

**CITY OF HARVARD
FISCAL YEAR BUDGET
2024 - 2025**



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May 1, 2024

Dear Esteemed City Council Members,

As we embark on the fiscal year 2024-2025, I am pleased to present a comprehensive balanced budget for City Services that encapsulates our commitment to Harvard's growth, prosperity, and well-being. Our dedicated City Staff has worked diligently, ensuring that each department's needs are met to accomplish this year's goals of providing essential City Services to our residents, businesses, and visitors.

To the City Council, I express my sincere appreciation for your active engagement and clear direction to City Staff. Your leadership sets the foundation for our city's growth and attracts new and exciting economic development opportunities. I am excited when looking to the future you have chosen to pursue for our city by refining the City's Strategic Vision. Harvard's updated Strategic Vision builds upon the city's rich history and works with the diverse community in Harvard while identifying new opportunities to ensure the community thrives. The framework helps us tackle key issues that need our attention and resources in the near term while holding up a vision for growth and prosperity over the next 20 years.

The collaborative effort highlighted the following 8 Priority Areas for the City by setting Key Strategies and Major Milestones to accomplish:

1. Strong, Reliable Infrastructure
2. A Safe Community
3. Efficient and Effective Government
4. A Vibrant Downtown District
5. A Thriving Local Economy
6. Available Housing and Charming Neighborhoods
7. Flourishing Arts and Culture
8. Dynamic Parks & Recreation.

As we step into this new year, I am delighted to share our progress and strategic initiatives. Our newly appointed Department Heads have brought fresh perspectives,

innovative ideas, and a commitment to efficiency. They are diligently streamlining their departments, identifying lost efficiencies, and minimizing waste. Our collective focus is on data-driven decision-making, employee investment, and fostering pathways for career growth and succession planning.

Allow me to highlight some key developments:

1. Departmental Innovations:
 - o Our Department Heads are actively exploring inventive ways to enhance operations. By leveraging technology, process improvements, and collaboration, they aim to optimize service delivery across all departments.
2. Data-Driven Decision-Making:
 - o We recognize the power of data. Our commitment to becoming more data-driven informs our choices, ensuring that every decision aligns with our community's needs and long-term goals.
3. Employee Investment:
 - o Our employees are our greatest asset. We are enhancing training opportunities, empowering our workforce, and fostering a culture of continuous learning. By investing in our employees, we strengthen our city's foundation.
4. Succession Planning:
 - o Succession planning ensures continuity and stability. We are proactively identifying and nurturing talent within our organization, preparing future leaders to carry forward our vision.

In addition, I am thrilled to share a significant milestone achieved by our Utility Department:

- Upgraded Wastewater Treatment Facility:
 - Our \$20+ million investment in the upgraded Wastewater Treatment Facility has yielded remarkable results. We now operate well within the Illinois Environmental Protection Agency's limits, and our discharge chemistry is at historical lows. This achievement reflects our commitment to environmental stewardship and sustainable practices.

- Water Tower Rehabilitation:
 - o Looking ahead, we are embarking on a long-term maintenance program for the rehabilitation of our three water towers. Over the next decade, these efforts will extend the critical infrastructure supporting our water supply, ensuring reliability for years to come.

Key Highlights of the Budget:

1. Street Maintenance and Infrastructure:

Our Public Works Department focuses on two critical areas: street maintenance and the upkeep of our potable water supply, sanitary sewer lines, and storm sewer systems.

- o Streets: Our streets remain a high priority. Our focus this year continues to be on preventative measures, including Street Rejuvenation and targeted patching in the most deteriorated areas. Despite limited MFT (Motor Fuel Tax) funding, we are committed to ensuring the longevity and safety of our city's infrastructure. Our investment in additional asphalt maintenance tools empowers Public Works to perform patchwork in-house, extending taxpayer dollars by reducing outsourcing to private contractors.
- o Long Term Strategy: To address this colossal challenge, we will strategically leverage taxpayers' approval of the Municipal Sales Tax in 2023. Collections officially commenced on January 1, 2024. We will diligently set aside the Municipal Sales Tax revenue, accumulating a full year's worth of collections. This strategic approach enables us to launch a revitalized Road Program in the 2025-2026 Fiscal Year to begin enhanced budgeting to bear unprecedented progress to critical street improvements.

2. Utility Maintenance Technology:

- o We've invested in pipe televising technology to better manage the maintenance of our water supply, sanitary sewer, and storm sewer systems. This proactive approach ensures the reliability and sustainability of our critical infrastructure.

3. Investment in Economic Development:

- o We continue to develop and employ strategies to bolster the commercial, industrial, retail, and residential sectors of our city.

4. Business-Friendly Environment:
 - o Exploring ways to leverage funding and create partnerships; we encourage the development of empty parcels and revitalization of our downtown district. Our goal is to attract new businesses and invigorate our local economy.
5. Policing:
 - o We remain committed to providing 24/7 police protection. Our Community Oriented Policing approach fosters open transparency and collaboration with community stakeholders.
6. Investment in Police Social Services:
 - o Our commitment extends beyond law enforcement. Investment in Police Social Services benefits families and individuals in need of social resources, making them more accessible than ever before.

As stewards of Harvard's future, we invite your continued oversight, engagement, and guidance. Let us work together to create a city that thrives and stands resilient against the challenges ahead.

Thank you for your unwavering commitment to Harvard's well-being.

Sincerely,

Michael P. Kelly

Mayor



Date: May 1, 2024
To: Mayor and Members of the City Council
From: Lou Leone, City Administrator
Re: FY 24-25 Budget Report



The budget serves as a policy document, financial plan, operational guide, and a communication tool. The document is intended to reflect the emphasis that the City of Harvard places on excellent services delivered in an efficient, respectful, and courteous manner to all residents. These services are intended to maintain and enhance the quality of life for Harvard residents.

Changes from the Previous Year

The City Staff will continue to experience changes in personnel which is expected considering the number of long-term staff members. Water Billing Clerk Christie Murillo (33 years) retired at the end of FY23-24. City Clerk Lori Moller (31 years) will be retiring in FY24-25. Lori has served the City in two capacities, Administrative Assistant and City Clerk. In my opinion, Lori has been the best City Clerk this Administrator has ever worked with. She will be missed. As of the writing of this report, there is a potential for one to two additional staff members to announce their respective retirements. The City has and will continue to experience some departures, which is not unusual for any employer.

Replacing staff, particularly long-term staff, can be a challenge, but we have begun hiring personnel that bring along their own set of skills to the positions. Rubi Vega has started as the new Water Billing Clerk and Giovanni Reising (Public Works) has also joined the staff. Giovanni, previously a seasonal employee, has transitioned into a full-time staff position.

As of the writing of this report, Sarai Juarez will serve as the Front Desk Clerk in June. Sarai will replace Jannette Nunez, who will be promoted to the position of Deputy City Clerk. The Deputy City Clerk position replaces the Administrative Assistant. Additional staff to be announced later will include a new Wastewater Operator.

By the start of FY24-25, the open Parks & Recreation Superintendent position will be filled. The focus for this Department will be on developing new recreational programs, beyond the two we have had over the past few years. Further, we will be improving data collection to help make the Department more efficient. To support the creation of programming, the City Council approved an increase of \$41,000.00 for FY24-25. Thank you for the additional funding.

In April 2023, the voters of Harvard passed a 1% sales tax increase to be applied towards road improvements. The City will see the additional funding throughout FY24-25. Regarding road improvements, we will continue to improve maintenance of existing roadway through stop-gap and rejuvenation methods. The full impact of these methods will be noticeable in the coming years.

What to Expect in Fiscal Year 2024-2025 (FY24-25)

Staff has been hard at work making improvements to internal and external processes and procedures. We continue to focus on increasing the housing stock. For the past nine years, the City averaged one housing permit a year. In calendar year 2023, there were 17 permits issued and we are currently on pace for 30 plus homes in 2024.

Rebranding efforts in FY24-25 resulted in the first new City Logo (pictured above and throughout) in over 60 years. It represents the Council's renewed focus on moving forward with growth.

The City Council approved a referendum question that will be on the November ballot. The question is to change the City Clerk position from an elected to an appointed position. The position has become very technical based and making the change will help the City maintain codes and records.

In addition, staff will continue to update the code book, the various master plans, the employee handbook, and develop recreation programs.

In conclusion, FY24-25 will be an exciting year of changes for the City of Harvard. With the completion of existing projects and the start of new endeavors, it will continue to be a year of change and growth. We will continue to develop ways to improve the quality of life for the people of Harvard.

Sincerely,



Lou Leone
City Administrator

Date: May 1, 2024
To: Mayor and Members of the City Council
From: Debi Bejot, Finance Director
Re: FY 24-25 Budget Report



On a yearly basis, each City Department Supervisor is directed to analyze projects and departmental needs, and develop a budget proposal to reflect necessary expenditures. Funding projections are also analyzed to establish adequate revenue resources to meet department requests. The Mayor and City Council is also instrumental in this process, dedicating many hours to evaluating the budget prior to final approval. Being one of the most important functions of the City, the budget process is a group effort on the part of all of us. Thank you all for your dedication.

Through budget allocations, the City accomplished considerable goals in 2023/2024, including, but not limited to, the following:

From the 2022-2027 Capital Improvement Plan:

- ✓ City Hall storefront and partial windows – replacement in progress
- ✓ Broadband Initiative – feasibility study in progress (ARPA Funded)
- ✓ GIS System – continued updating layers
- ✓ Police Body Camera Program - continued
- ✓ Squad Car Rotation Program - continued
- ✓ Dump Truck Replacement – partial (chassis)
- ✓ Road Resurfacing Projects In-Progress: W. Diggins St, Marengo Road, and Ayer St. (completed)
- ✓ Upgrade MXU's and Water Meters – continued
- ✓ Annual Sanitary Main and Manhole Lining - continued
- ✓ Wastewater Treatment Plant – Phase IA Completed
- ✓ RTA Access to Transit connecting sidewalks from Ayer St. to Rt. 173 to Rt 14 to Airport Rd – in progress
- ✓ Water Main Televising Inspection Program – continued (ARPA Funded)

Our major accomplishment this year was the completion of Phase IA to our Wastewater Treatment Facility. All IEPA loan and grant dollars have been received, and the loan repayment process now begins.

As we look to this next fiscal year, the economy seems to be trending in the right direction, and it appears the threat of last year's recession is behind us for now. However, realizing the unforeseen is always possible, the City remains conservative in our spending. This year we will implement a Fund Balance Policy to further assist in keeping our finances in the proper perspective.

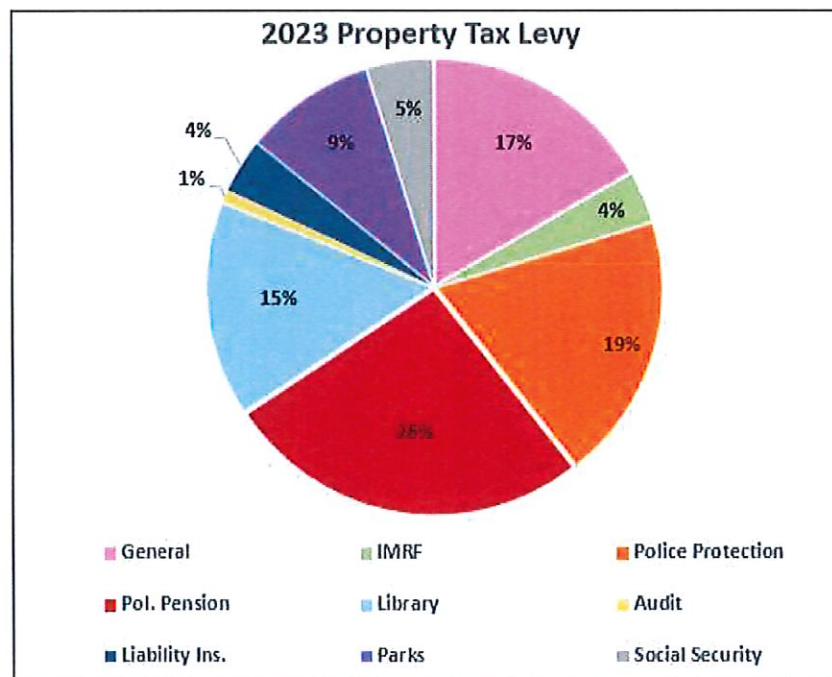
REVENUES

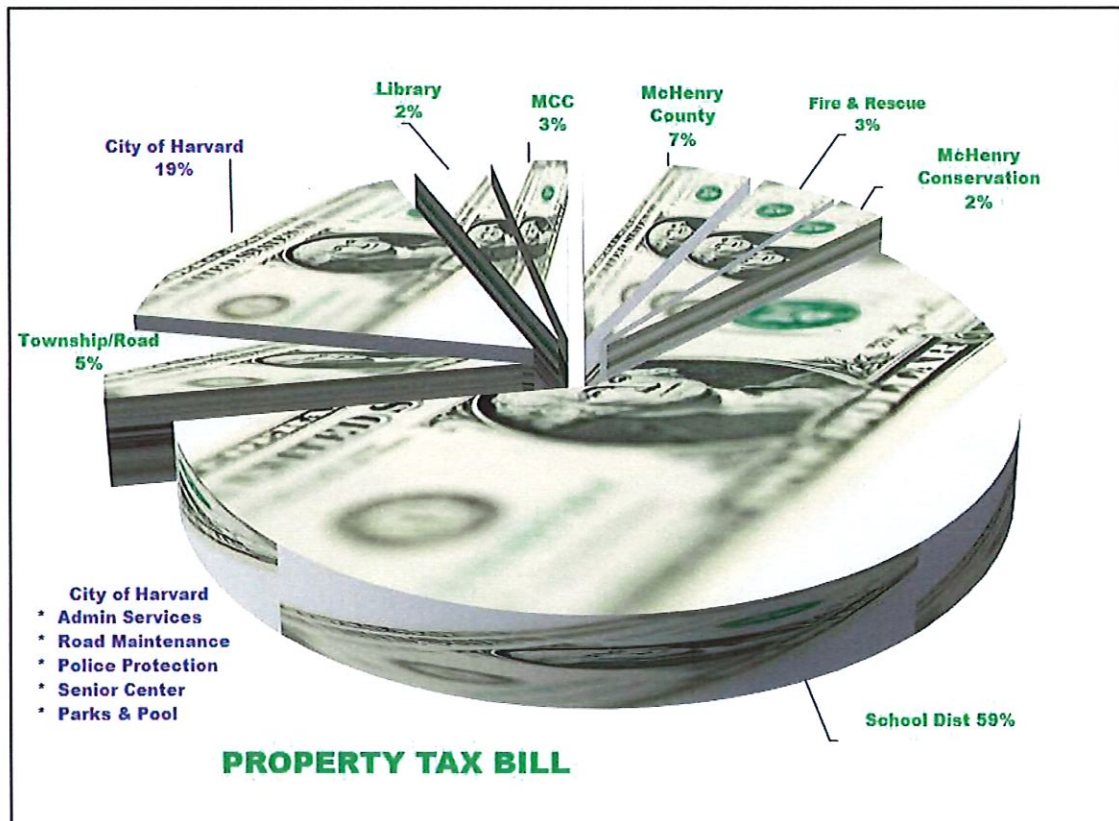
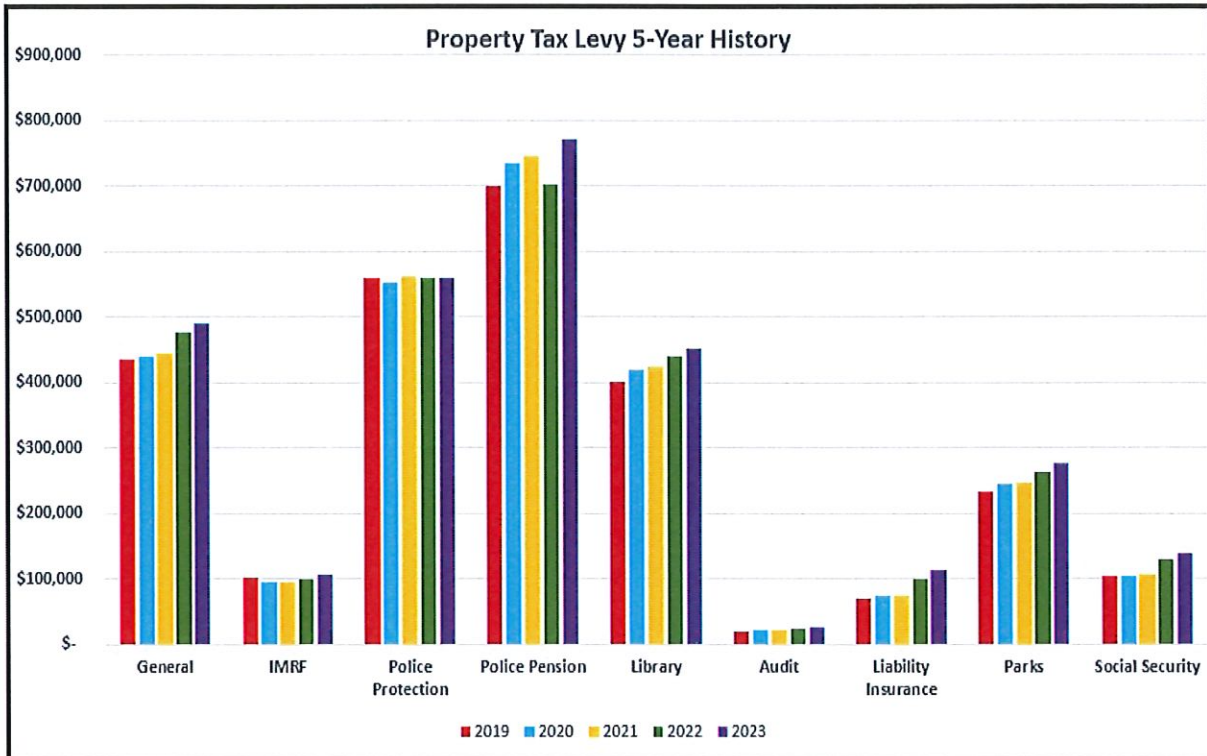
The City's General operations are funded from many revenue sources. Following is an explanation of these revenues, as they appear on page 15 of this budget document.

Property Tax:

This is the City's largest revenue source. Each year property tax is levied and allocated to fund City expenses, the largest expense being wages and benefits, including employee pensions. In addition to general city operations including Administration Services, Public Works, Police, and Community Development, property tax is also levied to fund the Parks and Recreation Department and the Harvard Diggins Library. Property taxes levied in 2023 are collected in Fiscal Year 2024.

CITY OF HARVARD 2023 PROPERTY TAX EXTENSION	
Corporate General	\$ 490,201
IMRF	\$ 107,560
Police Protection	\$ 560,000
Police Pension	\$ 771,000
Library	\$ 451,960
Audit	\$ 25,290
Liability Insurance	\$ 113,820
Parks	\$ 276,289
Social Security	\$ 139,420
SUB TOTAL	\$ 2,935,540
Non-Capped:	
NISRA	\$ 41,000
TOTAL 2023 EXTENSION	\$ 2,976,540





Income Tax:

Income Tax in the State of Illinois is a population-based distribution (per capita). This tax is distributed to the City of Harvard on a monthly basis through the Illinois Local Government Distribution Fund (LGDF). This includes all statewide personal income tax as well as corporate income tax.

Cannabis Use Tax:

Cannabis Use Tax is a population-based distribution, falling under the State Retailers Occupation Tax Distributions. The rate of 6.25% is taxed as general merchandise, and the City's share is 1%. The revenue generated from this tax is expected to decline as bordering states, such as Missouri, begin to legalize Cannabis sale and use.

State Use Tax:

Use Tax is a population-based distribution imposed on the property purchased for use in Illinois from another jurisdiction. Examples include purchases made from out of state retailers, including internet sales. This tax is imposed where a lower tax rate, or no tax at all, is collected. The current rate is 6.25% on general merchandise (1% on qualifying food and drugs). The City's share is 1%.

Municipal Sales Tax:

This is a locally imposed sales tax charged to businesses within the City, including service occupation tax, and automobile rental. The City's current tax rate is 8%, in which the City share is 2%. By passage of a referendum in 2023, the City had dedicated the additional 1% Sales Tax to local road improvements (of the 2% collected).

Gaming Tax:

This is a Gaming Tax collected in Illinois at a rate of 30%. The City share is 5% and is distributed by the State monthly, based on collections from gaming machines located within the City's jurisdiction.

Personal Property Replacement Tax (PPRT):

This tax replaced personal property tax when abolished by the Illinois Constitution in 1979. This tax revenue is paid by Corporations, Partnerships and Trusts, collected 8 times per year, and is dependent on the amount of tax the Illinois Department of Revenue collects in any given month. The City's share is based on the percentage established prior to 1979, and is distributed to the General Fund (50.07%), Library Fund (8.53%), IMRF Fund (20.7%) and Police Pension Fund (20.7%).

