other general inquiries. The second most calls, 218, were for assistance to other agencies; by policy, we respond to assist with fire and ambulance calls as well as make notifications for other police agencies or assist the County Sheriff. The third most type of call for service, at 213, was Crime Investigation. These calls are for any classification that can lead to a physical arrest, anything from a reckless driver to a battery.

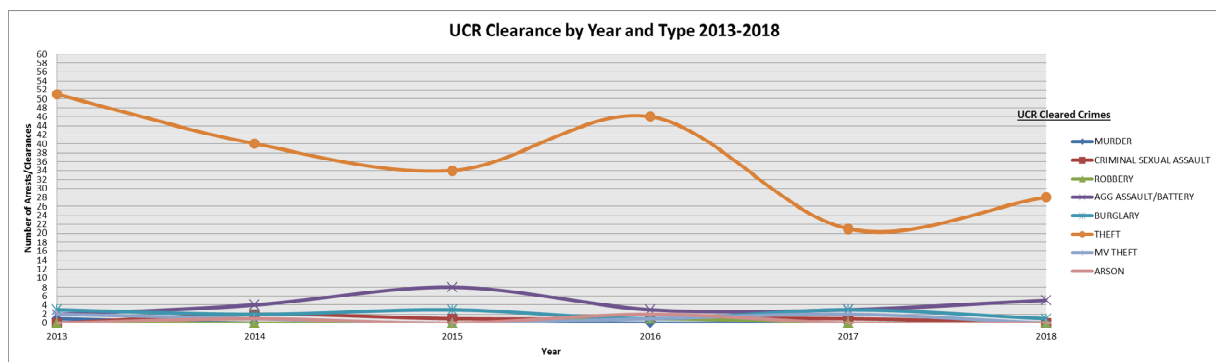
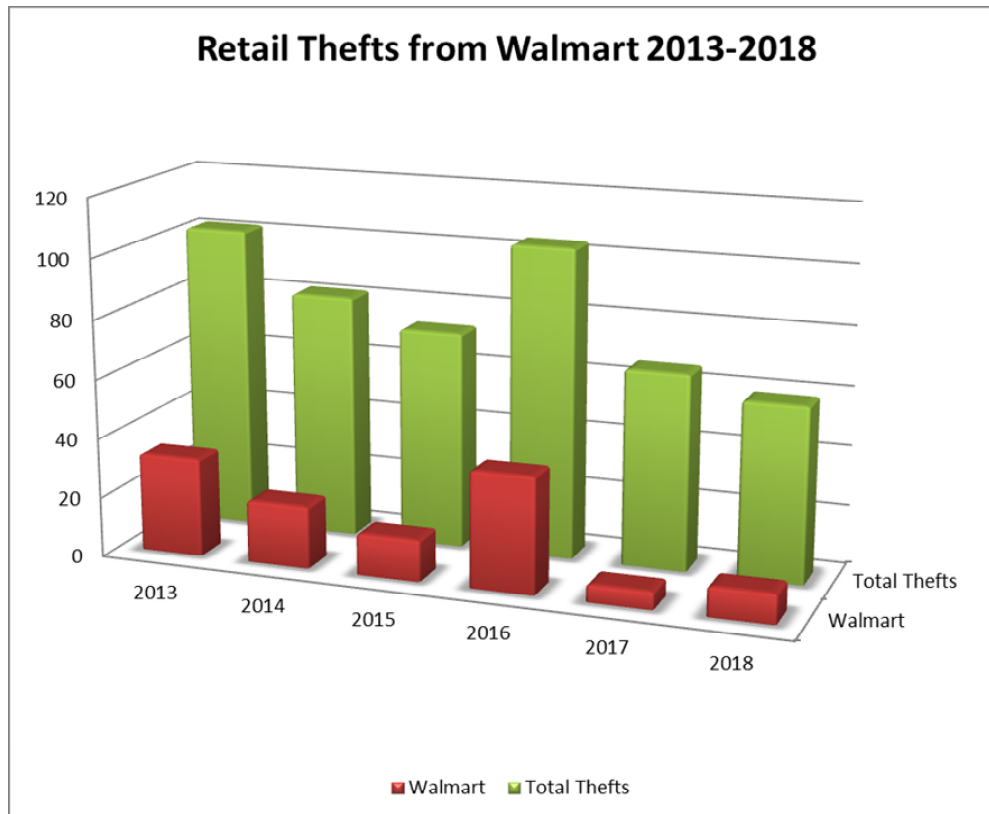


Over the past 6 years, the Uniform Crime Reporting (UCR) category crimes have reflecting cyclical and predictable patterns. The UCR breaks crimes into 2 main categories, crimes against persons (Murder, Criminal Sexual Assault, Robbery and Aggravated Assault/Battery) and crimes against property (Burglary, Theft, Motor Vehicle Theft and Arson). Crimes against persons are universally considered easier to solve yet are more impactful upon a population.



Thefts, by far and away, are Harvard's most reported crimes, distantly followed by Burglaries or Aggravated Assault/Battery. Many of the Theft reports originate from Walmart and are reflective in the presence and activity of their Loss Prevention staff.

The chart below shows the linkage between Walmart retail thefts and the City's UCR.



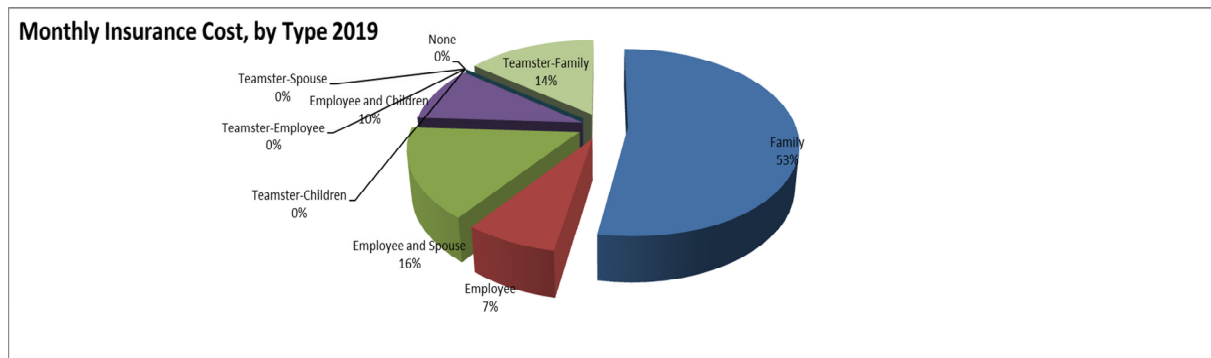
The above chart shows the number of reported arrests/clearances for our UCR. As one can see, this chart corresponds closely with the number of reported offenses.

RELATED EXPENDITURES

The Department's long time Metra parking official retired this past year and those duties were absorbed by the CSO. With this, the budget reflects a decreased request for Crossing Guards.

The overtime budget was increased in light of 2 probable retirements and 1 officer who will likely be deployed with the National Guard. This, coupled with a junior staff that mandates a more senior Officer in Charge, has led to an increased request for the overtime line.

Health Insurance reflects the anticipated hiring of officers with families and the same is reflected in the increased Uniforms line.



Training remains relative higher over previous years, to reflect the unfunded mandate from the State requiring additional training for police; currently we use online training programs to meet this need.

PROFESSIONAL FEES/DISPATCH SERVICES

The City is a founding partner in NERCOM, which provides dispatch services for the Police Department and several regional police and fire services. As a partner, we have dedicated a newly negotiated 12% share of the costs; our previous cost was 13.8% but the McHenry Township Fire Protection District had a difficult partnership arrangement that was corrected.

