

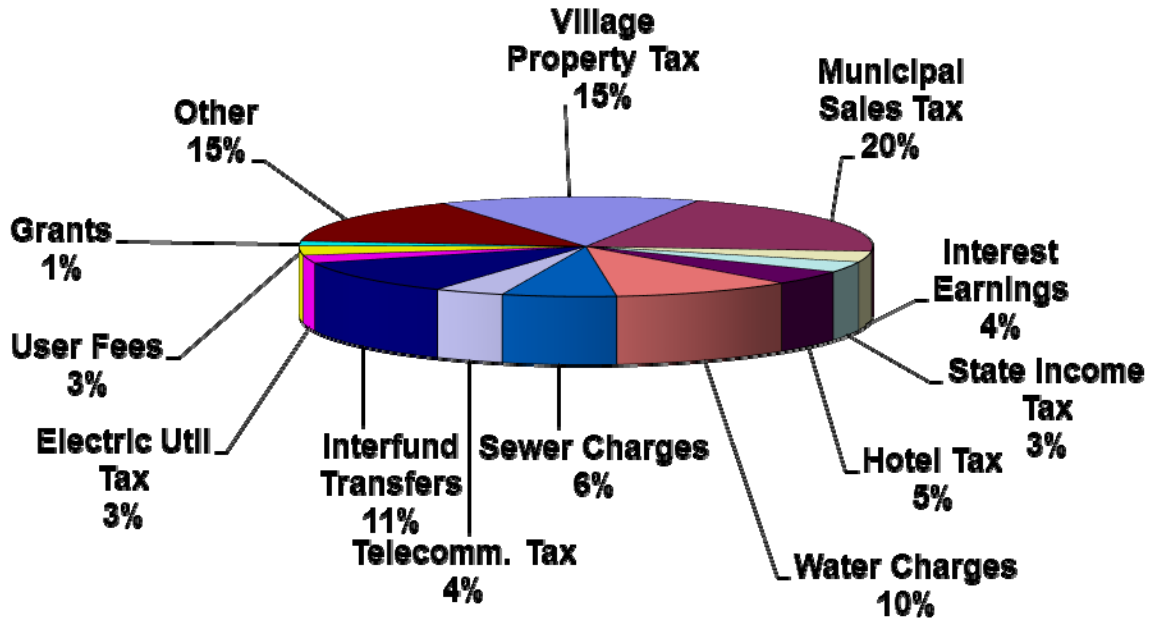


Village of Deerfield, Illinois
Annual Budget

January 1, 2019 to December 31, 2019

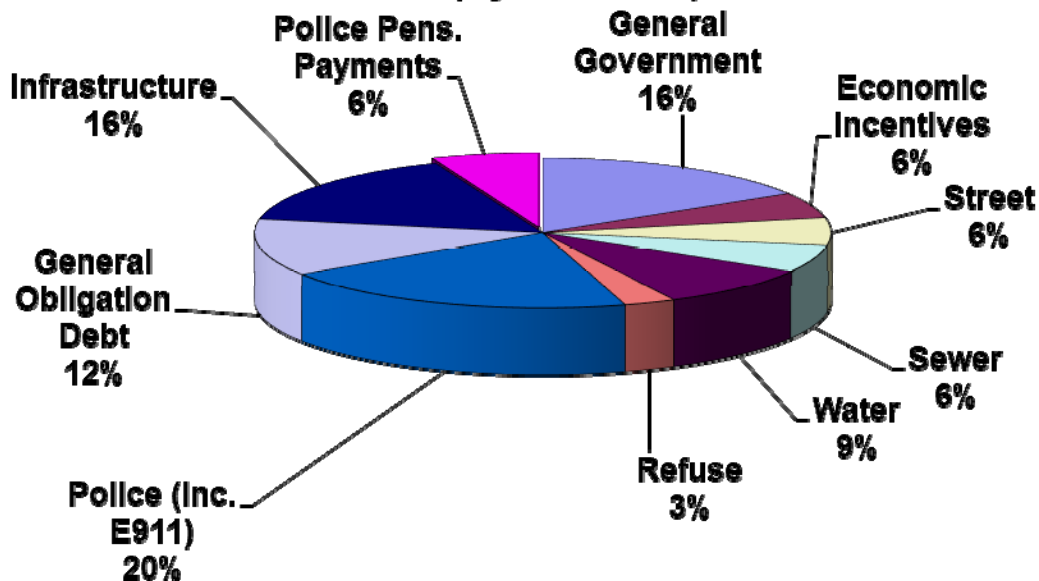


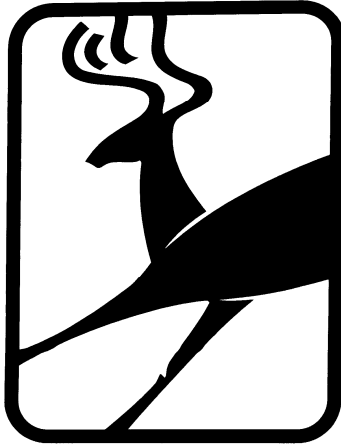
BUDGET REVENUES - FY 2019



2019 Budget Expenditures

(by function)





VILLAGE OF DEERFIELD

ANNUAL BUDGET

JANUARY 1, 2019 TO DECEMBER 31, 2019

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
Robert Phillips, Director of Public Works and Engineering
Clint Case, Building & Code Enforcement Supervisor
Jeff Ryckaert, Principal Planner
Andrew Lichterman, Assistant Village Manager

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PUBLIC WORKS

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CAPITAL PROJECTS FUNDS

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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, 2019 through December 31, 2019. 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, as revenues and expenditures reflect a shortened fiscal period.

The total expenditure budget for fiscal year 2019 is \$53,757,036, which represents an 8% increase from last year's budget and continues to maintain a robust capital improvement program. This year's expenditure increase is primarily due to increased capital project funding, water rate increases and personnel services. 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. Last year was the first year of a two year strategic capital funding plan which included a \$6 million bond issuance that is intended to partially fund capital costs slated for 2018 and 2019. This year's budget continues the Village's commitment to investing in capital projects by coupling the previous bond issuance with reoccurring IRF revenue streams for a total of \$12 million in capital improvements over the two year period. The operating component of the budget is \$29.9 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 fourth 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 would have been the first year the debt service for the \$6 million bond issuance in 2018 would have been reflected in the tax levy; however, the debt service from this issue will be abated. A portion of the \$2.5 million bond issuance from 2017 will also be abated resulting in a flat tax levy this year.

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 5% revenue cut to the Local Government Distributive Fund and a 1.5% 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 special census that was completed in 2017. 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 six 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 \$23,527,997 which is a 4% increase over last year's budget. The General Fund levy is \$3,535,997 and reflects a \$0 increase over last year. The entire property tax levy remains in the General Fund to support public safety. The Sales Tax revenues reflect a modest increase of 3.5% due to the evolving local economy and the uncertainty around consumer spending. The Hotel Room Tax is projected to increase 18% due to an increase in the tax rate from from 6% to 7%. Even with the rate increase the leisure and convention activity in the localized economy are expected to remain stable. The state shared income tax is expected to remain flat year-over-year but it is still a 5% decrease compared to two years ago, when legislative decisions in Springfield reduced the revenue sharing to municipalities. The state use tax is flat but this was increased last year 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 and electric utility tax are 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 \$24,327,921 which is a 3.59% increase from last year's budget. There is a 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. The Walgreen sales tax rebate expense in the Finance Department budget is flat and reflects 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 7% increase in employee health insurance charges based on experience, which is still below the average market rate increase. Personnel costs reflect a wage increase of 2.75% for non-union employees, which is consistent with the wage increases recently negotiated with the two unions. A new four-year collective bargaining agreement with the Illinois Council of Police (Police Patrol Officers) and the Illinois Union of Operating Engineers (IUOE Local 150 – Public Works) commenced on January 1, 2018. 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 2.75% 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 \$4,798,550 (+9%) against new revenues of \$5,141,500 (+8%). The expenditure level is beginning to normalize in this fund as there was a significant expenditure increase four 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 three years, and a 15% wholesale increase 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 9% increase in water rates for Deerfield customers from \$4.40 to \$5.00 per 100 cubic feet effective January 1. The interior and exterior of the elevated tank was painted last year, but that major capital improvement was 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, as long as the Village keeps pace with wholesale

water increases.

Sewer Budget: The Sewer Fund expenditures are projected at \$5,001,585 (+1%) against new revenues of \$5,013,820 (+1.75%). 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 \$3.47 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 six years, the Board has implemented several strategic changes in the Water Fund, which helped 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 major capital improvements have been completed that significantly reduced the amount non-revenue water in the Village. Most recently, the elevated tank painting will add resiliency to this critical system. 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. At the end of 2019, the Water Fund is projected to end with a balance of \$48,108. This is the first time the Water Fund will end the year with a positive cash balance in nearly a decade. As projected, strategic user rate increases in the Sewer Fund over the last six 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 2019. Four 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 \$7.47 to \$7.62 per month per household. This fund will use \$35,494 from reserves to fund operations this year, leaving a reserve balance of \$495,921 at the end of the year.

MOTOR FUEL TAX FUND

The MFT budget projects State allotments of \$470,000 which is a 0% increase from last year. The MFT budget was increased by 3% in 2018 largely because the Village completed a special census and this revenue is 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, last year's expenditure was held in reserves since a bond issuance was used to partially fund the street rehab program in lieu of MFT funds. The 2018 MFT allotment will be combined with 2019 revenues for a total of \$988,000 to partially fund this year's street rehab program. MFT 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 12.55% (a increase from 11.95% in 2017) 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 decrease to 10% in calendar year 2019 (a 20% decrease). 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 2018, the Village contributed the full budgeted amount of \$1.1 million rather than only the actuarially determined required amount of \$851,000 (21% 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.

\$6.9 million is budgeted in the Infrastructure Replacement Fund to cover capital expenditures for 2019, which is the second year of a two-year strategic capital plan. The Board approved a \$6 million bond issuance as part of last year's budget. Over the two year period of 2018 and 2019, the Village will complete approximately \$12 million worth of capital improvements.

Major capital projects scheduled for 2019 include (costs shown are Village totals for the fiscal year):

- Continuation of the Street Rehabilitation Program (\$2 million IRF; \$988,000 MFT)
- Greenwood Infrastructure Project (\$1.2 million)
- Water Main Infrastructure Project on Woodland, Hawthorne, Oakwood & Woodbine (\$1.2 million)
- Engineering cost on various infrastructure projects (Woodvale, Deerfield, Arbor Vitae, Pine) (\$410,000)
- Various Sewer and Wastewater Facility Improvements and Engineering Studies (\$1.3 million)

The demand for capital improvements continues to be a pressing need and the 2019 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 2017 respectively, in order to meet funding levels for the recently completed three year capital improvement program (2015-2017). As previously noted, a \$6 million bond issuance was approved in last year's budget to cover capital projects slated for 2018 and 2019. Total anticipated expenditures over the two-year period (2018 and 2019) equals \$12 million to be paid 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 are not covered by last 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 the elevated

tank, 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. Six 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 \$709,233 (+14%). This fund's expenditures vary widely year to year depending on the replacement schedule for a given year. This year's expenditures reflect a return to a more normalized position when compared to two years ago, which included the replacement of the Police patrol vehicles.

ASSESSED VALUATION

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

<u>Year</u>	<u>Amount *</u>	<u>% Change</u>
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
2017	1,468,241,454	4.3

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.

Last year, the Village issued \$6 million of GO bonds, which will not appear on property tax bills this year, as the full debt service amount of \$436,423 associated with this issuance will be abated. 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. \$19,220 of the 2017 bond issuance will also be abated so that the total Village property tax levy will remain flat in 2019. The Village currently has eight outstanding GO debt issues, \$8,085,000 of the 2010 Series, \$16.33 million of 2011 Series A and Series B, \$9.8 million of the 2012 Series, \$720,000 of the 2013 Series, \$8.39 million of the 2015 Series, \$5.42 million of the 2017 Series and \$5.97 million of the 2018 Series. In addition, the Village has outstanding debt of \$8,060,000 relating to the Library improvement project, which is supported by the Library's property tax payers. As of December 31, 2018, Deerfield's total outstanding bonded General Obligation debt of \$62,845,000 is 4.20% of its total 2017 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 May 2018. 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 \$355,803 to abate a portion of the 2018 required Property Tax Levy resulting in a total debt service property tax levy of \$3,721,360.

PROPERTY TAX LEVY

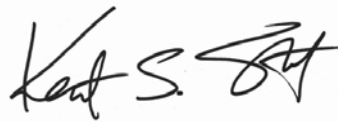
The 2018 Property Tax Levy, collected in 2019, for all Village funds is \$7,257,357. The levy reflects no increase from the extended 2017 levy. As discussed above, this includes abating debt service associated with a \$6 million bond issuance approved in 2018, a \$10 million bond issuance approved in 2015 and a \$2.5 million bond issuance in 2017. The 2018 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 2018 represent approximately 6% of the total property tax bill in the Village.

The Library levy increased 2.5% to \$5,114,131. 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, 2019 and December 31, 2019.



KENT STREET
Village Manager

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Deerfield
Illinois**

For the Fiscal Year Beginning

January 1, 2018

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, 2018. 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.
Taxes:									
Property Tax	3,535,997							3,721,360	
Home Rule Sales Tax	3,350,000								1,150,000
Replacement Tax	135,000								
Motor Fuel						470,000			
Sales Tax	5,400,000								
Local Use Tax	430,000								
State Income Tax	1,700,000								
Hotel-Motel Tax	2,250,000								
Food & Beverage Tax									525,000
License & Permits									
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								
Charges:									
Police Services	220,000								
False Alarms	27,000								
Dispatching Serve	405,000								
User Charges		3,155,500	5,030,000	536,620					
Rental Income	250,000		70,000						
Fran Fees - Cable	450,000								
Telecom. Charges	1,450,000								
Electric Utility Tax	1,250,000								
50/50 Program									
Interfund Services					395,000				
Engineering Fees	55,000								
Misc Rev									
Interest Earnings	250,000	9,000		5,000	100	6,000	1,200,000	96,000	60,000
Grants	60,000							481,514	182,000
Miscellaneous	209,500	5,000	1,500	17,000	10,000			727,631	525,000
Employee Contributions							400,000		
Employer Contributions							1,100,000		
Ordin Violations	276,000								
Bond Proceeds									
Transfers:									
Transfers In	404,000	1,829,320		955,984				455,643	1,000,000
From General Fund									
Trans to Debt Service									
Misc Transfers									
TOTAL NEW REVENUE	23,527,997	5,013,820	5,141,500	1,514,604	405,100	476,000	2,700,000	5,482,148	3,442,000
(To)/From Reserve	799,924	(12,235)	(342,950)	35,494	(850)	512,000	556,500	(764,299)	3,481,485
TOTAL RESOURCES	24,327,921	5,001,585	4,798,550	1,550,098	404,250	988,000	3,256,500	4,717,849	6,923,485
EXP. CATEGORIES:									
Personnel	14,052,795	1,812,575	1,025,364	117,250	255,500				
Other Services	147,300	13,900	2,250		3,000				
Contractual	6,324,671	646,559	461,041	1,370,400	29,400		81,500	1,500	1,137,000
Commodities	632,350	519,760	3,128,865	24,700	112,150				
Capital Outlay	305,602	20,500	97,550		2,500	988,000			5,786,485
Debt Service		1,831,320						2,837,029	
Pension Payments							3,175,000		
Transfers Out	2,865,203	156,971	83,480	37,748	1,700			1,879,320	
Interfund charges									
TOTAL EXPEND.	24,327,921	5,001,585	4,798,550	1,550,098	404,250	988,000	3,256,500	4,717,849	6,923,485

BUDGET SUMMARY AND HISTORICAL PERSPECTIVE (cont'd)

Parking Lots	Equip. Replace.	E-911	2019	2018	2018	2017	
			TOTAL BUDGET	PROJECTED	TOTAL BUDGET	ACTUAL	
			7,257,357	7,257,357	7,257,357	7,186,067	<u>Taxes:</u>
			4,500,000	4,350,000	4,350,000	5,122,579	Property Tax
			135,000	135,000	130,000	139,424	Home Rule Sales Tax
			470,000	480,000	470,000	472,113	Replacement Tax
			5,400,000	5,200,000	5,200,000	6,020,277	Motor Fuel
							Sales Tax
			430,000	430,000	430,000	504,239	Local Use Tax
			1,700,000	1,700,000	1,700,000	1,689,801	State Income Tax
			2,250,000	1,900,000	1,900,000	2,147,573	Hotel-Motel Tax
			525,000	500,000	500,000	502,545	Food & Beverage Tax
							<u>License & Permits</u>
			70,000	70,000	70,000	68,450	Liquor/Food
			45,500	45,500	45,500	41,004	Other Business Lic
			370,000	370,000	370,000	369,801	Vehicle
			980,000	980,000	980,000	1,344,180	Building Permits
			10,000	10,000	10,000	8,900	Non-Business Lic
							<u>Charges:</u>
			220,000	220,000	220,000	260,351	Police Services
			27,000	27,000	27,000	6,667	False Alarms
			405,000	260,000	260,000	247,176	Dispatching Serve
293,000			9,015,120	8,182,950	8,515,350	8,388,124	User Charges
			320,000	355,000	333,000	355,242	Rental Income
			450,000	450,000	425,000	470,063	Fran Fees - Cable
		320,000	1,770,000	1,935,000	1,770,000	1,718,694	Telecom. Charges
			1,250,000	1,250,000	1,250,000	1,209,298	Electric Utility Tax
			0	0	0	0	50/50 Program-Tree Mitigation
	796,211		1,191,211	1,192,871	1,192,871	756,217	Interfund Services
			55,000	35,000	80,000	0	Engineering Fees
							<u>Misc Rev</u>
4,000	80,000	12,000	1,722,100	1,844,300	1,475,800	6,728,863	Interest Earnings
			723,514	637,235	837,235	1,446,499	State/Fed Grants
			1,495,631	1,235,581	1,265,581	2,624,894	Miscellaneous
			400,000	400,000	395,000	390,162	Employee Contributions
			1,100,000	1,100,000	1,100,000	1,100,000	Employer Contributions
			276,000	273,500	276,000	264,925	Ordin Violations
			0	6,090,990	6,000,000	2,503,585	Bond Proceeds
							<u>Transfers:</u>
			4,644,947	4,082,415	4,132,415	6,935,291	Transfers In
			0	0	0	0	From General
			0	0	0	0	Trans to Debt Service
			0	0	0	0	Misc. Transfers
297,000	876,211	332,000	49,208,380	52,999,699	52,968,109	61,023,004	TOTAL NEW REVENUE
(150)	(166,978)	450,715	4,548,656	(5,066,445)	(3,567,687)	(3,276,863)	(To)/From Reserve
296,850	709,233	782,715	53,757,036	47,933,254	49,400,422	57,746,141	TOTAL RESOURCES
							<u>EXP. CATEGORIES:</u>
46,000			17,309,484	16,332,315	17,120,991	15,760,058	Personnel
			166,450	112,588	152,190	108,306	Other Services
90,800		232,179	10,375,050	10,593,254	10,199,848	11,601,044	Contractual
10,050		10,000	4,437,875	3,760,479	4,116,990	3,690,398	Commodities
	709,233	273,800	8,183,670	5,121,955	5,542,740	12,628,091	Capital Outlay
			4,668,349	4,217,377	4,217,377	3,366,088	Debt Service
			3,175,000	2,915,000	3,120,000	2,900,648	Pension Payments
150,000		266,736	5,441,158	4,880,286	4,132,415	7,423,494	Transfers Out
			0	0	797,871	268,014	Interfund charges
296,850	709,233	782,715	53,757,036	47,933,254	49,400,422	57,746,141	TOTAL EXPENDITURES

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

FUND	1/1/2018 AUDITED BEGINNING FUND BALANCE	PROJECTED NEW REVENUES	PROJECTED EXPENDITURES	12/31/2018 PROJECTED ENDING FUND BALANCE
General	\$16,561,166	\$22,660,997	\$23,610,571	\$15,611,592
Sewer	696,761	4,879,631	4,819,854	756,538
Water	(684,083)	4,445,000	4,055,759	(294,842)
Garage	5,621	405,100	405,795	4,926
Subtotal "Operational" Funds	\$16,579,465	\$32,390,728	\$32,891,979	\$16,078,214
MFT	340,455	487,500	0	827,955
Refuse (Solid Waste)	528,179	1,504,934	1,501,698	531,415
Debt Service	177,263	4,216,676	4,215,377	178,562
2011B Debt Service Sinking Fund	4,455,421	810,000	1,200	5,264,221
Infrastructure				
Replacement (inc. Bond Proc)	2,312,691	9,203,490	5,215,500	6,300,681
Parking Lots	292,514	297,500	338,628	251,386
Vehicle & Equipment				
Replacement	5,228,786	887,871	385,325	5,731,332
Enhanced 911	1,071,465	501,000	391,047	1,181,418
COMBINED VILLAGE FUNDS	\$30,986,239	\$50,299,699	\$44,940,754	\$36,345,184
Police Pension	\$47,918,197	2,700,000	2,992,500	\$47,625,697

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
2019
BUDGET SUMMARIES BY FUND**

FUND	1/1/2019 PROJECTED BEGINNING FUND BALANCE	BUDGET NEW REVENUES	BUDGET EXPENDITURES	12/31/2019 PROJECTED ENDING FUND BALANCE
General	\$15,611,592	\$23,527,997	\$24,327,921	\$14,811,668
Sewer	756,538	5,013,820	5,001,585	768,773
Water	(294,842)	5,141,500	4,798,550	48,108
Garage	4,926	405,100	404,250	5,776
Subtotal "Operational" Funds	\$16,078,214	\$34,088,417	\$34,532,306	\$15,634,325
MFT	827,955	476,000	988,000	315,955
Refuse (Solid Waste)	531,415	1,514,604	1,550,098	495,921
Debt Service	178,562	4,667,148	4,666,349	179,361
2011B Debt Service Sinking Fund	5,264,221	815,000	51,500	6,027,721
Infrastructure				
Replacement (inc. Bond Proc)	6,300,681	3,442,000	6,923,485	2,819,196
Parking Lots	251,386	297,000	296,850	251,536
Vehicle & Equipment				
Replacement	5,731,332	876,211	709,233	5,898,310
Enhanced 911	1,181,418	332,000	782,715	730,703
COMBINED VILLAGE FUNDS	\$36,345,184	\$46,508,380	\$50,500,536	\$32,353,028
Police Pension	\$47,625,697	2,700,000	3,256,500	\$47,069,197

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.

