



CITY OF PROSPECT HEIGHTS  
FISCAL YEAR 2019-2020 BUDGET

# City of Prospect Heights

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# City of Prospect Heights

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# Section 1

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## Organization and Services

List of Principal Officers

City of Prospect Heights Maps

City Commissions, Committees and Boards

Community Profile

Fund Structure

Department Fund Relationship Structure



# *City of Prospect Heights*

**Fiscal Year 2019-2020**

**Adopted Budget**

May 1, 2019 – April 30, 2020

## **City Council**

Nicholas J. Helmer, Mayor

Michelle Cameron, Alderman

Matthew Dolick, Alderman

Patrick Ludvigsen, Alderman

Wendy Morgan-Adams, Alderman

Kathleen Quinn, Alderman

## **City Clerk**

Joanna Prisiajniouk

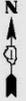
## **City Treasurer**

Richard Tibbits

## **City Administrator**

Joe Wade

# CITY OF PROSPECT HEIGHTS



DESIGNED - DJB  
 DRAWN - UKB  
 CHECKED - JJF  
 DATE - 11-01-11

REVISED -  
 REVISED -  
 REVISED -  
 REVISED -

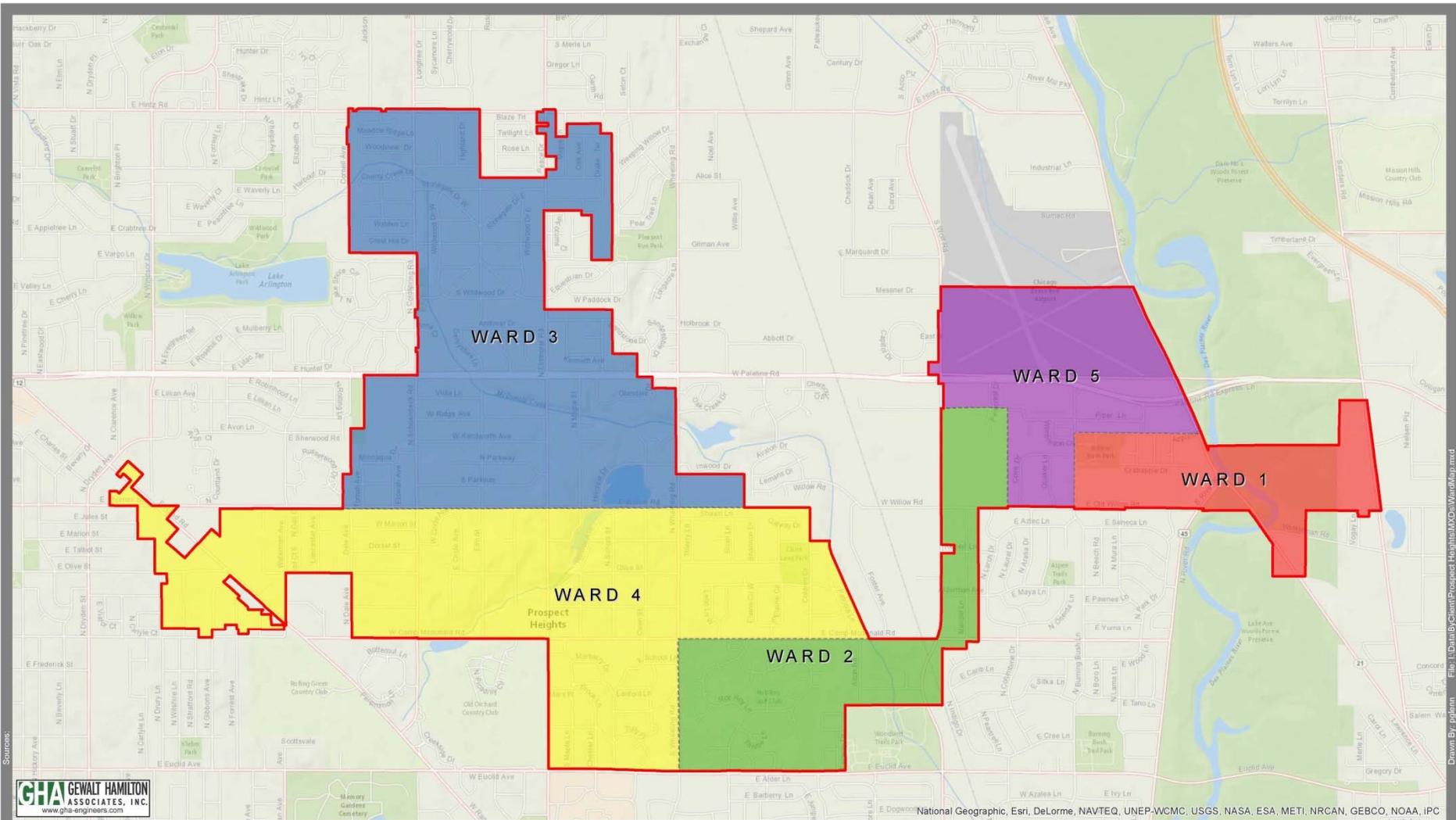
CITY OF PROSPECT HEIGHTS, ILLINOIS  
 ROAD BOND IMPROVEMENTS

OVERALL PLAN

SCALE: NONE PROJECT NO: 110369 STA. TO STA.

F.A. SITE	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
		COOK	1	1

FED. ROAD DIST. NO. ILLINOS FED. AID PROJECT



**GHA GEWALT HAMILTON**  
ASSOCIATES, INC.  
www.gha-engineers.com

1 inch = 1/3 Mile



**Ward Map**  
City of Prospect Heights

Map Center: -87.92332 42.10739

Last Rev.: 3/25/2014 Project: 4755.000

Drawn By: jfgiam File: I:\Data\ByClient\Prospect Heights\MDC\WardMap.mxd

## **City Commissions, Committees and Boards**

City Commissions, Committees and Boards are approved by the City's Corporate Authorities. Appointments are made by the Mayor, with the concurrence of the City Council.

### **➤ Chicago Executive Airport Board of Directors**

- The Chicago Executive Airport is governed by a board of directors representing the interests of the City of Prospect Height, the Village of Wheeling, and the community. The City of Prospect Heights and the Village of Wheeling appoint directors to the Chicago Executive Airport Board of Directors. The board meets every second Thursday of the month.

### **➤ Police and Fire Commission**

- The Police & Fire Commission shall appoint all members of the police department of the city, except the chief of police, the deputy chief, part time police officers, and non-sworn personnel. The board shall make rules for and appointments to the police department as is necessary, except insofar as said power may otherwise be reserved to the Mayor and City Council. Said rules shall also provide for the imposition of discipline upon members of the police department, including, but not limited to, suspension and discharge. Said disciplinary action shall be in accordance with the statutes of the state. The Board of Fire and Police Commissioners meets monthly on the last Wednesday of the month.

### **➤ Planning & Zoning Board of Appeal**

- The Planning & Zoning Board of Appeals prepares and recommends changes in the official comprehensive plan and map of the city as may be deemed necessary by the City Council. Prepares and recommends to the City Council, plans and recommendations for specific improvements in pursuance of the official comprehensive plan and map. Reviews development applications, special use and variance requests, and other matters related to land use within the city. Arranges and conducts any form of publicity relative to its activities for the general purpose of public understanding and exercises such other powers as are now or hereafter granted by ordinances of the city. The Plan Commission meets on the fourth Thursday of every month.

### **➤ Police Pension Board**

- The Police Pension Fund is created by Illinois state statutes to control and manage the pension fund of the Prospect Heights Police Department. The five member board's duties include investing funds, enforcing contributions, keeping records of the board's meetings and other duties related to managing the Police Pension Fund. The Police Pension Board meets on a quarterly basis.

## **City Commissions, Committees and Boards (continued)**

### **➤ Natural Resource Commission**

- The mission of the Natural Resource Commission is to preserve, protect and restore natural areas and raise awareness of environmental issues affecting Prospect Heights, guiding the community in natural open space preservation efforts and encouraging private land owners to adopt land management practices that protect and enhance natural resources, and promoting community awareness and education of environmental issues affecting Prospect Height's natural resources, such as animal habitat, storm water management, and the threat of invasive species. The commission meets on the second Thursday of each month.

### **➤ Water Committee**

- The Water Committee is an advisory panel that will support the residents of the City of Prospect Heights with respect to potable water issues. The committee meets on the third Saturday of the month.

## **Community Profile**

The City of Prospect Heights, incorporated in January 1976, is located in northwest Cook County, approximately 20 miles from downtown Chicago. Occupying nearly 4.5 square miles, it is bordered by the municipalities of Glenview and Northbrook to the east, Arlington Heights to the west, Mount Prospect to the south and Wheeling to the north. Palatine Road and Elmhurst Road (IL Hwy. 83) intersect in the City east-west and north-south, respectively. Interstate Highways 294 and 290 (IL Hwy 53) are located adjacent to the City on the east and approximately 3 miles to the west, respectively. O'Hare Airport is accessible within 20 minutes to the south.

Chicago Executive Airport, jointly owned with the Village of Wheeling, sits on the northern edge of the corporate boundaries of the City. The airport, the fourth busiest in the latest report from the Illinois Department of Transportation Division of Aeronautics, serves corporate jets and private plane activity. Metra provides commuter rail service between Prospect Heights and downtown Chicago to the south and Antioch to the north. Prospect Heights is served by approximately 20 trains per day.

The City operates under the Mayor-Council form of government and is comprised of five wards with one alderman elected per ward. The Mayor, Aldermen, City Clerk and City Treasurer are elected at large every four years. The Mayor appoints the City Administrator with the consent of the City Council. The City Administrator serves as the Chief Administrative Officer of the City and directs and supervises the daily activities of the City and its employees.

The City is served by Prospect Heights School District 23 - Dwight D, Eisenhower Elementary, Betsy Ross Elementary, Anne Sullivan Elementary, Douglas MacArthur Middle School, Wheeling School District 21 – Whitman Elementary School, Twain Elementary School, Frost Elementary School, Holmes Middle School and River Trails School District 26 – Euclid Elementary School and River Trails Middle School. Township High School District 214 serves Prospect Heights. Students will attend either Wheeling High School or John Hersey High School. Prospect Heights has two public libraries: Prospect Heights Public Library and River Trails Public Library and three Fire Protection Districts: Prospect Heights, Glenbrook, and Northbrook Rural.

## **A View of the Past...**

In 1935, two young developers, Carlton Smith and Allen Dawson, built their first homes on farmland along Elmhurst Road as the start of a well-planned community to meet the dreams of depression-weary families. The first family moved in during January 1936 and by the end of the year there were six affordable homes in the pleasant rural area to be called Prospect Heights.

The development firm worked with the resilient, caring families to create and maintain a responsible community in which they could raise their children with pride. In 1938, they formed the Prospect Heights Improvement Association (PHIA). It served as a virtual government of the community for 38 years, albeit without legal authority because Prospect Heights was an unincorporated area in Cook County. By 1955, there were almost 600 homes in unincorporated Prospect Heights.

During the 1960s, the boom in development began to cause real problems. Local residents had no control over this growth and the PHIA decided that incorporation was the only solution. Over 50% of the residents voted in favor of incorporation. Thus, January 31, 1976, exactly 40 years after the first family moved in, the City of Prospect Heights was born.

### **A Vision of the Future...**

The City of Prospect Heights is a City looking into the future and exploring business and economic development opportunities. The City's leaders have taken a progressive approach toward planning for the City's future. In 2015, a new Comprehensive Development Plan was implemented. The new Comprehensive Plan will help shape and guide the type and quality of development opportunities in the City. The City is also looking at redevelopment opportunities, diversifying area businesses and infrastructure improvements to its roadways. The community and its leaders are focused on preserving the City's rich heritage, while implementing plans that will attract visitors to explore Prospect Heights's tourism district and improve the quality of life for the residents.

### **Community Characteristics**

The following statistical data and graphs provide a demographic profile of the City of Prospect Heights. Notable changes from the 2000 to the 2010 Census are highlighted below. Unless otherwise noted, the source of data is the 2010 United States Census.

#### ***Population***

- Prospect Heights is a diverse, relatively young community that has seen significant growth in immigrant population over the last ten years. This population growth has made the community culturally rich, as well as, challenged the City leadership to accommodate the changing demographics of the community.
- Overall Prospect Heights' population has decreased over the last 10 years. In 2000, Prospect Heights's population was 17,042. As of the 2010 United States Census, the population decreased to 16,256 residents, which represents a 4.5% decrease.

#### ***Income and Educational Attainment***

- The median household income in Prospect Heights is above the median for the Chicago Metropolitan Statistical Area.
- Those individuals with at least a high school degree represented 94.2% of the population

#### ***Housing Information***

- In 2000, there were a total of 6,573 total housing units. In 2010, that number grew by 49 or less than 1% to a total of 6,622 total housing units.
- There were 6,379 households in 2000. In 2010, there were a reported 6,175 households in the City. This represents a 3% decrease.
- In 2010, the median housing value was listed at \$250,243.
- In 2010, the median household income was \$60,576.

### **Community Characteristics (Continued)**

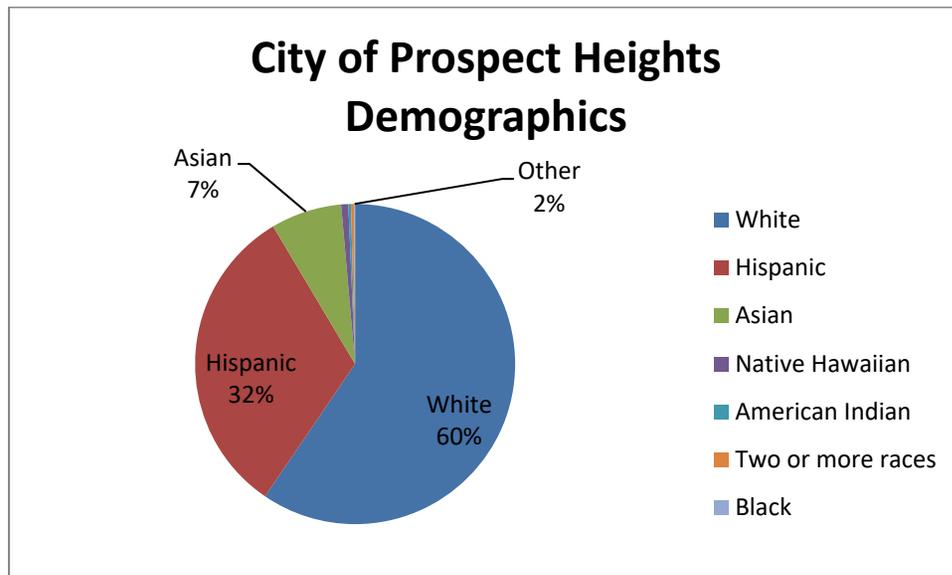
#### ***Age Distribution***

- The median age in the City in 2010 was 37.4 years. In 2000, the median age was 35.

- In the 6,175 households that were reported in 2010, 32.6% had children under the age of 18 living with them, 25.7% had individuals aged 65 or over living with them and 56.5% were married couples living together. The average household size was 2.64 and the average family size was 3.17.

***Racial & Ethnicity Composition***

- The racial makeup of Prospect Heights is similar to neighboring communities and has historical precedent. The City’s racial demography is predominately white and includes a large number of residents of Polish and German decent. In the last ten years, Asian and Hispanic populations have also seen significant growth in Prospect Heights. The Black population has seen some decrease in the last ten years and is not expected to grow in the next five years. This mirrors trends regionally. There has been a slight population decrease in the City since 2010. The population loss is not significant and may rebound in the next five years (source: DemographicsNow).
- The racial makeup of the City in 2013 is detailed below:



<u>Race</u>	<u>Individuals</u>	<u>%</u>
<b>White</b>	9,787	59.51%
<b>Hispanic</b>	5,251	31.93%
<b>Asian</b>	1,177	7.16%
<b>Native Hawaiian</b>	117	0.71%
<b>American Indian</b>	46	0.28%
<b>Two or more races</b>	51	0.31%
<b>Black</b>	16	0.10%

CITY OF PROSPECT HEIGHTS, ILLINOIS

FUND STRUCTURE

APRIL 30, 2020

Fund Type	Fund Category	Fund Name
GOVERNMENTAL FUNDS	GENERAL FUND	General Fund
	SPECIAL REVENUE FUNDS	Motor Fuel Tax Fund
		Tax Increment Financing Fund
		DEA Fund
		Solid Waste Fund
		Special Service Area Funds
		Tourism District Fund
	DEBT SERVICE FUNDS	SSA #6 Debt Fund
		Road Construction Debt Fund
	CAPITAL IMPROVEMENT FUND	Capital Improvement Fund
FIDUCIARY FUNDS	POLICE PENSION FUND	Police Pension Fund
	ENTERPRISE FUNDS	Water Fund
		Parking Fund
		Sanitary Sewer Fund

**DEPARTMENT FUND RELATIONSHIP STRUCTURE**

<b>Fund Type</b>	<b>Fund Name</b>	<b>Department</b>	<b>Department Summary Page</b>	<b>FY19-20 Budget</b>
<b>General</b>	<b>General</b>	Total		9,232,802
		City Council & Boards		107,386
		Administration		789,063
		Finance		178,375
		Legal		346,200
		Community Development		572,870
		Public Works		1,329,269
		Public Safety		5,404,444
		Grant Expense		1,500
		Debt Service		185,695
		All Other		318,000
<b>Special Revenue</b>		Total		2,765,750
	<b>Motor Fuel Tax</b>	Public Works		265,000
	<b>Palatine/Milwaukee TIF</b>	Administration & Public Works		219,375
	<b>Tourism District</b>	Administration, Public Works, Public Safety		785,625
	<b>DEA Seizure</b>	Public Safety		126,000
	<b>Solid Waste</b>	Administration & Public Works		450,000
	<b>Palatine Road TIF</b>	Administration & Public Works		465,625
	<b>Special Service Areas 1-5 and 8</b>	Administration & Public Works		454,125
<b>Capital Projects</b>	<b>Capital Projects</b>	EXPENSES		1,073,593
<b>Debt Service</b>		Total		1,548,253
	<b>Road Construction Debt</b>	Non-Departmental		1,307,736
	<b>SSA 6 Debt</b>	Non-Departmental		240,517
<b>Fiduciary</b>	<b>Police Pension</b>	Non-Departmental		1,058,500
<b>Enterprise</b>		Total		1,698,990
	<b>Water</b>	Public Works		843,970
	<b>Parking</b>	Community Development & Public Works		126,750
	<b>Sewer Fund</b>	Public Works		728,270
			<b>Total Funds</b>	<b>17,377,888</b>

# Section 2

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## Budget Process and Structure

Budget Process

Budget Timetable

Basis for Budgeting and Fund Structure

Account Numbers



# Budget Process and Structure

## Budget Process

The budget document is the result of the City's financial and operational planning process and serves as the guide for implementing those plans. The process brings together input from elected officials, department directors, departmental staff, and the public in order to shape the City's goals and objectives.

The Department Directors review their programs and services, initial budget requests and submit them to the Finance Director. The Finance Director then consolidates all requests to analyze the budget as a whole. After an initial analysis, meetings are set up by the Department Directors, Finance Director, and City Administrator. They review major operational changes, discuss objectives and review capital project requests. An effort is made to combine requests across departments and to discuss how to more efficiently accomplish departmental goals. Any unjustified items are eliminated from the budget at this time.

Over the next month, the Finance Department works to compile the budget document. In addition to developing budget summaries for each department which outline requests, the Finance Director reviews and updates other sections of the document. Before the first public hearing, the proposed budget is made available to the public in hardcopy format at the City Hall.

After the public meetings, the budget may be further revised and passed without further public inspection, notice or hearing. The final budget is typically approved in April.

Once the budget has been approved, the City Administrator and Finance Director continue to monitor the City's rate of revenue collections and expenditures to assure a healthy financial condition. If revenue projections drop below staff's original estimate, the City Administrator will direct staff to reduce expenditures. If a circumstance arises in which budget changes must be considered, the City Council may approve a change by Ordinance.

## City of Prospect Heights FY2019-2020 Budget Calendar

### BUDGET TIME TABLE

December 3, 2018	FY17-18 Proposed Budget Worksheets distributed to Staff
December 10, 2018	7-month Budget Review at Council Workshop Session
December 11-21, 2018	FY 19 Revenue Projection & FY 19 Budget Revenue Meetings with Department Managers
January 7-11, 2019	Finance Department to prepare Departmental Revenue and Expenditure Budgets
January 18, 2019	Preliminary Budget Draft to City Administrator & Department Managers
January 21-28, 2019	Budget Review Meetings with City Administrator and Department Managers
February 4, 2019	Budget Revisions Due to Finance
February 11, 2019	City Council Workshop Session, 2019/20 Budget Overview including Capital Improvement Plan
February 18, 2019	Revised Budget Draft to City Administrator
February 25, 2019	City Administrator's Proposed Budget Delivered to City Council
March 4-8, 2019	Assemble Budget Workshop Presentation
March 4-8, 2019	Budget review with Individual Council Members, as requested
March 11, 2019	City Council Meeting to Review Budgets for Revenues, General Fund Departments and Capital Improvement Plan
March 25, 2019	City Council Workshop to Review Budgets for All Other Funds
March 26-29, 2019	Final Review of Budget by Management
April 2, 2019	Final Budget Delivered to City Council
April 8, 2019	Public Hearing to Consider for Approval Proposed FY 2019/2020 Budget
April 8 and 22, 2019	Adoption of FY 2019/2020 Budget, 1 <sup>st</sup> and 2 <sup>nd</sup> Reading of Budget Ordinance

# Basis for Budgeting and Fund Structure

## Basis for Budgeting

The City of Prospect Heights accounts for all funds and adopts a budget based on generally accepted accounting principles (GAAP). A fund is a separate accounting entity with a set of self-balancing accounting that records assets, liabilities, fund equity, revenues, and expenses or expenditures. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with regulations, restrictions, or limitations.

## Fund Structure

The City uses the following fund types:

**General Funds:** use the modified accrual basis of accounting whereby revenues are recognized when they are “measurable and available” and expenditures are recorded when the related fund liability is incurred. The majority of the City’s business is accounted for in the General Fund.

**Special Revenue Funds:** use the modified accrual basis of accounting. Special Revenue Funds are required to account for the use of revenue earmarked by law for a particular purpose. State and federal fuel tax revenues require special revenue funds, because federal and state laws restrict these taxes to transportation uses. The Special Revenue Funds include: Motor Fuel Tax, Palatine/Milwaukee TIF fund, Tourism District, Development Fund, DEA Seizure, and Solid Waste Disposal Fund.

**Capital Projects Funds:** use the modified accrual basis of accounting. Capital project funds are used to account for the construction or acquisition of fixed assets, such as buildings, equipment and roads. Depending on its use, a fixed asset may instead be financed by a special revenue fund or a proprietary fund. A capital project fund exists only until completion of the project. Fixed assets acquired and long-term debts incurred by a capital project are assigned to the government's General Fixed Assets and Long-Term Debts. The City maintained a Road Construction Fund; however, all funds for the project were completed and the fund was closed.

**Debt Service Funds:** use the modified accrual basis of accounting. Debt service funds are used to account for money that will be used to pay the interest and principal of long-term debts. Bonds used by a government to finance major construction projects, to be paid by tax levies over a period of years, require a debt service fund to account for their repayment. The debts of special assessment and proprietary funds are serviced within those funds, rather than by a separate debt service fund. The City currently has a Special Service Area #6 Debt Fund and a Road Construction Debt Fund.

**Special Assessment Funds:** use the modified accrual basis of accounting. Special assessment funds account for public infrastructure improvements financed by special levies against property holders. The City has created four of these special service areas for sanitary sewer purposes (SSA #1, #2, #3 and #4), one for storm water detention (SSA #5) and one used to pay for maintenance of the Levee 37 wall (SSA #8).

