



VILLAGE OF

Hinsdale

Est. 1873

VILLAGE PRESIDENT

Thomas K. Cauley, Jr.

BOARD OF TRUSTEES

Neale Byrnes

Matthew Posthuma

Scott Banke

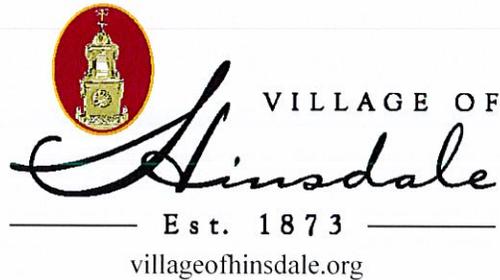
Luke Stifflear

Gerald J. Hughes

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**DRAFT BUDGET
CY 2020**

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19 East Chicago Avenue
Hinsdale, Illinois 60521-3431
630-789-7000



Fire & Police Departments
121 Symonds Drive
Hinsdale, Illinois 60521-3744
Fire 630-789-7060
Police 630-789-7070

November 18, 2019

To the Village President, Trustees, Finance Commission and Residents of the Village of Hinsdale:

On behalf of the Village staff, we are pleased to submit for your review and consideration the proposed Village of Hinsdale 2020 Annual Budget covering the Village's fiscal year period from January 1, 2020 to December 31, 2020. This is the first year the Village's Budget will be detailed on an annual basis as opposed to the prior presentation using a fiscal year covering May 1 through April 30. The decision to move to a calendar year also coincides with the Village's transition to a new accounting system; there are many advantages for changing the Village's fiscal year to coincide with the calendar year, including:

1. Property Tax Levy. When using a fiscal year, preparing the tax levy months prior to the approval of the budget (April) is more difficult because of the misalignment between the property tax year and budget year. The tax levy and budget will now be reviewed at the same time. This provides the Village Board with a better understanding of the revenue demand for the identified expenditures.
2. Construction Management. A calendar year budget should improve the procurement and construction management processes. The certainty of funding will allow the competitive bidding of projects to begin earlier (December/January) rather than waiting until April/May. Also, the lead time for planning and managing construction projects will be increased and the time allotted for construction lengthened. The Village will be able to begin construction of capital projects in the first quarter of the year rather than waiting until the second quarter.
3. Reporting. The Village is mandated to file certain reports on a calendar year basis. These reports include annual W-2's, 1099's, Form 941's and Form IL-941. Transitioning to a calendar year-end would align these reports with the Village's reporting year.
4. State of Illinois Budget. The State budget fiscal year is July to June, and their budget may have an impact on our budget. Currently, if they reduce any funding to municipalities, the Village does not find out about it until our budget has already been adopted. Under a calendar year, we would find out about any

changes in funding just as we are beginning work on the following calendar year's budget, or in the case of a Veto Session, we would be able to make adjustments prior to the adoption of the budget.

Some of the challenges associated with changing the fiscal year include:

1. Additional Budget and Audit Preparation. The budget planning, preparation, and discussion during the transition will take place on an accelerated timetable. The audit of the Village's financial statements will be on a compressed schedule as the Finance Department was required to prepare all audit documentation in July 2019 and will again have to prepared audit documents in March 2020.
2. Revenue/Expenditure Analysis. For the first and second years of the transition, it will be challenging to present an analysis of revenue and expenditures from one year to the next. Because the transition year is only eight months of operations, it would not be meaningful to compare it to the 12-month fiscal year ending April 30, 2019. Similarly, the 2020 calendar year Budget will represent 12 months of operations and cannot be compared to the eight-month transition year. An 8-month year creates some timing issues with particular revenues and expenses. Not all revenues and expenditures can be budgeted assuming you would collect or spend 8/12 of your current annual budget. For example, most property tax revenues from DuPage County are collected from June to September; Police and Fire Pension contributions will be fully expensed during the same timeframe; and most capital projects (roads, water, sewers) would be fully expensed by the end of December.

The proposed budget aligns everyday operations and Village resources with community priorities. This budget is the culmination of months of effort by Village staff to balance available resources with services provided to residents, businesses and other stakeholders. The 2020 Annual Budget provides the resources to maintain Hinsdale's position as a premiere community. Maintaining an exceptional quality community requires a strong partnership between the Village's elected officials, appointed Commission members and staff in unison with its residents and the business community. The guide to determine a community's values and goals lies within its annual budget as it serves as a resource for all stakeholders to understand the mission of the Village and how the Village plans to achieve certain goals as established by the Village Board.

The 2020 Annual Budget is aligned with the Village Board's clearly identified goals: (1) improving the Village's infrastructure focusing on its roads, water mains and sewers, (2) holding the line on spending, (3) revitalizing the business districts, and (4) providing high quality services to its residents. Consistent with these goals, the Village has now resurfaced or reconstructed 88.8% of Village streets since 2010. In addition, the vacancy rate for retail in the Village's commercial districts is at 3%, which is the lowest rate in the

last ten years. The draft 2020 Annual Budget complies with these goals established by the Village Board as outlined below.

The 2020 Annual Budget demonstrates the Village's continued commitment to delivering exceptional service at a value to residents, businesses and other stakeholders. The Budget also builds on the positive budget performance of the prior year. Before moving forward, it is important to reflect on the accomplishments and challenges of the budget year of FY 2019-20. Please note that throughout this document, the results and comparisons for the FY 2019-20 budget year are reported on an eight-month "short" year as necessitated by the transition to the calendar year budget, so the FY 2019-20 budget year will actually be ending on December 31, 2019.

Fiscal Year 2019-20 Year End Review-Corporate Fund

As of December 31, 2019, the Village projects an operating budget surplus of \$338,540. Much of this variance is due to the timing associated with the fiscal year change in that there are more than eight months of revenues for several categories (particularly property taxes) offset by only eight months of expenses instead of 12. It is also important to note that the Village did not utilize any of the \$200,000 contingency line item.

In 2012, the Village created a "Capital Reserve," which is a sub-fund of the Corporate Fund. The purpose of the Capital Reserve is to set aside funds for the systematic replacement of departmental capital outlay items, which are capital items that are non-recurring and exceed \$10,000 in cost. In FY 2019-20 the Village funded \$1,215,738 in departmental capital expenditures. These investments are required in order to continue to provide Village services. Major departmental capital expenditures that are expected to be completed in FY 2019-2020 include:

- \$170,000 to begin the project to replace and improve the Village's ERP systems
- \$86,000 for the replacement of two patrol vehicles
- \$145,663 to replace Roadway front loader unit #8
- \$79,234 to resurface the courts at Brook Park and convert several courts to pickle ball
- \$307,000 to resurface the roads and parking lot at KLM Park
- \$60,000 to replace Forestry chipper unit #57

In December 2009, the Village approved the Master Infrastructure Plan (MIP). The MIP included a work plan for infrastructure improvements for the next 15 years. Since that time, the Village had scheduled infrastructure work in accordance with this plan. During the summer of 2017, in response to citizen feedback, the Village Board indicated that they wanted to accelerate the completion of the MIP. Village staff provided a plan to complete the remaining MIP work over an accelerated schedule through 2024. The scope of the plan also included a number of necessary infrastructure projects not previously included in the original MIP as well as the construction of the new downtown parking deck.

Financing of the MIP is partially funded by a transfer from the General Fund in the minimum amount of \$1.72 million annually. The FY 2019-20 and CY 2020 budget both included an additional \$200,000 transfer above the minimum amount. The MIP is also funded by motor fuel taxes, the non-home rule sales tax, and a portion of utility tax revenue. As a reminder, the Village sold bonds totaling approximately \$30 million in 2017 and 2018 to finance the acceleration of the MIP work and the downtown parking deck.

Consistent with the direction given to accelerate the infrastructure program, the Village has spent approximately \$21.1 million to resurface/reconstruct approximately 13.4 miles of streets as part of the accelerated program and also improved water mains and sewers in the Village. By December 31, 2019, the Village will have resurfaced or reconstructed 58.6 of the 66 miles (88.8%) of Village roadway.

The community should feel confident that their local tax dollars are well managed, and the Village Board is appropriately responding to the observed financial trends. The Village received updated bond ratings in May, 2018 from both Standard & Poor's and Fitch Ratings in conjunction with the Village's \$20 million bond sale that provided the remaining funding for the accelerated infrastructure program and the downtown parking deck. Both rating agencies reaffirmed the Village's AAA-stable rating, which ensures access to very low interest rates.

Due to favorable budget performance in FY 2019-2020, it is recommended that \$500,000 of the surplus be transferred to the MIP Capital Projects Fund. After this transfer, the end of year fund balance in the General Corporate Fund is projected to be 26.0% of operating expenses, which exceeds the minimum target level of 25%.