Utility/Service Tax:

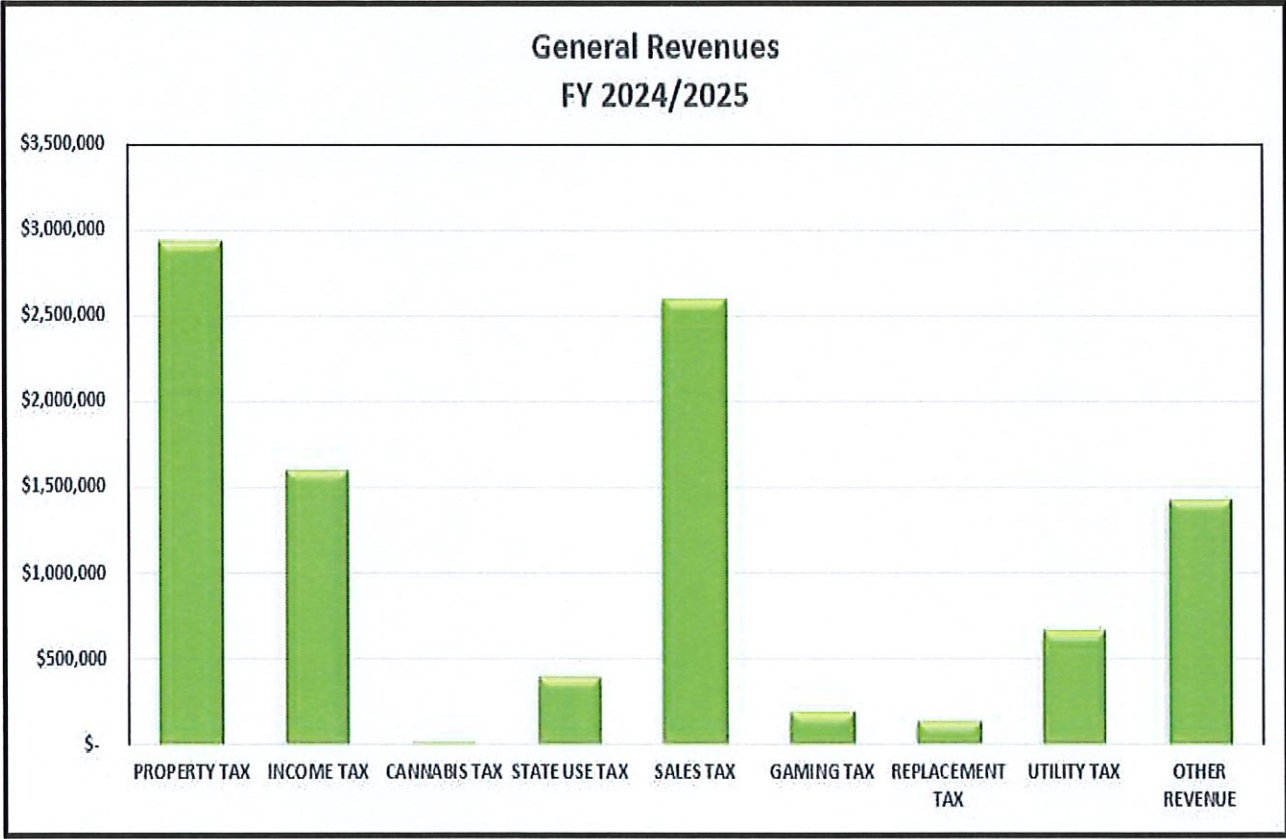
The following Utility/Service Taxes are collected by the City:

- Water Utility Tax – selling and distribution of water – 5%
- Electric Utility Tax – based on kw/h consumption
- Hotel/Motel Tax – 5% of gross rental receipts
- Natural Gas Tax – 5% of gross receipts
- Telephone Tax – 13% collected by State (City Share = 6%)

Other Revenue Descriptions:

- **Zoning/Hearing Fees:** Fees collected for matters held in front of the Zoning Board, as well as costs associated with required publications.
- **Cable Franchise Fees:** Fees collected from local cable provider based on 5% of gross revenue.
- **Mining Fees:** Fees collected on mining operations within the City limits.
- **Parking Fees:** Fees collected for parking paid at the Metra Train Station.
- **Receipt of Rent:** Rent on City properties used by other entities.
- **Escrow from Developers:** Payment from Developers for City services and contractual agreements.
- **Debt Proceeds:** Bond and/or loan funding.
- **Grants/Reimbursements:** Includes all grant dollars awarded for full or partial project funding, as well as reimbursements based on inter-governmental agreements.
- **Donations:** Charity from individuals or other organizations.
- **Health Insurance Reimbursement:** Reimbursement from retirees.
- **Liquor License/General License:** Includes liquor licenses, tobacco licenses, gaming machine fees, special move permits, and all other required licenses as per City Ordinance.
- **Contractor's License:** Licenses paid annually by contractors to do work within the City limits.
- **Building Permits:** Payment for all building permits required as per City Ordinance.
- **Police Reimbursements:** Reimbursements from School District 50 for the School Resource Officer, as well as miscellaneous reimbursements for warrant or other police services.
- **DUI Fines:** City share of fines as a result of DUI court convictions.
- **Police Fines/SOF Tickets:** Police fines and code enforcement fines paid to the City directly or as a result of court convictions.

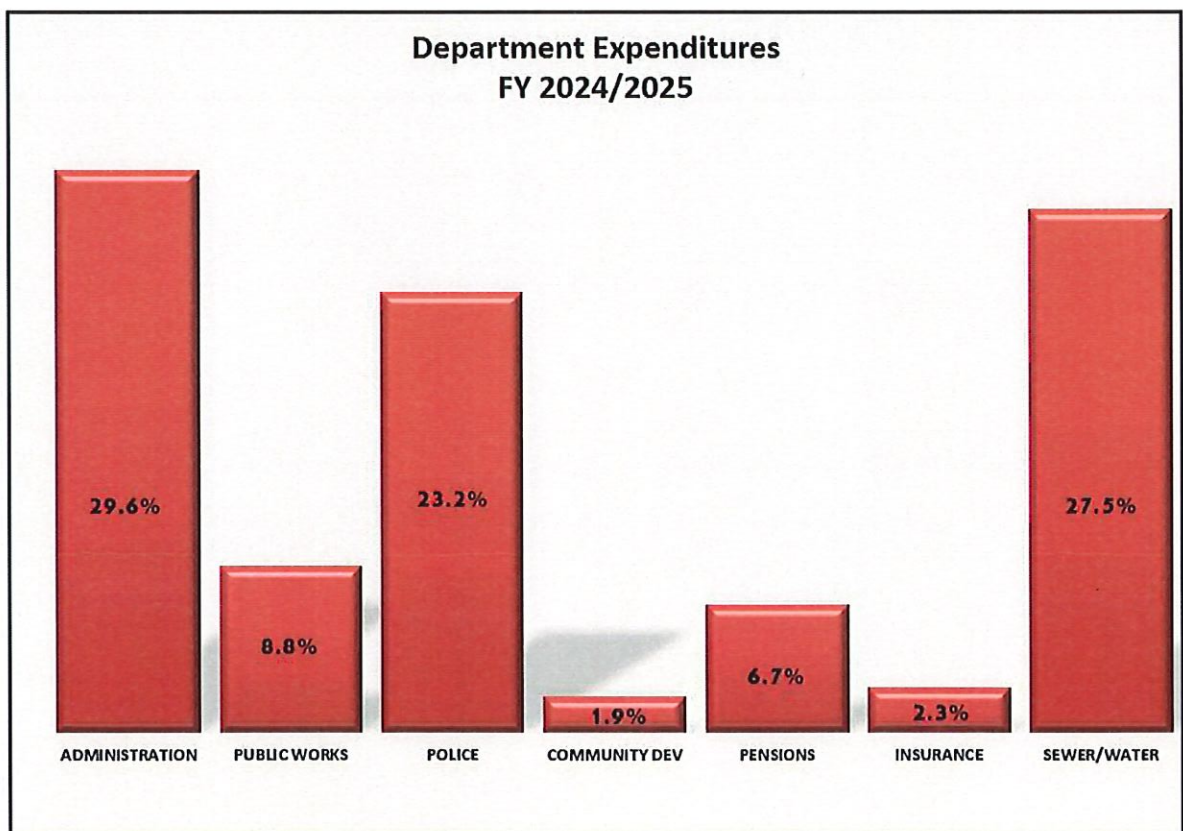
- **Yard Waste Stickers:** Sale of yard waste stickers at rate determined by MDC Environmental Services (City acts as fiduciary only).
- **Surplus Property:** Sale of City property declared surplus by City Council.
- **Miscellaneous:** Unexpected revenue not applied to any other line item.
- **Interest:** Interest earned on the General Fund checking account.
- **Cash on Hand:** Fund balance reserves needed to meet expenses each fiscal year.

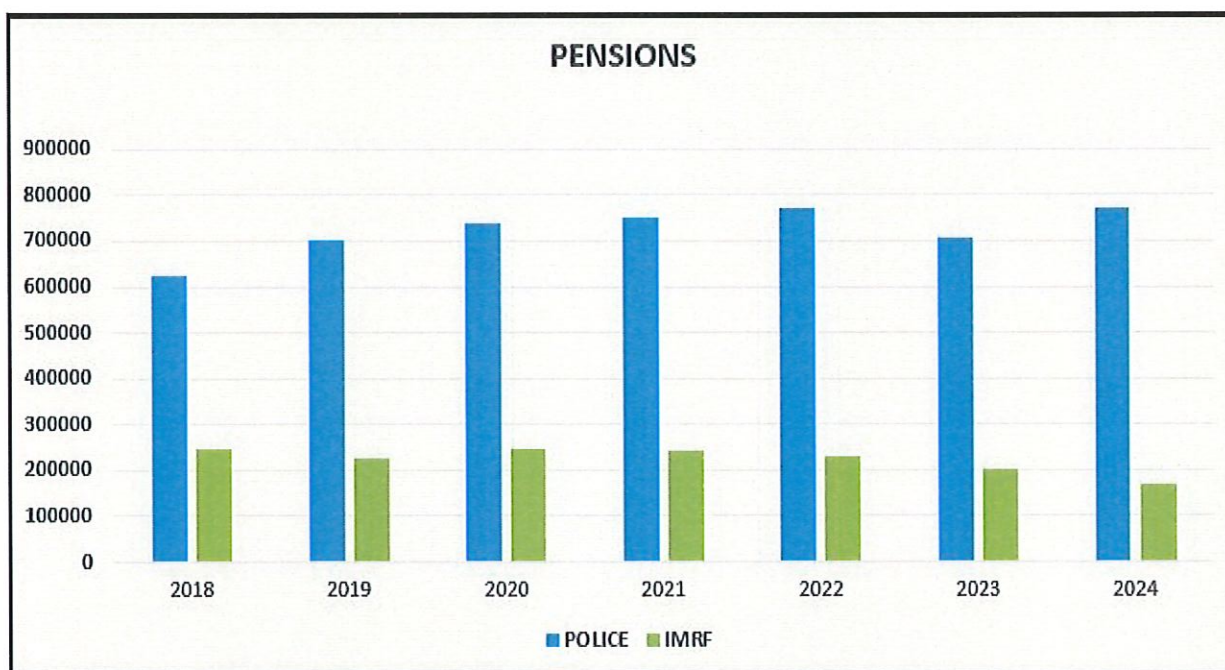
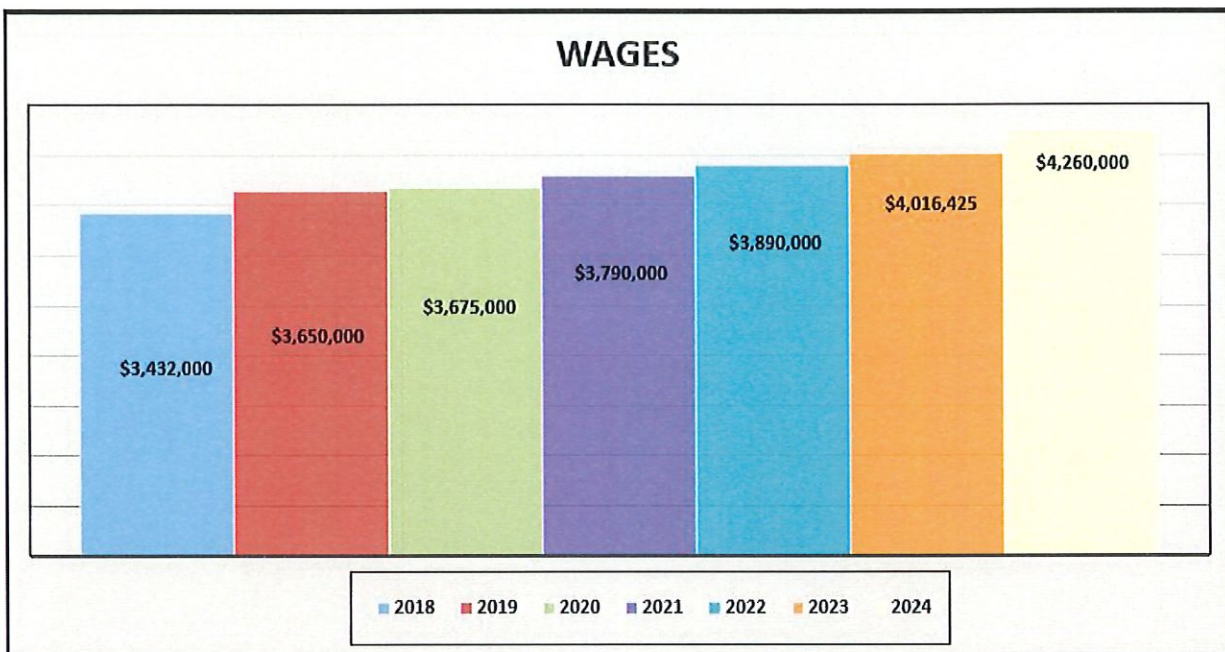


EXPENSES

City expenses paid from General Revenue include allocations to the Administration Public Works, Police, and Community Development Departments. The Sewer/Water Department operates as a Proprietary Fund with revenue generated through the sale and distribution of water services. Budgeted expenses for all of these departments begin on Page 16, and are broken down into the following categories:

- **Personnel Salaries and Other Employee Expenses:** Includes salaries, health insurance, training & travel expenses, and uniform costs.
- **Contractual Expenses:** Includes all fees associated with services provided to the City per contract, service agreements or vendor purchases.
- **Operating/Commodity Expenses:** Includes all costs associated with the day-to-day operations and responsibilities respective to each department.
- **Capital Outlay:** Includes new equipment and capital improvement costs, as well as costs associated with special programs.
- **Debt Service:** Includes principal and interest payments due on current bonds and loans. (A listing of the City's current debt service can be found in the supplemental section beginning on page 70).
- **Transfer Out:** Transfer of revenue to funds subsidized by the General Fund including the Pension and Insurance Funds (page 17) , the Economic Development Fund (page 41), the Equipment Replacement Fund and the Capital Improvement Fund (not included in the budget report).





Following each Department's expense budget are brief notes explaining significant changes to expense items for Fiscal Year 2024/2025. This year's budget once again reflects significant work done by each Department Supervisor to best utilize our resources in providing quality services to the Harvard Community

Respectfully submitted,
Debi Bejot

GENERAL FUND REVENUE ESTIMATES				
REVENUE SOURCE	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
PROPERTY TAX - GENERAL	\$ 430,000	\$ 533,759	\$ 465,000	\$ 476,000
PROPERTY TAX - ROAD AND BRIDGE	\$ 96,000	\$ 87,699	\$ 97,000	\$ 100,000
PROPERTY TAX - POLICE PROTECTION	\$ 533,000	\$ 546,252	\$ 540,000	\$ 550,000
PROPERTY TAX - AUDIT	\$ 20,500	\$ 22,694	\$ 21,000	\$ 24,000
PROPERTY TAX - POLICE PENSION	\$ -	\$ 729,291	\$ 700,000	\$ 750,000
PROPERTY TAX - REVENUE RECAP	\$ -	\$ -	\$ -	\$ 3,500
INCOME TAX	\$ 1,270,000	\$ 1,457,197	\$ 1,350,000	\$ 1,600,000
CANNABIS USE TAX	\$ 13,500	\$ 14,908	\$ 14,500	\$ 14,800
STATE USE TAX	\$ 300,000	\$ 385,998	\$ 350,000	\$ 397,000
MUNICIPAL SALES TAX	\$ 1,680,000	\$ 1,605,009	\$ 1,550,000	\$ 1,600,000
MUNICIPAL SALES TAX - REFERENDUM	\$ -	\$ -	\$ -	\$ 1,000,000
VIDEO GAMING TAX	\$ 150,000	\$ 200,904	\$ 155,000	\$ 190,000
REPLACEMENT TAX	\$ 130,000	\$ 392,058	\$ 135,000	\$ 142,000
WATER UTILITY TAX	\$ 125,000	\$ 149,760	\$ 130,000	\$ 150,000
ELECTRIC TAX	\$ 305,000	\$ 323,591	\$ 305,000	\$ 320,000
HOTEL/MOTEL TAX	\$ 27,000	\$ 28,591	\$ 26,000	\$ 26,000
NATURAL GAS TAX	\$ 125,000	\$ 209,314	\$ 130,000	\$ 105,000
TELEPHONE TAX	\$ 105,000	\$ 77,023	\$ 80,000	\$ 70,000
ZONING/HEARING FEES	\$ 4,000	\$ 3,249	\$ 3,775	\$ 5,500
CABLE FRANCHISE FEES	\$ 80,000	\$ 148,595	\$ 90,000	\$ 120,000
MINING FEES	\$ -	\$ -	\$ -	\$ -
PARKING FEES	\$ 35,000	\$ 45,762	\$ 40,000	\$ 48,000
RECEIPT OF RENT	\$ 25,000	\$ 25,796	\$ 25,800	\$ 25,796
ESCROW FROM DEVELOPERS	\$ -	\$ 62,793	\$ 50,000	\$ 65,000
DEBT PROCEEDS	\$ 83,724	\$ 4,920,000	\$ -	\$ -
GRANTS/REIMBURSEMENTS	\$ 755,000	\$ 571,923	\$ 79,000	\$ 428,506
DONATIONS	\$ -	\$ -	\$ -	\$ -
HEALTH INSURANCE REIMBURSEMENT	\$ 89,100	\$ 48,676	\$ 49,000	\$ 52,000
LIQUOR LICENSE/GENERAL LICENSE	\$ 72,000	\$ 80,750	\$ 75,000	\$ 78,000
CONTRACTORS LICENSE	\$ 12,000	\$ 11,428	\$ 12,000	\$ 11,000
BUILDING PERMITS	\$ 27,000	\$ 29,924	\$ 27,000	\$ 35,000
POLICE REIMBURSEMENTS	\$ 70,000	\$ 83,275	\$ 80,000	\$ 93,079
DUI FINES	\$ 5,500	\$ 7,014	\$ 7,000	\$ 7,000
POLICE FINES/SOF TICKETS	\$ 175,000	\$ 187,815	\$ 150,000	\$ 175,000
YARD WASTE STICKERS	\$ 3,000	\$ 1,948	\$ 3,000	\$ 2,000
SURPLUS PROPERTY	\$ 10,000	\$ 172,302	\$ 10,000	\$ 1,000
MISCELLANEOUS	\$ 40,000	\$ 60,381	\$ 25,000	\$ 2,500
INTEREST	\$ 5,000	\$ 205,000	\$ 10,000	\$ 50,000
CASH ON HAND	\$ 556,000	\$ -	\$ 930,134	\$ 234,462
TOTAL GENERAL FUND REVENUES	\$ 7,357,324	\$ 13,430,679	\$ 7,715,209	\$ 8,952,143

