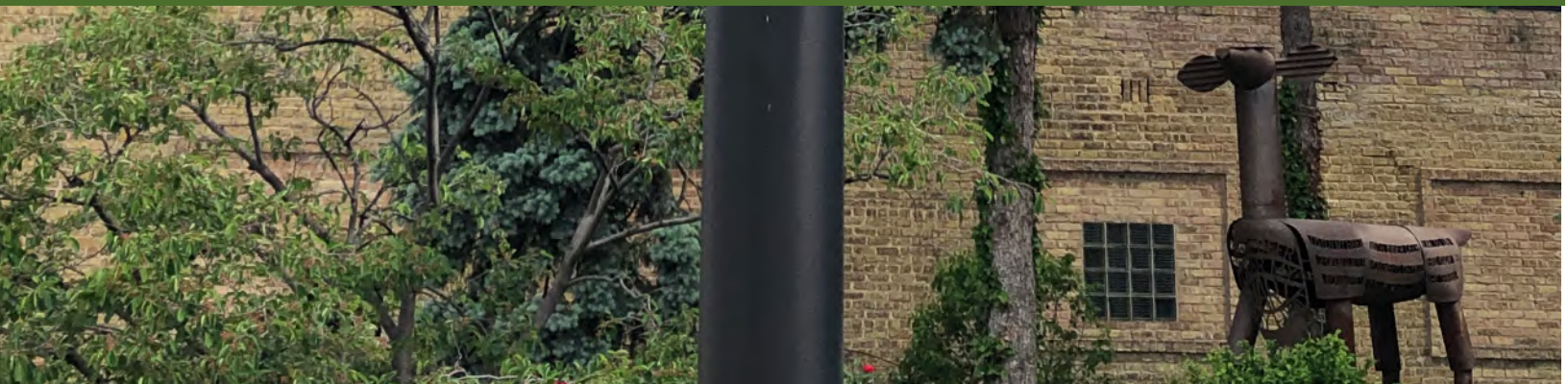




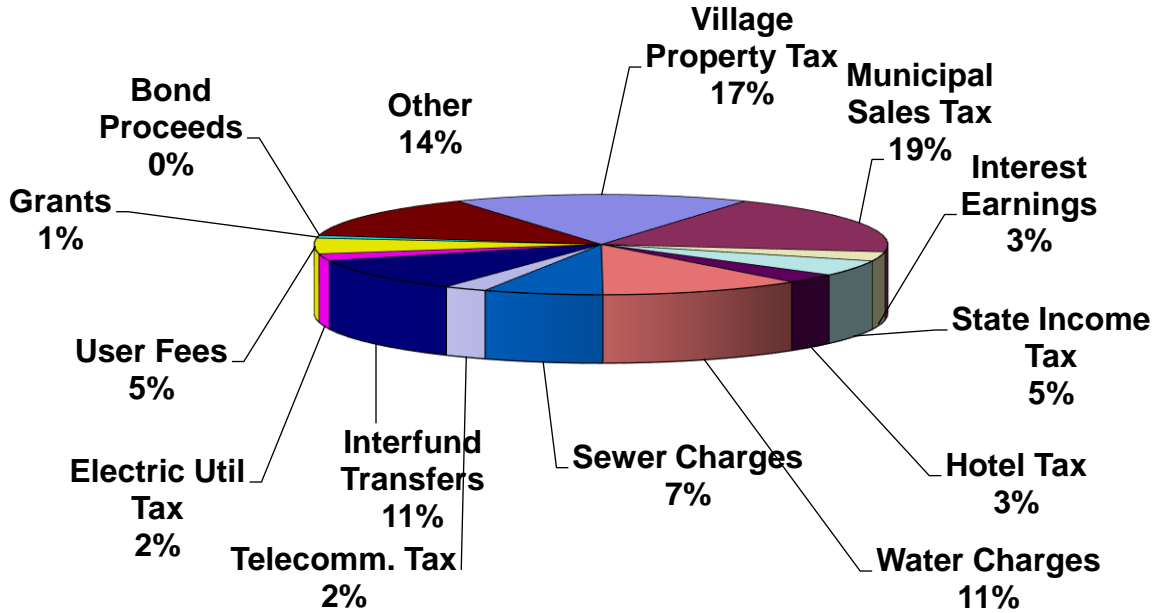
VILLAGE OF DEERFIELD

Village of Deerfield, Illinois Annual Budget

January 1, 2023 to December 31, 2023

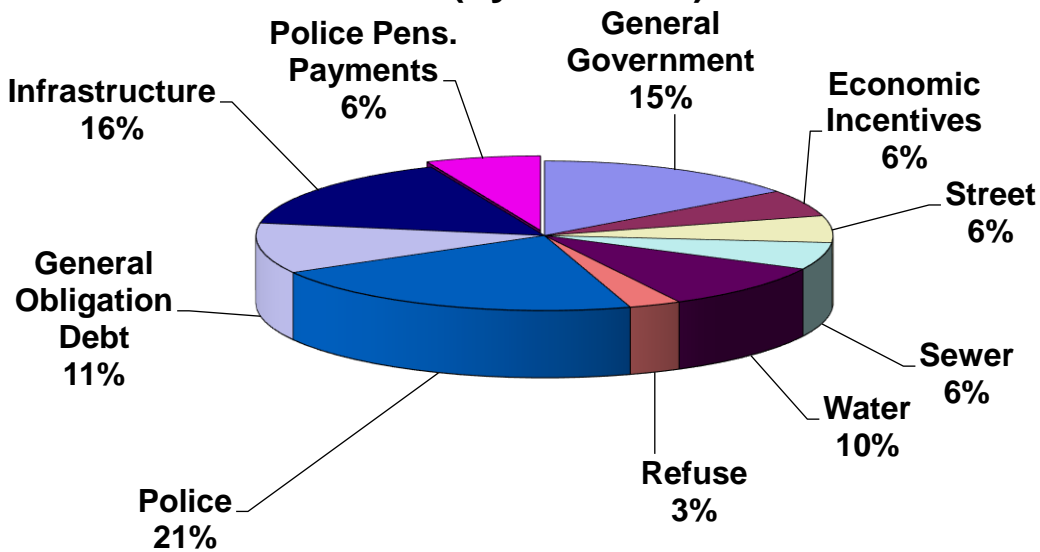


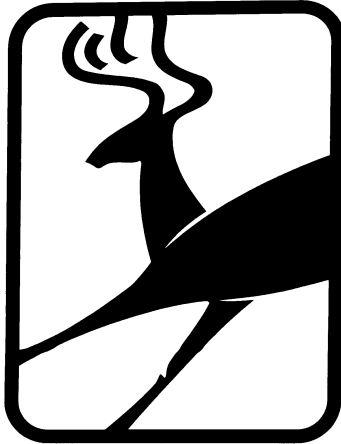
BUDGET REVENUES - FY 2023



2023 Budget Expenditures

(by function)





VILLAGE OF DEERFIELD

ANNUAL BUDGET

JANUARY 1, 2023 TO DECEMBER 31, 2023

ELECTED OFFICIALS

Daniel Shapiro, Mayor

Robert Benton, Trustee
Larry Berg, Trustee
Elaine Jacoby, Trustee

Rebekah Metts-Childers, Trustee
Mary Oppenheim, Trustee
William Seiden, 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
Andrew Lichterman, Asst. Village Manager/Director of Community Development

www.deerfield.il.us

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PUBLIC WORKS

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CAPITAL PROJECTS FUNDS

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VILLAGE OF DEERFIELD

2023 VILLAGE MANAGER'S 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, 2023 through December 31, 2023. This budget meets all state mandated accounting and financial reporting requirements. Although we are beginning to see signs of economic recovery, this year's budget planning was significantly impacted by the coronavirus (COVID-19), as this global pandemic has impacted several revenue streams including sales tax, hotel tax, food and beverage tax, commuter parking fees and others. The full extent of the COVID-19 long-term impact on the economy is still unknown.

The total expenditure budget for fiscal year 2023 is \$57,331,634 which represents a 7.07% increase from last year's budget. This year's expenditure increase is primarily due to a general increase in the cost of goods and services, one-time expenditures such as equipment purchases and budget roll overs due to supply chain delays. General Fund transfers include \$1,054,800 to the Refuse Fund, which represents a 3.5% increase from last year and reflects the property tax levy for this fund that has been reallocated to the General Fund since 2015.

As part of the 2022 budget planning process the Village Board established a two-year capital plan that would total approximately \$15,700,000 over 2022 and 2023. \$7,922,000 is budgeted in the Infrastructure Replacement Fund to cover capital expenditures for 2023. This includes the remaining proceeds from the 2021 \$7 million bond issuance, \$1.26 million in federal grants and a \$1,350,000 State of Illinois DCEO reimbursement from the 2019 Woodland Park project.

The operating component of the budget is \$33.57 million, which is a 5% increase from the prior year. The increase in the operating component is due primarily to contractual increases in personnel services, and other contractual services and commodities.

Prior to COVID-19, programs and service levels had been largely stable over the past decade and the budget prioritizes these activities as well as capital project funding that rebuilds an aging infrastructure. Reflecting the volatile economic conditions locally and statewide and a relatively stable but growing 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. This budget continues the past practice of reallocating 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 and continued reallocation of the original municipal share of the Local

Government Distributive Fund. The 2011 Qualified Energy Conservation Bonds will once again be abated in the total amount of \$359,239. In 2020, the 2010A bonds were refunded resulting in a total estimated savings of \$899,860 over the next 10 years. In 2021, the Village refunded its 2011A, 2012 & 2013 bonds resulting in a total estimated savings of \$1.695 million over the next 10 years. The total Village levy will increase 2.19% to \$8,234,195.

The uncertainty around COVID-19 and its impact on the economy as well as the fiscal position of the State of Illinois and the continued legislative uncertainties in Springfield played a major role in the budget deliberations this year. As the impact of COVID-19 on the local economy begins to decline, the budget assumes a modest increase in sales tax, home-rule sales tax, and food and beverage tax. However, the budget includes flat hotel tax revenue which is still well below pre-pandemic levels.

The budget continues to reflect 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 when compared to 2018 but revenue figures are budgeted for a slight increase when compared to last year. These funds are distributed on a per-capita basis and with the completion of the 2020 Census the Village has experienced a population growth to 19,196 permanent residents. For the past three years, the Village received 6 total payments of approximately \$206,000 each as part of the State's Rebuild Illinois Program. Two payments were received in 2020, 2021 and 2022 for a total of approximately \$1.236 million. The Rebuild Illinois Program funding will be used to fund a portion of the 2024 capital program. 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 ten 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 growth in the Water Fund and the Sewer Fund is projected to end the year with a positive fund balance, albeit a lower balance than at the beginning of the year. In 2021, Baxter & Woodman conducted a comprehensive rate analysis and recommended several years of rate increases to keep pace with increased costs and to build adequate reserves, especially in the Sewer Fund over the next five years. This year's budget includes a 5% increase in the Water Fund and a 5% increase in the Sewer Fund as was recommended in the consultant's report.

The Deerfield Public Library remodeling project required the Village to issue approximately \$12 million of GO debt several years ago. Funding for this debt service, endorsed by the voters in the November 2010 referendum, comes from a combination of Library 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, which was once again reaffirmed in 2021.

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 \$24,768,349 which is a 8.03% increase over last year's budget. One-time revenues with corresponding expenditures include an increase in 911 the Dispatching Services Fee revenue by \$700,000 for a total of \$1,240,000. This revenue will be used to pay for the 2023

dispatch remodeling project. The General Fund levy is \$4,058,403 and reflects a \$156,092 or 4% increase over last year. The entire property tax levy remains in the General Fund to support public safety. The Sales Tax revenues reflect a 5.65% increase as this revenue stream stabilized throughout 2021 and 2022 and is less volatile than it was during the height of COVID-19. The Hotel Room Tax is projected to remain flat, as business travel and leisure and convention activity have been especially impacted by COVID-19 due to travel restrictions, limitations on large-scale gatherings and the conversion of business activity to remote/online meetings. Hotel/Motel Tax is budgeted at \$1.5 million, which is approximately 60% of the pre-COVID figures which approached \$2.5 million in revenue. The state shared income tax is expected to increase \$500,000 as the Village has experienced population growth over the last 10 years and the economy recovers from COVID-19. The state use tax is expected to increase by \$10,000 or 1.43% to better reflect historical performance. Building permit revenue is budgeted at \$1.1 million due to historic performance and the continued strong residential and commercial remodeling activity that the Village has experienced in recent years. Even during the height of COVID-19 construction activity remained an “essential business” and residents invested in their homes and outdoor space since they were spending more time in their place of residence. The telecomm tax is expected to decrease by 7.69% to \$1.2 million. Overall, revenues and reserves are sufficient to cover the operating costs of the fund.

Expenditures:

Total expenditures for the General Corporate Fund are budgeted at \$26,947,251 which is an 8.93% increase from last year's budget. There are no General Fund transfers to the Infrastructure Replacement Fund this year since \$1.2 million of federal grant dollars from the second tranche of the American Rescue Plan Act were previously placed in the IRF to support capital project funding. Additionally, \$1,054,800 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 reflects a slight increase and totals \$3,200,000 and is consistent with Walgreen's sales and production levels achieved recently. \$110,000 is projected for the fourth year of the sales tax rebate with Jewel-Osco. There is a 5.9% increase in PPO employee health insurance charges and a 0.2% increase in HMO employee health insurance charges and 2.8% increase to dental insurance. Personnel costs reflect a wage increase of 4% for non-union employees, which is consistent with the wage increases recently negotiated with the two unions. A four-year contract was negotiated with the Illinois Council of Police (Police Patrol Officers) and the Illinois Union of Operating Engineers (IUOE Local 150 – Public Works) commencing on January 1, 2023. Village operations are very labor intensive. The largest single operating cost relates to personnel, representing 70% of the General Fund less economic incentive payments, transfers to the Infrastructure Replacement Fund (IRF) and Scavenger Fund. One additional dispatcher position was added in the 2023 budget. The cost of this new position will be offset by the revenue generated by dispatching for neighboring communities including Bannockburn, Riverwoods and Lincolnshire. Highlights of this year's expenditure budget include:

- The Walgreen's incentive expense is budgeted at \$3.2 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 \$3.3 million. The original Economic Incentive Agreement with Walgreens National was negotiated in 2001 and was set to expire on December 31, 2021. In April of 2021, the Village and Walgreens National extended the Economic Incentive Agreement for 10 additional years, ending December 31, 2031, and includes two additional

five-year renewals.

- \$1,054,800 General Fund transfer to the Scavenger Fund.
- A 4% 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 budgeted at \$5,713,599 (6.17%) against new revenues of \$5,763,000 (5.53%). The expenditure level continues to reflect investments in water infrastructure as the water meter head replacement project is ongoing and augments the meter change outs that were completed several years ago. 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 15% wholesale rate increase in 2019, a 13% wholesale increase in 2020 and then with the impacts of COVID-19 there was no wholesale increase in 2021. However, this year Highland Park passed on a wholesale increase of \$0.322 per 100 cubic feet or 12% and similar increases are expected to continue through 2024, as the City of Highland Park pays debt service associated with the recent rehabilitation of their water treatment facility. This budget includes a pass through of the wholesale rate increases resulting in a 5% increase in water user rates for Deerfield customers from \$5.91 to \$6.23 per 100 cubic feet effective January 1. The fund ended 2022 with a positive growth cash balance. It will be imperative that the Village keep pace with wholesale rate increases to maintain a positive position in this fund in future years.

Sewer Budget: The Sewer Fund expenditures are budgeted at \$5,001,783 (-.23%) against new revenues of \$4,981,148 (3.3%). In 2021, the total number of units consumed were adjusted down to better reflect historical consumption and that is the reason that budgeted revenues in 2021 and 2022 are less than prior years. No substantial capital expenditures are included in this budget; these are in the IRF. As discussed further below, the sewer rate will be increased 5% from \$3.83 to \$4.01 per 100 cubic feet effective January 1.

The Village Board has considered the structural deficits that have previously existed in these funds and their inability to cover all operating and capital costs through the revenue base. In 2021, Baxter & Woodman conducted a comprehensive rate study to analyze the funds and made recommendations to the Village Board to keep the funds in a healthy financial position. The decision remains to fund operations entirely from user charges and to fund the capital expenses through the IRF. Over the last decade, 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 of non-revenue water in the Village. Notably, the recently completed elevated tank painting will add resiliency to this critical system. In 2021, the Village began a water meter head replacement program to remove aging meters. The Northwest quadrant was completed in 2021 and the majority of the remaining residential meter heads were replaced in 2022. The program will be completed in 2023. 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 2023,

the Water Fund is projected to end with a balance of \$1,222,378. 2019 was the first time the Water Fund ended the year with a positive cash balance in nearly a decade. As projected, strategic user rate increases in the Sewer Fund over the last nine years have returned the fund to a positive position. The Sewer Fund will end the year with a fund balance of \$889,923. The reduction in units consumed has a significant impact on the Sewer Fund and future increases in this fund will be needed to keep pace with operating costs.

SCAVENGER (REFUSE) FUND

In 2021, the Village bid and awarded waste hauling services to LakeShore Recycling Systems that will save the Village approximately \$250,000 over the five-year contract term. This year, the Refuse Fund user rate reflects an increase of 3.5%. The waste hauler contract includes an increase between 2% and 3.5% effective May of each year. Seven years ago, the property tax levy for this fund was reallocated to the General Fund and replaced by an inter-fund transfer. The inter-fund transfer totals \$1,054,800 which also reflects a 3.5% increase from last year. The user rate will increase from \$8.11 to \$8.32 per month per household. This fund will use \$8,208 from reserves to fund operations this year, leaving a reserve balance of \$784,896 at the end of the year.

MOTOR FUEL TAX FUND

The MFT budget projects State allotments of \$750,000 in 2023. The Village received a total of six payments of approximately \$206,000 from Rebuild Illinois Bonds. Two payments were received in 2020, 2021 and 2022 for an approximate total of \$1.236 million. The Village continues using the entire allotment for capital outlay in the street rehab program. The long-term outlook on MFT revenues remain uncertain as the State continues to face their own fiscal challenges.

PENSION FUNDS

For employees covered by the Illinois Municipal Retirement Fund, the Village contributed 10.1% (a decrease from 12.4% in 2021) 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 7.59% in calendar year 2023 (a 24.85% 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 2022, the Village contributed the full budgeted amount of \$1.1 million rather than only the actuarially determined required amount of \$442,901 (9.55% of expected payroll). 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 five-year capital 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.

The 2021 capital plan was significantly reduced as a result of the revenue impacts from COVID-19 but 2022 and the proposed 2023 capital plan funding resume normal levels of activity.

Accordingly, the Village Board issued \$7 million in bonds that are intended to supplement funding for the two-year capital plan program for 2022 and 2023. The two-year program totals approximately \$15.7 million of capital improvements. \$7,922,000 is budgeted in the Infrastructure Replacement Fund to cover capital expenditures for 2023, with \$1.26 million coming from a federal grant and \$1,350,000 coming from a State of Illinois DCEO reimbursement from the 2019 Woodland Park project.

Major capital projects scheduled for 2023 include (costs shown are Village totals for the fiscal year):

- Continuation of the Street Rehabilitation Program (\$350,000 IRF)
- Waukegan Road Water Main Project (\$4,360,000 IRF and grants)
- Wastewater Facility Improvements including Phosphorous Removal (\$720,000 IRF)
- Finishing the Water Meter Replacement Program (\$320,000 IRF)

The demand for capital improvements continues to be a pressing need and the 2023 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). A \$6 million bond issuance was approved in 2019 to cover capital projects for 2018 and 2019, totaling approximately \$12 million in improvements.

As previously noted, an additional \$7 million in bonds were issued in 2021 to supplement funding for capital improvements slated for 2022 and 2023. In addition to the remaining bond proceeds, the 2023 program will be funded through a combination of Food and Beverage Tax receipts, ¼ of the Home Rule Sales Tax receipts, Infrastructure Maintenance Fee, and interest earnings.

In summary, this year's program will require the full attention of staff and 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 critical capital improvements will also be completed on Waukegan Road. In recent years, significant road and/or water system improvements have been completed on Charing Cross, Gordon Terrace, Greenwood Avenue East, in the Woodland Park Area Subdivision (Woodland, Hawthorne, Oakwood, Woodbine), 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. Prior to that roadway improvements were completed at Lake Eleanor/Heather Road project, Carlisle/Carriage Way Infrastructure Improvement Project, and the Lake Cook Road Widening and Reconstruction Project.

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 \$1,151,712 (85.76%). This fund's expenditures vary widely year to year depending on the replacement schedule for a given year. The 2023 purchases include 5 Public Works trucks and large pieces of equipment.

ASSESSED VALUATION

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

<u>Year</u>	<u>Amount *</u>	<u>% Change</u>
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	6.0
2017	1,468,241,454	4.3
2018	1,460,222,579	-0.5
2019	1,524,116,833	4.3
2020	1,479,532,161	-2.9
2021	1,466,012,476	-0.9

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.

In 2021, the Village issued \$7 million of additional GO Bonds in coordination with the refunding of the 2011A, 2012 and 2013 bonds. The refunding portion resulted in total estimated savings of \$1.695 million over the next ten years. Similarly, in 2020, the Village issued \$6.28 million of GO bonds to refund the 2010A (Build America) bonds resulting in a total savings of \$899,860 over the next decade. In 2018, the Village issued \$5.97 million of GO bonds and the full debt service amount associated with the issuance was abated. 2020 was the first time the debt service amount of \$438,330 associated with the 2018 bond issuance appeared on the tax bills. 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 Village currently has six outstanding GO debt issues, \$12.48 million of 2011 Series B, \$6.655 million of the 2015 Series, \$4.35 million of the 2017 Series, \$5.105 million of the 2018 Series, \$5.2 million of the 2020 Series and \$17.41 million of the 2021 Series. In addition, the Village has outstanding debt of \$5 million relating to the Library improvement project, which is supported by the Library's property tax payers. As of December 31, 2022, Deerfield's total outstanding bonded General Obligation debt of \$56,200,000 is 3.80% of its total 2020 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 October 2021. 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 Qualified Energy Conservation Bonds. The Village Board used federal credits of \$359,239 to abate a portion of the 2022 required Property Tax Levy resulting in a total debt service property tax levy of \$4,175,792.

