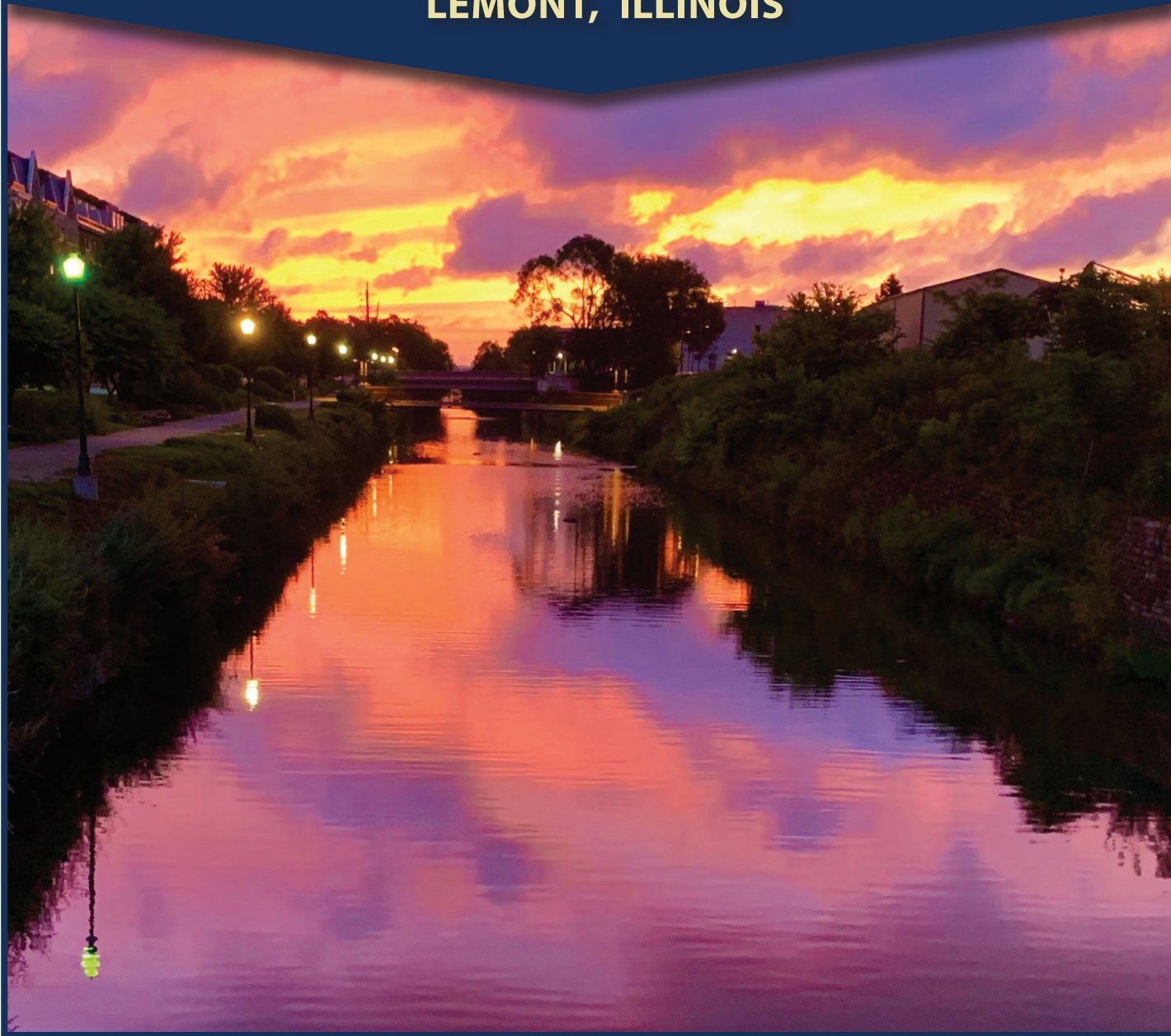


# ANNUAL OPERATING BUDGET

FISCAL YEAR 2020 – 2021



LEMONT, ILLINOIS





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# **INTRODUCTION**

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# Officials



## MAYOR

JOHN EGOFSKE

## TRUSTEES

JANELLE KITTRIDGE  
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

MICHAEL STILLMAN

## 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





## **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.*



# Map of Village

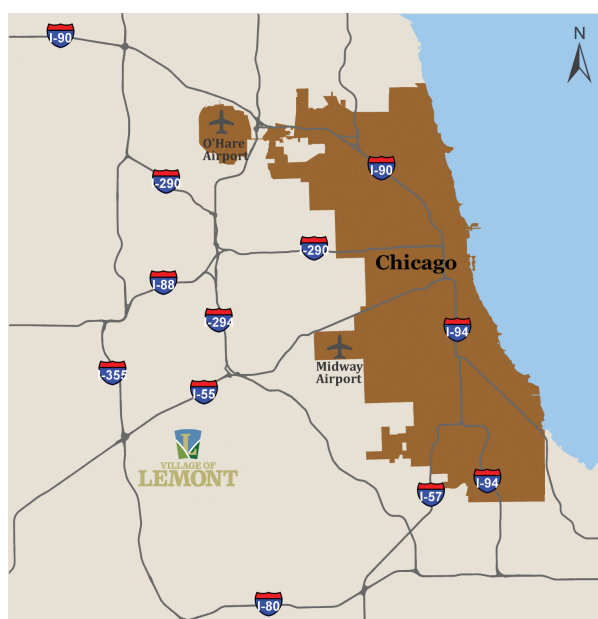
## Lemont, IL

### 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

## Reader's Guide

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 overview of the Village's financial policies and position. The section includes:

<ul style="list-style-type: none"> <li>• Transmittal Letter</li> <li>• Community Profile</li> <li>• Revenue Highlights</li> <li>• Summary of Financial Policies</li> <li>• Fund Balance Summary</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Plan Organization</li> <li>• Information Bonded Debt</li> <li>• Obligation Revenue</li> <li>• Summaries / Expenditures</li> <li>• Budget Calendar/Process</li> </ul>

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.



# GFOA award

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, 2019. 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.





# Transmittal Letter

**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.**

May 1, 2020

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, 2020. (FY21).

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, 2020 through April 30, 2021 fiscal year. It is designed to provide a comprehensive overview of Village of Lemont's activities for the duration of the fiscal year.

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 FY21 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

New this year was the global pandemic. The Village's FY21 Annual Operating Budget was near complete with final approval needed, when the "stay at home order" began. Staff and the board made a conscience decision to reevaluate the revenues and expenditures. Revenues and expenditures were cut from the budget to ensure a balanced budget. Should revenues improve in October/November, offsetting expenditures will be added.

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:

1. Economic Outlook- a brief summary of the economy and its impact of the FY21 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. Highlights of the Budget Plan

## ECONOMIC OUTLOOK- VIRTUAL?

Pre COVID 19 analytics predict a healthy economy in 2020, which is based on the economic indicators. The GDP growth was expected to continue in the 2% to 3% range and unemployment was expected to continue at the low rate.

March 2020, the worst pandemic the US has experienced in 100 years hit us. The GDP in the second quarter dropped 32.9% and consumer spending in services, gasoline and clothing declined by 34.6%. The third quarter looks promising as various items open up, only time will tell.

The Village of Lemont, like all municipalities across the State, struggle with recovery from the pandemic.

Locally, many of the negative state factors have been outweighed by positive factors. New construction and miscellaneous permits continue to rise. 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.

Lemont will be applying for FEMA and CARES funding for COVID related expenditures. Funding is available unfortunately not for lost revenue.

## KEY BUDGET DECISIONS & PROCESSES

The FY21 budget was approved by the Village Board in April 2020. Each year, the process is a challenge because of the overall economic downturn and the financial condition of the State of Illinois. However, this year the economy was growing and retail sales tax were hitting new highs.

The State of Illinois passed a new budget with various revenue enhancements that would be passed on to municipalities. Illinois seemed to move in the right direction. March 2020 COVID 19 became a global pandemic and a "stay at home order" was in effect for the country. Unemployment are at levels of the great depression. Historically, local governments have a longer and difficult recovery period. As previously stated, economic recovery will most likely be a year away. For the budget process, staff reduced revenues and expenditures.

Over the last several years, the staff and the Board worked diligently to increase the General Fund balance to the 30% level. In the past seven years, the General Fund has added to fund balance, with FY19 and FY20 being over 1%. For FY20 the General Fund balance is at 42%. This will assist if the economy ends in a recession as predicted.

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 service
- Building permitting revenue / expenditures
- Reduced Sales Tax, Income Tax and Motor Fuel Tax revenue

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 contracts end in FY21. Negotiations will begin in FY21.

## 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.

#### HIGHLIGHTS OF THE BUDGET PLAN

- The Consolidated Budget for FY21 is currently at \$25.1 millions which is an increase from FY20 budget of 6% A majority of the operating funds were reduced due to the pandemic; however, capital projects already programmed are still in the budget.
- The General Fund budget totals \$11.1 million, which is a decrease of \$600k or 5%. As previously stated, staff reduced the revenue expectation with offsetting expenditures to balance the General Fund budget without the use of reserves. The General Fund reserves are very strong at 42% of the expenditures less transfers and capital.
- The Water/Sewer Fund Budget is at \$8.2 million. The majority of the increase from FY20 is due to a conscience effort in infrastructure maintenance and the water storage capital project.
- Police Pension- Staff and the Village Board continue to work with the police pension board regarding funding and operating costs. Each year the Village Board levies additional funds to assist with operational costs. In FY19, the Village submitted an extra \$450k and look to add funding each year.

Additional budget highlights can be found under the Executive Overview section of this budget document.

The budget document is a product of countless hours of staff time over the course of several months. It requires cooperation of all departments working collectively to put together a spending plan that supports the goals and vision of the Village Board. Thank you to staff and the Board for all cooperation and leadership.

Respectfully Submitted,

George Schafer  
Village Administrator

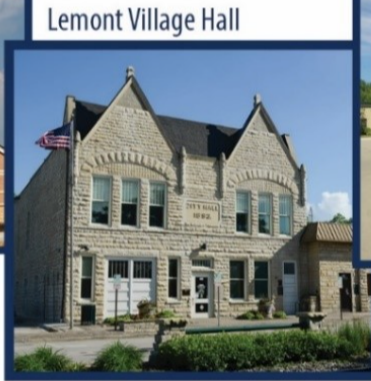
Christina Smith  
Finance Director



# History of Lemont



Lemont Police Department



Lemont Village Hall



Lemont Public Works Department



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.

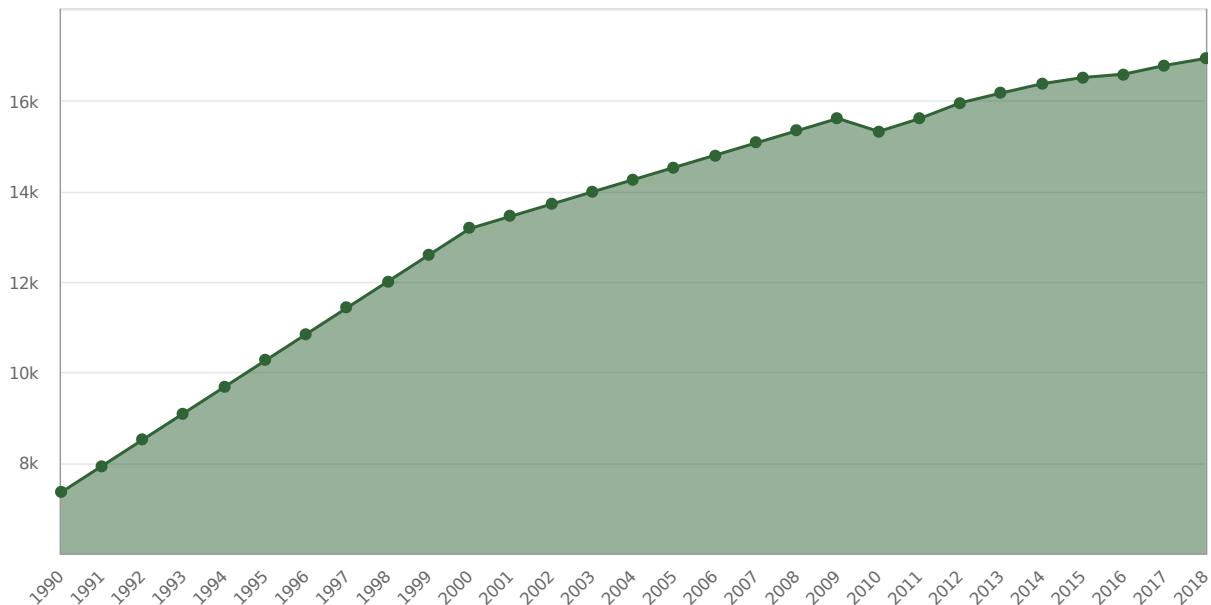
Lemont is a southwestern Chicago suburb with a rich past. Settled in 1836 by workers digging the Illinois and Michigan Canal, Lemont today is home to more than 16,000 residents. It is a non-home rule community. The hilly topography and skyline of steeples provide a breathtaking view as visitors cross 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.

# Population Overview

TOTAL POPULATION **16,935** → **+ .9% vs. 2017**

Growth Rank  
**911** OUT OF **2727**  
Municipalities in Illinois



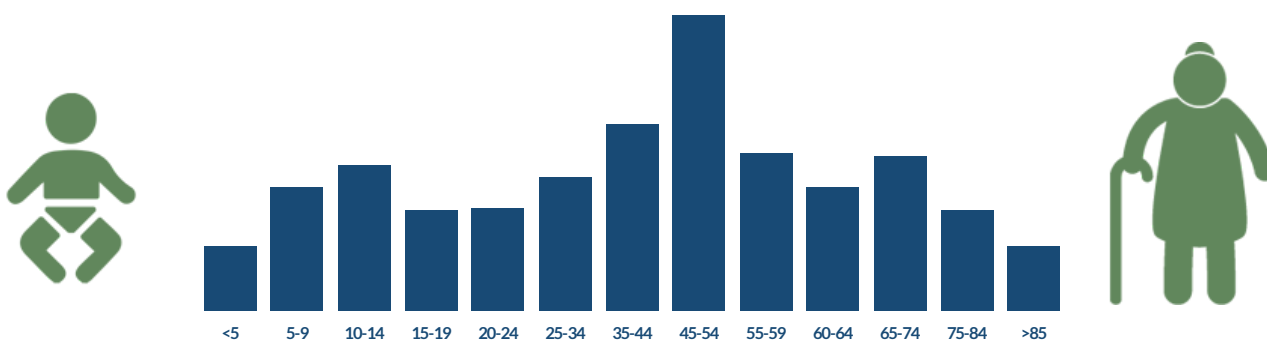
\* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census



DAYTIME POPULATION  
**16,799**

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

## POPULATION BY AGE GROUP



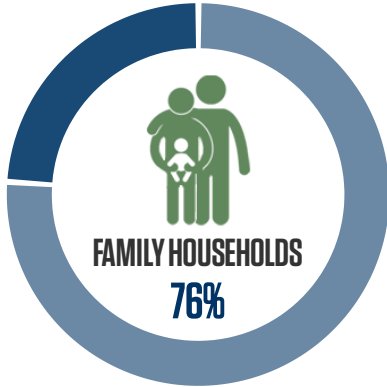
Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

# Household Analysis

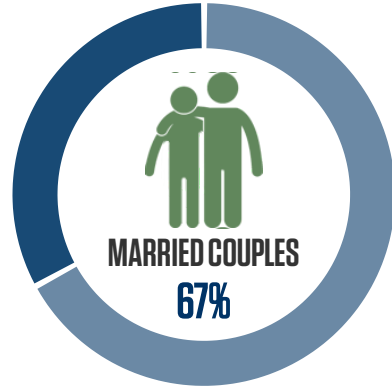
TOTAL HOUSEHOLDS

5,993

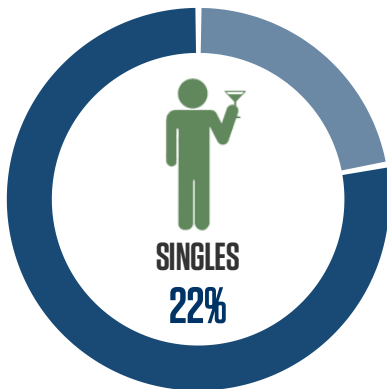
Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



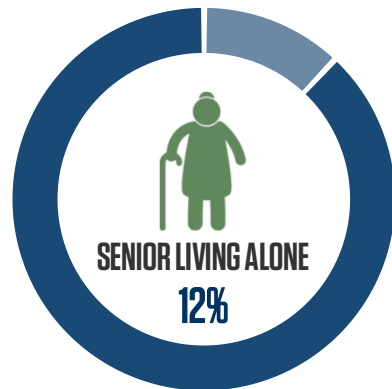
▲ 18% HIGHER THAN STATE AVERAGE



▼ 41% LOWER THAN STATE AVERAGE



▼ 26% LOWER THAN STATE AVERAGE

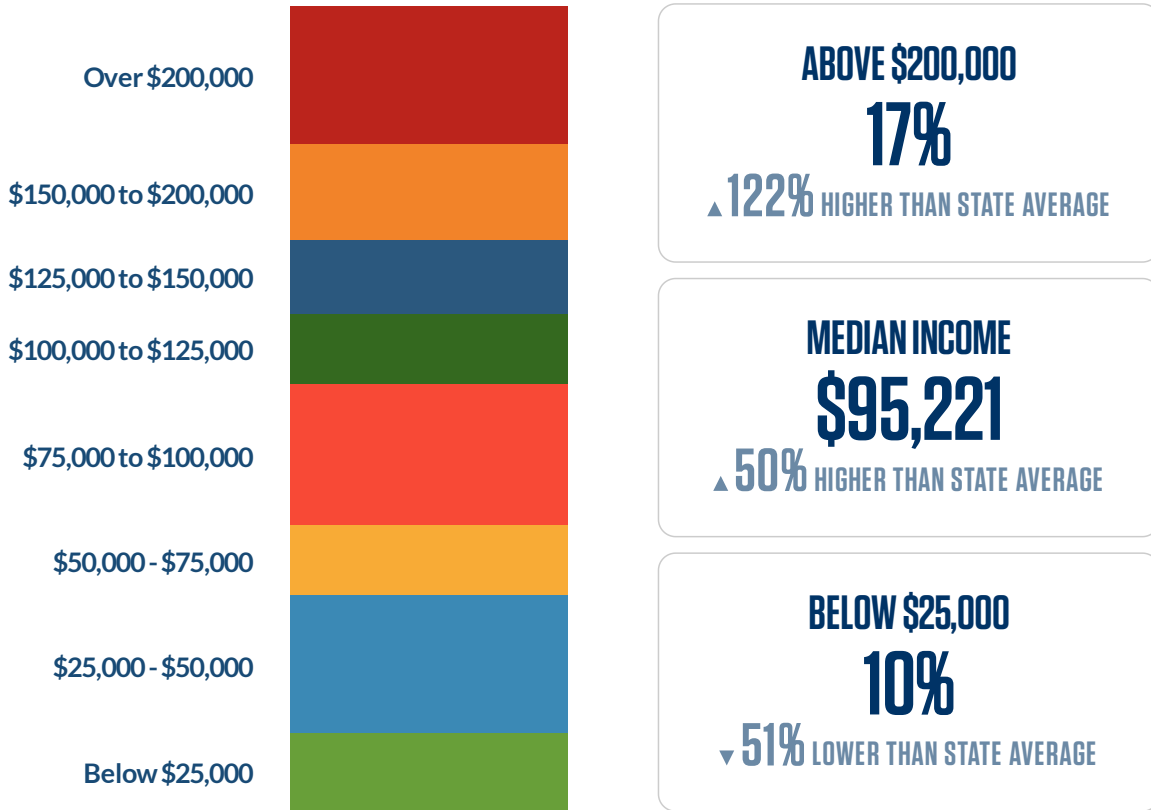


▲ 4% HIGHER THAN STATE AVERAGE

# Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.

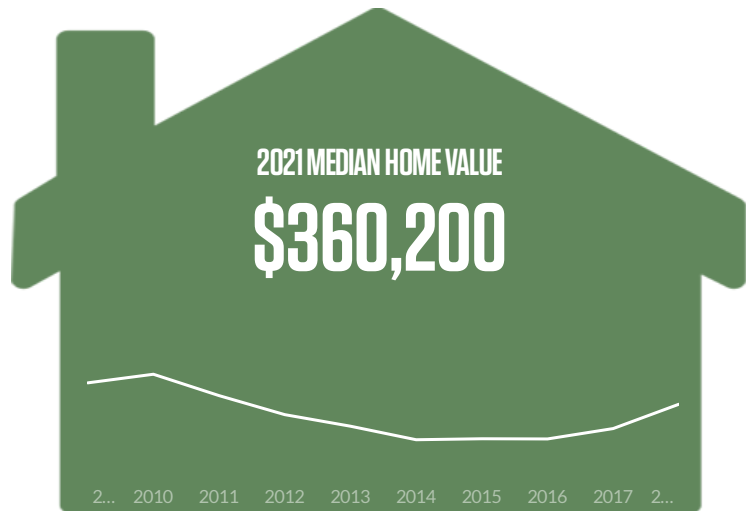
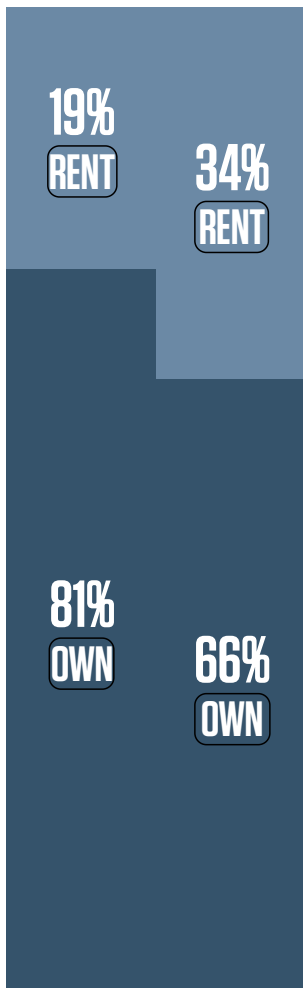
## HOUSEHOLD INCOME



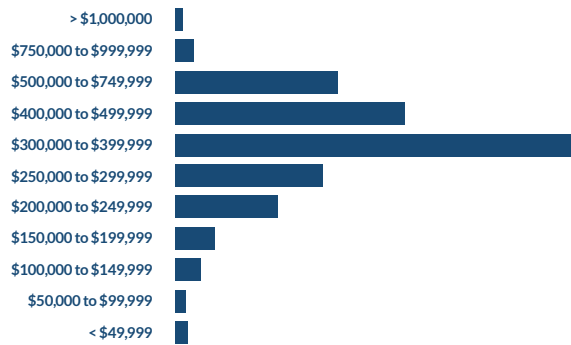
# Housing Overview

## HOME OWNERS VS RENTERS

Lemont State Avg.



## HOME VALUE DISTRIBUTION

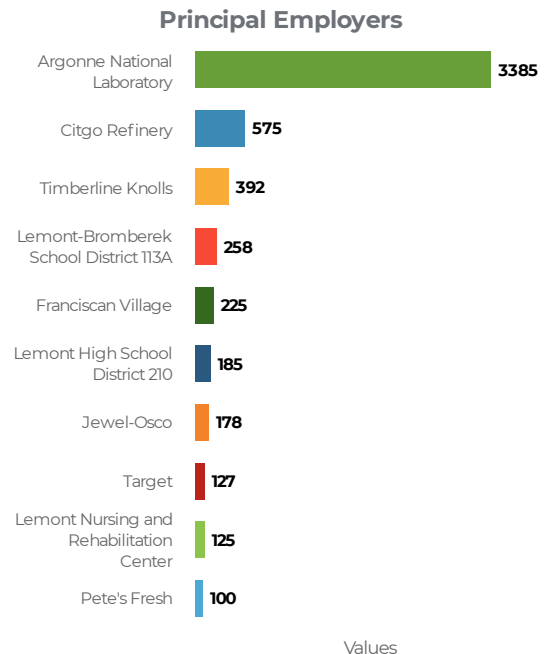
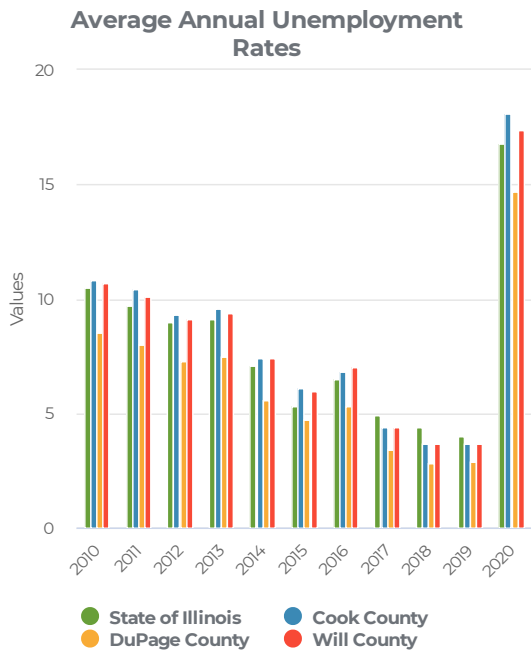


\* Data Source: 2021 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.



# Employment

The Village of Lemont resides in all three Counties with Cook 99%. Per the chart below, historically, the unemployment rate remained low until April of 2020. This spike is due to COVID 19.



Values

# Accounting Policies

## 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.

#### **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.

#### 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.

# Basis of Budgeting

## 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

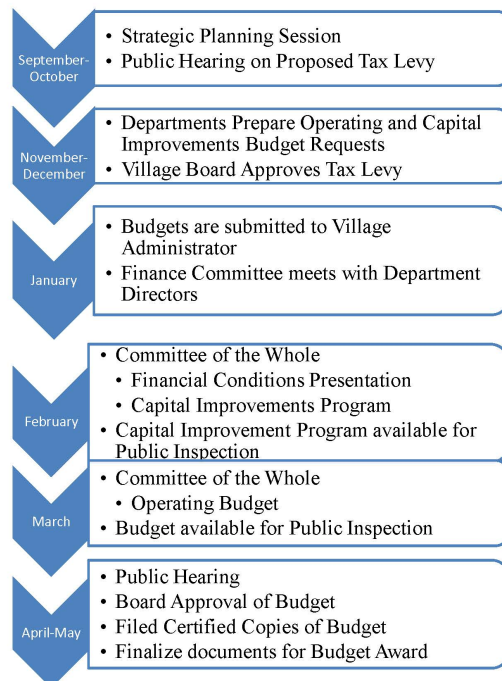
The Finance Department will maintain a system for monitoring the Village's Budget Performance. Interim financial reports comparing actual experience against budgeted revenues and expenditures in the current fiscal period shall be distributed and reviewed with the Village Board on a quarterly basis. The 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.

## FY2020-21 Budget Calendar

The Village of Lemont's budget process began in September 2019 with tax levy discussions and preliminary financial estimates. The budget process was completed in March 2020; however, due to COVID 19 a revision was made to reduce revenue and expenditure forecasts. The final budget was adopted on April 20, 2020.



# Fund Structure

The Village of Lemont's fund structure is categorized into three categories: Governmental, Enterprise and Fiduciary Funds.

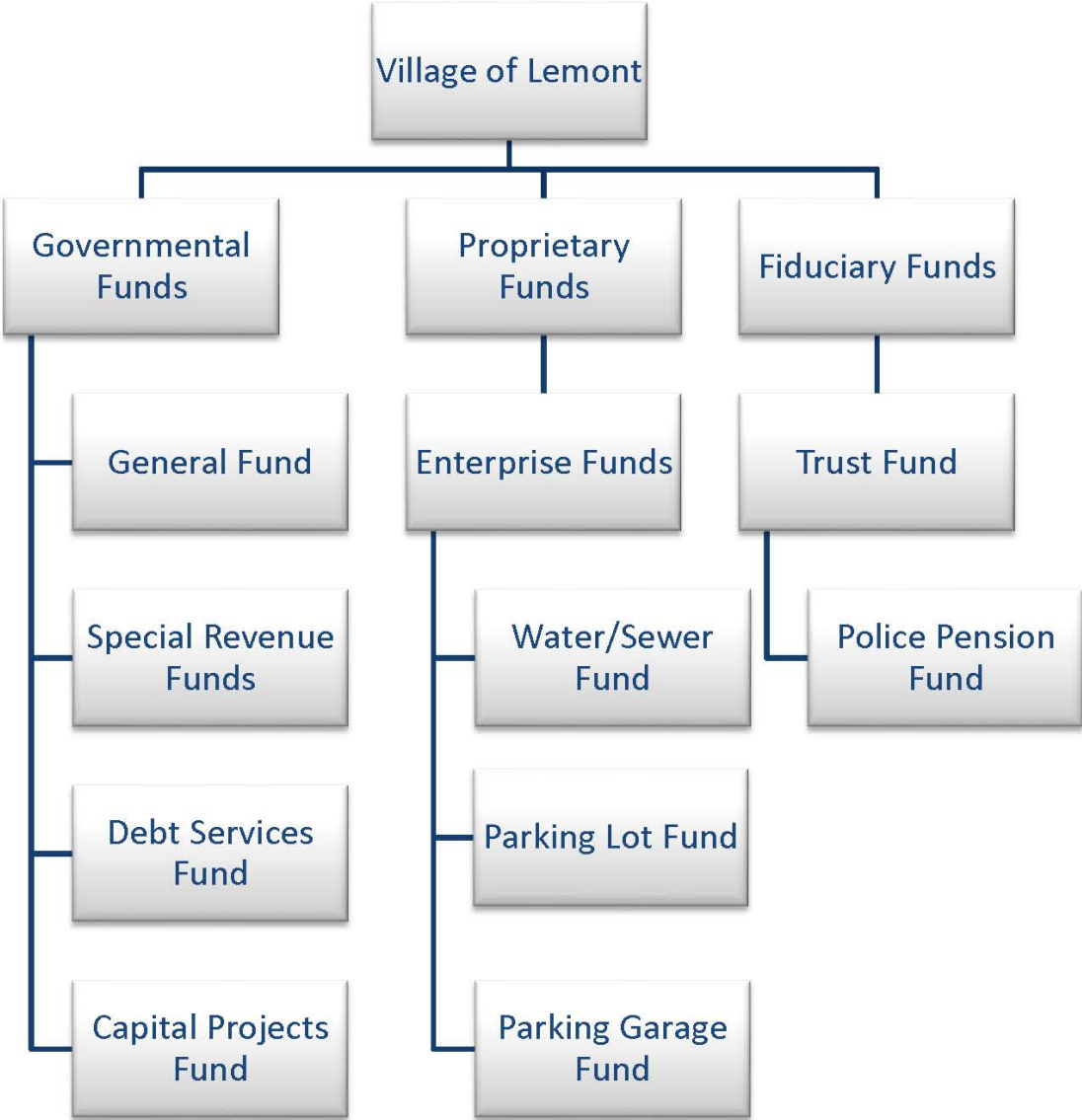
Governmental Funds are used to account for all or most of the Village's general activities, including collection and disbursement of restricted or committed monies for capital, debt, and special revenue.

Enterprise Funds are used to account for operations: (a) that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that costs of providing goods or services to the general public on a continuing basis are financed or recovered through user fees. The enterprise fund consists of a Water/Sewer Fund, Parking Lot (commuter lot) Fund, and a Parking Garage Fund.

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 Village. The Police Pension fund is reported as a fiduciary fund.

# Fund Structure

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# Fund Structure - General Fund

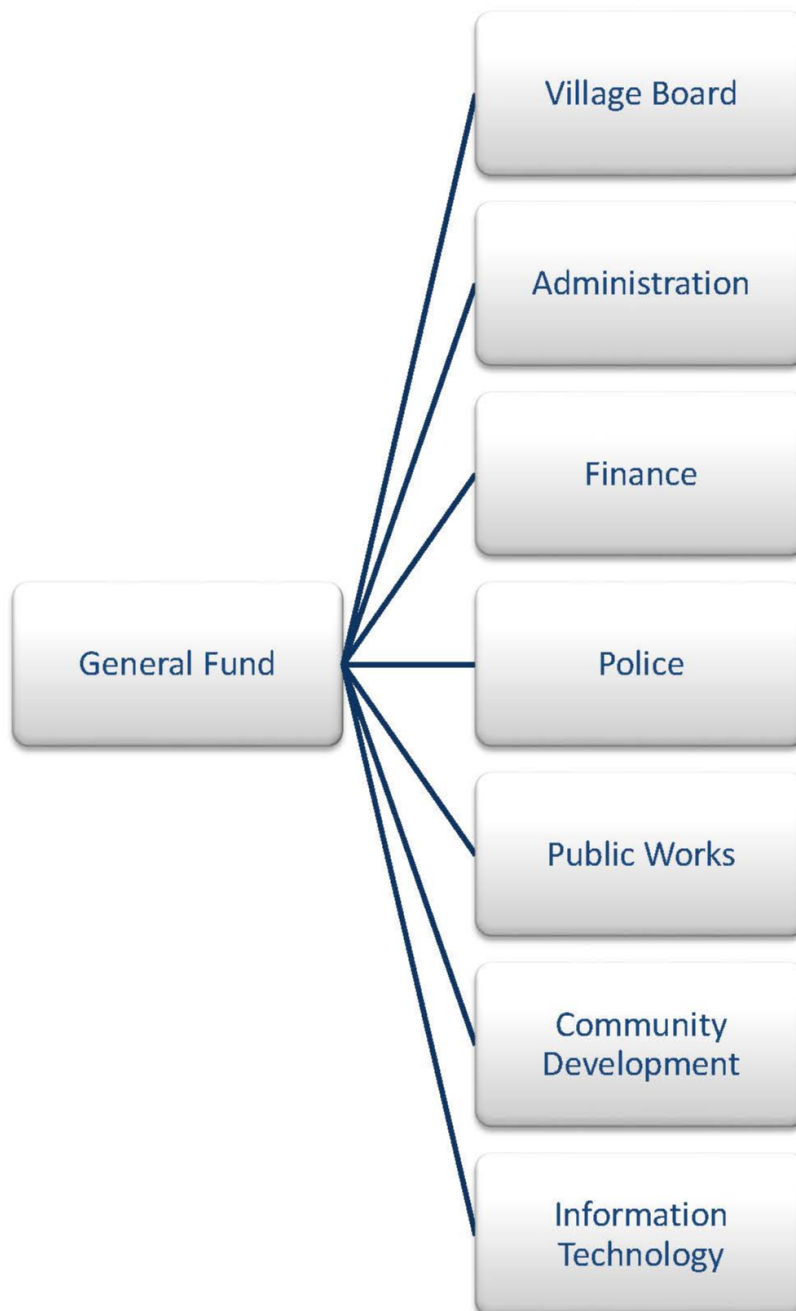
## General Fund

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

## Fund Structure

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# Fund Structure- Special Revenue Funds

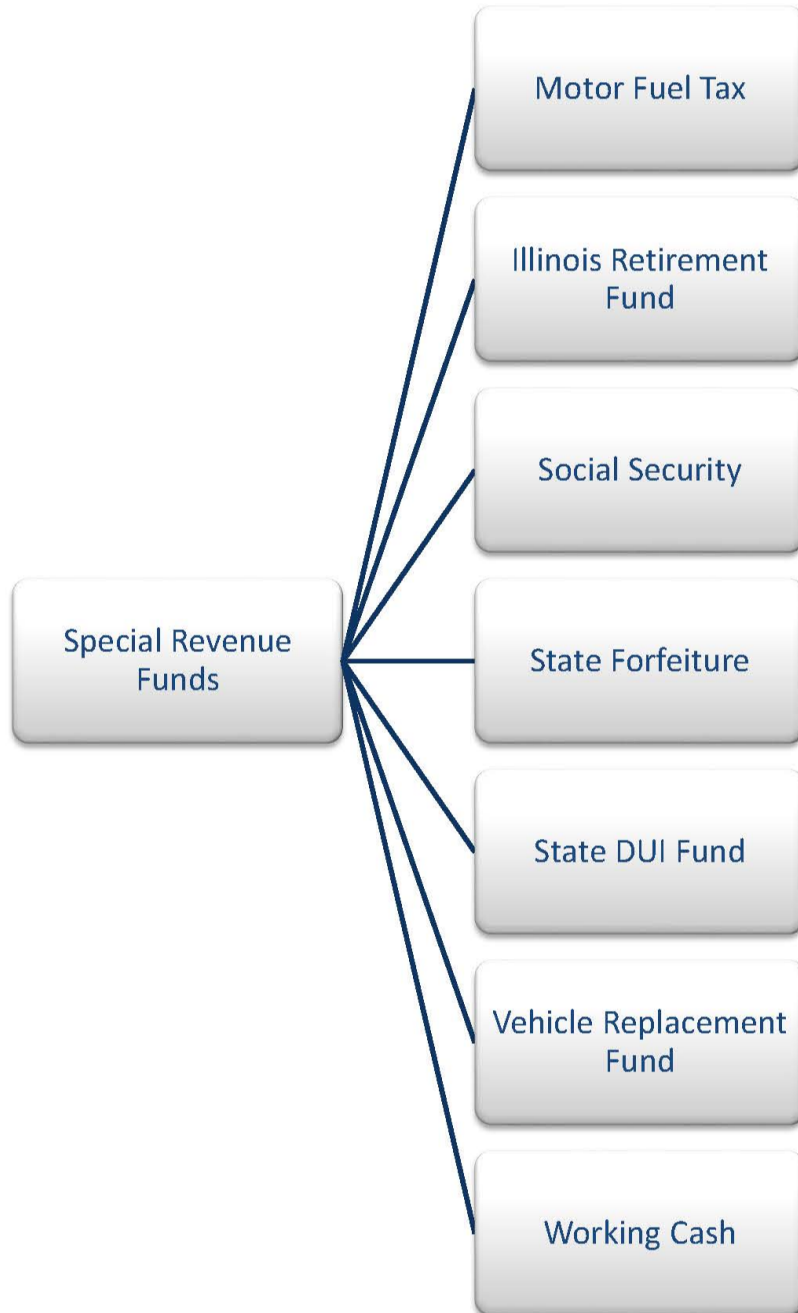
## Special Revenue

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.

## Fund Structure

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# Fund Structure- Capital Projects Fund

## **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).

- 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.

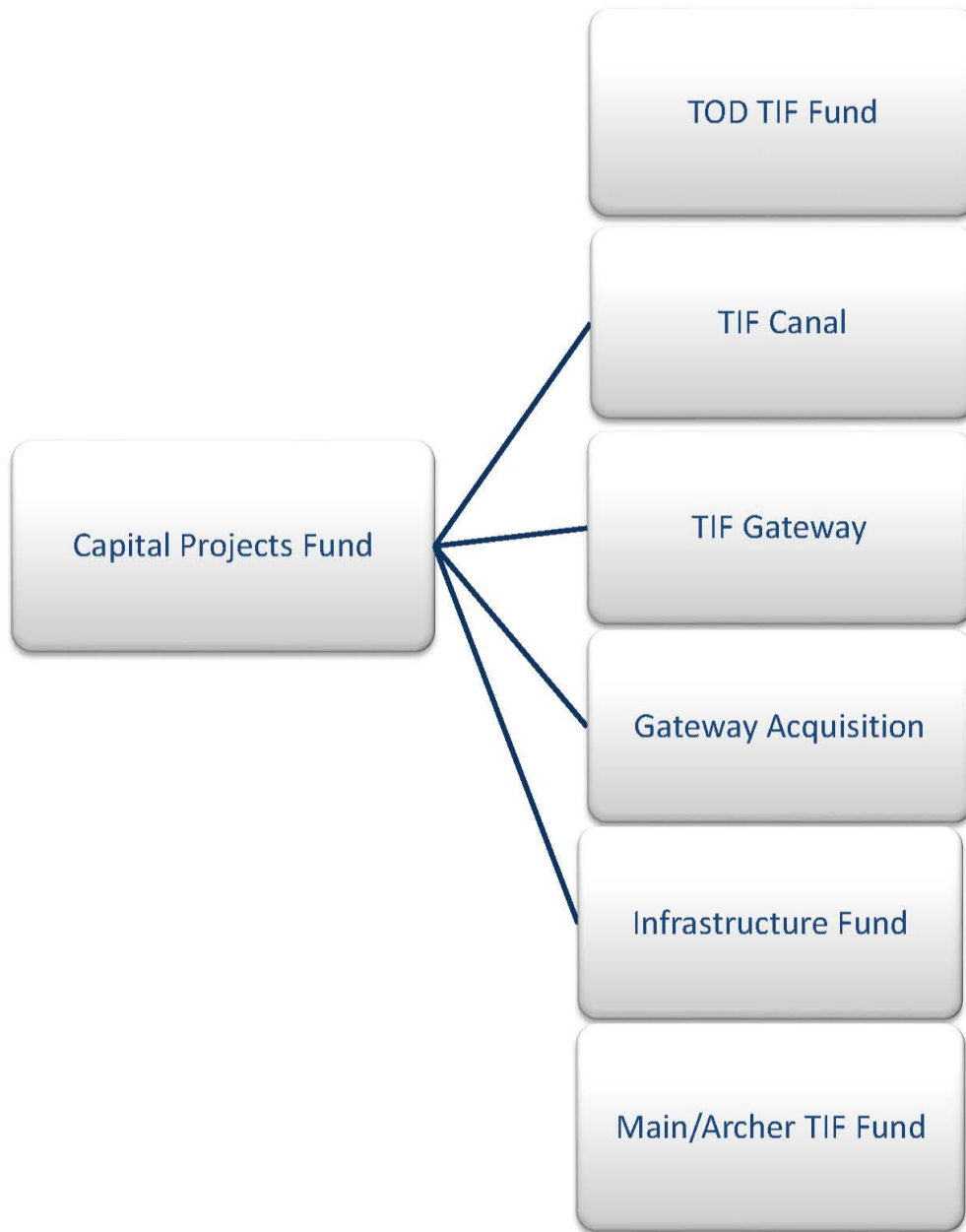
Infrastructure Fund (Road Improvement)- Created to account for financial resources to be used for the reconstruction and resurfacing of major streets. Financing is provided by the 1% non-home rule sales tax.

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.

# Fund Structure

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# Fund Balance

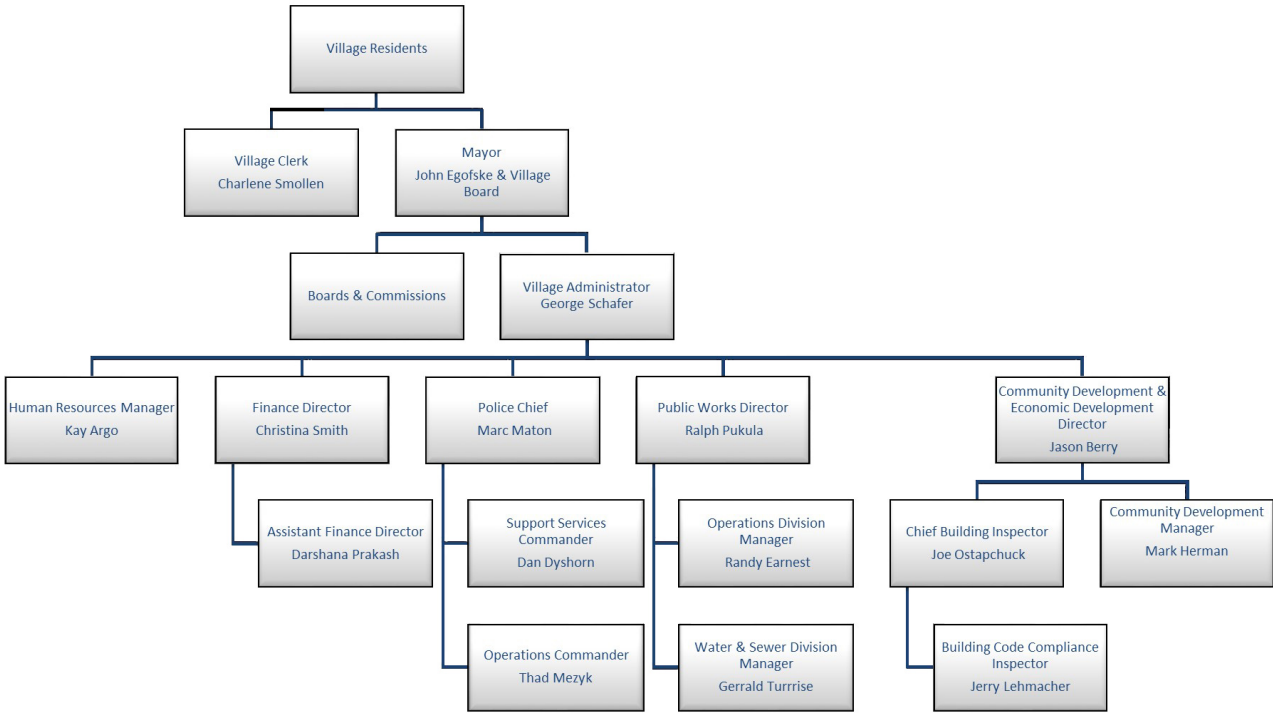
The Village Board has made solid financial policies that provided strong fund balances. This commitment has been beneficial for the community and the financial stability of the Village.

The negative fund balances in the TIF and Gateway Property Acquisition fund will be recouped when the TIF produces increment and when 83 and Main is developed.

## FUND BALANCES PER YEAR

	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>
	<b>FY2015-16</b>	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>
General Fund	2,933,083	2,940,312	2,970,545	3,502,426	4,375,744	4,375,744
Motor Fuel Tax Fund	679,839	654,789	538,135	511,259	708,456	708,456
Main/Archer TIF		(9,918)	(22,626)	(45,638)	(307,337)	2,390,961
Canal TIF District	387,304	344,369	304,222	146,508	73,594	48,119
Gateway TIF District	(128,385)	(211,322)	(266,377)	(180,765)	(110,765)	(161,873)
TOD TIF Fund				(39,820)	(34,820)	
Gateway Property Acq	(1,005,348)	(1,024,991)	(1,024,991)	(1,024,991)	(1,024,991)	(1,024,991)
Social Security	95,418	(14,728)	21,589	26,877	17,052	27,982
IMRF	21,247	30,938	42,002	53,247	90,545	190,631
Debt Service	37,746	19,821	16,028	19,366	15,731	16,356
Infrastructure/Road Impr.	456,209	761,394	414,722	658,597	1,234,483	1,410,083
Working Cash	817,377	817,149	816,663	816,193	816,169	816,169
Water and Sewer	43,047,331	43,842,244	42,696,119	45,364,998	45,735,602	43,172,809
Parking Garage/Lot	128,620	149,791	149,584	223,966	534,320	559,623
Police Pension	13,886,990	15,603,633	17,233,761	17,828,485	17,483,731	18,133,731

# Organizational Chart



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# **BUDGET OVERVIEW**

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# Strategic Plan

## 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:

*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.

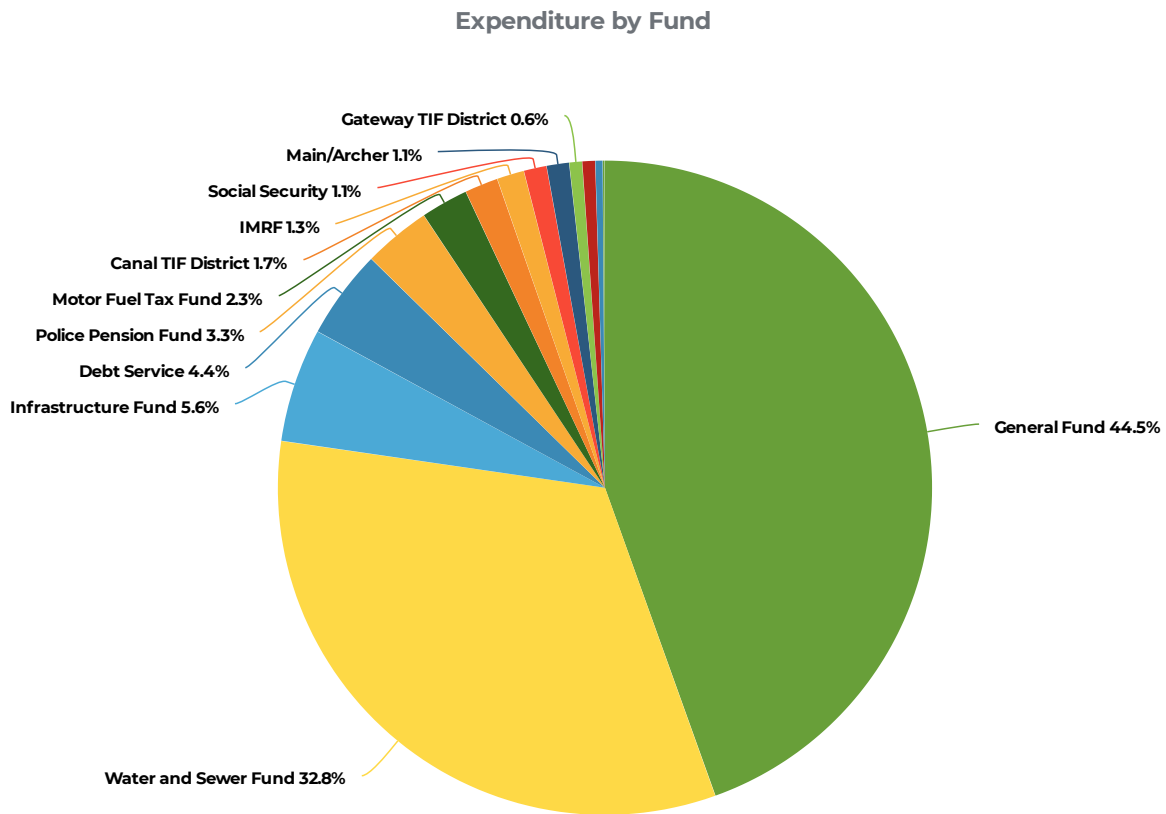
# Executive Overview

## 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 FY21 total \$25.1 million, which is a decrease over actual due to reductions in capital equipment and in FY20 the Village refunded bonds.

## Appropriations by Fund - \$25.1 Million

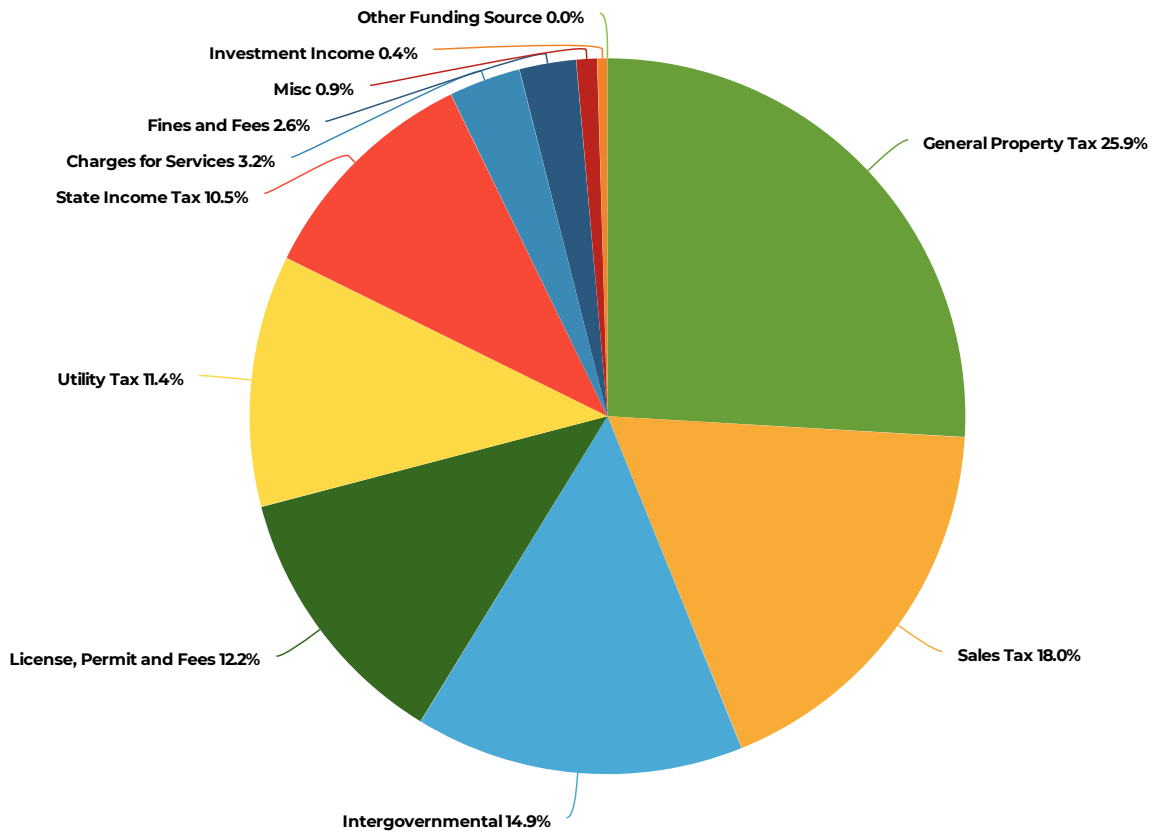


## General Fund

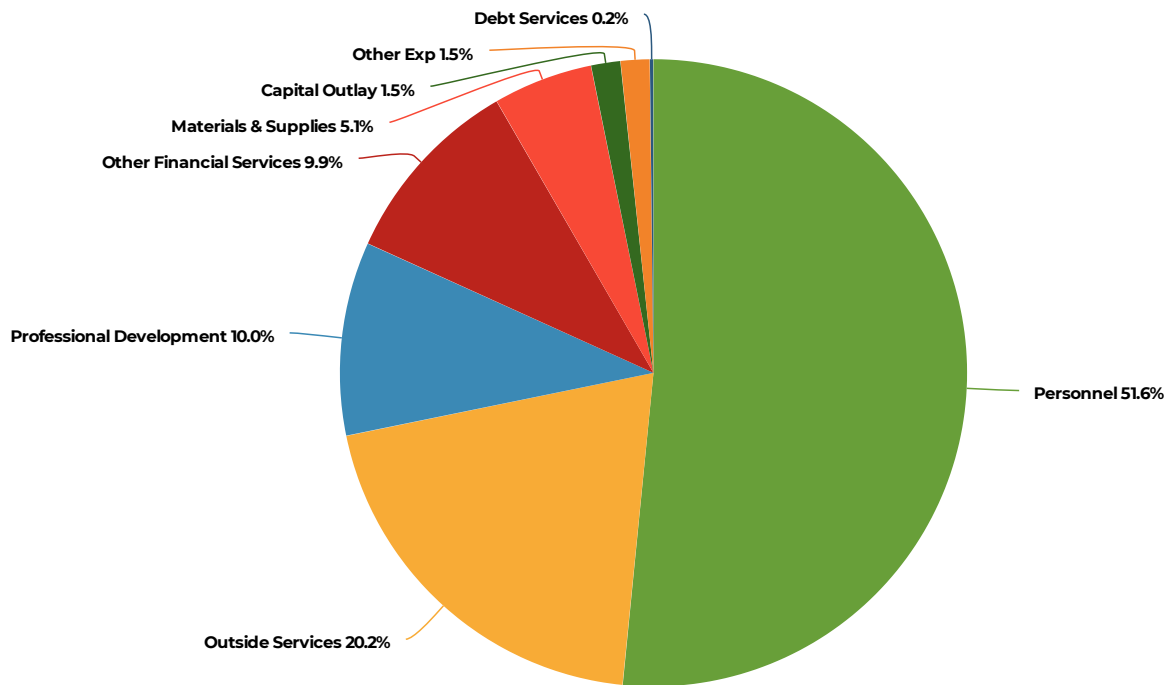
FY21 budget, general property tax is the largest component of the General Fund revenues at 25.9% or \$2.9 million. This revenue source is fairly consistent with increases due to growth in the Village. The general property tax supports all aspects of Village services. The budget for Retail Sales Tax and Income Tax fluctuate with the economy. The sales tax is 1% of total retail purchases made in Village and the income tax is a per capita share from the state.