Upcoming Calendar Year 2020 Annual Budget

Budget Formulation

The Village of Hinsdale's budget administration is a yearlong process. The Finance Department monitors revenues and expenditures throughout the year and discusses any significant variances with the Village Manager and each Department Head. The Village's Annual Budget is developed by Village staff using revenue assumptions provided by the Village's Finance Commission. The Finance Commission plays an integral role in the budget process and other related financial matters affecting the Village.

The Village's major revenue sources are permit fees, sales tax, property tax, utility taxes, and the state income tax (a revenue source shared by the State of Illinois on a per capita basis). Most of the tax revenue source categories are trending favorably, with inflationary trends expected in future years.

The 2020 Annual Budget includes revenue projections that are in line with trends discussed with the Village's Finance Commission, which is comprised of financial experts

in the community. At its September 26, 2019 meeting, the Finance Commission provided staff with revenue projections for the following critical revenues used to support Village operations:

Source	Finance Commission 9/26/19 Recommended Budget adjustment
Income Tax	2%
Replacement Tax	0%
Sales Tax	2% except February
Non Home Rule Sales Tax	3%
Food and Beverage Tax	5%
Electric Utility Tax	3 year average
Natural Gas Utility Tax	5%
Telephone Utility Tax	-3%
Water Utility Tax	13%
Permit Revenues	4 year average

Property Tax revenue remains the largest single source of revenue in the General Corporate Fund. The 2020 Annual Budget is based on the 2019 tax levy that is recommended for approval by the Village Board in December 2019, whereby the Village tax levy for existing property will be increased by 2.86%, which is the maximum amount allowed by law under the Property Tax Extension Limitation Law (or “tax cap”) for Illinois Non-Home Rule municipalities.

Using the Finance Commission’s revenue assumptions that established revenues available to support expenses, staff began development of the 2020 Annual Budget. As part of the budget development process, the Department Directors meet with members of the Budget Team consisting of the Village Manager, Finance Director, Assistant Finance Director, and other representatives from the Village Manager’s office, as needed to review the proposed budget.

Each Department Budget includes Department goals and objectives that tie to specific capital and operating budget requests and a summary of prior year accomplishments. Additionally, all department budget presentations include activity measures, which provide information regarding volumes of activity. Departments also have performance measures for those departments in which service delivery to the residents may be quantified. The performance measures are considered dynamic and may be altered to meet the service expectations and goals of the Village Board and community.

Staff is pleased to report that the proposed 2020 Annual Budget is balanced and provides for an ending unrestricted operating fund balance reserve of 26.8%, which exceeds the minimum target of 25%. Staff would like to highlight the following:

- The 2020 Annual Budget maintains all existing Village services.
- The 2020 Annual Budget includes a \$150,000 contingency amount, which has been reduced from \$200,000 in the prior year. The contingency amount was recommended by the Finance Commission considering a normal base amount of \$100,000 plus \$50,000 in additional funds needed in the event that the State, permit fees, or other influences adversely impact operating revenues or expenses.
- The 2020 Annual Budget provides for \$11.7 million in capital funding for critical infrastructure improvements in the Village, including:
 - \$3,288,500 for the 2020 Infrastructure Project.
 - \$1,834,300 for the East Chicago Avenue Drainage Project (costs to be reimbursed from the Illinois Tollway).
 - \$794,500 for engineering costs for the accelerated infrastructure program.
 - \$5,035,000 for the completion of the downtown parking deck.
 - \$500,000 (\$47,200 engineering and \$452,800 construction) for the annual street maintenance project.
 - \$105,000 for the replacement of sidewalks in areas throughout the Village, consisting of the Village's normal \$85,000 contribution to the 50/50 sidewalk program as well as \$20,000 in contributions expected from residents.
 - \$50,000 for street crack sealing.

As it relates to the parking deck, this project is expected to be completed in June, 2020 at a total estimated cost of \$9.9 million. In addition to Village funds, the following revenue sources will be applied to this project:

- \$135,000 parking contribution from the First and Garfield project that was collected several years ago.
- A contribution of \$1,308,253 from School District 181.
- Special Service area tax revenue of \$70,000 per year for 20 years.
- A grant of \$400,000 from the State of Illinois that was part of the capital bill approved last summer.
- Although not completely certain, we are very close to receiving a grant of \$500,000 from METRA for this project.
- Village staff has been working with outside agencies to try to redirect up to \$577,000 in unspent grant money from the Oak Street Bridge project to the parking deck project.

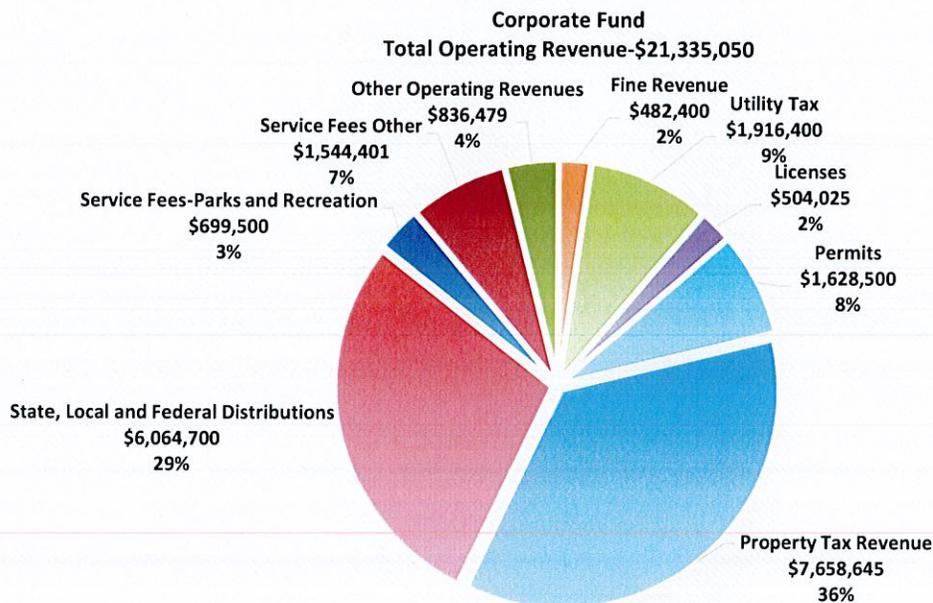
The 2020 Annual Budget also provides for Departmental Capital expenditures of \$3,335,990. The largest single expenditure is related to the first year of a four-year pool improvement project in the amount of \$621,000 for Phase 1 of improvements to the Hinsdale Community Pool (total project estimated at \$1.45 million over four years).

Except for the project to upgrade the Police Department Camera Network (included in expectation of 100% grant funding), all of the proposed Departmental Capital expenditures were included in the 2020 Capital Improvement Plan (CIP) that was discussed at a joint meeting of the Committee of the Whole (COW) and the Finance Commission on October 15, 2019 and approved by the Village Board on November 19, 2019.

The following are some of the more significant Departmental Capital items included in the 2020 Annual Budget:

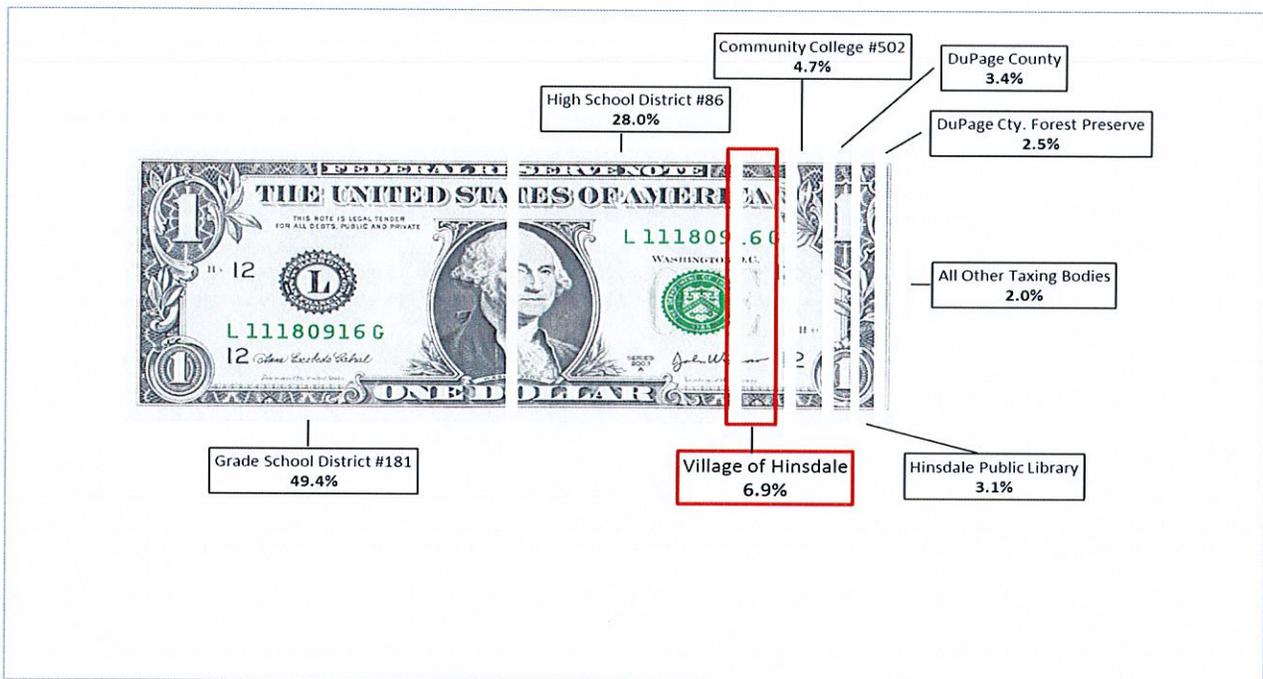
- \$200,000 for continued implementation of the Village’s Enterprise Resource Planning (ERP) software system and comprehensive financial and accounting software package (total project cost estimated at \$450,000).
- \$140,990 for implementation specialist services for the ERP system (total project cost estimated at \$300,000).
- \$167,000 for pedestrian improvements near the north side of the parking deck (total project cost estimated at \$267,000).
- \$120,000 to replace/upgrade the surveillance system at the Police Department.
- \$120,000 to upgrade the Police Department Railroad Camera Network.
- \$225,000 for building improvements at the Highlands Train Station (subject to grant funding from METRA).
- \$150,000 for the fuel tank and pump project.
- \$175,000 to upgrade the Irma Butler Tot Park.
- \$385,000 for an addition and renovation of the platform tennis hut at KLM Park.
- \$200,000 to replace 25 Self Contained Breathing Apparatus (SCBA) in the Fire Department.

Operating Revenues

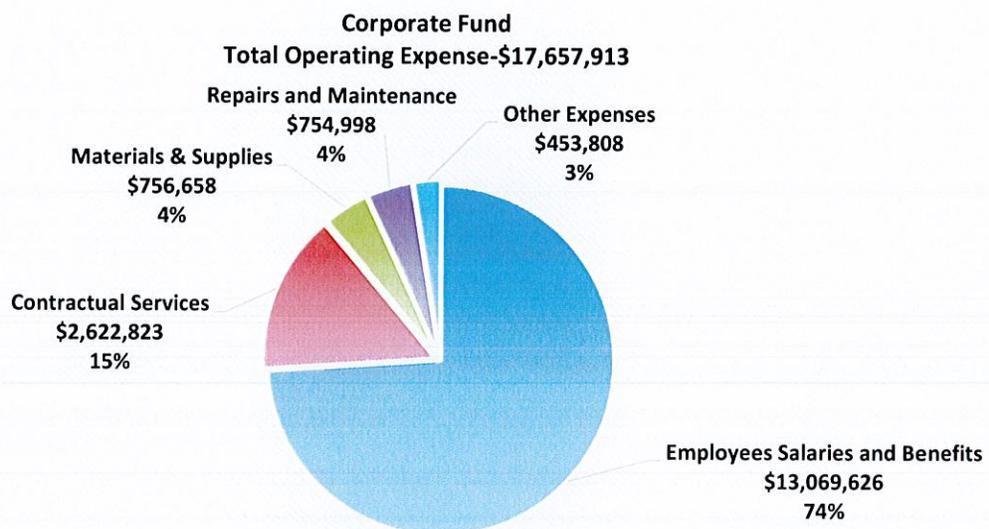


The total revenues of the Village's Corporate Fund are projected to be \$21,335,050, which is an increase of \$381,040 (1.8%) over the prior year budget amount. The significant factors affecting major revenue categories have been discussed previously in this letter.

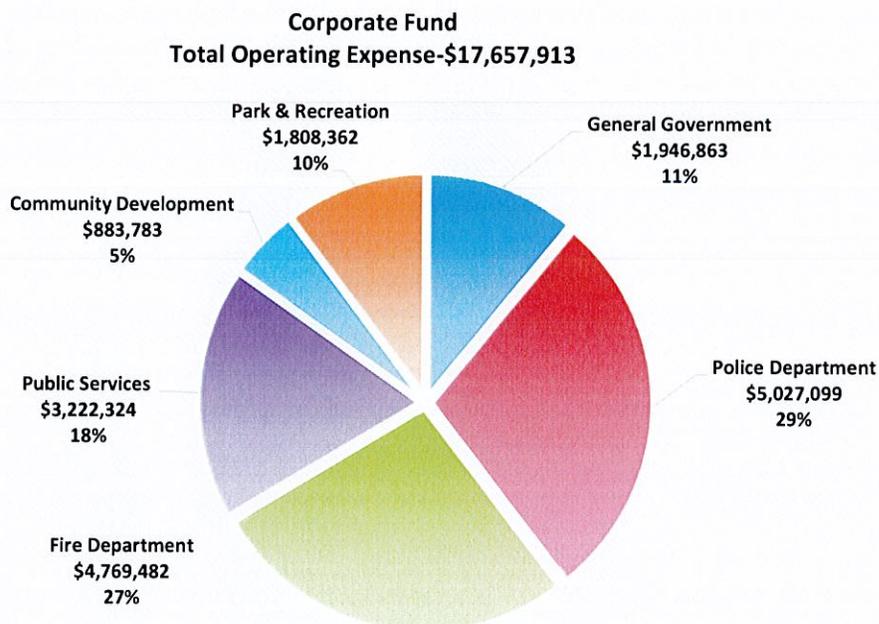
It is worthwhile to note that as an Illinois Non-Home Rule municipality, the Village is subject to a restriction that ties annual property tax increases to the Consumer Price Index. As stated above, for the 2020 Annual Budget and the corresponding 2019 tax levy, this increase will be 2.86%. It is important to note that the Village only receives about 6.9% of the overall property tax bill paid by residents.



Operating Expenses



The operating expenses for the Corporate Fund are budgeted at \$17,657,913, reflecting an increase of \$278,542 (1.6%) over the prior year. The following chart depicts total operating expense by department:



The operating expense amount of \$17,657,913 reported in the chart above relates to the cost of ongoing operations of Village services. In addition to these operating expenses, the 2020 Budget includes a total of \$3,466,500 related to “other financing uses” that includes budgeted transfers to support departmental capital and the MIP, contingency, and other non-operating expenses.

Total expenses related to employee salaries are projected to increase by \$179,638 or 2.1%. Please note that the budget includes merit/step increases as well as a 2.25% annual wage adjustment for union patrol officers, non-represented employees and minor staffing changes.

Benefits and employment costs are projected to increase by \$169,916 or 4.1%. Within this category, state-mandated pension contributions to the Police Pension Fund are projected to increase by \$71,895, contributions to the Firefighters’ Pension Fund are projected to increase by \$113,706, and contributions to IMRF are budgeted to increase by \$90,943. The IMRF increase is due to an increase in the employer contribution rate from 8.86% of payroll to 11.55% (a 30% increase) effective January 1, 2020 due to IMRF lowering its investment return assumption from 7.5% to 7.25%. Absent the increase in pension costs, employment and benefit costs would be down \$106,000 over the prior year.

The 2020 Annual Budget provides for 98.8 full-time employees. Over the last several years, the Village has experienced retention issues and recruiting difficulties with the part time accountant position in the Finance Department. Based on our experience, this is due

to current and prospective employees desiring full-time work with full benefits, and is also likely due to the overall job market improving significantly following the recession. In order to address this issue in the Finance Department, the 2020 Annual Budget includes funding to make the part time accountant position a full time position. Most of this cost is offset by eliminating a part time clerical position, an intern, and seasonal staffing for vehicle sticker season.

In terms of full time equivalent staffing (FTE), which includes both full time and permanent part time employees, the 2020 Annual Budget for FTE is at 107.5, a decrease of 0.5 FTE from the prior year. A detailed listing of staff positions for each department for the last two years is included in the "All Programs Summary" page that is located in each department's section of the budget book.

Fiscal Year 2019-20 Year End Review-Water and Sewer Funds

The financial presentation for the Water and Sewer Funds begins on page 117. The financial presentation for the Water and Sewer Fund is broken down into three sub-funds: Operation and Maintenance Fund, Capital Fund, and Debt Service Fund. For the short year ended December 31, 2019, there is an operating surplus of \$364,677 projected in the Operation and Maintenance Fund. Please note that these results include the payment of \$346,890 in departmental capital costs and funding \$568,897 in debt service cost. It is also important to note that on December 15, 2019 the Village will make its final payment on the 2008C Bonds that were used to finance the Veeck Park CSO facility. By no longer having this debt service obligation, there will be approximately \$490,000 in extra funds available for use on MIP costs related to water mains and sewer system infrastructure.

