



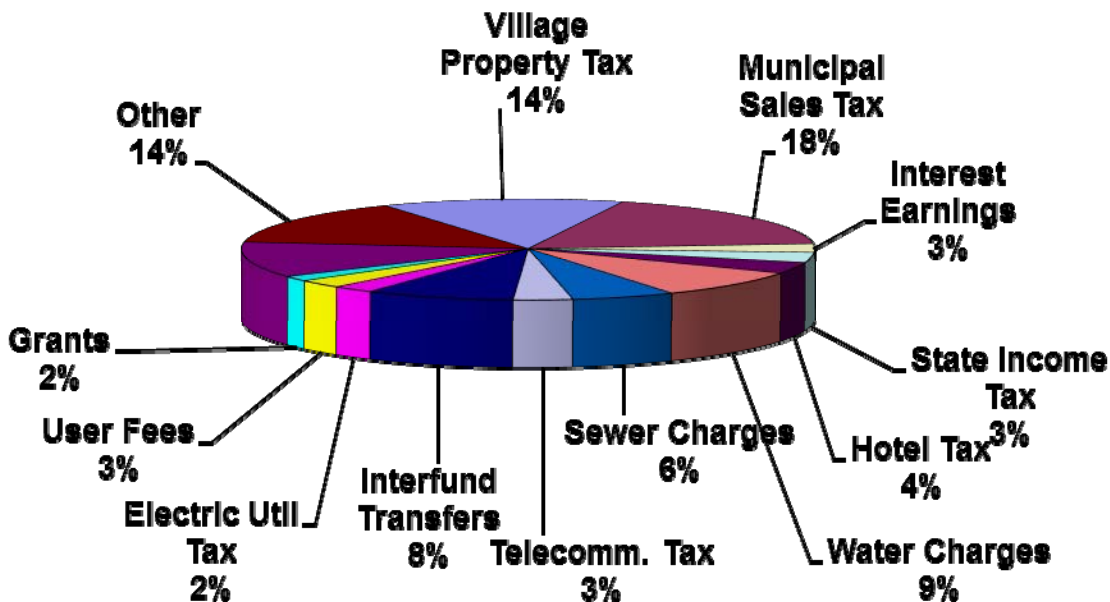
VILLAGE OF DEERFIELD



# **Village of Deerfield, Illinois Annual Budget**

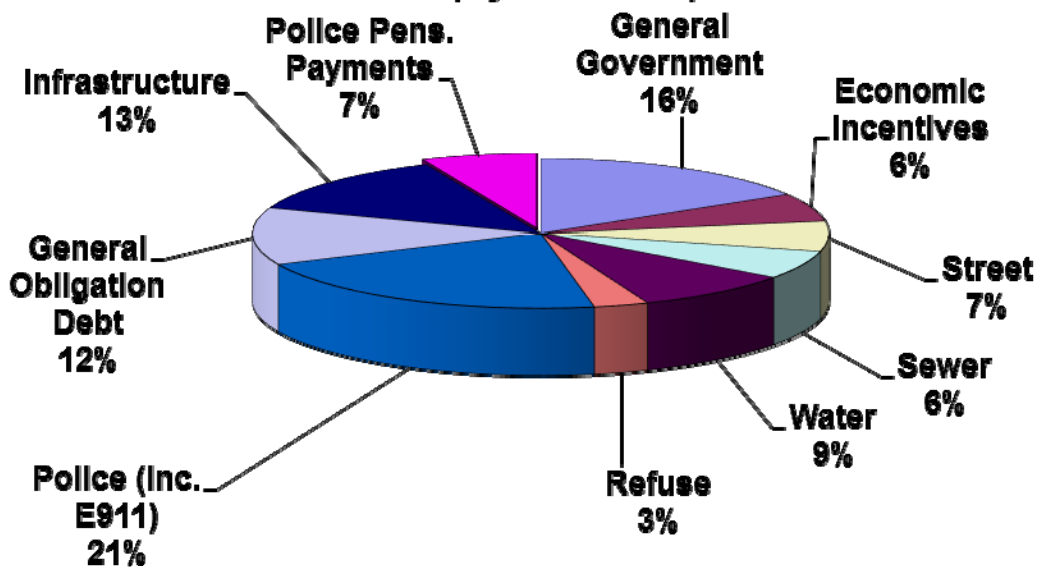
**January 1, 2018 to December 31, 2018**

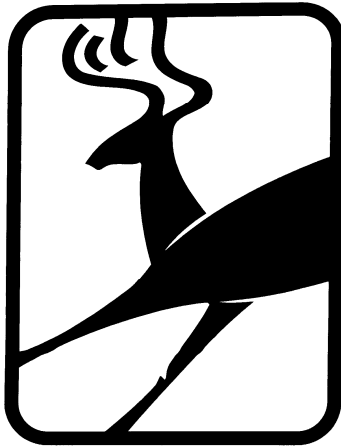
## BUDGET REVENUES - FY 2018



## 2018 Budget Expenditures

(by function)





## **VILLAGE OF DEERFIELD**

### **ANNUAL BUDGET**

**JANUARY 1, 2018 TO DECEMBER 31, 2018**

#### **ELECTED OFFICIALS**

Harriet Rosenthal, Mayor

Robert Benton, Trustee  
Tom Jester, Trustee  
Mary Oppenheim, Trustee

William Seiden, Trustee  
Daniel Shapiro, Trustee  
Barbara Struthers, Trustee

#### **VILLAGE MANAGER**

Kent Street

#### **DEPARTMENT HEADS**

Eric Burk, Director of Finance/Treasurer  
John Sliozis, Chief of Police  
Barbara Little, Director of Public Works and Engineering  
Clint Case, Building & Code Enforcement Supervisor  
Jeff Ryckaert, Village Planner  
Andrew Lichterman, Assistant Village Manager

**[www.deerfield.il.us](http://www.deerfield.il.us)**



# TABLE OF CONTENTS

## SUMMARY INFORMATION

	<b>Page</b>
Village Manager's Transmittal Message.....	1
GFOA Award .....	9
Budget Summary (Detail).....	10
Budget Summaries and Fund Balance Projections.....	12
2017 Property Tax Levy .....	14
Major Revenues – 4-Year Detail .....	15
Revenues/Expenditures by Fund Type .....	19
Major Budget Policies and Objectives.....	21
Major Revenue Discussion.....	26
Budget Calendar.....	31
Organization Chart .....	32
Personnel Detail .....	33
Supplemental Information – Village Overview.....	34

## ADMINISTRATION

<b>ADMINISTRATIVE SERVICES (Summary)</b> .....	<b>37</b>
Finance Department.....	38
Mayor and Board of Trustees.....	40
Manager's Office .....	43
Community Development.....	47
Engineering Division.....	55

## PUBLIC SAFETY

### POLICE DEPARTMENT

Police Department Summary.....	59
Mission Statement, Goals and Accomplishments .....	60
Budget Requests (including E 911).....	62

## PUBLIC WORKS

### PUBLIC WORKS

Street Division Summary.....	65
Goals and Accomplishments.....	66
Budget Requests.....	68
Water Fund Summary .....	70
Goals and Accomplishments.....	71
Budget Requests.....	73
Sewer Fund Summary.....	75
Goals and Accomplishments.....	76
Budget Requests.....	78
Garage Fund.....	80

**CAPITAL PROJECTS**

**Page**

**CAPITAL PROJECTS FUNDS**

Capital Projects Funds – Summary .....	83
Infrastructure Replacement/MFT/VERF .....	84
3 Year Capital Improvement Program Summary .....	87

**SUPPORT FUNDS**

**MISCELLANEOUS FUNDS**

Support Funds – Summary .....	91
Debt Service .....	92
Pension Funds (Police) .....	94
Refuse Collection/Commuter Station Parking Lots .....	96

**APPENDICES**

A – Equipment Purchases (non-VERF).....	99
B – Glossary .....	100
C – Summary of Significant Accounting and Budgeting Policies .....	105



## VILLAGE OF DEERFIELD

### BUDGET MESSAGE

Municipal government provides a wide range of basic services on which we all depend: police protection, drinking water, sewage treatment, snow plowing and building inspection to name a few. The ability of an elected board to supply these services in an effective and efficient manner depends on its financial decisions. That is why of all issues considered by the Village Board over the course of a year none is more important than adoption of the annual budget.

This budget reflects operations from January 1, 2018 through December 31, 2018. This budget meets all state mandated accounting and financial reporting requirements. Five years ago the Village transitioned from a fiscal year to a calendar year budget. In order to accommodate the transition to a calendar year budget, the Village budget year was shortened to an 8-month period from May 1, 2013 to December 31, 2013. Therefore, when reviewing historical spending an anomaly will be noticed in 2013 due to the fact that revenues and expenditures reflect a shortened fiscal period.

The total expenditure budget for fiscal year 2018 is \$49,400,422, which represents a 14% decrease from last year's budget and continues to maintain a robust capital improvement program. This year expenditure decrease is primarily due to the elimination of a \$4.7 million transfer from the General Fund that occurred in 2017. In comparison, this year's budget only includes a \$1.9 million transfer out of the General Fund. Of the total transfers, \$1 million represents a drawn down of fund balance reserves that will be transferred to the Infrastructure Replacement Fund and \$955,984 will be transferred to the Refuse Fund since the property tax levy for this fund has been reallocated to the General Fund since 2015. 2017 was the final year of a strategic three-year capital plan, which included partially funding infrastructure improvements through a \$10 million bond issuance from 2015, a \$2.5 million bond issuance and 1% Prepared Food and Beverage tax in 2016, coupled with a planned draw down of the General Fund balance to offset project costs in the Infrastructure Replacement Fund (IRF). This year's budget reflects the Village's continued commitment to investing in capital projects that will be partially funded with a \$6 million bond issuance intended to cover capital project costs slated for 2018 and 2019. The operating component of the budget is \$29 million which is a 3% increase from the prior year. The increase in the operating component is due primarily to cost of living adjustments and increases in various contractual services and commodities.

This budget addresses programs and service levels that have been largely stable due to the constrained economic conditions of the past decade and an enhanced capital project program that rebuilds an aging infrastructure. Reflecting the slower economic conditions locally and statewide and a stable population, the Village continues to provide a high level of service with minimal staffing. For several years the Village maintained vacancies and operated with a reduced workforce. The Village continues to evaluate workforce needs as positions are vacated through attrition and demands for service evolve with changing demographics and technology.

### **PLANNING PROCESSES**

The Board has determined that a continued program of replacing and maintaining the infrastructure of the Village remains a key priority. For the third year in a row, this budget includes a reallocation of the property tax levies from the Infrastructure Replacement Fund and Scavenger Fund to the General Fund to provide the Village the greatest amount of flexibility, as the State of Illinois continues to threaten municipal revenue sources including the potential for a property tax freeze. This is the third year the debt service tax levy will reflect obligations for the \$10 million bond issuance approved as part of the 2015 budget and the first year the debt

service tax levy will reflect obligations for the \$2.5 million bond issuance approved in 2016. The \$6 million debt issuance proposed as part of this year's budget will be issued later this year and will not be reflected on property tax bills until 2019.

The state of the economy, the fiscal position of the State of Illinois and the continued legislative uncertainties being generated by Springfield played a major role in the budget deliberations this year. This year's budget reflects a state imposed 10% revenue cut to the Local Government Distributive Fund and a 2% administrative fee on Home Rule Sales Tax receipts received by the Village. These cuts are partially offset by an increase in state-shared revenue disbursements, based on a per-capita formula, due to the recently completed special census. Due to past budgeting decisions, a low tax composition relative to other similarly situated communities, conservative spending practices, the relative strength of the micro economy in Deerfield, and our strong fund balance, the Village has not had to implement the drastic personnel and program reductions that many local governments have found necessary. The Village has selectively filled open employee positions, implemented departmental reorganizations to gain efficiencies and eliminated unfilled full-time positions when possible.

Just over five years ago the Village Board undertook a comprehensive review of the Village's Water and Sewer Funds to address their structural deficits. Due to lower water usage that affects both water and sewer revenues, the Board approved a revenue plan that strategically increased water and sewer revenues to reverse the negative revenue projections. These rate increases along with strategic personnel changes and the completion of the water meter replacement project have eliminated the structural imbalance that previously affected these funds. This budget reflects positive growth in both the Water and Sewer Fund through increases in water and sewer rates that keep pace with wholesale price increases.

The Deerfield Public Library recently completed their remodeling project that pursuant to state statute required the Village to issue approximately \$12 million of GO debt. Funding for this debt service, endorsed by the voters in the November 2010 referendum, comes from a combination of annual general revenues, fund balance and property taxes. All the debt is general obligation as the Village has unlimited home rule authority to raise taxes and enjoys a Aaa bond rating from Moody's.

The Village organizes its budget under several funds. Following are brief highlights of each major fund.

### **GENERAL CORPORATE FUND**

This is the basic operating fund of the Village, which includes revenues and expenditures of all governmental activities, except those funds that must be accounted for independently under Illinois law.

Revenues: The General Fund has projected new revenues of \$22,577,997 which is a 1% increase over last year's budget. The General Fund levy is \$3,535,997 and reflects a \$86,244 increase. This continues the decision in recent years to keep the property tax levy in the General Fund to support public safety. The Sales Tax reflects a modest 3% projected increase due to the evolving local economy and the uncertainty around consumer spending. The Hotel Room Tax is projected to be flat as this revenue source was increased significantly in previous years as the leisure and convention activity in the localized economy recovered from the economic downturn but are now at a strong level that is expected to remain stable. Due to recent legislative decisions in Springfield the state shared income tax is expected to decrease 5% compared to last year. The state use tax reflects a 7.5% increase over last year's budget to better reflect historical performance. Building permit revenue is projected to remain flat and reflects the continued strong residential and commercial remodeling activity that the Village has experienced in recent years. The telecomm tax reflects a 3% decrease while the electric utility tax is expected to remain flat when compared to last year's figures. These taxes are expected to generate \$1.45 million and \$1.25 million respectively for the General Fund. Overall, revenues are sufficient to cover the operating costs of the fund.

Expenditures: Total expenditures for the General Corporate Fund are budgeted at \$23,484,285 which is a 8% decrease from last year's budget. There is a total transfer of \$1 million from the General Fund to the Infrastructure Replacement Fund for capital project funding. This is consistent with the Village Board's plan to use General Fund reserves, when available, to support the Infrastructure Replacement Fund. Additionally, \$955,984 is being transferred from the General Fund to the Scavenger Fund to support waste hauling operations since the property tax levy was eliminated in the Scavenger Fund in recent years. There is 5% change year-over-year in the Walgreen sales tax rebate expense in the Finance Dept. to better reflect Walgreen's sales and production levels achieved last year. \$80,000 is projected for the second year of the sales tax rebate with Portillo's. \$100,000 is projected for the first year of the sales tax rebate with Jewel-Osco. There is a 4% increase in employee health insurance charges based on experience, which is significantly below the average market rate increase. Personnel costs reflect a wage increase of 2.5% for non-union employees, which is consistent with the wage increases recently negotiated with the police union. 2017 was the final year of a three-year collective bargaining agreement with the police and public works unions. A four-year collective bargaining agreement with the Illinois Council of Police (Police Patrol Officers) commenced on January 1, 2018. Negotiations with the Public Works union are currently underway. Village operations are very labor intensive. The largest single operating cost relates to personnel, representing 74% of the General Fund less economic incentive payments, transfers to the Infrastructure Replacement Fund (IRF) and Scavenger Fund. Highlights of this year's expenditure budget include:

- The Walgreen's incentive expense is budgeted at \$2.8 million. Since the Village receives 20% of the revenue from this agreement, as Walgreen's activity changes the expense changes, and this is offset by a similar move in the sales tax revenue line. Total economic incentive expenses are budgeted at \$2.98 million.
- \$1 million transfer from the General Fund to the Infrastructure Replacement Fund to support the capital improvement program and a \$955,984 transfer to the Scavenger Fund.
- A 2.5% increase in wages to both union and non-union personnel consistent with the approved collective bargaining agreements.

## **WATER AND SEWER FUNDS**

The water and sewer utility systems operated by Deerfield are intended to be self-funding, based upon user charges for services. Revenues for operations are derived primarily from services furnished to utility customers. Other sources are interest earnings from cash invested on a short-term basis, and connection fees from new construction where the Village's prior investments in its utilities operate to the advantage of new customers who did not share in that initial investment.

Water Budget: Expenditures are projected at \$4,387,392 (+1%) against new revenues of \$4,729,500 (+4%). The expenditure level is beginning to normalize in this fund as there was a significant expenditure increase three years ago associated with the completion of the water meter replacement project. The Village continues to see a decrease in revenue when compared with historical usage due to a fundamental reduction in the average usage. The Village received a 5% wholesale rate increase the last two years, and another 5% wholesale increase again this year. The Village expects to receive similar increases in future years, as the City of Highland Park pays debt service associated with the recent rehabilitation of their water treatment facility. This budget

includes a 4% increase in water rates for Deerfield customers from \$4.40 to \$4.59 per 100 cubic feet effective January 1. The interior and exterior of the elevated tank will be painted this year, but that major capital improvement is funded out of the Village's Infrastructure Replacement Fund. The structural deficit has been addressed and the fund continues to reduce its negative fund balance.

**Sewer Budget:** The Sewer Fund expenditures are projected at \$4,942,798 (+2.5%) against new revenues of \$4,927,431 (+1.5%). No substantial capital expenditures are included in this budget; these are in the IRF. As discussed further below, the sewer rate will be increased 2.5% from \$3.23 to \$3.39 per 100 cubic feet effective January 1.

The Village Board has considered the structural deficits that have existed in these funds and their inability to cover all operating and capital costs through the revenue base. The decision remains to fund operations entirely from user charges and to fund the capital expenses through the IRF. Over the last five years, the Board has implemented several strategic changes in the Water Fund, which are helping return the fund to a positive balance. User rate increases in recent years have better reflected true operational expenses, an accelerated meter change out program was completed in 2015 bringing greater efficiency to the operation, and efforts are on-going to decrease non-revenue water in the Village. While some of these strategies come with an inherent cost they have helped the Village achieve the goal of bringing the Water and Sewer Fund back to a positive annual cash flow, although the Water Fund still has a negative balance. Annual growth is occurring in the Water Fund that will eliminate the negative balance in future years. As projected, strategic user rate increases in the Sewer Fund over the last five years have returned the fund to a positive position. Future increases in these funds will be needed to keep pace with operating costs.

### **SCAVENGER (REFUSE) FUND**

In 2010 the Village bid and awarded waste hauling services to Waste Management Incorporated and made significant changes to the base service level that resulted in a substantially lower cost to the Village for this service. In 2015, staff negotiated a 5-year contract extension that included no increase in the refuse and recycling rate until April 2018. The extension also froze the yard waste sticker fee for 2016, which was ultimately passed onto the end user. This year, the Refuse Fund reflects a 2% increase in the user rate to keep pace with increased labor costs and contract terms, which allow the waste hauler to implement an increase between 2.25% and 3.5%, depending on CPI, effective April 2018. Three years ago the property tax levy for this fund totaled \$955,984. This portion of the levy has been reallocated to the General Fund and replaced by an inter-fund transfer from the General Fund. The user rate will increase from \$7.32 to \$7.47 per month per household. This will allow the fund to continue to operate with a modest surplus.

### **MOTOR FUEL TAX FUND**

The MFT budget projects State allotments of \$470,000 which is about a 3% increase from last year. The increase in this fund is largely related to the recent completion of a special census by the Village, which results in increased revenue based on the state's per-capita disbursement formula. The Village continues using the entire allotment for capital outlay in the street rehab program; however, this year's expenditure totals \$0 as a bond issuance is being used to partially fund the street rehab program in lieu of MFT funds. The 2018 MFT allotment will be reserved and combined with 2019 revenues to fund next year's street rehab program. These revenues continue to be threatened by the State's fiscal uncertainty and in recent years, the Village has experienced lengthy delays in monthly disbursements from the State. Timely payments have since resumed; however, the future of this source remains unknown.

### **PENSION FUNDS**

For employees covered by the Illinois Municipal Retirement Fund, the Village contributed 11.95% (a decrease from 12.78% in 2016) of each employee's eligible pay plus the employer's contribution of 7.65% for Social Security and Medicare coverage. The employee contributes 4.5% for IMRF and 7.65% for Social Security and

Medicare coverage. The employer's share is expensed in each operating function, and the IMRF contribution is projected to increase to 12.55% in calendar year 2018 (5% increase). The employer's contribution to the Police Pension Fund is also expensed through the Police Department budget and is financed through General Fund revenues. The contribution is actuarially determined as adequate for funding pension payments and for amortizing the actuarial reserve deficiency. Sworn police covered by this fund contribute 9.91% of their basic wages but do not participate in Social Security. Additional income is derived from investment earnings. In 2017, the Village contributed the full budgeted amount of \$1.1 million rather than only the actuarially determined required amount of \$935,000 (24% of salaries). The additional contribution to the Police Pension Fund enhances the Village's commitment to funding for rating agencies and allows for increased investment options. The Village expects the near term contributions to increase slightly each year barring any large changes in investment results.

The Village is committed to making 100% of its annual required contribution to the pension funds. Contributions are expensed within each operating fund/department/division that has corresponding salary expense.

### **CAPITAL PROJECTS**

The most obvious benefit of establishing a capital budget is the reinforcement of planning at all levels. It is an extremely valuable decision-making device used to 1) stabilize the volume of capital improvements at some relatively uniform level, and 2) coordinate the capital costs and their financing with the attendant debt service demands on the operating budget.

The rolling three-year funding plan has been extremely helpful both in scheduling major projects and in determining their financing. More than any other part of the budget, capital projects warrant detailed discussion between Board and staff. Good financial management dictates that we review closely the major expenditures required in the future to maintain the community's infrastructure. Once long-range plans and projects are determined, priorities must be set and a funding program approved.

\$5.7 million is budgeted in the Infrastructure Replacement Fund to cover capital expenditures for 2018, which is the first year of a two-year strategic capital plan. The Board approved a \$6 million bond issuance as part of the budget. The bond issuance will partially fund the capital projects slated for the next two years.

Major capital projects scheduled for 2018 include (costs shown are Village totals for the fiscal year):

- Continuation of the Street Rehabilitation Program (\$2,300,000)
- Elevated Tank Painting (\$922,515)
- Engineering cost on various infrastructure projects (Greenwood, Woodvale, Woodland) (\$480,000)
- Various Sewer and Wastewater Facility Improvements (\$1,542,000)

The demand for capital improvements continues to be a pressing need and the 2018 program year reflects a significant investment in these services. A \$10 million bond issuance and a \$2.5 million bond issuance were approved in 2015 and 2016 respectively, in order to meet funding levels for the recently completed 2015 through 2017 capital improvement programs. As previously noted, a \$6 million bond issuance was approved in this year's budget to cover capital projects slated for the next two years. Total anticipated expenditures over the two-year period (2018 and 2019) equals \$12 million of expenditures out of the Infrastructure Replacement Fund. A combination of General Fund transfers, Food and Beverage Tax receipts, ¼ of the Home Rule Sales Tax receipts, Infrastructure Maintenance Fee and interest earnings will make up the balance of the Infrastructure Replace Fund expenditures for the two-year period that is not covered by this year's debt issuance.

In summary, this year's program will require the full attention of staff and is funded through a combination of grants, GO bonds and IRF revenues. These capital improvements have been prioritized to address areas that are in need of roadway improvements as well as underground utility improvements. The work has also been planned in a way that will minimize disruption to the motoring public as much as possible. The street rehab program has been maintained while significant capital improvements were also completed on Deerfield Road,

Pfingsten/Kate's Bridge, Brierhill Road, North Avenue, Deer Lake/Estate Drive, North Trail Subdivision, and the Briarwood Vista Subdivision. In recent years significant road improvements also included the Lake Eleanor/Heather Road project, Carlisle/Carriage Way Infrastructure Improvement Project, and the Lake Cook Road Widening and Reconstruction Project. Five years ago also concluded the construction of the sewage treatment plant project, which had been under planning and design for five years.

**VEHICLE/EQUIPMENT REPLACEMENT FUND**

This fund includes purchases of vehicles and equipment amounting to more than \$5,000. Each operating department is charged an annual amount to offset these more expensive items from impacting the budget in any one given year. This year's proposed expenditures amount to \$617,625 (-43%) The decrease primarily due to the fact that last year's expenditures were unusually high because it included the four-year replacement of police patrol fleet as well as significant public works equipment. This year's expenditures reflect a return to a more normalized position.

**ASSESSED VALUATION**

Over the past ten years, the taxable assessed valuations have changed as follows:

<u>Year</u>	<u>Amount *</u>	<u>% Change</u>
2007	1,534,804,968	11.9
2008	1,577,953,846	2.8
2009	1,586,409,629	0.5
2010	1,501,605,590	-5.3
2011	1,392,522,439	-7.3
2012	1,293,263,968	-7.1
2013	1,228,417,175	-5.0
2014	1,227,301,586	-0.1
2015	1,319,070,388	7.4
2016	1,407,512,362	6

**DEBT SERVICE FUND**

As an Illinois Home Rule community by referendum, the Village has no legal debt limit and is authorized to issue debt without any requirement for a local referendum.

Later this year, the Village will issue \$6 million of GO bonds, which will not appear on property tax bills until 2019. In 2017, the Village refunded \$3.215 million of 2008 GO bonds and issued approximately \$2.485 million in new debt to complete the accelerated three-year (2015 – 2017) capital improvement plan. The 2017 issuance first appeared on property tax bills in 2017. The Village currently has seven outstanding GO debt issues, \$8,660,000 of the 2010 Series, \$16.38 million of 2011 Series A and Series B, \$10 million of the 2012 Series, \$1.065 million of the 2013 Series, \$8.8 million of the 2015 Series and \$5.665 million of the 2017 Series. In addition, the Village has outstanding debt of \$8,590,000 relating to the Library improvement project, which is supported by the Library's property tax payers. As of December 31, 2017, Deerfield's total outstanding bonded General Obligation debt of \$59,160,000 is 4.20% of its total 2016 assessed valuation. When considering that, in Illinois, non-Home Rule communities are allowed a ratio of 8.6%, the Village, as a Home Rule community, can be proud of its low debt service obligations.

Deerfield currently has a Aaa rating from Moody's Investors Service, Inc., an accomplishment shared by few municipalities in the United States. This rating was reaffirmed in February, 2017. The Village Board has indicated that it will examine the financial status of the Village each year prior to the final adoption of the annual tax levy with a preference for abating debt service requirements for the Build America Bonds and Qualified Energy Conservation Bonds. The Village Board used federal credits of \$487,235 to abate a portion of the 2017

required Property Tax Levy resulting in a total debt service property tax levy of \$3,721,360.

### **PROPERTY TAX LEVY**

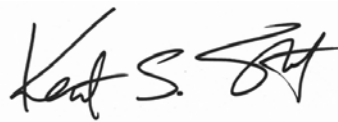
The 2017 Property Tax Levy for all Village funds is \$7,257,357. The levy reflects a 2.5% increase from the extended 2016 levy. As discussed above, this also includes debt service associated with a \$10 million bond issuance approved in 2015 and a \$2.3 million bond issuance in 2016. The 2017 levy is distributed as follows: \$3,535,997 to the General Fund and \$3,721,360 for the various GO debt service requirements, which relate to the wastewater treatment plant reconstruction project and other various capital projects. Village property taxes for 2017 represent approximately 6% of the total property tax bill in the Village.

The Library levy increased 4% to \$5,006,922. This levy was approved by the Library Board and accepted by the Village Board, as statutorily required.

### **SUMMARY**

Preparing the annual budget is a very thorough and time consuming process and one that the Village Board takes very seriously. As fellow taxpayers, they too want to hold the line on taxes, but without sacrificing the number and quality of services rendered.

I wish to acknowledge the efforts of the Village Board and all departments in compiling this document, and to thank them for their professional support. Special thanks are extended to the Director of Finance and all finance department personnel who do the majority of the budget preparation. We hope that you find it both informative and helpful in implementing our financial plan for fiscal period between January 1, 2018 and December 31, 2018.

A handwritten signature in black ink, appearing to read "Kent Street". The signature is stylized and cursive.

KENT STREET  
Village Manager

This page left intentionally blank.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Deerfield  
Illinois**

For the Fiscal Year Beginning

**January 1, 2017**

*Christopher P. Morrill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Deerfield, Illinois for its annual budget for the year beginning January 1, 2017. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine eligibility for another award.

**BUDGET SUMMARY AND HISTORICAL PERSPECTIVE**

Revenue Item	General	Sewer	Water	Refuse	Garage	MFT	Police Pension	Debt Service	Infrastr. Repl.
<b>Taxes:</b>									
Property Tax	3,535,997							3,721,360	
Home Rule Sales Tax	3,250,000								1,100,000
Replacement Tax	130,000								
Motor Fuel						470,000			
Sales Tax	5,200,000								
Local Use Tax	430,000								
State Income Tax	1,700,000								
Hotel-Motel Tax	1,900,000								
Food & Beverage Tax									500,000
<b>License &amp; Permits</b>									
Liquor/Food	70,000								
Other Business Lic	45,500								
Vehicle	370,000								
Building Permits	925,000	15,000	40,000						
Non-Business Lic	10,000								
<b>Charges:</b>									
Police Services	220,000								
False Alarms	27,000								
Dispatching Serve	260,000								
User Charges		3,081,500	4,620,000	525,850					
Rental Income	265,000		68,000						
Fran Fees - Cable	425,000								
Telecom. Charges	1,450,000								
Electric Utility Tax	1,250,000								
50/50 Program									
Interfund Services					395,000				
Engineering Fees	80,000								
<b>Misc Rev</b>									
Interest Earnings	140,000	3,500		1,700	100	2,000	1,200,000	74,000	10,000
Grants	60,000							487,235	290,000
Miscellaneous	204,500	5,000	1,500	17,000	10,000			727,581	300,000
Employee Cont							395,000		
							1,100,000		
Ordin Violations	276,000								
Bond Proceeds									6,000,000
<b>Transfers:</b>									
Transfers In	354,000	1,822,431		955,984					1,000,000
From General Fund									
Trans to Debt Service									
Misc Transfers									
<b>TOTAL NEW REVENUE</b>	<b>22,577,997</b>	<b>4,927,431</b>	<b>4,729,500</b>	<b>1,500,534</b>	<b>405,100</b>	<b>472,000</b>	<b>2,695,000</b>	<b>5,010,176</b>	<b>9,200,000</b>
(To)/From Reserve	906,288	15,367	(342,108)	7,064	3,450	(472,000)	504,500	(743,299)	(3,405,485)
<b>TOTAL RESOURCES</b>	<b>23,484,285</b>	<b>4,942,798</b>	<b>4,387,392</b>	<b>1,507,598</b>	<b>408,550</b>	<b>0</b>	<b>3,199,500</b>	<b>4,266,877</b>	<b>5,794,515</b>
<b>EXP. CATEGORIES:</b>									
Personnel	13,905,216	1,773,375	1,026,650	115,250	254,500				
Other Services	133,040	13,900	2,250		3,000				
Contractual	6,060,286	680,157	422,837	1,329,900	37,700		79,500	1,500	1,292,000
Commodities	692,665	499,960	2,769,215	24,700	109,150				
Capital Outlay	273,550	22,500	114,050		2,500	0			4,502,515
Debt Service		1,824,431						2,392,946	
Pension Payments							3,120,000		
Transfers Out	2,419,528	128,475	52,390	37,748	1,700			1,872,431	
TIF Rebate									
<b>TOTAL EXPEND.</b>	<b>23,484,285</b>	<b>4,942,798</b>	<b>4,387,392</b>	<b>1,507,598</b>	<b>408,550</b>	<b>0</b>	<b>3,199,500</b>	<b>4,266,877</b>	<b>5,794,515</b>

**BUDGET SUMMARY AND HISTORICAL PERSPECTIVE (cont'd)**

Parking Lots	Equip. Replace.	E-911	2018	2017	2017	2016	
			TOTAL BUDGET	PROJECTED	TOTAL BUDGET	ACTUAL	
			7,257,357	7,075,988	7,075,988	7,203,507	<u>Taxes:</u>
			4,350,000	4,600,000	4,175,000	4,646,408	Property Tax
			130,000	135,000	130,000	132,026	Home Rule Sales Tax
			470,000	455,000	455,000	464,020	Replacement Tax
			5,200,000	5,500,000	5,050,000	5,414,418	Motor Fuel
							Sales Tax
			430,000	420,000	400,000	419,908	Local Use Tax
			1,700,000	1,700,000	1,800,000	1,774,095	State Income Tax
			1,900,000	2,100,000	1,900,000	2,124,692	Hotel-Motel Tax
			500,000	450,000	500,000	0	Food & Beverage Tax
							<u>License &amp; Permits</u>
			70,000	70,000	75,000	76,115	Liquor/Food
			45,500	45,500	50,500	14,986	Other Business Lic
			370,000	370,000	370,000	370,779	Vehicle
			980,000	1,255,000	980,000	1,541,971	Building Permits
			10,000	10,000	10,000	39,600	Non-Business Lic
							<u>Charges:</u>
			220,000	215,000	279,000	333,126	Police Services
			27,000	27,000	52,000	26,475	False Alarms
			260,000	250,000	260,000	250,584	Dispatching Serve
288,000			8,515,350	7,967,600	8,248,000	8,160,728	User Charges
			333,000	340,000	303,000	339,887	Rental Income
			425,000	425,000	425,000	465,394	Fran Fees - Cable
		320,000	1,770,000	1,820,000	1,780,000	2,047,025	Telecom. Charges
			1,250,000	1,250,000	1,250,000	1,273,363	Electric Utility Tax
			0	0	65,000	0	50/50 Program-Tree Mitigation
	797,871		1,192,871	1,466,884	1,151,217	732,116	Interfund Services
			80,000	10,000	10,000	924	Engineering Fees
							<u>Misc Rev</u>
2,000	35,000	7,500	1,475,800	3,193,200	1,401,500	4,066,583	Interest Earnings
			837,235	1,270,775	1,658,303	7,355,453	State/Fed Grants
			1,265,581	1,608,706	1,193,106	4,588,710	Miscellaneous
			395,000	385,000	395,000	425,791	Employee Contributions
			1,100,000	1,100,000	1,100,000	934,918	Employer Contributions
			276,000	273,500	245,000	286,981	Ordin Violations
			6,000,000	2,022,115	0	0	Bond Proceeds
							<u>Transfers:</u>
			4,132,415	1,881,538	6,997,999	7,012,060	Transfers In
			0	4,749,753	0	0	From General
			0	0	0	0	Trans to Debt Service
			0	0	0	0	Misc. Transfers
290,000	832,871	327,500	52,968,109	54,442,559	49,785,613	62,522,643	TOTAL NEW REVENUE
51,850	(215,246)	121,932	(3,567,687)	4,500,305	7,745,568	(6,109,595)	(To)/From Reserve
341,850	617,625	449,432	49,400,422	58,942,864	57,531,181	56,413,048	TOTAL RESOURCES
							<u>EXP. CATEGORIES:</u>
46,000			17,120,991	15,412,820	16,724,198	15,491,882	Personnel
			152,190	112,382	144,890	72,539	Other Services
135,800		160,168	10,199,848	11,297,728	9,566,088	11,917,920	Contractual
10,050		11,250	4,116,990	3,730,757	4,218,925	3,747,248	Commodities
	617,625	10,000	5,542,740	13,720,739	12,146,226	11,502,286	Capital Outlay
			4,217,377	4,186,930	4,211,638	3,333,858	Debt Service
			3,120,000	2,790,000	2,765,000	2,603,139	Pension Payments
150,000		268,014	4,930,286	7,691,508	7,754,216	7,012,060	Transfers Out
			0	0	0	732,116	Interfund charges
341,850	617,625	449,432	49,400,422	58,942,864	57,531,181	56,413,048	TOTAL EXPENDITURES

**VILLAGE OF DEERFIELD  
2017  
BUDGET SUMMARIES BY FUND**

<b>FUND</b>	<b>1/1/2017 AUDITED BEGINNING FUND BALANCE</b>	<b>PROJECTED NEW REVENUES</b>	<b>PROJECTED EXPENDITURES</b>	<b>12/31/2017 PROJECTED ENDING FUND BALANCE</b>
General	\$14,963,328	\$23,488,753	\$25,435,108	\$13,016,973
Sewer	651,165	4,770,652	4,728,228	693,589
Water	(1,075,689)	4,335,000	4,043,182	(783,871)
Garage	28,867	400,100	387,876	41,091
<b>Subtotal "Operational" Funds</b>	<b>\$14,567,671</b>	<b>\$32,994,505</b>	<b>\$34,594,394</b>	<b>\$12,967,782</b>
MFT	360,593	456,600	494,000	323,193
Refuse (Solid Waste)	476,172	1,491,484	1,475,798	491,858
Debt Service	111,920	4,185,202	4,186,930	110,192
2011B Debt Service Sinking Fund	3,644,178	790,000	1,200	4,432,978
Infrastructure				
Replacement (inc. Bond Proc)	5,935,979	8,715,884	13,752,580	899,283
Parking Lots	270,627	290,000	293,828	266,799
Vehicle & Equipment				
Replacement	5,185,781	807,884	878,312	5,115,353
Enhanced 911	1,124,743	326,000	403,822	1,046,921
<b>COMBINED VILLAGE FUNDS</b>	<b>\$31,677,664</b>	<b>\$50,057,559</b>	<b>\$56,080,864</b>	<b>\$25,654,359</b>
Police Pension	\$43,073,776	4,385,000	2,862,000	\$44,596,776

Certain funds are restricted in that available funds may only be used for expenditures allowed within said fund. Figures for proprietary funds represent available cash balances. Beginning infrastructure replacement represents available cash less payables.

