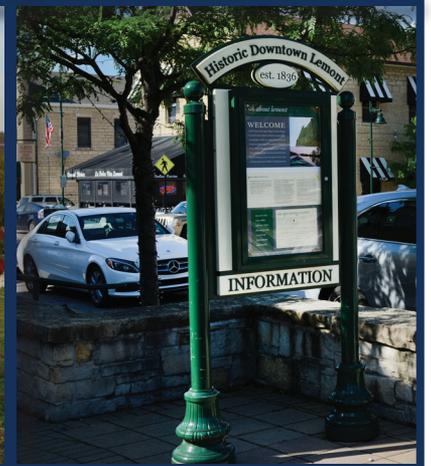
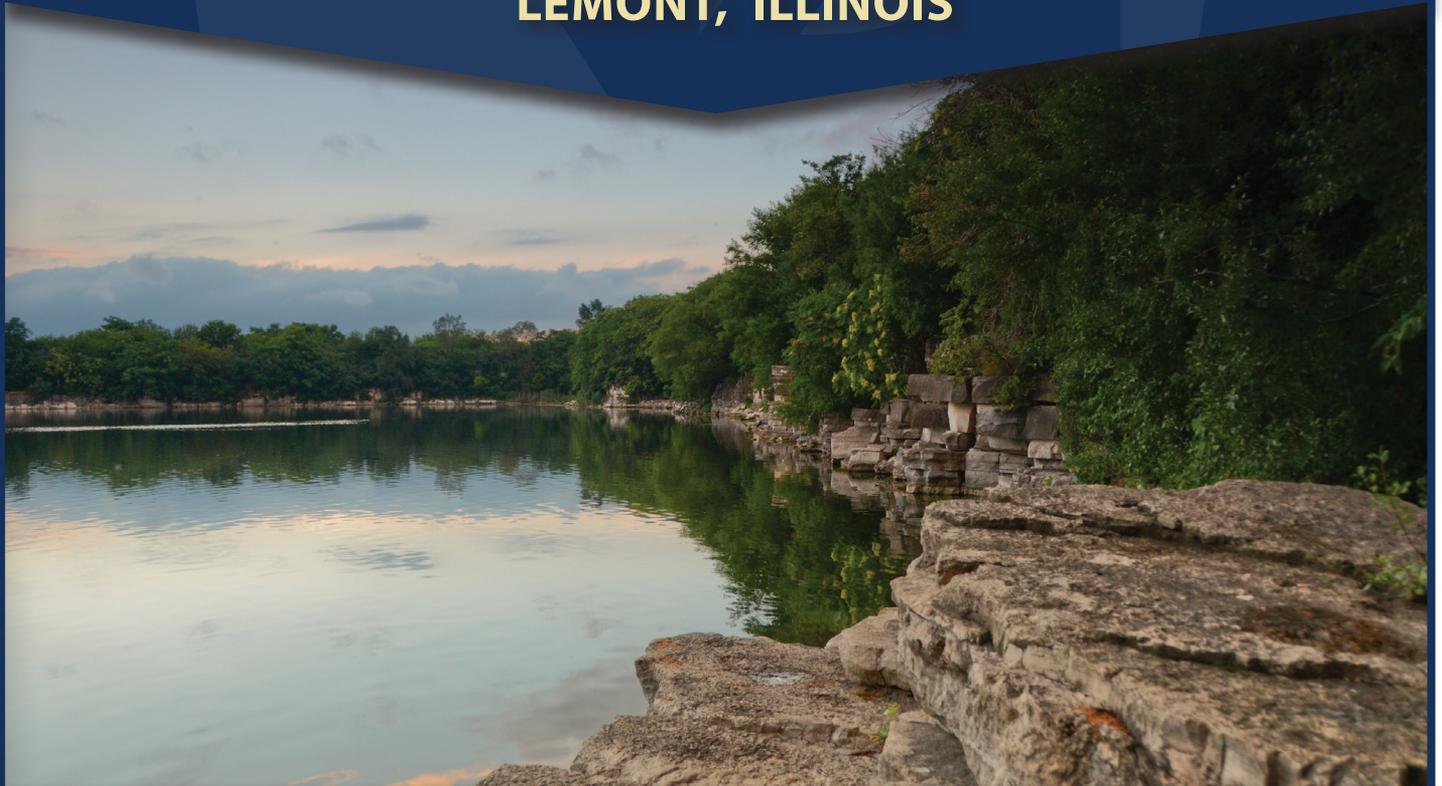


# ANNUAL OPERATING BUDGET

FISCAL YEAR 2019 – 2020



LEMONT, ILLINOIS



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MAYOR  
JOHN EGOFSKE

TRUSTEES

DEBRA A. BLATZER  
RYAN KWASNESKI  
DAVE MAHER

KEN MC CLAFFERTY  
RICK M. SNIEGOWSKI  
RONALD J. STAPLETON

VILLAGE CLERK  
CHARLENE M. SMOLLEN

VILLAGE ADMINISTRATOR  
GEORGE J. SCHAFER

VILLAGE ATTORNEY  
TRESSLER LLP

CHIEF OF POLICE  
MARC MATON

FINANCE DIRECTOR  
CHRISTINA SMITH

DIRECTOR OF PUBLIC WORKS  
RALPH W. PUKULA

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR  
JASON BERRY

DIRECTOR OF LEMONT E.M.A.  
THOMAS D. BALLARD

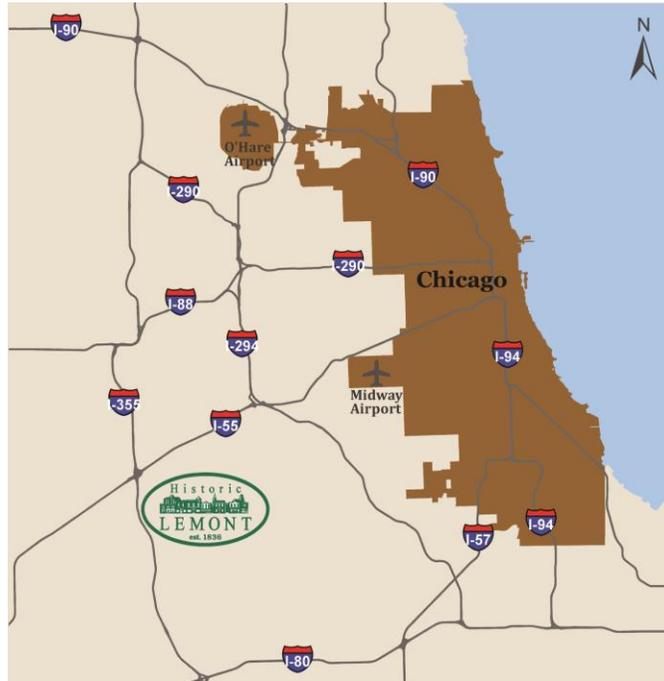
# **Village of Lemont**

## **Mission Statement**

*The Village of Lemont's mission is to maintain the quality and character of our community and to preserve its heritage while fostering its growth. We accomplish this through cost-effective services, delivered with the highest degree of professionalism.*



# LEMONT, IL



## **A Brief History...**

Settled in 1836, and incorporated in 1873, historic Lemont is one of the oldest and most unique communities in northeastern Illinois. With rolling hills and three waterways providing a scenic view, Lemont offers a peaceful atmosphere unique to the Chicagoland area.

Lemont's colorful early history began in the late 1830s with the construction of the Illinois and Michigan Canal, and with the influx of immigrant workers who settled and remained. By the mid 1800s, limestone quarrying became the big business in Lemont and was the main cause of the town's growth. Many fine local examples of buildings constructed with Lemont limestone still exist, including the Historic Chicago Water Tower landmark on Michigan Avenue.

Local government and community volunteers have forged strong partnerships to rejuvenate both the I and M Canal and the old limestone quarries, with the goal of utilizing them for recreational and commercial use.

# Reader's Guide

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The Annual Operating Budget is prepared in a format that strives to reduce the level of difficulty for readers who are not familiar with public budgeting systems, yet provides comprehensive information for staff to utilize as financial policy and a planning document.

The introductory section provides a high level over view of the Village's financial policies and position. The section includes:

- Transmittal Letter
- Community Profile
- Revenue Highlights
- Summary of Financial Policies
- Fund Balance Summary
- Strategic Plan
- Organization Information
- Bonded Debt Obligation
- Revenue / Expenditures Summaries
- Budget Calendar/Process

Following the introductory section is the Village of Lemont's budget, which is organized by fund. The funds appear as follows:

1. General Fund
2. Other Funds, including Special Revenue Funds, Internal Service Funds, Debt Service Funds, TIF Funds, among others;
3. Enterprise Funds

A description of each fund precedes the departmental detail. For example, the General Fund presentation begins with tables and figures that show revenues and expenditures by both function and department. Each department presentation contains financial information as well as key services and responsibilities, the mission statement, and accomplishments.

The last section of this document contains the Capital Improvement Program, a majority of the projects are funded from existing revenues.

VILLAGE OF LEMONT, ILLINOIS  
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# Introduction





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Lemont  
Illinois**

For the Fiscal Year Beginning

**May 1, 2018**

*Christopher P. Morrill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lemont, Illinois for the Annual Budget beginning May 01, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



# Village of Lemont

418 Main Street, Lemont, IL 60439-3788  
630-257-1550 • Fax 630-257-1598 • www.lemont.il.us • vlemont@lemont.il.us

May 1, 2019

Honorable Mayor, Board of Trustees, and Citizens of Lemont, Illinois:

I am pleased to present to you the Village's published Annual Operating Budget for the fiscal year beginning May 1, 2019. (FY20).

This budget document is a fiscal plan that is responsive to the needs of both the citizens and business community of Lemont, that also reflects the goals of the Village Board. The budget provides revenues and expenditures spanning May 1, 2019 through April 30, 2020 fiscal year. It is designed to provide a comprehensive overview of Village of Lemont's activities for the duration of the fiscal year.

The Fiscal Year 2020 Annual Budget was created in accordance with the Village's Mission Statement:

***The Village of Lemont's mission is to maintain the quality and character of our community and to preserve its heritage while fostering its growth. We accomplish this through cost-effective services, delivered with the highest degree of professionalism.***

The budget is presented in a format recognized by the Government Finance Officers Association (GFOA) for the Distinguished Budget Presentation Award. This is the sixth year the Village is seeking this award. The budget is a policy document, financial plan, operations guide, and communication device.

The FY20 Budget is the culmination of a 6-month budget process. The following principles and expectations were used throughout this process:

- Meet the Village's Mission
- Utilize continuous cost control measures
- Evaluate budget needs based on actual historic spending
- Use conservative revenue assumptions
- Evaluate services provided and any intergovernmental cooperation to combine services
- Provide a balanced budget and maintain proper fund balances

This letter covers the major issues, which have impacted both this year and the future years' budgets. This information is organized in the following manner:

May 1, 2019

- 1) Economic Outlook- a brief summary of the economy and its impact of the FY20 budget;
- 2) Key Budget Decisions and Processes- a high level description of the process and decisions for the budget;
- 3) Strategic Planning- overview of the strategic planning process and its significance on the budget;
- 4) Policy Updates- summary of the Financial Policy changes and the Comprehensive Plan
- 5) Fund Highlights- financial information at the fund level.

## ECONOMIC OUTLOOK

Analytics still predict a healthy economy in 2019, which is based on the economic indicators. The GDP growth is expected to continue in the 2% to 3% range and unemployment is expected to continue at the low rate.

The Village of Lemont, like all municipalities across the State, continues to struggle with a slow recovery. Effective July 1, 2019 the State of Illinois did pass several tax increases in gasoline and others that will assist municipalities. Additionally, In April 2019 the voters in Lemont passed a non home rule sales tax of 1% effective July 1, 2019. This revenue will be deposited into the Infrastructure fund to assist with street resurfacing.

The State of Illinois unemployment rate in June 2018 was 4.3% compared to 4.9% in June 2017. Locally, the unemployment rates for the Counties of Cook, DuPage, and Will have reduced from the previous fiscal year. The unemployment rates as of March 2018 for Cook, DuPage, and Will County were 3.7%, 2.8%, and 3.7% respectively compared to March 2017 of 4.3% for Cook County, 3.4% for DuPage County, and 4.6% for Will County. The Illinois Department of Employment Security does not report unemployment rates for Lemont. The Village and other local agencies have experienced the “trickle down” effect of the State’s and County’s financial picture, but have taken necessary steps to ensure financial stability through the tough economic times.

Locally, many of the negative state factors have been outweighed by positive factors. New construction in Lemont is increasing. In 2018, the Village of Lemont added 106 new single family homes and processed 1,187 total permits. The most permits in a year.

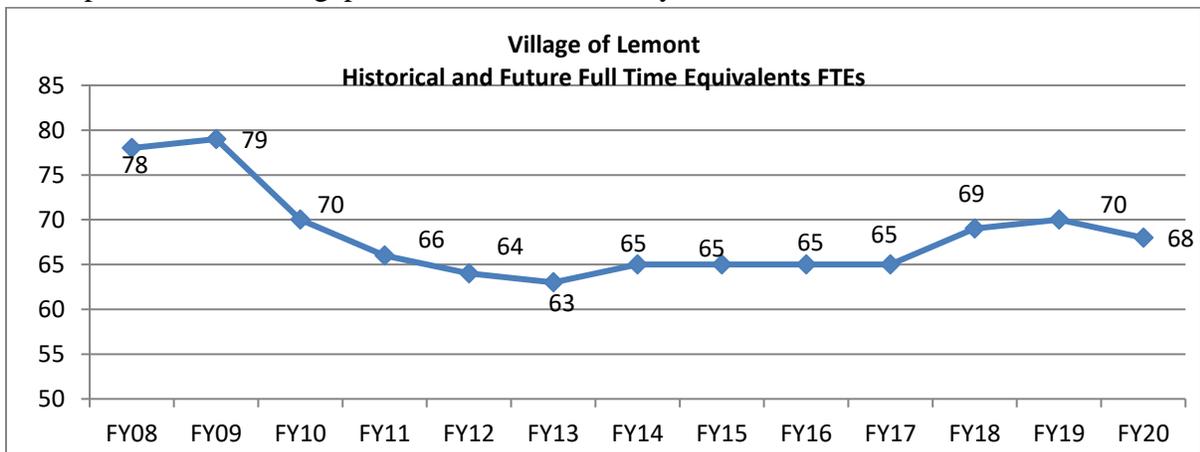
As previously stated, the housing market in Lemont has seen growth over the last fiscal year. Several new housing developments have begun the planning process, and the Village of Lemont is looking forward to adding several new developments.

Village Management continues to implement cost saving measures by controlling expenditures, partnering with local communities to combine resources, as well as reviewing charges for services to ensure the greatest value for residents.

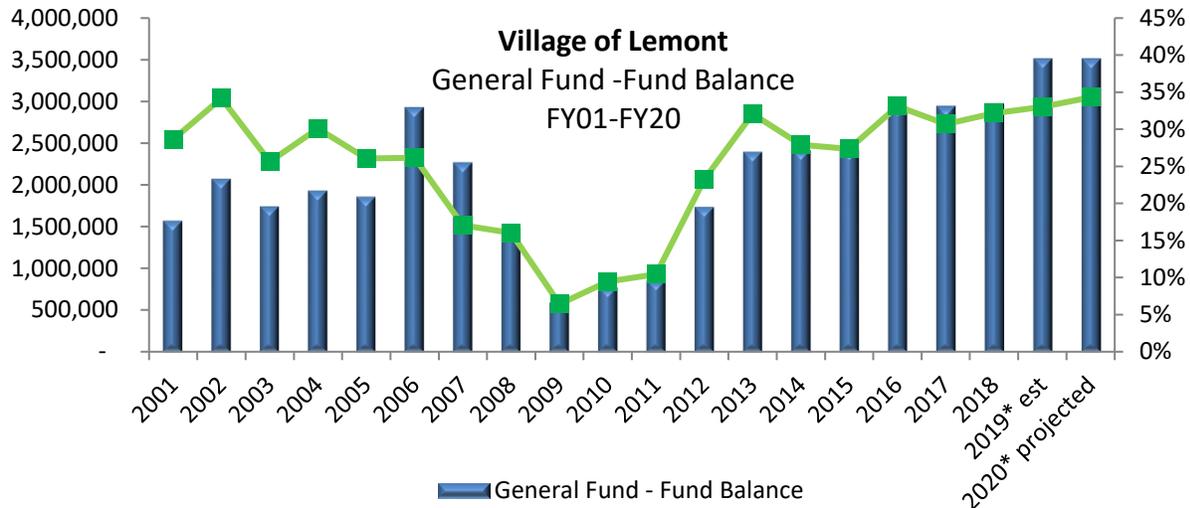
### KEY BUDGET DECISIONS & PROCESSES

The FY20 budget was approved by the Village Board in April 2019. Each year, the process is a challenge because of the overall economic downturn and the financial condition of the State of Illinois. The State of Illinois continues to pass budgets that bring various reductions in revenues to the Village. did pass a budget for the second year in a row with various reductions in revenues to the municipalities. During FY19 the Village Board decided that they cannot sustain the reductions in revenue and thus needed to implement new revenue sources to offset rising pension costs, health care, and unfunded mandates as well as reductions in revneue. The police department restructured reducing headcount by two. Additionally, new capital purchases were eliminated. In November 2018 the Board sought Home Rule status to assist with implementation of new revenue sources. With the failure of this referendum, the Board sought a 1% non home rule sales tax in April 2019. The non home rule sales tax referendum passed and went into effect July 1, 2019. The FY20 budget incorporates this revenue into a new created “Infrastructure Fund”.

In the past, the financial gaps were closed with salary freezes, cost reductions, and staff reductions.



Over the last several years, the staff and the Board worked diligently to increase the General Fund balance to the 30% level. The graph below depicts the progression of the General Fund fund balance.



The budget process began with financial overview with the Board, as well as a strategic planning session. The following assumptions were used:

- Maintain fund balances per the funding policy
- Improve efficiencies with added increases to on line capabilities
- Review all charges for services
- Income Tax Revenue slightly lower than Illinois Municipal League Estimates
  - Revenue closely monitored and conservative budget due to the State of Illinois Financial situation
- Building permitting revenue / expenditures
  - Increase according to estimated growth
- Budget a two in a half percent pay increase

The Village moved to a pay for a performance plan whereby non- represented will only be given an increase on their anniversary hire date. The Police union employees are currently under union negotiations.

## STRATEGIC PLANNING

### Strategic Plan Initiative

On January 25th and January 26th 2018, the Village Board and several staff members held a strategic plan update session. The session focused on updated the Village’s vision, mission statements as well as five value statements.

### Vision

The Village of Lemont is a thriving, family-oriented, and fiscally-sound community with a wide range of housing, business, and recreational opportunities. Lemont provides a safe, attractive, and welcoming environment with a true sense of community for our residents, visitors and businesses.

## **Mission**

Our mission is to maintain the quality and character of our community and to preserve its heritage while fostering its growth. We accomplish this through cost-effective services, delivered with the highest degree of professionalism.

## **Values**

**TRANSPARENCY** We value honest, open communication and easy access to information. We are committed to accessible and fair governance.

**ENTHUSIASM** We value positive energy and a “can do” spirit. We foster an enjoyable working environment where we deliver services with a smile and a helpful attitude.

**INTEGRITY / RESPECT** We are consistent and fair in our words and deeds. We value sincerity, decency and respect in treatment of our residents, visitors and fellow employees

**CONTINUOUS IMPROVEMENT** We value and support the active pursuit of suggestions, ideas, and creative approaches to service delivery and problem solving—leading to continuous improvement in everything we do.

**TEAMWORK / COLLABORATION** We are supportive and respectful of each other as we work together to achieve our organizational goals. We value a commitment to service, teamwork and support that achieves our desired outcomes.

## **POLICY UPDATES AND INITIATIVES**

In addition to the strategic plan, the Village Board strives on having all financial, employee, and planning documents updated on a regular basis. All policies and initiatives are used in formulating the annual operating budget, capital plan, etc.

All of the Village’s financial policies are contained in this budget book under the Policy tab.

## **Major Initiative**

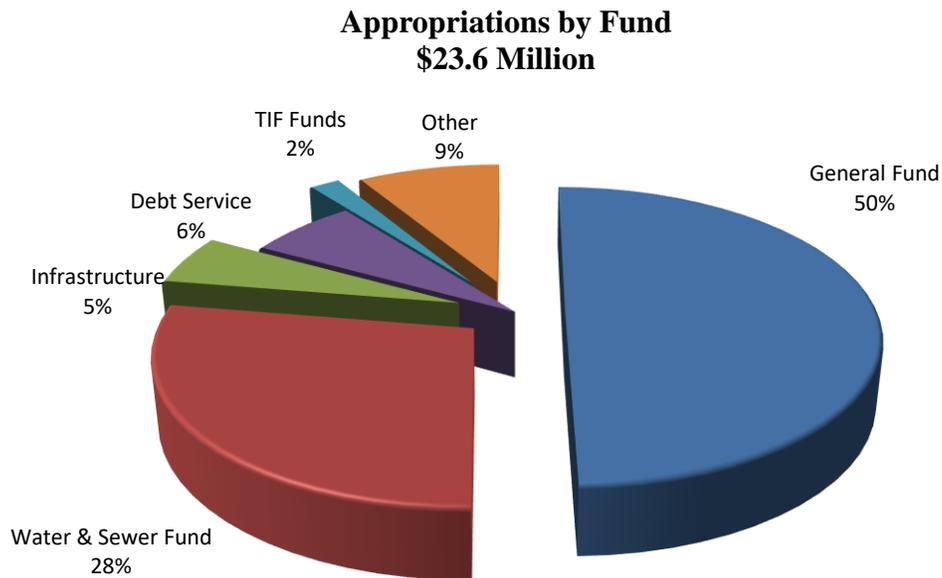
Over the course of the year many new businesses have opened up in town. The Village continues to promote growth. Several new subdivisions are in the planning stages as well as a recreational adventure park called the Forge. The park will include zip lines, rock climbing and trails in the Village’s quarry areas.

For FY20 two major redevelopments are scheduled to begin construction. The first one is a mixed use development in the downtown area producing rental units and increase sales tax. The second development is located in one of the TIF districts that will include a gas station, possible car wash, and industrial site. This development will bring in sales tax and increase property tax revenue.

### FUND HIGHLIGHTS

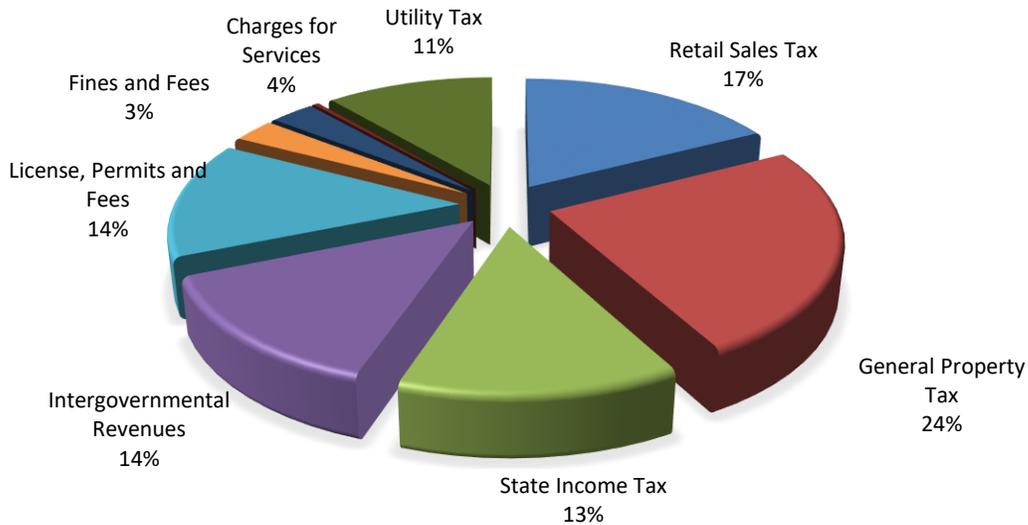
Fund groups contain related accounts used to maintain control over resources segregated for specific activities or objectives. The Village, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Village maintains twenty individual governmental funds. The two top funds (General Fund and Water/Sewer Fund) account for close to 80% of the expenditures. Expenditures, including the Utility Fund and all other Special Funds for FY20 total \$23.6 million, which is an increase due to added capital infrastructure projects.



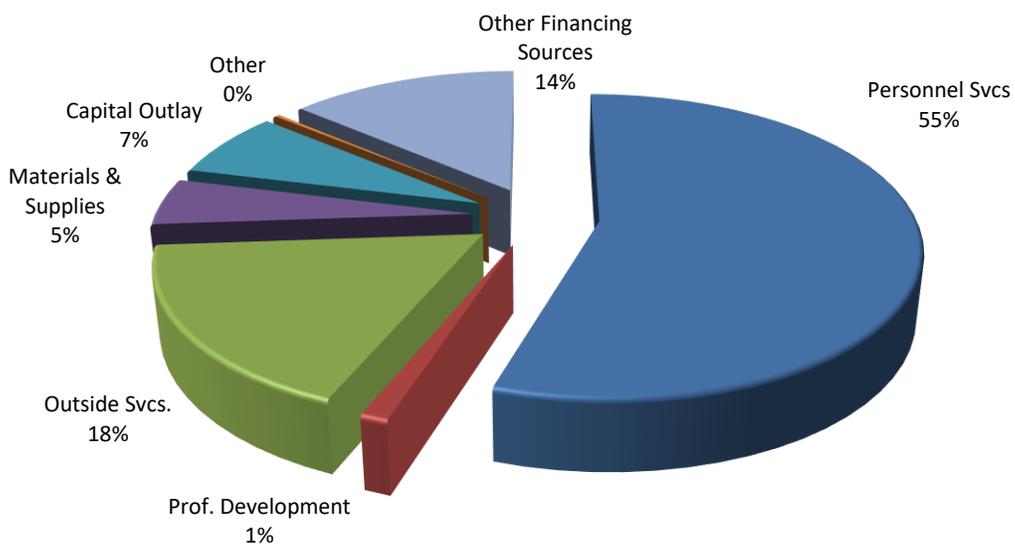
**General Fund**

**General Fund Revenues by Source**  
**\$11.7 Million**



For the FY20 budget, general property tax is the largest component of the General Fund revenues, at 24%. Retail Sales tax is the second largest component at 17%, this percentage has decreased over FY19. For FY20, Utility tax in the amount of \$1.2 million was moved from the Road Improvement Fund to the General Fund.

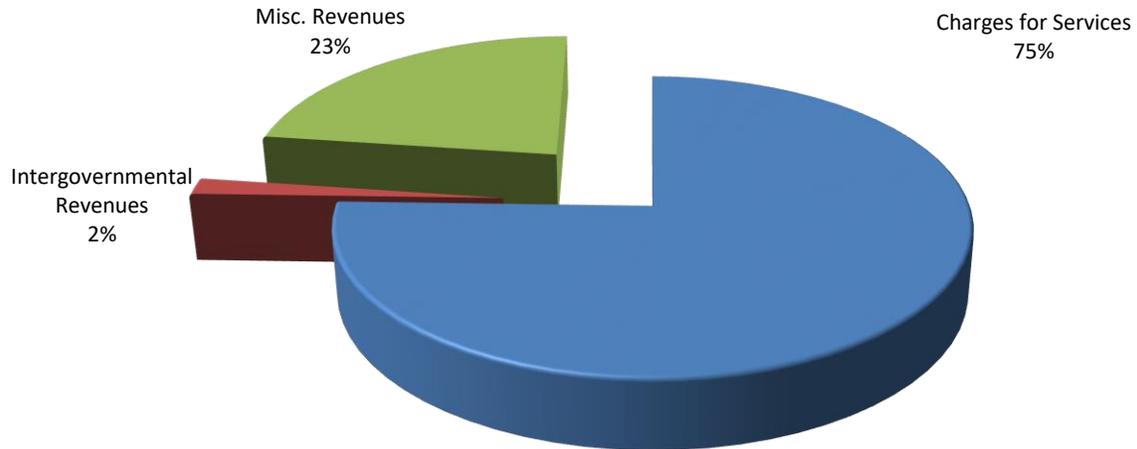
**General Fund Appropriations by Element**



The General Fund comprises 50% of total appropriations.

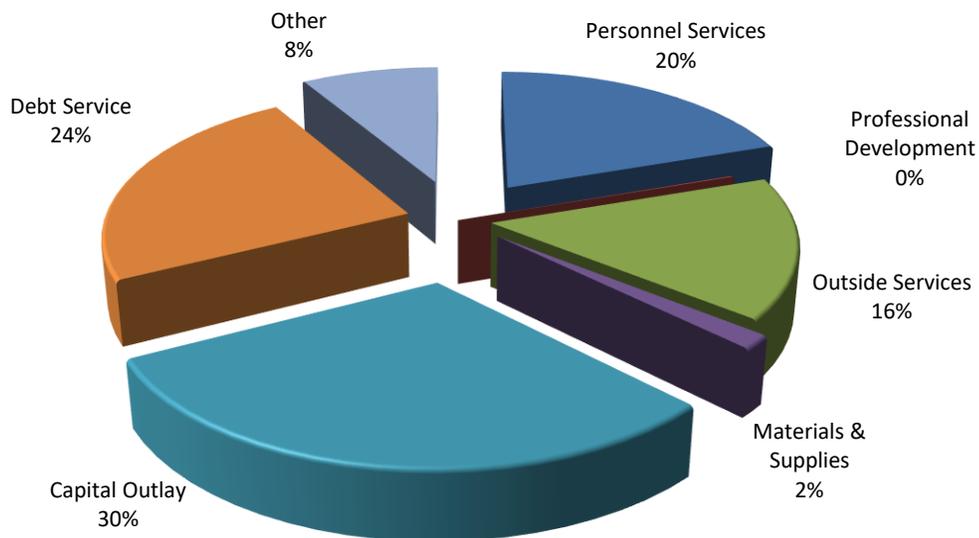
### Water and Sewer Fund

**Water and Sewer Revenues by Source**  
**\$6.5 million**



The Water and Sewer Fund is a fund that is supported by the users of the service. Per the chart above, 75% or \$4.9 million in revenues comes from charges for services.

**Water and Sewer Appropriations by Element**  
**\$6.5 million**



The Water and Sewer Fund comprises 28% of total appropriations.

### Other Funds

The remainder of the appropriations for the Village is comprised of eighteen funds that account for 22% of total appropriations. These funds include the Debt Service fund, TIF funds, pension funds, internal service funds, and capital project funds.

### **Capital Improvement Program**

The FY20 Capital Improvement Program is \$3,664,940 and a 5-year total of \$24.9M. Projects included in the CIP must have a minimum value of \$10,000, a multi-year useful life, and result in a fixed asset. This proactive program was prepared to address the Village's capital needs while remaining fiscally responsible. The plan establishes priorities and addresses capital needs and the capabilities of funding the projects. All budgetary impacts relating to capital expenditures have been included in the FY20 Annual Operating Budget. The Village has funded the FY20 capital projects with existing funds and prior bond funds.

The FY20 Annual Operating Budget represents a concerted effort by the Village Board working with all of the departments to meet service demands, subject to available revenues.

Much credit and appreciation are given to all staff for their valuable contributions to this budget process. Your review ensures that the budget meets the service level goals and the vision of the Village of Lemont.

Respectfully submitted,



George Schafer  
Village Administrator



Christina Smith  
Finance Director

# Strategic Plan

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## *Executive Summary*

On January 25th and January 26th 2018, the Village Board and several staff members held a strategic plan update session. The session focused on updated the Village's vision, mission statements as well as five value statements.

The major elements of the Strategic Plan are the Vision Statement, which describes the future direction of the Village; a Mission Statement, which expresses the purpose of the Village and what it exists to do; a set of Strategic Priorities, which are the highest priority issues for the next three years; a set of Key Performance Indicators, which describe the desired outcomes and measures of success in addressing each Strategic Priority; and a set of Strategic Initiatives, which lists the actions that will be taken on each Priority to ensure successful effort.

### Vision Statement:

*The Village of Lemont is a thriving, family-oriented, and fiscally-sound community with a wide range of housing, business, and recreational opportunities. Lemont provides a safe, attractive, and welcoming environment with a true sense of community for our residents, visitors and businesses.*

### Mission Statement:

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## Strategic Plan (con't)

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### Values

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# Summary of Significant Accounting Policies

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## 1. Accounting Entity and Basis of Presentation

The accounting policies of the Village of Lemont, Illinois (the Village) are in accordance with accounting principles generally accepted in the United States of America, as applied to governmental units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the significant accounting policies of the Village.

### a. Reporting Entity

The Village is a municipal corporation established under Illinois Compiled Statutes (ILCS) governed by an elected Mayor and Board of Trustees. The Village was incorporated in 1873. The Village operates under a board administrator form of government and provides the following services as authorized by statute: public safety (police), emergency management, streets, water and sewer, commuter parking, public improvements, planning and zoning, financial and general administrative services. The Village has defined its reporting entity in accordance with GASB Statement No. 14. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and either (1) the Village's ability to impose its will over the component unit or (2) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the Village. The Police Pension Fund is a legally separate organization from the Village. However, although legally separate, this fund is reported as a fiduciary fund of the Village, because it is fiscally dependent on the Village and administered exclusively for the benefit of the Village's police personnel.

### b. Fund Accounting

The Village uses funds to report its financial position and the changes in its financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds are classified into the following categories: governmental, proprietary and fiduciary.

## Summary of Significant Accounting Policies (con't)

### **Governmental Funds**

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of restricted or committed monies (special revenue funds), the funds committed, restricted or assigned for the acquisition or construction of capital assets (capital projects funds), the funds committed, restricted or assigned for the servicing of long-term debt (debt service funds) and the management of funds held in trust where the interest earnings can be used for governmental services (permanent fund). The general fund is used to account for all activities of the general government not accounted for in some other fund.

### **Proprietary Funds**

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful for sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds). Pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Government Entities That Use Proprietary Fund Accounting*, the Village has chosen to apply all GASB pronouncements as well as those FASB pronouncements issued on or before November 30, 1989 to account for its enterprise funds.

The proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Waterworks and Sewerage and Parking System funds are charges to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

### **Fiduciary Funds**

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government. The Village utilizes a pension trust fund and an agency fund which are generally used to account for assets that the Village holds in a fiduciary capacity and agency funds to account for assets that the Village holds in an agent capacity.

## Summary of Significant Accounting Policies (con't)

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### c. Basis of Accounting

Basis of accounting refers to when the revenues and expenditures/expenses are recognized in the accounts and reported in the annual audit. Governmental funds are accounted for using the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Village generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for sales and telecommunication taxes which use a 90-day period, income taxes when remittance by the state is delayed beyond the normal month and FEMA grants which use a one year period. Expenditures generally are recorded when a fund liability is incurred. However, debt service expenditures are recorded only when payment is due.

Property taxes, sales and telecommunication taxes owed by the state at year end, franchise taxes, licenses, charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and are recognized as revenues of the current fiscal period. Fines and permit revenue are considered to be measurable and available only when cash is received by the Village.

All proprietary funds and fiduciary funds are accounted for using the accrual basis of accounting except for budget purposes. Their revenues are recognized when they are earned, and the expenses are recognized when they are incurred. Unbilled water utility receivables are recorded at fiscal year-end in the waterworks and sewerage fund. However, the Waterworks and Sewerage budget includes capital improvements and equipment as expenses. For accounting purposes, capital improvements in excess of \$10,000 are capitalized as fixed assets on the balance sheet and are not expenses.

# Budget Process and Calendar

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## **BASIS OF BUDGETING**

This budget is prepared on a basis consistent with Generally Accepted Accounting Principles (GAAP). During the year, the Village's accounting system is maintained on the same basis as the budget. This enables departmental budgets to be easily monitored on a monthly basis. The Village operates on a cash basis throughout the year. Revenues are budgeted based upon trends and economic indicators. Staff utilizes outside resources such as Illinois Municipal League for predictions of certain revenue sources.

## **ANNUAL FINANCIAL REPORTING**

The modified accrual basis of accounting is used by all governmental and agency fund types. Under the modified accrual basis of accounting, revenue is recognized when it becomes both measurable and available. "Measurable" means the amount can be determined and "available" means collectible within the current period or soon enough thereafter to pay current liabilities. Expenditures are recognized when the related fund liability is incurred, except for principal and interest on general long term debt, which is recognized when due. This is the same basis of accounting used in the Village's audited financial statements.

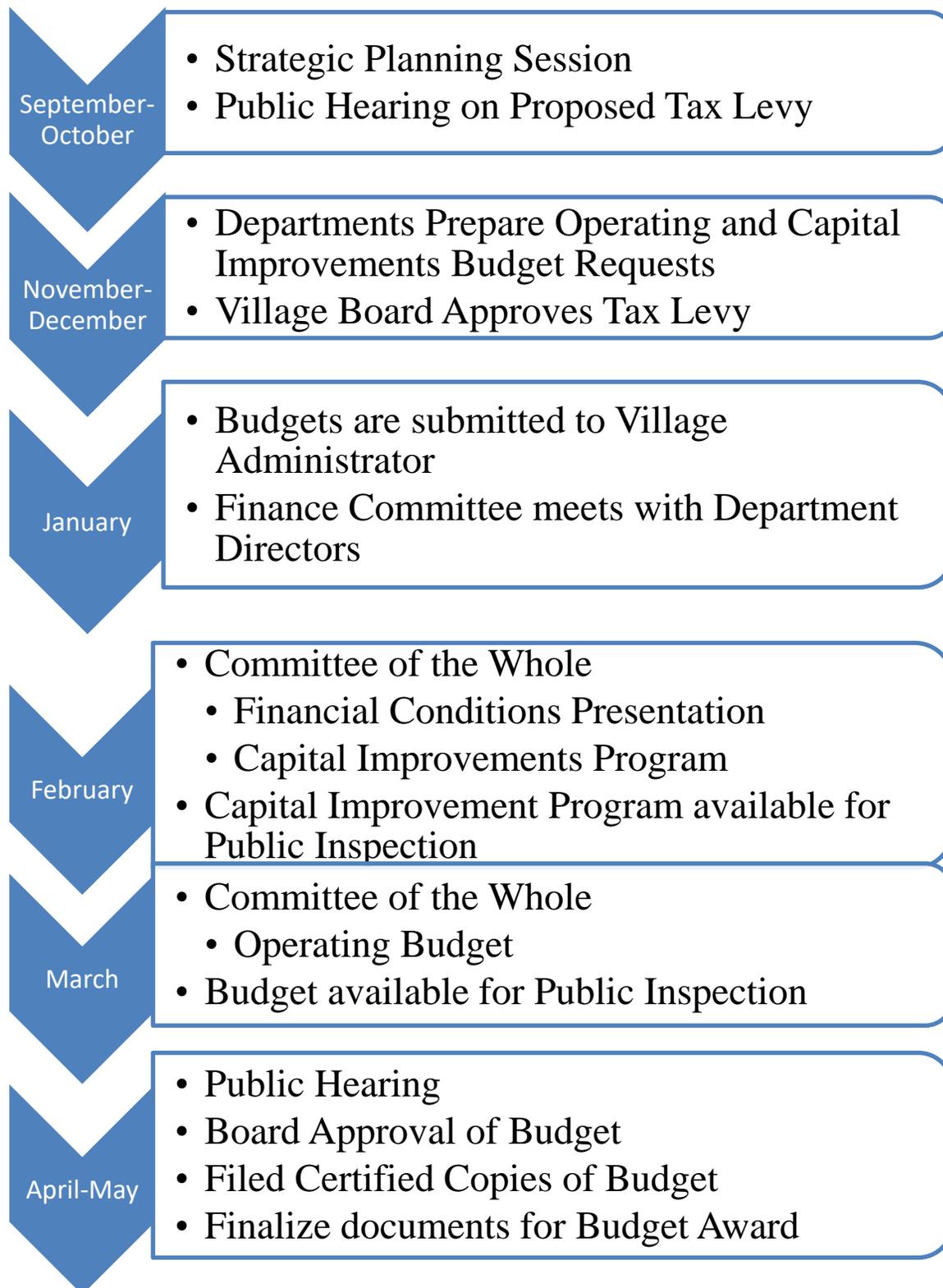
## **BUDGET MONITORING**

The Finance Department will maintain a system for monitoring the Village's Budget Performance. Interim financial reports comparing actual experience against budgeted revenues and expenditures in the current fiscal period shall be distributed and reviewed with the Village Board on a quarterly basis. The Department Heads have primary responsibility for ensuring their departments stay within their annual adopted budget.

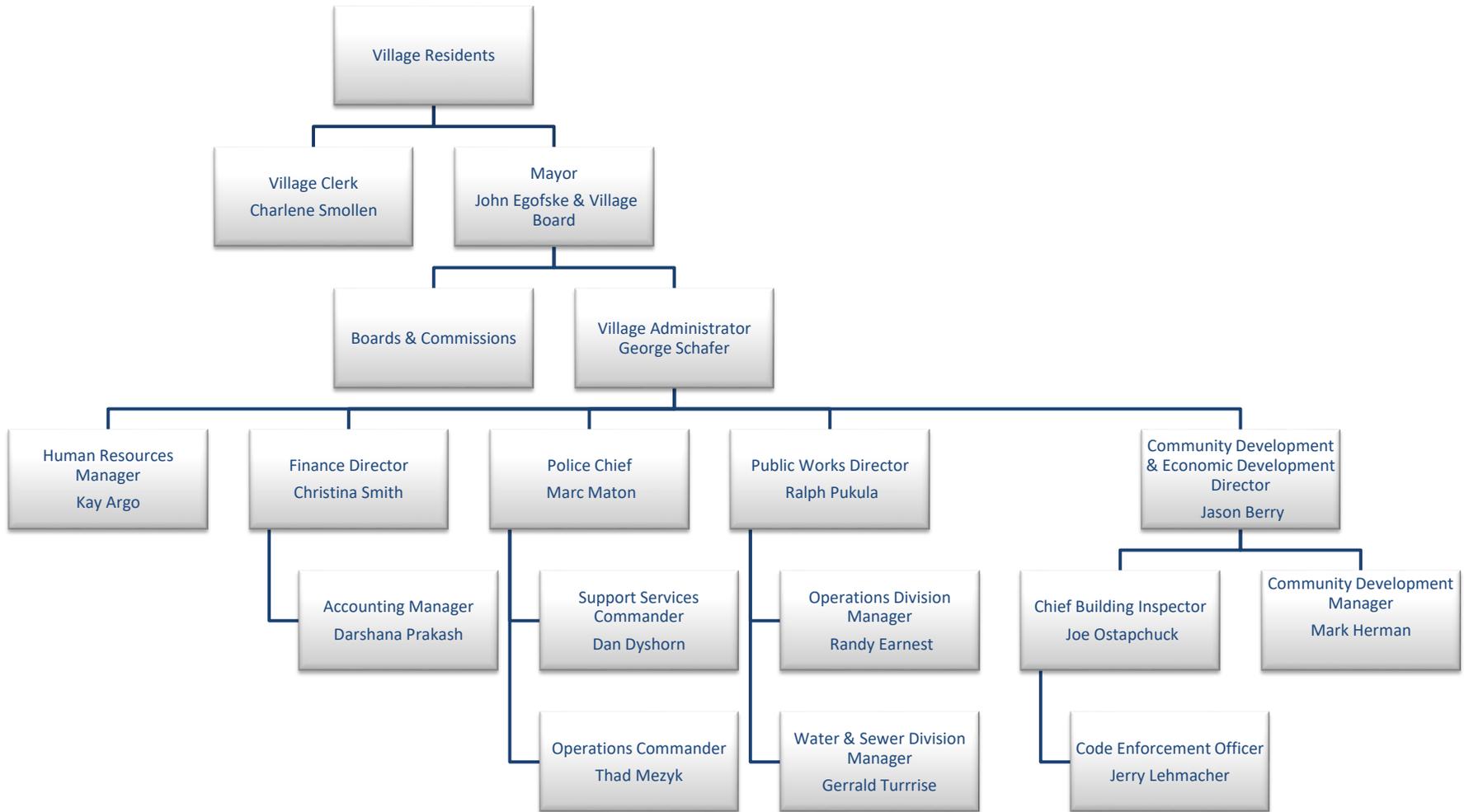
## **BUDGET ADJUSTMENTS AND AMENDMENTS**

During the course of the year, the Village may determine that the budget needs to be amended due to a grant funds, unplanned expenditure, etc. The Village may adjust the original budget by Board approval. On a quarterly basis, staff prepares a report outlining year to date revenues and expenditures and proposes any needed budget adjustments.

## FY2019-2020 Budget Calendar



# Village of Lemont Organizational Chart



**Village of Lemont  
Position Listing**

**Full Time**

	<b>Authorized FY2014-15</b>	<b>Authorized FY2015-16</b>	<b>Authorized FY2016-17</b>	<b>Authorized FY2017-18</b>	<b>Authorized FY2018-19</b>	<b>Adopted FY2019-20</b>
<b>Administration</b>						
Village Administrator	1	1	1	1	1	1
Deputy Village Administrator/Corporation Counsel	0	0	1	1	0	0
Human Resources Manager	1	1	1	1	1	1
Executive Assistant	1	1	0	0	0	0
Community Relations Manager/Executive Asst	0	0	1	1	1	1
Special Events and Digital Media Coordinator	0	0	1	1	1	1
<b>Community Development</b>						
Community Development Director	1	1	0	0	1	1
Planner	1	1	1	1	0	0
Community Development Manager	0	0	0	0	1	1
Marketing Coordinator	1	1	0	0	0	0
Building Commissioner	1	1	1	1	0	0
Chief Building Inspector	1	1	1	1	0	0
Code Enforcement Officer	1	1	1	1	1	1
Administrative Assistant	2	2	2	2	0	0
Permit Tech	0	0	0	0	3	3
Chief Building Official	0	0	0	0	1	1
<b>Finance Department</b>						
Finance Director/Treasurer	1	1	1	1	1	1
Accounting Manager	0	0	1	1	1	1
Financial Analyst	1	1	0	0	0	0
Finance/Building Clerk	0	0	1	1	0	0
<b>Police</b>						
Chief of Police	1	1	1	1	1	1
Commander	2	2	2	2	2	2
Sergeants	6	5	4	4	4	4
Police Officers	18	18	20	20	18	18
Community Service Officer	2	2	2	2	1	1
Police Office Manager	1	1	1	1	1	1
Police Records Supervisor	1	1	1	1	1	1
Police Records Specialist	1	1	1	1	1	1
Nuisance Officer	0	0	0	0	1	1
<b>Public Works</b>						
Public Works Director	1	1	1	1	1	1
Water/Sewer Operations Superintendent	1	1	1	1	1	1
Water Operator/Inspector	1	1	1	1	1	1
Public Works Operations Superintendent	1	1	1	1	1	1
Procurement and Budget Coordinator	0	0	1	1	1	1
Fleet Manager	1	1	1	1	1	1
Mechanic	1	1	1	1	1	1
Water Supervisor	1	1	0	0	0	0
Crew Leaders	2	2	3	3	3	3
Maint Workers 1 & II	9	8	8	8	8	8
Water Billing Supervisor	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
<b>Total Full Time</b>	<b>65</b>	<b>63</b>	<b>66</b>	<b>66</b>	<b>63</b>	<b>63</b>

**Village of Lemont  
Position Listing**

**Part Time**

	<b>Authorized FY2014-15</b>	<b>Authorized FY2015-16</b>	<b>Authorized FY2016-17</b>	<b>Authorized FY2017-18</b>	<b>Authorized FY2018-19</b>	<b>Adopted FY2019-20</b>
<b>Administration</b>						
Part-time Executive Assistant	0	0	0	1	1	1
<b>Community Development</b>						
Planning Intern	0	0	1	1	1	1
Plumbing Inspectors	3	3	2	2	2	2
Electrical Inspectors	2	2	1	1	1	1
Summer Worker	1	1	1	1	1	1
<b>Finance Department</b>						
Front Desk Clerk	2	2	1	1	2	2
Accounting Assistant	1	1	1	1	1	1
Accountant	1	1	0	0	0	0
<b>Police</b>						
Police Officers	6	6	6	6	6	6
Accedidation Manager	1	1	1	1	0	0
Crime Prevention Officer	1	1	1	1	0	0
Crossing Guards	6	6	3	3	3	3
Traffic Safety Officers	19	19	0	0	0	0
Records Clerk	1	1	1	1	1	1
Records Asisstant	0	0	3	3	2	2
Police Evidence Custodian	1	1	1	1	0	0
LEMA Director	1	1	1	1	1	1
LEMA Deputy Director	1	1	1	1	1	1
<b>Public Works</b>						
Meter Reader	1	1	1	1	1	1
Summer Worker	7	8	9	10	10	10
<b>Total Part Time Positions</b>	<b>55</b>	<b>56</b>	<b>35</b>	<b>37</b>	<b>34</b>	<b>34</b>
<b>Police (volunteer positions)</b>						
Cadets	11	11	11	11	11	11

\*Program disbanded

# Fund Structure

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## GOVERNMENTAL FUNDS

### *General Fund*

The General Fund is the general operating fund of the Village. It is used to account for all the following departments:

- Village Board
- Administration
- Legal
- Finance
- Police
- Public Works
- Community and Economic Development
- Information Technology

### *Special Revenue*

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purposes.

Motor Fuel Tax Fund- To account for revenue received from the State of Illinois for the maintenance, improvement and construction of streets and roads.

Illinois Retirement Fund (IMRF)- To account for property taxes revenue and expenditures relating to non-public safety pension.

Social Security – To account for property tax revenue and expenditures relating to social security and Medicare expenditures.

State Forfeiture, State DUI, and Vehicle Replacement Funds- To account for the use of forfeiture funds used to provide a safe environment for our residents.

Working Cash Fund- To account for a reserve fund.

### *Debt Service*

All bonds issued by the Village of Lemont are paid for by an Alternate Revenue Source. This fund is used to pay for governmental entities debt service. The proprietary funds pay for debt service out of the Water/Sewer fund.

# Fund Structure

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General Obligation Bonds (Alternate Revenue Source) 2012A- To accumulate monies for annual payments of 2012A, \$3,420,000 General Obligations Bonds. These bonds were issued to finance the expansion of the Veteran's Memorial Parkway, Village Hall remodeling, repair and rehabilitation, technology improvements, miscellaneous capital facilities and improvements, capitalized interest and related facilities.

General Obligation Bonds (Alternate Revenue Source) 2012B- To accumulate monies for annual payments of 2012B, \$4,750,000 Taxable General Obligation Bonds. These bonds were used to finance land assembly, site preparation, including remediation, demolition, environmental studies and related work within or serving the Gateway Redevelopment Project Area.

General Obligation Bonds (Alternate Revenue Source) 2014A- To accumulate monies for annual payments of 2014A, \$955,000 General Obligation Refunding Bonds. These bonds were used to refund Series 2005.

General Obligation Bonds (Alternate Revenue Source) 2014B- To accumulate monies for annual payments of 2014B, \$960,000 General Obligation Refunding Bonds. These bonds were used to advance refund a portion of the Village's outstanding taxable general obligation bonds 2012B.

General Obligation Bonds (Alternate Revenue Source) 2015B- To accumulate monies for annual payments of 2015B, \$2,690,000 General Obligation Refunding Bonds. These bonds were used to refund Series 2007A.

Quarry Mortgage Note- To accumulate monies for monthly payments, \$150,000 mortgage. This fund was used to acquire land at the Quarry.

General Obligation Bonds (Alternate Revenue Source) 2017A- To accumulate monies for annual payments of 2017A, \$4,160,000 General Obligation Refunding Bonds. These bonds were used to refund Series 2007A and maturing 2008.

## ***Capital Projects Fund***

The Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital items (other than those financed by proprietary funds).

# Fund Structure

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Canal TIF- Established to account for the financial resources to be used for improvements to the infrastructure in the TIF district. Financing is provided by incremental property taxes.

Gateway TIF- Established to account for the financial resources to be used for improvements to the infrastructure in the TIF district. Financing is provided by incremental property taxes.

Gateway Acquisition- Established to account for the acquisition of property in the Gateway TIF.

Infrastructure Fund (Road Improvement)- Created to account for financial resources to be used for the reconstruction and resurfacing of major streets. Financing is provided by the 1% non-home rule sales tax.

TOD TIF – Established to account for the financial resources to be used for improvements to the infrastructure in the Downtown TIF area. Financing is provided by incremental property taxes.

Main/Archer TIF- Establish to account for the financial resources to be used for improvements to the infrastructure in the Main/Archer TIF area. Financing is provided by incremental property taxes.

## **PROPRIETARY FUNDS- ENTERPRISE FUNDS**

### ***Water/Sewer Fund***

The Water and Sewer fund accounts for the provision of water and sewer services to the resident and businesses of the Village financed by user fees.

### ***Parking Lot***

The parking lot fund accounts for the operating revenue and expenses of the commuter lot.

### ***Parking Garage***

The parking garage fund accounts for the operating revenue and expenses of the Village's downtown parking garage.

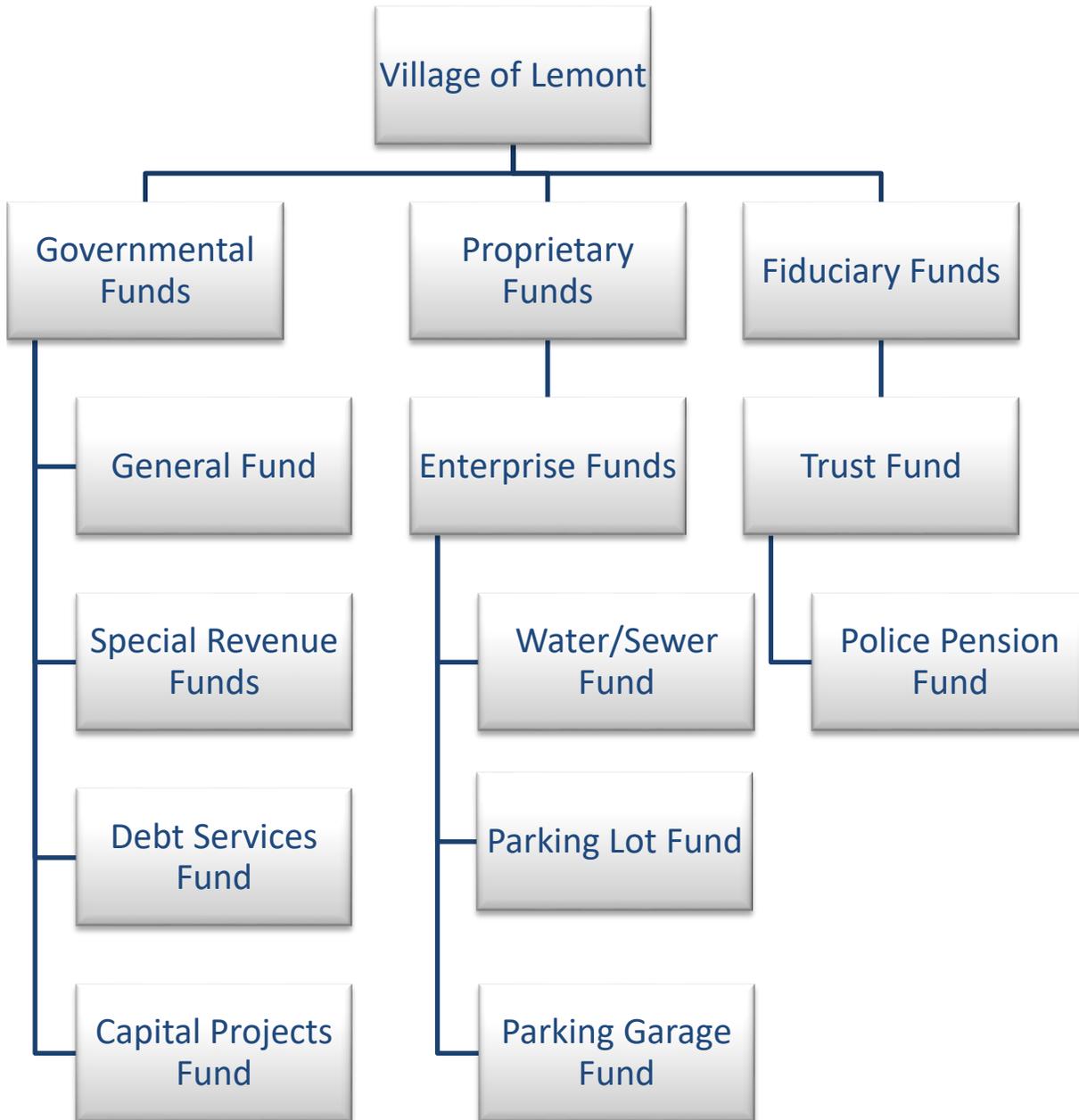
## **FIDUCIARY FUNDS- TRUST FUNDS**

### ***Police Pension Fund***

The Village reports the pension trust fund as a fiduciary fund to account for the Police Pension Fund.

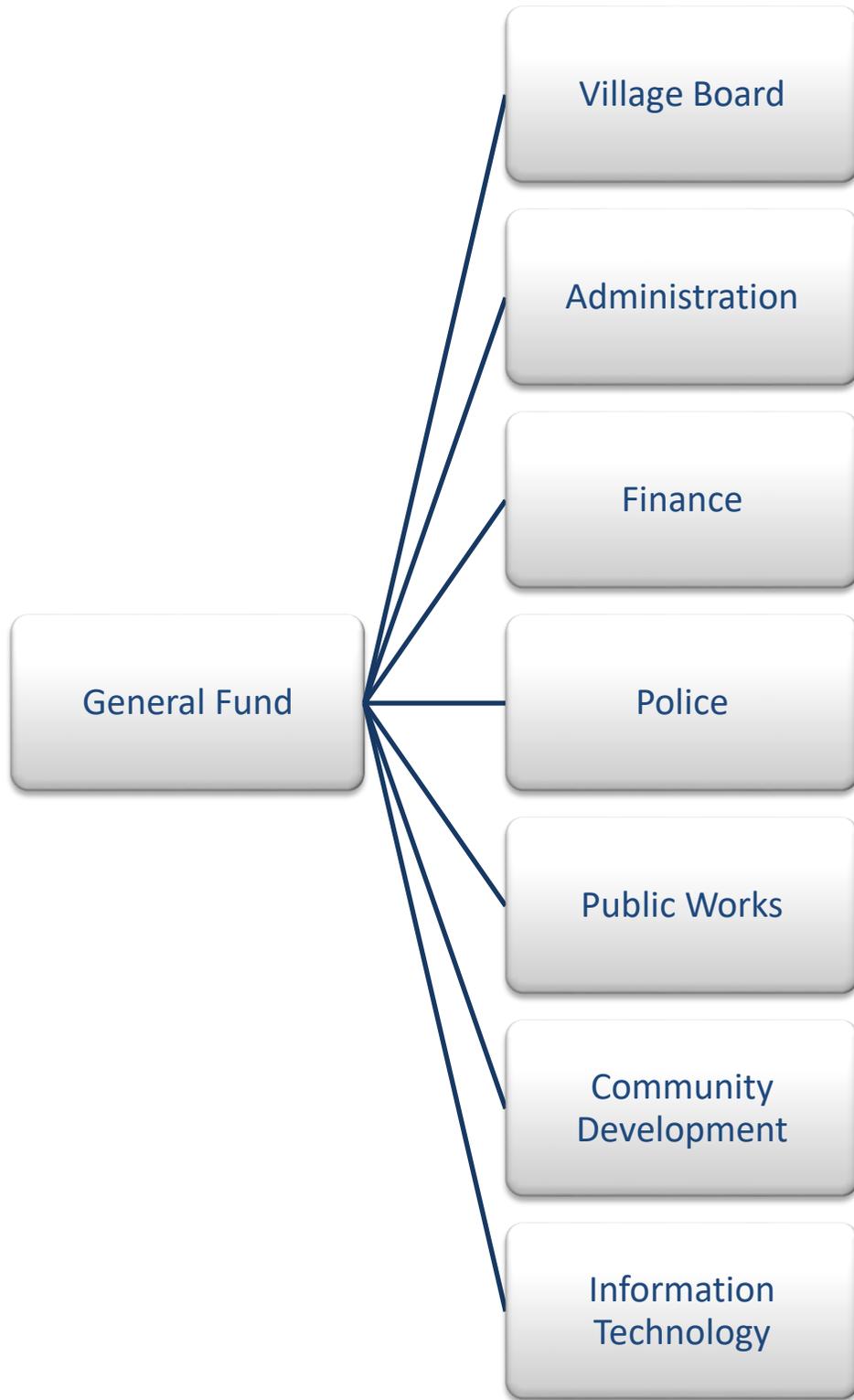
# Fund Structure

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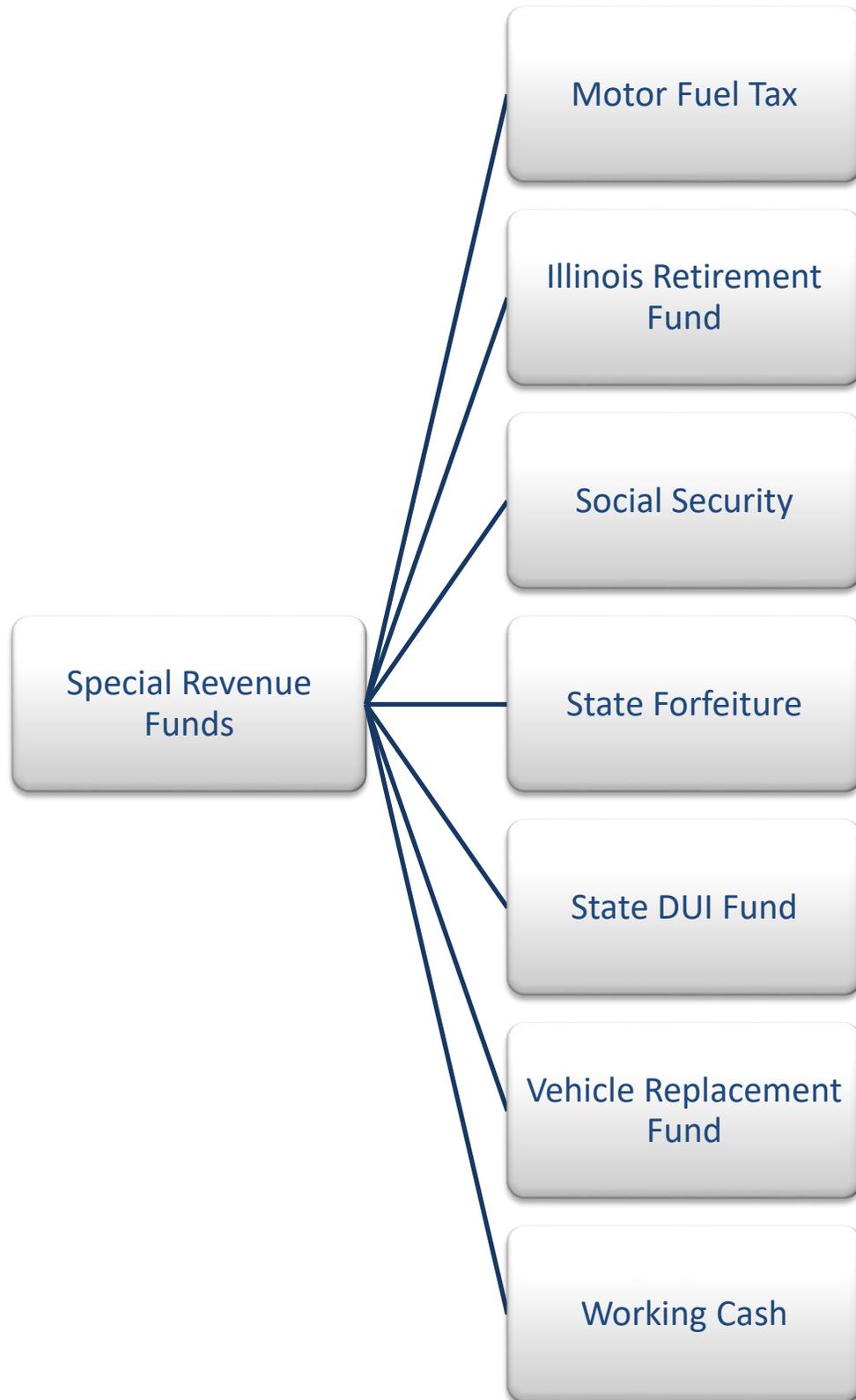
# Fund Structure

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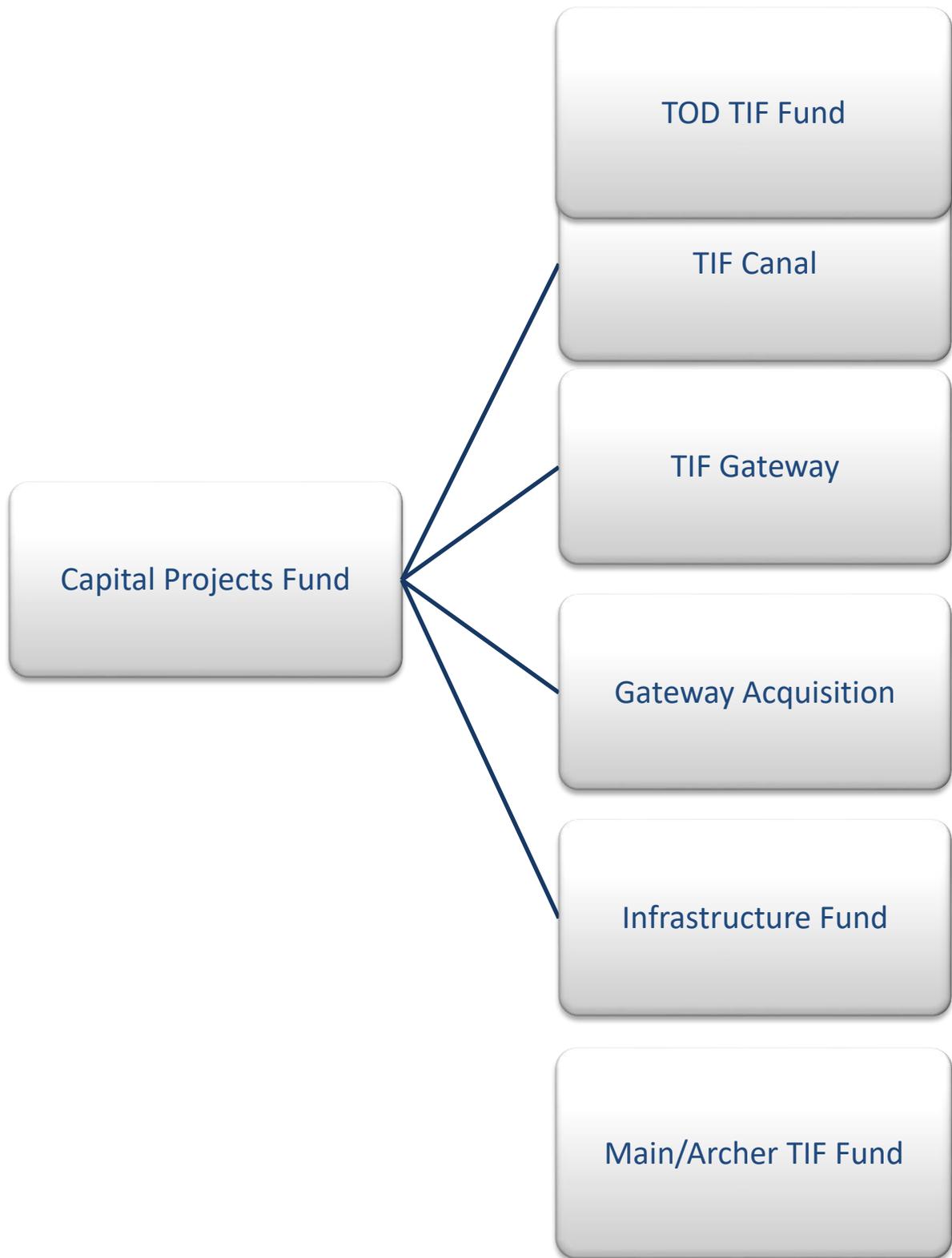
# Fund Structure

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# Fund Structure

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# Fund Structure

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Debt Service Fund

# Village of Lemont, Illinois

## Revenue Summary by Fund

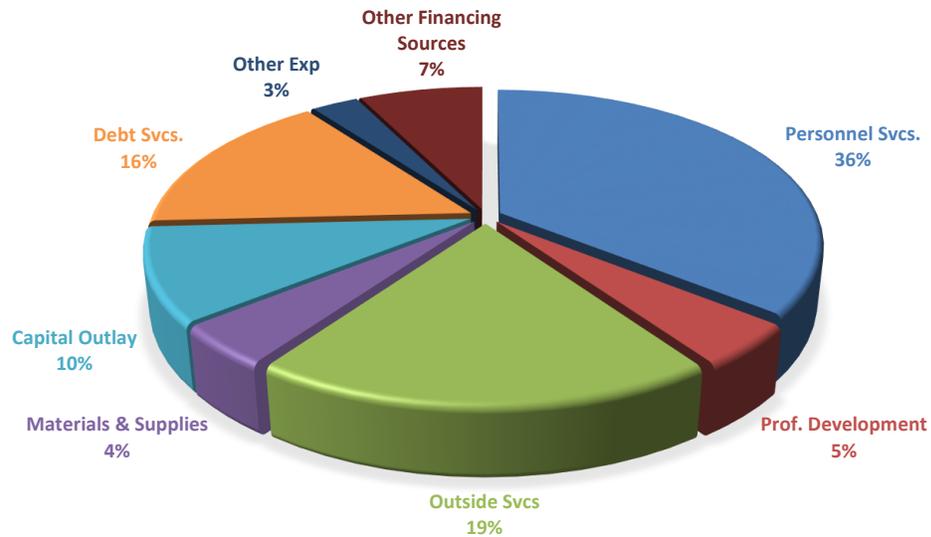
	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Actual 2018-19 (unaudited)	Adopted 2019-20
General Fund	\$10,146,938	\$10,225,167	\$10,119,102	\$11,163,358	\$11,735,525
Working Cash Fund	(228)	(486)	-	(470)	
Debt Service	1,374,930	5,835,481	1,543,094	1,543,094	1,539,674
IMRF Fund	382,134	371,128	361,508	354,184	375,500
Social Security	167,372	316,668	270,000	272,761	265,288
Murderer & Violent Offender Fund			-	20	-
Motor Fuel Tax Fund	447,243	433,474	414,000	436,831	438,874
State Forfeiture Fund	-	16,877	-	-	
State DUI Fund	18,000	-	-	6,702	
Vehicle Replacement Fund	-	-	-	4,017	
Downtown TIF Fund	3,094	47,515	-	-	
Main/Archer TIF		5,000		7,095	52,000
Canal TIF District	285,814	2,349,186	360,257	153,792	371,646
TOD TIF					60,000
Gateway TIF District	-	37,933	40,000	86,052	70,000
Special Service Area #1	35,633	50,861	-	-	
Gateway Property Acquisition Fund	7,157	-	-	-	
Road Improvement Fund	1,416,762	1,466,573	1,428,500	1,438,704	-
General Capital Improvement Fund	-	5,718			
Village Hall Improvement Fund	-	16,161	-	26,519	
Infrastructure Fund					1,329,252
Water & Sewer Bond	-	-			
Water & Sewer Fund	5,998,126	5,462,729	5,615,912	5,731,060	6,534,939
Parking Garage Fund	25,582	26,532	42,638	66,670	42,000
Parking Lot Fund	118,931	110,094	352,200	527,438	109,064
Police Pension Fund	2,473,552	2,400,969	1,426,224	2,683,092	1,433,000
<b>Revenue Grand Totals:</b>	<b>\$22,901,040</b>	<b>\$29,177,580</b>	<b>\$21,973,435</b>	<b>\$24,500,918</b>	<b>\$24,356,762</b>

# Village of Lemont, Illinois

## Appropriations Summary by Fund

	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Actual 2018-19 (unaudited)	Adopted 2019-20
General Fund	\$10,130,795	\$10,194,935	\$10,119,043	\$10,747,951	\$11,731,799
Working Cash Fund					
Debt Service	1,392,855	5,839,274	1,539,463	1,539,767	1,539,674
IMRF Fund	372,443	360,064	341,702	342,939	315,997
Social Security	277,518	280,351	263,968	267,473	265,288
Motor Fuel Tax Fund	472,294	550,128	350,500	463,706	434,074
State Forfeiture Fund	-	16,877	-	-	-
DUI fund	18,000	-	-	-	-
Vehicle Replacement Fund	-	-	-	-	-
Main/Archer TIF	9,917	17,707	-	30,108	52,000
Downtown TIF Fund	-	64,178	-	-	-
Canal TIF District	328,750	2,389,334	360,257	311,506	371,646
TOD TIF	-	-	-	39,820	55,000
Gateway TIF District	82,937	92,988	-	440	-
Special Service Area #1	145,500	231,843	-	-	-
Gateway Property Acquisition Fund	26,800	-	-	-	-
Road Improvement Fund/ Infrastructure Fund	1,820,202	1,063,763	1,375,467	1,186,831	-
General Capital Improvement Fund	-	-	-	-	-
Village Hall Improvement Fund	26,519	26,519	-	26,519	-
Infrastructure Fund	-	-	-	-	1,269,440
Water & Sewer Bond	-	-	-	-	-
Water & Sewer Fund	5,503,519	6,839,319	5,615,889	4,946,623	6,534,939
Parking Garage Fund	41,205	55,291	42,638	56,414	41,781
Parking Lot Fund	82,137	81,542	326,454	462,819	109,064
Police Pension Fund	754,300	768,854	831,500	992,117	834,000
<b>Expenditure Grand Totals:</b>	<b>\$21,485,691</b>	<b>\$28,872,967</b>	<b>\$21,166,881</b>	<b>\$21,415,032</b>	<b>\$23,554,702</b>

Village of Lemont, Illinois  
 Fiscal Year 2019-20  
 Adopted Budget by Element



	Personnel Svcs.	Prof. Dev.	Outside Svcs	Materials & Supplies	Capital Outlay	Debt Svcs.	Other Exp	Other Financing Sources	Total
General Fund	\$ 6,459,325	\$ 139,230	\$ 2,069,488	\$ 587,000	\$ 837,100	\$ 67,496	\$ 32,157	\$ 1,540,004	\$ 11,731,800
Working Cash Fund									
Debt Service						1,539,674			1,539,674
IMRF Fund	315,997								315,997
Social Security	265,288								265,288
Motor Fuel Tax Fund	-		38,074	396,000					434,074
Main/Archer TIF			52,000						52,000
Canal TIF District			50,000		7,000	314,646			371,646
Gateway TIF District						-			-
TOD TIF			55,000			-			55,000
Infrastructure Fund			-		1,269,440			-	1,269,440
Water & Sewer Fund/Bond	1,285,020	6,795	1,040,942	102,300	1,981,000	1,561,331	557,550	-	6,534,938
Parking Garage Fund			18,320	23,461					41,781
Parking Lot Fund	27,294		23,870	2,500	51,000		4,400		109,064
Police Pension Fund		9,000	825,000	-					834,000
<b>Expenditure Grand Totals:</b>	<b>\$ 8,352,924</b>	<b>\$ 155,025</b>	<b>\$ 4,172,694</b>	<b>\$ 1,111,261</b>	<b>\$ 4,145,540</b>	<b>\$ 3,483,147</b>	<b>\$ 594,107</b>	<b>\$ 1,540,004</b>	<b>\$ 23,554,702</b>

# Revenue Highlights

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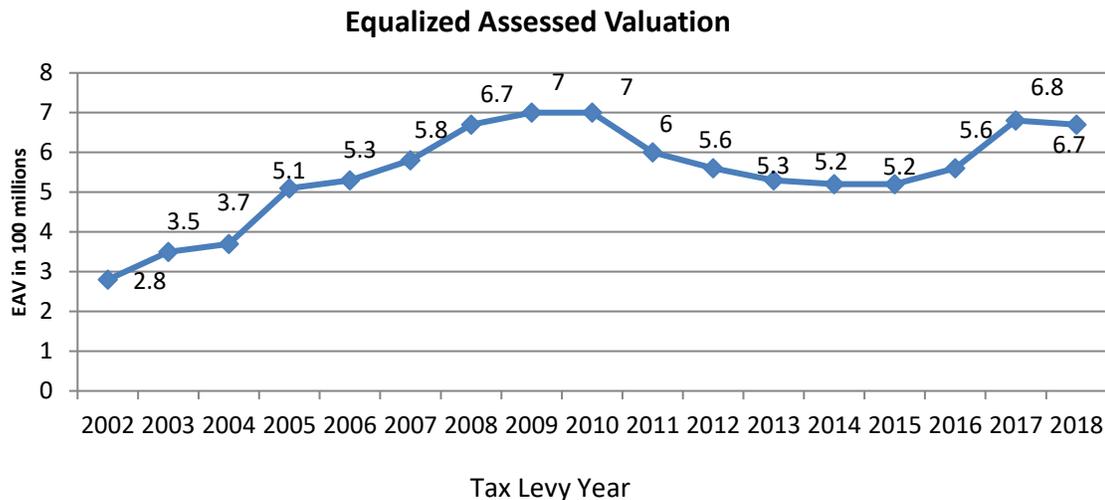
The Village of Lemont sources of revenue consist of property taxes, user fees, sales tax, grants and use of beginning balance.

## **General Fund**

Property Tax, Sales Tax, State Income Tax, and Intergovernmental account for 73% of the FY19 actual revenue collected in the General Fund.

