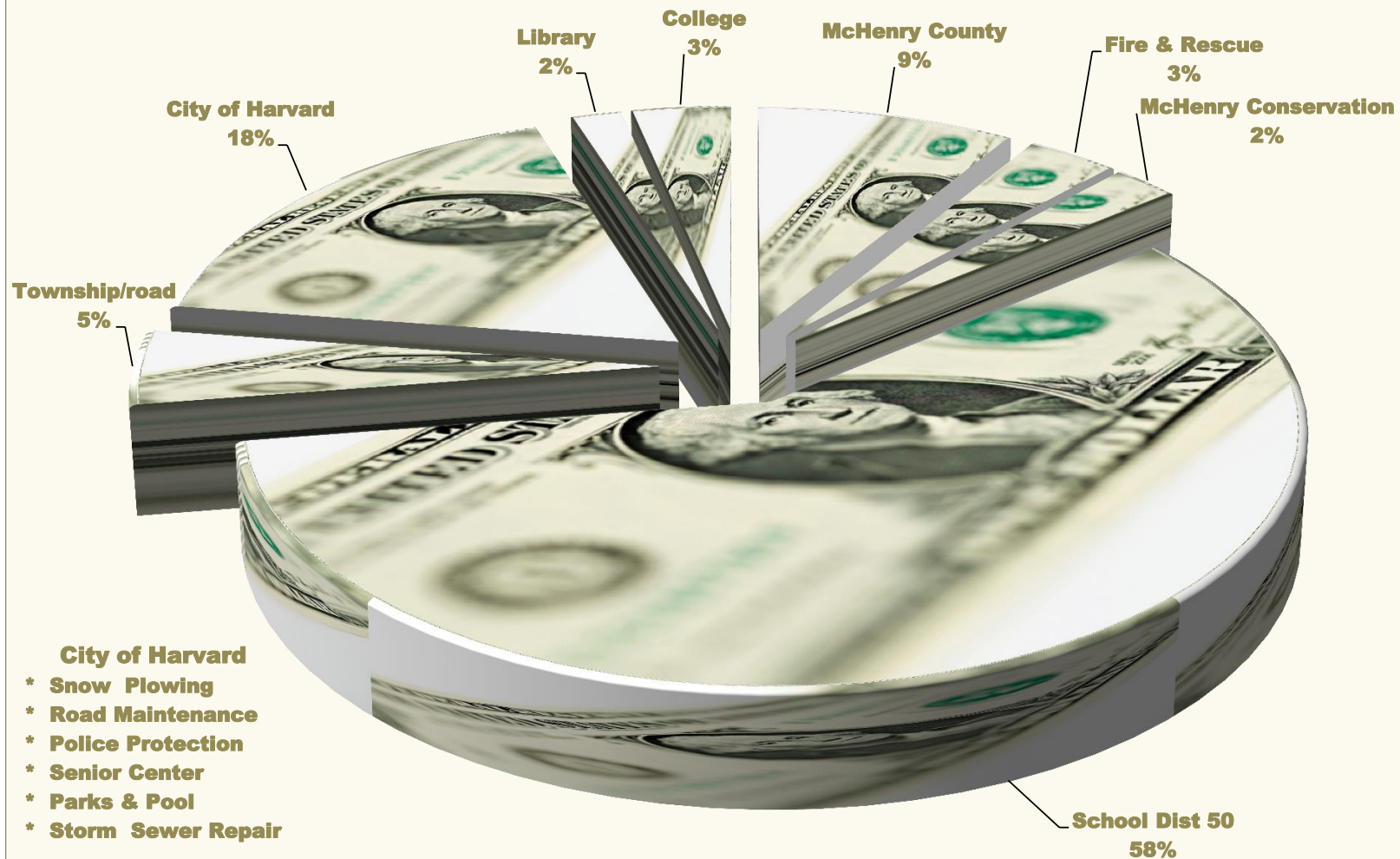


**CITY OF HARVARD**

**BUDGET**

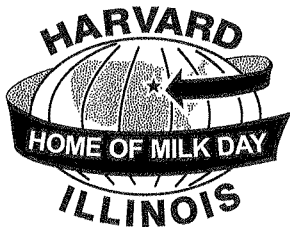
**FY2014/2015**

# PROPERTY TAX BILL



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**CITY OF HARVARD  
OFFICE OF THE MAYOR**

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**Jay T. Nolan  
Mayor**

April 15, 2014

**TO: CITY COUNCIL**

**RE: BUDGET FY2014/2015**

Dear Members of the City Council:

I am pleased to bring you the balanced budget for Fiscal Year 2014/2015. Maintaining a balanced budget continues to be an ongoing challenge as we utilize the City's resources and revenues to the best of our capabilities in an effort to provide the best quality services and infrastructure improvements to the residents of our community. Our nation remains in the grip of post-recession economic instability, low property values and stagnant job growth coupled with escalating increases in health insurance, pension obligations and wages. Additionally, the City has experienced one of the harshest winters in thirty years which caused an unexpected drain of our resources.

The State of Illinois' continued financial crisis and irresponsibility further exacerbates our finances with the state behind in payments 2-3 months ranging from \$190K to \$290K. Governor Quinn's recent budget proposal includes a provision to make the 2011 temporary tax hike permanent. However, local communities never received any additional revenue stream from the 2011 tax increase. I strongly recommend the City Council remain diligent in contacting our legislators to stress the necessity of corrective action to reverse the fiscal strain on the local economy.

Continued support of the the local HEDC is of prime importance as we search for solutions to increase economic prosperity and business opportunities in our community.

There are bright spots on the horizon and good indicators of renewed commercial interest in our community. Casey's Retail and O'Reilly's Auto Parts will both break ground this spring along the Route 14 corridor. The Starline Factory continues to expand and draw hundreds of art enthusiasts to our community every month.

The City Council must continue its proactive discussions to develop objectives to achieve financial stability and safeguard our spending so we can achieve long term financial reserves. During my nine years as Mayor, one of my primary objectives has been to reduce the line of credit at the bank. Through the ongoing perseverance of the City Council and staff, I am happy to report that we are close to reaching that goal. In 2012, the line of credit was paid off in September and borrowed against again in December. In 2013, the line of credit was paid off in June and was not borrowed against until mid-April, 2014. I anticipate that we will not have to borrow against the line of credit at all during Fiscal Year 2014/2015.

With the support of the City Council and staff, we will continue to brainstorm and develop new and innovative methods to utilize our resources and revenues to the best of our ability.

Upcoming projects this year include:

- MFT funds will be used to resurface up to 18 blocks of roadway this spring.
- Lighting at the Metra Parking Lots will be upgraded to save on utility costs.
- A PARC grant application has been submitted for the development of the 11 acre parcel adjacent to Milky Way Park.
- A CDBG grant application has been submitted to construct 900 feet of curb, gutter and storm sewer along West Metzen St. between Blanchard and South Hutchinson St.
- The City will replace 400' of sanitary sewer along US Route 14 between Admiral Drive & South Park Avenue and upgrade the existing lift station at the northwest corner of US Route 14/South Park Avenue
- The Marengo Road Bridge improvements will be completed this spring.

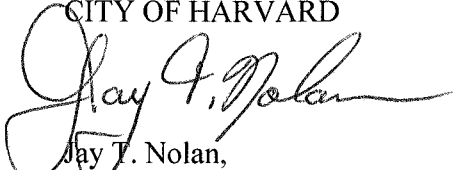
New equipment and building maintenance purchases:

- Administration: upgrade computers, e-mail server, hardware & software
- Parks: mowers
- Police Department: (2) Police Chevy marked squad cars, laptop computers and a Breathalyzer machine
- Public Works: (1) 2015 Ford F-250 4 x 4 Pickup Truck, walk behind saw, water meters
- Swimming Pool: sun shade for pool.
- Utilities: Well #9 maintenance, Paint Water Tower #2, WWTP driveway & lighting at the plant.
- A grant was received from Illinois Public Risk Fund (IPRF) for the purchase of safety and educational equipment.

I look forward to working with you in the coming year as we establish goals and priorities to address the needs of our community and provide services that will enhance the quality of life for our residents.

Sincerely,

CITY OF HARVARD



Jay T. Nolan,  
Mayor

**Date:** April 30, 2014

**From:** Dave Nelson, City Administrator

**Re:** Budget Proposal

**To:** Mayor  
Finance Committee  
City Council

Mayor, Committee, and City Council:

After many years of austere budgets we are finally in a position to return some service levels that we reduced many years ago. This budget plans on restoring one Public Works position and one Police Officer position. These personnel additions, although helpful, still do not bring us back to pre-2008 personnel levels.

As in the past, the process that we took was open, time consuming, and many voices were heard. The addition of personnel is not taken lightly and is temperate and responsible. During this process we also had some serious discussions concerning infrastructure needs and the condition of the Waste Water Plant. This document is the culmination of these efforts that we have taken together, to set some priorities and to engage Department Heads.

**Our story is not really different than everyone else's:**

- The state is behind in payments 2-3 months ranging from 190K to 290K
- Every day there is a different tale of Springfield reducing our income stream in order to pad their projects.
- Pension obligations increase every day.
- The tax burden increases on our residents and businesses.
- Pension obligations 150 % increase over the last five years
- Steady wage Growth 2.2% per year
- Gasoline cost steady and at its highest levels
- Health insurance cost on the rise once again

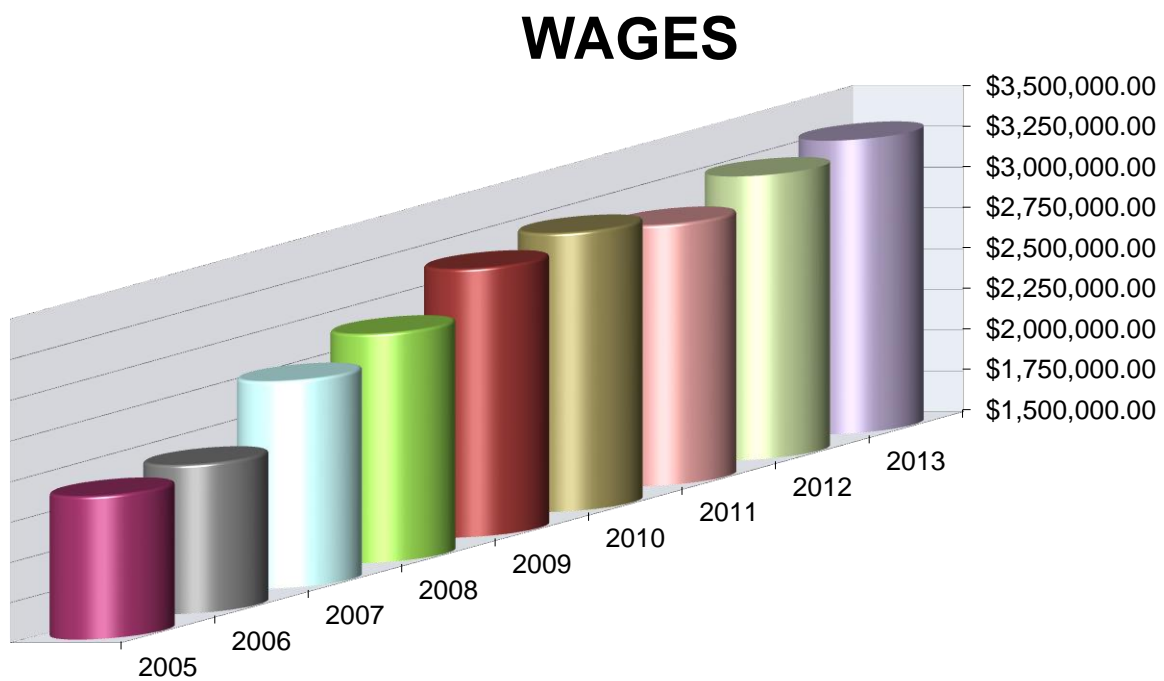
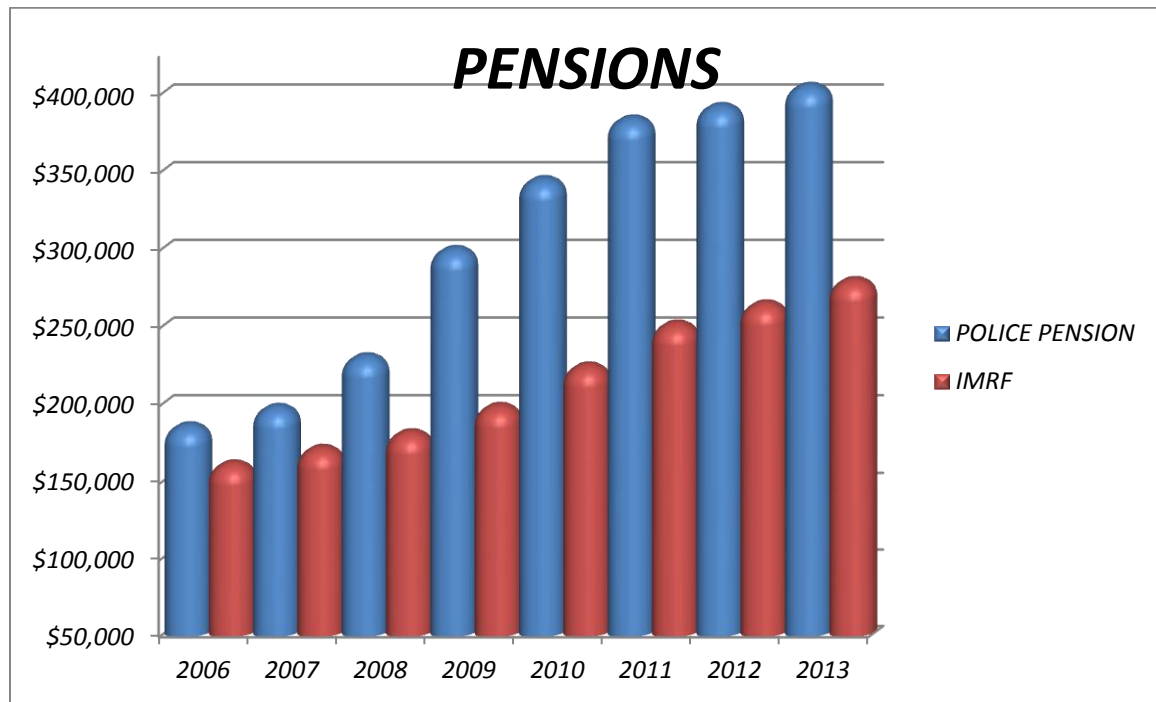
Many of these items are all out of our control but we still manage to be as resourceful as we can. The City has made appropriate reductions as needed, but it still feels like we are waiting for the other shoe to drop, and that we have no partners in Springfield. The State of Illinois fiscal mess has drawn us into the debate of shared sacrifice, but the only ones that are sacrificing thus far

are the local residents of Harvard. What we have done thus far in our reductions really has been responsible and thoughtful, but if the State reduces or caps our revenue stream the next cuts will be extremely severe.

