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## CITY OF HARVARD OFFICE OF THE MAYOR

**Michael P. Kelly**  
**Mayor**

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Dear Harvard City Council:

I am pleased to present the 2018-2019 Fiscal Year Budget for the City of Harvard. The Harvard City Council Finance Committee, lead Finance Chairman Alderman Oppen, carefully reviewed the requests of all City Departments. The process of creating a balanced budget takes several months to complete and I would like to thank the Finance Committee, City Staff, and the entire City Council for their hard work. This action is the single most important role of elected officials and ensures that our municipal government provides complete transparency and are good fiscal stewards of taxpayer's money. While there is always more to accomplish than is within our means, our elected officials ensure that we stay within our means to accomplish our mission to the best of our ability. Prioritizing and scrutinizing every line of each department's budget is an annual daunting task that is a worthy endeavor. Thank you for your hard work to ensure the City is poised to serve our community for another year. In addition, I present to you the 2018 State of the City of Harvard which outlines the accomplishments and vision for our City.

### The 2018 State of the City of Harvard

The State of the City is an opportunity for celebration of the City's recent successes, a time to acknowledge the challenges we face, and a way to provide our community with additional transparency with a better understanding of the goals & strategies that the City Council has fostered to shape the future of Harvard. This Administration's agenda is focused on enhancing our community, creating an atmosphere to encourage economic development, seeking ways to update infrastructure, and facing our challenges head on. Our City Council has embraced this agenda and has embarked on several initiatives which begin to lay the foundation for strong economic growth for our City while striving for a new vision for our City's future. I am proud to say that the State of our fair City is strong, and our long-term future is Bright.

In the short time this Administration has been entrusted to take the lead, our City Council has accomplished some amazing things. I would like to highlight some of those accomplishments and share the Vision for Harvard's Future. We are on the precipice of exciting times where Harvard will gracefully transform from a diamond in the rough into a shining Jewel of McHenry County in the years to come.

Harvard's rural nature has always been a blessing in many ways to our community. However; it also creates some significant challenges we must acknowledge and tackle for our City to advance. Situated in the far northwest corner of McHenry County without a major highway and being somewhat remotely located from many services is an ongoing challenge.

An area that our isolation contributes to and is wholly underserved in our community is the area of Behavioral Health.

Behavior Health is a challenging issue for our society overall but for Harvard residents who must travel long distances to connect with service providers. Consequently, many residents were unable to connect with needed services due to transportation issues. The lack of services is taxing on our community and our Police Department's resources in particular. This is because our societal way of dealing with these challenges has been to engage law enforcement. Recognizing the need for local services, the City was able to work with Association for Individual Development (AID) to institute weekly Behavioral Health Services for the first time in Harvard. Partnering with Trinity Evangelical Lutheran Church, AID provides a weekly clinic right here in Harvard and is working to expand those services for our residents. If you or a loved one needs these types of services, I encourage you to contact AID for help.

No community is immune to the devastating individual and societal harms caused by substance addiction. The proliferation of opioid abuse continues to be a battle for our society to overcome and despite all attempts; it hits every community in our County and State, including the City of Harvard. The Harvard Police Department participates in a substance abuse program entitled "A Way Out". "A Way Out" requires individuals who are seeking help with confronting and overcoming substance addictions to voluntarily reach out to law enforcement. Harvard Police Department will transport the individual seeking help to professional treatment. Since its inception about a year ago, more than 100 McHenry County residents have participated in the program including residents of Harvard. I am thankful that when an individual is ready to ask for help, we have created the pathway to connect them with the resources they need to help them overcome their addictions.

Additional health and dental services came to Harvard in the last year. Mercyhealth continues to serve our community with distinction. They are the first and only critical access hospital to be certified as an Acute Stroke Ready Hospital. Additionally, the Mercyhealth Care Center was named the best Nursing Home having received an overall five-star quality rating from the federal centers for Medicare and Medicaid Services. They have maintained this five-star rating performance for the last 5 years. Also, Harvard Community Health Center located on Ayer Street expanded and now offers dental services in addition to medical services for our community. Lastly, Shepard Premier Senior Living, LLC took over the former Harvard Retirement Home, bringing additional senior quality care to Harvard.

An important area of growth in the last year has been in our commercial sector. Residents seek the ability and convenience to have choices for purchasing products and services close to home. It is enlightening to recognize that business owners continue to invest in Harvard. In the last year, we saw Dollar General open their doors to provide an additional choice for consumers. Other New Businesses which have invested in Harvard in the last year are: Bunk's Restaurant, Joe's Small Engine Repair,

La Cocina de Emma, Izzy's Attic, Sauk Valley Bank, Sister's Donuts (which took over the former Harvard Donuts), The Battery Guy, Inc. expanded to Harvard, Baymont Inn and Suites, a part of the Wyndham Hotels Brands, completely renovated the former Heritage Inn. Other businesses expanded in the last year including Cardinal Tap Liquor, which opening their Tap Room; Angelo's Pizza expanded their restaurant operation; Starline continues to add new studio spaces for our ever-growing cluster of artists and artisans.

2018 promises to bring additional new retail business to Harvard, as Culver's announced they would be building a store this Summer, Jay's Lanes is expanding by offering party room space, and other businesses that have yet to make their formal announcements are doing their due diligence in making plans to open in Harvard later this year.

In our industrial sector, Pound Bakery completed construction of their ~\$27M expansion and are now manufacturing in the new plant. This was a significant win and brought many additional jobs to Harvard. The construction also brought IDOT investment to Harvard expanding Potawatomi Way in the Arrowhead Industrial Park and providing additional needed infrastructure to support attracting additional industrial companies to build in Harvard. Custom Window Accents completed construction on a smaller of two planned expansions and has increased their workforce from less than 10 to nearly 40 employees. Rush Creek Distillery has opened with much fanfare, recently went into distribution, and will be a major draw for tourist activity to Harvard. The City Council approved rezoning 20617 McGuire Rd to M1 for a period of 10 years to permit Consolidated Materials to begin gravel pit mining operations beginning in 2018 at the Merryman Gravel Pit. The Harvard Economic Development Corporation continues to market Harvard and has created a new Strategic Plan to drive economic development in all sectors, but especially in our industrial sector. Lastly, the current owner of the former Motorola Plant, which was been renamed Edwards Village after the owner Edward Gong; is seeking to lease or sell the plant after spending the last year updating the property. Despite rumor, the property is in very good condition and is ready for immediate occupancy. The City is poised to help facilitate in any way possible to bring development to the property.

Residents should be informed that the State of Illinois granted the City of Harvard an "Enterprise Zone" which is the only such zone in McHenry County. The Zone provides significant property tax abatement and other incentives for businesses which choose to build or expand in Harvard. This is a significant carrot to help bring new business to our community. It allows a business to establish itself and gain profitability for 4 years before it is required to pay real estate taxes. After 4 years, the business will begin contributing to the property tax base, which will help reduce the burden on all other property tax payers. The Harvard Economic Development Corporation is actively helping to publicize these incentives and help attract new economic development to our community.

Another possible incentive that the City has applied for is a new Federal Treasury Program called Opportunity Zones. The program permits each State to have a percentage of qualifying tracts of land which meet low mean income standards based on the National Census data designated as Opportunity Zones. In McHenry County, Chemung Township is one of the tracts which meet the criteria for designation. Governor Rauner has until late April 2018 to make his nominations and Harvard has a high likelihood to gain the nomination for several reasons which makes it more attractive over other tracts in urban Chicago or the suburbs of St. Louis. Once nominated and declared an Opportunity Zone, it will open the Zone for significant investment dollars where investors are able to take advantage of incredible Capital Gains Tax advantages in newly formulated Opportunity Zone Funds. The Funds will provide low cost loan funding for economic development in the designated Opportunity Zones and should Harvard gain the distinction, will be poised to benefit from significant investment.

The City received a generous gift of approximately 8 acres of prime commercial property with US Rt. 14 frontage on the north side of the City. The property is located just north of Northfield Avenue, behind the Shell Gas Station, Harvard State Bank Group (Harvard Savings Bank), and Dollar General and has frontage on US Rt. 14 just north of and adjacent to Dollar General. The City has created and published a Request for Proposal for development of the land with an emphasis on a full-service grocery store, although other types of development will be considered. Developers have until June 2018 to submit their proposals to the City Council. The City Council will then consider all proposals and seek to negotiate the development with the selected proposal that is best suited for Harvard. We are hopeful this will bring some new commercial growth to the northern area of our City.

Another important area for Harvard's successful future is sparking growth of our residential sector. In the last several years, only 4 new houses have been built within the City of Harvard. 3 of those houses were built through the Harvard High School's Trades Program. The Northwest Herald recently highlighted the need for affordable \$200K housing in McHenry County. Harvard has a unique opportunity to create a housing boom with the right forces at work. Attracting more businesses and industrial growth will require growth in our residential sector. Therefore, in the last year, the Harvard City Council took an important step to attract residential growth by reducing the City's permitting and impact fees for new residential building to the lowest levels in all of McHenry County. The strategy is producing significant interest from builders who are close to committing to build new single-family homes in Harvard residential subdivisions where improved lots are ready to be built upon. There is a very high likelihood that they will begin building in Harvard this year. Increasing the number of residential homes will help increase our tax base, which means we will have more homes over which to spread our property tax burden and in turn will reduce your share of the levied property tax.

The City recognizes it will take a community effort to attract new residents. This includes providing the community with amenities like excellent park space and recreational programming. The City Council placed a referendum on the Primary Ballot in March which Voters passed. The passed referendum will provide an additional revenue stream for the City's Library and Parks Funds, permitting them to carry out their respective capital improvement plans in the coming years. The revenue stream will become available in 2019. This is an important step to reshaping our Parks and Recreation Department in the coming years, ensures the proper maintenance of our Library Building, and will enhance these important assets for current and future residents.

The City hired a new Parks & Recreation Superintendent and restructured the Parks and Recreation organization to place new emphasis on better management of our Parks and Pool resources. He will create new and ongoing Recreational Programming for the benefit of our residents and foster a cooperative spirit with other organizations within our community including Harvard's School District 50.

The Harvard School District 50 will also play an important role in attracting future families to our community. This administration is dedicated to working closely with District 50 officials and the District 50 School Board to align our goals for serving our community. We have met with the new School Administration on several occasions and are seeking ways to strengthen and enhance each of our respective missions of serving our community.

The City Council has taken bold new steps to create and begin funding a much needed and overdue Capital Improvement Plan. City Staff provided a survey of the City's needs and the City Council then prioritized these needs for future implementation as funding becomes available. In the coming year, the City Council will host a Strategic Planning Workshop to create specific strategies to accomplish some additional lofty goals for areas which need addressing within the scope of the City's future vision.

The City Council closed out what is likely one of only a few, if not the first and only successful TIF Districts in McHenry County. The city returned the excess funds which were collected by the TIF to the County for redistribution to all the applicable taxing authorities. The City Council has earmarked the City's portion of these funds and upon redistribution back to the City, they will become the initial funding source for a new Sidewalk Replacement Program.

The City took the next step to creating a more complete water supply system by extending the existing water main in the Arrowhead Industrial Park across West Diggins Street and into Milky Way Park. The next step we will take this year is to connect this extension to Well #10 located in Milky Way Park. The connection will provide an additional loop in our water supply system and eliminates a dead head water main. Additional water main extensions are planned in the future.

A significant issue the City must address is the future of our Waste Water Treatment Plant. The Plant is near the end of its useful life and the technology utilized is a failed technology that needs to be replaced. Additionally, to attract new industrial business, we will need the extra capacity that our current plant cannot provide. The project will be a \$15M-\$20M total cost to complete. The large price tag is too much for water users to bear alone. Therefore, the City Council is working to fund the project using multiple funding sources. This Administration and City Staff traveled to Washington, DC to meet with our Senators, US Representative, and their Staff, along with various Federal Agencies paving the way for sourcing Federal Grant money with the help of our Federal Lobbyists. These much-needed Grants, along with low interest rate Federal Loans, commercial loans, and Cash on Hand will help to keep user fee increases as low as possible. Nonetheless, it is still necessary to increase water user fees to help pay for the new plant. Users will see a rate increase beginning in May 2018, with rate increases in May 2019, and May 2020 as we begin to save additional capital for this looming project. Even with these fee increases; Harvard Water Rates will remain in the middle of the pack when comparing water usage rates to neighboring municipalities. The City also took the first step towards building a new plant, by purchasing the property at 805 and 807 West Brink Street which neighbors the current WWTP location. Moving the plant to this property will move the plant outside of the 100 year flood plain.

The new Administration mandated City Hall to become more proactive in communication with our community. The City has therefore created a new social media presence and is embracing and beginning to utilize new technologies in the digital age. City Hall will be implementing a new Enterprise Software system which will permit water customers to access their water accounts on line to better manage their accounts with the ability to view their usage and payment history and pay bills online. Users will be able to go paperless and receive their bills by email. Mailed bills will change from the current small card, to an 8.5x11 paper bill mailed in an envelope. The new 8.5x11 format will permit the City to include additional City and community information like Brush Pick up, e-Cycling events, parks and recreation programming, and other important information.

The City created an entirely newly designed website. Residents can sign up for email notifications of Parks Programming, and the soon to be created City Newsletter. The Harvard Police Department created Front Line on the City's new website. Front Line allows residents to register their property for Vacation Watch, notify the City about non-emergency issues, and make all manner of suggestions to City Hall.

Our current Police Station seriously needs addressing. The building was built in the 1950's by the Harvard Moose Lodge. The City purchased the building in the 1970's. The building is dilapidating and floods with every heavy rain. Repairing the building would not be a cost effective use of tax payers' money to repair all of the issues which need to be addressed. Consequently, the City is planning to build a new police station in the northwest parking lot of City Hall located on West Diggins Street. The new



building will be designed for policing, providing adequate office space for Command Staff and officers, interrogation, records storage, custody protocol, secured evidence storage, a holding cell, officer training, and a sally port entrance for secure transfer of persons in custody. The City has created an initial site plan with architectural plans to be created in the coming year. Ground breaking has not yet been finalized but the City is seeking to break ground for the new police station within the next 4 years. The City is seeking additional grant funding to help with this project which will affect how fast we are able to proceed.

An additional new strategy the City has embarked on is to engage and encourage tourism and attracting visitors to our City from near and far. Increasing our visitor-based economy is a strategy that will help Harvard in many ways. Attracting visitors which spend their money in Harvard supports Harvard based businesses, creates jobs, and increases sales tax revenues that supports our community. Businesses like those in the Starline Building, Rush Creek Distillery, and events like Milk Days, Harvard Balloon Fest, and new in 2018; the Harvard Truck Festival, bring outside dollars to our community. These businesses and events have demonstrated visitors will come to Harvard if they have a reason to do so. Last year, for the first time, the City became a municipal member of Visit McHenry, which is the Official Visitors Bureau of McHenry County. Visit McHenry County now helps market the City of Harvard to visitors outside of McHenry County. A future Vision of Harvard's downtown Ayer Street is to create a Visitor and Tourist district with boutiques, restaurants, galleries, specialty shops, and an established Farmers Market to attract even more visitors to our City. Once the new Police Station is built, the Vision includes creating a public-private partnership to build a multi-story hotel on the site of the current police station. This site would benefit from the close proximity to the Metra Rail, and could help support the ever-increasing artistic activities, weddings, and events being held at the Starline Building. The City could then create a marketing campaign that targets the Northwest Suburbs and Chicago to use the Metra Rail as a way to come and visit Harvard for the weekend. Additionally, thousands of potential visitors pass by 5 points every weekend in the warm weather months on their way to the Lake Geneva area. Revitalizing Ayer Street with businesses that will attract those motorists to spend a few hours in downtown Harvard should be our goal. Additional hotel space in Harvard could also be an attractive alternative for those seeking a place to stay when planning a visit to the Lake Geneva area. Marketing Harvard as a gateway to the Lake Geneva Resort area and fostering additional visitor and tourist type activities within Harvard will help support building a strong Visitor Based Economy here.

Our City's Code Enforcement is having a positive influence on our Community. Residential builders which I mentioned earlier specifically cited that Harvard has an enormous aesthetic appeal by strong enforcement of City codes as compared to other communities under consideration. There are still some problem areas within the community which the City is working on ways to address. Recently, the City applied for and was selected for a grant to help demolish some distressed properties within the



City. Additionally, the City is partnering with McHenry County in creating a Neighborhood Revitalization Strategy (NRS) which will encompass the area of the City of Harvard within the boundaries of W. Diggins Street to the North, Division Street to the East, W. Brink Street to the South, and Lawrence Road to the West. The NRS Area will provide a target area for Community Development Block Grants (CDBG) to bring revitalization for economic development including but not limited to facade improvements, micro-enterprise loans, housing repairs, direct client service programs, and more. The City will be creating an Advisory Committee in the months of May to July, with the committee commencing its meetings in August. The committee will spend 6 months deliberating and forming a strategy for the NRSA. The resulting consolidated plan will begin in October 2020, with a 4-year implementation. Additionally, the City of Harvard already has a revolving loan program which provides interest free loans to businesses in the downtown area to update their building facades. Businesses can borrow up to \$50,000 towards a project.

