



Kenilworth

**Annual Budget  
Calendar Fiscal Year  
2019**





419 RICHMOND ROAD, KENILWORTH, IL 60043

*Incorporated February 4, 1896*  
*Council/Manager form of government*  
*Population: 2,520*  
*0.61 square miles*

## **ELECTED OFFICIALS**

**Ann Potter—President**

Scott Lien—Trustee

Cecily Kaz — Trustee

Peter Shadek — Trustee

Jeff Bedwell — Trustee

Alison Winslow — Trustee

James McClamroch, Jr. — Trustee

## **EXECUTIVE TEAM**

**Village Manager**

Patrick Brennan

**Finance Administrator**

Maryann Van Dyke

**Chief of Police**

David Miller

**Community Development Director**

Susan Criezis

**Superintendent of Public Works**

Donald Leicht

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# Introduction and Overview

## **CITIZEN'S GUIDE TO THE BUDGET**

The budget document consists of the following sections:

The **Village Manager's Budget Message** highlights Village strategies and budget plan priorities.

The **Budget Overview** provides a summary of the significant budget items and trends as well as short and long term factors that influenced the decisions made in the development of the budget.

The **Financial Structure, Policy, and Process** provides an organization chart, a summary of the financial and budget policies, basis for budgeting, and the process of budget preparation.

The **Financial Summaries** includes a description of all funds as well as the Village's three-year operating budgets for all funds including prior year, actual and current year estimated ending balances. This section presents the major revenues, expenditures and other financing sources and uses. Projected changes in fund balance are included for all funds.

The **Capital and Debt** section provides a detailed listing of capital projects planned for the upcoming fiscal year as well as for the next five years. Financial data on the current debt obligations, including legal debt limits, and the effect on current operations is also detailed in this section.

The **Departmental Information** section includes department overviews. A Village wide personnel summary of all full-time positions by Full Time Equivalent (FTE) based on 1560 annual hours is also included in this section.

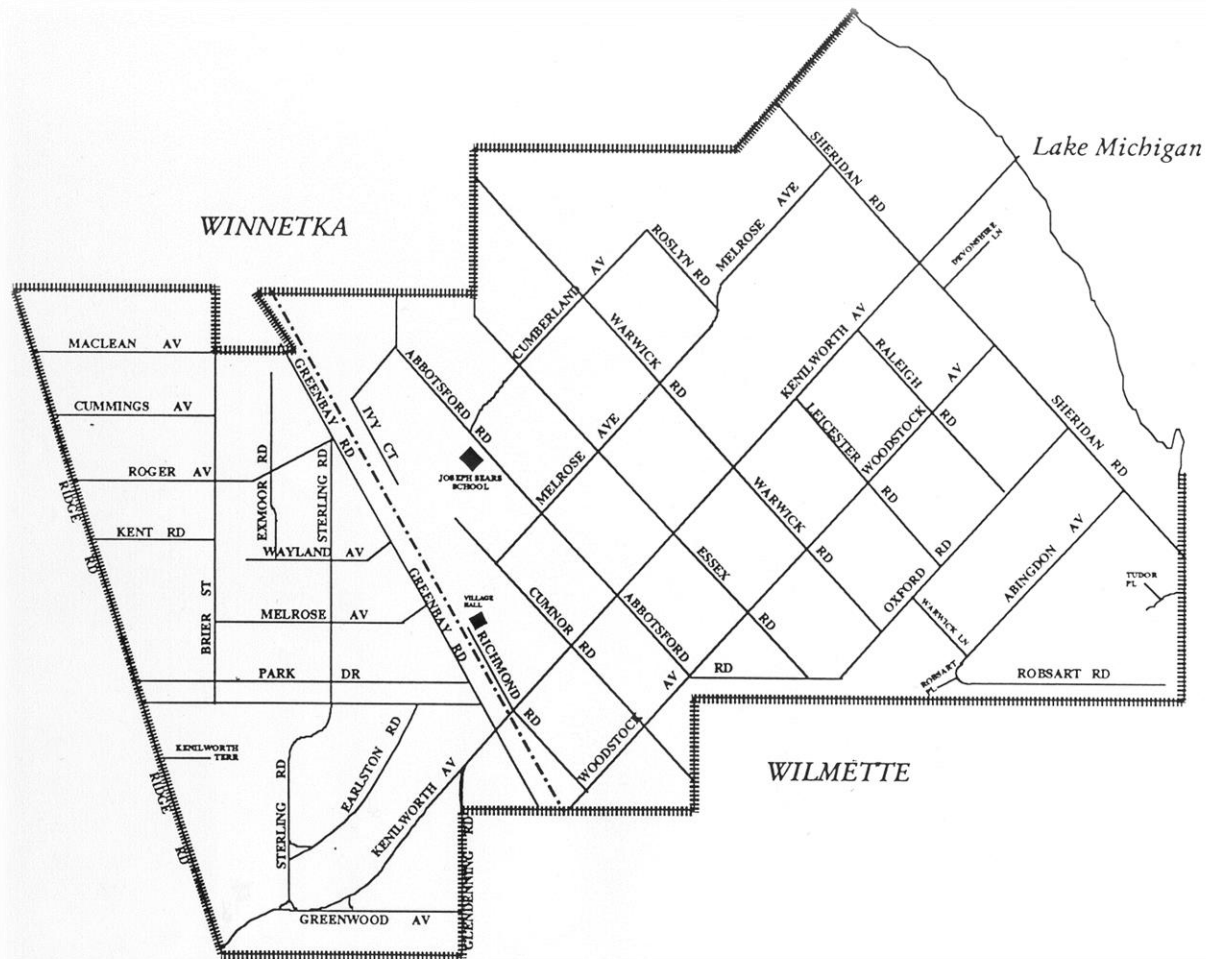
The **Budget Glossary** provides definitions for terms used throughout the budget.

## VILLAGE OF KENILWORTH, IL

The Village of Kenilworth, IL was incorporated on February 4, 1896. The Village operates under the "Council - Manager" form of government. This form of government provides that the Board of Trustees act as the legislative or policy making body. The Board of Trustees is composed of six Trustees and a President, all elected at-large. Three Trustees are elected to four-year terms every two years to ensure experienced legislators at all times. The President is elected for a four-year term.

The Board of Trustees enacts ordinances, resolutions and regulations governing the Village. The Village President also appoints members of various advisory boards and commissions, and the Village Manager with the advice and consent of the Trustees.

The Village Manager is the Village's Chief Administrative Officer and, as such, is held accountable for planning, coordinating, directing and executing all of the city's operations in a manner prescribed by law and conforming to the general policies and specific directives of the board. The Village Manager also appoints and supervises all department heads except for the Chief of Police.



Village of



**Transmittal**

To: Village President, Trustees, and Residents of Kenilworth  
From: Patrick Brennan, Village Manager  
Date: December 18, 2018  
Re: Presentation of the Adopted Calendar Year 2019 Budget

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I am pleased to provide you with the calendar year fiscal 2019 budget for the Village of Kenilworth. This year marks the first time that the budget is being presented in a form that provides not only the revenues and expenditures authorized by ordinance, but a description of our goals, objectives, priorities, and department overviews. The input and assistance from many staff resulted in the new format for our budget document and special recognition goes to Alannah Doak, Management Analyst who invested so many hours in collecting information, editing, and assembling our budget document.

The proposed fiscal year 2019 General Fund budget is structurally balanced with \$4,491,415 in revenues exceeding \$4,457,597 in expenditures by \$33,818. The Village Budget is comprised of a number of different funds that are used to account for the delivery of different services to the community. For all funds combined, the FY19 budget accounts for expenditures of \$10,481,423 with \$9,499,337 in revenues, inclusive of transfers. All funds are structurally balanced with expenditures not exceeding available revenues. The Water Fund and Kenilworth 2023 Fund anticipate draw down of reserves to complete one-time capital projects. Those projects are more fully detailed within the budget document.

Annually, the Village Board establishes the priorities and objectives for the upcoming year. The priorities for 2019 remain substantially similar to those of the previous year. Police Pension obligations as well as water and sewer improvements are the primary priorities, second only to the efficient delivery of our core services to the community. The adopted budget has been designed to ensure that core and enhanced services are maintained in addition to the following 2019 Goals and Objectives as adopted by the Board of Trustees:

1. Continue Implementation of Phase II of the Kenilworth 2023 Infrastructure Improvement Program including:
  - Complete construction of a new 8" water main on Sterling Road from Park Drive south to Kenilworth Avenue and on Kenilworth Avenue/Greenwood between Ridge Road and Glendenning Road;
  - Review the performance of the Phase I green infrastructure elements and determine what, if any changes are desired for Phase II;

- Identify grant sources and secure funding for the Phase II Green Streets program;
  - Complete the Phase II Green Streets design drawings for Raleigh, Leicester, Warwick and Oxford;
  - Coordinate the relocation of conflicting gas, electric, phone and cable utilities in advance of planned Green Streets construction in 2020.
2. Line the 12" water main on Kenilworth Avenue between Warwick Road and Sheridan Road, transfer water service lines to the newly lined 12" water main, and abandon the parallel 10" water main;
  3. Resurface Kenilworth Avenue between the railroad tracks and Sheridan Road;
  4. Continue efforts to select the preferred option for the future of the former water plant;
  5. Complete the analysis of the elevated water storage tank and either recoat or replace the tank;
  6. Negotiate a new five-year refuse and recycling agreement;
  7. Renegotiate the expiring lease agreements for the cellular equipment on the water tank; and
  8. Identify desired local amendments to, and adopt the most current versions of the standard building codes such as the plumbing, electrical, and fire safety codes.

**KEY BUDGET FACTORS**

Since 2012, the Village has been placing an additional focus upon the growing long-term liabilities of the Police Pension Fund. The State has mandated that all public safety pension funds reach a 90% funded ratio by the year 2040. As of December 31, 2017, the Village’s Police Pension Fund was 46.0% funded, an increase of 1.9% from the prior year. The 2018 funded ratio will be available in the second quarter of 2019, upon completion of the actuarial valuation.

Annually, the Village and the Police Pension Board commission an actuary to determine the long-term liabilities of the pension fund and recommend a contribution amount designed to reach the state-mandated funded ratio. In 2013 the Village actuarially recommended contribution (ARC) was \$333,321. For FY18, the recommended contribution amount was \$675,667, which represented a decrease of \$25,484 from the prior year. The FY2019 actuarial projection reflects an ARC of \$751,000. However, the FY19 budget includes a recommended contribution of \$834,000, in a continued effort to achieve the 90% funded ratio target.

	<b>2013</b>	<b>2018</b>	<b>2019</b>
ARC	\$333,321	\$675,667	\$751,000 (actuarial projection)
Contribution	\$527,109	\$803,000	\$834,000 - budget
Difference	+\$193,788	+\$127,333	+\$83,000

The additional contributions are funded from a number of sources including: savings realized from consolidated dispatching, property tax levy revenue, and a \$27,000 reduction in Illinois Municipal Retirement Fund (IMRF) contributions. The IMRF savings is directly related to the Village’s decision to contribute an additional \$100,000 to IMRF in 2018. This, combined with a high-earnings year by the IMRF, resulted in the Village’s liabilities to be 100% funded and therefore realize a reduced contribution for 2019.

The second focal point of the Village Budget remains upon improving the Village’s aging infrastructure. Prior analysis have determined that the majority of the fire hydrants on the southwest quadrant of the Village are not capable of the flow rates desired by the Fire Department. Additionally, the elevated water tank is in need of recoating to protect the 1970’s era tank from deteriorating. To that end, the Village is planning on approximately \$1.2 million of expenditures from the Kenilworth 2023 Fund to construct a new water main on Sterling Road between Melrose and Greenwood as well as \$325,000 from the Water Fund for recoating the Village’s sole elevated water storage tank.

**FY2019 BUDGET OVERVIEW/HIGHLIGHTS**

- The proposed budget anticipates revenues exceeding expenditures by \$33,818.
- The proposed FY2019 Budget anticipates General Fund revenues of \$4,491,415, an increase of \$62,266 from the prior year budget.
- Software - \$60,000 has been budgeted across the Water Fund and General Fund to fund the first phase of a new financial software package.
- Personnel – Required contributions to the Illinois Municipal Retirement Fund dropped by \$27,401 due to a combination of reaching 100% funding level and the fund experiencing strong returns on investments.
- Personnel – An additional \$158,333 contribution to the Police Pension Fund above the actuarially recommended contribution is budgeted.
- Personnel – Health and Dental Insurance rates increased by 10.5% for the PPO plan.
- Personnel - The proposed budget includes a 2.5% merit increase for those who are not in the step plan and step increases per the existing pay plan. No change to the existing pay plan steps is recommended. The recommended 2.5% is in line with neighboring communities. In the past several years the Village has not mirrored its neighbors with its non-step plan pay adjustments as indicated by the table below:

<b>Community</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Winnetka	2.5%	2.75%	TBD
Wilmette	2.5%	2.5%	2.5%

Kenilworth	2.0%	1.0%	2.5% recommended
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**General Fund - Revenues**

- General Fund revenues are projected to increase by \$62,266 from the FY18 budgeted amount.
- Tax Levy – Tax Levy revenues are projected to increase by \$58,000 over prior tax year amounts.
- Utility Tax – ComEd – Projected to increase by \$6,000 based upon three year trend.
- Village Ordinance Fines – Projected to decrease by \$7,000 based upon trend and FY18 year-end estimates
- Building Permits – Projected to decrease by \$44,500 based upon trend and projected FY18 estimates which are reflecting an upswing for October. The 5-year average is \$397,364 and the FY19 budget is \$127,364 below average.
- Refuse & Recycling Fees – projected to decrease by \$24,000 due to a recommendation to decrease the administrative fee by \$10 per household per month. This recommendation was developed after comparing projected expenses and revenues.
- Park District Fees – Due to a change in administration at the Park District, they no longer require the hourly assistance of the Village for financial and administrative services.
- Beach Fees – Beach revenue is projected to increase by \$2,506 over FY18 actual. Based upon the current estimates, revenues will be sufficient to support proposed expenses for FY19.
- Water Fund – System Improvement Fee – An internal audit of water accounts has resulted in the recommendation to lower the customer System Improvement Fee by \$10/account. With the proposed change, revenues are sufficient to cover the debt service for which the fee was initiated.
- KW2023 Fund – The fund is anticipated to receive \$400,000 in bond revenue. This funding is a result of the voter authorization to increase the debt service extension base by \$400,000 as the debt service for the Series 2015B bond is retired in December 2018.

**General Fund - Administration**

- 5092 – Professional Services – Funds are budgeted for the Water Plant reuse planning (\$25k) and remaining phases of the TIF analysis (\$11.5k).
- 8003 – Software – Includes \$10k of \$60k for the financial software package.

**General Fund – Administration - Waste Removal**

- 3432 – Refuse & Recycling Fee – (Revenue) Due to a combination of increased recycling rates, outsourced refuse billing, and more favorable tipping fees, the administrative charge for refuse services is recommended to be lowered by \$5/household/month for FY19. The result will be a \$24,000 drop in revenue. Revenue and expenditures are balanced for this service.

**General Fund – Public Works – Buildings & Grounds**

- 5046/6024 – Train Station – New line items have been created for Train Station maintenance and repairs. It is anticipated that revenues from a yet to be negotiated lease will help offset the additional expenses associated with accepting maintenance responsibilities for the station.

**General Fund – Public Works – Streets**

- 8003 – Software – This category has increased by \$10,000 for the Public Works portion of the new financial software package.

**General Fund – Public Works – Forestry**

- 5768 – Tree Planting – This category has increased from \$10,000 to \$12,000 to allow for planting 40 parkway trees in FY19. The number of plantings is targeted to double the amount of removals.

**General Fund – Public Works – Beach**

- This portion of the budget has been increased to align with the FY18 expenses for the improved experience at the Beach. Revenue projections are also adjusted to maintain revenues slightly exceeding expenditures.

**Public Works - Water Enterprise Fund – Deficit – (\$231,183)**

- The switch to purchasing potable water has achieved the desired impact to the water fund with revenues exceeding expenditures in FY17 and projected for FY18. As a result, the Water Fund is now in a position to cover a number of expenses related solely to water that were previously supported by the Capital Projects Fund.
- 3435 – Water Meter Charge (System Improvement Fee) – Revenue – A review of the System Improvement Fee revenue has been conducted. It was determined that adequate funding was being received to support the debt service. Therefore, the Annual Fee Ordinance review in November will recommend a \$10 drop in the fee. This will result in a \$24,500 drop in Water Fund revenue, but still result in adequate funding for the debt services for which the fee is assessed.

- 5092 – Professional Services – An additional \$20,000 has been budgeted for construction management services for recoating the water tank. The recoating service is budgeted in 7399.
- 5400 – Purchase of Potable Water – The estimated expenses for the purchase of potable water has been reduced by \$25,445 as the amount of water purchased annually has begun to drop, in part due to aggressively addressing water loss due to leaks.
- 6028 – Heating, Electric, & Water – This line item has been reduced by \$12,900 due to the former Water Plant being included as a non-revenue generating facility with ComEd. This has resulted in a lower electric bill for the facility.
- 8007 – Building & Grounds – This line item includes \$300,000 for the recoating of the Water Tank. But for this one-time project, the Water Fund would reflect a surplus of \$88,817 for Fiscal Year 2018.

**General Fund – Public Works – Sewer Fund – Budgeted Surplus - \$5,235**

- 5322 – Engineering – Reflects a reduction of \$8,000 due to not having any general sewer improvement projects planned in FY19.

**Public Works - Motor Fuel Tax Fund**

- It is proposed that MFT funds are used to cover the Village portion (30%) of the Phase II engineering costs for the Kenilworth Avenue east resurfacing design.

**General Fund – Public Safety – Public Safety**

- 4050/4051 – Police Pension Expenses - The budgeted increase is \$32,000 from fiscal year 2018. The ARC for 2018 was \$675,667, a reduction from prior year. The recommended contribution for FY19 exceeds the FY18 ARC by \$158,333. The ARC for 2019 will not be available until late March.
- 5041 – Telephone – This line item decreased by \$7,156 as a result of consolidated dispatching services.
- 5054 – Radio System Air-time – This item is new as a result of the StarCom radio system. The increase in expenses are offset by reductions to 5041/5048 for a net savings of \$2,103 when factoring in dispatch services (5095).

**General Fund – Public Safety – Fire/EMS Services**

- 5156 – Fire Protection – This line increased by \$12,636 as a result of increased contractual expenses for fire and EMS services.

**Capital Projects Fund – Budgeted Bond Sale of \$600,000 , Surplus \$26,950**

- Anticipate \$600,000 bond sale – revenue
- Anticipated Expenditures beyond typical year:

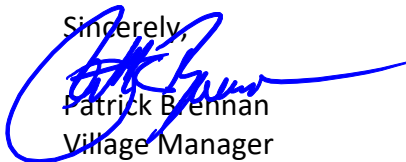
- Streets – 8008 – Road Projects - \$220,000
  - Relocation of Sterling Road.
- Police – Vehicles and Equipment \$46,000
  - Includes funding to replace a patrol vehicle which exceeds 80,000 miles and a new parking ticket system
- Water - \$105,000
  - Expenses related to abandoning the 10” water main on Kenilworth Ave between Warwick and Sheridan

**Kenilworth 2023 Infrastructure Improvement Fund, Deficit \$1,246,170**

- Bond revenue of \$400,000 is anticipated for this fund as a result of the authorized increase in debt service extension base authority.
- Funds in the amount of \$1,278,000 have been budgeted for the Sterling Road water main (Melrose south to Kenilworth and between Ridge and Glendenning).
- Funds have been budgeted for engineering design of Phase II of the Green Streets Program on Raleigh, Leicester, and Warwick.

Please feel free to contact me should you have any questions regarding the Village Budget or our goals and objectives for the future.

Sincerely,

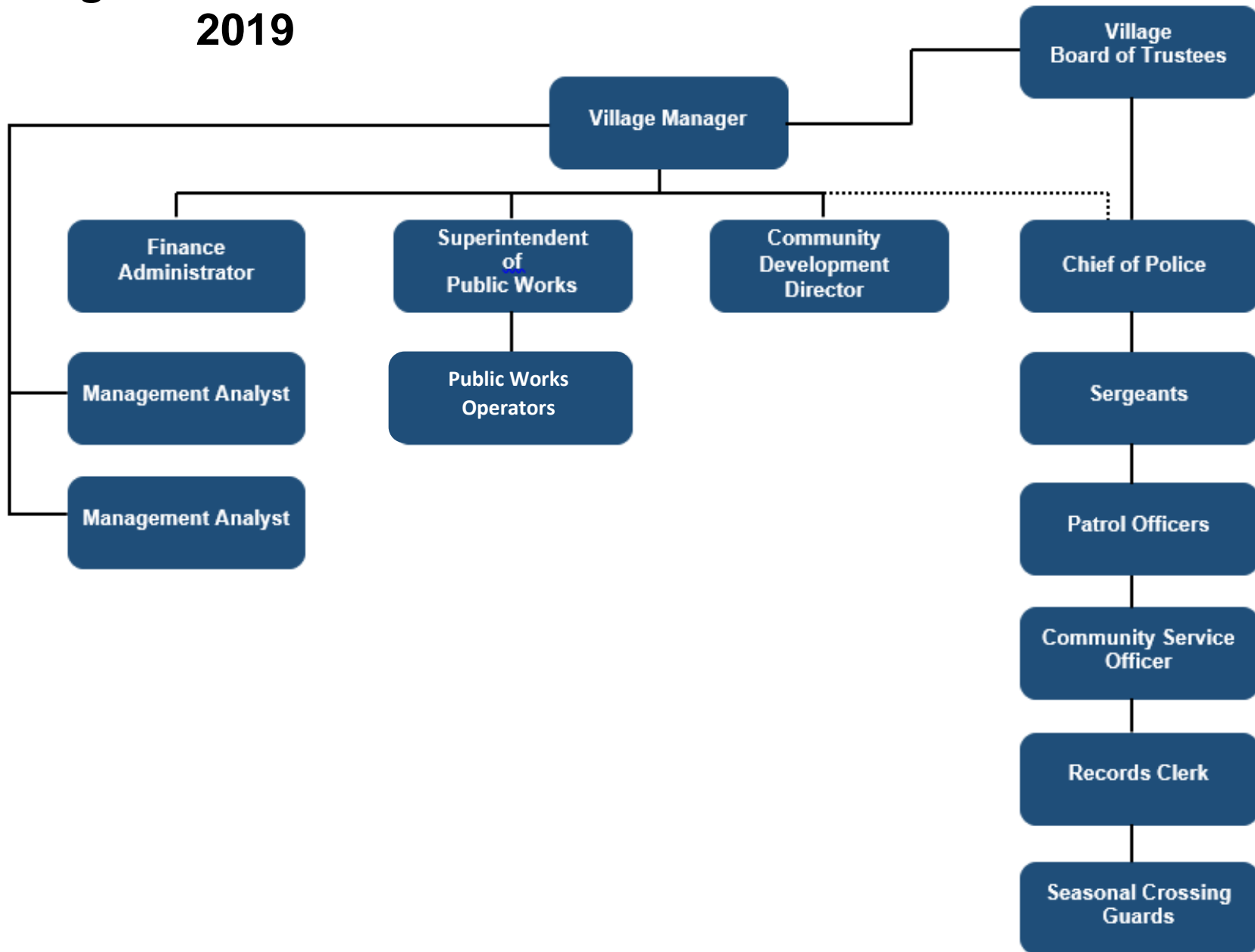


Patrick Brennan  
Village Manager



# FINANCIAL STRUCTURE, POLICY, AND PROCESS

# Village of Kenilworth, IL Organizational Chart 2019



## **FUND STRUCTURE**

The Village relies on fund accounting to ensure and demonstrate compliance with financial related legal requirements. By definition a fund is a grouping of accounts that are used to maintain control over monies that have been allocated to a specific activity. All funds that the Village uses can be divided into three types: governmental funds, proprietary funds and fiduciary funds. Within those three fund types are the classifications as shown below with the name of the budgeted funds within those classifications also noted.