NERCOM has started to negotiate terminating contracts and, with direction from the board, has started to capture more funding from clients to ease the burden on the partners and charge more than the previously utilized, CPI.

The increase in dispatch fees reflects the promotion of a second Lead Dispatcher. Currently NERCOM has a Director and one Lead Dispatcher; the second Lead will increase supervision in the Center.

CONTRACTUAL SERVICES

The Vehicle/Equipment Maintenance line has remained flat; our current squad car rotation cycle and the skills of Public Works has been a great benefit with this cost.

Radio Maintenance has increased. When we formed NERCOM, as an effort to increase interoperability with neighboring jurisdictions and keep ahead of the antiquated, costly and inefficient radio frequency, we transitioned to the STARCOM21 radio platform. STARCOM allowed us to abandon our radio frequency infrastructure and ever-increasing in cost hook ups. The downside is a prescription cost and initial outlay. Our initial costs were buoyed by a grant and we negotiated two years without a subscription. The subscription is \$34/unit per month and the radios cost nearly \$2,800 each. We've endeavored to reduce the burden of replacement by procuring a radio or two each year.

SPECIAL PROGRAMS

Special Programs contains the costs of the EMA trailer for Milk Days, our annual Defensive Tactics budget, TASER training program and National Night Out Event.

CAPITAL OUTLAY/NEW EQUIPMENT

The New Equipment line indicates our ongoing squad car replacement program. The budget permits updated video camera and computer.

01-03-5800	New Equipment	
Morrow Brothers Ford	Ford-Police Interceptor Sedan AWD	\$26,642.00
	Delivery	\$225.00
Panasonic CF-53 laptop		\$1,990.00
Computer Dock - Havis		\$840.00
Bars for the windows		\$150.00
Configuration Service		\$50.00
Pagles Design	Vinyl door wrap white – Laminated	\$600.00
Pagles Design	Graphics	\$520.00
Pagles Design	Application	\$185.00
Morrow Brothers	**Car Equipment and set up	\$10,000.00
Provision	Squad Camera	\$4,600.00
SUBTOTAL		\$45,802.00
Replacement Program	one Squad	\$45,802.00
2017-2018 CURRENT		\$93,000.00
TOTAL		\$52,000.00

Respectfully,

Mark Krause
Chief of Police

POLICE DEPARTMENT

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
PERSONNEL			
OFFICERS	\$ 1,581,500.00	\$ 1,540,000.00	\$ 1,690,000.00
CLERICAL	\$ 114,000.00	\$ 116,000.00	\$ 118,000.00
CROSSING GUARDS	\$ 12,000.00	\$ 13,000.00	\$ 8,200.00
OVERTIME	\$ 220,000.00	\$ 240,000.00	\$ 255,000.00
 RELATED EXPENDITURES			
HEALTH INSURANCE	\$ 310,000.00	\$ 387,000.00	\$ 350,000.00
HEALTH EXAMS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
TRAINING/SEMINARS	\$ 3,500.00	\$ 6,500.00	\$ 6,000.00
EDUCATION			
UNIFORMS	\$ 18,500.00	\$ 21,500.00	\$ 23,000.00
 CONTRACTUAL SERVICES			
ATTORNEY FEES	\$ 55,000.00	\$ 56,000.00	\$ 56,000.00
PROFESSIONAL FEES/DISPATCH	\$ 217,000.00	\$ 222,000.00	\$ 235,000.00
VEHICLE MAINTENANCE	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
RADIO MAINTENANCE	\$ 1,500.00	\$ 9,500.00	\$ 11,000.00
EQUIPMENT MAINTENANCE	\$ 9,000.00	\$ 9,000.00	\$ 8,500.00
ADVERTISING			
 COMMODITIES			
AMMUNITION	\$ 3,500.00	\$ 4,000.00	\$ 5,800.00
MATERIAL PURCHASES/SUPPLIES	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
OFFICE SUPPLIES	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
INVESTIGATION/FILM	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
DUES/SUBSCRIPTIONS	\$ 2,200.00	\$ 2,350.00	\$ 1,850.00
TELEPHONE	\$ 10,640.00	\$ 11,000.00	\$ 11,000.00
GAS, OIL, GREASE	\$ 35,000.00	\$ 30,000.00	\$ 30,000.00
POLICE COMMISSION EXPENSE	\$ 2,000.00	\$ 1,000.00	\$ 3,700.00

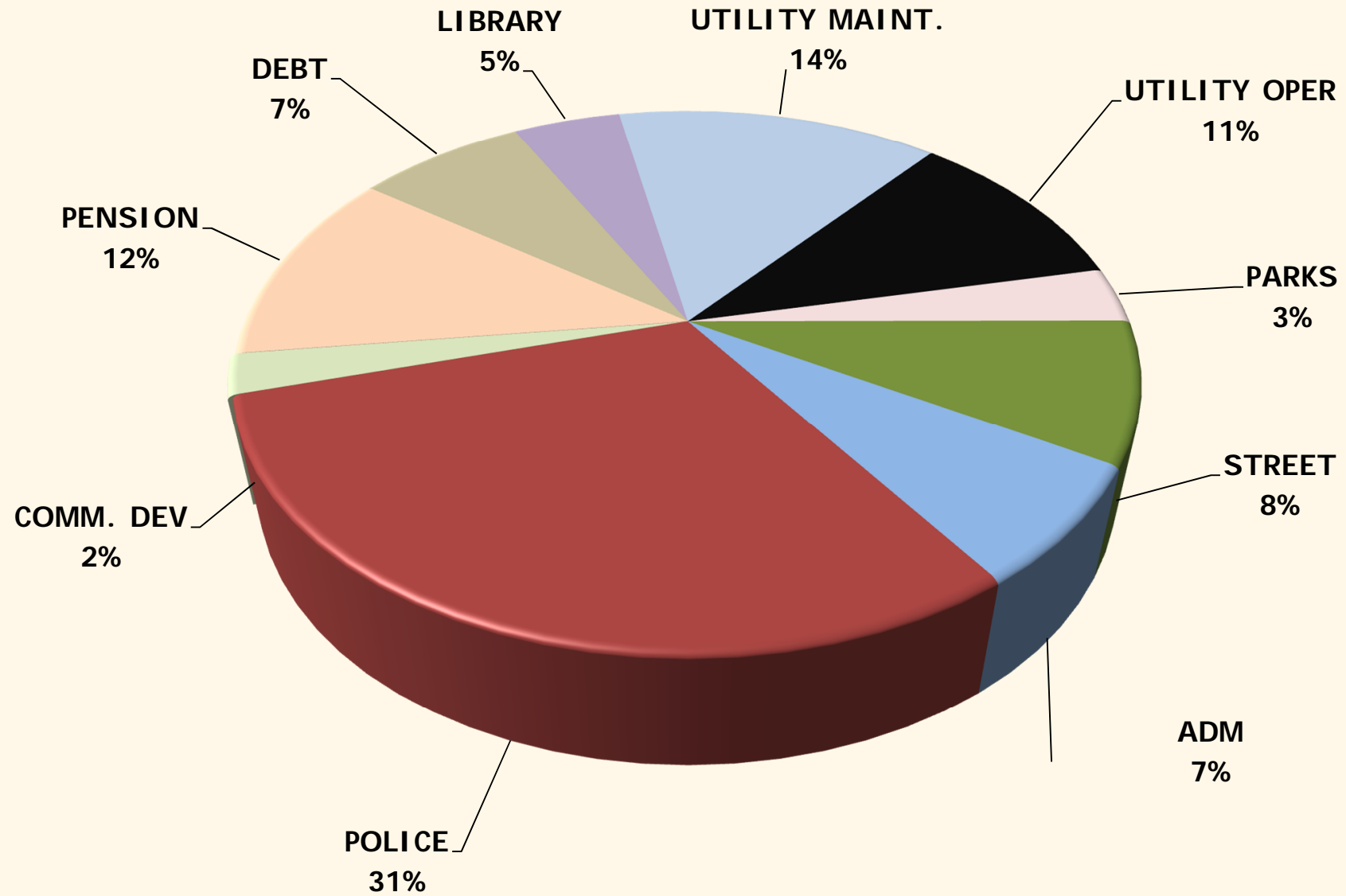
POLICE DEPARTMENT

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
OTHER			
MISCELLANEOUS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
SPECIAL PROGRAMS	\$ 8,500.00	\$ 7,500.00	\$ 8,000.00
CAPITAL OUTLAY			
NEW EQUIPMENT	\$ 88,000.00	\$ 93,000.00	\$ 52,000.00
DATA BASE			
TOTAL	\$ 2,721,340.00	\$ 2,798,850.00	\$ 2,902,550.00