The City Code Enforcement continues to focus on ensuring our community meets minimum aesthetics and ensures a safe environment for our residents and businesses. Code Enforcement will be taking on a new initiative. City Staff will be creating the initiative which recognizes property owners that take pride in their homes and go above and beyond to beautify Harvard. This new recognition program will award decorative plaques which can be affixed to the home and identify the property and recognize the owner for their hard work and dedication to their neighborhood. The program should help encourage creating the curb appeal that will foster community spirit and enhance Harvard as a great place to live with neighbors who take pride in their neighborhoods.

There is a huge desire to create additional curb appeal by updating and installing sidewalks and curbs, as well as creating a comprehensive street resurfacing program. The problem remains how to generate the revenue stream to pay for such an expensive program. The funding the City currently receives for resurfacing is limited to our portion of the Motor Fuel Tax. The funding only provides enough revenue to resurface approximately  $\frac{1}{4}$  of a mile of City Streets and leaves nothing to address sidewalks. Utilizing only Motor Fuel Tax will not permit us to address these infrastructure needs. There are two programs available at our disposal which would help generate the revenue to address our streets and sidewalks and transform.

One program would be to implement a Vehicle City Sticker. I am advising not to consider this as an option. There are some significant drawbacks to such a program. The program is expensive to implement and manage. It incentivizes people to register their vehicles outside of the City to bypass the fees. It taxes our Police Force by requiring them to enforce compliance. It places the entire financial burden upon the residents of Harvard.

A better solution would be to implement an increase in our Sales Tax. This would require the voters to pass a referendum because Harvard is not a Home Rule City. It is a better solution because visitors to Harvard would help support the tax burden and

given the strategy of increasing our visitor-based economy, the more visitors which come to Harvard, the more they will help subsidize the infrastructure. For residents, it will be easier to pay a small sales tax on every day purchases than to write a large check for a City Vehicle Sticker. Depending upon the size of the sales tax increase, such an implementation could mean that all of the streets of Harvard could be resurfaced within a 10-year period. If we continue to fund our streets with only the Motor Fuel Tax revenue, it will take more than 80 years to pave all the streets of Harvard. Since pavement would not last 80 years, continuing our current path means streets will continue to degrade faster than we can keep up with resurfacing requirements.

Recognizing that the City's demographics has evolved over time such that nearly half of Harvard's residents are now Latino, the City embarked on a new mandate to providing information in both English and Spanish. All Meeting Agendas and Minutes are now posted in English and Spanish. A new website was created that permits translation into multiple languages, including Spanish. The City increased the number of Bi-Lingual staff in the last year to better serve our diverse community. Alderman Meza helped coordinate the first ever Latino Town Hall where the current Administration and our Chief of Police met with many Latino residents to discuss issues and provide a positive outreach to this part of our community. Embracing our cultural differences and uniting our community will enhance our quality of life and build a stronger Harvard for all.

The City intends to embrace the idea of a stronger united community by building a new Cultural Center. The Center will be built in the parking lot just west of City Hall. The building will be a multi-functional building which will be used to provide needed space for several new initiatives. The City will partner with McHenry County College and local businesses to provide job training and needed skills training to residents needed to support local businesses employment needs. Our Partnership with MCC will be enhanced as the building will provide additional space for a remote campus to conduct additional courses in Harvard, including ESL and other right here in Harvard, reducing transportation requirements needed to get to the MCC campus in Crystal Lake. A First Time Homebuyer Program is in the works which will connect first time homebuyers with resources to buy their first home. The new Cultural Center will also be the new home for City Council Chambers for City Council Meetings.

In 2016, with the help of a generous grant from Chicago Metropolitan Agency for Planning (CMAP), the City Council created a new Comprehensive Land Use Plan which is available for review on the City's website. Part of this Plan called for a changing of the City's Zoning Map and updating the City's Unified Development Ordinance to bring them in line with the Comprehensive Land Use Plan. CMAP recognizing the need to do these updates, provided the City with an additional grant to accomplish. A steering committee comprised of City Elected Officials; City Staff; Business Leaders; and Citizens at large; along with the help of Camiros, a planning and zoning consulting firm; embarked on the month's long process to create these important documents. They are

now in draft form, posted to the City's website for public review, and the City has scheduled an open house for members of the community to review on May 9<sup>th</sup> at City Hall. The Unified Development Ordinance will help to better preserve, strengthen, and protect the historic patterns of development that define the character of our City, work to direct investment to targeted areas, and create new opportunities for economic development. The new Ordinance will make Harvard a more sustainable, livable, and business-friendly community.

Another project which the City has identified as a need is to create a new streetscape for US Rt. 14 from Rt. 23 to Brink Street. US Rt. 14 is the front door to our community and it needs an update. This area has been built up over the last 50 years with no real comprehensive plan for aesthetics. The result is a hodgepodge of signage, no sidewalks, and no cohesive streetscape. In the last year, with help from the HEDC, the City has reached out to all the major property owners with the vision to create a streetscape similar to Downtown Ayer Street. The project would cost approximately \$10M to complete. It would bring sidewalks, new water mains, underground electrical wiring, new storm and waste sewers, and street lighting to create a welcoming and aesthetically pleasing entrance into the City of Harvard. This a long-range project with lower priority, but it is on the list which supports the Vision for Harvard's future.

I am excited to serve our community and I look forward to helping empower our City to reach for the stars. Our City is full of community minded people who are our City's strongest asset. I hope you will join with me as we roll up our sleeves and get to work on building a brighter future. Harvard has a strong network of businesses and neighbors that embrace and support each other, foster a spirit of cooperation, and create a community that we are all proud to be a part of. I repeat, the State of the City of Harvard is Strong, and our long-term Future is Bright.

**Date:** March 30, 2018

**From:** Dave Nelson, City Administrator

**Re:** Budget Proposal

**To:** Mayor  
Finance Committee  
City Council

Mayor, Committee, and City Council:

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

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

The Public Works Department is the maintenance department of all publicly owned facilities & equipment. The Department of Public Works consist of 6 employees which include the Mechanic and Superintendent. The Department is responsible for 51 miles of roads, 35 miles of water mains, 30 miles of sanitary sewer mains, 350 fire hydrants, 300 water main valves and 300 manholes. The Department also maintains a storm sewer system that contains 15 miles of sewers along with 650 manholes and catch basins. In many parts of Harvard the age of this system is over 60 years old if not older.

The Harvard Police Department is a full-service police department operating 24 hours every day. The Department currently has 15 sworn Officers who serve a community of approximately 10,000 residents. To maintain the high quality of life and low crime rate in the City, the Police Department incorporates a comprehensive, pro-active approach to delivering police services. The Department serves the citizens of the community in a number of ways. Uniformed patrol officers are responsible for protecting persons and property of the citizens of Harvard. Other duties and responsibilities include: enforcement of laws and ordinances; the

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

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

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

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

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

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

IMRF provides two tiers of pension benefits. Employees hired before January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service,

divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67.

The Police Pension Plan provides retirement benefits through two tiers of benefits as well as death and disability benefits. Covered employees hired before January 1, 2011 (Tier 1), attaining the age of 50 or older with 20 or more years of creditable service are entitled to receive an annual retirement benefit of  $\frac{1}{2}$  of the salary attached to the rank held on the last day of service, or for one year prior to the last day, whichever is greater. The annual benefit shall be increased by 2.5 percent of such salary for each additional year of service over 20 years up to 30 years, to a maximum of 75 percent of such salary. The monthly benefit of a police officer who retired with 20 or more years of service after January 1, 1977 shall be increased annually, following the first anniversary date of retirement and be paid upon reaching the age of at least 55 years, by 3 percent of the original pension and 3 percent compounded annually thereafter.

Covered employees hired on or after January 1, 2011 (Tier 2), attaining the age of 55 or older with 10 or more years of creditable service are entitled to receive an annual retirement benefit equal to the average monthly salary obtained by dividing the total salary of the police officer during the 96 consecutive months of service within the last 120 months of service in which the total salary was the highest by the number of months of service in that period. Police officer salary for the pension purposes is capped at \$106,800, plus the lesser of  $\frac{1}{2}$  of the annual change in the Consumer Price Index or 3 percent compounded. The annual benefit shall be increased by 2.5 percent of such a salary for each additional year of service over 20 years up to 30 years to a maximum of 75 percent of such salary. The monthly benefit of a Tier 2 police officer shall be increased annually at age 60 on the January 1st after the police officer retires, or the first anniversary of the pension starting date, whichever is later. Non-compounding increases occur annually, each January thereafter. The increase is the lesser of 3 percent of  $\frac{1}{2}$  of the change in the Consumer Price Index for the proceeding calendar year.

As of 4/30/16 the Illinois Department of Insurance reports that the Local IMRF is 82.81% funded and the local Police Pension fund is 65.82% funded.

The City continues to see stability in our financial situation. This stability is attributed to sound financial decisions by the City Council and by above inflationary growth in tax revenue, minus state shared revenue. The City is still being starved from outside investments and those investments are vital to continued fiscal health. However there has been investment which has been directly attributable the Enterprise Zone. The City's investments in the Enterprise Zone and the Harvard Economic Development Corporation has produced economic impact, and will continue to do so in the long term. In spite of the condition of the State of Illinois and its economic turmoil the City has and will continue to see this slow steady growth. Nothing has really changed in Springfield since last year except that everyone appears to be even more entrenched in their views.

**There are several unknowns in Springfield that will keep our decision making in limbo and not much has changed in a one year time:**

- There is finally a State budget but with the assumptions made in crafting that document it begs to be seen if indeed it is balanced.
- The State continues its quest for revenue by altering state shared revenues to the City and every day, it seems, there is legislation filed in Springfield that will affect our bottom line.
- The City's pension obligation appears to have stabilized at the higher levels but will that stability be long term?
- The tax burden continues to increase on our residents and businesses.

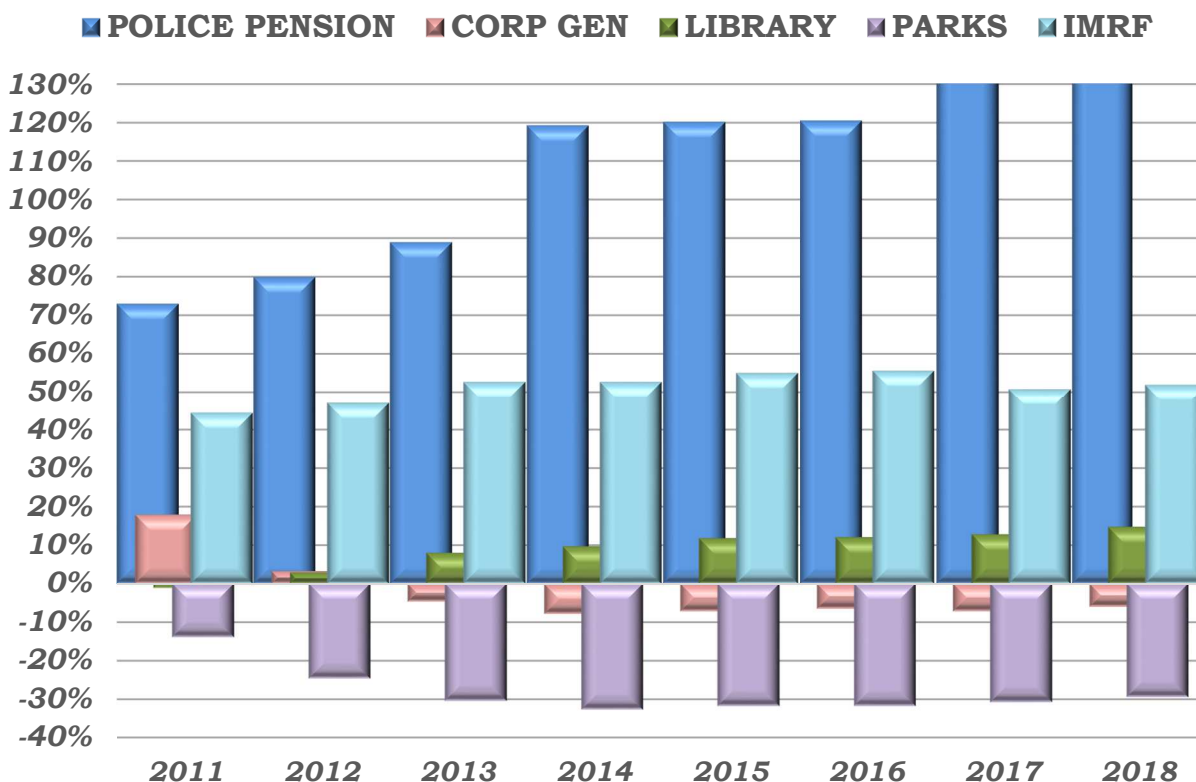
The State's fiscal mess continues to bog down long term and short term financial decisions, but we must continue to be resourceful. The very backbone of how Illinois does its business has not changed during the fiscal cycle and it appears unlikely any changes will be made, but if changes are made it will change our financial structure. Whether these changes will be good or bad will remain a mystery, and only adds to the uncertainty of our decision making.

Revenue is estimated to grow this year at a rate below inflation or about 1%. The budget reflects a movement of the Events Committee budget to the Park fund. Discounting that movement explains the discrepancy. We have seen modest increases in property tax but the local property values have still not rebounded from years past.

The chart on the next page shows an index with a base year of 2006 and shows the increase by percentage of each fund listed. As you can see the majority of property tax is going towards the pension funds. Less and less of this revenue actually goes towards any service provided to the citizens. An additional chart in this document reflects those trends.



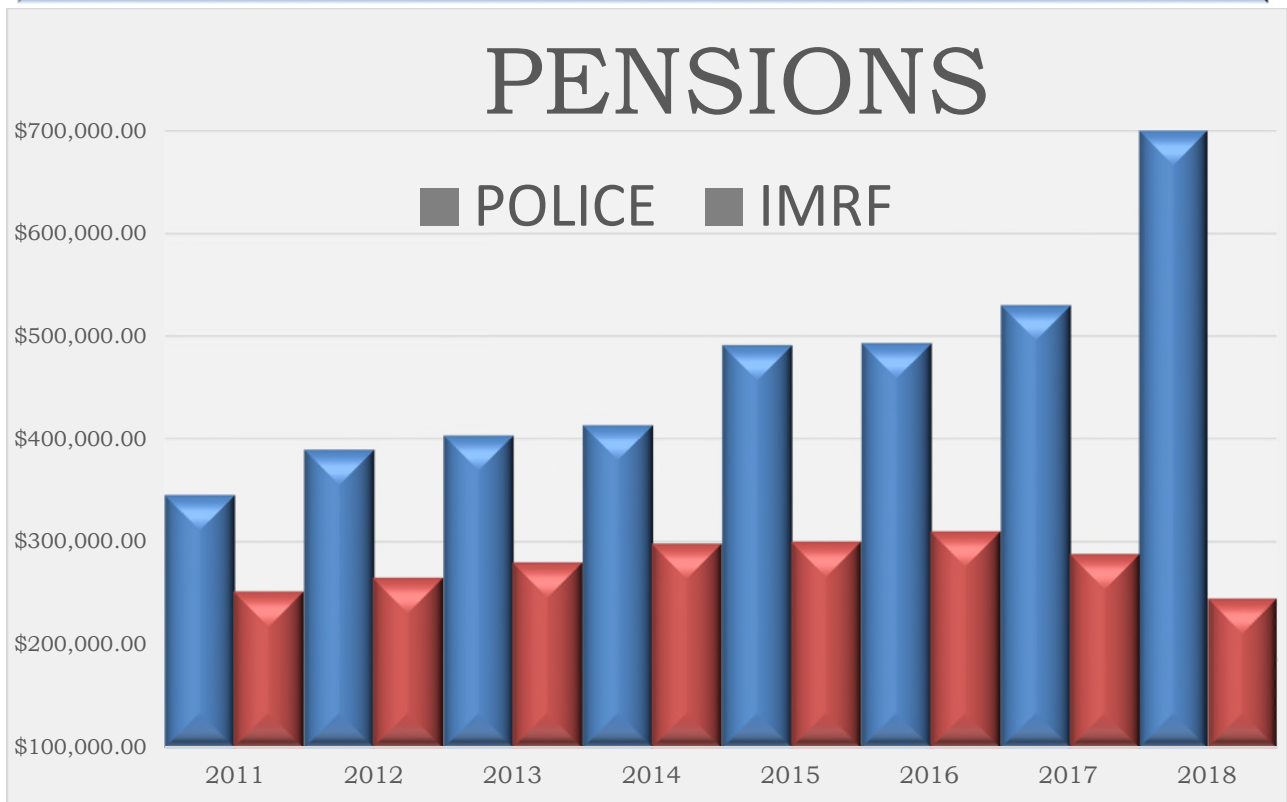
## PROPERTY TAX INDEX



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

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

Utility taxes are seeing reductions every year and are not becoming a very reliable revenue source. The City is currently undergoing an audit of these revenue accounts in order to ensure that each revenue source is at its full potential.