Revenue growth is nonexistent, and barely keeping up with inflation. Even property tax revenue which has normally been stable is being affected. Two years ago we experienced the assessed value decreasing by over 12.3% with 51 million dollars of real property value disappearing. Last year the assessed value dropped an additional 12 % with another 31 million dollar of lost value, and this year another 7.7% or 8.2 million in value lost.

This has forced reductions in the Parks, NISRA and Corporate General Funds because these funds are capped in terms of the overall property tax rate. Further, the practice of keeping the levy flat is producing decreases in our property tax income that forces further reductions. Without any new investment in the local economy the prospects for increases in current revenue is bleak.

Income tax over the last several years has been abysmal, but it really appears that it is starting to rebound somewhat. We are planning once again for an increase this year of around 3% with hopes that it will be even higher. Fiscal 2013 builds upon 2012 levels, and fiscal 2014 is building upon 2013. Even with the increase over the last several years we are currently only at levels of years ago. This year we are planning on a modest increase, and that is assuming the State of Illinois meets its current obligations. Currently the State of Illinois is in arrears \$87,000.00, down about 100k from last year, and 200k from the year before. Realistically, this revenue source is solely dependent upon statewide economic factors, and if things do not pick up it is hard to rely upon the income tax revenue for too much. Besides, the state is still in discussions about reducing this revenue for local municipalities.





I would like to make several recommendations concerning future budgets and future financial considerations.

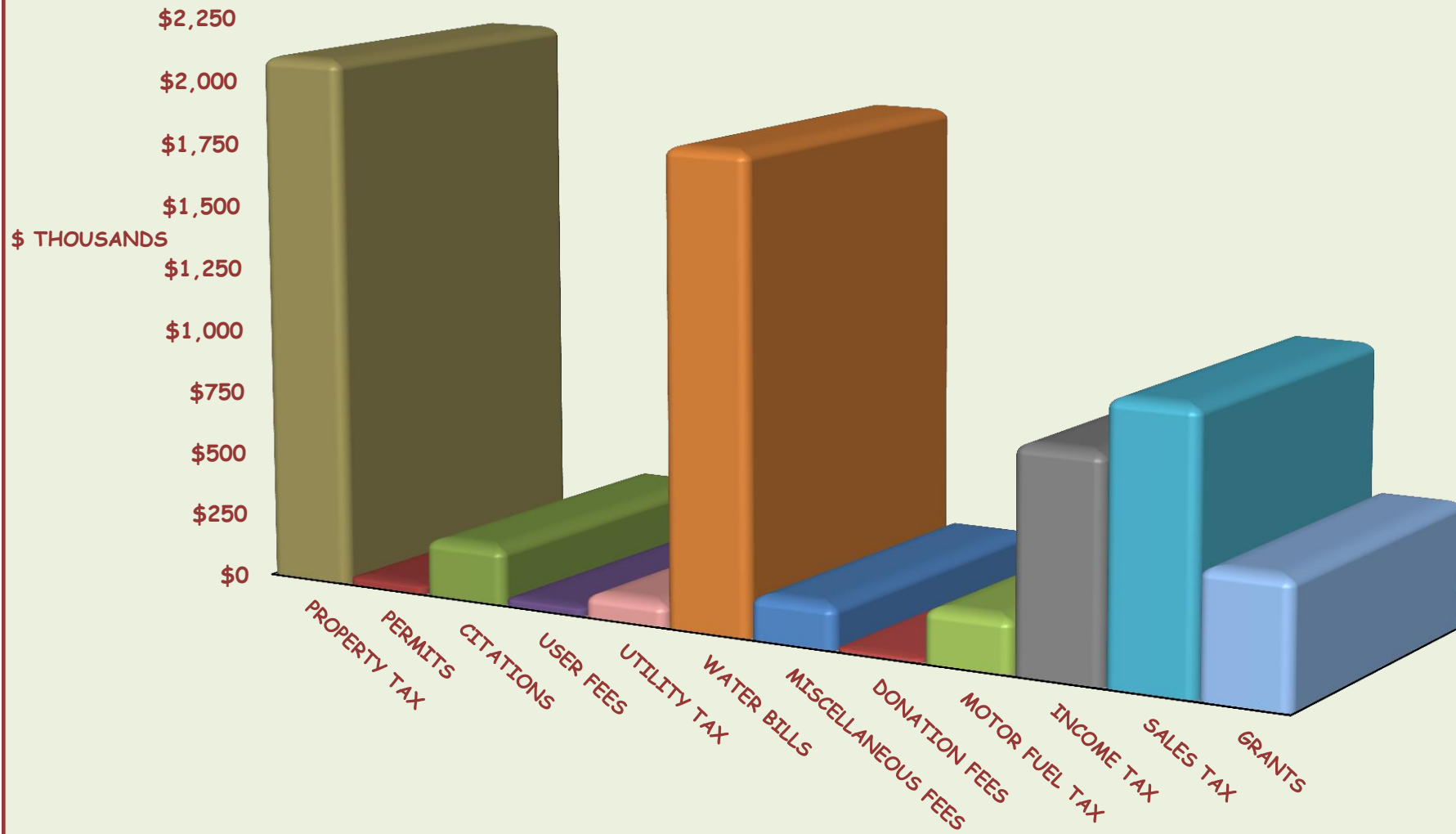
- Re-implement the five year capital improvement plan in the Corporate General fund so that we may establish our financial goals
- Continued review of the five year capital improvement plan in the water and sewer fund. This type of planning, regardless of financing options, will only benefit our community.
- Entertain discussions regarding vehicle stickers.
- To continue with financial and general strategy workshops to set our goals.
- Accumulate \$1,250,000 in cash reserves to offer future financial stability.
- Review of all city services, and consider privatization.
- 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.
- Institute user fees in the parks and recreation system
- Form a not for profit corporation to aid in fund raising for the park and recreation system
- As far as the efforts for the not for profit for the Park and Recreation system, formulate a strategic plan for its operations with clearly defined goals and objectives.

The biggest challenges that we still face are the financial stability of our operations in the Corporate General Fund. We are making significant strides on our cash flow but for several months of the year cash flow is non-existent. Overall, our financial situation in the Corporate General fund is tentative at best, and we need to be constant in our diligence.

dn

# CITY OF HARVARD REVENUE

2014-2015



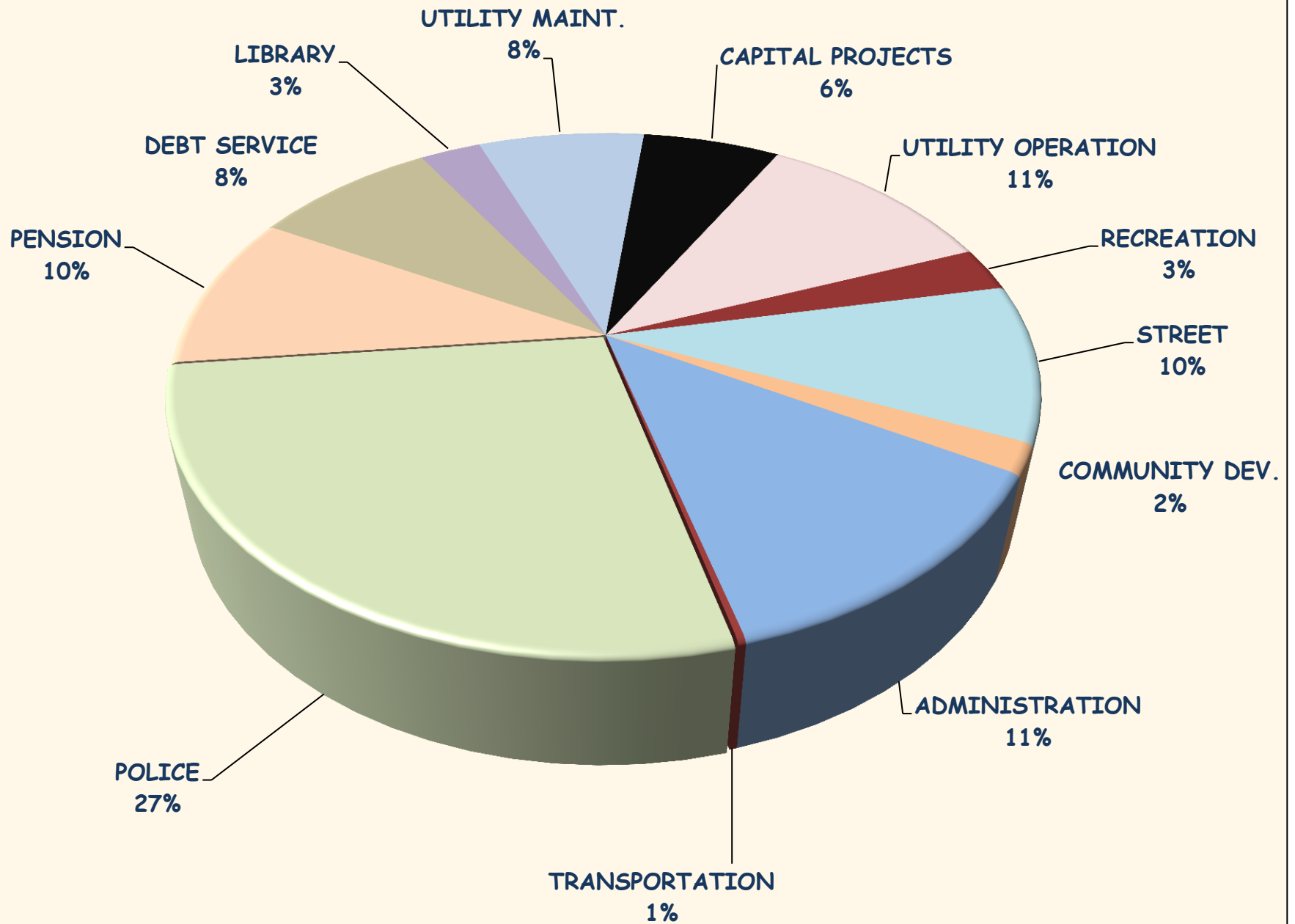
## GENERAL FUND REVENUE ESTIMATES

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
PROPERTY TAXES GENERAL	\$ 533,250.00	\$ 554,000.00	\$ 480,000.00
TRANSFER FROM AUDIT FUND	\$ 29,360.00	\$ 30,000.00	\$ 28,000.00
TRANSFER FROM POLICE PROTECTION FUND	\$ 605,035.00	\$ 620,000.00	\$ 630,000.00
TRANSFER FROM ROAD AND BRIDGE FUND	\$ 78,000.00	\$ 80,000.00	\$ 82,000.00
INCOME TAXES	\$ 775,000.00	\$ 875,000.00	\$ 900,000.00
USE TAX		\$ 143,595.00	\$ 160,000.00
MUNICIPAL SALES TAXES	\$ 1,111,780.00	\$ 1,039,875.00	\$ 1,090,000.00
VIDEO GAMING TAX		\$ 50,000.00	\$ 48,000.00
REPLACEMENT TAXES	\$ 70,000.00	\$ 65,000.00	\$ 82,000.00
LIQUOR LICENSE/GENERAL LICENSE	\$ 45,000.00	\$ 43,100.00	\$ 60,159.00
CONTRACTORS LICENSE	\$ 6,500.00	\$ 9,000.00	\$ 11,000.00
BUILDING PERMITS	\$ 12,000.00	\$ 14,030.00	\$ 15,000.00
HEALTH INSURANCE REIMBURSEMENTS	\$ 2,500.00	\$ 2,500.00	\$ 26,000.00
POLICE REIMBURSEMENTS	\$ 69,500.00	\$ 70,000.00	\$ 85,000.00
DUI FINES	\$ 8,200.00	\$ 8,200.00	\$ 5,000.00
POLICE FINES	\$ 225,000.00	\$ 225,000.00	\$ 215,000.00
WATER UTILITY TAX	\$ 93,000.00	\$ 100,000.00	\$ 110,000.00
ELECTRIC TAX	\$ 355,000.00	\$ 358,000.00	\$ 350,000.00
HOTEL MOTEL TAX	\$ 13,000.00	\$ 15,000.00	\$ 15,000.00
NATURAL GAS TAX	\$ 120,000.00	\$ 70,000.00	\$ 90,000.00

## GENERAL FUND REVENUE ESTIMATES

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
TELEPHONE TAX	\$ 285,000.00	\$ 280,000.00	\$ 250,000.00
ZONING HEARING & PLATTING FEES	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
CABLE FRANCHISE FEES	\$ 56,000.00	\$ 56,000.00	\$ 52,000.00
MINING FEES	\$ 48,500.00	\$ 48,500.00	\$ 48,500.00
ESCROW FROM DEVELOPERS	\$ 12,500.00	\$ 5,000.00	\$ 5,000.00
CAP IMPROVEMENT DONATIONS	\$ -		\$ -
GARBAGE STICKERS	\$ 2,000.00	\$ 2,000.00	\$ 3,500.00
DONATIONS/EVENTS	\$ 35,000.00	\$ 50,000.00	\$ 55,000.00
SURPLUS PROPERTY	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
INTEREST	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00
MISCELLANEOUS	\$ 10,000.00	\$ 8,000.00	\$ 12,000.00
GRANTS		\$ 5,300.00	\$ 1,500.00
RECEIPT OF RENT	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00
PARKING FEES	\$ 98,000.00	\$ 98,000.00	\$ 98,000.00
CASH ON HAND	\$ 59,445.00	\$ 45,000.00	\$ 45,000.00
<b>TOTAL</b>	<b>\$ 4,794,070.00</b>	<b>\$ 5,003,600.00</b>	<b>\$ 5,091,159.00</b>

# CITY OF HARVARD EXPENSES



## ADMINISTRATION DEPARTMENT

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>PERSONNEL SALARIES</b>			
OFFICIALS	\$ 105,400.00	\$ 109,000.00	\$ 110,000.00
CLERICAL	\$ 75,100.00	\$ 78,000.00	\$ 80,000.00
OVERTIME CLERICAL	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
 <b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 45,000.00	\$ 48,000.00	\$ 57,000.00
TRAINING/SEMINARS	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
EXPENSE ACCOUNT MAYOR	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
CLERKS TRAINING			
TRAVEL EXPENSE	\$ 100.00	\$ 100.00	\$ 100.00
 <b>CONTRACTUAL &amp; COMMODITIES</b>			
ATTORNEY FEES	\$ 80,000.00	\$ 75,000.00	\$ 50,000.00
PROFESSIONAL FEES/AUDITORS	\$ 40,000.00	\$ 45,000.00	\$ 50,000.00
ENGINEERING FEES	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
PRINTING	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00
BUILDING MAINTENANCE	\$ 48,000.00	\$ 35,000.00	\$ 40,000.00
SERVICE AGREEMENT	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
EQUIPMENT MAINTENANCE	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00
OFFICE SUPPLIES	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00
POSTAGE	\$ 4,500.00	\$ 3,500.00	\$ 3,500.00
DUES & SUBSCRIPTIONS	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
PUBLIC NOTICES	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
ZBA PUBLICATIONS	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
TELEPHONE	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
CITY HALL PAYMENT/PRINCIPAL	\$ 18,745.00	\$ 22,000.00	\$ 22,000.00
GARBAGE STICKERS	\$ 2,000.00	\$ 2,000.00	\$ 3,500.00