- ***Property Tax***

Growth in the Village’s assessed valuation has increased from levy years 2002 through 2010. The economic downturn and reevaluation of property has caused decreases in the overall EAV of the Village. In levy year 2018 the Village’s EAV did decreased to \$668,934,811.



Due to the fact that the Village is non-home rule, the Village is subject to Property Tax Extension Law Limit (PTELL), which is designed to limit the increase in property tax extensions.

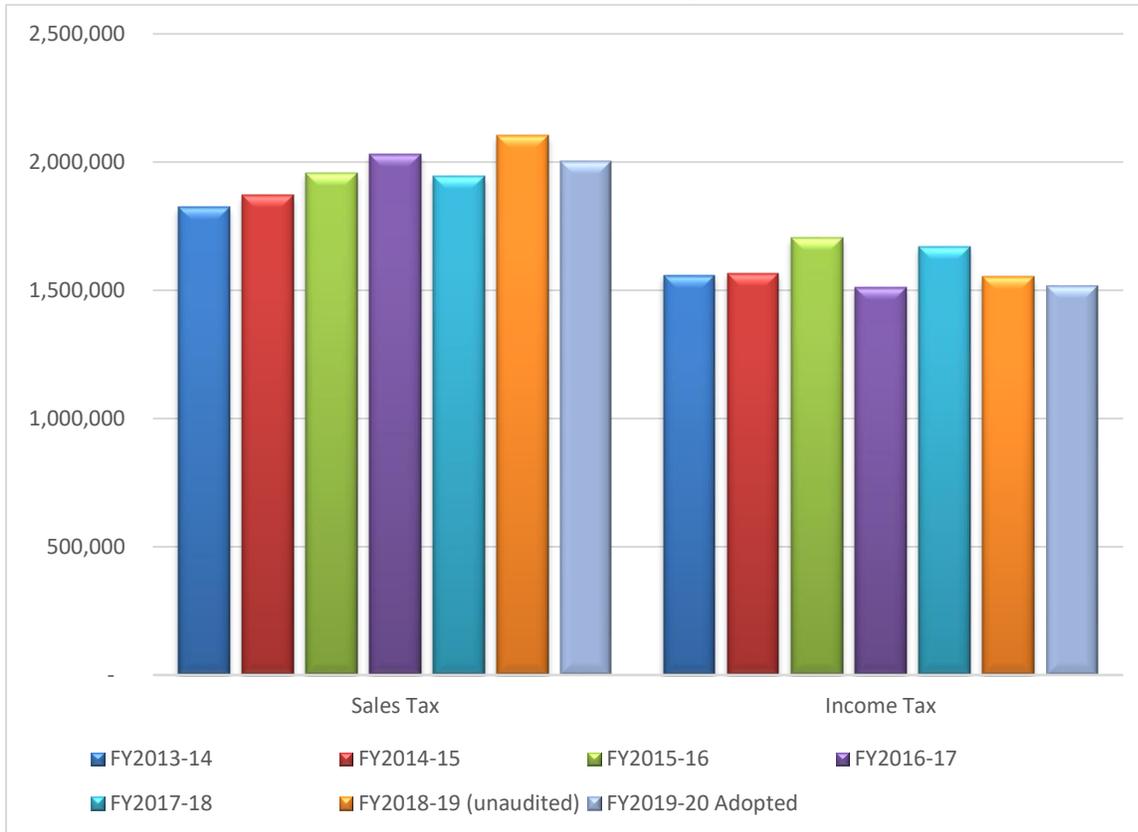
- ***Sales Tax***

Retail sales tax is collected by the State of Illinois. The municipality where the tax is collected receives one percent of the revenues. Starting in FY 19 the Village began to see a monthly increase in this revenue. This increase is attributable to increase in businesses as well as new home construction. Additionally, in April 2019 the residents voted for a 1% non home rule sales tax referendum. Staff is budgeting \$2 million for FY20 in the General Fund and \$900K in the infrastructure fund for the added non home rule sales tax..

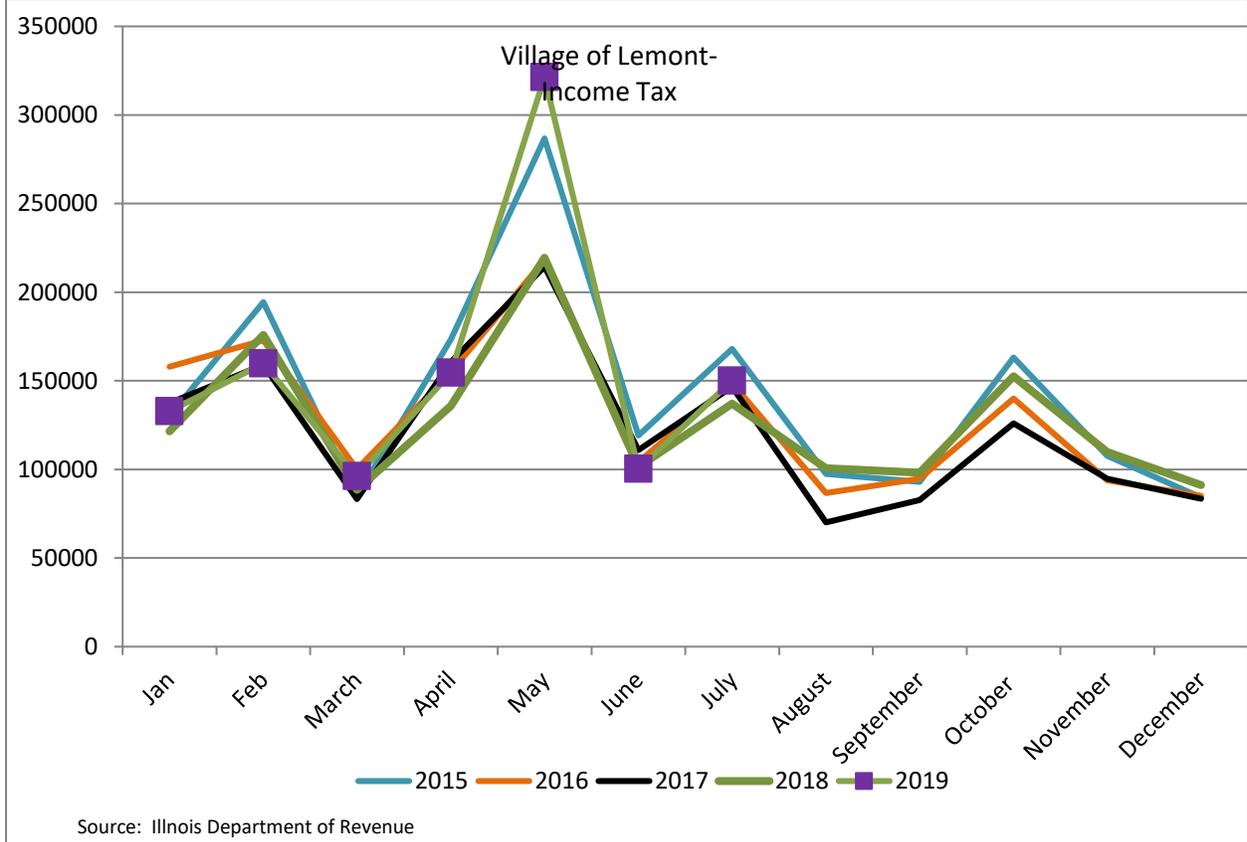
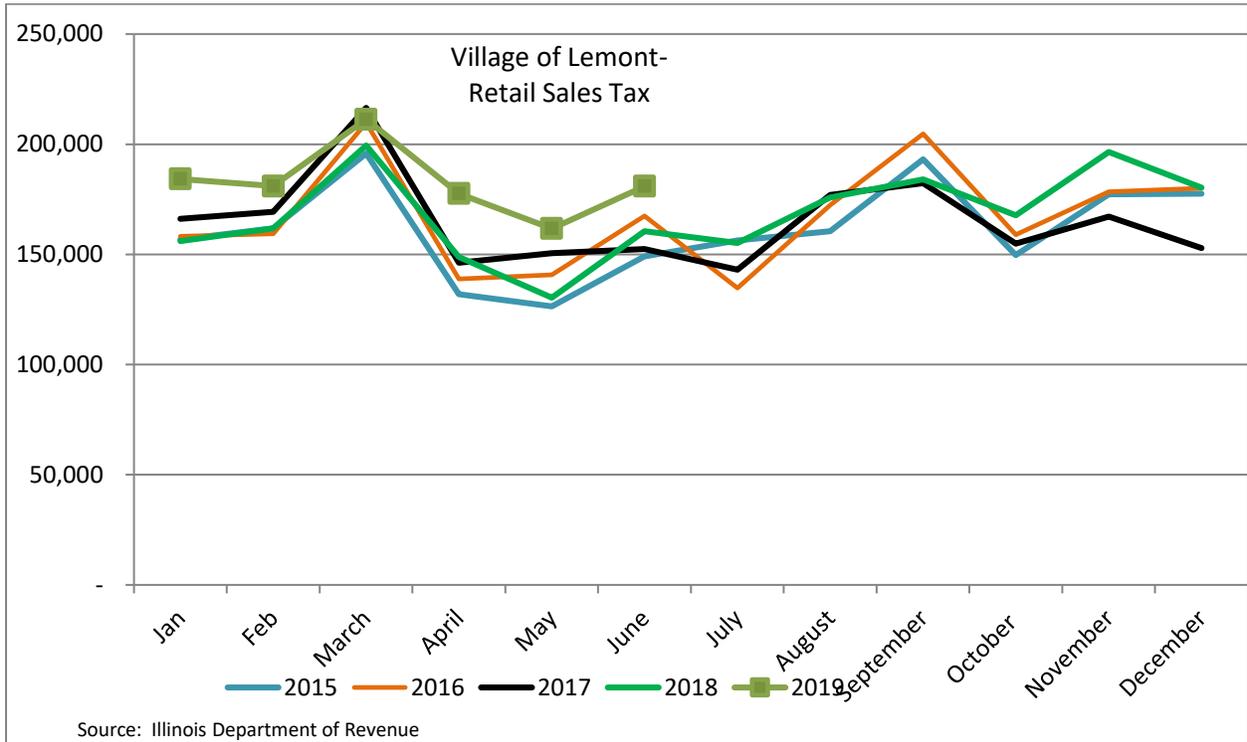
# Revenue Highlights (cont'd)

- Income Tax**

The Village receives a portion of state income tax receipts on a per-capita basis. The 2010 Census number for the Village of Lemont is 16,000. This revenue is income in both individual and corporation, dependent. The graph below depicts that this revenue has been flat over the course of several years with only 2 years of increases, which were an anomaly. The budget for FY20 is flat, which is conservative due to the state's financial position.



# Revenue Highlights (cont'd)



## Revenue Highlights (cont'd)

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- **Utility tax**

*Natural Gas Tax, electricity tax, and telecommunications tax*

Utility taxes were deposited into the Road Improvement Fund; however as of FY20 these funds were will be deposited into the general fund.

A six percent tax on gross natural gas sales within the Village continues to generate revenue. Revenue received from this tax depends largely upon changes in the cost of natural gas, changes in population, and/or whether the area experiences extreme temperatures. This revenue is gradually increasing since FY18. Winter 2018 Chicago experienced very cold days thus gas tax revenue increased dramatically. For FY19 the total revenue was \$275,614 which is a \$28,756 or an 11% increase. Staff is projecting that the revenue will decline slightly.

The Village's revenue from electric tax increased in FY19 by \$30,348 from FY18. As with the natural gas, this revenue is weather dependent. This revenue is very volatile one year up and one year down. The FY20 budget reflects a conservative revenue of \$590,000, which is down from the FY19 budget.

The municipality receives six percent of the revenues collected on inter/intra voice/data lines, cellular phones, and any other telecommunication devices. This revenue source has a history of being volatile. Staff continues reduce the revenue budget due to the volatility and uncertainty of the industry.

### **Motor Fuel Tax Fund**

- **State Motor Fuel Tax**

The Village receives a portion of the motor fuel tax on a per-capita basis. Additionally, in the past, the former Illinois Governor supplied communities with additional funding entitled Jobs Now to promote roadway projects and to assist with road repair. In FY18 the Village received approximately \$426,345 in per-capita funding per year. In FY19 the Village received slightly less or \$2,578 than FY18. The FY20 budget was compiled before the State's budget thus the increase is not reflected. Currently, the budget is \$408,000. Staff will monitor this and increase the budget as necessary.

### **Water Utility Fund**

- **Water/sewer services**

Water and Wastewater Utility Fund is fully funded by charges for services, connection fees, and miscellaneous income. Water sale revenues are difficult to predict due to the effect that weather has on water consumption. Per the Annual Revenue Ordinance, water rates are increased each year to cover the cost of infrastructure improvement and the cost of operations.

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

	General Fund			
	Actual 2016-17	Actual 2017-18	Actual 2018-19	Adopted 2019-20
	(unaudited)			
<b>REVENUES</b>				
Taxes				
Property	\$ 2,638,370	2,659,945	2,719,269	2,833,118
Other	-			1,302,775
Intergovernmental and contributions	4,346,290	4,479,153	5,445,971	4,891,582
Licenses, permits and inspections	1,746,531	1,858,535	1,416,783	1,592,050
Charges for services	134,425	106,480	345,602	101,000
Fines, forfeitures and penalties	223,543	212,261	319,300	225,000
Investment income	3,190	5,462	69,180	40,000
Miscellaneous income	896,943	897,540	847,253	747,000
Proceeds from sale of capital assets	7,646	5,791	78,725	3,000
Transfers in and Other Financing Sources	150,000	-	-	-
Total revenues	<u>10,146,938</u>	<u>10,225,167</u>	<u>11,242,083</u>	<u>11,735,525</u>
<b>EXPENDITURES</b>				
Current				
General government	2,937,330	2,921,848	3,341,178	2,915,412
Public safety	5,072,795	5,183,292	5,414,222	5,084,884
Highways and streets	1,085,919	1,026,876	1,021,609	1,286,203
Capital outlay	502,199	300,034	231,791	853,800
Debt service				
Principal	10,414	10,739	39,413	52,122
Interest and fiscal charges	1,362	1,036	1,316	15,374
Transfers out	529,690	751,109	661,565	1,524,004
Total expenditures	<u>10,139,709</u>	<u>10,194,934</u>	<u>10,711,094</u>	<u>11,731,799</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>7,229</u>	<u>30,233</u>	<u>530,989</u>	<u>3,726</u>
 <b>BEGINNING FUND BALANCE, MAY 1</b>	 2,933,083	 2,940,312	 2,970,545	 3,501,534
 <b>ENDING FUND BALANCE, APRIL 30</b>	 <u>\$ 2,940,312</u>	 <u>\$ 2,970,545</u>	 <u>\$ 3,501,534</u>	 <u>\$ 3,505,260</u>

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

	Special Revenue Funds			
	Actual 2016-17	Actual 2017-18	Actual 2018-19	Adopted 2019-20
	(unaudited)			
<b>REVENUES</b>				
Taxes				
Property	\$ 508,569	\$ 566,394	\$ 586,945	\$ 634,852
Other	423,654	426,345	424,979	408,800
Intergovernmental and contributions	-	-	-	-
Licenses, permits and inspections	-	-	-	-
Charges for services	-	-	-	-
Fines, forfeitures and penalties	-	-	-	-
Investment income	4,892	7,129	11,644	3,500
Miscellaneous income	-	11,402	-	-
Proceeds from sale of capital assets	-	-	-	-
Transfers in	59,635	110,000	40,000	-
Total revenues	996,750	1,121,270	1,063,568	1,047,152
<b>EXPENDITURES</b>				
Current				
General government	381,271	374,150	356,565	337,222
Public safety	103,139	103,038	98,264	95,740
Highways and streets	637,845	713,355	619,290	582,397
Capital outlay	-	-	-	-
Debt service	-	-	-	-
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Water and sewer operations	-	-	-	-
Parking lot operations	-	-	-	-
Other	-	-	-	-
Transfers out	-	-	-	-
Total expenditures	1,122,255	1,190,543	1,074,118	1,015,359
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>				
	(125,505)	(69,273)	(10,550)	31,793
<b>FUND BALANCE, MAY 1</b>				
	796,505	671,000	601,727	591,177
<b>FUND BALANCE, APRIL 30</b>				
	\$ 671,000	\$ 601,727	\$ 591,177	\$ 622,970

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

	Capital Projects Funds			
	Actual 2016-17	Actual 2017-18	Actual 2018-19	Adopted 2019-20
	(unaudited)			
<b>REVENUES</b>				
Taxes				
Property	\$ 285,086	\$ 299,181	\$ 239,844	\$ 375,000
Other	1,369,178	1,289,455	1,421,223	-
Intergovernmental and contributions	-	174,944	-	396,252
Licenses, permits and inspections	-	-	16,350	30,000
Charges for services	-	-	-	-
Fines, forfeitures and penalties	-	-	-	-
Investment income	9,521	2,175	1,131	3,000
Miscellaneous income	49,043	52,516	7,095	112,000
Proceeds from sale of capital assets	-	-	-	-
Transfers in	-	21,880	26,519	-
Total revenues	<u>1,712,828</u>	<u>1,840,151</u>	<u>1,712,162</u>	<u>916,252</u>
<b>EXPENDITURES</b>				
Current				
General government	120,130	2,048,587	75,012	157,950
Public safety	-	-	1,714	-
Highways and streets	708,626	251,487	550	-
Capital outlay	103,147	80,315	281,608	1,276,440
Debt service	-	-	-	-
Principal	208,575	214,517	235,499	215,000
Interest and fiscal charges	139,774	283,263	99,312	98,696
Water and sewer operations	-	-	-	-
Parking lot operations	-	-	-	-
Other	-	-	-	-
Transfers out	1,014,875	776,321	901,527	-
Total expenditures	<u>2,295,127</u>	<u>3,654,490</u>	<u>1,595,222</u>	<u>1,748,086</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(582,299)</u>	<u>(1,814,339)</u>	<u>116,940</u>	<u>(831,834)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Issuance of bonds				
Transfers in		-	-	-
Bonds issued		-	-	-
Bonds issuance premium		-	-	-
Total other financing sources (uses)		<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCE, MAY 1</b>	71,383	(510,916)	(2,325,255)	(2,208,315)
Prior period adjustment	-	-	-	-
<b>FUND BALANCE, MAY 1, RESTATED</b>	<u>71,383</u>	<u>(510,916)</u>	<u>(2,325,255)</u>	<u>(2,208,315)</u>
<b>FUND BALANCE, APRIL 30</b>	<u>\$ (510,916)</u>	<u>\$ (2,325,255)</u>	<u>\$ (2,208,315)</u>	<u>\$ (3,040,149)</u>

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

	Debt Service Fund			
	Actual 2016-17	Actual 2017-18	Actual 2018-19	Adopted 2019-20
	(unaudited)			
<b>REVENUES</b>				
Taxes				
Property	\$ -	\$ -	\$ -	\$ -
Intergovernmental and contributions	-	-	-	-
Licenses, permits and inspections	-	-	-	-
Charges for services	-	-	-	-
Penalties	-	-	-	-
Investment income	-	-	-	-
Miscellaneous income	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
Transfers in	1,374,930	1,463,410	1,543,094	1,524,005
Total revenues	<u>1,374,930</u>	<u>1,463,410</u>	<u>1,543,094</u>	<u>1,524,005</u>
<b>EXPENDITURES</b>				
Current				
General government		75,093	3,325	3,800
Public safety	-	-	-	-
Highways and streets	-	-	-	-
Capital outlay				
Debt service	-			
Principal	737,024	5,202,496	978,231	1,007,496
Interest and fiscal charges	655,831	561,685	558,201	528,378
Transfers out	-	-	-	-
Total expenditures	<u>1,392,855</u>	<u>5,839,274</u>	<u>1,539,757</u>	<u>1,539,674</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Discount on issuance of bonds				
Transfers (out)		-	-	-
Bonds issued		4,160,000	-	-
Payment into escrow		-	-	-
Bonds issuance premium		212,071	-	-
Total other financing sources (uses)	<u>-</u>	<u>4,372,071</u>	<u>-</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>				
	<u>(17,925)</u>	<u>(3,793)</u>	<u>3,337</u>	<u>(15,669)</u>
<b>BEGINNING FUND BALANCE, MAY 1</b>	37,746	19,821	16,028	19,365
<b>ENDING FUND BALANCE, APRIL 30</b>	<u>\$ 19,821</u>	<u>\$ 16,028</u>	<u>\$ 19,365</u>	<u>\$ 3,696</u>

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	Working Cash Fund			
	Actual 2016-2017	Actual 2017-18	Actual 2018-19	Adopted 2019-20
	(unaudited)			
<b>REVENUES</b>				
Taxes				
Property	\$ (228)	\$ (486)	(470)	
Other	-	-	-	-
Intergovernmental and contributions	-	-	-	-
Licenses, permits and inspections	-	-	-	-
Charges for services	-	-	-	-
Penalties	-	-	-	-
Investment income	-	-	-	-
Miscellaneous income	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
Transfers in	-	-	-	-
Total revenues	(228)	(486)	(470)	-
<b>EXPENDITURES</b>				
Current				
General government	-	-	-	-
Public safety	-	-	-	-
Highways and streets	-	-	-	-
Capital outlay	-	-	-	-
Debt service	-	-	-	-
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Water and sewer operations	-	-	-	-
Parking lot operations	-	-	-	-
Other	-	-	-	-
Transfers out	-	-	-	-
Total expenditures	-	-	-	-
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(228)</b>	<b>(486)</b>	<b>(470)</b>	<b>-</b>
<b>BEGINNING FUND BALANCE, MAY 1</b>	817,377	817,149	816,663	816,193
<b>ENDING FUND BALANCE, APRIL 30</b>	<b>\$ 817,149</b>	<b>\$ 816,663</b>	<b>\$ 816,193</b>	<b>\$ 816,193</b>

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

	Enterprise Funds			
	Actual 2016-17	Actual 2017-18	Actual 2018-19 (unaudited)	Adopted 2019-20
<b>REVENUES</b>				
Taxes				
Property	\$ -	\$ -	\$ -	
Other	-	-	-	-
Intergovernmental and contributions	527,262	113,618	521,393	113,000
Licenses, permits and inspections	128,729	126,507	125,026	125,000
Charges for services	4,744,928	5,062,851	5,238,320	4,886,000
Penalties	55,227	54,844	13,638	46,000
Investment income	19,957	37,929	78,275	44,200
Miscellaneous income	646,905	92,600	289,452	250,364
Proceeds from sale of capital assets	-	-	-	-
Transfers in	-	91,066	1,940,946	-
Total revenues	<u>6,123,008</u>	<u>5,579,415</u>	<u>8,207,050</u>	<u>5,464,564</u>
<b>EXPENDITURES</b>				
Current				
General government	2,081,521	1,343,859	1,687,413	1,627,310
Public safety	-	-	-	-
Highways and streets	-	-	-	-
Capital outlay	1,278,269	1,328,140	1,576,959	2,110,050
Debt service	-	-	-	-
Principal	-	-	-	-
Interest and fiscal charges	612,985	686,334	601,964	604,076
Water and sewer operations	2,081,521	2,208,665	2,227,871	2,248,222
Parking lot operations	117,420	111,569	108,892	96,125
Other	-	-	-	-
Transfers out	75,000	970,000	42,491	-
Total expenditures	<u>6,246,716</u>	<u>6,648,567</u>	<u>6,245,590</u>	<u>6,685,783</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(123,708)</u>	<u>(1,069,152)</u>	<u>1,961,460</u>	<u>(1,221,219)</u>
<b>FUND BALANCE, MAY 1</b>	43,175,951	43,052,243	41,983,091	43,944,551
<b>FUND BALANCE, APRIL 30</b>	<u>\$ 43,052,243</u>	<u>\$ 41,983,091</u>	<u>\$ 43,944,551</u>	<u>\$ 42,723,332</u>

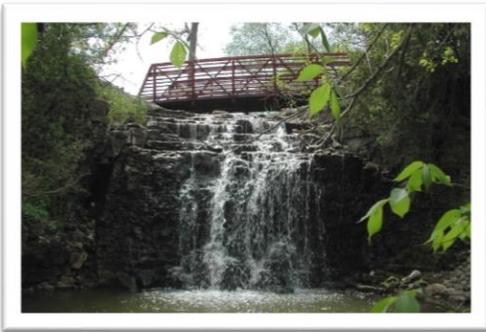
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# General Information



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# General Information



The Village of Lemont is located 25 miles southwest of Chicago near the intersection of interstates 55 (Stevenson Expressway) and 355 (North-South Tollway). From I355, exit 127th Street and drive east; or exit Lemont Road from I55 and travel south to Lemont.

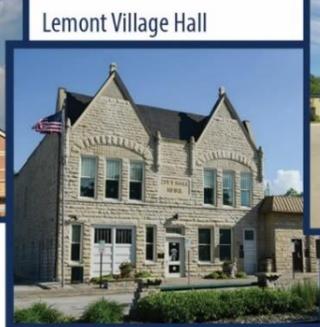
Lemont is a southwestern Chicago suburb with a rich past. Settled in 1836 by workers digging the Illinois and Michigan Canal, Lemont today is home to more than 16,000 residents. It is a non-home rule community. The hilly topography and skyline of steeples provide a breathtaking view as visitors cross the Lemont Road Bridge into town. Like no other Chicago area suburb, Lemont offers a charming place to visit within reach of the city.



Lemont operates under a Village President-Trustee form of government in which six Trustees, a Clerk and a Village President are elected from the Village at large. The Village employs a professional Village Administrator and department heads to oversee the day-to-day operations of the Village.



Lemont Police Department



Lemont Village Hall



Lemont Public Works Department



## General Information (continued)

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### **Population Characteristics**

The population increased 25% between 2000 and 2013. Shown below are historical and estimated population statistics for the Village.

<b><u>Year</u></b>	<b><u>Population</u></b>
1990	6,975
2000	13,162
2010	16,000
2014	16,517*
2015	16,788*
2016	16,895*
2018	17,155*

\* Estimates – U.S. Census Bureau

### **Median Household Income**

<b><u>Name of Entity</u></b>	<b><u>1990</u></b>	<b><u>2000</u></b>	<b><u>2017</u></b>
Village of Lemont	\$49,044	\$80,558	\$91,056
Cook County	39,296	53,784	59,426
DuPage County	54,920	79,314	84,442
Will County	45,510	69,608	80,782
State of Illinois	38,664	55,545	61,229

Source: US Census Bureau-Quick Facts

### **Average Annual Unemployment Rates**

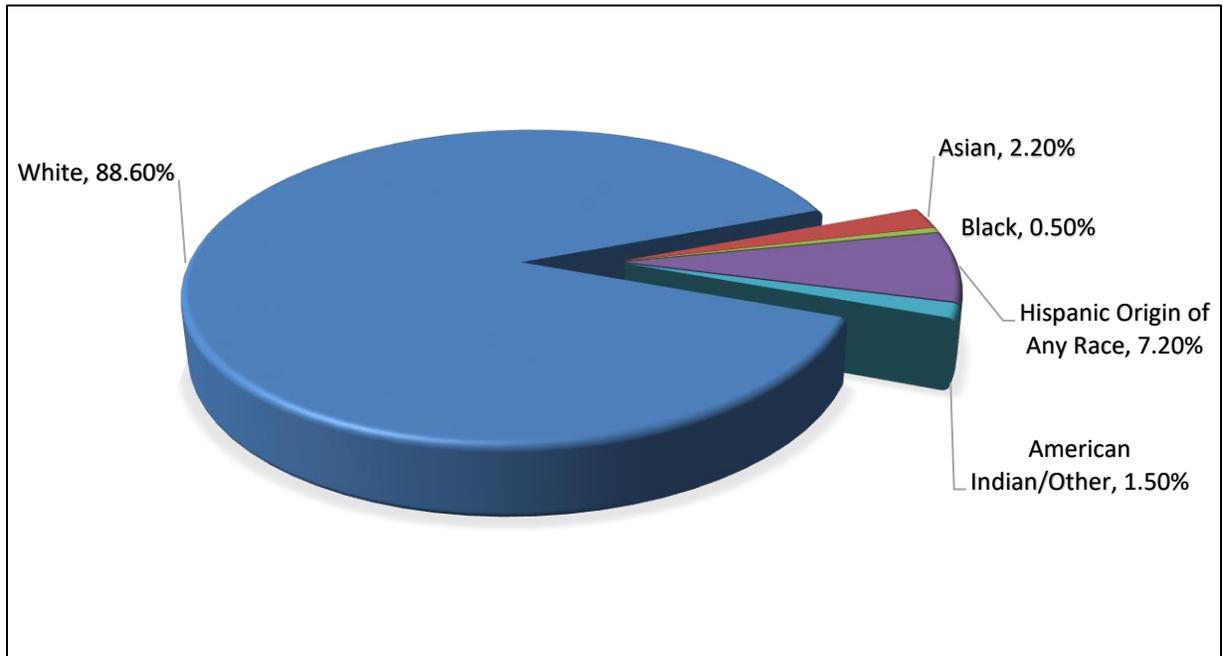
<b>Year</b>	<b>State of Illinois</b>	<b>Cook County</b>	<b>DuPage County</b>	<b>Will County</b>
2008	6.4%	6.7%	5.0%	6.1%
2009	10.0%	10.4%	8.4%	10.2%
2010	10.5%	10.8%	8.5%	10.7%
2011	9.7%	10.4%	8.0%	10.1%
2012	9.0%	9.3%	7.3%	9.1%
2013	9.1%	9.6%	7.5%	9.4%
2014	7.1%	7.4%	5.6%	7.4%
2015	5.3%	6.1%	4.7%	6.0%
2016	6.5%	6.8%	5.3%	7.0%
2017	4.9%	4.4%	3.4%	4.4%
2018	4.4%	3.7%	2.8%	3.7%
2019	4.0%	3.7%	2.9%	3.7%

\*Through April 2019.

Source: Illinois Department of Employment Security.

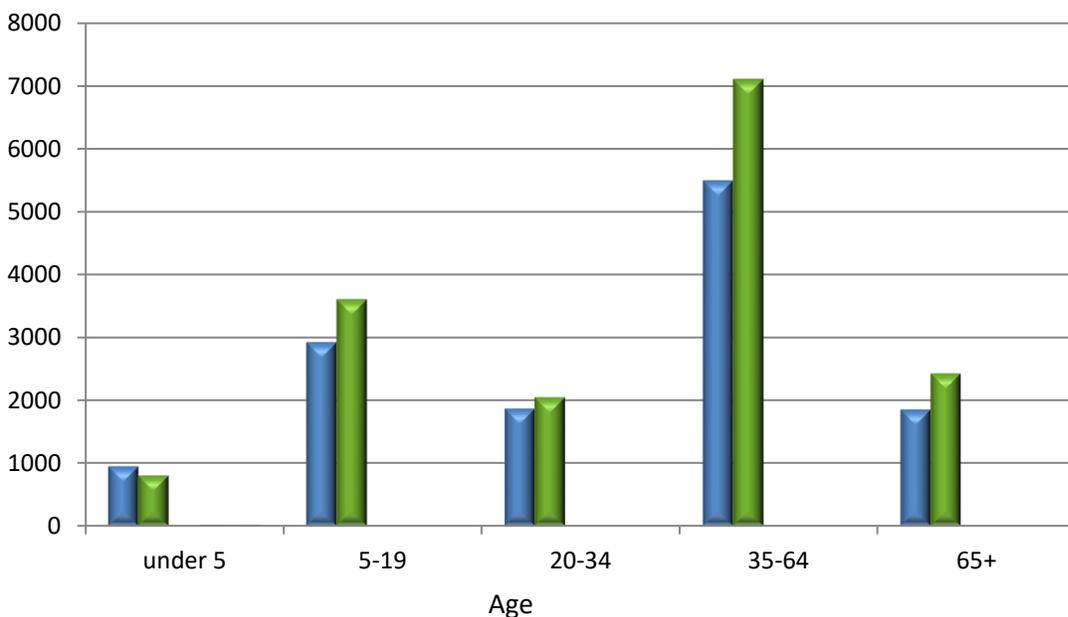
# General Information (continued)

## Population Diversity



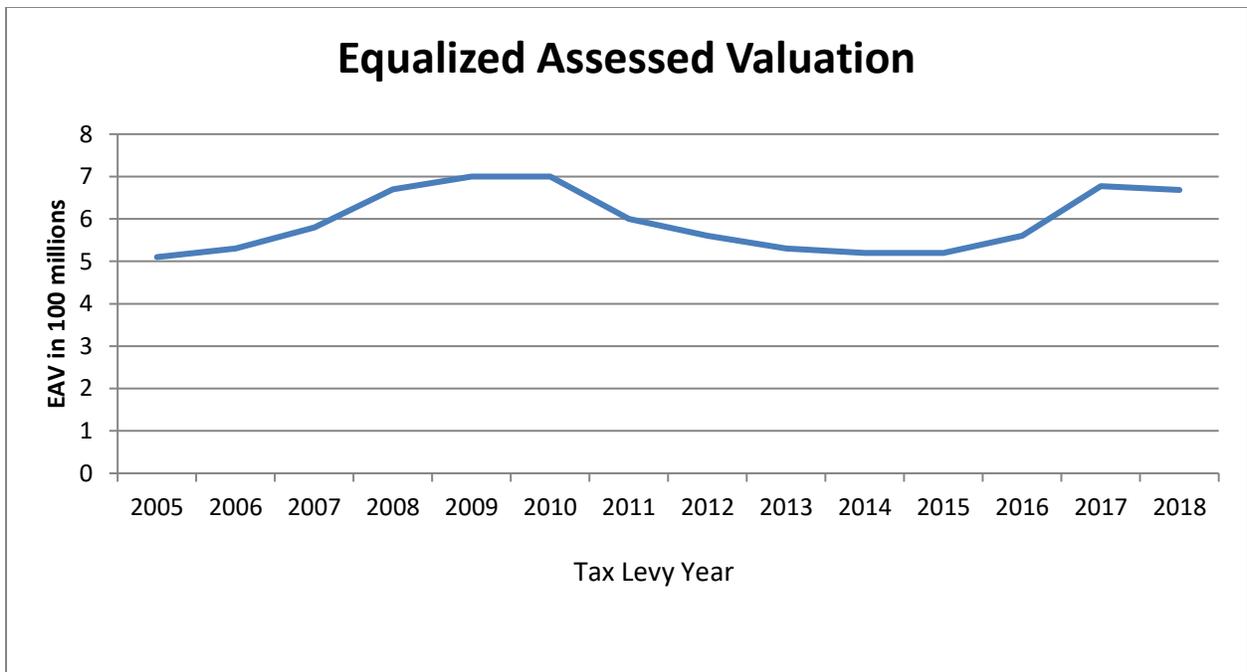
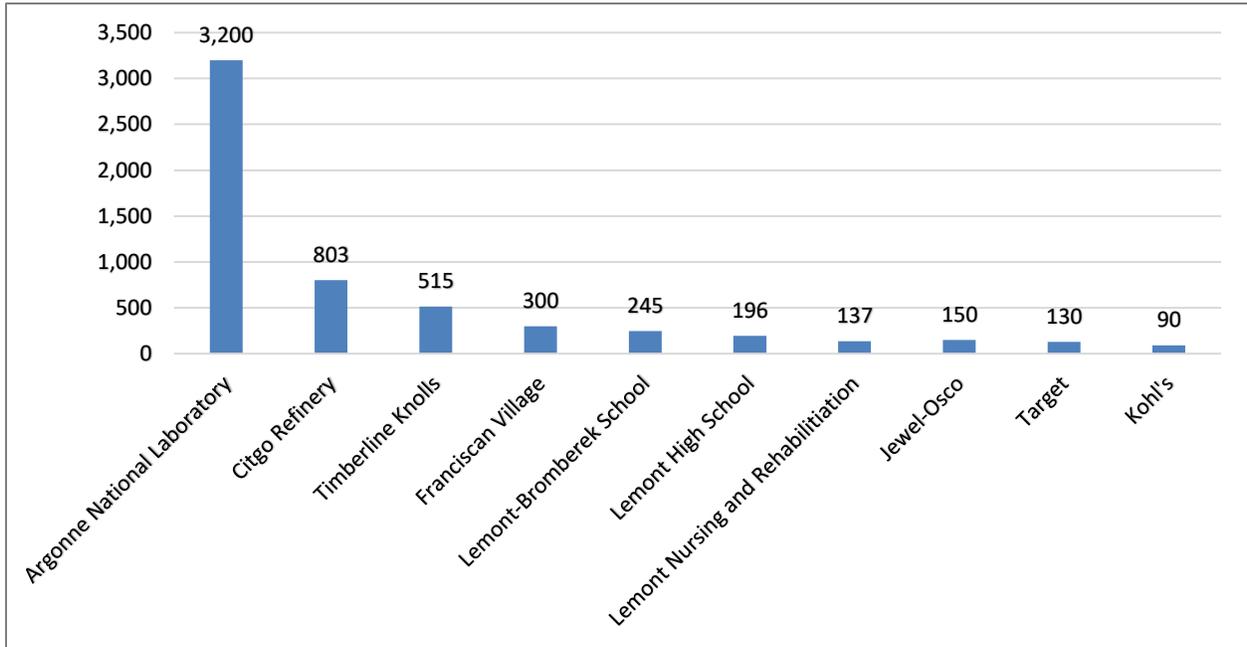
\*2010 US Census Bureau

## Age Distribution



# General Information (continued)

## Major Area Employers



# General Information (continued)

## Finances

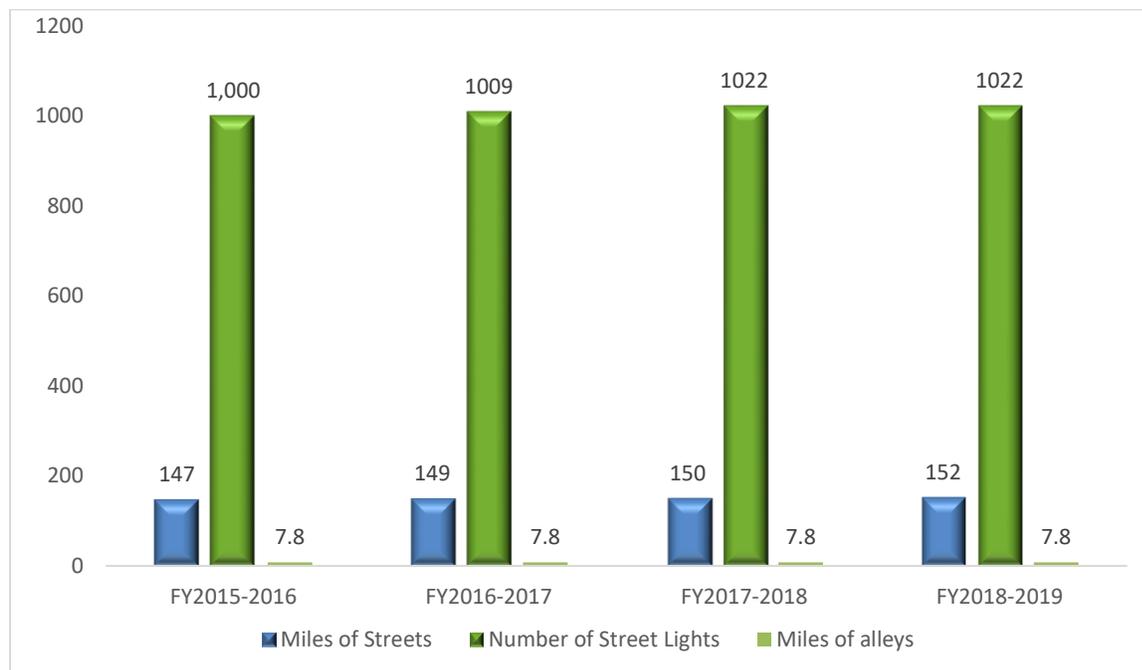
	Actual FY2017-18	Actual (est.) FY2018-19	Adopted FY2019-20
Village Budget	\$28,872,967	\$21,415,032	\$23,554,702
Village Tax Rate	.577	.494	.522
Total Assessed Valuation	558,974,453	677,184,793	668,934,811

## City Departments

### Police

Police Officers (sworn)	24
Non-Sworn personnel	3
Police Stations	1
Patrol Zones	3

### Public Works

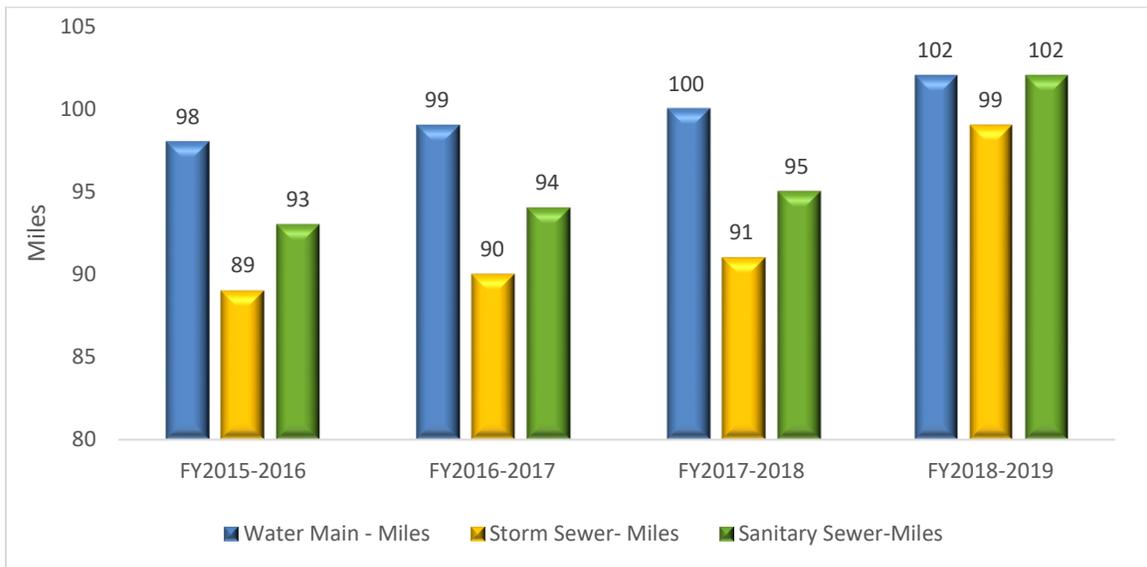


# General Information (continued)

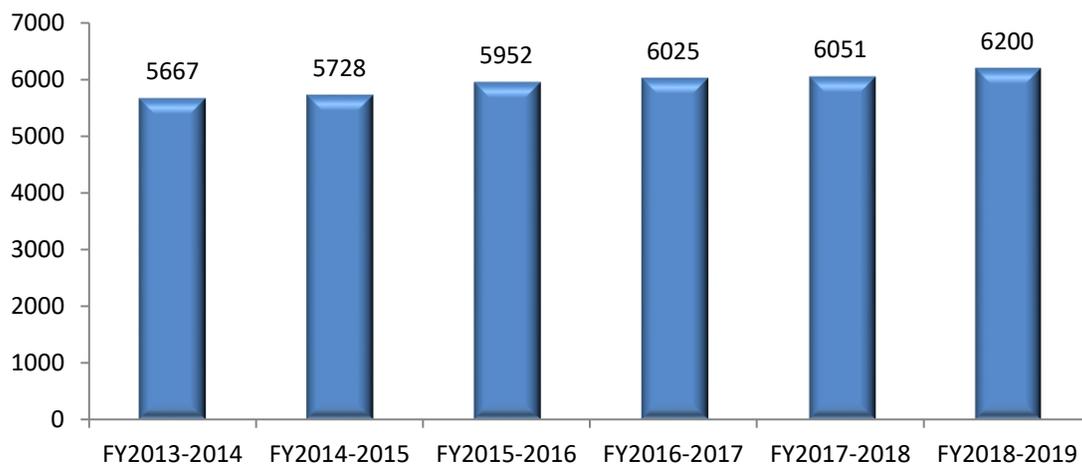
## Department of Public Utilities-Water

Supply Source Wells- 5

Reservoirs and Storage Tanks 3



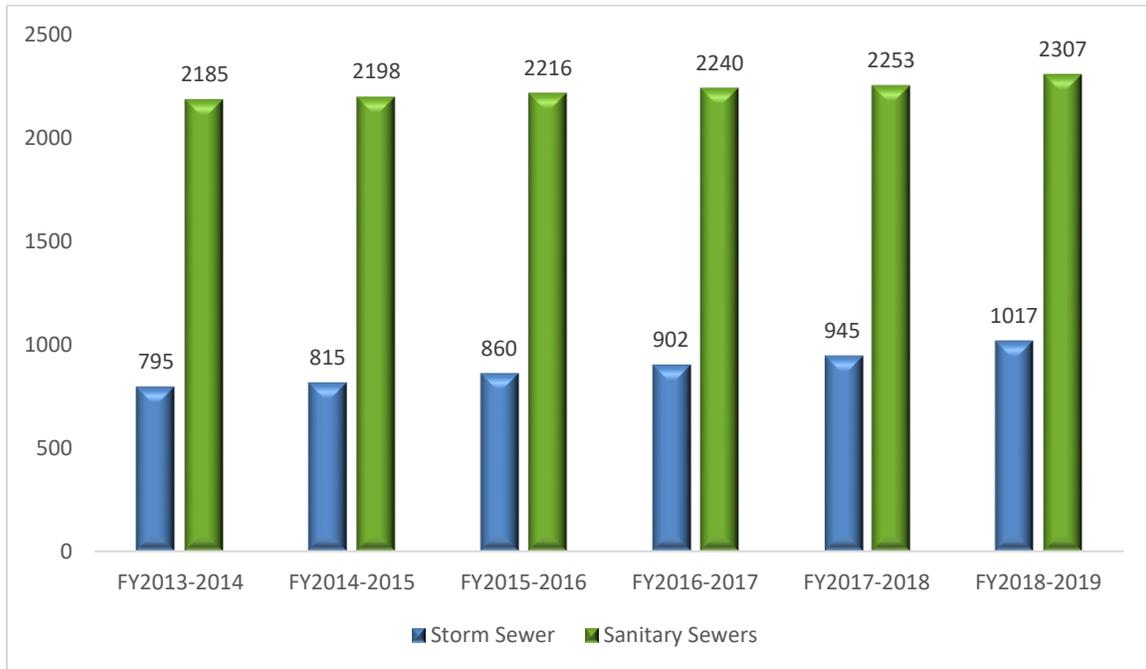
## Water Customers



# General Information (continued)

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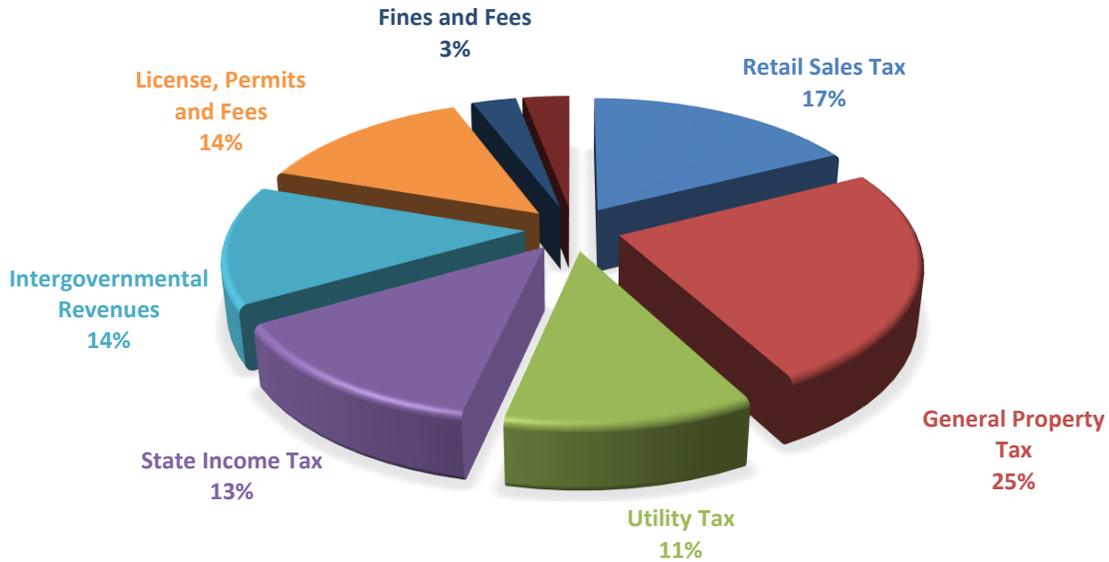
## Manholes



# General Fund

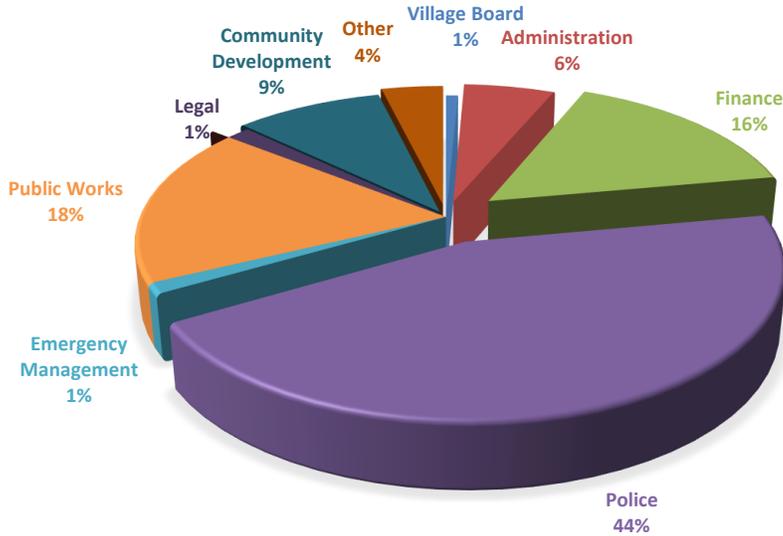


# General Fund Revenue Summary



	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Actual 2018-19 (unaudited)	Adopted 2019-20
Retail Sales Tax	\$ 2,029,468	\$ 1,946,094	\$ 1,950,000	\$ 2,161,208	\$ 2,003,000
General Property Tax	2,638,370	2,659,945	2,750,154	2,719,269	2,833,118
Utility Tax	-	-	-	-	1,290,000
State Income Tax	1,512,398	1,670,351	1,424,000	1,655,284	1,517,920
Intergovernmental Revenues	1,448,627	1,525,645	1,490,600	1,629,479	1,564,800
License, Permits and Fees	1,392,117	1,505,589	1,470,150	1,416,783	1,592,050
Fines and Fees	357,968	318,741	359,000	319,300	326,000
Charges for Services	354,414	352,946	385,000	345,602	341,000
Investment Income	3,190	5,462	10,000	69,180	40,000
Other Funding Source	150,000	-	-	-	-
Miscellaneous	260,386	240,394	260,198	847,253	227,637
<b>Total:</b>	<b>\$ 10,146,938</b>	<b>\$ 10,225,167</b>	<b>\$ 10,099,102</b>	<b>\$ 11,163,358</b>	<b>\$ 11,735,525</b>

# General Fund Expenditure Summary



	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Actual 2018-19 (unaudited)	Adopted 2019-20
Village Board	\$ 107,343	\$ 90,573	\$ 85,086	\$ 79,893	\$ 85,086
Administration	782,182	613,964	546,321	980,262	657,181
Finance	836,336	1,052,358	907,536	1,013,855	1,850,799
Police	5,099,060	5,360,328	5,118,238	5,440,948	5,225,449
Emergency Management	95,544	90,417	102,903	73,539	138,335
Public Works	1,785,552	1,599,812	1,680,216	1,586,039	2,093,849
Planning & Economic Development	414,789	3,512	-	(2,221)	-
Building	649,342	13,808	-	(3,745)	-
Engineering	25,090	4,054	-	166	-
Legal	2,000	180,047	309,000	278,876	171,760
Community Development	1,328	973,297	1,014,442	1,033,857	1,062,980
Other	332,229	212,766	355,301	266,480	446,360
<b>Total:</b>	<b>\$ 10,130,795</b>	<b>\$ 10,194,935</b>	<b>\$ 10,119,043</b>	<b>\$ 10,747,949</b>	<b>\$ 11,731,799</b>

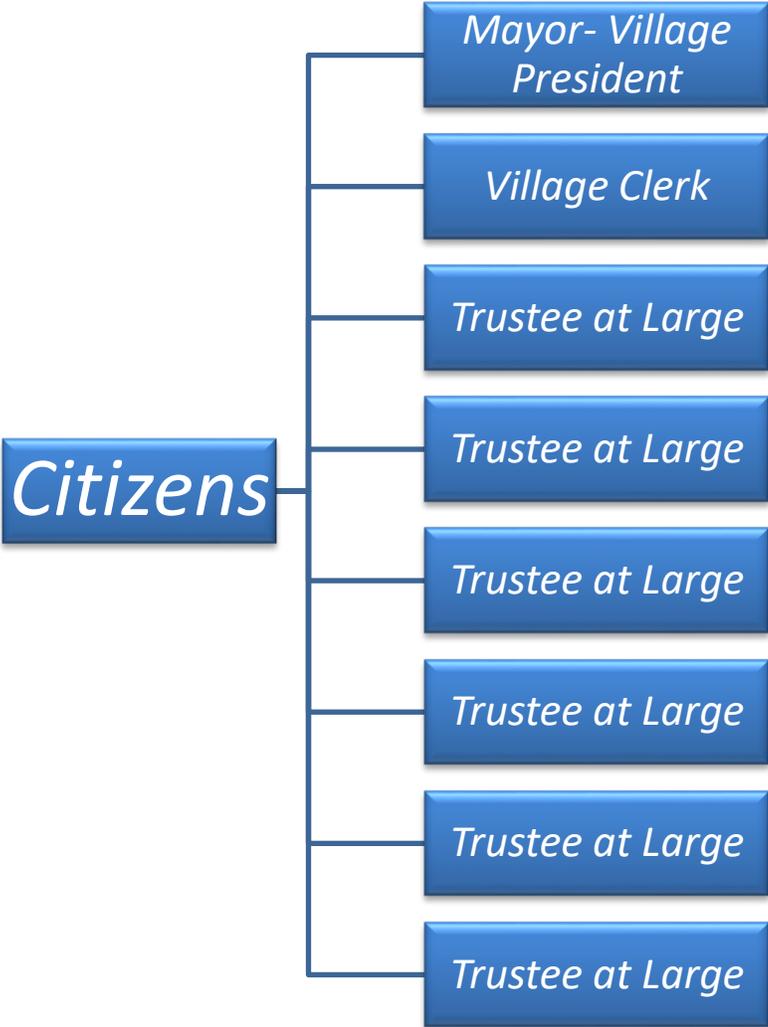
\*\* Note Planning and Economic Development and Building have been combined into Community Development

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

	General Fund			
	Actual 2016-17	Actual 2017-18	Actual 2018-19	Adopted 2019-20
	(unaudited)			
<b>REVENUES</b>				
Taxes				
Property	\$ 2,638,370	2,659,945	2,719,269	2,833,118
Other	-			1,302,775
Intergovernmental and contributions	4,346,290	4,479,153	5,445,971	4,891,582
Licenses, permits and inspections	1,746,531	1,858,535	1,416,783	1,592,050
Charges for services	134,425	106,480	345,602	101,000
Fines, forfeitures and penalties	223,543	212,261	319,300	225,000
Investment income	3,190	5,462	69,180	40,000
Miscellaneous income	896,943	897,540	847,253	747,000
Proceeds from sale of capital assets	7,646	5,791	78,725	3,000
Transfers in and Other Financing Sources	150,000	-	-	-
Total revenues	<u>10,146,938</u>	<u>10,225,167</u>	<u>11,242,083</u>	<u>11,735,525</u>
<b>EXPENDITURES</b>				
Current				
General government	2,937,330	2,921,848	3,341,178	2,915,412
Public safety	5,072,795	5,183,292	5,414,222	5,084,884
Highways and streets	1,085,919	1,026,876	1,021,609	1,286,203
Capital outlay	502,199	300,034	231,791	853,800
Debt service				
Principal	10,414	10,739	39,413	52,122
Interest and fiscal charges	1,362	1,036	1,316	15,374
Transfers out	529,690	751,109	661,565	1,524,004
Total expenditures	<u>10,139,709</u>	<u>10,194,934</u>	<u>10,711,094</u>	<u>11,731,799</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>7,229</u>	<u>30,233</u>	<u>530,989</u>	<u>3,726</u>
<b>BEGINNING FUND BALANCE, MAY 1</b>	2,933,083	2,940,312	2,970,545	3,501,534
<b>ENDING FUND BALANCE, APRIL 30</b>	<u>\$ 2,940,312</u>	<u>\$ 2,970,545</u>	<u>\$ 3,501,534</u>	<u>\$ 3,505,260</u>

Departmental Summary- *Boards and Commissions*

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## Departmental Summary – *Village Board*

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### ➤ *Description of Functions*

Illinois State Statutes define the overall structure of cities and villages within the state and details the legislative structure at the local government level. The Village of Lemont, a non-home rule municipality, is governed by a Village President (Mayor) and a board of six trustees. The six members Board of Trustees are elected at large on a staggered four-year term. The Village Clerk is an elected position that is responsible for maintaining records for the Village.

The Village Board meets as the Committee of the Whole on the third Monday of every month, and conducts Board meetings on the second and fourth Monday of every month. In addition, the Village President act as the Village's Liquor Commission.

The Village Board establishes policies and procedures for the Village and is responsible for all legislative matters of the Village. The Board employs a professional Village Administrator and department heads to oversee the day-to-day operations of the Village.

### **FY 2018-2019 Accomplishments**

- Completed Strategic Planning Process.
- Attended annual Illinois Municipal League Conference
- Participated in annual lobby days hosted by Will County Governmental League, Southwest Conference of Mayors and DuPage Mayors and Managers Conference.
- Appointed new and re-appointed existing commission members for various Village commissions existing commissions
- Entered into Intergovernmental Planning and Boundary Agreement with the Village of Homer Glen
- Participated in joint workshop meetings with Planning & Zoning Commission and Heritage Corridor & Outdoor Recreation Commission
- Participated in Intergovernmental workshop with the Lemont Park District Board of Commissioners
- Participated in interview process with new legal counsel, appointed new firm to role of Corporation Counsel
- Completed Evaluation of Village Administrator

## Departmental Summary – *Village Board (con't)*

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### **FY 2019 - 2020 Goals and Objectives**

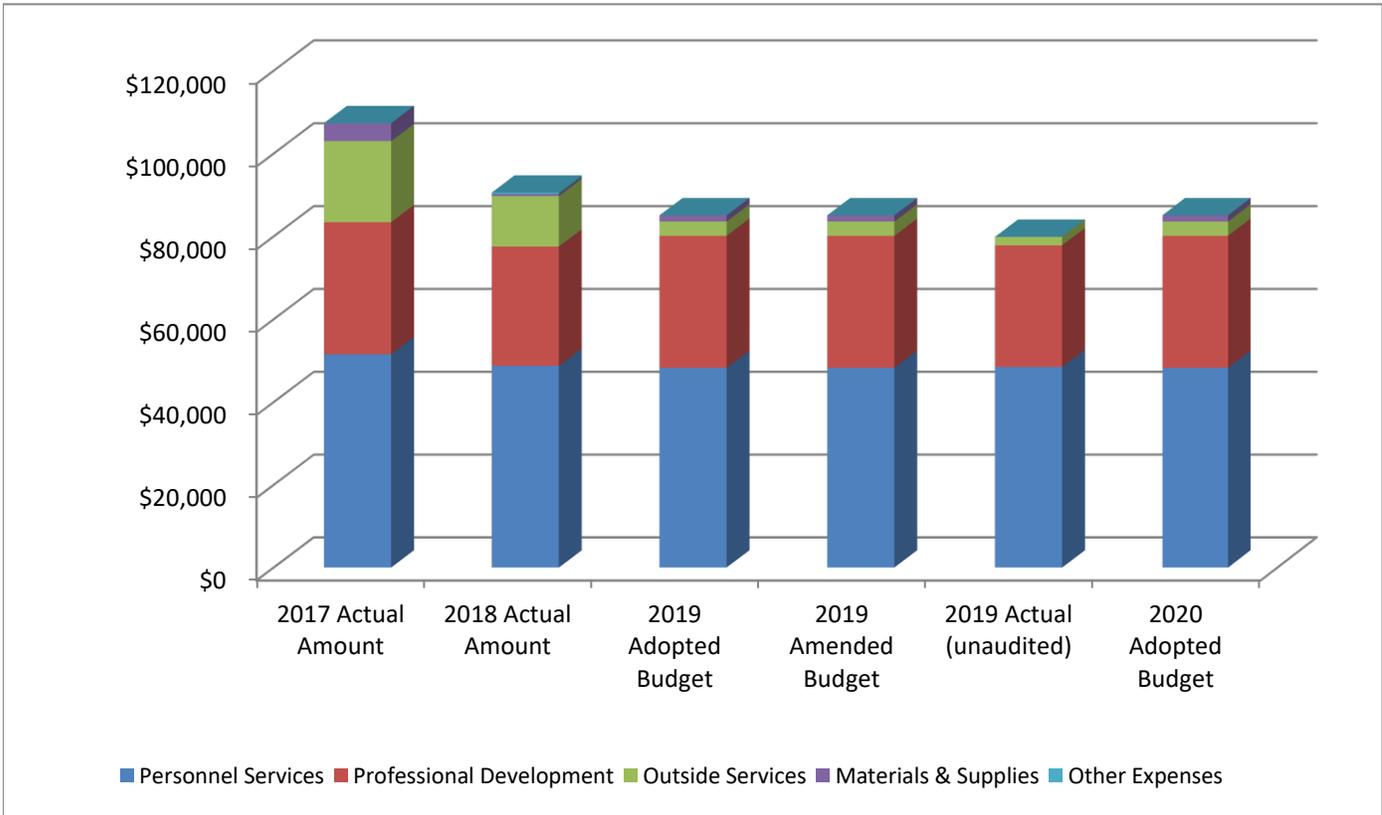
- Complete required NIMS training Mayor and Trustees
- Participate in Elected Official Training for new Trustee(s)
- Participate in annual strategic planning update meeting
- Appoint / renew appointment of commission members
- Complete Evaluation of Village Administrator

## Village of Lemont

### Expense Annual Budget by Account Classification Report

#### Village Board

	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual (unaudited)	2020 Adopted Budget
Personnel Services	\$51,547	\$48,750	\$48,276	\$48,276	\$48,461.42	\$48,276
Professional Development	\$31,872	\$28,795	\$31,860	\$31,860	\$29,371.63	\$31,860
Outside Services	\$19,591	\$12,185	\$3,450	\$3,450	\$2,060.00	\$3,450
Materials & Supplies	\$4,333	\$506	\$1,500	\$1,500	\$0.00	\$1,500
Other Expenses	\$0	\$338	\$0	\$0	\$0	\$0
<b>Expenditure Grand Totals:</b>	<b>\$107,343</b>	<b>\$90,574</b>	<b>\$85,086</b>	<b>\$85,086</b>	<b>\$79,893</b>	<b>\$85,086</b>



G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Department: 05 - Village Board</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PROFDEVEL - Professional Development</i>						
10.05.001.0000.515.05	Personnel Development Meetings/Activities/Expenses	21,708.2500	10,708.2300	2,000.0000	2,000.0000	2,000.0000
10.05.001.0000.515.10	Personnel Development Training and Conferences	660.0000	8,354.0700	11,130.0000	11,130.0000	11,130.0000
10.05.001.0000.515.20	Personnel Development Membership and Dues	9,004.0400	9,156.1400	16,890.0000	16,890.0000	16,890.0000
10.05.001.0000.515.25	Personnel Development Publications-Subscriptions	500.0000	577.0000	1,840.0000	1,840.0000	1,840.0000
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		<b>\$31,872.29</b>	<b>\$28,795.44</b>	<b>\$31,860.00</b>	<b>\$31,860.00</b>	<b>\$31,860.00</b>
<i>OSERV - Outside Services</i>						
10.05.001.0000.523.25	Other Services Events	6,449.0500	456.9200	1,000.0000	1,000.0000	1,000.0000
10.05.001.0000.523.70	Other Services Public Relations/Marketing	376.0000	1,400.0000	2,450.0000	2,450.0000	2,450.0000
10.05.001.0000.524.20	Subscription Services Organizational Memberships	7,495.5200	6,684.5800	0.0000	0.0000	0.0000
10.05.001.0000.525.05	Communications Postage	78.4700	0.0000	0.0000	0.0000	0.0000
<i>Account Classification Total: OSERV - Outside Services</i>		<b>\$14,399.04</b>	<b>\$8,541.50</b>	<b>\$3,450.00</b>	<b>\$3,450.00</b>	<b>\$3,450.00</b>
<i>MATSUP - Materials &amp; Supplies</i>						
10.05.001.0000.560.05	Office Supplies General	1,865	431	500	500	500
10.05.001.0000.565.40	Operating Supplies Events	537	56	1,000	1,000	1,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		<b>2,402</b>	<b>488</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Program Total: 0000 - Non Program</b>		<b>48,674</b>	<b>37,824</b>	<b>36,810</b>	<b>36,810</b>	<b>36,810</b>
<b>Division Total: 001 - Administration</b>		<b>48,674</b>	<b>37,824</b>	<b>36,810</b>	<b>36,810</b>	<b>36,810</b>
<b>Division: 010 - Mayor and Village Board</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.05.010.0000.500.01	Salaries Regular Salaries	51,546	48,750	48,276	48,276	48,276
<i>Account Classification Total: PSER - Personnel Services</i>		<b>51,546</b>	<b>48,750</b>	<b>48,276</b>	<b>48,276</b>	<b>48,276</b>
<i>OSERV - Outside Services</i>						
10.05.010.0000.523.25	Other Services Events	427	0	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		<b>427</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>OTHER - Other Expenses</i>						
10.05.010.0000.830.00	Incentives General	0	338	0	0	0
<i>Account Classification Total: OTHER - Other Expenses</i>		<b>0</b>	<b>338</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Program Total: 0000 - Non Program</b>		<b>51,973</b>	<b>49,087</b>	<b>48,276</b>	<b>48,276</b>	<b>48,276</b>
<b>Division Total: 010 - Mayor and Village Board</b>		<b>51,973</b>	<b>49,087</b>	<b>48,276</b>	<b>48,276</b>	<b>48,276</b>
<b>Division: 020 - Art &amp; Culture Commission</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.05.020.0000.523.30	Other Services Art & Culture Commission	2,187	1,120	0	0	0
10.05.020.0000.525.05	Communications Postage	13	13	0	0	0
10.05.020.0000.525.10	Communications Telephone	1,823	2,511	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		<b>4,023</b>	<b>3,643</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>MATSUP - Materials &amp; Supplies</i>						
10.05.020.0000.560.05	Office Supplies General	1,931	18	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		<b>1,931</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Program Total: 0000 - Non Program</b>		<b>5,954</b>	<b>3,662</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Division Total: 020 - Art &amp; Culture Commission</b>		<b>5,954</b>	<b>3,662</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Division: 040 - Environmental Commission</b>						
<b>Program: 0027 - Recycling Fall Event</b>						
<i>OSERV - Outside Services</i>						
10.05.040.0027.523.25	Other Services Events	220	0	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		<b>220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Program Total: 0027 - Recycling Fall Event</b>		<b>220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Division Total: 040 - Environmental Commission</b>		<b>220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Division: 050 - Police Commission</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.05.050.0000.523.65	Other Services Police Testing	447	0	0	0	0
10.05.050.0000.540.05	Printing/Advertising Recording and Legal Notices	76	0	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		<b>523</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Program Total: 0000 - Non Program</b>		<b>523</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Division Total: 050 - Police Commission</b>		<b>523</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Department Total: 05 - Village Board</b>		<b>107,343</b>	<b>90,573</b>	<b>85,086</b>	<b>85,086</b>	<b>85,086</b>

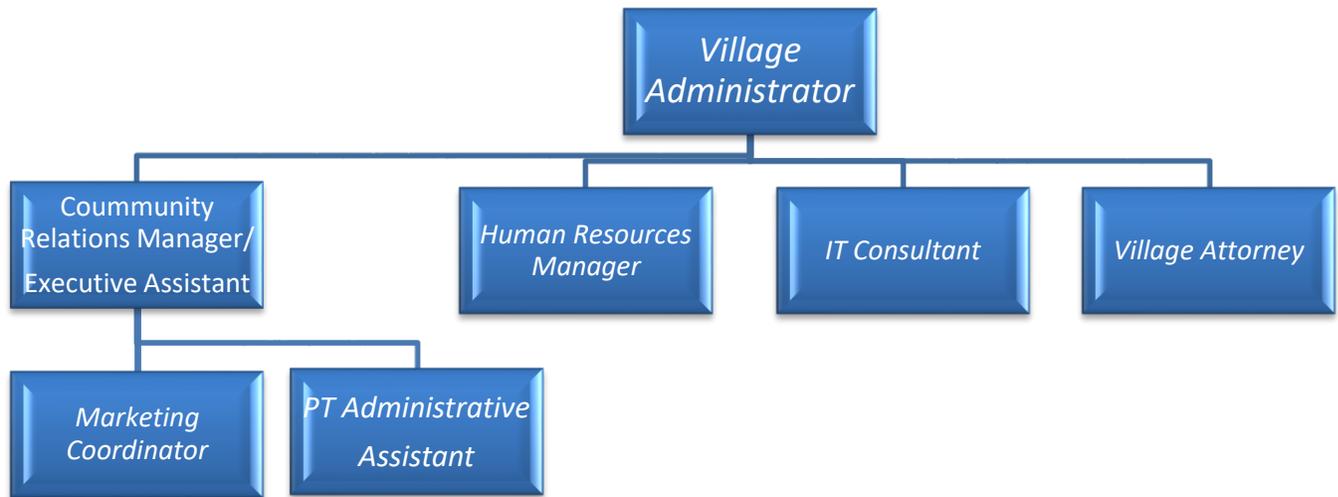
# Departmental Summary- *Administration*

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## ➤ *Description of Functions*

The Village Administrator is appointed by the Mayor and Village Board to implement Village Board policies and directives and to provide leadership and direction to all Village departments.

In addition to overseeing and coordinating the Village's day-to-day operations, the Administration Department is responsible for the preparation and administration of the human resource and employee benefits administration, Village board and committee meeting agendas, solid waste and recycling contracts, risk management and claims management, computer network administration, and intergovernmental relations. Under the direction of the Village Administrator and the Community Relations Manager, Administration oversees and coordinates the Village sponsored events and oversees all public information efforts including, websites, newsletters, social media, etc. Also under the direction of the Village Administrator, Administration is responsible for the oversight of the legal services function within the organization including corporate legal services, litigation services, labor services, Village prosecution services and bond/TIF counsel service



<b>Fiscal Year</b>	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
<b>Total Positions</b>				
<b>Full Time</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Part-Time</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

# Departmental Summary - *Administration (con't)*

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## **FY 2018-2019 Accomplishments**

- Completed Strategic Plan and implementation has begun.
- Maintained reserves in excess of 30% of expenditures in the General Fund
- Funded Pension funds above the required actuarial contribution
- Continued comprehensive social media marketing program via partnership with the Heritage Corridor Convention Bureau
- Entered into Licensing Agreements with private entity for utilization of I&M Canal Reserve Strip for outdoor recreation park project
- Finalized study with tollway for noise mitigation
- Leadership Training for extended leadership team
- Continued safety and wellness programs with committees
- Finalized retirement incentive agreements with eligible employees
- Led contract negotiations with Village's two labor unions, one contract approved and other is pending.
- Migrated health care benefits to new insurance pool realizing significant savings and leveraging local control over our plans.
- Received IMAP Tier 2 Accreditation through risk management pool
- Oversaw process to change law firm representation
- Implemented enhanced community video initiatives
- Finalized 3 litigation cases
- Established TOD Downtown TIF
- Coordinated public information campaigns for Home Rule and 1% Non-Home Rule Sales Tax Referendums
- Revamped employee evaluation with new integration with updated strategic plan
- Implemented employee engagement surveys

## **FY 2019-2020 Goals and Objectives**

- Continue to oversee the implementation of strategic plan
- Maintain reserves in excess of 30% of expenditures in the General Fund
- Fund Pension funds above the required actuarial contract; evaluate investment assumptions and fund pension accordingly
- Oversee process to redesign website, implement new agenda/minutes program and related online tools; Apply for and receive website transparency award through Illinois Policy Organization

## Departmental Summary - *Administration (con't)*

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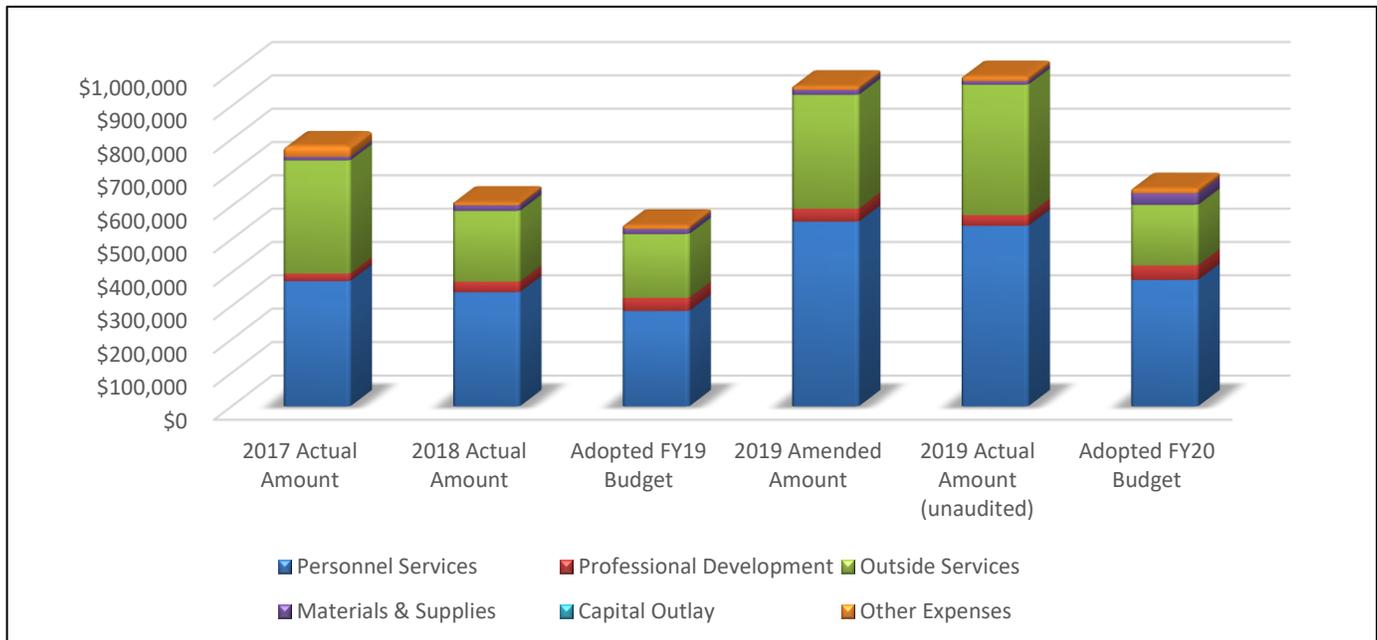
- Continue to Implement community video initiatives and continue/enhance social media program
- Negotiate with Will County/CMAP/Romeoville regarding Will County potential extension areas
- Continue/enhance Leadership Development program for Leadership Team
- Continue leadership/succession planning training for leadership team
- Evaluate plan design, offerings and contribution levels for health insurance plan year
- Implement new organizational technology strategic planning including technology services RFP
- Coordinate sale / land development plan for Village owned property at Route 83 and Main
- Coordinate sale / land development plan for Peterson Hardware Site in downtown
- Update employee job classification and salary plan
- Evaluate results of employee engagement survey and implement initiatives for improvement.
- Coordinate process to secure property and financing for water tower and deep well system improvements.