## **ITEMS COMPLETED FROM LAST YEAR**

- Establish a capital improvement plan
- Consolidate the park and pool fund.
- Close out TIF South as its goals have been reached.
- Hire a land planner to help in our efforts to build a police station
- Establish a social media presence
- Met with all departments to review all of the services that they provide.

## **GOALS**

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

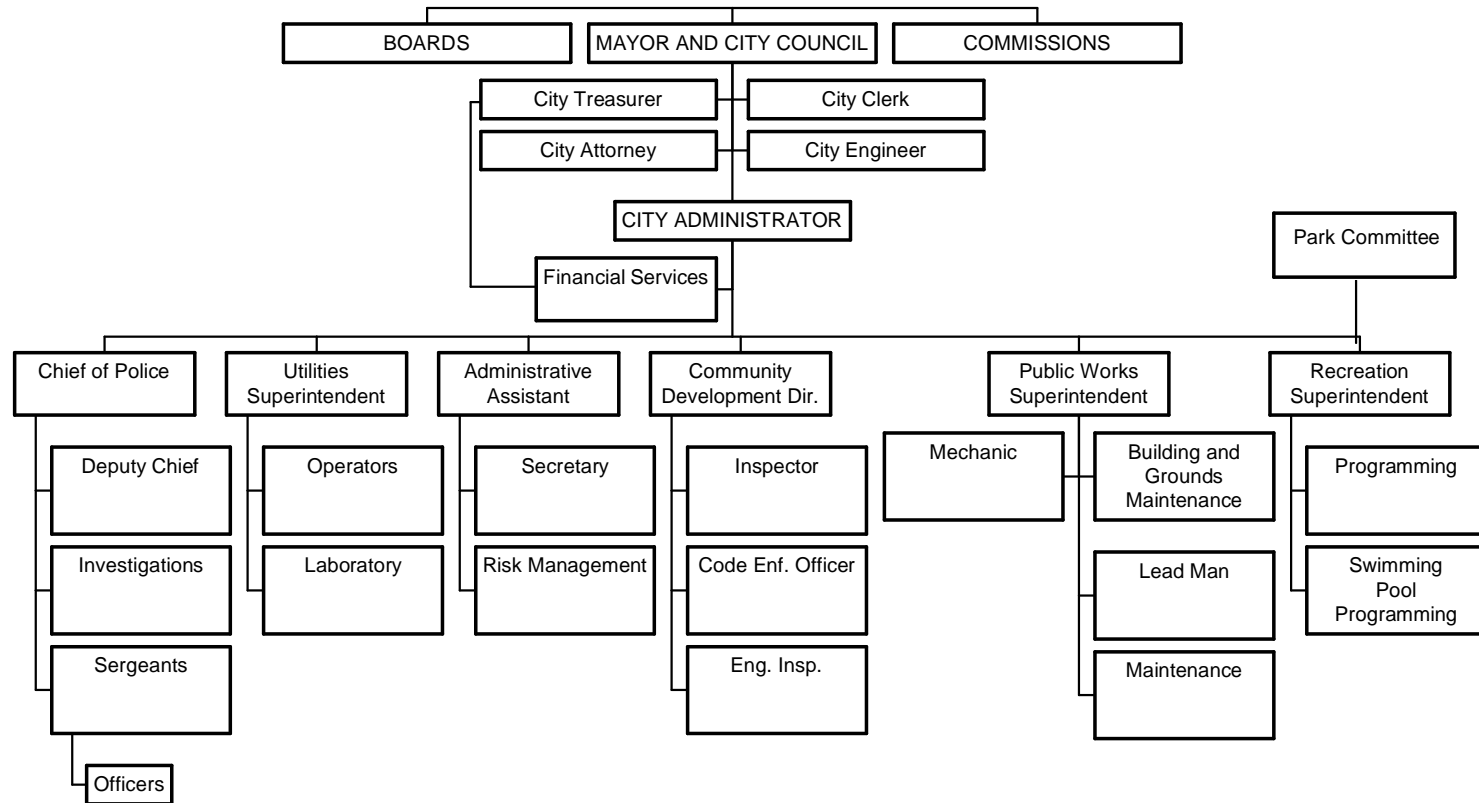
## RECOMMENDATIONS

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

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

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# CITY OF HARVARD



CITY OF HARVARD  
PERSONNEL SUMMARY

21

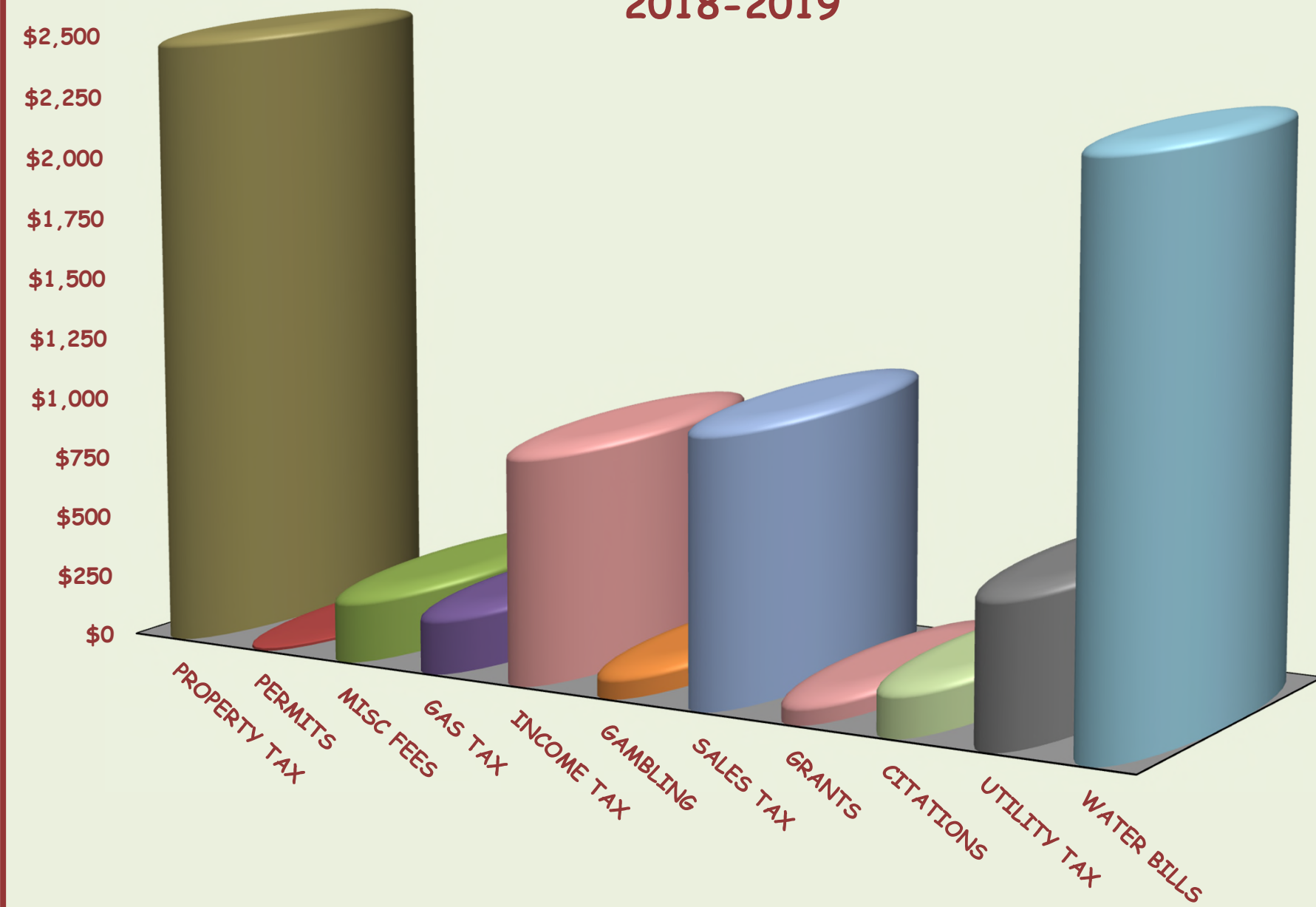
## TOTAL PERSONNEL

<u>DEPARTMENT</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>
ADMINISTRATION:					
City Administrator	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Bookkeeper	1	1	1	1	1
<b>Clerk</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>DEPARTMENT TOTAL:</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
PUBLIC WORKS:					
Superintendent	1	1	1	1	1
Foreman	1	1	1	1	1
Mechanic	1	1	1	1	1
<b>Maintenance Worker</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Maintenance - Part Time</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>DEPARTMENT TOTAL:</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>
UTILITY DEPARTMENT:					
<b>Superintendent</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Utility Operators</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Utility Clerk	1	1	1	1	1
<b>DEPARTMENT TOTAL:</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>BUILDING DEPARTMENT:</b>					
<b>Community Development Director</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Building and Zoning Inspector	0	0	0	0	0
Code Enforcement Officer	1	1	1	1	1
<b>DEPARTMENT TOTAL:</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
POLICE DEPARTMENT:					
Chief	1	1	1	1	1
Deputy Chief	1	1	1	1	1
Sergeant	2	2	2	3	3
Officer	13	14	13	12	12
<b>Officer - Part Time</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Dispatcher CSO	5	5	5	5	1
Dispatcher - Part Time	2	2	2	2	0
Records Clerk	1	1	1	1	1
Crossing Guard - Part Time	2	2	2	2	2
<b>DEPARTMENT TOTAL:</b>	<b>27</b>	<b>29</b>	<b>28</b>	<b>28</b>	<b>22</b>
PARKS/REC:					
Superintendent/Maintenance	1	2	2	2	2
<b>Maintenance - Part Time</b>	<b>8</b>	<b>6</b>	<b>8</b>	<b>6</b>	<b>6</b>

# CITY OF HARVARD REVENUE

## 2018-2019

\$ THOUSANDS





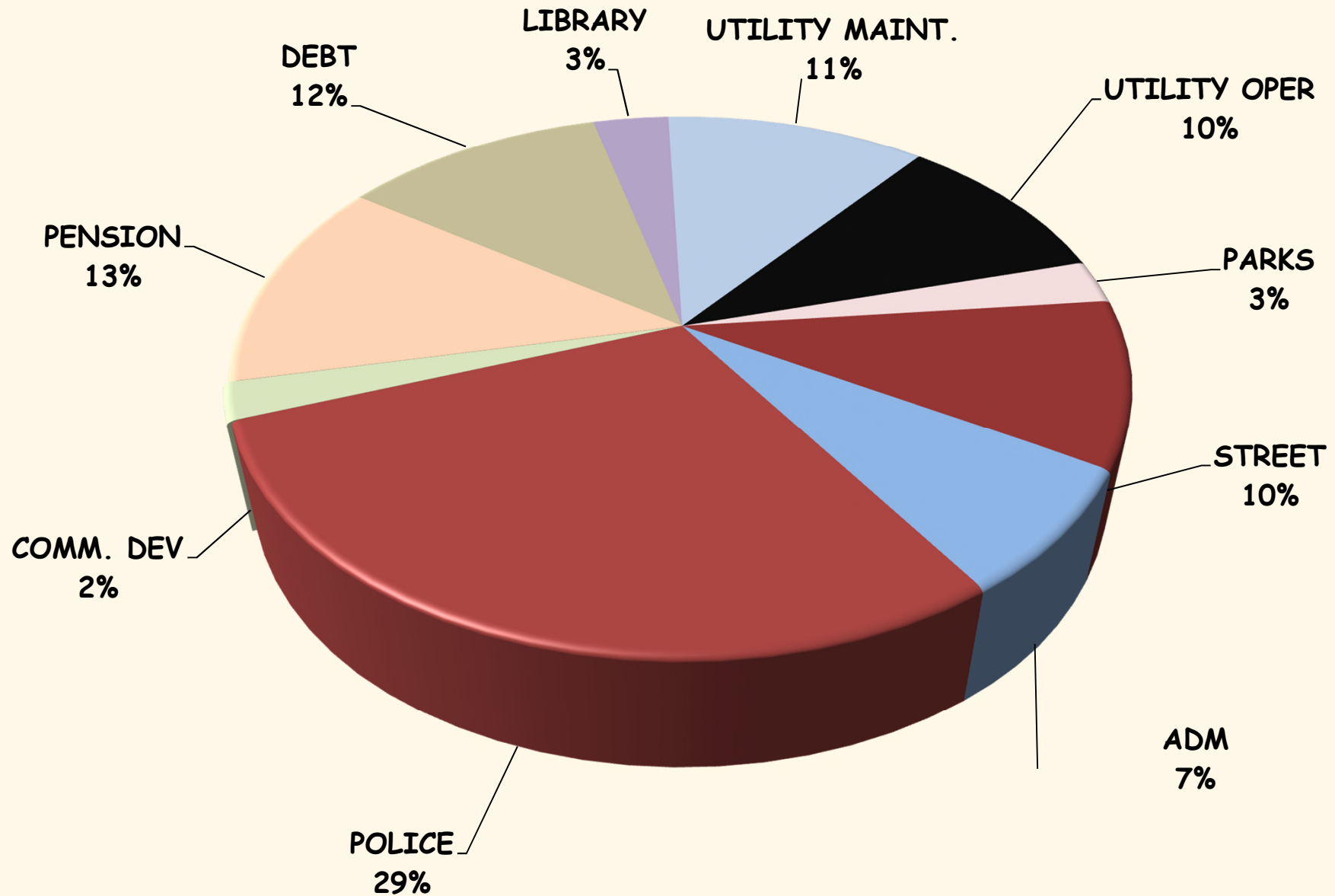
## GENERAL FUND REVENUE ESTIMATES

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
PROPERTY TAXES GENERAL	\$ 420,000.00	\$ 430,000.00	\$ 425,000.00
TRANSFER FROM AUDIT FUND	\$ 36,500.00	\$ 40,000.00	\$ 32,000.00
TRANSFER FROM POLICE FUND	\$ 580,000.00	\$ 600,000.00	\$ 575,000.00
TRANSFER FROM ROAD FUND	\$ 84,000.00	\$ 84,000.00	\$ 89,500.00
INCOME TAXES	\$ 965,000.00	\$ 940,000.00	\$ 950,000.00
USE TAX	\$ 220,000.00	\$ 235,000.00	\$ 236,500.00
MUNICIPAL SALES TAXES	\$ 1,153,000.00	\$ 1,190,000.00	\$ 1,250,000.00
VIDEO GAMING TAX	\$ 85,000.00	\$ 108,000.00	\$ 120,000.00
REPLACEMENT TAXES	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
LIQUOR LICENSE/GENERAL LICENSE	\$ 70,000.00	\$ 50,110.00	\$ 58,000.00
CONTRACTORS LICENSE	\$ 11,000.00	\$ 10,000.00	\$ 10,000.00
BUILDING PERMITS	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00
HEALTH INSURANCE REIMBURSEMENTS	\$ 36,000.00	\$ 37,000.00	\$ 38,500.00
POLICE REIMBURSEMENTS	\$ 85,000.00	\$ 63,000.00	\$ 65,000.00
DUI FINES	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00
POLICE FINES	\$ 225,000.00	\$ 220,000.00	\$ 200,000.00
WATER UTILITY TAX	\$ 100,000.00	\$ 105,000.00	\$ 110,000.00
ELECTRIC TAX	\$ 310,000.00	\$ 300,000.00	\$ 300,000.00
HOTEL MOTEL TAX	\$ 16,000.00	\$ 16,000.00	\$ 21,000.00
NATURAL GAS TAX	\$ 125,000.00	\$ 100,000.00	\$ 100,000.00

## GENERAL FUND REVENUE ESTIMATES

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
TELEPHONE TAX	\$ 190,000.00	\$ 185,000.00	\$ 170,000.00
ZONING HEARING & PLATTING FEES	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00
CABLE FRANCHISE FEES	\$ 58,000.00	\$ 62,000.00	\$ 64,000.00
MINING FEES			
ESCROW FROM DEVELOPERS	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00
CAP IMPROVEMENT DONATIONS			
GARBAGE STICKERS	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
DONATIONS/EVENTS	\$ 50,000.00	\$ 150,000.00	\$ -
SURPLUS PROPERTY	\$ 10,000.00	\$ 7,500.00	\$ 8,000.00
INTEREST	\$ 6,000.00	\$ 10,000.00	\$ 25,000.00
MISCELLANEOUS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
GRANTS	\$ 14,000.00	\$ 4,000.00	\$ 9,000.00
RECEIPT OF RENT	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
PARKING FEES	\$ 115,000.00	\$ 115,000.00	\$ 100,000.00
CASH ON HAND	\$ 45,000.00	\$ 42,000.00	\$ 42,000.00
<b>TOTAL</b>	<b>\$ 5,183,000.00</b>	<b>\$ 5,262,110.00</b>	<b>\$ 5,157,000.00</b>

