

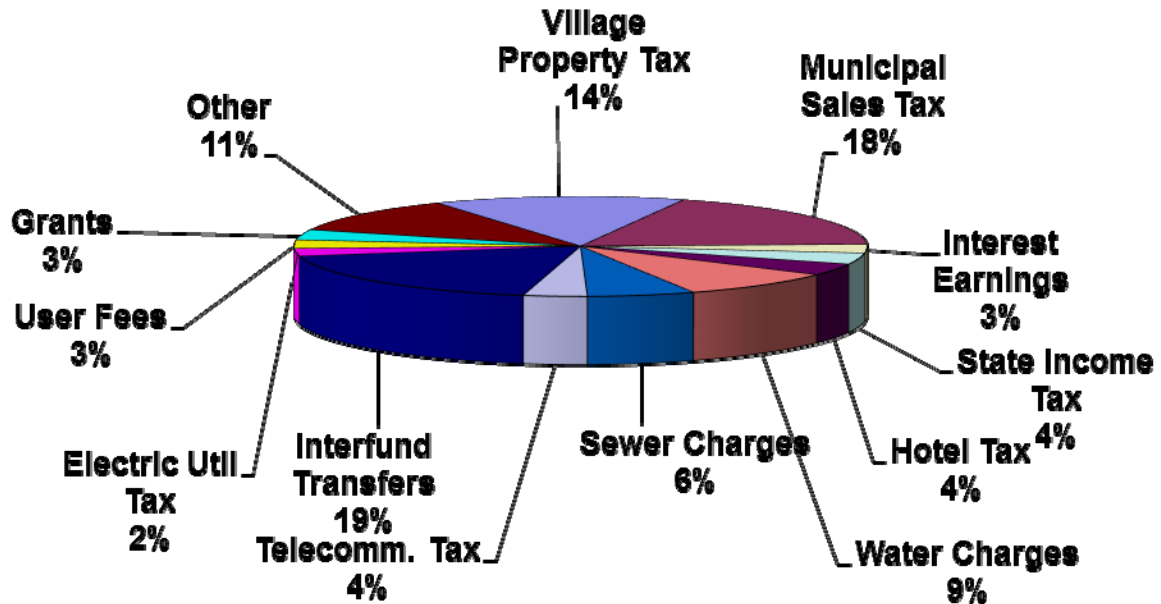


VILLAGE OF DEERFIELD, ILLINOIS

ANNUAL BUDGET

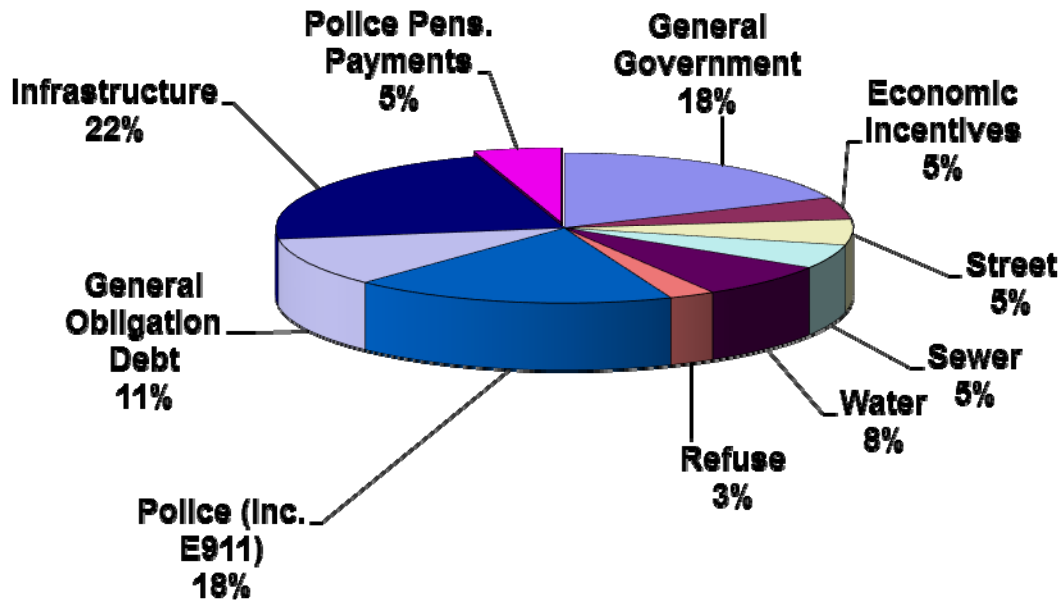
JANUARY 1, 2017 TO DECEMBER 31, 2017

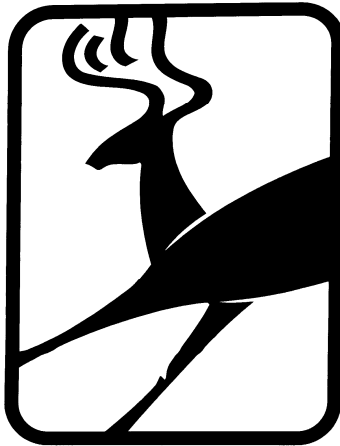
BUDGET REVENUES - FY 2017



2017 Budget Expenditures

(by function)





VILLAGE OF DEERFIELD

ANNUAL BUDGET

JANUARY 1, 2017 TO DECEMBER 31, 2017

ELECTED OFFICIALS

Harriet Rosenthal, Mayor

Alan Farkas, Trustee
Tom Jester, Trustee
Robert Nadler, Trustee

William Seiden, Trustee
Daniel Shapiro, Trustee
Barbara Struthers, Trustee

VILLAGE MANAGER

Kent Street

DEPARTMENT HEADS

Eric Burk, Director of Finance/Treasurer
John Sliozis, Chief of Police
Barbara Little, Director of Public Works and Engineering
Clint Case, Building & Code Enforcement Supervisor
Jeff Ryckaert, Village Planner
Andrew Lichterman, Assistant Village Manager

www.deerfield.il.us

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PUBLIC WORKS

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CAPITAL PROJECTS FUNDS

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VILLAGE OF DEERFIELD

BUDGET MESSAGE

Municipal government provides a wide range of basic services on which we all depend: police protection, drinking water, sewage treatment, snow plowing and building inspection to name a few. The ability of an elected board to supply these services in an effective and efficient manner depends on its financial decisions. That is why of all issues considered by the Village Board over the course of a year none is more important than adoption of the annual budget.

This budget reflects operations from January 1, 2017 through December 31, 2017. This budget meets all state mandated accounting and financial reporting requirements. Four years ago the Village transitioned from a fiscal year to a calendar year budget. In order to accommodate the transition to a calendar year budget, the Village budget year was shortened to an 8-month period from May 1, 2013 to December 31, 2013. Therefore, when reviewing historical spending an anomaly will be noticed in 2013 due to the fact that revenues and expenditures reflect a shortened fiscal period.

The total expenditure budget for fiscal year 2017 is \$57,531,181. Of this total expenditure, \$4.7 million represents transfers from the General Fund into the Scavenger Fund or Infrastructure Replacement Fund primarily due to the reallocation of the property tax levy that is discussed in greater detail in the General Corporate Fund section of this message. Excluding these transfers, total expenditures reflect a 9% decrease from last year's budget while continuing to maintain a robust capital improvement program. This is the final year of a strategic three-year plan to address infrastructure improvements, partially funded through a \$10 million bond issuance from 2015, a \$2.5 million bond issuance in 2017, and a 1% Prepared Food and Beverage Tax. The operating component of the budget is \$28,136,824 which is a 3% increase from the prior year. The increase in the operating component is due primarily to cost of living adjustments and increases in various contractual services and commodities.

This budget addresses programs and service levels that have been largely stable due to the constrained economic conditions of the past decade and an enhanced capital project program that rebuilds an aging infrastructure. Reflecting the slower economic conditions locally and statewide and a stable population, the Village continues to provide a high level of service with minimal staffing. For several years the Village maintained vacancies and operated with a reduced workforce. The Village continues to evaluate workforce needs as positions are vacated through attrition and demands for service evolve with changing demographics and technology.

PLANNING PROCESSES

This budget continues the implementation of recommendations contained in significant planning studies that were completed in the last five years. The major recommendation of the sanitary sewer system study was the reconstruction of the Village owned sewage treatment plant. After a number of years of planning and engineering design work, this project commenced in FY 2011 and the Village Board declared the project substantially complete in February of 2013. Funding for the WRF has been primarily through the use of debt – an initial debt issuance of \$7.5 million General Obligation (GO) Build America Bonds in 2010, \$12.5 million Qualified Energy Conservation Bonds in 2011, \$10 million GO Bonds in 2012 and \$3.2 million GO Bonds in 2013. The use of these programs has substantially reduced the interest payments on the debt service versus regular debt issuance.

The Board has determined that a continued program of replacing and maintaining the infrastructure of the Village has become a key priority. For the second year in a row, this budget includes a reallocation of the property tax levies from the Infrastructure Replacement Fund and Scavenger Fund to the General Fund to provide the Village the greatest amount of flexibility, as the State of Illinois continues to threaten municipal revenue sources including the potential for a property tax freeze. This is the second year the debit service tax levy will reflect obligations for the \$10 million bond issuance approved as part of the 2015 budget.

The state of the economy, the fiscal position of the State of Illinois and the legislative uncertainties being generated by Springfield played a major role in the budget deliberations this year. Due to past budgeting decisions, a low tax composition relative to other similarly situated communities, conservative spending practices, the relative strength of the micro economy in Deerfield, and our strong fund balance, the Village has not had to implement the drastic personnel and program reductions that many local governments have found necessary. The Village has selectively filled open employee positions, implemented departmental reorganizations to gain efficiencies and eliminated unfilled full time positions when possible.

Just over five years ago the Village Board undertook a comprehensive review of the Village's Water and Sewer Funds to address their structural deficits. Due to lower water usage that affects both water and sewer revenues, the Board approved a revenue plan that strategically increased water and sewer revenues to reverse the negative revenue projections. These rate increases along with strategic personnel changes and the completion of the water meter replacement project have eliminated the structural imbalance that previously affected these funds. This budget reflects positive growth in both the Water and Sewer Fund through increases in water and sewer rates that keep pace with wholesale price increases.

The Deerfield Public Library recently completed their remodeling project that pursuant to state statute required the Village to issue approximately \$12 million of GO debt. Funding for this debt service, endorsed by the voters in the November 2010 referendum, comes from a combination of annual general revenues, fund balance and property taxes. All the debt is general obligation as the Village has unlimited home rule authority to raise taxes and enjoys a Aaa bond rating from Moody's.

The Village organizes its budget under several funds. Following are brief highlights of each major fund.

GENERAL CORPORATE FUND

This is the basic operating fund of the Village, which includes revenues and expenditures of all governmental activities, except those funds that must be accounted for independently under Illinois law.

Revenues: The 2016 General Fund has projected new revenues of \$ 22,348,653, which is a 3% increase over last year's budget. The General Fund levy is \$3,449,753 and reflects a \$0 increase. This continue last year's decision to reallocate a total of \$3.4 million from the property tax levies for the Scavenger Fund and Infrastructure Replacement Fund to the General Fund to support public safety. The Sales Tax reflects a modest 1% projected increase due to the evolving local economy and the uncertainty around consumer spending. The Hotel Room Tax is projected to be flat as this revenue source was increased significantly in previous years as the leisure and convention activity in the localized economy recovered from the economic downturn but are now at a strong level that is expected to remain stable. The state shared income tax is expected to increase 5% compared to last year, however, the state has threatened to reduce the municipal share of this revenue in recent proposals. The state use tax reflects a 25% increase over last year's budget to better reflect historical performance. Building permit revenue is projected to remain flat and reflects the continued strong residential and commercial remodeling activity that the Village has experienced in recent years. The telecomm tax reflects a 20% increase while the electric utility tax is expected to remain flat when compared to last year's figures. These are expected to generate \$1.5 million and \$1.25 million respectively for the General Fund. Overall, revenues are sufficient to cover the operating costs of the fund.

Expenditures:

Total expenditures for the General Corporate Fund are budgeted at \$25,765,671, which is a 4% increase from last year's budget. There is a total transfer of \$3.7 million from the General Fund to the Infrastructure Replacement Fund for capital project funding. This is comprised of a \$2.4 million transfer from the reallocated General Fund property tax levy and a \$1.3 million transfer from General Fund reserves. This is consistent with the Village Board's plan to use the majority of the General Fund levy to support the Infrastructure Replacement Fund and strategically draw down General Fund reserves to support the three-year capital improvement plan. Additionally, \$955,984 is being transferred from the General Fund to the Scavenger Fund to support waste hauling operations since the property tax levy was eliminated in the Scavenger Fund. There is no change year-over-year in the Walgreen sales tax rebate expense in the Finance Dept. budget as Walgreen's is expected to maintain consistent levels of sales and production. \$80,000 is projected for the first year of the sales tax rebate with Portillo's. There is a 2.5% increase in employee health insurance charges based on experience, which is significantly below the average market rate increase of 9%. Personnel costs reflect a wage increase of 2.25% for non-union employees, which is consistent with the wage increases negotiated with the police and public works unions. This is the final year of the current collective bargaining agreements as the police and public works union contracts are ratified through December 31, 2017. Village operations are very labor intensive. The largest single operating cost relates to personnel, representing 74% of the General Fund less economic incentive payments, transfers to the Infrastructure Replacement Fund (IRF) and Scavenger Fund. Highlights of this year's expenditure budget include:

- The Walgreen's incentive expense is budgeted at \$2.65 million. Since the Village receives 20% of the revenue from this agreement, as Walgreen's activity changes the expense changes, and this is offset by a similar move in the sales tax revenue line.
- \$3.7 million transfer from the General Fund to the Infrastructure Replacement Fund to support the capital improvement program and a \$955,984 transfer to the Scavenger Fund.
- A 2.25% increase in wages to both union and non-union personnel consistent with the approved collective bargaining agreements.

WATER AND SEWER FUNDS

The water and sewer utility systems operated by Deerfield are intended to be self-funding, based upon user charges for services. Revenues for operations are derived primarily from services furnished to utility customers. Other sources are interest earnings from cash invested on a short-term basis, and connection fees from new construction where the Village's prior investments in its utilities operate to the advantage of new customers who did not share in that initial investment.

Water Budget:

Expenditures are projected at \$4,327,663 (+5%) against new revenues of \$4,551,000 (+4%). The expenditure level is beginning to normalize in this fund as there was a significant expenditure increase two years ago associated with the completion of the water meter replacement project. The Village continues to see a decrease in revenue when compared with historical usage due to the loss of our largest user to the Village of Northbrook and a fundamental reduction in the average use. The Village received a 5 % wholesale increase last year, and a 5% wholesale increase this year. The Village expects to receive similar increases in future years, as the City of Highland Park pays debt service associated with the recent rehabilitation

of their water treatment facility. This budget includes a 4% increase in water rates for Deerfield customers from \$4.24 to \$4.41 per 100 cubic feet effective January 1. No major water projects are anticipated during the year. The structural deficit has been addressed and the fund continues to reduce its negative fund balance.

Sewer Budget: The Sewer Fund expenditures are projected at \$4,819,428 (+2.4%) against new revenues of \$4,851,552 (+2.4%). No substantial capital expenditures are included in this budget; these are in the IRF. As discussed further below, the sewer rate will be increased 2.5% from \$3.23 to \$3.31 per 100 cubic feet effective January 1.

The Village Board has considered the structural deficits that have existed in these funds and their inability to cover all operating and capital costs through the revenue base. The decision remains to fund operations entirely from user charges and to fund the capital expenses through the IRF. Five years ago, the Board reviewed projected operating forecasts in these funds and approved a revised funding schedule for the funds to be brought back into balance. In the Water Fund, it was decided to remain with 2.5% increases over the last five years, since after FY 12/13 the debt service payment of approximately \$485,000 per year ended, which was anticipated to be enough of an expense reduction to bring this fund back into balance. However due to the increase in the wholesale water rate discussed above, the Village has budgeted a 4% increase this year to keep pace with increased wholesale fees. Annual growth is occurring in the Water Fund that will eliminate the negative balance in future years. For the Sewer Fund, the Board agreed to rate increases of 10% in FY 12/13, 5% in FY 2013A and 2.5% in FY 2014-2017. As projected, these increases have returned the Sewer Fund to a positive position. Future increases in these funds will be needed to keep pace with operating costs.

SCAVENGER (REFUSE) FUND

In 2010 the Village bid and awarded waste hauling services to Waste Management Incorporated and made significant changes to the base service level that resulted in a substantially lower cost to the Village for this service. In 2015, staff negotiated a 5-year contract extension that included no increase in the refuse and recycling rate until April 2018. The extension also froze the yard waste sticker fee for 2016. Consequently, the Village passed along no increase in the yard waste sticker or refuse/recycling user fee in 2016. This year, the Refuse Fund reflects a 2% increase in the user rate to keep pace with the increased costs of the leaf collection program, which cannot be absorbed again as it was last year. Two years ago the property tax levy for this fund totaled \$955,984. Just like last year, this entire levy will be held flat, reallocated to the General Fund and replaced by a transfer from the General Fund. The user rate will increase from \$7.18 to \$7.32 per month per household. This will allow the fund to continue to operate with a modest surplus.

MOTOR FUEL TAX FUND

The MFT budget projects State allotments of \$455,000 which is about a 7% increase from last year. The Village continues using the entire allotment for capital outlay in the street rehab program. This year's expenditure totals \$494,000. However, these revenues continue to be threatened by the State's fiscal uncertainty and last year the Village experienced lengthy delays in monthly disbursements from the State. Payments have since resumed, however, the future of this source remains unknown.

PENSION FUNDS

For employees covered by the Illinois Municipal Retirement Fund, the Village contributed 12.78% (a decrease from 12.94% in 2015) of each employee's eligible pay plus the employer's contribution of 7.65% for Social Security and Medicare coverage. The employee contributes 4.5% for IMRF and 7.65% for Social Security and Medicare coverage. The employer's share is expensed in each operating function, and the IMRF contribution is projected to decrease to 11.95% in calendar year 2017 (6.49% decrease). The employer's contribution to

the Police Pension Fund is also expensed through the Police Department budget and is financed through General Fund revenues. The contribution is actuarially determined as adequate for funding pension payments and for amortizing the actuarial reserve deficiency. Sworn police covered by this fund contribute 9.91% of their basic wages but do not participate in Social Security. Additional income is derived from investment earnings. In 2016, an additional \$934,918 was contributed to the pension fund (24% of salaries). The Village has recently lowered its estimated investment rate of return and updated its projected salary increases. We expect the near term contributions to increase slightly each year barring any large changes in investment results.

The Village is committed to making 100% of its annual required contribution to these funds. Contributions are expensed within each operating fund/department/division that has corresponding salary expense.

CAPITAL PROJECTS

The most obvious benefit of establishing a capital budget is the reinforcement of planning at all levels. It is an extremely valuable decision-making device used to 1) stabilize the volume of capital improvements at some relatively uniform level, and 2) coordinate the capital costs and their financing with the attendant debt service demands on the operating budget.

The rolling three-year funding plan has been extremely helpful both in scheduling major projects and in determining their financing. More than any other part of the budget, capital projects warrant detailed discussion between Board and staff. Good financial management dictates that we review closely the major expenditures required in the future to maintain the community's infrastructure. Once long-range plans and projects are determined, priorities must be set and a funding program approved.

\$11.3 million is budgeted in the infrastructure replacement fund to cover capital expenditures for 2017, which is an increase from projections of two years ago when the \$10 million bond issuance was approved with the intent of funding an enhanced capital improvement program from 2015-2017. The increased expenditures are a result of new projects being prioritized, costs being refined from two-year-old projections, and project overages from the previous years. This resulted in a shortage of \$2.5 million that will be funded through a GO bond that will be issued in 2017 to cover the balance of the 2017 capital improvement program.

Major capital projects scheduled for 2017 include (costs shown are Village totals for the fiscal year):

- Continuation of the Street Rehabilitation Program (\$2,500,000)
- Brierhill Road Reconstruction (\$2,020,000)
- Pfingssten/Kates Road Bridge and Road Rehabilitation (\$585,000)

The demand for capital improvements has become the Village's most pressing need and the 2015, 2016 and 2017 program years reflect an increased scale from the level of work completed in prior years. To help fund the major capital projects scheduled over this three-year period, the Village Board approved a \$10 million bond issuance in May, 2015. Additionally, this year's budget includes a \$2.5 million bond issuance that will help complete the originally slated three-year program. Also included in this budget is a 1% prepared Food and Beverage tax that is projected to generate \$500,000 in new revenue that will be placed in the Infrastructure Replacement Fund (IRF) and used to fund capital improvements or to pay debt service on capital projects. This year's program will require the full attention of staff and is funded through a combination of grants, GO bonds and IRF revenues. These capital improvements have been prioritized to address areas that are in need of roadway improvements as well as underground utility improvements. The work has also been planned in a way that will minimize disruption to the motoring public as much as possible. The street rehab program has been maintained while significant capital improvements were also completed on Deerfield Road, North Avenue, Deer Lake/Estate Drive, North Trail Subdivision, and the Briarwood Vista Subdivision. In recent years significant road improvements also included the Lake Eleanor/Heather Road project, Carlisle/Carriage Way Infrastructure Improvement Project, and the Lake Cook Road Widening and Reconstruction Project. Four years ago also concluded the construction of the sewage treatment plant replacement project which had been under planning and design for five years.

VEHICLE/EQUIPMENT REPLACEMENT FUND

This fund includes purchases of vehicles and equipment amounting to more than \$5,000. Each operating department is charged an annual amount to offset these more expensive items from impacting the budget in any one given year. This year's proposed expenditures amount to \$1,098,692 (+78%) primarily due to the scheduled replacement of public works equipment and police patrol fleet.

ASSESSED VALUATION

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

<u>Year</u>	<u>Amount *</u>	<u>% Change</u>
2006	1,371,881,605	10.9
2007	1,534,804,968	11.9
2008	1,577,953,846	2.8
2009	1,586,409,629	0.5
2010	1,501,605,590	-5.3
2011	1,392,522,439	-7.3
2012	1,293,263,968	-7.1
2013	1,228,417,175	-5.0
2014	1,227,301,586	-0.1
2015	1,319,070,388	7.4

DEBT SERVICE FUND

As an Illinois Home Rule community by referendum, the Village has no legal debt limit and is authorized to issue debt without any requirement for a local referendum.

In 2017, the Village anticipates refunding \$3.215 million of 2008 GO bonds and issuing approximately \$2.5 million in new debt to complete the accelerated three-year (2015 – 2017) capital improvement plan. The 2017 issuance will appear on property tax bills in 2017. The Village currently has seven outstanding GO debt issues, \$3,440,000 of the 2008 Series, \$9,225,000 of the 2010 Series, \$16.42 million of 2011 Series A and Series B, \$10 million of the 2012 Series, \$1.53 million of the 2013 Series and \$9.195 million of the 2015 Series. In addition, the Village has outstanding debt of \$9,110,000 relating to the Library improvement project, which is supported by the Library's property tax payers. As of December 31, 2016, Deerfield's total outstanding bonded General Obligation debt of \$58,920,000 is 4.47% of its total 2015 assessed valuation. When considering that, in Illinois, non-Home Rule communities are allowed a ratio of 8.6%, the Village, as a Home Rule community, can be proud of its low debt service obligations.

Deerfield currently has a Aaa rating from Moody's Investors Service, Inc., an accomplishment shared by few municipalities in the United States. This rating was reaffirmed in November, 2016. The Village Board has indicated that it will examine the financial status of the Village each year prior to the final adoption of the annual tax levy with a preference for abating debt service requirements for the Build America Bonds and Qualified Energy Conservation Bonds. The Village Board did abate \$553,789 of the net required 2016 debt service property tax levy of \$3,626,235 for these issues using \$492,303 in federal credits and \$61,486 of the revenue from the Prepared Food and Beverage Tax.

PROPERTY TAX LEVY

The 2016 Property Tax Levy for all Village funds is \$7,075,988. The levy has been held flat and reflects a 0% increase from the extended 2015 levy. As discussed above, this also includes debt service associated with a \$10 million bond issuance approved in 2015. The 2016 levy is distributed as follows: \$3,449,753 to the General Fund and \$3,626,235 for the various GO debt service requirements, which relate to the wastewater treatment plant reconstruction project and other various capital projects. Village property taxes for 2016 represent approximately 5% of the total property tax bill in the Village.

The Library levy increased 3.97% to \$4,810,045. This levy was approved by the Library Board and accepted by the Village Board, as statutorily required.

SUMMARY

Preparing the annual budget is a very thorough and time consuming process and one that the Village Board takes very seriously. As fellow taxpayers, they too want to hold the line on taxes, but without sacrificing the number and quality of services rendered.

I wish to acknowledge the efforts of the Village Board and all departments in compiling this document, and to thank them for their professional support. Special thanks are extended to the Director of Finance and all finance department personnel who do the majority of the budget preparation. We hope that you find it both informative and helpful in implementing our financial plan for fiscal period between January 1, 2017 and December 31, 2017.



KENT STREET
Village Manager

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Deerfield
Illinois**

For the Fiscal Year Beginning

January 1, 2016

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Deerfield, Illinois for its annual budget for the year beginning January 1, 2016. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine eligibility for another award.

BUDGET SUMMARY AND HISTORICAL PERSPECTIVE

Revenue Item	General	Sewer	Water	Refuse	Garage	MFT	Police Pension	Debt Service	Infrastr. Repl.
Taxes:									
Property Tax	3,449,753							3,626,235	
Home Rule Sales Tax	3,125,000								1,050,000
Replacement Tax	130,000								
Motor Fuel						455,000			
Sales Tax	5,050,000								
Local Use Tax	400,000								
State Income Tax	1,800,000								
Hotel-Motel Tax	1,900,000								
Food & Beverage Tax									500,000
License & Permits									
Liquor/Food	75,000								
Other Business Lic	50,500								
Vehicle	370,000								
Building Permits	925,000	15,000	40,000						
Non-Business Lic	10,000								
Charges:									
Police Services	279,000								
False Alarms	52,000								
Dispatching Serve	260,000								
User Charges		3,009,500	4,440,000	515,500					
Rental Income	235,000		68,000						
Fran Fees - Cable	425,000								
Telecom. Charges	1,500,000								
Electric Utility Tax	1,250,000								
50/50 Program	65,000								
Interfund Charges					395,000		1,100,000		
Engineering Fees	10,000								
Misc Rev									
Interest Earnings	105,000	2,000		1,500	100	2,000	1,200,000	59,000	5,000
Grants	57,000							492,303	1,109,000
Miscellaneous	236,400	5,000	3,000	12,000	10,000			726,706	200,000
Employee Cont							395,000		
Ordin Violations	245,000								
Bond Proceeds									
Transfers:									
Transfers In	344,000	1,820,052		955,984				84,194	3,793,769
From General Fund									
Trans to Debt Service									
Misc Transfers									
TOTAL NEW REVENUE	22,348,653	4,851,552	4,551,000	1,484,984	405,100	457,000	2,695,000	4,988,438	6,657,769
(To)/From Reserve	3,417,018	(32,124)	(223,337)	(4,286)	585	37,000	136,300	(737,600)	4,672,859
TOTAL RESOURCES	25,765,671	4,819,428	4,327,663	1,480,698	405,685	494,000	2,831,300	4,250,838	11,330,628
EXP. CATEGORIES:									
Personnel	13,531,173	1,790,925	997,850	115,250	246,000				
Other Services	126,440	13,100	1,850		3,500				
Contractual	5,674,544	587,560	381,170	1,303,000	35,400		66,300	1,200	1,313,000
Commodities	776,075	471,310	2,807,540	24,700	114,150				
Capital Outlay	474,050	15,000	92,050		2,500	494,000			9,933,434
Debt Service		1,822,052						2,389,586	
Pension Payments							2,765,000		
Transfers	5,183,389	119,481	47,203	37,748	4,135			1,860,052	84,194
TIF Rebate									
TOTAL EXPEND.	25,765,671	4,819,428	4,327,663	1,480,698	405,685	494,000	2,831,300	4,250,838	11,330,628

BUDGET SUMMARY AND HISTORICAL PERSPECTIVE (cont'd)

Parking Lots	Equip. Replace.	E-911	2017	2016	2016	2015	
			TOTAL BUDGET	PROJECTED	TOTAL BUDGET	ACTUAL	
			7,075,988	7,102,988	7,102,988	6,317,496	<u>Taxes:</u>
			4,175,000	4,150,000	4,150,000	3,922,096	Property Tax
			130,000	135,000	135,000	148,999	Home Rule Sales Tax
			455,000	450,000	425,000	445,554	Replacement Tax
			5,050,000	5,000,000	5,000,000	4,777,330	Motor Fuel
							Sales Tax
			400,000	390,000	320,000	405,359	Local Use Tax
			1,800,000	1,800,000	1,700,000	1,939,199	State Income Tax
			1,900,000	2,000,000	1,900,000	2,141,488	Hotel-Motel Tax
			500,000	0	0	0	Food & Beverage Tax
							<u>License & Permits</u>
			75,000	75,000	75,000	67,507	Liquor/Food
			50,500	50,500	50,500	49,543	Other Business Lic
			370,000	370,000	370,000	331,607	Vehicle
			980,000	1,155,000	980,000	1,074,072	Building Permits
			10,000	10,000	9,000	10,725	Non-Business Lic
							<u>Charges:</u>
			279,000	270,000	279,000	309,943	Police Services
			52,000	52,000	52,000	26,814	False Alarms
			260,000	250,000	250,000	245,592	Dispatching Serve
283,000			8,248,000	7,532,100	7,924,000	7,272,481	User Charges
			303,000	282,000	295,000	297,863	Rental Income
			425,000	425,000	425,000	443,924	Fran Fees - Cable
		280,000	1,780,000	1,788,500	1,580,000	2,051,601	Telecom. Charges
			1,250,000	1,200,000	1,250,000	1,251,001	Electric Utility Tax
			65,000	65,000	65,000	49,052	50/50 Program-Tree Mitigation
	756,217		2,251,217	2,306,916	2,376,116	2,149,422	Interfund Charges
			10,000	10,000	10,000	42,000	Engineering Fees
							<u>Misc Rev</u>
1,400	22,000	3,500	1,401,500	2,516,100	1,385,000	229,465	Interest Earnings
			1,658,303	5,034,840	7,439,671	946,578	State/Fed Grants
			1,193,106	1,520,681	1,373,531	3,803,684	Miscellaneous
			395,000	390,000	395,000	517,457	Employee Contributions
			245,000	245,000	245,000	292,284	Ordin Violations
			0	2,500,000	0	9,997,335	Bond Proceeds
							<u>Transfers:</u>
			6,997,999	1,813,680	6,264,233	1,805,840	Transfers In
			0	5,146,780	0	10,191,142	From General
			0	0	0	0	Trans to Debt Service
			0	0	0	0	Misc. Transfers
284,400	778,217	283,500	49,785,613	56,037,085	53,826,039	63,554,453	TOTAL NEW REVENUE
(1,740)	320,475	160,418	7,745,568	(1,893,432)	4,174,937	(3,442,658)	(To)/From Reserve
282,660	1,098,692	443,918	57,531,181	54,143,653	58,000,976	60,111,795	TOTAL RESOURCES
							<u>EXP. CATEGORIES:</u>
43,000			16,724,198	15,324,753	16,104,031	14,851,640	Personnel
			144,890	93,285	117,070	79,894	Other Services
78,010		125,904	9,566,088	11,058,947	10,939,148	8,774,217	Contractual
11,650		13,500	4,218,925	3,792,629	4,195,430	3,678,850	Commodities
	1,098,692	36,500	12,146,226	9,161,691	12,552,174	14,374,741	Capital Outlay
			4,211,638	5,943,652	5,947,254	4,788,424	Debt Service
			2,765,000	2,615,000	2,715,000	2,443,014	Pension Payments
150,000		268,014	7,754,216	6,153,696	5,430,869	11,121,015	Transfers
			0	0	0	0	TIF Rebate
282,660	1,098,692	443,918	57,531,181	54,143,653	58,000,976	60,111,795	TOTAL EXPENDITURES

**VILLAGE OF DEERFIELD
2016
BUDGET SUMMARIES BY FUND**

FUND	1/1/2016 AUDITED BEGINNING FUND BALANCE	PROJECTED NEW REVENUES	PROJECTED EXPENDITURES	12/31/2016 PROJECTED ENDING FUND BALANCE
General	\$20,931,581	\$22,362,453	\$23,802,370	\$19,491,664
Sewer	645,778	4,563,280	4,662,549	546,509
Water	(1,218,565)	4,124,000	3,931,820	(1,026,385)
Garage	(1,899)	360,100	367,224	(9,023)
Subtotal "Operational" Funds	\$20,356,895	\$31,409,833	\$32,763,963	\$19,002,765
MFT	388,546	452,000	494,000	346,546
Refuse (Solid Waste)	445,038	1,474,184	1,455,198	464,024
Debt Service	58,021	4,128,206	4,129,973	56,254
2011B Debt Service Sinking Fund	2,925,622	775,000	51,300	3,649,322
Infrastructure				
Replacement (inc. Bond Proc)	4,139,352	12,846,196	11,527,471	5,458,077
Parking Lots	273,721	264,400	287,050	251,071
Vehicle & Equipment				
Replacement	4,860,642	754,116	424,967	5,189,791
Enhanced 911	1,130,293	293,000	337,431	1,085,862
COMBINED VILLAGE FUNDS	\$34,578,130	\$52,396,935	\$51,471,353	\$35,503,712
Police Pension	\$41,594,356	3,640,150	2,672,300	\$42,562,206

Certain funds are restricted in that available funds may only be used for expenditures allowed within said fund. Figures for proprietary funds represent available cash balances. Beginning infrastructure replacement represents available cash less payables.