## ADMINISTRATION DEPARTMENT

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>CAPITAL OUTLAY</b>			
MISCELLANEOUS	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00
INTEREST EXPENSE	\$ 59,500.00	\$ 45,000.00	\$ 43,000.00
NEW EQUIPMENT	\$ 5,000.00		\$ 25,000.00
ECONOMIC DEVELOPMENT	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
EVENTS COMMITTEE	\$ 35,000.00	\$ 50,000.00	\$ 55,000.00
CAPITAL IMPROVEMENT	\$ -		\$ -
CITY COUNCIL CONTINGENCY	\$ 2,866.00		\$ -
			\$ -
<b>OPERATING TRANSFERS/CORPORATE GENERAL</b>			
TRANSFER OUT POOL	\$ 34,650.00	\$ 40,000.00	\$ 50,359.00
TRANSFER OUT RTA	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
TRANSFER TO PARK FUND	\$ 3,389.00		\$ 7,800.00
TRANSFER TO INSURANCE FUND	\$ 145,000.00	\$ 163,000.00	\$ 163,000.00
TRANSFER TO FICA FUND	\$ 156,918.00	\$ 175,000.00	\$ 195,000.00
TRANSFER TO IMRF FUND	\$ 129,385.00	\$ 145,000.00	\$ 185,000.00
TO DOWNTOWN TIF	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00
<b>TOTAL</b>	<b>\$ 1,226,353.00</b>	<b>\$ 1,280,400.00</b>	<b>\$ 1,382,059.00</b>



# City of Harvard Public Works Department

*Jim Kruckenberg*  
Superintendent

**TO: Mayor Nolan  
Dave Nelson**

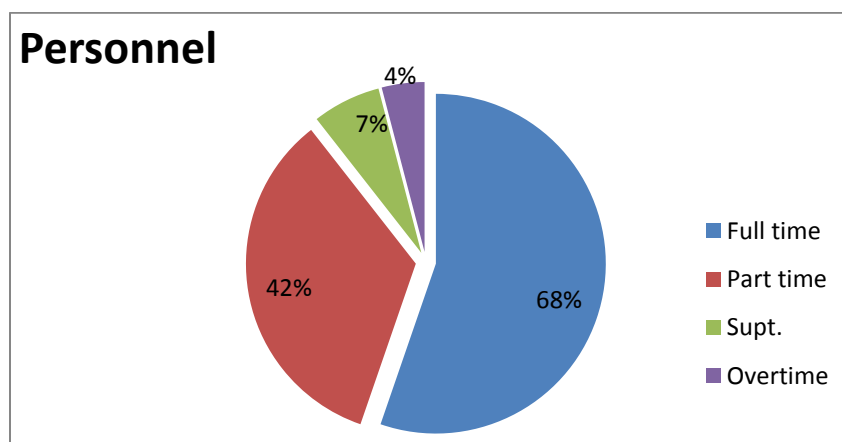
**From: Supt. Jim Kruckenberg**

## **Proposed 2014/15 Budget**

As we are all aware revenue shortages will continue to be a major hurdle for the City to manage in the coming year. That being the case, the Public Works Department has been able to keep up with and make a good dent in the list of repairs needed to the City infrastructure and emergencies as they arise.

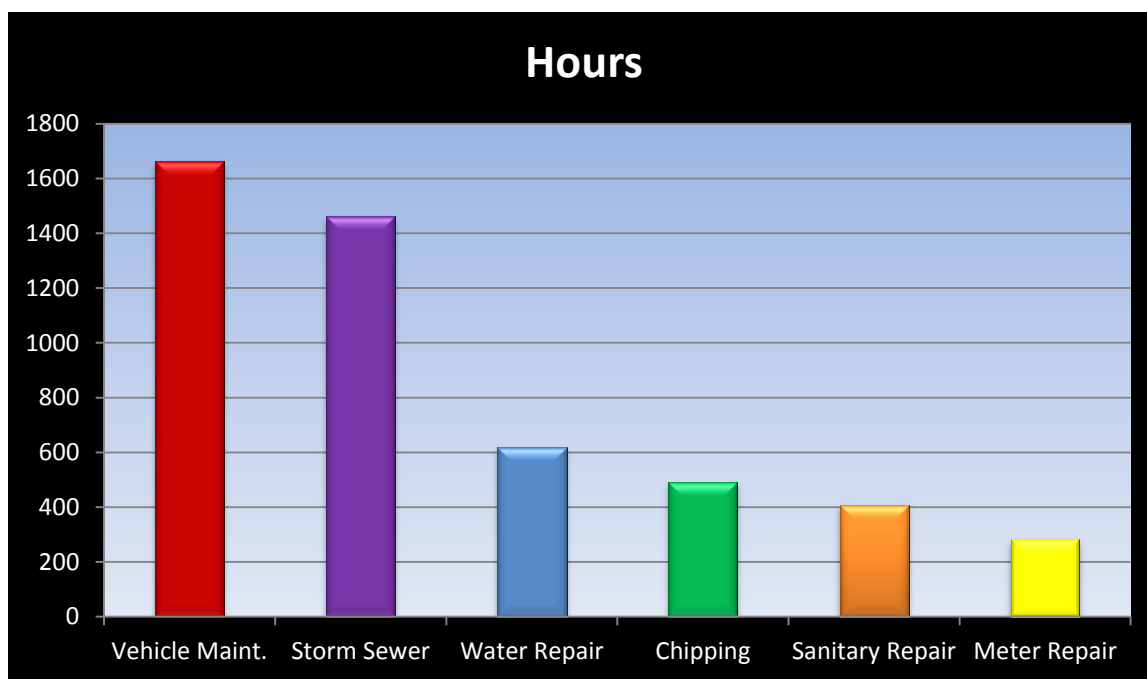
### **Personnel**

Full time crew members in the Public Works Department have been reduced over 40% in the past seven years, from seven full time crew to four. This in effect reduces the crew to three at times when guys are on vacation. I recommend adding two full time crew members; keep our part time summer help at five and snow birds at 450 hours. I believe part time help is a good avenue to stretch our personnel dollars. I have the five summer help at the maximum of 800 hours apiece.





The graph below is a breakdown of the hours spent on the main tasks from the past year. The graph represents approximately half the total man-hours available for work in 2013. The vehicle maintenance column is mainly our mechanics' hours; we maintain all City vehicles including the police department squads. Storm sewer repairs were a big part of our work along with water main and water services and sanitary sewer repairs and cleaning. Brush chipping was big this year due to a few severe storms. The remaining man hours were spent repairing streets, lights, replacing signs, tree work and miscellaneous work.

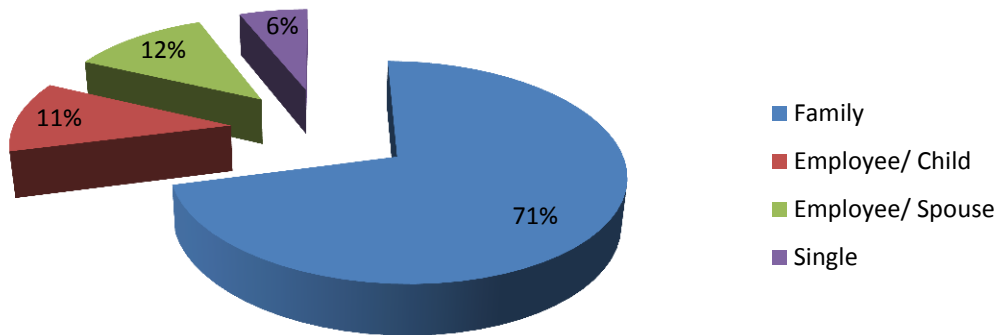


### Related Expenditures

Health insurance costs show a 7.50% increase from 2013. This graph includes two new hires at the family rate.

The training and travel line items were at zero for the past few years but I would like to see a minimal amount for any seminars or other classes that we could take advantage of. A well trained and educated workforce not only reflects well on our staff but on the City as well.

## Insurance



## Contractual Services

- Vehicle maintenance – We raised this item slightly this year. Our preventative maintenance program is paying off, but our vehicles are getting older.
- Street Light maintenance – Replace Ayer street bulbs with LED fixtures
- Striping crosswalks and school crossings
- Building Maint. – concrete spoils bays
- Radios – 4 radios for vehicles
- Tree Work – We would like to be proactive in trimming and we will have to remove quite a few Ash trees

## Commodities

I would like to continue replacing faded, bent and unreadable signs throughout the City. Gas, oil and electricity have remained steady and hopefully that trend will continue.

## Storm Sewer Maintenance

Storm sewer work has kept us busy the last few years, most of that work was repairing or replacing old and deteriorated basins, tiles and frames. We will continue to repair these as soon as we can. Collapsed sewers tend to leave holes in the streets and an unsafe condition.

## 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 indentifying points of infiltration.

### **Water Main Maintenance**

This line item involves many items. Water main pipe, all the clamps, fittings, copper service line, main valves and vaults and any concrete or pavement to repair what was dug up or disturbed. We also want to have funds budgeted for emergencies such as main replacement and outside contractors if required. There are about 8 main valves that should be replaced and I have a long list of service lines and shut offs that need repair.

### **New Equipment**

Our vehicle fleet is aging. The newest Dump truck is six years old and the oldest is 24 years old. Pickup trucks range from five years to 25 years. The 1988 and 1994 pickups are definitely showing their age and are in need of replacement and the Tommy Lift is used for loading pumps, generators and the walk behind saw. I also have a quick attachment in the budget for the 710 Hoe. This will allow us to utilize our hydraulic hammer and use different size buckets for whatever the job requires. The walk behind saw is a tool we use for almost every storm sewer, sanitary or water repair job we do. In the Utility Department equipment, we have new water meters and MXU radio readers. Last year we replaced approximately 120 water meters and over 200 MXU's.

### **Summary**

As I submit the proposed Public Works budget, I am fully aware of the budgetary challenges the City faces. Personnel, commodities and all other categories rise every year. I am constantly keeping an eye on costs and look at different avenues to save the City money. Personnel obligations are the most costly and I am asking for two new full time crew members. In the past seven years the Public Works full time crew has been reduced to four from seven. Our part time help have been a great asset but they typically work for only three months in the summer. Full time help is a priority. That being the case, I must say I'm proud of what we have accomplished in the past year alone. We've repaired or replaced over 35 storm sewers, 11 sanitary manholes, 12 water services and installed 120 water meters and over 200 water meter radio readers. These are in addition to all the odd jobs, emergency repairs and everyday maintenance we perform.

New equipment in the Street Department is prioritized in order of importance to me. This is sometimes difficult to do because every item is important. The work throughout the year is also done on a priority basis according to importance, available manpower and budget constraints. The Public Works Department will always have an abundance of work to do and we do our best to accomplish that work within budget.

Respectfully,  
Jim Kruckenberg  
Supt. Public Works

## STREET DEPARTMENT

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>PERSONNEL</b>			
SALARIES	\$ 207,567.00	\$ 300,000.00	\$ 250,000.00
OVERTIME	\$ 16,000.00	\$ 20,000.00	\$ 15,000.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 34,000.00	\$ 37,000.00	\$ 45,000.00
TRAINING/SEMINARS			\$ -
TRAVEL EXPENSE			\$ -
UNIFORMS	\$ 3,000.00	\$ 2,200.00	\$ 2,000.00
<b>CONTRACTUAL SERVICES</b>			
STREET LIGHT MAINT	\$ 4,000.00	\$ 10,000.00	\$ 5,000.00
PARKING LOT MAINTENANCE	\$ 98,000.00	\$ 98,000.00	\$ 60,000.00
VEHICLE MAINTENANCE	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00
BUILDING & GROUNDS MAINTENANCE	\$ 13,000.00	\$ 20,000.00	\$ 7,000.00
RADIO MAINTENANCE	\$ 3,000.00	\$ 500.00	\$ 2,000.00
TREE PLANTING/REMOVAL	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
SIDEWALK REPLACEMENT			
<b>COMMODITIES</b>			
TOOLS	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
BARRICADES AND SIGN SUPPLIES	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
MATERIAL PURCHASES	\$ 5,000.00	\$ 2,000.00	\$ 2,500.00
TELEPHONE	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
ELECTRICITY	\$ 100,000.00	\$ 110,000.00	\$ 110,000.00
FUEL FOR BUILDING			
GAS, OIL, GREASE	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
STREET SIGNS	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00
STREET DECORATIONS	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00
MISCELLANEOUS/STREET SWEEPINGS	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT	\$ -	\$ 15,000.00	\$ 50,000.00
<b>TOTAL</b>	<b>\$ 608,567.00</b>	<b>\$ 748,700.00</b>	<b>\$ 687,500.00</b>

**HARVARD POLICE DEPARTMENT**

"Winning with Teamwork"



**TO: Mayor Nolan and Administrator Nelson**

**DA: December 13, 2013**

**FR: Chief Dan Kazy-Garey**

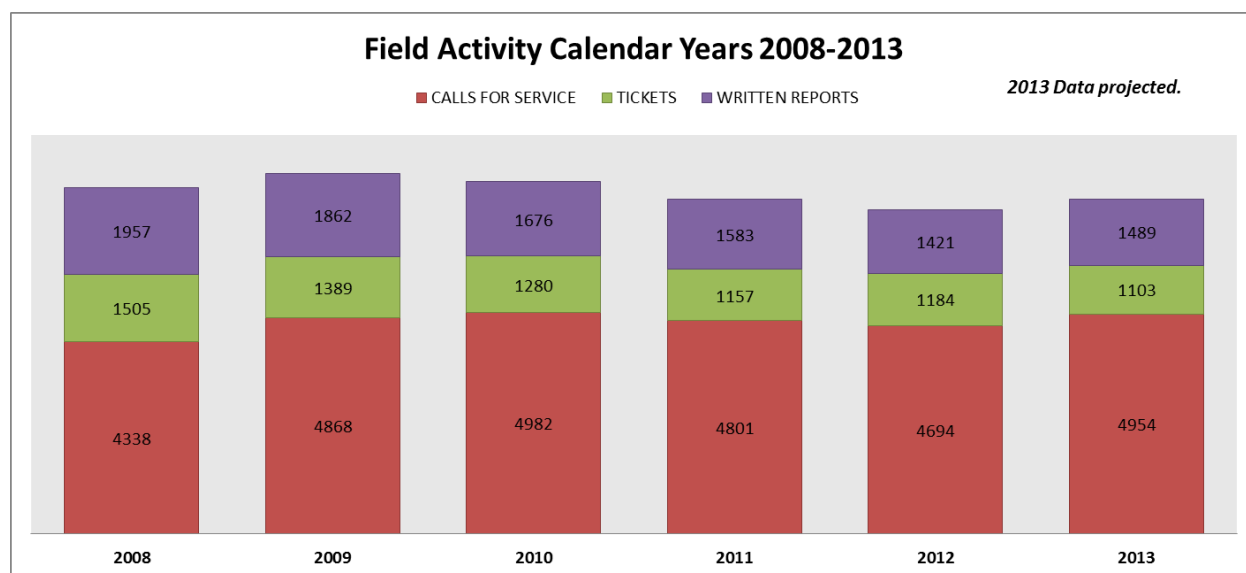
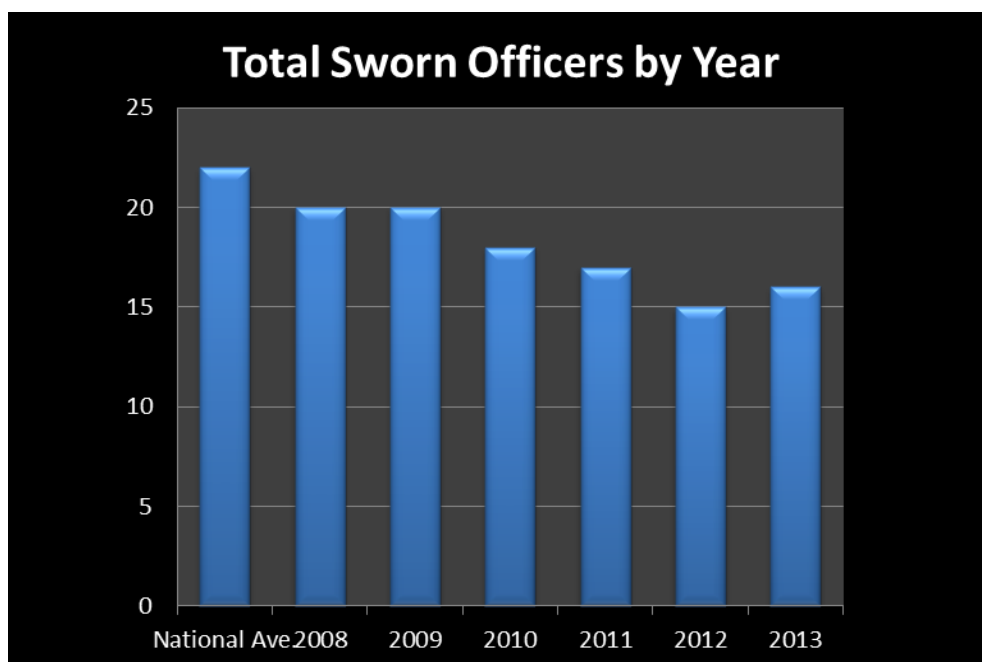
**RE: 2014/15 Budget**