COMMUNITY DEVELOPMENT DEPARTMENT

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
SALARIES	\$ 126,000.00	\$ 144,000.00	\$ 144,840.00
HEALTH INSURANCE	\$ 45,000.00	\$ 54,000.00	\$ 53,400.00
TRAINING	\$ 1,500.00	\$ 2,000.00	\$ 1,600.00
UNIFORM	\$ 750.00	\$ 790.00	\$ 600.00
VEHICLE MAINTENANCE	\$ 1,500.00	\$ 1,500.00	\$ 1,800.00
NUISANCE ABATEMENT	\$ 7,500.00	\$ 7,500.00	\$ 110,000.00
GAS, OIL, GREASE	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00
CAPITAL OUTLAY			
NEW EQUIPMENT	\$ 15,000.00	\$ 10,000.00	\$ 15,000.00
TOTAL	\$ 199,250.00	\$ 221,790.00	\$ 328,240.00

CITY OF HARVARD EXPENSES



SUMMARY OF GENERAL FUND

ADMINISTRATION	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 1,622,370.00	\$ 1,407,710.00	\$ 1,385,860.00

DOLLAR CHANGE

(\$21,850.00)
 -1.55%

STREET	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 719,150.00	\$ 728,650.00	\$ 737,750.00

DOLLAR CHANGE

\$9,100.00
 1.25%

POLICE	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 2,721,340.00	\$ 2,798,850.00	\$ 2,902,550.00

DOLLAR CHANGE

\$103,700.00
 3.71%

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
COMMUNITY DEVELOPMENT	\$ 199,250.00	\$ 221,790.00	\$ 328,240.00

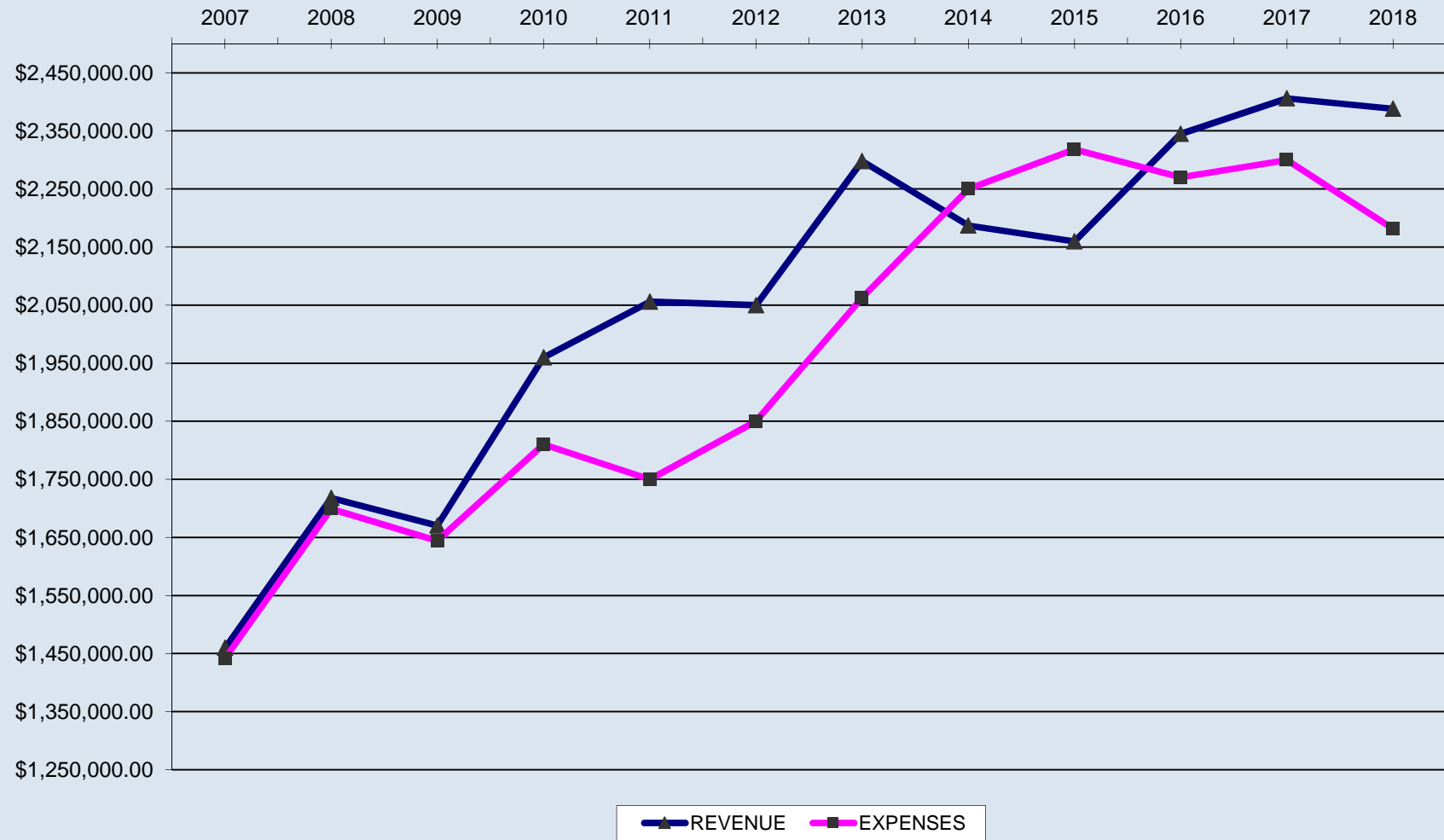
DOLLAR CHANGE

\$106,450.00
 48.00%

SUMMARY OF GENERAL FUND

TOTAL	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 5,262,110.00	\$ 5,157,000.00	\$ 5,354,400.00
	DOLLAR CHANGE		
	\$197,400.00		
	3.83%		

WATER OPERATIONS



WATER AND SEWER FUND REVENUE ESTIMATES

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
WATER BILLS	\$ 1,930,000.00	\$ 2,130,000.00	\$ 2,230,000.00
TAP ON PERMITS	\$ 10,000.00	\$ 3,500.00	\$ 5,000.00
SALE OF MATERIAL	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00
PENALTIES	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00
PLUMBING PERMITS	\$ 4,000.00	\$ 2,500.00	\$ 3,500.00
MAINTENANCE CHARGE	\$ 310,000.00	\$ 310,000.00	\$ 604,000.00
MOVING CHARGE	\$ 2,500.00	\$ 2,500.00	\$ 2,300.00
UTILITY TAX	\$ 105,000.00	\$ 115,000.00	\$ 112,000.00
EPA LICENSE FEE	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
INTEREST	\$ 2,500.00	\$ 10,000.00	\$ 15,000.00
MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
WATER TOWER LEASE	\$ 34,212.00	\$ 36,000.00	\$ 36,300.00
CASH ON HAND/CAPITAL IMPROVEMENT		\$ -	\$ -
GRANT	\$ 4,000.00	\$ 4,000.00	\$ 4,450.00
BOND PROCEEDS			
TOTAL	\$ 2,468,712.00	\$ 2,685,000.00	\$ 3,088,050.00



2019/2020 Utility Department Budget

To: Mayor Kelly & City Council

City Administrator Dave Nelson

From: Superintendent James Grant

The Utility department has made many upgrades over the past several years, we have pulled and repaired two of our three wells, and painted one of the water towers exterior, updated the wells, towers, lift stations and waste treatment plant to the SCADA system for control and monitoring.