# Village of Lemont

## Expense Annual Budget by Account Classification Report

### Administration

	2017 Actual Amount	2018 Actual Amount	Adopted FY19 Budget	2019 Amended Amount	2019 Actual Amount (unaudited)	Adopted FY20 Budget
Personnel Services	\$374,313	\$340,911	\$284,926	\$552,717	\$540,307	\$377,776
Professional Development	\$22,722	\$31,789	\$38,745	\$38,745	\$32,398	\$43,605
Outside Services	\$339,596	\$212,314	\$192,050	\$342,050	\$391,230	\$181,700
Materials & Supplies	\$10,847	\$16,625	\$14,800	\$14,800	\$10,562	\$34,800
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
Other Expenses	\$31,404	\$8,725	\$10,800	\$10,800	\$13,737	\$14,300
<b>Expenditure Grand Totals:</b>	<b>\$778,882</b>	<b>\$610,364</b>	<b>\$541,321</b>	<b>\$959,112</b>	<b>\$988,233</b>	<b>\$652,181</b>



G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Department: 10 - Administration</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.10.001.0000.500.01	Salaries Regular Salaries	223,867	167,360	165,762	165,762	202,153
10.10.001.0000.500.02	Salaries Overtime	29,028	0	1,560	1,560	2,399
10.10.001.0000.500.04	Salaries Part-Time	5,119	13,038	33,010	33,010	0
10.10.001.0000.510.05	Fringe Benefits Deferred Compensation	8,250	1,589	3,250	3,250	3,250
10.10.001.0000.510.25	Fringe Benefits Medical/Dental Insurance	36,381	39,017	38,829	38,829	34,543
10.10.001.0000.510.30	Fringe Benefits Vision Insurance	418	339	345	345	230
10.10.001.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	474
10.10.001.0000.510.45	Fringe Benefits Vehicle Reimbursement	7,650	3,900	3,900	3,900	3,900
10.10.001.0000.510.46	Fringe Benefits Phone Allowance	950	390	390	390	390
10.10.001.0000.510.70	Fringe Benefits Other Benefits	0	0	(95,000)	0	0
<i>Account Classification Total: PSER - Personnel Services</i>		311,662	225,633	152,046	247,046	247,339
<i>PROFDEVEL - Professional Development</i>						
10.10.001.0000.515.05	Personnel Development Meetings/Activities/Expenses	5,161	6,564	2,000	2,000	2,000
10.10.001.0000.515.10	Personnel Development Training and Conferences	4,833	8,193	7,980	7,980	7,120
10.10.001.0000.515.20	Personnel Development Membership and Dues	2,646	2,895	2,400	2,400	2,620
10.10.001.0000.515.25	Personnel Development Publications-Subscriptions	234	1,847	1,325	1,325	1,325
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		12,874	19,499	13,705	13,705	13,065
<i>OSERV - Outside Services</i>						
10.10.001.0000.520.05	Financial Services Banking	37	0	0	0	0
10.10.001.0000.523.05	Other Services Medical	0	(10)	0	0	0
10.10.001.0000.523.10	Other Services Consulting	14,880	30,325	15,000	15,000	27,600
10.10.001.0000.523.25	Other Services Events	59	391	0	0	0
10.10.001.0000.523.35	Other Services Document Destruction	520	1,020	800	800	0
10.10.001.0000.523.55	Other Services Ordinance Codification	800	5,484	4,800	4,800	4,800
10.10.001.0000.523.70	Other Services Public Relations/Marketing	3,402	247	5,800	5,800	29,300
10.10.001.0000.523.90	Other Services Appraisal	3,600	4,775	3,600	3,600	3,600
10.10.001.0000.524.20	Subscription Services Organizational Memberships	444	1,768	0	0	1,800
10.10.001.0000.525.05	Communications Postage	6,646	8,550	0	0	8,500
10.10.001.0000.525.10	Communications Telephone	129	2,717	0	0	2,000
10.10.001.0000.527.05	Insurance IRMA Premium	4,925	942	5,000	5,000	0
10.10.001.0000.527.10	Insurance IRMA Deductible	141	0	1,000	151,000	0
10.10.001.0000.540.05	Printing/Advertising Recording and Legal Notices	2,686	3,448	0	0	0
10.10.001.0000.540.10	Printing/Advertising Outside Print Services	909	125	0	0	0
10.10.001.0000.540.15	Printing/Advertising Newsletter	3,462	4,523	0	0	0
10.10.001.0000.558.05	Rent/Lease Office Equipment	6,159	5,631	6,500	6,500	2,000
<i>Account Classification Total: OSERV - Outside Services</i>		48,799	69,936	42,500	192,500	79,600
<i>MATSUP - Materials &amp; Supplies</i>						
10.10.001.0000.560.05	Office Supplies General	3,887	3,982	5,000	5,000	5,000
10.10.001.0000.560.10	Office Supplies Paper	720	60	0	0	0
10.10.001.0000.565.20	Operating Supplies Safety	771	928	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		5,378	4,970	5,000	5,000	5,000
<i>OTHER - Other Expenses</i>						
10.10.001.0000.558.10	Rent/Lease Parking Lot	3,210	0	0	0	0
10.10.001.0000.830.00	Incentives General	20,477	3,437	0	0	3,500
10.10.001.0000.830.10	Incentives Residential	7,718	5,288	10,800	10,800	10,800
<i>Account Classification Total: OTHER - Other Expenses</i>		31,404	8,725	10,800	10,800	14,300
<b>Program Total: 0000 - Non Program</b>		410,117	328,762	224,051	469,051	359,304
<b>Division Total: 001 - Administration</b>		410,117	328,762	224,051	469,051	359,304
<b>Division: 020 - Art &amp; Culture Commission</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.10.020.0000.523.30	Other Services Art & Culture Commission	0	53	0	0	500
10.10.020.0000.525.10	Communications Telephone	0	0	2,000	2,000	2,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	53	2,000	2,000	2,500
<i>MATSUP - Materials &amp; Supplies</i>						
10.10.020.0000.560.05	Office Supplies General	0	219	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	219	500	500	500
<b>Program Total: 0000 - Non Program</b>		0	272	2,500	2,500	3,000
<b>Division Total: 020 - Art &amp; Culture Commission</b>		0	272	2,500	2,500	3,000
<b>Division: 120 - Human Resources</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.10.120.0000.500.01	Salaries Regular Salaries	50,771	41,538	58,897	58,897	58,894
10.10.120.0000.500.02	Salaries Overtime	0	197	0	0	0
10.10.120.0000.510.25	Fringe Benefits Medical/Dental Insurance	9,023	2,622	2,010	174,801	1,986
10.10.120.0000.510.30	Fringe Benefits Vision Insurance	1,366	1,400	135	135	90
10.10.120.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	108
10.10.120.0000.510.50	Fringe Benefits EAP Benefit	1,491	1,491	0	0	0

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
10.10.120.0000.510.52	Fringe Benefits Wellness	0	75	0	0	0
<i>Account Classification Total: PSER - Personnel Services</i>		62,651	47,323	61,042	233,833	61,078
<i>PROFDEVEL - Professional Development</i>						
10.10.120.0000.515.05	Personnel Development Meetings/Activities/Expenses	0	5,800	1,000	1,000	1,000
10.10.120.0000.515.10	Personnel Development Training and Conferences	9,511	2,590	11,300	11,300	16,800
10.10.120.0000.515.20	Personnel Development Membership and Dues	0	744	3,050	3,050	3,050
10.10.120.0000.515.25	Personnel Development Publications-Subscriptions	0	16	1,090	1,090	1,090
10.10.120.0000.515.30	Personnel Development Employee Recognition Activities	337	140	2,000	2,000	2,000
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		9,848	9,291	18,440	18,440	23,940
<i>OSERV - Outside Services</i>						
10.10.120.0000.523.05	Other Services Medical	2,969	4,132	3,000	3,000	5,050
10.10.120.0000.523.10	Other Services Consulting	0	1,365	1,200	1,200	1,200
10.10.120.0000.540.05	Printing/Advertising Recording and Legal Notices	200	445	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		3,169	5,942	4,200	4,200	6,250
<i>MATSUP - Materials &amp; Supplies</i>						
10.10.120.0000.565.20	Operating Supplies Safety	0	97	500	500	500
10.10.120.0000.565.50	Operating Supplies Wellness	5,469	3,370	8,800	8,800	8,800
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		5,469	3,467	9,300	9,300	9,300
<b>Program Total: 0000 - Non Program</b>		81,136	66,023	92,982	265,773	100,568
<b>Division Total: 120 - Human Resources</b>		81,136	66,023	92,982	265,773	100,568
<b>Division: 130 - Community Relations</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.10.130.0000.500.01	Salaries Regular Salaries	0	52,152	56,929	56,929	55,987
10.10.130.0000.500.02	Salaries Overtime	0	2,710	0	0	0
10.10.130.0000.510.25	Fringe Benefits Medical/Dental Insurance	0	12,888	14,700	14,700	13,065
10.10.130.0000.510.30	Fringe Benefits Vision Insurance	0	205	210	210	139
10.10.130.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	168
<i>Account Classification Total: PSER - Personnel Services</i>		0	67,955	71,839	71,839	69,359
<i>OSERV - Outside Services</i>						
10.10.130.0000.523.25	Other Services Events	337	3,615	39,350	39,350	43,850
10.10.130.0000.540.10	Printing/Advertising Outside Print Services	0	214	2,000	2,000	2,000
10.10.130.0000.540.15	Printing/Advertising Newsletter	0	0	12,000	12,000	0
<i>Account Classification Total: OSERV - Outside Services</i>		337	3,829	53,350	53,350	45,850
<i>MATSUP - Materials &amp; Supplies</i>						
10.10.130.0000.565.00	Operating Supplies General	0	772	0	0	20,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	772	0	0	20,000
<b>Program Total: 0000 - Non Program</b>		337	72,555	125,189	125,189	135,209
<b>Program: 0005 - Heritage Fest</b>						
<i>OSERV - Outside Services</i>						
10.10.130.0005.523.25	Other Services Events	0	23,636	0	0	0
10.10.130.0005.525.05	Communications Postage	0	62	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		0	23,698	0	0	0
<i>MATSUP - Materials &amp; Supplies</i>						
10.10.130.0005.560.05	Office Supplies General	0	114	0	0	0
10.10.130.0005.565.40	Operating Supplies Events	0	6,459	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	6,573	0	0	0
<b>Program Total: 0005 - Heritage Fest</b>		0	30,272	0	0	0
<b>Program: 0010 - Quarryman Challenge</b>						
<i>OSERV - Outside Services</i>						
10.10.130.0010.523.25	Other Services Events	0	17,936	0	0	0
10.10.130.0010.525.05	Communications Postage	0	7	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		0	17,943	0	0	0
<i>MATSUP - Materials &amp; Supplies</i>						
10.10.130.0010.565.00	Operating Supplies General	0	350	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	350	0	0	0
<b>Program Total: 0010 - Quarryman Challenge</b>		0	18,294	0	0	0
<b>Program: 0015 - St. Patrick's Day</b>						
<i>OSERV - Outside Services</i>						
10.10.130.0015.523.25	Other Services Events	0	1,624	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		0	1,624	0	0	0
<i>MATSUP - Materials &amp; Supplies</i>						
10.10.130.0015.565.00	Operating Supplies General	0	273	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	273	0	0	0
<b>Program Total: 0015 - St. Patrick's Day</b>		0	1,897	0	0	0
<b>Program: 0020 - Halloween Hoedown</b>						
<i>OSERV - Outside Services</i>						
10.10.130.0020.523.25	Other Services Events	0	1,395	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		0	1,395	0	0	0
<b>Program Total: 0020 - Halloween Hoedown</b>		0	1,395	0	0	0
<b>Program: 0030 - Hometown Holiday</b>						
<i>OSERV - Outside Services</i>						

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
10.10.130.0030.523.25	Other Services Events	0	2,775	0	0	0
	<i>Account Classification Total: OSERV - Outside Services</i>	0	2,775	0	0	0
	<b>Program Total: 0030 - Hometown Holiday</b>	0	2,775	0	0	0
<b>Program: 0060 - Fireworks</b>						
<i>OSERV - Outside Services</i>						
10.10.130.0060.523.25	Other Services Events	0	10,000	10,000	10,000	0
	<i>Account Classification Total: OSERV - Outside Services</i>	0	10,000	10,000	10,000	0
	<b>Program Total: 0060 - Fireworks</b>	0	10,000	10,000	10,000	0
	<b>Division Total: 130 - Community Relations</b>	337	137,188	135,189	135,189	135,209
<b>Division: 140 - Legal- Corporate</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.10.140.0000.530.05	Legal Corporate	248,292	0	0	0	0
10.10.140.0000.530.10	Legal Adjudication	12,000	11,500	0	0	0
10.10.140.0000.530.15	Legal Prosecution	27,000	30,000	0	0	0
	<i>Account Classification Total: OSERV - Outside Services</i>	287,292	41,500	0	0	0
	<b>Program Total: 0000 - Non Program</b>	287,292	41,500	0	0	0
	<b>Division Total: 140 - Legal- Corporate</b>	287,292	41,500	0	0	0
<b>Division: 420 - Economic Development</b>						
<b>Program: 0000 - Non Program</b>						
<i>PROFDEVEL - Professional Development</i>						
10.10.420.0000.515.10	Personnel Development Training and Conferences	0	0	1,600	1,600	1,600
10.10.420.0000.515.20	Personnel Development Membership and Dues	0	3,000	5,000	5,000	5,000
	<i>Account Classification Total: PROFDEVEL - Professional Development</i>	0	3,000	6,600	6,600	6,600
<i>OSERV - Outside Services</i>						
10.10.420.0000.523.45	Other Services Economic Development	0	20,107	60,000	60,000	20,000
10.10.420.0000.540.10	Printing/Advertising Outside Print Services	0	825	5,000	5,000	7,500
	<i>Account Classification Total: OSERV - Outside Services</i>	0	20,932	65,000	65,000	27,500
	<b>Program Total: 0000 - Non Program</b>	0	23,932	71,600	71,600	34,100
	<b>Division Total: 420 - Economic Development</b>	0	23,932	71,600	71,600	34,100
<b>Division: 470 - General Engineering</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.10.470.0000.523.50	Other Services General Engineering	0	12,303	0	0	0
10.10.470.0000.523.70	Other Services Public Relations/Marketing	0	384	15,000	15,000	20,000
	<i>Account Classification Total: OSERV - Outside Services</i>	0	12,686	15,000	15,000	20,000
	<b>Program Total: 0000 - Non Program</b>	0	12,686	15,000	15,000	20,000
	<b>Division Total: 470 - General Engineering</b>	0	12,686	15,000	15,000	20,000
	<b>Department Total: 10 - Administration</b>	<b>778,882</b>	<b>610,364</b>	<b>541,321</b>	<b>959,112</b>	<b>652,181</b>

# Departmental Summary- *Finance*

## ➤ *Mission Statement*

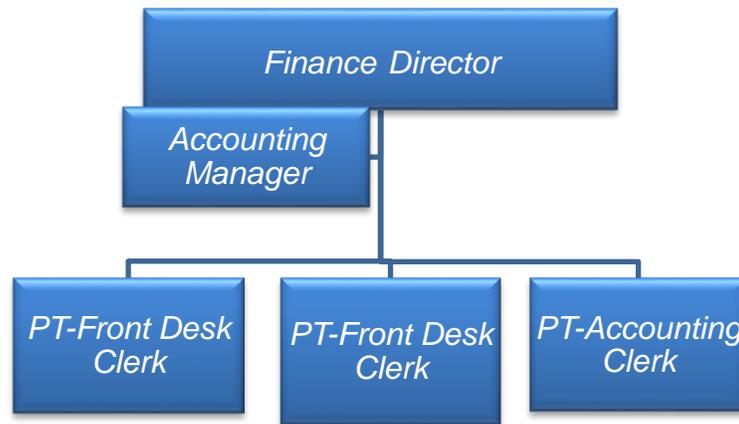
To provide municipal, financial services of the highest quality to the Residents and Businesses of the Village of Lemont, the Village Board, and the Staff, in an efficient and progressive manner, while safeguarding Village assets and upholding the Public Trust.

## ➤ *Description of Functions*

The Finance Department is responsible for maintaining the integrity of all financial systems, records, and functions of the Village in accordance with applicable laws, ordinances, policies, and procedures.

## ➤ *Services and Responsibilities*

- Maintain the accounting system
- Manage revenue collections
- Provide a system of internal control
- Maintain procurement standards
- Prepare annual and interim financial statements
- Prepare and produce Annual Operating Budget, Capital Improvement Program, and Comprehensive Annual Financial Plan
- Process biweekly payroll and accounts payable
- Monitor all revenues and expenditures against approved budget
- Manage Village’s cash position



<b>Fiscal Year</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
<b>Total Positions</b>			
Full-Time	2	2	2
Part-Time	3	3	3

# Departmental Summary- *Finance con't*

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## **FY 2018-2019 Goals and Objectives**

### **Strategic Priority: Financial Stability**

- Maintained public confidence in the financial stability and transparency of the Village of Lemont
- Created simplified resident financial highlights guide/dashboard
- Continued to achieve the Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting Award and Distinguished Budget Award
- Continued to receive an unqualified audit opinion and minimal management letter comments
- Provided assistance and guidance for Village Board and Staff
- Reviewed and audit all operating contracts- Bid out Banking Services
- Assisted with revenue review and proposed various new revenue sources
- Assisted with the financial analysis of union contracts
- Renewed two cell tower leases and began a process to procure a new lease on State Street

### **Strategic Priority: Intergovernmental Cooperation**

- Reviewed the Village of Lemont's TIFs and provided assistance with Economic Development
- Committee Member on the New World Financial Management Advisory Committee

## **FY 2019-2020 Goals and Objectives**

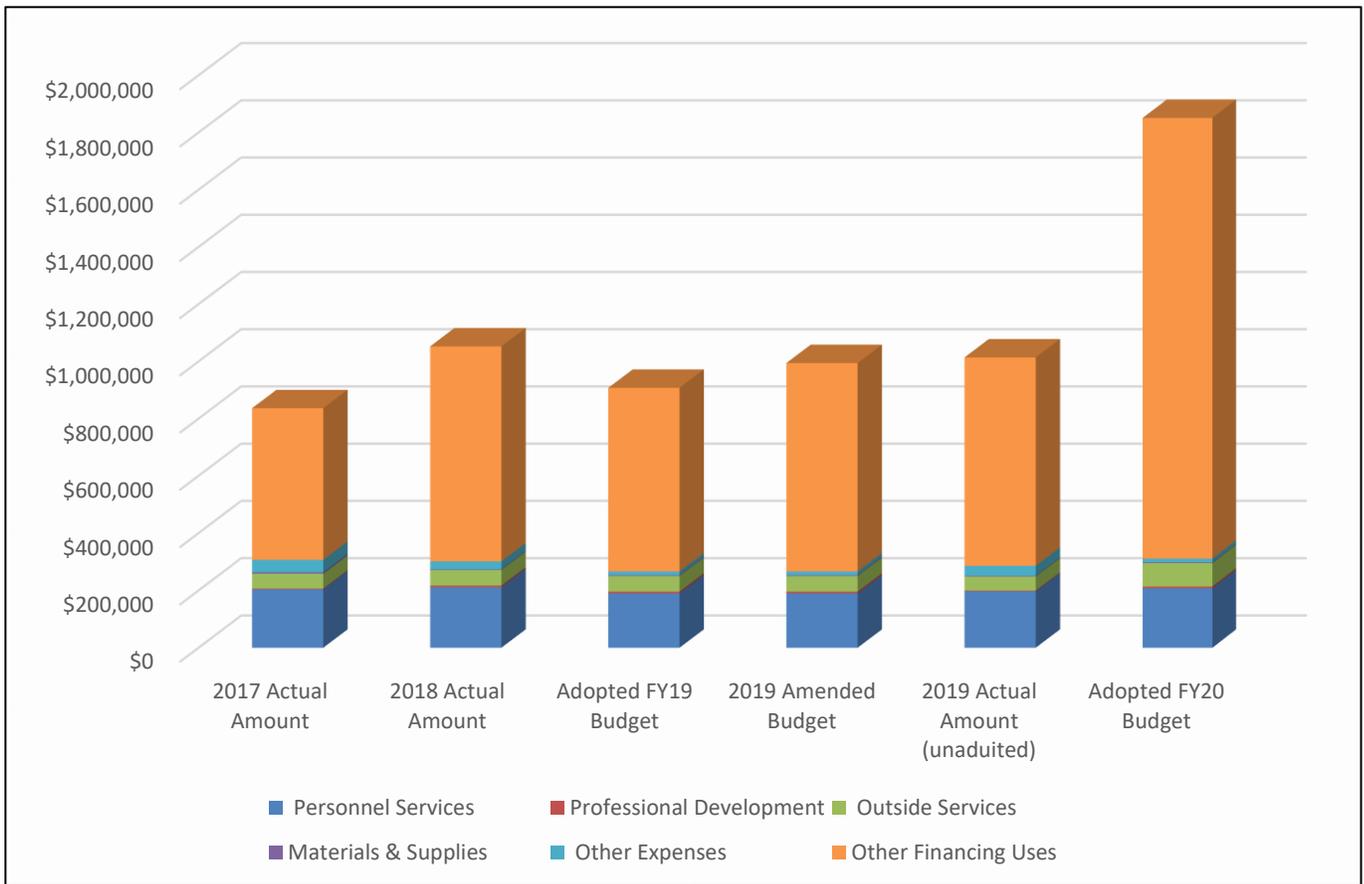
### **Strategic Priority: Financial Stability**

- Continue to review operating contracts
- Assist with Economic Development
- Implement the Annual Sticker Program with a new software
- Implement a new Asset Management System
- Implement Hotel/Motel Tax- setup a procedure manual
- Provide assistance and guidance for Village Board and Staff

**Expense Annual Budget by Account Classification Report**

Finance

	2017 Actual Amount	2018 Actual Amount	Adopted FY19 Budget	2019 Amended Budget	2019 Actual Amount (unaudited)	Adopted FY20 Budget
Personnel Services	\$203,980	\$210,905	\$189,554	\$189,554	\$196,654	\$207,437
Professional Development	\$2,531	\$5,902	\$6,200	\$6,200	\$2,778	\$6,200
Outside Services	\$51,546	\$54,397	\$54,560	\$54,560	\$48,989	\$81,500
Materials & Supplies	\$5,321	\$2,425	\$2,800	\$2,800	\$2,510	\$2,800
Other Expenses	\$43,267	\$27,621	\$12,857	\$12,857	\$34,840	\$12,857
Other Financing Uses	\$529,690	\$751,109	\$641,565	\$728,084	\$728,084	\$1,540,004
<b>Expenditure Grand Totals:</b>	<b>\$836,336</b>	<b>\$1,052,358</b>	<b>\$907,536</b>	<b>\$994,055</b>	<b>\$1,013,855</b>	<b>\$1,850,798</b>



2017 Actual Amount      2018 Actual Amount      2019 Adopted Budget      2019 Amended Budget      2020 Adopted

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Department: 15 - Finance</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.15.001.0000.500.01	Salaries Regular Salaries	150,658	147,708	132,911	132,911	142,490
10.15.001.0000.500.02	Salaries Overtime	2,000	7,619	0	0	0
10.15.001.0000.500.04	Salaries Part-Time	32,410	47,057	53,249	53,249	57,963
10.15.001.0000.500.07	Salaries Temporary	6,498	0	0	0	0
10.15.001.0000.510.25	Fringe Benefits Medical/Dental Insurance	12,079	8,119	3,132	3,132	6,678
10.15.001.0000.510.30	Fringe Benefits Vision Insurance	335	401	261	261	63
10.15.001.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	244
<i>Account Classification Total: PSER - Personnel Services</i>		203,980	210,905	189,554	189,554	207,438
<i>PROFDEVEL - Professional Development</i>						
10.15.001.0000.515.05	Personnel Development Meetings/Activities/Expenses	735	177	300	300	300
10.15.001.0000.515.10	Personnel Development Training and Conferences	1,796	5,725	5,900	5,900	5,900
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		2,531	5,902	6,200	6,200	6,200
<i>OSERV - Outside Services</i>						
10.15.001.0000.520.05	Financial Services Banking	7,118	9,336	8,000	8,000	8,000
10.15.001.0000.520.20	Financial Services Audit	31,750	33,220	31,750	31,750	35,000
10.15.001.0000.520.30	Financial Services Discovery Benefits Fee	1,089	1,134	1,000	1,000	1,000
10.15.001.0000.523.10	Other Services Consulting	4,216	3,990	4,000	4,000	4,000
10.15.001.0000.523.15	Other Services Data Processing / Technology	0	320	0	0	25,000
10.15.001.0000.524.20	Subscription Services Organizational Memberships	1,250	721	1,100	1,100	1,000
10.15.001.0000.525.05	Communications Postage	90	80	210	210	200
10.15.001.0000.540.05	Printing/Advertising Recording and Legal Notices	2,766	2,189	3,500	3,500	3,500
10.15.001.0000.558.05	Rent/Lease Office Equipment	3,268	3,406	5,000	5,000	3,800
<i>Account Classification Total: OSERV - Outside Services</i>		51,546	54,397	54,560	54,560	81,500
<i>MATSUP - Materials &amp; Supplies</i>						
10.15.001.0000.560.05	Office Supplies General	5,198	2,187	2,500	2,500	2,500
10.15.001.0000.560.10	Office Supplies Paper	123	238	300	300	300
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		5,321	2,425	2,800	2,800	2,800
<i>OTHER - Other Expenses</i>						
10.15.001.0000.520.40	Financial Services Retail Sales Tax Rebate	12,857	12,857	12,857	12,857	12,857
10.15.001.0000.520.41	Financial Services Property Taxes	14,667	14,764	0	0	0
<i>Account Classification Total: OTHER - Other Expenses</i>		27,524	27,621	12,857	12,857	12,857
<b>Program Total: 0000 - Non Program</b>		290,902	301,250	265,971	265,971	310,795
<b>Division Total: 001 - Administration</b>		290,902	301,250	265,971	265,971	310,795
<b>Division: 170 - Accounting Services</b>						
<b>Program: 0000 - Non Program</b>						
<i>OTHER - Other Expenses</i>						
10.15.170.0000.850.90	Bad Debt Miscellaneous	15,743	0	0	0	0
<i>Account Classification Total: OTHER - Other Expenses</i>		15,743	0	0	0	0
<b>Program Total: 0000 - Non Program</b>		15,743	0	0	0	0
<b>Division Total: 170 - Accounting Services</b>		15,743	0	0	0	0
<b>Division: 950 - interfund</b>						
<b>Program: 0000 - Non Program</b>						
<i>OFU - Other Financing Uses</i>						
10.15.950.0000.900.18	Interfund Transfers Out Debt Service Fund	529,690	729,230	641,565	641,565	1,524,004
10.15.950.0000.900.22	Interfund Transfers Out Social Security Fund	0	0	0	20,000	0
10.15.950.0000.900.50	Interfund Transfers Out General Capital Improvement Fund	0	5,718	0	0	0
10.15.950.0000.900.52	Interfund Transfers Out Village Hall Improvement Fund	0	16,161	0	26,519	0
10.15.950.0000.900.74	Interfund Transfers Out Parking Garage Fund	0	0	0	40,000	16,000
<i>Account Classification Total: OFU - Other Financing Uses</i>		529,690	751,109	641,565	728,084	1,540,004
<b>Program Total: 0000 - Non Program</b>		529,690	751,109	641,565	728,084	1,540,004
<b>Division Total: 950 - interfund</b>		529,690	751,109	641,565	728,084	1,540,004
<b>Department Total: 15 - Finance</b>		<b>836,336</b>	<b>1,052,358</b>	<b>907,536</b>	<b>994,055</b>	<b>1,850,799</b>

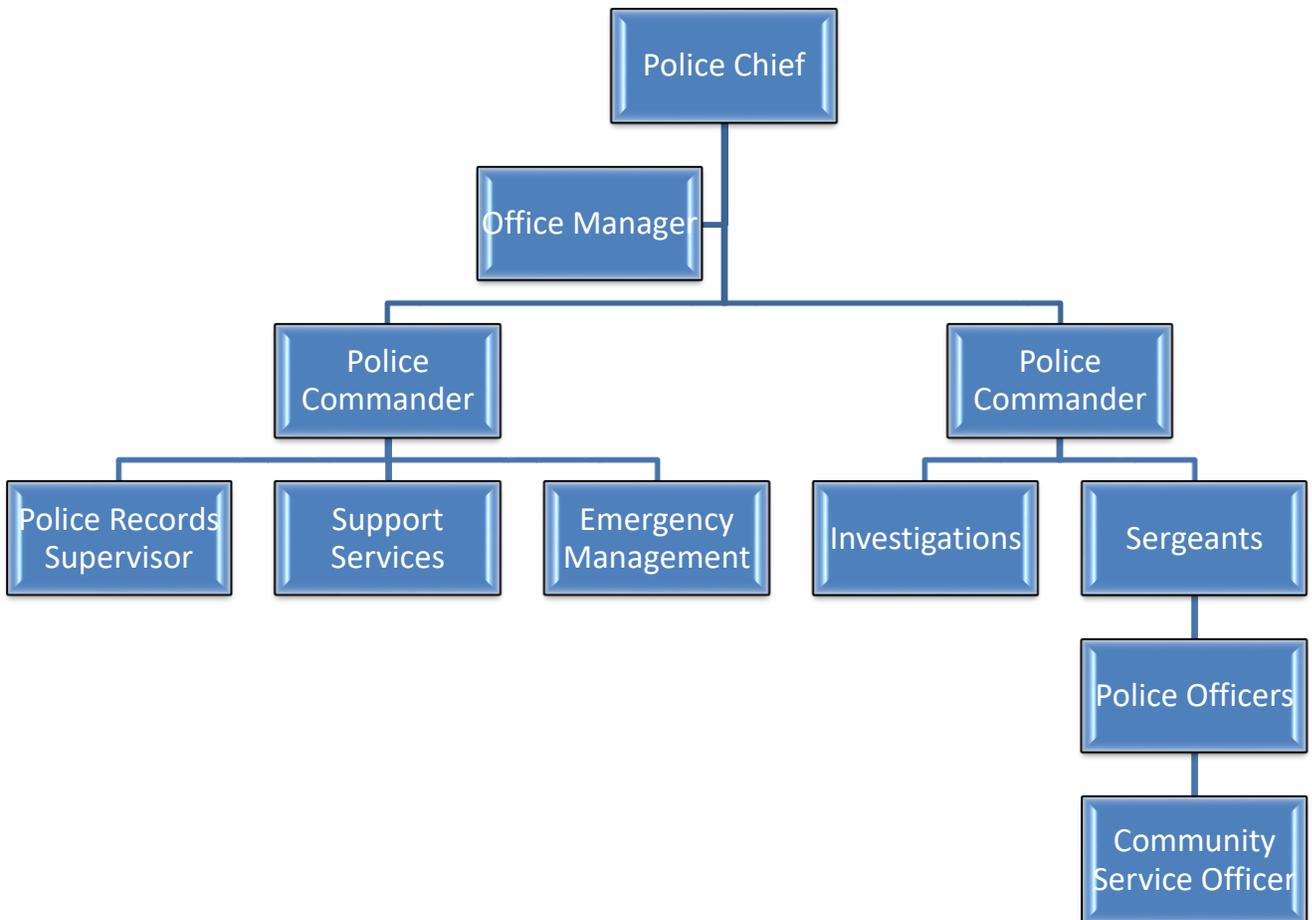
# Departmental Summary-*Police*

➤ ***Mission Statement***

It is the mission of the Lemont Police Department to safeguard the lives and property of the people we serve, to reduce the incidence of fear and crime and to enhance the public safety while partnering with our residents to improve their quality of life.

➤ ***Description of Functions***

The Village of Lemont Police Department provides law enforcement services to citizens and visitors of the Village of Lemont. The Police Department provides these services through the enforcement of local, state, and federal laws, along with the education of citizens on law enforcement issues.



<b>Fiscal Year</b>	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
<b>Total Positions</b>				
Full-Time	32	32	30	27
Part Time	20	20	11	8
Emergency Management	18	18	18	16

# Departmental Summary-*Police (con't)*

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## **FY 2018-2019 Goals and Accomplishments:**

### **Strategic Priority: Intergovernmental Cooperation**

- Lemont PD completed the process mapping for the Superior CAD and RMS and prepared the implementation of the platform.
- A new Tornado Siren was purchased and installed on the North side of Lemont.
- The Traffic Safety Committee was established to address chronic traffic issues in the village.
- Lemont PD conducted active shooter lockdown drills at the Elementary schools.
- The Lock It or Lose It Program anti-theft program was rolled out in 2018.

### **Strategic Priority: Workforce Development**

- Lemont PD successfully passed the accreditation assessment for the ILEAP Accreditation Program and was accredited in July.
- Implemented the Oxcart Truck Permitting Program which will generate over \$40,000.00 per year in revenue for the Village
- A Supervisory Promotional Test was provided resulting in the establishment of a 3-year Sergeants Promotional List
- A new Officers' Collective Bargaining Agreement was negotiated and completed. The Sergeants' Collective Bargaining Agreement is currently under negotiation.
- The Department transitioned new Command Staff leadership in the Department and resized the staffing of the Department.
- Lemont officers completed numerous hours of unfunded, State mandated training for all officers including CIT Training/ Mental Health using Police Law Institute.
- The Range program was evaluated and reformatted.
- Lemont PD expanded critical incident response by having patrol officers trained in Rescue Taskforce (RTF).

### **Strategic Priority: Infrastructure**

- Due to budgetary pressures the Department was unable to continue with the replacement program.
- The Department installed soundproofing in three interview rooms to allow for proper recording and documentation during interrogations/interviews.
- An observation platform was constructed at the Range to improve range safety.
- The quality of interview room cameras was upgraded in three of the interview rooms.

# Departmental Summary-*Police (cont. ')*

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## FY 2019-2020 Goals and Objectives

### **Strategic Priority: Intergovernmental Cooperation**

- Conduct the rollout and implementation of the Superior CAD and RMS.
- Reposition the existing Tornado Siren on IMTT property for better service access.
- Develop a protocol for Medical Facility Active Shooter Training and deliver to area facilities.
- Conduct a full-scale Active Shooter Drill with the Lemont High School.
- Work with the Elementary School District to upgrade the panic alarm system.

### **Strategic Priority: Workforce Development**

- Establish the position of Public Safety Code Enforcement Specialist to address nuisance issues in the Village.
- Prepare and conduct a Recruitment Testing Process and establish a 2-year Candidate List.
- Continue to complete unfunded, State-mandated training for all officers including CIT Training/ Mental Health using Police Law Institute. Detectives will complete required sexual assault training.

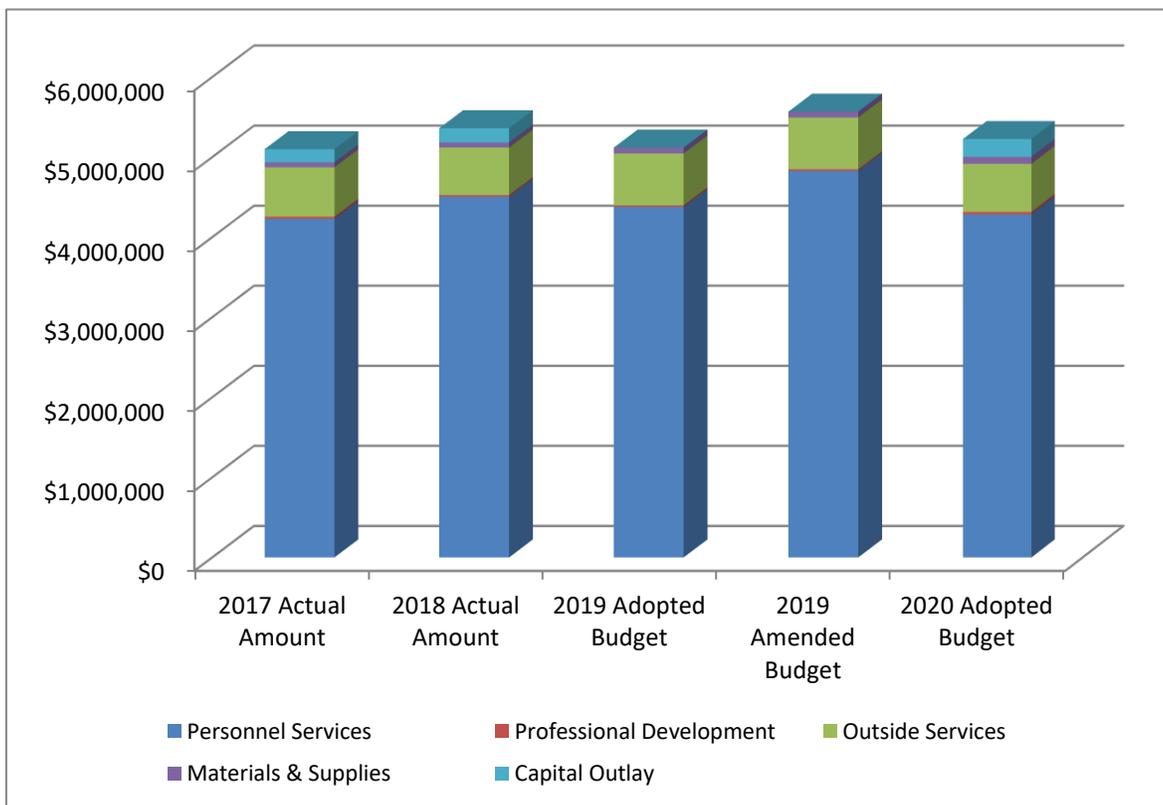
### **Strategic Priority: Infrastructure**

- Continue with replacement program - 4 Patrol Vehicles and 1 Admin Vehicle
- Continue development of the range.
- Upgrade the Less than Lethal Program by acquiring updated Taser devices.
- Obtain additional accessory equipment to make the deployed rifles safer in the field.

**Village of Lemont**  
**Expense Annual Budget by Account Classification Report**

Police

	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
Personnel Services	\$4,228,446	\$4,505,288	\$4,377,588	\$4,827,587	\$4,284,349
Professional Development	\$27,461	\$20,314	\$20,000	\$20,000	\$30,200
Outside Services	\$616,208	\$593,714	\$647,250	\$647,250	\$599,900
Materials & Supplies	\$62,176	\$63,974	\$73,400	\$73,400	\$89,000
Capital Outlay	\$164,769	\$177,038	\$0	\$0	\$222,000
<b>Expenditure Grand Totals:</b>	<b>\$5,099,060</b>	<b>\$5,360,328</b>	<b>\$5,118,238</b>	<b>\$5,568,237</b>	<b>\$5,225,449</b>



G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Department: 20 - Police</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.20.001.0000.500.01	Salaries Regular Salaries	123,791	136,543	130,430	130,430	135,528
10.20.001.0000.500.02	Salaries Overtime	0	80	0	0	0
10.20.001.0000.510.25	Fringe Benefits Medical/Dental Insurance	20,485	26,824	20,705	20,705	19,687
10.20.001.0000.510.30	Fringe Benefits Vision Insurance	196	270	210	210	140
10.20.001.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	210
10.20.001.0000.510.46	Fringe Benefits Phone Allowance	600	600	601	601	601
10.20.001.0000.512.00	Police Pension Plan Employer Contribution	674,243	822,481	0	1,266,224	873,000
<i>Account Classification Total: PSER - Personnel Services</i>		819,315	986,797	151,945	1,418,169	1,029,166
<i>PROFDEVEL - Professional Development</i>						
10.20.001.0000.513.01	Budget-Deferred and pension Deferred and pension	0	0	816,224	0	0
10.20.001.0000.515.15	Personnel Development Tuition Reimbursement	2,695	2,936	6,000	6,000	3,000
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		2,695	2,936	822,224	6,000	3,000
<i>OSERV - Outside Services</i>						
10.20.001.0000.522.05	Public Safety Services Accreditation	0	183	11,000	11,000	0
10.20.001.0000.525.10	Communications Telephone	5,898	8,280	6,600	6,600	8,000
10.20.001.0000.525.25	Communications Internet Service	3,924	0	4,500	4,500	0
10.20.001.0000.525.35	Communications Cable TV	226	0	300	300	0
10.20.001.0000.527.05	Insurance IRMA Premium	81,753	73,728	85,000	85,000	85,000
10.20.001.0000.527.10	Insurance IRMA Deductible	38,845	30,629	35,000	35,000	30,000
<i>Account Classification Total: OSERV - Outside Services</i>		130,647	112,819	142,400	142,400	123,000
<i>MATSUP - Materials &amp; Supplies</i>						
10.20.001.0000.560.05	Office Supplies General	0	30	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	30	0	0	0
<b>Program Total: 0000 - Non Program</b>		952,657	1,102,583	1,116,569	1,566,569	1,155,166
<b>Division Total: 001 - Administration</b>		952,657	1,102,583	1,116,569	1,566,569	1,155,166
<b>Division: 050 - Police Commission</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.20.050.0000.523.65	Other Services Police Testing	0	0	5,000	5,000	5,000
10.20.050.0000.540.05	Printing/Advertising Recording and Legal Notices	0	0	1,000	1,000	1,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	6,000	6,000	6,000
<i>MATSUP - Materials &amp; Supplies</i>						
10.20.050.0000.560.05	Office Supplies General	0	0	1,000	1,000	1,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	1,000	1,000	1,000
<b>Program Total: 0000 - Non Program</b>		0	0	7,000	7,000	7,000
<b>Division Total: 050 - Police Commission</b>		0	0	7,000	7,000	7,000
<b>Division: 130 - Community Relations</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.20.130.0000.500.06	Salaries Special Detail	2,867	3,491	0	0	0
<i>Account Classification Total: PSER - Personnel Services</i>		2,867	3,491	0	0	0
<i>OSERV - Outside Services</i>						
10.20.130.0000.523.70	Other Services Public Relations/Marketing	134	94	500	500	500
10.20.130.0000.540.10	Printing/Advertising Outside Print Services	747	433	800	800	800
<i>Account Classification Total: OSERV - Outside Services</i>		881	527	1,300	1,300	1,300
<i>MATSUP - Materials &amp; Supplies</i>						
10.20.130.0000.565.40	Operating Supplies Events	1,944	1,954	4,000	4,000	4,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		1,944	1,954	4,000	4,000	4,000
<b>Program Total: 0000 - Non Program</b>		5,691	5,972	5,300	5,300	5,300
<b>Program: 1005 - Drug Education</b>						
<i>MATSUP - Materials &amp; Supplies</i>						

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
10.20.130.1005.560.05	Office Supplies General	415	458	500	500	500
	<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>	415	458	500	500	500
	<b>Program Total: 1005 - Drug Education</b>	415	458	500	500	500
	<b>Program: 1010 - Kops N Kidz</b>					
	<i>OSERV - Outside Services</i>					
10.20.130.1010.523.25	Other Services Events	3,550	1,425	0	0	0
	<i>Account Classification Total: OSERV - Outside Services</i>	3,550	1,425	0	0	0
	<i>MATSUP - Materials &amp; Supplies</i>					
10.20.130.1010.565.00	Operating Supplies General	0	73	0	0	0
10.20.130.1010.565.40	Operating Supplies Events	6,319	8,039	0	0	5,000
	<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>	6,319	8,112	0	0	5,000
	<b>Program Total: 1010 - Kops N Kidz</b>	9,869	9,537	0	0	5,000
	<b>Program: 1015 - Cadet Program</b>					
	<i>MATSUP - Materials &amp; Supplies</i>					
10.20.130.1015.564.45	Public Safety Supplies Cadet	318	408	1,000	1,000	1,000
	<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>	318	408	1,000	1,000	1,000
	<b>Program Total: 1015 - Cadet Program</b>	318	408	1,000	1,000	1,000
	<b>Program: 1020 - Crime Prevention</b>					
	<i>OSERV - Outside Services</i>					
10.20.130.1020.523.25	Other Services Events	415	0	250	250	250
	<i>Account Classification Total: OSERV - Outside Services</i>	415	0	250	250	250
	<i>MATSUP - Materials &amp; Supplies</i>					
10.20.130.1020.565.40	Operating Supplies Events	518	0	250	250	250
	<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>	518	0	250	250	250
	<b>Program Total: 1020 - Crime Prevention</b>	933	0	500	500	500
	<b>Program: 1029 - High School Other</b>					
	<i>PSER - Personnel Services</i>					
10.20.130.1029.500.06	Salaries Special Detail	3,611	2,212	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	3,611	2,212	0	0	0
	<b>Program Total: 1029 - High School Other</b>	3,611	2,212	0	0	0
	<b>Program: 1031 - High School Football</b>					
	<i>PSER - Personnel Services</i>					
10.20.130.1031.500.06	Salaries Special Detail	8,620	11,934	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	8,620	11,934	0	0	0
	<b>Program Total: 1031 - High School Football</b>	8,620	11,934	0	0	0
	<b>Program: 1032 - High School Soccer</b>					
	<i>PSER - Personnel Services</i>					
10.20.130.1032.500.06	Salaries Special Detail	1,242	586	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	1,242	586	0	0	0
	<b>Program Total: 1032 - High School Soccer</b>	1,242	586	0	0	0
	<b>Program: 1033 - High School Basketball</b>					
	<i>PSER - Personnel Services</i>					
10.20.130.1033.500.06	Salaries Special Detail	3,663	2,897	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	3,663	2,897	0	0	0
	<b>Program Total: 1033 - High School Basketball</b>	3,663	2,897	0	0	0
	<b>Program: 1034 - High School Volleyball</b>					
	<i>PSER - Personnel Services</i>					
10.20.130.1034.500.06	Salaries Special Detail	403	0	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	403	0	0	0	0
	<b>Program Total: 1034 - High School Volleyball</b>	403	0	0	0	0
	<b>Program: 1035 - High School Wrestling</b>					
	<i>PSER - Personnel Services</i>					
10.20.130.1035.500.06	Salaries Special Detail	1,169	1,198	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	1,169	1,198	0	0	0
	<b>Program Total: 1035 - High School Wrestling</b>	1,169	1,198	0	0	0
	<b>Program: 1036 - High School Baseball</b>					

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<i>PSER - Personnel Services</i>						
10.20.130.1036.500.06	Salaries Special Detail	284	1,145	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	284	1,145	0	0	0
	<b>Program Total: 1036 - High School Baseball</b>	284	1,145	0	0	0
	<b>Program: 1037 - High School Band</b>					
<i>PSER - Personnel Services</i>						
10.20.130.1037.500.06	Salaries Special Detail	181	0	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	181	0	0	0	0
	<b>Program Total: 1037 - High School Band</b>	181	0	0	0	0
	<b>Program: 1038 - High School Theater</b>					
<i>PSER - Personnel Services</i>						
10.20.130.1038.500.06	Salaries Special Detail	2,064	1,698	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	2,064	1,698	0	0	0
	<b>Program Total: 1038 - High School Theater</b>	2,064	1,698	0	0	0
	<b>Program: 1039 - High School Traffic</b>					
<i>PSER - Personnel Services</i>						
10.20.130.1039.500.06	Salaries Special Detail	4,797	4,998	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	4,797	4,998	0	0	0
	<b>Program Total: 1039 - High School Traffic</b>	4,797	4,998	0	0	0
	<b>Program: 1041 - Hindu Temple Deepavali</b>					
<i>PSER - Personnel Services</i>						
10.20.130.1041.500.06	Salaries Special Detail	3,499	5,242	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	3,499	5,242	0	0	0
	<b>Program Total: 1041 - Hindu Temple Deepavali</b>	3,499	5,242	0	0	0
	<b>Program: 1060 - 113A Dance</b>					
<i>PSER - Personnel Services</i>						
10.20.130.1060.500.06	Salaries Special Detail	0	230	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	0	230	0	0	0
	<b>Program Total: 1060 - 113A Dance</b>	0	230	0	0	0
	<b>Program: 1080 - Mass</b>					
<i>PSER - Personnel Services</i>						
10.20.130.1080.500.02	Salaries Overtime	394	0	0	0	0
	<i>Account Classification Total: PSER - Personnel Services</i>	394	0	0	0	0
	<b>Program Total: 1080 - Mass</b>	394	0	0	0	0
	<b>Division Total: 130 - Community Relations</b>	47,152	48,515	7,300	7,300	12,300
<b>Division: 210 - Operations</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.20.210.0000.500.01	Salaries Regular Salaries	1,812,490	1,915,974	1,883,227	1,883,227	1,814,370
10.20.210.0000.500.02	Salaries Overtime	164,331	183,381	152,432	152,432	245,968
10.20.210.0000.500.03	Salaries Mandatory Overtime	40,148	48,546	0	0	0
10.20.210.0000.500.04	Salaries Part-Time	64,504	62,368	81,111	81,111	95,748
10.20.210.0000.500.05	Salaries Crossing Guards	12,471	12,406	15,642	15,642	15,938
10.20.210.0000.500.06	Salaries Special Detail	5,651	6,962	0	0	0
10.20.210.0000.500.20	Salaries Uniform Allowance	20,000	20,000	18,783	18,783	17,218
10.20.210.0000.510.25	Fringe Benefits Medical/Dental Insurance	362,550	351,186	363,386	363,386	307,663
10.20.210.0000.510.30	Fringe Benefits Vision Insurance	3,740	3,746	3,564	3,564	2,129
10.20.210.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	3,230
	<i>Account Classification Total: PSER - Personnel Services</i>	2,485,886	2,604,570	2,518,145	2,518,145	2,502,264
<i>PROFDEVEL - Professional Development</i>						
10.20.210.0000.515.05	Personnel Development Meetings/Activities/Expenses	1,573	656	1,500	1,500	1,500
10.20.210.0000.515.10	Personnel Development Training and Conferences	7,223	3,254	6,800	6,800	6,800
10.20.210.0000.515.20	Personnel Development Membership and Dues	6,156	6,200	7,200	7,200	7,200
	<i>Account Classification Total: PROFDEVEL - Professional Development</i>	14,952	10,111	15,500	15,500	15,500
<i>OSERV - Outside Services</i>						

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
10.20.210.0000.522.10	Public Safety Services Prisoner Care	1,471	910	2,000	2,000	2,000
10.20.210.0000.522.15	Public Safety Services Animal Control	215	500	1,500	1,500	1,500
10.20.210.0000.522.45	Public Safety Services Other	2,710	2,700	3,000	3,000	7,000
10.20.210.0000.523.16	Other Services Communications	84	0	0	0	0
10.20.210.0000.524.05	Subscription Services Database	1,482	4,980	5,500	5,500	5,500
10.20.210.0000.525.15	Communications Cell Phones	8,737	8,371	6,000	6,000	11,500
10.20.210.0000.525.20	Communications Dispatch	320,634	328,650	340,000	340,000	300,000
10.20.210.0000.525.30	Communications Radios	599	671	1,000	1,000	1,000
10.20.210.0000.540.10	Printing/Advertising Outside Print Services	243	301	700	700	700
10.20.210.0000.546.00	Equipment Maintenance General	1,938	1,759	2,000	2,000	2,000
10.20.210.0000.546.10	Equipment Maintenance Radars	2,083	1,745	1,500	1,500	1,500
10.20.210.0000.570.25	Maintenance Supplies Communications	7,619	3,952	6,000	6,000	7,000
<i>Account Classification Total: OSERV - Outside Services</i>		347,814	354,537	369,200	369,200	339,700
<i>MATSUP - Materials &amp; Supplies</i>						
10.20.210.0000.562.10	Uniforms Full Time Sworn	2,108	1,232	2,000	2,000	2,000
10.20.210.0000.562.15	Uniforms Part Time Sworn	1,146	475	2,000	2,000	2,000
10.20.210.0000.562.25	Uniforms Community Service Officer	1,289	647	1,000	1,000	1,000
10.20.210.0000.562.35	Uniforms Crossing Guards	363	544	500	500	500
10.20.210.0000.564.15	Public Safety Supplies Prisoner	271	218	1,000	1,000	1,000
10.20.210.0000.564.20	Public Safety Supplies Animal Control	99	197	200	200	200
10.20.210.0000.564.50	Public Safety Supplies Vests	7,460	3,024	6,400	6,400	2,000
10.20.210.0000.565.20	Operating Supplies Safety	5,133	7,282	7,200	7,200	15,200
10.20.210.0000.566.00	Range Supplies General Supplies	1,877	1,930	2,000	2,000	2,000
10.20.210.0000.566.05	Range Supplies Ammunition	7,670	10,888	12,000	12,000	12,000
10.20.210.0000.566.10	Range Supplies Weapons	4,944	7,734	8,000	8,000	8,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		32,360	34,172	42,300	42,300	45,900
<b>Program Total: 0000 - Non Program</b>		2,881,012	3,003,389	2,945,145	2,945,145	2,903,364
<b>Division Total: 210 - Operations</b>		2,881,012	3,003,389	2,945,145	2,945,145	2,903,364
<b>Division: 220 - Support Services</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.20.220.0000.500.01	Salaries Regular Salaries	267,733	282,203	291,729	291,729	185,911
10.20.220.0000.500.02	Salaries Overtime	2,033	11,486	5,250	5,250	1
10.20.220.0000.500.04	Salaries Part-Time	57,657	38,737	35,681	35,681	37,158
10.20.220.0000.510.25	Fringe Benefits Medical/Dental Insurance	36,919	40,499	58,640	58,640	38,073
10.20.220.0000.510.30	Fringe Benefits Vision Insurance	716	739	731	731	376
10.20.220.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	504
<i>Account Classification Total: PSER - Personnel Services</i>		365,058	373,664	392,032	392,032	262,023
<i>PROFDEVEL - Professional Development</i>						
10.20.220.0000.515.05	Personnel Development Meetings/Activities/Expenses	2,806	3,034	4,000	4,000	4,000
10.20.220.0000.515.10	Personnel Development Training and Conferences	750	100	1,000	1,000	1,000
10.20.220.0000.515.20	Personnel Development Membership and Dues	1,754	890	2,200	2,200	2,200
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		5,310	4,024	7,200	7,200	7,200
<i>OSERV - Outside Services</i>						
10.20.220.0000.522.05	Public Safety Services Accreditation	13,915	9,328	0	0	11,000
10.20.220.0000.522.20	Public Safety Services Special Operations Detail	439	62	0	0	0
10.20.220.0000.523.15	Other Services Data Processing / Technology	43,943	40,040	45,050	45,050	45,050
10.20.220.0000.523.35	Other Services Document Destruction	420	470	1,000	1,000	1,000
10.20.220.0000.524.05	Subscription Services Database	0	24	0	0	0
10.20.220.0000.525.05	Communications Postage	1,792	1,430	3,000	3,000	2,000
10.20.220.0000.525.10	Communications Telephone	5,235	0	7,000	7,000	0
10.20.220.0000.525.15	Communications Cell Phones	6,127	6,939	6,000	6,000	6,000
10.20.220.0000.540.10	Printing/Advertising Outside Print Services	949	1,229	1,500	1,500	1,500
10.20.220.0000.540.30	Printing/Advertising Citations	250	0	1,000	1,000	1,000
10.20.220.0000.540.35	Printing/Advertising Forms	810	0	1,000	1,000	1,000

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
10.20.220.0000.540.40	Printing/Advertising Awards	260	962	1,000	1,000	1,000
10.20.220.0000.558.05	Rent/Lease Office Equipment	12,046	10,160	15,000	15,000	12,000
10.20.220.0000.570.25	Maintenance Supplies Communications	160	203	250	250	750
<i>Account Classification Total: OSERV - Outside Services</i>		86,344	70,848	81,800	81,800	82,300
<i>MATSUP - Materials &amp; Supplies</i>						
10.20.220.0000.560.05	Office Supplies General	5,772	5,966	6,000	6,000	6,000
10.20.220.0000.560.10	Office Supplies Paper	1,377	1,862	2,300	2,300	2,300
10.20.220.0000.560.15	Office Supplies Data Processing	87	391	750	750	750
10.20.220.0000.562.00	Uniforms Full Time Employees	2,175	1,985	2,100	2,100	2,100
10.20.220.0000.562.05	Uniforms Sworn Command	2,126	1,643	3,000	3,000	3,000
10.20.220.0000.562.20	Uniforms Part Time	75	632	500	500	500
10.20.220.0000.562.40	Uniforms Volunteers	24	0	100	100	100
10.20.220.0000.565.00	Operating Supplies General	4,005	3,450	4,000	4,000	4,000
10.20.220.0000.565.20	Operating Supplies Safety	505	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		16,145	15,929	19,250	19,250	19,250
<b>Program Total: 0000 - Non Program</b>		472,857	464,465	500,282	500,282	370,773
<b>Division Total: 220 - Support Services</b>		472,857	464,465	500,282	500,282	370,773
<b>Division: 230 - Investigations</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.20.230.0000.500.01	Salaries Regular Salaries	409,096	397,211	409,968	409,968	413,784
10.20.230.0000.500.02	Salaries Overtime	16,217	22,507	0	0	7,043
10.20.230.0000.500.03	Salaries Mandatory Overtime	2,991	6,804	0	0	0
10.20.230.0000.500.04	Salaries Part-Time	29,485	14,999	0	0	0
10.20.230.0000.500.06	Salaries Special Detail	0	578	0	0	0
10.20.230.0000.500.20	Salaries Uniform Allowance	4,026	4,000	5,218	5,218	4,783
10.20.230.0000.510.25	Fringe Benefits Medical/Dental Insurance	62,785	57,721	70,019	70,019	64,017
10.20.230.0000.510.30	Fringe Benefits Vision Insurance	794	807	838	838	558
10.20.230.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	712
<i>Account Classification Total: PSER - Personnel Services</i>		525,395	504,626	486,042	486,042	490,897
<i>PROFDEVEL - Professional Development</i>						
10.20.230.0000.515.05	Personnel Development Meetings/Activities/Expenses	2,682	1,011	1,000	1,000	1,000
10.20.230.0000.515.10	Personnel Development Training and Conferences	300	1,000	1,000	1,000	1,000
10.20.230.0000.515.20	Personnel Development Membership and Dues	1,522	1,232	2,500	2,500	2,500
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		4,504	3,243	4,500	4,500	4,500
<i>OSERV - Outside Services</i>						
10.20.230.0000.522.35	Public Safety Services Investigations	0	0	1,000	1,000	2,000
10.20.230.0000.524.05	Subscription Services Database	7,263	8,359	7,000	7,000	8,800
10.20.230.0000.525.15	Communications Cell Phones	4,328	4,187	4,500	4,500	4,500
10.20.230.0000.525.30	Communications Radios	143	0	0	0	0
10.20.230.0000.540.10	Printing/Advertising Outside Print Services	260	0	300	300	300
10.20.230.0000.547.00	Vehicle Maintenance General	16	0	0	0	0
10.20.230.0000.570.25	Maintenance Supplies Communications	50	500	500	500	750
<i>Account Classification Total: OSERV - Outside Services</i>		12,060	13,046	13,300	13,300	16,350
<i>MATSUP - Materials &amp; Supplies</i>						
10.20.230.0000.560.05	Office Supplies General	1,040	103	1,000	1,000	1,000
10.20.230.0000.560.10	Office Supplies Paper	86	37	100	100	100
10.20.230.0000.562.00	Uniforms Full Time Employees	128	480	500	500	500
10.20.230.0000.564.25	Public Safety Supplies Investigation Supplies	1,860	2,262	2,500	2,500	2,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		3,115	2,881	4,100	4,100	4,100
<b>Program Total: 0000 - Non Program</b>		545,075	523,796	507,942	507,942	515,847
<b>Division Total: 230 - Investigations</b>		545,075	523,796	507,942	507,942	515,847
<b>Division: 320 - Vehicle Maintenance Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
10.20.320.0000.547.00	Vehicle Maintenance General	28,775	33,148	30,000	30,000	28,000
10.20.320.0000.547.05	Vehicle Maintenance Vehicle Wash	3,420	3,404	3,000	3,000	3,000
<i>Account Classification Total: OSERV - Outside Services</i>		32,195	36,552	33,000	33,000	31,000
<i>MATSUP - Materials &amp; Supplies</i>						
10.20.320.0000.572.10	Vehicle Maintenance Supplies Public Safety	1,042	30	1,000	1,000	1,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		1,042	30	1,000	1,000	1,000
<b>Program Total: 0000 - Non Program</b>		33,238	36,582	34,000	34,000	32,000
<b>Division Total: 320 - Vehicle Maintenance Division</b>		33,238	36,582	34,000	34,000	32,000
<b>Division: 330 - Facilities Management Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.20.330.0000.550.20	Building and Grounds Maintenance Police Facility	2,301	0	0	0	0
10.20.330.0000.550.50	Building and Grounds Maintenance Range	0	3,960	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		2,301	3,960	0	0	0
<i>MATSUP - Materials &amp; Supplies</i>						
10.20.330.0000.585.20	Building & Grounds Supplies Police Facility	0	0	0	0	7,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	0	0	7,000
<b>Program Total: 0000 - Non Program</b>		2,301	3,960	0	0	7,000
<b>Division Total: 330 - Facilities Management Division</b>		2,301	3,960	0	0	7,000
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						
<i>CAP - Capital Outlay</i>						
10.20.500.0000.608.10	Capital Outlay Vehicles Small Inventory Assets	151,836	162,176	0	0	150,000
10.20.500.0000.610.10	Capital Outlay Machinery & Equipment Small Inventory Asset	12,290	14,862	0	0	16,000
10.20.500.0000.614.10	Capital Outlay Software & Technology Software & Cloud Based Software	643	0	0	0	8,500
10.20.500.0000.616.10	Capital Outlay Computer Equipment Small Inventory Asset	0	0	0	0	47,500
<i>Account Classification Total: CAP - Capital Outlay</i>		164,769	177,038	0	0	222,000
<b>Program Total: 0000 - Non Program</b>		164,769	177,038	0	0	222,000
<b>Division Total: 500 - Capital</b>		164,769	177,038	0	0	222,000
<b>Department Total: 20 - Police</b>		<b>5,099,060</b>	<b>5,360,328</b>	<b>5,118,238</b>	<b>5,568,238</b>	<b>5,225,450</b>

# Departmental Summary- *LEMA*

## ➤ *Mission Statement*

The Lemont Emergency Management Agency (LEMA) is designed to coordinate the efforts of the Village and Township to prepare for, respond to, mitigate and recover from disasters, both natural and man-made. The Lemont EMA also provides unique and supplemental emergency services to protect the general welfare and safety of the public.

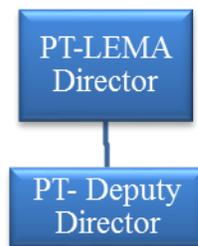
For the Village and Township of Lemont, the Lemont EMA is the primary provider of the following:

- Disaster Coordination
- Emergency Communications
- Public Notification and Warning
- Tornado Spotting
- Search and Rescue
- Emergency Sheltering (in conjunction with the American Red Cross)
- Emergency Evacuation
- Emergency Power and Lighting

The Lemont EMA is the supplemental provider of the following:

- Traffic Control
- Security
- General Assistance as needed by any Village Department

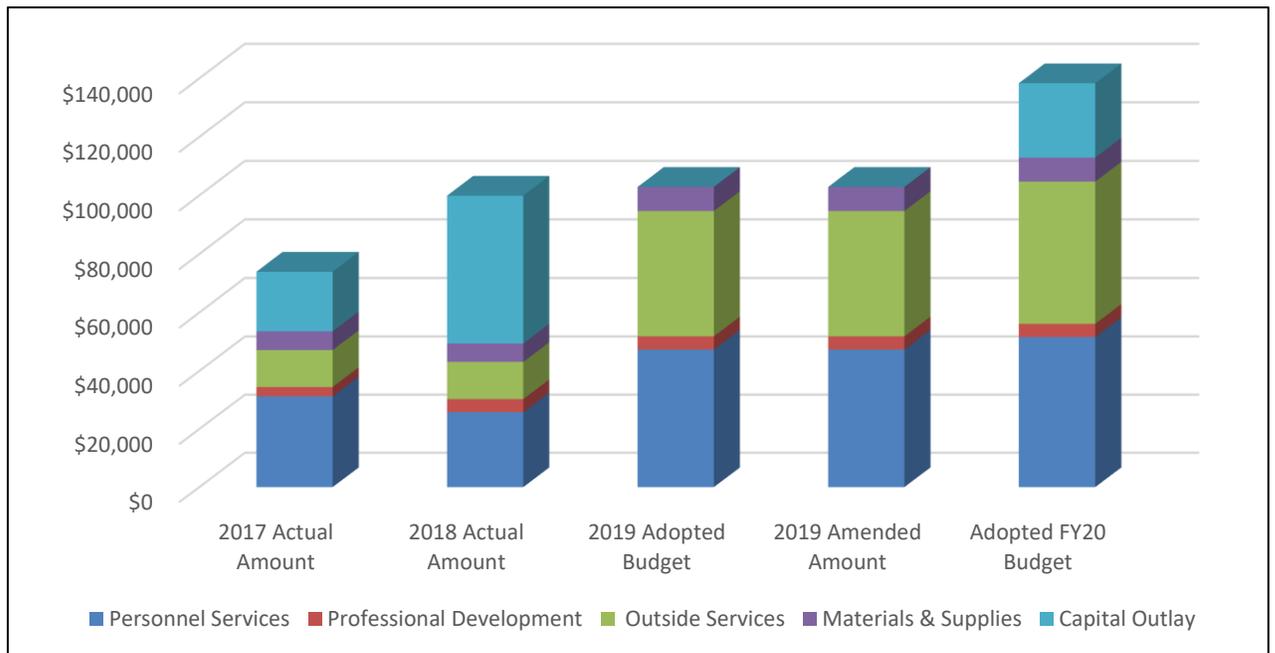
The Lemont EMA, as a member of the Will County Mutual Aid Association and Southwest Council of Mayors and Managers, provides assistance to other agencies as needed.



<b>Fiscal Year</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
<b>Total Positions</b>	<b>PT-2</b>	<b>PT-2</b>	<b>PT-2</b>

**Village of Lemont**  
**Expense Annual Budget by Account Classification Report**  
**Emergency Management and Odor Alert**

	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Amount	Adopted FY20 Budget
Personnel Services	\$31,242	\$25,797	\$47,353	\$47,353	\$51,635
Professional Development	\$3,231	\$4,500	\$4,500	\$4,500	\$4,500
Outside Services	\$12,732	\$12,820	\$42,850	\$42,850	\$48,600
Materials & Supplies	\$6,388	\$6,300	\$8,200	\$8,200	\$8,200
Capital Outlay	\$20,363	\$50,500	\$0	\$0	\$25,400
<b>Expenditure Grand Totals:</b>	<b>\$73,956</b>	<b>\$99,917</b>	<b>\$102,903</b>	<b>\$102,903</b>	<b>\$138,335</b>



G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Department: 22 - Emergency Management</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.22.001.0000.500.01	Salaries Regular Salaries	\$19,479	\$18,078	\$25,390	\$25,390	\$37,633
10.22.001.0000.500.04	Salaries Part-Time	\$0	\$126	\$0	\$0	\$5,602
10.22.001.0000.500.06	Salaries Special Detail	\$413	\$42	\$0	\$0	\$0
<i>Account Classification Total: PSER - Personnel Services</i>		\$19,891	\$18,246	\$25,390	\$25,390	\$43,235
<i>PROFDEVEL - Professional Development</i>						
10.22.001.0000.515.05	Personnel Development Meetings/Activities/Expenses	\$1,018	\$2,103	\$1,200	\$1,200	\$1,200
10.22.001.0000.515.10	Personnel Development Training and Conferences	\$2,103	\$976	\$3,000	\$3,000	\$3,000
10.22.001.0000.515.20	Personnel Development Membership and Dues	\$110	\$626	\$300	\$300	\$300
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		\$3,231	\$3,705	\$4,500	\$4,500	\$4,500
<i>OSERV - Outside Services</i>						
10.22.001.0000.524.20	Subscription Services Organizational Memberships	\$0	\$388	\$350	\$350	\$1,000
10.22.001.0000.525.05	Communications Postage	\$172	\$0	\$200	\$200	\$200
10.22.001.0000.525.15	Communications Cell Phones	\$0	\$0	\$600	\$600	\$600
<i>Account Classification Total: OSERV - Outside Services</i>		\$172	\$388	\$1,150	\$1,150	\$1,800
<i>MATSUP - Materials &amp; Supplies</i>						
10.22.001.0000.560.05	Office Supplies General	\$286	\$566	\$600	\$600	\$800
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		\$286	\$566	\$600	\$600	\$800
<b>Program Total: 0000 - Non Program</b>		\$23,581	\$22,905	\$31,640	\$31,640	\$50,335
<b>Division Total: 001 - Administration</b>		\$23,581	\$22,905	\$31,640	\$31,640	\$50,335
<b>Division: 210 - Operations</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.22.210.0000.500.01	Salaries Regular Salaries	\$0	\$247	\$0	\$0	\$4,480
10.22.210.0000.500.04	Salaries Part-Time	\$11,224	\$11,451	\$10,012	\$10,012	\$3,920
10.22.210.0000.500.06	Salaries Special Detail	\$126	\$121	\$0	\$0	\$0
<i>Account Classification Total: PSER - Personnel Services</i>		\$11,350	\$11,819	\$10,012	\$10,012	\$8,400
<i>OSERV - Outside Services</i>						
10.22.210.0000.525.15	Communications Cell Phones	\$6,920	\$5,856	\$4,700	\$4,700	\$7,400
10.22.210.0000.525.30	Communications Radios	\$2,064	\$3,163	\$3,000	\$3,000	\$3,000
10.22.210.0000.545.05	Maintenance Contract Equipment	\$305	\$459	\$500	\$500	\$500
10.22.210.0000.546.00	Equipment Maintenance General	\$1,782	\$1,518	\$1,500	\$1,500	\$1,500
10.22.210.0000.547.00	Vehicle Maintenance General	\$1,293	\$2,655	\$2,000	\$2,000	\$2,000
<i>Account Classification Total: OSERV - Outside Services</i>		\$12,365	\$13,652	\$11,700	\$11,700	\$14,400
<i>MATSUP - Materials &amp; Supplies</i>						
10.22.210.0000.562.45	Uniforms Emergency Management	\$2,501	\$2,466	\$3,000	\$3,000	\$3,000
10.22.210.0000.565.15	Operating Supplies Tools & Equipment	\$544	\$61	\$200	\$200	\$400
10.22.210.0000.565.20	Operating Supplies Safety	\$1,798	\$766	\$1,000	\$1,000	\$1,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		\$4,843	\$3,293	\$4,200	\$4,200	\$4,400
<b>Program Total: 0000 - Non Program</b>		\$28,558	\$28,763	\$25,912	\$25,912	\$27,200
<b>Division Total: 210 - Operations</b>		\$28,558	\$28,763	\$25,912	\$25,912	\$27,200
<b>Division: 320 - Vehicle Maintenance Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.22.320.0000.547.00	Vehicle Maintenance General	\$0	\$99	\$0	\$0	\$2,000
10.22.320.0000.547.05	Vehicle Maintenance Vehicle Wash	\$195	\$295	\$400	\$400	\$400
<i>Account Classification Total: OSERV - Outside Services</i>		\$195	\$394	\$400	\$400	\$2,400
<i>MATSUP - Materials &amp; Supplies</i>						
10.22.320.0000.572.10	Vehicle Maintenance Supplies Public Safety	\$1,259	\$1,732	\$1,500	\$1,500	\$1,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		\$1,259	\$1,732	\$1,500	\$1,500	\$1,500

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Program Total: 0000 - Non Program</b>		\$1,454	\$2,126	\$1,900	\$1,900	\$3,900
<b>Division Total: 320 - Vehicle Maintenance Division</b>		\$1,454	\$2,126	\$1,900	\$1,900	\$3,900
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						
<i>CAP - Capital Outlay</i>						
10.22.500.0000.610.10	Capital Outlay Machinery & Equipment Small Inventory Asset	\$20,363	\$21,203	\$0	\$0	\$25,400
<i>Account Classification Total: CAP - Capital Outlay</i>		\$20,363	\$21,203	\$0	\$0	\$25,400
<b>Program Total: 0000 - Non Program</b>		\$20,363	\$21,203	\$0	\$0	\$25,400
<b>Division Total: 500 - Capital</b>		\$20,363	\$21,203	\$0	\$0	\$25,400
<b>Department Total: 22 - Emergency Management</b>		\$73,956	\$74,997	\$59,451	\$59,451	\$106,835
<b>Department: 23 - Odor Alert Network</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.23.001.0000.500.01	Salaries Regular Salaries	\$408	\$319	\$11,952	\$11,952	\$0
<i>Account Classification Total: PSER - Personnel Services</i>		\$408	\$319	\$11,952	\$11,952	\$0
<i>MATSUP - Materials &amp; Supplies</i>						
10.23.001.0000.565.20	Operating Supplies Safety	\$1,581	\$0	\$1,500	\$1,500	\$1,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		\$1,581	\$0	\$1,500	\$1,500	\$1,500
<b>Program Total: 0000 - Non Program</b>		\$1,989	\$319	\$13,452	\$13,452	\$1,500
<b>Division Total: 001 - Administration</b>		\$1,989	\$319	\$13,452	\$13,452	\$1,500
<b>Division: 270 - OAN Consulting</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.23.270.0000.523.10	Other Services Consulting	\$19,601	\$15,101	\$30,000	\$30,000	\$30,000
<i>Account Classification Total: OSERV - Outside Services</i>		\$19,601	\$15,101	\$30,000	\$30,000	\$30,000
<b>Program Total: 0000 - Non Program</b>		\$19,601	\$15,101	\$30,000	\$30,000	\$30,000
<b>Division Total: 270 - OAN Consulting</b>		\$19,601	\$15,101	\$30,000	\$30,000	\$30,000
<b>Department Total: 23 - Odor Alert Network</b>		\$21,590	\$15,420	\$43,452	\$43,452	\$31,500
<b>EXPENSE GRAND Totals:</b>		<b>\$95,546</b>	<b>\$90,417</b>	<b>\$102,903</b>	<b>\$102,903</b>	<b>\$138,335</b>

# **Departmental Summary- *Community Development***

## ***Department***

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### ➤ ***Mission Statement***

Our mission is to maintain the quality and character of our community and to preserve its heritage while fostering its growth. We accomplish this through cost-effective services, delivered with the highest degree of professionalism.