Per the graph below over 50% of the expenditures in the general fund is personnel related.

### General Fund Revenue

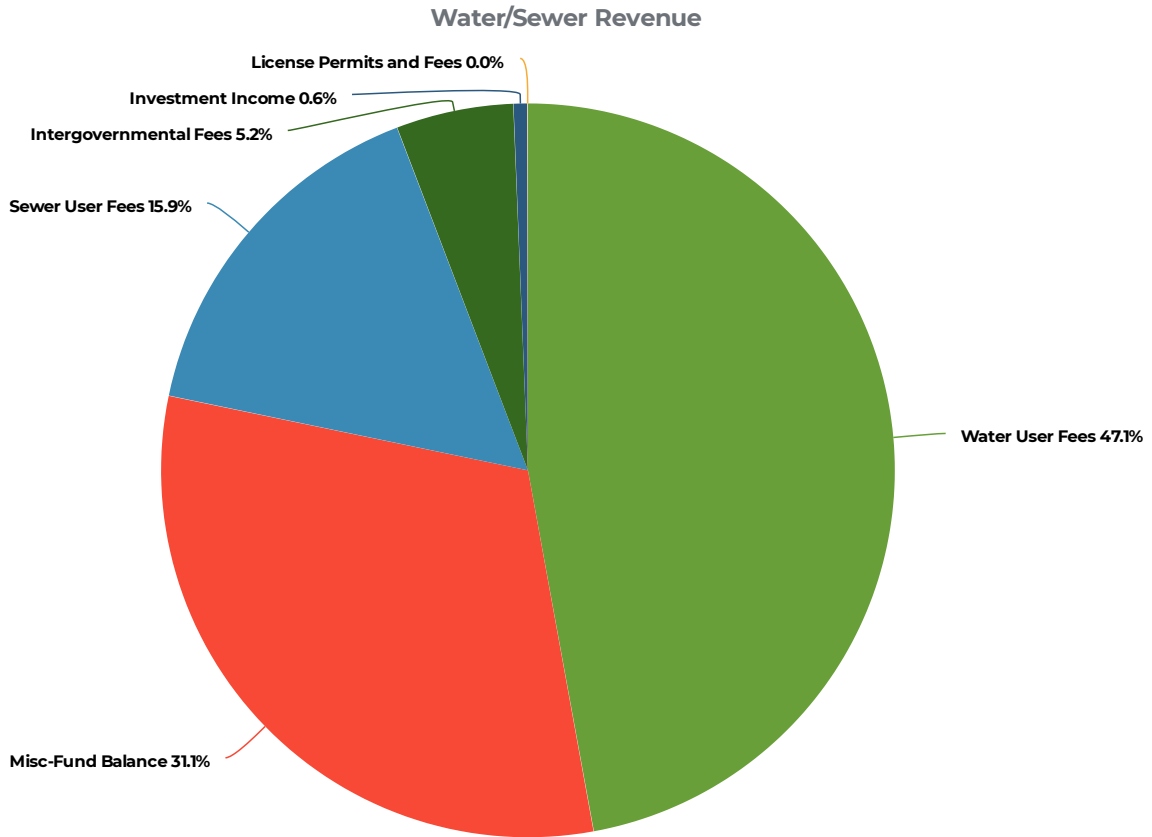


### General Fund Budget by Element

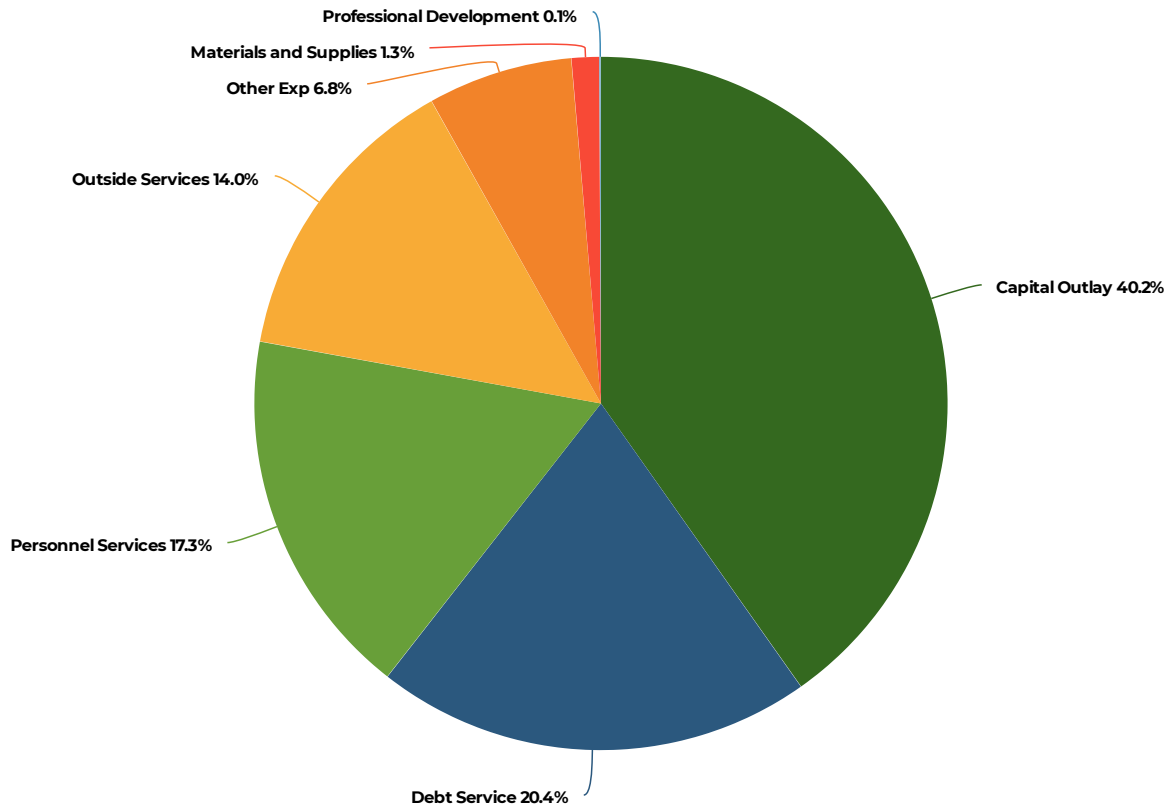


# Water/Sewer Fund

The Water/Sewer fund is a fund that is supported by the users of the service. User fees, which make up 75% of the budget, are affected by development and weather. Similar to the general fund, personnel make up a large portion of the operating expenditures. In FY21, the Village is concentrating on capital expenditures related to infrastructure.



### Water/Sewer Expenditures by Element



## Other Fund Highlights

The remainder of the appropriations for the Village is comprised of eighteen funds that account for 22% of total appropriations. Several funds are special revenue funds for personnel pensions. The amounts are calculated using a positioning budgeting software. Other funds include Debt Service, TIF funds, and various capital project funds. The revenue sources for the majority of these funds are property tax, transfers, and the new non home rule sale tax.

## Capital Improvement Program

The FY21 Capital Improvement Program is \$4,539,000 for the first year of a five year program. The total five year program is \$28,506,706 this is an increase over the previous year. The Village Board and staff design the program to ensure the successful of Lemont's current infrastructure as well as future capital projects to enhance economic development.

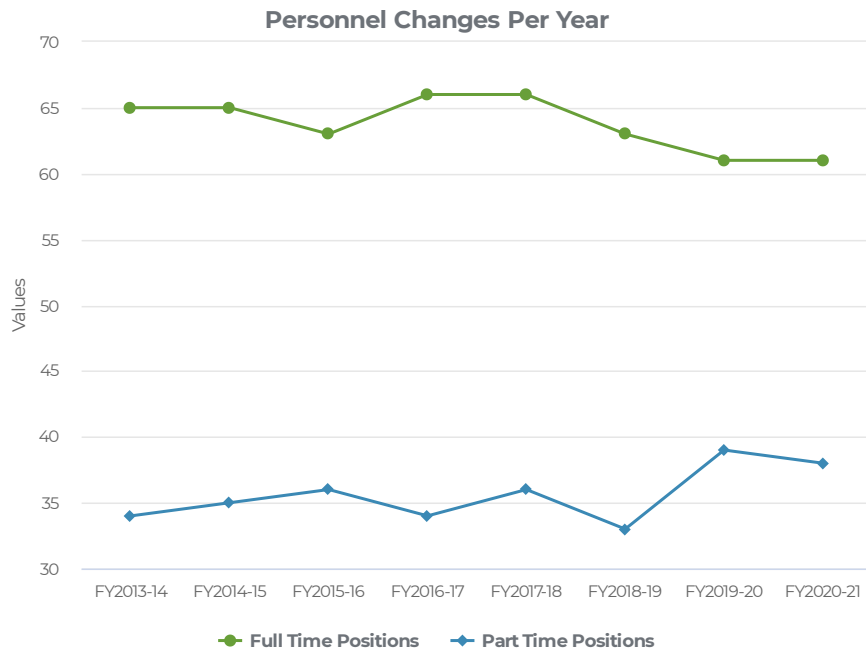
Projects included in the CIP must have a minimum value of \$10,000, a multi year useful life, and result in a fixed asset. This proactive program was prepared to address the Village's capital needs while remaining fiscally responsible. The plan establishes priorities and addresses capital needs and the capabilities of funding the projects. All budgetary impacts relating to capital expenditures have been included in the FY21 Annual Operating Budget. The Village has funded the FY21 capital projects with existing funds and prior bond funds.



# Personnel History and Listing

The Village of Lemont has been and continues to be very conscientious in reviewing personnel changes. Per the charts, the Village has maintained low levels of personnel despite continued growth.

## Personnel Changes Per Year



# Position Listing Full Time

<b>Full Time</b>				
	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>
	FY2017-18	FY2018-19	FY2019-20	FY2020-21
<b>Administration</b>				
Village Administrator	1	1	1	1
Deputy Village Administrator/Corporation Counsel	1	0	0	0
Human Resources Manager	1	1	1	1
Executive Assistant	0	0	0	0
Community Relations Manager/Executive Asst	1	1	1	1
Special Events and Digital Media Coordinator	1	1	1	1
<b>Community Development</b>				
Community Development Director	0	1	1	1
Planner	1	0	0	0
Community Development Manager	0	1	1	1
Marketing Coordinator	0	0	0	0
Building Commissioner	1	0	0	0
Chief Building Inspector	1	0	0	0
Building Code Compliance Inspector	1	1	1	1
Administrative Assistant	2	0	0	0
Permit Tech	0	3	3	3
Chief Building Official	0	1	1	1
<b>Finance Department</b>				
Finance Director/Treasurer	1	1	1	1
Accounting Manager	1	1	1	0
Assistant Finance Director	0	0	0	1
Finance/Building Clerk	1	0	0	0
<b>Police</b>				
Chief of Police	1	1	1	1
Commander	2	2	2	2
Sergeants	4	4	4	4
Police Officers	20	18	15	15
Community Service Officer	2	1	1	1
Police Office Manager	1	1	1	1
Police Records Supervisor	1	1	1	1
Police Records Specialist	1	1	1	1
Nuisance Officer/ Public Safety Enforcement Specialist	0	1	1	1
<b>Public Works</b>				
Public Works Director	1	1	1	1
Water/Sewer Operations Superintendent	1	1	1	1
Water Operator/Inspector	1	1	1	1
Public Works Operations Superintendent	1	1	1	1
Procurement and Budget Coordinator	1	1	1	1
Fleet Manager	1	1	1	1
Mechanic	1	1	1	1
Water Supervisor	0	0	0	0
Crew Leaders	3	3	3	3
Maint Workers 1 & II	8	8	9	9
Water Billing Supervisor	1	1	1	1
Administrative Assistant	1	1	1	1
Total Full Time	66	63	61	61



# Position Listing Part Time

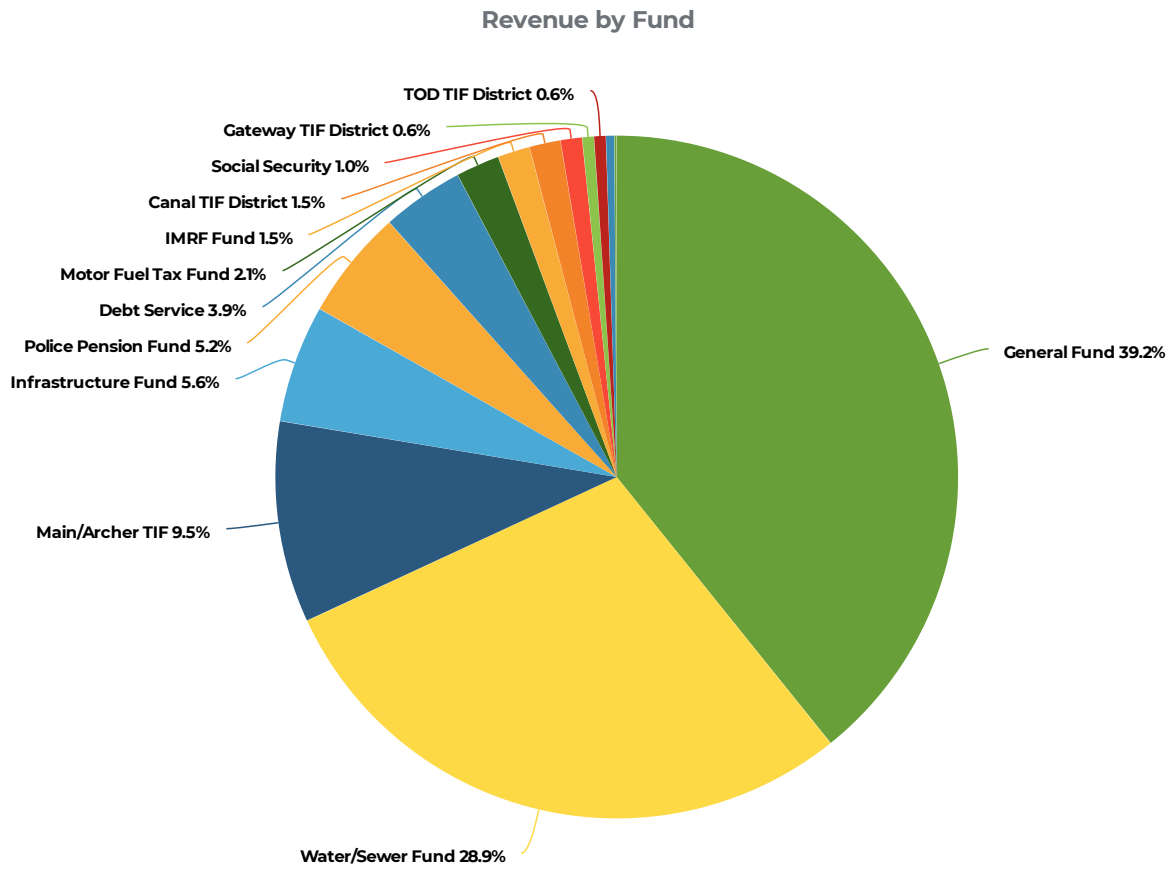
<b>Part Time</b>				
	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Authorized</b>
	FY2017-18	FY2018-19	FY2019-20	FY2020-21
<b>Administration</b>				
Admin Asst/Analyst	1	1	1	1
<b>Community Development</b>				
Plumbing Inspectors	2	2	2	2
Electrical Inspectors	1	1	1	1
Records Clerk	0	0	0.5	0.5
<b>Finance Department</b>				
Front Desk Clerk	1	2	2	2
Accounting Assistant	1	1	1	1
Records Clerk	0	0	0.5	0.5
<b>Police</b>				
Police Officers	6	6	11	11
Accreditation Manager	1	0	0	0
Crime Prevention Officer	1	0	0	0
Crossing Guards	3	3	3	2
Records Clerk	1	1	1	2
Records Asisstant	3	2	2	1
Police Evidence Custodian	1	0	0	0
LEMA Director	1	1	1	1
LEMA Deputy Director	1	1	1	1
Summer Worker	1	1	1	1
<b>Public Works</b>				
Meter Reader	1	1	1	1
Summer Worker	10	10	10	10
<hr/>				
Total Part Time Positions	<b>36</b>	<b>33</b>	<b>39</b>	<b>38</b>
<b>Police (volunteer positions)</b>				
LEMA	11	11	11	11

# Revenue Summary

The Village has 26 funds totaling \$28.5 million in revenue for the Adopted FY2020-21 budget. The revenues support the Village services including the Water/Sewer operations, capital projects and pensions.

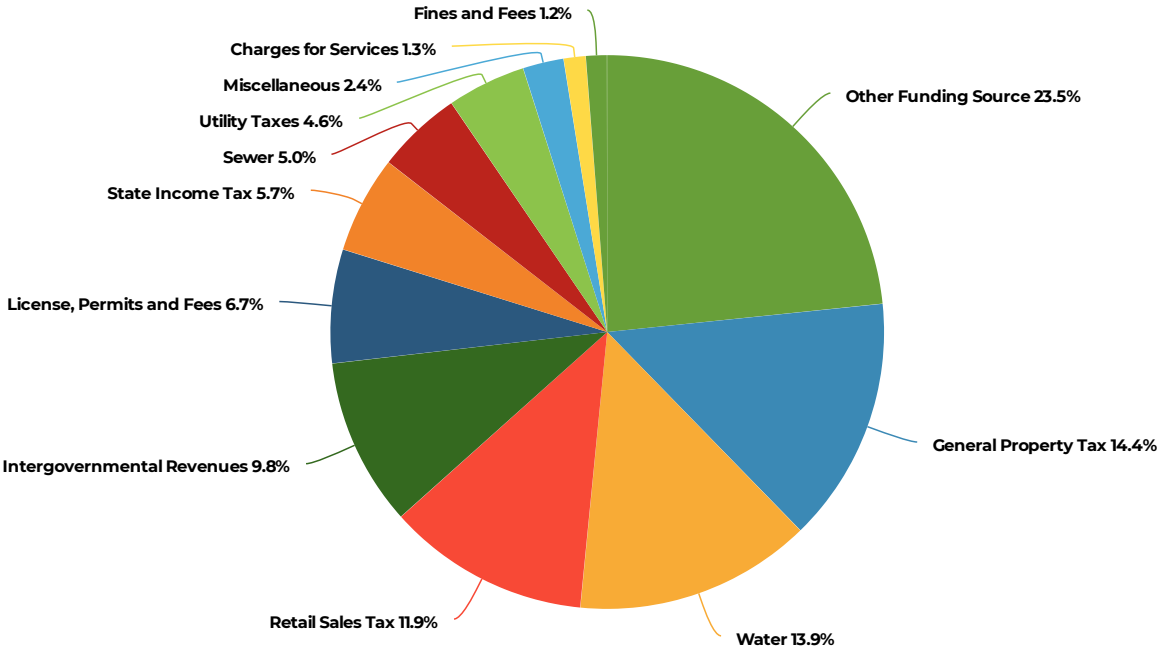
	Actual	Adopted	Amended	Actual	Adopted
	2018-19	2019-20	2019-20	2019-2020	2020-21
	-	-	-	(unaudited)	-
General Fund	\$11,242,977	\$11,735,525	\$12,373,573	\$12,673,380	\$11,185,978
Working Cash Fund	(470)	-	-		-
Debt Service	1,543,094	1,539,674	1,539,674	1,524,004	1,107,275
IMRF Fund	354,184	375,500	405,500	403,965	437,766
Social Security	272,761	265,288	283,787	273,425	290,902
Murderer & Violent Offender Fund	20	-	-	-	-
Motor Fuel Tax Fund	436,831	438,874	599,374	607,841	587,956
State Forfeiture Fund	-				
State DUI Fund	6,702			4,686	
Vehicle Replacement Fund	4,017			1,644	
Downtown TIF Fund	-				
Main/Archer TIF	7,095	52,000	2,077,000	2,031,000	2,718,500
Canal TIF District	153,792	371,646	371,646	286,824	418,475
TOD TIF		60,000	62,113	33,097	160,000
Gateway TIF District	86,052	70,000	1,478,000	1,478,150	160,050
Special Service Area #1	-	-	-	-	-
Gateway Property Acquisition Fund		-	-		
Road Improvement Fund	1,430,704	-	-	-	-
General Capital Improvement Fund		-	-	-	-
Village Hall Improvement Fund	26,519				
Infrastructure Fund		1,329,252	1,349,252	1,634,995	1,589,680
Property Maint Fund				-	-
Water & Sewer Fund	7,667,450	6,534,939	6,647,699	5,956,217	8,233,293
Parking Garage Fund	66,670	42,000	480,454	481,405	27,500
Parking Lot Fund	527,438	109,064	109,064	97,129	114,000
Police Pension Fund	2,683,092	1,433,000	1,433,000	736,432	1,485,000
<b>Revenue Grand Totals:</b>	<b>\$26,508,927</b>	<b>\$24,356,762</b>	<b>\$29,210,136</b>	<b>\$28,224,194</b>	<b>\$28,516,375</b>

# Revenues by Fund



# Revenue by Source

Revenue by Source



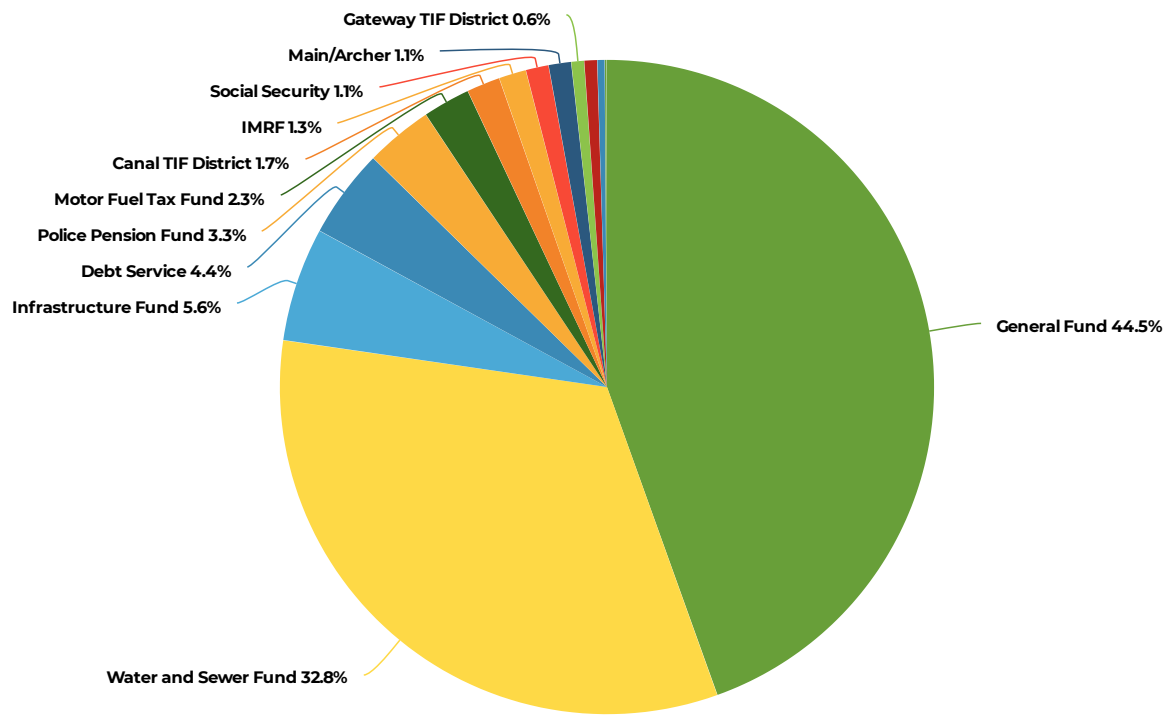
# Expenditure Summary by Fund

The Village of Lemont FY2020-21 total expenditures are \$25.1 million. The expenditures include operations, debt service, capital, and pension.

	Actual	Adopted	Amended	Actual	Adopted
	2018-19	2019-20	2019-20	2019-20	2020-21
				(unaudited)	
General Fund	\$10,711,094	\$11,731,800	\$12,334,996	\$11,800,063	\$11,185,978
Working Cash Fund					
Debt Service	1,539,757	1,539,674	1,277,674	1,265,638	1,106,650
IMRF Fund	342,939	315,997	366,997	366,666	337,680
Social Security	267,473	265,288	283,788	283,250	283,459
Motor Fuel Tax Fund	463,706	434,074	470,867	410,644	587,956
State Forfeiture Fund	-	-	-	-	-
DUI fund	-	-	-	-	-
Vehicle Replacement Fund	-	-	-	-	-
Main/Archer TIF	30,108	52,000	2,390,794	2,292,698	281,900
Downtown TIF Fund	-	-	-	-	-
Canal TIF District	311,506	371,646	371,646	359,738	418,475
TOD TIF	39,820	55,000	57,113	16,998	160,000
Gateway TIF District	440	-	1,459,862	1,459,259	160,050
Special Service Area #1	-	-	-	-	-
Gateway Property Acquisition Fund					
Road Improvement Fund/ Infrastructure Fund	1,186,831	-	18,171	-	-
General Capital Improvement Fund	-	-	-	-	-
Village Hall Improvement Fund	26,519	-	-	-	-
Infrastructure Fund	-	1,269,440	1,269,440	1,059,109	1,414,080
Property Maintenance Fund	-	-	-	-	-
Water & Sewer Fund	5,312,704	6,534,939	6,647,698	5,971,957	8,233,293
Parking Garage Fund	56,414	41,781	480,535	189,119	25,627
Parking Lot Fund	75,900	109,064	109,064	79,067	90,570
Police Pension Fund	992,117	834,000	834,000	1,081,185	835,000
<b>Expenditure Grand Totals:</b>	<b>\$21,357,328</b>	<b>\$23,554,703</b>	<b>\$28,372,645</b>	<b>\$26,635,391</b>	<b>\$25,120,718</b>

# FY2020-21 Expenditure Summary by Fund

Expenditure by Fund



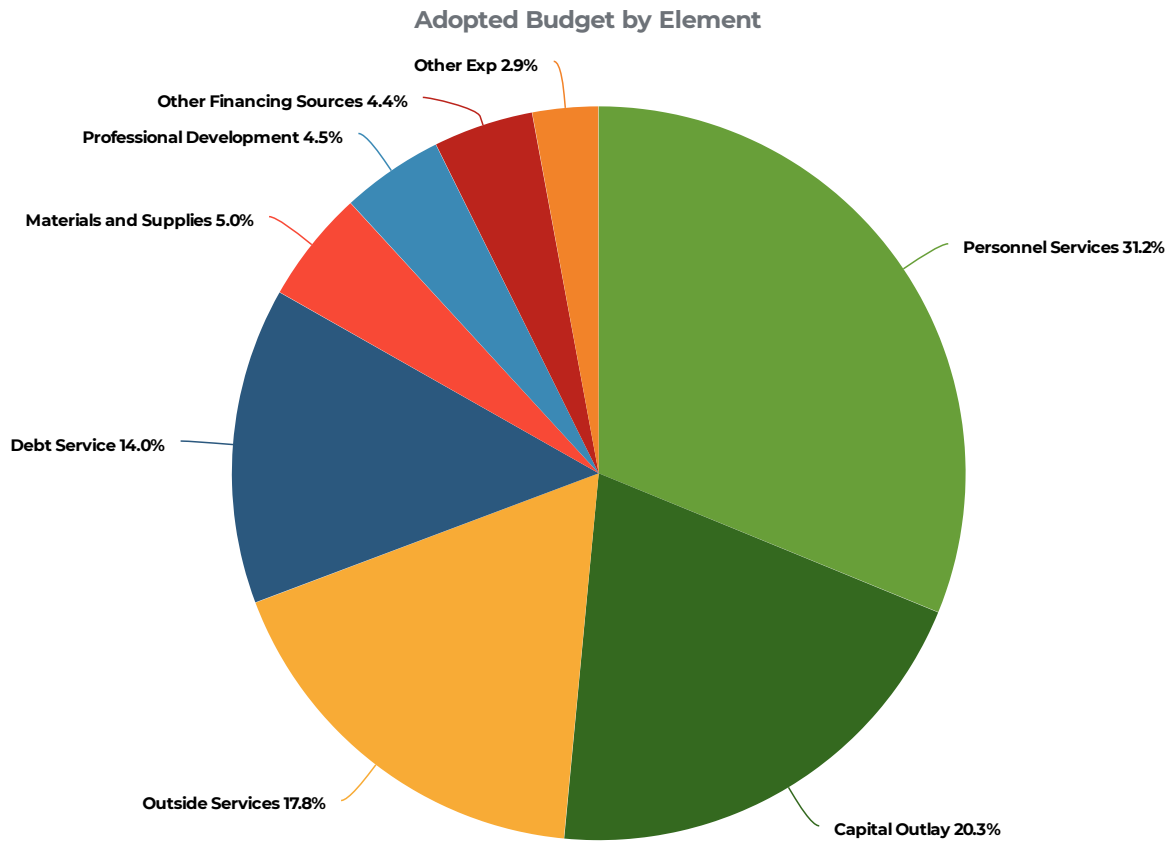


# Budget by Element

The Village of Lemont's FY2020-21 Adopted budget of \$25.1 focuses heavily on personnel and capital expenditures.

	Personnel Svcs.	Prof. Dev.	Outside Svcs	Materials & Supplies	Capital Outlay	Debt Svcs.	Other Exp	Other Financing Sources	Total
General Fund	\$ 5,768,731	\$1,116,577	\$ 2,261,355	\$ 575,550	\$ 168,451	\$ 20,882	\$ 167,157	\$ 1,107,275	\$ 11,185,978
Working Cash Fund									
Debt Service						1,106,650			1,106,650
IMRF Fund	337,680								337,680
Social Security	283,459								283,459
Motor Fuel Tax Fund	-		40,956	547,000					587,956
Main/Archer TIF						281,900			281,900
Canal TIF District					110,000	308,475			418,475
Gateway TIF District					50,000	110,050			160,050
TOD TIF			160,000			-			160,000
Infrastructure Fund			-		1,414,080			-	1,414,080
Water & Sewer Fund/Bond	1,423,125	5,505	1,153,592	105,910	3,310,514	1,677,097	557,550	-	8,233,293
Parking Garage Fund			11,000	14,627					25,627
Parking Lot Fund	22,152		9,018	4,000	51,000		4,400		90,570
Police Pension Fund		9,000	826,000	-					835,000
<b>Expenditure Grand Totals:</b>	<b>\$ 7,835,147</b>	<b>\$1,131,082</b>	<b>\$ 4,461,921</b>	<b>\$ 1,247,087</b>	<b>\$ 5,104,045</b>	<b>\$ 3,505,054</b>	<b>\$ 729,107</b>	<b>\$ 1,107,275</b>	<b>\$ 25,120,718</b>

# Graph FY2020-21 Adopted Budget by Element



# Revenue Highlights

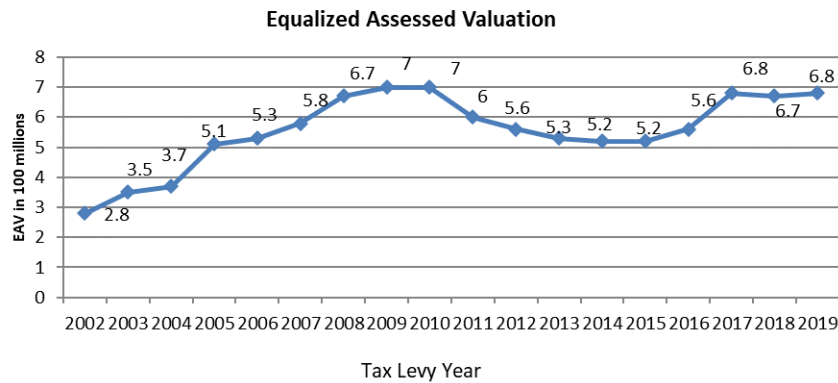
The Village of Lemont sources of revenue consist of property taxes, user fees, sales tax, grants and use of beginning balance.

## General Fund

Property Tax, Sales Tax, State Income Tax, and Intergovernmental account for 73% of the FY20 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 2019 the Village's EAV did increase to \$680,520,825 a majority of the increase was due to new growth in the Village. In levy year 2019 the Village is very close to the 2008 levels.



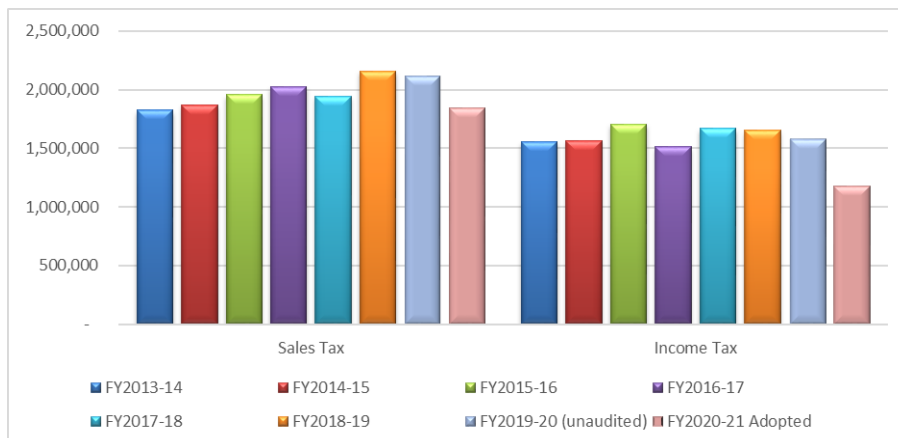
Due to the fact that the Village is non-home rule, the Village is subject to Property Tax Extension Law Limit (PTELL), which is designed to limit the increase in property tax extensions.

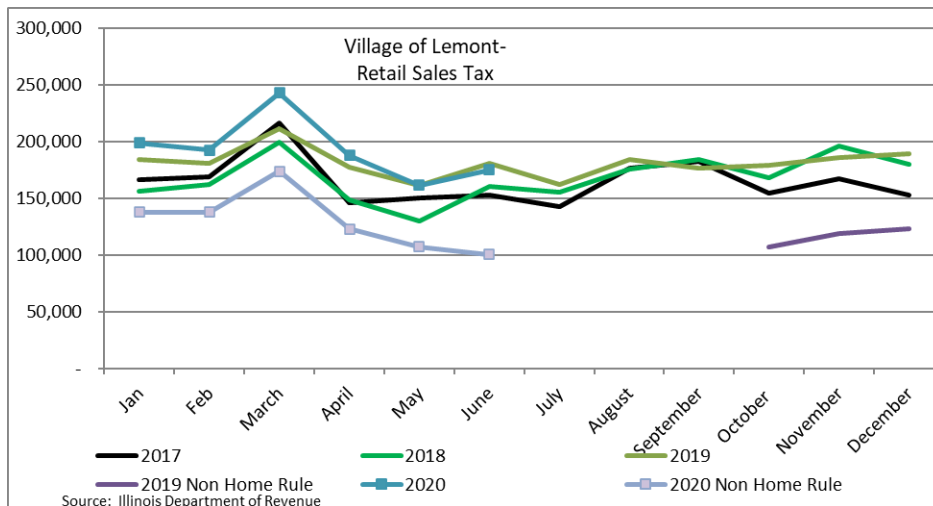
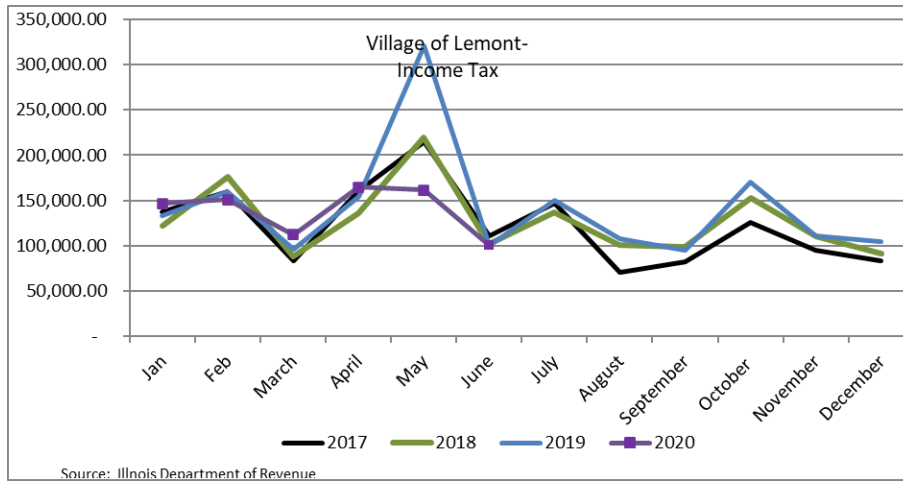
- **Sales Tax**

Retail sales tax is collected by the State of Illinois. The municipality where the tax is collected receives one percent of the revenues. Prior to March of 2020, retail sales tax was increasing per year and estimated to finish FY20 approximately 5% higher than FY19. However, due to COVID 19 the year ended relatively flat with last year. The budget for FY21, was adjusted late April to lower than previous years.

- **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. In March 2020, (Budget Year 2020), the challenges of COVID 19 began. The budget for FY21 is significantly less than the FY20 actual. The Illinois Municipal League estimates that the per-capita will be reduced in FY21.





• **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. In FY18 and FY19 this revenue was increasing due to the extremely cold temperatures. There was a decrease of almost 9% for FY20 to \$255,824. Staff is expecting this revenue to decline in FY21.

The Village’s revenue from electric tax is on a consumption basis. As with the gas tax this revenue is very volatile. In FY18 and FY19 the tax soared however, in FY20 there was a drop in this revenue. For FY21, staff is predicting an increase.

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, with the new increase in gasoline tax July 2019, the Village receives additional funds. In FY19 the Village received slightly approximately \$25.46 per capita. The FY20 actuals consisted of \$24.94 per capita plus the \$11.21 additional funding for a total amount of \$594,809. The budget for FY21 is \$582,956 is lower than FY20. The Illinois Municipal League anticipates a significant drop due to the “Stay at Home” orders.



**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.



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# **FUND SUMMARIES**

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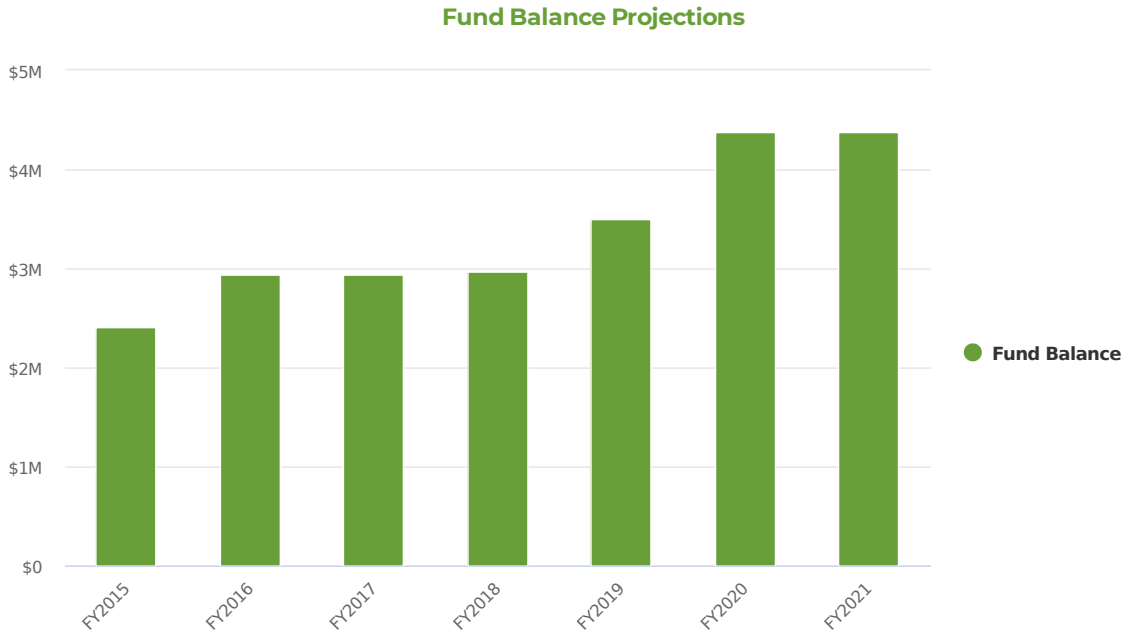


## General Fund

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

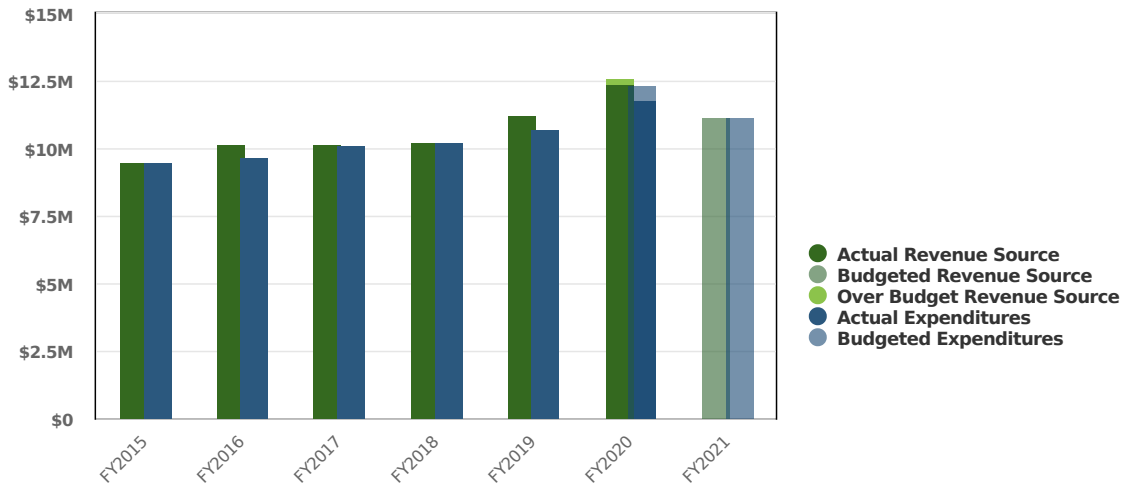
### Fund Balance

The General Fund is the chief operating fund of the Village. At the end of FY2019-20, the General Fund balance was \$4,375,744. This is an increase of \$873,317. The fund balance is at 42.5%, which is above the 30% target. FY2020-21 Adopted Budget is balanced thus revenues equal expenditures. It is anticipated that the fund balance will remain the same as in FY2019-20.



## Summary

The Village of Lemont is projecting \$11.19M of revenue in 2021, which represents a 9.6% decrease over the prior year. Expenditures are projected to decrease by 9.3% or \$1.15M to \$11.19M.

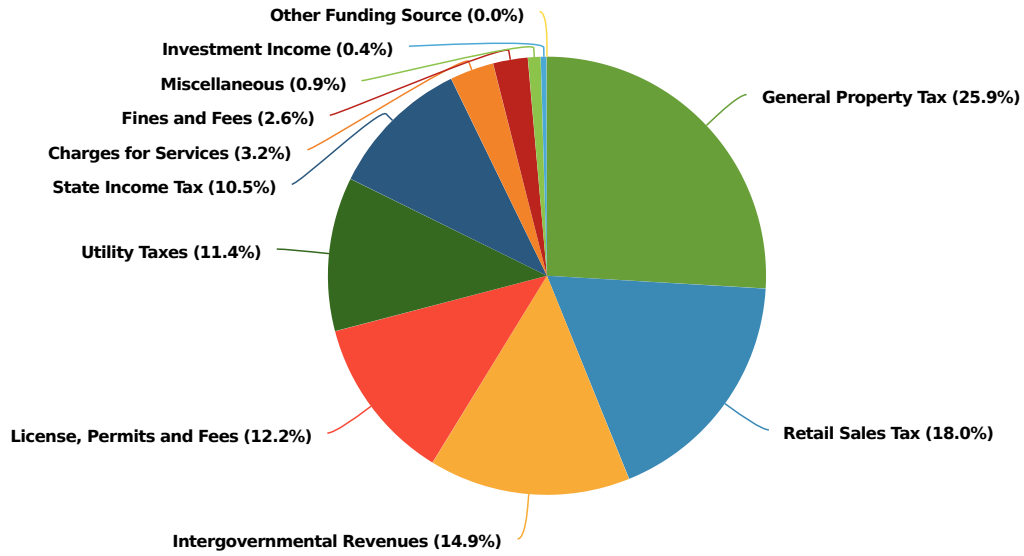




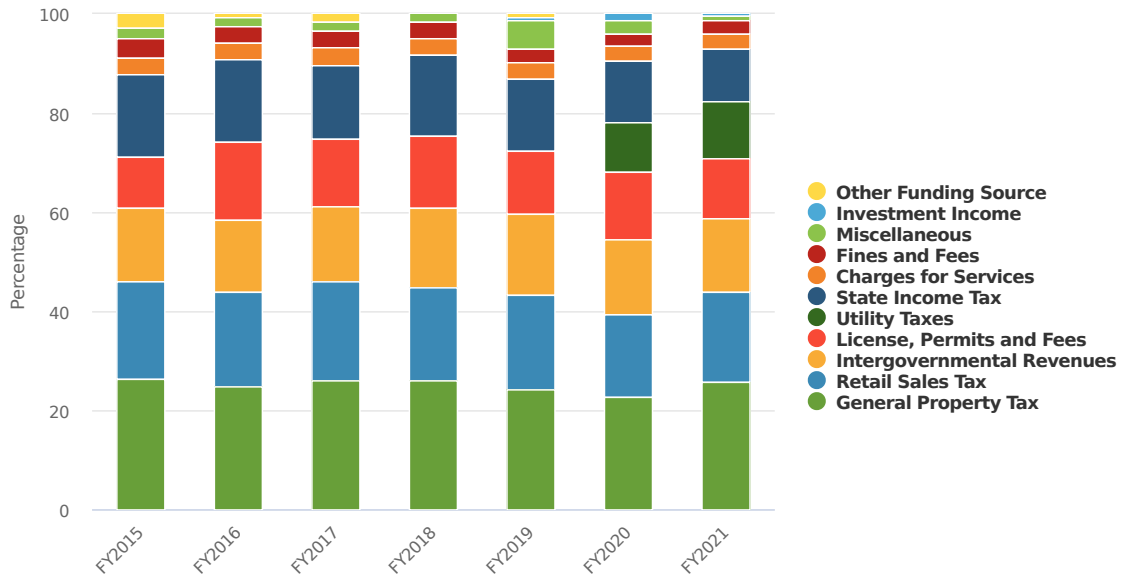
# Revenues

The Village's revenues are broken out from several different sources. Various revenues are impacted in different ways.

## Projected 2021 Revenues by Source



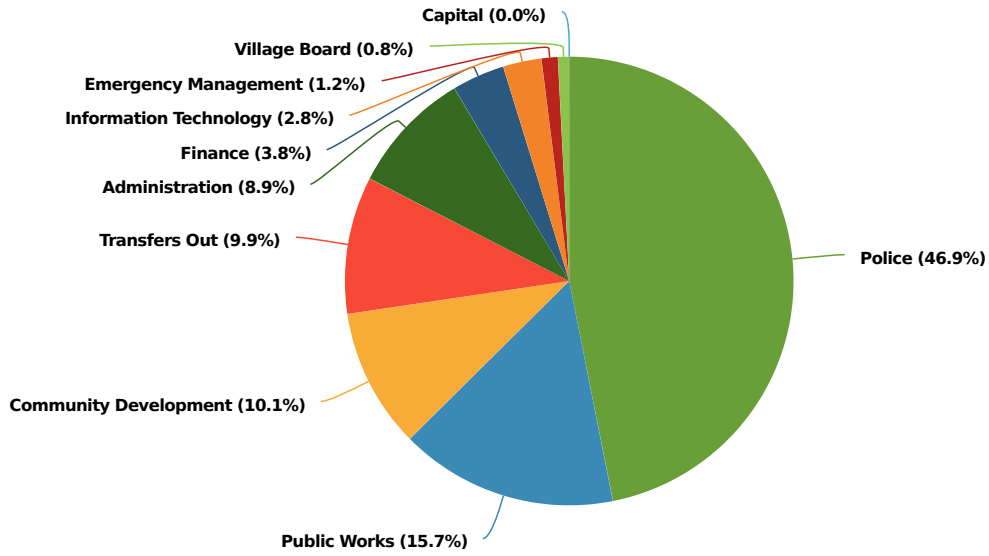
## Budgeted and Historical Revenues by Source



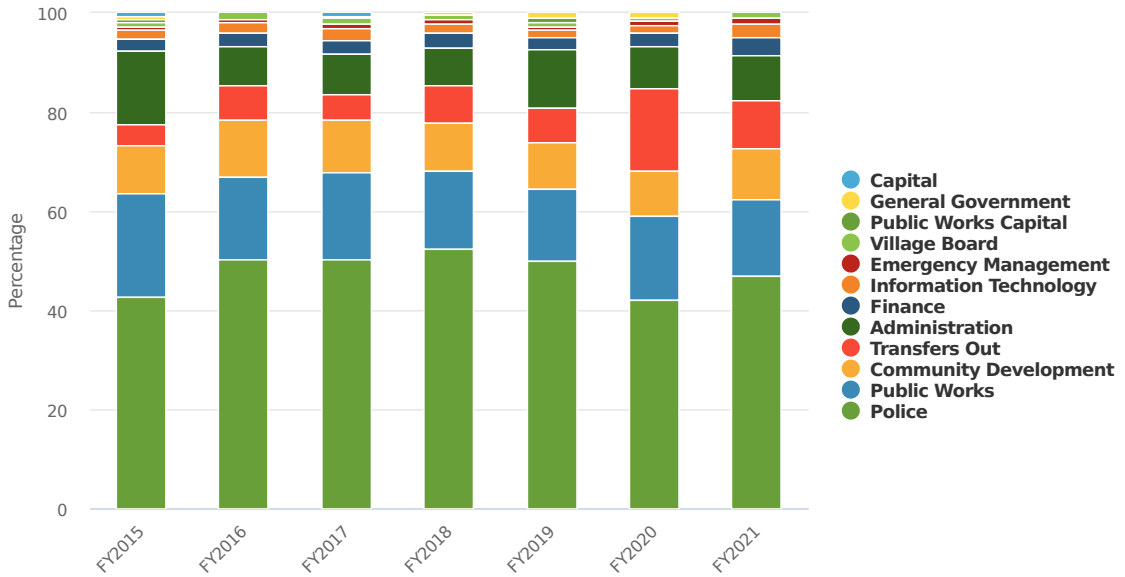
	<b>FY2018</b>	<b>FY2019</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Revenues</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
General Property Tax	\$2,659,945	\$2,750,154	\$2,719,269	\$2,833,118	\$2,849,552	\$2,901,698	1.8%
Charges for Services	\$352,946	\$385,000	\$345,602	\$341,000	\$356,833	\$363,000	1.7%
Retail Sales Tax	\$1,946,094	\$1,950,000	\$2,161,208	\$2,204,431	\$2,116,417	\$2,008,000	-5.1%
State Income Tax	\$1,670,351	\$1,424,000	\$1,655,284	\$1,682,920	\$1,574,160	\$1,176,000	-25.3%
License, Permits and Fees	\$1,505,589	\$1,470,150	\$1,416,783	\$1,637,050	\$1,702,619	\$1,362,400	-20%
Fines and Fees	\$318,741	\$359,000	\$319,300	\$326,000	\$323,614	\$286,000	-11.6%
Investment Income	\$5,462	\$10,000	\$70,074	\$90,000	\$160,544	\$50,000	-68.9%
Miscellaneous	\$154,934	\$830,891	\$635,234	\$193,075	\$323,420	\$106,180	-67.2%
Other Funding Source	\$0	\$0	\$78,725	\$0	\$0	\$0	0%
Intergovernmental Revenues	\$1,611,105	\$1,894,217	\$1,841,499	\$1,775,979	\$1,903,042	\$1,662,700	-12.6%
Utility Taxes	\$0	\$0	\$0	\$1,290,000	\$1,275,191	\$1,270,000	-0.4%
<b>Total Revenues:</b>	<b>\$10,225,167</b>	<b>\$11,073,412</b>	<b>\$11,242,977</b>	<b>\$12,373,573</b>	<b>\$12,585,391</b>	<b>\$11,185,978</b>	<b>-11.1%</b>

# Expenditures

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



	<b>FY2018</b>	<b>FY2019</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
Transfers Out	\$751,109	\$728,084	\$728,084	\$1,978,458	\$1,978,458	\$1,107,275	-44%
Capital	\$0	\$0	\$0	\$0	\$7,270	\$0	-100%
Finance	\$301,250	\$265,971	\$281,605	\$350,794	\$343,628	\$425,996	24%
Emergency Management	\$90,417	\$102,903	\$73,539	\$123,335	\$83,677	\$130,562	56%
Administration	\$798,064	\$1,273,112	\$1,267,546	\$1,042,854	\$977,287	\$994,859	1.8%
General Government	\$20,237	\$129,000	\$106,185	\$130,000	\$92,571	\$0	-100%
Public Works Capital	\$0	\$0	\$92,845	\$0	\$0	\$0	0%
Public Works	\$1,599,812	\$1,681,347	\$1,549,933	\$2,096,466	\$2,011,732	\$1,756,981	-12.7%
Information Technology	\$192,528	\$226,300	\$158,857	\$276,360	\$186,097	\$310,790	67%
Police	\$5,360,328	\$5,568,238	\$5,365,065	\$5,156,169	\$4,981,766	\$5,243,834	5.3%
Village Board	\$90,573	\$85,086	\$79,620	\$85,086	\$86,585	\$90,078	4%
Community Development	\$990,616	\$1,021,592	\$1,007,815	\$1,095,474	\$1,052,837	\$1,125,603	6.9%
<b>Total Expenditures:</b>	<b>\$10,194,935</b>	<b>\$11,081,634</b>	<b>\$10,711,094</b>	<b>\$12,334,996</b>	<b>\$11,801,908</b>	<b>\$11,185,978</b>	<b>-5.2%</b>

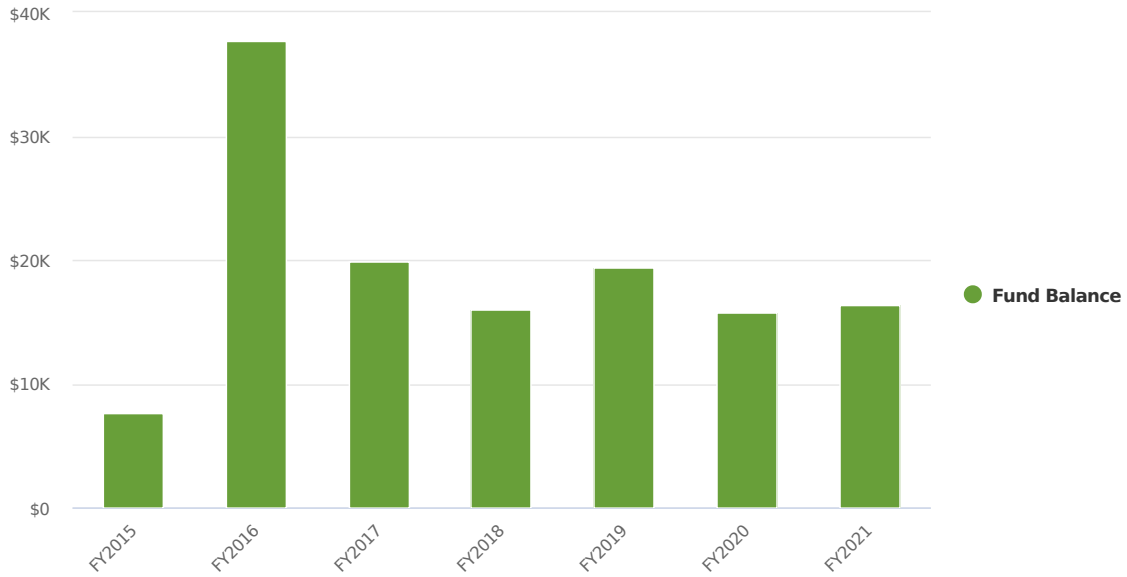


## Debt Service Funds

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.