Policing is a difficult endeavor for countless and varied reasons. Dependent on a stakeholder's position, viewpoint and understanding, the matter at hand may be subjective. Some of the challenges affecting policing today may very well affect a community's safety and well-being. During the last five years the City of Harvard faced the reality of diminished revenues and increased wage and benefit costs. The individual departments of the City have had to do "more with less" while citizens expected the same service. In policing this has resulted in reduced services and initiatives, the communities concern for safety and an overall reduction of self-initiated activity. At times this has also led to morale issues which are exaggerated by the daily demands of policing, such as shift work, missing family events and holidays, court time and call back.

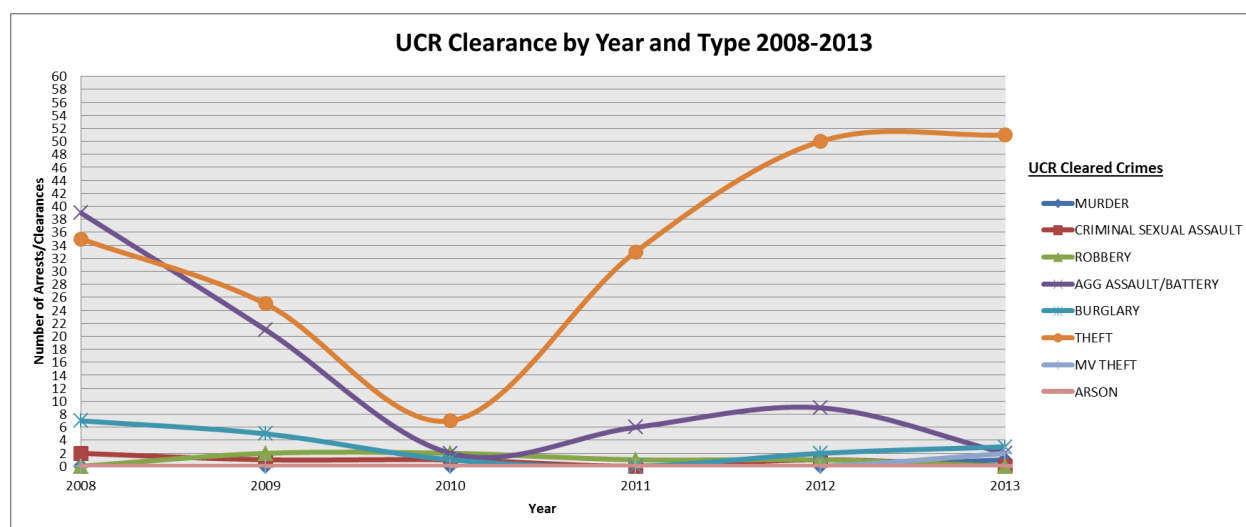
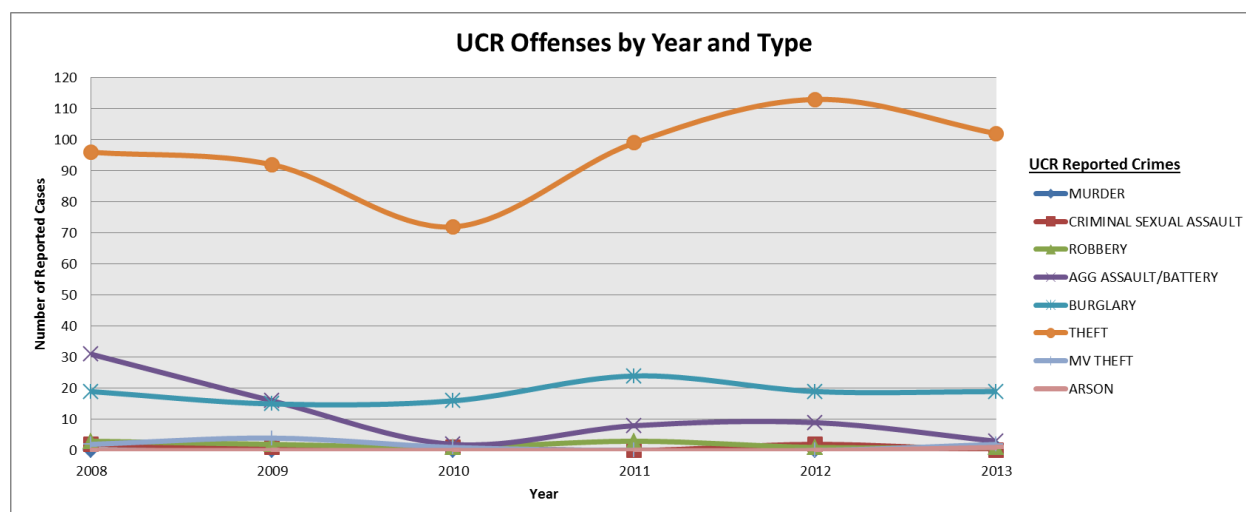
### **PERSONNEL**

The 2010 US Census estimates the population of Harvard at 9,447. The US Department of Justice reports the 2010 national sworn police officer per resident rate is 2.4 sworn officers and a total of 3.5 combined personnel (sworn and civilian) per 1000 residents. By this standard, the City of Harvard should be staffed with 22 sworn officers and a total full time staff of 33. Last year's budget summary holds true; if we do not increase our staffing we will remain a strictly reactive police department, as opposed to the proactive department we once were.

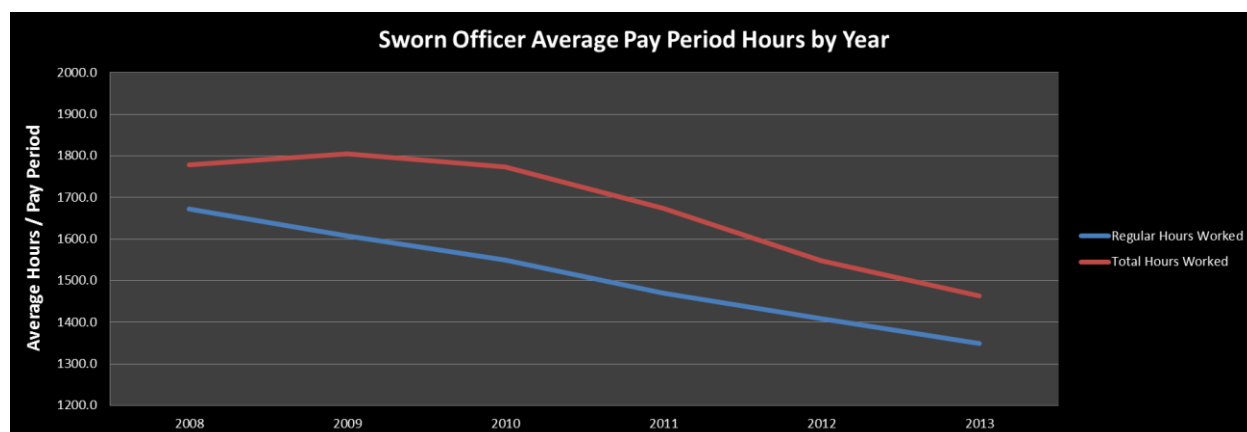
Since 2009, the Department's number of sworn personnel has dropped from a high of 20 sworn to our current 16, representing a 20% decline in manpower. This decrease has led to proportional decreases in officers' self-initiated field activity; traffic tickets are down from 1389 in 2009 to a projected total of 1103 for this calendar year, a 25.92% decrease; despite the reduced manpower, calls for service have trended and increased from 4868 to a projected 4954 this year.



During this same period, UCR category crimes have been increasing or remaining constant. Theft reports have always been the bulk of our reported offenses and the past few years have been no different. It's important to note that thefts have been steadily increasing, with 92 reported in 2009 to a high of 113 in 2012 and the second highest 102, year to date. Aside from the firearm involved murder-suicide this year, most other UCR crimes have remained consistent. Arrests reflect a similar trend and notable increases in thefts; we had a low of 7 theft arrests in 2010 to a high of 51 year to date.



The decreased number of sworn officers have also negatively impacted police presence; an off-holiday average evaluation of pay periods from 2008 to 2013 (from an arithmetic average taken from the months of February, July and October) reflect a steady and determinable decrease from 1671.6 hours in 2008 to 1348.6 hours in 2013. This 23.95% decrease has been without mitigation; total sworn hours (with overtime) have similarly dropped by 21.55% during the same time.

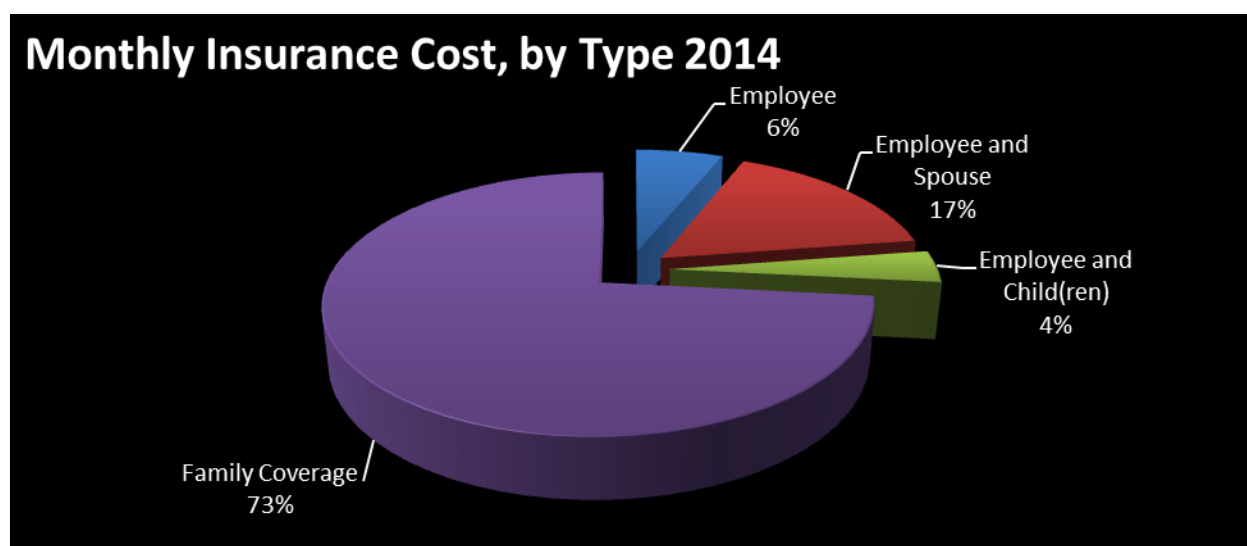


The police department has always faced periods of time when we have had a reduction of man power due to injury, illness, training or other factors. Recently one of our sergeants was injured on duty. I do not anticipate that he will be back to full unrestricted duty until Milk Day 2014. We were able to absorb the impact of this loss seamlessly because our new officer had completed his field training. In addition to this loss I was recently informed two of my officers are expecting the birth of their first child in late February 2014. These two officers indicated to me that they intend to take a month off under FMLA for the birth of their children. Furthermore I anticipate two of our veteran officers may retire sometime during the 2014/15 fiscal year. Given these circumstances I may have to order an emergency plan for the operation of the police department.

The Harvard Police Department has been operating on a hope and prayer for the last five years. An absence of any one officer, not to mention three, greatly impacts our services and has an effect on each and every one of us. I recommend we begin to hire officers immediately. Hiring of officers will not alleviate our short term loss of three officers, but will mitigate losses in the future due to anticipated and unanticipated losses.

### RELATED EXPENDITURES

Insurance costs for the department have risen approximately 5% due to the annual increase on 01/01/14 and an estimated increase of 10% on 01/01/15. These costs have also increased because I anticipated one of the participants will change coverage to family in early 2015 and hiring one additional officer.





Health exams remain consistent with last year.

Uniforms have decreased this year due to having fewer officers. I believe I will maintain this line item even with new recruits or go slightly over. The costs of bullet proof vests are expensive, but we recover half of their costs because of a grant.

The education costs our maintained at zero for the upcoming year. It should be noted that Deputy Chief Krause completed his Master's degree on his own which will benefit the city. The training line item remained consistent with last year in anticipation of sending new officers to the police academy. The remainder of the training consists of our annual NEMRT fee and training opportunities that arise during the year. It should also be noted that the City will recover any academy training costs through the Illinois Law Enforcement Training and Standards Board.

### **CONTRACTUAL SERVICES**

These line items contained in this section remain the same as last year with the exception of advertising. This was reduced because I do not anticipate testing for officers during this fiscal year.

