

City of Harvard Fiscal Year Budget 2023 – 2024

AYERS STREET NORTH OF BRAINARD, HARVARD, ILL.



Table of Contents

Mayor Kelly's Address	1
Organizational Chart/Total Personnel	4-5
Administrator's Memo	6
Finance Director's Memo	8
Debt Service	13
General Fund Revenue	14
Administration Department Expenses	15
Public Works Memo	16
Public Works Department Expenses	20
Police Department Memo	21
Police Department Expenses	27
Community & Economic Development Expenses	28
General Fund Expense Summary	29
General Fund Project List	30
Pension & Insurance Summary	31
Sewer/Water Fund Revenue	32
Utility Department Memo	33
Utility Operations Expenses	37
Utility Maintenance & Administration Expenses	38
Sewer/Water Fund Summary	39
Sewer/Water Project List	40
Parks and Recreation Memo	41
Parks and Recreation Revenue	43
Parks and Recreation Expenses	44-45
Parks and Recreation & NISRA Summary	46
Parks and Recreation Project List	47
Motor Fuel Revenue & Expense	48
Motor Fuel Project List	49
Harvard Diggins Library Fund Revenue & Expense	50
Harvard Diggins Library Project List	51
Economic Development and TIF Funds	52
City of Harvard Budget Summary	53

Dear City Council,

It is again my pleasure to present to you a balanced budget for the City of Harvard's Fiscal Year 2023/2024. City Staff worked diligently to bring to you each of their Department's needs to accomplish this year's goals of providing City Services to our residents, businesses, and visitors. I thank each of our City Employees for their attention and steadfast commitment to providing transparency to our tax payers and finding ways to stretch the dollars we are entrusted to spend wisely. I thank the City Council for your engagement and direction to City Staff, setting the foundation for our City to grow and attract new and exciting economic development. As we plan to revisit and refine our City's Strategic Vision this year, I am excited about the opportunities we envision for our City; our Community. We need you to maintain your oversight, engagement, and direction to help further unite our community.



As we enter this new Fiscal Year, City leadership is in a transition. In the last year, we have seen our senior City leadership enter retirement: Police Chief Mark Krause, Community Development Director Steve Santeler, City Administrator Dave Nelson, and soon to retire Public Works Superintendent Jim Kruckenberg. All retired with greater than 25 years of service to our City. Such longevity of our senior staffing is a testament to the City of Harvard being an outstanding workplace for our employees.

Police Chief (ret.) Mark Krause served our City with distinction for 26 years, retiring in May 2022. He did an excellent job mentoring and preparing Tyson Bauman to earn his promotion to Police Chief. Tyson has taken charge and continues to develop the department with many new hires and promotions within as senior officers have retired.

Retiring July 2022 after 26 years of service, we thank Steve Santeler for his dedicated service to our City. The position remained vacant and the City has been outsourcing the projects as necessary to afford our new City Administrator the opportunity to be an integral part of the hiring process for a replacement. We will expand the role of the replacement for Community Development Director to include Economic Development responsibilities. This is an important re-organization in setting the foundation for our City to aggressively develop economic opportunities as we seek to grow. The appointment for replacement will be presented for your confirmation directly.

We also thank Jim Kruckenberg, who will be retiring after 26 years of dedicated service to our City in late April 2023. As of this writing, we are in the process of hiring a replacement with expectations that the start of a new Public Works Superintendent will be near the beginning of the new Fiscal Year. The appointment for replacement will be presented for your confirmation directly.

Dave Nelson retired after 35 years of exemplary Service to our City. Lou Leone, our new City Administrator, has settled into the role. With changes in organization and renewed focus on growing our community, I look forward to seeing Lou lead our organization in developing the opportunities ahead.

I must also thank Debi Bejot. She was promoted to the City's Finance Director this last year and took charge of compiling the City's Budget, a duty formerly completed by the City Administrator. This is an extremely complicated project that requires extreme attention to detail. Debi spent countless hours organizing her presentation of the budget in such a way that we were able to accomplish the Budgeting Workshop in a single meeting. Her work is instrumental in helping our organization conduct a smooth transition of City Staff leadership while ensuring we are excellent stewards of the funding for which we are entrusted.

Lastly, a sincere thank you to all our employees who carry out the tasks of providing our residents and businesses with municipal services. Without our employees, we would not be able to accomplish all that we do. Thank you for your dedication to public safety, clean drinking water, repairing failing infrastructure, plowing our streets, cleaning our wastewater, providing recreational, aquatic, and educational activities, and engaging our residents and businesses enabling them to prosper and grow.

A brief update of each Department follows:

Police: Lead by Chief Bauman, we promoted Carmen Sacco to Deputy Chief, Trent Tobias to Sergeant, Eric See to Detective, and added 4 new officers to backfill vacancies. We anticipate when our newest officer completes training, our department will be at full complement, enabling our officers to have a more balanced work/personal time by reducing overtime. We look forward to the Department instituting a new Citizens Police Academy in the coming year.

Public Works: A new Superintendent of Public Works will lead our department forward addressing our aging infrastructure. Using tools, manpower, and embracing new technologies, the Department will see new responsibilities in maintaining and updating GIS with critical infrastructure mapping, managing the City's Road Program with the new direction on preventative maintenance to preserve and effect stop gap measures to tackle our abysmal street conditions. With the passage of the 1% Municipal Sales Tax Referendum, we look forward to more aggressively attacking this problem in the years to come. As the first disbursement won't be until late in the Fiscal Year, full effect of the new Municipal Sales Tax won't be realized until 2025-2026, after having a full year of disbursements. In the meantime, we will continue to address our streets with the priorities as set by City Council. The new Superintendent will be tasked with exploring ways to be more efficient while maintaining employees focus on performing the tasks safely. I am delighted that our City Council has agreed to increase funding for training to help our employees expand their knowledge base and ensure we are investing in them and providing opportunities for professional growth. Your investment in people and equipment is an example of the forward-looking vision to provide better and more efficient services to our residents and businesses.

Utility: We will complete the \$22 Million Wastewater Treatment Plant Upgrade this year. We are nearing the point to begin starting up parts of the new upgrade as we near the completion which is scheduled for August 2023. Lead by Utility Superintendent Jim Grant, our Utility Department maintains water and wastewater operations 24 hours a day. They have had to operate the current plant in a very arduous environment while the construction has been going on all around them for the last 2 years. It has required many changes in the operations as parts of the plant had to move or were discontinued. It

is an extreme change of operations for this group of dedicated workers. They must now conduct significant training to be prepared to take ownership of the new plant and maintain seamless operations.

Parks and Recreation: The Parks & Recreation Department lead by Parks Superintendent Ryan Knop is tasked to add additional programming in the new Fiscal Year and a project to create a catalog of programming to begin in Fiscal Year 2024-2025. The Parks Board has invested in repairs and upgrades to various areas of the Parks over the last several years. They intend to add some additional amenities to the newly formed Dog Park, including watering station, seating, shade, trees, and obstacles. The creation of the Dog Park was enabled by the Harvard Parks Foundation donating and installing the fencing to create the boundaries of the Dog Park.

Community and Economic Development: The Department responsibilities are expanded to include Economic Development. The new Director will be tasked to begin aggressively seeking opportunities to grow our City. We will be taking steps to help attract new business and residential development, embrace newer technologies, streamline processes for permitting, develop opportunities, and build stronger relationships with our business sector.

Library: The Harvard Diggins Library has recently completed a remodel, investing the increased revenue taxpayers have provided by the 2018 referendum to ensure the Library is well maintained for generations to come. Lead by Library Director Karen Sutera, with oversight by the Harvard Diggins Library Board, our Library is an essential asset to our Community, providing excellent services and programming for all ages.

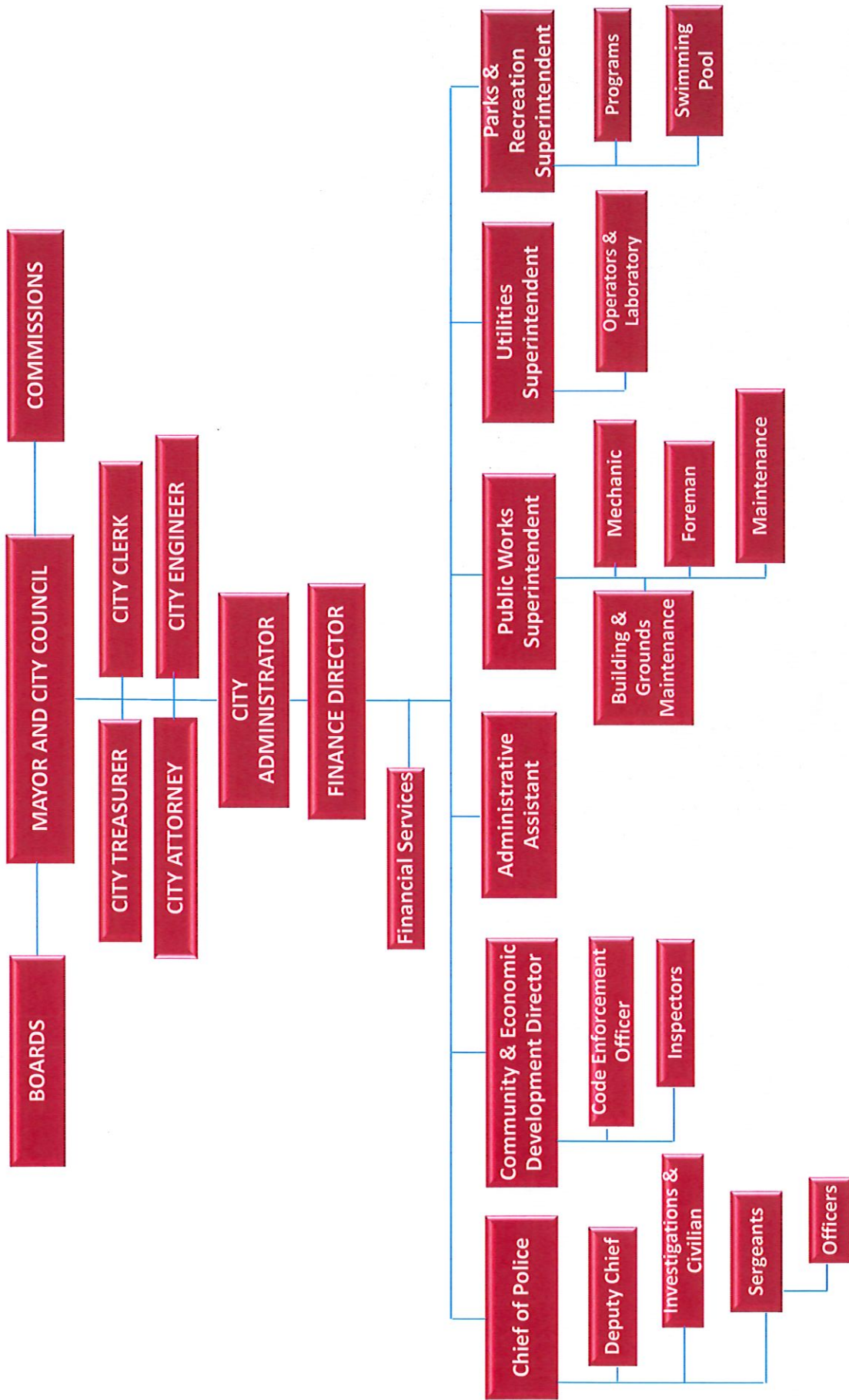
Administration: New City Administrator Lou Leone has stepped into the role and is already making a positive impact on the organization. With City Council direction and Lou's leadership, I am excited about the future of our City, and the things we will accomplish. He is tasked with creating a new team which is eager to undertake this new chapter in our history as we strive to achieve the future Vision of Harvard.

I look forward to working with each of you to continue our service to Harvard, facing our challenges and making progress to achieve the goals we have set before us. Your teamwork is an inspiration to all, and together we can accomplish great things.

At your service,

Mayor Michael P. Kelly

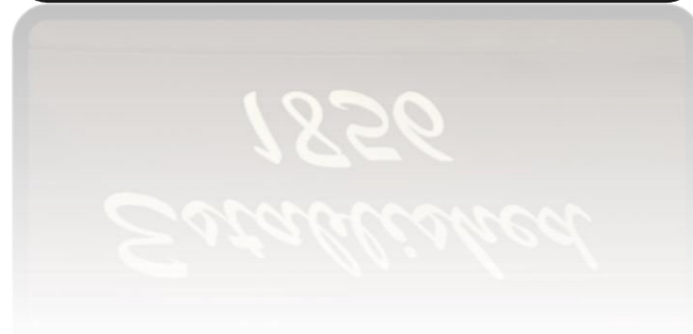
CITY OF HARVARD



**CITY OF HARVARD
TOTAL PERSONNEL**

DEPARTMENT	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
ADMINISTRATION:					
City Administrator	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Finance Director	1	1	1	1	1
City Clerk	1	1	1	1	1
City Treasurer	1	1	1	1	1
Department Total:	5	5	5	5	5
PUBLIC WORKS:					
Superintendent	1	1	1	1	1
Foreman	1	0	0	0	0
Mechanic	1	1	1	1	1
Maintenance Worker	3	6	6	6	6
Maintenance – Part-Time	7	6	6	6	6
Department Total:	13	14	14	14	14
UTILITY DEPARTMENT:					
Superintendent	1	1	1	1	1
Utility Operators	3	3	3	3	3
Utility Clerk	1	1	1	1	1
Department Total:	5	5	5	5	5
BUILDING DEPARTMENT:					
Community Development Director	1	1	1	1	1
Building & Zoning Inspector	0	0	0	0	0
Code Enforcement Officer	1	1	1	1	1
Department Total:	2	2	2	2	2
POLICE DEPARTMENT:					
Chief	1	1	1	1	1
Deputy Chief	1	1	1	1	1
Sergeant	3	3	3	3	4
Officer	13	12	12	12	11
Officer: Part-Time	1	1	1	1	1
Dispatcher/CSO	5	1	1	1	1
Dispatcher: Part-Time	2	0	0	0	0
Records Clerk/Records Manager	1	1	1	1	1
Crossing Guard: Part-Time	2	1	1	1	1
Department Total:	29	21	21	21	21
PARKS & RECREATION:					
Superintendent	2	2	2	2	2
Maintenance: Part-Time	6	6	6	6	6
Pool: Part-Time	26	18	18	18	18
Department Total:	34	26	26	26	26

ADMINISTRATION





City of Harvard Memo

To: Mayor
City Council
Administration Committee

From: Lou Leone, City Administrator

Date: April 14, 2023

RE: FY23-24 Budget Report

Mayor, City Council, and Administration Committee:

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

Changes from the Previous Year

During the Fiscal Year 2022-2023, the City Staff experienced significant changes with the departures of long-term staff. In July 2022, Community Development Director Steve Santeler retired after serving Harvard for 27 years. In February 2023, Dave Nelson retired ending an impressive 36 years serving the community as the City Administrator. Public Works Superintendent Jim Kruckenberg will be retiring effective April 28, 2023. Mr. Kruckenberg has served in multiple roles for the community since 1995. On behalf of the City and City Staff, I would like to express a profound thank you for their service and dedication. They will be hard to replace.

In anticipation of Mr. Nelson's retirement, the Mayor and City Council hired myself to serve as City Administrator in December 2022. In the closing days of the FY22-23 budget, the City hired Donovan Day as the Community Development Director as well as a new Public Works Superintendent.

One additional change was a promotion of Deb Bejot from Bookkeeper to Finance Director.

What to Expect in Fiscal Year 2023-2024 (FY23-24)

At the start of the new budget year, the City will focus on changes in maintenance plans and the completion of a major project, along with new three-year contracts with Teamsters Local #700 and the Fraternal Order of Police Lodge #134.

First, we are entering the final stages of the new Wastewater Treatment Plant which is expected to be online in August 2023. The new Treatment Plant was designed to improve the processing of wastewater and to accommodate population growth. This will conclude a \$22 Million project that started nearly two years ago during the early stages of the COVID 19 Pandemic.