2018 Property Tax Levy with Five Year Comparison

Fund	2014	2015	2016	2017	Proposed 2018
General	0	3,449,753	3,449,753	3,535,997	3,535,997
Scavenger	955,984	0	0	0	0
Infrastructure	2,361,087	0	0	0	0
Debt Service (net)	2,934,321	3,626,235	3,626,235	3,721,360	3,721,360
Total Village	6,251,392	7,075,988	7,075,988	7,257,357	7,257,357
Library	4,450,687	4,626,446	4,810,045	5,006,922	5,114,131
Combined Levy	10,702,079	11,702,434	11,886,033	12,264,279	12,371,488
Tax Rate History					
EAV	1,227,301,586	1,319,070,388	1,407,512,362	1,468,241,454	1,497,606,283
Tax Rate(per \$100)					(est)
Village (blended)	0.509	0.536	0.503	0.494	0.485
Library (blended)	0.363	0.351	0.342	0.341	0.341
Combined	0.872	0.887	0.844	0.835	0.826

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BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END 2016	YR.END 2017	BUDGET 2018	EST.YR.END 2018	BUDGET 2019	% CHG BUDG 18->19
GENERAL FUND (10)						
<i>Taxes-----</i>						
-Corporate Property	3,496,696	3,503,208	3,535,997	3,535,997	3,535,997	0.00%
-Sales	5,414,418	6,020,277	5,200,000	5,200,000	5,400,000	3.85%
-Home Rule Sales	3,484,806	3,841,934	3,250,000	3,250,000	3,350,000	3.08%
-Hotel/Motel	2,124,692	2,147,573	1,900,000	1,900,000	2,250,000	18.42%
-State Income	1,774,095	1,689,801	1,700,000	1,700,000	1,700,000	0.00%
-State Use Tax	419,908	504,239	430,000	430,000	430,000	0.00%
-Pers. Prop. Replace.	132,026	139,424	130,000	135,000	135,000	3.85%
-Telecommunications Tax	1,722,295	1,370,180	1,450,000	1,450,000	1,450,000	0.00%
-Electric Utility Tax	1,273,363	1,209,298	1,250,000	1,250,000	1,250,000	0.00%
<i>Fines-----</i>						
-Court/Local Ordinance	286,981	264,926	276,000	273,500	276,000	0.00%
<i>License Fees-----</i>						
-Business	47,901	41,004	45,500	45,500	45,500	0.00%
-Liquor	72,250	68,450	70,000	70,000	70,000	0.00%
-Vehicle	370,779	369,801	370,000	370,000	370,000	0.00%
-Other	3,800	1,700	3,000	3,000	3,000	0.00%
<i>Permit Fees-----</i>						
-Building	1,456,628	1,296,075	925,000	925,000	925,000	0.00%
-Other	6,750	7,200	7,000	7,000	7,000	0.00%
<i>Inspection Fees-----</i>						
-Engineering	924	0	80,000	35,000	55,000	-31.25%
<i>Other-----</i>						
-Dispatching Services	250,584	247,176	260,000	260,000	405,000	55.77%
-Interest Earned (net)	97,286	188,066	140,000	300,000	250,000	78.57%
-Special Police Services	333,127	260,351	220,000	220,000	220,000	0.00%
-Activity Donations	53,651	53,229	30,000	33,000	35,000	16.67%
-Grants	60,555	58,947	60,000	60,000	60,000	0.00%
-Transfers In	274,800	304,000	354,000	304,000	404,000	14.12%
-Cable Franchise Fees	465,394	470,063	425,000	450,000	450,000	5.88%
-Auction Proceeds	10,304	1,850	7,500	3,000	7,500	0.00%
-Rental Income	282,544	284,465	265,000	285,000	250,000	-5.66%
-False Alarm Fees	26,475	6,667	27,000	27,000	27,000	0.00%
-Miscellaneous	289,258	165,769	167,000	139,000	167,000	0.00%
TOTAL NEW REVENUE	<u>24,232,290</u>	<u>24,515,673</u>	<u>22,577,997</u>	<u>22,660,997</u>	<u>23,527,997</u>	4.21%
Adjustment (To)						
From Fund Balance	494,862	1,501,503	906,288	949,574	799,924	-11.74%
TOTAL EXPENDITURES	<u>24,727,152</u>	<u>26,017,176</u>	<u>23,484,285</u>	<u>23,610,571</u>	<u>24,327,921</u>	3.59%
WATER FUND (50)						
-Water Sales	4,042,202	4,201,885	4,590,000	4,300,000	5,000,000	8.93%
-Interest Earned	0	0	0	0	0	N/A
-Miscellaneous/contributions	2,113,328	765,213	139,500	145,000	141,500	1.43%
TOTAL NEW REVENUE	<u>6,155,530</u>	<u>4,967,098</u>	<u>4,729,500</u>	<u>4,445,000</u>	<u>5,141,500</u>	8.71%
Adjustment (To)						
From Retained Earnings	(1,750,464)	(401,446)	(342,108)	(389,241)	(342,950)	0.25%
TOTAL OPERATING EXPENSES	<u>4,405,066</u>	<u>4,565,652</u>	<u>4,387,392</u>	<u>4,055,759</u>	<u>4,798,550</u>	9.37%

BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END 2016	YR.END 2017	BUDGET 2018	EST.YR.END 2018	BUDGET 2019	% CHG BUDG 18->19
SEWER FUND (54)						
-Sewer Use Fees	2,853,730	2,936,590	3,051,000	3,000,000	3,125,000	2.43%
-Interest Earned	2,164	4,710	3,500	9,600	9,000	157.14%
-Misc/transfers in/contribution	2,848,827	2,307,275	1,872,931	1,870,031	1,879,820	0.37%
TOTAL NEW REVENUE	5,704,721	5,248,575	4,927,431	4,879,631	5,013,820	1.75%
Adjustment (To)						
From Retained Earnings	(708,057)	(190,557)	15,367	(59,777)	(12,235)	-179.62%
TOTAL OPERATING EXPENSES	4,996,664	5,058,018	4,942,798	4,819,854	5,001,585	1.19%
MOTOR FUEL TAX FUND (14)						
-Intergov. Transfer In	464,020	472,113	470,000	480,000	470,000	0.00%
-Interest Inc./Misc.	2,027	1,749	2,000	7,500	6,000	200.00%
TOTAL NEW REVENUE	466,047	473,862	472,000	487,500	476,000	0.85%
Adjustment (To)						
From Fund Balance	27,953	20,138	(472,000)	(487,500)	512,000	-208.47%
TOTAL EXPENDITURES	494,000	494,000	0	0	988,000	N/A
GARAGE FUND (70)						
-Charges for Service	390,437	359,447	395,000	395,000	395,000	0.00%
-Interest Earned/Misc.	9,061	8,341	10,100	10,100	10,100	0.00%
TOTAL NEW REVENUE	399,498	367,788	405,100	405,100	405,100	0.00%
Adjustment (To)						
From Fund Balance	(28,130)	104,313	3,450	695	(850)	-124.64%
TOTAL EXPENDITURES	371,368	472,101	408,550	405,795	404,250	-1.05%
POLICE PENSION FUND (80)						
-Employer Contribution	934,918	1,100,000	1,100,000	1,100,000	1,100,000	0.00%
-Employee Contrib.	425,791	390,162	395,000	400,000	400,000	1.27%
-Invest. Income	3,875,850	6,324,342	1,200,000	1,200,000	1,200,000	0.00%
TOTAL NEW REVENUE	5,236,559	7,814,504	2,695,000	2,700,000	2,700,000	0.19%
Adjustment (To)						
From Fund Balance	(2,561,414)	(4,844,421)	504,500	292,500	556,500	10.31%
TOTAL EXPENDITURES	2,675,145	2,970,083	3,199,500	2,992,500	3,256,500	1.78%
DEBT SERVICE FUND (35)						
-Property Taxes	2,951,082	2,957,859	2,996,360	2,996,360	2,996,360	0.00%
-Transfer From Other Funds	0	61,486	0	0	455,643	N/A
-Interest Earned/Misc./BAB credit	1,231,116	1,230,178	1,218,816	1,220,316	1,215,145	-0.30%
TOTAL NEW REVENUE	4,182,198	4,249,523	4,215,176	4,216,676	4,667,148	10.72%
Adjustment (To)						
From Fund Balance	(53,899)	(65,343)	201	(1,299)	(799)	-497.51%
TOTAL EXPENDITURES	4,128,299	4,184,180	4,215,377	4,215,377	4,666,349	10.70%
2011B DEBT SERVICE SINKING FUND (36)						
-Property Taxes	725,000	725,000	725,000	725,000	725,000	0.00%
-Interest Earned	44,948	86,906	70,000	85,000	90,000	28.57%
TOTAL NEW REVENUE	769,948	811,906	795,000	810,000	815,000	2.52%
Adjustment (To)						
From Fund Balance	(718,556)	(811,242)	(743,500)	(808,800)	(763,500)	2.69%
TOTAL EXPENDITURES	51,392	664	51,500	1,200	51,500	0.00%

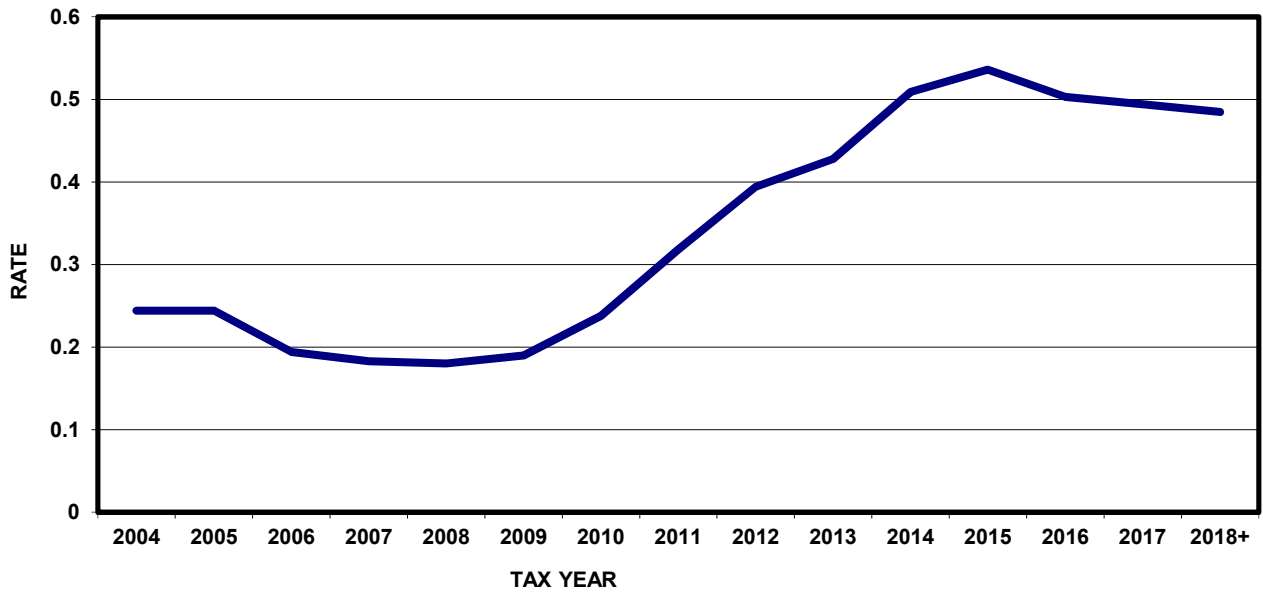
BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END 2016	YR.END 2017	BUDGET 2018	EST.YR.END 2018	BUDGET 2019	% CHG BUDG 18->19
INFRASTRUCTURE REPLACEMENT (22) including bond proceeds						
-Transfers in	4,190,796	3,793,769	1,000,000	1,000,000	1,000,000	0.00%
-Home Rule Sales Tax	1,161,602	1,280,645	1,100,000	1,100,000	1,150,000	4.55%
-Food & Beverage Tax	0	502,545	500,000	500,000	525,000	5.00%
-Infrastructure Maintenance Fee	349,559	303,457	300,000	300,000	300,000	0.00%
-Other (Grants/Bond Proc.)	6,969,261	3,540,568	6,290,000	6,183,490	407,000	-93.53%
-Interest Earned	37,719	47,416	10,000	120,000	60,000	500.00%
TOTAL NEW REVENUE	12,708,937	9,468,400	9,200,000	9,203,490	3,442,000	-62.59%
Adjustment (To)						
From Fund Balance	(532,288)	1,814,851	(3,405,485)	(3,987,990)	3,481,485	-202.23%
TOTAL EXPENDITURES	12,176,649	11,283,251	5,794,515	5,215,500	6,923,485	19.48%
VEHICLE & EQUIPMENT REPLACEMENT FUND (21)						
-Interfund Transfer	732,116	756,217	797,871	797,871	796,211	-0.21%
-Interest/Misc.	90,805	187,660	35,000	90,000	80,000	128.57%
TOTAL NEW REVENUE	822,921	943,877	832,871	887,871	876,211	5.20%
Adjustment (To)						
From Fund Balance	(273,056)	(406,374)	(215,246)	(502,546)	(166,978)	-22.42%
TOTAL EXPENDITURES	549,865	537,503	617,625	385,325	709,233	14.83%
EMERGENCY TELEPHONE SYSTEM (911) (17)						
-Surcharge Revenue	324,730	348,514	320,000	485,000	320,000	0.00%
-Grant/Miscellaneous	251	0	0	0	0	N/A
-Interest	5,204	9,559	7,500	16,000	12,000	60.00%
TOTAL NEW REVENUE	330,185	358,073	327,500	501,000	332,000	1.37%
Adjustment (To)						
From Fund Balance	5,550	53,278	121,932	(109,953)	450,715	269.64%
TOTAL EXPENDITURES	335,735	411,351	449,432	391,047	782,715	74.16%
SOLID WASTE SYSTEM (58)						
-User Fees	515,496	526,418	525,850	525,850	536,620	2.05%
-Property Taxes	0	0	0	0	0	N/A
-Interfund Transfer	955,984	955,984	955,984	955,984	955,984	0.00%
-Miscellaneous	17,518	22,361	17,000	17,000	17,000	0.00%
-Interest	1,331	3,622	1,700	6,100	5,000	194.12%
TOTAL NEW REVENUE	1,490,329	1,508,385	1,500,534	1,504,934	1,514,604	0.94%
Adjustment (To)						
From Fund Balance	(40,375)	(57,737)	7,064	(3,236)	35,494	402.46%
TOTAL OPERATING EXPENSES	1,449,954	1,450,648	1,507,598	1,501,698	1,550,098	2.82%

BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END 2016	YR.END 2017	BUDGET 2018	EST.YR.END 2018	BUDGET 2019	% CHG BUDG 18->19
COMM. STATION PARKING (60)						
-User Fees	277,049	292,829	288,000	293,000	293,000	1.74%
-Misc. Revenue	0	0	0	0	0	N/A
-Interest	1,255	2,511	2,000	4,500	4,000	100.00%
TOTAL NEW REVENUE	<u>278,304</u>	<u>295,340</u>	<u>290,000</u>	<u>297,500</u>	<u>297,000</u>	2.41%
Adjustment (To)						
From Fund Balances	28,279	6,174	51,850	41,128	(150)	-100.29%
TOTAL EXPENDITURES	<u>306,583</u>	<u>301,514</u>	<u>341,850</u>	<u>338,628</u>	<u>296,850</u>	-13.16%
TOTAL NEW REVENUES	62,777,467	61,023,004	52,968,109	52,999,699	49,208,380	-7.10%
Adjustment (To)						
From Fund Balance	<u>(6,109,595)</u>	<u>(3,276,863)</u>	<u>(3,567,687)</u>	<u>(5,066,445)</u>	<u>4,548,656</u>	-227.50%
TOTAL EXPENDITURES	<u>56,667,872</u>	<u>57,746,141</u>	<u>49,400,422</u>	<u>47,933,254</u>	<u>53,757,036</u>	8.82%

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



REVENUES & OTHER FINANCING SOURCES BY FUND TYPE							
	GENERAL	WATER	SEWER	REFUSE	OTHER SPECIAL REVENUE	CAPITAL PROJECTS	FIDUCIARY
REVENUES							
TAXES							
REAL ESTATE	X				X		
STATE SHARED	X					X	
SALES TAX	X					X	
HOTEL	X						
TELECOMM	X				X		
NON TAX REVENUES							
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	X
CHARGES FOR SERVICES	X	X	X	X			
OTHER FINANCING SOURCES	X	X	X	X	X	X	X

EXPENDITURES & OTHER FINANCING USES BY FUND TYPE							
	GENERAL	WATER	SEWER	REFUSE	OTHER SPECIAL REVENUE	CAPITAL PROJECTS	FIDUCIARY
GENERAL GOVERNMENT							
ADMINISTRATION	X						
FINANCE	X						
COMMUNITY DEVELOPMENT	X						
ENGINEERING	X						
PUBLIC SAFETY/POLICE	X				X		X
PUBLIC WORKS							
STREET	X				X	X	
WATER	X	X				X	
SEWER	X		X			X	
GARAGE					X		
REFUSE				X			
DEBT SERVICE	X	X					
OTHER FINANCING USES	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 2.75% for non-union employees as well as police patrol officers and public works union employees per collective bargaining agreements
- Migrate Lincolnshire to the Village's joint police dispatch operation including the submission of a revised consolidation plan to the Illinois State Police that will end litigation
- Research various policy methods to promote greater access to affordable housing in the Village
- Continued full required funding contributions of pension costs
- Oversight of \$8.8 million of capital improvement projects including various water main, storm water and roadway improvements
- Negotiate public-private partnership to facilitate the development of 630 Central Avenue and 645 Osterman 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 promotion of a 20% cost sharing program to abate illegally connected residential sump pumps
- Maintain efforts to reduce non-revenue water loss
- Advocacy for a state-wide infrastructure bill that will help the Village meet unfunded mandate obligations
- Continued administration and management of a \$6 million bond issuance to cover the balance of the 2019 capital improvement programs
- Further enhancement of non-emergency communication tools and citizen outreach including citizen self-service applications such as credit card processing
- Oversight of a water system redundancy project to facilitate an emergency water connection to the Village of Northbrook. Phase I of this project will commence in 2019 with final completion slated for 2021
- 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 promotion to Senior IT Systems Specialists, Permit Technician and succession planning
- 2.5% increase in sewer rate, 9% increase in water rate to keep pace with wholesale purchase increases and 2% increase in the refuse rate to keep pace with labor and contract price increases
- Continued management and analysis of a locally administered taxes such as the 1% Prepared Food and Beverage Tax and a 7% Hotel Tax, which was increased by 1% effective January 1, 2019
- Use of federal credits from Qualified Energy Conservation Bonds and Building America Bonds as well as the drawdown of reserves to partially abate the debt service property tax levy (\$937,157)
- No increase in the Village property tax levy (\$7,257,357)
- \$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

MAJOR CAPITAL PROJECTS

Street Rehabilitation & Sidewalk Replacement Project: \$3,063,000 program funded through a combination of Infrastructure Replacement Fund (IRF) revenues of \$2,075,085 and \$988,000 of Motor Fuel Tax (MFT) revenue. 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

Birchwood (Central to Rosewood), Berkeley Court (Wilmot to Carol Lane), Castlewood (Montgomery to Cranshire), Cranshire (Montgomery to east limits) Meadow Lane (Stratford to west limit) Montgomery (south end to portland cement concrete) Rosemary Terrace, Margate Terrace, Warrington Road and Wilmot Road (Greenwood to North Avenue).