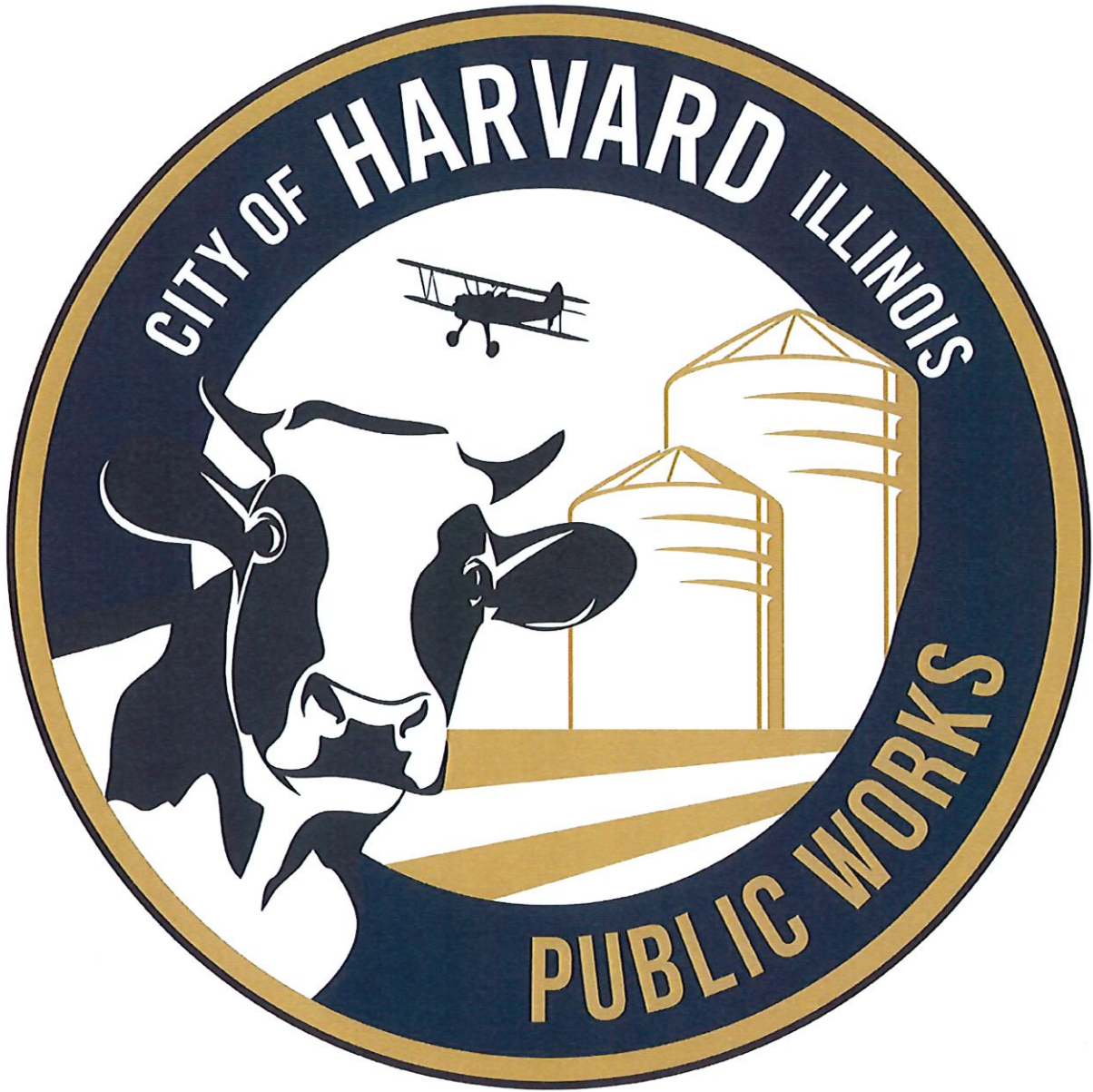
ADMINISTRATION DEPARTMENT EXPENSES				
EXPENDITURES	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
PERSONNEL SALARIES:				
Salaries Administration and City Council	\$ 129,000	\$ 212,172	\$ 183,000	\$ 279,878
Salaries Clerical	\$ 98,500	\$ 68,732	\$ 60,200	\$ 180,825
OTHER PERSONNEL EXPENSES:				
Mayor Expense Account	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
Health Insurance	\$ 113,719	\$ 70,922	\$ 96,600	\$ 115,500
Training/Seminars	\$ 250	\$ -	\$ 4,500	\$ 10,500
Clerk Training	\$ -	\$ -	\$ -	\$ 1,800
Travel Expense	\$ 250	\$ 1,309	\$ 2,500	\$ 2,500
CONTRACTURAL EXPENSES:				
Attorney Fees	\$ 50,000	\$ 24,697	\$ 50,000	\$ 50,000
Professional/Auditor Fees	\$ 60,000	\$ 21,432	\$ 87,020	\$ 85,270
Engineering Fees	\$ 60,000	\$ 117,275	\$ 164,500	\$ 433,350
Building /Grounds Maintenance	\$ 80,000	\$ 68,664	\$ 107,400	\$ 91,500
Equipment Maintenance	\$ 8,000	\$ 11,798	\$ 15,000	\$ 16,500
Service Agreements	\$ 21,000	\$ 23,349	\$ 30,000	\$ 53,465
Dues/Subscriptions	\$ 8,700	\$ 11,574	\$ 12,300	\$ 16,008
Public Notices/Zoning Publications	\$ 6,500	\$ 1,984	\$ 4,500	\$ 3,000
Printing	\$ 1,000	\$ 856	\$ 1,000	\$ 6,000
OPERATING/COMMODITY EXPENSES:				
Office/Operating Supplies	\$ 10,000	\$ 10,264	\$ 10,000	\$ 10,000
Postage	\$ 7,000	\$ 4,248	\$ 7,200	\$ 10,000
Telephones/Cell Phones	\$ 8,000	\$ 7,672	\$ 7,500	\$ 11,800
Yard Waste Stickers	\$ 3,000	\$ 1,376	\$ 3,000	\$ 2,000
Miscellaneous	\$ 7,000	\$ 13,925	\$ 7,000	\$ 8,000
CAPTIAL OUTLAY:				
New Equipment/Infrastructure	\$ 10,000	\$ 18,223	\$ 60,000	\$ 25,500
Capital Improvement	\$ 426,000	\$ 388,599	\$ 491,000	\$ -
Economic Development (see Transfer Out)	\$ 41,000	\$ 40,000	\$ 46,000	\$ -
Special Programs	\$ 11,900	\$ 10,084	\$ 12,000	\$ 12,000
DEBT SERVICE:				
City Hall Payment Principal	\$ 30,000	\$ 30,000	\$ 45,000	\$ 235,000
City Hall Payment Interest	\$ 144,300	\$ 144,300	\$ 143,400	\$ 142,050
Police Pension Bond Principal		\$ 370,000	\$ 305,000	\$ 315,000
Police Pension Bond Interest	\$ -	\$ 101,155	\$ 193,985	\$ 184,530
TRANSFER OUT:				
Transfer to FICA	\$ 184,000	\$ 184,000	\$ 190,000	\$ 189,800
Transfer to IMRF	\$ 93,500	\$ 93,500	\$ 65,500	\$ 31,000
Transfer to Police Pension	\$ -	\$ -	\$ 201,015	\$ 270,000
Transfer to Insurance	\$ 180,500	\$ 180,200	\$ 166,000	\$ 219,250
Transfer to Downtown TIF	\$ 233,520	\$ 232,520	\$ 230,435	\$ -
Transfer to Economic Development	\$ -	\$ -	\$ -	\$ 50,000
Transfer to ECDV Enterprise Zone	\$ -	\$ -	\$ -	\$ 16,000
Transfer to Equipment Replacement Fund	\$ 50,000	\$ 150,000	\$ 100,000	\$ 100,000
Transfer to Capital Imp Fund (Referendum)	\$ 640,000		\$ -	\$ 1,000,000
TOTAL ADMINISTRATION EXPENSES	\$ 2,718,439	\$ 2,616,630	\$ 3,104,355	\$ 4,179,826

FICA FUND				
	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
REVENUES				
Property Tax	\$ 106,000	\$ 117,724	\$ 120,000	\$ 135,200
Transfer In From General	\$ 185,590	\$ 184,000	\$ 190,000	\$ 189,800
TOTAL REVENUES FICA FUND	\$ 291,590	\$ 301,724	\$ 310,000	\$ 325,000
EXPENDITURES				
Payment to Social Security	\$ 282,000	\$ 294,977	\$ 310,000	\$ 325,000
TOTAL EXPENSES FICA FUND	\$ 291,590	\$ 294,977	\$ 310,000	\$ 325,000
IMRF FUND				
	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
REVENUES				
Property Tax	\$ 94,500	\$ 97,503	\$ 94,500	\$ 104,000
Replacement Tax	\$ 40,000	\$ 114,676	\$ 40,000	\$ 35,000
Transfer In From General	\$ 93,500	\$ 93,500	\$ 65,500	\$ 31,000
TOTAL REVENUES IMRF FUND	\$ 228,000	\$ 305,679	\$ 200,000	\$ 170,000
EXPENDITURES				
Pension Payments	\$ 228,000	\$ 159,140	\$ 200,000	\$ 170,000
TOTAL EXPENSES IMRF FUND	\$ 228,000	\$ 159,140	\$ 200,000	\$ 170,000
POLICE PENSION FUND				
	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
REVENUES				
Property Tax (see Transfer In)	\$ 729,000	\$ -	\$ 40,000	\$ -
Replacement Tax	\$ 40,000	\$ 114,676		\$ 35,000
Contributions	\$ -	\$ 153,400	\$ -	\$ 150,000
Transfer In From General	\$ -	\$ 4,272,079	\$ 201,015	\$ 270,000
TOTAL REVENUES POLICE PENSION	\$ 769,000	\$ 4,540,155	\$ 241,015	\$ 455,000
EXPENDITURES				
Pension Payments	\$ 769,000	\$ 4,540,155	\$ 241,015	\$ 455,000
TOTAL EXPENSES POLICE PENSION	\$ 769,000	\$ 4,540,155	\$ 241,015	\$ 455,000
INSURANCE FUND				
	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
REVENUES				
Property Tax	\$ 73,500	\$ 86,558	\$ 95,000	\$ 110,000
Transfer In From General	\$ 180,500	\$ 180,500	\$ 166,000	\$ 219,250
TOTAL REVENUES INSURANCE FUND	\$ 254,000	\$ 267,058	\$ 261,000	\$ 329,250
EXPENDITURES				
Insurance Payments	\$ 254,000	\$ 271,214	\$ 261,000	\$ 329,250
TOTAL EXPENSES INSURANCE FUND	\$ 254,000	\$ 271,214	\$ 261,000	\$ 329,250

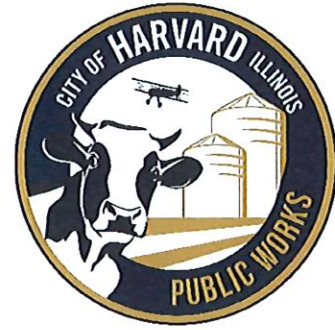
2023/2024 ADMINISTRATION EXPENSE BUDGET NOTES

- **Salaries:** This line item has been increased due to staff retirement. This allows for the hiring of new staff to take on these positions and accounts for training time prior to final retirement dates. Reallocation of salary from other funds due to changes in job descriptions is also reflected, as well as contractual raises for current staff.
- **Training and Seminars:** This line item has been increased for further training of current City Staff in areas of finance and government regulation, as well as community outreach and agency partnerships.
- **Professional Fees:** This line item includes ongoing TIF Studies throughout the community to improve and develop the City. This fee is offset in General Revenue Developer Escrow, as the cost is paid back to the City by the developers requesting the study. Also included this year is a salary study to provide our decision-makers with a better understanding of salaries in communities that are comparable to Harvard, by analyzing areas including, but not limited to, population, demographic make-up and medium household income. Annual and reoccurring professional fees are also captured in this line item.
- **Engineering Fees:** This line item includes our on-going effort to connect the community through the RTA funded sidewalk program, eventually running from Ayer Street to Airport Road. This effort is a lengthy one, in which a portion of the project is funded in phases, and offset in General Revenue Grants. Also included is an ongoing effort to improve our GIS system, in order to provide more thorough information to the community.
- **Building/Grounds Maintenance:** This line item includes year-to-year maintenance project including fire alarm maintenance, elevator/lift inspection services, Ayer St. landscaping maintenance, downtown flower arrangements, cleaning services, and incidentals. Also included this year is the continuation of improvements to the brickwork on downtown Ayer St. sidewalks.
- **Service Agreements:** This line item includes HVAC maintenance agreements for City Hall and the Police Department, I.T. licensing and server security, ESRI agreement for the GIS System, finance software agreement, and office equipment agreements. The increase this year is due to an improved HVAC maintenance plan and heightened cyber security.

- **Printing/Copies & Postage:** These line items have been increased to absorb costs that will be incurred for the advertising of new Park Recreation programs.
- **Dues/Subscriptions:** This line item all dues and memberships to government organizations, website services, Constant Contact, Zoom, and Mood Music. The increase accounts for new memberships added to promote community and government partnerships.
- **New Equipment:** This year's new equipment purchases for Administration include:
 - ✓ Gator with Plow
 - ✓ Additional Community Hall Microphones
 - ✓ Administration Office Security Camera
 - ✓ Incidentals (Office Equipment, etc.)
- **Transfer Out:** This line item has increased due to increases in insurance rates subsidized by the general fund, as well as reflecting the additional 1% of Sales Tax Revenue to be transferred to the Capital Improvement account for future road improvements.



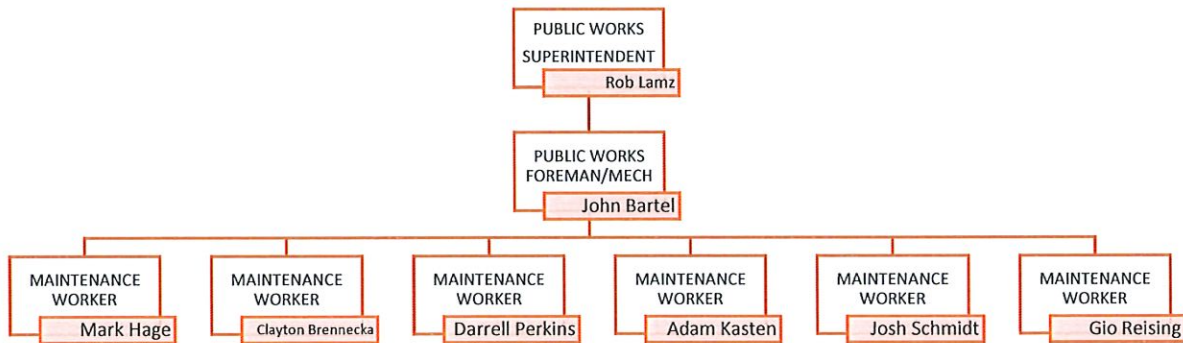
Date: May 1, 2024
To: Mayor and Members of the City Council
From: Rob Lamz, Public Works Superintendent
Re: FY 24-25 Public Works & Utility Maintenance Budget Report



The City of Harvard Public Works Department is a crew of experienced individuals that provide maintenance and repair of public infrastructure and assets, including streets, streetlights, snow removal, storm sewers, rights-of-way, forestry, fleet repair, water mains, water services, water meters, and sanitary sewers among other tasks. This staff is capable, efficient, and dedicated to ensuring the safety of the residents and visitors.

All of these responsibilities are completed by 8 full-time staff members, with help of limited part-time seasonal staff for summer construction season and winter emergency snow plowing.

PUBLIC WORKS DEPARTMENT – ORGANIZATIONAL CHART



PUBLIC WORKS DEPARTMENT – PERSONNEL SUMMARY					
AUTH. POSITION/TITLE	21/22	22/23	23/24	24/25	+(-)
Superintendent	1	1	1	1	0
Foreman	0	0	0.5	0.5	0
Mechanic	1	1	0.5	0.5	0
Maintenance Workers	6	6	6	6	0
Seasonal Employee-SPT	6	6	6	6	0
TOTAL FULL TIME	8	8	8	8	0
TOTAL SPT	6	6	6	6	0

FY23/24 ACCOMPLISHMENTS AND MENTIONS

- Responded to over 800 J.U.L.I.E Locate Requests from May to current date.
- Repaired due to sinking/rise in road:
 - 26 Storm Structures
 - 19 Sanitary Structures
 - 14 B-Boxes
 - 2 Water Vaults
- Located 119 B-boxes
- Completed 6 main breaks to date:
 - 14" North of Adams Auto Body
 - 4" 405 W. Park
 - 8" 42 N. Ayer
 - 6" 1400 Garfield
 - 8" 5318 S. Division
 - 6" 10 S Jefferson
- Replaced 3 lead service lines.
- Brought back curb and sidewalk work in-house, completing 60 feet of sidewalk, 100 feet of curb, a sanitary structure, and an 80 square foot pad.
- Excavated and ran a new water service, buffalo box, and infrastructure for a new drinking fountain at Milky Way Park in the Dog Park area.
- Created a CSR spreadsheet and tracking to account for tasks/jobs and print them out on a City form for assignments and completion.
- Created GIS Plow Route Maps to aid in route efficiency and for new hires/snowbirds.
- Implemented Manhole Protection Rings (MPR's) providing an alternative to ramp manholes/structure frames so excavation for small lips/issues is not needed.
- Purchased and implemented a Hot-Asphalt Patch Cart for use in repairing road surfaces.
- Removed and replaced 36 inch by 42 foot culvert beneath Oak Grove Road requiring complete road closure in less than a day.
- Swept all curb and gutter City Streets in the spring, keeping 286,000 lbs. (!) of material out of the storm sewer system.
- Renegotiated the rates of our sweepings disposal contract, saving 18% overall per ton, allowing us to dispose of more sweepings without increasing the budget.
- Hauled sweepings in-house to eliminate outsourced trucking costs.
- Completed in-house training and skip patch of area at the WWTP to rehabilitate and expand the salt offloading area.
- Rehabilitated water vault and installed new lid for pressure-reducing valve replacement.
- Joined the Illinois Tollway GNSS corrections network for sub-inch improved accuracy for the GIS collection equipment at no cost to the City.
- Passed a surprise Illinois Department of Labor / OSHA re-inspection.
- Completed OSHA training from IPRF including Confined Space Training and Trenching/Shoring/Excavation safety.
- Completed training on utility locating using our locator
- Purchased and implemented two sanitary sewer cameras, allowing us to perform our own inspections and locate unmarked utilities, expose buried structures, and check for blockages.

- Purchased and implemented an underground equipment trailer, outfit with common tools, parts, valves, and fittings to improve efficiency and response to urgent to underground utility repair.
- Participated in McHenry County Municipal Partnering Initiative (MCMPI) to join a competitive bid for sanitary main and structure lining, completing 800 lineal foot of sanitary main lining and completed lining of 26 sanitary structures within the budgeted amount.
- Oversaw the Ayer Streetscape improvements, repairing b-boxes, structures, and City faculties ahead of construction, began landscaping work in late December utilizing removed landscaping from Harmilda's corner.
- Oversaw 2023/24 Road Program, shifting effort to maintenance and stop gap measures.
- Began selling surplus equipment on GovDeals.com, increasing market exposure and netting more recovered revenue from used assets.

FY24/25 GOALS, OBJECTIVES, & PROGRAMS

- Create a Public Works Standard Operating Procedure (SOP) manual that outlines tasks, safety, and overall operations for clear communication and expectations.
- Continue to develop and build a Lead Service Line Inventory with Christopher B. Burke Engineering LTD to meet IEPA guidelines and fund a policy for replacement.
- Continue the maintenance-based road program with asphalt rejuvenation, crack filling, and skip patching while we await funding for a full-scale program.
- Create and adopt a Right-Of-Way opening permit for utilities placing or repairing items in City-owned easements in an effort to protect our easements and recoup costs for engineering review.
- Modify our grease trap ordinance to add language for periodic inspections and penalty for non-compliance to reduce the amount of fats, oils, and greases in the sanitary system.
- Participate in Public-Outreach events like National Night Out, school visits, or touch-a-truck events to help foster community support.
- Utilize the patch cart to make spot repairs of utility cuts from sanitary and sewer structures in-house to reduce the amount of open excavations in the asphalt during construction season.
- Participate in MCMPI cooperative to bid and award a contract to line 200 vertical feet of sanitary structures with an outside contractor.
- Televis trouble areas of the sanitary system make a priority list for repairs and lining activity.
- Complete approximately 150' of sidewalk to connect the Library Parking lot to the walking path, and install 45' of curb ahead of possible parking lot repaving (outsourced).
- Complete approximately 400' of sidewalk utilizing a portion of the sidewalk budget to install sidewalk in-house, with a "skip patching" style, repairing areas of ones and twos.

- Transition to synthetic oil for all City vehicles, to extend service intervals, reducing our environmental footprint and cut staff time.
- Bring hydraulic hose making in-house to reduce downtime, increase efficiency, and cut costs.
- Continue to develop and build a Lead Service Line Inventory to meet IEPA guidelines and fund a policy for replacement.
- Continue to build out GIS program, collect and input data as needed.

SUMMARY / FUTURE NEEDS AND FOCUSES

One of the greatest challenges facing Public Works is the age of the vehicles and equipment. Over half of all the mechanic repair orders are due to unexpected breakdowns or needs for service. This is not only costly but makes it difficult to schedule jobs around unexpected equipment failures. The *newest* City Plow truck in rotation is beyond the industry recommended 15-year replacement cycle at 16 years old. The City currently has 7 plow routes and only 5 trucks capable of salting. All 5 salting trucks in use are greater than 16 years old, with the oldest being 25 years old.

Last year we funded the purchase of a new dump truck chassis. In FY24-25, the City Council has approved the use of \$130,000 for the body build of this truck. Also approved was \$7,500 for an underbody jack for the mechanic's lift. Because of the age of the current fleet, the Department is developing a plan that will utilize surplus equipment from other communities. A budget amount of \$100,000 has been set to achieve this goal. The standard for this equipment is used, but not aged out. In other words, this will be an equipment stop-gap process, in which we will seek out used vehicles purchased at an affordable rate. This will slowly bring the fleet back into a state that will increase useability as well as reduce maintenance costs.

With the rising costs of prevailing wage labor creating a challenge in outsourcing, a goal of this department is to accomplish more tasks in-house. This past year staff purchased a couple sewer cameras to bring this capability in-house, as well as an asphalt patch cart for street repairs. In the upcoming budget cycles, we plan to request the replacement of the roller (a 1990 model) and the addition of equipment such as a planer attachment for asphalt grinding and box broom to increase the size of our patching and be able to mill/overlay small areas ourselves.

Staffing will also come into play as we try to accomplish more in-house, as operations will require more time in the office and field supervision of various jobsites. The need for another set of eyes in the field combined with the aging fleet, staff will be proposing an additional mechanic to assist as the current Foreman/Mechanic shifts into a more staff-supportive role in future cycles.

Thank you for your ongoing consideration and efforts in the support of Public Works and our needs.