**VILLAGE OF DEERFIELD
2017
BUDGET SUMMARIES BY FUND**

FUND	1/1/2017 PROJECTED BEGINNING FUND BALANCE	BUDGET NEW REVENUES	BUDGET EXPENDITURES	12/31/2017 PROJECTED ENDING FUND BALANCE
General	\$19,491,664	\$22,348,653	\$25,765,671	\$16,074,646
Sewer	\$546,509	4,851,552	4,819,428	578,633
Water	-\$1,026,385	4,551,000	4,327,663	(803,048)
Garage	-\$9,023	405,100	405,685	(9,608)
Subtotal "Operational" Funds	\$19,002,765	\$32,156,305	\$35,318,447	\$15,840,623
MFT	\$346,546	457,000	494,000	309,546
Refuse (Solid Waste)	\$464,024	1,484,984	1,480,698	468,310
Debt Service	\$56,254	4,208,438	4,209,638	55,054
2011B Debt Service Sinking Fund	\$3,649,322	780,000	41,200	4,388,122
Infrastructure				
Replacement (inc. Bond Proc)	\$5,458,077	6,657,769	11,330,628	785,218
Parking Lots	\$251,071	284,400	282,660	252,811
Vehicle & Equipment				
Replacement	\$5,189,791	778,217	1,098,692	4,869,316
Enhanced 911	\$1,085,862	283,500	443,918	925,444
COMBINED VILLAGE FUNDS	\$35,503,712	\$47,090,613	\$54,699,881	\$27,894,444
Police Pension	\$42,562,206	2,695,000	2,831,300	\$42,425,906

Certain funds are restricted in that available funds may only be used for expenditures allowed within said fund. Figures for proprietary funds represent available cash balances.

Available balance is based on estimated prior year end totals.

2016 Property Tax Levy with Five Year Comparison

Fund	2012	2013	2014	2015	Proposed 2016
General	2,114,000	2,198,500	0	3,449,753	3,449,753
Scavenger	905,500	928,140	955,984	0	0
Infrastructure	45,000	82,885	2,361,087	0	0
Debt Service (net)	2,036,929	2,044,886	2,934,321	3,626,235	3,626,235
Total Village	5,101,429	5,254,411	6,251,392	7,075,988	7,075,988
Library	4,121,113	4,274,572	4,450,687	4,626,446	4,810,045
Combined Levy	9,222,542	9,528,983	10,702,079	11,702,434	11,886,033
Tax Rate History					
EAV	1,293,263,968	1,228,417,175	1,227,301,586	1,319,070,388	1,371,833,204
Tax Rate(per \$100)					(est)
Village (blended)	0.394	0.428	0.509	0.536	0.516
Library (blended)	0.319	0.348	0.363	0.351	0.351
Combined	0.713	0.776	0.872	0.887	0.866

BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END FY 2014	YR.END 2015	BUDGET 2016	EST.YR.END 2016	BUDGET 2017	% CHG BUDG 16->17
GENERAL FUND (10)						
<i>Taxes-----</i>						
-Corporate Property	2,247,995	50	3,449,753	3,449,753	3,449,753	0.00%
-Sales	5,434,044	4,777,330	5,000,000	5,000,000	5,050,000	1.00%
-Home Rule Sales	3,413,920	2,941,572	3,100,000	3,100,000	3,125,000	0.81%
-Hotel/Motel	2,070,324	2,141,488	1,900,000	2,000,000	1,900,000	0.00%
-State Income	1,744,931	1,939,199	1,700,000	1,800,000	1,800,000	5.88%
-State Use Tax	356,053	405,359	320,000	390,000	400,000	25.00%
-Pers. Prop. Replace.	139,743	148,999	135,000	135,000	130,000	-3.70%
-Telecommunications Tax	1,261,799	1,707,745	1,250,000	1,500,000	1,500,000	20.00%
-Electric Utility Tax	1,294,977	1,251,001	1,250,000	1,200,000	1,250,000	0.00%
<i>Fines-----</i>						
-Court/Local Ordinance	307,744	292,284	275,000	273,500	275,000	0.00%
<i>License Fees-----</i>						
-Business	58,195	49,543	55,500	55,500	55,500	0.00%
-Liquor	75,100	67,507	70,000	70,000	70,000	0.00%
-Vehicle	328,931	331,607	370,000	370,000	370,000	0.00%
-Other	7,448	3,375	2,000	3,000	3,000	50.00%
<i>Permit Fees-----</i>						
-Building	2,592,589	1,004,633	925,000	1,100,000	925,000	0.00%
-Other	0	7,350	7,000	7,000	7,000	0.00%
<i>Inspection Fees-----</i>						
-Engineering	48,536	42,000	10,000	10,000	10,000	0.00%
<i>Other-----</i>						
-Dispatching Services	230,847	245,592	250,000	250,000	260,000	4.00%
-Interest Earned (net)	(226,324)	66,479	105,000	100,000	105,000	0.00%
-Special Police Services	272,778	309,943	279,000	270,000	279,000	0.00%
-Activity Donations	122,089	49,052	50,000	55,000	50,000	0.00%
-Grants	54,960	56,405	56,000	56,000	57,000	1.79%
-Transfers In	274,000	246,822	249,000	274,800	344,000	38.15%
-Cable Franchise Fees	432,114	443,924	425,000	425,000	425,000	0.00%
-Auction Proceeds	27,431	150	7,500	3,000	7,500	0.00%
-Rental Income	269,092	265,017	235,000	235,000	235,000	0.00%
-False Alarm Fees	25,929	26,814	27,000	27,000	27,000	0.00%
-Miscellaneous	170,745	322,021	240,900	202,900	238,900	-0.83%
TOTAL NEW REVENUE	23,035,990	19,143,261	21,743,653	22,362,453	22,348,653	2.78%
Adjustment (To)						
From Fund Balance	(1,668,352)	762,542	2,960,593	1,439,917	3,417,018	15.42%
TOTAL EXPENDITURES	21,367,638	19,905,803	24,704,246	23,802,370	25,765,671	4.30%
WATER FUND (50)						
-Water Sales	3,763,753	3,692,937	4,240,000	4,000,000	4,410,000	4.01%
-Interest Earned	0	0	0	0	0	N/A
-Miscellaneous/contributions	149,605	2,130,700	133,000	124,000	141,000	6.02%
TOTAL NEW REVENUE	3,913,358	5,823,637	4,373,000	4,124,000	4,551,000	4.07%
Adjustment (To)						
From Retained Earnings	431,945	(1,306,345)	(251,812)	(192,180)	(223,337)	-11.31%
TOTAL OPERATING EXPENSES	4,345,303	4,517,292	4,121,188	3,931,820	4,327,663	5.01%

BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END FY 2014	YR.END 2015	BUDGET 2016	EST.YR.END 2016	BUDGET 2017	% CHG BUDG 16->17
SEWER FUND (54)						
-Sewer Use Fees	2,645,264	2,724,235	2,870,000	2,700,000	2,979,000	3.80%
-Interest Earned	(4,594)	1,607	2,000	2,000	2,000	0.00%
-Miscellaneous/transfers in/contributic	2,066,556	2,134,124	1,864,980	1,861,280	1,870,552	0.30%
TOTAL NEW REVENUE	4,707,226	4,859,966	4,736,980	4,563,280	4,851,552	2.42%
Adjustment (To)						
From Retained Earnings	(15,274)	(326,799)	(30,455)	99,269	(32,124)	5.48%
TOTAL OPERATING EXPENSES	4,691,952	4,533,167	4,706,525	4,662,549	4,819,428	2.40%
MOTOR FUEL TAX FUND (14)						
-Intergov. Transfer In	611,469	445,554	425,000	450,000	455,000	7.06%
-Interest Inc./Misc.	(9,329)	3,084	1,500	2,000	2,000	33.33%
TOTAL NEW REVENUE	602,140	448,638	426,500	452,000	457,000	7.15%
Adjustment (To)						
From Fund Balance	(602,140)	539,362	67,500	42,000	37,000	-45.19%
TOTAL EXPENDITURES	0	988,000	494,000	494,000	494,000	0.00%
GARAGE FUND (70)						
-Charges for Service	382,842	348,244	395,000	350,000	395,000	0.00%
-Interest Earned/Misc.	11,238	10,482	10,100	10,100	10,100	0.00%
TOTAL NEW REVENUE	394,080	358,726	405,100	360,100	405,100	0.00%
Adjustment (To)						
From Fund Balance	(10,951)	(11,539)	3,534	7,124	585	-83.45%
TOTAL EXPENDITURES	383,129	347,187	408,634	367,224	405,685	-0.72%
POLICE PENSION FUND (80)						
-Employer Contribution	989,616	871,305	1,000,000	950,000	1,100,000	10.00%
-Employee Contrib.	374,137	517,457	395,000	390,000	395,000	0.00%
-Invest. Income	3,664,620	25,271	1,200,000	2,300,150	1,200,000	0.00%
TOTAL NEW REVENUE	5,028,373	1,414,033	2,595,000	3,640,150	2,695,000	3.85%
Adjustment (To)						
From Fund Balance	(2,533,342)	1,081,994	186,300	(967,850)	136,300	-26.84%
TOTAL EXPENDITURES	2,495,031	2,496,027	2,781,300	2,672,300	2,831,300	1.80%
DEBT SERVICE FUND (35)						
-Property Taxes	1,338,600	2,240,423	2,901,235	2,901,235	2,901,235	0.00%
-Transfer From Other Funds	831,850	0	0	0	84,194	N/A
-Interest Earned/Misc./BAB credit	1,213,400	1,234,997	1,228,539	1,226,971	1,223,009	-0.45%
TOTAL NEW REVENUE	3,383,850	3,475,420	4,129,774	4,128,206	4,208,438	1.90%
Adjustment (To)						
From Fund Balance	41,824	(32,721)	1,000	1,767	1,200	20.00%
TOTAL EXPENDITURES	3,425,674	3,442,699	4,130,774	4,129,973	4,209,638	1.91%
2011B DEBT SERVICE SINKING FUND (36)						
-Property Taxes	725,000	725,000	725,000	725,000	725,000	0.00%
-Interest Earned	52,219	40,731	40,000	50,000	55,000	37.50%
TOTAL NEW REVENUE	777,219	765,731	765,000	775,000	780,000	1.96%
Adjustment (To)						
From Fund Balance	(776,719)	(742,394)	(738,800)	(723,700)	(738,800)	0.00%
TOTAL EXPENDITURES	500	23,337	26,200	51,300	41,200	57.25%

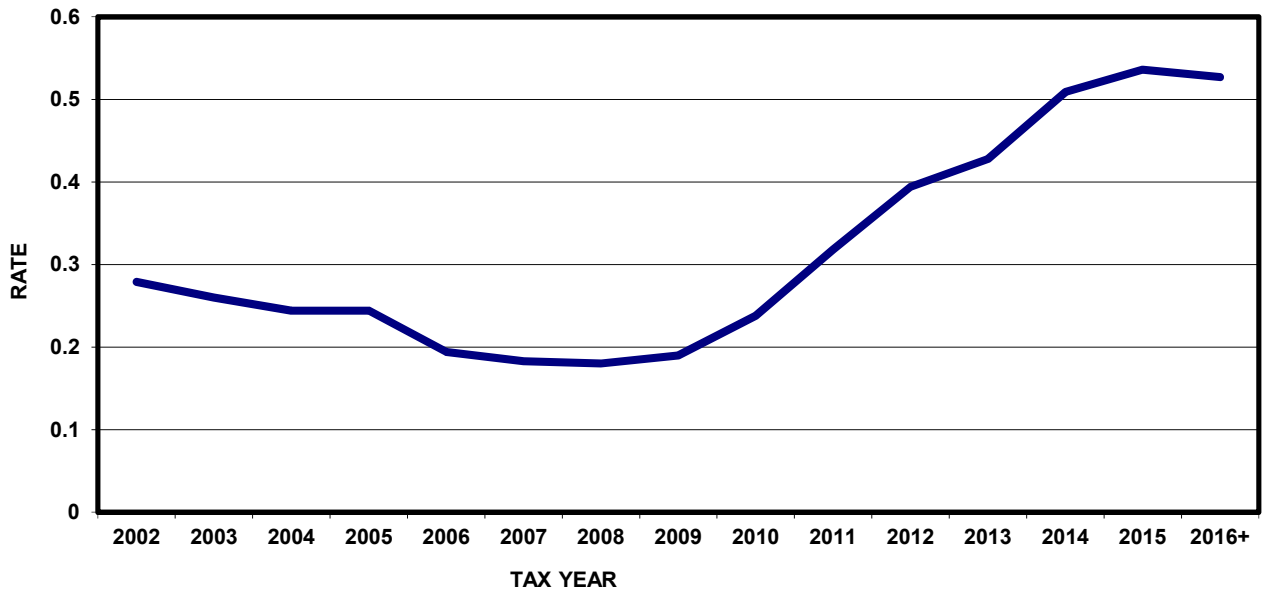
BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END FY 2014	YR.END 2015	BUDGET 2016	EST.YR.END 2016	BUDGET 2017	% CHG BUDG 16->17
INFRASTRUCTURE REPLACEMENT (22) including bond proceeds						
-Transfers in	1,524,307	10,191,142	3,493,769	4,190,796	3,793,769	8.59%
-Home Rule Sales Tax	1,137,973	980,524	1,050,000	1,050,000	1,050,000	0.00%
-Property Tax	83,774	2,386,075	0	0	0	N/A
-Food & Beverage Tax	0	0	0	0	500,000	
-Infrastructure Maintenance Fee	317,390	428,546	200,000	400,000	200,000	0.00%
-Other (Grants/Bond Proc.)	1,252,735	10,388,724	7,079,263	7,175,000	1,109,000	-84.33%
-Interest Earned	(10,043)	12,635	2,500	30,400	5,000	100.00%
TOTAL NEW REVENUE	4,306,136	24,387,646	11,825,532	12,846,196	6,657,769	-43.70%
Adjustment (To)						
From Fund Balance	(1,486,484)	(3,127,395)	1,930,100	(1,318,725)	4,672,859	142.10%
TOTAL EXPENDITURES	2,819,652	21,260,251	13,755,632	11,527,471	11,330,628	-17.63%
VEHICLE & EQUIPMENT REPLACEMENT FUND (21)						
-Interfund Transfer	570,939	683,051	732,116	732,116	756,217	3.29%
-Interest/Misc.	(38,519)	70,077	20,000	22,000	22,000	10.00%
TOTAL NEW REVENUE	532,420	753,128	752,116	754,116	778,217	3.47%
Adjustment (To)						
From Fund Balance	29,335	(312,003)	(137,774)	(329,149)	320,475	-332.61%
TOTAL EXPENDITURES	561,755	441,125	614,342	424,967	1,098,692	78.84%
EMERGENCY TELEPHONE SYSTEM (911) (17)						
-Surcharge Revenue	329,798	343,856	330,000	288,500	280,000	-15.15%
-Grant/Miscellaneous	3,108	6,215	0	0	0	N/A
-Interest	(9,826)	3,748	6,000	4,500	3,500	-41.67%
TOTAL NEW REVENUE	323,080	353,819	336,000	293,000	283,500	-15.63%
Adjustment (To)						
From Fund Balance	149,543	84,602	121,887	44,431	160,418	31.61%
TOTAL EXPENDITURES	472,623	438,421	457,887	337,431	443,918	-3.05%
SOLID WASTE SYSTEM (58)						
-User Fees	500,449	513,673	505,500	505,000	515,500	1.98%
-Property Taxes	936,361	965,948	0	0	0	N/A
-Interfund Transfer	0	0	955,984	955,984	955,984	
-Miscellaneous	34,687	17,578	24,000	12,000	12,000	-50.00%
-Interest	(8,016)	1,615	2,500	1,200	1,500	-40.00%
TOTAL NEW REVENUE	1,463,481	1,498,814	1,487,984	1,474,184	1,484,984	-0.20%
Adjustment (To)						
From Fund Balance	(23,436)	(65,117)	(9,786)	(18,986)	(4,286)	-56.20%
TOTAL OPERATING EXPENSES	1,440,045	1,433,697	1,478,198	1,455,198	1,480,698	0.17%

BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END FY 2014	YR.END 2015	BUDGET 2016	EST.YR.END 2016	BUDGET 2017	% CHG BUDG 16->17
COMM. STATION PARKING (60)						
-User Fees	226,450	270,798	248,000	263,000	283,000	14.11%
-Misc. Revenue	0	0	0	0	0	N/A
-Interest	(2,176)	836	1,400	1,400	1,400	0.00%
TOTAL NEW REVENUE	<u>224,274</u>	<u>271,634</u>	<u>249,400</u>	<u>264,400</u>	<u>284,400</u>	14.03%
Adjustment (To)						
From Fund Balances	107,677	13,155	72,650	22,650	(1,740)	-102.40%
TOTAL EXPENDITURES	<u>331,951</u>	<u>284,789</u>	<u>322,050</u>	<u>287,050</u>	<u>282,660</u>	-12.23%
TOTAL NEW REVENUES	48,691,627	63,554,453	53,826,039	56,037,085	49,785,613	-7.51%
Adjustment (To)						
From Fund Balance	(6,356,374)	(3,442,658)	4,174,937	(1,893,432)	7,745,568	85.53%
TOTAL EXPENDITURES	<u>42,335,253</u>	<u>60,111,795</u>	<u>58,000,976</u>	<u>54,143,653</u>	<u>57,531,181</u>	-0.81%

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



REVENUES & OTHER FINANCING SOURCES BY FUND TYPE							
	GENERAL	WATER	SEWER	REFUSE	OTHER SPECIAL REVENUE	CAPITAL PROJECTS	FIDUCIARY
REVENUES							
TAXES							
REAL ESTATE	X				X		
STATE SHARED	X					X	
SALES TAX	X					X	
HOTEL	X						
TELECOMM	X				X		
NON TAX REVENUES							
LICENSES & PERMITS	X	X	X				
FINES & FORFEITS	X	X	X	X			
INTEREST, RENTS	X	X	X	X	X	X	X
INTERGOVERN. TRANSFER	X	X	X		X	X	X
CHARGES FOR SERVICES	X	X	X	X			
OTHER FINANCING SOURCES	X	X	X	X	X	X	X

EXPENDITURES & OTHER FINANCING USES BY FUND TYPE							
	GENERAL	WATER	SEWER	REFUSE	OTHER SPECIAL REVENUE	CAPITAL PROJECTS	FIDUCIARY
GENERAL GOVERNMENT							
ADMINISTRATION	X						
FINANCE	X						
COMMUNITY DEVELOPMENT	X						
ENGINEERING	X						
PUBLIC SAFETY/POLICE	X				X		X
PUBLIC WORKS							
STREET	X				X	X	
WATER	X	X				X	
SEWER	X		X			X	
GARAGE					X		
REFUSE				X			
DEBT SERVICE	X	X			X		
OTHER FINANCING USES	X	X	X	X	X	X	X

MAJOR BUDGET POLICIES AND OBJECTIVES

VILLAGE GOALS

- To maintain a safe, healthy atmosphere in which to live and work.
- To provide for the Village's long-term financial stability.
- To respond in an efficient and effective manner to community needs.

MAJOR BUDGET POLICIES FOR THIS FISCAL YEAR

- Competitive base salary increase of 2.25% for non-union employees, police patrol officers, and public works maintenance workers per collective bargaining agreements
- Commence contract negotiations for police patrol officers and public works maintenance workers, which contract terms expire December 31, 2017
- Act as lead agency for completion of Deerfield Road reconstruction including traffic signal work, landscape restoration, sidewalk restoration and punch list items in the Village of Deerfield and continuing with roadway resurfacing up to Windsor Drive in the City of Highland Park.
- Design parking lot for holding purposes at 630 Central Avenue for potential future redevelopment
- Continued reduction of Inflow and Infiltration into the sanitary sewer system
- Continued reduction in non-revenue water loss
- Continuation with the 3 year (2015-2017) enhanced capital improvement plan
- Management of a \$5.5 million bond issuance that allows for a refinance of the 2008 bond issuance and results in \$2.5 million of new debt to cover the balance of the 2017 capital improvement program.
- Further enhancement of non-emergency communication tools and citizen outreach
- Preservation of Village fiscal responsibility including the protection of the local government distributive fund, use tax and e-911 distributions from a state fund sweep
- Personnel changes including promotions to Planner I and Staff Engineer and the addition of a Communications Specialist
- 2.5% increase in sewer rate, 4% increase in water rate to keep pace with wholesale increases and 2% increase in the refuse rate to keep pace with labor and contract price increases
- Implementation of a 1% Prepared Food and Beverage Tax
- Use of federal credits from Qualified Energy Conservation Bonds and Building America Bonds and a portion of the Food and Beverage Tax to partially abate debt service property tax levy (\$565,448).
- Total Village property tax levy increase of 0%.
- \$3,449,753 property tax levy to the General Fund; \$0 levy to the Refuse and Infrastructure Funds, and approximately a \$3.6 million tax levy to fund debt service requirements associated with previously completed capital projects.
- Preservation of Deerfield's consolidated Police Dispatch Center with Bannockburn and Riverwoods.

MAJOR CAPITAL PROJECTS

Street Rehabilitation & Sidewalk Replacement Project: \$2.5 million program funded through the Infrastructure Replacement Fund (IRF) and Motor Fuel Tax (MFT). The scope of work includes pavement removal and replacement, pavement patching, curb and gutter removal and replacement, sidewalk removal and replacement and adjustments of structures and parkway restoration. Locations identified for this year's project include reconstruction of Crabtree (between Greenwood and the north limit), Pine Street (between Hackberry Road and Lake Cook Road), Laurel (between Pine Street and Willow Ave.), Fair Oaks (between Chestnut Avenue and Oakley Avenue), Garand Drive (between Wilmot Road and Montgomery Drive) and Wincanton Drive (between North Avenue and Warwick Road).

Brierhill Road Infrastructure Rehabilitation Project: \$2 million to complete replacement of water main, roadway removal and replacement and the addition of ribbon curbs. Also included is the rehabilitation of lining of sanitary sewers and ditch cleaning to improve surface drainage. The Village's funding source for this project is the IRF.

Pfingsten/ Kates Road Bridge & Road Rehabilitation Project (Lake Cook to Waukegan): The Village will contribute \$505,000 from the Village's IRF to fund construction of the roadway and bridge. \$2 million has been secured from a federal grant to help pay for the infrastructure improvements. A 2014 bridge inspection revealed that this bridge possesses several deck beams that show advanced deterioration. Due to the severity of the deterioration, temporary traffic control devices were placed on the outer beams to minimize vehicular loads. Construction will commence in late 2017.

Bridge Rehabilitation: \$235,000 to perform bridge rehabilitation of the box culvert at the Carriage Way bridge and deck sealing at the Wilmot Road Bridge, Juniper Court Bridge, Hazel Avenue Bridge, and the Lake Cook Road bridge over the West Fork. The Carriage Way Bridge (box culvert) was originally constructed in 1977. Recent inspections revealed longitudinal and transverse cracking at the top and bottom of the top slab spaced at intervals of 4 feet. The sounding of the concrete revealed delaminations on the top slab at the wheel lanes. Deck sealing is part of regular maintenance of bridges and should be performed once every 14 years.

ANALYSIS OF MAJOR BUDGET POLICIES AND OBJECTIVES; EFFECTS OF PLANNING PROCESSES

The Village Board annually updates and reviews the capital project program for a three to five year period towards developing stable financing for the immediate budget year and beyond. A financing program is developed based on results from the prior year, the economic conditions at the time and projections of major revenues and expenditures for the immediate and future budget years. In the past, the Village has used the dedicated revenues to the capital program, that is, the 0.25% home rule sales tax, infrastructure maintenance fee of 0.5% of estimated construction costs, MFT revenues, grants and transfers from the fund balances available, primarily from the General Fund. As necessary, the Village will issue debt to complete certain projects but this source has historically been used sparingly. This budget includes a forthcoming 2017 bond issuance of \$2.5 million to cover the funding gap for infrastructure projects that are not covered by the \$10 million bond issuance from 2015, which was originally intended to cover half the cost of capital improvements slate for 2015-2017.

Infrastructure has become the most pressing demand in the Village and similar to the last two years, 2017 will include large infrastructure projects. With that in mind, the Board directed staff to prepare a \$2.5 million GO bond issuance to partially cover the projects slated for 2017. The philosophy being to incur debt for projects that will last the lifetime of the bonds. No debt is issued for general operating expenses. Although the General Fund is showing signs of recovering from the economic slowdown that affected results recently, the Water Fund has not been covering its operating costs due to substantially reduced water usage (the Sewer Fund was also affected as sewer use charges are based on metered water used). After consideration of the alternatives available and desirous of bringing the utility fund into balance, the Board has approved in this budget the following economic decisions:

- Increase the water rate by 4%, sewer rate by 2.5% and 2% increase to the refuse rate. The increases in the water and sewer rates are necessary to provide for ongoing operation of these funds. Although the Water Fund is carrying a negative fund balance, FY 12/13 was the last year of debt service for a revenue bond out of this fund, which eliminated approximately \$485,000 in expenses for this fund in future years. This will allow this fund to return to balance in the near future. In the Refuse Fund, as part of a negotiated contract extension with the waste hauler the Village was able to avoid any contract escalations for curbside service in 2017; however, there will be an increase in the yard waste sticker price and labor costs, therefore, a modest increase in the user fee is being passed onto the customers.
- The deficit that has affected the Sewer Fund revenues appears to be recovering and returning to normal due to efficiencies at the treatment plant, a reduction in treatment plant head count from 2014 and previous years of adjusted user fees that helped keep pace with ongoing expenses. This year again calls for a 2.5% increase in the rate to ensure the Fund can maintain balance.
- Use of approximately \$1,300,000 in fund balance drawdown in the General Fund to help cover the addition of the Deer Lake/Estate Drive rehabilitation project completed in 2016.

- The property tax levy is held flat (0%) and includes abatements (reductions) in the amount of \$553,789. \$492,303 of which are associated with Federal Government rebates for Build America Bonds and Qualified Energy Conservation Bonds and \$61,486 funded from the proposed Food and Beverage Tax to pay down debt service associated with past capital projects in order to keep the debt service levy flat.
- To provide the Village the greatest flexibility, the property tax levies for the Refuse Fund and Infrastructure Fund have been reallocated to the General Fund. As a result, the Refuse and Infrastructure Funds will receive General Fund transfers to supplement dedicated revenue streams.

BUDGET PROCESS

The budget is a master financial plan that represents services that will be provided to the community and the sources of funds required to perform these services. The budget developed by the Village is regulated through Illinois Statutes and local ordinances. Pursuant to State Statute, the Village is a home rule municipality and as such it has, among other powers: (1) a wider range of revenue options available, (2) no tax rate maximum, and (3) the ability to issue general obligation debt without limit. The Village has been sparing in the use of the tax levy and until FY 2004/05 the only home rule revenue source utilized by the Village had been a 6% hotel tax. Subsequently, the Village has imposed a home rule sales tax at a current rate of 1% with a portion dedicated to the capital projects program, and a 1% prepared food and beverage tax will take effect March 1, 2017.

The Budget Act allows for control of the budget at the fund level. However, the Village requires its department heads to control their budgets at the department or division level as appropriate.

The budget is analyzed in two parts - the operating budget and the capital program. The capital project plan has a longer term, and the current year component is incorporated into the operating budget. The operating and capital budgets are developed with a focus on long-term solvency. To maintain a long-term focus, the Village uses presentations of projected figures for the operating budget for two future years, in addition to the budget year, as well as the three-year capital project budget.

Budget Amendment. While it is rare for the Village to amend the budget, the Village can do so. Two-thirds of the corporate authorities then holding office may revise the budget, providing that funds are available for the designated purpose.

Debt Issues. This budget includes a \$5.5 million debt issuance that allows for a refinance of the 2008 bond issuance and results in \$2.5 million of new debt to cover the balance of the 2017 capital improvement program. In 2015, the Village authorized a \$9.575 million bond issuance to supplement funding for large scale capital improvements for the three-year period of 2015-2017. The Village issued \$32.4 million in new debt in FY 2011/12 for capital projects. \$22.4 million in new debt was issued in September, 2011 of which \$4.0 million was for general capital projects, \$5.9 million was for the first phase of the Deerfield Public Library remodeling and \$12.5 million for the continued funding of the new wastewater treatment plant. An additional \$10 million was issued in February, 2012, and \$3.2 million in December, 2012, for rehabilitation of the wastewater treatment plant and \$5.875 million for the Deerfield Public Library renovation project. Outstanding debt as of December 31, 2016, includes the \$9.195 million of the 2015 issue, \$6,355,000 of the 2013 issues, the entire \$10 million 2012 issue, \$20,705,000 of the 2011 issues, \$9,225,000 of the Series 2010 Build America Bonds, and \$3,440,000 of the Series 2008 issue. The Village retired \$1,635,000 of debt and the Library retired \$515,000 of debt in the year ending December 31, 2016.

As indicated above, substantial additional debt was necessary over the past five years to support the Village's capital program, especially the \$32 million treatment plant project, and funding for the Deerfield Public Library project. The Village has maintained its Aaa bond rating through these issues and although this debt will carry a full faith and credit backing to provide for the lowest possible interest rate, the Village has applied for and received significant savings through the Federal Build America Bonds and Qualified Energy

Conservation Bonds programs. Also, the interest rate environment recently has allowed the Village to receive historically low interest rates on its tax exempt debt. The combination of these circumstances will save the Village residents significant sums in debt service costs over the life of the issues.

Operating Budget. The budget process is a continuous one for Village staff, the Village Manager and members of the Board of Trustees. There are regular reviews of priorities and goals and the means to accomplish them. In joint meetings with department heads, supervisors prepare their operating budgets, which are reviewed and adjusted by the department head, prior to further review by the Finance Director and the Village Manager. After these reviews by the Village staff, the preliminary budget is prepared and sent to the Mayor and Board of Trustees. At that point, the Board meets as a Committee of the Whole to review and discuss proposed operating expenditures, existing and potential revenue sources, and requirements of the Village's capital project needs. Highlights from the budget are presented by staff members and the Village Board conducts a line-by-line budget review. Specific programs and projects are addressed as they relate to the present and future needs of the Village residents.

Capital Program. In its capital projects program, the Village identifies long lasting construction expenditures in excess of \$10,000. These expenditures are shown in the Capital Projects Fund Section. These projects are initiated from a number of sources, including the Director of Public Works and Engineering, other Village personnel, the Village Board, members of the public, or outside professional consultants. These items are prioritized by staff members, including the Director of Public Works and Engineering, the Village Manager and the Finance Director. They are then submitted to the Village Board for consideration, prior to presentation at a public hearing. During the process of prioritization, the available methods of financing are also reviewed.