**VILLAGE OF DEERFIELD  
2018  
BUDGET SUMMARIES BY FUND**

<b>FUND</b>	<b>1/1/2018 PROJECTED BEGINNING FUND BALANCE</b>	<b>BUDGET NEW REVENUES</b>	<b>BUDGET EXPENDITURES</b>	<b>12/31/2018 PROJECTED ENDING FUND BALANCE</b>
General	\$13,016,973	\$22,577,997	\$23,484,285	\$12,110,685
Sewer	\$693,589	4,927,431	4,942,798	678,222
Water	-\$783,871	4,729,500	4,387,392	(441,763)
Garage	\$41,091	405,100	408,550	37,641
<b>Subtotal "Operational" Funds</b>	<b>\$12,967,782</b>	<b>\$32,640,028</b>	<b>\$33,223,025</b>	<b>\$12,384,785</b>
MFT	\$323,193	472,000	-	795,193
Refuse (Solid Waste)	\$491,858	1,500,534	1,507,598	484,794
Debt Service	\$110,192	4,215,176	4,215,377	109,991
2011B Debt Service Sinking Fund	\$4,432,978	795,000	51,500	5,176,478
Infrastructure				
Replacement (inc. Bond Proc)	\$899,283	9,200,000	5,794,515	4,304,768
Parking Lots	\$266,799	290,000	341,850	214,949
Vehicle & Equipment				
Replacement	\$5,115,353	832,871	617,625	5,330,599
Enhanced 911	\$1,046,921	327,500	449,432	924,989
<b>COMBINED VILLAGE FUNDS</b>	<b>\$25,654,359</b>	<b>\$50,273,109</b>	<b>\$46,200,922</b>	<b>\$29,726,546</b>
Police Pension	\$44,596,776	2,695,000	3,199,500	\$44,092,276

Certain funds are restricted in that available funds may only be used for expenditures allowed within said fund. Figures for proprietary funds represent available cash balances.

Available balance is based on estimated prior year end totals.

**2017 Property Tax Levy with Five Year Comparison**

Fund	2013	2014	2015	2016	Proposed 2017
General	2,198,500	0	3,449,753	3,449,753	3,535,997
Scavenger	928,140	955,984	0	0	0
Infrastructure	82,885	2,361,087	0	0	0
Debt Service (net)	2,044,886	2,934,321	3,626,235	3,626,235	3,721,360
<b>Total Village</b>	<b>5,254,411</b>	<b>6,251,392</b>	<b>7,075,988</b>	<b>7,075,988</b>	<b>7,257,357</b>
<b>Library</b>	<b>4,274,572</b>	<b>4,450,687</b>	<b>4,626,446</b>	<b>4,810,045</b>	<b>5,006,922</b>
<b>Combined Levy</b>	<b>9,528,983</b>	<b>10,702,079</b>	<b>11,702,434</b>	<b>11,886,033</b>	<b>12,264,279</b>
<b>Tax Rate History</b>					
EAV	1,228,417,175	1,227,301,586	1,319,070,388	1,407,512,362	1,435,662,609
Tax Rate( per \$100)					(est)
Village (blended)	<b>0.428</b>	<b>0.509</b>	<b>0.536</b>	<b>0.503</b>	<b>0.506</b>
Library (blended)	0.348	0.363	0.351	0.342	0.349
Combined	0.776	0.872	0.887	0.844	0.854

**BUDGET SUMMARY - FOUR YEAR COMPARISON**

FUND/REVENUE SOURCE	YR.END 2015	YR.END 2016	BUDGET 2017	EST.YR.END 2017	BUDGET 2018	% CHG BUDG 17->18
<b>GENERAL FUND (10)</b>						
<i>Taxes-----</i>						
-Corporate Property	50	3,496,696	3,449,753	3,449,753	3,535,997	2.50%
-Sales	4,777,330	5,414,418	5,050,000	5,500,000	5,200,000	2.97%
-Home Rule Sales	2,941,572	3,484,806	3,125,000	3,500,000	3,250,000	4.00%
-Hotel/Motel	2,141,488	2,124,692	1,900,000	2,100,000	1,900,000	0.00%
-State Income	1,939,199	1,774,095	1,800,000	1,700,000	1,700,000	-5.56%
-State Use Tax	405,359	419,908	400,000	420,000	430,000	7.50%
-Pers. Prop. Replace.	148,999	132,026	130,000	135,000	130,000	0.00%
-Telecommunications Tax	1,707,745	1,722,295	1,500,000	1,500,000	1,450,000	-3.33%
-Electric Utility Tax	1,251,001	1,273,363	1,250,000	1,250,000	1,250,000	0.00%
<i>Fines-----</i>						
-Court/Local Ordinance	292,284	286,981	275,000	273,500	276,000	0.36%
<i>License Fees-----</i>						
-Business	49,543	47,901	55,500	45,500	45,500	-18.02%
-Liquor	67,507	72,250	70,000	70,000	70,000	0.00%
-Vehicle	331,607	370,779	370,000	370,000	370,000	0.00%
-Other	3,375	3,800	3,000	3,000	3,000	0.00%
<i>Permit Fees-----</i>						
-Building	1,004,633	1,456,628	925,000	1,200,000	925,000	0.00%
-Other	7,350	6,750	7,000	7,000	7,000	0.00%
<i>Inspection Fees-----</i>						
-Engineering	42,000	924	10,000	10,000	80,000	700.00%
<i>Other-----</i>						
-Dispatching Services	245,592	250,584	260,000	250,000	260,000	0.00%
-Interest Earned (net)	66,479	97,286	105,000	135,000	140,000	33.33%
-Special Police Services	309,943	333,127	279,000	215,000	220,000	-21.15%
-Activity Donations	49,052	53,651	50,000	55,000	30,000	-40.00%
-Grants	56,405	60,555	57,000	59,000	60,000	5.26%
-Transfers In	246,822	274,800	344,000	304,000	354,000	2.91%
-Cable Franchise Fees	443,924	465,394	425,000	425,000	425,000	0.00%
-Auction Proceeds	150	10,304	7,500	3,000	7,500	0.00%
-Rental Income	265,017	282,544	235,000	280,000	265,000	12.77%
-False Alarm Fees	26,814	26,475	27,000	27,000	27,000	0.00%
-Miscellaneous	322,021	289,258	238,900	202,000	167,000	-30.10%
<b>TOTAL NEW REVENUE</b>	<b>19,143,261</b>	<b>24,232,290</b>	<b>22,348,653</b>	<b>23,488,753</b>	<b>22,577,997</b>	<b>1.03%</b>
Adjustment (To)						
From Fund Balance	762,542	494,862	3,417,018	1,946,355	906,288	-73.48%
<b>TOTAL EXPENDITURES</b>	<b>19,905,803</b>	<b>24,727,152</b>	<b>25,765,671</b>	<b>25,435,108</b>	<b>23,484,285</b>	<b>-8.85%</b>
<b>WATER FUND (50)</b>						
-Water Sales	3,692,937	4,042,202	4,410,000	4,200,000	4,590,000	4.08%
-Interest Earned	0	0	0	0	0	N/A
-Miscellaneous/contributions	2,130,700	2,113,328	141,000	135,000	139,500	-1.06%
<b>TOTAL NEW REVENUE</b>	<b>5,823,637</b>	<b>6,155,530</b>	<b>4,551,000</b>	<b>4,335,000</b>	<b>4,729,500</b>	<b>3.92%</b>
Adjustment (To)						
From Retained Earnings	(1,306,345)	(1,750,464)	(223,337)	(291,818)	(342,108)	53.18%
<b>TOTAL OPERATING EXPENSES</b>	<b>4,517,292</b>	<b>4,405,066</b>	<b>4,327,663</b>	<b>4,043,182</b>	<b>4,387,392</b>	<b>1.38%</b>

**BUDGET SUMMARY - FOUR YEAR COMPARISON**

FUND/REVENUE SOURCE	YR.END 2015	YR.END 2016	BUDGET 2017	EST.YR.END 2017	BUDGET 2018	% CHG BUDG 17->18
<b>SEWER FUND (54)</b>						
-Sewer Use Fees	2,724,235	2,853,730	2,979,000	2,900,000	3,051,000	2.42%
-Interest Earned	1,607	2,164	2,000	3,000	3,500	75.00%
-Miscellaneous/transfers in/contributio	2,134,124	2,848,827	1,870,552	1,867,652	1,872,931	0.13%
TOTAL NEW REVENUE	4,859,966	5,704,721	4,851,552	4,770,652	4,927,431	1.56%
Adjustment (To)						
From Retained Earnings	(326,799)	(708,057)	(32,124)	(42,424)	15,367	-147.84%
TOTAL OPERATING EXPENSES	4,533,167	4,996,664	4,819,428	4,728,228	4,942,798	2.56%
<b>MOTOR FUEL TAX FUND (14)</b>						
-Intergov. Transfer In	445,554	464,020	455,000	455,000	470,000	3.30%
-Interest Inc./Misc.	3,084	2,027	2,000	1,600	2,000	0.00%
TOTAL NEW REVENUE	448,638	466,047	457,000	456,600	472,000	3.28%
Adjustment (To)						
From Fund Balance	539,362	27,953	37,000	37,400	(472,000)	-1375.68%
TOTAL EXPENDITURES	988,000	494,000	494,000	494,000	0	-100.00%
<b>GARAGE FUND (70)</b>						
-Charges for Service	348,244	390,437	395,000	390,000	395,000	0.00%
-Interest Earned/Misc.	10,482	9,061	10,100	10,100	10,100	0.00%
TOTAL NEW REVENUE	358,726	399,498	405,100	400,100	405,100	0.00%
Adjustment (To)						
From Fund Balance	(11,539)	(28,130)	585	(12,224)	3,450	489.74%
TOTAL EXPENDITURES	347,187	371,368	405,685	387,876	408,550	0.71%
<b>POLICE PENSION FUND (80)</b>						
-Employer Contribution	871,305	934,918	1,100,000	1,100,000	1,100,000	0.00%
-Employee Contrib.	517,457	425,791	395,000	385,000	395,000	0.00%
-Invest. Income	25,271	3,875,850	1,200,000	2,900,000	1,200,000	0.00%
TOTAL NEW REVENUE	1,414,033	5,236,559	2,695,000	4,385,000	2,695,000	0.00%
Adjustment (To)						
From Fund Balance	1,081,994	(2,561,414)	136,300	(1,523,000)	504,500	270.14%
TOTAL EXPENDITURES	2,496,027	2,675,145	2,831,300	2,862,000	3,199,500	13.00%
<b>DEBT SERVICE FUND (35)</b>						
-Property Taxes	2,240,423	2,951,082	2,901,235	2,901,235	2,996,360	3.28%
-Transfer From Other Funds	0	0	84,194	61,486	0	-100.00%
-Interest Earned/Misc./BAB credit	1,234,997	1,231,116	1,223,009	1,222,481	1,218,816	-0.34%
TOTAL NEW REVENUE	3,475,420	4,182,198	4,208,438	4,185,202	4,215,176	0.16%
Adjustment (To)						
From Fund Balance	(32,721)	(53,899)	1,200	1,728	201	-83.25%
TOTAL EXPENDITURES	3,442,699	4,128,299	4,209,638	4,186,930	4,215,377	0.14%
<b>2011B DEBT SERVICE SINKING FUND (36)</b>						
-Property Taxes	725,000	725,000	725,000	725,000	725,000	0.00%
-Interest Earned	40,731	44,948	55,000	65,000	70,000	27.27%
TOTAL NEW REVENUE	765,731	769,948	780,000	790,000	795,000	1.92%
Adjustment (To)						
From Fund Balance	(742,394)	(718,556)	(738,800)	(788,800)	(743,500)	0.64%
TOTAL EXPENDITURES	23,337	51,392	41,200	1,200	51,500	25.00%

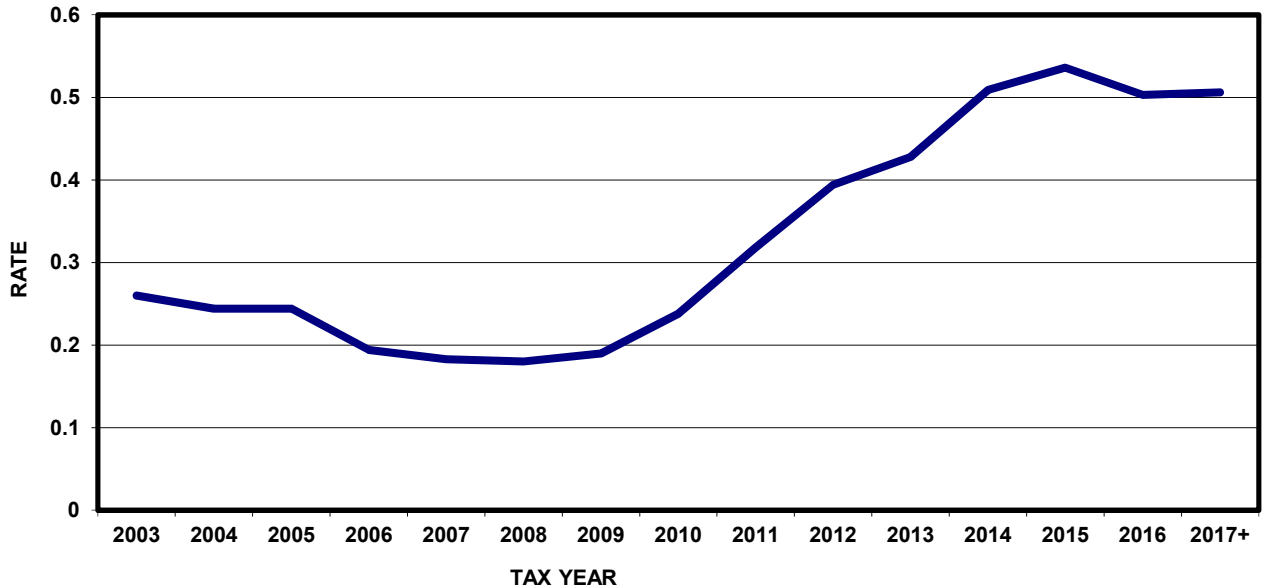
**BUDGET SUMMARY - FOUR YEAR COMPARISON**

FUND/REVENUE SOURCE	YR.END 2015	YR.END 2016	BUDGET 2017	EST.YR.END 2017	BUDGET 2018	% CHG BUDG 17->18
<b>INFRASTRUCTURE REPLACEMENT (22) including bond proceeds</b>						
-Transfers in	10,191,142	4,190,796	3,793,769	3,793,769	1,000,000	-73.64%
-Home Rule Sales Tax	980,524	1,161,602	1,050,000	1,100,000	1,100,000	4.76%
-Property Tax	2,386,075	0	0	0	0	N/A
-Food & Beverage Tax	0	0	500,000	450,000	500,000	
-Infrastructure Maintenance Fee	428,546	349,559	200,000	400,000	300,000	50.00%
-Other (Grants/Bond Proc.)	10,388,724	6,969,261	1,109,000	2,932,115	6,290,000	467.18%
-Interest Earned	12,635	37,719	5,000	40,000	10,000	100.00%
<b>TOTAL NEW REVENUE</b>	<b>24,387,646</b>	<b>12,708,937</b>	<b>6,657,769</b>	<b>8,715,884</b>	<b>9,200,000</b>	<b>38.18%</b>
Adjustment (To)						
From Fund Balance	(3,127,395)	(532,288)	4,672,859	5,036,696	(3,405,485)	-172.88%
<b>TOTAL EXPENDITURES</b>	<b>21,260,251</b>	<b>12,176,649</b>	<b>11,330,628</b>	<b>13,752,580</b>	<b>5,794,515</b>	<b>-48.86%</b>
<b>VEHICLE &amp; EQUIPMENT REPLACEMENT FUND (21)</b>						
-Interfund Transfer	683,051	732,116	756,217	772,884	797,871	5.51%
-Interest/Misc.	70,077	90,805	22,000	35,000	35,000	59.09%
<b>TOTAL NEW REVENUE</b>	<b>753,128</b>	<b>822,921</b>	<b>778,217</b>	<b>807,884</b>	<b>832,871</b>	<b>7.02%</b>
Adjustment (To)						
From Fund Balance	(312,003)	(273,056)	320,475	70,428	(215,246)	-167.16%
<b>TOTAL EXPENDITURES</b>	<b>441,125</b>	<b>549,865</b>	<b>1,098,692</b>	<b>878,312</b>	<b>617,625</b>	<b>-43.79%</b>
<b>EMERGENCY TELEPHONE SYSTEM (911) (17)</b>						
-Surcharge Revenue	343,856	324,730	280,000	320,000	320,000	14.29%
-Grant/Miscellaneous	6,215	251	0	0	0	N/A
-Interest	3,748	5,204	3,500	6,000	7,500	114.29%
<b>TOTAL NEW REVENUE</b>	<b>353,819</b>	<b>330,185</b>	<b>283,500</b>	<b>326,000</b>	<b>327,500</b>	<b>15.52%</b>
Adjustment (To)						
From Fund Balance	84,602	5,550	160,418	77,822	121,932	-23.99%
<b>TOTAL EXPENDITURES</b>	<b>438,421</b>	<b>335,735</b>	<b>443,918</b>	<b>403,822</b>	<b>449,432</b>	<b>1.24%</b>
<b>SOLID WASTE SYSTEM (58)</b>						
-User Fees	513,673	515,496	515,500	515,500	525,850	2.01%
-Property Taxes	965,948	0	0	0	0	N/A
-Interfund Transfer	0	955,984	955,984	955,984	955,984	0.00%
-Miscellaneous	17,578	17,518	12,000	18,500	17,000	41.67%
-Interest	1,615	1,331	1,500	1,500	1,700	13.33%
<b>TOTAL NEW REVENUE</b>	<b>1,498,814</b>	<b>1,490,329</b>	<b>1,484,984</b>	<b>1,491,484</b>	<b>1,500,534</b>	<b>1.05%</b>
Adjustment (To)						
From Fund Balance	(65,117)	(40,375)	(4,286)	(15,686)	7,064	-264.82%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,433,697</b>	<b>1,449,954</b>	<b>1,480,698</b>	<b>1,475,798</b>	<b>1,507,598</b>	<b>1.82%</b>

### BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END 2015	YR.END 2016	BUDGET 2017	EST.YR.END 2017	BUDGET 2018	% CHG BUDG 17->18
<b>COMM. STATION PARKING (60)</b>						
-User Fees	270,798	277,049	283,000	288,000	288,000	1.77%
-Misc. Revenue	0	0	0	0	0	N/A
-Interest	836	1,255	1,400	2,000	2,000	42.86%
<b>TOTAL NEW REVENUE</b>	<u>271,634</u>	<u>278,304</u>	<u>284,400</u>	<u>290,000</u>	<u>290,000</u>	1.97%
Adjustment (To)						
From Fund Balances	13,155	28,279	(1,740)	3,828	51,850	-3079.89%
<b>TOTAL EXPENDITURES</b>	<u>284,789</u>	<u>306,583</u>	<u>282,660</u>	<u>293,828</u>	<u>341,850</u>	20.94%
<b>TOTAL NEW REVENUES</b>	63,554,453	62,777,467	49,785,613	54,442,559	52,968,109	6.39%
Adjustment (To)						
From Fund Balance	<u>(3,442,658)</u>	<u>(6,109,595)</u>	<u>7,745,568</u>	<u>4,500,305</u>	<u>(3,567,687)</u>	-146.06%
<b>TOTAL EXPENDITURES</b>	<u>60,111,795</u>	<u>56,667,872</u>	<u>57,531,181</u>	<u>58,942,864</u>	<u>49,400,422</u>	-14.13%

### VILLAGE PROPERTY TAX RATE - \$/\$100 OF EQUALIZED ASSESSED VALUATION



<b>REVENUES &amp; OTHER FINANCING SOURCES BY FUND TYPE</b>							
	<b>GENERAL</b>	<b>WATER</b>	<b>SEWER</b>	<b>REFUSE</b>	<b>OTHER SPECIAL REVENUE</b>	<b>CAPITAL PROJECTS</b>	<b>FIDUCIARY</b>
<b>REVENUES</b>							
<b>TAXES</b>							
REAL ESTATE	X				X		
STATE SHARED	X					X	
SALES TAX	X					X	
HOTEL	X						
TELECOMM	X				X		
<b>NON TAX REVENUES</b>							
LICENSES & PERMITS	X	X	X				
FINES & FORFEITS	X	X	X	X			
INTEREST, RENTS	X	X	X	X	X	X	X
INTERGOVERN. TRANSFER	X	X	X		X	X	X
CHARGES FOR SERVICES	X	X	X	X			
<b>OTHER FINANCING SOURCES</b>	X	X	X	X	X	X	X

<b>EXPENDITURES &amp; OTHER FINANCING USES BY FUND TYPE</b>							
	<b>GENERAL</b>	<b>WATER</b>	<b>SEWER</b>	<b>REFUSE</b>	<b>OTHER SPECIAL REVENUE</b>	<b>CAPITAL PROJECTS</b>	<b>FIDUCIARY</b>
<b>GENERAL GOVERNMENT</b>							
ADMINISTRATION	X						
FINANCE	X						
COMMUNITY DEVELOPMENT	X						
ENGINEERING	X						
<b>PUBLIC SAFETY/POLICE</b>	X				X		X
<b>PUBLIC WORKS</b>							
STREET	X				X	X	
WATER	X	X				X	
SEWER	X		X			X	
GARAGE					X		
REFUSE				X			
<b>DEBT SERVICE</b>	X	X					
<b>OTHER FINANCING USES</b>	X	X	X	X	X	X	X

## MAJOR BUDGET POLICIES AND OBJECTIVES

### VILLAGE GOALS

- To maintain a safe, healthy atmosphere in which to live and work.
- To provide for the Village's long-term financial stability.
- To respond in an efficient and effective manner to community needs.

### MAJOR BUDGET POLICIES FOR THIS FISCAL YEAR

- Competitive base salary increase of 2.5% for non-union employees and police patrol officers per collective bargaining agreement; public works union wages will be negotiated and paid retroactively
- Commence contract negotiations for public works maintenance workers, whose contract term expired December 31, 2017
- Oversee management of elevated tank painting and various other capital improvement projects totaling \$5.7 million in infrastructure improvements
- Negotiate public-private partnership to facilitate the development of 630 Central Avenue for holding purposes
- Secure long-term lease extensions with telecommunication carriers with expiring lease terms
- Continued reduction of Inflow and Infiltration into the sanitary sewer system including the implementation of a two-year cost sharing program to abate illegally connected residential sump pumps
- Continued reduction in non-revenue water loss
- Implementation of a two-year (2018-2019) enhanced capital improvement plan
- Issuance and management of a \$6 million bond issuance to cover the balance of the 2018-19 capital improvement programs
- Further enhancement of non-emergency communication tools and citizen outreach including citizen self-service applications such as credit card processing
- Preservation of Village fiscal responsibility including the protection of the local government distributive fund, use tax, property tax, Home-Rule sales tax, and e-911 distributions from a state fund sweep
- Personnel changes including promotions to Assistant to the Public Works Director and the addition of an Information Technology Systems Technician
- 2.5% increase in sewer rate, 4% increase in water rate to keep pace with wholesale increases and 2% increase in the refuse rate to keep pace with labor and contract price increases
- Continued management and analysis of a 1% Prepared Food and Beverage Tax
- Use of federal credits from Qualified Energy Conservation Bonds and Building America Bonds to partially abate debt service property tax levy (\$487,235)
- Total Village property tax levy increase of 2.5%
- \$3,535,997 property tax levy to the General Fund and \$3,721,360 property tax levy to fund debt service requirements associated with previously completed capital projects
- Preservation of Deerfield's consolidated Police Dispatch Center with Bannockburn and Riverwoods

### MAJOR CAPITAL PROJECTS

Street Rehabilitation & Sidewalk Replacement Project: \$2.3 million program funded through the Infrastructure Replacement Fund (IRF). The scope of work includes pavement removal and replacement, pavement patching, curb and gutter removal and replacement, sidewalk removal and replacement and adjustments of structures and parkway restoration. Locations identified for this year's project include reconstruction/rehabilitation of Bentley Court, Byron Court (Longfellow to north limit) Bristol Drive, Bristol Court, Mayer Court, Central Avenue (Castlewood to Wilmot), Crabtree (Greenwood to north limit), Kenmore (Gordon to Country), Margate (Warrington to Meadowbrook), Meadow (Stratford to west limit) Osterman (Jonquil to west limit), Oxford (Deerfield to north limit), Price Lane (Osterman to north limit) Riverside Drive, Somerset (Prairie to Forest) and Waukegan Road cross walks at Longfellow.

Elevated Tank Painting: \$922,515 to complete necessary tank painting and interior lining, based on results of yearly inspections. The Village has engaged Christopher Burke Engineering to prepare design plans and specifications for the project. This critical piece of infrastructure holds 1 million gallons of water and is vital to retaining the appropriate water pressure throughout the water distribution system. The Village's funding source for this project is the IRF.

Engineering costs on various infrastructure projects (Greenwood, Woodvale, Woodland): The Village will contribute \$480,000 from the IRF to fund Phase I and Phase II engineering design work in 2018 so that projects can remain on track for completion in 2019 and 2020. These future reconstruction projects will include roadway reconstruction, water main replacement, and sewer and sidewalk repairs. In particular, the Woodland Park subdivision project slated for construction in 2019 will result in significant water main improvements as the original, circa 1924, 4-inch water main will be replaced with 8-inch main and additional fire hydrants will be added to assist with fire flow. The Woodvale Avenue project slated for construction in 2020 will result in significant drainage improvements within the floodway. A previously noted, 2018 design costs will be funded from the IRF while grants and other revenue streams will be leveraged to assist with construction costs in future years.

Various Sewer and Wastewater Facility Improvements: \$1,542,000 to continue the Village's efforts to reduce inflow and infiltration while also meeting various NPDES permit requirements for the Water Reclamation Facility (WRF). This includes engineering planning and design work needed to retrofit the WRF to reduce phosphorus levels to meet new IEPA standards. A Capacity, Management, Operations and Maintenance (CMOM) Plan, Feasibility Study and Optimization Study will also be funded in 2018 and are all special conditions that will be included on the upcoming NPDES permit. \$400,000 is secured to continue the Village's multi-year sewer lining program. Sewer lining is an effective method to significantly extend the life of a sewer while also protecting against inflow and infiltration.

## **ANALYSIS OF MAJOR BUDGET POLICIES AND OBJECTIVES; EFFECTS OF PLANNING PROCESSES**

The Village Board annually updates and reviews the capital project program for a three to five year period, developing stable financing for the immediate budget year and beyond. A financing program is developed based on results from the prior year, the economic conditions at the time and projections of major revenues and expenditures for the immediate and future budget years. In the past, the Village has used the dedicated revenues to the capital program, that is, the 0.25% home rule sales tax, infrastructure maintenance fee of 0.5% of estimated construction costs, MFT revenues, grants and transfers from the fund balances available, primarily from the General Fund. In this year's budget, the recently enacted 1% Food and Beverage Tax will also be used to support the capital program. As necessary, the Village will issue debt to complete certain projects but this source has historically been used sparingly. This budget includes a forthcoming 2018 bond issuance of \$6 million to cover the funding gap for infrastructure projects that are not covered by reoccurring revenues. The bond issuance is anticipated to cover half the cost of capital improvements slated for 2018 and 2019.

Infrastructure has become the most pressing demand in the Village and similar to the last several years, 2018 will include large infrastructure investments. With that in mind, the Board directed staff to prepare a \$6 million GO bond issuance to partially cover the projects slated for the two year period of 2018 and 2019. The philosophy being to incur debt for projects that will last the lifetime of the bonds. No debt is issued for general operating expenses. Although the General Fund is showing signs of recovering from the economic slowdown that affected results recently, the Water Fund has not been covering its operating costs due to substantially reduced water usage (the Sewer Fund was also affected as sewer use charges are based on metered water used). After consideration of the alternatives available and desirous of bringing the utility fund into balance, the Board has approved in this budget the following economic decisions:

- Increase the water rate by 4%, sewer rate by 2.5% and 2% increase to the refuse rate. The increases in the water and sewer rates are necessary to provide for ongoing operation of these funds. Although the Water Fund is carrying a negative fund balance, FY 12/13 was the last year of debt service for a revenue bond out of this fund, which eliminated approximately \$485,000 in expenses for this fund in future years. Additionally, non-revenue water loss has been significantly reduced in recent years. This will allow this fund to return to balance in the near future. In the Refuse Fund, as part of a negotiated contract extension with the waste hauler the Village was able to avoid any contract escalations for curbside service the last two years; however, the contract calls for an increase between 2.25 – 3.5% in April of 2018, therefore, a modest increase in the user fee is being passed onto the customers.
- The deficit that has affected the Sewer Fund revenues appears to be recovering and returning to normal due to efficiencies at the treatment plant, a reduction in treatment plant head count from 2014 and previous years of adjusted user fees that helped keep pace with ongoing expenses. This year again calls for a 2.5% increase in the rate to ensure the Fund can maintain balance.
- Use of approximately \$1,000,000 in fund balance drawdown in the General Fund to help cover capital project expenses in 2018.
- A property tax levy increase of 2.5% that includes abatements (reductions) in the amount of \$487,235. These abatements are associated with Federal Government rebates for Build America Bonds and Qualified Energy Conservation Bonds.
- To provide the Village the greatest flexibility, the property tax levies are solely allocated to the General Fund and to the Debt Service Fund. As a result, the Refuse and Infrastructure Funds will receive General Fund transfers to supplement dedicated revenue streams.

## **BUDGET PROCESS**

The budget is a master financial plan that represents services that will be provided to the community and the sources of funds required to perform these services. The budget developed by the Village is regulated through Illinois Statutes and local ordinances. Pursuant to State Statute, the Village is a home rule municipality and as such it has, among other powers: (1) a wider range of revenue options available, (2) no tax rate maximum, and (3) the ability to issue general obligation debt without limit. The Village has been sparing in the use of the tax levy and until FY 2004/05 the only home rule revenue source utilized by the Village had been a 6% hotel tax. Subsequently, the Village has imposed a home rule sales tax at a current rate of 1% with a portion dedicated to the capital projects program, and a 1% prepared food and beverage tax that took effect March 1, 2017.

The Budget Act allows for control of the budget at the fund level. However, the Village requires its department heads to control their budgets at the department or division level as appropriate.

The budget is analyzed in two parts - the operating budget and the capital program. The capital project plan has a longer term, and the current year component is incorporated into the operating budget. The operating and capital budgets are developed with a focus on long-term solvency. To maintain a long-term focus, the Village uses presentations of projected figures for the operating budget for two future years, in addition to the budget year, as well as a three or five-year capital project budget.

Budget Amendment. While it is rare for the Village to amend the budget, the Village can do so. Two-thirds of the corporate authorities then holding office may revise the budget, providing that funds are available for the designated purpose.

Debt Issues. This budget includes a \$6 million debt issuance that allows for a \$12 million capital improvement program to be completed over the two year period of 2018 and 2019. Last year, the Village authorized a \$5.5 million debt issuance coupled with a refinance of the 2008 bond issuance that resulted in a net of \$2.5 million of new debt to cover the balance of the 2017 capital improvement program. In 2015, the Village authorized a \$9.575 million bond issuance to supplement funding for large scale capital improvements for the three-year period of 2015-2017. The Village issued \$32.4 million in new debt in FY 2011/12 for capital projects. \$22.4 million in new debt was issued in September, 2011 of which \$4.0 million

was for general capital projects, \$5.9 million was for the first phase of the Deerfield Public Library remodeling and \$12.5 million for the continued funding of the new wastewater treatment plant. An additional \$10 million was issued in February, 2012, and \$3.2 million in December, 2012, for rehabilitation of the wastewater treatment plant and \$5.875 million for the Deerfield Public Library renovation project. Outstanding debt as of December 31, 2017, includes 5.665 million of the 2017 issue, \$8.8 million of the 2015 issue, \$1.065 million of the 2013 series, the entire \$10 million 2012 issue, \$16.38 million of the 2011 issues, and 8,660,000 of the Series 2010 Build America Bonds. The Village retired \$1,725,000 of debt and the Library retired \$520,000 of debt in the year ending December 31, 2017.