Robert J. Lamz
Public Works Superintendent

PUBLIC WORKS DEPARTMENT EXPENSES				
EXPENDITURES	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
PERSONNEL SALARIES:				
Salaries	\$ 425,103	\$ 320,063	\$ 327,965	\$ 368,635
Overtime	\$ 15,000	\$ 5,333	\$ 12,000	\$ 12,000
OTHER PERSONNEL EXPENSES:				
Health Insurance	\$ 95,482	\$ 102,282	\$ 95,252	\$ 107,000
Training/Seminars	\$ 2,000	\$ 50	\$ 6,000	\$ 6,000
Travel/Mileage	\$ 200	\$ -	\$ 1,000	\$ 1,000
Uniforms	\$ 4,000	\$ 2,695	\$ 3,500	\$ 3,500
CONTRACTURAL EXPENSES:				
Street Light Maintenance	\$ 2,000	\$ 2,049	\$ 2,000	\$ 2,000
Vehicle/Equipment Maintenance	\$ 35,000	\$ 37,167	\$ 40,000	\$ 40,000
Building /Grounds Maintenance	\$ 5,000	\$ 3,977	\$ 5,000	\$ 5,000
Radio Maintenance	\$ 200	\$ 80	\$ 200	\$ 200
Parking Lot Maintenance	\$ 13,500	\$ 15,827	\$ 15,000	\$ 15,000
Tree Planting/Removal	\$ 35,000	\$ 34,954	\$ 35,000	\$ 25,000
Sidewalk Replacement	\$ 100,000	\$ 243,046	\$ 100,000	\$ 202,000
OPERATING/COMMODITY EXPENSES:				
Tools	\$ 5,000	\$ 2,622	\$ 5,000	\$ 5,000
Barricades and Sign Supplies	\$ 2,000	\$ 1,220	\$ 3,000	\$ 3,000
Material Purchases	\$ 2,500	\$ 2,805	\$ 3,000	\$ 3,000
Street Signs	\$ 5,000	\$ 3,455	\$ 4,000	\$ 16,000
Street Decorations	\$ 15,000	\$ 12,386	\$ 4,000	\$ 4,000
Telephones/Cell Phones	\$ 3,800	\$ 3,308	\$ 3,500	\$ 3,500
Electricity	\$ 115,000	\$ 87,538	\$ 130,000	\$ 130,000
Gas, Oil, Grease	\$ 20,000	\$ 23,572	\$ 25,000	\$ 27,000
Miscellaneous	\$ 15,000	\$ 15,168	\$ 18,000	\$ 22,000
CAPITAL OUTLAY:				
New Equipment	\$ 336,500	\$ 50,815	\$ 177,500	\$ 237,500
TOTAL PUBLIC WORKS EXPENSES	\$ 1,252,285	\$ 970,412	\$ 1,015,917	\$ 1,238,335

2024/2025 PUBLIC WORKS EXPENSE BUDGET NOTES

- Sidewalk Replacement:** The sidewalk line item is used to fund replacement of City sidewalks each year, dependent on current labor, material and engineering costs required. For this fiscal year, \$100,000 is allocated to the yearly sidewalk program, in which staff recommends to City Council the locations most in need of replacement. The remaining funds will be used to finance the Marengo Rd./Ayer St. portion of the RTA Sidewalk program. This program, upon completion, will connect the downtown area (green) to Route 173 (blue), to Route 14 (purple), eventually connecting to Airport Rd. (see map below). A portion of this project is grant funded, offset in the General Revenue Grant Reimbursement line item.



- Street Signs:** This line item funds replacement of outdated or damaged street signs, covering the cost of the sign, pole, hardware, and necessary attachments. This line item has been increased this fiscal year to update corner parking signs along Ayer Street.
- Miscellaneous:** This line item is used as a catch-all for costs not associated with any other line item. Historical costs attributed here are sweepings disposal, J.U.L.I.E. locating participating, township plowing agreement reimbursement, and miscellaneous trucking costs for materials. This line item has been increased this fiscal year to increase our street sweeping quantities.
- New Equipment/Infrastructure:** Costs associated with this line item are used to project the replacement of any vehicles, equipment, or significant infrastructure. This fiscal year this line item includes:
 - ✓ \$130,000 – Truck Upfitting for Dump Truck Funded in 23/24
 - ✓ \$100,000 – Used Trucks as available
 - ✓ \$7,500 – Chassis Jack for fleet lift



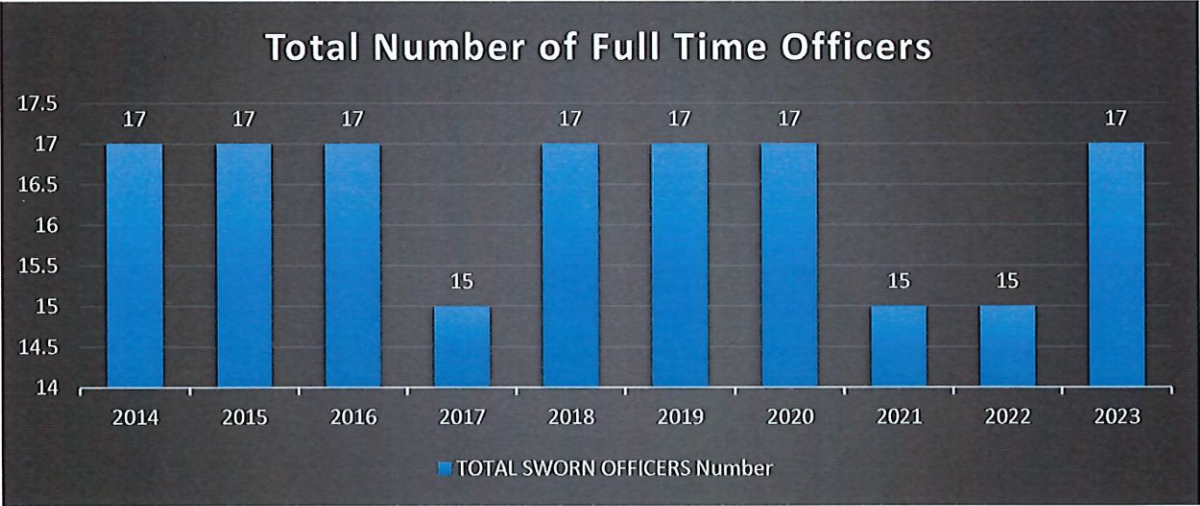
Date: May 1, 2024
To: Mayor and Members of the City Council
From: Chief Tyson Bauman
Re: FY 24-25 Budget Report



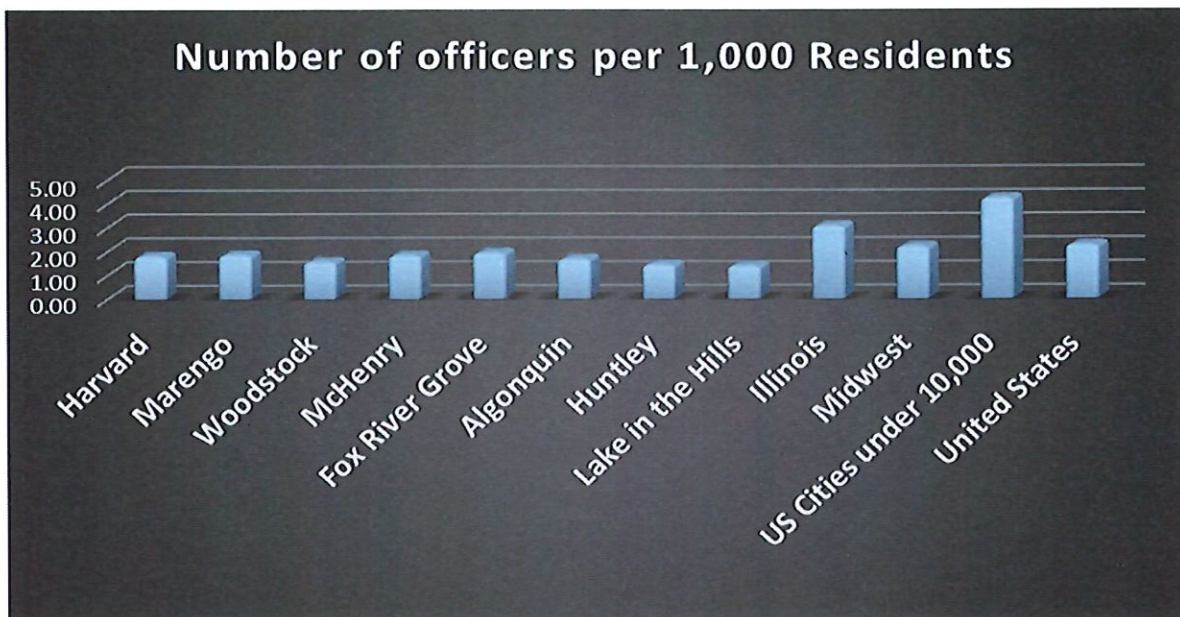
The Harvard Police Department operates as a comprehensive law enforcement agency, serving the community round the clock. With a team of 17 dedicated sworn officers, our mission is to detect, prevent, and solve crimes while upholding the laws and ordinances of our jurisdiction.

Our department is led by a Chief and a Deputy Chief, supported by four shift Sergeants, a Detective, and 10 uniformed officers. Additionally, we employ a part-time officer, a part-time crossing guard, a full-time community service officer/information technology officer, and a full-time records manager to enhance our services.

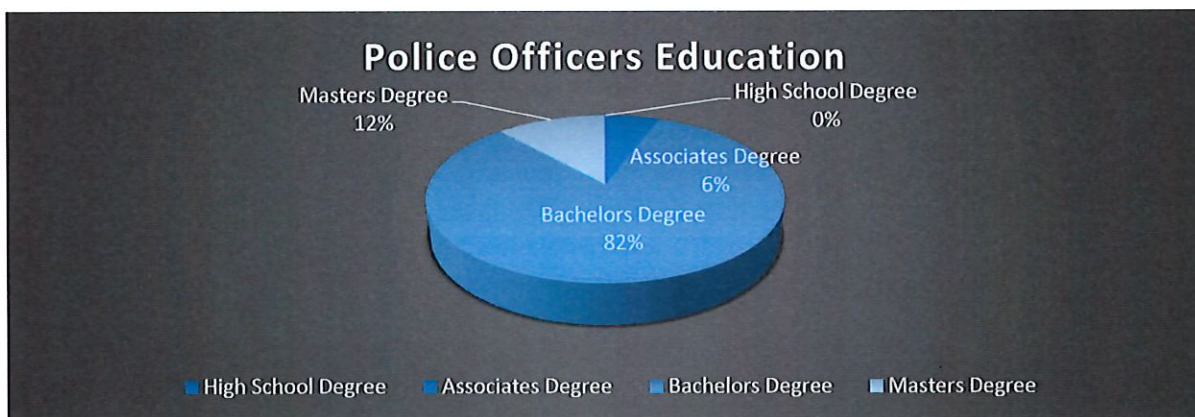
In the past year, we've experienced a decrease in our total number of sworn officers due to retirements and career transitions. Nonetheless, our commitment to maintaining public safety remains unwavering.



Comparative analysis of neighboring police departments, as well as state, regional, and national averages, indicates that our ratio of sworn officers to our population aligns with local norms and falls below state, regional, and national benchmarks.



Our most senior officer boasts 24 years of invaluable experience, while six officers have three years or less on the job. On average, our sworn officers have accumulated 8.8 years of service. Notably, eight officers have five years or less of experience, indicating a relatively young force. Additionally, we anticipate one retirement, possibly in the early winter.



Further examination of our Police Department's composition reveals that Harvard has maintained a requirement for police applicants to complete a minimum of 60 college credit hours, a standard that many of our officers have surpassed. This requirement exceeds the GED or high school completion mandated by state law.

Despite our continuous recruitment endeavors, we've faced challenges with small candidate pools for our eligibility lists over the past few years. This issue is not unique to Harvard but is reflective of broader trends within the industry. The combination of a historically low national unemployment rate and heightened anti-policing sentiment has led to a decrease in applicants nationwide.

To address these challenges, we've implemented local initiatives such as permitting waivers for education requirements for military personnel, current law enforcement officers, and lateral transfers. These efforts have helped bolster our applicant pool, resulting in a valid and viable eligibility list.

Additionally, our Records Manager and Community Service Officer (CSO) maintain a visible presence at our front window during business hours. The merging of the CSO role with an Information Technology position in the past has streamlined efforts in addressing routine computer issues not only within the Police Department but also across other City Departments, saving time, effort, and resources.

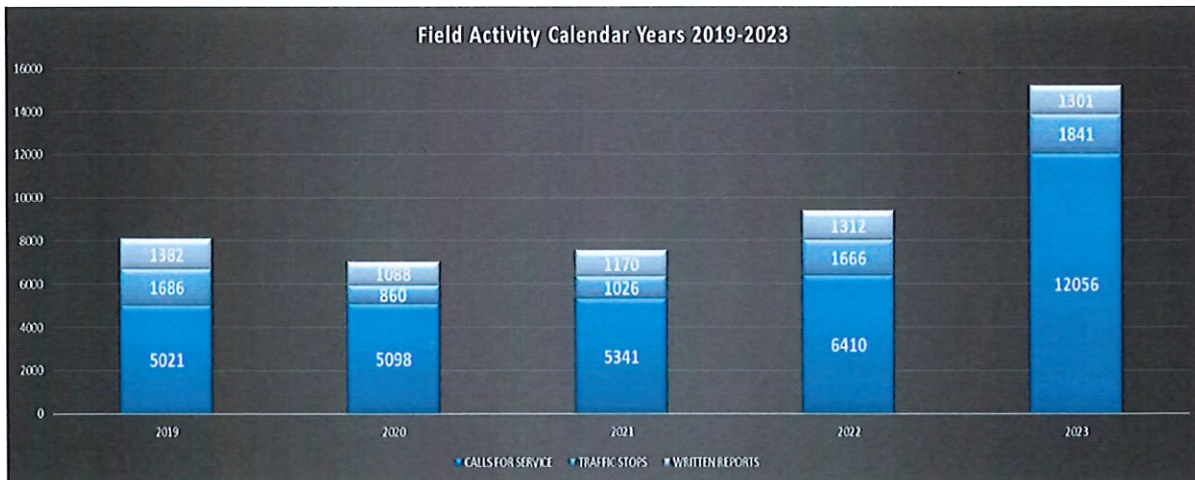
PERSONNEL

As mentioned earlier, the Harvard Police Department has undergone a period of transition in recent years, operating with a relatively young force due to attrition. Several years ago, the department reinstated the third Sergeant's position, which has proven crucial for the training, mentoring, and oversight of new personnel, fostering increased accountability and professional growth.

In 2022, the implementation of a new 12-hour schedule necessitated the promotion of a fourth Sergeant. This scheduling adjustment has not only afforded officers more time to spend with their families but has also contributed to reduced burnout and fatigue, along with a notable decrease in overtime expenditures.

Over the past five years, our field activity has shown a positive correlation with our staffing levels. However, maintaining a full contingent of 17 officers has been challenging due to retirements and officers leaving for other career opportunities. Despite these obstacles, our efforts to maintain staffing levels were successful, with our current contingent of 17 officers achieved in mid-2023.

It is important to recognize that the recruitment and training process for new hires is rigorous. It typically involves approximately four months of police academy training, followed by an additional three months of field training before a new hire is considered fully independent.



The data presented above also sheds light on the utilization of in-car computers by officers for completing calls for service without returning to the station ('CAD out'). From 2019 to 2022, we've encountered an average of 5021 to 6410 calls for service annually, encompassing both citizen-initiated calls and officer-initiated actions.

In 2023, the department saw an increase in overall calls to 12,056 compared to 2022, attributed to the implementation of a more efficient reporting system aimed at better tracking all officer activity. This increase was observed not only locally but also in jurisdictions beyond Harvard. While no single cause can be pinpointed, studies suggest a combination of factors including staffing levels, exacerbated mental health issues, and bail reform contribute to this rise.

Despite facing various challenges, the department remains steadfast in its commitment to citizen assistance, exemplified by its response to a diverse array of calls for service in 2023. Out of the 12,056 calls received, a significant portion—3,470—were directed towards addressing citizen needs, encompassing a wide range of concerns such as missing persons, found property, neighbor disputes, and general inquiries.

Following closely behind were ordinance violations, which accounted for 1,025 calls. These infractions spanned multiple categories including parking violations, public health and safety concerns, alcohol and tobacco regulations, public conduct, noise disturbances, and animal complaints.

Assisting other agencies constituted the third most frequent category of calls, reflecting the department's collaborative efforts in supporting the Fire Department, outside police agencies, and various other organizations.

Crime investigations comprised the fourth most common category of calls, involving a meticulous examination of circumstances surrounding suspected criminal acts. This comprehensive process aims at identifying perpetrators, gathering evidence, and facilitating prosecution, potentially resulting in physical arrests.

Lastly, traffic complaints constituted the fifth most frequent category of calls, highlighting community concerns regarding violations of traffic laws and regulations. Ranging from speeding to reckless driving, these reports underscore the department's role in promoting road safety and enforcing traffic regulations.

Through its diverse range of responses to calls for service, the department remains dedicated to upholding public safety and serving the needs of the community.



Over the past five years, crime trends within the Uniform Crime Reporting (UCR) categories have exhibited cyclical and predictable patterns. However, in 2021, the State of Illinois discontinued the use of the UCR system in favor of the new Federal Reporting Standard known as the National Incident-Based Reporting System (NIBRS).

Under the UCR system, crimes were categorized into two main groups: crimes against persons (including Murder, Criminal Sexual Assault, Robbery, and Aggravated Assault/Battery) and crimes against property (comprising Burglary, Theft, Motor Vehicle Theft, and Arson).

In contrast, the NIBRS system classifies crimes into two groups: Group A Crimes and Group B Crimes. These two groups encompass a total of 23 categories, which are now reported and tracked according to the NIBRS framework, as outlined in the chart below.

UCR collects data for eight Part I offenses whereas NIBRS collects data for 23 categories of offenses

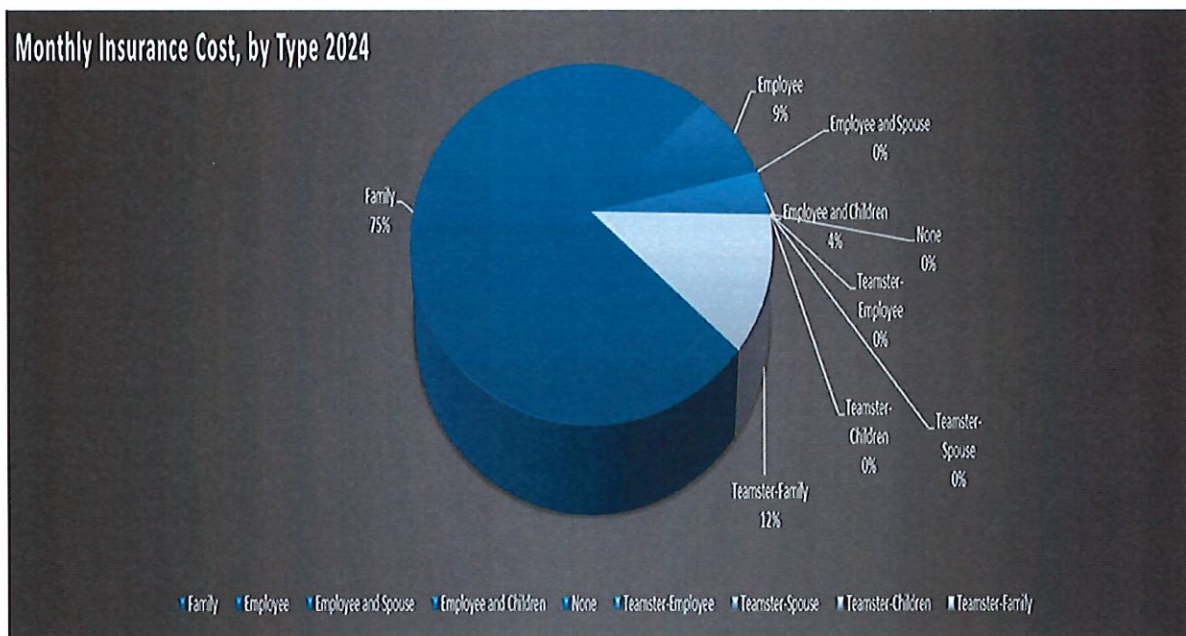
Crime Data Collected			
UCR		NIBRS	
Murder	Burglary	Arson	Homicide Offenses
Rape	Larceny	Assault Offenses	Human Trafficking
Aggravated Assault	Motor Vehicle Theft	Kidnapping/Abduction	Weapon Law Violations
Robbery	Arson	Bribery	Larceny/Theft Offenses
		Burglary	Motor Vehicle Theft
		Counterfeiting/Forgery	Pornography
		Property Destruction/Vandalism	Prostitution Offenses
		Drug/Narcotic Violations	Robbery
		Embezzlement	Forcible Sex Offenses
		Extortion/Blackmail	Non-forcible Sex Offenses
		Fraud Offenses	Stolen Property Offenses
		Gambling Offenses	

In December 2021, the Harvard Police Department received its NIBRS certification from the Illinois State Police. Subsequently, in January 2022, all reported data from 2021 was successfully entered into the NIBRS system. While data for 2021, 2022, and 2023 has been imported, the absence of comparative data from prior years currently prevents the establishment of a viable five-year comparison.

RELATED EXPENDITURES

The overtime budget reflects the potential for ongoing short staffing and the necessity for senior officers to assume leadership roles due to junior staffing levels. Additionally, it accounts for new Illinois unfunded mandates, compensation for National Guard activities, and backfill requirements.

Health insurance expenses are anticipated to increase in anticipation of hiring officers with families, a reflection of the department's commitment to supporting its personnel. Similarly, the increased allocation for uniforms aligns with the expected growth in personnel and the corresponding need for uniform provision.



Training expenditures have continued to rise in comparison to previous years, driven by the state's unfunded mandate necessitating additional training for police personnel. To meet these requirements, we have expanded our use of online and in-house training programs to effectively supplement our training needs.

PROFESSIONAL FEES/DISPATCH SERVICES

The City of Harvard plays a pivotal role as a founding partner in NERCOM, which provides dispatch services not only for our Police Department but also for several regional police and fire services. As a partner, we bear a 12% share of the operational costs.