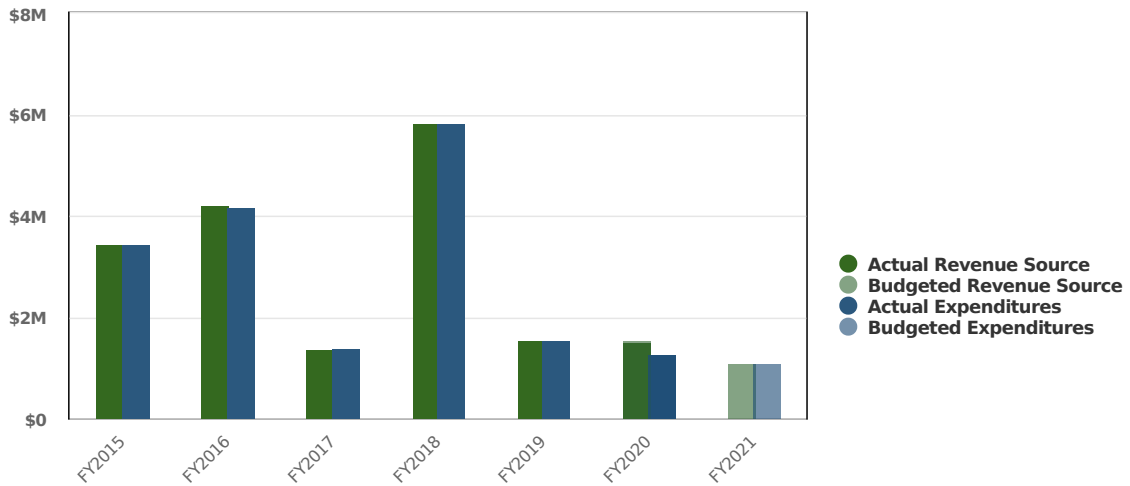
### Fund Balance

Fund Balance Projections



### Summary

The Village of Lemont is projecting \$1.11M of revenue in 2021, which represents a 28.1% decrease over the prior year. Expenditures are projected to decrease by 13.4% or \$171.02K to \$1.11M.



# Bonded Debt Obligations

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 \$58.7 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.

## Legal Debt Margin Calculation

2019 Equalized Assessed Valuation	\$680,520,825
Statutory Debt Limit (8.625% of EAV)	58,694,921
Total Direct Bonded Debt	\$ 31,620,979
Less: Self-Support Debt	( <u>31,620,979</u> )
Total Direct Debt Applicable to Limitation	-0



Fiscal	Business-Type		Totals	
	Alternate Rev Total		Principal	Interest
Year	Principal	Interest	Principal	Interest
2021	1,045,000	585,475	2,408,971	1,106,906
2022	1,090,000	538,545	2,499,383	1,025,545
2023	1,120,000	506,820	2,584,814	956,809
2024	1,150,000	474,245	2,670,265	883,110
2025	1,180,000	440,700	2,740,737	805,791
2026	1,160,000	402,200	2,681,230	721,780
2027	1,195,000	355,800	2,756,746	628,242
2028	1,245,000	308,000	2,427,285	529,784
2029	1,305,000	258,200	2,362,850	433,920
2030	1,345,000	206,000	2,448,698	339,330
2031	1,400,000	152,200	2,205,000	241,600
2032	230,000	96,200	1,065,000	153,400
2033	235,000	87,000	830,000	110,800
2034	245,000	77,600	245,000	77,600
2035	255,000	67,800	255,000	67,800
2036	265,000	57,600	265,000	57,600
2037	275,000	47,000	275,000	47,000
2038	290,000	36,000	290,000	36,000
2039	300,000	24,400	300,000	24,400
2040	310,000	12,400	310,000	12,400
<b>TOTAL</b>	<b>\$ 15,640,000\$</b>	<b>4,734,185\$</b>	<b>31,620,979\$</b>	<b>8,232,837</b>

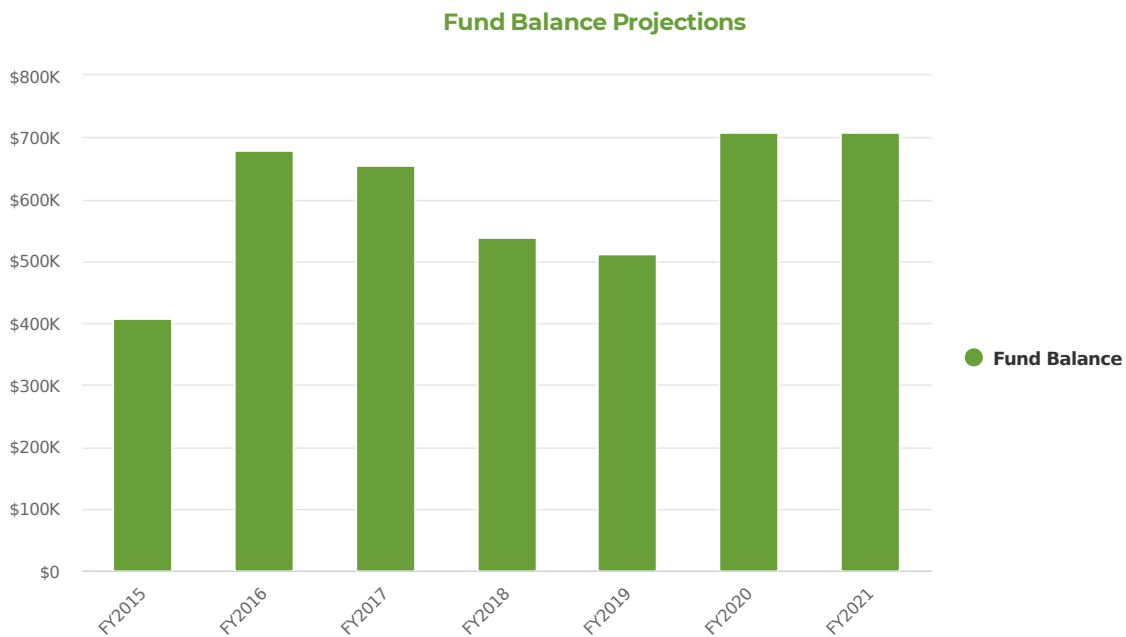


 **Motor Fuel Tax**

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.

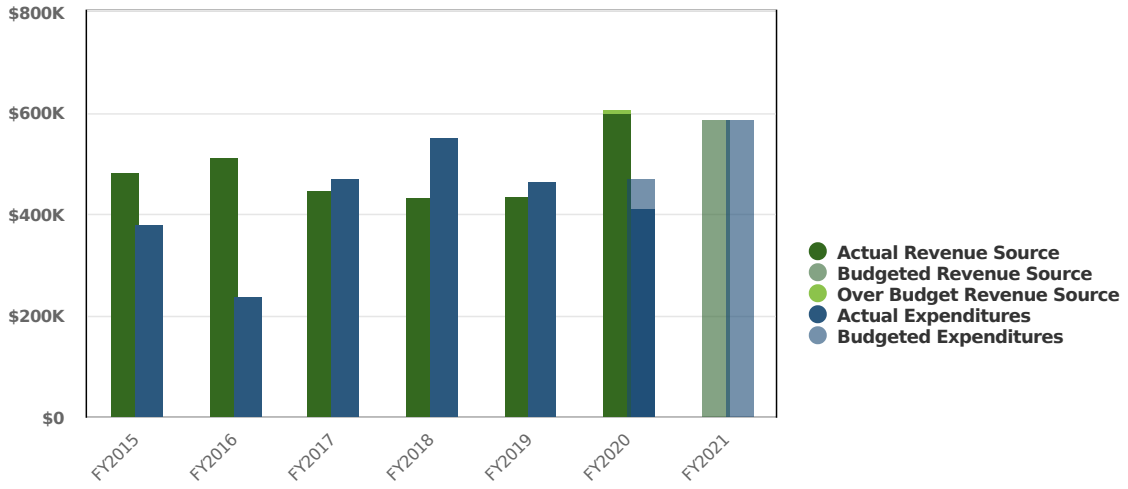
MFT funds are disbursed to the Village from the Illinois Department of Transportation on a per capita basis. Motor Fuel Tax operations include; micro-surfacing, concrete curb and gutter replacement, street rebuilding and improvements.

## Fund Balance



# Summary

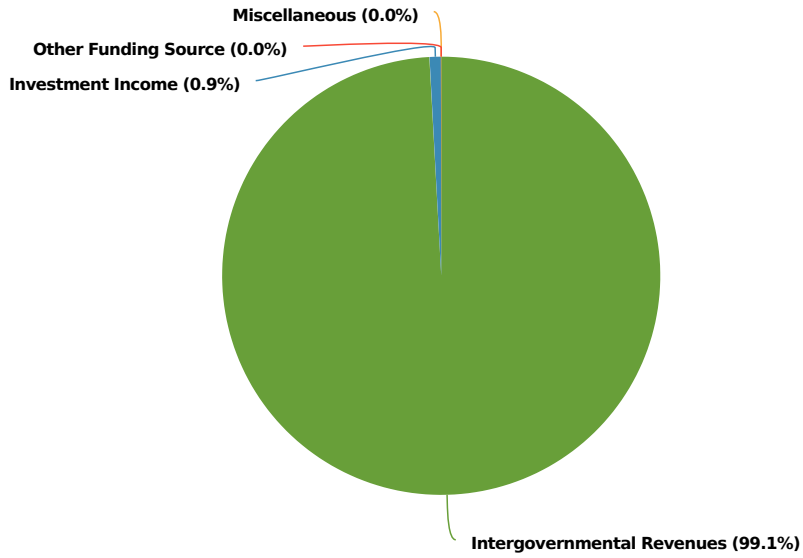
The Village of Lemont is projecting \$587.96K of revenue in 2021, which represents a 1.9% decrease over the prior year. Expenditures are projected to increase by 24.9% or \$117.09K to \$587.96K.



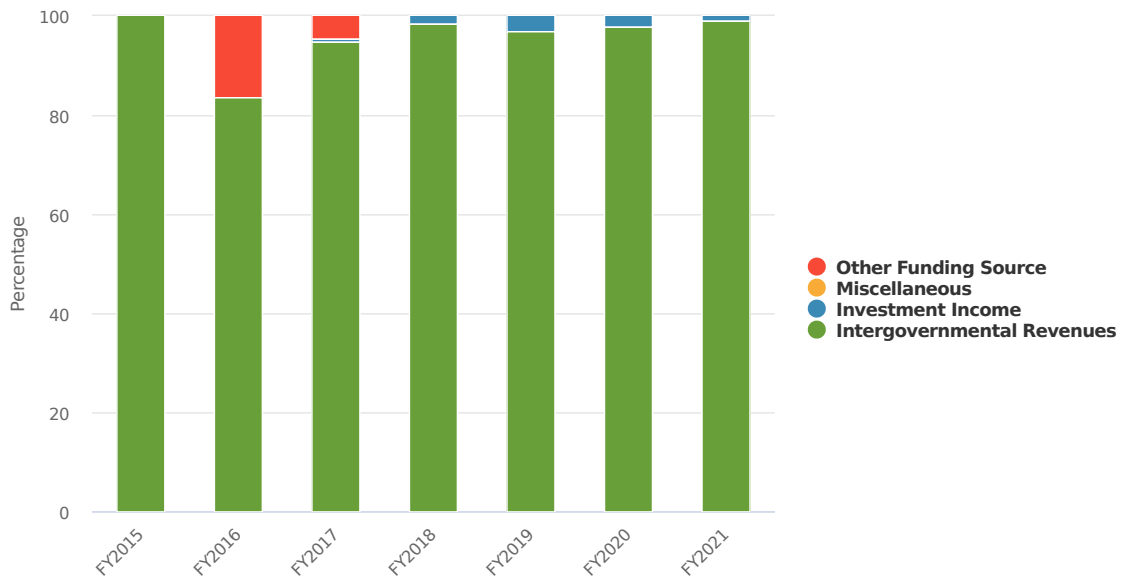
# Revenues

Motor Fuel Tax is funded by a per capita share from the state.

## Projected 2021 Revenues by Source



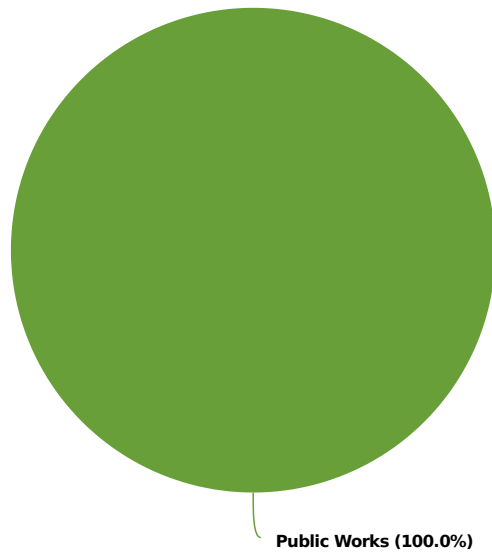
## Budgeted and Historical Revenues by Source



	FY2018	FY2019	FY2020	FY2020	FY2021	% Change
Revenues	Actual	Actual	Budgeted	Actual	Budgeted	
Investment Income	\$7,129	\$13,064	\$3,000	\$13,031	\$5,000	-61.6%
Intergovernmental Revenues	\$426,345	\$423,767	\$569,300	\$594,810	\$582,956	-2%
Other Funding Source	\$0	\$0	\$0	\$0	\$0	0%
Miscellaneous	\$0	\$0	\$27,074	\$0	\$0	0%
<b>Total Revenues:</b>	<b>\$433,474</b>	<b>\$436,831</b>	<b>\$599,374</b>	<b>\$607,841</b>	<b>\$587,956</b>	<b>-3.3%</b>

## Expenditures

### Budgeted Expenditures by Function

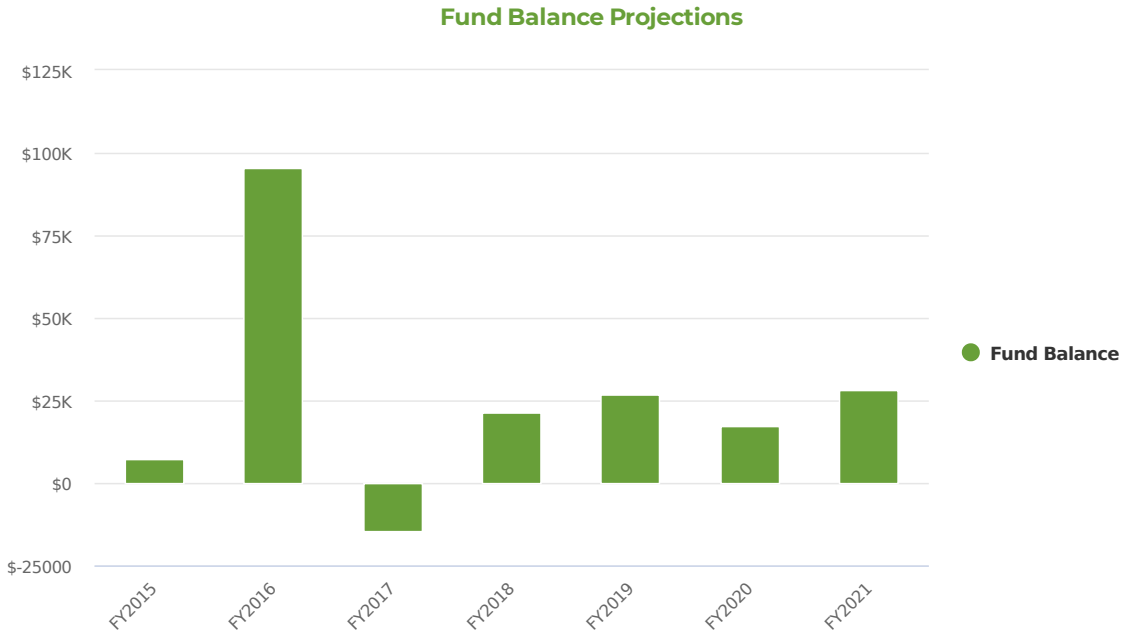


	FY2018	FY2019	FY2020	FY2020	FY2021	% Change
Expenditures	Actual	Actual	Budgeted	Actual	Budgeted	
Public Works	\$550,128	\$463,706	\$470,867	\$410,644	\$587,956	43.2%
<b>Total Expenditures:</b>	<b>\$550,128</b>	<b>\$463,706</b>	<b>\$470,867</b>	<b>\$410,644</b>	<b>\$587,956</b>	<b>43.2%</b>



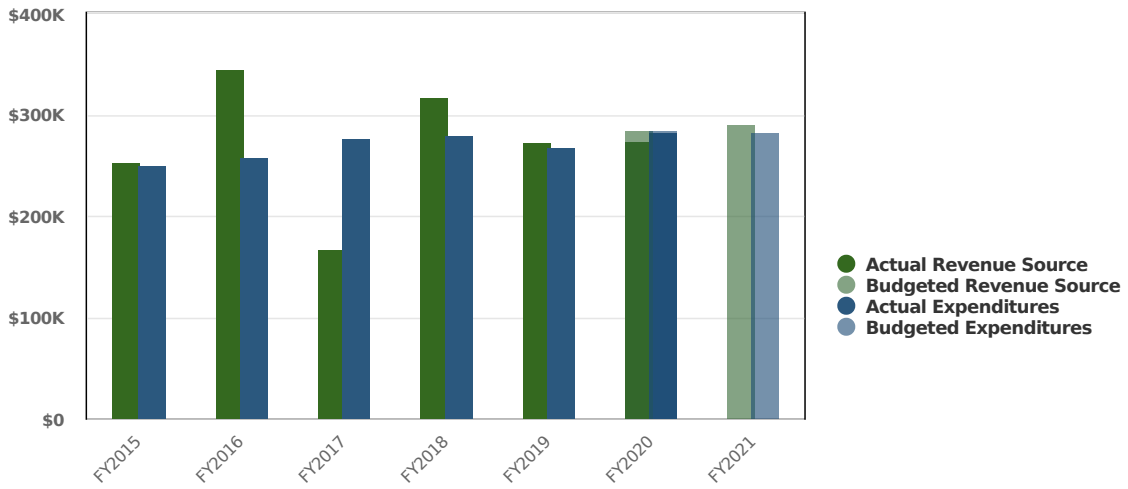
Social Security Fund accounts for all social security and medicare contributions from non-sworn employees. As with IMRF there is a percentage of contribution the employee has and a percentage the employer has. All sworn and non-sworn employees contribute to medicare.

## Fund Balance



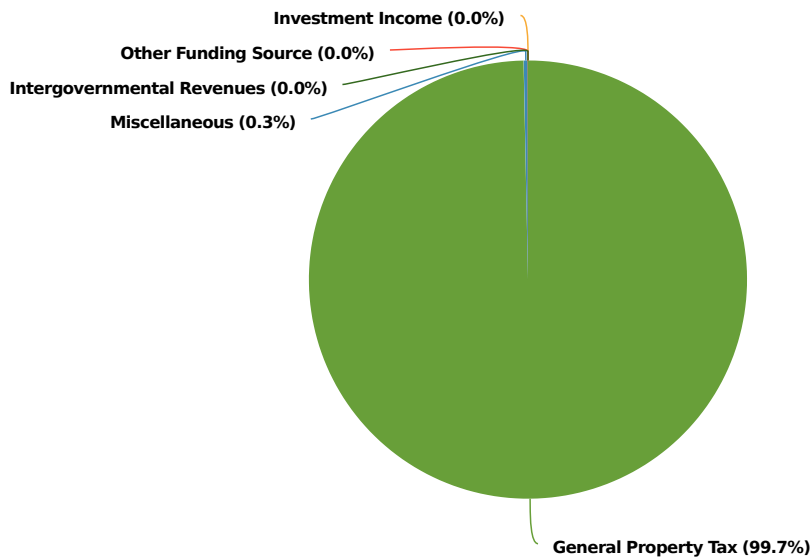
## Summary

The Village of Lemont is projecting \$290.9K of revenue in 2021, which represents a 2.5% increase over the prior year. Expenditures are projected to decrease by 0.1% or \$328.50999999999511 to \$283.46K.

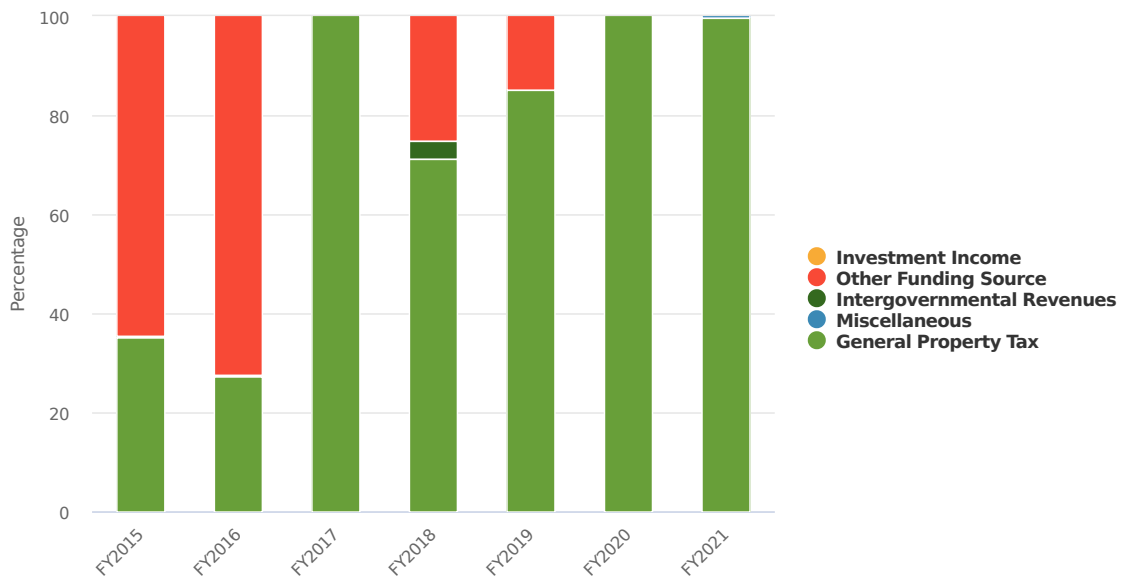


## Revenues

Projected 2021 Revenues by Source



### Budgeted and Historical Revenues by Source



	FY2018	FY2019	FY2020	FY2020	FY2021	% Change
Revenues	Actual	Actual	Budgeted	Actual	Budgeted	
General Property Tax	\$225,266	\$232,761	\$273,352	\$273,375	\$290,000	6.1%
Investment Income	\$0	\$0	\$0	\$0	\$0	0%
Other Funding Source	\$80,000	\$40,000	\$0	\$50	\$0	-100%
Intergovernmental Revenues	\$11,402	\$0	\$0	\$0	\$0	0%
Miscellaneous	\$0	\$0	\$10,436	\$0	\$902	0%
<b>Total Revenues:</b>	<b>\$316,668</b>	<b>\$272,761</b>	<b>\$283,788</b>	<b>\$273,425</b>	<b>\$290,902</b>	<b>6.4%</b>

# Expenditures

## Budgeted Expenditures by Function



	FY2018	FY2019	FY2020	FY2020	FY2021	% Change
Expenditures	Actual	Actual	Budgeted	Actual	Budgeted	
Miscellaneous	\$0	\$0	\$0	\$0	\$0	0%
Finance	\$280,351	\$267,473	\$283,788	\$283,250	\$283,459	0.1%
<b>Total Expenditures:</b>	<b>\$280,351</b>	<b>\$267,473</b>	<b>\$283,788</b>	<b>\$283,250</b>	<b>\$283,459</b>	<b>0.1%</b>

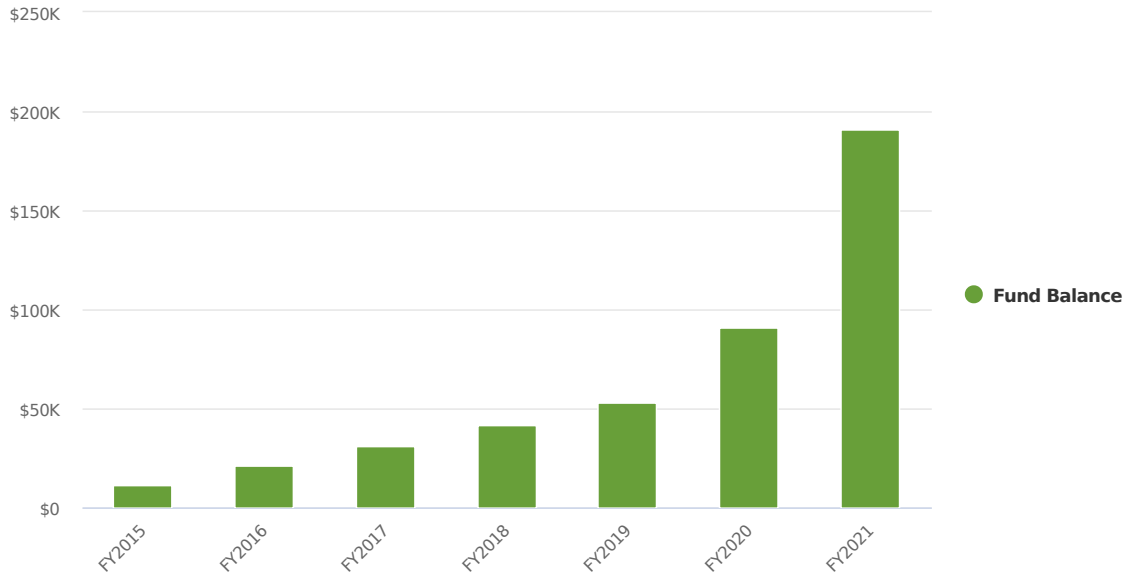




The IMRF fund accounts for all non-sworn employees who work more than 1,000 in a year. The employee contributes 4.5% of their income and the Village contributes approximately 13% of their income into Illinois Municipal Retirement Fund. The Village's percentage that is contributed is updated each year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

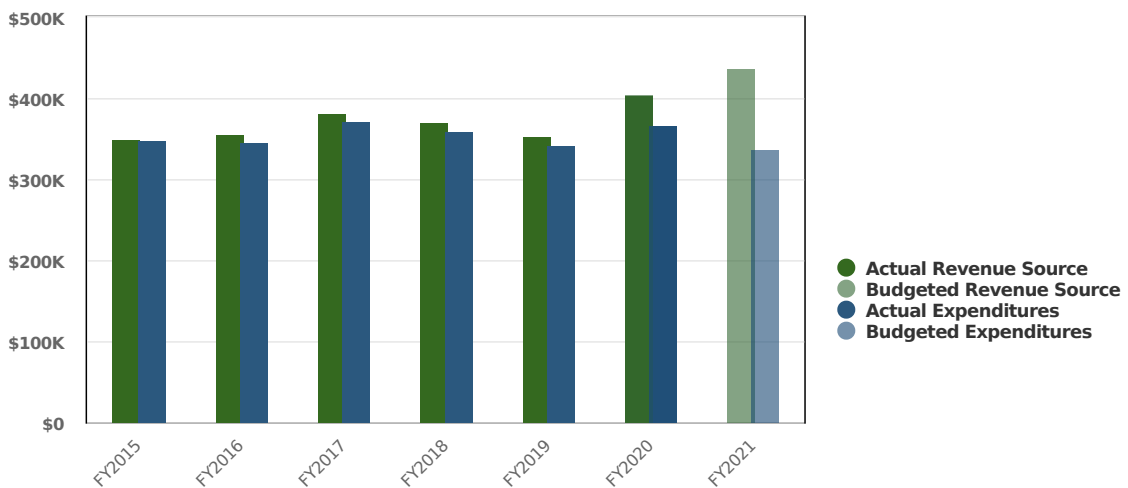
## Fund Balance

Fund Balance Projections



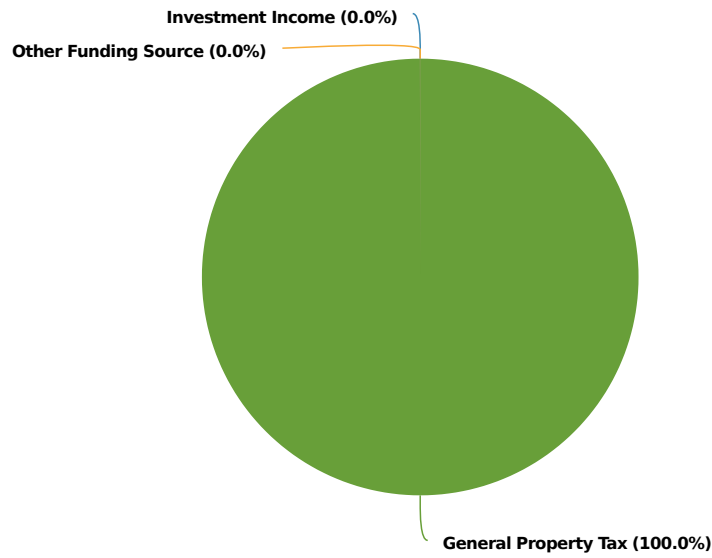
## Summary

The Village of Lemont is projecting \$437.77K of revenue in 2021, which represents a 8% increase over the prior year. Expenditures are projected to decrease by 8% or \$29.32K to \$337.68K.

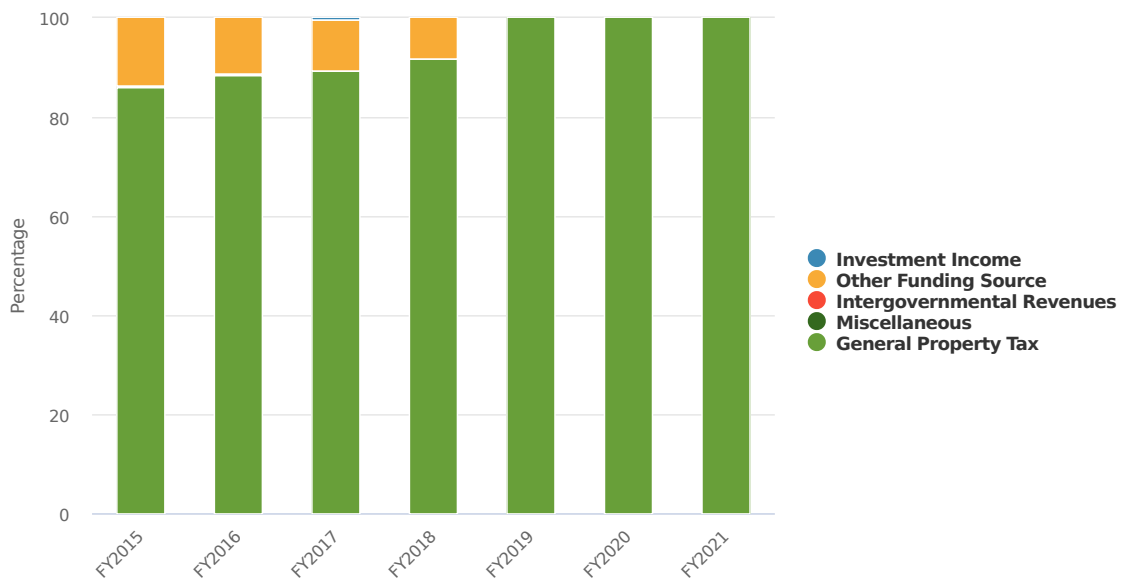


# Revenues

## Projected 2021 Revenues by Source



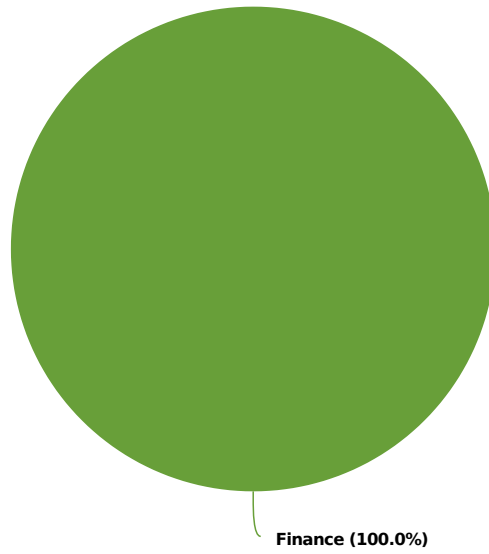
## Budgeted and Historical Revenues by Source



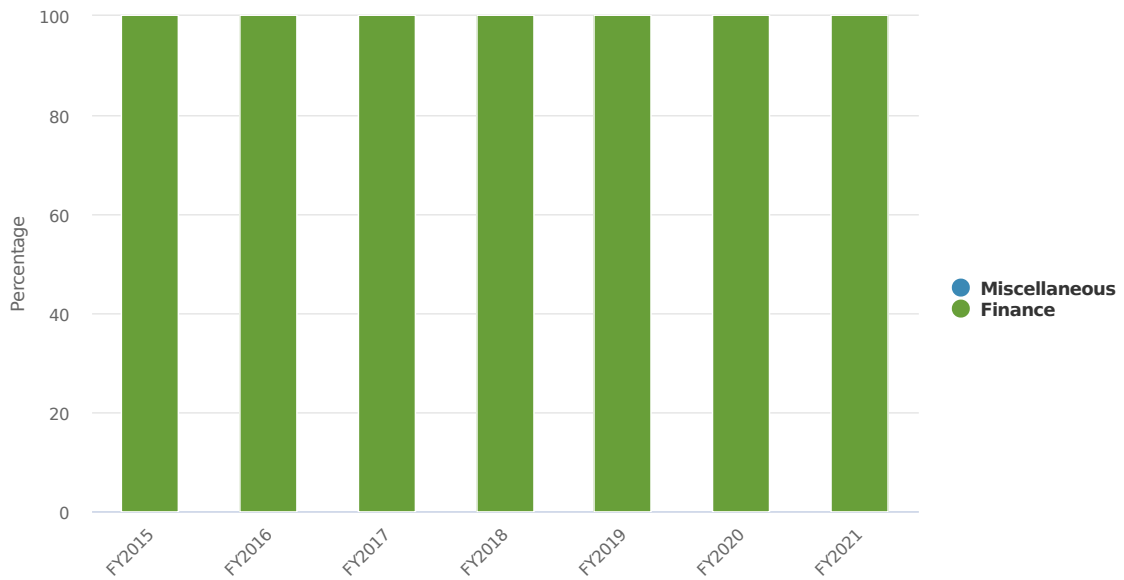
	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
General Property Tax	\$341,128	\$354,184	\$405,000	\$403,965	\$437,766	8.4%
Investment Income	\$0	\$0	\$500	\$0	\$0	0%
Other Funding Source	\$30,000	\$0	\$0	\$0	\$0	0%
Intergovernmental Revenues	\$0	\$0	\$0	\$0	\$0	0%
Miscellaneous	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Revenues:</b>	<b>\$371,128</b>	<b>\$354,184</b>	<b>\$405,500</b>	<b>\$403,965</b>	<b>\$437,766</b>	<b>8.4%</b>

# Expenditures

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
Miscellaneous	\$0	\$0	\$0	\$0	\$0	0%
Finance	\$360,064	\$342,939	\$366,997	\$366,666	\$337,680	-7.9%
<b>Total Expenditures:</b>	<b>\$360,064</b>	<b>\$342,939</b>	<b>\$366,997</b>	<b>\$366,666</b>	<b>\$337,680</b>	<b>-7.9%</b>

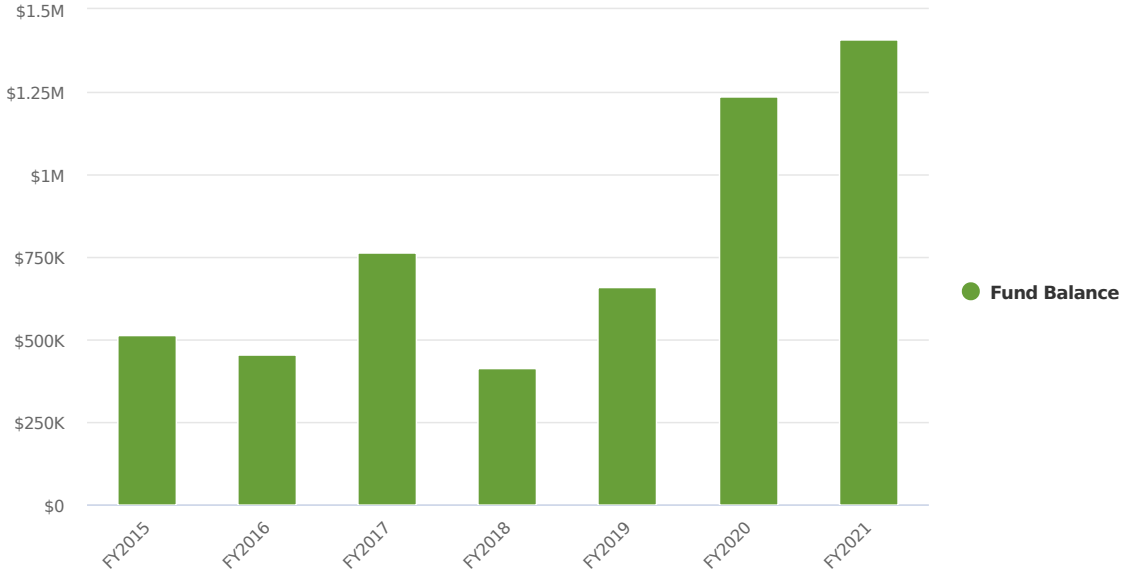


# Road Improvement

The Road Improvement Fund has been renamed to the Infrastructure Fund. Historically this fund was supported by Utility tax and funded road projects as well as debt service. The new Infrastructure Fund is supported by retail sales tax and funds infrastructure projects.

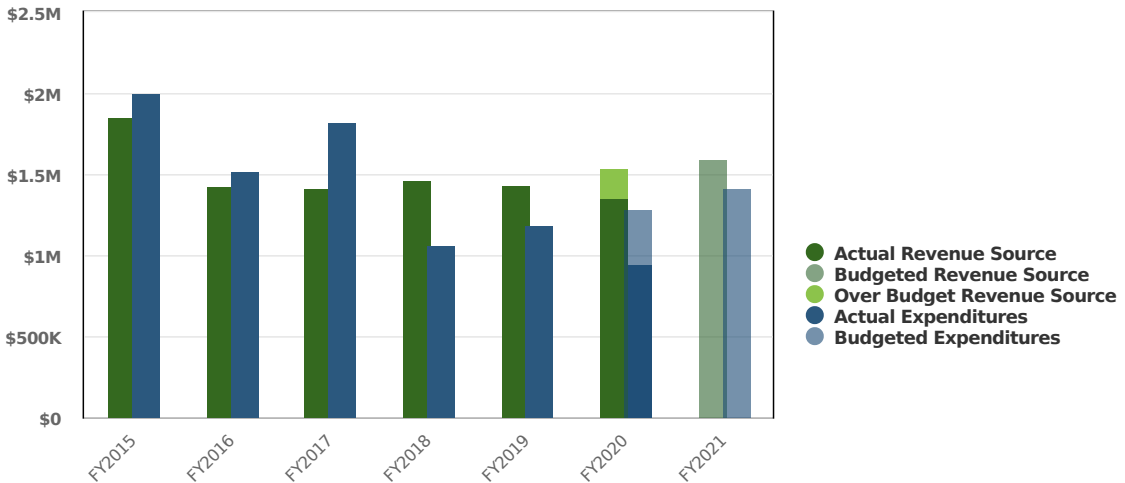
## Fund Balance

### Fund Balance Projections



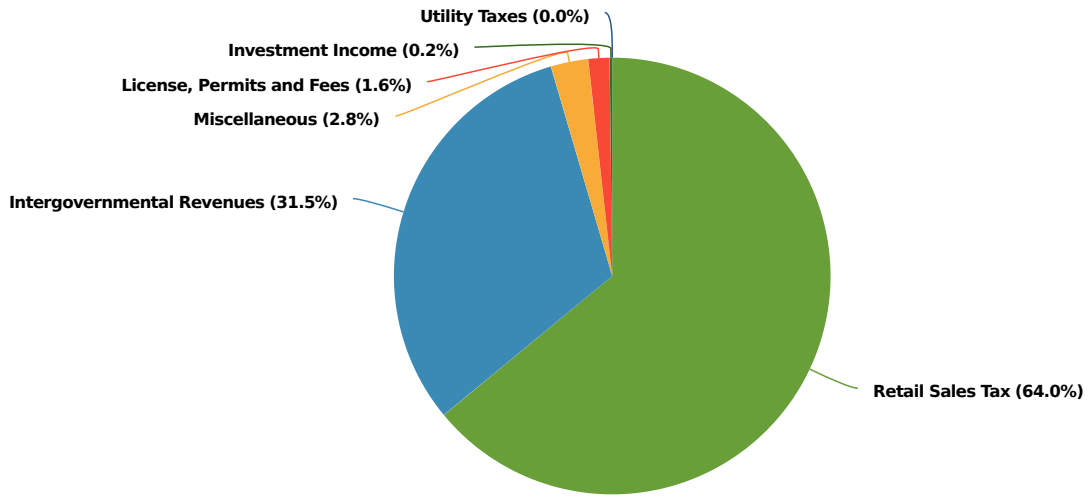
## Summary

The Village of Lemont is projecting \$1.59M of revenue in 2021, which represents a 17.8% increase over the prior year. Expenditures are projected to increase by 9.8% or \$126.47K to \$1.41M.

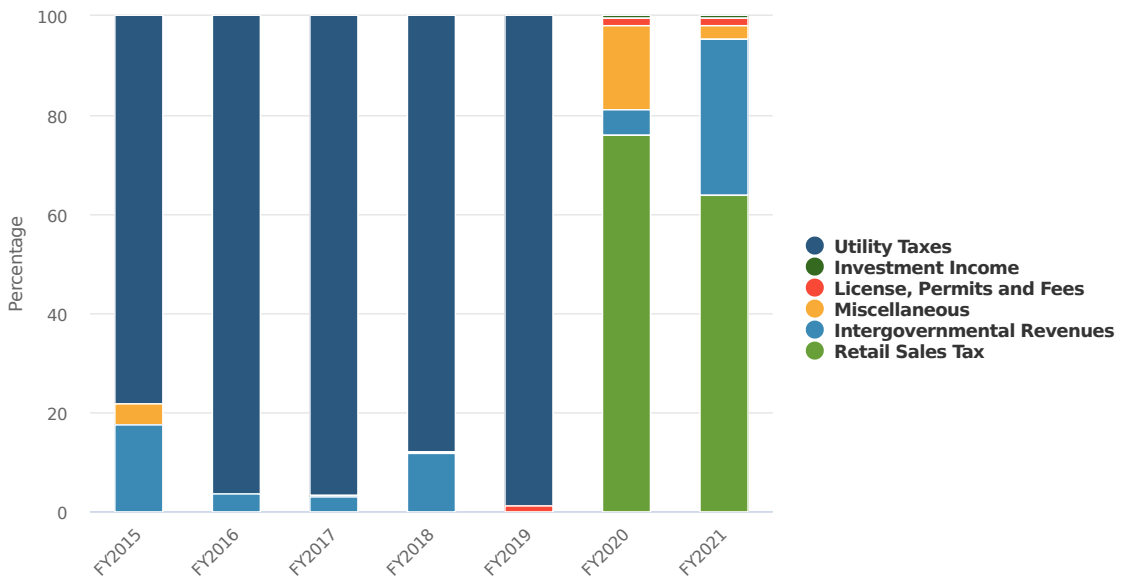


# Revenues

## Projected 2021 Revenues by Source



## Budgeted and Historical Revenues by Source

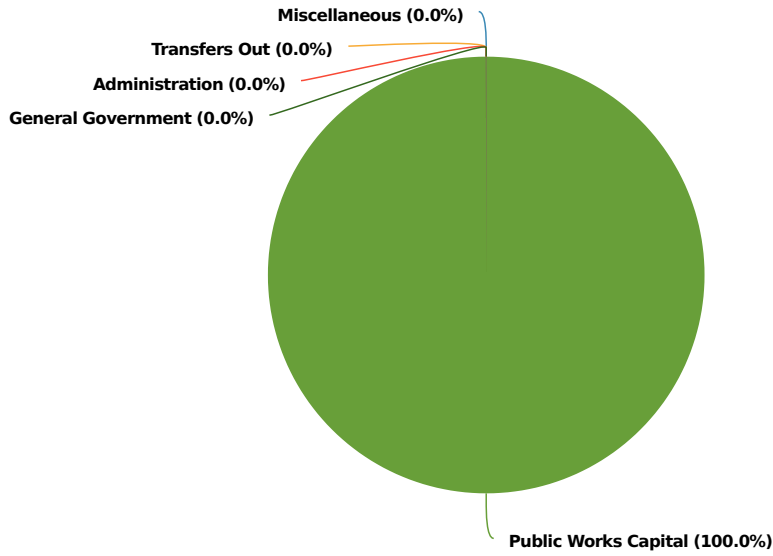


	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
Utility Taxes	\$1,289,455	\$1,413,223	\$0	\$0	\$0	0%
Investment Income	\$2,175	\$1,131	\$3,000	\$5,323	\$3,000	-43.6%
Miscellaneous	\$0	\$0	\$157,500	\$259,497	\$44,000	-83%
Intergovernmental Revenues	\$174,944	\$0	\$238,752	\$81,715	\$500,000	511.9%
License, Permits and Fees	\$0	\$16,350	\$30,000	\$22,925	\$25,000	9.1%
Retail Sales Tax	\$0	\$0	\$920,000	\$1,163,631	\$1,017,680	-12.5%
<b>Total Revenues:</b>	<b>\$1,466,573</b>	<b>\$1,430,704</b>	<b>\$1,349,252</b>	<b>\$1,533,091</b>	<b>\$1,589,680</b>	<b>3.7%</b>

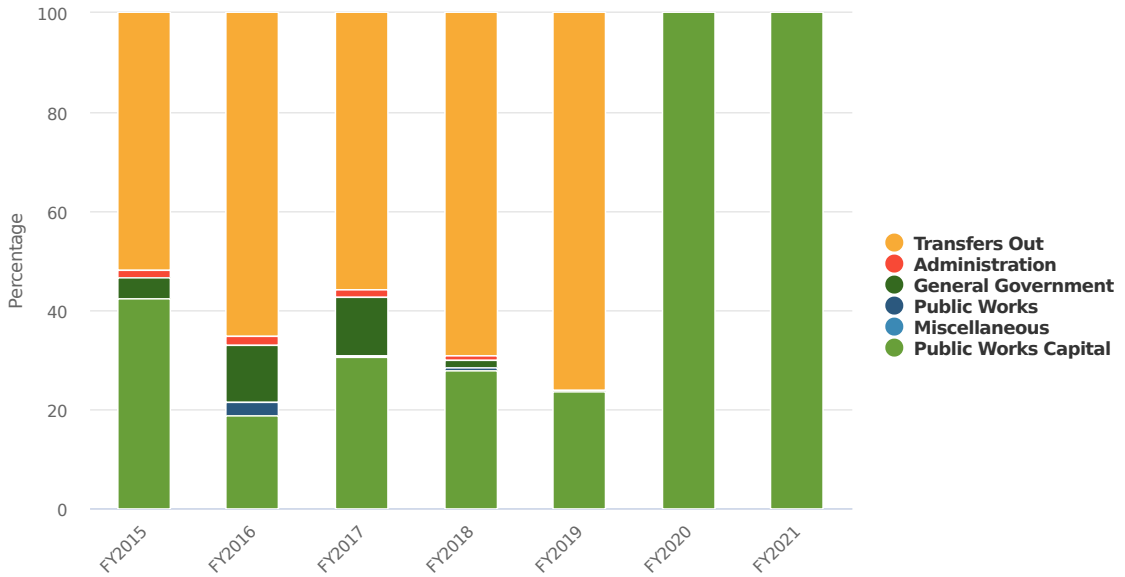


# Expenditures

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



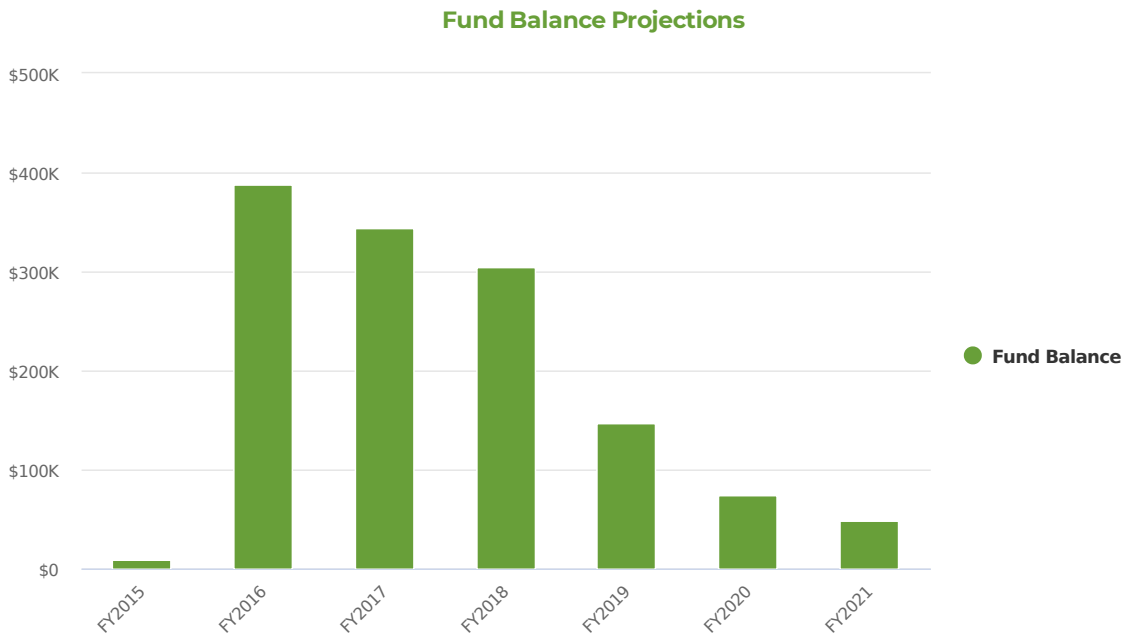
	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
Transfers Out	\$734,180	\$901,529	\$0	\$0	\$0	0%
Administration	\$9,562	\$594	\$0	\$0	\$0	0%
General Government	\$15,475	\$0	\$0	\$0	\$0	0%
Public Works Capital	\$295,796	\$281,168	\$1,287,611	\$944,928	\$1,414,080	49.6%
Public Works	\$8,749	\$3,540	\$0	\$0	\$0	0%
Miscellaneous	\$0	\$0	\$0	\$0	\$0	0%
<b>Total Expenditures:</b>	<b>\$1,063,763</b>	<b>\$1,186,831</b>	<b>\$1,287,611</b>	<b>\$944,928</b>	<b>\$1,414,080</b>	<b>49.6%</b>

**Canal TIF District**

The Canal TIF District was created to provide TIF district funding to the portion of downtown Lemont that was not included in the original Downtown TIF district. The goal of both the Canal and Downtown TIF districts is to promote a vibrant downtown Lemont, characterized by a complementary mix of retail and residential uses. Projects within the TIF district have included:

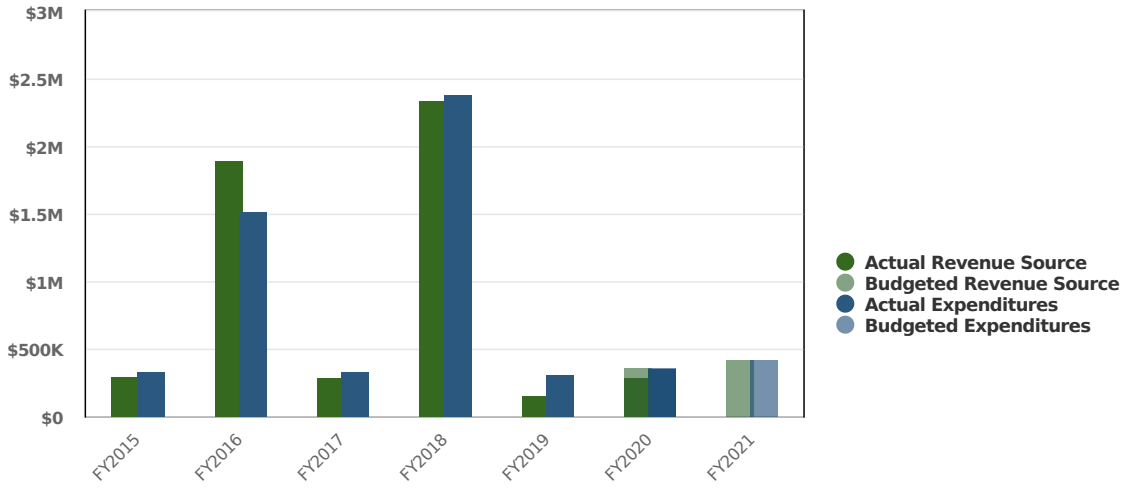
- Construction of a 262-space public parking structure. Opened in 2009, the parking structure provides free parking for downtown residents, business owners, and visitors.
- Reconstruction of River Road and Front Street. Reconstruction included new water and sewer mains, curb and gutter, sidewalks/pavers, street lights, pavement, etc.
- Relocation of overhead ComEd, AT&T, and Comcast utilities along River and Front Street to underground. The relocated utilities serve 340 River, parcels west of 340 River, and the Post Office block.