<b>FUND TYPE</b>	<b>FUND CATEGORY</b>	<b>VILLAGE FUND</b>	
Governmental Funds	Operating Fund	General Fund	
	Debt Service Fund	Debt Service Fund	
	Capital Projects Fund	Capital Projects Fund	KW2023 Fund
		Special Revenue Fund	Sewer Fund
	Motor Fuel Tax Fund		
Proprietary Funds	Enterprise Fund	Water Fund	
Fiduciary Funds	Pension Trust Fund	Police Pension Fund	

## FUND DESCRIPTIONS

### **Fund Accounting**

The accounts of the Village are organized by funds and account groups, each of which is considered a separate accounting entity. Funds are established to segregate specific activities or objectives of a government in accordance with special regulations, restrictions or limitations. The various funds are grouped into generic fund types in three broad fund categories as follows:

### **Governmental Funds**

The funds used to fund those activities of a government that are carried out to provide services to citizens and that are financed primarily through taxes and intergovernmental revenues. Governmental Fund types include four types of funds – general, special revenue, debt service and capital projects.

- **Operating Fund:** Accounts for all activity except those required to be accounted for in another fund.
  - *General Fund:* Normally the most important fund of a municipality, it accounts for all resources not otherwise devoted to specific activities and finances many of the basic municipal functions, such as general administration, public works and police. This fund is the recipient of the bulk of the general tax dollars (e.g., property tax, state income tax) paid by the community.
- **Debt Service Fund:** Funds used to pay principal and interest on general obligation bonds, revenue bonds or other bonded debt. The Village has one Debt Service Fund.
  - *Debt Service Fund:* It is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
- **Capital Projects Funds:** Account for all resources used for the acquisition of capital improvements by the Village except those financed by Proprietary Funds.
  - *Capital Projects Fund:* Used to account for revenues and expenditures relative to the construction of capital improvements such as major road work or used to purchase large pieces of equipment that have a useful life of over a year.
  - *KW2023 Fund:* Accounts for revenues and expenditures related to the Village's 2023 Infrastructure Improvement Program. The Village's Green Streets program and water main improvements are funded through this fund.
- **Special Revenue Funds:** Accounts for receipts from revenue sources that have been earmarked for specific activities.
  - *Sewer Fund:* Accounts for the activities of the sewer operation.
  - *Motor Fuel Tax:* Accounts for the activities involved with street maintenance and construction. Revenue is provided by the Village's share of state gasoline taxes.

### **Proprietary Funds:**

These funds are used to account for a government's business type activities supported, in whole or part, by fees or charges.

- **Enterprise Fund:** Accounts for business type activities. Municipal utilities and other activities supported largely by user charges may be accounted for by this type fund.
  - *Water Fund:* Accounts for provisions of potable water service to residents of the Village. All activities necessary to this fund are accounted for including, administration, operations, maintenance, financing and related debt service and billing collections.

**Fiduciary Funds:**

This type of fund includes money held by the Village for non-operational purposes. Fiduciary Fund revenues are merely retained by the Village until they can be expensed out for an intended purpose.

- **Pension Trust Fund:** Fund made up of money that has been contributed to both by the employer and the employee for pension benefits. The Village has one Pension Trust Fund;
  - *Police Pension Fund:* Accounts for the accumulation of resources to pay for retirement and other related benefits for sworn members of the Village's police force.

It is important to note that, although each fund is a separate entity, certain payments are often made from one fund to another. Such "contributions to other funds" could be made for any number of reasons. Perhaps the most obvious reason would be a subsidy to support the services of the recipient fund. Such a transfer most commonly occurs from the Village's General Fund. That fund, as the beneficiary of the general tax dollars of the community, is a resource to support other activities. To avoid a distortion of the overall Village financial picture, the combined fund statement addresses such transfers under the column titled Transfers In(Out).

## **FINANCIAL POLICIES**

The Village of Kenilworth's financial policies, as compiled below, set forth the basic framework for the overall fiscal management of the Village. These policies help guide the decision making process of the Board of Trustees and Administration. The Village's financial policies serve the administration in the preparation of a balanced operating budget and management of the Village's financial affairs. The following is a summary of the significant budget and accounting policies:

### **Core Financial Policy**

The Board of Trustees and Village Staff are committed to managing Village operations in the most prudent and efficient manner possible to effectively provide the infrastructure, safety and community services required by our residents. The Board and Staff will work within these policies to maintain the Aaa debt rating signifying an extremely strong financial position.

Budgeting is a critical part of this process. To achieve the mission, Staff will provide, and the Board will review, amend and approve:

- An annual operating budget that provides a clear and open understanding of current operations;
- An annual capital and special projects budget; and
- An extended budget outlining baseline operations and known or expected capital and special projects.

These budgets should:

- Maintain and improve the public infrastructure;
- Provide efficient public safety services;
- Provide quality services with fiscal responsibility;
- Provide effective long range planning; and
- Preserve the built and natural environment.

To ensure the integrity of this process,

- The budgeting process will be conducted in scheduled public meetings;
- Annual audits will be conducted and publicly reported;
- Staff will provide the Board with monthly expense reports which compare current operations to the budget; and
- The Board will review and amend if necessary the budget on at least a semi-annual basis.

### **Revenue Policy**

- The Village will estimate its annual revenue by a conservative, objective and analytical process.
- The Village will review fees and charges annually. It will attempt to design and/or modify revenue systems to include provisions that automatically allow charges to grow at a rate that keeps pace with the cost of providing the service.
- Non-recurring revenue will be used only to fund non-recurring expenditures.

### **Capital Planning Policy**

The core planning tool for investing in infrastructure is the Village's Five-year Capital Projects Plan which is updated annually for the General, Capital Projects, KW2023, MFT, Water, and Sewer Funds.

In developing the annual Village budget, staff will:

- Submit and manage an annual capital and special project budget which:
  - Is primarily funded through one-time revenue sources which may include debt offerings, grants and/or prudent use of village surpluses not allocated to other purposes;
  - Prioritizes future projects and coordinate various dedicated and restricted funding sources;
  - Maximizes use of available state and federal funds.
- Submit a long term plan that:
  - Itemizes at least three years of projected operations and capital and special project expectations; and
  - Notes longer term planning issues that may affect the future financial planning.

### **Tax Levy Policy**

As a non-home rule community, the annual increase in the Village's property tax revenue is limited by the Property Tax Extension Limitation Law (PTELL), also known as the Illinois "tax cap" law. The annual tax increase for a non-home rule community is limited to 5 percent or the rate of inflation, whichever is less.

### **Financial Reporting & Audit Policy**

At the close of each fiscal year, within a three month period of time, an audit of all Village accounts is conducted by an independent auditor. The auditor for the Village is approved by the President and Board of Trustees.

- Staff will report to the Village Board, on a monthly basis, the revenues, expenses, and account balances;
- The Village Manager is responsible for enforcing the budget expenditures as defined in the budget;
- Staff will work with the external auditors to provide open and clear access to Village operations; and
- The board is responsible for the general oversight, budget approval and policy decisions relative to financial operations of the village.

### **Capital Asset Policy**

Capital assets are typically defined as all tangible assets including but not limited to land, land improvements, buildings, vehicles, equipment and infrastructure that are used in operations and have a useful life extending beyond one year.

The Village estimates capital assets' useful life as the following:

- 1) Land – does not have a limit to its useful life and therefore has no limit
- 2) Land Improvements – 10 to 15 years
- 3) Buildings and Constructed Assets – 40 to 50 years
- 4) Machinery and Equipment – 7 to 10 years
- 5) Rolling Stock – 5 to 7 years
- 6) Computer Equipment – 5 years

Capital assets are reported at historical cost or estimated historical cost. When the historical cost of a capital asset is not practicably determinable, the estimated historical cost of the asset should be determined by appropriate methods and recorded. Estimated historical costs and the basis of determination should be so identified in the asset record maintained by the Village.

Additions and disposals to a fixed asset account group will be done on an annual basis by the Finance Administrator. All capital assets valued at \$10,000 or greater will be recorded during the current fiscal year they are acquired. Capital Assets sold, traded-in, scrapped, or in any way removed from service during the current fiscal year are classified as disposals and will be removed from the capital asset account. Village Board authorization is required prior to physically disposing of any Capital Asset.

For the Village's complete capital asset policy, please contact the Finance Department.

### **Investment Policy**

The Village's investment objectives are:

- Safety of Principal
- Liquidity
- Diversification
- Rate of Return
- Prudence and Public Funds
- Responsibility

Disbursement, collection, and deposit of all funds will be managed to insure that all cash is invested promptly until needed. The Village will strive to maximize the return on the portfolio, with the primary objective of preserving capital by prudent investment practices.

For the Village's complete investment policy, please contact the Finance Department.

### **Purchasing Policy**

The Village routinely makes purchases for supplies, services, and equipment. The following policies apply to such purchases:

- Purchases in excess of \$1,000 but less than or equal to \$5,000 do not require the prior approval of the Village Board. Formal bidding or formal quotation procedures are not required. Three (3) informal quotations, such as website, verbal, or catalog pricing shall be obtained.
- Purchases in excess of \$5,000 but less than or equal to \$20,000 do not require the prior approval of the Village Board. Formal bidding procedures are not required, but three formal written quotations are required unless waived by the Village Manager. Approval of the Village Manager is required before such a purchase can be effected.
- Purchases in excess of \$20,000 must be accomplished through formal bidding procedures or by a bid waiver approved by the Village Board. Purchases shall not be split into two or more purchase requisitions for the purpose of avoiding the bidding process.
- Emergency purchases shall be handled by a memorandum and confirming purchase requisition to the Village Manager/Purchasing Officer detailing the emergency and the necessary purchase.

For the Village's complete purchasing policy, please contact the Finance Department.

## **Fund Balance Policy**

### ***Governmental Funds***

#### **General Fund**

Fund Balance – Unrestricted fund balance targets should represent between 55 and 70 percent of operating expenditures. Excess fund balance should generally be used for one-time expenditures such as capital projects, abating debt service, or to pay down outstanding obligations such as pension costs, or Other Post-Employment Benefits (OPEB). Depending upon projected financial indicators for the upcoming fiscal year, the Village Board may decide to maintain fund balances above the target for a defined period of time rather than utilize fund balances in excess of the upper target.

#### **Special Revenue Fund**

Fund Balance –The portion of fund balance derived from property taxes will be legally restricted. The remaining fund balance amount (restricted and/or committed) will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months of expenditures not including capital, debt service and transfers.

#### **Debt Service Fund**

Fund Balance – Derived from property taxes; therefore, legally restricted. Any fund balance accumulation should be a maximum the amount of the next principal and interest payment due.

#### **Capital Projects Fund**

Fund Balance – Considered segregated for maintenance, construction and/or development; therefore, considered committed, restricted, or assigned depending on the intended source/use of the funds.

### ***Proprietary Funds***

#### **Enterprise Fund**

Net Assets – Considered invested in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets). Restricted net assets relate to bond covenant reserves as outlined in the bond ordinance. Unrestricted net asset targets should represent between 33 and 42% (4-5 months) of operating expenses (excluding debt service and capitalized asset expenses).

#### **Internal Service Fund**

Net Assets – Considered invested in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets). Restricted net assets relate to bond covenant reserves as outlined in the bond ordinance. Unrestricted net asset targets should represent appropriate levels given the activity of the fund and the discretion of the Village Board and management (excluding debt service and capitalized asset expenses).

For the Village's complete fund balance policy, please contact the Finance Department.

## **THE BUDGET PROCESS**

The Village follows the budget system of financial planning and management. The Village has an Office of the Village Budget Officer, with the budget officer appointed by the Village President with the approval of the Village Board, per Village Code §31.70. The Village Manager acts as the Budget Officer and is responsible to complete an annual budget before the beginning of the fiscal year. The budget should project revenues and expenses the Village will incur within the budget's designated fiscal year. The Village's annual budget covers a twelve-month period beginning January 1 and ending December 31. The budget is an ongoing process that includes phases of development, adoption, implementation and oversight throughout the year.

The budget process begins with the Village Manager and the Executive Team reviewing and gaining consensus relative to forecasted service charges, State-shared revenues, and other revenue forecasts prepared by staff for the upcoming fiscal year. External economic factors are examined including the national and regional economies which assist in projecting revenue streams such as building permit fees and taxes from the State. These external economic factors and others are used to help determine the expected Equalized Assessed Value (EAV) of the Village which calculates property taxes. Using these factors as indicators, tax levy estimates are also drafted.

Each department head must submit to the Village Manager an itemized estimate of expenditures for the next fiscal year for the department. These budget requests are entered into the Village's budget system at the department level. All departmental appropriation requests are first reviewed by the Budget Officer for mathematical accuracy and compliance with policy and instructions. Next, all departments schedule a meeting with the Village Manager for review and evaluation of budget requests. After these discussions, the Village Manager makes the final adjustments and works with the Finance Administrator and staff to prepare the Proposed Budget.

Based on the financial data summarized, the Village Manager's Proposed Budget is assembled and submitted for review to the Board of Trustees. In the weeks that follow, the Board of Trustees holds discussions and gathers information regarding the various departmental requests. During that time, the Board may add to, subtract from or change any requested appropriations.

Prior to the adoption of the budget, a public hearing on the budget must be conducted to ensure that all persons and organizations are provided an opportunity to be heard. A public notice, published in a newspaper of general circulation in the community, announces the time and place of the meeting and the availability of the budget document for review. After a public hearing at which the public is invited to comment on the proposed budget, the final version of the budget is submitted to the Board of Trustees for consideration and adoption.

### **Role of the Budget**

The budget provides the annual financial plan for the management of the Village's affairs. The document compiles the financial data needed to support Kenilworth's comprehensive decision making/policy development process. This Budget is based on the Board of Trustees goals, the Capital Projects Plan, and the Village's financial policies, past Board of Trustees direction, and Village Manager and departmental review of operations.

### **Budget Amendments**

The budget ordinance, once approved, may be amended with Board approval. The Board may make additional appropriations during the fiscal year for unanticipated expenditures required of the Village. Such requests are first submitted to the Village Manager. If deemed appropriate, a formal budget amendment is presented to the Board of Trustees for consideration and approval. Minor budget changes that do not affect the budget ordinance such as transfers within a fund/department, or de-obligations of previous appropriations are handled less formally within pre-established guidelines.

### **Balanced Budget**

A structurally balanced budget is a basic budgetary constraint intended to ensure that the Village does not spend beyond its means. The Village must function within the limits of the financial resources available and under normal circumstances, requires commitment to a balanced budget. The appropriated budget cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Any deviation from a balanced operating budget requires disclosure when it occurs.

## **BUDGET TIMELINE - FY2019**



# Financial Summaries

## GENERAL FUND

The General Fund is the largest of all Village funds and includes Police, Community Development, Public Works, and Administration. The two primary sources of revenue for this fund are property taxes and charges for services.

The General Fund is where the Village accounts for most tax supported activities. It is anticipated the proportionate share for the property tax will be at 63% for FY2019. Dependence on property tax as the primary general fund revenue source has contributed, in part, to the ongoing general fund budget constraints. Also contributing to the Village's economic challenges is the lack of diversified revenues sources. Since Kenilworth is a non-home rule community and has few tax generating businesses, the Village must rely heavily on property taxes rather than multiple revenue sources.

GENERAL FUND	FY 16 Actual	FY 17 Actual	FY 18 Amended Budget	FY 18 Year End Est.	FY 19 Adopted Budget	Delta FY18 v. FY19P
<b>Total General Operating Revenues:</b>	<b>4,793,044</b>	<b>4,514,062</b>	<b>4,429,149</b>	<b>4,720,844</b>	<b>4,522,515</b>	93,366
Administration General Operating Expenses:	1,308,197	1,340,197	1,220,740	1,119,749	986,884	<b>(233,856)</b>
Public Works General Operating Expenses:	464,780	565,330	636,971	576,004	641,058	4,087
Public Safety General Operating Expenses:	2,728,588	2,811,643	2,770,427	2,758,407	2,829,657	59,230
<b>Surplus(Deficit) General Operating Fund:</b>	<b>291,479</b>	<b>(203,108)</b>	<b>(198,989)</b>	<b>266,684</b>	<b>64,916</b>	<b>263,905</b>

<b>Audited Fund Balance 12/31/17:</b>	<b>4,142,151</b>
<b>Projected net revenue FY 18:</b>	<b>266,684</b>
<b>Projected Fund Balance FYE 18:</b>	<b>4,408,835</b>
<b>Projected net revenue FY 19:</b>	<b>64,916</b>
<b>Projected Fund Balance FYE 19:</b>	<b>4,473,751</b>

GENERAL FUND		FY 19 Approved Budget	FY 18 Amended Budget	FY 18 YTD 11/30/18	FY 17 Actual	FY 16 Actual
<b>General Fund Revenues</b>						
<b>Property Tax</b>						
01-100-3001	CURRENT TAX LEVY	2,104,000	2,334,500	2,096,871	2,273,565	2,167,522
01-100-3002	CURRENT TAX LEVY POLPEN	727,000	410,000	694,248	403,185	466,659
<b>Total Property Tax:</b>		<b>2,831,000</b>	<b>2,744,500</b>	<b>2,791,119</b>	<b>2,676,750</b>	<b>2,634,181</b>
<b>Other Taxes</b>						
01-100-3004	REPLACEMENT TAX	28,000	26,000	31,131	35,538	33,653
01-100-3005	STATE SALES TAX	40,000	40,000	39,946	39,834	66,593
01-100-3006	STATE INCOME TAX	237,000	237,000	182,394	230,817	244,625
01-100-3007	LOCAL USE TAX	47,000	45,000	50,198	64,390	59,772
01-100-3020	DISBURSEMNET - JETSB FUNDS (NEW)	65,000	60,000	41,736	0	
01-100-3029	MISCELLANEOUS TAX (Foreign Fire Tax)	10,000	10,000	13,845	12,419	13,165
<b>Total Other Taxes:</b>		<b>427,000</b>	<b>418,000</b>	<b>359,250</b>	<b>382,998</b>	<b>417,809</b>
<b>Utility Taxes</b>						
01-100-3010	UTILITY TAX-COMED	91,000	85,000	84,055	90,239	101,573
01-100-3011	UTILITY TAX-NICOR	54,000	54,000	46,303	53,839	47,045
01-100-3012	UTILITY TAX-TELECOM	73,000	71,000	49,799	77,417	85,360
01-100-3013	UTILITY TAX-OTHER	0	0	0	0	0
<b>Total Utility Taxes:</b>		<b>218,000</b>	<b>210,000</b>	<b>180,158</b>	<b>221,495</b>	<b>233,978</b>
<b>Fines</b>						
01-100-3101	CIRCUIT COURT FINES	2,500	2,500	2,358	3,107	2,429
01-100-3102	VILLAGE ORDINANCE FINES	24,000	31,000	18,797	30,074	34,540
<b>Total Fines:</b>		<b>26,500</b>	<b>33,500</b>	<b>21,155</b>	<b>33,181</b>	<b>36,969</b>
<b>Licenses</b>						
01-100-3201	VEHICLE LICENSE	122,000	124,000	123,279	126,316	124,187
01-100-3202	ANIMAL LICENSE	2,200	2,000	2,317	2,102	2,430
01-100-3203	LIQUOR LICENSE	1,000	500	500	295	0
<b>Total Licenses:</b>		<b>125,200</b>	<b>126,500</b>	<b>126,096</b>	<b>128,713</b>	<b>126,617</b>
<b>Permits</b>						
01-100-3301	PERMITS-BUILDING	270,000	314,500	211,933	362,177	582,064
01-100-3306	PLAN REVIEW	25,000	25,000	22,730	35,899	50,076
01-100-3307	ZONING REVIEW	5,500	5,500	5,275	6,450	9,290
01-100-3308	ZBA FILING FEE	1,750	2,000	3,100	2,100	4,800
01-100-3309	BRC (demo) FILING FEE	350	350	1,050	1,750	350
01-100-3310	TREE PERMIT	700	500	2,125	1,500	2,600
01-100-3311	ARC FILING FEE (New)	700	350	1,400	350	0
01-100-3312	RE-INSPECTION FEE	1,500	1,500	1,275	1,500	75
01-100-3398	CONSTRUCTION PARKING PERMITS	1,700	1,000	2,342	1,108	0
01-100-3399	PERMITS-PARKING	40,000	40,000	41,005	39,665	47,517
<b>Total Permits:</b>		<b>347,200</b>	<b>390,700</b>	<b>292,235</b>	<b>452,500</b>	<b>696,772</b>
<b>Service Charges</b>						
01-100-3401	AMBULANCE USERS FEE	28,000	28,000	46,426	24,684	37,487
01-100-3402	SPECIAL EVENT & USE FEE	600	600	2,000	575	700
01-100-3403	ELEVATOR INSPECTIONS	400	250	393	450	672
01-100-3404	FIRE AND BURGLAR ALARM FEES	8,000	9,500	4,675	9,320	9,965
01-100-3405	YARD WASTE STICKERS	11,500	12,000	10,322	10,706	11,382
01-100-3406	STATE HIGHWAY MAINTENANCE	0	0	0	0	0
01-100-3407	SPECIAL DUTY DETAIL	4,500	4,200	8,336	13,960	4,830
01-100-3431	WASTE COLLECTION	0	0	0	0	0
01-100-3432	REFUSE & RECYCLING FEES (REPUBLIC)	137,000	120,000	108,876	137,430	147,588

01-100-3436	ANTENNA LEASE FEES	140,000	133,500	128,002	135,878	127,945
01-100-3470	KENILWORTH PARK DIST. FEES	0	10,000	3,732	16,448	10,021
01-100-3499	MISCELLANEOUS FEES	500	500	1,151	551	1,752
01-800-3402	BEACH FEES	53,800	34,000	51,294	35,065	36,560
<b>Total Service Charges:</b>		<b>384,300</b>	<b>352,550</b>	<b>365,206</b>	<b>385,066</b>	<b>388,902</b>
<b>Franchise Fees</b>						
01-100-3501	CABLE TV FRANCHISE FEE	52,000	52,000	52,200	54,203	53,398
<b>Total Franchise Fees:</b>		<b>52,000</b>	<b>52,000</b>	<b>52,200</b>	<b>54,203</b>	<b>53,398</b>
<b>Interest</b>						
01-100-3701	INTEREST INCOME	40,000	30,000	58,043	46,104	33,307
<b>Total Interest:</b>		<b>40,000</b>	<b>30,000</b>	<b>58,043</b>	<b>46,104</b>	<b>33,307</b>
<b>Miscellaneous</b>						
01-100-3602	FEDERAL GRANTS	0	0	0	0	0
01-100-3603	STATE GRANTS	1,000	1,200	6,273	1,200	1,200
01-100-3604	IDOT GRANTS ( Reimb Police-holiday traffic safety)	0	0	0	0	0
01-100-3801	INSURANCE PROCEEDS (IRMA)	5,000	5,000	5,000	8,000	15,000
01-100-3802	ADJUSTMENT-EXCESS INS SURPLUS	0	0	0	30,845	60,816
01-100-3901	SALE OF FIXED ASSETS	0	0	3,420	8,265	0
01-100-3902	CASHIER OVER/SHORT	0		0		
01-100-3903	GIFTS & CONTRIBUTIONS	0		3,000		
01-100-3904	TREE CONTRIBUTIONS	3,000	3,000	9,116	4,613	3,970
01-100-3905	SHARE THE COST SIDEWALK PROGRAM	0	0	0	0	0
01-100-3960	RECYCLING INCENTIVE PROGRAM	0	0	0	0	0
01-100-3989	OTHER INCOME	7,500	7,500	55,258	25,856	21,757
01-100-3990	TRANSFER OF FUNDS (E-911)	0	0	0	0	26,666
01-100-3991	TRANSFER OF FUNDS (Sewer)	54,015	53,799	0	52,915	40,000
01-100-3992	TRANSFER OF FUNDS IN	0	0	0	0	0
<b>Total Miscellaneous:</b>		<b>70,515</b>	<b>70,499</b>	<b>82,067</b>	<b>131,694</b>	<b>169,409</b>
<b>Police Restricted Funds</b>						
01-100-3103	DUI FINES	400	400	334	716	350
01-100-3104	VEHICLE TAX FUND	400	500	260	642	1,352
01-100-3105	SEIZURE FUND	0	0	0	0	0
<b>Total Police Restricted Funds:</b>		<b>800</b>	<b>900</b>	<b>594</b>	<b>1,359</b>	<b>1,702</b>
<b>TOTAL GENERAL OPERATING REVENUES:</b>		<b>4,522,515</b>	<b>4,429,149</b>	<b>4,328,121</b>	<b>4,514,062</b>	<b>4,793,044</b>
<b>ADMINISTRATION GENERAL OPERATING EXPENSES</b>		<b>FY 19 Approved Budget</b>	<b>FY 18 Amended Budget</b>	<b>FY 18 YTD 11/30/18</b>	<b>FY 17 Actual</b>	<b>FY 16 Actual</b>
<b>Administration Expenditures</b>						
<b>Personnel</b>						
01-100-4010	FULL TIME SALARIES	303,879	292,600	272,746	288,862	288,333
01-100-4011	OVERTIME SALARIES	0	0	0	0	0
01-100-4019	MERIT-VACATION BUY BACK	25,000	25,000	0	31,913	32,291
01-100-4021	PART TIME SALARIES	0	0	0	0	0
<b>Total Personnel:</b>		<b>328,879</b>	<b>317,600</b>	<b>272,746</b>	<b>320,774</b>	<b>320,624</b>
<b>Employment Expenses</b>						
01-100-4028	EMPLOYEE BENEFITS-MEDICAL	38,452	34,878	31,853	32,501	28,579
01-100-4029	EMPLOYEE BENEFITS-DENTAL	2,861	2,869	2,862	2,672	2,675
01-100-4030	EMPLOYEE BENEFITS-LIFE	859	831	743	814	791
01-100-4031	FICA & MEDICARE	25,526	24,664	20,398	22,002	21,770
01-100-4032	IMRF	30,158	41,193	35,375	40,934	42,945
01-100-4033	UNEMPLOYMENT FUND	341	358	340	428	356
01-100-4040	IMRF-ADDITIONAL CONTRIBUTION	0	0	0	100,000	0

