

# City of Harvard

## FISCAL YEAR 20-21

### BUDGET



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April 23, 2020

Dear City Council Members,

I am pleased to present to you our balanced budget for the 2020/2021 Fiscal Year. Thank you for your involvement and oversight in the budgeting process. The time spent reviewing, prioritizing, and providing the necessary funding to meet our City's service goals is our greatest responsibility. The process is slow and deliberate by design, and helps ensure we maintain transparency and use sound judgment when allocating our communities funds and resources.

We continue to advance our City's goals aligned with our City's Strategic Vision. Our departments continue to operate on their core missions, while we continue to align resources and find ways to reduce costs and manage our finances. However; in short couple of months since we completed our budget drastic changes have taken place in our economy due to the Covid-19 Pandemic. It is unclear at this juncture that the 2020/2021 fiscal year's revenue will meet budgeted expectations due to clear reductions that will be realized by decreased income and sales taxes as our economy has all but halted due to the Governor's Executive Stay at Home Order. City Staff must be extremely vigilant to watch all expenditures and justify all purchase orders. Despite these issues, each of our Departments will continue to provide services, although some services will be modified or postponed to maintain compliance with the Governor's prescribed social distancing and essential business protocol.

Police: Lead by Chief Mark Krause, our Police Department continues to be the pride of our services to our City. Our City can be proud that we have such a highly educated and well trained Department. The City of Harvard was recently recognized as one of the State of Illinois Top 50 Safest Cities. Our Police Department plays an important role where we embrace community policing fostering cooperation and partnerships with community residents and businesses. We are pleased to say our City has finally broken ground on the building of our new Police Station and Community Hall. Construction is anticipated to be completed next Spring. This investment in our community will provide a facility that is designed to meet our City's needs for the next 50 years.

Public Works: Our Public Works Superintendent Jim Kruckenberg continues to lead our Public Works employees to tackle our City's infrastructure problems. The employees of our Public Works Department are the unsung heroes of our City. They maintain and repair the City's critical infrastructure on which we all depend! This includes: City potable water piping system, sanitary sewer collection system, storm sewer collection system, streets and signage, City owned vehicles, and of course our winter plowing and salting services. We will move forward this year with creating a new salt storage solution by repurposing one of the buildings purchased on the land acquired for the Waste Water Treatment Plant Upgrade. The building will be treated to prevent corrosion as we needed a solution to replace the current salt storage building which has structural issues. We also prioritized setting funding aside for future investments in equipment as the Department's current equipment is showing signs of aging.

Utilities: Led by Superintendent Jim Grant, our Utilities Department provides our City residents and businesses with on demand supply of safe clean drinking water which comes from deep wells which tap into an aquifer beneath our City. Our Utilities Department is made up of highly trained employees; most carry the highest license certification in their profession. They operate and maintain the City's 3 wells and 3 water towers which supply our tap water, while also operating and maintaining our City's Waste Water Treatment Plant (WWTP). The time is upon us to begin the mandated construction to update our City's WWTP. We anticipate breaking ground in the Fall and it should take 2 years to complete the construction. The project is incredibly expensive costing an estimated \$15+ million dollars. City staff has been extremely engaged with our engineers to ensure we are scrutinizing every aspect of the design to keep the cost as low as possible to reduce the fee impact on water customers.

Parks and Recreation: Superintendent Ryan Knop leads the charge in getting the necessary repairs accomplished on our pool. Our residents made it clear that they want to maintain this valuable asset to our community. The boiler will be replaced and the pool will be repainted and readied for use. The added cost of the boiler replacement has required some reprioritization of available funding and pushed out the time line for Parks improvement projects. We are still hopeful that the pool will open this year, but this will be dependent upon current restrictions placed upon social gatherings being relaxed or lifted. Our parks remain open to individuals and organized team sports can resume when restrictions are lifted.

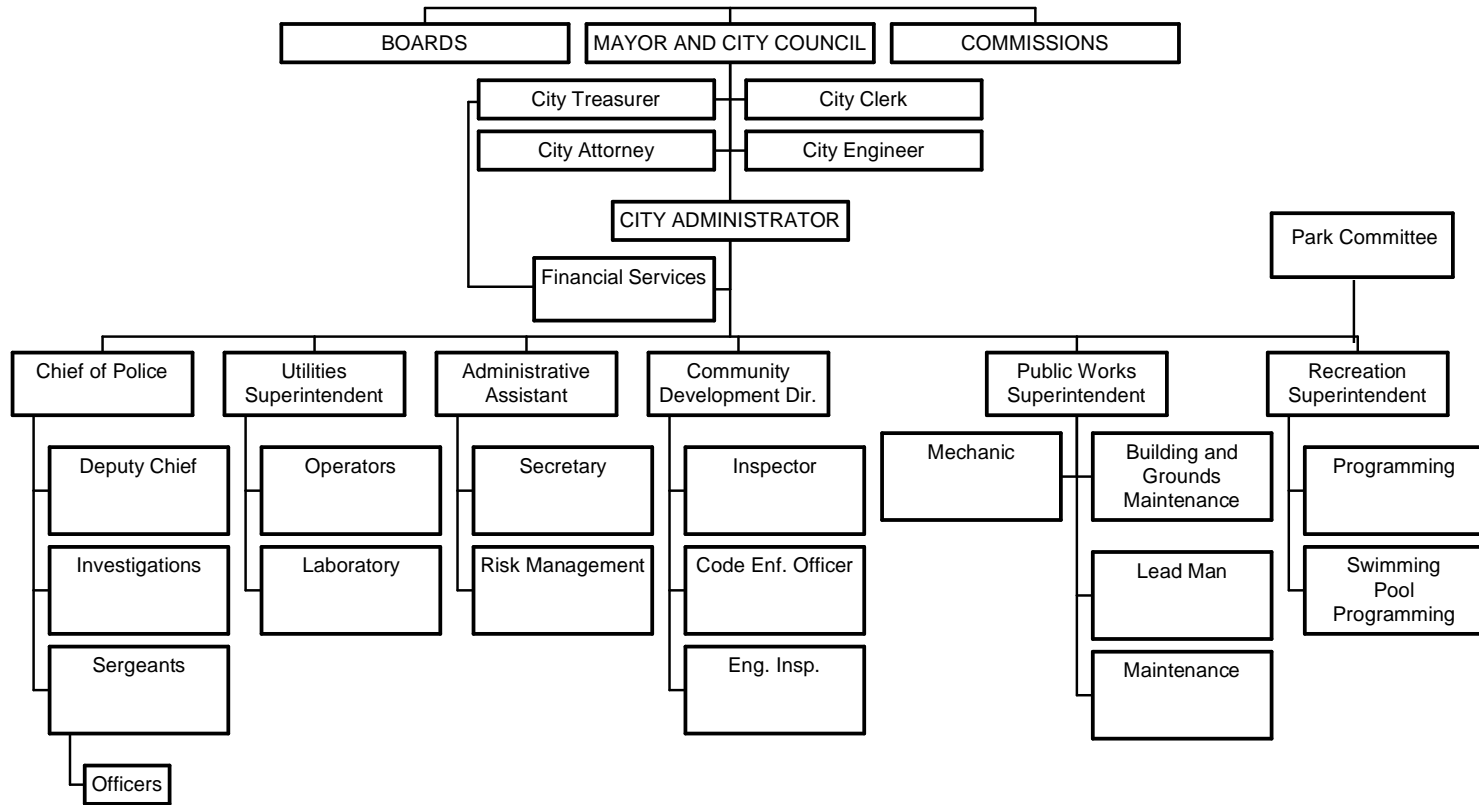
Community Development: As the City has begun construction of our new Police Station and Community Hall, the City placed general contracting duties on the shoulders of Superintendent Steve Santeler. Taking on General Contractor for the construction project will save City tax payers about 8% on construction costs. With 3 new residential houses currently under construction simultaneously, it has been a refreshing change and a great start to future residential investments into our City.

Library: The Harvard Diggins Library while a separate governmental entity with regards to funding, the City provides fiduciary and HR responsibilities. The Library continues to evolve in providing traditional new exciting programming for all ages. Operations are temporarily shut down during the Stay at Home Executive Order but will resume when lifted.

Administration: The City's Administrator Dave Nelson provides the overall day to day direction and management of the City's resources and finances. Our City administrative employees keep City Hall running, maintaining the City's payroll, water billing, finances, and general operations.

2020/2021 fiscal year will be full of many challenges for our City. We will have 2 major City construction projects underway while providing essential services to our residents and businesses during a major health pandemic which has halted temporarily halted our economy. We are preparing for the repercussions and continuing to plan and work towards the goals we have set to meet the City's Strategic Vision. Thank you for your commitment and leadership to our community and your hard work towards achieving our goals.

# CITY OF HARVARD



**Date:** April 9, 2020  
**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 the Local IMRF is 83.33% funded and the local Police Pension fund is 65.04% funded.

The City continues to seek a steady and stable financial situation. The City is still searching for 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.

The impact of COVID-19 is still an unknown at this time, and all indications point that there will be negative consequences. What exactly this means for our short-term financial condition will soon reveal itself, and we will no doubt have to

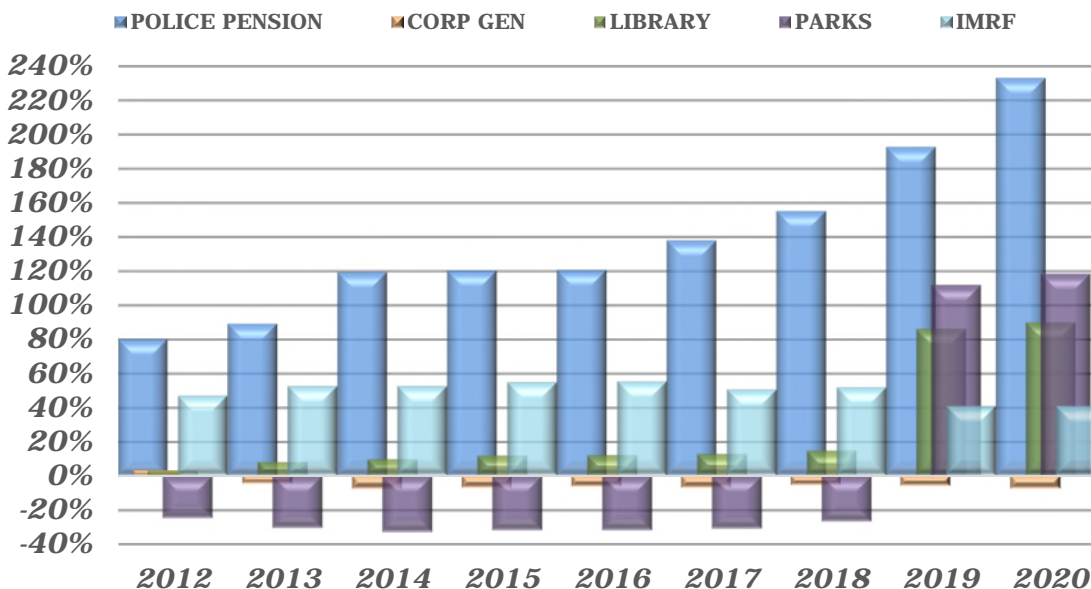
address these revelations. I have begun to analyze our financial strengths and weaknesses along with a cash flow analysis in an attempt to gauge what the actual impact may be. This academic embellishment will reveal the steps necessary to preserve fiscal stability.

The State of Illinois fiscal situation will be in the same unknown predicament that the City is in. Twenty Five Percent of our income in the Corporate General fund are shared revenues with the State and this may create an economic uncertainty that we have not seen in many years. Over the years there have been discussions concerning these state shared revenues and whether the state should extract a greater amount of our share. This situation will, along with economic uncertainty, create an untenable circumstance that we must address. I would anticipate that in the month of May we will have a structure of a plan that may indeed change direction of this document.

Revenue is estimated to grow this year at rate below inflation or about 1%. (not including cash on hand) 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 below 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 over the years which is a direct reflection on the State of Illinois economy. This situation was indeed beginning to change but the latest crisis may affect this revenue stream. Hopefully, the state and nation can bounce back and stabilize.

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 or no growth and are not becoming a very reliable revenue source, and we are planning on having building activity. However, with uncertainty in our economy at the moment this may be in doubt. Wages and Pension cost continue to grow with Wage growth controllable and Pension growth unpredictable.





### ITEMS COMPLETED FROM LAST YEAR

Completed the City Police station planning

Began planning and design of the waste water treatment facility. Plans submitted to the IEPA for review and consideration of financing.

The City Council has a discussion about trying to start on sidewalk construction and identified a revenue stream.

Accumulated \$1,250,000 cash reserves in the Corporate General Fund

## GOALS

- Review the street network and determine streets that make sense to vacate.
- Secure financing for Waste Water Treatment Plant.
- Complete construction of the Police Station
- Work systematically through the strategic vision plan 2040

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

## RECOMMENDATIONS

- 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.
- Create a local food and farming commission to support agricultural, local food, and Agri-tourism initiatives.
- Re-activate the Parks Foundation
- Investigate and plan a reuse for old Police Station

The biggest challenge that we still face and will 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, and to exasperate matters the COVID-19 virus really makes for uncertainty. We must continue to be diligent in our spending practices.