### ➤ ***Description of Functions***

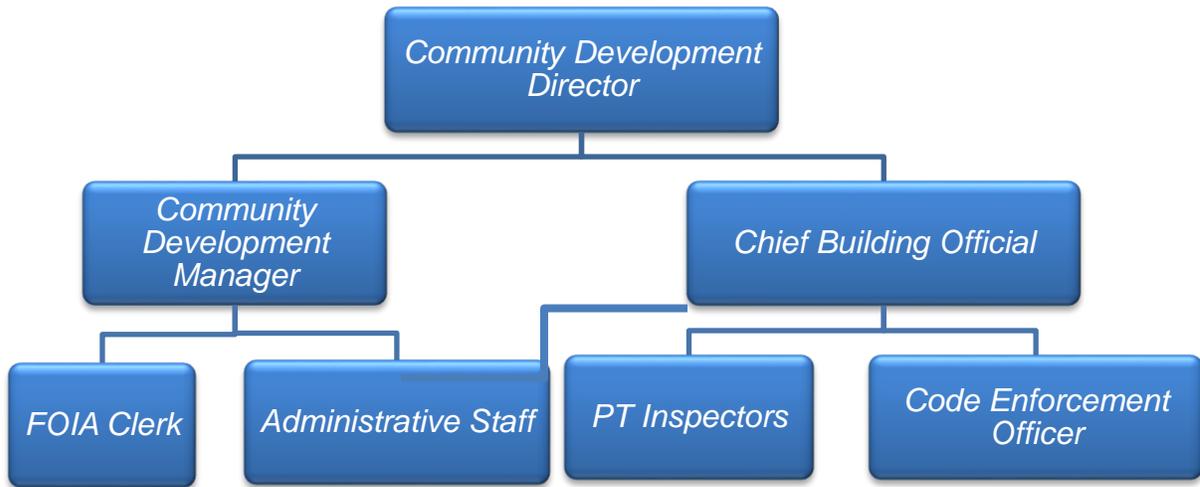
The Community Development Department is made up of three separate divisions: Planning & Economic Development, Building, and Engineering (split with Public Works). The Department is responsible for permitting, licensing and development of all types of property within the Village

### ➤ ***Services and Responsibilities***

- Promotion of local economic development.
- Creation and implementation of long and short-range plans.
- Oversight of business licensing.
- Zoning Administration, including review of proposed new developments.
- Oversight and evaluation of annexation requests.
- Staff support to Village Commissions including the Planning and Zoning,
- Take in and process all building permits
- Perform plan review and inspections on all building permits and special events
- Take in and process contractor licensing and registration
- Update Building and Municipal codes as needed
- Enforce Municipal, Zoning, Building, Property Maintenance, and State adopted codes for the welfare and safety of the residents of Lemont
- Enforce compliance with contractors for licensing and registration

# Departmental Summary- *Community Development* *Department (con't)*

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<b>Fiscal Year</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
Total Positions			
Full-Time	8	7	7
Part-Time	5	4	4

# **Departmental Summary- *Community Development***

## ***Department (con't)***

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### **FY 2018-2019 Goals and Objectives**

#### **Strategic Priority: Economic Development & Redevelopment**

- Continue to promote business development
- Meet with business community
- Streamline permitting and annexation process
- Review and update building codes
- Review existing TIFs for possible revisions
- Create an enhanced and informative Community Development website

#### **Management Improvements and New Efficiencies**

- Continue to implement the relevant recommendations of the development review process improvement analysis.
- Implement E-permits and continue to enhance MyInspections
- Assist with the remodeling of the Building Division Area to gain efficiencies in document management

### **FY 2019-2020 Goals and Objectives**

#### **Strategic Priority: Community Development**

- Consistent levels of new and redeveloped housing
- Board, PZC and staff have common vision on development system, growth and redevelopment

#### **Strategic Priority: Community Image**

- Regional awareness of Lemont
- A positive Image of Lemont

#### **Strategic Priority: Economic Vitality**

- Downtown and uptown are thriving, stable retail districts
- Downtown Lemont and HQRA are destinations
- Non-retail commercial sectors are economically successful

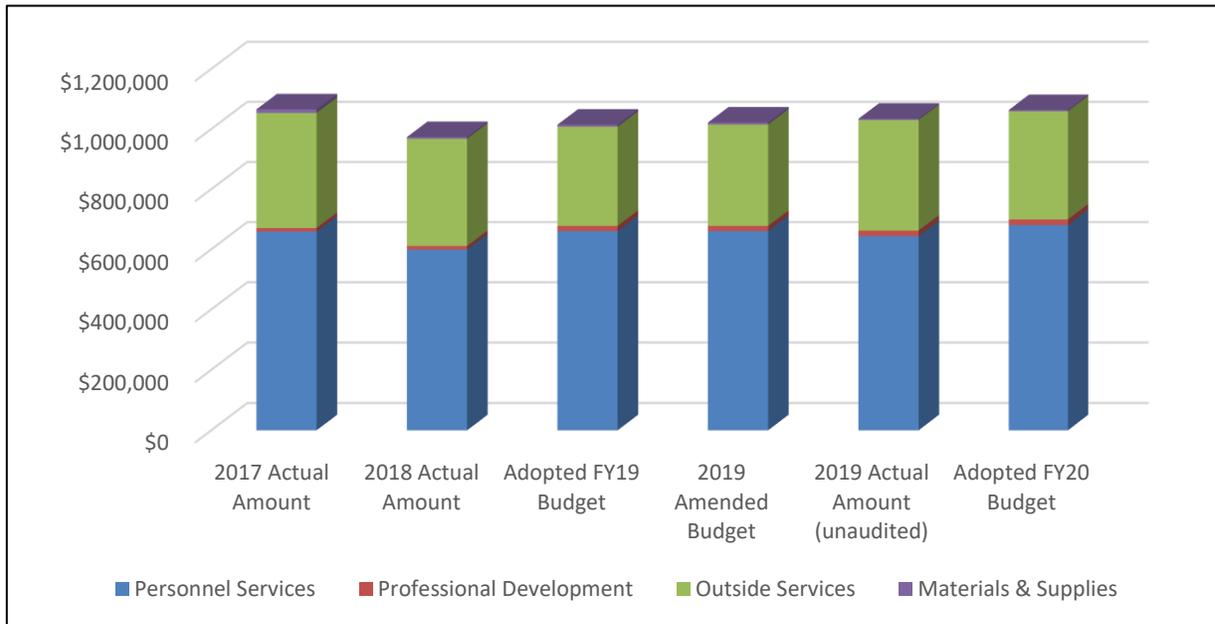
#### **Strategic Priority: Operational Effectiveness**

- Cost efficient operations
- An enhanced customer service experience
- A well-trained capable workforce

**Expense Annual Budget by Account Classification Report**

Community Development Report

	<b>2017 Actual Amount</b>	<b>2018 Actual Amount</b>	<b>Adopted FY19 Budget</b>	<b>2019 Amended Budget</b>	<b>2019 Actual Amount (unaudited)</b>	<b>Adopted FY20 Budget</b>
Personnel Services	\$659,127	\$599,248	\$660,737	\$660,737	\$643,654	\$680,680
Professional Development	\$11,503	\$11,716	\$17,033	\$17,033	\$18,640	\$18,545
Outside Services	\$382,973	\$356,573	\$329,885	\$337,035	\$367,830	\$359,555
Materials & Supplies	\$11,858	\$5,758	\$6,787	\$6,787	\$3,733	\$4,200
<b>Expenditure Grand Totals:</b>	<b>\$1,065,460</b>	<b>\$973,295</b>	<b>\$1,014,442</b>	<b>\$1,021,592</b>	<b>\$1,033,857</b>	<b>\$1,062,980</b>



G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Department: 45 - Community Development</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.45.001.0000.500.01	Salaries Regular Salaries	0	32,011	117,260	117,260	194,065
10.45.001.0000.500.04	Salaries Part-Time	0	1,096	2,860	2,860	26,341
10.45.001.0000.510.25	Fringe Benefits Medical/Dental Insurance	0	1,809	1,869	1,869	21,029
10.45.001.0000.510.30	Fringe Benefits Vision Insurance	0	13	0	0	140
10.45.001.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	345
<i>Account Classification Total: PSER - Personnel Services</i>		0	34,929	121,989	121,989	241,921
<i>PROFDEVEL - Professional Development</i>						
10.45.001.0000.515.05	Personnel Development Meetings/Activities/Expenses	0	152	0	0	0
10.45.001.0000.515.10	Personnel Development Training and Conferences	0	0	240	240	0
10.45.001.0000.515.20	Personnel Development Membership and Dues	0	367	0	0	0
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		0	519	240	240	0
<i>OSERV - Outside Services</i>						
10.45.001.0000.523.10	Other Services Consulting	0	3,567	0	0	0
10.45.001.0000.525.05	Communications Postage	0	0	0	0	300
10.45.001.0000.540.05	Printing/Advertising Recording and Legal Notices	0	232	0	0	300
10.45.001.0000.540.10	Printing/Advertising Outside Print Services	0	424	0	0	400
10.45.001.0000.558.05	Rent/Lease Office Equipment	0	1,817	0	0	500
<i>Account Classification Total: OSERV - Outside Services</i>		0	6,040	0	0	1,500
<i>MATSUP - Materials &amp; Supplies</i>						
10.45.001.0000.560.05	Office Supplies General	0	1,823	0	0	500
10.45.001.0000.560.10	Office Supplies Paper	0	378	0	0	500
10.45.001.0000.565.00	Operating Supplies General	0	74	0	0	0
10.45.001.0000.565.70	Operating Supplies Other	0	108	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	2,383	0	0	1,000
<b>Program Total: 0000 - Non Program</b>		0	43,871	122,229	122,229	244,421
<b>Division Total: 001 - Administration</b>		0	43,871	122,229	122,229	244,421
<b>Division: 030 - Planning Commission</b>						
<b>Program: 0000 - Non Program</b>						
<i>PROFDEVEL - Professional Development</i>						
10.45.030.0000.515.10	Personnel Development Training and Conferences	0	0	0	0	525
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		0	0	0	0	525
<b>Program Total: 0000 - Non Program</b>		0	0	0	0	525
<b>Division Total: 030 - Planning Commission</b>		0	0	0	0	525
<b>Division: 060 - Historic District Commission</b>						
<b>Program: 0000 - Non Program</b>						
<i>PROFDEVEL - Professional Development</i>						
10.45.060.0000.515.10	Personnel Development Training and Conferences	0	0	300	300	2,250
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		0	0	300	300	2,250
<b>Program Total: 0000 - Non Program</b>		0	0	300	300	2,250
<b>Division Total: 060 - Historic District Commission</b>		0	0	300	300	2,250
<b>Division: 410 - Planning Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.45.410.0000.500.01	Salaries Regular Salaries	0	80,280	0	0	0
10.45.410.0000.500.02	Salaries Overtime	0	1,859	0	0	0
10.45.410.0000.510.25	Fringe Benefits Medical/Dental Insurance	0	8,086	0	0	0
10.45.410.0000.510.30	Fringe Benefits Vision Insurance	0	81	0	0	0
<i>Account Classification Total: PSER - Personnel Services</i>		0	90,306	0	0	0
<i>PROFDEVEL - Professional Development</i>						

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
10.45.410.0000.515.05	Personnel Development Meetings/Activities/Expenses	0	58	450	450	195
10.45.410.0000.515.10	Personnel Development Training and Conferences	0	893	2,610	2,610	2,695
10.45.410.0000.515.20	Personnel Development Membership and Dues	0	1,013	1,165	1,165	1,800
10.45.410.0000.515.25	Personnel Development Publications-Subscriptions	0	453	100	100	275
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		0	2,417	4,325	4,325	4,965
<i>OSERV - Outside Services</i>						
10.45.410.0000.521.05	Building & Planning Services General Engineering	0	907	2,500	2,500	1,000
10.45.410.0000.521.55	Building & Planning Services Mapping	0	1,500	4,350	4,350	20,000
10.45.410.0000.521.70	Building & Planning Services Other Services	0	18,901	30,000	30,000	0
10.45.410.0000.521.80	Building & Planning Services Eng. Services-Zoning Entitlement	0	8,267	15,000	15,000	10,000
10.45.410.0000.521.90	Building & Planning Services Other Services-Zoning Entitlement	0	2,065	10,000	10,000	32,000
10.45.410.0000.521.95	Building & Planning Services Other Services-Site Development	0	3,824	400	400	0
10.45.410.0000.524.05	Subscription Services Database	0	11	0	0	0
10.45.410.0000.525.05	Communications Postage	0	310	400	400	0
10.45.410.0000.540.05	Printing/Advertising Recording and Legal Notices	0	814	2,000	2,000	2,000
10.45.410.0000.540.10	Printing/Advertising Outside Print Services	0	328	300	300	300
10.45.410.0000.545.05	Maintenance Contract Equipment	0	879	375	375	0
10.45.410.0000.558.05	Rent/Lease Office Equipment	0	596	1,630	1,630	0
<i>Account Classification Total: OSERV - Outside Services</i>		0	38,402	66,955	66,955	65,300
<i>MATSUP - Materials &amp; Supplies</i>						
10.45.410.0000.560.05	Office Supplies General	0	1,060	2,762	2,762	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	1,060	2,762	2,762	0
<b>Program Total: 0000 - Non Program</b>		0	132,185	74,042	74,042	70,265
<b>Division Total: 410 - Planning Division</b>		0	132,185	74,042	74,042	70,265
<b>Division: 420 - Economic Development</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.45.420.0000.500.01	Salaries Regular Salaries	0	0	72,488	72,488	0
<i>Account Classification Total: PSER - Personnel Services</i>		0	0	72,488	72,488	0
<i>PROFDEVEL - Professional Development</i>						
10.45.420.0000.515.05	Personnel Development Meetings/Activities/Expenses	43	2,837	2,405	2,405	2,850
10.45.420.0000.515.10	Personnel Development Training and Conferences	0	0	3,540	3,540	2,550
10.45.420.0000.515.20	Personnel Development Membership and Dues	0	888	1,920	1,920	1,075
10.45.420.0000.515.25	Personnel Development Publications-Subscriptions	0	83	1,130	1,130	580
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		43	3,808	8,995	8,995	7,055
<i>OSERV - Outside Services</i>						
10.45.420.0000.523.10	Other Services Consulting	0	12,975	0	7,150	0
10.45.420.0000.523.45	Other Services Economic Development	0	31,370	19,000	19,000	10,000
10.45.420.0000.523.70	Other Services Public Relations/Marketing	287	0	0	0	0
10.45.420.0000.524.20	Subscription Services Organizational Memberships	0	0	0	0	1,000
10.45.420.0000.525.05	Communications Postage	0	847	0	0	500
10.45.420.0000.540.10	Printing/Advertising Outside Print Services	0	18,413	10,000	10,000	10,000
<i>Account Classification Total: OSERV - Outside Services</i>		287	63,606	29,000	36,150	21,500
<i>MATSUP - Materials &amp; Supplies</i>						
10.45.420.0000.560.05	Office Supplies General	34	355	0	0	1,000
10.45.420.0000.565.70	Operating Supplies Other	0	733	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		34	1,088	0	0	1,000
<b>Program Total: 0000 - Non Program</b>		364	68,502	110,483	117,633	29,555
<b>Division Total: 420 - Economic Development</b>		364	68,502	110,483	117,633	29,555
<b>Division: 440 - Building Permits &amp; Inspections</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
10.45.440.0000.500.01	Salaries Regular Salaries	0	199,283	214,689	214,689	218,483
10.45.440.0000.500.02	Salaries Overtime	0	6,710	0	0	0
10.45.440.0000.500.04	Salaries Part-Time	0	52,833	71,618	71,618	57,663
10.45.440.0000.510.25	Fringe Benefits Medical/Dental Insurance	0	91,103	95,576	95,576	80,147
10.45.440.0000.510.30	Fringe Benefits Vision Insurance	0	796	843	843	516
10.45.440.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	672
<i>Account Classification Total: PSER - Personnel Services</i>		0	350,725	382,726	382,726	357,481
<i>PROFDEVEL - Professional Development</i>						
10.45.440.0000.515.05	Personnel Development Meetings/Activities/Expenses	0	0	180	180	200
10.45.440.0000.515.10	Personnel Development Training and Conferences	0	4,226	1,468	1,468	1,500
10.45.440.0000.515.20	Personnel Development Membership and Dues	307	746	925	925	1,200
10.45.440.0000.515.25	Personnel Development Publications-Subscriptions	0	0	0	0	850
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		307	4,972	2,573	2,573	3,750
<i>OSERV - Outside Services</i>						
10.45.440.0000.521.15	Building & Planning Services Grading - Residential	0	56,405	3,030	3,030	75,000
10.45.440.0000.521.20	Building & Planning Services Grading - Commercial	0	282	52,000	52,000	500
10.45.440.0000.521.25	Building & Planning Services Grading Inspections	0	5,566	4,000	4,000	500
10.45.440.0000.521.40	Building & Planning Services Building Plan Review	0	55,604	1,500	1,500	48,000
10.45.440.0000.521.45	Building & Planning Services Building Inspections	0	63,945	40,000	40,000	62,000
10.45.440.0000.521.50	Building & Planning Services Health Inspections	0	15,400	60,000	60,000	15,000
10.45.440.0000.521.85	Building & Planning Services Eng. Services-Site Development	0	35,137	40,000	40,000	39,000
10.45.440.0000.521.95	Building & Planning Services Other Services-Site Development	0	10,683	18,000	18,000	12,000
10.45.440.0000.523.10	Other Services Consulting	657	819	2,500	2,500	15,000
10.45.440.0000.523.15	Other Services Data Processing / Technology	0	0	2,500	2,500	0
10.45.440.0000.523.95	Other Services Property Maintenance	0	1,606	0	0	0
10.45.440.0000.524.20	Subscription Services Organizational Memberships	0	0	0	0	255
10.45.440.0000.525.05	Communications Postage	0	1,482	2,000	2,000	1,000
10.45.440.0000.540.05	Printing/Advertising Recording and Legal Notices	0	845	1,000	1,000	1,000
10.45.440.0000.540.10	Printing/Advertising Outside Print Services	0	156	1,000	1,000	0
10.45.440.0000.540.30	Printing/Advertising Citations	0	0	1,700	1,700	0
10.45.440.0000.558.05	Rent/Lease Office Equipment	0	596	1,700	1,700	0
<i>Account Classification Total: OSERV - Outside Services</i>		657	248,526	230,930	230,930	269,255
<i>MATSUP - Materials &amp; Supplies</i>						
10.45.440.0000.560.05	Office Supplies General	0	944	2,500	2,500	1,500
10.45.440.0000.560.10	Office Supplies Paper	0	31	1,000	1,000	200
10.45.440.0000.565.20	Operating Supplies Safety	0	252	525	525	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	1,227	4,025	4,025	2,200
<b>Program Total: 0000 - Non Program</b>		964	605,450	620,254	620,254	632,686
<b>Division Total: 440 - Building Permits &amp; Inspections</b>		964	605,450	620,254	620,254	632,686
<b>Division: 450 - Code Enforcement</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.45.450.0000.500.01	Salaries Regular Salaries	0	81,379	57,271	57,271	58,631
10.45.450.0000.500.02	Salaries Overtime	0	6,709	0	0	0
10.45.450.0000.510.25	Fringe Benefits Medical/Dental Insurance	0	34,927	26,052	26,052	22,340
10.45.450.0000.510.30	Fringe Benefits Vision Insurance	0	273	210	210	140
10.45.450.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	168
<i>Account Classification Total: PSER - Personnel Services</i>		0	123,288	83,533	83,533	81,279
<i>PROFDEVEL - Professional Development</i>						
10.45.450.0000.515.05	Personnel Development Meetings/Activities/Expenses	0	0	100	100	0
10.45.450.0000.515.10	Personnel Development Training and Conferences	0	0	500	500	0

# Community Development

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		0	0	600	600	0
<i>OSERV - Outside Services</i>						
10.45.450.0000.523.10	Other Services Consulting	0	0	3,000	3,000	0
10.45.450.0000.523.95	Other Services Property Maintenance	0	0	0	0	2,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	3,000	3,000	2,000
<b>Program Total: 0000 - Non Program</b>		0	123,288	87,133	87,133	83,279
<b>Division Total: 450 - Code Enforcement</b>		0	123,288	87,133	87,133	83,279
<b>Department Total: 45 - Community Development</b>		<b>1,328</b>	<b>973,297</b>	<b>1,014,442</b>	<b>1,021,592</b>	<b>1,062,980</b>

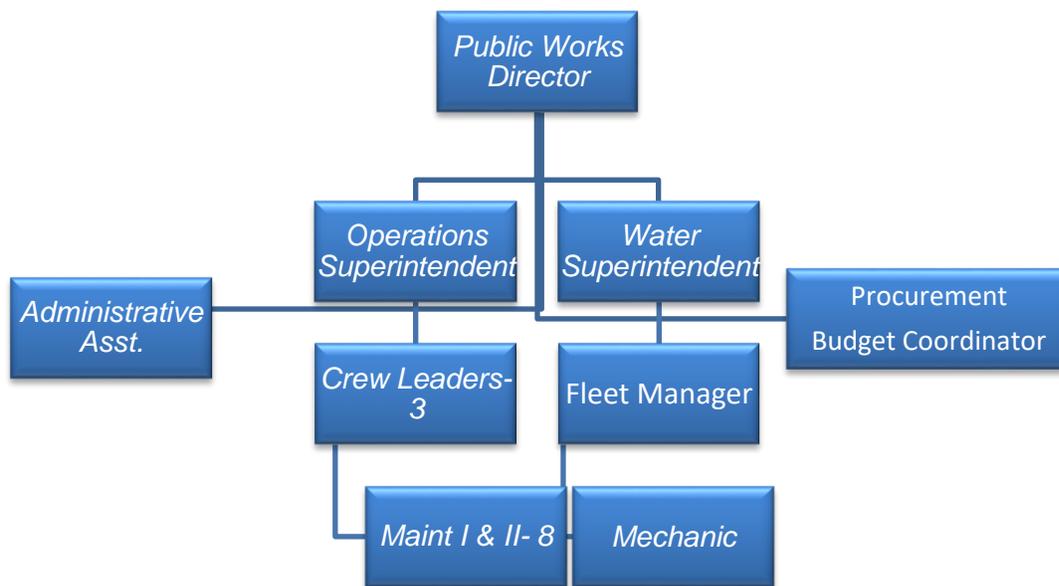
# Departmental Summary- *Public Works Department*

➤ ***Mission Statement***

As a team, The Public Works Department is committed to providing for the enhancement of the Village infrastructure through aggressive planning and maintenance.

➤ ***Services and Responsibilities***

- Maintain public assets including streets, bridges, and streetlight system
- Maintain Village’s parkways, medians, quarry, and right of ways
- Provide snow and ice removal
- Managing the Village’s forestry program
  - Parkway tree trimming and removal
  - Managing the Emerald Ash Borer Program and replanting program
- Provide timely and effective external services to the Village’s residents.
- Maintain the Village’s facilities and buildings.
- Oversee Environmental and Heritage commissions.
- Perform vehicle maintenance to all Village owned vehicles/equipment.
- Assist in all Village sponsored events.



	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>
<b>Total Positions</b>				
<b>Full Time</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Part Time</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**\*Note: Public Works staff and Water/Sewer staff support each other**

# Departmental Summary- *Public Works (con't)*

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## FY 2018-2019- Accomplishments

### Strategic Priority: Quality Infrastructure

- Replace deteriorating water main on Freehauf St. from Schultz St. to Houston St.
- Replace deteriorating water main on Walter St. from Hermes St. to Roberta St.
- Extend water main on McCarthy Rd. from Harasek St. to First St.
- Resurface Rolling Meadows 1&2.
- Reconstruct one failing alley.
- Complete phase two engineering for McCarthy Rd. bike lanes.
- Replace failing pavers at Metra lot islands.
- Improved department Irma score due to policy revisions.
- Completed remodeling project at Metra station.
- Improve the vision of the I&M canal.
- Facilitate new wayfinding and parking signage downtown.

## FY 2019-2020 Goals

### Strategic Priority: Quality Infrastructure

- Replace deteriorating water main on Eureka Av. from Kettering Ln to Ridge. Rd
- Replace deteriorating water main feeder line to downtown at Pruxne and Mayfair Ct.
- Reconstruct One Rod Rd with Park District.
- Rebuild parkway walls at Division St. and state St.
- Replace landscaping at Metra station.
- Resurface Eureka St. Oak Ln. Oak Ct, Stephen St.
- Reconstruct two failing alley's.
- Complete wayfinding signage project.

### Management Improvements and New Efficiencies

- Continue execution and reviews of IRMA procedures and policies.
- Revisit and adjust hazard/inspection reporting and archiving.

### Strategic Priority: Quality Infrastructure

- Move forward with new well and tower locations.
- Reallocate funding for increased road resurfacing.

## **Departmental Summary- *Public Works (con't)***

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### **Strategic Priority: Intergovernmental Cooperation**

- Continue improving relations with other taxing bodies by equipment sharing and project coordination. Construct One Rod Road with Lemont Park District.
- Continue HQRA Restoration project
- Work with the Forge project at the LHQRA

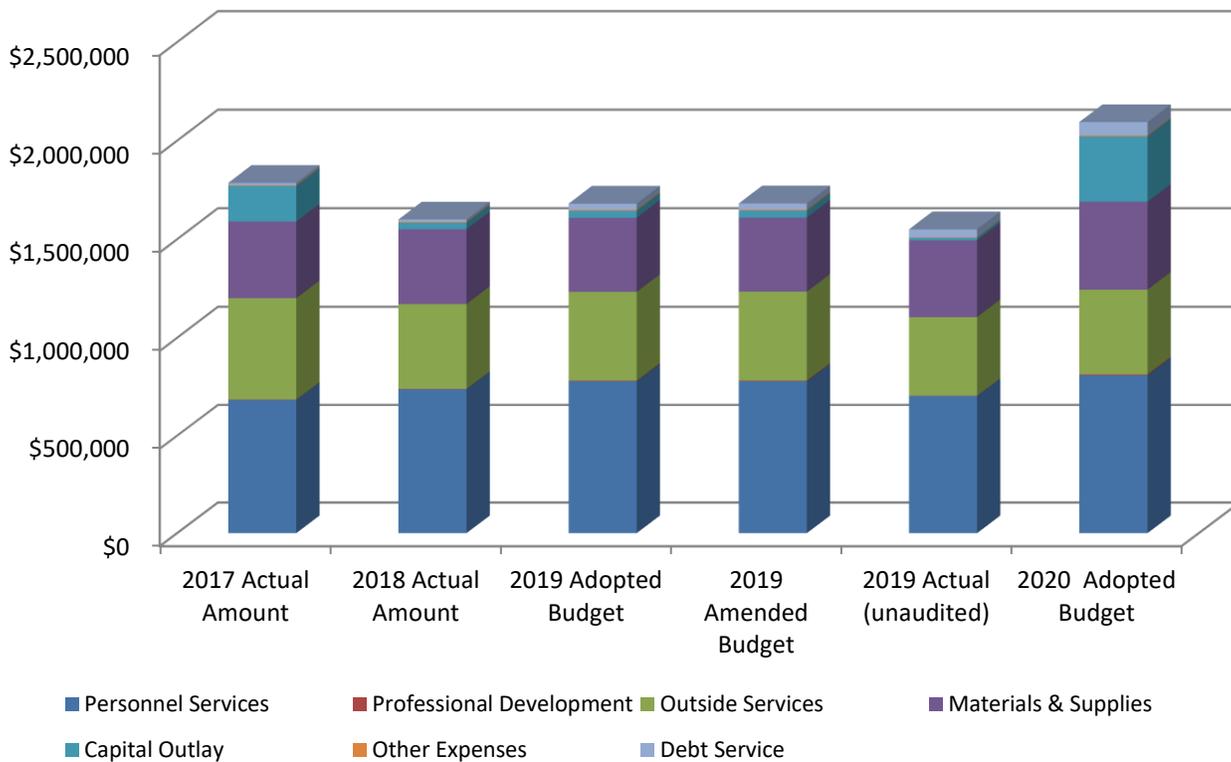
### **Management Improvements and New Efficiencies**

- Utilize all employee positions to provide an (all hands on deck) atmosphere.
- Involve Leadership group in succession planning within the department
- Adjust call out process with Police Department/Lema.

**Expense Annual Budget by Account Classification Report**

Public Works

	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual (unaudited)	2020 Adopted Budget
Personnel Services	\$682,689	\$737,944	\$778,451	\$778,451	\$702,976	\$809,170
Professional Development	\$2,026	\$1,503	\$3,060	\$3,060	\$1,104	\$4,320
Outside Services	\$515,955	\$431,332	\$450,979	\$452,110	\$400,511	\$430,363
Materials & Supplies	\$389,181	\$379,711	\$376,100	\$376,100	\$389,639	\$446,500
Capital Outlay	\$180,169	\$33,365	\$35,000	\$35,000	\$12,473	\$331,000
Other Expenses	\$3,755	\$4,182	\$5,000	\$5,000	\$2,500	\$5,000
Debt Service	\$11,776	\$11,776	\$31,626	\$31,626	\$40,729	\$67,496
<b>Expenditure Grand Totals:</b>	<b>\$1,785,551</b>	<b>\$1,599,813</b>	<b>\$1,680,216</b>	<b>\$1,681,347</b>	<b>\$1,549,932</b>	<b>\$2,093,849</b>



G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Department: 25 - Public Works</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.25.001.0000.500.01	Salaries Regular Salaries	88,165	96,381	99,420	99,420	103,494
10.25.001.0000.500.02	Salaries Overtime	311	1,844	0	0	0
10.25.001.0000.500.04	Salaries Part-Time	23,924	23,620	42,773	42,773	43,673
10.25.001.0000.510.25	Fringe Benefits Medical/Dental Insurance	23,943	25,771	28,281	28,281	25,702
10.25.001.0000.510.30	Fringe Benefits Vision Insurance	227	256	262	262	175
10.25.001.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	223
<i>Account Classification Total: PSER - Personnel Services</i>		136,570	147,872	170,736	170,736	173,266
<i>PROFDEVEL - Professional Development</i>						
10.25.001.0000.515.20	Personnel Development Membership and Dues	685	1,040	990	990	1,000
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		685	1,040	990	990	1,000
<i>OSERV - Outside Services</i>						
10.25.001.0000.523.70	Other Services Public Relations/Marketing	693	765	1,500	1,500	1,500
10.25.001.0000.525.05	Communications Postage	34	33	300	300	300
10.25.001.0000.525.10	Communications Telephone	3,907	5,327	2,600	2,600	2,600
10.25.001.0000.525.15	Communications Cell Phones	205	1,058	3,000	3,000	3,000
10.25.001.0000.525.25	Communications Internet Service	1,628	0	1,500	1,500	0
10.25.001.0000.525.35	Communications Cable TV	1,273	0	800	800	0
10.25.001.0000.527.05	Insurance IRMA Premium	49,039	0	40,000	40,000	30,000
10.25.001.0000.527.10	Insurance IRMA Deductible	46,635	14,248	10,000	10,000	10,000
10.25.001.0000.540.05	Printing/Advertising Recording and Legal Notices	760	618	2,500	2,500	1,000
10.25.001.0000.558.05	Rent/Lease Office Equipment	1,877	1,299	3,000	3,000	3,000
<i>Account Classification Total: OSERV - Outside Services</i>		106,051	23,348	65,200	65,200	51,400
<i>MATSUP - Materials &amp; Supplies</i>						
10.25.001.0000.560.05	Office Supplies General	1,576	336	2,000	2,000	2,000
10.25.001.0000.560.10	Office Supplies Paper	141	160	200	200	200
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		1,717	496	2,200	2,200	2,200
<b>Program Total: 0000 - Non Program</b>		245,022	172,757	239,126	239,126	227,866
<b>Division Total: 001 - Administration</b>		245,022	172,757	239,126	239,126	227,866
<b>Division: 040 - Environmental Commission</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.25.040.0000.540.10	Printing/Advertising Outside Print Services	197	0	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		197	0	0	0	0
<i>MATSUP - Materials &amp; Supplies</i>						
10.25.040.0000.565.40	Operating Supplies Events	3,167	71	500	500	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		3,167	71	500	500	0
<b>Program Total: 0000 - Non Program</b>		3,364	71	500	500	0
<b>Division Total: 040 - Environmental Commission</b>		3,364	71	500	500	0
<b>Division: 070 - Downtown Commission</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
10.25.070.0000.523.25	Other Services Events	288	0	0	0	0
10.25.070.0000.550.60	Building and Grounds Maintenance Canals	17,444	5,818	7,000	7,000	0
<i>Account Classification Total: OSERV - Outside Services</i>		17,732	5,818	7,000	7,000	0
<i>MATSUP - Materials &amp; Supplies</i>						
10.25.070.0000.565.35	Operating Supplies Quarry/Path	20,297	983	3,000	3,000	3,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		20,297	983	3,000	3,000	3,000
<b>Program Total: 0000 - Non Program</b>		38,029	6,801	10,000	10,000	3,000
<b>Division Total: 070 - Downtown Commission</b>		38,029	6,801	10,000	10,000	3,000
<b>Division: 120 - Human Resources</b>						
<b>Program: 0000 - Non Program</b>						
<i>PROFDEVEL - Professional Development</i>						
10.25.120.0000.515.05	Personnel Development Meetings/Activities/Expenses	547	143	0	0	0
10.25.120.0000.515.10	Personnel Development Training and Conferences	0	0	570	570	570
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		547	143	570	570	570
<i>OSERV - Outside Services</i>						

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
10.25.120.0000.523.05	Other Services Medical	0	0	2,100	2,100	2,100
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	2,100	2,100	2,100
<b>Program Total: 0000 - Non Program</b>		547	143	2,670	2,670	2,670
<b>Division Total: 120 - Human Resources</b>		547	143	2,670	2,670	2,670
<b>Division: 310 - Streets Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.25.310.0000.500.01	Salaries Regular Salaries	309,663	317,832	326,977	326,977	380,457
10.25.310.0000.500.02	Salaries Overtime	65,354	100,016	85,892	85,892	101,127
10.25.310.0000.500.04	Salaries Part-Time	0	0	7,155	7,155	0
10.25.310.0000.510.25	Fringe Benefits Medical/Dental Insurance	93,195	78,418	96,847	96,847	70,600
10.25.310.0000.510.30	Fringe Benefits Vision Insurance	930	967	999	999	445
10.25.310.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	845
<i>Account Classification Total: PSER - Personnel Services</i>		469,143	497,233	517,870	517,870	553,474
<i>OSERV - Outside Services</i>						
10.25.310.0000.523.25	Other Services Events	0	14	0	0	0
10.25.310.0000.523.50	Other Services General Engineering	23,007	31,794	20,000	20,000	25,000
10.25.310.0000.525.15	Communications Cell Phones	4,322	4,187	5,000	5,000	5,000
10.25.310.0000.545.10	Maintenance Contract Streets and Alleys	9,596	(4,802)	0	0	1,500
10.25.310.0000.546.00	Equipment Maintenance General	7,114	10,516	8,000	8,000	8,000
10.25.310.0000.547.00	Vehicle Maintenance General	6,852	13,411	14,000	14,000	14,000
10.25.310.0000.548.05	Streets & Alley Maintenance Services General	121,098	127,705	128,000	128,000	128,000
10.25.310.0000.548.10	Streets & Alley Maintenance Services Dumping	4,050	2,919	7,000	7,000	7,000
<i>Account Classification Total: OSERV - Outside Services</i>		176,038	185,745	182,000	182,000	188,500
<i>MATSUP - Materials &amp; Supplies</i>						
10.25.310.0000.562.00	Uniforms Full Time Employees	5,040	4,670	6,500	6,500	6,500
10.25.310.0000.565.15	Operating Supplies Tools & Equipment	3,338	3,870	3,500	3,500	3,500
10.25.310.0000.565.20	Operating Supplies Safety	1,982	1,940	2,000	2,000	2,000
10.25.310.0000.565.25	Operating Supplies Sidewalk Salt	3,369	1,485	3,000	3,000	3,000
10.25.310.0000.568.00	Streets & Alleys Maintenance Supplies General Supplies	26,464	30,324	53,000	53,000	97,000
10.25.310.0000.570.30	Maintenance Supplies Streets & Alleys (do not use)	19	0	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		40,211	42,289	68,000	68,000	112,000
<i>OTHER - Other Expenses</i>						
10.25.310.0000.558.30	Rent/Lease Construction Equipment	3,755	4,182	5,000	5,000	5,000
<i>Account Classification Total: OTHER - Other Expenses</i>		3,755	4,182	5,000	5,000	5,000
<b>Program Total: 0000 - Non Program</b>		689,147	729,449	772,870	772,870	858,974
<b>Division Total: 310 - Streets Division</b>		689,147	729,449	772,870	772,870	858,974
<b>Division: 320 - Vehicle Maintenance Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.25.320.0000.500.01	Salaries Regular Salaries	63,576	65,744	67,485	67,485	61,311
10.25.320.0000.500.02	Salaries Overtime	165	350	0	0	0
10.25.320.0000.510.25	Fringe Benefits Medical/Dental Insurance	13,699	27,938	22,146	22,146	20,810
10.25.320.0000.510.30	Fringe Benefits Vision Insurance	200	207	214	214	140
10.25.320.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	168
<i>Account Classification Total: PSER - Personnel Services</i>		77,641	94,240	89,846	89,846	82,429
<i>PROFDEVEL - Professional Development</i>						
10.25.320.0000.515.10	Personnel Development Training and Conferences	765	170	1,250	1,250	2,500
10.25.320.0000.515.20	Personnel Development Membership and Dues	30	150	250	250	250
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		795	320	1,500	1,500	2,750
<i>OSERV - Outside Services</i>						
10.25.320.0000.545.05	Maintenance Contract Equipment	0	3,300	0	0	0
10.25.320.0000.545.70	Maintenance Contract Vehicle Maintenance	4,051	5,492	4,700	4,700	5,250
10.25.320.0000.546.00	Equipment Maintenance General	357	32	0	0	1,800
10.25.320.0000.547.00	Vehicle Maintenance General	25,447	11,056	12,200	12,200	12,200
<i>Account Classification Total: OSERV - Outside Services</i>		29,855	19,879	16,900	16,900	19,250
<i>MATSUP - Materials &amp; Supplies</i>						
10.25.320.0000.565.10	Operating Supplies Motor Fuel	112,370	146,301	140,000	140,000	150,000
10.25.320.0000.565.15	Operating Supplies Tools & Equipment	9,435	5,488	5,000	5,000	5,000

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
10.25.320.0000.565.20	Operating Supplies Safety	1,804	1,197	1,800	1,800	1,800
10.25.320.0000.572.05	Vehicle Maintenance Supplies General	56,285	49,108	43,600	43,600	37,000
10.25.320.0000.572.10	Vehicle Maintenance Supplies Public Safety	25,843	15,901	15,000	15,000	12,000
10.25.320.0000.572.25	Vehicle Maintenance Supplies Emergency Management	0	0	0	0	3,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		205,736	217,995	205,400	205,400	208,800
<b>Program Total: 0000 - Non Program</b>		314,028	332,434	313,646	313,646	313,229
<b>Division Total: 320 - Vehicle Maintenance Division</b>		314,028	332,434	313,646	313,646	313,229
<b>Division: 330 - Facilities Management Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
10.25.330.0000.510.25	Fringe Benefits Medical/Dental Insurance	(665)	(1,400)	0	0	0
<i>Account Classification Total: PSER - Personnel Services</i>		(665)	(1,400)	0	0	0
<i>OSERV - Outside Services</i>						
10.25.330.0000.545.15	Maintenance Contract Village Hall	37,641	39,950	41,171	41,494	43,372
10.25.330.0000.545.20	Maintenance Contract Old Police Station	1,035	1,015	1,318	1,480	1,319
10.25.330.0000.545.35	Maintenance Contract Safety Village	6,970	6,792	7,007	7,007	0
10.25.330.0000.545.55	Maintenance Contract Public Works Facility	15,032	9,022	11,264	11,587	11,382
10.25.330.0000.545.60	Maintenance Contract Police Building	51,035	48,583	51,811	52,134	53,712
10.25.330.0000.545.85	Maintenance Contract Sirens	3,300	3,990	4,078	4,078	4,078
10.25.330.0000.550.05	Building and Grounds Maintenance Village Hall	9,765	9,274	9,000	9,000	9,000
10.25.330.0000.550.10	Building and Grounds Maintenance Old Police Station	848	220	2,000	2,000	2,000
10.25.330.0000.550.15	Building and Grounds Maintenance Public Works Facility	7,482	25,080	14,000	14,000	9,500
10.25.330.0000.550.20	Building and Grounds Maintenance Police Facility	51,558	44,606	33,130	33,130	32,750
10.25.330.0000.550.25	Building and Grounds Maintenance Safety Village	1,069	1,046	1,000	1,000	0
10.25.330.0000.550.50	Building and Grounds Maintenance Range	346	6,964	2,000	2,000	2,000
<i>Account Classification Total: OSERV - Outside Services</i>		186,082	196,541	177,779	178,910	169,113
<i>MATSUP - Materials &amp; Supplies</i>						
10.25.330.0000.550.55	Building and Grounds Maintenance Public Works Facility	800	0	0	0	0
10.25.330.0000.585.05	Building & Grounds Supplies Village Hall	233	81	2,000	2,000	2,000
10.25.330.0000.585.10	Building & Grounds Supplies Old Police Station	75	247	0	0	0
10.25.330.0000.585.15	Building & Grounds Supplies Public Works Facility	3,271	2,534	3,000	3,000	3,000
10.25.330.0000.585.20	Building & Grounds Supplies Police Facility	512	384	1,500	1,500	1,500
10.25.330.0000.585.25	Building & Grounds Supplies Safety Village	0	2	500	500	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		4,890	3,248	7,000	7,000	6,500
<b>Program Total: 0000 - Non Program</b>		190,307	198,389	184,779	185,910	175,613
<b>Division Total: 330 - Facilities Management Division</b>		190,307	198,389	184,779	185,910	175,613
<b>Division: 390 - Utilities</b>						
<b>Program: 0000 - Non Program</b>						
<i>MATSUP - Materials &amp; Supplies</i>						
10.25.390.0000.580.10	Electric Expense Street Lighting	113,163	114,628	90,000	90,000	114,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		113,163	114,628	90,000	90,000	114,000
<b>Program Total: 0000 - Non Program</b>		113,163	114,628	90,000	90,000	114,000
<b>Division Total: 390 - Utilities</b>		113,163	114,628	90,000	90,000	114,000
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						
<i>CAP - Capital Outlay</i>						
10.25.500.0000.608.05	Capital Outlay Vehicles Capitalized Assets	66,016	29,177	35,000	35,000	300,000
10.25.500.0000.608.10	Capital Outlay Vehicles Small Inventory Assets	10,227	0	0	0	0
10.25.500.0000.610.10	Capital Outlay Machinery & Equipment Small Inventory Asset	103,926	306	0	0	31,000
10.25.500.0000.614.10	Capital Outlay Software & Technology Software & Cloud Based Software	0	3,882	0	0	0
<i>Account Classification Total: CAP - Capital Outlay</i>		180,169	33,365	35,000	35,000	331,000
<i>DS - Debt Service</i>						
10.25.500.0000.700.20	Principal Payment Capital Lease	10,414	10,739	29,310	29,310	52,122
10.25.500.0000.705.20	Interest Payment Capital Leases	1,362	1,037	2,316	2,316	15,374
<i>Account Classification Total: DS - Debt Service</i>		11,776	11,776	31,626	31,626	67,496
<b>Program Total: 0000 - Non Program</b>		191,946	45,141	66,626	66,626	398,496
<b>Division Total: 500 - Capital</b>		191,946	45,141	66,626	66,626	398,496
<b>Department Total: 25 - Public Works</b>		<b>1,785,552</b>	<b>1,599,812</b>	<b>1,680,216</b>	<b>1,681,347</b>	<b>2,093,849</b>

# Other Funds



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# Debt Service Fund

## ➤ Description of Functions

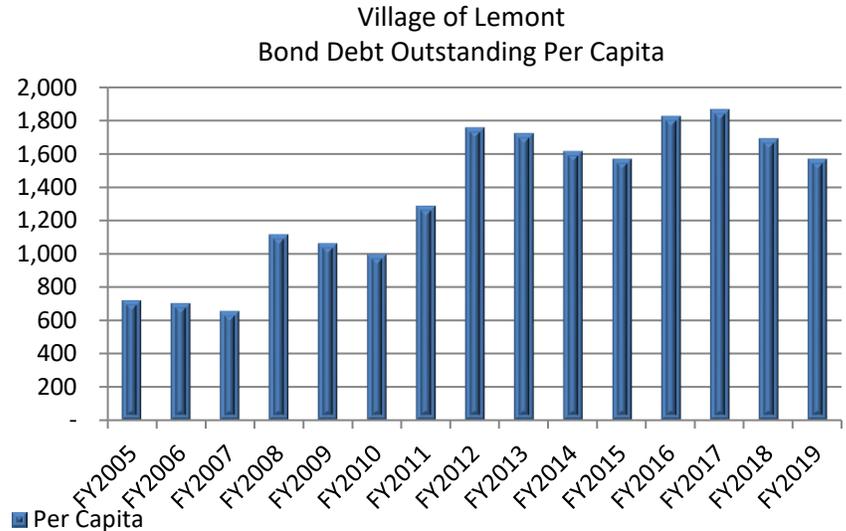
The Debt Service Fund is used to account for principal, interest, and agent fees for debt issued by the Village. Utility tax revenues, sales tax, and charges for services are transferred from the various funds to the debt service fund to finance the payment requirements.

### Bonded Debt Obligation:

The Village of Lemont (Village) is committed to its residents and business community in providing excellent service in a cost effective manner. To achieve this, the Village has issued bonds to finance many infrastructure projects to meet the rapid and extraordinary economic and population growth in recent years.

The Village is a non-home rule municipality. As a non-home rule municipality, the Village is limited in the amount of debt they can incur to 8.625% of the community's equalized assessed valuation, which equates to \$58 million. The Village does not levy a property tax to repay debt. General Obligation debt is paid by other revenue sources such as sales tax and utility tax. The TIF debt is repaid by the incremental tax revenues generated by the TIF district. If the increment is not sufficient to repay the debt, other revenue sources are pledged.

FY2008	1,117
FY2009	1,062
FY2010	998
FY2011	1,286
FY2012	1,754
FY2013	1,721
FY2014	1,614
FY2015	1,568
FY2016	1,824
FY2017	1,863
FY2018	1,690
FY2019	1,567



### Legal Debt Margin Calculation

2018 Equalized Assessed Valuation	\$668,935,000
Statutory Debt Limit (8.625% of EAV)	57,696,000
Total Direct Bonded Debt	\$ 26,754,712
Less: Self-Support Debt	( 26,754,712)
Total Direct Debt Applicable to Limitation	-0

Village of Lemont  
 Annual Operating Budget  
 FY 2019-20  
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2010 General Obligation Bonds (Alternate Revenue Source) Issued: March 15, 2010 Maturity: December 1, 2029 <b>REFUNDED</b> Amount: \$1,755,000 TIF			
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	55,000	1,980	56,980
2021			
2022			
2023			
2024			
2025			
2026			
2027			
2028			
2029			
2030			
2031			
2032			
2033			

2010A General Obligation Bonds (Alternate Revenue Source-Tax BAB) Issued: March 15, 2010 Maturity: December 1, 2029 Amount: \$5,000,000			
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	75,000	223,592	298,592
2021	80,000	220,984	300,984
2022	80,000	217,994	297,994
2023	85,000	215,004	300,004
2024	75,000	211,689	286,689
2025	330,000	208,764	538,764
2026	610,000	193,213	803,213
2027	635,000	164,466	799,466
2028	665,000	134,542	799,542
2029	700,000	103,204	803,204
2030	730,000	70,216	800,216
2031	760,000	35,815	795,815
2032			
2033			

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Fiscal Year End 30-Apr	2012A General Obligation Bonds (Alternate Revenue Source) Issued: January 26, 2012 Maturity: January 1, 2032		
	Principal	Interest	Total
	Amount: \$3,420,000		
2020	175,000	103,625	278,625
2021	180,000	98,525	278,525
2022	185,000	93,125	278,125
2023	190,000	87,575	277,575
2024	195,000	80,925	275,925
2025	200,000	74,100	274,100
2026	210,000	67,100	277,100
2027	215,000	59,750	274,750
2028	225,000	49,000	274,000
2029	235,000	40,000	275,000
2030	245,000	30,600	275,600
2031	255,000	20,800	275,800
2032	265,000	10,600	275,600
2033			

Fiscal Year End 30-Apr	2012B General Obligation Bonds (Alternate Revenue Source) Issued: January 26, 2012 Maturity: January 1, 2027		
	Principal	Interest	Total
	Amount: \$4,750,000		
2020	345,000	138,620	483,620
2021	360,000	124,820	484,820
2022	370,000	110,420	480,420
2023	385,000	95,620	480,620
2024	405,000	79,450	484,450
2025	420,000	61,630	481,630
2026	440,000	42,310	482,310
2027	460,000	21,850	481,850
2028			
2029			
2030			
2031			
2032			
2033			

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2012C General Obligation Bonds (Alternate Revenue Source) Issued: September 1, 2012 Maturity: December 1, 2024			
Amount: \$3,400,000 Advance Refunded portion 2004			
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	375,000	54,305	429,305
2021	385,000	44,930	429,930
2022	395,000	35,305	430,305
2023	405,000	25,430	430,430
2024	425,000	15,305	440,305
2025	180,000	4,680	184,680
2026			
2027			
2028			
2029			
2030			
2031			
2032			
2033			

2014A General Obligation Bonds (Alternate Revenue Source) Issued: September 3, 2014 Maturity: December 1, 2024			
Amount: \$955,000 Refunded Series 2005			
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	90,000	17,550	107,550
2021	95,000	15,300	110,300
2022	100,000	12,450	112,450
2023	105,000	9,450	114,450
2024	105,000	6,300	111,300
2025	105,000	3,150	108,150
2026			
2027			
2028			
2029			
2030			
2031			
2032			
2033			

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2014B Taxable General Obligation Bonds (Alternate Revenue Source) Issued: September 3, 2014 Maturity: December 1, 2026			
Amount: \$960,000 Restructured 2012 B			
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	35,000	36,100	71,100
2021	75,000	35,050	110,050
2022	90,000	32,800	122,800
2023	115,000	29,200	144,200
2024	130,000	24,600	154,600
2025	145,000	19,400	164,400
2026	165,000	13,600	178,600
2027	175,000	7,000	182,000
2028			
2029			
2030			
2031			
2032			
2033			

2015A General Obligation Bonds (Waterworks and Sewerage/ALT Rev) Issued: July 23, 2015 Maturity: December 1, 2030			
Amount: \$5,580,000			
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	325,000	165,200	490,200
2021	335,000	155,450	490,450
2022	345,000	145,400	490,400
2023	355,000	135,050	490,050
2024	365,000	124,400	489,400
2025	375,000	113,450	488,450
2026	385,000	102,200	487,200
2027	400,000	86,800	486,800
2028	415,000	70,800	485,800
2029	435,000	54,200	489,200
2030	450,000	36,800	486,800
2031	470,000	18,800	488,800
2032			
2033			

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2015B General Obligation Bonds (Alternate Revenue Source) Issued: July 23, 2015 Maturity: December 1, 2030			
Amount: \$2,690,000 Refunded Series			
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	10,000	104,810	114,810
2021	10,000	104,500	114,500
2022	15,000	104,190	119,190
2023	15,000	103,725	118,725
2024	15,000	103,260	118,260
2025	15,000	102,795	117,795
2026	15,000	102,330	117,330
2027	15,000	101,865	116,865
2028	315,000	101,400	416,400
2029	410,000	88,800	498,800
2030	425,000	72,400	497,400
2031	445,000	55,400	500,400
2032	460,000	37,600	497,600
2033	480,000	19,200	499,200

2015C Taxable General Obligation Bonds (Alternate Revenue Source) Issued: July 23, 2015 Maturity: December 1, 2030			
Amount: \$1,180,000 Refunded Series			
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	10,000	35,210	45,210
2021	15,000	35,000	50,000
2022	15,000	34,685	49,685
2023	170,000	34,370	204,370
2024	175,000	30,120	205,120
2025	180,000	25,220	205,220
2026	185,000	20,180	205,180
2027	190,000	12,780	202,780
2028	200,000	6,700	206,700
2029			
2030			
2031			
2032			
2033			

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2017A General Obligation Bonds (Waterworks and Sewerage/ALT Rev) Issued: December 1, 2017 Maturity: December 1, 2032			
Amount: \$4,160,000 Refunded Series			
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	350,000	121,400	471,400
2021	370,000	110,900	480,900
2022	375,000	99,800	474,800
2023	385,000	88,550	473,550
2024	400,000	77,000	477,000
2025	405,000	65,000	470,000
2026	420,000	52,850	472,850
2027	435,000	40,250	475,250
2028	145,000	27,200	172,200
2029	100,000	21,400	121,400
2030	105,000	17,400	122,400
2031	105,000	13,200	118,200
2032	110,000	9,000	119,000
2033	115,000	4,600	119,600

2017B General Obligation Bonds (Alternate Revenue Source) Issued: December 1, 2017 Maturity: December 1, 2029			
Amount: \$1,940,000 Refunded Series			
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	150,000	55,525	205,525
2021	205,000	52,525	257,525
2022	215,000	48,425	263,425
2023	60,000	44,125	104,125
2024	65,000	42,625	107,625
2025	65,000	41,000	106,000
2026	70,000	39,375	109,375
2027	65,000	37,625	102,625
2028	285,000	36,000	321,000
2029	300,000	24,600	324,600
2030	315,000	12,600	327,600
2031			-
2032			-
2033			-

Village of Lemont  
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	2017C General Obligation Bonds W&S (Alternate Revenue Source) Issued: December 1, 2017 Maturity: December 1, 2024		
	Amount: \$890,000 Refunded Series		
Fiscal Year End 30-Apr	Principal	Interest	Total
2020	125,000	16,040	141,040
2021	125,000	13,540	138,540
2022	125,000	11,040	136,040
2023	130,000	8,540	138,540
2024	135,000	5,940	140,940
2025	135,000	2,970	137,970
2026			-
2027			-
2028			-
2029			
2030			
2031			
2032			
2033			

**VILLAGE OF LEMONT, ILLINOIS**  
 FY 2019-2020 BUDGET  
 OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 BY FUND TYPE

	Debt Service Fund			
	Actual 2016-17	Actual 2017-18	Actual 2018-19	Adopted 2019-20
	(unaudited)			
<b>REVENUES</b>				
Taxes				
Property	\$ -	\$ -	\$ -	\$ -
Intergovernmental and contributions	-	-	-	-
Licenses, permits and inspections	-	-	-	-
Charges for services	-	-	-	-
Penalties	-	-	-	-
Investment income	-	-	-	-
Miscellaneous income	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
Transfers in	1,374,930	1,463,410	1,543,094	1,524,005
Total revenues	<u>1,374,930</u>	<u>1,463,410</u>	<u>1,543,094</u>	<u>1,524,005</u>
<b>EXPENDITURES</b>				
Current				
General government		75,093	3,325	3,800
Public safety	-	-	-	-
Highways and streets	-	-	-	-
Capital outlay				
Debt service	-			
Principal	737,024	5,202,496	978,231	1,007,496
Interest and fiscal charges	655,831	561,685	558,201	528,378
Transfers out	-	-	-	-
Total expenditures	<u>1,392,855</u>	<u>5,839,274</u>	<u>1,539,757</u>	<u>1,539,674</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Discount on issuance of bonds				
Transfers (out)		-	-	-
Bonds issued		4,160,000	-	-
Payment into escrow		-	-	-
Bonds issuance premium		212,071	-	-
Total other financing sources (uses)	<u>-</u>	<u>4,372,071</u>	<u>-</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>				
	<u>(17,925)</u>	<u>(3,793)</u>	<u>3,337</u>	<u>(15,669)</u>
<b>BEGINNING FUND BALANCE, MAY 1</b>	37,746	19,821	16,028	19,365
<b>ENDING FUND BALANCE, APRIL 30</b>	<u>\$ 19,821</u>	<u>\$ 16,028</u>	<u>\$ 19,365</u>	<u>\$ 3,696</u>

# Village of Lemont

# Debt Service Fund

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 18 - Debt Service Fund</b>						
<b>REVENUES</b>						
<b>Department: 00 - Non Department</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>MISC - Miscellaneous Revenues</i>						
18.00.000.0000.490.00	Reallocated Prior Year Funds Budget Carryover	0	0	0	475	15,669
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		0	0	0	475	15,669
<b>Program Total: 0000 - Non Program</b>		0	0	0	475	15,669
<b>Division Total: 000 - Non Division</b>		0	0	0	475	15,669
<b>Department Total: 00 - Non Department</b>		0	0	0	475	15,669
<b>Department: 15 - Finance</b>						
<b>Division: 900 - Debt</b>						
<b>Program: 9116 - 2017A Refunding Bonds</b>						
<i>OTH - Other Financing Sources</i>						
18.15.900.9116.485.10	Other Financing Sources Bonds-Issue Premium	0	212,071	0	0	0
<i>Account Classification Total: OTH - Other Financing Sources</i>		0	212,071	0	0	0
<i>RES - Source/Use of Reserves</i>						
18.15.900.9116.483.00	Bond Proceeds ARS Bonds	0	4,160,000	0	0	0
<i>Account Classification Total: RES - Source/Use of Reserves</i>		0	4,160,000	0	0	0
<b>Program Total: 9116 - 2017A Refunding Bonds</b>		0	4,372,071	0	0	0
<b>Division Total: 900 - Debt</b>		0	4,372,071	0	0	0
<b>Division: 950 - interfund</b>						
<b>Program: 0000 - Non Program</b>						
<i>OTH - Other Financing Sources</i>						
18.15.950.0000.482.10	Interfund Transfers In General Fund	529,690	729,230	641,565	641,565	829,770
18.15.950.0000.482.40	Interfund Transfers In Road Improvement Fund	845,240	734,180	901,529	901,529	694,235
<i>Account Classification Total: OTH - Other Financing Sources</i>		1,374,930	1,463,410	1,543,094	1,543,094	1,524,005
<b>Program Total: 0000 - Non Program</b>		1,374,930	1,463,410	1,543,094	1,543,094	1,524,005
<b>Division Total: 950 - interfund</b>		1,374,930	1,463,410	1,543,094	1,543,094	1,524,005
<b>Department Total: 15 - Finance</b>		1,374,930	5,835,481	1,543,094	1,543,094	1,524,005
<b>REVENUES Total</b>		1,374,930	5,835,481	1,543,094	1,543,569	1,539,674
<b>EXPENSES</b>						
<b>Department: 15 - Finance</b>						
<b>Division: 900 - Debt</b>						
<b>Program: 9035 - 2007 A GO ARS Bond</b>						
<i>DS - Debt Service</i>						
18.15.900.9035.700.00	Principal Payment Debt Payment	240,000	250,000	0	0	0
18.15.900.9035.705.00	Interest Payment Debt Payment	136,010	132,703	0	0	0
18.15.900.9035.715.00	Bond Service Fees	475	475	0	0	0
<i>Account Classification Total: DS - Debt Service</i>		376,485	383,178	0	0	0
<b>Program Total: 9035 - 2007 A GO ARS Bond</b>		376,485	383,178	0	0	0
<b>Program: 9050 - 2008GO ARS Bond</b>						
<i>DS - Debt Service</i>						
18.15.900.9050.700.00	Principal Payment Debt Payment	70,000	70,000	0	0	0
18.15.900.9050.705.00	Interest Payment Debt Payment	63,190	63,868	0	0	0
18.15.900.9050.715.00	Bond Service Fees	475	0	0	0	0
<i>Account Classification Total: DS - Debt Service</i>		133,665	133,868	0	0	0
<b>Program Total: 9050 - 2008GO ARS Bond</b>		133,665	133,868	0	0	0
<b>Program: 9055 - 2012B GO ARS Bond</b>						
<i>DS - Debt Service</i>						
18.15.900.9055.700.00	Principal Payment Debt Payment	0	325,000	330,000	330,000	345,000
18.15.900.9055.705.00	Interest Payment Debt Payment	159,920	79,960	150,170	150,170	138,620
18.15.900.9055.715.00	Bond Service Fees	475	475	475	475	475
<i>Account Classification Total: DS - Debt Service</i>		160,395	405,435	480,645	480,645	484,095
<b>Program Total: 9055 - 2012B GO ARS Bond</b>		160,395	405,435	480,645	480,645	484,095

# Village of Lemont

# Debt Service Fund

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Program: 9065 - 2012 A GO ARS Bonds</b>						
<i>DS - Debt Service</i>						
18.15.900.9065.700.00	Principal Payment Debt Payment	160,000	165,000	170,000	170,000	170,000
18.15.900.9065.705.00	Interest Payment Debt Payment	116,000	112,000	107,876	107,876	103,624
18.15.900.9065.715.00	Bond Service Fees	475	475	515	515	475
<i>Account Classification Total: DS - Debt Service</i>		276,475	277,475	278,391	278,391	274,099
<b>Program Total: 9065 - 2012 A GO ARS Bonds</b>		276,475	277,475	278,391	278,391	274,099
<b>Program: 9075 - Tollway Note</b>						
<i>DS - Debt Service</i>						
18.15.900.9075.700.00	Principal Payment Debt Payment	62,500	0	0	0	0
<i>Account Classification Total: DS - Debt Service</i>		62,500	0	0	0	0
<b>Program Total: 9075 - Tollway Note</b>		62,500	0	0	0	0
<b>Program: 9090 - 2014A GO Refunding Bond (ARS)</b>						
<i>DS - Debt Service</i>						
18.15.900.9090.700.00	Principal Payment Debt Payment	85,000	90,000	90,000	90,000	90,000
18.15.900.9090.705.00	Interest Payment Debt Payment	23,300	21,600	19,800	19,800	17,550
18.15.900.9090.715.00	Bond Service Fees	950	950	950	950	950
<i>Account Classification Total: DS - Debt Service</i>		109,250	112,550	110,750	110,750	108,500
<b>Program Total: 9090 - 2014A GO Refunding Bond (ARS)</b>		109,250	112,550	110,750	110,750	108,500
<b>Program: 9095 - 2014B GO (ARS) Bond</b>						
<i>DS - Debt Service</i>						
18.15.900.9095.700.00	Principal Payment Debt Payment	0	0	30,000	30,000	35,000
18.15.900.9095.705.00	Interest Payment Debt Payment	37,000	37,000	37,000	37,000	36,100
18.15.900.9095.715.00	Bond Service Fees	0	0	0	475	950
<i>Account Classification Total: DS - Debt Service</i>		37,000	37,000	67,000	67,475	72,050
<b>Program Total: 9095 - 2014B GO (ARS) Bond</b>		37,000	37,000	67,000	67,475	72,050
<b>Program: 9100 - Quarry Mortgage Note</b>						
<i>DS - Debt Service</i>						
18.15.900.9100.700.00	Principal Payment Debt Payment	7,524	7,496	7,496	7,496	7,496
18.15.900.9100.705.00	Interest Payment Debt Payment	6,246	6,274	6,274	6,274	6,274
<i>Account Classification Total: DS - Debt Service</i>		13,770	13,770	13,770	13,770	13,770
<b>Program Total: 9100 - Quarry Mortgage Note</b>		13,770	13,770	13,770	13,770	13,770
<b>Program: 9110 - 2015B GO Refunding Bond (ARS)</b>						
<i>DS - Debt Service</i>						
18.15.900.9110.700.00	Principal Payment Debt Payment	10,000	10,000	10,000	10,000	10,000
18.15.900.9110.705.00	Interest Payment Debt Payment	105,740	105,430	105,120	105,120	104,810
18.15.900.9110.715.00	Bond Service Fees	475	475	515	515	475
<i>Account Classification Total: DS - Debt Service</i>		116,215	115,905	115,635	115,635	115,285
<b>Program Total: 9110 - 2015B GO Refunding Bond (ARS)</b>		116,215	115,905	115,635	115,635	115,285
<b>Program: 9116 - 2017A Refunding Bonds</b>						
<i>DS - Debt Service</i>						
18.15.900.9116.700.00	Principal Payment Debt Payment	0	4,285,000	340,000	340,000	350,000
18.15.900.9116.705.00	Interest Payment Debt Payment	0	0	132,697	132,697	121,400
18.15.900.9116.710.00	Other financing Uses Fees	0	75,093	0	0	0
18.15.900.9116.715.00	Bond Service Fees	0	0	575	575	475
<i>Account Classification Total: DS - Debt Service</i>		0	4,360,093	473,272	473,272	471,875
<b>Program Total: 9116 - 2017A Refunding Bonds</b>		0	4,360,093	473,272	473,272	471,875
<b>Program: 9120 - Homer Tree Service Note</b>						
<i>DS - Debt Service</i>						
18.15.900.9120.700.00	Principal Payment Debt Payment	102,000	0	0	0	0
18.15.900.9120.705.00	Interest Payment Debt Payment	5,100	0	0	0	0
<i>Account Classification Total: DS - Debt Service</i>		107,100	0	0	0	0
<b>Program Total: 9120 - Homer Tree Service Note</b>		107,100	0	0	0	0
<b>Division Total: 900 - Debt</b>		1,392,855	5,839,274	1,539,463	1,539,938	1,539,674
<b>Department Total: 15 - Finance</b>		1,392,855	5,839,274	1,539,463	1,539,938	1,539,674
<b>EXPENSES Total</b>		1,392,855	5,839,274	1,539,463	1,539,938	1,539,674

# Debt Service Fund

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
Fund REVENUE	Total: 18 - Debt Service Fund	1,374,930	5,835,481	1,543,094	1,543,569	1,539,674
Fund EXPENSE	Total: 18 - Debt Service Fund	1,392,855	5,839,274	1,539,463	1,539,938	1,539,674
	<b>Fund Total: 18 - Debt Service Fund</b>	(17,925)	(3,793)	3,631	3,631	0
	REVENUE GRAND Totals:	1,374,930	5,835,481	1,543,094	1,543,569	1,539,674
	EXPENSE GRAND Totals:	1,392,855	5,839,274	1,539,463	1,539,938	1,539,674
	Grand Totals:	(17,925)	(3,793)	3,631	3,631	0

## IMRF & Social Security Funds

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### ➤ *Description of Functions*

The IMRF fund accounts for all non-sworn employees who work more than 1,000 in a year. The employee contributes 4.5% of their income and the Village contributes approximately 13% of their income into Illinois Municipal Retirement Fund. The Village's percentage that is contributed is updated each year by IMRF.

Social Security Fund accounts for all social security and medicare contributions from non-sworn employees. As with IMRF there is a percentage of contribution the employee has and a percentage the employer has. All sworn and non-sworn employees contribute to medicare.

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

**ILLINOIS MUNICIPAL RETIREMENT FUND**

	Actual 2016-17	Actual 2017-18	Actual 2018-19 (unaudited)	Adopted 2019-20
<b>REVENUES</b>				
Taxes				
Property	\$ 341,391	\$ 341,128	\$ 354,184	\$ 375,000
Investment income	743			500
Transfers in	40,000	30,000	-	-
Total revenues	<u>382,134</u>	<u>371,128</u>	<u>354,184</u>	<u>375,500</u>
<b>EXPENDITURES</b>				
Current				
General government	253,485	245,060	233,405	215,068
Public safety	26,555	25,672	24,451	22,530
Highways and streets	92,403	89,332	85,083	78,399
Capital outlay	-	-	-	-
Debt service	-	-	-	-
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Water and sewer operations	-	-	-	-
Parking lot operations	-	-	-	-
Other	-	-	-	-
Transfers out	-	-	-	-
Total expenditures	<u>372,443</u>	<u>360,064</u>	<u>342,939</u>	<u>315,997</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>9,691</u>	<u>11,064</u>	<u>11,245</u>	<u>59,503</u>
<b>BEGINNING FUND BALANCE, MAY 1</b>	21,247	30,938	42,002	53,247
<b>ENDING FUND BALANCE, APRIL 30</b>	<u>\$ 30,938</u>	<u>\$ 42,002</u>	<u>\$ 53,247</u>	<u>\$ 112,750</u>

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 20 - IMRF Fund</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>INT - Interest Income</i>						
20.01.000.0000.470.05	Interest Income Interest on Investments	\$743	\$0	\$500	\$500	\$500
<i>Account Classification Total: INT - Interest Income</i>		\$743	\$0	\$500	\$500	\$500
<i>MISC - Miscellaneous Revenues</i>						
20.01.000.0000.490.00	Reallocated Prior Year Funds Budget Carryover	\$0	\$0	\$0	\$1,234	\$0
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		\$0	\$0	\$0	\$1,234	\$0
<i>TAX - Taxes</i>						
20.01.000.0000.410.70	Property Tax I.M.R.F.	\$341,391	\$341,128	\$361,008	\$361,008	\$375,000
<i>Account Classification Total: TAX - Taxes</i>		\$341,391	\$341,128	\$361,008	\$361,008	\$375,000
<b>Program Total: 0000 - Non Program</b>		\$342,134	\$341,128	\$361,508	\$362,742	\$375,500
<b>Division Total: 000 - Non Division</b>		\$342,134	\$341,128	\$361,508	\$362,742	\$375,500
<b>Department Total: 01 - Revenues</b>		\$342,134	\$341,128	\$361,508	\$362,742	\$375,500
<b>Department: 15 - Finance</b>						
<b>Division: 950 - interfund</b>						
<b>Program: 0000 - Non Program</b>						
<i>OTH - Other Financing Sources</i>						
20.15.950.0000.482.70	Interfund Transfers In Water & Sewer Fund	\$40,000	\$30,000	\$0	\$0	\$0
<i>Account Classification Total: OTH - Other Financing Sources</i>		\$40,000	\$30,000	\$0	\$0	\$0
<b>Program Total: 0000 - Non Program</b>		\$40,000	\$30,000	\$0	\$0	\$0
<b>Division Total: 950 - interfund</b>		\$40,000	\$30,000	\$0	\$0	\$0
<b>Department Total: 15 - Finance</b>		\$40,000	\$30,000	\$0	\$0	\$0
<b>REVENUES Total</b>		\$382,134	\$371,128	\$361,508	\$362,742	\$375,500
<b>EXPENSES</b>						
<b>Department: 15 - Finance</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSEr - Personnel Services</i>						
20.15.001.0000.510.15	Fringe Benefits IMRF Er Contribution	\$372,443	\$360,064	\$341,702	\$342,936	\$315,997
<i>Account Classification Total: PSEr - Personnel Services</i>		\$372,443	\$360,064	\$341,702	\$342,936	\$315,997
<b>Program Total: 0000 - Non Program</b>		\$372,443	\$360,064	\$341,702	\$342,936	\$315,997
<b>Division Total: 001 - Administration</b>		\$372,443	\$360,064	\$341,702	\$342,936	\$315,997
<b>Department Total: 15 - Finance</b>		\$372,443	\$360,064	\$341,702	\$342,936	\$315,997
<b>EXPENSES Total</b>		\$372,443	\$360,064	\$341,702	\$342,936	\$315,997
Fund REVENUE	Total: 20 - IMRF Fund	\$382,134	\$371,128	\$361,508	\$362,742	\$375,500
Fund EXPENSE	Total: 20 - IMRF Fund	\$372,443	\$360,064	\$341,702	\$342,936	\$315,997
<b>Fund Total: 20 - IMRF Fund</b>		\$9,691	\$11,064	\$19,806	\$19,806	\$59,503
<b>REVENUE GRAND Totals:</b>		\$382,134	\$371,128	\$361,508	\$362,742	\$375,500
<b>EXPENSE GRAND Totals:</b>		\$372,443	\$360,064	\$341,702	\$342,936	\$315,997
<b>Grand Totals:</b>		\$9,691	\$11,064	\$19,806	\$19,806	\$59,503

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

	Social Security Fund			
	Actual 2016-17	Actual 2017-18	Actual 2018-19 (unaudited)	Adopted 2019-20
<b>REVENUES</b>				
Taxes				
Property	\$ 167,178	\$ 225,266	\$ 232,761	\$ 259,852
Investment income	194			-
Miscellaneous income		11,402		
Transfers in		80,000	40,000	
Total revenues	<u>167,372</u>	<u>316,668</u>	<u>272,761</u>	<u>259,852</u>
<b>EXPENDITURES</b>				
Current				
General government	127,786	129,090	123,160	122,154
Public safety	76,584	77,366	73,812	73,209
Highways and streets	73,148	73,895	70,501	69,925
	-			
Capital outlay	-	-	-	-
Debt service	-	-	-	-
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Water and sewer operations	-	-	-	-
Parking lot operations	-	-	-	-
Other	-	-	-	-
Transfers out	-	-	-	-
Total expenditures	<u>277,518</u>	<u>280,351</u>	<u>267,473</u>	<u>265,288</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(110,146)</u>	<u>36,317</u>	<u>5,288</u>	<u>(5,436)</u>
<b>BEGINNING FUND BALANCE, M/</b>	95,418	(14,728)	21,589	26,877
<b>ENDING FUND BALANCE, APRIL</b>	<u>\$ (14,728)</u>	<u>\$ 21,589</u>	<u>\$ 26,877</u>	<u>\$ 21,441</u>

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	Amended Budget	2020 Adopted
<b>Fund: 22 - Social Security Fund</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>INT - Interest Income</i>						
22.01.000.0000.470.05	Interest Income Interest on Investments	194	0	0	0	0
	<i>Account Classification Total: INT - Interest Income</i>	194	0	0	0	0
<i>MISC - Miscellaneous Revenues</i>						
22.01.000.0000.450.40	Reimbursements Developer/Agency	0	11,402	0	0	0
22.01.000.0000.490.00	Reallocated Prior Year Funds Budget Carryover	0	0	0	0	5,436
	<i>Account Classification Total: MISC - Miscellaneous Revenues</i>	0	11,402	0	0	5,436
<i>TAX - Taxes</i>						
22.01.000.0000.410.75	Property Tax Social Security	167,178	225,266	250,000	250,000	259,852
	<i>Account Classification Total: TAX - Taxes</i>	167,178	225,266	250,000	250,000	259,852
	<b>Program Total: 0000 - Non Program</b>	167,372	236,668	250,000	250,000	265,288
	<b>Division Total: 000 - Non Division</b>	167,372	236,668	250,000	250,000	265,288
	<b>Department Total: 01 - Revenues</b>	167,372	236,668	250,000	250,000	265,288
<b>Department: 15 - Finance</b>						
<b>Division: 950 - interfund</b>						
<b>Program: 0000 - Non Program</b>						
<i>OTH - Other Financing Sources</i>						
22.15.950.0000.482.10	Interfund Transfers In General Fund	0	0	0	20,000	0
22.15.950.0000.482.70	Interfund Transfers In Water & Sewer Fund	0	80,000	20,000	20,000	0
	<i>Account Classification Total: OTH - Other Financing Sources</i>	0	80,000	20,000	40,000	0
	<b>Program Total: 0000 - Non Program</b>	0	80,000	20,000	40,000	0
	<b>Division Total: 950 - interfund</b>	0	80,000	20,000	40,000	0
	<b>Department Total: 15 - Finance</b>	0	80,000	20,000	40,000	0
	<b>REVENUES Total</b>	167,372	316,668	270,000	290,000	265,288
<b>EXPENSES</b>						
<b>Department: 15 - Finance</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
22.15.001.0000.510.10	Fringe Benefits Medicare	80,770	83,944	80,026	84,026	77,341
22.15.001.0000.510.12	Fringe Benefits Social Security	196,748	196,407	183,942	199,942	187,947
	<i>Account Classification Total: PSER - Personnel Services</i>	277,518	280,351	263,968	283,968	265,288
	<b>Program Total: 0000 - Non Program</b>	277,518	280,351	263,968	283,968	265,288
	<b>Division Total: 001 - Administration</b>	277,518	280,351	263,968	283,968	265,288
	<b>Department Total: 15 - Finance</b>	277,518	280,351	263,968	283,968	265,288
	<b>EXPENSES Total</b>	277,518	280,351	263,968	283,968	265,288
	Fund REVENUE Total: 22 - Social Security Fund	167,372	316,668	270,000	290,000	265,288
	Fund EXPENSE Total: 22 - Social Security Fund	277,518	280,351	263,968	283,968	265,288
	<b>Fund Total: 22 - Social Security Fund</b>	(110,146)	36,318	6,032	6,032	0
	REVENUE GRAND Totals:	167,372	316,668	270,000	290,000	265,288
	EXPENSE GRAND Totals:	277,518	280,351	263,968	283,968	265,288
	Grand Totals:	(110,146)	36,318	6,032	6,032	0

# Motor Fuel Tax Fund

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## ➤ *Mission Statement*

To utilize revenues from the State of Illinois to cost effectively maintain the Village streets.

## ➤ *Description of Functions*

The Motor Fuel Tax Fund (MFT) accounts for motor fuel tax revenues received from the State of Illinois and expenditures related to maintaining the Village's roads. The Village's streets are selected for resurfacing or rehabilitation based on analysis conducted by the Public Works Department and the Village's Engineer. The annual program is awarded to an outside contractor through a formal bid process.

MFT funds are disbursed to the Village from the Illinois Department of Transportation on a per capita basis. Motor Fuel Tax operations include; micro-surfacing, concrete curb and gutter replacement, street rebuilding and improvements.

### Motor Fuel Tax Fund

	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Amount	2019 Actual (unaudited)	2020 Adopted Budget
<b>Revenue</b>						
Intergovernmental Revenues	\$423,654	\$426,345	\$412,000	\$412,000	\$423,767	\$408,800
Interest Income	\$3,955	\$7,129	\$2,000	\$2,000	\$13,064	\$3,000
Miscellaneous Revenues	\$0	\$0	\$0	\$0	\$0	\$27,074
Other Financing Sources	\$19,635	\$0	\$0	\$0	\$0	\$0
<b>Revenue Totals</b>	<b>\$447,243</b>	<b>\$433,474</b>	<b>\$414,000</b>	<b>\$414,000</b>	<b>\$436,831</b>	<b>\$438,874</b>
<b>Expenditures</b>						
Outside Services	\$122,492	\$39,660	\$32,500	\$32,793	\$34,209.00	\$38,074
Materials & Supplies	\$349,803	\$510,468	\$318,000	\$318,000	\$429,497.49	\$396,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0.00	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0.00	\$0
<b>Expenditure Totals</b>	<b>\$472,294</b>	<b>\$550,128</b>	<b>\$350,500</b>	<b>\$350,793</b>	<b>\$463,706</b>	<b>\$434,074</b>
<b>Revenue Grand Totals:</b>	<b>\$447,243</b>	<b>\$433,474</b>	<b>\$414,000</b>	<b>\$414,000</b>	<b>\$436,831</b>	<b>\$438,874</b>
<b>Expenditure Grand Totals:</b>	<b>\$472,294</b>	<b>\$550,128</b>	<b>\$350,500</b>	<b>\$350,793</b>	<b>\$463,706</b>	<b>\$434,074</b>
<b>Net Grand Totals:</b>	<b>(\$25,051)</b>	<b>(\$116,654)</b>	<b>\$63,500</b>	<b>\$63,207</b>	<b>(\$26,875)</b>	<b>\$4,800</b>

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

	Motor Fuel Tax Fund			
	Actual 2016-17	Actual 2017-18	Actual 2018-19	Adopted 2019-20
	(unaudited)			
<b>REVENUES</b>				
Taxes				
Property	\$ -	\$ -	-	-
Other	423,654	426,345	424,979	408,800
Investment income	3,955	7,129	11,644	3,000
Transfers in	19,635	-	-	-
Total revenues	447,244	433,474	436,623	411,800
<b>EXPENDITURES</b>				
Current				
Highways and streets	472,294	550,128	463,706	434,074
Total expenditures	472,294	550,128	463,706	434,074
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(25,050)	(116,654)	(27,083)	(22,274)
 <b>BEGINNING FUND BALANCE, MAY 1</b>	 679,839	 654,789	 538,135	 511,052
 <b>ENDING FUND BALANCE, APRIL 30</b>	 \$ 654,789	 \$ 538,135	 \$ 511,052	 \$ 488,778

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 24 - Motor Fuel Tax Fund</b>						
<b>REVENUES</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>IG - Intergovernmental Revenues</i>						
24.01.000.0000.420.25	Shared Revenue Motor Fuel Tax	423,654	426,345	412,000	426,500	408,800
<i>Account Classification Total: IG - Intergovernmental Revenues</i>		423,654	426,345	412,000	426,500	408,800
<i>INT - Interest Income</i>						
24.01.000.0000.470.05	Interest Income Interest on Investments	3,955	7,129	2,000	11,700	3,000
<i>Account Classification Total: INT - Interest Income</i>		3,955	7,129	2,000	11,700	3,000
<i>MISC - Miscellaneous Revenues</i>						
24.01.000.0000.490.00	Reallocated Prior Year Funds Budget Carryover	0	0	0	73,800	27,074
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		0	0	0	73,800	27,074
<b>Program Total: 0000 - Non Program</b>		427,609	433,474	414,000	512,000	438,874
<b>Division Total: 000 - Non Division</b>		427,609	433,474	414,000	512,000	438,874
<b>Department Total: 01 - Revenues</b>		427,609	433,474	414,000	512,000	438,874
<b>Department: 15 - Finance</b>						
<b>Division: 950 - interfund</b>						
<b>Program: 0000 - Non Program</b>						
<i>OTH - Other Financing Sources</i>						
24.15.950.0000.482.40	Interfund Transfers In Road Improvement Fund	19,635	0	0	0	0
<i>Account Classification Total: OTH - Other Financing Sources</i>		19,635	0	0	0	0
<b>Program Total: 0000 - Non Program</b>		19,635	0	0	0	0
<b>Division Total: 950 - interfund</b>		19,635	0	0	0	0
<b>Department Total: 15 - Finance</b>		19,635	0	0	0	0
<b>REVENUES Total</b>		447,243	433,474	414,000	512,000	438,874
<b>EXPENSES</b>						
<b>Department: 25 - Public Works</b>						
<b>Division: 310 - Streets Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
24.25.310.0000.545.80	Maintenance Contract Street Lighting	0	0	12,000	12,000	12,000
24.25.310.0000.548.05	Streets & Alley Maintenance Services General	91,508	0	0	0	0
24.25.310.0000.548.15	Streets & Alley Maintenance Services Traffic Signals	12,000	12,000	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		103,508	12,000	12,000	12,000	12,000
<i>MATSUP - Materials &amp; Supplies</i>						
24.25.310.0000.582.00	Streets & Alleys Maintenance Supplies General	186,627	129,026	143,000	241,000	221,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		186,627	129,026	143,000	241,000	221,000
<b>Program Total: 0000 - Non Program</b>		290,135	141,026	155,000	253,000	233,000
<b>Program: 3000 - Traffic Signal - Stephen &amp; Main</b>						
<i>OSERV - Outside Services</i>						
24.25.310.3000.548.15	Streets & Alley Maintenance Services Traffic Signals	6,498	11,086	6,000	6,000	6,000
<i>Account Classification Total: OSERV - Outside Services</i>		6,498	11,086	6,000	6,000	6,000
<b>Program Total: 3000 - Traffic Signal - Stephen &amp; Main</b>		6,498	11,086	6,000	6,000	6,000
<b>Program: 3001 - Traffic Signal - State &amp; Keepata</b>						
<i>OSERV - Outside Services</i>						
24.25.310.3001.548.15	Streets & Alley Maintenance Services Traffic Signals	2,378	9,469	6,000	6,000	6,000
<i>Account Classification Total: OSERV - Outside Services</i>		2,378	9,469	6,000	6,000	6,000
<b>Program Total: 3001 - Traffic Signal - State &amp; Keepata</b>		2,378	9,469	6,000	6,000	6,000
<b>Program: 3002 - 127th and Timberline Dr</b>						
<i>OSERV - Outside Services</i>						
24.25.310.3002.548.15	Streets & Alley Maintenance Services Traffic Signals	10,107	7,105	8,500	8,793	14,074
<i>Account Classification Total: OSERV - Outside Services</i>		10,107	7,105	8,500	8,793	14,074
<b>Program Total: 3002 - 127th and Timberline Dr</b>		10,107	7,105	8,500	8,793	14,074

# Motor Fuel Tax Fund

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Program: 5047 - 2013 Motor Fuel Tax</b>						
<i>MATSUP - Materials &amp; Supplies</i>						
24.25.310.5047.582.00	Streets & Alleys Maintenance Supplies General	163,176	381,442	175,000	175,000	175,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		163,176	381,442	175,000	175,000	175,000
<b>Program Total: 5047 - 2013 Motor Fuel Tax</b>		163,176	381,442	175,000	175,000	175,000
<b>Division Total: 310 - Streets Division</b>		472,294	550,128	350,500	448,793	434,074
<b>Department Total: 25 - Public Works</b>		472,294	550,128	350,500	448,793	434,074
EXPENSES Total		472,294	550,128	350,500	448,793	434,074
Fund REVENUE	Total: 24 - Motor Fuel Tax Fund	447,243	433,474	414,000	512,000	438,874
Fund EXPENSE	Total: 24 - Motor Fuel Tax Fund	472,294	550,128	350,500	448,793	434,074
<b>Fund Total: 24 - Motor Fuel Tax Fund</b>		(25,051)	(116,654)	63,500	63,207	4,800
REVENUE GRAND Totals:		447,243	433,474	414,000	512,000	438,874
EXPENSE GRAND Totals:		472,294	550,128	350,500	448,793	434,074
Grand Totals:		(25,051)	(116,654)	63,500	63,207	4,800

# State & Federal Drug Enforcement Funds

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## ➤ *Description of Functions*

The State and Federal Drug Enforcement Funds are solely funded by illegal drug and DUI arrests, and court awards in conjunction with asset forfeitures related to these criminal offenses. Expenditures out of these funds are limited by State, Federal and Local statutes.