Effects of Capital Projects on Operating Budget. Major capital projects in this year's budget include:

- Street, Sidewalk and Curb Rehabilitation Projects: These projects will minimally reduce maintenance costs. With the square footage expected, we anticipate an ongoing reduction of less than \$25,000 per year. In particular, this year's project is expected to lower spring patching costs associated with Wincanton Drive, Garand Drive, Fair Oaks Avenue, Laurel Avenue, Pine Street and Crabtree Lane as well as avoidance of slip and fall liabilities.
- Brierhill Road: This project consists of replacement of existing water main, roadway removal and replacement, and the addition of ribbon curbs. Also included is the rehabilitation and lining of sanitary sewers and ditch cleaning to improve surface drainage. The completion of this project will reduce maintenance costs associated with repairing water main breaks, due to the aging water infrastructure, as well as concrete and plow equipment damage. *Operating Effect:* The Village anticipates a total operating reduction of approximately \$35,000 annually due to the water main and hardscape improvements. Specifically, by installing new water main the Village estimates 3 less water main breaks will be experienced and 300,000 gallons of water will be preserved with an associated savings of \$25,000 annually. The street, and ribbon curb improvements will also help reduce maintenance costs. With the installation of new hardscape the Village anticipates a reduction of approximately \$10,000 annually, largely due to the reduction in roadway patching and shoulder repairs. As an ancillary benefit residents will receive improved water quality, water pressure and fire protection as the water main is upsized from a 6" diameter to 8" diameter.
- Pfingsten/Kates Road Rehabilitation: The scope of work for the project is bridge deck replacement, grind and resurface Pfingsten/Kates Road, repair any pavement failure, minor drainage improvements, and modernization of the traffic signal at Kates Road and Corporate 500 Drive to include the addition of pedestrian movements. The inspection which took place in February of 2014 revealed that this bridge possesses several deck beams which show advanced deterioration. Due to the severity of deterioration, temporary traffic control devices were required to minimize loads on the outer beams. All phases of engineering and construction have been approved for federal funding. *Operating Effect:* The bridge and roadway repairs are anticipated to reduce operating

expenses by approximately \$15,000 due to the reduced need to make hot mix or cold patch asphalt repairs. In particular, the area of pavement where the approach pavement meets the deck pavement has been a point of concern. Additionally, some of the water barriers that have been placed on the outer beams of the bridge would need to be replaced annually if the bridge was not rehabilitated. Pedestrians will also have a designated crosswalk as part of this project that will result in improved pedestrian safety and reduce the Village's exposure to liabilities. Ultimately, if the bridge was not rehabilitated the bridge would need to be shut down diverting traffic to adjacent streets.

- Various Bridge Rehabilitation (Carriage Way, Wilmot, Juniper, and Lake Cook Road): This project includes rehabilitation of the Carriage Way box culvert, and deck sealing of Wilmot Road, Juniper, and Hazel and repair of approach slabs on Lake Cook Road. *Operating effect:* By completing regular deck sealing and approach slabs the Village significantly increases the longevity of its bridges, which are expected to last in excess of 30 years. Deck sealing is part of regular maintenance of bridges and should be performed at least once every 14 years. The bridge maintenance is not expected to have a significant reduction on operating costs.
- Sewer Projects: This consists of the sewer lining program and manhole repairs, sewer inspection program, and inflow and infiltration (I/I) consulting services. These projects will extend the life of the Village's underground sewer system and reduce the unnecessary treatment of storm water at the wastewater treatment plant and reduce the potential for sanitary sewer overflows. Sewer improvements will help reduce operating expenses marginally and the diversion of storm water from the wastewater treatment plant is anticipated to reduce operating expenses. *Operating Effect:* By removing I/I from the outside of the 150 homes in the northwest and northeast quadrant that have been identified to have deficiencies, roughly 2 million gallons of storm water will be diverted from the wastewater treatment plant during a 60-minute peak rainfall, which equates to an operating reduction of \$1,350 per event.

INFRASTRUCTURE MANAGEMENT

The Village believes that ongoing maintenance of its infrastructure and equipment is of prime importance to reduce the risk of emergency repairs and avoid the cost increases of deferred maintenance. To finance capital projects, the Village utilizes standard capital raising techniques such as General Obligation and Revenue Bond Issues, as well as pay-as-you-go practices when reasonable. Two examples of the pay-as-you-go program are (1) the Vehicle and Equipment Replacement Fund and (2) the Infrastructure Replacement Fund. The purpose of the Vehicle and Equipment Replacement Fund is to keep annual expenses in balance while providing sufficient funds for the replacement of vehicles and major equipment items that cost in excess of \$5,000. The Vehicle and Equipment Replacement Fund is fully funded. The Village also has established an Infrastructure Replacement Fund to provide funding for ongoing maintenance of the Village's infrastructure, primarily streets and underground improvements. 2017 once again reflects an aggressive capital improvement plan. Funding for the capital project program is from grants, a portion of the home rule sales tax, infrastructure maintenance fee, bond proceeds and MFT funds.

MAJOR REVENUES

The Village has varied sources of revenue available as a home rule municipality. As such, it is not dependent on one source of revenue that may be adversely affected by economic conditions and has the flexibility to adjust current revenue rates or implement new revenue sources as it sees fit. Projection methods and economic effects on the revenue, if applicable, are discussed within each revenue presentation.

Property Tax - \$7,075,988 – Unchanged from last year the property tax levy allocates \$0 for the Refuse and Infrastructure Funds. The dollars that would otherwise be levied for these purposes have been reallocated to the General Fund to allow the Village the greatest flexibility. Property taxes are also to be levied for the Debt Service Fund for the outstanding issues. Deerfield is a home rule municipality, and, as

such, has no limit on the amount it can levy for property taxes. The assessed property levels (net for taxing purposes) in the Village had shown sustained growth until the 2009 tax year; in that year, the addition of the TIF #2 EAV to the taxable list was offset by a drop in value for the existing taxable property due to the real estate slowdown. (The Village collection on its property tax levy has averaged 99+% over the last five years). The EAV reflects a significant increase for tax year 2015 as the markets continue to recover and new developments (i.e. AMLI and Woodview) are added to the property tax base and contribute to the EAV. Since the Village is home rule and collects nearly its entire levy regardless of the change in EAV, the property tax revenue is based on the approved levy.

The Village Board has historically kept property tax increases to a minimum to provide relief in this area to property owners knowing that the major portion of the debt service for the treatment plant and other capital improvements will be property tax supported.

EQUALIZED ASSESSED VALUATION

<u>Tax Levy Year</u>	<u>Net for Taxing Purposes</u>	<u>Incremental (TIF) Valuation</u>	<u>Total</u>
2005*	1,245,632,882	66,888,404	1,311,416,290
2006	1,371,881,605	74,101,285	1,445,982,890
2007	1,534,804,968	83,146,886	1,617,951,854
2008	1,577,953,846	84,212,560	1,662,166,406
2009	1,586,409,629	0	1,586,409,629
2010	1,501,605,590	0	1,501,605,590
2011	1,392,522,439	0	1,392,522,439
2012	1,293,263,968	0	1,293,263,968
2013	1,228,417,175	0	1,228,417,175
2014	1,227,301,586	0	1,227,301,586
2015	1,319,070,388	0	1,319,070,388

* The Village's TIF District 1 was terminated for the 2005 tax year; District 2 for the 2009 tax year.

As property in Illinois is generally assessed at one-third of actual market value, this results in an estimated total market value of \$3.95 billion for all taxable property in the Village for 2015, which is an increase of \$2.7 million in total value from 2014.

Sales Tax - \$5,000,000 regular projected in 2016 (\$5,050,000 budgeted in 2017) / \$3,100,000 home rule projected in 2016 (\$3,125,000 budgeted in 2017) Sales tax, which is now the Village's largest single General Fund revenue item, is a 1% tax (regular) on the exchange of all tangible personal property within the Village, and the Home Rule tax, which is an additional 1% on items that are not titled (autos) or groceries or drugs. This tax is collected by the State and remitted to the Village. The home rule tax was increased from 0.5% effective January 1, 2009.

This revenue source, on a gross basis including the Walgreens National activity, increased last year about 2.5%. This increase is due largely to a 23% increase in Walgreens National activity. Sales tax net of the Walgreens rebate, which is the amount of money the Village actually retains, decreased approximately 6%. The fact that major retailers have closed is offset by new retailers at Deerbrook Mall and Cadwell's Corners, which continue to undertake significant redevelopment to enhance the attractiveness of these centers.

The home rule tax is split between the General Fund and the IRF, with ¼ going to the IRF for capital project funding and the balance to the General Fund. Also, the amounts above are gross amounts received by the Village. The Village has a long standing agreement with Walgreen National Corp. to rebate 80% of the Village sales tax that the firm pays. The amount of the rebate is projected at \$2.94 million for 2016 and is budgeted at this same amount for 2017. In addition, the 2017 budget reflects the first year of sales tax rebates to Portillo's budgeted at \$80,000. These expenses are budgeted in the Finance Dept. budget.

Income Tax - \$1,800,000 projected in 2016 (\$1,800,000 budgeted in 2017) - The Village receives a portion of the State of Illinois Income Tax receipts which is distributed by formula based on population. This projection is based on the estimates of the Illinois Municipal League and is consistent with previous 12 month periods. State revenue has slowly been recovering. However, this revenue source is subject to the discretion of the state legislature and can be decreased or totally retained by state legislative action; there was unsuccessful attempt to do this in the recent state legislative sessions and this funding source continues to be a topic of debate for the Illinois General Assembly.

Hotel/Motel Tax - \$2,000,000 projected in 2016 (\$1,900,000 budgeted in 2017) - This revenue source had been substantially affected by the downturn in business travel during fiscal year 2007-08 but recovered in recent years and is budgeted to be flat in 2017. This revenue is very sensitive to the economy and other external sources as our six hotels cater mainly to the weekday business traveler. The receipts have remained constant over the past three years and the projection is based on this trend to continue. None of the six hotels have closed or indicated that they intend to close; their business is supported by the number of corporate businesses in the Village, especially in the pharmaceutical area which has maintained some strength. The Village levies a 6% tax on room occupancy charges pursuant to its home rule authority.

Investment Earnings - \$1,016,100 projected in 2016 (\$901,500 budgeted in 2017) - The largest portion is earned in the Police Pension Fund, where \$ 700,000 (78%) is budgeted from a combination of equities and fixed income securities. The projections are based on existing investments and on amounts to be invested in the coming year. Short term interest rates remain at historically low levels, and the spending down of fund balances for operations and capital projects has decreased the investable assets of the operating funds and hence their income from this source.

Building Permit Revenue - \$1,100,000 projected in 2016 (\$980,000 budgeted in 2017) - This revenue, which is tied directly to building and remodeling activity in the Village, increased significantly three years ago due primarily to the construction permit fees from commercial and residential remodeling. Most notably, building permits for the Woodview and AMLI apartment buildings account for approximately 53% of the total building revenues received in 2014. The two new developments have combined to add 500 new luxury rentals to the market and began leasing in mid-2015. With the exception of these two developments, similar building activity was experienced in 2015 and 2016 and is again forecasted for the coming year as the local economy continues to stabilize due to the recovering real estate market, residents remodel their existing homes rather than move, and custom homes are being desired by new buyers. The Village has been buffered somewhat from the overall downdraft in real estate due to the concentration of corporate, North American and Global headquarters for Walgreens Boots Alliance, Takeda Pharmaceuticals, Mondelez International (former Kraft Foods snack division), Baxter, Fortune Brands, CF industries, Essendant and others. Also, the Village continues to remain an attractive residential community with quality schools and local services. The desirability of the Village's residential community is exemplified by the increased number of new luxury apartments and proposed commercial developments.

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

Water - \$4,000,000 projected in 2016 (\$4,410,000 budgeted in 2017) - The budgeted amount for water sales, is based on the rate of \$4.41 per 100 cubic feet. This rate reflects an increase of 4% this year to keep pace with higher wholesale costs of water from the City of Highland Park and increased operating expenses in this fund. Usage continues to stagnate. This fund is in a deficit position but FY 12/13 was the final year of debt service for the 2003 issue which has resulted in an expense reduction of \$485,000. The current revenue projections should allow the fund to return to a balanced position in the near future.

Sewer - \$2,700,000 projected in 2016 (\$2,979,000 budgeted in 2017) - The budgeted amount for sewer charges, is based on water usage and a sewer charge of \$3.31 per 100 cubic feet. This rate reflects an increase of 2.5%. The previous revenue stream in this fund had not been sufficient to cover operating expenses and the Board decided to increase rates by 10% five years ago, 5% four years ago, followed by

2.5% increases each year thereafter. Demand as indicated by water usage is stagnant and shows no sign of any significant increase. The previous rate increases have brought this fund into a positive position.

Refuse - \$486,000 projected in 2016 (\$496,000 budgeted in 2016) - The budgeted amount for direct customer refuse billing, is based on a user fee of \$7.32 per month. This reflects a 2% increase from last year to keep pace with increased labor and material costs. The contractual refuse service is funded through a combination of user charges and a property tax levy. The Village negotiated a five year contract extension with the incumbent hauler, Waste Management, effective April 1, 2016, which froze the curbside pick-up rate for two years and the yard waste sticker rate for one year. The base service that will be charged through the Village will continue to be once a week curbside. Any optional service is billed directly by the hauler to the customer.

FINANCIAL CONDITION OF THE FUNDS

Fund - The fund is a self-balancing group of accounts that includes revenues, expenditures, assets and liabilities. Each fund has some specific purpose; funding a pension, providing for the treatment of sewage, or funding capital maintenance or replacement programs. The way to distinguish a fund from an activity is that a fund will have exclusive revenue items as well as expenditures. Normally expenses are to be balanced with revenues within a fund.

Generally the funds of the Village are in sound condition and, if the budget performs as projected, they will continue to have available balances by year-end. As indicated above, the revised sewer and water rates have enabled the sewer fund to have a positive balance and the water fund is expected to return to a balanced position in the near future.

FINANCIAL CONDITION OF THE VILLAGE

The Village continues to be in excellent financial condition. This is indicated by:

- Moody's bond rating of Aaa
- Continued stability in sales tax revenue
- Increasing equalized assessed valuation for property tax purposes
- Debt issuance only for large cost, long-lived projects
- Continued full required funding contribution of pension costs
- Continuing maintenance of the Village waste water treatment plant and equipment
- Full funding of the Vehicle and Equipment Replacement Fund
- Continued economic development activity and private capital investments

FUTURE YEARS' PROJECTIONS

The Village projects its Operating Fund two years into the future. Estimates are conservative. The Village is assuming a general increase of 2% for items not guaranteed by contract or other similar surety. In addition, the Village is assuming a 5% increase in the wholesale cost of water purchased from Highland Park annually until the associated debt service payments for new water plant is stabilized. A 2.5% increase in the waste hauler contract starting in 2018. The Village is tentatively assuming a 4% user rate increase in the water fund and a 2.5% increase in user rates for the sewer fund to keep pace with operating costs.

PERSONNEL

The budget includes employee promotions to the position of Planner I and Staff Engineer as a means of acknowledging additional responsibilities and succession planning. There will be a net ½ person increase as a full-time Communications Specialist is recruited and a part-time Administrative Intern attritions out of the position. As employee turnover occurs due to retirements and departures, positions are reevaluated to ensure that the manpower is necessary and that the proper skill sets are acquired as positions are filled.

DEVELOPMENT ACTIVITIES

The Village has not been immune to the general downturn in residential property values. However, the price decreases have not been as drastic as other areas of the country or even this region; homes in foreclosure number less than 25 out of 6500 in 2015 and continue to decline. As the assessment procedure uses three years of market activity, the assessed value of existing property has had six years of decline, approximately 4.5% for tax year 2009, an additional 5% for 2010, 6% for 2011, 7% for 2012, 5% for 2013 and less than 1% for 2014. However, the 2015 EAV has ended this trend as it reflects a 7.4% increase. As the Village is a home rule unit, it is not dependent on the level of assessed value to increase property taxes but this situation does affect the school and park districts which are non-home rule.

Building activity in the residential arena continues with primarily remodeling activity in the residential and commercial sectors. Permit fees continue to remain strong. The near future in commercial activity will also be in the remodeling area with slightly higher overall building permit fees as a result. Two residential developments (AML and Woodview) broke ground in 2014 and brought significant building permit fees to the Village. Other residential developments include Taylor Junction, a transit-oriented townhome development nearing completion in the downtown, and new single-family home developments including Elysian Way and Samantha Way. Commercial activity in the downtown is also underway as 636 Deerfield Road and 711 Deerfield Road are being converted into multi-tenant buildings, as well as Parkway North office park, a new Jewel/Osco at Deerbrook Mall and upgrades to Cadwell's Corner shopping center.

The Village is fortunate to have become the headquarters location for a number of large, international pharmaceutical and health related industries including long established firms like Walgreens, Baxter and Takeda North America. Fortune Brands, Essendant and CF Industries also have corporate headquarters in the Village. The Village has recently become the corporate headquarters for Mondelez International, the international snack foods operation of Kraft. These firms continue to fill and remodel existing office buildings and attract companies to the area. This activity continues to provide a foundation for the micro-economy of the immediate area and has helped support local businesses and residential housing due to the influx of new employees. New retail activity has shown recent signs of stirring, primarily in development of new fast casual restaurants, grocers and mid-size retail.

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

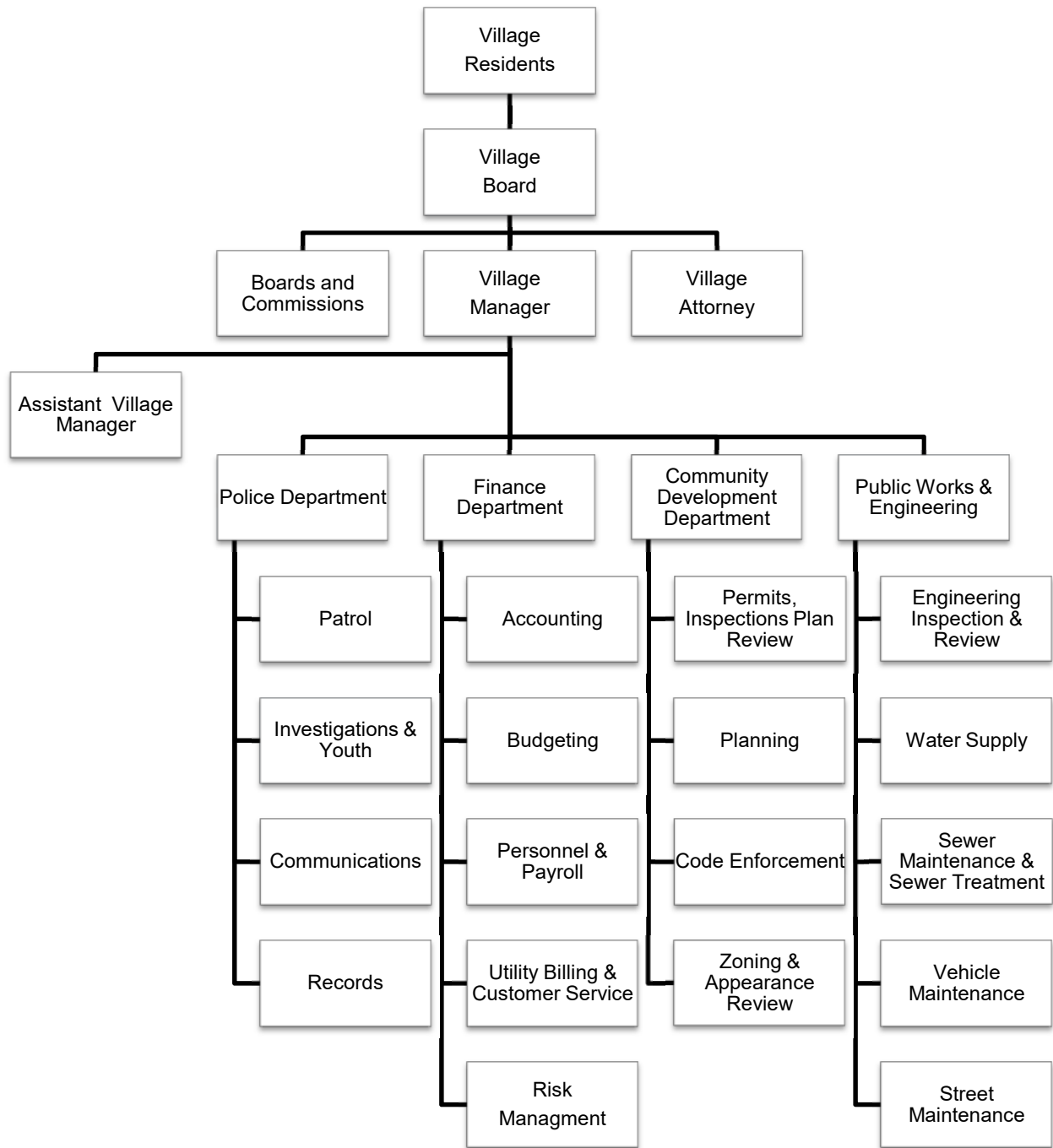
In 2016, the Village adopted a Master Plan for the Northwest Quadrant of the Village Center. The Master Plan provides an opportunity to make the Northwest Quadrant an attractive public campus. Some improvements outlined in the Master Plan may take place in the near future, and other improvements may be accomplished 15 to 20 years from now. This Master Plan document will serve as a guide for the Northwest Quadrant that will be implemented over the next 20 years when public institutions and land owners in the Northwest Quadrant make improvements to their properties.

BUDGET CALENDAR

BUDGET PREPARATION AND LEGISLATIVE ENACTMENT FOR 2016

<u>DATES</u> *	<u>OPERATING TIMETABLE</u>	<u>RESPONSIBILITY CENTER</u>
August 1-7	- Final preparation of department budgets	Department heads, staff
August 8	- All departmental budgets requests entered into Munis budget module	Department heads, staff
August 8 – August 31	- Manager reviews budget with department heads; further review when necessary	Village Manager, Finance Director, Department heads
September 16	- Budget to Mayor and Board of Trustees for review	Finance Department
September 16 - October 21	- Review by Mayor and Board of Trustees	Mayor and Board of Trustees
October 1	- Commence budget review meetings	Mayor and Board of Trustees, Finance Director, Department heads
October 1	- Legal publication of notice of public inspection of budget & public hearing	Staff
October 1	- Proposed budget placed on file for review by public	Staff
November 7	-Public hearing on proposed 2017 budget	Mayor and Board of Trustees, Staff
November 10	-Publish 2016 Tax Levy hearing notification	Staff
November 21	-Approve 2017 budget and Public hearing on 2016 Tax Levy	Mayor and Board of Trustees
December 5	- Approve 2016 Tax Levy to fund calendar year 2017	Mayor and Board of Trustees
Jan. 1, 2017	- Budget Effective Date	
Jan.-Dec. 2017	- Implement and Administer Budget	Staff
Jan.-Dec. 2017	- Review of Progress toward Goals and Objectives	Staff, Mayor and Board of Trustees
*all 2016 unless noted		

Village of Deerfield, Illinois Organization Chart



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

DEPARTMENT	2011	2012	2013	2013A	2014	2015	2016	2017
VILLAGE MANAGER	2	5	5	5	5	5	5	6
FINANCE	10	8	8	8	8	8	8	8
COMMUNITY DEVELOPMENT	7	7	7	7	8	8	8	8
PUBLIC WORKS:								
ADMINISTRATION	4	4	4	4	4	4	4	4
ENGINEERING	2	2	2	2	2	3	3	3
STREETS	7	7	7	7	7	7	7	7
UTILITIES MAINTENANCE	14	14	14	14	14	13	13	13
SEWAGE TREATMENT PLANT	8	8	8	7	7	7	7	7
GARAGE	2	2	2	2	2	2	2	2
TOTAL PUBLIC WORKS	37	37	37	36	36	36	36	36
POLICE:								
ADMINISTRATION	7	7	7	7	7	7	7	7
COMMUNICATIONS	8	8	8	8	8	8	8	8
INVESTIGATIONS/YOUTH	7	7	7	7	7	7	7	7
PATROL	31	32	32	33	34	34	34	34
TOTAL POLICE	53	54	54	55	56	56	56	56
TOTAL	109	111	111	111	113	113	113	114

Part time Employees - Full time equivalent

DEPARTMENT	2011	2012	2013	2013A	2014	2015	2016	2017
VILLAGE MANAGER	1.4	1.4	0.2	0.2	0.2	0.6	0.6	0.2
FINANCE	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
COMMUNITY DEVELOPMENT	0.6	0.6	0.6	0.6	0.0	0.0	0.0	0.0
PUBLIC WORKS:								
ENGINEERING	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
STREETS	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
UTILITIES MAINTENANCE	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7
SEWAGE TREATMENT PLANT	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
TOTAL PUBLIC WORKS	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3
POLICE:								
ADMINISTRATION	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
COMMUNICATIONS	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
INVESTIGATIONS/YOUTH	0.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PATROL	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8
TOTAL POLICE	3.6	2.8	2.8	2.8	2.8	2.8	2.8	2.8
TOTAL - PART TIME - FTE	10.0	9.2	8.0	8.0	7.4	7.8	7.8	7.4

The Village Manager's Office added one additional full-time employee in 2017 and reduced one part-time employee. (0.4 FTE)

SUPPLEMENTAL INFORMATION

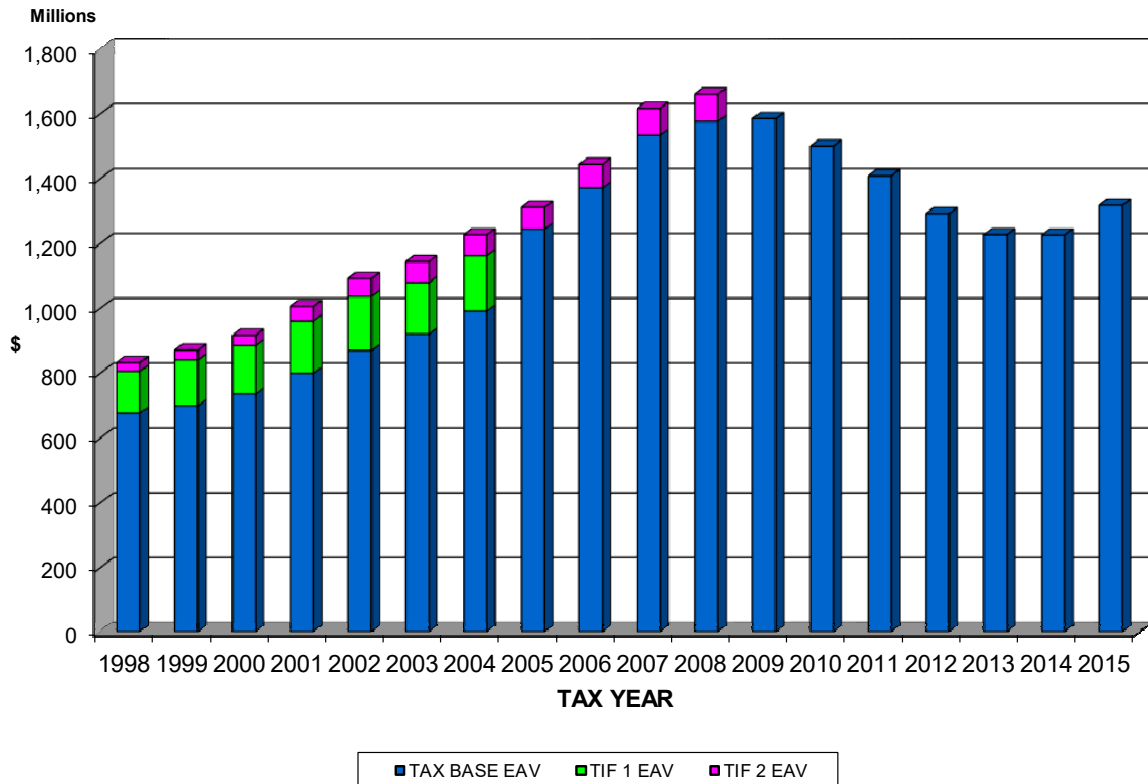
The Village at a Glance

Incorporated in 1903 and located 27 miles north of downtown Chicago, the Village is predominantly a community of single-family homes. The 2010 Census recorded a population of 18,225 and 6,638 housing units within a land area of 7.0 square miles. The Village's population has increased by 4.5% from 1980, whereas the number of housing units in the Village has grown by 21%, indicating a continuing trend toward smaller household sizes.

<u>Year</u>	<u>Population</u>	<u>Housing Units</u>
1980	17,430	5,489
1990	17,327	6,052
2000	18,420	6,518
2010	18,225	6,638

Deerfield is recognized as one of the State's wealthiest communities. The Census Bureau estimates that in 2010, Deerfield's median family income was \$129,187 was 2.3 times greater than the statewide median of \$54,644. The Village's \$520,300 Median Home Value in 2010 Census was 185% of the statewide median of \$182,300. Median Home Value is a significant contributing factor to the Village's assessed valuation, and recent trends indicate that the equalized assessed value will increase for tax year 2015 after stabilizing the previous two years. Foreclosure activity has remained low with less than 1% of the housing in this status.

EAV GROWTH



Note: Both TIF's have been retired and their increment assessed value is now in the base EAV.

The Commercial Tax Base

In addition to the residential areas of Deerfield, the Village's tax base also includes a number of corporate headquarters facilities and other commercial establishments. The Village's larger office buildings are located primarily along the north-south I-294 Tollway, which is in the western part of the Village, and the east-west Lake Cook Road corridor, a four-lane road near the southern boundary of the Village. Other commercial areas include Deerfield's downtown business district, which has undergone a major redevelopment, and various retail and service firms along Waukegan Road and Deerfield Road. The following table lists the largest taxpayers in the Village (based on 2014 tax rate information):

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>% of Total Taxable Assessed Valuation</u>
Arden Realty, Inc.	\$32,347,420	0.88%
Scott Dressing, Sr Mgr Taxation	28,038,811	0.76%
Walgreen Co.	16,773,971	0.46%
CRM Properties Group	14,000,889	0.38%
JBC Funds Parkway North LLC	13,676,063	0.37%
Wells Core REIT- Four Parkway North LLC	6,895,057	0.19%
MLQ MB Hotels 2011 LLC	5,793,668	0.16%
RREEF America Reit Agent Corner Partners	5,686,868	0.15%
Colliers International	4,949,667	0.13%
RT Parkway LLC	4,441,922	0.12%
Total	<u>\$132,604,336</u>	<u>3.61%</u>

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

The table below lists the Village's ten largest employers in 2016 as determined by Lake County Partners:

<u>Employer</u>	<u>Business/Service</u>	<u># of Employees(1)</u>
Walgreen Company	Corporate Headquarters	6,100
Baxter International	Health Care Products	4,000
Takeda Pharmaceuticals	North American Headquarters	1,700
Mondelez International, Inc.	Snack Food Manufacturing	1,200
Essendant Inc.	Office Supplies- Wholesale	600
Deerfield Park District	Municipal Park Services	500
IL. Student Assistance Comm.	Administration of Education Programs	499
Siemens Healthcare	Physicians/Surgeons Equipment &Supplies-Mfrs.	310
Beam, Inc.	Distilled and Blended Liquors	260
Meridian Group Int'l Inc.	Telecommunications Services	255

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

Number of Full-Time Employees (FTE)	108
Miles of Streets	76
Miles of Alleys	4
Miles of Sewers	150
Police Protection:	
Number of Stations	1
Numbers of Police Officers (authorized)	38
Library Services:	
Number of Branch Libraries	1
Number of Books	97,803
Circulation	445,214
Recreation Facilities:	
Number of Parks and Playgrounds	20
Park Area in Acres	206
Golf Course Area in Acres	155
Municipal Water Utility:	
Service Locations	6,190
Average Daily Water Pumped (gals)	2,316,939
Miles of Water Mains	90

Municipal and Other Governmental Services

The Village of Deerfield is governed by a President/Mayor and Board of six Trustees, all of who are elected on an at-large basis. Pursuant to a referendum on April 15, 1975, the Village is a home rule unit under Illinois law. In 1952, the Village adopted an ordinance creating the position of Village Manager. The Manager is responsible for the day-to-day operations of the Village and its employees, of which 38 are sworn police officers. The Village has collective bargaining units among Village employees representing the patrol officers and public works employees.