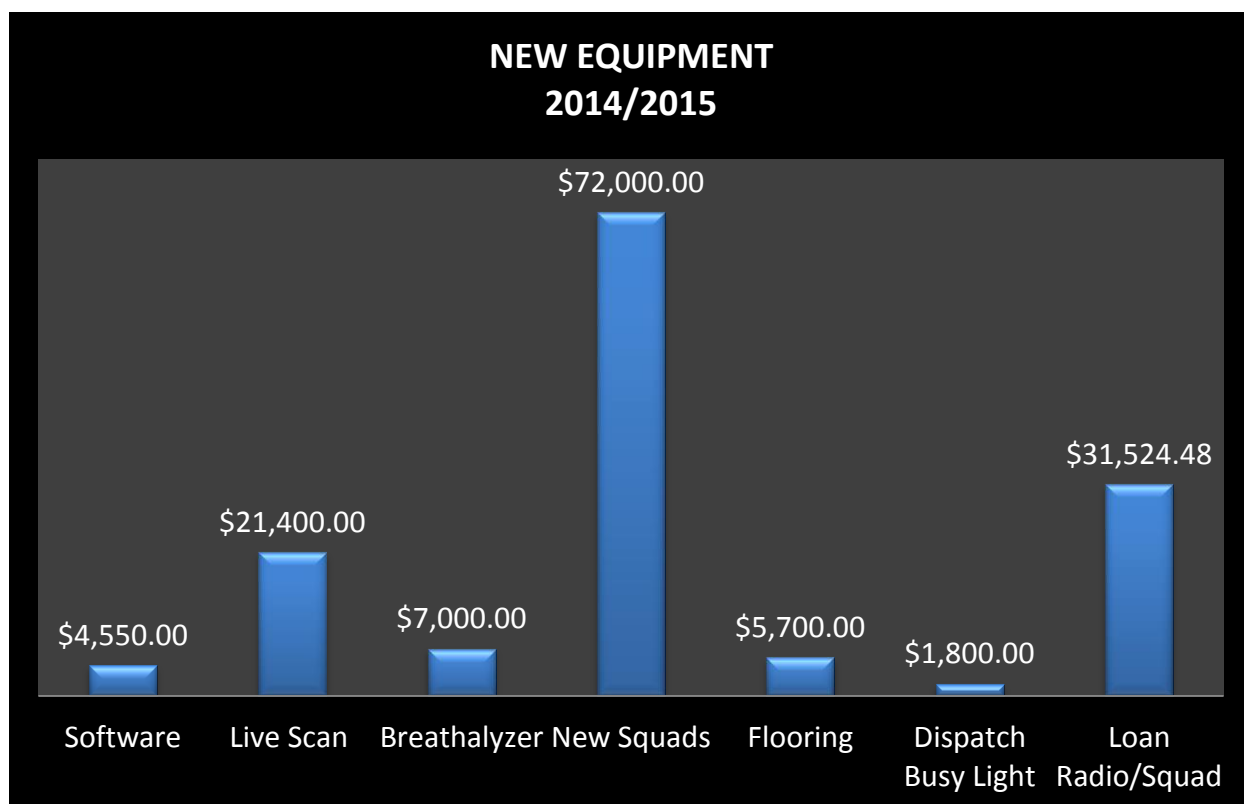
### **COMMODITIES**

The commodities section of the budget remains consistent with last year with the exception of the police commission. These costs decreased because we will not be testing for officers this year. There are additional costs of approximately \$750.00 for each applicant considered for employment. These costs are for polygraph, psychological and medical exams.

### **SPECIAL PROGRAMS**

The special programs line item increased this year due to Sgt. Dixon's recommendation of replacing and retiring Hunter, which I concur with. The remaining items remained consistent again this year.

## CAPITAL OUTLAY/NEW EQUIPMENT



The new equipment line item remained comparable with last year. The costs associated with this line item are two new squad cars and related equipment. I believe it is extremely important to maintain our rotation of replacing two squads every year for a multitude of reasons, maintaining maintenance costs, reliability, officer's safety and the ability to rotate cars into other city departments. I did not budget for new K-9 squad because our current supervisor squad can be transitioned to K-9 with minimal costs.

The remaining items contained in new equipment have been included in past budgets, our breathalyzer and AFIS Livescan fingerprint machine. We have experienced problems with both of these over the years, fortunately I have been able to repair them, but the day will come when they can no longer be fixed. The remaining costs are to replace police department flooring which is deplorable, software, miscellaneous items and loan repayment.

Thank you for your consideration,

Dan Kazy-Garey  
Chief of Police

## POLICE DEPARTMENT

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>PERSONNEL</b>			
OFFICERS	\$ 1,650,000.00	\$ 1,569,000.00	\$ 1,510,000.00
CLERICAL	\$ 300,000.00	\$ 315,000.00	\$ 321,300.00
CROSSING GUARDS	\$ 15,000.00	\$ 13,000.00	\$ 10,000.00
OVERTIME	\$ 250,000.00	\$ 250,000.00	\$ 257,000.00
 <b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 309,000.00	\$ 364,000.00	\$ 385,000.00
HEALTH EXAMS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
TRAINING/SEMINARS	\$ 12,000.00	\$ 18,000.00	\$ 18,000.00
EDUCATION			
UNIFORMS	\$ 25,000.00	\$ 25,000.00	\$ 22,000.00
 <b>CONTRACTUAL SERVICES</b>			
ATTORNEY FEES	\$ 54,000.00	\$ 54,000.00	\$ 54,000.00
VEHICLE MAINTENANCE	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
EQUIPMENT MAINTENANCE	\$ 10,000.00	\$ 7,500.00	\$ 7,500.00
RADIO MAINTENANCE	\$ 5,500.00	\$ 2,500.00	\$ 2,500.00
ADVERTISING	\$ 500.00	\$ 1,500.00	\$ -
 <b>COMMODITIES</b>			
AMMUNITION	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
MATERIAL PURCHASES/SUPPLIES	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00
OFFICE SUPPLIES	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
INVESTIGATION/FILM	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
DUES/SUBSCRIPTIONS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
TELEPHONE	\$ 9,000.00	\$ 8,500.00	\$ 8,500.00
GAS, OIL, GREASE	\$ 60,000.00	\$ 55,000.00	\$ 55,000.00
POLICE COMMISSION EXPENSE	\$ 2,000.00	\$ 7,000.00	\$ 3,500.00

## POLICE DEPARTMENT

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>OTHER</b>			
MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00	\$ 1,550.00
SPECIAL PROGRAMS	\$ 15,000.00	\$ 15,000.00	\$ 9,500.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT	\$ 24,000.00	\$ 43,000.00	\$ 118,000.00
DATA BASE	\$ 2,400.00		
<b>TOTAL</b>	<b>\$ 2,785,900.00</b>	<b>\$ 2,790,000.00</b>	<b>\$ 2,824,350.00</b>

## COMMUNITY DEVELOPMENT DEPARTMENT

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
SALARIES	\$ 118,000.00	\$ 121,000.00	\$ 127,000.00
HEALTH INSURANCE	\$ 42,000.00	\$ 49,000.00	\$ 55,000.00
TRAINING			
UNIFORM	\$ 600.00	\$ 600.00	\$ 750.00
VEHICLE MAINTENANCE	\$ 850.00	\$ 1,200.00	\$ 1,500.00
NUISANCE ABATEMENT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
GAS, OIL, GREASE	\$ 1,800.00	\$ 2,700.00	\$ 3,000.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT			\$ -
<b>TOTAL</b>	<b>\$ 173,250.00</b>	<b>\$ 184,500.00</b>	<b>\$ 197,250.00</b>

## SUMMARY OF GENERAL FUND

### ADMINISTRATION

Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
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\$ 1,226,353.00	\$ 1,280,400.00	\$ 1,382,059.00
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#### DOLLAR CHANGE

**\$101,659.00**

**7.94%**

### STREET

Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
--------------------------	--------------------------	--------------------------

\$ 608,567.00	\$ 748,700.00	\$ 687,500.00
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#### DOLLAR CHANGE

**(\$61,200.00)**

**-8.17%**

### POLICE

Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
--------------------------	--------------------------	--------------------------

\$ 2,785,900.00	\$ 2,790,000.00	\$ 2,824,350.00
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#### DOLLAR CHANGE

**\$34,350.00**

**1.23%**

Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
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### COMMUNITY DEVELOPMENT

\$ 173,250.00	\$ 184,500.00	\$ 197,250.00
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#### DOLLAR CHANGE

**\$12,750.00**

**6.91%**

## SUMMARY OF GENERAL FUND

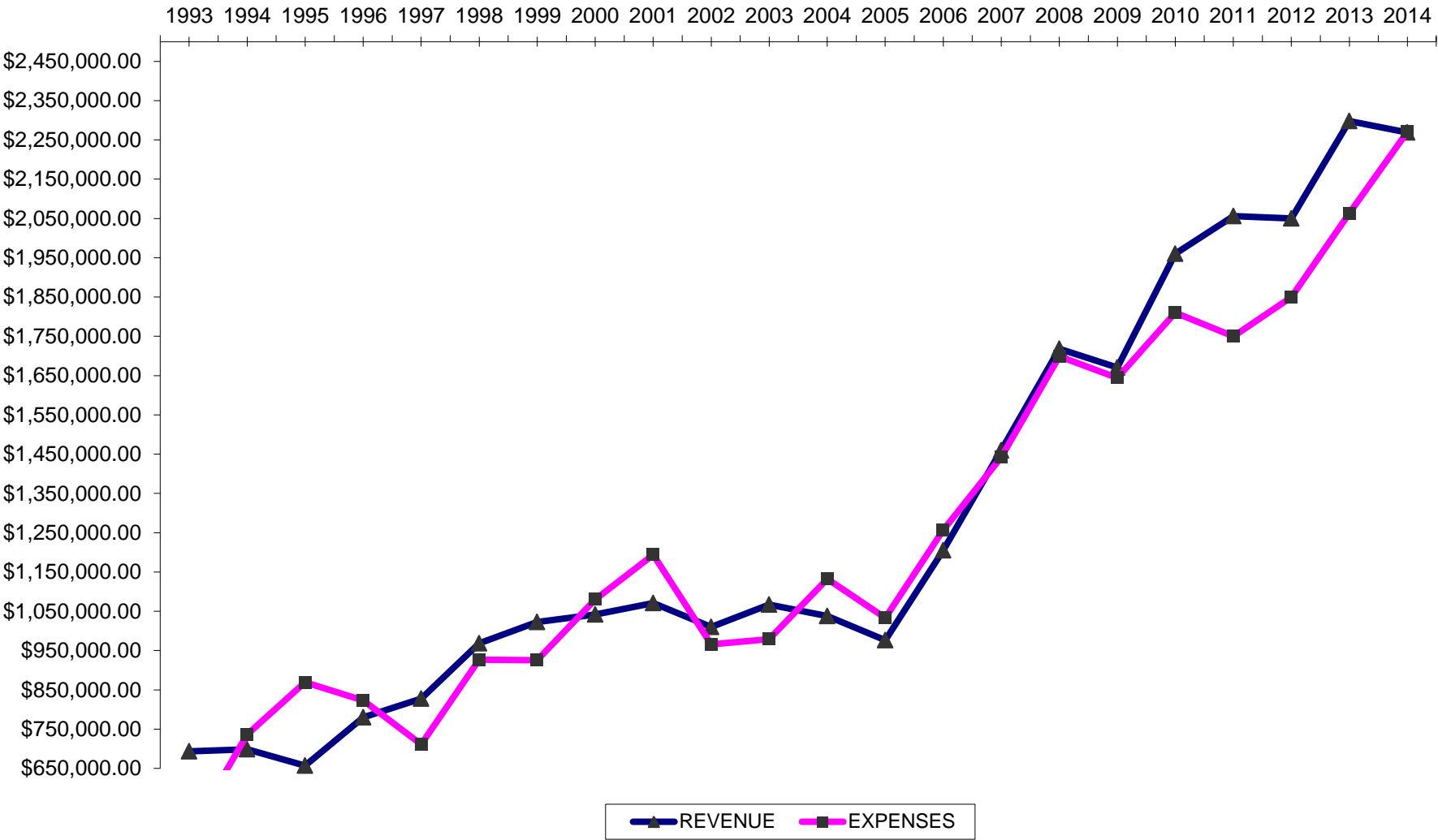
TOTAL	Fiscal Year 2011-2012	Fiscal year 2012-2013	Fiscal year 2014-2015
	\$ 4,794,070.00	\$ 5,003,600.00	\$ 5,091,159.00

### DOLLAR CHANGE

**\$87,559.00**

**1.75%**

# WATER OPERATIONS





## WATER AND SEWER FUND REVENUE ESTIMATES

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
WATER BILLS	\$ 1,658,300.00	\$ 1,766,876.00	\$ 1,791,321.00
TAP ON PERMITS		\$ 20,000.00	\$ 20,000.00
SALE OF MATERIAL	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
PENALTIES	\$ 35,000.00	\$ 40,300.00	\$ 40,300.00
PLUMBING PERMITS	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
MAINTENANCE CHARGE	\$ 269,500.00	\$ 280,000.00	\$ 310,000.00
MOVING CHARGE	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00
UTILITY TAX	\$ 95,000.00	\$ 100,000.00	\$ 110,000.00
EPA LICENSE FEE		\$ 17,500.00	\$ 17,500.00
INTEREST	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00
MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
WATER TOWER LEASE	\$ 25,591.00	\$ 26,230.00	\$ 27,149.00
WWTP FEE		\$ 11,330.00	\$ 11,330.00
CASH ON HAND/CAPITAL IMPROVEMENT	\$ 125,000.00	\$ 145,000.00	\$ -
GRANT			\$ 7,500.00
BOND PROCEEDS			\$ -
<b>TOTAL</b>	<b>\$ 2,220,891.00</b>	<b>\$ 2,417,736.00</b>	<b>\$ 2,345,600.00</b>



## **City of Harvard Utility Department**



**To: Mayor Nolan  
Dave Nelson**

**Date:**

**From: Superintendent Grant**

**Re: 2014/2015 Budget**

**This budget was prepared with respect to the City of Harvard's financial needs. Consideration of how to best use the appropriated funds for the Utility Department to continue to function within our IEPA operating permit limits.**

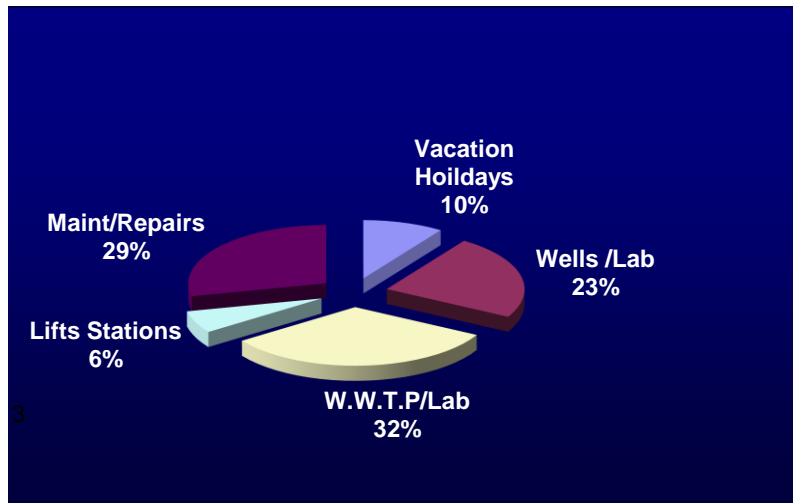
**Personal:**

**The Utility Department has three IEPA certified full time employees that are on duty seven days a week and one superintendent IEPA certified, overseeing three active wells one, water treatment plant, three water towers, twelve lift stations, and the Wastewater Treatment Plant. Duties include maintenance and preventative maintenance of all equipment, buildings, property associated with the department. Daily operations include maintaining the wells, water treatment plant, water towers, lift stations and the Wastewater Treatment Plant, along with performing permit compliance sampling and daily laboratory analysis to keep the potable water and wastewater within limits set by the USIEPA.**

**The State of Illinois requires Water Operators to stay compliant by having a certain amount of continuing education hours based on certification level carried by the operator.**

**The Utility Department has a large amount of daily operations labor, including skilled laboratory monitoring and testing associated with both potable and wastewater treatment. The Department implements as much preventive maintenance as possible in an effort to keep overtime to a minimum.**

**The chart below is based on the three union operators total hours worked on monthly bases.**



## 2014/2015 Budget

### **Professional Fees 70-01-5502**

- NPDES #IL0020117: The permit has 14 special conditions that we must adhere to. Special condition #11 starts in August 2014, Bio monitoring, Measure acute toxicity of Effluent and Receiving stream water. We have three of these tests in this fiscal calendar year.
- The Wastewater Treatment Plant has been experiencing operational issues over the past few years. Our fixed media treatment experiences excessive stuffing of the media; this cause overloading our settling tanks resulting in non-compliance to our NPDES permit. In order to stay compliant we have been contracting Stewart Spreading, they belt press the sludge and clean up the effluent tanks.