As indicated above, substantial additional debt was necessary over the past several years to support the Village's capital program, especially the \$32 million treatment plant project, and funding for the Deerfield Public Library project. The Village has maintained its Aaa bond rating throughout these issues and although this debt will carry the full faith and credit backing to provide for the lowest possible interest rate, the Village has applied for and received significant savings through the Federal Build America Bonds and Qualified Energy Conservation Bonds programs. Also, the interest rate environment recently has allowed the Village to receive historically low interest rates on its tax exempt debt. The combination of these circumstances will save the Village residents significant sums in debt service costs over the life of the issues.

Operating Budget. The budget process is a continuous one for Village staff, the Village Manager and members of the Board of Trustees. There are regular reviews of priorities and goals and the means to accomplish them. In joint meetings with department heads, supervisors prepare their operating budgets, which are reviewed and adjusted by the department head, prior to further review by the Finance Director and the Village Manager. After these reviews by the Village staff, the preliminary budget is prepared and sent to the Mayor and Board of Trustees. At that point, the Board meets as a Committee of the Whole to review and discuss proposed operating expenditures, existing and potential revenue sources, and requirements of the Village's capital project needs. Highlights from the budget are presented by staff members and the Village Board conducts a line-by-line budget review. Specific programs and projects are addressed as they relate to the present and future needs of the Village residents.

Capital Program. In its capital projects program, the Village identifies long lasting construction expenditures in excess of \$10,000. These expenditures are shown in the Capital Projects Fund Section. These projects are initiated from a number of sources, including the Director of Public Works and Engineering, other Village personnel, the Village Board, members of the public, or outside professional consultants. These items are prioritized by staff members, including the Director of Public Works and Engineering, the Village Manager and the Finance Director. They are then submitted to the Village Board for consideration, prior to presentation at a public hearing. During the process of prioritization, the available methods of financing are also reviewed.

Effects of Capital Projects on Operating Budget. Major capital projects in this year's budget include:

- Street, Sidewalk and Curb Rehabilitation Projects: These projects will minimally reduce maintenance costs. With the square footage expected, we anticipate an ongoing reduction of less than \$25,000 per year. In particular, this year's project is expected to lower spring patching costs associated with Byron Court, Kenmore Avenue, Margate Terrace, Oxford Road, Price Lane and Somerset Avenue as well as avoidance of slip and fall liabilities. Additionally, resurfacing of streets such as Bristol Drive, Bristol Court and Mayer Court at this time allows the Village to significantly extend the life of the roadways for relatively low cost when compared to delaying the work, which would result in the need for a full reconstruction project at triple the lane mile price.
- Elevated Water Tank Painting: This project consists of painting and lining the elevated tank. The completion of this project will secure the long-term integrity of the tank and ensure the quality and reliability of the Village's water distribution system. *Operating Effect:* The elevated tank is a critical piece of water infrastructure that helps avoid high-pressure fluctuations reducing the amount of water main breaks experienced throughout the system. The Village has also been able to monetize

the asset by permitting two cellular carriers to install antennae on the tank resulting in approximately \$70,000 in rental income annually.

- Engineering costs on various infrastructure projects (Greenwood, Woodvale, Woodland): The engineering work for these various infrastructure, drainage and water projects will allow for significant construction improvements in these locations in 2019 and 2020. Federal grant funds are being utilized for the Greenwood Infrastructure Project, which will include a combination of roadway reconstruction and resurfacing, water main replacement, sanitary sewer point repairs and sidewalk repairs slated for 2019. The Woodland Park Subdivision project will significantly improve water service in the vicinity of Woodland, Hawthorne, Oakwood and Woodbine. The current water main is undersized and among the oldest in the Village and will be replaced in its entirety. Design work for this project will be completed this year and construction is anticipated to begin in January of 2019. The Woodvale Avenue project includes replacement of the roadway as well as drainage improvements. Construction is slated for 2020. *Operating Effect:* The improvements completed as part of the Greenwood and Woodland infrastructure projects are expected to reduce operating expenses by approximately \$20,000 due to the reduced need to make hot mix or cold patch asphalt repairs and the anticipated reduction of 6 water main breaks per year. The Woodvale project is expected to reduce the operating expenses by \$25,000 due to the need for less roadway patching and an anticipated reduction in personnel/overtime costs and resources (i.e. sandbags, etc.) needed to respond to the roadway flooding.
- Various Sewer and Wastewater Facility Improvements: This consists of the sewer lining program, manhole repairs, pump replacements, inflow and infiltration (I/I) consulting services and an I/I residential sump pump reduction program. These projects will extend the life of the Village's underground sewer system and reduce the unnecessary treatment of storm water at the wastewater treatment plant and reduce the potential for sanitary sewer overflows. Sewer improvements will help reduce operating expenses marginally and the diversion of storm water from the wastewater treatment plant is anticipated to reduce operating expenses. This also includes projects associated with the reduction of Phosphorus levels at the wastewater plant as mandated by the IEPA. *Operating Effect:* It is estimated that 30% of the remaining I/I in the system is attributed to illegally connected storm sewers. If these illegal connections can be remedied, it is anticipated that the Warwick Road Pump Station would no longer need to surcharge during excessive wet weather events. By eliminating overflow events at the Warwick Road station permanently, it is anticipated that \$10,000 will be saved in the reduction of chemicals and overtime costs annually. The mandate for the Village to reduce Phosphorus levels at the wastewater plant increases the operating budget by \$100,000 due to the need for increased chemical usage and increased sludge hauling, as the centrifuge will need to be operated more frequently.

## **INFRASTRUCTURE MANAGEMENT**

The Village believes that ongoing maintenance of its infrastructure and equipment is of prime importance to reduce the risk of emergency repairs and avoid the cost increases of deferred maintenance. To finance capital projects, the Village utilizes standard capital raising techniques such as General Obligation and Revenue Bond Issues, as well as pay-as-you-go practices when reasonable. Two examples of the pay-as-you-go program are (1) the Vehicle and Equipment Replacement Fund and (2) the Infrastructure Replacement Fund. The purpose of the Vehicle and Equipment Replacement Fund is to keep annual expenses in balance while providing sufficient funds for the replacement of vehicles and major equipment items that cost in excess of \$5,000. The Vehicle and Equipment Replacement Fund is fully funded. The Village also has established an Infrastructure Replacement Fund to provide funding for ongoing maintenance of the Village's infrastructure, primarily streets and underground improvements. 2018 once again reflects an aggressive capital improvement plan. Funding for the capital project program is from grants, a portion of the home rule sales tax, infrastructure maintenance fee, bond proceeds, General Fund transfers and the food and beverage tax.

**MAJOR REVENUES**

The Village has varied sources of revenue available as a home rule municipality. As such, it is not dependent on one source of revenue that may be adversely affected by economic conditions and has the flexibility to adjust current revenue rates or implement new revenue sources as it sees fit. Projection methods and economic effects on the revenue, if applicable, are discussed within each revenue presentation.

**Property Tax** - \$7,257,357 – A 2.5% increase in the property tax levy that allocates \$3,535,997 for the General Fund to support public safety and to allow for the greatest flexibility. An additional \$3,721,360 is allocated to the Debt Service Fund for the outstanding issues. Deerfield is a home rule municipality, and, as such, has no limit on the amount it can levy for property taxes. The assessed property levels (net for taxing purposes) in the Village had shown sustained growth until the 2009 tax year; in that year, the addition of the TIF #2 EAV to the taxable list was offset by a drop in value for the existing taxable property due to the real estate slowdown. (The Village collection on its property tax levy has averaged 99+% over the last five years). In more recent years the EAV reflects a significant increase. The 2015 EAV increased 7.4% and the 2016 EAV increased an additional 6% as the markets continue to recover and new developments (i.e. AMLI and Woodview) are added to the property tax base. The increase in the property tax levy this year is intended to capture some of the growth in EAV while keeping the Village’s tax rate at relatively the same level as it was last year. Since the Village is home rule and collects nearly its entire levy regardless of the change in EAV, the property tax revenue is based on the approved levy.

The Village Board has historically kept property tax increases to a minimum to provide relief in this area to property owners knowing that the major portion of the debt service for the treatment plant and other capital improvements will be property tax supported.

**EQUALIZED ASSESSED VALUATION**

<u>Tax Levy Year</u>	<u>Net for Taxing Purposes</u>	<u>Incremental (TIF) Valuation</u>	<u>Total</u>
2006	1,371,881,605	74,101,285	1,445,982,890
2007	1,534,804,968	83,146,886	1,617,951,854
2008	1,577,953,846	84,212,560	1,662,166,406
2009	1,586,409,629	0	1,586,409,629
2010	1,501,605,590	0	1,501,605,590
2011	1,392,522,439	0	1,392,522,439
2012	1,293,263,968	0	1,293,263,968
2013	1,228,417,175	0	1,228,417,175
2014	1,227,301,586	0	1,227,301,586
2015	1,319,070,388	0	1,319,070,388
2016	1,407,512,362		1,407,512,362

\* The Village’s TIF District 1 was terminated for the 2005 tax year; District 2 for the 2009 tax year.

As property in Illinois is generally assessed at one-third of actual market value, this results in an estimated total market value of \$4.2 billion for all taxable property in the Village for 2016, which is an increase of \$2.5 million in total value from 2015.

**Sales Tax** - \$5,500,000 regular projected in 2017 (\$5,200,000 budgeted in 2018) / \$3,500,000 home rule projected in 2017 (\$3,250,000 budgeted in 2018) Sales tax, which is now the Village's largest single General Fund revenue item, is a 1% tax (regular) on the exchange of all tangible personal property within the Village, and the Home Rule tax, which is an additional 1% on items that are not titled (autos) or groceries or drugs. This tax is collected by the State and remitted to the Village. In late 2017, the State began imposing a new 2% administrative fee on the home rule sales tax that will result in an estimated revenue loss of \$70,000 to the Village. The home rule tax was increased from 0.5% effective January 1, 2009.

This revenue source, on a gross basis including the Walgreens National activity, increased last year about 18%. This increase is due largely to a 78% increase in Walgreens National activity. Sales tax net of the Walgreens rebate, which is the amount of money the Village actually retains, decreased approximately 6%. The fact that major retailers have closed is offset by new retailers at Deerbrook Mall and Cadwell's Corners, which continue to undertake significant redevelopment to enhance the attractiveness of these centers.

The home rule tax is split between the General Fund and the IRF, with  $\frac{1}{4}$  going to the IRF for capital project funding and the balance to the General Fund. Also, the amounts above are gross amounts received by the Village. The Village has a long standing agreement with Walgreen National Corp. to rebate 80% of the Village sales tax that the firm pays. The amount of the rebate is projected at \$4 million for 2017 and is budgeted at \$2.8 million for 2018. In addition, last year was the first year of a sales tax sharing agreement with Portillo's. This rebate is projected at \$80,000 for 2017 and budgeted at the same amount for 2018. It is anticipated that this agreement will reach its total rebate amount in 2019 and be dissolved at the end of that year. Lastly, 2018 will commence a sales tax sharing agreement associated with the redevelopment of the new Jewel-Osco store in Deerbrook Mall. This rebate is budgeted at \$100,000. These expenses total \$2.98 million and are reflected in the Finance Dept. budget.

**Income Tax** - \$1,700,000 projected in 2017 (\$1,700,000 budgeted in 2018) - The Village receives a portion of the State of Illinois Income Tax receipts which is distributed by formula based on population. This projection is based on the estimates of the Illinois Municipal League and is consistent with previous 12 month periods. In February of 2017, the Village completed a special census of the AMLI and Woodview properties and received official notice that the Village's population increased by 555 people and 488 housing units. This will result in a modest increase in state-shared revenues since the income tax distribution is calculated on a per-capita basis. However, this revenue source is subject to the discretion of the state legislature and can be decreased or totally retained by state legislative action. The current state budget includes an approved funding sweep that will result in a 10% cut to the Village's revenue from this fund. The cut is offset by the previously noted special census and the accelerated disbursements from the state on a cash basis. This funding source continues to be a topic of debate for the Illinois General Assembly.

**Hotel/Motel Tax** - \$2,100,000 projected in 2017 (\$1,900,000 budgeted in 2018) - This revenue source had been substantially affected by the downturn in business travel during fiscal year 2007-08 but recovered in recent years and is budgeted to be flat in 2018. This revenue is very sensitive to the economy and other external sources as our six hotels cater mainly to the weekday business traveler. The receipts have remained constant over the past four years and the projection is based on this trend to continue. None of the six hotels have closed or indicated that they intend to close; their business is supported by the number of corporate businesses in the Village, especially in the pharmaceutical area that has maintained some strength. The Village imposes a 6% tax on room occupancy charges pursuant to its home rule authority.

**Investment Earnings** - \$993,200 projected in 2017 (\$901,500 budgeted in 2018) - The largest portion is earned in the Police Pension Fund, where \$700,000 (77%) is budgeted from a combination of equities and fixed income securities. The projections are based on existing investments and on amounts to be invested in the coming year. Short term interest rates remain at historically low levels, and the spending down of fund balances for operations and capital projects has decreased the investable assets of the operating funds and hence their income from this source.

**Building Permit Revenue** - \$1,200,000 projected in 2017 (\$925,000 budgeted in 2018) - This revenue, which is tied directly to building and remodeling activity in the Village, increased significantly four years ago due primarily to the construction permit fees from commercial and residential remodeling. Most notably, building permits for the Woodview and AMLI apartment buildings account for approximately 53% of the total building revenues received in 2014. The two new developments have combined to add 500 new luxury rentals to the market and began leasing in mid-2015. With the exception of these two developments, similar building activity was experienced in 2015 -2017 and is again forecasted for the coming year as the local economy continues to stabilize due to the recovering real estate market, residents remodel their

existing homes rather than moving, and custom homes are being desired by new buyers. The Village has been buffered somewhat from the overall downdraft in real estate due to the concentration of corporate, North American and Global headquarters for Walgreens Boots Alliance, Takeda Pharmaceuticals, Mondelez International (former Kraft Foods snack division), Baxter, CF industries, Essendant and the newly announced global headquarters for Caterpillar, Inc. Also, the Village continues to remain an attractive residential community with quality schools and local services. The desirability of the Village's residential community is exemplified by the increased number of new luxury apartments and proposed commercial developments. Several significant redevelopment proposals have recently been approved or are currently under review including approval of new six story independent living facility at 1627 Lake Cook Road.

**User Charges** - Village budget policy requires that those funds that can be reasonably financed by a user charge be so financed:

**Water** - \$4,200,000 projected in 2017 (\$4,590,000 budgeted in 2018) - The budgeted amount for water sales, is based on the rate of \$4.59 per 100 cubic feet. This rate reflects an increase of 4% this year to keep pace with higher wholesale costs of water from the City of Highland Park and increased operating expenses in this fund. Usage continues to stagnate however, significant progress has been made to reduce the amount of non-revenue water in the Village. This fund is in a deficit position but FY 12/13 was the final year of debt service for the 2003 issue that has resulted in an expense reduction of \$485,000. The current revenue projections should allow the fund to return to a balanced position in the near future.

**Sewer** - \$2,900,000 projected in 2017 (\$3,051,000 budgeted in 2018) - The budgeted amount for sewer charges, is based on water usage and a sewer charge of \$3.39 per 100 cubic feet. This rate reflects an increase of 2.5%. The previous revenue stream in this fund had not been sufficient to cover operating expenses and the Board decided to increase rates by 10% six years ago, 5% five years ago, followed by 2.5% increases each year thereafter. Demand as indicated by water usage is stagnant and shows no sign of any significant increase. The previous rate increases have brought this fund into a positive position.

**Refuse** - \$515,500 projected in 2017 (\$525,850 budgeted in 2018) - The budgeted amount for direct customer refuse billing, is based on a user fee of \$7.47 per month. This reflects a 2% increase from last year to keep pace with increased labor and material costs. The contractual refuse service is funded through a combination of user charges and a General Fund transfer of \$955,984. The Village negotiated a five year contract extension with the incumbent hauler, Waste Management, effective April 1, 2016, which froze the curbside pick-up rate for two years and the yard waste sticker rate for one year. The base service that will be charged through the Village will continue to be once a week curbside. Any optional service is billed directly by the hauler to the customer.

## **FINANCIAL CONDITION OF THE FUNDS**

**Fund** - The fund is a self-balancing group of accounts that includes revenues, expenditures, assets and liabilities. Each fund has some specific purpose; funding a pension, providing for the treatment of sewage, or funding capital maintenance or replacement programs. The way to distinguish a fund from an activity is that a fund will have exclusive revenue items as well as expenditures. Normally expenses are to be balanced with revenues within a fund.

Generally the funds of the Village are in sound condition and, if the budget performs as projected, they will continue to have available balances by year-end. As indicated above, the revised sewer and water rates have enabled the sewer fund to have a positive balance and the water fund is expected to return to a balanced position in the near future.

## **FINANCIAL CONDITION OF THE VILLAGE**

The Village continues to be in excellent financial condition. This is indicated by:

- Moody's bond rating of Aaa
- Continued stability in sales tax revenue
- Increasing equalized assessed valuation for property tax purposes
- Debt issuance only for large cost, long-lived projects
- Continued full required funding contribution of pension costs
- Continuing maintenance of the Village waste water treatment plant and equipment
- Full funding of the Vehicle and Equipment Replacement Fund
- Continued economic development activity and private capital investments

## **FUTURE YEARS' PROJECTIONS**

The Village projects its Operating Fund two years into the future. Estimates are conservative. The Village is assuming a general increase of 2% for items not guaranteed by contract or other similar surety. In addition, the Village is assuming a 5% increase in the wholesale cost of water purchased from Highland Park annually until the associated debt service payments for new water plant is stabilized. A 2.25% – 3.5% increase in the waste hauler contract commencing in April of 2018 and continuing annually through April 2021. The Village is tentatively assuming a 4% user rate increase in the water fund and a 2.5% increase in user rates for the sewer fund to keep pace with operating costs. The Village's revenue projections also reflect a proportional increase in state-shared revenues (i.e. income tax and motor fuel tax) that are distributed on a per-capita basis since the special census for AMLI and Woodview was completed in 2017 and 555 people were added to the Village's population.

## **PERSONNEL**

The budget includes an employee promotion to the position of Assistant to the Director of Public Works and a new position of Information Technology Technician. The personnel changes reflect additional responsibilities and prudent succession planning efforts as well as the organization's increased critical dependents on technology. As employee turnover occurs due to retirements and departures, positions are reevaluated to ensure that the manpower is necessary and that the proper skill sets are acquired as positions are filled.

## **DEVELOPMENT ACTIVITIES**

The Village has not been immune to the general downturn in residential property values. However, the price decreases have not been as drastic as other areas of the country or even this region; homes in foreclosure number less than 25 out of 6,500 in 2017 and continue to decline. As the assessment procedure uses three years of market activity, the assessed value of existing property has had six years of decline, approximately 4.5% for tax year 2009, an additional 5% for 2010, 6% for 2011, 7% for 2012, 5% for 2013 and less than 1% for 2014. However, the 2015 EAV ended this trend as it reflected a 7.4% increase and the 2016 EAV reflects an additional 6% increase. As the Village is a home rule unit, it is not dependent on the level of assessed value to increase property taxes but this situation does affect the school and park districts, which are non-home rule.

Building activity in the residential arena continues with primarily remodeling activity in the residential and commercial sectors. Permit fees continue to remain strong. The near future in commercial activity will also be in the remodeling area with slightly higher overall building permit fees as a result. Two residential developments (AMLI and Woodview) broke ground in 2014 and brought significant building permit fees to the Village. Other residential developments include Taylor Junction, a transit-oriented townhome development in the downtown, and new single-family home developments including Elysian Way and Samantha Way. The Village is currently reviewing several other residential development proposals including one for a 248 unit rental community in the rear of Deerbrook Mall. Commercial activity in the downtown is also underway as

636 Deerfield Road has been converted into a multi-tenant building and 711 Deerfield Road is currently under construction as it too will be converted into a multi-tenant building. Development is also underway at various sites within the Parkway North office park, new offices for Caterpillar, Inc. are being constructed at 510 Lake Cook Road, Walgreen Co. continues to invest significantly in their campus along the south side of Lake Cook Road, a new Jewel/Osco has opened in Deerbrook Mall and two national furniture retailers are opening on the south end of the mall later this year or early next year. Significant upgrades have also been made to the Cadwell's Corner shopping center and the restaurant prohibition has been removed from the south end cap in the hopes of spurring greater marketability.

The Village is fortunate to have become the headquarters location for a number of large, international pharmaceutical and health related industries including long established firms like Walgreens, Baxter and Takeda North America. Essendant and CF Industries also have corporate headquarters in the Village. The Village has recently become the corporate headquarters for Mondelez International, the international snack foods operation of Kraft. These firms continue to fill and remodel existing office buildings and attract companies to the area. And most recently, in April of 2017, Caterpillar, Inc. announced they would be relocating their new global headquarters to Deerfield. It is anticipated that Caterpillar, Inc. will have approximately 300 employees at the new headquarters once fully operational. This activity continues to provide a foundation for the micro-economy of the immediate area and has helped support local businesses and residential housing due to the influx of new employees. New retail activity has shown recent signs of stirring, primarily in development of new fast casual restaurants, grocers and mid-size retail.

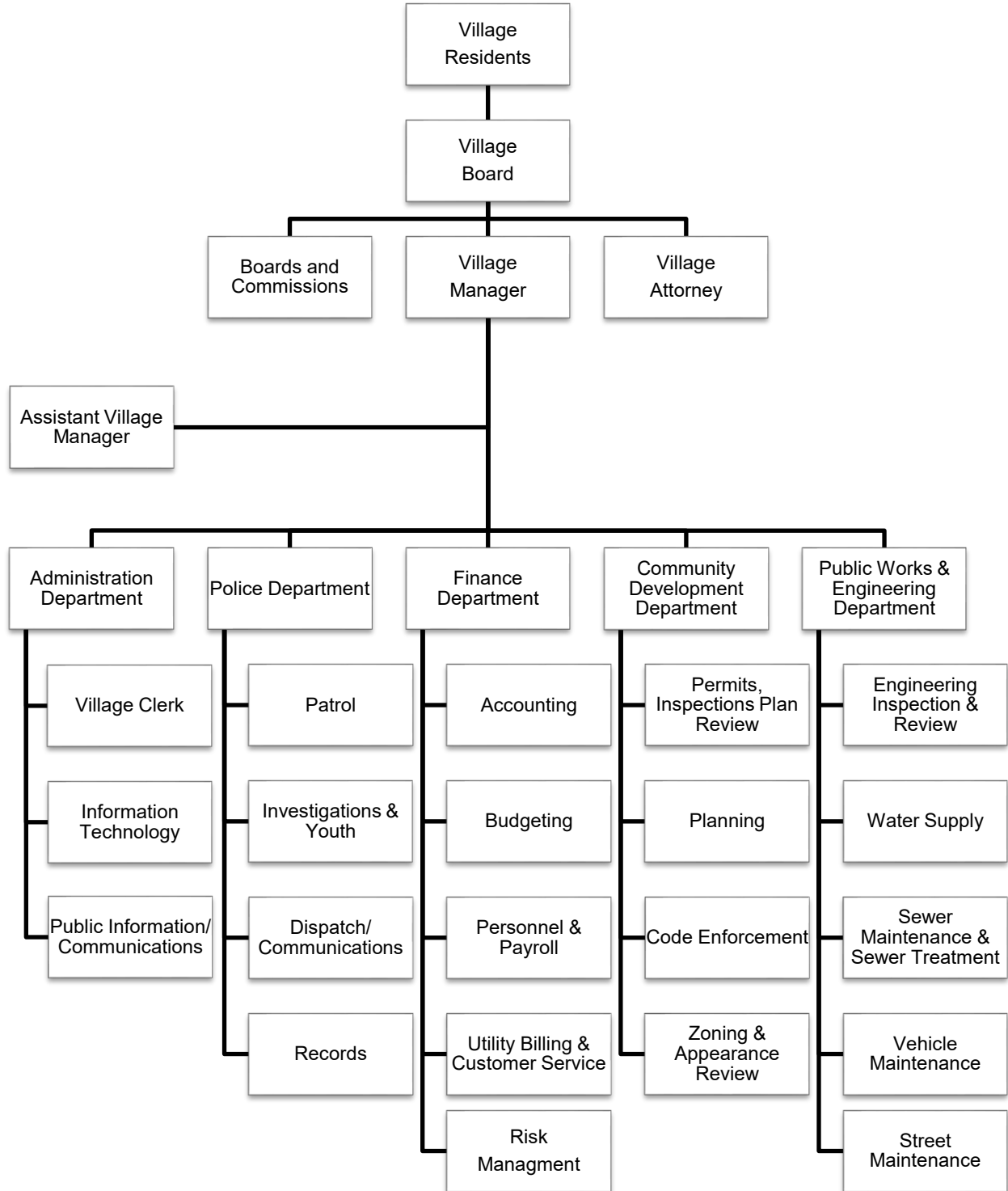
This continued interest in the residential and commercial development of the Village should ensure future strength in the property values of the Village. Staff is constantly reviewing service delivery in all areas to ensure that our high service levels are maintained through this growth.

In 2016, the Village adopted a Master Plan for the northwest quadrant of the Village Center. The Master Plan provides an opportunity to make the Northwest Quadrant an attractive public campus. Some improvements outlined in the Master Plan may take place in the near future, and other improvements may be accomplished 15 to 20 years from now. This Master Plan document will serve as a guide for the Northwest Quadrant that will be implemented over the next 20 years when public institutions and landowners in the Northwest Quadrant make improvements to their properties.

## BUDGET CALENDAR

### BUDGET PREPARATION AND LEGISLATIVE ENACTMENT FOR 2016

<u>DATES</u> *	<u>OPERATING TIMETABLE</u>	<u>RESPONSIBILITY CENTER</u>
August 1-6	- Final preparation of department budgets	Department heads, staff
August 7	- All departmental budgets requests entered into Munis budget module	Department heads, staff
August 7 – August 31	- Manager reviews budget with department heads; further review when necessary	Village Manager, Finance Director, Department heads
September 15	- Budget to Mayor and Board of Trustees for review	Finance Department
September 15 - October 20	- Review by Mayor and Board of Trustees	Mayor and Board of Trustees
October 2	- Commence budget review meetings	Mayor and Board of Trustees, Finance Director, Department heads
October 2	- Proposed budget placed on file for review by public	Staff
November 6	-Public hearing on proposed 2018 budget	Mayor and Board of Trustees, Staff
November 9	-Publish 2017 Tax Levy hearing notification	Staff
November 20	-Approve 2018 budget and Public hearing on 2017 Tax Levy	Mayor and Board of Trustees
December 4	- Approve 2017 Tax Levy to fund calendar year 2018	Mayor and Board of Trustees
Jan. 1, 2018	- Budget Effective Date	
Jan.-Dec. 2018	- Implement and Administer Budget	Staff
Jan.-Dec. 2018	- Review of Progress toward Goals and Objectives	Staff, Mayor and Board of Trustees
*all 2017 unless noted		



Note: Fire Services are provided by the Deerfield-Bannockburn Fire Protection District which is a separate legal entity and taxing district. For more information contact the District at [www.deerfieldbannockburnfire.org](http://www.deerfieldbannockburnfire.org)

DEPARTMENT	2012	2013	2013A	2014	2015	2016	2017	2018
VILLAGE MANAGER	5	5	5	5	5	5	7	8
FINANCE	8	8	8	8	8	8	7	7
COMMUNITY DEVELOPMENT	7	7	7	8	8	8	8	8
<b>PUBLIC WORKS:</b>								
ADMINISTRATION	4	4	4	4	4	4	4	4
ENGINEERING	2	2	2	2	3	3	3	3
STREETS	7	7	7	7	7	7	7	7
UTILITIES MAINTENANCE	14	14	14	14	13	13	13	13
SEWAGE TREATMENT PLANT	8	8	7	7	7	7	7	7
GARAGE	2	2	2	2	2	2	2	2
<b>TOTAL PUBLIC WORKS</b>	<b>37</b>	<b>37</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>
<b>POLICE:</b>								
ADMINISTRATION	7	7	7	7	7	7	7	7
COMMUNICATIONS	8	8	8	8	8	8	8	8
INVESTIGATIONS/YOUTH	7	7	7	7	7	7	7	7
PATROL	32	32	33	34	34	34	34	34
<b>TOTAL POLICE</b>	<b>54</b>	<b>54</b>	<b>55</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>
<b>TOTAL</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>113</b>	<b>113</b>	<b>113</b>	<b>114</b>	<b>115</b>

Part time Employees - Full time equivalent

DEPARTMENT	2012	2013	2013A	2014	2015	2016	2017	2018
VILLAGE MANAGER	1.4	0.2	0.2	0.2	0.6	0.6	0.2	0.2
FINANCE	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
COMMUNITY DEVELOPMENT	0.6	0.6	0.6	0.0	0.0	0.0	0.0	0.0
<b>PUBLIC WORKS:</b>								
ENGINEERING	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
STREETS	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
UTILITIES MAINTENANCE	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7
SEWAGE TREATMENT PLANT	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
<b>TOTAL PUBLIC WORKS</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>
<b>POLICE:</b>								
ADMINISTRATION	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
COMMUNICATIONS	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
INVESTIGATIONS/YOUTH	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PATROL	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8
<b>TOTAL POLICE</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>
<b>TOTAL - PART TIME - FTE</b>	<b>9.2</b>	<b>8.0</b>	<b>8.0</b>	<b>7.4</b>	<b>7.8</b>	<b>7.8</b>	<b>7.4</b>	<b>7.4</b>

The Village Manager's Office added an IT Systems Technician in 2018.

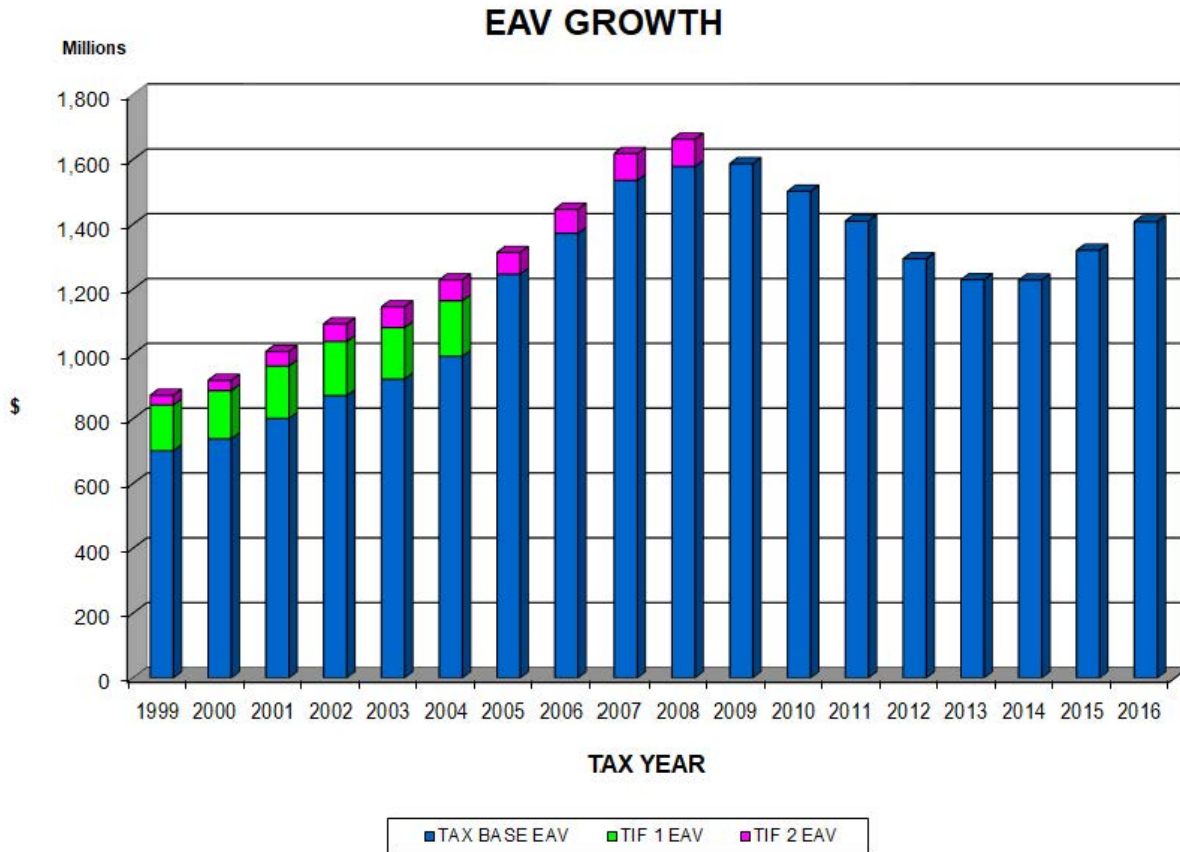
**SUPPLEMENTAL INFORMATION**

**The Village at a Glance**

Incorporated in 1903 and located 27 miles north of downtown Chicago, the Village is predominantly a community of single-family homes. The 2010 Census recorded a population of 18,225 and 6,638 housing units within a land area of 7.0 square miles. The Village's population has increased by 4.5% from 1980, whereas the number of housing units in the Village has grown by 21%, indicating a continuing trend toward smaller household sizes. A partial special census was performed in 2017 on specific blocks resulting in a recorded population of 18,779.

<u>Year</u>	<u>Population</u>	<u>Housing Units</u>
1980	17,430	5,489
1990	17,327	6,052
2000	18,420	6,518
2010	18,225	6,638

Deerfield is recognized as one of the State's wealthiest communities. The Census Bureau estimates that in 2010, Deerfield's median family income was \$129,187 was 2.3 times greater than the statewide median of \$54,644. The Village's \$520,300 Median Home Value in 2010 Census was 185% of the statewide median of \$182,300. Median Home Value is a significant contributing factor to the Village's assessed valuation, and recent trends indicate that the equalized assessed value will increase for tax year 2015 after stabilizing the previous two years. Foreclosure activity has remained low with less than 1% of the housing in this status.



Note: Both TIF's have been retired and their increment assessed value is now in the base EAV.