The Village has a complex of governmental buildings including the Village Hall (constructed in 1959), the Police Building addition to the Village Hall (constructed in July, 1980, and remodeled in 2002), the Village Hall Addition and remodeling in 2007. The Village's Public Library was constructed in 1971. The Library Board undertook a space needs study towards a plan for improvements to the existing building including modernization of the occupied space to meet accessibility codes. In 2010, an advisory referendum to provide for a \$13 million remodeling of the Library was approved by voters. The Library Improvement project was completed in 2013. In 1988 the Village and the Deerfield Park District (a separate jurisdiction) constructed a \$3,300,000 public works garage. An enhanced 911 telephone emergency system was installed in 1991. Construction of a \$5.5 million senior center was completed in September, 2003.

Deerfield has purchased Lake Michigan water from the City of Highland Park on a contractual basis since 1913. The Village maintains three pumps at the reservoir in Highland Park and has 90 miles of water mains through which approximately 846 million gallons of water flow per year. The Village has a 1 million gallon elevated tank, a 5 million gallon underground reservoir, a 2.2 million gallon underground reservoir, and a 0.85 million gallon reservoir for Parkway North and Takeda fire protection. In 2008, the Village entered into a 25-year agreement with Highland Park that supports the reconstruction of its water treatment facility. Pursuant to this agreement, the wholesale cost of water to Deerfield will increase annually, but in tandem with increases in the retail rate charged by Highland Park to its own residents.

The Village is served by separate sanitary (75 miles) and storm (75 miles) sewers with sanitary treatment provided by the Village owned sewage treatment plant. The Village's treatment plant was expanded in 1978. The plant has a hydraulic design capacity sufficient to serve a population of 30,000. After a comprehensive sewer system study recommended reconstruction of the plant, the Village entered into a contract in FY 10/11 for the replacement of the entire treatment facility. The treatment facility replacement was completed in 2013 and is functioning as designed, including its hydraulic capacity sufficient to serve a population of 30,000.

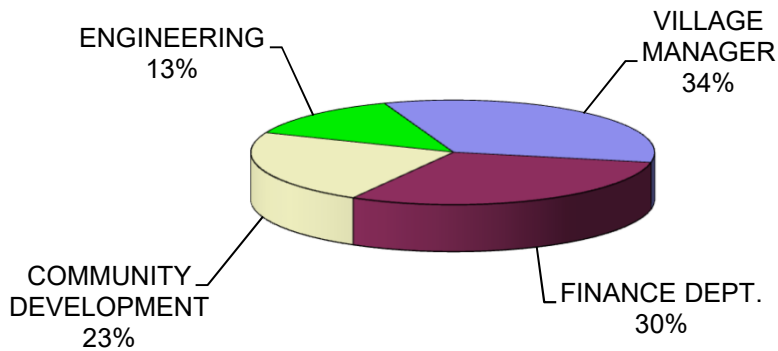
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BUDGET REQUEST - 2017

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

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	3,293,435	3,385,694	3,289,720	3,673,558	8.50%	11.67%
TRAINING & DEVELOPMENT	24,550	29,750	24,350	41,300	38.82%	69.61%
CONTRACTUAL SERVICES	3,691,818	4,063,622	4,103,157	4,148,379	2.09%	1.10%
COMMODITIES	32,524	49,550	35,500	49,900	0.71%	40.56%
UTILITIES	32,888	58,117	39,365	52,425	-9.79%	33.18%
CAPITAL OUTLAY	16,212	77,434	61,324	120,650	55.81%	96.74%
CAPITAL IMPROVEMENTS	45,872	39,600	36,384	45,600	15.15%	25.33%
TRANSFERS OUT	1,254,068	4,508,681	4,508,681	4,811,794	6.72%	6.72%
TOTAL	8,391,367	12,212,448	12,098,481	12,943,606	5.99%	6.99%

ADMINISTRATIVE FUNCTIONS*



*chart does not include transfers out or economic development payments

FINANCE DEPARTMENT

The Village's Finance Department provides all accounting services, performs investment and cash management activities and coordinates capital financing, purchasing, budget preparation and control, payroll processing, risk management including medical insurance, police pension processing and accounting, as well as annual audit preparation and compliance. As required by statute, the Director of Finance, as Treasurer, provides regular reports on the fiscal condition of the Village to the Mayor and Board of Trustees. The Department is also responsible overall for human resources, risk management and labor management.

The Finance Department is staffed by the Director of Finance, the Village Accountant, a Human Resources Coordinator, two principal accounting clerks, a finance clerk, a cashier-receptionist and a building custodian. No personnel changes are expected for 2017.

The Director of Finance/Treasurer coordinates all of the financial affairs of the Village, establishes and maintains necessary controls, and supervises the employees and activities of the Finance Department.

The Departmental Objectives for the 2017 are as follows:

- Review finance department processes and implement new processes as necessary (carryover).
- Implement 1% Food and Beverage Tax.
- Complete the annual Budget and Comprehensive Annual Financial Report and apply for the respective GFOA awards in each of these categories (annually).
- Complete Actuarial valuation for Other Post-Employment Benefits.
- Prepare to implement Economic Incentive requirements for Jewel/Osco and Portillos.
- Investigate funding options in conjunction with 2018 CIP needs.
- Leverage ERP system to gain operational efficiency. (Munis DashBoard)

Accomplishments 2016 fiscal year (*denotes 2016 Departmental Objective):

- Completed the 2016 annual budget document, applied for and received the GFOA Distinguished Budget Presentation Award for the twenty-sixth consecutive application. *
- Completed the 2015 comprehensive annual financial report, applied for and received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the thirtieth consecutive year. *
- Transitioned operating bank accounts to Deerfield Bank and Trust. *
- Issued General Obligation Series 2016 debt in conjunction the final year of a three-year capital improvement plan.
- Selected Speer Financial as the Village's Municipal Advisor for bond issuances. *
- Implemented GASB requirements for *Accounting and Financial Reporting for Pensions*. *
- Maintained Aaa bond rating.
- Administered Economic Incentive requirements for Walgreens National.

Work Statistics

2010

2011

2012

2013

2014

2015

2016

Village bond rating	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa
Outstanding debt per capita	\$335	\$940	\$2,679	\$3,064	\$2,956	\$3,394	\$3,273
	Increase due to new debt for the Wastewater Treatment Plant and various other infrastructure projects.						
Water, Sewer and Garbage Bills Issued	27,997	27,987	28,043	28,069	28,095	28,059	28,141
Checks Processed	3,685	3,685	3,871	3,443	3,710	3,919	3,813
Vehicle Licenses sold	12,690	12,652	12,637	12,408	12,479	12,425	12,344
Investment Transactions	15	25	15	125	74	88	153
	Increase due to Pension Fund hiring an Investment Manager in 2013.						
Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes	Yes	Yes	Yes

BUDGET REQUEST - 2017

101111-

FINANCE DEPARTMENT

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	1,003,936	995,500	996,500	956,500	-3.92%	-4.01%
TRAINING & DEVELOPMENT	4,982	8,050	6,600	8,050	0.00%	21.97%
CONTRACTUAL SERVICES	2,745,307	3,077,311	3,058,900	3,161,744	2.74%	3.36%
COMMODITIES	7,509	14,500	10,500	14,500	0.00%	38.10%
UTILITIES	14,729	22,900	14,550	19,485	-14.91%	33.92%
CAPITAL OUTLAY	3,506	4,971	5,371	1,200	-75.86%	-77.66%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	1,234,667	4,484,420	4,484,420	4,752,753	5.98%	5.98%
DEPARTMENT TOTAL	5,014,636	8,607,652	8,576,841	8,914,232	3.56%	3.93%

GENERAL ADMINISTRATION

MAYOR AND BOARD OF TRUSTEES

The legislative branch of the Village is responsible for interpreting the wishes of the community and determining the policies under which the Village operates. The residents of Deerfield elect the Mayor and six Trustees to four year overlapping terms for which they receive no compensation.

BOARDS, COMMISSIONS, AND COUNCILS

There are twenty independent commissions, councils, and boards authorized by the Mayor and Trustees or required by State law that are appointed to advise and assist the Board of Trustees in its policy decisions. These councils also conduct hearings that pertain to their function. All positions on these boards are non-salaried.

1. Board of Local Improvements - Consists of seven members (the Mayor and the Board of Trustees). Makes recommendations to the Trustees regarding those things that it feels should be done to improve the Village by special assessment, special taxation, or otherwise. The Village Clerk is secretary to the Board.
2. Plan Commission - Consists of seven members plus the Mayor (ex-officio), serving three-year overlapping terms, except the Mayor who serves a four-year term. Members are appointed by the Mayor with the advice and consent of the Board of Trustees, and the chairman is designated for a one-year term in the same manner. The Plan Commission is responsible to the Board of Trustees for holding public hearings and making recommendations regarding the Comprehensive Plan, annexation, sub-division, and zoning (land use, ratio of building to land area, and building height).
3. Board of Zoning Appeals - Consists of seven members who serve five year overlapping terms. Appointed by the Mayor with the advice and consent of the Board of Trustees. Responsible to the Board of Trustees to hear and make recommendations on applications for variations to the provisions of the zoning ordinance, and to hear and rule on appeals from orders or decisions made by the administrative officer enforcing the zoning ordinance.
4. Board of Police Commissioners - Consists of three members, each serving three-year overlapping terms. Appointed by the Mayor with the advice and consent of the Board of Trustees. Responsible for all appointments, promotions, and dismissals involving sworn officers, and conducts entrance and promotional examinations.
5. Police Pension Board - Has five members who serve two-year terms, including two civilians appointed by the Mayor, two members elected from the police force, and one member elected from the beneficiaries of the pension fund. Determines eligibility of applicants, distributes funds, manages, invests, and controls the police pension fund.
6. Safety Council - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees, serving three-year overlapping terms. Responsible to the Board of Trustees to study and make recommendations regarding Village safety issues relating to traffic.
7. Board of Building Appeals - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees, to serve five-year overlapping terms.

The members are responsible to the Board of Trustees to hear appeals on decisions made by the Building Commissioner enforcing the building ordinances and to recommend action to the Board of Trustees regarding such appeals. The Board holds hearings and makes recommendations to the Board of Trustees regarding changes in the building codes.

8. Community Relations Commission - Consists of seven members appointed Mayor with the advice and consent of the Board of Trustees to three-year overlapping terms. Studies and recommends means of developing better relationships among all residents in all community activities. Identifies and evaluates the social, recreational and developmental needs of village youth and how they might participate in all aspects of community life. Initiates and conducts educational and informational programs to promote diversity. Awards village assistance to senior residents in accordance with established eligibility criteria.
9. Volunteer Engagement Commission - Consists of five members appointed by the Mayor with the advice and consent of the Board of Trustees for three-year overlapping terms. Reviews possible appointees to the Village boards, commissions, and councils and makes recommendations to the Mayor and Board of Trustees.
10. Electrical Commission - Consists of five members appointed by the Mayor with the advice and consent of the Board of Trustees for four-year coterminous terms or until their successors are appointed. Responsible to the Board of Trustees to recommend standards, specifications, and rules and regulations governing the installation, alteration, and use of electrical equipment in the Village.
11. Emergency Services and Disaster Agency - Consists of a director and such additional members as the director selects. Responsible for the administration, training and operation of the Agency.
12. Sustainability Commission – Consists of ten members appointed by the Mayor with the advice and consent of the Board of Trustees for three year overlapping terms. Its responsibilities include advising the Board and initiating matters related to sustainability in Village operations and in the community as a whole.
13. Cable and Telecommunications Commission - Consists of nine members, appointed by the Mayor with the advice and consent of the Board of Trustees, for three-year overlapping terms. Regulates the use of the Village's right-of-way by telecommunications service providers. Administers the Village's Public Access TV System, including operating the Deerfield InfoChannel. Resolves customer service complaints from residents.
14. Village Center Commission – Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees, and such ex-officio members as deemed necessary from time to time for three year terms. At least one member of the Commission shall be a representative of the Deerfield-Bannockburn-Riverwoods Chamber of Commerce and at least one member of the Commission shall be a Village Center business operator or property owner. Charged with duties and missions to advance a positive vision for the downtown area, and to support the area's vitality and desirability.
15. Cemetery Association - Consists of three members appointed by the Mayor with the advice and consent of the Board of Trustees for indefinite terms. Arrange for the care and maintenance of the Deerfield Cemetery.

16. Appearance Review Commission - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees for three-year terms. Responsible for reviewing exterior design of new and remodeled buildings in the Village Center and in C-2 Outlying Commercial Districts.
17. Sister City Committee - Consists of five members appointed by the Mayor with the advice and consent of the Board of Trustees for indefinite terms. Communicates with and maintains friendly relations with Ludinghausen, Germany.
18. Stormwater Management Committee - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees for indefinite terms. Responsible for making recommendations to the Mayor and Board of Trustees regarding improvements to the storm and sanitary sewer systems.
19. Fine Arts Commission - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees for three year overlapping terms. Responsible for promoting and encouraging an artistic and cultural environment within the Village.
20. Family Days Commission – Consists of nine members appointed by the Mayor with the advice and consent of the Board of Trustees for three year overlapping terms. Responsible for planning and executing the Village’s annual Family Days celebration over Independence Day.

VILLAGE CLERK

The Village Clerk is responsible for the maintenance of the official records of the Village as required by statute and by the Mayor and Board of Trustees. The Clerk acts as custodian of the Village seal which is required on many documents, publishes legal notices, oversees Village election responsibilities, and performs other duties as stated in statute or ordinance. Appointed by the Mayor and Board of Trustees, the Village Manager serves as the Village Clerk.

VILLAGE MANAGER'S OFFICE

Personnel in the Village Manager's Office serve to join the legislative branch of the Village to its operating departments. As provided by ordinance, the Village Manager advises the Mayor and Board of Trustees on policy decisions and acts as Chief Administrative Officer, supervising the activities of all department heads and directing the day-to-day operations of the Village. The Village Manager is also appointed Village Clerk by the Mayor and Board of Trustees.

The Village Manager's Office is staffed by the Village Manager/Clerk, Assistant Village Manager, Management Analyst/Deputy Village Clerk, and part-time Administrative Intern. All of the activities of the various boards and commissions are included in the Village Manager's budget.

The Departmental Objectives for the 2017 fiscal year are as follows:

1. Provide the Mayor and Board of Trustees relevant and timely information and advice necessary to evaluate and make policy decisions.
2. Direct and advise operating departments in order to meet service levels established by the Mayor and Board of Trustees.
3. Encourage citizen participation in Village activities.
4. In conjunction with the Village Attorney, coordinate the preparation of ordinances, resolutions, contracts, agreements and other documents for consideration by the Mayor and Board of Trustees.
5. Represent the Village in working with federal, state, regional and local agencies, governments and community groups, as well as private enterprises and not-for-profit organizations.
6. Encourage strategic and operational improvements through innovation and professional development.
7. When appropriate and practical, encourage strategic decisions and programs with a focus on sustainability.
8. Oversee franchise agreements with various utilities doing business within the corporate limits of the Village.
9. Develop a motivated workforce through professional employee evaluations, training and competitive levels of compensation.
10. Oversee the IT functions of the Village to ensure that all departments have sufficient technology capabilities to operate efficiently, effectively, and in the best interest of the public.
11. Perform the statutory duties required of the Village Clerk's office and issue liquor licenses at the direction of the Local Liquor Commissioner and Board of Trustees.
12. Provide Village representation at agencies and organizations such as the Solid Waste Agency of Lake County, DBR Chamber of Commerce, Northwest Municipal Conference, Rotary Club, Optimist Club and Electricity Consortium.
13. Oversee non-emergency communication efforts of the Village including the publishing of D-Tales, a bi-monthly newsletter mailed to every household and business in the Village, and ensure appropriate levels of communication and information are provide to the public in a timely manner through the use of tools such as the Village's website, the Village InfoChannel, and the Village's e-news application.
14. Provide staff support for the Farmers Market Committee, Fine Arts Commission, Cable and Telecommunications Commission, Sustainability Commission, Community Relations Commission, Family Days Commission and Manpower Commission.

In addition to these continuing goals, the Village Manager's Department will complete the following projects during the 2017 fiscal year:

1. Monitor internal operations of all departments to ensure appropriate levels of manpower and resources.
2. Participate in recruiting and hiring of Human Resources Coordinator and Communications Specialist.
3. Lead collective bargaining negotiations with Illinois Council of Police (Police Officers) and Public Works Laborers Union Local 150 (Public Works), as both contracts are set to expire December 31, 2017.
4. Reconvene website subcommittee to evaluate website performance, layout and recommend updates.
5. Negotiate the vacation of Hawthorne Lane to allow for additional surface parking at Parkway North.
6. Complete Lake County property filings for 630 Central and 1219 Carlisle Place.
7. Oversee completion of partial special census at AMLI and Woodview apartments
8. Draft small cell ordinance, evaluate the current cell tower lease to ensure the Village is receiving maximum value, and evaluate potential for new installations.
9. Work with various councils of government to petition the state to continue disbursing local government revenues.
10. Continue to oversee commercial and residential solid waste collection franchises.
11. Work with the Sustainability Commission to pursue goals/objectives that will enhance sustainable efforts and maintain active participation with the Solid Waste Agency of Lake County.
12. Install virtual server replication software, threat intelligence service, replace network switches and design and construct upgrades to the audio/visual equipment in the Council Chambers.
13. Evaluate aggregation program for residents and small business customers; and determine whether to idle program, or solicit bids to execute or extend a new supply agreement.
14. Organize efforts related to economic development, local business promotion and community enhancement activities, including the production of promotional videos, continued business visit/retention program in partnership with the Chamber, and drafting of business recognition letters.
15. Host Family Days, Farmers Market, Fine Arts Festival, Winter Celebration, Harvest Fest, Downtown Lighting Ceremony and other special events in partnership with the DBR Chamber of Commerce that promote Deerfield and its businesses.
16. Draft a closing inspection ordinance to effectively eliminate illegal sewer cross connections at the time of real estate transfer.
17. Draft Food and Beverage Tax ordinance, accompanying registration/remittance forms and assist Finance Department in implementing tax collection process.

Accomplishments During 2016

1. Oversaw construction and installation of Verizon Wireless antennae facilities on Kates Road water tower.
2. Provided electronic packets for all weekly distributions to the Mayor and Board of Trustees; posted full agenda packets on the Village's website.
3. Served on the Board of Directors of the Solid Waste Agency of Lake County.
4. Solicited bids and negotiated contract terms for janitorial/maintenance services for all four Village facilities.
5. Negotiated an economic incentive agreement with Portillo's to offset extraordinary land development costs associated with stabilizing foundations for site improvements.
6. Negotiated an amendment to the July 20, 2015, economic incentive agreement to Gateway Fairview, Inc. and Jewel-Osco resulting in reduced construction time and associated redevelopment costs.
7. Negotiated the purchase of real estate at 630 Central Avenue, for future redevelopment purposes.
8. Negotiated lease agreement and property management agreement for 1219 Carlisle Place.
9. Hosted Family Days, Farmers Market, Fine Arts Festival, Harvest Fest, Winter Celebration, Downtown Lighting Ceremony and other special events.
10. Established a downtown public recycling program.
11. Completed a website redesign project that is: (1) user-friendly for residents, businesses and visitor, (2) easy to use and update for website administrators and employees, (3) mobile and tablet friendly, (4) inclusive of modern communication tools; and, (5) aesthetically pleasing and captures the essence and character of the community.
12. Migrated to the CivicReady emergency mass notification system.
13. Completed phase III of the internet redundancy and disaster recovery project, which included the implementation of a dual internet connection and upgraded phone system with emergency button capabilities.
14. Issued medical cannabis dispensary business license.
15. Monitored efforts related to the Deerfield Road Reconstruction Project to ensure the project was communicated to the public on a regular basis and completed on-time and within budget.
16. Provided staff support for special events planning including Family Days, Deerfield Festival of Fine Arts, Community Services Day, Harvest Fest and the Winter Celebration.
17. Supported Village Attorney and Village Board efforts concerning litigation involving the Village.
18. Supported continued development of Community. The Anti Drug District #113 community coalition.
19. Presented analysis of Linden Avenue traffic study including recommendations for engineering, education, and enforcement.
20. Completed ROW Vacation for 1034 Somerset Avenue.
21. Initiated Mayors Monarch Pledge commitment and activities.

22. Facilitated with de-annexation of 780 Saunders Road including sales tax and property tax analysis.
23. Amended Personnel Manual to include changes to nepotism, health insurance opt-out, and sick leave payout policies.
24. Executed Memorandum of Agreement with U.S. Census Bureau to conduct a partial special census at AMLI and Woodview apartments.
25. Began impact analysis of proposed Hiawatha Service line project.
26. Completed Village-wide Cyber Security Awareness Training.
27. Prepared and report and recommendation resulting in the adoption of an ordinance approving the Northwest Quadrant Master Plan as an Amendment to the Comprehensive Plan for the Village of Deerfield.

<u>Work Statistics</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Ordinances Passed	45	65	34	39	38
Resolutions Passed	16	10	15	24	21
Village Board Meetings	24	24	24	24	24
D-Tales Published	6	6	6	6	6
FOIA Requests (Admin)	128*	79*	163*	156*	57
Liquor Licenses Issued	33	36	36	37	36
Distributions to Mayor and Board	52	35	52	52	52
Cable and Telecommunications Commission Meetings	5	0	3	3	0
Community Development Group Meetings	23	16	23	23	23
Family Days Commission Meetings	7	5	5	6	6
Fine Arts Commission Meetings	6	5	6	5	5
Sustainability Commission Meetings	11	7	8	10	10
Community Relations Commission	10	8	10	9	4
Volunteer Engagement Commission					4
New Senior/Disabled Taxi Users	45	72	90	51	85
Press Releases	10	9	13	10	36
E-blasts				75	59
Raffle License					6
Solicitation Permits					27
Commercial Filming Permits					8
*Community Development FOIA request were processed in CD beginning in 2016					

BUDGET REQUEST – 2017

101210-

VILLAGE MANAGER/ADMINISTRATION

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	812,468	894,139	868,470	1,077,500	20.51%	24.07%
TRAINING & DEVELOPMENT	9,796	9,500	5,250	19,850	108.95%	278.10%
CONTRACTUAL SERVICES	578,196	678,456	745,748	640,179	-5.64%	-14.16%
COMMODITIES	6,009	5,050	3,750	4,800	-4.95%	28.00%
UTILITIES	3,809	10,250	7,900	10,510	2.54%	33.04%
CAPITAL OUTLAY	8,887	50,921	32,811	109,200	114.45%	232.82%
CAPITAL IMPROVEMENTS	45,872	39,600	36,384	45,600	15.15%	25.33%
TRANSFERS OUT	2,250	2,250	2,250	33,917	1407.42%	1407.42%
DEPARTMENT TOTAL	1,467,287	1,690,166	1,702,563	1,941,556	14.87%	14.04%

COMMUNITY DEVELOPMENT DEPARTMENT

Description of Responsibilities:

The Community Development Department is responsible for all aspects of planning, building, and zoning. The Department consists of a Planning Division and a Building Division. The Department administers and enforces the Zoning Ordinance, Subdivision Ordinance, and Building Codes. The Department is responsible for providing staff assistance to a number of commissions. The Department provides analysis and technical assistance on all items that come before the Plan Commission, the Board of Zoning Appeals, the Village Center Commission, the Appearance Review Commission, the Cemetery Commission, the Electrical Commission, the Board of Building Appeals, and various task forces. This includes coordination of the activities of these commissions and writing the reports and recommendations of these commissions. Building plan review, permit approval, inspectional services, zoning compliance approvals for new businesses and residences, zoning verification for properties, and maintaining records of approved plans are also provided by the Department. The department reviews, analyzes and coordinates all the land development and zoning petitions that come before the Village. The Department works to ensure that projects that go through the Village's approval process are in compliance with the Comprehensive Plan. Staff works with developers in the planning steps of any project so as to achieve maximum compatibility with Village goals, objectives and policies.

Staff Consists of: Code Enforcement Supervisor, Principal Planner, Assistant Code Enforcement Supervisor, Building Inspector, Planner, Associate Planner, Administrative Secretary II, and Administrative Secretary I.

Accomplishments for 2016:

Performed 2,797 building inspections along with various plan reviews that correlate with construction projects throughout the Village.

Worked on Village approval for the following major projects: A Special Use for Briarwood Country Club to permit changes to the previously approved paddle tennis facility; Approval of a final plat of subdivision for 225 and 243 Wilmot Road to allow an 8-lot subdivision; Request for a minor change to the Plan Commission Operations Manual; Amendment to the Deerfield Comprehensive Plan to adopt a master plan for the Northwest Quadrant of the Village Center; A Class B Special Use for ROTI Modern Mediterranean Restaurant located in the 720 Waukegan Road, Unit C in the former Mephisto Shoes space at the Shops at Deerfield Square; A final development plan for an office building for 8 Parkway North Quadrangle Development in the Parkway North Center on sites 5 and 8; A final development plan for an office building and an amendment to the Parkway North Center sign plan at 7 Parkway North in the Parkway North Center for the American Board of Psychiatry and Neurology; An amendment to the Shoppers Court commercial planned unit development to permit major renovations to the 636 Deerfield Road building to convert this building into a multi-tenant building and renovations to the sidewalk at the west end of the Village Owned Parking Lot; A special use for a Portillo's restaurant with drive-thru at 700 Lake Cook Road at former On the Border restaurant location; A special use for a new outdoor patio for Menchie's at 775 Waukegan Road, Unit 170A in Deerfield Village Centre in the former Orange Leaf space; A resubdivision of 1144, 1122 and 1110 Oakley Avenue properties by the property owner to create one lot of record; A finding of substantial conformance for the approval of changes to the previously approved plans for Venue One at 550 Lake Cook Road; A resubdivision of the 826, 828, 830, 832, 834, 838, 840, 842, and 844 Chestnut Street Properties, formerly 824 and 836 Chestnut Street into 9 Lots; 1 lot for each townhome unit and an outlot for the association's common elements for the Taylor Junction residential planned unit development; A finding of substantial conformance for approval of changes to the previously approved plans for the 3 Parkway North parking structure expansion by Fulcrum Asset Advisors, LLC; A special use for a self-improvement facility for Shredd415 Deerfield LLC; An exception to the approved sign criteria for the Charles Ifergan commercial planned unit development to allow a new east wall sign for American Mattress; A Special Use to construct a café in the existing building at 6 Parkway North; Consideration of the Changes to the C-1 Village Center and C-3 Limited Commercial Office Zoning Districts to Update Permitted and Special Uses to reflect today's market; An amendment to the Deerfield Depot sign plan to allow RTA Interagency Directional and Informational Signs at the Lake Cook Metra Station in the Deerfield Depot Planned Unit Development; A text amendment and a Special Use for an elementary and middle school at 445 Pine Street for the Foundation for Hellenic Education and Culture, NFP; A Special Use for a medical office for Aligned Modern Health at 800 Deerfield Road; An amendment to the Deerfield Square commercial planned unit development to

redevelop the 711 Deerfield Road building with a new multi-tenant building.

The Village Center Commission advances a positive vision for downtown Deerfield and supports the area's vitality and desirability. The Commission's goal is to undertake efforts, programs and partnerships to enhance the downtown's image, strengthen its economic base, and maintain and improve its attractiveness and accessibility. As a steward of the downtown, the VCC plays an essential role in keeping the downtown clean, attractive, safe, growing, dynamic, and exciting. The group is an idea commission promoting downtown Deerfield, advocating for Village Center businesses and working closely with the Chamber of Commerce to promote and facilitate public, private and commercial interests in downtown Deerfield. The VCC is made up of volunteer residents, one member from the Chamber of Commerce, and one member from the Village Center business community. In 2016, the VCC invited various guest speakers to their meetings to discuss different aspects of the Village Center. Guest speakers included Jonathan Berger, owner of Shoppers Court, Library Director Amy Falasz-Peterson, and West Deerfield Township Supervisor Alyson Feiger. The VCC has been involved in the creation of a promotional brochure targeting prospective businesses and merchants on the many attributes that make the Village of Deerfield a prosperous business location.

Planning staff analyzed the Permitted and Special Uses in the C-1 Village Center District and the C-3 Limited Office Commercial District. The Plan Commission's recommended major Text Amendments to the list of Permitted and Special Uses in the C-1 Village Center District in order to update the list of uses in the Village Center. The Plan Commission recommended an update to the Permitted Uses list of uses to reflect today's marketplace to allow more Permitted Uses and added new uses to the Special Use list, and updated the current wording to better reflect today's uses. The C-3 District's list of Special Uses was updated. There were two workshop meetings with the Plan Commission followed by a public hearing. All property owners in the C-1 District will be notified of the public hearing.

The Plan Commission recommended an amendment to the current Comprehensive Plan for the creation of a Master Plan for the Northwest Quadrant that came from the Northwest Quadrant Unified Task Force. The purpose of the Northwest Quadrant Unified Task Force was to bring together the stakeholders to study the northwest quadrant and develop a Master Plan for the entire quadrant. The Master Plan provides an opportunity to make the Northwest Quadrant an attractive public campus. Some improvements outlined in the Master Plan may take place in the near future, and other improvements may be accomplished 15 to 20 years from now. This Master Plan document will serve as a guide for the Northwest Quadrant that will be implemented over the next 20 years when public institutions and land owners in the Northwest Quadrant make improvements to their properties. The Board accepted the report of the Northwest Quadrant Task Force in early 2016 and asked staff to further engage some of the stakeholders. A Northwest Quadrant Stakeholders Working Group worked for about eight months for specific provisions that pertained to the southwest corner of the Northwest Quadrant. The Board of Trustees adopted Ordinance O-16-27 on October 17, 2016 approving the Northwest Quadrant Master Plan as an amendment to the Deerfield Comprehensive Plan.

Planning staff promoted the Village Center Flower Planter program for the seventh year, which gives merchants and commercial property owners in the Village Center an opportunity to purchase flower planters and plantings for all four seasons from Moore Landscaping, Inc., the Village's landscaper, at a special reduced rate. The Village once again offered a \$50 subsidy on the purchase of one pair of planters for the first 20 merchants who signed up for this year's program.

Staff continued working with the Appearance Review Commission (ARC) and finalized an updated Appearance Code. The ARC's comprehensive update of the code, included reviewing all sections of the code, looking at other communities' codes, making the document more user friendly, and using more samples and pictures/visuals in the revised code. Many graphics were used in the revised code to illustrate the high standards of visual quality and compatibility the Village desires. The Board approved the updated Appearance Code on October 4, 2016.

The ARC worked on Village approval for the following major projects: Façade changes to Sleep Number, 60 S. Waukegan Road; Signage for Wheelpower Studio, 49 Waukegan Road; Building alteration at Cadwell's Corners shopping center; Outdoor fencing and furnishings for Starbucks, 675 Deerfield Road; Building

elements, wall sign, outdoor dining, fencing and furniture for Roti Modern Mediterranean, 720 Waukegan Road; New building, site and signage for Portillo's, 700 Lake Cook Road; Outdoor seating, Menchies, 775 Waukegan Road; Signage for Lashes, 405 Lake Cook Road; Wall sign at Chaube Coffee, 601 Lake Cook Road; Wall signs for BP, 1 Waukegan Road; Identification sign for Movement Revolution, 158 S. Waukegan Road; Outdoor furnishings for Subway, 70A S. Waukegan Road; Outdoor furnishings for Josh's on the Square, 740 Waukegan Road; Building, site, signs and tenant sign criteria for 636 Deerfield Road; Signage for NSSD Northern Suburban Special Education District, 405 Lake Cook Road; Wall sign for Nothing Bundt Cakes, 190 Waukegan Road; Wall sign and façade revision for Center Stage Dance, 465 Lake Cook Road; Wall sign and awnings for Dao Sushi Restaurant, 730 Waukegan Road; Ground sign and tenant panels for 190 Waukegan Road property: Sign panel for Nothing Bundt Cakes, 190 Waukegan Road; Wall sign for American Mattress, 360 Lake Cook Road; Signage for Mattress Firm, 57 Waukegan Road; Business window sign for Cherry Pit Café, 808 Waukegan Road; Awning and sign for Fleet Feet Sports, 800 Waukegan Road; Signage for Marathon/Exxon, 700 Waukegan Road; Sign for Whole Foods Market, 760 Waukegan Road; Fence at 130 Waukegan Road property; Building and signage improvements for McAlister's Deli, 663 Lake Cook Road; Awning with sign for Aligned Modern Health; Pylon sign panels for El Tradicional Restaurant, 649 Lake Cook Road; New building, site improvements and sign criteria for 711 Deerfield Road.