Second, City Staff will begin taking a more proactive approach to maintaining the City's roadway. Beginning the summer of 2023, we will incorporate preventive maintenance steps into managing the roadways. The immediate impact may not be readily noticeable by the average person but as we continue this process, we will extend the useful life of the roadway. In a few years, the effects of this change will be more noticeable. This is a long-term fix and the first step towards that end begins this summer.

Along with the preventive maintenance plans, the community approved a 1% sales tax increase to be directed at road sidewalk improvements. Through the Illinois Department of Revenue, Staff will begin collecting the additional revenues before 2024 and will begin planning road improvements to take place as early as summer 2024.

In addition to these projects, the Council and staff will be working on updating the strategic plan, developing programs to connect the entire community, improving internal policies and procedures, implementing new parks programs, and improving the equipment replacement / capital improvement plans.

In conclusion, FY23-24 will be an exciting year of changes for the City of Harvard. With the completion of existing projects and the start of new endeavors, it will be a year of change. We will strive to continue to improve the quality of life for the people of Harvard.

Sincerely,



Lou Leone
City Administrator

Date: April 3, 2023

To: Mayor and Members of the City Council

From: Debi Bejot, Finance Director

Re: Budget Proposal



On a yearly basis, each City Department Supervisor is directed to analyze projects and departmental needs, and develop a budget proposal to reflect necessary expenditures. Funding projections are also analyzed to establish adequate revenue resources to meet those department requests. Being one of the most important functions of the City, this budget undertaking is a group effort on the part of all employees, as well as our City Council.

Through this budgeting process, the City accomplished many goals in 2022. Although our budget remained conservative off the heels of the Covid-19 Pandemic, we were still able to meet many expectations. Several of these accomplishments were a result of our continued implementation of the Capital Improvement Plan, adopted in May, 2022, and include the following:

- Continued building the GIS database
- Implementation of Police Body Worn Cameras rotation and upgrade
- Continued squad car rotation program
- Replaced water meters and MXU radio readers
- Purchased a new Public Works Vector Truck
- Continued the Road and Sidewalk Programs
- Replaced the Gas Burner Flare at the Waste Water Treatment Plant

Grant funds obtained from the American Rescue Plan Act were used to accomplish two other Capital Improvement goals in 2022, including:

- Implemented a yearly water main televising and manhole inspection plan
- Completed water main extension looping at Metzen and Marengo Rd., and Dewey St.

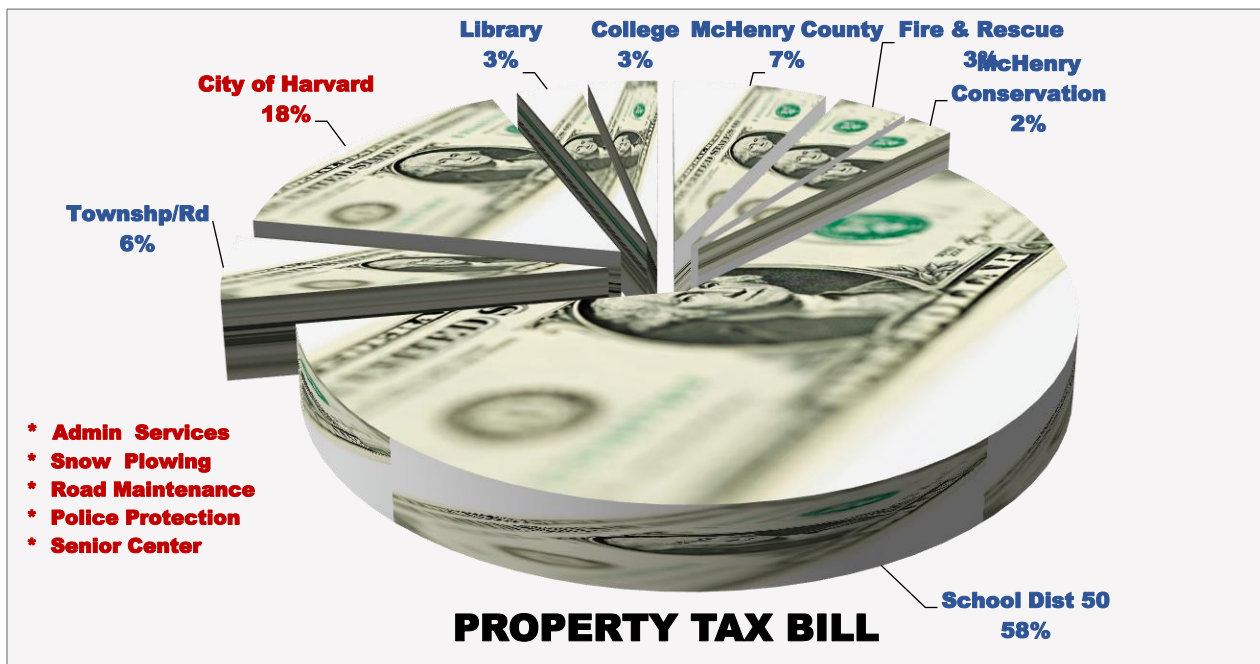
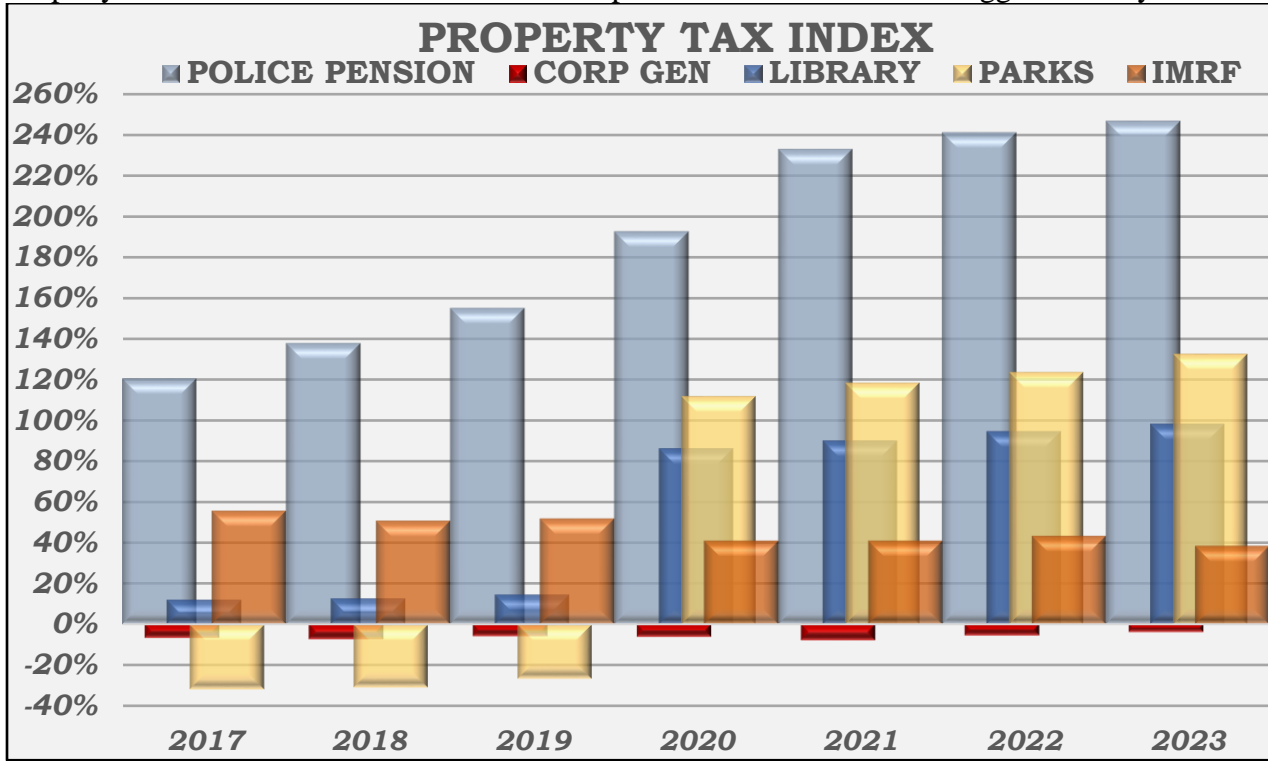
Other accomplishments in 2022 include:

- Installed new fencing along the Police Department parking lot
- Installed new City Hall lighting, sidewalk, foundation pad and gazebo
- Remodeled the Community Development Department
- Purchased a new Parks and Recreation Truck

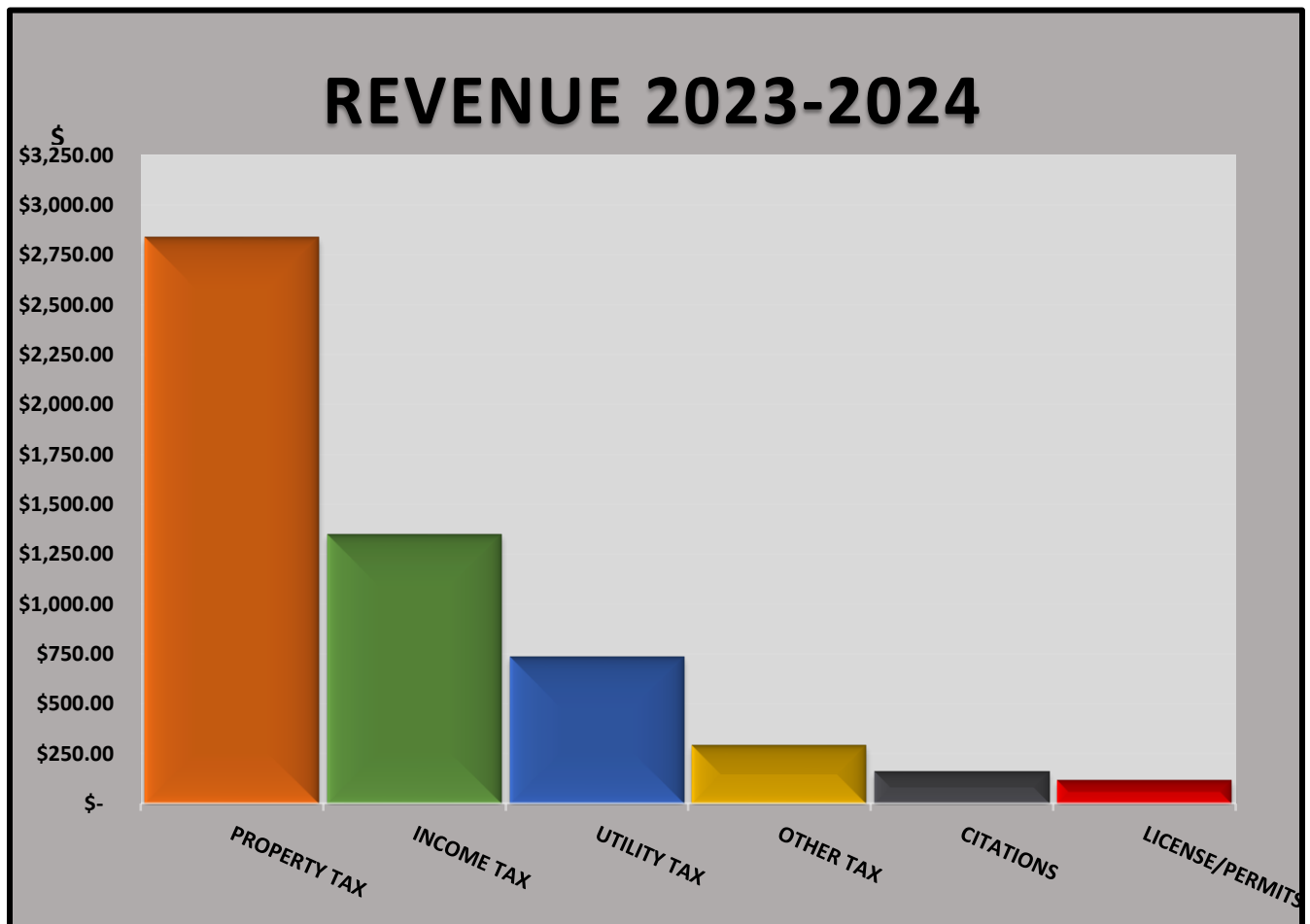
This past year also saw the continuation of the upgrades and expansion to our Waste Water Treatment Plant. This project is scheduled for final completion in August, 2023, and the City will begin the process of paying the IEPA Water Pollution Control Loan. This will require continued planning and conscientiousness when it comes to future budgeting. The 2023-2024 budget remains conservative, given the volatility of the economy over the past year, as well as inflation and the uncertainty of a potential recession.

REVENUE

The City’s largest revenue source is received from Property Tax. The chart below indicates percentage increases for each fund listed. The majority of Property Tax has historically gone to pension funds. This expense, along with wages, accounts for the City’s largest expenditures. Other areas for which Property Taxes are levied include general city operations, which includes services provided by Administration, Public Works, Police and Community Development. Property tax allocations also fund our Parks Department and the Harvard Diggins Library.

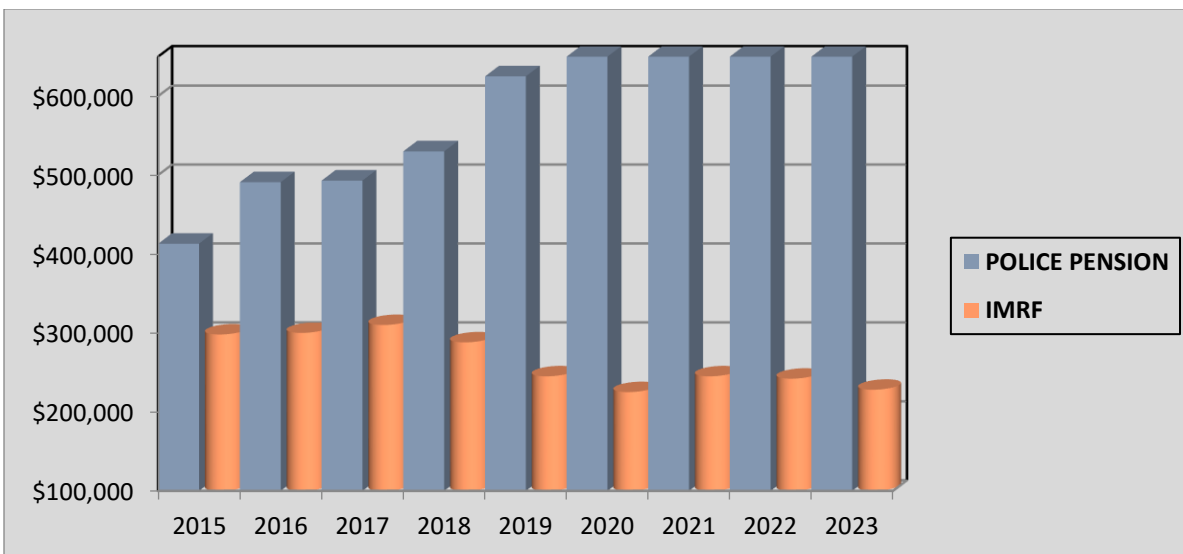
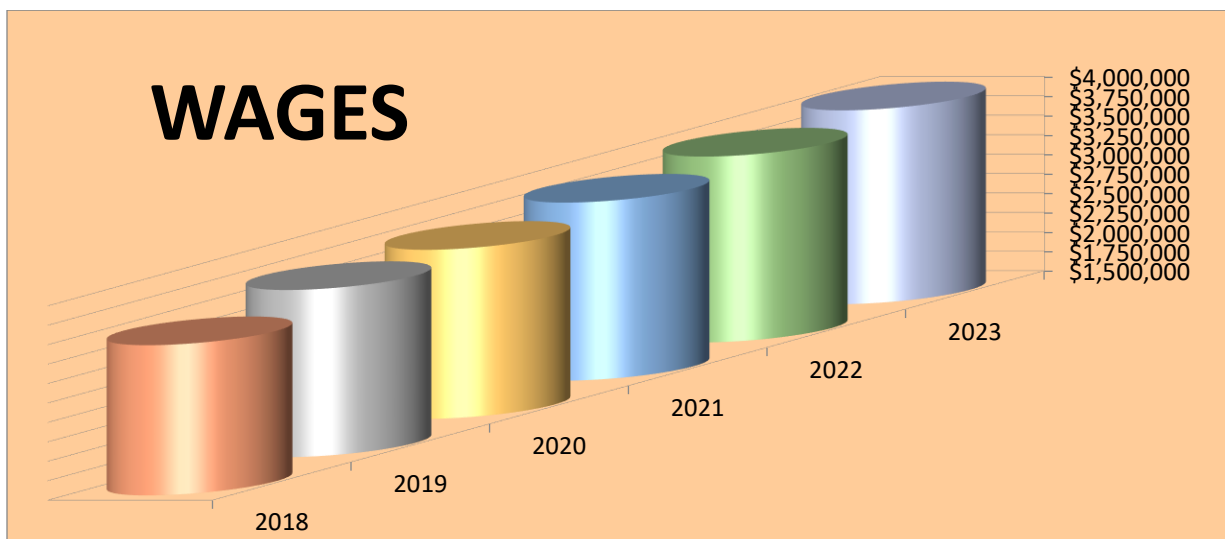


The City’s other major revenue sources include Income Tax and Sales Tax. Income Tax revenue was slightly higher than predicted for FY2023, but lower than the previous year. Economic factors have indicated unemployment may rise slightly in 2023, therefore Income Tax has been budgeted accordingly. Sales Tax revenue was lower than expected last fiscal year, possibly a result of a tight labor market and supply-chain demand. Although the Gross Domestic Product saw an increase in the third and fourth quarter of 2022, we have budgeted Sales Tax lower for this fiscal year. State Use Tax has remained as predicted, as internet sales continue to increase. Other tax revenue, police fines, parking revenue, and permits & licensing remained for the most part constant in fiscal 2023 over the previous fiscal year. These revenue sources have been budgeted to follow this trend. Grant revenue is significantly lower this year, as the City received the second and final tranche of American Rescue Plan grant funding, and has plans to continue applying these funds to much needed infrastructure improvements.