## The Commercial Tax Base

In addition to the residential areas of Deerfield, the Village's tax base also includes a number of corporate headquarters facilities and other commercial establishments. The Village's larger office buildings are located primarily along the north-south I-294 Tollway, which is in the western part of the Village, and the east-west Lake Cook Road corridor, a four-lane road near the southern boundary of the Village. Other commercial areas include Deerfield's downtown business district, which has undergone a major redevelopment, and various retail and service firms along Waukegan Road and Deerfield Road. The following table lists the largest taxpayers in the Village (based on 2015 tax rate information):

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>% of Total Taxable Assessed Valuation</u>
Walgreen Co.	\$40,655,745	1.03%
Arden Realty, Inc.	39,402,488	1.00%
Scott Dressing, St Mgr Taxation	27,302,061	0.69%
MidAmerica Asset Management	26,098,628	0.66%
JBC Funds Parkway North LLC	20,199,294	0.51%
CRM Properties Group	13,751,674	0.35%
James Campbell Co LLC	13,543,858	0.34%
LO Deerfield Operating	8,744,921	0.22%
Wells Core REIT – Four Parkway North LLC	8,015,031	0.20%
Mariner 111 Pfungsten	7,182,217	0.18%
Total	<u>\$204,895,917</u>	<u>5.19%</u>

*Data Source: Lake & Cook County Clerk's & Assessor's Offices.*

The table below lists the Village's ten largest employers in 2017 as determined by Lake County Partners:

<u>Employer</u>	<u>Business/Service</u>	<u># of Employees(1)</u>
Walgreen Company	Corporate Headquarters	4,200
Baxter International	Health Care Products	1,900
Takeda Pharmaceuticals	North American Headquarters	1,700
Mondelez International, Inc.	Snack Food Manufacturing	700
Essendant Inc.	Office Supplies- Wholesale	600
Deerfield Park District	Municipal Park Services	500
IL. Student Assistance Comm.	Administration of Education Programs	499
Siemens Healthcare	Physicians/Surgeons Equipment &Supplies-Mfrs.	310
Lundbeck	Psychiatry & Neurology	260
Deerfield High School	School/Education	250

The following municipal services and facilities are available in the Village of Deerfield:

Number of Full-Time Employees (FTE)	108
Miles of Streets	76
Miles of Alleys	4
Miles of Sewers	150
Police Protection:	
Number of Stations	1
Numbers of Police Officers (authorized)	38
Library Services:	
Number of Branch Libraries	1
Number of Books	92,530
Circulation	443,000
Recreation Facilities:	
Number of Parks and Playgrounds	20
Park Area in Acres	206
Golf Course Area in Acres	155
Municipal Water Utility:	
Service Locations	6,190
Average Daily Water Pumped (gals)	2,316,939
Miles of Water Mains	90

### **Municipal and Other Governmental Services**

The Village of Deerfield is governed by a President/Mayor and Board of six Trustees, all of who are elected on an at-large basis. Pursuant to a referendum on April 15, 1975, the Village is a home rule unit under Illinois law. In 1952, the Village adopted an ordinance creating the position of Village Manager. The Manager is responsible for the day-to-day operations of the Village and its employees, of which 38 are sworn police officers. The Village has collective bargaining units among Village employees representing the patrol officers and public works employees.

The Village has a complex of governmental buildings including the Village Hall (constructed in 1959), the Police Building addition to the Village Hall (constructed in July, 1980, and remodeled in 2002), the Village Hall Addition and remodeling in 2007. The Village's Public Library was constructed in 1971. The Library Board undertook a space needs study towards a plan for improvements to the existing building including modernization of the occupied space to meet accessibility codes. In 2010, an advisory referendum to provide for a \$13 million remodeling of the Library was approved by voters. The Library Improvement project was completed in 2013. In 1988 the Village and the Deerfield Park District (a separate jurisdiction) constructed a \$3,300,000 public works garage. An enhanced 911 telephone emergency system was installed in 1991. Construction of a \$5.5 million senior center was completed in September, 2003.

Deerfield has purchased Lake Michigan water from the City of Highland Park on a contractual basis since 1913. The Village maintains three pumps at the reservoir in Highland Park and has 90 miles of water mains through which approximately 846 million gallons of water flow per year. The Village has a 1 million gallon elevated tank, a 5 million gallon underground reservoir, a 2.2 million gallon underground reservoir, and a 0.85 million gallon reservoir for Parkway North and Takeda fire protection. In 2008, the Village entered into a 25-year agreement with Highland Park that supports the reconstruction of its water treatment facility. Pursuant to this agreement, the wholesale cost of water to Deerfield will increase annually, but in tandem with increases in the retail rate charged by Highland Park to its own residents.

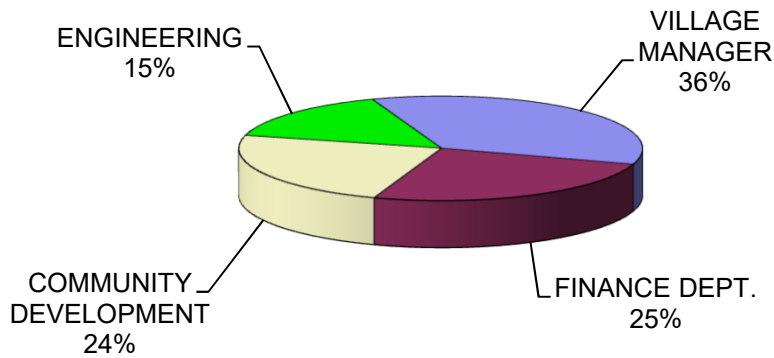
The Village is served by separate sanitary (75 miles) and storm (75 miles) sewers with sanitary treatment provided by the Village owned sewage treatment plant. The Village's treatment plant was expanded in 1978. The plant has a hydraulic design capacity sufficient to serve a population of 30,000. After a comprehensive sewer system study recommended reconstruction of the plant, the Village entered into a contract in FY 10/11 for the replacement of the entire treatment facility. The treatment facility replacement was completed in 2013 and is functioning as designed, including its hydraulic capacity sufficient to serve a population of 30,000.

**BUDGET REQUEST - 2018**

**ADMIN. SUMMARY (FINANCE, VILLAGE MANAGER, COMM. DEVELOP., ENGINEERING)**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	3,380,134	3,673,558	3,503,190	3,914,000	6.55%	11.73%
TRAINING & DEVELOPMENT	18,882	41,300	25,650	49,000	18.64%	91.03%
CONTRACTUAL SERVICES	5,010,443	4,148,379	5,391,074	4,481,518	8.03%	-16.87%
COMMODITIES	27,649	49,900	35,550	40,700	-18.44%	14.49%
UTILITIES	45,996	52,425	42,406	51,075	-2.58%	20.44%
CAPITAL OUTLAY	55,492	120,650	110,685	26,550	-77.99%	-76.01%
CAPITAL IMPROVEMENTS	38,789	45,600	45,600	45,600	0.00%	0.00%
TRANSFERS OUT	4,508,681	4,811,794	4,811,794	2,022,618	-57.97%	-57.97%
<b>TOTAL</b>	<b>13,086,066</b>	<b>12,943,606</b>	<b>13,965,949</b>	<b>10,631,061</b>	<b>-17.87%</b>	<b>-23.88%</b>

**ADMINISTRATIVE FUNCTIONS\***



\*chart does not include transfers out or economic development payments

## **FINANCE DEPARTMENT**

The Village's Finance Department provides all accounting services, performs investment and cash management activities and coordinates capital financing, purchasing, budget preparation and control, payroll processing, risk management including medical insurance, police pension processing and accounting, as well as annual audit preparation and compliance. As required by statute, the Director of Finance, as Treasurer, provides regular reports on the fiscal condition of the Village to the Mayor and Board of Trustees. The Department is also responsible overall for human resources, risk management and labor management.

The Finance Department is staffed by the Director of Finance, the Village Accountant, a Human Resources Coordinator, two principal accounting clerks, a finance clerk and a cashier-receptionist. No personnel changes are expected for 2018.

The Director of Finance/Treasurer coordinates all of the financial affairs of the Village, establishes and maintains necessary controls, and supervises the employees and activities of the Finance Department.

The Departmental Objectives for the 2018 are as follows:

- Review finance department processes and implement new processes as necessary (carryover).
- Complete the annual Budget and Comprehensive Annual Financial Report and apply for the respective GFOA awards in each of these categories (annually).
- Transition to new auditing firm.
- Implement Economic Incentive requirements with Portillo's and Jewel/Osco.
- Investigate credit card acceptance and cashiering module of Munis.
- Issue 2018 bonds in conjunction with 2018 and 2019 capital projects.

Accomplishments 2017 fiscal year (\*denotes 2017 Departmental Objective):

- Completed the 2017 annual budget document, applied for and received the GFOA Distinguished Budget Presentation Award for the twenty-seventh consecutive application. \*
- Completed the 2016 comprehensive annual financial report, applied for and received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the thirty-first consecutive year. \*
- Implemented 1% Food & Beverage Tax. \*
- Issued General Obligation Series 2017 debt in conjunction the final year of a three-year capital improvement plan.
- Issued RFP for audit services.
- Maintained Aaa bond rating.
- Administered Economic Incentive requirements for Walgreens National.

Work Statistics

2011

2012

2013

2014

2015

2016

2017

Village bond rating	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa
Outstanding debt per capita	\$940	\$2,679	\$3,064	\$2,956	\$3,394	\$3,273	\$3,150
	Increase due to new debt for the Wastewater Treatment Plant and various other infrastructure projects.						
Water, Sewer and Garbage Bills Issued	27,987	28,043	28,069	28,095	28,059	28,141	27,981
Checks Processed	3,615	3,871	3,443	3,710	3,919	3,813	3,910
Vehicle Licenses sold	12,652	12,637	12,408	12,479	12,425	12,344	12,278
Investment Transactions	15	125	74	88	153	153	144
	Increase due to Pension Fund hiring an Investment Manager in 2013.						
Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**BUDGET REQUEST - 2018**

**101111-**

**FINANCE DEPARTMENT**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	975,198	956,500	938,500	967,500	1.15%	3.09%
TRAINING & DEVELOPMENT	3,464	8,050	6,600	12,050	49.69%	82.58%
CONTRACTUAL SERVICES	3,990,596	3,161,744	4,503,839	3,413,138	7.95%	-24.22%
COMMODITIES	7,192	14,500	9,750	10,500	-27.59%	7.69%
UTILITIES	16,804	19,485	15,595	18,710	-3.98%	19.97%
CAPITAL OUTLAY	4,030	1,200	900	3,000	150.00%	233.33%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	4,484,420	4,752,753	4,752,753	1,958,984	-58.78%	-58.78%
DEPARTMENT TOTAL	9,481,704	8,914,232	10,227,937	6,383,882	-28.39%	-37.58%

## GENERAL ADMINISTRATION

### MAYOR AND BOARD OF TRUSTEES

The legislative branch of the Village is responsible for interpreting the wishes of the community and determining the policies under which the Village operates. The residents of Deerfield elect the Mayor and six Trustees to four year overlapping terms for which they receive no compensation.

### BOARDS, COMMISSIONS, AND COUNCILS

There are twenty independent commissions, councils, and boards authorized by the Mayor and Trustees or required by State law that are appointed to advise and assist the Board of Trustees in its policy decisions. These councils also conduct hearings that pertain to their function. All positions on these boards are non-salaried.

1. Board of Local Improvements - Consists of seven members (the Mayor and the Board of Trustees). Makes recommendations to the Trustees regarding those things that it feels should be done to improve the Village by special assessment, special taxation, or otherwise. The Village Clerk is secretary to the Board.
2. Plan Commission - Consists of seven members plus the Mayor (ex-officio), serving three-year overlapping terms, except the Mayor who serves a four-year term. Members are appointed by the Mayor with the advice and consent of the Board of Trustees, and the chairman is designated for a one-year term in the same manner. The Plan Commission is responsible to the Board of Trustees for holding public hearings and making recommendations regarding the Comprehensive Plan, annexation, sub-division, and zoning (land use, ratio of building to land area, and building height).
3. Board of Zoning Appeals - Consists of seven members who serve five year overlapping terms. Appointed by the Mayor with the advice and consent of the Board of Trustees. Responsible to the Board of Trustees to hear and make recommendations on applications for variations to the provisions of the zoning ordinance, and to hear and rule on appeals from orders or decisions made by the administrative officer enforcing the zoning ordinance.
4. Board of Police Commissioners - Consists of three members, each serving three-year overlapping terms. Appointed by the Mayor with the advice and consent of the Board of Trustees. Responsible for all appointments, promotions, and dismissals involving sworn officers, and conducts entrance and promotional examinations.
5. Police Pension Board - Has five members who serve two-year terms, including two civilians appointed by the Mayor, two members elected from the police force, and one member elected from the beneficiaries of the pension fund. Determines eligibility of applicants, distributes funds, manages, invests, and controls the police pension fund.
6. Safety Council - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees, serving three-year overlapping terms. Responsible to the Board of Trustees to study and make recommendations regarding Village safety issues relating to traffic.
7. Board of Building Appeals - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees, to serve five-year overlapping terms.

The members are responsible to the Board of Trustees to hear appeals on decisions made by the Building Commissioner enforcing the building ordinances and to recommend action to the Board of Trustees regarding such appeals. The Board holds hearings and makes recommendations to the Board of Trustees regarding changes in the building codes.

8. Community Relations Commission - Consists of seven members appointed Mayor with the advice and consent of the Board of Trustees to three-year overlapping terms. Studies and recommends means of developing better relationships among all residents in all community activities. Identifies and evaluates the social, recreational and developmental needs of village youth and how they might participate in all aspects of community life. Initiates and conducts educational and informational programs to promote diversity. Awards village assistance to senior residents in accordance with established eligibility criteria.
9. Volunteer Engagement Commission - Consists of five members appointed by the Mayor with the advice and consent of the Board of Trustees for three-year overlapping terms. Reviews possible appointees to the Village boards, commissions, and councils and makes recommendations to the Mayor and Board of Trustees.
10. Electrical Commission - Consists of five members appointed by the Mayor with the advice and consent of the Board of Trustees for four-year coterminous terms or until their successors are appointed. Responsible to the Board of Trustees to recommend standards, specifications, and rules and regulations governing the installation, alteration, and use of electrical equipment in the Village.
11. Emergency Services and Disaster Agency - Consists of a director and such additional members as the director selects. Responsible for the administration, training and operation of the Agency.
12. Sustainability Commission – Consists of ten members appointed by the Mayor with the advice and consent of the Board of Trustees for three year overlapping terms. Its responsibilities include advising the Board and initiating matters related to sustainability in Village operations and in the community as a whole.
13. Cable and Telecommunications Commission - Consists of nine members, appointed by the Mayor with the advice and consent of the Board of Trustees, for three-year overlapping terms. Regulates the use of the Village's right-of-way by telecommunications service providers. Administers the Village's Public Access TV System, including operating the Deerfield InfoChannel. Resolves customer service complaints from residents.
14. Village Center Commission – Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees, and such ex-officio members as deemed necessary from time to time for three year terms. At least one member of the Commission shall be a representative of the Deerfield-Bannockburn-Riverwoods Chamber of Commerce and at least one member of the Commission shall be a Village Center business operator or property owner. Charged with duties and missions to advance a positive vision for the downtown area, and to support the area's vitality and desirability.
15. Cemetery Association - Consists of three members appointed by the Mayor with the advice and consent of the Board of Trustees for indefinite terms. Arrange for the care and maintenance of the Deerfield Cemetery.

16. Appearance Review Commission - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees for three-year terms. Responsible for reviewing exterior design of new and remodeled buildings in the Village Center and in C-2 Outlying Commercial Districts.
17. Sister City Committee - Consists of five members appointed by the Mayor with the advice and consent of the Board of Trustees for indefinite terms. Communicates with and maintains friendly relations with Ludinghausen, Germany.
18. Stormwater Management Committee - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees for indefinite terms. Responsible for making recommendations to the Mayor and Board of Trustees regarding improvements to the storm and sanitary sewer systems.
19. Fine Arts Commission - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees for three year overlapping terms. Responsible for promoting and encouraging an artistic and cultural environment within the Village.
20. Family Days Commission – Consists of nine members appointed by the Mayor with the advice and consent of the Board of Trustees for three year overlapping terms. Responsible for planning and executing the Village’s annual Family Days celebration over Independence Day.

#### VILLAGE CLERK

The Village Clerk is responsible for the maintenance of the official records of the Village as required by statute and by the Mayor and Board of Trustees. The Clerk acts as custodian of the Village seal which is required on many documents, publishes legal notices, oversees Village election responsibilities, and performs other duties as stated in statute or ordinance. Appointed by the Mayor and Board of Trustees, the Village Manager serves as the Village Clerk.

## VILLAGE MANAGER'S OFFICE

Personnel in the Village Manager's Office serve to join the legislative branch of the Village to its operating departments. As provided by ordinance, the Village Manager advises the Mayor and Board of Trustees on policy decisions and acts as Chief Administrative Officer, supervising the activities of all department heads and directing the day-to-day operations of the Village. The Village Manager is also appointed Village Clerk by the Mayor and Board of Trustees.

The Village Manager's Office is staffed by the Village Manager/Clerk, Assistant Village Manager, Management Analyst/Deputy Village Clerk, and part-time Administrative Intern. All of the activities of the various boards and commissions are included in the Village Manager's budget.

### **The Departmental Objectives for the 2018 fiscal year are as follows:**

1. Provide the Mayor and Board of Trustees relevant and timely information and advice necessary to evaluate and make policy decisions.
2. Direct and advise operating departments in order to meet service levels established by the Mayor and Board of Trustees.
3. Encourage citizen participation in Village activities.
4. In conjunction with the Village Attorney, coordinate the preparation of ordinances, resolutions, contracts, agreements and other documents for consideration by the Mayor and Board of Trustees.
5. Represent the Village in working with federal, state, regional and local agencies, governments and community groups, as well as private enterprises and not-for-profit organizations.
6. Encourage strategic and operational improvements through innovation and professional development.
7. When appropriate and practical, encourage strategic decisions and programs with a focus on sustainability.
8. Oversee franchise agreements with various utilities doing business within the corporate limits of the Village.
9. Develop a motivated workforce through professional employee evaluations, training and competitive levels of compensation.
10. Oversee the IT functions of the Village to ensure that all departments have sufficient technology capabilities to operate efficiently, effectively, and in the best interest of the public.
11. Perform the statutory duties required of the Village Clerk's office and issue liquor licenses at the direction of the Local Liquor Commissioner and Board of Trustees.
12. Provide Village representation at agencies and organizations such as the Solid Waste Agency of Lake County, DBR Chamber of Commerce, Northwest Municipal Conference, Rotary Club, Optimist Club, Lake County Convention and Visitor Bureau and Electricity Consortium.
13. Oversee non-emergency communication efforts of the Village including the publishing of D-Tales, and ensuring appropriate levels of communication and information are provide to the public in a timely manner through the use of tools such as the Village's website, various social media platforms, the Village InfoChannel, and the Village's e-news application.
14. Provide staff support for the Farmers Market Committee, Fine Arts Commission, Cable and Telecommunications Commission, Sustainability Commission, Community Relations Commission, Family Days Commission and Volunteer Engagement Commission.

**In addition to these continuing goals, the Village Manager's Department will complete the following projects during the 2018 fiscal year:**

1. Monitor internal operations of all departments to ensure appropriate levels of manpower and resources.
2. Participate in recruiting and hiring of IT Systems Technician and assess position replacement for Village Planner.
3. Lead collective bargaining negotiations with Public Works Laborers Union Local 150 (Public Works), which contract expired December 31, 2017.
4. Assess effectiveness of Village communication tools and methods including evaluation of website performance and social media platforms.
5. Implement a credit card pilot program to determine feasibility of large-scale credit card acceptance services.
6. Facilitate recruitment and appointment of Village Attorney to serve as Corporation Counsel.
7. Monitor and evaluate Chicago-Milwaukee Intercity Passenger Rail Corridor (Hiawatha) Environmental Assessment and Service Development Plan.
8. Pursue action items identified in the Northwest Quadrant Master Plan including evaluation of potential downtown parking lot revenue streams.
9. Negotiate public-private partnership for redevelopment of 630 Central Avenue as well as vacation of various strips of right of way.
10. Incorporate small cell regulations into the current right of way ordinance, negotiate lease extensions with cellular carriers that have expiring lease terms to ensure the Village is receiving maximum value, and evaluate potential for new installations.
11. Work with various councils of government to petition the state to continue disbursing local government revenues.
12. Continue to oversee commercial and residential solid waste collection franchises.
13. Work with the Sustainability Commission to pursue goals/objectives that will enhance sustainable efforts including a coal tar sealant educational campaign and maintain active participation with the Solid Waste Agency of Lake County.
14. Improve and expand business continuity and disaster recovery systems and plans including documentation and automated testing.
15. Evaluate opportunity for community solar and behind the meter programs with North Shore Electricity Aggregation Consortium.
16. Organize efforts related to economic development, local business promotion and community enhancement activities, including the production of promotional videos, continued business visit/retention program in partnership with the Chamber, and drafting of business recognition letters.
17. Host, Farmers Market, Give Where You Live Campaigns, Winter Celebration, Harvest Fest, Downtown Lighting Ceremony and other special events in partnership with the DBR Chamber of Commerce that promote Deerfield and its businesses.
18. Commence two-year residential sump pump disconnection program to effectively eliminate illegal sewer cross connections from this primary source.

19. Amend Personnel Policies and Procedures Manual to reflect policy changes achieved during union negotiations.

### **Accomplishments During 2017**

1. Oversaw the completion of a partial special census to capture the new population from the AMLI and Woodview rental communities.
2. Administered the local election filings for the April 2017 consolidated election.
3. Provided electronic packets for all weekly distributions to the Mayor and Board of Trustees; posted full agenda packets on the Village's website.
4. Recruited and hired a Communications Specialist to assist with Village communication efforts and participated in hiring of Human Resources Coordinator.
5. Created a Summer Research Assistant Program to aid with researching salient policy topics.
6. Formulated the program outline for a residential sump pump disconnection program to remedy illegal sanitary sewer connections from this primary source.
7. Served on the Board of Directors of the Solid Waste Agency of Lake County.
8. Led collective bargaining negotiations with the Illinois Council of Police (Police Patrol) and achieved a new 4-year contract term.
9. Oversaw the construction to upgrade the audio/visual equipment in the Council Chambers and completed deployment of virtual desktop systems, three New World upgrades and Village-wide cyber security training.
10. Drafted the Food and Beverage Tax ordinance accompanying registration and remittance forms in consultation with the Village Attorney and Finance Department.
11. Launched various social media platforms including Facebook, Twitter, Instagram and Nextdoor to enhance Village communication methods.
12. Completed 1-year review and analysis of Linden/Elmwood Avenue traffic conditions.
13. Hosted Family Days, Farmers Market, Fine Arts Festival, Harvest Fest, Winter Celebration, Give Where You Live Campaigns, Downtown Lighting Ceremony and other special events.
14. Continued rotating public art program including the new display of a downtown mural in partnership with Deerfield High School.
15. Researched various residential lighting regulations and resolved escalated neighborhood lighting disputes.
16. Tested CivicReady emergency mass notification system with reverse 9-1-1 call/text and email to 7,000+ subscribers.
17. Monitored efforts related to completing the Jurisdictional Transfer for Deerfield Road and the reconstruction of Kate's Bridge amongst various other capital improvement projects.
18. Supported Village Attorney and Village Board efforts concerning litigation involving the Village.
19. Supported continued development of Community. The Anti Drug District #113 community coalition.

20. Facilitated needs assessment in consultation with Deerfield Area Historical Society and other sister agencies to ensure long-term viability of DAHS including plans to celebrate their 50 year anniversary.
21. Montired impact analysis of proposed Hiawatha Service line project and hosted a Freight Rail Symposium in conjunction with neighboring communities to help educate the public about the freight train industry.
22. Pursued efforts related to the Northwest Quadrant Master Plan including a downtown traffic study and various stakeholder meetings.
23. Negotiated terms of agreement to convey Hawthorne Lane right of way to Fulcrum Assets
24. Created design concepts for potential redevelopment of 630 Central Avenue for long-term holding purposes.

<u>Work Statistics</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Ordinances Passed	65	34	39	38	37
Resolutions Passed	10	15	24	21	15
Village Board Meetings	24	24	24	24	24
D-Tales Published	6	6	6	6	6
FOIA Requests (Admin)	79*	163*	156*	57	61
Liquor Licenses Issued	36	36	37	36	34
Distributions to Mayor and Board	35	52	52	52	52
Cable and Telecommunications Commission Meetings	0	3	3	0	3
Community Development Group Meetings	16	23	23	23	23
Family Days Commission Meetings	5	5	6	6	-**
Fine Arts Commission Meetings	5	6	5	5	7
Sustainability Commission Meetings	7	8	10	10	9
Community Relations Commission	8	10	9	4	4
Volunteer Engagement Commission				4	4
New Senior/Disabled Taxi Users	72	90	51	85	81
Press Releases	9	13	10	36	9
E-blasts			75	59	24
Raffle License				6	2
Solicitation Permits				27	24
Commercial Filming Permits				8	5
*Community Development FOIA request processed in CD beginning in 2016 **Family Days moved to PW in 2017					

**BUDGET REQUEST - 2018**  
**101210- VILLAGE MANAGER/ADMINISTRATION**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	900,764	1,077,500	1,012,300	1,238,800	14.97%	22.37%
TRAINING & DEVELOPMENT	3,970	19,850	7,750	22,350	12.59%	188.39%
CONTRACTUAL SERVICES	753,694	640,179	577,707	655,214	2.35%	13.42%
COMMODITIES	5,074	4,800	4,400	4,800	0.00%	9.09%
UTILITIES	10,635	10,510	9,195	10,510	0.00%	14.30%
CAPITAL OUTLAY	36,270	109,200	104,800	11,200	-89.74%	-89.31%
CAPITAL IMPROVEMENTS	38,789	45,600	45,600	45,600	0.00%	0.00%
TRANSFERS OUT	2,250	33,917	33,917	33,917	0.00%	0.00%
DEPARTMENT TOTAL	1,751,446	1,941,556	1,795,669	2,022,391	4.16%	12.63%

## COMMUNITY DEVELOPMENT DEPARTMENT

### **Description of Responsibilities:**

The Community Development Department is responsible for all aspects of planning, building, and zoning. The Department consists of a Planning Division and a Building Division. The Department administers and enforces the Zoning Ordinance, Subdivision Ordinance, and Building Codes. The Department is responsible for providing staff assistance to a number of commissions. The Department provides analysis and technical assistance on all items that come before the Plan Commission, the Board of Zoning Appeals, the Village Center Commission, the Appearance Review Commission, the Cemetery Commission, the Electrical Commission, the Board of Building Appeals, and various task forces. This includes coordination of the activities of these commissions and writing the reports and recommendations of these commissions. Building plan review, permit approval, inspectional services, zoning compliance approvals for new businesses and residences, zoning verification for properties, and maintaining records of approved plans are also provided by the Department. The department reviews, analyzes and coordinates all the land development and zoning petitions that come before the Village. The Department works to ensure that projects that go through the Village's approval process are in compliance with the Comprehensive Plan or the necessary amendments are made to the Comprehensive Plan. Staff works with developers in the planning steps of any project so as to achieve maximum compatibility with Village goals, objectives and policies.

**Staff Consists of:** Code Enforcement Supervisor, Principal Planner, Assistant Code Enforcement Supervisor, Building Inspector, Planner, Associate Planner, Administrative Secretary II, and Administrative Secretary I.

### **Accomplishments for 2017:**

Performed 3,052 building inspections along with various plan reviews that correlate with construction projects throughout the Village.

Worked on Village approval for the following major projects: A Special Use for a proposed accounting office at 711 Orchard Street; Approval of a final plat of resubdivision of the property at 1530 Woodland Drive and 1509 Wilmot Road into three lots; Finding of substantial conformance to amend the final development plan for the AMLI west access drive at 1525 Lake Cook Road; Approval of a Special Use for a autism therapy center at 1161 Lake Cook Road and an amendment to the sign plan for the Deerfield Business Center; Approval of a Special Use for a personal fitness training center in suite D and a medical office in suite A at the 448 Lake Cook Road building and revisions to the sign plan at 448 Lake Cook Road and approval of a directory sign at 444 Lake Cook Road in the Industraplex Planned Unit Development; Amendment to the Deerbrook Shopping Center Planned Unit Development for the redevelopment of the interior mall area located north of the Hobby Lobby retail store to the south wall of the former Sports Authority Space; a Special Use for a Stein Mart retail store; and pylon sign renovations and revisions to the sign criteria for Deerbrook shopping center ; Removal of the restaurant prohibition at Cadwell's Corners Shopping Center for the portion of the shopping center south of Pet Supply Plus to the end Units facing Lake Cook Road Approval of a Special Use for an Art Van Furniture retail store over 30,000 square feet in the Deerbrook Shopping Center; Removal of the Restaurant Prohibition at Cadwell's Corners Shopping Center for the Portion of the Shopping Center South of Pet Supply Plus to the End Units Facing Lake Cook Road and an Amendment to the Sign Plan for the Pylon Signs; Approval of a special use for an Art Van Furniture retail store over 30,000 square feet in the Deerbrook shopping center; Approval of a Class A special use for a My Care Dentistry Office located in the 720 Waukegan Road building, unit D at the Shops at Deerfield Square; Amendment to the Weinberg Community Planned Unit Development to allow the development of an independent senior apartment community consisting of 240 apartments at 1627 Lake Cook Road; Text Amendment to the Deerfield Zoning Ordinance to consider signage regulations for Coming Soon Window Signs for future businesses that plan to open in the commercial districts of the Village; Approval of a special use for a beauty salon and spa for a Jon'Ric Spa at 654 Deerfield Road in the Former RHT Kitchen and Bath Store; Finding of Substantial Conformance for a new patio and building elevation changes to the Retail E Building Outlot in Deerbrook shopping center; Approval of a special use to permit the establishment of The Dump Furniture store over 30,000 square feet in area at the south end of Deerbrook shopping center in the former Great Indoors space and former Wonder space; Amendment to the Deerfield Square commercial planned unit development to the previously approved redevelopment plans for the 711 Deerfield Road building with a new multi-tenant building; Finding of substantial conformance for new fencing for the 448 Lake Cook Road property; Approval of a Class B special

use to permit the establishment of a Bartaco restaurant and a Café Zupas restaurant in the 711 Deerfield Road Building at the Shops at Deerfield Square; Amendment to the Signage Plan for Parkway North Center to allow a wall sign on the parking garage at 3 Parkway North Boulevard; Approval of a special use for a City Barbeque restaurant in the Deerbrook Shopping Center; Approval for the Redevelopment of the property at 150 Waukegan Road to allow a special use for an animal care facility.

The Village Center Commission advances a positive vision for downtown Deerfield and supports the area's vitality and desirability. The Commission's goal is to undertake efforts, programs and partnerships to enhance the downtown's image, strengthen its economic base, and maintain and improve its attractiveness and accessibility. As a steward of the downtown, the VCC plays an essential role in keeping the downtown clean, attractive, safe, growing, dynamic, and exciting. The group is an idea commission promoting downtown Deerfield, advocating for Village Center businesses and working closely with the Chamber of Commerce to promote and facilitate public, private and commercial interests in downtown Deerfield. The VCC is made up of volunteer residents, one member from the Chamber of Commerce, and one member from the Village Center business community. The VCC finalized a promotional brochure targeting prospective businesses and merchants on the many attributes that make the Village of Deerfield a prosperous business location. The brochure includes a community profile highlighting demographic and income data, recent community awards and the zoning approval process. One of the main goals for the brochure was to present the information in a simple, easy to read format. The brochure was printed in March 2017 has copies have been distributed to the all of the Deerfield hotels, the DBR Chamber of Commerce, Lake County Partners, and major property owners (both commercial and office) and their commercial leasing agents and brokers. The electronic version of the brochure has also been sent to prospective businesses as they inquire about vacant space in Deerfield. The brochure is available for download on the Village website under the Economic Development section. The VCC is currently exploring new ways to help local businesses thrive in the Village Center and agrees conceptually to the benefits of transit oriented development. In June, the staff accompanied the VCC on their annual walk through the Village Center. The VCC members made observations about ways they believe properties can be improved and enhanced. The VCC noted that the Village Center looks very nice overall and many businesses have maintained and enhanced their business through attractive window displays that showcase their merchandise. Planning staff sent letters to property owners to make them aware of the VCC's observations and comments made during the walk. Also, a result of the annual walk, the VCC recognized Marilee Papale-Shipman owner of Essence Pilates as a business who truly takes pride in keeping her Village Center business attractive. Mrs. Papale-Shipman was recognized at a December Board meeting where she received a proclamation from Mayor Harriet Rosenthal. In 2017, the VCC invited Farmer's Market Supervisor Nancy Anderson to recap the first year as supervisor and the positive contributions she is making in the Village Center.

Continued to implement the 2014 streamlining zoning approval process to make it as user-friendly as possible e.g. Special Uses are no longer reviewed by the VCC, saving the applicant some time and money during the review process. For smaller amendments to Planned Unit Developments, processing more items as substantial conformance, instead of holding public hearings. Waiving the pre-filing conference prior to a public hearing when appropriate. Waiving parking and traffic studies when appropriate.

Continue to evaluate the major Text Amendments made in 2016 to the list of Permitted and Special Uses in the C-1 Village Center District. The Plan Commission recommended an update to the Permitted Uses list of uses to reflect today's marketplace to allow more Permitted Uses and added new uses to the Special Use list, and updated the current wording to better reflect today's uses. The C-3 District's list of Special Uses was updated.

Continue to work with the Northwest Quadrant stakeholders to discuss possible improvements in the quadrant and further evaluate traffic. The Plan Commission recommended an amendment to the current Comprehensive Plan for the creation of a Master Plan for the Northwest Quadrant that came from the Northwest Quadrant Unified Task Force. The purpose of the Northwest Quadrant Unified Task Force was to bring together the stakeholders to study the northwest quadrant and develop a Master Plan for the entire quadrant. The Master Plan provides an opportunity to make the Northwest Quadrant an attractive public campus. Some improvements outlined in the Master Plan may take place in the near future, and other improvements may be accomplished 15 to 20 years from now. This Master Plan document serves as a

guide for the Northwest Quadrant that will be implemented over the next 20 years when public institutions and property owners in the Northwest Quadrant make improvements to their properties. The Board accepted the report of the Northwest Quadrant Task Force in early 2016 and asked staff to further engage some of the stakeholders. A Northwest Quadrant Stakeholders Working Group worked for about eight months for specific provisions that pertained to the southwest corner of the Northwest Quadrant. The Board of Trustees adopted Ordinance O-16-27 on October 17, 2016 approving the Northwest Quadrant Master Plan as an amendment to the Deerfield Comprehensive Plan.

Planning staff promoted the Village Center Flower Planter program for the eighth year, which gives merchants and commercial property owners in the Village Center an opportunity to purchase flower planters and plantings for all four seasons from Moore Landscaping, Inc., the Village's landscaper, at a special reduced rate. The Village once again offered a \$50 subsidy on the purchase of one pair of planters for the first 20 merchants who signed up for this year's program. The VCC is discussing possible enhancements to this program for 2018.

Staff is evaluating the recently updated Appearance Review Code. The Appearance Review Commission comprehensive update of the code, included reviewing all sections of the code, looking at other communities' codes, making the document more user friendly, and using more samples and pictures/visuals in the revised Appearance Code. Many graphics were used in the revised code to illustrate the high standards of visual quality and compatibility the Village desires. The Board of Trustees approved the updated Appearance Code on October 4, 2016. Staff will add the appropriate sections of the Appearance Code to the Zoning Ordinance via text amendments for lighting, landscaping, and signage being cautious not to create too many future variations to the zoning ordinance when applicants seek development approvals from the Village.