# CITY OF HARVARD EXPENSES



## ADMINISTRATION DEPARTMENT

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>PERSONNEL SALARIES</b>			
OFFICIALS	\$ 114,200.00	\$ 117,000.00	\$ 119,500.00
CLERICAL	\$ 83,500.00	\$ 86,000.00	\$ 87,750.00
OVERTIME CLERICAL	\$ 500.00	\$ 500.00	\$ 500.00
 <b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 87,000.00	\$ 71,000.00	\$ 77,160.00
TRAINING/SEMINARS	\$ 1,000.00	\$ 1,000.00	\$ 500.00
EXPENSE ACCOUNT MAYOR	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
CLERKS TRAINING			
TRAVEL EXPENSE	\$ 100.00	\$ 5,000.00	\$ 4,000.00
 <b>CONTRACTUAL &amp; COMMODITIES</b>			
ATTORNEY FEES	\$ 55,000.00	\$ 60,000.00	\$ 45,000.00
PROFESSIONAL FEES/AUDITORS	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
ENGINEERING FEES	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00
PRINTING	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
BUILDING MAINTENANCE	\$ 50,000.00	\$ 60,000.00	\$ 45,000.00
SERVICE AGREEMENT	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
EQUIPMENT MAINTENANCE	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00
OFFICE SUPPLIES	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
POSTAGE	\$ 5,000.00	\$ 5,000.00	\$ 6,500.00
DUES & SUBSCRIPTIONS	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
PUBLIC NOTICES	\$ 4,500.00	\$ 5,500.00	\$ 4,000.00
ZBA PUBLICATIONS	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
TELEPHONE	\$ 12,000.00	\$ 4,000.00	\$ 6,500.00
CITY HALL PAYMENT/PRINCIPAL	\$ 20,000.00	\$ 20,000.00	\$ 21,000.00
GARBAGE STICKERS	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00

## ADMINISTRATION DEPARTMENT

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>CAPITAL OUTLAY</b>			
MISCELLANEOUS	\$ 6,500.00	\$ 4,000.00	\$ 5,000.00
INTEREST EXPENSE	\$ 22,000.00	\$ 22,000.00	\$ 21,000.00
NEW EQUIPMENT	\$ 15,000.00	\$ 8,000.00	\$ 35,000.00
ECONOMIC DEVELOPMENT	\$ 65,000.00	\$ 65,000.00	\$ 61,000.00
EVENTS COMMITTEE	\$ 50,000.00	\$ 125,000.00	\$ -
CAPITAL IMPROVEMENT			
CITY COUNCIL CONTINGENCY	\$ 924.00	\$ 3,070.00	\$ -
<b>OPERATING TRANSFERS</b>			
TRANSFER OUT POOL	\$ 56,876.00	\$ 77,000.00	\$ 45,000.00
TRANSFER OUT RTA	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00
TRANSFER TO PARK FUND			
TRANSFER TO INSURANCE FUND	\$ 153,000.00	\$ 144,000.00	\$ 147,000.00
TRANSFER TO FICA FUND	\$ 177,000.00	\$ 184,000.00	\$ 130,000.00
TRANSFER TO IMRF FUND	\$ 128,000.00	\$ 117,000.00	\$ 108,000.00
TO DOWNTOWN TIF	\$ 150,000.00	\$ 315,000.00	\$ 315,000.00
<b>TOTAL</b>	<b>\$ 1,382,400.00</b>	<b>\$ 1,622,370.00</b>	<b>\$ 1,407,710.00</b>



City of Harvard  
Public Works Department

Jim Kruckenberg  
Superintendent

**TO: Mayor Kelly  
Dave Nelson**

**From: Supt. Jim Kruckenberg**

**Proposed 2018 Budget**

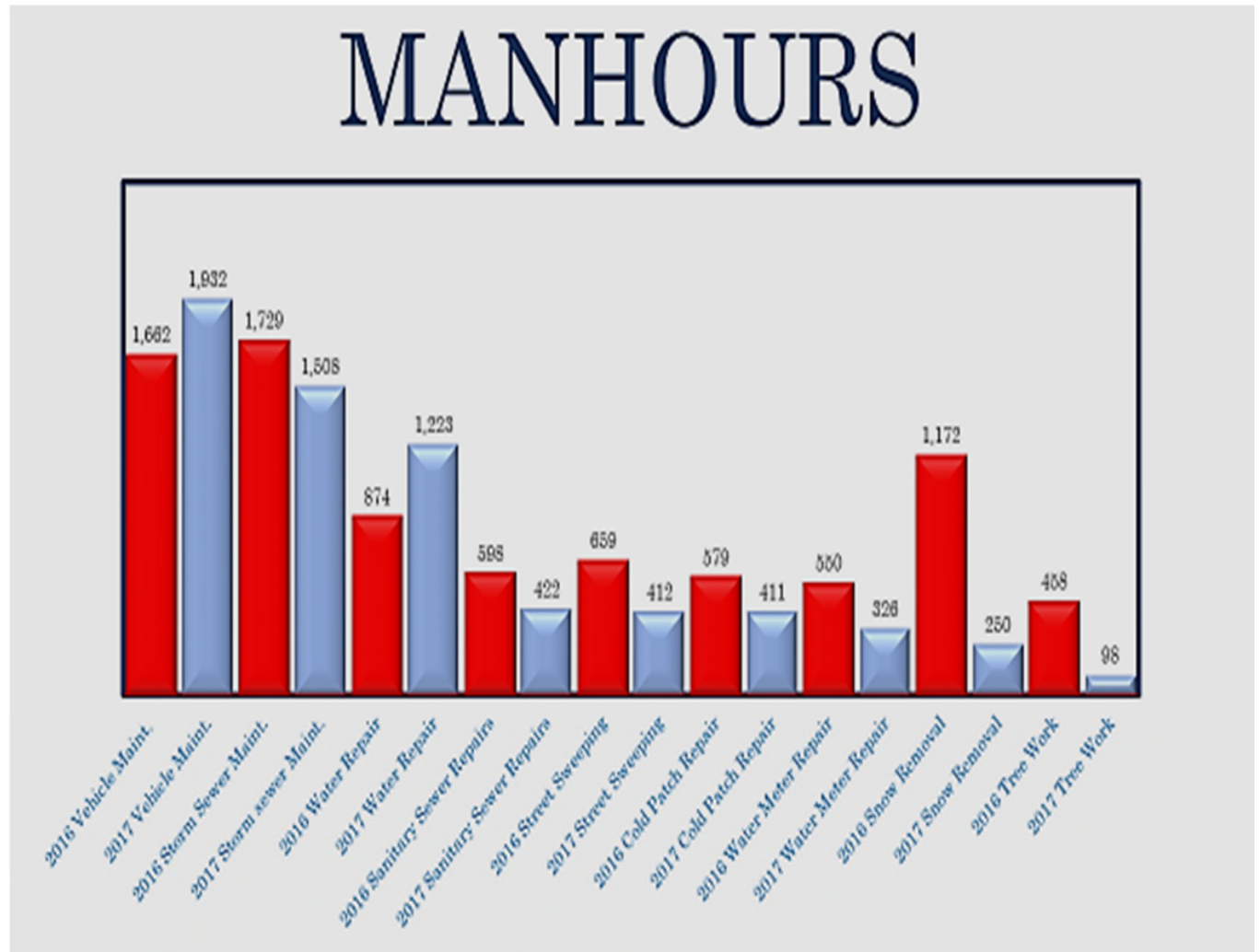
As always, the Public Works Department strives to hold down costs and operate in a conservative fiscal manner, all the while providing the same high level of service the community has come to expect.

**Personnel**

Public Works Department consists of 5 full time employees, one of those is the City mechanic. While the total number of employees has been reduced in the past ten years, our responsibilities and area of service has increased, and like all departments, we are doing more with less. A full time employee is in the budget for 2018. Although the new employee will not start until October, he will be a welcome addition to the Public Works crew. A strategy that has allowed the department to continue to function efficiently is the use of part-time summer help and snow birds. The addition of summer personnel, gives us a big boost in manpower during the spring and summer construction season. I believe that maintaining the seasonal part time help is a conservative and sensible way to budget personnel funding. Summer help is limited to 600 hours per person, and snow birds are limited to a total of 400 hours.

## Man Hour Breakdown

The graph below is a breakdown of the hours spent on the main tasks from the past year. The graph represents our primary tasks that account for approximately 70% of the total man-hours available for work in 2017. The vehicle maintenance column is mainly our mechanics' hours, but also includes hours spent on the off season sweeper maintenance; the mechanic maintains all city vehicles including police department squad cars, as well as assists maintenance personnel as needed. Water system and storm sewer repairs account for the majority of our work. As the chart shows, all categories change from year to year but, snow removal as well as tree work man hours declined drastically. This is a result of little snow fall and the fact that we do not have many infected Ash trees left in town, we cut them down already. The remaining man hours are spent repairing streets, repairing lights, replacing signs, and other miscellaneous tasks.





## **City Services**

**Vehicle Maintenance:** Vehicle maintenance line remains the same. Our preventative maintenance program is paying off by keeping our vehicles in good working order and minimizing repair costs. However, our vehicles are getting older, and we should consider a replacement schedule.

**Street Light Maintenance:** We maintain all downtown lights as well as lighting for three subdivisions. Other areas are maintained by Com Ed.

**Tree Work:** We would like to continue to do proactive trimming, and there are still a few Ash trees in town that will need to come down at some time. We have been able to plant new trees the last few years. This is accomplished by using what's left in the tree budget at the end of the year.

## **Storm Sewer Maintenance**

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

## **Sanitary Sewer Maintenance**

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

## **Water Main Maintenance**

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

## **New Equipment**

In the past four years, we have replaced five salt spreaders and five snow plows for the dump trucks. This year we would like to replace the 1999 Dodge 1 ton dump

truck. We've squeezed all the useable life we can out of it. We are also asking to replace our walk behind saw. This saw is used to cut asphalt and concrete for storm sewer or sanitary repairs in streets. In Utility Department equipment, we have new water meters and MXU radio readers. Last year we replaced 65 water meters and over 300 MXU's. We are at the end of the life span for many of the radio readers, and need to keep updating with new readers. We also must update the handheld device we use to program and read the MXU. The existing MXU's are being phased out and a new model is being introduced, and of course our old device will not work without an upgrade.

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

-  **\$40,000 – 1 ton Dump Truck**
-  **\$4,500 - Walk behind saw**

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

- ✓ **\$16,000 – Water meter replacement**
- ✓ **\$26,000 – MXU radio readers**
- ✓ **\$1000 - MXU Reader upgrade**

### **Summary**

As always, we are constantly looking to save the City money in all our purchases, and maintenance contracts without sacrificing service or jeopardizing the safety of our employees.

This past year was busy as usual for Public Works. We repaired or replaced 40 storm sewers, replaced 6 sanitary manholes, repaired 20, and 22 water services were replaced. We installed 64 new water meters and over 315 water meter radio readers. This work was in addition to all the routine tasks, odd jobs, emergency repairs, and scheduled maintenance chores we perform.

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

Respectfully,  
Jim Kruckenberg  
Supt. Public Works

## STREET DEPARTMENT

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>PERSONNEL</b>			
SALARIES	\$ 288,000.00	\$ 303,000.00	\$ 308,000.00
OVERTIME	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
 <b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 73,000.00	\$ 77,000.00	\$ 99,000.00
TRAINING/SEMINARS	\$ 250.00	\$ 2,000.00	\$ 2,000.00
TRAVEL EXPENSE	\$ 150.00	\$ 150.00	\$ 150.00
UNIFORMS	\$ 2,650.00	\$ 3,000.00	\$ 3,000.00
 <b>CONTRACTUAL SERVICES</b>			
STREET LIGHT MAINT	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
PARKING LOT MAINTENANCE	\$ 60,000.00	\$ 30,000.00	\$ 30,000.00
VEHICLE MAINTENANCE	\$ 35,000.00	\$ 35,000.00	\$ 30,000.00
BUILDING & GROUNDS MAINTENANCE	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
RADIO MAINTENANCE	\$ 500.00	\$ 500.00	\$ 500.00
TREE PLANTING/REMOVAL	\$ 50,000.00	\$ 35,000.00	\$ 35,000.00
SIDEWALK REPLACEMENT			
 <b>COMMODITIES</b>			
TOOLS	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00
BARRICADES AND SIGN SUPPLIES	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
MATERIAL PURCHASES	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
TELEPHONE	\$ 3,400.00	\$ 3,500.00	\$ 3,500.00
ELECTRICITY	\$ 110,000.00	\$ 110,000.00	\$ 100,000.00
FUEL FOR BUILDING			
GAS, OIL, GREASE	\$ 25,000.00	\$ 20,000.00	\$ 20,000.00
STREET SIGNS	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00
STREET DECORATIONS	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
MISCELLANEOUS/STREET SWEEPINGS	\$ 18,000.00	\$ 18,000.00	\$ 15,000.00
 <b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT	\$ 35,500.00	\$ 44,000.00	\$ 44,500.00
 <b>TOTAL</b>	<b>\$ 743,450.00</b>	<b>\$ 719,150.00</b>	<b>\$ 728,650.00</b>



## HARVARD POLICE DEPARTMENT

“Winning with Teamwork”



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

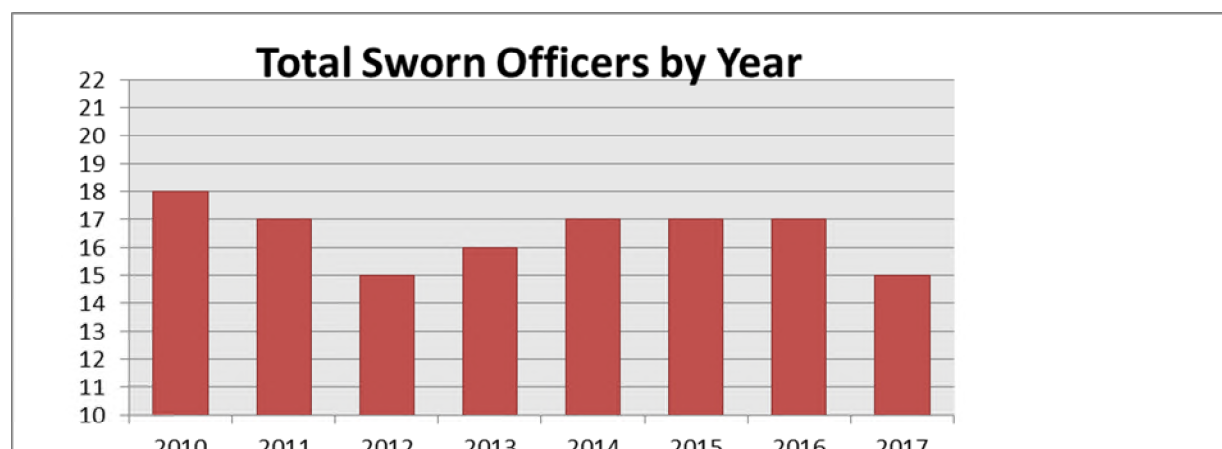
**DA: March 12, 2018**

**FR: Chief Mark Krause**

**RE: 2018/19 Budget**

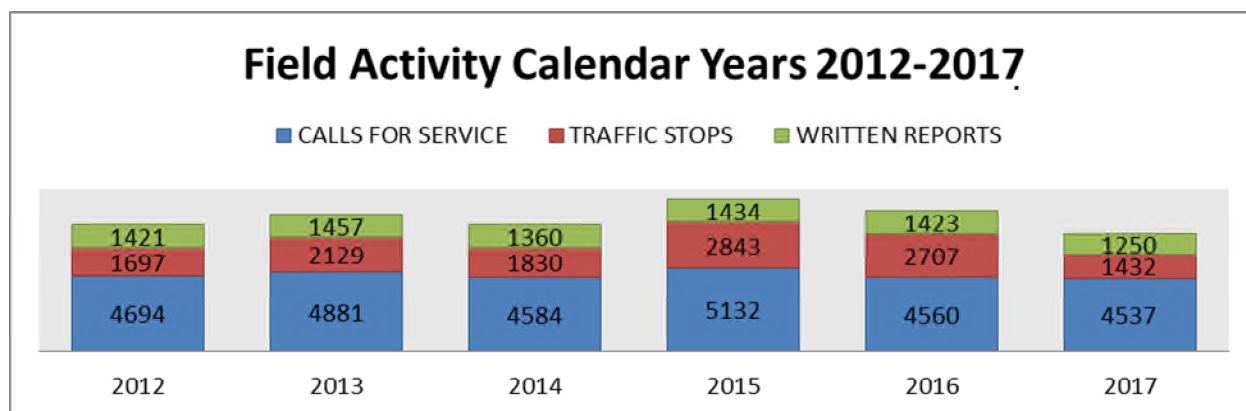
Modern policing presents a great deal of unique challenges and difficulties, but the realities of budgeting and planning often prove the most daunting. National events have highlighted and reinforced the need and demand for a police department that is not only capable to handle law enforcement tasks, but one that is likewise sensitive, responsive and collaborative with the community they serve. The Harvard Police Department aims to meet this mandate and demonstrates our commitment through our mission statement, *“To create a professional cooperative environment with the community to improve the quality of life for those we serve and protect by embracing the City of Harvard motto: “Winning with Teamwork”.*

This past few years have seen quite a change at the Harvard Police Department; the department has fluctuated between eighteen and fifteen officers. As of March, 2018 we have fifteen full time officers and are in the process of hiring two to replace recent vacancies. Nearly 40% of our officers have less than five years’ experience. Our newer officers have been trained, coached and mentored and promise to be productive and effective members of the department. Ongoing training is always a challenge. We have taken advantage of online resources for new State mandated trainings, which has been a great benefit.