In response to financial pressures, NERCOM has undertaken negotiations to revise its contracts, as directed by the board. One strategy involves securing additional funding from clients to alleviate the financial burden on partners. To this end, NERCOM has begun to adjust its pricing model, moving beyond the previously utilized Consumer Price Index (CPI) to better reflect the true costs of services provided.

CONTRACTUAL SERVICES

The Vehicle/Equipment Maintenance budget has shown relative stability, with a slight increase observed this year. While our squad car rotation cycle underwent changes, the expertise of our Public Works department has proven invaluable in managing these costs effectively.

Similarly, the Radio Maintenance budget has remained relatively consistent. We utilize STARCOM21 radios, which, although expensive at \$4,000 per unit, have facilitated a transition away from costly infrastructure while enhancing interoperability with other law enforcement agencies in the county. Despite a subscription fee of \$51.00 per unit per month, a current grant from the County Emergency Telephone Safety Board (ETSB) will mitigate these costs. Additionally, our proactive approach to procurement ensures that we spread out the burden of replacement by acquiring a radio or two each year.

SPECIAL PROGRAMS

The Special Programs budget encompasses a range of initiatives vital to our community engagement and operational effectiveness. This includes expenses related to the EMA trailer for Milk Days, our annual Defensive Tactics budget, the TASER training program, and the National Night Out Event. Additionally, funding supports our participation in the McHenry County Police Social Worker Program, which has proven to be a significant asset in addressing community needs. Lastly, resources are allocated to sustain the successful Citizen's Police Academy program, fostering greater transparency, and understanding between law enforcement and the community.

CAPITAL OUTLAY/NEW EQUIPMENT

The New Equipment budget line is designated for the replacement of outdated mobile computers, in-car cameras, tasers, and AEDs, ensuring that our department maintains up-to-date technology and equipment for effective operations.

Respectfully,



Tyson Bauman
Chief of Police

POLICE DEPARTMENT EXPENSES				
EXPENDITURES	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
PERSONNEL SALARIES:				
Sworn Officers	\$ 1,675,000	\$ 1,639,595	\$ 1,816,000	\$ 1,856,000
Non-Sworn Clerical	\$ 131,500	\$ 128,507	\$ 136,250	\$ 142,000
Crossing Guards	\$ 8,500	\$ 6,498	\$ 8,500	\$ 7,500
Overtime/Doubletime	\$ 275,000	\$ 277,680	\$ 275,000	\$ 260,000
OTHER PERSONNEL EXPENSES:				
Health Insurance	\$ 495,000	\$ 381,800	\$ 450,000	\$ 443,300
Health Exams	\$ 1,000	\$ -	\$ 1,000	\$ -
Training/Seminars	\$ 10,500	\$ 15,999	\$ 13,300	\$ 21,650
Uniforms	\$ 22,500	\$ 20,613	\$ 27,000	\$ 26,000
CONTRACTURAL EXPENSES:				
Attorney Fees	\$ 56,000	\$ 54,607	\$ 60,000	\$ 60,000
Professional Fees/Dispatch	\$ 220,000	\$ 215,148	\$ 236,045	\$ 215,000
Dues/Subscriptions	\$ 2,500	\$ 745	\$ 4,200	\$ 4,300
Vehicle Maintenance	\$ 15,000	\$ 18,306	\$ 15,000	\$ 25,000
Radio Maintenance	\$ 11,500	\$ 7,103	\$ 13,000	\$ 13,500
Equipment Maintenance	\$ 20,500	\$ 24,297	\$ 24,000	\$ 25,000
OPERATING/COMMODITY EXPENSES:				
Ammunition	\$ 5,700	\$ 5,672	\$ 6,100	\$ 4,400
Material Purchases/Supplies	\$ 3,400	\$ 2,109	\$ 3,400	\$ 3,000
Office Supplies	\$ 5,900	\$ 6,037	\$ 6,000	\$ 7,000
Investigation/Film	\$ 7,000	\$ 4,458	\$ 8,000	\$ 7,200
Police Commission Expense	\$ 3,700	\$ 4,361	\$ 3,700	\$ 4,500
Telephones/Cell Phones	\$ 13,500	\$ 11,433	\$ 12,000	\$ 7,500
Gas, Oil, Grease	\$ 30,000	\$ 48,414	\$ 40,000	\$ 45,000
Miscellaneous	\$ 2,000	\$ 10,136	\$ 2,000	\$ 2,000
CAPITAL OUTLAY:				
New Equipment	\$ 140,000	\$ 138,673	\$ 155,000	\$ 72,000
Special Programs/Social Worker	\$ 17,700	\$ 17,401	\$ 20,000	\$ 19,750
TOTAL POLICE DEPARTMENT EXPENSES	\$ 3,173,400	\$ 3,039,592	\$ 3,335,495	\$ 3,271,600

BUDGET NOTES

New Equipment:
 Squad Laptops
 Squad Docking Stations
 Squad In-Car Camera Systems
 Tasers
 AED's





Date: May 1, 2024




To: Mayor and Members of the City Council

From: Donovan Day, Community & Economic Development Director

Re: FY 24-25 Budget Report

The **Community Development Department** provides Planning, Zoning, Development, Plan Review, Inspections, Contractor Licensing and Code Enforcement services to citizens and business owners in order to develop and maintain a safe, secure, and attractive community.

The Community Development Department supports the City of Harvard’s mission by providing programs and services consistent with the following Guiding Principles:

	Efficient, Effective Government
	Increase Housing Stock
	Improve Neighborhoods

Personnel Summary

The Community Development Department will continue to have 2 full-time equivalent employees in FY 24/25.


Position	FY 23/24	FY 24/25	Change
Community & Economic Development Director	1.0	1.0	-
Code Enforcement Officer/Building Inspector	1.0	1.0	-
Total Full-Time Equivalent Positions	2	2	-
<i>Full-Time Employees</i>	<i>2</i>	<i>2</i>	<i>-</i>
<i>Part-Time Employees</i>	<i>0</i>	<i>0</i>	<i>-</i>

Organizational Structure



FY23/24 Accomplishments

The details below provide a status update for departmental objectives guided by direction from the City Administrator and City Council along with other tasks completed during the fiscal year.



20 New Residential Homes were Constructed in FY23/24. This is the most homes constructed in Harvard in over a decade.



	Efficient, Effective Government and;
	Improve Neighborhoods
<ul style="list-style-type: none"> • 395 Permits Issued Totaling \$9,571,394 in Construction Value • 323 Permits Issued in 2022 Totaling \$4,884,472 in Construction Value • 600+ Inspections Performed • 3rd Party Reviews & Inspections • Revised Permit Fees • 433 Violations abated in 2023. (2022 = 322) • 60 Citations (fines) issued in 2023. (2022 = 20) • Updated Rental Inspection program • Updated Building Codes to the 2021 Cycle • Secured Permitting, Code Enforcement, Contractor Licensing and Business Registration Software at No Cost to the City • New Regulations for Permitting Backyard Chickens • Removed Variance Requirement for Widening Driveways 	

	FY24/25 Objectives
<ul style="list-style-type: none"> • Administrative Adjudication • 'Stronger Together' Departmental Brochures • Online Permit Submittal, Payment, Scheduling Inspections, Permit Tracking, and Contractor Licensing • IRC Certifications • Electronic Document Storage of Archived Permits and Building Plans 	

COMMUNITY DEVELOPMENT DEPARTMENT				
EXPENDITURES	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
PERSONNEL SALARIES:				
Salaries	\$ 110,000	\$ 105,672	\$ 165,000	\$ 170,357
OTHER PERSONNEL EXPENSES:				
Health Insurance	\$ 35,500	\$ 36,477	\$ 55,142	\$ 60,600
Training/Seminars	\$ 2,500	\$ 320	\$ 10,000	\$ 3,500
Uniforms	\$ 700	\$ 515	\$ 600	\$ 625
CONTRACTURAL EXPENSES:				
Professional Fees	\$ 35,000	\$ 15,677	\$ 10,000	\$ 15,000
Vehicle Maintenance	\$ 3,000	\$ 335	\$ 3,000	\$ 2,000
OPERATING/COMMODITY EXPENSES:				
Nuisance Abatement	\$ 15,000	\$ 4,101	\$ 10,000	\$ 5,000
Gas, Oil, Grease	\$ 1,500	\$ 696	\$ 1,200	\$ 1,300
CAPITAL OUTLAY:				
New Equipment	\$ 10,000	\$ 2,610	\$ 4,500	\$ 4,000
TOTAL C&ED EXPENSES	\$ 213,200	\$ 166,403	\$ 259,442	\$ 262,382

BUDGET NOTES

<p>Professional Fees: This line item funds inspection services that fall outside City Staffing. This line item has been increased due to new construction expected.</p>
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GENERAL FUND HISTORICAL BUDGET SUMMARY			
	FISCAL YEAR 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
REVENUE			
GENERAL FUND REVENUE	\$ 7,357,324	\$ 7,715,209	\$ 8,952,143
TOTAL REVENUE GENERAL FUND	\$ 7,357,324	\$ 7,715,209	\$ 8,952,143
EXPENSES			
ADMINISTRATION	\$ 2,544,139	\$ 2,416,970	\$ 3,303,246
PUBLIC WORKS	\$ 1,252,285	\$ 1,015,917	\$ 1,238,335
POLICE DEPARTMENT	\$ 3,173,400	\$ 3,335,495	\$ 3,271,600
COMMUNITY & ECONOMIC DEVELOPMENT	\$ 213,200	\$ 259,442	\$ 262,382
TOTAL OPERATING EXPENSES	\$ 7,183,024	\$ 7,027,824	\$ 8,075,563
		Dollar Change \$ (155,200) -2.21%	Dollar Change \$ 1,047,739 13.0%
BOND PAYMENTS			
BOND PRINCIPAL	\$ 30,000	\$ 350,000	\$ 550,000
BOND INTEREST	\$ 144,300	\$ 337,385	\$ 326,580
TOTAL BOND PAYMENTS	\$ 174,300	\$ 687,385	\$ 876,580
		Dollar Change \$ 513,085 74.64%	Dollar Change \$ 189,195 21.6%
GENERAL FUND TOTAL EXPENSES	\$ 7,357,324	\$ 7,715,209	\$ 8,952,143
		Dollar Change \$ 357,885 4.64%	Dollar Change \$ 1,236,934 13.8%



Date: May 1, 2024

To: Mayor and Members of the City Council

From: Donovan Day, Community & Economic Development Director

Re: FY 24-25 Budget Report




As the City of Harvard continues to prioritize sustainable growth and prosperity, it is imperative to outline the forthcoming strategies aimed at bolstering economic development within our community. This memo serves as a brief overview of the proposed initiatives, investments, and fiscal considerations designed to stimulate local business expansion, attract external investment, and enhance the overall economic landscape of our city. Through prudent financial planning and strategic resource allocation, we aim to foster an environment conducive to long-term economic vitality, job creation, and enhanced quality of life for all businesses, visitors, and residents of Harvard. To accomplish this, we will lean on the following objectives:

1. **Business Incentive Programs:** Implementing targeted incentive programs to attract new businesses and encourage expansion of existing enterprises. This could include tax incentives, grants, or subsidies for companies that create jobs, invest in infrastructure, or contribute to the local economy.
2. **Small Business Support Services:** Establishing or enhancing programs to support small businesses and entrepreneurs. This may involve providing access to resources such as business counseling, technical assistance, and financing opportunities to help startups thrive and grow.
3. **Infrastructure Development:** Investing in infrastructure projects that improve transportation, utilities, and other essential services to facilitate business operations and attract investment. This could include road upgrades, broadband expansion, and utility enhancements to accommodate commercial growth.
4. **Workforce Development Initiatives:** Collaborating with educational institutions and training providers to develop programs that align with the needs of local industries. By investing in workforce development, the city can ensure that residents have the skills and training necessary to compete for high-demand jobs within the community.
5. **Marketing and Promotion:** Developing marketing campaigns to promote Harvard as an attractive destination for businesses, investors, and tourists. This could involve showcasing the city's unique assets, business-friendly environment, and quality of life advantages through various channels such as digital advertising, industry events, and targeted outreach efforts.

- 6. **Business Incubators and Co-Working Spaces:** Creating spaces where startups and small businesses can collaborate, innovate, and grow. By providing affordable office space, networking opportunities, and access to shared resources, these facilities can foster entrepreneurship and support the development of new ventures.
- 7. **Collaboration with Regional Partners:** Forming partnerships with neighboring municipalities, economic development organizations, and regional stakeholders to leverage resources, share best practices, and pursue joint initiatives that benefit the broader area.
- 8. **Regulatory Reform:** Reviewing and streamlining regulatory processes to reduce barriers to business entry and expansion. This could involve revising zoning ordinances, permitting procedures, and licensing requirements to create a more business-friendly environment.

By implementing a combination of these strategies and aligning budgetary allocations accordingly, the City can lay the foundation for sustainable economic development and long-term prosperity for its residents and businesses alike.

In April 2023, the City appointed a Community & Economic Development Director to succeed the City's economic development consultant, marking a pivotal shift towards a concentrated emphasis on economic development efforts. The inaugural year under this new leadership was dedicated to prioritizing community development services while concurrently optimizing processes to enhance efficiencies within the review and permitting framework. These enhancements were strategically aimed at fostering residential and commercial development and the revitalization of existing homes. Looking ahead to the fiscal year 2024/25 and beyond, the following objectives will continue to guide our endeavors:

 FY23/24 New Businesses & Business Expansion	
<ul style="list-style-type: none"> • Dunkin Donuts (Opening FY24/25) • US Medical Glove Company • The Mug Coffeehouse • The Design Coach/Canvas & Co. (Opening FY24/25) • Tailored Spaces • Edward Jones (New location) • R&R Alehouse (Opening FY24/25) 	<ul style="list-style-type: none"> • Delicias Tapatias • Arnold Electric • Greenway Storage • Joe’s Small Engine Repair • Comfort Denture Lab • Harvard Ford (Expansion) • Petdine (expansion) • Gator Auto Parts

FY 24/25 Objectives

- Implement a structured regimen of quarterly economic development updates through an online newsletter platform to ensure transparent communication and dissemination of pertinent information to stakeholders.
- Facilitate ongoing professional development for the Community & Economic Development Director by supporting participation in relevant courses towards attainment of the prestigious IEDC Certification, enhancing expertise and credentials in economic development practices.
- Foster collaborative engagement by appointing the Community & Economic Development Director to serve on the Board of Directors for Naturally McHenry County, facilitating continuous learning opportunities to refine strategies for attracting visitors to Harvard and bolstering tourism initiatives.
- Collaborate with the City Council to establish a streamlined and efficient business registration process, promoting regulatory clarity and ease of compliance for prospective and existing businesses operating within the municipality.
- Spearhead initiatives aimed at catalyzing investment within the downtown district and mitigating commercial vacancies, thereby revitalizing the economic vitality and vibrancy of the downtown area.
- Partner with the Parks & Recreation Superintendent to orchestrate the establishment of a weekly Farmer's Market, fostering community engagement, supporting local agriculture, and enhancing the overall quality of life within Harvard.
- Develop and maintain a dedicated Economic Development page on the city's official website, serving as a centralized hub for information, resources, and opportunities pertinent to economic growth and development.
- Enhance the effectiveness of the economic development website through targeted, audience-based marketing strategies, as well as the provision of tailored tools and resources, to cultivate increased interest from high-end users and attract new investment to the city.
- Identify and strategize the redevelopment of underutilized buildings and properties within the community, optimizing their potential and pursuing the highest and best use for each property to maximize economic value and community benefit.

ECONOMIC DEVELOPMENT FUND REVENUE				
REVENUE SOURCE	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
BUSINESS LICENSES	\$ -	\$ -	\$ -	\$ 12,000
INTEREST	\$ -	\$ 3,817	\$ -	\$ 3,500
TRANSFER IN FROM GENERAL	\$ 172,050	\$ 197,051	\$ 46,000	\$ 66,000
TOTAL ECDV FUND REVENUES	\$ 172,050	\$ 200,868	\$ 46,000	\$ 81,500

ECONOMIC DEVELOPMENT FUND EXPENSES				
EXPENDITURES	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
Consultant Fee	\$ 36,000	\$ 36,014	\$ 30,000	\$ -
Memberships	\$ -	\$ -	\$ 16,000	\$ 41,500
Development Programs	\$ -	\$ -		\$ 28,000
Miscellaneous	\$ -	\$ -		\$ 12,000
TOTAL ECDV FUND EXPENSES	\$ 36,000	\$ 36,014	\$ 46,000	\$ 81,500

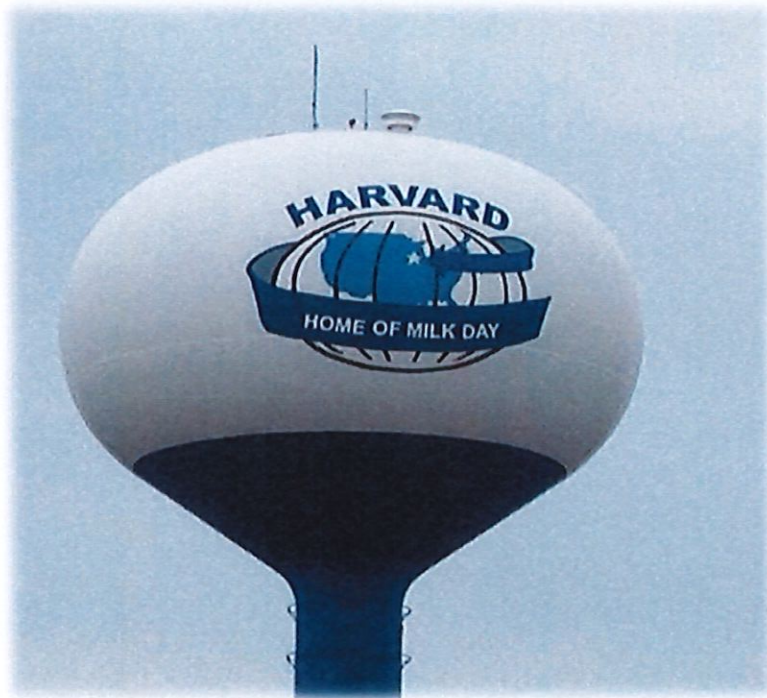


The City of Harvard owns and operates the wastewater collection system and wastewater treatment plant. The system consists of approximately 80 miles of sanitary sewers, thirteen lift stations and three water towers. In 2023, the City completed Phase IA of the wastewater treatment facility expansion, a \$20 million dollar project.

The Sewer/Water Fund consist of Utility Operations and Maintenance for our entire system and treatment plant. This fund is financed through the sale of water to the residents and businesses who receive water services. As water service is a 24-hour operation, financing for the utility system includes labor costs, supplies, operation, and infrastructure maintenance and improvements.

Fiscal 24/25 will see an increase in water billing rates set by ordinance for a three-year period. This increase is reflected in per usage rates which vary for each customer based on the amount of water used, as well as an increase in the flat fees charged for maintenance and infrastructure. The Harvard Wastewater Treatment Plant recently underwent a large expansion, bringing the City in compliance with EPA regulations. Infrastructure fees collected will finance the 30-year debt service for this expansion. Maintenance fees collected fund continuous improvements needed to our lift stations, wells, towers and underground collection system. The City has also entered into a 10-year water tower maintenance plan, which will allow us complete rehabilitation of our three water towers over the time period, at an affordable, zero-interest rate.

-DB



SEWER AND WATER FUND REVENUE ESTIMATES				
REVENUE SOURCE	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
WATER BILL COLLECTABLES	\$ 2,300,000	\$ 2,240,857	\$ 2,200,000	\$ 2,500,000
MAINTENANCE FEES	\$ 730,000	\$ 755,790	\$ 730,000	\$ 336,000
INFRASTRUCTURE FEES	Included Above	Included Above	Included Above	\$ 588,000
PENALTIES	\$ 45,000	\$ 51,523	\$ 45,000	\$ 50,000
MOVING CHARGE	\$ 1,500	\$ 1,515	\$ 1,500	\$ 1,500
EPA LICENSE FEE	\$ 17,500	\$ 18,436	\$ 17,500	\$ 17,500
UTILITY TAX	\$ 105,000	\$ 148,378	\$ 125,000	\$ 150,000
PLUMBING PERMIT FEES	\$ 5,000	\$ 418	\$ 1,000	\$ 1,000
TAP ON PERMIT FEES	\$ 3,000	\$ 10,043	\$ 4,000	\$ 25,000
SALE OF SURPLUS PROPERTY	\$ 1,000	\$ 3,202	\$ 1,000	\$ 3,000
WATER TOWER LEASE - RENT RECEIPTS	\$ 38,128	\$ 43,019	\$ 39,000	\$ 47,000
MISCELLANEOUS	\$ 1,000	\$ 2,140	\$ 1,000	\$ 1,000
INTEREST	\$ 2,500	\$ 76,938	\$ 5,000	\$ 10,000
TRANSFER IN	\$ -	\$ -	\$ -	\$ 3,500
CASH ON HAND/CAPITAL IMPROVEMENT	\$ -	\$ -	\$ -	\$ 154,387
TOTAL OPERATING REVENUE	\$ 3,249,628	\$ 3,352,259	\$ 3,170,000	\$ 3,887,887
LOAN PROCEEDS/GRANT REIMBURSEMENT	\$ 15,000,000	\$ 1,673,878	\$ 5,100,000	\$ -
TOTAL SEWER/WATER FUND REVENUE	\$ 18,249,628	\$ 5,026,137	\$ 8,270,000	\$ 3,887,887

Date: May 1, 2024
To: Mayor, City Council & Administrator Leone
From: Superintendent James M. Grant
Re: FY 24-25 Budget Proposal



The Utility Department's mission is to provide quality drinking water for the City of Harvard and to ensure our waste treatment facility is free from eliminating contaminants to our environment.