### **Building Maintenance 70-01-5514**

- Lighting W.W.T.P Buildings and property
- Front Drive at Waste Treatment Plant

### **Tower Maintenance: 70-01-5516**

- Included in this budget is painting water tower # 1(**Inside Wet & Dry**) (touch up areas that are failing)

**Equipment & Water Main Maintenance: 70-01-5532**

- Well#9 Pull for inspection of piping, motor and casing.
- Well#6 Water treatment, clean anthracite in Iron Filters.

**Lab Supplies 70-01-5602**

- Update Lab equipment Wells.

**Infrastructure Expenditures: 70-01-5801**

- SCADA (**Supervisory Control and Data Acquisition**) the system is currently on multiple controls that makes monitoring and controlling the water system difficult, by upgrading the wells and towers into a SCADA, system this would allow the supervisor and the operator a way to monitor/control the wells, water towers and alarms from multiple locations. We would be replacing outdated equipment and saving man hours. We would be gaining control and monitoring tools that would allow us the opportunity to acknowledge and monitor alarms, plot run times, tower levels and electricity usage. We would also gain the opportunity to add in the future monitoring of Chlorine system levels, chemical usage, to help maintain safe drinking water.

## UTILITY OPERATIONS

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>PERSONNEL SALARIES</b>			
SALARIES	\$ 328,000.00	\$ 325,000.00	\$ 337,000.00
OVERTIME	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 77,263.00	\$ 85,000.00	\$ 85,000.00
TRAINING			\$ -
TRAVEL EXPENSE			\$ -
UNIFORMS	\$ 2,800.00	\$ 1,900.00	\$ 2,000.00
<b>CONTRACTUAL &amp; COMMODITIES</b>			
PROFESSIONAL FEES	\$ 35,000.00	\$ 40,000.00	\$ 60,000.00
ENGINEERING FEES	\$ 15,000.00	\$ 40,000.00	\$ 40,000.00
VEHICLE MAINTENANCE	\$ 2,500.00	\$ 3,500.00	\$ 4,500.00
BUILDING MAINTENANCE	\$ 60,000.00	\$ 20,000.00	\$ 30,000.00
MAINTENANCE OF TOWER	\$ 35,000.00	\$ 90,000.00	\$ 45,000.00
LIFT STATION MAINTENANCE	\$ 45,000.00	\$ 45,000.00	\$ 35,000.00
EQUIPMENT MAINT.	\$ 15,000.00	\$ 80,000.00	\$ 60,000.00
LAB SUPPLIES	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00
MATERIAL PURCHASES	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
DUES & SUBSCRIPTIONS	\$ 1,000.00	\$ 750.00	\$ 650.00
TELEPHONE	\$ 15,000.00	\$ 15,000.00	\$ 28,000.00
ELECTRICITY	\$ 150,000.00	\$ 180,000.00	\$ 180,000.00
FUEL FOR BUILDING	\$ 12,000.00	\$ 8,000.00	\$ 9,000.00
GAS, OIL & GREASE	\$ 19,000.00	\$ 13,000.00	\$ 13,000.00
CHEMICALS	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00
MISCELLANEOUS	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
PERMIT FEES	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT	\$ 125,000.00	\$ 165,000.00	\$ -
INFRASTRUCTURE EXPENDITURE	\$ 60,000.00		\$ 30,000.00
<b>TOTAL UTILITY OPERATIONS</b>	<b>\$ 1,134,063.00</b>	<b>\$ 1,248,650.00</b>	<b>\$ 1,099,650.00</b>

## UTILITY MAINTENANCE & ADMINISTRATION

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>PERSONNEL SALARIES</b>			
SALARIES	\$ 162,433.00	\$ 166,842.00	\$ 237,000.00
SALARIES, CLERICAL	\$ 105,000.00	\$ 112,000.00	\$ 112,000.00
OVERTIME	\$ 6,300.00	\$ 15,000.00	\$ 15,000.00
 <b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 76,000.00	\$ 80,440.00	\$ 115,000.00
UNIFORMS	\$ 2,500.00	\$ 2,200.00	\$ 2,400.00
 <b>CONTRACTUAL &amp; COMMODITIES</b>			
UTILITY TAX	\$ 95,000.00	\$ 100,000.00	\$ 110,000.00
RENT	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00
VEHICLE MAINTENANCE	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
STORM SEWER MAINTENANCE/CURBS	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00
SANITARY SEWER MAINTENANCE	\$ 30,000.00	\$ 40,000.00	\$ 40,000.00
WATER MAIN MAINTENANCE	\$ 60,000.00	\$ 60,000.00	\$ 70,000.00
MATERIAL PURCHASES	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
OFFICE SUPPLIES	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
POSTAGE	\$ 7,000.00	\$ 8,000.00	\$ 8,000.00
TELEPHONE	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
GAS, OIL & GREASE	\$ 3,000.00	\$ 15,000.00	\$ 15,000.00
 <b>CAPITAL OUTLAY</b>			
INFRASTRUCTURE EXPENDITURES			\$ -
NEW EQUIPMENT/METERS/BACKHOE	\$ 96,600.00	\$ 102,940.00	\$ 51,600.00
MISCELLANEOUS	\$ 3,500.00	\$ 1,000.00	\$ 1,200.00
 <b>OPERATING TRANSFERS</b>			
TRANSFER OUT			
TRANSFER TO CAP IMP		\$ 11,300.00	\$ -
CITY COUNCIL CONTINGENCY	\$ 18,745.00	\$ 614.00	\$ -
 <b>TOTAL UTILITY MAINTENANCE</b>	<b>\$ 727,078.00</b>	<b>\$ 782,336.00</b>	<b>\$ 854,200.00</b>

# **WATER BOND FUND**

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>PAYMENT</b>			
PRINCIPAL AND INTEREST	\$ 359,750.00	\$ 386,750.00	\$ 391,750.00
<b>TOTAL</b>	<b>\$ 359,750.00</b>	<b>\$ 386,750.00</b>	<b>\$ 391,750.00</b>

## SUMMARY WATER AND SEWER FUND

UTILITY OPERATIONS	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 1,134,063.00	\$ 1,248,650.00	\$ 1,099,650.00

DOLLAR CHANGE  
(\$149,000.00)  
 -12%

UTILITY MAINTENANCE	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 727,078.00	\$ 782,336.00	\$ 854,200.00

DOLLAR CHANGE  
 \$71,864.00  
 9.19%

BOND PAYMENT	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 359,750.00	\$ 386,750.00	\$ 391,750.00

DOLLAR CHANGE  
 \$5,000.00  
 1.29%

## SUMMARY WATER AND SEWER FUND

TOTAL	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 2,220,891.00	\$ 2,417,736.00	\$ 2,345,600.00

DOLLAR CHANGE  
(\$72,136.00)  
 -2.98%



## DIAL A RIDE FUND REVENUE ESTIMATES

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
RIDERSHIP SALES	\$ 7,000.00	\$ 7,200.00	\$ 7,200.00
PACE SUBSIDY	\$ 3,200.00	\$ 3,400.00	\$ 3,800.00
LOCAL SHARE	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
GRANT			
<b>TOTAL</b>	<b>\$ 25,200.00</b>	<b>\$ 25,600.00</b>	<b>\$ 26,000.00</b>

## DIAL A RIDE

### PERSONNEL

SALARIES	\$ 18,600.00	\$ 19,000.00	\$ 19,400.00
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### RELATED EXPENDITURES

HEALTH INSURANCE			\$ -
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FICA			\$ -
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### CONTRACTUAL SERVICES

VEHICLE MAINTENANCE	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
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RADIO MAINTENANCE			\$ -
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### COMMODITIES

OFFICE SUPPLIES			
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MATERIALS AND SUPPLIES			\$ -
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TELEPHONE	\$ 750.00	\$ 750.00	\$ 750.00
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GAS,OIL,GREASE	\$ 3,850.00	\$ 3,850.00	\$ 3,850.00
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MISCELLANEOUS			
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<b>TOTAL</b>	<b>\$ 25,200.00</b>	<b>\$ 25,600.00</b>	<b>\$ 26,000.00</b>
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## SUMMARY DIAL A RIDE

TOTAL	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 25,200.00	\$ 25,600.00	\$ 26,000.00

## DOLLAR CHANGE

**\$400.00**

**2%**

# Memo

To: Jay Nolan, Mayor  
David Nelson, City Administrator  
From: Mike Clingingsmith, Superintendent of Parks and Recreation  
Date: 2/3/2014  
Re: Budget, 2014-2015

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A few changes were made at the pool this past summer. The first was switching the chlorination system from liquid to tablet. This change was made to lower chemical costs, work with a safer product and reduce maintenance cost (eliminates liquid chlorine injectors and chlorine pumps). Also installed were two auto-fill systems for the pool filtration system, this will reduce fresh water usage required to operate the pool. Repairs were fabricated and made to the filter bags to extend their life vs. replacing damaged units.

Pool operation hours were expanded last year by opening on Memorial Day weekend and closing on Labor Day weekend. Saturday, May 25<sup>th</sup>. 5 people attended, Sunday, May 26<sup>th</sup>. 8 people attended, we were closed on Memorial Day, Monday, May 27<sup>th</sup>. due to inclement weather. The schedule will be addressed for this year based on last year's numbers.

Changes were made to the swim lesson program by expanding class offerings to evenings and weekends to accommodate families who could not attend morning lessons. A lot of positive feedback was generated by the addition of these classes and recommend continuing the expanded program.

The pool was scheduled to be open to the public for 87 days plus 4 days for School District 50. Weather caused the pool to either close early or for the whole day 14 times. 141 pool passes were sold this summer, residents purchased 119 family, 11 individual and 1 senior passes. Non-residents purchased 10 family passes. Resident family passes ranged from families with two members up to a family with nine members, and the majority of family members on a pass are four. The pool hosted 21 pool parties this past summer. New to the pool this past summer was the addition of our birthday party package. This is held during our regular hours and includes food, beverage and reservation of the elevated lawn area. We brought this in during the last month of operations and sold two packages. This will continue and will be advertised in our summer flyer.

New program offerings this past year included: Zumba (class fluctuates between 5 and 15 participants); Water Aerobics which was offered at Northfield Court Apartments indoor pool (trial program with 5 punch cards sold); Archery program at T.A.Z. Archery in Woodstock; indoor golf lessons at Revolution Golf HD.

Intramural Basketball program had 27 participants. The High School Varsity Coach and some of his team members ran the program until the high school season started. This brought instant credibility and positive feedback to the program.

Travel Basketball program has three teams with a total of 26 participants. This program has been proven to be extremely time consuming, recruiting coaches, players, making sure the participants had full uniforms and purchasing equipment including basketballs, score books and equipment bags. Scheduling games was difficult as well, only finding one area team that was willing to play the Harvard teams. Through intense research, we were able to find a league in Walworth, Wisconsin that welcomed our three teams. Currently, we are working with local area park districts and departments to develop our own basketball league.

Getting gym time was difficult this year due to new groups requesting gym time from District 50. Because of this we were unable to offer the youth drop in basket program or planned adult drop in activities. We will be requesting gym times earlier this next year in hopes of avoiding scheduling conflicts next year.

Ice Rink: Weather has been conducive for maintaining the ice rink, which opened on December 14<sup>th</sup>.

Presently working on Spring and Summer program offerings.

#### Family Pass Breakdown

<u>Members on Family Pass</u>	<u>Resident</u>	<u>Non-Resident</u>
2	4	
3	11	
4	38	4
5	30	1
6	22	2
7	11	2
8	2	1
9	1	
Totals	119	10



## *City of Harvard Building and Grounds*

**TO: Mayor Nolan  
Dave Nelson**

**From: Darrell Perkins**

### **2014 – 2015 Budget**

Due to the financial situation we are in I am proposing we do the minimum maintenance in parks (mowing, weeding, etc.). Last year we removed over 100 trees and shrubs from Milky Way Park, cleaned the detention pond on Harvard Hills Road and cleaned up piles of debris from Lions Park. The roof on the small shelter at Lions Park was also replaced at a cost of \$2,850.

Many of the city lawn mowers are missing maintenance records and are in need of replacement or spending a lot of money to maintain them. Replacing 3 Exmark's comes at a high upfront cost, but I believe that the pay back will be 2-3 years. I have spent many hours researching the different makes and believe Kubota is the best option for the city. These mowers will cost the city between \$14,700 and \$27,200 depending on the rebates and financing available for 2014. The greatest hurdle for the near future is mower repair. The 3 Exmark mowers are going to be starting their 10<sup>th</sup> season and need to be replaced soon.