<b>Total Employment Expenses:</b>		<b>98,198</b>	<b>104,793</b>	<b>91,571</b>	<b>199,351</b>	<b>97,116</b>
<b>Contractual Service</b>						
01-100-5021	AUDITING	18,000	19,000	17,500	20,300	18,000
01-100-5022	JULIE FEES	1,500	1,500	1,397	1,417	1,171
01-100-5023	PLAN REVIEW & INSPECTION SERVICE	45,200	47,800	36,728	48,665	58,443
01-100-5036	PRINTING AND PUBLISHING	8,000	6,600	5,350	7,760	5,608
01-100-5041	TELEPHONE	4,000	4,000	3,537	4,140	3,160
01-100-5042	CELL PHONE	1,000	1,000	725	898	945
01-100-5051	MISCELLANEOUS SERVICE	2,540	2,640	2,237	3,089	2,293
01-100-5071	POSTAGE	3,600	3,600	2,493	2,768	2,223
01-100-5091	PROFESSIONAL MEMBERSHIPS/ASSOCIAT.	9,726	9,631	8,985	9,488	9,302
01-100-5092	PROFESSIONAL SERVICES	40,200	18,700	7,740	3,956	5,802
01-100-5093	PROF SERVICES-FINANCE	5,650	4,250	4,883	4,250	3,375
01-100-5094	PROF SERVICES-NIU (Intern)	0	0	0	0	0
01-100-5096	PROF SERVICES-PLANNING	25,000	35,000	0	9,729	22,632
01-100-5097	PROF SERVICES-EXEC SEARCH	0	0	0	0	0
01-100-5099	PROF SERVICES-ECONOMIC DEVELOPMENT	10,000	5,000	2,238	668	500
01-100-5100	PROF SERVICES-IT	30,000	32,000	24,219	26,014	27,079
01-100-5177	REPAIR/MAINT COMPUTER EQUIP	400	800	59	270	100
01-100-5178	REPAIR/MAINT VEHICLE & EQUIP	150	350	175	143	0
<b>Total Contractual Service:</b>		<b>204,966</b>	<b>191,871</b>	<b>118,266</b>	<b>143,556</b>	<b>160,634</b>
<b>Commodities</b>						
01-100-6024	OFFICE SUPPLIES	2,500	2,500	1,986	1,266	1,827
01-100-6025	OTHER SUPPLIES	1,000	1,250	757	2,129	853
<b>Total Commodities:</b>		<b>3,500</b>	<b>3,750</b>	<b>2,743</b>	<b>3,395</b>	<b>2,680</b>
<b>Other Expense</b>						
01-100-7001	AUTO ALLOWANCE	4,800	4,800	4,400	4,800	4,800
01-100-7002	FUEL	0	0	0	0	0
01-100-7003	RECRUITMENT & TRAINING	450	400	635	516	106
01-100-7005	MISCELLANEOUS EXPENSE	1,500	500	1,759	379	3
01-100-7006	MEETINGS & CONFERENCES	3,545	3,545	3,821	1,318	1,620
01-100-7380	STATE REVENUE REBATES	0	0	0	0	0
01-100-7390	UNCOLLECTIBLE ACCOUNTS-REFUSE	0	0	0	258	17
01-100-7395	FUNDS TRANSER OUT	0	250,718	250,718	351,225	325,218
<b>Total Other Expense:</b>		<b>10,295</b>	<b>259,963</b>	<b>261,334</b>	<b>358,496</b>	<b>331,764</b>
<b>Minor Capital Outlay</b>						
01-100-8001	OFFICE FURNITURE	0	500	100	0	898
01-100-8002	MACHINERY & EQUIPMENT	0	0	456	0	0
01-100-8003	SOFTWARE	32,000	19,300	21,990	11,520	13,692
01-100-8004	COMPUTER EQUIPMENT	4,500	3,550	5,036	981	1,179
<b>Total Minor Capital Outlay:</b>		<b>36,500</b>	<b>23,350</b>	<b>27,582</b>	<b>12,501</b>	<b>15,770</b>
<b>Total Administration Service Expenses:</b>		<b>682,338</b>	<b>901,327</b>	<b>774,240</b>	<b>1,038,073</b>	<b>928,588</b>
<b>Support Services</b>						
<b>Contractual Service</b>						
01-200-5001	MAINTENANCE OF OFFICE EQUIP	800	1,080	795	755	422
01-200-5004	INSURANCE-GENERAL LIABILITY	112,000	117,000	89,732	106,283	67,039
01-200-5005	INSURANCE-WORKERS COMPENSATION	18,000	21,000	14,375	17,952	61,882
01-200-5024	VILLAGE ATTORNEY	50,000	50,000	46,613	56,435	156,173
01-200-5025	VILLAGE PROSECUTOR	5,000	5,700	3,238	4,173	3,990
01-200-5027	VILL ATTORNEY-COMP PLAN & COMM	2,500	4,000	843	0	402
01-200-5028	VILL ATTORNEY-ZONING	7,000	6,000	134	4,532	5,961
01-200-5029	VILL ATTORNEY-SUBDIVISIONS	0	0	0	0	0
01-200-5044	INTERNET SERVICES	1,900	1,600	1,027	1,849	1,648
<b>Total Contractual Service:</b>		<b>197,200</b>	<b>206,380</b>	<b>156,756</b>	<b>191,978</b>	<b>297,518</b>

<b>Total Support Service Expenses:</b>		<b>197,200</b>	<b>206,380</b>	<b>156,756</b>	<b>191,978</b>	<b>297,518</b>
<b>Waste Removal Expenditures</b>						
<b>Personnel</b>						
01-500-4010	FULL TIME SALARIES	48,696	48,197	43,062	46,024	44,282
01-500-4011	OVERTIME SALARIES	0	0	0	0	0
01-500-4019	MERIT-VACATION BUY BACK	4,000	4,000	0	4,285	4,690
<b>Total Personnel:</b>		<b>52,696</b>	<b>52,197</b>	<b>43,062</b>	<b>50,309</b>	<b>48,972</b>
<b>Employment Expenses</b>						
01-500-4028	EMPLOYEE BENEFITS-MEDICAL	5,601	5,199	4,465	4,825	4,091
01-500-4029	EMPLOYEE BENEFITS-DENTAL	435	446	424	418	386
01-500-4031	FICA & MEDICARE	4,031	3,993	3,121	3,431	3,296
01-500-4032	IMRF	4,832	6,770	5,585	6,525	6,680
<b>Total Employment Expenses:</b>		<b>14,900</b>	<b>16,408</b>	<b>13,595</b>	<b>15,199</b>	<b>14,453</b>
<b>Contractual Service</b>						
01-500-5004	INSURANCE	0	0	0	0	0
01-500-5661	WASTE REMOVAL-REGULAR	0	0	0	0	0
01-500-5662	WASTE REMOVAL-TRANSPORTATION	0	0	0	0	0
01-500-5663	WASTE DUMPING CHARGE	30,000	32,808	39,142	33,298	4,446
01-500-5664	LEAF PICKUP-YARD WASTE STICKERS	9,750	11,620	8,300	11,340	14,220
<b>Total Contractual Service:</b>		<b>39,750</b>	<b>44,428</b>	<b>47,442</b>	<b>44,638</b>	<b>18,666</b>
<b>Commodities</b>						
01-500-6025	OTHER SUPPLIES-bags	0	0	0	0	0
<b>Total Commodities:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Waste Removal Expenses:</b>		<b>107,346</b>	<b>113,033</b>	<b>104,099</b>	<b>110,146</b>	<b>82,091</b>
<b>TOTAL ADMINISTRATION GENERAL OPERATING EXPENSES:</b>		<b>986,884</b>	<b>1,220,740</b>	<b>1,035,096</b>	<b>1,340,197</b>	<b>1,308,197</b>
<b>PUBLIC WORKS GENERAL OPERATING EXPENDITURES</b>		<b>FY 19 Approved Budget</b>	<b>FY 18 Amended Budget</b>	<b>FY 18 YTD 11/30/18</b>	<b>FY 17 Actual</b>	<b>FY 16 Actual</b>
<b>Building and Grounds Expenditures</b>						
<b>Personnel</b>						
01-300-4020	MAINTENANCE SALARIES	14,101	13,899	12,798	11,696	11,854
01-300-4011	OVERTIME SALARIES	500	500	458	101	1,356
01-300-4019	MERIT-VACATION BUY BACK	200	200	0	0	750
<b>Total Personnel:</b>		<b>14,801</b>	<b>14,599</b>	<b>13,256</b>	<b>11,797</b>	<b>13,960</b>
<b>Employment Expenses</b>						
01-300-4028	EMPLOYEE BENEFITS-MEDICAL	4,003	3,628	3,325	2,959	2,667
01-300-4029	EMPLOYEE BENEFITS-DENTAL	300	300	304	240	258
01-300-4031	FICA & MEDICARE	1,132	1,105	971	865	1,036
01-300-4032	IMRF	1,357	1,893	1,719	1,530	1,904
<b>Total Employment Expenses:</b>		<b>6,792</b>	<b>6,926</b>	<b>6,319</b>	<b>5,594</b>	<b>5,865</b>
<b>Contractual Service</b>						
01-300-5047	OUTSIDE MAINT SERVICE-PUBLIC WORKS	6,650	7,220	7,219	5,571	6,344
01-300-5048	OUTSIDE MAINT SERVICE-VILL HALL	16,525	15,360	17,906	16,641	15,034
01-300-50	OUTSIDE MAINT SVC- TRAIN STATION (new)	3,600	15,360		16,641	15,034
01-300-5092	PROFESSIONAL SERVICES	0	0	500	0	0
<b>Total Contractual Service:</b>		<b>26,775</b>	<b>37,940</b>	<b>25,624</b>	<b>38,852</b>	<b>36,411</b>
<b>Commodities</b>						
01-300-6023	JANITORIAL SUPPLIES	1,500	1,800	1,274	1,526	832
01-300-6024	BLDG REPAIRS - TRAIN STATION - new	3,500	1,800		1,526	832

01-300-6025	BLDG REPAIRS-VILLAGE HALL	4,500	6,000	4,167	4,895	1,866
01-300-6026	BLDG REPAIRS-PUBLIC WORKS	4,600	5,000	5,238	2,524	1,351
01-300-6027	MAINT & CONSTRUCTION SUPPLIES	2,000	1,500	1,245	1,831	1,453
01-300-6028	HEATING, ELECT & WATER UTILITIES	2,250	2,250	2,260	1,643	1,416
<b>Total Commodities:</b>		<b>18,350</b>	<b>18,350</b>	<b>14,185</b>	<b>13,945</b>	<b>7,749</b>
<b>Minor Capital Outlay</b>						
01-300-8002	MACHINERY & EQUIPMENT	0	0	1,131	122	1,361
01-300-8007	BLDG IMPROVEMENT & ALTERATIONS	2,500	250	605	0	0
<b>Total Minor Capital Outlay:</b>		<b>2,500</b>	<b>250</b>	<b>1,736</b>	<b>122</b>	<b>1,361</b>
<b>Total Building &amp; Grounds Expenses:</b>		<b>69,218</b>	<b>78,065</b>	<b>61,120</b>	<b>70,309</b>	<b>65,347</b>
<b>Streets Expenditures</b>						
<b>Personnel</b>						
01-400-4010	FULL TIME SALARIES	199,797	195,786	181,142	167,221	123,967
01-400-4011	OVER TIME SALARIES	6,900	6,500	5,952	1,319	12,411
01-400-4019	MERIT-VACATION BUY BACK	2,000	2,000	0	387	7,651
01-400-4021	PART TIME SALARIES	0	0	0	9,375	5,132
<b>Total Personnel:</b>		<b>208,697</b>	<b>204,286</b>	<b>187,094</b>	<b>178,302</b>	<b>149,161</b>
<b>Employment Expenses</b>						
01-400-4028	EMPLOYEE BENEFITS-MEDICAL	54,323	49,203	45,102	40,577	25,423
01-400-4029	EMPLOYEE BENEFITS-DENTAL	4,079	4,079	4,133	3,302	2,507
01-400-4030	EMPLOYEE BENEFITS-LIFE	407	402	368	206	159
01-400-4031	FICA & MEDICARE	15,935	15,628	13,741	13,142	11,146
01-400-4032	IMRF	19,101	26,496	24,266	21,910	19,617
01-400-4033	UNEMPLOYMENT FUND	205	215	204	265	172
<b>Total Employment Expenses:</b>		<b>94,050</b>	<b>96,023</b>	<b>87,814</b>	<b>79,403</b>	<b>59,024</b>
<b>Contractual Service</b>						
01-400-5001	MAINTENANCE OF OFFICE EQUIP	0	500	0	0	135
01-400-5041	TELEPHONE	1,260	1,260	1,306	1,239	1,074
01-400-5042	CELLULAR PHONE SERVICE	1,500	1,560	1,458	1,671	1,021
01-400-5048	OUTSIDE MAINTENANCE SERVICE	50,000	51,500	33,152	52,608	22,128
01-400-5091	DUES, MEMBERSHIPS & SUBSCRIPT	350	300	320	160	60
01-400-5177	REPAIR/MAINT COMPUTER EQUIP	0	0	0	0	0
01-400-5178	REPAIR/MAINT VEHICLES & EQUIP	12,500	13,500	10,140	13,777	8,386
01-400-5184	SIGNS-TRAFFIC & STREETS	1,500	3,000	920	2,902	3,611
01-400-5322	ENGINEERING SERVICES	0	0	0	0	0
01-400-5346	EQUIPMENT RENTAL	4,000	400	3,900	85	385
<b>Total Contractual Service:</b>		<b>71,110</b>	<b>72,020</b>	<b>51,196</b>	<b>72,442</b>	<b>36,801</b>
<b>Commodities</b>						
01-400-6024	OFFICE SUPPLIES	300	300	24	212	200
01-400-6025	OTHER SUPPLIES	1,000	2,000	204	1,819	2,455
01-400-6027	MAINT & CONSTRUCTION SUPPLIES	11,000	13,000	10,544	10,342	5,127
01-400-6028	HEATING, ELECT & WATER UTILITIES	1,300	1,300	875	1,256	1,199
01-400-6029	UNIFORMS	1,500	1,000	1,360	1,141	1,374
01-400-6036	SAFETY EQUIPMENT	300	200	387	91	132
01-400-6038	SNOW REMOVAL SUPPLIES	23,000	22,000	22,830	12,199	20,806
<b>Total Commodities:</b>		<b>38,400</b>	<b>39,800</b>	<b>36,225</b>	<b>27,059</b>	<b>31,293</b>
<b>Other Expense</b>						
01-400-7001	AUTO ALLOWANCE	0	0	0	0	600
01-400-7002	FUEL	6,000	6,000	6,275	3,737	3,169
01-400-7003	RECRUITMENT & TRAINING	1,500	2,000	199	8,631	2,637
01-400-7005	MISCELLANEOUS EXPENSE	0	0	17	12	45
<b>Total Other Expense:</b>		<b>7,500</b>	<b>8,000</b>	<b>6,491</b>	<b>12,380</b>	<b>6,452</b>
<b>Minor Capital Outlay</b>						

01-400-8001	OFFICE FURNITURE	0	0	0	0	0
01-400-8002	MACHINERY & EQUIPMENT	0	500	0	1,638	0
01-400-8003	COMPUTER SOFTWARE	10,000	350	0	0	0
01-400-8004	COMPUTER EQUIPMENT	1,200	1,200	80	0	0
01-400-8005	VEHICLES	0	0	0	0	0
01-400-8006	STREET & SIDEWALK IMPROVEMENT	0	0	0	0	0
01-400-8007	SIDEWALK 50/50 PROGRAM	0	0	0	0	0
01-400-8010	STORM WATER IMPROVEMENT	0	0	0	0	0
<b>Total Minor Capital Outlay:</b>		<b>11,200</b>	<b>2,050</b>	<b>80</b>	<b>1,638</b>	<b>0</b>
<b>Total Streets Expenses:</b>						
		<b>430,956</b>	<b>422,179</b>	<b>368,900</b>	<b>371,223</b>	<b>282,731</b>
<b>Forestry Expenditures</b>						
<b>Contractual Service</b>						
01-600-5091	DUES, MEMBERSHIPS & SUBSCRIPT	0	0	575	0	0
01-600-5092	PROFESSIONAL SERVICES	500	1,000	771	97	0
01-600-5766	WINTER TREE TRIMMING	14,000	14,000	12,878	13,969	13,969
01-600-5767	TREE REMOVAL & TRIMMING	16,000	16,000	13,875	15,910	14,818
01-600-5768	TREE PLANTING PROGRAM	12,000	10,000	11,029	8,874	5,966
<b>Total Contractual Service:</b>		<b>42,500</b>	<b>41,000</b>	<b>39,128</b>	<b>38,850</b>	<b>34,753</b>
<b>Commodities</b>						
01-600-6027	MAINT & CONSTRUCTION SUPPLIES	800	800	710	801	708
<b>Total Commodities:</b>		<b>800</b>	<b>800</b>	<b>710</b>	<b>801</b>	<b>708</b>
<b>Total Forestry Expenses:</b>						
		<b>43,300</b>	<b>41,800</b>	<b>39,837</b>	<b>39,651</b>	<b>35,461</b>
<b>Street Lights Expenditures</b>						
<b>Personnel</b>						
01-700-4010	FULL TIME SALARIES	14,101	13,899	12,799	11,696	11,854
01-700-4011	OVERTIME SALARIES	500	500	458	101	1,356
01-700-4019	MERIT-VACATION BUY BACK	200	200	0	0	750
<b>Total Personnel:</b>		<b>14,801</b>	<b>14,599</b>	<b>13,256</b>	<b>11,797</b>	<b>13,960</b>
<b>Employment Expenses</b>						
01-700-4028	EMPLOYEE BENEFITS-MEDICAL	4,003	3,628	3,325	2,959	2,667
01-700-4029	EMPLOYEE BENEFITS-DENTAL	300	300	304	240	258
01-700-4031	FICA & MEDICARE	1,132	1,117	971	865	1,035
01-700-4032	IMRF	1,357	1,893	1,719	1,530	1,904
<b>Total Employment Expenses:</b>		<b>6,792</b>	<b>6,938</b>	<b>6,319</b>	<b>5,594</b>	<b>5,865</b>
<b>Contractual Service</b>						
01-700-5048	OUTSIDE MAINTENANCE SERVICE	5,500	5,500	2,686	5,797	2,389
01-700-5178	REPAIR/MAINT VEHICLES & EQUIP	1,500	1,700	1,374	758	654
01-700-5322	ENGINEERING SERVICES	0	0	0	0	0
01-700-5346	EQUIPMENT RENTAL	0	0	0	90	0
<b>Total Contractual Service:</b>		<b>7,000</b>	<b>7,200</b>	<b>4,060</b>	<b>6,645</b>	<b>3,042</b>
<b>Commodities</b>						
01-700-6025	OTHER SUPPLIES	6,000	7,000	3,776	19,363	7,415
01-700-6028	HEATING, ELECT & WATER UTILITIES	7,250	10,000	6,329	6,161	18,334
<b>Total Commodities:</b>		<b>13,250</b>	<b>17,000</b>	<b>10,105</b>	<b>25,523</b>	<b>25,749</b>
<b>Other Expense</b>						
01-700-7002	FUEL	350	250	259	186	147
<b>Total Other Expense:</b>		<b>350</b>	<b>250</b>	<b>259</b>	<b>186</b>	<b>147</b>
<b>Minor Capital Outlay</b>						
01-700-8015	CABLING, POSTS & LANTERNS	2,500	800	0	0	0
<b>Total Minor Capital Outlay:</b>		<b>2,500</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total Street Lights Expenses:</b>		<b>44,693</b>	<b>46,787</b>	<b>34,000</b>	<b>49,746</b>	<b>48,763</b>
<b>Beach Expenditures</b>						
<b>Personnel</b>						
01-800-4021	PART TIME SALARIES	37,000	31,000	32,657	25,018	22,783
<b>Total Personnel:</b>		<b>37,000</b>	<b>31,000</b>	<b>32,657</b>	<b>25,018</b>	<b>22,783</b>
<b>Employment Expenses</b>						
01-800-4031	FICA & MEDICARE	3,270	2,375	2,499	1,914	1,743
01-800-4033	UNEMPLOYMENT FUND	210	175	171	138	125
<b>Total Employment Expenses:</b>		<b>3,480</b>	<b>2,550</b>	<b>2,670</b>	<b>2,052</b>	<b>1,868</b>
<b>Contractual Service</b>						
01-800-5036	PRINTING & PUBLISHING	650	650	681	620	620
01-800-5041	TELEPHONE	560	540	513	531	464
01-800-5051	MISCELLANEOUS SERVICES	5,500	5,750	3,969	4,465	4,456
01-800-5054	LABORATORY SERVICES	700	0	490	637	0
01-800-5346	EQUIPMENT RENTAL	400	200	353	78	0
<b>Total Contractual Service:</b>		<b>7,810</b>	<b>7,140</b>	<b>6,005</b>	<b>6,331</b>	<b>5,540</b>
<b>Commodities</b>						
01-800-6025	OTHER SUPPLIES	1,100	1,100	3,463	874	2,073
<b>Total Commodities:</b>		<b>1,100</b>	<b>1,100</b>	<b>3,463</b>	<b>874</b>	<b>2,073</b>
<b>Other Expense</b>						
01-800-7003	RECRUITMENT & TRAINING	1,000	1,100	945	80	70
<b>Total Other Expense:</b>		<b>1,000</b>	<b>1,100</b>	<b>945</b>	<b>80</b>	<b>70</b>
<b>Minor Capital Outlay</b>						
01-800-8002	MACHINERY & EQUIPMENT	1,300	5,100	4,669	0	0
01-800-8007	FACILITY IMPROVEMENT & ALTERATIONS	1,200	150	0	45	144
<b>Total Minor Capital Outlay:</b>		<b>2,500</b>	<b>5,250</b>	<b>4,669</b>	<b>45</b>	<b>144</b>
<b>Total Beach Expenses:</b>		<b>52,890</b>	<b>48,140</b>	<b>50,409</b>	<b>34,400</b>	<b>32,478</b>
<b>TOTAL PUBLIC WORKS GENERAL OPERATING EXPENSES:</b>		<b>641,057</b>	<b>636,971</b>	<b>554,267</b>	<b>565,330</b>	<b>464,780</b>
<b>PUBLIC SAFETY GENERAL OPERATING EXPENSES</b>		<b>FY 19 Approved Budget</b>	<b>FY 18 Amended Budget</b>	<b>FY 18 YTD 11/30/18</b>	<b>FY 17 Actual</b>	<b>FY 16 Actual</b>
<b>Police Protection</b>						
<b>Personnel</b>						
01-900-4010	FULL TIME SALARIES	785,737	790,662	717,891	842,797	990,183
01-900-4011	OVERTIME SALARIES	45,000	45,000	42,221	49,912	58,045
01-900-4019	MERIT-VACATION BUY BACK	5,000	5,000	13,766	55,695	2,740
01-900-4021	PART TIME SALARIES	106,508	106,855	96,184	120,286	129,245
<b>Total Personnel:</b>		<b>942,244</b>	<b>947,517</b>	<b>870,062</b>	<b>1,068,690</b>	<b>1,180,212</b>
<b>Employment Expenses</b>						
01-900-4028	EMPLOYEE BENEFITS-MEDICAL	163,258	154,545	139,424	141,523	139,755
01-900-4029	EMPLOYEE BENEFITS-DENTAL	12,468	13,071	11,797	11,642	13,338
01-900-4030	EMPLOYEE BENEFITS-LIFE	1,486	1,494	1,346	1,590	1,865
01-900-4031	FICA & MEDICARE	27,365	23,265	22,660	28,323	35,903
01-900-4032	IMRF	4,269	5,922	5,352	13,307	27,744
01-900-4033	UNEMPLOYMENT FUND	1,097	1,144	958	1,234	1,340
01-900-4050	TRANSFER OF LEVY FUNDS TO POLPEN	727,000	410,000	694,248	403,185	466,659
01-900-4051	TRANS OF GEN FUND FUNDS TO POLPEN	107,000	392,000	96,978	537,000	238,421
<b>Total Employment Expenses:</b>		<b>1,043,943</b>	<b>1,001,441</b>	<b>972,764</b>	<b>1,137,804</b>	<b>925,026</b>