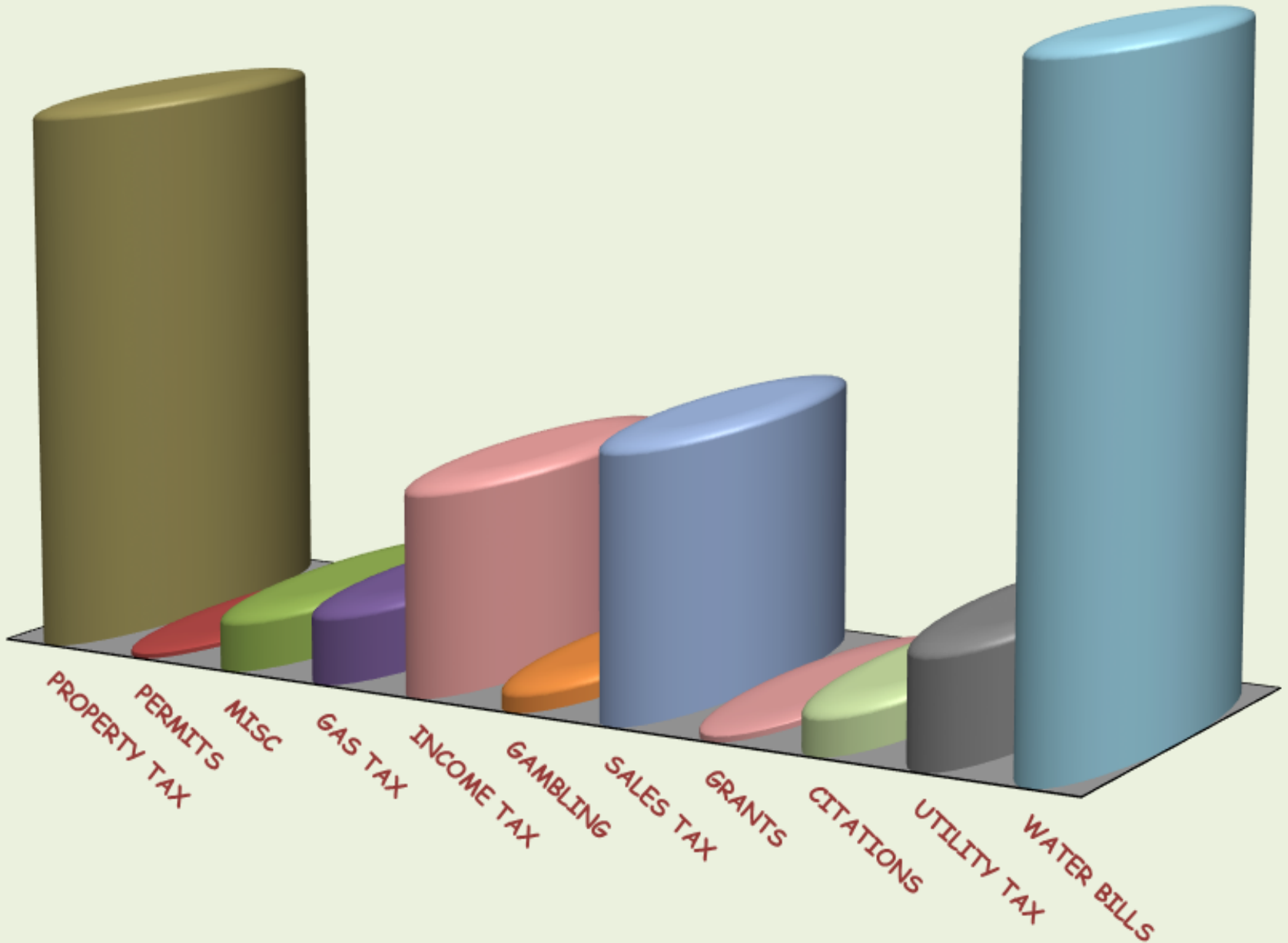
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# CITY OF HARVARD REVENUE

## 2020-2021

\$ THOUSANDS

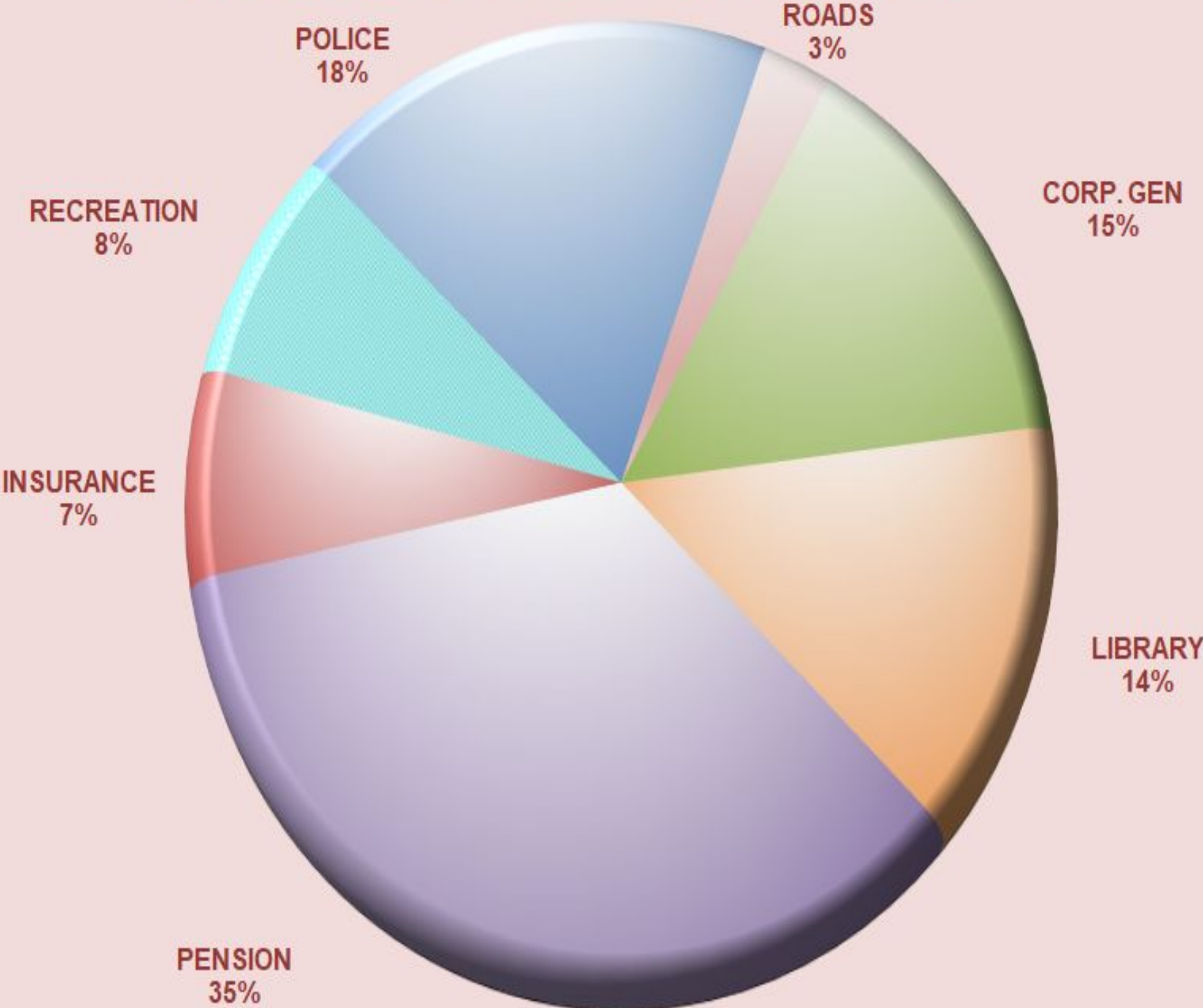
\$3,250  
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\$2,750  
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\$1,750  
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\$500  
\$250  
\$0



## GENERAL FUND REVENUE ESTIMATES

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
PROPERTY TAXES GENERAL	\$ 425,000.00	\$ 445,000.00	\$ 420,000.00
PROPERTY TAX ROAD FUND	\$ 89,500.00	\$ 86,000.00	\$ 94,000.00
PROPERTY TAX POLICE FUND	\$ 575,000.00	\$ 560,000.00	\$ 527,000.00
PROPERTY TAX AUDIT FUND	\$ 32,000.00	\$ 28,000.00	\$ 20,380.00
INCOME TAXES	\$ 950,000.00	\$ 950,000.00	\$ 1,030,000.00
USE TAX	\$ 236,500.00	\$ 282,000.00	\$ 315,000.00
MUNICIPAL SALES TAXES	\$ 1,250,000.00	\$ 1,300,000.00	\$ 1,350,000.00
VIDEO GAMING TAX	\$ 120,000.00	\$ 131,000.00	\$ 127,000.00
REPLACEMENT TAXES	\$ 90,000.00	\$ 103,000.00	\$ 105,000.00
LIQUOR LICENSE/GENERAL LICENSE	\$ 58,000.00	\$ 58,000.00	\$ 72,000.00
CONTRACTORS LICENSE	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00
BUILDING PERMITS	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
HEALTH INSURANCE REIMBURSEMENTS	\$ 38,500.00	\$ 31,000.00	\$ 44,000.00
GRANTS	\$ 9,000.00	\$ 107,000.00	\$ 11,500.00
POLICE REIMBURSEMENTS	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
DUI FINES	\$ 6,000.00	\$ 5,000.00	\$ 5,500.00
POLICE FINES	\$ 200,000.00	\$ 230,000.00	\$ 210,000.00
WATER UTILITY TAX	\$ 110,000.00	\$ 112,000.00	\$ 115,000.00
ELECTRIC TAX	\$ 300,000.00	\$ 320,000.00	\$ 320,000.00
HOTEL MOTEL TAX	\$ 21,000.00	\$ 19,000.00	\$ 26,000.00

# ***PROPERTY TAX 2020-2021***



## GENERAL FUND REVENUE ESTIMATES

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
NATURAL GAS TAX	\$ 100,000.00	\$ 100,000.00	\$ 110,000.00
TELEPHONE TAX	\$ 170,000.00	\$ 130,000.00	\$ 120,000.00
ZONING HEARING & PLATTING FEES	\$ 3,000.00	\$ 2,500.00	\$ 4,000.00
CABLE FRANCHISE FEES	\$ 64,000.00	\$ 66,000.00	\$ 66,000.00
MINING FEES			
ESCROW FROM DEVELOPERS	\$ 1,000.00	\$ -	\$ -
CAP IMPROVEMENT DONATIONS			
GARBAGE STICKERS	\$ 3,500.00	\$ 2,300.00	\$ 3,000.00
DONATIONS	\$ -	\$ 1,600.00	\$ 2,500.00
SURPLUS PROPERTY	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00
INTEREST	\$ 25,000.00	\$ 15,000.00	\$ 40,000.00
MISCELLANEOUS	\$ 10,000.00	\$ -	\$ 5,000.00
RECEIPT OF RENT	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
PARKING FEES	\$ 100,000.00	\$ 95,000.00	\$ 85,000.00
CASH ON HAND	\$ 42,000.00	\$ 43,000.00	\$ 385,700.00
<b>TOTAL</b>	<b>\$ 5,157,000.00</b>	<b>\$ 5,354,400.00</b>	<b>\$ 5,765,580.00</b>

## ADMINISTRATION DEPARTMENT

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>PERSONNEL SALARIES</b>			
OFFICIALS	\$ 119,500.00	\$ 121,500.00	\$ 124,000.00
CLERICAL	\$ 87,750.00	\$ 90,000.00	\$ 94,000.00
OVERTIME CLERICAL	\$ 500.00	\$ -	\$ -
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 77,160.00	\$ 65,000.00	\$ 78,000.00
TRAINING/SEMINARS	\$ 500.00	\$ 300.00	\$ 500.00
EXPENSE ACCOUNT MAYOR	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
CLERKS TRAINING			
TRAVEL EXPENSE	\$ 4,000.00	\$ 350.00	\$ 300.00
<b>CONTRACTUAL &amp; COMMODITIES</b>			
ATTORNEY FEES	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00
PROFESSIONAL FEES/AUDITORS	\$ 50,000.00	\$ 40,000.00	\$ 35,000.00
ENGINEERING FEES	\$ 20,000.00	\$ 30,000.00	\$ 20,000.00
BUILDING MAINTENANCE	\$ 45,000.00	\$ 45,000.00	\$ 30,000.00
SERVICE AGREEMENT	\$ 8,500.00	\$ 10,500.00	\$ 18,000.00
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	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
DUES & SUBSCRIPTIONS	\$ 7,500.00	\$ 7,500.00	\$ 8,700.00
PUBLIC NOTICES	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00
ZBA PUBLICATIONS	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
TELEPHONE	\$ 6,500.00	\$ 6,600.00	\$ 7,000.00
CITY HALL PAYMENT/PRINCIPAL	\$ 21,000.00	\$ 22,000.00	\$ 192,000.00
GARBAGE STICKERS	\$ 3,500.00	\$ 2,300.00	\$ 2,300.00



## ADMINISTRATION DEPARTMENT

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>CAPITAL OUTLAY</b>			
MISCELLANEOUS	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00
INTEREST EXPENSE	\$ 21,000.00	\$ 21,000.00	\$ 176,000.00
NEW EQUIPMENT	\$ 35,000.00	\$ 46,000.00	\$ 2,500.00
ECONOMIC DEVELOPMENT	\$ 61,000.00	\$ 61,000.00	\$ 41,000.00
SPECIAL PROGRAMS	\$ -	\$ -	\$ 4,400.00
CAPITAL IMPROVEMENT			
CITY COUNCIL CONTINGENCY	\$ -	\$ 21,510.00	\$ 7,665.00
<b>OPERATING TRANSFERS</b>			
TRANSFER OUT RECREATION	\$ 45,000.00	\$ -	\$ 30,850.00
TRANSFER OUT RTA	\$ 10,000.00	\$ -	\$ -
TRANSFER TO INSURANCE FUND	\$ 147,000.00	\$ 150,500.00	\$ 158,500.00
TRANSFER TO FICA FUND	\$ 130,000.00	\$ 135,000.00	\$ 175,000.00
TRANSFER TO IMRF FUND	\$ 108,000.00	\$ 85,500.00	\$ 90,000.00
TO DOWNTOWN TIF	\$ 315,000.00	\$ 330,000.00	\$ 300,665.00
TO EQUIPMENT FUND			\$ 50,000.00
<b>TOTAL</b>	<b>\$ 1,407,710.00</b>	<b>\$ 1,385,860.00</b>	<b>\$ 1,739,680.00</b>



# City of Harvard Public Works Department

Jim Kruckenberg  
Superintendent

**TO: Mayor Kelly  
Dave Nelson**

**From: Supt. Jim Kruckenberg**

**Proposed 2020- 2021 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.

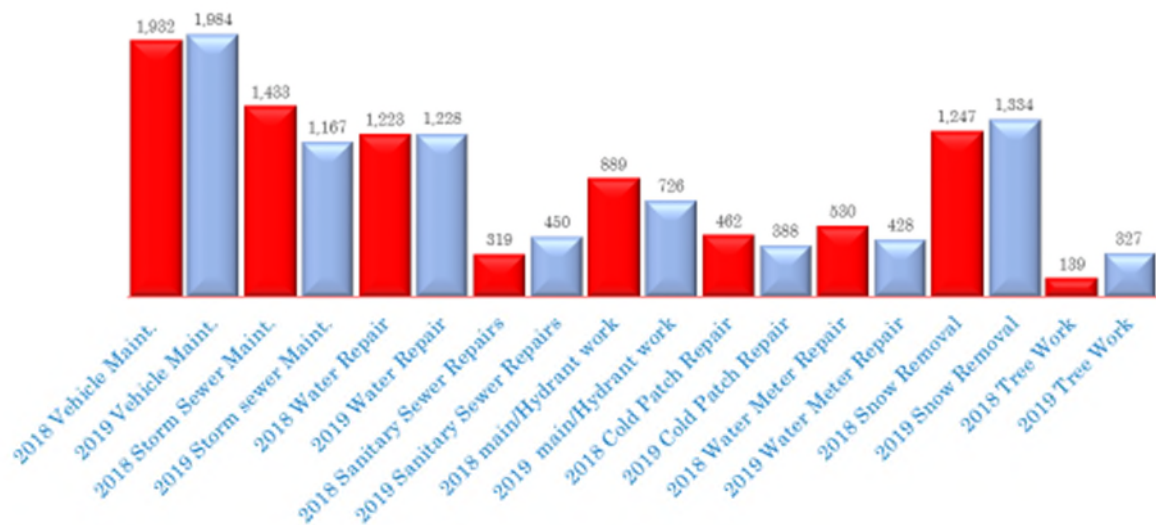
## **Personnel**

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, our responsibilities and area of service has increased, and like all departments, we are doing more with less. 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 2019. The vehicle maintenance column is mainly our mechanics' hours, but also includes hours spent on 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 a bit from year to year but, are fairly consistent. The remaining man hours are spent repairing streets, repairing lights, replacing signs, and other miscellaneous tasks.