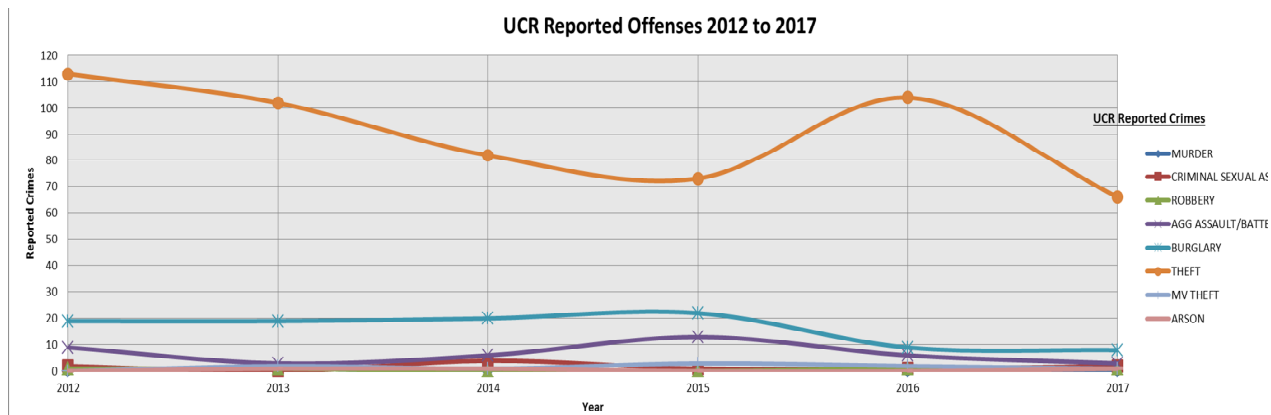
## PERSONNEL

Based upon the City's population and Department of Justice reports, the City of Harvard should be staffed with twenty one full time sworn officers and maintain a full time staff of eleven. This fact means the police department is more reactive than proactive. Over the past couple of years, technology strategies and an increasing reliance upon our Community Service Officer have been utilized to reduce the amount of time officers spend on the more mundane tasks, with an emphasis upon freeing up personnel so service levels can be mitigated as much as possible.

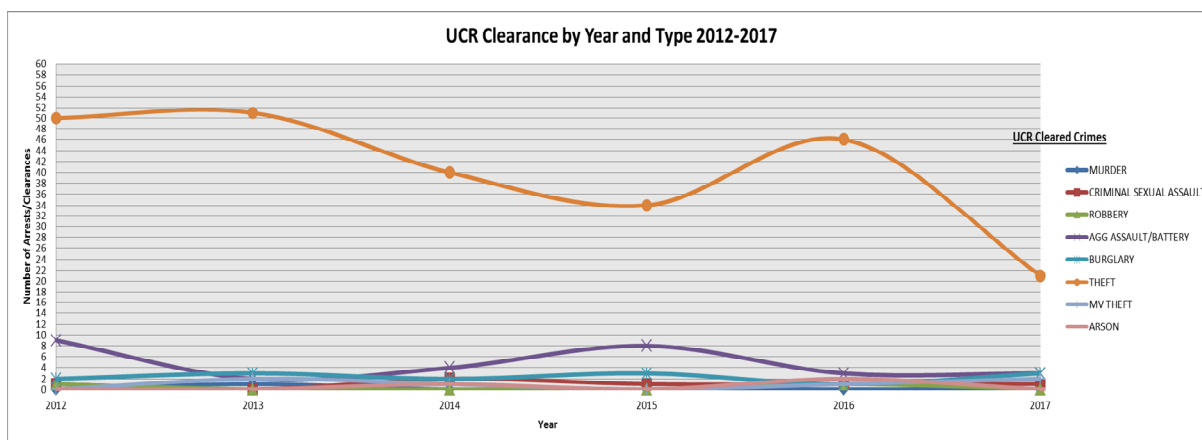


Since 2010, the Department's number of sworn personnel has dropped from a high of eighteen sworn to our current fifteen, where we've been since late 2017. This decrease has led to proportional fluctuations in officers' self-initiated field activity; traffic stops peaked with 2843 in 2015 and dropped to 1432 in 2017. The drop is certainly reflective and indicative of officers being reactive and show the strain of working overtime to cover the two vacancies. Written reports have trended fairly consistent with manpower and are partly the result of an ongoing reliance upon in-car computers to dispose minor, non-criminal justice calls.

The closure of our Dispatch Center in December of 2016 has resulted in an appropriate and commensurate reduction under Clerical Salaries. The remaining two positions are our Records Clerk and Community Service Officer (CSO), both of which share manning the front window of the Department during business hours. In an effort to save time and money, the CSO position handles routine IT issues for not only the department but for the city as well.



Over the past five years, Uniform Crime Reporting (UCR) category crimes have been performing in cyclical and predictable fashion. Theft reports have always been the bulk of our reported offenses and the past few years have been no different. Retail thefts continue to push the offense number and number of arrests up; the main culprit has been thefts from Walmart and their numbers are reflective of their Loss Prevention efforts. It is noteworthy that officers have been using Non-Traffic Notice to Appear citations in lieu of custodial arrests for many retail thefts, a measure that frees up officer's time and Department resources.



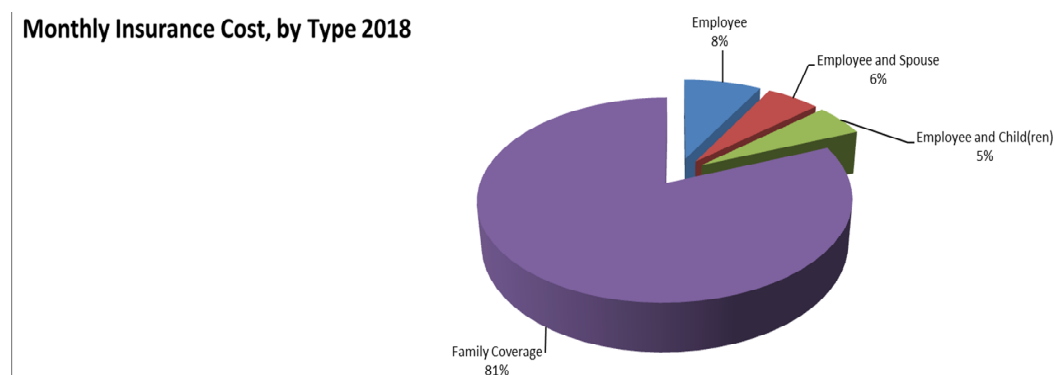
As a twenty four a day, seven day a week operation, scheduling has always been a struggle; couple this with training needs, vacation time and injuries and the result can be deleterious to ensuring and maintaining a high level of performance. Fortunately, additional manpower and new technology can generally reduce these impacts. Despite the fact I foresee no impending retirements this budget year, we have three officers with the appropriate amount of tenure and two of them are nearing retirement age.

## RELATED EXPENDITURES

The Department's Overtime budget was static the past couple of years. A combination of Worker's Compensation reduction measures, such as the introduction of Tasers in 2015 and Body Cameras in 2016 with City incentives, promoting a third sergeant, and with the expansion of the number of Officers in Charge, have worked well to mitigate officer injury.

However, with recent rash of retirements, the Overtime line has been increased this year. Each shift will require either a sergeant or a veteran officer in charge to manage the duties. With our two replacements, nearly half of the department will have less than five year's seniority.

Insurance costs for the department have remained in line with real costs.



Health exams remain consistent with last year. Uniform costs have risen due to CBA increases and to furnish the new hires.

The training budget has increased to cover for the Police Law Institute, the online program we use to meet State mandates for ongoing training.

The education costs our maintained at zero for the upcoming year. Currently, eleven officers have their Bachelor's Degrees and three have their Master's.

## PROFESSIONAL FEES/DISPATCH SERVICES

With the closure of the Dispatch Center, this fee is a replacement and represents the Department's 13.8% share and partnership in the North East Regional Communications Center in McHenry.



## CONTRACTUAL SERVICES

Equipment maintenance covers the copier fees and an agreement on our Livescan and our leased printer. The Livescan ensures we are compliant with current reporting guidelines for the State of Illinois. Our printer has allowed the department to scan documents and email them, as well as allows NERCOM to print material, saving the cost of postage, printing and ink from forwarding copies, as well as a need to frequently travel to McHenry, which has reduced the office supply line.

## SPECIAL PROGRAMS

The Special Programs line has reflected the need for resources related to defensive tactics and Tasers. Milk Day cost is projected to remain the same.

## CAPITAL OUTLAY/NEW EQUIPMENT

The new equipment line item reflects the cost for two replacement squad cars, to remain consistent with our rotation program. The budget also allows for updated video cameras and computers in the new squads, both of which need updating due to age and technological advancement.

1/3/5800 New Equipment		
Morrow Brothers Ford	Ford-Police Interceptor Sedan AW	\$26,642.00
	Delivery	\$225.00
Panasonic CF-53 toughbook laptop		\$1,990.00
Computer Dock - Havis		\$840.00
Bars for the windows		\$150.00
Configuration Service		\$50.00
Pagles Design	Vinyl door wrap white - Laminated	\$600.00
Pagles Design	Graphics	\$520.00
Pagles Design	Application	\$185.00
Morrow Brothers	**Car Equipment and set up	\$10,000.00
Provision	Squad Camera	\$4,600.00
SUBTOTAL		<b>\$45,802.00</b>
Replacement Program	Two Squads	<b>\$91,604.00</b>
2017-2018 CURRENT		\$88,000.00
TOTAL		<b>\$93,000.00</b>

Respectfully,

Mark Krause  
Chief of Police

## POLICE DEPARTMENT

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>PERSONNEL</b>			
OFFICERS	\$ 1,550,000.00	\$ 1,581,500.00	\$ 1,540,000.00
CLERICAL	\$ 350,000.00	\$ 114,000.00	\$ 116,000.00
CROSSING GUARDS	\$ 12,000.00	\$ 12,000.00	\$ 13,000.00
OVERTIME	\$ 260,000.00	\$ 220,000.00	\$ 240,000.00
 <b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 410,000.00	\$ 310,000.00	\$ 387,000.00
HEALTH EXAMS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
TRAINING/SEMINARS	\$ 7,000.00	\$ 3,500.00	\$ 6,500.00
EDUCATION			
UNIFORMS	\$ 20,500.00	\$ 18,500.00	\$ 21,500.00
 <b>CONTRACTUAL SERVICES</b>			
ATTORNEY FEES	\$ 54,000.00	\$ 55,000.00	\$ 56,000.00
PROFESSIONAL FEES/DISPATCH		\$ 217,000.00	\$ 222,000.00
VEHICLE MAINTENANCE	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
EQUIPMENT MAINTENANCE	\$ 8,500.00	\$ 9,000.00	\$ 9,000.00
RADIO MAINTENANCE	\$ 4,000.00	\$ 1,500.00	\$ 9,500.00
ADVERTISING			
 <b>COMMODITIES</b>			
AMMUNITION	\$ 6,500.00	\$ 3,500.00	\$ 4,000.00
MATERIAL PURCHASES/SUPPLIES	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00
OFFICE SUPPLIES	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
INVESTIGATION/FILM	\$ 6,500.00	\$ 3,500.00	\$ 3,500.00
DUES/SUBSCRIPTIONS	\$ 2,200.00	\$ 2,200.00	\$ 2,350.00
TELEPHONE	\$ 12,500.00	\$ 10,640.00	\$ 11,000.00
GAS, OIL, GREASE	\$ 40,000.00	\$ 35,000.00	\$ 30,000.00
POLICE COMMISSION EXPENSE	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00

## POLICE DEPARTMENT

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>OTHER</b>			
MISCELLANEOUS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
SPECIAL PROGRAMS	\$ 8,000.00	\$ 8,500.00	\$ 7,500.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT	\$ 85,000.00	\$ 88,000.00	\$ 93,000.00
DATA BASE			
<b>TOTAL</b>	<b>\$ 2,864,200.00</b>	<b>\$ 2,721,340.00</b>	<b>\$ 2,798,850.00</b>

## COMMUNITY DEVELOPMENT DEPARTMENT

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
SALARIES	\$ 122,200.00	\$ 126,000.00	\$ 144,000.00
HEALTH INSURANCE	\$ 57,000.00	\$ 45,000.00	\$ 54,000.00
TRAINING	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00
UNIFORM	\$ 750.00	\$ 750.00	\$ 790.00
VEHICLE MAINTENANCE	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
NUISANCE ABATEMENT	\$ 8,500.00	\$ 7,500.00	\$ 7,500.00
GAS, OIL, GREASE	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT		\$ 15,000.00	\$ 10,000.00
<b>TOTAL</b>	<b>\$ 192,950.00</b>	<b>\$ 199,250.00</b>	<b>\$ 221,790.00</b>

## SUMMARY OF GENERAL FUND

### ADMINISTRATION

Fiscal Year  
2016-2017

Fiscal Year  
2017-2018

Fiscal Year  
2018-2019

\$ 1,382,400.00    \$ 1,622,370.00    \$ 1,407,710.00

#### DOLLAR CHANGE

(\$214,660.00)

-13.23%

### STREET

Fiscal Year  
2016-2017

Fiscal Year  
2017-2018

Fiscal Year  
2018-2019

\$ 743,450.00    \$ 719,150.00    \$ 728,650.00

#### DOLLAR CHANGE

\$9,500.00

1.32%

### POLICE

Fiscal Year  
2016-2017

Fiscal Year  
2017-2018

Fiscal Year  
2018-2019

\$ 2,864,200.00    \$ 2,721,340.00    \$ 2,798,850.00

#### DOLLAR CHANGE

\$77,510.00

2.85%

Fiscal Year  
2016-2017

Fiscal Year  
2017-2018

Fiscal Year  
2018-2019

### COMMUNITY DEVELOPMENT

\$ 192,950.00    \$ 199,250.00    \$ 221,790.00

#### DOLLAR CHANGE

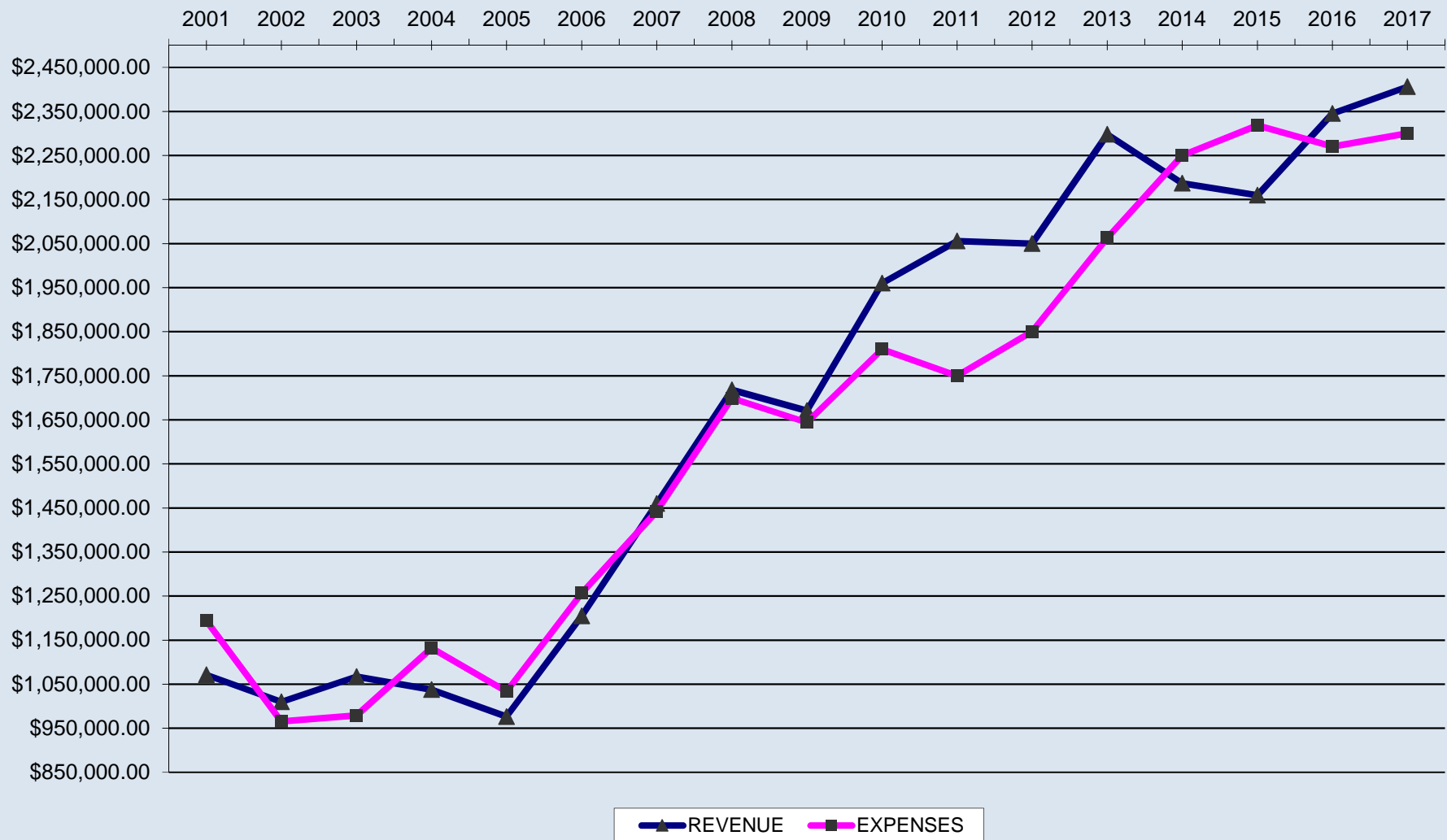
\$22,540.00

11.31%

## SUMMARY OF GENERAL FUND

TOTAL	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	\$ 5,183,000.00	\$ 5,262,110.00	\$ 5,157,000.00
DOLLAR CHANGE			
	(\$105,110.00)		
	-2.00%		