PROPERTY TAX LEVY

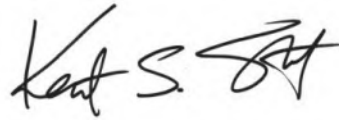
The 2022 Property Tax Levy, collected in 2023, for all Village funds is \$8,234,195. The levy reflects a 2.19% increase from the extended 2021 levy. As discussed above, this includes abatements only for debt service associated with the Qualified Energy Conservation Bonds. The 2021 levy is distributed as follows: \$4,058,403 to the General Fund and \$4,175,792 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 2022 represent approximately 6% of the total property tax bill in the Village.

The Library levy is slightly higher year-over-year and totals \$5,069,950. 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 and making sound investments in infrastructure.

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, 2023 and December 31, 2023.

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

KENT STREET
Village Manager

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 increases of 4% for non-union employees as well as police patrol officers and public works union employees per collective bargaining agreements
- Maintain Village's joint police dispatch operation including participation on the JETSB
- Continued full required funding contributions of pension costs
- Oversight of \$7.922 million of capital improvement projects including various water main, sewage collection and treatment facilities, storm water and roadway improvements
- Management of \$7 million bond issuance to cover a portion of the two-year \$15 million capital program
- Strategic management and oversight of Village's fund balance
- Implement affordable housing program per ordinance, with the assistance of contracted professional housing authority to assist with establishing governing program documents and ongoing oversight.
- Pursue public-private partnership to facilitate the development of 630 Central Avenue and 645 Osterman Avenue for holding purposes
- Maintain efforts to reduce non-revenue water loss
- Further enhancement of non-emergency communication tools and citizen outreach including citizen self-service applications such as online building permit submissions and credit card processing.
- Preservation of Village fiscal responsibility including the protection of the local government distributive fund, use tax, property tax, Home-Rule sales tax, and e-911 distributions from a state fund sweep
- Personnel changes including promotion to Planner II and Building Services Coordinator along with continued succession planning efforts
- 5% increase in water rates to keep pace with wholesale purchase rate increase and a 5% increase in the sewer rate to keep pace with increased costs and a 3.5% increase in the refuse rate.
- Inter-fund transfers of \$1,054,800 to the Refuse Fund
- Continued management and analysis of a locally administered taxes such as the 1% Prepared Food and Beverage Tax and a 7% Hotel Tax
- Use of federal credits from Qualified Energy Conservation Bonds to partially abate the debt service property tax levy in the amount of \$359,239
- \$4,058,403 property tax levy to the General Fund and \$4,175,792 property tax levy to fund debt service requirements associated with previously completed capital projects
- Continued funding of sustainability focused programs including the purchase of hybrid/electric vehicles and green infrastructure

LONG-TERM FINANCIAL PLANNING

A primary goal of the budget and budget planning process is to ensure the Village's long-term stability. This is accomplished through several measures, including the consideration of both current and projected internal and external financial impacts, the incorporation of two-year projections into the operating budget, the annual review and update of the capital project program to plan for the next three to five-year period, and the development of Funds to plan for future equipment and infrastructure replacement. This year's budgetary decisions were significantly impacted by the financial effects that the COVID-19 pandemic had, and will continue to have, on several revenue streams. In 2022, the Village Board determined it was prudent to resume a modest capital improvement program to ensure long-term viability of our assets and issued approximately \$7 million in debt associated with a two-year capital program. Additionally, in accordance with the Village's established budget planning process, both the Village's operating and capital budgets were developed with a focus on long-term solvency.

As is standard, this year's operating budget includes projections two years into the future (FY2024 & FY2025). These projections were considered throughout the development of this year's budget to ensure that current decisions were being made in consideration of the Village's future finances. Similarly, this year's capital budget includes future projections. Per annual protocol, the Village Board updated and reviewed the capital project program for a three to five-year period, developing stable financing for the immediate budget year and possible additional sources for future budget years. Planning for future equipment and infrastructure replacement expenses often includes the establishment of a Fund where resources are accumulated in a reserve each budgeting year leading up to the replacement. Two years ago, the Fund previously accumulated for the future replacement of police vehicles was utilized to replace the entire fleet. The Fund will be replenished over the next three years in anticipation of a similar police fleet replacement. The Village's budget and budget planning process largely focuses on making strategic decisions to ensure the Village's long-term financial health. Overall, this is accomplished by developing and implementing financial measures that plan for future expenses, as well as through the Village's continuous consideration of how present decisions impact the future—especially in regards to Village finances.

MAJOR CAPITAL PROJECTS

Street Rehabilitation & Sidewalk Replacement Project: \$350,000 program funded through Infrastructure Replacement Fund (IRF) revenues. No Motor Fuel Tax (MFT) revenue or Rebuild IL Grant revenue will be spent in 2023. Rather these revenue streams will be accumulated for a planned drawdown in 2023. 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.

Waukegan Road (IL-43) Water Main Project: \$4,060,000 million project including Phase II Design, Phase III Engineering and construction, which includes water main replacement on Waukegan Road (Deerfield Rd. to North Avenue). This water main completion project is being completed in advance of the larger roadway resurfacing project slated for completion by the State of Illinois in the coming years.

Various Sewer and Water Facility Improvements: \$1,407,000 to continue the Village's efforts to reduce inflow and infiltration while also investing in the longer-term health of our potable water and sewer systems. \$425,000 is secured to continue the Village's multi-year sanitary sewer lining program. Sewer lining is an effective method to significantly extend the life of a sewer while also protecting against inflow and infiltration. Another \$75,000 is budgeted for the repair and lining on storm sewers throughout the Village. \$225,000 is budgeted for Phase II Design of an emergency water system connection with the Village of Northbrook and an additional \$75,000 is budgeted for SCADA systems improvements. The emergency connection will provide a critical redundancy to the Village's water system once construction is completed. \$50,000 is budgeted for a lead service line elimination program. This program will replace lead service lines from the water main to the house structure. It is anticipated that this will be a new forthcoming requirement from the IEPA when lead service lines are encountered as part of Village capital projects. \$320,000 is budgeted for the water meter head replacement program Phase III Engineering and construction. The water meter heads are approaching end of life and new fixed network heads would be installed that would help ensure the Village is accurately billing water usage. This program was carried over from 2022 due to supply chain issues.

Various Wastewater Facility Improvements: \$860,000 in facility improvements to meet the various NPDES permit requirements for the Water Reclamation Facility (WRF). This includes \$720,000 related to Phase II/III and construction of a phosphorous reduction project.

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.

Infrastructure has become the most pressing demand in the Village and similar to the last several years, 2022 will include large infrastructure investments. Although the Water Fund had not been covering its operating costs for about a 10-year period due to substantially reduced water usage, the 2020 ending fund balance was positive and this trend has continued with a projected ending fund balance in 2023 of \$1,222,378 indicating that the Board has strategically resolved the structural deficit that was affecting the position of the fund. After consideration of the alternatives available and desirous of maintaining the utility's fund balance, the Board has approved in this budget the following economic decisions:

- Increase the water rate by 5.0%, sewer rate by 5.0% and refuse rate by 3.5%. The increases in the water and sewer rates are necessary to provide for ongoing operation of these funds. These rate increases were analyzed and recommended in the water and sewer rate study conducted by Baxter & Woodman. FY 12/13 was the last year of debt service for a revenue bond out of the water 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 maintain a positive fund balance. The residential solid waste contract calls for an increase between 2% to 3.5% effective May, 2023. Based on the Chicagoland Consumer Price Index, it is expected that the solid waste contract increase will be 3.5% in 2023.
- Efficiencies at the treatment plant, a reduction in treatment plant head count from 2014 and previous years of adjusted user fees have helped keep pace with ongoing expenses in the Sewer Fund. This year calls for a 5% increase in the rate to ensure the Fund can maintain balance.
- Use of approximately \$7 million in new debt to help cover capital project expenses slated for a two-year program covering 2022 and 2023.
- A 2.19% increase in the General Fund property tax levy and \$359,239 in abatements (reductions) associated with the Federal Government rebates for Qualified Energy Conservation Bonds.
- To provide the Village the greatest flexibility, the property tax levies are solely allocated to the General Fund and to the Debt Service Fund. As a result, the Refuse Fund 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 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.

Agency Funds. The Village uses agency funds as described in Appendix C. These funds are included in the Villages Comprehensive Annual Financial Report (audited financial statements). However, they are not included in the Village's budget document as they are not resources currently available to the Village.

Proposed Budget. The proposed budget was available for public inspection at Village Hall, posted to the Village website and discussed at Committee of the Whole meetings as well as a public hearing. Changes between the proposed budget and adopted budget relate to personnel changes, purchases from the seizure fund and re-budgeting purchases that could not be delivered prior to year-end.

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. In 2021, the Village issued approximately \$7 million in new debt in conjunction with a refunding of its 2011A, 2012 & 2013 bonds resulting in a total estimated savings of more than \$1,000,000 over the next 10 years. Similarly, in 2020, the Village issued \$6.28 million of GO bonds to refund the 2010A (Build America) bonds resulting in a total estimated savings of \$899,860 over a 10-year period. In 2018, the Village issued \$6 million in GO bonds that partially funded a \$12 million capital improvement program that was completed over the two-year period of 2018-2019. 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. Outstanding debt as of December 31, 2022, \$22.41 million of the 2021 issue, \$5.2 million of the 2020 issue, \$5.105 of the 2018 issue, \$4.35 million of the 2017 issue, \$6.655 million of the 2015 Series and \$12.48 million of the 2011 Series A and Series B.

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 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

- Street, Sidewalk and Curb Rehabilitation Projects: These projects will minimally reduce maintenance costs. With the work expected, the Village anticipates an ongoing reduction of less than \$10,000 per year. In particular, this year's project will include extensive pavement patching and is expected to lower spring patching costs associated throughout the Village as well as reducing the potential for slip and fall liabilities. *Operating Effect*: Additionally, strategic patching, allows the Village to extend the life of the roadways for relatively low cost when compared to delaying the work, which would result in the need for either additional patching or a full reconstruction project at a much more significant price.
- Waukegan Road (IL-43) Water Main Replacement Project: Waukegan Road (IL-43) is a state highway but the Village has utilities that run underneath the roadway. The Village anticipates that the state will repave the roadway within the next five years and therefore has planned to replace water main (Deerfield to North Avenue) in advance of the state's roadway project. *Operating Effect*: This portion of Waukegan Road water main is some of the oldest in the Village and regularly experiences breaks. The upfront capital investment to replace the water main will result in three fewer water main breaks a year at cost of over \$15,000 annually. The Village has also completed extensive sewer cleaning and lining work to preserve the long-term health of the sanitary sewer infrastructure.
- Various Sewer and Wastewater Facility Improvements: This consists of the sewer lining program, sewer televising and an Inflow & Infiltration (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. 2023 once again reflects an aggressive capital improvement plan. Funding for the capital project program is from a portion of the home rule sales tax, infrastructure maintenance fee, bond proceeds, 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.

Property Tax - \$8,234,195 – A 2.19% increase in the property tax levy that allocates \$4,058,403 to the General Fund to support public safety and to allow for the greatest flexibility. An additional \$4,175,792 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 has significantly increased when compared to 2014. The 2015 EAV increased 7.4%, the 2016 EAV increased 6% and the 2017 EAV increased 4.3% as the markets continued to recover and new developments (i.e. AMLI, Woodview,) were added to the property tax base. The 2018 EAV was relatively flat, reflecting a -0.5% change year-over-year. New developments in 2019 (i.e. JUF) resulted in a 4.3% EAV increase. The EAV decreased 0.91% in 2021 but several new developments are underway and expected to grow the EAV in future years. 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>
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	0	1,407,512,362
2017	1,468,241,454	0	1,468,241,454
2018	1,460,222,579	0	1,460,222,579
2019	1,524,116,833	0	1,524,116,833
2020	1,479,532,161	0	1,479,532,161
2021	1,466,012,476	0	1,466,012,476

* 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 \$4.39 billion for all taxable property in the Village for 2021, which is a decrease of \$40.5 million in total value from 2020.

Sales Tax - \$5,902,500 regular projected in 2022 (\$5,000,000 budgeted in 2023) / \$4,800,000 home rule projected in 2022 (\$4,100,000 budgeted in 2023) 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 Village does not anticipate any state changes to the distribution formula this year. The home rule tax was increased from 0.5% effective January 1, 2009.

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 rebate to Walgreens is budgeted at \$3,200,000 for 2023. The Village also has a sales tax sharing agreement associated with the redevelopment of the new Jewel-Osco store in Deerbrook Mall, which commenced in 2018. This rebate is budgeted at \$110,000 for 2023. These expenses total \$3.31 million and are reflected in the Finance Dept. budget.

Income Tax - \$2,800,000 projected in 2022 (\$2,500,000 budgeted in 2023) - 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. The Decennial census was completed in 2020 and the Village population grew from 18,420 to 19,196. This count will directly impact revenue generated from this source for many years in the future. However, this revenue source is subject to the discretion of the state legislature and can be decreased or totally retained by state legislative action. Recent state budgets included a 5% cut to the Village's revenue from this fund, which is anticipated to continue. This funding source continues to be a topic of debate for the Illinois General Assembly.

Hotel/Motel Tax - \$1,300,000 projected in 2022 (\$1,500,000 budgeted in 2023) - This revenue source had been substantially affected by the COVID-19 pandemic and the impact that it had on business travel. The Village increased the tax rate on room occupancy charges in 2019 from 6% to 7%. 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 in the four years prior to COVID-19 pandemic that begin in 2020. Projections have been significantly altered as room occupancy rates dropped below 20% for many months in 2020 and 2021. Many major hotel bookings were canceled due to COVID-19 including rooms associated with special events, reunions, sporting and political conventions, etc. None of the six hotels have closed or indicated that they intend to close but they have had to lay off staff and are struggling to maintain business in the new remote work environment. Room occupancy rates slowly increased throughout 2022 but were still below 2019 levels. The Village projects occupancy rates will continue to rise in 2023.

Investment Earnings - \$1,004,000 projected in 2022 (\$966,500 budgeted in 2023) - The largest portion is earned in the Police Pension Fund, where \$700,000 (72%) 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 decreased recently and the spending down of fund balances for operations and capital projects has decreased the investable assets of the operating funds and hence their income from this source.

Building Permit Revenue - \$1,000,000 projected in 2022 (\$1,100,000 budgeted in 2023) - This revenue, which is tied directly to building and remodeling activity in the Village, can increase significantly year over year depending on the scale of development in any given year. 2019 experienced exceptional building permit fees mostly attributable to the permits associated with construction of a nearly \$34 million 240-unit independent senior living apartment community at 1627 Lake Cook Road (JUF Senior Residences). Similar building activity was experienced in 2022 and is again forecasted for 2023 as the local economy continues to stabilize due to the strong 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 from downturns in real estate due to the concentration of corporate, North American and Global headquarters for Walgreens Boots Alliance, Baxter, CF industries, Essendant and Horizon Pharmaceuticals which purchased the former Takeda campus in 2020. Horizon has invested over \$30 million in their campus since their purchase resulting in significant building permit revenues in 2020 and 2021. 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 construction including: (i) Zion woods, a 25 unit affordable housing development at 10 Deerfield Road, (ii) 40 unit luxury rental apartments with two affordable units located at 833 Deerfield Road and (iii) Heritage Woods, a 140 unit affordable senior housing development at 1121 Lake Cook Road. Additional

developments proposed for the 101 acre Baxter property and the 47 acre Walgreens property will lead to increased permit revenue throughout 2023 and into 2024.

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

Water - \$5,500,000 projected in 2022 (\$5,607,000 budgeted in 2023) - The budgeted amount for water sales, is based on the rate of \$6.23 per 100 cubic feet. This rate reflects an increase of 5% this year to keep pace with wholesale increases 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. 2019 was the first year in over a decade that the fund ended the year with a positive balance. Future revenue projections need to keep pace with wholesale increase to allow the fund to remain balanced.

Sewer - \$3,100,000 projected in 2022 (\$3,276,300 budgeted in 2023) - The budgeted amount for sewer charges, is based on water usage and a sewer charge of \$4.01 per 100 cubic feet. This rate reflects an increase of 5%. The previous revenue stream in this fund had not been sufficient to cover operating expenses and ten years ago the Board made a rate increase schedule of 10% followed by a 5% increase to bring the fund back to a positive balance. More recently, the Board has maintained 2.5% user rate increases; however, a rate analysis was conducted by Baxter & Woodman last year and the study recommended a 5% increase, which was approved by the Village Board in order to maintain the positive position in this fund. Demand as indicated by water usage is stagnant and shows no sign of any significant increase.

Refuse - \$565,500 projected in 2022 (\$586,000 budgeted in 2023) - The budgeted amount for direct customer refuse billing, is based on a user fee of \$8.32 per month. This reflects a 3.5% increase from last year since the contract stipulates an increase between 2% to 3.5% effective May, 2023. The contractual refuse service is funded through a combination of user charges and a General Fund transfer of \$1,054,800 which is a 3.5% increase from last year. The Village negotiated a five year contract with a new waste hauler, LakeShore Recycling Systems, which took effect May 1, 2021. The new contract resulted in a savings for the Village of approximately \$250,000 over the term of the contract while also offering residents an increased scope of service that now includes year-round collection of organics in a dedicated 35-gallon container.

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. The Village is monitoring costs and billable rates in the Garage Fund to address year-end balance.

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
- Stable equalized assessed valuation for property tax purposes
- Debt issuance only for large cost, long-lived projects
- Continued full required funding contribution of pension costs
- 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 beginning to experience supply chain issues and inflation and has adjusted its future year assumptions for general increases of 3% or more for items not guaranteed by contract or other similar surety. In addition, the Village is assuming significant increases in the wholesale cost of water purchased from Highland Park for the next several years and until the associated debt service payments for its new water plant are stabilized. The Village is implementing a 5% user rate increase in the water fund and a 5% increase in user rates for the sewer fund and similar increases are anticipated in the short term based on the rate study analysis that was completed by Baxter & Woodman. A 3.5% increase in the monthly refuse user rate is also being implemented to keep pace with operating costs. The Village's revenue projections are being adjusted this year and in future years to 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 decennial census was completed in 2020 and the Village's population grew by 776 persons. The Village will continue to monitor the application of a recreational marijuana dispensary in town, which would be taxed at 5% on the gross receipts.

PERSONNEL

The budget includes employee promotions to the position of Planner II and Building Services Coordinator. The personnel changes reflect additional responsibilities and prudent succession planning efforts that will enhance the continuity of service. 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 experienced a relatively strong and stabilized residential real estate market in recent years. The pandemic caused homeowners to rethink their housing preferences, and the Village is continuing to experience an uptick in the residential real estate market as buyers move out of the city and into the suburbs so they can enjoy larger lots with more outdoor space, and employers have become more accommodating of remote work opportunities. As the assessment procedure uses three years of market activity, the assessed value of existing property had six years of decline (2009-2014). However, the 2015 EAV ended this trend as it reflected a 7.4% increase. The Village experienced a relatively stable EAV since 2016 and the 2020 EAV reflects a 2.9% decrease. 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. Recent year 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.

Deerbrook Mall at the intersection of Lake Cook and Waukegan Road has experienced many new and proposed developments. Three vacant retail stores in the rear of the mall were raised in 2019 to accommodate construction of a proposed five story, 186-unit residential apartment building (REVA) and 60 townhomes; however due to the COVID-19 pandemic that project has been put on hold by the developer. Out lot units have either been renovated or built over the past few years including Panera Bread, City BBQ and Starbucks. In addition, Marshalls opened up a new location in Deerbrook Mall in 2022. Additional plans such as the building of a new road through the developed to connect to the proposed REVA site are planned for 2023.

In 2021 construction commenced at Zion Woods, a 25-unit affordable housing development on 8 acres at 10 Deerfield Road, that is slated for completion in 2023. In 2022, Heritage Woods, a 150-unit affordable senior housing facility was approved with construction planned for 2023.

Strong local demand has led to many retail and restaurant developments throughout the Village. Construction of a first of its kind small format Walgreens pharmacy store at 95 S. Waukegan Road was completed in 2022. Additionally, several restaurants have opened or are undergoing remodels/renovations including Joes Donuts, Carsons Ribs, Sweetgreens and Egg Harbor. Another restaurant Brunch Café will open its doors in 2023. Additionally, Shake Shack has proposed to open a new restaurant at 560 Waukegan Road.

Development and planning is also underway at various sites within the Parkway North office park and Walgreen Co. continues to invest significantly in their campus on Wilmot Road. Horizon Pharmaceuticals has invested over \$30 million in their newly acquired campus since they took ownership of the site in early 2020.

The sale of the 101 acre Baxter property and the 47 acre Walgreens property in 2022 will lead to large scale redevelopment in 2023 and 2024. Both of these properties are very large and will feature multiple uses as part of their redevelopment plans, including an annexation agreement to bring the Baxter site into the corporate limits of the Village.

In 2022, the Village began the process of creating a tax increment financing district (TIF). This TIF district includes most of the Village's downtown north of Deerfield Road on the east and west side of Waukegan with Hazel Avenue as the northern border. The plan is for this TIF district to be approved by the Board of Trustees and implemented in 2023. Revenue generated over the next 23 years will help spur increased development within the district and will help the Village and its partners complete the Northwest Quadrant Master Plan. 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.

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, Horizon and Baxter (unincorporated). Essendant, Fortune Brands and CF Industries also have corporate headquarters in the Village. Corporations and office parks continue to fill and remodel existing office buildings and attract companies to the area. 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.

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.