# MANHOURS



- **Vehicle Maintenance:** Vehicle maintenance is always a priority. 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 implementing a replacement schedule, and sticking to it.
- **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 will continue to do proactive trimming, and while we cut down most of the infected Ash trees, there are still a few 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. We do plan to refurbish up to 5 sanitary manholes in this year's budget. Manholes will be cleaned and lined, making them water tight and structurally sound. Refurbishing manholes can be accomplished at a fraction of the cost of replacement. We also budgeted to line a section of sewer main, approximately 300 feet. We had structural problems with this main in the past year and lining the main will help solve the condition problems. 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 do repair or replace quite a few each year, it seems we add as many as we repair. We've also budgeting for installing five new water main valves, installing these valves will allow us to do repairs and maintenance on water mains without having to turn off service to 8 to ten blocks at a time. This will allow us to isolate smaller sections.

## **New Equipment**

In the past five years, we have replaced five salt spreaders and five snow plows for the dump trucks. 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.

### **Proposed New Equipment: Street Department**

✚ \$24,000 – Pickup Truck

### **Proposed New Equipment Utility Maintenance**

- ✓ \$16,000 – Water meter replacement
- ✓ \$26,000 – MXU radio 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 is a pickup truck and the usual water meters and radio reader MXU'S.

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 employees and the public, all while operating within our budget.

Respectfully,  
Jim Kruckenberg  
Supt. Public Works

## STREET DEPARTMENT

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>PERSONNEL</b>			
SALARIES	\$ 308,000.00	\$ 322,000.00	\$ 330,000.00
OVERTIME	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 99,000.00	\$ 99,000.00	\$ 100,000.00
TRAINING/SEMINARS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
TRAVEL EXPENSE	\$ 150.00	\$ 200.00	\$ 200.00
UNIFORMS	\$ 3,000.00	\$ 3,250.00	\$ 3,250.00
<b>CONTRACTUAL SERVICES</b>			
STREET LIGHT MAINT	\$ 5,000.00	\$ 4,000.00	\$ 3,000.00
VEHICLE MAINTENANCE	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
BUILDING & GROUNDS MAINTENANCE	\$ 5,000.00	\$ 5,000.00	\$ 32,000.00
RADIO MAINTENANCE	\$ 500.00	\$ 200.00	\$ 200.00
PARKING LOT MAINTENANCE	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
TREE PLANTING/REMOVAL	\$ 35,000.00	\$ 30,000.00	\$ 30,000.00
SIDEWALK REPLACEMENT			
<b>COMMODITIES</b>			
TOOLS	\$ 2,500.00	\$ 5,000.00	\$ 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	\$ 3,600.00	\$ 3,600.00
ELECTRICITY	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
GAS, OIL, GREASE	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
STREET SIGNS	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
STREET DECORATIONS	\$ 2,000.00	\$ 2,000.00	\$ 15,000.00
MISCELLANEOUS/STREET SWEEPINGS	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT	\$ 44,500.00	\$ 32,000.00	\$ 24,000.00
TRANSPORTATION SERVICE	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00
<b>TOTAL</b>	<b>\$ 728,650.00</b>	<b>\$ 737,750.00</b>	<b>\$ 777,750.00</b>



## HARVARD POLICE DEPARTMENT

“Winning with Teamwork”



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

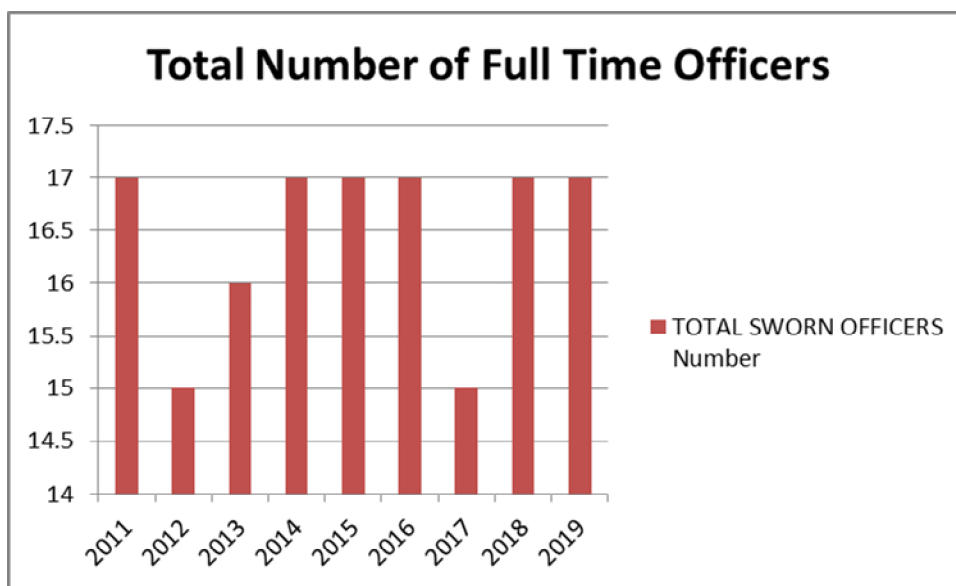
**DA: March 30, 2020**

**FR: Chief Mark Krause**

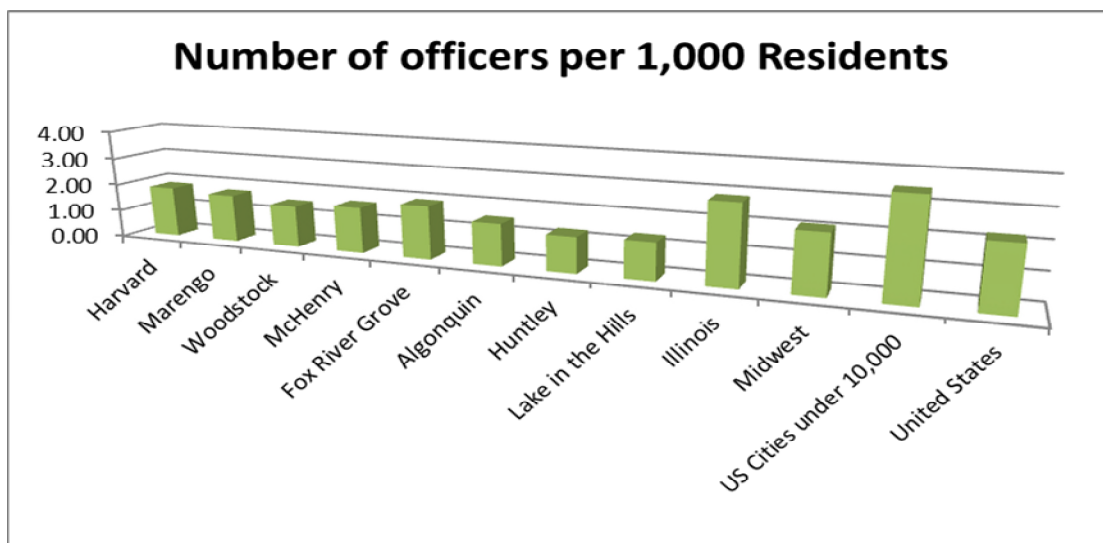
**RE: 2020/21 Budget**

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.

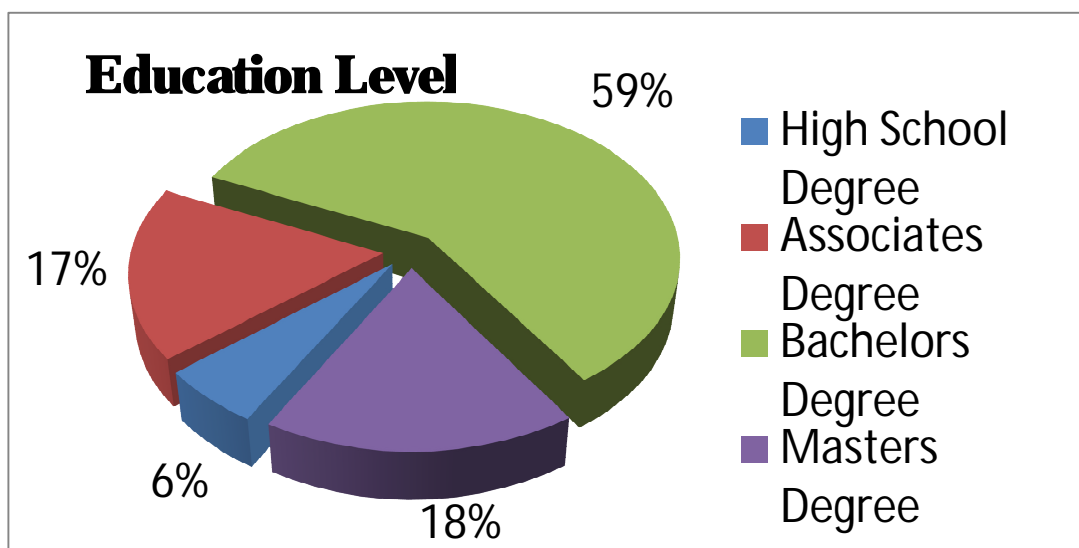
The Police Department is comprised of a Chief, a Deputy Chief, three shift Sergeants, a Detective and 11 uniformed officers. The Police Department is supplemented by a part time officer, a part time crossing guard, a full time community service officer/information technology officer and a full time records 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 just less than 25 years of experience and we have 3 officers with fewer than two years on. The average seniority of our sworn officers is 10 years, although we have 7 officers with 5 years, or less, on the job. The Police Department is relatively young and there is the likelihood of having one of our more 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.

Recruitment issues compelled the Department to host two eligibility tests this past year and to revisit our Education requirements. Upon review, the Police Commission opted to allow applicants who have received honorable discharge from the military or who are currently sworn Illinois police officers who've satisfactorily completed their probation, in lieu of the education requirement.

Our recruitment problems are shared throughout the industry. A very low national unemployment rate, coupled with some strong anti-policing sentiment has culminated to reduce applicants throughout the country. Our local efforts to



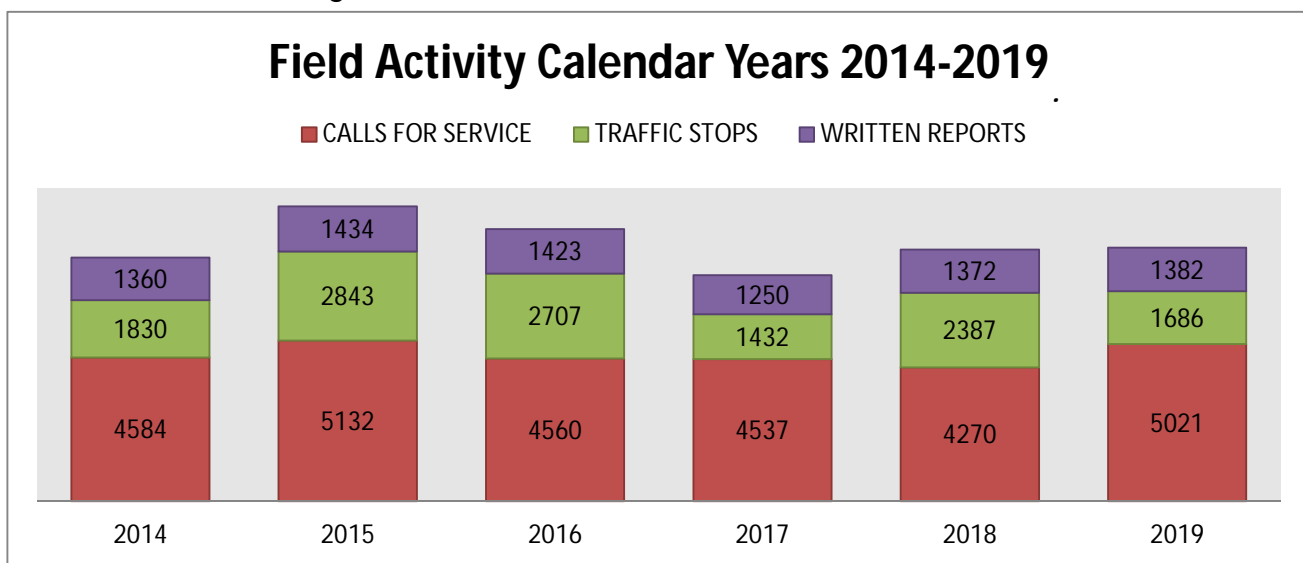
permit military and current law enforcement service as education waivers helped bolster our applicants and left us with an valid and viable eligibility list.