Although a small operating surplus is projected this year, there continues to be an ongoing trend in lower water demand in the Village, and based on previous meetings we have had with the Du Page Water Commission (DWC), similar declines are being experienced everywhere in the DWC service territory. Based on the first ten months of 2019, the amount of water purchased from DWC is 10.7% below the previous three-year average. The decline in water consumption has resulted in water and sewer revenues not being sufficient to fund its budgeted share of MIP cost. Several months ago, Village staff completed a water rate study and it is expected that staff will make a water rate increase recommendation in the first quarter of 2020.

Upcoming Year 2020

For the 2020 Annual Budget, Water and Sewer revenues are estimated at \$9.2 million; this is based on current revenues plus an expected increase in rates. On the expense side, total operating expenses are budgeted at \$7.8 million, a decrease of \$497,811, or 6.0% from the prior year. The primary cause of the decrease is the Village no longer having a debt service obligation for the 2008 bonds as noted previously. It should be noted that DWC is currently evaluating whether to sell water to customers outside of DuPage County in order to help mitigate rate increases in the future. Due to the decrease in water

consumption on a countywide basis noted above, there is sufficient capacity in the DWC system for this to occur.

The Water Capital Fund is used to account for the cost of infrastructure improvements benefiting the Water and Sewer utility. These projects are included as part of the accelerated infrastructure program. For CY 2020, the budget includes \$2,006,000 in water system improvements and \$1,544,000 in sewer water system improvements. A detailed listing of projects included may be found on page 118. Financing of the Water Capital Fund comes first from operating surpluses in the Water and Sewer Operations Fund, whereby most residual amounts are transferred to the Water Capital Fund. For CY 2020, it is expected that \$800,000 will be available for a capital transfer. After utilizing funds from operations, the secondary source of funding comes from the MIP Infrastructure Projects Fund. For CY 2020, it is expected that a transfer of \$2,750,000 from the MIP Infrastructure Projects Fund will be required to assist with funding of the Water and Sewer Fund's share of the MIP program.

Pensions

Qualifying Village employees are covered by three defined-benefit pension plans. These include two locally-managed funds, the Police Pension Fund (covering sworn police officers) and the Firefighters Pension Fund (covering sworn members of the Fire Department), as well as one statewide fund, the Illinois Municipal Retirement Fund (IMRF), which covers all other qualified public employees. The benefit levels of all three of these pension plans are governed by state law and may only be amended through acts of the Illinois General Assembly.

In 2010, the General Assembly took its first steps toward controlling these costs by implementing a new two-tier pension system for all municipal employees. Insofar as the Village is concerned, this impacts all new IMRF plan participants, as well as all police officers and firefighters hired on and after January 1, 2011. Plan participants in the new tier are required to work additional years to qualify for benefits, those benefits are capped as a percentage of a maximum income, and there are to new rules to prevent "double-dipping" and other practices that increase costs.

For the two locally managed pension funds (Police and Fire), actuarial assumptions are necessary in determining employer contributions. The principal assumptions that have the greatest impact are salary growth, rates of retirement, mortality rates and investment rate of return. Information regarding the Police and Fire Pension Funds may be found on pages 132 and 133.

Illinois currently has more than 650 individual police and firefighter pension funds. Each of these pension funds consists of five-member boards, meaning there are roughly 3,300 pension fund trustees across the state, which contributes to redundant administrative costs and lower investment returns for pension funds. Most funds employ their own investment manager, which adds to the administrative cost burden. On November 14, 2019 the General Assembly passed sweeping legislation regarding pension reform. The

primary result of this new legislation will be the consolidation of the investments from the hundreds of pensions into two State-wide funds -- one for police and another for firefighters. This new legislation would follow the IMRF model whereby assets would be comingled but each fund would retain its own liabilities. The IMRF model ensures that a well-funded pension fund will not be subsidizing a poorly-funded pension fund. It is estimated that this consolidation could generate \$820 million to \$2.5 billion in additional earnings in just the first five years, assuming that the new funds investment earnings are roughly the same rate as IMRF.

Staff estimates are that this legislation may save the Village the cost of hiring actuaries and reduced audit fees. The details of the transition are still taking shape and staff will stay abreast of these changes.

Risks to the Adopted Budget

As discussed previously, until the State of Illinois solves its budget issues, the Village and all Illinois municipalities face an ongoing risk that the State of Illinois will decrease or divert certain funding to municipalities. The threat of this decrease has existed since February 2015, and it remains a significant concern. For the future, there has also been substantial discussion about the State freezing municipal property tax levies for some period as Governor Pritzker has a Task Force charged with reviewing the entirety of the property tax system.

In addition to reviewing the property tax distribution formula, the State has recently passed legislation to expand gaming and legalize cannabis. Also of note, in November, 2020 the election ballot will contain a proposed amendment to the State Constitution to change from a flat income tax rate system to graduated income tax rates. 2020 may be the first year that impacts are seen for some of these changes, but the full impact of these changes will not be known until 2021. Finally, while the overall revenue budget increases are conservative, there is a chance that the economy could slow, reducing revenues below budget.

Staff will monitor and report on revenue performance to the Village Board as necessary throughout 2020; this will include a mid-year financial review to evaluate revenue and expense assumptions for the fiscal year. If revenues are performing below budget projections, staff will apprise the Village Board and make recommendations as to how to address the shortfalls; staff believes that the Contingency amount of \$150,000 would be sufficient to mitigate the potential impact on Village operations.

Going forward, we are mindful of the upcoming financial impact of the Illinois Toll Highway Authority's project to widen I-294 and its impact on Hinsdale. In the short term, the Village is expected to lose the sales tax, non-home rule sales tax, and food and beverage tax revenues associated with the restaurants at the Hinsdale Oasis as this project will result in the permanent removal of the bridge that houses these restaurants. During this construction period, the gas stations are expected to remain operational. From a long

term perspective, we are hopeful that the eventual redevelopment of the Oasis will replace and hopefully expand on the revenues received from this area of the Village.

Acknowledgements

The Annual Budget is one of the Village's most important documents. In line with Village Board priorities, the budget includes continued investment in Village's infrastructure, improved process efficiencies, and economic development initiatives. The proposed financial plan achieves these initiatives and balances total revenues with expenditures. In order to maintain the village's positive financial position, the village will need to keep a close eye on the actions of the State and the overall national economy and any resulting impact on local government revenues and services. The Budget provides residents with a clear delineation of the community's values by virtue of where its financial resources are placed. The Village Board and the Department Directors, in conjunction with their staff, work to treat each year's Budget as an economic plan subject to continuous improvement throughout the year. We would also like to acknowledge all the staff that made contributions in preparing the Budget materials.

The exceptional work of all members of the Village staff touches the lives of residents every day. We are most appreciative of the talented staff of the Village, who on a daily basis provide quality services to the community.

We would like to express appreciation to each of the Village's elected officials, as it is through your thoughtful stewardship that the Village continues to thrive. The Board, individually and collectively, serve as examples of how informed decision-making, responsible management, and fiscal responsibility, and who encourages and insists upon the highest standards of excellence in planning and conducting the financial operations of the Village positively impacts the Hinsdale community. We look forward to working with the Village Board to implement the initiatives outlined in this budget and continuing to provide quality services to the Hinsdale residents.