The waste treatment plant treated 506,539,600 gallons of waste water and pumped 250,626,000 gallons of potable water in 2018.

Fiscal year 2019/2020:

We will be pulling Well #10, Located in Milky Way Park this fiscal year for inspection, this well went into service in 2009 and has not been out of the ground for any repairs.

Waste Treatment Plant doors will be replaced; we are going to replace the door on the office building and sludge digester room.

We will be rebuilding or replacing a couple lift station pumps that are aging and not performing as they should. We will continue to focus on the processes of the plant that will remain in service along with the buildings after the expansion this fiscal year will be no different.

Future needs:

The city needs to keep moving forward with updating our waste treatment plant: the plant is aging and is becoming more difficult to meet regulatory requirements. We will to continue to maintain the plant and work within our NEPDES permit without violations to the best of our ability.

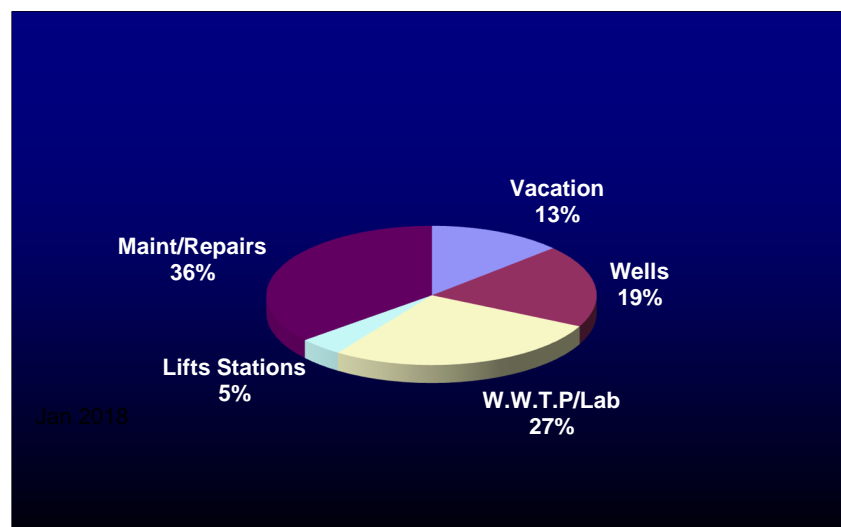
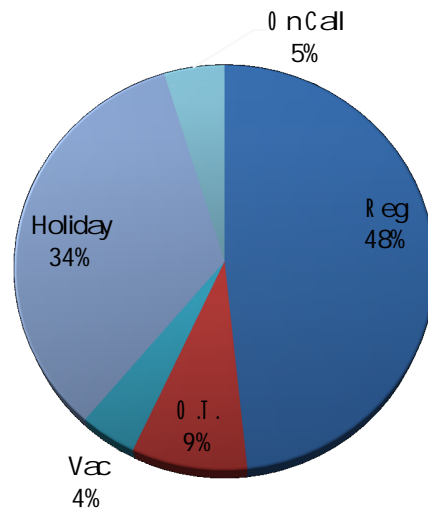
We also need to start a SSEC (Sanitary sewer evaluation survey) this would help identify (I/I) inflow and infiltration, along with televising for leaking manholes, pipes and any cross connections.

Staff:

The Utility department has three operators, two that have all water and waste water licenses class 1, wastewater and class A, water one that has class C water and class 3 wastewater. Along with one fully licensed Class 1/ Class A, supervisor. The department is staffed 7 days a week. We operate the waste treatment plant, three wells and towers and 13 lift stations, along with the buildings and property associated with the department.

First Chart reflects payroll hours for regular working hours, overtime, on call hours Etc.

Second chart reflects an average per month hours worked by job duties including vacation time.



Projects Budgeted. 2019/2020

70-01-5502: Professional Fees. Sludge Belt Pressing and Cleaning Secondary Digester.

70-01-5514: Building Maintenance. Replacing Doors.

70-01-5519: Lift Station repair/ replace pumps

70-01-5800: New Equipment. Towable Generator for Lift Stations, computer and monitor

UTILITY OPERATIONS

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
PERSONNEL SALARIES			
SALARIES	\$ 366,000.00	\$ 381,000.00	\$ 388,000.00
OVERTIME	\$ 15,000.00	\$ 13,000.00	\$ 11,000.00
RELATED EXPENDITURES			
HEALTH INSURANCE	\$ 80,000.00	\$ 78,000.00	\$ 82,000.00
TRAINING	\$ 500.00	\$ 500.00	\$ 750.00
TRAVEL EXPENSE			
UNIFORMS	\$ 2,000.00	\$ 2,800.00	\$ 2,800.00
CONTRACTUAL & COMMODITIES			
PROFESSIONAL FEES	\$ 75,000.00	\$ 85,000.00	\$ 105,000.00
ENGINEERING FEES	\$ 30,000.00	\$ 30,000.00	\$ 150,000.00
VEHICLE MAINTENANCE	\$ 3,500.00	\$ 4,500.00	\$ 5,000.00
BUILDING MAINTENANCE	\$ 35,000.00	\$ 16,000.00	\$ 20,000.00
MAINTENANCE OF TOWER	\$ 25,000.00	\$ 35,000.00	\$ 25,000.00
LIFT STATION MAINTENANCE	\$ 35,000.00	\$ 50,000.00	\$ 30,000.00
EQUIPMENT MAINT.	\$ 40,000.00	\$ 25,000.00	\$ 145,000.00
LAB SUPPLIES	\$ 12,000.00	\$ 13,000.00	\$ 12,000.00
MATERIAL PURCHASES	\$ 3,500.00	\$ 4,000.00	\$ 3,000.00
DUES & SUBSCRIPTIONS	\$ 650.00	\$ 650.00	\$ 750.00
TELEPHONE	\$ 12,000.00	\$ 5,000.00	\$ 5,000.00
ELECTRICITY	\$ 190,000.00	\$ 185,000.00	\$ 195,000.00
FUEL FOR BUILDING	\$ 10,000.00	\$ 10,000.00	\$ 9,500.00
GAS, OIL & GREASE	\$ 10,000.00	\$ 10,000.00	\$ 9,500.00
CHEMICALS	\$ 80,000.00	\$ 90,000.00	\$ 100,000.00
MISCELLANEOUS	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00
PERMIT FEES	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
CAPITAL OUTLAY			
NEW EQUIPMENT	\$ 17,000.00	\$ 25,000.00	\$ 47,000.00
INFRASTRUCTURE EXPENDITURE	\$ -	\$ -	\$ -
TOTAL UTILITY OPERATIONS	\$ 1,063,650.00	\$ 1,083,450.00	\$ 1,366,300.00