Woodland Park Subdivision Water Main Upgrade Project: \$1,210,000 to replace the nearly 100 year old 4" water main with our standard 8" water main. This project will result in improved fire suppression as the subdivision currently has inadequate fire hydrant spacing and fire flows. Water main improvements are planned for Woodland Drive, Oakwood Place, Hawthorne Place and Woodbine Court. This project includes replacement of existing water main appurtenances, and minor storm water improvements. It is anticipated that directional boring methods will be utilized to minimize impacts and required restoration efforts. Roadways will be reconstructed at a later date, as funding permits. The Village's funding source for this project is the IRF.

Greenwood Infrastructure Project: \$2,254,000 project that includes roadway reconstruction, water main replacement, sanitary sewer point repairs and lining, storm sewer adjustments, and sidewalk repairs. The reconstruction limits of Greenwood Avenue are between Park Avenue and Waukegan Road and the resurfacing limits are between Wilmot Road and Park Avenue. Project totals include a combination of engineering and construction work. \$1,079,600 of the project total will be funded through a federal grant reimbursement and the remaining \$1,174,400 will be funded through the Village's the IRF.

Engineering costs on various infrastructure projects (Woodvale, Deerfield Road, Arbor Vitae): The Village will contribute \$400,000 from the IRF to fund Phase I and Phase II engineering design work in 2019 so that projects can remain on track for completion in 2020 and 2021. These future reconstruction projects will include roadway reconstruction, water main replacement, sanitary sewer and storm sewer improvements and sidewalk repairs. In particular, Woodvale Avenue work is slated for 2020 and will include drainage improvements in the floodway in addition to roadway reconstruction and utility repairs. Deerfield Road is slated for resurfacing between Wilmot Road and the Metra underpass in 2021. This work is being coordinated with Lake County's roadway widening project west of Saunders Road. Construction for this project is expected to be funded through the use of STP funds or by Lake County. Water main on Arbor Vitae is undersized and has been identified for replacement in the 2014 water model study completed by Baxter Woodman. In addition to water main on Arbor Vitae, roadway repairs on Cedar, Pine, Spruce and Holmes are slated for 2021. A previously noted, 2019 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: \$1,407,000 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 2019 and are all special conditions that will be included on the upcoming NPDES permit. \$190,000 is budgeted for the construction, repair and upgrade of the chlorine tablet system at the Deerfield Road and Warwick Road pumping stations. \$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. \$200,000 is budgeted for flow monitoring of the sanitary sewer collection system. This will allow the Village to measure the success of our improvements completed over the last several years and will serve as a new benchmark. \$260,000 is budgeted for the Village to install new water main under the Edens Spur near the Pfingsten Road Bridge for a future connection to Northbrook. This will provide a critical redundancy to the Village's water system once the project is completed.

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. A 1% Food and Beverage Tax has also been used to support the capital program since it was enacted in 2017. As necessary, the Village will issue debt to complete certain projects but this source has historically been used sparingly. Last year the Village Board approved issuance of a \$6 million bond to cover the funding gap for infrastructure projects over the two year period of 2018 and 2019 that are not covered by reoccurring revenues. The Village completed the 2018 capital projects as anticipated and the capital program revenues and expenditures are meeting budget projections.

Infrastructure has become the most pressing demand in the Village and similar to the last several years, 2019 will include large infrastructure investments. The \$6 million bond issuance from 2018 is consistent with the Board's philosophy 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 had not been covering its operating costs for the last decade due to substantially reduced water usage; however, the 2019 ending fund balance is projected to be positive. 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 9%, sewer rate by 2.5% and refuse rate by 2%. 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 by the end of 2019. 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 during the first two years of the contract. However, the contract calls for an increase between 2.25 – 3.5% in April of 2019, 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 2019.
- No increase in the property tax levy and abatements (reductions) in the amount of \$937,157. \$487,235 abatements are associated with Federal Government rebates for Build America Bonds and Qualified Energy Conservation Bonds and the remaining balance will be funded through the use of reserves.
- 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. In 2019, the hotel tax will be adjusted to a new rate of 7%.

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. Last year the Village issued \$6 million in GO bonds that allows for a \$12 million capital improvement program to be completed over the two year period of 2018 and 2019. In 2017, 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 that year's 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, 2018, includes \$5.97 million of the 2018 issue, \$5.42 million of the 2017 issue, \$8.39 million of the 2015 Series, \$720,000 of the 2013 Series, \$9.8 million of the 2012 Series, \$16.33 million of the 2011 Series A and Series B, and \$8,085,000 of the 2010 Series.

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 Birchwood Ave, Berkeley Court, Castlewood, Cranshire, and Warrington Road as well as avoidance of slip and fall liabilities. Additionally, resurfacing of streets such as Meadow Lane, Rosemary Terrace and Wilmot Road 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.
- Greenwood Avenue and Woodland Park Subdivision Improvements: The Greenwood Avenue project consists of roadway reconstruction, water main replacement, sanitary sewer point repairs and lining, storm sewer adjustments, and sidewalk repairs. The Woodland Park subdivision improvements include replacement of water main appurtenances and minor storm sewer improvements on Woodland Drive, Oakwood Place, Hawthorne Place and Woodbine Court. The completion of this project will protect the integrity and reliability of the Village's water distribution system in this area. *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.
- Engineering costs on various infrastructure projects (Woodvale, Arbor Vitae and Deerfield Road): The engineering work for these various infrastructure, drainage and water projects will allow for significant construction improvements in these locations in 2020 and 2021. A combination of Federal grant and Lake County funds are being utilized for the resurfacing of Deerfield Road between Wilmot Road and the Metra underpass. Design work will be funded by the Village and is expected to take two years to complete before construction commences in 2021. The Woodvale Avenue project includes replacement of the roadway as well as drainage improvements. Construction is slated for 2020. The water main improvements and roadway reconstruction work contiguous to Arbor Vitae Road is slated for 2020. *Operating Effect:* The improvements completed as part of 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. In addition, the Arbor Vitae Road and Deerfield Road infrastructure projects are expected to reduce operating expenses by approximately \$20,000 due to the reduced need for asphalt patching repairs and the anticipated reduction of 6 water main breaks per year.
- 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, reduce the unnecessary treatment of storm water 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 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. 2019 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 – No 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%, the 2016 EAV increased 6% and the 2017 EAV increased 4.3% as the markets continue to recover and new developments (i.e. AMLI, Woodview,) are added to the property tax base. While the EAV grows and the property tax levy is held flat the Village's tax rate will go down this 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>
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
2017	1,468,241,454		1,468,241,454

* 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 \$4.4 billion for all taxable property in the Village for 2017, which is an increase of \$2 million in total value from 2016.

Sales Tax - \$5,200,000 regular projected in 2018 (\$5,400,000 budgeted in 2019) / \$3,250,000 home rule projected in 2018 (\$3,350,000 budgeted in 2019) 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. The administrative fee was reduced to 1.5% in 2018. The home rule tax was increased from 0.5% effective January 1, 2009.

The fact that some major retailers have closed, such as Fresh Thyme, is offset by several new retailers that opened in Deerbrook Mall, Deerfield Park Plaza and the downtown in 2018 and more are expected to open in 2019.

The home rule tax is split between the General Fund and the IRF, with ¼ 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 \$3.3 million for 2018 and is budgeted at \$2.8 million for 2019. In addition, this is the second year of a sales tax sharing agreement with Portillo's. This rebate is projected at \$80,000 for 2018 and budgeted at the same amount for 2019. It is anticipated that this agreement will reach its total rebate amount and dissolved by the end of 2019. Lastly, 2018 was the first year of a sales tax sharing agreement associated with the redevelopment of the new Jewel-Osco store in Deerbrook Mall. This rebate is projected at \$100,000 for 2018 and budgeted at the same amount for 2019. These expenses total \$2.98 million and are reflected in the Finance Dept. budget.

Income Tax - \$1,700,000 projected in 2018 (\$1,700,000 budgeted in 2019) - 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 5% cut to the Village's revenue from this fund. This funding source continues to be a topic of debate for the Illinois General Assembly.

Hotel/Motel Tax - \$1,900,000 projected in 2018 (\$2,250,000 budgeted in 2019) - 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 an 18% increase this year mainly due to a 1% increase to the tax rate. 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 had remained constant over the past four years and the projection is based on the occupancy rates and room revenue to continue the historical trends. 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 will increase the tax rate from 6% to 7% on room occupancy charges pursuant to its home rule authority.

Investment Earnings - \$1,344,300 projected in 2018 (\$1,222,100 budgeted in 2019) - The largest portion is earned in the Police Pension Fund, where \$700,000 (57%) 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 have increased recently. However, 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 - \$925,000 projected in 2018 (\$925,000 budgeted in 2019) - This revenue, which is tied directly to building and remodeling activity in the Village, increased significantly five 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. Both properties are now stabilized and enjoy occupancy rates in excess of 95%. With the exception of these two developments, similar building activity was experienced in 2015 -2018 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, Baxter, CF industries, Essendant and the newly add global headquarters for Caterpillar, Inc, which took occupancy at 510 Lake Cook Road in 2018. However, in September 2018, Takeda Pharmaceuticals announced plans to relocate 1,000 employees to the greater Boston area and to close the Deerfield site following a successful closing of the Shire acquisition, which is still subject to shareholder approvals and regulatory consent. 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 and a 246 unit rental apartment in the rear 10.79 acres of Deerbrook Mall.

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

Water - \$4,300,000 projected in 2018 (\$5,000,000 budgeted in 2018) - The budgeted amount for water sales, is based on the rate of \$5.00 per 100 cubic feet. This rate reflects an increase of 9% this year to keep pace with a 15% wholesale increase 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 currently a deficit position but it is projected to end 2019 with a positive balance for the first time in over a decade. FY 12/13 was the final year of debt service for the 2003 issue that has resulted in an expense reduction of \$485,000. Future revenue projections need to keep pace with wholesale increase to allow the fund to remain balanced.

Sewer - \$3,000,000 projected in 2018 (\$3,125,000 budgeted in 2019) - The budgeted amount for sewer charges, is based on water usage and a sewer charge of \$3.47 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% seven years ago, 5% six 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 - \$525,850 projected in 2018 (\$536,620 budgeted in 2019) - The budgeted amount for direct customer refuse billing, is based on a user fee of \$7.61 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 significant increases in the wholesale cost of water purchased from Highland Park will continue until the associated debt service payments for new water plant is stabilized. The City of Highland Park is holding a meeting in spring of 2019 to review the five year forecast of water rates. A 2.25% – 3.5% increase in the waste hauler contract commencing in April of 2019 and continuing annually through April 2021. The Village is tentatively assuming a 9% 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 employee promotions to the position of Senior IT Systems Specialist and Permit Technician as well as the elimination of the Deputy Director of Public Works and Engineering position. The personnel changes reflect additional responsibilities and prudent succession planning efforts as well as the organization's increased critical dependency 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 2018 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 reflected a 6% increase and the 2017 EAV reflects a 4.3% 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. Zion Woods is a 25 unit workforce housing development on 8 acres at 10 Deerfield Road that will begin construction in 2019. 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 at 711 Deerfield Road since it has been converted into a multi-tenant building with Café Zupas, Bartaco and a third yet-to-be determined retailer. Development is also underway at various sites within the Parkway North office park, 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 and a restaurant have also opened recently. 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, and Baxter. Essendant and CF Industries also have corporate headquarters in the Village. These firms continue to fill and remodel existing office buildings and attract companies to the area. And most recently, Caterpillar, Inc. moved their global headquarters to Deerfield. Caterpillar, Inc. has approximately 300 employees working out of the new headquarters at 510 Lake Cook Road. 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.

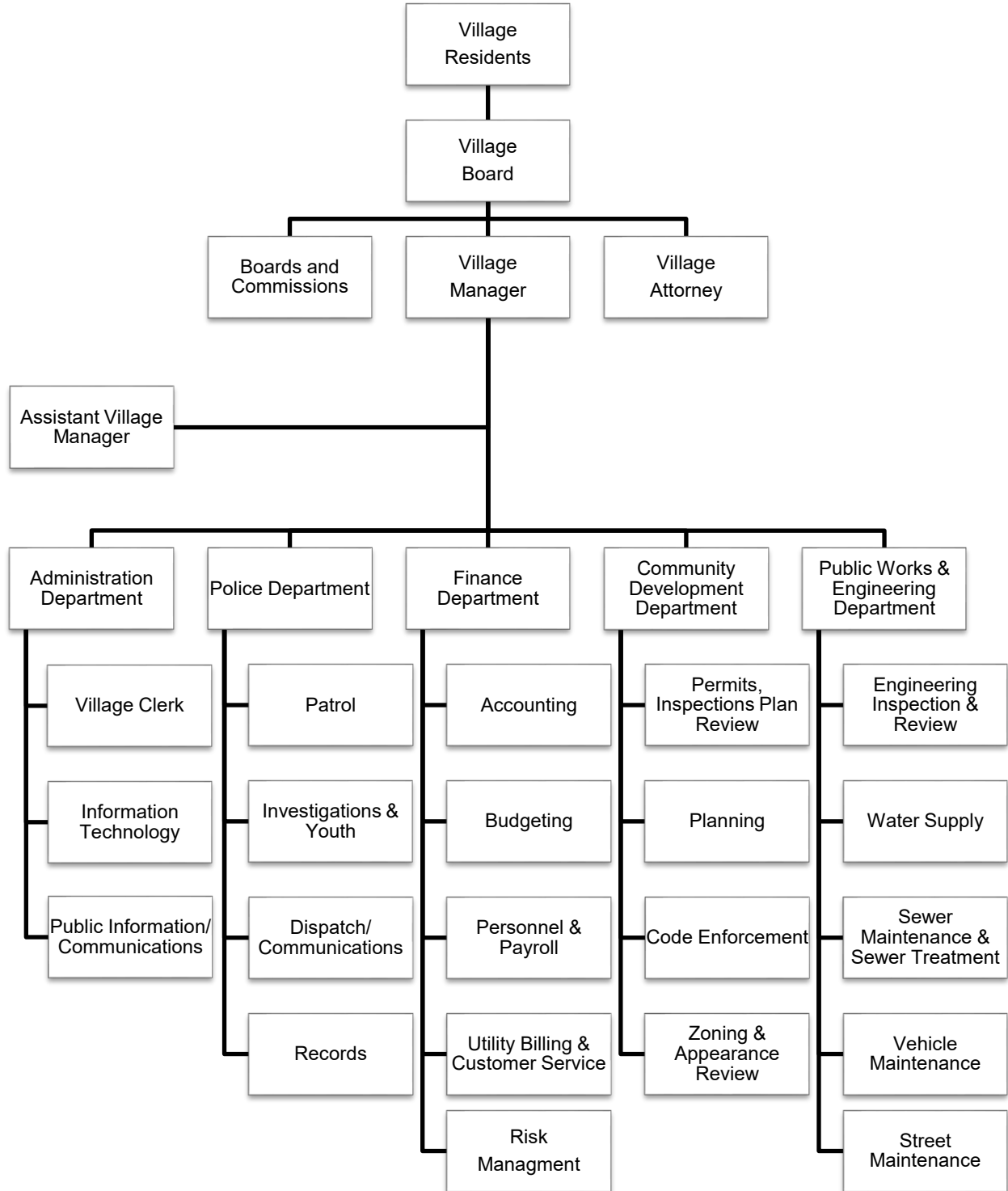
This continued interest in the residential and commercial development of the Village should ensure future strength in the property values of the Village. Staff is constantly reviewing service delivery in all areas to ensure that our high service levels are maintained through this growth.

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 2019

<u>DATES *</u>	<u>OPERATING TIMETABLE</u>	<u>RESPONSIBILITY CENTER</u>
July 30 - Aug 5	- Final preparation of department budgets	Department heads, staff
August 6	- 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 14	- Budget to Mayor and Board of Trustees for review	Finance Department
September 14 - October 20	- Review by Mayor and Board of Trustees	Mayor and Board of Trustees
October 1	- Commence budget review meetings	Mayor and Board of Trustees, Finance Director, Department heads
October 1	- Proposed budget placed on file for review by public	Staff
November 5	-Public hearing on proposed 2019 budget	Mayor and Board of Trustees, Staff
November 8	-Publish 2018 Tax Levy hearing notification	Staff
November 19	-Approve 2019 budget and Public hearing on 2018 Tax Levy	Mayor and Board of Trustees
December 3	- Approve 2018 Tax Levy to fund calendar year 2019	Mayor and Board of Trustees
Jan. 1, 2019	- Budget Effective Date	
Jan.-Dec. 2019	- Implement and Administer Budget	Staff
Jan.-Dec. 2019	- Review of Progress toward Goals and Objectives	Staff, Mayor and Board of Trustees
*all 2018 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

Full time Employees

DEPARTMENT	2013	2013A	2014	2015	2016	2017	2018	2019
VILLAGE MANAGER	5	5	5	5	5	7	8	8
FINANCE	8	8	8	8	8	7	7	7
COMMUNITY DEVELOPMENT	7	7	8	8	8	8	8	8
PUBLIC WORKS:								
ADMINISTRATION	4	4	4	4	4	4	4	3
ENGINEERING	2	2	2	3	3	3	3	3
STREETS	7	7	7	7	7	7	7	7
UTILITIES MAINTENANCE	14	14	14	13	13	13	13	13
SEWAGE TREATMENT PLANT	8	7	7	7	7	7	7	7
GARAGE	2	2	2	2	2	2	2	2
TOTAL PUBLIC WORKS	37	36	36	36	36	36	36	35
POLICE:								
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	33	34	34	34	34	34	34
TOTAL POLICE	54	55	56	56	56	56	56	56
TOTAL	111	111	113	113	113	114	115	114

Part time Employees - Full time equivalent

DEPARTMENT	2013	2013A	2014	2015	2016	2017	2018	2019
VILLAGE MANAGER	0.2	0.2	0.2	0.6	0.6	0.2	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	0.0	0.0	0.0	0.0	0.0	0.0
PUBLIC WORKS:								
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
TOTAL PUBLIC WORKS	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3
POLICE:								
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
TOTAL POLICE	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.8
TOTAL - PART TIME - FTE	8.0	8.0	7.4	7.8	7.8	7.4	7.4	7.4

The Village Manager's Office added an IT Systems Technician in 2018. Public Works eliminated the Deputy Director of Public Works position in 2019.