## REVENUE ESTIMATES FOR PARK FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
REAL ESTATE TAXES	\$ 91,411.00	\$ 92,000.00	\$ 73,500.00
BUILDING PERMITS	\$ -	\$ -	\$ -
DONATIONS	\$ -	\$ 1,000.00	\$ 1,000.00
PARK RENTALS	\$ 1,600.00	\$ 2,000.00	\$ 2,600.00
TRANSFER IN	\$ 13,389.00	\$ 15,000.00	\$ 23,300.00
GRANTS/BEST CIVIC	\$ -	\$ -	\$ -
PARK PROGRAMS	\$ 6,800.00	\$ 7,500.00	\$ 7,500.00
CONCESSIONS	\$ -	\$ 500.00	\$ 500.00
INTEREST	\$ 250.00	\$ 250.00	\$ -
RENT SPRINT	\$ 26,225.00	\$ -	\$ -
MISCELLANEOUS/REIMBURSEMENT	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00
CASH ON HAND			\$ 32,300.00
<b>TOTAL</b>	<b>\$ 142,675.00</b>	<b>\$ 121,250.00</b>	<b>\$ 145,700.00</b>

## REVENUE ESTIMATES FOR POOL

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
DAILY TICKETS	\$ 18,500.00	\$ 20,000.00	\$ 22,000.00
POOL PASSES	\$ 21,500.00	\$ 27,000.00	\$ 22,000.00
LESSONS	\$ 9,650.00	\$ 10,000.00	\$ 10,000.00
POOL PARTIES	\$ 6,000.00	\$ 6,000.00	\$ 4,500.00
CONCESSION STAND	\$ 9,500.00	\$ 10,000.00	\$ 9,000.00
DONATIONS		\$ 1,000.00	\$ 1,000.00
MISCELLANEOUS	\$ 2,000.00	\$ 3,000.00	\$ 3,500.00
TRANSFER IN	\$ 34,650.00	\$ 40,000.00	\$ 50,359.00
CASH ON HAND IMPACT FEES	\$ -	\$ -	\$ 8,510.00
<b>TOTAL</b>	<b>\$ 101,800.00</b>	<b>\$ 117,000.00</b>	<b>\$ 130,869.00</b>

## PARK FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>SALARIES</b>			
PART-TIME PERSONNEL	\$ 71,800.00	\$ 73,000.00	\$ 83,800.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 7,300.00	\$ 8,000.00	\$ 8,800.00
<b>CONTRACTUAL SERVICES</b>			
MAINTENANCE OF GROUNDS	\$ 21,300.00	\$ 16,000.00	\$ 10,000.00
BUILDING MAINTENANCE	\$ 4,000.00	\$ 4,200.00	\$ 4,200.00
<b>COMMODITIES</b>			
MATERIAL PURCHASES	\$ 350.00	\$ 2,500.00	\$ 2,500.00
ELECTRICITY	\$ 7,500.00	\$ 8,500.00	\$ 10,000.00
FUEL FOR BUIDLINGS	\$ 1,200.00	\$ 1,800.00	\$ 1,900.00
<b>OTHER</b>			
MISCELLANEOUS		\$ 300.00	\$ 300.00
CONCESSIONS		\$ 300.00	\$ 300.00
PARK PROGRAMS	\$ 3,000.00	\$ 3,000.00	\$ 3,900.00
WALK IN CENTER	\$ -	\$ -	\$ -
NEW EQUIPMENT/MOWERS	\$ -	\$ -	\$ 20,000.00
LAND ACQUISITION	\$ -	\$ -	\$ -
CONTIGENCY	\$ -	\$ 3,650.00	\$ -
TO CAP IMP	\$ 26,225.00	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 142,675.00</b>	<b>\$ 121,250.00</b>	<b>\$ 145,700.00</b>

## SUMMARY PARK FUND

TOTAL	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 142,675.00	\$ 121,250.00	\$ 145,700.00

## DOLLAR CHANGE

**\$24,450.00**

**20.16%**

## SWIMMING POOL FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>PERSONNEL</b>			
SALARIES	\$ 42,200.00	\$ 50,000.00	\$ 66,888.00
<b>RELATED EXPENDITURES</b>			
TRAINING	\$ -	\$ 2,000.00	\$ 2,000.00
<b>CONTRACTUAL SERVICES</b>			
POOL PAINTING	\$ -	\$ 4,000.00	\$ -
MAINTENANCE	\$ 7,500.00	\$ 8,000.00	\$ 10,859.00
ADVERTISING	\$ -	\$ 500.00	\$ 702.00
<b>COMMODITIES</b>			
POOL SUPPLIES	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00
UTILITIES	\$ -	\$ -	\$ -
TELEPHONE	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00
ELECTRICITY	\$ 18,000.00	\$ 16,000.00	\$ 14,000.00
FUEL FOR BUIDLING	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00
WATER	\$ 5,800.00	\$ 8,000.00	\$ -
CHEMICALS	\$ 13,000.00	\$ 14,000.00	\$ 13,410.00
CONCESSION STAND	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00
<b>OTHER</b>			
MISCELLANEOUS	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
NEW EQUIPMENT	\$ -	\$ -	\$ 8,510.00
CONTINGENCY	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 101,800.00</b>	<b>\$ 117,000.00</b>	<b>\$ 130,869.00</b>

## SUMMARY SWIMMING POOL

TOTAL	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 101,800.00	\$ 117,000.00	\$ 130,869.00

## DOLLAR CHANGE

**\$13,869.00**

**11.85%**

**NISRA FUND**

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>REVENUE</b>			
PROPERTY TAX	\$ 37,000.00	\$ 45,000.00	\$ 39,200.00
<b>EXPENDITURES</b>			
PAYMENT TO NISRA	\$ 27,000.00	\$ 30,000.00	\$ 22,200.00
TRANSFER OUT TO PARKS	\$ 10,000.00	\$ 15,000.00	\$ 17,000.00
<b>NISRA TOTALS</b>	<b>\$ 37,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 39,200.00</b>

**SUMMARY NISRA FUND**

TOTAL	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 37,000.00	\$ 45,000.00	\$ 39,200.00

**DOLLAR CHANGE**  
**(\$5,800.00)**  
**-12.89%**



## REVENUE ESTIMATES FOR ROAD AND BRIDGE FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
TOWNSHIP PROPERTY TAX LEVY	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00
REPLACEMENT TAX	\$ 8,000.00	\$ 10,000.00	\$ 12,000.00
SIDEWALK REIMBURSEMENTS	\$ -	\$ -	\$ -
TRANSFER IN	\$ -	\$ -	\$ -
GRANT	\$ -		\$ -
<b>TOTAL</b>	<b>\$ 78,000.00</b>	<b>\$ 80,000.00</b>	<b>\$ 82,000.00</b>

## ROAD AND BRIDGE BUDGET

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>OTHER</b>			
TRANSFER TO GENERAL FUND	\$ 78,000.00	\$ 80,000.00	\$ 82,000.00
MISCELLANEOUS/CURBS			
<b>TOTAL</b>	<b>\$ 78,000.00</b>	<b>\$ 80,000.00</b>	<b>\$ 82,000.00</b>

## SUMMARY ROAD AND BRIDGE

TOTAL	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 78,000.00	\$ 80,000.00	\$ 82,000.00

## DOLLAR CHANGE

**\$2,000.00**

**2.50%**

## REVENUE ESTIMATES MOTOR FUEL TAX FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
ENTITLEMENT	\$ 240,000.00	\$ 240,000.00	\$ 232,000.00
GRANTS	\$ 20,000.00	\$ 20,000.00	\$ 64,000.00
INTEREST	\$ 1,000.00	\$ 1,200.00	\$ 1,000.00
CASH ON HAND	\$ -	\$ 200,000.00	\$ 100,000.00
<b>TOTAL</b>	<b>\$ 261,000.00</b>	<b>\$ 461,200.00</b>	<b>\$ 397,000.00</b>

## MOTOR FUEL TAX FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
ENGINEERING	\$ 45,000.00	\$ 51,200.00	\$ 80,000.00
SIDEWALK PROGRAM	\$ -	\$ -	\$ -
CURB REPLACEMENT	\$ -	\$ -	\$ -
SALT	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
ROAD PROGRAM/MAINTENANCE/BRIDGES	\$ 136,000.00	\$ 330,000.00	\$ 237,000.00
INTEREST EXPENSE			
<b>TOTAL</b>	<b>\$ 261,000.00</b>	<b>\$ 461,200.00</b>	<b>\$ 397,000.00</b>

## SUMMARY MOTOR FUEL TAX FUND

TOTAL	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 261,000.00	\$ 461,200.00	\$ 397,000.00

## DOLLAR CHANGE

(\$64,200.00)

-13.92%

**CITY OF HARVARD ROAD PROGRAM  
2014-2015**

Marengo Road Bridge \$ 100,000.00

**A-LIST**

Howard/Diggins/North End  
Galvin/Brown/Diggins  
Hayes/Bourn/Blaine  
Blaine/Grant/Hayes  
Bourn/Grant/Garfield  
Bourn/Hayes/Grant  
Bourn/O'Brien/Hayes  
McKinley/Garfield/Grant  
McKinley/Grant/Hayes  
McKinley/Hayes/O'Brien  
O'Brien/Bourn/McKinley  
TOTAL

**B-LIST**

Brown/3rd/2<sup>nd</sup>  
Brown/2nd/1<sup>st</sup>  
Brown/4th/3<sup>rd</sup>  
Fourth/Brown/Burbank

\$ 150,000.00

## POLICE PROTECTION REVENUE ESTIMATES

	Fiscal Year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
PROPERTY TAXES	\$ 605,035.00	\$ 620,000.00	\$ 630,000.00
REIMBURSEMENT	\$ -		\$ -
DUI FINES			\$ -
<b>TOTAL</b>	<b>\$ 605,035.00</b>	<b>\$ 620,000.00</b>	<b>\$ 630,000.00</b>

## POLICE PROTECTION FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>OTHER</b>			
TRANSFER TO GENERAL FUND	\$ 605,035.00	\$ 620,000.00	\$ 630,000.00
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	

## SUMMARY POLICE PROTECTION

TOTAL	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 605,035.00	\$ 620,000.00	\$ 630,000.00

## DOLLAR CHANGE

**\$10,000.00**

**1.61%**

## POLICE PENSION FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>REVENUE</b>			
PROPERTY TAXES	\$ 364,000.00	\$ 364,000.00	\$ 385,000.00
REPLACEMENT TAX	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
<b>TOTAL</b>	<b>\$ 394,000.00</b>	<b>\$ 394,000.00</b>	<b>\$ 415,000.00</b>

<b>EXPENDITURES</b>			
PENSION PAYMENTS	\$ 394,000.00	\$ 394,000.00	\$ 415,000.00
<b>TOTAL</b>	<b>\$ 394,000.00</b>	<b>\$ 394,000.00</b>	<b>\$ 415,000.00</b>

<b>SUMMARY POLICE PENSION</b>			
<b>TOTAL</b>	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 394,000.00	\$ 394,000.00	\$ 415,000.00

### DOLLAR CHANGE

**\$21,000.00**

**5.33%**

## INSURANCE FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>REVENUE</b>			
PROPERTY TAXES	\$ 65,000.00	\$ 62,000.00	\$ 65,000.00
TRANSFER IN	\$ 145,000.00	\$ 163,000.00	\$ 163,000.00
TOTAL	\$ 210,000.00	\$ 225,000.00	\$ 228,000.00

<b>EXPENDITURES</b>			
INSURANCE, WORKMAN'S COMP	\$ 100,000.00	\$ 144,000.00	\$ 146,000.00
UNEMPLOYMENT, AND PROPERTY	\$ 110,000.00	\$ 81,000.00	\$ 82,000.00
TRANSFER TO CORP. GEN FUND			
TOTAL	\$ 210,000.00	\$ 225,000.00	\$ 228,000.00

<b>SUMMARY INSURANCE</b>			
<b>TOTAL</b>	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 210,000.00	\$ 225,000.00	\$ 228,000.00

**DOLLAR CHANGE**  
**\$3,000.00**  
**1.33%**

**FICA FUND**

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>REVENUE</b>			
PROPERTY TAXES	\$ 80,000.00	\$ 80,000.00	\$ 85,000.00
TRANSFER IN	\$ 156,918.00	\$ 175,000.00	\$ 195,000.00

**EXPENDITURES**

PAYMENT FOR FICA	\$ 236,918.00	\$ 255,000.00	\$ 280,000.00
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**IMRF FUND**

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>REVENUE</b>			
PROPERTY TAXES	\$ 70,141.00	\$ 70,000.00	\$ 78,350.00
REPLACEMENT TAXES	\$ 32,000.00	\$ 35,000.00	\$ 35,000.00
TRANSFER IN	\$ 129,385.00	\$ 145,000.00	\$ 185,000.00

**EXPENDITURES**

PAYMENT FOR PENSION	\$ 231,526.00	\$ 250,000.00	\$ 298,350.00
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IMRF TOTALS

**SUMMARY PENSIONS**

TOTAL	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 468,444.00	\$ 505,000.00	\$ 578,350.00

**DOLLAR CHANGE****\$73,350.00****14.52%**

## DEBT SERVICE FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>REVENUE</b>			
PROPERTY TAXES	\$ 295,000.00	\$ 300,000.00	\$ 298,500.00

<b>EXPENDITURES</b>			
LIBRARY/ POOL PRINCIPAL	\$ 235,000.00	\$ 245,000.00	\$ 250,000.00
LIBRARY/ POOL INTEREST	\$ 60,000.00	\$ 55,000.00	\$ 48,500.00
<b>TOTAL</b>	<b>\$ 295,000.00</b>	<b>\$ 300,000.00</b>	<b>\$ 298,500.00</b>

<b>SUMMARY DEBT SERVICE FUND</b>			
<b>TOTAL</b>	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 295,000.00	\$ 300,000.00	\$ 298,500.00

**DOLLAR CHANGE**  
**(\$1,500.00)**  
**-0.50%**



## LIBRARY FUND

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>REVENUE</b>			
PROPERTY TAXES	\$ 208,000.00	\$ 212,000.00	\$ -
REPLACEMENT TAX	\$ 13,000.00	\$ 13,000.00	\$ -
OTHER			
FICA/IMRF LEVY	\$ 34,300.00	\$ 34,900.00	\$ -
CASH	\$ 20,000.00	\$ 69,000.00	\$ -
<b>TOTAL</b>	<b>\$ 275,300.00</b>	<b>\$ 328,900.00</b>	<b>\$ -</b>
<b>EXPENDITURES</b>			
<b>PERSONNEL</b>			
SALARY	\$ 162,000.00	\$ 167,000.00	\$ -
FICA/MEDICARE	\$ 31,000.00	\$ 12,900.00	\$ -
IMRF/EXPENSE	\$ 12,400.00	\$ 22,000.00	\$ -
HEALTH INSURANCE	\$ 21,200.00	\$ 35,000.00	\$ -
UNEMPLOYMENT	\$ 700.00	\$ 700.00	\$ -
<b>MATERIALS</b>			
BOOKS/PERIODICALS			
REFERENCE PRINT			
AUDIO BOOKS			
ELECTRONIC RESOURCES			
<b>OPERATING EXPENSE</b>			
EQUIPMENT			
FURNITURE			
BUILDING MAINT.	\$ 19,800.00	\$ 30,500.00	\$ -
EQUIPMENT MAINTENANCE			
MISCELLANEOUS			
SUPPLIES/MAINTENANCE			
SUPPLIES/OFFICE			
TELEPHONE	\$ 7,400.00	\$ 10,200.00	\$ -
UTILITIES	\$ 750.00	\$ 500.00	\$ -

**LIBRARY FUND**

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>ADMINISTRATION</b>			
PROFESIONAL FEES			
MILEAGE	\$ -		
CONTRACT SERVICES			
BOARD EXPENSE			
DUES	\$ -		
ADULT PROGRAMMING			
YOUTH PROGRAMMING			
PUBLIC INFORMATION			
STAFF DEVELOPMENT			
TECHNOLOGY CHARGES	\$ -		
CASH RESERVE	\$ 20,000.00	\$ 30,000.00	\$ 308,800.00
<b>TOTAL</b>	<b>\$ 275,250.00</b>	<b>\$ 308,800.00</b>	<b>\$ 308,800.00</b>