UTILITY MAINTENANCE & ADMINISTRATION

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
PERSONNEL SALARIES			
SALARIES	\$ 192,000.00	\$ 230,000.00	\$ 257,000.00
SALARIES, CLERICAL	\$ 118,851.00	\$ 119,500.00	\$ 120,500.00
OVERTIME	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
 RELATED EXPENDITURES			
HEALTH INSURANCE	\$ 93,000.00	\$ 99,000.00	\$ 82,194.00
UNIFORMS	\$ 3,000.00	\$ 3,000.00	\$ 3,250.00
 CONTRACTUAL & COMMODITIES			
PROFESSIONAL FEES/LOBBYING	\$ 100,000.00	\$ 100,000.00	\$ -
UTILITY TAX	\$ 105,000.00	\$ 115,000.00	\$ 112,000.00
RENT	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
VEHICLE MAINTENANCE	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
STORM SEWER MAINTENANCE	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00
SANITARY SEWER MAINTENANCE	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
WATER MAIN MAINTENANCE	\$ 58,000.00	\$ 58,000.00	\$ 50,000.00
MATERIAL PURCHASES	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00
OFFICE SUPPLIES	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
POSTAGE	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
TELEPHONE	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
GAS, OIL & GREASE	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
 CAPITAL OUTLAY			
INFRASTRUCTURE EXPENDITURES	\$ 44,000.00	\$ 100,000.00	\$ -
NEW EQUIPMENT/METERS	\$ 49,500.00	\$ 86,000.00	\$ 42,500.00
MISCELLANEOUS	\$ 2,000.00	\$ 2,000.00	\$ 18,000.00
 OPERATING TRANSFERS			
DONATIONS	\$ 10,000.00	\$ -	\$ -
TRANSFER OUT	\$ 10,000.00	\$ 326,500.00	\$ 683,806.00
CITY COUNCIL CONTINGENCY	\$ 109,211.00	\$ 15,050.00	\$ -
 TOTAL UTILITY MAINTENANCE	\$ 1,050,062.00	\$ 1,414,550.00	\$ 1,530,250.00

WATER BOND FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
PAYMENT			
PRINCIPAL AND INTEREST	\$ 355,000.00	\$ 355,000.00	\$ 191,500.00
TOTAL	\$ 355,000.00	\$ 355,000.00	\$ 191,500.00

SUMMARY WATER AND SEWER FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
UTILITY OPERATIONS			
	\$ 1,063,650.00	\$ 1,083,450.00	\$ 1,366,300.00

DOLLAR CHANGE**\$282,850.00****26%**

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
UTILITY MAINTENANCE			
	\$ 1,050,062.00	\$ 1,414,550.00	\$ 1,530,250.00

DOLLAR CHANGE**\$115,700.00****8.18%****BOND PAYMENT**

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 355,000.00	\$ 355,000.00	\$ 191,500.00

DOLLAR CHANGE**(\$163,500.00)****-46.06%**

SUMMARY WATER AND SEWER FUND			
TOTAL	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 2,468,712.00	\$ 2,853,000.00	\$ 3,088,050.00
	DOLLAR CHANGE		
	\$235,050.00		
	8.24%		

To: Michael Kelly, Mayor
Dave Nelson, City Administrator
City Council

From: Ryan Knop, Superintendent of Parks and Recreation

Date: March 20, 2019

Re: 2019-2020 Budget

The City of Harvard Parks and Recreation Department consists of 9 parks totaling 128.66 acres. This is a wonderful asset to our community because Harvard has 4.04 more acres of parkland per 1000 residents over the national average. More green space is definitely beneficial to our community but that does come with a price though. In order to maintain all of the green space we do need proper funding and support from the community which is key. We have very high expectations for our parks and community support is just one key aspect.

The City of Harvard Parks and Recreation Department deals with a plethora of different challenges, but securing the proper funds in order to maintain our wonderful community parks is by far the largest challenge. This upcoming year the new referendum money will be introduced into our fiscal year budget. The Parks and Recreation Department is extremely excited to start working on capital improvement projects as well as increased maintenance and mowing. Some of those projects that will be worked on this summer is upgrading the concession stand at the Moose Field. This will be a co-op project between the City of Harvard and the Harvard Boy's League baseball program. One of the biggest changes that will happen this summer is increased maintenance and mowing as stated earlier. Over the past year we have continued with reduced mowing in some of our parks due to lack of funding, but this new referendum revenue will allow for us to bring back all or most of the areas that have not been mowed in the last 4 years to 5 years. Other projects this year will include new landscaping around the gazebos at Northfield Park, benches at County Brook Park, and removing the old ice rink behind the library and returning that to grass.

The City of Harvard Parks and Recreation Department has been working very hard to address the needs of the community. This upcoming year we will be offering some very unique

programs and activities for the community to participate in. These special programs are essential for securing additional revenue to help with future projects and maintenance within the park system. The goal is for these programs and events to be successful to where they can be executed annually which will allow for these programs to grow over the years. Community participation is key in making sure our Parks and Recreation Department produces quality programs that the community will engage in. Make sure to follow the City of Harvard on Facebook and check cityofharvard.org for all of the programs and activities offered in the near future.

Moving on to the City of Harvard Aquatic Center. The Mission Statement for the Harvard Aquatic Center is to allow fun, safe, and educational aquatic recreation to the citizens of Harvard, Illinois. The pool is a wonderful asset to the community but does require a lot of funds and maintenance to operate. As Superintendent of Parks and Recreation, I have noticed ways to improve our operation, while reducing our cost of operation. This upcoming fiscal year will be the second year for those changes. I felt that the initial year of those changes had a positive impact on the community. This upcoming fiscal year we will continue with the changes that have been made, but will continue to grow on those changes both in operations, as well as aesthetics. The keys to success will be within the organization as a whole. Working as a team to better the community pool, marketing special events to attract different demographic groups, maintaining current user groups, inventory management, hours of operation management, pool party promotion, and special event promotion. I have very high expectations for this upcoming year and we're definitely looking forward to seeing our community come together to support these wonderful assets located in your backyard.

As always, my door is always open so stop by City Hall and talk with me. I can also be reached at 815.943.6468 ext. 110 or at knop@cityofharvard.org

Sincerely,

Ryan Knop

City of Harvard

Superintendent of Parks and Recreation

REVENUE ESTIMATES PARKS AND RECREATION

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REAL ESTATE TAXES	\$ 73,225.00	\$ 75,056.00	\$ 230,000.00
BUILDING PERMITS			
GRANTS			
AMUSEMENT TAX	\$ 8,000.00	\$ 7,500.00	\$ 5,300.00
DAILY TICKETS	\$ 25,000.00	\$ 21,520.00	\$ 21,000.00
POOL PASSES	\$ 14,000.00	\$ 16,927.00	\$ 13,000.00
LESSONS	\$ 11,208.00	\$ 11,000.00	\$ 10,000.00
POOL PARTIES	\$ 5,000.00	\$ 6,000.00	\$ 4,500.00
CONCESSIONS	\$ 10,000.00	\$ 10,000.00	\$ 11,000.00
DONATIONS	\$ -	\$ 1,500.00	\$ 1,000.00
INTEREST	\$ 400.00	\$ 500.00	\$ 1,500.00
MISCELLANEOUS/REIMBURSE	\$ 1,500.00	\$ 1,500.00	\$ -
TRANSFER IN	\$ 25,500.00	\$ 60,000.00	\$ 15,000.00
PARK RENTALS	\$ 14,000.00	\$ 12,000.00	\$ 8,000.00
PARK PROGRAMS	\$ 10,000.00	\$ 10,000.00	\$ 7,000.00
CASH ON HAND		\$ 60,000.00	\$ -
TOTAL	\$ 197,833.00	\$ 293,503.00	\$ 327,300.00

PARKS

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
SALARIES			
PERSONNEL	\$ 82,000.00	\$ 82,000.00	\$ 90,000.00
RELATED EXPENDITURES			
HEALTH INSURANCE	\$ 8,100.00	\$ 8,100.00	\$ 4,300.00
CONTRACTUAL SERVICES			
MAINTENANCE OF GROUNDS	\$ 10,000.00	\$ 15,000.00	\$ 18,000.00
BUILDING MAINTENANCE	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
COMMODITIES			
MATERIAL PURCHASES	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
ELECTRICITY	\$ 12,000.00	\$ 13,000.00	\$ 14,000.00