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

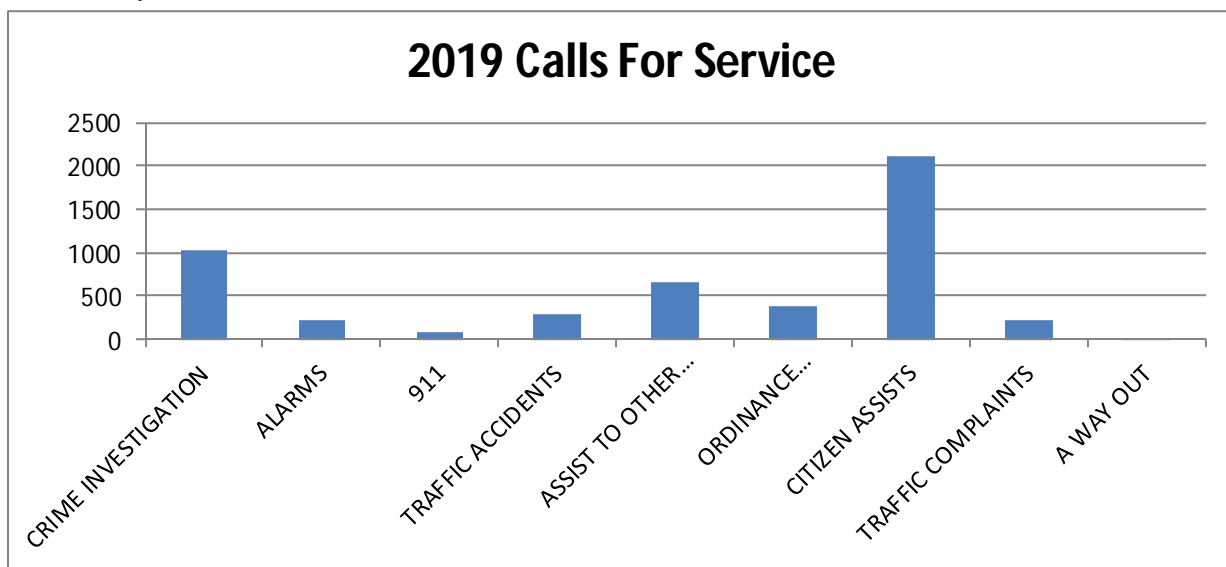
As noted above, the Department is young and has been functioning through attrition the past few years. Years ago, the Police Department was able to return the third Sergeant's position; this addition has been important in the continued training, mentoring and monitoring new personnel and adapting more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

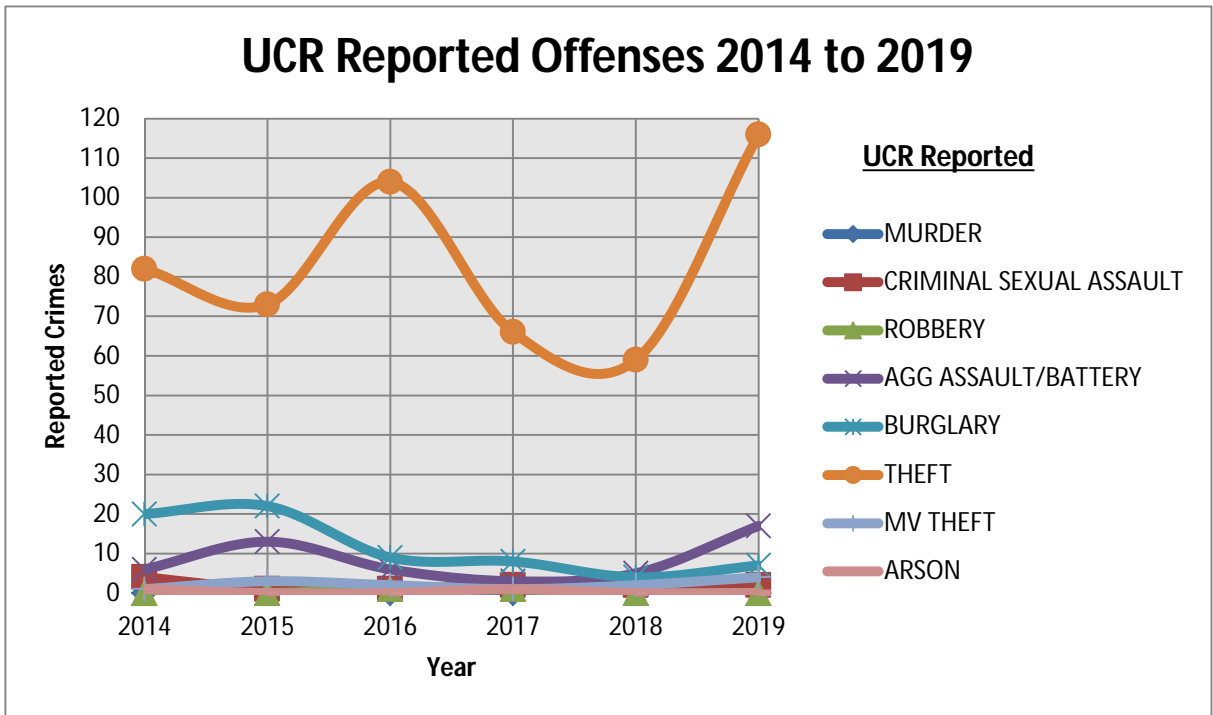


The above chart also indicates how well officers have been using their in car computers to “CAD out” (complete and file a call without having to go to the Station) calls for service. We've averaged anywhere from 4270 to 5132 calls for service over the past 6 years; these are reflective of citizen calls and officer initiated actions. The Department has remained consistent on written reports with 1382 reported last year, a slight increase over 2018 and has decreased our traffic stops to 1686. This decrease was due, in large part, to relocating personnel to adjust for Det. Leard's retirement, an increase in calls for service and some military leave deployments, yet is still an increase from 2017 when we were down staff.

The Department remains driven by Citizen Assists. In 2019, we fielded 5,021 calls for service and nearly half, 2,111 were for citizen assists. These types of calls deal with missing persons, found property, neighbor disputes, or other general inquiries. The second most calls, 1029, were for criminal investigations; these calls are for any classification that can lead to a physical arrest, anything from a reckless driver to a battery to other agencies. The third most calls for service was outside assists at 661. 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.

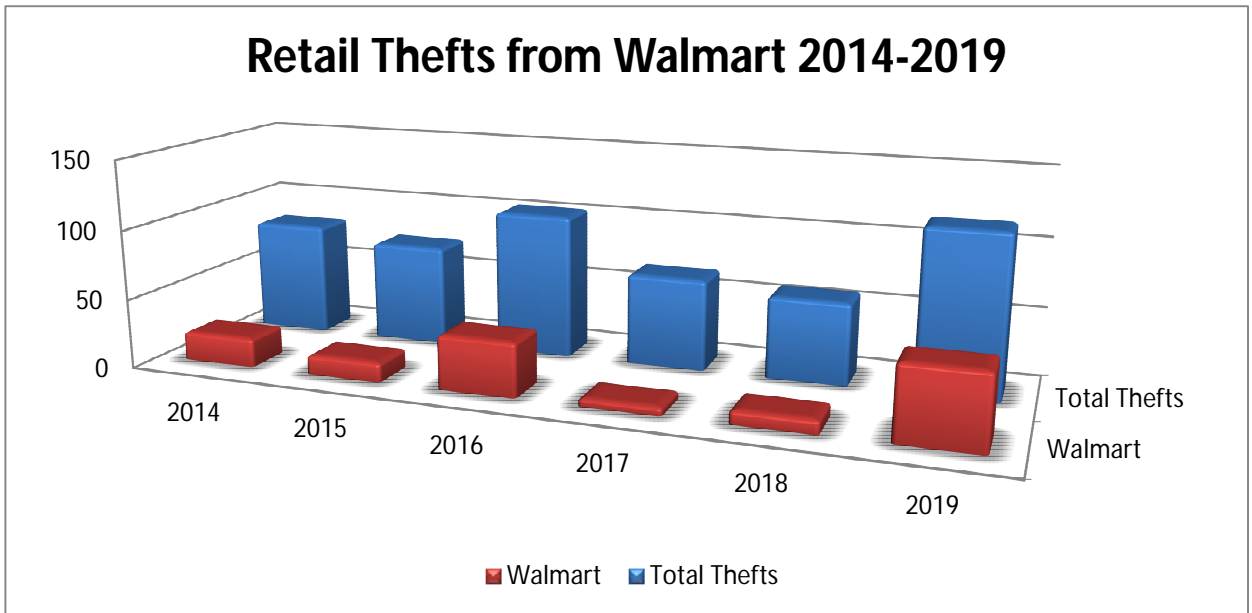


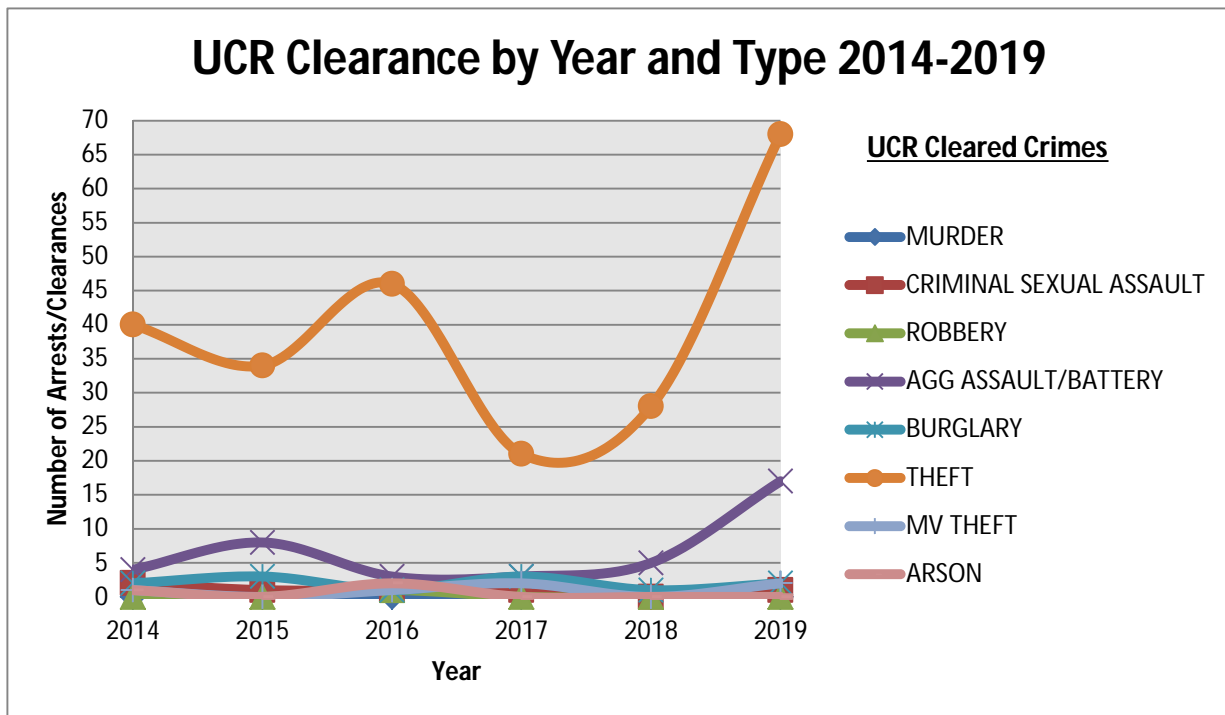
Over the past 6 years, the Uniform Crime Reporting (UCR) category crimes have reflecting cyclical and predictable patterns. The UCR breaks crimes into 2 main categories, crimes against persons (Murder, Criminal Sexual Assault, Robbery and Aggravated Assault/Battery) and crimes against property (Burglary, 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.



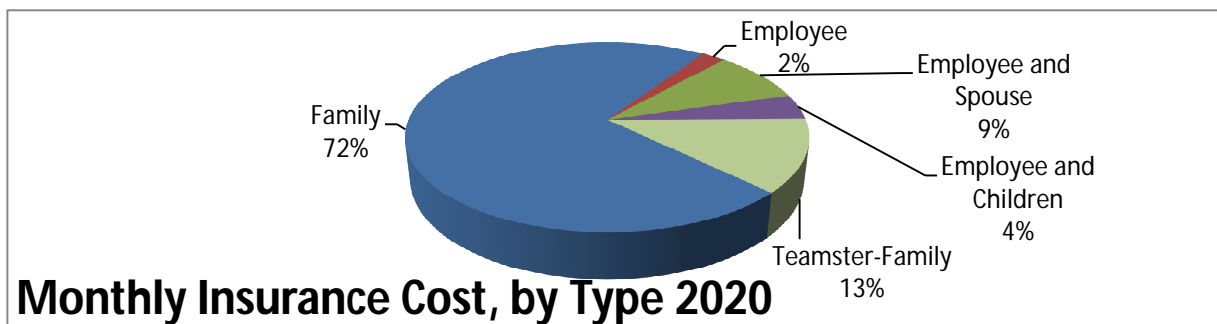


The above chart shows the number of reported arrests/clearances for our UCR. As one can see, this chart corresponds closely with the number of reported offenses.

### RELATED EXPENDITURES

The overtime budget reflects the likelihood of a retirement and the realities of dealing with a junior staff that mandates a more senior Officer in Charge. This also captures new Illinois mandates regarding pay for National Guard activities and backfill.

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



Training remains relatively 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 a 12% share of the costs.

NERCOM has been negotiating, terminating contracts and, with direction from the board, has begun 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 remained flat. We used STARCOM21 radios. Although an expensive outlay, at \$2,800 a piece, the format has allowed us to migrate from costly infrastructure and increase interoperability with other law enforcement agencies in the county. The subscription is \$34/unit per month, but a current grant through the County Emergency Telephone Safety Board (ETSB) will allow us to recoup these costs. 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 state bid for the Ford Interceptor came in late last year, nearly 30% above the previous years' bids and out of line with any possible anticipated, historical, increase. The department is exploring some alternatives. The budget permits 14 new computers for the new Police Department; this number will allow the department to replace our dated computers but will accommodate our new station. The budget also includes a solar powered speed limit sign.

Respectfully,

Mark Krause  
Chief of Police

## POLICE DEPARTMENT

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>PERSONNEL</b>			
OFFICERS	\$ 1,540,000.00	\$ 1,690,000.00	\$ 1,650,000.00
CLERICAL	\$ 116,000.00	\$ 118,000.00	\$ 124,000.00
CROSSING GUARDS	\$ 13,000.00	\$ 8,200.00	\$ 8,400.00
OVERTIME	\$ 240,000.00	\$ 255,000.00	\$ 250,000.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 387,000.00	\$ 350,000.00	\$ 410,000.00
HEALTH EXAMS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
TRAINING/SEMINARS	\$ 6,500.00	\$ 6,000.00	\$ 10,250.00
EDUCATION			
UNIFORMS	\$ 21,500.00	\$ 23,000.00	\$ 21,500.00
<b>CONTRACTUAL SERVICES</b>			
ATTORNEY FEES	\$ 56,000.00	\$ 56,000.00	\$ 56,000.00
PROFESSIONAL FEES/DISPATCH	\$ 222,000.00	\$ 235,000.00	\$ 240,000.00
VEHICLE MAINTENANCE	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
RADIO MAINTENANCE	\$ 9,500.00	\$ 11,000.00	\$ 11,000.00
EQUIPMENT MAINTENANCE	\$ 9,000.00	\$ 8,500.00	\$ 11,000.00
ADVERTISING			
<b>COMMODITIES</b>			
AMMUNITION	\$ 4,000.00	\$ 5,800.00	\$ 3,800.00
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	\$ 2,350.00	\$ 1,850.00	\$ 2,000.00
TELEPHONE	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
GAS, OIL, GREASE	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
POLICE COMMISSION EXPENSE	\$ 1,000.00	\$ 3,700.00	\$ 3,700.00