<b>Contractual Service</b>						
01-900-5001	MAINT OF OFFICE EQUIPMENT	200	200	555	179	428
01-900-5036	PRINTING AND PUBLISHING	500	500	520	733	292
01-900-5041	TELEPHONE	3,600	10,756	10,472	3,171	2,800
01-900-5042	CELLULAR PHONE SERVICE	4,360	3,600	3,003	3,726	3,552
01-900-5048	OUTSIDE MAINTENANCE SERVICES	2,645	9,308	6,393	360	600
01-900-5053	CRIMINAL JUSTICE CONNECTIVITY	3,800	5,600	1,871	5,136	5,226
01-900-5054	RADIO SYSTEM AIR TIME (new)	5,520	500	0	0	0
01-900-5061	ANIMAL CONTROL & HEALTH OFFICER	500	500	0	0	0
01-900-5071	POSTAGE	400	600	291	343	200
01-900-5091	DUES, MEMBERSHIPS & SUBSCRIPT	8,407	8,392	7,793	7,265	7,601
01-900-5093	MUNICIPAL PARTNERSHIPS	17,765	18,265	18,215	18,215	18,310
01-900-5095	PROFESSIONAL SVC. - DISPATCH	172,668	164,672	164,672	0	1,530
01-900-5177	REPAIR/MAINT COMPUTER EQUIP	1,000	1,000	771	199	1,530
01-900-5178	REPAIR/MAINT VEHICLES & EQUIP	12,925	13,655	12,938	13,625	10,731
<b>Total Contractual Service:</b>		<b>234,290</b>	<b>237,548</b>	<b>227,494</b>	<b>52,953</b>	<b>52,799</b>
<b>Commodities</b>						
01-900-6024	OFFICE SUPPLIES	2,954	2,954	1,110	2,467	1,702
01-900-6025	OTHER SUPPLIES	7,550	9,300	3,006	7,820	7,439
01-900-6029	UNIFORMS & PERSONAL PROTECTION EQUIP	6,000	7,000	6,015	5,228	10,830
<b>Total Commodities:</b>		<b>16,504</b>	<b>19,254</b>	<b>10,131</b>	<b>15,515</b>	<b>19,971</b>
<b>Other Expense</b>						
01-900-7001	AUTO ALLOWANCE	4,800	4,800	4,400	4,800	4,800
01-900-7002	FUEL	12,000	14,000	11,159	10,559	9,152
01-900-7003	RECRUITMENT & TRAINING	9,500	9,500	9,886	5,600	9,131
01-900-7004	COMMUNITY SERVICE	3,000	3,000	1,924	2,919	2,661
01-900-7005	MISCELLANEOUS EXPENSE	5,000	6,800	867	1,825	1,841
01-900-7006	MEETINGS & CONFERENCES	400	400	51	231	127
<b>Total Other Expense:</b>		<b>34,700</b>	<b>38,500</b>	<b>28,288</b>	<b>25,935</b>	<b>27,713</b>
<b>Minor Capital Outlay</b>						
01-900-8001	OFFICE FURNITURE	500	500	0	0	0
01-900-8002	MACHINERY & EQUIPMENT	7,000	1,000	883	0	746
01-900-8003	SOFTWARE	10,000	500	0	0	0
01-900-8004	COMPUTER EQUIPMENT	500	500	309	219	303
01-900-8005	VEHICLES	0	0	0	0	0
<b>Total Minor Capital Outlay:</b>		<b>18,000</b>	<b>2,500</b>	<b>1,192</b>	<b>219</b>	<b>1,049</b>
<b>Total Police Protection Expenses:</b>		<b>2,289,682</b>	<b>2,246,760</b>	<b>2,109,929</b>	<b>2,301,115</b>	<b>2,206,771</b>
<b>Police Restricted Funds</b>						
<b>Minor Capital Outlay</b>						
01-900-7103	DUI FUND EXPENSES	0	0	0	0	0
01-900-7104	POLICE VEHICLE FUND EXPENSES	1,800	1,800	0	1,400	0
01-900-7105	DRUG SEIZURE FUND EXPENSES	0	0	0	0	0
<b>Total Minor Capital Outlay:</b>		<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>1,400</b>	<b>0</b>
<b>Total Police Restricted Expenses:</b>		<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>1,400</b>	<b>0</b>
<b>Fire/EMS Services</b>						
<b>Personnel</b>						
01-950-4010	FULL TIME SALARIES	13,151	12,704	11,857	12,620	12,019
01-950-4019	MERIT-VACATION BUY BACK	0	0	0	70	60
<b>Total Personnel:</b>		<b>13,151</b>	<b>12,704</b>	<b>11,857</b>	<b>12,690</b>	<b>12,079</b>
<b>Employment Expenses</b>						
01-950-4028	EMPLOYEE BENEFITS-MEDICAL	2,339	2,119	1,943	1,963	1,729
01-950-4029	EMPLOYEE BENEFITS-DENTAL	180	180	182	169	169

01-950-4031	MEDICARE	192	184	167	180	171
<b>Total Employment Expenses:</b>		<b>2,710</b>	<b>2,483</b>	<b>2,292</b>	<b>2,311</b>	<b>2,069</b>
<b>Contractual Service</b>						
01-950-5156	FIRE PROTECTION	518,116	505,480	505,480	492,830	499,943
01-950-5157	FIRE SAFETY INPECTION SERVICE	0	0	0	0	5,897
<b>Total Contractual Service:</b>		<b>518,116</b>	<b>505,480</b>	<b>505,480</b>	<b>492,830</b>	<b>505,841</b>
<b>Commodities</b>						
01-950-5048	OUTSIDE MAINTENANCE SERVICE	0	0		0	0
01-950-5051	MISCELLANEOUS SERVICE	1,200	1,200	846	1,297	1,828
<b>Total Commodities:</b>		<b>1,200</b>	<b>1,200</b>	<b>846</b>	<b>1,297</b>	<b>1,828</b>
<b>Minor Capital Outlay</b>						
01-950-6031	FIRE HYDRANTS	0	0	0	0	0
01-950-8002	FOREIGN FIRE EXPENSES	3,000	0	2,441	0	0
<b>Total Minor Capital Outlay:</b>		<b>3,000</b>	<b>0</b>	<b>2,441</b>	<b>0</b>	<b>0</b>
<b>Total Fire Protection Expenses:</b>		<b>538,177</b>	<b>521,867</b>	<b>522,916</b>	<b>509,128</b>	<b>521,817</b>
<b>TOTAL PUBLIC SAFETY GENERAL FUND EXPENSES:</b>		<b>2,829,659</b>	<b>2,770,427</b>	<b>2,632,846</b>	<b>2,811,643</b>	<b>2,728,588</b>

## DEBT SERVICE FUND

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. It is primarily funded through the yearly property tax levy with a designated amount going toward payment of each bond and their accumulated interest. Since Kenilworth is a non-home rule community, the debt limit shall not exceed 8.625% of equalized assessed valuation, or a maximum debt limit of \$28,151,927 in 2017. The debt limit is set by Chapter 65, Section 5/8-5-1 of the Illinois Compiled Statutes.

DEBT SERVICE FUND	FY 16 Actual	FY 17 Actual	FY 18 Amended Budget	FY 18 Year End Est.	FY 19 Approved Budget	Delta FY18B v. FY19P
Total Debt Service Fund Revenues:	1,732,795	1,735,971	1,709,336	1,739,051	1,709,500	164
Total Debt Service Fund Expenses:	1,712,220	2,034,395	1,707,136	1,706,593	1,693,438	(13,698)
<i>Surplus(Deficit) Debt Service Fund:</i>	<b>20,575</b>	<b>(298,424)</b>	<b>2,200</b>	<b>32,458</b>	<b>16,062</b>	<b>13,862</b>

<b>Audited Fund Balance 12/31/17:</b>	<b>96,383</b>
<b>Projected net revenue FY 18:</b>	<b>32,458</b>
<b>Projected Fund Balance FYE 18:</b>	<b>128,841</b>
<b>Projected net revenue FY 19:</b>	<b>16,062</b>
<b>Projected Fund Balance FYE 19:</b>	<b>144,903</b>

DEBT SERVICE FUND		FY 19 Approved Budget	FY 18 Amended Budget	FY 18 YTD 11/30/18	FY 17 Actual	FY 16 Actual
<b>Debt Service Fund Revenues</b>						
26-100-3001	CURRENT TAX LEVY - 2007/2015B Bond	0	416,000	400,966	420,481	425,450
26-100-3003	CURRENT TAX LEVY - Annual Bond	1,007,000	599,000	578,309	605,880	605,879
26-100-3004	CURRENT TAX LEVY - 2013 (2023) Bond	695,000	689,336	664,446	699,022	696,712
26-100-3701	INTEREST INCOME	7,500	5,000	16,755	10,588	4,755
<b>Total Debt Service Revenues:</b>		<b>1,709,500</b>	<b>1,709,336</b>	<b>1,660,475</b>	<b>1,735,971</b>	<b>1,732,795</b>
<b>Debt Service Fund Expenses</b>						
26-100-5026	ADMINISTRATIVE BOND EXPENSE	500	1,000	554	950	950
26-100-7301	BOND PRINCIPAL PAYMENT-2015B	0	400,000	400,000	385,000	370,000
26-100-7302	BOND PRINCIPAL PAYMENT-Annual Capt Bond	990,000	595,000	590,000	594,273	594,384
26-100-7303	BOND PRINCIPAL PAYMENT-2023 Bond	410,000	400,000	400,000	395,000	385,000
26-100-7311	BOND INTEREST-2015B	0	16,000	16,000	31,400	51,333
26-100-7312	BOND INTEREST-Annual Capt Bond	11,600	5,800	10,701	5,727	5,615
26-100-7313	BOND INTEREST-2013 Bond (KW2023)	281,338	289,336	289,338	297,238	304,938
26-100-7395	FUND TRANSFER OUT	0	0	0	324,808	0
<b>Total Debt Service Expenses:</b>		<b>1,693,438</b>	<b>1,707,136</b>	<b>1,706,593</b>	<b>2,034,395</b>	<b>1,712,220</b>

## CAPITAL PROJECTS FUND

The Capital Projects Fund is the main fund where financial activity related to general capital projects occurs on an annual basis. Typical Fund expenditures range from infrastructure projects to replacing equipment that has outlived its useful life. The Village strives to maintain annual expenditures at an amount less than revenue absent one-time projects. The goal is to build up the fund balance to a point where capital expenses may be covered with available fund balance without the need to issue debt. The Capital Projects Fund revenue is generated from an annual \$1,000,000 short-term bond issued under the Village's Debt Service Extension Base Authority. The bond is split between the Capital Projects Fund and the KW2023 Fund.

CAPITAL PROJECTS FUND	FY 16 Actual	FY 17 Actual	FY 18 Amended Budget	FY 18 Year End Est.	FY 19 Approved Budget	Delta FY18B v. FY19P
Revenues:	923,980	900,507	845,468	840,718	590,200	(255,268)
Expenses:	1,210,158	818,487	1,012,168	660,012	563,250	(448,918)
<b>Surplus(Deficit) Capital Projects Fund:</b>	<b>(286,179)</b>	<b>82,020</b>	<b>(166,700)</b>	<b>180,706</b>	<b>26,950</b>	<b>193,650</b>

<b>Audited Fund Balance 12/31/17:</b>	<b>294,454</b>
<b>Projected net revenue FY 18:</b>	<b>180,706</b>
<b>Projected Fund Balance FYE 18:</b>	<b>475,160</b>
<b>Projected net revenue FY 19:</b>	<b>26,950</b>
<b>Projected Fund Balance FYE 19:</b>	<b>502,110</b>

CAPITAL PROJECTS FUND	FY 19 Approved Budget	FY 18 Amended Budget	FY 18 YTD 11/30/18	FY 17 Actual	FY 16 Actual
<b>Capital Projects Fund Revenues</b>					
27-100-3100 Bond Proceeds	590,000	594,000	0	590,000	594,273
27-100-3602 Federal Grant		0	0	0	0
27-100-3701 Interest Income	200	750	0	863	4,489
27-100-3903 Gifts & Donations	0	0	0	1,023	0
27-100-3990 Transfer of Funds In	0	250,718	250,718	308,621	325,218
<b>Total Capital Projects Revenues:</b>	<b>590,200</b>	<b>845,468</b>	<b>250,718</b>	<b>900,507</b>	<b>923,980</b>
<b>Capital Projects Fund Expenses</b>					
<b>ADMINISTRATION</b>					
27-100-5029 Administrative Bond Expense	0	0	0	10,000	4,000
27-100-7396 Transfer-Capital Item	0	0	0	115,006	786,472
27-100-8002 Machinery & Equipment	0	0	780	0	0
27-100-8004 Computer Equipment	3,500	22,500	11,466	2,833	4,871
<b>Total Administration:</b>	<b>3,500</b>	<b>22,500</b>	<b>12,246</b>	<b>127,839</b>	<b>795,343</b>
<b>BUILDING AND GROUDS</b>					
27-300-5048 Outside Maintenance	0	5,000	0	4,100	0
27-300-8002 Machinery & Equipment	0	0	0	0	0
27-300-8007 Bldg Improvements & Alterations	0	5,000	0	2,700	0
<b>Total Building &amp; Grounds:</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>6,800</b>	<b>0</b>
<b>STREETS</b>					
27-400-5048 Outside Service	6,000	8,000	0	0	0
27-400-5184 Street Signs	0	2,000	0	0	3,968
27-400-5322 Engineering-Public Works	9,000	59,718	21,953	14,931	0
27-400-8002 Equipment Street Department	1,750	22,500	18,418	0	0
27-400-8004 Computer Equipment	0	0	0	0	0
27-400-8005 Public Works Vehicles	0	0	0	144,521	0
27-400-8006 Street & Sidewalk Improvements	50,000	50,000	49,752	42,609	10,195
27-400-8007 Sidewalk Program	26,000	26,500	21,233	26,000	25,964
27-400-8008 Road Projects	220,000	535,000	359,037	251,120	
27-400-8010 Storm Water Improvements	6,000	0	0	0	0
<b>Total Streets:</b>	<b>318,750</b>	<b>703,718</b>	<b>470,394</b>	<b>479,181</b>	<b>40,126</b>
<b>STREET LIGHTS</b>					
27-700-8015 Cabling, Posts, Lanterns	32,000	37,000	0	17,330	19,222
<b>Total Street Lights:</b>	<b>32,000</b>	<b>37,000</b>	<b>0</b>	<b>17,330</b>	<b>19,222</b>
<b>BEACH</b>					
27-800-8002 Equipment Beach	0	0	0	0	0
27-800-8007 Bldg Improvements & Alterations	0	5,000	0	317	0
<b>Total Beach:</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>317</b>	<b>0</b>
<b>POLICE</b>					
27-900-5178 Police Vehicle Equipment	5,000	0	0	0	0
27-900-8001 Police Office Equipment	0	0	0	0	0
27-900-8002 Machinery & Equipment	0	0	0	79,770	0
27-900-8004 Computer Equipment	9,000	0	0	0	0
27-900-8005 Police Vehicles	32,000	0	0	0	0
<b>Total Police:</b>	<b>46,000</b>	<b>0</b>	<b>0</b>	<b>79,770</b>	<b>0</b>
<b>FIRE</b>					
27-950-6031 Fire Hydrants	0	8,000	0	2,525	43,849
<b>Total Fire:</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>2,525</b>	<b>43,849</b>

<b>SEWER</b>					
27-992-5092 Professional Services	0	0	0	0	9,900
27-992-5322 Engineering Services	29,000	29,000	4,800	2,500	0
27-992-8002 Sewer Fund Equipment	0	22,500	30,379	0	0
27-992-8012 Sewer Repairs	20,000	138,000	108,053	49,385	301,653
27-992-8014 Ravine Improvements	5,000	0	0	0	0
<b>Total Sewer:</b>	<b>54,000</b>	<b>189,500</b>	<b>143,232</b>	<b>51,885</b>	<b>311,553</b>
<b>WATER</b>					
27-935-5048 Outside Maintenance	0	0	0	4,200	0
27-935-5092 Professional Services	0	0	0	2,210	0
27-935-5094 Construction Services	105,000	0	0	33,912	65
27-935-5322 Engineering Services	0	30,000	18,085	12,519	0
27-935-8002 Machinery & Equipment	4,000	6,450	0	0	0
27-935-8007 Building and Grounds	0	0	0	0	0
<b>Total Water:</b>	<b>109,000</b>	<b>36,450</b>	<b>18,085</b>	<b>52,841</b>	<b>65</b>
<b>GRAND TOTAL CAPITAL PROJECTS EXPENSES:</b>					
	<b>563,250</b>	<b>1,012,168</b>	<b>643,957</b>	<b>818,487</b>	<b>1,210,158</b>

## KW 2023 FUND

The Kenilworth 2023 Fund was created in 2013 to track expenditures and revenues related to the Kenilworth 2023 Capital Improvement Program. The program was generated to address both combined sewer system surcharging on the east portion of the Village and inadequate fire hydrant flows on the west side of the Village. The Fund was initially funded by a 20-year referendum bond of \$9,590,000 in 2013 to fund Phase I of the three phase KW2023 plan.

KW2023 Phase II – Green Streets is anticipated to be constructed in 2020. Additional revenue through a combination of debt issuance, grants and fund balance draws will be needed to fund the projected KW2023 Phase II expenditures in 2020.

KW2023 CAPITAL PROJECTS FUND	FY 16 Actual	FY 17 Actual	FY 18 Amended Budget	FY 18 Year End Est.	FY 19 Approved Budget	Delta FY18B v. FY19P
Revenues:	1,298,582	125,671	7,000	20,600	395,000	388,000
Expenses:	7,767,980	152,533	241,500	128,694	1,641,170	1,399,670
<b><i>Surplus(Deficit) KW2023 Capital Projects Fund:</i></b>	<b>(6,469,399)</b>	<b>(26,862)</b>	<b>(234,500)</b>	<b>(108,094)</b>	<b>(1,246,170)</b>	<b>(1,011,670)</b>

<b>Audited Fund Balance 12/31/17:</b>	<b>1,479,647</b>
<b>Projected net revenue FY 18:</b>	<b><u>(108,094)</u></b>
<b>Projected Fund Balance FYE 18:</b>	<b>1,371,553</b>
<b>Projected net revenue FY 19:</b>	<b><u>(1,246,170)</u></b>
<b>Projected Fund Balance FYE 19:</b>	<b>125,383</b>

KENILWORTH 2023 FUND	FY 19 Approved Budget	FY 18 Amended Budget	FY 18 YTD 11/30/18	FY 17 Actual	FY 16 Actual
<b>KW2023 Fund Revenues</b>					
23-100-3100 Bond Proceeds	390,000	0	0	0	0
23-100-3101 Bond Premium Revenue	0		0	0	0
23-100-3603 State Grants			0	0	1,200,000
23-100-3701 Interest Income	5,000	7,000	18,126	13,343	18,417
23-100-3989 Other Income	0		0	112,328	80,165
<b>Total KW2023 Capital Projects Fund Revenues:</b>	<b>395,000</b>	<b>7,000</b>	<b>18,126</b>	<b>125,671</b>	<b>1,298,582</b>
<b>KW2023 Fund Expenses</b>					
<b>ADMINISTRATION</b>					
23-100-5026 ADMINISTRATIVE BOND EXPENSES	0	0	0	0	0
23-100-5036 PRINTING AND PUBLISHING	300	0	843	0	309
23-100-5071 POSTAGE	300	0	169	0	33
23-100-5092 PROFESSIONAL SERVICES	0	0	1,271	0	18,613
23-100-7005 MISCELLANEOUS EXPENSE	0	6,500	0	4,066	1,533
23-100-7396 TRANSFER-CAPITAL ITEMS	0	0	0	0	2,756,983
<b>Total Administration:</b>	<b>600</b>	<b>6,500</b>	<b>2,283</b>	<b>4,066</b>	<b>2,777,471</b>
<b>SUPPORT SERVICES</b>					
23-200-5024 LEGAL SERVICES KW2023	5,500	0	0	0	4,445
<b>Total Support Services:</b>	<b>5,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,445</b>
<b>STREETS</b>					
23-400-5048 OUTSIDE SERVICES	0	0	0	400	2,312
23-400-5184 SIGNS-TRAFFIC & STREETS	0	0	0	0	2,637
23-400-5322 ENGINEERING SERVICES-STREETS	0	0	0	0	10,500
23-400-6025 OTHER SUPPLIES	0	0	0	0	0
23-400-6036 SAFETY EQUIPMENT	750	0	0	0	380
23-400-7005 MISCELLANEOUS EXPENSE	200	0	0	0	2,018
23-400-8006 STREET & SIDEWALK IMPROVEMENT	0	0	0	0	0
23-400-8008 ROAD PROJECTS	0	0	0	0	0
23-400-8010 STORM WATER IMPROVEMENT	0	0	0	0	0
<b>Total Streets:</b>	<b>950</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>17,846</b>
<b>STREET LIGHTS</b>					
23-700-5048 OUTSIDE MAINTENANCE SERVICE	0	0	0	0	0
23-700-5322 ENGINEERING SERVICES	0	0	0	0	0
23-700-6025 OTHER SUPPLIES	0	0	0	0	50
23-700-8015 CABLING, POSTS & LANTERNS	0	0	0	0	5,702
<b>Total Street Lights:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,752</b>
<b>WATER</b>					
23-935-5092 PROFESSIONAL SERVICES	35,000	50,000	0	0	0
23-935-5322 ENGINEERING SERVICES-WATER	43,144	75,000	61,683	0	0
23-935-5346 EQUIPMENT RENTAL	0	0	0	0	0
23-935-6027 MAINT & CONSTRUCTION SUPPLIES	0	0	0	0	0
23-935-7005 MISCELLANEOUS EXPENSE (construct.)	1,200,000	0	0	14,273	0
<b>Total Water:</b>	<b>1,278,144</b>	<b>125,000</b>	<b>61,683</b>	<b>14,273</b>	<b>0</b>
<b>SEWER</b>					
23-992-5092 PROFESSIONAL SERVICES	53,400	35,000	8,375	133,794	4,691,835
23-992-5322 ENGINEERING SERVICES-SEWER	172,576	75,000	7,011	0	269,181
23-992-5346 EQUIPMENT RENTAL	0	0	0	0	0
23-992-7005 MISCELLANEOUS EXPENSE	0	0	0	0	1,450
23-992-8012 SEWER REPAIRS	0	0	0	0	0
23-992-8013 SEWER LINING PROGRAM	130,000	0	0	0	0

23-992-8014 SKOKIE DITCH/CULVERT WORK	0	0	0	0	0
<b>Total Sewer:</b>	<b>355,976</b>	<b>110,000</b>	<b>15,386</b>	<b>133,794</b>	<b>4,962,467</b>
<b>GRAND TOTAL KW2023 CAPITAL PROJECTS EXPENSES:</b>	<b>1,641,170</b>	<b>241,500</b>	<b>79,353</b>	<b>152,533</b>	<b>7,767,980</b>

## SEWER SERVICE FUND

The Sewer Fund finances the cleaning, repair and other required maintenance and improvements of the Village's sewer systems. It is primarily funded through sewer fee charges located within residents' triannual water bill. The Sewer Fund consists of committed funds to be used to improve the sewer system and sewer system related activities. Such activities include manhole inspections; sewer inspection, cleaning, and televising; coordinated emergency repairs; maintain storm sewers (5.4 miles), sanitary sewers (3.8 miles), and combination sewer (6.6 miles).