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
FUEL FOR BUILDINGS	\$ 1,125.00	\$ 1,125.00	\$ 1,125.00
OTHER			
MISCELLANEOUS	\$ 300.00	\$ 800.00	\$ 1,500.00
CONCESSIONS			
PARK PROGRAMS	\$ 7,500.00	\$ 7,624.00	\$ 7,500.00
WALK IN CENTER			
NEW EQUIPMENT	\$ 4,000.00	\$ 3,000.00	\$ 38,000.00
LAND ACQUISITION			
CONTIGENCY			\$ 75.00
TO CAP IMP			
TOTAL	\$ 132,725.00	\$ 138,349.00	\$ 182,200.00

SWIMMING POOL

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
PERSONNEL			
SALARIES	\$ 73,798.00	\$ 75,274.00	\$ 80,000.00
RELATED EXPENDITURES			
HEALTH INSURANCE			\$ 4,300.00
TRAINING	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00
CONTRACTUAL SERVICES			
MAINTENANCE	\$ 17,824.00	\$ 27,380.00	\$ 12,000.00
ADVERTISING	\$ 702.00	\$ 700.00	\$ 700.00
COMMODITIES			
POOL SUPPLIES	\$ 2,974.00	\$ 3,000.00	\$ 3,000.00
UTILITIES			
TELEPHONE	\$ 1,400.00	\$ 500.00	\$ 600.00
ELECTRICITY	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
FUEL FOR BUIDLING	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
WATER			
CHEMICALS	\$ 12,845.00	\$ 13,000.00	\$ 12,000.00
CONCESSION STAND	\$ 5,500.00	\$ 6,000.00	\$ 6,200.00
OTHER			
MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
NEW EQUIPMENT	\$ 2,865.00	\$ 5,000.00	\$ 1,000.00
CONTINGENCY			
TOTAL	\$ 142,208.00	\$ 155,154.00	\$ 145,100.00

EVENTS COMMITTEE

REVENUE	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
BALLOON FEST			
CASH ON HAND		\$50,000.00	\$0.00
SPONSORSHIP		\$30,000.00	\$0.00
VENDORS		\$22,200.00	\$0.00
TICKETS		\$100,000.00	\$0.00
ALCOHOL SALES		\$30,000.00	\$0.00
WRISTBANDS		\$40,000.00	\$0.00
ATM FEES		\$1,500.00	\$0.00
RAFFLES		\$900.00	\$0.00
CAMPING FEES		\$2,500.00	\$0.00
BALLOON RIDES		\$15,200.00	\$0.00
SOUVENIERS/SALES		\$3,250.00	\$0.00
5K RUN		\$5,500.00	\$0.00
PHOTO FEES		\$3,000.00	\$0.00
HELICOPTER RIDES		\$2,500.00	\$0.00
TOTAL REVENUE BALLOON FEST		\$306,550.00	\$0.00
GENERAL EVENTS			
GENERAL REVENUE		\$20,000.00	\$20,000.00
TOTAL EVENTS REVENUE		\$326,550.00	\$20,000.00

EVENTS COMMITTEE

CONTRACTUAL SERVICES			
BALLOON MEISTER		\$2,000.00	\$0.00
LODGING		\$5,000.00	\$0.00
PILOT RENUMERATION		\$4,200.00	\$0.00
SPECIALTY BALLOON		\$3,000.00	\$0.00
INFLATABLE RIDES		\$35,000.00	\$0.00
ELECTRICAL		\$7,500.00	\$0.00
SECURITY		\$500.00	\$0.00
MCEB		\$1,000.00	\$0.00
ENTERTAINMENT		\$10,000.00	\$0.00
PARK FEES/ TAXES		\$4,600.00	\$0.00
RENTALS			
LIGHT TOWERS		\$3,500.00	\$0.00
PORT A JOHNS		\$5,000.00	\$0.00

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
TENTS/TABLES/CHAIRS		\$1,500.00	\$0.00
STAGE AND ACCESSORIES		\$6,500.00	\$0.00
RELATED EXPENDITURES			
ADVERTISING		\$10,000.00	\$0.00
INSURANCE		\$5,000.00	\$0.00
UNIFORMS		\$2,500.00	\$0.00
SOUVENIERS/SPONSORS		\$1,000.00	\$0.00
FOOD/PILOTS		\$1,000.00	\$0.00
PHOTO CONTEST		\$2,000.00	\$0.00
COMMODITIES			
FUEL		\$400.00	\$0.00
PROPANE		\$3,000.00	\$0.00
PAINT		\$300.00	\$0.00
TICKETS/WRISTBANDS		\$500.00	\$0.00
5K RUN		\$1,000.00	\$0.00
BEVERAGES		\$5,500.00	\$0.00
GROUND MAINTENANCE		\$1,000.00	\$0.00
ELECTRICITY		\$200.00	\$0.00
CAPITAL OUTLAY			
FENCE		\$50,000.00	\$0.00
TRANSFER CAPITAL IMPROVEMENT		\$101,263.00	\$0.00
DONATIONS/ORGANIZATIONS		\$32,587.00	\$0.00
GENERAL EVENTS		\$20,000.00	\$20,000.00
TOTAL		\$326,550.00	\$20,000.00

TOTAL PARKS AND RECREATION FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
TOTAL	\$ 274,933.00	\$ 620,053.00	\$ 347,300.00

DOLLAR CHANGE

-\$272,753.00

-43.99%

NISRA FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REVENUE			
PROPERTY TAX	\$ 39,000.00	\$ 39,000.00	\$ 40,000.00
EXPENDITURES			
PAYMENT TO NISRA	\$ 23,500.00	\$ 24,000.00	\$ 25,000.00
TRANSFER OUT TO PARKS	\$ 15,500.00	\$ 15,000.00	\$ 15,000.00

SUMMARY NISRA FUND

TOTAL	\$ 39,000.00	\$ 39,000.00	\$ 40,000.00
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REVENUE ESTIMATES MOTOR FUEL TAX FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
ENTITLEMENT	\$ 225,000.00	\$ 242,000.00	\$ 245,000.00
GRANTS			
INTEREST	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00
CASH ON HAND	\$ 39,000.00	\$ -	\$ 90,000.00
TOTAL	\$ 265,000.00	\$ 244,000.00	\$ 338,000.00

MOTOR FUEL TAX FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
ENGINEERING	\$ 10,000.00	\$ 15,000.00	\$ 18,000.00
SIDEWALK PROGRAM			
CURB REPLACEMENT			
SALT	\$ 80,000.00	\$ 65,000.00	\$ 70,000.00
MAINTENANCE	\$ 175,000.00	\$ 164,000.00	\$ 250,000.00
INTEREST EXPENSE			
TOTAL	\$ 265,000.00	\$ 244,000.00	\$ 338,000.00

SUMMARY MOTOR FUEL TAX FUND

TOTAL	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 265,000.00	\$ 244,000.00	\$ 338,000.00

DOLLAR CHANGE

\$94,000.00

38.52%

CITY OF HARVARD ROAD PROGRAM 2018-2019

	FEET
BLACKMAN/ FIFTH TO SECOND	1000
EASTMEN/ PARK TO METZEN	950
HART/ UNIVERSITY TO DIGGINS	320
KLAMEN/ HAYES TO EAST END	650
METZEN/ PAGE TO EASTMAN	350
UNIVERSITY/ DIVISION TO HART	310
WASHINGTON/ PAGE TO EASTMAN	330
TOTAL	3910