BUDGET CALENDAR

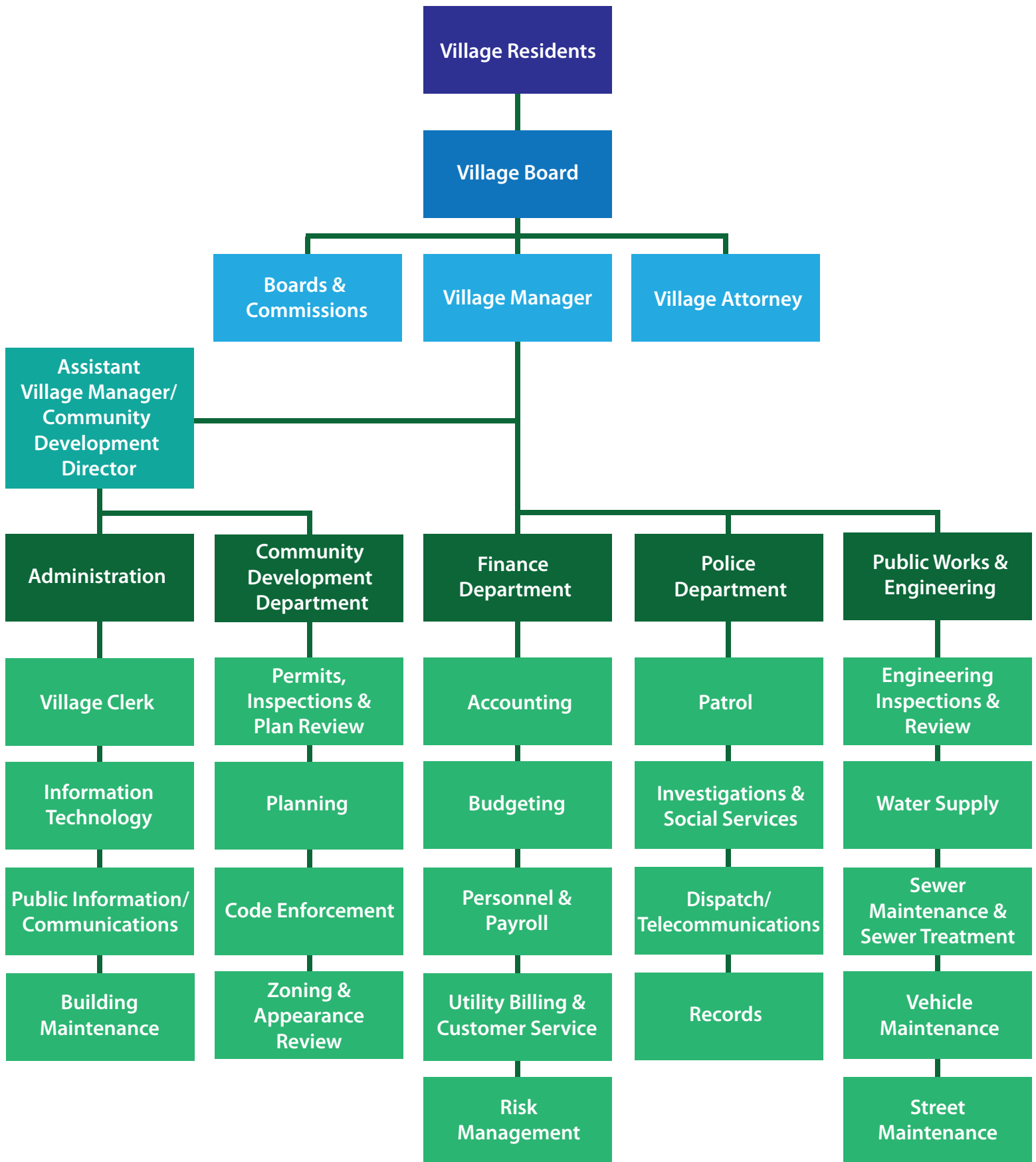
BUDGET PREPARATION AND LEGISLATIVE ENACTMENT FOR 2023

<u>DATES *</u>	<u>OPERATING TIMETABLE</u>	<u>RESPONSIBILITY CENTER</u>
Jun. 25 – Jul 31	- Final preparation of department budgets	Department heads, staff
August 1	- All departmental budgets requests entered into Munis budget module	Department heads, staff
Aug. 2 – Aug. 31	- Manager reviews budget with department heads; further review when necessary	Village Manager, Finance Director, Department heads
September 9	- Budget to Mayor and Board of Trustees for review	Finance Department
Sept. 10 - Oct. 15	- 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 7	- Public hearing on proposed 2023 budget	Mayor and Board of Trustees, Staff
November 10	- Publish 2022 Tax Levy hearing notification	Staff
November 21	- Approve 2023 budget and Public hearing on 2022 Tax Levy	Mayor and Board of Trustees
December 5	- Approve 2022 Tax Levy to fund calendar year 2023	Mayor and Board of Trustees
Jan. 1, 2023	- Budget Effective Date	
Jan.-Dec. 2023	- Implement and Administer Budget	Staff
Jan.-Dec. 2023	- Review of Progress toward Goals and Objectives	Staff, Mayor and Board of Trustees
*all 2022 unless noted		



VILLAGE OF DEERFIELD

Village of Deerfield, Illinois Organization Chart



Note: Fire services are provided by the Deerfield-Bannockburn Fire Protection District, a separate legal entity and taxing district. For more information, contact the District at www.deerfieldbannockburnfire.org.

Full time Employees

DEPARTMENT	2016	2017	2018	2019	2020	2021	2022	2023
VILLAGE MANAGER	5	7	8	8	8	8	9	9
FINANCE	8	7	7	7	7	7	7	7
COMMUNITY DEVELOPMENT	8	8	8	8	8	8	8	8
PUBLIC WORKS:								
ADMINISTRATION/ENGINEERING	7	7	7	6	6	6	5	5
STREETS	7	7	7	7	7	7	7	7
UTILITIES MAINTENANCE	13	13	13	13	13	13	13	13
SEWAGE TREATMENT PLANT	7	7	7	7	7	7	7	7
GARAGE	2	2	2	2	2	2	2	2
TOTAL PUBLIC WORKS	36	36	36	35	35	35	34	34
POLICE:								
ADMINISTRATION	7	7	7	7	7	7	7	7
COMMUNICATIONS	8	8	8	8	8	8	8	9
INVESTIGATIONS/YOUTH	7	7	7	7	7	7	7	7
PATROL	34	34	34	34	34	34	34	34
TOTAL POLICE	56	56	56	56	56	56	56	57
TOTAL	113	114	115	114	114	114	114	115

Part time Employees - Full time equivalent

DEPARTMENT	2016	2017	2018	2019	2020	2021	2022	2023
VILLAGE MANAGER	0.6	0.2	0.2	0.2	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	0.0	0.0	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	7.8	7.4	7.4	7.4	7.8	7.4	7.4	7.4
GRAND TOTAL	121.8	122.4	121.4	121.4	121.8	121.4	122.4	122.4

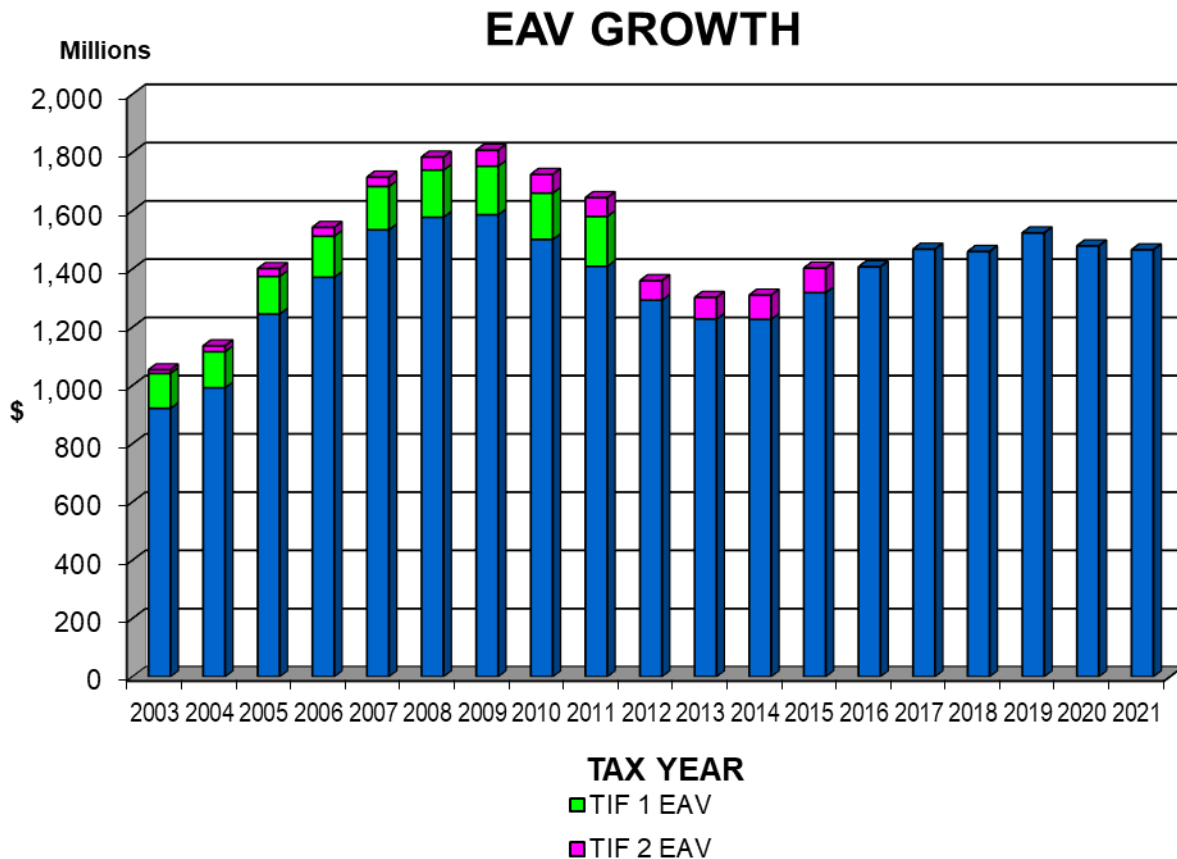
SUPPLEMENTAL INFORMATION

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 2020 Census recorded a population of 19,196 and 7,058 housing units within a land area of 7.0 square miles. The Village's population has increased by 10% from 1980, whereas the number of housing units in the Village has grown by 28%, indicating a continuing trend toward smaller household sizes. (Note: 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
2020	19,196	7,058

Deerfield is recognized as one of the State's wealthiest communities. The Census Bureau estimates that in 2020, Deerfield's median family income was \$153,431 was 2.3 times greater than the statewide median of \$65,886. The Village's \$518,500 Median Home Value in 2020 Census was 166% of the statewide median of \$194,500. 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 2021. 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 2018 tax rate information):

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>% of Total Taxable Assessed Valuation</u>
Walgreen Co.	\$54,984,827	3.72%
Gateway Fairview Inc.	39,737,831	2.69%
Marvin F Poer & Co.	33,622,320	2.27%
Horizon Property Holding LLC	29,638,894	2.00%
TNREF III Parkway JV, LLC	17,817,417	1.20%
SRC Arbor LK	16,809,460	1.14%
LO Deerfield Operating	16,466,562	1.11%
CRM Properties Group	14,924,047	1.01%
LFP Woodview, LLC	13,737,821	0.93%
AMLI Residential	11,650,519	0.79%
Total	<u>249,389,698</u>	<u>16.86%</u>

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

The table below lists the Village's ten largest employers in 2021 as determined by Lake County Partners:

<u>Company Name</u>	<u>Primary Description</u>	<u>Number of Employees</u>
Walgreens Boots Alliance Inc.	Pharmacies	4000
Baxter International Inc.	Physicians & Surgeons Equip & Supls-Mfrs	1900
Horizon Therapeutics	Pharmaceuticals	635
Essendant Inc.	Office Supplies-Wholesale	600
Deerfield Park District	Parks	500
Student Assistance Commission	Government Offices-State	499
Lundbeck	Pharmaceutical Preparations	260
Mercer Human Resources Consulting	Professional/Technology Services	250
Whitehall Of Deerfield	Healthcare	230
CF Industries Holdings Inc.	Fertilizers-Manufacturers	200

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

Number of Full-Time Employees (FTE)	113
Miles of Streets	76
Miles of Alleys	4
Miles of Sewers	150
Police Protection:	
Number of Stations	1
Numbers of Police Officers (authorized)	41
Library Services:	
Number of Branch Libraries	1
Physical Items	110,948
Virtual Items	1,324,331
Circulation	382,949
Recreation Facilities:	
Number of Parks and Playgrounds	21
Park Area in Acres	206
Golf Course Area in Acres	155
Municipal Water Utility:	
Service Locations	6,190
Average Daily Water Pumped (gals)	1,900,000
Miles of Water Mains	107

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 41 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. 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 793 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 Horizon. 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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Deerfield
Illinois**

For the Fiscal Year Beginning

January 01, 2022

Christopher P. Morill

Executive Director

BUDGET SUMMARY AND HISTORICAL PERSPECTIVE

Revenue Item	General	Sewer	Water	Refuse	Garage	MFT	Police Pension	Debt Service	Infrastr. Repl.
Taxes:									
Property Tax	4,058,403							4,175,792	
Home Rule Sales Tax	3,100,000								1,000,000
Replacement Tax	250,000								
Motor Fuel						750,000			
Sales Tax	5,282,500								
Local Use Tax	710,000								
State Income Tax	2,500,000								
Hotel-Motel Tax	1,500,000								
Food & Beverage Tax									500,000
License & Permits									
Liquor/Food	60,000								
Other Business Lic	68,500								
Vehicle	340,000								
Building Permits	1,100,000	7,500	40,000						
Charges:									
Police Services	303,000								
False Alarms	15,000								
Dispatching Serve	1,240,000								
User Charges		3,306,800	5,647,000	586,000					
Rental Income	305,000		70,000						
Fran Fees - Cable	450,000								
Telecom. Charges	1,200,000								
Electric Utility Tax	1,100,000								
Interfund Services					395,000				
Engineering Fees	200,000								
Misc Rev									
Interest Earnings	125,000	5,000	4,500	3,000		10,000	1,200,000	56,000	30,000
Grants	65,000							359,239	
Miscellaneous	262,500	5,000	1,500	10,000	10,000			687,450	300,000
Employee Contributions							450,000		
Employer Contributions							1,100,000		
Ordin Violations	142,500								
Bond Proceeds									
Transfers:									
Transfers In	293,250	1,656,848		1,054,800					0
TOTAL NEW REVENUE	24,670,653	4,981,148	5,763,000	1,653,800	405,000	760,000	2,750,000	5,278,481	1,830,000
(To)/From Reserve	2,276,598	20,635	(49,401)	8,208	69,100	(760,000)	925,900	(725,300)	6,092,000
TOTAL RESOURCES	26,947,251	5,001,783	5,713,599	1,662,008	474,100	0	3,675,900	4,553,181	7,922,000
EXP. CATEGORIES:									
Personnel	15,651,923	1,877,487	1,031,050	0	306,000				
Other Services	193,235	12,700	8,350		6,300				
Contractual	8,206,142	675,846	520,406	1,510,350	29,400		55,900	1,500	1,190,000
Commodities	838,936	600,350	3,955,700	22,700	128,200				
Capital Outlay	414,582	17,650	126,850		2,500	0			6,732,000
Debt Service		1,657,848						2,844,833	
Pension Payments							3,620,000		
Transfers Out	1,642,433	159,902	71,243	128,958	1,700			1,706,848	
TOTAL EXPEND.	26,947,251	5,001,783	5,713,599	1,662,008	474,100	0	3,675,900	4,553,181	7,922,000

BUDGET SUMMARY AND HISTORICAL PERSPECTIVE (cont'd)

Parking Lots	Equip. Replace.	2023	2022	2022	2021	
		TOTAL BUDGET	PROJECTED	TOTAL BUDGET	ACTUAL	
		8,234,195	8,057,803	8,057,803	7,715,667	<u>Taxes:</u>
		4,100,000	4,800,000	3,985,000	6,873,576	Property Tax
		250,000	400,000	150,000	247,245	Home Rule Sales Tax
		750,000	1,152,000	1,112,000	1,148,335	Replacement Tax
		5,282,500	5,902,500	5,000,000	7,983,200	Motor Fuel
		710,000	750,000	700,000	726,161	Sales Tax
		2,500,000	2,800,000	2,000,000	2,483,841	Local Use Tax
		1,500,000	1,300,000	1,500,000	1,120,137	State Income Tax
		500,000	550,000	500,000	606,487	Hotel-Motel Tax
						Food & Beverage Tax
		60,000	65,000	30,000	20,146	<u>License & Permits</u>
		68,500	63,500	55,500	43,996	Liquor/Food
	180,000	340,000	340,000	370,000	344,250	Other Business Lic
		1,327,500	1,147,500	1,155,000	1,133,468	Vehicle
						Building Permits
		303,000	271,000	366,000	274,372	<u>Charges:</u>
		15,000	15,000	27,000	17,650	Police Services
		1,240,000	610,000	610,000	620,428	False Alarms
146,500		9,686,300	9,309,600	9,212,950	9,548,082	Dispatching Serve
		375,000	275,000	345,000	367,828	User Charges
		450,000	450,000	450,000	437,295	Rental Income
		1,200,000	1,100,000	1,300,000	1,171,660	Fran Fees - Cable
		1,100,000	1,100,000	1,100,000	1,078,509	Telecom. Charges
		395,000	590,038	395,000	1,012,685	Electric Utility Tax
		200,000	60,000	110,000	10,161	Interfund Services
						Engineering Fees
		1,466,500	1,004,000	1,321,550	7,934,247	<u>Misc Rev</u>
0	33,000	424,239	2,647,410	1,691,649	1,693,021	Interest Earnings
		1,276,450	3,252,289	1,266,950	3,457,468	State/Fed Grants
		450,000	0	400,000	450,777	Miscellaneous
		1,100,000	0	1,100,000	1,100,000	Employee Contributions
		142,500	126,500	282,500	171,789	Employer Contributions
		0	0	0	17,277,940	Ordin Violations
						Bond Proceeds
	781,186	3,786,084	3,533,592	3,597,630	3,465,573	<u>Transfers:</u>
						Transfers In
146,500	994,186	49,232,768	51,737,732	48,191,532	80,535,994	TOTAL NEW REVENUE
83,600	157,526	8,098,866	941,122	5,353,162	(20,949,994)	(To)/From Reserve
230,100	1,151,712	57,331,634	52,678,854	53,544,694	59,586,000	TOTAL RESOURCES
						<u>EXP. CATEGORIES:</u>
44,000		18,910,460	17,441,032	18,586,242	16,778,847	Personnel
		220,585	128,402	207,525	52,762	Other Services
102,800		12,292,344	11,348,407	10,717,976	10,947,291	Contractual
8,300		5,554,186	5,165,047	5,114,880	4,790,559	Commodities
	1,151,712	8,445,294	7,169,455	7,316,560	6,171,921	Capital Outlay
		4,502,681	4,478,881	4,478,881	13,583,980	Debt Service
		3,620,000	3,400,000	3,525,000	3,248,879	Pension Payments
75,000		3,786,084	3,547,630	3,597,630	4,011,761	Transfers Out
230,100	1,151,712	57,331,634	52,678,854	53,544,694	59,586,000	TOTAL EXPENDITURES

**VILLAGE OF DEERFIELD
2022
BUDGET SUMMARIES BY FUND**

FUND	1/1/2022 AUDITED BEGINNING FUND BALANCE	PROJECTED NEW REVENUES	PROJECTED EXPENDITURES	12/31/2022 PROJECTED ENDING FUND BALANCE
General	\$21,522,098	\$24,898,311	\$24,718,177	\$21,702,232
Sewer	1,082,060	4,789,018	4,960,520	910,558
Water	852,530	5,657,500	5,337,053	1,172,977
Garage	4,565	405,000	441,300	(31,735)
Subtotal "Operational" Funds	\$23,461,253	\$35,749,829	\$35,457,050	\$23,754,032
MFT	1,429,230	1,163,000	-	2,592,230
Refuse (Solid Waste)	795,832	1,597,130	1,599,858	793,104
Debt Service	174,945	4,478,681	4,477,881	175,745
2011B Debt Service Sinking Fund	7,229,435	775,000	1,200	8,003,235
Infrastructure				
Replacement (inc. Bond Proc)	8,572,403	4,721,410	7,178,000	6,115,813
Parking Lots	(44,046)	77,000	207,600	(174,646)
Vehicle & Equipment				
Replacement	5,358,942	935,582	291,765	6,002,759
COMBINED VILLAGE FUNDS	\$46,977,994	\$49,497,632	\$49,213,354	\$47,262,272
Police Pension	\$65,933,494	2,240,100	3,465,500	\$64,708,094

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.

**VILLAGE OF DEERFIELD
2023
BUDGET SUMMARIES BY FUND**

FUND	1/1/2023 PROJECTED BEGINNING FUND BALANCE	BUDGET NEW REVENUES	BUDGET EXPENDITURES	12/31/2023 PROJECTED ENDING FUND BALANCE
General	\$21,702,232	\$24,768,349	\$26,947,251	\$19,523,330
Sewer	910,558	4,981,148	5,001,783	889,923
Water	1,172,977	5,763,000	5,713,599	1,222,378
Garage	(31,735)	405,000	474,100	(100,835)
Subtotal "Operational" Funds	\$23,754,032	\$35,917,497	\$38,136,733	\$21,534,796
MFT	2,592,230	760,000	-	3,352,230
Refuse (Solid Waste)	793,104	1,653,800	1,662,008	784,896
Debt Service	175,745	4,503,481	4,501,681	177,545
2011B Debt Service Sinking Fund	8,003,235	775,000	51,500	8,726,735
Infrastructure				
Replacement (inc. Bond Proc)	6,115,813	1,830,000	7,922,000	23,813
Parking Lots	(174,646)	146,500	230,100	(258,246)
Vehicle & Equipment				
Replacement	6,002,759	994,186	1,151,712	5,845,233
COMBINED VILLAGE FUNDS	\$47,262,272	\$46,580,464	\$53,655,734	\$40,187,002
Police Pension	\$64,708,094	2,750,000	3,675,900	\$63,782,194

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.