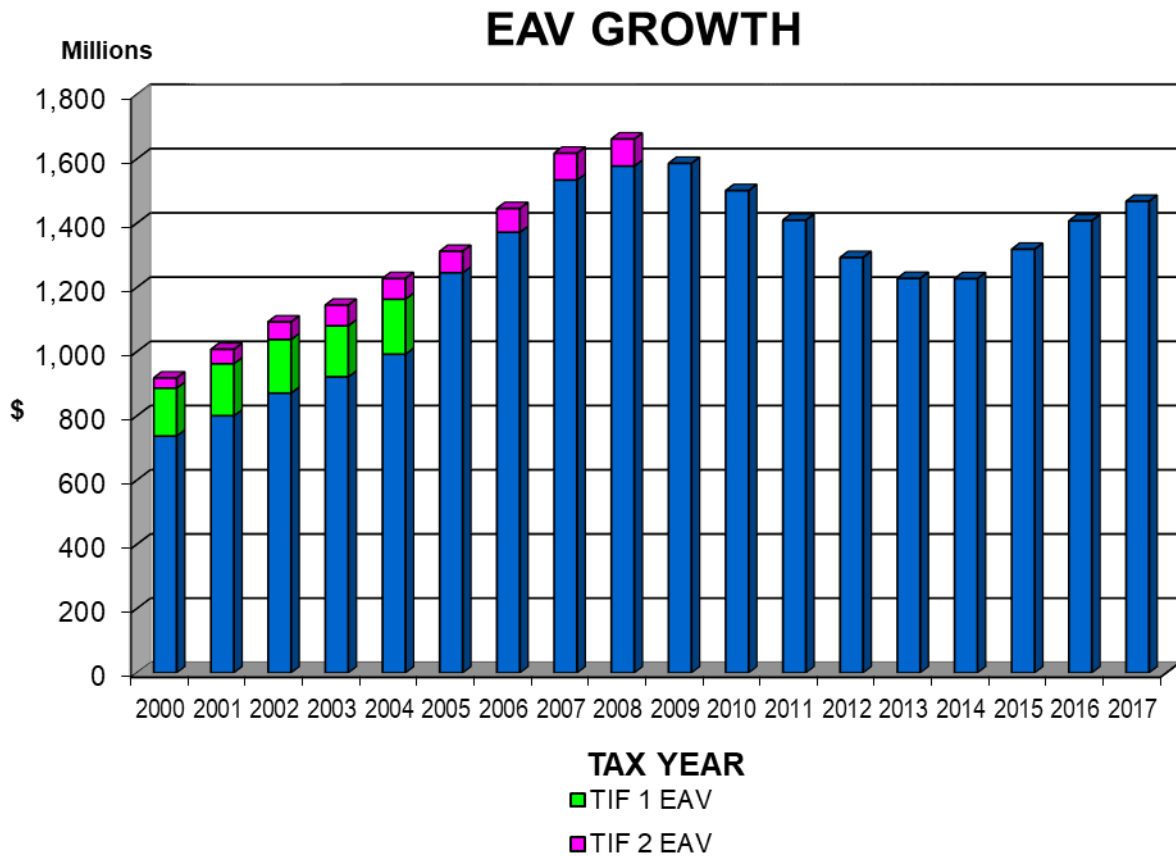
SUPPLEMENTAL INFORMATION

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 2016 tax rate information):

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>% of Total Taxable Assessed Valuation</u>
Walgreen Co.	\$43,488,439	3.09%
Marvin F Poer & Co.	36,320,792	2.58%
MidAmerica Asset Management	28,944,553	2.06%
Scott Dressing, St Mgr Taxation	27,302,061	1.94%
JBC Funds Parkway North LLC	19,657,194	1.40%
CRM Properties Group	14,635,907	1.04%
James Campbell Co LLC	13,950,896	0.99%
LO Deerfield Operating	12,327,389	0.88%
C/O Property Tax	10,629,048	0.76%
Wells Core REIT – Four Parkway North LLC	8,530,398	0.61%
Total	215,786,677	15.35%

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

The table below lists the Village's ten largest employers in 2018 as determined by Lake County Partners:

<u>Employer</u>	<u>Business/Service</u>	<u># of Employees(1)</u>
Walgreen Company	Corporate Headquarters	5,000
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)	114
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
Physical Items	127,500
Virtual Items	687,000
Circulation	458,000
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)	2,170,000
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.

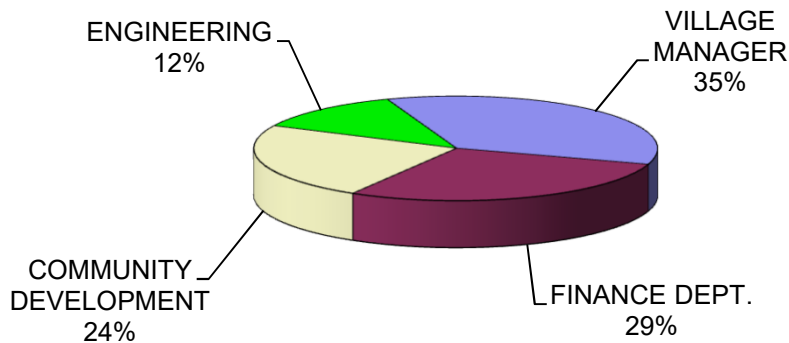
The Village is served by separate sanitary (75 miles) and storm (75 miles) sewers with sanitary treatment provided by the Village owned sewage treatment plant. The Village's treatment plant was expanded in 1978. The plant has a hydraulic design capacity sufficient to serve a population of 30,000. After 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 - 2019

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

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	3,444,753	3,914,000	3,704,250	3,948,700	0.89%	6.60%
TRAINING & DEVELOPMENT	20,653	49,000	39,250	53,800	9.80%	37.07%
CONTRACTUAL SERVICES	5,955,325	4,493,518	5,431,803	4,635,443	3.16%	-14.66%
COMMODITIES	28,651	40,700	40,100	42,200	3.69%	5.24%
UTILITIES	43,771	51,075	41,672	51,075	0.00%	22.56%
CAPITAL OUTLAY	110,056	26,550	19,547	41,500	56.31%	112.31%
CAPITAL IMPROVEMENTS	44,375	45,600	45,600	45,600	0.00%	0.00%
TRANSFERS OUT	4,811,794	2,022,618	2,022,618	2,489,542	23.09%	23.09%
TOTAL	14,459,378	10,643,061	11,344,840	11,307,860	6.25%	-0.33%

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 2019.

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 2019 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).
- Investigate and establish financial reporting requirements for new Joint ETSB Fund.
- Implement customer self service module allowing residents to pay bills through the internet.
- Develop funding options for capital projects taking place in 2020 and beyond.

Accomplishments 2018 fiscal year (*denotes 2018 Departmental Objective):

- Transitioned to a new auditing firm.*
- Implemented Economic Incentive requirements with Portillo's and Jewel/Osco.*
- Began implementation of credit card acceptance and cashiering module in ERP system.*
- Issued bonds in conjunction with two year capital project plan and maintained Aaa bond rating.
- Completed the 2018 annual budget document, applied for and received the GFOA Distinguished Budget Presentation Award for the twenty-ninth consecutive application. *
- Completed the 2017 comprehensive annual financial report, applied for and received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the thirty-fifth consecutive year. *

Work Statistics

2012

2013

2014

2015

2016

2017

2018

Village bond rating	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa
Outstanding debt per capita	\$2,679	\$3,064	\$2,956	\$3,394	\$3,273	\$3,150	\$3,347
	Increase due to new debt for the Wastewater Treatment Plant and various other infrastructure projects.						
Water, Sewer and Garbage Bills Issued	28,043	28,069	28,095	28,059	28,141	27,981	28,059
Checks Processed	3,871	3,443	3,710	3,919	3,813	3,910	3,969
Vehicle Licenses sold	12,637	12,408	12,479	12,425	12,344	12,278	12,005
Investment Transactions	125	74	88	153	153	144	52
	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 - 2019
FINANCE DEPARTMENT**

101111-

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	897,572	967,500	917,500	977,500	1.03%	6.54%
TRAINING & DEVELOPMENT	7,329	12,050	8,600	14,300	18.67%	66.28%
CONTRACTUAL SERVICES	5,034,355	3,425,138	3,977,638	3,475,094	1.46%	-12.63%
COMMODITIES	6,886	10,500	7,750	10,500	0.00%	35.48%
UTILITIES	16,931	18,710	16,752	18,710	0.00%	11.69%
CAPITAL OUTLAY	294	3,000	3,023	1,000	-66.67%	-66.92%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	4,752,753	1,958,984	1,958,984	2,414,627	23.26%	23.26%
DEPARTMENT TOTAL	10,716,120	6,395,882	6,890,247	6,911,731	8.07%	0.31%

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 Commission - Consists of five 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 Communications Specialist. All of the activities of the various boards and commissions are included in the Village Manager's budget.

The Departmental Objectives for the 2019 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. In conjunction with the Mayor and Board of Trustees and operating departments, develop recommend and implement appropriate capital improvement plans and sustainable financing for Village-owned assets and infrastructure.
11. 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.
12. 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.
13. Provide Village representation at agencies and organizations such as the Solid Waste Agency of Lake County, DBR Chamber of Commerce, Northwest Municipal Conference, Community The Anti-Drug, Rotary Club, Optimist Club, Lake County Convention and Visitor Bureau, Lake County Transportation Alliance and Northeastern Illinois Public Safety Training Academy.
14. 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.

15. Provide staff support for the Farmers Market Committee, Fine Arts Commission, Cable and Telecommunications Commission, Sustainability Commission, Community Relations Commission and Volunteer Engagement Commission.

In addition to these continuing goals, the Village Manager's Department will complete the following projects during the 2019 fiscal year:

1. Monitor internal operations of all departments to ensure appropriate levels of labor and resources.
2. Support development of a 2 year Capital Improvement Project and Financing Plan for 2020-2021.
3. Facilitate replacement of Village Board iPads accompanied with the implementation of dedicated Village Board email addresses.
4. Facilitate and promote the second year of the residential sump pump disconnection program to effectively eliminate illegal sewer connections from this primary source.
5. Assess effectiveness of Village communication tools and methods including evaluation of website performance and social media platforms.
6. Commence Phase II of the credit card pilot program that will include acceptance of over-the-counter and online payments for utility billing, vehicle stickers and miscellaneous billing.
7. Pursue action items identified in the Northwest Quadrant Master Plan including evaluation of potential downtown parking lot revenue streams and pedestrian safety improvements as well as on-going communications with quadrant stakeholders.
8. Negotiate public-private partnership for redevelopment of 630 Central Avenue / 645 Osterman Avenue and initiate long term planning for the post office.
9. File P-Tax 300 for 645 Osterman Avenue and Certificate of Error for 630 Central Avenue for consideration and review by the Lake County Assessor's Office.
10. Revise small cell regulations to further detail and refine aesthetic requirements that comply with FCC orders and state law.
11. Work with various councils of government to petition the state to continue disbursing local government revenues and advocate for state-wide capital infrastructure bill.
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 hosting an educational tree walk, promoting LED lighting and creating sustainable curriculum in partnership with School District 109.
14. Improve and expand business continuity and disaster recovery systems and plans including documentation and automated testing.
15. Participate in joint Request for Proposal in collaboration with Lake County to further explore feasibility of behind the meter solar programs on Village owned facilities.
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 support for Metra's enhanced reverse commute pilot program.
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. Implement robotic process automation for invoice entry and invoice processing in the Village Manager's Office.
19. Facilitate annexation of railroad right-of-way south of Lake Cook Road Metra station.
20. Research policy methods to promote affordable housing and related policy implications.
21. Renegotiate Concessionaires Lease Agreement for downtown Metra station expiring December 31, 2018.
22. Renegotiate Janitorial Services Contract for Village facilities expiring August 2019.
23. Monitor and respond to lawsuits concerning the Village's Assault Weapons Ban in consultation with Village Attorneys.
24. Support implementation of police dispatch operations for the Village of Lincolnshire and the submission of a revised consolidation plan to the Illinois State Police that will end on-going litigation.
25. Support enhanced Farmers Market activities to celebrate the 25th anniversary.
26. Research legislation to proactively regulate and restrict cannabis dispensaries and related facilities in advance of possible state-wide legalization.
27. Evaluate current Impact Fee Ordinance and research appropriateness of acreage valuation.
28. Establish formal right-of-way vacation processes and associated appraisal policy.

Accomplishments During 2018

1. Participated in the recruitment and hiring of various positions include an IT Systems Technician, Planning and Design Specialist, Fiscal Clerk, and Community Development Administrative Assistant I.
2. Administered the local election filings for the April 2019 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. Led collective bargaining negotiations with Public Works Laborers Union Local 150.
5. Amended Village Personnel Policies and Procedures Manual to be consistent with collective bargaining agreements and updates to federal and state law.
6. Continued a Summer Research Assistant Program to aid with researching salient policy topics.
7. Administered a residential sump pump disconnection program to remedy illegal sanitary sewer connections from this primary source.
8. Served on the Board of Directors of the Solid Waste Agency of Lake County, Community the Anti-Drug, Northeastern Illinois Public Safety Training Academy, Lake County Transportation Alliance, Lake County Convention and Visitors Bureau, Illinois Association of Municipal Management Assistants and Illinois City/County Management Association.
9. Implemented a credit card processing pilot program to increase customer satisfaction, strengthen internal controls and achieve operational efficiencies.
10. Facilitated recruitment, interviews and appointment of Village Attorney to serve as Corporation Counsel.

11. Drafted Massage Establishment, Coal Tar Sealant and Small Wireless Services Facilities ordinances in consultation with Village Attorney.
12. Continued promotion of various social media platforms including Facebook, Twitter, Instagram and Nextdoor to enhance Village communication methods.
13. Provided guidance and consultation on several key redevelopment projects including at Deerbrook Mall, Deerfield Park Plaza, and Zion Woods, amongst others.
14. Supported Village efforts banning Assault Weapons and Large Capacity Magazines and the Village Attorney's defense of the current litigation and its attainment of pro bono legal defense services from the Brady Center to Prevent Gun Violence and Law Offices of Perkins Coie in consultation with the Village Attorney.
15. Hosted Family Days, Farmers Market, Fine Arts Festival, Harvest Fest, Winter Celebration, Give Where You Live Campaigns, Downtown Lighting Ceremony and other special events.
16. Created partnership with Deerfield Area Historical Society to host a 50th anniversary Jubilee in an effort to grow membership and raise funds to make improvements at the Historic Village.
17. Continued rotating public art program including the display of two downtown murals in partnership with Deerfield High School.
18. Monitored and evaluated the Chicago-Milwaukee Intercity Passenger Rail Corridor (Hiawatha) Environmental Assessment and Service Development Plan while advocating for positions that protect Village businesses and residents.
19. Tested CivicReady emergency mass notification system with reverse 9-1-1 call/text and email to 7,000+ subscribers.
20. Configured and implemented the technical requirements for the processing of LUCA census project data.
21. Negotiated the strategic acquisition of 645 Osterman Avenue to help meet the long-term planning and redevelopment goals of the Village Center.
22. Supported Village Attorney and Village Board efforts concerning litigation involving the Village.
23. Negotiated cellular lease extensions with AT&T, Verizon Wireless and Crown Castle in order to secure these long-term revenue streams.
24. Pursued efforts related to the Northwest Quadrant Master Plan including a downtown traffic study and various stakeholder meetings.
25. Participated in joint Request for Proposal with Lake County and six other municipalities to secure multi-year elevator inspection services at a reduced cost.

Work Statistics

2014

2015

2016

2017

2018

Ordinances Passed	34	39	38	37	50
Resolutions Passed	15	24	21	15	25
Village Board Meetings	24	24	24	24	24
D-Tales Published	6	6	6	6	6
FOIA Requests (Admin)	163*	156*	57	61	68
Liquor Licenses Issued	36	37	36	34	30
Distributions to Mayor and Board	52	52	52	52	52
Cable and Telecommunications Commission Meetings	3	3	0	3	2
Community Development Group Meetings	23	23	23	23	23
Family Days Commission Meetings	5	6	6	-	-
Fine Arts Commission Meetings	6	5	5	7	4
Sustainability Commission Meetings	8	10	10	9	9
Community Relations Commission	10	9	4	4	0
Volunteer Engagement Commission			4	4	2
New Senior/Disabled Taxi Users	90	51	85	81	82
Press Releases	13	10	36	9	17
E-blasts		75	59	24	65
Raffle License			6	2	2
Solicitation Permits			27	24	19
Commercial Filming Permits			8	5	4
Strategic Communications Group Mtgs					42
*Community Development FOIA request were processed in CD beginning in 2016 **Family Days moved to PW in 2017					

**BUDGET REQUEST - 2019
VILLAGE MANAGER/ADMINISTRATION**

101210-

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	999,773	1,238,800	1,200,300	1,299,000	4.86%	8.22%
TRAINING & DEVELOPMENT	3,657	22,350	18,950	23,400	4.70%	23.48%
CONTRACTUAL SERVICES	638,828	655,214	1,106,717	742,093	13.26%	-32.95%
COMMODITIES	4,520	4,800	5,950	6,300	31.25%	5.88%
UTILITIES	9,605	10,510	9,150	10,510	0.00%	14.86%
CAPITAL OUTLAY	105,770	11,200	13,374	12,450	11.16%	-6.91%
CAPITAL IMPROVEMENTS	44,375	45,600	45,600	45,600	0.00%	0.00%
TRANSFERS OUT	33,917	33,917	33,917	46,417	36.85%	36.85%
DEPARTMENT TOTAL	1,840,445	2,022,391	2,433,958	2,185,770	8.08%	-10.20%

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 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, Planning and Design Specialist, Permit Technician, and Administrative Assistant I.

Accomplishments for 2018:

Performed 2,418 building inspections along with various plan reviews that correlate with construction projects throughout the Village.

Worked on Village approval for the following major projects: Approval of a Text Amendment for the redevelopment of 99 South Waukegan Road with two new buildings including a request for a de facto PUD; Special Use for A Chick-fil-A restaurant with a drive-thru; Approval to a vacation of a building line at 755 Summit Drive; An amendment to a sign plan to allow a new ground sign for Caterpillar Global Headquarters; Approval of a Class A Special Use for a massage establishment to be located at 711 Waukegan Road; Approval of a Master Plan for Tennaqua Club and an amendment to a Special Use to allow renovations to Tennaqua Club; An amendment to the Walgreens Wilmot Road campus planned unit development (PUD) to allow changes to the parking lot to add parking, a new skywalk connecting the buildings, signage amendments, change the PUD boundaries, approval of a preliminary and final development plan, and an amendment to the existing annexation agreement; An amendment to a planned unit development to permit a new parking garage to be constructed to the south of the 1717 Deerfield Road office building; A request for approval of a residential planned unit development (PUD) with necessary exceptions, a rezoning of 464 and 502 Elm Street from R-3 Single Family Residential District to R-5 General Residence District, and an amendment to the Comprehensive Plan to allow the redevelopment of 464 and 502 Elm Street properties with eight single family detached homes; Approval of an amendment to a sign plan for new wall signs for Oracle at 1405 Lake Cook Road; An amendment to a Special Use to permit the relocation of beer and wine sales and text amendment for a Special Use for medical and laboratory facilities for Walgreens in the Shops of Deerfield Square at 780 Waukegan Road; A finding of Substantial Conformance to allow two roof decks at Deerfield Village Center; Approval of a residential planned unit development (PUD), a rezoning of 658, 662, and 702 Elm Street from R-4, Single & Two Family Residential District to R-5 General Residence District, a Text Amendment to allow a residential PUD of less than 1 acre in size, a resubdivision of the 658, 662, and 702 Elm Street properties, and an amendment to the Comprehensive Plan to allow the redevelopment of the 658, 662, and 702 Elm Street properties with seven townhomes (1219 Partners, LLC); An amendment to the Deerbrook Shopping Center Commercial Planned Unit Development for a preliminary development plan to redevelop the rear 10.79 Acres of Deerbrook Shopping Center to allow a transit oriented development with multiple family rental units including some affordable units, a Text Amendment to the C-2 Outlying Commercial District to Allow a Multiple-Family Rental Development as a Special Use in the C-2 District, and an Amendment to the Comprehensive Plan; Approval of a Special Use for a Goddard School and an Amendment to the Deerfield Park Plaza Shopping Center commercial PUD at 475 Lake Cook Road; Approval of a

preliminary development plan for a residential planned unit development (PUD), a rezoning of 10 Deerfield Road from R-1 Single Family Residential to R-5 General Residence District, an amendment to the Comprehensive Plan Future Land Use Map to permit a workforce housing development at 10 Deerfield Road; Request for approval of a residential planned unit development (PUD), a rezoning of 464 and 502 Elm Street from R-3 Single Family Residential District to R-5 General Residence District, and an amendment to the Comprehensive Plan to Allow the redevelopment of 464 and 502 Elm Street properties with six detached single family homes; Finding of substantial conformance for approval of a Final Development Plan for the 658, 662 and 702 Elm Street Townhome Development; Approval of a Special Use for Cove High School, a Text Amendment and Special Use for a Post-Secondary Program in the R-3 Residential District at 720 Elder Lane (former Holy Cross School) for the Cove School and a Text Amendment for Identification signage for a high school and post-secondary program; Approval of a Class A Special Use for a physical therapy office in Units D-E (former Starland space) in Deerfield Square at 710 Robert York Avenue; Amendment to the Ifergan Shopping Center planned unit development for revisions to the sign criteria for the Ifergan Building, and a new wall sign for Precor Home Fitness at 360-380 Lake Cook Road; A Text Amendment to the I-1 Office Research and Restricted Industrial District to allow a construction and engineering innovation lab as a Special Use and an amendment to an existing planned unit development to permit an innovation lab along with site improvements at 1405 Lake Cook Road for Oracle LLC; A resubdivision of the property at: 660, 664, 668, 700, 704, 708, and 712 Elm Street (formerly known as 658, 662 and 702 Elm Street) from the existing three lots into one lot for each townhome building and an outlot for the common area, and approval of a preliminary and final plat of Resubdivision; Finding of Substantial Conformance to amend the Final Development Plan for the JUF Independent Living West Access Drive at 1627 Lake Cook Road and Changes to the Development Agreement; Adoption of a Master Plan for Jewett Park, an amendment to a Special Use to permit Phase 1 renovations to Jewett Park and a rezoning of 965 Park Avenue and 829 Hazel Avenue from R-4 Single and Two Family Residential to P-1 Public Lands; Approval of a Special Use to permit the establishment of a Panera Bread Restaurant at Deerbrook Mall in outlot retail F building; Approval of a Special Use for a nail salon to be located at 837 Waukegan Road in Marshall Mall.