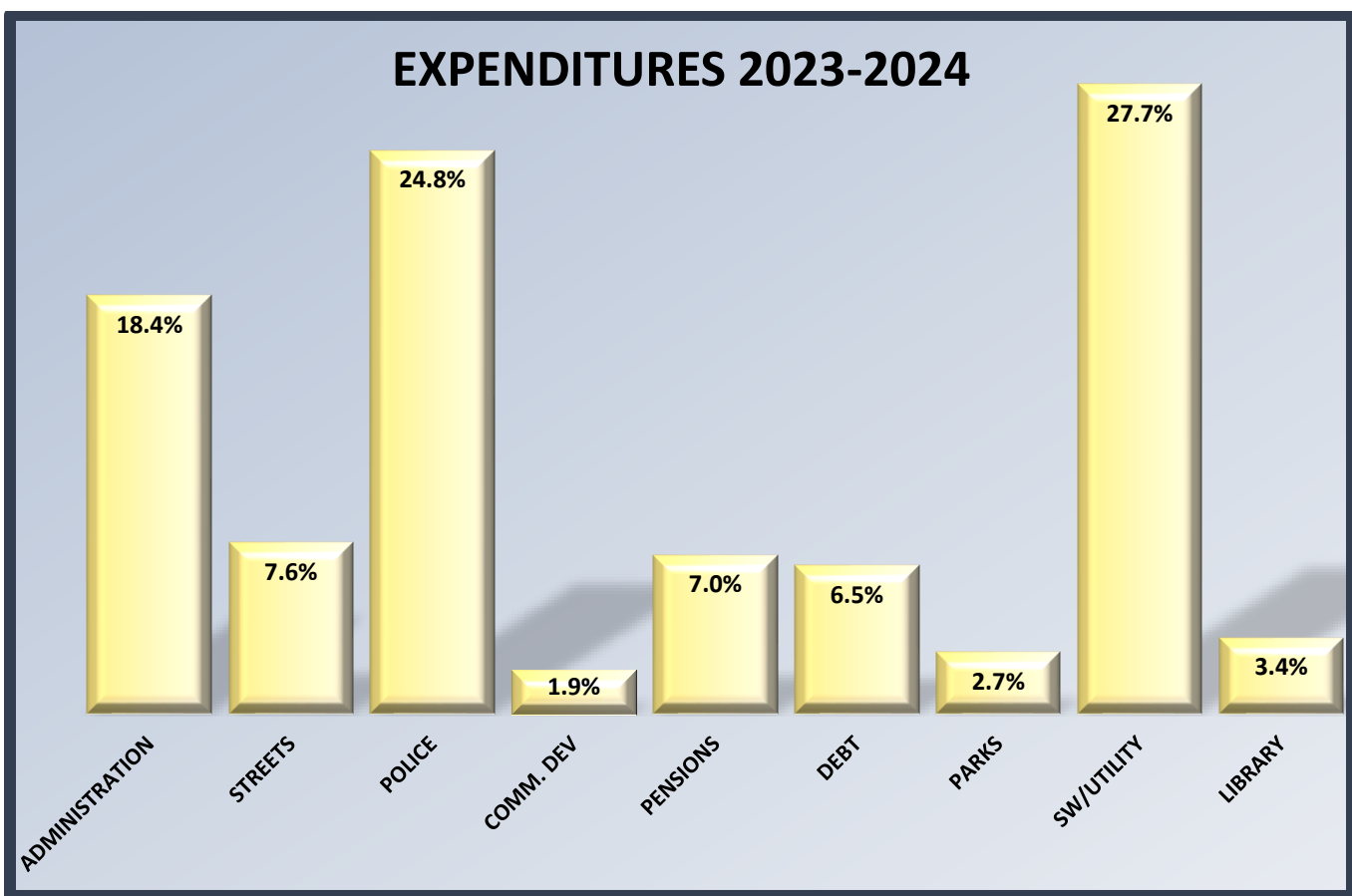


EXPENSES

As previously stated, wages and pensions are the City’s largest expense. The City has two Collective Bargaining Agreements in place; the Teamsters Union Local 700, and the Fraternal Order of Police Lodge 134. Contract negotiations occur every three years, with the next three-year contract beginning in May, 2023. The City contributes to two pension plans; the Illinois Municipal Retirement Fund (IMRF), a multi-employer retirement system, and the Illinois Police Officers’ Pension Investment Fund (IPOPIF). The benefits, benefit levels, employee contribution amount and employer contribution amount for each plan are set by the Illinois Compiled Statutes, and can be amended only by the Illinois General Assembly. IMRF is currently 98% funded, and the local Police Pension is 71.4% funded, according to the Illinois Department of Insurance. The Police Pension funding level is expected to increase with 2023 actuarial findings, due to a \$4.9 million dollar Pension Obligation Bond issued in May, 2022. With the issuance of this bond, it is expected that yearly pension payments will be stabilized, while pre-funding the pension at 90% of the unfunded liability, along with the potential of lowering the property tax burden an estimated \$559,000 over a 12-year period.



Departmental expenditures also include administrative services, debt payments, police services, street maintenance, community development and code enforcement, library services, parks and recreation, and utility maintenance and operations.



As always, City Department Supervisors have exercised due diligence in analyzing budgetary needs this fiscal year, in order to provide the best services to the community possible within our financial means. The remainder of this budget document breaks down revenue expected and departmental reporting on upcoming budgeted expenses.

Respectfully submitted,

Debi Bejot
Finance Director

**CITY OF HARVARD DEBT SERVICE
AS OF MAY 1, 2023**

BOND NAME	BOND ID	FUND	AMORTIZATION DATE	DUE DATES	BALANCE
CITY HALL/PD	2020A	01	1/1/2040	Jan 1st/Jul 1st	\$ 6,219,699.08
POLICE PENSION	2022A	01	1/15/2035	Jan 15th/Jul 15th	\$ 5,994,015.00
WATER/SEWER	2016A	70	5/1/2026	May 1st/Nov 1st	\$ 360,000.00
WATER/SEWER LAND EXP	10	70	3/28/2027	End of Month	\$ 531,624.13
WATER/SEWER IEPA LOAN				→	PENDING
TIF #1 - DOWNTOWN	2012A	73	1/5/2024	Jan 15th/Jul 15th	\$ 417,960.00
TIF #2 - INDUSTRIAL PARK	2012B	88	1/15/2027	Jan 15th/Jul 15th	\$ 685,000.00
TIF #2 - INDUSTRIAL PARK	2016B	88	1/15/2029	Jan 15th/Jul 15th	\$ 1,695,000.00
TIF #2 - INDUSTRIAL PARK	2020B	88	1/1/2029	Jan 1st/Jul 1st	\$ 734,750.00

GENERAL FUND REVENUE ESTIMATES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PROPERTY TAXES - GENERAL	\$ 423,000.00	\$ 430,000.00	\$ 465,000.00
PROPERTY TAXES - ROAD AND BRIDGE	\$ 95,000.00	\$ 96,000.00	\$ 97,000.00
PROPERTY TAX - POLICE PROTECTION	\$ 530,000.00	\$ 533,000.00	\$ 540,000.00
PROPERTY TAX - AUDIT	\$ 20,000.00	\$ 20,500.00	\$ 21,000.00
PROPERTY TAX - POLICE PENSION	\$ -	\$ -	\$ 700,000.00
INCOME TAX	\$ 1,050,000.00	\$ 1,270,000.00	\$ 1,350,000.00
CANNABIS USE TAX	\$ 6,000.00	\$ 13,500.00	\$ 14,500.00
STATE USE TAX	\$ 100,000.00	\$ 300,000.00	\$ 350,000.00
MUNICIPAL SALES TAX	\$ 1,600,000.00	\$ 1,680,000.00	\$ 1,550,000.00
VIDEO GAMING TAX	\$ 127,000.00	\$ 150,000.00	\$ 155,000.00
PERSONAL PROPERTY REPLACEMENT TAX	\$ 100,000.00	\$ 130,000.00	\$ 135,000.00
LIQUOR LICENSE/GENERAL LICENSE	\$ 72,000.00	\$ 72,000.00	\$ 75,000.00
CONTRACTORS LICENSE	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
BUILDING PERMITS	\$ 25,000.00	\$ 27,000.00	\$ 27,000.00
HEALTH INSURANCE REIMBURSEMENTS	\$ 43,000.00	\$ 89,100.00	\$ 49,000.00
GRANTS	\$ 100,000.00	\$ 755,000.00	\$ 79,000.00
POLICE REIMBURSEMENTS	\$ 70,000.00	\$ 70,000.00	\$ 80,000.00
DUI FINES	\$ 5,500.00	\$ 5,500.00	\$ 7,000.00
POLICE FINES/SOF TICKETS	\$ 210,000.00	\$ 175,000.00	\$ 150,000.00
WATER UTILITIY TAX	\$ 105,000.00	\$ 125,000.00	\$ 130,000.00
ELECTRIC TAX	\$ 320,000.00	\$ 305,000.00	\$ 305,000.00
HOTEL/MOTEL TAX	\$ 26,000.00	\$ 27,000.00	\$ 26,000.00
NATURAL GAS TAX	\$ 110,000.00	\$ 125,000.00	\$ 130,000.00
TELEPHONE TAX	\$ 110,000.00	\$ 105,000.00	\$ 80,000.00
ZONING/HEARING FEES	\$ 4,000.00	\$ 4,000.00	\$ 3,775.00
CABLE FRANCHISE FEES	\$ 66,000.00	\$ 80,000.00	\$ 90,000.00
MINING FEES	\$ -	\$ -	\$ -
ESCROW FROM DEVELOPERS	\$ -	\$ -	\$ 50,000.00
DEBT PROCEEDS	\$ -	\$ 83,724.00	\$ -
GARBAGE STICKERS	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
DONATIONS	\$ 2,500.00	\$ -	\$ -
SURPLUS PROPERTY	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
INTEREST	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
MISCELLANEOUS	\$ 106,500.00	\$ 40,000.00	\$ 25,000.00
RECEIPT OF RENT	\$ 25,000.00	\$ 25,000.00	\$ 25,800.00
PARKING FEES	\$ 42,000.00	\$ 35,000.00	\$ 40,000.00
CASH ON HAND	\$ 374,560.00	\$ 556,000.00	\$ 930,134.00
TOTAL GENERAL FUND REVENUES	\$ 5,898,060.00	\$ 7,357,324.00	\$ 7,715,209.00

ADMINISTRATION DEPARTMENT EXPENSES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PERSONNEL SALARIES:			
OFFICIALS	\$ 126,000.00	\$ 129,000.00	\$ 183,000.00
CLERICAL	\$ 96,000.00	\$ 98,500.00	\$ 60,200.00
OVERTIME CLERICAL	\$ -	\$ -	\$ -
RELATED PERSONNEL EXPENDITURES:			
HEALTH INSURANCE	\$ 85,000.00	\$ 113,719.00	\$ 96,600.00
MAYOR EXPENSE ACCOUNT	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
TRAINING/SEMINARS	\$ 250.00	\$ 250.00	\$ 4,500.00
TRAVEL EXPENSE	\$ 100.00	\$ 250.00	\$ 2,500.00
CONTRACTURAL & COMMODITY EXPENSES:			
ATTORNEY FEES	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00
PROFESSIONAL FEES/AUDITORS	\$ 40,000.00	\$ 60,000.00	\$ 87,020.00
ENGINEERING FEES	\$ 35,000.00	\$ 60,000.00	\$ 164,500.00
BUILDING& GROUNDS MAINTENANCE	\$ 130,000.00	\$ 80,000.00	\$ 107,400.00
SERVICE AGREEMENTS	\$ 19,000.00	\$ 21,000.00	\$ 30,000.00
PRINTING	\$ 750.00	\$ 1,000.00	\$ 1,000.00
EQUIPMENT MAINTENANCE	\$ 7,500.00	\$ 8,000.00	\$ 15,000.00
OFFICE SUPPLIES	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
POSTAGE	\$ 6,500.00	\$ 7,000.00	\$ 7,200.00
DUES & SUBSCRIPTIONS	\$ 8,700.00	\$ 8,700.00	\$ 12,300.00
PUBLIC NOTICES/ZONING PUBLICATIONS	\$ 5,500.00	\$ 6,500.00	\$ 4,500.00
TELEPHONE	\$ 7,000.00	\$ 8,000.00	\$ 7,500.00
CITY HALL PAYMENT/PRINCIPAL	\$ 15,000.00	\$ 30,000.00	\$ 45,000.00
POLICE PENSION PAYMENT/PRINCIPAL	\$ -	\$ -	\$ 305,000.00
GARBAGE STICKERS	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
CAPITAL OUTLAY:			
MISCELLANEOUS	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00
INTEREST EXPENSE/CTIY HALL PAYMENT	\$ 145,000.00	\$ 144,300.00	\$ 143,400.00
INTEREST EXPENSE/POLICE PENSION PMT	\$ -	\$ -	\$ 193,985.00
SPECIAL PROGRAMS	\$ 4,400.00	\$ 11,900.00	\$ 12,000.00
NEW EQUIPMENT/INFRASTRUCTURE	\$ 40,000.00	\$ 10,000.00	\$ 60,000.00
ECONOMIC DEVELOPMENT	\$ 45,000.00	\$ 41,000.00	\$ 46,000.00
CAPITAL IMPROVEMENT	\$ -	\$ 426,000.00	\$ 491,000.00
OPERATING TRANSFERS:			
TRANSFER TO INSURANCE FUND	\$ 182,000.00	\$ 180,500.00	\$ 166,000.00
TRANSFER TO FICA FUND	\$ 177,000.00	\$ 184,000.00	\$ 190,000.00
TRANSFER TO IMRF FUND	\$ 86,000.00	\$ 93,500.00	\$ 65,500.00
TRANSFER TO DOWNTOWN TIF	\$ 275,695.00	\$ 233,520.00	\$ 230,435.00
TRANSFER TO EQUIPMENT REPL FUND	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00
TRANSFER TO CAPITAL IMP FUND	\$ -	\$ 640,000.00	\$ -
TRANSFER TO POLICE PENSION	\$ -	\$ -	\$ 201,015.00
TOTAL ADMINISTRATION EXPENSES:	\$ 1,652,195.00	\$ 2,718,439.00	\$ 3,104,355.00