Staff continued to work with the Deerfield Cemetery Commission. In 2016, the Cemetery Commission held three meetings. The spring 2016 meeting included an inspection of the cemetery grounds. The commission worked with Moore Landscapes to provide plantings and granite paver blocks around the base of the memorial pole which were later reworked. The commission is working to replace a dead tree that was removed and found some maintenance was needed. The first week in January 2015, the Deerfield Cemetery website went live with historical and genealogical information now available for public use and as of December 6th there have 32,484 hits on the Deerfield Cemetery webpage. In an effort to preserve aging headstones, the Deerfield Cemetery Commission established guidelines for stone rubbings and continue to get the information out to the public by posting the guidelines on the Village's website.

Planning staff continued to maintain an inventory of available commercial retail and service space to help promote business in Deerfield's commercial zoning districts. Staff continues to update this information quarterly, or as new information becomes available. The Village's website contains information about commercial property availabilities in Deerfield in an easy to understand format. The information provided on the website includes the development name and address; the broker contact person, phone number and email; and the total size of the development along with the available spaces' square footage. When talking with potential businesses and property brokers, this online information is very useful. Maps are provided that show the location of the properties and the traffic counts on the adjacent major roadways. Provided on the Economic Development webpages are business analyst data which contains recent detailed demographic, consumer spending, and market potential data. The website includes data from the Illinois Association of Realtors which includes a neighborhood report, a commercial trade area report and a commercial best businesses report. The website also includes a list of new commercial businesses that have opened in the Village, the Business Registration form, Zoning Certificate of Compliance Application, Permitted Use Checklist, Permitted Use Flow Chart, and Special Use Flow Chart.

The 2013 approved changes to the C-2 District are now being implemented. Planning staff continues to receive positive feedback from the property owners and businesses on the revised C-2 regulations. As part of the discussions regarding changes to the C-2 District, a list of past and present Village economic development initiatives was created.

Continued to work with One Deerfield Place and the Housing Opportunity Development Corporation (HODC) to best determine how to utilize private funds One Deerfield Place has accumulated for affordable and workforce housing. In the past, One Deerfield Place provided a grant to the Village's senior housing subsidy program. One Deerfield Place continues to work with the Housing Opportunity Development Corporation (HODC) to help in determining affordable housing funding options. In June 2012, One Deerfield Place closed on the property at 507 Cambridge Circle. With the help of volunteers from local religious institutions, the home and property were fixed up (new roof, interior remodeling of the bathroom and kitchen, electrical, painting and landscaping). The home is owned by One Deerfield Place and in October 2012 it was rented out to a family of modest income. Staff continues their good working relationship with One Deerfield Place. In 2014, One Deerfield Place recently purchased another single family home at 1030 Waukegan Road to

renovate and the house is currently rented to a family of modest income who moved into the home last December.

Continued to promote a dialogue between The Metropolitan Planning Council (a non-profit group of civic leaders and businesses that promotes planning and development policies in the region) and Deerfield businesses to see if large employers are interested in Employer Assisted Housing (EAH) where the employer provides their employees with housing assistance such as counseling before making a home purchase, help with closing costs, or help with a down payment.

Staff worked to implement the 2016 website update and continued to update the Department's page on the Village's website with current information about public hearings (including the applicant's plans and staff memos), commissions, forms and applications, sustainable projects in Deerfield, frequently asked questions, etc.

The Planning Division handles the Freedom of Information Act (FOIA) requests for many properties that are being purchased. As part of due diligence, many companies FOIA the previous zoning approvals for the property and inquire if the property meets zoning codes. Potential buyers also inquire about redevelopment potential of the properties (both residential and commercial); especially properties with older structures located on them.

Plan Commission packets for members were converted to digital and all members provided tablet computers.

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

The Planning Division continues to handle many inquiries regarding potential new businesses in the office districts, commercial districts, and residential districts, and the Planning Division responds to requests for zoning verification letters mostly from commercial property owners (or their consultants) who are selling their property.

The Department assists the Village Manager's office with economic development efforts and initiatives (e.g. potential incentives to a property owner or business).

Assisted the Village Manager's office with the preparation for the upcoming Special Census.

Staff continues to maintain a good working relationship with many commercial, office, and residential property owners, both large and small developments.

The Planning Division continues to administer the Zoning Certificate of Compliance applications for new businesses that are Permitted Uses.

The Planning Division records documents related to land use and plats of subdivision at the County Recorder's office.

The Planning Division and Building Division each prepare six month reports detailing the Division's activities for the Mayor and Board and present this report at the Board meeting, and staff also posts the Planning Division reports on the website.

The Building Division handles inquiries about residential bulk regulations from homeowners, real estate agents, developers and others.

Continue to work with businesses in the C-1 and C-2 zoning districts to gain compliance with the window signage regulations (most businesses are in compliance).

Maintain the community banner pole schedule promoting community events and assisted in the design of the Optimist Tree Sale, Thanksgiving and Green-Up banner.

Continue to implement the vacant buildings ordinance to allow for better enforcement and continued to work on removal of deteriorated vacant residential structures in the Village.

Two staff members from the department are part of the Wellness Committee, which has been charged with promoting wellness and health among the Village departments.

Staff worked with the GIS Specialist to implement additional custom layers in MapOffice and additional improvements to the plat book map. Staff also worked with the GIS specialist to assist with maps for zoning petitions, and various other special projects such as the Village Center Commission brochure and anticipate enhancing the Commercial Availabilities Properties Availabilities.

Staff continued to digitize the recorded documents that are kept by the Community Development Department. The plats of subdivision, annexation, dedications, easements, vacations, and the planned unit developments plats are being digitized for easy reference by Department staff, increasing document accessibility and staff efficiency.

<u>Work Statistics</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Permits:						
Residences	19	17	33	40	24	23
				(2 multi-family)	(1 multi-family)	
Additions and Alterations	161	175	160	199	178	170
Garages	14	10	16	20	16	19
Garage Sale and Temporary Use Permits	192	215	264	266	237	192
Miscellaneous	<u>981</u>	<u>802</u>	<u>1081</u>	<u>1,006</u>	<u>987</u>	<u>999</u>
Total Permits	1,367	1,219	1554	1,531	1,442	1403
Board of Zoning Appeals Public Hearings	4	2	10	5	6	1
VCC Meetings (New Commission in 2014)	-	-	-	7	5	5
Appearance Review Commission Meetings	13	14	12	13	18*	18*
Cemetery Commission	3	3	2	2	4	3
Northwest Quadrant Unified Task Force	-	6	2	0	0	0
Plan Commission:						
Public Hearings	15	11	24	14	12	16
Continued Public Hearings	3	1	4	2	2	1
Substantial Conformance Petitions	2	0	7	4	3	3
Prefiling Conferences	6	15	15	14	11	11
Miscellaneous Requests	2	0	0	1	1	2
Comprehensive Plan Meetings	0	0	0	0	0	1

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

The Department's objectives for the 2017 fiscal year:

Provide staff support services for the Plan Commission, the Board of Zoning Appeals, the Village Center Commission, the Appearance Review Commission, and other boards and commissions for which the Department is responsible.

Maintain the Comprehensive Plan, Zoning Ordinance, Development Code, and the Subdivision Code along with building plans, subdivision plats, and approved development plans.

Decide which sections of the revised Appearance Code will require text amendments to the Zoning Ordinance for landscaping, lighting, and signage.

Continue work with the ownership of Deerbrook on the redevelopment of the shopping center, as well as other property owners interested in redeveloping their properties.

Work to implement the Northwest Quadrant Master Plan.

Obtain current Census and American Community Survey data for Deerfield as it becomes available and place it on the Village's website so the economic data is accessible to residents and businesses.

Staff and the Village Center Commission (VCC) will continue to work together to create a promotional brochure for the Village.

Continue the process of entering data into the land records data layer in the Village's Geographic Information System (GIS). Continue to work with the GIS staff to verify the plat book data which was recently input into the Village's GIS.

Continue to update and enhance the economic development information on the Village's website so that it is useful to potential businesses interested in locating in Deerfield and to commercial property owners in the community in order to promote economic growth and the well-being of the Village's tax base.

Continue to explore methods of digitally scanning, retrieving and storing all documents required to be maintained by the Department. Converting existing paper documents to a digital electronic format allows easy access by all. Continue to digitize plats of subdivision, PUD plans, and other documents. Continue removing non-essential items from the Plan Commission files and begin planning for the conversion of essential Plan Commission paper files to electronic files.

Work with the Village Manager's Office to determine what additional department documents will be scanned into Laserfiche for easy retrieval.

Continue to work on the plans for the repair and maintenance of the Village Center streetscape.

Continue to enforce the window sign regulations in the C-1 and C-2 Commercial Districts and continue to work with businesses to gain compliance.

Be advisory to the Sustainability Commission on sustainability issues including green initiatives.

Continue to promote sustainability and green components in land use and building projects, and stay up-to-date on the latest green techniques and information.

Continue to work on the issue of workforce and affordable housing to seek solutions to this housing issue facing the Village. Continue discussions with One Deerfield Place and the Housing Opportunity Development Corporation (HODC) on how to best utilize the private funds they have accumulated for affordable housing in Deerfield. Continue to work with the Metropolitan Planning Council on employer assisted housing for local businesses.

Continue to stay up-to-date on current planning issues and trends and current building codes and topics. This includes attending seminars, conferences, webinars, and reading appropriate literature, background materials and documents.

Continue to keep the Village's website current and up-to-date for items dealing with the Planning Division and Building Division, especially information about upcoming public hearings, forms and applications.

**BUDGET REQUEST - 2017
COMMUNITY DEVELOPMENT DEPT.**

101330

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	1,032,736	1,070,155	1,016,650	1,136,818	6.23%	11.82%
TRAINING & DEVELOPMENT	7,579	7,200	6,800	7,700	6.94%	13.24%
CONTRACTUAL SERVICES	103,223	125,124	87,664	135,796	8.53%	54.91%
COMMODITIES	8,979	18,000	10,000	18,000	0.00%	80.00%
UTILITIES	7,443	14,400	9,400	12,410	-13.82%	32.02%
CAPITAL OUTLAY	2,752	14,871	11,721	2,500	-83.19%	-78.67%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	5,750	6,250	6,250	6,250	0.00%	0.00%
DEPARTMENT TOTAL	1,168,462	1,256,000	1,148,485	1,319,474	5.05%	14.89%

Engineering Department

The Engineering Department provides technical design services and oversight for Village construction projects, reviews development plans to assure compliance with Village ordinances, and advises the Mayor and Board, as well as other departments on engineering matters. The department is supervised by the Director of Public Works and Engineering and staffed by one Deputy Director of Public Works and Engineering, one Project Manager, one Staff Engineer, a Public Works Analyst, and an Administrative Assistant. The Department continues to maintain a conservative fiscal approach to departmental expenditures without compromising necessary departmental operations.

The primary accountabilities of the Engineering Department are:

- Define and supervise Village construction projects.
- Continue to upgrade and structure engineering and public works data organization and relationships.
- Continue to manage the Geographic Information System (GIS).
- Continue to review commercial and residential development plans with respect to utilities drainage and grading.
- Review, evaluate, and approve applications relative to the Village Tree Ordinance.
- Initiate study and design for future infrastructure replacement.
- Manage the Engineering and Public Works portion of the Village Website.

Accomplishments in 2016:

Street Rehabilitation Project - The scope of the Street Rehabilitation Project is to reconstruct or rehabilitate portions of the existing Village owned roadway network and utilities. In 2016 the Department facilitated the reconstruction/rehabilitation of Willow Avenue, Deerpath Drive, Aspen Way, Christopher Lane, Constance Drive, and Lisa Marie Court.

Deer Lake Road and Estate Drive Rehabilitation Project:

The Deer Lake Road and Estate Drive Rehabilitation Project was awarded in early May and work began in late June. The scope of work for the project was roadway reconstruction, sidewalk replacement, and drainage improvements. Deer Lake Road and Estate Drive were originally targeted for reconstruction in the latter portion of the 5 year Capital Improvement Program (CIP). However, in light of the proposed Portillo's restaurant, staff recommended changing the priority level of this project. Work was complete by early November, in time for the opening of the new restaurant.

North Avenue Infrastructure Improvement Project:

The North Avenue Infrastructure Improvement Project was awarded in early May. The project is a joint venture between the Village of Deerfield and the Village of Bannockburn, as each municipality has 50% ownership of the roadway. Work includes reconstruction of North Avenue between Wilmot Road and Chestnut Street, water main replacement, sanitary sewer point repairs and lining, installation of mountable curbs, drainage improvements, and all ancillary work necessary to complete the improvements. Work began in early July with water main installation and was completed by mid-November, except for final landscape restoration.

Deerfield Road Reconstruction – The Deerfield Road project was awarded to A-Lamp Concrete Contractors in November of 2015 and work began in February of 2016. The limits of construction are Deerfield Road between the Metra underpass and US 41 in Highland Park. The scope included full reconstruction of the roadway, traffic signal reconstruction, water main replacement, storm/sanitary sewer replacement as needed, and an improved sidewalk along the south side of Deerfield Road. The new sidewalk will provide a four-foot buffer zone between vehicular and pedestrian traffic. The project was substantially complete by the end of the 2016 construction season, with some work spilling over into 2017.

Pfingsten/Kates Road Bridge Rehabilitation Project - In 2014 the Village of Deerfield contracted with the URS Corporation to provide Phase I professional engineering services for the Kates Road Bridge which was completed in the summer. Also in the summer, the Village contracted with Ciorba Group to provide Phase II engineering services that were completed. The project will include a full replacement of the bridge deck and

resurfacing of Kates/Pfingsten Road. Bidding documents are currently in IDOT's Springfield office for review, allowing for the project to be on a spring of 2017 letting. Construction will begin during the second half of 2017, and will be complete by the end of the construction season.

Water Tower Painting - As part of the 2013 water tower inspection, the consultant recommended improvements for the tower, including but not limited to, cleaning and coating of the interior, painting of the exterior, and site access improvements. In 2014 the Village contracted with Christopher B. Burke Engineering to provide professional engineering services for the Water Tower Painting Project. The project will require extensive coordination with utilities that are currently in place on the tower, as well as with METRA for right of entry (ROE). ROE is necessary due to the close proximity of the tower in relation to the METRA rail. Work is currently scheduled for 2018.

Sanitary Sewer Inspection Program- As part of the ongoing work to reduce Inflow and Infiltration, staff initiated cleaning and inspection of sanitary sewers to complete our inventory and assessment of the system. In total, staff initiated cleaning and inspection of more than 100,000 lineal feet of sanitary sewers. By the end of this year, all sanitary sewers within the Village will have been cleaned, inspected, rated based on condition and added to the video inventory system.

Sidewalk Snow Clearing Program - Reviewed and updated the current sidewalk snow clearing map to ensure that staff are able to effectively clear strategically important locations, especially those along major thoroughfares and near schools.

2016 Sidewalk Program - Due to the amount of deteriorating sidewalk Village wide, this project utilized capital funds to remove, replace and/or rehabilitate sidewalks as needed to alleviate trip hazards, raised sidewalks due to tree roots and to bring pedestrian cross walks in compliance with ADA requirements (ADA detectable warnings). During 2017, more than 300 locations were brought up to safety standards.

Deerfield Road Station Generator Fuel Tank Replacement - There are currently 6 underground storage tanks owned by the Village. The IEPA, as a result of yearly testing, will likely require replacement of the underground storage tanks starting with Deerfield Road. The existing tank at this facility was a single walled steel tank that has a high likelihood of leaching into the Middle Fork. The project was awarded and completed in 2016.

Other items completed are as follows:

- Managed the Cross Connection Control/Backflow Prevention Program with our contractor BSI.
- The Engineering Department reviewed and approved more than 497 permit applications for removal of trees (not including the DED or Ash trees). In addition to these permit applications; the Village has reviewed approximately 73 applications for the removal of trees related to construction permit applications.
- The Public Works and Engineering Department has processed 2805 invoices for contractual work.
- The Engineering Department reviewed 43 plan submittals for residential home additions and/or new single family homes and performed more than 140 site inspections for residential construction.
- Worked with the Building Department to finalize the Woodview Apartments and AMLI residential projects. Facilitated engineering site inspections through Gewalt Hamilton Associates.
- Performed site inspections for Taylor Junction and Samantha's way.
- Prepared NPDES yearly report including outfall inspections for all 96 outfalls within the Village.
- Updated the Engineering Department portion of the new website, including weekly construction updates.
- Staffed the website committee with Engineering personnel.
- Interviewed and selected consultants based on their qualifications for various infrastructure replacement projects.
- Facilitated the replacement of approximately 7,000 linear feet of pavement markings.
- Prepared and published the Consumer Confidence Report on water quality.
- Facilitated the cleaning and inspection of 100,000 lineal feet of sanitary sewers.
- Facilitated lining of more than 5,000 lineal feet of sanitary sewers.
- Completed a new Sanitary Sewer Ordinance.
- Monitored the conditions and groundwater at Reservoir 29A and cooperated with the offices of the Metropolitan Water Reclamation District.
- Facilitated lead testing of all drinking water fixtures for the Village, Library, Township, and Park District.

Major projects planned for 2017 are:

Street Rehabilitation Project - The scope of the Street Rehabilitation Project is to reconstruct or rehabilitate portions of the existing Village owned roadway network and utilities. Work for 2017 will be performed on Wincanton Drive, Garand Drive, Pine Street, part of Laurel Avenue, Fair Oaks Avenue, and Crabtree Lane north of Greenwood Avenue.

Bridge Rehabilitation (Carriage Way, Hazel, Wilmot & Juniper) - The Village performs annual bridge inspections on all bridges within Village limits. The Carriage Way Bridge (Box Culvert) was originally constructed in 1977. The inspection which took place in February of 2014 revealed longitudinal and transverse cracking at the top and bottom of the top slab spaced at intervals of 4 feet. The sounding of the concrete revealed delamination's on the top slab at the wheel lanes. This project includes rehabilitation of the box culvert and sealing of the bridge deck for the Hazel, Wilmot and Juniper Bridges. Work is scheduled to begin in the summer of 2017.

Brierhill Road Reconstruction- Staff is completing the design and bidding documents for the reconstruction of Brierhill Road. Work will include water main replacement, sanitary sewer point repairs and lining, reconstruction of the existing roadway, and installation of a new ribbon curb. Construction will begin in the spring of 2017.

Greenwood Avenue Rehabilitation Project- Staff will begin planning the Greenwood Avenue Rehabilitation Project in 2017. The scope of work includes resurfacing between Wilmot Road and Chestnut Street and reconstruction between Chestnut Street and Waukegan Road. Water main and sanitary sewers will also be reconstructed east of Chestnut Street. The construction work is likely to take place in 2018.

2017 Sidewalk Program - Due to the amount of deteriorating sidewalk Village wide, this project will utilize capital funds to remove, replace and/or rehabilitate sidewalks as needed to alleviate trip hazards, raised sidewalks due to tree roots and to bring pedestrian cross walks in compliance with ADA requirements (ADA detectable warnings).

Telegraph Road Pedestrian Crossing - The Village of Deerfield has an opportunity to improve the pedestrian crossing of the Metra tracks at Telegraph Road. This crossing is utilized by students and teachers of Deerfield High School as well as residents wanting a north crossing of the railroad tracks. The existing Telegraph Road crossing does have bells which clang when a train is approaching, however, it does not have any cross arms with lights. The proposed improvement would add those protective devices plus an emergency exit gate and path. The Village will facilitate the project and will be reimbursed for 100% of the cost to do the work.

Richfield Pump Station and Reservoir Improvements - Multiple improvements have been planned for this facility. Improvements would ultimately modify the operation of the facility to require less pumping. This can be accomplished by installation of bypass piping that would enable the Village of Deerfield to take advantage of pressure in the Highland Park system.

Stormwater Station Repairs - The Deerpath Drive and Cranshire Court Stormwater Pumping Stations were designed and constructed to provide relief to the storm sewers in the event that the receiving waters were too high to allow for gravity flow. These stations prevent flooding of homes and roadways during extended precipitation events. These stations are routinely maintained by the Village and have been inspected on a yearly basis by a service contractor. The inspection reports over the previous five years have recommended panel replacement due to the age and condition of the equipment. In conjunction with the panel replacement, telemetry will be added to provide monitoring of the stations on the Water Reclamation Facility SCADA system. Modifications to the facilities will take place in 2017.

Work Statistics	2011	2012	2013	2014	2015	2016
Number of Purchase Payments Processed	2740	3010	2830	2745	2805	2841
Letters of Credit Received/Renewed	3	0	2	0	3	3
Number of Projects Administered	123	131	126	105	141	163
Number of Plans Reviewed	160	85	85	121	136	148
Number of Right-of-Way Opening Permits Issued	79	65	65	96	38	54
Number of Ad Hoc Tree Removal Permits Issued	190	280	290	475	497	356

**BUDGET REQUEST - 2017
ENGINEERING DIVISION (PUBLIC WORKS)**

102110-

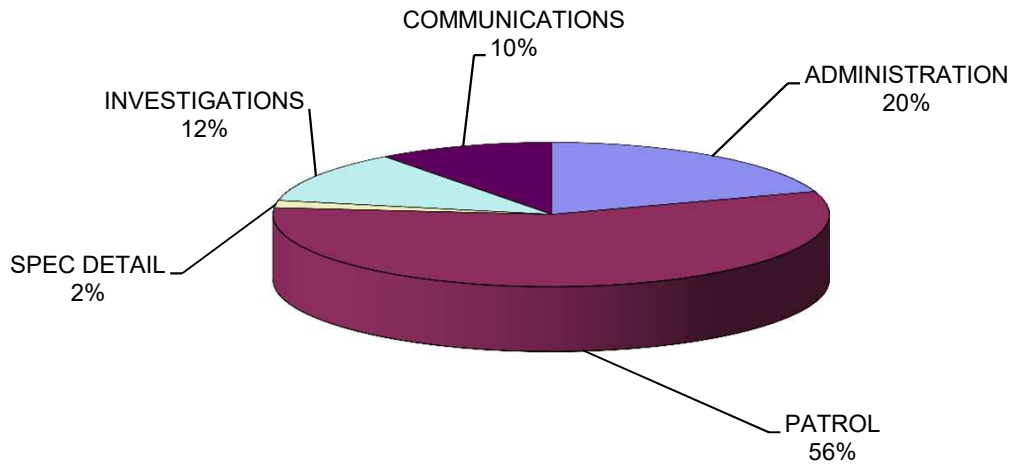
	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	444,295	425,900	408,100	502,740	18.04%	23.19%
TRAINING & DEVELOPMENT	2,193	5,000	5,700	5,700	14.00%	0.00%
CONTRACTUAL SERVICES	265,092	182,731	210,845	210,660	15.28%	-0.09%
COMMODITIES	10,027	12,000	11,250	12,600	5.00%	12.00%
UTILITIES	6,907	10,567	7,515	10,020	-5.18%	33.33%
CAPITAL OUTLAY	1,067	6,671	11,421	7,750	16.17%	-32.14%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	11,401	15,761	15,761	18,874	19.75%	19.75%
DEPARTMENT TOTAL	740,982	658,630	670,592	768,344	16.66%	14.58%

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**BUDGET REQUEST - 2016
POLICE - SUMMARY**

	ACTUAL 2014	BUDGET 2015	EST EXPEND 2015	BUDGET 2016	% CHG BUDG 2015→2016	% CHG BUDG EST→2017
PERSONNEL SERVICES	7,746,015	8,442,562	7,858,906	8,654,665	2.51%	10.13%
TRAINING & DEVELOPMENT	48,536	65,740	50,735	80,640	22.67%	58.94%
CONTRACTUAL SERVICES	578,569	697,898	625,698	735,392	5.37%	17.53%
COMMODITIES	90,113	168,100	90,150	169,000	0.54%	87.47%
UTILITIES	18,860	26,750	24,294	27,510	2.84%	13.24%
CAPITAL OUTLAY	50,739	113,146	97,846	105,950	-6.36%	8.28%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	164,748	182,708	182,708	185,227	1.38%	1.38%
DEPARTMENT TOTAL	8,697,580	9,696,904	8,930,337	9,958,384	2.70%	11.51%

POLICE DEPT. BUDGET BY DIVISION



(does not include E911 Fund expenditures)

POLICE DEPARTMENT

SUMMARY OF THE POLICE MISSION

With respect and dignity, the Deerfield Police Department will provide professional and ethical service through partnership with all citizens and proactively identifying risks to Deerfield's quality of life.

The Police Department has nine continuing goals that accomplish this mission:

- Prevention of crime
- Apprehension of offenders
- Recovery and return of property
- Safe movement of traffic
- Provision of services unavailable from other public or private welfare agencies
- Prevention of substance abuse in the community
- Education of juveniles informing them of their legal responsibilities
- Education of the public in the steps it can take to reduce the probabilities of becoming the victim of criminal attack
- Participation in the implementation of disaster and emergency services

In addition to these continuing goals, the Deerfield Police Department will complete the following projects during the 2017 fiscal year:

Pursuant to (50 ILCS 750), The Emergency Telephone System Act, the Department will continue to make efforts to secure a waiver from the requirement to further consolidate its' 9-1-1 Center based on facts that it will result in a substantial threat to public safety, is economically unreasonable, and the current population served (Deerfield, Bannockburn, and Riverwoods) meets the threshold of 25,000. Actions to date include; legislative meetings, proposed legislation, testimony before the newly established state 9-1-1 Advisory Board and testimony in Senate Hearings regarding the matter.

As part of FY 2017, the Department will replace up to 9 cars that serve as the agency's Marked Police units. Tentatively, replacements will be Ford "Interceptor" utility vehicles (Explorers) purchased through State Bid or the Northwest Municipal Conference Joint Purchasing Agreement. All cars will be identified with appropriate Police markings, identifying emergency lighting, radio communications and in-car computers. Vehicles are currently replaced on a four year schedule.

The Department will be seeking its fifth Certificate of Accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA). In April, members of the Commission will complete an on-site assessment to review the practices and policies of the Department. Through the assessment the Department ensures it is in compliance with over 470 national standards as established by CALEA. The Accreditation program was developed to enhance and improve law enforcement and public safety and is the primary method for a law enforcement agency to demonstrate their commitment to excellence and accountability.

The Department will continue to work with the Office of the Clerk of the Circuit Court of Lake County as they develop parameters to transition to an Electronic Citation System. The system will link our records data to the Lake County Clerk's Office and the Lake County court system. The project will assist in the processing of data collection and reporting to the Clerk. Officers will use mobile computers and in-car printers to complete traffic stops faster and more efficiently. E-ticketing will provide enforceable citations that improve conviction rates, reduce record keeping and should reduce court administration time.

2016 Accomplishments

The Department made substantive progress towards completion of a "Job Description Manual" to reclassify and define positions to better meet the Mission consistent with day-to-day demands. The work uses the framework and analysis established in 2007 by graduate students from the University of Illinois at Chicago (UIC). The analysis included identification of essential tasks and duties related to each Police Department position in addition to identifying the necessary knowledge base and abilities required to perform the job. In conjunction with the Human Resources Coordinator, the Department works to create job descriptions with related essential and non-essential job functions and responsibilities for all positions within the Department.

Working with its current Computer Aided Dispatch (CAD), Records Management Systems (RMS) and Mobile Data Systems (MDS) vendor, the Department completed much of the backend portion of a major upgrade to the agency computerized records/dispatch systems. Training was completed in December with a "go live" date in January of 2017. The upgrade supports "Next Generation 9-1-1" technology, the sharing of data and complements the current phone and radio system.

The Deerfield Consolidated Dispatch Center began taking "Text-to 9-1-1" calls in June of 2016. The Center is one of only fifteen police departments that have this tool available. Four major wireless phone carriers currently support the "Text to 9-1-1" technology; Sprint, T-Mobile, Verizon and AT&T. In the event someone tries to text 9-1-1 and service is unavailable, they receive a bounce back message from their carrier telling them to call 9-1-1. To date, the Center has taken several 9-1-1 text calls with Department personnel able to locate and assist the complainant in an expeditious manner with a favorable outcome.

Members of the Deerfield Police Department received Crisis Intervention Team (CIT) Program training which offers education to law enforcement officers to assist in more effectively managing and de-escalating crisis events when encountering individuals who are experiencing behavioral health crises due to mental illness and/or substance use disorders. The training provides information necessary to guide officers in re-directing these individuals away from the criminal justice system and into emergency behavioral health facilities with an emphasis on de-escalation. Four officers were certified in the 40 hour CIT training, while twelve other Officers attended a seminar on Crisis Intervention Awareness sponsored by the National Alliance on Mental Illness and the West Deerfield Township.

STATISTICAL SUMMARY

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Calls for Service	11,001	11,310	11,098	13,706	13,623
Accidents; Personal Injury	75	52	72	68	71
Property	414	480	453	490	488
Traffic Tickets	3,367	3,549	3,451	3,766	3,463
Parking Citations	2,628	2,307	2,560	1,710	1,598
Crime Index*	215	183	137	134	129
Criminal Arrests	486	411	337	366	426
Domestic Trouble	110	84	78	82	85
Vandalism	33	30	34	28	40
Traffic Enforcement Index	44.8	68.2	47.9	55.4	48.8
(Tickets per Injury Accident)					

*Crime Index: Index crimes include "Violent Crimes" (murder, non-negligent manslaughter, aggravated criminal sexual assault, robbery, aggravated battery, and aggravated assault) and "Property Crimes" (burglary, theft, larceny, motor vehicle theft and arson).