## **Basis for Budgeting and Fund Structure (Continued)**

**Proprietary Funds:** use the full accrual basis of accounting. Under the full accrual basis, revenues are recorded at the time liabilities are incurred. Proprietary funds are used to account for business-type activities and include enterprise funds. Enterprise funds are used for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise.

The City currently maintains one type of proprietary fund – an enterprise fund. Enterprise funds are used to report the business-type activities the City engages in and charge fees designed to recover the cost of providing services. The City maintains a Water Fund and Parking Fund which are included in this category.

**Fiduciary Funds:** are accounted for on a full accrual basis. Fiduciary funds are used to account for resources held in trust by the government for the benefit of individuals or other entities and that cannot be used to support the City's own programs. Financial statements may further distinguish fiduciary funds as either trust or agency funds.

The City acts as a fiduciary for the Police Pension Funds a Trust Fund. The fund is supported by employee and City contributions and is established as single employer funds. The fund is managed by a pension board and is not available to support the City's programs. Non-police personnel are covered by the Illinois Municipal Retirement Fund (IMRF), a multi-employer, defined benefit plan. The City sends the employer and employee contributions directly to IMRF.

Agency funds are monies held on someone else's behalf with the funds eventually being distributed to the rightful owner. The City will be establishing a Road and Building Bond Escrow Fund to account for road and bond escrows. The City requires a cash bond in like amount of building permit fee to be posted for the project. After final approval of construction and/or a Certificate of Occupancy is issued, the bond posted shall be refunded.

All funds are present in the 2017-2018 Fiscal Year Budget except for the Capital Projects Fund.

# Account Numbers

The account numbers used by the City of Prospect Heights identify the type of account, the department making the expenditure, the general category to be charged and the type of purchase. Account numbers appear as follows:

01-340-5700

The first two digits indicate the fund

01	GENERAL FUND
11	MOTOR FUEL TAX FUND
12	PALATINE/MILWAUKEE TIF FUND
13	TOURISM DISTRICT FUND
14	DEVELOPMENT FUND
15	SALES TAX NON-HOME RULE FUND
16	DEA SEIZURE FUND
17	SOLID WASTE DISPOSAL FUND
18	PALATINE ROAD TIF FUND
21	SSA #1 FUND
22	SSA #2 FUND
23	SSA #3 FUND
24	SSA #4 FUND
25	SSA #5 FUND
26	SSA #6 FUND
28	SSA #8 FUND
30	CAPITAL IMPROVEMENTS FUND
31	ROAD CONSTRUCTION FUND
41	ROAD CONSTRUCTION DEBT SERVICE FUND
46	SSA #6 DEBT SERVICE FUND
51	WATER FUND
52	PARKING FUND
53	SANITARY SEWER FUND
71	POLICE PENSION FUND
72	ROAD & BRIDGET BOND ESCROW FUND

The second three digits indicate the department

000	BALANCE SHEET
100	REVENUES
105	LOCAL TAXES
110	INTERGOVERNMENTAL REVENUES
115	GRANTS REVENUE
120	LICENSES & FEES
125	FRANCHISE FEES
140	PUBLIC SAFETY FINES & FEES
145	PUBLIC SAFETY SPECIAL REVENUE
130	BUILDING REVENUE & FEES
150	INTERFUND SERVICE CHARGES
155	REIMBURSABLE INCOME
160	OTHER REVENUES
200	OTHER FINANCING SOURCES
300	EXPENSES
310	CITY COUNCIL & BOARDS
320	ADMINISTRATION
330	ENGINEERING
340	BUILDING DEPARTMENT
350	PUBLIC WORKS
360	PUBLIC SAFETY
365	PUBLIC SAFETY-SPECIAL ACCT EXP
370	REIMBURSABLE EXP
390	GRANTS
400	DEBT SERVICE
500	CAPITAL OUTLAY GENERAL
550	PUBLIC WORKS CAPITAL OUTLAY
560	PUBLIC SAFETY CAPITAL OUTLAY
600	OTHER FINANCING USES

The third four digits indicate category to be charged

4000-4099	SALARIES
4100-4199	INSURANCE BENEFITS
4200-4299	PENSION BENEFITS
4300-4399	OTHER BENEFITS
5000-5099	MAINTENANCE SERVICES
5100-5199	PROFESSIONAL SERVICES
5200-5299	COMMUNICATIONS
5300-5399	PROFESSIONAL DEVELOPMENT
5400-5499	SERVICE CHARGES AND FEES
5500-5599	OTHER CONTRACTUAL SERVICES
5600-5649	MAINTENANCE SUPPLIES
5700-5799	GENERAL SUPPLIES
5800-5849	PRINTED MATERIALS
5850-5899	NON-PRINTED MATERIALS
5900-5949	GRANT EXPENSE
5950-5999	OTHER EXPENDITURES
6000-6099	DEBT SERVICE
7000-7099	CAPITAL OUTLAY
8000-8099	OTHER FINANCING USES

# Section 3

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## Executive Overview

Strategic Planning

Strategic Planning Process

Debt Position

Fund Balance Projections by Fund



# Strategic Planning

The goal for the City of Prospect Heights is to create a new identity that supports business attraction and retention and encourages new development. Key to achieving this goal is the maintenance of the existing community character as well as preserving unique natural resource assets. The creation of connections between recreational areas, residential neighborhoods and retail districts through sidewalk, streetscape and trail improvements will help to foster a greater sense of place and community identity. The recommendations and strategies listed below will provide a framework of policies to help implement this vision.

In the next five years, the City of Prospect Heights will address these major strategic goals:

- Financial sustainability
  - Promote a strong and diverse economic base through recruiting businesses and encouraging new business growth
- Economic vitality and innovation
  - Explore economic development and redevelopment opportunities throughout the City
- Well-planned commercial and residential growth
  - Implement the comprehensive plan approved on September 8, 2014
- Housing and employment diversity
  - Promote the creation of a variety of housing option for all segments of the community
- Operational excellence
  - Invest in staff and their development and create a high performing organization
  - Maintain quality essential routine services and supporting infrastructure
- Communication
  - Create a communication process that provides timely and important information to citizens
- Natural Resource and Environmental stewardship
  - Enhance environmental quality and sustainability
- Stormwater System
  - Manage identified City of Prospect Heights storm water management projects
- Infrastructure
  - Continue to adopt and complete approved projects outlined in the City's Capital Improvement Plan
- Intergovernmental Relations
  - Strengthen coordination and cooperation between the City and surrounding communities, the county, and state government agencies

# Strategic Planning (continued)

It is proposed for FY 2019/2020 that the City further develop its strategic planning process. The City strives to align its financial plan with its core values.

Department	Mission	Objectives	Programs	Measurement	Timeline
<b>Administration</b>	Provide for the delivery of quality public services in an effective, efficient and ethical manner.	Coordinate service delivery with City departments; communicate operations and strategic decisions with the Mayor and City Council.	Mange ongoing and ad-hoc programs with emphasis on communication to City Council, departments and other stakeholders.	Review progress and results of implementation of programs with continued monitoring and updates as needed.	Prepare an annual report of salary and workforce comparisons to surrounding communities.
<b>Building &amp; Development</b>	To enhance the quality of life, protect life and property, encourage quality growth, development and redevelopment through efficient, consistent and collaborative application of the building and development codes.	Improve timely review of permit and development applications; Upgrade and adopt City codes to meet our mission; Consistent and fair implementation and enforcement; Improve public awareness and education of the Department services.	Implement a public awareness and education campaign for residents, businesses and property owners. Streamline the permit review and inspection process to enhance efficiency. Actively work to promote the economic vitality of the community; consolidate and improved the business license and registration process.	Number of residential permits issued, average number of working days from permit application to approval, total number of permits issued.	The City implemented new tracking processes that have resulted in faster permit issuance and receipt of payments, analysis and reporting will be an ongoing process.
<b>Finance</b>	To optimally manage the City's finances through its accounting, purchasing and billing functions in order to ensure the proper safeguarding and preservation of City assets.	Ensure all financial operations and transactions of the City, including accounts payable, payroll, cash management, purchasing, utility billings/collections are adequately managed and accounted for in accordance with GAAP, GASB and all other laws.	Automate processes and provide for web based services to residents and businesses, improve internal controls and reporting functions.	Review number of residents that pay in person versus on-line for water/sewer billing and vehicle stickers.	Implemented a new online payment portal in 2018/2019. Which allowed for the retention of payment information and improved customer service for the residents.

Department	Mission	Objectives	Programs	Measurement	Timeline
<b>Police</b>	To work in partnership with the citizens of Prospect Heights to enhance the quality of life by raising the level of public safety through law enforcement.	Cultivate a talent pool of new and existing employees with diverse backgrounds and experiences, encourage innovation and new perspectives. Provide leadership development opportunities for staff and provide our citizens and businesses with high quality patrol, investigative, outreach and records management services.	Deploy communications and reporting systems that meet applicable requirements, provide stable communications infrastructure, and assist operational activities.	Response times will be reviewed and compared to other departments.	Monthly reviews will be performed and compared for improvement.
<b>Public Works</b>	Strive to offer the best internal and external customer service possible by maintaining and enhancing the City's core infrastructure including streets, sanitary & storm sewers, water system, snow/storm management, fleet management, grounds, Levee 37, bridges, storm-water management and forestry and with adequate levels of service for each asset category.	Establish and refresh an operations manual and complaint tracking system. Develop and explore opportunities to minimize the use of resources, both labor and capital where adequate levels of service can be maintained. Streamline Seek multi-agency cooperation where economies of scale may be realized.	Maintain a highly trained workforce with diverse skill sets, providing flexibility in times of need and adaptability to changing infrastructure conditions. Continue the Tree Removal/Planting Program, R&R Sidewalks Program, water and sanitary sewer system upgrade and repairs and Crack-Sealing Program.	Monitor and account for potholes repair and cost per repair.	Weekly review and accountability will be performed to determine efficiency.

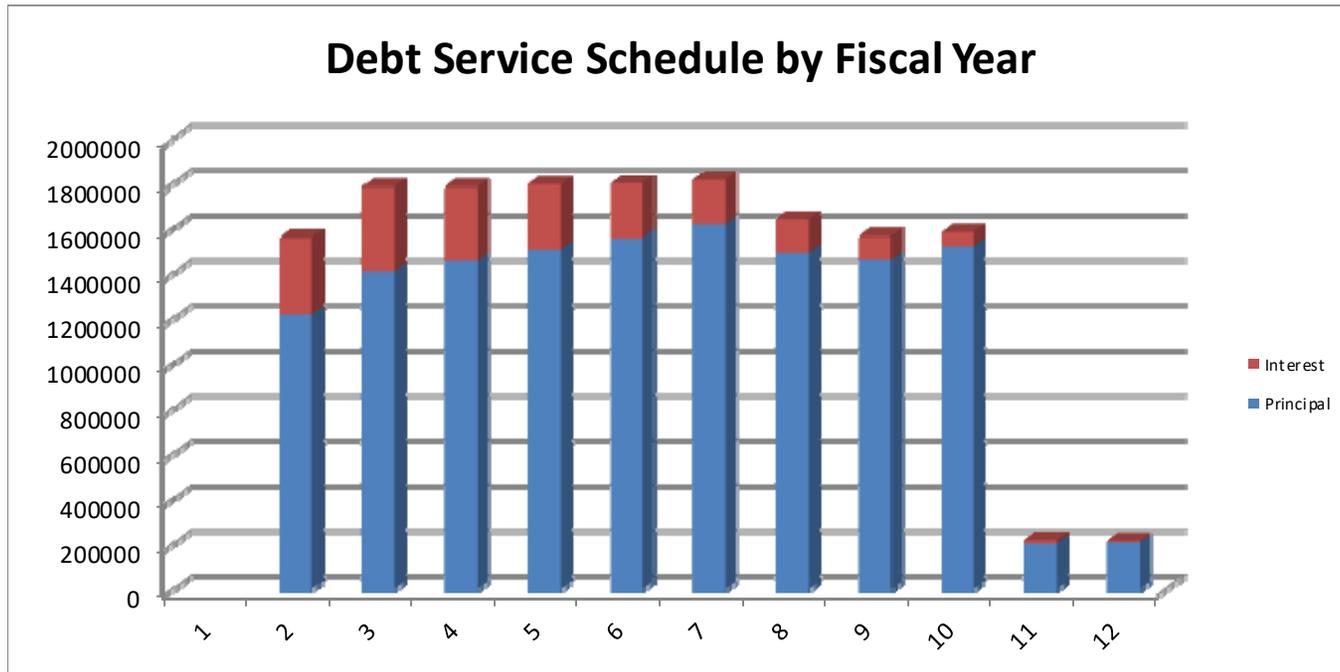
## Strategic Planning Process

There are several planning processes in place to guide the City in its decision making. Many of these processes allow for direct resident input through public hearings, community meetings, or participation in Council-appointed committees and boards. The City’s planning processes includes:

Planning Process	Description
Citywide Vision, Mission, Goals and Values	Set the overall tone of the organization and guides employees in managing the daily operations of the City
Comprehensive Plan	A guide designed to establish development strategies and policies for future growth over the next 10 years. This Plan assesses existing conditions and provides recommendations for land use development, transportation improvement, expansion of the City’s economic base, enhanced retail and commercial opportunities, protection of natural resources and connectivity within the City
Water and Sewer Plan	A plan for water and sewer is to be implemented to ensure the health, safety, and welfare of the City residents and provide that existing and future water supply and wastewater disposal needs and infrastructure are met
Capital Improvement Plan	A five year guide to assist in long range planning for the City capital needs. Details of the recommended Capital Improvement plan are found beginning on page 116
Transportation Planning	A plan to assist Prospect Heights in becoming a transit-supportive and connected community by enhancing the existing transportation system to provide balanced priority to transportation facilities and amenities including bike, pedestrian, automobile and public transit.
Fiscal Policy Guidelines	Policies guiding the financial management of the City or Prospect Heights are approved by the City Council to ensure fiscally sound government. The adoption and compliance of these policies is an important factor in Rating Agency reviews. A summary of the City’s policies can be found in the Section 12 Supplemental Information
Annual Budget Process	The City Administration works with the Department Directors to develop a recommended budget. Many of the decisions included in the budget are driven by the City’s budget process described on page 18-22
Five Year Financial Plan	A five year financial forecast will be developed annually as a tool to anticipate potential budget shortfalls.

# Debt Position

From time-to-time, the City may use the issuance of long-term debt to further the City’s Capital Improvement Program. Long-term debt is used only for capital projects that cannot be financed from current revenue sources. The City accounts for repayment of long term debt in several accounts: The General Fund for the G.O. Debt Certificates - Series 2008 and Series 2018; SSA #6 Debt Fund for the Bonds, Series 2009; Development Fund for Term Note Payable, Water Fund for the G.O. Debt Certificates, Series 2010, and Road Construction Debt Fund for the G.O. Debt Certificates, Series 2011A, 2012, and 2013. Total debt outstanding as of April 30, 2018 will be \$20,080,000 in principal and \$3,517,804 in interest for a total of \$23,597,804. Below is a chart depicting the future principal and interest payment of all debt.



# Debt Service Schedules

Fiscal Year Ending	G.O. Debt Certificates, Series 2008 Issue Date: March 25, 2007 Maturity: December 15, 2023 Contract: \$2,045,000 Interest Rate: 4.327% Interest Payable: 06/15 and 12/15 Principal Payable: Annually on 12/15 Bank of America, N.A. Funding Source: General Fund			G.O. Debt Certificates, Series 2011A Issue Date: June 29, 2011 Date of Maturity: December 15, 2026 Amount of Contract: \$5,000,000 Interest Rate: 2.5% TO 4.0% Interest Payable: 06/15 and 12/15 Principal Payable: Annually on 12/15 Payable to: U.S. Bank N.A. Funding Source: Road Construction Taxes			G.O. Debt Certificates, Series 2012 Issue Date: February 28, 2012 Date of Maturity: December 15, 2026 Amount of Contract: \$5,000,000 Interest Rate: 2.0% to 2.5% Interest Payable: 06/15 and 12/15 Principal Payable: Annually on 12/15 Payable to: U.S. Bank N.A. Funding Source: Road Construction Taxes		
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I
April 30th									
2019	145,000	41,972	186,972	315,000	128,925	443,925	335,000	74,628	409,628
2020	150,000	35,698	185,698	325,000	119,475	444,475	345,000	67,928	412,928
2021	160,000	29,207	189,207	340,000	108,100	448,100	355,000	61,028	416,028
2022	165,000	22,284	187,284	355,000	96,200	451,200	365,000	53,928	418,928
2023	170,000	15,145	185,145	370,000	82,000	452,000	375,000	46,628	421,628
2024	180,000	7,789	187,789	390,000	67,200	457,200	390,000	39,128	429,128
2025	-	-	-	410,000	51,600	461,600	405,000	30,353	435,353
2026	-	-	-	430,000	35,200	465,200	415,000	20,835	435,835
2027	-	-	-	450,000	18,000	468,000	435,000	10,875	445,875
2028	-	-	-			-			-
2029	-	-	-			-			-
<b>TOTAL</b>	<b>\$ 970,000</b>	<b>\$ 152,094</b>	<b>\$ 1,122,094</b>	<b>\$ 3,385,000</b>	<b>\$ 706,700</b>	<b>\$ 4,091,700</b>	<b>\$ 3,420,000</b>	<b>\$ 405,328</b>	<b>\$ 3,825,328</b>

## Debt Service Schedules (continued)

Fiscal Year Ending	G.O. Debt Certificates, Series 2013 Issue Date: April 30, 2013 Date of Maturity: December 15, 2026 Contract: \$5,000,000 Interest Rate: 2.0% to 2.5% Interest Payable: 06/15 and 12/15 Principal Payable: Annually on 12/15 Payable to: U.S. Bank N.A.  Funding Source: Road Construction Taxes			Special Service Area #6 Refunding Bonds, Series 2018 Issue Date: September 27, 2018 Date of Maturity: December 15, 2028 Amount of Contract: \$1,820,000 Interest Rate: 2.00% to 3.50% Interest Payable: 06/15 and 12/15 Principal Payable: Annually on 12/15 Payable to: U.S. Bank, N.A. Funding Source: Special Service Area #6 Taxes			G.O. Debt Certificates, Series 2010 Issue Date: July 1, 2010 Date of Maturity: December 15, 2024 Contract: \$800,000 Interest Rate: 4% to 5.2% Interest Payable: 06/15 and 12/15 Principal Payable: Annually on 12/15 Payable to: U.S. Bank N.A.  Funding Source: Water Fund		
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Total P&I
April 30th									
2019	370,000	75,233	445,233	-	-	-	55,000	21,110	76,110
2020	380,000	67,833	447,833	150,000	67,513	217,513	60,000	18,910	78,910
2021	385,000	60,233	445,233	160,000	52,490	212,490	60,000	16,390	76,390
2022	390,000	52,533	442,533	170,000	48,570	218,570	65,000	13,750	78,750
2023	400,000	44,733	444,733	175,000	43,895	218,895	70,000	10,760	80,760
2024	410,000	36,733	446,733	180,000	38,733	218,733	70,000	7,400	77,400
2025	420,000	28,533	448,533	185,000	33,243	218,243	75,000	3,900	78,900
2026	430,000	20,133	450,133	190,000	27,323	217,323	-	-	-
2027	445,000	10,458	455,458	195,000	21,053	216,053	-	-	-
2028			-	205,000	14,423	219,423	-	-	-
2029			-	210,000	7,350	217,350	-	-	-
<b>TOTAL</b>	<b>\$ 3,630,000</b>	<b>\$ 396,418</b>	<b>\$ 4,026,418</b>	<b>\$ 1,820,000</b>	<b>\$ 354,590</b>	<b>\$ 2,174,590</b>	<b>\$ 455,000</b>	<b>\$ 92,220</b>	<b>\$ 547,220</b>

# Debt Service Schedules (continued)

Fiscal Year Ending	ALL ISSUES -- COMBINED TOTAL		
	Principal	Interest	Total P&I
April 30th			
2019	1,220,000	341,867	1,561,867
2020	1,410,000	377,356	1,787,356
2021	1,460,000	327,447	1,787,447
2022	1,510,000	287,264	1,797,264
2023	1,560,000	243,160	1,803,160
2024	1,620,000	196,981	1,816,981
2025	1,495,000	147,628	1,642,628
2026	1,465,000	103,490	1,568,490
2027	1,525,000	60,385	1,585,385
2028	205,000	14,423	219,423
2029	210,000	7,350	217,350
<b>TOTAL</b>	<b>\$ 13,680,000</b>	<b>\$ 2,107,349</b>	<b>\$ 15,787,349</b>

## Fund Balance Projections by Fund

The fund balance is the fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues and expenditures. Fund balances increase when revenues exceed expenditures and decrease when expenditures exceed revenues.

The City of Prospect Heights uses cash and investments as a proxy for fund equity in the enterprise funds. The following table depicts the proposed revenues and expenditures by fund for the FY 2019-20 Budget, with surplus (deficit) shown for each fund.