PUBLIC WORKS DEPARTMENT





City of Harvard Public Works Department

Jim Kruckenberg
Superintendent

**TO: Mayor Kelly
City Council
Lou Leone**

From: Supt. Jim Kruckenberg

Proposed 2023- 2024 Budget

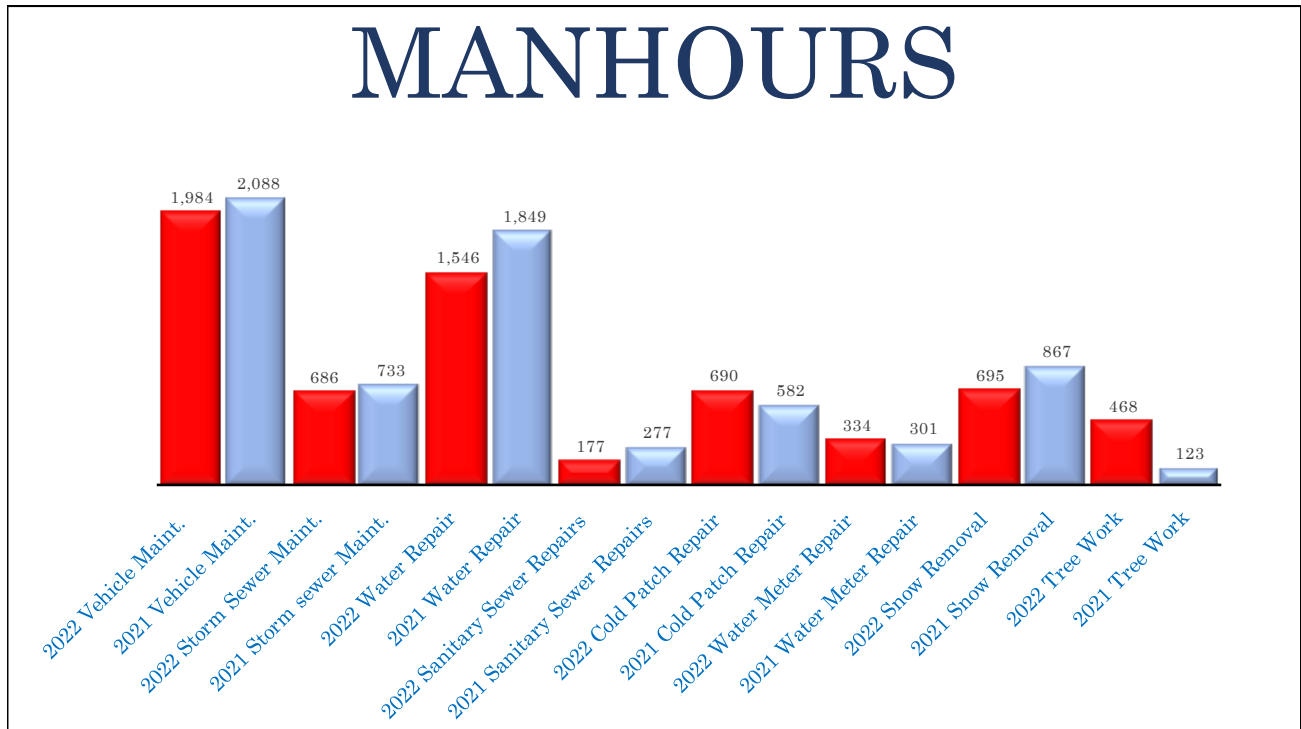
As always, the Public Works Department strives to hold down costs and operate in a conservative fiscal manner, all the while providing the same high level of service the community has come to expect.

Personnel

Public Works Department consists of six full time employees, one of those is the city mechanic. While the total number of employees has been reduced, our responsibilities and area of service has increased, and like all departments, we are doing more with less. A strategy that has allowed the department to continue to function efficiently is the use of part-time summer help and snowbirds. The addition of summer personnel gives us a big boost in manpower during the spring and summer construction season. We 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 snowbirds are limited to a total of 400 hours.

Personnel Breakdown

The graph on the following page 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 hours available for work in 2022. The vehicle maintenance column is mainly our mechanics' hours, but also includes hours spent on off season sweeper and truck 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 on the following page shows, categories do change a bit from year to year. The remaining man hours are spent repairing streets, repairing lights, replacing signs, and other miscellaneous tasks.



Public Works City Services

- **Vehicle Maintenance:** Vehicle maintenance is always a priority, especially given the age of our fleet. Our preventative maintenance program keeps our vehicles in good working order while minimizing repair costs.
- **Street Light Maintenance:** We maintain all downtown lights as well as lighting for three subdivisions. Other areas are maintained by Com Ed. Most all our streetlights are now LED fixtures. This was accomplished through a grant from Com Ed, at no cost to the city.
- **Tree Work:** When time allows, we continue to do proactive trimming. Trimming is a job that could be an all-year project. We will be planting a few new trees this year to replace some of the removals. This is accomplished by using what is left in the tree budget at the end of our fiscal year.

New Equipment

This year we have budgeted to replace one of our Dump Trucks. Our newest Dump truck is 14 years old, so it is time. We are planning to repair our 1997 backhoe. The work will be replacing all the pivot pins and bushings. This should get us another ten years of use out of the machine. We also propose a vehicle scan tool. This tool will allow our mechanic to read the computer on all city vehicles. The last item is a plasma cutter. This tool cleanly cuts steel that we use for fabricating parts and repairing our equipment.

- **Dump Truck: \$150,000**
- **Re-Pin 410 Backhoe: \$20,000**
- **Vehicle Scan Tool: \$4,500**
- **Plasma Cutter: \$3,000**

**Utility Department City Services
(Budget breakdown found under Sewer/Water section)**

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, and manholes. Storm sewer repairs are prioritized and repaired as our schedule allows. Collapsed leave sink holes in the streets allow for flooding, and create unsafe conditions.

Sanitary Sewer Maintenance

Sanitary maintenance includes cleaning and televising mains, and replacing or repairing manholes. We do plan to refurbish up to 10 sanitary manholes in this years' budget. Manholes will be cleaned and lined, making them watertight and structurally sound. Refurbishing manholes can be accomplished at a fraction of the cost of replacement. We also budgeted to line a section of sewer main. We will line as much as our budget allows. We have budgeted for cleaning and televising sanitary mains this year. Cleaning and televising allow us to determine the pipe condition as well as identifying points of infiltration, and allows us to plan for future repairs.

Water Main Maintenance

This account involves many items, including water main pipe, repair clamps, fittings, copper service line, water main valves and vaults, hydrants and concrete or pavement repairs. We also want to have funds budgeted for emergencies such as main replacement and outside contractors if required. There is a long list of service lines and shut offs that are in need of repair. Although we do repair or replace quite a few each year, it seems we add as many as we repair. We will also be lining more water main. This is a structural liner that extends the life span of the water main at a fraction of the replacement cost.

New Equipment

In the Utility Department equipment, we have new water meters and MXU radio readers. We are close to having every water meter in the city being a radio read compatible device. There is a line item to line sanitary sewer main as well lining sanitary manholes. Lining manholes is a great way to extend the life of sanitary mains as well as manholes, and is cost effective.

- **Water meter replacement: \$15,000**
- **MXU radio readers: \$10,000**
- **Sanitary main lining: \$47,000**
- **Sanitary manhole lining: \$35,000**
- **Plumber labor-Water meter replacement: \$5,000**

Summary

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

This past year was busy as usual for Public Works. We repaired or replaced 40 storm sewers, repaired 20 sanitary manholes, and provided water services. We had only 13 water main breaks in 2022, a large improvement over the 40 breaks we handled the year prior. This work was in addition to all the routine tasks, odd jobs, emergency repairs, and scheduled maintenance we perform.

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

Respectfully,

Jim Kruckenberg
Supt. Public Works

PUBLIC WORKS DEPARTMENT EXPENSES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PERSONNEL SALARIES:			
SALARIES	\$ 338,000.00	\$ 425,103.00	\$ 327,965.00
OVERTIME/DOUBLETIME	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00
RELATED PERSONNEL EXPENDITURES:			
HEALTH INSURANCE	\$ 93,315.00	\$ 95,482.00	\$ 95,252.00
TRAINING/SEMINARS	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00
TRAVEL/MILEAGE	\$ 200.00	\$ 200.00	\$ 1,000.00
UNIFORMS	\$ 3,900.00	\$ 4,000.00	\$ 3,500.00
CONTRACTURAL SERVICES:			
STREET LIGHT MAINTENANCE	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00
VEHICLE MAINTENANCE	\$ 30,000.00	\$ 35,000.00	\$ 40,000.00
BUILDING & GROUNDS MAINTENANCE	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
RADIO MAINTENANCE	\$ 200.00	\$ 200.00	\$ 200.00
PARKING LOT MAINTENANCE	\$ 10,000.00	\$ 13,500.00	\$ 15,000.00
TREE PLANTING/REMOVAL	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
SIDEWALK REPLACEMENT	\$ 117,000.00	\$ 100,000.00	\$ 100,000.00
COMMODITIES:			
TOOLS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
BARRICADES AND SIGN SUPPLIES	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00
MATERIAL PURCHASES	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
TELEPHONE	\$ 3,600.00	\$ 3,800.00	\$ 3,500.00
ELECTRICITY	\$ 112,000.00	\$ 115,000.00	\$ 130,000.00
GAS, OIL, GREASE	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00
STREET SIGNS	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00
STREET DECORATIONS	\$ 15,000.00	\$ 15,000.00	\$ 4,000.00
MISCELLANEOUS	\$ 15,000.00	\$ 15,000.00	\$ 18,000.00
CAPITAL OUTLAY:			
NEW EQUIPMENT	\$ 70,700.00	\$ 336,500.00	\$ 177,500.00
TOTAL PUBLIC WORKS EXPENSES:	\$ 903,415.00	\$ 1,252,285.00	\$ 1,015,917.00

HARVARD POLICE DEPARTMENT





HARVARD POLICE DEPARTMENT
 “Winning with Teamwork”