The ARC worked on Village approval for the following major projects: Aligned Modern Health, 800 Waukegan Road, received approval for an awning with signage; Naf Naf Grill, 636 Deerfield Road, received approval for 2 wall signs and an outdoor seating area; Warehouse Woodfired Eatery & Sports, 833 Deerfield Road, received approval for 1 wall sign and new sign faces for the existing blade sign; The ARC conducted a preliminary and final review of a new multi-tenant building, site improvements and sign criteria for 711 Deerfield Road in Deerfield Square; A sculpture of metal airplanes to be located on the west elevation of The 636 Building was review for its scale, placement and appropriateness. Approval was granted contingent upon an engineer providing documentation on how the sculpture will be securely anchored to the wall; Exxon, 700 Waukegan Road, received a review of proposed building and site lighting, which was found to be too bright, over the allowed foot-candles and therefore denied; Erik's Bike Board and Ski, 636 Deerfield Road: wall signs; Village Center Signage: municipal design concept; Chiropractic, Acupuncture & Herbal Medicine, 740 Waukegan Road: wall sign; Scout & Molly's, 740 Waukegan Road: wall sign; Shred415, 636 Deerfield Road: wall signs; 630 Central Avenue: site improvements; California Closets, 720 Waukegan Road: wall sign; Chipotle, 675 Deerfield Road: wall and blade signs; Domino's, 636 Deerfield Road: wall sign; Jon'Ric, Wellness & Beauty Spa, 654 Deerfield Road: wall sign; 711 Deerfield Road: revisions to building, site and sign criteria; Bentley's PETstuff, 720 Waukegan Road: wall sign and awning; My Health Dentistry, 720 Waukegan Road: wall sign and awning; Deerfield's Shopper's Court, 660-636 Deerfield Road: planters and bollards; 711 Deerfield Road (Bartaco & Café Zupas): signage, final review; El Tradicional Restaurant, 649 Lake Cook Road, received approval for 4 pylon sign panels, one on each side of the two METRA pylon signs; Koko Fit Club, 190 Waukegan Road, received approval for 1 wall sign, and at another meeting, received approval for tenant sign panels for the existing ground sign; McAlister's Deli, 663 Lake Cook Road received approval for façade improvements and signage, 2 wall signs and 4 pylon sign panels; Painting Time Now, 13 Waukegan Road, received approval for 1 wall sign and pylon sign panels; Brunswick Zone, 10 S. Waukegan Road, received approval for façade improvements, after receiving a violation notice for façade changes without Village approval; Hobby Lobby, 200 S. Waukegan Road, received approval for tenant sign panels for the Lake Cook Road ground sign; Jimmy Thai, 475 Lake Cook Road, received approval for 1 wall sign; Opal Enterprises Windows and Siding Company, 370 Lake Cook Road, received approval for 1 wall sign; Stein Mart, 94 S. Waukegan Road, received approval for façade improvements and signage, contingent upon Board approval; Deerbrook Shopping Center received approval for 4 pylon signs, 1 ground sign and sign criteria for the center, contingent upon Board approval; Cadwell's Corners: Modification of Pylon Signs, preliminary review.

ARC also reviewed: Golftec, 360 S. Waukegan Road: wall sign & sign panels (ground sign); Deerbrook Shopping Center: redevelopment of mid-section, final review; Art Van Furniture, 120 S. Waukegan Road: building improvements and signage, final review; Firestone Complete Auto Care, 120 Waukegan Road: signage; Deerbrook Outlot, 365 Lake Cook Road: building and site revisions; City Barbeque, 365 Lake Cook Road: building, site and signage improvements, preliminary review; Deerbrook Pylon Signs, tenant sign panels: Jewel Osco (signs #4 & #5), T Mobile (sign #3), Brunswick (sign #5), Men's Wearhouse (sign #4), Hobby Lobby (sign #5); MedSpa, 471 Lake Cook Road: wall sign; The Dump, 250 S. Waukegan Road: building, site and signage improvements, final review; Deerfield Animal Care Center, 150 Waukegan Road: building, site and signage, final review; 99 S. Waukegan Road: redevelopment, preliminary review; Audiology Associates of Deerfield, 400 Lake Cook Road: wall sign, face change.

Staff continued to work with the Deerfield Cemetery Commission. In 2017, the Cemetery Commission held two meetings. The spring 2017 meeting included an inspection of the cemetery ground including the memorial pole, headstones, landscaping and fence. Three headstones were recommended to be repaired as a result of the inspection of the grounds. The commission also reviewed plans for the adjacent 630 Central Avenue property to the west that was purchased by the Village. The commission worked to replace a dead tree that was removed and found some maintenance was needed. The commission continues to look at ways to preserve the history of the cemetery while maintaining its appearance.

Planning staff continued to maintain an inventory of available commercial retail and service space to help promote business in Deerfield's commercial zoning districts. Staff continues to update this information quarterly, or as new information becomes available. This information was recently reformatted to make it more user friendly. The Village's website contains information about commercial property availabilities in Deerfield in an easy to understand format. The information provided on the website includes the development name and address; the broker contact person, phone number and email; and the total size of the development along with the available spaces' square footage. When talking with potential businesses and property brokers, this online information is very useful. Maps are provided that show the location of the properties and the traffic counts on the adjacent major roadways. Provided on the Economic Development webpages are business analyst data which contains recent detailed demographic, consumer spending, and market potential data. The website includes data from the Illinois Association of Realtors, which includes a neighborhood report, a commercial trade area report and a commercial best businesses report. The website also includes a list of new commercial businesses that have opened in the Village, the Business Registration form, Zoning Certificate of Compliance Application, Permitted Use Checklist, Permitted Use Flow Chart, and Special Use Flow Chart.

The 2013 approved changes to the C-2 District have been implemented over the years. Planning staff continues to receive positive feedback from the property owners and businesses on the revised C-2 regulations. As part of the discussions regarding changes to the C-2 District, a list of past and present Village economic development initiatives was created and that list was recently updated.

Continued to work with One Deerfield Place and the Housing Opportunity Development Corporation (HODC) to best determine how to utilize private funds One Deerfield Place has accumulated for affordable and workforce housing. In the past, One Deerfield Place provided a grant to the Village's senior housing subsidy program. One Deerfield Place continues to work with the Housing Opportunity Development Corporation (HODC) to help in determining affordable housing funding options. In June 2012, One Deerfield Place closed on the property at 507 Cambridge Circle. With the help of volunteers from local religious institutions, the home and property were fixed up (new roof, interior remodeling of the bathroom and kitchen, electrical, painting and landscaping). The home is owned by One Deerfield Place and in October 2012 it was rented out to a family of modest income. Staff continues their good working relationship with One Deerfield Place. In 2014, One Deerfield Place recently purchased another single family home at 1030 Waukegan Road to renovate and the house is currently rented to a family of modest income who moved into the home in December of 2014.

Continued to promote a dialogue between The Metropolitan Planning Council (a non-profit group of civic leaders and businesses that promotes planning and development policies in the region) and Deerfield businesses to see if large employers are interested in Employer Assisted Housing (EAH) where the employer provides their employees with housing assistance such as counseling before making a home

purchase, help with closing costs, or help with a down payment.

Staff worked to implement the 2016 website update and continued to update the Department's page on the Village's website with current information about public hearings (including the applicant's plans and staff memos), commissions, forms and applications, sustainable projects in Deerfield, frequently asked questions, etc.

The Planning Division handles the Freedom of Information Act (FOIA) requests for many properties that are being purchased. As part of due diligence, many companies FOIA the previous Village zoning approvals for the property and inquire if the property meets zoning codes. Potential buyers also inquire about redevelopment potential of the properties (both residential and commercial); especially properties with older structures on them.

The three new Plan Commission members were provided orientation by the Planning Division along with a Plan Commission manual including the rules of procedure and they were also provided tablet computers.

The Building Division handles the FOIA requests for all building permit information requests and certificates of occupancy requests.

The Planning Division continues to handle many inquiries regarding potential new businesses in the office districts, commercial districts, and residential districts, and the Planning Division responds to requests for zoning verification letters mostly from commercial property owners (or their consultants) who are selling their property.

The Planning Division continues to administer the Zoning Certificate of Compliance applications for new businesses that are Permitted Uses.

The Department assists the Village Manager's office with economic development efforts and initiatives (e.g. potential incentives to a property owner or business).

Assisted the Village Manager's office with the preparation and implementation for the upcoming Special Census. The Village's 2017 Special Census resulted in an additional population of 555 persons at the Woodview and AMLI apartment developments in Deerfield. The revised population for Deerfield is 18,779 as of February 10, 2017.

The Village Planning Division will be participating in the LUCA (Local Update of Census Address) program to review residential addresses from the Census Bureau in order for the Village to get a complete and accurate address list for the 2020 Census. The Village needs an accurate population count as there is a lot of funding based on the final Census numbers. Census population counts directly affect how federal and state funding is allocated to communities. The final Census population counts determine funding from the State of Illinois income tax, and the federal government's motor fuel tax. An undercounted population means Deerfield will not get its fair share of those funds so it is important the Village participate to make sure all residential addresses in Deerfield are counted.

In April, Caterpillar announced that it selected Deerfield as home for its world headquarters. Caterpillar joins several other well-known national and international companies who enjoy Deerfield amenities and ease of access to highways, airports, and two train stations. Caterpillar employees worked out of temporary offices as they underwent an extensive remodel of their permanent office space at 510 Lake Cook Road. Planning staff has also been working with Caterpillar Global Brand Management on a new ground sign they are seeking in front of Corporate 500 along Lake Cook Road. The company expects about 100 employees to relocate this year with about 300 people in the new headquarters when fully operational in mid-2018. Caterpillar employees will help support our retail, restaurants and service businesses. Caterpillar has been in business for over 90 years and had 2016 sales and revenues of \$38.537 billion. Caterpillar is the world's leading manufacturer of construction and mining equipment, diesel and natural gas engines, industrial gas turbines and diesel-electric locomotives.

Staff continues to maintain a good working relationship with many commercial, office, and residential property owners, both large and small developments.

The Planning Division records documents related to land use and plats of subdivision at the County Recorder's office.

The Planning Division and Building Division each prepare six-month reports detailing the Division's activities for the Mayor and Board and present this report at the Board meeting, and staff also posts the Planning Division reports on the website.

The Building Division handles inquiries about residential bulk regulations from homeowners, real estate agents, developers and others.

Continue to work with businesses in the C-1 and C-2 zoning districts to gain compliance with the window signage regulations (most businesses are in compliance).

Maintain the community banner pole schedule which promotes community events and assisted in the design of the Optimist Tree Sale, Thanksgiving and Green-Up banner. Staff also ordered new banners to refresh some of the worn banners.

Continue to implement the vacant buildings ordinance to allow for better enforcement and continued to work on removal of deteriorated vacant residential structures in the Village.

Two staff members from the department are part of the Wellness Committee, which has been charged with promoting wellness and health among the Village departments.

Staff worked with the GIS Specialist to implement additional custom layers in MapOffice and additional improvements to the plat book map. Staff also worked with the GIS specialist to assist with maps for zoning petitions, and various other special projects such as the Village Center Commission promotional brochure and anticipate enhancing the Commercial Availabilities Properties Availabilities.

Staff continued to digitize the recorded documents that are kept by the Community Development Department. The plats of subdivision, annexation, dedications, easements, vacations, and the planned unit developments plats have been digitized for easy reference by Department staff, and also put into Laserfiche increasing document accessibility and staff efficiency. The next major items for transfer digitization under consideration are Plan Commission minutes and the building files.

<u>Work Statistics</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Permits:						
Residences	17	33	40 (2 multi-family)	24 (1 multi-family)	23	14
Additions and Alterations	175	160	199	178	170	184
Garages	10	16	20	16	19	14
Garage Sale and Temporary Use Permits	215	264	266	237	192	158
Miscellaneous	<u>802</u>	<u>1081</u>	<u>1,006</u>	<u>987</u>	<u>999</u>	<u>894</u>
Total Permits	1,219	1554	1,531	1,442	1403	1264
Board of Zoning Appeals Public Hearings	2	10	5	6	1	2
VCC Meetings (New Commission in 2014)	-	-	7	5	5	5
Appearance Review Commission Meetings	14	12	13	18*	18*	13
Cemetery Commission	3	2	2	4	3	2
Northwest Quadrant Unified Task Force	6	2	0	0	0	0

Plan Commission:

Public Hearings	11	24	14	12	16	19
Continued Public Hearings	1	4	2	2	1	3
Substantial Conformance Petitions	0	7	4	3	3	4
Prefiling Conferences	15	15	14	11	11	19
Miscellaneous Requests	0	0	1	1	2	1
Comprehensive Plan Meetings	0	0	0	0	1	0

\*Additional meetings were added to help progress on the Appearance Code update.

**The Department's objectives for the 2018 fiscal year:**

Provide staff support services for the Plan Commission, the Board of Zoning Appeals, the Village Center Commission, the Appearance Review Commission, and other boards and commissions for which the Department is responsible.

Maintain the Comprehensive Plan, Zoning Ordinance, Development Code, and the Subdivision Code along with building plans, subdivision plats, and approved development plans.

Decide which sections of the revised Appearance Code will require text amendments to the Zoning Ordinance for landscaping, lighting, and signage.

Continue to work with the ownership of Deerbrook on the redevelopment of the shopping center, as well as other property owners interested in redeveloping their properties.

Continue to work with Cadwell's Corners in filling up the south end of their shopping center.

Work to implement the Northwest Quadrant Master Plan.

Obtain current Census and American Community Survey data for Deerfield as it becomes available and place it on the Village's website so the economic data is accessible to residents and businesses.

Continue to use the promotional brochure for the Village as a marketing tool to attract business to Deerfield.

Continue the process of entering data into the land records data layer in the Village's Geographic Information System (GIS). Continue to work with the GIS staff to verify the plat book data, which was recently input into the Village's GIS.

Continue to work on and participate on the Local Update of Census Addresses (LUCA) program including any necessary seminars and training.

Continue to update and enhance the economic development information on the Village's website so that it is useful to potential businesses interested in locating in Deerfield and to commercial property owners in the community in order to promote economic growth and the well-being of the Village's tax base.

Continue to explore methods of digitally scanning, retrieving and storing all documents required to be maintained by the Department. Converting existing paper documents to a digital electronic format allows easy access by all. Continue to digitize plats of subdivision, PUD plans, and other documents. Continue removing non-essential items from the Plan Commission files and begin planning for the conversion of past Plan Commission paper minutes to electronic files.

Work with the Village Manager's Office to determine what additional department documents will be scanned into Laserfiche for easy retrieval.

Continue to be advisory for the plans for the repair and maintenance of the Village Center streetscape.

Continue to enforce the window sign regulations in the C-1 and C-2 Commercial Districts and continue to work with businesses to gain compliance.

Be advisory to the Sustainability Commission on sustainability issues including green initiatives.

Continue to promote sustainability and green components in land use and building projects, and stay up-to-date on the latest green techniques and information.

Continue to work on the issue of workforce and affordable housing to seek solutions to this housing issue facing the Village. Continue discussions with One Deerfield Place and the Housing Opportunity Development Corporation (HODC) on how to best utilize the private funds they have accumulated for affordable housing in Deerfield. Continue to work with the Metropolitan Planning Council on employer assisted housing for local businesses.

Continue to stay up-to-date on current planning issues and trends and current building codes and topics. This includes attending seminars, conferences, webinars, and reading appropriate literature, background materials and documents. When appropriate, seek advice of planning consultants as needed for various planning issues facing the Village.

Continue to keep the Village's website current and up-to-date for items dealing with the Planning Division and Building Division, especially information about upcoming public hearings, forms and applications.

**BUDGET REQUEST - 2018**

**101330**

**COMMUNITY DEVELOPMENT DEPT.**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	1,026,784	1,136,818	1,063,550	1,170,800	2.99%	10.08%
TRAINING & DEVELOPMENT	6,669	7,700	5,600	8,500	10.39%	51.79%
CONTRACTUAL SERVICES	80,133	135,796	96,528	129,861	-4.37%	34.53%
COMMODITIES	6,184	18,000	8,800	14,900	-17.22%	69.32%
UTILITIES	11,395	12,410	10,868	11,985	-3.42%	10.28%
CAPITAL OUTLAY	10,464	2,500	450	1,000	-60.00%	122.22%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	6,250	6,250	6,250	6,250	0.00%	0.00%
DEPARTMENT TOTAL	1,147,879	1,319,474	1,192,046	1,343,296	1.81%	12.69%

## Engineering Department

The Engineering Department provides technical design services and oversight for Village construction projects, reviews development plans to assure compliance with Village ordinances, and advises the Mayor and Board, as well as other departments on engineering matters. The department is supervised by the Director of Public Works and Engineering and staffed by one Deputy Director of Public Works and Engineering, one Project Manager, one Staff Engineer, one Assistant to the Director of Public Works and Engineering, and an Administrative Assistant. The Department continues to maintain a conservative fiscal approach to departmental expenditures without compromising necessary departmental operations.

### The primary accountabilities of the Engineering Department are:

- Define and supervise Village construction projects.
- Continue to upgrade and structure engineering and public works data organization and relationships.
- Continue to manage the Geographic Information System (GIS).
- Continue to review commercial and residential development plans with respect to utilities, drainage and grading.
- Review, evaluate, and approve applications relative to the Village Tree Ordinance.
- Respond to resident drainage concerns
- Initiate study and design for future infrastructure replacement.
- Manage the Engineering and Public Works portion of the Village Website.

### Accomplishments in 2017:

**Street Rehabilitation Project** - The scope of the Street Rehabilitation Project is to reconstruct or rehabilitate portions of the existing Village owned roadway network and utilities. In 2017 the Department facilitated the reconstruction/rehabilitation of Pine Street, Laurel Avenue, Fair Oaks Avenue, Garand Drive, and Wincanton Drive.

**Brierhill Road Reconstruction Project** – This project began in early April and included the installation of all new water main and services, repairs to both the storm and sanitary sewers, complete lining of the existing sanitary sewer, installation of a new ribbon curb and complete roadway reconstruction. This project presented many challenges due to the lack of alternate access options, the width constraints, and the large rain events experienced in 2017. Although these challenges made the project more difficult, the project was still completed by early October.

**Deerfield Road Reconstruction** – The Deerfield Road project was awarded to A-Lamp Concrete Contractors in November of 2015 and work began in February of 2016. The scope included full reconstruction of the roadway, traffic signal reconstruction, water main replacement, storm/sanitary sewer replacement as needed, and an improved sidewalk along the south side of Deerfield Road. The new sidewalk provides a four-foot buffer zone between vehicular and pedestrian traffic. The limits of construction are Deerfield Road between the Metra underpass and US 41 in Highland Park. Last year, due to numerous unforeseen delays, the contractor was not able to complete the project but was able to ensure the roadway was fully opened to traffic before winter. The contractor then returned this year and completed the necessary road work by the fall of 2017.

**Pfingsten/Kates Road Bridge Rehabilitation Project** - From 2015 to early 2017, the Village worked with its consultants as well as outside agencies to prepare for the reconstruction of the Kates Road Bridge as this bridge was in poor condition. This project had a start date of July 5, 2017 and required a full closure of the bridge during construction. However, on March 31<sup>st</sup>, during a routine bridge inspection, the Kates Road Bridge was found to be structurally deficient and the decision was made to close the bridge early and install the contract detour. In early July, the contractor began the work to replace the bridge structure and resurface Pfingsten and Kates Road. This project was completed on schedule and the bridge was reopened prior to Thanksgiving.

**Woodvale Avenue Reconstruction / Flood Mitigation Study** – In early 2017, the Village contracted with Christopher B Burke Engineering to facilitate a feasibility study of flood mitigation options for Woodvale Avenue. This section of roadway between Warrington Rd and the south limits often floods making vehicular traffic unable to pass. Flood mitigation options and techniques must first be approved by outside agencies like FEMA, the Army Corp of Engineers, Illinois Dept of Natural Resources, etc. Options are still being analyzed and prepared for consideration by the Village.

**Greenwood Ave Infrastructure Project** – In early 2017, the Village began the design work for the future reconstruction of Greenwood Ave between Chestnut Street and Waukegan Road, and the resurfacing of Greenwood Avenue between Wilmot Road and Chestnut Street. In 2017, the Village was able to secure federal funding for engineering services as well as construction costs at a 80% federal / 20% local split. This project is slated to be constructed in 2019.

**Water Tower Painting** - As part of the 2013 water tower inspection, the consultant recommended improvements for the tower, including but not limited to, sandblasting and coating of the interior, sandblasting and painting of the exterior, and site security improvements. In 2014 the Village contracted with Christopher B. Burke Engineering to provide professional engineering services for the Water Tower Painting Project. The painting project contract was awarded to Jetco, Ltd. this year and both the interior and exterior of the tower will be painted in 2018.

**Sanitary Sewer Lining Program**- As part of the ongoing work to reduce Inflow and Infiltration, staff awarded the 2017 lining contract to Visu Sewer. As part of the project, over 5,000 linear feet of sanitary sewers were lined.

**2017 Sidewalk Program** - Due to the vast amount of deteriorating sidewalk Village wide, this project utilized capital funds to remove, replace and/or rehabilitate sidewalks as needed to alleviate trip hazards, raised sidewalks due to tree roots and to bring pedestrian cross walks in compliance with ADA requirements (ADA detectable warnings). During 2017, more than 600 locations were brought up to safety standards.

**Storm Station Control Panel Replacement** - The Deerpath Drive and Cranshire Court Stormwater Pumping Stations control panels have been replaced and upgraded in 2017. In addition to replacement of the control panels, cellular telemetry has been added to each station to provide real time monitoring of each station through the WRF SCADA system.

**Influent Pump Impeller Coating** – Every gallon of wastewater treated at the Water Reclamation Facility is propelled via the 6 Influent pumps in the Main Lift Station. To increase the life expectancy of the impellers we have had them coated with an epoxy/polymer hardener. The impeller coating was completed 2017 by Grundfos Water Utility.

**Inflow and Infiltration (I/I) Removal Program: Sanitary Sewer Rehabilitation Program** – In 2016 staff developed a Sanitary Sewer Capital Improvement Program that outlined improvements over multiple years. The proposed sewer improvements include manhole repairs on more than 300 Village owned sanitary sewer manholes. In 2017 the program addressed 147 deteriorated manholes in the northeast and northwest quadrants. Staff will turn focus to manhole repairs in the southwest and southeast quadrants in 2018.

**North Branch Watershed Work Group -**

The WRF is in the process of working to create a North Branch Chicago River Watershed Workgroup with the 25 municipalities, 10 townships and 4 drainage districts that are located within the watershed. The formation of this consortium has been strongly encouraged by the Illinois EPA to assist in bringing together a diverse coalition of stakeholders to work to improve water quality in the North Branch watershed. The group will officially be established in January of 2018.

**Provide site reviews to residents with flooding concerns** – Each year, the Division is called upon for help by residents experiencing drainage issues on or near their property. These issues range from standing water concerns to flooded basements. Once notified of an issue, the Division will typically meet with the resident(s), assess their property as well as the surrounding properties, and provide the resident(s) with recommendations to their concerns. On occasion, these assessments have required multiple site visits and surveys of the problem location. In 2017, the Division conducted site review visits of roughly 55 properties with the large majority of these visits occurring in the spring and after large rain events.

**Address Village responsible flooding problems** – When site assessments reveal that the Village assets or lack thereof contribute to flooding issues within the Village, the Division contracts with local consultants to investigate a solution to this issue. Once a proposed improvement has been selected and designed, the Village will then work with a contractor to install the improvement. This year, the Village constructed improvements to three flood prone areas within the Village. The improvement locations are: Ramsay Road, Woodland Drive, and Dartmouth Lane. Next year, the Village will continue the investigation into the flooding at Warrington & Essex as well as the flooding at Margate & Westcliff.

**Other items completed are as follows:**

- Managed the Cross Connection Control/Backflow Prevention Program with our contractor BSI.
- The Engineering Department reviewed and approved more than 293 permit applications for removal of trees (including the DED or Ash trees). In addition to these permit applications; the Village has reviewed approximately 110 applications for the removal of trees related to construction permit applications.
- The Public Works and Engineering Department has processed 2805 invoices for contractual work.
- The Engineering Department reviewed over 130 plan reviews for residential lot improvements including around 30 plan submittals for residential home additions and/or new single family homes
- Prepared NPDES yearly report including outfall inspections for all 96 outfalls within the Village.
- Updated the Engineering Department portion of the new website, including periodic construction updates.
- Staffed the website committee with Engineering personnel.
- Staffed the water loss committee with Engineering and Public Works Personnel.
- Interviewed and selected consultants based on their qualifications for various infrastructure replacement projects.
- Facilitated the replacement of approximately 7,000 linear feet of pavement markings.
- Prepared and published the Consumer Confidence Report on water quality.
- Managed the backflow prevention (RPZ) program.
- Monitored the conditions and groundwater at Reservoir 29A and cooperated with the offices of the Metropolitan Water Reclamation District.

**Major projects planned for 2018 are:**

**Street Rehabilitation Project** - The scope of the Street Rehabilitation Project is to reconstruct or rehabilitate portions of the existing Village owned roadway network and utilities. Work for 2018 will be performed on Oxford Rd, Bristol Dr, Bristol Estates Subdivision, Central Ave (west of Wilmot), Crabtree Lane (north of Greenwood), Osterman Ave (west of Jonquil), Byron Ct (north of Longfellow), and Meadow Lane.

**Lake Cook Bridge Rehabilitation**

The Lake Cook Bridge over the West Fork has deteriorating approach slabs which can damage Cook County's plows. Design work is being completed and the Lake Cook Bridge construction is targeted for the 2018 construction season.

**Greenwood Avenue Rehabilitation Project-** Staff will begin the design phase of the Greenwood Avenue Rehabilitation Project in 2018. This phase will be federally funded through funds secured in 2017. The construction work is likely to take place in 2019.

**2018 Sidewalk Program** - Due to the vast amount of deteriorating sidewalk Village wide, this project will utilize capital funds to remove, replace and/or rehabilitate sidewalks as needed to alleviate trip hazards, raised sidewalks due to tree roots and to bring pedestrian cross walks in compliance with ADA requirements (ADA detectable warnings). The focus in 2018 will be in the northeast quadrant.

**Richfield Pump Station and Reservoir Improvements** - Multiple improvements have been planned for this facility. Improvements include replacement of the main influent water line, interior drainage improvements, and interior painting. Design work and permitting are complete and have been approved by the IEPA. The project is shovel ready.

**Emergency Water Connection** - Staff has recently learned of rehabilitation/reconstruction projects that are scheduled for the Eden's Spur, between the I-94 interchange in Deerfield and the US 41 interchange in Northbrook, over the next several years. The projects are expected to be built in phases, during the construction seasons spanning 2019-2022. This timing affords the Villages of Northbrook and Deerfield the opportunity to construct the first emergency water connection between the two Municipalities. Design and system engineering is expected to begin in 2018 to allow for construction of the water connection in 2019.

Work Statistics	2012	2013	2014	2015	2016	2017
Number of Purchase Payments Processed	3010	2830	2745	2805	2841	2652
Letters of Credit Received/Renewed	0	2	0	3	3	2
Number of Projects Administered	131	126	105	141	163	153
Number of Plans Reviewed	85	85	121	136	148	125
Number of Right-of-Way Opening Permits Issued	65	65	96	38	54	65
Number of Ad Hoc Tree Removal Permits Issued	280	290	475	497	356	293

**BUDGET REQUEST - 2018**

**102110-**

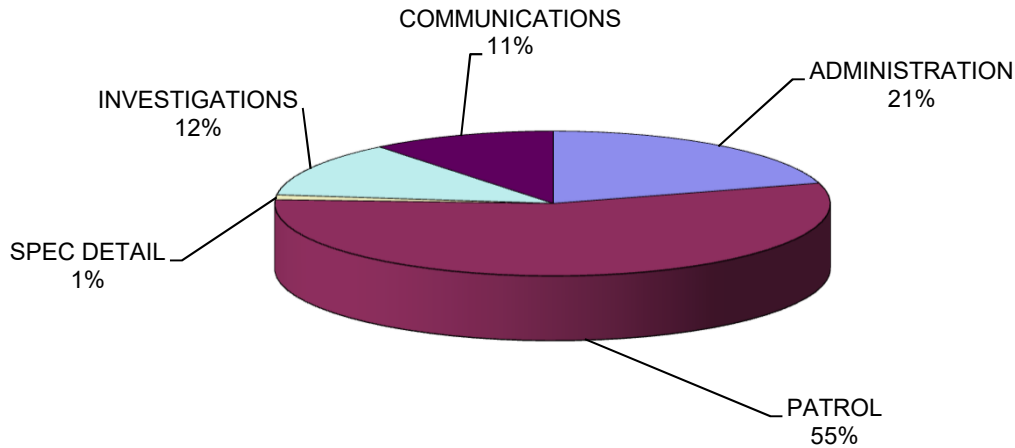
**ENGINEERING DIVISION (PUBLIC WORKS)**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	477,388	502,740	488,840	536,900	6.79%	9.83%
TRAINING & DEVELOPMENT	4,779	5,700	5,700	6,100	7.02%	7.02%
CONTRACTUAL SERVICES	186,020	210,660	213,000	283,305	34.48%	33.01%
COMMODITIES	9,199	12,600	12,600	10,500	-16.67%	-16.67%
UTILITIES	7,162	10,020	6,748	9,870	-1.50%	46.27%
CAPITAL OUTLAY	4,728	7,750	4,535	11,350	46.45%	150.28%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	15,761	18,874	18,874	23,467	24.34%	24.34%
<b>DEPARTMENT TOTAL</b>	<b>705,037</b>	<b>768,344</b>	<b>750,297</b>	<b>881,492</b>	<b>14.73%</b>	<b>17.49%</b>

**BUDGET REQUEST - 2018  
POLICE - SUMMARY**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	7,808,876	8,654,665	7,701,303	8,759,666	1.21%	13.74%
TRAINING & DEVELOPMENT	41,457	80,640	70,682	79,140	-1.86%	11.97%
CONTRACTUAL SERVICES	735,121	735,392	689,309	728,595	-0.92%	5.70%
COMMODITIES	75,494	169,000	88,650	118,600	-29.82%	33.78%
UTILITIES	23,497	27,510	23,350	24,675	-10.31%	5.67%
CAPITAL OUTLAY	24,615	105,950	36,740	51,550	-51.34%	40.31%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	182,708	185,227	185,227	192,452	3.90%	3.90%
<b>DEPARTMENT TOTAL</b>	<b>8,891,768</b>	<b>9,958,384</b>	<b>8,795,261</b>	<b>9,954,678</b>	<b>-0.04%</b>	<b>13.18%</b>

**POLICE DEPT. BUDGET BY DIVISION**



(does not include E911 Fund expenditures)

## **POLICE DEPARTMENT**

### **SUMMARY OF THE POLICE MISSION**

With respect and dignity, the Deerfield Police Department will provide professional and ethical service through partnership with all citizens and proactively identifying risks to Deerfield's quality of life.

The Police Department has nine continuing goals that accomplish this mission:

- Prevention of crime
- Apprehension of offenders
- Recovery and return of property
- Safe movement of traffic
- Provision of services unavailable from other public or private welfare agencies
- Prevention of substance abuse in the community
- Education of juveniles informing them of their legal responsibilities
- Education of the public in the steps it can take to reduce the probabilities of becoming the victim of criminal attack
- Participation in the implementation of disaster and emergency services

**In addition to these continuing goals, the Deerfield Police Department will complete the following projects during the 2018 fiscal year:**

Pursuant to (50 ILCS 750), The Emergency Telephone System Act, the Department will continue to make efforts to secure a waiver from the requirement to further consolidate its' 9-1-1 Center based on facts that it will result in a substantial threat to public safety, is economically unreasonable, and the current population meets the required threshold. Actions this fiscal year included: submission of special census results, efforts to add Riverwoods to our Emergency Telephone System Board (ETSB), legislative meetings, proposed legislation (SB 0985/HB 1811), and a pending Administrative Review.

The Department will continue to work with various Lake County entities as they develop parameters to transition to an Electronic Citation System. The system will ultimately electronically link our data to the Clerk's Office and court system. While the courts determine their next steps, we continue to evaluate sanctioned vendors and position ourselves to move forward once guidelines have been established. The project will assist in the processing of data collection and reporting to the Clerk. Officers will use mobile computers and in-car printers to complete traffic stops faster and more efficiently, provide enforceable citations that improve conviction rates, reduce record keeping and reduce court administration time.

The Department has asked the University of Illinois at Chicago (UIC) to assist us in updating our job descriptions as many of the roles have changed to match our mission and goals. The analysis will include identifying essential tasks and duties related to each Police Department position in addition to the necessary knowledge base and abilities required to perform the job. We hope to build upon the strengths of the framework established by our partnership with UIC in 2007.

The Department plans to conduct its first staff inspection in over 10 years. The staff inspection is an in-depth review and will include all components of the agency to ensure administrative procedures are being adhered to. The inspection will promote an objective review of agency's administrative and operational activities, including all policies and procedures. The staff inspection will be conducted by agency personnel and overseen by the Chief of Police.

### **2017 Accomplishments**

Working with its current Computer Aided Dispatch (CAD), Records Management Systems (RMS) and Mobile Data Systems (MDS) vendor, the Department completed the majority of a major upgrade to the agency computerized records/dispatch systems. The upgrade supports "Next Generation 9-1-1" technology, the sharing of data and complements the current phone and radio system.

In April of 2017, the Department successfully completed an on-site assessment by members from the Commission on Accreditation for Law Enforcement Agencies (CALEA) and received its fifth Certificate of Accreditation in July of 2017. Through the on-site assessment, the Department ensured it is in compliance with over 470 national standards as established by CALEA. The Accreditation program was developed to enhance and improve law enforcement and public safety and is the primary method for a law enforcement agency to demonstrate their commitment to excellence and accountability.

Members of the Department received Crisis Intervention Team (CIT) Program training to assist in more effectively managing and de-escalating crisis events when encountering individuals who are experiencing behavioral health crises due to mental illness and/or substance use disorders. The training provides information to guide officers in re-directing these individuals away from the criminal justice system and into emergency behavioral health facilities.

The Department replaced 7 “marked” Police units with 2017 Ford “Police Interceptor” Explorers purchased from Highland Park Ford. The vehicles are all identified with appropriate Police markings, emergency lighting, radio communications and in-car computers. The new vehicles are expected to last four years.

The Department updated facility Security Camera’s from a system that was in use for 20 years. The system incorporates cameras from the Village Hall, Deerfield Road Train Depot and Police Department allowing the Communications Center to monitor and record the following areas: Parking lot, Police and Village Hall lobbies, Investigations, entryways, evidence area, police garage, lock-up area, jail cells and the Deerfield Road Depot.