The Village Center Commission (VCC) 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 residents, one member from the Chamber of Commerce, and one member from the Village Center business community.

The VCC has been working on ways to bring residents to the Village Center and decided on a brief survey to Deerfield residents asking the community what they think of the Village Center and downtown businesses. The goal of the downtown resident survey is to better understand the needs of Deerfield residents and their reasons for coming to downtown; or the reasons why residents are not coming into the downtown. The Commission believes that the responses can assist in determining the needs of the Village Center and help plan future VCC projects. The survey would be printed in D-Tales, the Village water bills, and posted on our Facebook page and Village website. In November, the Board approved the recommendation from the VCC with minor tweaks to the survey questions.

In October, the VCC conducted their annual walk through the Village Center and identified locations for pedestrian benches, potential sites for public art, and picked up any debris in the Village Center. Building and Code Enforcement Supervisor Clint Case joined the VCC on the walk. Also in October, the VCC welcomed new Commissioner Jennifer Holtz. Ms. Holtz brings a strong architectural background to the VCC group and she and the VCC recognize that an attractive business district is the cornerstone to a vibrant and healthy community.

Continued to implement the previous 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 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 ninth 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 Green Acres Landscapes 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 ways to increase participation for 2019.

Staff is evaluating the 2016 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 consider adding 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: Massage Heights, 711 Waukegan Road: Wall signs Windows, opaque & redundancy; Aligned Modern Health was denied approval for a roof sign and blade sign on their south elevation roof gable. They visited the ARC twice for the gable sign and took into account many of their suggestions, but failed to get approval for the sign. The sign was appealed to the Board of Trustees and a more favored version of the sign was approved; Deerfield Village Centre (DVC) received approval for two (2) 2nd floor roof decks, including the doors, guardrails and light fixtures; Freeze Fix, 740 Waukegan Road, received approval for one (1) wall sign; Warwick House, 827 Waukegan Road, received approval for one (1) wall sign and improvements to their west elevation (canopy removal and new railings); MOD Pizza, 70 S. Waukegan Road: wall sign; Tempur-Pedic, 720 Waukegan Road: wall sign; Bed Bath & Beyond, 96 S. Waukegan Road: façade change; Deerbrook Residential Development: new construction, preliminary review; T-Mobile, 110 S. Waukegan Road: wall signs; 99 S. Waukegan Road Redevelopment, final review: Buildings and Site improvements, Signage, Chick-fil-A (Bldg. A) and Sign Criteria (Bldg. B); Taco Vida, 469 Lake Cook Road: signage; Sachs Recreation Center, 455 Lake Cook Road: exterior siding; Northwestern Medical, 350 S. Waukegan Road: ground sign; Premcor Home Fitness, 360 Lake Cook Road: wall sign; Jewett Park, 836 Jewett Park Drive: playground area with fencing; Northwestern Medicine, 350 S. Waukegan Road: wall signs ground sign landscaping; Massage Heights, 711 Deerfield Road: Wall signs, continued Windows, opaque & redundancy; 99 S. Waukegan Road, multi-tenant building: material revisions; Red Roof Inn, 340 S. Waukegan Road: sign revisions & building elements; BP, 1 Waukegan Road, received approval for canopy signs on the west, south and east canopy elevations; Bed Bath and Beyond, 96 S. Waukegan

Road, received approval for two (2) pylon panels at Deerbrook Mall; Deerbrook Mall received approval to modify the "Deerbrook" panels on all of the pylon signs for better visibility; Chick-Fil-A was denied approval for a free standing canopy after visiting the ARC twice. Chick-Fil-A took into account suggestions from the ARC but still failed to get approval. The canopy was appealed to the Board of Trustees and eventually approved; Red Roof Inn, 340 S. Waukegan Road, received approval to replace two (2) wall signs, one (1) ground sign and one (1) directional sign to change the word "Inn" to "PLUS+" as part of the company's rebranding; NorthShore University Health Systems, 49 S. Waukegan Road, received approval for three (3) wall signs to incorporate "Medical Group" and "Immediate Care" into their signage; Stein Mart, 94 S. Waukegan Road, received approval for four (4) pylon panels on Lake Cook Road and Deerfield Road signs at Deerbrook Mall; The Goddard School, 475 Lake Cook Road, received final design approval for their exterior, signage, fencing and exterior playground area. The approval took place over the course of two (2) meetings (preliminary and final review). The Landscape Plan was not approved as part of the package but was eventually approved in November; The Charles Ifergan Property, 360-380 W. Lake Cook Road, attended two (2) ARC meetings to get feedback on their proposed sign criteria. The ARC worked together with the property owners to make changes that would better accommodate their new tenant, Precor Home Fitness, and any future tenants; Precor Home Fitness had preliminary reviews for their new wall sign over the course of two (2) meetings; Deerbrook Residential Development (REVA) received a preliminary review of the new residential apartment and townhome complex proposed behind Deerbrook Mall. The building elevations, outdoor spaces, pedestrian circulation, and signage were all presented to the ARC at this meeting; Hobby Lobby, 200 S. Waukegan Road, received approval for two (2) pylon panels at Deerbrook Mall; Northwestern Medicine, 350 S. Waukegan Road, received approval to change the east elevation wall sign from what was previously approved; Office Depot, 134 Waukegan Road, received approval for one (1) wall sign and two (2) pylon sign panels at Deerbrook Mall; Joy of the Game, 260 S. Waukegan Road, received approval for two (2) pylon sign panels at Deerbrook Mall; Bubble Joy Café in Deerfield Park Plaza, 461 Lake Cook Road, received approval for one (1) wall sign; Jimmy Thai, 406 Lake Cook Road, is moving tenant spaces and received approval to move their existing wall sign and add one (1) new wall sign to a different elevation that incorporates "Ramen Time" into their signage; MOD Pizza, 70 S. Waukegan Road, received approval for one (1) new wall sign on the west elevation to match the existing wall signs; Panera Bread, 385 Lake Cook Road, received a preliminary review of the proposed new building, site and signage improvements; Audiology Associates of Deerfield, 400 Lake Cook Road received approval of a sign face change; Nailed It Nail Salon, 837 Waukegan Road received approval of a sign face change; a preliminary review of the Jewett Park Phase 1 renovations.

Staff continued to work with the Deerfield Cemetery Commission. In 2018, the Cemetery Commission held one meeting. The May meeting included an inspection of the cemetery ground including the memorial pole, headstones, landscaping and fence. The meeting also marked a change in staff liaison responsibilities from Community Development to the Public Works and Engineering Department. The commission continues to look at ways to preserve the history of the cemetery while maintaining its appearance.

One staff member is part of the Landscape Committee which met four (4) times over the first year. Trustee Mary Oppenheim joined the Committee for three (3) of the meetings, sharing her knowledge on the subject. The Committee visited all the Village planting beds over the summer to assess the quality of the current plantings by Green Acres Landscaping, Inc. During the meetings, the proposals for the fall and winter plantings for the downtown urns, Village Hall, and various other locations were reviewed. The Committee toured the corner park at the northeast corner of Waukegan Road and Deerfield Road during two (2) of the meetings and discussed various ways the landscape company could improve the maintenance of the park. The Committee also reviewed proposals for long-term projects, including proposals by a landscape architecture firm for landscape designs at Village Hall and near the Deerfield Road underpass.

In October, the Village of Deerfield purchased the Village Music Store property. This property will eventually become part of a larger long-term development plan. For the short-term, Planning and Design Specialist, Liz Delevitt created a possible design for the Village Music Store Property and 630 Central Avenue, the adjacent property to the south the Village also currently owns. The site is a rectangle, roughly 100' wide x 350' deep. The project is to create a parking lot on a little more than half of the site

and a “Butterfly Garden” with access to the cemetery on the remaining portion of the site. This property will add much needed parking spaces for the cemetery and surrounding businesses while creating a beautiful space for residents to gather, eat lunch, and enjoy the open space/butterfly garden.

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.

As a result of Zion Woods and Reva TOD apartment development, the Board of Trustees is discussing the affordable housing issue and is trying to decide if they want to create an ordinance or to continue to take up each development on a case-by-case basis.

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

After 37 years, Planner Jean Spagnoli retired and was replaced by Planning and Design Specialist Liz Delevitt. Principal Planner Jeff Ryckaert and Planner Dan Nakahara are working with Liz as she becomes acclimated to the new position.

Two 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 a tablet computer.

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).

The Village Planning Division is 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.

The Local Update of Census Addresses Operations (LUCA) is a voluntary decennial census operation. LUCA is an opportunity prior to the 2020 Census for local governments to review and update the U.S. Census Bureau's residential address list for Village's jurisdiction. The accuracy and completeness of the address list is critical to the accuracy and completeness of the decennial census. Planning Staff worked with MGP to ensure a complete and accurate Village address list. The address list has been reviewed by staff and comments were sent to the U.S. Census Bureau for further review. The U.S. Census expects to be back in touch with communities in 2019 for completion of this operation.

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 reports are posted on the Village 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).

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.

A staff member from the department is part of the Wellness Committee, which has been charged with promoting wellness and health among the Village departments.

A staff member from the department is part of the Strategic Communication Group, which has been charged with building a consistent message delivered across 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 LUCA .

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.

Work Statistics	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Permits:						
Residences	33	40	24	23	14	17
Additions and Alterations	160	199	178	170	184	196
Garages	16	20	16	19	14	16
Garage Sale and Temporary Use Permits	264	266	237	192	158	173
Miscellaneous	<u>1,081</u>	<u>1,006</u>	<u>987</u>	<u>999</u>	<u>894</u>	<u>878</u>
Total Permits	1,554	1,531	1,442	1,403	1,264	1,280
Board of Zoning Appeals Public Hearings						
	10	5	6	1	2	6
VCC Meetings						
	0	7	5	5	5	4
Appearance Review Commission Meetings						
	12	13	18*	18*	13	12
Cemetery Commission						
	2	2	4	3	2	1**
Northwest Quadrant Unified Task Force						
	2	0	0	0	0	0
Plan Commission:						
Public Hearings	24	14	12	16	19	22
Continued Public Hearings	4	2	2	1	3	3
Substantial Conformance Petitions	7	4	3	3	4	3
Prefiling Conferences	15	14	11	11	19	18
Miscellaneous Requests	0	1	1	2	1	0
Comprehensive Plan Meetings	0	0	0	1	0	0

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

**In May 2018 the Cemetery Commission was taken over by the Public Works and Engineering Department.

The Department's objectives for the 2019 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.

Discuss which sections of the revised Appearance Code 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 vacant Fresh Thyme space and 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.

Continue to 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 - 2019

101330

COMMUNITY DEVELOPMENT DEPT.

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	1,062,001	1,170,800	1,095,050	1,238,300	5.77%	13.08%
TRAINING & DEVELOPMENT	5,350	8,500	5,600	10,000	17.65%	78.57%
CONTRACTUAL SERVICES	71,784	129,861	118,043	144,807	11.51%	22.67%
COMMODITIES	7,408	14,900	13,800	14,900	0.00%	7.97%
UTILITIES	10,567	11,985	9,287	11,985	0.00%	29.05%
CAPITAL OUTLAY	158	1,000	450	25,000	2400.00%	5455.56%
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	1,163,518	1,343,296	1,248,480	1,451,242	8.04%	16.24%

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 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 Village ordinances, 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 2018:

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 2018 the Department facilitated the reconstruction/rehabilitation of Oxford Road, Byron Court, the Bristol Estates Subdivision, Bristol Place, Kenmore Avenue, Central Avenue west, Crabtree Lane, Elmwood Avenue, Somerset Avenue, and Osterman Avenue.

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 were presented to staff in October. A public meeting will be held in January of 2019 and design work is expected to be complete by the end of 2019.

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 roughly \$1M worth of federal funding for engineering services as well as construction costs. Design work is complete and this project is scheduled for March bid opening allowing for construction to begin in the spring of 2019.

Woodland Park Subdivision Infrastructure Rehabilitation Project: –The water main in this vicinity is among the oldest in the Village, constructed in 1924. The water main is also undersized in this area, 4” ductile iron as opposed to our current standard of 8”. The design phase for this project began in 2018 allowing for construction of water main improvements in 2019.

Bridge Rehabilitation of Lake Cook Road- During 2018, the Engineering Department facilitated the rehabilitation of the westbound bridge approach for the bridge on Lake Cook Road over the West Fork of the North Branch of the Chicago River.

Water Tower Painting Project - 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. The painting project contract was awarded to Jetco, Ltd. and both the interior and exterior of the tower were painted during the summer of 2018. The water tower went back into operation in October. A replacement Police Department communication shed was also built as part of the project.

Sanitary Sewer Lining Program- As part of the ongoing work to reduce Inflow and Infiltration, staff awarded the 2018 lining contract to Visu Sewer. As part of the project, over 9,000 linear feet of sanitary sewers were lined.

2018 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 2018, more than 600 locations were brought up to safety standards.

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 2018, staff was focused on manhole repairs in the southwest and southeast quadrants. All manhole repairs were complete in November of 2018.

North Branch Watershed Work Group - In January of 2018 staff officially established the 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.

WRF Computer and SCADA Upgrade - The WRF SCADA system computers and software are recommended to be replaced every five to seven years to prevent a catastrophic failure. This cost includes replacement of all SCADA computers, software packages, UPS's and purchase of a network backup device. Work was completed and devices brought on-line in the fall of 2018.

Deerfield/Warwick CL2 System Upgrade-Design work began in 2018 for repairing and upgrading the chlorine tablet systems at the Warwick Road and Deerfield Road pumping stations. Construction of the improvements will begin in 2019.

Wilmot Road Pump Replacement Project - The goal of this project is to replace two dry weather pumps with chopper pumps and to upgrade the electrical cabinets. Integrated Process Solutions was the contractor, the work started in 2017 and was complete in 2018.

Drainage Study and Resolution Program – Over the last several years the department has become more involved in developing and implementing drainage solutions throughout the Village. In many instances staff requires additional outside professional engineering services to determine the resolution of drainage issues. Several locations with drainage issues have been found, design work has been completed for some, and for others staff is ready to implement solutions.

Water System Redundancy Project (Northbrook Connection) – The Edens Spur reconstruction project began in 2018 and is scheduled to continue through 2020. The Village has facilitated the design of an emergency water connection with the Village of Northbrook. The connection will be constructed in 2019 as part of the Spur reconstruction project. The bid opening for the project will be held in December.

Mitchell Park Tennis Courts: Cost in 2019 - The Village of Deerfield entered into an Intergovernmental Agreement, with respect to the Mitchell Park facility, with the Deerfield Park District, at the time the reservoir and pump station were built. As part of the agreement the Village is required, among other things, to repair and maintain the tennis court surfaces. The north tennis court and basketball court were resurfaced in 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 2018, the Division conducted site review visits of roughly 63 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: Tennaqua Lane, Willow Avenue, and Woodland Park, and next year, the Village will complete improvements at Warrington & Essex and Warwick Road. Staff will continue to study Margate Terrace and will initiate a study on Forestway Drive.

Other items completed are as follows:

- Managed the Cross Connection Control/Backflow Prevention (RPZ) Program with our contractor BSI.
- The Engineering Department reviewed and approved more than 322 permit applications for removal of trees (including the DED or Ash trees). In addition to these permit applications, the Village has reviewed approximately 135 applications for the removal of trees related to construction permit applications.
- The Public Works and Engineering Department has processed 2,203 invoices for contractual work.
- The Engineering Department performed over 185 plan reviews for residential lot improvements including around 18 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 Family Days Commission with PWE personnel.
- Staffed the Cemetery Commission with PWE personnel.
- Interviewed and selected consultants based on their qualifications for various infrastructure replacement projects.
- Facilitated the replacement of approximately 8,000 linear feet of pavement markings.
- Prepared and published the Consumer Confidence Report on water quality.
- Completed the installation of a new USGS creek monitoring station on the Middle Fork of the North Branch of the Chicago River.
- Monitored the conditions and groundwater at Reservoir 29A and cooperated with the offices of the Metropolitan Water Reclamation District.

Major projects planned for 2019 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 2019 will include, but is not limited to Warrington Road, Wilmot Road (north of Greenwood Avenue), Castlewood Lane (Montgomery Road to north end), Montgomery Drive (south end to Montgomery Court), Cranshire Court, Peachtree Road, Chatham Circle, Village Green, Rosemary Terrace, portions of Margate Terrace.

Greenwood Avenue Rehabilitation Project - The project is scheduled for a bid opening in March. Construction will take place during the summer months to minimize impacts on school traffic and busing. The duration of this work is approximately 3 months.

Woodland, Hawthorn, Oakwood, and Woodbine Infrastructure Project- The project will include replacement of water main throughout the subdivision. This will be done by means of directions drilling to preserve trees and minimize roadway impacts. Roadway rehabilitation will take place in later years.

2019 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 and to bring pedestrian cross walks in compliance with ADA requirements (ADA detectable warnings). The focus in 2019 will be in throughout the Village.

Emergency Water Connection- Design and system engineering was completed in 2018 to allow for construction of the water connection in 2019. This timing affords the Villages of Northbrook and Deerfield the opportunity to construct the first emergency water connection between the two Municipalities.

Sewer Lining Program – In 2019, over 9,000 linear feet of sanitary sewer will be lined. The lining work will be focused in the northeast and northwest quadrants.