**Fund Balance**



**Summary**

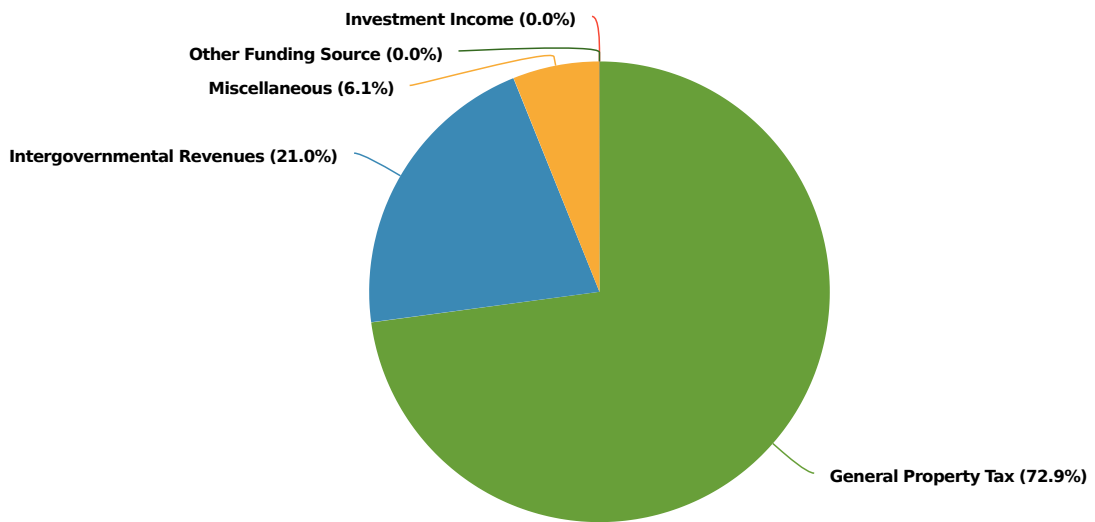
The Village of Lemont is projecting \$418.48K of revenue in 2021, which represents a 12.6% increase over the prior year. Expenditures are projected to increase by 12.6% or \$46.83K to \$418.48K.



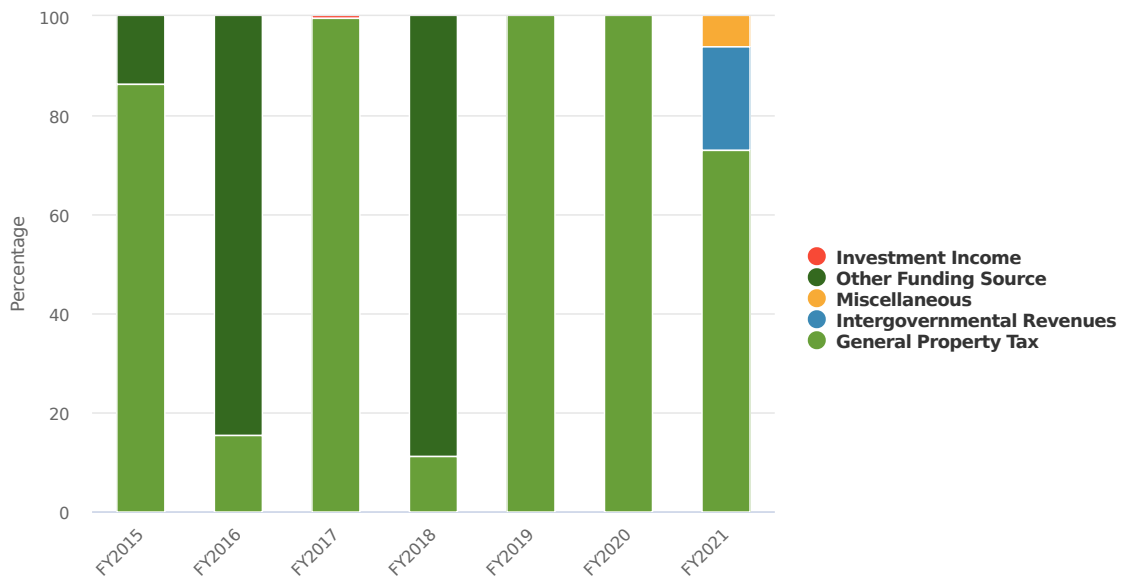
FY2018 revenues and expenditures are high due to a bond refunding. The primary expenditures include debt service payments which are funding from increment.

## Revenues

Projected 2021 Revenues by Source



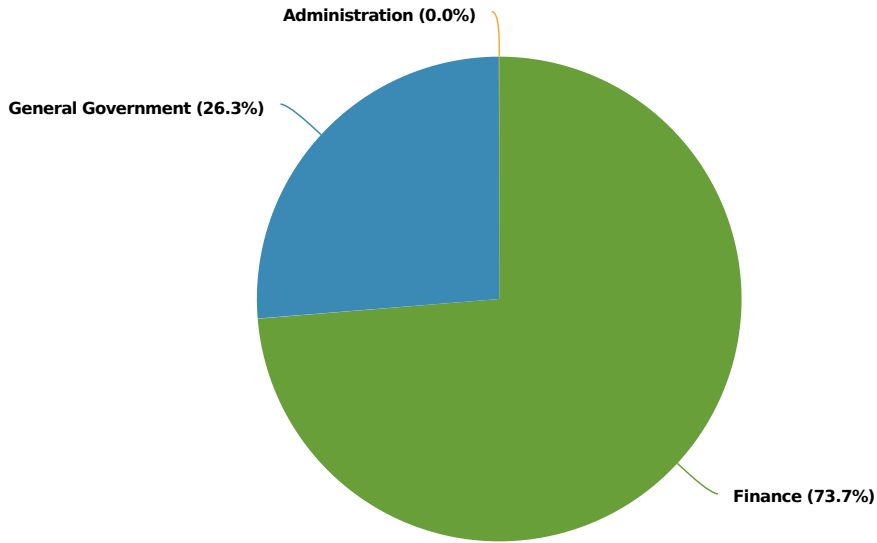
### Budgeted and Historical Revenues by Source



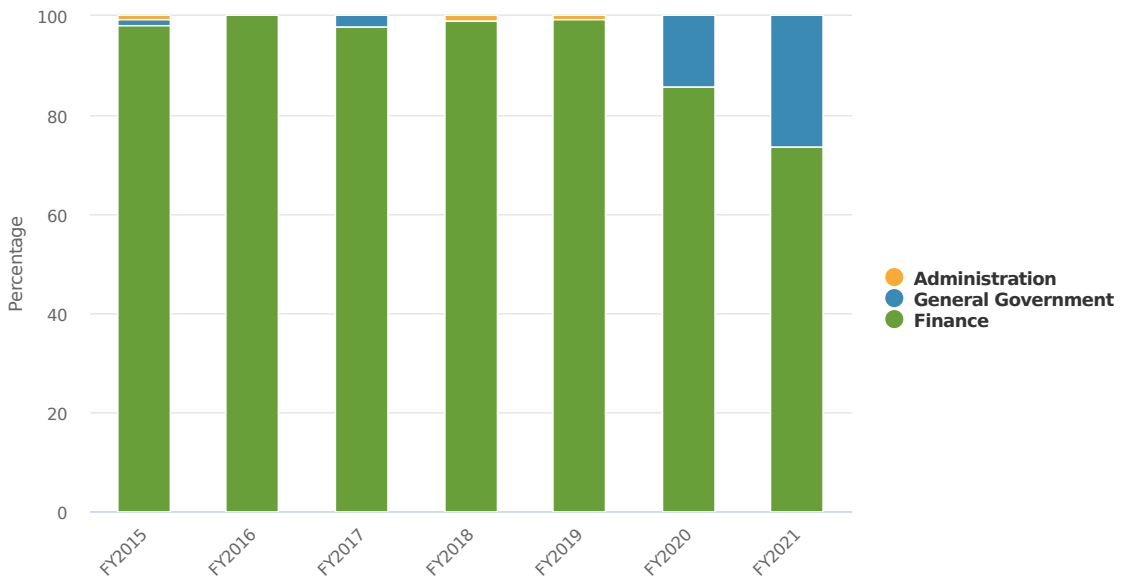
	FY2018	FY2019	FY2020	FY2020	FY2021	% Change
Revenues	Actual	Actual	Budgeted	Actual	Budgeted	
General Property Tax	\$261,248	\$153,792	\$305,000	\$286,824	\$305,000	6.3%
Investment Income	\$0	\$0	\$0	\$0	\$0	0%
Other Funding Source	\$2,087,938	\$0	\$0	\$0	\$0	0%
Miscellaneous	\$0	\$0	\$66,646	\$0	\$25,475	0%
Intergovernmental Revenues	\$0	\$0	\$0	\$0	\$88,000	0%
<b>Total Revenues:</b>	<b>\$2,349,186</b>	<b>\$153,792</b>	<b>\$371,646</b>	<b>\$286,824</b>	<b>\$418,475</b>	<b>45.9%</b>

# Expenditures

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
Finance	\$2,365,382	\$309,242	\$314,646	\$308,190	\$308,475	0.1%
Administration	\$21,732	\$2,264	\$50,000	\$110	\$0	-100%
General Government	\$2,219	\$0	\$7,000	\$51,438	\$110,000	113.8%
<b>Total Expenditures:</b>	<b>\$2,389,334</b>	<b>\$311,506</b>	<b>\$371,646</b>	<b>\$359,738</b>	<b>\$418,475</b>	<b>16.3%</b>

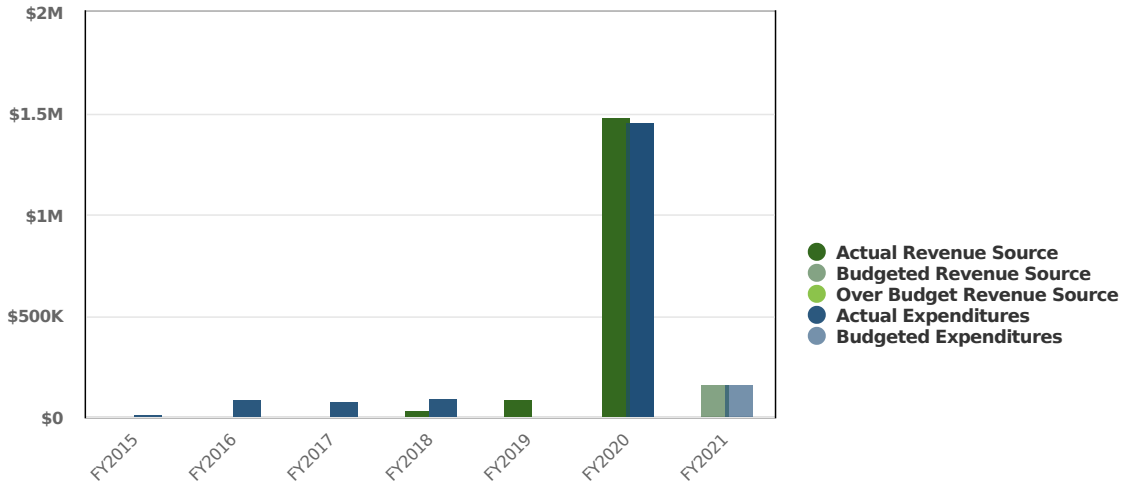


## Gateway TIF District

The Gateway TIF encompasses approximately 75 acres of property between the Cal-Sag Channel and Archer Avenue. The goal of the Gateway TIF district is to spur economic growth in an area that has inadequate utilities, deleterious land use, and deteriorating infrastructure. Redevelopment projects have not yet begun in the Gateway TIF District. However, through the assistance of a Special Service Area (SSA) within the TIF District, water and sewer utilities have been extended along Main Street to IL-83. Since 2017 the SSA was recinded.

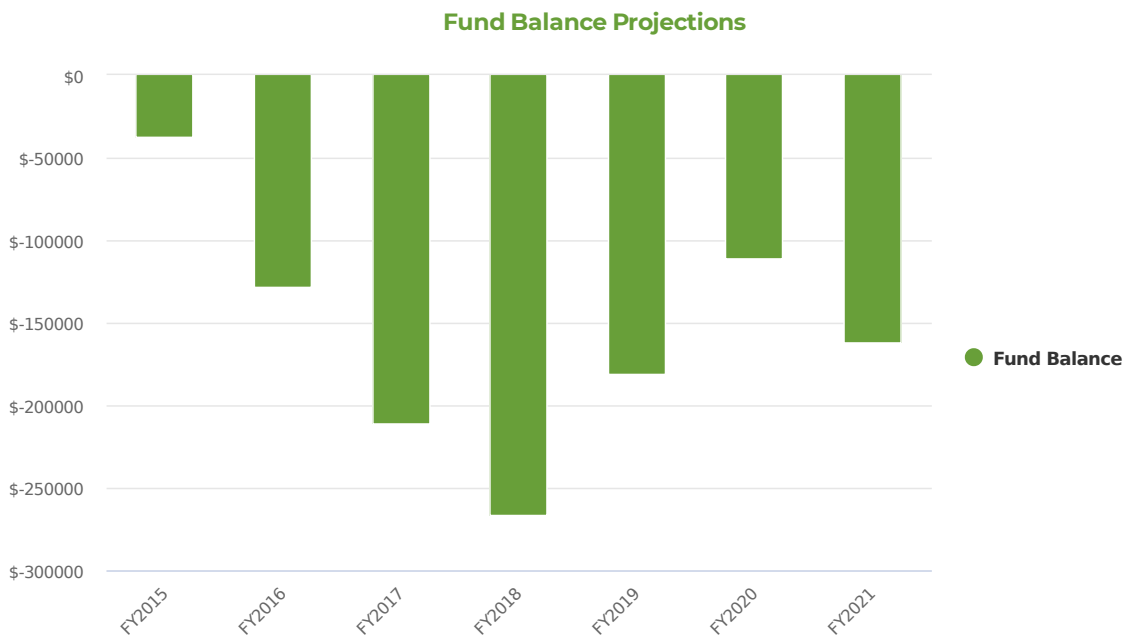
### Summary

The Village of Lemont is projecting \$160.05K of revenue in 2021, which represents a 89.2% decrease over the prior year. Expenditures are projected to decrease by 89% or \$1.3M to \$160.05K.



In FY2020 the major revenue and expenditure was due to a bond refunding.

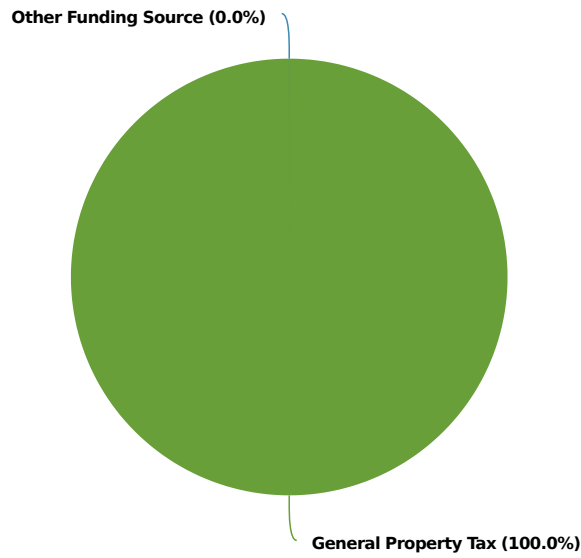
## Fund Balance



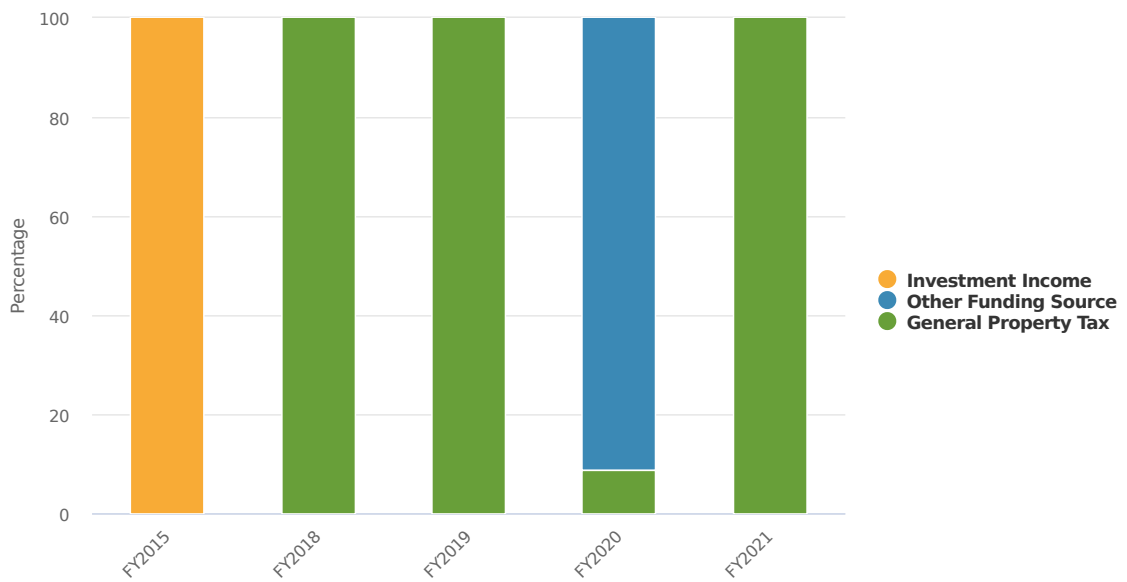


# Revenues

## Projected 2021 Revenues by Source



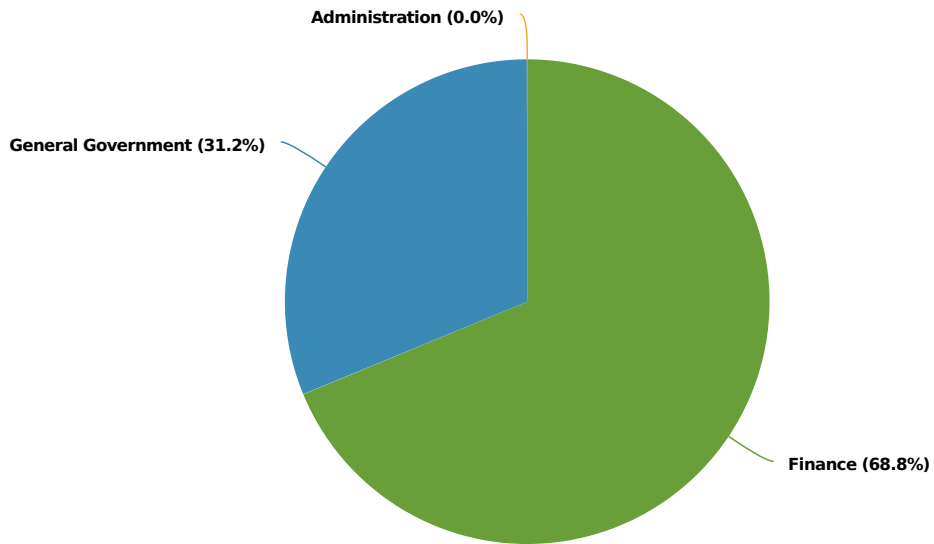
## Budgeted and Historical Revenues by Source



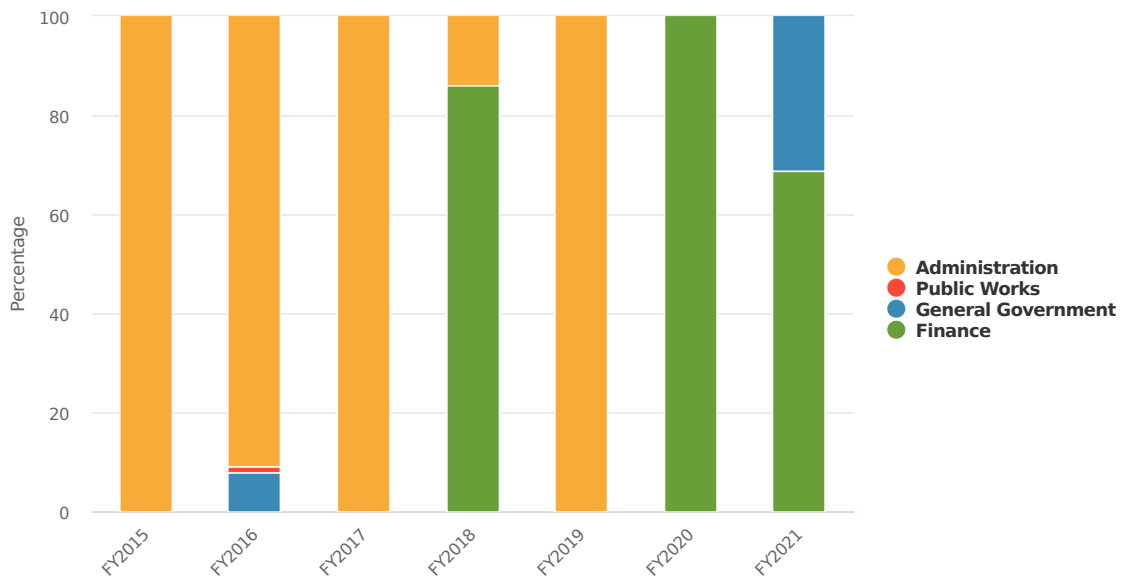
	FY2018	FY2019	FY2020	FY2020	FY2021	% Change
Revenues	Actual	Actual	Budgeted	Actual	Budgeted	
Investment Income	\$0	\$0	\$0	\$0	\$0	0%
General Property Tax	\$37,933	\$86,052	\$128,000	\$128,150	\$160,050	24.9%
Other Funding Source	\$0	\$0	\$1,350,000	\$1,350,000	\$0	-100%
<b>Total Revenues:</b>	<b>\$37,933</b>	<b>\$86,052</b>	<b>\$1,478,000</b>	<b>\$1,478,150</b>	<b>\$160,050</b>	<b>-89.2%</b>

## Expenditures

Budgeted Expenditures by Function



### Budgeted and Historical Expenditures by Function

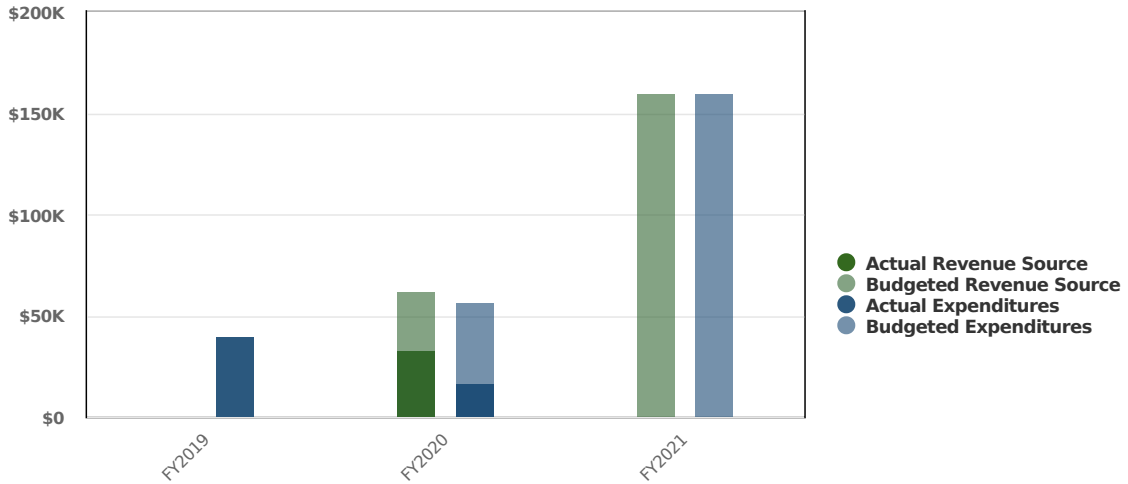


	FY2018	FY2019	FY2020	FY2020	FY2021	% Change
Expenditures	Actual	Actual	Budgeted	Actual	Budgeted	
Administration	\$13,028	\$440	\$110	\$110	\$0	-100%
General Government	\$0	\$0	\$0	\$0	\$50,000	0%
Public Works	\$0	\$0	\$0	\$0	\$0	0%
Finance	\$79,960	\$0	\$1,459,752	\$1,459,149	\$110,050	-92.5%
<b>Total Expenditures:</b>	<b>\$92,988</b>	<b>\$440</b>	<b>\$1,459,862</b>	<b>\$1,459,259</b>	<b>\$160,050</b>	<b>-89%</b>



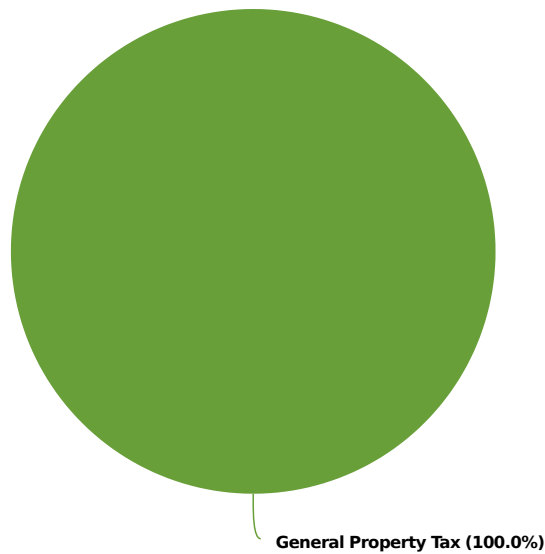
## Summary

The Village of Lemont is projecting \$160K of revenue in 2021, which represents a 157.6% increase over the prior year. Expenditures are projected to increase by 180.1% or \$102.89K to \$160K.

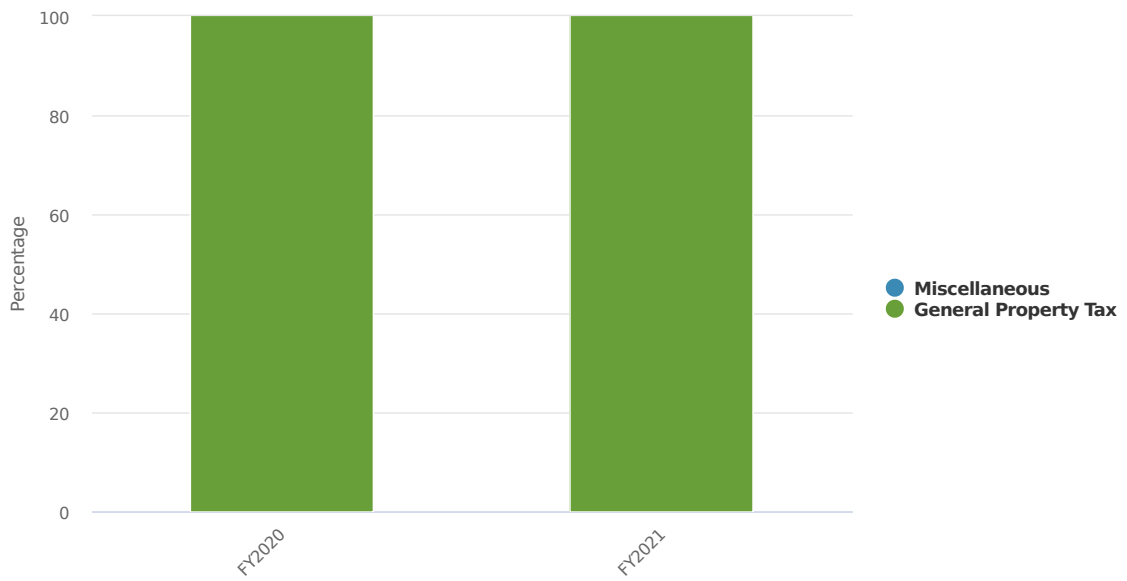


## Revenues

Projected 2021 Revenues by Source



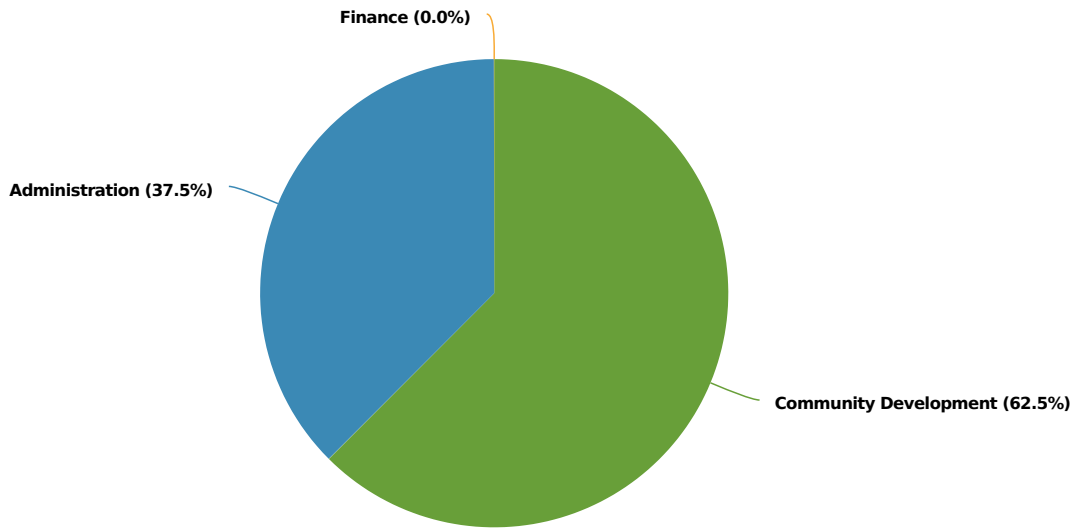
### Budgeted and Historical Revenues by Source



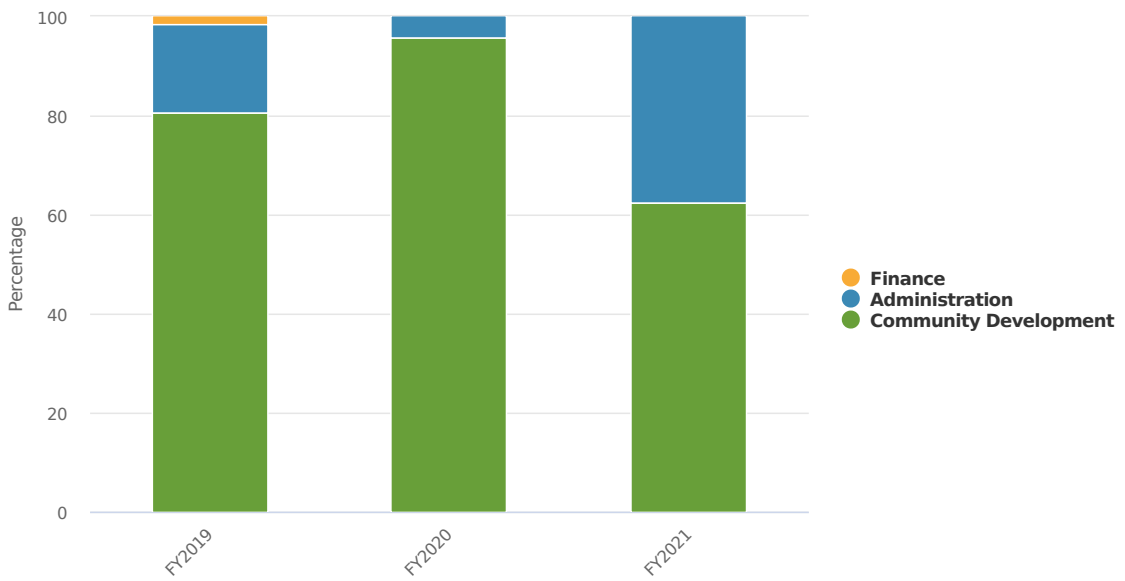
	FY2020	FY2021	% Change
<b>Revenues</b>	<b>Budgeted</b>	<b>Budgeted</b>	
Miscellaneous	\$0	\$0	0%
General Property Tax	\$62,113	\$160,000	157.6%
<b>Total Revenues:</b>	<b>\$62,113</b>	<b>\$160,000</b>	<b>157.6%</b>

## Expenditures

### Budgeted Expenditures by Function



### Budgeted and Historical Expenditures by Function



	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Expenditures</b>	<b>Budgeted</b>	<b>Budgeted</b>	
Finance	\$0	\$0	0%
Administration	\$50,000	\$60,000	20%
Community Development	\$7,113	\$100,000	%
<b>Total Expenditures:</b>	<b>\$57,113</b>	<b>\$160,000</b>	<b>180.1%</b>

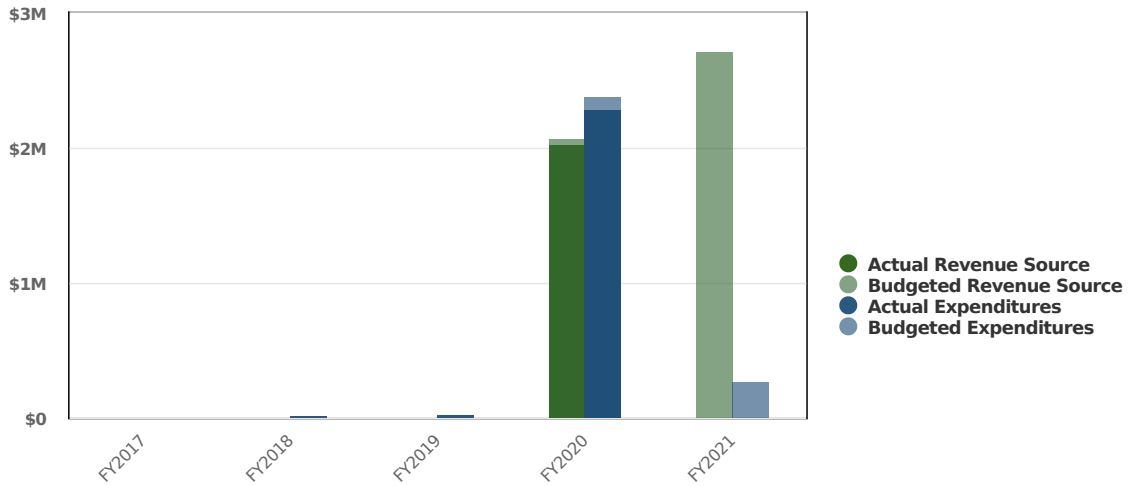


## Main and Archer Avenue TIF

The Main & Archer TIF district encompasses 16.2 acres of Village-owned property located at IL Route 83/Archer Avenue and Main Street/111th Street. All properties within the TIF are currently tax exempt. Additionally, it is contiguous to the Gateway TIF, creating the potential of a 27-acre opportunity site. The goal of the Main & Archer TIF district is to utilize a high visibility location with an ADT of 43,000+ vehicles to stimulate the local economy. The village has been seeking retail, restaurant, or office users. The intersection is being expanded with additional left-turn lanes by IDOT and has easy access to I-55.

### Summary

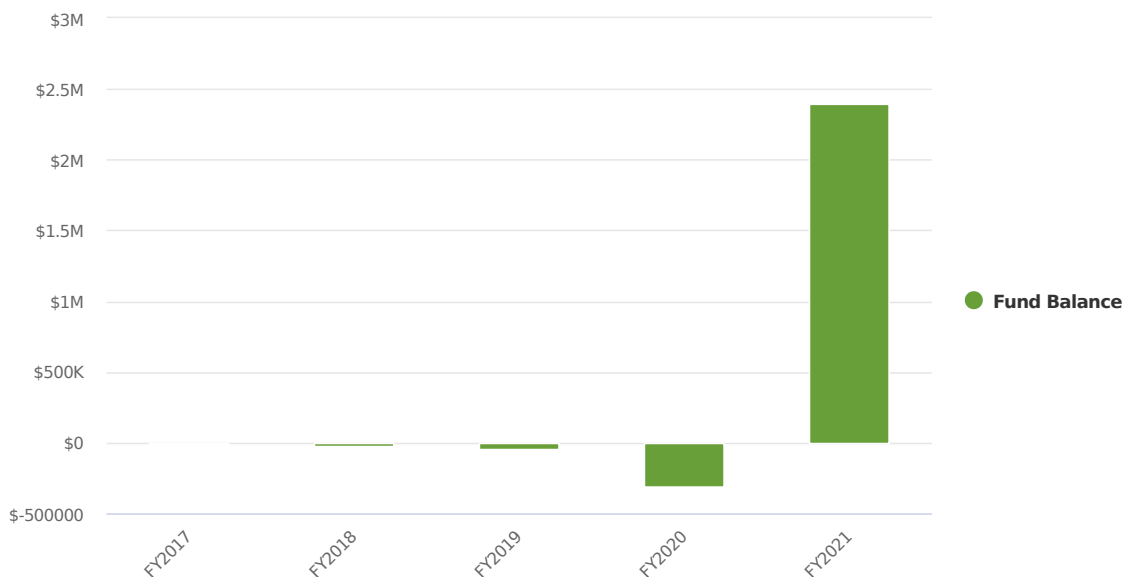
The Village of Lemont is projecting \$2.72M of revenue in 2021, which represents a 30.9% increase over the prior year. Expenditures are projected to decrease by 88.2% or \$2.11M to \$281.9K.



The FY2020 revenues and expenditures are due to refunding of bonds. In FY2021 staff anticipates selling the property for development.

## Fund Balance

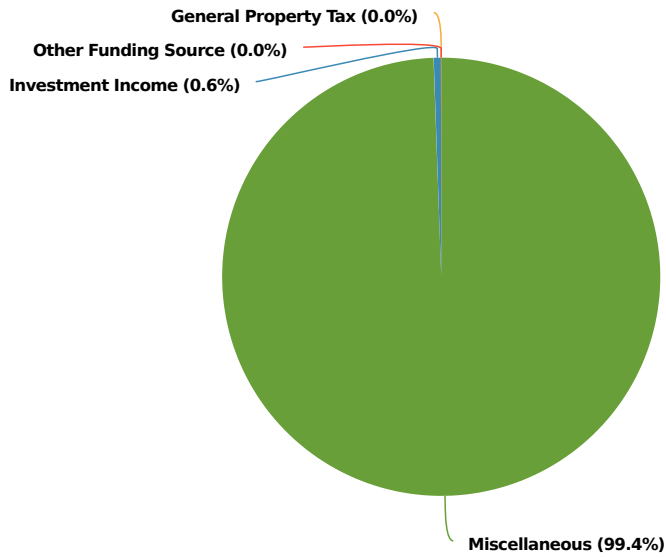
### Fund Balance Projections



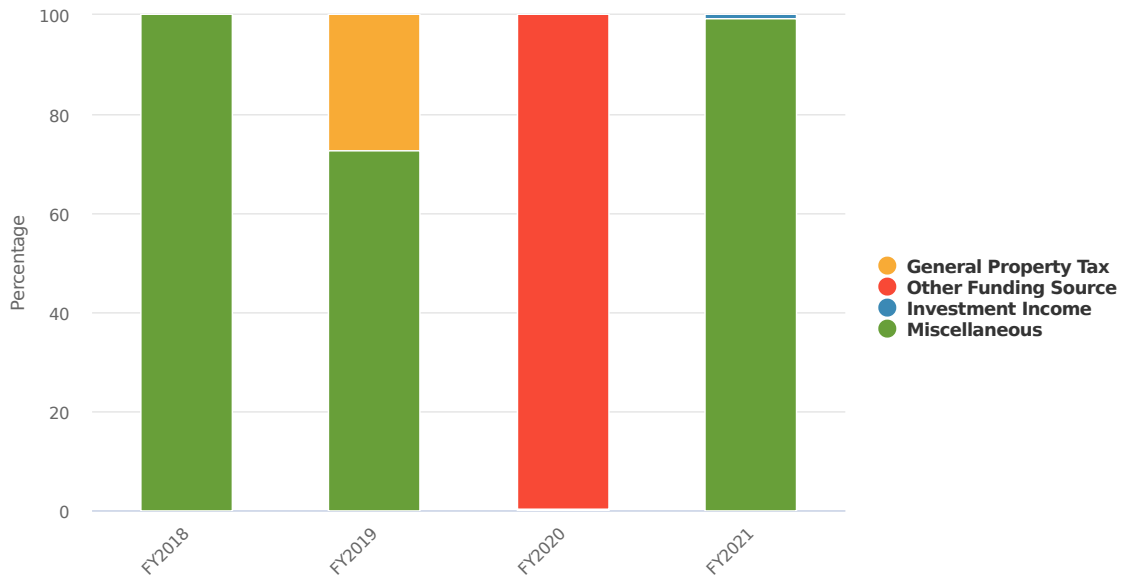


# Revenues

Projected 2021 Revenues by Source



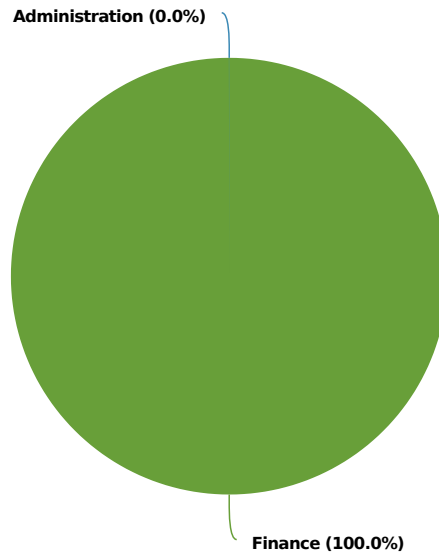
Budgeted and Historical Revenues by Source



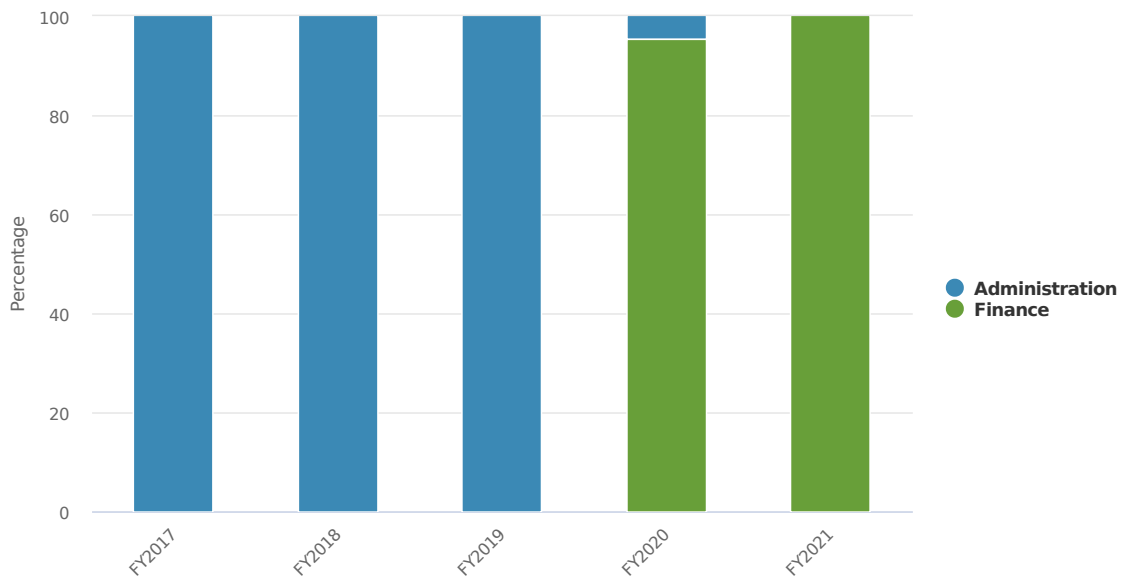
	FY2018	FY2019	FY2020	FY2021	% Change
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	
Miscellaneous	\$5,000	\$5,167	\$6,000	\$2,703,500	%
General Property Tax	\$0	\$1,928	\$0	\$0	0%
Investment Income	\$0	\$0	\$0	\$15,000	0%
Other Funding Source	\$0	\$0	\$2,025,000	\$0	-100%
<b>Total Revenues:</b>	<b>\$5,000</b>	<b>\$7,095</b>	<b>\$2,031,000</b>	<b>\$2,718,500</b>	<b>33.9%</b>

## Expenditures

### Budgeted Expenditures by Function



### Budgeted and Historical Expenditures by Function



	FY2017	FY2018	FY2019	FY2020	FY2021	% Change
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	
Administration	\$9,918	\$17,708	\$30,108	\$103,975	\$0	-100%
Finance	\$0	\$0	\$0	\$2,188,723	\$281,900	-87.1%
<b>Total Expenditures:</b>	<b>\$9,918</b>	<b>\$17,708</b>	<b>\$30,108</b>	<b>\$2,292,698</b>	<b>\$281,900</b>	<b>-87.7%</b>

### Mission Statement

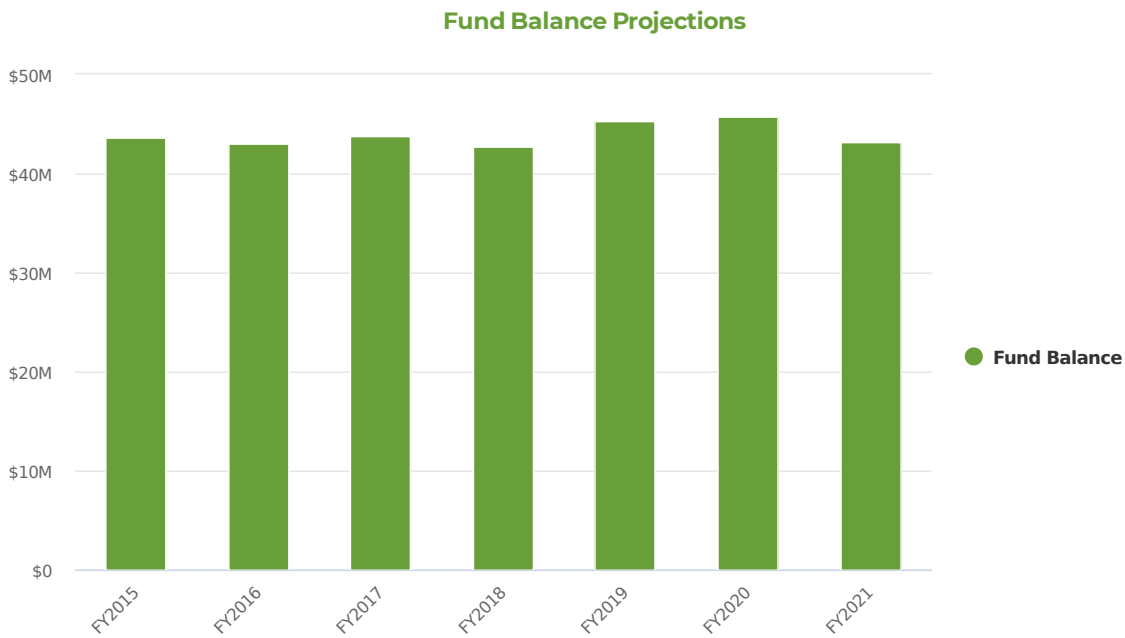
As a team, The Water Department is committed to providing for the enhancement of the Village infrastructure through aggressive planning and maintenance.



### Services and Responsibilities

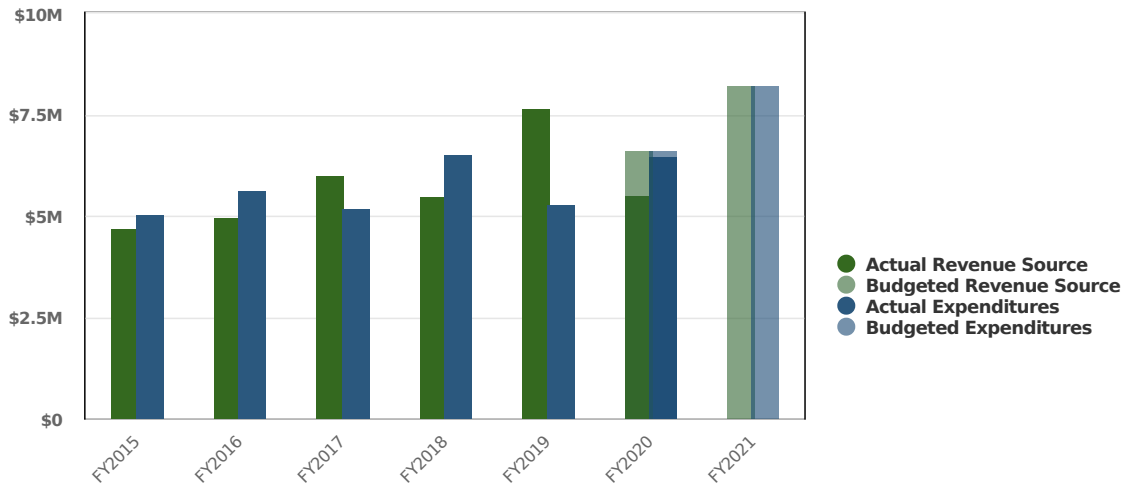
- Maintain administration of the water, wastewater and storm sewer services
- Provide high quality drinking water to Lemont’s utility customers through effective maintenance of the Village’s wells and the distribution lines
- Ensure that the Village is in compliance with all regulations
- Direct and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

## Fund Balance



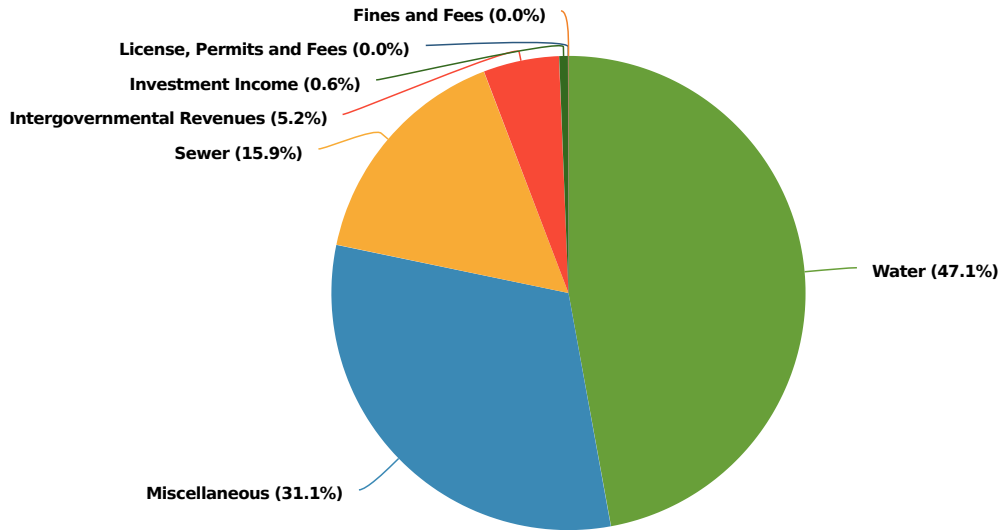
### Summary

The Village of Lemont is projecting \$8.23M of revenue in 2021, which represents a 23.9% increase over the prior year. Expenditures are projected to increase by 23.9% or \$1.59M to \$8.23M.