TO: Mayor Michael Kelly
City Council
Administrator Lou Leone

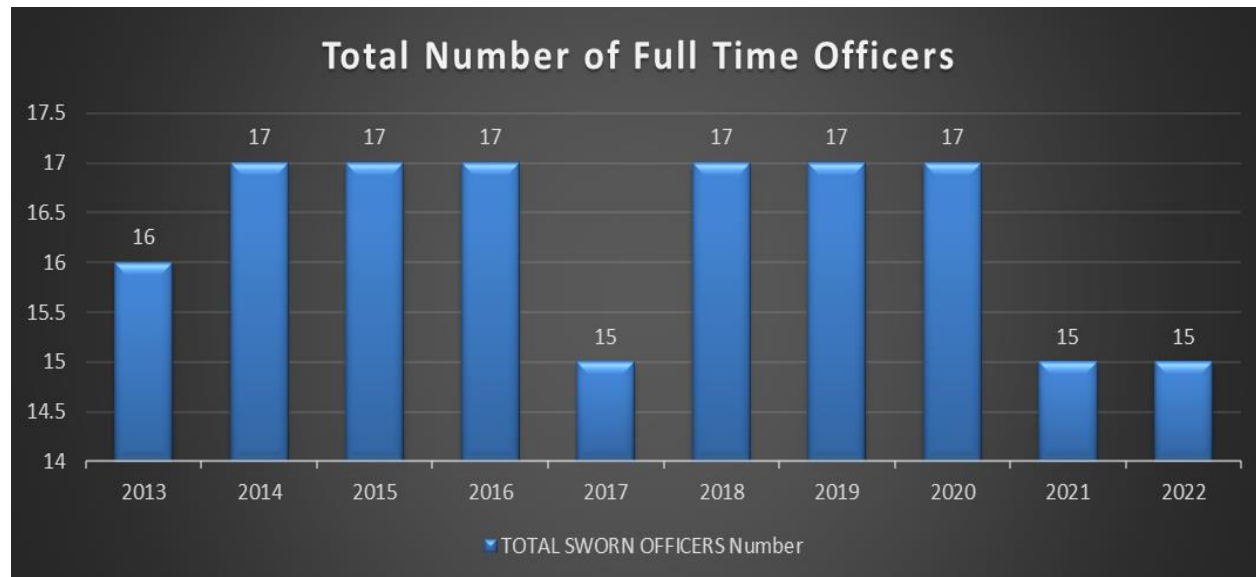
DA: March 14, 2023

FR: Chief Tyson Bauman

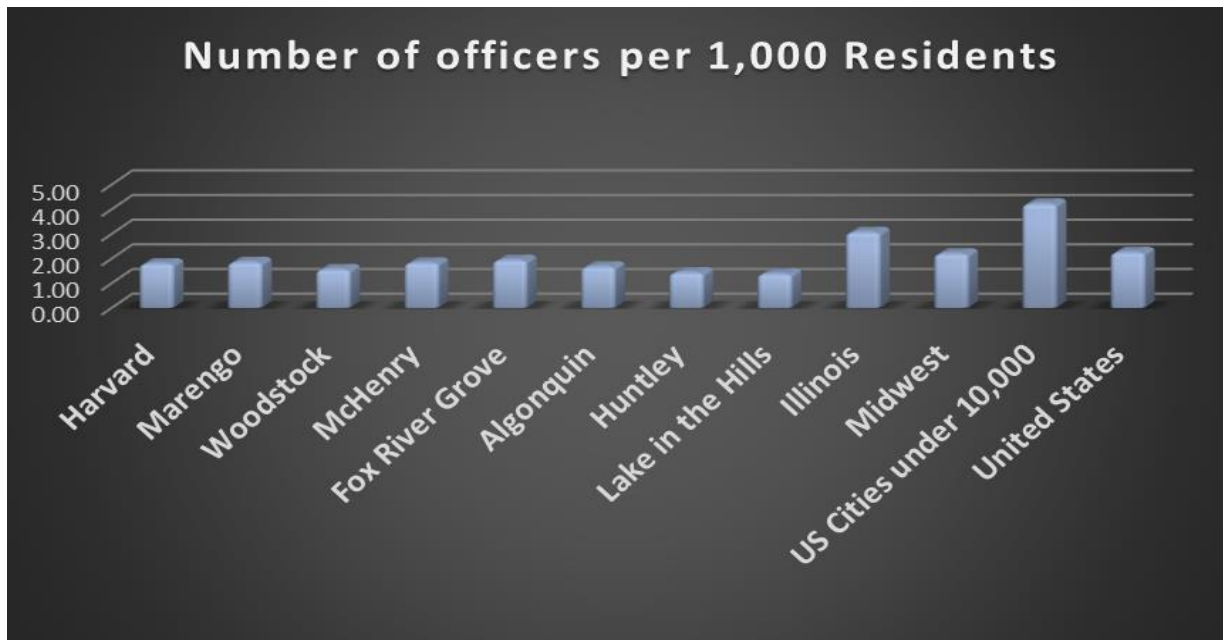
RE: 2023/24 Budget

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

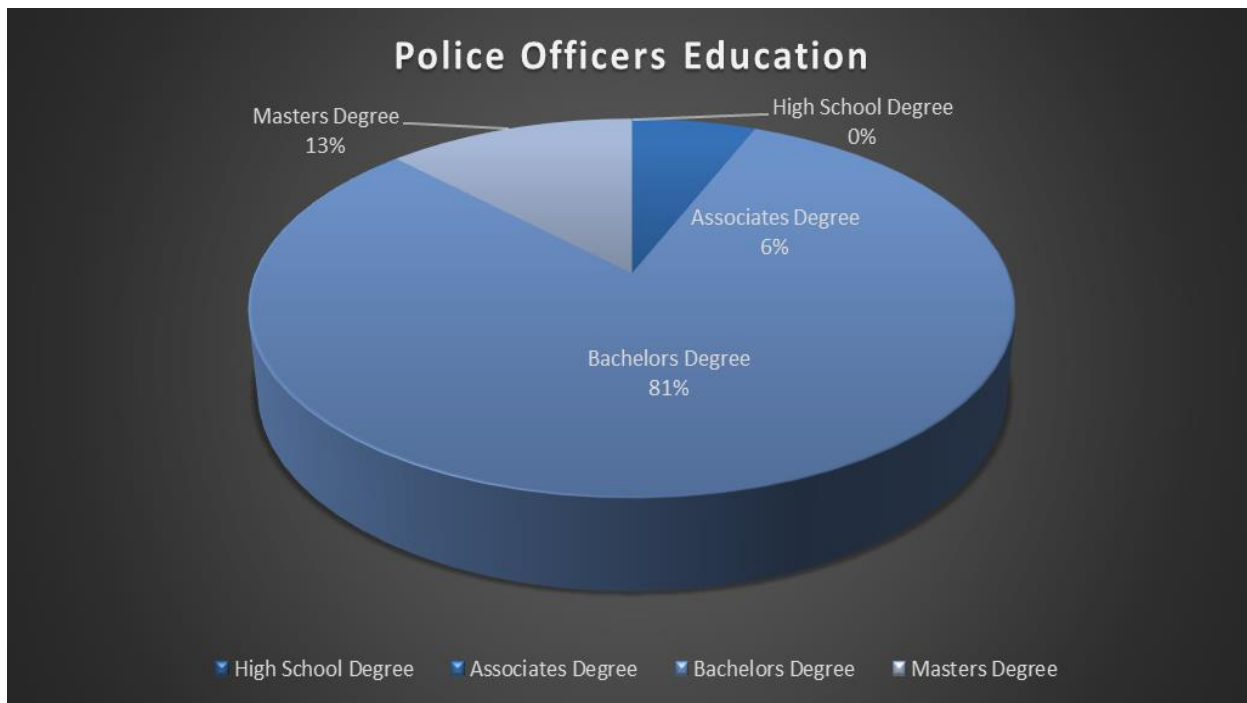
The Police Department is comprised of a Chief, a Deputy Chief, four shift Sergeants, a Detective and 10 uniformed officers. The Police Department is supplemented by a part-time officer, a part-time crossing guard, a full-time community service officer/information technology officer and a full-time records manager. Over the past year, the total number of sworn officers has decreased due to retirements and career changes.



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



Our most senior officer has just less than 23 years of experience and we have six officers with 3 years, or less, on the job. The average seniority of our sworn officers is 8.5 years, although we have eight officers with 5 years, or less, on the job. The Police Department is relatively young; we have one retiree possibly upcoming in the late fall.



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

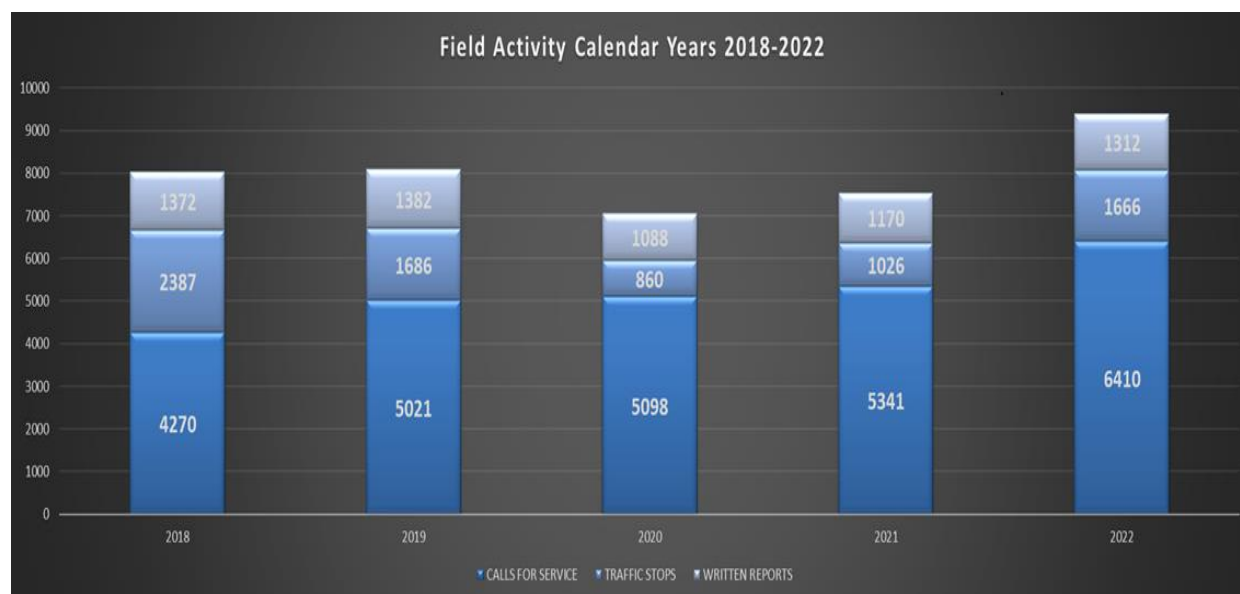
Despite our ongoing recruitment efforts, we have had small pools of candidates for our eligibility lists the last several years. Our recruitment problems are shared throughout the industry. A very low national unemployment rate, coupled with some strong anti-policing sentiment, has culminated to reduce applicants throughout the country. Our local efforts to permit military, current law enforcement service and lateral transfers as education waivers helped bolster our applicants and left us with a valid and viable eligibility list.

Our Records Manager and Community Service Officer (CSO) share a front window presence during business hours. Years ago, the CSO was merged with an Information Technology position to save time, effort and resources for routine computer issues within not only the Police Department, but other City Departments as well.

PERSONNEL

As noted above, the Department is young and has been functioning through attrition the past few years. Years ago, the Police Department was able to return the third Sergeant's position; this addition has been important in the continued training, mentoring and monitoring new personnel and adapting more accountability and growth. In 2022, the Police Department moved to a new 12-hour schedule, which required the promotion of a fourth Sergeant. This schedule change has provided officers more time off with their families, has reduced burnout/fatigue, as well as shown a reduction in overtime.

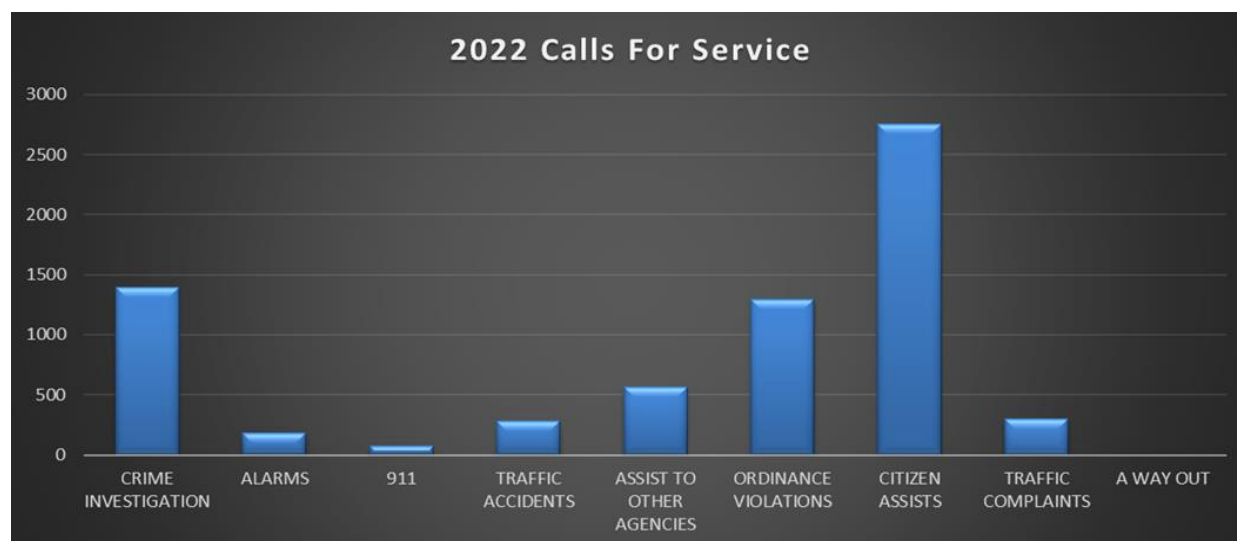
Over the past five years, our Field Activity has positively correlated to the number of personnel we have had. We had our current contingent of 17 officers for the past few years, however we dropped to 15 in 2021 and most of 2022, due to retirements and officers leaving for a career change. We have made attempts to maintain staffing levels and reached our contingent of 17 officers in late 2022. It is important to note that new hires go through a long hiring and training process; it takes approximately 4 months of police academy training plus another 3 months of field training before a new hire is on their own.



The above chart also indicates how well officers have been using their in car computers to “CAD out” (complete and file a call without having to go to the Station) calls for service. We have averaged anywhere from 4270 to 6410 calls for service over the past 5 years; these are reflective of citizen calls and officer initiated actions.

The Department’s calls for service, written reports and traffic stops were up in 2022 compared to 2020, which may be a result due to the declaration of the COVID pandemic ending. Submitted data has indicated the rise is not only seen here in Harvard, but also abroad. Studies are indicating there is not one real specific cause for the increase, but a combination of several factors to include but not limited to; staffing levels, exacerbated mental health issues due to isolation, reduction in proactivity during COVID and bail reform.

The Department remains driven by Citizen Assists. In 2022, we fielded 6410 calls for service and nearly half, 2753 were for citizen assists. These types of calls deal with missing persons, found property, neighbor disputes, or other general inquiries. The second most calls, 1393, were for Crime Investigation; these calls are for any classification that can lead to a physical arrest, from a reckless driver to a battery. The third most calls for service were ordinance violations. These calls can range from Disorderly Conduct, Cannabis, Tobacco or Alternative Tobacco Devices and Truancy, to Parking and other ordinance violations.



Over the past 5 years, the Uniform Crime Reporting (UCR) category crimes have reflecting cyclical and predictable patterns. In 2021 the State of Illinois no longer used this reporting platform and switched to the new Federal Reporting Standard know as "National Incident Based Reporting System" referred to as NIBRS. The former UCR system broke crimes into two main categories, crimes against persons (Murder, Criminal Sexual Assault, Robbery and Aggravated Assault/Battery) and crimes against property (Burglary, Theft, Motor Vehicle Theft and Arson). The new NIBRS system breaks crimes into two groups; Group A Crimes and Group B Crimes. These two Groups have a total 23 categories that are now reported and tracked as indicated in the chart below.

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

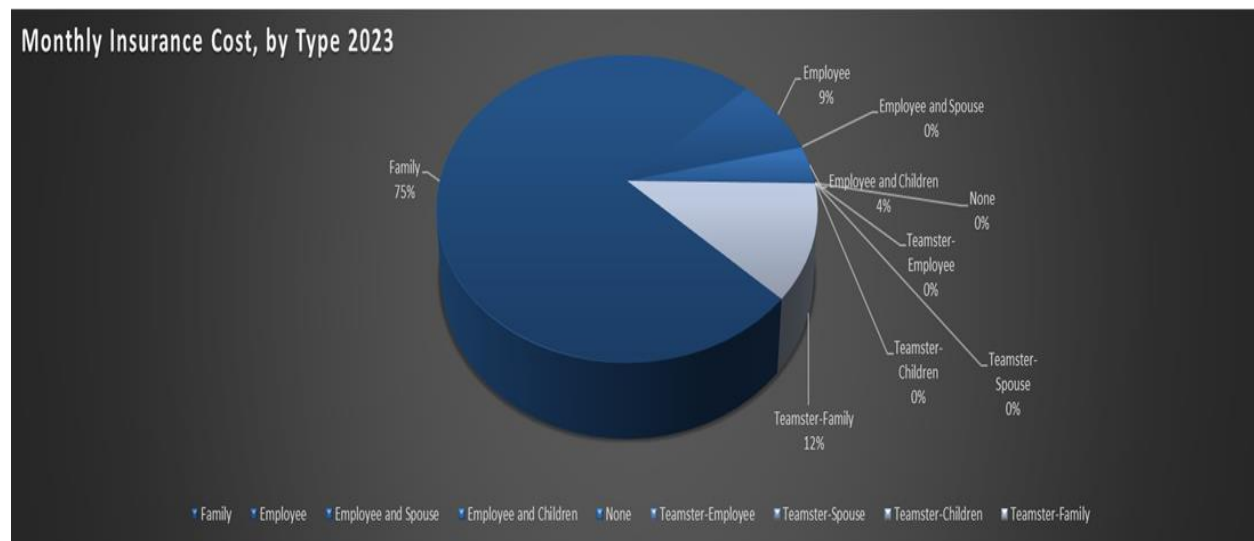
Crime Data Collected			
UCR		NIBRS	
Murder	Burglary	Arson	Homicide Offenses
Rape	Larceny	Assault Offenses	Human Trafficking
Aggravated Assault	Motor Vehicle Theft	Kidnapping/Abduction	Weapon Law Violations
Robbery	Arson	Bribery	Larceny/Theft Offenses
		Burglary	Motor Vehicle Theft
		Counterfeiting/Forgery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

In December, 2021 the Harvard Police Department received its NIBRS certification from the Illinois State Police. In January 2022, all the reported data from 2021 was entered into the NIBRS system. Although the data entered for 2021 and 2022 has been imported, there is no comparative data from years prior to establish a viable comparison at this time.

RELATED EXPENDITURES

The overtime budget reflects the likelihood and possible continuation of short staffing levels and the realities of junior staffing that mandates a senior Officer in Charge. This also captures newer Illinois unfunded mandates regarding pay for National Guard activities and backfill.

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



Training continues to be higher over previous years, to reflect the unfunded mandate from the State requiring additional training for police. Currently we use online and in-house training programs to supplement this need as well.

PROFESSIONAL FEES/DISPATCH SERVICES

The City of Harvard is a founding partner in NERCOM, which provides dispatch services for the Police Department and several regional police and fire services. As a partner, we have a 12% share of the costs.

NERCOM has been negotiating terminating contracts and, with direction from the board, has begun to capture more funding from clients to ease the burden on the partners, and charge more than the previously utilized Consumer Price Index (CPI).

CONTRACTUAL SERVICES

The Vehicle/Equipment Maintenance line has remained relatively flat, with some increase this year. Our current squad car rotation cycle and the skills of Public Works has been a great benefit with this cost.

Radio Maintenance has remained relatively flat. We used STARCOM21 radios. Although an expensive outlay, at \$2,800 a piece, the format has allowed us to migrate from costly infrastructure and increase interoperability with other law enforcement agencies in the county. The subscription is \$40/unit per month, but a current grant through the County Emergency Telephone Safety Board (ETSB) will allow us to recoup these costs. We have endeavored to reduce the burden of replacement by procuring a radio or two each year.

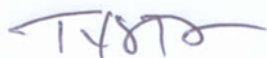
SPECIAL PROGRAMS

Special Programs contains the costs of the EMA trailer for Milk Days, our annual Defensive Tactics budget, TASER training program and National Night Out Event, the new addition last year of our McHenry County Police Social Worker Program (proven to be a huge asset), and for this upcoming year, a Citizen's Police Academy program.

CAPITAL OUTLAY/NEW EQUIPMENT

The New Equipment line indicates our ongoing squad car replacement program and replacing some outdated mobile computers and in-car cameras.