The Village has created four separate funds to account for these specific revenues and expenditures:

State Forfeiture

Federal Forfeiture

DUI Fund

Vehicle DUI Fund

# TIF Funds

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## ➤ *Description of Functions*

The Village currently has four active TIFs.

### **Canal TIF**

This TIF was created in 2003. Funds from this TIF are used to build a Parking Garage and enhance the canal area.

### **Gateway TIF**

This TIF was created in 2007. Funds from this TIF are used to acquire property in the Gateway area. The last property was purchased early in 2014. Currently, the Village is reviewing potential redevelopment of the area.

### **Main/Archer TIF**

This TIF was created in 2017. It encompasses 16.2 acres of Village-owned property located at Il Route 83/Archer Avenue and Main/111<sup>th</sup> Street. All properties within the TIF are tax exempt. The Village has hired a consultant to review the area for redevelopment.

### **TOD TIF (Transit-Oriented Development)**

The TOD TIF District was created to assist the Village in redeveloping the downtown area near the Metra Station.

**VILLAGE OF LEMONT, ILLINOIS**

FY 2019-2020 BUDGET

OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BY FUND TYPE

TIF/ Downtown Canal District

	Actual 2016-17	Actual 2017-18	Actual 2018-19 (unaudited)	Adopted 2019-20
<b>REVENUES</b>				
Taxes				
Property	\$ 285,086	\$ 261,248	\$ 153,792	\$ 305,000
Other				
Intergovernmental and contributions				
Licenses, permits and inspections				
Charges for services				
Fines, forfeitures and penalties				
Investment income	729			
Transfers in				
Total revenues	<u>285,815</u>	<u>261,248</u>	<u>153,792</u>	<u>305,000</u>
<b>EXPENDITURES</b>				
Current				
General government	475	1,995,814	950	50,950
Public safety		-	1,714	
Highways and streets		-	550	
Capital outlay	6,445	2,219	-	7,000
Debt service				
Principal	185,000	190,000	210,000	215,000
Interest and fiscal charges	136,830	201,301	98,292	98,696
Transfers out	-	-	-	
Total expenditures	<u>328,750</u>	<u>2,389,334</u>	<u>311,506</u>	<u>371,646</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(42,935)</u>	<u>(2,128,086)</u>	<u>(157,714)</u>	<u>(66,646)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Discount on issuance of bonds				
Transfers in		42,141		-
Transfers (out)		-	-	-
Bonds issued		1,940,000		-
Bonds issuance premium		105,798		-
Total other financing sources (uses)		<u>2,087,939</u>	<u>-</u>	<u>-</u>
<b>BEGINNING FUND BALANCE, MAY 1</b>	387,304	344,369	304,222	146,508
Prior period adjustment	-	-	-	
<b>ENDING FUND BALANCE, APRIL 30</b>	<u>\$ 344,369</u>	<u>\$ 304,222</u>	<u>\$ 146,508</u>	<u>\$ 79,862</u>

G/L Account Number	Account Description	2017 Actual		2019 Adopted Budget	2019 Amended	
		Amount	2018 Actual Amount		Budget	2020 Adopted
<b>Fund: 32 - Canal TIF District Fund</b>						
<b>REVENUES</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>INT - Interest Income</i>						
32.01.000.0000.470.05	Interest Income Interest on Investments	728	0	0	0	0
	<i>Account Classification Total: INT - Interest Income</i>	728	0	0	0	0
<i>MISC - Miscellaneous Revenues</i>						
32.01.000.0000.490.00	Reallocated Prior Year Funds Budget Carryover	0	0	55,257	55,257	66,646
	<i>Account Classification Total: MISC - Miscellaneous Revenues</i>	0	0	55,257	55,257	66,646
<i>TAX - Taxes</i>						
32.01.000.0000.410.82	Property Tax Canal TIF District Fund	285,086	261,248	305,000	305,000	305,000
	<i>Account Classification Total: TAX - Taxes</i>	285,086	261,248	305,000	305,000	305,000
	<b>Program Total: 0000 - Non Program</b>	285,814	261,248	360,257	360,257	371,646
	<b>Division Total: 000 - Non Division</b>	285,814	261,248	360,257	360,257	371,646
	<b>Department Total: 01 - Revenues</b>	285,814	261,248	360,257	360,257	371,646
<b>Department: 15 - Finance</b>						
<b>Division: 900 - Debt</b>						
<b>Program: 9117 - 2017B Refunding TIF Bonds</b>						
<i>OTH - Other Financing Sources</i>						
32.15.900.9117.485.10	Other Financing Sources Bonds-Issue Premium	0	105,798	0	0	0
	<i>Account Classification Total: OTH - Other Financing Sources</i>	0	105,798	0	0	0
<i>RES - Source/Use of Reserves</i>						
32.15.900.9117.483.00	Bond Proceeds ARS Bonds	0	1,940,000	0	0	0
	<i>Account Classification Total: RES - Source/Use of Reserves</i>	0	1,940,000	0	0	0
	<b>Program Total: 9117 - 2017B Refunding TIF Bonds</b>	0	2,045,798	0	0	0
	<b>Division Total: 900 - Debt</b>	0	2,045,798	0	0	0
<b>Division: 950 - interfund</b>						
<b>Program: 0000 - Non Program</b>						
<i>OTH - Other Financing Sources</i>						
32.15.950.0000.482.30	Interfund Transfers In Downtown TIF District Fund	0	42,141	0	0	0
	<i>Account Classification Total: OTH - Other Financing Sources</i>	0	42,141	0	0	0
	<b>Program Total: 0000 - Non Program</b>	0	42,141	0	0	0
	<b>Division Total: 950 - interfund</b>	0	42,141	0	0	0
	<b>Department Total: 15 - Finance</b>	0	2,087,938	0	0	0
	<b>REVENUES Total</b>	285,814	2,349,186	360,257	360,257	371,646
<b>EXPENSES</b>						
<b>Department: 10 - Administration</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
32.10.001.0000.523.10	Other Services Consulting	0	21,237	0	0	0
	<i>Account Classification Total: OSERV - Outside Services</i>	0	21,237	0	0	0
	<b>Program Total: 0000 - Non Program</b>	0	21,237	0	0	0
	<b>Division Total: 001 - Administration</b>	0	21,237	0	0	0
	<b>Department Total: 10 - Administration</b>	0	21,237	0	0	0
<b>Department: 14 - Legal</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
32.14.001.0000.530.05	Legal Corporate	475	495	0	0	0
	<i>Account Classification Total: OSERV - Outside Services</i>	475	495	0	0	0
	<b>Program Total: 0000 - Non Program</b>	475	495	0	0	0
	<b>Division Total: 001 - Administration</b>	475	495	0	0	0
	<b>Department Total: 14 - Legal</b>	475	495	0	0	0
<b>Department: 15 - Finance</b>						
<b>Division: 900 - Debt</b>						
<b>Program: 9025 - 2007 TIF ARS Bond</b>						

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<i>DS - Debt Service</i>						
32.15.900.9025.700.00	Principal Payment Debt Payment	125,000	130,000	0	0	0
32.15.900.9025.705.00	Interest Payment Debt Payment	34,258	30,429	0	0	0
32.15.900.9025.715.00	Bond Service Fees	475	475	0	0	0
<i>Account Classification Total: DS - Debt Service</i>		159,733	160,904	0	0	0
<b>Program Total: 9025 - 2007 TIF ARS Bond</b>		159,733	160,904	0	0	0
<b>Program: 9040 - 2010 TIF ARS Bond</b>						
<i>DS - Debt Service</i>						
32.15.900.9040.700.00	Principal Payment Debt Payment	50,000	50,000	50,000	50,000	55,000
32.15.900.9040.705.00	Interest Payment Debt Payment	65,308	133,817	8,960	8,960	8,960
32.15.900.9040.715.00	Bond Service Fees	475	475	515	515	0
<i>Account Classification Total: DS - Debt Service</i>		115,783	184,292	59,475	59,475	63,960
<b>Program Total: 9040 - 2010 TIF ARS Bond</b>		115,783	184,292	59,475	59,475	63,960
<b>Program: 9115 - 2015C GO Refunding Bond (ARS)</b>						
<i>DS - Debt Service</i>						
32.15.900.9115.700.00	Principal Payment Debt Payment	10,000	10,000	10,000	10,000	10,000
32.15.900.9115.705.00	Interest Payment Debt Payment	35,840	35,630	35,420	35,420	35,210
32.15.900.9115.715.00	Bond Service Fees	475	475	500	500	475
<i>Account Classification Total: DS - Debt Service</i>		46,315	46,105	45,920	45,920	45,685
<b>Program Total: 9115 - 2015C GO Refunding Bond (ARS)</b>		46,315	46,105	45,920	45,920	45,685
<b>Program: 9117 - 2017B Refunding TIF Bonds</b>						
<i>DS - Debt Service</i>						
32.15.900.9117.700.00	Principal Payment Debt Payment	0	1,930,000	145,000	145,000	150,000
32.15.900.9117.705.00	Interest Payment Debt Payment	0	0	58,912	58,912	54,526
32.15.900.9117.710.00	Other financing Uses Fees	0	44,081	0	0	0
32.15.900.9117.715.00	Bond Service Fees	0	0	950	950	475
<i>Account Classification Total: DS - Debt Service</i>		0	1,974,081	204,862	204,862	205,001
<b>Program Total: 9117 - 2017B Refunding TIF Bonds</b>		0	1,974,081	204,862	204,862	205,001
<b>Division Total: 900 - Debt</b>		321,830	2,365,382	310,257	310,257	314,646
<b>Department Total: 15 - Finance</b>		321,830	2,365,382	310,257	310,257	314,646
<b>Department: 40 - Engineering</b>						
<b>Division: 470 - General Engineering</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
32.40.470.0000.523.50	Other Services General Engineering	0	0	0	0	50,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	0	0	50,000
<b>Program Total: 0000 - Non Program</b>		0	0	0	0	50,000
<b>Division Total: 470 - General Engineering</b>		0	0	0	0	50,000
<b>Department Total: 40 - Engineering</b>		0	0	0	0	50,000
<b>Department: 90 - General Government</b>						
<b>Division: 500 - Capital</b>						
<b>Program: 5000 - General Capital Projects</b>						
<i>CAP - Capital Outlay</i>						
32.90.500.5000.604.05	Infrastructure Engineering	0	0	50,000	50,000	0
32.90.500.5000.604.10	Infrastructure Construction	6,445	2,219	0	0	7,000
<i>Account Classification Total: CAP - Capital Outlay</i>		6,445	2,219	50,000	50,000	7,000
<b>Program Total: 5000 - General Capital Projects</b>		6,445	2,219	50,000	50,000	7,000
<b>Division Total: 500 - Capital</b>		6,445	2,219	50,000	50,000	7,000
<b>Department Total: 90 - General Government</b>		6,445	2,219	50,000	50,000	7,000
<b>EXPENSES Total</b>		328,750	2,389,334	360,257	360,257	371,646
Fund REVENUE Total: 32 - Canal TIF District Fund		285,814	2,349,186	360,257	360,257	371,646
Fund EXPENSE Total: 32 - Canal TIF District Fund		328,750	2,389,334	360,257	360,257	371,646
<b>Fund Total: 32 - Canal TIF District Fund</b>		(42,936)	(40,147)	0	0	0

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

Gateway TIF District

	Actual 2016-17	Actual 2017-18	Actual 2018-19 (unaudited)	Adopted 2019-20
<b>REVENUES</b>				
Taxes				
Property	\$ -	\$ 37,933	\$ 86,052	70,000
Other	-	-	-	-
Intergovernmental and contributions	-	-	-	-
Licenses, permits and inspections	-	-	-	-
Charges for services	-	-	-	-
Fines, forfeitures and penalties	-	-	-	-
Investment income	-	-	-	-
Miscellaneous income	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
Transfers in	-	-	-	-
Total revenues	<u>-</u>	<u>37,933</u>	<u>86,052</u>	<u>70,000</u>
<b>EXPENDITURES</b>				
Current				
General government	82,937	13,028	-	-
Public safety	-	-	-	-
Highways and streets	-	-	-	-
Capital outlay	-	-	440	-
Debt service				
Principal	-	-	-	-
Interest and fiscal charges	-	79,960	-	-
Water and sewer operations	-	-	-	-
Parking lot operations	-	-	-	-
Transfers out	-	-	-	-
Total expenditures	<u>82,937</u>	<u>92,988</u>	<u>440</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(82,937)</u>	<u>(55,055)</u>	<u>85,612</u>	<u>70,000</u>
<b>BEGINNING FUND BALANCE, MAY 1</b>	(128,385)	(211,322)	(266,377)	(180,765)
<b>ENDING FUND BALANCE, APRIL 30</b>	<u>\$ (211,322)</u>	<u>\$ (266,377)</u>	<u>\$ (180,765)</u>	<u>\$ (110,765)</u>

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 34 - Gateway TIF District Fund</b>						
<b>REVENUES</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>TAX - Taxes</i>						
34.01.000.0000.410.84	Property Tax Gateway TIF District	0	37,933	40,000	40,000	70,000
	<i>Account Classification Total: TAX - Taxes</i>	0	37,933	40,000	40,000	70,000
	<b>Program Total: 0000 - Non Program</b>	0	37,933	40,000	40,000	70,000
	<b>Division Total: 000 - Non Division</b>	0	37,933	40,000	40,000	70,000
	<b>Department Total: 01 - Revenues</b>	0	37,933	40,000	40,000	70,000
	<b>REVENUES Total</b>	0	37,933	40,000	40,000	70,000
<b>EXPENSES</b>						
<b>Department: 10 - Administration</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
34.10.001.0000.523.10	Other Services Consulting	74,688	12,698	0	0	0
34.10.001.0000.540.10	Printing/Advertising Outside Print Services	1,311	0	0	0	0
	<i>Account Classification Total: OSERV - Outside Services</i>	75,999	12,698	0	0	0
	<b>Program Total: 0000 - Non Program</b>	75,999	12,698	0	0	0
	<b>Division Total: 001 - Administration</b>	75,999	12,698	0	0	0
	<b>Department Total: 10 - Administration</b>	75,999	12,698	0	0	0
<b>Department: 14 - Legal</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
34.14.001.0000.530.05	Legal Corporate	775	330	0	0	0
	<i>Account Classification Total: OSERV - Outside Services</i>	775	330	0	0	0
	<b>Program Total: 0000 - Non Program</b>	775	330	0	0	0
	<b>Division Total: 001 - Administration</b>	775	330	0	0	0
	<b>Department Total: 14 - Legal</b>	775	330	0	0	0
<b>Department: 15 - Finance</b>						
<b>Division: 900 - Debt</b>						
<b>Program: 9055 - 2012B GO ARS Bond</b>						
<i>DS - Debt Service</i>						
34.15.900.9055.705.00	Interest Payment Debt Payment	0	79,960	0	0	0
	<i>Account Classification Total: DS - Debt Service</i>	0	79,960	0	0	0
	<b>Program Total: 9055 - 2012B GO ARS Bond</b>	0	79,960	0	0	0
	<b>Division Total: 900 - Debt</b>	0	79,960	0	0	0
	<b>Department Total: 15 - Finance</b>	0	79,960	0	0	0
<b>Department: 40 - Engineering</b>						
<b>Division: 470 - General Engineering</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
34.40.470.0000.523.50	Other Services General Engineering	6,164	0	0	0	0
	<i>Account Classification Total: OSERV - Outside Services</i>	6,164	0	0	0	0
	<b>Program Total: 0000 - Non Program</b>	6,164	0	0	0	0
	<b>Division Total: 470 - General Engineering</b>	6,164	0	0	0	0
	<b>Department Total: 40 - Engineering</b>	6,164	0	0	0	0
	<b>EXPENSES Total</b>	82,937	92,988	0	0	0
Fund REVENUE	Total: 34 - Gateway TIF District Fund	0	37,933	40,000	40,000	70,000
Fund EXPENSE	Total: 34 - Gateway TIF District Fund	82,937	92,988	0	0	0
	<b>Fund Total: 34 - Gateway TIF District Fund</b>	(82,937)	(55,055)	40,000	40,000	70,000

**VILLAGE OF LEMONT, ILLINOIS**

FY 2019-2020 BUDGET

OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BY FUND TYPE

Main/Archer TIF

	Actual 2016-17	Actual 2017-18	Actual 2018-19	Adopted 2019-20
	(unaudited)			
<b>REVENUES</b>				
Taxes				
Property	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-
Intergovernmental and contributions	-	-	-	-
Licenses, permits and inspections	-	-	-	-
Charges for services	-	-	-	-
Fines, forfeitures and penalties	-	-	-	-
Investment income	-	-	-	-
Miscellaneous income	-	5,000	7,095	52,000
Proceeds from sale of capital assets	-	-	-	-
Transfers in	-	-	-	-
Total revenues	<u>-</u>	<u>5,000</u>	<u>7,095</u>	<u>52,000</u>
<b>EXPENDITURES</b>				
Current				
General government	9,918	17,708	30,108	52,000
Public safety	-	-	-	-
Highways and streets	-	-	-	-
-	-	-	-	-
Capital outlay	-	-	-	-
Debt service	-	-	-	-
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Water and sewer operations	-	-	-	-
Parking lot operations	-	-	-	-
Transfers out	-	-	-	-
Total expenditures	<u>9,918</u>	<u>17,708</u>	<u>30,108</u>	<u>52,000</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>(9,918)</u>	<u>(12,708)</u>	<u>(23,013)</u>	<u>-</u>
<b>BEGINNING FUND BALANCE, MAY 1</b>	-	(9,918)	(22,626)	(45,639)
<b>ENDING FUND BALANCE, APRIL 30</b>	<u>\$ (9,918)</u>	<u>\$ (22,626)</u>	<u>\$ (45,639)</u>	<u>\$ (45,639)</u>

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 31 - Main/Archer Avenue TIF Fund</b>						
<b>REVENUES</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>MISC - Miscellaneous Revenues</i>						
31.01.000.0000.476.30	Rental Income Bill Board	0	5,000	0	0	5,000
31.01.000.0000.490.00	Reallocated Prior Year Funds Budget Carryover	0	0	0	30,110	0
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		0	5,000	0	30,110	5,000
<i>TAX - Taxes</i>						
31.01.000.0000.410.84	Property Tax Gateway TIF District	0	0	0	0	47,000
<i>Account Classification Total: TAX - Taxes</i>		0	0	0	0	47,000
<b>Program Total: 0000 - Non Program</b>		0	5,000	0	30,110	52,000
<b>Division Total: 000 - Non Division</b>		0	5,000	0	30,110	52,000
<b>Department Total: 01 - Revenues</b>		0	5,000	0	30,110	52,000
<b>REVENUES Total</b>		0	5,000	0	30,110	52,000
<b>EXPENSES</b>						
<b>Department: 10 - Administration</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
31.10.001.0000.523.10	Other Services Consulting	4,710	15,569	0	0	0
31.10.001.0000.540.10	Printing/Advertising Outside Print Services	1,372	0	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		6,082	15,569	0	0	0
<b>Program Total: 0000 - Non Program</b>		6,082	15,569	0	0	0
<b>Division Total: 001 - Administration</b>		6,082	15,569	0	0	0
<b>Department Total: 10 - Administration</b>		6,082	15,569	0	0	0
<b>Department: 14 - Legal</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
31.14.001.0000.530.05	Legal Corporate	2,410	836	0	0	2,000
<i>Account Classification Total: OSERV - Outside Services</i>		2,410	836	0	0	2,000
<b>Program Total: 0000 - Non Program</b>		2,410	836	0	0	2,000
<b>Division Total: 001 - Administration</b>		2,410	836	0	0	2,000
<b>Department Total: 14 - Legal</b>		2,410	836	0	0	2,000
<b>Department: 40 - Engineering</b>						
<b>Division: 470 - General Engineering</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
31.40.470.0000.523.50	Other Services General Engineering	1,426	1,303	0	30,110	50,000
<i>Account Classification Total: OSERV - Outside Services</i>		1,426	1,303	0	30,110	50,000
<b>Program Total: 0000 - Non Program</b>		1,426	1,303	0	30,110	50,000
<b>Division Total: 470 - General Engineering</b>		1,426	1,303	0	30,110	50,000
<b>Department Total: 40 - Engineering</b>		1,426	1,303	0	30,110	50,000
<b>EXPENSES Total</b>		9,918	17,708	0	30,110	52,000
Fund REVENUE	Total: 31 - Main/Archer Avenue TIF Fund	0	5,000	0	30,110	52,000
Fund EXPENSE	Total: 31 - Main/Archer Avenue TIF Fund	9,918	17,708	0	30,110	52,000
<b>Fund Total: 31 - Main/Archer Avenue TIF Fund</b>		(9,918)	(12,708)	0	0	0

**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

TOD TIF

	Actual 2016-17	Actual 2017-18	Actual 2018-19 (unaudited)	Adopted 2019-20
<b>REVENUES</b>				
Taxes				
Property	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-
Intergovernmental and contributions	-	-	-	-
Investment income				-
Miscellaneous income			-	60,000
Proceeds from sale of capital assets			-	-
Transfers in				-
Total revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>60,000</u>
<b>EXPENDITURES</b>				
Current				
General government	-		39,820	55,000
Public safety	-	-	-	-
Highways and streets	-	-	-	-
Capital outlay	-	-	-	-
Debt service				-
Principal				-
Interest and fiscal charges				-
Water and sewer operations	-	-	-	-
Parking lot operations	-	-	-	-
Transfers out	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>39,820</u>	<u>55,000</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>(39,820)</u>	<u>5,000</u>
<b>BEGINNING FUND BALANCE, MAY 1</b>	-	-	-	-
<b>ENDING FUND BALANCE, APRIL 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (39,820)</u>	<u>\$ 5,000</u>

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 33 - Transit-Oriented Dev TIF Fund</b>						
<b>REVENUES</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>MISC - Miscellaneous Revenues</i>						
33.01.001.0000.490.00	Reallocated Prior Year Funds Budget Carryover	0	0	0	39,000	0
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		0	0	0	39,000	0
<i>TAX - Taxes</i>						
33.01.001.0000.410.87	Property Tax TOD TIF	0	0	0	0	60,000
<i>Account Classification Total: TAX - Taxes</i>		0	0	0	0	60,000
<b>Program Total: 0000 - Non Program</b>		0	0	0	39,000	60,000
<b>Division Total: 001 - Administration</b>		0	0	0	39,000	60,000
<b>Department Total: 01 - Revenues</b>		0	0	0	39,000	60,000
<b>REVENUES Total</b>		0	0	0	39,000	60,000
<b>EXPENSES</b>						
<b>Department: 40 - Engineering</b>						
<b>Division: 470 - General Engineering</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
33.40.470.0000.523.50	Other Services General Engineering	0	0	0	0	50,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	0	0	50,000
<b>Program Total: 0000 - Non Program</b>		0	0	0	0	50,000
<b>Division Total: 470 - General Engineering</b>		0	0	0	0	50,000
<b>Department Total: 40 - Engineering</b>		0	0	0	0	50,000
<b>Department: 45 - Community Development</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
33.45.001.0000.523.10	Other Services Consulting	0	0	0	39,000	5,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	0	39,000	5,000
<b>Program Total: 0000 - Non Program</b>		0	0	0	39,000	5,000
<b>Division Total: 001 - Administration</b>		0	0	0	39,000	5,000
<b>Department Total: 45 - Community Development</b>		0	0	0	39,000	5,000
<b>EXPENSES Total</b>		0	0	0	39,000	55,000
Fund REVENUE	Total: 33 - Transit-Oriented Dev TIF Fund	0	0	0	39,000	60,000
Fund EXPENSE	Total: 33 - Transit-Oriented Dev TIF Fund	0	0	0	39,000	55,000
<b>Fund Total: 33 - Transit-Oriented Dev TIF Fund</b>		0	0	0	0	5,000

# Infrastructure Fund/Road Improvement Fund

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## ➤ *Mission*

To provide for additional road improvement utilizing the Village's collected utility tax.

## ➤ *Description of Functions*

Road Improvement Fund is funded by the electric and gas utility tax the Village collects. Per the Village's Strategic Plan, the Department of Public Works budgets this fund based upon the conditions of the roadway infrastructure. Additionally, this fund will support various debt service payments for debt issuances relating to street infrastructure.

### Road Improvement Fund

	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	FY20 Adopted Budget
<b>Fund: 40 Road Improvement Fund</b>					
Revenue					
Intergovernmental Rev	\$ 28,576	\$ 174,944	\$ 36,500	\$ 36,500	\$ 157,500
Interest Income	5,208	2,175	2,000	2,000	3,000
Miscellaneous Rev	13,800	-	-	-	130,000
Taxes	1,369,178	1,289,455	1,390,000	1,390,000	1,038,752
<b>Revenue Totals</b>	<b>\$ 1,416,762</b>	<b>\$ 1,466,573</b>	<b>\$ 1,428,500</b>	<b>\$ 1,428,500</b>	<b>\$ 1,329,252</b>
Expenditures					
Outside Services	\$ 27,474	\$ 9,562	\$ 20,000	\$ 20,000	\$ 0
-Materials & Supplies	3,499	8,749	-	-	-
Capital Outlay	774,355	311,274	453,940	483,930	1,269,440
Other Financing Uses	1,014,875	734,180	901,527	901,527	-
<b>Expenditure Totals</b>	<b>\$ 1,820,202</b>	<b>\$ 1,063,763</b>	<b>\$ 1,375,467</b>	<b>\$ 1,405,457</b>	<b>\$ 1,269,440</b>

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						
<i>CAP - Capital Outlay</i>						
40.90.500.0000.604.05	Infrastructure Engineering	2,448	0	0	0	0
40.90.500.0000.604.10	Infrastructure Construction	194,751	0	0	0	0
<i>Account Classification Total: CAP - Capital Outlay</i>		197,199	0	0	0	0
<b>Program Total: 0000 - Non Program</b>		197,199	0	0	0	0
<b>Program: 5025 - Sidewalks</b>						
<i>CAP - Capital Outlay</i>						
40.90.500.5025.604.10	Infrastructure Construction	17,649	15,475	0	0	0
<i>Account Classification Total: CAP - Capital Outlay</i>		17,649	15,475	0	0	0
<b>Program Total: 5025 - Sidewalks</b>		17,649	15,475	0	0	0
<b>Division Total: 500 - Capital</b>		214,848	15,475	0	0	0
<b>Department Total: 90 - General Government</b>		214,848	15,475	0	0	0
<b>Department: 92 - Public Works Capital</b>						
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						
<i>CAP - Capital Outlay</i>						
40.92.500.0000.604.05	Infrastructure Engineering	126,532	115,183	49,500	49,500	0
40.92.500.0000.604.10	Infrastructure Construction	56,876	95,321	404,440	434,430	0
<i>Account Classification Total: CAP - Capital Outlay</i>		183,409	210,504	453,940	483,930	0
<b>Program Total: 0000 - Non Program</b>		183,409	210,504	453,940	483,930	0
<b>Program: 5002 - Triangle Project</b>						
<i>CAP - Capital Outlay</i>						
40.92.500.5002.604.10	Infrastructure Construction	0	42,073	0	0	0
<i>Account Classification Total: CAP - Capital Outlay</i>		0	42,073	0	0	0
<b>Program Total: 5002 - Triangle Project</b>		0	42,073	0	0	0
<b>Program: 5003 - Walker/McCarthy Intersection Imp</b>						
<i>CAP - Capital Outlay</i>						
40.92.500.5003.604.10	Infrastructure Construction	0	36,023	0	0	0
<i>Account Classification Total: CAP - Capital Outlay</i>		0	36,023	0	0	0
<b>Program Total: 5003 - Walker/McCarthy Intersection Imp</b>		0	36,023	0	0	0
<b>Program: 5039 - Bridge Repair</b>						
<i>CAP - Capital Outlay</i>						
40.92.500.5039.604.05	Infrastructure Engineering	30,611	7,197	0	0	0
40.92.500.5039.604.10	Infrastructure Construction	266,434	0	0	0	0
<i>Account Classification Total: CAP - Capital Outlay</i>		297,045	7,197	0	0	0
<b>Program Total: 5039 - Bridge Repair</b>		297,045	7,197	0	0	0
<b>Program: 5047 - 2013 Motor Fuel Tax</b>						
<i>CAP - Capital Outlay</i>						
40.92.500.5047.604.10	Infrastructure Construction	79,054	0	0	0	0
<i>Account Classification Total: CAP - Capital Outlay</i>		79,054	0	0	0	0
<b>Program Total: 5047 - 2013 Motor Fuel Tax</b>		79,054	0	0	0	0
<b>Division Total: 500 - Capital</b>		559,507	295,796	453,940	483,930	0
<b>Department Total: 92 - Public Works Capital</b>		559,507	295,796	453,940	483,930	0
<b>EXPENSES Total</b>		1,820,202	1,063,763	1,375,467	1,405,457	0
Fund REVENUE	Total: 40 - Road Improvement Fund	1,416,762	1,466,573	1,428,500	1,428,500	0
Fund EXPENSE	Total: 40 - Road Improvement Fund	1,820,202	1,063,763	1,375,467	1,405,457	0
<b>Fund Total: 40 - Road Improvement Fund</b>		(403,440)	402,811	53,033	23,043	0
<b>Fund: 53 - Infrastructure Fund</b>						
<b>REVENUES</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>IG - Intergovernmental Revenues</i>						
53.01.000.0000.420.06	Shared Revenue Non Home Rule Sales Tax	0	0	0	0	900,000

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
53.01.000.0000.445.05	Grants Capital Project Grants	0	0	0	0	100,000
53.01.000.0000.446.05	Contributions Developer	0	0	0	0	157,500
53.01.000.0000.450.20	Reimbursements Engineering	0	0	0	0	138,752
<i>Account Classification Total: IG - Intergovernmental Revenues</i>		0	0	0	0	1,296,252
<i>INT - Interest Income</i>						
53.01.000.0000.470.05	Interest Income Interest on Investments	0	0	0	0	3,000
<i>Account Classification Total: INT - Interest Income</i>		0	0	0	0	3,000
<i>L&amp;P - Licenses and Permits</i>						
53.01.000.0000.432.40	Business Licenses & Permits Oversize, Overweight	0	0	0	0	30,000
<i>Account Classification Total: L&amp;P - Licenses and Permits</i>		0	0	0	0	30,000
<b>Program Total: 0000 - Non Program</b>		0	0	0	0	1,329,252
<b>Division Total: 000 - Non Division</b>		0	0	0	0	1,329,252
<b>Department Total: 01 - Revenues</b>		0	0	0	0	1,329,252
<b>REVENUES Total</b>		0	0	0	0	1,329,252
<b>EXPENSES</b>						
<b>Department: 92 - Public Works Capital</b>						
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						
<i>CAP - Capital Outlay</i>						
53.92.500.0000.604.05	Infrastructure Engineering	0	0	0	0	248,500
53.92.500.0000.604.10	Infrastructure Construction	0	0	0	0	1,020,940
<i>Account Classification Total: CAP - Capital Outlay</i>		0	0	0	0	1,269,440
<b>Program Total: 0000 - Non Program</b>		0	0	0	0	1,269,440
<b>Division Total: 500 - Capital</b>		0	0	0	0	1,269,440
<b>Department Total: 92 - Public Works Capital</b>		0	0	0	0	1,269,440
<b>EXPENSES Total</b>		0	0	0	0	1,269,440
Fund REVENUE	Total: 53 - Infrastructure Fund	0	0	0	0	1,329,252
Fund EXPENSE	Total: 53 - Infrastructure Fund	0	0	0	0	1,269,440
<b>Fund Total: 53 - Infrastructure Fund</b>		0	0	0	0	59,812

# Water Department

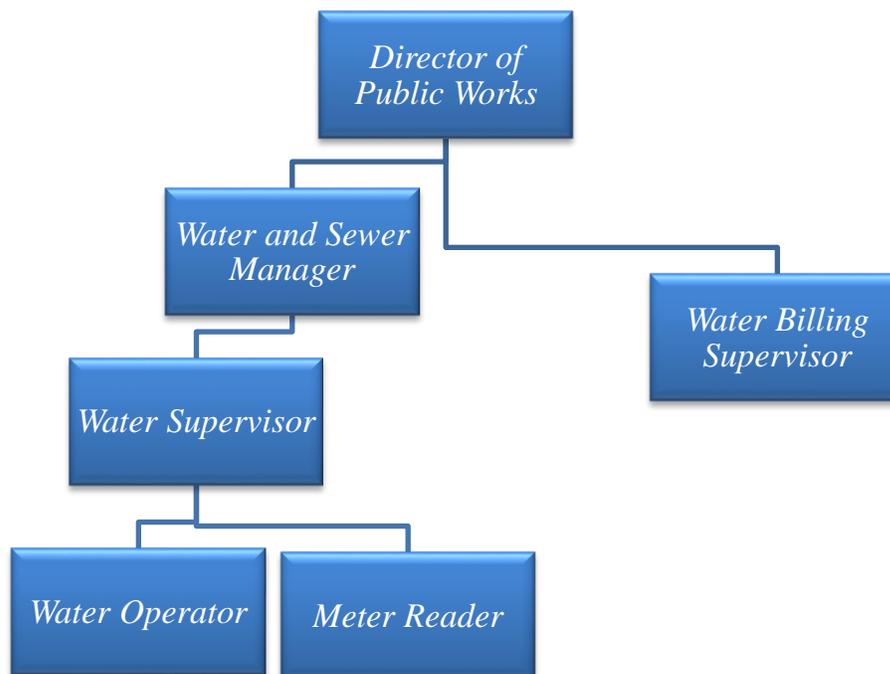
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## ➤ *Mission Statement*

As a team, The Water Department is committed to providing for the enhancement of the Village infrastructure through aggressive planning and maintenance.

## ➤ *Services and Responsibilities*

- Maintain administration of the water, wastewater and storm sewer services
- Provide high quality drinking water to Lemont’s utility customers through effective maintenance of the Village’s wells and the distribution lines
- Ensure that the Village is in compliance with all regulations
- Direct and coordinate all capital projects relating to the water, wastewater and storm sewer services



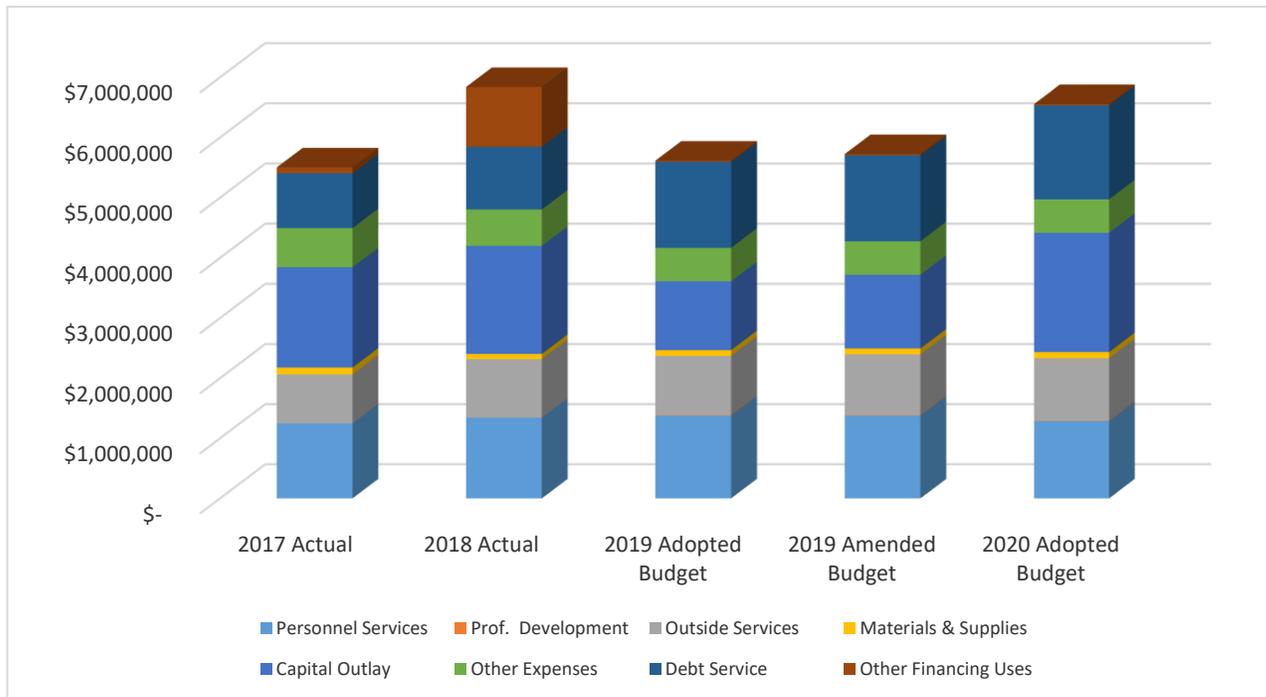
**\*Note: Public Works staff and Water/Sewer staff support each other- goals are listed in the Public Works section.**

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 40 - Road Improvement Fund</b>						
<b>REVENUES</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>IG - Intergovernmental Revenues</i>						
40.01.000.0000.445.05	Grants Capital Project Grants	0	143,415	0	0	0
40.01.000.0000.446.05	Contributions Developer	0	0	36,500	36,500	0
40.01.000.0000.450.20	Reimbursements Engineering	28,576	31,529	0	0	0
<i>Account Classification Total: IG - Intergovernmental Revenues</i>		28,576	174,944	36,500	36,500	0
<i>INT - Interest Income</i>						
40.01.000.0000.470.05	Interest Income Interest on Investments	5,208	2,175	2,000	2,000	0
<i>Account Classification Total: INT - Interest Income</i>		5,208	2,175	2,000	2,000	0
<i>MISC - Miscellaneous Revenues</i>						
40.01.000.0000.450.35	Reimbursements Insurance	13,800	0	0	0	0
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		13,800	0	0	0	0
<i>TAX - Taxes</i>						
40.01.000.0000.412.05	UT Tax Telecommunications	526,387	460,642	530,000	530,000	0
40.01.000.0000.412.10	UT Tax Electric	607,448	581,954	600,000	600,000	0
40.01.000.0000.412.15	UT Tax Gas	235,343	246,859	260,000	260,000	0
<i>Account Classification Total: TAX - Taxes</i>		1,369,178	1,289,455	1,390,000	1,390,000	0
<b>Program Total: 0000 - Non Program</b>		1,416,762	1,466,573	1,428,500	1,428,500	0
<b>Division Total: 000 - Non Division</b>		1,416,762	1,466,573	1,428,500	1,428,500	0
<b>Department Total: 01 - Revenues</b>		1,416,762	1,466,573	1,428,500	1,428,500	0
<b>REVENUES Total</b>		1,416,762	1,466,573	1,428,500	1,428,500	0
<b>EXPENSES</b>						
<b>Department: 10 - Administration</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
40.10.001.0000.523.10	Other Services Consulting	27,474	9,562	20,000	20,000	0
<i>Account Classification Total: OSERV - Outside Services</i>		27,474	9,562	20,000	20,000	0
<b>Program Total: 0000 - Non Program</b>		27,474	9,562	20,000	20,000	0
<b>Division Total: 001 - Administration</b>		27,474	9,562	20,000	20,000	0
<b>Department Total: 10 - Administration</b>		27,474	9,562	20,000	20,000	0
<b>Department: 15 - Finance</b>						
<b>Division: 950 - interfund</b>						
<b>Program: 0000 - Non Program</b>						
<i>OFU - Other Financing Uses</i>						
40.15.950.0000.900.10	Interfund Transfers Out General Fund	150,000	0	0	0	0
40.15.950.0000.900.18	Interfund Transfers Out Debt Service Fund	845,240	734,180	901,527	901,527	0
40.15.950.0000.900.24	Interfund Transfers Out Motor Fuel Tax Fund	19,635	0	0	0	0
<i>Account Classification Total: OFU - Other Financing Uses</i>		1,014,875	734,180	901,527	901,527	0
<b>Program Total: 0000 - Non Program</b>		1,014,875	734,180	901,527	901,527	0
<b>Division Total: 950 - interfund</b>		1,014,875	734,180	901,527	901,527	0
<b>Department Total: 15 - Finance</b>		1,014,875	734,180	901,527	901,527	0
<b>Department: 25 - Public Works</b>						
<b>Division: 310 - Streets Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>MATSUP - Materials &amp; Supplies</i>						
40.25.310.0000.568.00	Streets & Alleys Maintenance Supplies General Supplies	3,499	8,749	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		3,499	8,749	0	0	0
<b>Program Total: 0000 - Non Program</b>		3,499	8,749	0	0	0
<b>Division Total: 310 - Streets Division</b>		3,499	8,749	0	0	0
<b>Department Total: 25 - Public Works</b>		3,499	8,749	0	0	0
<b>Department: 90 - General Government</b>						

Village of Lemont  
**Annual Budget by Account Classification Report**

Water/Sewer

	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
Personnel Services	\$ 1,247,186	\$ 1,342,113	\$ 1,374,454	\$ 1,374,454	\$ 1,285,020
Prof. Development	874	675	6,925	6,925	6,795
Outside Services	815,853	975,899	990,317	1,017,001	1,040,942
Materials & Supplies	114,511	85,588	96,300	96,300	102,300
Capital Outlay	1,665,422	1,795,038	1,142,300	1,224,835	1,981,000
Other Expenses	651,751	605,337	557,550	557,550	557,550
Debt Service	910,433	1,042,177	1,428,042	1,428,042	1,561,331
Other Financing Uses	97,491	992,491	20,000	20,000	20,000
<b>Expenditure Totals:</b>	<b>\$ 5,503,521</b>	<b>\$ 6,839,318</b>	<b>\$ 5,615,888</b>	<b>\$ 5,725,107</b>	<b>\$ 6,554,938</b>



**VILLAGE OF LEMONT, ILLINOIS**  
**FY 2019-2020 BUDGET**  
**OVERVIEW OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BY FUND TYPE**

Water Sewer Fund

	Actual 2016-17	Actual 2017-18	Actual 2018-19 (unaudited)	Adopted 2019-20
<b>REVENUES</b>				
Taxes				
Property	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-
Intergovernmental and contributions	527,262	113,618	113,216	113,000
Licenses, permits and inspections	-	-	1,465	-
Charges for services	4,735,111	5,052,731	5,238,320	4,886,000
Penalties	55,227	54,844	775	46,000
Investment income	19,957	37,929	78,275	44,000
Miscellaneous income	640,937	92,600	279,945	248,500
Proceeds from sale of capital assets	-	-	-	-
Transfers in	-	91,066	1,900,946	-
Total revenues	<u>5,978,494</u>	<u>5,442,788</u>	<u>7,612,942</u>	<u>5,337,500</u>
<b>EXPENDITURES</b>				
Current				
General government	1,141,729	1,343,859	1,687,413	1,627,310
Public safety	-	-	-	-
Highways and streets	-	-	-	-
-	-	-	-	-
Capital outlay	1,272,346	1,302,875	1,181,647	2,055,330
Debt service				
Principal				
Interest and fiscal charges	612,985	686,334	601,964	604,076
Water and sewer operations	2,081,521	2,208,665	2,227,871	2,248,222
Parking lot operations	-	-	-	-
Transfers out	75,000	970,000	42,491	-
Total expenditures	<u>5,183,581</u>	<u>6,511,733</u>	<u>5,741,386</u>	<u>6,534,938</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>794,913</u>	<u>(1,068,945)</u>	<u>1,871,556</u>	<u>(1,197,438)</u>
<b>BEGINNING FUND BALANCE, MAY 1</b>	43,047,331	43,842,244	42,696,119	44,567,675
Prior period adjustment		(77,180)		-
<b>FUND BALANCE, APRIL 30</b>	<u>\$ 43,842,244</u>	<u>\$ 42,696,119</u>	<u>\$ 44,567,675</u>	<u>\$ 43,370,237</u>

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 70 - Water &amp; Sewer Fund</b>						
<b>REVENUES</b>						
<b>Department: 00 - Non Department</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>MISC - Miscellaneous Revenues</i>						
70.00.000.0000.490.00	Reallocated Prior Year Funds Budget Carryover	0	0	561,412	561,412	1,197,439
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		0	0	561,412	561,412	1,197,439
<b>Program Total: 0000 - Non Program</b>		0	0	561,412	561,412	1,197,439
<b>Division Total: 000 - Non Division</b>		0	0	561,412	561,412	1,197,439
<b>Department Total: 00 - Non Department</b>		0	0	561,412	561,412	1,197,439
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>F&amp;F - Fines and Fees</i>						
70.01.000.0000.440.55	Fees Recapture Administrative Fee	122	92	0	0	0
<i>Account Classification Total: F&amp;F - Fines and Fees</i>		122	92	0	0	0
<i>INT - Interest Income</i>						
70.01.000.0000.470.05	Interest Income Interest on Investments	19,957	48,259	0	0	44,000
70.01.000.0000.472.10	Investment Income Unrealized Gain/Loss	0	(10,332)	0	0	0
<i>Account Classification Total: INT - Interest Income</i>		19,957	37,928	0	0	44,000
<i>MISC - Miscellaneous Revenues</i>						
70.01.000.0000.450.35	Reimbursements Insurance	8,510	5,753	0	0	0
70.01.000.0000.477.00	Sale of Surplus Property Village Property	11,000	11,000	0	0	0
70.01.000.0000.480.90	Other Miscellaneous income	262,772	7,727	0	0	186,000
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		282,282	24,480	0	0	186,000
<b>Program Total: 0000 - Non Program</b>		302,361	62,499	0	0	230,000
<b>Program: 9907 - NW corner-Bell McCarthy Recaptur</b>						
<i>MISC - Miscellaneous Revenues</i>						
70.01.000.9907.450.75	Reimbursements Recapture Settlement	294,953	0	0	0	0
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		294,953	0	0	0	0
<b>Program Total: 9907 - NW corner-Bell McCarthy Recaptur</b>		294,953	0	0	0	0
<b>Division Total: 000 - Non Division</b>		597,314	62,499	0	0	230,000
<b>Department Total: 01 - Revenues</b>		597,314	62,499	0	0	230,000
<b>Department: 15 - Finance</b>						
<b>Division: 900 - Debt</b>						
<b>Program: 9045 - 2010 A W&amp;S BAB</b>						
<i>IG - Intergovernmental Revenues</i>						
70.15.900.9045.448.05	Other Intergovernmental BAB Rebate	114,846	113,618	113,000	113,000	113,000
<i>Account Classification Total: IG - Intergovernmental Revenues</i>		114,846	113,618	113,000	113,000	113,000
<b>Program Total: 9045 - 2010 A W&amp;S BAB</b>		114,846	113,618	113,000	113,000	113,000
<b>Program: 9080 - 2012C W&amp;S Refunding Bonds</b>						
<i>MISC - Miscellaneous Revenues</i>						
70.15.900.9080.487.00	Bond Premium Current Year Amortization	4,166	4,166	0	0	0
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		4,166	4,166	0	0	0
<b>Program Total: 9080 - 2012C W&amp;S Refunding Bonds</b>		4,166	4,166	0	0	0
<b>Program: 9105 - 2015A W&amp;S GO(ARS) Bond</b>						
<i>MISC - Miscellaneous Revenues</i>						
70.15.900.9105.487.00	Bond Premium Current Year Amortization	15,773	15,773	0	0	0
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		15,773	15,773	0	0	0
<b>Program Total: 9105 - 2015A W&amp;S GO(ARS) Bond</b>		15,773	15,773	0	0	0
<b>Division Total: 900 - Debt</b>		134,785	133,557	113,000	113,000	113,000
<b>Division: 950 - interfund</b>						
<b>Program: 0000 - Non Program</b>						
<i>OTH - Other Financing Sources</i>						
70.15.950.0000.482.36	Interfund Transfers In Special Service Area #1 Fund	0	91,068	0	0	0

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<i>Account Classification Total: OTH - Other Financing Sources</i>		0	91,068	0	0	0
<b>Program Total: 0000 - Non Program</b>		0	91,068	0	0	0
<b>Division Total: 950 - interfund</b>		0	91,068	0	0	0
<b>Department Total: 15 - Finance</b>		134,785	224,626	113,000	113,000	113,000
<b>Department: 70 - Water</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>C/S - Charges for Services</i>						
70.70.000.0000.460.05	Water Service Water Usage	3,286,508	3,469,404	3,300,000	3,300,000	3,300,000
70.70.000.0000.460.10	Water Service Water Penalties	40,293	40,919	35,000	35,000	35,000
70.70.000.0000.460.15	Water Service Fees - Meter Fees	55,238	68,909	65,000	65,000	65,000
70.70.000.0000.460.20	Water Service Fees - Turn On	450	950	1,000	1,000	1,000
70.70.000.0000.460.25	Water Service Fees - Metered Water Use	19,052	27,116	20,000	20,000	20,000
70.70.000.0000.460.40	Water Service Connection	252,000	307,700	300,000	300,000	300,000
<i>Account Classification Total: C/S - Charges for Services</i>		3,653,541	3,914,997	3,721,000	3,721,000	3,721,000
<i>F&amp;F - Fines and Fees</i>						
70.70.000.0000.460.12	Water Service NSF Fees	350	675	500	500	500
<i>Account Classification Total: F&amp;F - Fines and Fees</i>		350	675	500	500	500
<i>IG - Intergovernmental Revenues</i>						
70.70.000.0000.446.05	Contributions Developer	412,416	0	0	0	0
<i>Account Classification Total: IG - Intergovernmental Revenues</i>		412,416	0	0	0	0
<i>L&amp;P - Licenses and Permits</i>						
70.70.000.0000.430.25	Business Licenses & Permits Keinspections Fees	2,425	1,515	0	0	2,000
<i>Account Classification Total: L&amp;P - Licenses and Permits</i>		2,425	1,515	0	0	2,000
<i>MISC - Miscellaneous Revenues</i>						
70.70.000.0000.476.15	Rental Income Cell Tower Lease	63,580	68,029	60,000	60,000	60,000
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		63,580	68,029	60,000	60,000	60,000
<b>Program Total: 0000 - Non Program</b>		4,132,312	3,985,216	3,781,500	3,781,500	3,783,500
<b>Division Total: 000 - Non Division</b>		4,132,312	3,985,216	3,781,500	3,781,500	3,783,500
<b>Department Total: 70 - Water</b>		4,132,312	3,985,216	3,781,500	3,781,500	3,783,500
<b>Department: 72 - Sewer</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>C/S - Charges for Services</i>						
70.72.000.0000.462.05	Sewer Service Sewer Usage	941,556	952,652	950,000	950,000	1,000,000
70.72.000.0000.462.10	Sewer Service Sewer Penalty	12,158	11,736	10,000	10,000	11,000
70.72.000.0000.462.20	Sewer Service Connection Fees	180,000	226,000	200,000	200,000	200,000
<i>Account Classification Total: C/S - Charges for Services</i>		1,133,714	1,190,388	1,160,000	1,160,000	1,211,000
<b>Program Total: 0000 - Non Program</b>		1,133,714	1,190,388	1,160,000	1,160,000	1,211,000
<b>Division Total: 000 - Non Division</b>		1,133,714	1,190,388	1,160,000	1,160,000	1,211,000
<b>Department Total: 72 - Sewer</b>		1,133,714	1,190,388	1,160,000	1,160,000	1,211,000
<b>REVENUES Total</b>		5,998,126	5,462,729	5,615,912	5,615,912	6,534,939
<b>EXPENSES</b>						
<b>Department: 10 - Administration</b>						
<b>Division: 140 - Legal- Corporate</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
70.10.140.0000.530.05	Legal Corporate	49,369	34,266	35,000	35,000	35,000
<i>Account Classification Total: OSERV - Outside Services</i>		49,369	34,266	35,000	35,000	35,000
<b>Program Total: 0000 - Non Program</b>		49,369	34,266	35,000	35,000	35,000
<b>Division Total: 140 - Legal- Corporate</b>		49,369	34,266	35,000	35,000	35,000
<b>Department Total: 10 - Administration</b>		49,369	34,266	35,000	35,000	35,000
<b>Department: 14 - Legal</b>						
<b>Division: 140 - Legal- Corporate</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
70.14.140.0000.530.05	Legal Corporate	0	0	0	0	24,000
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G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	0	0	24,000
<b>Program Total: 0000 - Non Program</b>		0	0	0	0	24,000
<b>Division Total: 140 - Legal- Corporate</b>		0	0	0	0	24,000
<b>Division: 141 - Legal-Litigation</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
70.14.141.0000.530.07	Legal Litigation	0	98,008	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		0	98,008	0	0	0
<b>Program Total: 0000 - Non Program</b>		0	98,008	0	0	0
<b>Division Total: 141 - Legal-Litigation</b>		0	98,008	0	0	0
<b>Department Total: 14 - Legal</b>		0	98,008	0	0	24,000
<b>Department: 15 - Finance</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
70.15.001.0000.500.01	Salaries Regular Salaries	3,566	324	32,518	32,518	0
70.15.001.0000.500.02	Salaries Overtime	901	1,271	0	0	0
70.15.001.0000.500.04	Salaries Part-Time	8,413	9,802	19,070	19,070	0
70.15.001.0000.500.07	Salaries Temporary	6,498	0	(4,383)	(4,383)	0
70.15.001.0000.510.15	Fringe Benefits IMRF Er Contribution	(1,735)	79,215	0	0	0
70.15.001.0000.510.25	Fringe Benefits Medical/Dental Insurance	0	0	748	748	0
70.15.001.0000.510.30	Fringe Benefits Vision Insurance	0	0	84	84	0
<i>Account Classification Total: PSER - Personnel Services</i>		17,644	90,612	48,037	48,037	0
<i>OTHER - Other Expenses</i>						
70.15.001.0000.520.41	Financial Services Property Taxes	100,201	0	0	0	0
70.15.001.0000.850.90	Bad Debt Miscellaneous	0	47,787	0	0	0
70.15.001.0000.860.00	Shared Expense Reimbursement	557,550	557,550	557,550	557,550	557,550
<i>Account Classification Total: OTHER - Other Expenses</i>		657,751	605,337	557,550	557,550	557,550
<b>Program Total: 0000 - Non Program</b>		675,395	695,949	605,587	605,587	557,550
<b>Division Total: 001 - Administration</b>		675,395	695,949	605,587	605,587	557,550
<b>Division: 900 - Debt</b>						
<b>Program: 9045 - 2010 A W&amp;S BAB</b>						
<i>DS - Debt Service</i>						
70.15.900.9045.700.00	Principal Payment Debt Payment	90,000	55,000	30,000	30,000	75,000
70.15.900.9045.700.90	Principal Payment Contra Account	(90,000)	(55,000)	0	0	0
70.15.900.9045.705.00	Interest Payment Debt Payment	350,528	347,069	224,635	224,635	343,986
70.15.900.9045.715.00	Bond Service Fees	1,225	1,225	1,225	1,225	1,225
<i>Account Classification Total: DS - Debt Service</i>		351,753	348,294	255,860	255,860	420,211
<b>Program Total: 9045 - 2010 A W&amp;S BAB</b>		351,753	348,294	255,860	255,860	420,211
<b>Program: 9080 - 2012C W&amp;S Refunding Bonds</b>						
<i>DS - Debt Service</i>						
70.15.900.9080.700.00	Principal Payment Debt Payment	330,000	375,000	410,000	410,000	375,000
70.15.900.9080.700.90	Principal Payment Contra Account	(330,000)	(375,000)	0	0	0
70.15.900.9080.705.00	Interest Payment Debt Payment	73,855	66,880	62,505	62,505	54,304
70.15.900.9080.715.00	Bond Service Fees	0	0	0	0	475
<i>Account Classification Total: DS - Debt Service</i>		73,855	66,880	472,505	472,505	429,779
<i>OFU - Other Financing Uses</i>						
70.15.900.9080.705.30	Interest Payment Interest Exp Loss on Refunding	22,491	22,491	0	0	0
<i>Account Classification Total: OFU - Other Financing Uses</i>		22,491	22,491	0	0	0
<b>Program Total: 9080 - 2012C W&amp;S Refunding Bonds</b>		96,346	89,371	472,505	472,505	429,779
<b>Program: 9105 - 2015A W&amp;S GO(ARS) Bond</b>						
<i>DS - Debt Service</i>						
70.15.900.9105.700.00	Principal Payment Debt Payment	300,000	310,000	315,000	315,000	325,000
70.15.900.9105.705.00	Interest Payment Debt Payment	184,350	178,267	174,650	174,650	165,200
70.15.900.9105.715.00	Bond Service Fees	475	475	500	500	550
<i>Account Classification Total: DS - Debt Service</i>		484,825	488,742	490,150	490,150	490,750

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Program Total: 9105 - 2015A W&amp;S GO(ARS) Bond</b>		484,825	488,742	490,150	490,150	490,750
<b>Program: 9118 - 2017C Refunding SSA- Water/Sewer</b>						
<i>DS - Debt Service</i>						
70.15.900.9118.700.00	Principal Payment Debt Payment	0	0	115,000	115,000	105,000
70.15.900.9118.705.00	Interest Payment Debt Payment	0	64,077	18,493	18,493	40,586
70.15.900.9118.710.00	Other financing Uses Fees	0	22,711	0	0	0
70.15.900.9118.715.00	Bond Service Fees	0	0	675	675	675
<i>Account Classification Total: DS - Debt Service</i>		0	86,787	134,168	134,168	146,261
<b>Program Total: 9118 - 2017C Refunding SSA- Water/Sewer</b>		0	86,787	134,168	134,168	146,261
<b>Division Total: 900 - Debt</b>		932,924	1,013,194	1,352,683	1,352,683	1,487,001
<b>Division: 950 - interfund</b>						
<b>Program: 0000 - Non Program</b>						
<i>OFU - Other Financing Uses</i>						
70.15.950.0000.900.20	Interfund Transfers Out IMRF Fund	40,000	30,000	0	0	0
70.15.950.0000.900.22	Interfund Transfers Out Social Security Fund	0	80,000	20,000	20,000	0
70.15.950.0000.900.36	Interfund Transfers Out Special Service Area#1 Fund	35,000	860,000	0	0	0
<i>Account Classification Total: OFU - Other Financing Uses</i>		75,000	970,000	20,000	20,000	0
<b>Program Total: 0000 - Non Program</b>		75,000	970,000	20,000	20,000	0
<b>Division Total: 950 - interfund</b>		75,000	970,000	20,000	20,000	0
<b>Department Total: 15 - Finance</b>		1,683,318	2,679,143	1,978,270	1,978,270	2,044,551
<b>Department: 40 - Engineering</b>						
<b>Division: 470 - General Engineering</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
70.40.470.0000.523.50	Other Services General Engineering	39,719	20,381	15,000	15,000	20,000
<i>Account Classification Total: OSERV - Outside Services</i>		39,719	20,381	15,000	15,000	20,000
<b>Program Total: 0000 - Non Program</b>		39,719	20,381	15,000	15,000	20,000
<b>Division Total: 470 - General Engineering</b>		39,719	20,381	15,000	15,000	20,000
<b>Department Total: 40 - Engineering</b>		39,719	20,381	15,000	15,000	20,000
<b>Department: 50 - Information Technology</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
70.50.001.0000.523.15	Other Services Data Processing / Technology	30,290	29,783	20,000	20,000	30,000
70.50.001.0000.525.10	Communications Telephone	14,218	14,920	10,000	10,000	15,000
70.50.001.0000.545.05	Maintenance Contract Equipment	5,885	6,420	6,000	6,000	6,500
70.50.001.0000.545.75	Maintenance Contract Software	46,509	62,662	35,000	35,000	8,060
<i>Account Classification Total: OSERV - Outside Services</i>		96,902	113,784	71,000	71,000	59,560
<b>Program Total: 0000 - Non Program</b>		96,902	113,784	71,000	71,000	59,560
<b>Division Total: 001 - Administration</b>		96,902	113,784	71,000	71,000	59,560
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						
<i>CAP - Capital Outlay</i>						
70.50.500.0000.614.10	Capital Outlay Software & Technology Software & Cloud Based Software	0	0	20,800	20,800	0
70.50.500.0000.616.10	Capital Outlay Computer Equipment Small Inventory Asset	0	4,328	0	0	0
70.50.500.0000.616.15	Capital Outlay Computer Equipment Small Inventory- Computers	0	0	9,000	9,000	0
<i>Account Classification Total: CAP - Capital Outlay</i>		0	4,328	29,800	29,800	0
<b>Program Total: 0000 - Non Program</b>		0	4,328	29,800	29,800	0
<b>Division Total: 500 - Capital</b>		0	4,328	29,800	29,800	0
<b>Department Total: 50 - Information Technology</b>		96,902	118,112	100,800	100,800	59,560
<b>Department: 70 - Water</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
70.70.001.0000.500.01	Salaries Regular Salaries	169,573	159,906	137,242	137,242	158,315

Village of Lemont

Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
70.70.001.0000.500.02	Salaries Overtime	632	1,985	42,946	42,946	0
70.70.001.0000.500.04	Salaries Part-Time	3,692	7,047	17,489	17,489	31,215
70.70.001.0000.510.05	Fringe Benefits Deferred Compensation	875	897	875	875	876
70.70.001.0000.510.25	Fringe Benefits Medical/Dental Insurance	28,405	29,103	30,147	30,147	28,837
70.70.001.0000.510.30	Fringe Benefits Vision Insurance	345	359	338	338	193
70.70.001.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	366
70.70.001.0000.510.45	Fringe Benefits Vehicle Reimbursement	1,050	1,050	1,050	1,050	1,050
70.70.001.0000.510.46	Fringe Benefits Phone Allowance	105	105	105	105	106
<i>Account Classification Total: PSER - Personnel Services</i>		204,676	200,453	230,192	230,192	220,958
<i>PROFDEVEL - Professional Development</i>						
70.70.001.0000.515.05	Personnel Development Meetings/Activities/Expenses	369	0	1,000	1,000	1,000
70.70.001.0000.515.10	Personnel Development Training and Conferences	0	0	1,390	1,390	0
70.70.001.0000.515.20	Personnel Development Membership and Dues	505	505	505	505	505
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		874	505	2,895	2,895	1,505
<i>OSERV - Outside Services</i>						
70.70.001.0000.520.05	Financial Services Banking	4,483	8,750	4,000	4,000	10,000
70.70.001.0000.523.10	Other Services Consulting	4,245	0	0	0	0
70.70.001.0000.525.05	Communications Postage	10,200	11,120	13,000	13,000	13,000
70.70.001.0000.525.10	Communications Telephone	829	0	1,800	1,800	0
70.70.001.0000.525.15	Communications Cell Phones	181	328	1,500	1,500	1,500
70.70.001.0000.525.25	Communications Internet Service	0	0	750	750	0
70.70.001.0000.525.35	Communications Cable TV	0	0	400	400	0
70.70.001.0000.527.05	Insurance IRMA Premium	(11,270)	27,700	12,500	12,500	25,000
70.70.001.0000.527.10	Insurance IRMA Deductible	0	0	5,000	5,000	5,000
70.70.001.0000.540.05	Printing/Advertising Recording and Legal Notices	0	0	1,000	1,000	1,000
70.70.001.0000.540.10	Printing/Advertising Outside Print Services	4,658	2,733	3,500	3,500	3,500
70.70.001.0000.558.05	Rent/Lease Office Equipment	4,924	3,620	5,000	5,000	5,000
<i>Account Classification Total: OSERV - Outside Services</i>		18,251	54,251	48,450	48,450	64,000
<i>MATSUP - Materials &amp; Supplies</i>						
70.70.001.0000.560.05	Office Supplies General	819	520	2,000	2,000	2,000
70.70.001.0000.560.10	Office Supplies Paper	40	83	100	100	200
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		860	603	2,100	2,100	2,200
<b>Program Total: 0000 - Non Program</b>		224,661	255,811	283,637	283,637	288,663
<b>Division Total: 001 - Administration</b>		224,661	255,811	283,637	283,637	288,663
<b>Division: 120 - Human Resources</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
70.70.120.0000.500.01	Salaries Regular Salaries	0	9,640	15,857	15,857	15,856
70.70.120.0000.510.25	Fringe Benefits Medical/Dental Insurance	0	349	544	544	537
70.70.120.0000.510.30	Fringe Benefits Vision Insurance	0	21	37	37	25
70.70.120.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	30
70.70.120.0000.510.50	Fringe Benefits EAP Benefit	249	249	0	0	0
<i>Account Classification Total: PSER - Personnel Services</i>		249	10,259	16,437	16,437	16,448
<i>PROFDEVEL - Professional Development</i>						
70.70.120.0000.515.10	Personnel Development Training and Conferences	0	0	1,390	1,390	1,400
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		0	0	1,390	1,390	1,400
<i>OSERV - Outside Services</i>						
70.70.120.0000.523.05	Other Services Medical	0	0	1,050	1,050	1,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	1,050	1,050	1,000
<b>Program Total: 0000 - Non Program</b>		249	10,259	18,877	18,877	18,848
<b>Division Total: 120 - Human Resources</b>		249	10,259	18,877	18,877	18,848
<b>Division: 320 - Vehicle Maintenance Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
70.70.320.0000.500.01	Salaries Regular Salaries	31,833	33,243	33,743	33,743	30,656

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
70.70.320.0000.500.02	Salaries Overtime	135	0	0	0	0
70.70.320.0000.510.25	Fringe Benefits Medical/Dental Insurance	9,939	10,343	11,073	11,073	10,405
70.70.320.0000.510.30	Fringe Benefits Vision Insurance	100	103	107	107	70
70.70.320.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	84
<i>Account Classification Total: PSER - Personnel Services</i>		42,006	43,689	44,923	44,923	41,215
<i>PROFDEVEL - Professional Development</i>						
70.70.320.0000.515.10	Personnel Development Training and Conferences	0	170	1,250	1,250	2,500
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		0	170	1,250	1,250	2,500
<i>OSERV - Outside Services</i>						
70.70.320.0000.545.05	Maintenance Contract Equipment	0	1,650	2,000	2,000	0
70.70.320.0000.545.70	Maintenance Contract Vehicle Maintenance	2,026	2,631	2,393	2,393	2,750
70.70.320.0000.546.00	Equipment Maintenance General	10,007	6,263	11,700	11,700	11,700
<i>Account Classification Total: OSERV - Outside Services</i>		12,033	10,544	16,093	16,093	14,450
<i>MATSUP - Materials &amp; Supplies</i>						
70.70.320.0000.565.10	Operating Supplies Motor Fuel	38,298	25,818	20,000	20,000	10,000
70.70.320.0000.565.15	Operating Supplies Tools & Equipment	4,208	2,098	2,500	2,500	2,500
70.70.320.0000.572.20	Vehicle Maintenance Supplies Water & Sewer	7,601	9,669	5,000	5,000	5,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		50,107	37,585	27,500	27,500	17,500
<b>Program Total: 0000 - Non Program</b>		104,146	91,988	89,766	89,766	75,665
<b>Division Total: 320 - Vehicle Maintenance Division</b>		104,146	91,988	89,766	89,766	75,665
<b>Division: 330 - Facilities Management Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
70.70.330.0000.523.50	Other Services General Engineering	0	1,742	0	0	0
70.70.330.0000.545.55	Maintenance Contract Public Works Facility	0	0	0	0	5,691
70.70.330.0000.548.10	Streets & Alley Maintenance Services	1,938	1,318	3,500	3,500	3,500
70.70.330.0000.550.15	Building and Grounds Maintenance Public Works Facility	3,719	15,966	10,528	10,690	4,750
<i>Account Classification Total: OSERV - Outside Services</i>		5,656	19,025	14,028	14,190	13,941
<i>MATSUP - Materials &amp; Supplies</i>						
70.70.330.0000.565.15	Operating Supplies Tools & Equipment	2,661	2,393	5,500	5,500	0
70.70.330.0000.565.20	Operating Supplies Safety	1,487	1,065	1,500	1,500	2,000
70.70.330.0000.570.00	Maintenance Supplies Maintenance Supplies	59	0	0	0	0
70.70.330.0000.585.00	Building & Grounds Supplies Other	37	123	0	0	0
70.70.330.0000.585.15	Building & Grounds Supplies Public Works Facility	718	1,063	2,000	2,000	2,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		4,962	4,645	9,000	9,000	4,000
<b>Program Total: 0000 - Non Program</b>		10,618	23,670	23,028	23,190	17,941
<b>Program: 8020 - Well #3</b>						
<i>OSERV - Outside Services</i>						
70.70.330.8020.545.05	Maintenance Contract Equipment	9,818	3,147	3,000	3,000	10,000
70.70.330.8020.550.35	Building and Grounds Maintenance Well House	5,478	2,181	10,000	10,000	3,000
70.70.330.8020.570.10	Maintenance Supplies Wells	0	0	100	100	100
<i>Account Classification Total: OSERV - Outside Services</i>		15,296	5,328	13,100	13,100	13,100
<b>Program Total: 8020 - Well #3</b>		15,296	5,328	13,100	13,100	13,100
<b>Program: 8021 - Well #4</b>						
<i>OSERV - Outside Services</i>						
70.70.330.8021.545.05	Maintenance Contract Equipment	1,677	1,501	3,000	3,000	10,000
70.70.330.8021.550.35	Building and Grounds Maintenance Well House	178	1,982	3,000	3,000	3,000
70.70.330.8021.570.10	Maintenance Supplies Wells	0	12	100	100	100
<i>Account Classification Total: OSERV - Outside Services</i>		1,854	3,494	6,100	6,100	13,100
<b>Program Total: 8021 - Well #4</b>		1,854	3,494	6,100	6,100	13,100
<b>Program: 8022 - Well #5</b>						
<i>OSERV - Outside Services</i>						
70.70.330.8022.545.05	Maintenance Contract Equipment	20,228	15,896	10,000	10,000	10,000
70.70.330.8022.550.35	Building and Grounds Maintenance Well House	4,437	2,291	4,675	4,675	3,000
70.70.330.8022.570.10	Maintenance Supplies Wells	0	0	100	100	100

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<i>Account Classification Total: OSERV - Outside Services</i>		24,665	18,187	14,775	14,775	13,100
<b>Program Total: 8022 - Well #5</b>		24,665	18,187	14,775	14,775	13,100
<b>Program: 8023 - Well #6</b>						
<i>OSERV - Outside Services</i>						
70.70.330.8023.545.05	Maintenance Contract Equipment Building and Grounds Maintenance Well Houses	1,392	4,995	10,000	10,323	10,000
70.70.330.8023.550.35		258	3,869	3,000	3,000	3,000
70.70.330.8023.570.10	Maintenance Supplies Wells	0	25	100	100	100
<i>Account Classification Total: OSERV - Outside Services</i>		1,650	8,890	13,100	13,423	13,100
<b>Program Total: 8023 - Well #6</b>		1,650	8,890	13,100	13,423	13,100
<b>Division Total: 330 - Facilities Management Division</b>		54,083	59,569	70,103	70,588	70,341
<b>Division: 360 - Water Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
70.70.360.0000.500.01	Salaries Regular Salaries	270,965	283,717	287,296	287,296	273,662
70.70.360.0000.500.02	Salaries Overtime	44,241	36,879	0	0	20,475
70.70.360.0000.500.04	Salaries Part-Time	14,799	13,815	21,388	21,388	21,837
70.70.360.0000.510.25	Fringe Benefits Medical/Dental Insurance	68,621	66,297	76,722	76,722	58,163
70.70.360.0000.510.30	Fringe Benefits Vision Insurance	759	790	815	815	373
70.70.360.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	637
<i>Account Classification Total: PSER - Personnel Services</i>		399,384	401,498	386,221	386,221	375,147
<i>OSERV - Outside Services</i>						
70.70.360.0000.523.40	Other Services Water Testing	8,443	7,349	20,000	20,000	20,000
70.70.360.0000.525.15	Communications Cell Phones	4,294	4,200	2,500	2,500	5,000
70.70.360.0000.545.05	Maintenance Contract Equipment	1,500	0	0	0	1,500
70.70.360.0000.552.00	Maintenance Services Water System	33,431	16,083	40,000	40,000	40,000
70.70.360.0000.570.05	General Maintenance Supplies Water System Supplies	17,681	18,432	20,000	20,000	20,000
70.70.360.0000.570.10	Maintenance Supplies Wells	2,573	0	7,500	7,500	0
70.70.360.0000.570.15	Maintenance Supplies Softener	2,935	0	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		70,858	46,064	90,000	90,000	86,500
<i>MATSUP - Materials &amp; Supplies</i>						
70.70.360.0000.562.00	Uniforms Full Time Employees	2,718	2,358	3,500	3,500	3,500
70.70.360.0000.565.15	Operating Supplies Tools & Equipment	0	0	0	0	5,500
70.70.360.0000.570.00	Maintenance Supplies Maintenance Supplies	850	0	0	0	0
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		3,568	2,358	3,500	3,500	9,000
<b>Program Total: 0000 - Non Program</b>		473,810	449,921	479,721	479,721	470,647
<b>Program: 8020 - Well #3</b>						
<i>OSERV - Outside Services</i>						
70.70.360.8020.570.10	Maintenance Supplies Wells	258	454	500	500	1,000
70.70.360.8020.570.15	Maintenance Supplies Softener	36,574	36,065	45,000	45,000	45,000
<i>Account Classification Total: OSERV - Outside Services</i>		36,832	36,518	45,500	45,500	46,000
<b>Program Total: 8020 - Well #3</b>		36,832	36,518	45,500	45,500	46,000
<b>Program: 8021 - Well #4</b>						
<i>OSERV - Outside Services</i>						
70.70.360.8021.570.10	Maintenance Supplies Wells	258	454	500	500	1,000
70.70.360.8021.570.15	Maintenance Supplies Softener	17,126	8,365	20,000	20,000	20,000
<i>Account Classification Total: OSERV - Outside Services</i>		17,385	8,818	20,500	20,500	21,000
<b>Program Total: 8021 - Well #4</b>		17,385	8,818	20,500	20,500	21,000
<b>Program: 8022 - Well #5</b>						
<i>OSERV - Outside Services</i>						
70.70.360.8022.570.10	Maintenance Supplies Wells	0	1,361	3,000	3,000	2,000
70.70.360.8022.570.15	Maintenance Supplies Softener	8,955	8,340	20,000	20,000	20,000
<i>Account Classification Total: OSERV - Outside Services</i>		8,955	9,701	23,000	23,000	22,000
<b>Program Total: 8022 - Well #5</b>		8,955	9,701	23,000	23,000	22,000
<b>Program: 8023 - Well #6</b>						
<i>OSERV - Outside Services</i>						
70.70.360.8023.570.10	Maintenance Supplies Wells	0	454	500	500	1,000
70.70.360.8023.570.15	Maintenance Supplies Softener	22,987	24,866	35,000	35,000	35,000