# Revenues

## Projected 2021 Revenues by Source



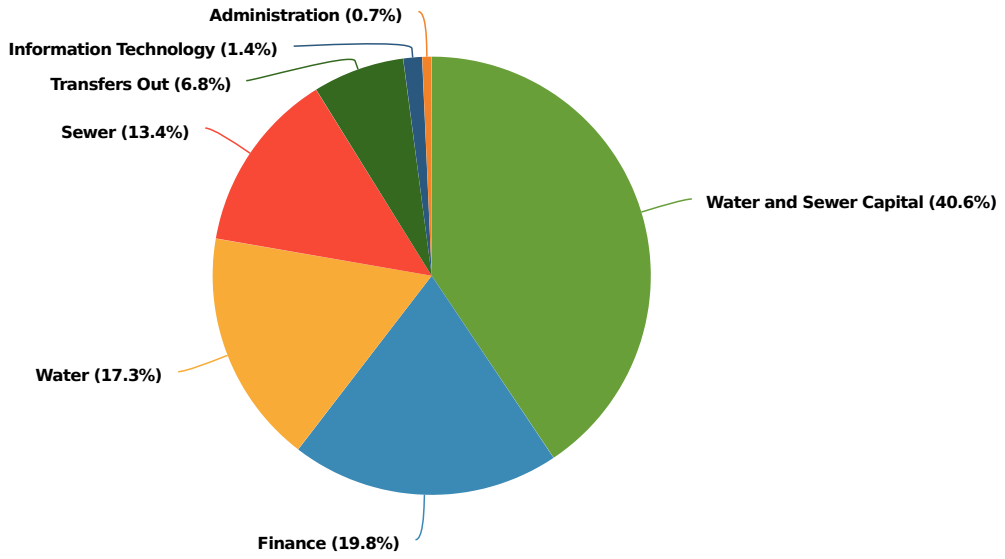
## Budgeted and Historical Revenues by Source



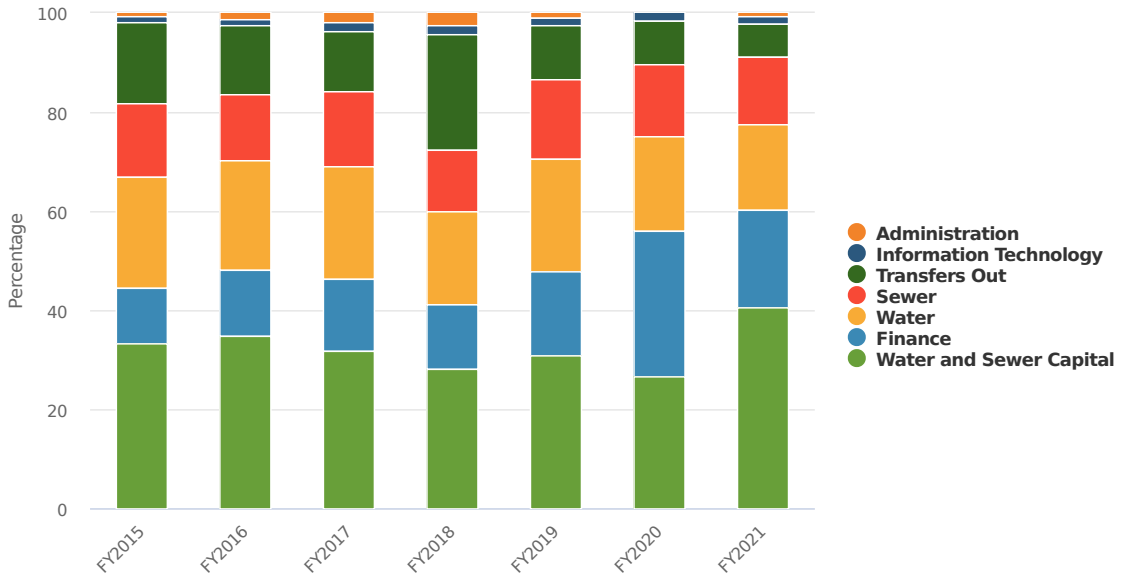
	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
License, Permits and Fees	\$1,515	\$141,530	\$2,000	\$2,195	\$2,000	-8.9%
Miscellaneous	\$18,727	\$0	\$1,496,199	\$73,447	\$2,562,793	%
Other Funding Source	\$112,846	\$19,939	\$0	\$0	\$0	0%
Water	\$3,983,701	\$5,911,074	\$3,781,500	\$3,834,834	\$3,881,500	1.2%
Sewer	\$1,190,388	\$1,347,311	\$1,211,000	\$1,379,830	\$1,312,000	-4.9%
Intergovernmental Revenues	\$119,371	\$169,321	\$113,000	\$135,092	\$425,000	214.6%
Fines and Fees	\$92	\$0	\$0	\$0	\$0	0%
Investment Income	\$37,928	\$78,275	\$44,000	\$106,853	\$50,000	-53.2%
<b>Total Revenues:</b>	<b>\$5,464,568</b>	<b>\$7,667,450</b>	<b>\$6,647,699</b>	<b>\$5,532,252</b>	<b>\$8,233,293</b>	<b>48.8%</b>

# Expenditures

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function





	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
Transfers Out	\$1,527,550	\$577,500	\$557,550	\$557,500	\$557,550	0%
Finance	\$845,477	\$904,022	\$1,487,001	\$1,909,559	\$1,632,375	-14.5%
Water and Sewer Capital	\$1,845,912	\$1,634,649	\$2,156,201	\$1,730,469	\$3,343,936	93.2%
Water	\$1,218,958	\$1,213,061	\$1,325,292	\$1,239,798	\$1,423,135	14.8%
Sewer	\$824,540	\$853,072	\$983,094	\$945,122	\$1,105,998	17%
Administration	\$152,655	\$45,420	\$79,000	\$9,405	\$57,500	51.4%
Information Technology	\$118,112	\$84,979	\$59,560	\$96,212	\$112,800	17.2%
<b>Total Expenditures:</b>	<b>\$6,533,203</b>	<b>\$5,312,704</b>	<b>\$6,647,698</b>	<b>\$6,488,066</b>	<b>\$8,233,293</b>	<b>26.9%</b>

**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.



**Parking Lot Fund:**

*Mission Statement*

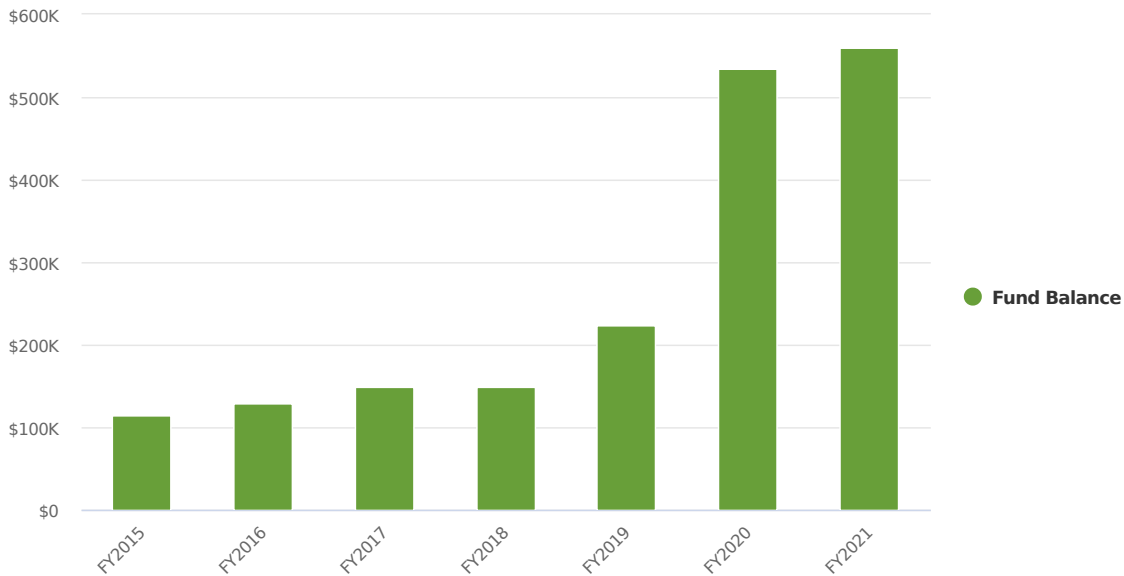
To provide the service and parking spaces for Metra commuters in the most efficient and cost effective way.

*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.

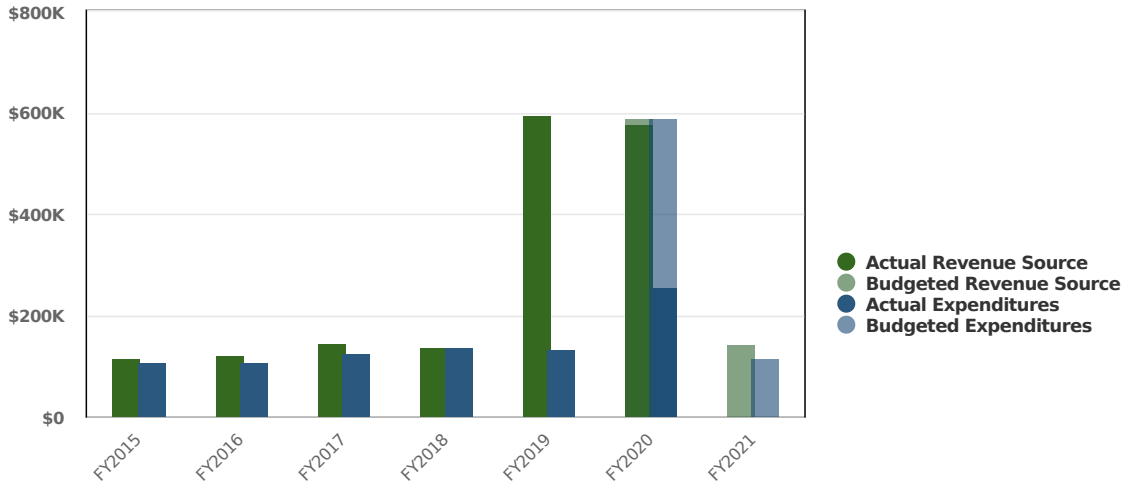
## Fund Balance

Fund Balance Projections



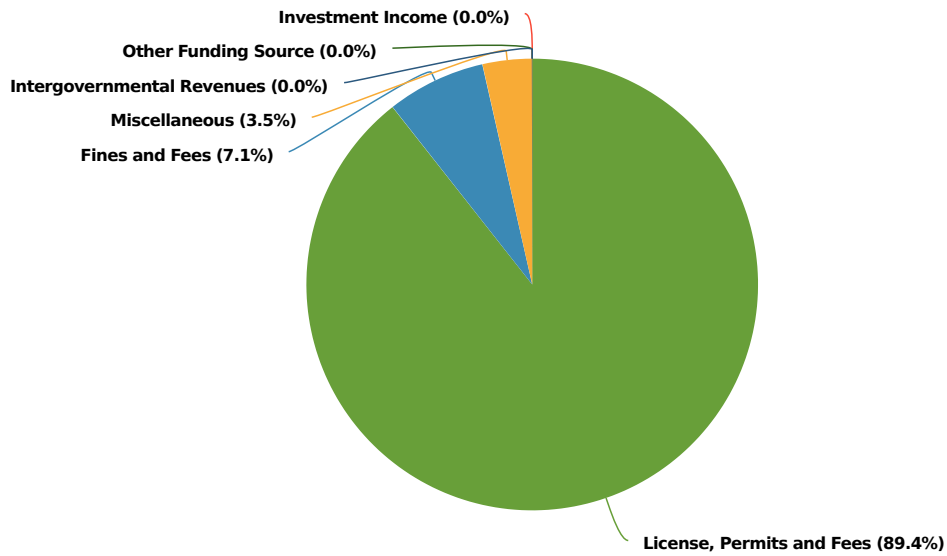
## Summary

The Village of Lemont is projecting \$141.5K of revenue in 2021, which represents a 76% decrease over the prior year. Expenditures are projected to decrease by 80.3% or \$473.4K to \$116.2K.

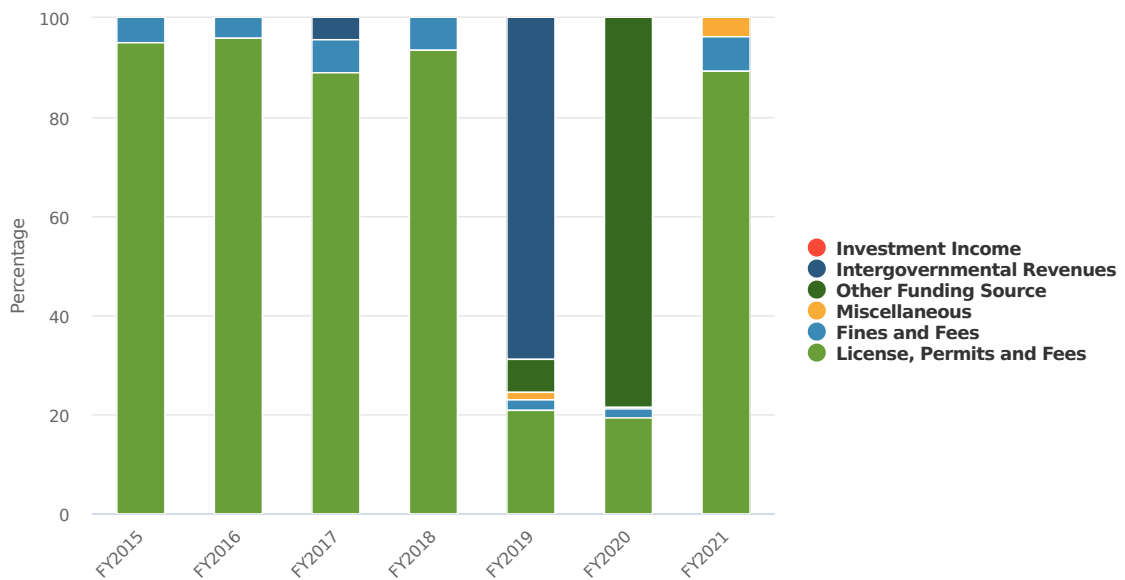


# Revenues

## Projected 2021 Revenues by Source



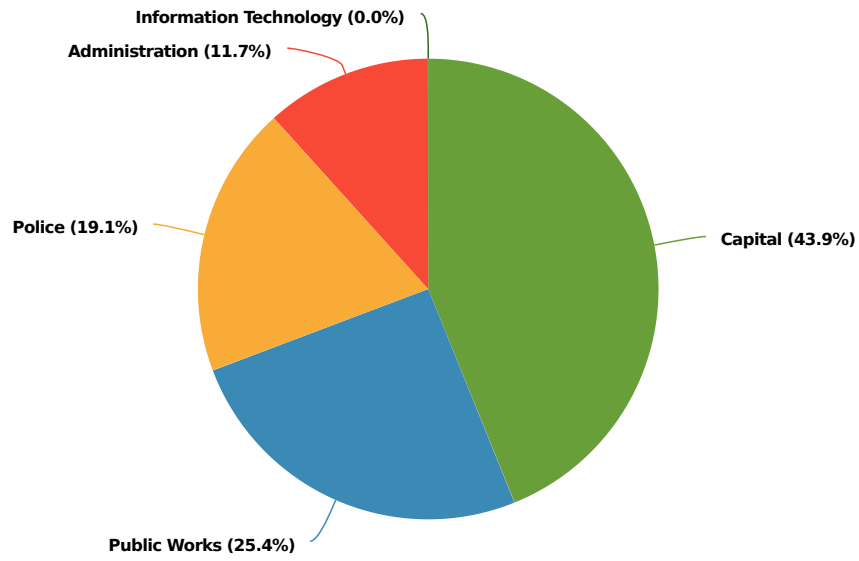
## Budgeted and Historical Revenues by Source



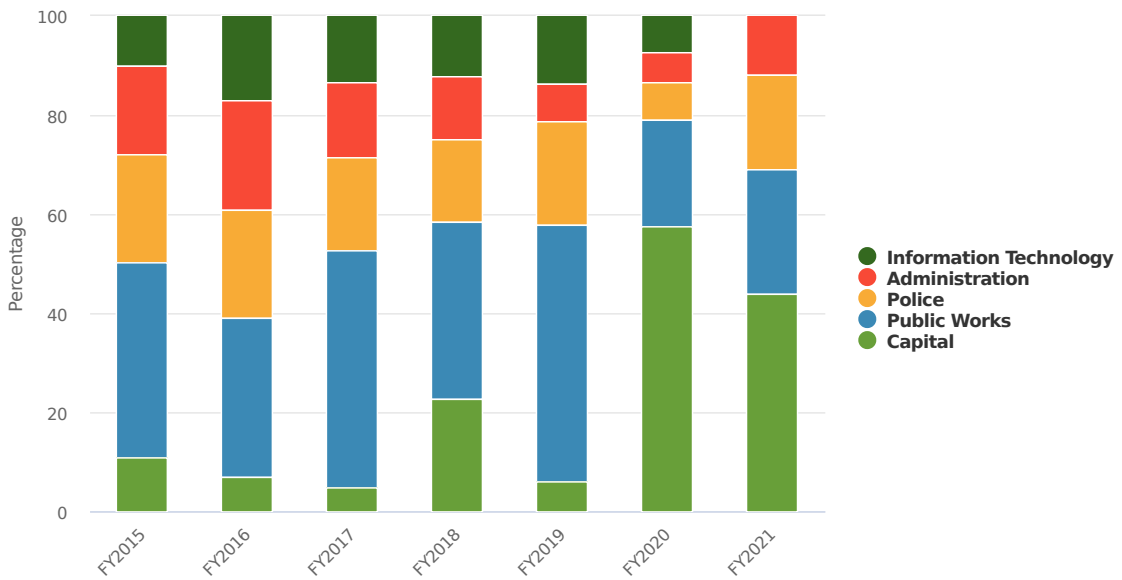
	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
License, Permits and Fees	\$128,007	\$123,561	\$125,000	\$112,145	\$126,500	12.8%
Fines and Fees	\$8,620	\$12,863	\$8,000	\$10,960	\$10,000	-8.8%
Investment Income	\$0	\$0	\$200	\$0	\$0	0%
Intergovernmental Revenues	\$0	\$408,177	\$0	\$0	\$0	0%
Miscellaneous	\$0	\$9,507	\$1,864	\$975	\$5,000	413%
Other Funding Source	\$0	\$40,000	\$454,454	\$454,454	\$0	-100%
<b>Total Revenues:</b>	<b>\$136,627</b>	<b>\$594,107</b>	<b>\$589,518</b>	<b>\$578,534</b>	<b>\$141,500</b>	<b>-75.5%</b>

# Expenditures

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function

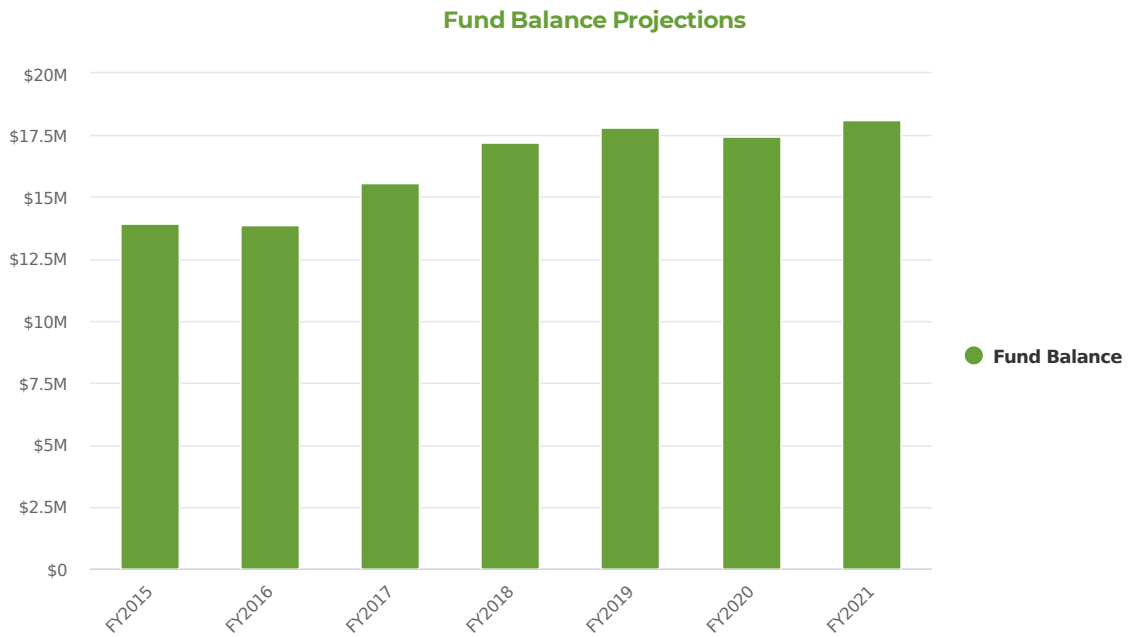


	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>	<b>% Change</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Budgeted</b>	
Capital	\$31,188	\$7,899	\$489,454	\$146,215	\$51,000	-65.1%
Administration	\$17,462	\$9,910	\$19,050	\$14,894	\$13,573	-8.9%
Public Works	\$48,790	\$68,686	\$35,281	\$54,924	\$29,472	-46.3%
Information Technology	\$16,597	\$18,183	\$18,520	\$18,705	\$0	-100%
Police	\$22,797	\$27,635	\$27,294	\$19,620	\$22,152	12.9%
<b>Total Expenditures:</b>	<b>\$136,833</b>	<b>\$132,313</b>	<b>\$589,599</b>	<b>\$254,357</b>	<b>\$116,197</b>	<b>-54.3%</b>



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.

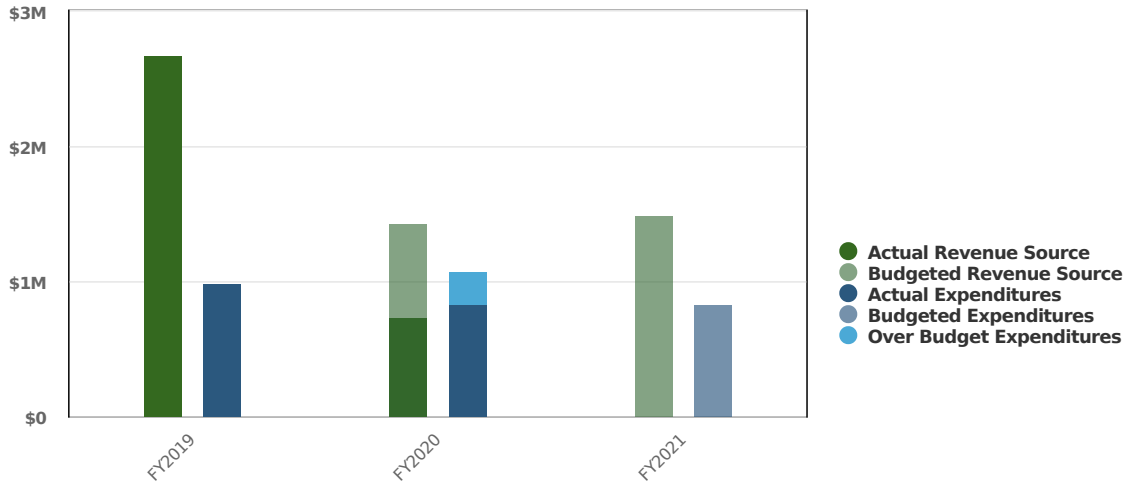
## Fund Balance



## Summary

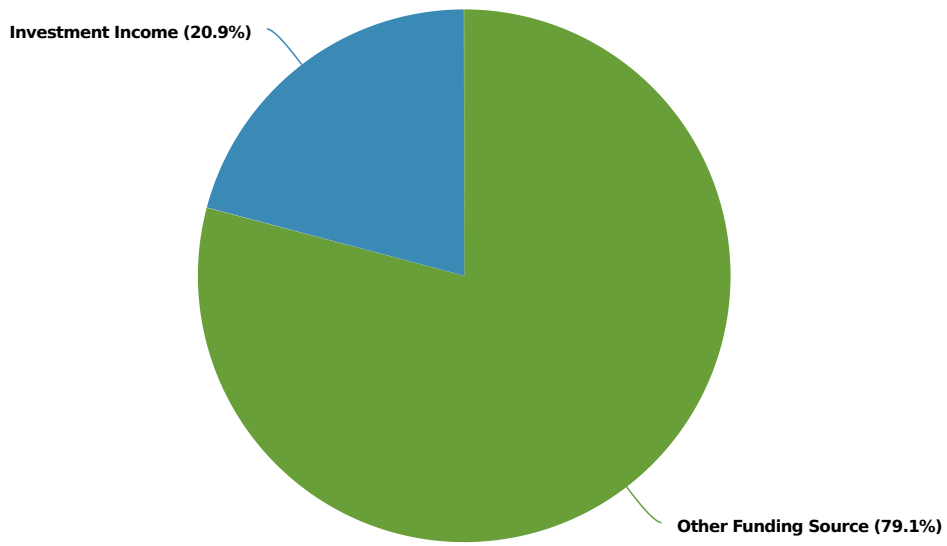
The Village of Lemont is projecting \$1.49M of revenue in 2021, which represents a 3.6% increase over the prior year. Expenditures are projected to increase by 0.1% or \$1K to \$835K.



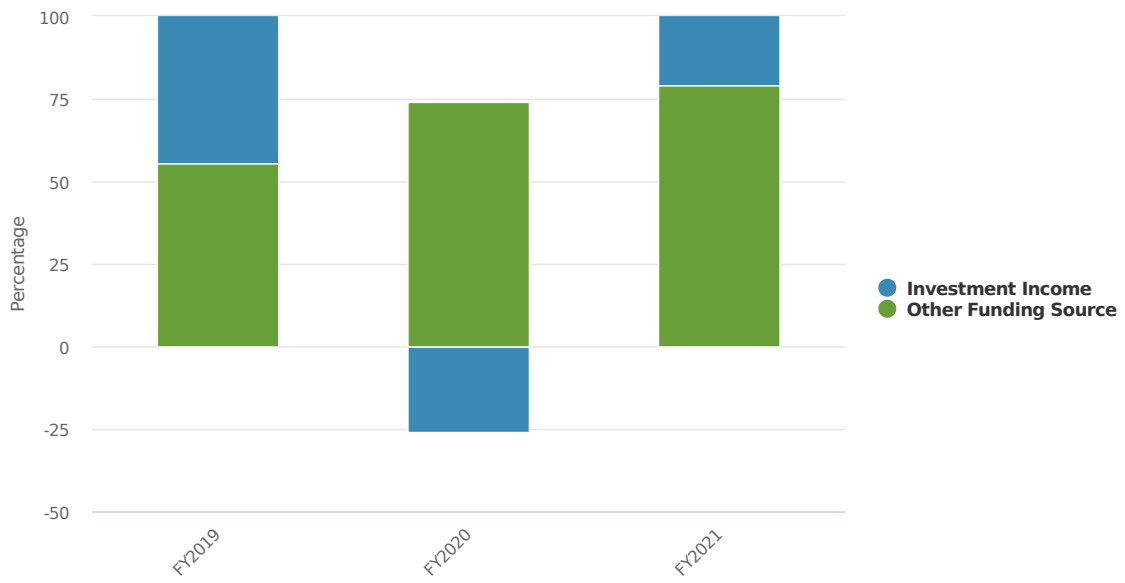


## Revenues

Projected 2021 Revenues by Source



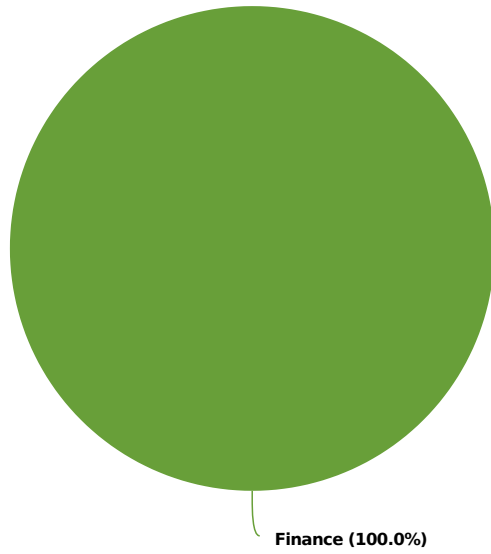
### Budgeted and Historical Revenues by Source



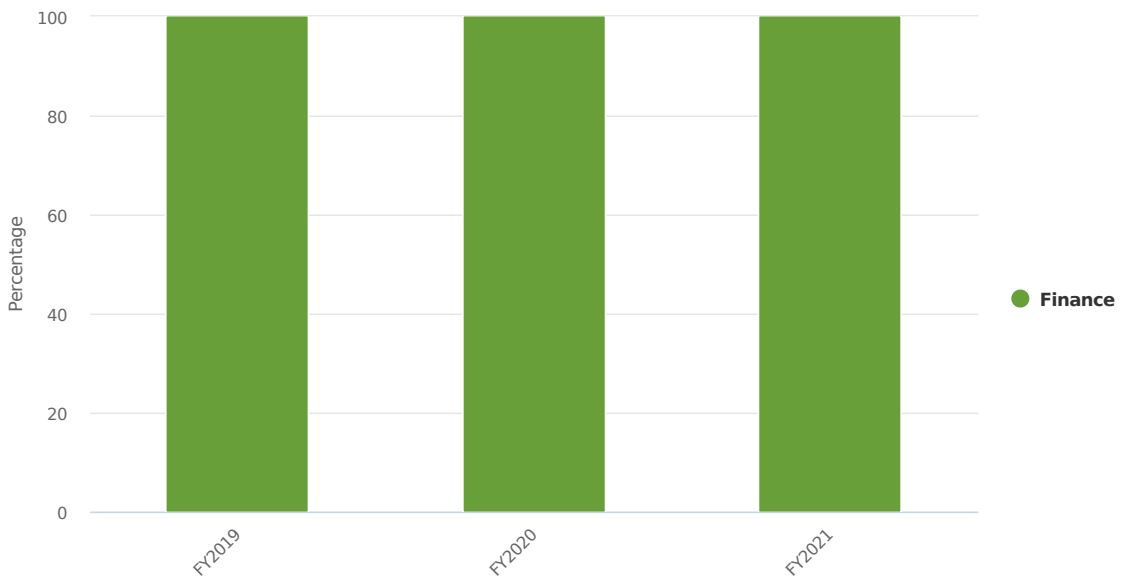
	FY2019	FY2020	FY2020	FY2021	% Change
Revenues	Actual	Budgeted	Actual	Budgeted	
Investment Income	\$1,192,481	\$310,000	\$-389,373	\$310,000	-179.6%
Other Funding Source	\$1,490,611	\$1,123,000	\$1,125,804	\$1,175,000	4.4%
<b>Total Revenues:</b>	<b>\$2,683,092</b>	<b>\$1,433,000</b>	<b>\$736,432</b>	<b>\$1,485,000</b>	<b>101.6%</b>

## Expenditures

### Budgeted Expenditures by Function



### Budgeted and Historical Expenditures by Function



	FY2019	FY2020	FY2020	FY2021	% Change
Expenditures	Actual	Budgeted	Actual	Budgeted	
Finance	\$992,117	\$834,000	\$1,081,185	\$835,000	-22.8%
<b>Total Expenditures:</b>	<b>\$992,117</b>	<b>\$834,000</b>	<b>\$1,081,185</b>	<b>\$835,000</b>	<b>-22.8%</b>

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# DEPARTMENTS

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# Village Board



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.

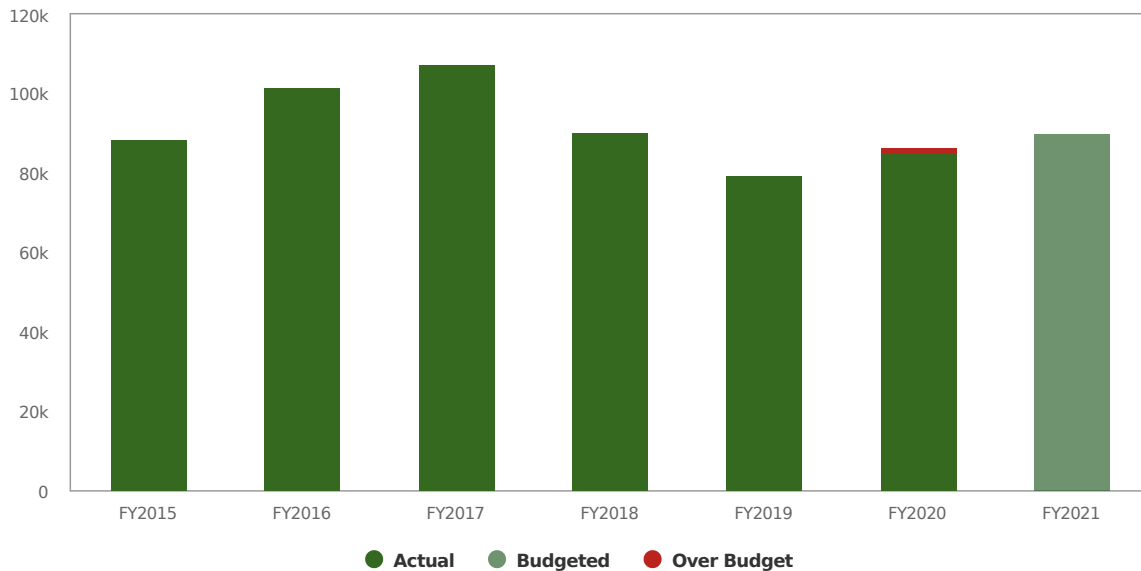
The Village Board meets as the Committee of the Whole on the third Monday of every month, and conducts Board meetings on the second and fourth Monday of every month. In addition, the Village President act as the Village's Liquor Commission

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.

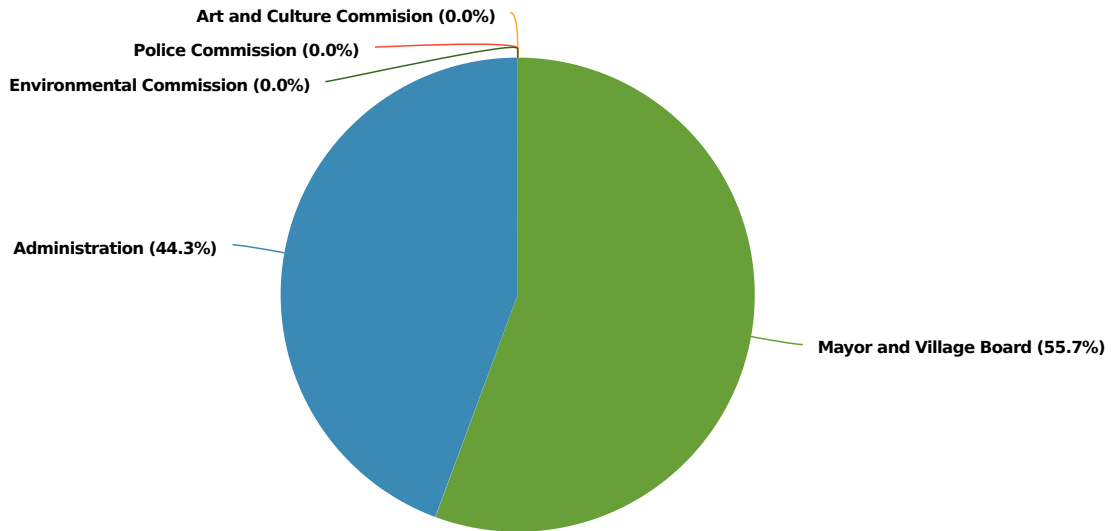
## Village Board Budget

**\$90,078** **\$4,992**  
(5.54% vs. prior year)

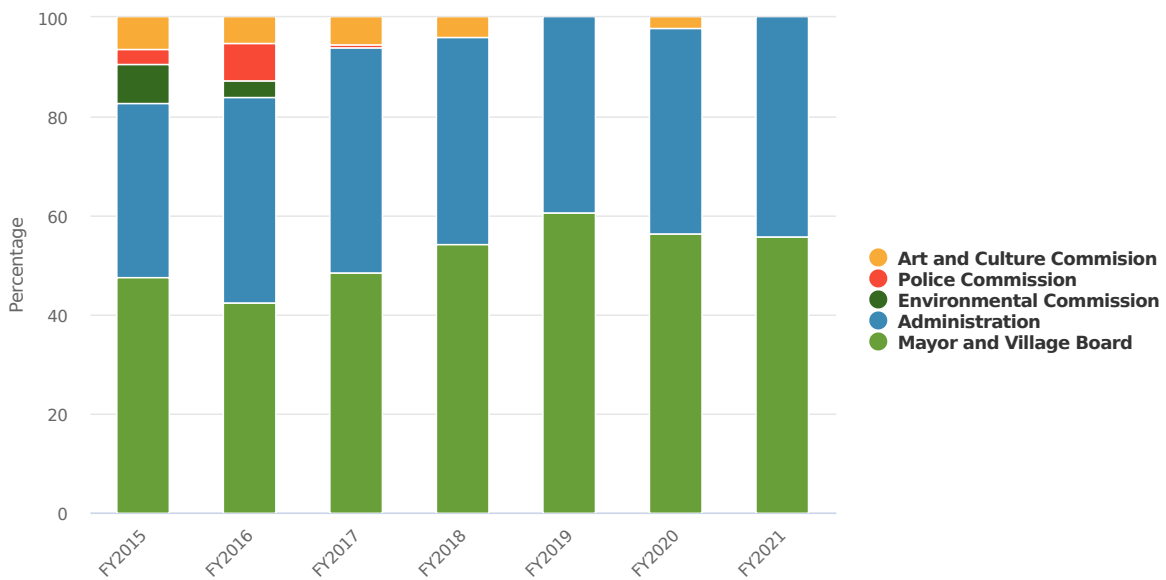
Village Board Proposed and Historical Budget vs. Actual



### Village Board Budgeted Expenditures



### Village Board Historical and Budgeted Expenditures Over Time



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Village Board</b>						
<b>Art and Culture Commission</b>						
<b>Contractual Services</b>						
Communications Postage	\$12.88		\$15.47	\$0.00	\$0.00	
Other Services Art & Culture Commission	\$1,119.64		\$0.00	\$0.00	\$0.00	
Communications Telephone	\$2,510.64		\$1,714.82	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$3,643.16</b>		<b>\$1,730.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other Expenses</b>						
Office Supplies General	\$18.49		\$0.00	\$0.00	\$0.00	
<b>Total Other Expenses:</b>	<b>\$18.49</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Total Art and Culture Commision:</b>	<b>\$3,661.65</b>		<b>\$1,730.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Administration</b>						
<b>Other Expenses</b>						
Office Supplies General	\$431.35	\$0.00	\$55.56	\$500.00	\$500.00	0%
Operating Supplies Events	\$56.19	\$0.00	\$166.55	\$1,000.00	\$1,000.00	0%
<b>Total Other Expenses:</b>	<b>\$487.54</b>	<b>\$0.00</b>	<b>\$222.11</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>0%</b>
<b>Contractual Services</b>						
Other Services Public Relations/Marketing	\$1,400.00	\$400.00	\$100.00	\$2,450.00	\$2,950.00	20.408%
Other Services Events	\$456.92	\$0.00	\$925.00	\$1,000.00	\$1,000.00	0%
Subscription Services Organizational Memberships	\$6,684.58	\$1,610.00	\$2,258.03	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$8,541.50</b>	<b>\$2,010.00</b>	<b>\$3,283.03</b>	<b>\$3,450.00</b>	<b>\$3,950.00</b>	<b>14.493%</b>
<b>Personnel Development</b>						
Personnel Development Training and Conferences	\$8,354.07	\$7,469.78	\$8,497.00	\$11,130.00	\$12,650.00	13.657%
Personnel Development Publications-Subscriptions	\$577.00	\$0.00	\$390.00	\$1,840.00	\$1,900.00	3.261%
Personnel Development Membership and Dues	\$9,156.14	\$15,129.08	\$19,784.56	\$16,890.00	\$17,945.00	6.246%
Personnel Development Meetings/Activities/Expenses	\$10,708.23	\$6,772.77	\$3,921.88	\$2,000.00	\$2,000.00	0%
<b>Total Personnel Development:</b>	<b>\$28,795.44</b>	<b>\$29,371.63</b>	<b>\$32,593.44</b>	<b>\$31,860.00</b>	<b>\$34,495.00</b>	<b>8.271%</b>
<b>Total Administration:</b>	<b>\$37,824.48</b>	<b>\$31,381.63</b>	<b>\$36,098.58</b>	<b>\$36,810.00</b>	<b>\$39,945.00</b>	<b>8.517%</b>
<b>Mayor and Village Board</b>						
<b>Miscellaneous</b>						
Incentives General	\$337.50		\$0.00	\$0.00	\$0.00	
<b>Total Miscellaneous:</b>	<b>\$337.50</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Contractual Services</b>						
Other Services Events		\$50.00	\$0.00	\$0.00	\$0.00	
<b>Total Contractual Services:</b>		<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Salaries</b>						
Salaries Regular Salaries	\$48,749.70	\$48,188.75	\$48,755.98	\$48,275.76	\$50,132.52	3.846%
<b>Total Salaries:</b>	<b>\$48,749.70</b>	<b>\$48,188.75</b>	<b>\$48,755.98</b>	<b>\$48,275.76</b>	<b>\$50,132.52</b>	<b>3.846%</b>
<b>Total Mayor and Village Board:</b>	<b>\$49,087.20</b>	<b>\$48,238.75</b>	<b>\$48,755.98</b>	<b>\$48,275.76</b>	<b>\$50,132.52</b>	<b>3.846%</b>
<b>Total Village Board:</b>	<b>\$90,573.33</b>	<b>\$79,620.38</b>	<b>\$86,584.85</b>	<b>\$85,085.76</b>	<b>\$90,077.52</b>	<b>5.867%</b>

# FY 2019-2020 Accomplishments

## Strategic Priority 1- Community Development

- Commissions: Appointed several new members of committees; Discussed Commissions at COW Meeting
- Approved Update to Downtown District of UDO and other minor amendments

## Strategic Priority 3- Economic Vitality

- Participated in Intergovernmental workshop with the Lemont Park District Board of Commissioners
- Approved Downtown TOD TIF District
- Approved Contract to study new I&M Canal TIF
- Approved land sale contracts for 83 and Main
- Approved license agreements, township IGA and zoning entitlements for Forge Outdoor Recreation Park

## Strategic Priority 4- Financial Sustainability

- Participated in annual lobby days hosted by Will County Governmental League, Southwest Conference of Mayors and DuPage Mayors and Managers Conference.
- Received Distinguished Budget Award and Financial Reporting Award from GFOA
- Issued new GO Alternative Revenues Source Debt for Water System - Maintained Aa2 bond rating with input on potential increases
- Allocated health care and other financial savings to police pension
- Settled litigation producing reduced legal expenditures

## Strategic Priority 6- Operational Effectiveness

- Completed Evaluation of Village Administrator
- Appointed new and re-appointed existing commission members for various Village commissions existing commissions
- Attended annual Illinois Municipal League Conference
- Approved over 202 Resolutions and Ordinances (138 previous year)
- Attended Governance and Financial Workshop



# FY 2020-2021 Goals and Objectives

## **Strategic Priority 1- Community Development**

- Approve Annual updates to Unified Development Ordinances
- Approve updates and amendments to Village's Building and Property Maintenance Codes

## **Strategic Priority 3- Economic Vitality**

- Approve PUD for Peterson Hardware Redevelopment and Redevelopment Agreement

## **Strategic Priority 4- Financial Sustainability**

- Receive Distinguished Budget Award and Financial Reporting Award from GFOA
- Maintain Aa2 bond rating
- Approve new banking agreement
- Finalize agreed upon metric for police pension funding - approve policy

## **Strategic Priority 6- Operational Effectiveness**

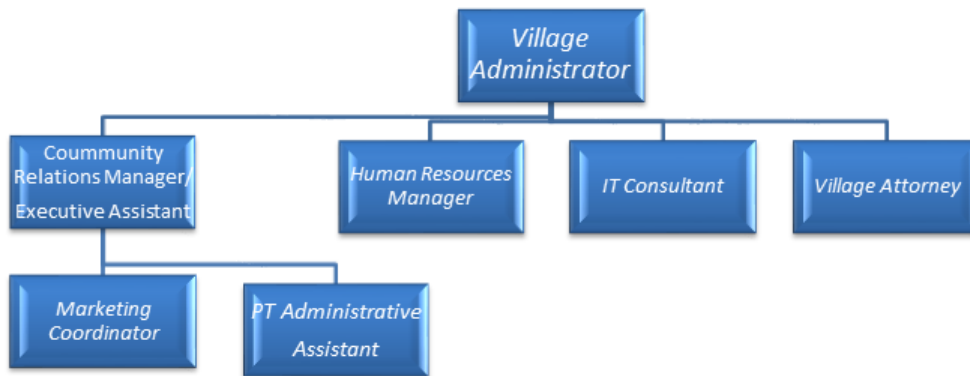
- Complete required NIMS training Mayor and Trustees
- Participate in Elected Official Training for Trustee(s)
- Participate in annual strategic planning update meeting
- Appoint / renew appointment of commission members
- Complete Evaluation of Village Administrator

# Administration



## Organizational Chart

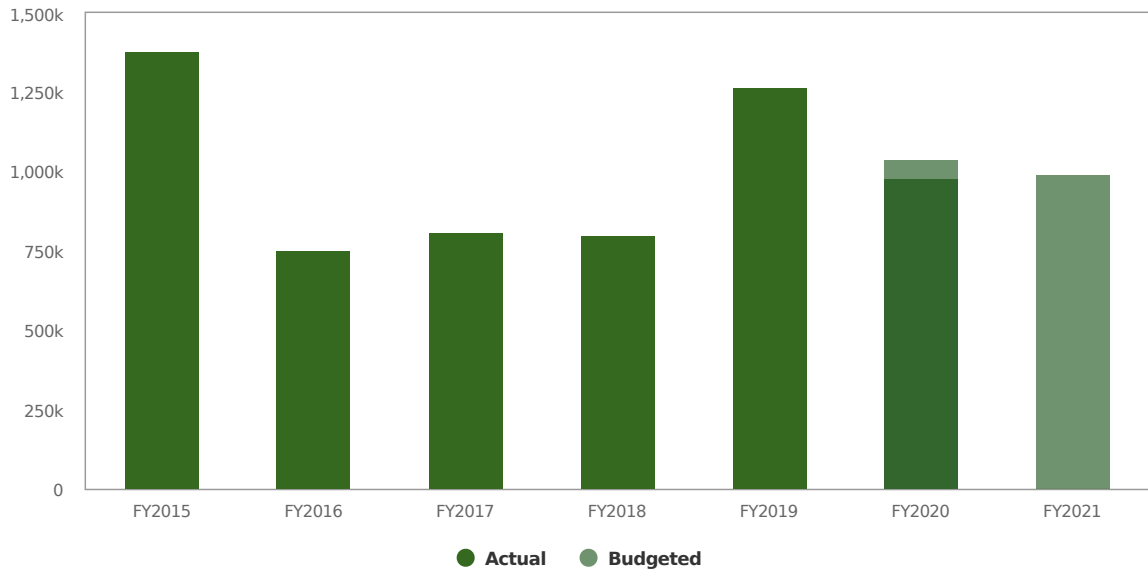
Fiscal Year	FY2017-18	FY2018-19	FY2019-20	FY2020-21
<b>Total Positions</b>				
<b>Full Time</b>	4	4	4	4
<b>Part-Time</b>	0	0	1	1



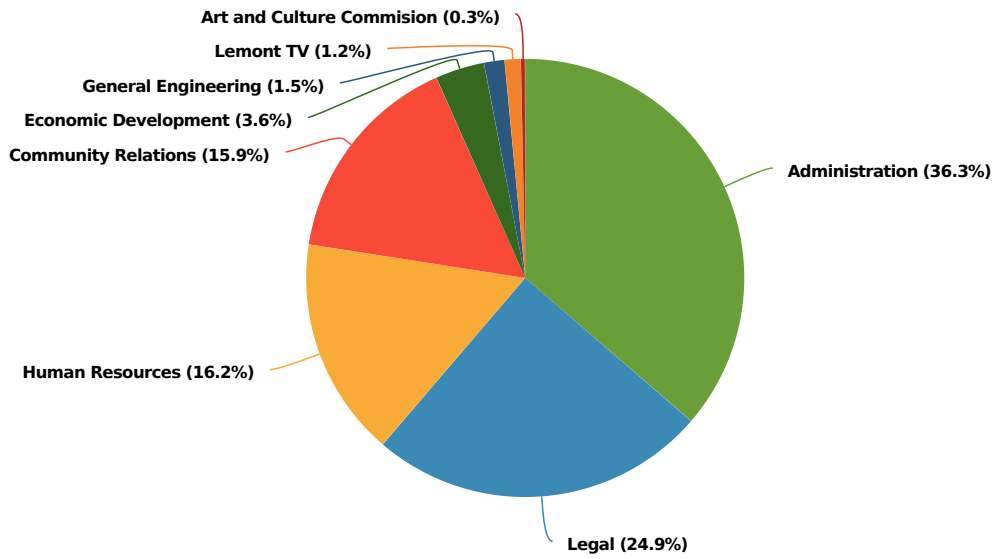
## Administration Budget

**\$994,859**    **-\$47,995**  
 (-4.82% vs. prior year)

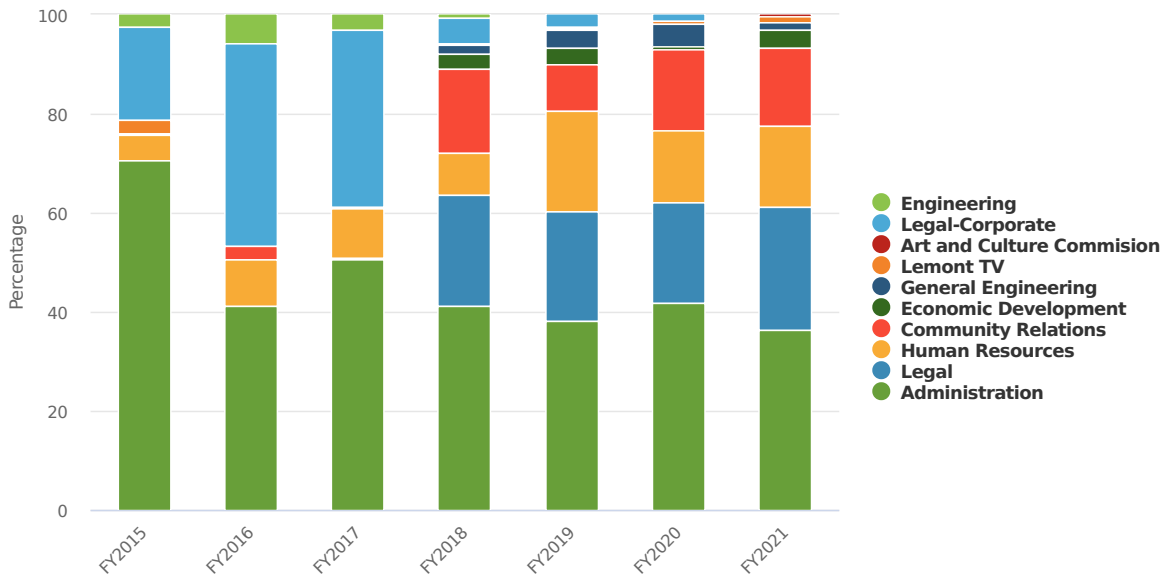
Administration Proposed and Historical Budget vs. Actual



### Administration Budgeted Expenditures



### Administration Historical and Budgeted Expenditures Over Time



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Administration</b>						
<b>Legal</b>						
<b>Administration</b>						
Printing/Advertising Recording and Legal Notices			\$5,204.75	\$0.00	\$0.00	
<b>Total Administration:</b>			<b>\$5,204.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Corporate</b>						
Legal Corporate	\$59,310.79	\$94,396.50	\$168,913.86	\$183,913.00	\$150,000.00	-18.440%
Other Services Consulting	\$4,898.11	\$4,948.46	\$1,860.31	\$0.00	\$0.00	
<b>Total Corporate:</b>	<b>\$64,208.90</b>	<b>\$99,344.96</b>	<b>\$170,774.17</b>	<b>\$183,913.00</b>	<b>\$150,000.00</b>	<b>-18.440%</b>
<b>Litigation</b>						
Other Services Consulting	\$8,029.00	\$50,000.00	\$150.00	\$0.00	\$0.00	
Legal Litigation	\$98,007.54	\$104,289.05	\$3,634.00	\$36,000.00	\$5,000.00	-86.111%
Legal Adjudication		\$0.00	\$4,702.50	\$20,880.00	\$0.00	-100%
Legal Prosecution		\$462.00	\$10,835.90	\$14,880.00	\$25,000.00	68.011%
Legal Adjudication		\$3,399.00	\$1,864.50	\$0.00	\$18,000.00	
<b>Total Litigation:</b>	<b>\$106,036.54</b>	<b>\$158,150.05</b>	<b>\$21,186.90</b>	<b>\$71,760.00</b>	<b>\$48,000.00</b>	<b>-33.110%</b>
<b>Labor</b>						
Legal Labor	\$9,801.78	\$21,381.05	\$50.00	\$4,000.00	\$50,000.00	1,150%
<b>Total Labor:</b>	<b>\$9,801.78</b>	<b>\$21,381.05</b>	<b>\$50.00</b>	<b>\$4,000.00</b>	<b>\$50,000.00</b>	<b>1,150%</b>
<b>Total Legal:</b>	<b>\$180,047.22</b>	<b>\$278,876.06</b>	<b>\$197,215.82</b>	<b>\$259,673.00</b>	<b>\$248,000.00</b>	<b>-4.495%</b>
<b>Engineering</b>						
<b>Contractual Services</b>						



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Building & Planning Services General Engineering	\$243.00		\$0.00	\$0.00	\$0.00	
Other Services General Engineering	\$3,810.50	\$166.00	\$0.00	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$4,053.50</b>	<b>\$166.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Engineering:</b>	<b>\$4,053.50</b>	<b>\$166.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Lemont TV</b>						
<b>Contractual Services</b>						
Other Services Data Processing / Technology	\$3,600.00	\$5,200.00	\$6,320.00	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$3,600.00</b>	<b>\$5,200.00</b>	<b>\$6,320.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Capital Outlay</b>						
Capital Outlay Machinery & Equipment Small Inventory Asset		\$0.00	\$0.00	\$1,000.00	\$5,000.00	400%
Other Services Data Processing / Technology		\$0.00	\$195.00	\$4,000.00	\$7,000.00	75%
<b>Total Capital Outlay:</b>		<b>\$0.00</b>	<b>\$195.00</b>	<b>\$5,000.00</b>	<b>\$12,000.00</b>	<b>140%</b>
<b>Total Lemont TV:</b>	<b>\$3,600.00</b>	<b>\$5,200.00</b>	<b>\$6,515.00</b>	<b>\$5,000.00</b>	<b>\$12,000.00</b>	<b>140%</b>
<b>Administration</b>						
<b>Contractual Services</b>						
Other Services Medical	-\$9.67		\$0.00	\$0.00	\$0.00	
Other Services Events	\$391.00		\$69.12	\$0.00	\$0.00	
Communications Telephone	\$2,717.32	\$2,926.12	\$3,013.06	\$2,000.00	\$2,000.00	0%
Insurance IRMA Deductible		\$150,000.00	\$450.00	\$0.00	\$0.00	
Other Services Public Relations/Marketing	\$246.90	\$3,240.26	\$23,238.85	\$29,300.00	\$5,800.00	-80.205%
Subscription Services Organizational Memberships	\$1,767.69	\$8,062.66	\$8,693.12	\$1,800.00	\$0.00	-100%
Other Services Document Destruction	\$1,020.05	\$2,273.30	\$553.60	\$0.00	\$0.00	
Other Services Ordinance Codification	\$5,484.00	\$3,525.00	\$8,733.07	\$4,800.00	\$4,800.00	0%
Insurance IRMA Premium	\$942.00	\$1,071.00	\$1,071.00	\$0.00	\$0.00	
Other Services Consulting	\$30,324.87	\$26,828.96	\$53,023.04	\$45,600.00	\$27,000.00	-40.789%
Other Services Appraisal	\$4,775.00	\$3,946.00	\$0.00	\$3,600.00	\$3,600.00	0%
Communications Postage	\$8,550.16	\$5,621.64	\$9,566.30	\$8,500.00	\$8,500.00	0%
<b>Total Contractual Services:</b>	<b>\$56,209.32</b>	<b>\$207,494.94</b>	<b>\$108,411.16</b>	<b>\$95,600.00</b>	<b>\$51,700.00</b>	<b>-45.921%</b>
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$338.57	\$349.53	\$216.47	\$230.00	\$226.00	-1.739%
Fringe Benefits Phone Allowance	\$390.00	\$390.00	\$413.08	\$390.00	\$390.00	0%
Fringe Benefits Deferred Compensation	\$1,589.38	\$3,168.60	\$3,249.84	\$3,250.00	\$3,386.00	4.185%
Fringe Benefits Vehicle Reimbursement	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	0%
Fringe Benefits Medical/Dental Insurance	\$39,016.89	\$29,767.59	\$35,519.02	\$34,543.00	\$38,700.26	12.035%
Fringe Benefits Life Insurance		\$316.58	\$477.71	\$474.00	\$502.00	5.907%
Fringe Benefits Other Benefits			\$199.00	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$45,234.84</b>	<b>\$37,892.30</b>	<b>\$43,975.12</b>	<b>\$42,787.00</b>	<b>\$47,104.26</b>	<b>10.090%</b>