Respectfully,



Tyson Bauman
Chief of Police

POLICE DEPARTMENT EXPENSES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PERSONNEL SALARIES:			
OFFICERS	\$ 1,700,000.00	\$ 1,675,000.00	\$ 1,816,000.00
CLERICAL	\$ 127,500.00	\$ 131,500.00	\$ 136,250.00
CROSSING GUARDS	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
OVERTIME/DOUBLE TIME	\$ 250,000.00	\$ 275,000.00	\$ 275,000.00
RELATED PERSONNEL EXPENDITURES:			
HEALTH INSURANCE	\$ 440,000.00	\$ 495,000.00	\$ 450,000.00
HEALTH EXAMS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
TRAINING/SEMINARS	\$ 10,250.00	\$ 10,500.00	\$ 13,300.00
UNIFORMS	\$ 22,500.00	\$ 22,500.00	\$ 27,000.00
CONTRACTURAL SERVICES:			
ATTORNEY FEES	\$ 56,000.00	\$ 56,000.00	\$ 60,000.00
PROFESSIONAL FEES/DISPATCH	\$ 251,000.00	\$ 220,000.00	\$ 236,045.00
VEHICLE MAINTENANCE	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
RADIO MAINTENANCE	\$ 11,000.00	\$ 11,500.00	\$ 13,000.00
EQUIPMENT MAINTENANCE	\$ 10,500.00	\$ 20,500.00	\$ 24,000.00
ADVERTISING	\$ -	\$ -	\$ -
COMMODITIES:			
AMMUNITION	\$ 2,750.00	\$ 5,700.00	\$ 6,100.00
MATERIAL PURCHASES/SUPPLIES	\$ 1,500.00	\$ 3,400.00	\$ 3,400.00
OFFICE SUPPLIES	\$ 5,000.00	\$ 5,900.00	\$ 6,000.00
INVESTIGATION/FILM	\$ 6,700.00	\$ 7,000.00	\$ 8,000.00
DUES/SUBSCRIPTIONS	\$ 2,500.00	\$ 2,500.00	\$ 4,200.00
TELEPHONE	\$ 11,000.00	\$ 13,500.00	\$ 12,000.00
GAS, OIL, GREASE	\$ 30,000.00	\$ 30,000.00	\$ 40,000.00
POLICE COMMISSION EXPENSE	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00
OTHER:			
MISCELLANEOUS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
SPECIAL PROGRAMS/SOCIAL WORKER	\$ 3,750.00	\$ 17,700.00	\$ 20,000.00
CAPITAL OUTLAY:			
NEW EQUIPMENT	\$ 137,000.00	\$ 140,000.00	\$ 155,000.00
TOTAL POLICE EXPENSES:	\$ 3,109,150.00	\$ 3,173,400.00	\$ 3,335,495.00

COMMUNITY & ECONOMIC DEVELOPMENT



The Community and Economic Development Department serves the community with commercial and residential construction, planning and zoning, inspection services, and code enforcement. Recently this department included economic development services, working to bring new businesses to Harvard. The CED Department employs two full-time staff members; the CED Director and the Code Enforcement Officer. This upcoming year will see the hiring of a new Director, after the previous Director of 25 years retired in 2022. Although the CED Department is one of the smallest within the City, the team is expected to work diligently maintaining city codes, striving to create new growth and creating a healthy city and thriving community.

COMMUNITY & ECONOMIC DEVELOPMENT EXPENSES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PERSONNEL SALARIES:			
SALARIES	\$ 152,500.00	\$ 110,000.00	\$ 165,000.00
RELATED PERSONNEL EXPENDITURES:			
HEALTH INSURANCE	\$ 53,600.00	\$ 35,500.00	\$ 55,142.00
TRAINING/SEMINARS	\$ 7,500.00	\$ 2,500.00	\$ 10,000.00
UNIFORMS	\$ 700.00	\$ 700.00	\$ 600.00
CONTRACTURAL SERVICES:			
PROFESSIONAL FEES	\$ -	\$ 35,000.00	\$ 10,000.00
VEHICLE MAINTENANCE	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
NUISANCE ABATEMENT	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00
COMMODITIES:			
GAS, OIL, GREASE	\$ 1,000.00	\$ 1,500.00	\$ 1,200.00
CAPITAL OUTLAY:			
NEW EQUIPMENT	\$ -	\$ 10,000.00	\$ 4,500.00
TOTAL COMMUNITY & EC DEV EXPENSES	\$ 233,300.00	\$ 213,200.00	\$ 259,442.00

GENERAL FUND EXPENSE SUMMARY

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
ADMINISTRATION	\$ 1,652,195.00	\$ 2,718,439.00	\$ 2,903,340.00
POLICE PENSION TRANSFER OUT			\$ 201,015.00
		Dollar Change	
		\$ 184,901.00	
		6.80%	
PUBLIC WORKS	\$ 903,415.00	\$ 1,252,285.00	\$ 1,015,917.00
		Dollar Change	
		\$ (236,368.00)	
		-18.87%	
POLICE DEPARTMENT	\$ 3,109,150.00	\$ 3,173,400.00	\$ 3,335,495.00
		Dollar Change	
		\$ 162,095.00	
		5.11%	
COMMUNITY & ECONOMIC DEV	\$ 233,300.00	\$ 213,200.00	\$ 259,442.00
		Dollar Change	
		\$ 46,242.00	
		21.69%	
GENERAL FUND TOTAL	\$ 5,898,060.00	\$ 7,357,324.00	\$ 7,715,209.00
		Dollar Change	
		\$ 357,885.00	
		4.86%	

2023/2024 BUDGETED ADMINISTRATION PROJECTS

- **RTA ACCESS TO TRANSIT:** Continue work on the expansion project for pedestrian access from Downtown Ayer Street to Route 14 and Airport Road
- **AYER ST. STREETSCAPE LANDSCAPING:** Provide new landscaping and fixtures for streetscape improvements on Ayer Street from Park Street to Washington Street
- **AYER ST. BRICKS:** Begin yearly rehabilitation of brick work on Ayer Street sidewalks
- **CITY HALL BRICKWORK:** Replace damaged brickwork at City Hall entrance
- **CITY HALL STOREFRONT:** Replace storefront doors at City Hall entrance and upgrade ADA access
- **IMPROVE CYBER SECURITY:** Upgrade City I.T. System to heighten security
- **UPGRADE TELEPHONE SYSTEM:** Install new telephones and complete system upgrade to current technology
- **AMERICAN RESCUE PLAN PROJECTS (ARPA):**
 - **Water Main Lining** – Route 14 (Division St.) from Route 173 (Brink St.) to East Park Street
 - **Water Main Extension/Looping** – South Howard Street to new Waster Water Treatment Plant addition
 - **System Televising** – Continue televising and inspection of sanitary sewer mains and sanitary manholes to access repair and improvement needs.

2023/2024 BUDGETED PUBLIC WORKS PROJECTS

- **DUMP TRUCK:** Purchase of a new 2024 Dump Truck to begin replacement of aging fleet
- **410 HOE REPAIR:** Purchase King Pins, Rear Swivel & Wain Roy Coupler to make necessary repairs to 410 Hoe.
- **AUTOMOTIVE SCAN TOOLS:** Purchase scan tools to better diagnose fleet repairs
- **PLASMA CUTTER:** Purchase new plasma cutter to be used for steel fabricating and repairs

2023/2024 BUDGETED POLICE PROJECTS

- **BODY CAMERAS:** Continue the purchase/upgrades of Body Worn Cameras for Officers
- **NEW HIRES:** Continue the testing/hiring process to keep Police Officer staffing level.
- **SPECIAL PROGRAMS:** Continue National Night Out event and Police Social Worker Program and adding Citizen Police Academy
- **NEW EQUIPMENT:** Continue with fully outfitted squad car replacement program – adding two new squad cars

FICA FUND			
	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
REVENUES			
PROPERTY TAX	\$ 105,000.00	\$ 106,000.00	\$ 120,000.00
TRANSFER IN	\$ 177,000.00	\$ 185,590.00	\$ 190,000.00
TOTAL REVENUES	\$ 282,000.00	\$ 291,590.00	\$ 310,000.00
EXPENDITURES			
PAYMENT FOR FICA	\$ 282,000.00	\$ 291,590.00	\$ 310,000.00
TOTAL EXPENDITURES	\$ 282,000.00	\$ 291,590.00	\$ 310,000.00
IMRF FUND			
	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
REVENUES			
PROPERTY TAX	\$ 94,000.00	\$ 94,500.00	\$ 94,500.00
REPLACEMENT TAX	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
TRANSFER IN	\$ 86,000.00	\$ 93,500.00	\$ 65,500.00
TOTAL REVENUES	\$ 220,000.00	\$ 228,000.00	\$ 200,000.00
EXPENDITURES			
PENSION PAYMENTS	\$ 220,000.00	\$ 228,000.00	\$ 200,000.00
TOTAL EXPENDITURES	\$ 220,000.00	\$ 228,000.00	\$ 200,000.00
POLICE PENSION FUND			
	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
REVENUES			
PROPERTY TAX	\$ 713,000.00	\$ 729,000.00	\$ -
REPLACEMENT TAX	\$ 31,000.00	\$ 40,000.00	\$ 40,000.00
TRANSFER IN	\$ -	\$ -	\$ 201,015.00
TOTAL REVENUES	\$ 744,000.00	\$ 769,000.00	\$ 241,015.00
EXPENDITURES			
PENSION PAYMENTS	\$ 744,000.00	\$ 769,000.00	\$ 241,015.00
TOTAL EXPENDITURES	\$ 744,000.00	\$ 769,000.00	\$ 241,015.00
	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
SUMMARY OF PENSION FUNDS	\$ 1,246,000.00	\$ 1,288,590.00	\$ 751,015.00
INSURANCE FUND			
	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
REVENUES			
PROPERTY TAX	\$ 70,000.00	\$ 73,500.00	\$ 95,000.00
TRANSFER IN	\$ 182,000.00	\$ 180,500.00	\$ 166,000.00
TOTAL REVENUES	\$ 252,000.00	\$ 254,000.00	\$ 261,000.00
EXPENDITURES			
PROPERTY/WORK COMP/UNEMPLOYMENT	\$ 252,000.00	\$ 254,000.00	\$ 261,000.00
TOTAL EXPENDITURES	\$ 252,000.00	\$ 254,000.00	\$ 261,000.00
SUMMARY OF INSURANCE FUND	\$ 252,000.00	\$ 254,000.00	\$ 261,000.00

SEWER & WATER FUND



SEWER WATER FUND REVENUE ESTIMATES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
WATER BILL COLLECTABLE	\$ 2,300,000.00	\$ 2,300,000.00	\$ 2,200,000.00
TAP ON PERMIT FEES	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00
SALE OF SURPLUS PROPERTY	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
PENALTIES	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
PLUMBING PERMIT FEE	\$ 400.00	\$ 5,000.00	\$ 1,000.00
MAINTENANCE FEE	\$ 730,000.00	\$ 730,000.00	\$ 730,000.00
MOVING CHARGE	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
UTILITY TAX	\$ 105,000.00	\$ 105,000.00	\$ 125,000.00
EPA LICENSE FEE	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
INTEREST	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
WATER TOWER LEASE - RENT RECEIPT	\$ 38,128.00	\$ 38,128.00	\$ 39,000.00
CASH ON HAND/CAPITAL IMPROVEMENT	\$ -	\$ -	
TOTAL	\$ 3,245,028.00	\$ 3,249,628.00	\$ 3,170,000.00
LOAN PROCEEDS/GRANT REIMBURSEMENT	\$ -	\$ 15,000,000.00	\$ 5,100,000.00
TOTAL SEWER WATER FUND REVENUE	\$ 3,245,028.00	\$ 18,249,628.00	\$ 8,270,000.00



2023/2024 UTILITY DEPARTMENT BUDGET

To: Mayor Kelly, City Council & City Administrator Lou Leone

From: Superintendent James M Grant

The Utility Department has made many upgrades over the past several years. We have pulled and repaired our three wells, and updated the towers, lift stations and waste treatment plant to the SCADA system for control and monitoring.

We are now in the last few months of the waste treatment facility expansion. This treatment process will take the city well into the future with our treatment needs, along with addressing any effluent violations.

In 2022, the waste treatment plant treated 413,995,000 gallons of waste water; this is down from last year. Our wells pumped 250,428,000 gallons of potable water which is up from last year.

Fiscal Year 2023/2024:

The Utility Department has a few projects budgeted for this fiscal year along with a couple purchases for the department.

- ❖ Painting the outside of Tower #3 on Harvard Hills Rd. We will be taking the tower down to bare metal, priming and painting, along with a clear overcoat. This tower was put into service in 1994, and has had one overcoat painting since being put into service.
- ❖ Replacing the last of our pressure reducing valves on our water distribution system.
- ❖ Repairing the roof on our sludge digester heat-ex room.
- ❖ Updating some of our Lab equipment.
- ❖ Updating our SCADA software at the waste treatment facility.
- ❖ Purchase of a new F250 4x4 with snow plow. The Department plows out the city's wells, towers, lift stations and waste treatment facility. We also use the truck to tow backup generators to lift stations when we experience power outages. Our current truck is well beyond repair.
- ❖ Purchase of a used 4x4 gator for the waste treatment facility to move around the expanded treatment facility more efficiently.

Future Needs:

The City has moved forward with updating our waste treatment plant with ground breaking in May of 2021. This phase of construction did not allow us to address everything that needed to be repaired or replaced, and the department will be prioritizing these projects as we go forward.

We will continue to maintain the plant and work within our NEPDES permit without violations to the best of our ability.

Well #10 VFD: This would give us the ability to adjust flow by veritable frequency, ramping the power up slowly avoiding water surging through the system.

Well #6: This well is from the 1960s. We have rebuilt and maintained this well to work adequately over the years. In 2020, we started pumping sand and we were able to rebuild and replace equipment to alleviate this problem. However, these repairs are temporary solutions, and we should start budgeting for a new well soon.

Pressure reducing valves: The system could use a pressure reducing valve between Deerpath and Harvard Hills Rd. This would help in maintaining water pressure in that area.

We also need to start a SSEC (Sanitary Sewer Evaluation Survey) to help identify inflow and infiltration (I/I), along with televising for leaking manholes, pipes and any cross connections.

Lead lines: We need to start looking at a lead line replacement program to comply with the IEPA.

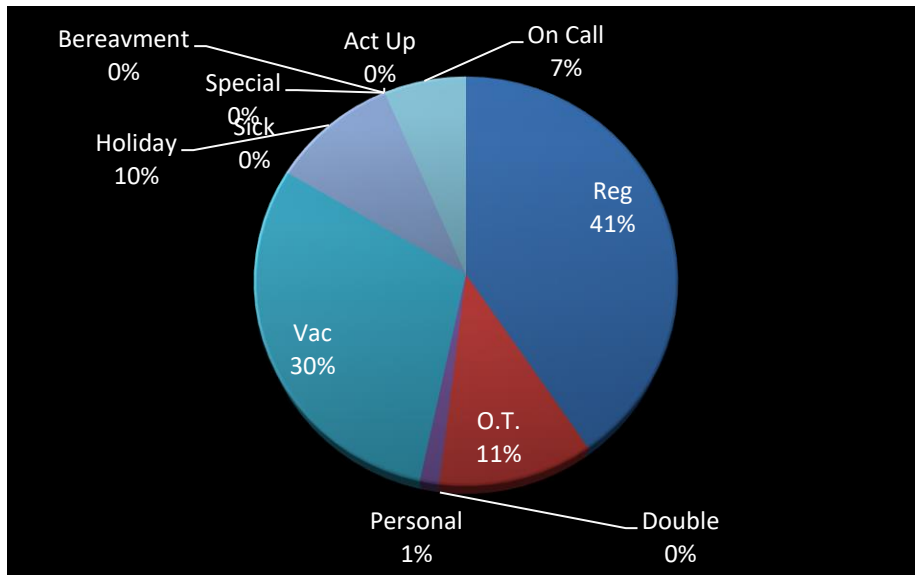
Staff:

The Utility Department has three operators. Two operators hold Class A Water and Class 1 Wastewater Certifications, and one operator holds a Class C Water and Class 3 Wastewater Certification. The Department also has one fully licensed Class1/Class A Supervisor.