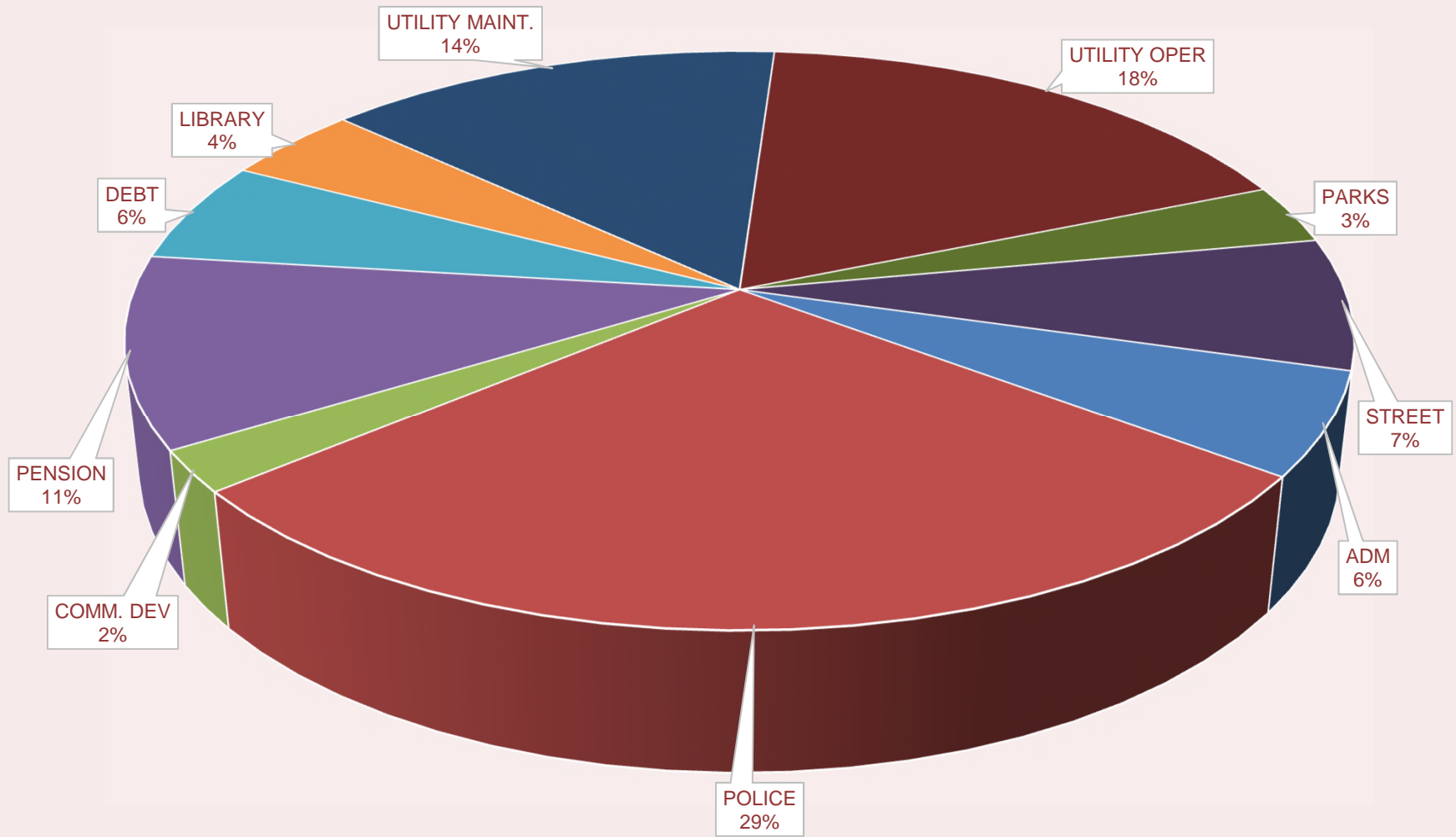
## POLICE DEPARTMENT

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>OTHER</b>			
MISCELLANEOUS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
SPECIAL PROGRAMS	\$ 7,500.00	\$ 8,000.00	\$ 6,800.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT	\$ 93,000.00	\$ 52,000.00	\$ 130,000.00
DATA BASE			
<b>TOTAL</b>	<b>\$ 2,798,850.00</b>	<b>\$ 2,902,550.00</b>	<b>\$ 3,008,950.00</b>

## COMMUNITY DEVELOPMENT DEPARTMENT

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
SALARIES	\$ 144,000.00	\$ 144,840.00	\$ 157,000.00
HEALTH INSURANCE	\$ 54,000.00	\$ 53,400.00	\$ 55,000.00
TRAINING	\$ 2,000.00	\$ 1,600.00	\$ 1,600.00
UNIFORM	\$ 790.00	\$ 600.00	\$ 600.00
VEHICLE MAINTENANCE	\$ 1,500.00	\$ 1,800.00	\$ 3,000.00
NUISANCE ABATEMENT	\$ 7,500.00	\$ 110,000.00	\$ 6,000.00
GAS, OIL, GREASE	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
<b>TOTAL</b>	<b>\$ 221,790.00</b>	<b>\$ 328,240.00</b>	<b>\$ 239,200.00</b>

# CITY OF HARVARD EXPENSES





## SUMMARY OF GENERAL FUND

ADMINISTRATION	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
	\$ 1,407,710.00	\$ 1,385,860.00	\$ 1,739,680.00

**DOLLAR CHANGE**  
**\$353,820.00**  
**25.53%**

STREET	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
	\$ 728,650.00	\$ 737,750.00	\$ 777,750.00

**DOLLAR CHANGE**  
**\$40,000.00**  
**5.42%**

POLICE	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
	\$ 2,798,850.00	\$ 2,902,550.00	\$ 3,008,950.00

**DOLLAR CHANGE**  
**\$106,400.00**  
**3.67%**

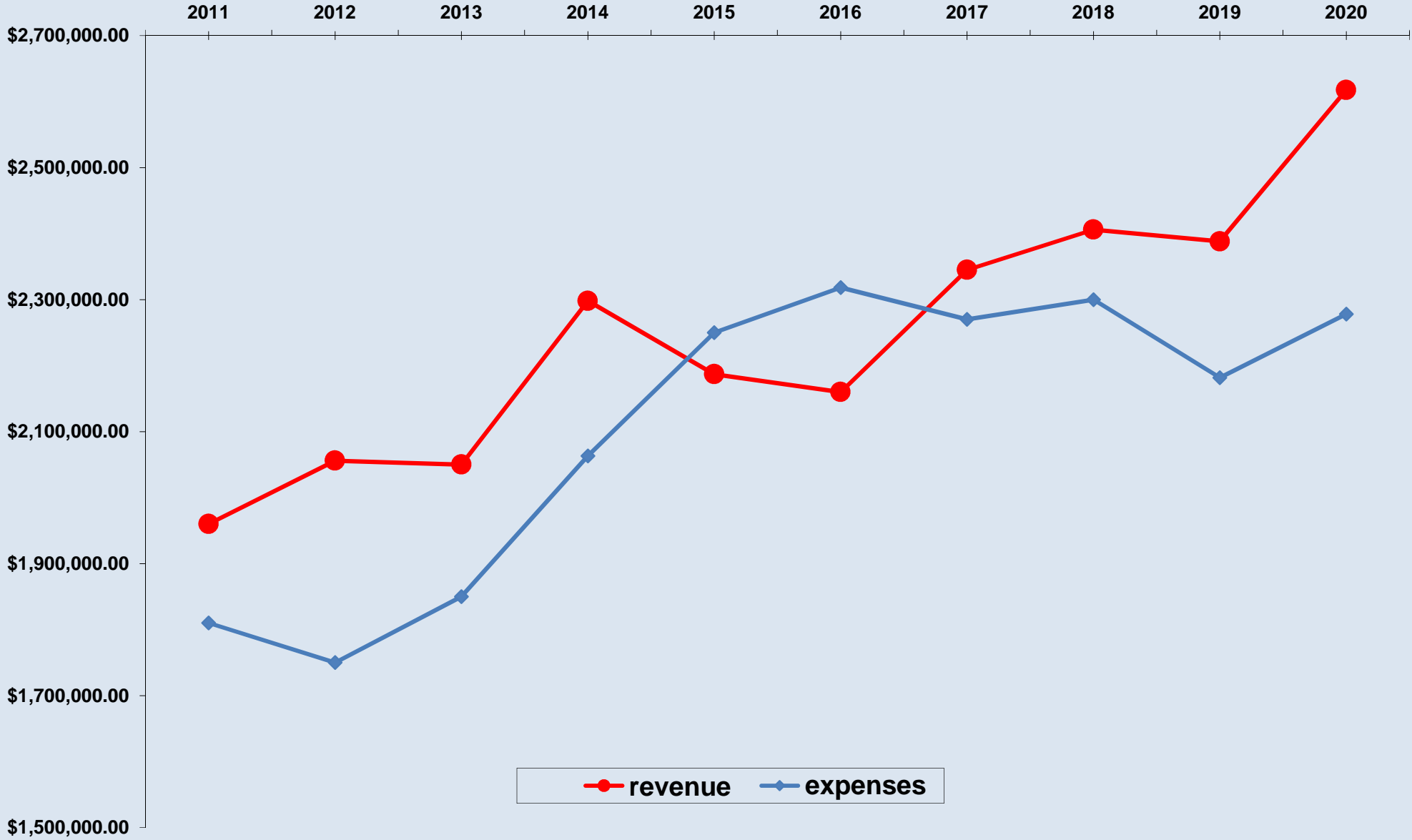
COMMUNITY DEVELOPMENT	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
	\$ 221,790.00	\$ 328,240.00	\$ 239,200.00

**DOLLAR CHANGE**  
**(\$89,040.00)**  
**-27.13%**

**SUMMARY OF GENERAL FUND**

<b>TOTAL</b>	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
	<b>\$ 5,157,000.00</b>	<b>\$ 5,354,400.00</b>	<b>\$ 5,765,580.00</b>
	<b>DOLLAR CHANGE</b>		
	<b>\$411,180.00</b>		
	<b>7.68%</b>		

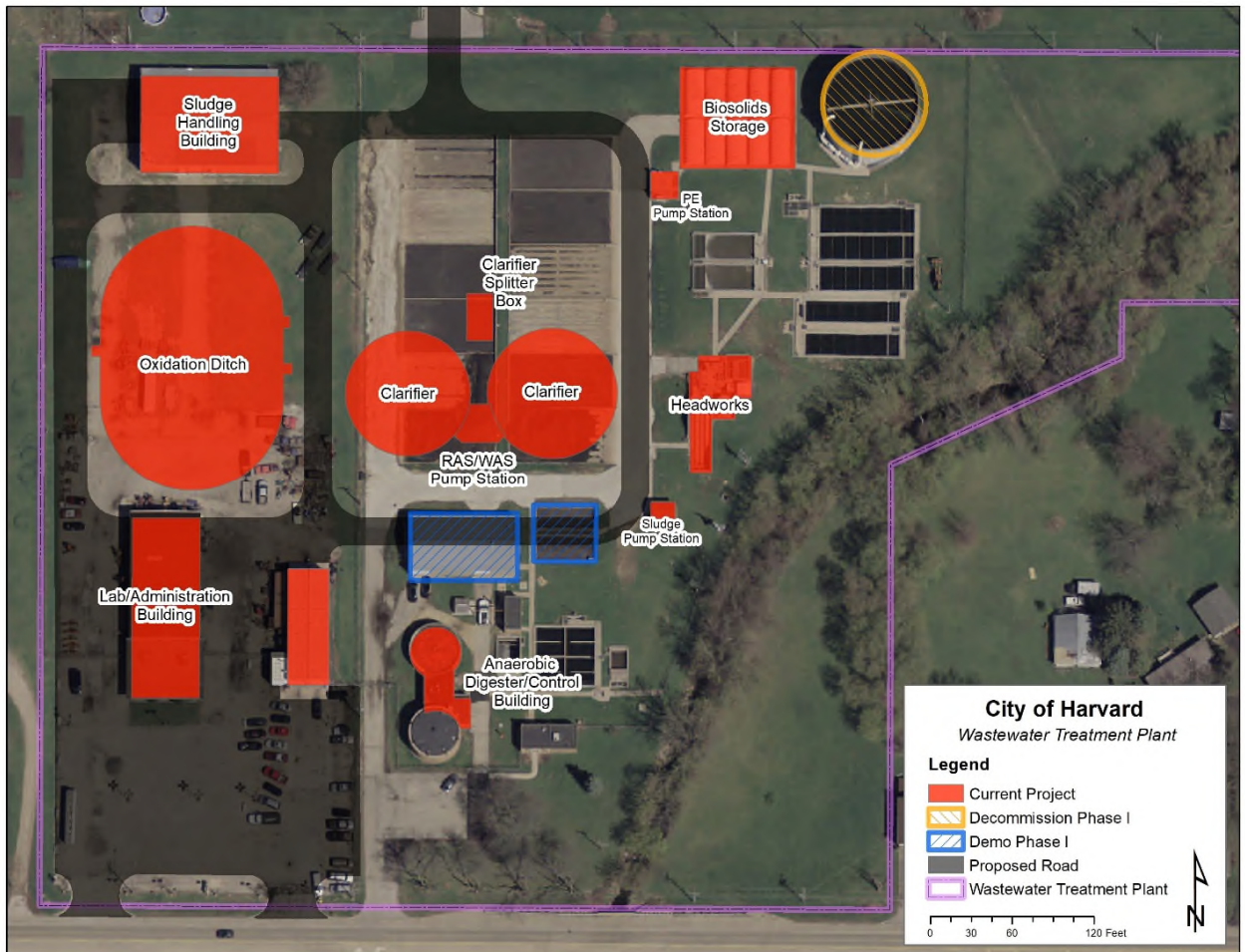
# WATER SEWER OPERATIONS



## WATER AND SEWER FUND REVENUE ESTIMATES

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
WATER BILLS	\$ 2,130,000.00	\$ 2,230,000.00	\$ 2,300,000.00
TAP ON PERMITS	\$ 3,500.00	\$ 5,000.00	\$ 6,500.00
SALE OF MATERIAL	\$ 3,000.00	\$ 5,000.00	\$ -
PENALTIES	\$ 50,000.00	\$ 50,000.00	\$ 58,000.00
PLUMBING PERMITS	\$ 2,500.00	\$ 3,500.00	\$ 5,000.00
MAINTENANCE CHARGE	\$ 310,000.00	\$ 604,000.00	\$ 730,000.00
MOVING CHARGE	\$ 2,500.00	\$ 2,300.00	\$ 2,000.00
UTILITY TAX	\$ 115,000.00	\$ 112,000.00	\$ 115,000.00
EPA LICENSE FEE	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
INTEREST	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
MISCELLANEOUS	\$ 1,000.00	\$ 3,000.00	\$ 4,300.00
WATER TOWER LEASE	\$ 36,000.00	\$ 36,300.00	\$ 37,200.00
CASH ON HAND/CAPITAL IMPROVEMENT	\$ -	\$ -	\$ 142,424.00
GRANT	\$ 4,000.00	\$ 4,450.00	\$ -
BOND PROCEEDS			
<b>TOTAL</b>	<b>\$ 2,685,000.00</b>	<b>\$ 3,088,050.00</b>	<b>\$ 3,432,924.00</b>

# 2020-2021 Budgeting for the future.



## 2020/2021 UTILITY DEPARTMENT BUDGET

*MAYOR KELLY & CITY COUNCIL*

*CITY ADMINISTRATOR DAVE NELSON*

*SUPERINTENDENT JAMES GRANT*

## 2020-2021 Budgeting for the future.

### 2019 Water Treatment at a glance.

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

### Fiscal year 2020/2021 projects:

Waste Treatment Plant: tuckpointing the building, this is work on building will be staying in service, now is a good time to start making repairs.