Work Statistics	2012	2013	2014	2015	2016	2017	2018
Number of Purchase Payments Processed	3,010	2,830	2,745	2,805	2,841	2,652	1,741
Letters of Credit Received/Renewed	0	2	0	3	3	2	2
Number of Plans Reviewed	85	85	121	136	148	125	185
Number of Ad Hoc Tree Removal Permits Issued	280	290	475	497	356	293	292

**BUDGET REQUEST - 2019
ENGINEERING DIVISION (PUBLIC WORKS)**

102110-

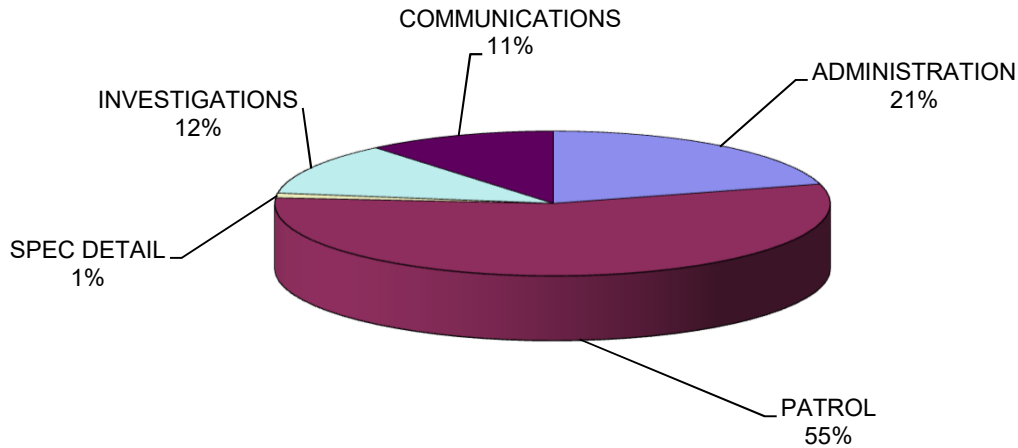
	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	485,407	536,900	491,400	433,900	-19.18%	-11.70%
TRAINING & DEVELOPMENT	4,317	6,100	6,100	6,100	0.00%	0.00%
CONTRACTUAL SERVICES	210,358	283,305	229,405	273,449	-3.48%	19.20%
COMMODITIES	9,837	10,500	12,600	10,500	0.00%	-16.67%
UTILITIES	6,668	9,870	6,483	9,870	0.00%	52.24%
CAPITAL OUTLAY	3,834	11,350	2,700	3,050	-73.13%	12.96%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	18,874	23,467	23,467	22,248	-5.19%	-5.19%
DEPARTMENT TOTAL	739,295	881,492	772,155	759,117	-13.88%	-1.69%

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**BUDGET REQUEST - 2019
POLICE - SUMMARY**

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	7,938,581	8,769,666	8,345,238	8,898,345	1.47%	6.63%
TRAINING & DEVELOPMENT	76,685	79,140	55,938	89,100	12.59%	59.28%
CONTRACTUAL SERVICES	700,026	728,595	668,102	823,209	12.99%	23.22%
COMMODITIES	79,396	118,600	78,684	107,375	-9.46%	36.46%
UTILITIES	22,099	24,675	21,170	25,085	1.66%	18.49%
CAPITAL OUTLAY	63,964	51,550	41,533	49,652	-3.68%	19.55%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	185,227	192,452	192,452	155,224	-19.34%	-19.34%
DEPARTMENT TOTAL	9,065,978	9,964,678	9,403,117	10,147,990	1.84%	7.92%

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 2019 fiscal year:

In 2018 the Department successfully negotiated with the Village of Lincolnshire to begin providing Dispatch Services to that community beginning in April of 2019. Staff has begun and will continue to work with all involved parties to ensure a successful transition to a Consolidated Dispatch Center that will include the communities of Deerfield, Bannockburn, Riverwoods and Lincolnshire.

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

In 2007 the Department established a partnership with the University of Illinois at Chicago (UIC) to assist in updating Department job descriptions. Since that time, many of our agency roles have changed and job descriptions must be updated to reflect those changes. The Department again reached out to UIC in 2018 but they were unable to provide further assistance. Therefore, Department personnel have taken on the task "in-house" by gathering resources and assessing standards. The final analysis will include identifying essential tasks and duties related to each position in addition to the necessary knowledge base and abilities required to perform the job.

The Department is actively working on a revised staff inspection, an inspectional process that includes a review of all components of the Department including operational activities, policies, procedures, facilities, property and resources. A substantial number of General Orders, related duties and resources have been reviewed and modified or revised as needed. Work on all aspects of the process will continue in 2019. Upon completion, a written report will identify deficiencies, make recommendations and identify positive aspects of the project. The staff inspection will be conducted by agency personnel and overseen by the Chief of Police.

2018 Accomplishments

Department personnel were trained in the use of Conducted Energy Weapons (TASERs) that will serve as an alternative use of force and enable officers to subdue actively resisting or aggressive subjects while lowering the rates of injuries to Officers and other subjects.

The Department updated its electronic controlled door access system which was in excess of 20 years old. The new system will enhance the safety and security of staff and the facility.

The Deerfield Police Department conducted a Citizen Satisfaction survey. The survey is conducted biennially and done online through the Village of Deerfield website achieving a 9.9% response rate. The goal was to assess general Department operations as seen by of our residents. The survey reflected 96% of citizens feel very safe or safe and 75.6% of people find employees to be courteous.

In 2018 the Department’s Bicycle Unit obtained a grant to implement a bike enforcement campaign. The unit deployed a successful Bike Safety Initiative by “ticketing” young residents seen practicing good bike safety. The “tickets” were coupons for ice cream at two local establishments. The Department also sent an officer to be a certified instructor which will allow for more officers to be trained in-house.

The Illinois State Police, Bureau of Field Services conducted an audit of the Department’s use of the Law Enforcement Agencies Data System (LEADS). An audit is inherent with participation in LEADS and is conducted every three years. During the audit, 30 specific areas are addressed and the agency was found to be in full compliance with LEADS rules, regulations and policies.

Working with its current vendor the Department completed 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.

Members of the Department received Crisis Intervention Team (CIT) training to assist in the effective management and de-escalation of 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.

STATISTICAL SUMMARY

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Calls for Service	11,098	13,706	13,623	21,064	21,196
Accidents; Personal Injury	72	68	71	73	56
Property	453	490	488	453	493
Traffic Tickets	3,451	3,766	3,463	2,856	3,725
Parking Citations	2,560	1,710	1,598	2,452	2,161
Crime Index*	137	134	129	135	141
Criminal Arrests	337	366	426	346	451
Domestic Trouble	78	82	85	94	107
Vandalism	34	28	40	44	58
Traffic Enforcement Index (Tickets per Injury Accident)	47.9	55.4	48.8	39.1	66.5

*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 - 2019
POLICE - ADMINISTRATION

106010-

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	846,493	1,098,866	951,858	1,125,179	2.39%	18.21%
TRAINING & DEVELOPMENT	10,629	14,190	7,530	13,240	-6.69%	75.83%
CONTRACTUAL SERVICES	625,626	676,225	620,265	755,689	11.75%	21.83%
COMMODITIES	20,152	23,900	19,650	23,900	0.00%	21.63%
UTILITIES	16,116	17,675	14,920	18,085	2.32%	21.21%
CAPITAL OUTLAY	3,946	14,500	13,450	7,500	-48.28%	-44.24%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	185,227	192,452	192,452	155,224	-19.34%	-19.34%
DEPARTMENT TOTAL	1,708,189	2,037,808	1,820,125	2,098,817	2.99%	15.31%

106020-

POLICE - COMMUNICATIONS

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	996,348	1,057,067	1,056,745	1,107,275	4.75%	4.78%
TRAINING & DEVELOPMENT	4,161	6,800	5,873	6,800	0.00%	15.78%
CONTRACTUAL SERVICES	329	500	487	500	0.00%	2.67%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	1,382	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	1,002,220	1,069,367	1,068,105	1,119,575	4.70%	4.82%

106033-

POLICE - INVESTIGATIONS/YOUTH

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	1,008,994	1,187,735	1,144,350	1,136,447	-4.32%	-0.69%
TRAINING & DEVELOPMENT	13,877	11,700	4,750	22,500	92.31%	373.68%
CONTRACTUAL SERVICES	5,688	6,370	5,500	6,520	2.35%	18.55%
COMMODITIES	9,636	14,700	6,900	12,900	-12.24%	86.96%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	5,805	10,500	5,900	7,500	-28.57%	27.12%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	1,044,000	1,231,005	1,167,400	1,185,867	-3.67%	1.58%

BUDGET REQUEST - 2019

106034-

POLICE - PATROL

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	4,986,449	5,318,998	5,096,272	5,422,444	1.94%	6.40%
TRAINING & DEVELOPMENT	48,018	46,450	37,785	46,560	0.24%	23.22%
CONTRACTUAL SERVICES	68,383	45,500	41,850	60,500	32.97%	44.56%
COMMODITIES	49,608	80,000	52,134	70,575	-11.78%	35.37%
UTILITIES	5,983	7,000	6,250	7,000	0.00%	12.00%
CAPITAL OUTLAY	52,831	21,550	17,183	29,652	37.60%	72.57%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	5,211,272	5,519,498	5,251,474	5,636,731	2.12%	7.34%

106061-

POLICE - SPECIAL DETAIL

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	100,297	107,000	96,013	107,000	0.00%	11.44%

176020-

E 911 FUND

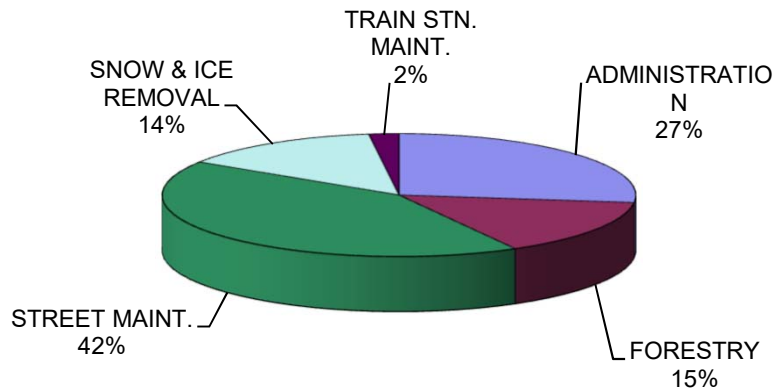
	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	133,876	160,168	113,682	232,179	44.96%	104.24%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	6,746	11,250	6,351	10,000	-11.11%	57.46%
OTHER EXPENSES	0	0	0	0	N/A	N/A
DEBT SERVICE	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	2,715	10,000	3,000	273,800	2638.00%	9026.67%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	268,014	268,014	268,014	266,736	-0.48%	-0.48%
TOTAL EXPENDITURES	411,351	449,432	391,047	782,715	74.16%	100.16%

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BUDGET REQUEST - 2019
STREET DIVISION - SUMMARY

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	1,018,838	1,221,550	1,176,527	1,205,750	-1.29%	2.48%
TRAINING & DEVELOPMENT	1,198	4,900	4,150	4,400	-10.20%	6.02%
CONTRACTUAL SERVICES	792,099	838,173	922,323	866,019	3.32%	-6.10%
COMMODITIES	285,052	384,950	354,300	333,950	-13.25%	-5.74%
UTILITIES	48,128	72,665	60,206	72,665	0.00%	20.69%
CAPITAL OUTLAY	30,100	13,350	5,650	3,850	-71.16%	-31.86%
CAPITAL IMPROVEMENTS	130,035	136,500	135,000	165,000	20.88%	22.22%
TRANSFERS OUT	186,368	204,458	204,458	220,437	7.82%	7.82%
DEPARTMENT TOTAL	2,491,818	2,876,546	2,862,614	2,872,071	-0.16%	0.33%

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 2018 through December 2018:

- Maintained all Village streets in drivable condition throughout the year.
- Removed and replaced 227 cubic yards of concrete street, curb, and sidewalks.
- Removed and replaced 280 tons of asphalt street.
- Swept 2,350 miles of streets, removing 985 cubic yards of debris.
- 2,037 tons of salt were used with 2,150 total man hours expended for snow and ice removal in the 2017-2018 season. Liquid Salt Brine used – 10,500 gallons/Calcium Chloride used – 8,300 gallons.
- Performed pavement patching with UPM on a continual basis, using 175 tons.
- Installed 338 replacement street signs including 38 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, 15 repairs to streetlight wires, and 50 streetlight lamps were upgraded to LED.
- Planted 38 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 2018 tree trimming and tree removal contract. Around 200 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, Jubilee, Harvest Fest, 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 and pedestrian overpass bridge including; sandblasting and painting of all metal surfaces, removal and replacement of all deteriorated wood, repainted the entire structure.

The Street Division goals for the 2019 fiscal year are as follows:

- Continue to assist the Engineering Department with the 2019 street rehabilitation program
- Manage snow operations and sidewalk clearing and reduce the use of chlorides without reducing the level of service
- 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>Work Statistics CALENDAR YEARS 2012 - 2018</p>
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	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<u>Cleaning</u>							
Streets Swept (Miles)	1,150	1,000	1,500	1,500	1,750	2,350	2,150
Streets Swept (Cubic Yards Debris)	310	300	480	520	680	890	985
<u>Traffic Marking</u>							
Traffic Marking (Lineal Feet)	18,581	12,949	N/A	N/A	N/A	N/A	N/A
<u>Pavement Patching</u>							
Pre-Mix Patching Materials Used (Tons)	210	260	144	121	100	140	175
<u>Concrete and Asphalt Removal and Replacement</u>							
Concrete (Cubic Yards)	145	139	315	395	365.5	385	220
Asphalt (Tons)	0	0	0	280	125	325	280
<u>Street Lights and Traffic Signals</u>							
Street Signs Erected or Replaced	231	151	82	410	534	123	338
Street Light Standards Replaced	15	12	8	9	6	5	5
Street Light Cable Repairs	58	47	39	43	27	14	15
Street Lamps Replaced	302	250	117	78	112	57	50
<u>Snow and Ice Control</u>							
Snow and Ice Control (Man Hours)	1500	1,500	3,540	1,870	877	1092	2,150
Rock Salt Used (Tons)	3,600	3,600	4,315	3,793	2,350	2,400	2,037
<u>Tree Maintenance</u>							
Trees Removed (Number)	301	241	478	322	381	253	200
Tree Planting 50-50 Program	21	138	185	177	13	19	38
Leaf Removal (Cubic Yards)	7,674	7,674	8,568	6,274	7,224	5,404	6,400

BUDGET REQUEST - 2019
STREET - ADMINISTRATION

102010-

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	294,503	314,950	290,950	289,250	-8.16%	-0.58%
TRAINING & DEVELOPMENT	1,198	4,900	4,150	4,400	-10.20%	6.02%
CONTRACTUAL SERVICES	236,887	233,673	222,823	242,019	3.57%	8.61%
COMMODITIES	7,299	6,700	7,300	6,700	0.00%	-8.22%
UTILITIES	7,407	10,265	8,646	10,265	0.00%	18.73%
CAPITAL OUTLAY	1,508	10,600	2,900	1,100	-89.62%	-62.07%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	186,368	204,458	204,458	220,437	7.82%	7.82%
DEPARTMENT TOTAL	735,170	785,546	741,227	774,171	-1.45%	4.44%

102036-

STREET - SNOW & ICE CONTROL

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	38,539	120,750	135,750	118,250	-2.07%	-12.89%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	81,431	114,000	184,000	114,000	0.00%	-38.04%
COMMODITIES	150,471	217,250	187,000	167,250	-23.01%	-10.56%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	22,620	750	750	750	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	293,061	452,750	507,500	400,250	-11.60%	-21.13%

102037-

STREET - FORESTRY

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	971	8,600	6,302	8,600	0.00%	36.46%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	203,711	238,000	238,000	242,500	1.89%	1.89%
COMMODITIES	4,862	10,000	10,000	10,000	0.00%	0.00%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	950	2,000	2,000	2,000	0.00%	0.00%
CAPITAL IMPROVEMENTS	130,035	135,000	135,000	165,000	22.22%	22.22%
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	340,529	393,600	391,302	428,100	8.77%	9.40%

BUDGET REQUEST - 2019

102038-

STREET - TRAIN STATION MAINTENANCE

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	9,881	9,750	9,525	9,500	-2.56%	-0.26%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	31,750	43,500	43,500	43,500	0.00%	0.00%
COMMODITIES	1,795	4,000	3,000	3,000	-25.00%	0.00%
UTILITIES	1,557	2,400	1,560	2,400	0.00%	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
DEPARTMENT TOTAL	44,983	59,650	57,585	58,400	-2.10%	1.42%

102050-

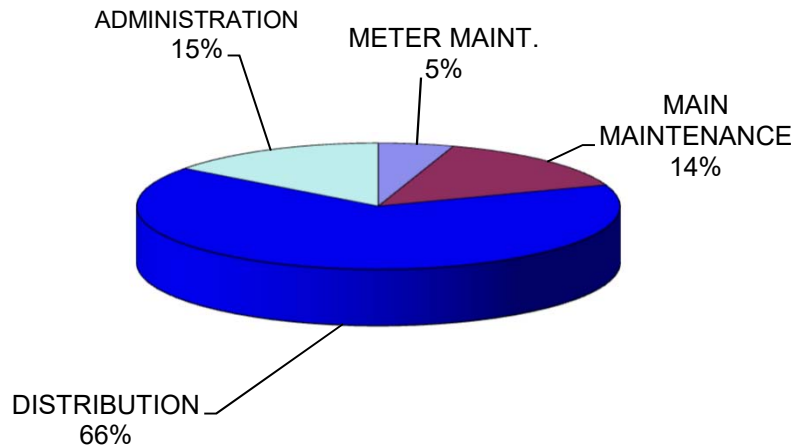
STREET - MAINTENANCE

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	674,944	767,500	734,000	780,150	1.65%	6.29%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	238,320	209,000	234,000	224,000	7.18%	-4.27%
COMMODITIES	120,625	147,000	147,000	147,000	0.00%	0.00%
UTILITIES	39,164	60,000	50,000	60,000	0.00%	20.00%
CAPITAL OUTLAY	5,022	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	1,500	0	0	-100.00%	#DIV/0!
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	1,078,075	1,185,000	1,165,000	1,211,150	2.21%	3.96%

**BUDGET REQUEST - 2019
WATER FUND - SUMMARY**

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDC EST→2019
PERSONNEL SERVICES	1,074,165	1,026,650	961,800	1,025,364	-0.13%	6.61%
TRAINING & DEVELOPMENT	1,636	2,250	2,250	2,250	0.00%	0.00%
CONTRACTUAL SERVICES	371,823	422,837	426,587	461,041	9.04%	8.08%
COMMODITIES	2,385,382	2,668,500	2,400,450	3,028,750	13.50%	26.17%
UTILITIES	86,127	100,715	99,782	100,115	-0.60%	0.33%
CAPITAL OUTLAY	100,095	114,050	112,500	97,550	-14.47%	-13.29%
CAPITAL IMPROVEMENTS	499,221	0	0	0	N/A	N/A
TRANSFERS OUT	47,203	52,390	52,390	83,480	59.34%	59.34%
TOTAL	4,565,652	4,387,392	4,055,759	4,798,550	9.37%	18.31%

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 2018 through December 2018:

- 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 looping of the Crabtree Lane water main to the Meadow Lane and Elmwood Avenue water mains that connect to Stratford Road as well as assisted project engineers and contractors with various pending infrastructure improvement projects and planning.
- Repaired 10 valves throughout the water distribution system.
- Installed 52 new meter systems on new construction and replacement meters as needed.
- Published and distributed the drinking water Consumer Confidence Report per the Federal Drinking Water regulations.
- Continued use of door hangers to inform residents of 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, 7 service leaks, 15 hydrant leaks and 0 valve leaks. All Village system leaks from the spring survey have been repaired. For the fall survey, there was 1 main leak, 8 service leaks, 3 hydrant leaks and 1 valve leak. All Village responsible 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 2017 and 8% for the 2018 annual IDNR report. This is well below the 10% required by the IDNR.
- Assisted the Engineering Department as needed with day-to-day activities and water system improvement projects and planning.
- After multiple years of planning, the interior and exterior of the elevated tank was successfully sandblasted and painted. Painting operations required that tank to be drained and decommissioned for six months. The project required extensive coordination with outside communication companies, the Police Department, and internally within the Water Department. As the elevated tank is a main component of the Village's water distribution system, taking it offline required constant monitoring of the water system to ensure proper distribution. Overall, the alternate means of running the system without the tank went well with minimal problems.

The Water Division goals for the 2019 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 initiation of the EPA mandated unregulated contaminants (UCMR4) program will occur during 2018 and 2019 involving two 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 2018 cycle has been completed. We will be performing the 2019 series next summer.