Village of Deerfield - Exhibit A
2022 Property Tax Levy with comparison to 2021

Fund Purpose	2021 Levy Extended	2022 Levy Budget	2022 Abatements (Reduction)	2022 Net Levy	Percent Change (21 → 22)	Dollar Change (21 → 22)
General Fund	\$3,902,311	\$4,058,403	\$0	\$4,058,403	4.00%	\$156,092
Scavenger Fund	0	0	0	0	-	0
Infrastructure	0	0	0	0	-	0
Debt Service Fund	4,155,492	4,535,031	359,239	4,175,792	0.49%	20,300
Total Village Levies	8,057,803	8,593,434	359,239	8,234,195	2.19%	176,392
Library	4,382,500	4,382,500	0	4,382,500	0.00%	0
Library Debt Service	683,950	687,450	0	687,450	0.51%	3,500
Total	13,124,253	13,663,384	359,239	13,304,145	1.37%	179,892

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BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END 2020	YR.END 2021	BUDGET 2022	EST.YR.END 2022	BUDGET 2023	% CHG BUDG 22->23
GENERAL FUND (10)						
<i>Taxes</i> -----						
-Corporate Property	3,684,530	3,659,999	3,902,311	3,902,311	4,058,403	4.00%
-Sales	3,296,050	7,983,200	5,000,000	5,902,500	5,282,500	5.65%
-Home Rule Sales	1,739,777	5,267,788	2,985,000	3,600,000	3,100,000	3.85%
-Hotel/Motel	609,330	1,120,137	1,500,000	1,300,000	1,500,000	0.00%
-State Income	2,040,802	2,483,841	2,000,000	2,800,000	2,500,000	25.00%
-State Use Tax	838,588	726,161	700,000	750,000	710,000	1.43%
-Pers. Prop. Replace.	140,839	247,245	150,000	400,000	250,000	66.67%
-Telecommunications Tax	1,212,527	1,171,660	1,300,000	1,100,000	1,200,000	-7.69%
-Electric Utility Tax	1,038,198	1,078,509	1,100,000	1,100,000	1,100,000	0.00%
<i>Fines</i> -----						
-Court/Local Ordinance	169,535	171,789	282,500	126,500	142,500	-49.56%
<i>License Fees</i> -----						
-Business	16,841	23,504	45,500	45,500	45,500	0.00%
-Liquor	11,250	32,838	30,000	60,000	60,000	100.00%
-Vehicle	339,752	344,250	370,000	340,000	340,000	-8.11%
-Other	2,125	1,550	3,000	3,000	3,000	0.00%
<i>Permit Fees</i> -----						
-Building	1,384,029	1,083,490	1,100,000	1,100,000	1,100,000	0.00%
-Other	5,950	6,250	7,000	20,000	20,000	185.71%
<i>Inspection Fees</i> -----						
-Engineering	27,768	10,161	110,000	60,000	200,000	81.82%
<i>Other</i> -----						
-Dispatching Services	456,290	620,428	610,000	610,000	1,240,000	103.28%
-Interest Earned (net)	213,324	(2,984)	50,000	125,000	125,000	150.00%
-Special Police Services	266,687	274,372	366,000	276,000	303,000	-17.21%
-Activity Donations	500	2,446	35,000	20,000	35,000	0.00%
-Grants	879,024	44,048	65,000	95,000	65,000	0.00%
-Transfers In	524,316	264,009	250,000	200,000	293,250	17.30%
-Cable Franchise Fees	422,701	437,295	450,000	450,000	450,000	0.00%
-Auction Proceeds	830	1,955	7,500	2,500	7,500	0.00%
-Rental Income	267,467	286,592	275,000	275,000	305,000	10.91%
-False Alarm Fees	13,850	17,650	27,000	15,000	15,000	-44.44%
-Miscellaneous	344,071	1,382,120	207,000	220,000	317,696	53.48%
TOTAL NEW REVENUE	19,946,951	28,740,303	22,927,811	24,898,311	24,768,349	8.03%
Adjustment (To)						
From Fund Balance	3,401,433	(4,233,232)	1,810,355	(180,134)	2,178,902	20.36%
TOTAL EXPENDITURES	23,348,384	24,507,071	24,738,166	24,718,177	26,947,251	8.93%
WATER FUND (50)						
-Water Sales	5,052,070	5,432,367	5,319,000	5,500,000	5,607,000	5.41%
-Interest Earned	1,629	(366)	750	4,500	4,500	500.00%
-Miscellaneous/contributions	265,959	670,539	141,500	153,000	151,500	7.07%
TOTAL NEW REVENUE	5,319,658	6,102,540	5,461,250	5,657,500	5,763,000	5.53%
Adjustment (To)						
From Retained Earnings	31,949	(461,114)	(79,882)	(320,447)	(49,401)	-38.16%
TOTAL OPERATING EXPENSES	5,351,607	5,641,426	5,381,368	5,337,053	5,713,599	6.17%

BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END 2020	YR.END 2021	BUDGET 2022	EST.YR.END 2022	BUDGET 2023	% CHG BUDG 22->23
SEWER FUND (54)						
-Sewer Use Fees	3,137,677	3,310,267	3,121,450	3,100,000	3,276,300	4.96%
-Interest Earned	4,999	(183)	1,000	5,000	5,000	400.00%
-Miscellaneous/transfers in/contributic	2,280,574	2,140,719	1,699,418	1,684,018	1,699,848	0.03%
TOTAL NEW REVENUE	5,423,250	5,450,803	4,821,868	4,789,018	4,981,148	3.30%
Adjustment (To)						
From Retained Earnings	(275,542)	(744,796)	191,542	171,502	20,635	-89.23%
TOTAL OPERATING EXPENSES	5,147,708	4,706,007	5,013,410	4,960,520	5,001,783	-0.23%
MOTOR FUEL TAX FUND (14)						
-Intergov. Transfer In	1,095,929	1,148,335	1,112,000	1,152,000	750,000	-32.55%
-Interest Inc./Misc.	5,431	(387)	1,200	11,000	10,000	733.33%
TOTAL NEW REVENUE	1,101,360	1,147,948	1,113,200	1,163,000	760,000	-31.73%
Adjustment (To)						
From Fund Balance	(351,360)	(598,413)	(1,113,200)	(1,163,000)	(760,000)	-31.73%
TOTAL EXPENDITURES	750,000	549,535	0	0	0	N/A
GARAGE FUND (70)						
-Charges for Service	407,967	466,497	395,000	395,000	395,000	0.00%
-Interest Earned/Misc.	5,436	11,647	10,000	10,000	10,000	0.00%
TOTAL NEW REVENUE	413,403	478,144	405,000	405,000	405,000	0.00%
Adjustment (To)						
From Fund Balance	842	11,295	40,800	36,300	69,100	69.36%
TOTAL EXPENDITURES	414,245	489,439	445,800	441,300	474,100	6.35%
POLICE PENSION FUND (80)						
-Employer Contribution	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	0.00%
-Employee Contrib.	460,146	450,777	400,000	440,000	450,000	12.50%
-Invest. Income	8,640,950	8,052,433	1,200,000	700,100	1,200,000	0.00%
TOTAL NEW REVENUE	10,201,096	9,603,210	2,700,000	2,240,100	2,750,000	1.85%
Adjustment (To)						
From Fund Balance	(7,041,943)	(6,280,696)	906,500	1,225,400	925,900	2.14%
TOTAL EXPENDITURES	3,159,153	3,322,514	3,606,500	3,465,500	3,675,900	1.92%
DEBT SERVICE FUND (35)						
-Property Taxes	3,516,845	3,330,668	3,430,492	3,430,492	3,450,792	0.59%
-Interest Earned/Misc./BAB credit	1,212,999	11,286,838	1,044,689	1,048,189	1,052,689	0.77%
TOTAL NEW REVENUE	4,729,844	14,617,506	4,475,181	4,478,681	4,503,481	0.63%
Adjustment (To)						
From Fund Balance	(49,074)	(262,792)	2,700	(800)	(1,800)	-166.67%
TOTAL EXPENDITURES	4,680,770	14,354,714	4,477,881	4,477,881	4,501,681	0.53%
2011B DEBT SERVICE SINKING FUND (36)						
-Property Taxes	725,000	725,000	725,000	725,000	725,000	0.00%
-Interest Earned	173,305	(112,260)	50,000	50,000	50,000	0.00%
TOTAL NEW REVENUE	898,305	612,740	775,000	775,000	775,000	0.00%
Adjustment (To)						
From Fund Balance	(597,087)	(497,801)	(723,500)	(773,800)	(723,500)	0.00%
TOTAL EXPENDITURES	301,218	114,939	51,500	1,200	51,500	0.00%

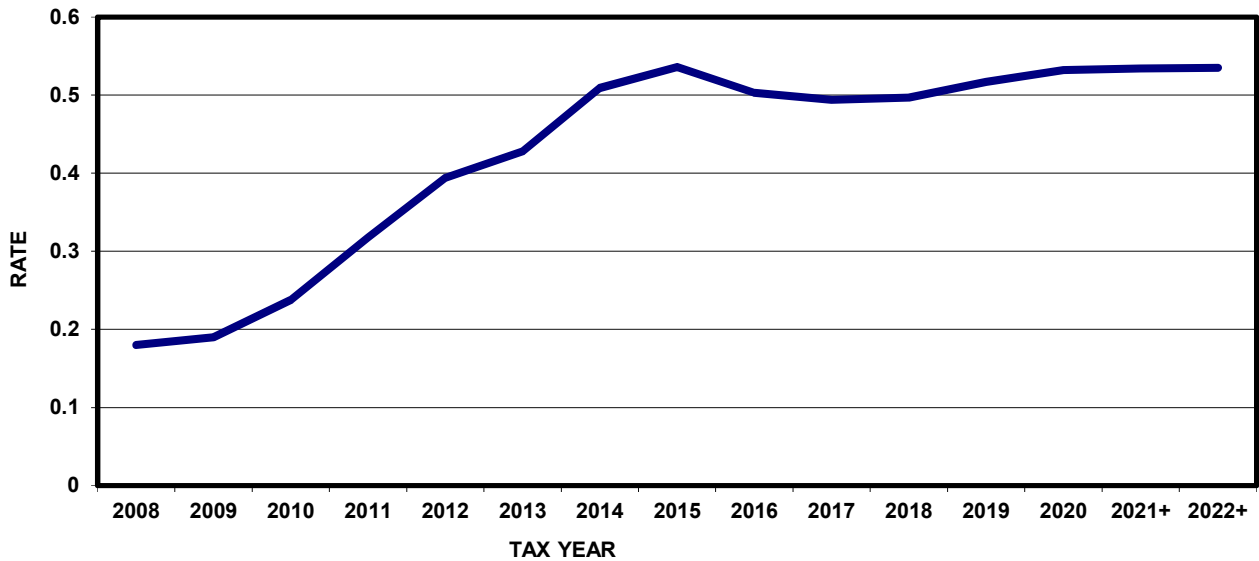
BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END 2020	YR.END 2021	BUDGET 2022	EST.YR.END 2022	BUDGET 2023	% CHG BUDG 22->23
INFRASTRUCTURE REPLACEMENT (22) including bond proceeds						
-Transfers in	2,000,000	500,000	0	0	0	N/A
-Home Rule Sales Tax	579,926	1,605,788	1,000,000	1,200,000	1,000,000	0.00%
-Food & Beverage Tax	471,326	606,487	500,000	550,000	500,000	0.00%
-Infrastructure Maintenance Fee	354,268	249,358	300,000	285,000	300,000	0.00%
-Other (Grants/Bond Proc.)	114,171	8,370,702	1,267,410	2,617,410	0	-100.00%
-Interest Earned	62,105	74,413	6,000	69,000	30,000	400.00%
TOTAL NEW REVENUE	3,581,796	11,406,748	3,073,410	4,721,410	1,830,000	-40.46%
Adjustment (To)						
From Fund Balance	4,639,795	(7,768,267)	4,311,590	2,456,590	6,092,000	41.29%
TOTAL EXPENDITURES	8,221,591	3,638,481	7,385,000	7,178,000	7,922,000	7.27%
VEHICLE & EQUIPMENT REPLACEMENT FUND (21)						
-Interfund Transfer	665,360	725,837	679,582	860,582	961,186	41.44%
-Interest/Misc.	90,889	66,790	10,000	75,000	33,000	230.00%
TOTAL NEW REVENUE	756,249	792,627	689,582	935,582	994,186	44.17%
Adjustment (To)						
From Fund Balance	(378,990)	(224,611)	(69,571)	(643,817)	157,526	-326.42%
TOTAL EXPENDITURES	377,259	568,016	620,011	291,765	1,151,712	85.76%
SOLID WASTE SYSTEM (58)						
-User Fees	572,309	560,282	565,500	565,500	586,000	3.63%
-Property Taxes	0	0	0	0	0	N/A
-Interfund Transfer	984,665	984,665	1,019,130	1,019,130	1,054,800	3.50%
-Miscellaneous	4,589	7,569	17,000	10,000	10,000	-41.18%
-Interest	3,978	190	1,000	2,500	3,000	200.00%
TOTAL NEW REVENUE	1,565,541	1,552,706	1,602,630	1,597,130	1,653,800	3.19%
Adjustment (To)						
From Fund Balance	(98,009)	(63,895)	2,328	2,728	8,208	252.58%
TOTAL OPERATING EXPENSES	1,467,532	1,488,811	1,604,958	1,599,858	1,662,008	3.55%

BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END 2020	YR.END 2021	BUDGET 2022	EST.YR.END 2022	BUDGET 2023	% CHG BUDG 22->23
COMM. STATION PARKING (60)						
-User Fees	66,388	30,719	146,500	77,000	146,500	0.00%
-Misc. Revenue	0	0	0	0	0	N/A
-Interest	2,097	0	100	0	0	-100.00%
TOTAL NEW REVENUE	<u>68,485</u>	<u>30,719</u>	<u>146,600</u>	<u>77,000</u>	<u>146,500</u>	-0.07%
Adjustment (To)						
From Fund Balances	<u>225,882</u>	<u>174,328</u>	<u>73,500</u>	<u>130,600</u>	<u>83,600</u>	13.74%
TOTAL EXPENDITURES	<u>294,367</u>	<u>205,047</u>	<u>220,100</u>	<u>207,600</u>	<u>230,100</u>	4.54%
TOTAL NEW REVENUES						
	54,005,938	80,535,994	48,191,532	51,737,732	49,330,464	2.36%
Adjustment (To)						
From Fund Balance	<u>(492,104)</u>	<u>(20,949,994)</u>	<u>5,353,162</u>	<u>941,122</u>	<u>8,001,170</u>	49.47%
TOTAL EXPENDITURES	<u>53,513,834</u>	<u>59,586,000</u>	<u>53,544,694</u>	<u>52,678,854</u>	<u>57,331,634</u>	7.07%

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

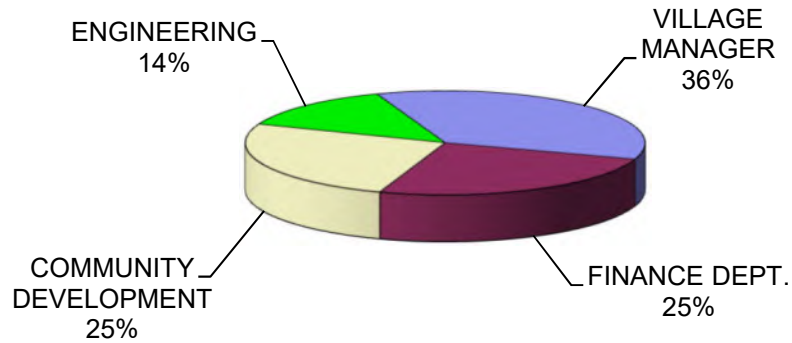
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BUDGET REQUEST - 2023

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

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	4,056,460	4,373,267	4,280,067	4,476,824	2.37%	4.60%
TRAINING & DEVELOPMENT	13,510	50,500	18,700	47,950	-5.05%	156.42%
CONTRACTUAL SERVICES	6,145,343	4,947,165	6,191,015	5,530,456	11.79%	-10.67%
COMMODITIES	26,199	42,300	38,300	46,200	9.22%	20.63%
UTILITIES	54,820	56,000	50,422	53,300	-4.82%	5.71%
CAPITAL OUTLAY	39,414	30,200	12,750	18,950	-37.25%	48.63%
CAPITAL IMPROVEMENTS	58,359	45,600	45,600	45,600	0.00%	0.00%
TRANSFERS OUT	1,559,809	1,102,602	1,102,602	1,140,593	3.45%	3.45%
TOTAL	11,953,914	10,647,634	11,739,456	11,359,873	6.69%	-3.23%

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, the Administrative Services Coordinator, a principal accounting clerk, a payroll & benefits specialist, a management analyst and a cashier-receptionist.

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 2023 are as follows:

- Review finance department processes and implement new processes as necessary. Evaluate efficiency of Metra parking permit program, Food and Beverage tax collection process; and, vehicle sticker program, as well as investigate alternative/supplemental revenue streams.
- Complete the annual Budget and Comprehensive Annual Financial Report and apply for the respective GFOA awards in each of these categories (annually).
- Complete the update of replacement meter head information in the Village's ERP system in conjunction with the Village's meter head replacement program.
- Continue to update Job Descriptions for all Finance Department staff.
- Coordinate the Village's Food Truck Wednesdays summer series, as well as the annual Downtown Lighting Ceremony and Winter Celebration.
- Clean up the Village's ERP system through the write-off process of past due utility bill balances that have been sent to collections.

Accomplishments 2022 fiscal year (*denotes 2022 Departmental Objective):

- Maintained the Village's Aaa bond rating.*
- Removed and amended obsolete licensing regulations and fees from the Municipal Code.
- Completed the 2022 annual budget document, applied for and received the GFOA Distinguished Budget Presentation Award for the thirty-third consecutive application.*
- Completed the 2021 comprehensive annual financial report, applied for and received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the thirty-ninth consecutive year.*
- Coordinated the Village's winter festivities, including the Downtown Lighting Ceremony and 2-day Winter Celebration. Winter Celebration included the return of Friday evening festivities at Village Hall, as well as Deerfield's second annual Winter Market.

Work Statistics 2016 2017 2018 2019 2020 2021 2022

Village Bond Rating	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa
Outstanding debt per capita	\$3,273	\$3,150	\$3,347	\$3,194	\$3,061	\$3,052	\$2,667
	Increase due to new debt for the Wastewater Treatment Plant and various other infrastructure projects.						
Water, Sewer and Garbage Bills Issued	28,141	27,981	28,059	27,641	27,474	27,193	27,709
Checks Processed	3,813	3,910	3,969	3,912	3,493	3,505	3,592
Vehicle Licenses sold	12,344	12,278	12,005	12,104	11,474	11,232	11,436
Investment Transactions	153	144	52	126	171	161	106
	Increase due to Pension Fund hiring an Investment Manager in 2013.						
Certificate of Achievement for Excellence in Financial Reporting	33 years	34 years	35 years	36 years	37 years	38 years	39 years
Distinguished Budget Presentation Award	27 years	28 years	29 years	30 years	31 years	32 years	33 years

BUDGET REQUEST - 2023

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FINANCE DEPARTMENT

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	1,021,321	1,081,600	1,009,050	1,116,600	3.24%	10.66%
TRAINING & DEVELOPMENT	2,255	14,300	5,000	14,300	0.00%	186.00%
CONTRACTUAL SERVICES	5,116,613	3,526,852	4,935,550	3,900,133	10.58%	-20.98%
COMMODITIES	2,602	10,500	7,250	10,500	0.00%	44.83%
UTILITIES	27,280	25,600	23,820	24,200	-5.47%	1.60%
CAPITAL OUTLAY	4,294	6,000	500	1,500	-75.00%	200.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	1,487,665	1,022,130	1,022,130	1,057,800	3.49%	3.49%
DEPARTMENT TOTAL	7,662,030	5,686,982	7,003,300	6,125,033	7.70%	-12.54%

* Finance Department contractual services include economic incentive agreements with multiple local businesses.

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 seventeen 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 serving three-year overlapping terms. 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, 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 and modifications 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. 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.

7. Community Relations Commission - Consists of nine members appointed by the 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 and inclusiveness. Awards village assistance to senior residents in accordance with established eligibility criteria.
8. 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.
9. 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.
10. Sustainability Commission – Consists of nine 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.
11. 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.
12. 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.
13. 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 C-1 Village Center and in C-2 Outlying Commercial Districts.
14. 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.
15. 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.
16. Family Days 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 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, Assistant to the Village Manager, Communications Coordinator and Deputy Village Clerk. The Information Technology Division consists of the IT Director, Senior IT Systems Specialist and IT Systems Technician, and is overseen by the Village Manager's Office. Most activities of the various boards and commissions are included in the Village Manager's budget.

The Village Manager's Department will complete the following projects during the 2023 fiscal year:

1. Monitor internal operations of all departments to ensure appropriate levels of labor and resources.
2. Assess effectiveness of Village communication tools including a redesign of the D-Tales print newsletter and website, and continued evaluation of social media platforms.
3. Continue to oversee residential and commercial solid waste collection franchises including the continued emphasis on the utilization of the organics cart for over 6,000 households and 230 businesses.
4. Continue to advance awareness and monitor sustainable benefit of the Community Solar initiative for residents and small commercial customers.
5. Continue to oversee the Electricity Aggregation 2.0 Program bringing 100% renewable energy to approximately 3,000 households and small business customers resulting in an approximately \$60,000 civic contribution to support the purchase of renewable energy credits. Moreover, use this accomplishment to obtain US EPA Green Power Partnership status for the Village.
6. Analyze possible benefits of developing a 'Community-Driven, Community-Solar' program to provide broad community benefit and develop a sustainable 'green' revenue stream.
7. File Certificate of Error for 630 Central Avenue for consideration and review by the Lake County Assessor's Office to rebate previous year property tax payments.
8. File P-Tax 300 for 0 Landis Lane to obtain property tax exemption status.
9. Improve and expand business continuity and disaster recovery systems and plans including documentation and automated testing.
10. Prioritize security awareness training and penetration testing to ensure users maintain a defensive posture to thwart cyber security threats.
11. 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, revising promotional brochures and hosting developer meetings associated with promotion of TIF#3.
12. 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.
13. Support efforts, goals and objectives of Sustainability Commission, Cable and Telecommunications Commission, Cemetery Commission, Community Relations Commission, Fine Arts Commission and Greenhouse Gas Reduction Working Group.