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Salaries</b>						
Salaries Overtime		\$0.00	\$0.00	\$2,399.00	\$3,028.00	26.219%
Salaries Part-Time	\$13,038.12	\$17,966.05	\$25,566.23	\$0.00	\$0.00	
Salaries Regular Salaries	\$167,360.41	\$176,719.05	\$189,852.56	\$280,153.48	\$216,202.69	-22.827%
<b>Total Salaries:</b>	<b>\$180,398.53</b>	<b>\$194,685.10</b>	<b>\$215,418.79</b>	<b>\$282,552.48</b>	<b>\$219,230.69</b>	<b>-22.411%</b>
<b>Miscellaneous</b>						
Incentives General	\$3,437.06	\$3,517.89	\$0.00	\$3,500.00	\$3,500.00	0%
Incentives Residential	\$5,287.61	\$10,219.29	\$3,580.17	\$10,800.00	\$10,800.00	0%
<b>Total Miscellaneous:</b>	<b>\$8,724.67</b>	<b>\$13,737.18</b>	<b>\$3,580.17</b>	<b>\$14,300.00</b>	<b>\$14,300.00</b>	<b>0%</b>
<b>Other Expenses</b>						
Office Supplies Paper	\$59.98	\$128.98	\$168.02	\$0.00	\$0.00	
Printing/Advertising Outside Print Services	\$125.00		\$65.95	\$0.00	\$0.00	
Operating Supplies Safety	\$928.38	\$2,001.54	\$977.96	\$0.00	\$0.00	
Printing/Advertising Recording and Legal Notices	\$3,447.72	\$1,200.25	\$1,373.80	\$0.00	\$0.00	
Office Supplies General	\$3,981.69	\$3,951.03	\$7,825.21	\$5,000.00	\$5,000.00	0%
Printing/Advertising Newsletter	\$4,523.00	\$6,226.00	\$5,284.00	\$0.00	\$0.00	
Rent/Lease Office Equipment	\$5,630.79	\$3,316.49	\$1,562.16	\$2,000.00	\$0.00	-100%
<b>Total Other Expenses:</b>	<b>\$18,696.56</b>	<b>\$16,824.29</b>	<b>\$17,257.10</b>	<b>\$7,000.00</b>	<b>\$5,000.00</b>	<b>-28.571%</b>
<b>Personnel Development</b>						
Personnel Development Publications-Subscriptions	\$1,847.12	\$503.44	\$1,189.44	\$1,325.00	\$9,425.00	611.321%
Personnel Development Membership and Dues	\$2,895.25	\$2,681.75	\$6,768.55	\$2,620.00	\$2,450.00	-6.489%
Personnel Development Training and Conferences	\$8,192.60	\$7,195.18	\$7,379.51	\$7,120.00	\$9,800.00	37.640%
Personnel Development Meetings/Activities/Expenses	\$6,563.55	\$2,090.26	\$4,598.41	\$2,000.00	\$2,480.00	24%
<b>Total Personnel Development:</b>	<b>\$19,498.52</b>	<b>\$12,470.63</b>	<b>\$19,935.91</b>	<b>\$13,065.00</b>	<b>\$24,155.00</b>	<b>84.883%</b>
<b>Total Administration:</b>	<b>\$328,762.44</b>	<b>\$483,104.44</b>	<b>\$408,578.25</b>	<b>\$455,304.48</b>	<b>\$361,489.95</b>	<b>-20.605%</b>
<b>Legal-Corporate</b>						
<b>Contractual Services</b>						
Legal Adjudication	\$11,500.00	\$11,500.00	\$10,000.00	\$0.00	\$0.00	
Legal Prosecution	\$30,000.00	\$20,000.00	\$1,732.50	\$0.00	\$0.00	
Legal Labor		\$222.00	\$0.00	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$41,500.00</b>	<b>\$31,722.00</b>	<b>\$11,732.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Legal-Corporate:</b>	<b>\$41,500.00</b>	<b>\$31,722.00</b>	<b>\$11,732.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Community Relations</b>						
<b>Personnel Development</b>						



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Personnel Development Membership and Dues			\$0.00	\$0.00	\$500.00	
<b>Total Personnel Development:</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	
<b>Contractual Services</b>						
Communications Postage	\$7.15		\$0.00	\$0.00	\$0.00	
Communications Postage	\$62.00		\$382.30	\$0.00	\$0.00	
Other Services Events	\$17,936.25		\$0.00	\$0.00	\$0.00	
Other Services Events	\$3,614.57	\$3,177.24	\$0.00	\$43,850.00	\$40,350.00	-7.982%
Other Services Events	\$1,394.95	\$1,362.36	\$1,601.58	\$0.00	\$1,500.00	
Other Services Events	\$1,623.94	\$1,669.33	\$1,750.00	\$0.00	\$2,200.00	
Other Services Events	\$2,775.00	\$795.00	\$3,144.96	\$0.00	\$3,000.00	
Other Services Events	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	
Other Services Events	\$23,636.45	\$26,408.45	\$32,569.75	\$0.00	\$0.00	
Office Supplies General		\$70.32	\$25.43	\$0.00	\$0.00	
Operating Supplies General		\$464.85	\$375.95	\$0.00	\$0.00	
Operating Supplies Events		\$480.45	\$0.00	\$0.00	\$0.00	
Other Services Public Relations/Marketing			\$384.00	\$0.00	\$0.00	
Other Services Events			\$3,231.72	\$0.00	\$4,000.00	
<b>Total Contractual Services:</b>	<b>\$61,050.31</b>	<b>\$44,428.00</b>	<b>\$53,465.69</b>	<b>\$43,850.00</b>	<b>\$61,050.00</b>	<b>39.225%</b>
<b>Other Expenses</b>						
Office Supplies General	\$114.31	\$25.98	\$17.03	\$0.00	\$0.00	
Printing/Advertising Outside Print Services	\$213.95	\$545.95	\$4,556.84	\$2,000.00	\$2,000.00	0%
Operating Supplies General	\$273.05	\$454.71	\$18.05	\$0.00	\$0.00	
Operating Supplies General	\$350.22		\$0.00	\$0.00	\$0.00	
Operating Supplies General	\$772.09	\$211.80	\$20,693.04	\$20,000.00	\$0.00	-100%
Operating Supplies Events	\$6,459.00		\$0.00	\$0.00	\$0.00	
Printing/Advertising Newsletter		\$0.00	\$2,522.00	\$0.00	\$18,000.00	
Communications Cell Phones		\$1,215.48	\$1,249.00	\$0.00	\$500.00	
Operating Supplies General		\$121.07	\$0.00	\$0.00	\$0.00	
Operating Supplies Events			\$77.00	\$0.00	\$0.00	
Printing/Advertising Outside Print Services			\$227.37	\$0.00	\$0.00	
Operating Supplies Public Relations/Marketing			\$40.00	\$0.00	\$0.00	
<b>Total Other Expenses:</b>	<b>\$8,182.62</b>	<b>\$2,574.99</b>	<b>\$29,400.33</b>	<b>\$22,000.00</b>	<b>\$20,500.00</b>	<b>-6.818%</b>
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$205.21	\$135.72	\$127.93	\$139.36	\$138.00	-0.976%
Fringe Benefits Medical/Dental Insurance	\$12,888.19	\$13,276.54	\$13,485.21	\$13,064.72	\$17,027.35	30.331%
Fringe Benefits Life Insurance		\$116.89	\$163.11	\$168.00	\$175.00	4.167%
Fringe Benefits Other Benefits			\$91.03	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$13,093.40</b>	<b>\$13,529.15</b>	<b>\$13,867.28</b>	<b>\$13,372.08</b>	<b>\$17,340.35</b>	<b>29.676%</b>



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Salaries</b>						
Salaries Overtime	\$2,709.84	\$3,509.87	\$6,635.59	\$0.00	\$0.00	
Salaries Regular Salaries	\$52,151.60	\$54,327.02	\$56,850.05	\$55,986.78	\$58,764.41	4.961%
<b>Total Salaries:</b>	<b>\$54,861.44</b>	<b>\$57,836.89</b>	<b>\$63,485.64</b>	<b>\$55,986.78</b>	<b>\$58,764.41</b>	<b>4.961%</b>
<b>Total Community Relations:</b>	<b>\$137,187.77</b>	<b>\$118,369.03</b>	<b>\$160,218.94</b>	<b>\$135,208.86</b>	<b>\$158,154.76</b>	<b>16.971%</b>
<b>Human Resources</b>						
<b>Benefits</b>						
Fringe Benefits Wellness	\$75.00	\$422.00	\$345.29	\$0.00	\$0.00	
Fringe Benefits Vision Insurance	\$1,399.95	\$822.90	\$735.40	\$89.72	\$89.00	-0.802%
Fringe Benefits EAP Benefit	\$1,491.00	\$1,737.02	\$1,985.16	\$0.00	\$0.00	
Fringe Benefits Medical/Dental Insurance	\$2,621.63	\$164,368.55	\$46,259.75	\$31,985.96	\$2,062.00	-93.553%
Fringe Benefits Stop Loss		\$8,028.82	\$1,607.72	\$0.00	\$0.00	
Fringe Benefits Life Insurance		\$72.00	\$110.66	\$108.00	\$113.00	4.630%
Fringe Benefits Phone Allowance			\$15.00	\$0.00	\$0.00	
Fringe Benefits Other Benefits			\$54.00	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$5,587.58</b>	<b>\$175,451.29</b>	<b>\$51,112.98</b>	<b>\$32,183.68</b>	<b>\$2,264.00</b>	<b>-92.965%</b>
<b>Contractual Services</b>						
Other Services Consulting	\$1,365.43	\$8,366.85	\$0.00	\$1,200.00	\$1,200.00	0%
Other Services Medical	\$4,132.00	\$267.40	\$7,231.30	\$5,050.00	\$43,000.00	751.485%
<b>Total Contractual Services:</b>	<b>\$5,497.43</b>	<b>\$8,634.25</b>	<b>\$7,231.30</b>	<b>\$6,250.00</b>	<b>\$44,200.00</b>	<b>6072%</b>
<b>Other Expenses</b>						
Operating Supplies Safety	\$97.02	\$61.68	\$89.65	\$500.00	\$500.00	0%
Printing/Advertising Recording and Legal Notices	\$444.95	\$272.53	\$453.38	\$0.00	\$0.00	
Operating Supplies Wellness	\$3,369.94	\$2,368.82	\$4,291.88	\$8,800.00	\$8,000.00	-9.091%
<b>Total Other Expenses:</b>	<b>\$3,911.91</b>	<b>\$2,703.03</b>	<b>\$4,834.91</b>	<b>\$9,300.00</b>	<b>\$8,500.00</b>	<b>-8.602%</b>
<b>Salaries</b>						
Salaries Overtime	\$197.15		\$0.00	\$0.00	\$0.00	
Salaries Regular Salaries	\$41,538.05	\$55,982.19	\$58,781.23	\$58,894.42	\$61,910.74	5.122%
<b>Total Salaries:</b>	<b>\$41,735.20</b>	<b>\$55,982.19</b>	<b>\$58,781.23</b>	<b>\$58,894.42</b>	<b>\$61,910.74</b>	<b>5.122%</b>
<b>Personnel Development</b>						
Personnel Development Publications-Subscriptions	\$16.12	\$758.84	\$1,459.50	\$1,090.00	\$1,090.00	0%
Personnel Development Employee Recognition Activities	\$140.41	\$1,115.73	\$1,802.76	\$2,000.00	\$2,500.00	25%
Personnel Development Membership and Dues	\$744.00	\$2,282.00	\$2,456.63	\$3,050.00	\$3,050.00	0%
Personnel Development Training and Conferences	\$2,590.08	\$12,309.59	\$14,302.47	\$16,800.00	\$31,800.00	89.286%
Personnel Development Meetings/Activities/Expenses	\$5,800.00	\$461.18	\$996.04	\$1,000.00	\$5,800.00	480%
<b>Total Personnel Development:</b>	<b>\$9,290.61</b>	<b>\$16,927.34</b>	<b>\$21,017.40</b>	<b>\$23,940.00</b>	<b>\$44,240.00</b>	<b>84.795%</b>





Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Total Human Resources:</b>	<b>\$66,022.73</b>	<b>\$259,698.10</b>	<b>\$142,977.82</b>	<b>\$130,568.10</b>	<b>\$161,114.74</b>	<b>23.395%</b>
<b>Art and Culture Commission</b>						
<b>Contractual Services</b>						
Other Services Art & Culture Commission	\$53.40	\$33.92	\$208.16	\$500.00	\$500.00	0%
<b>Total Contractual Services:</b>	<b>\$53.40</b>	<b>\$33.92</b>	<b>\$208.16</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>0%</b>
<b>Other Expenses</b>						
Office Supplies General	\$218.90	\$220.87	\$69.77	\$500.00	\$500.00	0%
Communications Telephone		\$2,506.52	\$0.00	\$2,000.00	\$2,000.00	0%
Communications Postage		\$9.87	\$0.00	\$0.00	\$0.00	
<b>Total Other Expenses:</b>	<b>\$218.90</b>	<b>\$2,737.26</b>	<b>\$69.77</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>0%</b>
<b>Total Art and Culture Commission:</b>	<b>\$272.30</b>	<b>\$2,771.18</b>	<b>\$277.93</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>0%</b>
<b>General Engineering</b>						
<b>Contractual Services</b>						
Other Services Public Relations/Marketing	\$383.79	\$0.00	\$0.00	\$20,000.00	\$0.00	-100%
Other Services General Engineering	\$12,302.64	\$45,843.00	\$45,395.66	\$0.00	\$15,000.00	
<b>Total Contractual Services:</b>	<b>\$12,686.43</b>	<b>\$45,843.00</b>	<b>\$45,395.66</b>	<b>\$20,000.00</b>	<b>\$15,000.00</b>	<b>-25%</b>
<b>Total General Engineering:</b>	<b>\$12,686.43</b>	<b>\$45,843.00</b>	<b>\$45,395.66</b>	<b>\$20,000.00</b>	<b>\$15,000.00</b>	<b>-25%</b>
<b>Economic Development</b>						
<b>Other Expenses</b>						
Printing/Advertising Outside Print Services	\$824.85	\$442.95	\$625.00	\$7,500.00	\$5,000.00	-33.333%
<b>Total Other Expenses:</b>	<b>\$824.85</b>	<b>\$442.95</b>	<b>\$625.00</b>	<b>\$7,500.00</b>	<b>\$5,000.00</b>	<b>-33.333%</b>
<b>Contractual Services</b>						
Other Services Economic Development	\$20,107.20	\$38,353.00	\$3,750.00	\$20,000.00	\$24,500.00	22.5%
<b>Total Contractual Services:</b>	<b>\$20,107.20</b>	<b>\$38,353.00</b>	<b>\$3,750.00</b>	<b>\$20,000.00</b>	<b>\$24,500.00</b>	<b>22.5%</b>
<b>Personnel Development</b>						
Personnel Development Membership and Dues	\$3,000.00	\$3,000.00	\$0.00	\$5,000.00	\$5,000.00	0%
Personnel Development Training and Conferences		\$0.00	\$0.00	\$1,600.00	\$1,600.00	0%
<b>Total Personnel Development:</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$6,600.00</b>	<b>\$6,600.00</b>	<b>0%</b>
<b>Total Economic Development:</b>	<b>\$23,932.05</b>	<b>\$41,795.95</b>	<b>\$4,375.00</b>	<b>\$34,100.00</b>	<b>\$36,100.00</b>	<b>5.865%</b>
<b>Total Administration:</b>	<b>\$798,064.44</b>	<b>\$1,267,545.76</b>	<b>\$977,286.92</b>	<b>\$1,042,854.44</b>	<b>\$994,859.45</b>	<b>-4.602%</b>

# FY 2019-2020 Accomplishments

## Strategic Priority 1- Community Development

- Continued to work with Romeoville and CITGO on annexation initiatives west of Smith Road

## Strategic Priority 2- Community Image

- Continued comprehensive social media marketing program via partnership with the Heritage Corridor Convention Bureau -
- Enhanced social media and other exposure - Facebook followers up 33% over last two years to 5030 end of 2019; Facebook likes up 30% from last two years to 4918 end of 2019; 65% increase in website visits from two years ago to 265,000 in 2019.
- Implemented enhanced community video initiatives - community videos minutes watched up 400% from two years ago to 54,000 minutes of new business/promotional videos minutes watched
- Implemented new agenda management system, Cleargov initiatives, POLCO and other transparency initiatives
- Completed Bi-annual newsletters plus two seasonal referendum editions
- Coordinated public information for 1% Non-Home Rule Sales Tax Referendum and Non-binding cannabis referendum

## Strategic Priority 3- Economic Vitality

- Entered into Licensing Agreements regarding the Forge Outdoor Recreation Park and IGA with Lemont Township for utilization of I&M Canal Reserve Strip and parking areas.
- Finalized new TOD TIF, in process of establishing newer I&M Canal TIF
- Implemented billboard advertising program

## • Strategic Priority 4- Financial Sustainability

- Maintained reserves in excess of 30% (33%) of expenditures in the General Fund
- Funded Pension funds above the required actuary level by nearly \$500,000
- Seen a 5% annual increase in sales tax (excluding 1% non-home rule sales tax)
- Implemented new 1% sales tax for infrastructure - establishment of new fund
- Finalized remaining litigation case
- Received grant for Census complete count activities - implemented initiatives to ensure full count

## Strategic Priority 5- Infrastructure Maintenance

- Finalized study with tollway for noise mitigation
- Entered into agreements for Infrastructure and land dedications for 5<sup>th</sup> Street
- Entered into agreement with Army Corp for Main Street Water Main Project
- Engaged consultant to evaluate all buildings and create facility budgetary plan

## Strategic Priority 6- Operational Effectiveness

- Phase I Leadership Training for extended leadership team implemented
- Continued safety and wellness programs with committees
- Revamped employee evaluation and job description tools
- Complied with over 400 FOIA requests Village wide - 10% increase from previous year
  - Pay Plan Evaluation, Update and Implementation of recommendations
  - Minor Personnel Manual Updates completed
  - Engaged consultant to assist staff with state issues with IDOT, EPA, DNR



# FY 2020-2021 Goals and Objectives

## Strategic Priority 1- Community Development

- Finalize agreements with CITGO, Romeoville, MWRD on Lemont West industrial development potential

## Strategic Priority 2- Community Image

- Continue to Implement community video initiatives and continue/enhance social media program
- Tourism consulting engagement implemented
- Continue to implement facets new agenda center

## Strategic Priority 3- Economic Vitality

- Coordinate sale / land development plan for Peterson Hardware Site in downtown
- Close and transfer title for Village owned land on Route 83 and Main - coordinate entitlements as needed for project to move forward.

## Strategic Priority 4- Financial Sustainability

- 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 - establish relevant targets and policies
- Evaluate plan design, offerings and contribution levels for health insurance plan year along with 18 month renewal for health care stability

## Strategic Priority 5- Infrastructure Maintenance

- Finalize land sale for new water tower site
- Establishment of new fund for buildings - new employee designation for buildings
- Negotiate with tollway and approve IGA for noise mitigation work on west end of town
- Lead process for Walker Road crossing, Walker Road improvements, in conjunction with Forge development

## Strategic Priority 6- Operational Effectiveness

- Continue Leadership development program for next level employees
- Comprehensive Personnel Manual Update
- Succession planning program and employee training administration implemented
- Continue to oversee the implementation of strategic plan
- Implement new website redesign and utilization of new engagement tools

# 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*

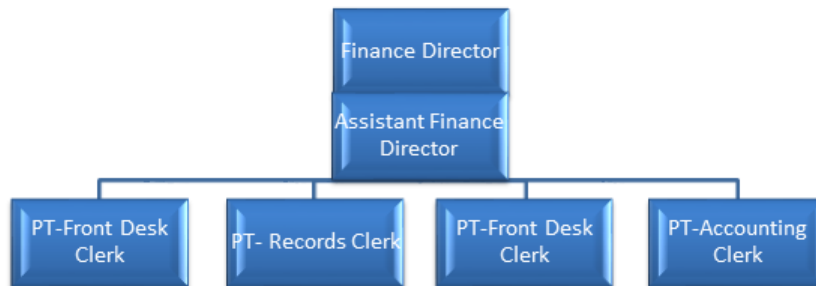
The Finance Department is responsible for maintaining the integrity of all financial systems, records, and functions of the Village in accordance with applicable laws, ordinances, policies, and procedures.

- *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

# Organizational Chart

Fiscal Year	FY2018-19	FY2019-20	FY2020-21
<b>Total Positions</b>			
Full-Time	2	2	2
Part-Time	3	3.5	3.5



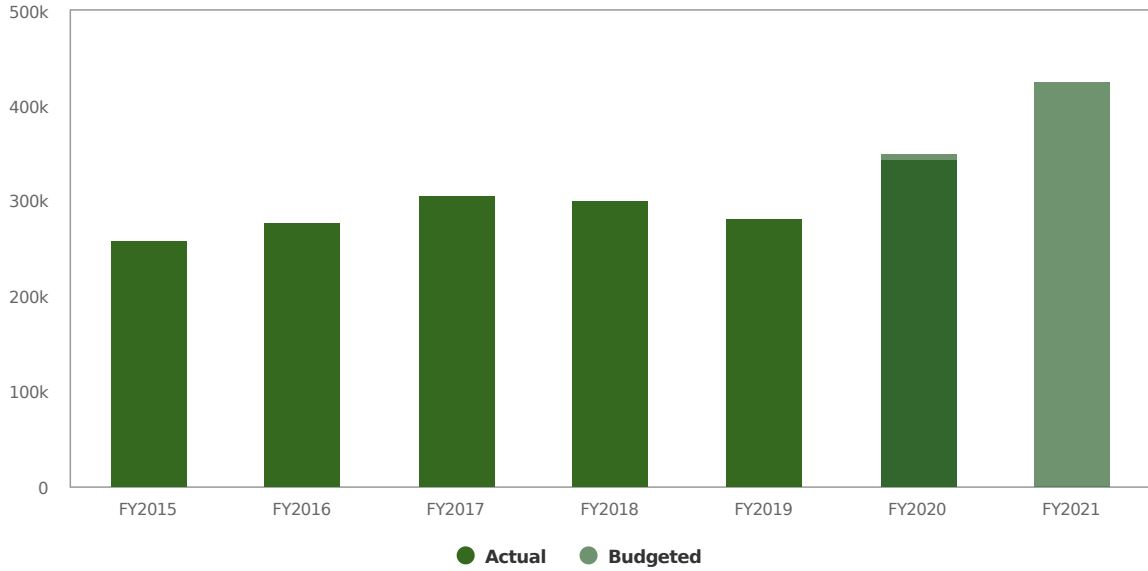
# Finance Budget

**\$425,996**

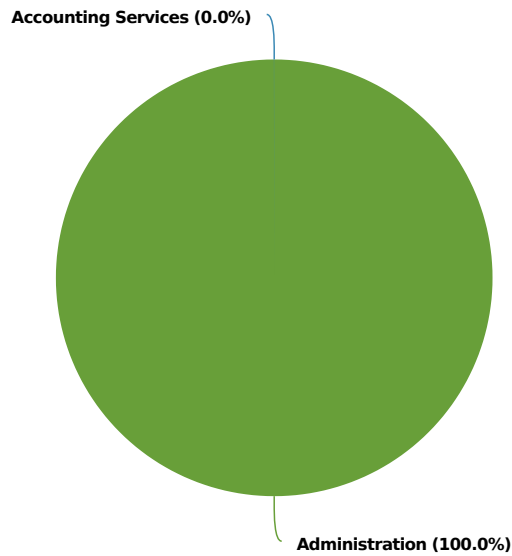
**\$75,202**

(17.65% vs. prior year)

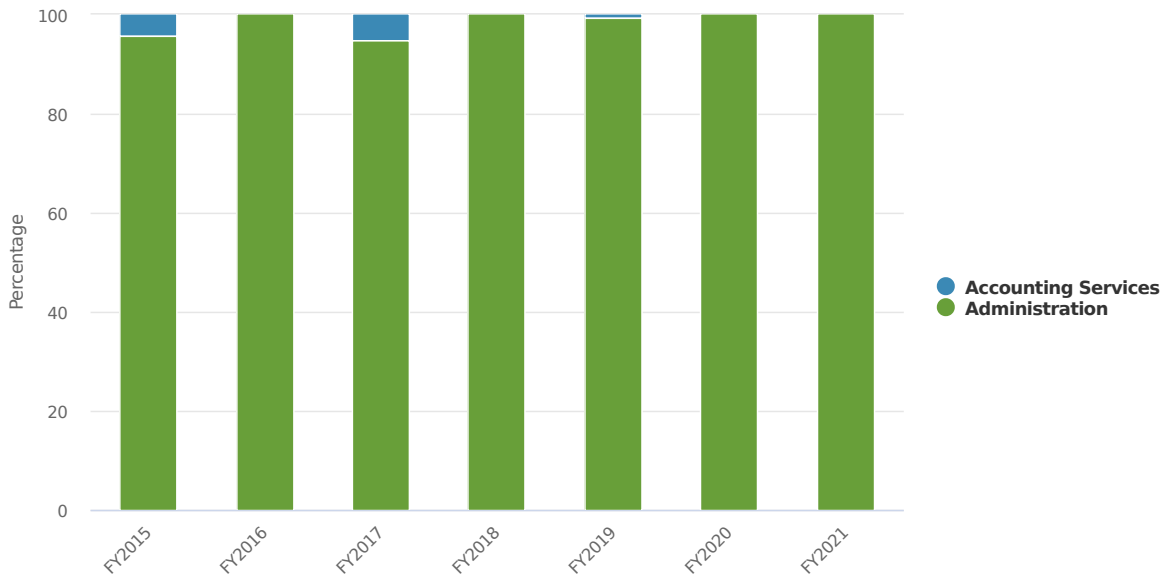
## Finance Proposed and Historical Budget vs. Actual



## Finance Budgeted Expenditures



### Finance Historical and Budgeted Expenditures Over Time



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Finance</b>						
<b>Administration</b>						
<b>Other Expenses</b>						
Office Supplies Paper	\$238.24	\$257.03	\$128.59	\$300.00	\$300.00	0%
Office Supplies General	\$2,186.52	\$2,253.19	\$4,324.23	\$2,500.00	\$2,500.00	0%
Printing/Advertising Recording and Legal Notices	\$2,189.24	\$521.50	\$1,149.65	\$3,500.00	\$3,000.00	-14.286%
Rent/Lease Office Equipment	\$3,406.32	\$542.32	\$1,083.09	\$3,800.00	\$3,800.00	0%
<b>Total Other Expenses:</b>	<b>\$8,020.32</b>	<b>\$3,574.04</b>	<b>\$6,685.56</b>	<b>\$10,100.00</b>	<b>\$9,600.00</b>	<b>-4.950%</b>
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$401.41	\$95.17	\$61.26	\$62.72	\$48.25	-23.071%
Fringe Benefits Medical/Dental Insurance	\$8,119.08	\$1,755.57	\$11,021.82	\$11,021.04	\$10,335.22	-6.223%
Fringe Benefits Life Insurance		\$162.08	\$247.27	\$244.00	\$228.50	-6.352%
Fringe Benefits Phone Allowance			\$60.00	\$0.00	\$0.00	
Fringe Benefits Other Benefits			\$371.13	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$8,520.49</b>	<b>\$2,012.82</b>	<b>\$11,761.48</b>	<b>\$11,327.76</b>	<b>\$10,611.97</b>	<b>-6.319%</b>
<b>Contractual Services</b>						
Communications Postage	\$79.90	\$58.20	\$3,761.85	\$3,961.00	\$2,500.00	-36.885%
Other Services Consulting	\$3,990.09	\$2,130.90	\$8,350.84	\$8,350.00	\$4,000.00	-52.096%
Other Services Data Processing / Technology	\$320.00	\$3,500.00	\$27,723.86	\$25,000.00	\$7,000.00	-72%
Subscription Services Organizational Memberships	\$721.00	\$1,105.00	\$1,090.00	\$4,500.00	\$1,000.00	-77.778%
Financial Services Discovery Benefits Fee	\$1,134.00	\$920.50	\$630.00	\$1,000.00	\$1,000.00	0%
Financial Services Banking	\$9,336.47	\$4,645.11	\$10,620.29	\$8,000.00	\$9,000.00	12.5%
Financial Services Retail Sales Tax Rebate	\$12,857.14	\$19,285.71	\$28,587.03	\$27,857.00	\$132,857.00	376.925%
Financial Services Property Taxes	\$14,763.85	\$13,474.98	\$0.00	\$0.00	\$0.00	

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Financial Services Audit	\$33,220.00	\$35,565.00	\$32,955.00	\$35,000.00	\$36,000.00	2.857%
<b>Total Contractual Services:</b>	<b>\$76,422.45</b>	<b>\$80,685.40</b>	<b>\$113,718.87</b>	<b>\$113,668.00</b>	<b>\$193,357.00</b>	<b>70.107%</b>
<b>Salaries</b>						
Salaries Overtime	\$7,619.31	\$2,711.97	\$4,262.81	\$0.00	\$0.00	
Salaries Part-Time	\$47,056.55	\$48,911.71	\$53,360.32	\$57,962.82	\$69,341.40	19.631%
Salaries Regular Salaries	\$147,708.16	\$138,852.22	\$151,535.23	\$151,535.22	\$137,948.54	-8.966%
<b>Total Salaries:</b>	<b>\$202,384.02</b>	<b>\$190,475.90</b>	<b>\$209,158.36</b>	<b>\$209,498.04</b>	<b>\$207,289.94</b>	<b>-1.054%</b>
<b>Personnel Development</b>						
Personnel Development Meetings/Activities/Expenses	\$177.17	\$102.96	\$172.95	\$300.00	\$300.00	0%
Personnel Development Training and Conferences	\$5,725.07	\$2,674.61	\$2,130.59	\$5,900.00	\$4,837.00	-18.017%
<b>Total Personnel Development:</b>	<b>\$5,902.24</b>	<b>\$2,777.57</b>	<b>\$2,303.54</b>	<b>\$6,200.00</b>	<b>\$5,137.00</b>	<b>-17.145%</b>
<b>Total Administration:</b>	<b>\$301,249.52</b>	<b>\$279,525.73</b>	<b>\$343,627.81</b>	<b>\$350,793.80</b>	<b>\$425,995.91</b>	<b>21.438%</b>
<b>Accounting Services</b>						
<b>Miscellaneous</b>						
Bad Debt Miscellaneous		\$2,079.58	\$0.00	\$0.00	\$0.00	
<b>Total Miscellaneous:</b>		<b>\$2,079.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Accounting Services:</b>		<b>\$2,079.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Finance:</b>	<b>\$301,249.52</b>	<b>\$281,605.31</b>	<b>\$343,627.81</b>	<b>\$350,793.80</b>	<b>\$425,995.91</b>	<b>21.438%</b>

## FY 2019-2020 Accomplishments

### Strategic Priority 3- Economic Vitality

- Reviewed the Village of Lemont's TIFs and provided assistance with Economic Development

### Strategic Priority 4- Financial Sustainability

- 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
- Continued to review operating contracts
- Assisted with Economic Development
- Implemented the Annual Sticker Program with a new software- received an estimated 95% compliance
- Implemented a new Asset Management System
- Implemented Hotel/Motel Tax- setup a procedure manual
- Provided assistance and guidance for Village Board and Staff
- Transparency Government- Set up Open Checkbook and Streamlined Budget on line
- Renewed the Electric 3 year contract



# FY 2020-2021 Goals and Objectives

## Strategic Priority 4- Financial Sustainability

- Continue to review operating contracts
- Assist with Economic Development
- Provide assistance and guidance for Village Board and Staff
- Implement additional e-suite products
- Assist with Grant opportunities
- Continue to achieve the Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting Award and Distinguished Budget Award
- Continue to receive an unqualified audit opinion and minimal management letter comments
- Monitor pandemic costs and look for reimbursement opportunities

# Police



- *Mission Statement*

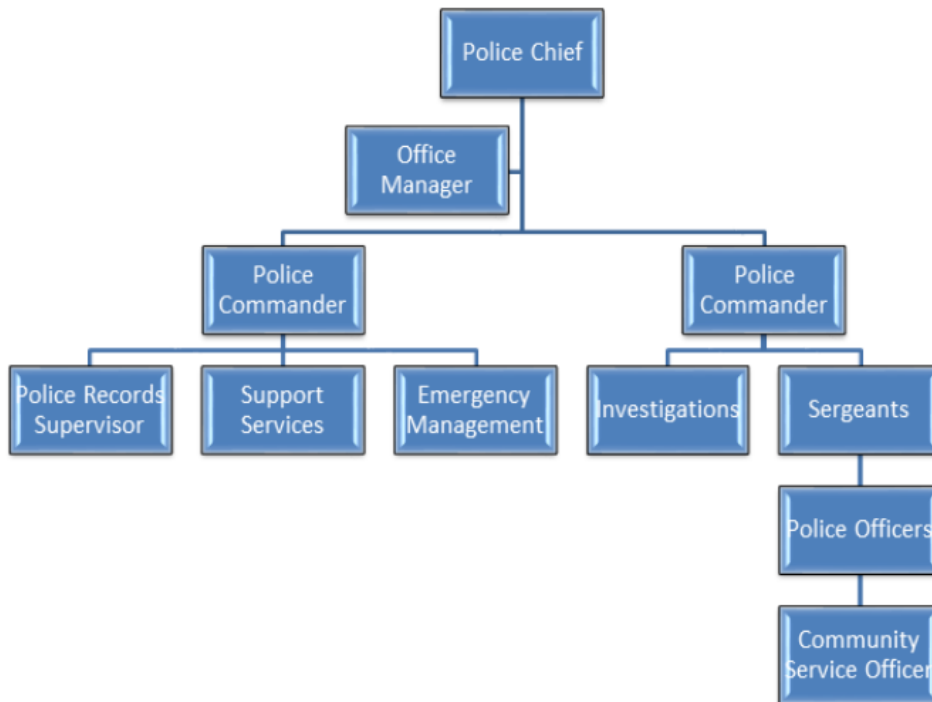
It is the mission of the Lemont Police Department to safeguard the lives and property of the people we serve, to reduce the incidence of fear and crime and to enhance the public safety while partnering with our residents to improve their quality of life.

- *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.

## Organizational Chart

Fiscal Year	FY2017-18	FY2018-19	FY2019-20	FY2020-21
Full-Time Sworn	28	26	22	22
Full-Time Civilian	4	4	5	5
Part-Time Sworn	7	5	5	4
Part-Time Civilian	13	6	3	3
LEMA Volunteers	18	18	16	13



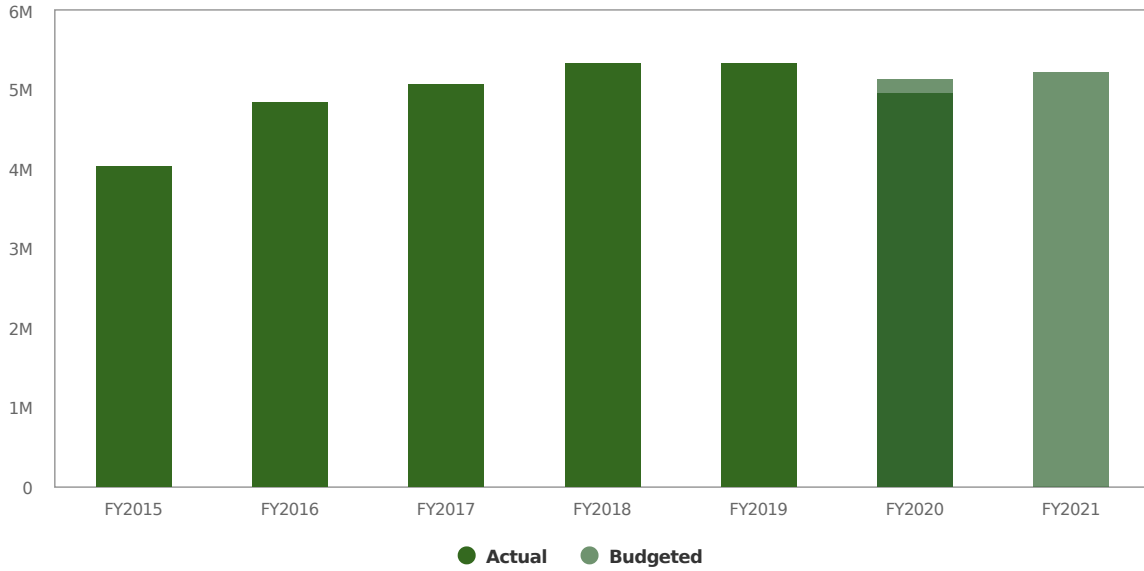
# Police Budget

**\$5,243,834**

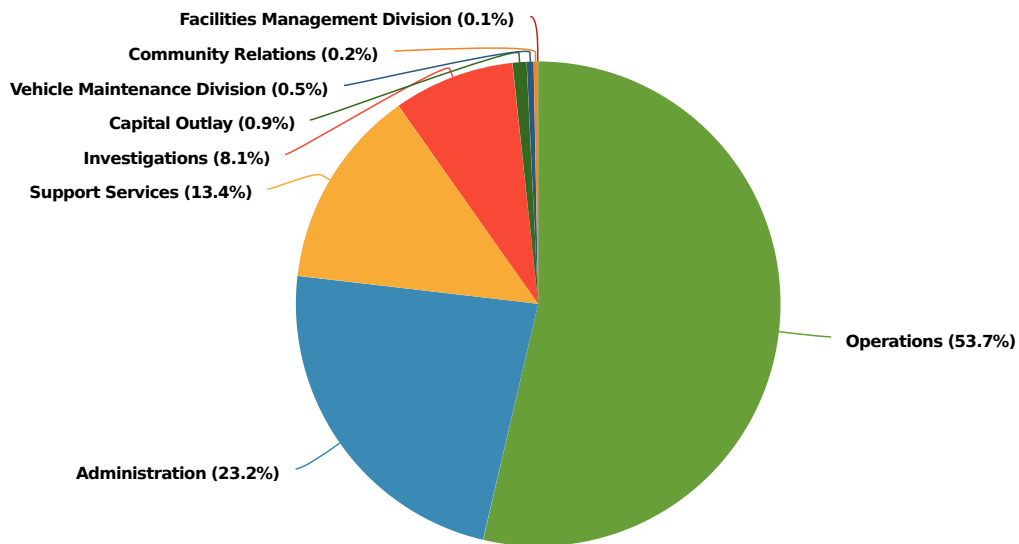
**\$87,665**

(1.67% vs. prior year)

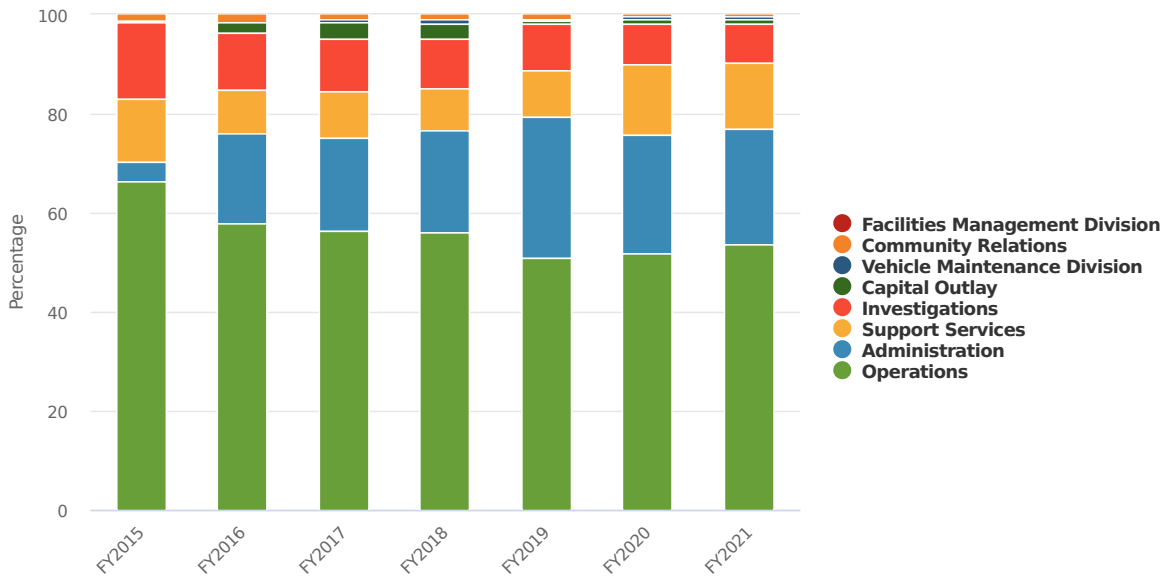
Police Proposed and Historical Budget vs. Actual



Police Budgeted Expenditures



### Police Historical and Budgeted Expenditures Over Time



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Police</b>						
<b>Support Services</b>						
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$739.47	\$464.12	\$680.99	\$376.00	\$556.00	47.872%
Fringe Benefits Medical/Dental Insurance	\$40,498.71	\$38,982.64	\$69,970.90	\$38,073.00	\$53,388.26	40.226%
Fringe Benefits Life Insurance		\$469.18	\$1,044.48	\$504.00	\$928.00	84.127%
Fringe Benefits Phone Allowance			\$69.24	\$0.00	\$0.00	
Fringe Benefits Other Benefits			\$485.06	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$41,238.18</b>	<b>\$39,915.94</b>	<b>\$72,250.67</b>	<b>\$38,953.00</b>	<b>\$54,872.26</b>	<b>40.868%</b>
<b>Other Expenses</b>						
Uniforms Volunteers		\$0.00	\$0.00	\$100.00	\$100.00	0%
Office Supplies Data Processing	\$391.01	\$702.12	\$472.29	\$750.00	\$750.00	0%
Uniforms Part Time	\$632.15	\$323.94	\$316.02	\$500.00	\$500.00	0%
Printing/Advertising Awards	\$962.46	\$541.63	\$0.00	\$1,000.00	\$1,000.00	0%
Uniforms Full Time Employees	\$1,984.75	\$1,756.95	\$1,554.69	\$2,100.00	\$2,600.00	23.810%
Printing/Advertising Citations		\$0.00	\$0.00	\$1,000.00	\$1,000.00	0%
Printing/Advertising Forms		\$0.00	\$587.80	\$1,000.00	\$1,000.00	0%
Operating Supplies Safety		\$0.00	\$141.46	\$500.00	\$500.00	0%
Printing/Advertising Outside Print Services	\$1,228.76	\$1,160.30	\$1,087.27	\$1,500.00	\$1,500.00	0%
Office Supplies Paper	\$1,861.72	\$2,193.41	\$2,158.60	\$2,300.00	\$2,300.00	0%
Uniforms Sworn Command	\$1,643.14	\$1,903.30	\$2,872.14	\$3,000.00	\$3,000.00	0%
Operating Supplies General	\$3,449.91	\$1,628.43	\$1,671.83	\$4,000.00	\$4,000.00	0%
Office Supplies General	\$5,966.45	\$3,259.61	\$5,076.84	\$6,000.00	\$6,000.00	0%
Rent/Lease Office Equipment	\$10,159.50	\$9,793.64	\$2,365.00	\$12,000.00	\$0.00	-100%
<b>Total Other Expenses:</b>	<b>\$28,279.85</b>	<b>\$23,263.33</b>	<b>\$18,303.94</b>	<b>\$35,750.00</b>	<b>\$24,250.00</b>	<b>-32.168%</b>



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Contractual Services</b>						
Subscription Services Database	\$24.34		\$0.00	\$0.00	\$0.00	
Public Safety Services Special Operations Detail	\$62.00	\$10.00	\$424.70	\$0.00	\$0.00	
Other Services Data Processing / Technology	\$40,040.04	\$40,040.04	\$40,040.04	\$45,050.00	\$45,100.00	0.111%
Other Services Document Destruction	\$470.00	\$360.00	\$445.20	\$1,000.00	\$1,000.00	0%
Communications Postage	\$1,430.19	\$758.10	\$1,933.52	\$2,000.00	\$0.00	-100%
Public Safety Services Accreditation	\$9,328.00		\$10,804.00	\$11,000.00	\$11,500.00	4.545%
Communications Cell Phones	\$6,939.32	\$4,939.25	\$5,717.04	\$6,000.00	\$6,350.00	5.833%
<b>Total Contractual Services:</b>	<b>\$58,293.89</b>	<b>\$46,107.39</b>	<b>\$59,364.50</b>	<b>\$65,050.00</b>	<b>\$63,950.00</b>	<b>-1.691%</b>
<b>Maintenance</b>						
Maintenance Supplies Communications	\$202.90	\$204.50	\$267.28	\$750.00	\$1,000.00	33.333%
<b>Total Maintenance:</b>	<b>\$202.90</b>	<b>\$204.50</b>	<b>\$267.28</b>	<b>\$750.00</b>	<b>\$1,000.00</b>	<b>33.333%</b>
<b>Salaries</b>						
Salaries Overtime	\$11,486.19	\$66,599.27	\$18,009.36	\$0.58	\$0.00	-100%
Salaries Part-Time	\$38,737.09	\$39,538.28	\$56,006.49	\$37,158.30	\$65,290.23	75.708%
Salaries Regular Salaries	\$282,202.67	\$290,437.84	\$476,928.06	\$185,910.91	\$483,815.51	160.241%
Salaries Special Detail		\$21.02	\$0.00	\$0.00	\$0.00	
<b>Total Salaries:</b>	<b>\$332,425.95</b>	<b>\$396,596.41</b>	<b>\$550,943.91</b>	<b>\$223,069.79</b>	<b>\$549,105.74</b>	<b>146.159%</b>
<b>Personnel Development</b>						
Personnel Development Training and Conferences	\$100.00	\$507.80	\$119.85	\$1,000.00	\$2,000.00	100%
Personnel Development Membership and Dues	\$890.00	\$1,015.00	\$1,584.49	\$2,200.00	\$2,200.00	0%
Personnel Development Meetings/Activities/Expenses	\$3,033.87	\$3,043.14	\$3,260.54	\$4,000.00	\$4,000.00	0%
<b>Total Personnel Development:</b>	<b>\$4,023.87</b>	<b>\$4,565.94</b>	<b>\$4,964.88</b>	<b>\$7,200.00</b>	<b>\$8,200.00</b>	<b>13.889%</b>
<b>Total Support Services:</b>	<b>\$464,464.64</b>	<b>\$510,653.51</b>	<b>\$706,095.18</b>	<b>\$370,772.79</b>	<b>\$701,378.00</b>	<b>89.167%</b>
<b>Investigations</b>						
<b>Maintenance</b>						
Maintenance Supplies Communications	\$500.00	\$15.98	\$0.00	\$750.00	\$750.00	0%
<b>Total Maintenance:</b>	<b>\$500.00</b>	<b>\$15.98</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$750.00</b>	<b>0%</b>
<b>Salaries</b>						
Salaries Special Detail	\$577.71	\$196.42	\$569.05	\$0.00	\$0.00	
Salaries Mandatory Overtime	\$6,804.14	\$1,440.43	\$1,606.72	\$0.00	\$0.00	
Salaries Uniform Allowance	\$4,000.00	\$4,000.00	\$3,000.00	\$4,783.00	\$11,400.00	138.344%
Salaries Part-Time	\$14,998.62		\$0.00	\$0.00	\$0.00	
Salaries Overtime	\$22,507.18	\$28,343.44	\$21,337.67	\$7,043.22	\$0.00	-100%
Salaries Regular Salaries	\$397,210.57	\$407,823.92	\$301,977.18	\$413,783.94	\$307,097.66	-25.783%



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Total Salaries:</b>	<b>\$446,098.22</b>	<b>\$441,804.21</b>	<b>\$328,490.62</b>	<b>\$425,610.16</b>	<b>\$318,497.66</b>	<b>-25.167%</b>
<b>Other Expenses</b>						
Office Supplies Paper	\$37.15	\$0.00	\$0.00	\$100.00	\$100.00	0%
Uniforms Full Time Employees	\$479.96	\$26.00	\$0.00	\$500.00	\$500.00	0%
Printing/Advertising Outside Print Services		\$0.00	\$73.50	\$300.00	\$300.00	0%
Office Supplies General	\$102.69	\$800.91	\$539.31	\$1,000.00	\$1,000.00	0%
Public Safety Supplies Investigation Supplies	\$2,261.60	\$5,347.12	\$79.42	\$2,500.00	\$2,500.00	0%
<b>Total Other Expenses:</b>	<b>\$2,881.40</b>	<b>\$6,174.03</b>	<b>\$692.23</b>	<b>\$4,400.00</b>	<b>\$4,400.00</b>	<b>0%</b>
<b>Contractual Services</b>						
Public Safety Services Investigations		\$2,500.00	\$1,145.00	\$2,000.00	\$3,500.00	75%
Subscription Services Database	\$8,358.50	\$3,048.00	\$8,696.94	\$8,800.00	\$12,100.00	37.5%
Communications Cell Phones	\$4,187.42	\$3,421.25	\$3,819.04	\$4,500.00	\$4,500.00	0%
<b>Total Contractual Services:</b>	<b>\$12,545.92</b>	<b>\$8,969.25</b>	<b>\$13,660.98</b>	<b>\$15,300.00</b>	<b>\$20,100.00</b>	<b>31.373%</b>
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$806.55	\$545.62	\$399.97	\$558.00	\$401.25	-28.091%
Fringe Benefits Medical/Dental Insurance	\$57,720.76	\$45,291.39	\$63,869.09	\$64,017.00	\$66,891.83	4.491%
Fringe Benefits Life Insurance		\$486.54	\$510.30	\$712.00	\$511.00	-28.230%
Fringe Benefits Other Benefits			\$102.85	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$58,527.31</b>	<b>\$46,323.55</b>	<b>\$64,882.21</b>	<b>\$65,287.00</b>	<b>\$67,804.08</b>	<b>3.855%</b>
<b>Personnel Development</b>						
Personnel Development Training and Conferences	\$1,000.00	\$994.68	\$675.00	\$1,000.00	\$4,500.00	350%
Personnel Development Meetings/Activities/Expenses	\$1,011.20	\$1,100.00	\$825.00	\$1,000.00	\$2,000.00	100%
Personnel Development Membership and Dues	\$1,232.00	\$1,050.00	\$1,021.00	\$2,500.00	\$5,500.00	120%
<b>Total Personnel Development:</b>	<b>\$3,243.20</b>	<b>\$3,144.68</b>	<b>\$2,521.00</b>	<b>\$4,500.00</b>	<b>\$12,000.00</b>	<b>166.667%</b>
<b>Total Investigations:</b>	<b>\$523,796.05</b>	<b>\$506,431.70</b>	<b>\$410,247.04</b>	<b>\$515,847.16</b>	<b>\$423,551.74</b>	<b>-17.892%</b>
<b>Administration</b>						
<b>Contractual Services</b>						
Public Safety Services Accreditation	\$182.53	\$9,712.00	\$0.00	\$0.00	\$0.00	
Communications Telephone	\$8,279.94	\$9,559.13	\$10,142.50	\$8,000.00	\$8,000.00	0%
Insurance IRMA Deductible	\$30,628.74	\$32,973.28	\$52,193.43	\$30,000.00	\$35,000.00	16.667%
Insurance IRMA Premium	\$73,728.00	\$73,728.00	\$73,728.00	\$85,000.00	\$80,000.00	-5.882%
<b>Total Contractual Services:</b>	<b>\$112,819.21</b>	<b>\$125,972.41</b>	<b>\$136,063.93</b>	<b>\$123,000.00</b>	<b>\$123,000.00</b>	<b>0%</b>
<b>Other Expenses</b>						
Office Supplies General	\$30.00		\$114.30	\$0.00	\$0.00	