The Department also purchased 12 electronic control weapons (ECW’s). The ECW’s, commonly referred to as Tasers, will serve as an alternative use of force to reduce the need for other options and enable officers to subdue actively resisting or aggressive subjects while lowering the rates of injuries to Officers and other subjects.

**STATISTICAL SUMMARY**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Calls for Service	11,310	11,098	13,706	13,623	21,064
Accidents; Personal Injury	52	72	68	71	73
Property	480	453	490	488	453
Traffic Tickets	3,549	3,451	3,766	3,463	2,856
Parking Citations	2,307	2,560	1,710	1,598	2,452
Crime Index*	183	137	134	129	135
Criminal Arrests	411	337	366	426	346
Domestic Trouble	84	78	82	85	94
Vandalism	30	34	28	40	44
Traffic Enforcement Index (Tickets per Injury Accident)	68.2	47.9	55.4	48.8	39.1

\*Crime Index: Index crimes include “Violent Crimes” (murder, non-negligent manslaughter, aggravated criminal sexual assault, robbery, aggravated battery, and aggravated assault) and “Property Crimes” (burglary, theft, larceny, motor vehicle theft and arson).

**BUDGET REQUEST - 2018**  
**POLICE - ADMINISTRATION**

**106010-**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	818,107	1,059,872	808,021	1,098,866	3.68%	35.99%
TRAINING & DEVELOPMENT	5,342	17,940	10,927	14,190	-20.90%	29.86%
CONTRACTUAL SERVICES	659,067	663,122	623,905	676,225	1.98%	8.39%
COMMODITIES	21,984	25,500	15,850	23,900	-6.27%	50.79%
UTILITIES	18,005	20,510	17,750	17,675	-13.82%	-0.42%
CAPITAL OUTLAY	8,958	4,500	4,000	14,500	222.22%	262.50%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	182,708	185,227	185,227	192,452	3.90%	3.90%
<b>DEPARTMENT TOTAL</b>	<b>1,714,171</b>	<b>1,976,671</b>	<b>1,665,680</b>	<b>2,037,808</b>	<b>3.09%</b>	<b>22.34%</b>

**106020-**

**POLICE - COMMUNICATIONS**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	972,078	1,004,925	998,762	1,057,067	5.19%	5.84%
TRAINING & DEVELOPMENT	3,441	6,800	4,300	6,800	0.00%	58.14%
CONTRACTUAL SERVICES	485	500	329	500	0.00%	51.98%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	500	5,000	2,000	5,000	0.00%	150.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>976,504</b>	<b>1,017,225</b>	<b>1,005,391</b>	<b>1,069,367</b>	<b>5.13%</b>	<b>6.36%</b>

**106033-**

**POLICE - INVESTIGATIONS/YOUTH**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	1,024,544	1,114,383	1,006,612	1,187,735	6.58%	17.99%
TRAINING & DEVELOPMENT	3,879	15,500	10,800	11,700	-24.52%	8.33%
CONTRACTUAL SERVICES	4,024	6,370	5,445	6,370	0.00%	16.99%
COMMODITIES	7,791	16,400	8,700	14,700	-10.37%	68.97%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	4,236	10,500	6,000	10,500	0.00%	75.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>1,044,474</b>	<b>1,163,153</b>	<b>1,037,557</b>	<b>1,231,005</b>	<b>5.83%</b>	<b>18.64%</b>

**BUDGET REQUEST - 2018**

**106034-**

**POLICE - PATROL**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	4,829,889	5,312,885	4,741,954	5,308,998	-0.07%	11.96%
TRAINING & DEVELOPMENT	28,795	40,400	44,655	46,450	14.98%	4.02%
CONTRACTUAL SERVICES	71,545	65,400	59,630	45,500	-30.43%	-23.70%
COMMODITIES	45,719	127,100	64,100	80,000	-37.06%	24.80%
UTILITIES	5,492	7,000	5,600	7,000	0.00%	25.00%
CAPITAL OUTLAY	10,921	85,950	24,740	21,550	-74.93%	-12.89%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>4,992,361</b>	<b>5,638,735</b>	<b>4,940,679</b>	<b>5,509,498</b>	<b>-2.29%</b>	<b>11.51%</b>

**106061-**

**POLICE - SPECIAL DETAIL**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	164,258	162,600	145,954	107,000	-34.19%	-26.69%

**176020-**

**E 911 FUND**

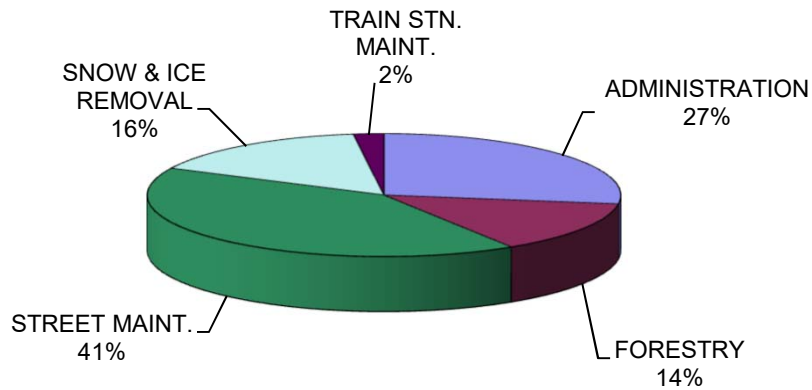
	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	104,899	125,904	125,152	160,168	27.21%	27.98%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	7,832	13,500	7,656	11,250	-16.67%	46.94%
OTHER EXPENSES	0	0	0	0	N/A	N/A
DEBT SERVICE	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	34,516	36,500	3,000	10,000	-72.60%	233.33%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	188,487	268,014	268,014	268,014	0.00%	0.00%
<b>TOTAL EXPENDITURES</b>	<b>335,734</b>	<b>443,918</b>	<b>403,822</b>	<b>449,432</b>	<b>1.24%</b>	<b>11.29%</b>

This page left intentionally blank.

**BUDGET REQUEST - 2018**  
**STREET DIVISION - SUMMARY**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	1,062,597	1,202,950	1,095,377	1,221,550	1.55%	11.52%
TRAINING & DEVELOPMENT	1,618	4,500	4,000	4,900	8.89%	22.50%
CONTRACTUAL SERVICES	898,154	790,773	785,002	838,173	5.99%	6.77%
COMMODITIES	460,412	404,950	347,950	384,950	-4.94%	10.63%
UTILITIES	57,798	72,290	60,538	72,665	0.52%	20.03%
CAPITAL OUTLAY	2,403	35,350	29,163	13,350	-62.23%	-54.22%
CAPITAL IMPROVEMENTS	101,408	166,500	165,500	136,500	-18.02%	-17.52%
TRANSFERS OUT	164,932	186,368	186,368	204,458	9.71%	9.71%
<b>DEPARTMENT TOTAL</b>	<b>2,749,322</b>	<b>2,863,681</b>	<b>2,673,898</b>	<b>2,876,546</b>	<b>0.45%</b>	<b>7.58%</b>

**STREET DIVISION EXPENDITURES**



## Street Division

### The primary accountabilities of the Street Division are:

- To keep the streets clean.
- To keep the streets clear of snow and ice.
- To keep the streets in good condition by repairing cracks and potholes.
- To keep the streets in good condition by removing and replacing concrete and asphalt roads, curbs, and sidewalks.
- To keep all pavement marking lines visible throughout the Village.
- To install and maintain street signs so they are legible under all weather conditions.
- To repair and maintain all Village-owned streetlights and traffic signals.
- To plant trees as part of the 50/50 tree planting program.
- To maintain and repair the interior of the railroad station.
- To cut weeds and grass on Village-owned property.
- To maintain trees in Village right of way.
- To maintain adequate supplies of gasoline and diesel fuel and to keep the fueling equipment in good working order. Fuel is charged to expenditures of specific departments according to usage.

### Accomplishments from January 2017 through December 2017:

- Maintained all Village streets in drivable condition throughout the year.
- Removed and replaced 385 cubic yards of concrete street, curb, and sidewalks.
- Removed and replaced 325 tons of asphalt street.
- Swept 2350 miles of streets, removing 890 cubic yards of debris.
- 2400 tons of salt were used with 1092 total man hours expended for snow and ice removal in the 2016-2017 season. Liquid Salt Brine used – 10500 gallons/Calcium Chloride used – 8300 Gallons.
- Performed pavement patching with UPM on a continual basis, using 175 tons.
- Installed 123 replacement street signs including 27 regulatory signs that failed retro-reflectivity standards.
- Maintain street sign inventory and work orders with 3M Road Management Services software.
- Repairs to village owned street lighting include the replacement of 5 streetlight poles, 14 repairs to streetlight wires, and 57 streetlight lamps were upgraded to LED.
- Planted 19 parkway trees under the annual 50-50 parkway tree replacement program
- Performed daily maintenance and repairs, as needed, at the downtown Metra station.
- Performed ongoing weed and grass cutting on Village owned property.
- Trees on Village property were maintained in-house and by contract. Advanced Tree Care completed work under the 2017 tree trimming and tree removal contract. 253, diseased or hazardous parkway trees were removed.
- Performed daily watering, as needed, of landscaped islands at entrance features.
- Gasoline and diesel fuel were purchased, on an as-needed basis, at the lowest quoted price.
- Monthly reports were submitted to the Finance Department for departmental expenditures.
- The Department also installed holiday decorations, including streetscape pole lighting.
- Manpower was supplied for Village events including the Farmer's Market, Memorial Day and Veterans Day setup, Art Festival, Touch a Truck and Fourth of July/Family Days.
- Oversaw various improvements to the Metra train station building on Chestnut including painting the interior and refinishing benches.

### The Street Division goals for the 2018 fiscal year are as follows:

- Continue to assist the Engineering Department with the 2018 street rehabilitation program
- Manage snow operations and sidewalk clearing
- Conduct tree trimming and planting on Village property
- Make concrete street repairs to Gordon, Rosewood and Laurel
- Continue to install LED upgrades to Village Street Lighting
- Install breakaway sign posts and new signs where they have failed retro-reflectivity requirements

## STREET DIVISION

<p><b>Work Statistics</b>  <b>CALENDAR YEARS</b>  <b>2011 - 2017</b></p>
--

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b><u>Cleaning</u></b>							
Streets Swept (Miles)	1,250	1,150	1,000	1,500	1,500	1,750	2,350
Streets Swept (Cubic Yards Debris)	325	310	300	480	520	680	890
<b><u>Traffic Marking</u></b>							
Traffic Marking (Lineal Feet)	20,659	18,581	12,949	N/A	N/A	N/A	N/A
<b><u>Pavement Patching</u></b>							
Pre-Mix Patching Materials Used (Tons)	124	210	260	144	121	100	140
<b><u>Concrete and Asphalt Removal and Replacement</u></b>							
Concrete (Cubic Yards)	97	145	139	315	395	365.5	385
Asphalt (Tons)	0	0	0	0	280	125	325
<b><u>Street Lights and Traffic Signals</u></b>							
Street Signs Erected or Replaced	282	231	151	82	410	534	123
Street Light Standards Replaced	9	15	12	8	9	6	5
Street Light Cable Repairs	65	58	47	39	43	27	14
Street Lamps Replaced	254	302	250	117	78	112	57
<b><u>Snow and Ice Control</u></b>							
Snow and Ice Control (Man Hours)	2,400	1,500	1,500	3,540	1,870	877	1092
Rock Salt Used (Tons)	2,500	3,600	3,600	4,315	3,793	2,350	2,400
<b><u>Tree Maintenance</u></b>							
Trees Removed (Number)	186	301	241	478	322	381	253
Tree Planting 50-50 Program	23	21	138	185	177	13	19
Leaf Removal (Tons)	7,350	7,674	7,674	8,568	6,274	7,224	5,404
<b><u>Weed Control</u></b>							
Parkway Mowing (Lineal Feet)	105,000	105,000	105,000	105,000	105,000	105,000	105,000

**BUDGET REQUEST - 2018**  
**STREET - ADMINISTRATION**

**102010-**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	279,890	306,150	285,250	314,950	2.87%	10.41%
TRAINING & DEVELOPMENT	1,618	4,500	4,000	4,900	8.89%	22.50%
CONTRACTUAL SERVICES	197,545	236,273	237,502	233,673	-1.10%	-1.61%
COMMODITIES	5,195	6,700	6,700	6,700	0.00%	0.00%
UTILITIES	7,754	10,540	8,978	10,265	-2.61%	14.34%
CAPITAL OUTLAY	993	1,100	400	10,600	863.64%	2550.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	164,932	186,368	186,368	204,458	9.71%	9.71%
<b>DEPARTMENT TOTAL</b>	<b>657,927</b>	<b>751,631</b>	<b>729,198</b>	<b>785,546</b>	<b>4.51%</b>	<b>7.73%</b>

**102036-**

**STREET - SNOW & ICE CONTROL**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	74,524	122,750	77,250	120,750	-1.63%	56.31%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	108,055	114,000	92,000	114,000	0.00%	23.91%
COMMODITIES	288,193	217,250	165,250	217,250	0.00%	31.47%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	27,250	21,740	750	-97.25%	-96.55%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>470,772</b>	<b>481,250</b>	<b>356,240</b>	<b>452,750</b>	<b>-5.92%</b>	<b>27.09%</b>

**102037-**

**STREET - FORESTRY**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	694	8,600	6,102	8,600	0.00%	40.94%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	309,879	213,000	213,000	238,000	11.74%	11.74%
COMMODITIES	4,990	15,000	10,000	10,000	-33.33%	0.00%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	1,410	2,000	2,000	2,000	0.00%	0.00%
CAPITAL IMPROVEMENTS	101,408	164,000	164,000	135,000	-17.68%	-17.68%
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>418,381</b>	<b>402,600</b>	<b>395,102</b>	<b>393,600</b>	<b>-2.24%</b>	<b>-0.38%</b>

**BUDGET REQUEST - 2018**

**102038-**

**STREET - TRAIN STATION MAINTENANCE**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	9,704	9,750	9,775	9,750	0.00%	-0.26%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	45,445	43,500	43,500	43,500	0.00%	0.00%
COMMODITIES	2,004	4,000	4,000	4,000	0.00%	0.00%
UTILITIES	639	1,750	1,560	2,400	37.14%	53.85%
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>57,792</b>	<b>59,000</b>	<b>58,835</b>	<b>59,650</b>	<b>1.10%</b>	<b>1.39%</b>

**102050-**

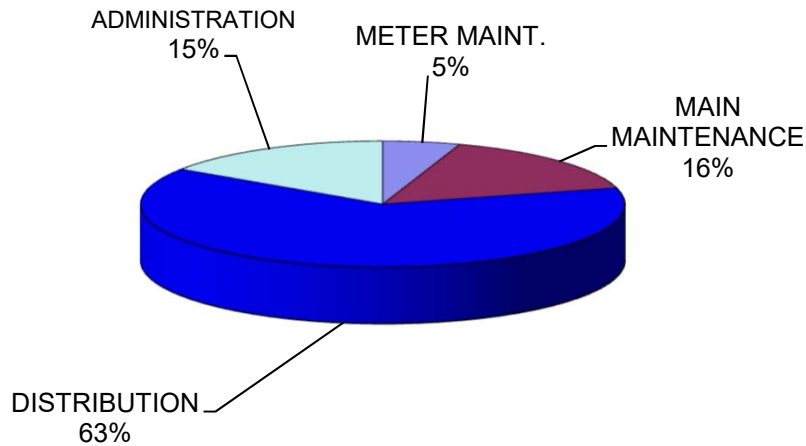
**STREET - MAINTENANCE**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	697,785	755,700	717,000	767,500	1.56%	7.04%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	237,230	184,000	199,000	209,000	13.59%	5.03%
COMMODITIES	160,030	162,000	162,000	147,000	-9.26%	-9.26%
UTILITIES	49,405	60,000	50,000	60,000	0.00%	20.00%
CAPITAL OUTLAY	0	5,000	5,023	0	-100.00%	-100.00%
CAPITAL IMPROVEMENTS	0	2,500	1,500	1,500	-40.00%	0.00%
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>1,144,450</b>	<b>1,169,200</b>	<b>1,134,523</b>	<b>1,185,000</b>	<b>1.35%</b>	<b>4.45%</b>

**BUDGET REQUEST - 2018  
WATER FUND - SUMMARY**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	955,108	997,850	970,050	1,026,650	2.89%	5.83%
TRAINING & DEVELOPMENT	1,465	1,850	1,850	2,250	21.62%	21.62%
CONTRACTUAL SERVICES	339,016	381,170	401,679	422,837	10.93%	5.27%
COMMODITIES	2,347,151	2,703,600	2,423,950	2,668,500	-1.30%	10.09%
UTILITIES	89,216	103,940	100,450	100,715	-3.10%	0.26%
CAPITAL OUTLAY	572,183	92,050	98,000	114,050	23.90%	16.38%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	55,651	47,203	47,203	52,390	10.99%	10.99%
<b>TOTAL</b>	<b>4,359,790</b>	<b>4,327,663</b>	<b>4,043,182</b>	<b>4,387,392</b>	<b>1.38%</b>	<b>8.51%</b>

**WATER FUND EXPENDITURES**



## Water Division

### The primary accountabilities of the Water Division are:

- To provide fresh and safe potable water to Village residents by continuously monitoring and testing the water to comply with EPA regulations.
- To maintain, repair and replace water main, water services and fire hydrants as needed.
- To monitor, operate, upgrade, and improve the water distribution system.
- To maintain an elevated tank, thirteen water pumps, three underground reservoirs, and a booster station with a capacity of over six million gallons.
- To install, repair, replace, and test all water meters and take meter readings of all residential and commercial establishments within the Village.

### Accomplishments from January 2017 through December 2017:

- Completed water sampling and testing as required by the EPA. Collected and tested over 240 bacteriological samples and completed four rounds of trihalomethane and HAA5 Samples. The division continues to monitor for chlorine residuals, phosphorus, pH and turbidities.
- Read 2,261 meters every month.
- The division assisted with the Deerfield Road and Brierhill Road construction projects as well as assisted project engineers and contractors with various pending infrastructure improvement projects and planning.
- Repaired 13 valves throughout the water distribution system.
- Installed 51 new meter systems on new construction and replacement meters as needed.
- As part of our meter testing and replacement program, we are in the trial phase of using the Metron brand of smart meters for the larger commercial accounts. These are mechanically much simpler by design, are at least 1/3 smaller and cost less than the commercial Badger meters we have used up until now.
- Published and distributed the drinking water Consumer Confidence Report per the Federal Drinking Water regulations.
- Responded to 52 main breaks, 12 service leaks and 186 JULIE locate requests.
- Tested and flushed 1277 fire hydrants in the system.
- Replaced 4 fire hydrants.
- Continued the use of door hangers to inform residents of the reason for the utility locates at their property.
- Water Net Survey completed two leak surveys in the spring and fall of this year. In the spring survey, there were 3 main breaks, 8 service leaks, 19 hydrant leaks and 0 valve leaks. All Village system leaks from the spring survey have been repaired. For the fall survey, there were 0 main breaks, 11 service leaks, 10 hydrant leaks and 0 valve leaks. All service and hydrant leaks have been repaired.
- In 2016, the Village formed a water loss committee that has been tracking our efforts in reducing our water loss. This committee was created to address the Village's water loss as well as to comply with the upcoming lower non-revenue loss allowed as mandated by the Illinois Department of Natural Resources (IDNR). The results are encouraging in that we have shown a great improvement this year. With our first full year's history of improvements, our unaccounted-for water percentage is 6.5% for this year's annual IDNR report, which is well below the 10% required. We feel that major contributors to this improvement have been the replacement of the Deerfield Road and Briarwood Vista water mains, in addition to the replacement of the North Avenue and Brierhill Road water mains. The division has also been running an aggressive commercial meter testing, repair and replacement program.
- Assisted the Engineering Department as needed with day-to-day activities and water system improvement projects and planning.

### The Water Division goals for the 2018 fiscal year are as follows:

- Continue to assist with water main rehabilitation projects.
- Flush all fire hydrants in the distribution system.
- Continue to repair main breaks and service leaks.
- Replace fire hydrants and rebuild meter pits as needed.
- The triennial Lead/copper sampling should take place during the summer of 2018. This involves one round of 30 lead/copper samples from addresses assigned by the IEPA from a pre-determined list.

- The initiation of the EPA mandated unregulated contaminants (UCMR4) program will occur during 2018 and 2019 involving three separate cycles to these tests. We have secured the services of Suburban Labs who worked with us on the UCMR3 program a few years ago.
- The rehabilitation of the elevated tank. This will involve it being drained and removed from service from April through September. We are in the process of designing how we will run the water system without it as the elevated tank is what controls water system pressure and the cycling of pumps.

## WATER DIVISION

**Work Statistics  
CALENDAR YEARS  
2012 – 2017**

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b><u>Main and Fire Hydrant Maintenance</u></b>						
Water Main Breaks Repaired	78	57	42	53	44	52
Service Leaks Repaired	2	9	15	16	13	12
New Fire Hydrants Installed	3	3	7	11	5	4
Fire Hydrants Tested	1,267	861	1267	1267	1267	1267
Valves Repaired	8	1	14	17	3	13
B Box Adjustments	59	30	23	28	18	22
Julie Locations	1,016	232	30	355	91	186
Valve Vaults Reconstruction	6	1	4	2	3	8
<b><u>Distribution</u></b>						
Annual Water Pumpage (in Billions of Gallons)	1.023	.645	.858	.619	.758	.810
Services Checked for Leaks	202	111	191	109	231	250
Water Sample Analysis	240	140	180	180	200	240
Water Sample Analysis (Lead)	30	0	0	30	135	1
Water Sample Analysis THM/HAA5 (IEPA Required)	4	4	4	3	3	4
Average Daily Consumption (MGD)	2.805	3.012	2.692	2.269	2.502	2.220
Peak Daily Consumption (MGD)	5.559	5.069	3.903	3.809	4.363	5.127
<b><u>Meter Maintenance</u></b>						
Meter Pits Repaired	2	2	5	2	1	3
New Meters Installed	737	300	333	36	50	51
Meters Tested	2	5	4	1	88	70
Frozen Water Services	0	0	5	0	0	0
Water Meters Read	27,132	15,827	20,349	20,349	22,610	27,132
Final Meter Readings	375	361	416	391	405	460
"Reread" Meter Readings	514	702	771	119	161	224
Shut-Off Notice/Delinquent Water Bills	460	41	327	287	269	410
Meters Sealed	126	32	48	62	50	51
Frozen Meters	41	0	23	0	0	0
Irrigation Lock Boxes	N/A	N/A	N/A	N/A	52	11

**BUDGET REQUEST - 2018**

**502010-**

**WATER DEPT. ADMINISTRATION**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	377,019	369,550	361,550	377,650	2.19%	4.45%
TRAINING & DEVELOPMENT	1,465	1,850	1,850	2,250	21.62%	21.62%
CONTRACTUAL SERVICES	185,103	201,170	203,779	218,837	8.78%	7.39%
COMMODITIES	5,042	5,000	5,600	5,500	10.00%	-1.79%
UTILITIES	9,582	11,440	7,950	8,215	-28.19%	3.33%
CAPITAL OUTLAY	463,729	550	0	22,550	4000.00%	#DIV/0!
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	55,651	47,203	47,203	52,390	10.99%	10.99%
DEPARTMENT TOTAL	1,097,591	636,763	627,932	687,392	7.95%	9.47%

**502031-**

**WATER DEPT. DISTRIBUTION**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	140,672	144,300	140,300	146,100	1.25%	4.13%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	41,364	45,000	40,500	48,000	6.67%	18.52%
COMMODITIES	2,175,316	2,527,400	2,227,300	2,492,800	-1.37%	11.92%
UTILITIES	79,634	92,500	92,500	92,500	0.00%	0.00%
CAPITAL OUTLAY	0	5,000	5,000	5,000	0.00%	0.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	2,436,986	2,814,200	2,505,600	2,784,400	-1.06%	11.13%

**BUDGET REQUEST - 2018**

**502050-**

**WATER DEPT. MAIN MAINTENANCE**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	346,941	384,000	370,000	397,000	3.39%	7.30%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	93,215	118,000	121,900	121,000	2.54%	-0.74%
COMMODITIES	165,039	166,200	188,300	166,200	0.00%	-11.74%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	2,062	4,500	2,000	4,500	0.00%	125.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	607,257	672,700	682,200	688,700	2.38%	0.95%

**502054-**

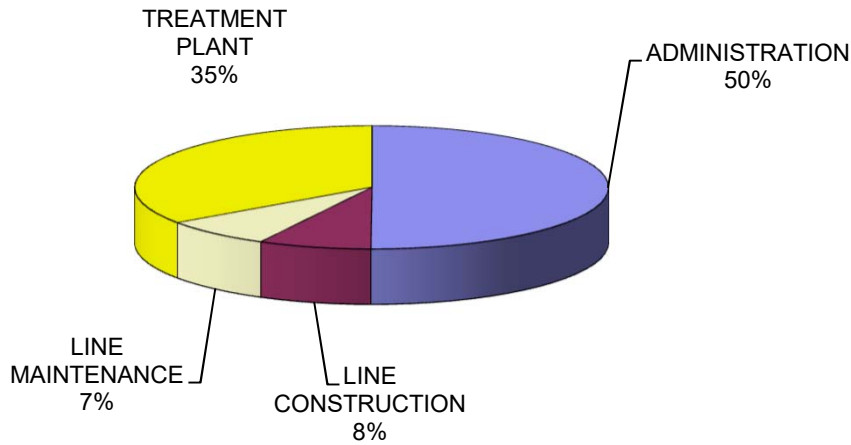
**WATER DEPT. METER MAINTENANCE**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	90,476	100,000	98,200	105,900	5.90%	7.84%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	19,334	17,000	35,500	35,000	105.88%	-1.41%
COMMODITIES	1,754	5,000	2,750	4,000	-20.00%	45.45%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	106,392	82,000	91,000	82,000	0.00%	-9.89%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	217,956	204,000	227,450	226,900	11.23%	-0.24%

**BUDGET REQUEST - 2018  
SEWER FUND - SUMMARY**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	1,798,599	1,790,925	1,755,450	1,773,375	-0.98%	1.02%
TRAINING & DEVELOPMENT	8,341	13,100	7,700	13,900	6.11%	80.52%
CONTRACTUAL SERVICES	508,135	587,560	560,232	680,157	15.76%	21.41%
COMMODITIES	151,987	197,750	176,400	190,750	-3.54%	8.13%
UTILITIES	317,534	273,560	278,038	309,210	13.03%	11.21%
DEBT SERVICE	1,020,039	1,822,052	1,820,052	1,824,431	0.13%	0.24%
CAPITAL OUTLAY	987,944	15,000	10,875	22,500	50.00%	106.90%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	113,528	119,481	119,481	128,475	7.53%	7.53%
<b>TOTAL</b>	<b>4,906,107</b>	<b>4,819,428</b>	<b>4,728,228</b>	<b>4,942,798</b>	<b>2.56%</b>	<b>4.54%</b>

**SEWER FUND DIVISIONS**



## Sewer Division

### The primary accountabilities of the Sewer Division are:

- To continue to maintain, clean, and repair the sanitary and storm sewer system and respond in a timely and efficient manner to emergency situations.
- To locate all village utility lines for JULIE (Joint Utility Locating Information for Excavators).
- To treat and dispose of all sewage in an environmentally approved manner.
- To maintain and operate the main Water Reclamation Facility (WRF), seven sanitary pumping stations, and various emergency equipment.
- To maintain a laboratory facility and to test for required parameters under our National Pollutant Discharge Elimination System (NPDES) permit program administered by the Illinois Environmental Protection Agency (IEPA).

In addition to maintaining the sanitary sewer collection system, the Sewer Division operates and maintains the WRF and eleven satellite facilities. The eleven facilities include seven sanitary pumping stations, two storm water pumping stations, the Bannockburn detention basin, and the monitoring/maintenance of the 29A reservoir. The maintenance and operation of the satellite facilities is an essential part of the overall collection system and the wastewater treatment process. The Sewer Division monitors operations that are pertinent to the operations of the 29A reservoir, which are then reported to the Metropolitan Water Reclamation District of Greater Chicago.

The WRF is currently staffed five days a week, Monday through Friday, and is not staffed on holidays. Additional coverage is provided during evening hours, as needed, to control excess flow or repair mechanical problems. The WRF staff currently includes seven full-time employees; a superintendent, one WRF Foreman, one WRF Mechanic, one Lab Technician and three Operators.

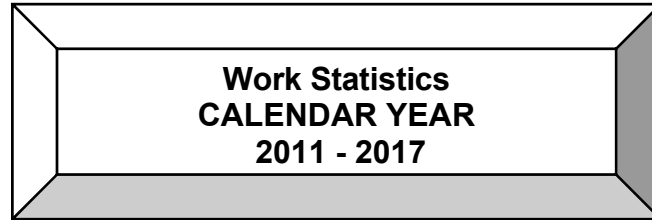
### Accomplishments between January 2017 and December 2017:

- Televised 62,734 feet of sewers.
- Cleaned 34,367 feet of sanitary sewers.
- Completed a yearlong trial of Biosolids digestion additive for the total reduction of solids.
- Completed the Storm Station Control Panel Replacement Project. This project includes the control panel replacement and addition of cellular telemetry to the Deerpath Drive and Cranshire Court Stormwater Pumping Stations.
- Rehabilitated 147 manholes as part of the 2017 Manhole Rehabilitation Project. A priority list for sanitary sewer lining and manhole rehabilitation was previously developed compiling 9 years of sewer system investigation. Over 5,000 linear feet of sanitary sewer was also lined as part of that program.
- Completed the Wilmot Road Lift Station Project. This project included the replacement of the two small pumps with chopper pumps and upgrading electrical equipment. The pumps were installed by staff and a contractor performed the electrical work.

### The Sewer Division goals for the 2018 fiscal year are as follows:

- Clean and televise 50,000 linear feet of sanitary sewers.
- Work with the Engineering Department and the Building Department to inspect all storm and sanitary sewer repairs and reinstatements.
- The Division will continue to focus on reducing storm water infiltration into the sanitary sewer system using information from the Inflow and Infiltration Study and CIP priority lists.
- Work with the Engineering Department on the construction of various projects, including the 2018 Street Rehabilitation Project.
- Bi-annual biosolids hauling and land application.
- Optimize WRF treatment process to minimize energy and polymer use.
- In the event the EPA provides a new NPDES permit for the WRF a CMOM plan, a Feasibility Study and an Optimization Plan will be completed.
- Dye test and televise illegal connections to sanitary sewer system.
- Work with a consulting engineer to provide bidding documents and Phase III engineering on the manhole rehabilitation project.

## SEWER DIVISION



	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b><u>Cleaning and Maintenance</u></b>						
Sanitary Sewer Stoppages	8	12	17	4	6	0
Sanitary Sewer Cleaned (in feet)	32,246	200,000	75,000	32,684	62,398	34,367
Sanitary Excavation Openings	12	9	4	3	5	5
Sanitary Manholes Rebuilt (in-house)	112	119	25	2	4	3
Sanitary Sewers Televised (in feet)	10,000	38,000	25,000	11,480	59,991	62,734
Homes Dye or Smoke Tested	25	55	45	34	41	23
Sewer Pipe Replaced (in-house)	64	85	40	38	39	532
<b>Construction</b>						
Storm Sewers Cleaned	15,500	14,000	12,350	8,900	3,780	3,408
Inlets Cleaned	125	186	175	125	135	135
Storm Excavation Openings	45	15	22	28	21	4
Storm Infiltrations Found	8	15	10	11	8	11
Storm Structures Reconstructed (in-house)	25	10	37	28	21	8
Storm Sewers Televised (in feet)	7,000	14,000	30,000	19,000	1,050	1,204
Street Inlet Covers Replaced	25	9	35	8	18	4
New Storm Sewers or Laterals Installed (in feet) (in-house)	75	52	40	227	42	465
Inlets Dye or Smoke Tested	60	0	12	41	24	11
Street Inlets Replaced (in-house)	48	29	44	21	21	6
<b>Wastewater Treatment Plant</b>						
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Sanitary Sewage Pumped (in million gallons)	880	578	1,323	1,155	1,028	1,015
Primary Sludge (in thousand gallons)	0	0	0	0	0	0
Sodium Hypochlorite Used (gallons)(disinfection)	0	0	0	0	0	0
Sludge Beds Cleaned	47	0	0	0	0	0
Sludge Beds Drawn	30	0	0	0	0	0
Electric Current Used (in thousand K.W.H.)	2,170	1,511	2,318	2,453	2,694	3,029
Sludge Hauled/Land Application (Cubic Yards)		1,800	1,790	1,820	1,975	1,820

**BUDGET REQUEST - 2018**

**542010-**

**SEWER DEPT. ADMINISTRATION**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	288,129	264,950	259,950	272,950	3.02%	5.00%
TRAINING & DEVELOPMENT	1,956	2,100	1,800	2,500	19.05%	38.89%
CONTRACTUAL SERVICES	230,873	232,800	240,400	272,050	16.86%	13.17%
COMMODITIES	4,848	5,050	5,200	5,050	0.00%	-2.88%
UTILITIES	3,180	4,200	3,420	4,225	0.60%	23.54%
DEBT SERVICE	1,020,039	1,822,052	1,820,052	1,824,431	0.13%	0.24%
CAPITAL OUTLAY	979,441	150	150	9,650	6333.33%	6333.33%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	68,059	76,770	76,770	84,282	9.79%	9.79%
<b>DEPARTMENT TOTAL</b>	<b>2,596,525</b>	<b>2,408,072</b>	<b>2,407,742</b>	<b>2,475,138</b>	<b>2.79%</b>	<b>2.80%</b>

**542031-**

**SEWER DEPT. LINE CONSTRUCTION**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	297,115	306,150	300,000	301,300	-1.58%	0.43%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	25,865	20,500	22,500	20,500	0.00%	-8.89%
COMMODITIES	43,975	57,200	57,200	57,200	0.00%	0.00%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>366,955</b>	<b>383,850</b>	<b>379,700</b>	<b>379,000</b>	<b>-1.26%</b>	<b>-0.18%</b>

**BUDGET REQUEST - 2017**

**542051-**

**SEWER DEPT. MAIN MAINTENANCE/CLEANING**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	236,341	237,600	226,000	254,600	7.15%	12.65%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	50,509	49,000	53,500	99,000	102.04%	85.05%
COMMODITIES	19,554	17,500	17,500	17,500	0.00%	0.00%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	306,404	304,100	297,000	371,100	22.03%	24.95%

**542052-**

**SEWER DEPT. WASTEWATER TREATMENT FACILITY**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	977,014	982,225	969,500	944,525	-3.84%	-2.58%
TRAINING & DEVELOPMENT	6,385	11,000	5,900	11,400	3.64%	93.22%
CONTRACTUAL SERVICES	200,888	285,260	243,832	288,607	1.17%	18.36%
COMMODITIES	83,610	118,000	96,500	111,000	-5.93%	15.03%
UTILITIES	314,354	269,360	274,618	304,985	13.23%	11.06%
CAPITAL OUTLAY	8,503	14,850	10,725	12,850	-13.47%	19.81%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	45,469	42,711	42,711	44,193	3.47%	3.47%
DEPARTMENT TOTAL	1,636,223	1,723,406	1,643,786	1,717,560	-0.34%	4.49%

## **Public Works Garage**

### **The primary accountabilities of the Public Works Garage are:**

- Maintain Village and Police Department Vehicles.
- Maintain Village owned mobile Capital Equipment.
- Provide repairs and maintenance of equipment in support of public works forces.
- Prepare specifications and bid documents for new vehicles and equipment purchases.
- General building maintenance for the main Public Works Facility.