CITY OF PROSPECT HEIGHTS FUND BALANCE PROJECTION	Final	Projected FY 18-19 Results			Projected	Preliminary Budget FY 19-20			Projected
	Fund Balance	Revenue	Expense	Net Revenue (Expense)	Fund Balance	Revenue	Expense	Net Revenue (Expense)	Fund Balance
FY 2019-2020	04/30/18				04/30/19				04/30/20
<b>General Fund</b>									
General Fund	9,621,628	9,019,433	8,303,288	716,145	10,337,773	9,352,988	9,232,802	120,186	10,457,959
<b>Special Revenue Funds</b>									
Motor Fuel Tax	1,329,670	440,000	-	440,000	1,769,670	420,000	265,000	155,000	1,924,670
Palatine/Milwaukee TIF	57,252	672,564	11,501	661,063	718,315	672,500	219,375	453,125	1,171,440
Tourism District	336,011	791,000	772,270	18,730	354,741	791,000	785,625	5,375	360,116
DEA Seizure	574,961	23,091	35,500	(12,409)	562,552	-	126,000	(126,000)	436,552
Solid Waste	101,808	472,500	463,000	9,500	111,308	452,500	450,000	2,500	113,808
Palatine Road TIF	423,142	100,500	6,396	94,104	517,246	100,100	465,625	(365,525)	151,721
SSA #1	(108,318)	175	-	175	(108,143)	-	-	-	(108,143)
SSA #2	36,642	250	-	250	36,892	-	36,000	(36,000)	892
SSA #3	323,572	1,350	-	1,350	324,922	-	320,000	(320,000)	4,922
SSA #4	33,992	200	-	200	34,192	-	33,000	(33,000)	1,192
SSA #5	114,352	1,800	20,500	(18,700)	95,652	25,500	62,775	(37,275)	58,377
SSA #8	237,807	126,361	12,350	114,011	351,818	128,696	2,350	126,346	478,164
<b>Capital Project Fund</b>									
Capital Improvements	7,650,743	-	1,899,239	(1,899,239)	5,751,504	250,000	1,073,593	(823,593)	4,927,911
<b>Debt Service Funds</b>									
Road Construction	863,923	1,303,705	1,301,283	2,422	866,345	1,255,000	1,307,736	(52,736)	813,609
SSA #6 Construction	187,833	243,892	237,143	6,749	194,582	237,642	240,517	(2,875)	191,707
<b>Enterprise Funds</b>									
Water	4,764,086	821,269	877,928	(56,659)	4,707,427	900,500	843,970	56,530	4,763,957
Sanitary Sewer	704,993	835,000	245,086	589,914	1,294,907	811,000	728,270	82,730	1,377,637
Parking	193,611	64,000	132,011	(68,011)	125,600	133,000	126,750	6,250	131,850
<b>Fiduciary Fund</b>									
Police Pension	16,044,528	1,372,149	897,000	475,149	16,519,677	1,287,709	1,058,500	229,209	16,748,886
	43,492,236	16,289,239	15,214,495	1,074,744	44,566,980	16,818,135	17,377,888	(559,753)	44,007,227

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# Section 4

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## General Fund Summary and Detail

City Council and Boards  
Administration  
Finance  
Legal  
Community Development  
Public Works  
Public Safety  
Reimbursable Expense  
Grants  
Debt Service  
Capital Outlay



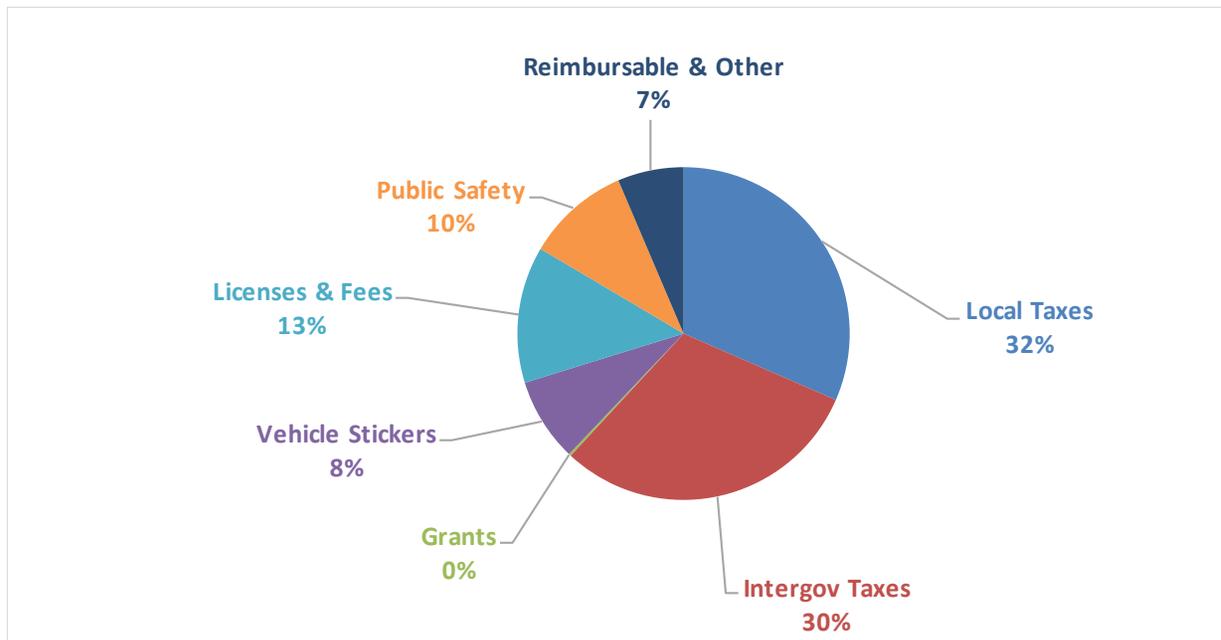
# General Fund Summary and Detail

## General Fund Revenue

The City of Prospect Heights is a non-home rule municipality without a citywide general property tax. The General Fund Revenue Budget for FY2019-2020 is \$9,352,988 representing a 9% increase from the prior year. The City derives the majority (30%) of its revenue in the General fund from Intergovernmental Taxes, Local Taxes (32%), and Charges for Services (13%). Intergovernmental taxes include Sales tax, Use tax, Income tax, and Personal Property Replacement tax. Local Taxes include the, utility taxes (telephone, electricity, and natural gas), auto rental tax, Road & Bridge tax, hotel tax, and Places for Eating Tax. Real Estate Taxes includes the Police Pension property tax. Aside from taxes, the City obtains funding for its general operations by charging for services provided to the public, for licenses and permits, for special police details, and by charging other funds in the City for internal services provided by administration, finance, building and public works staff. In addition, the City receives, to a lesser degree, funding from police fines and forfeits.

The City's ability to increase its revenues in the General fund is limited, since the majority of its revenues are linked either to its population or its ability to develop new sales-generating businesses. As a mature community, few parcels exist for construction of new residential properties, which would increase the population and population-based tax receipts. The majority of the residential construction will be limited to renovations, additions and the occasional new construction. For the same reasons, opportunities for new commercial sales-generating construction will be limited.

For more detailed description on revenues and assumptions refer to Section 4 Executive Overview.



## General Fund Revenue - Budget Detail

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-105-3000	REAL ESTATE TAXES	345,519	350,000	368,213	Based on Police Pension Levy
01-105-3005	USE TAX	357,865	427,533	515,000	IML per capita revenue estimate of 31.70 per capita
01-105-3006	NON-HOME RULE SALES TAX	307,332	302,627	329,000	Based on 2018 actual
01-105-3010	UTILITY - ELECTRIC	378,405	389,000	403,156	Based on actual collections
01-105-3011	UTILITY - NATURAL GAS	169,294	160,200	169,294	Based on actual collections
01-105-3012	UTILITY- TELEPHONE	325,744	361,500	335,000	Based on actual collections
01-105-3030	ROAD & BRIDGE TAXES	25,494	36,346	27,500	Based on actual collections
01-105-3040	RENTAL CAR TAXES	16,500	18,274	18,000	Based on actual collections
01-105-3050	PLACES FOR EATING TAX	318,595	335,000	360,000	
01-105-3060	HANDLE TAX - OTB	161,350	155,000	155,000	
01-105-3065	VIDEO GAMING TAX	238,509	230,000	260,000	
01-105-3066	PULL TAB AND CHARITABLE GAMING TAX	-	-	6,000	Annual distribution for gaming and pull tab tax (included in Police Revenue in prior year)
01-105-3070	AMUSEMENT TAX	3,728	5,750	4,000	
<b>Total Local Taxes</b>		<b>2,648,334</b>	<b>2,771,230</b>	<b>2,950,163</b>	
01-110-3100	INCOME TAXES	1,479,199	1,427,548	1,635,000	Based on IML Per Capita estimate of 100.75
01-110-3101	PERSONAL PROPERTY REPLACE TAX	5,171	5,228	5,000	IML estimate is projected to be 11.8% higher than last year
01-110-3110	SALES TAXES	1,121,542	1,001,279	1,178,000	Budgeted 2% increase
01-110-3111	GLENVIEW SHARED REVENUE	56,741	57,500	20,000	Adjusted based on last years collections
01-110-3113	AIRPORT SHARING REVENUE	135,367	-	-	
<b>Total Intergovernmental Taxes</b>		<b>2,798,020</b>	<b>2,491,555</b>	<b>2,838,000</b>	

## General Fund Revenue - Budget Detail (continued)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-115-3210	GRANT - VOCA	37,373	-	-	None anticipated
01-115-3213	GRANT - STEP	7,689	9,676	14,000	STEP Grant for OT salary reimbursement from State
01-115-3246	GRANT-POLICE EQUIPMENT	-	13,500	3,000	Grant from Dept of Justice - Bullet Proof Vest Program
01-115-3247	GRANT - POLICE TOBACCO	-	3,000	3,000	Annual Tobacco Grant award
<b>Total Grant Revenue</b>		<b>45,062</b>	<b>26,176</b>	<b>20,000</b>	
01-120-3300	VEHICLE STICKERS	646,490	663,430	665,000	Approx 10500 passenger, 800 trucks and 200 motorcycle - incr for \$2 ea - 645000/70ea x 72 (\$2 increase)
01-120-3310	VEH. STICKERS SENIORS	50,092	50,670	52,000	Approx 10500 passenger, 800 trucks and 200 motorcycle - incr for \$2 ea - 47500/30 x 32 (\$2 increase)
01-120-3320	VEH. STICKERS LATE FEES	88,741	40,000	40,000	Based on last years actual
01-120-3321	VEH. STICKERS TRANSFERS	2,606	3,000	3,000	"
<b>Total Vehicle Sticker Fees</b>		<b>787,929</b>	<b>757,099</b>	<b>760,000</b>	
01-120-3342	LICENSES - ANIMALS	12,092	12,500	12,500	"
01-120-3343	LICENSES - LIQUOR	75,450	85,000	80,000	Based on last years actual
01-120-3344	LICENSES - BUSINESS	53,928	60,000	58,000	"
01-120-3345	LICENSES - COIN OPERATED	44	-	-	
01-120-3346	LICENSES - CONTRACTORS	36,600	30,000	30,000	"
01-120-3348	LICENSE - AGREEMENTS	14,285	11,000	16,000	Includes \$12k for parking lot rental by local business
01-125-3350	CABLE FRANCHISE FEES	214,434	225,000	217,500	"
01-125-3351	CABLE FRANCHISE FEES-PEG FEES	6,147	-	12,000	"
01-125-3355	SOLID WASTE FRANCHISE FEES	112,322	95,000	100,000	"
01-125-3360	NATURAL GAS FRANCHISE FEES	19,828	24,500	20,000	"
<b>Total Licenses and Fees</b>		<b>545,130</b>	<b>543,000</b>	<b>546,000</b>	

## General Fund Revenue - Budget Detail (continued)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-115-3210	GRANT - VOCA	37,373	-	-	None anticipated
01-115-3213	GRANT - STEP	7,689	9,676	14,000	STEP Grant for OT salary reimbursement from State
01-115-3246	GRANT-POLICE EQUIPMENT	-	13,500	3,000	Grant from Dept of Justice - Bullet Proof Vest Program
01-115-3247	GRANT - POLICE TOBACCO	-	3,000	3,000	Annual Tobacco Grant award
<b>Total Grant Revenue</b>		<b>45,062</b>	<b>26,176</b>	<b>20,000</b>	
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01-120-3310	VEH. STICKERS SENIORS	50,092	50,670	52,000	Approx 10500 passenger, 800 trucks and 200 motorcycle - incr for \$2 ea - 47500/30 x 32 (\$2 increase)
01-120-3320	VEH. STICKERS LATE FEES	88,741	40,000	40,000	Based on last years actual
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<b>Total Vehicle Sticker Fees</b>		<b>787,929</b>	<b>757,099</b>	<b>760,000</b>	
01-120-3342	LICENSES - ANIMALS	12,092	12,500	12,500	"
01-120-3343	LICENSES - LIQUOR	75,450	85,000	80,000	Based on last years actual
01-120-3344	LICENSES - BUSINESS	53,928	60,000	58,000	"
01-120-3345	LICENSES - COIN OPERATED	44	-	-	
01-120-3346	LICENSES - CONTRACTORS	36,600	30,000	30,000	"
01-120-3348	LICENSE - AGREEMENTS	14,285	11,000	16,000	Includes \$12k for parking lot rental by local business
01-125-3350	CABLE FRANCHISE FEES	214,434	225,000	217,500	"
01-125-3351	CABLE FRANCHISE FEES-PEG FEES	6,147	-	12,000	"
01-125-3355	SOLID WASTE FRANCHISE FEES	112,322	95,000	100,000	"
01-125-3360	NATURAL GAS FRANCHISE FEES	19,828	24,500	20,000	"
<b>Total Licenses and Fees</b>		<b>545,130</b>	<b>543,000</b>	<b>546,000</b>	

## General Fund Revenue - Budget Detail (continued)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-130-3400	BUILDING PERMITS	265,245	175,000	415,000	Increase is due to River Trails and Conor Permits 1x revenue bump. Other revenues flat
01-130-3402	PUBLIC HEARING FEES	2,450	2,500	2,500	6 variances @ \$150, 4 special use permits @ \$400, 1 Text amendment
01-130-3403	ELEVATOR INSPECTION FEE	6,675	5,100	5,000	50 elevators x \$100 each annual inspection (Reduction of 1 elevator)
01-130-3404	CERT. OF OCC. INSPECTION FEES	1,150	750	5,925	River Trails 69 x 75 + 10 @ \$75 each. RT is one time revenue
01-130-3405	HEALTH INSPECTION FEE	175	500	500	10 reinspections @ \$50 each
01-130-3406	COMMERCIAL INSPECTION FEE	9,155	8,250	9,150	175 @ \$40 and 50 @ \$25
01-130-3407	ENGINEERING PERMIT FEES	13,665	5,000	25,000	Miscellaneous Engineering permit/review/inspection fees. Increase related to RT/Conor
01-130-3408	VACANT FORECLOSURE REGISTRATIONS	3,000	13,400	12,000	FY 2020 fee based on 60 vacant prop. X \$200. Less units
01-130-3410	BUILDING RE-INSPECTION FEE	150	500	500	10 @ \$50
01-130-3411	RENTAL INSPECTION FEE	238,000	220,000	220,000	1760 Licenses and inspections x \$125
<b>Total Community Development Fees</b>		<b>539,665</b>	<b>431,000</b>	<b>695,575</b>	
01-140-3500	TRAFFIC FINES	276,607	300,000	210,000	Based on actual collections in previous year
01-140-3505	ORDINANCE & PARKING FINES	294,768	250,000	325,000	IDROP and Sonnenschein plus current collections
01-140-3510	LIQUOR FINES	-	-	-	One time fine for local business
01-140-3515	ADMINISTRATIVE TOW FEE	59,000	60,000	45,000	Consistent with prior year
01-140-3520	DUI ASSESSMENTS	10,431	8,000	8,000	Estimated revenue to be flat based on historical performance
01-140-3525	POLICE ALARM LICENSES & FEES	15,187	11,000	11,000	Estimated revenue to be flat based on historical performance
<b>Total Public Safety Fines and Fees</b>					

## General Fund Revenue - Budget Detail (continued)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-145-3550	POLICE REVENUE-NARCOTICS	2,655	15,000	5,000	Estimated revenue to be flat based on historical performance
01-145-3551	POLICE REVENUE-TASK FORCE	11,447	16,000	15,000	Includes DEA Overtime reimbursements
01-145-3552	POLICE REV-ABANDENED PROP EVID	224	200	200	Consistent with prior year
01-145-3553	POLICE REVENUE-SPECIAL DETAILS	19,107	13,000	45,000	Includes reimbursements from various City establishments including PABCOR, Home Bar, Rocky V, Bridge Church, Olive Tree Church
01-145-3554	POLICE REVENUE - GAMING TAX	-	1,500	6,000	Annual distribution for gaming and pop tab tax (moved to Admin revenue in FY19-20)
01-145-3555	POLICE REVENUE - SEIZED ASSETS	11,299	-	-	
01-145-3745	PUBLIC SAFETY REIMBURSABLE FEE	-	13,000	800	Reimbursement from Illinois Public Risk Fund for safety equipment
<b>Total Public Safety Special Revenue</b>		<b>700,725</b>	<b>687,700</b>	<b>671,000</b>	
01-150-3613	CVB/TOURISM SERVICE CHARGE	70,700	70,000	85,000	Service charge remains
01-150-3617	SOLID WASTE SERVICE CHARGE	126,000	123,000	100,000	Service charge remains
01-150-3621	SSA #1 SERVICE CHARGE	21,800	-	-	Service charge eliminated
01-150-3622	SSA #2 SERVICE CHARGE	23,000	-	-	Service charge eliminated
01-150-3623	SSA #3 SERVICE CHARGE	32,900	-	-	Service charge eliminated
01-150-3624	SSA #4 SERVICE CHARGE	25,200	-	-	Service charge eliminated
01-150-3625	SSA #5 SERVICE CHARGE	35,400	-	-	Service charge eliminated
01-150-3628	SSA #8 SERVICE CHARGE	57,700	-	-	Service charge eliminated
01-150-3641	ROAD CONSTRUCT DEBT-SERV CHRG	21,400	-	-	Service charge eliminated
01-150-3651	WATER FUND SERVICE CHARGE	242,000	-	-	Service charge eliminated
01-150-3652	PARKING FUND SERVICE CHARGE	31,000	-	-	Service charge eliminated
01-150-3653	SEWER SERVICE CHARGE	197,000	-	-	Service charge eliminated
<b>Total Interfund Service Charges</b>		<b>884,100</b>	<b>193,000</b>	<b>185,000</b>	

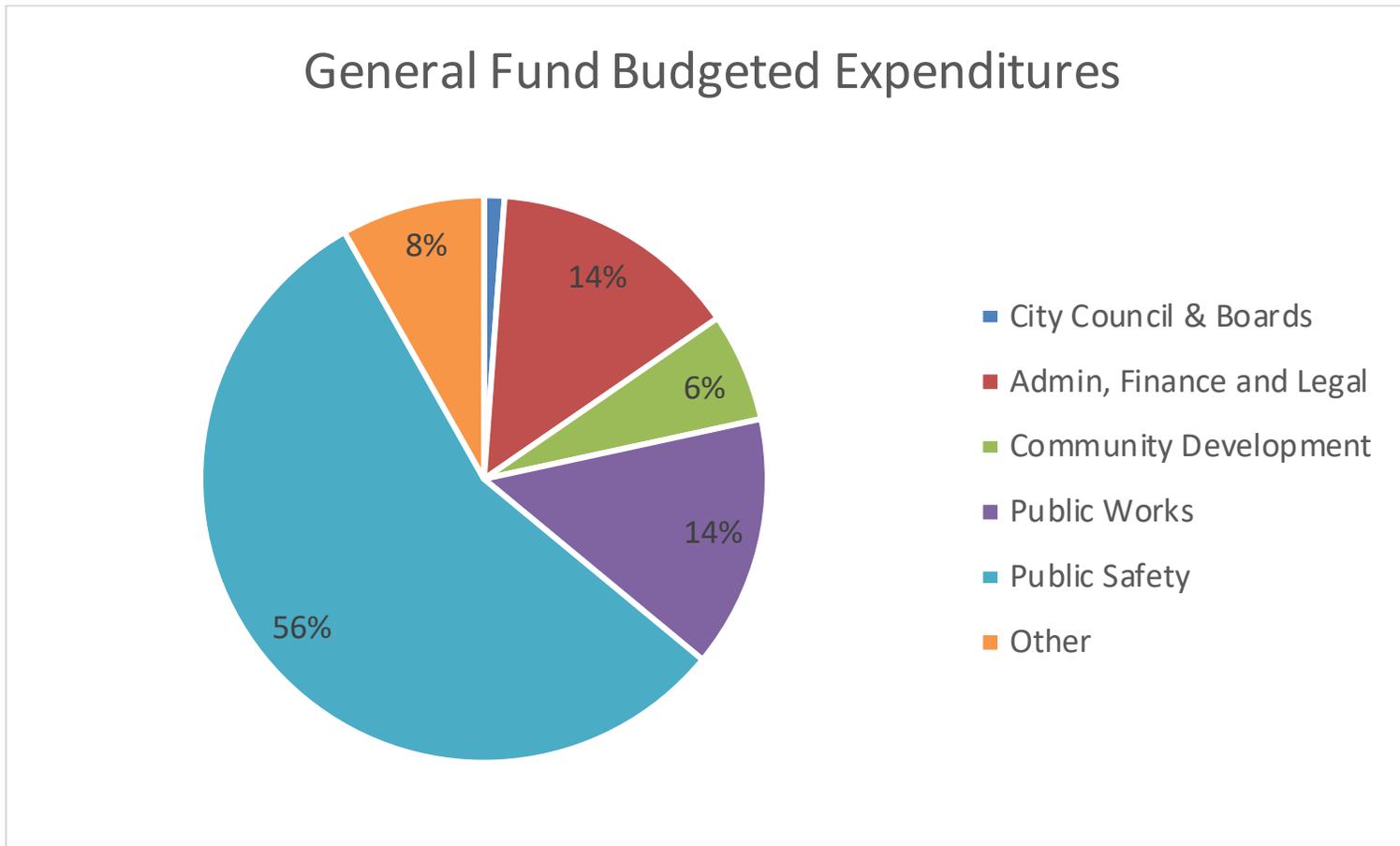
## General Fund Revenue - Budget Detail (continued)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-155-3700	EMPLOYEE SALARY REIMBURSEMENT	37,594	35,000	35,000	Reimbursement from the local school district - 6 guards at 20 hrs/wk
01-155-3701	EMPLOYEE EXPENSE REIMBURSEMENT	109	-	-	
01-155-3702	EMPLOYEE INS. REIMBURSEMENT	53,974	52,260	56,000	All employees are required to pay 10% of their health and dental insurance premiums, except for employees who are members of Local Union 150
01-155-3703	RETIREE HEALTH INS REIMBURSE	57,753	80,039	58,000	Reimbursement from retirees for health and dental premiums
01-155-3720	FIRE DISTRICT GAS REIMB.	8,970	6,600	6,600	Gas prices anticipated to remain flat
01-155-3730	INSURANCE REIMBURSEMENTS	741,869	140,000	100,000	IRMA (\$100k), MOE, miscellaneous
01-155-3741	BUILDING & ENG DEPT REIMB FEES	894	500	1,500	
01-155-3743	PUBLIC WORKS REIMBURSABLE FEES	510	-	-	None anticipated
01-155-3745	PUBLIC SAFETY REIMBURSABLE FEE	14,837	-	-	None anticipated
<b>Total Reimbursable Income</b>					
01-160-3800	INTEREST INCOME	88,876	32,500	125,000	Estimate based on current market rates
01-160-3801	INTEREST INCOME - DEBT	2,500	5,750	2,500	
01-160-3810	NEWSLETTER ADVERTISING	6,605	2,000	2,000	Flat
01-160-3811	BUS SHELTERS AD REVENUE	2,069	3,000	3,000	Flat
01-160-3815	SPONSORSHIP & CONTRIBUTIONS	7,620	7,000	3,000	General contributions to the City
01-160-3820	SALE OF CITY PROPERTY	7,426	7,500	5,000	
01-160-3830	GASOLINE REBATE	1,656	-	1,650	
01-160-3840	AIRPORT MEETING FEES	10	-	-	None anticipated
01-160-3855	SOLID WASTE - RECYCLING REBATE	1,605	-	-	None anticipated
01-160-3899	MISCELLANEOUS INCOME	50,698	15,000	15,000	Based on historical data
<b>Total Other Revenues</b>					
01-200-3990	INTERFUND TRANSFER IN	288,651	288,651	273,000	Police reimbursement from Tourism District
<b>General Fund Total Revenues</b>		<b>10,323,192</b>	<b>8,576,560</b>	<b>9,352,988</b>	

## General Fund Expenditures

The General Fund Expenditures for FY2019-2020 total \$9,232,802 which represents a \$784,361 increase from the prior fiscal year budget. The General Fund budget includes expenses for the following departments: City Council & Boards, Administration, Finance, Legal, Public Safety, Public Works, Engineering, and Building and Development. The expenditures also include capital expenses, debt expense, public safety special revenue expenses, reimbursable expenses, refunds and rebates, and grant expense.