SEWER FUND	FY 16 Actual	FY 17 Actual	FY 18 Amended Budget	FY 18 Year End Est.	FY 19 Approved Budget	Delta FY18B v. FY19P
Revenues:	104,644	98,232	88,700	95,466	92,000	3,300
Expenses:	79,108	76,838	95,949	85,583	86,765	(9,184)
<b><i>Surplus(Deficit) Sewer Fund:</i></b>	<b>25,537</b>	<b>21,394</b>	<b>(7,249)</b>	<b>9,883</b>	<b>5,235</b>	<b>12,484</b>

<b>Audited Fund Balance 12/31/17:</b>	<b>278,917</b>
<b>Projected net revenue FY 18:</b>	<u><b>9,883</b></u>
<b>Projected Fund Balance FYE 18:</b>	<b>288,800</b>
<b>Projected net revenue FY 19:</b>	<u><b>5,235</b></u>
<b>Projected Fund Balance FYE 19:</b>	<b>294,035</b>

SEWER FUND		FY 19 Approved Budget	FY 18 Amended Budget	FY 18 YTD 11/30/18	FY 17 Actual	FY 16 Actual
<b>Sewer Fund Revenues</b>						
02-100-3430	SEWER CHARGES	89,500	87,000	84,298	95,575	96,457
02-100-3701	INTEREST INCOME	2,500	1,700	3,350	2,657	1,657
02-100-3989	OTHER INCOME	0	0	0	0	6,530
<b>Total Sewer Fund Revenues:</b>		<b>92,000</b>	<b>88,700</b>	<b>87,648</b>	<b>98,232</b>	<b>104,644</b>
<b>Sewer Fund Expenditures</b>						
<b>Contractual Service</b>						
02-100-5048	OUTSIDE MAINTENANCE SERVICES	20,000	21,000	25,305	10,611	8,287
02-100-5178	REPAIR/MAINT VEHICLES & EQUIP	2,000	2,500	1,756	393	11
02-100-5322	ENGINEERING	0	8,000	0	7,900	9,760
02-100-5346	EQUIPMENT RENTAL	0	0	0	0	0
<b>Total Contractual Service:</b>		<b>22,000</b>	<b>31,500</b>	<b>27,061</b>	<b>18,904</b>	<b>18,057</b>
<b>Commodities</b>						
02-100-6025	OTHER SUPPLIES	500	150	0	113	0
02-100-6027	MAINT & CONSTRUCTION SUPPLIES	2,250	2,000	2,386	1,848	783
<b>Total Commodities:</b>		<b>2,750</b>	<b>2,150</b>	<b>2,386</b>	<b>1,961</b>	<b>783</b>
<b>Other Expense</b>						
02-100-7050	PERMIT FEE	1,000	1,000	1,000	1,000	1,000
02-100-7390	UNCOLLECTIBLE ACCOUNTS-SEWER	0	0	0	0	0
02-100-7395	FUND TRANS-Street SALARY OFFSET	54,015	53,799	0	52,915	40,000
02-100-7301	BOND PRINCIPAL PAYMENT	0	0	0	0	0
02-100-7311	BOND INTEREST EXPENSE	0	0	0	0	0
<b>Total Other Expense:</b>		<b>55,015</b>	<b>54,799</b>	<b>1,000</b>	<b>53,915</b>	<b>41,000</b>
<b>Minor Capital Outlay</b>						
02-100-8002	MACHINERY & EQUIPMENT	0	0	0	0	0
02-100-8005	VEHICLES	0	0	0	0	0
02-100-8012	SEWER REPAIR	4,000	4,500	2,300	0	19,267
02-100-8013	SEWER LINING PROGRAM	3,000	3,000	0	2,058	0
02-100-8014	STORM SEWER IMPROVEMENT PROJECT	0	0	0	0	0
<b>Total Minor Capital Outlay:</b>		<b>7,000</b>	<b>7,500</b>	<b>2,300</b>	<b>2,058</b>	<b>19,267</b>
<b>Total Sewer Fund Expenses:</b>		<b>86,765</b>	<b>95,949</b>	<b>32,747</b>	<b>76,838</b>	<b>79,108</b>

## MOTOR FUEL TAX FUND

The Motor Fuel Tax Fund is a minor fund with expenditures restricted to roadway-related projects. The restriction on use is imposed by the state and the revenue is received from the Village's portion of State-distributed Motor Fuel Tax funds. Distribution is based on an equally weighted share of the Village's proportion of population and road mileage to the State's proportion of population and road mileage. The Motor Fuel Tax Fund has a steady revenue flow of monthly allotments. Its expenditure flow typically consists of large capital projects such as street repair and resurfacing that occur during the road construction season.

The Village typically grows the fund balance in this fund to a level where a roadway project may be fully funded from available funds. This fund has been most recently used to fund the Village's local cost match for Federal Surface Transportation Program projects.

MOTOR FUEL TAX FUND	FY 16 Actual	FY 17 Actual	FY 18 Amended Budget	FY 18 Year End Est.	FY 19 Approved Budget	Delta FY18B v. FY19P
Revenues:	66,602	67,925	60,000	75,680	62,500	2,500
Expenses:	162,704	2,575	15,913	1,422	16,500	587
<b><i>Surplus(Deficit) Motor Fuel Tax Fund:</i></b>	<b>25,537</b>	<b>65,350</b>	<b>44,087</b>	<b>74,258</b>	<b>46,000</b>	<b>1,913</b>

<b>Audited Fund Balance 12/31/17:</b>	<b>430,601</b>
<b>Projected net revenue FY 18:</b>	<b>74,258</b>
<b>Projected Fund Balance FYE 18:</b>	<b>504,859</b>
<b>Projected net revenue FY 19:</b>	<b>46,000</b>
<b>Projected Fund Balance FYE 19:</b>	<b>550,859</b>

MOTOR FUEL TAX FUND		FY 19 Approved Budget	FY 18 Amended Budget	FY 18 YTD 11/30/18	FY 17 Actual	FY 16 Actual
<b>Motor Fuel Tax Fund Revenues</b>						
06-100-3701	INTEREST INCOME	2,500	2,000	9,329	3,826	2,620
06-100-3801	MFT ALLOTMENTS	60,000	58,000	53,195	64,098	63,983
<b>Total Motor Fuel Tax Fund Revenues:</b>		<b>62,500</b>	<b>60,000</b>	<b>62,524</b>	<b>67,925</b>	<b>66,602</b>
<b>Motor Fuel Tax Expenditures</b>						
<b>Contractual Service</b>						
06-100-5322	ENGINEERING SERVICES	55,000	53,045	1,422	14,779	15,858
06-100-5323	ENGINEERING REIMBURSE BY STATE	(38,500)	(37,132)	(995)	(12,204)	(45,835)
<b>Total Contractual Service:</b>		<b>16,500</b>	<b>15,913</b>	<b>427</b>	<b>2,575</b>	<b>(29,977)</b>
<b>Other Expense</b>						
06-100-7005	MISCELLANEOUS EXPENSE	0	0	0	0	0
<b>Total Other Expense:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>						
06-100-8007	ROAD PROJECTS	0	0	0	0	192,681
<b>Total Capital Outlay:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>192,681</b>
<b>Total Motor Fuel Tax Fund Expenses:</b>		<b>16,500</b>	<b>15,913</b>	<b>427</b>	<b>2,575</b>	<b>162,704</b>

## WATER FUND

The Water Fund is the Village’s only enterprise fund. This fund reports all of the expenditures and revenues associated with providing drinking water to residents. In 2017, the Village began purchasing drinking water from the Village of Wilmette. Since that time the Fund has been in a positive position. Major capital expenditures such as the construction of new water mains are typically made from this Fund, or from the Capital Projects Fund which “gifts” the new assets to the Water Fund. Unrestricted net assets for this fund are targeted by policy to equal 33% to 42% of operating expenses.

All activities necessary to provide portable water services to residents are accounted for in this fund, including but not limited to, administration, operations, maintenance, financing and related debt service and billing and collection. The Water Fund funds daily operations that include the maintenance and repair of water mains, fire hydrants and water distribution valves. The fund also maintains the metering and billing system of the Village. Revenues for these operations are generated through a user fee for metered water and a System Improvement Charge used for Debt Service.

WATER FUND	FY 16 Actual	FY 17 Actual	FY 18 Approved Budget	FY 18 Year End Est.	FY 19 Proposed Budget	Delta FY18B v. FY19P
Revenues:	1,024,779	1,384,752	1,015,850	1,020,726	995,500	(20,350)
Expenses:	1,240,222	1,089,732	945,865	832,100	1,226,683	280,818
<b>Surplus(Deficit) Water Fund:</b>	<b>3,328,012</b>	<b>295,020</b>	<b>69,985</b>	<b>188,626</b>	<b>(231,183)</b>	<b>(301,168)</b>

WATER FUND		FY 19 Approved Budget	FY 18 Amended Budget	FY 18 YTD 11/30/18	FY 17 Actual	FY 16 Actual
<b>Water Fund Revenues</b>						
35-100-3432	WATER SERVICE-METERED	710,000	710,000	646,242	722,479	710,141
35-100-3435	WATER METER CHARGE (Water Imp.)	275,000	300,000	271,707	303,559	299,601
35-100-3701	INTEREST INCOME	4,500	1,200	9,467	3,088	556
35-100-3901	SALE OF FIXED ASSETS	0	0	0	15,913	0
35-100-3902	SALE OF WATER METERS	3,000	3,000	3,000	5,400	12,416
35-100-3903	BACKFLOW TESTING REBATE	1,000	900	1,320	920	1,245
35-100-3904	OTHER INCOME	1,000	750	1,606	8,586	820
35-100-3980	CAPITAL CONTRIBUTED	1,000				
35-100-3990	FUNDS TRANSFER IN	0		0	324,808	
<b>Total Water Fund Revenues:</b>		<b>995,500</b>	<b>1,015,850</b>	<b>933,342</b>	<b>1,384,752</b>	<b>1,024,779</b>
<b>WATER EXPENDITURES</b>						
<b>Personnel</b>						
35-100-4010	FULL TIME SALARIES	163,231	160,311	146,181	145,708	191,564
35-100-4011	OVER TIME SALARIES	2,500	2,500	2,289	507	12,201
35-100-4019	MERIT-VACATION BUY BACK	2,000	2,000	0	10,187	17,651
35-100-4021	PART TIME SALARIES	0	0	0	4,261	42,742
<b>Total Personnel:</b>		<b>167,731</b>	<b>164,811</b>	<b>148,470</b>	<b>160,664</b>	<b>264,158</b>
<b>Employment Expenses</b>						
35-100-4028	EMPLOYEE BENEFITS-MEDICAL	30,847	28,151	25,304	24,109	31,962
35-100-4029	EMPLOYEE BENEFITS-DENTAL	2,333	2,351	2,359	2,014	3,090
35-100-4030	EMPLOYEE BENEFITS-LIFE	117	115	104	232	274
35-100-4031	FICA & MEDICARE	12,831	12,608	10,744	11,087	18,856
35-100-4032	IMRF	15,381	21,376	19,257	20,286	30,201
35-100-4033	UNEMPLOYMENT FUND	68	72	68	95	413
35-100-4039	IMRF PENSION EXPENSE (DO NOT BUDGET)				(73,673)	123,332
<b>Total Employment Expenses:</b>		<b>61,577</b>	<b>64,673</b>	<b>57,836</b>	<b>(15,850)</b>	<b>208,129</b>
<b>Contractual Service</b>						
35-100-5024	VILLAGE ATTORNEY	3,000	3,000	0	766	9,773
35-100-5036	PRINTING & PUBLISHING	300	775	140	325	396
35-100-5041	TELEPHONE	650	2,880	697	2,161	8,928
35-100-5042	CELLULAR TELEPHONE SERVICE	1,752	960	1,351	905	1,456
35-100-5044	INTERNET SERVICE	0	0	0	88	1,465
35-100-5048	OUTSIDE MAINTENANCE SERVICE	6,330	7,700	5,616	8,779	11,627
35-100-5049	EQUIPMENT MAINTENANCE	1,000	2,000	924	5,883	2,991
35-100-5051	MISCELLANEOUS SERVICES	1,014	731	1,017	806	875
35-100-5054	LABORATORY SERVICES	1,400	1,500	1,484	1,923	2,720
35-100-5071	POSTAGE	1,500	1,700	1,616	1,791	1,786
35-100-5091	DUES, MEMBERSHIPS & SUBSCRIPT	0	0	0	0	330
35-100-5092	PROFESSIONAL SERVICES	23,764	2,600	4,044	11,989	89,611
35-100-5177	REPAIR/MAINT COMPUTER EQUIP	0	750	0	0	6,438
35-100-5178	REPAIR/MAINT VEHICLES & EQUIP	1,500	1,500	1,916	848	624
35-100-5322	ENGINEERING	0	30,000	11,984	0	16,859
35-100-5346	EQUIPMENT RENTAL	1,000	250	61	318	0
35-100-5400	PURCHASE OF WATER	254,745	280,190	185,476	226,941	0
<b>Total Contractual Service:</b>		<b>297,955</b>	<b>336,536</b>	<b>216,323</b>	<b>263,523</b>	<b>155,879</b>
<b>Commodities</b>						
35-100-6023	JANITORIAL SUPPLIES	0	0	0	0	73
35-100-6024	OFFICE SUPPLIES	0	100	0	0	81
35-100-6025	OTHER SUPPLIES	0	300	241	159	756
35-100-6027	MAINT & CONSTRUCTION SUPPLIES	15,000	20,000	7,895	19,953	3,427
35-100-6028	HEATING, ELECT & WATER UTIL	10,020	22,920	10,966	22,905	32,375

35-100-6029	UNIFORMS	1,300	1,000	1,127	1,229	1,319
35-100-6030	CHEMICALS-LAB SUPPLIES	0	200	0	1,349	13,022
35-100-6032	SEWER USE CHARGE	0	2,200	0	2,065	4,418
35-100-6033	METER SUPPLIES	5,000	7,500	6,107	15,520	6,012
35-100-6034	HYDRANT AND VALVE MAINTENANCE	5,000	2,000	7,521	38	0
35-100-6036	SAFETY EQUIPMENT	500	1,000	379	216	198
35-100-6037	TOOLS	500	500	72	466	79
<b>Total Commodities:</b>		<b>37,320</b>	<b>57,720</b>	<b>34,308</b>	<b>63,898</b>	<b>61,759</b>
<b>Other Expense</b>						
35-100-7001	AUTO ALLOWANCE	0	0	0	0	600
35-100-7002	FUEL	2,000	2,000	2,097	1,400	1,619
35-100-7003	RECRUITMENT & TRAINING	750	750	210	774	150
35-100-7005	MISCELLANEOUS EXPENSE	0	0	0	0	0
35-100-7390	UNCOLLECTIBLE ACCOUNTS	0	0	0	839	104
35-100-7391	REFUND OF OVERPAYMENT	0	0	0	0	0
<b>Total Other Expense:</b>		<b>2,750</b>	<b>2,750</b>	<b>2,307</b>	<b>296,434</b>	<b>241,185</b>
<b>Bond Expense</b>						
35-100-7301	BOND PRINCIPAL	190,000	185,000	185,000	180,000	165,000
35-100-7311	BOND INTEREST	80,850	86,400	86,400	91,800	96,356
35-100-7350	PAYING AGENT FEES	500	475	475	475	475
35-100-8000	AMORTIZATION EXPENSE	0	0	0	0	0
<b>Total Bond Expense:</b>		<b>271,350</b>	<b>271,875</b>	<b>271,875</b>	<b>272,275</b>	<b>261,831</b>
<b>Capital Outlay</b>						
35-100-8001	OFFICE FURNITURE	0	0	0	0	0
35-100-8002	MACHINERY & EQUIPMENT	1,500	2,000	903	0	8,195
35-100-8003	SOFTWARE	30,000	0	0	3,056	0
35-100-8004	COMPUTER EQUIPMENT	0	500	914	150	0
35-100-8005	VEHICLES	0	0	0	0	0
35-100-8007	BUILDING & GROUNDS	301,200	10,000	1,600	0	0
35-100-8008	CAPITAL OUTLAY (Valves)	10,300	0	1,953	0	0
35-100-8009	WATER MAIN REPAIRS	45,000	35,000	83,087	45,583	39,087
<b>Total Capital Outlay:</b>		<b>388,000</b>	<b>47,500</b>	<b>88,457</b>	<b>48,789</b>	<b>47,282</b>
<b>Total Water Fund Expenses:</b>		<b>1,226,683</b>	<b>945,865</b>	<b>819,576</b>	<b>1,089,732</b>	<b>1,240,222</b>

## POLICE PENSION FUND

The Police Pension Plan is a single-employer defined benefit pension plan that covers all sworn police personnel. The defined benefits and employee and minimum employer contribution levels are governed by Illinois Compiled Statutes (40 ILCS 5/3-101) and may be amended only by the Illinois legislature. The Police Pension Fund accumulates financial resources and holds them in trust for Village Police Officers and their beneficiaries. The fund is used to pay retirement, disability and death benefits for police officers. The Police Pension is funded by a combination of three sources: investment income, contributions by active police officers and Village contribution. An actuarial valuation is prepared annually to determine the amount of funding needed to meet the Police Pension Fund’s obligations. The Village is responsible to provide the balance of the needed funds after taking into account investment income and officer contributions.

The Police Pension Fund is governed by a five-member Pension Board. Two members of the Board are appointed by the Village President with the advice and consent of Village Trustees. One member is elected by pension beneficiaries and two members are elected by active police employees. The Police Pension Board is the legal authority for the determination and payment of pensions and pension expenses. As of December 31, 2018, there are 7 full time officers who each contribute 9.91% of their base salary to the Police Pension Fund. 12 inactive plan members now draw benefits from the pension fund.

The FY 2018 budget includes a contribution to the Police Pension fund in the amount of \$802,000. This is \$126,333 above the actuary-recommended contribution of \$675,667. The additional funding was a voluntary additional contribution to strengthen the financial condition of the police pension fund. At the end of 2017, the Police Pension Fund was 47.98% funded. The State of Illinois has mandated that all public safety pension funds to be 90% funded by the year 2040.

POLICE PENSION FUND	FY 16 Actual	FY 17 Actual	FY 18 Approved Budget	FY 18 Year End Est.	FY 19 Approved Budget	Delta FY18B v. FY19P
Revenues:	1,040,543	1,408,097	1,102,300	1,141,009	1,163,222	60,922
Expenses:	694,628	749,561	796,374	740,752	792,920	(3,454)
<b>Surplus(Deficit) Police Pension Fund:</b>	<b>345,916</b>	<b>658,536</b>	<b>305,926</b>	<b>400,257</b>	<b>370,302</b>	<b>64,376</b>

Police Pension Fund		FY 19 Approved Budget	FY 18 Amended Budget	FY 18 YTD 11/30/18	FY 17 Actual	FY 16 Actual
<b>Police Pension Fund Revenues</b>						
99-100-3001	TRANSFER FROM OPERATING-LEVY	727,000	410,000	694,248	403,185	466,659
99-100-3002	TRANSFER FROM OPERATING-Extra	107,000	392,000	96,978	537,000	238,421
99-100-3701	INTEREST INCOME	120,000	90,000	155,228	151,636	124,747
99-100-3705	REALIZED GAIN/LOSS ON INVESTMENT	35,000	40,000	(100,311)	(108,264)	38,956
99-100-3706	MISCELLANEOUS INCOME	300	300	350	45	900
99-100-3707	UNREALIZED GAIN/LOSS ON INVEST	100,000	100,000	(297,525)	346,414	89,783
99-100-3851	MEMBER CONTRIBUTIONS	73,922	70,000	66,867	78,082	81,078
<b>Total Police Pension Fund Revenues:</b>		<b>1,163,222</b>	<b>1,102,300</b>	<b>615,835</b>	<b>1,408,097</b>	<b>1,040,543</b>
<b>Police Pension Fund Expenditures</b>						
<b>Pension Payments</b>						
99-100-5007	PENSION PAYMENTS	751,097	757,821	638,365	713,772	661,739
99-100-5009	MEMBER REFUNDS	0	0	0	0	0
<b>Total Pension Payment Expense:</b>		<b>751,097</b>	<b>757,821</b>	<b>638,365</b>	<b>713,772</b>	<b>661,739</b>
<b>Contractual Service</b>						
99-100-5021	AUDITING	2,550	2,550	2,500	2,550	2,500
99-100-5024	ACTUARY FEES	2,918	3,133	2,833	2,750	1,875
99-100-5051	INVESTMENT MANAGEMENT FEES	27,000	25,000	25,514	26,209	23,187
99-100-5091	DUES, MEMBERSHIPS & SUBSCRIPT	2,175	2,320	2,131	2,062	2,022
<b>Total Contractual Services:</b>		<b>34,643</b>	<b>33,003</b>	<b>32,978</b>	<b>33,572</b>	<b>29,584</b>
<b>Other Expense</b>						
99-100-7003	RECRUITMENT & TRAINING	5,600	4,000	3,497	1,340	2,485
99-100-7005	MISCELLANEOUS EXPENSE	1,580	1,550	865	878	820
<b>Total Other Expense:</b>		<b>7,180</b>	<b>5,550</b>	<b>4,362</b>	<b>2,218</b>	<b>3,305</b>
<b>Total Police Pension Fund Expenses:</b>		<b>792,919</b>	<b>796,374</b>	<b>675,706</b>	<b>749,561</b>	<b>694,628</b>

## **FUND BALANCE**

Fund Balance is the difference between assets and liabilities in a particular governmental fund. The governmental funds are typically tax-supported activities of a government (as opposed to enterprise funds, which are self-supporting, business-like activities), and include the following:

- *General Fund* – where a government accounts for everything not reported in another fund
- *Special Revenue Funds* – for reporting specific sources that are limited to being used for a particular purpose
- *Debt Service Funds* – which account for the repayment of debt
- *Capital Project Funds* – which track the accumulation and use of resources for construction, acquiring, and rehabilitating capital assets (such as buildings and roads)

### **GASB 54**

GASB Statement No. 54 creates five components of fund balance, though not every government or governmental fund will report all components. This approach is intended to provide users consistent and understandable information about a fund's net resources. The five components are:

1. *Non-Spendable* – Funds in this category represent amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.
2. *Restricted* – Funds in this category represent amounts restricted by laws, regulations, contracts, or commitments imposed by external organizations such as creditors, grantors, contributors, the Federal Government or the State of Illinois.
3. *Committed* – Funds in this category represent amounts held for specific purposes through formal action of the Board of Trustees usually by passage of an Ordinance or Resolution.
4. *Assigned* – Funds in this category represent amounts assigned for a specific purpose by the governing body itself or an official with authority – less formal than a commitment by the Village Board.
5. *Unassigned* – Funds within the General Fund that are not included in other categories are “Unassigned.” The “Unassigned” funds form the basis for the Village's reserves and can be spent for operations.