BUDGET REQUEST - 2017
POLICE - ADMINISTRATION

106010-

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	784,192	1,010,402	771,661	1,059,872	4.90%	37.35%
TRAINING & DEVELOPMENT	5,472	12,040	6,770	17,940	49.00%	164.99%
CONTRACTUAL SERVICES	507,837	624,628	569,968	663,122	6.16%	16.34%
COMMODITIES	19,591	31,000	18,350	25,500	-17.74%	38.96%
UTILITIES	14,991	22,750	18,360	20,510	-9.85%	11.71%
CAPITAL OUTLAY	3,289	12,796	11,046	4,500	-64.83%	-59.26%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	164,748	182,708	182,708	185,227	1.38%	1.38%
DEPARTMENT TOTAL	1,500,120	1,896,324	1,578,863	1,976,671	4.24%	25.20%

106020-

POLICE - COMMUNICATIONS

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	902,872	1,010,344	986,239	1,004,925	-0.54%	1.89%
TRAINING & DEVELOPMENT	3,300	6,600	4,335	6,800	3.03%	56.86%
CONTRACTUAL SERVICES	328	500	400	500	0.00%	25.00%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	3,331	5,000	1,000	5,000	0.00%	400.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	909,831	1,022,444	991,974	1,017,225	-0.51%	2.55%

106033-

POLICE - INVESTIGATIONS/YOUTH

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	892,273	1,096,432	1,014,913	1,114,383	1.64%	9.80%
TRAINING & DEVELOPMENT	4,421	15,000	13,800	15,500	3.33%	12.32%
CONTRACTUAL SERVICES	3,963	7,370	3,745	6,370	-13.57%	70.09%
COMMODITIES	10,236	20,000	11,900	16,400	-18.00%	37.82%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	28,069	14,500	9,000	10,500	-27.59%	16.67%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	938,962	1,153,302	1,053,358	1,163,153	0.85%	10.42%

BUDGET REQUEST - 2017
POLICE - PATROL

106034-

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	5,019,352	5,167,784	4,936,539	5,312,885	2.81%	7.62%
TRAINING & DEVELOPMENT	35,343	32,100	25,830	40,400	25.86%	56.41%
CONTRACTUAL SERVICES	66,441	65,400	51,585	65,400	0.00%	26.78%
COMMODITIES	60,286	117,100	59,900	127,100	8.54%	112.19%
UTILITIES	3,869	4,000	5,934	7,000	75.00%	17.96%
CAPITAL OUTLAY	16,050	80,850	76,800	85,950	6.31%	11.91%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	5,201,341	5,467,234	5,156,588	5,638,735	3.14%	9.35%

106061-

POLICE - SPECIAL DETAIL

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	147,326	157,600	149,554	162,600	3.17%	8.72%

176020-

E 911 FUND

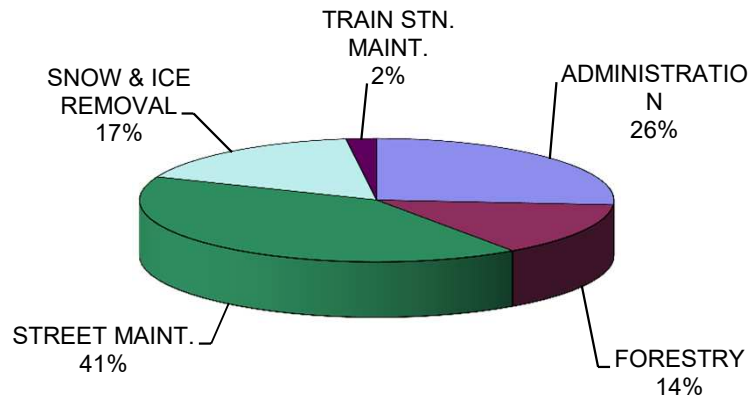
	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	87,394	90,900	108,844	125,904	38.51%	15.67%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	41,145	50,000	10,000	13,500	-73.00%	35.00%
OTHER EXPENSES	0	0	0	0	N/A	N/A
DEBT SERVICE	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	121,112	128,500	30,100	36,500	-71.60%	21.26%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	188,770	188,487	188,487	268,014	42.19%	42.19%
TOTAL EXPENDITURES	438,421	457,887	337,431	443,918	-3.05%	31.56%

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**BUDGET REQUEST - 2017
STREET DIVISION - SUMMARY**

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	1,142,845	1,185,450	1,120,377	1,202,950	1.48%	7.37%
TRAINING & DEVELOPMENT	626	5,000	4,000	4,500	-10.00%	12.50%
CONTRACTUAL SERVICES	894,249	795,974	848,917	790,773	-0.65%	-6.85%
COMMODITIES	453,340	440,950	443,700	404,950	-8.16%	-8.73%
UTILITIES	57,125	69,967	59,955	72,290	3.32%	20.57%
CAPITAL OUTLAY	9,037	5,121	4,171	35,350	590.29%	747.52%
CAPITAL IMPROVEMENTS	109,420	127,500	127,500	166,500	30.59%	30.59%
TRANSFERS OUT	150,215	164,932	164,932	186,368	13.00%	13.00%
DEPARTMENT TOTAL	2,816,857	2,794,894	2,773,552	2,863,681	2.46%	3.25%

STREET DIVISION EXPENDITURES



Street Division

The primary accountabilities of the Street Division are:

- To keep the streets clean.
- To keep the streets clear of snow and ice.
- To keep the streets in good condition by repairing cracks and potholes.
- To keep the streets in good condition by removing and replacing concrete and asphalt roads, curbs, and sidewalks.
- To keep all pavement marking lines visible throughout the Village.
- To install and maintain street signs so they are legible under all weather conditions.
- To repair and maintain all Village-owned streetlights and traffic signals.
- To plant trees as part of the 50/50 tree planting program.
- To maintain and repair the interior of the railroad station.
- To cut weeds and grass on Village-owned property.
- To maintain trees in Village right of way.
- To maintain adequate supplies of gasoline and diesel fuel and to keep the fueling equipment in good working order. Fuel is charged to expenditures of specific departments according to usage.

Accomplishments from January 2016 through December 2016:

- Removed and replaced 365.5 cubic yards of concrete street, curb, and sidewalks.
- Removed and replaced 125 tons of asphalt street.
- Swept 1750 lane miles of streets, removing 680 cubic yards of debris.
- 2350 tons of salt were used with 877 total man hours expended for snow and ice removal in the 2015-2016 season. Liquid Salt Brine used – 2000 gallons/Calcium Chloride used – 8400 Gallons.
- Performed pavement patching with UPM on a continual basis, using 100 tons.
- Installed 534 replacement street signs including 68 regulatory signs that failed retro-reflectivity standards.
- Maintain street sign inventory and work orders with 3M Road Management Services software.
- Repairs to village owned street lighting include the replacement of 6 streetlight poles, 27 repairs to streetlight wires, and 112 streetlight lamps were upgraded to LED.
- Planted 13 parkway trees under the annual 50-50 parkway tree replacement program and 93 through ash tree replacement program.
- Performed daily maintenance and repairs, as needed, at the downtown Metra station.
- Performed ongoing weed and grass cutting on Village owned property.
- Trees on Village property were maintained in-house and by contract. Advanced Tree Care completed work under the 2016 tree trimming and tree removal contract. 381 dead, diseased or hazardous parkway trees were removed.
- Performed daily watering, as needed, of landscaped islands at entrance features.
- Gasoline and diesel fuel were purchased, on an as-needed basis, at the lowest quoted price.
- Monthly reports were submitted to the Finance Department for departmental expenditures.
- The Department also installed holiday decorations, including streetscape pole lighting.
- Manpower was supplied for Village events including the SWALCO household hazardous waste collection, Farmer's Market, Memorial Day and Veterans Day setup, Art Festival, Touch a Truck and Fourth of July/Family Days.
- Oversaw various improvements to the Metra train station building on Chestnut including painting the interior and refinishing benches, replacing the floor and replacing the roof.

The Street Division goals for the 2017 fiscal year are as follows:

- Continue to assist the Engineering Department with Deerfield Road construction and the 2017 street rehabilitation program
- Manage snow operations and sidewalk clearing
- Conduct tree trimming and planting on Village property
- Make concrete street repairs to Gordon and Laurel
- Continue to install LED upgrades to Village Street Lighting
- Install breakaway sign posts and new signs where they have failed retroreflective test

STREET DIVISION

Work Statistics CALENDAR YEARS 2010 - 2016

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<u>Cleaning</u>							
Streets Swept (Lane Miles)	1,600	1,250	1,150	1,000	1,500	1,500	1,750
Streets Swept (Cubic Yards Debris)	400	325	310	300	480	520	680
<u>Traffic Marking</u>							
Traffic Marking (Lineal Feet)	22,265	20,659	18,581	12,949	N/A	N/A	N/A
<u>Pavement Patching</u>							
Pre-Mix Patching Materials Used (Tons)	110	124	210	260	144	121	100
<u>Concrete and Asphalt Removal and Replacement</u>							
Concrete (Cubic Yards)	0	97	145	139	315	395	365.5
Asphalt (Tons)	0	0	0	0	0	280	125
<u>Street Lights and Traffic Signals</u>							
Street Signs Erected or Replaced	221	282	231	151	82	410	534
Street Light Standards Replaced	10	9	15	12	8	9	6
Street Light Cable Repairs	221	65	58	47	39	43	27
Street Lamps Replaced	182	254	302	250	117	78	112
<u>Snow and Ice Control</u>							
Snow and Ice Control (Man Hours)	3,200	2,400	1500	1,500	3,540	1,870	877
Rock Salt Used (Tons)	3,100	2,500	3,600	3,600	4,315	3,793	2,350 2350 2350 2 350
<u>Tree Maintenance</u>							
Trees Removed (Number)	143	186	301	241	478	322	381
Tree Planting 50-50 Program	39	23	21	138	185	177	13
Leaf Removal (Tons)	6,606	7,350	7,674	7,674	8,568	6,274	7,224
<u>Weed Control</u>							
Parkway Mowing (Lineal Feet)	105,000	105,000	105,000	105,000	105,000	105,000	105,000

BUDGET REQUEST - 2017
STREET - ADMINISTRATION

102010-

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	296,076	300,850	285,250	306,150	1.76%	7.33%
TRAINING & DEVELOPMENT	626	5,000	4,000	4,500	-10.00%	12.50%
CONTRACTUAL SERVICES	174,791	206,474	201,417	236,273	14.43%	17.31%
COMMODITIES	6,241	5,200	6,950	6,700	28.85%	-3.60%
UTILITIES	6,753	9,467	8,655	10,540	11.33%	21.78%
CAPITAL OUTLAY	864	2,371	1,671	1,100	-53.61%	-34.17%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	150,215	164,932	164,932	186,368	13.00%	13.00%
DEPARTMENT TOTAL	635,566	694,294	672,875	751,631	8.26%	11.70%

102036-

STREET - SNOW & ICE CONTROL

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	143,426	122,750	84,250	122,750	0.00%	45.70%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	137,603	114,000	114,000	114,000	0.00%	0.00%
COMMODITIES	278,676	256,250	256,250	217,250	-15.22%	-15.22%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	7,720	750	500	27,250	3533.33%	5350.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	567,425	493,750	455,000	481,250	-2.53%	5.77%

102037-

STREET - FORESTRY

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	837	8,600	6,102	8,600	0.00%	40.94%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	321,582	288,000	288,000	213,000	-26.04%	-26.04%
COMMODITIES	13,649	15,000	11,000	15,000	0.00%	36.36%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	453	2,000	2,000	2,000	0.00%	0.00%
CAPITAL IMPROVEMENTS	108,070	125,000	125,000	164,000	31.20%	31.20%
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	444,591	438,600	432,102	402,600	-8.21%	-6.83%

BUDGET REQUEST - 2017
STREET - TRAIN STATION MAINTENANCE

102038-

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	9,628	9,750	9,775	9,750	0.00%	-0.26%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	35,947	38,500	53,500	43,500	12.99%	-18.69%
COMMODITIES	2,130	4,000	4,000	4,000	0.00%	0.00%
UTILITIES	327	500	1,300	1,750	250.00%	34.62%
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	48,032	52,750	68,575	59,000	11.85%	-13.96%

102050-

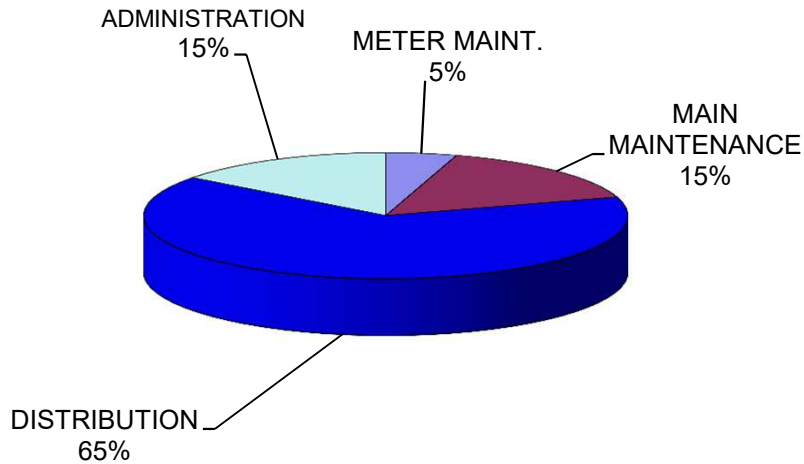
STREET - MAINTENANCE

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	692,878	743,500	735,000	755,700	1.64%	2.82%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	224,326	149,000	192,000	184,000	23.49%	-4.17%
COMMODITIES	152,644	160,500	165,500	162,000	0.93%	-2.11%
UTILITIES	50,045	60,000	50,000	60,000	0.00%	20.00%
CAPITAL OUTLAY	0	0	0	5,000	N/A	N/A
CAPITAL IMPROVEMENTS	1,350	2,500	2,500	2,500	0.00%	0.00%
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	1,121,243	1,115,500	1,145,000	1,169,200	4.81%	2.11%

**BUDGET REQUEST - 2017
WATER FUND - SUMMARY**

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDC EST→2017
PERSONNEL SERVICES	852,479	959,950	954,400	997,850	3.95%	4.55%
TRAINING & DEVELOPMENT	782	1,850	1,850	1,850	0.00%	0.00%
CONTRACTUAL SERVICES	503,420	354,193	335,825	381,170	7.62%	13.50%
COMMODITIES	2,307,762	2,607,000	2,394,200	2,703,600	3.71%	12.92%
UTILITIES	84,543	100,480	101,080	103,940	3.44%	2.83%
DEBT SERVICE	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	719,267	42,064	88,814	92,050	118.83%	3.64%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	49,039	55,651	55,651	47,203	-15.18%	-15.18%
TOTAL	4,517,292	4,121,188	3,931,820	4,327,663	5.01%	10.07%

WATER FUND EXPENDITURES



Water Division

The primary accountabilities of the Water Division are:

- To provide fresh and safe potable water to Village residents by continuously monitoring and testing the water to comply with EPA regulations.
- To maintain, repair and replace water main, water services and fire hydrants as needed.
- To monitor, operate, upgrade, and improve the water distribution system.
- To maintain an elevated tank, thirteen water pumps, three underground reservoirs, and a booster station with a capacity of over six million gallons.
- To install, repair, replace, and test all water meters and take meter readings of all residential and commercial establishments within the Village.

Accomplishments from January 2016 through December 2016:

- Completed water sampling and testing as required by the EPA. Collected and tested over 200 bacteriological samples and completed three rounds of trihalomethane and HAA5 sampling. Continued to monitor for chlorine residuals, phosphorus, pH and turbidities.
- Lead/copper sampling for 2016 has been completed. 30 samples were taken and the Village remains in compliance. The next round of sampling takes place in 2018.
- Although lead testing was offered to all those affected with the Deerfield Road project, there were only three lead test requests.
- The division also lead tested the Park District along with all of their facilities, the Village Hall Complex, Library, Deerfield Township Building (601 Deerfield Road), Public Works facility and the WRF for a total of 135 samples. All samples taken at these locations were "ND" meaning lead was not detected at the minimum reporting level. This was done primarily to test faucets and fixtures for lead and is not part of the IEPA testing program.
- Installed a new isolation valve on Deerfield Road between Robert York Road and the viaduct to provide better isolation of properties during construction of the Deerfield Road project.
- In October of this year, the division replaced the chlorine control injection system at Hawthorne reservoir due to the existing system failing. The chlorine tubing from the Cl2 sources to the injection points was also replaced. The discharge injection valve was rebuilt.
- Published and distributed the drinking water Consumer Confidence Report per the Federal Drinking Water regulations.
- Leak survey was completed by Water Net Survey. All Village system leaks from the spring survey have been repaired. This year the division began performing a second leak survey in the fall. There were 2 main leaks, 18 hydrant leaks of which 7 were stopped by tightening, 9 service leaks and 0 valve leaks. Although none of these are major, the division is repairing them as time permits.
- A water loss committee was formed this year to address the Village's excessive loss numbers as well as to comply with the upcoming lower non-revenue values as mandated by the Illinois Department of Natural Resources (IDNR). With only 6 months of improvements to date, our preliminary numbers show that non-revenue water has been reduced from 23.7% for 2015 to 17.7% for 2016. Our efforts include testing, repairing or replacing large commercial meters.
- The Reduced Pressure Zone (RPZ) Lock Box Program started in 2016 and allows the water division to install a lock on the water shutoff valve of irrigation systems. This allows residents who do not use their irrigation system to avoid the annual state required RPZ testing.
- Assisted with the Deerfield Road utilities relocation projects which included numerous shutdowns, lateral water main replacement and a new valve installation at the intersection of Deerfield Road and Rosemary Terrace.

The Water Division goals for the 2017 fiscal year are as follows:

- Continue to assist with the Deerfield Road and street rehabilitation projects.
- Flush all fire hydrants in the distribution system.
- Continue to repair main breaks and service leaks.
- Replace fire hydrants and rebuild meter pits as needed.
- Continue to work toward determining how the current energy rebate packages may assist the Village with funding for projects and infrastructure upgrades.
- Continue to aggressively reduce non-revenue water losses.

WATER DIVISION

<p>Work Statistics CALENDAR YEARS 2011 – 2016</p>
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	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<u>Main and Fire Hydrant Maintenance</u>						
Water Main Breaks Repaired	75	78	57	42	53	44
Service Leaks Repaired	6	2	9	15	16	13
New Fire Hydrants Installed	6	3	3	7	11	5
Fire Hydrants Tested	1,267	1,267	861	1267	1267	1267
Valves Repaired	9	8	1	14	17	3
B Box Adjustments	62	59	30	23	28	18
Julie Locations	3068	1,016	232	30	355	91
Valve Vaults Reconstruction	4	6	1	4	2	3
<u>Distribution</u>						
Annual Water Pumpage (in Billions of Gallons)	.987	1.023	.645	.858	.619	.758
Services Checked for Leaks	219	202	111	191	109	98
Water Sample Analysis	240	240	140	180	180	200
Water Sample Analysis (Lead)	0	30	0	0	30	135
Water Sample Analysis THM/HAA5 (IEPA Required)	4	4	4	4	3	3
Average Daily Consumption (MGD)	2.704	2.805	3.012	2.692	2.269	2.502
Peak Daily Consumption (MGD)	5.502	5.559	5.069	3.903	3.809	4.363
<u>Meter Maintenance</u>						
Meter Pits Repaired	4	2	2	5	2	1
New Meters Installed	574	737	300	333	36	50
Meters Tested	35	2	5	4	1	88
Frozen Water Services	0	0	0	5	0	0
Water Meters Read	27,132	27,132	15,827	20,349	20,349	22,610
Final Meter Readings	381	375	361	416	391	405
"Reread" Meter Readings	375	514	702	771	119	161
Shut-Off Notice/Delinquent Water Bills	486	460	41	327	287	269
Meters Sealed	50	126	32	48	62	50
Frozen Meters	0	41	0	23	0	0
Irrigation Lock Boxes	N/A	N/A	N/A	N/A	N/A	52

BUDGET REQUEST - 2017
WATER DEPT. ADMINISTRATION

502010-

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	262,434	363,150	360,400	369,550	1.76%	2.54%
TRAINING & DEVELOPMENT	782	1,850	1,850	1,850	0.00%	0.00%
CONTRACTUAL SERVICES	147,654	190,193	184,575	201,170	5.77%	8.99%
COMMODITIES	4,457	5,000	5,850	5,000	0.00%	-14.53%
UTILITIES	6,859	7,980	8,580	11,440	43.36%	33.33%
DEBT SERVICE	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	422,067	3,064	2,814	550	-82.05%	-80.45%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	49,039	55,651	55,651	47,203	-15.18%	-15.18%
DEPARTMENT TOTAL	893,292	626,888	619,720	636,763	1.58%	2.75%

502031-

WATER DEPT. DISTRIBUTION

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	145,437	136,800	139,800	144,300	5.48%	3.22%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	67,430	45,000	42,000	45,000	0.00%	7.14%
COMMODITIES	2,145,125	2,480,400	2,227,400	2,527,400	1.89%	13.47%
UTILITIES	77,684	92,500	92,500	92,500	0.00%	0.00%
CAPITAL OUTLAY	1,584	5,000	2,000	5,000	0.00%	150.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	2,437,260	2,759,700	2,503,700	2,814,200	1.97%	12.40%

BUDGET REQUEST - 2017

502050-

WATER DEPT. MAIN MAINTENANCE

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	360,340	368,500	362,500	384,000	4.21%	5.93%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	105,578	106,000	96,000	118,000	11.32%	22.92%
COMMODITIES	155,771	116,200	156,200	166,200	43.03%	6.40%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	2,205	2,000	2,000	4,500	125.00%	125.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	623,894	592,700	616,700	672,700	13.50%	9.08%

502054-

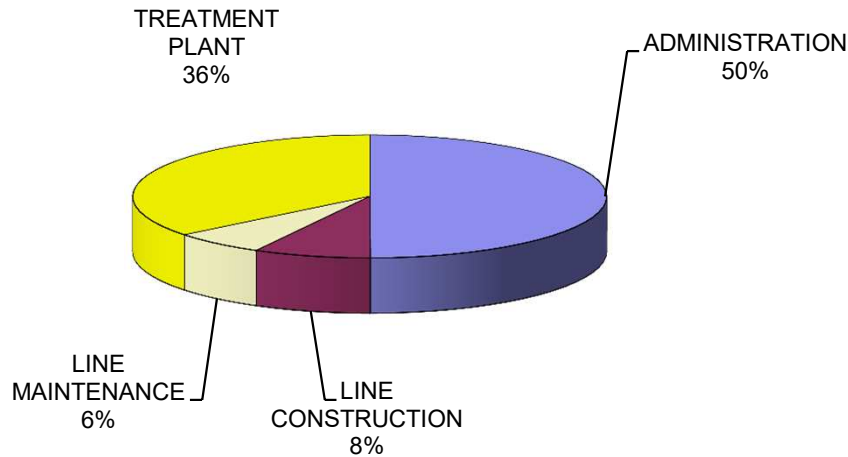
WATER DEPT. METER MAINTENANCE

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	84,268	91,500	91,700	100,000	9.29%	9.05%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	182,758	13,000	13,250	17,000	30.77%	28.30%
COMMODITIES	2,409	5,400	4,750	5,000	-7.41%	5.26%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	293,411	32,000	82,000	82,000	156.25%	0.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	562,846	141,900	191,700	204,000	43.76%	6.42%

**BUDGET REQUEST - 2017
SEWER FUND - SUMMARY**

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	1,483,505	1,747,625	1,732,850	1,790,925	2.48%	3.35%
TRAINING & DEVELOPMENT	4,930	11,230	10,100	13,100	16.65%	29.70%
CONTRACTUAL SERVICES	462,083	536,461	533,812	587,560	9.53%	10.07%
COMMODITIES	159,031	204,500	175,450	197,750	-3.30%	12.71%
UTILITIES	299,768	267,366	277,045	273,560	2.32%	-1.26%
DEBT SERVICE	1,035,087	1,816,480	1,813,679	1,822,052	0.31%	0.46%
CAPITAL OUTLAY	984,166	9,335	6,085	15,000	60.69%	146.51%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	104,597	113,528	113,528	119,481	5.24%	5.24%
TOTAL	4,533,167	4,706,525	4,662,549	4,819,428	2.40%	3.36%

SEWER FUND DIVISIONS



Sewer Division

The primary accountabilities of the Sewer Division are:

- To continue to maintain, clean, and repair the sanitary and storm sewer system and respond in a timely and efficient manner to emergency situations.
- To locate all village utility lines for JULIE (Joint Utility Locating Information for Excavators).
- To treat and dispose of all sewage in an environmentally approved manner.
- To maintain and operate the main Water Reclamation Facility (WRF), seven sanitary pumping stations, and various emergency equipment.
- To maintain a laboratory facility and to test for required parameters under our National Pollutant Discharge Elimination System (NPDES) permit program administered by the Illinois Environmental Protection Agency (IEPA).

In addition to maintaining the sanitary sewer collection system, the Sewer Division operates and maintains the WRF and eleven satellite facilities. The eleven facilities include seven sanitary pumping stations, two storm water pumping stations, the Bannockburn detention basin, and the monitoring/maintenance of the 29A Lake Cook/Pfingsten reservoir. The maintenance and operation of the satellite facilities is an essential part of the overall collection system and the wastewater treatment process. The Sewer Division monitors operations that are pertinent to the operations of the 29A reservoir, which are then reported to the Metropolitan Water Reclamation District of Greater Chicago.

The WRF is currently staffed five days a week, Monday through Friday, and is not staffed on holidays. Additional coverage is provided during evening hours, as needed, to control excess flow or repair mechanical problems. The WRF staff currently includes seven full-time employees; a superintendent, laboratory director, one WRF Foreman, one WRF Mechanic, and three operators.

Design of the new WRF was completed in 2009 and sent to the Illinois Environmental Protection Agency (IEPA) for review to obtain a construction permit. The Village received the IEPA construction permit in August 2010 allowing the Village to competitively bid the project for construction. Construction was complete in 2012. This project included the reconstruction of the WRF and major improvements to the satellite facilities.

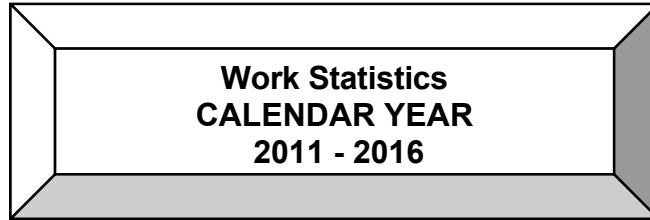
Accomplishments between January 2016 and December 2016:

- Replaced 18 frames and covers.
- Televised 59,991 feet of sewers.
- Cleaned 62,389 feet of sanitary sewers.
- Completed a yearlong trial of Biosolids digestion additive for the total reduction of solids.
- Utilized consulting services for the design and bidding of the Storm Station Control Panel Replacement Project. This project includes the control panel replacement and addition of cellular telemetry to the Deerpath Drive and Cranshire Court Stormwater Pumping Stations.
- Completed the design and construction of the Deerfield Road Pumping Station UST Replacement. The project included replacing the single wall steel fuel tank with an above ground storage tank to reduce the environmental liability of the Village.
- Supervised completion of digital visual recording of sanitary sewers and manhole inspections using RedZone contractor.
- Completed the development of an I/I Capital Improvement Plan utilizing the services of Strand Associates. A priority list for sanitary sewer lining and manhole rehabilitation was developed compiling 9 years of sewer system investigation.
- Completed design and bidding of the Wilmot Road Lift Station Project. This project includes the replacement of the two small pumps with chopper pumps and upgrading electrical equipment.
- Completed the Splitter Vault Concrete Repair Project. This project included removing and replacing deteriorating concrete pillars.

The Sewer Division goals for the 2017 fiscal year are as follows:

- Clean and televise 50,000 linear feet of sanitary sewers.
- Work with the Engineering Department and the Building Department to inspect all storm and sanitary sewer repairs and reinstatements.
- The Division will continue to focus on reducing storm water infiltration into the sanitary sewer system using information from the Inflow and Infiltration Study and CIP priority lists.
- Work with the Engineering Department on the construction of various projects, including the 2017 Street Rehabilitation Project.
- Annual biosolids hauling and land application.
- Optimize WRF treatment process to minimize energy and polymer use.
- Complete construction at the Wilmot Road Lift Station including replacing dry weather pumps with chopper pumps as well as upgrading electrical cabinets.
- Complete construction on the upgrade of the control panels at the Deerpath and Cranshire Storm Stations and tie them into the SCADA System.
- In the event the EPA provides a new NPDES permit for the WRF a CMOM plan, a Feasibility Study and an Optimization Plan will be completed.
- Dye test and televise illegal connections to sanitary sewer system.
- Work with a consulting engineer to provide specifications, and potentially Phase III engineering on a manhole rehabilitation project.

SEWER DIVISION



	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<u>Cleaning and Maintenance</u>						
Sanitary Sewer Stoppages	8	8	12	17	4	6
Sanitary Sewer Cleaned (in feet)	32,175	32,246	200,000	75,000	32,684	62,398
Sanitary Excavation Openings	7	12	9	4	3	5
Sanitary Manholes Rebuilt (in-house)	6	112	119	25	2	4
Sanitary Sewers Televised (in feet)	15,000	10,000	38,000	25,000	11480	59,991
Homes Dye or Smoke Tested	75	25	55	45	34	41
Sewer Pipe Replaced (in-house)	80	64	85	40	38	39
Construction						
Storm Sewers Cleaned	13,500	15,500	14,000	12,350	8,900	3780
Inlets Cleaned	110	125	186	175	125	135
Storm Excavation Openings	36	45	15	22	28	21
Storm Infiltrations Found	15	8	15	10	11	8
Storm Structures Reconstructed (in-house)	60	25	10	37	28	21
Storm Sewers Televised (in feet)	10,000	7,000	14,000	30,000	19,000	1050
Street Inlet Covers Replaced	88	25	9	35	8	18
New Storm Sewers or Laterals Installed (in feet) (in-house)	119	75	52	40	227	42
Inlets Dye or Smoke Tested	98	60	0	12	41	24
Street Inlets Replaced (in-house)	60	48	29	44	21	21
Wastewater Treatment Plant						
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Sanitary Sewage Pumped (in million gallons)	1,345	880	578	1,323	1,155	1,028
Primary Sludge (in thousand gallons)	4,259	0	0	0	0	0
Sodium Hypochlorite Used (gallons)(disinfection)	24,500	0	0	0	0	0
Sludge Beds Cleaned	59	47	0	0	0	0
Sludge Beds Drawn	45	30	0	0	0	0
Electric Current Used (in thousand K.W.H.)	2,289	2,170	1,511	2,318	2,453	2,694
Sludge Hauled/Land Application (Cubic Yards)			1,800	1,790	1,820	2,037

BUDGET REQUEST - 2017
SEWER DEPT. ADMINISTRATION

542010-

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	65,101	253,600	257,350	264,950	4.48%	2.95%
TRAINING & DEVELOPMENT	568	2,100	2,600	2,100	0.00%	-19.23%
CONTRACTUAL SERVICES	196,864	233,000	224,450	232,800	-0.09%	3.72%
COMMODITIES	4,901	4,800	5,250	5,050	5.21%	-3.81%
UTILITIES	3,185	3,450	3,150	4,200	21.74%	33.33%
DEBT SERVICE	1,035,087	1,816,480	1,813,679	1,822,052	0.31%	0.46%
CAPITAL OUTLAY	973,475	150	150	150	0.00%	0.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	68,769	68,059	68,059	76,770	12.80%	12.80%
DEPARTMENT TOTAL	2,347,950	2,381,639	2,374,688	2,408,072	1.11%	1.41%

542031-

SEWER DEPT. LINE CONSTRUCTION

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	235,417	285,500	296,000	306,150	7.23%	3.43%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	19,299	30,500	29,000	20,500	-32.79%	-29.31%
COMMODITIES	58,707	57,200	57,200	57,200	0.00%	0.00%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	313,423	373,200	382,200	383,850	2.85%	0.43%

BUDGET REQUEST - 2017

542051-

SEWER DEPT. MAIN MAINTENANCE/CLEANING

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	230,247	231,000	231,000	237,600	2.86%	2.86%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	41,753	54,000	52,500	49,000	-9.26%	-6.67%
COMMODITIES	12,403	17,500	17,500	17,500	0.00%	0.00%
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	284,403	302,500	301,000	304,100	0.53%	1.03%

542052-

SEWER DEPT. WASTEWATER TREATMENT FACILITY

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	952,740	977,525	948,500	982,225	0.48%	3.56%
TRAINING & DEVELOPMENT	4,362	9,130	7,500	11,000	20.48%	46.67%
CONTRACTUAL SERVICES	204,167	218,961	227,862	285,260	30.28%	25.19%
COMMODITIES	83,020	125,000	95,500	118,000	-5.60%	23.56%
UTILITIES	296,583	263,916	273,895	269,360	2.06%	-1.66%
CAPITAL OUTLAY	10,691	9,185	5,935	14,850	61.68%	150.21%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	35,828	45,469	45,469	42,711	-6.07%	-6.07%
DEPARTMENT TOTAL	1,587,391	1,649,186	1,604,661	1,723,406	4.50%	7.40%

Public Works Garage

The primary accountabilities of the Public Works Garage are:

- Maintain Village and Police Department Vehicles.
- Maintain Village owned mobile Capital Equipment.
- Provide repairs and maintenance of equipment in support of public works forces.
- Prepare specifications and bid documents for new vehicles and equipment purchases.
- General building maintenance for the main Public Works Facility.