Below is a breakdown of expenses:



## Board and Commissions

### Legislative

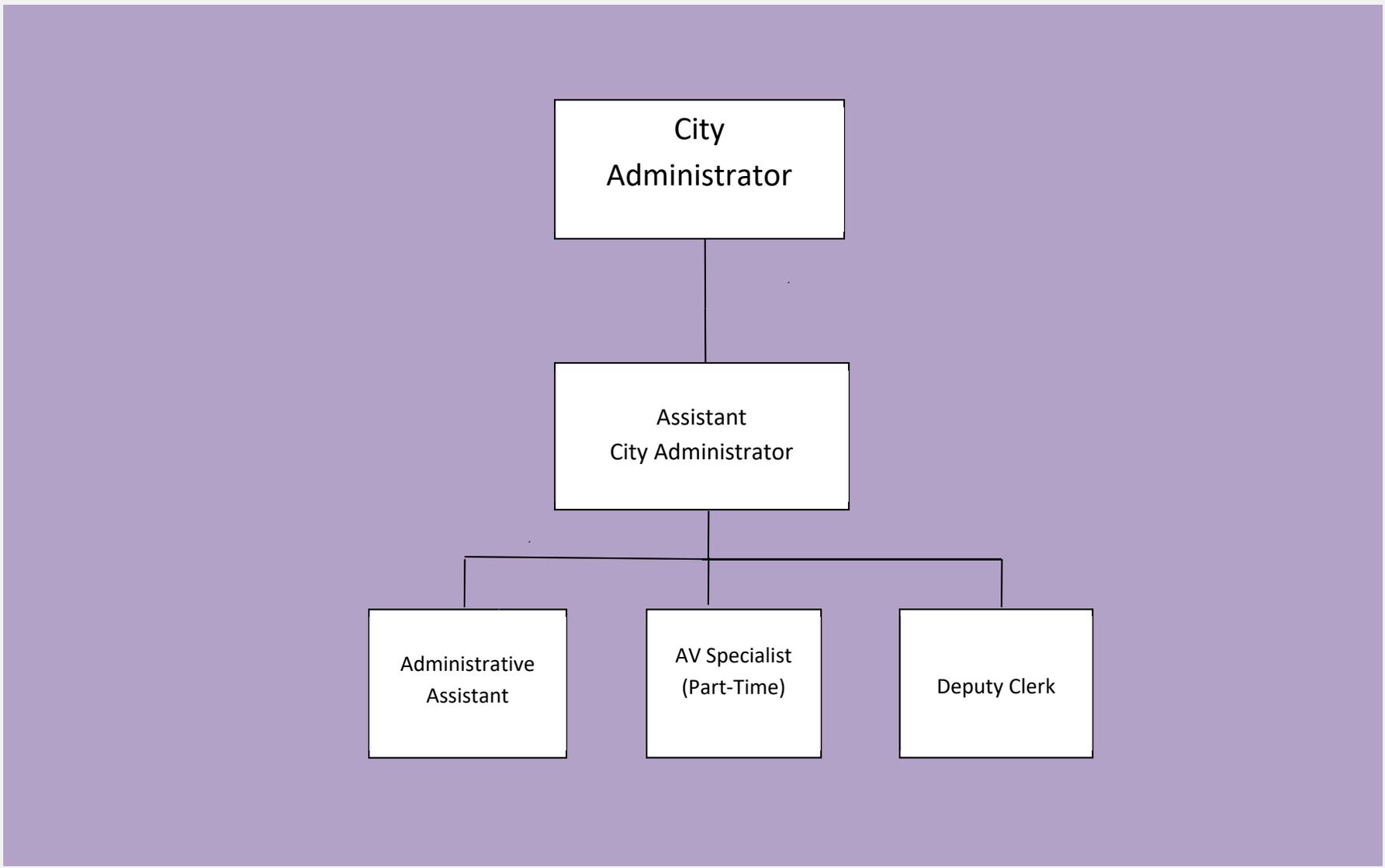
The objective of the City Council is to assure the community efficient and economical government service, and to establish policy and enact ordinances that protect the health, safety and welfare of the City residents. The Mayor is elected at large and the City Council members are elected by ward and each serves a four-year term of office. The Council establishes the vision and direction for the City, and coordinates through the City Administrator the operations of the City.

The City has eight elected officials and ten paid individuals that service on Boards and Commissions. There are five Aldermen that represent the five wards within the City. The City commissions, committees and boards are composed of residents appointed by the Mayor, with the consent of the City Council. Expenditures are budgeted for FY2019-2020 in the amount of \$107,386. The expenditures are detailed below:

### City Council – Budget Detail

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-310-4000	WAGES	30,015	27,000	27,000	City Council
01-310-4003	WAGES - PART-TIME	-	4,500	-	
01-310-4200	SOCIAL SECURITY	1,674	1,960	1,700	
01-310-4210	MEDICARE	392	460	400	
01-310-5100	PROFESSIONAL SERVICES	1,314	1,500	1,000	Mighty Mites - awards
01-310-5300	MAYOR AND CITY COUNCIL EXPENSES	1,970	4,300	4,300	Reimbursement for Mayor and Council expenses (Mayor's breakfast, etc...)
01-310-5310	MEMBERSHIPS	11,702	12,600	12,600	NWMC, Metropolitan Mayors Caucus, IML, Chgo Metro Agency for planning, Pension Fairness coalition
01-310-5330	TRAINING	165	400	400	Consistent with prior year
01-310-5610	EQUIPMENT MAINTENANCE - NRC	-	250	-	
01-310-5650	LANDSCAPE SUPPLIES - NRC	1,272	1,050	-	
01-310-5950	SPECIAL EVENTS	24,088	22,000	35,000	July 3rd event (\$20K), Block party (\$10k), Water/Other City associated Committee events (\$5K)
01-310-5960	NRC OPERATIONS			5,000	
01-310-7020	AV EQUIPMENT	10,046	14,890	19,986	City camera upgrade, HD Live Production Switcher and other equipment offset by Comcast peg fee revenue per Comcast approved budget
<b>DEPT 310</b>	<b>TOTAL CITY COUNCIL</b>	<b>82,636</b>	<b>90,910</b>	<b>107,386</b>	

**CITY OF PROSPECT HEIGHTS, ILLINOIS**  
**Organizational Chart – Administration**  
**April 30, 2019**



## **Administration**

The Administration Department includes the City Administrator, Assistant Administrator, Deputy Clerk, AV Specialist and an Administrative Assistant.

### **City Administrator**

The City Administrator provides general management, staff leadership, and administrative review and oversight to all City departments. The City Administrator's work includes:

- Supervision, coordination and evaluation of all departmental activities and responsibilities;
- Analysis and policy recommendations concerning City policies and operations;
- Participation in activities of community organization, other governmental agencies and the private sector to represent the City and provide information and assistance;
- Research and development of new or improved management systems;
- Staff support to designated standing and adhoc commissions and committees;
- Coordination of communications with the community, including residents, businesses and other organizations, concerning City programs and policies.
- Human resource function which is structured to provide support to all City departments, including but not limited to recruitment, selection, training, promotion and retention of quality employees; compensation and benefit program administration; employee labor relations; collective bargaining negotiation and management of current labor agreements; policy administration and interpretation, and employee recognition program.

### **Assistant City Administrator**

The Assistant City Administrator is responsible for payroll, general services, newsletter, license administration, and general accounts receivable.

### **The Deputy Clerk**

The Deputy Clerk is responsible for statutory administrative services.

### **Audio Visual Specialist (AV Specialist)**

The AV Specialist is responsible for taping all City Council meetings and events.

### **Administrative Assistant**

The Administrative Assistant is responsible for cash receipting responsibilities.

## Administration Department Budget Analysis

The Administration Department FY2019-2020 budget is \$36,397 less than the prior year budget.

### Administration Department - Budget Detail

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-320-4000	WAGES	340,060	317,120	325,961	Per analysis of salaries and benefits projected for FY19-20
01-320-4003	WAGES - PART-TIME	28,913	29,770	30,691	Per analysis of salaries and benefits projected for FY19-20
01-320-4010	OVERTIME	-	-	-	Per analysis of salaries and benefits projected for FY19-20
01-320-4100	HEALTH INSURANCE	27,268	24,230	23,000	Per analysis of salaries and benefits projected for FY19-20
01-320-4110	LIFE INSURANCE	317	250	250	Per analysis of salaries and benefits projected for FY19-20
01-320-4200	SOCIAL SECURITY	21,641	21,510	22,200	Per analysis of salaries and benefits projected for FY19-20
01-320-4210	MEDICARE	5,280	5,030	5,200	Per analysis of salaries and benefits projected for FY19-20
01-320-4220	IMRF	43,989	40,200	35,200	Represents decrease in employer IMRF rate of approximately 2%
01-320-5100	PROFESSIONAL SERVICES	34,319	25,000	10,000	Flex spending (\$2k), HRA (1.5k), Misc (\$3k)
01-320-5101	AUDIT & ACCTG	161,797	-		Expense moved to Finance department
01-320-5105	PROFESSIONAL SERVICES-ENGR	27,782	46,000	46,000	Estimate for City engineer - office hrs (6 hrs/wk)
01-320-5106	PROFESSIONAL SERVICES - GOV INFOR SYS	-	21,000	21,000	Estimate per City engineer - 16 hrs/month
01-320-5107	PROFESSIONAL SERVICES - REIMBURSEABLE	-	7,000	7,000	Estimate per City engineer - 4 hrs/month

## Administration Department – Budget Detail (continued)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-320-5120	CITY ATTORNEY	147,427	-		Expense moved to Legal department
01-320-5121	HOUSING ATTORNEY	16,200	-		Expense moved to Legal department
01-320-5122	CITY PROSECUTOR	19,880	-		Expense moved to Legal department
01-320-5123	LABOR ATTORNEY	23,937	-		Expense moved to Legal department
01-320-5125	BILLABLE ATTORNEY	3,638	-		Expense moved to Legal department
01-320-5130	COMPUTER CONSULTANT	45,457	60,000	48,000	Monthly cost of approx 4000/month
01-320-5200	POSTAGE	9,394	14,000	15,000	Postage meter \$6k/yr, \$4k vehicle sticker mailing, advantage \$1k/qtr newsletter, unplanned mailing
01-320-5220	PHOTOCOPY	17,683	19,000	19,000	DeLage 1500x5+1700*7
01-320-5221	PRINTING	16,302	15,000	17,000	Advantage (\$2k ea qtrly newsletter); Rydin (vehicle sticker decals), unplanned mailing
01-320-5222	LEGAL NOTICES	666	2,000	2,000	Daily Herald, Paddock publications
01-320-5230	WEBSITE	6,286	6,500	6,800	Annual civic website maintenance fee
01-320-5310	MEMBERSHIPS	2,689	2,200	2,200	Municipal clerks of IL, Cititech, IL City County Mgmt (ICMA)
01-320-5330	TRAINING	88	3,500	3,500	Clerk's Institute \$500, ICMA conference and other
01-320-5340	TUITION REIMBURSEMENT	189	-	-	
01-320-5410	UTILITIES	57,419	61,500	61,500	Consistent with last year
01-320-5430	CREDIT CARD & BANK CHARGES	11,955	11,000	11,000	Consistent with last year
01-320-5500	LIABILITY INSURANCE	54,824	36,700	35,261	Allocation of City's premiums plus stand alone Crime premium
01-320-5501	INSURANCE DEDUCTIBLES	1,976	12,500	12,500	5 claims at \$2500 ea
01-320-5530	WORKERS COMPENSATION INSURANCE	4,177	3,400	3,100	Allocation of City's premiums
01-320-5540	PAYROLL SERVICE FEES	5,623	-	-	Expense moved to Finance department
01-320-5541	ACCTING SERVICE FEES	5,773	-	-	Expense moved to Finance department
01-320-5700	OFFICE SUPPLIES	9,750	12,000	12,000	Estimate based on CY actuals

## Administration Budget Detail (continued)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-320-5710	OPERATING SUPPLIES	14	-	200	
01-320-5721	SIGNS	971	-	-	
01-320-5751	GASOLINE	19	300	300	
01-320-5820	PUBLICATIONS	653	-	750	
01-320-5951	EMPLOYEE RECOGNITION	276	-	350	
01-320-7020	EQUIPMENT	35,917	28,750	9,100	Upgrade 8 remaining computers at City Hall plus battery backup
01-320-7025	SOFTWARE	-	-	3,000	Anti-virus software renewal
<b>DEPT 320</b>	<b>TOTAL ADMINISTRATION</b>	<b>1,190,547</b>	<b>825,460</b>	<b>789,063</b>	

## Finance

The Finance Department is established to provide the City with a wide range of financial, analytical, and administrative tasks.

- Control of City's financial operations including accounting, banking, billing and collections, and treasury management;
- Development of an annual budget, working with the city administrator and other city department heads and with the approval of the City Council;
- Preparation of the Comprehensive Annual Financial Report (CAFR);
- Assurance that the City's financial systems meet GASB, GAAP and other appropriate standards.
- Assist in the development, maintenance and audit of the accounting systems.
- Oversee investment portfolios of the City.

### Accounting Staff

The City has contracted with Lauterbach & Amen, LLP to provide financial services for the City of Prospect Heights. These services include, but are not limited to, financial planning, reporting and analysis, daily operational accounting assistance, cash management and investment.

### Finance Department Budget Analysis

The Finance Department FY2019-2020 budget is \$15,818 less than these same expenses in the prior year budget.

## Finance Department – Budget Detail

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-322-5101	AUDIT & ACCOUNTING	-	185,000	15,200	Annual Audit - Eder Casella
01-322-5102	FINANCIAL SERVICES	-	-	149,625	Financial Services - Lauterbach & Amen
01-322-5310	MEMBERSHIPS	-	850	850	GFOA
01-322-5540	PAYROLL SERVICE FEES	-	6,200	6,200	\$200/payroll
01-322-5541	ACCTING SERVICE FEES	-	4,500	6,500	Final enhancements for Xpress Bill Pay
<b>DEPT 322</b>	<b>TOTAL FINANCE</b>	<b>-</b>	<b>196,550</b>	<b>178,375</b>	

## Legal

The City Attorney provides legal service and advice to the City’s staff, Council, Commissions, Committees, and Boards on a variety of legal matters pertaining to City operations. The City Attorney attends City Council meetings and is available for staff conferences as needed. Additional funds are budgeted for legal costs incurred by specific research, ordinance preparation, contracts and litigation. The City also receives legal service from the City Prosecutor to represent the City’s interest in court and a Labor Attorney to represent the City in union negotiations and other labor issues.

## Legal Department Budget Analysis

The Legal Department FY2019-2020 budget is \$123,000 more than these same expenses in the prior year budget.

## Legal Department – Budget Detail

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-324-5120	CITY ATTORNEY (TRESSLER)	-	120,000	240,000	Personnel issues, contract language, agreements
01-324-5121	HOUSING ATTORNEY (KARM)	-	13,200	13,200	Consistent with last year
01-324-5122	CITY PROSECUTOR (KARM&LA MANTIA)	-	30,000	33,000	\$2750k per month (Guy & court reporter), plus for adjudication for ptickets
01-324-5123	LABOR ATTORNEY (ACKERMAN)	-	50,000	50,000	PW contract in FY19, grievances etc....
01-324-5125	OUTSIDE COUNSEL (OTHER)	-	10,000	10,000	Liquor hearings, outside counsel financial opinions
<b>DEPT 324</b>	<b>TOTAL LEGAL</b>	<b>-</b>	<b>223,200</b>	<b>346,200</b>	

## **Community Development**

The Building and Development Department provides for the administration and inspection of all new residential, commercial, and industrial construction, existing structures, and all businesses pursuant to City ordinances, codes and applicable State Statutes. Appropriate regulations and inspections of new and existing buildings are necessary in order to protect the public health, safety and general welfare as regulated by code and statute.

The Building and Development Department is also responsible for insuring that the City is in compliance with the National Pollution Detection and Elimination System (NPDES) and Community Rating System (CRS) program requirements. Collective, these two programs address storm water management and its flow in order to reduce flooding and the risk to people and property. Program requirements include a combination of monitoring, maintenance, enforcement and public education.

### **Community Development Department Budget Analysis**

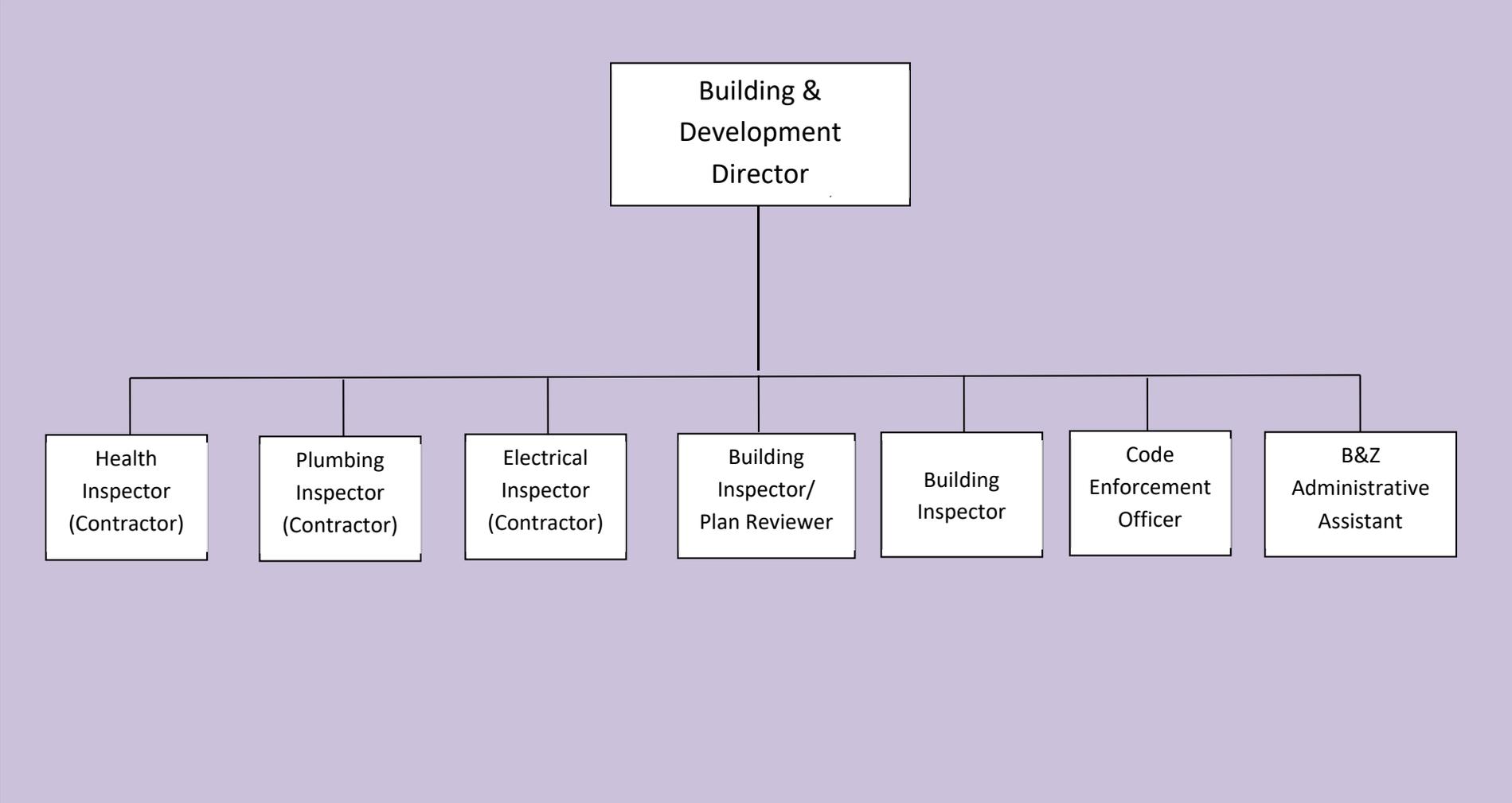
The Community Development Department FY2019-2020 budget is \$36,510 more than the prior year budget.

### **Community Development Department – Budget Detail**

<b>GL Acct #</b>	<b>General Ledger Account Description</b>	<b>FY17-18 Actual</b>	<b>FY18-19 Budget</b>	<b>FY19-20 Budget</b>	<b>Comments</b>
<b>01-340-4000</b>	WAGES	302,800	309,370	319,000	Per analysis of salaries and benefits projected for FY19-20
<b>01-340-4010</b>	OVERTIME	-	-	-	Per analysis of salaries and benefits projected for FY19-20
<b>01-340-4100</b>	HEALTH INSURANCE	55,688	55,660	66,000	Per analysis of salaries and benefits projected for FY19-20
<b>01-340-4110</b>	LIFE INSURANCE	636	400	400	Per analysis of salaries and benefits projected for FY19-20
<b>01-340-4120</b>	UNEMPLOYMENT	13	-	-	Per analysis of salaries and benefits projected for FY19-20
<b>01-340-4200</b>	SOCIAL SECURITY	18,308	19,190	19,800	Per analysis of salaries and benefits projected for FY19-20
<b>01-340-4210</b>	MEDICARE	4,282	4,490	4,650	Per analysis of salaries and benefits projected for FY19-20
<b>01-340-4220</b>	IMRF	37,739	39,210	34,400	Represents decrease in employer IMRF rate of approximately 2%

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-340-5100	PROFESSIONAL SERVICES	60,755	62,300	84,000	Contract Inspection and Plan Review Services including: Health,; Plumbing ; Electrical ; Elevator ; attorney, special inspections & review. Increase due to Inspections at River Trails and Conor. PT Records Scanning \$3,200.
01-340-5110	ENGINEERING	90,604	-	-	
01-340-5111	BILLABLE ENGINEERING	4,986	12,000	20,000	Builder and Developer reimbursable expenses. River Trails and Conor. (Thornton's carryover. Project to start FY 19 and Finish in FY20.)
01-340-5221	PRINTING	1,254	2,000	2,000	Inspection forms, zoning maps, business cards, placards and document scanning
01-340-5222	LEGAL NOTICES	1,732	2,000	2,000	Legal notices for building & zoning cases
01-340-5310	MEMBERSHIPS	235	920	920	ICC \$125; NWBOCA \$100, IACE \$50, AACE \$100, IEDC \$420, ICSC \$100
01-340-5330	TRAINING	1,074	4,500	4,000	NWBOCA Fall School \$300, Code Institute \$300, ICC Certification \$400, IACE \$180, ICSC Deal Making \$400, IEDC Training \$2000, Professional Development
01-340-5500	LIABILITY INSURANCE	876	1,000	600	Allocation of City's premiums
01-340-5530	WORKERS COMPENSATION INSURANCE	7,371	3,900	3,600	Allocation of City's premiums
01-340-5700	OFFICE SUPPLIES	2,348	3,500	3,500	Miscellaneous Supplies
01-340-5751	GASOLINE	300	4,320	2,000	Gasoline for 3 department vehicles - 8 fillups/mo x 15 gals x \$3
01-340-5820	PUBLICATIONS	522	2,000	2,000	2 Set 2018 ICC Code Books \$1500, Code reference books, planning journals, Real Estate journal. (Heartland Real Estate/Loopnet)
01-340-7020	EQUIPMENT	-	9,600	4,000	Reduction in cost is due to leasing vs. purchasing. Large Format Copier/Scanner/Printer and service package. Safety Equipment
<b>DEPT 340</b>	<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>591,523</b>	<b>536,360</b>	<b>572,870</b>	

**CITY OF PROSPECT HEIGHTS, ILLINOIS**  
**Organizational Chart – Building & Development**  
**April 30, 2019**



## **Public Works**

The Public Works department is responsible for the City's building maintenance, streets, drainage and sanitary sewer, snow and salt operations, forestry and grounds, vehicle maintenance, and administration

### **Building Maintenance**

The Public Works department provides a clean, healthy, safe and efficient working environment in each facility for City employees and in public areas and meeting places utilized by the public and the various committees and commission of the City's government structure. The department provides predictive, preventative and emergency maintenance on all building systems including the City Hall, Public Works Building, Police Department, Water Facility, and Parking Structure – Metra Station. The department also oversees maintenance and operation of the street lighting system in order to aid pedestrian and vehicular traffic along major streets and throughout the community at intersections and crosswalks after dark.

### **Streets, Drainage, and Sanitary Sewer**

The Public Works department oversees the maintenance of streets, curb, gutters, and storm sewers so as to insure that they are smooth, clean, safe, and structurally sound for vehicular travel in a variety of weather conditions. Whenever street conditions are unsafe, it is necessary to take measures that will ensure continuous safe vehicle travel through the community. The department also provides for safe and efficient vehicular traffic movement through the use of traffic control devices, movement markings, and signage to inform operator of motor vehicles and pedestrians of conditions and regulation so as to minimize traffic accidents while accommodating smooth and reasonably rapid traffic movements.