POLICE PENSION FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REVENUE			
PROPERTY TAXES	\$ 500,000.00	\$ 536,100.00	\$ 615,000.00
REPLACEMENT TAX	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
TOTAL	\$ 530,000.00	\$ 566,100.00	\$ 645,000.00
EXPENDITURES			
PENSION PAYMENTS	\$ 530,000.00	\$ 566,100.00	\$ 645,000.00
TOTAL	\$ 530,000.00	\$ 566,100.00	\$ 645,000.00

SUMMARY POLICE PENSION

TOTAL	\$ 530,000.00	\$ 566,100.00	\$ 645,000.00
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FICA FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REVENUE			
PROPERTY TAXES	\$ 130,000.00	\$ 120,000.00	\$ 120,000.00
TRANSFER IN	\$ 184,000.00	\$ 130,000.00	\$ 135,000.00
EXPENDITURES			
PAYMENT FOR FICA	\$ 314,000.00	\$ 250,000.00	\$ 255,000.00

IMRF FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REVENUE			
PROPERTY TAXES	\$ 106,000.00	\$ 107,500.00	\$ 110,000.00
REPLACEMENT TAXES	\$ 37,000.00	\$ 36,500.00	\$ 36,500.00
TRANSFER IN	\$ 117,000.00	\$ 108,000.00	\$ 85,500.00
EXPENDITURES			
PAYMENT FOR PENSION	\$ 260,000.00	\$ 252,000.00	\$ 232,000.00

SUMMARY PENSIONS

TOTAL	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 574,000.00	\$ 502,000.00	\$ 1,132,000.00

DOLLAR CHANGE
\$630,000.00
125.50%

INSURANCE FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REVENUE			
PROPERTY TAXES	\$ 71,000.00	\$ 72,000.00	\$ 73,500.00
TRANSFER IN	\$ 144,000.00	\$ 147,000.00	\$ 150,500.00
TOTAL	\$ 215,000.00	\$ 219,000.00	\$ 224,000.00

EXPENDITURES

INSURANCE, WORKMAN'S COMP	\$ 134,000.00	\$ 135,000.00	\$ 138,000.00
UNEMPLOYMENT, AND PROPERTY	\$ 81,000.00	\$ 84,000.00	\$ 86,000.00
TRANSFER TO CORP. GEN FUND			
TOTAL	\$ 215,000.00	\$ 219,000.00	\$ 224,000.00

SUMMARY INSURANCE

TOTAL	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 221,000.00	\$ 219,000.00	\$ 224,000.00

DOLLAR CHANGE
\$5,000.00
2.26%

DEBT SERVICE FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REVENUE			
PROPERTY TAXES	\$ 295,000.00	\$ 302,100.00	\$ -

EXPENDITURES			
LIBRARY/ POOL PRINCIPAL	\$ 147,500.00	\$ 285,000.00	\$ -
LIBRARY/ POOL INTEREST	\$ 147,500.00	\$ 17,100.00	\$ -
TOTAL	\$ 295,000.00	\$ 302,100.00	\$ -

SUMMARY DEBT SERVICE FUND

TOTAL	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 295,000.00	\$ 302,100.00	\$ -

DOLLAR CHANGE**(\$302,100.00)****-100.00%**

LIBRARY FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REVENUE			
PROPERTY TAXES	\$ 234,465.00	\$ 240,327.00	\$ 391,000.00
REPLACEMENT TAX	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
OTHER			
FICA/IMRF LEVY	\$ 33,890.00	\$ 33,890.00	\$ 30,218.00
CASH	\$ 30,000.00	\$ 20,000.00	\$ -
TOTAL	\$ 311,355.00	\$ 307,217.00	\$ 434,218.00
EXPENDITURES			
PERSONNEL			
SALARY	\$ 169,000.00	\$ 168,000.00	\$ 173,000.00
FICA/MEDICARE	\$ 13,290.00	\$ 13,290.00	\$ 13,115.00
IMRF/EXPENSE	\$ 20,600.00	\$ 20,600.00	\$ 17,103.00
HEALTH INSURANCE	\$ 42,000.00	\$ 58,000.00	\$ 75,000.00
UNEMPLOYMENT	\$ 250.00	\$ 750.00	\$ 750.00
MATERIALS			
BOOKS/PERIODICALS			
REFERENCE PRINT			
AUDIO BOOKS			
ELECTRONIC RESOURCES			
OPERATING EXPENSE			
EQUIPMENT			
FURNITURE			
BUILDING & GROUNDS MAINT.			
EQUIPMENT MAINTENANCE			
MISCELLANEOUS			
SUPPLIES/MAINTENANCE			
SUPPLIES/OFFICE			
TELEPHONE	\$ 9,000.00	\$ 14,000.00	\$ 13,750.00
UTILITIES	\$ 450.00	\$ 450.00	\$ 500.00
TECHNOLOGY			\$ 20,000.00
CAPITAL SAVINGS			\$ 20,000.00

LIBRARY FUND

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
ADMINISTRATION			
PROFESIONAL FEES			
MILEAGE			
CONTRACT SERVICES	\$ 27,365.00	\$ 22,127.00	\$ 20,000.00
BOARD EXPENSE			
DUES			
ADULT PROGRAMMING			
YOUTH PROGRAMMING			
PUBLIC INFORMATION			
TECHNOLOGY CHARGES	\$ 4,400.00	\$ -	\$ -
CASH RESERVE	\$ 25,000.00	\$ 10,000.00	\$ -
CAPITAL EXPENSE			\$ 81,000.00
TOTAL	\$ 311,355.00	\$ 307,217.00	\$ 434,218.00

SUMMARY LIBRARY

TOTAL	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 311,355.00	\$ 307,217.00	\$ 434,218.00

DOLLAR CHANGE

\$127,001.00

41.34%

REVENUE SUMMARY FISCAL YEAR 2018-2019

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
GENERAL FUND	\$ 5,216,110.00	\$ 5,106,000.00	\$ 5,204,400.00
WATER AND SEWER FUND	\$ 2,464,712.00	\$ 2,681,000.00	\$ 3,083,600.00
SPECIAL REVENUE FUNDS	\$ 2,168,933.00	\$ 2,432,253.00	\$ 1,991,300.00
LIBRARY FUND	\$ 311,355.00	\$ 307,217.00	\$ 434,218.00
BOND PROCEEDS			
CASH ON HAND	\$ 81,000.00	\$ 102,000.00	\$ 103,000.00
GRANTS	\$ 8,000.00	\$ 13,000.00	\$ 111,450.00
TOTAL REVENUE	\$ 10,250,110.00	\$ 10,641,470.00	\$ 10,927,968.00

BUDGET SUMMARY FISCAL YEAR 2018-2019

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
TOTAL BUDGET	\$ 9,929,755.00	\$ 10,502,253.00	\$ 10,523,750.00
TOTAL LIBRARY BUDGET	\$ 311,355.00	\$ 307,217.00	\$ 434,218.00
GRAND TOTAL BUDGET	\$ 10,241,110.00	\$ 10,809,470.00	\$ 10,957,968.00

SUMMARY TOTAL BUDGET

TOTAL	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
	\$ 10,241,110.00	\$ 10,809,470.00	\$ 10,957,968.00