Respectfully submitted,



Kathleen A. Gargano
Village Manager



Darrell Langlois
Finance Dir/Village Treasurer

SCHEDULE I

**VILLAGE OF HINSDALE
ALL FUNDS BUDGET SUMMARY
CY 2020**

	Total Operating Revenues	Total Operating Expenses	Operating Excess (Deficiency)	Departmental Capital	Infrastructure Capital	Transfers/Loans In (Out)	Debt Issuance (Payments)	Net Change In Fund Balance	Beginning Fund Balance	Ending Fund Balance
Governmental Funds:										
Corporate Fund	21,693,217	(17,954,413)	3,738,804	(3,335,990)	0	(1,920,000)	0	(1,517,186)	7,431,860	5,914,674
Motor Fuel Tax Fund	805,800	0	805,800	0	0	0	0	805,800	185,573	991,373
MIP Infrastructure Projects Fund	5,495,100	0	5,495,100	0	(8,200,100)	(3,592,299)	0	(6,297,299)	7,440,626	1,143,327
Debt Service Fund	417,662	(2,625)	415,037	0	0	2,762,299	(3,177,758)	(422)	518,333	517,911
Total Governmental Funds	28,411,779	(17,957,038)	10,454,741	(3,335,990)	(8,200,100)	(2,750,000)	(3,177,758)	(7,009,107)	15,576,392	8,567,285
Enterprise Fund:										
Water & Sewer Funds										
Operation & Maintenance	9,214,000	(7,626,494)	1,587,506	(40,000)	0	(968,738)	0	578,768	50,720	629,488
Capital	1,500	0	1,500	0	(3,550,000)	3,550,000	0	1,500	63,076	64,576
Debt Service	2,000	0	2,000	0	0	168,738	(166,713)	4,025	1,153	5,178
Total Enterprise Fund	9,217,500	(7,626,494)	1,591,006	(40,000)	(3,550,000)	2,750,000	(166,713)	584,293	114,949	699,242
Pension Funds:										
Police Pension Fund	3,188,042	(2,435,244)	752,798	0	0	0	0	752,798	32,773,031	33,525,829
Firefighters' Pension Fund	2,759,646	(1,918,535)	841,112	0	0	0	0	841,112	20,233,002	21,074,114
Total Pension Funds	5,947,688	(4,353,779)	1,593,910	0	0	0	0	1,593,910	53,006,033	54,599,943
Other Funds:										
Foreign Fire Insurance Fund	62,100	(18,600)	43,500	(43,000)	0	0	0	500	162,207	162,707
Total Other Funds	62,100	(18,600)	43,500	(43,000)	0	0	0	500	162,207	162,707
Total All Funds	43,639,067	(29,955,911)	13,683,157	(3,418,990)	(11,750,100)	0	(3,344,471)	(4,830,404)	68,859,581	64,029,177

SCHEDULE II
VILLAGE OF HINSDALE
CY 2019-20 BUDGET-EXPENSES BY CATEGORY
CORPORATE FUND SUMMARY

	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
Operating Revenues:						
Property Taxes	7,206,909	7,394,011	6,827,000	7,658,645	264,634	3.6%
State/Federal/Local Tax Distributions	5,734,335	5,814,400	4,034,130	6,064,700	250,300	4.3%
Utility Taxes	1,934,490	1,934,000	1,192,300	1,916,400	(17,600)	-0.9%
Licenses	507,751	506,800	140,100	504,025	(2,775)	-0.5%
Permits	1,651,257	1,664,200	1,118,300	1,628,500	(35,700)	-2.1%
Fines	522,190	458,300	326,800	482,400	24,100	5.3%
Service Fees-Parks and Recreation	771,953	785,600	624,987	699,500	(86,100)	-11.0%
Service Fees-Other	1,559,474	1,537,124	1,052,779	1,544,401	7,277	0.5%
Other Income	1,006,984	859,575	603,831	836,479	(23,096)	-2.7%
Total Operating Revenues	20,895,343	20,954,010	15,920,227	21,335,050	381,040	1.8%
Operating Expenses:						
Employee Salaries	8,497,638	8,546,348	5,984,990	8,725,986	179,638	2.1%
Benefits & Employment Costs	3,924,751	4,173,724	3,132,681	4,343,640	169,916	4.1%
Contractual Services	2,580,087	2,802,122	2,072,783	2,622,823	(179,299)	-6.4%
Materials & Supplies	640,452	700,258	457,399	756,658	56,400	8.1%
Repairs & Maintenance	632,535	629,743	429,468	754,998	125,255	19.9%
Other Expenses	539,411	527,176	265,366	453,808	(73,368)	-13.9%
Total Operating Expenses	16,814,874	17,379,371	12,342,687	17,657,913	278,542	1.6%
Operating Excess (Deficiency)	4,080,469	3,574,639	3,577,540	3,677,137	102,498	2.9%
Other Financing Sources (Uses)						
Contingency	0	(200,000)	0	(150,000)		
Tollway/Lobbying Expenses	(74,219)	(50,000)	(69,000)	(146,500)		
Transfer (to) Capital Reserve	(1,200,000)	(1,250,000)	(1,250,000)	(1,250,000)		
Budgeted Transfer (to) MIP Fund	(2,620,000)	(1,920,000)	(1,920,000)	(1,920,000)		
Discretionary Transfer (to) MIP Fund	0	0	(500,000)	0		
Total Other Financing Sources (Uses)	(3,894,219)	(3,420,000)	(3,739,000)	(3,466,500)		
Excess(Deficiency) After Transfers	186,250	154,639	(161,460)	210,637		
Beginning Fund Balance	4,501,880	4,557,092	4,688,130	4,526,670		
Ending Fund Balance	4,688,130	4,711,731	4,526,670	4,737,307		
Total Expense/Fund Balance Ratio	27.9%	27.1%	26.0%	26.8%		
Capital Reserve:						
Beginning Fund Balance	1,461,270	1,533,754	1,620,532	2,905,190		
Transfers In/(Out)	1,200,000	1,250,000	1,250,000	1,250,000		
Grants/Reimbursements	0	39,500	0	358,167		
Bond Proceeds	0	0	1,250,000	0		
Departmental Capital	(1,040,738)	(2,511,634)	(1,215,342)	(3,335,990)		
Ending Capital Reserve Fund Balance	1,620,532	311,620	2,905,190	1,177,367		
Total Ending Corporate Fund Balance	6,308,662	5,023,351	7,431,860	5,914,674		
Total Expense/Fund Balance Ratio	35.33%	25.25%	39.97%	28.17%		

SCHEDULE III
VILLAGE OF HINSDALE
CY 2020 BUDGET-EXPENSES BY DEPARTMENT
CORPORATE FUND SUMMARY

	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
Operating Revenues:						
Property Taxes	7,206,909	7,394,011	6,827,000	7,658,645	264,634	3.6%
State/Federal/Local Tax Distributions	5,734,335	5,814,400	4,034,130	6,064,700	250,300	4.3%
Utility Taxes	1,934,490	1,934,000	1,192,300	1,916,400	(17,600)	-0.9%
Licenses	507,751	506,800	140,100	504,025	(2,775)	-0.5%
Permits	1,651,257	1,664,200	1,118,300	1,628,500	(35,700)	-2.1%
Fines	522,190	458,300	326,800	482,400	24,100	5.3%
Service Fees-Parks and Recreation	771,953	785,600	624,987	699,500	(86,100)	-11.0%
Service Fees-Other	1,559,474	1,537,124	1,052,779	1,544,401	7,277	0.5%
Other Income	1,006,984	859,575	603,831	836,479	(23,096)	-2.7%
Total Operating Revenues	20,895,343	20,954,010	15,920,227	21,335,050	381,040	1.8%
Operating Expenses:						
General Government	1,796,394	1,905,362	1,255,477	1,946,863	41,501	2.2%
Police Department	4,924,380	4,980,658	3,711,943	5,027,099	46,441	0.9%
Fire Department	4,672,990	4,697,420	3,533,740	4,769,482	72,062	1.5%
Public Services	2,942,427	3,150,947	2,030,462	3,222,324	71,377	2.3%
Community Development	842,045	876,694	579,840	883,783	7,089	0.8%
Parks & Recreation	1,636,638	1,768,290	1,231,225	1,808,362	40,072	2.3%
Total Operating Expenses	16,814,874	17,379,371	12,342,687	17,657,913	278,542	1.6%
Operating Excess (Deficiency)	4,080,469	3,574,639	3,577,540	3,677,137	102,498	2.9%
Other Financing Sources (Uses)						
Contingency	0	(200,000)	0	(150,000)		
Tollway/Lobbying Expenditures	(74,219)	(50,000)	(69,000)	(146,500)		
Transfer (to) Capital Reserve	(1,200,000)	(1,250,000)	(1,250,000)	(1,250,000)		
Budgeted Transfer (to) MIP Fund	(2,620,000)	(1,920,000)	(1,920,000)	(1,920,000)		
Discretionary Transfer (to) MIP Fund	0	0	(500,000)	0		
Total Other Financing Sources (Uses)	(3,894,219)	(3,420,000)	(3,739,000)	(3,466,500)		
Excess(Deficiency) After Transfers	186,250	154,639	(161,460)	210,637		
Beginning Unrestricted Fund Balance	4,501,880	4,557,092	4,688,130	4,526,670		
Ending Unrestricted Fund Balance	4,688,130	4,711,731	4,526,670	4,737,307		
Operating Expense/Fund Balance Ratio	27.9%	27.1%	26.0%	26.8%		
Capital Reserve:						
Beginning Fund Balance	1,461,270	1,533,754	1,620,532	2,905,190		
Transfers In/(Out)	1,200,000	1,250,000	1,250,000	1,250,000		
Grants/Reimbursements	0	39,500	0	358,167		
Bond Proceeds	0	0	1,250,000	0		
Departmental Capital	(1,040,738)	(2,511,634)	(1,215,342)	(3,335,990)		
Ending Capital Reserve Fund Balance	1,620,532	311,620	2,905,190	1,177,367		
Total Ending Corporate Fund Balance	6,308,662	5,023,351	7,431,860	5,914,674		
Total Expense/Fund Balance Ratio	35.33%	25.25%	39.97%	28.17%		