The Department accomplishes this by maintaining the operations of the City's wells, water towers, lift stations and the waste treatment facility, along with continuing our education.

2023/2024 Recap:

In August of 2023, we completed with the waste treatment facility expansion; this treatment process will take the City well into the future with our waste treatment needs.

In 2023, the Department also pulled and replaced Well #9. This was due to an emergency and was not part of last year's budget. The pump motor failed, and when pulling out of the ground, the last 90 feet broke off and fell back down into the well.

The contractor was able to retrieve the part, but due to the damage we opted to replace the motor pump and bowl assembly. We also replaced a few sections of piping, along with repairing the remaining sections. This well should be good for 5-7 more years before any service is required.

During the calendar year 2023, the waste treatment plant treated 379,391,000 gallons of waste water, down from year 2022. Our wells pumped 258,796,000 gallons of potable water, up for year 2022.

Fiscal Year 2024/2025 Upcoming Projects:

The Utility Department has a few projects budgeted for this fiscal year.

- ❖ Painting the inside of Tower #3 on Harvard Hills Rd: We will be taking the inside of the tower down to bare metal, then priming and painting. We will possibly be doing work to the inside of Tower #1 as well, with the approval of the contract with Maguire Iron.

- ❖ Updating the Primary effluent tanks at the waste treatment facility: These tanks are dated back to the 1979 expansion and need replacing (This is only partial work this year due to budget constraints.)
- ❖ Evaluate the waste treatment pond: This includes Sonar depth evaluation and lab results to determine the content of heavy metals and any toxic sludge that may be in the pond.

Current and Future Needs:

Although Phase IA of the waste treatment facility broke ground in May, 2021 and was completed in August, 2023, not all of our needed repairs were addressed. The Department will need to prioritize moving forward for further equipment repairs, upgrades, and replacement:

Primary Clarifiers: Existing from the 1979 expansion, some of the components were updated in the 2004 expansion. However, there is still 20 to 45 years of service on this equipment, leaving it aged, worn and in need of upgrades.

Demolition of the Trickling Filter and R.B.C.'s: The land is slated for use in Phase II, when we have our next expansion of the facility. Budgeting and possibly grant applications should be considered.

Wells# 9 &10 - Generator, Veritable Frequency Drives, (VFDs): This project would give us the ability to adjust flow by ramping the power up slowly and avoiding water surging through the system, along with energy savings. It would also allow for power in an emergency.

Well #6: This well dates back to the 1960s. It has been rebuilt and maintained well over the years. In 2020, it started pumping sand, and we were able to rebuild and replace it. Although the well is currently not pumping sand, the City should start evaluating this well and set a plan in motion.

Pressure Reducing Valves: We have replaced all the system's PRVs over that last few years. The system could use another pressure reducing valve between Deerpath and Harvard Hills Rd. This would help in maintaining water pressure, along with water quality, without having to manually open or close valves.

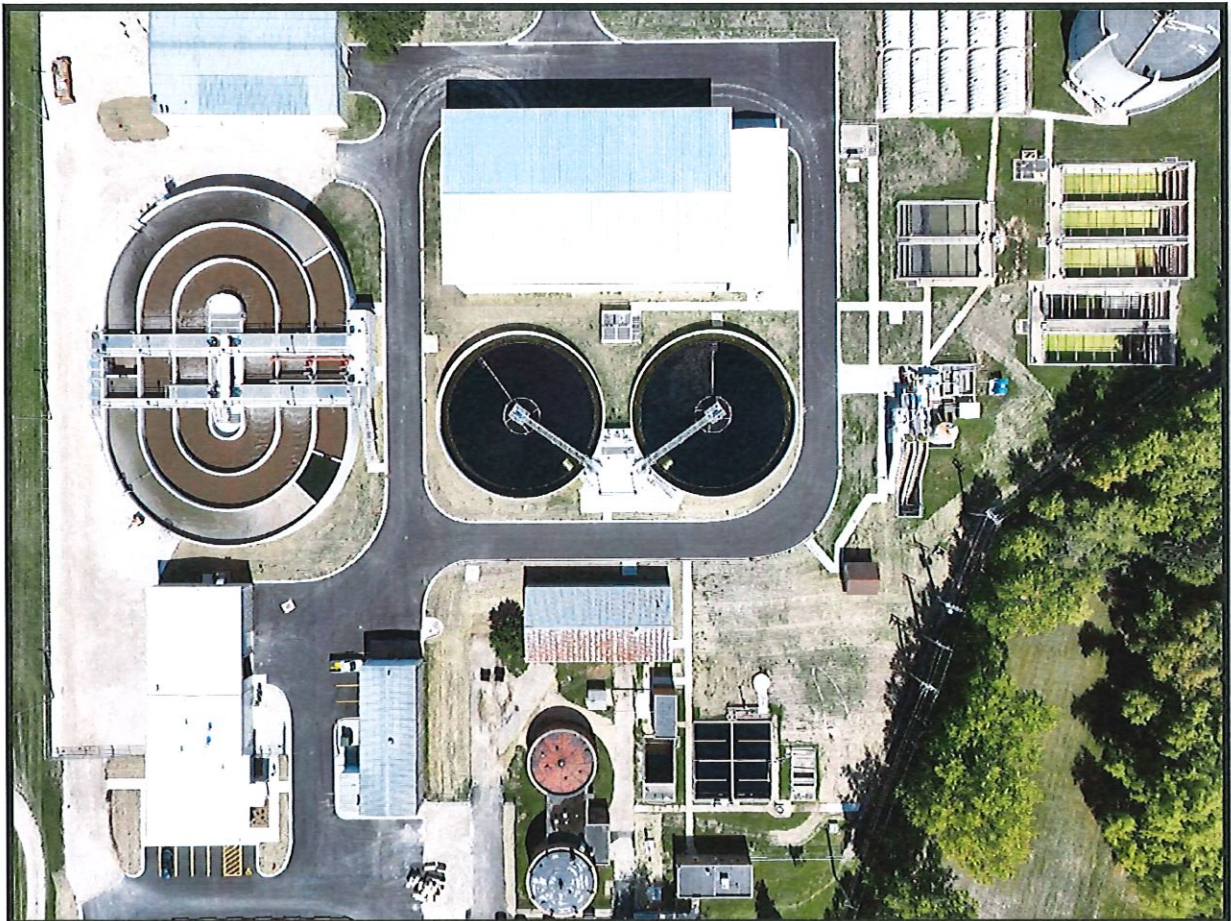
Inflow and Infiltration: The City should also consider starting a SSEC (Sanitary Sewer Evaluation Survey). This would help identify (I/I) inflow and infiltration, along with televising for leaking manholes, pipes and any cross connections.

Lead Water Lines: Continue to pursue the current lead line replacement program to comply with the IEPA. (We are looking into possible grant funding for this now)

Staff:

The Utility Department is staffed with three certified operators, two that have all water and wastewater licenses Class 1, wastewater and Class A, and water one consisting of Class C and Class 3 wastewater, along with one fully certified Class 1/Class Supervisor. The Department is staffed 7 days a week. We operate the waste treatment facility, three wells, three water towers and 13 lift stations, along with the buildings and property associated with the Department.

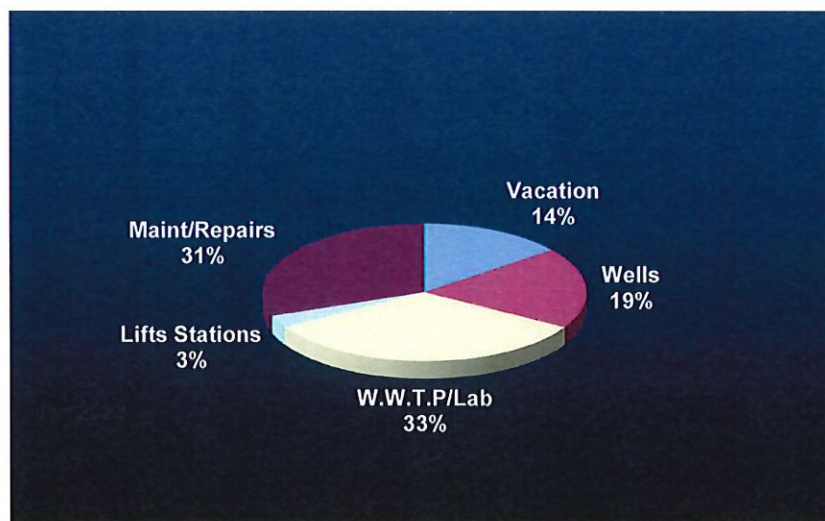
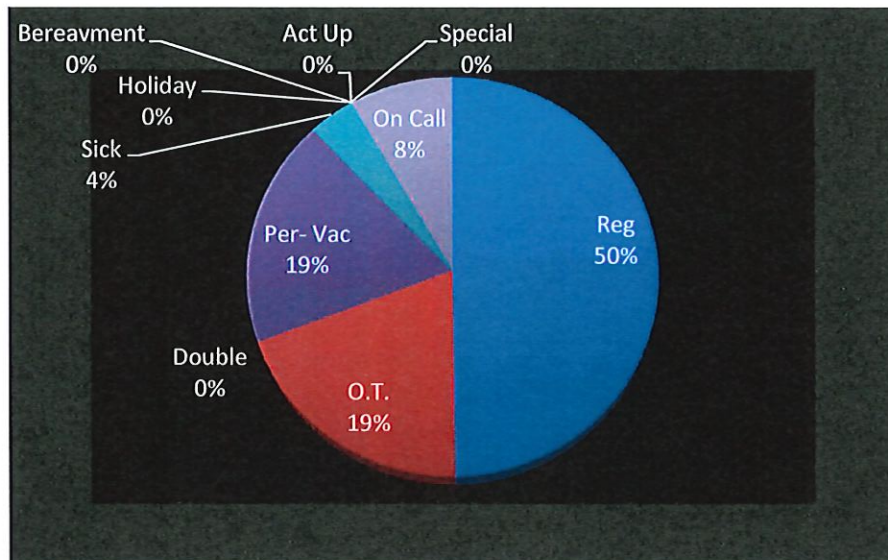
With the new treatment facility expansion complete, we have evaluated our needs for another operator and decided to move forward with a new hire. We are also considering the addition of a Foreman position, to be promoted from within the Department in the next year. Three of the four current Staff are reaching retirement age, and have plans in the near future. With the new facility, this is an ideal time for an operator, leadman and foreman to learn the technology of the plant as well as the Superintendent's responsibilities.



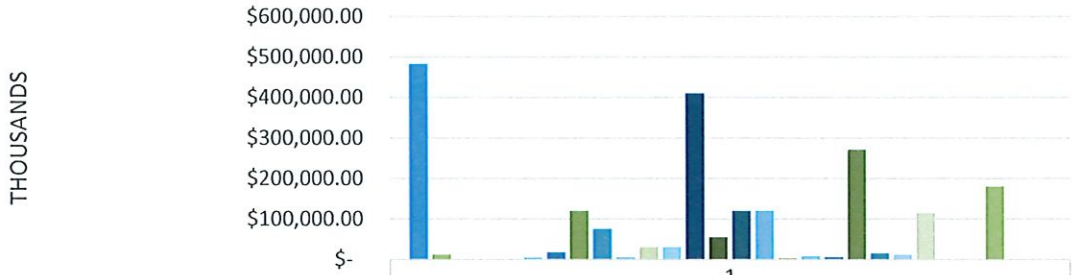
Utility Department Operation Hours and Funding:

Included below are informational charts:

- ❖ The first chart reflects payroll hours for regular, overtime, on call, etc.
- ❖ The second chart reflects the average per month hours worked by job duties including vacation time.



2024/2025 Budget



70-01-5401 * SALARIES	\$482,425.00
70-01-5408 * O.T. SALARIES	\$12,000.00
O.T. SALARIES	
70-01-5475 * TRAINING	\$1,500.00
70-01-5478 * TRAVEL EXPENSE	\$-
70-01-5479 * UNIFORMS	\$3,800.00
70-01-5501 * LEGAL FEES	\$17,500.00
70-01-5502 * PROFESSIONAL FEES	\$120,000.00
70-01-5503 * ENGINEERING FEES	\$75,000.00
70-01-5513 * VEHICLE MAINTENANCE	\$5,000.00
70-01-5514 * BUILDING MAINT.	\$30,000.00
70-01-5514 * BUILDING MAINT.	\$30,000.00
70-01-5516 * MAINTENANCE OF TOWER	\$410,000.00
70-01-5519 * LIFT STATION MAINT.	\$55,000.00
70-01-5532 * EQUIPMENT MAINT.	\$120,000.00
70-01-5602 * LAB SUPPLIES	\$120,000.00
70-01-5605 * MATERIAL PURCHASES	\$3,500.00
70-01-5609 * DUES/SUBSCRIPTIONS	\$8,000.00
70-01-5614 * TELEPHONE	\$5,500.00
70-01-5615 * ELECTRICITY	\$270,788.00
70-01-5616 * FUEL FOR BUILDING,GAS	\$15,000.00
70-01-5617 * GASOLINE, OIL,GREASE	\$12,000.00
70-01-5629 * CHEMICALS	\$115,000.00
70-01-5702 * MISCELLANEOUS	\$2,000.00
#REF!	1
70-01-5800 * NEW EQUIPMENT	\$180,000.00
70-01-5801 * INFRASTRUCTURE EXPENDITURES	\$-
TOTAL OPERATIONS	1

Utility Department Chemicals Cost 2018 thru 2024						
Chemical Cost	Chlorine LBS	Fluoride LBS	Ferric Chloride	Polymer	Phosphate LBS	Sodium Bisulfite
2018	0.63	0.49	0.22		2.76	0.23
2019	0.59	0.37	0.22		2.76	0.22
2020	0.59	0.37	0.22		2.76	0.22
2021	0.59	0.37	0.22	2.4	2.76	0.22
2022	1.13	0.39	0.27	2.5	2.96	0.23
2023	1.42	0.39	0.28	2.89	3.45	0.28
2024	1.37	0.38	0.28	2.89	3.45	0.25

****2024/2025 Budget Notes for this Department can be found on Page 51****

SEWER/WATER UTILITY OPERATIONS EXPENSES				
EXPENDITURES	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
PERSONNEL SALARIES:				
Salaries	\$ 430,000	\$ 428,486	\$ 440,000	\$ 482,425
Overtime/Double time	\$ 11,000	\$ 13,116	\$ 12,000	\$ 12,000
OTHER PERSONNEL EXPENSES:				
Health Insurance	\$ 83,000	\$ 76,817	\$ 85,000	\$ 110,000
Training/Seminars	\$ 2,000	\$ 485	\$ 1,400	\$ 1,500
Travel/Mileage	\$ -	\$ -	\$ -	\$ -
Uniforms	\$ 2,800	\$ 2,526	\$ 2,800	\$ 3,800
CONTRACTURAL EXPENSES:				
Professional Fees	\$ 140,000	\$ 84,149	\$ 130,000	\$ 120,000
Engineering Fees	\$ 1,000,000	\$ -	\$ 75,000	\$ 75,000
Dues & Subscriptions	\$ 20,000	\$ 16,500	\$ 15,000	\$ 8,000
Vehicle Maintenance	\$ 4,000	\$ 4,169	\$ 6,000	\$ 5,000
Building Maintenance	\$ 15,000	\$ 15,940	\$ 20,000	\$ 30,000
Maintenance of Tower	\$ 35,000	\$ 16,294	\$ 255,000	\$ 410,000
Lift Station Maintenance	\$ 50,000	\$ 33,814	\$ 40,000	\$ 55,000
Equipment Maintenance	\$ 190,000	\$ 191,750	\$ 140,000	\$ 120,000
Permit Fees	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
OPERATING/COMMODITY EXPENSES:				
Lab Supplies	\$ 18,000	\$ 13,264	\$ 25,000	\$ 30,000
Chemicals	\$ 130,000	\$ 166,656	\$ 200,000	\$ 115,000
Material Purchases	\$ 2,500	\$ 96	\$ 2,500	\$ 3,500
Office Supplies	\$ 2,000	\$ 455	\$ 2,500	\$ 2,000
Telephone	\$ 4,000	\$ 5,197	\$ 6,000	\$ 5,500
Electricity	\$ 200,000	\$ 189,352	\$ 200,000	\$ 270,788
Fuel for Building	\$ 15,000	\$ 20,547	\$ 15,000	\$ 15,000
Gas, Oil, Grease	\$ 13,000	\$ 8,535	\$ 15,000	\$ 12,000
Miscellaneous	\$ 2,500	\$ 1,268	\$ 2,500	\$ 2,000
CAPTIAL OUTLAY:				
New Equipment	\$ 44,000	\$ 3,026	\$ 70,000	\$ 180,000
Infrastructure Expenditure	\$ 14,000,000	\$ 19,061	\$ 4,542,500	\$ -
TOTAL UTILITY OPERATIONS EXPENSES	\$ 16,431,300	\$ 1,329,003	\$ 6,320,700	\$ 2,086,013

2024/2025 UTILITY OPERATIONS DEPARTMENT EXPENSE BUDGET NOTES

- **Salaries:** This line item includes salaries for the Superintendent and three wastewater operators. The City Council has approved the addition of a new operator to this Department, and the line item has been increased this year to reflect this personnel.
- **Professional Fees:** This line item for the fiscal year includes the potential need for services on equipment that has come to the end of warranty. We have also entered into a service agreement to maintain our new oxidation ditch, covering any needed parts and labor. Pond evaluation, sludge hauling and lab analysis is also included.
- **Maintenance of Tower:** This fiscal year we will be entering into a 10-year tower maintenance agreement with annual payments that are reduced over the term of the agreement. This program will assist us in updating our three water towers in a manner that allows for easier budgeting and affordability. The line item increase reflected accounts for the first year's payment.
- **Electricity:** This line item has increased due to the additional electricity required to operate the upgraded plant. A plan to install solar panels to reduce this cost in the future is being formulated.
- **New Equipment:** Costs associated with this line item are used to project the replacement of any vehicles, equipment, or significant infrastructure. This fiscal year this line item includes Primary Clarifier Upgrades including replacement of gearboxes, motors and augers.

UTILITY MAINTENANCE DEPARTMENT



Utility Maintenance Department information for this portion of the Sewer/Water Fund can be found in Rob Lamz' report starting on page 20 of the Public Works section. The approved FY 24/25 budget is listed on page 53.