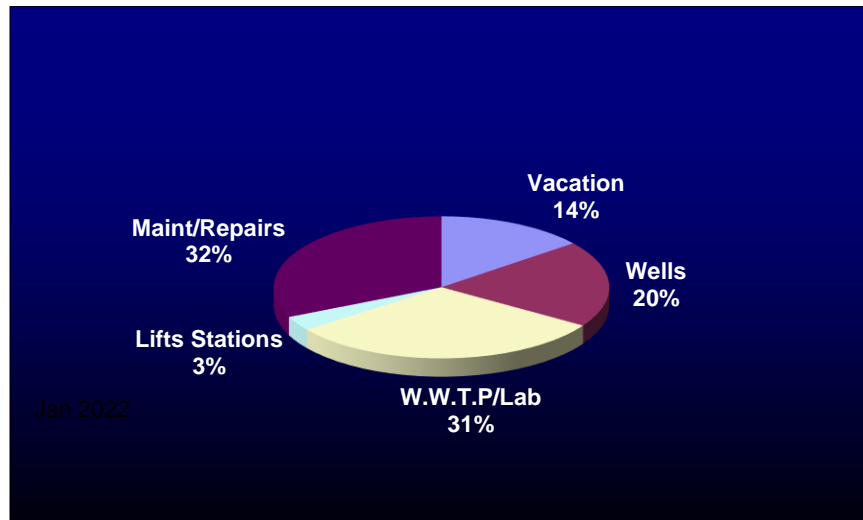
The Department is staffed 7 days a week. We operate the waste treatment plant, three wells and towers, and 13 lift stations, along with the buildings and property associated with the Department.

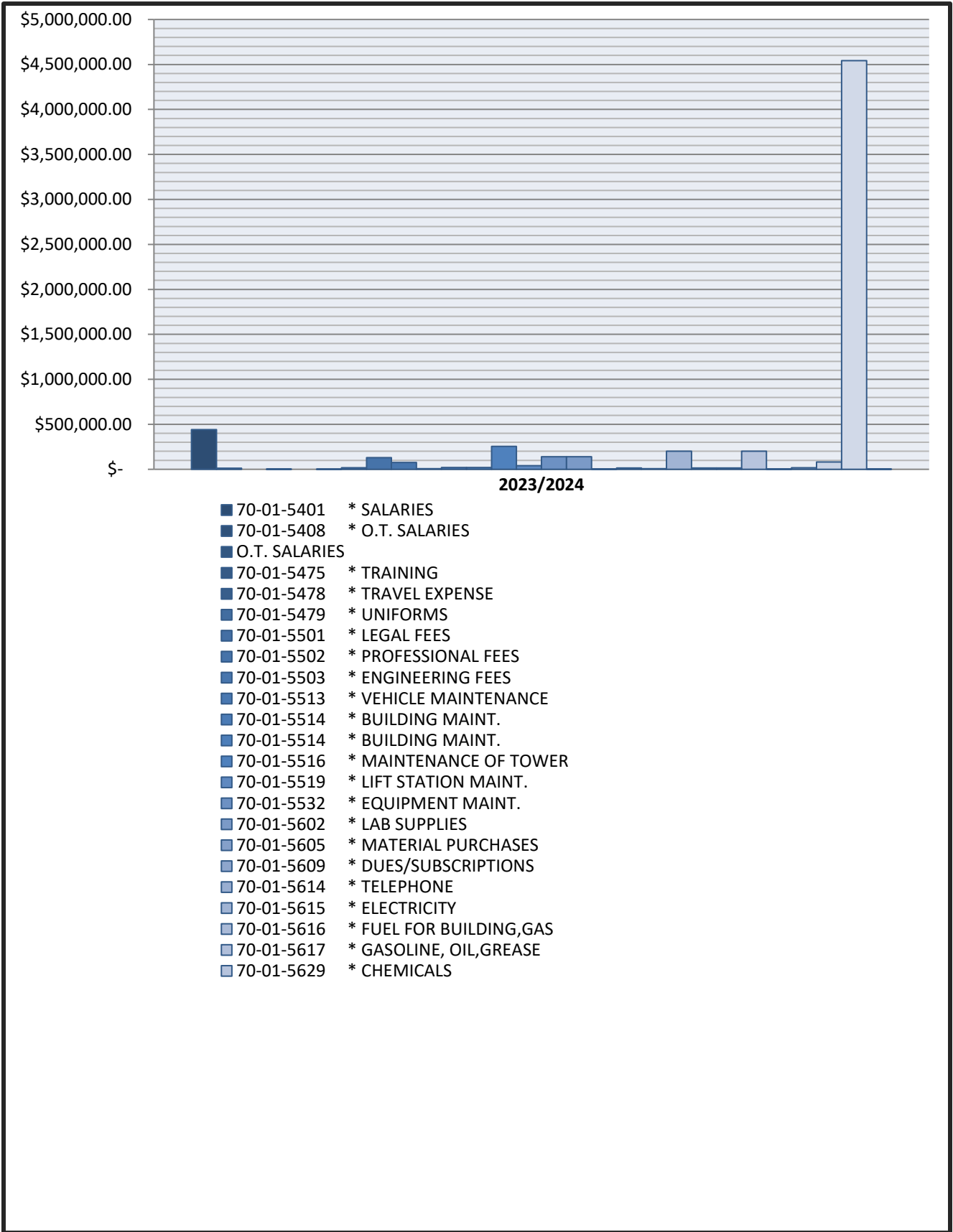
After the new plant expansion is completed, we will be evaluating our needs for operators, as three staff members have plans for retirement in the near future. The new plant growth will provide a great opportunity for a new operators to learn the updated treatment technology.

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



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





UTILITY OPERATIONS EXPENSES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PERSONNEL SALARIES:			\$ 26.00
SALARIES	\$ 410,000.00	\$ 430,000.00	\$ 440,000.00
OVERTIME/DOUBLETIME	\$ 11,000.00	\$ 11,000.00	\$ 12,000.00
RELATED PERSONNEL EXPENDITURES:			
HEALTH INSURANCE	\$ 78,000.00	\$ 83,000.00	\$ 85,000.00
TRAINING/SEMINARS	\$ 2,000.00	\$ 2,000.00	\$ 1,400.00
TRAVEL/MILEAGE	\$ -	\$ -	\$ -
UNIFORMS	\$ 2,700.00	\$ 2,800.00	\$ 2,800.00
CONTRACTURAL SERVICES:			
PROFESSIONAL FEES	\$ 100,000.00	\$ 140,000.00	\$ 130,000.00
ENGINEERING FEES	\$ 25,000.00	\$ 1,000,000.00	\$ 75,000.00
VEHICLE MAINTENANCE	\$ 5,000.00	\$ 4,000.00	\$ 6,000.00
BUILDING MAINTENANCE	\$ 35,000.00	\$ 15,000.00	\$ 20,000.00
MAINTENANCE OF TOWER	\$ 20,000.00	\$ 35,000.00	\$ 255,000.00
LIFT STATION MAINTENANCE	\$ 130,000.00	\$ 50,000.00	\$ 40,000.00
EQUIPMENT MAINTENANCE	\$ 40,000.00	\$ 190,000.00	\$ 140,000.00
PERMIT FEES	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
COMMODITIES:			
LAB SUPPLIES	\$ 10,000.00	\$ 18,000.00	\$ 25,000.00
MATERIAL PURCHASES	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
OFFICE SUPPLIES	\$ -	\$ 2,000.00	\$ 2,500.00
DUES & SUBSCRIPTIONS	\$ 750.00	\$ 20,000.00	\$ 15,000.00
TELEPHONE	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00
ELECTRICITY	\$ 190,000.00	\$ 200,000.00	\$ 200,000.00
FUEL FOR BUILDING	\$ 11,000.00	\$ 15,000.00	\$ 15,000.00
GAS, OIL & GREASE	\$ 10,000.00	\$ 13,000.00	\$ 15,000.00
CHEMICALS	\$ 100,000.00	\$ 130,000.00	\$ 200,000.00
MISCELLANEOUS	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
CAPITAL OUTLAY:			
NEW EQUIPMENT	\$ 40,000.00	\$ 44,000.00	\$ 70,000.00
INFRASTRUCTURE EXPENDITURE	\$ -	\$ 14,000,000.00	\$ 4,542,500.00
TOTAL UTILITY OPERATIONS EXPENSES:	\$ 1,246,950.00	\$ 16,431,300.00	\$ 6,320,700.00

UTILITY MAINTENANCE & ADMINISTRATION EXPENSES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PERSONNEL SALARIES:			
SALARIES	\$ 318,509.00	\$ 231,000.00	\$ 302,641.00
SALARIES CLERICAL	\$ 128,000.00	\$ 133,000.00	\$ 140,000.00
OVERTIME/DOUBLETIME	\$ 15,000.00	\$ 15,000.00	\$ 12,500.00
RELATED PERSONNEL EXPENDITURES:			
HEALTH INSURANCE	\$ 100,000.00	\$ 104,278.00	\$ 118,703.00
UNIFORMS	\$ 3,900.00	\$ 4,000.00	\$ 3,500.00
CONTRACTURAL SERVICES:			
UTILITY TAX	\$ 105,000.00	\$ 105,000.00	\$ 125,000.00
RENT	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
VEHICLE MAINTENANCE	\$ 30,000.00	\$ 35,000.00	\$ 40,000.00
STORM SEWER MAINTENANCE	\$ 30,000.00	\$ 35,000.00	\$ 37,500.00
SANITARY SEWER MAINTENANCE	\$ 35,000.00	\$ 35,000.00	\$ 37,500.00
WATER MAIN MAINTENANCE	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
COMMODITIES:			
MATERIAL PURCHASES	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
OFFICE SUPPLIES	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
POSTAGE	\$ 9,000.00	\$ 9,000.00	\$ 8,000.00
TELEPHONE	\$ 1,500.00	\$ 1,750.00	\$ 1,500.00
GAS, OIL & GREASE	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00
MISCELLANEOUS	\$ 18,000.00	\$ 10,000.00	\$ 15,000.00
CAPITAL OUTLAY:			
NEW EQUIPMENT	\$ 370,000.00	\$ 121,000.00	\$ 112,000.00
INFRASTRUCTURE EXPENDITURE	\$ -	\$ -	\$ -
OPERATING TRANSFERS:			
TRANSFER OUT	\$ 564,169.00	\$ 730,000.00	\$ -
TOTAL UTILITY MAINT/ADMIN EXPENSES	\$ 1,823,078.00	\$ 1,664,028.00	\$ 1,054,844.00

SEWER/WATER BOND FUND

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
BOND/LOAN PAYMENT - PRINCIPAL	\$ 175,000.00	\$ 120,134.00	\$ 733,800.00
BOND/LOAN PAYMENT - INTEREST	\$ -	\$ -	\$ 160,656.00
TOTAL PRINCIPAL/INTEREST EXPENSES	\$ 175,000.00	\$ 120,134.00	\$ 894,456.00

SEWER WATER FUND EXPENSE SUMMARY

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
UTILITY OPERATIONS	\$ 1,246,950.00	\$ 1,456,300.00	\$ 1,778,200.00
		Dollar Change	
		\$ 321,900.00	
		22.10%	
UTILITY MAINTENANCE	\$ 1,823,078.00	\$ 1,664,028.00	\$ 1,054,844.00
		Dollar Change	
		\$ (609,184.00)	
		-36.61%	
TOTAL	\$ 3,070,028.00	\$ 3,120,328.00	\$ 2,833,044.00
		Dollar Change	
		\$ (287,284.00)	
		-9.21%	
BOND/INFRASTRUCTURE PAYMENTS	\$ 175,000.00	\$ 15,095,134.00	\$ 5,436,956.00
		Dollar Change	
		\$ (9,658,178.00)	
		-63.98%	
SEWER WATER TOTAL	\$ 3,245,028.00	\$ 18,215,462.00	\$ 8,270,000.00
		Dollar Change	
		\$ (9,945,462.00)	
		-54.60%	

2023/2024 BUDGETED UT OPERATIONS PROJECTS

- **WATER TOWER PAINTING:** Fully drain, prep and re-paint the Harvard Hills Road water tower.
- **LAB EQUIPMENT:** Purchase of a new lab incubator
- **PALLET JACK:** Purchase new pallet jack for new waste water plant use
- **SNOW PLOW:** Purchase new snow plow to use at new waste water plant and for snow plowing the wells
- **4X4 GATOR:** Purchase used 4x4 gator for more efficient mobility around expanded plant and for plowing new areas not accessible by truck
- **NEW PICK-UP TRUCK:** Purchase new 2023 Ford F250 pick up truck to replace old truck no longer repairable

2023/2024 BUDGETED UT MAINTENANCE PROJECTS

- **METER REPLACEMENT:** Continue with meter stock replacement program as needed for property inventor
- **MXU READER REPLACEMENT:** Continue with MXU reader stock replacement program as needed for proper inventory
- **SANITARY MANHOLE LINING:** Line manholes as needed based on televising program (ARPA funded) identification
- **SANITARY MAIN LINING:** Line sanitary mains as needed based on televising program (ARPA funded) identification

WATER SEWER OPERATIONS



PARKS AND RECREATION





Date: March 9, 2023
To: Mayor Michael Kelly and Harvard City Council
From: Ryan Knop
 Superintendent of Parks, and Recreation
Re: Fiscal Year 2023-2024 Budget Memo

The City of Harvard Parks and Recreation Department consists of 9 parks totaling 128 acres. This is a wonderful asset to our community because Harvard has 3.6 more acres of public land per 1000 residents over the national average. More green space is beneficial to our community but this does come with a price. In order to maintain all the green space, we do need to ensure adequate funding and support from the community which is key. We have a very high expectation for our parks and community support is just one key aspect.

The City of Harvard Parks and Recreation Department deals with a plethora of different challenges. As all departments experience, securing the proper funds in order to maintain our wonderful community parks is by far our largest challenge. The Parks and Recreation Department is excited to expand on the amenities available in our parks, as well as continued maintenance and mowing. The larger projects that will be happening in the parks this year will be mulching of playgrounds, removal of trees at Park Pointe Park, and expanding the gravel walking path at Park Pointe Park. As you have seen, the parks need some new equipment. This year the finance committee approved a new permanent picnic table at Northfield Park, garbage can replacements, and expanding the amenities in the new dog park at Milky Way Park. As always, we will be doing our best to keep all our parks and playgrounds safe, and aesthetically pleasing.

Moving on to the City of Harvard Aquatic Center. The Mission Statement for the Harvard Aquatic Center is to allow fun, safe, and educational aquatic recreation to the citizens of Harvard, Illinois. The pool is a wonderful asset to the community but does require a lot of funds and maintenance to operate. This upcoming year is no different. This year we will be working on replacing parts in our chemical room and filtration system. The pool is a very corrosive environment and two pumps on our small filtration tank need replacement. Over that past couple of years, the Parks Department has done some very large capital improvements to the Aquatic Center, and will continue to do so when financially feasible. Those capital improvements have helped with the function and operational side of the Aquatic Center. The keys to our Aquatic Center's success are within the organization. We continue working as a team to better the Aquatic Center, by marketing special events to attract additional demographic groups, maintaining current user groups, inventory management, hours of operation management, pool party promotion, and special event promotion. I have high expectations for this upcoming year and we are looking forward to seeing our community come together to support these wonderful assets located in our backyard.

As always, my door is always open so stop by and see me. I can also be reached at 815-943-6468 ext. 110 or at knop@cityofharvard.org

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Knop', written in a cursive style.