Well#6: replace a door on well house #6 chlorine room.

Lift stations: we will be rebuilding or replacing more lift station pumps that are aging and not performing as they should.

### Future needs:

Continue moving forward with the waste treatment plant. with aging the plant is becoming more difficult to operate and meet regulatory requirements.

Sanitary sewer evaluation survey this would help identify (i/i) inflow and infiltration, along with televising for leaking manholes, pipes and any cross connections. then we can start lining and or replacing pipe as needed.

The city would benefit from adapting valve exercise program.

The city would also benefit from adapting a geographic information system (GIS).

### staff:

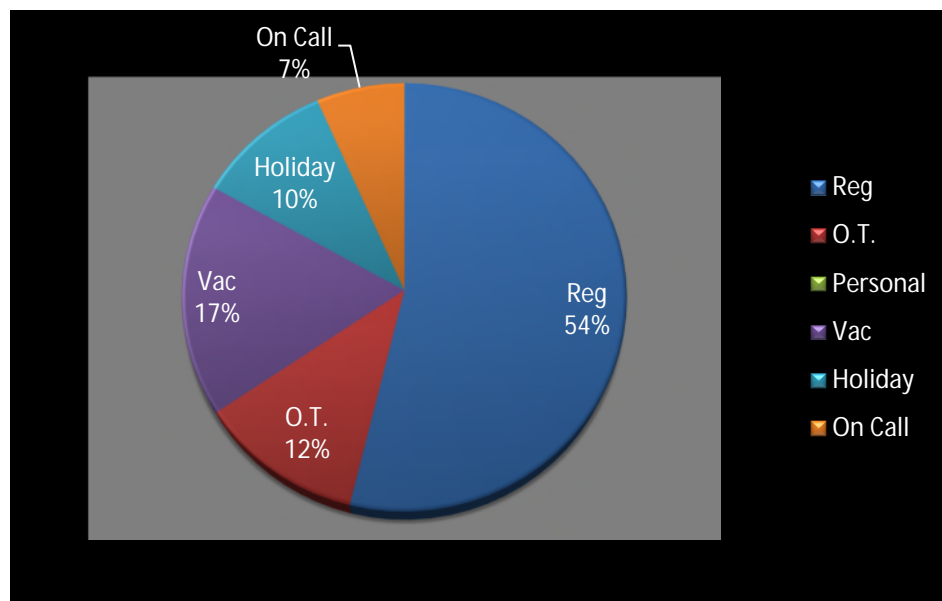
The utility department has three operators, two that have all water and waste water licenses class 1, wastewater and class a, water and one that has class c water and class 3 wastewater. Along with one fully licensed class 1/ class a, supervisor. The department is staffed 8 hours a day 7 days a week. The department oversees the waste treatment plant, the city's three wells and towers and 12 lift stations, along with maintaining the buildings and property associated with the department.

## 2020-2021 Budgeting for the future.

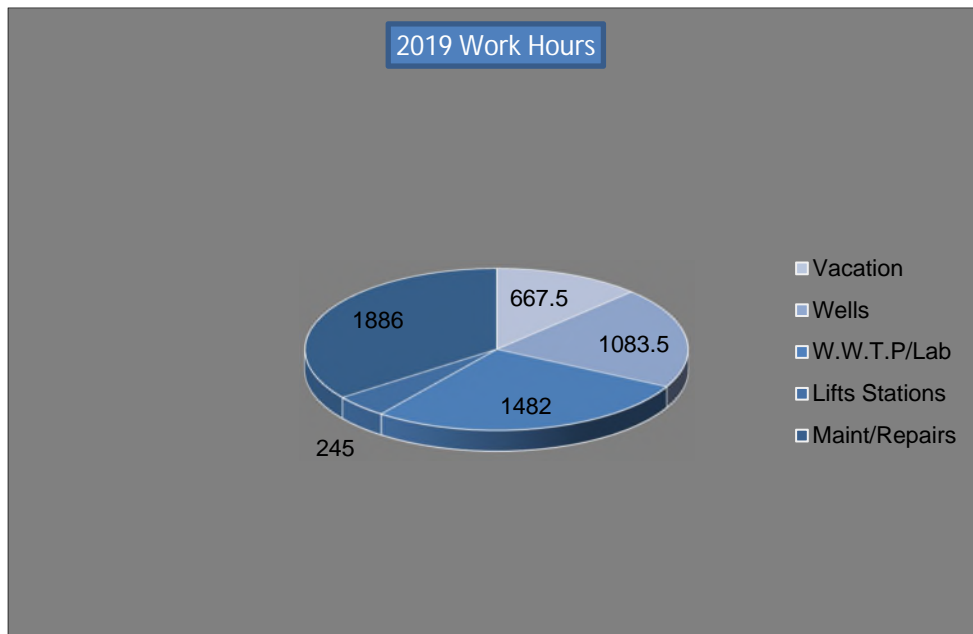
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First chart reflects payroll hours for regular working hours, overtime, on call hours etc.

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



## 2020-2021 Budgeting for the future.



### PROJECTS BUDGETED. 2020/2021

70-01-5502: Professional fees. Sludge belt pressing.

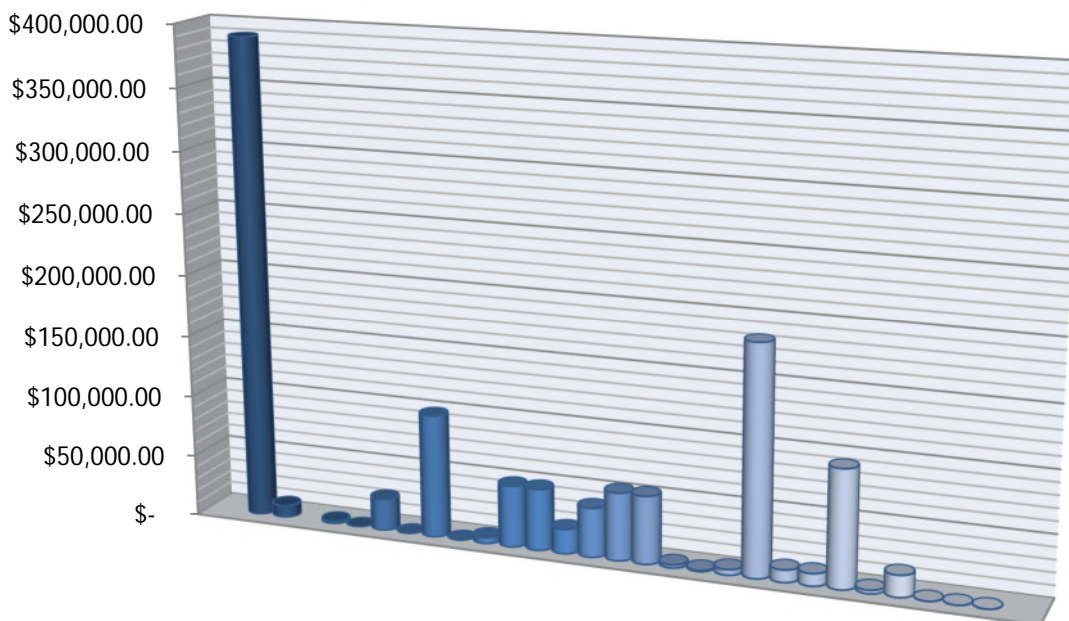
70-01-5514: Building maintenance. Replacing chlorine room door well #6. Tuckpointing treatment plant buildings.

70-01-5519: Lift station repair/ replace pumps.

70-01-5475: The wastewater CEU program starts july1,2020 this has the same requirements as the water CEU program.



## 2020-2021 Budgeting for the future.



- 70-01-5401 \* SALARIES
- 70-01-5408 \* O.T. SALARIES
- TOTAL SALARIES
- 70-01-5475 \* TRAINING
- 70-01-5478 \* TRAVEL EXPENSE
- 70-01-5479 \* UNIFORMS
- 70-01-5501 \* LEGAL FEES
- 70-01-5502 \* PROFESSIONAL FEES
- 70-01-5503 \* ENGINEERING FEES
- 70-01-5513 \* VEHICLE MAINTENANCE
- 70-01-5514 \* BUILDING MAINT.
- 70-01-5514 \* BUILDING MAINT.
- 70-01-5516 \* MAINTENANCE OF TOWER
- 70-01-5519 \* LIFT STATION MAINT.
- 70-01-5532 \* EQUIPMENT MAINT.
- 70-01-5602 \* LAB SUPPLIES
- 70-01-5605 \* MATERIAL PURCHASES
- 70-01-5609 \* DUES/SUBSCRIPTIONS
- 70-01-5614 \* TELEPHONE
- 70-01-5615 \* ELECTRICITY
- 70-01-5616 \* FUEL FOR BUILDING,GAS
- 70-01-5617 \* GASOLINE, OIL,GREASE
- 70-01-5629 \* CHEMICALS
- 70-01-5702 \* MISCELLANEOUS
- 70-01-5703 \* PAYMENT TO STATE
- 70-01-5800 \* NEW EQUIPMENT
- 70-01-5801 \* INFRASTRUCTURE EXPENDITURES
- TOTAL OPERATIONS

## 2020-2021 Budgeting for the future.

Projects Budgeted. 2020/2021

---

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

#### **Tuckpointing. 801 West Brink, Waste Treatment Plant.**

Mechanical Room \$3009.00 2020/2021

Primary Digester \$13434.00 2020/2021

Chlorine Building \$8390.00 2021/2022.

Office/Lab Building \$5825.00 2021/2022

Electrical room \$3756.00 2022/2023. (This building will be under construction as part of the expansion)

Total = \$34414.00

Total 2020/2021: \$16500.00

Total 2021/2022: \$14500.00

Total 2022/2023: \$ 4000.00

### **Doors at Well #6**

1) Door. \$3000.00

### **70-01-5532: Equipment**

2) \$8,500 Chlorine contact tank gates.

### **70-01-5475: Training Expense**

\$2000.00 The IEPA mandated CEU training hours for Wastewater operators Starting July 2020.

They are the same as water operator CEUs. Class A & 1- 30 hour over three-year period.

## UTILITY OPERATIONS

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>PERSONNEL SALARIES</b>			
SALARIES	\$ 381,000.00	\$ 388,000.00	\$ 397,500.00
OVERTIME	\$ 13,000.00	\$ 11,000.00	\$ 10,000.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 78,000.00	\$ 82,000.00	\$ 80,000.00
TRAINING	\$ 500.00	\$ 750.00	\$ 2,000.00
TRAVEL EXPENSE			
UNIFORMS	\$ 2,800.00	\$ 2,800.00	\$ 2,600.00
<b>CONTRACTUAL &amp; COMMODITIES</b>			
PROFESSIONAL FEES	\$ 85,000.00	\$ 105,000.00	\$ 100,000.00
ENGINEERING FEES	\$ 30,000.00	\$ 150,000.00	\$ 500,000.00
VEHICLE MAINTENANCE	\$ 4,500.00	\$ 5,000.00	\$ 5,000.00
BUILDING MAINTENANCE	\$ 16,000.00	\$ 20,000.00	\$ 20,000.00
MAINTENANCE OF TOWER	\$ 35,000.00	\$ 25,000.00	\$ 20,000.00
LIFT STATION MAINTENANCE	\$ 50,000.00	\$ 30,000.00	\$ 40,000.00
EQUIPMENT MAINT.	\$ 25,000.00	\$ 145,000.00	\$ 40,000.00
LAB SUPPLIES	\$ 13,000.00	\$ 12,000.00	\$ 12,000.00
MATERIAL PURCHASES	\$ 4,000.00	\$ 3,000.00	\$ 2,500.00
OFFICE SUPPLIES			\$ 200.00
DUES & SUBSCRIPTIONS	\$ 650.00	\$ 750.00	\$ 750.00
TELEPHONE	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00
ELECTRICITY	\$ 185,000.00	\$ 195,000.00	\$ 185,000.00
FUEL FOR BUILDING	\$ 10,000.00	\$ 9,500.00	\$ 10,000.00
GAS, OIL & GREASE	\$ 10,000.00	\$ 9,500.00	\$ 10,000.00
CHEMICALS	\$ 90,000.00	\$ 100,000.00	\$ 95,000.00
MISCELLANEOUS	\$ 2,500.00	\$ 2,500.00	\$ 2,700.00
PERMIT FEES	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT	\$ 25,000.00	\$ 47,000.00	\$ -
INFRASTRUCTURE EXPENDITURE	\$ -	\$ -	\$ -
<b>TOTAL UTILITY OPERATIONS</b>	<b>\$ 1,083,450.00</b>	<b>\$ 1,366,300.00</b>	<b>\$ 1,556,750.00</b>

## UTILITY MAINTENANCE & ADMINISTRATION

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>PERSONNEL SALARIES</b>			
SALARIES	\$ 230,000.00	\$ 257,000.00	\$ 279,500.00
SALARIES, CLERICAL	\$ 119,500.00	\$ 120,500.00	\$ 125,000.00
OVERTIME	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 99,000.00	\$ 82,194.00	\$ 84,500.00
UNIFORMS	\$ 3,000.00	\$ 3,250.00	\$ 3,500.00
<b>CONTRACTUAL &amp; COMMODITIES</b>			
PROFESSIONAL FEES/LOBBYING	\$ 100,000.00	\$ -	\$ -
UTILITY TAX	\$ 115,000.00	\$ 112,000.00	\$ 115,000.00
RENT	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
VEHICLE MAINTENANCE	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00
STORM SEWER MAINTENANCE	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
SANITARY SEWER MAINTENANCE	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
WATER MAIN MAINTENANCE	\$ 58,000.00	\$ 50,000.00	\$ 50,000.00
MATERIAL PURCHASES	\$ 2,000.00	\$ 2,500.00	\$ 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
<b>CAPITAL OUTLAY</b>			
INFRASTRUCTURE EXPENDITURES	\$ 100,000.00	\$ -	\$ -
NEW EQUIPMENT/METERS	\$ 86,000.00	\$ 42,500.00	\$ 116,000.00
MISCELLANEOUS	\$ 2,000.00	\$ 18,000.00	\$ 18,000.00
<b>OPERATING TRANSFERS</b>			
DONATIONS	\$ -	\$ -	\$ -
TRANSFER OUT	\$ 326,500.00	\$ 683,806.00	\$ 735,000.00
CITY COUNCIL CONTINGENCY	\$ 15,050.00	\$ -	\$ -
<b>TOTAL UTILITY MAINTENANCE</b>	<b>\$ 1,414,550.00</b>	<b>\$ 1,530,250.00</b>	<b>\$ 1,692,500.00</b>

### WATER BOND FUND

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>PAYMENT</b>			
PRINCIPAL AND INTEREST	\$ 355,000.00	\$ 191,500.00	\$ 183,674.00
<b>TOTAL</b>	<b>\$ 355,000.00</b>	<b>\$ 191,500.00</b>	<b>\$ 183,674.00</b>