UTILITY MAINTENANCE & ADMINISTRATION EXPENSES				
EXPENDITURES	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
PERSONNEL SALARIES:				
Salaries	\$ 341,200	\$ 363,704	\$ 302,641	\$ 264,270
Salaries Clerical	\$ 133,000	\$ 97,535	\$ 140,000	\$ 55,000
Overtime/Doubletime	\$ 15,000	\$ 11,775	\$ 12,500	\$ 12,500
OTHER PERSONNEL EXPENSES:				
Health Insurance	\$ 104,278	\$ 117,298	\$ 118,703	\$ 125,825
Uniforms	\$ 4,000	\$ 2,560	\$ 3,500	\$ 3,500
CONTRACTURAL EXPENSES:				
Utility Tax	\$ 105,000	\$ 149,760	\$ 125,000	\$ 150,000
Rent	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Vehicle Maintenance	\$ 35,000	\$ 33,703	\$ 40,000	\$ 40,000
Storm Sewer Maintenance	\$ 35,000	\$ 36,902	\$ 37,500	\$ 37,500
Sanitary Sewer Maintenance	\$ 35,000	\$ 38,069	\$ 37,500	\$ 37,500
Water Main Maintenance	\$ 50,000	\$ 47,519	\$ 50,000	\$ 50,000
OPERATING/COMMODITY EXPENSES:				
Material Purchases	\$ 2,500	\$ 1,616	\$ 3,000	\$ 3,500
Office Supplies	\$ 2,500	\$ 2,254	\$ 3,000	\$ 3,000
Postage	\$ 9,000	\$ 6,871	\$ 8,000	\$ 9,000
Telephone	\$ 1,750	\$ 811	\$ 1,500	\$ 1,000
Gas, Oil, Grease	\$ 15,000	\$ 26,465	\$ 20,000	\$ 21,000
Miscellaneous	\$ 10,000	\$ 12,032	\$ 15,000	\$ 13,000
CAPTIAL OUTLAY:				
New Equipment	\$ 121,000	\$ 76,860	\$ 112,000	\$ 71,000
Infrastructure Expenditure	\$ -	\$ -	\$ -	
OPERATING TRANSFERS:				
Transfer Out	\$ 730,000	\$ -	\$ -	\$ -
TOTAL UTILITY MAINT/ADMIN EXPENSES	\$ 1,774,228	\$ 1,050,734	\$ 1,054,844	\$ 922,595

SEWER/WATER BOND FUND				
EXPENDITURES	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
BOND PAYMENTS:				
Well #10 Improvements (2026) Principal	\$ 110,000	\$ 110,000	\$ 110,000	\$ 115,000
Well #10 Improvements (2026) Interest	\$ 11,098	\$ 11,098	\$ 9,035	\$ 6,785
WWTP Land Expansion (2027) Principal	\$ 58,800	\$ 58,800	\$ 58,800	\$ 58,800
WWTP Land Expansion (2027) Interest	\$ 17,911	\$ 17,911	\$ 16,587	\$ 15,132
IEPA WWTP Loan (2053) Principal	\$ -	\$ -	\$ 565,000	\$ 539,624
IEPA WWTP Loan (2053) Interest	\$ -	\$ -	\$ 135,034	\$ 143,938
TOTAL BOND PAYMENTS:	\$ 197,808	\$ 197,808	\$ 894,456	\$ 879,279

2024/2025 UTILITY MAINTENANCE DEPARTMENT EXPENSE BUDGET NOTES

- **Salaries:** This line items includes salaries for a portion of the Public Works Superintendent and three of the Public Works Staff, as the operations of the Department are split between two funds. Salaries are reflected lower over last year due to rate of pay as well as reallocation of salaries to other funds.
- **Salaries Clerical:** This line item includes the water billing clerk. Due to the retirement of a long-term employee, and the change in salary for a new hire, this line item is reflecting lower over last fiscal year. The City has also reallocated a portion of the receptionist position to another fund.
- **Utility Tax:** This expense item reflects that amount of tax collected through the water bill payments, which is then paid to the City through the General Fund. The amount is offset in Sewer/Water Revenue.
- **New Equipment:** Costs associated with this line item are used to project the replacement of any vehicles, equipment, or significant infrastructure. This fiscal year this line item includes:
 - ✓ \$15,000 – Water Meter Replacement
 - ✓ \$16,000 – MXU Transmitters (\$155 each/100 per year)
 - ✓ \$35,000 – Sanitary Manhole Lining
 - ✓ \$ 5,000 – Plumbing Labor for Water Meters

SEWER/WATER FUND HISTORICAL BUDGET SUMMARY			
	FISCAL YEAR 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
REVENUE			
SEWER/WATER REVENUE	\$ 18,249,628	\$ 8,270,000	\$ 3,887,887
TOTAL REVENUE S/W FUND	\$ 18,249,628	\$ 8,270,000	\$ 3,887,887

EXPENSES			
UTILITY OPERATIONS EXPENSES	\$ 16,431,300	\$ 6,320,700	\$ 2,086,013
UTILITY MAINTENANCE EXPENSES	\$ 1,774,228	\$ 1,054,844	\$ 922,595
TOTAL OPER/MAINT EXPENSES	\$ 18,205,528	\$ 7,375,544	\$ 3,008,608

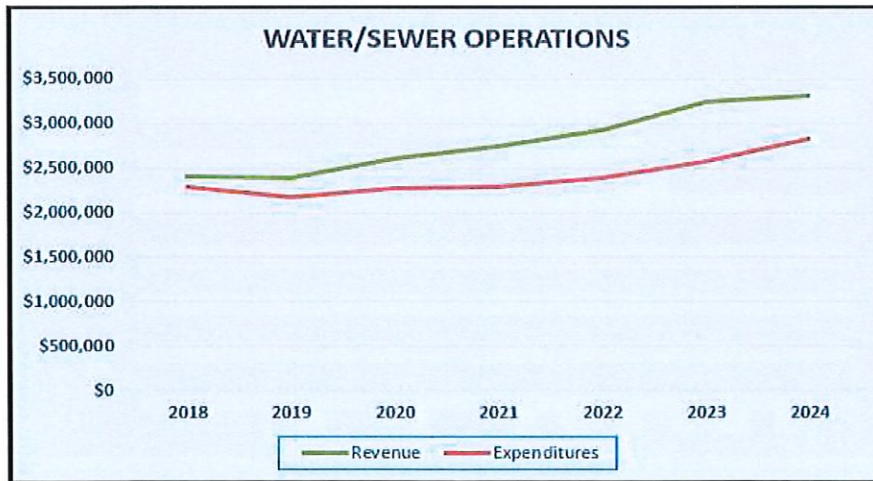
Dollar Change	Dollar Change
\$ (10,829,984)	\$ (4,366,936)
-146.84%	-145.1%

BOND PAYMENTS			
BOND PRINCIPAL	\$ 168,800	\$ 733,800	\$ 713,424
BOND INTEREST	\$ 29,009	\$ 160,656	\$ 165,855
TOTAL BOND PAYMENTS	\$ 197,809	\$ 894,456	\$ 879,279

Dollar Change	Dollar Change
\$ 696,647	\$ (15,177)
77.88%	-1.7%

SEWER/WATER TOTAL EXPENSES	\$ 18,403,337	\$ 8,270,000	\$ 3,887,887
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Dollar Change	Dollar Change
\$ (10,133,337)	\$ (4,382,113)
-122.53%	-112.7%



(Operations only - does not include Phase I Expansion Revenue/Expenses)



Date: May 1, 2024
To: Mayor and Members of the City Council
From: Lou Leone, City Administrator
Re: FY 24-25 Budget Proposal



The FY24-25 Parks and Recreation Department budget reflects the emphasis that the City of Harvard places on excellent services. These services are intended to maintain and enhance the quality of life for Harvard residents.

Changes from the Previous Year

In previous years, the department budget focused almost exclusively on maintenance of the 9 parks and the aquatic center. A significant portion of the FY24-25 budget will be dedicated to maintaining the existing facilities, while it also begins a shift towards developing additional recreational programming. This is best demonstrated under the programming line item which will see an increase to \$41,000.00.

For example, in FY22-23 and most of FY23-24, there were only two programs available to the public. Beginning in December 2023, programming expanded by one to include the first Eggnog Job 3K run.

What to Expect in Fiscal Year 2024-2025 (FY24-25)

By the start of FY24-25, the open Parks & Recreation Superintendent position will be filled. The focus for this position is on developing new recreational programs and improvements to data collection. This will make the Department more efficient and prepared to apply for grants.

Regarding grants, the Department was recently awarded a Rebuild IL Grant of \$125,000.00 and a Realtor's grant of \$7,500. These funds will be utilized for an addition to the walk path east of Diggins Library and to improve the Community Garden beds. Both projects will be completed in FY24-25. This represents a significant improvement in funding options over previous years.

Also, the Department has contracted a designer/grant writer with Christopher B Burke Engineering, to create a design plan for the south end of Milky Way Park, and to apply for an OSLAD grant. The goal is to build soccer fields, a new football field, and various additional recreational options for the community.

Another focus will be on providing programming for special needs citizens. Working with the Northern Illinois Special Recreation Association (NISRA), FY24-25 will see four (4) new specialized programs and a family Zumba class. With the new Dance program classes, the department will have expanded from four to ten (10) new options for the community.

For the Aquatic Center, beginning in FY24-25, the Department will focus on ways to improve the facility and concessions without increasing costs. Public pools are famous for being a money drain, but with the new focus, the Department and it's personnel will treat this more as a challenge to do better by minimizing costs.

In conclusion, FY24-25 will be an exciting year for the Parks and Recreation Department. It will be a year of change and growth. We will strive to develop ways to improve programming and facilities for the people of Harvard.

Sincerely,

A handwritten signature in black ink, appearing to read "Lou Leone", written in a cursive style.

Lou Leone
City Administrator

PARKS AND RECREATION FUND REVENUE ESTIMATES				
REVENUE SOURCE	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
PROPERTY TAX	\$ 244,000	\$ 255,179	\$ 250,000	\$ 270,000
BUILDING PERMITS	\$ 1,000	\$ 810	\$ 1,000	\$ 6,000
AMUSEMENT TAX	\$ 6,000	\$ 6,330	\$ 6,000	\$ 6,000
GRANTS	\$ -	\$ -	\$ -	\$ 7,500
DONATIONS	\$ -	\$ -	\$ -	\$ 5,000
PARK RENTALS	\$ 5,000	\$ 2,350	\$ 2,500	\$ 1,000
PARK PROGRAMS	\$ 5,000	\$ 5,222	\$ 5,000	\$ 41,000
DAILY POOL PASSES	\$ 27,000	\$ 27,514	\$ 27,000	\$ 27,000
SEASONAL POOL PASSES	\$ 21,000	\$ 15,640	\$ 18,000	\$ 11,000
SWIM LESSONS	\$ -	\$ -	\$ -	\$ 4,500
POOL PARTIES	\$ 1,500	\$ 2,365	\$ 2,000	\$ 2,000
POOL CONCESSIONS	\$ 15,000	\$ 14,285	\$ 15,000	\$ 15,000
MISCELLANOUES	\$ 1,000	\$ 1,356	\$ 500	\$ -
INTEREST	\$ 1,500	\$ 9,966	\$ 1,500	\$ 1,000
TRANSFER IN	\$ 15,000	\$ 36,576	\$ 35,000	\$ 15,000
CASH ON HAND	\$ -	\$ -	\$ -	\$ -
TOTAL PARK FUND REVENUES	\$ 343,000	\$ 377,593	\$ 363,500	\$ 412,000

PARKS AND RECREATION EXPENSES				
	FISCAL YEAR	ACTUAL	FISCAL YEAR	FISCAL YEAR
PARK EXPENDITURES	2022-2023	2022-2023	2023-2024	2024-2025
PERSONNEL SALARIES:				
Salaries Full-Time	\$ 90,000	\$ 87,937	\$ 100,000	\$ 32,500
Salaries Part-Time - Maintenance	Included Above	Included Above	Included Above	\$ 33,707
OTHER PERSONNEL EXPENSES:				
Health Insurance	\$ 4,400	\$ 4,294	\$ 4,796	\$ 15,500
Training/Seminars	\$ -	\$ -	\$ -	\$ 300
CONTRACTURAL EXPENSES:				
Maintenace of Grounds	\$ 30,732	\$ 20,438	\$ 25,000	\$ 20,000
Building Maintenance	\$ 4,000	\$ 3,819	\$ 4,000	\$ 4,000
OPERATING/COMMODITY EXPENSES:				
Material Purchases	\$ 4,000	\$ 2,962	\$ 4,000	\$ 4,000
Electricity	\$ 10,000	\$ 14,615	\$ 15,000	\$ 15,000
Fuel for Buildings	\$ 1,500	\$ 3,137	\$ 4,000	\$ -
Miscellaneous	\$ 1,500	\$ 738	\$ 1,500	\$ 1,500
OTHER:				
Park Programs	\$ 5,000	\$ 8,637	\$ 5,000	\$ 45,800
Civic Programs	\$ -	\$ -	\$ -	\$ 7,500
CAPTIAL OUTLAY:				
New Equipment	\$ 16,000	\$ 11,935	\$ 30,508	\$ 15,500
Transfer Out To Parks Capital Improvement	\$ 28,768	\$ 28,768	\$ -	\$ 9,358
TOTAL PARK EXPENSES	\$ 195,900	\$ 187,280	\$ 193,804	\$ 204,665
	FISCAL YEAR	ACTUAL	FISCAL YEAR	FISCAL YEAR
POOL EXPENDITURES	2022-2023	2022-2023	2023-2024	2024-2025
PERSONNEL SALARIES:				
Salaries Full-Time	\$ 80,000	\$ 78,561	\$ 95,000	\$ 32,500
Salaries Part-Time - Pool Staff	Included Above	Included Above	Included Above	\$ 61,935
OTHER PERSONNEL EXPENSES:				
Health Insurance	\$ 4,400	\$ 4,735	\$ 4,796	\$ 15,500
Training/Seminars	\$ 5,000	\$ 4,842	\$ 2,000	\$ 650
CONTRACTURAL EXPENSES:				
Maintenance	\$ 13,000	\$ 20,438	\$ 11,000	\$ 24,000
Advertising	\$ -	\$ -	\$ -	\$ 200
OPERATING/COMMODITY EXPENSES:				
Pool Supplies	\$ 4,000	\$ 3,327	\$ 3,000	\$ 3,000
Telephone	\$ 1,200	\$ 254	\$ 400	\$ 350
Electricity	\$ 15,000	\$ 10,343	\$ 12,000	\$ 16,000
Fuel for Building	\$ 3,500	\$ 8,975	\$ 5,000	\$ 9,000
Chemicals	\$ 10,000	\$ 9,467	\$ 9,000	\$ 14,000
Concession Stand	\$ 8,000	\$ 8,796	\$ 8,000	\$ 9,000
Miscellaneous	\$ 1,000	\$ 662	\$ 1,000	\$ 1,000
CAPTIAL OUTLAY:				
New Equipment	\$ 2,000	\$ 1,959	\$ 18,500	\$ 20,200
TOTAL POOL EXPENSES	\$ 147,100	\$ 152,359	\$ 169,696	\$ 207,335

2024/2025 PARKS & POOL EXPENSE BUDGET NOTES

- **Health Insurance (Park & Pool Share):** This increase is budgeted in the event that the Parks and Recreation Director require greater health insurance coverage than previously expensed.
- **Park Maintenance:** Split between Grounds Maintenance and Building Maintenance, these line items reflect the following projects:
 - ✓ \$10,000 - General Maintenance
 - ✓ \$ 7,000 - Lion's Park Tree Trimming
 - ✓ \$ 3,000 - Dog Park Shelter
- **Park Programs:** This line item has increased significantly this year to reflect a new Parks and Recreation Director who will be primarily responsible for increasing the recreational programs offered to the Community.
- **Civic Programs:** This line item reflects funds allocated to begin a Community Garden project, in which members of the Community can purchase plots for gardening each season. This year the project is funded through grant dollars to be received from the Illinois Realtor's Association.
- **New Equipment (Parks):** Costs associated with this line item include the following:
 - ✓ \$4,000 - General Equipment
 - ✓ \$5,000 - Picnic Tables
 - ✓ \$2,200 - ADA Picnic Tables
 - ✓ \$4,300 - Trash Cans
- **Transfer Out:** The amount allocated in this line item reflects an overage between revenue and expenditures to be moved to the Parks Capital Improvement Fund as savings for future use.
- **Maintenance (Pool):** This line items includes maintenance to the pool, pool equipment and pool house, consisting of the following:
 - ✓ \$10,000 - General Maintenance
 - ✓ \$ 6,000 - Pool Plumbing
 - ✓ \$ 7,000 - Tree Trimming Pool
- **Chemicals (Pool):** This line item reflects inflationary increases in chemical costs predicted for the upcoming fiscal year.

2024/2025 PARKS & POOL EXPENSE BUDGET NOTES (Continued)

- **New Equipment (Pool):** This line item includes new equipment for the pool, poolside area, mechanical room and pool house, consisting of the following:
 - ✓ \$6,000 - New Pool Vacuum
 - ✓ \$3,100 - New Camera System
 - ✓ \$8,000 - Pool Filters
 - ✓ \$ 500 - AEDs
 - ✓ \$ 500 - Hand Tools
 - ✓ \$ 200 - Pressure Washer Hose
 - ✓ \$1,900 - Unforeseen

PARK AND RECREATION FUND HISTORICAL BUDGET SUMMARY			
	FISCAL YEAR 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
REVENUE			
PARK REVENUE	\$ 343,000	\$ 363,500	\$ 412,000
TOTAL REVENUE PARK FUND	\$ 343,000	\$ 363,500	\$ 412,000
EXPENSES			
PARK EXPENSES	\$ 195,900	\$ 193,804	\$ 204,665
POOL EXPENSES	\$ 147,100	\$ 169,696	\$ 207,335
TOTAL EXPENSES PARK FUND	\$ 343,000	\$ 363,500	\$ 412,000
		Dollar Change \$ 20,500 5.64%	Dollar Change \$ 48,500 11.8%

NORTHERN ILLINOIS SPECIAL RECREATION ASSOCIATION (NISRA) FUND			
	FISCAL YEAR 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
REVENUES			
Property Tax	\$ 41,000	\$ 42,000	\$ 41,000
TOTAL NISRA FUND REVENUES	\$ 41,000	\$ 42,000	\$ 41,000
EXPENDITURES			
Payment to NISRA (Dues)	\$ 26,000	\$ 27,000	\$ 26,000
Transfer out to Parks	\$ 15,000	\$ 15,000	\$ 15,000
TOTAL NISRA FUND EXPENDITURES	\$ 41,000	\$ 42,000	\$ 41,000



MOTOR FUEL TAX FUND



Funding for the Motor Fuel Tax (MFT) fund is acquired through the collection of gas tax imposed in Illinois for the operation of motor vehicles on roads and highways, and is regulated by Illinois State Statute. Expenditures of MFT funds are restricted to Illinois Department of Transportation (IDOT) approved transportation projects, including road, bridge and sidewalk maintenance and repairs. Information on current MFT rates can be found at <https://tax.illinois.gov/localgovernments/motorfuel.html>

The Fiscal Year 24/25 budget continues to reflect larger than average expenditures for maintenance and road projects. We have gained momentum on the projects that were initiated last year and continue to move forward with these improvements. The City continues to take advantage of grant opportunities available. A list of these projects can be found on page 65.

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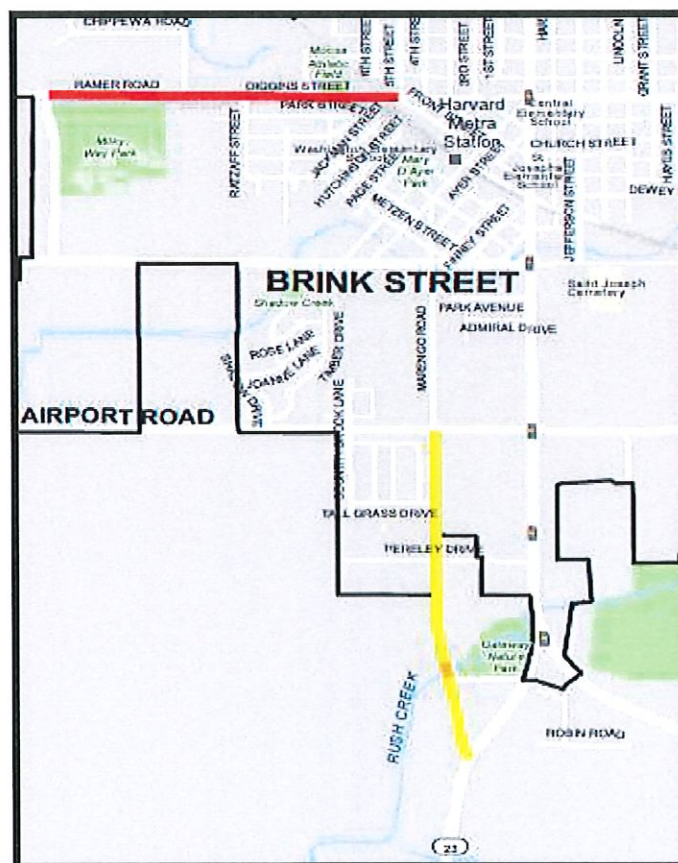
MOTOR FUEL TAX FUND REVENUE ESTIMATES				
REVENUE SOURCE	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
MOTOR FUEL TAX ENTITLEMENTS	\$ 385,000	\$ 386,214	\$ 402,000	\$ 213,000
TRANSPORTATION RENEW FUND	Included Above	Included Above	Included Above	\$ 199,000
GRANTS/REIMBURSEMENTS	\$ 246,000	\$ 103,766	\$ 768,400	\$ 720,240
INTEREST	\$ -	\$ 25,170	\$ 6,500	\$ 10,000
CASH ON HAND	\$ 57,000	\$ -	\$ 773,700	\$ 91,960
TOTAL MOTOR FUEL FUND REVENUES	\$ 688,000	\$ 515,150	\$ 1,950,600	\$ 1,234,200

MOTOR FUEL TAX FUND EXPENSES				
EXPENDITURES	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
Engineering	\$ 55,000	\$ 106,119	\$ 494,600	\$ 319,200
Salt	\$ 75,000	\$ 76,605	\$ 90,000	\$ 55,000
Maintenance/Road Projects	\$ 275,000	\$ 219,444	\$ 1,366,000	\$ 860,000
Sidewalk Program (see Public Works)	\$ 75,000	\$ 134,428	\$ -	\$ -
Miscellaneous	\$ 6,000	\$ 5,567	\$ -	\$ -
Capital Savings	\$ 202,000	\$ -	\$ -	\$ -
TOTAL MOTOR FUEL FUND EXPENSES	\$ 688,000	\$ 542,163	\$ 1,950,600	\$ 1,234,200
			Dollar Change \$ 1,262,600 64.73%	Dollar Change \$ (716,400) -58.0%

2024/2025 MOTOR FUEL PROJECT SUMMARY

In addition to the yearly Road Maintenance Program, this Fiscal Year will also see the continuation of several other road projects throughout the City. These projects are reflected in Engineering and Maintenance Expense Estimates. Projects are partially funded through Grant Reimbursements, as reflected in the MFT Revenue Estimates, and include the following:

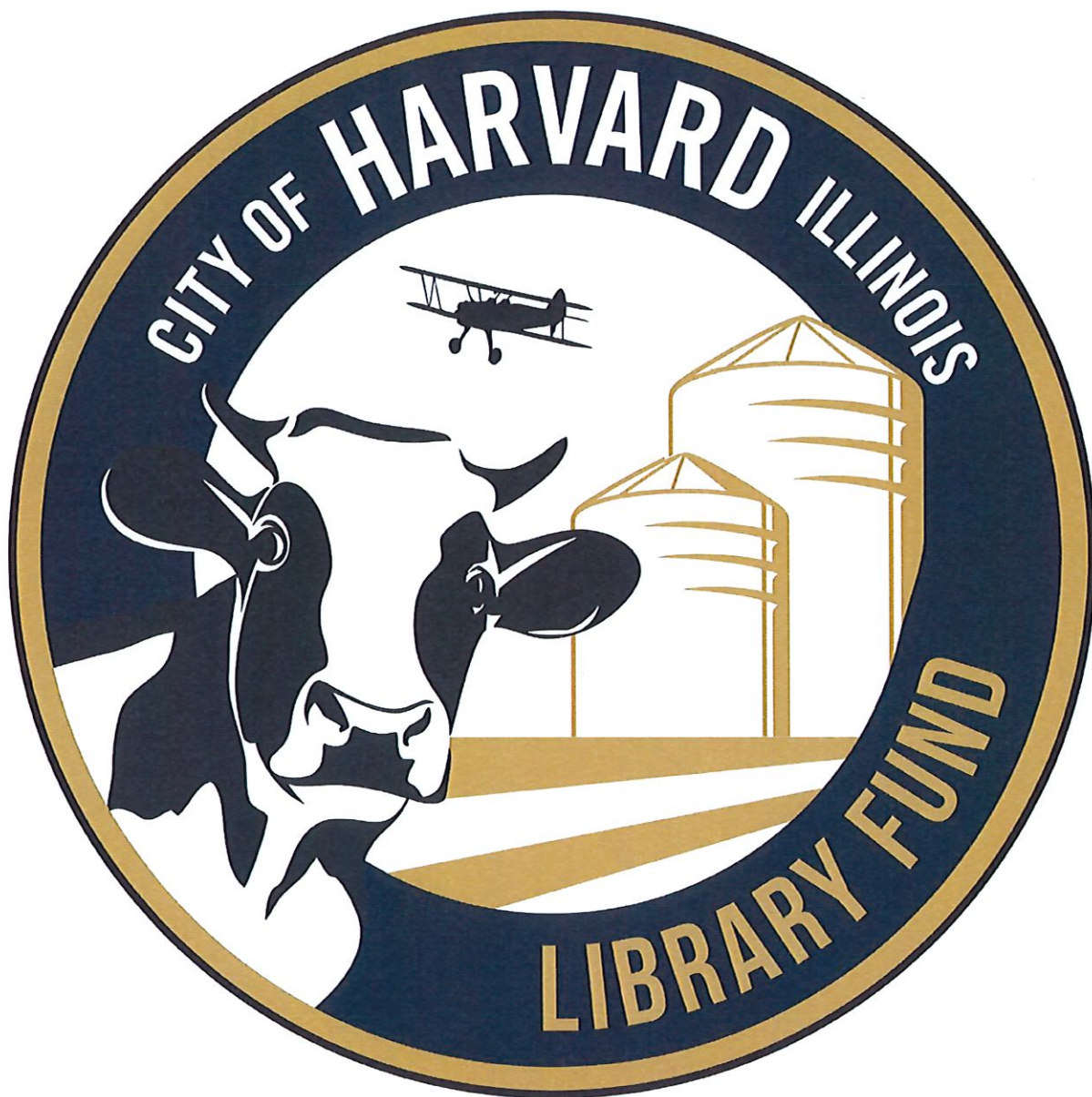
- **Diggins St. Road Improvements I :** This project includes mill and resurface, patching, and shoulder replacement on Diggins Street from Lawrence Road to Front Street (see map below - red). Construction should be completed by the end of Fiscal Year 24/25.
- **Marengo Rd. Road Improvements:** This project includes roadway rehabilitation, shoulder replacement and bioswales on Marengo Road, from Route 23 to Airport Road (yellow). Work for the 24/25 Fiscal Year includes Phase I and Phase II Engineering.
- **Marengo Road Bridge Improvements:** This project includes the replacement of the Marengo Road Bridge over Rush Creek (orange). Work for the 24/25 Fiscal Year includes Phase I Engineering.
- **Diggins St. Road Improvements II:** This project includes mill and resurface, partial curb and gutter replacement, and partial sidewalk replacement on Diggins Street, from Front Street to Sumner Street, to Route 14 (not on map**). Work for the 24/25 Fiscal year is in the early planning stage.



TAX INCREMENT FINANCING



CONTINGENCY





FY 24/25 Harvard Diggins Library Budget Overview

The Library's FY 24/25 budget builds on the successes of the prior year. The Library anticipates a total tax revenue to equal \$474,000, an increase of \$23,000 over the prior fiscal year. The funds will be used to maintain the Library building and grounds, care for staff, ensure adequate technology for staff and patron use, and reserve funds for future improvements. The FY 24/25 budget includes expenditures for:

1. Repaying \$58K in principal and interest for the second year of the renovation debt.
2. Allocating \$273,500 for salaries and benefits of three full-time and four part-time staff members.
3. Saving \$52,000 in the Capital Reserve money market for future large capital projects such as a parking lot or roof replacement.
4. Spending \$60,000 on building maintenance. This includes quarterly HVAC and roof inspections, HVAC and roof repairs as needed.
5. Allocating \$10,000 for technology support.
6. Spending \$18,000 on phone and fiber service.

For questions about the Harvard Diggins Library portion of the City's budget, contact Library Director Karen Sutera, 815-943-4671 or karens@harvard-diggins.org.

HARVARD DIGGINS LIBRARY FUND REVENUES				
REVENUE SOURCE	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
PROPERTY TAX	\$ 416,200	\$ 424,167	\$ 425,000	\$ 445,000
REPLACEMENT TAX	\$ 23,000	\$ 47,255	\$ 25,000	\$ 28,000
GRANT REIMBURSEMENT	\$ -		\$ -	
MISCELLANEOUS	\$ -	\$ 8,453	\$ 1,000	\$ 1,000
INTEREST	\$ -		\$ -	
TOTAL LIBRARY FUND REVENUES	\$ 439,200	\$ 479,875	\$ 451,000	\$ 474,000

HARVARD DIGGINS LIBRARY FUND EXPENSES				
EXPENDITURES	FISCAL YEAR 2022-2023	ACTUAL 2022-2023	FISCAL YEAR 2023-2024	FISCAL YEAR 2024-2025
PERSONNEL SALARIES:				
Salaries	\$ 183,000	\$ 164,703	\$ 190,000	\$ 200,000
Unemployment Tax	\$ 1,000	\$ 770	\$ 1,000	\$ 1,000
Health Insurance	\$ 70,000	\$ 66,385	\$ 71,000	\$ 72,500
OPERATING/COMMODITY EXPENSES:				
Building/Grounds Maintenance	\$ 55,000	\$ 55,817	\$ 57,000	\$ 60,000
Capital Reserve	\$ 50,000	\$ -	\$ 52,000	\$ 52,500
Telephones	\$ 19,000	\$ 17,783	\$ 10,000	\$ 18,000
Utilities	\$ 1,200	\$ 993	\$ 2,000	\$ 2,000
Technology	\$ 10,000	\$ 11,867	\$ 10,000	\$ 10,000
CAPITAL OUTLAY:				
Contract Services				
Capital Plan Expense		\$ 10,000		
Bond Payment/Interest	\$ 50,000	\$ 50,000	\$ 58,000	\$ 58,000
TOTAL LIBRARY FUND EXPENSES	\$ 439,200	\$ 378,318	\$ 451,000	\$ 474,000
			Dollar Change \$ 11,800 2.62%	Dollar Change \$ 23,000 4.9%

**CITY OF HARVARD
BUDGET SUMMARY
FISCAL YEAR 2024/2025**

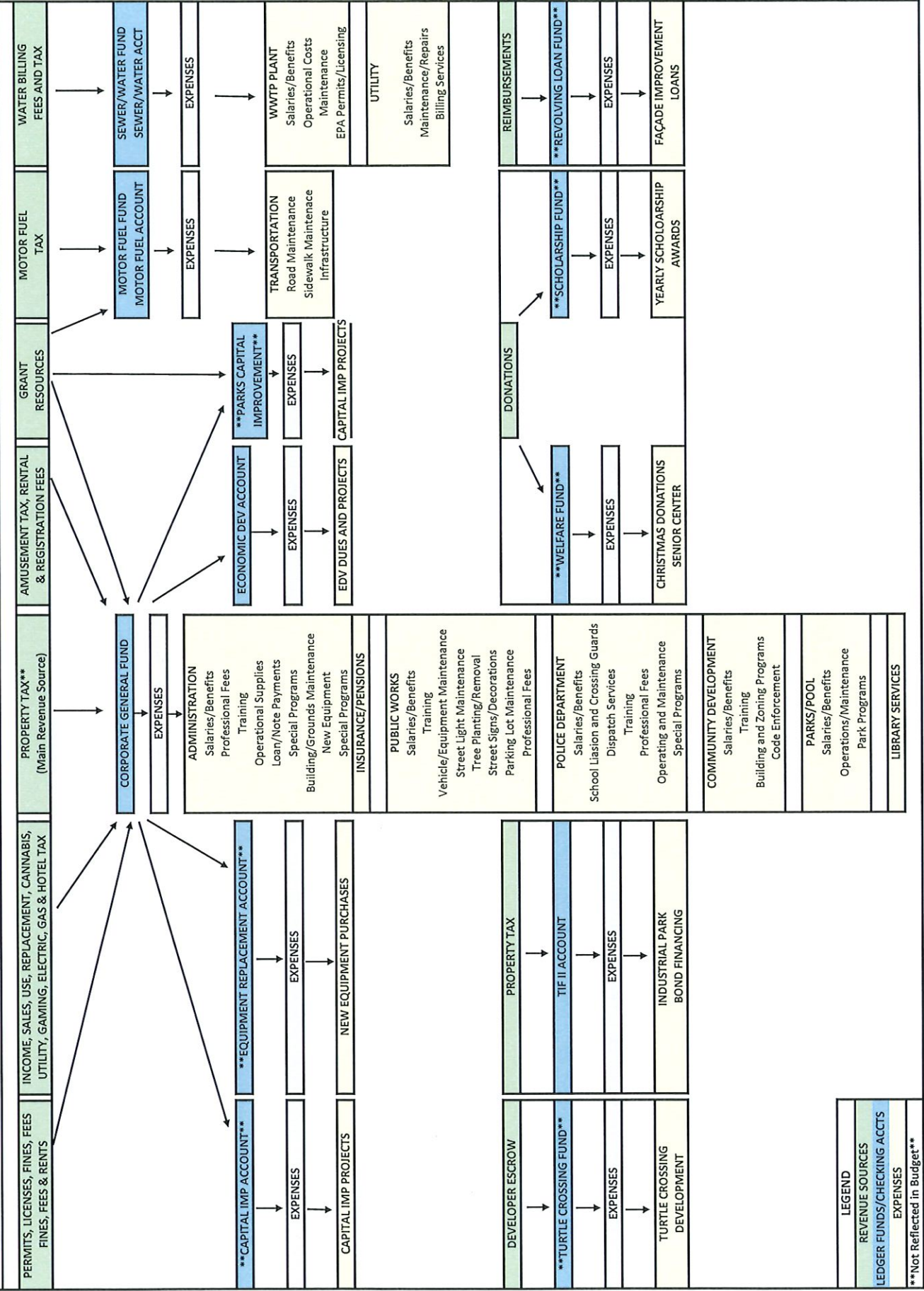


CITY OF HARVARD BUDGET SUMMARY 2024 - 2025			
REVENUE SUMMARY			
FUND	Fiscal Year 2022-2023	Fiscal Year 2023-2024	Fiscal Year 2024-2025
GENERAL FUND	\$ 7,357,324	\$ 7,715,209	\$ 8,952,143
GENERAL REVENUE	\$ 6,046,324	\$ 6,706,075	\$ 8,289,175
GRANTS	\$ 755,000	\$ 79,000	\$ 428,506
CASH ON HAND	\$ 556,000	\$ 930,134	\$ 234,462
SPECIAL REVENUE FUNDS	\$ 1,583,590	\$ 1,054,015	\$ 1,883,710
FICA	\$ 291,590	\$ 310,000	\$ 325,000
IMRF	\$ 228,000	\$ 200,000	\$ 170,000
POLICE PENSION	\$ 769,000	\$ 241,015	\$ 455,000
INSURANCE	\$ 254,000	\$ 261,000	\$ 329,250
NISRA	\$ 41,000	\$ 42,000	\$ 41,000
TIF III INDUSTRIAL PARK	\$ -	\$ -	\$ 563,460
ECONOMIC DEVELOPMENT FUND	\$ -	\$ 46,000	\$ 81,500
SEWER WATER FUND	\$ 18,249,628	\$ 8,270,000	\$ 3,887,887
PARK FUND	\$ 343,000	\$ 363,500	\$ 412,000
MOTOR FUEL TAX FUND	\$ 688,000	\$ 1,950,600	\$ 1,234,200
ENTITLEMENTS/INTEREST	\$ 385,000	\$ 408,500	\$ 422,000
GRANTS	\$ 246,000	\$ 768,400	\$ 720,240
CASH ON HAND	\$ 57,000	\$ 773,700	\$ 91,960
LIBRARY FUND	\$ 472,743	\$ 451,000	\$ 474,000
TOTAL REVENUES	\$ 28,694,285	\$ 19,850,324	\$ 16,925,440
EXPENSE SUMMARY			
FUND	Fiscal Year 2022-2023	Fiscal Year 2023-2024	Fiscal Year 2024-2025
GENERAL FUND	\$ 7,357,324	\$ 7,715,209	\$ 8,952,143
SPECIAL REVENUE FUNDS	\$ 1,583,590	\$ 1,054,015	\$ 1,883,710
ECONOMIC DEVELOPMENT FUND	\$ -	\$ 46,000	\$ 81,500
SEWER WATER FUND	\$ 18,249,628	\$ 8,270,000	\$ 3,887,887
PARK/POOL FUND	\$ 343,000	\$ 363,500	\$ 412,000
MOTOR FUEL FUND	\$ 688,000	\$ 1,950,600	\$ 1,234,200
LIBRARY FUND	\$ 472,743	\$ 451,000	\$ 474,000
TOTAL EXPENSES	\$ 28,694,285	\$ 19,850,324	\$ 16,925,440
TOTAL CITY BUDGET	\$ 28,221,542	\$ 19,399,324	\$ 16,451,440
TOTAL LIBRARY BUDGET	\$ 472,743	\$ 451,000	\$ 474,000
GRAND TOTAL BUDGET	\$ 28,694,285	\$ 19,850,324	\$ 16,925,440
		DOLLAR CHANGE (\$2,924,884) -14.7%	

SUPPLEMENTAL INFORMATION



CITY FUND AND ACCOUNT INFORMATION



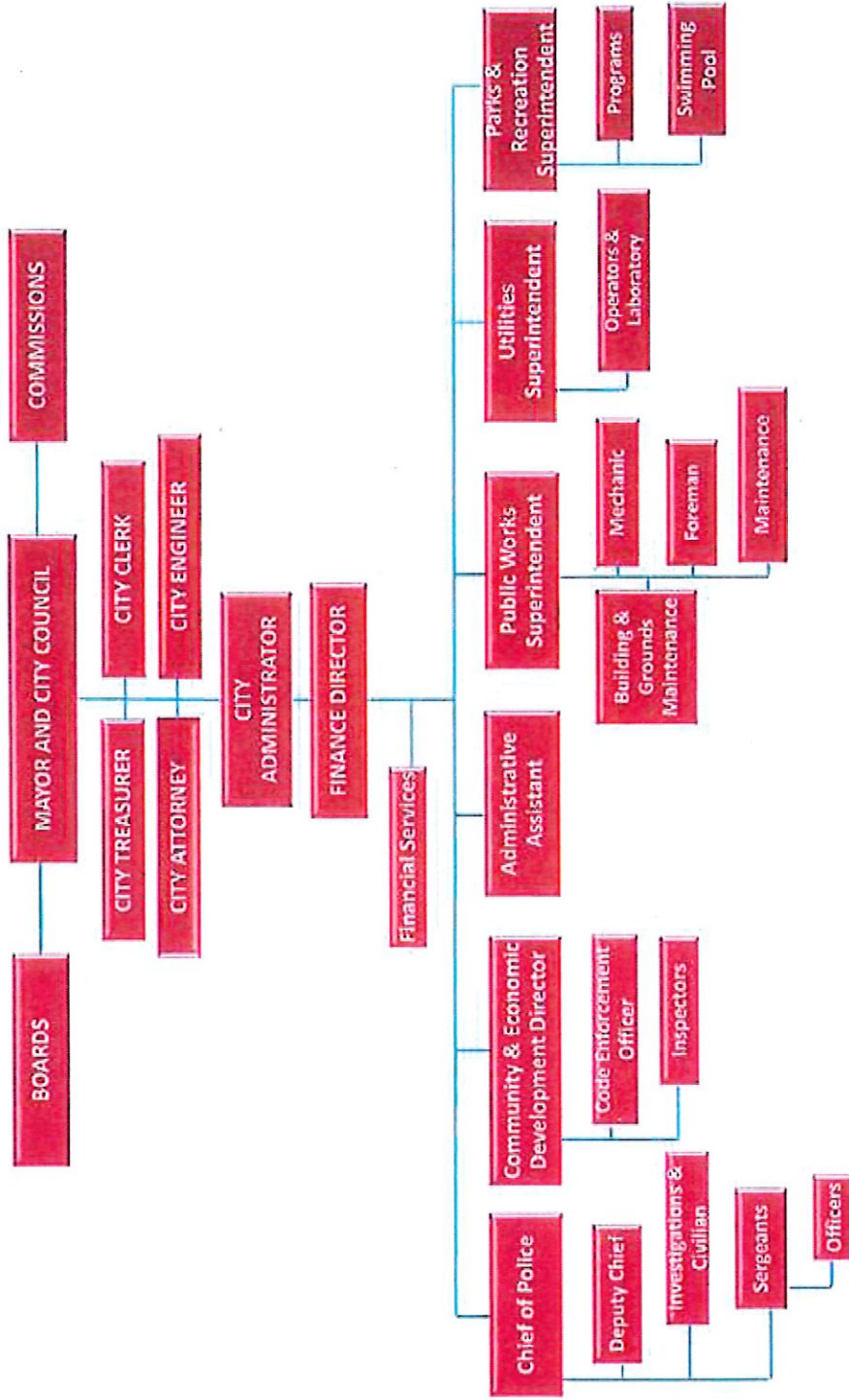
LEGEND
 REVENUE SOURCES
 LEDGER FUNDS/CHECKING ACCTS
 EXPENSES
 Not Reflected in Budget

**CITY OF HARVARD DEBT SERVICE
AS OF MAY 1, 2024**

BOND NAME	BOND ID	FUND	AMORT DATE	DUE DATE	BALANCE
City Hall/Police Dept	2020A	Administration	1/1/2040	Jan 1/Jul 1	\$ 6,031,300
Police Pension	2022A	Administration	1/15/2035	Jan 15/Jul 15	\$ 5,495,030
Water/Sewer	2016A	Sewer/Water	5/1/2026	May 1/Nov 1	\$ 245,000
Water/Sewer Land Exp	10	Sewer/Water	3/28/2027	End of Month	\$ 456,237
Water/Sewer IEPA Loan	L175549	Sewer/Water	8/4/2053	Feb 4/Aug 4	\$ 17,904,713
TIF2-Industrial Park	2012B	TIF #2	1/15/2027	Jan 15/Jul 15	\$ 510,000
TIF2-Industrial Park	2016B	TIF #2	1/15/2029	Jan 15/Jul 15	\$ 1,495,000
TIF2-Industrial Park	2020B	TIF #2	1/1/2029	Jan 1/Jul 1	\$ 632,250

ARPA FUNDS - EXPENDITURE REPORT AS OF MAY 1, 2024	
Tranche I Payment	\$ 616,463.47
Tranche II Payment	\$ 616,463.47
Total Received	\$ 1,232,926.94
Projects Completed	
General Fund Lost Revenue Reimbursement	\$ 157,304.48
Park Fund Lost Revenue Reimbursement	\$ 26,486.56
Ayer St. Water Main Lining (includes Engineering)	\$ 75,273.70
Marengo/Dewey Water Main Extension (includes Engineering)	\$ 438,016.50
Randall/Moekler Water Main Lining	\$ 100,248.39
Water Main Televising and Equipment	\$ 56,850.00
	\$ 854,179.63
Projects In-Progress	
Howard St Main Extension - Pending Final Cost	\$ 15,000.00
Milky Way Park Pit/Pump Replacement	\$ 32,515.00
Broadband Extension Program	\$ 200,000.00
	\$ 247,515.00
Balance Remaining - To Be Committed	\$ 131,232.31

CITY OF HARVARD



**CITY OF HARVARD
PERSONNEL SUMMARY**

<u>DEPARTMENT</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>
ADMINISTRATION:					
City Administrator	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Finance Director	1	1	1	1	1
City Clerk	1	1	1	1	1
City Treasurer	1	1	1	1	1
Department Total:	5	5	5	5	5
PUBLIC WORKS:					
Superintendent	1	1	1	1	1
Foreman	0	0	0	0	0
Mechanic	1	1	1	1	1
Maintenance Worker	6	6	6	6	6
Maintenance - Part Time	6	6	6	6	5
Department Total:	14	14	14	14	13
UTILITY DEPARTMENT:					
Superintendnt	1	1	1	1	1
Utility Operators	3	3	3	3	4
Utility Clerk	1	1	1	1	1
Department Total:	5	5	5	5	6
BUILDING DEPARTMENT:					
Community Development Director	1	1	1	1	1
Buildng and Zoning Inspector	0	0	0	0	0
Code Enforcement Officer	1	1	1	1	1
Department Total:	2	2	2	2	2
POLICE DEPARTMENT:					
Chief	1	1	1	1	1
Deputy Chief	1	1	1	1	1
Sergeant	3	3	3	3	4
Officer	12	12	12	12	11
Officer - Part Time	1	1	1	1	1
Dispatchers/CSO	1	1	1	1	1
Dispatcher - Part Time	0	0	0	0	0
Records Clerk	1	1	1	1	1
Crossing Guard - Part Time	1	1	1	1	1
Department Total:	21	21	21	21	21
PARKS/REC:					
Superintendent	1	1	1	1	1
Maintenance Supervisor	1	1	1	1	1
Maintenance - Part Time	6	6	6	6	6
Pool - Part Time	26	18	18	18	18
Department Total:	34	26	26	26	26