WATER DIVISION

Work Statistics CALENDAR YEARS 2013 – 2018

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<u>Main and Fire Hydrant Maintenance</u>						
Water Main Breaks Repaired	57	42	53	44	52	35
Service Leaks Repaired	9	15	16	13	12	7
New Fire Hydrants Installed	3	7	11	5	4	17
Fire Hydrants Tested	861	1267	1267	1267	1267	1280
Valves Repaired	1	14	17	3	13	9
B Box Adjustments	30	23	28	18	22	35
Julie Locations	232	30	355	91	186	75
Valve Vaults Reconstruction	1	4	2	3	8	2
<u>Distribution</u>						
Annual Water Pumpage (in Billions of Gallons)	.645	.858	.619	.758	.810	.825
Services Checked for Leaks	111	191	109	231	250	255
Water Sample Analysis	140	180	180	200	240	240
Water Sample Analysis (Lead)	0	0	30	135	1	30
Water Sample Analysis THM/HAA5 (IEPA Required)	4	4	3	3	4	4
Average Daily Consumption (MGD)	3.012	2.692	2.269	2.502	2.220	2.218
Peak Daily Consumption (MGD)	5.069	3.903	3.809	4.363	5.127	3.912
<u>Meter Maintenance</u>						
Meter Pits Repaired	2	5	2	1	3	5
New Meters Installed	300	333	36	50	51	38
Meters Tested	5	4	1	88	70	44
Frozen Water Services	0	5	0	0	0	0
Water Meters Read	15,827	20,349	20,349	22,610	27,132	27,132
Final Meter Readings	361	416	391	405	460	455
"Reread" Meter Readings	702	771	119	161	224	265
Shut-Off Notice/Delinquent Water Bills	41	327	287	269	410	75
Meters Sealed	32	48	62	50	51	38
Frozen Meters	0	23	0	0	0	0
Irrigation Lock Boxes	N/A	N/A	N/A	52	11	5

BUDGET REQUEST - 2019

502010-

WATER DEPT. ADMINISTRATION

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	449,623	377,650	326,900	353,900	-6.29%	8.26%
TRAINING & DEVELOPMENT	1,636	2,250	2,250	2,250	0.00%	0.00%
CONTRACTUAL SERVICES	209,887	218,837	234,687	257,041	17.46%	9.53%
COMMODITIES	5,465	5,500	7,350	5,500	0.00%	-25.17%
UTILITIES	7,858	8,215	7,282	7,615	-7.30%	4.57%
CAPITAL OUTLAY	343	22,550	2,000	550	-97.56%	-72.50%
CAPITAL IMPROVEMENTS	499,221	0	0	0	N/A	N/A
TRANSFERS OUT	47,203	52,390	52,390	83,480	59.34%	59.34%
DEPARTMENT TOTAL	1,221,236	687,392	632,859	710,336	3.34%	12.24%

502031-

WATER DEPT. DISTRIBUTION

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	151,915	146,100	145,300	147,392	0.88%	1.44%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	43,545	48,000	48,500	48,000	0.00%	-1.03%
COMMODITIES	2,185,513	2,492,800	2,227,050	2,857,050	14.61%	28.29%
UTILITIES	78,269	92,500	92,500	92,500	0.00%	0.00%
CAPITAL OUTLAY	1,037	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	2,460,279	2,784,400	2,518,350	3,149,942	13.13%	25.08%

BUDGET REQUEST - 2019

502050-

WATER DEPT. MAIN MAINTENANCE

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	373,211	397,000	377,000	406,000	2.27%	7.69%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	94,764	121,000	121,900	121,000	0.00%	-0.74%
COMMODITIES	193,014	166,200	162,300	162,200	-2.41%	-0.06%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	3,331	4,500	4,500	7,000	55.56%	55.56%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	664,320	688,700	665,700	696,200	1.09%	4.58%

502054-

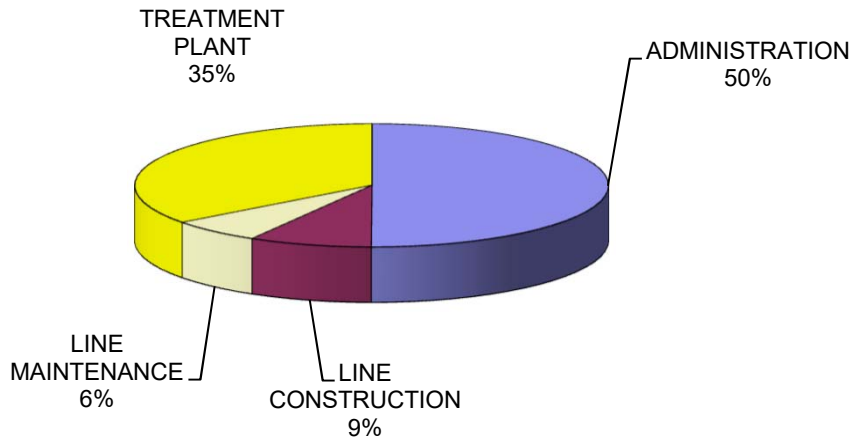
WATER DEPT. METER MAINTENANCE

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	99,416	105,900	112,600	118,072	11.49%	4.86%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	23,627	35,000	21,500	35,000	0.00%	62.79%
COMMODITIES	1,390	4,000	3,750	4,000	0.00%	6.67%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	95,384	82,000	101,000	85,000	3.66%	-15.84%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	219,817	226,900	238,850	242,072	6.69%	1.35%

**BUDGET REQUEST - 2019
SEWER FUND - SUMMARY**

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	1,918,860	1,773,375	1,744,750	1,812,575	2.21%	3.89%
TRAINING & DEVELOPMENT	8,046	13,900	9,500	13,900	0.00%	46.32%
CONTRACTUAL SERVICES	518,384	680,157	604,807	646,559	-4.94%	6.90%
COMMODITIES	144,131	190,750	175,100	197,750	3.67%	12.94%
UTILITIES	329,108	309,210	320,741	322,010	4.14%	0.40%
DEBT SERVICE	1,001,959	1,824,431	1,824,431	1,831,320	0.38%	0.38%
CAPITAL OUTLAY	1,018,049	22,500	12,050	20,500	-8.89%	70.12%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	119,481	128,475	128,475	156,971	22.18%	22.18%
TOTAL	5,058,018	4,942,798	4,819,854	5,001,585	1.19%	3.77%

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.

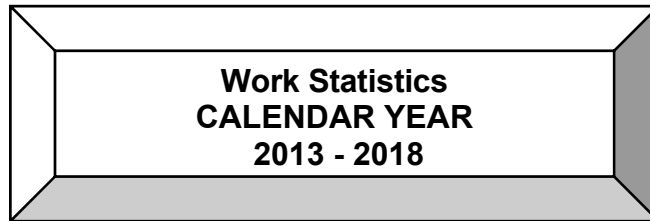
Accomplishments between January 2018 and December 2018:

- Televised 29,490 feet of sewers.
- Cleaned 34,824 feet of sanitary sewers.
- Completed a yearlong trial of a 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 157 manholes as part of the 2018 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.
- Performed polymer trials and selected a new polymer vendor.

The Sewer Division goals for the 2019 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 2019 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.

SEWER DIVISION



	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<u>Cleaning and Maintenance</u>						
Sanitary Sewer Stoppages	12	17	4	6	0	2
Sanitary Sewer Cleaned (in feet)	200,000	75,000	32,684	62,398	34,367	34,824
Sanitary Excavation Openings	9	4	3	5	5	2
Sanitary Manholes Rebuilt (in-house)	119	25	2	4	3	3
Sanitary Sewers Televised (in feet)	38,000	25,000	11480	59,991	62,734	15,412
Homes Dye or Smoke Tested	55	45	34	41	23	141
Sewer Pipe Replaced (in-house)	85	40	38	39	532	78
Construction						
Storm Sewers Cleaned	14,000	12,350	8,900	3780	3,408	32,056
Inlets Cleaned	186	175	125	135	135	185
Storm Excavation Openings	15	22	28	21	4	15
Storm Infiltrations Found	15	10	11	8	11	1
Storm Structures Reconstructed (in-house)	10	37	28	21	8	140
Storm Sewers Televised (in feet)	14,000	30,000	19,000	1050	1,204	14,028
Street Inlet Covers Replaced	9	35	8	18	4	19
New Storm Sewers or Laterals Installed (in feet) (in-house)	52	40	227	42	465	75
Inlets Dye or Smoke Tested	0	12	41	24	11	9
Street Inlets Replaced (in-house)	29	44	21	21	6	15
Wastewater Treatment Plant						
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Sanitary Sewage Pumped (in million gallons)	578	1,323	1,155	1,028	1,015	989
Electric Current Used (in thousand K.W.H.)	1,511	2,318	2,453	2,694	3,029	2,895
Sludge Hauled/Land Application (Cubic Yards)	1,800	1,790	1,820	1,975	1,820	2,020

BUDGET REQUEST - 2019

542010-

SEWER DEPT. ADMINISTRATION

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	439,920	272,950	250,350	252,850	-7.36%	1.00%
TRAINING & DEVELOPMENT	1,227	2,500	2,100	2,500	0.00%	19.05%
CONTRACTUAL SERVICES	242,032	272,050	258,350	293,300	7.81%	13.53%
COMMODITIES	4,071	5,050	5,800	5,050	0.00%	-12.93%
UTILITIES	3,244	4,225	3,610	4,225	0.00%	17.04%
DEBT SERVICE	1,001,959	1,824,431	1,824,431	1,831,320	0.38%	0.38%
CAPITAL OUTLAY	1,003,611	9,650	2,150	3,650	-62.18%	69.77%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	76,770	84,282	84,282	110,256	30.82%	30.82%
DEPARTMENT TOTAL	2,772,834	2,475,138	2,431,073	2,503,151	1.13%	2.96%

542031-

SEWER DEPT. LINE CONSTRUCTION

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	299,847	301,300	314,300	328,500	9.03%	4.52%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	16,021	20,500	24,500	20,500	0.00%	-16.33%
COMMODITIES	26,321	57,200	54,400	64,200	12.24%	18.01%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	39	0	0	5,000	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	342,228	379,000	393,200	418,200	10.34%	6.36%

BUDGET REQUEST - 2019

542051-

SEWER DEPT. MAIN MAINTENANCE/CLEANING

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	226,048	254,600	229,600	248,700	-2.32%	8.32%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	26,578	99,000	66,500	49,000	-50.51%	-26.32%
COMMODITIES	14,785	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	267,411	371,100	313,600	315,200	-15.06%	0.51%

542052-

SEWER DEPT. WASTEWATER TREATMENT FACILITY

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	953,045	944,525	950,500	982,525	4.02%	3.37%
TRAINING & DEVELOPMENT	6,819	11,400	7,400	11,400	0.00%	54.05%
CONTRACTUAL SERVICES	233,753	288,607	255,457	283,759	-1.68%	11.08%
COMMODITIES	98,954	111,000	97,400	111,000	0.00%	13.96%
UTILITIES	325,864	304,985	317,131	317,785	4.20%	0.21%
CAPITAL OUTLAY	14,399	12,850	9,900	11,850	-7.78%	19.70%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	42,711	44,193	44,193	46,715	5.71%	5.71%
DEPARTMENT TOTAL	1,675,545	1,717,560	1,681,981	1,765,034	2.76%	4.94%

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 by the 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 2018 and December 2018:

- 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 one (1) 2018 bucket truck fleet #704. Delivery will be in 2019.
- Awarded and took delivery of one (1) 3/4 ton pickup truck fleet # 700.
- Facilitated the decommissioning of 5 Police vehicles.
- Took delivery and outfitted five (5) new Police vehicles.
- Continued Implementation of a new inventory and work order software system.

The Public Works Garage goals for the 2019 fiscal year are as follows:

- Maintain all snow and ice removal equipment during winter storms.
- General maintenance of all Village and Police Department Vehicles.
- Continued implementation of asset management, inventory, and work order systems
- Prepare specifications and bidding documents for the replacement of:
 - ◆ 1 PW front end loader

BUDGET REQUEST - 2019

702050-

GARAGE FUND

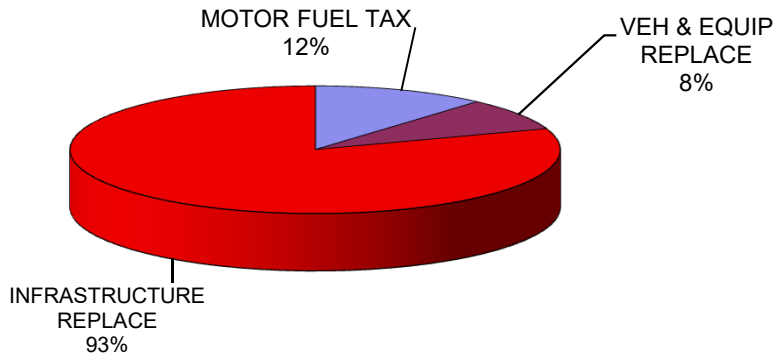
	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	230,958	254,500	245,500	255,500	0.39%	4.07%
TRAINING & DEVELOPMENT	90	3,000	1,500	3,000	0.00%	100.00%
CONTRACTUAL SERVICES	33,372	37,700	28,900	29,400	-22.02%	1.73%
COMMODITIES	199,377	104,800	123,300	107,800	2.86%	-12.57%
UTILITIES	2,669	4,350	2,395	4,350	0.00%	81.63%
DEBT SERVICE	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	1,500	2,500	2,500	2,500	0.00%	0.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	4,135	1,700	1,700	1,700	0.00%	0.00%
DEPARTMENT TOTAL	472,101	408,550	405,795	404,250	-1.05%	-0.38%

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BUDGET REQUEST - 2019
CAPITAL PROJECT FUNDS - SUMMARY

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,671,029	1,292,000	856,250	1,137,000	-12.00%	32.79%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
OTHER EXPENSES	1,031,503	617,625	385,325	1,697,233	174.80%	340.47%
CAPITAL OUTLAY	9,550,736	4,502,515	4,359,250	5,786,485	28.52%	32.74%
CAPITAL IMPROVEMENTS	61,486	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
TOTAL	12,314,754	6,412,140	5,600,825	8,620,718	34.44%	53.92%

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 2019 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, 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 million).
- Greenwood Infrastructure Project (\$1.2 million).
- Water Main infrastructure project on Woodland, Hawthorne, Oakwood and Woodbine (\$1.2 million).
- Engineering for upcoming infrastructure projects (\$410,000).
- Various Sewer and Wastewater Facility Improvements (\$1.3 million).

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 \$25.25 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:

- Water department meter reading equipment - \$20,000
- Police lockup remodel - \$50,000
- Emergency generator replacement - \$100,000
- Copy machine - \$13,000
- Water SCADA controls upgrade - \$23,433
- Secondary data center servers and storage - \$27,000
- Radio console - \$30,000
- Mobile radio replacement - \$20,000
- Portable radio replacement - \$21,000
- Zetron and Radicom Warranty - \$143,800
- Front end loader - \$190,000
- Police vehicles (2) - \$71,000

BUDGET REQUEST - 2019

222082-

INFRASTRUCTURE REPLACEMENT FUND

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,671,029	1,292,000	856,250	1,137,000	-12.00%	32.79%
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	9,550,736	4,502,515	4,359,250	5,786,485	28.52%	32.74%
TRANSFERS OUT	61,486	0	0	0	N/A	N/A
FUND TOTAL	11,283,251	5,794,515	5,215,500	6,923,485	19.48%	32.75%

142050-

MOTOR FUEL TAX FUND

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
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	0	0	988,000	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	494,000	0	0	988,000	N/A	N/A

211150-

VEHICLE & EQUIPMENT REPLACEMENT FUND

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
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	537,503	617,625	385,325	709,233	14.83%	84.06%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	537,503	617,625	385,325	709,233	14.83%	84.06%

FY 2019-2023 Capital Improvement Projects 5 Year Outlook

LEGEND

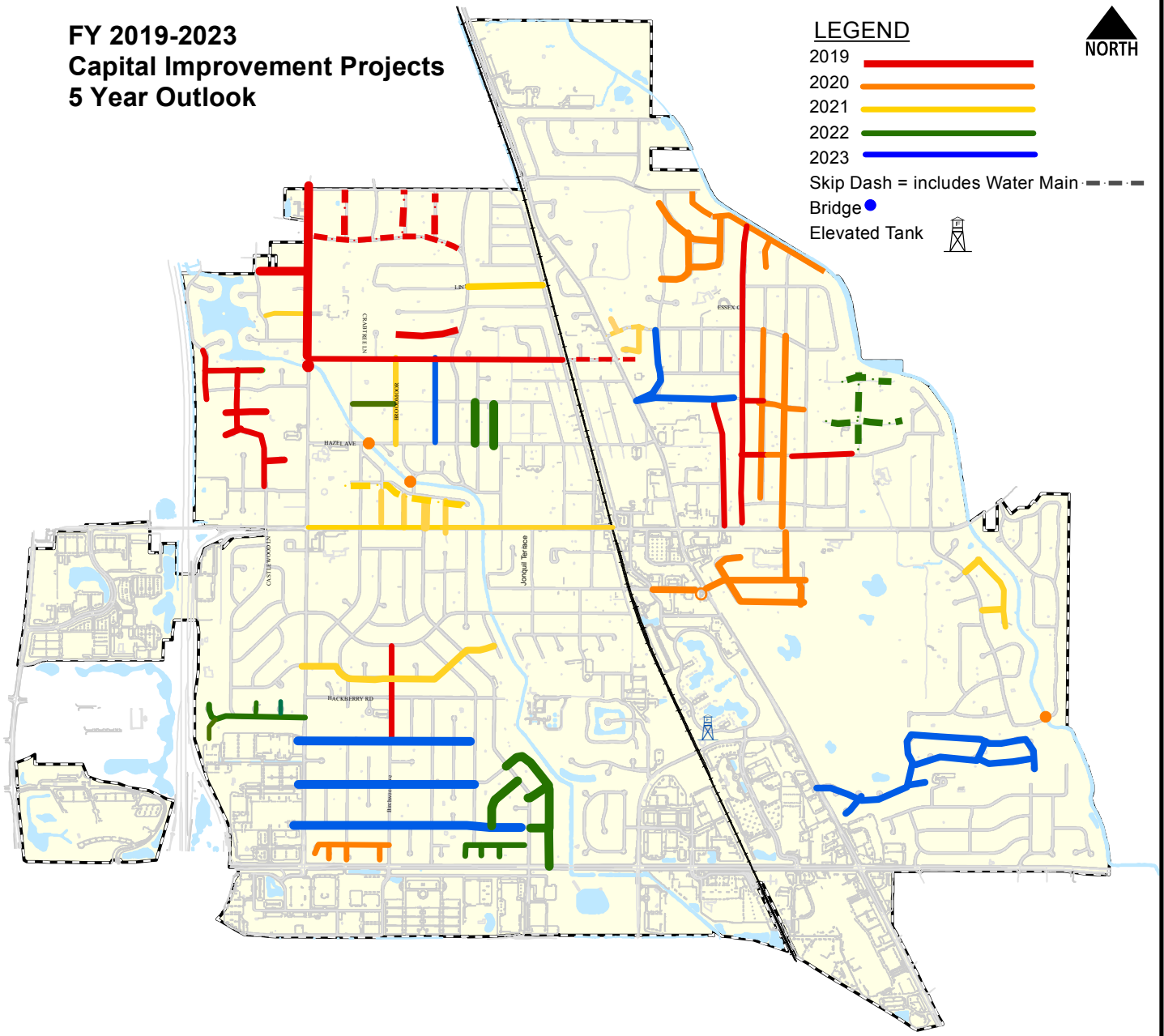
- 2019 —
- 2020 —
- 2021 —
- 2022 —
- 2023 —