The Public Works department provides for the preventative maintenance annual cleaning and inspection of the City storm sewer and drainage system in compliance with the NPDES and CRS programs. The City also provides inspection, cleaning and maintenance of the City's sanitary sewer system to provide a safe and efficient system, which has the potential to operate at 100% of the designed flow capacity and reduce the possibility of sewage back up in residences.

### **Forestry and Grounds**

The Public Works department provides for maintenance and care of parkway trees and city cul-de-sacs. Several tasks are performed to insure the vitality of parkway trees and nursery stock including spraying to arrest or prevent disease; trimming to shape and improve aesthetics; tree removal in the event of storm damage, disease, or insect infestation (the conformation of the Emerald Ash Borer in Prospect Heights); and tree replacement of those trees that will have to be removed. Recommendations concerning general climatic and environmental suitability of all private and public plantings are submitted to and approved to the City forester who manages the program.

### **Maintenance**

Vehicles - The Public Work department provides for maintenance of all police and public works vehicles.

Water & Sewer Systems - The Public Works department provides a safe, high quality, uninterrupted potable water supply for a portion of the City's residents.

### **Budget Analysis**

The Public Works Department's FY2019-2020 budget is \$136,789 more than the budget in the prior year.

## Public Works Department – Budget Detail

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
<b>01-350-4000</b>	WAGES	382,470	395,700	421,200	Includes 3% increase for non-union and salary costs per current union contract, new contract pending
<b>01-350-4001</b>	ALLOCATED WAGES & BENEFITS	-	(45,000)	(45,000)	Allocated wages to Parking Fund (\$45k)
<b>01-350-4003</b>	WAGES - PART-TIME	10,549	10,560	13,440	Summer help 2 part timers at \$14/hr; 40 hrs/wk for 12 wks
<b>01-350-4010</b>	OVERTIME	21,616	40,000	40,000	30-40 events at \$1500/event
<b>01-350-4100</b>	HEALTH INSURANCE	106,826	115,500	127,000	Per analysis of salaries and benefits projected for FY19-20
<b>01-350-4110</b>	LIFE INSURANCE	600	500	500	Per analysis of salaries and benefits projected for FY19-20
<b>01-350-4200</b>	SOCIAL SECURITY	25,392	27,630	29,000	Per analysis of salaries and benefits projected for FY19-20
<b>01-350-4210</b>	MEDICARE	5,939	6,460	6,700	Per analysis of salaries and benefits projected for FY19-20
<b>01-350-4220</b>	IMRF	49,387	55,130	48,200	Represents decrease in employer IMRF rate of approximately 2%
<b>01-350-5000</b>	BUILDING MAINTENANCE	-	-	-	
<b>01-350-5020</b>	VEHICLE MAINTENANCE	42,856	50,000	50,000	Regular maintenance and replacement parts on 45-50 fleet vehicles.
<b>01-350-5031</b>	SIGNAL MAINTENANCE	11,017	36,000	36,000	Traffic signal maintenance and repair including \$3,500 per quarter(\$14k)
<b>01-350-5100</b>	PROFESSIONAL SERVICES	5,535	15,000	19,000	Outside professional services including Hillcrest Lake maintenance (\$7k) and other miscellaneous evaluations/services
<b>01-350-5103</b>	PROF SERVICES - FORESTRY	18,533	63,800	52,000	Tree removal/ trimming including Quincy Parkway plus storm debris, trees, mulch, & miscellaneous
<b>01-350-5104</b>	PROF SERVICES - BUILDING MAIN	33,208	76,000	66,000	Cleaning services, Fire/alarm equipment testing, elevator service, Heating/cooling repairs, carpet cleaning/replacement

**Public Works Department – Budget Detail (continued)**

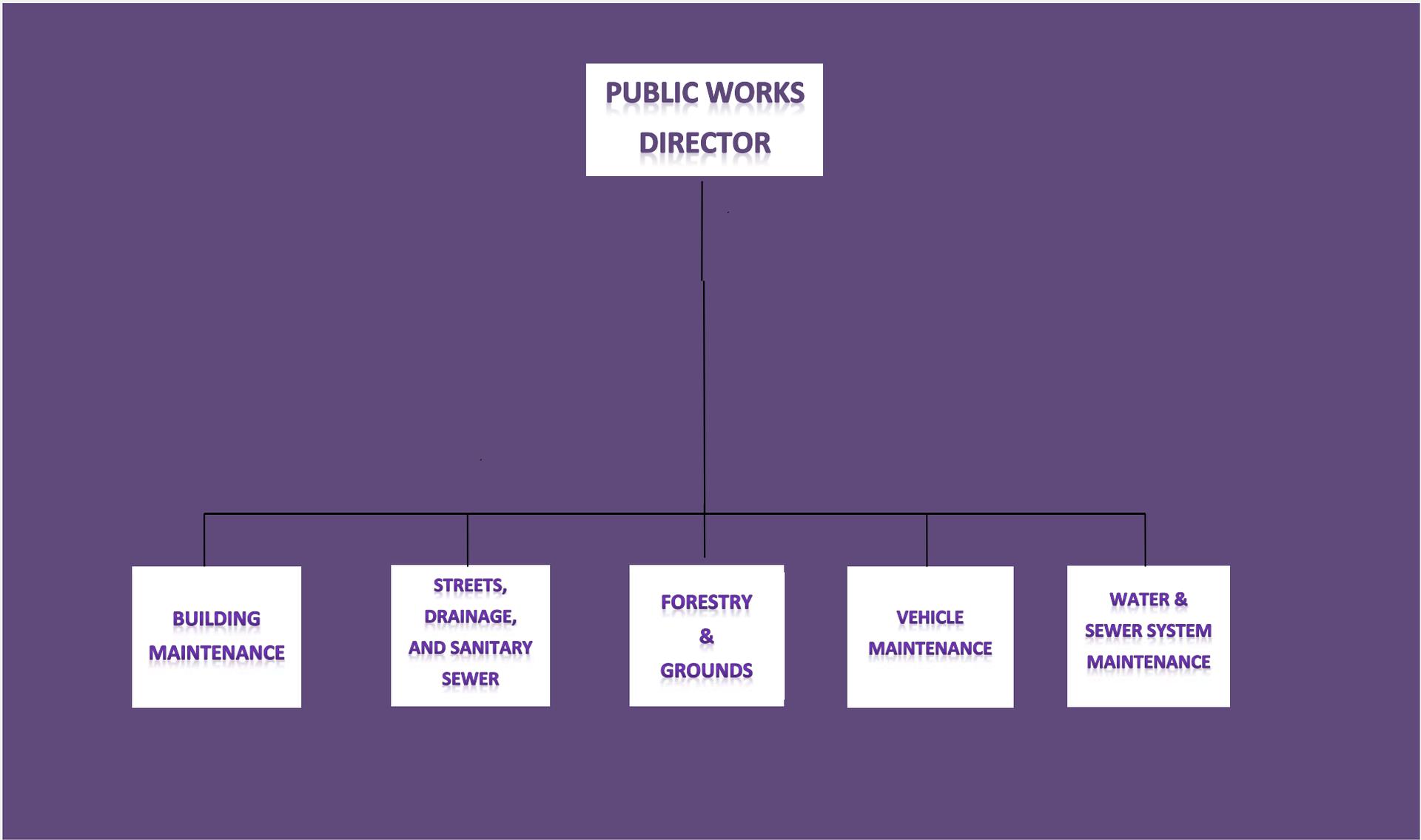
GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-350-5106	PROF SERVICES - STREETS/DRAIN	22,327	75,000	50,000	Patching/Sealing (\$25k), Spot paving repairs (\$25k) and regular ongoing street maintenance projects
01-350-5310	MEMBERSHIPS	1,293	4,500	3,500	Illinois Arborist, Tree City USA, Morton Arboretum, APWA, Des Plaines River Watershed Group
01-350-5330	TRAINING	1,355	4,500	3,500	Forester, ASE training and APWA Training, Storage tank 2x\$250 every 2 yrs, IPSI Institute - Supt.
01-350-5410	UTILITIES/CELL PHONE/CABLE	4,149	-	3,600	Verizon cell phones and Cable (est at \$300/month)
01-350-5411	WATER AND ELECTRIC PURCHASES	10,724	11,000	11,000	Payments to Illinois American Water and Constellation Energy
01-350-5421	DUMP CHARGES	1,131	4,000	4,000	Disposal of contaminated soil / sewage / spoil
01-350-5441	LICENSES	-	500	-	
01-350-5500	LIABILITY INSURANCE PREMIUM	62,334	49,100	45,854	Allocation of City's premiums plus Underground Storage Tank premium
01-350-5510	RENTAL EQUIPMENT	1,777	4,000	2,000	Extra chipper, emergency equipment, sidewalk grinder, trencher, generators
01-350-5530	WORKERS COMPENSATION INSURANCE	24,937	16,500	15,175	Allocation of City's premiums
01-350-5610	EQUIPMENT MAINTENANCE	1,010	5,000	5,000	Tools and lawnmower maintenance, aging equipment, replacement snowblower wear parts, stump grinder parts.
01-350-5632	ICE CONTROL MAINTENANCE	-	-	95,000	Ice Control (liquid) equipment (\$35k) and rock salt costs (\$60k)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-350-5634	STONE & CONCRETE	68	5,000	5,000	Sidewalk repair and replacement, curb failure, storm structure replacements, street culvert pipe, concrete, material, backfill gravel
01-350-5635	STORM SEWER & PIPE	2,614	10,000	8,000	Storm sewer pipe and infrastructure maintenance
01-350-5650	LANDSCAPE SUPPLIES	2,593	15,000	33,000	Continue Tree City USA, landscaping materials (trees-bushes-mulch-etc.), Public service park work (\$18k)
01-350-5651	LANDSCAPING SUPPLIES - NRC	3,917	-	-	
01-350-5700	OFFICE SUPPLIES	369	1,500	1,500	General paper, files, supplies, coffee, based upon current trends
01-350-5710	OPERATING SUPPLIES	14,457	30,000	30,000	All maintenance work required at City owned buildings except Metra
01-350-5721	SIGNS	21,174	30,000	30,000	Work area protection, signage upgrades to MUTCD standards as needed
01-350-5730	TOOLS	1,203	5,500	5,500	tools
01-350-5751	GASOLINE	14,426	20,000	20,000	Fuel expense for all PW Vehicles and equipment
01-350-7011	IMPROVEMENTS - PW	-	27,000	43,000	Roof Repair for PW offices
01-350-7020	EQUIPMENT	-	7,500	31,000	New standup mower (\$8k), 2 string trimmers (\$1k), walk behind salt spreaders, Stihl concrete saw, light tower (\$12k), v-plow bobcat (\$4k)
01-350-7021	RADIO EQUIPMENT	-	600	600	Radio equipment - City band
01-350-7023	SAFETY EQUIPMENT	3,074	5,000	5,000	PPE, Winter clothing per CBA and replacement work boots, High Viz vests, shirts, sweatshirts, hats, gloves, glasses
01-350-7025	SOFTWARE	-	14,000	14,000	PW management program for vehicle maintenance, material, and crew Time management software. Equipment set up, software, and contract for 8 GPS units for PW trucks for continuous improvement in our winter maintenance plowing plan. Live mapping of plowed roadways. \$1,800 per year.
<b>DEPT 350</b>	<b>TOTAL PUBLIC WORKS</b>	<b>908,863</b>	<b>1,192,480</b>	<b>1,329,269</b>	

**CITY OF PROSPECT HEIGHTS, ILLINOIS**

**Organizational Chart – Public Works**

**April 30, 2019**



## **Public Safety**

The Police Department delivers a variety of local law enforcement services to the community. Police services include matters concerning crime, traffic, order maintenance, ordinance enforcement and emergency assistance.

### **Mission Statement**

The mission of the Prospect Heights Police Department is to work in partnership with the citizens of Prospect Heights to enhance the quality of life in our City by:

- Raising the level of Public Safety through Law Enforcement
- Reducing the fear and incidence of crime.
- In striving to accomplish these goals, service will be our commitment; honor and integrity our mandate.

### **Values**

The Prospect Heights Police Department, which exists to protect and serve the community, must always be guided by the principle that every individual has dignity and worth. In all we do, we must show respect for the citizens we serve and for the men and women of the Prospect Heights Police Department recognizing and encouraging their individual needs, aspirations, and capabilities.

The mission and goals of the Prospect Heights Police Department shall be carried out in alignment with the following values:

- Service Orientation: Provide supportive, professional service to the community by promoting human rights, mutual respect, and courtesy.
- Partnership: Work in partnership with the community, City Council and other Departments, Service Agencies, and Criminal Justice systems.
- Empowerment: Encourage decision making at the most effective level and promote citizen responsibility and involvement.
- Problem Solving: Use problem-solving methods to reduce the incidence and fear of crime and to improve management and operational approaches.
- Accountability: Promote responsibility among Police management, employees, the community, the City Council and other agencies, for public safety resources, strategies and outcomes.

### **History**

The Prospect Heights Police Department became operational October 1, 1990. Prior to that date, police services were provided through a contract with the Cook County Sheriff's Police Department. In 1996, the Department moved into a new modern facility at 14 E. Camp McDonald Road. The Prospect Heights Police Department is committed to raising the quality of life in the community and works very closely with the public in providing a wide range of programs and information. The Department's Officers provide a full range of law enforcement services.

## Public Safety (continued)

The Department is divided into three basic divisions:

- Operations includes the uniformed patrol and traffic branch
- Support Services includes Records, Social Services, Youth Services, Evidence & Property Control and Crime Prevention
- Investigations includes Detectives

### Budget Analysis

The Public Safety Department's FY2019-2020 budget is forecasted to increase from the prior year budget by \$436,551.



## Public Safety Department – Budget Detail

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-360-4000	WAGES	575,637	575,470	590,500	(1) Chief (1) Deputy Chief (1) Supervisor (2) Records Clerks (1) Admin Assistant (4) PT Desk Officers, 1 PT Tech services @15000, Longevity Pay , Crossing Guards 70 hours @22-27/hour x 19 pay periods reimbursed by the School District
01-360-4001	WAGES - SWORN OFFICERS	1,871,972	1,864,290	1,866,400	Reflects 2.75% salary increases for Police Officers and 2.50% increase for
01-360-4002	WAGES - EXTRA STRAIGHT PAY	31,393	46,375	48,000	Holiday Comp sell back per contract \$40,000, Holiday Compensation while on Duty \$8,000
01-360-4004	WAGES - PART-TIME SWORN OFFCRS	107,235	122,500	119,900	(5) @ 36 hours per pay period scheduled additional hours as needed
01-360-4010	OVERTIME	2,389	2,500	2,500	Based on historical data
01-360-4011	OVERTIME - SWORN OFFICERS	124,018	140,000	160,000	Reflects 2.75% salary increases plus extra Church details
01-360-4100	HEALTH INSURANCE	482,812	465,850	460,000	24 covered in PY, 22 in CY plus coverage changes
01-360-4110	LIFE INSURANCE	3,058	2,660	2,660	Based on salaries and wages analysis for FY19-20
01-360-4200	SOCIAL SECURITY	26,241	25,725	25,600	Based on salaries and wages analysis for FY19-20
01-360-4210	MEDICARE	37,914	39,465	37,700	Based on salaries and wages analysis for FY19-20
01-360-4220	IMRF	27,431	28,690	27,400	Based on salaries and wages analysis for FY19-20
01-360-4230	PENSION CONTRIBUTION - R/E TAX	345,519	350,000	368,213	Police Levy amount
01-360-4231	PENSION CONTRIBUTION-CITY GF	780,150	447,149	634,496	Per actuarial study less FY19-20 Police Levy

**Public Safety Department – Budget Detail (continued)**

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-360-5100	PROFESSIONAL SERVICES	17,908	23,700	23,700	Emergency Siren Maintenance \$750, Duty related physicals, entry level physicals, psychological, polygraph and fitness for duty \$9000, deceased body removal to the ME office \$3750, Recruit testing and F and P Commission \$2,000, Lexis Nexis \$2300 and \$2500 contingency, Schedule Anywhere
01-360-5101	PROFESSIONAL SERVICES - VOCA	6,674	80,100	80,100	Based on vendor contract and historical data
01-360-5140	PRISONERS CARE	1,084	2,500	2,500	Consistent with prior year
01-360-5141	KENNEL FEES	2,830	4,000	4,000	Consistent with prior year
01-360-5200	POSTAGE	1,964	3,000	3,000	Anticipated mass mailings for sticker procrastinators
01-360-5220	PHOTOCOPY	-	-	15,600	Includes cost for copier lease (charged to Administration in prior years)
01-360-5221	PRINTING	7,591	5,000	5,000	Consistent with prior year
01-360-5240	NORTHWEST CENTRAL DISPATCH	249,393	260,811	262,000	Per agreement, per formula based on 911 calls and CFS
01-360-5310	MEMBERSHIPS	40,783	50,100	50,100	Increase in Lexipol rate-\$6573, FBINA-\$200, NIPAS \$400, NIPAS EST \$4,800, NIPAS MFF \$1,005, MCAT \$3000, MCAT STAR \$1000, Illinois Arson Investigators Assoc. \$40, Fire and Police Commission Assoc. \$375, ILACP \$400, Critical Reach \$285, International IACP \$440, North Suburban Chiefs \$400, Cook County Captains \$150, LERMI \$40, Rotary \$340, ILEAS \$120, Social workers Assoc. \$120, Northern Illinois Regional Crime Laboratory \$1.35 per resident + \$3000 totaling \$25,100, NMERT \$1900

**Public Safety Department – Budget Detail (continued)**

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-360-5321	AUTO EXPENSE	2,116	2,500	2,500	Car wash, detailing, professional bio-hazard cleaning
01-360-5330	TRAINING	14,976	26,900	26,900	Mileage reimbursement \$1000, ET and other specialty training \$4600, NEMRT Membership \$2790, NEMRT Training \$1700, reimburse meals \$400, Management and Supervisor Courses\$1250, NWPA \$1000, Captains \$480, North Sub Chiefs \$480, \$3000 ISP academy x 2 new recruits, refreshments for in service training \$240, Rotary Meetings \$960, NWCDs training liaison meetings \$450, ILEAS Conference \$650, Law Institute \$2660
01-360-5340	TUITION REIMBURSEMENT	4,500	8,000	8,000	Reimbursement for staff education
01-360-5410	UTILITIES	6,745	-	5,000	
01-360-5500	LIABILITY INSURANCE PREMIUM	71,686	46,400	48,300	Reduction in premium across all City departments
01-360-5510	RENTAL EQUIPMENT	416	620	620	Postage Meter and Scale
01-360-5520	ID NETWORKS	13,247	25,000	15,000	eliminated with transition to new system at NWCD
01-360-5530	WORKERS COMPENSATION INSURANCE	112,621	111,600	102,840	Reduction in premium across all City departments
01-360-5610	EQUIPMENT MAINTENANCE	10,449	16,500	16,500	Radar repair and certification \$1000, Evidence Room BEAST software \$850, Pentegra Maint. Contract \$2600, Range Maint. \$1000, Routine misc. upgrades \$1800, UCC update \$449
01-360-5611	RADIO MAINTENANCE	102	1,000	1,000	Maintenance for hand held radios and in car communications

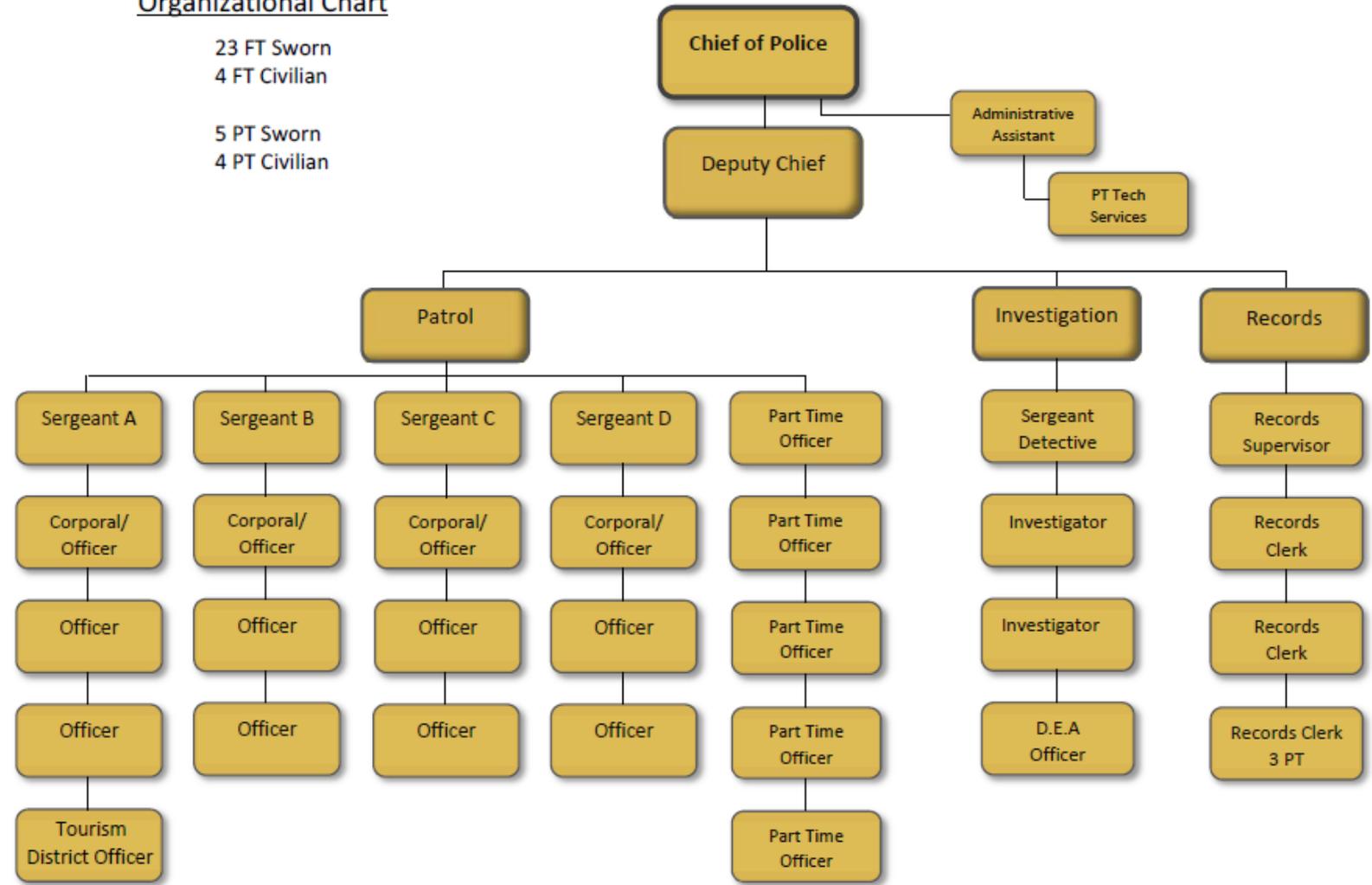
**Public Safety Department – Budget Detail (continued)**

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-360-5700	OFFICE SUPPLIES	5,868	7,500	7,500	General office supplies and copier paper
01-360-5710	OPERATING SUPPLIES	4,047	11,200	9,000	Based on prior experience and \$1200 for K9 nutrition
01-360-5740	RANGE SUPPLIES	5,371	7,650	7,650	Ammunition: Duty and Training, \$6000, targets and training supplies \$900, misc. weapons parts \$750
01-360-5741	CLOTHING	19,468	25,700	26,000	28 officers at \$600, \$2000 misc (replacement and patches) \$2400 per new officer and \$500 for volunteers
01-360-5751	GASOLINE	45,736	50,000	50,000	Based on historical data
01-360-5820	PUBLICATIONS	158	1,060	1,060	Daily Herald (\$640), Journal \$160 and Updated ICS and Complaint books
01-360-5970	REFUNDS	304	-		
01-360-7022	POLICE TECH/SAFETY SUPPLIES	16,097	15,205	15,205	Road flares \$900, OC spray replacement \$250, ET supplies \$4,750, Fingerprint station supplies \$200, Misc. vehicle replacement parts \$3000, ballistic vests \$850 each X 4 (half of vest reimbursed through grant), NIPAS Vest \$3500/Police Center replacement/upgrade \$2500, TASER Replacement and Cartridges, AED replacements/parts/Narcan
01-365-5981	DUI EXPENSE	464	20,000	15,000	Upgrade squad equipment/ laser speed guns
01-365-5982	NARCOTICS EXPENSE	8,000	-	1,000	
01-365-5983	SEIZED ASSET - EXPENSE	4,161	-	5,000	
<b>DEPT 360/365</b>	<b>TOTAL PUBLIC SAFETY</b>	<b>5,090,528</b>	<b>4,916,720</b>	<b>5,153,444</b>	

**CITY OF PROSPECT HEIGHTS, ILLINOIS**  
**Public Safety**  
**April 30, 2020**

Organizational Chart

23 FT Sworn  
 4 FT Civilian  
  
 5 PT Sworn  
 4 PT Civilian



## Reimbursable Expenses

Reimbursable expenses are those which are reimbursed by employees and government agencies or entities to the City for services, commodities, or insurance.