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<i>Account Classification Total: OSERV - Outside Services</i>		22,987	25,320	35,500	35,500	36,000
<b>Program Total: 8023 - Well #6</b>		22,987	25,320	35,500	35,500	36,000
<b>Division Total: 360 - Water Division</b>		559,969	530,279	604,221	604,221	595,647
<b>Division: 390 - Utilities</b>						
<b>Program: 8020 - Well #3</b>						
<i>OSERV - Outside Services</i>						
70.70.390.8020.525.10	Communications Telephone	2,576	4,050	2,400	2,400	3,700
70.70.390.8020.580.20	Electric Expense Pump Stations	63,944	53,561	65,000	65,000	65,000
<i>Account Classification Total: OSERV - Outside Services</i>		66,520	57,610	67,400	67,400	68,700
<i>MATSUP - Materials &amp; Supplies</i>						
70.70.390.8020.575.10	Natural Gas Expense Pump House	1,031	1,197	1,500	1,500	1,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		1,031	1,197	1,500	1,500	1,500
<b>Program Total: 8020 - Well #3</b>		67,551	58,808	68,900	68,900	70,200
<b>Program: 8021 - Well #4</b>						
<i>OSERV - Outside Services</i>						
70.70.390.8021.525.10	Communications Telephone	1,359	1,770	1,700	1,700	2,500
70.70.390.8021.580.20	Electric Expense Pump Stations	55,027	50,451	60,000	60,000	60,000
<i>Account Classification Total: OSERV - Outside Services</i>		56,386	52,221	61,700	61,700	62,500
<i>MATSUP - Materials &amp; Supplies</i>						
70.70.390.8021.575.10	Natural Gas Expense Pump House	807	973	1,000	1,000	1,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		807	973	1,000	1,000	1,000
<b>Program Total: 8021 - Well #4</b>		57,193	53,194	62,700	62,700	63,500
<b>Program: 8022 - Well #5</b>						
<i>OSERV - Outside Services</i>						
70.70.390.8022.525.10	Communications Telephone	1,158	1,281	1,200	1,200	1,500
70.70.390.8022.580.20	Electric Expense Pump Stations	65,944	64,898	70,000	70,000	70,000
<i>Account Classification Total: OSERV - Outside Services</i>		67,103	66,180	71,200	71,200	71,500
<b>Program Total: 8022 - Well #5</b>		67,103	66,180	71,200	71,200	71,500
<b>Program: 8023 - Well #6</b>						
<i>OSERV - Outside Services</i>						
70.70.390.8023.525.10	Communications Telephone	3,263	3,966	3,000	3,000	3,700
70.70.390.8023.580.20	Electric Expense Pump Stations	56,153	88,218	75,000	75,000	75,000
<i>Account Classification Total: OSERV - Outside Services</i>		59,416	92,185	78,000	78,000	78,700
<i>MATSUP - Materials &amp; Supplies</i>						
70.70.390.8023.575.10	Natural Gas Expense Pump House	645	686	1,500	1,500	1,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		645	686	1,500	1,500	1,000
<b>Program Total: 8023 - Well #6</b>		60,060	92,870	79,500	79,500	79,700
<b>Division Total: 390 - Utilities</b>		251,907	271,052	282,300	282,300	284,900
<b>Department Total: 70 - Water</b>		1,195,014	1,218,958	1,348,904	1,349,389	1,334,064
<b>Department: 72 - Sewer</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
70.72.001.0000.500.01	Salaries Regular Salaries	156,347	142,194	120,353	120,353	140,611
70.72.001.0000.500.02	Salaries Overtime	321	1,352	42,946	42,946	0
70.72.001.0000.500.04	Salaries Part-Time	3,692	7,047	10,334	10,334	31,215
70.72.001.0000.510.05	Fringe Benefits Deferred Compensation	875	897	875	875	876
70.72.001.0000.510.25	Fringe Benefits Medical/Dental Insurance	25,558	24,055	25,111	25,111	24,096
70.72.001.0000.510.30	Fringe Benefits Vision Insurance	317	311	288	288	158
70.72.001.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	330
70.72.001.0000.510.45	Fringe Benefits Vehicle Reimbursement	1,050	1,050	1,050	1,050	1,050
70.72.001.0000.510.46	Fringe Benefits Phone Allowance	105	105	105	105	106
<i>Account Classification Total: PSER - Personnel Services</i>		188,266	177,010	201,063	201,063	198,443
<i>OSERV - Outside Services</i>						
70.72.001.0000.520.05	Financial Services Banking	3,734	7,762	3,500	3,500	10,000
70.72.001.0000.525.05	Communications Postage	10,244	11,113	13,000	13,000	13,000
70.72.001.0000.525.10	Communications Telephone	829	0	1,800	1,800	0

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
70.72.001.0000.525.15	Communications Cell Phones	38	328	1,500	1,500	1,500
70.72.001.0000.525.25	Communications Internet Service	0	0	750	750	0
70.72.001.0000.525.35	Communications Cable TV	0	0	400	400	0
70.72.001.0000.527.05	Insurance IRMA Premium	(11,270)	27,700	12,500	12,500	12,500
70.72.001.0000.527.10	Insurance IRMA Deductible	0	0	5,000	5,000	5,000
70.72.001.0000.540.05	Printing/Advertising Recording and Legal Notices	0	255	1,000	1,000	1,000
70.72.001.0000.540.10	Printing/Advertising Outside Print Services	2,180	2,678	3,000	3,000	3,000
70.72.001.0000.558.05	Rent/Lease Office Equipment	3,307	3,620	5,000	5,000	5,000
<i>Account Classification Total: OSERV - Outside Services</i>		9,062	53,456	47,450	47,450	51,000
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.001.0000.560.05	Office Supplies General	550	342	2,000	2,000	2,000
70.72.001.0000.560.10	Office Supplies Paper	69	83	100	100	200
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		620	424	2,100	2,100	2,200
<b>Program Total: 0000 - Non Program</b>		197,948	230,891	250,613	250,613	251,643
<b>Division Total: 001 - Administration</b>		197,948	230,891	250,613	250,613	251,643
<b>Division: 120 - Human Resources</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
70.72.120.0000.500.01	Salaries Regular Salaries	0	9,640	15,857	15,857	15,856
70.72.120.0000.510.25	Fringe Benefits Medical/Dental Insurance	0	354	552	552	546
70.72.120.0000.510.30	Fringe Benefits Vision Insurance	0	22	38	38	26
70.72.120.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	31
70.72.120.0000.510.50	Fringe Benefits EAP Benefit	249	249	0	0	0
<i>Account Classification Total: PSER - Personnel Services</i>		249	10,265	16,447	16,447	16,459
<i>PROFDEVEL - Professional Development</i>						
70.72.120.0000.515.10	Personnel Development Training and Conferences	0	0	1,390	1,390	1,390
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		0	0	1,390	1,390	1,390
<i>OSERV - Outside Services</i>						
70.72.120.0000.523.05	Other Services Medical	0	0	1,050	1,050	1,050
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	1,050	1,050	1,050
<b>Program Total: 0000 - Non Program</b>		249	10,265	18,887	18,887	18,899
<b>Division Total: 120 - Human Resources</b>		249	10,265	18,887	18,887	18,899
<b>Division: 320 - Vehicle Maintenance Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
70.72.320.0000.500.01	Salaries Regular Salaries	31,832	33,242	33,743	33,743	30,655
70.72.320.0000.500.02	Salaries Overtime	31	0	0	0	0
70.72.320.0000.510.25	Fringe Benefits Medical/Dental Insurance	9,938	10,342	11,072	11,072	10,405
70.72.320.0000.510.30	Fringe Benefits Vision Insurance	100	103	107	107	70
70.72.320.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	84
<i>Account Classification Total: PSER - Personnel Services</i>		41,901	43,688	44,922	44,922	41,214
<i>OSERV - Outside Services</i>						
70.72.320.0000.545.05	Maintenance Contract Equipment	84	1,650	2,000	2,000	0
70.72.320.0000.545.70	Maintenance Contract Vehicle Maintenance	213	2,584	2,393	2,393	2,750
70.72.320.0000.546.00	Equipment Maintenance General	24,777	11,570	11,700	20,562	11,700
<i>Account Classification Total: OSERV - Outside Services</i>		25,074	15,803	16,093	24,955	14,450
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.320.0000.565.10	Operating Supplies Motor Fuel	0	0	0	0	10,000
70.72.320.0000.565.15	Operating Supplies Tools & Equipment	121	1,505	2,500	2,500	2,500
70.72.320.0000.572.20	Vehicle Maintenance Supplies Water & Sewer	0	0	5,000	5,000	5,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		121	1,505	7,500	7,500	17,500
<b>Program Total: 0000 - Non Program</b>		67,096	60,996	68,515	77,377	73,164
<b>Division Total: 320 - Vehicle Maintenance Division</b>		67,096	60,996	68,515	77,377	73,164
<b>Division: 330 - Facilities Management Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
70.72.330.0000.523.50	Other Services General Engineering	13,617	10,066	10,000	10,571	22,000
70.72.330.0000.545.55	Maintenance Contract Public Works Facility	0	0	0	0	5,691
70.72.330.0000.548.10	Streets & Alley Maintenance Services	1,938	1,168	3,500	3,500	0
70.72.330.0000.550.15	Building and Grounds Maintenance Public Works Facility	3,719	15,934	10,528	10,690	4,750
70.72.330.0000.553.00	Maintenance Services Sewer System	55,896	17,776	66,000	66,000	66,000
70.72.330.0000.570.20	General Maintenance Supplies Sewer System	758	0	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		75,927	44,944	90,028	90,761	98,441
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.0000.565.15	Operating Supplies Tools & Equipment	214	2,285	2,500	2,500	0
70.72.330.0000.565.20	Operating Supplies Safety	1,487	1,067	1,500	1,500	2,000
70.72.330.0000.585.00	Building & Grounds Supplies Other	37	123	0	0	0
70.72.330.0000.585.15	Building & Grounds Supplies Public Works Facility	718	1,063	2,000	2,000	2,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		2,456	4,538	6,000	6,000	4,000
<b>Program Total: 0000 - Non Program</b>		78,384	49,482	96,028	96,761	102,441
<b>Program: 8000 - Chestnut Crossing Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8000.545.05	Maintenance Contract Equipment	1,983	924	500	500	500
70.72.330.8000.550.40	Building and Grounds Maintenance Lift Stations	0	1,296	10	10	10
<i>Account Classification Total: OSERV - Outside Services</i>		1,983	2,220	510	510	510
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.8000.585.60	Building & Grounds Supplies Lift Stations	0	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	500	500	500
<b>Program Total: 8000 - Chestnut Crossing Lift Station</b>		1,983	2,220	1,010	1,010	1,010
<b>Program: 8001 - Oak Tree Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8001.545.05	Maintenance Contract Equipment	1,250	16,431	18,000	18,000	18,000
70.72.330.8001.550.40	Building and Grounds Maintenance Lift Stations	0	0	10	10	10
<i>Account Classification Total: OSERV - Outside Services</i>		1,250	16,431	18,010	18,010	18,010
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.8001.585.60	Building & Grounds Supplies Lift Stations	0	27	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	27	500	500	500
<b>Program Total: 8001 - Oak Tree Lift Station</b>		1,250	16,458	18,510	18,510	18,510
<b>Program: 8002 - Eagle Ridge Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8002.545.05	Maintenance Contract Equipment	1,250	3	500	500	500
70.72.330.8002.550.40	Building and Grounds Maintenance Lift Stations	0	0	10	10	10
<i>Account Classification Total: OSERV - Outside Services</i>		1,250	3	510	510	510
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.8002.585.60	Building & Grounds Supplies Lift Stations	0	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	500	500	500
<b>Program Total: 8002 - Eagle Ridge Lift Station</b>		1,250	3	1,010	1,010	1,010
<b>Program: 8003 - Kohls - Target Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8003.545.05	Maintenance Contract Equipment	1,250	17,794	500	500	500
70.72.330.8003.550.40	Building and Grounds Maintenance Lift Stations	0	0	10	10	10
<i>Account Classification Total: OSERV - Outside Services</i>		1,250	17,794	510	510	510
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.8003.585.60	Building & Grounds Supplies Lift Stations	0	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	500	500	500
<b>Program Total: 8003 - Kohls - Target Lift Station</b>		1,250	17,794	1,010	1,010	1,010
<b>Program: 8004 - Glens of Connemara Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8004.545.05	Maintenance Contract Equipment	0	6	500	500	500
70.72.330.8004.550.40	Building and Grounds Maintenance Lift Stations	0	0	10	10	10
<i>Account Classification Total: OSERV - Outside Services</i>		0	6	510	510	510
<i>MATSUP - Materials &amp; Supplies</i>						

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
70.72.330.8004.585.60	Building & Grounds Supplies Lift Stations	0	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	500	500	500
<b>Program Total: 8004 - Glens of Connemara Lift Station</b>		0	6	1,010	1,010	1,010
<b>Program: 8005 - Ruffled Feathers Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8005.545.05	Maintenance Contract Equipment	0	3	5,000	5,000	500
70.72.330.8005.550.40	Building and Grounds Maintenance Lift Stations	0	0	10	16,291	10
<i>Account Classification Total: OSERV - Outside Services</i>		0	3	5,010	21,291	510
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.8005.585.60	Building & Grounds Supplies Lift Stations	0	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	500	500	500
<b>Program Total: 8005 - Ruffled Feathers Lift Station</b>		0	3	5,510	21,791	1,010
<b>Program: 8006 - Harpers Grove Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8006.545.05	Maintenance Contract Equipment	1,250	3	500	500	500
70.72.330.8006.550.40	Building and Grounds Maintenance Lift Stations	0	1,700	10	10	10
<i>Account Classification Total: OSERV - Outside Services</i>		1,250	1,703	510	510	510
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.8006.585.60	Building & Grounds Supplies Lift Stations	0	16	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	16	500	500	500
<b>Program Total: 8006 - Harpers Grove Lift Station</b>		1,250	1,719	1,010	1,010	1,010
<b>Program: 8007 - Keepataw Trails Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8007.545.05	Maintenance Contract Equipment	0	0	500	500	500
70.72.330.8007.550.40	Building and Grounds Maintenance Lift Stations	0	0	10	10	10
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	510	510	510
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.8007.585.60	Building & Grounds Supplies Lift Stations	0	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	500	500	500
<b>Program Total: 8007 - Keepataw Trails Lift Station</b>		0	0	1,010	1,010	1,010
<b>Program: 8008 - Smith Farms Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8008.545.05	Maintenance Contract Equipment	0	952	500	500	500
70.72.330.8008.550.40	Building and Grounds Maintenance Lift Stations	0	0	10	10	10
<i>Account Classification Total: OSERV - Outside Services</i>		0	952	510	510	510
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.8008.585.60	Building & Grounds Supplies Lift Stations	0	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	500	500	500
<b>Program Total: 8008 - Smith Farms Lift Station</b>		0	952	1,010	1,010	1,010
<b>Program: 8009 - Main Street Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8009.545.05	Maintenance Contract Equipment	765	1,112	2,000	2,000	500
70.72.330.8009.550.40	Building and Grounds Maintenance Lift Stations	0	0	10	10	10
<i>Account Classification Total: OSERV - Outside Services</i>		765	1,112	2,010	2,010	510
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.8009.585.60	Building & Grounds Supplies Lift Stations	0	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	500	500	500
<b>Program Total: 8009 - Main Street Lift Station</b>		765	1,112	2,510	2,510	1,010
<b>Program: 8010 - Catherine St Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.330.8010.545.05	Maintenance Contract Equipment	0	0	500	500	500
70.72.330.8010.550.40	Building and Grounds Maintenance Lift Stations	0	0	0	0	10
<i>Account Classification Total: OSERV - Outside Services</i>		0	0	500	500	510
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.330.8010.585.60	Building & Grounds Supplies Lift Stations	0	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		0	0	500	500	500
<b>Program Total: 8010 - Catherine St Lift Station</b>		0	0	1,000	1,000	1,010
Village of Lemont, Illinois		161				
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# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Division Total: 330 - Facilities Management Division</b>		86,132	89,748	130,628	147,642	131,051
<b>Division: 370 - Sanitary Sewer</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
70.72.370.0000.500.01	Salaries Regular Salaries	270,931	283,714	287,294	287,294	273,660
70.72.370.0000.500.02	Salaries Overtime	4,047	4,589	0	0	20,475
70.72.370.0000.500.04	Salaries Part-Time	8,462	9,257	21,386	21,386	21,835
70.72.370.0000.510.25	Fringe Benefits Medical/Dental Insurance	68,616	66,293	76,718	76,718	58,158
70.72.370.0000.510.30	Fringe Benefits Vision Insurance	756	787	814	814	372
70.72.370.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	636
<i>Account Classification Total: PSER - Personnel Services</i>		352,812	364,640	386,212	386,212	375,136
<i>OSERV - Outside Services</i>						
70.72.370.0000.523.85	Other Services NPDES	9,712	12,719	14,500	14,500	15,000
70.72.370.0000.525.15	Communications Cell Phones	2,158	0	2,500	2,500	2,500
70.72.370.0000.545.05	Maintenance Contract Equipment	1,500	0	0	323	1,500
70.72.370.0000.570.20	Maintenance Supplies Sewer System	488	3,616	15,000	15,000	15,000
<i>Account Classification Total: OSERV - Outside Services</i>		13,857	16,335	32,000	32,323	34,000
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.370.0000.562.00	Uniforms Full Time Employees	1,638	2,342	3,500	3,500	3,500
70.72.370.0000.565.15	Operating Supplies Tools & Equipment	0	0	0	0	2,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		1,638	2,342	3,500	3,500	6,000
<b>Program Total: 0000 - Non Program</b>		368,306	383,316	421,712	422,035	415,136
<b>Program: 8020 - Well #3</b>						
<i>OSERV - Outside Services</i>						
70.72.370.8020.523.80	Other Services MWRD	0	862	5,000	5,000	5,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	862	5,000	5,000	5,000
<b>Program Total: 8020 - Well #3</b>		0	862	5,000	5,000	5,000
<b>Program: 8021 - Well #4</b>						
<i>OSERV - Outside Services</i>						
70.72.370.8021.523.80	Other Services MWRD	0	328	5,000	5,000	5,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	328	5,000	5,000	5,000
<b>Program Total: 8021 - Well #4</b>		0	328	5,000	5,000	5,000
<b>Program: 8022 - Well #5</b>						
<i>OSERV - Outside Services</i>						
70.72.370.8022.523.80	Other Services MWRD	0	560	5,000	5,000	5,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	560	5,000	5,000	5,000
<b>Program Total: 8022 - Well #5</b>		0	560	5,000	5,000	5,000
<b>Program: 8023 - Well #6</b>						
<i>OSERV - Outside Services</i>						
70.72.370.8023.523.80	Other Services MWRD	0	2,054	5,000	5,000	5,000
<i>Account Classification Total: OSERV - Outside Services</i>		0	2,054	5,000	5,000	5,000
<b>Program Total: 8023 - Well #6</b>		0	2,054	5,000	5,000	5,000
<b>Division Total: 370 - Sanitary Sewer</b>		368,306	387,120	441,712	442,035	435,136
<b>Division: 390 - Utilities</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
70.72.390.0000.525.10	Communications Telephone	470	0	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		470	0	0	0	0
<b>Program Total: 0000 - Non Program</b>		470	0	0	0	0
<b>Program: 8000 - Chestnut Crossing Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.390.8000.525.10	Communications Telephone	1,713	2,163	1,700	1,700	2,940
<i>Account Classification Total: OSERV - Outside Services</i>		1,713	2,163	1,700	1,700	2,940
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.390.8000.575.15	Natural Gas Expense Lift Stations	321	412	400	400	400
70.72.390.8000.580.30	Electric Expense Lift Stations	4,299	2,604	2,500	2,500	2,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		4,620	3,017	2,900	2,900	2,900

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Program Total: 8000 - Chestnut Crossing Lift Station</b>		6,333	5,180	4,600	4,600	5,840
<b>Program: 8001 - Oak Tree Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.390.8001.525.10	Communications Telephone	1,476	1,962	1,700	1,700	2,500
<i>Account Classification Total: OSERV - Outside Services</i>		1,476	1,962	1,700	1,700	2,500
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.390.8001.575.15	Natural Gas Expense Lift Stations	255	337	400	400	400
70.72.390.8001.580.30	Electric Expense Lift Stations	2,027	2,187	2,500	2,500	2,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		2,282	2,524	2,900	2,900	2,900
<b>Program Total: 8001 - Oak Tree Lift Station</b>		3,758	4,486	4,600	4,600	5,400
<b>Program: 8002 - Eagle Ridge Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.390.8002.525.10	Communications Telephone	1,578	2,687	1,700	1,700	3,600
<i>Account Classification Total: OSERV - Outside Services</i>		1,578	2,687	1,700	1,700	3,600
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.390.8002.575.15	Natural Gas Expense Lift Stations	276	321	400	400	400
70.72.390.8002.580.30	Electric Expense Lift Stations	16,079	1,237	1,500	1,500	1,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		16,355	1,559	1,900	1,900	1,900
<b>Program Total: 8002 - Eagle Ridge Lift Station</b>		17,933	4,245	3,600	3,600	5,500
<b>Program: 8003 - Kohls - Target Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.390.8003.525.10	Communications Telephone	973	1,098	1,000	1,000	1,500
<i>Account Classification Total: OSERV - Outside Services</i>		973	1,098	1,000	1,000	1,500
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.390.8003.575.15	Natural Gas Expense Lift Stations	309	325	400	400	400
70.72.390.8003.580.30	Electric Expense Lift Stations	6,568	1,879	2,500	2,500	2,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		6,878	2,203	2,900	2,900	2,900
<b>Program Total: 8003 - Kohls - Target Lift Station</b>		7,851	3,301	3,900	3,900	4,400
<b>Program: 8004 - Glens of Connemara Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.390.8004.525.10	Communications Telephone	1,329	1,716	1,700	1,700	2,200
<i>Account Classification Total: OSERV - Outside Services</i>		1,329	1,716	1,700	1,700	2,200
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.390.8004.575.15	Natural Gas Expense Lift Stations	308	395	400	400	400
70.72.390.8004.580.30	Electric Expense Lift Stations	2,426	2,162	2,500	2,500	2,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		2,733	2,557	2,900	2,900	2,900
<b>Program Total: 8004 - Glens of Connemara Lift Station</b>		4,062	4,273	4,600	4,600	5,100
<b>Program: 8005 - Ruffled Feathers Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.390.8005.525.10	Communications Telephone	1,256	1,634	1,700	1,700	2,100
<i>Account Classification Total: OSERV - Outside Services</i>		1,256	1,634	1,700	1,700	2,100
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.390.8005.575.15	Natural Gas Expense Lift Stations	1,100	1,099	400	400	1,100
70.72.390.8005.580.30	Electric Expense Lift Stations	6,038	7,345	2,500	2,500	7,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		7,138	8,444	2,900	2,900	8,600
<b>Program Total: 8005 - Ruffled Feathers Lift Station</b>		8,394	10,078	4,600	4,600	10,700
<b>Program: 8006 - Harpers Grove Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.390.8006.525.10	Communications Telephone	1,733	2,690	1,700	1,700	3,300
<i>Account Classification Total: OSERV - Outside Services</i>		1,733	2,690	1,700	1,700	3,300
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.390.8006.575.15	Natural Gas Expense Lift Stations	285	341	400	400	400
70.72.390.8006.580.30	Electric Expense Lift Stations	1,916	1,049	2,500	2,500	2,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		2,201	1,390	2,900	2,900	2,400
<b>Program Total: 8006 - Harpers Grove Lift Station</b>		3,934	4,080	4,600	4,600	5,700
<b>Program: 8007 - Keepataw Trails Lift Station</b>						
<i>OSERV - Outside Services</i>						

# Village of Lemont

# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
70.72.390.8007.525.10	Communications Telephone	1,243	1,637	1,700	1,700	2,100
<i>Account Classification Total: OSERV - Outside Services</i>		1,243	1,637	1,700	1,700	2,100
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.390.8007.575.15	Natural Gas Expense Lift Stations	376	368	400	400	500
70.72.390.8007.580.30	Electric Expense Lift Stations	1,949	3,551	2,500	2,500	2,500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		2,325	3,919	2,900	2,900	3,000
<b>Program Total: 8007 - Keepataw Trails Lift Station</b>		3,568	5,556	4,600	4,600	5,100
<b>Program: 8008 - Smith Farms Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.390.8008.525.10	Communications Telephone	397	1,062	900	900	1,100
<i>Account Classification Total: OSERV - Outside Services</i>		397	1,062	900	900	1,100
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.390.8008.575.15	Natural Gas Expense Lift Stations	291	321	400	400	400
70.72.390.8008.580.30	Electric Expense Lift Stations	1,006	1,014	1,000	1,000	1,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		1,298	1,335	1,400	1,400	1,400
<b>Program Total: 8008 - Smith Farms Lift Station</b>		1,694	2,397	2,300	2,300	2,500
<b>Program: 8009 - Main Street Lift Station</b>						
<i>OSERV - Outside Services</i>						
70.72.390.8009.525.10	Communications Telephone	180	181	300	300	300
<i>Account Classification Total: OSERV - Outside Services</i>		180	181	300	300	300
<i>MATSUP - Materials &amp; Supplies</i>						
70.72.390.8009.580.30	Electric Expense Lift Stations	1,868	1,743	2,000	2,000	2,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		1,868	1,743	2,000	2,000	2,000
<b>Program Total: 8009 - Main Street Lift Station</b>		2,048	1,924	2,300	2,300	2,300
<b>Division Total: 390 - Utilities</b>		60,046	45,520	39,700	39,700	52,540
<b>Department Total: 72 - Sewer</b>		779,776	824,540	950,055	976,254	962,433
<b>Department: 93 - Water &amp; Sewer Capital</b>						
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						
<i>CAP - Capital Outlay</i>						
70.93.500.0000.600.00	Capital Outlay Land Land	0	0	0	0	100,000
70.93.500.0000.602.00	Capital Outlay Land Improvements Land Improvements	552	0	0	0	0
70.93.500.0000.604.00	Infrastructure Infrastructure	37,920	0	0	0	0
70.93.500.0000.604.05	Infrastructure Engineering	135,655	202,699	265,000	265,000	396,000
70.93.500.0000.604.10	Infrastructure Construction	965,241	1,180,647	630,000	712,535	1,380,000
70.93.500.0000.604.90	Infrastructure Infrastructure Contra Account	(1,247,965)	(934,599)	0	0	0
70.93.500.0000.608.05	Capital Outlay Vehicles Capitalized Assets	123,044	30,450	0	0	0
70.93.500.0000.608.90	Capital Outlay Vehicles Contra Account	(122,594)	(76,556)	0	0	0
70.93.500.0000.610.05	Capital Outlay Machinery & Equipment Capitalized Asset	90,204	83,695	152,500	152,500	40,000
70.93.500.0000.610.10	Capital Outlay Machinery & Equipment Small Inventory Asset	7,500	0	65,000	65,000	65,000
70.93.500.0000.610.90	Capital Outlay Machinery & Equipment Contra Account	(10,414)	0	0	0	0
70.93.500.0000.614.10	Capital Outlay Software & Technology Software & Cloud Based Software	0	1,500	0	0	0
70.93.500.0000.800.00	Depreciation Expense Current Year	1,278,346	1,302,875	0	0	0
<i>Account Classification Total: CAP - Capital Outlay</i>		1,257,488	1,790,710	1,112,500	1,195,035	1,981,000
<i>OTHER - Other Expenses</i>						
70.93.500.0000.820.00	Loss on Disposal Fixed Assets	(6,000)	0	0	0	0
<i>Account Classification Total: OTHER - Other Expenses</i>		(6,000)	0	0	0	0
<i>DS - Debt Service</i>						
70.93.500.0000.700.20	Principal Payment Capital Lease	0	46,556	68,527	68,527	71,277
70.93.500.0000.705.20	Interest Payment Capital Leases	0	4,918	6,832	6,832	3,053
<i>Account Classification Total: DS - Debt Service</i>		0	51,474	75,359	75,359	74,330
<b>Program Total: 0000 - Non Program</b>		1,251,488	1,842,184	1,187,859	1,270,394	2,055,330
<b>Program: 5004 - McCarthy Road Water Main</b>						
<i>CAP - Capital Outlay</i>						
70.93.500.5004.604.10	Infrastructure Construction	880	0	0	0	0
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# Water/Sewer Detail

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<i>Account Classification Total: CAP - Capital Outlay</i>		880	0	0	0	0
<b>Program Total: 5004 - McCarthy Road Water Main</b>		880	0	0	0	0
<b>Program: 5045 - Lemont East-Bell Road W&amp;S Ext</b>						
<i>OSERV - Outside Services</i>						
70.93.500.5045.523.50	Other Services General Engineering	0	3,727	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		0	3,727	0	0	0
<b>Program Total: 5045 - Lemont East-Bell Road W&amp;S Ext</b>		0	3,727	0	0	0
<b>Program: 5075 - IMTT CULVERT</b>						
<i>CAP - Capital Outlay</i>						
70.93.500.5075.604.10	Infrastructure Construction	407,054	0	0	0	0
<i>Account Classification Total: CAP - Capital Outlay</i>		407,054	0	0	0	0
<b>Program Total: 5075 - IMTT CULVERT</b>		407,054	0	0	0	0
<b>Division Total: 500 - Capital</b>		1,659,422	1,845,912	1,187,859	1,270,394	2,055,330
<b>Department Total: 93 - Water &amp; Sewer Capital</b>		1,659,422	1,845,912	1,187,859	1,270,394	2,055,330
<b>EXPENSES Total</b>		5,503,519	6,839,319	5,615,889	5,725,108	6,534,938
Fund REVENUE	Total: 70 - Water & Sewer Fund	5,998,126	5,462,729	5,615,912	5,615,912	6,534,939
Fund EXPENSE	Total: 70 - Water & Sewer Fund	5,503,519	6,839,319	5,615,889	5,725,108	6,534,938
<b>Fund Total: 70 - Water &amp; Sewer Fund</b>		494,607	(1,376,591)	23	(109,196)	1
REVENUE GRAND Totals:		5,998,126	5,462,729	5,615,912	5,615,912	6,534,939
EXPENSE GRAND Totals:		5,503,519	6,839,319	5,615,889	5,725,108	6,534,938
Grand Totals:		494,607	(1,376,591)	23	(109,196)	1

# Parking Lot Fund

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## ➤ *Mission*

To provide the service and parking spaces for Metra commuters in the most efficient and cost effective way.

## ➤ *Description of Functions*

The Parking Lot Fund is an enterprise fund designated to maintain and operate the Village's Commuter Lot. Commuter parking permits are available to both residents and non-residents. Additionally, there are 150 daily parking spaces available on a first come first serve basis. The revenues generated are sufficient to meet the operating expenses. Excess funds generated over and above operating expenses are reserved for future capital expenditures.

### Parking Lot Fund

	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
<b>Fund: 76 Parking Lot Fund</b>					
<b>Revenue</b>					
Fines and Fees	\$ 9,817	\$ 8,620	\$ 8,000	\$ 8,000	\$ 8,000
Intergovernmental Rev	-	-	250,000	400,000	0
Interest Income	-	-	200	200	200
Licenses and Permits	103,696	101,475	94,000	94,000	99,000
Miscellaneous Revenues		-	-	-	
	5,418				1,864
<b>Revenue Totals</b>	<b>\$ 118,931</b>	<b>\$ 110,094</b>	<b>\$ 352,200</b>	<b>\$ 502,200</b>	<b>\$ 109,064</b>
<b>Expenditures</b>					
Personnel Services	\$ 23,352	\$ 22,797	\$ 22,604	\$ 22,604	\$ 27,294
Outside Services	47,045	17,469	46,950	46,950	23,870
Materials & Supplies	1,918	1,369	2,500	2,500	2,500
Capital Outlay	5,923	31,188		400,000	51,000
Other Expenses	3,900	10,088	250,000 4,400	4,400	4,400
<b>Expenditure Totals</b>	<b>\$ 82,137</b>	<b>\$ 81,542</b>	<b>\$ 326,464</b>	<b>\$ 476,454</b>	<b>\$ 326,454</b>

Village of Lemont

Parking Lot Fund

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 76 - Parking Lot Fund</b>						
<b>REVENUES</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>F&amp;F - Fines and Fees</i>						
76.01.000.0000.440.05	Fees General	9,817	8,620	8,000	8,000	8,000
<i>Account Classification Total: F&amp;F - Fines and Fees</i>		9,817	8,620	8,000	8,000	8,000
<i>IG - Intergovernmental Revenues</i>						
76.01.000.0000.445.90	Grants Other Miscellaneous	0	0	250,000	400,000	0
<i>Account Classification Total: IG - Intergovernmental Revenues</i>		0	0	250,000	400,000	0
<i>INT - Interest Income</i>						
76.01.000.0000.470.05	Interest Income Interest on Investments	0	0	200	200	200
<i>Account Classification Total: INT - Interest Income</i>		0	0	200	200	200
<i>L&amp;P - Licenses and Permits</i>						
76.01.000.0000.436.05	Parking Fees Permits	42,688	42,594	44,000	44,000	44,000
76.01.000.0000.436.10	Parking Fees Meters	61,009	58,881	50,000	50,000	55,000
<i>Account Classification Total: L&amp;P - Licenses and Permits</i>		103,696	101,475	94,000	94,000	99,000
<i>MISC - Miscellaneous Revenues</i>						
76.01.000.0000.450.35	Reimbursements Insurance	5,418	0	0	0	0
76.01.000.0000.480.90	Other Miscellaneous income	0	0	0	0	1,864
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		5,418	0	0	0	1,864
<b>Program Total: 0000 - Non Program</b>		118,931	110,094	352,200	502,200	109,064
<b>Division Total: 000 - Non Division</b>		118,931	110,094	352,200	502,200	109,064
<b>Department Total: 01 - Revenues</b>		118,931	110,094	352,200	502,200	109,064
<b>REVENUES Total</b>		118,931	110,094	352,200	502,200	109,064
<b>EXPENSES</b>						
<b>Department: 10 - Administration</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
76.10.001.0000.520.05	Financial Services Banking	6,730	5,358	5,000	5,000	5,500
<i>Account Classification Total: OSERV - Outside Services</i>		6,730	5,358	5,000	5,000	5,500
<b>Program Total: 0000 - Non Program</b>		6,730	5,358	5,000	5,000	5,500
<b>Division Total: 001 - Administration</b>		6,730	5,358	5,000	5,000	5,500
<b>Division: 350 - Parking Operations</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
76.10.350.0000.523.20	Other Services Custodial	4,140	4,140	4,200	4,200	4,200
76.10.350.0000.525.10	Communications Telephone	1,431	1,867	1,600	1,600	2,000
76.10.350.0000.525.25	Communications Internet Service	963	829	950	950	950
<i>Account Classification Total: OSERV - Outside Services</i>		6,534	6,835	6,750	6,750	7,150
<i>MATSUP - Materials &amp; Supplies</i>						
76.10.350.0000.565.00	Operating Supplies General	1,382	1,369	2,000	2,000	2,000
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		1,382	1,369	2,000	2,000	2,000
<i>OTHER - Other Expenses</i>						
76.10.350.0000.558.10	Rent/Lease Parking Lot	3,900	3,900	4,400	4,400	4,400
<i>Account Classification Total: OTHER - Other Expenses</i>		3,900	3,900	4,400	4,400	4,400
<b>Program Total: 0000 - Non Program</b>		11,816	12,104	13,150	13,150	13,550
<b>Division Total: 350 - Parking Operations</b>		11,816	12,104	13,150	13,150	13,550
<b>Department Total: 10 - Administration</b>		18,546	17,462	18,150	18,150	19,050
<b>Department: 20 - Police</b>						
<b>Division: 350 - Parking Operations</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSEER - Personnel Services</i>						
76.20.350.0000.500.01	Salaries Regular Salaries	20,956	21,279	22,450	22,450	23,541
76.20.350.0000.500.02	Salaries Overtime	6	0	0	0	0
76.20.350.0000.500.06	Salaries Special Detail	38	0	0	0	0
76.20.350.0000.510.25	Fringe Benefits Medical/Dental Insurance	2,304	1,469	152	152	3,645
76.20.350.0000.510.30	Fringe Benefits Vision Insurance	47	49	2	2	24

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
76.20.350.0000.510.40	Fringe Benefits Life Insurance	0	0	0	0	84
<i>Account Classification Total: PSER - Personnel Services</i>		23,352	22,797	22,604	22,604	27,294
<b>Program Total: 0000 - Non Program</b>		23,352	22,797	22,604	22,604	27,294
<b>Division Total: 350 - Parking Operations</b>		23,352	22,797	22,604	22,604	27,294
<b>Department Total: 20 - Police</b>		23,352	22,797	22,604	22,604	27,294
<b>Department: 25 - Public Works</b>						
<b>Division: 330 - Facilities Management Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
76.25.330.0000.545.45	Maintenance Contract Metra Building	0	16	0	0	20
76.25.330.0000.548.20	Streets & Alley Maintenance Services Snow Removal	0	0	10,000	10,000	0
76.25.330.0000.550.45	Building and Grounds Maintenance Metra Lot	4,600	0	15,000	15,000	0
76.25.330.0000.550.47	Building and Grounds Maintenance Metra Building	18,727	240	0	0	0
<i>Account Classification Total: OSERV - Outside Services</i>		23,327	256	25,000	25,000	20
<i>MATSUP - Materials &amp; Supplies</i>						
76.25.330.0000.585.50	Building & Grounds Supplies Metra Building	536	0	500	500	500
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		536	0	500	500	500
<b>Program Total: 0000 - Non Program</b>		23,862	256	25,500	25,500	520
<b>Division Total: 330 - Facilities Management Division</b>		23,862	256	25,500	25,500	520
<b>Department Total: 25 - Public Works</b>		23,862	256	25,500	25,500	520
<b>Department: 50 - Information Technology</b>						
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
76.50.500.0000.545.05	Maintenance Contract Equipment	3,795	4,140	4,200	4,200	4,200
76.50.500.0000.545.40	Maintenance Contract Metra Lot	6,660	5,700	6,000	6,000	7,000
<i>Account Classification Total: OSERV - Outside Services</i>		10,455	9,840	10,200	10,200	11,200
<b>Program Total: 0000 - Non Program</b>		10,455	9,840	10,200	10,200	11,200
<b>Division Total: 500 - Capital</b>		10,455	9,840	10,200	10,200	11,200
<b>Department Total: 50 - Information Technology</b>		10,455	9,840	10,200	10,200	11,200
<b>Department: 94 - Parking Capital</b>						
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						
<i>CAP - Capital Outlay</i>						
76.94.500.0000.602.00	Capital Outlay Land Improvements Land Improvements	0	0	0	0	51,000
76.94.500.0000.606.00	Capital Outlay Buildings Buildings	0	25,265	250,000	400,000	0
76.94.500.0000.800.00	Depreciation Expense Current Year	5,923	5,923	0	0	0
<i>Account Classification Total: CAP - Capital Outlay</i>		5,923	31,188	250,000	400,000	51,000
<b>Program Total: 0000 - Non Program</b>		5,923	31,188	250,000	400,000	51,000
<b>Division Total: 500 - Capital</b>		5,923	31,188	250,000	400,000	51,000
<b>Department Total: 94 - Parking Capital</b>		5,923	31,188	250,000	400,000	51,000
<b>EXPENSES Total</b>		82,137	81,542	326,454	476,454	109,064
Fund REVENUE	Total: 76 - Parking Lot Fund	118,931	110,094	352,200	502,200	109,064
Fund EXPENSE	Total: 76 - Parking Lot Fund	82,137	81,542	326,454	476,454	109,064
<b>Fund Total: 76 - Parking Lot Fund</b>		36,794	28,552	25,746	25,746	(0)

# Parking Garage Fund

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## ➤ *Mission*

To provide for the proper amount of parking in the downtown area.

## ➤ *Description of Functions*

The Parking Garage Fund is an enterprise fund designated to maintain and operate the Village's Parking Garage. The fund is supported by transfers in from the General fund and assessments from the Condo association located in the downtown area. The revenues are sufficient to meet the operating expenses. The Village will provide for capital expenditures.

### Parking Garage Fund

	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
<b>Fund: 74 Parking Garage Fund Revenue</b>					
Licenses and Permits	\$ 25,032	\$ 26,532	\$ 30,000	\$ 30,000	\$ 26,000
Miscellaneous Rev	550	0	12,638	52,638	16,000
<b>Revenue Totals</b>	<b>\$ 25,582</b>	<b>\$ 26,532</b>	<b>\$ 40,854</b>	<b>\$ 82,638</b>	<b>\$ 42,000</b>
<b>Expenditures</b>					
Outside Services	\$ 23,315	\$ 33,694	\$ 19,004	\$ 20,304	\$ 18,220
Materials & Supplies	17,890	17,890	22,634	62,634	23,561
<b>Expenditure Totals</b>	<b>\$ 41,206</b>	<b>\$ 41,205</b>	<b>\$ 42,638</b>	<b>\$ 82,938</b>	<b>\$ 42,638</b>

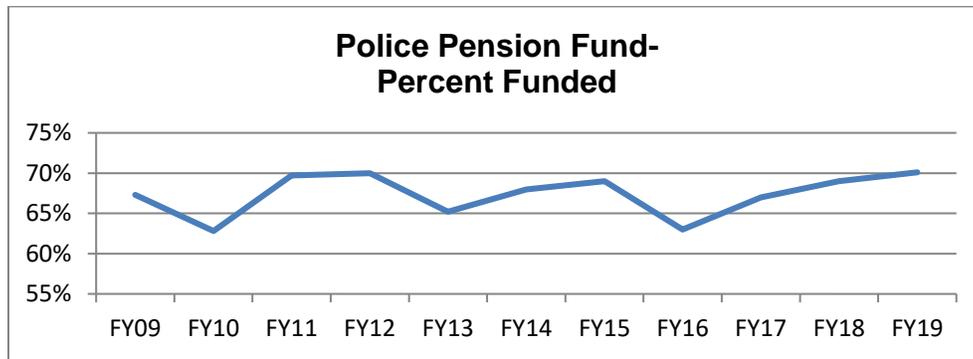
G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 74 - Parking Garage Fund</b>						
<b>REVENUES</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>L&amp;P - Licenses and Permits</i>						
74.01.000.0000.436.05	Parking Fees Permits	0	1,500	2,000	2,000	1,000
74.01.000.0000.438.00	Parking Condo Assessments	25,032	25,032	28,000	28,000	25,000
<i>Account Classification Total: L&amp;P - Licenses and Permits</i>		25,032	26,532	30,000	30,000	26,000
<i>MISC - Miscellaneous Revenues</i>						
74.01.000.0000.450.35	Reimbursements Insurance	550	0	0	0	0
74.01.000.0000.490.00	Reallocated Prior Year Funds Budget Carryover	0	0	12,638	12,638	0
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		550	0	12,638	12,638	0
<i>OTH - Other Financing Sources</i>						
74.01.000.0000.482.10	Interfund Transfers In General Fund	0	0	0	0	16,000
<i>Account Classification Total: OTH - Other Financing Sources</i>		0	0	0	0	16,000
<b>Program Total: 0000 - Non Program</b>		25,582	26,532	42,638	42,638	42,000
<b>Division Total: 000 - Non Division</b>		25,582	26,532	42,638	42,638	42,000
<b>Department Total: 01 - Revenues</b>		25,582	26,532	42,638	42,638	42,000
<b>Department: 15 - Finance</b>						
<b>Division: 950 - interfund</b>						
<b>Program: 0000 - Non Program</b>						
<i>OTH - Other Financing Sources</i>						
74.15.950.0000.482.10	Interfund Transfers In General Fund	0	0	0	40,000	0
<i>Account Classification Total: OTH - Other Financing Sources</i>		0	0	0	40,000	0
<b>Program Total: 0000 - Non Program</b>		0	0	0	40,000	0
<b>Division Total: 950 - interfund</b>		0	0	0	40,000	0
<b>Department Total: 15 - Finance</b>		0	0	0	40,000	0
<b>REVENUES Total</b>		25,582	26,532	42,638	82,638	42,000
<b>EXPENSES</b>						
<b>Department: 25 - Public Works</b>						
<b>Division: 330 - Facilities Management Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
74.25.330.0000.550.30	Building and Grounds Maintenance Parking Garage	3,625	17,687	1,000	41,000	1,000
<i>Account Classification Total: OSERV - Outside Services</i>		3,625	17,687	1,000	41,000	1,000
<i>MATSUP - Materials &amp; Supplies</i>						
74.25.330.0000.545.30	Maintenance Contract Parking Garage	17,890	21,597	24,418	24,718	23,461
<i>Account Classification Total: MATSUP - Materials &amp; Supplies</i>		17,890	21,597	24,418	24,718	23,461
<b>Program Total: 0000 - Non Program</b>		21,515	39,284	25,418	65,718	24,461
<b>Division Total: 330 - Facilities Management Division</b>		21,515	39,284	25,418	65,718	24,461
<b>Division: 390 - Utilities</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
74.25.390.0000.580.15	Electric Expense Parking Garage Lighting	13,622	9,250	11,000	11,000	10,000
<i>Account Classification Total: OSERV - Outside Services</i>		13,622	9,250	11,000	11,000	10,000
<b>Program Total: 0000 - Non Program</b>		13,622	9,250	11,000	11,000	10,000
<b>Division Total: 390 - Utilities</b>		13,622	9,250	11,000	11,000	10,000
<b>Department Total: 25 - Public Works</b>		35,137	48,534	36,418	76,718	34,461
<b>Department: 50 - Information Technology</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>OSERV - Outside Services</i>						
74.50.001.0000.525.25	Communications Internet Service	2,658	3,037	2,500	2,500	3,600
<i>Account Classification Total: OSERV - Outside Services</i>		2,658	3,037	2,500	2,500	3,600
<b>Program Total: 0000 - Non Program</b>		2,658	3,037	2,500	2,500	3,600
<b>Division Total: 001 - Administration</b>		2,658	3,037	2,500	2,500	3,600
<b>Division: 500 - Capital</b>						
<b>Program: 0000 - Non Program</b>						

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<i>OSERV - Outside Services</i>						
74.50.500.0000.545.05	Maintenance Contract Equipment	3,410	3,720	3,720	3,720	3,720
<i>Account Classification Total: OSERV - Outside Services</i>		3,410	3,720	3,720	3,720	3,720
<b>Program Total: 0000 - Non Program</b>		3,410	3,720	3,720	3,720	3,720
<b>Division Total: 500 - Capital</b>		3,410	3,720	3,720	3,720	3,720
<b>Department Total: 50 - Information Technology</b>		6,068	6,757	6,220	6,220	7,320
EXPENSES Total		41,205	55,291	42,638	82,938	41,781
Fund REVENUE	Total: 74 - Parking Garage Fund	25,582	26,532	42,638	82,638	42,000
Fund EXPENSE	Total: 74 - Parking Garage Fund	41,205	55,291	42,638	82,938	41,781
<b>Fund Total: 74 - Parking Garage Fund</b>		(15,623)	(28,759)	0	(300)	219

# Police Pension Fund

## ➤ Description of Functions

The Police Pension fund is used to account for the accumulation of resources to be used for disability and retirement benefit payments to sworn members of the Police Department. Most rules and regulations are established by the Pension Division of the Illinois Department of Insurance. Revenues are contributed by the police force members at rates fixed by state statutes and by the Village through an annual property tax levy determined by an actuarial analysis. Revenues are also generated by investment income.



Police Pension Fund

	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	FY20 Adopted Budget
<b>Fund: 80 Police Pension Fund</b>					
<b>Revenue</b>					
Interest Income	1,562,273	\$ 1,273,349	\$ 310,000	\$ 380,000	\$ 310,000
Miscellaneous Revenues	911,279	1,127,620	1,116,224	1,116,224	1,123,000
<b>Revenue Totals</b>	<b>\$ 2,473,552</b>	<b>\$2,400,969</b>	<b>\$ 1,426,224</b>	<b>\$ 1,496,224</b>	<b>\$ 1,433,000</b>
<b>Expenditures</b>					
Personnel Services	\$ 697,946	\$ 720,020	\$ -	\$ 70,000	\$ -
Professional Development	5,698	5,068	9,000	9,000	9,000
Outside Services	42,871	43,766	822,500	822,500	825,000
Materials & Supplies	-	-	-	-	-
Other Expenses	-	-	-	-	-
	7,785				
<b>Expenditure Totals</b>	<b>\$ 754,300</b>	<b>\$ 768,854</b>	<b>\$ 831,500</b>	<b>\$ 901,500</b>	<b>\$ 834,000</b>

Village of Lemont

Police Pension Fund

G/L Account Number	Account Description	2017 Actual Amount	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted
<b>Fund: 80 - Police Pension Fund</b>						
<b>REVENUES</b>						
<b>Department: 01 - Revenues</b>						
<b>Division: 000 - Non Division</b>						
<b>Program: 0000 - Non Program</b>						
<i>INT - Interest Income</i>						
80.01.000.0000.470.10	Interest Income Edward Jones	(2,019)	(2,018)	0	0	0
80.01.000.0000.470.20	Interest Income Charles Schwab	165,536	147,453	210,000	210,000	210,000
80.01.000.0000.471.15	Investment Income Dividends Charles Schwab	153,913	435,888	100,000	170,000	100,000
80.01.000.0000.472.10	Investment Income Unrealized Gain/Loss	1,244,843	692,027	0	0	0
<i>Account Classification Total: INT - Interest Income</i>		1,562,273	1,273,349	310,000	380,000	310,000
<i>MISC - Miscellaneous Revenues</i>						
80.01.000.0000.475.05	Pension Contributions Employer Contributions	674,244	820,377	816,224	816,224	873,000
80.01.000.0000.475.10	Pension Contributions Employee Contributions	236,985	247,894	300,000	300,000	250,000
80.01.000.0000.475.15	Pension Contributions Transfer of Service Employer	0	9,526	0	0	0
80.01.000.0000.475.20	Pension Contributions Transfer of Service Employee	0	49,823	0	0	0
80.01.000.0000.480.90	Other Miscellaneous income	50	0	0	0	0
<i>Account Classification Total: MISC - Miscellaneous Revenues</i>		911,279	1,127,620	1,116,224	1,116,224	1,123,000
<b>Program Total: 0000 - Non Program</b>		2,473,552	2,400,969	1,426,224	1,496,224	1,433,000
<b>Division Total: 000 - Non Division</b>		2,473,552	2,400,969	1,426,224	1,496,224	1,433,000
<b>Department Total: 01 - Revenues</b>		2,473,552	2,400,969	1,426,224	1,496,224	1,433,000
<b>REVENUES Total</b>		2,473,552	2,400,969	1,426,224	1,496,224	1,433,000
<b>EXPENSES</b>						
<b>Department: 15 - Finance</b>						
<b>Division: 001 - Administration</b>						
<b>Program: 0000 - Non Program</b>						
<i>PSER - Personnel Services</i>						
80.15.001.0000.505.01	Pension Service	602,746	624,821	0	70,000	0
80.15.001.0000.505.05	Pension Surviving Spouse	95,199	95,199	0	0	0
<i>Account Classification Total: PSER - Personnel Services</i>		697,946	720,020	0	70,000	0
<i>PROFDEVEL - Professional Development</i>						
80.15.001.0000.515.10	Personnel Development Training and Conferences	2,103	1,483	5,000	5,000	5,000
80.15.001.0000.515.20	Personnel Development Membership and Dues	3,595	3,585	4,000	4,000	4,000
<i>Account Classification Total: PROFDEVEL - Professional Development</i>		5,698	5,068	9,000	9,000	9,000
<i>OSERV - Outside Services</i>						
80.15.001.0000.520.15	Financial Services Actuarial	1,900	1,950	2,000	2,000	2,000
80.15.001.0000.520.25	Financial Services Accounting	11,975	12,615	10,500	10,500	13,000
80.15.001.0000.520.45	Financial Services Investment Manager Fee	25,702	26,057	30,000	30,000	30,000
80.15.001.0000.523.12	Other Services Insurance	3,294	3,144	780,000	780,000	780,000
<i>Account Classification Total: OSERV - Outside Services</i>		42,871	43,766	822,500	822,500	825,000
<i>OTHER - Other Expenses</i>						
80.15.001.0000.505.10	Pension Refund of Contributions	7,785	0	0	0	0
<i>Account Classification Total: OTHER - Other Expenses</i>		7,785	0	0	0	0
<b>Program Total: 0000 - Non Program</b>		754,300	768,854	831,500	901,500	834,000
<b>Division Total: 001 - Administration</b>		754,300	768,854	831,500	901,500	834,000
<b>Department Total: 15 - Finance</b>		754,300	768,854	831,500	901,500	834,000
<b>EXPENSES Total</b>		754,300	768,854	831,500	901,500	834,000
Fund REVENUE	Total: 80 - Police Pension Fund	2,473,552	2,400,969	1,426,224	1,496,224	1,433,000
Fund EXPENSE	Total: 80 - Police Pension Fund	754,300	768,854	831,500	901,500	834,000
<b>Fund Total: 80 - Police Pension Fund</b>		1,719,252	1,632,115	594,724	594,724	599,000

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# Capital Improvements Program

## Summary



VILLAGE OF LEMONT - FY2020-2024 PROPOSED CAPITAL IMPROVEMENT PROGRAM

ID	CIP NAME	FY20	FY21	FY22	FY23	FY24	FUNDING SOURCES
	Annual Water Main Replacement Program - Construction & Construction Engineering	\$ 635,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	Water/Sewer/Stormwater
	Annual Water Main Replacement Program - Design Engineering	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	Water/Sewer/Stormwater
	Logan Dam Sediment Removal	\$ 100,000					Water/Sewer/Stormwater
	MWRDGC Infiltration and Inflow plan	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	Water/Sewer/Stormwater
	Combined Sewer Long Term Control Plan (LTCP)	\$ 150,000	\$ 150,000				Water/Sewer/Stormwater
	Annual Sanitary Sewer Cleaning & Televising	\$ 44,000	\$ 46,000	\$ 48,000	\$ 50,000	\$ 52,000	Water/Sewer/Stormwater
	Ruffled Feathers Overflow	\$ 40,000					Water/Sewer/Stormwater
	Archer Avenue water Main	\$ 690,000					Water/Sewer/Stormwater
	Fifth Street Water Main Extension	\$ 99,000					Water/Sewer/Stormwater
	Water Tower/Well	\$ 100,000	\$ 2,500,000	\$ 2,500,000			Water/Sewer/Stormwater
	Underground Utilities Downtown Area	\$ 20,000					Infrastructure Fund
	Main Street Public Parking Lot	\$ 272,000					Infrastructure Fund
	I&M Canal South Stairway ADA		\$ 495,000				TIF- Canal TIF/ Infrastructure
	I&M Canal Dredging		\$ 1,571,000				TIF- Canal TIF
	CECO/Tri Central Road Improvement			\$ 110,000			TIF Canal
	Elevators in garage		\$ 495,000				Parking Garage Fund/TIF
	Annual MFT Road Resurfacing	\$ 640,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	MFT \$175,000/Infrastructure Fund
	2019 Hazardous Sidewalk Replacement	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	Infrastructure Fund
	Holmes Street Corridor Sidewalk Installation	\$ 57,500					Infrastructure Fund
	Stephen Street Bicycle & Pedestrian Path		\$ 2,000,000				Infrastructure Fund
	McCarthy Road Bike Path Lanes and Resurfacing: Illinois St. to Walker Rd. - Design Engineering	\$ 144,000	\$ 1,757,000				Infrastructure Fund
	Il Route 83 and Main Street Pathway	\$ 29,440					Infrastructure Fund
	State Street Resurfacing		\$ 435,000				Infrastructure Fund
	Stephen Street Resurfacing	\$ 115,000					Infrastructure
	East Side Division Street & State Street Retaining Wall Replacement	\$ 24,000					General Fund
	2019 Tree Replacement	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	General Fund
	Police Facility Dentention Basin Rehabilitation		\$ 60,000				General Fund
	Parking Lot Seal Coating	\$ 44,000					General Fund
	Lemont Gateway and Wayfinding Signs	\$ 65,000	\$ 66,950	\$ 69,000	\$ 71,600	\$ 73,150	General Fund
	Village Hall Remodel	\$ 37,000	\$ 170,000	\$ 60,000			General Fund
	Meadowlark Subdivision Infrastructure	\$ 141,000					Escrow Drawdown
	METRA Parking Lot Landscaping	\$ 51,000					Commuter Parking Fund
	Metra Heritage quiet Zone			\$ 1,830,000			
	Walker Road Railroad Crossing		\$ 200,000	\$ 1,000,000			
		\$ 3,664,940	\$ 11,312,950	\$ 6,984,000	\$ 1,488,600	\$ 1,492,150	



**FISCAL YEAR 2020-2024  
CAPITAL IMPROVEMENT PLAN**

The Capital Improvement plan is a yearly document that is used to identify capital projects and forecast anticipated spending related to these projects. This plan includes the construction of new development, maintenance and replacement of existing infrastructure, and various capital expenditures (excluding vehicles). This process allows for the careful planning, prioritizing, and funding for future items. This plan is updated each year. A project request is submitted into a database each December. During the month of December staff evaluate all projects based upon affordability and services. The team also considers the funding sources and grants that may be associated with each project.

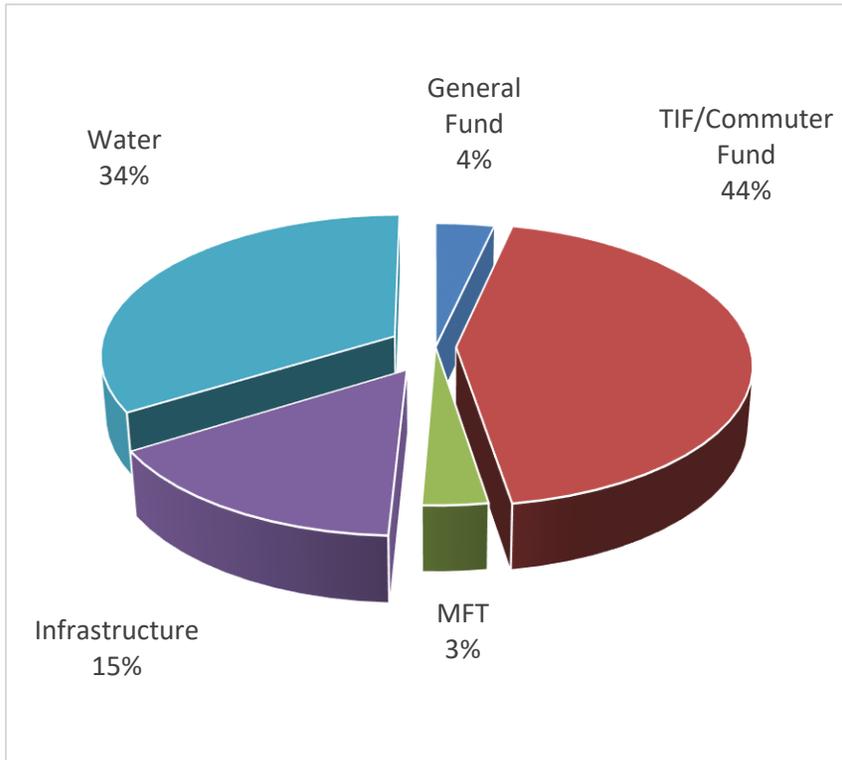
The criteria for the project to be included in the capital plan is:

- Multiple year useful life
- Results in a fixed asset or extends the life of the asset
- Minimum value of \$20,000

In the following pages, a summary table is provided that lists all the projects in the CIP plan year and funding sources. Detail projects pages are provided as well.

## FY2020 PROJECTS

### Funding Uses



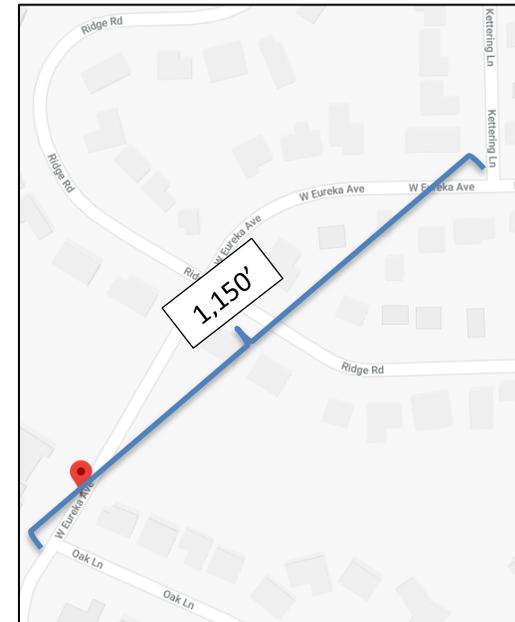
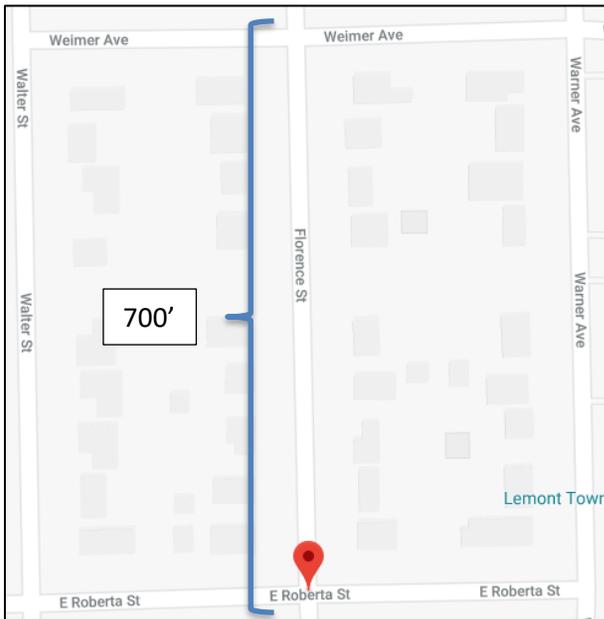
The Capital Improvement Program (CIP) for FY20 is \$3,664,940.

Capital improvements projects are funded through a variety of sources. A majority of the utility infrastructure projects are funded from operating revenue, such as user fees. Many of the projects do not have sufficient funding thus a new revenue source needs to be implemented or bonding will be necessary.

**Fund:** Water/Sewer/Stormwater

**Project:** Annual Water Main Replacement Program – Construction & Construction Engineering

**Description:** Replacement of water main annually. FY20 Scope: Replace 350' of water main at McCarthy Point; Replace 1,150' on Eureka Avenue (Oak Lane to Kettering Lane); Replace 700' on Florence Avenue (Roberta Avenue to Weimer Avenue)

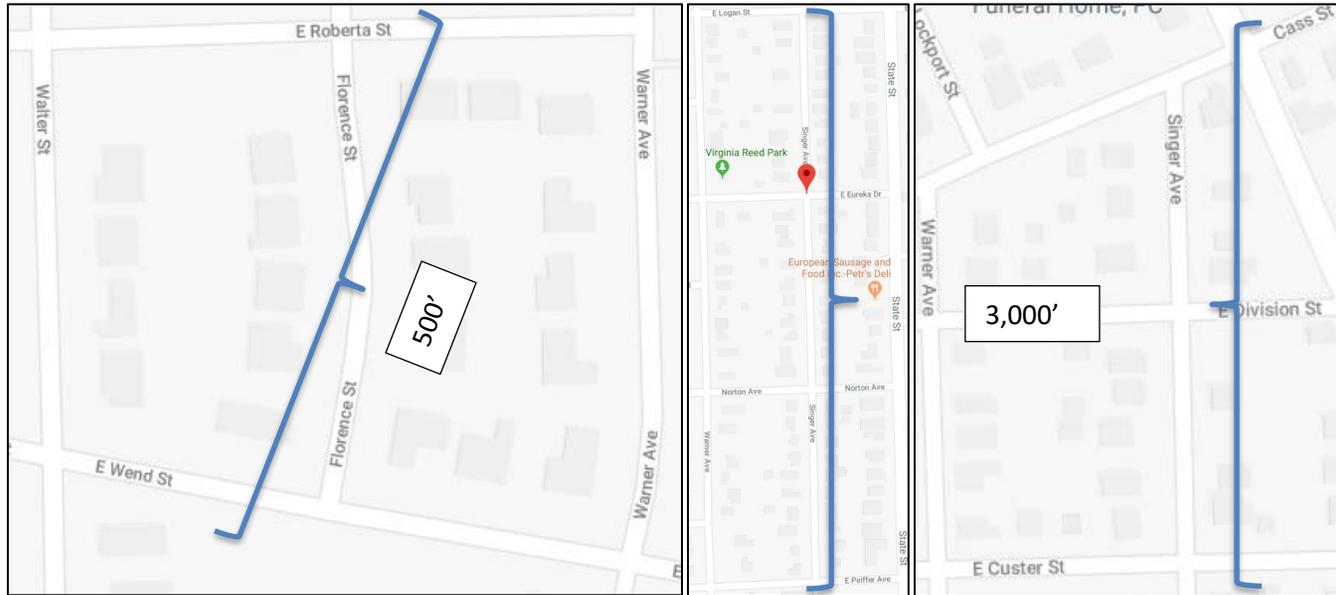


<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$635,000	\$550,000	\$550,000	\$550,000	\$ 550,000

**Fund:** Water/Sewer/Stormwater

**Project:** Annual Water Main Replacement Program – Design Engineering

**Description:** Provide Design Engineering for the annual W.M. Replacement Program. As construction budget allows. FY20 Design Project: Replace 500’ of W.M. on Florence Ave (Wend to Roberta); 3000’ of W.M. on Singer Ave. (Peiffer to Logan, Custer to Cass).

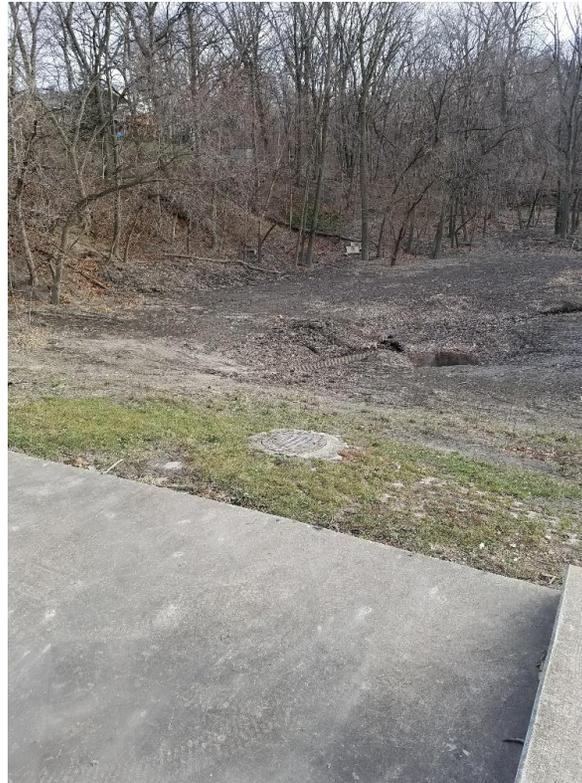


<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

**Fund:** Water/Sewer/Stormwater

**Project:** Logan Dam Sediment Removal

**Description:** To improve drainage to prevent flooding. Removal of sediment upstream of Logan Dam



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$100,000	\$	\$	\$	\$

**Fund:** Water/Sewer/Stormwater

**Project:** MWRDGC Infiltration & Inflow Control Program (IICP)

**Description:** MWRDGC requires annual reporting and construction efforts to implement its new I&I Control program. Engineering studies and private sector smoke testing (32,712 Feet), dye testing, and manhole inspections.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$48,000	\$48,000	\$48,000	\$48,000	\$48,000

**Fund:** Water/Sewer/Stormwater

**Project:** Combined Sewer Overflow (CSO) Long Term Control Plan (LTCP)

**Description:** The IEPA requires that the Village prepare a Long Term Control Plan (LTCP) to eliminate combined sewer overflows (CSO's) to the Chicago Ship & Sanitary Canal. Gather sanitary system data

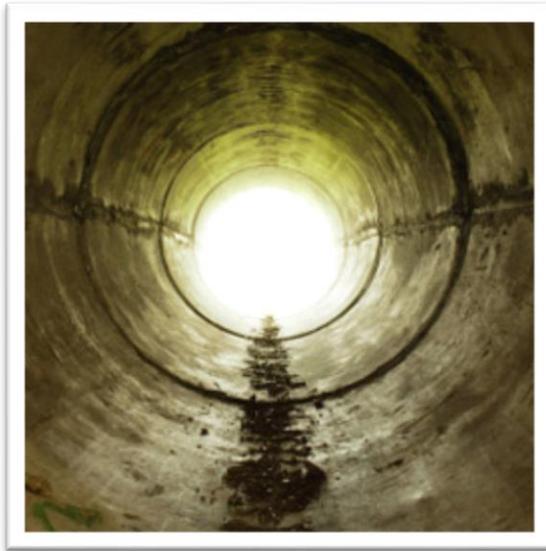


<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$150,000	\$150,000	\$	\$	\$

**Fund:** Water/Sewer/Stormwater

**Project:** Annual Sanitary Sewer Cleaning & Television

**Description:** The purpose of this project is to clean and televise sanitary sewers annually, as required by MWRDGC. Televise one-third of Village wide, high risk condition sanitary sewers and inspect manholes every 3 years. (12,000 Feet Annually).



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$44,000	\$46,000	\$48,000	\$50,000	\$52,000

**Fund:** Water and Sewer Fund

**Project:** Ruffled Feathers Overflow Route Improvement

**Description:** Construction of a stormwater overflow route swale between 24 and 26 Ruffled Feathers Drive, to relieve deep street flooding.

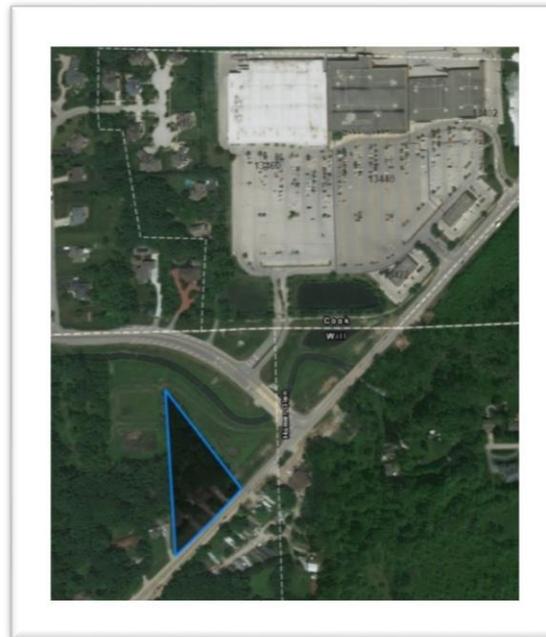


<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$40,000	\$	\$	\$	\$

**Fund:** Water/Sewer Fund

**Project:** Archer Avenue Water Main Extension

**Description:** Extend Village of Lemont water service from Long Run Plaza/ Emily Court to property at the corner of 135<sup>th</sup> Street and Archer Avenue in order to provide service to a new Fuel Center with Convenience Store and Drive Thru Restaurant.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$690,000	\$	\$	\$	\$

**Fund:** Water/Sewer/Stormwater

**Project:** Fifth Street Water Main Extension

**Description:** Extend 12" Water Main to Fifth Street to Service Residents



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$99,000				

**Fund:** Water/Sewer/Stormwater Fund

**Project:** Elevated Tank and Well

**Description:** Build an additional 750,000 Gallon Elevated Tank and Well. #7. Site to be determined.



	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Well No. 7	\$100,000	\$2,500,000	\$2,500,000		

**Fund:** TOD TIF

**Project:** Underground Utilities

**Description:** Underground Utilities in the Downtown would improve the overall aesthetics of the downtown. Com Ed needs to perform a “pre engineering” study of the area for a cost estimate. The study is estimated at \$20,000.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$20,000	\$	\$	\$	\$

**Fund:** Infrastructure Fund

**Project:** Main Street Public Parking Lot

**Description:** The Village of Lemont is seeking to acquire two vacant downtown parcels on Main Street west of the Stephen Street alley. These parcels are the site of the former Main Street Motel. An estimated 34 parking stalls can fit on the approximately 0.3 acre parcel. Parking will be designed in accordance with the UDO's Downtown District and Landscaping regulations and Engineering Detail LS-7. Cost estimate was calculated based on the high estimate of \$8,000/space found in CMAP's "Parking Strategies to Support Livable Communities" (2012). Any land acquisition costs are not included.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$272,000	\$	\$	\$	\$

**Fund:** Infrastructure Fund

**Project:** I&M Canal South Stairway ADA Ramp

**Description:** Construct ADA ramp at South I&M Canal stairway to provide ADA access across the I&M Canal.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$	\$495,000	\$	\$	\$

**Fund:** Canal TIF

**Project:** I&M Canal Dredging

**Description:** The Village of Lemont began investigating costs and options to dredge the I&M Canal from the Stephen Street to Ed Bossert Drive in 2007. Cost estimates were revised to reflect the increased cost in hauling sediment as special non-hazardous waste (\$40/ton), with the remaining items adjusted for inflation. Included in the cost are two fountains, an aeration system, sediment barriers and two sump basins to collect future sediment discharge. US Army Corps of Engineers approval will be required for any dredging and improvements to the Canal.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$	\$1,571,000	\$	\$	\$

**Fund:** Canal TIF

**Project:** Ceco/Tri Central Road Improvement

**Description:** Improve Ceco/Tri Central access road in conjunction with Park District Project



**FY20**

**FY21**

**FY22**

**FY23**

**FY24**

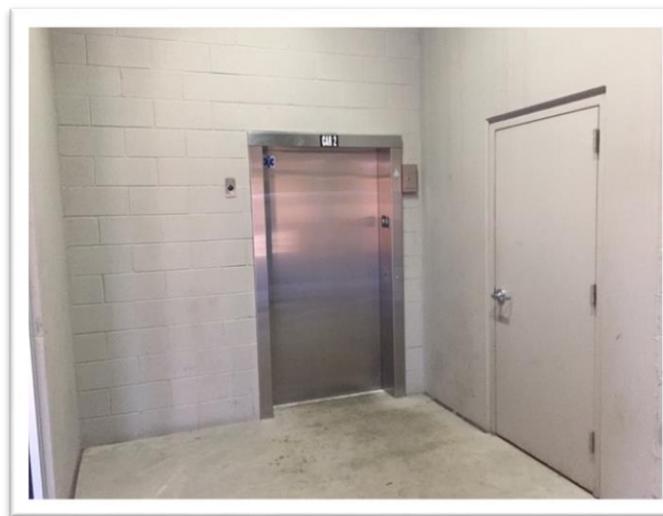
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\$110,000

**Fund:** Parking Garage Fund/TIF

**Project:** Elevators

**Description:** Modernization of the Parking Garage Elevators. The original ones were not designed to endure the outside environment.



**FY20**

**FY21**

**FY22**

**FY23**

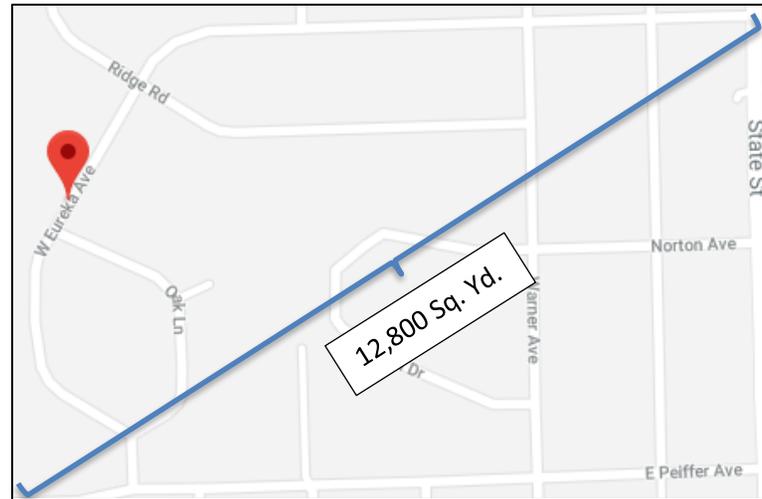
**FY24**

**\$495,000**

**Fund:** MFT \$175,000/Infrastructure Fund

**Project:** Annual MFT Resurfacing Program and Pavement Marking Program

**Description:** Resurface streets. FY20 Scope: Resurfacing Eureka Ave. (State to Peiffer), Oak Ln., Oak Ct. (12,800 SY); Future Road Resurfacing Priority: Fordham Hills Estates (24,000 SY).