Skip Dash = includes Water Main

Bridge ●

Elevated Tank



2019	2020	2021	2022	2023
Street Rehab	Street Rehab	Street Rehab	Street Rehab	Street Rehab
Birchwood (Central to Rosewood)	Ambleside (Woodvale to Windcrest)	Broadmoor Pl.	Arthur Court (at Country)	August (Oakmont to Saint Andrews)
Berkeley Court (Wilmot to Carol Lane)	Byron Court (Hermitage to Longfellow)	Cedar Terrace (Deerfield Rd to Arbor Vitae)	Country (Willow to Pine)	Doral Court (Deer Run)
Castlewood (Montgomery to Cranshire)	Country (West limits to Birchwood)	Cody Lane (Carlisle to Wicklow)	Edgewood Court (at Country)	Exmoor Court (Deer Run)
Cranshire (Montgomery to east limits)	Dimmeydale (Wincanton to Ambleside)	Colony (Wicklow to Carlisle)	Forest Way (North to South Limits)	Gordon (Wilmot to Pine)
Montgomery (South end to PCC)	Hermitage/Whittier	Dartmouth (Wilmot to Mallard)	Hillside (Hazel to Somerset)	East Saint Andrew (Oakmont to east end)
Rosemary Terrace	Kenton (Deerfield to Warwick)	Forsythia Dr.	Paula Court	Laurel (Wilmot to Willow)
Margate Terrace	Kimberly Court (At Country Lane)	Hertel Ln.	Plum Tree (Gordon to Pine)	Oakmont Dr. (Waukegan to east end)
Warrington Rd (Woodvale to Deerfield Rd)	Kipling Place (Longfellow to Deerfield Rd)	Holmes (Deerfield to Arbor Vitae)	Somerset Ave (Cherry to Broadmoor)	Rosewood (Wilmot to Willow)
Wilmot (Greenwood to North Ave)	Knollwood (Kingston to Warwick)	Linden Ave (Stratford to Chestnut)	Taylor Court (At Country Lane)	Tamarisk Lane (August to East Saint Andrews)
	Longfellow Ave (Waukegan Rd to Byron)	Pine Street (Deerfield to Arbor Vitae)	Wego Court	Wayne (Hazel to Somerset)
	Osterman (Robert York to Waukegan)	Prairie Ave (Greenwood to Hazel)	Wego Trail	West Saint Andrew (Oakmont to east end)
	Spencer (At Country Lane)	Spruce (Deerfield to Arbor Vitae)		Westgate (Waukegan to Warrington)
	Waukegan Cross Walks at Longfellow	Wicklow Rd (Cody Lane to south limits)		Wincanton (Warwick to Westgate)
	Westgate (Warrington to Oxford)			
	Windcrest (Wincanton to Ambleside)			
Capital Projects				
Greenwood (Wilmot to Waukegan)				
Greenwood (Waukegan to east limits)	Capital Projects	Capital Projects	Capital Projects	Capital Projects
Hawthorne Place (Woodland to North Ave)	Arbor Vitae (Indian Hill to east limits)	Deerfield Road (Wilmot to Viaduct)		
Oakwood Place (Woodland to North Ave)	Woodvale Ave (North Ave to east limits)	Deerpark Court	Landis Lane (Entire Limits) <small>Water Only</small>	
Woodbine Court (North Ave to Woodland)	Woodridge Court (Woodvale to south limits)	Warwick (Wilmot to Wincanton)	Meadowbrook (Entire Limits) <small>Water Only</small>	
Woodland (Wilmot to Stratford)		Warwick Court	Ramsey Rd (Entire Limits) <small>Water Only</small>	

LEGEND
 • Pavement • Water Main • Storm Sewer • Sanitary

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

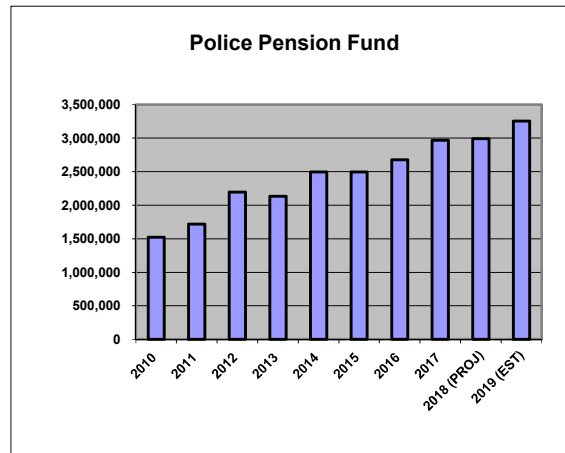
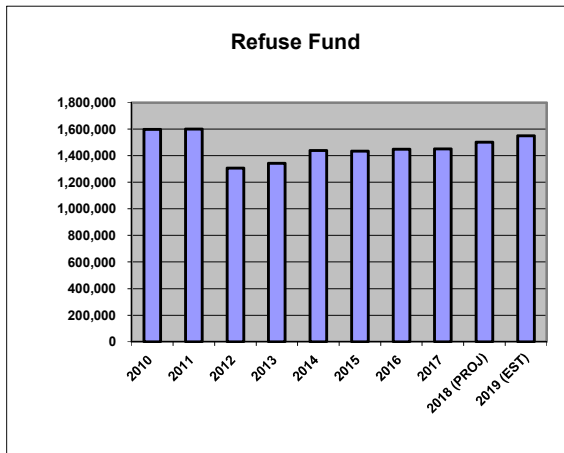
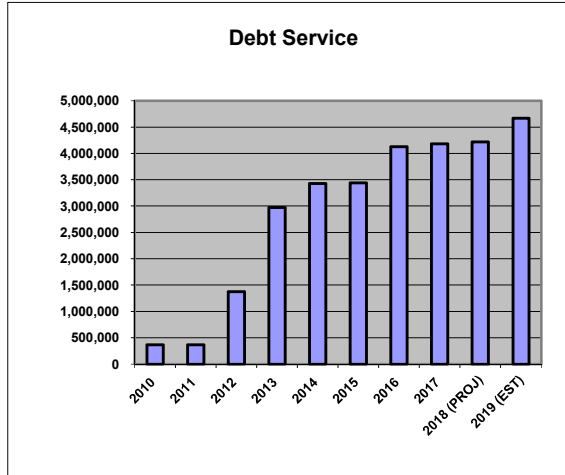
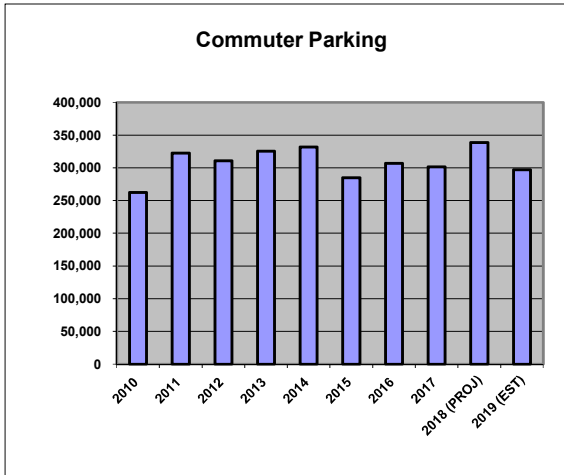
# PROJECT	TYPE	2019	2020	2021	2022	2023	Funding Source
1) Transportatin and Roadway Projects							
a) Street Rehabilitation Program							
••• 1. Construction (Watermain on Crabtree)	Capital	2,075,085	3,006,000	3,006,000	3,006,000	3,006,000	Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	988,000	494,000	494,000	494,000	494,000	Motor Fuel Tax (MFT)
b) Greenwood Infrastructure Project							
••• 1. Phase I Engineering (Design)	Prof Serv.						Infrastructure Replacement Fund (IRF)
2. Phase II Engineering (Design)	Prof Serv.						Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	50,000					Infrastructure Replacement Fund (IRF)
3. Phase III Engineering	Capital	128,000					Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	132,000					Federal Grant Reimbursement
4. Phase III Construction	Capital	1,046,400					Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	897,600					Federal Grant
c) Woodvale Avenue (Roadway Recon & Drainage Improve)							
••• 1. Phase I & II Engineering (Design)	Prof Serv.	100,000					Infrastructure Replacement Fund (IRF)
2. Phase III Engineering	Prof Serv.		300,000				Infrastructure Replacement Fund (IRF)
3. Phase III Construction	Capital		2,500,000				Infrastructure Replacement Fund (IRF)
d) Woodland, Hawthorne, Oakwood & Woodbine Infrastructure Project							
••• 1. Phase II Eng. (Design)	Prof Serv.	10,000					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.		10,000				Infrastructure Replacement Fund (IRF)
3. Phase III Construction	Capital		250,000				Infrastructure Replacement Fund (IRF)
f) 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)
g) Arbor Vitae, Pine, Cedar, Holmes, Spruce Project (Watermain on Arbor Vitae only)							
••• 1. Phase II Eng. (Design)	Prof Serv.	200,000					Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital		1,200,000				Infrastructure Replacement Fund (IRF)
h) 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)
k) 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						ITEP
	Prof Serv.						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	Capital				1,000,000		Infrastructure Replacement Fund (IRF)
Transportation/Street Projects Totals		6,927,085	8,065,000	6,050,000	7,050,000	3,500,000	
# PROJECT		2019	2020	2021	2022	2023	Funding Source
2) Street Maintenance Projects							
a) Pavement Preservation (Crack Sealing)							
1. Construction	Maint	125,000	50,000	50,000	50,000	50,000	Infrastructure Replacement Fund (IRF)
b) Pavement Marking Program							
1. Phase III Construction	Maint	25,000	15,000	25,000	15,000	15,000	Infrastructure Replacement Fund (IRF)
c) Sidewalk Program							
1. Construction	Maint	100,000	100,000	100,000	100,000	100,000	Infrastructure Replacement Fund (IRF)
d) Roadway Condition Evaluations							
1. IMS Street Testing	Prof Serv.		30,000				Infrastructure Replacement Fund (IRF)
Street Maintenance Totals		250,000	195,000	175,000	165,000	165,000	
# PROJECT		2019	2020	2021	2022	2023	Funding Source
3) Wastewater Facilities							
a) Phosphorus Removal Upgrade	Prof Serv.	70,000	270,000				Infrastructure Replacement Fund (IRF)
b) CMOM, Feasibility Optimization	Prof Serv.	62,000	10,000				Infrastructure Replacement Fund (IRF)
c) Deerfield/Warwick CL2 System Upgrade	Capital	190,000					Infrastructure Replacement Fund (IRF)
Sewage Treatment Plant Totals		322,000	280,000	0	0	0	
4) Public Buildings / Facilities							
a) 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)
b) Parking Lot Rehab (Sunset, Elm & Chestnut)	Capital		100,000				Infrastructure Replacement Fund (IRF)
c) Parking Lot Rehab (Village Hall, Park & Marathon)	Capital			100,000			Infrastructure Replacement Fund (IRF)
Public Buildings / Facilities Totals		0	300,000	100,000	0	0	
5) Sewer Projects							
a) Sewer Lining	Capital	400,000	400,000	400,000	400,000	400,000	Infrastructure Replacement Fund (IRF)
b) Inflow and Infiltration (Sanitary I&I Monitoring)	Prof Serv.	200,000					Infrastructure Replacement Fund (IRF)
c) Inflow and Infiltration Sanitary/Storm Infrastructure Improvements	Capital						Infrastructure Replacement Fund (IRF)
d) Inflow and Infiltration Sump Pump Reduction	Capital	50,000					Infrastructure Replacement Fund (IRF)
e) Drainage Study and Resolution Program							
1. Phase II Eng. (Design)	Prof Serv.	50,000	50,000	50,000	50,000	50,000	Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital	100,000	100,000	50,000	100,000	100,000	Infrastructure Replacement Fund (IRF)
6) Water System Projects							
a) Water System Redundancy Project (Northbrook Connection)							
1. Phase I Eng. (Design)	Prof Serv.						Infrastructure Replacement Fund (IRF)
2. Phase II Eng. (Design)	Prof Serv.	10,000	150,000				Infrastructure Replacement Fund (IRF)
2. Phase III Eng. (Construction Engineering)	Prof Serv.	25,000		200,000			Infrastructure Replacement Fund (IRF)
3. Phase III Construction	Capital	225,000					Village of Northbrook IGA
3. Phase III Construction	Capital	225,000		2,500,000	1,000,000	1,000,000	Infrastructure Replacement Fund (IRF)
b) Mitchell Park Tennis Courts							
a. Phase III Construction - Tennis Courts	Capital						Infrastructure Replacement Fund (IRF)
a. Phase III Construction - Fence	Capital	25,000					Infrastructure Replacement Fund (IRF)
Sewer & Water Totals		1,310,000	700,000	3,200,000	1,550,000	1,550,000	
CAPITAL IMPROVEMENT PROJECTS - TOTALS		\$8,809,085	\$9,540,000	\$9,525,000	\$8,765,000	\$5,215,000	

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

FUNDING SUMMARY	2019	2020	2021	2022	2023
ITEP	0	0	120,000	200,000	0
Federal Grant	897,600				
Federal Grant - Reimbursement	132,000	0	0	0	0
Motor Fuel Tax (MFT)	988,000	494,000	494,000	494,000	494,000
Lake County Department of Transportation					
Village of Northbrook IGA	225,000				
Infrastructure Replacement Fund (IRF)	6,566,485	9,046,000	8,911,000	8,071,000	4,721,000
TOTAL	\$ 8,809,085	\$ 9,540,000	\$ 9,525,000	\$ 8,765,000	\$ 5,215,000
PROJECT TYPE SUMMARY	2019	2020	2021	2022	2023
Capital Improvement	5,539,485	7,856,000	7,056,000	7,806,000	4,506,000
Professional Services	727,000	1,025,000	530,000	100,000	50,000
Maintenance	250,000	165,000	175,000	165,000	165,000
** Funded Externally of Reimbursed	2,292,600	494,000	1,764,000	694,000	494,000
	8,809,085	9,540,000	9,525,000	8,765,000	5,215,000

**BUDGET REQUEST - 2019
SUPPORT FUNDS - SUMMARY**

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	3,034,553	3,281,250	3,069,250	3,338,250	1.74%	8.76%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,443,445	1,545,200	1,539,600	1,542,700	-0.16%	0.20%
COMMODITIES	24,425	26,450	26,450	26,450	0.00%	0.00%
UTILITIES	5,337	8,300	9,778	8,300	0.00%	-15.12%
DEBT SERVICE	2,364,128	2,392,946	2,392,946	2,837,029	18.56%	18.56%
CAPITAL OUTLAY	26,737	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	2,007,800	2,010,179	2,010,179	2,017,068	0.34%	0.34%
TOTAL	8,906,425	9,264,325	9,048,203	9,769,797	5.46%	7.97%



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 \$937,157 of the 2018 debt service levy (due in 2019) using alternate revenues. New debt was issued 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 partially fund 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 Bonds, Series 2018. This \$5.9 million tax exempt issue was dedicated to partially fund a two-year capital plan. 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 Series 2010 – 11/1/10 \$12,500,000 (2)		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		General Obligation Series 2018 – 05/21/18		TOTAL
	Principal	Interest	Principal	Interest	Principal	Interest	Principal (4)	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
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	130,000	306,423	5,385,348
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	235,000	203,330	5,402,396
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	245,000	193,930	5,413,620
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	255,000	184,130	5,424,999
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	265,000	173,930	5,436,660
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	275,000	163,330	5,452,336
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	285,000	152,330	5,453,239
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	295,000	140,930	5,462,533
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	310,000	129,130	5,476,720
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	320,000	119,830	5,290,855
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	325,000	110,230	5,355,436
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	335,000	100,480	5,352,708
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	350,000	90,095	4,917,432
2031											610,000	59,900	455,000	88,600	360,000	79,245	1,652,745
2032											630,000	41,600	475,000	73,813	370,000	67,365	1,657,778
2033											650,000	21,125	490,000	57,187	385,000	55,155	1,658,467
2034													510,000	38,812	395,000	42,450	986,262
2035													525,000	19,687	410,000	29,020	983,707
TOTALS	8,085,000	2,791,635	7,620,000	1,964,305	7,405,000	4,992,000	9,865,000	2,220,426	5,010,000	800,767	8,395,000	2,348,375	5,420,000	1,959,400	5,970,000	2,356,208	77,203,116

- (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 at least 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 12.55% of salary. The rate is expected to decrease to 10.00% in calendar 2019. 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
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%	88.97%
2016	(GASB 68 valuation) 70.13%	85.19%
2017	(GASB 68 valuation) 83.88%	84.89%

BUDGET REQUEST - 2019

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DEBT SERVICE FUND

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
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	2,364,128	2,392,946	2,392,946	2,837,029	18.56%	18.56%
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	1,820,052	1,822,431	1,822,431	1,829,320	0.38%	0.38%
DEPARTMENT TOTAL	4,184,180	4,215,377	4,215,377	4,666,349	10.70%	10.70%

806010-

POLICE PENSION FUND

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	2,900,648	3,120,000	2,915,000	3,175,000	1.76%	8.92%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	69,435	79,500	77,500	81,500	2.52%	5.16%
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
DEPARTMENT TOTAL	2,970,083	3,199,500	2,992,500	3,256,500	1.78%	8.82%

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 - 2019

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REFUSE FUND

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	95,229	115,250	110,250	117,250	1.74%	6.35%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,293,246	1,329,900	1,329,000	1,370,400	3.05%	3.12%
COMMODITIES	24,425	24,700	24,700	24,700	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	37,748	37,748	37,748	37,748	0.00%	0.00%
DEPARTMENT TOTAL	1,450,648	1,507,598	1,501,698	1,550,098	2.82%	3.22%

6020XX-

COMMUTER PARKING LOTS

	ACTUAL 2017	BUDGET 2018	EST EXPEND 2018	BUDGET 2019	% CHG BUDG 2018→2019	% CHG BUDG EST→2019
PERSONNEL SERVICES	38,676	46,000	44,000	46,000	0.00%	4.55%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	80,764	135,800	133,100	90,800	-33.14%	-31.78%
COMMODITIES	0	1,750	1,750	1,750	0.00%	0.00%
UTILITIES	5,337	8,300	9,778	8,300	0.00%	-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%
DEPARTMENT TOTAL	301,514	341,850	338,628	296,850	-13.16%	-12.34%

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

ADMINISTRATIVE DIVISION

Finance Department		\$1,000
Shared cost of IT hardware	1,000	
Administration		\$11,750
Shared cost of IT hardware	11,750	
Community Development		\$25,000
Shared cost of IT hardware	5,000	
Wide format copier	20,000	
Engineering Division (Public Works)		\$3,050
Shared cost of IT hardware	3,050	

POLICE DEPARTMENT

Administration Division - includes ID printer		\$7,500
Fitness Equipment	2,500	
Office Equipment	5,000	
Communications Division		\$5,000
Investigations/Youth/DARE/Social Services		\$7,500
Office and Squad Equipment	7,500	
Patrol Division		\$29,652
Training/Range/Evidence equipment	5,610	
Taser equipment	5,972	
Bike equipment	1,921	
AR-15 rifle replacement	1,221	
Office and Squad Equipment	14,928	

PUBLIC WORKS DEPARTMENT

Street Division		\$3,850
Administration		
Shared cost of IT hardware	1,100	
Snow and ice control		
Salt spreader and maintenance equipment	750	
Forestry		
Lawn mowers and maintenance equipment	2,000	
Sewer Division		\$20,500
Administration		
Shared cost of IT hardware	3,650	
Sewer Line Construction		
Shoring boxes (allocated to two divisions)	5,000	
Wastewater Treatment Facility		
Various equipment upgrades	6,000	
Shared cost of IT hardware	5,850	
Water Division		\$97,550
Administration		
Shared cost of IT hardware	550	
Distribution		
SCADA controls and upgrades	5,000	
Main & Hydrant Maintenance		
Miscellaneous	2,000	
Shoring boxes (allocated to two divisions)	5,000	
Meter Maintenance		
Water Meters	85,000	
Vehicle Maintenance (Garage)		
Diagnostic equipment repair		\$2,500

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.

AUDIT -- An official financial statement examination of the Village's accounts done by an independent firm of certified public accountants.

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.

CAFR -- Comprehensive Annual Financial Report.

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.

FIDUCIARY FUND -- A fund used to account for resources that a government holds as a trustee or agent on behalf of an outside party and that cannot be used to support the government's own programs.

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 net position 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 General Fund, the amounts transferred constitute general revenue of the government.

GAAP -- Generally Accepted Accounting Principles.

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.

MAJOR FUND – Funds are organized as major funds or non-major funds within the governmental and proprietary statements. A fund is considered major if it is a primary operating fund of the reporting entity. In addition, any other governmental or enterprise fund believed by the reporting entity to be important to financial statement users may be reported as a major fund.

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.

NPDES – National Pollution Discharge Elimination System.

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:

	1/1/19
Equalized Assessed Valuation(2017)	\$1,468,241,454
Non-Home-Rule Debt Limit - 8.6%	126,268,765
Amount of Debt Applicable to Limit	62,845,000
Legal Debt Margin Available	63,423,765

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 May 2018.

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.