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-370-4101	RETIREE HEALTH INSURANCE	79,537	80,039	58,000	Based on historical data
01-370-5102	GRANT WRITER	20,000	20,750	15,000	Includes 10% increase for 2019
01-370-5751	GASOLINE	7,411	6,000	7,500	Fire dept reimb \$1500 per qtr

## Other Expenses

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-380-5970	REFUNDS	420	2,000	1,000	Estimate \$14k per month based on current numbers
01-380-5975	SALES TAX REBATE	164,410	168,000	168,000	
01-380-5999	MISCELLANEOUS EXPENSE	420	1,500	1,500	

## Grants

**VOCA:** The City received grant funds through the Victims of Crime Act (VOCA). Although the grant funds may not be received, the City will continue to provide the services by providing funding through the general fund.

**Tobacco Enforcement Program:** The City receives grant fund through the "Kids Can't Buy 'Em Here" Tobacco Enforcement Program. The State of Illinois Liquor Control Commission allows a municipality to retain one-half of the monetary penalties collected and the remaining one-half are to be sent to the state. The fine is levied against the clerk selling the tobacco product to the minor. According to the Sale of Tobacco to Minors Act, "Any person who violates any provision of this Act is guilty of a petty offense and for the first offense shall be fined \$200, \$400 for the second offense in a 12-month period, and \$600 for the third or any subsequent offense in a 12-month period." The City is not required to match funds.

## Grants (continued)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-390-5900	GRANT - GENERAL EXPENSE	5,000	1,500	1,500	
01-390-5910	GRANT - VOCA EXPENSE	73,410	-	-	Expense moved to 01-360-5101
01-390-5916	GRANT - GREEN REGION	505	-	-	None anticipated

## Debt Service

The following debt serve relates to Series 2008 Debt Certificates in the amount of \$2,450,000 issued for the purpose of funding various capital projects.

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-400-6000	PRINCIPAL	140,000	145,000	150,000	Per repayment schedule
01-400-6010	INTEREST	47,997	41,972	35,695	Per repayment schedule

## Capital Outlay

The City's operational needs for capital expenditures must be weighed against the ability of the City to finance these projects. Capital improvement projects represent the equipment and infrastructure resources that all municipalities need to provide resident and business services and generally provide future benefits with long service lives. Capital expenditures are costs that create future benefits. A capital expenditure is incurred when the City spends money to buy fixed assets or add value to an existing fixed asset. The City capitalizes all equipment purchases over \$10,000. Additional detail is located in the Capital Improvement Plan detail in Section 12.

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-550-7011	BUILDING IMPROVEMENTS - PW	5,000	-	-	Included in Capital Projects Fund
01-550-7050	ROAD CONSTRUCTION	71,877	-	-	Included in Capital Projects Fund
01-550-7053	DRAINAGE IMPROVEMENTS	275,621	-	-	Included in Capital Projects Fund
01-560-7040	VEHICLES - POLICE	118,600	-	-	Included in Capital Projects Fund

## Interfund Transfers

The following interfund transfers were budgeted during FY2019-2020:

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
01-600-8090	INTERFUND TRANSFER OUT	7,120,743	-	318,000	\$250k to CIP and \$68k to Parking Fund

## Total General Fund Revenues, Expenditures and Net Income

The City of Prospect Heights General Fund Net Income for FY2019-2020 is anticipated to have a net gain of \$120,186.

	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget
<b>Total General Fund Revenues</b>	<b>10,323,192</b>	<b>8,576,560</b>	<b>9,352,988</b>
<b>Total General Fund Expenditures</b>	<b>15,995,049</b>	<b>8,448,441</b>	<b>9,232,802</b>
<b>FY2019-2020 Net Income</b>	<b>(5,671,857)</b>	<b>128,119</b>	<b>120,186</b>

# Section 5

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## Special Revenue Funds

- Motor Fuel Tax
- Palatine/Milwaukee TIF
- Tourism District
- Development Fund
- DEA Seizure
- Solid Waste Fund



## Special Revenue Accounts

Special Revenue accounts are used to account for general government financial resources that are restricted by law or contractual agreement to specific purposes other than debt service or major capital projects. The funds exist as long as the government has resources dedicated to specific purposes.

### Motor Fuel Tax Fund

The State of Illinois distributes taxes paid by consumers at the gas pump to municipalities on a per capita basis. The use of these funds is restricted to the following purposes:

- Pavement Repair and Maintenance
- Construction of Roads
- Snow & Ice Removal
- Traffic Control Devices and School Crossing Signals
- Utility Adjustments
- Street lighting
- Traffic Signal Maintenance
- Parkway Maintenance
- Bicycle Signs and Markings
- Engineering Services
- Off-Street Parking Facilities
- Retirement of Indebtedness
- Payment of Principal and Interest on Road Bonds
- Miscellaneous Expenses in Connection with Bond Issue
- Salt Storage Facilities
- Storm Sewers
- Sidewalks and Curb Ramps
- Wages or Salaries and Benefits
- Equipment Operating Costs
- Tree Trimming and Tree Removal
- Workers' Compensation Insurance Premiums
- Improvements Railroad Signal Protection and Crossing Work

The City has experienced stagnation and then a decline in this revenue stream, which directly correlates to the change in statewide sales of gasoline. Logical reasons for this decline include the use of more fuel-efficient vehicles, increased use of carpooling, increased use of public transportation, and a decline in discretionary travel for recreation and shopping.

The proposed budget for FY2019-2020 was developed using the per capita rate based upon the Illinois Municipal League projections; a population of 16,256 (2010 Census) and no additional revenue from the High Growth Cities fund. According to the 2010 Census, the City's population decreased 825 people from 17,081 to 16,256.

## Motor Fuel Tax Fund (continued)

Below is 5-year historical information on the City's motor fuel tax receipts.

<b>Fiscal Year</b>	<b>Revenues</b>	<b>Rate Per Capita</b>
<b>FY2015-2016</b>	\$ 489,925 *	25.62
<b>FY2016-2017</b>	\$ 412,032	25.94
<b>FY2017-2018</b>	\$ 415,064	25.43
<b>FY2018-2019</b>	\$ 413,884	25.55
<b>FY2019-2020 (B)</b>	\$ 415,000	25.45

\*includes \$74,177 in Illinois Jobs Now Funds

<b>GL Acct #</b>		<b>FY17-18 Actual</b>	<b>FY18-19 Budget</b>	<b>FY19-20 Budget</b>	<b>Comments</b>
<b>11-100-3800</b>	INTEREST INCOME	14,044	5,000	5,000	
<b>11-110-3120</b>	MOTOR FUEL TAX	415,065	415,000	415,000	Based on IML's current per capita estimate of 25.45
<b>MFT</b>	<b>Total Revenue</b>	<b>429,109</b>	<b>420,000</b>	<b>420,000</b>	
<b>11-300-5632</b>	ICE CONTROL MAINTENANCE	33,479	50,000	-	Expense moved to General Fund for FY2019-2020
<b>11-500-7051</b>	SIDEWALKS	-	-	265,000	Per FY19-20 Capital Improvement Plan
<b>MFT</b>	<b>Total Expenditures</b>	<b>33,479</b>	<b>50,000</b>	<b>265,000</b>	
<b>MFT</b>	<b>Total Motor Fuel Tax Fund</b>	<b>395,630</b>	<b>370,000</b>	<b>155,000</b>	

## Palatine/Milwaukee TIF Fund and Palatine Road TIF Fund

The Palatine/Milwaukee TIF district and the Palatine Road TIF district were established to develop property on the east side of the City. The TIF district is supported by the property tax revenue generated on the incremental increase in property values on land located within the TIF district.

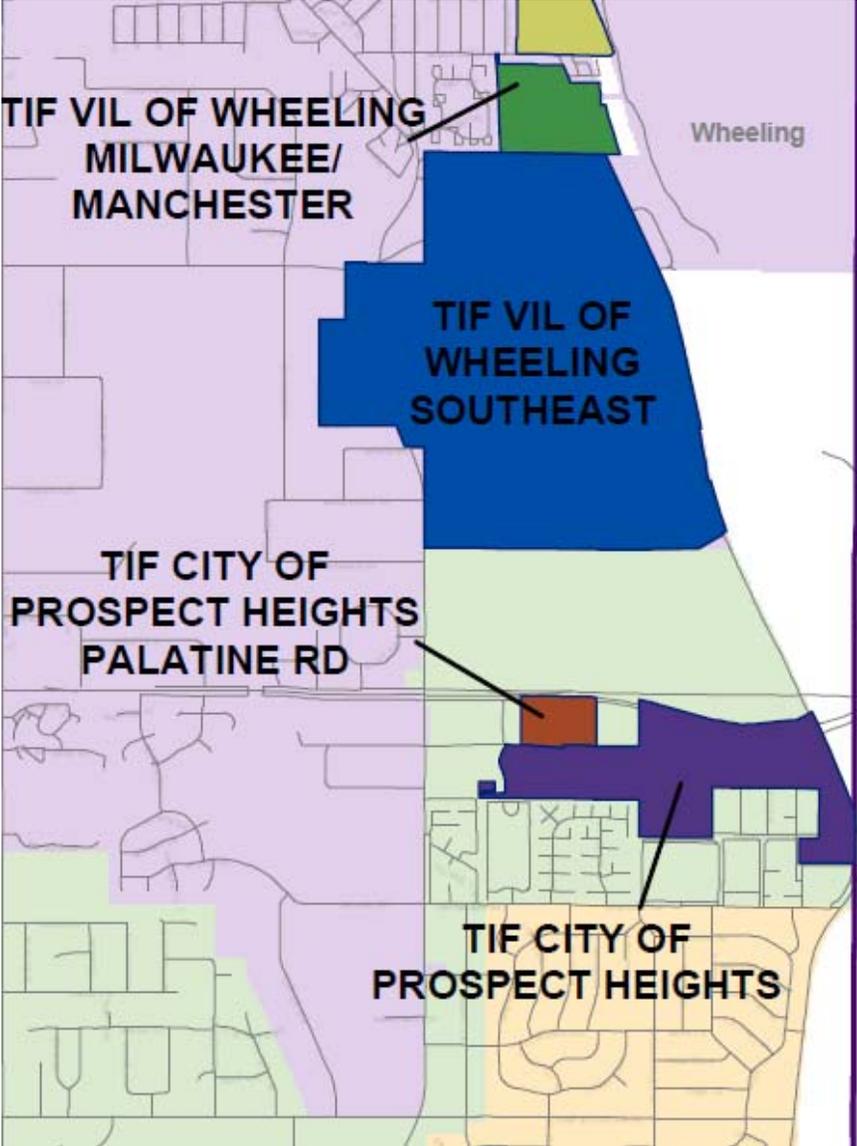
The TIF district revenues related to property taxes are based upon the Cook County Clerk TIF Summary Report. The expenses are budgeted for legal and professional services associated with the TIF Ordinance review. The expenses also include reimbursement to Developers for allowable TIF rehabilitation expenses and expansion expense related to the Public Works building.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
12-100-3000	REAL ESTATE TAXES	1,121,661	670,000	670,000	Based upon county report
12-100-3800	INTEREST INCOME	4,903	-	2,500	
<b>TIF - Pal/Milw Total Revenue</b>		<b>1,126,564</b>	<b>670,000</b>	<b>672,500</b>	
12-300-5100	PROFESSIONAL SERVICES	717	-	5,000	
12-300-5101	AUDIT	1,314	1,500	2,000	Annual audit fee
12-300-5102	FINANCIAL SERVICES	-	-	5,625	
12-300-5430	BANK FEES	489	750	750	
12-300-5560	TIF - REHAB/REPAIR EXIST BLDG	391	-		
12-400-6000	PRINCIPAL	500,000	-	-	
12-400-6010	INTEREST	24,500	-	-	
12-500-7011	BUILDING IMPROVEMENTS	-	-	6,000	Per FY19-20 Capital Improvement Plan
12-500-7050	STREET RESURFACING	-	-	200,000	Per FY19-20 Capital Improvement Plan
<b>TIF - Pal/Milw Total Expenditures</b>		<b>527,411</b>	<b>2,250</b>	<b>219,375</b>	
<b>TIF - Pal/Milw Total Palatine/Milwaukee TIF Fund</b>		<b>599,152</b>	<b>667,750</b>	<b>453,125</b>	

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
18-100-3000	REAL ESTATE TAXES	422,909	150,000	100,000	
18-100-3800	INTEREST INCOME	233	100	100	
<b>TIF - Pal Rd Total Revenue</b>		<b>423,142</b>	<b>150,100</b>	<b>100,100</b>	
18-300-5101	AUDIT	-	1,500	2,000	
18-300-5102	FINANCIAL SERVICES	-	-	5,625	
18-500-7011	IMPROVEMENTS	-	288,625	458,000	
<b>TIF - Pal Rd Total Expenses</b>		<b>-</b>	<b>290,125</b>	<b>465,625</b>	
<b>TIF - Pal Rd Total Palatine Road TIF Fund</b>		<b>423,142</b>	<b>(140,025)</b>	<b>(365,525)</b>	

**TIF Districts - Boundary Map**



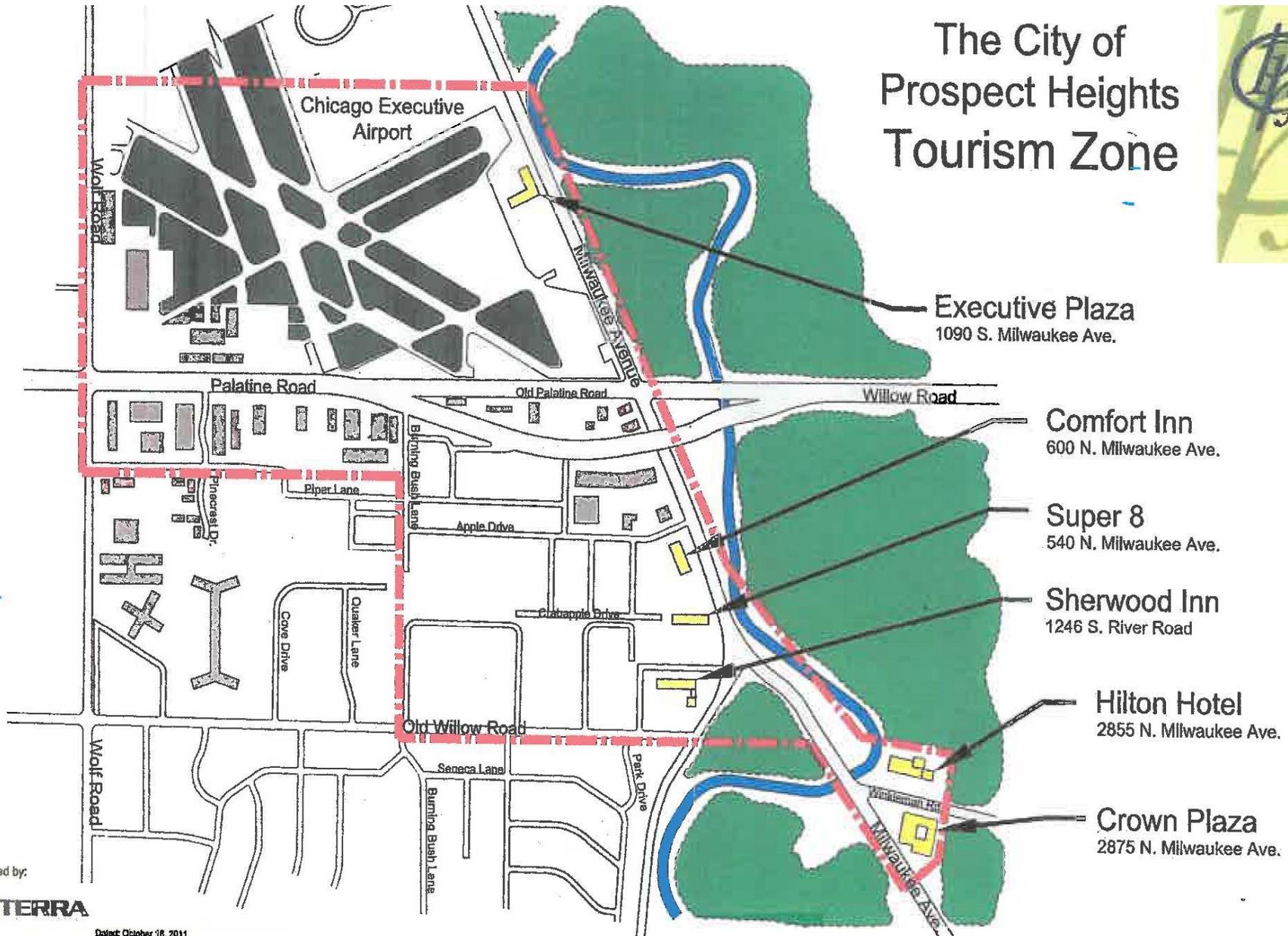
## Tourism District

The Prospect Heights Convention & Visitors Bureau's (CVB) was set up to promote hospitality-related business, thereby increasing hotel tax and sales tax revenues. In July 2013, the CVB was restructured. It was determined that it was in the best interest of the City's hotel, restaurant and tourism businesses to join the North Shore CVB, to form a tourism board, and to implement a hotel tourism zone.

The Tourism Zone area is one of the city's biggest assets. The Tourism Zone area contains the entire city's hotels, the Chicago Executive Airport, and a fair number of food and retail uses.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
13-100-3020	HOTEL TAXES	827,607	845,000	790,000	Reduced budget due to remodel closure during FY2019-2020
13-100-3800	INTEREST INCOME	1,002	125	1,000	
<b>Tourism</b>	<b>Total Revenue</b>	<b>828,609</b>	<b>845,125</b>	<b>791,000</b>	
13-300-5100	PROFESSIONAL SERVICES	2,361	-	5,000	
13-300-5101	AUDIT	799	3,000	1,000	Allocated portion of audit fees
13-300-5102	FINANCIAL SERVICES	-	-	5,625	Allocated portion of financial services fees
13-300-5108	BEAUTIFICATION	78,103	103,500	95,000	Regular maintenance including water/power plus holiday lighting and spring planting
13-300-5310	MEMBERSHIPS	55,620	63,000	60,000	Membership dues for Chicago North Shore CVB
13-300-5401	SERVICE CHARGE - GENERAL FUND	70,700	70,000	85,000	Allocated portion of PW, Admin time and overhead costs including increase for costs related to change in ownership during FY2019-2020
13-300-5920	GRANT - HOTELS	328,979	288,650	267,000	42.5% of prior year hotel tax revenue less budgeted expenses
13-600-8090	INTERFUND TRANSFER OUT	288,651	288,650	267,000	For police services within the District based on 42.5% of net hotel tax revenue
<b>Tourism</b>	<b>Total Expenditures</b>	<b>825,212</b>	<b>816,800</b>	<b>785,625</b>	
<b>Tourism</b>	<b>Total Tourism Fund</b>	<b>3,397</b>	<b>28,325</b>	<b>5,375</b>	

# The City of Prospect Heights Tourism Zone



Prepared by:



Date: October 18, 2011

## **DEA Seizure Fund**

The DEA Seizure fund was established to track the collection and use of seized funds. The City currently has an officer assigned to the DEA Task Force. While the City remains responsible for payment of the officer's wages and benefits, the U.S. Department of Justice does reimburse the City for overtime wages. In addition, the City shares in all revenues seized by the City's officer and the DEA Task Force team to which he is assigned.

The allowable uses for the seized funds is established by the U.S. Department of Justice and detailed in, "A Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies". Some of the permissible and impermissible uses for equitably-shared property include:

### **Permissible Uses:**

1. Law enforcement investigations.
2. Law enforcement training.
3. Law enforcement and detention facilities.
4. Law enforcement equipment.
5. Law enforcement travel and transportation.
6. Law enforcement awards and memorials.
7. Drug and gang education and awareness programs.
8. Matching funds – the costs associated with paying the City's matching contribution or share in a federal grant program, provided that the grant funds are used for a permissible law enforcement purpose.
9. Pro rata funding.
10. Asset accounting and tracking.
11. Language assistance services.

### **Impermissible Uses:**

1. Salaries and benefits – equitable sharing monies may not be used to pay the salaries and benefits of current, permanent law enforcement personnel, except in the following limited situations.
  - a. Express statutory authorization – For example, the Community Policing Services (COPS) program.
  - b. Overtime of officers and investigators – Shared funds may be used to pay the overtime of officers and investigators involved in law enforcement operations. This policy is applicable to all officers and is not limited to those working on drug-related investigations.
  - c. New positions and temporary or not-to-exceed one year appointments.
  - d. Salary of an officer hired to replace an officer assigned to a task force.
  - e. Specialized programs – for example, DARE.
2. Use of forfeited property by non-law enforcement personnel.

## DEA SEIZURE FUND (continued)

Equitable sharing funds must be used to increase or supplement the existing law enforcement budget and shall not be used to replace or supplement the City's appropriated resources for law enforcement.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
16-100-3551	POLICE REVENUE-TASK FORCE	302,891	-	-	None anticipated per law
16-100-3800	INTEREST INCOME	1,732	-	-	
<b>DEA</b>	<b>Total Revenue</b>	<b>304,623</b>	<b>-</b>	<b>-</b>	
16-300-4011	OVERTIME-SWORN SERVICES	-	-	10,000	Special patrols and enforcement activity
16-300-5100	PROFESSIONAL SERVICES	-	10,000	5,000	Outside professionals for evaluations and other services
16-300-5101	FINANCIAL SERVICES	774	-	-	
16-300-5310	MEMBERSHIP	1,758	4,000	4,000	LEADS on line investigative tool, Donation to Law Enforcement memorial
16-300-5330	TRAINING	595	4,500	4,500	IACP Conference Chicago- Command Staff/DRE Conference
16-300-5610	EQUIPMENT MAINTENANCE	16,650	25,000	50,000	Public Video Surveillance system service plan (Xtivity-19500)
16-300-5710	OPERATING SUPPLIES	3,307	9,000	9,000	Education and crime prevention material/Misc
16-300-7022	POLICE EQUIPMENT	-	25,000	3,500	Replacement costs (cameras)
16-500-7020	EQUIPMENT - CAPITAL	7,775	60,000	40,000	New Car printers and scanners and installation/ 3 Location High Definition Cameras on East side
<b>DEA</b>	<b>Total Expenditures</b>	<b>30,858</b>	<b>137,500</b>	<b>126,000</b>	
<b>DEA</b>	<b>Total DEA Fund</b>	<b>273,765</b>	<b>(137,500)</b>	<b>(126,000)</b>	

## Solid Waste Disposal Fund

The Solid Waste Disposal Funds was established as required by the project use agreement between the City and the Solid Waste Agency of Northern Cook County (SWANCC). The Fund accounts for all user fees collected by the City on behalf of the Agency for transfer and waste disposal services. Over the past several years the cost per ton paid by the City to dispose of garbage reflected increases due to SWANCC debt service costs. In Fiscal Year 2009-10, the City Council approved a 10% increase in its SWANCC fee to pay for the current year's garbage cost along with the prior years' true-up costs. The City is currently paying lower rates to SWANCC. The City reviewed the current rate structure and billing and reduced the residents waste disposal fees.