### SUMMARY WATER AND SEWER FUND

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
UTILITY OPERATIONS	\$ 1,083,450.00	\$ 1,366,300.00	\$ 1,556,750.00

#### DOLLAR CHANGE

\$190,450.00

14%

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
UTILITY MAINTENANCE	\$ 1,414,550.00	\$ 1,530,250.00	\$ 1,692,500.00

#### DOLLAR CHANGE

\$162,250.00

10.60%

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
BOND PAYMENT	\$ 355,000.00	\$ 191,500.00	\$ 183,674.00

#### DOLLAR CHANGE

(\$7,826.00)

-4.09%

**SUMMARY WATER AND SEWER FUND**

<b>TOTAL</b>	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
	<b>\$ 2,853,000.00</b>	<b>\$ 3,088,050.00</b>	<b>\$ 3,432,924.00</b>

**DOLLAR CHANGE****\$344,874.00****11.17%**



To: Michael Kelly, Mayor

Dave Nelson, City Administrator

City Council

From: Ryan Knop, Superintendent of Parks and Recreation

Date: March 30, 2020

Re: 2020-2021 Budget

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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 more acres of public land 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 to ensure adequate funding and support from the community which is key. We have a very high expectation 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. As all departments experience securing the proper funds in order to maintain our wonderful community parks is by far our largest challenge. The Parks and Recreation Department is extremely excited to start working on capital improvement projects as well as continued maintenance and mowing. The large capital projects that will be happening in the parks this year will be the remodel and upgrade of the H.E.R.S. league concession stand and outside bathrooms. As you can imagine certain equipment needed to maintain our parks can be very costly. This upcoming year we have budgeted \$5,000 for a new zero turn mower to be purchased next year. Another project that is being budgeted for is the Northfield Court tennis court restoration. That project is scheduled to be completed in the summer of 2021. This upcoming summer work will be beginning on the "Pollinate Park Pointe" project. In 2019 the City of Harvard Parks and Recreation Department received a matching grant through ComEd Green Region Program to promote native pollinators in the community. That work will be starting this May and will be continued throughout the summer and into next spring. Per our residents request the City of

Harvard Parks and Recreation Department will be mowing 100% of our parks and will be maintaining our current parks and playgrounds to the best of our financial availability.

The City of Harvard Parks and Recreation Department is working hard to address the needs of the community. This upcoming year we will be focusing on programs and activities for the community to participate in at the aquatic center. These programs are essential for encouraging community participation at the Aquatic Center. The best way to stay up to date on programs would be the city community calendar, Harvard City Pool Facebook page, and City of Harvard Facebook page.

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. This upcoming year is no different. A large capital improvement overhaul of our pool has begun. This year the pool will be freshly painted, new boiler installed, and two new pumps to better circulate the water. The total cost of just these three projects is around \$80,000. It is imperative that the community supports this asset after such a large discussion about the state of the aquatic center this last winter. As Superintendent of Parks and Recreation, I am always looking for new ways improve our operation, while reducing our cost of operation. This upcoming fiscal year will be no different.

You will notice that prices have increased due to minimum wage. Also, the swimming lesson availability has changed to better work with our fiscal responsibility of staffing. As always, 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 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 and see me. I can also be reached at 815.943.6468 ext. 110 or at [knop@cityofharvard.org](mailto:knop@cityofharvard.org)

Sincerely,

Ryan Knop  
City of Harvard  
Superintendent of Parks and Recreation



## REVENUE ESTIMATES PARKS AND RECREATION

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
REAL ESTATE TAXES	\$ 75,056.00	\$ 230,000.00	\$ 232,000.00
BUILDING PERMITS			\$ 1,215.00
GRANTS			
AMUSEMENT TAX	\$ 7,500.00	\$ 5,300.00	\$ 5,400.00
DAILY TICKETS	\$ 21,520.00	\$ 21,000.00	\$ 22,500.00
POOL PASSES	\$ 16,927.00	\$ 13,000.00	\$ 21,000.00
LESSONS	\$ 11,000.00	\$ 10,000.00	\$ 6,000.00
POOL PARTIES	\$ 6,000.00	\$ 4,500.00	\$ 2,000.00
CONCESSIONS	\$ 10,000.00	\$ 11,000.00	\$ 12,000.00
DONATIONS	\$ 1,500.00	\$ 1,000.00	\$ -
INTEREST	\$ 500.00	\$ 1,500.00	\$ 1,500.00
MISCELLANEOUS/REIMBURSE	\$ 1,500.00	\$ -	\$ -
TRANSFER IN	\$ 60,000.00	\$ 15,000.00	\$ 45,850.00
PARK RENTALS	\$ 12,000.00	\$ 8,000.00	\$ 8,000.00
PARK PROGRAMS	\$ 10,000.00	\$ 7,000.00	\$ 5,000.00
CASH ON HAND	\$ 60,000.00	\$ -	\$ 45,000.00
<b>TOTAL</b>	<b>\$ 293,503.00</b>	<b>\$ 327,300.00</b>	<b>\$ 407,465.00</b>

## PARKS

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>SALARIES</b>			
PERSONNEL	\$ 82,000.00	\$ 90,000.00	\$ 81,000.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 8,100.00	\$ 4,300.00	\$ 9,300.00
<b>CONTRACTUAL SERVICES</b>			
PROFESSIONAL SERVICES			\$ 400.00
MAINTENANCE OF GROUNDS	\$ 15,000.00	\$ 18,000.00	\$ 20,000.00
BUILDING MAINTENANCE	\$ 4,200.00	\$ 4,200.00	\$ 4,500.00
<b>COMMODITIES</b>			
MATERIAL PURCHASES	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00
ELECTRICITY	\$ 13,000.00	\$ 14,000.00	\$ 14,500.00

<b>PARKS</b>	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
FUEL FOR BUILDINGS	\$ 1,125.00	\$ 1,125.00	\$ 1,500.00
<b>OTHER</b>			
MISCELLANEOUS	\$ 800.00	\$ 1,500.00	\$ 1,500.00
CONCESSIONS			
PARK PROGRAMS	\$ 7,624.00	\$ 7,500.00	\$ 5,000.00
WALK IN CENTER			
NEW EQUIPMENT	\$ 3,000.00	\$ 38,000.00	\$ 41,500.00
LAND ACQUISITION			
CONTINGENCY		\$ 75.00	\$ -
TO CAP IMP			
<b>TOTAL</b>	<b>\$ 138,349.00</b>	<b>\$ 182,200.00</b>	<b>\$ 183,200.00</b>

### **SWIMMING POOL**

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
<b>PERSONNEL</b>			
SALARIES	\$ 75,274.00	\$ 80,000.00	\$ 80,000.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE		\$ 4,300.00	\$ 4,700.00
TRAINING	\$ 2,000.00	\$ 3,000.00	\$ 4,000.00
<b>CONTRACTUAL SERVICES</b>			
MAINTENANCE	\$ 27,380.00	\$ 12,000.00	\$ 40,000.00
ADVERTISING	\$ 700.00	\$ 700.00	\$ 700.00
<b>COMMODITIES</b>			
POOL SUPPLIES	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
UTILITIES			
TELEPHONE	\$ 500.00	\$ 600.00	\$ 1,500.00
ELECTRICITY	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00
FUEL FOR BUILDING	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
WATER			
CHEMICALS	\$ 13,000.00	\$ 12,000.00	\$ 10,000.00
CONCESSION STAND	\$ 6,000.00	\$ 6,200.00	\$ 6,500.00
<b>OTHER</b>			
MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
NEW EQUIPMENT	\$ 5,000.00	\$ 1,000.00	\$ 49,565.00
CONTINGENCY			
<b>TOTAL</b>	<b>\$ 155,154.00</b>	<b>\$ 145,100.00</b>	<b>\$ 224,265.00</b>

## EVENTS COMMITTEE

REVENUE	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>BALLOON FEST</b>			
CASH ON HAND	\$50,000.00	\$0.00	\$0.00
SPONSORSHIP	\$30,000.00	\$0.00	\$0.00
VENDORS	\$22,200.00	\$0.00	\$0.00
TICKETS	\$100,000.00	\$0.00	\$0.00
ALCOHOL SALES	\$30,000.00	\$0.00	\$0.00
WRISTBANDS	\$40,000.00	\$0.00	\$0.00
ATM FEES	\$1,500.00	\$0.00	\$0.00
RAFFLES	\$900.00	\$0.00	\$0.00
CAMPING FEES	\$2,500.00	\$0.00	\$0.00
BALLOON RIDES	\$15,200.00	\$0.00	\$0.00
SOUVENIERS/SALES	\$3,250.00	\$0.00	\$0.00
5K RUN	\$5,500.00	\$0.00	\$0.00
PHOTO FEES	\$3,000.00	\$0.00	\$0.00
HELICOPTER RIDES	\$2,500.00	\$0.00	\$0.00
<b>TOTAL REVENUE BALLOON FEST</b>	<b>\$306,550.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GENERAL EVENTS</b>			
GENERAL REVENUE	\$20,000.00	\$20,000.00	\$20,000.00
<b>TOTAL EVENTS REVENUE</b>	<b>\$326,550.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>
<b>EVENTS COMMITTEE</b>			
<b>CONTRACTUAL SERVICES</b>			
BALLOON MEISTER	\$2,000.00	\$0.00	\$0.00
LODGING	\$5,000.00	\$0.00	\$0.00
PILOT RENUMERATION	\$4,200.00	\$0.00	\$0.00
SPECIALTY BALLOON	\$3,000.00	\$0.00	\$0.00
INFLATABLE RIDES	\$35,000.00	\$0.00	\$0.00
ELECTRICAL	\$7,500.00	\$0.00	\$0.00
SECURITY	\$500.00	\$0.00	\$0.00
MCESB	\$1,000.00	\$0.00	\$0.00
ENTERTAINMENT	\$10,000.00	\$0.00	\$0.00
PARK FEES/ TAXES	\$4,600.00	\$0.00	\$0.00
<b>RENTALS</b>			
LIGHT TOWERS	\$3,500.00	\$0.00	\$0.00
PORT A JOHNS	\$5,000.00	\$0.00	\$0.00

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
TENTS/TABLES/CHAIRS	\$1,500.00	\$0.00	\$0.00
STAGE AND ACCESSORIES	\$6,500.00	\$0.00	\$0.00
<b>RELATED EXPENDITURES</b>			
ADVERTISING	\$10,000.00	\$0.00	\$0.00
INSURANCE	\$5,000.00	\$0.00	\$0.00
UNIFORMS	\$2,500.00	\$0.00	\$0.00
SOUVENIERS/SPONSORS	\$1,000.00	\$0.00	\$0.00
FOOD/PILOTS	\$1,000.00	\$0.00	\$0.00
PHOTO CONTEST	\$2,000.00	\$0.00	\$0.00
<b>COMMODITIES</b>			
FUEL	\$400.00	\$0.00	\$0.00
PROPANE	\$3,000.00	\$0.00	\$0.00
PAINT	\$300.00	\$0.00	\$0.00
TICKETS/WRISTBANDS	\$500.00	\$0.00	\$0.00
5K RUN	\$1,000.00	\$0.00	\$0.00
BEVERAGES	\$5,500.00	\$0.00	\$0.00
GROUNDS MAINTENANCE	\$1,000.00	\$0.00	\$0.00
ELECTRICITY	\$200.00	\$0.00	\$0.00
<b>CAPITAL OUTLAY</b>			
FENCE	\$50,000.00	\$0.00	\$0.00
TRANSFER CAPITAL IMPROVEMENT	\$101,263.00	\$0.00	\$0.00
DONATIONS/ORGANIZATIONS	\$32,587.00	\$0.00	\$0.00
GENERAL EVENTS	\$20,000.00	\$20,000.00	\$20,000.00
<b>TOTAL</b>	<b>\$326,550.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>

### **TOTAL PARKS AND RECREATION FUND**

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
<b>TOTAL</b>	<b>\$ 620,053.00</b>	<b>\$ 347,300.00</b>	<b>\$ 427,465.00</b>

### **DOLLAR CHANGE**

**\$80,165.00**

**23.08%**

**NISRA FUND**

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
<b>REVENUE</b>			
PROPERTY TAX	\$ 39,000.00	\$ 40,000.00	\$ 40,000.00
<b>EXPENDITURES</b>			
PAYMENT TO NISRA	\$ 24,000.00	\$ 25,000.00	\$ 25,000.00
TRANSFER OUT TO PARKS	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00

**SUMMARY NISRA FUND**

<b>TOTAL</b>	<b>\$ 39,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>
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**REVENUE ESTIMATES MOTOR FUEL TAX FUND**

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
ENTITLEMENT	\$ 242,000.00	\$ 245,000.00	\$ 360,000.00
GRANTS			
INTEREST	\$ 2,000.00	\$ 3,000.00	\$ 6,500.00
CASH ON HAND	\$ -	\$ 90,000.00	\$ 72,500.00
<b>TOTAL</b>	<b>\$ 244,000.00</b>	<b>\$ 338,000.00</b>	<b>\$ 439,000.00</b>

**MOTOR FUEL TAX FUND**

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
ENGINEERING	\$ 15,000.00	\$ 18,000.00	\$ 20,000.00
SIDEWALK PROGRAM			
CURB REPLACEMENT			
SALT	\$ 65,000.00	\$ 70,000.00	\$ 99,000.00
MAINTENANCE	\$ 164,000.00	\$ 250,000.00	\$ 320,000.00
INTEREST EXPENSE			
<b>TOTAL</b>	<b>\$ 244,000.00</b>	<b>\$ 338,000.00</b>	<b>\$ 439,000.00</b>

### SUMMARY MOTOR FUEL TAX FUND

TOTAL	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
	\$ 244,000.00	\$ 338,000.00	\$ 439,000.00

#### DOLLAR CHANGE

**\$101,000.00**

**29.88%**

### CITY OF HARVARD ROAD PROGRAM 2020-2021

	FEET
W. THOMPSON / JOHNSON TO FINNEY	500
E. THOMPSON / HUTCHINSON TO BLANCHARD	950
O'BRIEN / BOURN TO MCKINLEY	1,200
BOURN / GARFIELD TO O'BRIEN	1,100
BLAINE / GRANT TO HAYES	620
E. ROOSEVELT / HART TO LINCOLN	520
<b>TOTAL</b>	<b>4890</b>

**POLICE PENSION FUND**

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
<b>REVENUE</b>			
PROPERTY TAXES	\$ 536,100.00	\$ 615,000.00	\$ 700,000.00
REPLACEMENT TAX	\$ 30,000.00	\$ 30,000.00	\$ 40,000.00
<b>TOTAL</b>	<b>\$ 566,100.00</b>	<b>\$ 645,000.00</b>	<b>\$ 740,000.00</b>
<b>EXPENDITURES</b>			
PENSION PAYMENTS	\$ 566,100.00	\$ 645,000.00	\$ 740,000.00
<b>TOTAL</b>	<b>\$ 566,100.00</b>	<b>\$ 645,000.00</b>	<b>\$ 740,000.00</b>