Garage personnel, consisting of one foreman and one mechanic, are responsible for the overall maintenance of all public works, police and engineering vehicles and equipment as well as the public works facility. The foreman and mechanic within this division maintain 11 Administration vehicles, 18 Police vehicles, 27 Public Works vehicles, and 120 various pieces of construction/maintenance related equipment. The construction and maintenance equipment includes: 25 snow plows, 3 backhoes, 2 front end loaders, 3 mower tractors, 3 Bobcats, 1 sidewalk plow, 1 sidewalk blower, 5 snow blowers, 1 street sweeper, 3- 20-cubic yard self-loading leaf vacuum trailers, 1- 14-cubic yard self-loading leaf vacuum trailer, 1 lighting trailer, 2 arrow board trailers, 2 message boards, 1 stump grinder, 2 wood chippers, 4 air compressors, 8 salt spreaders, 8 pumps, 7 generators, 2 hydraulic concrete breakers, 6 lawn mowers, 10 chain saws, 6 cement saws, 10 trailers and 2 water jets. The Public Works building and HVAC equipment are also maintained two Garage personnel.

A charge is made to the various Village departments by budgetary functions for parts and labor on vehicles and equipment serviced by the Garage. The department is responsible to contract for service from outside repair companies for major building work and major equipment body and transmission work as well as maintaining a parts inventory.

### **Accomplishments between January 2017 and December 2017:**

- Maintained all snow and ice removal equipment during winter storms.
- General maintenance of all Village and Police Department Vehicles.
- Maintained the Public Works Facility at 465 Elm Street including; directing contractors on general HVAC repairs and maintenance and wash bay repairs.
- Monthly reports were submitted to the Finance Department for departmental expenditures.
- Manpower was supplied for Village emergencies, such as wind storms, snow events, and main breaks. Also manpower was supplied for scheduled village events including the Farmer's Market, Memorial Day and Veterans Day setup, Art Festival, and Fourth of July/Family Days.
- Awarded and took delivery of four (4) 2017 4wd pickups with utility bodies and plows fleets # 601,603,703,708.
- Awarded and took delivery of one (1) 5 ton dump truck with plow fleet #800.
- Awarded and took delivery of one (1) new 1 ton dump truck with plow fleet #707.
- Awarded and took delivery of one (1) new front end loader fleet #JD1.
- Purchased one(1) one new 10,000 pound utility trailer fleet #TR2
- Implemented a new inventory and work order software system.

### **The Public Works Garage goals for the 2018 fiscal year are as follows:**

- Maintain all snow and ice removal equipment during winter storms.
- General maintenance of all Village and Police Department Vehicles.
- Implement asset management.
- Prepare specifications and bidding documents for the replacement of:
  - ◆ Fleet #700  $\frac{3}{4}$  ton pickup truck w/plow
  - ◆ Fleet #704 Bucket truck w/utility body

**BUDGET REQUEST - 2018**

**702050-**

**GARAGE FUND**

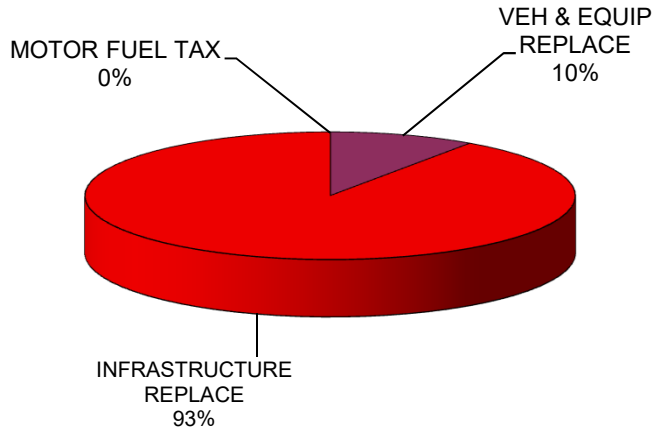
	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	215,191	246,000	235,000	254,500	3.46%	8.30%
TRAINING & DEVELOPMENT	776	3,500	2,500	3,000	-14.29%	20.00%
CONTRACTUAL SERVICES	25,898	35,400	33,400	37,700	6.50%	12.87%
COMMODITIES	119,339	109,800	107,199	104,800	-4.55%	-2.24%
UTILITIES	2,148	4,350	2,392	4,350	0.00%	81.86%
DEBT SERVICE	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	3,882	2,500	3,250	2,500	0.00%	-23.08%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	4,134	4,135	4,135	1,700	-58.89%	-58.89%
DEPARTMENT TOTAL	371,368	405,685	387,876	408,550	0.71%	5.33%

This page left intentionally blank.

**BUDGET REQUEST - 2018**  
**CAPITAL PROJECT FUNDS - SUMMARY**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	2,888,169	1,313,000	1,845,480	1,292,000	-1.60%	-29.99%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
OTHER EXPENSES	1,043,865	1,592,692	1,372,312	617,625	-61.22%	-54.99%
CAPITAL OUTLAY	8,591,454	9,933,434	11,845,614	4,502,515	-54.67%	-61.99%
CAPITAL IMPROVEMENTS	0	84,194	61,486	0	-100.00%	-100.00%
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>TOTAL</b>	<b>12,523,488</b>	<b>12,923,320</b>	<b>15,124,892</b>	<b>6,412,140</b>	<b>-50.38%</b>	<b>-57.61%</b>

**CAPITAL PROJECT FUNDS**



## **CAPITAL PROJECTS FUNDS**

The Village has a number of sources from which capital projects are funded. These include the funds described in this section and also the General, Water and Sewer Funds. As part of the annual budget process, the Village prepares a separate five-year capital improvement program (CIP), which is updated for the budget year. The capital project program for 2017 is more fully described in the *Transmittal Letter* and in the *Major Budget Policies and Objectives* section. The first three years of the CIP are presented in this section in tabular form, along with those capital projects funds as described below.

The Village defines a capital project generally as a long lived fixed improvement with a cost greater than \$5,000.

### **INFRASTRUCTURE REPLACEMENT FUND**

This fund was established in 1989 for the purpose of maintaining, repairing and renovating the capital assets of the Village. The primary sources of funding have been residual equity transfers (primarily from the General Fund), a 0.25% home rule sales tax established in 2005, infrastructure maintenance fee established in 2014, MFT revenue, bond proceeds (\$6 million to be issued in 2018), state and federal grants and investment earnings.

As part of the planning for the substantial projects contained in this CIP and beyond, it is planned to continue to utilize existing revenue sources, including the 0.25% home rule sales tax, the infrastructure maintenance fee, General Fund transfer, all MFT funds, new and carryover state and federal grants (primarily road). The major projects anticipated for this year are:

- Annual street rehabilitation project (\$2.3 million).
- Elevated water tank painting (\$925,000).
- Wastewater and Sewer projects (\$1.5 million).
- Engineering for upcoming infrastructure projects (\$480,000).

### **MOTOR FUEL TAX**

Motor fuel tax is a share of the state-imposed and collected fuel tax. The sharing is based on a per-capita formula derived by the state legislature and is expected to yield \$25.90 per person this year. State regulations strictly control the use of these funds and include the following eligible items: street construction, maintenance or reconstruction; bridge repair; traffic signal installation and maintenance; and sidewalk repair and maintenance. The Village intends to use all the funds this year towards the street rehabilitation project.

## VEHICLE AND EQUIPMENT REPLACEMENT

This fund is established to amortize the replacement cost of certain Village equipment over its useful life. For inclusion into this schedule, capital equipment is defined as any vehicle or regularly replaced equipment item having a useful life of more than one year and a value of \$5,000 or more at the time of the purchase. Over the past two years, a number of items that were not previously included in the schedule have been added and the appropriate contributions included in the operating divisions. A list of the major items to be replaced this fiscal year follows:

- Village computer network switching hardware - \$45,000
- Virtual desktop client hardware - \$10,000
- Primary data center servers and storage - \$77,500
- Key FOB security system - \$50,000
- Copy machine (3) - \$34,500
- Police lockup remodel - \$50,000
- Emergency generator replacement - \$100,000
- Mobile and portable radio replacement - \$41,000
- UPS batteries - \$20,000
- 3 ton bucket truck - \$126,125
- ¾ ton truck - \$30,500
- Police vehicle - \$33,000

**BUDGET REQUEST - 2018**

**222082- INFRASTRUCTURE REPLACEMENT FUND**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	2,888,169	1,313,000	1,845,480	1,292,000	-1.60%	-29.99%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	8,591,454	9,933,434	11,845,614	4,502,515	-54.67%	-61.99%
TRANSFERS OUT	0	84,194	61,486	0	-100.00%	-100.00%
<b>FUND TOTAL</b>	<b>11,479,623</b>	<b>11,330,628</b>	<b>13,752,580</b>	<b>5,794,515</b>	<b>-48.86%</b>	<b>-57.87%</b>

**142050- MOTOR FUEL TAX FUND**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	0	0	0	0	N/A	N/A
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	494,000	494,000	494,000	0	-100.00%	-100.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>494,000</b>	<b>494,000</b>	<b>494,000</b>	<b>0</b>	<b>-100.00%</b>	<b>-100.00%</b>

**211150- VEHICLE & EQUIPMENT REPLACEMENT FUND**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	0	0	0	0	N/A	N/A
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	549,865	1,098,692	878,312	617,625	-43.79%	-29.68%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>549,865</b>	<b>1,098,692</b>	<b>878,312</b>	<b>617,625</b>	<b>-43.79%</b>	<b>-29.68%</b>



**FY 2018-2022  
Capital Improvement Projects  
5 Year Outlook**

**LEGEND**

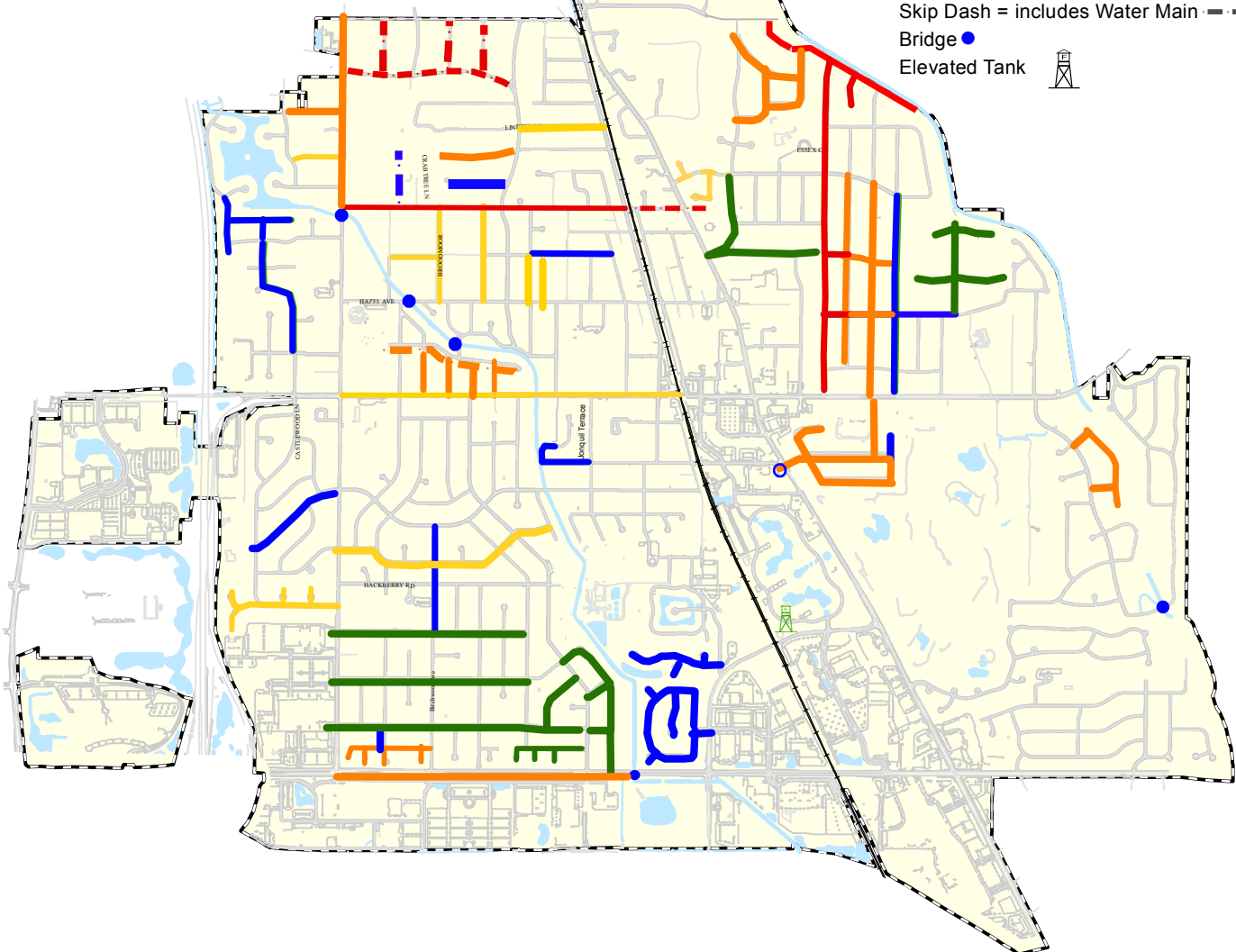
- 2018 —
- 2019 —
- 2020 —
- 2021 —
- 2022 —



Skip Dash = includes Water Main

Bridge ●

Elevated Tank



2018	2019	2020	2021	2022
<b>Street Rehab</b>	<b>Street Rehab</b>	<b>Street Rehab</b>	<b>Street Rehab</b>	<b>Street Rehab</b>
Bentley Court	Birchwood (Central to Rosewood)	Ambleside (Woodvale to Windcrest)	Broadmoor Pl.	Arthur Court (at Country)
Byron Court (Longfellow to north limits)	Castlewood (Montgomery to Cranshire)	Berkeley Court (Wilnot to Carol)	Byron Court (Hemitage to Longfellow)	Country (Willow to Pine)
Bristol Dr, Bristol Court and Mayer Court	Cranshire (Montgomery to east limits)	Cody Lane (Carlisle to Wicklow)	Cedar Terrace (Deerfield Rd to Arbor Vitae)	Edgewood Court (at Country)
Central Ave (Castlewood to Wilnot)	Montgomery (South end to PCC)	Country (West limits to Birchwood)	Colony (Wicklow to Carlisle)	Forest Way (North to South Limits)
Crabtree (Greenwood to North limits)	Warrington Rd (Woodvale to Deerfield Rd)	Dimmeydale (Wincanton to Ambleside)	Craig Court	Gordon (Wilnot to Pine)
Kenmore (Gordon to Country)		Elmwood (Stratford to west limits)	Dartmouth (Wilnot to Mallard)	Laurel (Wilnot to Willow)
Margate (Warrington to Meadowbrook)		Hermitage/Whittier	Forsythia Dr.	Merlin Court (at Country)
Meadow (Stratford to west limits)		Holmes (Deerfield to Arbor Vitae)	Hertel Ln.	Plum Tree (Gordon to Pine)
Osterman (Jonquil to west limits)		Kenton (Deerfield to Warwick)	Linden Ave (Stratford to Chestnut)	Rosewood (Wilnot to Willow)
Oxford (Osterman to North Limits)		Kimberly Court (At Country Lane)	Paula Court	Somerset Ave (Cherry to Broadmoor)
Price Lane (Osterman to North Limits)		Kipling Place (Longfellow to Deerfield Rd)	Pine Street (Deerfield to Arbor Vitae)	Wayne (Somerset to Hazel)
Riverside Drive		Knollwood (Kingston to Warwick)	Prairie Ave (Greenwood to Hazel)	Westgate (Waukegan to Warrington)
Somerset Ave (Prairie to Forest)		Longfellow Ave (Waukegan Rd to Byron)	Taylor Court (At Country Lane)	Wilnot (Greenwood to North Ave)
Waukegan Cross Walks at Longfellow		Spencer (At Country Lane)	Wego Court	Wincanton (Warwick to Westgate)
		Spruce (Deerfield to Arbor Vitae)	Wego Trail	
	<b>Capital Projects</b>	Westgate (Warrington to Oxford)		
	Greenwood (Wilnot to Waukegan)	Wicklow Rd (Cody Lane to south limits)		
	Greenwood (Waukegan to east limits)	Windcrest (Wincanton to Ambleside)		
	Hawthorne Place (Woodland to North Ave)		<b>Capital Projects</b>	
	Oakwood Place (Woodland to North Ave)	<b>Capital Projects</b>	Deerfield Road (Wilnot to Viaduct)	<b>Capital Projects</b>
	Woodbine Court (North Ave to Woodland)	Arbor Vitae (Indian Hill to east limits)	Deerpark Court	Landis Lane (Entire Limits)
<b>Capital Projects</b>	Woodland (Wilnot to Stratford)	Lake Cook Rd (Wilnot to Pine) Lndscpe Mdn	Warwick (Wilnot to Wincanton)	Meadowbrook (Manor to North Limits)
None	Woodridge Court (Woodvale to south limits)	Woodvale Ave (North Ave to east limits)	Warwick Court	Ramsey Rd (Entire Limits)

**LEGEND**  
 • Pavement • Water Main • Storm Sewer • Sanitary Sewer

**CAPITAL IMPROVEMENT PROGRAM  
PROJECTIONS FOR CONSTRUCTION PROJECTS, LAND ACQUISITION, & BUILDINGS OVER \$5,000**

# PROJECT	TYPE	2018	2019	2020	2021	2022	Funding Source
<b>1) Transportation and Roadway Projects</b>							
a) Street Rehabilitation Program							
••••• 1. Construction (Watermain on Crabtree)	Capital	2,300,000	1,800,000	4,506,000	4,506,000	4,506,000	Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb		988,000	494,000	494,000	494,000	Motor Fuel Tax (MFT)
b) Greenwood Infrastructure Project							
••••• 1. Phase I Engineering (Design)	Prof Serv.	30,000					Infrastructure Replacement Fund (IRF)
2. Phase II Engineering (Design)	Prof Serv.	30,000					Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	120,000					Federal Grant Reimbursement
3. Phase III Engineering	Capital		40,000				Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb		160,000				Federal Grant Reimbursement
4. Phase III Construction	Capital		400,000				Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb		1,600,000				Federal Grant Reimbursement
c) Woodvale Avenue (Roadway Recon & Drainage Improve)							
••• 1. Phase I & II Engineering (Design)	Prof Serv.	150,000	150,000				Infrastructure Replacement Fund (IRF)
2. Phase III Engineering	Prof Serv.			300,000			Infrastructure Replacement Fund (IRF)
3. Phase III Construction	Capital			1,500,000			Infrastructure Replacement Fund (IRF)
d) Woodland, Hawthorne, Oakwood & Woodbine Infrastructure Project							
••••• 1. Phase II Eng. (Design)	Prof Serv.	150,000					Infrastructure Replacement Fund (IRF)
2. Phase III Eng. (Construction)	Prof Serv.						Infrastructure Replacement Fund (IRF)
3. Phase III Construction (Water Main)	Capital		1,200,000				Infrastructure Replacement Fund (IRF)
e) Bridge Rehab (Carriage Way, Wilmot, Hazel, Juniper & Lake Cook)							
• 1. Phase II Eng.	Prof Serv.	5,000					Infrastructure Replacement Fund (IRF)
2. Phase III Eng. (Construction)	Prof Serv.	5,000					Infrastructure Replacement Fund (IRF)
3. Phase III Construction	Capital	75,000	250,000				Infrastructure Replacement Fund (IRF)
f) Pfingsten/Kates Road Bridge & Road Rehabilitation							
••• 1. Phase III Engineering	Prof Serv.	10,000					Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	40,000					Federal Grant Reimbursement
g) Deerfield Road Reconstruction							
••••• 1. Phase III Engineering (Construction)	Prof Serv.						Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	10,000					Lake County Department of Trans.
	Ex Fund or Reimb	40,000					Federal Grant Reimbursement
e) Deerfield Road Resurfacing Wilmot to Underpass							
• 1. Phase I Eng. (Study)	Capital		100,000				Infrastructure Replacement Fund (IRF)
2. Phase II Eng. (Design)	Capital			100,000			Infrastructure Replacement Fund (IRF)
3. Phase III Eng. (Construction)	Ex Fund or Reimb				150,000		Infrastructure Replacement Fund (IRF)
4. Phase III Construction (Pavement Resurfacing)	Ex Fund or Reimb				1,000,000		Infrastructure Replacement Fund (IRF)
f) Arbor Vitae, Pine, Cedar, Holmes Project (Watermain on Arbor Vitae only)							
••••• 1. Phase II Eng. (Design)	Prof Serv.						Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital						Infrastructure Replacement Fund (IRF)
g) Warwick, Warwick Court and Deer Park Watermain Project							
••••• 1. Phase II Eng. (Design)	Prof Serv.			200,000			Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital				1,000,000		Infrastructure Replacement Fund (IRF)
h) Meadowbrook Ramsay (Water Main Project)							
• 1. Phase II Eng.	Prof Serv.				250,000		Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital					2,300,000	Infrastructure Replacement Fund (IRF)
i) Lake Cook Road Landscape Median							
1. Phase I Design	Ex Fund or Reimb	80,000					ITEP
	Prof Serv.	20,000					Infrastructure Replacement Fund (IRF)
2. Phase II Design	Ex Fund or Reimb		120,000				ITEP
	Prof Serv.		30,000				Infrastructure Replacement Fund (IRF)
3. Phase III Engineering	Ex Fund or Reimb			200,000			ITEP
	Prof Serv.			50,000			Infrastructure Replacement Fund (IRF)
4. Phase III Construction	Ex Fund or Reimb			800,000			ITEP
	Capital			200,000			Infrastructure Replacement Fund (IRF)
<b>Transportation/Street Projects Totals</b>		<b>3,065,000</b>	<b>6,838,000</b>	<b>8,350,000</b>	<b>7,400,000</b>	<b>7,300,000</b>	
<b>2) Street Maintenance Projects</b>							
a) Pavement Rejuvenation Project							
1. Phase III Construction	Maint						Infrastructure Replacement Fund (IRF)
b) Pavement Preservation (Crack Sealing)							
1. Construction	Maint			50,000	50,000	50,000	Infrastructure Replacement Fund (IRF)
c) Pavement Marking Program							
1. Phase III Construction	Maint	15,000	25,000	15,000	25,000	15,000	Infrastructure Replacement Fund (IRF)
d) Sidewalk Program							
1. Construction	Maint	100,000	100,000	100,000	100,000	100,000	Infrastructure Replacement Fund (IRF)
e) Roadway Condition Evaluations							
1. IMS Street Testing	Prof Serv.			30,000			Infrastructure Replacement Fund (IRF)
<b>Street Maintenance Totals</b>		<b>115,000</b>	<b>125,000</b>	<b>195,000</b>	<b>175,000</b>	<b>165,000</b>	
<b>3) Wastewater Facilities</b>							
a) Phosphorus Removal Upgrade	Prof Serv.	70,000	270,000				Infrastructure Replacement Fund (IRF)
b) Wilmot Road Small Pump Replacement	Capital	55,000					Infrastructure Replacement Fund (IRF)
c) CMOM, Feasibility Optimization	Prof Serv.	62,000	10,000				Infrastructure Replacement Fund (IRF)
d) Computer and SCADA Upgrade & Replacement	Prof Serv.	120,000					Infrastructure Replacement Fund (IRF)
e) East Side Interceptor Rehab & Lining							
1. Phase II Eng. (Design)	Prof Serv.						Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital						Infrastructure Replacement Fund (IRF)
f) Inspect Crosstown Interceptor Main	Maint						Infrastructure Replacement Fund (IRF)
g) USGS Monitoring Station	Capital	25,000					Infrastructure Replacement Fund (IRF)
h) Deerfield/Warwick CL2 System Upgrade	Capital	30,000	190,000				Infrastructure Replacement Fund (IRF)
<b>Sewage Treatment Plant Totals</b>		<b>362,000</b>	<b>470,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>4) Public Buildings / Facilities</b>							
b) 630 Central Parking Lot Design							
1. Phase II Eng. (Design)	Prof Serv.						Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital		200,000				Infrastructure Replacement Fund (IRF)
c) Parking Lot Rehab (Sunset, Elm & Chestnut )	Capital			100,000			Infrastructure Replacement Fund (IRF)
d) Parking Lot Rehab (Village Hall, Park & Marathon)	Capital				100,000		Infrastructure Replacement Fund (IRF)
<b>Public Buildings / Facilities Totals</b>			<b>0</b>	<b>200,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>
<b>5) Sewer Projects</b>							
a) Sewer Lining	Capital	400,000	400,000	400,000	400,000	400,000	Infrastructure Replacement Fund (IRF)
b) Inflow and Infiltration Consulting Services (plus I&I Monitoring)	Prof Serv.	100,000	100,000				Infrastructure Replacement Fund (IRF)
c) Inflow and Infiltration Sanitary/Storm Infrastructure Improvements	Capital	350,000					Infrastructure Replacement Fund (IRF)
d) Inflow and Infiltration Sump Pump Reduction	Capital	130,000					Infrastructure Replacement Fund (IRF)
e) Drainage Study and Resolution Program							
1. Phase II Eng. (Design)	Prof Serv.	100,000	50,000	50,000	50,000	50,000	Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital	100,000	100,000	100,000	50,000	100,000	Infrastructure Replacement Fund (IRF)
<b>6) Water System Projects</b>							
a) Water System Redundancy Project (Northbrook Connection)							
1. Phase I Eng. (Design)	Prof Serv.	100,000					Infrastructure Replacement Fund (IRF)
2. Phase II Eng. (Design)	Prof Serv.		150,000	150,000			Infrastructure Replacement Fund (IRF)
3. Phase III Construction	Capital				2,500,000		Infrastructure Replacement Fund (IRF)
b) Richfield Pump Station Repairs							
1. Richfield Pump Station							
a. Phase III Engineering	Prof Serv.						Infrastructure Replacement Fund (IRF)
b. Phase III Construction	Capital						Infrastructure Replacement Fund (IRF)
c) Elevated Tank Maintenance							
1. Elevated Tank Restoration PH3 Engineering	Prof Serv.	50,000					Infrastructure Replacement Fund (IRF)
2. Elevated Tank Painting	Maint	872,515					Infrastructure Replacement Fund (IRF)
d) Water Loss Study							
1. Phase I Eng. (Study)	Prof Serv.						Infrastructure Replacement Fund (IRF)
e) Mitchell Park Tennis Courts							
a. Phase III Construction	Capital	50,000					Infrastructure Replacement Fund (IRF)
<b>Sewer &amp; Water Totals</b>		<b>2,252,515</b>	<b>800,000</b>	<b>700,000</b>	<b>3,000,000</b>	<b>550,000</b>	
<b>CAPITAL IMPROVEMENT PROJECTS - TOTALS</b>		<b>\$5,794,515</b>	<b>\$8,433,000</b>	<b>\$9,345,000</b>	<b>\$10,675,000</b>	<b>\$8,015,000</b>	

**CAPITAL IMPROVEMENT PROGRAM**

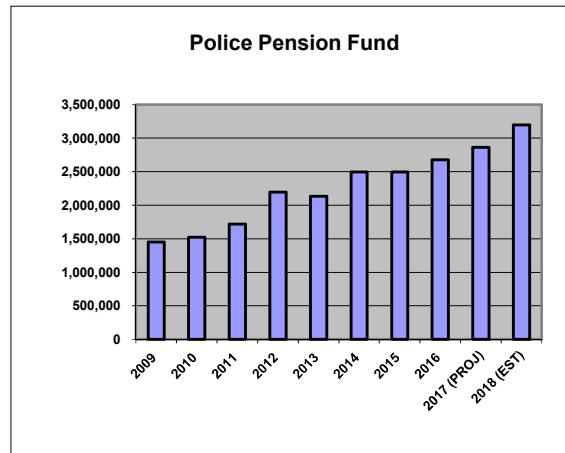
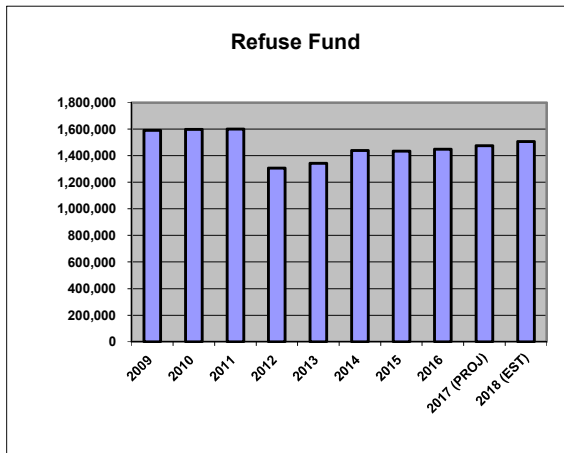
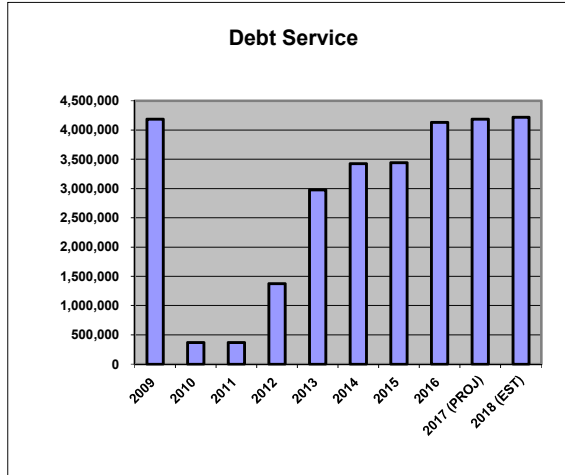
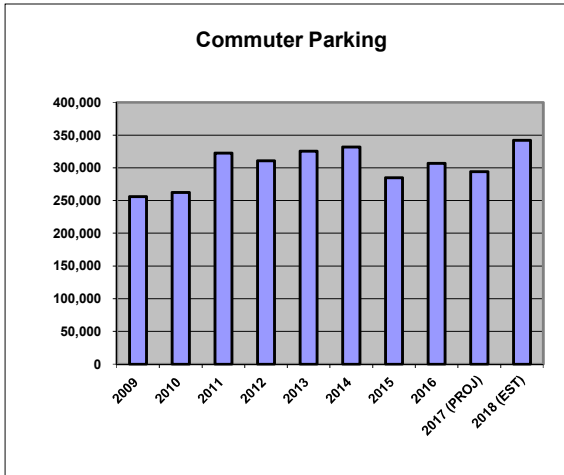
**PROJECTIONS FOR CONSTRUCTION PROJECTS, LAND ACQUISITION, & BUILDINGS OVER \$5,000**

<b>FUNDING SUMMARY</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>
ITEP	80,000	120,000	1,000,000	0	0
Federal Grant					
<b>Federal Grant - Reimbursement</b>	200,000	1,760,000	0	0	0
Motor Fuel Tax (MFT)	0	988,000	494,000	494,000	494,000
Lake County Department of Transportation	10,000	0	0	0	0
<b>Infrastructure Replacement Fund (IRF)</b>	5,504,515	5,565,000	7,851,000	10,181,000	7,521,000
<b>TOTAL</b>	<b>\$ 5,794,515</b>	<b>\$ 8,433,000</b>	<b>\$ 9,345,000</b>	<b>\$ 10,675,000</b>	<b>\$ 8,015,000</b>
<b>PROJECT TYPE SUMMARY</b>					
Capital Improvement	3,515,000	4,680,000	6,906,000	8,556,000	7,306,000
Professional Services	1,002,000	760,000	780,000	300,000	50,000
Maintenance	987,515	125,000	165,000	175,000	165,000
** Funded Externally of Reimbursed	290,000	2,868,000	1,494,000	1,644,000	494,000
	<b>5,794,515</b>	<b>8,433,000</b>	<b>9,345,000</b>	<b>10,675,000</b>	<b>8,015,000</b>

This page left intentionally blank.

**BUDGET REQUEST - 2018  
SUPPORT FUNDS - SUMMARY**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	2,738,685	2,923,250	2,942,450	3,281,250	12.25%	11.51%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,451,439	1,447,310	1,465,200	1,545,200	6.76%	5.46%
COMMODITIES	21,193	26,450	26,450	26,450	0.00%	0.00%
UTILITIES	5,880	9,900	9,778	8,300	-16.16%	-15.12%
DEBT SERVICE	2,313,819	2,389,586	2,366,878	2,392,946	0.14%	1.10%
CAPITAL OUTLAY	26,737	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	2,002,228	2,007,800	2,007,800	2,010,179	0.12%	0.12%
<b>TOTAL</b>	<b>8,559,981</b>	<b>8,804,296</b>	<b>8,818,556</b>	<b>9,264,325</b>	<b>5.23%</b>	<b>5.05%</b>



## DEBT SERVICE FUND

The Debt Service Fund is used for paying general obligation debt incurred by the Village. Property tax is levied in such a fashion so that the Village will receive funds in time to pay the principal and interest as it becomes payable. The Board abated \$487,235 of the 2017 debt service levy (due in 2018) using alternate revenues (Qualified Energy Conservation Bond and Build America Bond credits). New debt was issued in 2017 to refund the remaining General Obligation Bonds, Series 2008 and provide approximately \$2.5 million for capital projects. The Village anticipates issuing \$6,000,000 of bonds in 2018 to partially fund capital projects in 2018 and 2019.

### Schedule of General Obligation Debt Outstanding

Currently the Village has seven general obligation bond issues outstanding:

General Obligation Bonds, Series 2010 Build America Bonds. This \$12.5 million issue was dedicated to the first phase of construction of the new wastewater treatment plant (\$7.5 million) and for general capital projects. These were issued under the Build America Bond program and thus the Village will receive a credit from the US Government each year for 35% of the interest due on these taxable bonds. The credit has been reduced between 7% and 9% in recent years due to Federal Sequestration cuts.

General Obligation Bonds, Series 2011A. This \$9.9 million issue consisted of \$4.0 million in tax exempt debt for various Village capital projects and \$5.9 million for the first phase of the Deerfield Public Library (DPL) remodeling. The Village issued this debt on behalf of DPL and it will be serviced by property taxes linked to the DPL levy.