### SWANCC FEES

	<u>FY2008/2009</u>	<u>FY2009/2010 To FY2015/16</u>	<u>FY2016/17 to FY2019/20</u>
Single Family	\$8.65	\$9.52	\$7.75
Townhome	\$5.21	\$5.73	\$5.25
Multi-Family	\$5.21	\$5.73	\$5.25
Commercial	\$5.00/yard	\$6.00/yard	\$6.00/yard

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
17-100-3355	SOLID WASTE FEES	467,470	475,000	450,000	No change in rates
17-100-3800	INTEREST INCOME	2,093	2,500	2,500	
<b>Solid Waste Total Revenue</b>		<b>469,563</b>	<b>477,500</b>	<b>452,500</b>	
17-300-5101	AUDIT & ACCTG	1,451	-	-	
17-300-5401	SERVICE CHARGE - GENERAL FUND	126,000	123,000	100,000	Allocated portion of PW, Admin time and overhead costs
17-300-5420	SWANCC CHARGES	340,927	327,726	350,000	Projected at \$ 47.25 per ton
17-600-8090	INTERFUND TRANSFER OUT	530,000	-		
<b>Solid Waste Total Expenditures</b>		<b>998,377</b>	<b>450,726</b>	<b>450,000</b>	
<b>Solid Waste FUND 17 NET</b>		<b>(528,814)</b>	<b>26,774</b>	<b>2,500</b>	

# Section 6

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## Special Revenue Funds (Continued)

SSA #1 – Prospect Heights Sanitary District

SSA #2 – Wolf Mandel Sanitary District

SSA #3 – Country Gardens Sanitary District

SSA #4 – Pinecrest Sanitary District

SSA #5 – Palatine/Willow Stormwater

SSA #8 – Levy 37



## Special Service Areas (SSA)

### SSA #1

Special Service Area #1 - Prospect Heights Sanitary District was established for the purpose of maintaining the sanitary sewer systems. The system, within SSA #1, has been consolidated into the City of Prospect Heights sanitary sewer system. The remaining Fund balance will be used for sanitary sewer improvements within the SSA #1 area.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
21-100-3000	REAL ESTATE TAXES	14,016	-	-	
21-100-3800	INTEREST INCOME	44	-	-	
<b>SSA #1 Total Revenue</b>		<b>14,059</b>	<b>-</b>	<b>-</b>	
21-300-5100	PROFESSIONAL SERVICES	(1)	-	-	
21-300-5101	AUDIT & ACCTG	436	-	-	
21-300-5401	SERVICE CHARGE - GENERAL FUND	21,800	-	-	
21-300-5530	WORKERS COMPENSATION INSURANCE	463	-	-	
21-300-8090	INTERFUND TRANSFER OUT	-	-	-	
<b>SSA #1 Total Expenses</b>		<b>22,698</b>	<b>-</b>	<b>-</b>	
<b>SSA #1 Total SSA #1</b>		<b>(8,639)</b>	<b>-</b>	<b>-</b>	

## Special Service Areas (SSA) (continued)

### SSA #2

Special Service Area #2 – Wolf Mandel Sanitary District was established for the purpose of maintaining the sanitary sewer systems. The system, within SSA #2, has been consolidated into the City of Prospect Heights sanitary sewer system. The remaining Fund balance will be used for sanitary sewer improvements within the SSA #2 area.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
<b>22-100-3000</b>	REAL ESTATE TAXES	21,986	-	-	
<b>22-100-3800</b>	INTEREST INCOME	245	-	-	
<b>SSA #2</b>	<b>Total Revenue</b>	<b>22,231</b>	<b>-</b>	<b>-</b>	
<b>22-300-5100</b>	PROFESSIONAL SERVICES	-	38,153	36,000	
<b>22-300-5101</b>	AUDIT & ACCTG	435	-	-	
<b>22-300-5401</b>	SERVICE CHARGE - GENERAL FUND	23,000	-	-	
<b>22-300-5530</b>	WORKERS COMPENSATION INSURANCE	308	-	-	
<b>SSA #2</b>	<b>Total Expenses</b>	<b>23,742</b>	<b>38,153</b>	<b>36,000</b>	
<b>SSA #2</b>	<b>Total SSA #2</b>	<b>(1,511)</b>	<b>(38,153)</b>	<b>(36,000)</b>	

## Special Service Areas (SSA) (continued)

### SSA #3

Special Service Area #3 - Country Gardens Sanitary District was established for the purpose of maintaining the sanitary sewer systems. The system, within SSA #3, has been consolidated into the City of Prospect Heights sanitary sewer system. The remaining Fund balance will be used for sanitary sewer improvements within the SSA #3 area.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
23-100-3000	REAL ESTATE TAXES	13,825	-	-	
23-100-3800	INTEREST INCOME	1,584	-	-	
<b>SSA #3</b>	<b>Total Revenue</b>	<b>15,409</b>	<b>-</b>	<b>-</b>	
23-300-5100	PROFESSIONAL SERVICES	-	328,265	320,000	
23-300-5101	AUDIT & ACCTG	950	-	-	
23-300-5401	SERVICE CHARGE - GENERAL FUND	32,900	-	-	
23-300-5530	WORKERS COMPENSATION INSURANCE	1,253	-	-	
<b>SSA #3</b>	<b>Total Expenses</b>	<b>35,103</b>	<b>328,265</b>	<b>320,000</b>	
<b>SSA #3</b>	<b>Total SSA #3</b>	<b>(19,694)</b>	<b>(328,265)</b>	<b>(320,000)</b>	

## Special Service Areas (SSA) (continued)

### SSA #4

Special Service Area #4 - Pinecrest Sanitary District was established for the purpose of maintaining the sanitary sewer systems. The system, within SSA #4, has been consolidated into the City of Prospect Heights sanitary sewer system. The remaining Fund balance will be used for sanitary sewer improvements within the SSA #4 area.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
24-100-3000	REAL ESTATE TAXES	22,860	-	-	
24-100-3800	INTEREST INCOME	221	-	-	
<b>SSA #4</b>	<b>Total Revenue</b>	<b>23,081</b>	<b>-</b>	<b>-</b>	
24-300-5100	PROFESSIONAL SERVICES	-	36,719	33,000	
24-300-5101	AUDIT & ACCTG	432	-	-	
24-300-5401	SERVICE CHARGE - GENERAL FUND	25,200	-	-	
24-300-5530	WORKERS COMPENSATION INSURANCE	176	-	-	
<b>SSA #4</b>	<b>Total Expenses</b>	<b>25,807</b>	<b>36,719</b>	<b>33,000</b>	
<b>SSA #4</b>	<b>Total SSA #4</b>	<b>(2,726)</b>	<b>(36,719)</b>	<b>(33,000)</b>	

## Special Service Areas (SSA) (continued)

### SSA #5

Special Service Area #5 - Palatine/Willow Stormwater was established for the purpose of storm water management.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
25-100-3000	REAL ESTATE TAXES	63,345	25,000	25,000	Per approved tax levy
25-100-3800	INTEREST INCOME	536	275	500	
<b>SSA #5</b>	<b>Total Revenue</b>	<b>63,881</b>	<b>25,275</b>	<b>25,500</b>	
25-300-5050	SYSTEM MAINTENANCE	8,961	9,000	12,000	Area structure repairs
25-300-5100	PROFESSIONAL SERVICES	6,087	25,000	25,000	Replacement of High flow pump in overflow structure and lid repair 22k
25-300-5101	AUDIT	446	-	-	
25-300-5401	SERVICE CHARGE - GENERAL FUND	35,400	-	-	
25-300-5500	LIABILITY INSURANCE	1,132	-	775	
25-300-7053	DRAINAGE IMPROVEMENTS	-	-	25,000	Replacement of High flow pump in overflow structure and lid repair 22k
<b>SSA #5</b>	<b>Total Expenses</b>	<b>52,026</b>	<b>34,000</b>	<b>62,775</b>	
<b>SSA #5</b>	<b>Total SSA #5</b>	<b>11,855</b>	<b>(8,725)</b>	<b>(37,275)</b>	

## Special Service Areas (SSA) (continued)

### SSA #8

Special Service Area #8 (SSA #8) was established for the acquisition of necessary land rights, and the construction, maintenance and operation of Levee 37, and related flood control measures which benefit the proposed area.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
28-100-3000	REAL ESTATE TAXES	233,664	125,161	128,196	Per approved tax levy
28-100-3800	INTEREST INCOME	1,229	750	500	
<b>SSA #8</b>	<b>Total Revenue</b>	<b>234,893</b>	<b>125,911</b>	<b>128,696</b>	
28-300-5050	SYSTEM MAINTENANCE	-	-	-	
28-300-5100	PROFESSIONAL SERVICES	7,734	23,000	1,200	
28-300-5101	AUDIT	452	-	-	
28-300-5401	SERVICE CHARGE - GENERAL FUND	57,700	-	-	
28-300-5500	LIABILITY INSURANCE	1,694	-	1,150	
28-300-7020	EQUIPMENT	-	-	-	
28-400-6000	PRINCIPAL	-	100,000	-	
28-400-6010	INTEREST	2,500	2,000	-	
<b>SSA #8</b>	<b>Total Expenses</b>	<b>70,080</b>	<b>125,000</b>	<b>2,350</b>	
<b>SSA #8</b>	<b>Total SSA #5</b>	<b>164,813</b>	<b>911</b>	<b>126,346</b>	

# Section 7

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## Capital Improvement Fund

Capital Improvement Fund



# Capital Improvement Fund

The Fund includes the costs associated with planned capital improvements for the City of Prospect Heights. These improvements include equipment, vehicles, street resurfacing sidewalks and drainage improvements. Capital improvement costs are considered those in excess of \$10,000. For more detailed information, see Section 12.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
30-115-3200	GRANT REVENUE	-	-	-	
30-200-3990	INTERFUND TRANSFER IN	7,650,743	-	250,000	
<b>CIP</b>	<b>FUND 30 REVENUE</b>	<b>7,650,743</b>	<b>-</b>	<b>250,000</b>	
30-550-7020	EQUIPMENT - PW	-	103,000	120,000	Aerial bucket truck to replace 1999 Ford #848 \$120k
30-550-7021	EQUIPMENT - INFO TECH	-	43,750	27,000	PD Server upgrade and Wireless System Upgrade
30-550-7040	VEHICLES - PS	-	64,000	70,000	Per FY19-20 Capital Improvement Plan
30-550-7048	STREETS-TOURISM-APPLE DR	-	-	-	
30-550-7049	STREETS-TOURISM-WINKELMAN	-	-	-	
30-550-7050	STREET RESURFACING	-	1,731,720	493,593	Per FY19-20 Capital Improvement Plan
30-550-7051	ROAD PROGRAM - 2018	-	-	-	
30-550-7060	SIDEWALKS	-	79,279	55,000	Per FY19-20 Capital Improvement Plan
30-550-7063	DRAINAGE IMPROVEMENTS	-	232,000	308,000	Per FY19-20 Capital Improvement Plan
30-550-7064	DRAINAGE IMPR-WILLOW RD	-	-	-	
<b>Capital</b>	<b>FUND 30 EXPENSE</b>	<b>-</b>	<b>2,253,749</b>	<b>1,073,593</b>	
<b>Capital</b>	<b>FUND 30 NET</b>	<b>7,650,743</b>	<b>(2,253,749)</b>	<b>(823,593)</b>	

# Section 8

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## Debt Service Funds

Road Construction

SSA #6



# Debt Funds

## Road Construction Debt Fund

The Fund includes the interest and principle related to the G.O. Debt Certificate 2011A and G.O. Debt Certificate 2012 & 2013

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
41-100-3000	REAL ESTATE TAXES	1,333,900	1,298,705	1,250,000	
41-100-3800	INTEREST INCOME	5,613	2,500	5,000	
<b>Rd Constr Debt</b>	<b>Total Revenue</b>	<b>1,339,513</b>	<b>1,301,205</b>	<b>1,255,000</b>	
41-300-5101	AUDIT & ACCTG	1,130	1,500	1,500	
41-300-5401	SERVICE CHARGES	21,400	-	-	
41-300-5430	BANK FEES	1,250	850	1,000	
41-400-6000	PRINCIPAL	995,000	1,020,000	1,050,000	
41-400-6010	INTEREST	301,735	278,785	255,236	
<b>Rd Constr Debt</b>	<b>Total Expenses</b>	<b>1,320,515</b>	<b>1,301,135</b>	<b>1,307,736</b>	
<b>Rd Constr Debt</b>	<b>Total Road Construction Debt</b>	<b>18,998</b>	<b>70</b>	<b>(52,736)</b>	

## SSA #6 Debt Fund

The Fund includes the interest and principle related to the Special Service Area #6 Bonds, Series 2009.

GL Acct #		FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
46-100-3000	REAL ESTATE TAXES	244,161	237,142	237,142	
46-100-3800	INTEREST INCOME	1,002	500	500	
46-160-3899	MISCELLANEOUS INCOME	-	-	-	
<b>SSA #6</b>	<b>Total Revenue</b>	<b>245,164</b>	<b>237,642</b>	<b>237,642</b>	
46-300-5101	AUDIT & ACCTG	942	-	-	
46-300-5430	BANK FEES	450	-	-	
46-400-6000	PRINCIPAL	120,000	125,000	135,000	
46-400-6010	INTEREST	118,503	112,142	105,517	
<b>SSA #6</b>	<b>Total Expenses</b>	<b>239,894</b>	<b>237,142</b>	<b>240,517</b>	
<b>SSA #6</b>	<b>Total Road Construction Debt</b>	<b>5,269</b>	<b>500</b>	<b>(2,875)</b>	



# Section 9

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## Enterprise Funds

Water Fund

Parking Fund

Sanitary Sewer Fund



# Enterprise Funds

## Water Fund

The Water Fund accounts for the provision of potable water services to the residents of the City. All activities necessary to provide such services are accounted for in this fund, including administration, operations, maintenance, depreciation expense, financing, and billing and collection.

### Water Fund Budget Detail

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
51-100-3800	INTEREST INCOME	16,104	7,500	25,000	Projected based on historical data
51-100-3880	WATER SALES	253,939	257,000	264,000	40,500,000 gals @ \$6.51/1000 gallons
51-100-3881	WATER DELIVERY CHARGE	348,245	370,000	383,000	1090 customer meters x \$29.27/month per water study
51-100-3882	WATER INFRASTRUCTURE RESERVE	150,284	150,000	150,000	1090 customers x \$11.47/month per water study
51-100-3883	WATER DEBT RETIREMENT CHARGE	79,011	75,000	76,000	1090 customers x \$5.82/month per water study
51-100-3885	PENALTY	3,288	2,500	2,500	Projected based on historical data
51-100-3899	MISCELLANEOUS INCOME	-	-		
<b>Water</b>	<b>Total Revenue</b>	<b>850,871</b>	<b>862,000</b>	<b>900,500</b>	
51-300-4000	WAGES	78,253	73,200	73,500	1 fulltime employee and administrative time
51-300-4010	OVERTIME	2,842	5,000	10,000	
51-300-4100	HEALTH INSURANCE	23,930	26,800	26,000	
51-300-4110	LIFE INSURANCE	390	150	150	
51-300-4200	SOCIAL SECURITY	4,578	5,200	5,200	
51-300-4210	MEDICARE	1,071	1,250	1,250	
51-300-4220	IMRF	24,295	10,600	9,000	
51-300-5000	BUILDING MAINTENANCE	1,864	4,000	15,000	Added Insulation, lab counter/sink replacement, + window replacement (\$9k)

## Water Fund Budget Detail (continued)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
51-300-5050	SYSTEM MAINTENANCE	19,277	56,000	56,000	Repair an estimated 6 water main breaks at \$1200 each, 8 buffalo box repairs at \$200 each, value/pipe repairs \$25k , Failed section replacements and restoral
51-300-5100	PROFESSIONAL SERVICES	22,904	25,000	55,000	Lab work, Courier expense, Pump servicing, Sensus updates, Emergency locating services, Flow Testing, Flush/exercise hydrants 7k,Valves exercise/assess/GPS add to GIS 15k - Civic plus system. Test Sample Station structures added 15k.
51-300-5101	AUDIT	35,176	34,500	4,000	
51-300-5102	FINANCIAL SERVICES	-	-	29,250	
51-300-5200	POSTAGE	2,408	3,100	3,100	
51-300-5221	PRINTING	645	900	400	Printing of new Boil Order door hangers and other water info
51-300-5222	LEGAL NOTICES	-	1,500	700	
51-300-5310	MEMBERSHIPS	891	1,500	2,000	AWWA, IRWA, etc
51-300-5330	TRAINING	548	5,000	5,000	Water operator training, Springfield CEU's, additional training for back-up operator
51-300-5401	SERVICE CHARGES	242,000	-	-	
51-300-5410	UTILITIES	16,162	15,000	15,000	
51-300-5412	WATER	224,194	235,000	250,000	
51-300-5430	CREDIT CARD & BANK CHARGES	13,551	7,500	7,500	
51-300-5500	LIABILITY INSURANCE	37,929	27,600	25,560	
51-300-5530	WORKERS COMPENSATION INSURANCE	4,384	2,900	2,650	

## Water Fund Budget Detail (continued)

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
51-300-5634	STONE AND CONCRETE	-	4,000	4,000	Backfill and restoral of main breaks / concrete replacement
51-300-5661	METERS	-	2,800	3,600	Replacement of defective water meters 8 x \$350 and 2 x \$400
51-300-5710	OPERATING SUPPLIES	4,175	10,000	6,000	Miscellaneous water service parts
51-300-5750	CHEMICALS	-	2,000	1,000	
51-300-5751	GASOLINE	-	2,000	2,000	
51-300-5970	REFUNDS	1,264	-	-	
51-400-6000	PRINCIPAL	-	55,000	55,000	
51-400-6010	INTEREST	13,815	21,110	21,110	
51-500-7020	EQUIPMENT	-	106,000	20,000	Watermain trailer (\$8k), pipe racking (\$4k), Pelsue forced air utility heater (\$3k)
51-600-8000	DEPRECIATION	110,381	135,000	135,000	
<b>Water</b>	<b>Total Expenses</b>	<b>886,923</b>	<b>879,610</b>	<b>843,970</b>	
<b>Water</b>	<b>Total Water Fund</b>	<b>(36,051)</b>	<b>(17,610)</b>	<b>56,530</b>	

## Parking Fund

The Parking Fund was established as an enterprise fund to track the revenues and expenses associated with operating and maintaining the Metra parking lot located on Wolf Road. Expenses recorded in the Parking Fund include supplies, maintenance, insurance, depreciation, utilities, reimbursement to the General Fund for staffing (accounting, public works, pay box collections, etc.), and the Commonwealth Edison lease for the land that the parking lot was constructed on.

Due to its low utilization rate, the Parking Fund continues to be unable to support its related costs of operation. The Parking Fund is budgeted at a deficit for the year of \$54,466. The City cannot continue to subsidize this operation or future large-scale maintenance; therefore, the City will continue working with both Metra regarding the future of the lot and with ComEd to contain any property lease increases.

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
52-100-3330	PARKING FEES	63,013	64,000	65,000	
52-100-3800	INTEREST INCOME	-	-	-	
	INTERFUND TRANSFER IN			68,000	
<b>Parking</b>	<b>Total Revenue</b>	<b>63,013</b>	<b>64,000</b>	<b>133,000</b>	
52-300-4001	ALLOCATED WAGES & BENEFITS	-	45,000	45,000	Approximate wages and benefits for 1/2 FT employee
52-300-5100	PROFESSIONAL SERVICES	8,156	10,200	10,200	
52-300-5101	FINANCIAL SERVICES	1,319	-	-	
52-300-5401	SERVICE CHARGE - GENERAL FUND	31,000	-	-	
52-300-5410	UTILITIES	7,483	9,500	9,500	
52-300-5500	LIABILITY INSURANCE	6,244	5,300	5,300	
52-300-5511	FACILITY RENT	21,000	21,000	21,000	
52-300-5632	ICE CONTROL MAINTENANCE	115	1,200	1,500	Parking lot salt and bag salt for sidewalks and stairways- snow blower parts.
52-300-5710	OPERATING SUPPLIES	1,129	2,000	2,000	Paper towels, toilet paper, cleaning supplies, sign repair/replacement, plumbing parts, light bulbs
52-300-5970	REFUNDS	455	250	250	
52-600-8000	DEPRECIATION	32,136	32,000	32,000	Annual depreciation provision
<b>Parking</b>	<b>Total Expenses</b>	<b>109,037</b>	<b>126,450</b>	<b>126,750</b>	
<b>Parking</b>	<b>Total Parking Fund</b>	<b>(46,024)</b>	<b>(62,450)</b>	<b>6,250</b>	

## Sanitary Sewer Fund

In 1967, the Old Town Sanitary District was formed in unincorporated Cook County to find a solution for outdated septic systems and well contamination serving most of Prospect Heights and small portions of Arlington Heights, Mount Prospect and Wheeling. In 2018, the Old Town Sanitary District expired and the sewer services were absorbed into the City's operations. The City bills the sanitary sewer users \$60 per quarter beginning in 2018.

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
53-100-3884	SANITARY SEWER CHARGES	795,226	672,000	800,000	
53-100-3885	PENALTY	5,086	-	11,000	
53-100-3899	OTHER INCOME	7,343	-	-	
<b>Sewer</b>	<b>Total Revenue</b>	<b>807,654</b>	<b>672,000</b>	<b>811,000</b>	
53-300-4000	WAGES	13,491	62,800	63,200	Includes one FT employee and 25% administrative staff
53-300-4100	HEALTH INSURANCE	-	7,500	10,000	
53-300-4110	LIFE INSURANCE	-	125	125	
53-300-4200	SOCIAL SECURITY	773	3,900	3,920	
53-300-4210	MEDICARE	181	950	950	
53-300-4220	IMRF	4,912	8,000	6,850	
53-300-5050	SYSTEM MAINTENANCE	9,582	72,000	72,000	Sewer pipe and connections- 4 dig+fix locations- replacement Vac Rod rear hatch, leader and hose
53-300-5100	PROFESSIONAL SERVICES	23,561	57,000	40,000	Consulting inspector (\$17k = \$9k+ per inspection fee) + Xpress Billpay, MWRD Infiltration and Inflow Compliance
53-300-5101	AUDIT	30,493	33,000	4,000	
53-300-5102	FINANCIAL SERVICES	-	-	29,250	
53-300-5200	POSTAGE	3,900	4,500	4,500	
53-300-5221	PRINTING	1,469	1,500	1,500	
53-300-5330	TRAINING	-	6,000	3,000	
53-300-5401	SERVICE CHARGES	197,000	-	-	
53-300-5500	LIABILITY INSURANCE	2,385	-	5,800	
53-300-5530	WORKER'S COMP INSURANCE	1,344	1,000	650	
53-500-7051	SYSTEM IMPROVEMENTS	3,466	192,500	482,525	Per FY19-20 Capital Improvement Plan
<b>Sewer</b>	<b>Total Expenses</b>	<b>292,556</b>	<b>450,775</b>	<b>728,270</b>	
<b>Sewer</b>	<b>Total Sewer Fund</b>	<b>515,098</b>	<b>221,225</b>	<b>82,730</b>	

# Section 10

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## Fiduciary Funds

Police Pension



## Police Pension Fund

The Police Pension Fund provides retirement, disability and survivor benefits for all sworn police personnel. The defined benefit plan is in conformance with Illinois State Statutes under the oversight of the Illinois Division of Insurance. Standards have been established regarding investment returns and salary increases in order to actuarially determine annual employer contribution levels.