14. Provide support for special events such as Winter Celebration, Harvest Fest, Downtown Lighting Ceremony, Food Truck Thursdays, and other business promotion events in partnership with the DBR Chamber of Commerce.
15. Update and modernize the Village liquor code as the restaurant and bar industries change post pandemic.
16. Further evaluate cost-benefit of robotic process automation, specifically for invoice entry, and advance interdepartmental deployment.
17. Facilitate annexation of railroad right-of-way south of Lake Cook Road Metra station.
18. Negotiate small cell license agreements with various telecommunication companies to establish consistent rules and regulations for installation on Village-owned infrastructure.
19. Provide support and orientation for onboarding newly elected officials following the April 2023 Consolidated election which will include the election of three trustee.
20. Install the remaining digital parking pay station at the Deerfield Metra station and remove the remaining antiquated cash boxes. This will complete the parking pay station modernization program.
21. Pursue various action items outlined in the Climate Action Report including determining the 2021 GHG baseline inventory, analyzing ROI of fleet electrification, building energy audits and installation of EV charging stations.
22. Facilitate possible annexation of Baxter campus and associated redevelopment of the site.
23. Research, develop and draft Redevelopment Plan and Eligibility Study for proposed TIF District #4 (generally located at the former Walgreens campus on the south side of Lake Cook Road) and hold required JRB meetings and Public Hearings.
24. Provide support for emergency water connection with Northbrook including finalizing MOU and agreements in close collaboration with the department of Public Works and Engineering.

Accomplishments During 2022

1. Completed union negotiations with police (ICOPS) and public works (Local 150) and secured new 4-year collective bargaining agreements, before the contract expiration date of December 31, 2022.
2. Served as primary liaison to the Greenhouse Gas Ad Hoc Working Group and facilitated their efforts preparing a multi-year plan outlining actions to reduce the Village's carbon footprint by 45% by 2030 and carbon neutral by 2050.
3. Completed a Plat of Vacation donating an unimproved alley in Jewett park to the Deerfield Park District to assist with their future development plan.
4. Oversaw department reorganization which includes the positions of the Assistant to the Village Manager, Director of Information Technology and Deputy Village Clerk.
5. Negotiated a lease with Northshore Gas to build an internal collection system monopole in Reservoir 29A. This agreement will generate over 2 million dollars in revenue over the life of the lease.
6. Led various telecommunication initiatives including the renewal of a Comcast franchise agreement, and general maintenance and inspection services of the Village Hall monopole.
7. Analyzed bids and awarded a new Village-wide janitorial services agreement.

8. Installed a new digital pay station in the Deerfield Metra Station parking lot that accepts credit cards, cash and coins. This pay station replaced two of the outdated cash boxes used in lot 13 and 12.
9. Painted the Village Hall monopole. This project required the coordination of multiple cellular carriers and the police and fire department.
10. Created the first ever Food Truck Thursday summer series which included local food vendors, kids activities and live music.
11. Assisted in negotiating an extension of the sales tax sharing agreement with Walgreen National Corporation.
12. Supported the establishment of the Greenhouse Gas Ad Hoc Working Group by identifying target areas to focus on and establishing a baseline carbon footprint of approximately 431,000 metric tons of CO₂.
13. Launched an Electric Aggregation 2.0 Program bringing 100% renewable energy to approximately 3,000 eligible households and small business customers.
14. Provided electronic packets for all weekly distributions to the Mayor and Board of Trustees; posted full agenda packets on the Village's website.
15. Served on the Board of Directors of the Solid Waste Agency of Lake County, Community the Anti-Drug, Northeastern Illinois Public Safety Training Academy, DBR Chamber of Commerce, Lake County Transportation Alliance, and Lake County Convention and Visitors Bureau. Also, served as a member of the West Deerfield Township Dementia Friendly Committee.
16. Continued promotion of various social media platforms including Facebook, Twitter, Instagram and Nextdoor to enhance Village communication methods.
17. Provided guidance and consultation on several key redevelopment projects including redevelopment at 833 Deerfield Road (Deerfield Square).
18. Used ground penetrating radar to survey three plots in the historic Deerfield Cemetery to locate previously unmarked graves.
19. Continued rotating public art program including the display of two downtown murals in partnership with Deerfield High School.
20. Pursued efforts related to the Northwest Quadrant Master Plan including various stakeholder meetings.
21. Facilitated the review and release of Closed Session meeting minutes.
22. Led the recruitment and hiring process for the IT Technician.
23. Oversaw the local election filing process for the upcoming April 4, 2023 Consolidated Election
24. Worked with various councils of government to petition the state to continue disbursing local government revenues and successfully advocated for state-wide capital infrastructure bill.

Work Statistics

2017

2018

2019

2020

2021

2022

Ordinances Passed	37	50	46	31	50	46
Resolutions Passed	15	25	27	30	55	87
Village Board Meetings	24	24	24	24	24	24
D-Tales Published	6	6	6	6	6	6
FOIA Requests (Admin)	61	68	52	53	46	72
Liquor Licenses Issued	34	30	30	30	28	36
Distributions to Mayor and Board	52	52	52	52	52	52
Cable and Telecommunications Commission Meetings	3	2	1	0	0	3
Community Development Group Meetings*	23	23	23	153	75	
Deerfield Area Agency Calls	-	-	-	40	24	
Fine Arts Commission Meetings	7	4	6	2	4	3
Sustainability Commission Meetings	9	9	9	2	8	3
Community Relations Commission	4	0	0	1	10	11
Greenhouse Gas Ad Hoc Working Group	-	-	-	-	4	8
New Senior/Disabled Taxi Users***	81	82	52	5	-	-
Press Releases	9	17	8	4	7	6
E-blasts	24	65	63	67	68	59
Raffle License	2	2	4	2	1	1
Solicitation Permits	24	19	51	0	25	7
Commercial Filming Permits	5	4	7	1	2	
Social Media Reports		52	52	51	52	52
Emergency Test Calls/Texts/Emails	1	1	1	0	1	
Educational Video Productions		1	2	3	2	3
*CDG and/or Executive Staff Meetings (COVID-19). ***moved to Finance						

BUDGET REQUEST - 2023

101210-

VILLAGE MANAGER/ADMINISTRATION

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	1,231,084	1,394,217	1,389,773	1,466,892	5.21%	5.55%
TRAINING & DEVELOPMENT	7,638	20,100	9,350	19,800	-1.49%	111.76%
CONTRACTUAL SERVICES	717,219	831,309	840,994	884,412	6.39%	5.16%
COMMODITIES	4,348	6,300	7,550	8,600	36.51%	13.91%
UTILITIES	11,984	12,600	10,352	12,700	0.79%	22.68%
CAPITAL OUTLAY	20,150	12,700	5,500	9,200	-27.56%	67.27%
CAPITAL IMPROVEMENTS	58,359	45,600	45,600	45,600	0.00%	0.00%
TRANSFERS OUT	46,417	46,417	46,417	48,738	5.00%	5.00%
DEPARTMENT TOTAL	2,097,199	2,369,243	2,355,536	2,495,942	5.35%	5.96%

COMMUNITY DEVELOPMENT DEPARTMENT

Description of Responsibilities:

The Community Development Department is responsible for all aspects of planning, building, and zoning. The Department consists of two divisions: Planning Division and 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, Board of Zoning Appeals, Appearance Review Commission, Board of Building Appeals, and various task forces.

Operational tasks include providing building plan review, permit approval, inspection services, zoning compliance approvals, zoning verification, and maintaining records of approved plans. 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 during the planning phase of their projects so as to achieve maximum compatibility with Village goals, objectives and policies.

The Department staff consists of the Director of Community Development, Building and Code Enforcement Supervisor, Principal Planner, Assistant Code Enforcement Supervisor, Building Inspector, Planner II, Planning and Design Specialist, Building Services Coordinator, and an Administrative Assistant II.

The Department's objectives for the 2023 fiscal year:

1. Provide staff support services for the Plan Commission, the Board of Zoning Appeals, the Appearance Review Commission, and other boards and commissions and task forces for which the Department is responsible.
2. Maintain the Comprehensive Plan, Zoning Ordinance, Development Code, and the Subdivision Code along with building plans, subdivision plats, and approved development plans.
3. Establish a partnership with a third-party housing authority that can assist in the development of administrative manuals and governing documents related to the inclusionary zoning ordinance and ongoing program oversight.
4. Continue to work with the various property owners and prospective developers to promote economic development in the Village, which notably includes the oversight and management of a Façade Rebate Program.
5. Continue to promote and attract redevelopment related to TIF #3 including hosting a developer open house.
6. Continue research and development of proposed TIF #4 in partnership with Kane McKenna and Associates to draft Redevelopment Plan, Eligibility Study and hold associated JRB meetings and public hearings in accordance with the TIF Act.
7. Renew elevator inspection services contract to conduct annual elevator inspection for 225 private and commercially owned elevators in the Village.
8. Research merits of amending construction site sign requirements to provide minimum standards that clearly communicate responsible party and construction hours to the public.
9. Expand use of OpenGov online building permit software and Bluebeam plan review software beyond the 10 active permits.
10. Oversee administration of newly expanded contractor registration process including the possibility of eliminating the requirement for performance guarantees/deposits on most construction projects.

11. Contract with third-party consultant to conduct a comprehensive staffing and process improvement study of the department in an effort to support succession planning, identify areas for improvement and create standard operating procedures.
12. Amend the Subdivision Code to eliminate the requirement for subdivision agreements and impact fee agreements. These elements can be incorporated into final approval documents such as ordinances, and will eliminate redundancy and opportunities for inconsistencies between documents.
13. Review and revise the Village's Impact Fee Ordinance to ensure it reflects current market rates.
14. Work to implement the Northwest Quadrant Master Plan.
15. Continue the process of entering data into the land records data layer in the Village's Geographic Information System (GIS).
16. 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.
17. 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.
18. Work with the Village Manager's Office to determine what additional department documents will be scanned into Laserfiche for easy retrieval.
19. Continue to promote sustainability and green components in land use and building projects, which require staying up-to-date on the latest green techniques and participating in the Greenhouse Gas Ad Hoc Working Group.
20. 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.
21. Continue to keep the Village's website current and up-to-date for items dealing with the Planning Division and Building Division, including information about upcoming public hearings, forms and applications.

Accomplishments for 2022:

1. The Department adjusted to the challenges presented by the COVID-19 and implemented new service delivery approaches to keep Department operations moving forward.
2. Revised the Zoning Ordinance and Municipal Code to reflect the Appearance Review Commission holds public meetings rather than public hearings and created an administrative approval process for certain sign applications. Additionally, codified the appeal process to the Village Board for petitioners that wish overturn a decision of the Appearance Review Commission.
3. Adopted resolutions at the Appearance Review Commission and the Board of Zoning Appeals revise rules and procedures for meetings and public hearings consistent with the Open Meetings Act.
4. Drafted recommendations related to the development of a Façade Rebate Program and facilitated the award of the first grant to 827 and 829 Waukegan Road.

5. Implemented online building permit and online plan review software for 10 record types, resulting in increased customer service and operational efficiency.
6. Amended Chapter 7 of the Municipal Code to transition from a licensing program to an expanded contractor registration program for general, excavation, roofing, plumbing, irrigation and electrical contractors.
7. Amended the Zoning Ordinance to establish a sign criteria process; approved the changes for amendments to PUDs; removed the requirement for pre-filing conferences at the Plan Commission for all petitions except those filed by a public entity; clarified setbacks for accessory uses and structures located in planned residential developments; and, created a text amendment to increase the depth of ground signs.
8. Revised Article 12 of the Zoning Ordinance to better define substantial conformance for Planned Unit Developments.
9. Eliminated the Village Center Commission as it has completed its primary mission and other downtown promotional initiatives have been initiated.
10. Negotiated intergovernmental agreement with West Deerfield Township for access to the Village's building records so the Assessor can more accurately perform their property tax assessments.
11. Amended Chapter 6 of the Municipal Code to require four-foot fences with self-closing devices around all swimming pools, no exception.
12. Administered the expanded temporary restaurant outdoor seating regulations including approval of seven food and beverage establishment applications in response to Restore Illinois COVID-19 mitigation measures.
13. Performed 2,146 building inspections along with various plan reviews that correlate with construction projects throughout the Village.
14. Issued 1,289 building permits year-to-date totaling \$861,607 in revenue and notable includes over \$5 million invested in two separate spaces at 3 Parkway North Center.
15. The estimated construction cost of all construction permits issued totals over \$60 million. Moreover, of the 1,151 construction permits issued 89% of the permits are for residential improvements.
16. Other notable land use matters evaluated by the Planning Division staff included the relocation of an innovation center to the Walgreens Wilmot Road campus, a 4-story, 150 unit affordable assisted living facility at 1101 and 1121 Lake Cook Road; renovation of Shepard Park including six pickleball courts; redevelopment of the Barnes and Noble bookstore into a multi-tenant space with retail uses on the first floor and boutique office space on the second floor at 728 Waukegan Road, a special use establishing a recreational cannabis dispensary at 677 Lake Cook Road; and, an indoor children's playground at 405 Lake Cook Road.
17. Staff managed scheduling of two downtown banner poles including the addition of two new designs. The Highland Park Strong banner was created to show support during the aftermath of the July 4th incident and the Harvest Fest Banners were updated to reflect changes in the event.
18. 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.
19. As staff liaison to several Boards and Commissions, staff participated in twenty public meetings with the Plan Commission, one meeting with the Board of Zoning Appeals, and eleven meetings with the Appearance Review Commission.

20. 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. Planning Division staff continues to administer the Zoning Certificate of Compliance applications for new businesses that are Permitted Uses.
21. The Appearance Review Commission reviews 23 petitions. Some of the notable petitions include signage and/or architectural reviews for:
- Shake Shack, 560 Waukegan Road
 - Deerfield Square Office and Retail Building, 728 Waukegan Road
 - The Coder School and Top Issue, 827 and 829 Waukegan Road
 - Cyclebar, 190 Waukegan Road
 - Curaleaf, 677 Lake Cook Road
 - Kids Empire, 495 Lake Cook Road
 - Scoops and Cookies, 740 Deerfield Road
 - Seven sign packages were approved administratively

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The Plan Commissioner considered the following land use petitions:

Meeting Date	Petitioner	Special Use (SU)	Amend Planned Unit Development	Amend Special Use	Text Amendment (TA)	Resubdivision	Finding of Substantial Conformance	Miscellaneous	Public Hearing	Workshop Meeting
1/13/2022 Cont. Public Hearing 2/10/22	100 Wilmot Rd - Walgreens Innovation Ctr. PUD Amdmt		1						1	
1/13/2022 2/10/22 5/12/2022	1101-1121 Lake Cook Rd -Heritage Woods - Supportive Living Facility	1	1		1		1		1	2
1/13/2022 Cont. Prefiling Conference 1/27/22 2/24/22 4/14/2022	130-140 Kenmore Ave - Resubdivision						1	1	1	2
1/27/2022	740 Waukegan Rd - Medical Office	1							1	
2/10/2022 3/10/22	440 Grove Ave - Pickleball				1				1	1
2/10/2022 3/10/22	728 Waukegan Rd - Barnes Noble PUD Amdmt		1						1	1
2/10/2022	Zoning Map							1		1
3/10/2022	Zoning Ordinance Text Amdmts				5				5	
3/31/2022	471 Lake Cook Rd - Goddard Expansion		1	1					1	
3/31/2022 04/28/2022	671 Lake Cook Rd - Curaleaf SU	1							1	1
5/12/2022	Old National Bank- Sign Exception Document								1	1
5/26/2022	Approval									1
6/9/2022 7/28/2022	909 & 937 Lake Cook Rd - Monopole TA SU	2			2				1	1
6/23/2022	60 Waukegan Rd - Starbucks Menu Boards		1						1	
7/14/2022 8/11/2022	827 Waukegan Rd - CoderSchool SU	1							1	1
8/25/2022	Document Approval									1
9/28/2022	495 Lake Cook Rd - Kids Empire TA SU	1	1		1				1	
9/28/2022 10/27/22	560 Waukegan Rd - Shake Shack TA SU	1			1				1	1
9/28/2022 10/27/2022	Ground Sign Depth TA				1				1	1
10/13/2022	Document Approval									1
11/10/2022	649 Lake Cook Rd - Animal Hospital SU	1								1
Totals		9	6	2	11	1	2	3	20	16

Work Statistics

2017

2018

2019

2020

2021

2022

Permits:

Total Permits	1264	1280	1262	1292	1469	1289
Total Inspections					2,207	2,146
Board of Zoning Appeals Public Hearings	2	6	4	4	8	1
VCC Meetings*	5	4	5	3	2	0
Appearance Review Commission Meetings	13	12	13	10	11	11
Plan Commission:						
Public Hearings	19	22	18	13	15	20
Substantial Conformance Petitions	4	3	1	2	4	2
Prefiling Conferences	19	18	13	10	10	16
Miscellaneous Requests & Items	1	0	3	2	2	3

*VCC dissolved in 2022.

BUDGET REQUEST - 2023

101330

COMMUNITY DEVELOPMENT DEPT.

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	1,308,848	1,401,550	1,414,144	1,472,132	5.04%	4.10%
TRAINING & DEVELOPMENT	2,599	10,000	1,950	7,750	-22.50%	297.44%
CONTRACTUAL SERVICES	102,705	222,858	141,090	271,435	21.80%	92.38%
COMMODITIES	10,449	15,000	10,000	15,600	4.00%	56.00%
UTILITIES	10,523	11,700	10,250	10,500	-10.26%	2.44%
CAPITAL OUTLAY	7,698	5,500	3,500	1,000	-81.82%	-71.43%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	9,375	9,375	9,375	9,375	0.00%	0.00%
DEPARTMENT TOTAL	1,452,197	1,675,983	1,590,309	1,787,792	6.67%	12.42%

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 Assistant Director, one Project Manager, one Public Works Analyst and a shared 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 2022:

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 2022, the Department facilitated the rehabilitation of part or all of the following roads: Byron Court, Charing Cross, Gordon Terrace, Hermitage Drive, Kenmore Avenue, Kipling Place, Longfellow Avenue, Montgomery Road, Plum Tree Road, Price Lane, Rosewood Avenue, and Whittier Avenue.

Arbor Vitae Rd. and Appletree Ln. Infrastructure Project – Design work began in early 2019 for this project that is slated to replace the water main on Arbor Vitae Rd. and Appletree Ln., and in doing so, eliminate two dead ends on the water distribution system. The reconstruction of Arbor Vitae Rd. is also included in this project while rehabilitation to the roadway is anticipated for Appletree Ln. Originally selected for a 2020 construction season, this project has been pushed back to align with the intended construction of an emergency water main connection with the Village of Northbrook.

Waukegan Road Water Main Replacement Project- Design work for the Waukegan Road Water Main Replacement Project was initiated in early 2021. The project includes water main replacement along Waukegan Road between Deerfield Road and North Avenue. The project was originally scheduled to take place in 2022 however material procurement issues delayed the project to 2023. In the fall of 2022, this project was bid and awarded with a construction start date of spring 2023.

Hazel Avenue Reconstruction Design Project – The Village has planned for the eventual reconstruction and upgrade to underground utilities on Hazel Avenue from Waukegan Road to Wilmot Road. Hazel Avenue is designated as a Key Route (formerly FAU Route) which allows for the Village to apply for federal participation to help fund this project. As such, the Village completed the federal engineering Phase I

process in early 2020 and anticipates completing this Phase II design in 2023. The Village submitted for federal participation as part of the Lake County call for projects in 2022 and is currently in their contingency program. While construction is currently scheduled for 2024, the actual schedule will be considered once funding sources have been determined.

Park Avenue Reconstruction Design Project – The Village has planned for the reconstruction and upgrade to underground utilities on Park Avenue from Deerfield Road to Hazel Avenue. Park Avenue is designated as a Key Route (formerly FAU Route) which allows for the Village to apply for federal participation to help fund this project. As such, the Village began federal engineering Phase I process in early 2020 and anticipates beginning Phase II design in 2023. The Village submitted for federal participation as part of the Lake County call for projects in 2022 and is currently in their contingency program. A construction schedule will be considered once funding has been decided. Northwest Quadrant construction phasing will be considered as the design work moves forward.

Sanitary Sewer Lining Program – As part of the ongoing work to reduce Inflow and Infiltration, staff awarded the 2022 lining contract to Visu-Sewer. As part of the project, over 8,500 linear feet of sanitary sewers were lined, and several thousand linear feet of storm sewers were cleaned and televised. Some storm sewer lining was also completed where an imminent need was determined.

2022 Sidewalk Program – In an ongoing effort to improve the Village sidewalk system, the Village utilizes capital funds to remove and replace sidewalks as needed to alleviate trip hazards, to bring pedestrian cross walks in compliance with ADA requirements, and to improve the overall sidewalk. During the 2022 project, the Village was able to improve various hazardous locations throughout the Village.

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 and for the development of a NARP (Nutrient Assessment and Reduction Plan). WRF staff continue to act as the lead agency for this effort. A NARP workplan is underway, fully funded by the work group, and a full NARP will be completed by the end of 2025.

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 some instances, staff requires additional outside professional engineering services to determine the resolution or improvement of drainage issues. In other instances, some locations with drainage issues were able to be improved upon by various methods, including regrading efforts and new storm sewer installations.

Water System Redundancy Project (Northbrook Connection) – Over the last several years, the Village has been planning for the installation of an emergency water main connection with Northbrook. This process began with the planning in 2018 and the construction in 2020 of a new water crossing under the Edens Spur. Since then, the Village has been working with special counsel to draft an MOU with Northbrook on the future requirements of such a connection. The Village has also started the preliminary engineering and routing analysis of the connection.

Water Meter Head Replacement Program – In 2021, the Village awarded the meter head replacement contract to United Meters Inc. (UMI). Between 2021 and 2022, approximately 4,000 meter heads were replaced in the Village. All meters were retrofitted with updated fixed network (SE) heads. The Village plans on completing the meter head replacement program in 2023. In addition to the meter head

replacement, the material type of each water service was recorded allowing for the Village to pursue completion of a lead service line inventory by 2024.

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 2022, staff conducted around 75 site review visits which mostly occurred in the spring.

Phosphorus Removal Upgrade - The new NPDES permit for the WRF was enacted in June of 2020. It included a 1 mg/L effluent phosphorus limit (regulation). The current infrastructure at the WRF is not designed to meet this requirement. In 2021 the WRF Division, along with engineering staff, implemented the design process. The project was awarded and construction began in November of 2022, allowing for completion of all work in May of 2023.