**SUMMARY POLICE PENSION**

<b>TOTAL</b>	<b>\$ 566,100.00</b>	<b>\$ 645,000.00</b>	<b>\$ 740,000.00</b>
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**FICA FUND**

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
<b>REVENUE</b>			
PROPERTY TAXES	\$ 120,000.00	\$ 120,000.00	\$ 100,000.00
TRANSFER IN	\$ 130,000.00	\$ 135,000.00	\$ 180,000.00
<b>EXPENDITURES</b>			
PAYMENT FOR FICA	\$ 250,000.00	\$ 255,000.00	\$ 280,000.00

**IMRF FUND**

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
<b>REVENUE</b>			
PROPERTY TAXES	\$ 107,500.00	\$ 110,000.00	\$ 90,000.00
REPLACEMENT TAXES	\$ 36,500.00	\$ 36,500.00	\$ 40,000.00
TRANSFER IN	\$ 108,000.00	\$ 85,500.00	\$ 90,000.00
<b>EXPENDITURES</b>			
PAYMENT FOR PENSION	\$ 252,000.00	\$ 232,000.00	\$ 220,000.00

## SUMMARY PENSIONS

TOTAL	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
	\$ 1,068,100.00	\$ 1,132,000.00	\$ 1,240,000.00

**DOLLAR CHANGE**  
**\$108,000.00**  
**9.54%**

## INSURANCE FUND

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>REVENUE</b>			
PROPERTY TAXES	\$ 72,000.00	\$ 73,500.00	\$ 71,500.00
TRANSFER IN	\$ 147,000.00	\$ 150,500.00	\$ 158,500.00
TOTAL	\$ 219,000.00	\$ 224,000.00	\$ 230,000.00

### EXPENDITURES

INSURANCE, WORKMAN'S COMP	\$ 135,000.00	\$ 138,000.00	\$ 135,000.00
UNEMPLOYMENT, AND PROPERTY	\$ 84,000.00	\$ 86,000.00	\$ 95,000.00
TRANSFER TO CORP. GEN FUND			
TOTAL	\$ 219,000.00	\$ 224,000.00	\$ 230,000.00

## SUMMARY INSURANCE

TOTAL	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
	\$ 219,000.00	\$ 224,000.00	\$ 230,000.00

**DOLLAR CHANGE**  
**\$6,000.00**  
**2.74%**



**DEBT SERVICE FUND**

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>REVENUE</b>			
PROPERTY TAXES	\$ 302,100.00	\$ -	\$ -

**EXPENDITURES**

LIBRARY/ POOL PRINCIPAL	\$ 285,000.00	\$ -	\$ -
LIBRARY/ POOL INTEREST	\$ 17,100.00	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 302,100.00</b>	<b>\$ -</b>	<b>\$ -</b>

**SUMMARY DEBT SERVICE FUND**

<b>TOTAL</b>	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
	<b>\$ 302,100.00</b>	<b>\$ -</b>	<b>\$ -</b>

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

## LIBRARY FUND

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>REVENUE</b>			
PROPERTY TAXES	\$ 240,327.00	\$ 391,000.00	\$ 400,000.00
REPLACEMENT TAX	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
OTHER			
FICA/IMRF LEVY	\$ 33,890.00	\$ 30,218.00	\$ 33,543.00
CASH	\$ 20,000.00	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 307,217.00</b>	<b>\$ 434,218.00</b>	<b>\$ 446,543.00</b>
<b>EXPENDITURES</b>			
<b>PERSONNEL</b>			
SALARY	\$ 168,000.00	\$ 173,000.00	\$ 183,000.00
FICA/MEDICARE	\$ 13,290.00	\$ 13,115.00	\$ 14,000.00
IMRF/EXPENSE	\$ 20,600.00	\$ 17,103.00	\$ 19,543.00
HEALTH INSURANCE	\$ 58,000.00	\$ 75,000.00	\$ 80,000.00
UNEMPLOYMENT	\$ 750.00	\$ 750.00	\$ 1,500.00
<b>MATERIALS</b>			
BOOKS/PERIODICALS			
REFERENCE PRINT			
AUDIO BOOKS			
ELECTRONIC RESOURCES			
<b>OPERATING EXPENSE</b>			
EQUIPMENT			
FURNITURE			
BUILDING & GROUNDS MAINT.			
EQUIPMENT MAINTENANCE			
MISCELLANEOUS			
SUPPLIES/MAINTENANCE			
SUPPLIES/OFFICE			
TELEPHONE	\$ 14,000.00	\$ 13,750.00	\$ 16,750.00
UTILITIES	\$ 450.00	\$ 500.00	\$ 750.00
TECHNOLOGY		\$ 20,000.00	\$ 5,000.00
CAPITAL SAVINGS		\$ 20,000.00	\$ 20,000.00

## LIBRARY FUND

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>ADMINISTRATION</b>			
PROFESIONAL FEES			
MILEAGE			
CONTRACT SERVICES	\$ 22,127.00	\$ 20,000.00	\$ 25,000.00
BOARD EXPENSE			
DUES			
ADULT PROGRAMMING			
YOUTH PROGRAMMING			
PUBLIC INFORMATION			
TECHNOLOGY CHARGES	\$ -	\$ -	\$ -
CASH RESERVE	\$ 10,000.00	\$ -	\$ -
CAPITAL PLAN EXPENSE		\$ 81,000.00	\$ 81,000.00
<b>TOTAL</b>	<b>\$ 307,217.00</b>	<b>\$ 434,218.00</b>	<b>\$ 446,543.00</b>

## SUMMARY LIBRARY

TOTAL	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
	\$ 307,217.00	\$ 434,218.00	\$ 446,543.00

### DOLLAR CHANGE

**\$12,325.00**

**2.84%**

**REVENUE SUMMARY FISCAL YEAR  
2020-2021**

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
GENERAL FUND	\$ 5,106,000.00	\$ 5,204,400.00	\$ 5,368,380.00
WATER AND SEWER FUND	\$ 2,681,000.00	\$ 3,083,600.00	\$ 3,290,500.00
SPECIAL REVENUE FUNDS	\$ 2,432,253.00	\$ 1,991,300.00	\$ 2,258,965.00
LIBRARY FUND	\$ 307,217.00	\$ 434,218.00	\$ 446,543.00
BOND PROCEEDS			
CASH ON HAND	\$ 102,000.00	\$ 103,000.00	\$ 645,624.00
GRANTS	\$ 13,000.00	\$ 111,450.00	\$ 11,500.00
<b>TOTAL REVENUE</b>	<b>\$ 10,641,470.00</b>	<b>\$ 10,927,968.00</b>	<b>\$ 12,021,512.00</b>

**BUDGET SUMMARY FISCAL YEAR  
2020-2021**

	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
TOTAL BUDGET	\$ 10,334,253.00	\$ 10,493,750.00	\$ 11,574,969.00
TOTAL LIBRARY BUDGET	\$ 307,217.00	\$ 434,218.00	\$ 446,543.00
GRAND TOTAL BUDGET	\$ 10,641,470.00	\$ 10,927,968.00	\$ 12,021,512.00

**SUMMARY TOTAL BUDGET**

<b>TOTAL</b>	<b>Fiscal Year 2018-2019</b>	<b>Fiscal Year 2019-2020</b>	<b>Fiscal Year 2020-2021</b>
	\$ 10,641,470.00	\$ 10,927,968.00	\$ 12,021,512.00

**DOLLAR CHANGE**

**\$1,093,544.00**

**10.01%**

## TIF BUDGETS

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>REVENUE</b>			
PROPERTY TAXES DOWNTOWN	\$ 82,000.00	\$ 94,000.00	\$ 121,380.00
INTEREST DOWNTOWN	\$ 500.00	\$ -	\$ 1,000.00
TRANSFER FROM CORP GEN TO DOWNTOWN	\$ 315,000.00	\$ 330,000.00	\$ 300,665.00
PROPERTY TAXES INDUSTRIAL	\$ 245,000.00	\$ 545,000.00	\$ 550,000.00
INTEREST INDUSTRIAL	\$ 5,000.00	\$ 6,500.00	\$ 6,500.00
PROPERTY TAXES SOUTH	\$ -	\$ -	\$ -
INTEREST SOUTH	\$ -	\$ -	\$ -
BOND PROCEEDS DOWNTOWN			
BOND PROCEEDS INDUSTRIAL			
BOND PROCEEDS SOUTH			
<b>TOTAL</b>	<b>\$ 647,500.00</b>	<b>\$ 975,500.00</b>	<b>\$ 979,545.00</b>
<b>EXPENDITURES</b>			
<b>DEBT SERVICE</b>			
DOWNTOWN	\$ 397,500.00	\$ 424,000.00	\$ 423,045.00
INDUSTRIAL	\$ 399,710.00	\$ 551,500.00	\$ 524,000.00
SOUTH	\$ -	\$ -	\$ -
<b>PLANNING STUDIES</b>			
DOWNTOWN			
INDUSTRIAL			
SOUTH			
<b>CONSTRUCTION PROJECTS</b>			
DOWNTOWN			
INDUSTRIAL			
SOUTH			
<b>TOTAL EXPENSE</b>	<b>\$ 797,210.00</b>	<b>\$ 975,500.00</b>	<b>\$ 947,045.00</b>

## SSA BUDGETS

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>REVENUE</b>			
<b>PROPERTY TAX</b>			
SSA #1	\$ 40,566.00	\$ -	\$ -
SSA #2	\$ 36,853.00	\$ 36,853.00	\$ -
SSA #3	\$ 71,548.00	\$ 74,000.00	\$ -
SSA #4	\$ 38,400.00	\$ 41,600.00	\$ 39,500.00
SSA #5	\$ 131,565.00	\$ 127,000.00	\$ 126,800.00
<b>TOTAL</b>	<b>\$ 318,932.00</b>	<b>\$ 279,453.00</b>	<b>\$ 166,300.00</b>
<b>EXPENDITURES</b>			
<b>DEBT SERVICE</b>			
SSA #1	\$ 40,566.00	\$ -	\$ -
SSA #2	\$ 36,853.00	\$ 36,853.00	\$ -
SSA #3	\$ 69,457.50	\$ 69,457.50	\$ -
SSA #4	\$ 40,200.00	\$ 41,600.00	\$ 39,500.00
SSA #5	\$ 131,215.00	\$ 127,000.00	\$ 126,800.00
<b>TOTAL</b>	<b>\$ 318,291.50</b>	<b>\$ 274,910.50</b>	<b>\$ 166,300.00</b>

## CONTINGENCY

	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>REVENUE</b>			
MISCELLANEOUS	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00
<b>EXPENDITURES</b>			
CITY COUNCIL APPROVED	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00

## NEW EQUIPMENT, BUILDING MAINTENANCE AND PROJECT LIST

2 POLICE VEHICLES	\$ 109,000.00
SOLAR POWERED RADAR SIGN	\$ 4,000.00
POLICE COMPUTERS	\$ 16,000.00
SALT SHED IMPROVEMENTS	\$ 28,000.00
1/2 TON PICKUP TRUCK	\$ 24,000.00
NEW WATER METERS	\$ 33,000.00
SANITARY SEWER/MANHOLE LININGS	\$ 45,000.00
REPLACEMENT WATER MAIN VALVES	\$ 25,000.00
ACQUATIC CENTER IMPROVEMENTS	\$ 50,000.00
PARK IMPROVEMENTS	\$ 45,000.00
 <b>TOTAL</b>	 <b>\$ 379,000.00</b>



**CITY OF HARVARD  
PERSONNEL SUMMARY**

<b>DEPARTMENT</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</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
<b>Department Total:</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>PUBLIC WORKS:</b>					
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
<b>Department Total:</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>
<b>UTILITY DEPARTMENT:</b>					
Superintendnt	1	1	1	1	1
Utility Operators	3	3	3	3	3
Utility Clerk	1	1	1	1	1
<b>Department Total:</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>BUILDING DEPARTMENT:</b>					
Community Development Director	1	1	1	1	1
Buildidng and Zoning Inspector	0	0	0	0	0
Code Enforcement Officer	1	1	1	1	1
<b>Department Total:</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>POLICE DEPARTMENT:</b>					
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
<b>Department Total:</b>	<b>28</b>	<b>28</b>	<b>29</b>	<b>21</b>	<b>21</b>
<b>PARKS/REC:</b>					
Superintendent	2	2	2	2	2
Maintenance - Part Time	8	6	6	6	6
Pool - Part Time	26	23	26	18	18
<b>Department Total:</b>	<b>36</b>	<b>31</b>	<b>34</b>	<b>26</b>	<b>26</b>

# DEBT

<u>C.O.H - NOTES PAYABLE</u>	<u>BANK</u>	<u>ACCT. #</u>	<u>LOAN #</u>	<u>DUE DATES</u>	<u>Bond Amount</u>	<u>2020-2021</u> <u>Principal</u>	<u>2020-2021</u> <u>Interest</u>	<u>2020-2021</u> <u>Total</u>
<b>Capital Improvement - City Hall</b>	Castle Bank	9005773	905773	March, June, Sept, Dec (30th)	\$ 650,000.00	\$ 24,118.06	\$ 18,912.06	\$ 43,030.12
<b>T.I.F. - Downtown</b>	Amalgamated	4878	2012A	January, July (15th)	\$ 3,105,000.00	\$ 375,000.00	\$ 48,045.00	\$ 423,045.00
<b>T.I.F. #2 - Industrial Park</b>	Amalgamated		2016B	January, July (15th)	\$ 2,630,000.00	\$ 185,000.00	\$ 67,410.00	\$ 252,410.00
	Amalgamated		2012B	January, July (15th)	\$ 2,290,000.00	\$ 155,000.00	\$ 41,835.00	\$ 196,835.00
<b>T.I.F. #2 - IP Bridge Loan</b>	St Bank Gp	140018912		Oct 6th (each qtr after)	\$ 1,300,750.00	\$ 47,945.66	\$ 47,891.66	\$ 95,837.32
<b>SS#4 - Park Pointe</b>	US Bank	9007296	2442-1	February, August (1st)	\$ 315,000.00	\$ 35,000.00	\$ 4,500.00	\$ 39,500.00
<b>SS#5 - Shadow Creek</b>	Amalgamated	1853915005	3915	February, August (1st)	\$ 1,450,000.00	\$ 110,000.00	\$ 16,800.00	\$ 126,800.00
<b>Water/Sewer Bonds</b>	Amalgamated	2016A	2016A	May, November (1st)	\$ 1,125,000.00	\$ 225,000.00	\$ 27,963.75	\$ 252,963.75
<b>Water/Sewer Expansion</b>	The HSB		138-338	28th of Each Month	\$ 730,000.00	\$ 32,583.96	\$ 22,016.04	\$ 54,600.00