The following schedule includes beginning and ending fund balances for the General Fund.

**Village of Kenilworth, IL  
General Fund  
Schedule of Revenues, Expenditures and Changes in Fund Balance**

	FY17	FY18	FY19
	Actual	Estimate	Budget
<b>Revenues</b>			
Taxes	\$3,281,885	3,472,039	3,476,300
Intergovernmental	1,200	6,273	1,000
Charges for Services	385,066	382,519	342,300
License & Permits	581,213	435,381	472,400
Fines & Forfeitures	33,898	26,900	26,900
Interest Income	46,104	53,500	50,000
Miscellaneous	123,517	150,499	68,500
Total Revenues	<u>4,452,882</u>	<u>4,527,111</u>	<u>4,437,400</u>
<b>Expenditures</b>			
Current			
General Government	866,325	753,838	843,038
Public Works	201,817	199,907	217,363
Public Safety	2,810,024	2,766,832	2,809,859
Highways & Streets	419,332	427,508	464,449
Culture & Recreation	34,355	45,948	50,390
Capital Outlay	15,925	37,641	72,500
Debt Service			
Principal Retirement	-	-	-
Interest and Fiscal Charges	-	-	-
Total Expenditures	<u>4,347,778</u>	<u>4,231,674</u>	<u>4,457,599</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>105,104</u>	<u>295,437</u>	<u>(20,199)</u>
<b>Other Financing Sources (Uses)</b>			
Disposal of Capital Assets	8,265	3,420	0
Debt Issuance	-	-	-
Transfers In	52,915	53,799	54,015
Transfers Out	(351,225)	0	0
	<u>(290,045)</u>	<u>57,219</u>	<u>54,015</u>
<b>Net Change in Fund Balance</b>	<u>(184,941)</u>	<u>352,656</u>	<u>33,816</u>
<b>Fund Balances – Beginning</b>	<u>4,327,101</u>	<u>4,142,160</u>	<u>4,494,816</u>
<b>Fund Balances Ending</b>	<u>4,142,160</u>	<u>4,494,816</u>	<u>4,528,632</u>

\*Miscellaneous Revenues is off by \$10 when comparing the FY2017 Audit to the Actual budget of FY2017 due to the budget not reflecting the cashier over/short account.

The following schedule includes beginning and ending fund balances for the Debt Service Fund.

**Village of Kenilworth, IL**  
**Debt Service Fund**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**

	FY17	FY18	FY19
	Actual	Estimate	Budget
<b>Revenues</b>			
Taxes	\$ 1,725,383	\$ 1,722,051	\$1,702,000
Intergovernmental	-	-	-
Charges for Services	-	-	-
License & Permits	-	-	-
Fines & Forfeitures	-	-	-
Interest Income	10,588	16,500	7,500
Miscellaneous	-	-	-
Total Revenues	<u>1,735,971</u>	<u>1,738,551</u>	<u>1,709,500</u>
<b>Expenditures</b>			
Current			
General Government	-	-	-
Public Works	-	-	-
Public Safety	-	-	-
Highways & Streets	-	-	-
Culture & Recreation	-	-	-
Capital Outlay	-	-	-
Debt Service			
Principal Retirement	1,374,273	1,390,000	1,390,000
Interest and Fiscal Charges	335,314	316,564	302,038
Total Expenditures	<u>1,709,587</u>	<u>1,706,564</u>	<u>1,692,038</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>26,384</u>	<u>31,986</u>	<u>17,462</u>
<b>Other Financing Sources (Uses)</b>			
Disposal of Capital Assets	-	-	-
Debt Issuance	-	-	-
Transfers In	-	-	-
Transfers Out	(324,808)	-	-
	<u>(324,808)</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>(298,424)</u>	<u>31,986</u>	<u>17,462</u>
Fund Balances – Beginning	<u>394,808</u>	<u>96,384</u>	<u>128,370</u>
Fund Balances Ending	<u>96,384</u>	<u>128,370</u>	<u>145,832</u>

The following schedule includes beginning and ending fund balances for the Capital Projects Fund.

**Village of Kenilworth, IL**  
**Capital Projects Fund**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**

	FY17	FY18	FY19
	Actual	Estimate	Budget
<b>Revenues</b>			
Taxes	-	-	-
Intergovernmental	-	-	-
Charges for Services	-	-	-
License & Permits	-	-	-
Fines & Forfeitures	-	-	-
Interest Income	863	0	200
Miscellaneous	1,023	0	0
Total Revenues	<u>1,886</u>	<u>0</u>	<u>200</u>
<b>Expenditures</b>			
Current			
General Government	-	-	-
Public Works	-	-	-
Public Safety	-	-	-
Highways & Streets	-	-	-
Culture & Recreation	-	-	-
Capital Outlay	808,487	660,012	567,750
Debt Service			
Principal Retirement	-	-	-
Interest and Fiscal Charges	10,000	0	0
Total Expenditures	<u>818,487</u>	<u>660,012</u>	<u>567,750</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(816,601)</u>	<u>(660,012)</u>	<u>(567,550)</u>
<b>Other Financing Sources (Uses)</b>			
Disposal of Capital Assets	-	-	-
Debt Issuance	590,000	590,000	590,000
Transfers In	308,621	0	0
Transfers Out	-	-	-
	<u>898,621</u>	<u>590,000</u>	<u>590,000</u>
Net Change in Fund Balance	<u>82,020</u>	<u>(70,012)</u>	<u>22,450</u>
Fund Balances – Beginning	<u>212,434</u>	<u>294,454</u>	<u>224,442</u>
Fund Balances Ending	<u>294,454</u>	<u>224,442</u>	<u>246,892</u>

The following schedule includes beginning and ending fund balances for the KW2023 Fund.

**Village of Kenilworth, IL**  
**KW2023 Fund**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**

	FY17	FY18	FY19
	Actual	Estimate	Budget
<b>Revenues</b>			
Taxes	-	-	-
Intergovernmental	-	-	-
Charges for Services	-	-	-
License & Permits	-	-	-
Fines & Forfeitures	-	-	-
Interest Income	13,343	20,600	5,000
Miscellaneous	112,328	0	0
Total Revenues	<u>125,671</u>	<u>20,600</u>	<u>5,000</u>
<b>Expenditures</b>			
<b>Current</b>			
General Government	-	-	-
Public Works	-	-	-
Public Safety	-	-	-
Highways & Streets	-	-	-
Culture & Recreation	-	-	-
Capital Outlay	152,533	93,399	1,641,170
<b>Debt Service</b>			
Principal Retirement	-	-	-
Interest and Fiscal Charges	-	-	-
Total Expenditures	<u>152,533</u>	<u>93,399</u>	<u>1,641,170</u>
<b>Excess (Deficiency) of Revenues</b>			
<b>Over (Under) Expenditures</b>	<u>(26,863)</u>	<u>(72,799)</u>	<u>(1,636,170)</u>
<b>Other Financing Sources (Uses)</b>			
Disposal of Capital Assets	-	-	-
Debt Issuance	-	-	390,000
Transfers In	-	-	-
Transfers Out	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Change in Fund Balance</b>	<u>(26,863)</u>	<u>(72,799)</u>	<u>(1,246,170)</u>
<b>Fund Balances – Beginning</b>	<u>1,506,510</u>	<u>1,479,647</u>	<u>1,406,848</u>
<b>Fund Balances Ending</b>	<u>1,479,647</u>	<u>1,406,848</u>	<u>160,678</u>

The following schedule includes beginning and ending fund balances for the Nonmajor Funds (Sewer Fund, Motor Fuel Tax Fund, AND E-911 that was retired end of FY2017).

**Village of Kenilworth, IL**  
**Nonmajor Funds**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance**

	FY17	FY18	FY19
	Actual	Estimate	Budget
<b>Revenues</b>			
Intergovernmental	111,163	64,300	60,000
Charges for Services	160,456	95,466	89,500
Interest Income	7,051	16,050	5,000
Total Revenues	278,671	175,816	154,500
<b>Expenditures</b>			
Current			
Public Works	21,865	29,984	25,750
Public Safety	148,313	-	-
Highways & Streets	2,575	1,422	16,500
Capital Outlay	169,558	1,800	7,000
Total Expenditures	342,311	33,206	49,250
Excess (Deficiency) of Revenues Over (Under) Expenditures	(63,640)	142,610	105,250
<b>Other Financing Sources (Uses)</b>			
Transfers In	42,604	0	0
Transfers Out	(52,915)	(53,799)	(54,015)
	(10,311)	(53,799)	(54,015)
Net Change in Fund Balance	(73,951)	88,811	51,235
Fund Balances – Beginning	783,469	709,518	798,329
Fund Balances Ending	709,518	798,329	849,564

## **GOVERNMENT-WIDE REVENUE SUMMARY FISCAL YEAR 2019**

Revenue forecasting is a standard practice for the Village of Kenilworth. Individual revenue line-items are reviewed based on a historical trend analysis in order to project revenues for the upcoming year. In order to be prepared for unexpected events and lower than anticipated revenues or higher than anticipated expenditures, the Village budgets revenues conservatively.

### **GOVERNMENT-WIDE MAJOR REVENUE SOURCES**

#### **Property Tax Revenue**

Property taxes are the primary revenue source for the Village. This tax source accounts for 72% of all Village recognized revenues.

#### **Licenses, Permits & Charges for Services**

This revenue includes fees for various services and licenses. Revenues also include estimated building permit revenue. This revenue is difficult to project since it is directly related to construction activity which can vary dramatically from year to year. The Village's building activity is projected to decrease for FY2019. The remaining revenue relates to animal licenses, ambulance user fees, and other fees. This revenue source accounts for 15% of all recognized Village revenues.

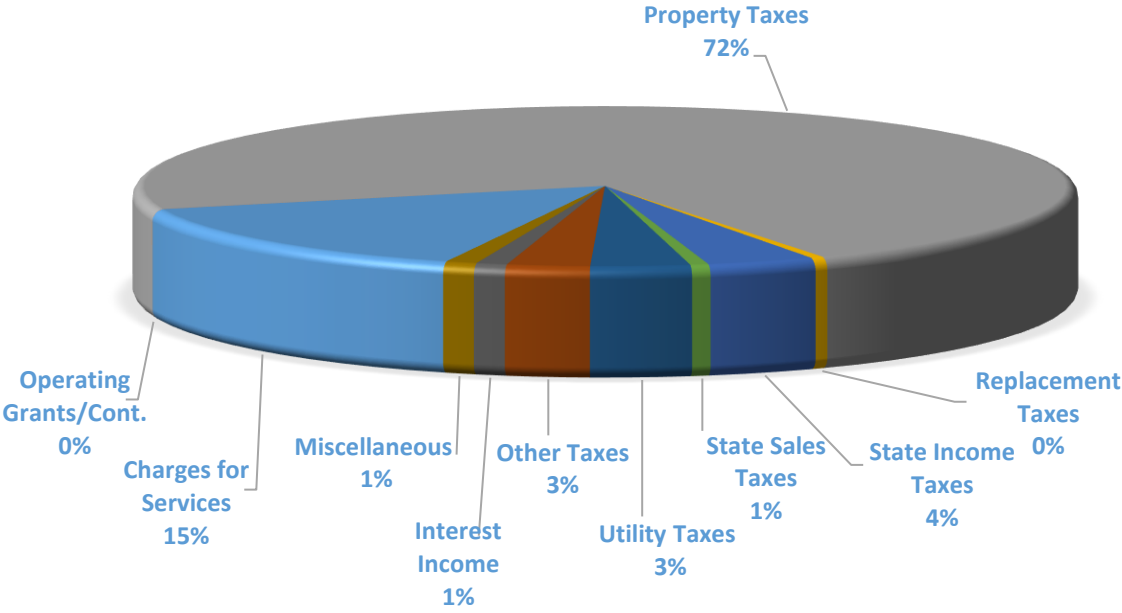
#### **State Income Tax**

The Village receives a monthly allocation of State of Illinois income taxes. Funds are distributed to local governments on a per capita basis. This revenue source accounts for 4% of all recognized Village revenues.

#### **Revenues by Source – Governmental Activities FY2019**

	Amount	Percentage
Charges for Services	\$ 931,100	15%
Operating Grants/Cont.	1,000	0%
Property Taxes	4,533,000	72%
Replacement Taxes	28,000	0%
State Income Taxes	237,000	4%
State Sales Taxes	40,000	1%
Utility Taxes	218,000	3%
Other Taxes	182,300	3%
Interest Income	67,700	1%
Miscellaneous	68,500	1%
<hr/>		
Total General Revenues	6,306,600	100%

# REVENUES BY SOURCE - GOVERNMENTAL ACTIVITIES



# Capital and Debt

# Kemidworth



## 5-Year Capital Projects Plan 2019-2023

## **PURPOSE OF PLAN**

The 5-year Capital Projects Plan is intended to serve as a planning guide for the Village Board and Staff to both project future capital needs and manage funding needs. Further, as many of the capital projects are conducted on a “pay-go” basis, the Village strives to avoid year-by-year spikes in capital expenses. The Capital Projects Plan aids in balancing capital needs with available financial resources, and minimizes the potential for timing errors. An example of a timing error would be paving a roadway, only to realize that there was a need to replace the water main three years later. In short, the Capital Project Plan helps the Village Board and staff keep an eye toward the future in an attempt to better manage capital needs and resources.

The Capital Projects Plan tracks what the Village defines as “capital projects.” Capital projects are considered purchases and construction projects that both exceed \$5,000 in expense and have an anticipated service life in excess of 12 months. This includes rolling stock (i.e., vehicles), equipment (i.e., backhoe) as well as new water mains, curbs and roadways. Where an individual commodity does not exceed \$5,000, but the items are purchased in a group, those expenditures will also be tracked since the expenditure is typically made in multiples in either a single year or a course of years. Examples would include, traffic signs, and street light poles.

## **EXECUTIVE SUMMARY**

Over the course of the past ten years, the Village of Kenilworth has been developing a comprehensive plan for identifying and addressing the improvements necessary to maintain the reliability of its infrastructure. The Capital Projects Plan is a document that was prepared to assist the Village Board of Trustees and staff in maintaining the focus upon the timing of its capital improvements as it relates to available resources.

In 2020, the Village intends upon embarking Phase II of its KW2023 Green Streets program, just one year after it completes the Phase II water main improvements on Sterling Road. The planned improvements on Raleigh, Leicester, Oxford and, if funding is available Warwick will significantly reduce flooding in the southeast quadrant of the Village where there is no storm sewer system. The project is preliminarily projected to cost \$6.5M. The potential sources of funding include: \$4.5M in debt issuance (debt service from \$400k DSEB authority), \$1.5M in fund balances, and \$1.5M in grants. The charts presented herein reflect only the proposed expenditure and not the bond or grant revenue since neither of those sources have been authorized. However, the charts do reflect the necessity of external funding sources to maintain the proposed schedule of improvements.

## **SIGNIFICANT PROJECTS BY YEAR (≥ \$50,000)**

This section provides a listing of those projects with an expense that is \$50,000 or higher. Each project or expenditure is listed by year with a short description intended to provide an overview of the proposed project. A full listing of projected capital expenditures for the five year period is provided in Appendix A. The \$50,000 threshold was selected to provide focus on the non-reoccurring expenditures and larger project, rather than the ongoing maintenance type of activity.

## 2019

### Financial Software Application - \$60,000

It is anticipated that the Village will begin replacement of its legacy ERP system in 2019. The system merges, financials, water billing, human resources, payroll, work orders and other primary services into a comprehensive software package. The first of three annual \$60,000 expenditures is anticipated in 2019 for the application.

### KW2023, Green Streets Phase II - \$225,000

The design phase for Raleigh, Leicester, Warwick, and Oxford began in the fourth quarter of 2018. The design work will continue in 2019 with the goal of identifying the proposed porous roadway design, providing the utilities with initial design drawings for relocations, and continuing toward the preparation of bid documents by the end of 2019 or Q1 of 2020.

### KW2023 Sewer Lining - \$130,000

The sanitary sewers in the majority of the KW2023 Phase II Green Streets anticipated project area have not been lined. In anticipation of new separated sewer system, the existing combined sewers within the project area will be lined. This project will be bid through the Municipal Partnering Initiative.

### KW2023 Phase II Water Main Replacement - \$1,200,000

The Phase II Water Main Replacement project is planned for Sterling Road, south of Melrose to Kenilworth Ave and on Kenilworth/Greenwood between Ridge and Glendenning. It is anticipated that the project will improve the flow rate of water to the seven fire hydrants in or adjacent to the project area.

### Sterling Road Relocation - \$220,000

Design drawings were completed in 2018 for the reconfiguration of the Sterling, Roger, and Green Bay intersection. The new routing intersects Sterling Road and Roger at a point west of Green Bay Road. The reconfiguration is part of the Village's Comprehensive Plan and Green Bay Road Transportation and Streetscape Plan. The project will be re-released for bid in January with construction commencing in the Spring.

### Kenilworth Avenue Resurfacing (East) - \$51,500

Phase I engineering for the resurfacing of Kenilworth Avenue between the railroad tracks and Sheridan Road was completed in 2018. The project scope also includes reconfiguring Richmond Road at the train station. Phase II engineering is planned for 2019 with construction anticipated in 2020. The project will receive Phase II funding from the Surface Transportation Program at a 70% reimbursement. STP funding for Phase III has been promised, but may be moved to later years by the federal program.

Water Tank Recoating - \$300,000

The bidding process for recoating the wet and dry surfaces of the water tank was completed in late 2018. The project may start in the spring or fall of the year and pricing includes construction management services. The project may be held pending the outcome of lease negotiations with the cellular providers.

Water Main Abandonment- \$105,000

The former water plant utilized a 10" and 12" water mains on a portion of Kenilworth Avenue to provide water to the distribution system. Prior to resurfacing Kenilworth Avenue, the segment of 10" water main between Warwick and Sheridan will be abandoned as the water service lines are transferred to the 12" water main on the south side of the street.

**2020**

Financial Software Application - \$60,000

It is anticipated that the Financial Software Application will be fully deployed in 2020. The system merges financials, water billing, human resources, payroll, work orders and other primary services into a comprehensive software package. The second of three annual \$60,000 expenditures is anticipated in 2020 for the application.

Lift Truck - \$64,000

Public Works utilizes a small aerial lift truck to perform maintenance on streetlights, hang banners, and manage parkway trees. The existing vehicle has been held well beyond its anticipated service life due to acceptable condition.

KW2023, Green Streets Phase II - \$6,500,000

Phase II of the Green Streets program is expected to commence in 2020. The project will involve sewer separation, green infrastructure features, and rebuilding of Raleigh and Leicester roads. If adequate funding is available, Warwick Road will also be reconstructed. Oxford Road will serve as the connection to Sheridan Road, but will not include green infrastructure elements. It is anticipated that the Village will issue bonds and seek grant funding for a portion of the project.

Sewer System Lining - \$125,000

Sewers on the east side of Green Bay Road will be televised in 2020. The resulting report will identify those sewers in need of repair and lining services. Those sewers on the "emergency" or "immediate" list will be addressed first with a cured-in-place liner system. The GIS system will be updated as the work is completed.

Kenilworth Avenue Resurfacing (East) - \$245,000

Resurfacing of Kenilworth Avenue between the railroad tracks and Sheridan Road as well as a portion of Richmond Road is scheduled for 2020. The project will be bid

through IDOT as a federal Surface Transportation Program project, with the program covering 70% of the costs. The projected expense is the Village's 30% responsibility.

## 2021

### Financial Software Application - \$60,000

It is anticipated that the Financial Software Application will be fully deployed in 2020. The system merges, financials, water billing, human resources, payroll, work orders and other primary services into a comprehensive software package. The last of three annual \$60,000 expenditures is anticipated in 2021 for the application.

### Bobcat ToolCat Utility Vehicle - \$64,000

Public Works utilizes a small utility vehicle with a front bucket loader and rear dump bed for general maintenance functions and water main breaks. Prior to 2019, the vehicle was the primary sidewalk snow removal tool, but it now only serves as a backup as needed.

### Sewer System Lining - \$100,000

The installation of cured-in-place pipe liner segments will continue in 2021. The segments targeted for lining will be selected based upon the report generated from the 2020 cleaning and televising process. The next round of televising will occur in 2022.

### Road Rehabilitation - \$125,000

A street will be selected for new curbs and gutters based upon the results of a pavement condition analysis that was conducted in 2018. The rehabilitation differs from the annual \$45,000 spent for pavement patching. This project involves removing the road surface, repairing the road base, repairing or installing curbs as necessary, and installing a new road surface.

## 2022

### Sewer System Lining - \$100,000

Sewers on the west side of Green Bay Road will be televised in 2022. The resulting report will identify those sewers in need of repair and lining services. Those sewers on the "emergency" or "immediate" list will be addressed first with a cured-in-place liner system. The GIS system will be updated as the work is complete.

### Road Rehabilitation - \$125,000

A street will be selected for new curbs and gutters based upon the results of a pavement condition analysis that was conducted in 2018. The rehabilitation differs from the annual \$45,000 spent for pavement patching. This project involves removing the road surface, repairing the road base, repairing or installing curbs as necessary, and installing a new road surface.

Kenilworth Fountain Rehabilitation - \$94,000

The public fountain at Kenilworth and Richmond has been a fixture of the community. The limestone fountain is badly deteriorating and additional repairs are not expected to be a permanent solution. The fountain will be replaced in a style matching the historic structure as closely as possible.

KW2023 - Water Main Replacement – Brier/Maclean - \$50,000

Phase IV of the KW2023 water main improvements is scheduled for construction in 2023. Construction of the water main replacement on Brier and Maclean will commence in 2023. The project was recommended in the Water Distribution System Analysis of 2018 in an effort to improve the flow and pressure of water at the fire hydrants in the southwest quadrant of the Village.

**2023**

KW2023 – Green Streets Phase III - \$200,000

It is anticipated that the success of the Phase I and Phase II Green Streets programs will be reflected in reduction of flooding events in the Village by 2023. Once the Phase II Green Streets work is completed, flooding maps will be updated to identify the Phase III Green Streets. The design work in 2023 will create construction drawings for improvements to occur in 2024.

Sewer System Lining - \$100,000

The installation of cured-in-place pipe liner segments will continue in 2023. The segments targeted for lining will be selected based upon the report generated from the 2022 cleaning and televising process. It is anticipated that nearly all “emergency” and “immediate” repairs will have been completed in the prior year.

Road Rehabilitation - \$125,000

A street will be selected for new curbs and gutters based upon the results of a pavement condition analysis that was conducted in 2018. The rehabilitation differs from the annual \$45,000 spent for pavement patching. This project involves removing the road surface, repairing the road base, repairing or installing curbs as necessary, and installing a new road surface.

KW2023 - Water Main Replacement – Brier/Maclean - \$1,500,000

Construction of the Phase IV, KW2023 Water Main Replacement project will commence in 2023. The water mains targeted for replacement were selected from the Water Distribution System Analysis of 2018, which offered a total of seven phases of projects designed to increase the number of fire hydrants in the Village capable of producing a water flow meeting or exceeding 1,000 gallons per minute at a set pressure as requested by the fire department.