**SUMMARY LIBRARY**

<b>TOTAL</b>	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 275,250.00	\$ 308,800.00	\$ 308,800.00

**DOLLAR CHANGE****\$0.00****0.00%**

# **REVENUE SUMMARY FISCAL YEAR 2014-2015**

	<b>Fiscal year 2012-2013</b>	<b>Fiscal year 2013-2014</b>	<b>Fiscal year 2014-2015</b>
GENERAL FUND	\$ 4,734,625.00	\$ 4,953,300.00	\$ 5,044,659.00
WATER AND SEWER FUND	\$ 2,095,891.00	\$ 2,272,736.00	\$ 2,338,100.00
SPECIAL REVENUE FUNDS	\$ 1,935,119.00	\$ 2,174,050.00	\$ 2,060,309.00
LIBRARY FUND	\$ 275,250.00	\$ 308,800.00	\$ 328,000.00
BOND PROCEEDS			
CASH ON HAND	\$ 184,445.00	\$ 190,000.00	\$ 179,310.00
GRANTS		\$ 25,300.00	\$ 73,000.00
<b>TOTAL REVENUE</b>	<b>\$ 9,225,330.00</b>	<b>\$ 9,924,186.00</b>	<b>\$ 10,023,378.00</b>

# **BUDGET SUMMARY FISCAL YEAR 2014-2015**

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
TOTAL BUDGET	\$ 8,950,080.00	\$ 9,615,386.00	\$ 9,695,378.00
TOTAL LIBRARY BUDGET	\$ 275,250.00	\$ 308,800.00	\$ 328,000.00
GRAND TOTAL BUDGET	\$ 9,225,330.00	\$ 9,924,186.00	\$ 10,023,378.00

	<b>SUMMARY TOTAL BUDGET</b>		
TOTAL	Fiscal Year 2011-2012	Fiscal year 2013-2014	Fiscal year 2014-2015
	\$ 9,225,330.00	\$ 9,924,186.00	\$ 10,023,378.00

**DOLLAR CHANGE**  
**\$99,192.00**  
**1.00%**

**TIF BUDGETS**

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>REVENUE</b>			
PROPERTY TAXES DOWNTOWN	\$ 150,000.00	\$ 120,000.00	\$ 110,000.00
TRANSFER FROM CORP GEN TO DOWNTOWN	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00
PROPERTY TAXES INDUSTRIAL	\$ 180,000.00	\$ 190,000.00	\$ 190,000.00
PROPERTY TAXES SOUTH	\$ 175,000.00	\$ 200,000.00	\$ 190,000.00
BOND PROCEEDS DOWNTOWN			
BOND PROCEEDS INDUSTRIAL			
BOND PROCEEDS SOUTH			
<b>TOTAL</b>	<b>\$ 600,000.00</b>	<b>\$ 605,000.00</b>	<b>\$ 585,000.00</b>
<b>EXPENDITURES</b>			
<b>DEBT SERVICE</b>			
DOWNTOWN	\$ 245,000.00	\$ 182,170.00	\$ 180,270.00
INDUSTRIAL	\$ 225,000.00	\$ 234,000.00	\$ 257,860.00
SOUTH	\$ 90,000.00	\$ 80,000.00	\$ 47,800.00
<b>PLANNING STUDIES</b>			
DOWNTOWN			
INDUSTRIAL			
SOUTH			
<b>CONSTRUCTION PROJECTS</b>			
DOWNTOWN			
INDUSTRIAL			
SOUTH / RT 14 IN FRONT OF WALGREENS			
<b>TOTAL EXPENSE</b>	<b>\$ 560,000.00</b>	<b>\$ 496,170.00</b>	<b>\$ 485,930.00</b>

**SSA BUDGETS**

	Fiscal year 2012-2013	Fiscal year 2013-2014	Fiscal year 2014-2015
<b>REVENUE</b>			
<b>PROPERTY TAX</b>			
SSA #1	\$ 40,565.40	\$ 40,565.40	\$ 40,566.00
SSA #2	\$ 36,852.90	\$ 36,852.90	\$ 36,721.00
SSA #3	\$ 71,288.76	\$ 74,289.00	\$ 67,089.00
SSA #4	\$ 37,475.00	\$ 41,375.00	\$ 40,000.00
SSA #5	\$ 125,250.00	\$ 126,875.00	\$ 128,275.00
<b>TOTAL</b>	\$ 311,432.06	\$ 319,957.30	\$ 312,651.00

**EXPENDITURES**

<b>DEBT SERVICE</b>			
SSA #1	\$ 40,565.40	\$ 40,565.40	\$ 40,566.00
SSA #2	\$ 36,852.90	\$ 36,852.90	\$ 36,853.00
SSA #3	\$ 71,288.76	\$ 74,289.00	\$ 67,089.00
SSA #4	\$ 37,475.00	\$ 41,375.00	\$ 40,000.00
SSA #5	\$ 125,250.00	\$ 126,875.00	\$ 128,275.00
<b>TOTAL</b>	\$ 311,432.06	\$ 319,957.30	\$ 312,783.00

**CONTINGENCY**

**Fiscal year  
2012-2013**

**Fiscal year  
2013-2014**

**Fiscal year  
2014-2015**

**REVENUE**

MISCELLANEOUS	\$ 1,200,000.00	\$ 1,200,000.00	\$ -
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**EXPENDITURES**

CITY COUNCIL APPROVED	\$ 1,200,000.00	\$ 1,200,000.00	\$ -
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### NEW EQUIPMENT, BUILDING MAINTENANCE AND PROJECT LIST

Computer & e-mail server, hardware & software	\$ 25,000.00
Police Cars and equipment	\$ 74,000.00
Pick Up Truck	\$ 26,000.00
Walk Behind saw	\$ 6,500.00
Breathalyzer machine	\$ 7,000.00
Laptop computers for Police	\$ 4,100.00
Water Meters	\$ 51,600.00
WWTP driveway, & lighting at plant	\$ 30,000.00
Well # 9 maintenance	\$ 60,000.00
Paint Tower #2	\$ 45,000.00
Lawn mowers	\$ 20,000.00
Sun Shade for Swimming Pool	\$ 8,000.00
	\$ 357,200.00

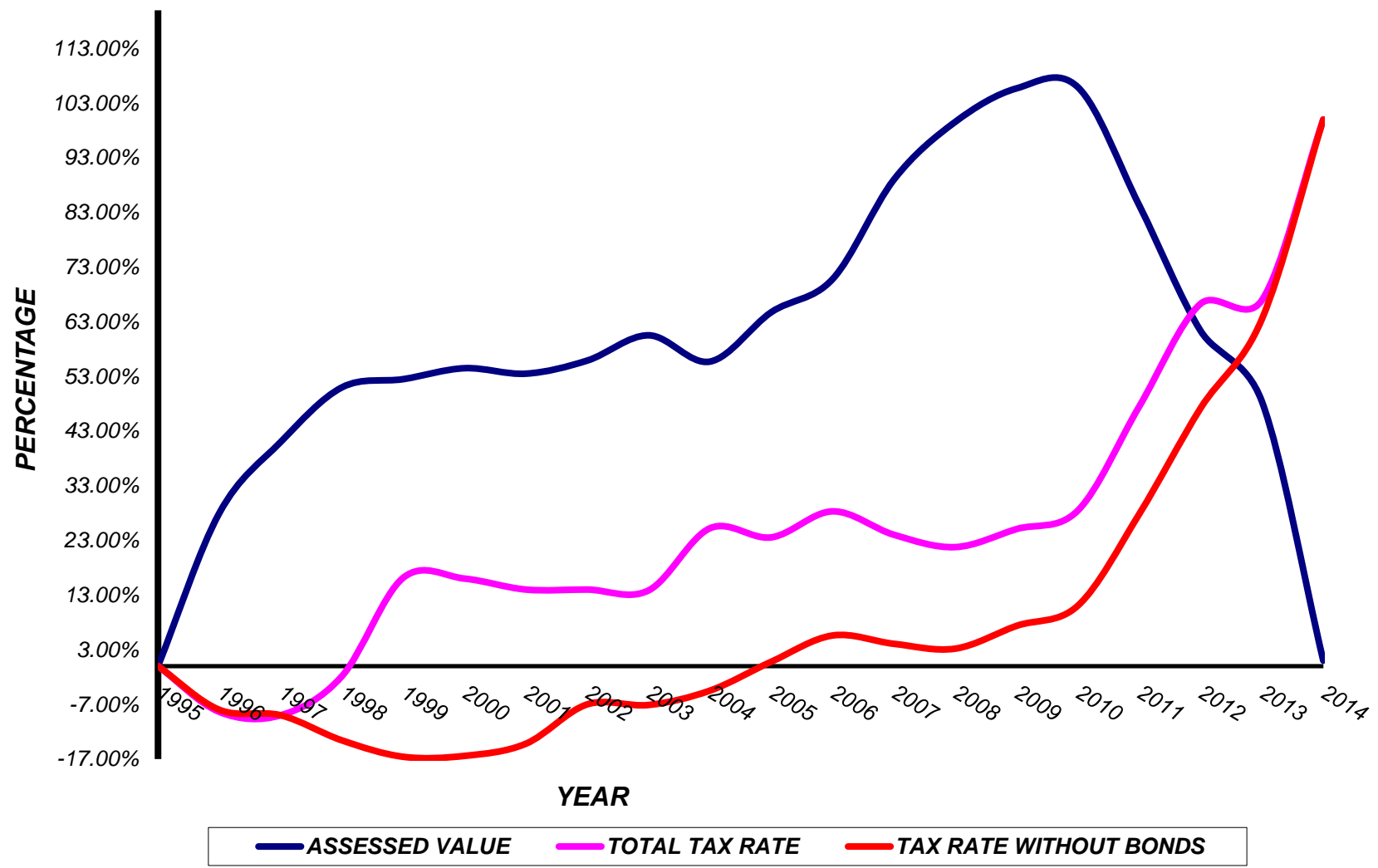


<b>C.O.H - NOTES PAYABLE</b>									
	<b><u>BANK</u></b>	<b><u>ACCT. #</u></b>	<b><u>LOAN #</u></b>	<b><u>DUE DATES</u></b>	<b><u>Bond Amount</u></b>	<b>2014-2015 <u>Principal</u></b>	<b>2014-2015 <u>Interest</u></b>	<b>2014-2015 <u>Total</u></b>	
<b>Line of Credit</b>	The HSB		122-459	<b>Matures 2/22/12</b>	\$ 1,050,000.00				
<b>Capital Improvement - City Hall</b>	Castle Bank	9005773	905773	March, June, Sept, Dec (30th)	\$ 650,000.00	\$ 19,542.40	\$ 21,114.08	\$ 40,656.48	Balloon 2018
<b>T.I.F. - Downtown</b>	Amalgamated	4878	2012A	January, July (15th)	\$ 3,105,000.00	\$ 95,000.00	\$ 85,270.00	\$ 180,270.00	
<b>T.I.F. #2 - Industrial Park</b>	Amalgamated	4879	2012B	January, July (15th)	\$ 2,290,000.00	\$ 170,000.00	\$ 64,860.00	\$ 234,860.00	
	The HSB	9006192	120197	January, July (15th)	\$ 300,425.00	\$ 11,694.86	\$ 11,305.04	\$ 22,999.90	
<b>T.I.F. #3 - South</b>	The HSB	9006192	117307	January, July (15th)	\$ 600,000.00	\$ 23,074.83	\$ 24,728.65	\$ 47,803.48	
<b>SS#1 - Park Pointe</b>	Castle Bank	9007245	2030041	January, July (1st)	\$ 510,000.00	\$ 32,159.99	\$ 8,405.23	\$ 40,565.22	
<b>SS#2 - Park Pointe</b>	Castle Bank	9007261	2030061	January, July (1st)	\$ 438,900.00	\$ 27,005.07	\$ 9,715.88	\$ 36,720.95	
<b>SS#3 - Shadow Creek</b>	Amalgamated	9007288	3839	January, July (1st)	\$ 940,000.00	\$ 50,000.00	\$ 17,088.76	\$ 67,088.76	
<b>SS#4 - Park Pointe</b>	US Bank	9007296	2442-1	February, August (1st)	\$ 315,000.00	\$ 25,000.00	\$ 15,000.00	\$ 40,000.00	
<b>SS#5 - Shadow Creek</b>	Amalgamated	1853915005	3915	February, August (1st)	\$ 1,450,000.00	\$ 85,000.00	\$ 43,275.00	\$ 128,275.00	
<b>Harvard Library/Rec 2011</b>	Amalgamated	1854537001	2011B	June, December (1st)	\$ 2,075,000.00	\$ 250,000.00	\$ 48,500.00	\$ 298,500.00	
<b>Water/Sewer Bonds</b>	Amalgamated	2004	3790	May, November (1st)	\$ 1,475,000.00	\$ 130,000.00	\$ 33,540.00	\$ 163,540.00	
<b>Water/Sewer Bonds</b>		2006	3890	May, November (1st)	\$ 1,700,000.00	\$ 75,000.00	\$ 88,490.00	\$ 163,490.00	
<b>Water/Sewer Bonds</b>		2011A	2011A	June, December (1st)	\$ 645,000.00	\$ 80,000.00	\$ 14,295.00	\$ 94,295.00	

**CITY OF HARVARD  
PERSONNEL SUMMARY**

<b>DEPARTMENT</b>	<b>FY 09/10</b>	<b>FY 10/11</b>	<b>FY 11/12</b>	<b>FY 12/13</b>	<b>FY 13/14</b>
<b>Administration:</b>					
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
<b>Public Works:</b>					
Superintendent	1	1	1	1	1
Foreman	1	1	1	1	1
Mechanic	1	1	1	1	1
Maintenance Worker	4	4	4	2	3
Maintenance – Part Time	4	0	0	5	6
Department Total:	11	7	7	10	12
<b>Utility Department:</b>					
Superintendent	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
<b>Building Department:</b>					
Community Development Director	1	1	1	1	1
Building & Zoning Inspector	0	0	0	0	0
Code Enforcement Officer	1	1	1	1	1
Department Total:	2	2	2	2	2
<b>Police Department:</b>					
Chief	1	1	1	1	1
Lieutenant – Deputy Chief	1	1	1	1	1
Sergeant	2	2	2	2	2
Officers	15	14	14	12	13
Dispatchers	5	5	5	5	5
Dispatchers – Part Time	3	4	4	3	3
Records Clerk	1	1	1	1	1
Crossing Guards – Part Time	10	7	7	2	2
Department Total:	38	35	35	27	28
<b>Parks/Rec:</b>					
Superintendent	1	1	1	1	1
Maintenance – Part Time	9	9	8	9	8
Pool – Part Time	17	17	15	17	21
Department Total:	27	27	24	27	30
<b>RTA:</b>					
Drivers – Full Time	0	0	0	0	0
Driver – Part Time	3	3	1	1	1
Department Total:	3	3	1	1	1

# CITY OF HARVARD TAX RATE



# PROPERTY TAX 2014-2015