Garage personnel, consisting of one foreman and one associate mechanic, are responsible for the overall maintenance of all public works, police and engineering vehicles and equipment as well as the public works facility. The foreman and associate mechanic within this division maintain 11 Administration, Engineering and Community Development vehicles, 18 Police vehicles, 27 Public Works vehicles, and 120 various pieces of construction/maintenance related equipment. The construction and maintenance equipment includes: 25 snow plows, 3 backhoes, 2 front end loaders, 3 mower tractors, 3 Bobcats, 1 sidewalk plow, 1 sidewalk blower, 5 snow blowers, 1 street sweeper, 3- 20-cubic yard self-loading leaf vacuum trailers, 1- 14-cubic yard self-loading leaf vacuum trailer, 1 lighting trailer, 2 arrow board trailers, 3 message boards, 1 stump grinder, 2 wood chippers, 4 air compressors, 8 salt spreaders, 8 pumps, 7 generators, 2 hydraulic concrete breakers, 6 lawn mowers, 10 chain saws, 6 cement saws, 10 trailers and 2 water jets. The Public Works building and HVAC equipment are also maintained by Garage personnel.

A charge is made to the various Village departments by budgetary functions for parts and labor on vehicles and equipment serviced by the Garage. The department is responsible to contract for service from outside repair companies for major building work and major equipment body and transmission work as well as maintaining a parts inventory.

Accomplishments between January 2016 and December 2016:

- Maintained all snow and ice removal equipment during winter storms.
- General maintenance of all Village and Police Department Vehicles.
- Maintained the Public Works Facility at 465 Elm Street including; directing contractors on general HVAC repairs and maintenance and wash bay repairs.
- Monthly reports were submitted to the Finance Department for departmental expenditures.
- Manpower was supplied for Village emergencies, such as wind storms, snow events, and main breaks. Also manpower was supplied for scheduled village events including the SWALCO household hazardous waste collection, Farmer's Market, Memorial Day and Veterans Day setup, Art Festival, and Fourth of July/Family Days.
- Purchased one new tow behind arrow board Fleet #ARR1.
- Awarded and oversaw bid work for Vactor tank repairs on Fleet #702.
- Awarded and worked with vendor on replacement on public works garage and parking area CO detection system.
- Awarded and worked with vendor on public works roof replacement.
- Took delivery on one new front end loader mounted snow blower Fleet #816.

The Public Works Garage goals for the 2017 fiscal year are as follows:

- Maintain all snow and ice removal equipment during winter storms.
- General maintenance of all Village and Police Department Vehicles.
- Implement asset management.
- Prepare specifications and bidding documents for the replacement of:
 - ◆ Fleet #601 ¾ ton pickup truck w/plow
 - ◆ Fleet #603 ¾ ton pickup truck w/plow
 - ◆ Fleet #708 ¾ ton pickup truck w/plow
 - ◆ Fleet #703 ¾ ton pickup truck w/plow
 - ◆ Fleet #707 1 ton dump truck w/plow
 - ◆ Fleet #800 5 ton dump truck w/plow
 - ◆ Fleet #JD1 front end loader
 - ◆ Fleet #TR2 Bobcat trailer

**BUDGET REQUEST - 2017
GARAGE FUND**

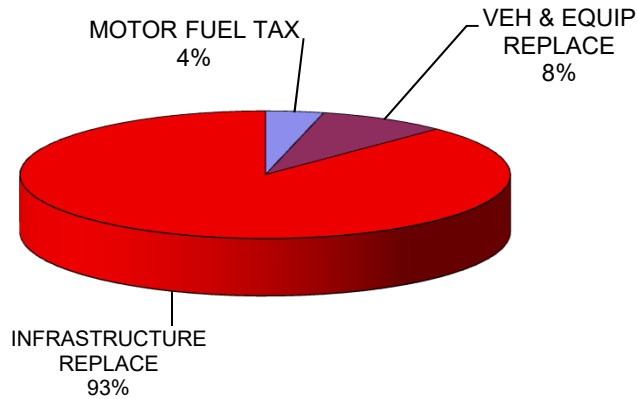
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	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	212,664	228,500	218,500	246,000	7.66%	12.59%
TRAINING & DEVELOPMENT	470	3,500	2,250	3,500	0.00%	55.56%
CONTRACTUAL SERVICES	20,951	33,400	33,400	35,400	5.99%	5.99%
COMMODITIES	85,549	112,800	103,300	109,800	-2.66%	6.29%
UTILITIES	1,864	3,800	2,390	4,350	14.47%	82.01%
DEBT SERVICE	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	15,724	22,500	3,250	2,500	-88.89%	-23.08%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	9,965	4,134	4,134	4,135	0.02%	0.02%
DEPARTMENT TOTAL	347,187	408,634	367,224	405,685	-0.72%	10.47%

BUDGET REQUEST - 2017
CAPITAL PROJECT FUNDS - SUMMARY

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,130,822	2,877,000	3,043,194	1,313,000	-54.36%	-56.85%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
OTHER EXPENSES	1,429,125	1,108,342	918,967	1,592,692	43.70%	73.31%
CAPITAL OUTLAY	10,827,650	10,878,632	8,002,250	9,933,434	-8.69%	24.13%
CAPITAL IMPROVEMENTS	0	0	0	84,194	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
TOTAL	13,387,597	14,863,974	11,964,411	12,923,320	-13.06%	8.01%

CAPITAL PROJECT FUNDS



CAPITAL PROJECTS FUNDS

The Village has a number of sources from which capital projects are funded. These include the funds described in this section and also the General, Water and Sewer Funds. As part of the annual budget process, the Village prepares a separate five-year capital improvement program (CIP), which is updated for the budget year. The capital project program for 2017 is more fully described in the *Transmittal Letter* and in the *Major Budget Policies and Objectives* section. The first three years of the CIP are presented in this section in tabular form, along with those capital projects funds as described below.

The Village defines a capital project generally as a long lived fixed improvement with a cost greater than \$5,000.

INFRASTRUCTURE REPLACEMENT FUND

This fund was established in 1989 for the purpose of maintaining, repairing and renovating the capital assets of the Village. The primary sources of funding have been residual equity transfers (primarily from the General Fund), a 0.25% home rule sales tax established in 2005, infrastructure maintenance fee established in 2014, MFT revenue, bond proceeds (\$2.5 million will be issued in 2017), state and federal grants and investment earnings.

As part of the planning for the substantial projects contained in this CIP and beyond, it is planned to continue to utilize existing revenue sources, including the 0.25% home rule sales tax, the infrastructure maintenance fee, General Fund transfer, all MFT funds, new and carryover state and federal grants (primarily road). The major projects anticipated for this year are:

- Engineering, design and construction costs for reconstruction of Brierhill Road (\$2 million, net cost to Village).
- Annual street rehabilitation project (\$2.5 million).
- Pflugsten/Kates Road Bridge and Road rehabilitation and various sewer projects.
- Completion of Deerfield Road and North Avenue Reconstruction Projects.

MOTOR FUEL TAX

Motor fuel tax is a share of the state-imposed and collected fuel tax. The sharing is based on a per-capita formula derived by the state legislature and is expected to yield \$25.90 per person this year. State regulations strictly control the use of these funds and include the following eligible items: street construction, maintenance or reconstruction; bridge repair; traffic signal installation and maintenance; and sidewalk repair and maintenance. The Village intends to use all the funds this year towards the street rehabilitation project.

VEHICLE AND EQUIPMENT REPLACEMENT

This fund is established to amortize the replacement cost of certain Village equipment over its useful life. For inclusion into this schedule, capital equipment is defined as any vehicle or regularly replaced equipment item having a useful life of more than one year and a value of \$5,000 or more at the time of the purchase. Over the past two years, a number of items that were not previously included in the schedule have been added and the appropriate contributions included in the operating divisions. A list of the major items to be replaced this fiscal year follows:

- Village computer network switching hardware - \$58,000
- Excavator concrete breaker - \$12,000
- Police department security camera system - \$75,000
- Key FOB security system - \$50,000
- Mobile data terminals (15) - \$67,500
- Radio console - \$30,000
- Replace Public Works $\frac{3}{4}$ Ton Truck (4) - \$75,000
- Replace Public Works Vehicles (4) - \$408,850
- Replace Police Interceptors (8) - \$240,000

BUDGET REQUEST - 2017

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INFRASTRUCTURE REPLACEMENT FUND

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,130,822	2,877,000	3,043,194	1,313,000	-54.36%	-56.85%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	10,827,650	10,878,632	8,002,250	9,933,434	-8.69%	24.13%
TRANSFERS OUT	0	0	0	84,194	N/A	N/A
FUND TOTAL	11,958,472	13,755,632	11,045,444	11,330,628	-17.63%	2.58%

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MOTOR FUEL TAX FUND

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	0	0	0	0	N/A	N/A
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	988,000	494,000	494,000	494,000	0.00%	0.00%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	988,000	494,000	494,000	494,000	0.00%	0.00%

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VEHICLE & EQUIPMENT REPLACEMENT FUND

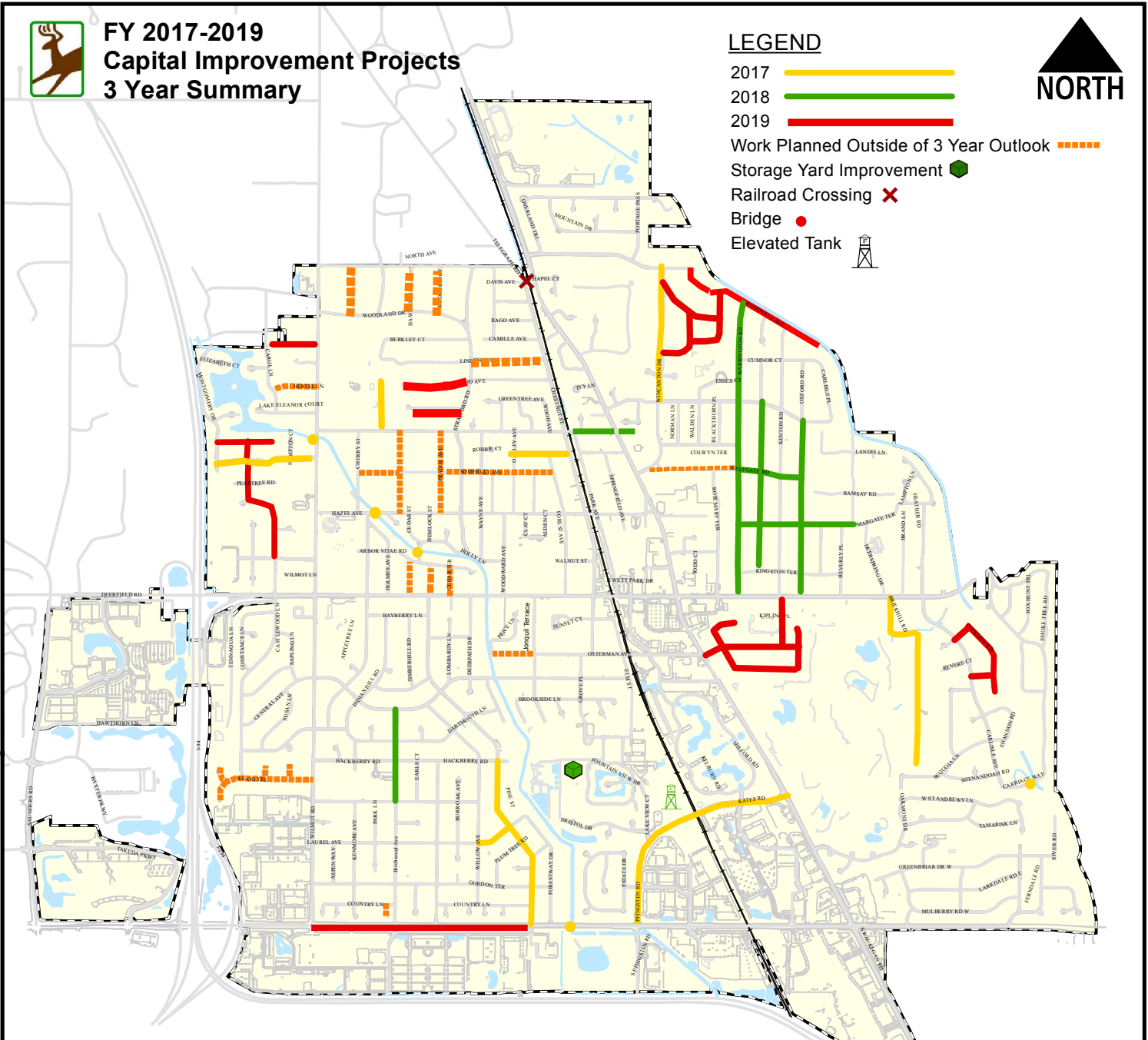
	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	0	0	0	0	N/A	N/A
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	441,125	614,342	424,967	1,098,692	78.84%	158.54%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	441,125	614,342	424,967	1,098,692	78.84%	158.54%



FY 2017-2019 Capital Improvement Projects 3 Year Summary

LEGEND

- 2017 —
- 2018 —
- 2019 —
- Work Planned Outside of 3 Year Outlook - - - -
- Storage Yard Improvement ■
- Railroad Crossing ✕
- Bridge ●
- Elevated Tank 



2017	2018	2019	Out Years
Street Rehab	Street Rehab	Street Rehab	Street Rehab
Crabtree (Greenwood to North Limits)	Birchwood (Central to Rosewood)	Ambleside (Woodvale to Windcrest)	Broadmoor Pl.
Pine Street (Hackberry Rd to Lake Cook Rd)	Knollwood (Kingston to Warwick)	Berkeley Court (Wilmot to Carol)	Cedar Terrace (Deerfield Rd to Arbor Vitae)
Laurel (Pine to Willow)	Oxford Lane (Deerfield Rd to Warwick)	Byron Court (Hemitage to north limits)	Craig Court
Fair Oaks (Chestnut to Oakley)	Margate (Warrington to Meadowbrook)	Castlewood (Montgomery to Cranshire)	Forsythia Dr.
Garand Dr. (Wilmot to Montgomery)	Warrington Rd (Woodvale to Deerfield Rd)	Cranshire (Montgomery to east limits)	Hawthorne Place
Wincanton Dr (North Ave to Warwick)	Westgate (Warrington to Oxford)	Cody Lane (Carlisle to Wicklow)	Hertel Ln.
Capital Projects	Capital Projects	Colony (Wicklow to Carlisle)	Kimberly Court
Brierhill Road	Greenwood (Park to Waukegan)	Dimmeydale (Wincanton to Ambleside)	Oakwood Place (Woodland to North Ave)
Pfingsten Road (Lake Cook to Waukegan)	Greenwood (Waukegan to east limits)	Elmwood (Stratford to west limits)	Osterman (Jonquil to west limits)
Bridge Rehabilitation		Hermitage (North limits to Byron)	Paula Court
(Carriage Way, Wilmot, Hazel, Juniper & Lake Cook)		Kipling Place (Longfellow to Deerfield Rd)	Pine Street (Deerfield to Arbor Vitae)
		Longfellow Ave (Waukegan Rd to Byron)	Prairie Ave (Greenwood to Hazel)
		Meadow (Stratford to west limits)	Somerset Ave (Cherry to Broadmoor)
		Whittier Ave (Hermitage to north limits)	Somerset Ave (Prairie to Forest)
		Windcrest (Wincanton to Ambleside)	Spruce (Deerfield to Arbor Vitae)
		Wicklow Rd (Cody Lane to south limits)	Wego Court
		Capital Projects	Wego Trail
		Lake Cook Road Median (Wilmot to Pine)	Westgate (Waukegan to Warrington)
		Woodvale Ave (North Ave to east limits)	Woodbine Court
			Woodvale (North Ave to east end)

Capital Improvement Projects
PUBLIC WORKS AND ENGINEERING

LEGEND
• Pavement • Water Main • Storm Sewer • Sanitary Sewer

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

# PROJECT	TYPE	2017	2018	2019	Funding Source
1) Transportatin and Roadway Projects					
a) Street Rehabilitation Program					
••• 1. Construction	Capital	2,006,000	4,006,000	4,006,000	Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	494,000	494,000	494,000	Motor Fuel Tax (MFT)
b) Deerfield Road Reconstruction					
••• 1. Phase II Engineering	Prof Serv.	20,000			Infrastructure Replacement Fund (IRF)
2. Phase III Engineering (Construction)	Prof Serv.				Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	60,000			Lake County Department of Trans.
	Ex Fund or Reimb	320,000			Federal Grant Reimbursement
3. Phase III Construction (Road & Infrastructure)	Capital	2,388,434			Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	200,000			Lake County Department of Trans.
	Ex Fund or Reimb				STP
	Ex Fund or Reimb				IDOT
	Capital				CMAQ
c) Brierrhill Road					
••• 1. Phase II Eng. (Design)	Prof Serv.	20,000			Infrastructure Replacement Fund (IRF)
2. Phase III Eng. (Construction)					Infrastructure Replacement Fund (IRF)
3. Phase III Construction (Water Main, Sanitary & Storm)	Capital	2,000,000			Infrastructure Replacement Fund (IRF)
d) Roadway Condition Evaluations					
1. IMS Street Testing	Prof Serv.	25,000			Infrastructure Replacement Fund (IRF)
e) Bridge Rehabilitation (Carriage Way, Wilmot, Hazel, Juniper & Lake Cook)					
• 1. Phase II Eng.	Prof Serv.	10,000			Infrastructure Replacement Fund (IRF)
2. Phase III Eng. (Construction)	Prof Serv.				Infrastructure Replacement Fund (IRF)
3. Phase III Construction	Maint	225,000			Infrastructure Replacement Fund (IRF)
f)Pfungsten/Kates Road Bridge & Road Rehabilitation					
••• 1. Phase II Engineering (Design)					
	Prof Serv.	20,000			Infrastructure Replacement Fund (IRF)
2. Phase III Engineering					
	Prof Serv.	60,000			Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	240,000			Federal Grant Reimbursement
3. Phase III Construction					
	Capital	505,000			Infrastructure Replacement Fund (IRF)
	Ex Fund or Reimb	2,000,000			Federal Grant
g) Woodvale Avenue (Roadway Reconstruction & Water Main)					
••• 1. Phase II Engineering (Design)	Prof Serv.	100,000	100,000		Infrastructure Replacement Fund (IRF)
2. Phase III Engineering	Prof Serv.			150,000	Infrastructure Replacement Fund (IRF)
3. Phase III Construction	Capital			2,500,000	Infrastructure Replacement Fund (IRF)
h) Hawthorne, Oakwood & Woodbine Infrastructure Project					
••• 1. Phase II Eng. (Design)	Prof Serv.			200,000	Infrastructure Replacement Fund (IRF)
i) Lighting System Improvements					
1. Phase II Eng. (Design)	Prof Serv.				Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital		50,000	50,000	Infrastructure Replacement Fund (IRF)
j) Pavement Preservation (Crack Sealing)					
1. Construction	Maint	50,000	50,000	50,000	Infrastructure Replacement Fund (IRF)
k) Greenwood Infrastructure Project					
••• 1. Phase 2 Engineering (Design)	Prof Serv.	100,000			Infrastructure Replacement Fund (IRF)
2. Phase 3 Construction	Capital		1,000,000		Infrastructure Replacement Fund (IRF)
l) Sidewalk Program					
1. Construction	Capital	100,000	100,000	100,000	Infrastructure Replacement Fund (IRF)
m) Northwoods (Water Main)					
1. Phase II Eng. (Design)	Prof Serv.			150,000	Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital				Infrastructure Replacement Fund (IRF)
n) North Ave (Infrastructure Project)					
••• 1. Phase III Eng.	Prof Serv.	20,000			Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital	550,000			Infrastructure Replacement Fund (IRF)
o) Lake Cook Road Landscape Medians (west of Pflugsten)					
1. Phase II Eng. (Design)	Prof Serv.		50,000		Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital			1,000,000	Infrastructure Replacement Fund (IRF)
p) Lake Eleanor Water Main Loop Project					
1. Phase I Study	Prof Serv.			100,000	Infrastructure Replacement Fund (IRF)
q) Woodland Drainage Resolution					
1. Phase III Construction	Capital	200,000			Infrastructure Replacement Fund (IRF)
r) Pavement Marking Program					
1. Phase III Construction	Capital	25,000	15,000	25,000	Infrastructure Replacement Fund (IRF)
s) Telegraph Road Pedestrian Crossing					
1. Phase III Construction	Ex Fund or Reimb	289,000			Federal Grant Reimbursement
Transportation/Street Projects Totals		12,027,434	5,865,000	8,825,000	

# PROJECT		2017	2018	2019	Funding Source
2) Wastewater Facilities					
a) Phosphorus Removal Upgrade	Capital	70,000	270,000		Infrastructure Replacement Fund (IRF)
b) Stormwater Station Repairs	Maint	120,000			Infrastructure Replacement Fund (IRF)
c) CMOM, Feasibility Optimization	Prof Serv.	62,000	10,000	10,000	Infrastructure Replacement Fund (IRF)
d) Computer and SCADA Upgrade & Replacement	Prof Serv.		120,000		Infrastructure Replacement Fund (IRF)
e) Pump Impeller Coating	Maint	20,000			Infrastructure Replacement Fund (IRF)
f) Wilmot Rd Pump Replacement	Maint	155,000			Infrastructure Replacement Fund (IRF)
Sewage Treatment Plant Totals		427,000	400,000	10,000	
3) Public Buildings / Improvements					
a) Public Works Facility & Storage Yard Improvements	Capital	15,000		15,000	Infrastructure Replacement Fund (IRF)
b) 630 Central Parking Lot Design					
1. Phase II Eng. (Design)	Prof Serv.	40,000			Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital		165,000		Infrastructure Replacement Fund (IRF)
c) Village Hall Parking Lot Rehabilitation	Capital	15,000			Infrastructure Replacement Fund (IRF)
d) Bulk Water Station (465 Elm Street)	Capital	35,000			Infrastructure Replacement Fund (IRF)
e) Village Hall Sanitary Sewer Repair		15,000			Infrastructure Replacement Fund (IRF)
Public Buildings / Improvements Totals		120,000	165,000	15,000	
4) Sewer Projects					
a) Sewer Lining	Capital	400,000	400,000	400,000	Infrastructure Replacement Fund (IRF)
b) Inflow and Infiltration Consulting Services	Prof Serv.	100,000	50,000	50,000	Infrastructure Replacement Fund (IRF)
c) Inflow and Infiltration Sanitary/Storm Infrastructure Improvements	Capital	350,000	350,000	350,000	Infrastructure Replacement Fund (IRF)
d) Sanitary Sewer Inspection Program	Maint	115,000	10,000	10,000	Infrastructure Replacement Fund (IRF)
e) Sewer Cleaning Program	Maint	0	50,000	50,000	Infrastructure Replacement Fund (IRF)
f) Drainage Study and Resolution Program					
1. Phase II Eng. (Design)	Prof Serv.	20,000	20,000	20,000	Infrastructure Replacement Fund (IRF)
2. Phase III Construction	Capital	125,000	100,000	100,000	Infrastructure Replacement Fund (IRF)
H) Sanitary Sewer T-Liner 50/50 Program	Capital	30,000			Infrastructure Replacement Fund (IRF)
5) Water System Projects					
a) Richfield Pump Station Repairs					
1. Richfield Pump Station Energy Efficiency Modification					
a. Phase II Engineering	Prof Serv.	10,000			Infrastructure Replacement Fund (IRF)
b. Phase III Construction	Capital		200,000		Infrastructure Replacement Fund (IRF)
b) Elevated Tank Maintenance					
1. Elevated Tank Restoration PH2 Engineering	Maint	16,000			Infrastructure Replacement Fund (IRF)
2. Elevated Tank Restoration PH3 Engineering			200,000		Infrastructure Replacement Fund (IRF)
3. Elevated Tank Painting	Maint		1,250,000		Infrastructure Replacement Fund (IRF)
c) Water Loss Study					
1. Phase I Eng. (Study)	Prof Serv.		200,000		Infrastructure Replacement Fund (IRF)
Sewer & Water Totals		1,166,000	2,830,000	980,000	
CAPITAL IMPROVEMENT PROJECTS - TOTALS		\$13,740,434	\$9,260,000	\$9,830,000	

CAPITAL IMPROVEMENT PROGRAM

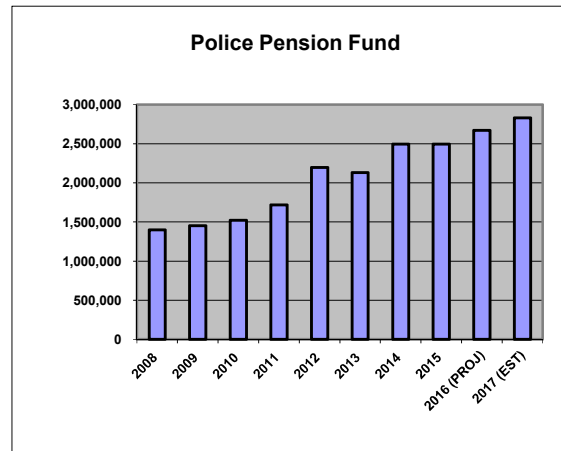
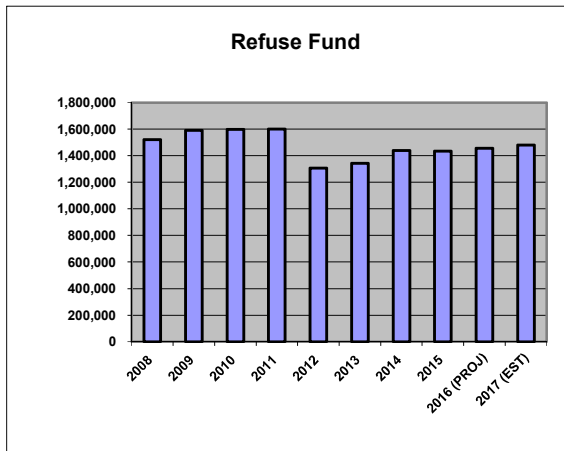
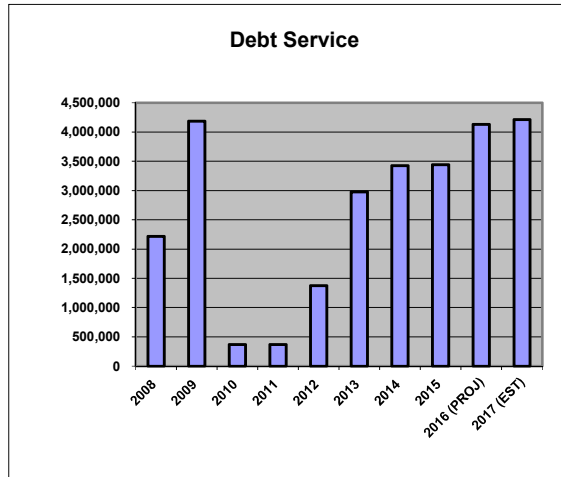
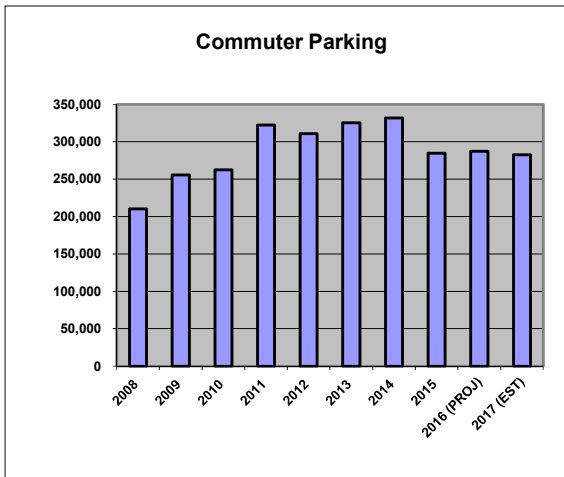
PROJECTIONS FOR CONSTRUCTION PROJECTS, LAND ACQUISITION, & BUILDINGS OVER \$5,000

FUNDING SUMMARY	2017	2018	2019
IDOT	0	0	0
Federal STP (CMAQ)	0	0	0
Federal STP (Surface Transportation Program)	0	0	0
Federal Grant	2,000,000	0	0
Federal Grant - Reimbursement	849,000	0	0
Motor Fuel Tax (MFT)	494,000	494,000	494,000
Lake County Department of Transportation	260,000	0	0
Infrastructure Replacement Fund (IRF)	10,137,434	8,766,000	9,336,000
TOTAL	\$ 13,740,434	\$ 9,260,000	\$ 9,830,000
PROJECT TYPE SUMMARY			
Capital Improvement	9,054,434	6,656,000	8,546,000
Professional Services	722,000	760,000	690,000
Maintenance	361,000	1,350,000	100,000
** Funded Externally of Reimbursed	3,603,000	494,000	494,000
	13,740,434	9,260,000	9,830,000

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**BUDGET REQUEST - 2017
SUPPORT FUNDS - SUMMARY**

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	2,563,712	2,869,250	2,765,000	2,923,250	1.88%	5.72%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,416,775	1,488,500	1,425,600	1,447,310	-2.77%	1.52%
COMMODITIES	14,340	26,450	26,450	26,450	0.00%	0.00%
UTILITIES	7,300	9,600	9,750	9,900	3.13%	1.54%
DEBT SERVICE	1,636,859	2,316,294	2,316,294	2,389,586	3.16%	3.16%
CAPITAL OUTLAY	26,737	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	1,991,489	2,002,228	2,001,427	2,007,800	0.28%	0.32%
TOTAL	7,657,212	8,712,322	8,544,521	8,804,296	1.06%	3.04%



DEBT SERVICE FUND

The Debt Service Fund is used for paying general obligation debt incurred by the Village. Property tax is levied in such a fashion so that the Village will receive funds in time to pay the principal and interest as it becomes payable. The Board abated \$492,303 of the 2016 debt service levy (due in 2017) using alternate revenues (Qualified Energy Conservation Bond and Build America Bond credits). No new debt was issued in 2016. The 2008 General Obligation Bonds are expected to be refunded in 2017 along with a new issue of approximately \$2.5 million.

Schedule of General Obligation Debt Outstanding

Currently the Village has seven general obligation bond issues outstanding:

General Obligation Bonds, Series 2008. This \$5,000,000 issue was authorized to finance general capital improvements including water and sewer system improvements and road reconstruction. The Village will analyze the debt service levy annually to determine if any or all of the required property tax can be abated using alternate revenues.

General Obligation Bonds, Series 2010 Build America Bonds. This \$12.5 million issue was dedicated to the first phase of construction of the new wastewater treatment plant (\$7.5 million) and for general capital projects. These were issued under the Build America Bond program and thus the Village will receive a credit from the US Government each year for 35% of the interest due on these taxable bonds. The credit has been reduced between 7% and 9% in recent years due to Federal Sequestration cuts.

General Obligation Bonds, Series 2011A. This \$9.9 million issue consisted of \$4.0 million in tax exempt debt for various Village capital projects and \$5.9 million for the first phase of the Deerfield Public Library (DPL) remodeling. The Village issued this debt on behalf of DPL and it will be serviced by property taxes linked to the DPL levy.

General Obligation Bonds, Series 2011B. This \$12.5 million issue was dedicated to the continued construction of the wastewater treatment plant. The taxable debt was issued under the Federal Qualified Energy Conservation Bond (QECB) program and will receive a credit from the US Government of approximately 70% of the interest due. The credit has been reduced between 7% and 9% in recent years due to Federal Sequestration cuts. These were issued as term bonds all due in 2028; a sinking fund will accumulate the principal portion of the debt service levied each year. These will be serviced using property tax levies.

General Obligation Bonds, Series 2012. This \$10 million tax exempt issue was dedicated to the continued construction of the wastewater treatment plant. This will be serviced using property tax levies.

General Obligation Bonds, Series 2013. This \$9.075 million issue consisted of \$3.2 million in tax exempt debt for the continued construction of the wastewater treatment plant and \$5.75 million for the final phase of the Deerfield Public Library remodeling.

General Obligation Bonds, Series 2015. This \$9.575 million tax exempt issue was dedicated to partial funded of an expanded three-year capital plan. This debt will be serviced using property tax levies.