## REVENUE AND EXPENDITURES BY FUND

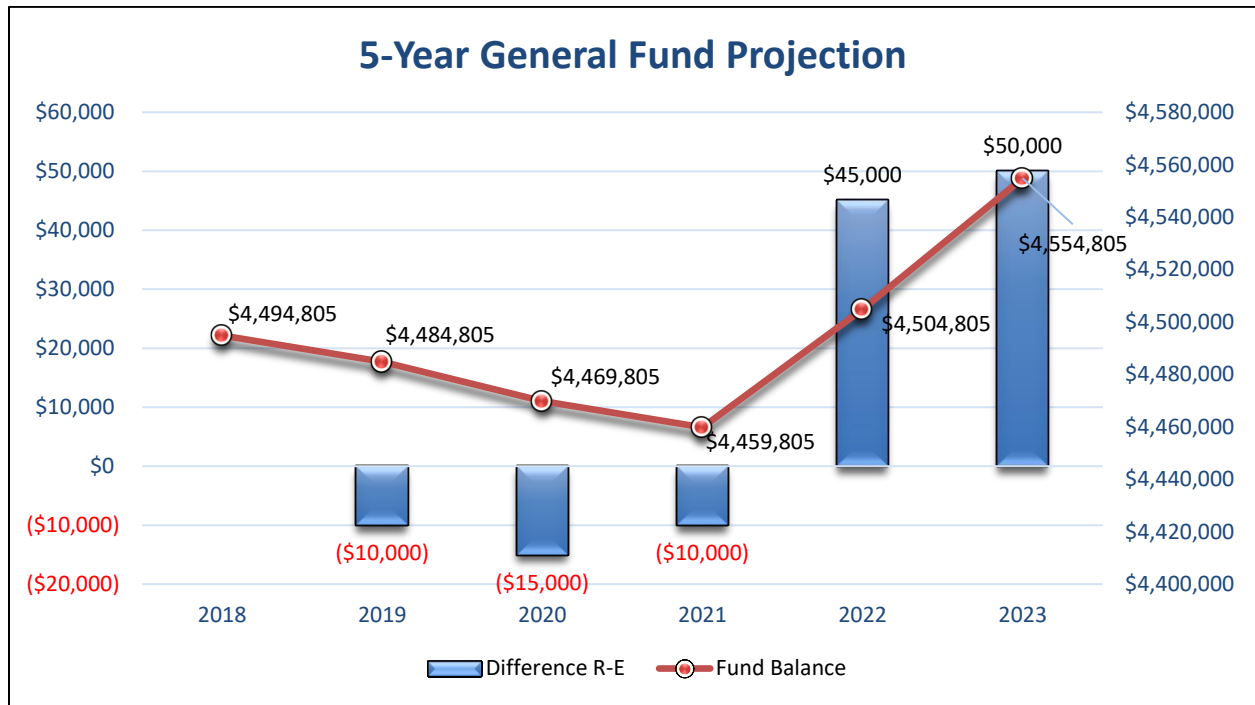
This section summarizes the anticipated expenditures on an annual basis for all funds supporting the Capital Projects Plan. The expenditures are provided on a year-by-year basis for each fund as well as a chart that represents all funds. To adequately project impact upon the fund balances, a Balance Brought Forward (BBF) is shown for the amount of fund balance anticipated on December 31, 2018 for each fund. Appendix A lists all anticipated expenditures and the fund or funds which are anticipated to provide the funding.



### General Fund

The General Fund is the primary operating fund of the Village. It is also the home of the General Fund Fund Balance. The fund balance is typically maintained to ensure that the Village has adequate funding to address emergencies and on-time expenditure needs. The financial health of a community is frequently assessed on a high-level by the percentage of available fund balance in relation to its annual expenditures. The Village targets maintaining a General Fund Fund Balance of 55 to 70% of expenditures.

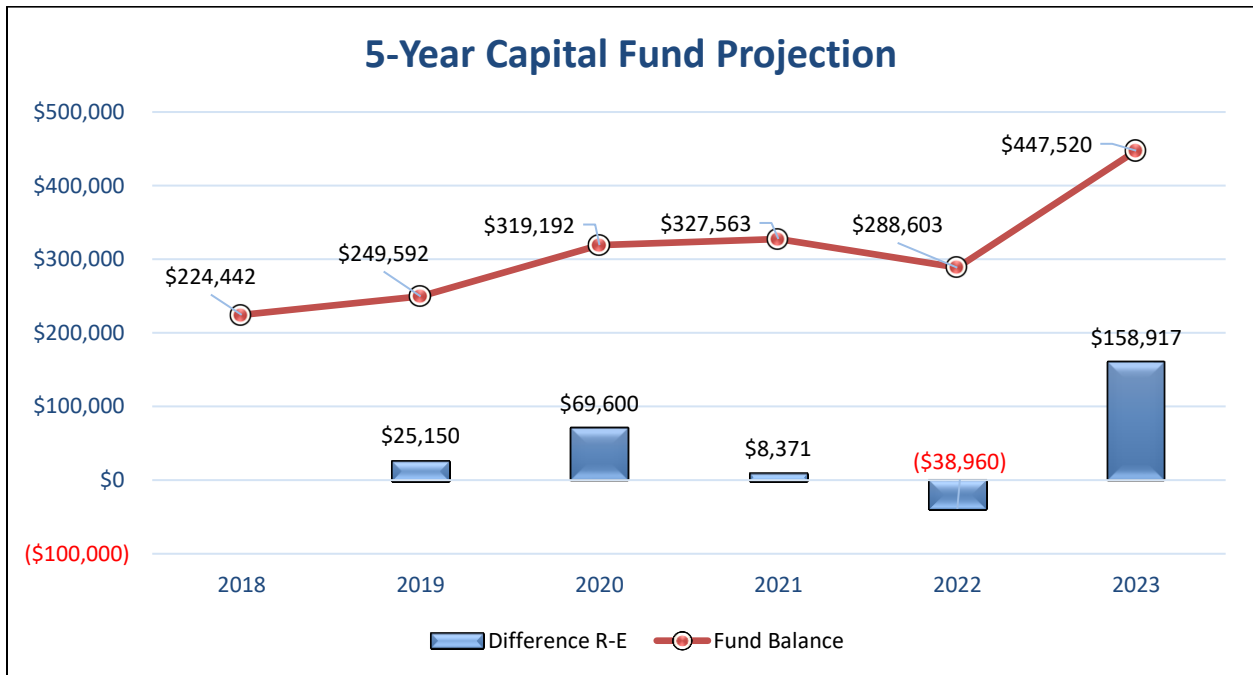
The chart below reflects the fact that the General Fund is typically not a significant source of capital expenditures. Rather, the funds listed below see the majority of activity. However, the KW2023 Phase II Green Streets project is likely to require a draw on the General Fund Fund Balance in 2020 to address revenue shortfalls for the project.



General				
Year	Revenue	Expenditures	Difference R-E	Fund Balance
2018				\$4,494,805
2019	\$50,000	\$60,000	(\$10,000)	\$4,484,805
2020	\$50,000	\$65,000	(\$15,000)	\$4,469,805
2021	\$50,000	\$60,000	(\$10,000)	\$4,459,805
2022	\$50,000	\$5,000	\$45,000	\$4,504,805
2023	\$50,000	\$0	\$50,000	\$4,554,805

### Capital Projects Fund

The Capital Projects Fund is the main fund where financial activity related to general capital projects occurs on an annual basis. Typical Fund expenditures range from infrastructure projects to replacing outdated vehicles. The Village strives to maintain annual expenditures at an amount less than revenue absent one-time projects. The goal is to build up the fund balance to a point where capital expenses may be covered with available fund balance without the need to issue debt. The Capital Projects Fund revenue is generated from an annual short-term bond issued under the Village’s Debt Service Extension Base Authority.

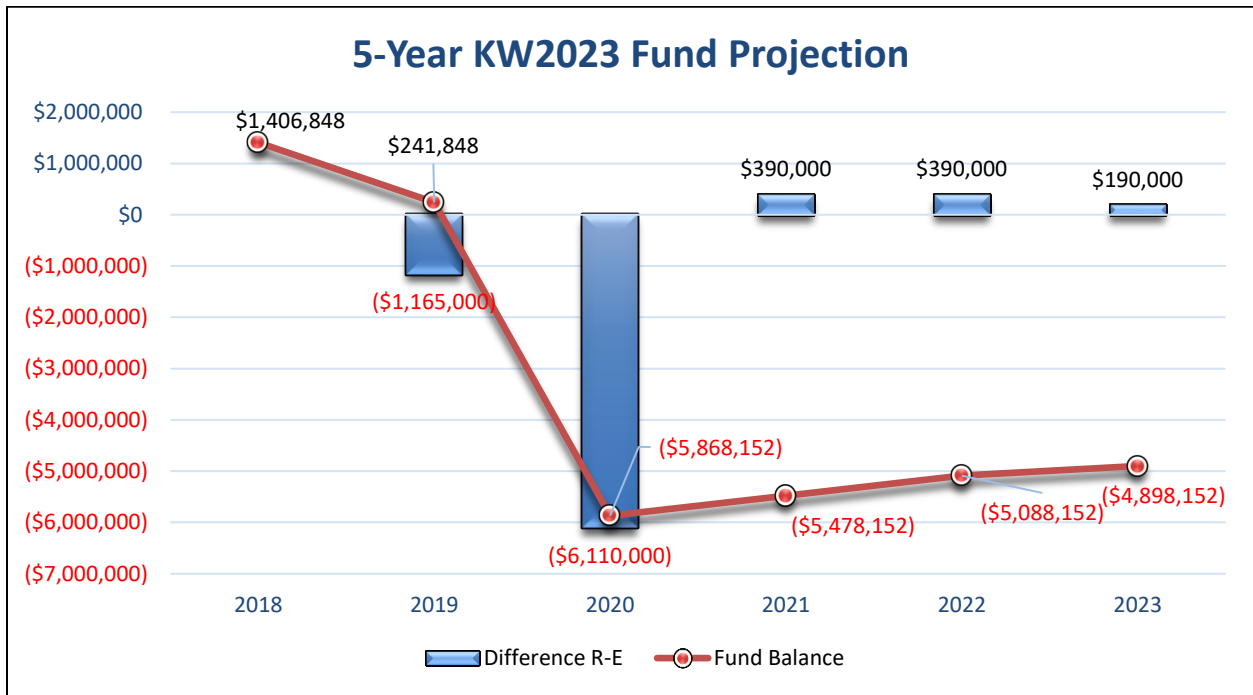


Capital Projects				
Year	Revenue	Expenditures	Difference R-E	Fund Balance
2018				\$224,442
2019	\$590,000	\$564,850	\$25,150	\$249,592
2020	\$590,000	\$520,400	\$69,600	\$319,192
2021	\$590,000	\$581,629	\$8,371	\$327,563
2022	\$590,000	\$628,960	(\$38,960)	\$288,603
2023	\$590,000	\$431,083	\$158,917	\$447,520

### Kenilworth 2023 Fund

The Kenilworth 2023 Fund was created in 2013 to track expenditures and revenues related to the KW2023 Program. The program was generated to address both combined sewer system surcharging on the east portion of the Village and inadequate fire hydrant flows on the west side of the Village. The Fund was initially funded by a 20-year referendum bond of \$9,590,000 in 2013 to fund Phase I of the three phase capital improvement plan.

KW2023 Phase II – Green Streets is anticipated to be constructed in 2020. Additional revenue through a combination of debt issuance, grants and fund balance draws will be needed to fund the projected KW2023 Phase II expenditures in 2020.

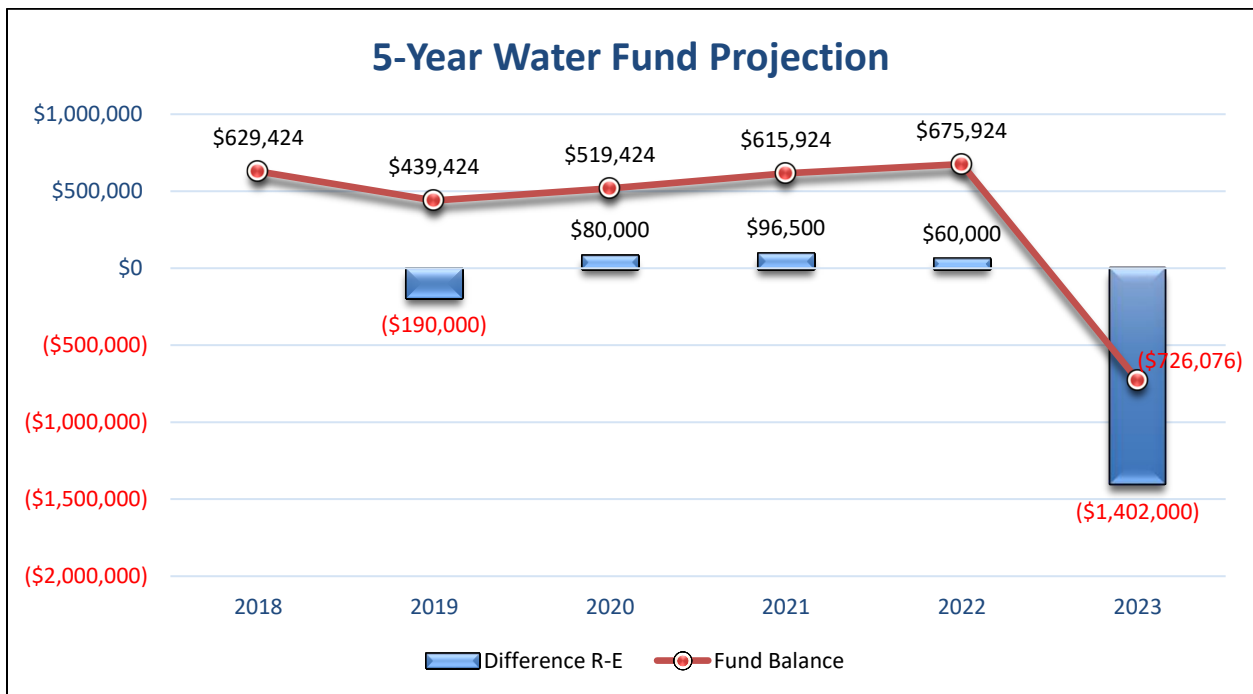


KW2023				
Year	Revenue	Expenditures	Difference R-E	Fund Balance
2018				\$1,406,848
2019	\$390,000	\$1,555,000	(\$1,165,000)	\$241,848
2020	\$390,000	\$6,500,000	(\$6,110,000)	(\$5,868,152)
2021	\$390,000	\$0	\$390,000	(\$5,478,152)
2022	\$390,000	\$0	\$390,000	(\$5,088,152)
2023	\$390,000	\$200,000	\$190,000	(\$4,898,152)

### Water Fund

The Water Fund is the Village’s only enterprise fund. This fund reports all of the expenditures and revenues associated with providing drinking water to residents. In 2017, the Village began purchasing drinking water from the village of Wilmette and since that time the Fund has been in a positive position. Major capital expenditures such as the construction of new water mains are typically made from this Fund, or from the Capital Projects Fund which “gifts” the new assets to the Water Fund. Unrestricted net assets for this fund are targeted by policy to equal 33% to 42% of operating expenses.

The proposed replacement of additional water mains in 2023 is responsible for the \$1.5M projected expenditure.

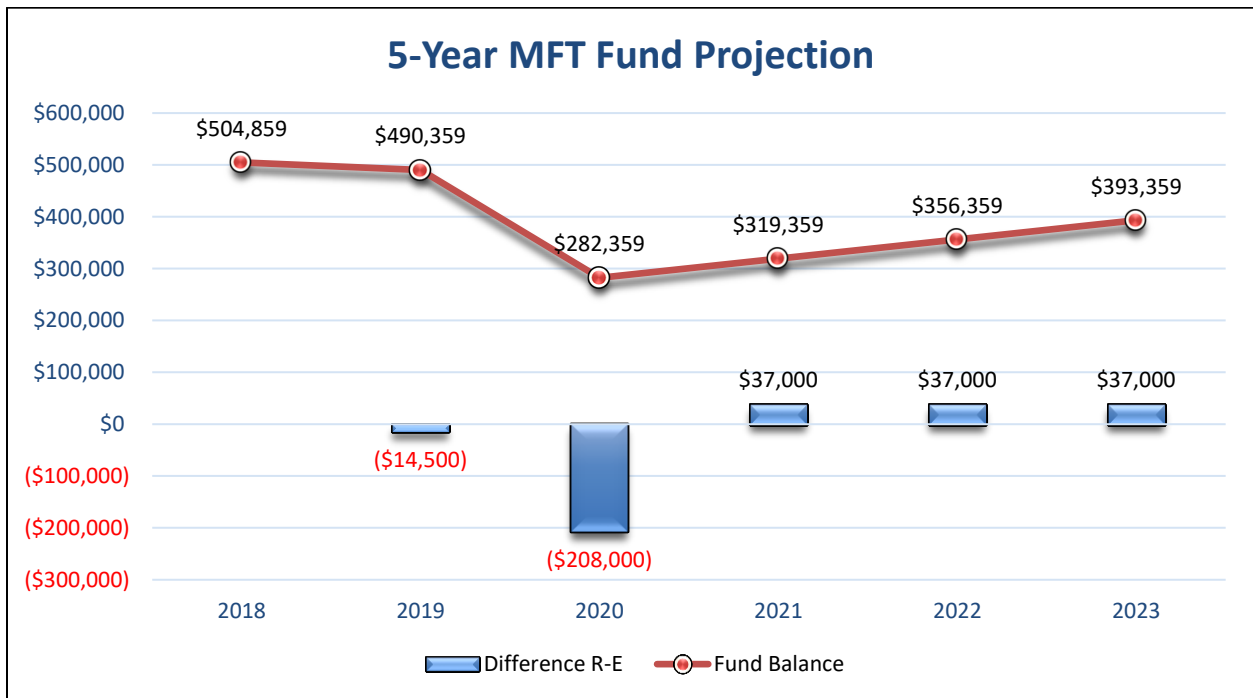


Water				
Year	Revenue	Expenditures	Difference R-E	Fund Balance
<b>2018</b>				\$629,424
<b>2019</b>	\$160,000	\$350,000	(\$190,000)	\$439,424
<b>2020</b>	\$160,000	\$80,000	\$80,000	\$519,424
<b>2021</b>	\$160,000	\$63,500	\$96,500	\$615,924
<b>2022</b>	\$160,000	\$100,000	\$60,000	\$675,924
<b>2023</b>	\$160,000	\$1,562,000	(\$1,402,000)	(\$726,076)

### Motor Fuel Tax Fund

The Motor Fuel Tax Fund is a special revenue fund. This fund tracks revenue received from Motor Fuel Taxes and expenditures are restricted to roadway maintenance type of expenses. The Village typically grows the fund balance in this fund to a level where a roadway project may be supported from available funds. This fund has been most recently used to fund the Village's portion of Surface Transportation Program projects.

The expenditures in 2019 and 2020 are associated with the resurfacing of Kenilworth Avenue east of the railroad tracks.



MFT				
Year	Revenue	Expenditures	Difference R-E	Fund Balance
2018				\$504,859
2019	\$37,000	\$51,500	(\$14,500)	\$490,359
2020	\$37,000	\$245,000	(\$208,000)	\$282,359
2021	\$37,000	\$0	\$37,000	\$319,359
2022	\$37,000	\$0	\$37,000	\$356,359
2023	\$37,000	\$0	\$37,000	\$393,359

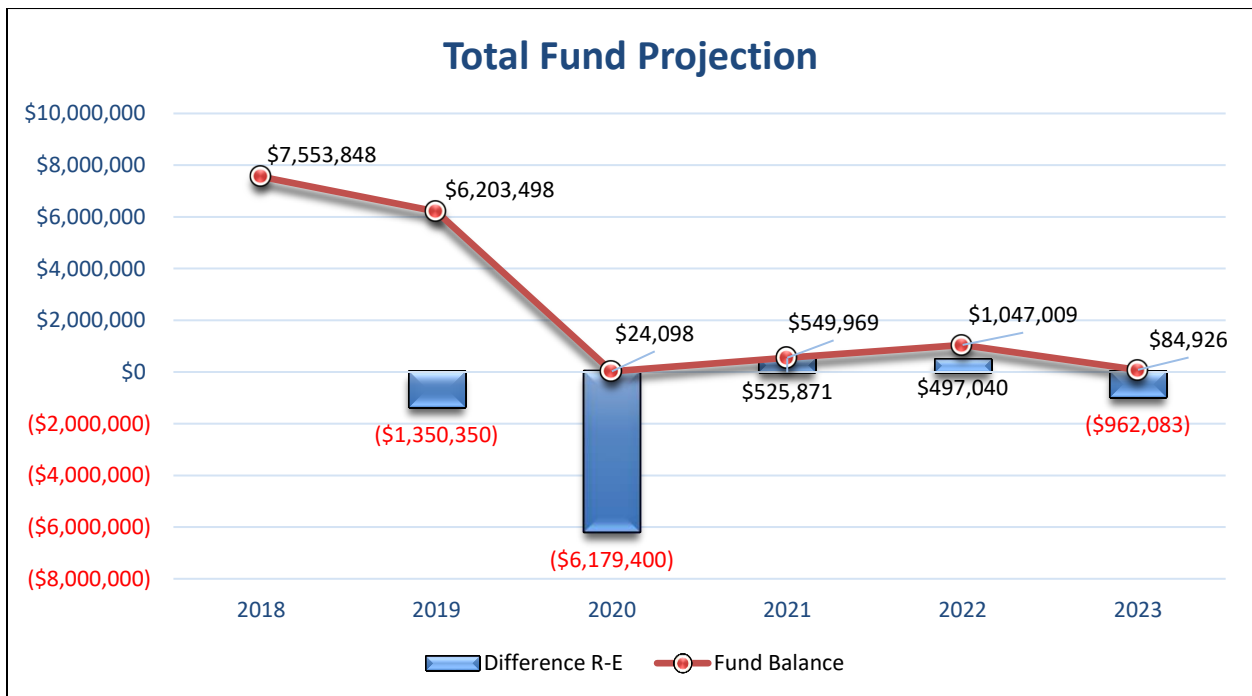
### Sewer Fund

A table was not prepared for the Sewer Fund since the fund does not carry a balance sufficient to contribute toward any capital projects. Revenue from sewer service fees has not been sufficient to both cover expenses and develop a sufficient fund balance.

### All Contributing Funds

For the purposes of the Capital Projects Plan, a table was created to reflect all planned expenditures and projected revenues for all contributing funds during the projection period. Since many of the funds share portions of capital expenditures, the All Contributing Funds table reflects the overall impact of proposed capital projects upon the Village’s available fund balances.

As the chart reflects, planned capital expenditures during the projection period would deplete all of the Village’s available fund balances for contributing funds in both 2020 and 2023. The planned projects for 2020 will need financial assistance from other sources to avoid a negative fund balance.