## WATER OPERATIONS



## WATER AND SEWER FUND REVENUE ESTIMATES

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
WATER BILLS	\$ 1,815,000.00	\$ 1,930,000.00	\$ 2,130,000.00
TAP ON PERMITS	\$ 10,000.00	\$ 10,000.00	\$ 3,500.00
SALE OF MATERIAL	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
PENALTIES	\$ 45,000.00	\$ 45,000.00	\$ 50,000.00
PLUMBING PERMITS	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00
MAINTENANCE CHARGE	\$ 310,000.00	\$ 310,000.00	\$ 310,000.00
MOVING CHARGE	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
UTILITY TAX	\$ 100,000.00	\$ 105,000.00	\$ 115,000.00
EPA LICENSE FEE	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
INTEREST	\$ 2,500.00	\$ 2,500.00	\$ 10,000.00
MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
WATER TOWER LEASE	\$ 33,134.00	\$ 34,212.00	\$ 36,000.00
WWTP FEE			\$ 168,000.00
CASH ON HAND/CAPITAL IMPROVEMENT			\$ -
GRANT	\$ 1,500.00	\$ 4,000.00	\$ 4,000.00
BOND PROCEEDS			
<b>TOTAL</b>	<b>\$ 2,345,134.00</b>	<b>\$ 2,468,712.00</b>	<b>\$ 2,853,000.00</b>



## **2018/2019 Utility Department Budget**

**To: Mayor Kelly & City Council**

**City Administrator Dave Nelson**

**From: Superintendent James Grant**



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

The waste treatment plant treated 516,694,234 gallons of waste water and pumped 250,675,900 gallons of potable water in 2017.

Fiscal year 2018/2019:

We will be updating the wiring and electrical system at route 14 lift station.

Well #10 doors will be replaced, The Waters tower on Front St and Harvard Hills Rd, will have the interior cleaned and inspected for any painting or repairs that need addressed.

We will be rebuilding or replacing a couple lift station pumps that are aging and not performing as they should.

We will be adding a polymer feed system to the waste treatment plant; this is to complete a Compliance Commitment Agreement with the IEPA for violations at the waste treatment plant.

Over the past couple years I have been focusing on the processes of the plant that will remain in service along with the buildings after the expansion, and this fiscal year will be no different.

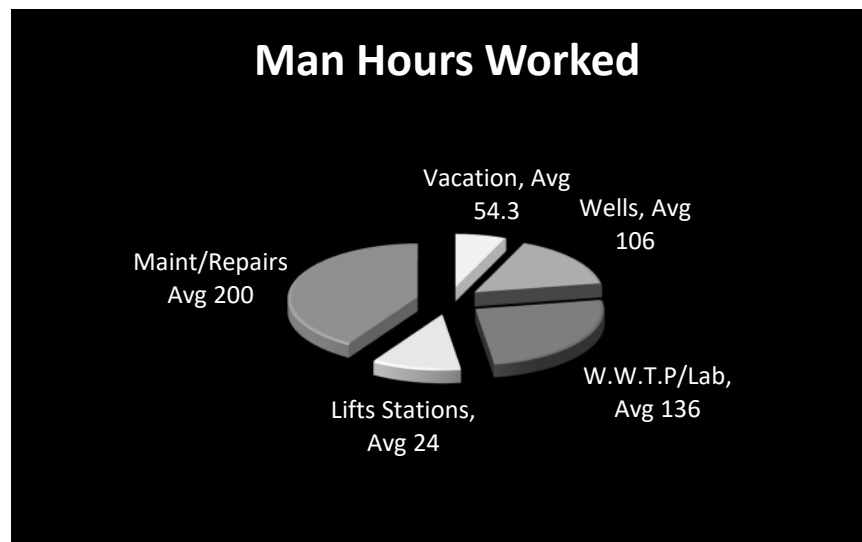
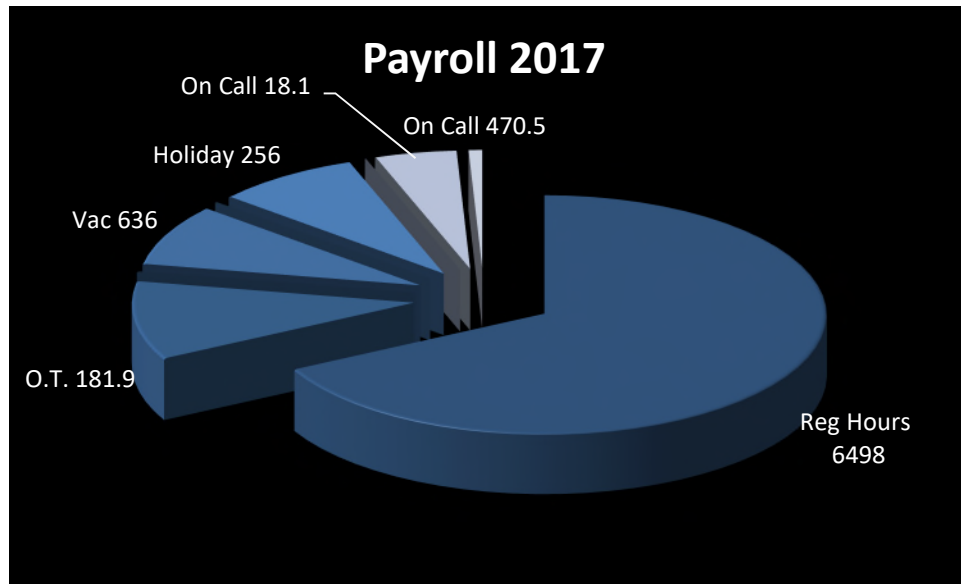
Future needs:

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

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

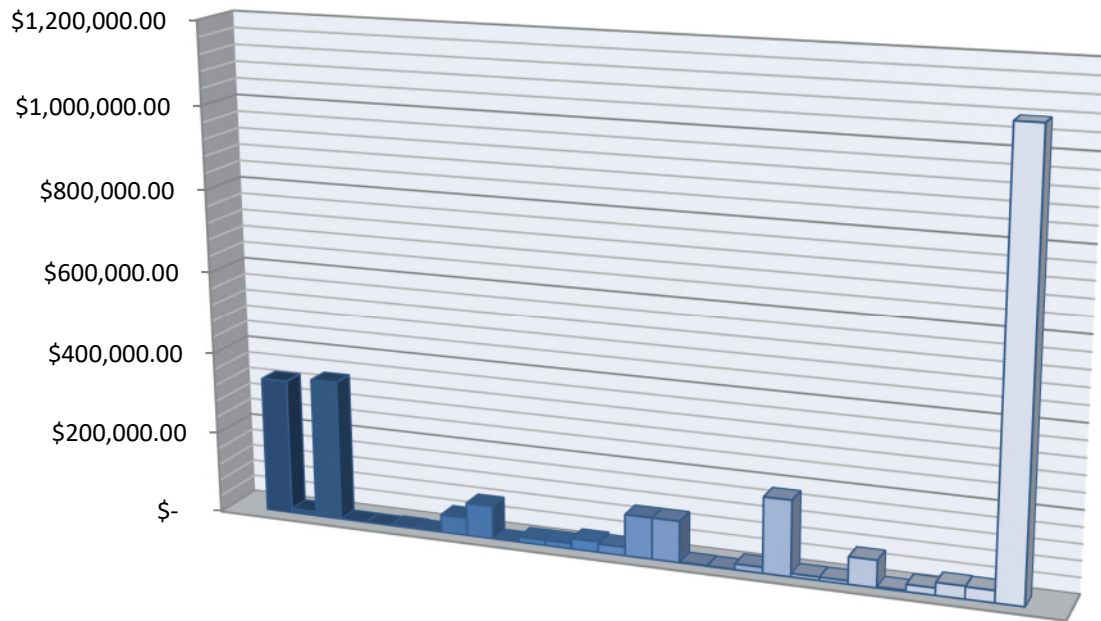
Staff:

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



***FIRST CHART REFLECTS PAYROLL HOURS FOR REGULAR WORKING HOURS, OVERTIME, ON CALL HOURS ETC.***

***SECOND CHART REFLECTS AN AVERAGE PER MONTH HOURS WORKED BY JOB DUTIES INCLUDING VACATION TIME.***



### 2016

70-01-5401 \* SALARIES

70-01-5408 \* O.T. SALARIES

TOTAL SALARIES

70-01-5475 \* TRAINING

70-01-5478 \* TRAVEL EXPENSE

70-01-5479 \* UNIFORMS

70-01-5501 \* LEGAL FEES

70-01-5502 \* PROFESSIONAL FEES

70-01-5503 \* ENGINEERING FEES

70-01-5513 \* VEHICLE MAINTENANCE

70-01-5514 \* BUILDING MAINT.

70-01-5514 \* BUILDING MAINT.

70-01-5516 \* MAINTENANCE OF TOWER

70-01-5519 \* LIFT STATION MAINT.

70-01-5532 \* EQUIPMENT MAINT.

70-01-5602 \* LAB SUPPLIES

70-01-5605 \* MATERIAL PURCHASES

70-01-5609 \* DUES/SUBSCRIPTIONS

70-01-5614 \* TELEPHONE

70-01-5615 \* ELECTRICITY

70-01-5616 \* FUEL FOR BUILDING,GAS

70-01-5617 \* GASOLINE, OIL,GREASE

70-01-5629 \* CHEMICALS

70-01-5702 \* MISCELLANEOUS

70-01-5703 \* PAYMENT TO STATE

70-01-5800 \* NEW EQUIPMENT

70-01-5801 \* INFRASTRUCTURE EXPENDITURES

TOTAL OPERATIONS

## UTILITY OPERATIONS

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>PERSONNEL SALARIES</b>			
SALARIES	\$ 355,000.00	\$ 366,000.00	\$ 381,000.00
OVERTIME	\$ 15,000.00	\$ 15,000.00	\$ 13,000.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 76,000.00	\$ 80,000.00	\$ 78,000.00
TRAINING	\$ 500.00	\$ 500.00	\$ 500.00
TRAVEL EXPENSE			
UNIFORMS	\$ 2,100.00	\$ 2,000.00	\$ 2,800.00
<b>CONTRACTUAL &amp; COMMODITIES</b>			
PROFESSIONAL FEES	\$ 60,000.00	\$ 75,000.00	\$ 85,000.00
ENGINEERING FEES	\$ 35,000.00	\$ 30,000.00	\$ 30,000.00
VEHICLE MAINTENANCE	\$ 4,000.00	\$ 3,500.00	\$ 4,500.00
BUILDING MAINTENANCE	\$ 15,000.00	\$ 35,000.00	\$ 16,000.00
MAINTENANCE OF TOWER	\$ 25,000.00	\$ 25,000.00	\$ 35,000.00
LIFT STATION MAINTENANCE	\$ 145,000.00	\$ 35,000.00	\$ 50,000.00
EQUIPMENT MAINT.	\$ 30,000.00	\$ 40,000.00	\$ 25,000.00
LAB SUPPLIES	\$ 10,000.00	\$ 12,000.00	\$ 13,000.00
MATERIAL PURCHASES	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00
DUES & SUBSCRIPTIONS	\$ 550.00	\$ 650.00	\$ 650.00
TELEPHONE	\$ 20,000.00	\$ 12,000.00	\$ 5,000.00
ELECTRICITY	\$ 200,000.00	\$ 190,000.00	\$ 185,000.00
FUEL FOR BUILDING	\$ 11,000.00	\$ 10,000.00	\$ 10,000.00
GAS, OIL & GREASE	\$ 11,000.00	\$ 10,000.00	\$ 10,000.00
CHEMICALS	\$ 85,000.00	\$ 80,000.00	\$ 90,000.00
MISCELLANEOUS	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00
PERMIT FEES	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
<b>CAPITAL OUTLAY</b>			
NEW EQUIPMENT	\$ -	\$ 17,000.00	\$ 25,000.00
INFRASTRUCTURE EXPENDITURE	\$ -	\$ -	\$ -
<b>TOTAL UTILITY OPERATIONS</b>	<b>\$ 1,125,150.00</b>	<b>\$ 1,063,650.00</b>	<b>\$ 1,083,450.00</b>

## UTILITY MAINTENANCE & ADMINISTRATION

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>PERSONNEL SALARIES</b>			
SALARIES	\$ 187,000.00	\$ 192,000.00	\$ 230,000.00
SALARIES, CLERICAL	\$ 115,500.00	\$ 118,851.00	\$ 119,500.00
OVERTIME	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
 <b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 87,000.00	\$ 93,000.00	\$ 99,000.00
UNIFORMS	\$ 2,650.00	\$ 3,000.00	\$ 3,000.00
 <b>CONTRACTUAL &amp; COMMODITIES</b>			
PROFESSIONAL FEES/LOBBYING		\$ 100,000.00	\$ 100,000.00
UTILITY TAX	\$ 100,000.00	\$ 105,000.00	\$ 115,000.00
RENT	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
VEHICLE MAINTENANCE	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
STORM SEWER MAINTENANCE	\$ 30,000.00	\$ 25,000.00	\$ 30,000.00
SANITARY SEWER MAINTENANCE	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00
WATER MAIN MAINTENANCE	\$ 50,000.00	\$ 58,000.00	\$ 58,000.00
MATERIAL PURCHASES	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
OFFICE SUPPLIES	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
POSTAGE	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
TELEPHONE	\$ 5,500.00	\$ 3,000.00	\$ 3,000.00
GAS, OIL & GREASE	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
 <b>CAPITAL OUTLAY</b>			
INFRASTRUCTURE EXPENDITURES		\$ 44,000.00	\$ 100,000.00
NEW EQUIPMENT/METERS	\$ 42,000.00	\$ 49,500.00	\$ 86,000.00
MISCELLANEOUS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
 <b>OPERATING TRANSFERS</b>			
DONATIONS		\$ 10,000.00	\$ -
TO CAPITAL IMP	\$ 18,713.00	\$ 10,000.00	\$ 326,500.00
CITY COUNCIL CONTINGENCY	\$ 68,871.00	\$ 109,211.00	\$ 15,050.00
 <b>TOTAL UTILITY MAINTENANCE</b>	<b>\$ 831,734.00</b>	<b>\$ 1,050,062.00</b>	<b>\$ 1,414,550.00</b>

## WATER BOND FUND

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>PAYMENT</b>			
PRINCIPAL AND INTEREST	\$ 388,250.00	\$ 355,000.00	\$ 355,000.00
<b>TOTAL</b>	<b>\$ 388,250.00</b>	<b>\$ 355,000.00</b>	<b>\$ 355,000.00</b>

## SUMMARY WATER AND SEWER FUND

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
UTILITY OPERATIONS			
	\$ 1,125,150.00	\$ 1,063,650.00	\$ 1,083,450.00

### DOLLAR CHANGE

\$19,800.00

2%

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
UTILITY MAINTENANCE			
	\$ 831,734.00	\$ 1,050,062.00	\$ 1,414,550.00

### DOLLAR CHANGE

\$364,488.00

34.71%

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>BOND PAYMENT</b>			
	\$ 388,250.00	\$ 355,000.00	\$ 355,000.00

### DOLLAR CHANGE

\$0.00

0.00%

## SUMMARY WATER AND SEWER FUND

TOTAL	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	\$ 2,345,134.00	\$ 2,468,712.00	\$ 2,853,000.00

### DOLLAR CHANGE

**\$384,288.00**

**15.57%**

# Memo

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

From: Ryan Knop, Superintendent of Parks and Recreation

Date: March 20, 2018

Re: 2018-2019 Budget

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The City of Harvard Parks and Recreation Department consists of 9 parks totaling 128.66 acres. This is a wonderful asset to our community because Harvard has 3.2 more acres of parkland per 1000 residents over the national average. More green space is definitely beneficial to our community but that does come with a price though. In order to maintain all of the green space we do have proper funding and support from the community is key. We have a very high expectation for our parks and community support is just one key aspect.