Historical Spending

	FY15	FY16	FY17	FY18	FY19
Amount	\$ 585,247	\$ 279,886	\$383,948	\$ 423,473	\$ 309,485
Miles	1.84	1.007	1.04	.91	1.24

	FY20	FY21	FY22	FY23	FY24
	\$640,000	\$650,000	\$650,000	\$650,000	\$650,000

**Fund:** General Fund

**Project:** 2019 Hazardous Sidewalk Replacement

**Description:** Provide safe passage for pedestrians on Village sidewalks. Village wide replacement of sunken and damaged sidewalk slabs.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$42,000	\$42,000	\$42,000	\$42,000	\$42,000

**Fund:** General fund

**Project:** Holmes Street Corridor Sidewalk Installation

**Description:** Installation of 8-foot wide pathway on Holmes St., between Talcott St. and the I&M Canal, after adjacent building construction is completed.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$57,500	\$	\$	\$	\$

**Fund:** Infrastructure Fund

**Project:** Stephen Street Bicycle & Pedestrian Bridge

**Description:** This project will provide a much needed connection between regional trails and downtown Lemont. The Lemont bike trail will connection will begin at the existing Centennial Trail, along the Des Plains River.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$	\$2,000,000	\$	\$	\$

**Fund:** Infrastructure Fund

**Project:** McCarthy Road Bike Path Lanes & Resurfacing: Illinois St. to Walker Rd. – Design Engineering

**Description:** Provide safe accommodations for bicyclists. The construction of bicycle lanes and bicycle accommodations on McCarthy Rd., from Illinois St. to Walker Rd.

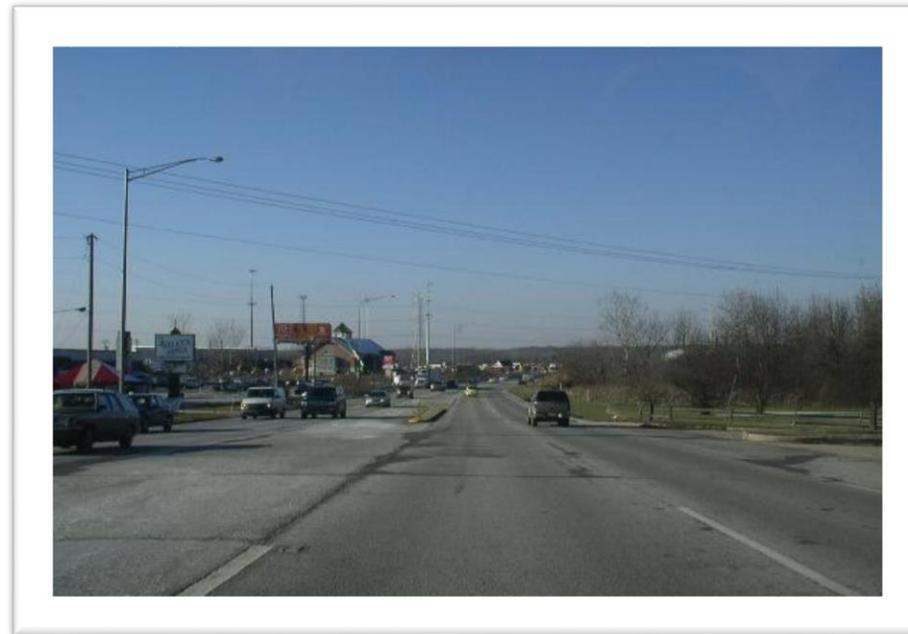


<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$144,000	\$1,757,000	\$	\$	\$

**Fund:** Infrastructure Fund

**Project:** IL Route 83 & Main Street Pathways by IDOT

**Description:** Provide safe off-street passage for pedestrians and cyclists. Construction by IDOT of multi-use bike paths at the intersection of IL Route 83 & Main.

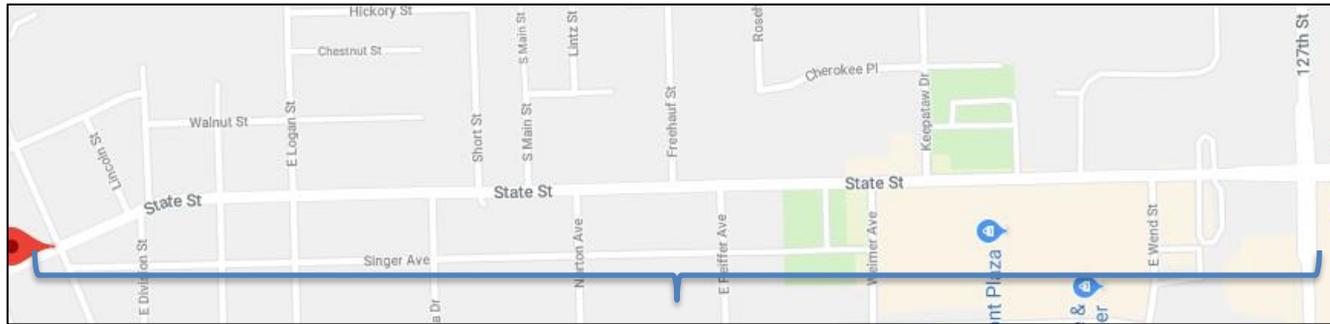


<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$29,440	\$	\$	\$	\$

**Fund:** Infrastructure Fund

**Project:** State Street Resurfacing: Cass St. to 127<sup>th</sup> St.

**Description:** Improve rideability and aesthetics of State Street by a basic resurfacing of State Street from Cass Street to 127<sup>th</sup> Street (26,000 Sq. Yd.). Install water services at Peiffer prior to resurfacing.



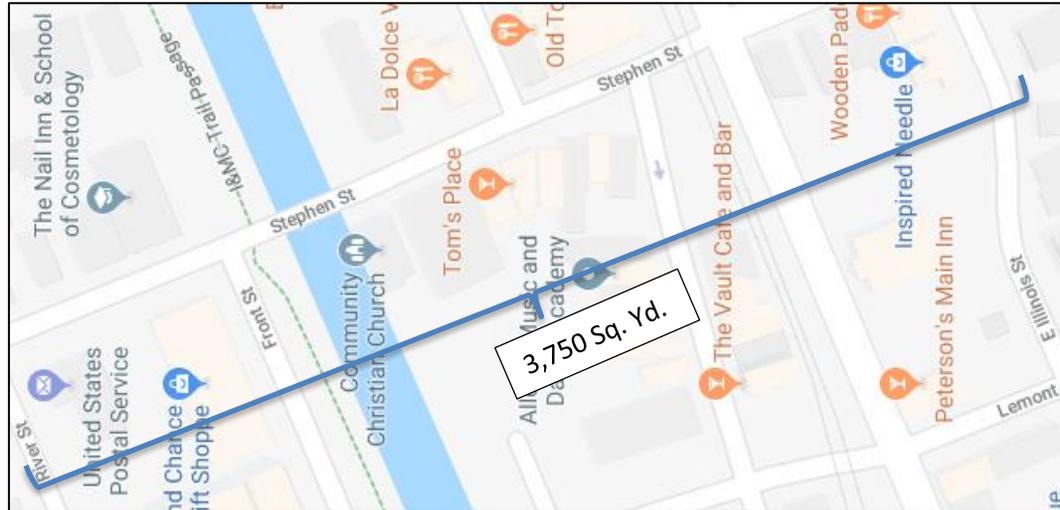
26,000 Sq. Yd.

<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$	\$435,000	\$	\$	\$

**Fund:** Infrastructure Fund

**Project:** Stephen Street Resurfacing: Illinois Street to River Street

**Description:** Improve the rideability and aesthetics of Stephen Street by resurfacing the road from Illinois Street to River Street (3,750 Sq. Yd.). DECO grant funding.

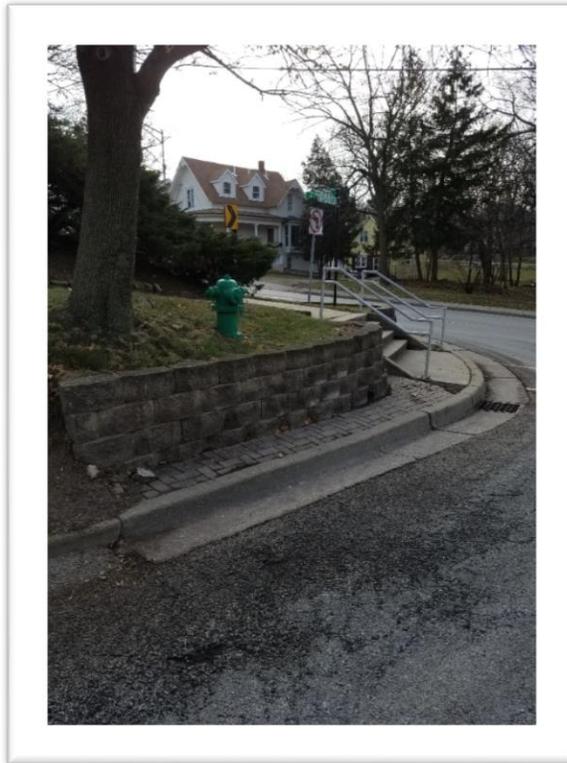


<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$115,000	\$	\$	\$	\$

**Fund:** General Fund

**Project:** East Side Division Street & State Street Retaining Wall Replacement

**Description:** Provide safe pedestrian accommodation. Replacement of the retaining wall with a new wall at the southeast corner of Division St. and State St., at the stairs.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$24,000	\$	\$	\$	\$

**Fund:** General Fund

**Project:** 2019 Tree Replacement

**Description:** Planting approximately 40-50 trees in the fall provides for better roadway aesthetics and a higher quality of living. Replace dead Ash trees and plant new trees as needed.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$27,000	\$27,000	\$27,000	\$27,000	\$27,000

**Fund:** General Fund

**Project:** Police Facility Detention Basin Rehabilitation



**Description:** To provide a more aesthetic and functional detention basin.

**Scope:** Regrading and replanting of detention basin with native grass.

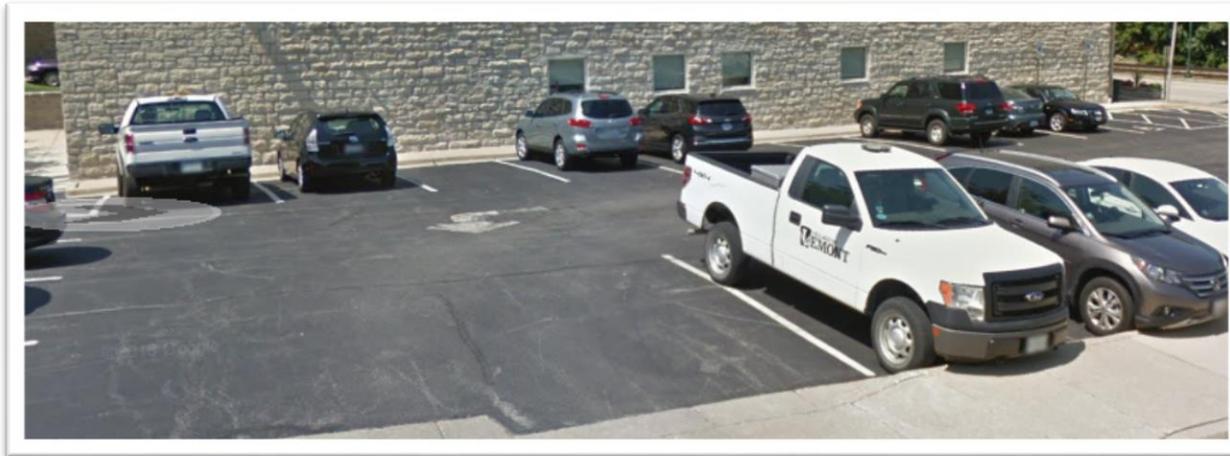
<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
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	\$60,000			
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**Fund:** Various

**Project:** Parking Lot Seal Coating

**Description:** Sealcoat and restripe Village-owned parking lots (METRA Lot, Talcott Lots, Village Hall Lot, North METRA Lot, Safety Village Entrance Lot), Lemont Street/Canal Street Lot, Lemont Street/I&M Lot (Total of 16,700 Sq. Yd.)



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$ 44,000	\$	\$	\$	\$

**Fund:** General Fund

**Project:** Lemont Gateway and Wayfinding Signs

**Description:** The Village of Lemont Signage Master Plan (2018) recommends locations for 5 “gateway” or welcome signs. The budget anticipates installing one per year, plus includes continuing funding for new or replacement wayfinding and parking signs.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$65,000	\$66,950	\$69,000	\$71,600	\$73,150

**Fund:** General Fund

**Project:** Village Hall Remodel

**Description:** Remodel the first floor building department area to add more counter space for drawings and additional work area. In the finance area remove a work station and add additional work space. Phase 2 would be to remodel the “back rooms” on the second floor and the chamber area.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$37,000	\$170,000	\$60,000		

**Fund:** Escrow Drawdown

**Project:** Meadowlark Subdivision Infrastructure Completion

**Description:** Complete unfinished infrastructure improvements in Meadowlark Subdivision using previously provided developer escrow funds.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$141,000	\$	\$	\$	\$

**Fund:** Commuter Parking Lot

**Project:** METRA Lot Landscape Update

**Description:** Remove and replace dying landscape bushes.

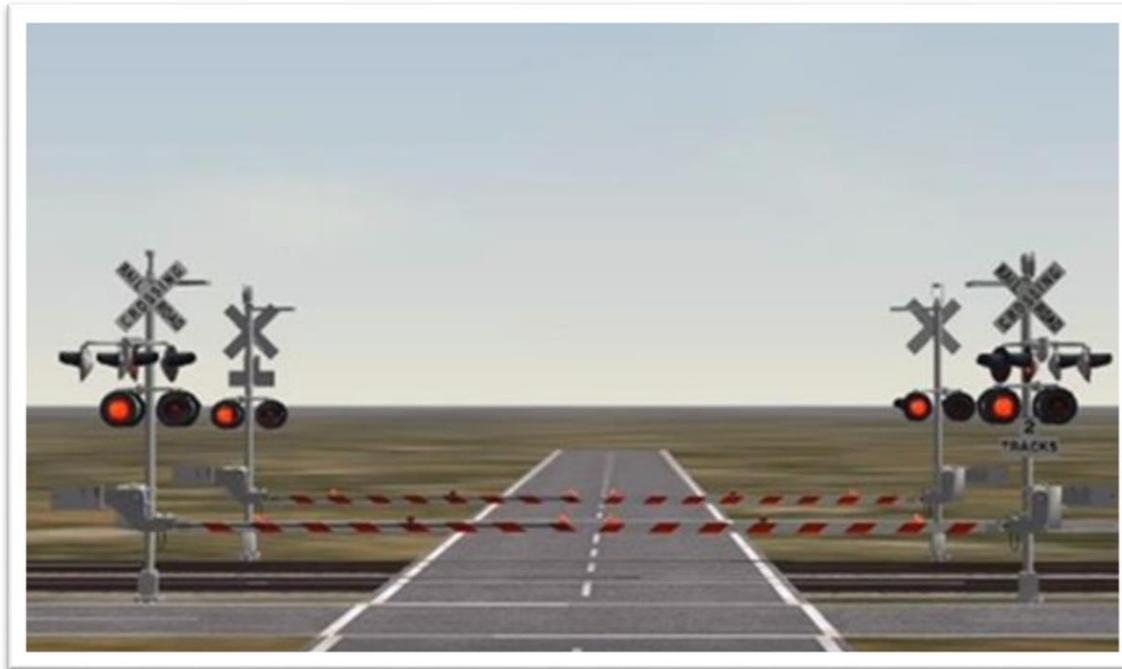


<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$51,000	\$	\$	\$	\$

**Fund:**

**Project:** Metra Heritage Corridor Quiet Zone

**Description:** A cost estimate has been developed to create a railroad quiet zone that stretches from Pruxne Street/Talcott Avenue to 135<sup>th</sup> street. The zone is comprised of six vehicle crossings and two Metra station platforms.

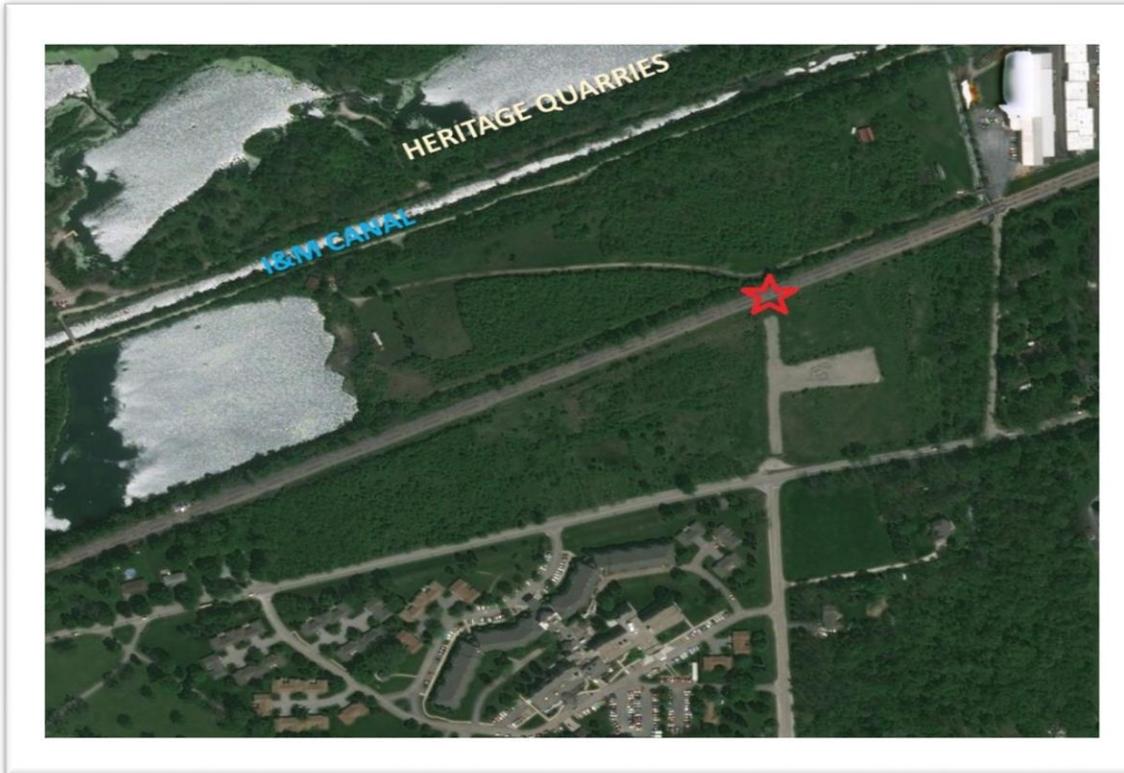


<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
\$	\$	\$1,830,000	\$	\$

**Fund:**

**Project:** Walker Road Railroad Crossing

**Description:** A new crossing is proposed North of Walker Road to provide improved access to the Heritage Quarries Recreational Area and the proposed “The Forge” adventure part at the Lemont Quarries. Offsetting revenue.



<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
0	\$ 200,000	\$1,000,000	\$	\$

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# Glossary



# Acronyms

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## Acronyms

<b>A-</b>	AP-	Accounts Payable
<b>B-</b>	BA-	Budget Amendment
<b>C-</b>	CAFR-	Comprehensive Annual Financial Report
	CDBG-	Community Development Block Grant
	CIP-	Capital Improvement Program
<b>D-</b>	DEA-	Drug Enforcement Agency
<b>E-</b>	EAV-	Equalized Assessed Valuation
	EMA-	Emergency Management
<b>F-</b>	FOIA-	Freedom of Information Act
	FTE-	Full Time Equivalent
	FY-	Fiscal Year
<b>G-</b>	GAAP-	General Accepted Accounting Principles
	GASB-	Government Accounting Standards Board
	GFOA-	Government Finance Officers Association
	GO-	General Obligation
<b>I-</b>	IDOT-	Illinois Department of Transportation
	IML-	Illinois Municipal League
	IMRF-	Illinois Municipal Retirement Fund
<b>M-</b>	MFT-	Motor Fuel Tax Fund
<b>O-</b>	OPEB-	Other Post-Employment Benefits
<b>P-</b>	PD-	Police Department
	PW-	Public Works
	PTELL-	Illinois Property Tax Extension Limitation Law
<b>R-</b>	RFP-	Request for Proposal
<b>T-</b>	TIF-	Tax Increment Financing District
	TIC-	True Interest Cost

# Glossary of Terms

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## **ABATEMENT**

A complete or partial deletion of a property tax levy.

## **ACCRUAL ACCOUNTING**

A basis of accounting in which revenues and expenditures are recorded when they are earned or incurred, rather than when cash is actually received or spent.

## **ACTUARIAL EVALUATION**

A method of determining the amount of money that needs to be set aside each year to pay for post-employment benefits of current employees. Assumptions are made regarding factors such as future wage adjustments, age and tenure of employees in the plan and interest earnings.

## **ACTUARY**

A professional who deals with the financial impact of risk and uncertainty. The Village uses an actuary in determining the amount needed to fund the Police Pension Fund.

## **AD VALOREM TAX**

A tax levied on the value of property, also known as property tax.

## **ADVANCE REFUNDING**

Process in which an issuer sells debt to refund existing debt during the period where the bonds cannot be called. Advance refunding can only occur once in the bonds life time.

## **ANNUAL OPERATING BUDGET**

A budget for a single fiscal year.

## **APPROPRIATION**

Provides spending for a given project, program, or line item.

## **ASSESSED VALUATION**

A valuation set upon real estate as a basis for levying property taxes.

## **ASSETS**

Economic resources which are tangible or intangible.

# Glossary of Terms

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## **BALANCE SHEET**

A financial statement that discloses the assets, liabilities, reserves, and balances of a specific fund at a specific period of time.

## **BALANCED BUDGET**

A budget in which there are sufficient funds by way of revenues or the use of reserves to match the amount of expenditures for the year.

## **BOND**

A written promise to pay a sum of money. This is used to pay for large capital projects.

## **BOND RATING**

Assessment of the credit quality of particular debt. A bond rating evaluates the willingness and ability of the issuer to repay the debt when due and to meet other obligations.

## **BUDGET**

A comprehensive financial plan of operations, which allocates limited resources among competing expenditures.

## **BUDGET AMENDMENT**

Changes to the adopted budget.

## **CAPITAL IMPROVEMENT PLAN (CIP)**

A long range plan for the Village's fixed assets.

## **CAPITAL PROJECT**

Expenditures which result in the acquisitions or improvements to the Village's fixed assets.

## **CASH BASIS**

Transactions that are recorded when cash is received or disbursed.

## **COMMODITIES**

Supplies consumed during normal operations.

# Glossary of Terms

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## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

A grant program that allocates annual grants to communities to develop viable communities by providing housing, a suitable living environment, and ways to expand economic opportunities to low and moderate income areas.

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

A set of audited financial statements that is the annual financial report of the Village.

## **DEBT SERVICES**

Payments of principal and interest on borrowed funds.

## **ENCUMBRANCE**

The commitment of budgeted funds to purchase an time or service.

## **ENTERPRISE FUNDS**

Funds that are used to account for activities financed and operated in a manner similar to a private business.

## **EQUALIZED ASSESSED VALUATION (EAV)**

The value of property resulting from the multiplication of the assessed value by an equalization factor to value property.

## **FISCAL YEAR**

A period of twelve consecutive months designated as the budget year. The Village's fiscal year begins May 1<sup>st</sup> and end April 30<sup>th</sup> the following year.

## **FIXED ASSETS**

Also referred to as capital assets.

## **FREEDOM OF INFORMATION ACT (FOIA)**

A state law governing the timing and costs for responding to requests for public information.

## **FULL-TIME EQUIVALENT (FTE)**

A measure to equate part time employees to a full-time status.

# Glossary of Terms

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## **FUND**

A self –balancing set of accounts that are segregated for the purpose of carrying specific activity.

## **FUND BALANCE**

The difference between assets and liabilities in a separate set of accounts. Changes in fund balance are the result of the difference between revenues and expenditures.

## **GENERAL FUND**

The largest operating fund of the Village. It accounts for most of the financial resources of the government, including sales tax, property taxes, licenses, fines, and permits. This fund houses most of the Village’s departmental expenditures, including Administration, Finance, Public Works, Building, Planning and Economic Development.

## **GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)**

Uniform minimum standards, or guidelines for financial accounting and reporting. They govern the form and the content of the basic financial statements of an entity.

## **GENERAL OBLIGATION BONDS (GO BONDS)**

Refers to bonds that are backed by full faith and credit of the Village.

## **GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)**

An authoritative accounting and financial reporting standard setting body for state and local governments.

## **GOVERNMENTAL FUND TYPE**

Funds that account for general activities of the Village and include the General Fund, Special Revenue Funds, Debt Service, and also Capital Projects Funds.

## **ILLINOIS DPARTMENT OF TRANSPORTATION**

A department of state government responsible for planning, constructing, and maintaining the Illinois transportation network.

# Glossary of Terms

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## **ILLINOIS MUNICIPAL LEAGUE**

A group established in 1914 that provides a formal voice for Illinois municipalities in legislative matters. It also provides knowledge, and assistance to local municipalities to aid them in the running of local government.

## **ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

A multiple employer public employee retirement systems that acts as a common investment and administrative agent for units of local government and school districts.

## **INCOME TAX**

A revenue of the Village distributed by the state on a per capita basis.

## **INVESTMENT POLICY**

A policy of the Village that governs the investment of idle funds.

## **LEVY**

To impose taxes, special assessments, or charges for the support of governmental activities.

## **LICENSES AND PERMITS**

Revenues collected from licensing and permitting requirements of the Village.

## **LINE ITEM BUDGET**

A budget that lists detailed expenditures categories separately, along with the amount budgeted for each specified line.

## **MANDATES**

Legislative policy from the State or Federal Government that dictates particular services provided by the Village.

## **MODIFIED ACCRUAL ACCOUNTING**

A basis of accounting in which revenues are recorded when they are both measurable and available and where expenditures are recorded when the liability is incurred.

# Glossary of Terms

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## **MOTOR FUEL TAX (MFT)**

Revenue distributed by the State on a per capita basis as a percentage based on the collection of gasoline tax.

## **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)**

This program was authorized by the Clean Air Act. It controls water pollution by regulating discharge of pollutants into lakes, streams, wetlands, and other surface waters.

## **NET ASSETS**

Difference between assets and liabilities reported in government wide, proprietary, and fiduciary funds.

## **NON-HOME RULE COMMUNITY**

Any municipality that is not a Home Rule Community. Community that is less than 25,000 residents and subject to many limitations.

## **OPERATING EXPENDITURES**

Expenditures relating specifically to operations of the Village.

## **OPERATING REVENUES**

Revenues relating specifically to the operations of the Village.

## **PER CAPITA**

Distribution of funds based on the number of residents the Village has.

## **PROPERTY TAX EXTENSION LIMITATION LAW (PTELL)**

This is designed to limit the increases in property tax extensions (total taxes billed) for non-home rule taxing districts. PTELL is coming referred to as “tax caps.”

## **PROPERTY TAX LEVY**

The total amount of funds to be raised by general property taxes.

## **STATE SHARED REVENUES**

Revenues which are collected by the State of Illinois and are distributed on a per capita basis.

## **TAX INCREMENT FINANCING (TIF)**

A fund that is used to account for the TIF district located in the Village’s downtown area, canal area, and gateway area. This fund’s major revenue source is the incremental taxes it receives from the properties located within the TIF districts.

# Glossary of Terms

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**TAX LEVY**

The total amount of funds to be raised by general property taxes for operating and debt service purpose.

**TRUE INTEREST COST**

The real cost of debt issuance. The true interest cost includes all the borrowing costs.

# **Village of Lemont**

## **Descriptions of Other Funds**

### **Debt Service Fund:**

#### **➤ *Description of Functions***

The Debt Service Fund is used to account for principal, interest, and agent fees for debt issued by the Village. Utility tax revenues (from Road Improvement Fund), sales tax, and charges for services are transferred from the various funds to the debt service fund to finance the payment requirements.

**Bonded Debt Obligation:** The Village of Lemont (Village) is committed to its residents and business community in providing excellent service in a cost effective manner. To achieve this, the Village has issued bonds to finance many infrastructure projects to meet the rapid and extraordinary economic and population growth in recent years.

The Village is a non-home rule municipality. As a non-home rule municipality, the Village is limited in the amount of debt they can incur to 8.625% of the community's equalized assessed valuation. The Village does not levy a property tax to repay debt. General Obligation debt is paid by other revenue sources such as sales tax and utility tax. The TIF debt is repaid by the incremental tax revenues generated by the TIF district. If the increment is not sufficient to repay the debt, other revenue sources are pledged.

### **IMRF & Social Security Funds:**

#### **➤ *Description of Functions***

The IMRF fund accounts for all non-sworn employees who work more than 1,000 in a year. The employee contributes 4.5% of their income and the Village contributes approximately 13% of their income into Illinois Municipal Retirement Fund. The Village's percentage that is contributed is updated each year by IMRF.

Social Security Fund accounts for all social security and medicare contributions from non-sworn employees. As with IMRF there is a percentage of contribution the employee has and a percentage the employer has. All sworn and non-sworn employees contribute to medicare.

IMRF and Social Security Funds are funded by property tax.

## **Descriptions of Other Funds (con't)**

### **Motor Fuel Tax Fund:**

#### ➤ *Mission Statement*

To utilize revenues from the State of Illinois to cost effectively maintain the Village streets.

#### ➤ *Description of Functions*

The Motor Fuel Tax Fund (MFT) accounts for motor fuel tax revenues received from the State of Illinois and expenditures related to maintaining the Village's roads. The Village's streets are selected for resurfacing or rehabilitation based on analysis conducted by the Public Works Department and the Village's Engineer. The annual program is awarded to an outside contractor through a formal bid process.

MFT funds are disbursed to the Village from the Illinois Department of Transportation on a per capita basis. Motor Fuel Tax operations include; micro-surfacing, concrete curb and gutter replacement, street rebuilding and improvements.

### **State & Federal Drug Enforcement Funds:**

#### ➤ *Description of Functions*

The State and Federal Drug Enforcement Funds are solely funded by illegal drug and DUI arrests, and court awards in conjunction with asset forfeitures related to these criminal offenses. Expenditures out of these funds are limited by State, Federal and Local statutes.

The Village has created four separate funds to account for these specific revenues and expenditures: State Forfeiture, Federal Forfeiture, DUI Fund, and Vehicle DUI Fund

### **TIF Funds:**

#### ➤ *Description of Functions*

The Village currently has three TIF Funds. Two are active and one expired on December 31, 2015.

Downtown TIF: This TIF was created in 1991 and expired in Fiscal Year 2016. This TIF has been very successful in that it has created approximately \$900,000 in increment over the last several years. Projects included Road Enhancements, Canal upgrades, façade grants, parking lots, and brick pavers in the downtown. The Downtown TIF expired on December 31, 2015.

## **Descriptions of Other Funds (con't)**

Canal TIF: This TIF was created in 2003. Funds from this TIF are used to build a Parking Garage and enhance the canal area.

Gateway TIF: This TIF was created in 2007. Funds from this TIF are used to acquire property in the Gateway area. The last property was purchased early in 2014. Currently, the Village is reviewing potential redevelopment of the area. The Gateway TIF was redesigned in 2017.

Main/Archer TIF fund for the Village owned properties.

### **Special Service Area #1:**

#### ***➤ Description of Functions***

Special Service Area #1 was established in 2009 to provide special municipal services consisting of a sanitary sewer system and a water main system. The Village issued 20 year bonds and the tax proceeds from the area are used to pay-off the debt service. In Fiscal Year 2016 and 2017 the Village abated the tax levy and will pay the debt service from current fund balance. The Water/Sewer fund will need to pick up the debt service payment when the fund no longer has fund balance/

### **Road Improvement Fund:**

#### ***➤ Mission Statement***

To provide for additional road improvement utilizing the Village's collected utility tax.

#### ***➤ Description of Functions***

Road Improvement Fund is funded by the electric, gas utility tax and telecommunications tax the Village collects. Per the Village's Strategic Plan, the Department of Public Works budgets this fund based upon the conditions of the roadway infrastructure. Additionally, this fund will support various debt service payments for debt issuances relating to street infrastructure.

## **Descriptions of Other Funds (con't)**

### **Parking Lot Fund:**

#### ➤ *Mission Statement*

To provide the service and parking spaces for Metra commuters in the most efficient and cost effective way.

#### ➤ *Description of Functions*

The Parking Lot Fund is an enterprise fund designated to maintain and operate the Village's Commuter Lot. Commuter parking permits are available to both residents and non-residents. Additionally, there are 150 daily parking spaces available on a first come first serve basis. The revenues generated are sufficient to meet the operating expenses. Excess funds generated over and above operating expenses are reserved for future capital expenditures.

### **Parking Garage Fund:**

#### ➤ *Mission Statement*

To provide for the proper amount of parking in the downtown area.

#### ➤ *Description of Functions*

The Parking Garage Fund is an enterprise fund designated to maintain and operate the Village's Parking Garage. The fund is supported by transfers in from the General fund and assessments from the Condo association located in the downtown area. The revenues are sufficient to meet the operating expenses. The Village will provide for capital expenditures.

### **Police Pension Fund:**

#### ➤ *Description of Functions*

The Police Pension fund is used to account for the accumulation of resources to be used for disability and retirement benefit payments to sworn members of the Police Department. Most rules and regulations are established by the Pension Division of the Illinois Department of Insurance. Revenues are contributed by the police force members at rates fixed by state statutes and by the Village through an annual property tax levy determined by an actuarial analysis. Revenues are also generated by investment income.

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# Policies



# Policy- Budget

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## **A. Village Mission Statement**

The Village of Lemont is dedicated to promoting and preserving the character of the community and ensuring a high quality of life through professional public service provided in a friendly, consistent, and fiscally responsible manner, emphasizing the best interest of the community as a whole.

## **B. Budget Principles**

The Village of Lemont Budget Policy is based on a set of fundamental principles designed to maintain an organization with a strong financial condition and a proactive approach to serving the needs of its citizens. Adherence to these principles will enable the Village to provide services in a cost-effective manner in both good times and in periods of sustained economic downturn and uncertainty. These principles include:

1. The Village budget shall reflect a long-term perspective and incorporate policies and management strategies to achieve the Village's long-term goals.
2. The Village budget process shall identify broad organizational goals and link the departmental spending plans directly to the accomplishment of these goals.
3. The Village shall publish an annual budget which serves as a communication tool, demonstrating the Village's accountability for the sources and uses of public funds and providing an operations guide to assist personnel in the responsible management and application of these resources.
4. The focus of budget decisions will be on results and outcomes. The Village will continually monitor its financial condition, performance relative to the adopted budget, and stakeholder satisfaction with programs and services and make adjustments as needed.
5. The budget shall be designed to promote involvement from citizens, staff, local businesses and other interested stakeholders. The annual budget shall be provided in its entirety on the Village's web-site, and the Village will annually exceed statutory requirements for public discussion and deliberation on the budget.
6. The budget will be prepared on the current financial resources measurement focus for all funds, using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for enterprise and internal service funds.

## **C. Budget Process**

The Village of Lemont has adopted the budget system for managing Village finances in accordance with Illinois Compiled Statutes 65 ILCS 5/8-2-9.1-10 as documented in Ordinance 0-23-11. The budget process consists of activities that encompass the development, implementation and evaluation of the budget process, including:

## Policy- Budget

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1. *Strategic Plan* – The Mayor, Village Board and Village Administrator will establish broad goals that provide overall direction for the government. This will be completed at the beginning of each budget cycle. These goals will serve as a framework for decision making. The strategic plan shall include the identification of opportunities and challenges for government services, capital assets, and management.
2. *Budget Preparation* – in accordance with Illinois Compiled Statutes, the Mayor shall appoint a Budget Officer. The Budget Officer is responsible for coordinating the overall preparation and administration of the Village budget. The Department Heads have primary responsibility for formulating budget proposals that support the priorities and direction provided by the Village Board. The Budget Officer will assist the Department Heads in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.
3. *Balanced Budget* – the Village shall adopt a balanced operating budget, which is defined as a budget where projected revenues are equal to budgeted expenditures within the current fiscal period. Capital projects funds and other projects funded from existing resources (e.g., fund balances) are excluded from this policy.
4. *Performance Budgeting* – performance measures will be utilized and reported in department budgets. The Village will prepare historical trends and comparisons to other municipalities, and use other financial management tools to monitor and improve Village services.
5. *Budget Calendar* – the Village Board of Trustees shall adopt a Budget Ordinance, including a budget for all funds utilized by the Village, within the first quarter of each fiscal year, in accordance with the following timeframe:
  - a. Strategic Planning Session- the Mayor, Village Board of Trustees, Village Administrator, and Department Heads will attend a strategic planning session to outline long-term goals and provide overall direction for the Village. This will be held in December.
  - b. Department Head Budget Memo- the Budget Officer prepares a Department Head Budget Memo, outlining the Village’s strategic goals and informing the departments of the upcoming budget requirements. This will be distributed to the Department Heads by December 31.
  - c. Budget Kick-Off Meeting- the Finance Department hosts a budget kick off meeting.. The meeting includes instructions on entering in estimates for current budget year and department requests. Additionally, new personnel forms are distributed. Completed forms and budget entries are due to the Finance by early January.
  - d. Capital Planning Meeting- An access database has been created for the Village of Lemont 5 year capital plan. The Finance Department sends out the updated Access

## Policy- Budget

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file to all departments. Departments entered their requests for Capital over the next five years. The Budget Officer meets with the Village Engineer, the Building Department staff, Planning and Economic Development staff and Public Works staff to review the proposed capital projects for the next fiscal year and as well as the 5 year capital project plan. This meeting will be held by January 31.

- e. Committee of the Whole Meeting (Budget Guidance)- the Budget Officer and Finance Director will present the initial budget estimates, revenue projections, and capital project plans for discussion by the committee at the February meeting.
  - f. Department Head Budget Session- in February the Budget Officer will meet with the Department Heads to review initial budget projections and seek input from Department Heads.
  - g. Finance Committee Meeting- the Budget Officer presents the tentative budget to the Finance Committee for review by early March.
  - h. Committee of Whole Meeting (Tentative Budget)- the Budget Officer presents the tentative budget for discussion at the Committee of the Whole meeting in March.
  - i. Public Inspection- the Village will announce that the tentative budget is available for public inspection, available on the Village website in mid March. The Village is required to make this available for public review for a minimum of 10 days.
  - j. Public Hearing- the Village will conduct a public hearing on the budget in early April. Notice of this hearing will be published at least 10 days prior to the hearing.
  - k. Board Approval- the Budget Officer will present the final budget to the Board of Trustees by April 30 for approval.
  - l. County Clerk Filing- the Village shall file a certified copy of the budget with the County Clerk's office for the counties of Cook, DuPage, and Will within 30 days of the adoption of the budget ordinance.
6. *Budget Monitoring* – the Finance Department will maintain a system for monitoring the Village's budget performance. Interim financial reports comparing actual experience against budgeted revenues and expenditures in the current fiscal period shall be distributed and reviewed with the Village Board on a quarterly basis. The Finance Department will also provide monthly reports comparing actual experience against budgeted revenues and expenditures in the current fiscal period to Department Heads. The Department Heads have primary responsibility for ensuring their departments stay within their annual adopted budget.

# Policy- Budget

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7. *Budget Adjustments and Amendments* – during the course of the year, the Village may determine that a significant individual purchase or other unplanned event may cause a budgeted account to exceed the budgeted amount. The Village may adjust the original budget using one of the following methods:
  - a. Budget adjustment – this involves a reallocation of existing appropriations and does not change the Fund’s overall budget. In accordance with the budget officer ordinance adopted by the Village, the Department Heads are authorized to delete, add to, change or create subclasses within object classes budgeted previously to the department, subject to the prior approval of the Budget Officer and the Village Administrator, or the Mayor, in the event the Village Administrator is the Budget Officer.
  - b. Budget amendment – this provides an addition to or reduction of existing budget authority which results in a change to the Fund’s bottom line. This type of change requires an ordinance that amends the original budget and states the sources of funding for the incremental for the change. At least quarterly, the Budget Officer will prepare a formal resolution for filing with the County Clerk which will include all of the quarter’s amendments passed by motions and presented to the Village Board for approval.
8. *Distinguished Budget Presentation* – the Village will seek to prepare its budget based on the requirements of the Government Finance Officers Association’s (GFOA) Budget Presentation Award program.

## **D. Revenue Policies**<sup>1</sup>

The Village must be sensitive to the balance between the need for services and the Village’s ability to raise fees, charges, and taxes to support those services. The Village revenue estimates are to be conservatively forecasted and include the following principles:

1. *Mix of revenues* - the Village should strive to maintain a stable and diverse mix of revenues in order to balance the sources of revenue and protect against short-term fluctuations in any one revenue source.
2. *Charges for services* - the Village shall have fees for services that benefit specific users established in such a manner which fully support all direct and indirect costs associated with providing the service. Departments that impose fees or service charges should prepare and periodically (i.e., annually) update cost-of-service studies for such services.
3. *One-time revenues* - the Village shall avoid the use of one-time or otherwise intermittent revenues to support on-going operational costs.
4. *Grant Agreements* - the Village shall explore the award of various local, State and/or Federal grants to support one-time capital or non-recurring expenditures. Prior to application and again prior to acceptance, the Village will review the grant agreement to

# Policy- Budget

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ensure matching requirements are reasonable and attainable, and ensure compliance with regulatory requirements is possible.

5. *Monitoring changes* - the Village will monitor changes in key revenues on, at a minimum, a quarterly basis, and report on significant changes in collections or emerging trends.

## **E. Operating Expenditure Policies**<sup>1</sup>

It is important that the Village maintain an adequate and effective cost analysis and containment program.

1. *Public Stewardship* – the Village shall maintain a level of expenditures which will provide for the public well being and the safety of the residents of the community.
2. *Current resources* – the Village shall strive to pay for current operating expenses from available operating revenues.
3. *Full cost allocation* – the Village budget shall reflect the full cost of providing services and avoid practices which balance current costs at the expense or detriment of future years, such as deferring or postponing necessary expenses.
4. *New programs and services* – the Village should avoid the implementation of new programs or services without the identification of a dedicated revenue stream to pay for them.
5. *Employee Staffing* – the Village shall allocate staff and resources necessary to safely, effectively and efficiently meet the needs of its citizens. Any changes to staffing and resource levels shall be consistent with the overall goals and priorities of the Village Board.
6. *Employee pension plans* – the Village shall provide for the responsible and timely funding of required employee pension plans in accordance with accepted actuarial standards and practices.

## **F. Capital Investment Policies**<sup>1</sup>

The capital assets of the Village and their condition are critical to the quality of services provided and are therefore an important part of determining whether the needs and priorities of stakeholders can be met. The Village maintains a 5 year capital improvement plan which serves as an integral part of budget preparation.

1. *Capital replacement* - the budget shall provide a systematic approach for the replacement of Village equipment and infrastructure which include funding replacement of these assets over their anticipated useful life. The Village should assess the issues, challenges and

## Policy- Budget

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opportunities affecting the provision of capital assets in the future, including community needs and priorities, the impact of deferred maintenance, funding issues, changes in technology, and any legal or regulatory changes.

2. *Capital project proposals* – the Village should include project cost estimates for the Capital Budget that are based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project.
3. *Operating cost impact* - Proposals shall include all reasonable attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
4. *Comprehensive resource plan* – the plan should include the amount and type of resources required, a timeline, and financing strategies to be employed. The resources should be differentiated by phase of the project, where applicable.
5. *Budget cost* – capital projects will be budgeted at the full estimated cost of completing the project, or unique phase for larger projects, in the year the project is expected to be started.
6. *Contingencies* – the Village shall include a reasonable amount for contingencies for each project award in the budgeted amount. The amount set aside shall correspond with industry standards and shall not exceed 10%.
7. *Multi-year projects* – capital projects that are not expensed during the budget period may be re-budgeted or carried over to the next fiscal period. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
8. *Capital project funding* - A capital project will not be budgeted unless there is a reasonable expectation that funding is available.

### **G. Investment and Debt Policies**<sup>1</sup>

The Village investment and debt issuance policies are designed to maintain a strong financial condition and incorporates the following principles:

1. *Asset Preservation* – Preservation and safety of assets is a higher priority than return on investments. Therefore, the Village will seek a reasonable return on its investments while also preserving the original capital investment. The Village maintains an Investment Policy, approved by the Village Board of Trustees and updated annually.
2. *Debt Issuance* – the Village will strive to keep a strong bond rating by monitoring and improving its financial stability. Before debt is issued, consideration will be given to:
  - a. Whether the revenue stream is available to repay debt.
  - b. Alternate methods of financing.

# Policy- Budget

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- c. Whether it would not be cost effective to delay issuing debt.

## **H. Reserve Policies<sup>1</sup>**

The Village will maintain adequate reserves in order to reduce the potential need to borrow to fund operations or abruptly reduce services during periods of economic downturn or other emergencies. It will also place resources into reserve for long-term capital needs and pension obligations. To accomplish these goals, the Village has specified specific reserve requirements in several funds. These detail requirements are incorporated in the Village Fund Balance Policy.

## **FOOTNOTES:**

1. See the following Village Policies at [www.lemont.il.us](http://www.lemont.il.us):
  - a. Village Revenue and Cash Management Policy
  - b. Village Purchasing Authority Policy
  - c. Village Capital Asset Policy
  - d. Village Investment Policy
  - e. Village Debt Policy
  - f. Village Fund Balance Policy
  - g. Police Pension Fund- Investment Policy
  - h. Police Pension Fund-Actuarial Funding Policy

# Policy- Purchasing Authority Policy and Procedures

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## A. Purpose

The purpose of this policy is to provide the Village of Lemont staff with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures conveyed within will allow the Village to obtain required supplies and services efficiently and economically.

Employees are expected to read this policy and provide the Finance Department with feedback regarding the policies and procedures contained within. This policy is designed to be a fluid document and will be modified from time to time to conform with changes in legislation, technology and actual practice. Although it may not answer every question related to purchasing practices, it does provide general guidelines for purchasing activities. Employees who need help dealing with specific situations not covered by the manual should contact the Village Treasurer for assistance.

The Village Administrator, or his/her designee, shall be the final authority with regards to enforcement of any of the provisions of this policy. Failure to follow the procedures outlined in this policy may lead to disciplinary action.

## B. Code of Ethics

All Village personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the Village and the residents of Lemont. Village employees shall strive to:

- Ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations and Village policies.
- Maintain confidentiality at all times.
- Not accept gifts or favors from current or potential suppliers, which might compromise the integrity of their purchasing function.
- Specify generic descriptions of goods wherever possible in lieu of brand names when compiling specifications.
- Never allow purchase orders for identical goods or services to be split or variations to Village Board approvals to be made in order to circumvent established policy.
- Purchase without favor or prejudice.
- Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any subsequent information is made available to all bidders.

# Policy- Purchasing Authority Policy and Procedures

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- Establish and maintain procedures to ensure that fair and equal consideration is given to each offer or quotation received and selection is based upon the lowest total cost compliant bid.
- Offer a prompt and courteous response to all inquiries from potential or existing suppliers.

It shall be the responsibility of the Village Administrator to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary.

## **C. Conflict of Interest Policy**

Except as may be disclosed to and permitted by the Village Board, it shall be a breach of ethical standards for any employee to participate directly or indirectly in the purchasing process when the employee knows that:

1. The employee is contemporaneously employed by a bidder, vendor or contractor involved in the procurement transaction; or
2. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest in the company; or
3. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest arising from the procurement transaction; or
4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, vendor or contractor.

The employee's immediate family shall be defined as a spouse, children, parents, brothers and sisters and any other person living in the same household as the employee.

It shall be the responsibility of the Village Administrator to determine if a violation of this Conflict of Interest policy has occurred and if disciplinary action is necessary.

## **D. Gifts and Gratuities – Village Guidelines for Accepting**

## Policy- Purchasing Authority Policy and Procedures

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Village personnel should be aware that offers of gratitude from vendors could be designed to compromise objective judgment in product or service selection. Accordingly, it is Village policy to observe the highest standards of ethics and to shield the employee, the Village and the vendor from any suggestion or appearance of conflict of interest.

No employee shall permit any influence by vendors, which could conflict with the best interest of the Village, or prejudice the Village's reputation. Expenditures of Village funds to vendors shall not by intention personally benefit any person employed with the Village. Employees are bound by the gift ban section of the Lemont Illinois Municipal Code. To the extent there is no violation of this code employees shall strive to follow the following guidelines:

1. Tangible gifts or gratuities shall not be accepted where their value suggests something more than merely a social gesture. Such gifts should be returned with a statement of Village policy. Promotional or advertising items of nominal value such as key chains, pens, coffee mugs, calendars and holiday candy are acceptable. Promotional gifts that are capable of being shared, such as a box of chocolates, shall be shared within the office or section where the recipient works.
2. Association with vendor representatives at business meals or business organization meetings is occasionally necessary and is neither questionable nor unethical, provided the individual keeps himself/herself free of obligation.
3. Personal loans of money or equipment are not to be accepted from a vendor or an individual associated with a vendor doing business with the Village.
4. Solicitation of vendors for merchandise or certificates to serve as door prizes or favors is normally prohibited. However, the Village Administrator may approve exceptions.
5. Corporate discounts granted to Village employees are acceptable only if they are offered to all Village employees and other corporate clients of the vendor.

If in any doubt about the propriety of accepting a gift, the matter should be referred to the Department Head who will, if necessary, discuss the matter with the Village Administrator or his/her designee.

### **E. General Purchasing Procedure and Responsibilities**

1. The Village Board adopts a budget for the fiscal year.
2. Purchases of goods/services for budgeted items may be ordered by Department Heads provided that expenditures do not exceed the amount available in the budget. Exceptions to this general rule will occur when a purchase order is required (Section G), pricing requires Board action (Section F), or a budget amendment is required (Section H).

## Policy- Purchasing Authority Policy and Procedures

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3. The level of budget authority (the level at which expenditures cannot legally exceed the budget) granted to the Village Treasurer is established at the individual fund level.
4. Approved invoices are forwarded by Departments to the Finance Department for inclusion in the Village's Payment Register approval process. Invoices should be submitted to Finance on a regular basis as received.
5. The Finance Department sends any invoices received directly by the Finance Department to appropriate departments for review and signature of Department Head on invoice. Certain recurring invoices (e.g., contract amounts, utilities) do not need to be returned to the individual department for approval. In these instances, a memo from the Department Head with the appropriate coding will be maintained in the vendor file as evidence of approval and coding.
6. Checks are processed on a bi-weekly basis. Those checks not requiring specific board approval can be mailed 30 days from date of invoice or earlier if a discount is allowed.
7. All properly approved invoices are then compiled by the Finance Department on a Payment Register for Board approval. The Warrant List is included in the agenda packet for the Board Meeting.
8. The Board approves the Payment Register at the Board Meeting

### **F. Pricing Requirements**

The Village's policy is to obtain the most cost effective price available for purchases through competitive pricing. Pricing should generally be obtained from at least three vendors except as noted in the following guidelines or as otherwise required by law. The following guidelines will determine the level of pricing required for purchases.

1. Purchase total less than \$2,500 – One verbal quote is sufficient. If the nature of the purchase is repetitive (i.e. monthly), pricing does not need to be obtained every time, but should be reviewed annually. Employees are encouraged to seek additional pricing when possible.
2. Purchase total \$2,500 - \$4,999 – Three verbal quotes required.
3. Purchase total \$5,000 - \$9,999 – Three written quotes required.
4. Purchase total \$10,000 - \$19,999 - Authorization required by purchase order which must be approved by the Village Administrator. Written price quotes are required. Purchase Orders are discussed further in Section G.
5. Purchases \$20,000 or more - Must be authorized by the Village Board prior to Purchase Order approval. Formal bid or RFP process required.

Exceptions to the pricing requirements include single source vendors, repetitive purchases, requirements by State statute or local ordinance, purchases thru the State of Illinois Joint

# Policy- Purchasing Authority Policy and Procedures

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Purchasing program or other state cooperatives, financially advantageous joint purchases with other units of government, emergency purchases, contractual obligations, professional associations, professional services for legal, engineering, architect, insurance, medical, accounting, auditing, technology, surveying or any other unusual purchasing situation.

## **G. Purchase Orders**

The policy intends to limit the use of purchase orders. Departments will be required to file purchase orders only if one of the following criteria is met:

1. Purchase is for \$2,500 or more.
2. Vendor requires a purchase order in order to deliver the good or service and invoice for the item at a later date.
3. A significant time period is anticipated between the ordering of an item and the payment of such item. Examples include capital projects which take place over several months, commodities used over several months (e.g. road salt) and items ordered well in advance of delivery (e.g. fire engine).

In order to expedite purchasing throughout the year, blanket purchase orders may also be prepared on a fiscal year basis if authorized by the Village Administrator. Blanket purchase orders are for vendors that require a purchase order amount for small item or per unit purchases.

## **H. Budget Amendments**

If a department determines that a significant individual purchase will cause a budgeted account number to go over budget, the department should submit a budget amendment request. Approval of a budget amendment request is as follows:

1. If the amount is less than \$10,000 and can be transferred from another account where a positive budget variance is anticipated, the Village Treasurer has the authority to approve the request.
2. If the amount is \$10,000 or greater and can be covered by another account, the Village Administrator has the authority to approve the request.
3. If the amount cannot be offset by a reduction in spending from another account, then the budget amendment request will be presented to the Board for approval. The preferred method of presentation to the Board is for the Department Head to include the preparation of a budget amendment request along with an agenda item. However, the Department Head can also prepare a written memorandum to the Village Administrator requesting inclusion of an amendment on the board agenda should the purchase itself (e.g. contract approval) not require prior Board approval. Such inclusion must be approved by the Village Administrator.

# Policy- Purchasing Authority Policy and Procedures

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## **I. Emergency Purchases**

Emergencies are defined as events that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety. In the event of an emergency affecting the public health and safety, the Public Works Director shall have additional authority up to \$10,000 for emergency purchases for the following items:

- Services/maintenance to maintain vehicles.
- Services/materials to maintain wells.
- Services/materials to maintain streets.
- Services/materials to maintain sewer system.
- Services/materials to maintain water system.

Documentation of the emergency and the need for immediate action shall be presented to the Village Board, together with an itemized account of all expenditures. Reporting to the Board would be handled through the first warrant list process immediately following the emergency expenditure.

## **J. Payroll**

The Mayor and Board of Trustees authorize the Village Treasurer on a fiscal year basis to pay wages and salaries of Village employees in accordance with the rates of compensation established by the Board along with the payment of all payroll taxes, pension contributions, and such other obligations according to Federal, State, local, or pension fund requirements.

## **K. Manual Checks**

Occasionally, a need will arise for a check to be prepared manually outside of the normal claims list process. These manual checks are needed when a check has to be remitted prior to the next Board Meeting Payment Register process. The Village's policy is to keep requests for manual checks at a minimum. Common items for which manual checks can be prepared include 1) Payroll related checks; 2) Late notification of seminar registrations or late decisions to attend; 3) Unavoidable cash on delivery transactions; 4) Board approved contractual obligations requiring check; 5) Emergency purchases, 6) Agreed to arrangements pre-approved by the Village Administrator with vendors, 7) Situations which will significantly impair the Village financially if a check is not prepared; and 8) Situations which would significantly impair the Village's operations if a check is not prepared.

The Finance Department will process manual checks no more frequently than weekly. The Finance Director may authorize a non-emergency related check between weekly cycles in situations where immediate issuance of the check is needed to prevent an adverse impact on the Village. The Department Head must submit a written request for a manual check to the Village Treasurer. All manual checks are to be approved by the Department Head and Village Treasurer. In the Village

# Policy- Purchasing Authority Policy and Procedures

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Treasurer's absence either the Village Administrator may approve manual checks. Departments will have to demonstrate that a manual check fits one of the above criteria.

Once a check is prepared, reporting to the Board including invoice approval, will take place through the first following payment register process which corresponds to the manual check date.

## **L. Petty Cash**

The Village Board has approved two petty cash funds within the Village as follows: Village Hall Cashier-\$500; Police Chief Secretary- \$500. Responsibility for custody and safeguarding of each fund and for all fund disbursements rests with the appropriate Department Head. The Department Head may designate an employee in their department as custodian of the petty cash fund.

Petty cash is to be used to reimburse employees for Village expenses which the employee incurs up front and for small purchases which are handled most efficiently by utilizing petty cash. The following restrictions apply:

1. Individual petty cash purchases are limited to a maximum of \$75.00.
2. Employee must prepare a petty cash voucher which is approved by the Department Head.
3. Receipts documenting the expense must be attached to the petty cash voucher.

Disbursements from petty cash funds cannot be ultimately approved without receipts. If cash is provided in advance of the purchase, the employee must return the unused cash along with the receipt. If an employee cannot provide a receipt, alternative verification approved by the Department Head must be attached.

Each department is responsible for balancing and reconciling its own petty cash fund. Departments replenish petty cash funds by submitting a request to the Finance Department. The request is then processed through the Warrant List procedure. The request for replenishment must be supported by petty cash vouchers/receipts which agree to the amount of the request. The fund must be at least 50% depleted for the Finance Department to process a check to replenish. The fund must be replenished at fiscal year-end for all expenses at that point in time.

Departments can request an increase to their petty cash fund amount through the regular warrant list process. Approval of such a request by the Village Board will also constitute approval of amending this policy to reflect the increased amount.

## **M. Village Purchase Card**

The Village purchase card is administered under a separate Purchase Card Policy. See that policy for applicable guidelines.

# Policy- Purchasing Authority Policy and Procedures

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## **N. On-Line Purchasing**

The Internet may be utilized for on-line purchasing as a tool for obtaining favorable pricing, preferred products/services and securing expedited procurement.

On-line purchasing is subject to all requirements of this policy and is not to be used for means other than allowed by this policy. On-line purchasing shall be subject to the pricing requirements of purchasing procedures Section F.

On-line purchases are to be made preferably utilizing a Village issued purchase card which is subject to the procedures as discussed in the Village Purchase Card Policy. Situations when an employee utilizes their own credit card to make a purchase on behalf of the Village are subject to pre-approval of the employee's Department Head. Such pre-approved purchases will be reimbursed directly to the employee through the Village's regular payment register process. The employee must obtain a receipt or other form of documentation substantiating the on-line purchase. Should an employee make an on-line purchase without pre-approval, reimbursement of that purchase can be denied by the Village.

## **O. Mileage & Toll Reimbursement**

Reimbursement for the mileage for non-overnight travel when driving a personal vehicle for Village business and for related tolls incurred shall be made to employees on a monthly basis. Employees shall complete the Monthly Mileage & Toll Reimbursement form and submit the form for payment thru the Village's regular claims list process. The form is attached as Exhibit B. It is the Village's policy to reimburse employees for every business mile driven with a personal vehicle at the Internal Revenue Service (IRS) standard mileage rate. The form will be modified by the Finance Department each time the IRS adjusts the rate; typically on a calendar year basis. Employees will be reimbursed for actual toll expenses. Employees using personal vehicles on Village business must have adequate automobile insurance coverage.

## **P. Signing of Contracts**

All contracts in excess of \$10,000 and under \$19,999.99 must be signed by the Village Administrator. Additionally, all contracts in value of \$20,000 or more any documents requiring the signature of the Mayor and/or Village Administrator, and/or any other person designated by the Village Board must be executed accordingly.

## **Q. Year-End Accrual Calculations and Procedures**

The Village shall calculate all year-end accruals with a goal of preparing complete, fully-adjusted trial balances at April 30 each year reflecting all purchase related accruals. Each year in March, the Treasurer shall issue a memorandum to the Village's department directors detailing the year end accrual calculations and procedures. The memorandum should include, but not be limited to items such as the year end accounts payable accrual, unbilled goods or services at year end, year-end purchase order procedures and the manual check cut-off date.

# Policy- Purchase (Credit) Card Program

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## A. Introduction

The Purchase (Credit) Card Program is intended to streamline and simplify purchasing and payment procedures by consolidating supplier invoices and eliminating form processing. The Payment Settlement Entity (PSE) is selected by Village personnel to process vendor payments on the Village's behalf. The Purchase Card Program is not intended to avoid or bypass appropriate procurement or payment procedures. Rather, the Program complements the existing processes available. The Purchase Card also gives personnel an opportunity to make practical decisions in obtaining products or services for which they are knowledgeable and reduces administrative burdens. Management information reports are available, enabling the Department Heads to improve management control and decision-making.

This Policy provides information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle, and a variety of other Program information.

The cardholder needs to remember that he/she is committing Village funds each time the purchasing card is used. This is a responsibility that should not be taken lightly. The cardholder is the person responsible for all charges made to the card. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal and recovery of all unauthorized purchases.

**The card has no impact on the cardholder's personal credit. Although the card lists an individual's name, the card is actually issued to the Village of Lemont.**

The Finance Department is responsible for implementing the Purchase Card Program within the Village. The Treasurer (Program Administrator) is the Village's primary representative to the purchasing card vendor. This individual is responsible for card issuance, card cancellation and communicating to the purchasing card vendor, who, within the Village, receives the cards, monthly billings, additional statements and management reports.

Outline of Purchase Card Procedures:

1. Cardholder orders product or service directly from supplier.
2. Supplier processes the order.
3. The PSE checks for compliance with applicable limits.
4. The supplier delivers the product or service.
5. The PSE arranges payment to the supplier in as few as three business days.
6. The Program Administrator download reports from the PSE website.
7. The Cardholder reviews the purchases and codes them correctly.
8. Supervisor or Department Head signs Statement of Account
9. Reports are sent to the Program Administrator
10. The Village sends a single payment to the PSE.
11. The Village uses various management information reports to review and analyze spending.

# Policy- Purchase (Credit) Card Program

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## B. Policy

The current small purchases **The current monthly limit for each card is \$5,000, unless there is a definite need for an increase. The Village of Lemont is liable for authorized charges made using the card.**

Purchase cards shall be used

- **Official** Village of Lemont purchases only.
- Use of the card for personal items is not permitted even if it is with the intention of reimbursement
- Efforts should be made to use vendors who accept the purchasing card where appropriate in order to maximize administrative cost savings.
- Sales tax should not be charged

If the employee has questions on the appropriate use of the Purchasing Card, the employee should contact the Finance Director.

## C. Procedures

### 1. Card Issuance

Purchasing Cards will be issued to individuals who have a need as determined by their Department Head and approved by the Village Administrator. Examples of individuals requiring a Purchasing Card are:

- Anyone with authority to order supplies and materials.
- Anyone who reconciles and resolves procurement problems.
- Anyone who has a demonstrable need for the card to avoid spending personal funds on Village business and later being reimbursed by the Village.
- Anyone who needs to make frequent purchases while away from their usual work location.

The ideal Cardholder will meet all four criteria. Former employees, non-employees such as contractors, are not eligible to obtain purchasing cards.

To obtain a Purchasing Card:

1. The employee must complete the application including the Department Head's signature.
2. Send the completed application with original signatures to the Village Administrator.

# Policy- Purchase (Credit) Card Program

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3. Attend a training orientation and receive the Purchasing Card. The Purchasing Cards are issued with the name of the Cardholder and the Village of Lemont names embossed on the front.

## 2. Card Profiles

1. **Dollar limits per Cardholder:** This limit allows Department Heads to designate the total amount an employee can spend during the monthly billing cycle. A running balance is maintained by the PSE that increases with each authorized charge until the Cardholder reaches the assigned monthly limit. If the limit is reached before the end of the billing cycle, new attempts for authorization are denied.

## 3. Cancellation of Card

- Cardholders must return the Purchase Card to the Village Program Administrator immediately upon request or upon termination of employment.
- It shall be the responsibility of the Department Heads to ensure all cancelled cards are collected from the employee prior to the employee leaving and forwarded to the Program Administrator to be destroyed.
- It is imperative the Cancellation Form Appendix A-4 (obtained from Program Administrator) be processed in an expedited manner.

## 4. Changes

The Village Program Administrator must be contacted when changes need to be made to existing purchasing cards. If a new purchasing card needs to be issued, the Cardholder should receive the replacement card in 7-10 business days. The old card, unless it is lost, must be turned in to the Program Administrator before the replacement card will be issued. The Department Head should utilize the Program Maintenance Worksheet ( located at Appendix A-2) to:

- Make name changes,
- Change mailing address,
- Increase or decrease spending limit/restrictions,
- Card replacement, or
- Change accounting information contained on the card's magnetic tape.

The Program Maintenance Worksheet should be provided to the Village Program Administrator to effect the changes. The approximate time to complete a change is 3 to 5 business days after receipt by the PSE.

# Policy- Purchase (Credit) Card Program

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## 5. Purchasing Card Security

Authorized use of the Purchasing Card is limited to the person whose name appears on the face of the card. The Purchasing Card must not be loaned to another person or given to another employee.

The Purchasing Card, or any document containing the card account number, should be kept in an accessible but secure location. The account number on the purchasing card should not be posted or left in a conspicuous place. **The account number must not be faxed to vendors.**

If the Purchasing Card is lost or stolen, the Cardholder must immediately notify the Village's Program Administrator **and** the PSE.

The Village is liable for the use of the Purchasing Card by authorized users, provided that the use is within the single per transaction dollar limit. The Village of Lemont does not accept liability for the following:

- Unauthorized use of the Purchasing Card.
- Account numbers that are fraudulently used.
- Purchases made with stolen or lost cards that are beyond the maximum limit of \$50, and after discovery and reporting to the PSE of card loss or theft. **Exception: If the PSE investigation finds the employee used the card for personal gain the Village becomes liable and the employee would be subject to termination.**

## 6. General Requirements for Card Use

Please see the Village's Procurement Card Usage Guide for specific requirements.

## 7. Ordering Procedures

- Information to provide a supplier:
  - Provide the vendor with Cardholder name and card number.
  - Expiration date of the Card.
  - Remind the supplier that the Village is exempt from Sales Tax. The vendor will verify the account number with the PSE. The spending limit will be checked electronically for compliance with applicable limits.
  - Business ship-to address.
  - Preferred methods of shipment, i.e., FOB Destination, freight prepaid and allowed.

## Policy- Purchase (Credit) Card Program

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-- **Please Note: The purchasing card number should not appear anywhere on the exterior of the package. This number is CONFIDENTIAL!**

- Information to obtain from supplier:
  - Order confirmation or tracking number.
  - Base cost of purchase.
  - Anticipated delivery date.
  - Freight cost, if available.
- Retain all documentation pertaining to the purchase. When the vendor delivers the order, or the order is picked up, documentation of the purchase (such as sales receipt or packing slip) should accompany the order. The documentation must be kept on file by the Cardholder for reconciliation to the charge card statement.
- Returns, Credits and Disputed Items

In most cases, disputes can be resolved directly **between the Cardholder and the vendor** that provides the goods and services. The Cardholder must use the following guidelines when returning an item or for other disputed items such as sales tax charged:

- If an item needs to be returned for any reason, the Cardholder should send the item back to the vendor in the manner agreed upon.
- Returns of material to suppliers must be handled as credits and treated as separate transactions.
- Returns are not to be handled as exchanges or combined with other purchases.
- A separate transaction must be placed to re-order the correct material.
- **Cash refunds are not allowed under any circumstances!!**
- Call the supplier as soon as possible. Promptness is important.
- Obtain supplier's Return Authorization Number, i.e. approval to return.
  - Information to give to supplier:
    - Card Number
    - Name
    - Phone number
    - Confirmation number/packing slip number

# Policy- Purchase (Credit) Card Program

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- The vendor should issue a credit for items that are returned or for sales tax inadvertently charged. This credit will appear on a subsequent charge card statement.
  - Confirm that the supplier will issue the credit to the purchase card.
- If the cardholder and the vendor cannot resolve an issue, the Cardholder should dispute the charge in writing to the PSE by faxing a completed dispute form (Appendix A-5) with a copy to the Finance Department. The PSE will process and investigate the dispute on the Cardholder's behalf and assist in the resolution. A temporary credit will be issued pending final resolution.
- If there is still a problem, contact the department head or the Finance Department.

## 8. Charge Card Statement Reconciliation

- Department Procedures

1. Overview:

- The Purchasing Charge Card billing cycle is approximately 30 days in length.
- The PSE mails Cardholders statements approximately three to four days after the cut-off date. Given mail cycles, the statement can be received as late as the 7<sup>th</sup> of the month.
- Department Head forwards the Worksheet and supporting documentation to Finance Department. **Each week after the download is sent to the departments.**

2. Reconciliation Procedures:

The department is responsible for retaining documentation of purchases and returns and reconciling them to the Worksheet that is downloaded. The following guidelines are recommended for reconciliation:

## Policy- Purchase (Credit) Card Program

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- The Cardholder shall be required to retain a receipt, invoice or other appropriate supporting documentation for each and every purchase made on the credit card.
- The Cardholder will match and attach all such receipts to the Worksheet in the same order as the transactions appear on the statement and sign and date the statement, and notate on the report, “okay to pay.”
- The department head will review the cardholder’s Worksheet, make the appropriate changes (account numbers), initial with authorized signature and forward all information to the Finance. Continued delinquencies in forwarding statements to the Finance Department **shall** result in the loss of credit card privileges.
  - The Cardholder’s Transaction Log Worksheet must be signed by the Cardholder; reviewed, approved and signed by the a supervisor.
- If at any point a Cardholder, Department Head or Finance Department employee identifies an issue that would otherwise cause the Village to be paying the wrong amount to the PSE, it is imperative that communication be initiated to all appropriate personnel involved in the process.
- All supporting documentation pertaining to the purchases and returns on the statement should be kept on file until disposition in accordance with Village policies.

### 3. Discrepancies

- Discrepancies should be noted on the Worksheet for subsequent resolution. It is the Cardholder’s responsibility to first work with the applicable vendor, then directly with the PSE in order to resolve the issue with temporary credits issued during pending investigation by the PSE.
  - All unresolved issues should be brought to the attention of the Department Head and if necessary, then to the Finance Department.

### 9. Charge Card Statement Payment Guidelines

- **Finance Procedures**

## Policy- Purchase (Credit) Card Program

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The Finance Department is responsible for processing payments to the PSE. The following guidelines must be observed when processing payments:

- Upon receipt of the monthly invoice from the PSE the Finance Department will reconcile all of the Worksheets to the master statement received from the PSE.
- Upon receipt of supporting documentation and reconciliation to the invoice (completeness, accuracy), the supporting documentation will be attached to the invoice and filed accordingly.
- Such supporting documentation should be received by the 5<sup>th</sup> of the month the statement is received. For those departments that do not meet such timelines, appropriate follow-up should be conducted by the Program Administrator with continued delinquencies of the department resulting in the loss of credit card privileges.
- An annual analysis will be performed by the Program Administrator that will compile the following information using the PSE reports as appropriate detail.
  - Total volume of transactions and dollar amount of transactions for which a credit card was used.
  - Top vendors by volume of transactions report generated (to be used to identify vendors that may be subject to credit card purchases).
  - Comparison of credit card purchases to non-credit card purchases analysis by volume of transactions and by dollar of transactions with trend analysis performed in subsequent years.
- The payment due date is established by the terms of the contract with the PSE. The due date will be based upon the cycle date selected by the Village. **The PSE must receive payment within 21 days after the statement cycle date.** Do not adjust due date for holidays or weekends. Example: If the charge card billing cutoff date is 3/01/11 the due date is 3/21/11.

### **D. Management Information**

#### Management Information Reports

The PSE provides Departments detailed management information reports that enable the Village to monitor Cardholder usage, policy compliance, and frequency

# Policy- Purchase (Credit) Card Program

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of vendor usage. Over 30 reports are available. Some of the Management information reports currently available include:

Account Spending Analysis Detail	Account Statement
Account Spending Analysis	Cost Allocation Detail
Card Program Analysis	Account Status
Merchant Category Monthly Summary	Line Item Detail
Merchant Detail	Merchant Exception
Merchant Supplier Summary	Account Activity Exception

- **Internal Controls**

Department Heads must develop and document internal control procedures to ensure that all approved monthly statements are turned into Finance by the 5<sup>th</sup> of each month. The department procedures must:

- Ensure the Transaction Log Worksheets have been reviewed and approved by the Cardholder's supervisor and that the appropriate expense accounts have been charged.
- Ensure unacceptable materials and incomplete services are documented on the Purchasing Log Worksheet and the purchaser took the appropriate corrective action with the vendor, and
- Ensure the original payment processing documents are sent to the Finance Department and a copy is maintained in a department file for audit purposes.
- The Finance Department will perform "spot" post-audits of charge card transaction activity to ensure compliance with the procedures contained herein

- **Records Retention**

Records should be maintained for a period of seven years after final payment

# Policy- Capital Asset Policy and Procedures

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## A. Purpose

The Capital Asset Policy and Procedures provides guidelines to establish and maintain capital asset records that comply with governmental financial reporting standards, provides for adequate stewardship over Village resources, and provides centralized documentation for insurance and asset management purposes.

## B. Definitions

1. *Accumulated Depreciation* – the total reduction in value over time of an asset since its acquisition, which is recorded for financial statement purposes.
2. *Acquisition Costs* - assets should be recorded and reported at historical costs, which include the vendor's invoice, initial installation cost, modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs also include ancillary charges such as site preparation costs and professional fees.
3. *Capital Assets* - capital assets are tangible and intangible assets acquired for use in operations that will benefit the Village for more than a single fiscal period.
4. *Construction in Progress* - an asset that is comprised of the substantially incomplete construction costs of, typically, a road, water system or building. Depreciation is not applied to construction in progress.
5. *Depreciation* – a method for allocating the acquisition cost of capital assets over time. Generally Accepted Accounting Principles (GAAP) requires that the value of capital assets must be written off as an expense over the useful life of the asset.
6. *Disposition* - the final status of an asset when it is removed from the capital asset account and is no longer physically located on the Village's property. This can be upon sale, scrap or donation.
7. *General Capital Asset Group* - general fixed assets are those capital assets which are acquired or constructed through governmental fund resources and used to provide general government services. As a result of GASB 34 pronouncement, these assets which meet the minimum capitalization threshold are capitalized and depreciated over the estimated useful lives.
8. *Infrastructure* - infrastructure shall include roads (including curbs and gutters), bridges, water and sewer mains, pumping stations, lift stations, traffic lights, streetlights, stormwater, right of ways, easements, etc.

# Policy- Capital Asset Policy and Procedures

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9. *Leased Equipment* - leased equipment should be capitalized if the lease agreement meets any one of the following criteria:
  - a. The lease transfers ownership of the property to the Village by the end of the lease.
  - b. The lease contains a bargain purchase option.
  - c. The lease term is 75 percent or more of the estimated economic life of the leased property.
  - d. The present value of the minimum lease payments at the inception of the lease, excluding executor costs, equals at least 90 percent of the fair value of the leased property.
10. *Net Book Value* – the difference between the acquisition cost and accumulated depreciation.
11. *Proprietary Capital Assets* - assets acquired or constructed by proprietary funds (Water and Sewer Fund, Parking Fund) and meet the minimum capitalization threshold, are capitalized and depreciated over their estimated useful lives. Depreciation is computed using the straight-line method.
12. *Surplus equipment* – An item or items that are no longer needed or required.
13. *Useful Life* – The period over which a capital asset has utility to the Village in performing the function for which it was purchased.

## **C. Capitalization Threshold**

The capitalization threshold or minimum value of an asset at the time of acquisition is established at \$50,000 for infrastructure and easements and \$10,000 for all other assets. The threshold is applied on an individual basis. All tangible and intangible capital assets that exceed the threshold will be capitalized and depreciated over the asset's useful life.

## **D. Depreciation Method**

All capital assets are depreciated using the straight line method. All assets are depreciated based on the date the asset is placed in service with the exception of infrastructure, which is depreciated with a full year of depreciation in the year the asset is placed in service. If an asset is not fully depreciated upon disposal, the depreciation is calculated to the date of disposal for all assets other than infrastructure, for which no depreciation is recorded in the year of disposal.

# Policy- Capital Asset Policy and Procedures

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## E. Useful Lives

Useful lives will be reviewed annually by the Finance Department. The Village depreciates over the following useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	50
Water, sewer & stormwater infrastructure	65
Bridges	50
Other infrastructure	10-20
Land improvements	20
Machinery and equipment	5 - 30
Computer software	5 - 20
Vehicles	5 - 7
Water and sewerage systems	20 - 50

## F. Intangibles

The Village is in possession of assets that may be considered intangibles assets, including computer software and easements. The Village will account for intangibles in accordance with GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*. Computer software will be capitalized if the acquisition cost meets the capitalization threshold.

Easements will be accounted for as follows:

1. A temporary easement will not be recognized as a capital asset.
2. A permanent easement will be recognized as a capital asset subject to all the following conditions:
  - a. The easement is evidenced by a final plat of subdivision and acceptance of related improvements, if appropriate. Any final plat of subdivision should include the total acreage of easements accepted by the Village.
  - b. A permanent easement will be valued at 10% of the current land-cash fee rate for improved land of equivalent acreage.
  - c. A permanent easement will be capitalized if it has a value of \$50,000 or more. Easements will be aggregated within a general area (e.g., a subdivision) for the purposes of determining whether the \$50,000 threshold is met.
  - d. A permanent easement associated with a proprietary fund activity will be recorded in the appropriate proprietary fund. Other permanent easements will be recorded in the general fixed asset account group for inclusion in the Village's government-wide financial statements.
  - e. The value of a permanent easement will not be amortized.

# Policy- Capital Asset Policy and Procedures

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## **G. Improvement, Repair and Maintenance Expenses**

Routine repair and maintenance costs will be expensed as incurred and will not be capitalized. Street regrinding, patching, etc. is considered maintenance and will not be capitalized. Repairs of water and sewer assets will not be capitalized unless the repairs materially extend the life of the original asset.