General Obligation Bonds, Series 2011B. This \$12.5 million issue was dedicated to the continued construction of the wastewater treatment plant. The taxable debt was issued under the Federal Qualified Energy Conservation Bond (QECB) program and will receive a credit from the US Government of approximately 70% of the interest due. The credit has been reduced between 7% and 9% in recent years due to Federal Sequestration cuts. These were issued as term bonds all due in 2028; a sinking fund will accumulate the principal portion of the debt service levied each year. These will be serviced using property tax levies.

General Obligation Bonds, Series 2012. This \$10 million tax exempt issue was dedicated to the continued construction of the wastewater treatment plant. This will be serviced using property tax levies.

General Obligation Bonds, Series 2013. This \$9.075 million issue consisted of \$3.2 million in tax exempt debt for the continued construction of the wastewater treatment plant and \$5.75 million for the final phase of the Deerfield Public Library remodeling.

General Obligation Bonds, Series 2015. This \$9.575 million tax exempt issue was dedicated to partial funded of an expanded three-year capital plan. This debt will be serviced using property tax levies.

General Obligation Bonds, Series 2017. This \$5.7 million tax exempt issue was dedicated to fund capital projects and refund the remaining portion of the General Obligation Bonds, Series 2008. This debt will be serviced using property tax levies.

GENERAL OBLIGATION DEBT  
Retirement Schedule Principal and Interest -- (Levy Year Basis)

TAX LEVY YEAR	General Obligation Build America Bonds		General Obligation Series 2011A – 09/26/11		General Obligation Series 2011B – 09/26/11		General Obligation Series 2012 – 02/06/12		General Obligation Series 2013 – 01/03/13		General Obligation Series 2015 – 05/06/15		General Obligation Series 2017 – 02/28/17		TOTAL
	Principal	Interest	Principal	Interest	Principal	Interest	Principal (4)	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
			\$9,900,000 (3)		\$12,500,000 QECB (2)		\$10,000,000 (1)		\$9,075,000 (5)		\$9,575,000 (1)		\$5,700,000 (1)		
		\$12,500,000 (2)													
2017	575,000	402,917	310,000	218,290	725,000	499,200	135,000	234,763	615,000	116,418	405,000	267,200	245,000	186,588	4,935,376
2018	585,000	385,380	325,000	212,865	725,000	499,200	440,000	233,075	335,000	104,117	415,000	255,050	255,000	179,238	4,948,925
2019	600,000	364,320	340,000	206,365	725,000	499,200	455,000	227,575	340,000	97,418	430,000	242,600	265,000	171,588	4,964,066
2020	610,000	341,220	365,000	199,565	725,000	499,200	475,000	220,750	345,000	90,617	440,000	229,700	270,000	163,638	4,974,690
2021	625,000	316,210	380,000	192,265	725,000	499,200	495,000	212,438	350,000	83,718	455,000	216,500	280,000	155,538	4,985,869
2022	645,000	289,335	400,000	183,715	725,000	499,200	515,000	203,775	350,000	76,717	470,000	202,850	290,000	147,138	4,997,730
2023	660,000	260,310	425,000	174,115	725,000	499,200	540,000	193,475	355,000	69,718	485,000	188,750	300,000	138,438	5,014,006
2024	680,000	229,290	450,000	163,490	725,000	499,200	555,000	182,675	360,000	62,617	495,000	174,200	310,000	129,437	5,015,909
2025	700,000	195,970	475,000	151,340	725,000	499,200	580,000	170,188	365,000	55,418	510,000	159,350	320,000	120,137	5,026,603
2026	720,000	160,270	500,000	138,278	725,000	499,200	600,000	157,138	375,000	48,117	530,000	144,050	330,000	110,537	5,037,590
2027	735,000	122,830	355,000	123,277	880,000	499,200	455,000	142,138	380,000	40,618	545,000	128,150	345,000	99,812	4,851,025
2028	750,000	83,875	1,280,000	112,627	0	0	1,380,000	130,762	390,000	32,542	560,000	111,800	0	88,600	4,920,206
2029	775,000	42,625	1,335,000	74,228	0	0	1,425,000	92,812	390,000	23,963	575,000	95,000	0	88,600	4,917,228
2030	0	0	990,000	32,175	0	0	1,950,000	53,625	675,000	15,187	595,000	77,750	0	88,600	4,477,337
2031											610,000	59,900	455,000	88,600	1,213,500
2032											630,000	41,600	475,000	73,813	1,220,413
2033											650,000	21,125	490,000	57,187	1,218,312
2034													510,000	38,812	548,812
2035													525,000	19,687	544,687
<b>TOTALS</b>	<b>8,660,000</b>	<b>3,194,552</b>	<b>7,930,000</b>	<b>2,182,595</b>	<b>8,130,000</b>	<b>5,491,200</b>	<b>10,000,000</b>	<b>2,455,189</b>	<b>5,625,000</b>	<b>917,185</b>	<b>8,800,000</b>	<b>2,615,575</b>	<b>5,665,000</b>	<b>2,145,988</b>	<b>73,812,284</b>

(1) Source of Funds – Property Tax or Alternate

(2) Source of Funds – Property Tax or Alternate – Interest shown is gross amount due before application of Federal credit

(3) Source of Funds – Property Tax or Alternate – 59.6% of debt service is Deerfield Library responsibility

(4) Principal payment shown is contribution to sinking fund

(5) Source of Funds – Property Tax or Alternate – 64.7% of debt service is Deerfield Library responsibility

**PENSION FUNDS**

The Village contributes to two pension funds as required by State Law.

Police Pension Fund

The Police Pension Fund is required by State law for all communities of over 5,000 in population. A Police Pension Board, made up of five members, administers the fund. Two are active members of the department, two are from the citizens of the community, and one is elected from the beneficiaries of the fund. They are charged with the investment of the funds collected from the active personnel, contributed by the employer (Village) and investment income. Patrol officers contribute 9.91% of their base salary toward the Police Pension Fund.

The Village (employer) contribution is determined annually based on an actuarial analysis of the fund pursuant to state statute. The Village has contributed 100% of the actuarially determined required contribution (reflected as an expense in the Police Department budget) in the past and plans to continue full funding in the future.

The Illinois Municipal Retirement Fund (IMRF)

IMRF covers Village employees with the exception of sworn police personnel. The current employer pension contribution for IMRF is 11.95% of salary. The rate is expected to increase to 12.55% in calendar 2018. The Village also contributes 6.20% for the employer's portion of social security taxes for all employees, other than sworn police personnel and 1.45% for the employer's portion of Medicare taxes for all employees covered by Medicare. The Village contributes 100% of its required contribution based on the calculation by the IMRF.

In 2010 the Illinois state legislature decreased the benefits under IMRF and the downstate Police Pension plans for new employees hired after December 31, 2010. This will have the effect of slowing the increase in employer funding in the future and at some point, largely dependent on the employee replacement rate after this date, will lower the required employer funding percent.

FUNDING PROGRESSION

Based on the Actuarial Accrued Liability (AAL):

Actuarial Valuation Date	Police Pension Fund	Illinois Municipal Retirement Fund
2002	92.67%	96.10%
2003	92.09%	93.79%
2004	82.72%	81.71%
2005	84.76%	82.54%
2006	83.11%	77.94%
2007	82.00%	75.09%
2008	79.70%	53.10%
2009	71.00%	54.14%
2010	70.28%	57.41%
2011	77.57%	60.98%
2012	74.12%	63.53%
2013	75.21%	69.15%
2014	77.43%	69.22%
2015	(GASB 68 valuation) 60.70%	85.19%
2016	(GASB 68 valuation) 70.13%	84.89%

**BUDGET REQUEST - 2018**

**3570XX-**

**DEBT SERVICE FUND**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	0	0	0	0	N/A	N/A
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
DEBT SERVICE	2,313,819	2,389,586	2,366,878	2,392,946	0.14%	1.10%
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	1,814,480	1,820,052	1,820,052	1,822,431	0.13%	0.13%
<b>DEPARTMENT TOTAL</b>	<b>4,128,299</b>	<b>4,209,638</b>	<b>4,186,930</b>	<b>4,215,377</b>	<b>0.14%</b>	<b>0.68%</b>

**806010-**

**POLICE PENSION FUND**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	2,603,140	2,765,000	2,790,000	3,120,000	12.84%	11.83%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	72,005	66,300	72,000	79,500	19.91%	10.42%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
<b>DEPARTMENT TOTAL</b>	<b>2,675,145</b>	<b>2,831,300</b>	<b>2,862,000</b>	<b>3,199,500</b>	<b>13.00%</b>	<b>11.79%</b>

## **REFUSE FUND**

The Refuse Fund is an enterprise fund established to provide for the collection of residential solid waste, household recycling, and landscape debris. Refuse collection is provided through a contract with a private waster hauler. The multi-year contract entered into with Waste Management beginning April, 2011 and extended for five years in 2015 provides for charges that are adjusted annually by the CPI, with a floor of 2% and a maximum of 4%. Service has been standardized to once a week, curb side with carts. Residents who wish to receive back door pick up pay an extra charge billed and coordinated directly with the company. The Village now charges a set standard fee billed through the utility billing system for the basic service.

The service is funded through a combination of user fees and a General Fund transfer. The transfer provides for a subsidization of the fee. A 2% increase in the user fee is included in this budget, which allows the Village to realize revenues that are slightly in excess of expenses.

The Village also provides an expanded leaf collection program funded through the above revenues. During the fall, each home receives four weekly collections of leaves raked to the curb. The Village maintains four leaf vacuum machines for this purpose. Residents also have the option to bag the waste during this time and throughout the year, with a per-bag fee assessed through the use of stickers.

## **PARKING LOTS (COMMUTER STATION)**

The Village maintains and operates nine commuter train station parking lots with a total of 675 spaces. These are broken down by source of funding, with six lots (320 spaces) built with Village funds and reserved for Village residents. The remaining lots were built with Federal assistance and are open to any users. The lots are a combination of pay-per-day and permit. Village personnel collect fees and police personnel enforce the parking restrictions.

Since the Lake-Cook Road station lots opened a number of years ago, the use of the downtown lots has stabilized below capacity. Parking fees are used to maintain the lots (including snow removal) and the station. The daily parking rates were increased from \$1.50 per day to \$2.00 per day effective January 1, 2015. Effective January 1, 2017, the permit rates will increased from \$150 to \$175 and \$215 to \$245 for residents and non-residents respectively. The rates adequately funds the necessary maintenance and capital expenditures for the station and lots as well as the new pay-by phone application implemented in 2015.

**BUDGET REQUEST - 2017**

**5820XX-**

**REFUSE FUND**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	96,799	115,250	110,250	115,250	0.00%	4.54%
TRAINING & DEVELOPMENT		0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,294,214	1,303,000	1,303,100	1,329,900	2.06%	2.06%
COMMODITIES	21,193	24,700	24,700	24,700	0.00%	0.00%
UTILITIES		0	0	0	N/A	N/A
CAPITAL OUTLAY		0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS		0	0	0	N/A	N/A
TRANSFERS OUT	37,748	37,748	37,748	37,748	0.00%	0.00%
<b>DEPARTMENT TOTAL</b>	<b>1,449,954</b>	<b>1,480,698</b>	<b>1,475,798</b>	<b>1,507,598</b>	<b>1.82%</b>	<b>2.15%</b>

**6020XX-**

**COMMUTER PARKING LOTS**

	ACTUAL 2016	BUDGET 2017	EST EXPEND 2017	BUDGET 2018	% CHG BUDG 2017→2018	% CHG BUDG EST→2018
PERSONNEL SERVICES	38,746	43,000	42,200	46,000	6.98%	9.00%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	85,220	78,010	90,100	135,800	74.08%	50.72%
COMMODITIES	0	1,750	1,750	1,750	0.00%	0.00%
UTILITIES	5,880	9,900	9,778	8,300	-16.16%	-15.12%
CAPITAL OUTLAY	26,737	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	150,000	150,000	150,000	150,000	0.00%	0.00%
<b>DEPARTMENT TOTAL</b>	<b>306,583</b>	<b>282,660</b>	<b>293,828</b>	<b>341,850</b>	<b>20.94%</b>	<b>16.34%</b>

This page left intentionally blank.

**APPENDIX A - EQUIPMENT REQUESTS CONTAINED IN  
OPERATING BUDGETS**

**ADMINISTRATIVE DIVISION**

Finance Department		\$3,000
Shared cost of IT hardware	3,000	
Administration		\$10,500
Shared cost of IT hardware	10,500	
Community Development		\$1,000
Shared cost of IT hardware	1,000	
Engineering Division (Public Works)		\$11,350
2 Digital message boards (allocated to 4 divisions)	7,500	
Locating equipment (allocated to 4 divisions)	2,000	
Shared cost of IT hardware	1,850	

**POLICE DEPARTMENT**

Administration Division - includes ID printer		\$14,500
Fitness Equipment	10,000	
Office Equipment	4,500	
Communications Division		\$5,000
Investigations/Youth/DARE/Social Services		\$10,500
Printer	3,000	
Office and Squad Equipment	7,500	
Patrol Division		\$21,550
Training/Range/Evidence equipment	6,900	
Taser equipment (Funded through Seizure fund)	5,300	
Bike equipment	1,800	
AR-15 rifle replacement	1,500	
Office and Squad Equipment	6,050	
E911 Fund		\$10,000
911 equipment	10,000	

**PUBLIC WORKS DEPARTMENT**

Street Division		\$13,350
Administration		
Shared cost of IT hardware	1,100	
2 Digital message boards (allocated to 4 divisions)	7,500	
Locating equipment (allocated to 4 divisions)	2,000	
Snow and ice control		
Salt spreader and maintenance equipment	750	
Forestry		
Lawn mowers and maintenance equipment	2,000	
Sewer Division		\$16,500
Administration		
Shared cost of IT hardware	150	
2 Digital message boards (allocated to 4 divisions)	7,500	
Locating equipment (allocated to 4 divisions)	2,000	
Wastewater Treatment Facility		
Various equipment upgrades	6,850	
Mower	6,000	
Water Division		\$111,550
Administration		
Shared cost of IT hardware	550	
2 Digital message boards (allocated to 4 divisions)	7,500	
Locating equipment (allocated to 4 divisions)	2,000	
Cellular Carrier-Level redundancy	12,500	
Distribution		
SCADA controls and upgrades	5,000	
Main & Hydrant Maintenance		
Miscellaneous	2,000	
Meter Maintenance		
Water Meters	82,000	
Vehicle Maintenance (Garage)		\$2,500
Diagnostic equipment repair		

## APPENDIX B

### GLOSSARY

**ABATEMENT** -- A complete or partial cancellation of a levy imposed by a government.

**ACCOUNT** -- A term used to identify an individual asset, liability, expenditure, revenue, or fund balance.

**ACCOUNTING SYSTEM** -- The total structure of records and procedures that discover, record, classify, summarize, and report information on the financial position and results of operations of a Government or any of its funds, fund types, balanced account groups, or organization components.

**ACCRUAL** -- The accrual basis of accounting is used for the Proprietary Fund types. Under the accrual method, revenues are recognized in the accounting period in which they are earned while expenses are recognized when the related liability is incurred.

**ACTIVITY** -- The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the government is responsible.

**ACTUARIAL RESERVE DEFICIENCY** -- The excess of the actuarial accrued liabilities at the date of valuation of the retirement system over the available assets on hand to meet such liabilities; or the excess of accrued and prospective liabilities over the present and prospective assets.

**ANNUAL REQUIRED CONTRIBUTION** -- The required contribution to fully fund the entity's annual employer's cost of the pension obligation as determined by an actuary.

**APPROPRIATION** -- legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**ASSESSED VALUATION** -- A valuation set upon real estate or other property by a government as a basis for levying taxes.

**ASSET** -- Property owned by a government which has monetary value.

**AVAILABLE FUND BALANCE** -- The balance of funds above the recommended minimum fund balance.

**BALANCED BUDGET** -- A budget is balanced when the proposed expenditures plus expected reserve draw down are equal to the expected new revenues plus the available fund balance at the beginning of the fiscal year.

**BOND** -- A written promise, generally under seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

**BONDED DEBT** -- That portion of indebtedness represented by outstanding bonds.

**BUDGET** -- A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**BUDGET AMENDMENT** -- A legal procedure utilized by the governing board to revise a budget.

**BUDGET DOCUMENT** -- The instrument used by the budget-making authority to present a comprehensive financial plan of operations of the governing board.

**BUDGET MESSAGE** -- A general discussion of the proposed budget as presented in writing by the budget making authority to the legislative body.

**BUDGET ORDINANCE** -- The official enactment by the governing board to legally authorize the government administration to operations of the governing board.

**BUDGETARY CONTROL** -- The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CAPITAL ASSETS** -- Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**CAPITAL BUDGET** -- A plan of proposed capital outlays and the means of financing them for the current fiscal period.

**CAPITAL IMPROVEMENTS BUDGET** -- A plan of proposed capital expenditures and the means of financing them. This is usually part of the complete annual budget which includes both operating and capital outlays.

**CAPITAL OUTLAY** -- Expenditures which result in the acquisition of or addition to fixed assets.

**CAPITAL PROJECTS FUND** -- A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and equipment, other than those financed by proprietary funds, special assessment funds, and trust funds.

**CHART OF ACCOUNTS** -- The classification system used by the government to organize the accounting for various funds.

**COMMODITIES** -- Consumable items used by the governmental departments. Examples include office supplies, vehicle and maintenance supplies, gasoline, etc.

**CONTRACTUAL SERVICES** -- Services rendered to governmental departments and agencies by private firms, individuals, or other government agencies. Examples include utilities, insurance, and professional services.

**DEBT** -- An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants, lease-purchase agreements, notes and floating debt.

**DEBT LIMIT** -- The maximum amount of gross or net debt which is legally permitted by State Statute.

**DEBT SERVICE FUND** -- A fund established to account for the accumulation of resources for, and then payment of, general long term debt principal and interest.

**DEFICIT** -- An excess of expenditures over revenues or expense over income.

**DEPARTMENT** -- A major administrative organization unit of the government which indicates overall management responsibility for one or more activities.

**DEPRECIATION** -- (1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset is charged off as an expense.

**ENTERPRISE FUND** -- A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that then costs (expenses, including depreciation) or providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**EAV (EQUALIZED ASSESSED VALUATION)** -- The assessed valuation of real property, raised or lowered by an equalizing factor as applied by a countywide and a statewide authority, so that all property is assessed at a consistent level for purposes of levying taxes. Currently, equalized valuation of real property is 1/3 of fair market value. Property taxes are assessed against the aggregate EAV of a taxing unit.

**ESTIMATED REVENUE** -- The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by the Board of Trustees.

**EXPENDITURES** -- Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

**EXPENSES** -- Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FISCAL PERIOD** -- Any period at the end of which a government determines its financial position and the results of its operations.

**FISCAL YEAR** -- A twelve (12) month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

**FIXED ASSETS** -- Assets of a long term nature which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

**FUND** -- A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE** -- All accounts necessary to set forth the financial position and results of operations of a fund.

**FUND EQUITY** -- An equity account reflecting the unreserved accumulated earnings of the enterprise fund.

**GENERAL FUND** -- The fund used to account for all financial resources except those required to be accounted for in another fund. The most common General Fund is the Corporate Fund.

**GO (GENERAL OBLIGATION) BONDS** -- Bonds for the payment of which the full faith and credit of the issuing government are pledged.

**GENERAL REVENUE** -- The revenues of a government other than those derived from the retained earnings in an enterprise fund. If a portion of the net income in an enterprise fund is contributed to another non-enterprise fund, such as the Corporate Fund, the amounts transferred constitute general revenue of the government.

**GOAL** -- A statement of broad direction, purpose, or intent, based on the needs of the community.

**GOVERNMENTAL FUND** -- A fund used to account for activities primarily supported by taxes, grants and similar revenue sources.

**HOME RULE SALES TAX** -- As an Illinois home rule unit, the Village is provided certain additional taxing powers not generally available. The home rule sales tax can be imposed by the Village in increments of 0.25% on all retail sales occurring within the Village except for groceries, drugs and items that are titled by the state (automobiles, boats, etc.). The current Village rate is 1.0%.

**IEPA** -- Illinois Environmental Protection Agency. State agency charged with environmental regulations, specifically involved in regulating the Village's water and sewer systems. Also a granting agency for revolving loans and other programs associated with these two functions.

**IPBC** -- The Intergovernmental Personnel Benefit Cooperative. A municipal health and benefits pool through which the Village provides health and life insurance for its employees. The Park District and Library participate with the Village as listed entities.

**IMRF** -- An abbreviation for Illinois Municipal Retirement Fund, a pension fund covering Village employees who work over 1,000 hours per year, with the exception of sworn police personnel.

**IRF** -- Infrastructure Replacement Fund. A capital projects fund designated by the Village for major capital project expenditures with varied sources of funding.

**INTERGOVERNMENTAL REVENUE** -- Revenue received from another government, such as the State of Illinois, or other political subdivisions, for a specified purpose.

**INTERGOVERNMENTAL SERVICE FUND** -- A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments and agencies within a single governmental unit.

**INVESTMENTS** -- Cash held in interest bearing accounts, securities and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**LEVY** -- (VERB) To impose taxes, special assessments, or service charges for the support of governmental activities.  
(NOUN) The total amount of taxes, special assessments, or service charges imposed by a government.

**LONG TERM DEBT** -- Debt with a maturity of more than one year after the date of issuance.

**METRA** -- An abbreviation for the Northeast Illinois Regional Commuter Railroad Corporation which manages and operates the commuter trains and commuter buses in the Village.

**MFT (MOTOR FUEL TAX)** -- The State of Illinois levies a tax on the sale of motor fuel products for use over the road. Municipalities are distributed a portion of the tax on a per capita basis to be used for the maintenance and improvement of the local road system.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING** -- A basis of accounting in which revenues and other financial resources are recognized when they become both "measurable" and "available" to finance expenditures of the current period. Expenditures are recognized when the fund liability is incurred. All governmental fund types, including the General Fund, use the modified accrual basis of accounting.

**NET INCOME** -- Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

**OBJECT** -- As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personnel services, contractual services, commodities, capital outlay and other expenditure classifications.

**OPERATING BUDGET** -- The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, services, etc.

**OPERATING EXPENSES** -- Proprietary fund expenses which are directly related to the fund's primary service activities.

**OPERATING INCOME** -- The excess of proprietary fund operating revenues over operating expenses.

**OPERATING REVENUES** -- Proprietary fund revenues which are directly related to the fund's primary service activities. They consist primarily of charges for services.

**PENSION TRUST FUND** -- A Trust Fund used to account for public employee retirement systems. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds, but with an important expanded emphasis on required fund balance reserves.

**PERSONNEL SERVICES** -- Items of expenditures in the operating budget for salaries and benefits paid for services performed by Village employees.

**PROPRIETARY FUND** -- A fund used to account for activities that receive significant support from fees and charges.

**RESERVE** -- An account used to indicate that a portion of fund equity is legally restricted.

**RESOURCES** -- Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

**REVENUES** -- Increases in governmental fund type, net current assets, and residual equity transfers.

**SOURCE OF REVENUE** -- Revenues are classified according to their source or point of origin.

**SPECIAL REVENUE FUND** -- A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

**TAX LEVY** -- The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.

**TAX LEVY ORDINANCE** -- An ordinance by means of which taxes are levied.

**TAXES** -- Compulsory charges levied by a government for the purpose of financing services performed for the common public benefit.

**TAX INCREMENT FINANCING (TIF)** – A municipal financing mechanism used to renovate declining areas that uses the increase in taxable property value to generate revenue for a set period of time to offset the costs of allowable public and private investment in the area.

**TRUST FUNDS** -- Funds used to account for assets held by a government in a trustee capacity for individuals, private organization, other governments, and/or other funds.

**USER CHARGES OR FEES** -- The payment of a fee for direct receipt of a public service by the party benefiting from the service.

**WRF** – Water Reclamation Facility. The Village's designation of its sanitary sewerage treatment plant.

## APPENDIX C

### SUMMARY OF SIGNIFICANT FINANCIAL, ACCOUNTING AND BUDGETING POLICIES

The accounting policies of the Village of Deerfield, Illinois, conform to Generally Accepted Accounting Principles as applicable to governments. The following is a summary of the significant policies.

#### Reporting Entity and Its Services

The Village of Deerfield, Illinois, was incorporated April 14, 1903. The Village operates under a Council/Manager form of government and provides the following services as authorized by its charter: public safety (police), highways and streets, water supply, sanitation, public improvements, community development and general administrative services.

#### Accounting, Auditing and Financial Reporting Policies

- An independent audit will be performed annually.
- The Village will produce annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board.
- The Finance Department will report to the Mayor and Board of Trustees and to the departments on a monthly basis the amount of funds expensed or expended for the month and year-to-date vs. budget and projected.
- The Finance Department will also report on an ad hoc basis on any other financial items that will affect the Village's financial picture.

#### Fund Presentation

The accounts of the Village are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Governmental Funds. The Village has the following governmental-type funds:

- **General Fund** – The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund. Accounts for the operations of the Finance, Administration, Engineering, Community Development, Police and Street Departments.
- **Motor Fuel Tax Fund** – Special Revenue Fund that accounts for activity funded by the state share of tax on the use of motor fuels.
- **Enhanced 911 Fund** – Special Revenue Fund that accounts for the operation of the E911 emergency response system and is funded by a per line charge on land-based and cellular phones.
- **Tax Increment Financing District** – A fund to provide for the redevelopment plans funded by incremental property tax. (Note: the last Village district was terminated on December 31, 2008 and historical information is presented in this budget).
- **Infrastructure Replacement Fund** – Capital Project Fund established in 1989 for the purpose of maintaining, repairing and renovating the capital assets of the Village. All long term capital projects are now funded in this fund, including those of the Water and Sewer Funds.
- **Debt Service Fund** – Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. The Debt Service Fund has been treated as a single fund and budgeted in a like manner by the Village. The individual issues are accounted for separately within this fund.

Proprietary (Enterprise) Funds Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing

basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The Village has the following proprietary funds:

- **Water Fund** – Accounts for all activity relative to the acceptance, storage and delivery of water to the residents.
- **Sewer Fund** – Accounts for all activity relative to the operation of the sanitary sewer system, including the transportation of sewerage to the Village owned and operated sewerage treatment plant.
- **Refuse Fund** – The Village contracts with a private firm to collect and dispose of residential solid waste, residential recyclable materials and landscape waste. This fund provides for the revenues and expenses of this operation.
- **Commuter Parking Lot Fund** – Provides for the activity necessary to operate and maintain the various commuter-parking facilities within the Village, including the commuter train station.

Internal Service Funds - Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the Village, or to other governments, on a cost-reimbursement basis. The Village has the following internal service fund:

- **Garage Fund** – Provides for the maintenance of Village-owned vehicles through operation of a vehicle maintenance facility in the public works complex. All operating departments are charged for work on their vehicles.
- **Vehicle and Equipment Replacement Fund** – Established to account for the funds set aside annually for the replacement of certain vehicles and other equipment. The Village charges operating departments for equipment and motor vehicles based on the current replacement cost and estimated years of usage. These funds are accumulated in the Vehicle and Equipment Replacement Fund until the equipment or motor vehicles are purchased.

Trust and Agency Funds - Trust and Agency Funds are used to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. These include Pension Trust and Agency Funds. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds since capital maintenance is critical. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Village has the following Agency and Trust funds:

- **Deposit Fund** – To account for funds on deposit with the Village that are being held on a temporary basis.
- **Police Pension Fund** – As established by state statute, provides for the pension and disability benefits of sworn Village police officers, and is funded by employee and employer contributions, and investment income of the fund. Independently administered by a board of trustees as established in the state pension code.

Deerfield Public Library - The Deerfield Public Library has a separately elected seven-member board that annually determines its budget and resulting tax levy. Upon approval of the Village Board, the levy is submitted to the County. All debt of the Library is secured by the full faith and credit of the Village, which is wholly liable for the debt. The Library, while servicing the same general population of the Village, does not provide services entirely to the Village.

## **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the annual budget.

All Governmental Funds (General Fund, Special Revenue Funds, and Capital Project Funds) are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. The Village's share of State-assessed income taxes, gross receipts, and sales taxes are

considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenue at that time. Anticipated refunds of such taxes are recorded as liabilities and reductions of revenue when they are measurable and their validity seems certain. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Agency Fund assets and liabilities are accounted for on the modified accrual basis.

All Proprietary Funds and Pension Trust Funds (Enterprise, Internal Service, and Police Pension) are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred. Unbilled Waterworks and Sewerage Fund utility service receivables are recorded at year-end.

### **Budget Presentation Basis Exceptions**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the annual budget. The Comprehensive Annual Financial Report (CAFR) shows the status of the Village's finances on the basis of generally accepted accounting principles (GAAP). In most cases the budget preparation conforms to GAAP using the modified accrual basis of accounting for Governmental Funds and the accrual basis of accounting for Proprietary Funds. The following lists exceptions from GAAP contained in the presentation of the budget:

- The treatment of depreciation expenses, which are not shown in the budget, but the full purchase price of equipment and capital improvements are, while purchases of capital improvements are depreciated in the CAFR pursuant to GAAP (the Village's capital asset threshold for accounting purposes is \$25,000).
- The Village has implemented the requirements for disclosing liabilities due to other post employment benefits (OPEB) required by GASB but will not, as of this point, be funding these costs nor showing the increase in the liability in the annual budget.

### **Balanced Budget**

The Village considers the budget, at the fund level, to be balanced if the budgeted expenditures, plus expected reserve drawdown, are matched by budgeted new revenues and available beginning fund balances. The accounting level of control is at the department level or, in the absence of such, at the fund level, and the departments are additionally responsible for maintaining expenditures within the major categories of the function level.

### **Debt Policy**

The Village of Deerfield is a home rule municipality and, as such, has no statutory debt limitations. If, however, the Village were a non-home rule municipality, according to Illinois statutes, its available debt limit would be as follows:

	1/1/18
Equalized Assessed Valuation(2016)	\$1,407,512,362
Non-Home-Rule Debt Limit - 8.6%	121,046,063
Amount of Debt Applicable to Limit	59,160,000
Legal Debt Margin Available	61,886,063

The outstanding debt issues are property tax backed but subject to abatement based on available reserves and federal government rebates. Although the amount of recent debt has been larger than normal, it was planned due to the requirements of the treatment plant project (total cost \$32 million), Library remodeling and expanded 2015-2017 capital improvement plan. The Village's current bond rating is Aaa by Moody's, reaffirmed in February 2017.

The Village's policies in the issuance of debt are: (1) to attempt to keep a relatively even debt service levy, allowing it to increase as new equalized assessed valuation is available and as capital needs arise. The Village must reconcile the quest for a stable levy with the fact that delayed improvements or maintenance often has a higher true cost. Summarily, the goal to keep an even debt service levy must be balanced against the necessity of the project. (2) The

Village will not issue long-term debt for short-term projects. The life of the financing must not exceed the life of the project. The use of long-term debt is subject to review and approval by the Board of Trustees.

### **Capital Projects Funding**

The Village believes that ongoing maintenance of its infrastructure and equipment is of prime importance to reduce the risk of emergency repairs and avoid the cost increases of deferred maintenance. To finance capital projects, the Village utilizes standard capital raising techniques such as General Obligation and Revenue Bond Issues, as well as pay-as-you-go practices when reasonable. Two examples of the pay-as-you-go program are (A) the Vehicle and Equipment Replacement Fund and (B) the Infrastructure Replacement Fund. The purpose of the Vehicle and Equipment Replacement Fund is to keep annual expenses in balance and stable while providing sufficient funds for the replacement of vehicles and major equipment items that cost in excess of \$5,000. The Vehicle and Equipment Replacement Fund is fully funded. The Village also has established an Infrastructure Replacement Fund to provide funding for ongoing maintenance of the Village's infrastructure, primarily streets and underground improvements.

### **Accounting, Auditing and Financial Reporting Policies**

1. An independent audit will be performed annually.
2. The Village will produce annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board.
3. The Finance Department will report to the Mayor and Board of Trustees and to the departments on a monthly basis the amount of funds expensed or expended for the month and year-to-date vs. budget and projected.
4. The Finance Department will also report on an ad hoc basis on any other financial items that will affect the Village's financial picture.

### **Investment Policies**

The Village maintains formal investment policies for the general corporate funds and the police pension fund. In summary, the policies cite controlling state statutes and differ in the allowable investment types and duration objective. The corporate funds are typically restricted to and invested in short term government and government agency issues, with duration of less than five years. The pension fund's focus is more long term and is allowed, within statutory limits, to invest in equities and longer-term bonds. The investment policies are reviewed on a regular basis. Investment reports are regularly presented to the governing bodies.

### **Fixed Asset Policy**

Property, including equipment, represents a significant investment of tax revenue by the residents of the Village. Since the assets are durable goods used in providing services to the residents, it is essential that they be accounted for in the most efficient and practical manner possible. Property assets of the Village are numbered for inventory control. All property items valued at \$500 or more shall be recorded in the inventory system.

#### **General Fixed Assets**

General fixed assets are those fixed assets of the Village that are not accounted for in an Enterprise, Trust, or Intra-governmental Service Fund. Fixed assets are those assets that possess the following attributes:

1. A tangible nature;
2. A useful life extending beyond the year of acquisition; and
3. A significant value (greater than \$25,000).

These assets shall be accounted for in the annual financial report of the Village.

#### Property Assets

Non-fixed asset property items are those items valued at greater than \$500. These items shall be recorded and controlled in the Village's property control program and are the responsibility of the department in which they are located.

#### Classification of Fixed Assets

Fixed assets shall be classified by the following categories: land, buildings, improvements other than buildings, machinery and equipment, and construction in progress.

#### Capitalization Policy

The Village of Deerfield's capitalization policy provides that all items that cost less than \$25,000 shall be expensed rather than treated as a fixed asset. This policy is established recognizing that items under this limit are not sufficiently material from an accounting basis to include them on the Village's financial statements. Sufficient control of all property with a value greater than \$500 is maintained through the inventory control system.

#### Procedures for Updating the Fixed Assets and Property Control Record

The Finance Department is responsible for maintaining the fixed assets control system. All property with a value greater than \$500 shall be maintained in this system. Any property with an original value of greater than \$500 that is no longer useful to the Village shall be disposed in a manner consistent with state statute and shall be deleted from the control system record.

#### **Fund Balance Policy**

As a home rule municipality, the Village has substantial flexibility in the movement of assets between funds. Other than those funds with certain legal restrictions, for instance, the Motor Fuel Tax, Deposit, and Police Pension, the Village Board may approve transfer of funds between any of the operating or capital project funds of the Village. In addition, the Village has varied sources of revenue that, except for property tax, is generated monthly and therefore is not subject to irregular receipt during the year.

Therefore, the policy is to maintain a combined fund balance of not less than 40% of the annual budgeted recurring expenditures in the operating funds – General, Water, Sewer and Garage. The minimum combined balance of unrestricted fund balance and net cash in these funds shall not fall below 30%.

The remaining funds shall maintain a sufficient balance to achieve the budget on a yearly basis. In April, 2012, the Board adopted a revised Fund Balance Policy that conforms to GASB 54. The recommended and approved fund balance levels were not changed as part of this new policy.