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

TAX LEVY YEAR	General Obligation Series 2008 -- 4/21/08 \$5,000,000 (1)		General Obligation Build America Bonds Series 2010 -- 11/11/10 \$12,500,000 (2)		General Obligation Series 2011A -- 09/26/11 \$9,900,000 (3)		General Obligation Series 2011B -- 09/26/11 \$12,500,000 QECB (2)		General Obligation Series 2012 -- 02/06/12 \$10,000,000 (1)		General Obligation Series 2013 -- 01/03/13 \$9,075,000 (5)		General Obligation Series 2015 -- 05/06/15 \$9,575,000 (1)		TOTAL
	Principal	Interest	Principal	Interest	Principal	Interest	Principal (4)	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2016	225,000	139,544	565,000	418,455	295,000	222,715	725,000	499,200	0	234,763	730,000	131,017	395,000	279,050	4,859,744
2017	235,000	131,106	575,000	402,917	310,000	218,290	725,000	499,200	135,000	234,763	615,000	116,418	405,000	267,200	4,869,894
2018	245,000	122,294	585,000	385,380	325,000	212,865	725,000	499,200	440,000	233,075	335,000	104,117	415,000	255,050	4,881,981
2019	255,000	112,800	600,000	364,320	340,000	206,365	725,000	499,200	455,000	227,575	340,000	97,418	430,000	242,600	4,895,278
2020	265,000	102,919	610,000	341,220	365,000	199,565	725,000	499,200	475,000	220,750	345,000	90,617	440,000	229,700	4,908,971
2021	275,000	92,319	625,000	316,210	380,000	192,265	725,000	499,200	495,000	212,438	350,000	83,718	455,000	216,500	4,917,650
2022	290,000	81,319	645,000	289,335	400,000	183,715	725,000	499,200	515,000	203,775	350,000	76,717	470,000	202,850	4,931,911
2023	300,000	69,356	660,000	260,310	425,000	174,115	725,000	499,200	540,000	193,475	355,000	69,718	485,000	188,750	4,944,924
2024	315,000	56,981	680,000	229,290	450,000	163,490	725,000	499,200	555,000	182,675	360,000	62,617	495,000	174,200	4,948,453
2025	330,000	43,988	700,000	195,970	475,000	151,340	725,000	499,200	580,000	170,188	365,000	55,418	510,000	159,350	4,960,454
2026	345,000	29,963	720,000	160,270	500,000	138,278	725,000	499,200	600,000	157,138	375,000	48,117	530,000	144,050	4,972,016
2027	360,000	15,300	735,000	122,830	355,000	123,277	880,000	499,200	455,000	142,138	380,000	40,618	545,000	128,150	4,781,513
2028	0	0	750,000	83,875	1,280,000	112,627	0	0	1,380,000	130,762	390,000	32,542	560,000	111,800	4,831,606
2029	0	0	775,000	42,625	1,335,000	74,228	0	0	1,425,000	92,812	390,000	23,963	575,000	95,000	4,828,628
2030	0	0	0	0	990,000	32,175	0	0	1,950,000	53,625	675,000	15,187	595,000	77,750	4,388,737
2031													610,000	59,900	669,900
2032													630,000	41,600	671,600
2033													650,000	21,125	671,125
TOTALS	3,440,000	997,889	9,225,000	3,613,007	8,225,000	2,405,310	8,855,000	5,990,400	10,000,000	2,689,952	6,355,000	1,048,202	9,195,000	2,894,625	74,934,385

- (1) Source of Funds -- Property Tax or Alternate
- (2) Source of Funds -- Property Tax or Alternate -- Interest shown is gross amount due before application of Federal credit
- (3) Source of Funds -- Property Tax or Alternate -- 59.6% of debt service is Deerfield Library responsibility
- (4) Principal payment shown is contribution to sinking fund
- (5) Source of Funds -- Property Tax or Alternate -- 64.7% of debt service is Deerfield Library responsibility

PENSION FUNDS

The Village contributes to two pension funds as required by State Law.

Police Pension Fund

The Police Pension Fund is required by State law for all communities of over 5,000 in population. A Police Pension Board, made up of five members, administers the fund. Two are active members of the department, two are from the citizens of the community, and one is elected from the beneficiaries of the fund. They are charged with the investment of the funds collected from the active personnel, contributed by the employer (Village) and investment income. Patrol officers contribute 9.91% of their base salary toward the Police Pension Fund.

The Village (employer) contribution is determined annually based on an actuarial analysis of the fund pursuant to state statute. The Village has contributed 100% of the actuarially determined required contribution (reflected as an expense in the Police Department budget) in the past and plans to continue full funding in the future.

The Illinois Municipal Retirement Fund (IMRF)

IMRF covers Village employees with the exception of sworn police personnel. The current employer pension contribution for IMRF is 12.78% of salary. The rate is expected to decrease to 11.95% in calendar 2017. The Village also contributes 6.20% for the employer's portion of social security taxes for all employees, other than sworn police personnel and 1.45% for the employer's portion of Medicare taxes for all employees covered by Medicare. The Village contributes 100% of its required contribution based on the calculation by the IMRF.

In 2010 the Illinois state legislature decreased the benefits under IMRF and the downstate Police Pension plans for new employees hired after December 31, 2010. This will have the effect of slowing the increase in employer funding in the future and at some point, largely dependent on the employee replacement rate after this date, will lower the required employer funding percent.

FUNDING PROGRESSION

Based on the Actuarial Accrued Liability (AAL):

Actuarial Valuation Date	Police Pension Fund	Illinois Municipal Retirement Fund
2001	93.00%	103.29%
2002	92.67%	96.10%
2003	92.09%	93.79%
2004	82.72%	81.71%
2005	84.76%	82.54%
2006	83.11%	77.94%
2007	82.00%	75.09%
2008	79.70%	53.10%
2009	71.00%	54.14%
2010	70.28%	57.41%
2011	77.57%	60.98%
2012	74.12%	63.53%
2013	75.21%	69.15%
2014	77.43%	69.22%
2015	(GASB 68 valuation) 60.70%	85.40%

BUDGET REQUEST - 2017

3570XX-

DEBT SERVICE FUND

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	0	0	0	0	N/A	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	0	0	0	0	N/A	N/A
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
DEBT SERVICE	1,636,859	2,316,294	2,316,294	2,389,586	3.16%	3.16%
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	1,805,840	1,814,480	1,813,679	1,820,052	0.31%	0.35%
DEPARTMENT TOTAL	3,442,699	4,130,774	4,129,973	4,209,638	1.91%	1.93%

806010-

POLICE PENSION FUND

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	2,443,014	2,715,000	2,615,000	2,765,000	1.84%	5.74%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	53,013	66,300	57,300	66,300	0.00%	15.71%
COMMODITIES	0	0	0	0	N/A	N/A
UTILITIES	0	0	0	0	N/A	N/A
CAPITAL OUTLAY	0	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	0	0	0	0	N/A	N/A
DEPARTMENT TOTAL	2,496,027	2,781,300	2,672,300	2,831,300	1.80%	5.95%

REFUSE FUND

The Refuse Fund is an enterprise fund established to provide for the collection of residential solid waste, household recycling, and landscape debris. Refuse collection is provided through a contract with a private waster hauler. The multi-year contract entered into with Waste Management beginning April, 2011 and extended for five years in 2015 provides for charges that are adjusted annually by the CPI, with a floor of 2% and a maximum of 4%. Service has been standardized to once a week, curb side with carts. Residents who wish to receive back door pick up pay an extra charge billed and coordinated directly with the company. The Village now charges a set standard fee billed through the utility billing system for the basic service.

The service is funded through a combination of user fees and a General Fund transfer. The transfer provides for a subsidization of the fee. A 2% increase in the user fee is included in this budget, which allows the Village to realize revenues that are slightly in excess of expenses.

The Village also provides an expanded leaf collection program funded through the above revenues. During the fall, each home receives four weekly collections of leaves raked to the curb. The Village maintains four leaf vacuum machines for this purpose. Residents also have the option to bag the waste during this time and throughout the year, with a per-bag fee assessed through the use of stickers.

PARKING LOTS (COMMUTER STATION)

The Village maintains and operates nine commuter train station parking lots with a total of 675 spaces. These are broken down by source of funding, with six lots (320 spaces) built with Village funds and reserved for Village residents. The remaining lots were built with Federal assistance and are open to any users. The lots are a combination of pay-per-day and permit. Village personnel collect fees and police personnel enforce the parking restrictions.

Since the Lake-Cook Road station lots opened a number of years ago, the use of the downtown lots has stabilized below capacity. Parking fees are used to maintain the lots (including snow removal) and the station. The daily parking rates were increased from \$1.50 per day to \$2.00 per day effective January 1, 2015. Effective January 1, 2017, the permit rates will increased from \$150 to \$175 and \$215 to \$245 for residents and non-residents respectively. The rates adequately funds the necessary maintenance and capital expenditures for the station and lots as well as the new pay-by phone application implemented in 2015.

BUDGET REQUEST - 2017**5820XX-****REFUSE FUND**

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	83,069	113,250	110,250	115,250	1.77%	4.54%
TRAINING & DEVELOPMENT		0	0	0	N/A	N/A
CONTRACTUAL SERVICES	1,300,639	1,302,500	1,282,500	1,303,000	0.04%	1.60%
COMMODITIES	14,340	24,700	24,700	24,700	0.00%	0.00%
UTILITIES		0	0	0	N/A	N/A
CAPITAL OUTLAY		0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS		0	0	0	N/A	N/A
TRANSFERS OUT	35,649	37,748	37,748	37,748	0.00%	0.00%
DEPARTMENT TOTAL	1,433,697	1,478,198	1,455,198	1,480,698	0.17%	1.75%

6020XX-**COMMUTER PARKING LOTS**

	ACTUAL 2015	BUDGET 2016	EST EXPEND 2016	BUDGET 2017	% CHG BUDG 2016→2017	% CHG BUDG EST→2017
PERSONNEL SERVICES	37,629	41,000	39,750	43,000	4.88%	8.18%
TRAINING & DEVELOPMENT	0	0	0	0	N/A	N/A
CONTRACTUAL SERVICES	63,123	119,700	85,800	78,010	-34.83%	-9.08%
COMMODITIES	0	1,750	1,750	1,750	0.00%	0.00%
UTILITIES	7,300	9,600	9,750	9,900	3.13%	1.54%
CAPITAL OUTLAY	26,737	0	0	0	N/A	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A	N/A
TRANSFERS OUT	150,000	150,000	150,000	150,000	0.00%	0.00%
DEPARTMENT TOTAL	284,789	322,050	287,050	282,660	-12.23%	-1.53%

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APPENDIX A - EQUIPMENT REQUESTS CONTAINED IN OPERATING BUDGETS

ADMINISTRATIVE DIVISION

Finance Department		\$1,200
Shared cost of IT hardware	1,200	
Administration		\$108,500
Shared cost of IT hardware	8,500	
Board room control system replacement	100,000	
Community Development		\$2,500
Mobile inspection and Plan Commission tablets	1,500	
Shared cost of IT hardware	1,000	
Engineering Division (Public Works)		\$7,750
Shared cost of IT hardware	7,750	

POLICE DEPARTMENT

Administration Division - includes ID printer		\$4,500
Office Equipment	4,500	
Communications Division		\$5,000
Investigations/Youth/DARE/Social Services		\$10,500
Printer	3,000	
Office and Squad Equipment	7,500	
Patrol Division		\$85,950
E-Citation equipment (Funded through DUI fund)	30,000	
Taser equipment (Funded through Seizure fund)	33,000	
Radar replacement	5,500	
AR-15 rifle replacement	5,500	
Office and Squad Equipment	11,950	
E911 Fund		\$20,000
Internet redundancy and miscellaneous 911 equipment	20,000	

PUBLIC WORKS DEPARTMENT

Street Division		\$35,350
Administration		
Shared cost of IT hardware	1,100	
Special events trailer	5,000	
Snow and ice control		
Salt spreader and maintenance equipment	27,250	
Forestry		
Lawn mowers and maintenance equipment	2,000	
Sewer Division		\$15,000
Administration		
Shared cost of IT hardware	150	
Wastewater Treatment Facility		
Various equipment upgrades	14,850	
Water Division		\$92,050
Administration		
Shared cost of IT hardware	550	
Distribution		
SCADA controls and upgrades	5,000	
Main & Hydrant Maintenance		
Miscellaneous	4,500	
Meter Maintenance		
Water Meters	82,000	
Vehicle Maintenance (Garage)		
Diagnostic equipment repair		\$2,500

APPENDIX B

GLOSSARY

ABATEMENT -- A complete or partial cancellation of a levy imposed by a government.

ACCOUNT -- A term used to identify an individual asset, liability, expenditure, revenue, or fund balance.

ACCOUNTING SYSTEM -- The total structure of records and procedures that discover, record, classify, summarize, and report information on the financial position and results of operations of a Government or any of its funds, fund types, balanced account groups, or organization components.

ACCRUAL -- The accrual basis of accounting is used for the Proprietary Fund types. Under the accrual method, revenues are recognized in the accounting period in which they are earned while expenses are recognized when the related liability is incurred.

ACTIVITY -- The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the government is responsible.

ACTUARIAL RESERVE DEFICIENCY -- The excess of the actuarial accrued liabilities at the date of valuation of the retirement system over the available assets on hand to meet such liabilities; or the excess of accrued and prospective liabilities over the present and prospective assets.

ANNUAL REQUIRED CONTRIBUTION -- The required contribution to fully fund the entity's annual employer's cost of the pension obligation as determined by an actuary.

APPROPRIATION -- legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESSED VALUATION -- A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSET -- Property owned by a government which has monetary value.

AVAILABLE FUND BALANCE -- The balance of funds above the recommended minimum fund balance.

BALANCED BUDGET -- A budget is balanced when the proposed expenditures plus expected reserve draw down are equal to the expected new revenues plus the available fund balance at the beginning of the fiscal year.

BOND -- A written promise, generally under seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

BONDED DEBT -- That portion of indebtedness represented by outstanding bonds.

BUDGET -- A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET AMENDMENT -- A legal procedure utilized by the governing board to revise a budget.

BUDGET DOCUMENT -- The instrument used by the budget-making authority to present a comprehensive financial plan of operations of the governing board.

BUDGET MESSAGE -- A general discussion of the proposed budget as presented in writing by the budget making authority to the legislative body.

BUDGET ORDINANCE -- The official enactment by the governing board to legally authorize the government administration to operations of the governing board.

BUDGETARY CONTROL -- The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

CAPITAL ASSETS -- Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL BUDGET -- A plan of proposed capital outlays and the means of financing them for the current fiscal period.

CAPITAL IMPROVEMENTS BUDGET -- A plan of proposed capital expenditures and the means of financing them. This is usually part of the complete annual budget which includes both operating and capital outlays.

CAPITAL OUTLAY -- Expenditures which result in the acquisition of or addition to fixed assets.

CAPITAL PROJECTS FUND -- A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and equipment, other than those financed by proprietary funds, special assessment funds, and trust funds.

CHART OF ACCOUNTS -- The classification system used by the government to organize the accounting for various funds.

COMMODITIES -- Consumable items used by the governmental departments. Examples include office supplies, vehicle and maintenance supplies, gasoline, etc.

CONTRACTUAL SERVICES -- Services rendered to governmental departments and agencies by private firms, individuals, or other government agencies. Examples include utilities, insurance, and professional services.

DEBT -- An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants, lease-purchase agreements, notes and floating debt.

DEBT LIMIT -- The maximum amount of gross or net debt which is legally permitted by State Statute.

DEBT SERVICE FUND -- A fund established to account for the accumulation of resources for, and then payment of, general long term debt principal and interest.

DEFICIT -- An excess of expenditures over revenues or expense over income.

DEPARTMENT -- A major administrative organization unit of the government which indicates overall management responsibility for one or more activities.

DEPRECIATION -- (1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset is charged off as an expense.

ENTERPRISE FUND -- A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that then costs (expenses, including depreciation) or providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

EAV (EQUALIZED ASSESSED VALUATION) -- The assessed valuation of real property, raised or lowered by an equalizing factor as applied by a countywide and a statewide authority, so that all property is assessed at a consistent level for purposes of levying taxes. Currently, equalized valuation of real property is 1/3 of fair market value. Property taxes are assessed against the aggregate EAV of a taxing unit.

ESTIMATED REVENUE -- The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by the Board of Trustees.

EXPENDITURES -- Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

EXPENSES -- Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL PERIOD -- Any period at the end of which a government determines its financial position and the results of its operations.

FISCAL YEAR -- A twelve (12) month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FIXED ASSETS -- Assets of a long term nature which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

FUND -- A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE -- All accounts necessary to set forth the financial position and results of operations of a fund.

FUND EQUITY -- An equity account reflecting the unreserved accumulated earnings of the enterprise fund.

GENERAL FUND -- The fund used to account for all financial resources except those required to be accounted for in another fund. The most common General Fund is the Corporate Fund.

GO (GENERAL OBLIGATION) BONDS -- Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GENERAL REVENUE -- The revenues of a government other than those derived from the retained earnings in an enterprise fund. If a portion of the net income in an enterprise fund is contributed to another non-enterprise fund, such as the Corporate Fund, the amounts transferred constitute general revenue of the government.

GOAL -- A statement of broad direction, purpose, or intent, based on the needs of the community.

GOVERNMENTAL FUND -- A fund used to account for activities primarily supported by taxes, grants and similar revenue sources.

HOME RULE SALES TAX -- As an Illinois home rule unit, the Village is provided certain additional taxing powers not generally available. The home rule sales tax can be imposed by the Village in increments of 0.25% on all retail sales occurring within the Village except for groceries, drugs and items that are titled by the state (automobiles, boats, etc.). The current Village rate is 1.0%.

IEPA -- Illinois Environmental Protection Agency. State agency charged with environmental regulations, specifically involved in regulating the Village's water and sewer systems. Also a granting agency for revolving loans and other programs associated with these two functions.

IPBC -- The Intergovernmental Personnel Benefit Cooperative. A municipal health and benefits pool through which the Village provides health and life insurance for its employees. The Park District and Library participate with the Village as listed entities.

IMRF -- An abbreviation for Illinois Municipal Retirement Fund, a pension fund covering Village employees who work over 1,000 hours per year, with the exception of sworn police personnel.

IRF -- Infrastructure Replacement Fund. A capital projects fund designated by the Village for major capital project expenditures with varied sources of funding.

INTERGOVERNMENTAL REVENUE -- Revenue received from another government, such as the State of Illinois, or other political subdivisions, for a specified purpose.

INTERGOVERNMENTAL SERVICE FUND -- A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments and agencies within a single governmental unit.

INVESTMENTS -- Cash held in interest bearing accounts, securities and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

LEVY -- (VERB) To impose taxes, special assessments, or service charges for the support of governmental activities.
(NOUN) The total amount of taxes, special assessments, or service charges imposed by a government.

LONG TERM DEBT -- Debt with a maturity of more than one year after the date of issuance.

METRA -- An abbreviation for the Northeast Illinois Regional Commuter Railroad Corporation which manages and operates the commuter trains and commuter buses in the Village.

MFT (MOTOR FUEL TAX) -- The State of Illinois levies a tax on the sale of motor fuel products for use over the road. Municipalities are distributed a portion of the tax on a per capita basis to be used for the maintenance and improvement of the local road system.

MODIFIED ACCRUAL BASIS OF ACCOUNTING -- A basis of accounting in which revenues and other financial resources are recognized when they become both "measurable" and "available" to finance expenditures of the current period. Expenditures are recognized when the fund liability is incurred. All governmental fund types, including the General Fund, use the modified accrual basis of accounting.

NET INCOME -- Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

OBJECT -- As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personnel services, contractual services, commodities, capital outlay and other expenditure classifications.

OPERATING BUDGET -- The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, services, etc.

OPERATING EXPENSES -- Proprietary fund expenses which are directly related to the fund's primary service activities.

OPERATING INCOME -- The excess of proprietary fund operating revenues over operating expenses.

OPERATING REVENUES -- Proprietary fund revenues which are directly related to the fund's primary service activities. They consist primarily of charges for services.

PENSION TRUST FUND -- A Trust Fund used to account for public employee retirement systems. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds, but with an important expanded emphasis on required fund balance reserves.

PERSONNEL SERVICES -- Items of expenditures in the operating budget for salaries and benefits paid for services performed by Village employees.

PROPRIETARY FUND -- A fund used to account for activities that receive significant support from fees and charges.

RESERVE -- An account used to indicate that a portion of fund equity is legally restricted.

RESOURCES -- Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

REVENUES -- Increases in governmental fund type, net current assets, and residual equity transfers.

SOURCE OF REVENUE -- Revenues are classified according to their source or point of origin.

SPECIAL REVENUE FUND -- A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

TAX LEVY -- The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.

TAX LEVY ORDINANCE -- An ordinance by means of which taxes are levied.

TAXES -- Compulsory charges levied by a government for the purpose of financing services performed for the common public benefit.

TAX INCREMENT FINANCING (TIF) – A municipal financing mechanism used to renovate declining areas that uses the increase in taxable property value to generate revenue for a set period of time to offset the costs of allowable public and private investment in the area.

TRUST FUNDS -- Funds used to account for assets held by a government in a trustee capacity for individuals, private organization, other governments, and/or other funds.

USER CHARGES OR FEES -- The payment of a fee for direct receipt of a public service by the party benefiting from the service.

WRF – Water Reclamation Facility. The Village's designation of its sanitary sewerage treatment plant.

APPENDIX C

SUMMARY OF SIGNIFICANT FINANCIAL, ACCOUNTING AND BUDGETING POLICIES

The accounting policies of the Village of Deerfield, Illinois, conform to Generally Accepted Accounting Principles as applicable to governments. The following is a summary of the significant policies.

Reporting Entity and Its Services

The Village of Deerfield, Illinois, was incorporated April 14, 1903. The Village operates under a Council/Manager form of government and provides the following services as authorized by its charter: public safety (police), highways and streets, water supply, sanitation, public improvements, community development and general administrative services.

Accounting, Auditing and Financial Reporting Policies

- An independent audit will be performed annually.
- The Village will produce annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board.
- The Finance Department will report to the Mayor and Board of Trustees and to the departments on a monthly basis the amount of funds expensed or expended for the month and year-to-date vs. budget and projected.
- The Finance Department will also report on an ad hoc basis on any other financial items that will affect the Village's financial picture.

Fund Presentation

The accounts of the Village are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Governmental Funds. The Village has the following governmental-type funds:

- **General Fund** – The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund. Accounts for the operations of the Finance, Administration, Engineering, Community Development, Police and Street Departments.
- **Motor Fuel Tax Fund** – Special Revenue Fund that accounts for activity funded by the state share of tax on the use of motor fuels.
- **Enhanced 911 Fund** – Special Revenue Fund that accounts for the operation of the E911 emergency response system and is funded by a per line charge on land-based and cellular phones.
- **Tax Increment Financing District** – A fund to provide for the redevelopment plans funded by incremental property tax. (Note: the last Village district was terminated on December 31, 2008 and historical information is presented in this budget).
- **Infrastructure Replacement Fund** – Capital Project Fund established in 1989 for the purpose of maintaining, repairing and renovating the capital assets of the Village. All long term capital projects are now funded in this fund, including those of the Water and Sewer Funds.
- **Debt Service Fund** – Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. The Debt Service Fund has been treated as a single fund and budgeted in a like manner by the Village. The individual issues are accounted for separately within this fund.

Proprietary (Enterprise) Funds Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing

basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The Village has the following proprietary funds:

- **Water Fund** – Accounts for all activity relative to the acceptance, storage and delivery of water to the residents.
- **Sewer Fund** – Accounts for all activity relative to the operation of the sanitary sewer system, including the transportation of sewerage to the Village owned and operated sewerage treatment plant.
- **Refuse Fund** – The Village contracts with a private firm to collect and dispose of residential solid waste, residential recyclable materials and landscape waste. This fund provides for the revenues and expenses of this operation.
- **Commuter Parking Lot Fund** – Provides for the activity necessary to operate and maintain the various commuter-parking facilities within the Village, including the commuter train station.

Internal Service Funds - Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the Village, or to other governments, on a cost-reimbursement basis. The Village has the following internal service fund:

- **Garage Fund** – Provides for the maintenance of Village-owned vehicles through operation of a vehicle maintenance facility in the public works complex. All operating departments are charged for work on their vehicles.
- **Vehicle and Equipment Replacement Fund** – Established to account for the funds set aside annually for the replacement of certain vehicles and other equipment. The Village charges operating departments for equipment and motor vehicles based on the current replacement cost and estimated years of usage. These funds are accumulated in the Vehicle and Equipment Replacement Fund until the equipment or motor vehicles are purchased.

Trust and Agency Funds - Trust and Agency Funds are used to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. These include Pension Trust and Agency Funds. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds since capital maintenance is critical. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Village has the following Agency and Trust funds:

- **Deposit Fund** – To account for funds on deposit with the Village that are being held on a temporary basis.
- **Police Pension Fund** – As established by state statute, provides for the pension and disability benefits of sworn Village police officers, and is funded by employee and employer contributions, and investment income of the fund. Independently administered by a board of trustees as established in the state pension code.

Deerfield Public Library - The Deerfield Public Library has a separately elected seven-member board that annually determines its budget and resulting tax levy. Upon approval of the Village Board, the levy is submitted to the County. All debt of the Library is secured by the full faith and credit of the Village, which is wholly liable for the debt. The Library, while servicing the same general population of the Village, does not provide services entirely to the Village.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the annual budget.

All Governmental Funds (General Fund, Special Revenue Funds, and Capital Project Funds) are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. The Village's share of State-assessed income taxes, gross receipts, and sales taxes are

considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenue at that time. Anticipated refunds of such taxes are recorded as liabilities and reductions of revenue when they are measurable and their validity seems certain. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Agency Fund assets and liabilities are accounted for on the modified accrual basis.

All Proprietary Funds and Pension Trust Funds (Enterprise, Internal Service, and Police Pension) are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred. Unbilled Waterworks and Sewerage Fund utility service receivables are recorded at year-end.

Budget Presentation Basis Exceptions

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the annual budget. The Comprehensive Annual Financial Report (CAFR) shows the status of the Village's finances on the basis of generally accepted accounting principles (GAAP). In most cases the budget preparation conforms to GAAP using the modified accrual basis of accounting for Governmental Funds and the accrual basis of accounting for Proprietary Funds. The following lists exceptions from GAAP contained in the presentation of the budget:

- The treatment of depreciation expenses, which are not shown in the budget, but the full purchase price of equipment and capital improvements are, while purchases of capital improvements are depreciated in the CAFR pursuant to GAAP (the Village's capital asset threshold for accounting purposes is \$25,000).
- The Village has implemented the requirements for disclosing liabilities due to other post employment benefits (OPEB) required by GASB but will not, as of this point, be funding these costs nor showing the increase in the liability in the annual budget.

Balanced Budget

The Village considers the budget, at the fund level, to be balanced if the budgeted expenditures, plus expected reserve drawdown, are matched by budgeted new revenues and available beginning fund balances. The accounting level of control is at the department level or, in the absence of such, at the fund level, and the departments are additionally responsible for maintaining expenditures within the major categories of the function level.

Debt Policy

The Village of Deerfield is a home rule municipality and, as such, has no statutory debt limitations. If, however, the Village were a non-home rule municipality, according to Illinois statutes, its available debt limit would be as follows:

	1/1/17
Equalized Assessed Valuation(2015)	\$1,319,070,388
Non-Home-Rule Debt Limit - 8.6%	113,440,053
Amount of Debt Applicable to Limit	58,920,000
Legal Debt Margin Available	54,520,053

The outstanding debt issues are property tax backed but subject to abatement based on available reserves and federal government rebates. Although the amount of recent debt has been larger than normal, it was planned due to the requirements of the treatment plant project (total cost \$32 million), Library remodeling and expanded 2015-2017 capital improvement plan. The Village's current bond rating is Aaa by Moody's, reaffirmed in November 2016.

The Village's policies in the issuance of debt are: (1) to attempt to keep a relatively even debt service levy, allowing it to increase as new equalized assessed valuation is available and as capital needs arise. The Village must reconcile the quest for a stable levy with the fact that delayed improvements or maintenance often has a higher true cost. Summarily, the goal to keep an even debt service levy must be balanced against the necessity of the project. (2) The

Village will not issue long-term debt for short-term projects. The life of the financing must not exceed the life of the project. The use of long-term debt is subject to review and approval by the Board of Trustees.

Capital Projects Funding

The Village believes that ongoing maintenance of its infrastructure and equipment is of prime importance to reduce the risk of emergency repairs and avoid the cost increases of deferred maintenance. To finance capital projects, the Village utilizes standard capital raising techniques such as General Obligation and Revenue Bond Issues, as well as pay-as-you-go practices when reasonable. Two examples of the pay-as-you-go program are (A) the Vehicle and Equipment Replacement Fund and (B) the Infrastructure Replacement Fund. The purpose of the Vehicle and Equipment Replacement Fund is to keep annual expenses in balance and stable while providing sufficient funds for the replacement of vehicles and major equipment items that cost in excess of \$5,000. The Vehicle and Equipment Replacement Fund is fully funded. The Village also has established an Infrastructure Replacement Fund to provide funding for ongoing maintenance of the Village's infrastructure, primarily streets and underground improvements.

Accounting, Auditing and Financial Reporting Policies

1. An independent audit will be performed annually.
2. The Village will produce annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board.
3. The Finance Department will report to the Mayor and Board of Trustees and to the departments on a monthly basis the amount of funds expensed or expended for the month and year-to-date vs. budget and projected.
4. The Finance Department will also report on an ad hoc basis on any other financial items that will affect the Village's financial picture.

Investment Policies

The Village maintains formal investment policies for the general corporate funds and the police pension fund. In summary, the policies cite controlling state statutes and differ in the allowable investment types and duration objective. The corporate funds are typically restricted to and invested in short term government and government agency issues, with duration of less than five years. The pension fund's focus is more long term and is allowed, within statutory limits, to invest in equities and longer-term bonds. The investment policies are reviewed on a regular basis. Investment reports are regularly presented to the governing bodies.

Fixed Asset Policy

Property, including equipment, represents a significant investment of tax revenue by the residents of the Village. Since the assets are durable goods used in providing services to the residents, it is essential that they be accounted for in the most efficient and practical manner possible. Property assets of the Village are numbered for inventory control. All property items valued at \$500 or more shall be recorded in the inventory system.

General Fixed Assets

General fixed assets are those fixed assets of the Village that are not accounted for in an Enterprise, Trust, or Intra-governmental Service Fund. Fixed assets are those assets that possess the following attributes:

1. A tangible nature;
2. A useful life extending beyond the year of acquisition; and
3. A significant value (greater than \$25,000).

These assets shall be accounted for in the annual financial report of the Village.

Property Assets

Non-fixed asset property items are those items valued at greater than \$500. These items shall be recorded and controlled in the Village's property control program and are the responsibility of the department in which they are located.

Classification of Fixed Assets

Fixed assets shall be classified by the following categories: land, buildings, improvements other than buildings, machinery and equipment, and construction in progress.

Capitalization Policy

The Village of Deerfield's capitalization policy provides that all items that cost less than \$25,000 shall be expensed rather than treated as a fixed asset. This policy is established recognizing that items under this limit are not sufficiently material from an accounting basis to include them on the Village's financial statements. Sufficient control of all property with a value greater than \$500 is maintained through the inventory control system.

Procedures for Updating the Fixed Assets and Property Control Record

The Finance Department is responsible for maintaining the fixed assets control system. All property with a value greater than \$500 shall be maintained in this system. Any property with an original value of greater than \$500 that is no longer useful to the Village shall be disposed in a manner consistent with state statute and shall be deleted from the control system record.

Fund Balance Policy

As a home rule municipality, the Village has substantial flexibility in the movement of assets between funds. Other than those funds with certain legal restrictions, for instance, the Motor Fuel Tax, Deposit, and Police Pension, the Village Board may approve transfer of funds between any of the operating or capital project funds of the Village. In addition, the Village has varied sources of revenue that, except for property tax, is generated monthly and therefore is not subject to irregular receipt during the year.

Therefore, the policy is to maintain a combined fund balance of not less than 40% of the annual budgeted recurring expenditures in the operating funds – General, Water, Sewer and Garage. The minimum combined balance of unrestricted fund balance and net cash in these funds shall not fall below 30%.

The remaining funds shall maintain a sufficient balance to achieve the budget on a yearly basis. In April, 2012, the Board adopted a revised Fund Balance Policy that conforms to GASB 54. The recommended and approved fund balance levels were not changed as part of this new policy.