The City of Harvard Parks and Recreation Department has a plethora of different goals for this upcoming year. Our main goal this year is to maintain all of our park land to the best of our ability. There will be some changes within our park system, but those changes will be minimum, and most likely unnoticeable to the naked eye. Some of those changes mentioned will be reduced mowing at some of our parks. Those modifications will only be for this upcoming year and are easily reversible in the near future. This summer the Parks Department will be crack filling and sea coating the walking path at Milky Way Park and Lions Park. These are an absolute necessity as those walking paths are widely used throughout the summer. Looking forward, the City of Harvard has a wonderful master plan in place for the future of our parks and the City of Harvard. That master plan can be found at <https://www.cityofharvard.org/parksrec/page/city-harvard-park-system-master-plan>



The City of Harvard Parks and Recreation Department is working very hard to offer different programs and activities for the community of Harvard, but those will take some time to develop. Our goal is to produce at minimum one program a month for this upcoming year. This will eventually grow our programs and activities to the level the residents of Harvard deserve. Community participation is key in making sure our Parks and Recreation Department produces quality programs that the community will engage in. Make sure to follow the City of Harvard on Facebook and check [cityofharvard.org](http://cityofharvard.org) for all of the programs and activities offered in the near future.

The Mission Statement for the Harvard Community Pool is to allow fun, safe, and educational aquatic recreation to the citizens of Harvard, Illinois. The pool is a wonderful asset to the community but does require a lot of funds and maintenance to operate. As Superintendent of Parks and Recreation, I have noticed ways to improve our operation, while reducing our cost of operation. This upcoming fiscal year will be the initial test, but I feel that every aspect needs to be tried and tested to figure out what works and what other changes need to be made. Multiple changes will be happening behind the scenes this upcoming year such as fee reductions, programming, special events, and cosmetic changes as well. The keys to success will be within the organization as a whole. Working as a team to better the community pool, marketing special events to attract different demographic groups, maintaining current user groups, inventory management, hours of operation management, pool party promotion, and special event promotion. I have very high expectations for this upcoming year and we're definitely looking forward to seeing our community come together to support these wonderful assets located in your backyard.

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

Sincerely,  
Ryan Knop

## REVENUE ESTIMATES PARKS AND RECREATION

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
REAL ESTATE TAXES	\$ 72,500.00	\$ 73,225.00	\$ 75,056.00
BUILDING PERMITS			
GRANTS			
AMUSEMENT TAX	\$ 7,500.00	\$ 8,000.00	\$ 7,500.00
DAILY TICKETS	\$ 23,000.00	\$ 25,000.00	\$ 21,520.00
POOL PASSES	\$ 15,000.00	\$ 14,000.00	\$ 16,927.00
LESSONS	\$ 11,000.00	\$ 11,208.00	\$ 11,000.00
POOL PARTIES	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00
CONCESSIONS	\$ 9,000.00	\$ 10,000.00	\$ 10,000.00
DONATIONS	\$ 1,000.00	\$ -	\$ 1,500.00
INTEREST	\$ 250.00	\$ 400.00	\$ 500.00
MISCELLANEOUS/REIMBURSE	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00
TRANSFER IN	\$ 34,927.00	\$ 25,500.00	\$ 60,000.00
PARK RENTALS	\$ 7,393.00	\$ 14,000.00	\$ 12,000.00
PARK PROGRAMS	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00
CASH ON HAND			\$ 60,000.00
<b>TOTAL</b>	<b>\$ 204,070.00</b>	<b>\$ 197,833.00</b>	<b>\$ 293,503.00</b>

## PARKS

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>SALARIES</b>			
PERSONNEL	\$ 79,800.00	\$ 82,000.00	\$ 82,000.00
<b>RELATED EXPENDITURES</b>			
HEALTH INSURANCE	\$ 7,200.00	\$ 8,100.00	\$ 8,100.00
<b>CONTRACTUAL SERVICES</b>			
MAINTENANCE OF GROUNDS	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00
BUILDING MAINTENANCE	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
<b>COMMODITIES</b>			
MATERIAL PURCHASES	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00
ELECTRICITY	\$ 12,000.00	\$ 12,000.00	\$ 13,000.00

<b>PARKS</b>	<b>Fiscal Year 2016-2017</b>	<b>Fiscal Year 2017-2018</b>	<b>Fiscal Year 2018-2019</b>
FUEL FOR BUILDINGS	\$ 1,500.00	\$ 1,125.00	\$ 1,125.00
<b>OTHER</b>			
MISCELLANEOUS	\$ 300.00	\$ 300.00	\$ 800.00
CONCESSIONS			
PARK PROGRAMS	\$ 10,000.00	\$ 7,500.00	\$ 7,624.00
WALK IN CENTER			
NEW EQUIPMENT	\$ 14,070.00	\$ 4,000.00	\$ 3,000.00
LAND ACQUISITION			
CONTINGENCY			
TO CAP IMP			
<b>TOTAL</b>	<b>\$ 141,570.00</b>	<b>\$ 132,725.00</b>	<b>\$ 138,349.00</b>

### **SWIMMING POOL**

	<b>Fiscal Year 2016-2017</b>	<b>Fiscal Year 2017-2018</b>	<b>Fiscal Year 2018-2019</b>
<b>PERSONNEL</b>			
SALARIES	\$ 71,417.00	\$ 73,798.00	\$ 75,274.00
<b>RELATED EXPENDITURES</b>			
TRAINING	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<b>CONTRACTUAL SERVICES</b>			
MAINTENANCE	\$ 1,992.00	\$ 17,824.00	\$ 27,380.00
ADVERTISING	\$ 702.00	\$ 702.00	\$ 700.00
<b>COMMODITIES</b>			
POOL SUPPLIES	\$ 2,401.00	\$ 2,974.00	\$ 3,000.00
UTILITIES			
TELEPHONE	\$ 1,400.00	\$ 1,400.00	\$ 500.00
ELECTRICITY	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
FUEL FOR BUIDLING	\$ 4,200.00	\$ 3,300.00	\$ 3,300.00
WATER			
CHEMICALS	\$ 12,199.00	\$ 12,845.00	\$ 13,000.00
CONCESSION STAND	\$ 4,000.00	\$ 5,500.00	\$ 6,000.00
<b>OTHER</b>			
MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
NEW EQUIPMENT	\$ 565.00	\$ 2,865.00	\$ 5,000.00
CONTINGENCY			
<b>TOTAL</b>	<b>\$ 119,876.00</b>	<b>\$ 142,208.00</b>	<b>\$ 155,154.00</b>

## EVENTS COMMITTEE

REVENUE	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>BALLOON FEST</b>			
CASH ON HAND			\$50,000.00
SPONSORSHIP			\$30,000.00
VENDORS			\$22,200.00
TICKETS			\$100,000.00
ALCOHOL SALES			\$30,000.00
WRISTBANDS			\$40,000.00
ATM FEES			\$1,500.00
RAFFLES			\$900.00
CAMPING FEES			\$2,500.00
BALLOON RIDES			\$15,200.00
SOUVENIERS/SALES			\$3,250.00
5K RUN			\$5,500.00
PHOTO FEES			\$3,000.00
HELICOPTER RIDES			\$2,500.00
<b>TOTAL REVENUE BALLOON FEST</b>			<b>\$306,550.00</b>
<b>GENERAL EVENTS</b>			
GENERAL REVENUE			\$20,000.00
<b>TOTAL EVENTS REVENUE</b>			<b>\$326,550.00</b>

## EVENTS COMMITTEE

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

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
TENTS/TABLES/CHAIRS			\$1,500.00
STAGE AND ACCESSORIES			\$6,500.00
<b>RELATED EXPENDITURES</b>			
ADVERTISING			\$10,000.00
INSURANCE			\$5,000.00
UNIFORMS			\$2,500.00
SOUVENIERS/SPONSORS			\$1,000.00
FOOD/PILOTS			\$1,000.00
PHOTO CONTEST			\$2,000.00
<b>COMMODITIES</b>			
FUEL			\$400.00
PROPANE			\$3,000.00
PAINT			\$300.00
TICKETS/WRISTBANDS			\$500.00
5K RUN			\$1,000.00
BEVERAGES			\$5,500.00
GROUNDS MAINTENANCE			\$1,000.00
ELECTRICITY			\$200.00
<b>CAPITAL OUTLAY</b>			
FENCE			\$50,000.00
TRANSFER CAPITAL IMPROVEMENT			\$101,263.00
DONATIONS/ORGANIZATIONS			\$32,587.00
GENERAL EVENTS			\$20,000.00
<b>TOTAL</b>			<b>\$326,550.00</b>

### TOTAL PARKS AND RECREATION FUND

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>TOTAL</b>	<b>\$ 261,446.00</b>	<b>\$ 274,933.00</b>	<b>\$ 620,053.00</b>

### DOLLAR CHANGE

**\$345,120.00**

**125.53%**

**NISRA FUND**

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>REVENUE</b>			
PROPERTY TAX	\$ 38,714.00	\$ 39,000.00	\$ 39,000.00
<b>EXPENDITURES</b>			
PAYMENT TO NISRA	\$ 22,500.00	\$ 23,500.00	\$ 24,000.00
TRANSFER OUT TO PARKS	\$ 16,214.00	\$ 15,500.00	\$ 15,000.00

**SUMMARY NISRA FUND**

<b>TOTAL</b>	<b>\$ 38,714.00</b>	<b>\$ 39,000.00</b>	<b>\$ 39,000.00</b>
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**REVENUE ESTIMATES FOR ROAD AND BRIDGE FUND**

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
TOWNSHIP PROPERTY TAX LEVY	\$ 71,000.00	\$ 71,000.00	\$ 77,500.00
REPLACEMENT TAX	\$ 13,000.00	\$ 13,000.00	\$ 12,000.00
<b>TOTAL</b>	<b>\$ 84,000.00</b>	<b>\$ 84,000.00</b>	<b>\$ 89,500.00</b>

**ROAD AND BRIDGE BUDGET**

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>OTHER</b>			
TRANSFER TO GENERAL FUND	\$ 84,000.00	\$ 84,000.00	\$ 89,500.00
MISCELLANEOUS/CURBS			
<b>TOTAL</b>	<b>\$ 84,000.00</b>	<b>\$ 84,000.00</b>	<b>\$ 89,500.00</b>

**SUMMARY ROAD AND BRIDGE**

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>TOTAL</b>	<b>\$ 84,000.00</b>	<b>\$ 84,000.00</b>	<b>\$ 89,500.00</b>

**DOLLAR CHANGE****\$5,500.00****6.55%**

## REVENUE ESTIMATES MOTOR FUEL TAX FUND

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
ENTITLEMENT	\$ 225,000.00	\$ 225,000.00	\$ 242,000.00
GRANTS			
INTEREST	\$ 1,200.00	\$ 1,000.00	\$ 2,000.00
CASH ON HAND	\$ 108,800.00	\$ 39,000.00	\$ -
<b>TOTAL</b>	<b>\$ 335,000.00</b>	<b>\$ 265,000.00</b>	<b>\$ 244,000.00</b>

## MOTOR FUEL TAX FUND

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
ENGINEERING	\$ 15,000.00	\$ 10,000.00	\$ 15,000.00
SIDEWALK PROGRAM			
CURB REPLACEMENT			
SALT	\$ 80,000.00	\$ 80,000.00	\$ 65,000.00
MAINTENANCE	\$ 240,000.00	\$ 175,000.00	\$ 164,000.00
INTEREST EXPENSE			
<b>TOTAL</b>	<b>\$ 335,000.00</b>	<b>\$ 265,000.00</b>	<b>\$ 244,000.00</b>

## SUMMARY MOTOR FUEL TAX FUND

TOTAL	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	\$ 335,000.00	\$ 265,000.00	\$ 244,000.00

## DOLLAR CHANGE

(\$21,000.00)

-7.92%





## DIAL A RIDE FUND REVENUE ESTIMATES

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
RIDERSHIP SALES			
PACE SUBSIDY			
LOCAL SHARE	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00
GRANT			
<b>TOTAL</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 10,000.00</b>

## DIAL A RIDE

### PERSONNEL

SALARIES

### RELATED EXPENDITURES

HEALTH INSURANCE

FICA

### CONTRACTUAL SERVICES

VEHICLE MAINTENANCE

RADIO MAINTENANCE

### COMMODITIES

OFFICE SUPPLIES

MATERIALS AND SUPPLIES

TELEPHONE

GAS,OIL,GREASE

PAYMENT OF CONTRACT	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00
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<b>TOTAL</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 10,000.00</b>
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## SUMMARY DIAL A RIDE

TOTAL	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00

## POLICE PROTECTION REVENUE ESTIMATES

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
PROPERTY TAXES	\$ 580,000.00	\$ 600,000.00	\$ 575,000.00
<b>TOTAL</b>	<b>\$ 580,000.00</b>	<b>\$ 600,000.00</b>	<b>\$ 575,000.00</b>

## POLICE PROTECTION FUND

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
OTHER			
TRANSFER TO GENERAL FUND	\$ 580,000.00	\$ 600,000.00	\$ 575,000.00
<b>TOTAL</b>	<b>\$ 580,000.00</b>	<b>\$ 600,000.00</b>	<b>\$ 575,000.00</b>

## SUMMARY POLICE PROTECTION

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>TOTAL</b>	<b>\$ 580,000.00</b>	<b>\$ 600,000.00</b>	<b>\$ 575,000.00</b>

## DOLLAR CHANGE

(\$25,000.00)  
-4.31%

## POLICE PENSION FUND

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>REVENUE</b>			
PROPERTY TAXES	\$ 463,000.00	\$ 500,000.00	\$ 536,100.00
REPLACEMENT TAX	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
<b>TOTAL</b>	<b>\$ 493,000.00</b>	<b>\$ 530,000.00</b>	<b>\$ 566,100.00</b>

## EXPENDITURES

PENSION PAYMENTS	\$ 493,000.00	\$ 530,000.00	\$ 566,000.00
<b>TOTAL</b>	<b>\$ 493,000.00</b>	<b>\$ 530,000.00</b>	<b>\$ 566,100.00</b>

## SUMMARY POLICE PENSION

<b>TOTAL</b>	<b>\$ 493,000.00</b>	<b>\$ 530,000.00</b>	<b>\$ 566,100.00</b>
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## DOLLAR CHANGE

**\$36,100.00**  
**6.81%**

**FICA FUND**

	<b>Fiscal Year 2016-2017</b>	<b>Fiscal Year 2017-2018</b>	<b>Fiscal Year 2018-2019</b>
<b>REVENUE</b>			
PROPERTY TAXES	\$ 118,000.00	\$ 130,000.00	\$ 120,000.00
TRANSFER IN	\$ 177,000.00	\$ 184,000.00	\$ 130,000.00
<b>EXPENDITURES</b>			
PAYMENT FOR FICA	\$ 295,000.00	\$ 314,000.00	\$ 250,000.00

**IMRF FUND**

	<b>Fiscal Year 2016-2017</b>	<b>Fiscal Year 2017-2018</b>	<b>Fiscal Year 2018-2019</b>
<b>REVENUE</b>			
PROPERTY TAXES	\$ 105,000.00	\$ 106,000.00	\$ 107,500.00
REPLACEMENT TAXES	\$ 37,000.00	\$ 37,000.00	\$ 36,500.00
TRANSFER IN	\$ 128,000.00	\$ 117,000.00	\$ 108,000.00
<b>EXPENDITURES</b>			
PAYMENT FOR PENSION	\$ 270,000.00	\$ 260,000.00	\$ 252,000.00

IMRF TOTALS

**SUMMARY PENSIONS**

<b>TOTAL</b>	<b>Fiscal Year 2016-2017</b>	<b>Fiscal Year 2017-2018</b>	<b>Fiscal Year 2018-2019</b>
	\$ 565,000.00	\$ 574,000.00	\$ 502,000.00

**DOLLAR CHANGE****(\$72,000.00)****-12.54%**

## INSURANCE FUND

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>REVENUE</b>			
PROPERTY TAXES	\$ 68,000.00	\$ 71,000.00	\$ 72,000.00
TRANSFER IN	\$ 153,000.00	\$ 144,000.00	\$ 147,000.00
TOTAL	\$ 221,000.00	\$ 215,000.00	\$ 219,000.00

<b>EXPENDITURES</b>			
INSURANCE, WORKMAN'S COMP	\$ 142,000.00	\$ 134,000.00	\$ 135,000.00
UNEMPLOYMENT, AND PROPERTY	\$ 79,000.00	\$ 81,000.00	\$ 84,000.00
TRANSFER TO CORP. GEN FUND			
TOTAL	\$ 221,000.00	\$ 215,000.00	\$ 219,000.00