Schedule IV
Village of Hinsdale
For Calendar Year 2020
Capital Expenditures by Department

Department	Project Description	2020	Funding Source
Administration/Finance/ Information Technology	Enterprise Resource Planning (ERP) System Software	200,000	Corporate Fund
	ERP Implementation Services	140,990	Corporate Fund
	Replace Storage Area Network (SAN)	20,000	Corporate Fund
	Additional ERP Modules	10,000	Corporate Fund
	PC Replacement Program	30,000	Corporate Fund
	Replace Board Room Broadcast Equipment	39,500	Corporate Fund
	Replace Servers (3)	36,000	Corporate Fund
Total		476,490	Corporate Fund

Department	Project Description	2020	Funding Source
Economic Development	Gateway Entrance Markers (6)	24,000	Corporate Fund
	Parking Deck Pedestrian Enhancements	167,000	Corporate Fund
Total		191,000	Corporate Fund

Department	Project Description	2020	Funding Source
Police	Replace/Upgrade Surveillance System	120,000	Corporate Fund
	Upgrade Railroad Camera Network	120,000	Corporate Fund
	Electronic Fingerprint System Replacement	30,000	Corporate Fund
	Security Improvements	30,000	Corporate Fund
	Replace In-Car Laptops and Printers	59,500	Corporate Fund
	Unit #41 Replacement	44,000	Corporate Fund
	Unit #44 Replacement	44,000	Corporate Fund
Total		447,500	Corporate Fund

Department	Project Description	2020	Funding Source
Fire	Staff Vehicle # 84 Replacement	43,000	Corporate Fund
	Self Contained Breathing Apparatus (25) (rebudgeted from FY 2019-20)	200,000	Corporate Fund
Total		243,000	Corporate Fund

Department	Project Description	2020	Funding Source
Parks and Recreation	Robbins Park - Parking Lot Resurfacing	95,000	Corporate Fund
	KLM Park - Roof Replacement 5905 S. County Line Rd (Humane Soc.)	50,000	Corporate Fund
	Robbins Park - Irma Butler Tot Park	175,000	Corporate Fund
	Platform Tennis Hut	385,000	Corporate Fund
	Resurface Courts at Peirce Park	21,500	Corporate Fund
	Pool Improvements - Phase 1	621,000	Corporate Fund
	Replace Pool Heater	10,000	Corporate Fund
Total		1,357,500	Corporate Fund

Department	Project Description	2020	Funding Source
Public Services	Fuel Tank/Pump Upgrade	150,000	Corporate Fund
	Replace Street Light Poles/Lamps	12,500	Corporate Fund
	Replace Office Furniture	20,000	Corporate Fund
	Replace Skid Steer Unit #93	55,000	Corporate Fund
	Replace Roadway Truck Unit #65	60,000	Corporate Fund
	Asphalt Recycler and Hot Box	20,000	Corporate Fund
	South Post Office Lot Resurfacing	40,000	Corporate Fund
	Replace Forestry Pickup Unit # 94	38,000	Corporate Fund
	Highlands Train Station Improvements	225,000	Corporate Fund
	Total		620,500

Total Corporate Fund		3,335,990	Corporate Fund
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Schedule IV
Village of Hinsdale
For Calendar Year 2020
Capital Expenditures by Department

Department	Project Description	2020	Funding Source
Public Services	Fire Hydrant Replacement	25,000	Water and Sewer Fund
	Veck Park CSO Generator Coolant System Repair	25,000	Water and Sewer Fund
	Well #10 Abandonment	15,000	Water and Sewer Fund
Total Water/Sewer Fund		65,000	Water and Sewer Fund

Department	Project Description	2020	Funding Source
Fire	Capital Improvements	43,000	Foreign Fire Tax Fund
Total Foreign Fire Tax Fund		43,000	Foreign Fire Tax Fund

Total-All Funds		3,443,990	
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**SCHEDULE VI
VILLAGE OF HINSDALE
INFRASTRUCTURE PROJECTS FUNDING SUMMARY
CY 2020**

	Motor Fuel Tax Fund	MIP Infrastr. Projects Fund	Water Operations Fund	Water Capital Fund	Total MIP Funds
<u>Revenues</u>					
Recurring MIP Revenues					
Motor Fuel Tax	416,500	-	-	-	416,500
Motor Fuel Tax-Trsp Renewal Bill	291,550	-	-	-	291,550
Motor Fuel Tax	93,750	-	-	-	93,750
Utility Taxes	-	594,000	-	-	594,000
Non-Home Rule Sales Tax	-	1,635,000	-	-	1,635,000
Transfer From General Fund	-	1,720,000	-	-	1,720,000
Water Operating Revenue Allocation	-	-	1,018,600	-	1,018,600
Total Recurring MIP Revenues	801,800	3,949,000	1,018,600	-	5,769,400
Other Revenues					
Additional Transfer from General Fund	-	200,000	-	-	200,000
Sidewalk Contributions	-	105,000	-	-	105,000
Downtown SSA#14 Property Tax	-	70,000	-	-	70,000
Grants	-	1,390,000	-	-	1,390,000
Parking Deck Contribution From SD 181	-	-	-	-	-
Tollway Contribution	-	1,601,100	-	-	1,601,100
Interest on Investments	4,000	100,000	-	1,500	105,500
Total Other Revenues	4,000	3,466,100	-	1,500	3,471,600
Total Revenues	805,800	7,415,100	1,018,600	1,500	9,241,000
<u>Expenditures</u>					
Engineering	-	794,500	-	-	794,500
Downtown Parking Deck	-	5,035,000	-	-	5,035,000
2020 Infrastructure Project	-	1,282,500	-	2,006,000	3,288,500
East Chicago Ave. Drainage Project	-	330,300	-	1,504,000	1,834,300
2019 Maintenance Project	-	452,800	-	-	452,800
Street Crack sealing	-	50,000	-	-	50,000
Oak Street Bridge Streetlights	-	150,000	-	-	150,000
Debt Service	-	2,762,299	218,600	-	2,980,899
Localize Drainage Solutions	-	-	-	40,000	40,000
50/50 Sidewalk Program	-	105,000	-	-	105,000
Total Expenditures	-	10,962,399	218,600	3,550,000	14,730,999
Excess of Revenue over Expenses	805,800	(3,547,299)	800,000	(3,548,500)	(5,489,999)
<u>Other Financing Sources/Uses</u>					
Water Capital Transfer	-	(2,750,000)	(800,000)	3,550,000	-
Excess of Revenue over Expenses	805,800	(6,297,299)	-	1,500	(5,489,999)
Beginning Fund Balance	185,573	7,440,626	-	63,076	7,689,275
Ending Fund Balance	991,373	1,143,327	-	64,576	2,199,276

VILLAGE OF HINSDALE
FY 2019-20 BUDGET
CORPORATE FUND
ALL PROGRAM REVENUE - 1000

Account Number	Revenue Description	FY2018-19 Actual	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
<u>5000-Property Taxes</u>							
5003	Police Protection Tax	2,574,537	2,631,085	2,425,000	2,662,206	31,121	1.2%
5005	Fire Protection Tax	2,574,537	2,631,085	2,425,000	2,662,206	31,121	1.2%
5007	Police Pension Tax	608,714	597,357	550,000	669,252	71,895	12.0%
5009	Firefighters Pension Tax	922,730	1,013,321	940,000	1,127,027	113,706	11.2%
5011	Handicapped Rec. Programs	76,193	77,028	72,000	78,954	1,926	2.5%
5021	Road & Bridge Tax	450,198	444,135	415,000	459,000	14,865	3.3%
	Total	7,206,909	7,394,011	6,827,000	7,658,645	264,634	3.6%
<u>5100-State/Federal/Local Tax Revenue</u>							
5101	Sales Taxes	3,399,114	3,358,000	2,289,000	3,496,000	138,000	4.1%
5105	State Income Tax	1,632,648	1,767,000	1,210,000	1,814,000	47,000	2.7%
5107	State Replacement Taxes	228,246	213,000	171,000	256,000	43,000	20.2%
5109	Road & Bridge Replace. Tax	5,658	5,400	4,500	5,700	300	5.6%
5113	Food and Beverage Tax	436,666	441,000	307,000	463,000	22,000	5.0%
5131	State/Local Grants	32,003	30,000	52,630	30,000	0	0.0%
	Total	5,734,335	5,814,400	4,034,130	6,064,700	250,300	4.3%
<u>5200-Utility Taxes</u>							
5201	Utility Tax - Electric	629,403	629,000	398,800	618,400	(10,600)	-1.7%
5203	Utility Tax - Gas	230,169	239,000	98,000	244,000	5,000	2.1%
5205	Utility Tax - Telephone	707,561	655,000	446,500	664,000	9,000	1.4%
5207	Utility Tax - Water	367,357	411,000	249,000	390,000	(21,000)	-5.1%
	Total	1,934,490	1,934,000	1,192,300	1,916,400	(17,600)	-0.9%
<u>5300-Licenses</u>							
5301	Vehicle Licenses	336,801	356,000	61,000	345,000	(11,000)	-3.1%
5303	Animal Licenses	8,350	8,300	1,500	8,300	0	0.0%
5305	Liquor Licenses	54,500	54,250	28,000	54,500	250	0.5%
5307	Business Licenses	49,725	41,000	20,000	41,000	0	0.0%
5309	General Contractor License	43,150	32,000	17,000	40,000	8,000	25.0%
5311	Cab Drivers Licenses	225	250	100	225	(25)	-10.0%
5313	Caterer's Licenses	15,000	15,000	12,500	15,000	0	0.0%
	Total	507,751	506,800	140,100	504,025	(2,775)	-0.5%
<u>5400-Permits</u>							
5401	Building Permits	1,295,688	1,319,000	882,000	1,283,000	(36,000)	-2.7%
5411	Electric Permits	105,489	110,000	70,800	107,200	(2,800)	-2.5%
5413	Plumbing Permits	190,439	174,000	120,000	175,000	1,000	0.6%
5415	Storm Water Permits	25,391	31,600	22,700	33,000	1,400	4.4%
5421	Overweight Permits	14,560	10,600	8,800	10,800	200	1.9%
5423	Cook County Food Permits	6,500	6,000	5,500	6,500	500	8.3%
5425	Commercial Film Permits	13,190	13,000	8,500	13,000	0	0.0%
	Total	1,651,257	1,664,200	1,118,300	1,628,500	(35,700)	-2.1%