Lighting System Upgrades - Much like many other Village assets, the Village lighting system in various subdivisions is starting to fail which requires frequent PW attention. This project replaces problematic locations and allows for system upgrades to reduce the amount of lighting outages in the Village. In 2022, the Department facilitated the completion of lighting upgrades along Price Lane and in the northeast quadrant. Work included installation of 3,000 liner feet of conduit and cabling, new efficient LED light fixture upgrades, and new light pole installations.

Zion Woods Development - In 2021, staff worked with developers to complete the required approvals by the USCOE, FEMA, and Lake County SMC for the Zion Woods project as well as contracted with a local engineering firm to perform construction oversight. Construction began early this year with mass grading and storm water components and pending FEMA approval, the construction should resume by early 2023.

Heritage Woods Development – Village staff performed the appropriate reviews and approvals for this large development, which included extensive water main considerations and coordination. It is anticipated that this project will begin in 2023, with the Village contracting a local engineering firm to perform construction oversight.

Village Monopole Painting – Staff completed a full structural analysis of the Village's monopole behind Village hall in early 2022. This analysis concluded that in addition to repainting of the entire pole, four sections were required to be replaced. The work was completed in the summer of 2022.

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 360 permit applications for removal of trees (including the DED or Ash trees). In addition to these permit applications, the Village has reviewed approximately 160 applications for the removal of trees related to construction permit applications.
- The Public Works and Engineering Department has processed 2,617 invoices for contractual work.
- The Engineering Department performed around 215 plan reviews for residential lot improvements, eight plan submittals for new residential homes, another 22 for residential home additions, and processed 155 final engineering inspections / escrow refunds.
- Managed the Village's bridge inspection program to ensure compliance with state and federal requirements.

- Compiled / updated FEMA community rating system requirements for FEMA audit.
- Prepared NPDES yearly report, including outfall inspections, for all 96 outfalls within the Village.
- Updated the Engineering Department portion of the new website, including weekly construction updates.
- Staffed the Family Days Commission, Harvest Fest, Winter Fest, Cemetery Commission and Green House Gas Work Group with PWE personnel.
- Facilitated the replacement of approximately 14,000 feet of pavement markings.
- Prepared and published the Consumer Confidence Report on water quality.
- Monitored the conditions and groundwater at Reservoir 29A and cooperated with the offices of the Metropolitan Water Reclamation District.
- Reviewed and approved private utility permits to increase reliability and upgrade existing services.
- Completed the replacement of flashing crosswalk beacons at the intersection of Deerfield Road and Jonquil Terrace and Montgomery Road and Wilmot Road
- Installed 4059 water meter heads as part of the replacement program. This information also is used to identify lead services and illegal cross-connections.
- Installed four electric vehicle charging stations at Public Works.

Major projects planned for 2023 are:

Street Rehabilitation Project - The scope of the Street Rehabilitation Project is to rehabilitate portions of the existing Village owned roadway network and utilities. The total scope and location list for this project will be determined in early 2023.

Waukegan Road Water Main Replacement Project- Design work for the Waukegan Road Water Main Replacement Project was completed in early 2022. The project includes water main replacement along Waukegan Road between Deerfield Road and North Avenue. The project was discussed during budget meetings and is fully funded for the 2023 construction season. In an effort to secure material in a timely fashion, the Village has already advertised this project and awarded the contract. The Village anticipates starting the project in spring of 2023.

2023 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, to bring pedestrian cross walks in compliance with ADA requirements, and to improve the overall accessibility. The 2023 program will also involve the initial development of the Village's ADA Transition Plan.

Emergency Water Connection- The construction of the water connection to Northbrook across the Edens Spur was constructed in 2020. Completion of a preliminary MOU and the beginning of the design process will continue between the Villages of Northbrook and Deerfield in 2022 regarding the opportunity to construct the first emergency water connection between the two Municipalities.

Water System Valving Improvements – As part of the most recent water model report, recommendations were made where valves could be added to improve the overall water system. These additions would be in locations that would help reduce the amount of properties impacted by water disruptions as well as locations that would reduce the chances for a large-scale water main break.

Sewer Lining Program – In 2023, roughly 8,000 linear feet of sanitary sewer will be lined. The lining work will primarily be focused in the southwest quadrant.

Fats, Oils and Grease Program (FOG) – Staff will work with all food service establishments (FSEs) to ensure compliance with the program.

Water Meter Head Replacement Program – The meter head replacement contract will be continued into 2023 using United Meters Inc. (UMI). By 2023 all residential meter heads, approximately 4,200, will be retrofitted with updated fixed network (SE) heads.

Water System SCADA Upgrades: Supervisory and Data Acquisition (SCADA) upgrades to the water pumping stations began in 2022. The work includes replacing Variable Frequency Drives, at some pumping stations, and controls at all pumping stations throughout the Village. The work will bring SCADA up to date, whereas the last update was completed in the late 1990’s.

Lighting System Upgrades - Much like many other Village assets, the Village lighting system in various subdivisions is starting to fail which requires frequent PW attention. This project would replace problematic locations and allow for system upgrades to reduce the amount of lighting outages in the Village. The scope of work will include new electric line installation, new efficient LED light fixture upgrades, and new light pole installations. This work is planned to take place in 2023.

Nutrient Assessment and Reduction Plan - The Nutrient Assessment and Reduction Plan (NARP) is a requirement of the new NPDES permit due to the current impaired classification of the WRF’s receiving waters. The NARP includes identification of phosphorus sources in the watershed and how these can be reduced. This work is currently under way and will be complete in 2025.

Village Parkway Tree Inventory – The Village, following best management practices, will survey all existing Village parkway trees in 2023 in an effort to develop a Village tree inventory. This inventory will allow the Village to better manage its existing trees and determine best ways to preserve, protect, and enhance the overall urban forest.

Work Statistics	2018	2019	2020	2021	2022
Number of Purchase Payments Processed	1,742	2,547	2,593	2,411	2,411
Letters of Credit Received/Renewed	2	1	2	2	1
Number of Plans Reviewed	185	240	280	250	215
Number of Ad Hoc Tree Removal Permits Issued	292	273	350	364	364

**BUDGET REQUEST - 2023
ENGINEERING DIVISION (PUBLIC WORKS)**

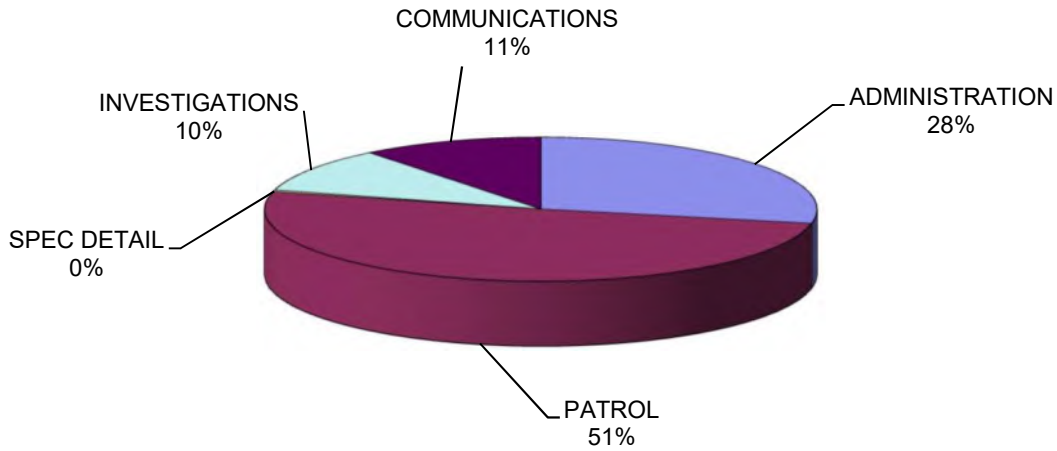
102110-

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	495,207	495,900	467,100	421,200	-15.06%	-9.83%
TRAINING & DEVELOPMENT	1,018	6,100	2,400	6,100	0.00%	154.17%
CONTRACTUAL SERVICES	208,806	366,146	273,381	474,476	29.59%	73.56%
COMMODITIES	8,800	10,500	13,500	11,500	9.52%	-14.81%
UTILITIES	5,033	6,100	6,000	5,900	-3.28%	-1.67%
CAPITAL OUTLAY	7,272	6,000	3,250	7,250	20.83%	123.08%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	16,352	24,680	24,680	24,680	0.00%	0.00%
DEPARTMENT TOTAL	742,488	915,426	790,311	951,106	3.90%	20.35%

**BUDGET REQUEST - 2023
POLICE - SUMMARY**

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	8,591,749	9,616,764	8,725,763	9,966,949	3.64%	14.22%
TRAINING & DEVELOPMENT	33,114	134,875	85,752	140,885	4.46%	64.29%
CONTRACTUAL SERVICES	678,310	949,835	830,110	1,771,018	86.46%	113.35%
COMMODITIES	85,593	151,555	150,040	179,761	18.61%	19.81%
UTILITIES	29,388	37,025	33,015	33,125	-10.53%	0.33%
CAPITAL OUTLAY	46,100	80,399	55,750	140,432	74.67%	151.90%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	165,128	180,623	180,623	279,906	54.97%	54.97%
DEPARTMENT TOTAL	9,629,382	11,151,076	10,061,053	12,512,076	12.21%	24.36%

POLICE DEPT. BUDGET BY DIVISION



**POLICE DEPARTMENT
FISCAL YEAR 2023**

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 2023 fiscal year:

The Department has begun the process of choosing and procuring protective face masks, commonly referred to as gas masks. Respiratory protection is a key consideration for officers when responding to incidents where air contaminants are unknown. The availability of gas masks to our patrol officers will increase their effectiveness and ability to respond to potentially hazardous events.

The Department is in the process of replacing its Live Scan Fingerprint system. The Live Scan Fingerprint system is an inkless, electronic means of capturing fingerprints in a digitized format. The fingerprints can then be transmitted to the State Police or FBI, or printed onto a fingerprint card. The current system is scheduled to be replaced in 2022 with a more updated and efficient system that will allow for enhanced performance as it relates to fingerprint captures.

The Department continues to make progress with the 9-1-1 Center's remodel project. Construction is to begin in the spring to create a more functional, unified workspace to accommodate the demands of dispatching for four agencies. Key considerations are ergonomics, work flow logistics, the replacement of aging dispatch consoles and accommodating impending "Next Generation" 9-1-1 technologies.

The Department continues to take active measures to prepare for "Next Generation" 9-1-1 technology including the upgrade of existing equipment where necessary and facilitating the installation of an Emergency Services IP Network that will enable voice and multimedia (including text) to be delivered through broadband networks. This will provide a faster and more resilient infrastructure that allows for linked communications across state and local governments. The Illinois State Police, who is overseeing this project, has scheduled our Center to go live with Next Generation 911 in the upcoming year.

The Department is in the process of choosing and obtaining a Drone (Small Unmanned Aircraft System). The use of drone will enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. The Department plans on initially training six officers as pilots along with numerous visual observers.

2022 Accomplishments

In August, the Department successfully completed its Year 1 web-based standards review as required under the four-year assessment model used by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The intent of the remote assessment is to confirm ongoing compliance with approximately 25% of the applicable standards for our agency, culminating in an on-site inspection during our Year 4 review. This process is designed to provide agencies and communities with the highest level of service by ensuring a continual review of policies and procedures as they relate to best practices.

The Department has recognized the need for capital improvements related to the Police Department facilities as the building has aged. The Department has updated shower facilities in the Men’s and Women’s Locker Rooms and installed new flooring throughout the basement of the building. The Department will continue to identify and address areas in need of improvement within the facility.

The Police Department continued and increased our community engagement programs throughout 2022. We continued with events for the Illinois Special Olympics to include the Torch Run, Cop on Top, and Harley Raffle. Coffee with a Cop, Cram A Cruiser, and Citizen Police Academy continued with an overwhelming response from the community. We also began some new engagement programs such as Deerfield Police Pink Patch Patrol which raised donations for the Cancer Wellness Center in Northbrook. The first annual homerun derby between the Police and Fire Departments at the annual Wooden Bat Tournament. Another new program was the Community Roll Calls where the Department conducted one outdoor roll call in each of the four quadrants of town. All these programs continue to advance a positive relationship with the community we serve and look forward to continuing them in 2023.

The Police Department continues to put a priority on our Officer Wellness Program considering an Officers physical and mental health. Officers will continue to receive proper training and equipment while stressing “Peer Support” during times of need. The program forms a comprehensive approach to maintaining healthy members of the agency by combining current programs (EAP, Early Warning, and Social Services) into one system, including a yearly visit with a clinical psychologist.

STATISTICAL SUMMARY

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Calls for Service	21,196	19,586	12,084	13,877	15,108
Accidents; Personal Injury	56	84	40	40	48
Property	493	502	227	286	299
Traffic Tickets	3,725	3,175	1,201	1,634	1,742
Parking Citations	2,161	1,728	481	396	313
Crime Index*	141	135	168	384	212
Criminal Arrests	451	378	164	187	202
Domestic Trouble	107	133	111	122	115
Vandalism**	58	54	25	65	34
Traffic Enforcement Index (Tickets per Injury Accident)	66.5	37.8	30.0	40.8	36.3

*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).

**In 2022, ‘Vandalism’ is now reported as ‘Destruction of Property’.

BUDGET REQUEST - 2023
POLICE - ADMINISTRATION

106010-

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	1,144,572	1,294,931	1,287,786	1,438,824	11.11%	11.73%
TRAINING & DEVELOPMENT	977	16,590	8,810	18,590	12.06%	111.01%
CONTRACTUAL SERVICES	595,629	881,575	760,110	1,702,758	93.15%	124.01%
COMMODITIES	20,009	27,360	20,600	27,675	1.15%	34.34%
UTILITIES	23,282	26,525	26,515	26,525	0.00%	0.04%
CAPITAL OUTLAY	34,315	21,700	14,398	34,300	58.06%	138.23%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	165,128	180,623	180,623	279,906	54.97%	54.97%
DEPARTMENT TOTAL	1,983,912	2,449,304	2,298,842	3,528,578	44.06%	53.49%

106020-

POLICE - COMMUNICATIONS

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	1,116,426	1,183,584	1,153,236	1,314,975	11.10%	14.02%
TRAINING & DEVELOPMENT	1,351	11,000	11,000	11,000	0.00%	0.00%
CONTRACTUAL SERVICES	196	500	500	500	0.00%	0.00%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	320	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	1,118,293	1,200,084	1,169,736	1,331,475	10.95%	13.83%

106033-

POLICE - INVESTIGATIONS/YOUTH

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	1,034,867	1,159,872	1,042,377	1,209,683	4.29%	16.05%
TRAINING & DEVELOPMENT	4,755	13,350	9,880	17,850	33.71%	80.67%
CONTRACTUAL SERVICES	6,831	8,200	13,800	8,200	0.00%	-40.58%
COMMODITIES	3,338	12,330	9,750	10,625	-13.83%	8.97%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	2,882	28,500	18,307	16,137	-43.38%	-11.85%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	1,052,673	1,222,252	1,094,114	1,262,495	3.29%	15.39%

BUDGET REQUEST - 2023

106034-

POLICE - PATROL

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	5,275,485	5,890,377	5,221,364	5,955,467	1.11%	14.06%
TRAINING & DEVELOPMENT	26,031	93,935	56,062	93,445	-0.52%	66.68%
CONTRACTUAL SERVICES	75,654	59,560	55,700	59,560	0.00%	6.93%
COMMODITIES	62,246	111,865	119,690	141,461	26.46%	18.19%
UTILITIES	6,106	10,500	6,500	6,600	-37.14%	1.54%
CAPITAL OUTLAY	8,583	25,199	18,045	84,995	237.30%	371.02%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	5,454,105	6,191,436	5,477,361	6,341,528	2.42%	15.78%

106061-

POLICE - SPECIAL DETAIL

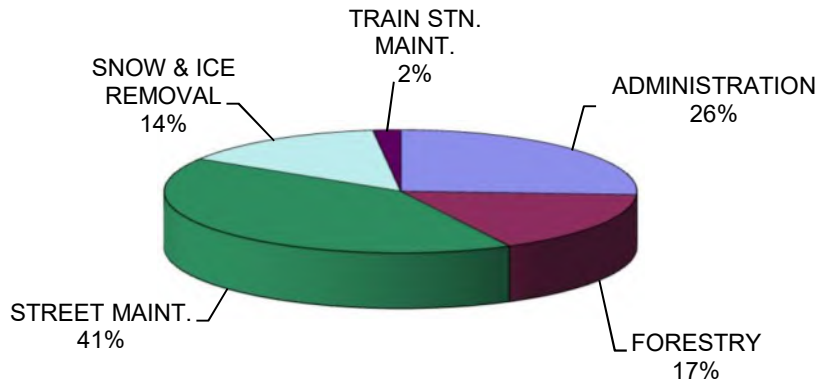
	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	20,399	88,000	21,000	48,000	-45.45%	128.57%

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BUDGET REQUEST - 2023
STREET DIVISION - SUMMARY

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	1,137,237	1,181,500	1,126,502	1,208,150	2.26%	7.25%
TRAINING & DEVELOPMENT	863	4,400	4,400	4,400	0.00%	0.00%
CONTRACTUAL SERVICES	961,574	937,122	939,532	964,668	2.94%	2.68%
COMMODITIES	414,137	360,450	395,300	395,450	9.71%	0.04%
UTILITIES	56,062	70,700	67,200	71,100	0.57%	5.80%
CAPITAL OUTLAY	1,700	8,350	7,800	9,600	14.97%	23.08%
CAPITAL IMPROVEMENTS	177,538	155,000	155,000	200,000	29.03%	29.03%
TRANSFERS OUT	174,665	221,934	221,934	221,934	0.00%	0.00%
DEPARTMENT TOTAL	2,923,776	2,939,456	2,917,668	3,075,302	4.62%	5.40%

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 2022 through December 2022:

- Maintained all Village streets in drivable condition throughout the year.
- Removed and replaced 125 cubic yards of concrete street, curb, and sidewalks.
- Removed and replaced 461 tons of asphalt street.
- Swept 1,570 miles of streets, removing 640 cubic yards of debris.
- 1,785 tons of salt were used with 1,870 total man hours expended for snow and ice removal in the 2020-2021 season. Liquid Salt Brine used – 3,100 gallons. Calcium Chloride used – 18,200 gallons.
- Performed pavement patching with UPM on a continual basis, using 100 tons.
- Installed 220 replacement street signs, including 16 regulatory signs that failed retro-reflectivity standards.
- Maintained street sign inventory and work orders with 3M Road Management Services software.
- Repairs to Village owned street lighting include the replacement of 6 streetlight poles, 12 repairs to streetlight wires, and 50 streetlight lamps were upgraded to LED.
- Planted 60 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 2022 tree trimming and tree removal contract. Approximately 210 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.
- Installed holiday decorations, including streetscape pole lighting.