<b>SUMMARY INSURANCE</b>			
<b>TOTAL</b>	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	\$ 221,000.00	\$ 215,000.00	\$ 219,000.00

### DOLLAR CHANGE

**\$4,000.00**

**1.81%**

**DEBT SERVICE FUND**

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>REVENUE</b>			
PROPERTY TAXES	\$ 298,200.00	\$ 295,000.00	\$ 302,100.00
<b>EXPENDITURES</b>			
LIBRARY/ POOL PRINCIPAL	\$ 149,100.00	\$ 147,500.00	\$ 285,000.00
LIBRARY/ POOL INTEREST	\$ 149,100.00	\$ 147,500.00	\$ 17,100.00
<b>TOTAL</b>	<b>\$ 298,200.00</b>	<b>\$ 295,000.00</b>	<b>\$ 302,100.00</b>

**SUMMARY DEBT SERVICE FUND**

TOTAL	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	\$ 298,200.00	\$ 295,000.00	\$ 302,100.00

**DOLLAR CHANGE****\$7,100.00****2.41%****AUDIT FUND**

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>REVENUE</b>			
PROPERTY TAXES	\$ 32,000.00	\$ 40,000.00	\$ 32,000.00
<b>EXPENDITURES</b>			
TRANSFER TO CORP GEN.	\$ 32,000.00	\$ 40,000.00	\$ 32,000.00
<b>TOTAL</b>	<b>\$ 32,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 32,000.00</b>

**DOLLAR CHANGE****-\$8,000.00****-20.00%**

<u>C.O.H - NOTES PAYABLE</u>						2018-2019	2018-2019	2018-2019	
	<u>BANK</u>	<u>ACCT. #</u>	<u>LOAN #</u>	<u>DUE DATES</u>	<u>Bond Amount</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Notes</u>
<del>Line of Credit</del>	<del>The HSB</del>		<del>122-459</del>						
Capital Improvement - City Hall	Castle Bank	9005773	905773	March, June, Sept, Dec (30th)	\$ 650,000.00	\$ 469,382.05	\$ 9,201.16	\$ 478,583.21	Balloon 2018
T.I.F. - Downtown	Amalgamated	4878	2012A	January, July (15th)	\$ 3,105,000.00	\$ 350,000.00	\$ 67,745.00	\$ 417,745.00	
T.I.F. #2 - Industrial Park	Amalgamated		2016B	January, July (15th)	\$ 2,630,000.00	\$ 180,000.00	\$ 74,710.00	\$ 254,710.00	
	Amalgamated		2012B	January, July (15th)	\$ 2,290,000.00	\$ 145,000.00	\$ 49,960.00	\$ 194,960.00	
T.I.F. #2 - IP Bridge Loan	St Bank Gp	140018912		Oct 6th (each qtr after)	\$ 1,300,750.00			\$ 95,837.32	
<del>T.I.F. #3 - South</del>	<del>The HSB</del>	<del>9006192</del>	<del>117307</del>						
SS#1 - Park Pointe	Castle Bank	9007245	2030041	January, July (1st)	\$ 510,000.00	\$ 39,107.51	\$ 489.87	\$ 39,597.38	
SS#2 - Park Pointe	Castle Bank	9007261	2030061	January, July (1st)	\$ 438,900.00	\$ 33,529.98	\$ 3,281.06	\$ 36,811.04	
SS#3 - Shadow Creek	Amalgamated	9007288	3839	January, July (1st)	\$ 940,000.00	\$ 65,000.00	\$ 6,547.50	\$ 71,547.50	
SS#4 - Park Pointe	US Bank	9007296	2442-1	February, August (1st)	\$ 315,000.00	\$ 30,000.00	\$ 8,400.00	\$ 38,400.00	
SS#5 - Shadow Creek	Amalgamated	1853915005	3915	February, August (1st)	\$ 1,450,000.00	\$ 105,000.00	\$ 26,565.00	\$ 131,565.00	
Harvard Library/Rec 2011	Amalgamated	1854537001	2011B	June, December (1st)	\$ 2,075,000.00	\$ 285,000.00	\$ 17,100.00	\$ 302,100.00	
Water/Sewer Bonds	Amalgamated	2014	3890	May, November (1st)	\$ 735,000.00	\$ 150,000.00	\$ 5,750.00	\$ 155,750.00	
Water/Sewer Bonds	Amalgamated	2011A	2011A	June, December (1st)	\$ 645,000.00	\$ 90,000.00	\$ 3,465.00	\$ 93,465.00	
Water/Sewer Bonds	Amalgamated	2016A	2016A	May, November (1st)	\$ 1,125,000.00	\$ 105,000.00	\$ 18,422.50	\$ 123,422.50	
Water/Sewer Expansion	The HSB		138-338	28th of Each Month	\$ 730,000.00	\$ 30,356.84	\$ 24,243.16	\$ 54,600.00	

## LIBRARY FUND

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>REVENUE</b>			
PROPERTY TAXES	\$ 231,000.00	\$ 234,465.00	\$ 240,327.00
REPLACEMENT TAX	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
OTHER			
FICA/IMRF LEVY	\$ 33,390.00	\$ 33,890.00	\$ 33,890.00
CASH	\$ 50,000.00	\$ 30,000.00	\$ 20,000.00
<b>TOTAL</b>	<b>\$ 327,390.00</b>	<b>\$ 311,355.00</b>	<b>\$ 307,217.00</b>
<b>EXPENDITURES</b>			
<b>PERSONNEL</b>			
SALARY	\$ 172,000.00	\$ 169,000.00	\$ 168,000.00
FICA/MEDICARE	\$ 13,290.00	\$ 13,290.00	\$ 13,290.00
IMRF/EXPENSE	\$ 20,100.00	\$ 20,600.00	\$ 20,600.00
HEALTH INSURANCE	\$ 45,000.00	\$ 42,000.00	\$ 58,000.00
UNEMPLOYMENT	\$ 500.00	\$ 250.00	\$ 750.00
<b>MATERIALS</b>			
BOOKS/PERIODICALS			
REFERENCE PRINT			
AUDIO BOOKS			
ELECTRONIC RESOURCES			
<b>OPERATING EXPENSE</b>			
EQUIPMENT			
FURNITURE			
BUILDING & GROUNDS MAINT.			
EQUIPMENT MAINTENANCE			
MISCELLANEOUS			
SUPPLIES/MAINTENANCE			
SUPPLIES/OFFICE			
TELEPHONE	\$ 16,800.00	\$ 9,000.00	\$ 14,000.00
UTILITIES	\$ 500.00	\$ 450.00	\$ 450.00

## LIBRARY FUND

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>ADMINISTRATION</b>			
PROFESIONAL FEES			
MILEAGE			
CONTRACT SERVICES	\$ 24,800.00	\$ 27,365.00	\$ 22,127.00
BOARD EXPENSE			
DUES			
ADULT PROGRAMMING			
YOUTH PROGRAMMING			
PUBLIC INFORMATION			
STAFF DEVELOPMENT			
TECHNOLOGY CHARGES	\$ 4,400.00	\$ 4,400.00	\$ -
CASH RESERVE	\$ 30,000.00	\$ 25,000.00	\$ 10,000.00
<b>TOTAL</b>	<b>\$ 327,390.00</b>	<b>\$ 311,355.00</b>	<b>\$ 307,217.00</b>

## SUMMARY LIBRARY

TOTAL	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	\$ 327,390.00	\$ 311,355.00	\$ 307,217.00

## DOLLAR CHANGE

(\$4,138.00)

-1.33%



## REVENUE SUMMARY FISCAL YEAR 2018-2019

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
GENERAL FUND	\$ 5,124,000.00	\$ 5,216,110.00	\$ 5,106,000.00
WATER AND SEWER FUND	\$ 2,343,634.00	\$ 2,464,712.00	\$ 2,849,000.00
SPECIAL REVENUE FUNDS	\$ 2,118,560.00	\$ 2,168,933.00	\$ 2,442,253.00
LIBRARY FUND	\$ 327,390.00	\$ 311,355.00	\$ 307,217.00
BOND PROCEEDS			
CASH ON HAND	\$ 153,800.00	\$ 81,000.00	\$ 102,000.00
GRANTS	\$ 15,500.00	\$ 8,000.00	\$ 13,000.00
<b>TOTAL REVENUE</b>	<b>\$ 10,082,884.00</b>	<b>\$ 10,250,110.00</b>	<b>\$ 10,819,470.00</b>

## BUDGET SUMMARY FISCAL YEAR 2018-2019

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
TOTAL BUDGET	\$ 9,755,494.00	\$ 9,938,755.00	\$ 10,512,253.00
TOTAL LIBRARY BUDGET	\$ 327,390.00	\$ 311,355.00	\$ 307,217.00
GRAND TOTAL BUDGET	\$ 10,082,884.00	\$ 10,250,110.00	\$ 10,819,470.00

## SUMMARY TOTAL BUDGET

TOTAL	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	\$ 10,082,884.00	\$ 10,250,110.00	\$ 10,819,470.00

## DOLLAR CHANGE

**\$569,360.00**

**5.55%**

## TIF BUDGETS

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>REVENUE</b>			
PROPERTY TAXES DOWNTOWN	\$ 74,500.00	\$ 77,000.00	\$ 82,000.00
INTEREST DOWNTOWN	\$ 350.00	\$ -	\$ 500.00
TRANSFER FROM CORP GEN TO DOWNTOWN	\$ 150,000.00	\$ 315,000.00	\$ 315,000.00
PROPERTY TAXES INDUSTRIAL	\$ 240,000.00	\$ 230,000.00	\$ 245,000.00
INTEREST INDUSTRIAL	\$ 500.00	\$ 2,500.00	\$ 5,000.00
PROPERTY TAXES SOUTH	\$ 142,000.00	\$ 110,000.00	\$ -
INTEREST SOUTH	\$ 750.00	\$ 1,500.00	\$ -
BOND PROCEEDS DOWNTOWN			
BOND PROCEEDS INDUSTRIAL			
BOND PROCEEDS SOUTH			
<b>TOTAL</b>	<b>\$ 608,100.00</b>	<b>\$ 736,000.00</b>	<b>\$ 647,500.00</b>
<b>EXPENDITURES</b>			
<b>DEBT SERVICE</b>			
DOWNTOWN	\$ 297,000.00	\$ 392,000.00	\$ 397,500.00
INDUSTRIAL	\$ 287,000.00	\$ 232,500.00	\$ 399,710.00
SOUTH	\$ 94,947.00	\$ -	\$ -
<b>PLANNING STUDIES</b>			
DOWNTOWN			
INDUSTRIAL			
SOUTH			
<b>CONSTRUCTION PROJECTS</b>			
DOWNTOWN			
INDUSTRIAL			
SOUTH			
<b>TOTAL EXPENSE</b>	<b>\$ 678,947.00</b>	<b>\$ 624,500.00</b>	<b>\$ 797,210.00</b>

## SSA BUDGETS

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>REVENUE</b>			
<b>PROPERTY TAX</b>			
SSA #1	\$ 40,566.00	\$ 40,566.00	\$ 40,566.00
SSA #2	\$ 36,853.00	\$ 36,853.00	\$ 36,853.00
SSA #3	\$ 72,233.00	\$ 69,457.50	\$ 71,548.00
SSA #4	\$ 42,000.00	\$ 40,200.00	\$ 38,400.00
SSA #5	\$ 125,400.00	\$ 131,215.00	\$ 131,565.00
<b>TOTAL</b>	<b>\$ 317,052.00</b>	<b>\$ 318,291.50</b>	<b>\$ 318,932.00</b>
<b>EXPENDITURES</b>			
<b>DEBT SERVICE</b>			
SSA #1	\$ 40,566.00	\$ 40,566.00	\$ 40,566.00
SSA #2	\$ 36,853.00	\$ 36,853.00	\$ 36,853.00
SSA #3	\$ 72,233.00	\$ 69,457.50	\$ 69,457.50
SSA #4	\$ 42,000.00	\$ 40,200.00	\$ 40,200.00
SSA #5	\$ 125,400.00	\$ 131,215.00	\$ 131,215.00
<b>TOTAL</b>	<b>\$ 317,052.00</b>	<b>\$ 318,291.50</b>	<b>\$ 318,291.50</b>

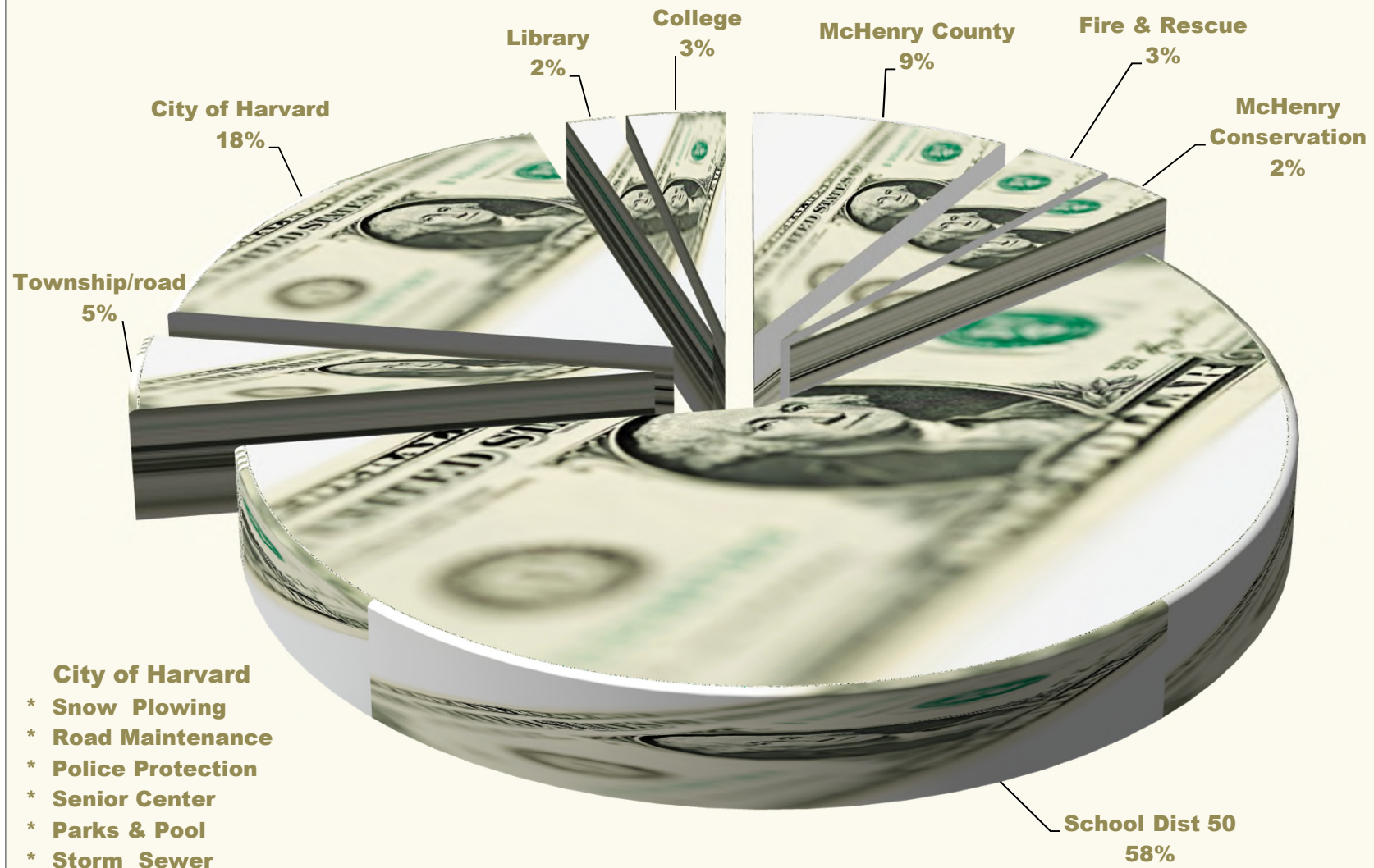
## CONTINGENCY

	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
<b>REVENUE</b>			
MISCELLANEOUS	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00
<b>EXPENDITURES</b>			
CITY COUNCIL APPROVED	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00

## NEW EQUIPMENT, BUILDING MAINTENANCE AND PROJECT LIST

TWO POLICE CARS AND EQUIPMENT	\$ 93,000.00
1 TON DUMP TRUCK	\$ 40,000.00
FINANCIAL SOFTWARE	\$ 71,500.00
PAPER FOLDING MACHINE	\$ 7,500.00
WATER METER REPLACEMENT	\$ 42,000.00
POLYMER FEED SYSTEM WWTP	\$ 25,000.00
FILTRATION SYSTEM POOL	\$ 17,000.00
NEW FLAT ROOF CITY HALL	\$ 7,500.00
NEW DOORS WELL #10	\$ 10,000.00
LAWRENCE ROAD WATER MAIN	\$ 100,000.00
	\$ 413,500.00

# PROPERTY TAX BILL



# PROPERTY TAX 2018-2019