DOLLAR CHANGE

\$148,498.00

1.37%

TIF BUDGETS

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REVENUE			
PROPERTY TAXES DOWNTOWN	\$ 77,000.00	\$ 82,000.00	\$ 94,000.00
INTEREST DOWNTOWN	\$ -	\$ 500.00	\$ -
TRANSFER FROM CORP GEN TO DOWNTOWN	\$ 315,000.00	\$ 315,000.00	\$ 330,000.00
PROPERTY TAXES INDUSTRIAL	\$ 230,000.00	\$ 245,000.00	\$ 545,000.00
INTEREST INDUSTRIAL	\$ 2,500.00	\$ 5,000.00	\$ 6,500.00
PROPERTY TAXES SOUTH	\$ 110,000.00	\$ -	\$ -
INTEREST SOUTH	\$ 1,500.00	\$ -	\$ -
BOND PROCEEDS DOWNTOWN			
BOND PROCEEDS INDUSTRIAL			
BOND PROCEEDS SOUTH			
TOTAL	\$ 736,000.00	\$ 647,500.00	\$ 975,500.00
EXPENDITURES			
DEBT SERVICE			
DOWNTOWN	\$ 392,000.00	\$ 397,500.00	\$ 424,000.00
INDUSTRIAL	\$ 232,500.00	\$ 399,710.00	\$ 551,500.00
SOUTH	\$ -	\$ -	\$ -
PLANNING STUDIES			
DOWNTOWN			
INDUSTRIAL			
SOUTH			
CONSTRUCTION PROJECTS			
DOWNTOWN			
INDUSTRIAL			
SOUTH			
TOTAL EXPENSE	\$ 624,500.00	\$ 797,210.00	\$ 975,500.00

SSA BUDGETS

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REVENUE			
PROPERTY TAX			
SSA #1	\$ 40,566.00	\$ 40,566.00	\$ -
SSA #2	\$ 36,853.00	\$ 36,853.00	\$ 36,853.00
SSA #3	\$ 69,457.50	\$ 71,548.00	\$ 74,000.00
SSA #4	\$ 40,200.00	\$ 38,400.00	\$ 41,600.00
SSA #5	\$ 131,215.00	\$ 131,565.00	\$ 127,000.00
TOTAL	\$ 318,291.50	\$ 318,932.00	\$ 279,453.00
EXPENDITURES			
DEBT SERVICE			
SSA #1	\$ 40,566.00	\$ 40,566.00	\$ -
SSA #2	\$ 36,853.00	\$ 36,853.00	\$ 36,853.00
SSA #3	\$ 69,457.50	\$ 69,457.50	\$ 74,000.00
SSA #4	\$ 40,200.00	\$ 40,200.00	\$ 41,600.00
SSA #5	\$ 131,215.00	\$ 131,215.00	\$ 127,000.00
TOTAL	\$ 318,291.50	\$ 318,291.50	\$ 279,453.00

CONTINGENCY

	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020
REVENUE			
MISCELLANEOUS	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00
EXPENDITURES			
CITY COUNCIL APPROVED	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00

NEW EQUIPMENT, BUILDING MAINTENANCE AND PROJECT LIST

POLICE CAR AND EQUIPMENT	\$ 52,000.00
PICK UP TRUCK	\$ 32,000.00
COMMUNITY SIGN	\$ 30,000.00
REPLACEMENT COMPUTERES	\$ 11,000.00
WATER METER REPLACEMENT	\$ 42,000.00
PARK IMPROVEMENTS	\$ 20,000.00
IMPROVEMENTS MOOSE FIELD	\$ 15,000.00
GIS DATA/SOFTWARE	\$ 15,000.00
GENERATOR	\$ 45,000.00
REHAB PUMP WELL #10	\$ 120,000.00
TOTAL	\$ 382,000.00

**CITY OF HARVARD
PERSONNEL SUMMARY**

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DEPARTMENT	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20
ADMINISTRATION:					
City Administrator	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Bookkeeper	1	1	1	1	1
Clerk	1	1	1	1	1
Department Total:	4	4	4	4	4
PUBLIC WORKS:					
Superintendent	1	1	1	1	1
Foreman	1	1	1	0	0
Mechanic	1	1	1	1	1
Maintenance Worker	3	3	3	6	6
Maintenance - Part Time	7	7	7	6	6
Department Total:	13	13	13	14	14
UTILITY DEPARTMENT:					
Superintendnt	1	1	1	1	1
Utility Operators	3	3	3	3	3
Utility Clerk	1	1	1	1	1
Department Total:	5	5	5	5	5
BUILDING DEPARTMENT:					
Community Development Director	1	1	1	1	1
Building and Zoning Inspector	0	0	0	0	0
Code Enforcement Officer	1	1	1	1	1
Department Total:	2	2	2	2	2
POLICE DEPARTMENT:					
Chief	1	1	1	1	1
Deputy Chief	1	1	1	1	1
Sergeant	2	3	3	3	3
Officer	13	12	13	12	12
Officer - Part Time	1	1	1	1	1
Dispatchers/CSO	5	5	5	1	1
Dispatcher - Part Time	2	2	2	0	0
Records Clerk	1	1	1	1	1
Crossing Guard - Part Time	2	2	2	1	1
Department Total:	28	28	29	21	21
PARKS/REC:					
Superintendent	2	2	2	2	2
Maintenance - Part Time	8	6	6	6	6
Pool - Part Time	26	23	26	18	18
Department Total:	36	31	34	26	26
RTA:					
Drivers - Full Time	0	0	0	0	0
Drivers - Part Time	1	1	0	0	0
Department Total:	1	1	0	0	0

DEBT

<u>C.O.H - NOTES PAYABLE</u>						2019-2020	2019-2020	2019-2020	
	<u>BANK</u>	<u>ACCT. #</u>	<u>LOAN #</u>	<u>DUE DATES</u>	<u>Bond Amount</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Notes</u>
Capital Improvement - City Hall	Castle Bank	9005773	905773	March, June, Sept, Dec (30th)	\$ 650,000.00	\$ 22,985.52	\$ 20,044.60	\$ 43,030.12	
T.I.F. - Downtown	Amalgamated	4878	2012A	January, July (15th)	\$ 3,105,000.00	\$ 365,000.00	\$ 58,995.00	\$ 423,995.00	
T.I.F. #2 - Industrial Park	Amalgamated		2016B	January, July (15th)	\$ 2,630,000.00	\$ 185,000.00	\$ 71,110.00	\$ 256,110.00	
	Amalgamated		2012B	January, July (15th)	\$ 2,290,000.00	\$ 150,000.00	\$ 46,335.00	\$ 196,335.00	
T.I.F. #2 - IP Bridge Loan	St Bank Gp	140018912		Oct 6th (each qtr after)	\$ 1,300,750.00	\$ 45,888.74	\$ 49,948.58	\$ 95,837.32	
SS#2 - Park Pointe	Castle Bank	9007261	2030061	January, July (1st)	\$ 438,900.00	\$ 35,394.04	\$ 1,442.43	\$ 36,836.47	
SS#3 - Shadow Creek	Amalgamated	9007288	3839	January, July (1st)	\$ 940,000.00	\$ 70,000.00	\$ 3,395.00	\$ 73,395.00	
SS#4 - Park Pointe	US Bank	9007296	2442-1	February, August (1st)	\$ 315,000.00	\$ 35,000.00	\$ 6,600.00	\$ 41,600.00	
SS#5 - Shadow Creek	Amalgamated	1853915005	3915	February, August (1st)	\$ 1,450,000.00	\$ 105,000.00	\$ 21,682.50	\$ 126,682.50	
Harvard Library/Rec 2011	Amalgamated	1854537001	2011B	June, December (1st)	\$ 2,075,000.00	\$ 285,000.00	\$ 11,400.00	\$ 296,400.00	
Water/Sewer Bonds	Amalgamated	2016A	2016A	May, November (1st)	\$ 1,125,000.00	\$ 110,000.00	\$ 16,547.50	\$ 126,547.50	
Water/Sewer Expansion	The HSB		138-338	28th of Each Month	\$ 730,000.00	\$ 31,389.31	\$ 23,210.69	\$ 54,600.00	

PROPERTY TAX BILL