The Street Division goals for the 2023 fiscal year are as follows:

- Continue to assist the Engineering Department with the 2023 street rehabilitation program.
- Manage snow operations and sidewalk clearing. Reduce the use of chlorides without reducing the level of service.
- Conduct tree trimming and planting on Village property.
- Continue to remove and grind asphalt as needed.
- Make concrete street repairs to Gordon Terr., Rosewood Ave., Laurel Ave., Shannon Rd., Sequoia Ln., Shenandoah Rd., and We-Go Ter.
- 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 2017 - 2022</p>
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	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Cleaning</u>						
Streets Swept (Miles)	2,350	2,150	2,380	1,857	2,256	1,570
Streets Swept (Cubic Yards Debris)	890	985	1,125	1,100	1,320	640
<u>Traffic Marking</u>						
Traffic Marking (Lineal Feet)	N/A	N/A	N/A	N/A	N/A	N/A
<u>Pavement Patching</u>						
Pre-Mix Patching Materials Used (Tons)	140	175	190	100	120	100
<u>Concrete and Asphalt Removal and Replacement</u>						
Concrete (Cubic Yards)	385	220	260	108	331.5	125
Asphalt (Tons)	325	280	280	148	260	461
<u>Street Lights and Traffic Signals</u>						
Street Signs Erected or Replaced	123	338	425	185	210	220
Street Light Standards Replaced	5	5	6	4	6	6
Street Light Cable Repairs	14	15	16	16	12	12
Street Lamps Replaced	57	50	50	50	50	50
<u>Snow and Ice Control</u>						
Snow and Ice Control (Man Hours)	1092	2,150	2,200	1,228.5	1,895	1,870
Rock Salt Used (Tons)	2,400	2,037	2,300	1,505	2,200	1,785
<u>Tree Maintenance</u>						
Trees Removed (Number)	253	185	200	200	285	210
Tree Planting 50-50 Program	19	38	34	61	75	60
Leaf Removal (Cubic Yards)	5,404	6,400	7,324	7,143	6,108	7,763

**BUDGET REQUEST - 2023
STREET - ADMINISTRATION**

102010-

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	269,408	298,200	265,200	292,400	-1.95%	10.26%
TRAINING & DEVELOPMENT	863	4,400	4,400	4,400	0.00%	0.00%
CONTRACTUAL SERVICES	179,422	282,122	241,032	254,168	-9.91%	5.45%
COMMODITIES	5,777	7,700	7,700	7,700	0.00%	0.00%
UTILITIES	6,632	8,400	5,400	8,700	3.57%	61.11%
CAPITAL OUTLAY	0	5,600	5,050	6,850	22.32%	35.64%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	174,665	221,934	221,934	221,934	0.00%	0.00%
DEPARTMENT TOTAL	636,767	828,356	750,716	796,152	-3.89%	6.05%

102036-

STREET - SNOW & ICE CONTROL

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	74,247	86,750	82,600	86,750	0.00%	5.02%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	204,340	135,000	147,000	135,000	0.00%	-8.16%
COMMODITIES	198,337	182,750	216,600	217,750	19.15%	0.53%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	1,700	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	478,624	405,250	446,950	440,250	8.64%	-1.50%

102037-

STREET - FORESTRY

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	0	8,250	5,902	8,100	-1.82%	37.24%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	266,538	242,500	324,000	288,000	18.76%	-11.11%
COMMODITIES	3,774	10,000	11,000	10,000	0.00%	-9.09%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	2,000	2,000	2,000	0.00%	0.00%
CAPITAL IMPROVEMENTS	177,538	155,000	155,000	200,000	29.03%	29.03%
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	447,850	417,750	497,902	508,100	21.63%	2.05%

BUDGET REQUEST - 2023
STREET - TRAIN STATION MAINTENANCE

102038-

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	11,084	9,500	9,200	9,100	-4.21%	-1.09%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	37,580	43,500	43,500	43,500	0.00%	0.00%
COMMODITIES	1,097	3,000	3,000	3,000	0.00%	0.00%
UTILITIES	2,018	2,300	1,800	2,400	4.35%	33.33%
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	51,779	58,300	57,500	58,000	-0.51%	0.87%

102050-

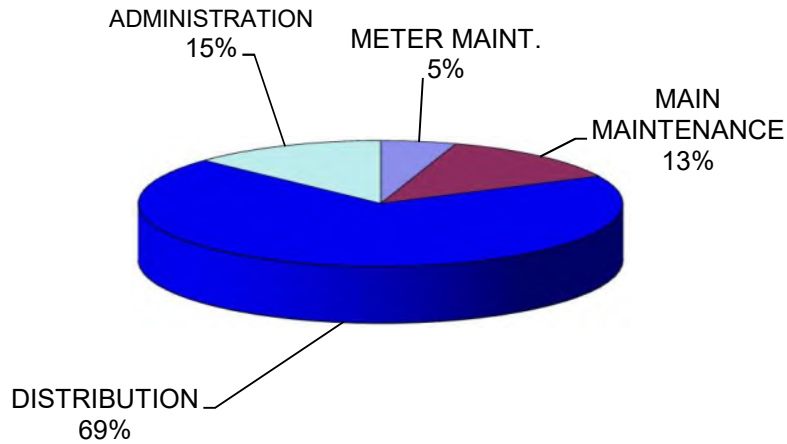
STREET - MAINTENANCE

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	782,498	778,800	763,600	811,800	4.24%	6.31%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	273,694	234,000	184,000	244,000	4.27%	32.61%
COMMODITIES	205,152	157,000	157,000	157,000	0.00%	0.00%
UTILITIES	47,412	60,000	60,000	60,000	0.00%	0.00%
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	1,308,756	1,229,800	1,164,600	1,272,800	3.50%	9.29%

**BUDGET REQUEST - 2023
WATER FUND - SUMMARY**

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	937,561	1,085,036	1,002,350	1,031,050	-4.98%	2.86%
TRAINING & DEVELOPMENT	2,611	3,350	3,350	8,350	149.25%	149.25%
CONTRACTUAL SERVICES	453,891	489,439	500,250	520,406	6.33%	4.03%
COMMODITIES	3,435,882	3,509,500	3,598,750	3,854,000	9.82%	7.09%
UTILITIES	84,399	103,200	101,060	101,700	-1.45%	0.63%
CAPITAL OUTLAY	136,753	119,600	60,050	126,850	6.06%	111.24%
CAPITAL IMPROVEMENTS	526,231	0	0	0	N/A	N/A
TRANSFERS OUT	64,098	71,243	71,243	71,243	0.00%	0.00%
TOTAL	5,641,426	5,381,368	5,337,053	5,713,599	6.17%	7.06%

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.
- Monitor regulatory changes with respect to system parameters (lead service lines and hydrant installation) that are under review by the IEPA and IDPH.

Accomplishments from January 2022 through December 2022:

- Completed repairs of pumps and motors at the Richfield Pumping Station, which occurred during catastrophic failure, and flooding, of the station in July.
- 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 various pending infrastructure improvement projects and planning. This included Waukegan Road water main replacement planning, as well water main projects on Price Ln and Rosewood.
- Repaired 16 valves throughout the water distribution system.
- Replaced 9 fire hydrants throughout the water distribution system.
- Installed 57 new meter systems on new constructions and replacement meters as needed.
- Published and distributed the drinking water Consumer Confidence Report per the Federal Drinking Water regulations.
- Continued building to the lead service inventory with help from UMI, as part of the IEPA annual requirements.
- Passed the required onsite EPA inspection; made improvements based of the feedback results. These are required every two years, however due to Covid it was pushed out to three years.
- Completed Village wide valve staging program and repaired or replaced 16 leaking or broken valves.
- Continued updating the GPS locating program that gives exact coordinates of water valves and B-boxes.
- Water Net Survey completed one leak survey in the spring this year. In the spring survey, there were 3 water main leaks, 8 service leaks and 14 hydrant leaks. All Village system leaks from the spring survey have been repaired
- Assisted in the preparation of the annual LMO-2 Lake Michigan Water Allocation report.

The Water Division goals for the 2023 fiscal year are as follows:

- Continue to repair main breaks/service leaks and assist with water main rehabilitation projects.
- Flush all fire hydrants in the distribution system in the spring.
- Locate and service B-Boxes and ensure accessibility to the round-ways. B-boxes will be located and mapped via the GIS collector app.
- Complete the testing program for Unregulated Contaminate Monitoring Rule (UCMR5) for 2023.
- Exercise and replace faulty valves to ensure proper shutdowns, and utilize new equipment for GPS locating of existing utilities to make sure GIS mapping is accurate.
- Assist with the water meter head replacement program throughout 2023.
- Assist with the preparation of the Waukegan Road water main project, and the analysis of the emergency connection with the Village of Northbrook.
- Continue to identify and replace Lead service lines within the Village owned water system.

WATER DIVISION

<p>Work Statistics CALENDAR YEARS 2017 – 2022</p>

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Main and Fire Hydrant Maintenance</u>						
Water Main Breaks Repaired	52	35	42	52	58	61
Service Leaks Repaired	12	7	18	7	13	9
New Fire Hydrants Installed	4	17	9	4	20	9
Fire Hydrants Tested	1267	1280	1280	1260	1280	1280
Valves Repaired	13	9	9	10	14	16
B-Box Adjustments	22	35	28	22	31	132
Julie Locations	186	75	5	60	12	36
Valve Vaults Reconstruction	8	2	1	1	5	8
<u>Distribution</u>						
Annual Water Pumpage (in Billions of Gallons)	.810	.825	.720	.788	.753	.797
Services Checked for Leaks	250	255	232	425	323	418
Water Sample Analysis	240	240	240	240	240	240
Water Sample Analysis (Lead)	1	30	0	0	30	0
Water Sample Analysis THM/HAA5 (IEPA Required)	4	4	4	4	4	4
Average Daily Consumption (MGD)	2.220	2.218	1.972	2.199	2.477	2.183
Peak Daily Consumption (MGD)	5.127	3.912	4.104	4.502	3.660	5.425
<u>Meter Maintenance</u>						
Meter Pits Repaired	3	5	1	9	5	8
New Meters Installed	51	38	81	75	62	57
Meters Tested	70	44	37	45	39	22
Frozen Water Services	0	0	0	0	1	1
Water Meters Read	27,132	27,132	27,132	27,132	27,132	27132
Final Meter Readings	460	455	422	560	504	579
"Reread" Meter Readings	224	265	266	460	276	307
Shut-Off Notice/Delinquent Water Bills	410	75	438	35	2	273
Meters Sealed	51	38	81	75	64	12
Frozen Meters	0	0	5	0	1	1
Meter Heads Replaced	0	0	126	56	1689	33
Irrigation Lock Boxes	11	5	6	1	1	2

BUDGET REQUEST - 2023
WATER DEPT. ADMINISTRATION

502010-

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	247,618	377,650	372,150	366,150	-3.05%	-1.61%
TRAINING & DEVELOPMENT	2,611	3,350	3,350	8,350	149.25%	149.25%
CONTRACTUAL SERVICES	192,994	273,189	259,000	276,156	1.09%	6.62%
COMMODITIES	4,200	5,500	5,500	5,500	0.00%	0.00%
UTILITIES	9,156	10,700	8,560	9,200	-14.02%	7.48%
CAPITAL OUTLAY	4,654	5,600	550	5,850	4.46%	963.64%
CAPITAL IMPROVEMENTS	526,231	0	0	0	N/A	N/A
TRANSFERS OUT	64,098	71,243	71,243	71,243	0.00%	0.00%
DEPARTMENT TOTAL	1,051,562	747,232	720,353	742,449	-0.64%	3.07%

502031-

WATER DEPT. DISTRIBUTION

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	147,489	148,830	96,000	122,300	-17.83%	27.40%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	44,971	48,000	53,000	73,000	52.08%	37.74%
COMMODITIES	3,166,285	3,312,800	3,402,050	3,657,300	10.40%	7.50%
UTILITIES	75,243	92,500	92,500	92,500	0.00%	0.00%
CAPITAL OUTLAY	1,663	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	3,435,651	3,607,130	3,648,550	3,950,100	9.51%	8.26%

BUDGET REQUEST - 2023
WATER DEPT. MAIN MAINTENANCE

502050-

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	412,243	427,100	403,600	405,600	-5.03%	0.50%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	192,694	133,250	153,250	126,250	-5.25%	-17.62%
COMMODITIES	263,415	187,200	187,200	187,200	0.00%	0.00%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	1,802	7,000	2,500	14,000	100.00%	460.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	870,154	754,550	746,550	733,050	-2.85%	-1.81%

502054-

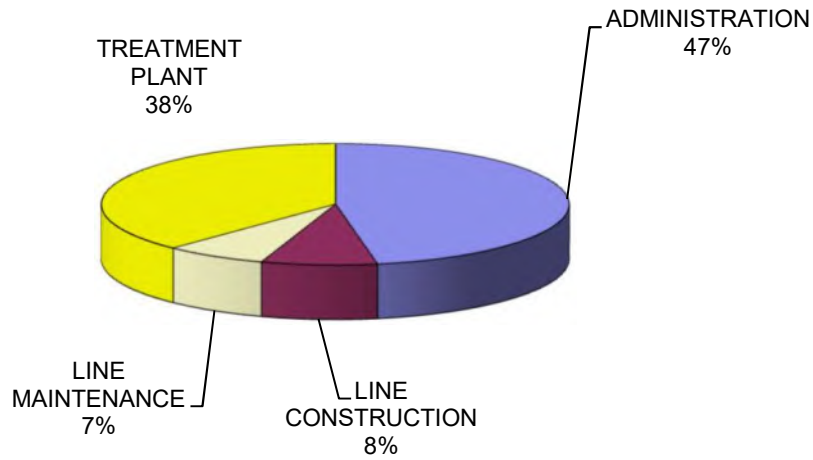
WATER DEPT. METER MAINTENANCE

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	130,211	131,456	130,600	137,000	4.22%	4.90%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	23,232	35,000	35,000	45,000	28.57%	28.57%
COMMODITIES	1,982	4,000	4,000	4,000	0.00%	0.00%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	128,634	102,000	52,000	102,000	0.00%	96.15%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	284,059	272,456	221,600	288,000	5.71%	29.96%

**BUDGET REQUEST - 2023
SEWER FUND - SUMMARY**

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	1,638,392	1,938,925	1,907,800	1,877,487	-3.17%	-1.59%
TRAINING & DEVELOPMENT	1,654	11,900	13,700	12,700	6.72%	-7.30%
CONTRACTUAL SERVICES	600,715	705,415	684,200	731,346	3.68%	6.89%
COMMODITIES	173,098	204,750	205,100	223,750	9.28%	9.09%
UTILITIES	272,021	322,700	324,160	321,100	-0.50%	-0.94%
DEBT SERVICE	863,182	1,649,918	1,649,918	1,657,848	0.48%	0.48%
CAPITAL OUTLAY	8,986	19,900	15,740	17,650	-11.31%	12.13%
CAPITAL IMPROVEMENTS	1,043,214	0	0	0	N/A	N/A
TRANSFERS OUT	104,745	159,902	159,902	159,902	0.00%	0.00%
TOTAL	4,706,007	5,013,410	4,960,520	5,001,783	-0.23%	0.83%

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 (11) satellite facilities. The eleven facilities include seven (7) sanitary pumping stations, two (2) 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 Lab Technician and four Maintenance Operators.

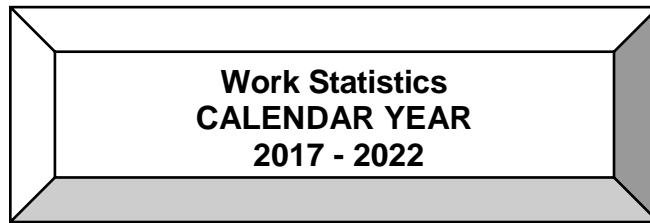
Accomplishments between January 2022 and December 2022:

- Televised 156,018 feet of sewers.
- Cleaned 28,302 feet of sanitary sewers.
- A priority list for sanitary sewer lining and manhole rehabilitation was previously developed, compiling 10 years of sewer system investigation. Since 2016, over nine miles of sanitary sewers have been lined as part of that program.
- Maintained the USGS Creek Monitoring stations.
- Acted as the lead agency for the North Branch Watershed Work Group.
- Met all NPDES permit requirements for the WRF for the year.
- The Chemical Phosphorus Removal Project was bid and awarded this year. Construction began in November and is to be completed by May of 2023, which is required in the new permit
- Accepted RPF's for the Nutrient Assessment and Reduction Plan (NARP), and awaiting response from IEPA on timing of the plan. The work is being completed through the NBWW.

The Sewer Division goals for the 2023 fiscal year are as follows:

- Clean and televise 80,000 linear feet of sanitary and storm 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 2023 Street Rehabilitation Project.
- Bi-annual biosolids hauling and land application.
- Optimize WRF treatment processing to minimize energy and polymer use.
- Meet all NPDES permit deadlines for the design and construction of the Chemical Phosphorus Removal Project.
- Dye test and televise illegal connections to sanitary sewer system.

SEWER DIVISION



	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>Cleaning and Maintenance</u>						
Sanitary Sewer Blockages	0	2	1	3	7	7
Sanitary Sewer Cleaned (in feet)	34,367	34,824	4619	4,200	10,892	28,302
Sanitary Excavation Openings	5	2	1	5	5	3
Sanitary Manholes Rebuilt (in-house)	3	3	2	0	0	2
Sanitary Sewers Televised (in feet)	62,734	15,412	4619	4,200	10,892	28,302
Homes Dye or Smoke Tested	23	141	213	21	202	74
Sewer Pipe Replaced (in-house)	532	78	26	41	234	192
Construction						
Storm Sewers Cleaned (in feet)	3,408	32,056	130,088	105,139	123,312	11,232
Inlets Cleaned	135	185	204	356	102	74
Storm Excavation Openings	4	15	9	6	8	5
Storm Infiltrations Found	11	1	1	1	1	1
Storm Structures Reconstructed (in-house)	8	140	18	27	11	8
Storm Sewers Televised (in feet)	1,204	14,028	130,088	105,139	123,312	10,784
Street Inlet Covers Replaced	4	19	45	8	9	31
New Storm Sewers or Laterals Installed (in feet) (in-house)	465	75	340	84	81	145
Inlets Dyed or Smoke Tested	11	9	13	9	5	3
Street Inlets Replaced (in-house)	6	15	7	11	9	8
Wastewater Treatment Plant						
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Sanitary Sewage Pumped (in million gallons)	1,015	989	1,194	969	821	881
Electric Current Used (in thousand K.W.H.)	3,029	2,895	2,774	2,849	2552	2650
Sludge Hauled/Land Application (Cubic Yards)	1,820	920	2,032	2,231	2591	1960

**BUDGET REQUEST - 2023
SEWER DEPT. ADMINISTRATION**

542010-

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	94,333	256,900	268,800	248,162	-3.40%	-7.68%
TRAINING & DEVELOPMENT	541	2,500	2,500	2,500	0.00%	0.00%
CONTRACTUAL SERVICES	215,445	310,100	265,100	311,100	0.32%	17.35%
COMMODITIES	3,297	5,050	5,200	5,050	0.00%	-2.88%
UTILITIES	3,667	4,900	3,920	3,800	-22.45%	-3.06%
DEBT SERVICE	863,182	1,649,918	1,649,918	1,657,848	0.48%	0.48%
CAPITAL OUTLAY	720	4,200	4,795	5,950	41.67%	24.09%
CAPITAL IMPROVEMENTS	1,043,214	0	0	0	N/A	N/A
TRANSFERS OUT	68,521	123,101	123,101	123,101	0.00%	0.00%
DEPARTMENT TOTAL	2,292,920	2,356,669	2,323,334	2,357,511	0.04%	1.47%

542031-

SEWER DEPT. LINE CONSTRUCTION

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	423,196	384,500	335,500	309,300	-19.56%	-7.81%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	24,907	20,500	22,500	20,500	0.00%	-8.89%
COMMODITIES	65,771	64,200	65,200	64,200	0.00%	-1.53%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	5,000	4,245	5,000	0.00%	17.79%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	513,874	474,200	427,445	399,000	-15.86%	-6.65%

BUDGET REQUEST - 2023

542051-

SEWER DEPT. MAIN MAINTENANCE/CLEANING

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	205,236	265,000	274,500	278,000	4.91%	1.28%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	38,569	49,000	67,500	56,500	15.31%	-16.30%
COMMODITIES	19,737	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	263,542	331,500	359,500	352,000	6.18%	-2.09%

542052-

SEWER DEPT. WASTEWATER TREATMENT FACILITY

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	915,627	1,032,525	1,029,000	1,042,025	0.92%	1.27%
TRAINING & DEVELOPMENT	1,113	9,400	11,200	10,200	8.51%	-8.93%
CONTRACTUAL SERVICES	321,794	325,815	329,100	343,246	5.35%	4.30%
COMMODITIES	84,293	118,000	117,200	137,000	16.10%	16.89%
UTILITIES	268,354	317,800	320,240	317,300	-0.16%	-0.92%
CAPITAL OUTLAY	8,266	10,700	6,700	6,700	-37.38%	0.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	36,224	36,801	36,801	36,801	0.00%	0.00%
DEPARTMENT TOTAL	1,635,671	1,851,041	1,850,241	1,893,272	2.28%	2.33%

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.
- Provide recommendations regarding equipment and vehicle purchasing.
- 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 2022 and December 2022:

- 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, 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.
- Awarded and took delivery of one 5-ton dump truck with plow and chipper box fleet #803
- Awarded and took delivery of one new 3-ton utility truck w/ crane fleet #709
- Awarded and took delivery of one new 1-ton dump truck w/plow fleet #602
- Awarded and awaiting delivery of 1 new 5-ton dump w/ electronic salt spreader and plow fleet #805
- Awarded and awaiting delivery of 1 new ½ ton EV truck engineering fleet #303
- Awarded and awaiting delivery of 1 new ½ ton EV truck engineering fleet #305
- Awarded and awaiting delivery of 1 new 60 inch EV ride on zero turn mower
- Awarded and awaiting delivery of two electronic message boards fleet # M3-M4

The Public Works Garage goals for the 2023 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:
 - ◆ (take delivery) 1 PW 5-ton dump truck w/ plow and salt spreader and anti-ice tank fleet #805
 - ◆ Take delivery of PW engineering EV truck fleet #303
 - ◆ Take delivery of one EV ½ truck engineering fleet #305
 - ◆ Award and take delivery of one PW excavator w/ attachments and trailer fleet # EXC2
 - ◆ Award and take delivery of one tow behind leaf collection machine w/ 25-yard hopper fleet LF1

- ◆ Take delivery of one 60-inch EV ride on zero turn mower
- ◆ Take delivery of two electronic message boards fleet # M3-M4

**BUDGET REQUEST - 2023
GARAGE FUND**

702050-

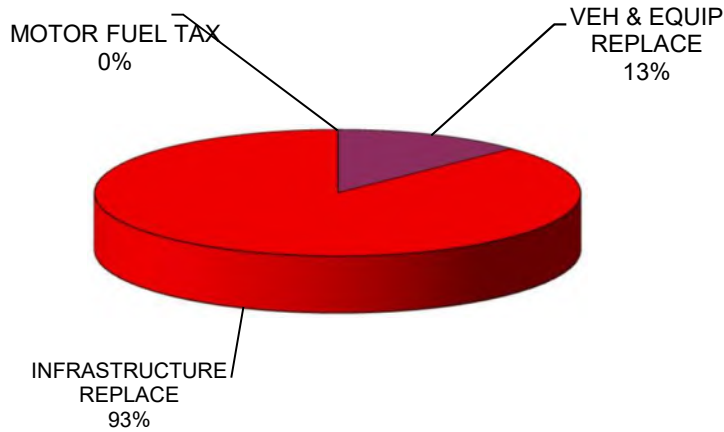
	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	315,191	301,500	295,000	306,000	1.49%	3.73%
TRAINING & DEVELOPMENT	1,010	2,500	2,500	6,300	152.00%	152.00%
CONTRACTUAL SERVICES	20,025	29,400	26,400	29,400	0.00%	11.36%
COMMODITIES	139,813	104,800	114,800	124,800	19.08%	8.71%
UTILITIES	3,775	3,400	900	3,400	0.00%	277.78%
DEBT SERVICE	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	7,925	2,500	0	2,500	0.00%	#DIV/0!
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	1,700	1,700	1,700	1,700	0.00%	0.00%
DEPARTMENT TOTAL	489,439	445,800	441,300	474,100	6.35%	7.43%

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**BUDGET REQUEST - 2023
CAPITAL PROJECT FUNDS - SUMMARY**

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	698,509	1,150,000	653,000	1,190,000	3.48%	82.24%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
OTHER EXPENSES	761,425	620,011	291,765	1,151,712	85.76%	294.74%
CAPITAL OUTLAY	2,939,972	6,235,000	6,525,000	6,732,000	7.97%	3.17%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
TOTAL	4,399,906	8,005,011	7,469,765	9,073,712	13.35%	21.47%

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 2022 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).

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. The State implemented an additional Motor Fuel Tax of 19 cents starting in 2020. A portion of the additional tax flows to Municipalities through the Transportation Renewal Fund. 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. In 2020 and 2021, the Village received two payments each year of \$206,268 related to Illinois Department of Transportation's Rebuild Illinois Bonds Funds. The Village expects to receive its final two payments of \$206,268 in 2022.