**VILLAGE OF HINSDALE
FY 2019-20 BUDGET
CORPORATE FUND
ALL PROGRAM REVENUE - 1000**

Account Number	Revenue Description	FY2018-19 Actual	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
<u>5500-Fines</u>							
5501	Court Fines	169,490	138,000	90,000	138,000	0	0.0%
5503	Meter Fines	100,583	80,000	70,000	96,000	16,000	20.0%
5511	Vehicle Ordinance Fines	32,589	39,000	26,100	39,000	0	0.0%
5513	Animal Ordinance Fines	945	1,100	1,200	1,200	100	9.1%
5515	Parking Ordinance Fines	161,665	148,000	102,000	154,000	6,000	4.1%
5517	Other Ordinance Fines	42	200	1,500	200	0	0.0%
5519	Impound Fees	56,876	52,000	36,000	54,000	2,000	3.8%
	Total	522,190	458,300	326,800	482,400	24,100	5.3%
<u>5600-Service Fees-Parks and Recreation</u>							
5601	General Interest	18,891	17,000	12,000	17,000	0	0.0%
5603	Athletics	86,733	100,000	75,413	100,000	0	0.0%
5605	Cultural Arts	11,600	10,000	10,126	12,000	2,000	20.0%
5607	Early Childhood	2,819	5,000	3,599	5,000	0	0.0%
5609	Fitness	21,165	20,000	8,201	15,000	(5,000)	-25.0%
5611	Paddle Tennis	82,156	78,600	25	0	(78,600)	-100.0%
5613	Special Events	19,379	20,000	24,502	20,000	0	0.0%
5615	Picnics	10,410	14,000	10,669	14,000	0	0.0%
5631	Pool Resident Fees	101,359	105,000	90,044	95,000	(10,000)	-9.5%
5633	Pool Non-Resident Fees	38,855	39,000	55,615	50,000	11,000	28.2%
5635	Pool Daily Fees	63,503	60,000	65,855	60,000	0	0.0%
5637	10 Visit Passes	19,312	20,000	20,211	20,000	0	0.0%
5639	Pool Concessions	4,754	5,000	5,259	5,000	0	0.0%
5641	Pool Resident Class Fees	22,218	20,000	20,784	20,000	0	0.0%
5643	Pool Non-Resident Class Fees	6,483	6,000	7,889	6,500	500	8.3%
5645	Pool Private Lessons Class	6,820	10,000	8,000	10,000	0	0.0%
5647	Misc. Pool Revenue	29,686	30,000	35,009	30,000	0	0.0%
5649	Town Team Fees	20,345	21,000	18,786	20,000	(1,000)	-4.8%
5663	KLM Lodge Rental Fees	152,700	150,000	115,000	145,000	(5,000)	-3.3%
5665	Field Use Charges	52,765	55,000	38,000	55,000	0	0.0%
	Total	771,953	785,600	624,987	699,500	(86,100)	-11.0%
<u>5700-Service Fees-Other</u>							
5711	Library Accounting	27,602	28,982	19,320	29,562	580	2.0%
5713	Copy Sales	48	50	50	50	0	0.0%
5721	Downtown Meters	261,287	250,000	190,000	265,000	15,000	6.0%
5723	Commuter Meters	155,681	155,000	95,000	150,000	(5,000)	-3.2%
5725	Commuter Permits	218,981	220,000	172,000	224,000	4,000	1.8%
5727	Merchant Permits	128,120	130,000	95,000	121,000	(9,000)	-6.9%
5731	Handicapped Permits	55	125	50	50	(75)	-60.0%
5741	Rent Proceeds	94,077	92,198	62,582	96,883	4,685	5.1%
5743	Cell Tower Leases	81,436	84,360	57,383	87,312	2,952	3.5%
5745	Transcription/Zoning Appeals	27,845	30,000	18,000	28,000	(2,000)	-6.7%
5747	Pre Plan Reviews	400	300	400	400	100	33.3%

VILLAGE OF HINSDALE
FY 2019-20 BUDGET
CORPORATE FUND
ALL PROGRAM REVENUE - 1000

Account Number	Revenue Description	FY2018-19 Actual	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
<u>5700-Service Fees-Other (continued)</u>							
5753	Fire Service Fee-Non Resident	1,110	1,109	1,144	1,144	35	3.2%
5755	False Alarm Fees	8,350	10,100	5,100	8,600	(1,500)	-14.9%
5757	Annual Alarm Fees	39,748	40,400	22,250	39,400	(1,000)	-2.5%
5759	Fire Inspection Fees	38,395	40,000	20,000	38,000	(2,000)	-5.0%
5761	Police/Fire Reports	5,263	4,500	3,500	5,000	500	11.1%
5851	Ambulance Service	471,076	450,000	291,000	450,000	0	0.0%
	Total	1,559,474	1,537,124	1,052,779	1,544,401	7,277	0.5%
<u>5800-Other Income</u>							
5803	Interest on Property Taxes	8,491	15	335	400	385	2566.7%
5801	Interest on Investments	221,873	189,000	140,000	200,000	11,000	5.8%
5821	Cable TV Franchise Fees	372,756	376,000	273,000	364,000	(12,000)	-3.2%
5823	Reimbursed Activity	232,847	224,810	148,800	205,579	(19,231)	-8.6%
5825	Sale of Property	76,075	30,000	24,667	30,000	0	0.0%
5827	Donations	18,973	15,000	3,000	15,000	0	0.0%
5899	Miscellaneous Income	75,964	24,750	14,029	21,500	(3,250)	-13.1%
	Total	1,006,979	859,575	603,831	836,479	(23,096)	-2.7%
	Total Revenues	20,895,338	20,954,010	15,920,227	21,335,050	381,040	1.8%

**Village of Hinsdale
For Calendar Year 2020
Capital Expenditures by Department**

Department	Project Description	2020	Funding Source
Police	Replace/Upgrade Surveillance System	120,000	Corporate Fund
	Upgrade Railroad Camera Network	120,000	Corporate Fund
	Electronic Fingerprint System Replacement	30,000	Corporate Fund
	Security Improvements	30,000	Corporate Fund
	Replace In-Car Laptops and Printers	59,500	Corporate Fund
	Unit #41 Replacement	44,000	Corporate Fund
	Unit #44 Replacement	44,000	Corporate Fund
Total		447,500	Corporate Fund

**Village of Hinsdale
For Calendar Year 2020
Capital Expenditures by Department**

Department	Project Description	2020	Funding Source
Fire	Staff Vehicle # 84 Replacement	43,000	Corporate Fund
	Self Contained Breathing Apparatus (25) (rebudgeted from FY 2019-20)	200,000	Corporate Fund
Total		243,000	Corporate Fund

**Village of Hinsdale
For Calendar Year 2020
Capital Expenditures by Department**

Department	Project Description	2020	Funding Source
Parks and Recreation	Robbins Park - Parking Lot Resurfacing	95,000	Corporate Fund
	KLM Park - Roof Replacement 5905 S. County Line Rd (Humane Soc.)	50,000	Corporate Fund
	Robbins Park - Irma Butler Tot Park	175,000	Corporate Fund
	Platform Tennis Hut	385,000	Corporate Fund
	Resurface Courts at Peirce Park	21,500	Corporate Fund
	Pool Improvements - Phase I	621,000	Corporate Fund
	Replace Pool Heater	10,000	Corporate Fund
Total		1,357,500	Corporate Fund

FUND SUMMARY

FUND: MIP Infrastructure Projects Fund -400

GOAL: To provide a financial mechanism to account for the Village's Master Infrastructure Plan (MIP), which was prepared by the Finance Commission during FY 2010 and most recently updated in January, 2015. Funding is provided by a portion of the Village's utility tax, grants, discretionary transfers from the General Corporate Fund, periodic transfers from the Motor Fuel Tax Fund, and the non-home rule sales tax that was authorized by referendum in November 2010. Costs associated with the construction of the downtown parking deck are also included in this fund.