## **H. Department Responsibilities**

Departments are responsible for protecting and controlling the use of Village assets assigned to their department. The department will be responsible for completing an Asset Control Sheet upon acquisition, disposition or transfer of an asset. All Asset Control Sheets must be submitted to the Finance Department with supporting documentation.

## **I. Capital Asset Additions**

The Village may acquire assets through purchase, lease or donation. When an asset is purchased or leased, the department will forward a copy of the invoice to the Finance Department for payment. The Finance Department will identify assets that meet the capitalization requirements. The Finance Department will assign a unique inventory control number to the asset, assign an inventory ID tag (if applicable) and start an Asset Control Sheet which will be forwarded along with the inventory tag to the responsible department for completion. The Department is responsible for completing the Asset Control Sheet and returning to the Finance Department. The Finance Department will then enter the information into the capital asset software system. Individual assets as well as infrastructure are included as entries in the capital asset software.

The Village may also acquire assets through donations (e.g., developer conveyance). Prior to acceptance, the Village must obtain documentation of the value of the asset being donated. When a donation is accepted through the Village ordinance or resolution process, the Finance Department will obtain the supporting documentation and enter the information into the capital asset software system.

Inventory tags are to be used when feasible. The tags should be placed on the principal body of the asset and removed only when the item is sold, scrapped, or otherwise disposed of.

## **F. Sales and/or Retirements of Assets**

Disposal, sale or retirement of an asset may only occur after the asset is declared surplus and approved by the Village Board. When a capital asset is disposed of, its cost and accumulated depreciation are removed from the Village's books and a gain or loss, if any, is recognized. The department head will document the disposal on the Asset Control Sheet and forward to the finance department. The finance department will remove the item from the capital asset software system and record the disposal in the general ledger.

# Policy- Capital Asset Policy and Procedures

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## G. **Physical Inventory**

The Village and each department will conduct a physical inventory at least once per year at fiscal year-end. The Finance Department will provide each department with an inventory worksheet identifying all capital assets under their control. Each department will be responsible for completing the physical inventory of the items, verifying the existence and condition of each item on the worksheet, and making note of any additions, deletions, or leases of property that are not reflected on the list. The final list will be reviewed by the department head, who will sign as acknowledgement of their approval and then returned to the Finance Department. The inventory should be performed by a team including at least one representative from the department and one individual from an independent department not responsible for the safeguarding of assets.

The Finance Department will perform a sample verification of the physical inventory items and reconcile the listings to the capital asset software system.

## H. **Small Inventory Asset Procedures**

Assets that do not meet the capitalization requirements, but qualify as a small asset for inventory tracking, shall be expensed when purchased. Small assets include all computer equipment, office equipment, and any other department specific items that are designated as small asset items by the Department Head. These items will be maintained in the capital asset software for inventory tracking purposes only. The item will be noted on a Small Inventory Asset Control Sheet for processing. The department heads will be responsible for completing a Small Inventory Asset Control Sheet and submitting this to the Finance Department along with the invoice for payment. The Finance Department will enter the information into the capital asset software, but designate the item as a non-capital asset inventory item. The departments will maintain control over their small inventory asset listing.

## I. **Year End Accounting**

At year-end the Finance Department will generate the following reports from the capital asset software system:

1. Property Accounting Summary – this report summarizes the original cost, accumulated depreciation and book value in a summarized format. Separate reports are generated for the governmental funds and proprietary funds.
2. Net Changes Summary – this report summarizes the additions and disposals in a summarized format.
3. Depreciation Detail – this report includes the beginning accumulated depreciation, current year depreciation and ending accumulated depreciation in detail.

## Policy- Capital Asset Policy and Procedures

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The Finance Department will prepare the necessary journal entries to record changes in capital assets and depreciation. In addition, the Finance Department will prepare all journal entries necessary to present the general fixed asset account group in the government-wide financial statements, in accordance with GASB Statement No. 34.

# Policy- Debt Management Policy

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## A. Purpose and Goals

This Debt Management Policy sets forth comprehensive guidelines for the financing of capital projects and infrastructure. It is the objective of the policy that the Village obtain financing only when necessary; the process for identifying the timing and amount of debt or other financing be as efficient as possible; and the most favorable interest and other costs be obtained.

In following this policy, the Village shall pursue the following goals when issuing debt:

1. Maintain at least an Aa2 credit rating for each general obligation debt issue, and an Aa credit rating for each revenue bond debt issue.
2. Take all practical precautions to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.
3. Effectively utilize debt capacity in relation to Village growth and the tax base, or utility rate base to meet long-term capital requirements.
4. Consider market timing.
5. Determine the amortization (maturity) schedule which will best fit with the overall debt structure of the Village's general obligation debt and related tax levy at the time the new debt is issued. For issuance of revenue bonds, the amortization schedule which will best fit with the overall debt structure of the enterprise fund and its related rate structure will be considered. Consideration will be given to coordinating the length of the issue with the lives of assets, whenever practical, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.
6. Consider the impact of such new debt on overlapping debt and the financing plans of local governments which overlap, or underlie the Village.
7. Assess financial alternatives to include new and innovative financing approaches, including, whenever feasible, categorical grants, revolving loans or other state/federal aid.
8. Minimize debt interest costs.

# Policy- Debt Management Policy

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## **B. Debt Issuances**

### 1. Authority and Purposes of the Issuance of Debt

The laws of the State of Illinois authorize the issuance of debt by the Village. The Local Bond Law confers upon municipalities the power and authority to contract debt, borrow money, and issue bonds for public improvement projects as defined therein. Under these provisions, the Village may contract debt to pay for the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, and equipping such projects or to refund bonds.

### 2. Types of Debt Issuances

- a. *Short Term Debt (three years or less):* The Village may issue short-term debt which may include, but not be limited to, bond anticipation notes or variable rate demand notes, those instruments which allow the Village to meet cash flow requirements or provide increased flexibility in financing programs.
- b. *Long Term Debt (more than three years):* The Village may issue long-term debt which may include, but not limited to, general obligation bonds, certificates of participation, capital appreciation bonds, special assessment bonds, self-liquidating bonds and double barreled bonds. The Village may also enter into long-term leases for public facilities, property, and equipment with a useful life greater than one year.

### 3. Structure of Debt Issuances

The duration of a debt issue shall not exceed the economic or useful life of the improvement or asset that the issue is financing. The Village shall design the financing schedule and repayment of debt so as to take best advantage of market conditions and, as practical, to recapture or maximize its credit capacity for future use, and moderate the impact to the taxpayer.

### 4. Sale of Securities

All debt issues shall be sold through a competitive bidding process based upon the lowest offered True Interest Cost (TIC), unless the Village Board deems a negotiated sale the most advantageous to the Village.

### 5. Markets

The Village shall make use of domestic capital markets when the conditions best fit the Village's financing needs.

# Policy- Debt Management Policy

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## 6. Credit Enhancements

The Village may enter into agreements with commercial banks or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the Village with access to credit under terms and conditions as specified in such agreements when their use is judged cost effective or otherwise advantageous. Any such agreements shall be approved by the Village Board.

## C. Legal Constraints

### 1. State Law

30 ILCS 305/0.01, et. seq.: the short title is "The Bond Authorization Act."

### 2. Authority for Debt

The Village may, by bond ordinance, incur indebtedness or borrow money, and authorize the issue of negotiable obligations, including refunding bonds, for any capital improvement of property, land acquisition, or any other lawful purpose except current expenses, unless approved by the Village Board.

### 3. Debt Limitation

Under Illinois Compiled Statutes the Village's general obligation bonded debt issuances are subject to a legal limitation based on 8.625% of the total assessed value of real estate property.

The Village is subject to debt limitations by Illinois Property Tax Extension Limitation Law (PTELL). PTELL allows the issuance of an amount of general obligation debt equal to the aggregate extension for principal and interest payments for non-referendum bonds that the Village issued prior to January 1, 1997. Limited bonds are general obligation bonds that are issued without referendum. These bonds must be identified as limited bonds at the time of issuance. The following bonds are not subject to PTELL limitations:

- Alternate revenue bonds
- Refunding obligations issued to refund or to continue to refund operations initially issued pursuant to referendum

# Policy- Debt Management Policy

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## 4. Methods of Sale

All bonds shall be sold at a public sale via sealed proposal or live auction, except that bonds may be sold at a private sale in accordance with 30 ILCS 350/10. The Village may issue temporary notes by negotiated sale if the bond ordinance or subsequent resolution so provides.

- a. *Bonds:* All bonds will mature within the period or average period of usefulness of the assets financed; and the bonds will mature in installments, the first of which is payable not more than five years from the dated date of the bonds. Term bonds may be allowable if recommended by the Village's financial advisor, in lieu of a fixed maturity schedule, and approved by the Village Board.
- b. *Financial Advisor:* As a matter of independence, the Financial Advisor will not bid on nor underwrite any Village debt issues on which it is advising.

## 5. Credit Implications

When issuing new debt, the Village should not exceed credit industry benchmarks where applicable. Therefore, the following factors should be considered in developing debt issuance plans:

- a. *Ratio of Net Bonded Debt to Estimated Full Value:* The formula for this computation is Net Bonded Debt, which is the total outstanding debt divided by the current Estimated Full Value as determined by the Township Assessors.

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
1.18	4.00	2.42

- b. *Net Bonded Debt Per Capita:* The formula for this computation is Net Bonded Debt divided by the current population as determined by the most recent census information available.

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
\$1,142	\$2,000	N/A

- c. *Income Per Capita:* The formula for this computation is income for all households (the number obtained from the most current census data) divided by the current population as determined by the most recent census information available.

# Policy- Debt Management Policy

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- d. *Ratio of Net Bonded Debt to Equalized Value:* The formula for this computation is Net Bonded Debt, which is the total outstanding debt divided by the current Assessed Value as determined by the Township Assessors.

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
3.54	6.00	N/A

- e. *Ratio of Annual Debt Service to General Government Expenditures:* The formula for this computation is annual debt service expenditures divided by General Government (i.e., General, Special, and Debt Service Funds) expenditures (excluding certain interfund transfers).

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
10.41	16.00	8.14

- f. *Rapidity of Debt Service Repayment:* Exclusive of refunding and mini-bond issues, the Village’s general obligation bond issues shall be so structured whereby at least twenty percent of the principal and interest for each issue is repaid in five years, and fifty in ten years.

\*\*Current ratio based on latest audited financials (4/30/10). Median values obtained from Moody’s 2009 US Local Government Medians. N/A indicates ratio was not included as part of this data source.

## **D. Debt Administration**

### 1. Financial Disclosures

The Village shall prepare appropriate disclosures as required by the Securities and Exchange Commission, the federal government, the State of Illinois, rating agencies, underwriters, investors, agencies, taxpayers, and other appropriate entities and persons to ensure compliance with applicable laws and regulations.

### 2. Review of Financing Proposals

All capital financing proposals that involve a pledge of the Village’s credit through the sale of securities, execution of loans or lease agreements and/or otherwise directly involve the lending or pledging of the Village’s credit shall be referred to the Village Administrator who shall determine the financial feasibility, and the impact on existing debt of such proposal, and shall make recommendations accordingly to the Village Administrator.

# Policy- Debt Management Policy

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## 3. Investment of Bond Proceeds

The Village will invest bond proceeds in accordance with the Village's adopted investment policy.

## 4. Establishing Financing Priorities

The Village Administrator shall administer and coordinate the Village's debt issuance program and activities, including timing of issuance, method of sale, structuring the issue, and marketing strategies. The Village Administrator along with the Village's financial advisor shall meet, as appropriate, with the Village Administrator and the Village Board regarding the status of the current year's program and to make specific recommendations.

## 5. Ratings Agency Relations

The Village shall endeavor to maintain effective relations with the rating agencies. The Village Administrator, Village Administrator, the Village Treasurer and the Village's financial advisors shall meet with, make presentations to, or otherwise communicate with the rating agencies on a consistent and regular basis in order to keep the agencies informed concerning the Village's capital plans, debt issuance program, and other appropriate financial information.

## 6. Investment Community Relations

The Village shall endeavor to maintain a positive relationship with the investment community. The Village Administrator and the Village's financial advisor shall, as necessary, prepare reports and other forms of communications regarding the Village's indebtedness, as well as its future financing plans. This includes information presented to the press and other media.

## 7. Refunding Policy

The Village shall consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent or greater must be achieved.

# Policy- Debt Management Policy

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## 8. Investment of Borrowed Proceeds

The Village acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the Village. The management of public funds shall enable the Village to respond to changes in markets or changes in payment or construction schedules so as to (i) optimize returns, (ii) insure liquidity, and (iii) minimize risk.

## 9. Federal Arbitrage Rebate Requirement

The Village shall maintain or cause to be maintained an appropriate system of accounting to calculate bond investment arbitrage earnings in accordance with the Tax Reform Act of 1986, as amended or supplemented, and applicable United States Treasury regulations related thereto. Such amounts shall be computed annually and transferred from the Bond Construction Fund (i.e., interest earnings revenue account) to the Debt Service Fund escrow account, or other appropriate accounts, for eventual payment to the United States Treasury.

In order to avoid arbitrage earnings on bond proceeds, Village staff shall recommend issuance of debt based upon the cash flow needs of the capital improvement project in which contracts for construction or other goods and services can reasonably be expected to be awarded during the calendar year. Consideration shall be given to the feasibility of obtaining rights-of-way, engineering services, or other matters which may affect the completion of the project in a timely manner, before a recommendation to issue debt is made.

# Policy- Debt Management Policy

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## **E. Governmental Obligation Bonds Alternate Revenue Source Bonds**

The Village may seek to finance the capital needs of governmental activities and its revenue producing enterprise funds through the issuance of Alternate Revenue Source debt obligations. These debt obligations are payable from various limited revenue sources.

### **1. Governmental Funds**

Revenue sources pledged for governmental activities include income taxes, sales taxes, use taxes and utility taxes. The Village may only pledge up to 50% of the annual revenue received for debt service.

### **2. Enterprise Funds**

Revenue sources pledged for enterprise funds include water and sewerage revenues. In addition, the Village has pledged revenue from income taxes, sales taxes and use taxes as additional funding for repayment of these obligations. The Village may only pledge up to 50% of the annual revenue received for debt service.

Prior to issuing Alternate Revenue Source debt obligations, the Village Administrator and Village Treasurer will develop financial plans and projections showing the feasibility of the planned financing, required rates and charges needed to support the planned financing and the impact of the planned financing on rate payers, property owners and the other affected parties. On an annual basis, the Village will review the percent of revenue stream that is pledged for repayment of debt for compliance with Village limitations. If it is not feasible to issue an Alternative Revenue obligation, then a revenue- secured debt obligation should be considered.

## **F. Conduit Financing**

Under federal and state statutes the Village Board has the authority to issue tax-exempt bonds for non-profit organizations organized under Internal Revenue Code 501 (c) (3), and economic development revenue bonds, also known as private activity bonds, under the Tax Reform Act of 1986. These tax-exempt bonds shall be collectively referred to as conduit financings. The Village has no liability or responsibility for repayment of the debt authorized under these statutes.

The following policy and procedures shall be followed prior to the issuance of any such debt:

1. The applicant shall contact the Village Administrator or the Village Treasurer and submit a formal application for the issuance of a conduit financing.

## Policy- Debt Management Policy

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2. For private activity bonds (economic development revenue bonds), the application shall include a written proposal which should include, but not be limited to, the following information, where applicable:
  - a. A description of the project including original issuance, refinancing, recollateralization or other action sought;
  - b. A statement indicating the amount of funding required for the project and a description of the purpose for which such funding will be used;
  - c. A description of any proposed financing arrangement for the project (e.g., loan agreement, or Village to own the project and lease to applicant);
  - d. A statement of the public purpose to be served by the issuance of economic development revenue bonds for the project;
  - e. An anticipated construction schedule and schedule for completing the financing;
  - f. The name and address of the proposed purchaser of the economic development revenue bonds proposed to be issued, if known;
  - g. A complete description, with such supporting exhibits as may be appropriate, of the physical aspects of the project;
  - h. Projected number of vehicles entering the facility area per day;
  - i. Ability of the streets to carry additional load;
  - j. Drainage/storm sewer requirements;
  - k. Utility requirements;
  - l. Ability of the schools to accommodate possible enrollment increases;
  - m. Financial stability of the applicant;
  - n. Description of principal business of applicant;
  - o. Number of employees anticipated at the new facility;
  - p. Number of new jobs to be created;

# Policy- Debt Management Policy

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- q. Number of management level employees;
  - r. Types of skills required by the facility's employees;
  - s. Yearly payroll/average employee salary;
  - t. Projected appraised/assessed value of the facility's real personal property in Lemont;
  - u. Number of years the prospective tenant has been in business;
  - v. Number of plant relocations since 1960, if applicable w. Civic Awareness
3. For the issuance of 501 (c) (3) bonds the proposal shall include all of the information listed in section 2. above as well as the following, as applicable:
    - a. A statement of the public purpose to be served by the issuance of 501 (c) (3) revenue bonds for the project;
  4. The information submitted by the applicant should be reviewed by the Village Administrator and the Village's financial and legal advisors and a summary of such information, together with an evaluation thereof and the recommendation of the staff should be presented to the Village Board as promptly as practicable thereafter. In addition, the Village may retain the services of qualified legal counsel to act as special counsel or the Village's financial advisor to do a study of the economic viability of the project. The applicant shall be responsible for all fees of the financial and legal advisors and shall deposit with the Village a sum sufficient to cover such costs and fees as determined from time to time by the Village Administrator.
  5. The Village Board shall review the report presented to them by the Village staff as promptly as practicable after receipt thereof and shall take one of the following actions:
    - a. Notify the applicant in writing that its proposal has been rejected and refund to the applicant any uncommitted balance of the deposit, if any.
    - b. Adopt a resolution of intent to proceed with the project and refund to the applicant any uncommitted balance of the deposit, if any.
  6. If a resolution of intent is adopted by the Village Board, the financing, refinancing, or recollateralization may proceed pursuant to the provisions of this policy. All costs of issuance associated with such financing, including any expenses attributable to the Village, shall be borne by the applicant.

# Policy- Debt Management Policy

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## **G. TIF Debt**

Tax Increment Financing debt is excluded from this policy as it is governed by the specific TIF redevelopment agreement.

# Policy- Fund Balance Policy

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## A. Purpose and Scope

Fund Balance is defined as the excess of assets over liabilities. This Fund Balance Policy establishes a minimum level (target range) at which the projected end-of-year fund balance should be maintained to provide financial stability, cash flow for operations, and the assurance that the Village will be able to respond to emergencies with fiscal strength.

The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the Village must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Nonspendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance.

## B. Definitions

1. *Governmental Funds* - are used to account for all or most of the Village's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the Village not accounted for in some other fund.
2. *Fund Balance* – the difference between assets and liabilities in a Governmental Fund.
3. *Nonspendable Fund Balance* – the portion of a Governmental Fund's net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g, prepaid items)
4. *Restricted Fund Balance* – the portion of Governmental Fund's net assets that are subject to external enforceable legal restrictions (e.g., property tax levies).
5. *Unrestricted Fund Balance* – is made up of three components:
  - a. *Committed Fund Balance* – the portion of a Governmental Fund's net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making
  - b. *Assigned Fund Balance* – the portion of a Governmental Fund's net assets to denote an intended use of resources
  - c. *Unassigned Fund Balance* – available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e., assignments). Positive unassigned fund balance can only be reported in the general fund. Any residual fund balance in all other governmental funds is assumed at a minimum to be assigned for the purpose of the fund.

# Policy- Fund Balance Policy

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## C. Minimum Unrestricted Fund Balance Levels

This policy applies to the Village's governmental funds as follows:

1. *General Fund* – The General Fund is a major fund and the general operating fund of the Village. It is used to account for all financial resources except those that are accounted for in another fund. Each year a portion of the spendable fund balance will be determined as follows:
  - a. Restricted - A portion of the fund balance may be restricted through external legal requirements.
  - b. Committed – A portion of the fund balance may be committed through formal action of the Village's Board of Trustees through a resolution or ordinance adopted before the end of the fiscal year.
  - c. Assigned – A portion of the fund balance may be committed by action of the Village Administrator/Budget Officer. The amount will represent the funds the Village intends to use for a specific purpose. This will be adjusted annually.
  - d. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. This unassigned fund balance will be maintained at a target level of 30% of annual budgeted operating expenditures. Operating Expenditures does not include one-time capital equipment and transfer of funds. Balances in excess of 40% of annual budgeted expenditures may be transferred to the Capital Project Fund to support future capital projects.
2. *Working Cash Fund* – The working cash fund is a permanent fund. The Working Cash fund provides the Village with a source for internal borrowing to meet short-term liquidity needs. Working cash revenues are restricted by Illinois state statute (65 ILCS 5/). Therefore, no specific target range is established for this fund
3. *Special Revenue Funds* – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt services or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from a motor fuel tax imposed by the state. These proceeds are devoted exclusively to the purposes for which the special tax was authorized.

# Policy- Fund Balance Policy

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- a. Motor Fuel Tax Fund – this is a fund established to account for revenues derived from a specific motor fuel allotment and expenses of these monies for the highways and streets throughout the Village. Per state statute, Motor Fuel Tax Fund program revenue is legally restricted to the purpose of the fund. Therefore, the entire balance of the fund will be restricted. Furthermore, the fund balance of the Motor Fuel Tax Fund is 100% committed for maintenance and construction. Increases and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target range is established for this fund.
  - b. IMRF Fund - The IMRF Fund accounts for the activities resulting from the Village’s participation in the Illinois Municipal Retirement Fund. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the Village’s contributions to the Fund on behalf of the Village’s employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund. The fund balance should represent no less than three months (25%) with a target range of 3 to 6 months (50%) of operating expenditures. This fund will be monitored and the taxes levied to support the expenditures will be adjusted to ensure that the Fund operates within the target range. It may take more than one levy cycle to ensure that the funds are operating in the proper range.
  - c. Social Security Fund – The Social Security Fund accounts for all activities resulting from the Village’s contributions for social security. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the Village’s contributions on behalf of the Village’s employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund. The fund balance should represent no less than three months (25%) with a target range of 3 to 6 months (50%) of operating expenditures. This fund will be monitored and the taxes levied to support the expenditures will be adjusted to ensure that the Fund operates within the target range. It may take more than one levy cycle to ensure that the funds are operating in the proper range.
4. Debt Service Fund – This fund was established to account for financial resources that are restricted, committed, or assigned to payment of principal and interest owed on debt. The Village budgets an amount of approximately the principal and interest that is anticipated to be paid. Any fund balance accumulation should be minimum and less than 5%.

The Debt Service Fund’s fund balance is 100% restricted for debt service.

# Policy- Fund Balance Policy

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5. Capital Project Funds – These funds are established to account for and report the financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds.

The Capital Project Fund’s fund balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.

## **D. Flow Assumptions**

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). When restricted funds exist, those funds are used first, then unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

## **E. Authority**

1. Committed Fund Balance – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Village Board. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year-end.

2. Assigned Fund Balance – A self-imposed constraint on spending the fund balance based on the Village’s intent to use fund balance for a specific purpose. The authority may be delegated to the Village Administrator.

## **F. Minimum Targets**

Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. During the year, if revenue projections suggest that revenue will not meet expectations and the fund targets will not be met by the end of the year, the Village Administrator will take the following actions to reach the goals established in the adopted budget:

- Review expenses with management,
- Reduce capital asset expenditures,
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals,
- Present to the Village Board other expenditure control options, including those that might modify the goals established in the adopted budget.

# Policy- Fund Balance Policy

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## **G. Exceptions to the Policy**

If the Village Board adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a five-year period.



# Policy- Cash Management and Investment Policy

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## A. Scope

This Policy applies to the cash management and investment activities of the Village of Lemont and covers all Village funds other than those of the Police Pension Plan. It is the policy of the Village of Lemont to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state and local statutes governing the investment of public funds. With the exception of the Police Pension Fund, all other funds of the Village shall be administered in accordance with the provisions of this policy. The Police Pension Fund shall be administered in accordance with the contractual and statutory requirements of that fund. Any monies received for the Police Pension Fund shall be administered by the written order of the Board of Trustees of that Fund.

### Pooling of Funds

Except for cash in certain restricted and special funds, the Village will consolidate cash and investment balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles monthly.

## B. Objectives

The primary objectives of investment activities, in priority order, shall be Legality, Safety, Liquidity, and Total Return.

### 1. Legality

The Village's investments will be in compliance with all federal, state and other legal statutes and requirements governing the investment of public funds.

### 2. Safety

Safety of principal, along with legality, are the foremost objectives of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, custodial credit risk, and interest rate risk in the overall portfolio. The Village shall diversify its investments to minimize risks regarding individual securities.

# Policy- Cash Management and Investment Policy

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## *a. Credit Risk*

Credit Risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Village will minimize credit risk by:

- Limiting investments to the types of securities listed in Section E of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Village will do business in accordance with Section D.1. of this policy.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

## *b. Custodial Credit Risk*

Custodial Credit Risk is the risk that, in the event of a bank or counterparty failure, the Village's collateral securing uninsured deposits or investments may not be recovered. The Village will minimize custodial credit risk over deposits with financial institutions by ensuring that all deposits with financial institutions are insured or collateralized with securities held by the Village's agent in the Village's name.—All investments shall be conducted on a Delivery vs Payment (DVP) basis. Securities will be held by a third-party securities custodian designated by the Village separate from where the investment was purchased.

## *c. Interest Rate Risk*

Interest Rate Risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Village will minimize interest rate risk by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the weighted average maturity of the portfolio to no more than two years and limiting the maximum maturity of any investment to three years from the date of purchase, unless matched to a specific future cash flow need.

# Policy- Cash Management and Investment Policy

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## 3. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may also be placed in local government investment pools which offer same-day liquidity for short-term funds.

## 4. Total Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the legality, safety and liquidity objectives described above. Return on investments is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

## C. Standards of Care

### 1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person,” which states “ Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital as well as the probable income to be derived” and shall be applied in the context of managing the entire portfolio.

Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### 2. Ethics and Conflicts of Interest

# Policy- Cash Management and Investment Policy

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Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Village.

### 3. Delegation of Authority

Authority to manage the investment program is granted to the Village Administrator derived from the following: 30 ILCS 235 et. seq. The Village Administrator or designee establishes written procedures and internal controls for the operation of the investment program that is consistent with the investment policy. **Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements.** No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Village Administrator. The Village Administrator and Village Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, including outside investment managers.

## D. Safekeeping and Custody

### 1. Authorized Financial Dealers and Institutions

A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.

# Policy- Cash Management and Investment Policy

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- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing to comply with the Village's investment policy.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Village Administrator.

## 2. Internal Controls

The Village Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Village Administrator shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and recordkeeping.
- Custodial safekeeping.
- Avoidance of physical-delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of telephone transactions for investments and wire transfers.
- Dual authorizations of wire transfers.
- Development of a wire transfer agreement with the lead bank or third party custodian.

See Attachment A: Village of Lemont Investment Procedures and Internal Controls Manual.

## 3. Delivery vs Payment

# Policy- Cash Management and Investment Policy

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All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible Village custodian prior to the release of funds.

## 4. Safekeeping

Securities will be held by a [centralized] independent third-party custodian selected by the Village as evidenced by safekeeping receipts in the Village's name and a written custodial agreement. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

## E. Suitable and Authorized Investments

### 1. Investment Types

Except as modified herein all investments purchased under this policy shall be guided by the Public Funds Investment Act 30 ILCS 235 et seq. and all revisions thereto, as may be made by the Illinois Legislature. Below is a summary of acceptable investments as determined by the Village Administrator in compliance with the applicable statute:

- a. U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value and are rated A or better by a nationally recognized ratings agency.
- b. Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances, and commercial paper, rated in the three highest tier (e.g., A-1, P-1, D-1, or F- 1 or higher) by a nationally recognized rating agency
- c. Investment-grade obligations (rated A or better by a nationally recognized ratings agency) of state, provincial and local governments and public authorities.
- d. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities.
- e. Local government investment pools.

Investment in derivatives shall be prohibited without the approval of the Board of Trustees of the above instruments shall require authorization by the appropriate governing authority.

### 2. Collateralization

# Policy- Cash Management and Investment Policy

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Monies held in depository accounts, time deposit accounts, or money market mutual funds, or invested in the certificates of deposit of financial institutions (banks, savings and loan associations, or credit unions) in excess of FDIC or SAIF insurance shall be secured by some form of collateral. The Village will accept the following assets as collateral:

- (a) U.S. Government securities.
- (b) Obligations of federal agencies.
- (c) Obligations of federal instrumentalities.
- (d) General obligation bonds of any United States state or local government rated “A” or better (i.e., at least upper medium quality) by Moody’s Investors Service, Standard & Poor’s Rating Service, or Fitch Investors Service.

The chief investment officer may reject any form of collateral at any time.

The amount of the collateral provided by a financial institution will not be less than 110% of the market value of the net amount of deposits and investments to be secured. The ratio of market value of collateral to the amount of funds to be secured will be reviewed monthly by the chief investment officer. Additional collateral will be requested of a financial institution when the ratio declines below the required level. Collateral may not be released without the signature of the chief investment officer. Pledged collateral will be held in safekeeping, by an independent third-party depository, or the Federal Reserve Bank, as designated by the chief investment officer, and evidenced by a safekeeping receipt.

The market value of collateral will be determined based upon quotations reflected in the edition of *The Wall Street Journal* published on the first business day following the quarter concerned. (This edition will report the market value of securities as of the last day of the quarter concerned.) If a security provided as collateral is not listed in *The Wall Street Journal*, its market value will be determined using a comparable source acceptable to the chief investment officer.

Financial institutions pledging collateral will sign a collateral agreement that meets the requirements of the Financial Institution Resource Recovery Enforcement Act (FIRREA) acceptable to the chief investment officer.

## **F. Investment Parameters**

## Policy- Cash Management and Investment Policy

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Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

### 2. Amendments

This policy shall be reviewed on an annual basis. Any changes must be approved by the Village board in consultation with the individuals charged with maintaining internal controls.

### **K. Approval of Investment Policy**

The investment policy shall be formally approved and adopted by the Village Board of the Village of Lemont and reviewed annually.

# Policy- Cash Management and Investment Policy

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## 1. Diversification

The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities). No more than 10% of the portfolio can be invested in any one investment.
- Limiting investment in securities that have higher credit risks.
- Investing in securities with varying maturities.
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

## 2. Maximum Maturities

To the extent possible, the Village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than three (3) years from the date of purchase. The Village shall adopt weighted average maturity limitations, consistent with the investment objectives, as previously noted.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in these types of securities shall be disclosed in writing to the Board of Trustees.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

## G. Reporting

# Policy- Cash Management and Investment Policy

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The Village Treasurer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. This management summary will be prepared in a manner which will allow the Village to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Village Administrator and the Village Board Finance Officer. The report will include the following:

- Listing of individual securities held, by fund, at the end of the reporting period reporting original cost and current market value of each security.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investments by maturity date.
- The purchase and safekeeping institutions.

## **H. Performance Standards**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken, and the benchmark shall have a similar weighted average maturity as the portfolio.

## **I. Marking to Market**

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This review of the investment portfolio, in terms of value and price volatility, should be performed consistent with the GFOA Recommended Practices on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools”. In defining market value, considerations should be given to the GASB Statement 31 pronouncement.

## **J. Policy Consideration**

### **1. Exemption**

# Policy- Cash Management and Investment Policy

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## A. Introduction

The Finance Department and Village Administrator is responsible for conducting cash and investment transactions for all funds (except the Police Pension Fund) held by or for the benefit of the Village of Lemont. The responsibility for the administration of the investment program has been delegated to the Village Administrator and Village Treasurer, who shall implement the following investment procedures and internal controls, as prescribed by the Investment Policy.

## B. Objective

The Procedures and Internal Control Manual provides an outline for cash and investment transactions. This manual shall be reviewed on a yearly basis for possible revisions by the Village Administrator and Village Treasurer to ensure that the manual is current with investment industry standards and practices.

## C. Prudence and Standard of Prudence

The standard of prudence to be used by the investment staff shall be that of a “prudent person” and shall be applied in the context of managing the overall portfolio. The Village Treasurer, or persons performing the investment functions, acting in accordance with written policies and procedures and exercising due diligence, shall not be responsible for an individual security’s credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control or mitigate adverse developments.

The “prudent person” standard is herewith understood to mean the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

## D. Investment Decisions

The investment staff, which includes the Village Administrator and Village Treasurer, shall adhere to the guidelines of the Village of Lemont’s Investment Policy regarding all investment procedures or any other cash and investment transactions.

# Policy- Cash Management and Investment Policy

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## E. Chain of Command

For the purpose of obtaining approval on investment matters not addressed in the Investment Policy, the following chain of command is appropriate:

1. Village Board of Trustees
2. Village Administrator
3. Village Treasurer

## F. Duties and Responsibilities

The Village Administrator and the Village Treasurer have specific duties and responsibilities as stated in their respective position descriptions. The Village Administrator shall be responsible for the management of the investment program and the Village Treasurer shall be responsible for the daily operational duties (i.e., purchases, sells, bank transfers, wires, and reports) with another finance department employee responsible for the accounting along with monitoring compliance with the internal control procedures.

## G. Ethics and Conflict of Interest

For the protection of the investment staff, it is imperative that full disclosure be made by investment personnel and the Board of Trustees to the Village Administrator of any material interests which they may hold in a financial institution (brokers/dealers, banks, etc.) which conducts business with the Village.

## H. Separation of Duties

Investment staff shall observe proper segregation of duties while engaged in investment activities. Persons responsible for approving investment transactions should not be engaged in activities relating to the recording of transactions in the financial records or the reconciliation of cash and safekeeping account statements.

## I. Reporting Requirements

A quarterly report shall be prepared and forwarded to the Village Administrator who in turn shall forward to the Village Board. The report shall contain, but not be limited to, the following information:

- |                            |                                   |
|----------------------------|-----------------------------------|
| a) Security ID             | f) Par value                      |
| b) Purchase date           | g) Original cost value            |
| c) Maturity date           | h) Coupon rate (if applicable)    |
| d) Purchase institution    | i) Yield to maturity              |
| e) Safekeeping institution | j) System assigned account number |

# Policy- Cash Management and Investment Policy

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A mark-to-market report shall be prepared on a quarterly basis. This report shall include the market value, book value, and unrealized gain or loss of the securities in the portfolio. These values should be obtained from a reputable and independent source.

## J. Operations

“Operations” is defined as those necessary procedures and duties required to maintain a properly working department on a daily basis.

### 1. Daily Investment Procedures

The following is a basic outline of routine daily procedures necessary to maintain proper documentation on cash and investment transactions.

Each morning, the daily bank balances shall be obtained from the depository bank via computer.

The Village Treasurer shall be responsible for providing the Village Administrator with daily information regarding the cash requirements and required maturity dates for all funds.

### 2. Daily Investment Worksheet (“cash book”)

On a daily basis, it is necessary to monitor cash activity within specific bank accounts for the purpose of determining net cash available for investment. A “cash book” shall be maintained by the Village Senior Fiscal which shall include a summary of daily cash inflows and outflows by bank account and corresponding book balances at the end of each day.

A review of the “cash book” shall be conducted by the Village Treasurer and shall consider net available cash for investment as well as future anticipated cash flows for the purpose of determining the amount and duration in which funds might be invested.

All cash and investment transactions shall be journalized, by bank account, and given to the Village Treasurer before 2:00 p.m. each day.

Proper documentation and authorization shall be required before any cash or investment transaction is executed.

## Policy- Cash Management and Investment Policy

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### 3. Authorized Wire Transfers

Only the Village Treasurer shall be authorized to originate the wiring Village funds for investment and payment of debt service purposes to established Village bank accounts. Wire instructions and personal identification numbers (PIN's) shall be safeguarded by the authorized representatives.

All bank transfer requests shall be in writing and approved by an authorized representative and all requests shall be filed with the investment work-up documents. All bank transfers will require two signatures, the Village Treasurer and the Village Administrator. Phone wire transfers may be performed provided such requests are made over recorded lines and a written confirmation of the transfer is prepared by the bank. The purpose of the bank transfer must be noted as part of the transfer information.

Wire transfers shall be confirmed by a third party independent of the authorization function.

### 4. Securities' Confirmations

The processing of securities' confirmations, including the filing and reconciling, shall be reviewed by an individual who did not execute the purchase or sale. All confirmations for securities, including certificates of deposit, shall be attached to the daily investment work-up documentation. The original confirmations are not permitted to leave the Finance Department, and only copies will be provided upon request.

Upon receipt, the safekeeping account listing shall be reconciled against the appropriate investment reports.

### 5. Coupon Notices

Securities which periodically pay coupons will require that the amount of the coupon payments be transferred to the appropriate bank account and a journal entry prepared and given to the Village Treasurer.

# Policy- Cash Management and Investment Policy

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## 6. Safekeeping Procedures

All securities purchased for the Village shall be received by “delivery vs. payment” (DVP) to the Village’s designated custodian for safekeeping. The Village’s designated safekeeping institution shall be notified of the trade prior to or on the day of settlement. Confirmation of the delivery will include the type of security purchased/sold, CUSIP, coupon rate (if applicable), maturity, purchase and settlement dates, par value and purchase price.

Nonnegotiable Certificates of deposit are permitted to be safekept at the issuing bank provided they are fully collateralized and pledges are held at an independent third party institution. Negotiable certificates of deposit should be on a DVP basis as noted above. All certificates of deposit confirmations must be verified against the appropriate investment reports and general ledger account on a monthly basis.

Additional requirements and procedures are outlined in the Third-Party Custodial Safekeeping Agreement regarding safekeeping procedures.

## K. Accounting for Investment Transactions

Investments shall be recorded in the financial records at original cost. Interest income will be recognized at maturity or amortized as of the last day of the fiscal year according to the effective interest method of amortization.

## L. Investment Information

### 1. Internal Investment Reports

Investment reports are generated by the Village Treasurer. Each report shall be checked against the original documentation and the appropriate general ledger accounts to ensure the accuracy of the reports on a monthly basis. Furthermore, the investment reports shall be safekept by the Finance Department.

### 2. Market Values

Market values shall be calculated on a quarterly basis by the Village Treasurer and a report provided to the Village Administrator and the Board of Trustees.

### 3. Trust Statements

Original statements for the Village’s investment accounts which are held by a custodian shall be reconciled by the Village Treasurer on a monthly basis.

# Policy- Cash Management and Investment Policy

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## M. Selection of Dealers and Bankers

As stated in the Village of Lemont's Investment Policy, the Village Treasurer shall only purchase securities from financial institutions which are qualified as public depositories by the Village of Lemont or from broker/dealers that were selected based on credit worthiness that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

The Finance Department shall provide each authorized dealer a copy of the Village's Investment Policy and each dealer shall be required to submit, in writing, a statement that they have received, read and understand the Village's investment policy. This statement shall be submitted to the Village Administrator.

Once all requirements are met, the Finance Department will provide the dealer with a list of staff members who are authorized to conduct cash and investment transactions.

## N. Security Selection Process

When purchasing or selling securities, the Finance Department shall select the security which provides both the highest rate of return within the established parameters of the Investment Policy and satisfies the current objectives and needs of the Village's portfolio. These selections shall be made based on a minimum of two (2) bids/quotes (unless securities are being purchased at the FED window) being obtained from banks and/or broker/dealers on the securities in question.

Two bids/quotes are not necessary in the following situations:

1. When time constraints due to unusual circumstances preclude the use of the competitive bidding process.
2. When no active market exists for the issue being traded due to the age or depth of the issue.
3. When a security is unique to a single dealer, for example, a private placement.
4. When the transaction involves new issue or issues in the "when issued" market.

When using the competitive bid process, all bids shall become part of the record of the specific security involved.

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# Policy- Revenue and Cash Management Policy

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## A. Scope

The Revenue and Cash Management Policy applies to all revenue collected, except where state or federal laws supersede. Major revenue sources for the Village of Lemont include real estate taxes, franchise revenues, state shared revenues, utility usage, licenses and permits, fines, and charges for services. Proper controls over revenue are essential to maintaining strong financial management practices.

## B. Internal Controls

All aspects of cash receipts and accounts receivable shall be subject to proper internal controls. Management of each department shall be familiar with the Revenue and Cash Management Policy and established internal controls that are properly documented and followed by staff members. Internal controls include:

1. Segregation of duties for authorization, recording and custodian functions.
2. Daily processing of cash receipts and accounts receivable transactions.
3. Timely deposit of funds.
4. Timely reconciliation to the general ledger and other supporting ledgers.
5. Establishment of physical security procedures.
6. Notification of management upon suspicion of fraud. Management shall then notify the appropriate authorities (e.g., law enforcement, state agencies) in a timely manner for further investigation.

See Attachment A: Revenue and Cash Management Procedures and Internal Control Manual for additional documentation of procedures and controls.

## C. Accounting Procedures

All receipts and receivables shall be recorded in keeping with current authoritative standards and practices, including:

1. Revenue shall be recorded in the proper general ledger account by fund and revenue source.
2. Revenue shall be recorded in the proper fiscal accounting period in accordance with the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for enterprise and internal service fund and governmental and business type activities. The Village will strive to minimize differences in revenue recognition for governmental funds and governmental activities.

# Policy- Revenue and Cash Management Policy

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## **D. Invoicing Procedures**

### 1. General Accounts Receivable

Accounts receivables shall be established for services provided in advance of payment. The Village maintains accounts receivable for business licenses, liquor licenses, cigarette licenses, scavenger licenses, health inspection licenses and amusement licenses. These accounts are invoiced in advance on an annual basis covering the period May 1 to April 30, with the exception of liquor licenses which are invoiced on a semi-annual basis. In addition, the Village invoices for Police Special Details. The Police Special Details bills represent reimbursements for services performed and are billed when incurred.

- a) All initiated bills shall have a due date of 30 days from the bill date, unless otherwise stated per ordinance or resolution. Invoices for license renewals shall be generated by April 1, allowing 30 days for payment prior to due date of May 1. Police Special Detail bills shall be generated within 30 days after the payroll date that identifies the special detail assignment.
- b) All invoices for license renewals and Police Special Details shall be produced and maintained by the Finance Department.
- c) Bills shall be generated in the accounting system software accounts receivable module. The accounts receivable module automatically updates the general ledger upon generation

### 2. Water and Sewerage Receivable

The Village maintains accounts receivable for water and sewerage services. The Village is divided into two sections. Each section is invoiced every other month for a two month billing period. The sections are rotated to allow for monthly billing process representing half of the households.

- a) All initiated bills are dated the 1<sup>st</sup> day of the month, covering usage for the two months ended the last day of the prior month. Bills have a due date on the 20<sup>th</sup> day of the month.
- b) An accounts receivable aging for all water and sewer billings is maintained by the Water Billing Supervisor.
- c) Bills shall be generated using the accounting system software utility billing module. The meter readings automatically update the utility billing module. The utility billing module automatically updates the general ledger.

# Policy- Revenue and Cash Management Policy

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## **E. Receipt of Funds**

The Finance Department shall serve as primary recipient for all revenue collection sites. Each department with remote collection responsibility shall utilize a separate cash register and establish and maintain an adequate system of internal controls for receipts. Controls shall include, at a minimum, the following:

1. The method of payment (e.g., cash, check or credit card) shall be indicated on the receipt. This is entered into the accounting system software at time of transaction.
2. Identification of the individual receiving payment on receipt. The accounting system software identifies the Finance Department Clerk who is logged onto the computer to process the receipts.
3. Wherever possible, the receipt shall allow for immediate revenue account classification in conformance with the established chart of accounts. If not possible, the department and fund shall be indicated.
4. Restrictively endorsement (stamped for deposit only) of checks at the point and time of collection.
5. Reconciliation of collections by an individual not involved in the receipting or posting process or establishment of mitigating controls.
6. Recording of receipts in the financial accounting system on a timely basis.
7. Timely posting of adjustments with supervisory approval required
8. Timely reconciliation and deposit of funds received.

See Attachment A: Revenue and Cash Management Procedures and Internal Control Manual for additional documentation of current procedures and controls.

## **F. Remote Sites**

Remotes sites for the Village include the Police Department. In addition, customers may pay for vehicle stickers at the local bank. Controls shall include, at a minimum, the following:

1. Dollar Threshold: At any such point a remote collection site accumulates in the aggregate over \$1,000 in cash and/or \$2,500 in checks, such funds shall be deposited by the beginning of the next business day.
2. Timely Threshold: All collections shall be deposited within five business days of receipts.

# Policy- Revenue and Cash Management Policy

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3. Un-deposited funds will be secured in a locked drawer or the safe.
4. Any differences in the cash reconciliation process will be investigated and resolved.
5. Personnel are prohibited from using change drawer to cash personal checks.

## G. Collections

Each department shall establish and maintain an adequate system of internal control to provide for timely collection of receivables.

1. All accounts receivable shall be recorded in the accounting system software. The Water Billing Supervisor will maintain the Water and Sewerage Aged Trial Balance and the Village Treasurer will maintain the General Accounts Receivable Aged Trial Balance. The Village Treasurer will reconcile each subsidiary ledger to the general ledger on a monthly basis.
2. For those accounts that become past due, proper delinquent notice shall be provided to the payee.
3. For those accounts that are greater than 270 days past due and over \$1,000, notice and supporting detail shall be provided to the appropriate collection division for further collection efforts.
4. Assignment to a collection agency shall be considered. When cost effective, the government-wide selected collection agency shall be utilized to assure maximum collections.

## H. Returned Checks

Each department shall establish and maintain an adequate system of internal controls for returned checks.

1. Unless otherwise stated per ordinance or resolution, all checks returned due to insufficient funds shall be processed by the Finance Department with assistance from the Water Billing Supervisor for those returned checks for water and sewerage billing.
2. Fees shall be charged for the returned check in accordance with applicable statutes or established practices. Returned checks shall be processed at least twice through the Village's financial institution.

# Policy- Revenue and Cash Management Policy

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## I. Bad Debt

Each department shall maintain an adequate system of internal controls to provide for the accurate and timely recognition of an allowance for doubtful account and bad debt expense.

1. The amount of the allowance for doubtful accounts shall be based upon the percentage of receivable method.
2. The computation of the allowance for doubtful accounts shall be performed annually based upon the aging of the receivables and recent history of write-offs at fiscal year end, subject to concurrence by the external auditors.
3. For write-offs; accounts with balances less than \$1,000, 360 days delinquent and with no payment activity for 360 days shall be eligible for write-off upon approval by the Village Board of Trustees.
4. For write-offs, balances greater than \$1,000, collection efforts shall be performed for a period equivalent to the statute of limitations or less if bankruptcy has been discharged for an account, business no longer exists, or individual is deceased, at which point such amounts shall be written-off upon department head's written concurrence.
5. For any account written-off, such customer information shall be retained for five years and service denied on credit until previously written-off balances have been satisfied, unless specifically approved by the Village Administrator.

## J. Budgetary Review

Revenue collections and accounts receivable shall be monitored in a timely manner.

1. Revenue initiating departments shall have oversight in the formulation of revenue budgets.
2. Revenue budget estimates shall be supported with documented variable assumptions (base, rate, etc).
3. Monitoring of revenue budget shall be performed in a timely manner throughout the fiscal year and shall include an analysis of actual versus budgeted variances. Revised forecasts shall be communicated to the Budget Officer on a timely basis.
4. Continued compliance of revenue with all laws and/or regulations shall be the responsibility of the revenue initiating department.

# Policy- Revenue and Cash Management Policy

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## K. Escrowed Funds

Funds received by the Village in advance of revenue recognition or funds anticipated to be remitted back to the payee shall be recorded in an escrow liability account. The Village escrow agreement does not provide for the establishment of interest bearing accounts. The Village Planning Department maintains the Escrow Caseload File by Client, which includes an excel summary of escrow account activity. The Village will not maintain a receivable balance for developers. In the event of a net receivable, the developer will be required to replenish the escrow fund within a 30 day time period. The Finance Department reconciles the detail to the general ledger on a monthly basis.

Funds received as impact fees pursuant to a development will be reconciled on a monthly basis and remitted to the appropriate governmental entity entitled to receive the fee within 30 days of the reconciliation.

## L. Bond Payable Funds

Funds received by the Village as insurance of performance and anticipated to be remitted back to the payee shall be recorded in a bond payable account. The Village maintains a detail listing of funds received and returned by permit number. The Finance Department reconciles the detail to the general ledger on a monthly basis.

## M. Forfeited Asset Proceeds

The Village shall maintain an adequate system of internal controls for proceeds from asset forfeitures to ensure compliance with applicable laws and regulations.

1. A separate bank account will be maintained for forfeited asset proceeds. A separate revenue general ledger account will be maintained for each type of forfeiture proceeds.
2. All interest income generated by forfeiture accounts must be deposited and recorded into the corresponding bank and general ledger account on a timely basis.
3. The Finance Department and Police Department will maintain procedures to ensure expenditures of proceeds are in accordance with applicable laws and regulations.
4. The Finance Department will reconcile the forfeiture general ledger accounts on a monthly basis.
5. All required reports must be completed and filed with the appropriate authority on a timely basis.

NOTE: See Asset Forfeiture Procedures Manual for additional documentation of procedures and controls.

# Policy- Revenue and Cash Management Policy

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N. **Record Retention**

The Village shall retain all records related to revenue and cash management for a period of seven years. All records sent for destruction will be documented and approved by the Village Administrator prior to destruction.

**LEMONT POLICE PENSION FUND**  
**Statement of Investment Policy, Objectives and Guidelines**  
**April 2014**

**I. Scope and Purpose**

This investment policy applies to all assets of the Lemont Police Pension Fund. The Primary objective of the Lemont Police Pension Fund is to provide eligible employees with retirement benefits and ensure appropriate funding.

**II. Parties Associated with the Plan**

**A. Board of Trustees for the Lemont Police Pension Fund**

1. Holds ultimate responsibility for the Fund and the appropriateness of its investment policy and its execution.
2. May retain consultants, money managers, and other advisors to implement and execute investment policy as it relates to the Fund.
3. Reviews adequacy or need for change of this statement.
4. Meets quarterly and reviews reports concerning the Funds asset management.
5. Engages a custodian.
6. Defines investment policy, objectives, and guidelines for the Fund including risk tolerance.
7. Ensures administration of the Fund in accordance with the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3.

**B. Custodian**

1. Accepts possession of securities for safe keeping; collects and disburses income; collects principal of sold, matured or called items; and provides accurate, timely market value pricing, including accrued interest, for all securities under their care.
2. Provides timely monthly statements, which accurately detail all transactions in the accounts, as well as accurately describe all of the securities owned.
3. Effects receipt and delivery following purchases and sales of securities on a timely and accurate basis.
4. Ensures that all cash is productively employed at all times.
5. Meets as required with the Board of Trustees, and provides reports relative to the status of the Plan.

**C. Investment Consultant**

1. Assists the Board of Trustees in developing investment policy guidelines, including asset class choices, asset allocation targets and risk diversification.
2. Conducts money manager searches when requested by the Board of Trustees.
3. Provides the Board of Trustees with objective information on a broad spectrum of investment decisions, and assists in evaluating the merits of each particular investment product, and money manager as to the track records, management styles and quality.
4. Monitors the performance of the aggregate plan, investment managers, and provides regular quarterly reports to the Board of Trustees, which aids them in determining the progress towards the investment objectives.

**D. Money Managers**

1. Will have full discretion in the management of the assets allocated to the investment managers, subject to overall investment guidelines set by the Board of Trustees.
2. Serve as fiduciaries responsible, and will be held to the Prudent Expert Standard for specific securities decisions.
3. Will abide by the Illinois Pension Code which governs Illinois Downstate Police Pension Funds, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1-113.2, 1-113.3 and 1-113.4, and will abide by duties, responsibilities and guidelines detailed in any specific investment manager agreement entered into by the manager and Board of Trustees.
4. Will report at least quarterly the current investments held in their account, their current market value and all transactions within the account.
5. Will communicate any major changes in economic outlook, investment strategy, or any other factors, which affect implementation of their investment process, or the investment objective of the Plan.
6. Will inform the Board in writing of any qualitative change in the investment management organization: Examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc.

### III. Investment Objectives and Guidelines

#### A. Policies

1. The primary policies of the fund, in order of priority are as follows:
  - a) **Safety** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. As such, the Board of Trustees has consciously diversified the aggregate fund to ensure that adverse or unexpected results will not have an excessively detrimental impact on the entire portfolio. Diversification is to be interpreted to include diversification by asset type, by characteristic, by number of investments, and in the case of investment managers, by investment style.
  - b) **Liquidity** The investment portfolio will remain sufficiently liquid to enable the pension fund to pay all necessary benefits and meet all operating requirements, which might be reasonably anticipated.
  - c) **Return on Investment** Assets will be invested to achieve attractive real rates of return. Following the Prudent Man Standard for preservation of capital, assets will be invested to achieve the highest possible rate of return, consistent with the plans tolerance for risk as determined by the Board of Trustees in its role as a fiduciary.
2. Investment management can be delegated to external professional organizations. The managers will operate within a set of guidelines, objectives, and constraints, which are attached hereto. It is the judgment of the Board at this time that there is no immediate need for liquidity with respect to those assets which are managed by money managers. In the short term, the Board believes that the obligations of the fund will be met by other monies and should not be a concern of any investment manager. The Board will periodically provide investment managers with an estimate of expected net cash flows with sufficient advance notice to allow the orderly buildup of necessary liquid reserves.
3. The Board of Trustees will follow the policy that, except for established guidelines and unusual circumstances, the fund's investment managers will place no restrictions on the selection of individual investments.
4. As a Downstate Police Pension Fund in the State of Illinois, the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3 restrict the Fund. These statutes are hereby incorporated into this policy statement by reference herein.
5. Investments made in contracts and agreements of Life Insurance Companies licensed to do business in the State of Illinois shall be rated at least A+ by A.M. Best Company, Aa rated by Moody's, and AA+ rated by Standard and Poor's rating services. Notwithstanding, the portfolio of the general account of the Insurance Company shall not invest more than 10% of the portfolio in real estate and/or more than 10% of the portfolio in bonds with ratings of less than Baa1 by Moody's or BBB+ by Standard and Poor's.
6. The total investment in the accounts described in paragraph 5 above shall not exceed 10% of the aggregate market value of the Fund.
7. Investment grade general obligation debt issued by the State of Illinois or any county, township or Municipal Corporation of the State of Illinois may be held in the portfolio. Issuers that are downgraded to less than investment grade by one of the two largest rating services must be sold within 90 days.
8. Investment grade U.S. dollar denominated non-convertible corporate bonds may be held in the portfolio. Said securities shall be rated investment grade by at least one of the two largest rating services at time of purchase. Said securities shall be sold within 90 days if the issuer is downgraded to less than investment grade by any of the major rating agencies.
9. Proxies shall be voted by the Board of Trustees unless investment advisors who have discretionary control over assets of the plan are employed. Then the plans managers shall vote all proxies in the best interest of the pension plan. Should voting issues or situations arise where an investment manager needs clarification; the Board of Trustees should be considered as the source for such clarification.
10. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Fund.
11. All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible Pension Fund custodial account prior to the release of funds.
12. Except for pecuniary interest permitted under subsection (f) of Section 3-14-4 of the Illinois Municipal Code or under Section 3.2 of the Public Officer Prohibited Practices Act, no person acting as Treasurer or Financial Officer or who is employed in any similar capacity by or for a public agency may do any of the following:

- a) Have any interest, directly or indirectly, in any investments in which the agency is authorized to invest.
  - b) Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
  - c) Receive, in any manner, compensation of any kind from any investments in which the agency is not authorized to invest.
13. It is the policy of the Pension Fund and in accordance with GFOA's Recommended Practices on the Collateralization of Public Deposits (attachment 1), the Fund requires that funds held in depository accounts, time deposit accounts, or money market mutual funds, or invested in the certificates of deposit of financial institutions (banks, savings and loan associations, or credit unions) in excess of FDIC or SAIF insurance shall be secured by some form of collateral. The Village will accept the following assets as collateral:
- a) U.S. Government securities.
  - b) Obligations of federal agencies.
  - c) Obligations of federal instrumentalities.
  - d) General obligation bonds of any United States state or local government rated "A" or better (i.e., at least upper medium quality) by Moody's Investors Service, Standard & Poor's Rating Service, or Fitch Investors Service.

The Board may reject any form of collateral at any time. The amount of the collateral provided by a financial institution will not be less than 110% of the market value of the net amount of deposits and investments to be secured. The ratio of market value of collateral to the amount of funds to be secured will be reviewed monthly by the chief investment officer. Additional collateral will be requested of a financial institution when the ratio declines below the required level. Collateral will be released if the fair market value exceeds the required level. Collateral may not be released without the signature of the Treasurer. Pledged collateral will be held in safekeeping, by an independent third-party depository, or the Federal Reserve Bank, as designated by the Board, and evidenced by a safekeeping receipt. The market value of collateral will be determined based upon quotations reflected in the edition of *The Wall Street Journal* published on the first business day following the quarter concerned. (This edition will report the market value of securities as of the last day of the quarter concerned.) If a security provided as collateral is not listed in *The Wall Street Journal*, its market value will be determined using a comparable source acceptable to the chief investment officer. Financial institutions pledging collateral will sign a collateral agreement that meets the requirements of the Financial Institution Resource Recovery Enforcement Act (FIRREA) acceptable to Board.

14. The Board is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the Fund are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Board shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- a) Control of collusion.
- b) Separation of transaction authority from accounting and recordkeeping.
- c) Custodial safekeeping.
- d) Avoidance of physical-delivery securities.
- e) Clear delegation of authority to subordinate staff members.
- f) Written confirmation of telephone transactions for investments and wire transfers.
- g) Dual authorizations of wire transfers.
- h) Development of a procedure for making wire transfers.

#### **B. Prohibited Transactions**

1. Prohibited transactions are those transactions specifically prohibited in the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Sections 1-110, 1-111 and 3-135, as well as:
- a) Short selling
  - b) Margin transactions
  - c) Transactions involving futures or options contracts
  - d) Reverse repurchase agreements
  - e) Repurchase agreements
  - f) Borrowing or lending of cash or securities
  - g) Derivatives
  - h) Collateralized Mortgage Obligation

i) American Depository Receipts (ADR's)

Nothing in this section shall prohibit the plan from owning eligible long only diversified open-end mutual funds that may make use of the above strategies.

**C. Portfolio Asset Allocation Guidelines**

1. The Board of Trustees has adopted the asset allocation policy shown below for Plan assets. Target percentages have been determined for each asset class along with allocations ranges. Equities shall not exceed 65% of the portfolio. Percentage allocations are intended to serve as guidelines; the Board will not be required to remain strictly within the designated ranges. The Fund will review the portfolio quarterly for rebalancing. Market conditions or an investment transition may require an interim investment strategy and, therefore a temporary imbalance in asset mix.

	<b>Min</b>	<b>Target</b>	<b>Max</b>
Cash	1%	2%	5%
Fixed Income	35%	43%	78%
Domestic Equities	21%	45%	60%
International Equities	0.0%	7%	15%
Real Estate	0.0%	3%	10%

2. Cash investments shall be defined as funds, which can be quickly liquidated without loss of principal.
3. Fixed income investments shall be defined as U.S. Government or U.S Government agency bonds, certificates of deposit, investment grade Illinois municipal bonds, dollar denominated non-convertible investment grade corporate bonds, fixed annuities or guaranteed investment contracts of any insurance company and commingled trust accounts, which only invest in the above, described investment vehicles.
4. Equity securities shall be defined as preferred or common stocks created or existing under the laws of the United States and are listed on a national securities exchange, board of trade or are quoted in the National Association of Securities Dealers Automated Quotation System National Market System. Said issuers shall have been in existence for at least 5 years and have not been in arrears of any payment of dividends on its preferred stock during the preceding 5 years. Domestic Equities shall also be defined as mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of \$250 million or more and invest in a diversified portfolio of common or preferred stocks, bonds, or money market instruments, and exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of domestic equities.
5. International and real estate securities shall be defined as mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of \$250 million or more, and invest in a diversified portfolio of stocks, bonds, or money market instruments or pooled accounts managed, operated and administered by a bank, subsidiaries of banks or subsidiaries of bank holding companies which invested in a diversified portfolio of stocks, bonds or money market instruments and exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of equities.

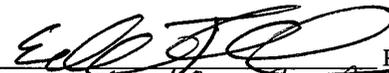
**IV. Performance Objectives**

1. Over a 5-year investment horizon it is the goal of the aggregate plan to meet or exceed a total rate of return of 7.0%. This investment goal is not meant to be imposed on each investment manager. Specific investment goals and constraints for each investment manager, if any, shall be incorporated as part of this statement. Each manager shall receive a written set of manager guidelines outlining his specific goals and constraints as they may differ from those objectives of the entire plan.
2. Meet or exceed the return of the blended market indices of 45% of the Barclays Capital Aggregate Index and 55% of the S&P 500 index.
3. The Fund shall generally display an overall level of risk in the aggregate portfolio which is consistent with the risk associated with the benchmarks specified in paragraph 2 above. Risk will be measured by the annualized standard deviation of monthly returns.
4. The Board of Trustees understands that in order to achieve its objectives for the Plans assets, the Plan will experience volatility of returns and fluctuations of market value as well as periods of losses. Losses will be viewed within the context of appropriate market indices.
5. Performance will be reviewed for the following periods:
  - a) The most current quarter, year-to-date, one, three, and five years, and since inception.

**V. Liability**

1. The Board of Trustees, members and employees acting in accordance with prescribed procedures and exercising due diligence shall be relieved of personal responsibility for the performance of any security as to price and/or earnings, provided that deviations from expectations are reported promptly, and appropriate action is taken to minimize adverse developments.

This Statement is adopted on APRIL 21ST 2014 by the Board of Trustees of the Fund whose signatures appear below.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Vice President

**LEMONT POLICE PENSION FUND**  
**Fixed Income Guidelines**  
**April 2014**

**I. Investment Philosophy**

1. The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
2. The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

**II. Fixed Income Guidelines**

1. The following instruments are the only investment vehicles in which the manager shall be permitted to invest in.
  - a) In bonds, notes, certificates of indebtedness, Treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest. Bonds, notes, debentures or other similar obligations of the following agencies of the United States of America: The Federal Housing administration; Government National Mortgage Association; Public Housing Boards; Farmers Home Administration; General Services Administration; Maritime Administration; Small Business Administration and Small Business Administration Loan Pools; Tennessee Valley Authority; Washington Metropolitan Area Transit Authority; Federal Land Banks; Federal Intermediate Credit Banks; Banks for Cooperatives; Federal Farm Credit Banks, and Federal Home Loan Banks.
  - b) Up to 10% of the fixed account may be invested in investment grade general obligation bonds issued by the State of Illinois, or any county, township or Municipal Corporation of the State of Illinois. Said securities shall be sold in 90 days if said issuer is downgraded to less than investment grade by any of the rating services.
  - c) Up to 30% of the fixed income portfolio may be invested in U.S. dollar denominated non-convertible corporate bonds subject to the following restrictions. No single position shall be greater than 2% of the fixed income portfolio and no single issuer shall carry a weight greater than 5% (at the time of purchase) of the fixed income portfolio. Further said debt shall be rated investment grade by one of the two largest rating services. Said security shall be sold if said issuer is downgraded to less than investment grade by any of the rating services.
  - d) FDIC insured certificates of deposit of any Federally Chartered Bank. Certificates of deposit in any Illinois Chartered Bank are allowed so long as said bank certifies annually to the Board of Trustees that it does not engage in predatory lending practices.
  - e) The original issue size of securities selected should be such to afford a high degree of marketability.
  - f) In money market mutual funds registered under the investment act of 1940, provided that the portfolio of any such money market fund is limited to obligations described in paragraphs a, b, and c above.

**III. Performance**

1. Manager performance shall be measured using a three year moving average and shall:
  - a) Meet or exceed net of fees the returns of an unmanaged market index comprised of the Barclays Aggregate Bond index. The return on the fund's investments shall include net income and appreciation.
  - b) Achieve a total rate of return, gross of fees of the top 50% of a peer group of active fixed income managers with like investment constraints.
2. Performance will be reviewed for the following periods, the most recent calendar quarter, calendar year-to-date, trailing one, three and five years, and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and agree to comply with the provisions of this statement.

NA Investment Professional  
Signature  
NOT YET HIRED  
Printed Name and Title

**LEMONT POLICE PENSION FUND**  
**Domestic Equity Guidelines**  
**April 2014**

**I. Investment Philosophy**

1. The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
2. The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

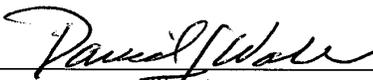
**II. Common Stock Guidelines**

1. Cash should not exceed 10% of the equity portfolio.
2. Equity securities shall mean diversified open-end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, and have total assets of at least \$250 million. Equity securities shall also mean exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of domestic equities.
3. Equity investment in any one company may not exceed 5% of the equity portfolio at time of purchase.
4. If the management firm has investments in equities of any one company that exceeds 5% of the company's equity outstanding, it shall be brought to the immediate attention of Board of Trustees.
5. The manager is expected to prudently diversify the portfolio across industry and economic sectors. It is expected that at least 60% of the major industry sectors in the Russell 3000 index will be represented in the portfolio. Furthermore the manager is to notify the Board of Trustees, with an explanation when any Russell 3000 industry or sector is overweighed by more than 120%.
6. Generally, the equity portfolio shall display an overall level of risk which is consistent with the level of risk associated with the Russell 3000. Risk will be measured by the annualized standard deviation of monthly returns.

**III. Performance**

1. Manager performance shall be measured using a three-year moving average and shall:
  - a) Meet or exceed net of fees the returns of an unmanaged market index comprised of Russell 3000 equity index.
  - b) Achieve a total rate of return gross of fees of the top 45% of a peer group of active equity core managers. Returns shall be evaluated in conjunction with the risk taken by the investment manager relative to the risk taken by the universe of managers. These criteria shall be evaluated over longer market cycles of 3, 5, 7 and 10 years.
2. Performance will be reviewed for the following periods, the most recent calendar quarter Calendar Year-to-date, trailing one, three and five years and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this 21<sup>st</sup> day of April 2014 and agree to comply with the provisions of this statement.

 Investment Professional  
Signature  
DAVID J. WILK-PERINARA  
Printed Name and Title

**LEMONT POLICE PENSION FUND**  
**International Guidelines**  
**April 2014**

**I. Investment Philosophy**

1. The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
2. The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

**II. Common Stock Guidelines**

1. Cash shall not exceed 5% of the equity portfolio.
2. Equity securities shall mean diversified open-end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, and have total assets of at least \$250 million. Equity securities shall also mean exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of equities.
3. Invest in a diversified portfolio of common or preferred stocks, which are geographically diversified in a number of regions including the Americas (U.S. and Canada), Greater Europe and Greater Asia. Said fund and shall not have more than a 15% exposure in the United States and Canada.
4. The manager is expected to prudently diversify the portfolio across industry and economic sectors.
5. Generally, the equity portfolio shall display an overall level of risk which is consistent with the level of risk associated with the MSCI EAFE index. Risk will be measured by the annualized standard deviation of monthly returns.

**III. Performance**

1. Manager performance shall be measured using a three-year moving average and shall:
  - a) Meet or exceed net of fees the returns of an unmanaged market index comprised of the MSCI EAFE (net) total return equity index.
  - b) Achieve a total rate of return net of fees of the top 45% of a peer group of active international fund managers. Returns shall be evaluated in conjunction with the risk taken by the investment manager relative to the risk of the MSCI EAFE index. Risk will be measured by the annualized standard deviation of monthly returns. These criteria shall be evaluated over longer market cycles of 3, 5, 7 and 10 years.
2. Performance will be reviewed for the following periods, the most recent calendar quarter calendar year-to-date trailing one, three and five years, and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this 21<sup>ST</sup> day of April 2014 and agree to comply with the provisions of this statement.

David J. Walsh Investment Professional  
Signature  
DAVID J. WALSH-PRINCIPALS  
Printed Name and Title

**LEMONT POLICE PENSION FUND**  
**Real Estate Guidelines**  
**April 2014**

**I. Investment Philosophy**

1. The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
2. The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

**II. Common Stock Guidelines**

1. Cash shall not exceed 5% of the equity portfolio.
2. Equity securities shall mean diversified open-end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and Registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of at least \$250 million, or collective trusts (commingled or pooled trusts) administered and operated by a bank, subsidiaries of banks, or subsidiaries of bank holding companies, which invest in a diversified portfolio of International (not to exceed 40% of the real estate portfolio) or U.S. publicly traded Real Estate Investment Trusts. 75% of the company's total revenue must be derived from the ownership and operation of real estate assets to be considered an eligible REIT. Equity securities shall also mean exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of domestic equities.
3. The manager is expected to prudently diversify the portfolio across industry and economic sectors. It is expected that at least 75% of the major real estate sectors in the Dow Jones US Real Estate index will be represented in the portfolio.
4. Generally, the equity portfolio shall display an overall level of risk, which is consistent with the level of risk associated with the Dow Jones US Real Estate index. Risk will be measured by the annualized standard deviation of monthly returns.

**III. Performance**

1. Manager performance shall be measured using a three-year moving average and shall:
  - a) Meet or exceed gross of fees the returns of an unmanaged market index comprised of the Dow Jones US Real Estate index.
  - b) Achieve a total rate of return gross of fees of the top 33% of a peer group of active REIT managers. Returns shall be evaluated in conjunction with the risk taken by the investment manager relative to the risk of the Dow Jones US Real Estate index. Risk will be measured by the annualized standard deviation of monthly returns. These criteria shall be evaluated over longer market cycles of 3, 5, 7 and 10 years.
2. Performance will be reviewed for the following periods: most recent calendar quarter, calendar year-to-date, trailing one, three and five years, and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this 21<sup>ST</sup> day of April 2014 and agree to comply with the provisions of this statement.

  
\_\_\_\_\_  
Signature Investment Professional  
DAVID J. WALL - PRINCIPAL  
Printed Name and Title

## Lemont Police Pension Fund

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## ACTUARIAL FUNDING POLICY STATEMENT

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**Originally Adopted April 30, 2014**  
**Effective May 1, 2014**  
**As Amended and Restated through May 1, 2014**

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## PURPOSE OF THE ACTUARIAL FUNDING POLICY STATEMENT

### *General Purpose*

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This Actuarial Funding Policy Statement sets forth the procedures that the Pension Board of Trustees for the Lemont Police Pension Fund has adopted to make funding recommendations to the Village of Lemont in compliance with the Illinois Pension Code. The policy identifies goals and objectives of the Pension Board of Trustees and the Village of Lemont. The policy sets out the decision-making process for handling various aspects of pension funding, and defines the ongoing items to be reviewed in assessing the ongoing effectiveness of this policy.

### *Goals and Objectives*

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The key goals and objectives considered in the preparation of the investment policy are noted below:

- Make sure that benefits are secure for fund participants now and in the long-term.
- Keep the recommended costs of the plan stable across generations of taxpayers.
- Develop recommendations that are more cost-effective in the long-term.
- Provide year-to-year contribution stability/budgeting for the Village.
- Address any transition items needed at the policy implementation.

### *Operation of the Policy*

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It is the intention of the Village and the Pension Board of Trustees to review the policy on an annual basis. The intention is to review the effectiveness of the policy and determine if it continues to meet the goals and objectives as set forth.

The Pension Board of Trustees retains the right to amend the policy as necessary to keep the policy in line with the goals and objectives.



# THE ACTUARIAL COST METHOD

## *General Purpose*

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The intent of any Actuarial Cost Method is to set aside the appropriate amount of dollars during an employee's working career so that the Pension Fund has the dollars necessary to make payments at retirement. The Actuarial Cost Method will set the pattern by which contributions are made to the Fund during the working career of the employee and provide two key measures for reporting:

- Normal Cost – The amount of money to contribute for each active employee for the upcoming year of service.
- Accrued Liability – The amount of money that is expected to be in the Pension Fund already, based on all past service already worked by members of the Fund.

## *Selection*

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The Entry Age Normal (EAN) Cost Method (Level Percent of Pay) has been chosen to measure the Normal Cost and Accrued Liability for the Fund.

The EAN Method is a cost based actuarial method which focuses on budgeting annual costs during the working career of an employee. The Normal Cost level is set with the expectation that it will increase annually at the same rate as expected payroll increases during an employee's working career.

EAN Method (Level Percent of Pay) is used across the country to determine the amount of dollars that should be in a pension fund and is widely accepted as the most equitable way to pass costs to taxpayers who are receiving the services.

## UNFUNDED ACCRUED LIABILITY

### *General Purpose*

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The Actuarial Cost Method will provide a method for setting the annual contribution pattern for current year services, as well as setting the expected level of assets needed to be on budget for past services rendered by employees. When the Pension Fund actuarial assets do not match the expected assets under the budget, an unfunded/overfunded liability exists.

### *Unfunded Liability*

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The Unfunded Actuarial Accrued Liability may be amortized over a period either in level dollar amounts or as a level percentage of projected payroll.

In accordance with the Pension Fund's Funding Policy for the recommended contribution the unfunded actuarial accrued liabilities are amortized by level percent of payroll contributions to 100% funding target over 30 years beginning in 2011, ending with the municipality's fiscal year 2040.

## ACTUARIAL VALUE OF ASSETS

### *General Purpose*

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The Actuarial Value of Assets is the figure used annually to determine the level of underfunding in a Pension Fund. The Actuarial Value of Assets does not necessarily equal the fair Market Value of Assets. While the Actuarial Value of Assets does not represent dollars that are available on that day to make benefit payments, use of an Actuarial Value of Assets recognizes that assets will not all be distributed at a single point in time.

The objective of using an Actuarial Value of Assets that differs from the Market Value of Assets is to redistribute contributions over the life of a Pension Fund in a manner that is less volatile. The overall level of contributions over the life of the Fund is not expected to change. To achieve this, gains and losses on the Market Value of Assets are recognized in the Actuarial Value of Assets over a period of time. In order to be successful as part of long-term funding, the Actuarial Value of Assets should be equally likely to fall above or below the market value of assets.

Key parameters:

- Years – the number of years to smooth market value gains and losses.
- Corridor – A limitation placed on the Actuarial Value of Assets. This parameter will limit the Actuarial Value of Assets in relation to Market Value of Assets.

### *Selection*

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The Actuarial Value of Assets will be equal to the Market Value of Assets, with unexpected gains and losses on the Market Value of Assets smoothed over a 5 year period.

It is anticipated that the Actuarial Value of Assets will not stray too far from the Market Value of Assets with the 5 year smoothing parameter. Therefore no corridor has been set at this time.

# OPERATIONAL PROCEDURES

## ***Funding Recommendations***

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The Pension Board of Trustees will use the policies and procedures set forth in this document to recommend a contribution amount to be made by the Village to the Fund each year.

## ***State of Illinois Minimum Funding Requirement***

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The State of Illinois provides funding policy parameters that must be used in determining the minimum amount of money that should be contributed to the Fund on an annual basis. The Pension Board of Trustees will review this amount each year. Notwithstanding anything else in this policy, in no event will the Pension Board of Trustees recommend a contribution that is less than the minimum contribution required under State law.

## ***Actuarial Assumptions***

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The Pension Board of Trustees will review the actuarial assumptions used for determining Fund costs at least every 3-5 years. The Pension Board of Trustees will use assumptions that are the best estimate of the future anticipated experience under the plan. By getting the best estimate on actuarial assumptions, short-term changes in unfunded liability are expected to offset over a long-term period of time. Review of the assumptions every 3-5 years will help to minimize the impact of assumption changes that have deviated from actual assumptions over a long period of time.

If any events occur that could impact assumptions immediately (for example, a change in the Investment Policy or strategy) the Pension Board of Trustees will assess the associated assumption on a more immediate basis and will not be limited by the 3-5 year cycle.

See Addendum 1 for current selections.

## ***Monitoring the Funding Policy***

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The Pension Board of Trustees will review on an annual basis a report that is intended to monitor the progress of the Funding Policy. This review will include but not be limited to:

- A review of the progress being made on the unfunded liability that exists at implementation.
- A review of the anticipated gains and losses that will be recognized in the upcoming actuarial value of assets under the funding policy.
- An analysis of cash flow to monitor the continuous ability of the fund to pay benefits.
- An analysis of the causes of any changes in unfunded liability over the preceding year.
- An analysis of the actuarial expectations versus actual experience over the preceding year.

## ADDENDUM 1 – CURRENT ACTUARIAL ASSUMPTIONS

### *Economic Assumptions*

<u>Assumption</u>	<u>Selection</u>	<u>Reason</u>
Expected Rate of Return on Assets	7.00%	Based on the current target allocation in the Pension Fund and discussion with the Investment Consultant.
Pay Increase	4.50% + Adjustments	% represents the long-term expectation for cost-of-living. Adjustments are used to represent higher pay increase rates early in employees' working careers.
Total Payroll Increases	4.00%	Based on the current employee population.

### *Demographic Assumptions*

<u>Assumption</u>	<u>Selection</u>	<u>Reason</u>
Mortality	L&A 2012	Based on the study of the actual experience for active and retired police officers in the state of Illinois.
Termination Rates	100% L&A 2012	Long-term anticipated experience for the Pension Fund.
Disability Rates	100% L&A 2012	Long-term anticipated experience for the Pension Fund.
Retirement Rates	100% L&A 2012 Cap Age 65	Long-term anticipated experience for the Pension Fund.
Percent Married	80%	Represents the anticipated percentage of time death benefits will be paid by the Pension Fund.

Full detail for the assumptions can be found in the Actuarial Assumption selection document. This is intended to show a snapshot summary.