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:

- Police copiers - \$23,500
- Emergency Generator Replacement - \$100,000
- Live Scan - \$20,000
- Primary datacenter core network switch - \$125,000
- Swagit Encoder - \$10,000
- Board and Executive conference room audio equipment - \$30,000
- PW 1-ton truck (#706) - \$30,000
- Police vehicle (U3) - \$40,000
- Leaf machine - \$136,906
- Message boards - \$34,000
- 2 Engineering vehicles (#303 & #305) - \$92,000
- Salt truck - \$190,000
- ¾ ton pick up truck (#600) - \$36,000
- Electric lawnmower - \$10,000
- PW vehicle (#705) - \$31,000
- PW vehicle (#707) - \$40,200
- Sign machine replacement - \$19,000
- Excavator and trailer - \$61,000
- Police vehicle (U4) - \$40,000
- Admin Ford Escape hybrid - \$26,553
- CD Ford Escape hybrid - \$26,553

BUDGET REQUEST - 2023

222082-

INFRASTRUCTURE REPLACEMENT FUND

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	698,509	1,150,000	653,000	1,190,000	3.48%	82.24%
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	2,939,972	6,235,000	6,525,000	6,732,000	7.97%	3.17%
TRANSFERS OUT	0	0			N/A	N/A
FUND TOTAL	3,638,481	7,385,000	7,178,000	7,922,000	7.27%	10.37%

142050-

MOTOR FUEL TAX FUND

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	0	0	0	0	N/A	N/A
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	549,535	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	549,535	0	0	0	N/A	N/A

211150-

VEHICLE & EQUIPMENT REPLACEMENT FUND

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
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	211,890	620,011	291,765	1,151,712	85.76%	294.74%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0			N/A	N/A
DEPARTMENT TOTAL	211,890	620,011	291,765	1,151,712	85.76%	294.74%



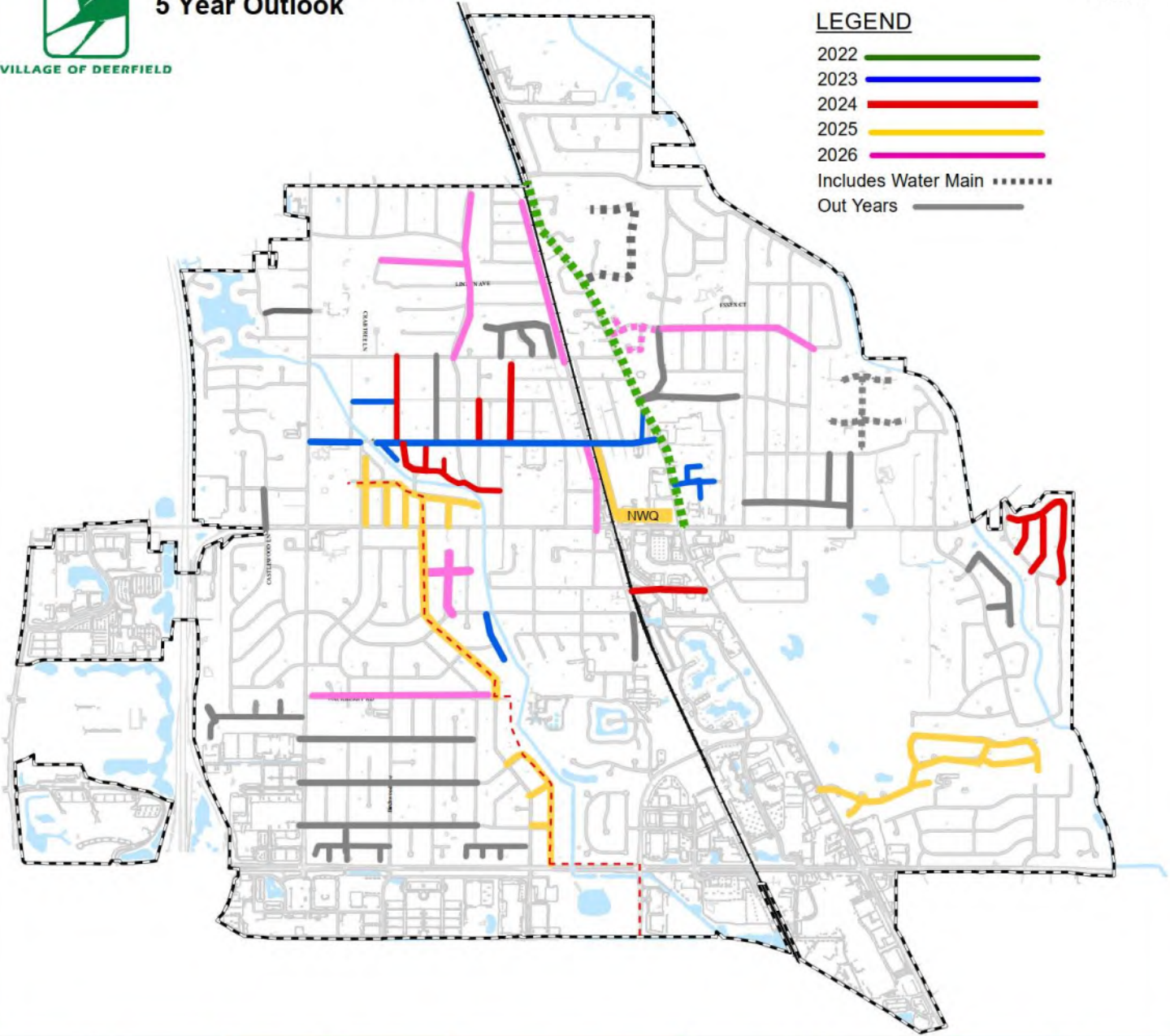
VILLAGE OF DEERFIELD

FY 2023-2027 Capital Improvement Projects 5 Year Outlook



LEGEND

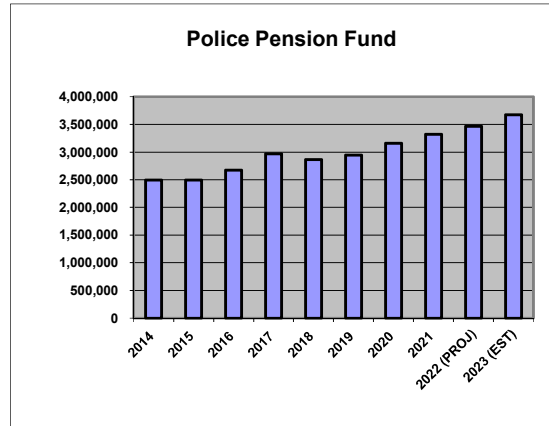
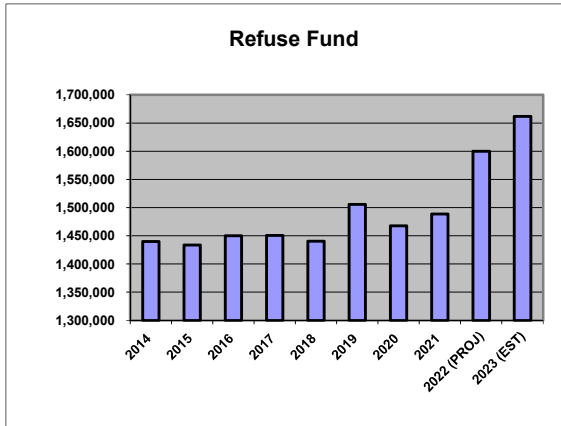
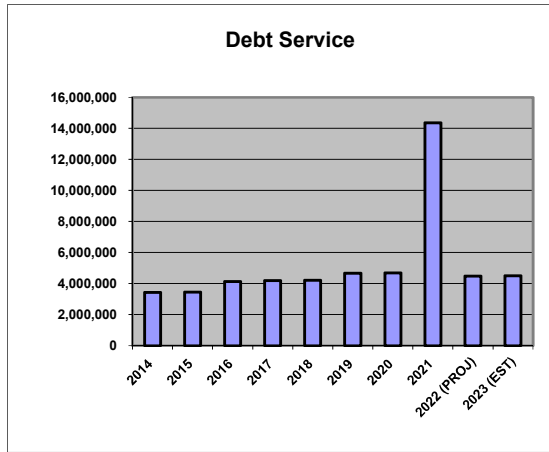
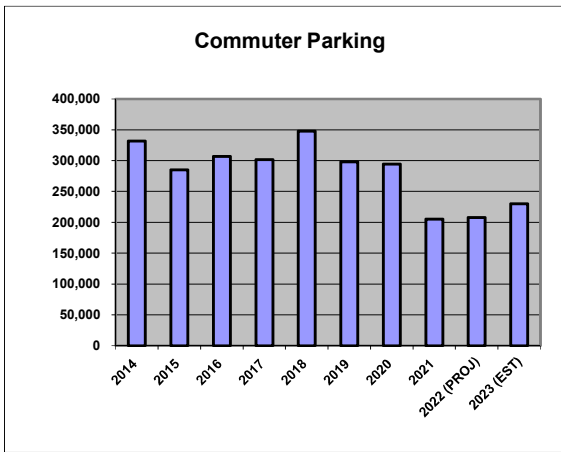
- 2022 —
- 2023 —
- 2024 —
- 2025 —
- 2026 —
- Includes Water Main - - - - -
- Out Years —



2023	2024	2025	2026	2027
Street Rehab	Street Rehab	Street Rehab	Street Rehab	Street Rehab
Various Location Patching (not mapped)	Caroline Court (Orchard to north limits)	Broadmoor Pl. (Hazel to Greenwood)	Arbor Vitae (Mitchell Park to east limits)	Anthony (Pine to Deerpath)
	Journal (Hazel to Waukegan)	Cedar Street (Holly to Hazel Ave)	Appletree Lane (Deerfield Rd to Hazel)	Berkley (Stratford to Linden Loop)
	Maple (Hazel to south limits)	Fox Hunt (Milestone to Carriage Way)	Augusta (Oakmont to Saint Andrews)	Chestnut (Deerfield Rd to Hazel Ave)
	Mallard (Central to South Limits)	Hemlock (Hazel to Holly)	Cedar Terrace (Deerfield to Arbor Vitae)	Chestnut (Greenwood to North Ave)
	Orchard (Waukegan to Rosemary)	Holly Court (entire limits)	Doral Court (Oakmont to south Limits)	Hackberry (Birchwood to Wilmot)
	Todd Court (Orchard to south limits)	Holly Lane (Juniper to Woodward)	Exmoor Court (Oakmont to south Limits)	Hackberry (Pine to Birchwood)
	Somerset Ave (Cherry to Broadmoor)	Millstone (Carriage Way to Smoke Tree)	Forestway (Laurel to South limits)	Lombardy (Anthony to Central)
		Oakley (Hazel to Greenwood)	Gordon (Pine to Forestway)	Stratford (North Ave to Greenwood)
		Osterman (Chestnut to Waukegan)	Holmes (Deerfield to Arbor Vitae)	
		Shag Bark (Millstone to Carriage Way)	Laurel Ave (Pine to Forestway)	
		Smoke Tree (Millstone to Carriage Way)	Oakmont (Waukegan to Saint Andrews)	
		Wayne (Hazel to Somerset)	Peachtree (Forestway to Pine)	
			Pine (Hackberry to Deerfield Rd)	
			Pine (Deerfield to Arbor Vitae)	
			Saint Andrews (E & W Saint Andrews to Limits)	
			Spruce (Deerfield to Arbor Vitae)	
			Tamarisk (Augusta to Saint Andrews)	
Capital Projects	Capital Projects	Capital Projects	Capital Projects	Capital Projects
Waukegan Ave (Deerfield Rd to North Ave)	Hazel (Waukegan - Wilmot)	Arbor Vitae (Mitchell Park to east limits)	Park Avenue (Deerfield Rd to Hazel Ave)	Deerpark Lane (Warwick to Deer Park Ct)
Water Only		Appletree Lane (Deerfield Rd to Hazel)	North West Quadrant (NWQ)	Deerpark Court (Culdesac @ Warwick)
		Water Redundancy Project Water Only (Arbor Vitae, Forestway, Pine)		Warwick (Waukegan to Wincanton)
				Warwick Court (Culdesac @ Warwick)

**BUDGET REQUEST - 2023
SUPPORT FUNDS - SUMMARY**

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	3,351,134	3,614,250	3,503,550	3,664,000	1.38%	4.58%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,512,421	1,623,600	1,577,700	1,669,050	2.80%	5.79%
COMMODITIES	10,992	24,700	22,700	22,700	-8.10%	0.00%
UTILITIES	4,380	8,300	8,300	8,300	0.00%	0.00%
DEBT SERVICE	12,637,815	2,828,963	2,828,963	2,844,833	0.56%	0.56%
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	26,737	0	0	0	N/A	N/A
TRANSFERS OUT	1,827,607	1,809,626	1,809,626	1,860,806	2.83%	2.83%
TOTAL	19,371,086	9,909,439	9,750,839	10,069,689	1.62%	3.27%



* See descriptions of Support Funds on following pages.

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. No new debt is anticipated in 2023.

Schedule of General Obligation Debt Outstanding

Currently the Village has seven general obligation bond issues outstanding:

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 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 Bonds, Series 2020. The \$6.28 million tax exempt issue was dedicated to refunding the remaining portion of the General Obligation Bonds, Series 2010 A.

General Obligation Bonds, Series 2021. The \$23.245 million issue consisted of \$7.05 million in tax exempt debt for various Village capital projects and refunding the remaining portion of the General Obligation Bonds, Series 2011A, 2012 and 2013.

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

TAX LEVY YEAR	General Obligation Series 2011B – 09/26/11		General Obligation Series 2015 – 05/06/15		General Obligation Series 2017 – 02/28/17		General Obligation Series 2018 – 05/21/18		General Obligation Series 2020 – 11/10/20		General Obligation Series 2021 – 10/27/21		TOTAL
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
	\$12,500,000 QECB (2)(3)		\$9,575,000 (1)		\$5,700,000 (1)		\$5,970,000 (1)		\$6,280,000 (1)		\$23,245,000 (4)		
2022	725,000	499,200	470,000	202,850	290,000	147,138	265,000	173,930	580,000	168,663	895,000	804,900	5,221,681
2023	725,000	499,200	485,000	188,750	300,000	138,438	275,000	163,330	600,000	145,463	970,000	760,150	5,250,331
2024	725,000	499,200	495,000	174,200	310,000	129,437	285,000	152,330	620,000	121,463	1,030,000	711,650	5,253,280
2025	725,000	499,200	510,000	159,350	320,000	120,137	295,000	140,930	645,000	96,663	1,100,000	660,150	5,271,430
2026	725,000	499,200	530,000	144,050	330,000	110,537	310,000	129,130	665,000	70,862	1,175,000	605,150	5,293,929
2027	880,000	499,200	545,000	128,150	345,000	99,812	320,000	119,830	685,000	44,262	975,000	546,400	5,187,654
2028	0	0	560,000	111,800	0	88,600	325,000	110,230	700,000	16,862	2,795,000	497,650	5,205,142
2029	0	0	575,000	95,000	0	88,600	335,000	100,480	705,000	8,812	2,950,000	357,900	5,215,792
2030	0	0	595,000	77,750	0	88,600	350,000	90,095	0	0	3,470,000	210,400	4,881,845
2031	0	0	610,000	59,900	455,000	88,600	360,000	79,245	0	0	950,000	141,000	2,743,745
2032	0	0	630,000	41,600	475,000	73,813	370,000	67,365	0	0	970,000	122,000	2,749,778
2033	0	0	650,000	21,125	490,000	57,187	385,000	55,155	0	0	985,000	102,600	2,746,067
2034	0	0	0	0	510,000	38,812	395,000	42,450	0	0	1,005,000	82,900	2,074,162
2035	0	0	0	0	525,000	19,687	410,000	29,020	0	0	1,025,000	62,800	2,071,507
2036	0	0	0	0	0	0	425,000	14,875	0	0	1,045,000	42,300	1,527,175
2037	0	0	0	0	0	0	0	0	0	0	1,070,000	21,400	1,091,400
TOTALS	4,505,000	2,995,200	6,655,000	1,404,525	4,350,000	1,289,398	5,105,000	1,468,395	5,200,000	673,050	22,410,000	5,729,350	61,784,918

(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 - \$7,250,000 is available in the 2011B sinking fund.

(3) Principal payment shown is contribution to sinking fund

(4) Source of Funds – Property Tax or Alternate – 22.97% of debt service is related to the Deerfield Public Library

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. Patrol officers contribute 9.91% of their base salary toward the Police Pension Fund.

As of May, 2022, all Police Pension Fund investments were transferred to the Illinois Police Officers' Pension Investment Fund (IPOPFI) as required by consolidation legislation. IPOPFI now manages all investment decisions.

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 2021 employer pension contribution for IMRF was 12.40% of salary. The rate is expected to decrease to 10.10% in calendar 2022. 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
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%
2018	(GASB 68 valuation) 69.19%	95.54%
2019	(GASB 68 valuation) 75.25%	82.21%
2020	(GASB 68 valuation) 75.15%	91.25%
2021	(GASB 68 valuation) 104.12%	98.86%

**BUDGET REQUEST - 2023
DEBT SERVICE FUND**

3570XX-

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
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	12,637,815	2,828,963	2,828,963	2,844,833	0.56%	0.56%
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	1,716,899	1,648,918	1,648,918	1,656,848	0.48%	0.48%
DEPARTMENT TOTAL	14,354,714	4,477,881	4,477,881	4,501,681	0.53%	0.53%

806010-

POLICE PENSION FUND

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	3,248,880	3,525,000	3,415,000	3,620,000	2.70%	6.00%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	73,634	81,500	50,500	55,900	-31.41%	10.69%
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	3,322,514	3,606,500	3,465,500	3,675,900	1.92%	6.07%

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.

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 increased from \$150 to \$175 and \$215 to \$245 for residents and non-residents respectively.

**BUDGET REQUEST - 2023
REFUSE FUND**

5820XX-

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	58,708	43,250	43,250	0	-100.00%	-100.00%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,383,403	1,451,300	1,448,200	1,510,350	4.07%	4.29%
COMMODITIES	10,992	24,700	22,700	22,700	-8.10%	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	35,708	85,708	85,708	128,958	50.46%	50.46%
DEPARTMENT TOTAL	1,488,811	1,604,958	1,599,858	1,662,008	3.55%	3.88%

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COMMUTER PARKING LOTS

	ACTUAL 2021	BUDGET 2022	EST EXPEND 2022	BUDGET 2023	% CHG BUDG 2022→2023	% CHG BUDG EST→2023
PERSONNEL SERVICES	43,546	46,000	45,300	44,000	-4.35%	-2.87%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	55,384	90,800	79,000	102,800	13.22%	30.13%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	4,380	8,300	8,300	8,300	0.00%	0.00%
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	26,737	0	0	0	N/A	N/A
TRANSFERS OUT	75,000	75,000	75,000	75,000	0.00%	0.00%
DEPARTMENT TOTAL	205,047	220,100	207,600	230,100	4.54%	10.84%

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

ADMINISTRATIVE DIVISION

Finance Department		\$1,500
Shared cost of IT hardware	1,500	
Administration		\$8,500
Shared cost of IT hardware	8,500	
Community Development		\$1,000
Shared cost of IT hardware	1,000	
Engineering Division (Public Works)		\$7,250
Shared cost of IT hardware	2,000	
Work order management system	4,000	
GIS tracking equipment	1,250	

POLICE DEPARTMENT

Administration Division		\$34,300
Fitness equipment	7,000	
Computer and cell phone equipment	7,800	
Administration equipment	3,500	
Office equipment	16,000	
Communications Division		\$5,000
Office equipment	4,000	
Computer equipment	1,000	
Investigations/Youth/DARE/Social Services		\$16,137
Office and squad equipment	11,500	
Cyber lab equipment	4,637	
Patrol Division		\$84,995
Computer equipment	2,000	
Office/Squad/Patrol equipment	15,195	
Range equipment	6,512	
Radar replacement	1,500	
Taser equipment	6,300	
Bike equipment	3,000	
Drone	25,000	
First Responder Kit	25,488	

PUBLIC WORKS DEPARTMENT

Street Division		\$9,600
Administration		
Work order management system	4,000	
GIS tracking equipment	1,250	
Shared cost of IT hardware	1,600	
Snow and ice control		
Salt spreader and snow blower equipment	750	
Forestry		
Lawn mowers and maintenance equipment	2,000	
Sewer Division		\$17,650
Administration		
Shared cost of IT hardware	700	
Sewer equipment	4,000	
GIS tracking equipment	1,250	
Sewer Line Construction Division		
Shoring box	5,000	
Wastewater Treatment Facility		
Various equipment replacement	6,000	
Shared cost of IT hardware	700	
Water Division		\$126,850
Administration		
Shared cost of IT hardware	600	
Work order management system	4,000	
GIS Tracking equipment	1,250	
Distribution		
SCADA controls and upgrades	5,000	
Main & Hydrant Maintenance		
Shoring box	5,000	
Confined entry equipment	5,000	
Miscellaneous	4,000	
Meter Maintenance		
Water Meters	100,000	
Operating supplies	2,000	
Vehicle Maintenance (Garage)		\$2,500
Replace laptop computer	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.

ACFR – Annual Comprehensive Financial Report.

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.

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%.
- HMO** - Health Maintenance Organization. A network of doctors, hospitals and other healthcare providers who have agreed to accept payment at a certain level for any services they provide.
- 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.
- I/I** - Inflow and Infiltration. The excess water that flows into sanitary sewer pipes from ground water and nearby storm water pipes.
- 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.

PPO - Preferred Provider Organization. A type of health plan that contracts with medical providers, such as hospitals and doctors, to create a network of participating providers.

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.
- **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 Consolidated JETSB Fund** – The Village of Deerfield Treasurer is the Treasurer of the Consolidated Joint Emergency Telephone Systems Board for Deerfield, Bannockburn and Lincolnshire. This fund accounts for receipts and disbursements of the E911 surcharge (per line charge on land-based and cellular phones) allocated to each community in the Consolidated JETSB.

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:

	1/1/22
Equalized Assessed Valuation(2020)	\$1,479,532,161
Non-Home-Rule Debt Limit - 8.6%	127,239,766
Amount of Debt Applicable to Limit	58,580,000
Legal Debt Margin Available	68,659,766

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 September 2021.

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.