Ryan Knop
City of Harvard
Superintendent of Parks and Recreation

PARK FUND REVENUE ESTIMATES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PROPERTY TAX	\$ 236,000.00	\$ 244,000.00	\$ 250,000.00
BUILDING PERMITS	\$ -	\$ 1,000.00	\$ 1,000.00
GRANTS	\$ -	\$ -	\$ -
AMUSEMENT TAX	\$ 5,700.00	\$ 6,000.00	\$ 6,000.00
DAILY POOL PASSES	\$ 22,500.00	\$ 27,000.00	\$ 27,000.00
SEASONAL POOL PASSES	\$ 21,000.00	\$ 21,000.00	\$ 18,000.00
SWIM LESSONS	\$ 6,000.00	\$ -	\$ -
POOL PARTIES	\$ 2,500.00	\$ 1,500.00	\$ 2,000.00
POOL CONCESSIONS	\$ 13,000.00	\$ 15,000.00	\$ 15,000.00
DONATIONS	\$ -	\$ -	\$ -
INTEREST	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
MISCELLANEOUS	\$ -	\$ 1,000.00	\$ 500.00
TRANSFER IN	\$ 15,000.00	\$ 15,000.00	\$ 35,000.00
PARK RENTALS	\$ 8,000.00	\$ 5,000.00	\$ 2,500.00
PARK PROGRAMS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
CASH ON HAND	\$ -	\$ -	\$ -
TOTAL PARK FUND REVENUES	\$ 336,200.00	\$ 343,000.00	\$ 363,500.00

PARK FUND EXPENSES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PERSONNEL SALARIES:			
SALARIES	\$ 85,000.00	\$ 90,000.00	\$ 100,000.00
RELATED PERSONNEL EXPENDITURES:			
HEALTH INSURANCE	\$ 9,300.00	\$ 4,400.00	\$ 4,796.00
CONTRACTURAL SERVICES:			
PROFESSIONAL FEES	\$ -	\$ -	\$ -
MAINTENANCE OF GROUNDS	\$ 29,720.00	\$ 30,732.00	\$ 25,000.00
BUILDING MAINTENANCE	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
COMMODITIES:			
MATERIAL PURCHASES	\$ 2,765.00	\$ 4,000.00	\$ 4,000.00
ELECTRICITY	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00
FUEL FOR BUILDINGS	\$ 1,500.00	\$ 1,500.00	\$ 4,000.00
OTHER:			
MISCELLANEOUS	\$ 1,250.00	\$ 1,500.00	\$ 1,500.00
CONCESSIONS	\$ -	\$ -	\$ -
PARK PROGRAMS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
NEW EQUIPMENT	\$ 26,600.00	\$ 16,000.00	\$ 30,508.00
LAND ACQUISITION	\$ -	\$ -	\$ -
CONTINGENCY	\$ -	\$ -	\$ -
TO CAPITAL IMPROVEMENT	\$ -	\$ 28,768.00	\$ -
TOTAL PARK FUND EXPENSES	\$ 175,135.00	\$ 195,900.00	\$ 193,804.00

POOL FUND EXPENSES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PERSONNEL SALARIES:			
SALARIES	\$ 80,000.00	\$ 80,000.00	\$ 95,000.00
RELATED PERSONNEL EXPENDITURES:			
HEALTH INSURANCE	\$ 4,400.00	\$ 4,400.00	\$ 4,796.00
TRAINING/SEMINARS	\$ 6,000.00	\$ 5,000.00	\$ 2,000.00
CONTRACTURAL SERVICES:			
MAINTENANCE	\$ 26,265.00	\$ 13,000.00	\$ 11,000.00
ADVERTISING	\$ 400.00	\$ -	\$ -
COMMODITIES:			
POOL SUPPLIES	\$ 3,000.00	\$ 4,000.00	\$ 3,000.00
TELEPHONE	\$ 1,200.00	\$ 1,200.00	\$ 400.00
ELECTRICITY	\$ 17,000.00	\$ 15,000.00	\$ 12,000.00
FUEL FOR BUILDING	\$ 3,300.00	\$ 3,500.00	\$ 5,000.00
CHEMICALS	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00
CONCESSION STAND	\$ 6,500.00	\$ 8,000.00	\$ 8,000.00
OTHER:			
MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
NEW EQUIPMENT	\$ 2,000.00	\$ 2,000.00	\$ 18,500.00
CONTINGENCY	\$ -	\$ -	\$ -
TOTAL POOL FUND EXPENSES	\$ 161,065.00	\$ 147,100.00	\$ 169,696.00

PARK FUND REVENUE AND EXPENSE SUMMARY

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PARK REVENUE	\$ 336,200.00	\$ 343,000.00	\$ 363,500.00
TOTAL REVENUE:	\$ 336,200.00	\$ 343,000.00	\$ 363,500.00
PARK EXPENSES	\$ 175,135.00	\$ 195,900.00	\$ 193,804.00
POOL EXPENSES	\$ 161,065.00	\$ 147,100.00	\$ 169,696.00
TOTAL EXPENSES:	\$ 336,200.00	\$ 343,000.00	\$ 363,500.00

Dollar Change
\$ 20,500.00
5.98%

NORTHERN ILLINOIS SPECIAL RECREATION ASSOCIATION (NISRA) FUND

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
REVENUE:			
PROPERTY TAX	\$ 41,000.00	\$ 41,000.00	\$ 42,000.00
TOTAL NISRA REVENUE:	\$ 41,000.00	\$ 41,000.00	\$ 42,000.00
EXPENDITURES:			
PAYMENT TO NISRA	\$ 26,000.00	\$ 26,000.00	\$ 27,000.00
TRANSFER OUT TO PARKS	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
TOTAL NISRA EXPENSES:	\$ 41,000.00	\$ 41,000.00	\$ 42,000.00

2023/2024 BUDGETED PARKS & POOL PROJECTS

- **MULCH:** Mulch the park playground areas – Lion’s Park priority
- **PARK POINTE MAINTENANCE:** Trim trees and complete path in the Park Pointe park area
- **PARK EQUIPMENT:** Purchase and install new picnic tables and garbage cans for Northfield Park
- **DOG PARK:** Complete the Dog Park area at Milky Way Park with final amenities
- **POOL EQUIPMENT:** Replace pool pumps and valves and purchase new ladder steps
- **POOL CONCESSIONS:** Purchase new freezer

MOTOR FUEL TAX FUND



Funding for the Motor Fuel Tax (MFT) fund is acquired through the collection of gas tax imposed in Illinois for the operation of motor vehicles on roads and highways, and is regulated by Illinois State Statute. Expenditures of MFT funds are restricted to Illinois Department of Transportation (IDOT) approved transportation projects, including road, bridge and sidewalk maintenance and repairs. The fiscal year 23/24 budget reflects larger expenditures over previous years. This is the result of grant funding opportunities the City has taken advantage of to make much needed road and structural improvements. These projects can be found on Page 49.

MOTOR FUEL TAX FUND REVENUE ESTIMATES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
ENTITLEMENTS	\$ 556,000.00	\$ 385,000.00	\$ 402,000.00
GRANTS	\$ -	\$ 246,000.00	\$ 768,400.00
INTEREST	\$ 1,000.00	\$ -	\$ 6,500.00
CASH ON HAND	\$ -	\$ 57,000.00	\$ 773,700.00
TOTAL MFT FUND REVENUES	\$ 557,000.00	\$ 688,000.00	\$ 1,950,600.00

MOTOR FUEL TAX FUND EXPENSES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
ENGINEERING	\$ 40,000.00	\$ 55,000.00	\$ 494,600.00
SIDEWALK PROGRAM	\$ 75,000.00	\$ 75,000.00	\$ -
SALT	\$ 99,000.00	\$ 75,000.00	\$ 90,000.00
MAINTENANCE/ROAD PROJECTS	\$ 180,000.00	\$ 275,000.00	\$ 1,366,000.00
CAPITAL SAVINGS	\$ 163,000.00	\$ 208,000.00	\$ -
TOTAL MFT FUND EXPENSES	\$ 557,000.00	\$ 688,000.00	\$ 1,950,600.00

Dollar Change
\$ 1,262,600.00
183.52%

2023/2024 BUDGETED MOTOR FUEL TAX FUND PROJECTS

- **2023/2024 ROAD PROGRAM:** This year's Road Program consists of preservation and stop gap patching. The City will preserve previously resurfaced roads to extend the life of road improvements, and saw cut and repair other deteriorating areas
- **DIGGINS STREET RESURFACING:** Resurfacing of Diggins Street from Lawrence Road to Front Street, including shoulder improvements
- **AYER ST. STREETSCAPE:** Complete downtown street renovations on Ayer Street, from Park Street to Washington Street. This project is funded by the Rebuild Illinois Grant.
- **MARENGO ROAD:** Engineering work to prepare for resurfacing Marengo Road from Airport Road to Route 23, includes shoulder improvements
- **MARENGO ROAD BRIDGE:** Engineering work to prepare for complete bridge reconstruction on Marengo Road over Rush Creek.

HARVARD DIGGINS LIBRARY FUND



LIBRARY FUND REVENUE ESTIMATES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PROPERTY TAX	\$ 400,000.00	\$ 416,200.00	\$ 425,000.00
REPLACEMENT TAX	\$ 13,000.00	\$ 23,000.00	\$ 25,000.00
FICA/IMRF	\$ 33,000.00	\$ 33,543.00	\$ -
GRANT REIMBURSEMENT	\$ -	\$ -	\$ -
MISCELLANEOUS	\$ -	\$ -	\$ 1,000.00
TOTAL LIBRARY FUND REVENUES	\$ 446,000.00	\$ 472,743.00	\$ 451,000.00

LIBRARY FUND EXPENSES

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
PERSONNEL SALARIES			
SALARIES	\$ 176,000.00	\$ 183,000.00	\$ 190,000.00
UNEMPLOYMENT TAX	\$ -	\$ 1,000.00	\$ 1,000.00
FICA/IMRF	\$ 33,000.00	\$ 33,543.00	
HEALTH INSURANCE	\$ 88,500.00	\$ 70,000.00	\$ 71,000.00
OPERATING EXPENSES:			
BUILDING/GROUNDS MAINTENANCE	\$ -	\$ 55,000.00	\$ 57,000.00
CAPITAL RESERVE	\$ -	\$ 50,000.00	\$ 52,000.00
TELEPHONES	\$ 9,000.00	\$ 19,000.00	\$ 10,000.00
UTILITIES	\$ 1,200.00	\$ 1,200.00	\$ 2,000.00
TECHNOLOGY	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
CAPITAL OUTLAY:			
CONTRACT SERVICES	\$ -	\$ -	\$ -
CAPITAL PLAN EXPENSE	\$ 135,000.00		
BOND PAYMENT/INTEREST		\$ 50,000.00	\$ 58,000.00
TOTAL LIBRARY FUND EXPENSES	\$ 452,700.00	\$ 472,743.00	\$ 451,000.00

Dollar Change
\$ (21,743.00)
-4.60%

2023/2024 BUDGETED DIGGINS LIBRARY PROJECTS

- **UPGRADE SECURITY CAMERAS:** Replace security cameras with web-based camera system to provide more views of Library property, both indoors and outdoors.
- **RENOVATION REPAYMENT:** Begin repaying loan for 2023 flooring and bathroom renovations.
- **INCREASED CAPITAL RESERVE:** Increase capital reserve to prepare for parking lot and roof repair in coming years.
- **EXPAND ‘LIBRARY OF THINGS’:** Add more items to the ‘Library of Things’ including additional wi-fi hotspots, laptops, board games, citizen science kits, and others.
- **COMMUNITY SURVEY:** Survey the community to ensure current library programs and services are meeting needs.
- **PROGRAM OFFERINGS:** Continue to offer educational and fun programs for all ages.
- **COMMUNICATION METHODS:** Review communication methods to ensure information is being received by a wide and diverse audience.

ECONOMIC DEVELOPMENT FUND

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
REVENUE:			
TRANSFER IN	\$ -	\$ 172,050.00	\$ 46,000.00
INTEREST	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ -	\$ 172,050.00	\$ 46,000.00
EXPENSES:			
CONSULTANT FEE	\$ -	\$ 36,000.00	\$ 30,000.00
MISCELLANEOUS	\$ -	\$ -	\$ 16,000.00
TOTAL EXPENSES	\$ -	\$ 36,000.00	\$ 46,000.00

TIF DOWNTOWN & INDUSTRIAL PARK

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
REVENUE:			
PROPERTY TAX - DOWNTOWN	\$ 146,575.00	\$ 182,000.00	\$ 187,500.00
INTEREST - DOWNTOWN	\$ 250.00	\$ 200.00	\$ 500.00
TRANSFER IN - DOWNTOWN	\$ 275,695.00	\$ 233,520.00	\$ 230,435.00
PROPERTY TAX - INDUSTRIAL PARK	\$ 556,000.00	\$ 615,000.00	\$ 552,000.00
INTEREST - INDUSTRIAL PARK	\$ 2,000.00	\$ 750.00	\$ 5,000.00
TOTAL REVENUE	\$ 980,520.00	\$ 1,031,470.00	\$ 975,435.00
EXPENSES:			
DOWNTOWN BOND PAYMENT	\$ 422,520.00	\$ 415,720.00	\$ 418,435.00
INDUSTRIAL PARK BOND PAYMENT	\$ 496,845.00	\$ 538,585.00	\$ 557,000.00
TOTAL EXPENSES:	\$ 919,365.00	\$ 954,305.00	\$ 975,435.00

CONTINGENCY

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
REVENUE:			
MISCELLANEOUS	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00
EXPENDITURE:			
CITY COUNCIL APPROVED	\$ 1,200,000.00	\$ 1,200,000.00	\$ 1,200,000.00

CITY OF HARVARD BUDGET SUMMARY FISCAL YEAR 2023/2024



**CITY OF HARVARD BUDGET SUMMARY
2023-2024**

REVENUE SUMMARY

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
GENERAL FUND	\$ 5,898,060.00	\$ 7,357,324.00	\$ 7,715,209.00
GRANTS	\$ 100,000.00	\$ 755,000.00	\$ 79,000.00
CASH ON HAND/ARPA FUNDS	\$ 374,560.00	\$ 556,000.00	\$ 930,134.00
SPECIAL REVENUE FUNDS	\$ 1,539,000.00	\$ 1,583,590.00	\$ 1,054,015.00
SEWER WATER FUND	\$ 3,245,028.00	\$ 18,249,628.00	\$ 8,270,000.00
PARK FUND	\$ 336,200.00	\$ 343,000.00	\$ 363,500.00
MOTOR FUEL TAX FUND	\$ 557,000.00	\$ 688,000.00	\$ 1,950,600.00
GRANTS	\$ -	\$ 246,000.00	\$ 768,400.00
CASH ON HAND/RBI FUNDS	\$ -	\$ 57,000.00	\$ 773,700.00
LIBRARY FUND	\$ 446,000.00	\$ 472,743.00	\$ 451,000.00
ECONOMIC DEVELOPMENT FUND	\$ -	\$ -	\$ 46,000.00
TOTAL REVENUE	\$ 12,021,288.00	\$ 28,694,285.00	\$ 19,850,324.00

EXPENSE SUMMARY

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
GENERAL FUND	\$ 5,898,060.00	\$ 7,357,324.00	\$ 7,715,209.00
SPECIAL REVENUE FUNDS	\$ 1,539,000.00	\$ 1,583,590.00	\$ 1,054,015.00
SEWER WATER FUND	\$ 3,245,028.00	\$ 18,215,462.00	\$ 8,270,000.00
PARK/POOL FUND	\$ 336,200.00	\$ 343,000.00	\$ 363,500.00
MOTOR FUEL FUND	\$ 557,000.00	\$ 688,000.00	\$ 1,950,600.00
LIBRARY FUND	\$ 452,700.00	\$ 472,743.00	\$ 451,000.00
ECONOMIC DEVELOPMENT FUND	\$ -	\$ -	\$ 46,000.00
TOTAL EXPENSES	\$ 12,027,988.00	\$ 28,660,119.00	\$ 19,850,324.00

BUDGET SUMMARY

	Fiscal Year 2021-2022	Fiscal Year 2022-2023	Fiscal Year 2023-2024
TOTAL CITY BUDGET	\$ 11,575,288.00	\$ 28,221,542.00	\$ 19,399,324.00
TOTAL LIBRARY BUDGET	\$ 452,700.00	\$ 472,743.00	\$ 451,000.00
GRAND TOTAL BUDGET	\$ 12,027,988.00	\$ 28,694,285.00	\$ 19,850,324.00

DOLLAR CHANGE
\$ (8,843,961.00)
-30.82%

#WE ARE

HARVARD

**STRONGER
TOGETHER**

#NOSOTROS SOMOS

HARVARD

**MÁS FUERTES
JUNTOS**