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Total Other Expenses:</b>	<b>\$30.00</b>		<b>\$114.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$269.87	\$132.82	\$131.75	\$140.00	\$138.00	-1.429%
Fringe Benefits Phone Allowance	\$600.08	\$600.08	\$600.08	\$601.00	\$601.00	0%
Fringe Benefits Medical/Dental Insurance	\$26,823.90	\$19,289.13	\$20,990.24	\$19,687.00	\$22,807.00	15.848%
Fringe Benefits Life Insurance		\$140.04	\$210.00	\$210.00	\$219.00	4.286%
Fringe Benefits Other Benefits			\$47.39	\$0.00	\$0.00	
Budget-Deferred and pension Deferred and pension			\$0.00	\$0.00	\$925,000.00	
<b>Total Benefits:</b>	<b>\$27,693.85</b>	<b>\$20,162.07</b>	<b>\$21,979.46</b>	<b>\$20,638.00</b>	<b>\$948,765.00</b>	<b>4,497.175%</b>
<b>Salaries</b>						
Salaries Overtime	\$80.25		\$0.00	\$0.00	\$0.00	
Salaries Regular Salaries	\$136,542.66	\$125,932.08	\$134,900.38	\$135,528.00	\$140,933.00	3.988%
<b>Total Salaries:</b>	<b>\$136,622.91</b>	<b>\$125,932.08</b>	<b>\$134,900.38</b>	<b>\$135,528.00</b>	<b>\$140,933.00</b>	<b>3.988%</b>
<b>Personnel Development</b>						
Personnel Development Tuition Reimbursement	\$2,936.20	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0%
<b>Total Personnel Development:</b>	<b>\$2,936.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>0%</b>
<b>Pension Contribution</b>						
Police Pension Plan Employer Contribution	\$822,480.68	\$1,256,577.63	\$898,378.01	\$898,378.00	\$0.00	-100%
<b>Total Pension Contribution:</b>	<b>\$822,480.68</b>	<b>\$1,256,577.63</b>	<b>\$898,378.01</b>	<b>\$898,378.00</b>	<b>\$0.00</b>	<b>-100%</b>
<b>Total Administration:</b>	<b>\$1,102,582.85</b>	<b>\$1,528,644.19</b>	<b>\$1,191,436.08</b>	<b>\$1,180,544.00</b>	<b>\$1,215,698.00</b>	<b>2.978%</b>
<b>Vehicle Maintenance Division</b>						
<b>Maintenance</b>						
Vehicle Maintenance Supplies Public Safety	\$29.99	\$104.58	\$132.91	\$1,000.00	\$1,000.00	0%
Vehicle Maintenance General	\$33,148.42	\$24,315.35	\$25,918.17	\$39,660.00	\$20,000.00	-49.571%
Vehicle Maintenance Vehicle Wash	\$3,403.90	\$2,975.25	\$1,449.95	\$3,000.00	\$3,000.00	0%
<b>Total Maintenance:</b>	<b>\$36,582.31</b>	<b>\$27,395.18</b>	<b>\$27,501.03</b>	<b>\$43,660.00</b>	<b>\$24,000.00</b>	<b>-45.030%</b>
<b>Total Vehicle Maintenance Division:</b>	<b>\$36,582.31</b>	<b>\$27,395.18</b>	<b>\$27,501.03</b>	<b>\$43,660.00</b>	<b>\$24,000.00</b>	<b>-45.030%</b>
<b>Operations</b>						
<b>Other Expenses</b>						
Public Safety Supplies Animal Control	\$197.38	\$0.00	\$208.91	\$200.00	\$200.00	0%
Uniforms Crossing Guards	\$544.27	\$0.00	\$0.00	\$500.00	\$500.00	0%
Printing/Advertising Outside Print Services	\$300.72	\$501.28	\$511.62	\$700.00	\$700.00	0%
Public Safety Supplies Prisoner	\$217.80	\$217.41	\$60.94	\$1,000.00	\$1,000.00	0%



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Uniforms Part Time Sworn	\$474.89	\$291.81	\$423.96	\$2,000.00	\$4,000.00	100%
Uniforms Community Service Officer	\$646.90	\$946.69	\$2,601.17	\$1,000.00	\$1,000.00	0%
Uniforms Full Time Sworn	\$1,231.93	\$135.99	\$384.39	\$2,000.00	\$2,000.00	0%
Range Supplies General Supplies	\$1,930.03	\$143.64	\$390.05	\$2,000.00	\$2,000.00	0%
Public Safety Supplies Vests	\$3,024.22	\$6,856.74	\$3,791.91	\$2,000.00	\$10,000.00	400%
Operating Supplies Safety	\$7,282.32	\$3,529.16	\$13,680.81	\$15,200.00	\$15,200.00	0%
Range Supplies Weapons	\$7,733.92	\$7,906.90	\$7,269.60	\$8,000.00	\$8,000.00	0%
Range Supplies Ammunition	\$10,888.00	\$10,083.30	\$9,746.48	\$12,000.00	\$12,000.00	0%
<b>Total Other Expenses:</b>	<b>\$34,472.38</b>	<b>\$30,612.92</b>	<b>\$39,069.84</b>	<b>\$46,600.00</b>	<b>\$56,600.00</b>	<b>21.459%</b>
<b>Contractual Services</b>						
Public Safety Services Animal Control	\$500.00	\$1,245.98	\$306.00	\$1,500.00	\$1,500.00	0%
Communications Radios	\$670.82	\$0.00	\$1,000.00	\$1,000.00	\$1,500.00	50%
Public Safety Services Prisoner Care	\$909.50	\$0.00	\$1,149.64	\$2,000.00	\$2,000.00	0%
Subscription Services Database	\$4,980.00	\$5,034.00	\$5,053.20	\$5,500.00	\$7,000.00	27.273%
Public Safety Services Other	\$2,700.00	\$1,750.00	\$1,250.00	\$7,000.00	\$4,000.00	-42.857%
Communications Cell Phones	\$8,370.64	\$7,676.51	\$6,569.94	\$11,500.00	\$13,400.00	16.522%
Communications Dispatch	\$328,649.76	\$328,649.64	\$279,960.84	\$279,961.00	\$300,000.00	7.158%
<b>Total Contractual Services:</b>	<b>\$346,780.72</b>	<b>\$344,356.13</b>	<b>\$295,289.62</b>	<b>\$308,461.00</b>	<b>\$329,400.00</b>	<b>6.788%</b>
<b>Maintenance</b>						
Vehicle Maintenance Supplies Public Safety			\$420.00	\$0.00	\$0.00	
Equipment Maintenance Radars	\$1,744.83	\$1,461.50	\$1,037.50	\$1,500.00	\$1,500.00	0%
Maintenance Supplies Communications	\$3,951.71	\$2,093.67	\$3,126.19	\$7,000.00	\$7,000.00	0%
Equipment Maintenance General	\$1,759.00	\$0.00	\$53.98	\$2,000.00	\$2,000.00	0%
<b>Total Maintenance:</b>	<b>\$7,455.54</b>	<b>\$3,555.17</b>	<b>\$4,637.67</b>	<b>\$10,500.00</b>	<b>\$10,500.00</b>	<b>0%</b>
<b>Benefits</b>						
Fringe Benefits Life Insurance		\$2,282.28	\$2,917.87	\$3,230.00	\$2,894.00	-10.402%
Fringe Benefits Vision Insurance	\$3,746.47	\$2,438.61	\$1,801.10	\$2,129.00	\$1,755.00	-17.567%
Fringe Benefits Medical/Dental Insurance	\$351,185.86	\$254,317.85	\$299,491.66	\$307,663.00	\$304,619.11	-0.989%
Fringe Benefits Unemployment Insurance			\$1,946.61	\$0.00	\$0.00	
Fringe Benefits Other Benefits			\$1,228.68	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$354,932.33</b>	<b>\$259,038.74</b>	<b>\$307,385.92</b>	<b>\$313,022.00</b>	<b>\$309,268.11</b>	<b>-1.199%</b>
<b>Salaries</b>						
Salaries Special Detail	\$6,962.39	\$5,522.25	\$36,108.82	\$0.00	\$0.00	
Salaries Crossing Guards	\$12,406.04	\$10,968.08	\$9,683.80	\$15,938.00	\$20,760.50	30.258%
Salaries Part-Time	\$62,368.46	\$30,775.01	\$59,242.77	\$59,243.00	\$125,038.65	111.061%
Salaries Uniform Allowance	\$20,000.00	\$20,000.00	\$18,000.00	\$17,218.00	\$7,600.00	-55.860%
Salaries Mandatory Overtime	\$48,545.57	\$44,658.07	\$40,805.26	\$0.00	\$0.00	



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Salaries Overtime	\$183,381.22	\$167,951.25	\$148,930.11	\$245,967.86	\$260,793.00	6.027%
Salaries Regular Salaries	\$1,915,973.70	\$1,800,876.22	\$1,614,876.15	\$1,814,369.94	\$1,672,345.51	-7.828%
Other Services Police Testing		\$7,785.00	\$1,185.59	\$5,000.00	\$0.00	-100%
Printing/Advertising Recording and Legal Notices		\$0.00	\$102.54	\$1,000.00	\$1,500.00	50%
Office Supplies General		\$0.00	\$0.00	\$1,000.00	\$1,000.00	0%
<b>Total Salaries:</b>	<b>\$2,249,637.38</b>	<b>\$2,088,535.88</b>	<b>\$1,928,935.04</b>	<b>\$2,159,736.80</b>	<b>\$2,089,037.66</b>	<b>-3.274%</b>
<b>Personnel Development</b>						
Personnel Development Meetings/Activities/Expenses	\$656.47	\$768.49	\$132.41	\$1,500.00	\$1,500.00	0%
Personnel Development Training and Conferences	\$3,254.35	\$1,698.12	\$2,820.14	\$6,800.00	\$10,800.00	58.824%
Personnel Development Membership and Dues	\$6,200.00	\$2,465.00	\$6,600.00	\$7,200.00	\$7,200.00	0%
<b>Total Personnel Development:</b>	<b>\$10,110.82</b>	<b>\$4,931.61</b>	<b>\$9,552.55</b>	<b>\$15,500.00</b>	<b>\$19,500.00</b>	<b>25.806%</b>
<b>Total Operations:</b>	<b>\$3,003,389.17</b>	<b>\$2,731,030.45</b>	<b>\$2,584,870.64</b>	<b>\$2,853,819.80</b>	<b>\$2,814,305.77</b>	<b>-1385%</b>
<b>Community Relations</b>						
<b>Salaries</b>						
Salaries Special Detail	\$229.76	\$731.13	\$0.00	\$0.00	\$0.00	
Salaries Special Detail		\$541.58	\$0.00	\$0.00	\$0.00	
Salaries Special Detail	\$1,145.03	\$494.42	\$0.00	\$0.00	\$0.00	
Salaries Special Detail	\$586.48	\$778.86	\$0.00	\$0.00	\$0.00	
Salaries Special Detail	\$1,197.74	\$478.59	\$0.00	\$0.00	\$0.00	
Salaries Special Detail	\$5,242.27	\$3,381.95	\$1,648.19	\$0.00	\$0.00	
Salaries Special Detail	\$1,697.72	\$2,210.41	\$562.27	\$0.00	\$0.00	
Salaries Special Detail	\$3,490.98	\$2,452.47	\$185.76	\$0.00	\$0.00	
Salaries Special Detail	\$2,212.33	\$5,660.38	\$3,628.00	\$0.00	\$0.00	
Salaries Special Detail	\$2,896.94	\$2,367.30	\$0.00	\$0.00	\$0.00	
Salaries Special Detail	\$4,997.59	\$4,785.47	\$197.28	\$0.00	\$0.00	
Salaries Special Detail	\$11,934.48	\$8,227.53	\$0.00	\$0.00	\$0.00	
<b>Total Salaries:</b>	<b>\$35,631.32</b>	<b>\$32,110.09</b>	<b>\$6,221.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other Expenses</b>						
Operating Supplies General	\$72.50		\$0.00	\$0.00	\$0.00	
Printing/Advertising Outside Print Services	\$433.38	\$0.00	\$780.32	\$800.00	\$800.00	0%
Public Safety Supplies Cadet	\$408.07	\$499.71	\$646.33	\$1,000.00	\$1,000.00	0%
Office Supplies General	\$457.91	\$0.00	\$500.00	\$500.00	\$500.00	0%
Operating Supplies Events		\$250.00	\$1,050.23	\$250.00	\$250.00	0%
Operating Supplies Events	\$1,953.62	\$4,032.54	\$2,026.85	\$4,000.00	\$4,000.00	0%
Operating Supplies Events	\$8,039.45	\$4,961.68	\$3,915.94	\$5,000.00	\$5,000.00	0%
Office Supplies General		\$10.61	\$0.00	\$0.00	\$0.00	
<b>Total Other Expenses:</b>	<b>\$11,364.93</b>	<b>\$9,754.54</b>	<b>\$8,919.67</b>	<b>\$11,550.00</b>	<b>\$11,550.00</b>	<b>0%</b>
<b>Contractual Services</b>						



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Other Services Public Relations/Marketing	\$93.95	\$0.00	\$437.23	\$500.00	\$500.00	0%
Other Services Events		\$160.50	\$250.00	\$250.00	\$250.00	0%
Other Services Events	\$1,425.00		\$0.00	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$1,518.95</b>	<b>\$160.50</b>	<b>\$687.23</b>	<b>\$750.00</b>	<b>\$750.00</b>	<b>0%</b>
<b>Total Community Relations:</b>	<b>\$48,515.20</b>	<b>\$42,025.13</b>	<b>\$15,828.40</b>	<b>\$12,300.00</b>	<b>\$12,300.00</b>	<b>0%</b>
<b>Facilities Management Division</b>						
<b>Other Expenses</b>						
Building & Grounds Supplies Police Facility			\$0.00	\$7,000.00	\$3,000.00	-57.143%
<b>Total Other Expenses:</b>			<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$3,000.00</b>	<b>-57.143%</b>
<b>Maintenance</b>						
Building and Grounds Maintenance Range	\$3,959.93		\$0.00	\$0.00	\$0.00	
<b>Total Maintenance:</b>	<b>\$3,959.93</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Facilities Management Division:</b>	<b>\$3,959.93</b>		<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$3,000.00</b>	<b>-57.143%</b>
<b>Capital Outlay</b>						
Capital Outlay Software & Technology Softward & Cloud Based Software			\$7,341.35	\$8,500.00	\$9,600.00	12.941%
Capital Outlay Vehicles Small Inventory Assets	\$162,175.80		\$23,994.30	\$129,340.00	\$0.00	-100%
Capital Outlay Computer Equipment Small Inventory Asset			\$14,452.14	\$14,500.00	\$30,000.00	106.897%
Capital Outlay Machinery & Equipment Small Inventory Asset	\$14,862.00	\$18,885.00	\$0.00	\$19,885.00	\$10,000.00	-49.711%
<b>Total Capital Outlay:</b>	<b>\$177,037.80</b>	<b>\$18,885.00</b>	<b>\$45,787.79</b>	<b>\$172,225.00</b>	<b>\$49,600.00</b>	<b>-71.200%</b>
<b>Total Police:</b>	<b>\$5,360,327.95</b>	<b>\$5,365,065.16</b>	<b>\$4,981,766.16</b>	<b>\$5,156,168.75</b>	<b>\$5,243,833.51</b>	<b>1.700%</b>

# FY 2019-2020 Accomplishments

## Strategic Priority: Intergovernmental Cooperation

- Southwest Central Dispatch upgraded their system to Superior CAD 19.3 on January 19, 2019. The report writing system went live on April 16, 2019.
- A full-scale Active Shooter Drill was conducted at Lemont High School on April 29, 2019 and at Oakwood/River Valley Campus on September 3, 2019.
- Lemont Police Department assisted the elementary school district in the upgrade of their panic alarm system. The system was tested August 25<sup>th</sup>, 2019 and during the live, full-scale drill on September 3, 2019.

## Strategic Priority: Workforce Development

- Lemont Police Department established a Public Safety Code Enforcement Specialist position. The position was filled in 2019.
- The Lemont Police conducted a Recruit test on September 21, 2019. The Final Eligibility List for the test was established on December 10, 2019.
- All State-mandated trainings were completed by Lemont police officers.

## Strategic Priority 5: Infrastructure

- Four patrol vehicles have been ordered and are awaiting delivery.
- The LPD range training target system was upgraded in 2019.
- New taser devices have been acquired to replace previous tasers, which were no longer supported by the vendor.
- Optics and flashlights were added to all rifles to increase safety and accuracy.

# FY 2020-2021 Goals and Objectives

## Strategic Priority 6: Operational Effectiveness

- Implement a license plate reader (LPR) program in the Village at strategic locations.
- Rollout new CRASH, Freedom App, and mobile CAD and RMS products. Conduct an upgrade to a new CAD version.
- Conduct a full-scale Active Shooter Drill with Lemont High School and St. Cyril & Methodius School.
- Revise the Part-time Police Officer position and recruit capable part-time police officers.
- Continue to complete unfunded, 2020 State-mandated training for all officers.
- Implement the "Handle with Care" program with SD113A.
- Develop a program for the disposal of abandoned/unclaimed seized property.
- Conduct trainings on new Cannabis Act for external and internal stakeholders.

## Strategic Priority 5: Infrastructure Maintenance

- Upgrade the camera systems in the three remaining interview rooms and the police station.
- Obtain printers for squad cars
- Upgrade the audio-visual equipment in the Training Room.
- Obtain additional Starcom radios for the Department and LEMA.



# Emergency Management



## *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

# Organizational Chart

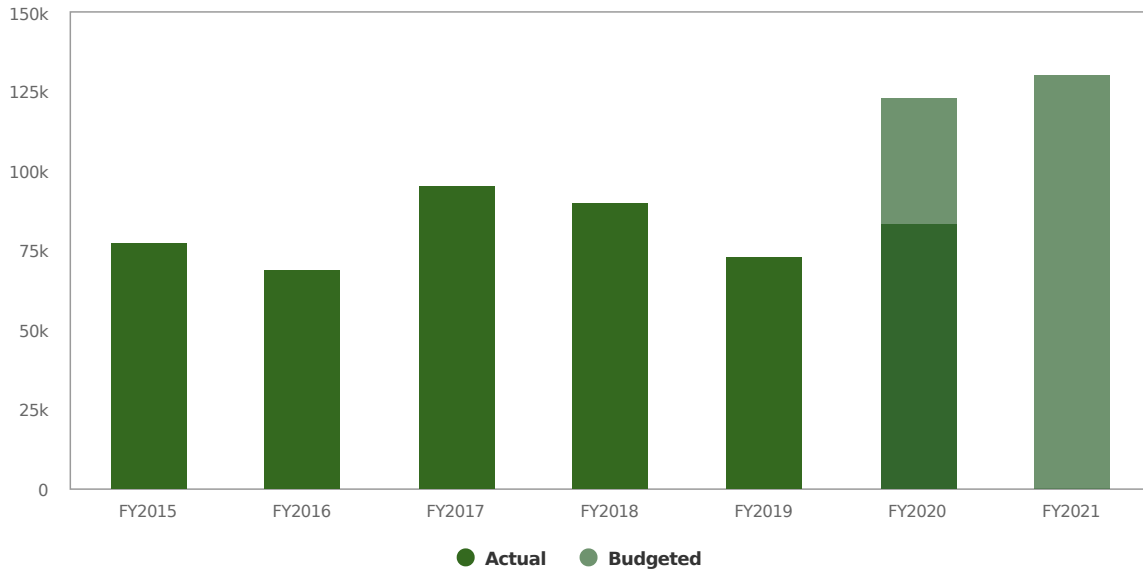
Fiscal Year	FY2017-18	FY2018-19	FY2019-20	FY2020-2021
Part-Time	PT-2	PT-2	PT-2	PT-2
Volunteers	16	16	14	11



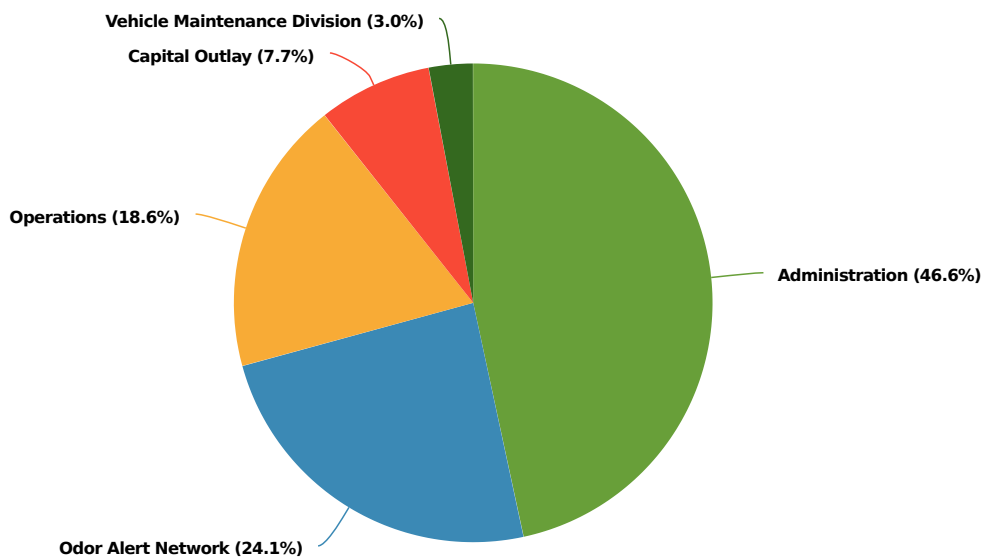
# Emergency Management Budget

**\$130,562** **\$7,227**  
 (5.54% vs. prior year)

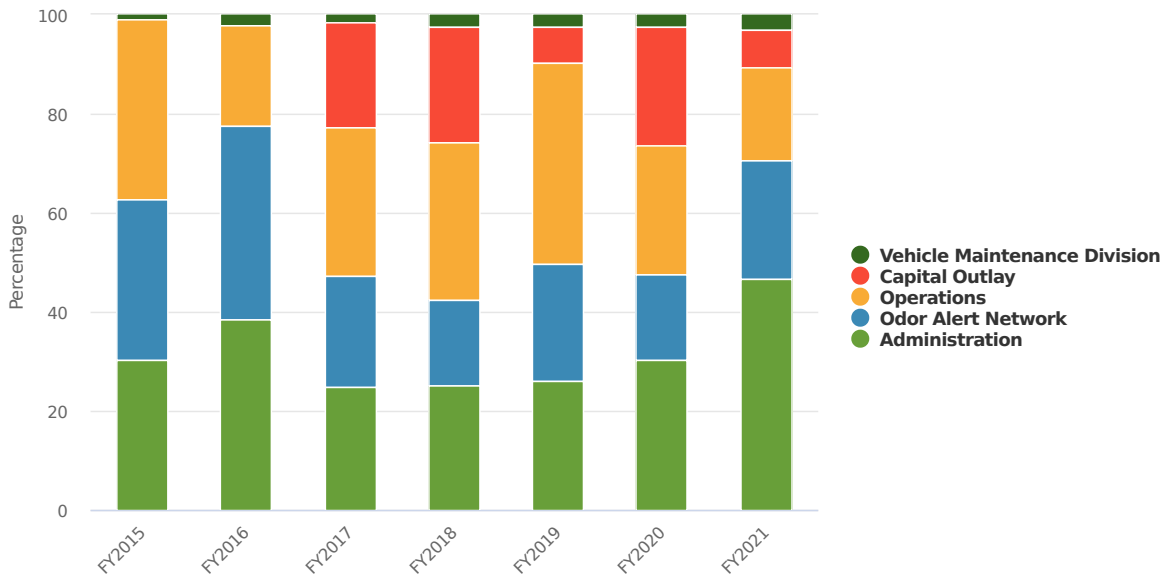
Emergency Management Proposed and Historical Budget vs. Actual



Emergency Management Budgeted Expenditures



### Emergency Management Historical and Budgeted Expenditures Over Time



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Emergency Management</b>						
<b>Administration</b>						
<b>Contractual Services</b>						
Communications Postage		\$29.76	\$7.25	\$200.00	\$200.00	0%
Subscription Services Organizational Memberships	\$388.11	\$643.11	\$3,379.17	\$1,000.00	\$1,200.00	20%
Communications Cell Phones		\$52.30	\$90.32	\$600.00	\$600.00	0%
<b>Total Contractual Services:</b>	<b>\$388.11</b>	<b>\$725.17</b>	<b>\$3,476.74</b>	<b>\$1,800.00</b>	<b>\$2,000.00</b>	<b>11.111%</b>
<b>Salaries</b>						
Salaries Special Detail	\$42.00	\$149.67	\$49.49	\$0.00	\$0.00	
Salaries Part-Time	\$126.13		\$160.23	\$5,602.00	\$0.00	-100%
Salaries Regular Salaries	\$18,077.92	\$15,480.76	\$18,182.79	\$27,633.20	\$53,574.30	93.877%
<b>Total Salaries:</b>	<b>\$18,246.05</b>	<b>\$15,630.43</b>	<b>\$18,392.51</b>	<b>\$33,235.20</b>	<b>\$53,574.30</b>	<b>61.197%</b>
<b>Benefits</b>						
Fringe Benefits Other Benefits			\$100.00	\$0.00	\$0.00	
<b>Total Benefits:</b>			<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other Expenses</b>						
Office Supplies General	\$566.09	\$167.56	\$846.16	\$800.00	\$800.00	0%
<b>Total Other Expenses:</b>	<b>\$566.09</b>	<b>\$167.56</b>	<b>\$846.16</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>0%</b>
<b>Personnel Development</b>						
Personnel Development Membership and Dues	\$625.53	\$100.00	\$100.00	\$300.00	\$300.00	0%
Personnel Development Training and Conferences	\$976.19	\$737.83	\$613.27	\$3,000.00	\$3,000.00	0%

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Personnel Development Meetings/Activities/Expenses	\$2,102.93	\$1,815.69	\$1,778.38	\$1,200.00	\$1,200.00	0%
<b>Total Personnel Development:</b>	<b>\$3,704.65</b>	<b>\$2,653.52</b>	<b>\$2,491.65</b>	<b>\$4,500.00</b>	<b>\$4,500.00</b>	<b>0%</b>
<b>Total Administration:</b>	<b>\$22,904.90</b>	<b>\$19,176.68</b>	<b>\$25,307.06</b>	<b>\$40,335.20</b>	<b>\$60,874.30</b>	<b>50.921%</b>
<b>Vehicle Maintenance Division</b>						
Vehicle Maintenance General	\$98.75		\$805.81	\$2,000.00	\$2,000.00	0%
Vehicle Maintenance Vehicle Wash	\$295.00	\$220.00	\$135.00	\$400.00	\$400.00	0%
Vehicle Maintenance Supplies Public Safety	\$1,732.08	\$1,485.99	\$1,048.44	\$1,500.00	\$1,500.00	0%
<b>Total Vehicle Maintenance Division:</b>	<b>\$2,125.83</b>	<b>\$1,705.99</b>	<b>\$1,989.25</b>	<b>\$3,900.00</b>	<b>\$3,900.00</b>	<b>0%</b>
<b>Operations</b>						
<b>Benefits</b>						
Fringe Benefits Other Benefits			\$200.00	\$0.00	\$0.00	
<b>Total Benefits:</b>			<b>\$200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other Expenses</b>						
Operating Supplies Tools & Equipment	\$60.73	\$400.21	\$909.72	\$400.00	\$400.00	0%
Operating Supplies Safety	\$765.70	\$836.02	\$540.69	\$1,000.00	\$1,000.00	0%
Uniforms Emergency Management	\$2,466.21	\$2,767.26	\$1,497.50	\$3,000.00	\$3,000.00	0%
<b>Total Other Expenses:</b>	<b>\$3,292.64</b>	<b>\$4,003.49</b>	<b>\$2,947.91</b>	<b>\$4,400.00</b>	<b>\$4,400.00</b>	<b>0%</b>
<b>Salaries</b>						
Salaries Regular Salaries	\$246.92		\$0.00	\$4,480.00	\$6,937.84	54.863%
Salaries Special Detail	\$120.85	\$320.53	\$37.15	\$0.00	\$0.00	
Salaries Part-Time	\$11,451.21	\$11,876.77	\$9,428.04	\$3,920.00	\$0.00	-100%
<b>Total Salaries:</b>	<b>\$11,818.98</b>	<b>\$12,197.30</b>	<b>\$9,465.19</b>	<b>\$8,400.00</b>	<b>\$6,937.84</b>	<b>-17.407%</b>
<b>Maintenance</b>						
Maintenance Contract Equipment	\$458.83	\$0.00	\$0.00	\$500.00	\$500.00	0%
Vehicle Maintenance General	\$2,654.99	\$1,925.60	\$202.35	\$2,000.00	\$2,000.00	0%
Equipment Maintenance General	\$1,518.44	\$1,386.38	\$642.45	\$1,500.00	\$1,500.00	0%
Maintenance Supplies Communications			\$0.00	\$0.00	\$250.00	
<b>Total Maintenance:</b>	<b>\$4,632.26</b>	<b>\$3,311.98</b>	<b>\$844.80</b>	<b>\$4,000.00</b>	<b>\$4,250.00</b>	<b>6.25%</b>
<b>Contractual Services</b>						
Communications Radios	\$3,163.22	\$2,391.00	\$389.36	\$3,000.00	\$3,000.00	0%
Communications Cell Phones	\$5,856.11	\$8,006.20	\$7,917.73	\$7,400.00	\$5,700.00	-22.973%
<b>Total Contractual Services:</b>	<b>\$9,019.33</b>	<b>\$10,397.20</b>	<b>\$8,307.09</b>	<b>\$10,400.00</b>	<b>\$8,700.00</b>	<b>-16.346%</b>
<b>Total Operations:</b>	<b>\$28,763.21</b>	<b>\$29,909.97</b>	<b>\$21,764.99</b>	<b>\$27,200.00</b>	<b>\$24,287.84</b>	<b>-10.706%</b>
<b>Capital Outlay</b>						
Capital Outlay Machinery & Equipment Small Inventory Asset	\$21,203.04	\$5,497.75	\$20,010.00	\$25,400.00	\$10,000.00	-60.630%
<b>Total Capital Outlay:</b>	<b>\$21,203.04</b>	<b>\$5,497.75</b>	<b>\$20,010.00</b>	<b>\$25,400.00</b>	<b>\$10,000.00</b>	<b>-60.630%</b>





Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Odor Alert Network</b>						
<b>Administration</b>						
<b>Salaries</b>						
Salaries Regular Salaries	\$318.51	\$318.50	\$219.13	\$0.00	\$0.00	
<b>Total Salaries:</b>	<b>\$318.51</b>	<b>\$318.50</b>	<b>\$219.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other Expenses</b>						
Operating Supplies Safety		\$0.00	\$0.00	\$1,500.00	\$1,500.00	0%
<b>Total Other Expenses:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>0%</b>
<b>Total Administration:</b>	<b>\$318.51</b>	<b>\$318.50</b>	<b>\$219.13</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>0%</b>
<b>OAN Consulting</b>						
<b>Contractual Services</b>						
Other Services Consulting	\$15,101.06	\$16,930.49	\$14,386.87	\$25,000.00	\$30,000.00	20%
<b>Total Contractual Services:</b>	<b>\$15,101.06</b>	<b>\$16,930.49</b>	<b>\$14,386.87</b>	<b>\$25,000.00</b>	<b>\$30,000.00</b>	<b>20%</b>
<b>Total OAN Consulting:</b>	<b>\$15,101.06</b>	<b>\$16,930.49</b>	<b>\$14,386.87</b>	<b>\$25,000.00</b>	<b>\$30,000.00</b>	<b>20%</b>
<b>Total Odor Alert Network:</b>	<b>\$15,419.57</b>	<b>\$17,248.99</b>	<b>\$14,606.00</b>	<b>\$26,500.00</b>	<b>\$31,500.00</b>	<b>18.868%</b>
<b>Total Emergency Management:</b>	<b>\$90,416.55</b>	<b>\$73,539.38</b>	<b>\$83,677.30</b>	<b>\$123,335.20</b>	<b>\$130,562.14</b>	<b>5.860%</b>

## FY 2019-2020 Accomplishments

### Strategic Priority: Intergovernmental Cooperation

- An MOU was established between the Red Cross, Lemont Park District, High School D210, District 113A and private businesses for use of resources in time of need.
- An MOU was established between the Cook County Department of Public Health, High School District 210, Lemont Park District, and Village of Lemont for use of their facilities for a POD (Point of Dispensing).
- The Village approved the update of the Cook County Multi-Jurisdictional Hazard Mitigation Plan. This is a necessity in order for the Village to receive grant funds for various mitigation activities from Federal and State entities to help protect our community from natural disasters.

### Strategic Priority: Operational Effectiveness

- The Village outdoor warning siren on the IMTT property was re-positioned further south to allow for better coverage on August 8, 2019.

# FY 2020-2021 Goals and Objectives

## **Strategic Priority: Intergovernmental Cooperation**

- Create a Three-Year Exercise Program for the Village, Township, Park District and Fire Protection District

## **Strategic Priority: Operational Effectiveness**

- Continue to restructure the outdoor warning sirens for better coverage of Lemont Township.
- Update the Emergency Operations Plan for the Village of Lemont and Lemont Township.
- Replace existing truck which has reached its end of life as a service vehicle

## **Strategic Priority: Infrastructure Maintenance**

- Purchase a booster siren for Public Works building
- Obtain additional Starcom/P-25 radios

# Public Works



## *Mission Statement*

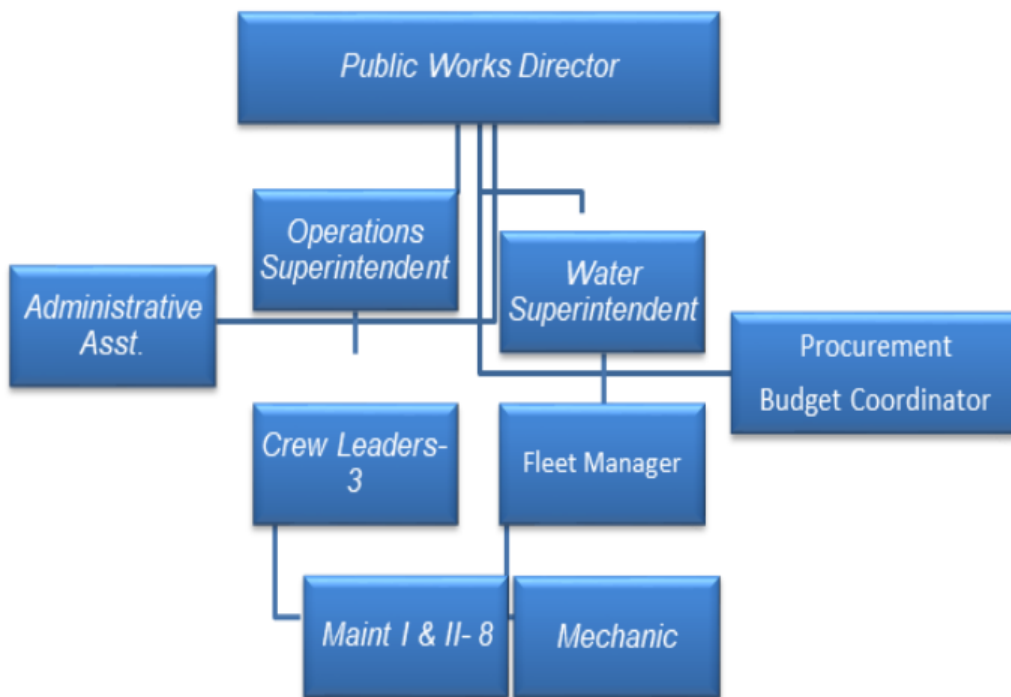
As a team, The Public Works Department is committed to providing for the enhancement of the Village infrastructure through aggressive planning and maintenance.

## *Services and Responsibilities*

- Maintain public assets including streets, bridges, and streetlight system
- Operate and maintain the Village's public water system.
- Operate and maintain the Village's sanitary and storm sewer systems.
- 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.

# Organizational Chart

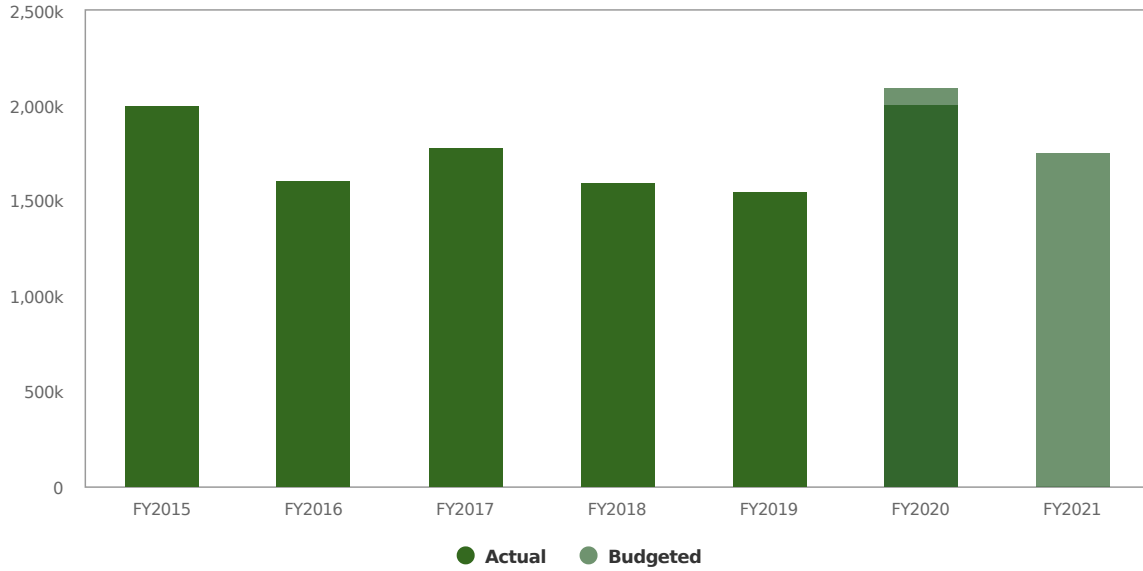
	FY2017-18	FY2018-19	FY2019-20	FY2020-21
<b>Total Positions</b>	<b>20</b>	<b>20</b>	<b>21</b>	<b>21</b>
<b>Full Time</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Part Time</b>				



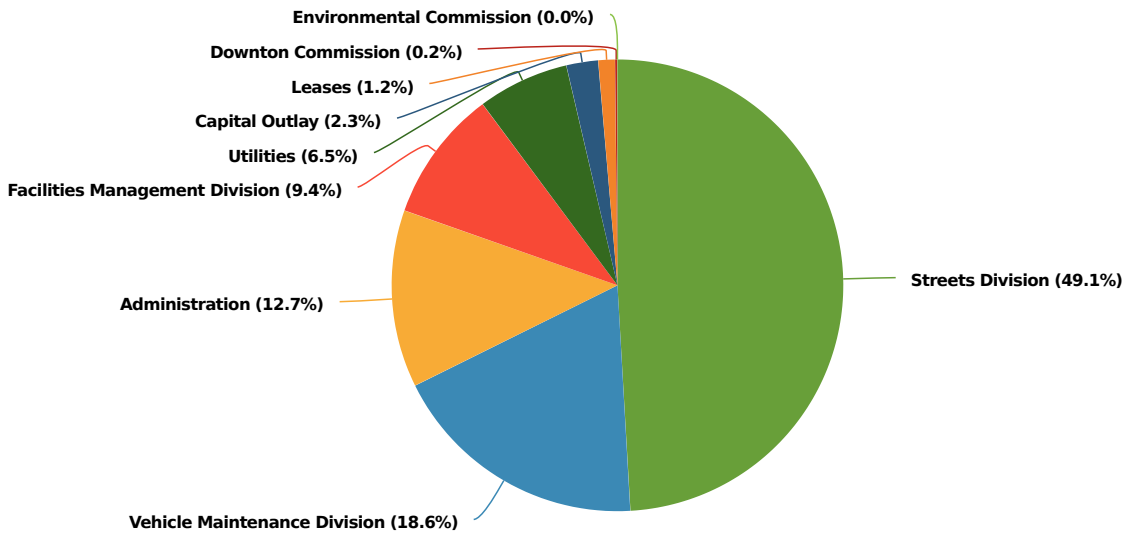
# Public Works Budget

**\$1,756,981** - \$339,484  
 (-19.32% vs. prior year)

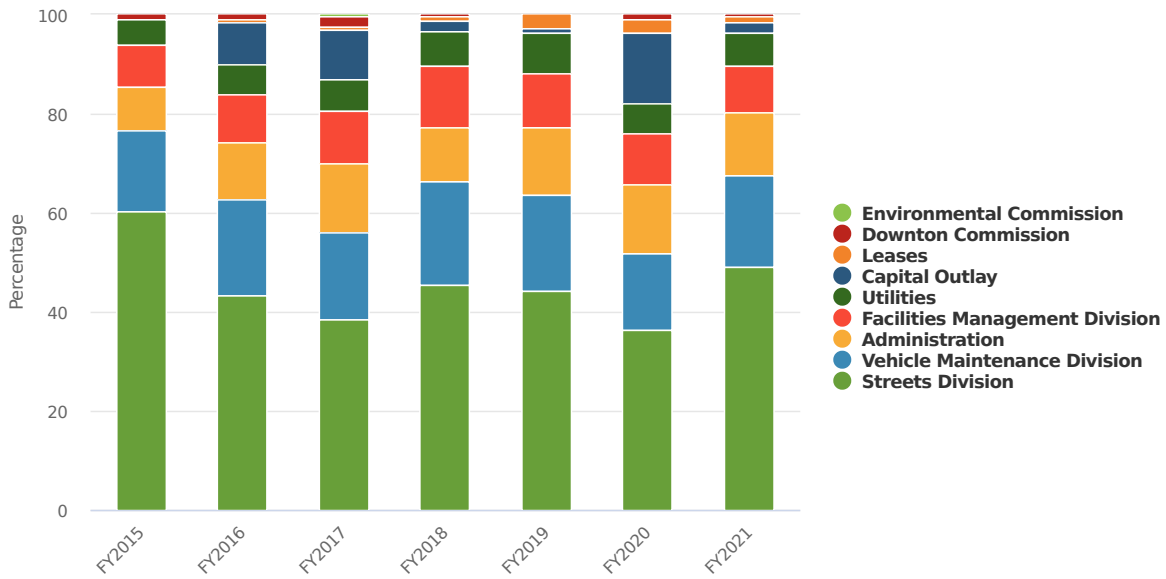
Public Works Proposed and Historical Budget vs. Actual



Public Works Budgeted Expenditures



### Public Works Historical and Budgeted Expenditures Over Time



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Public Works</b>						
<b>Facilities Management Division</b>						
<b>Maintenance</b>						
Building and Grounds Maintenance Old Police Station	\$220.00	\$5,609.21	\$480.00	\$2,000.00	\$2,000.00	0%
Building and Grounds Maintenance Range	\$6,963.52	\$2,773.22	\$1,631.98	\$2,000.00	\$10,000.00	400%
Maintenance Contract Old Police Station	\$1,015.25	\$657.10	\$796.70	\$1,481.00	\$1,281.00	-13.504%
Building and Grounds Maintenance Safety Village	\$1,046.00	\$626.81	\$2,980.00	\$0.00	\$0.00	
Building and Grounds Maintenance Public Works Facility	\$25,079.81	\$11,898.31	\$6,432.20	\$9,500.00	\$1,750.00	-81.579%
Maintenance Contract Safety Village	\$6,791.75	\$3,182.80	\$0.00	\$0.00	\$0.00	
Maintenance Contract Sirens	\$3,990.00	\$4,560.00	\$4,560.00	\$4,078.00	\$4,660.00	14.272%
Maintenance Contract Public Works Facility	\$9,021.52	\$7,773.75	\$7,514.56	\$11,705.00	\$8,960.00	-23.452%
Building and Grounds Maintenance Village Hall	\$9,274.41	\$22,063.30	\$42,046.94	\$9,000.00	\$9,000.00	0%
Building and Grounds Maintenance Police Facility	\$44,605.94	\$10,618.58	\$30,458.78	\$32,750.00	\$21,674.00	-33.820%
Maintenance Contract Police Building	\$48,583.47	\$58,051.47	\$58,178.67	\$54,035.00	\$54,306.00	0.502%
Maintenance Contract Village Hall	\$39,949.60	\$41,054.38	\$41,912.48	\$43,695.00	\$45,554.00	4.254%
<b>Total Maintenance:</b>	<b>\$196,541.27</b>	<b>\$168,868.93</b>	<b>\$196,992.31</b>	<b>\$170,244.00</b>	<b>\$159,185.00</b>	<b>-6.496%</b>
<b>Benefits</b>						
Fringe Benefits Medical/Dental Insurance	-\$1,400.45	-\$2,132.50	-\$35.17	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>-\$1,400.45</b>	<b>-\$2,132.50</b>	<b>-\$35.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other Expenses</b>						



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Building & Grounds Supplies Safety Village	\$224	\$0.00	\$0.00	\$0.00	\$0.00	
Building & Grounds Supplies Old Police Station	\$246.78		\$0.00	\$0.00	\$0.00	
Building & Grounds Supplies Village Hall	\$80.99	\$1,097.32	\$2,384.46	\$2,000.00	\$2,000.00	0%
Building & Grounds Supplies Police Facility	\$383.63	\$1,032.00	\$817.50	\$1,500.00	\$1,500.00	0%
Building & Grounds Supplies Public Works Facility	\$2,534.46	\$3,056.77	\$3,121.27	\$3,000.00	\$3,000.00	0%
<b>Total Other Expenses:</b>	<b>\$3,248.10</b>	<b>\$5,186.09</b>	<b>\$6,323.23</b>	<b>\$6,500.00</b>	<b>\$6,500.00</b>	<b>0%</b>
<b>Total Facilities Management Division:</b>	<b>\$198,388.92</b>	<b>\$171,922.52</b>	<b>\$203,280.37</b>	<b>\$176,744.00</b>	<b>\$165,685.00</b>	<b>-6.257%</b>
<b>Streets Division</b>						
<b>Maintenance</b>						
Maintenance Contract Streets and Alleys	-\$4,802.27	\$577.00	\$2,467.55	\$1,500.00	\$4,100.00	173.333%
Streets & Alley Maintenance Services Dumping	\$2,919.00	\$4,555.00	\$10,730.00	\$7,000.00	\$7,000.00	0%
Equipment Maintenance General	\$10,516.34	\$6,877.60	\$13,161.70	\$8,000.00	\$10,000.00	25%
Vehicle Maintenance General	\$13,410.92	\$12,804.43	\$6,328.83	\$14,000.00	\$14,000.00	0%
Streets & Alleys Maintenance Supplies General Supplies	\$30,324.20	\$33,749.33	\$88,396.99	\$97,000.00	\$90,500.00	-6.701%
Streets & Alley Maintenance Services General	\$127,705.15	\$133,838.96	\$119,756.53	\$128,000.00	\$150,500.00	17.578%
<b>Total Maintenance:</b>	<b>\$180,073.34</b>	<b>\$192,402.32</b>	<b>\$240,841.60</b>	<b>\$255,500.00</b>	<b>\$276,100.00</b>	<b>8.063%</b>
<b>Contractual Services</b>						
Other Services Events	\$14.00		\$0.00	\$0.00	\$0.00	
Other Services General Engineering	\$31,794.12	\$22,716.80	\$18,250.50	\$25,000.00	\$25,000.00	0%
Communications Cell Phones	\$4,187.42	\$3,414.11	\$3,753.50	\$5,000.00	\$4,000.00	-20%
<b>Total Contractual Services:</b>	<b>\$35,995.54</b>	<b>\$26,130.91</b>	<b>\$22,004.00</b>	<b>\$30,000.00</b>	<b>\$29,000.00</b>	<b>-3.333%</b>
<b>Other Expenses</b>						
Operating Supplies Safety	\$1,939.86	\$1,953.72	\$2,818.69	\$2,000.00	\$2,000.00	0%
Rent/Lease Construction Equipment	\$4,182.20	\$2,500.00	\$618.00	\$5,000.00	\$5,000.00	0%
Operating Supplies Tools & Equipment	\$3,870.10	\$4,271.11	\$4,267.28	\$3,500.00	\$5,250.00	50%
Operating Supplies Sidewalk Salt	\$1,485.00	\$3,000.00	\$2,728.00	\$3,000.00	\$3,000.00	0%
Uniforms Full Time Employees	\$4,670.33	\$6,287.08	\$4,365.31	\$6,500.00	\$6,500.00	0%
Rent/Lease Storage			\$0.00	\$0.00	\$15,000.00	
<b>Total Other Expenses:</b>	<b>\$16,147.49</b>	<b>\$18,011.91</b>	<b>\$14,797.28</b>	<b>\$20,000.00</b>	<b>\$36,750.00</b>	<b>83.75%</b>
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$966.79	\$503.26	\$444.11	\$444.92	\$413.75	-7.006%
Fringe Benefits Medical/Dental Insurance	\$78,417.77	\$55,347.71	\$73,140.16	\$70,600.36	\$74,624.11	5.699%
Fringe Benefits Life Insurance		\$579.78	\$808.69	\$845.00	\$792.00	-6.272%
Fringe Benefits Other Benefits			\$110.30	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$79,384.56</b>	<b>\$56,430.75</b>	<b>\$74,503.26</b>	<b>\$71,890.28</b>	<b>\$75,829.86</b>	<b>5.480%</b>



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Salaries</b>						
Salaries Overtime	\$100,015.80	\$87,981.07	\$83,637.00	\$101,126.52	\$118,580.63	17.260%
Salaries Regular Salaries	\$317,832.37	\$304,717.91	\$297,314.11	\$380,457.30	\$326,354.16	-14.221%
<b>Total Salaries:</b>	<b>\$417,848.17</b>	<b>\$392,698.98</b>	<b>\$380,951.11</b>	<b>\$481,583.82</b>	<b>\$444,934.79</b>	<b>-7.610%</b>
<b>Total Streets Division:</b>	<b>\$729,449.10</b>	<b>\$685,674.87</b>	<b>\$733,097.25</b>	<b>\$858,974.10</b>	<b>\$862,614.65</b>	<b>0.424%</b>
<b>Administration</b>						
<b>Contractual Services</b>						
Communications Postage	\$33.30	\$103.75	\$71.05	\$300.00	\$300.00	0%
Communications Cell Phones	\$1,057.59	\$3,099.48	\$2,102.35	\$3,000.00	\$2,000.00	-33.333%
Other Services Public Relations/Marketing	\$765.36	\$1,440.67	\$1,088.31	\$1,500.00	\$1,500.00	0%
Communications Telephone	\$5,326.68	\$4,788.97	\$5,746.35	\$2,600.00	\$5,000.00	92.308%
Insurance IRMA Deductible	\$14,248.40	\$13,300.71	\$9,151.17	\$10,000.00	\$10,000.00	0%
Insurance IRMA Premium		\$12,000.00	\$12,000.00	\$30,000.00	\$20,000.00	-33.333%
<b>Total Contractual Services:</b>	<b>\$21,431.33</b>	<b>\$34,733.58</b>	<b>\$30,159.23</b>	<b>\$47,400.00</b>	<b>\$38,800.00</b>	<b>-18.143%</b>
<b>Other Expenses</b>						
Office Supplies Paper	\$160.27	\$160.77	\$29.99	\$200.00	\$200.00	0%
Office Supplies General	\$336.01	\$191.47	\$962.61	\$2,000.00	\$3,000.00	50%
Printing/Advertising Recording and Legal Notices	\$617.67	\$233.10	\$2,035.72	\$1,000.00	\$1,000.00	0%
Rent/Lease Office Equipment	\$1,298.88	\$1,628.77	\$509.12	\$3,000.00	\$800.00	-73.333%
<b>Total Other Expenses:</b>	<b>\$2,412.83</b>	<b>\$2,214.11</b>	<b>\$3,537.44</b>	<b>\$6,200.00</b>	<b>\$5,000.00</b>	<b>-19.355%</b>
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$255.69	\$200.29	\$177.49	\$175.08	\$148.75	-15.039%
Fringe Benefits Medical/Dental Insurance	\$25,771.15	\$25,498.32	\$37,457.19	\$25,701.64	\$26,148.85	1.740%
Fringe Benefits Life Insurance		\$265.41	\$513.11	\$223.00	\$241.00	8.072%
Fringe Benefits Other Benefits			\$215.39	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$26,026.84</b>	<b>\$25,964.02</b>	<b>\$38,363.18</b>	<b>\$26,099.72</b>	<b>\$26,538.60</b>	<b>1.682%</b>
<b>Salaries</b>						
Salaries Overtime	\$1,844.41	\$1,893.09	\$3,384.05	\$0.00	\$0.00	
Salaries Part-Time	\$23,619.87	\$15,717.85	\$25,288.82	\$43,672.72	\$15,679.72	-64.097%
Salaries Regular Salaries	\$96,381.23	\$126,842.77	\$181,302.65	\$103,493.95	\$131,710.02	27.263%
<b>Total Salaries:</b>	<b>\$121,845.51</b>	<b>\$144,453.71</b>	<b>\$209,975.52</b>	<b>\$147,166.67</b>	<b>\$147,389.74</b>	<b>0.152%</b>
<b>Personnel Development</b>						
Personnel Development Meetings/Activities/Expenses	\$142.78		\$80.60	\$0.00	\$250.00	
Personnel Development Training and Conferences		\$323.96	\$1,061.09	\$570.00	\$1,750.00	207.018%
Personnel Development Membership and Dues	\$1,040.18	\$780.00	\$995.00	\$1,000.00	\$1,355.00	35.5%
Other Services Medical		\$0.00	\$0.00	\$2,100.00	\$2,100.00	0%
<b>Total Personnel Development:</b>	<b>\$1,182.96</b>	<b>\$1,103.96</b>	<b>\$2,136.69</b>	<b>\$3,670.00</b>	<b>\$5,455.00</b>	<b>48.638%</b>





Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Total Administration:</b>	<b>\$172,899.47</b>	<b>\$208,469.38</b>	<b>\$284,172.06</b>	<b>\$230,536.39</b>	<b>\$223,183.34</b>	<b>-3.190%</b>
<b>Vehicle Maintenance Division</b>						
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$207.18	\$123.79	\$133.13	\$140.00	\$137.50	-1.786%
Fringe Benefits Medical/Dental Insurance	\$27,938.04	\$15,954.16	\$21,879.50	\$20,810.00	\$23,670.20	13.744%
Fringe Benefits Life Insurance		\$109.88	\$169.46	\$168.00	\$175.00	4.167%
Fringe Benefits Other Benefits			\$45.22	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$28,145.22</b>	<b>\$16,187.83</b>	<b>\$22,227.31</b>	<b>\$21,118.00</b>	<b>\$23,982.70</b>	<b>13.565%</b>
<b>Maintenance</b>						
Equipment Maintenance General	\$31.88	\$239.80	\$2,340.90	\$1,800.00	\$1,800.00	0%
Maintenance Contract Vehicle Maintenance	\$5,491.66	\$4,007.59	\$4,905.75	\$5,250.00	\$5,250.00	0%
Maintenance Contract Equipment	\$3,300.00		\$0.00	\$0.00	\$0.00	
Vehicle Maintenance General	\$11,055.89	\$5,560.21	\$12,355.59	\$13,686.00	\$12,200.00	-10.858%
Vehicle Maintenance Supplies Public Safety	\$15,901.03	\$16,877.13	\$16,717.40	\$12,000.00	\$14,000.00	16.667%
Vehicle Maintenance Supplies General	\$49,108.26	\$36,809.36	\$37,561.55	\$37,000.00	\$37,000.00	0%
Vehicle Maintenance Supplies Emergency Management			\$0.00	\$3,000.00	\$3,000.00	0%
<b>Total Maintenance:</b>	<b>\$84,888.72</b>	<b>\$63,494.09</b>	<b>\$73,881.19</b>	<b>\$72,736.00</b>	<b>\$73,250.00</b>	<b>0.707%</b>
<b>Salaries</b>						
Salaries Overtime	\$349.85	\$5,778.48	\$275.05	\$0.00	\$0.00	
Salaries Regular Salaries	\$65,744.44	\$63,594.39	\$62,083.21	\$61,311.12	\$64,632.74	5.418%
<b>Total Salaries:</b>	<b>\$66,094.29</b>	<b>\$69,372.87</b>	<b>\$62,358.26</b>	<b>\$61,311.12</b>	<b>\$64,632.74</b>	<b>5.418%</b>
<b>Other Expenses</b>						
Operating Supplies Safety	\$1,197.07	\$1,183.86	\$2,990.46	\$1,800.00	\$2,000.00	11.111%
Operating Supplies Tools & Equipment	\$5,487.81	\$5,638.53	\$2,742.23	\$5,000.00	\$5,500.00	10%
Operating Supplies Motor Fuel	\$146,300.68	\$147,265.94	\$143,848.90	\$150,000.00	\$155,000.00	3.333%
<b>Total Other Expenses:</b>	<b>\$152,985.56</b>	<b>\$154,088.33</b>	<b>\$149,581.59</b>	<b>\$156,800.00</b>	<b>\$162,500.00</b>	<b>3.635%</b>
<b>Personnel Development</b>						
Personnel Development Training and Conferences	\$170.00	\$0.00	\$0.00	\$2,500.00	\$2,000.00	-20%
Personnel Development Membership and Dues	\$150.00	\$0.00	\$0.00	\$250.00	\$250.00	0%
<b>Total Personnel Development:</b>	<b>\$320.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,750.00</b>	<b>\$2,250.00</b>	<b>-18.182%</b>
<b>Total Vehicle Maintenance Division:</b>	<b>\$332,433.79</b>	<b>\$303,143.12</b>	<b>\$308,048.35</b>	<b>\$314,715.12</b>	<b>\$326,615.44</b>	<b>3.781%</b>
<b>Environmental Commission</b>						
<b>Other Expenses</b>						
Operating Supplies Events	\$70.95	\$55.00	\$0.00	\$0.00	\$0.00	
<b>Total Other Expenses:</b>	<b>\$70.95</b>	<b>\$55.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Total Environmental Commission:</b>	<b>\$70.95</b>	<b>\$55.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Utilities</b>						
<b>Other Expenses</b>						
Electric Expense Street Lighting	\$114,628.04	\$126,540.00	\$123,472.85	\$114,000.00	\$115,000.00	0.877%
<b>Total Other Expenses:</b>	<b>\$114,628.04</b>	<b>\$126,540.00</b>	<b>\$123,472.85</b>	<b>\$114,000.00</b>	<b>\$115,000.00</b>	<b>0.877%</b>
<b>Total Utilities:</b>	<b>\$114,628.04</b>	<b>\$126,540.00</b>	<b>\$123,472.85</b>	<b>\$114,000.00</b>	<b>\$115,000.00</b>	<b>0.877%</b>
<b>Downton Commission</b>						
<b>Maintenance</b>						
Building and Grounds Maintenance Canals	\$5,818.41	\$454.92	\$0.00	\$0.00	\$0.00	
<b>Total Maintenance:</b>	<b>\$5,818.41</b>	<b>\$454.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other Expenses</b>						
Operating Supplies Quarry/Path	\$982.92	\$469.92	\$17,414.85	\$3,000.00	\$3,000.00	0%
<b>Total Other Expenses:</b>	<b>\$982.92</b>	<b>\$469.92</b>	<b>\$17,414.85</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>0%</b>
<b>Total Downton Commission:</b>	<b>\$6,801.33</b>	<b>\$924.84</b>	<b>\$17,414.85</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>0%</b>
<b>Capital Outlay</b>						
Capital Outlay Machinery & Equipment Small Inventory Asset	\$305.52		\$30,615.00	\$31,000.00	\$40,001.00	29.035%
Capital Outlay Software & Technology Softward & Cloud Based Software	\$3,882.00		\$0.00	\$0.00	\$0.00	
Capital Outlay Vehicles Small Inventory Assets		\$11,776.25	\$7,898.04	\$0.00	\$0.00	
Capital Outlay Vehicles Capitalized Assets	\$29,177.00	\$0.00	\$251,102.89	\$300,000.00	\$0.00	-100%
Capital Outlay Computer Equipment Small Inventory Asset		\$697.49	\$0.00	\$0.00	\$0.00	
<b>Total Capital Outlay:</b>	<b>\$33,364.52</b>	<b>\$12,473.74</b>	<b>\$289,615.93</b>	<b>\$331,000.00</b>	<b>\$40,001.00</b>	<b>-87.915%</b>
<b>Leases</b>						
Interest Payment Capital Leases	\$1,036.89	\$1,315.72	\$3,393.10	\$15,374.00	\$1,609.00	-89.534%
Principal Payment Capital Lease	\$10,739.36	\$39,413.31	\$49,237.17	\$52,122.00	\$19,273.00	-63.023%
<b>Total Leases:</b>	<b>\$11,776.25</b>	<b>\$40,729.03</b>	<b>\$52,630.27</b>	<b>\$67,496.00</b>	<b>\$20,882.00</b>	<b>-69.062%</b>
<b>Total Public Works:</b>	<b>\$1,599,812.37</b>	<b>\$1,549,932.50</b>	<b>\$2,011,731.93</b>	<b>\$2,096,465.61</b>	<b>\$1,756,981.43</b>	<b>-16.193%</b>



# FY 2019-2020 Accomplishments

## Strategic Priority 5- Infrastructure Maintenance

- Replaced deteriorating water main Eureka Avenue from Oak Lane to Kettering Lane, Florence Street from Roberta Street to Weimer Avenue, Mayfair Court Easement, Pruxne Street from Porter to Main Street.
- Reconstructed One Rod Road with the Park District.
- Wayfinding Signage has been installed.
- Reconstructed one failing alley.
- New well and tower location has been determined and purchased.
- Resurfacing completed for Eureka Avenue from Oak Court to Kettering Lane, Eureka Avenue from Kettering Lane to State Street, Oak Lane East of Eureka, Oak Court East of Oak Lane, Florence Street from Roberta Street to Weimer Avenue, Norton Avenue from Warner Avenue to State Street, Lockport Street from Cass Street to Illinois Street, Peiffer Avenue from Timberline Drive to Aspen Court.
- Street resurfacing, brick pavers reset, curb and gutter reconstruction completed on Stephen Street from Illinois Street to River Street.
- Meadowlark Subdivision Completion.
- 5<sup>th</sup> Street Water Main.
- Emily Lane water main extension.
- Gateway Entry Signs.
- Parking Lot sealcoating.
- Fremont Alley Sanitary Sewer
- Approved contract for Forge Access Road Rehabilitation

# FY 2020-2021 Goals and Objectives

## Strategic Priority 5- Infrastructure Maintenance

- Replace deteriorating water main on Warner Avenue north of Roberta, Florence Street from Wend to Roberta, Singer Avenue from Logan to Norton.
- Resurface McCarthy Road from Illinois Street to Walker Road and construct bicycle lanes.
- Logan Dam Sediment Removal.
- Replace landscaping at Metra station.
- Resurface Fordham Hills Estates Subdivision, Keepataw Trails Subdivision, Pavement Mark Main Street from VFW to Holmes Street.
- Reconstruct one failing alley.
- Complete Gateway Entry Sign project
- Begin construction of new Tower and Municipal Building site.
- Continue improving relations with other taxing bodies by equipment sharing and project coordination.
- Continue HQRA Restoration project
- Continue to work with the Forge project at the LHQRA

## Strategic Priority 6- Operational Effectiveness

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



# Community Development



## *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

# Organizational Chart

<b>Fiscal Year</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>
Total Positions				
Full-Time	8	7	7	7
Part-Time	5	4	4	4



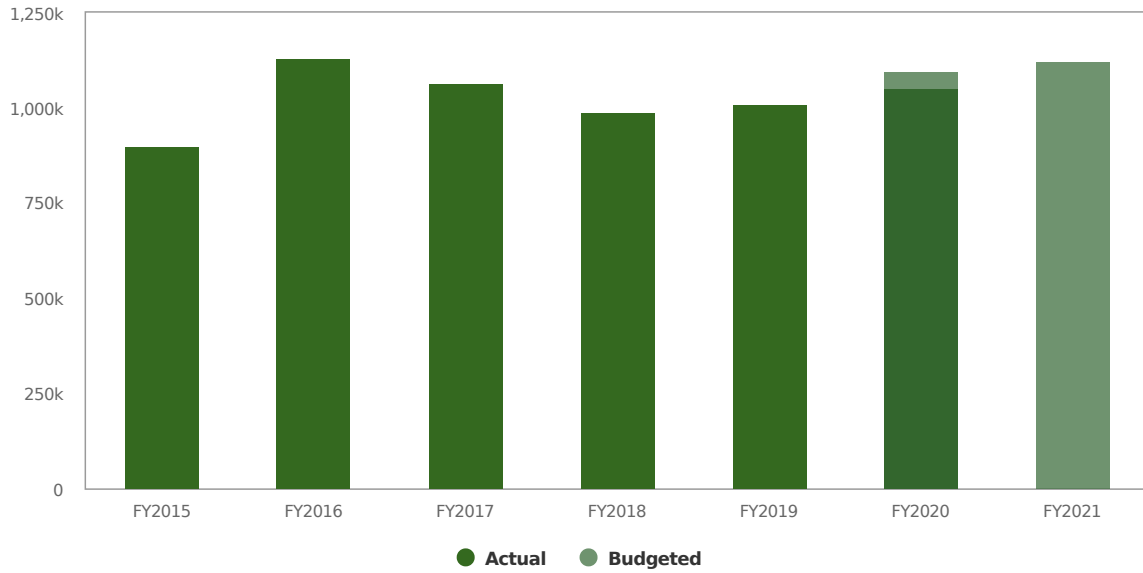
# Community Development Budget

**\$1,125,603**

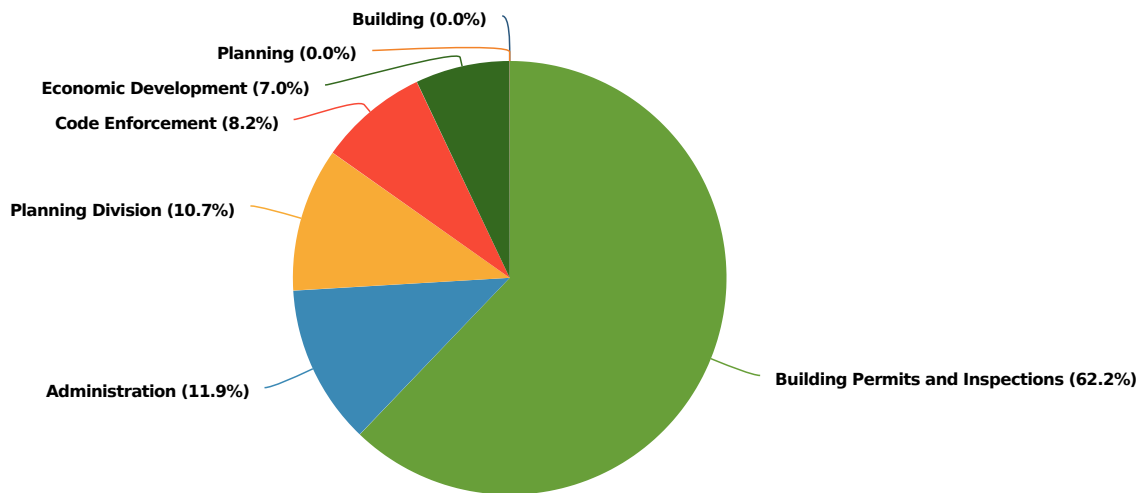
**\$30,129**

(2.68% vs. prior year)

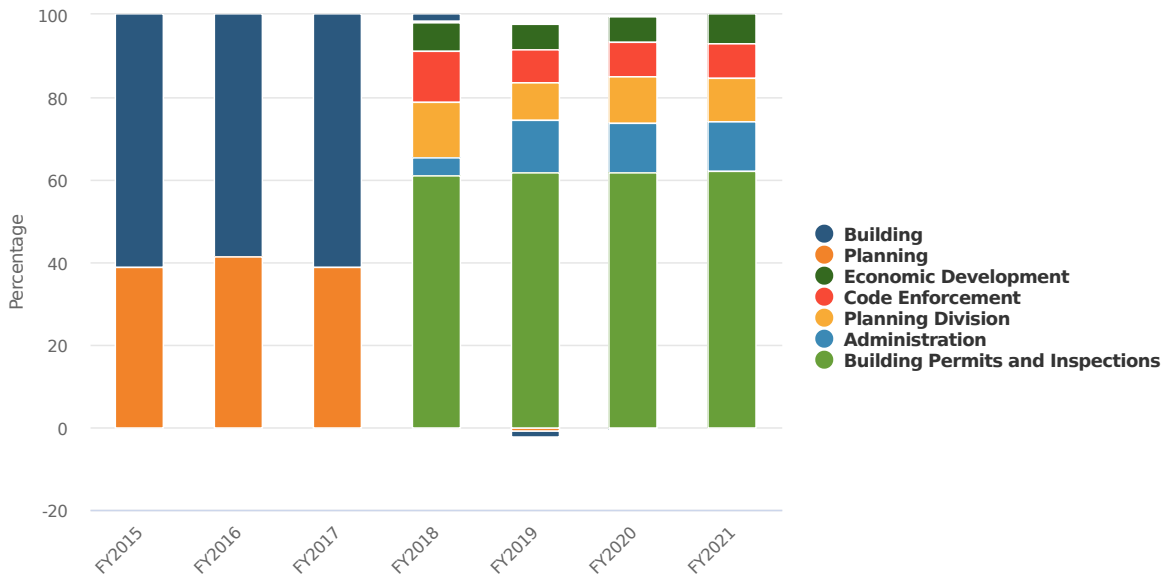
## Community Development Proposed and Historical Budget vs. Actual



## Community Development Budgeted Expenditures



### Community Development Historical and Budgeted Expenditures Over Time



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Community Development</b>						
<b>Building</b>						
<b>Code Enforcement</b>						
<b>Benefits</b>						
Fringe Benefits Medical/Dental Insurance	-\$5,567.77	-\$8,328.64	\$0.00	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>-\$5,567.77</b>	<b>-\$8,328.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Salaries</b>						
Salaries Regular Salaries	-\$0.03		\$0.00	\$0.00	\$0.00	
<b>Total Salaries:</b>	<b>-\$0.03</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Code Enforcement:</b>	<b>-\$5,567.80</b>	<b>-\$8,328.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Building Permits and Inspections</b>						
<b>Benefits</b>						
Fringe Benefits Medical/Dental Insurance	-\$154.05	-\$6,767.66	\$0.00	\$0.00	\$0.00	
Fringe Benefits Vision Insurance	\$44.92		\$0.00	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>-\$109.13</b>	<b>-\$6,767.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Contractual Services</b>						
Building & Planning Services Grading Inspections	\$65.00		\$0.00	\$0.00	\$0.00	
Building & Planning Services Building Plan Review			-\$1,802.00	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$65.00</b>		<b>-\$1,802.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Salaries</b>						



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Salaries Regular Salaries	\$19,081.39		\$0.00	\$0.00	\$0.00	
<b>Total Salaries:</b>	<b>\$19,081.39</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Building Permits and Inspections:</b>	<b>\$19,037.26</b>	<b>-\$6,767.66</b>	<b>-\$1,802.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Administration</b>						
<b>Salaries</b>						
Salaries Part-Time	\$140.00		\$0.00	\$0.00	\$0.00	
<b>Total Salaries:</b>	<b>\$140.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other Expenses</b>						
Rent/Lease Office Equipment	\$198.66		\$0.00	\$0.00	\$0.00	
Office Supplies General			\$146.88	\$0.00	\$0.00	
<b>Total Other Expenses:</b>	<b>\$198.66</b>		<b>\$146.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Administration:</b>	<b>\$338.66</b>		<b>\$146.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Building:</b>	<b>\$13,808.12</b>	<b>-\$15,096.30</b>	<b>-\$1,655.12</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Planning</b>						
<b>Administration</b>						
<b>Benefits</b>						
Fringe Benefits Medical/Dental Insurance	-\$2,316.22	-\$8,952.20	\$0.00	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>-\$2,316.22</b>	<b>-\$8,952.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Other Expenses</b>						
Rent/Lease Office Equipment	\$198.66		\$0.00	\$0.00	\$0.00	
Office Supplies General			\$44.06	\$0.00	\$0.00	
<b>Total Other Expenses:</b>	<b>\$198.66</b>		<b>\$44.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Administration:</b>	<b>-\$2,117.56</b>	<b>-\$8,952.20</b>	<b>\$44.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Communications Postage	-\$26.30		\$0.00	\$0.00	\$0.00	
Communications Postage	\$26.30		\$0.00	\$0.00	\$0.00	
<b>Planning Division</b>						
<b>Contractual Services</b>						
Building & Planning Services General Engineering	\$162.00		\$0.00	\$0.00	\$0.00	
Building & Planning Services Eng. Services-Site Development	\$562.00		\$0.00	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$724.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Planning Division:</b>	<b>\$724.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Economic Development</b>						





Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Contractual Services</b>						
Other Services Economic Development	\$4,905.24		\$0.00	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$4,905.24</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Economic Development:</b>	<b>\$4,905.24</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Planning:</b>	<b>\$3,511.68</b>	<b>-\$8,952.20</b>	<b>\$44.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Planning Division</b>						
<b>Contractual Services</b>						
Subscription Services Database	\$10.61		\$0.00	\$0.00	\$0.00	
Communications Postage	\$309.91	\$6.70	\$0.00	\$0.00	\$0.00	
Building & Planning Services General Engineering	\$907.20	\$660.00	\$1,732.00	\$1,000.00	\$1,850.00	85%
Building & Planning Services Mapping	\$1,500.00	\$1,500.00	\$4,382.25	\$20,000.00	\$0.00	-100%
Building & Planning Services Other Services-Zoning Entitlements	\$2,065.00	\$1,155.27	\$35,609.15	\$32,000.00	\$35,500.00	10.938%
Building & Planning Services Other Services-Site Development	\$3,823.63	\$393.00	\$1,079.50	\$0.00	\$500.00	
Building & Planning Services Eng. Services-Zoning Entitlement	\$8,267.25	\$8,364.45	\$9,625.60	\$10,000.00	\$10,000.00	0%
Building & Planning Services Other Services	\$18,900.80	\$28,772.60	-\$198.00	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$35,784.40</b>	<b>\$40,852.02</b>	<b>\$52,230.50</b>	<b>\$63,000.00</b>	<b>\$47,850.00</b>	<b>-24.048%</b>
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$81.41	\$29.67	\$78.90	\$0.00	\$83.00	
Fringe Benefits Medical/Dental Insurance	\$8,085.98	\$4,329.41	\$12,545.08	\$0.00	\$13,684.36	
Fringe Benefits Life Insurance		\$37.87	\$100.73	\$0.00	\$105.00	
Fringe Benefits Other Benefits			\$60.00	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$8,167.39</b>	<b>\$4,396.95</b>	<b>\$12,784.71</b>	<b>\$0.00</b>	<b>\$13,872.36</b>	
<b>Other Expenses</b>						
Printing/Advertising Outside Print Services	\$328.40	\$0.00	\$113.00	\$300.00	\$300.00	0%
Rent/Lease Office Equipment	\$595.98	\$0.00	\$0.00	\$0.00	\$0.00	
Printing/Advertising Recording and Legal Notices	\$814.43	\$356.18	\$610.40	\$2,000.00	\$2,000.00	0%
Office Supplies General	\$1,059.73	\$227.23	\$0.00	\$0.00	\$0.00	
<b>Total Other Expenses:</b>	<b>\$2,798.54</b>	<b>\$583.41</b>	<b>\$723.40</b>	<b>\$2,300.00</b>	<b>\$2,300.00</b>	<b>0%</b>
<b>Maintenance</b>						
Maintenance Contract Equipment	\$879.00	\$879.00	\$879.00	\$0.00	\$1,000.00	
<b>Total Maintenance:</b>	<b>\$879.00</b>	<b>\$879.00</b>	<b>\$879.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	
<b>Salaries</b>						
Salaries Overtime	\$1,858.53		\$0.00	\$0.00	\$0.00	
Salaries Regular Salaries	\$80,280.04	\$45,257.44	\$47,764.48	\$0.00	\$50,826.28	



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Total Salaries:</b>	<b>\$82,138.57</b>	<b>\$45,257.44</b>	<b>\$47,764.48</b>	<b>\$0.00</b>	<b>\$50,826.28</b>	
<b>Personnel Development</b>						
Personnel Development Meetings/Activities/Expenses	\$57.86	\$224.10	\$126.36	\$195.00	\$195.00	0%
Personnel Development Publications-Subscriptions	\$453.00	\$0.00	\$119.00	\$275.00	\$275.00	0%
Personnel Development Training and Conferences	\$892.93	\$3,691.94	\$2,368.89	\$2,695.00	\$2,695.00	0%
Personnel Development Membership and Dues	\$1,013.00	\$1,519.25	\$1,502.00	\$1,800.00	\$1,800.00	0%
<b>Total Personnel Development:</b>	<b>\$2,416.79</b>	<b>\$5,435.29</b>	<b>\$4,116.25</b>	<b>\$4,965.00</b>	<b>\$4,965.00</b>	<b>0%</b>
<b>Total Planning Division:</b>	<b>\$132,184.69</b>	<b>\$97,404.11</b>	<b>\$118,498.34</b>	<b>\$70,265.00</b>	<b>\$120,813.64</b>	<b>71.940%</b>
<b>Administration</b>						
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$13.41	\$83.39	\$0.00	\$140.00	\$0.00	-100%
Fringe Benefits Medical/Dental Insurance	\$1,809.05	\$13,491.71	\$1,602.43	\$21,029.00	\$1,604.24	-92.371%
Fringe Benefits Life Insurance		\$166.60	\$192.50	\$345.00	\$201.25	-41.667%
Fringe Benefits Other Benefits			\$150.00	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$1,822.46</b>	<b>\$13,741.70</b>	<b>\$1,944.93</b>	<b>\$21,514.00</b>	<b>\$1,805.49</b>	<b>-91.608%</b>
<b>Other Expenses</b>						
Operating Supplies General	\$73.81		\$0.00	\$0.00	\$0.00	
Operating Supplies Other	\$107.76	\$1.90	\$0.00	\$0.00	\$0.00	
Printing/Advertising Recording and Legal Notices	\$231.81	\$541.80	\$216.78	\$300.00	\$0.00	-100%
Office Supplies Paper	\$378.39	\$349.59	\$226.48	\$500.00	\$0.00	-100%
Printing/Advertising Outside Print Services	\$423.75	\$529.82	\$935.55	\$400.00	\$0.00	-100%
Rent/Lease Office Equipment	\$1,817.04	\$542.33	\$1,083.09	\$500.00	\$0.00	-100%
Office Supplies General	\$1,823.09	\$901.91	\$1,328.18	\$500.00	\$0.00	-100%
<b>Total Other Expenses:</b>	<b>\$4,855.65</b>	<b>\$2,867.35</b>	<b>\$3,790.08</b>	<b>\$2,200.00</b>	<b>\$0.00</b>	<b>-100%</b>
<b>Salaries</b>						
Salaries Part-Time	\$1,095.50	\$5,135.65	\$5,800.82	\$8,341.40	\$9,594.00	15.017%
Salaries Regular Salaries	\$32,011.25	\$110,523.83	\$114,893.12	\$194,065.12	\$122,005.98	-37.131%
<b>Total Salaries:</b>	<b>\$33,106.75</b>	<b>\$115,659.48</b>	<b>\$120,693.94</b>	<b>\$202,406.52</b>	<b>\$131,599.98</b>	<b>-34.982%</b>
<b>Contractual Services</b>						
Other Services Consulting	\$3,567.35		\$0.00	\$0.00	\$0.00	
Subscription Services Organizational Memberships		\$10.00	\$0.00	\$0.00	\$0.00	
Communications Postage		\$307.39	\$0.00	\$300.00	\$0.00	-100%
Subscription Services Database			\$1,500.00	\$0.00	\$0.00	
<b>Total Contractual Services:</b>	<b>\$3,567.35</b>	<b>\$317.39</b>	<b>\$1,500.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>-100%</b>



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
<b>Personnel Development</b>						
Personnel Development Meetings/Activities/Expenses	\$152.20		\$0.00	\$0.00	\$0.00	
Personnel Development Membership and Dues	\$366.81		\$0.00	\$0.00	\$0.00	
Personnel Development Training and Conferences		\$949.00	\$0.00	\$0.00	\$0.00	
Personnel Development Training and Conferences			\$25.00	\$525.00	\$525.00	0%
<b>Total Personnel Development:</b>	<b>\$519.01</b>	<b>\$949.00</b>	<b>\$25.00</b>	<b>\$525.00</b>	<b>\$525.00</b>	<b>0%</b>
<b>Total Administration:</b>	<b>\$43,871.22</b>	<b>\$133,534.92</b>	<b>\$127,953.95</b>	<b>\$226,945.52</b>	<b>\$133,930.47</b>	<b>-40.986%</b>
<b>Building Permits and Inspections</b>						
<b>Other Expenses</b>						
Office Supplies Paper	\$31.49	\$0.00	\$0.00	\$200.00	\$100.00	-50%
Printing/Advertising Outside Print Services	\$155.95	\$105.95	\$272.85	\$0.00	\$100.00	
Operating Supplies Safety	\$251.51	\$215.87	\$447.83	\$500.00	\$500.00	0%
Rent/Lease Office Equipment	\$595.98	\$0.00	\$0.00	\$0.00	\$0.00	
Printing/Advertising Recording and Legal Notices	\$845.00	\$1,183.00	\$97.45	\$1,000.00	\$500.00	-50%
Office Supplies General	\$944.08	\$56.48	\$271.94	\$1,500.00	\$500.00	-66.667%
Operating Supplies Other		\$300.79	\$0.00	\$0.00	\$0.00	
<b>Total Other Expenses:</b>	<b>\$2,824.01</b>	<b>\$1,862.09</b>	<b>\$1,090.07</b>	<b>\$3,200.00</b>	<b>\$1,700.00</b>	<b>-46.875%</b>
<b>Contractual Services</b>						
Building & Planning Services Grading - Commercial	\$282.00	\$401.00	\$166.00	\$500.00	\$500.00	0%
Other Services Consulting	\$819.00	\$495.00	\$166.00	\$15,000.00	\$0.00	-100%
Communications Postage	\$1,482.09	\$597.26	\$999.84	\$1,000.00	\$1,000.00	0%
Other Services Property Maintenance	\$1,606.00		\$0.00	\$0.00	\$0.00	
Building & Planning Services Grading Inspections	\$5,566.00	\$1,263.00	\$10,397.25	\$500.00	\$10,250.00	1,950%
Building & Planning Services Other Services-Site Development	\$10,682.61	\$10,301.98	\$7,277.13	\$12,000.00	\$8,750.00	-27.083%
Building & Planning Services Health Inspections	\$15,400.00	\$22,760.00	\$21,140.00	\$15,000.00	\$25,000.00	66.667%
Building & Planning Services Eng. Services-Site Development	\$35,137.00	\$58,749.50	\$49,174.25	\$39,000.00	\$63,000.00	61.538%
Building & Planning Services Building Plan Review	\$55,603.93	\$36,997.78	\$73,034.58	\$48,000.00	\$65,250.00	35.938%
Building & Planning Services Grading - Residential	\$56,405.00	\$70,044.00	\$45,125.50	\$75,000.00	\$50,000.00	-33.333%
Building & Planning Services Building Inspections	\$63,945.00	\$65,857.00	\$56,520.32	\$62,000.00	\$50,000.00	-19.355%
Subscription Services Organizational Memberships			\$120.00	\$255.00	\$330.00	29.412%
Communications Telephone			\$1,174.00	\$0.00	\$1,200.00	
<b>Total Contractual Services:</b>	<b>\$246,928.63</b>	<b>\$267,466.52</b>	<b>\$265,294.87</b>	<b>\$268,255.00</b>	<b>\$275,280.00</b>	<b>2.619%</b>
<b>Benefits</b>						



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Fringe Benefits Vision Insurance	\$796.48	\$534.21	\$512.91	\$516.00	\$515.00	-0.194%
Fringe Benefits Medical/Dental Insurance	\$91,102.88	\$81,096.02	\$85,582.98	\$80,147.00	\$90,770.00	13.254%
Fringe Benefits Life Insurance		\$487.97	\$743.31	\$672.00	\$770.00	14.583%
Fringe Benefits Phone Allowance			\$69.24	\$0.00	\$0.00	
Fringe Benefits Other Benefits			\$543.21	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$91,899.36</b>	<b>\$82,118.20</b>	<b>\$87,451.65</b>	<b>\$81,335.00</b>	<b>\$92,055.00</b>	<b>13.180%</b>
<b>Salaries</b>						
Salaries Overtime	\$6,710.15	\$1,606.53	\$1,450.79	\$0.00	\$0.00	
Salaries Part-Time	\$52,832.51	\$55,748.55	\$49,624.62	\$57,663.00	\$57,899.00	0.409%
Salaries Regular Salaries	\$199,283.29	\$242,167.27	\$244,696.83	\$218,482.80	\$262,755.00	20.263%
<b>Total Salaries:</b>	<b>\$258,825.95</b>	<b>\$299,522.35</b>	<b>\$295,772.24</b>	<b>\$276,145.80</b>	<b>\$320,654.00</b>	<b>16.118%</b>
<b>Personnel Development</b>						
Personnel Development Membership and Dues	\$746.06	\$638.37	\$625.63	\$1,200.00	\$1,200.00	0%
Personnel Development Training and Conferences	\$4,226.29	\$1,009.00	\$1,953.29	\$1,500.00	\$5,500.00	266.667%
Personnel Development Training and Conferences		\$0.00	\$0.00	\$2,250.00	\$2,250.00	0%
Personnel Development Meetings/Activities/Expenses		\$124.42	\$128.12	\$200.00	\$200.00	0%
Personnel Development Publications-Subscriptions			\$0.00	\$850.00	\$850.00	0%
<b>Total Personnel Development:</b>	<b>\$4,972.35</b>	<b>\$1,771.79</b>	<b>\$2,707.04</b>	<b>\$6,000.00</b>	<b>\$10,000.00</b>	<b>66.667%</b>
<b>Total Building Permits and Inspections:</b>	<b>\$605,450.30</b>	<b>\$652,740.95</b>	<b>\$652,315.87</b>	<b>\$634,935.80</b>	<b>\$699,689.00</b>	<b>10.198%</b>
<b>Economic Development</b>						
<b>Other Expenses</b>						
Office Supplies General	\$355.46	\$1,648.31	\$1,641.10	\$1,000.00	\$1,000.00	0%
Operating Supplies Other	\$732.73		\$0.00	\$0.00	\$0.00	
Printing/Advertising Outside Print Services	\$18,413.46	\$7,318.38	\$9,576.27	\$10,000.00	\$10,000.00	0%
Printing/Advertising Recording and Legal Notices		\$30.15	\$0.00	\$0.00	\$0.00	
Office Supplies Paper		\$30.99	\$0.00	\$0.00	\$0.00	
<b>Total Other Expenses:</b>	<b>\$19,501.65</b>	<b>\$9,027.83</b>	<b>\$11,217.37</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>0%</b>
<b>Contractual Services</b>						
Communications Postage	\$847.09	\$198.23	\$4.90	\$500.00	\$200.00	-60%
Other Services Consulting	\$12,975.00	\$5,981.10	\$21,737.50	\$0.00	\$30,000.00	
Other Services Economic Development	\$31,370.01	\$39,538.00	\$23,380.85	\$60,494.00	\$30,000.00	-50.408%
<b>Total Contractual Services:</b>	<b>\$45,192.10</b>	<b>\$45,717.33</b>	<b>\$45,123.25</b>	<b>\$60,994.00</b>	<b>\$60,200.00</b>	<b>-1.302%</b>
<b>Personnel Development</b>						
Personnel Development Meetings/Activities/Expenses	\$2,837.06	\$3,150.40	\$1,736.12	\$2,850.00	\$2,850.00	0%



Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	% Change
Personnel Development Publications-Subscriptions	\$83.20	\$735.10	\$2,626.57	\$580.00	\$0.00	-100%
Personnel Development Membership and Dues	\$888.00	\$1,375.00	\$1,348.38	\$1,075.00	\$580.00	-46.047%
Personnel Development Training and Conferences		\$3,990.18	\$4,663.92	\$2,550.00	\$2,550.00	0%
Subscription Services Organizational Memberships		\$1,000.00	\$480.00	\$1,000.00	\$1,000.00	0%
Personnel Development Tuition Reimbursement			\$0.00	\$0.00	\$1,075.00	
<b>Total Personnel Development:</b>	<b>\$3,808.26</b>	<b>\$10,250.68</b>	<b>\$10,854.99</b>	<b>\$8,055.00</b>	<b>\$8,055.00</b>	<b>0%</b>
<b>Total Economic Development:</b>	<b>\$68,502.01</b>	<b>\$64,995.84</b>	<b>\$67,195.61</b>	<b>\$80,049.00</b>	<b>\$79,255.00</b>	<b>-0.992%</b>
<b>Code Enforcement</b>						
<b>Other Expenses</b>						
Printing/Advertising Outside Print Services			\$96.95	\$0.00	\$150.00	
<b>Total Other Expenses:</b>			<b>\$96.95</b>	<b>\$0.00</b>	<b>\$150.00</b>	
<b>Personnel Development</b>						
Personnel Development Meetings/Activities/Expenses		\$38.03	\$0.00	\$0.00	\$100.00	
Personnel Development Training and Conferences		\$1,195.00	\$0.00	\$0.00	\$500.00	
Personnel Development Membership and Dues			\$0.00	\$0.00	\$500.00	
<b>Total Personnel Development:</b>		<b>\$1,233.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,100.00</b>	
<b>Benefits</b>						
Fringe Benefits Vision Insurance	\$273.26	\$136.48	\$132.84	\$140.00	\$137.25	-1.964%
Fringe Benefits Medical/Dental Insurance	\$34,927.44	\$21,883.00	\$22,722.17	\$22,340.00	\$24,533.12	9.817%
Fringe Benefits Life Insurance		\$116.92	\$169.37	\$168.00	\$175.00	4.167%
Fringe Benefits Other Benefits			\$100.00	\$0.00	\$0.00	
<b>Total Benefits:</b>	<b>\$35,200.70</b>	<b>\$22,136.40</b>	<b>\$23,124.38</b>	<b>\$22,648.00</b>	<b>\$24,845.37</b>	<b>9.702%</b>
<b>Salaries</b>						
Salaries Overtime	\$6,708.59	\$1,756.20	\$3,262.07	\$0.00	\$0.00	
Salaries Regular Salaries	\$81,379.07	\$57,071.58	\$60,545.83	\$58,630.92	\$63,819.72	8.850%
Other Services Consulting		\$340.00	\$0.00	\$0.00	\$0.00	
Other Services Property Maintenance		\$650.00	\$1,455.00	\$2,000.00	\$2,000.00	0%
<b>Total Salaries:</b>	<b>\$88,087.66</b>	<b>\$59,817.78</b>	<b>\$65,262.90</b>	<b>\$60,630.92</b>	<b>\$65,819.72</b>	<b>8.558%</b>
<b>Total Code Enforcement:</b>	<b>\$123,288.36</b>	<b>\$83,187.21</b>	<b>\$88,484.23</b>	<b>\$83,278.92</b>	<b>\$91,915.09</b>	<b>10.370%</b>
<b>Total Community Development:</b>	<b>\$990,616.38</b>	<b>\$1,007,814.53</b>	<b>\$1,052,836.94</b>	<b>\$1,095,474.24</b>	<b>\$1,125,603.20</b>	<b>2.750%</b>

# FY 2019-2020 Accomplishments

## Strategic Priority 1 - Community Development

- Consistent level of new housing: 95 units
- Consistent level of redeveloped housing: 316 units
- Record number of permits issued: 1,338
- Record number of total inspections: 5,627
- UDO amendments for Downtown District
- Successful entitlements for The Forge
- Peterson's properties sold and demolished

## Strategic Priority 2 - Community Image

- Installation of Downtown Wayfinding and Parking signage
- Continued social media strategy, launched Village LinkedIn page
- Held focused meetings with commercial and residential realtors

## Strategic Priority 3 - Economic Vitality

- Launched Business District Improvement Grants, provided 8 grants to business and property owners
- Continued growth in Downtown property sales: 11 properties sold
- Falling Downtown vacancy rate: 9.7%
- High-profile openings of Pete's Market and Rosebud
- Falling Uptown & East vacancy rate: 16.9%
- 83 & Main under contract with Bluestone STP
- Growth in new business openings: 24
- Attendance at all ICSC and retail CRE events

## Strategic Priority 6 - Operational Effectiveness

- Pay plan update approved
- Began using new evaluation tool
- Community Development Manager completed the Midwest Leadership Institute and IEDC's Basic Economic Development Course.
- Participated in StrengthFinders course



# FY 2020-2021 Goals and Objectives

## **Strategic Priority 1 - Community Development**

- Adopt new ICC codes
- IGA with LFPD
- New agreements for consultants
- Review R4-A regulations
- Consistent levels of new and redeveloped housing
- Begin annexation of commercial corridors
- Annexation and rezoning of S&S Canal corridor
- Approval of multi-family development with Lotus Design/Development

## **Strategic Priority 2 - Community Image**

- Installation of gateway signs
- Bring in outside assistance for destination marketing

## **Strategic Priority 3 - Economic Vitality**

- Create I&M TIF District
- Assist Forge with opening
- Find users, sell land at 83 and Main and begin redevelopment activities
- Launch economic development website
- Continued attendance at ICSC and CRE events
- Work with SBDCs to support Downtown business and reduce vacancies, establish retail stability strategy
- Established a robust business retention and expansion (BRE) program
- Implement expanded incentives program

## **Strategic Priority 6 - Operational Effectiveness**

- Successfully launch online “ePermit” and other eSuite applications
- ICC Certifications for all permit technicians
- Certified Economic Developer (CEcD) certification
- Create a poll for contractors on customer service levels

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# **CAPITAL IMPROVEMENTS**

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# Village of Lemont 5 Year Capital Program

CIP NAME	FY21	FY22	FY23	FY24	FY25
Annual Water Main Replacement Program - Construction & Construction Engineering	\$ 820,000	\$ 844,600	\$ 869,938	\$ 896,036	\$ 922,917
Annual Water Main Replacement Program - Design Engineering	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Buffet Harbor Detention Basin Rehabilitation	\$ 50,000				
Logan Dam Sediment Removal	\$ 100,000				
MWRDGC Infiltration and Inflow plan	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
Sewer Lining Program	\$ 210,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000
Ruffled Feathers Overflow	\$ 50,000				
Main Street Walker Road Water Main extension	\$ 150,000	\$ 275,000			
Water Tower/Well		\$ 2,950,000			
Water Tower new site work (land acquisition, engineering, prep work, etc.)	\$ 760,000				
State Street Elevated restoration	\$ 610,000				
<b>Water/Sewer/Stormwater</b>	<b>\$ 2,848,000</b>	<b>\$ 4,275,600</b>	<b>\$ 1,075,938</b>	<b>\$ 1,102,036</b>	<b>\$ 1,128,917</b>
Underground Utilities Downtown Area	\$ 20,000	\$ 100,000			
Annual MFT Road Resurfacing	\$ 1,000,000	\$ 1,300,000	\$ 1,339,000	\$ 1,379,170	\$ 1,420,545
2020 Hazardous Sidewalk Replacement	\$ 32,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000
McCarthy Road Bike Path Lanes and Resurfacing: Illinois St. to Walker Rd. - Design Engineering	\$ 50,000	\$ 210,000			
Illinois Street Beautification	\$ -	\$ 30,000			
131st Signalization		\$ 200,000			
State Street Resurfacing		\$ 435,000			
East Side Division Street & State Street Retaining Wall Replacement	\$ 24,000				
Briarcliff Tollway Sound Wall	\$ 440,000				
<b>Infrastructure Fund</b>	<b>\$ 1,566,000</b>	<b>\$ 2,317,000</b>	<b>\$ 1,381,000</b>	<b>\$ 1,421,170</b>	<b>\$ 1,462,545</b>
I&M Canal South Stairway ADA		\$ 495,000			
I&M Canal Dredging			\$ 1,571,000		
Stephen Street Bicycle & Pedestrian Path	\$ 110,000		\$ 2,850,000		
Canal Street		\$ 250,000			
Lemont Street		\$ 250,000			
Illinois Water Main Julia to Grant		\$ 50,000			
Storm Tunnel Evaluation		\$ 15,000			
Downtown Parking Lot		\$ 272,000			
Stephen Water Main Extension					\$ 500,000
<b>TIF</b>	<b>\$ 110,000</b>	<b>\$ 1,332,000</b>	<b>\$ 4,421,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>

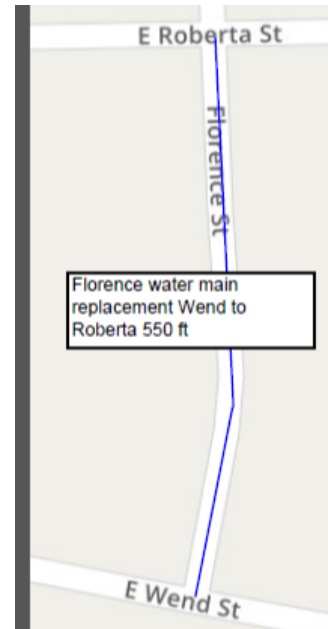
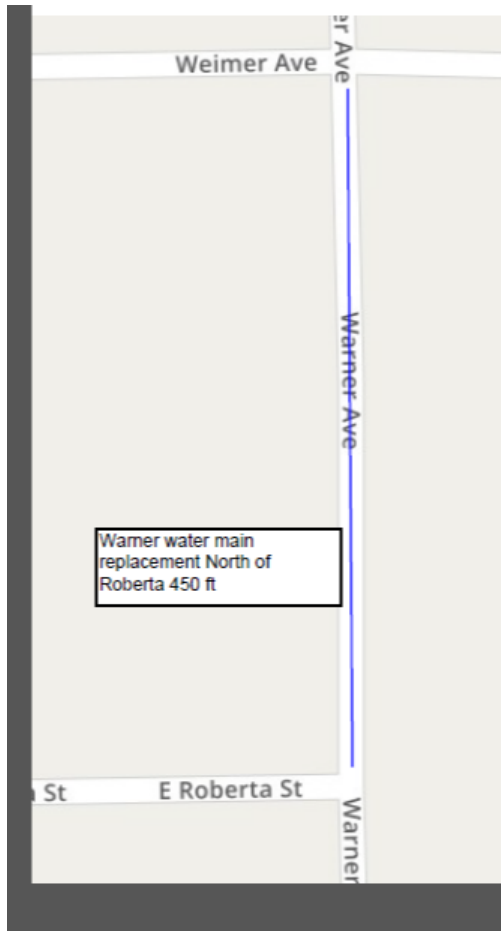


2020 Tree Replacement	\$ 15,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000
Lemont Gateway and Wayfinding Signs	\$ -	\$ 65,000	\$ 69,000		
Holmes Street Corridor Sidewalk Installation	\$ -	\$ 57,500			
Village Hall Remodel	\$ -	\$ 170,000			
METRA Parking Lot Landscaping		\$ 51,000			
Metra Heritage quiet Zone				\$ 1,830,000	
Walker Road Railroad Crossing			\$ 200,000	\$ 1,000,000	
<b>Other Funds</b>	<b>\$ 15,000</b>	<b>\$ 370,500</b>	<b>\$ 296,000</b>	<b>\$ 2,857,000</b>	<b>\$ 27,000</b>
	\$ 4,539,000	\$ 8,295,100	\$ 7,173,938	\$ 5,380,206	\$ 3,118,462

# Annual Water Main Replacement Program – Construction & Construction Engineering

Replacement of water main annually. FY21 Scope: Replace 450' of water main on Warner Avenue (north of Roberta); 550 feet on Florence St. (Wend to Roberta); 1350 feet on Singer Avenue (Logan to Norton)

FY21	FY22	FY23	FY24	FY25
\$820,000	\$844,600	\$869,938	\$896,036	\$ 922,917



# Annual Water Main Replacement Program – Design Engineering

**Description:** Provide Design Engineering for the annual W.M. Replacement Program. As construction budget allows. FY21 Design Project: Replace 700' of W.M. on Singer Ave. (Cemetery to Norton, and Custer to Cass), and others on a priority basis

FY21	FY22	FY23	FY24	FY25
\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

# Buffet Harbor Detention Basin Rehabilitation

**Description:** Provide a more aesthetic and functional detention basin. Removal of sediment at the basin outfall to reestablish original normal water elevation in the Buffet Harbor Detention Basin.



FY21	FY22	FY23	FY24	FY25
\$50,000	\$	\$	\$	\$

# Logan Dam Sediment Removal

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



FY21	FY22	FY23	FY24	FY25
\$100,000	\$	\$	\$	\$

# 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.



FY21	FY22	FY23	FY24	FY25
\$48,000	\$48,000	\$48,000	\$48,000	\$48,000



# Sewer Lining Program

**Description:** The MWRDGC requires the Village to repair or utilize pipe liner to correct sewer deficiencies. Priority: Weimer Ave. to Roberta Ave; Backyards also between Walter and Florence, and Florence and Warner



FY21	FY22	FY23	FY24	FY25
\$210,000	\$108,000	\$108,000	\$108,000	\$108,000

# 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.



FY21	FY22	FY23	FY24	FY25
\$50,000	\$	\$	\$	\$

# Main Street and Walker Road Water Main Extension

**Description:** The construction of 4900 feet of 12-inch diameter water main on Main St., from Fourth Street to Walker Rd. and on Walker Rd., from Franciscan Service Dr. to the Chicago National Railroad

FY21	FY22	FY23	FY24	FY25
\$150,000	\$275,000	\$	\$	\$

## Elevated Water Tower

**Description:** Build an additional 750,000 Gallon Elevated Tank.



FY21	FY22	FY23	FY24	FY25
	\$2,950,000			

Well No. 7  
Site Work

\$760,000

## State Street Elevated Tank Restoration

**Description:** Painting the 750,000-gallon elevated water storage tank on State Street near Wend Street.



FY21	FY22	FY23	FY24	FY25
\$610,000	\$	\$	\$	\$

# 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.



FY21	FY22	FY23	FY24	FY25
\$20,000	\$100,000	\$	\$	\$

## Annual MFT Resurfacing Program and Pavement Marking Program

**Description:** Resurface streets. FY21 Scope: Resurface Fordham Hills Estates (24,000 SY) and Keepataw Trails Subdivision (15,000 SY); Pavement Mark Main Street (VFW to Holmes)

### Historical Spending

	FY15	FY16	FY17	FY18	FY19	FY20
Amount	\$ 585,247	\$ 279,886	\$383,948	\$ 423,473	\$ 309,485	\$ 510,447
Miles	1.84	1.007	1.04	.91	1.24	1.30
	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	
	\$1,000,000	\$1,300,000	\$1,339,000	\$1,379,170	\$1,420,545	



# 2020 Hazardous Sidewalk Replacement

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



FY21	FY22	FY23	FY24	FY25
\$32,000	\$42,000	\$42,000	\$42,000	\$42,000

## 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.



FY21	FY22	FY23	FY24	FY25
\$50,000	\$ 210,000	\$	\$	\$

**\*\* Grant funded**

# Illinois Street Beautification

**Description:** Installation of new fencing and guard rails on Illinois Street. In FY24 staff will review options for potential undergrounding of utilities.



FY21	FY22	FY23	FY24	FY25
\$30,000	\$	\$	\$100,000	\$

# 131st Signalization

**Description:** Signalization of one of the intersections pending qualifications

FY21	FY22	FY23	FY24	FY25
\$	\$200,000	\$	\$	\$

# State Street Resurfacing

**Description:** Resurfacing from Illinois to 127th

FY21	FY22	FY23	FY24	FY25
\$	\$435,000	\$	\$	\$

Will seek Federal Funding of 80%

# 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.



FY21	FY22	FY23	FY24	FY25
\$24,000	\$	\$	\$	\$

# Sound Wall

**Description:** Tollway is willing to supply the Village with grant funding for a sound wall by 355. Village will act as a conduit for financing of the project



FY21	FY22	FY23	FY23	FY24
\$440,000				



## 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.



FY21	FY22	FY23	FY24	FY25
\$	\$495,000	\$	\$	\$

## 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.



FY21	FY22	FY23	FY24	FY25
\$	\$	\$1,571,000	\$	\$

# Stephen Street Bicycle & Pedestrian Bridge

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



FY21	FY22	FY23	FY24	FY25
\$110,000		\$2,850,000	\$	\$

Will seek Federal Funding of 80%

## Canal Street and Lemont Street

**Description:** Resurfacing of the streets

### CANAL STREET

FY21	FY22	FY23	FY24	FY25
\$	\$250,000	\$	\$	\$

### LEMONT STREET

FY21	FY22	FY23	FY24	FY25
\$	\$250,000	\$	\$	\$

# Illinois Water Main- Julia to Grant

Water Main replacement



FY21	FY22	FY23	FY24	FY25
\$	\$50,000	\$	\$	\$

## Storm Tunnel Evaluation

**Description:** Evaluation of the Village’s storm tunnel for repair assessment.



FY21	FY22	FY23	FY24	FY25
\$	\$15,000	\$	\$	\$

# 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.



FY21	FY22	FY23	FY24	FY25
\$	\$272,000	\$	\$	\$



# Stephen Street Water Main Replacement – River Road to Tri Central Property

**Description:** Improve Fire Protection and replace deteriorated water mains to properly feed Tri Central Property



FY21	FY22	FY23	FY24	FY25
\$	\$	\$	\$	\$500,000

## 2020 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.



FY21	FY22	FY23	FY24	FY25
\$19,500	\$27,000	\$27,000	\$27,000	\$27,000

# Lemont Gateway and Wayfinding Signs

**Description:** The Village of Lemont Signage Master Plan (2018) recommends locations for 5 “gateway” or welcome signs. Three signs were purchased in FY20. The budget anticipates installing one per year, plus includes continuing funding for new or replacement wayfinding and parking signs.



FY21	FY22	FY23	FY24	FY25
\$65,000	\$66,950	\$69,000		

# 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.



FY21	FY22	FY23	FY24	FY25
\$57,500	\$	\$	\$	\$

# Village Hall Remodel

**Description:** Phase 2 includes remodeling of the upstairs back annex area.



FY21	FY22	FY23	FY24	FY25
	\$170,000			

# METRA Lot Landscape Update

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



FY21	FY22	FY23	FY24	FY25
\$51,000	\$	\$	\$	\$



# 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 park at the Lemont Quarries. Offsetting



revenue.

FY21	FY22	FY23	FY24	FY25
0	0	\$200,000	\$1,000,000	\$

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# **POLICIES**

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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:**

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 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.
- ax. 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.**

**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 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 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.
  
  - 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) (<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





## 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.**
- **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

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).**
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 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.

### C. 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.

### 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 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.

### AX. 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.

#### ALL Village Purchase Card

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

#### 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.

#### • 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.

## 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.

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.

**E. Useful Lives**

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

Assets	Years	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.

## **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.



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.

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.

## **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.

## **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.

## 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

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.

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.

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.



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.

## **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.

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;

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.

**G. TIF Debt**

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

## **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.

### **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.

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.



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.

**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.

## 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.

#### *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.

### 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

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.
- 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

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

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

### 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

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**

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.

## 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.

## 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.**

## 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.
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.

#### **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.

#### **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.

**AX. 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.

**ALL 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.

**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.

# Glossary

**Abatement:** A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

**Accounting System:** The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

**Accrued Interest:** The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

**Amortization:** The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

**Appropriation:** A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**Arbitrage:** As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

**Assessed Valuation:** A value assigned to real estate or other property by a government as the basis for levying taxes.

**Audit:** An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

**Audit Report:** Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

**Betterments (Special Assessments):** Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)



**Bond and Interest Record:** (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

**Bonds Authorized and Unissued:** Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

**Bond Issue:** Generally, the sale of a certain number of bonds at one time by a governmental unit.

**Bond Rating (Municipal):** A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

**Budget:** A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

**Capital Assets:** All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

**Capital Budget:** An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

**Cash:** Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

**Cash Management:** The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

**Certificate of Deposit (CD):** A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

**Classification of Real Property:** Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

**Collective Bargaining:** The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

**Consumer Price Index:** The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

**Cost-Benefit Analysis:** A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.





**Debt Burden:** The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Encumbrance:** A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

**Enterprise Funds:** An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

**Equalized Valuations (EQVs):** The determination of the full and fair cash value of all property in the community that is subject to local taxation.

**Estimated Receipts:** A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

**Exemptions:** A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

**Expenditure:** An outlay of money made by municipalities to provide the programs and services within their approved budget.

**Fiduciary Funds:** Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

**Fixed Assets:** Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

**Fixed Costs:** Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

**Float:** The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

**Full Faith and Credit:** A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

**Fund:** An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.



**Fund Accounting:** Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

**GASB 34:** A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

**GASB 45:** This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

**General Fund:** The fund used to account for most financial resources and activities governed by the normal appropriation process.

**General Obligation Bonds:** Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

**Governing Body:** A board, committee, commission, or other executive or policymaking body of a municipality or school district.

**Indirect Cost:** Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

**Interest:** Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

**Interest Rate:** The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

**Line Item Budget:** A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

**Local Aid:** Revenue allocated by the state or counties to municipalities and school districts.

**Maturity Date:** The date that the principal of a bond becomes due and payable in full.

**Municipal(s):** (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

**Note:** A short-term loan, typically with a maturity date of a year or less.

**Objects of Expenditures:** A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."



**Official Statement:** A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Overlapping Debt:** A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

**Performance Budget:** A budget that stresses output both in terms of economy and efficiency.

**Principal:** The face amount of a bond, exclusive of accrued interest.

**Program:** A combination of activities to accomplish an end.

**Program Budget:** A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

**Purchased Services:** The cost of services that are provided by a vendor.

**Refunding of Debt:** Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

**Reserve Fund:** An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

**Revaluation:** The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

**Revenue Anticipation Note (RAN):** A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

**Revenue Bond:** A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

**Revolving Fund:** Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

**Sale of Real Estate Fund:** A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

**Surplus Revenue:** The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Tax Title Foreclosure:** The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

**Trust Fund:** In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's

legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

**Uncollected Funds:** Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

**Undesignated Fund Balance:** Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

**Unreserved Fund Balance (Surplus Revenue Account):** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

**Valuation (100 Percent):** The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.