### Revenues:

- The City has budgeted for a contribution amount of \$1,002,709 based upon actuarial assumptions. Approximately 37% or \$368,213 of the City's contribution will be funded by police pension property tax receipts, with the balance provided by other General Fund revenues.
- Police officers contribute 9.91% of their base wage and any longevity pay to their pension

### Expenses

- The disability expenses include the officers that have claimed and been approved for disability.
- The pension payments are for the City's retirees from the police department.

GL Acct #	General Ledger Account Description	FY17-18 Actual	FY18-19 Budget	FY19-20 Budget	Comments
71-100-3000	REAL ESTATE TAXES	345,519	350,000	368,213	Per City budget
71-100-3800	INTEREST INCOME	291,633	75,000	75,000	None budgeted - conservative and consistent with prior year
71-100-3801	NET APPRECIATION - FV INV	722,546	-	-	None budgeted - conservative and consistent with prior year
71-100-3860	CITY CONTRIBUTION	780,150	447,149	634,496	Provided by L&A pension accountants
71-100-3861	EMPLOYEE CONTRIBUTION	209,576	210,000	210,000	Provided by L&A pension accountants
<b>Police Pension</b>	<b>FUND 71 REVENUE</b>	<b>2,349,424</b>	<b>1,082,149</b>	<b>1,287,709</b>	
71-300-4232	DISABILITY BENEFITS	-	135,000	135,000	Based on projected future benefit payments
71-300-4233	PENSION PAYMENTS	680,633	610,000	860,000	Based on projected future benefit payments
71-300-5100	PROFESSIONAL SERVICES	-	25,000	25,000	
71-300-5101	AUDIT	-	2,500	2,500	
71-300-5107	INVESTMENT EXPENSE	32,389	32,000	32,000	
71-300-5331	CONFERENCES	-	1,500	1,500	
71-300-5440	STATE FILING FEE	-	2,500	2,500	
<b>Police Pension</b>	<b>FUND 71 EXPENSES</b>	<b>713,022</b>	<b>808,500</b>	<b>1,058,500</b>	
<b>Police Pension</b>	<b>FUND 71 NET</b>	<b>1,636,402</b>	<b>273,649</b>	<b>229,209</b>	

# Section 11

## Other Financial Information

- Schedule of Salaries and Benefits
- Capital Improvement Plan



SCHEDULE OF SALARIES AND WAGES

City of Prospect Heights										
Illinois Public Act 97-0609										
FY2019-20										
Position	Salary	Longevity Pay	Stipend & Specialty Pay	Health Insurance	Dental/Vision Insurance	Life Insurance	Health/Dental Insurance	Total Compensation	Vacation Days Accrued/Year	Sick Days Accrued/Year
Police Officer	79,679.03	-	600.00	9,028.44	894.24	99.00	10,021.68	90,300.71	10	12
Police Officer	86,910.01	-	-	9,028.44	894.24	99.00	10,021.68	96,931.69	10	12
Public Works Crew Leader	86,288.32	2,200.00	250.00	24,986.00	Included	99.00	-	88,738.32	25	12
Records Supervisor	82,735.98	1,100.00	-	9,664.56	1,743.77	99.00	11,507.33	95,343.31	25	12
Police Officer	80,808.41	-	-	15,345.00	1,833.19	99.00	17,277.19	98,085.60	10	12
Police Officer	84,278.72	-	-	9,028.44	894.24	99.00	10,021.68	94,300.40	10	12
Police Officer	84,278.72	-	-	14,641.92	894.24	99.00	15,635.16	99,913.88	10	12
Police Officer	84,278.72	-	600.00	9,028.44	894.24	99.00	10,021.68	94,900.40	10	12
Assistant City Administrator	82,842.66	-	-	9,028.44	894.24	99.00	10,021.68	92,864.34	15	12
Asst Building & Zoning Director	76,076.63	-	-	19,384.92	1,743.77	99.00	21,227.69	97,304.32	15	12
Public Works Mechanic	97,613.97	2,200.00	250.00	24,986.00	Included	99.00	-	100,063.97	25	12
Police Officer	102,645.05	275.00	3,600.00	9,028.44	894.24	99.00	10,021.68	116,541.73	10	12
Police Officer	102,645.05	275.00	3,000.00	9,028.44	894.24	99.00	10,021.68	115,941.73	10	12
Police Officer	102,645.05	275.00	3,000.00	26,917.92	894.24	99.00	27,911.16	133,831.21	10	12
Police Officer	95,675.47	275.00	-	26,917.92	2,563.49	99.00	29,580.41	125,530.88	10	12
Police Officer	100,055.54	275.00	-	19,384.92	1,743.77	99.00	21,227.69	121,558.23	10	12
Police Officer	102,645.05	275.00	3,000.00	19,384.92	1,743.77	99.00	21,227.69	127,147.74	10	12
Police Sergeant	112,345.15	550.00	600.00	15,345.00	1,833.19	99.00	17,277.19	130,772.34	15	12
Superintendent	110,000.00	-	-	23,100.00	-	99.00	23,199.00	133,199.00	15	12
Police Officer	74,509.43	-	-	19,384.92	894.24	99.00	20,378.16	94,887.59	10	12
Police Sergeant	114,091.98	1,100.00	1,000.00	26,917.92	2,563.49	99.00	29,580.41	145,772.39	20	12
Police Officer	74,509.43	-	-	8,142.00	894.24	99.00	9,135.24	83,644.67	25	12
Police Officer	74,509.43	-	-	8,358.84	894.24	99.00	9,352.08	83,861.51	25	12
Building & Zoning Director	128,728.68	-	-	15,345.00	1,833.19	99.00	17,277.19	146,005.87	15	12
Police Sergeant	122,848.05	1,100.00	-	26,917.92	2,563.49	99.00	29,580.41	153,528.46	25	12
Police Sergeant	122,848.05	2,200.00	-	26,917.92	2,563.49	99.00	29,580.41	154,628.46	25	12
Police Sergeant	122,848.05	2,200.00	-	26,917.92	2,563.49	99.00	29,580.41	154,628.46	25	12
Deputy Chief	125,186.20	2,200.00	-	26,917.92	-	99.00	27,016.92	154,403.12	25	12
Police Chief	142,160.60	2,200.00	-	23,134.82	2,563.49	99.00	25,797.31	170,157.91	25	12
City Administrator	162,323.74	-	-	9,028.44	894.24	99.00	10,021.68	172,345.42	20	12
Police Officer	77,060.32	-	-	26,917.92	894.24	99.00	27,911.16	104,971.48	10	12
Buidling Inspector	63,577.00	-	-	15,345.00	1,833.19	99.00	17,277.19	80,854.19	10	12
Public Works Maintenance	77,462.99	825.00	-	24,986.00	Included	99.00	-	78,287.99	20	12
	3,237,111.42	19,525.00	15,900.00	588,490.70	42,208.13	3,267.00	558,710.83	3,831,247.24		

CITY OF PROSPECT HEIGHTS										
CAPITAL IMPROVEMENT PLAN SUMMARY										
			FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	5yr Total		
	STREET RESURFACING PROJECT		\$ 762,593	\$ 449,280	\$ 402,355	\$ 2,403,114	\$ -	\$ 4,017,342		
	DRAINAGE/STORMWATER IMPROVEMENTS		\$ 308,000	\$ 2,943,000	\$ 1,158,000	\$ 158,000	\$ 157,000	\$ 4,724,000		
		SIDEWALKS	\$ 590,000	\$ 330,000	\$ 1,623,899	\$ 1,250,249	\$ -	\$ 3,794,148		
	SEWER IMPROVEMENTS		\$ 482,525	\$ 270,000	\$ 270,000	\$ -	\$ -	\$ 1,022,525		
	EQUIPMENT - INFORMATION TECHNOLOGY		\$ 27,000	\$ 15,000	\$ 10,000	\$ 7,000	\$ 15,000	\$ 74,000		
	VEHICLES/EQUIPMENT - PUBLIC WORKS		\$ 120,000	\$ 103,000	\$ 483,000	\$ 26,000	\$ 36,000	\$ 768,000		
	VEHICLES/EQUIPMENT - PUBLIC SAFETY		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 350,000		
			\$ 2,360,118	\$ 4,180,280	\$ 4,017,254	\$ 3,914,363	\$ 278,000	\$ 14,750,015		
	<b>PROPOSED FUNDING SOURCES</b>									
	<b>Possible TBD Grant Awards</b>		\$ 326,000	\$ 271,000	\$ 1,318,000	\$ 1,224,240	\$ -	\$ 3,139,240	21%	
	fund 11	MFT Fund	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ 265,000	2%	
	fund 12	TIF Fund	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	1%	
	fund 13	Tourism Fund	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ 13,000	0%	
	<b>fund 30</b>	<b>Capital Fund</b>	\$ 1,073,593	\$ 3,639,280	\$ 2,429,254	\$ 2,690,123	\$ 278,000	\$ 10,110,250	69%	
	fund 53	Sewer Fund	\$ 482,525	\$ 270,000	\$ 270,000	\$ -	\$ -	\$ 1,022,525	7%	
			\$ 2,360,118	\$ 4,180,280	\$ 4,017,254	\$ 3,914,363	\$ 278,000	\$ 14,750,015	100%	

CAPITAL IMPROVEMENT PLAN SUMMARY (continued)

CAPITAL FUND ACTIVITY								
4.30.18	Transfer in from General Fund	\$	7,120,743		<b>PER BUDGET</b>			
4.30.18	Transfer in from Solid Waste Fund	\$	530,000		grants	326,000		
4.30.18	Transfer in from Tourism Fund	\$	300,000		fund 11	265,000	mft	
4.30.18	Total Receipts	\$	7,950,743		fund 12	200,000	tif	
					fund 13	13,000	tourism	
4.30.19	Equipment - Public Works	\$	58,722		fund 30	1,073,593	capital	
4.30.19	Equipment - Info Tech	\$	-		fund 53	482,525	sewer	
4.30.19	Vehicles - Public Safety	\$	58,870			<u>2,360,118</u>		
4.30.19	Streets-Tourism-Apple Drive	\$	64,546					
4.30.19	Streets-Tourism-Winkelman	\$	88,724					
4.30.19	Street Resurfacing	\$	942,370					
4.30.19	Sidewalks	\$	64,062					
4.30.19	Drainage Improvements	\$	41,433					
4.30.19	Additional expenses thru 4/30/19	\$	935,022					
4.30.19	Projected Total disbursements	\$	2,253,749					
				<b>FY19-20</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>
	<b>Projected Capital Expenditures</b>	\$	(1,073,593)	\$ (1,073,593)	\$ (3,639,280)	\$ (2,429,254)	\$ (2,690,123)	\$ (278,000)
	<b>Net Funds Remaining</b>	\$	5,696,994	\$ 4,623,401	\$ 984,121	\$ (1,445,133)	\$ (4,135,256)	\$ (4,413,256)
			<b>4.30.19</b>	<b>4.30.20</b>	<b>4.30.21</b>	<b>4.30.22</b>	<b>4.30.23</b>	<b>4.30.24</b>

CITY OF PROSPECT HEIGHTS									
Capital Improvements Plan, 2019-2024									
Street Rating	Project Name	Alternate Funding Source		FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	5yr Total
<b>Street Maintenance:</b> The proposed 5-year street maintenance program has been established through the street evaluation process conducted by Gewalt Hamilton. The evaluation process provided a quantitative assessment of the roadway condition and allowed for the prioritizing of roads most in need of maintenance. This is determined by the utilization of a Pavement Condition Rating form to visually assess the pavements while noting general deficiency characteristics. These can then be compared to other segments of the system and ranked based on their individual PCR number. Lower condition rating numbers are considered to be more in need of correction, usually at a higher dollar value, than the higher-rating segments. Please note: Apple Drive and Piper Lane meet the requirements for eligibility for Surface Transportation Program funding. If application is successful, 80 per cent of resurfacing costs are paid for by Federal Transportation funding.									
53	Seminole Ln. Eng (Old Willow)	STEP grant		\$ 70,000					\$ 70,000
		Local share		\$ 14,000					
67	Rob Roy Lane	Final 10% payment		\$ 22,506					\$ 22,506
68	Edward Cul-De-Sac	Final 10% payment		\$ 3,312					\$ 3,312
70	Edward Road	Final 10% payment		\$ 2,778					\$ 2,778
71	Tomah Avenue	Final 10% payment		\$ 7,800					\$ 7,800
74	Maple lane	Final 10% payment		\$ 1,932					\$ 1,932
73	Hillside Avenue	Final 10% payment		\$ 15,660					\$ 15,660
73	Natawa Place	Final 10% payment		\$ 504					\$ 504
75	East Circle Avenue	Final 10% payment		\$ 6,528					\$ 6,528
75	Olive Avenue	Final 10% payment		\$ 6,474					\$ 6,474
80	Apple Drive Eng. - Phase 1			\$ 35,000					\$ 35,000
	General Street Maintenance			\$ 250,000					\$ 250,000
	Tourism District - Winkelman Ave	Final 10% payment		\$ 8,000					\$ 8,000
	Tourism District - Apple Drive	Final 10% payment		\$ 5,000					\$ 5,000
	Plaza Drive - Constr Eng.	TIF		\$ 10,000					\$ 10,000
	Plaza Drive - Construction	TIF		\$ 190,000					\$ 190,000
	Subtotal Project Cost			\$ 635,494					\$ 635,494
	10% Contingency			\$ 63,549					\$ 63,549
	10% Engineering			\$ 63,549					\$ 63,549
	<b>Total Street Resurfacing - 2019-20</b>			\$ 762,593					\$ 762,593

Street Rating	Project Name	Alternate Funding Source		FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	5yr Total
80	Apple Drive - Phase 2 - Design	STP grant			\$ 50,000				\$ 50,000
		Local share			\$ 10,000				
53	Seminole Ln. (Old Willow) - Phase 2 Design	Total			\$ 60,000				\$ 60,000
		Local share			\$ 12,000				
	General Street Maintenance				\$ 250,000				\$ 250,000
	Est. Project Costs				\$ 360,000				\$ 360,000
	Inflation Adjustment				\$ 14,400				\$ 14,400
	Total project cost				\$ 374,400				\$ 374,400
	10% Contingency				\$ 37,440				\$ 37,440
	10% Engineering				\$ 37,440				\$ 37,440
	<b>Total Street Resurfacing - 2020-21</b>				\$ 449,280				\$ 449,280
53	Seminole Ln. (Old Willow) - Phase 2 Design	Total				\$ 60,000			\$ 60,000
		Local share				\$ 12,000			
	General Street Maintenance					\$ 250,000			\$ 250,000
	Estimated Project Costs					\$ 310,000			\$ 310,000
	Inflation Adjustment					\$ 25,296			\$ 25,296
	Total project cost					\$ 335,296			\$ 335,296
	10% Contingency					\$ 33,530			\$ 33,530
	10% Engineering					\$ 33,530			\$ 33,530
	<b>Total Street Resurfacing - 2021-22</b>					\$ 402,355			\$ 402,355
80	Apple Drive - Phase 3 - Construction	STP Grant 80/20					\$ 300,000		\$ 300,000
	Anticipated grant award						\$ 240,000		
	Local share						\$ 60,000		
53	Seminole Ln (Old Willow) Reconstruction						\$ 1,230,300		\$ 1,230,300
	Anticipated grant award	STP Grant 80/20					\$ 984,240		
	Local share						\$ 246,060		
	General Street Maintenance						\$ 250,000		\$ 250,000
	Subtotal Project Costs						\$ 1,780,300		\$ 1,780,300
	Inflation Adjustment						\$ 222,295		\$ 222,295
	Total project cost						\$ 2,002,595		\$ 2,002,595
	10% Contingency						\$ 200,260		\$ 200,260
	10% Engineering						\$ 200,260		\$ 200,260
	<b>Total Street Resurfacing - 2022-23</b>						\$ 2,403,114		\$ 2,403,114
	<b>Street Resurfacing Annual Totals</b>			\$ 762,593	\$ 449,280	\$ 402,355	\$ 2,403,114	\$ -	\$ 4,017,342

	<b>Drainage Improvements</b>			<b>FY19-20</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>5yr Total</b>
	Engineering			\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
	Construction			\$132,000	\$132,000	\$132,000	\$132,000	\$132,000	\$660,000
	<b>Total Drainage Improvements</b>			<b>\$ 157,000</b>	<b>\$ 157,000</b>	<b>\$ 157,000</b>	<b>\$ 157,000</b>	<b>\$ 157,000</b>	<b>\$ 785,000</b>
	<p><b>Willow Road Reconstruction and Storm Water Management Improvement, with Metropolitan Water Reclamation District and Cook County Department of Transportation Project:</b> This project, in partnership with the Metropolitan Water Reclamation District and Cook County Department of Transportation, involves raising and reconstruction of Willow Road, Hillcrest and Owen at Hillcrest Lake. This area experiences chronic street flooding and closure during significant rainfall events. The project will involve raising the grade of the impacted streets, culvert replacement at Willow, and development of compensatory storm water detention areas. Project budgets for this work are still under construction.</p>								
	Land			\$75,000					\$75,000
	Engineering								\$0
	Construction								\$0
	Contingency								\$0
	<b>Total Willow Road Project</b>			<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>
	<b>Stormwater Projects</b>			<b>FY19-20</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>5yr Total</b>
	General Engineering			\$1,000	\$1,000	\$1,000	\$1,000		\$4,000
	Eastside - Design & Eng.			\$20,000	\$50,000				\$70,000
	Eastside - Construction					\$1,000,000			\$1,000,000
	Arlington Countryside - Ph1 - Design & Eng.			\$55,000					\$55,000
	Arlington Countryside - Ph 2 - constr drawings				\$125,000				\$125,000
	Arlington Countryside - Ph 3 - constr observation				\$110,000				\$110,000
	Arlington Countryside - Construction				\$2,500,000				\$2,500,000
	<b>Stormwater Totals:</b>			<b>\$ 76,000</b>	<b>\$ 2,786,000</b>	<b>\$ 1,001,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 3,864,000</b>

<b>Sidewalk Projects:</b> The City has identified certain routes for the extension of sidewalks. For funding sidewalk projects, the City attempts to leverage grant funding to assist with the cost of these efforts.									
<b>Sidewalks</b>			<b>FY19-20</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>5yr Total</b>	
Schoenbeck - Construction	Total		\$390,000						\$390,000
Schoenbeck - Construction	Safe Routes		\$160,000						
Schoenbeck (Local) - Construction	MFT		\$230,000						
Schoenbeck (Local) - Constr Eng.	MFT		\$35,000						\$35,000
Wolf Road North (Local) Phase 1	Cook Grant		\$60,000						\$60,000
Wolf Road North (Local) Phase 2	Invest in Cook			\$120,000					\$120,000
Wolf Road North (Total) Construction	Grant TBD 80/20				\$800,000				\$800,000
Wolf Road North (Local) Construction	Local Match 20%				\$160,000				
Wolf Road South (Local) Phase 1			\$55,000						\$55,000
Wolf Road South (Total) Phase 2	RTA/CMAQ Grant 80/10/10		\$50,000	\$70,000					\$120,000
Wolf Road South (Local) Phase 2	Local Match 10%		\$5,000	\$7,000					
Wolf Road South (Total) Construction	RTA/CMAQ Grant 80/10/10				\$700,000				\$700,000
Wolf Road South (Local) Construction	Local Match 10%				\$70,000				
Camp McDonald (Total) Phase 1	Invest in Cook			\$140,000					\$140,000
Camp McDonald (Local) Phase 1	Local Match 20%			\$28,000					
Camp McDonald (Total) Phase 2	Grant TBD 80/20				\$123,899				\$123,899
Camp McDonald (Local) Phase 2	Local Match 20%				\$24,780				
Camp McDonald (Total) Construction Eng.	Grant TBD 80/20					\$123,899			\$123,899
Camp McDonald (Local) Construction Eng.	Local Match 20%					\$24,780			
Camp McDonald (Total) Construction	Grant TBD 80/20					\$1,126,350			\$1,126,350
Camp McDonald (Local) Construction	Local Match 20%					\$225,270			
<b>Sidewalk Totals:</b>			\$ 590,000	\$ 330,000	\$ 1,623,899	\$ 1,250,249	\$ -		\$ 3,794,148
<b>Sewer Televising &amp; Mapping Project:</b> Cleaning, televising and mapping of City sanitary sewers. This project entails development of a Geographic Information Systems layer for mapping and identification of the City's sanitary sewer system. This baseline data development will be followed by cleaning and televised inspection. The resulting product of this exercise will be the identification of necessary sewer rehabilitation and relining areas, to be used for a sanitary sewer capital improvements plan.									
<b>Sewer Improvements</b>			<b>FY19-20</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>5yr Total</b>	
Engineering & Inspection	Sewer Fund		\$25,000	\$25,000	\$25,000				\$75,000
Cleaning, televising sanitary sewers	Sewer Fund		\$192,000						\$192,000
Rehabilitation	Sewer Fund		\$225,000	\$225,000	\$225,000				\$675,000
Contingency	Sewer Fund		\$40,525	\$20,000	\$20,000				\$80,525
<b>Sewer Improvement Totals:</b>			\$ 482,525	\$ 270,000	\$ 270,000	\$ -	\$ -		\$ 1,022,525

<b>Vehicle and Equipment Replacement Project:</b> The vehicle & equipment replacement program identifies upcoming vehicle & equipment purchase needs. Items must be valued at \$25,000 or more.								
<b>Public Works Vehicle/Equipment</b>			<b>FY19-20</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>5yr Total</b>
Underbelly Snow Plows (\$34,000 EA)				\$68,000	\$68,000			\$136,000
4x4 Pickup/Plow (1997)				\$35,000				\$35,000
Sewer Truck (replace 1999)	Sewer Fund				\$350,000			\$350,000
Aerial Bucket Truck (1999)			\$120,000					\$120,000
Bobcat/attachments					\$65,000			\$65,000
Building Service Van (replace 1ton and crane)						\$26,000		\$26,000
Water Dept. Van (Replace 1999 pickup)							\$36,000	\$36,000
<b>Public Works Vehicle/Equipment Totals:</b>			<b>\$120,000</b>	<b>\$103,000</b>	<b>\$483,000</b>	<b>\$26,000</b>	<b>\$36,000</b>	<b>\$768,000</b>
<b>Police Vehicle/Equipment</b>								
Patrol Cars (\$35,000 EA)			\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000
<b>Information Technology Equipment:</b> While Information Technology equipment is often times less than the targeted \$25,000 threshold for inclusion in the capital budget, their inclusion as a CIP project enables the Council to view future need equipment and expenditures. For FY 2018-19, the proposed CIP Information Technology purchase provides for the replacement of desktop computer systems. Twenty three of these computers are for the Police Department. These Police computers are needed because the new Northwest Central Dispatch system will require Windows 10 compatibility.								
<b>Information Technology Equipment</b>			<b>FY19-20</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>5yr Total</b>
Phone System				\$15,000				\$15,000
Police Dept Server Upgrade			\$12,000					\$12,000
Wireless System Upgrade			\$15,000					\$15,000
Firewall Upgrades for Departments					\$10,000			\$10,000
Backup Server Upgrade						\$7,000		\$7,000
City Hall and PW Server Upgrade							\$15,000	\$15,000
<b>Information Technology Equipment Totals:</b>			<b>\$27,000</b>	<b>\$15,000</b>	<b>\$10,000</b>	<b>\$7,000</b>	<b>\$15,000</b>	<b>\$74,000</b>