All Contributing Funds				
Year	Revenue	Expenditures	Difference R-E	Fund Balance
2018				\$7,553,848
2019	\$1,231,000	\$2,581,350	(\$1,350,350)	\$6,203,498
2020	\$1,231,000	\$7,410,400	(\$6,179,400)	\$24,098
2021	\$1,231,000	\$705,129	\$525,871	\$549,969
2022	\$1,231,000	\$733,960	\$497,040	\$1,047,009
2023	\$1,231,000	\$2,193,083	(\$962,083)	\$84,926

**ANTICIPATED PROJECTS BEYOND 5-YEARS**

A number of future capital expenses either had an unknown expense, or were planned to occur beyond the 5-year Capital Projects projection. A listing of the known projects is provided in the table below:

<b>Project</b>	<b>Timing</b>	<b>Projected Expense</b>
Water Plant Reuse	Unknown	Unknown
Water Distribution Improvement Ph III Exmoor	As funding is available	\$1,472,000
Water Distribution Improvement Ph IV – Green Bay Road	As funding is available	\$1,786,000
Water Distribution Improvement Ph V – Ridge Road	As funding is available	\$2,000,000
Water Distribution Improvement Ph VI - Warwick	As funding is available	\$2,300,000
Water Distribution Improvement Ph VII – Robsart	As funding is available	\$2,600,000
Replace Automated Meter Reading System	2024	\$85,000
Water Meter Replacement – Village Wide	May synchronize with AMR system replacement and/or span 24 month deployment	\$250,000

Appendix A

5 - Year Capital Projects Projection

Item/Service	Freq.	Fund	2019	2020	2021	2022	2023	Description/Note
<b>Administration &amp; Police</b>								
Computer Misc.	annual	CPF		\$2,000	\$5,007	\$2,000	\$2,000	
Office Desktops	1x/4yr	CPF	\$1,600	\$1,600	\$2,834	\$1,600	\$3,403	
Office Laptops	1x/5yr	CPF		\$1,500		\$1,500		
In-Car Police Computer	1x/5 yr	CPF		\$21,200				
In Car Camera/Monitor	1x/10yr	CPF	\$5,000		\$10,300			
Parking Ticket System		CPF	\$9,000					
Information Technology - Servers, etc.		CPF	\$3,500	\$29,000	\$3,500	\$4,500	\$5,000	Servers, switches, network appliances
Financial Software System (ERP)	10-12yr.	GEN	\$60,000	\$60,000	\$60,000			
Selectronic Shooting Range	1x/20yr	CPF			\$29,430			
Spectracom Server Netclock	1x/10yr	CPF				\$5,600		
<b>Total Administration &amp; Police:</b>		0	<b>\$79,100</b>	<b>\$115,300</b>	<b>\$111,071</b>	<b>\$15,200</b>	<b>\$10,403</b>	
<b>Buildings &amp; Grounds</b>								
Beach Improvements (general)	as needed	GEN		\$5,000		\$5,000		
Ph II - Remodel Conf/offices	1x/15yr	CPF		\$44,000				New ceiling, lighting, bathroom
Water Plant/Beach Front Reuse	1x/50yr.	?		TBD	TBD	TBD		Scope and Timing to be Determined
Facility Maintenance and Repair	annual	CPF		\$6,000	\$6,000	\$6,000	\$6,000	
Repl. entry stairs - Hist. Society	1x/30yr	CPF			\$16,000			
Tuckpoint VH stone	1x/30yr	CPF				\$20,000		
Tuckpoint VH seatwall	1x/30yr	CPF			\$6,858			
Replace VH windows	1x/20yr	CPF				\$8,000		\$1k/window
Tuckpoint - Water Plant	1x/30yr	WTR		\$30,000				
<b>Total Buildings &amp; Grounds:</b>			<b>\$0</b>	<b>\$85,000</b>	<b>\$28,858</b>	<b>\$39,000</b>	<b>\$6,000</b>	
<b>Vehicles &amp; Equipment</b>								
Police Interceptor SUV	80k miles	CPF	\$32,000	\$32,000	\$33,000		\$36,000	
Intoximeter	1x/20yr	CPF				\$6,720		
Firearms (14 Weapons)	1x/10yr	CPF				\$2,240	\$8,280	
Sewer Camera	1x/10yr	CPF			\$12,000			
Toolcat Replacement	1x/10yr	CPF			\$64,000			
Bucket truck	1x/10yr	CPF		\$64,000				
Pickup - F350	1x/10yr	CPF				\$47,000		Snow plow / utility
<b>Total Vehicles &amp; Equipment:</b>			<b>\$32,000</b>	<b>\$96,000</b>	<b>\$109,000</b>	<b>\$55,960</b>	<b>\$44,280</b>	
<b>Sewer</b>								
KW2023-Green Streets (Ph. II & Ph. III)	1x/30yr.	KW2023	\$225,000	\$6,500,000			\$200,000	const. Ph III in 2024
GIS Services	as needed	CPF	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	
Geo-locating infrastructure	one-time	CPF	\$20,000	\$10,000	\$5,000	\$5,000	\$7,000	mapping sewers, b-boxes, streetlights, etc. for GIS
Manhole Lining	1x/15yr.	CPF	\$20,000		\$20,000	\$20,000		systematic lining of structures

### 5 - Year Capital Projects Projection

Sewer - Clean & TV	bi-annual	CPF		\$25,000		\$25,000			C&T will provide new priorities for sewer lining
Sewer Lining - KW2023	one-time	KW2023	\$130,000						
Sewer Lining	annual	CPF		\$125,000	\$100,000	\$100,000	\$100,000		
Sewer Impr - Brier/Roger	1x/40-50yrs	CPF		\$4,500					
Sewer Impr - Woodstock/Oxford	1x/40-50yrs	CPF			\$4,500				
Ravine Improvements	as needed	CPF	\$5,000	\$20,000	\$5,000	\$20,000	\$5,000		
<b>Total Sewer:</b>			<b>\$409,000</b>	<b>\$6,693,500</b>	<b>\$143,500</b>	<b>\$179,000</b>	<b>\$321,000</b>		

<b>Streets</b>									
Road striping	1x/5yr	CPF	\$6,000						
GIS Service	annual	CPF	\$9,000	\$9,100	\$9,200	\$9,300	\$9,400		
Small tools & equipment	annual	CPF	\$1,750	\$1,000	\$1,000	\$1,000	\$1,000		
Sterling Road Relocation	one-time	CPF	\$220,000						
Storm Water Improvements	annual	CPF	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000		
Road Rehabilitation	annual	CPF			\$125,000	\$125,000	\$125,000		
Road resurfacing (patching)	annual	CPF	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000		
Crack Filling	as needed	CPF	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
Street Signs (retroreflectivity)	as needed	CPF		\$1,500		\$1,500			
Street light pole replacements	5/year	CPF	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000		
Street light - conduit/boring	as needed	CPF	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000		
Sidewalk replacement	annual	CPF	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000		
Kenilworth Ave - E Resurfacing	as needed	MFT	\$51,500	\$245,000					
Kenilworth Fountain - Refurb.	one-time	CPF				\$94,000			
<b>Total Streets:</b>			<b>\$402,250</b>	<b>\$370,600</b>	<b>\$249,200</b>	<b>\$344,800</b>	<b>\$249,400</b>		

<b>Water</b>									
KW2023 Water Main Repl. (Sterling)	1x/40-50yrs	KW2023	\$1,200,000						Phase I of Stanley Rpt. on Wtr Distribution Syst.
Trench Box Aluminum	one time	CPF	\$4,000						
Water Tank - recoat	1x/15 yr	WTR	\$300,000						
Water Main Replacement (Brier/Maclean)	1x/50yr.	WTR				\$50,000	\$1,500,000		Phase II of Stanley Report on Wtr Distribution Syst.
Water Tank Cleaning (internal)	1x/4yr	WTR			\$13,500				Not needed if recoated in 2019
Water Meter Replacement	1x/15yr	WTR				TBD	TBD		Replace meters Village Wide in 3 years
Water Meter Reading System (AMR)	1x/15yr	WTR				TBD	TBD		Mirror meter replacement (finish in 2024)
Water Main Repairs	annual	WTR	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000		
PRV Station - Repaint	1x/6yr.	WTR						\$12,000	
Water Main Abandon - Kenilworth Ave	one time	CPF	\$105,000						
Fire Hydrant Replacement	annual	WTR	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
<b>Total Water:</b>			<b>\$1,659,000</b>	<b>\$50,000</b>	<b>\$63,500</b>	<b>\$100,000</b>	<b>\$1,562,000</b>		

<b>Grand Total by Year:</b>			<b>\$2,581,350</b>	<b>\$7,410,400</b>	<b>\$705,129</b>	<b>\$733,960</b>	<b>\$2,193,083</b>		
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## DEBT LIMITS AND DEBT OBLIGATIONS

Chapter 65, Section 5/8-5-1 of the Illinois Compiled Statute provides "...no municipality having a population of less than 500,000 shall become indebted in any manner or any purposes, to an amount, including existing indebtedness in the aggregate exceeding 8.625% on the value of the taxable property."

In 2017, the equalized assessed value for all taxable property within the Village equaled \$326,399,157. The limits imposed by the State allows for a statutory debt limit of 8.625% of that amount meaning the Village can take out a total of \$28,151,927 in debt. The Village currently has \$10,115,000 in debt, which is \$18,036,927 below the statutory debt limit.

Assessed Valuation - 2017	<u>\$ 326,399,157</u>
Bonded Debt Limit - 8.625% of Assessed Value	28,151,927
Amount of Debt Applicable to Limit	<u>10,115,000</u>
Legal Debt Margin	<u>18,036,927</u>

From time to time, the Village issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. As of December 31, 2018, the Village had four outstanding general obligation bond issuances.

- General Obligation Bonds of 2013 – The 2013 General Obligation bond was taken out for KW2023 capital improvements. This bond is due in annual installments of \$400,000 to \$670,000 plus interest at 2.00% to 4.00% through August 15, 2033.
- General Obligation Refunding Bonds of 2015A – The funding from this bond was used for water plant and lakefront improvements. The bond is repaid through the System Improvement Charge, a set amount on residents' utility bill that is approved by the Village Board. Payments are due in annual installments of \$185,000 to \$265,000 plus interest at 3.00% through December 1, 2030.
- General Obligation Limited Bonds of 2018 – This funding source is the annual capital improvement bond. Payments are due in one installment of \$975,000 plus interest at 2.470% on December 1, 2019.

**VILLAGE OF KENILWORTH, ILLINOIS**

**Schedule of Long-Term Debt Requirements**

**General Obligation Bonds of 2013**

**December 31, 2018**

Date of Issue	August 15, 2013
Date of Maturity	August 15, 2033
Authorized Issue	\$9,590,000
Denomination of Bonds	\$5,000
Interest Rates	2.00% - 4.00%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Amalgamated Bank of Chicago

**CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS**

Fiscal Year	Requirements			Interest Due on			
	Principal	Interest	Totals	Jun. 1	Amount	Dec. 1	Amount
2018	\$ 400,000	289,336	689,336	2018	144,668	2018	144,668
2019	410,000	281,338	691,338	2019	140,669	2019	140,669
2020	415,000	273,136	688,136	2020	136,568	2020	136,568
2021	425,000	263,800	688,800	2021	131,900	2021	131,900
2022	440,000	251,050	691,050	2022	125,525	2022	125,525
2023	455,000	237,850	692,850	2023	118,925	2023	118,925
2024	465,000	224,200	689,200	2024	112,100	2024	112,100
2025	485,000	205,600	690,600	2025	102,800	2025	102,800
2026	505,000	186,200	691,200	2026	93,100	2026	93,100
2027	525,000	166,000	691,000	2027	83,000	2027	83,000
2028	545,000	145,000	690,000	2028	72,500	2028	72,500
2029	565,000	123,200	688,200	2029	61,600	2029	61,600
2030	590,000	100,600	690,600	2030	50,300	2030	50,300
2031	615,000	77,000	692,000	2031	38,500	2031	38,500
2032	640,000	52,400	692,400	2032	26,200	2032	26,200
2033	670,000	18,909	688,909	2033	13,400	2033	5,509
	<u>8,150,000</u>	<u>2,895,619</u>	<u>11,045,619</u>		<u>1,451,755</u>		<u>1,443,864</u>

**VILLAGE OF KENILWORTH, ILLINOIS**

**Schedule of Long-Term Debt Requirements**

**General Obligation (Alternate Revenue Source) Refunding Bonds  
of 2015A  
December 31, 2018**

Date of Issue	October 21, 2015
Date of Maturity	December 1, 2030
Authorized Issue	\$3,225,000
Denomination of Bonds	\$5,000
Interest Rate	3.00%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Amalgamated Bank of Chicago

**CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS**

Fiscal Year	Requirements			Interest Due on			
	Principal	Interest	Totals	Jun. 1	Amount	Dec. 1	Amount
2018	\$ 185,000	86,400	271,400	2018	43,200	2018	43,200
2019	190,000	80,850	270,850	2019	40,425	2019	40,425
2020	195,000	75,150	270,150	2020	37,575	2020	37,575
2021	200,000	69,300	269,300	2021	34,650	2021	34,650
2022	205,000	63,300	268,300	2022	31,650	2022	31,650
2023	215,000	57,150	272,150	2023	28,575	2023	28,575
2024	220,000	50,700	270,700	2024	25,350	2024	25,350
2025	225,000	44,100	269,100	2025	22,050	2025	22,050
2026	235,000	37,350	272,350	2026	18,675	2026	18,675
2027	240,000	30,300	270,300	2027	15,150	2027	15,150
2028	250,000	23,100	273,100	2028	11,550	2028	11,550
2029	255,000	15,600	270,600	2029	7,800	2029	7,800
2030	265,000	7,950	272,950	2030	3,975	2030	3,975
	<u>2,880,000</u>	<u>641,250</u>	<u>3,521,250</u>		<u>320,625</u>		<u>320,625</u>

**VILLAGE OF KENILWORTH, ILLINOIS**

**Schedule of Long-Term Debt Requirements**

**General Obligation Limited Bonds of 2018  
December 31, 2018**

Date of Issue	December 11, 2018
Date of Maturity	December 1, 2019
Authorized Issue	\$975,000
Denomination of Bonds	\$5,000
Interest Rate	2.47%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Wintrust Bank

**CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS**

Fiscal Year	Requirements			Interest Due on			
	Principal	Interest	Totals	Jun. 1	Amount	Dec. 1	Amount
2019	\$ 975,000	23,413.54	987,414	2019	11,372.29	2019	12,041.25



# Departmental Information

## POSITION SUMMARY SCHEDULE

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>
<b>Administration</b>				
Village Manager	1.00	1.00	1.00	1.00
Management Analyst	2.00	2.00	2.00	2.00
Finance Administrator	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00
<b>Total:</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Public Works</b>				
Superintendent of Public Works	0.33	0.74	1.00	1.00
Public Works Operator	3.80	2.00	3.00	3.00
Seasonal Life Guards	1.45	1.59	1.98	2.00
Part-time Water Operator	0.36	0.04	-	-
<b>Total:</b>	<b>5.94</b>	<b>4.37</b>	<b>5.98</b>	<b>6.00</b>
<b>Public Safety</b>				
Chief of Police	1.00	1.00	1.00	1.00
Sergeant	3.00	3.00	3.00	3.00
Patrol Officer	8.21	6.24	5.93	6.65
Dispatcher	5.18	1.29	-	-
Records Clerk	-	0.72	1.00	1.00
Community Service Officer	1.06	1.22	0.85	1.28
Seasonal Crossing Guard	0.16	0.33	0.29	0.25
<b>Total:</b>	<b>18.61</b>	<b>13.80</b>	<b>12.07</b>	<b>13.18</b>
<b>Total Number of Employees:</b>	<b>29.55</b>	<b>23.17</b>	<b>23.05</b>	<b>24.18</b>

\*In 2017, the Village did not fill a Public Works Operator vacancy as a result of the Water Plant closing.

\*The position of Dispatcher was eliminated in 2017 due to dispatch consolidation as mandated by Illinois state law.

\* Full Time Equivalent (FTE) is based on 1560 annual hours.

## **ADMINISTRATION**

### **Department Overview**

The Administration Department consists of the Village Manager's Office, Finance, and Community Development.

The Village Manager serves as the Chief Administrative Officer of the Village and is appointed by the Village President and Board of Trustees. The Village Manager's Office is responsible for managing the day-to-day operations of all departments outside of the Police Department including; personnel management, budget oversight, payroll, purchasing, awarding contracts, managing capital projects and carrying out policy as directed by the Village President and Board of Trustees. The Village Manager acts as the liaison to the Finance Committee, Public Works Committee and Village Board of Trustees, for all matters not related to daily police operations.

Community Development is responsible for reviewing and issuing permits as well as code enforcement. The department also acts as the Village's point of contact for its inspection and plan review contractors. The Community Development Director acts as the staff liaison for the Architectural Review Commission, Building Review Commission, Plan Commission, Zoning Board of Appeals and Building Planning and Zoning Committee.

### **Expenses**

General Fund expenditures as related to Administration and Community Development come from two major categories, personnel and contractual services. Personnel includes salaries of Administration and Community Development employees while Contractual Services include financial auditing services, plan review and inspection services, and IT services as related to the Village.

## **PUBLIC SAFETY**

### **Department Overview**

Public Safety includes activities of the Kenilworth Police Department and fire/emergency medical services contracted to the Winnetka Fire Department.

The Chief of Police serves as the department head for the Village's Police Department and is appointed by the Village President and Board of Trustees. The Police Department responds to all emergencies and other calls for police service with uniform personnel. In addition, the department has primary responsibility for the enforcement of state and local laws and ordinances, traffic enforcement, case investigations, arresting offenders and prisoner processing. The police department also offers services related to vacant home watches, spare key drop-off and distribution for individuals approved by the home owners.

The Police Chief serves as the liaison to the Public Safety Committee and Chairman of the Foreign Fire Insurance Board. Additionally, one officer serves as President for the Police Pension Board and another serves as Secretary.

### **Expenses**

Public Safety expenditures come from employment expenses, personnel costs and contractual services. Employment expenses include benefits and pensions for sworn and non-sworn employees. Personnel includes salaries, overtime salaries and part time salaries. Contractual services include Fire and EMS services, as well as, other outside services.

## **PUBLIC WORKS**

### **Department Overview**

The Public Works Department is responsible for the management of the Village's water distribution and sanitary sewer systems. Public Works operates, maintains, monitors, and controls water and sewer pipeline networks, water system pumping stations and water meters. Maintenance activities include reactive, routine and preventive maintenance services that preserve the useful life of the Village's water and sanitary sewer infrastructure assets.

Public Works also conducts field operations that play a key role in optimizing the useful life of many of Kenilworth's infrastructure assets. The department is responsible for road maintenance and repair, snow and ice removal, drain maintenance, forestry operations, beach maintenance and street light maintenance.

### **Expenses**

Public Works expenditures come from three major categories, personnel, contractual services and employment expenses. Personnel includes salaries of the Superintendent and Operators while contractual services include tree removal, vehicle equipment repairs and seasonal beach water testing. Employment Expenses include employee benefits.

# Glossary

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget document in understanding these terms, this glossary has been included.

**Accrual Basis of Accounting:** A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

**Activity:** Cost center within a fund or department to which specific expenses are to be allocated.

**Appropriation:** An authorization made by the Village Board of Trustees, which permits officials to incur obligations against, and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**Assessed Valuation:** The estimated value placed upon real and personal property by the Assessor.

**Assets:** Property owned by the Village, which has monetary value.

**Audit:** A systematic examination of resource utilization concluding in a written report. It is a test of management's internal controls and is intended to ascertain whether financial statements fairly present financial positions and results of operations;

- Test whether transactions have been legally performed;
- Identify areas for possible improvements in accounting practices and procedures;
- Ascertain whether transactions have been recorded accurately and consistently;
- Ascertain the stewardship of officials responsible for governmental resources.

**Bond:** A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital improvements.

**Budget:** A plan of financial operations embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates).

**Budget Calendar:** The schedule of key dates or milestones that the Village follows in the preparation and adoption of the budget.

**Budgetary Control:** The level at which expenditures cannot legally exceed the appropriated amounts.

**Budgeted Funds:** Funds that are planned for certain uses.

**Budget Ordinance:** The formal legislative enactment by the Board of Trustees that establishes a fiscal plan and the authority to expend funds.

**Capital Expenditure:** Expenditures on durable items (fixed assets) with a long-term lifespan.

**Capital Outlay:** A disbursement of money, which results in the acquisition of or addition to fixed assets. The item must have a purchase price greater than \$5,000 and have a useful life of more than one year.

**Contingency:** An estimated amount of funds needed for deficiency or emergency purposes. An annual appropriation to cover short falls in revenue and/or underestimation of expenditures.

**Contractual Services:** Items of expenditure from services that the Village receives from an outside company. Heating and cooling mechanical services, custodial services and support for the Village owned telephone systems are examples of contractual services.

**Cost Allocation:** A method of distributing indirect Village costs incurred in the General Fund to other departments that benefit from the services rendered by the General Fund.

**Current Taxes:** Taxes that are levied and due within one year.

**Debt Service:** The Village's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Deficit:** The excess of a fund's liabilities over its assets and/or the excess of expenditures over revenues during an accounting period.

**Depreciation:** The portion of the cost of a fixed asset charged as an expense over a given time period to account for its assumed physical and functional obsolescence.

**Estimated Revenue:** The amount of projected revenue to be collected during the fiscal year.

**Expenditure:** The cost of goods delivered and services rendered, whether paid or unpaid.

**Fiscal Year:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The Village's fiscal year is a calendar year.

**Fixed Assets:** Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, and other equipment

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts for the purpose of carrying on specific activities or attaining certain objectives.

**Fund Balance:** The excess of an entity's assets over liabilities. A negative fund balance is sometimes called a deficit.

**Fund Type:** Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**Governmental Accounting Standards Board (GASB):** Provides direction in accounting and reporting requirements for units of government.

**General Obligation Bonds:** When the Village pledges its full faith and credit to the repayment of the bonds it issues, those bonds are general obligation (G.O.) bonds.

**Geographic Information System (GIS):** A system designed to capture, store, manipulate, analyze, manage, and present spatial or geographic data.

**Government Finance Officers Association (GFOA):** The purpose of the GFOA is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

**Infrastructure:** Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and the responsibility of the governmental unit.

**Liabilities:** Debt or other legal obligations arising out of transactions in the past.

**Long Term Debt:** Debt with a maturity of more than one year.

**Maturities:** The date on which the principal or stated values of investments or debt obligation mature and may be reclaimed.

**Modified Accrual Basis of Accounting** - The basis of accounting under which expenditures, other than accrued interest on general long-term debt, are recorded at the time liabilities are incurred and revenues are recorded when received in cash.

**Per Capita Basis:** Per unit population.

**Revenue:** Sources of income received during a fiscal year. These can include income from taxes, license and permit fees, fines, fees for charges for services, and interest and property revenue.

**State Equalized Value (SEV):** The market value assigned to real or personal property through an assessment process for property tax calculation.

**Supplies:** An expenditure object within an activity that includes all supplies that have a useful life of less than one year and/or a purchase price of less than \$1,000 dollars.

**Transfers In/Out:** A legally authorized funding transfer between funds in which one fund is responsible for the initial receipt and the other fund is responsible for the actual disbursement.

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ORDINANCE NO. 1229

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AN ORDINANCE ADOPTING THE VILLAGE OF KENILWORTH  
BUDGET FOR FISCAL YEAR 2019

Passed by the Board of Trustees this 19<sup>th</sup> day of November, 2018

Published by the Board of Trustees this 19<sup>th</sup> day of November, 2018

Printed and Published in Pamphlet Form  
by Authority of the  
President and Board of Trustees

VILLAGE OF KENILWORTH  
COOK COUNTY, ILLINOIS

I hereby certify that this document  
was properly published on the date  
stated above.

  
Deputy Village Clerk

**ORDINANCE NO. 1229**

**AN ORDINANCE ADOPTING THE VILLAGE OF KENILWORTH  
BUDGET FOR FISCAL YEAR 2019**

**WHEREAS**, in accordance with Section 8-2-9.1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/8-2-9.1 *et seq.*, and Title III of Chapter 31 of the Kenilworth Village Code, 2013, as amended, the President and Board of Trustees of the Village of Kenilworth have adopted the budget officer system; and

**WHEREAS**, pursuant to Section 8-2-9.4 of the Illinois Municipal Code, 65 ILCS 5/8-2-9.4, and Chapter 31 of the Village Code, the Village is required to adopt an annual budget; and

**WHEREAS**, the Village of Kenilworth fiscal year runs from January 1 of one calendar year to December 31 of the calendar year; and

**WHEREAS**, in accordance with Section 8-2-9.9 of the Illinois Municipal Code, 65 ILCS 5/8-2-9.9, the annual budget for fiscal year 2019 has been available for public inspection since October 15, 2018; and

**WHEREAS**, furthermore, in accordance with Section 8-2-9.9 of the Illinois Municipal Code, 65 ILCS 5/8-2-9.9, notice of a public hearing was duly published in the *Wilmette Beacon*, a newspaper of general circulation within the Village on November 1, 2018, and held on November 19, 2018; and

**WHEREAS**, the President and Board of Trustees have determined that it is necessary, appropriate, and in the best interests of the Village and its residents to adopt the FY 2019 budget, in the form attached to this Ordinance as Exhibit A; and

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Kenilworth, Cook County, State of Illinois, as follows:

**SECTION ONE.** **Recitals.** The foregoing recitals are incorporated into this Ordinance as findings of the President and Board of Trustees.

**SECTION TWO.** **Adoption of the Fiscal Year 2018 Budget.**  
The Village of Kenilworth's Fiscal Year 2019 Budget is hereby approved in the form attached to this Ordinance as Exhibit A.

**SECTION THREE. Effective Date.** This Ordinance shall be in full force and effect on January 1, 2019 after its passage, approval, and publication in pamphlet form in the manner provided by law.

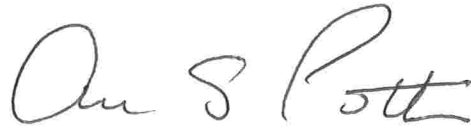
PASSED this 19<sup>th</sup> day of November, 2018.

AYES: Bedwell, Kaz, Lien, McClamroch, Jr., Shadek, Winslow

NAYS:

ABSENT:

ABSTAIN:



\_\_\_\_\_  
Village President

ATTEST:



\_\_\_\_\_  
Village Clerk