NARRATIVE: The Village accounts for infrastructure improvements in this fund as described above. In the summer of 2017, the Village Board decided to accelerate the completion of the remaining eight years of the MIP so that much of the work would be completed in the next three fiscal years. As part of this program, there are a number of additional infrastructure improvements that were not in the original MIP that are also included, including the downtown parking deck. The Village sold \$30 million in bonds in 2017 and 2018 to finance a much of this work, with the repayment of these bonds coming from dedicated MIP funding sources.

BUDGET SUMMARY

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 8 months Estimated Actuals	CY 2020 Budget	Change From Prior Budget
Revenues					
Utility Taxes	604,840	591,600	364,000	594,000	2,400
Non-Home Rule Sales Tax	1,596,499	1,658,000	1,075,000	1,635,000	(23,000)
Sidewalk Contributions	103,106	105,000	95,686	105,000	0
Grants/Reimbursements	674,701	0	0	1,390,000	1,390,000
Downtown SSA#14 Property Tax		70,000	70,645	70,000	0
First & Garfield Parking Contribution		135,000	135,000	0	(135,000)
Parking Deck Contribution From SD 181		1,308,253	1,308,253	0	(1,308,253)
Tollway Contribution		133,400	500,000	1,601,100	1,467,700
Interest on Investments	282,206	100,000	175,000	100,000	0
Total Revenues	3,261,352	4,101,253	3,723,584	5,495,100	1,393,847
Expenses					
Engineering	789,857	503,300	298,765	794,500	291,200
Street Improvements	7,524,076	4,958,200	4,001,375	2,265,600	(2,692,600)
Graue Mill Stormwater Mgmt	823,739	0	0	0	0
Sidewalks	103,106	105,000	95,686	105,000	0
Parking Deck	724,713	7,062,100	3,100,000	5,035,000	(2,027,100)
Bond Issuance Costs	368,923	0	0	0	0
Total Expenses	10,334,414	12,628,600	7,495,826	8,200,100	(4,428,500)
Excess of Revenues over Expenses and Other Financing Sources					
	(7,073,062)	(8,527,347)	(3,772,242)	(2,705,000)	5,822,347
Other Financing Sources (Uses)					
Transfer From General Fund	2,620,000	1,920,000	2,420,000	1,920,000	0
Transfer From MFT Fund		800,000	800,000	0	(800,000)
Transfer To Water Fund	(4,500,000)	(3,031,500)	(3,500,000)	(2,750,000)	281,500
Transfer To Debt Service Fund	(2,079,496)	(2,508,503)	(1,587,885)	(2,762,299)	(253,796)
Bond Proceeds	20,264,712	0	0	0	0
Excess Revenues over Expenses and Other Financing Sources	9,232,154	(11,347,350)	(5,640,127)	(6,297,299)	5,050,051
Beginning Fund Balance	3,848,599	22,059,790	13,080,753	7,440,626	(14,619,164)
Ending Fund Balance	13,080,753	10,712,440	7,440,626	1,143,327	(9,569,113)

Schedule V
Village of Hinsdale
Debt Summary
CY 2020

	Beginning Balance	Issuances	Retirements	Ending Balance
Governmental Activities				
<u>Bonds</u>				
2009 Limited Refunding	1,260,000	-	120,000	1,140,000
2012A GO Alternate Bonds	3,430,000	-	245,000	3,185,000
2013A GO Library Alternate Bonds	1,750,000	-	210,000	1,540,000
2014B GO Bonds	3,935,000	-	235,000	3,700,000
2017A GO Bonds	9,140,000	-	390,000	8,750,000
2018 GO Bonds	19,545,000	-	775,000	18,770,000
	39,060,000	-	1,975,000	37,085,000
Total Governmental Activities	39,060,000	-	1,975,000	37,085,000
 Business-Type Activities				
<u>Bonds</u>				
2014A GO Alternate Revenue	1,435,000	-	125,000	1,310,000
	1,435,000	-	125,000	1,310,000
<u>IEPA Loans</u>				
EPA Loan L17-4509	2,307,482	-	164,533	2,142,949
EPA Loan L17-4511	274,887	-	22,370	252,517
	2,582,369	-	186,903	2,395,466
Total Business-Type Activities	4,017,369	-	311,903	3,705,466
Total-All Funds	43,077,369	-	2,286,903	40,790,466

ALL PROGRAMS SUMMARY

DEPARTMENT 11: Finance and Administration

GOAL: To coordinate the implementation of Board policies and to ensure effective use of Village resources in all Village Departments for delivery of municipal services in a manner that is consistent with the Board philosophy and resident satisfaction.

NARRATIVE: Finance and Administration is the Administrative Department of the Village. It incorporates Boards and Commissions, the Village Manager's Office, Finance, Information Technology, and Economic Development.

	FY2018-19	FY2019-20	CY 2019	CY 2020	Change From	% Change From
	<u>Actuals</u>	<u>Budget</u>	<u>8 Months Est.</u>	<u>Budget</u>	<u>Prior Budget</u>	<u>Prior Budget</u>
Employee Salaries	323,511	378,543	206,126	401,724	23,181	6.1%
Benefits & Employee Costs	428,834	474,008	278,764	478,296	4,288	0.9%
Contractual Services	753,762	750,894	608,887	847,569	96,675	12.9%
Materials & Supplies	85,560	130,750	77,600	144,950	14,200	10.9%
Repairs & Maintenance	27,218	21,052	13,500	21,576	524	2.5%
Other Expenses	251,728	400,115	139,600	349,248	(50,867)	-12.7%
Total Operating Expenses	1,870,613	2,155,362	1,324,477	2,243,362	88,000	4.1%
Capital Outlay	181,716	596,000	189,000	667,490	71,490	12.0%
Grand Total	2,052,329	2,751,362	1,513,477	2,910,852	159,490	5.8%

**PERSONNEL
JOB CLASSIFICATION**

JOB CLASSIFICATION	FY 2019-20	CY 2020
	POSITIONS	POSITIONS
Village Manager	1.00	1.00
Assistant Village Manager	1.00	1.00
Asst. Village Mgr/Director of Public Safety	1.00	1.00
Finance Director	1.00	1.00
Assistant Finance Director	1.00	1.00
Accountant/Accounting Supervisor	0.75	1.00
Management Analyst	1.00	1.00
Village Clerk	1.00	0.80
Human Resource/Payroll Specialist	1.00	1.00
Economic Development/Communications	1.00	1.00
Accounting Clerk (A/P, A/R, Utility Billing)	2.25	1.77
Cashier/Receptionist	1.00	1.00
Data Entry Clerk	0.00	0.00
Channel 6 Broadcast Technician	0.25	0.25
Intern/Seasonal	0.63	0.00
Total	13.88	12.82

**Village of Hinsdale
For Calendar Year 2020
Capital Expenditures by Department**

Department	Project Description	2020	Funding Source
Administration/Finance/ Information Technology	Enterprise Resource Planning (ERP) System Software	200,000	Corporate Fund
	ERP Implementation Services	140,990	Corporate Fund
	Replace Storage Area Network (SAN)	20,000	Corporate Fund
	Additional ERP Modules	10,000	Corporate Fund
	PC Replacement Program	30,000	Corporate Fund
	Replace Board Room Broadcast Equipment	39,500	Corporate Fund
	Replace Servers (3)	36,000	Corporate Fund
Total		476,490	Corporate Fund

Department	Project Description	2020	Funding Source
Economic Development	Gateway Entrance Markers (6)	24,000	Corporate Fund
	Parking Deck Pedestrian Enhancements	167,000	Corporate Fund
Total		191,000	Corporate Fund

VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
FINANCE AND ADMINISTRATION DEPARTMENT - DEPT 11 (INCLUDES ADMINISTRATION,
FINANCE, ECONOMIC DEVELOPMENT, AND INFORMATION TECHNOLOGY
ALL PROGRAM SUMMARY

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
<u>7000-Employee Salaries</u>							
7001	Full-Time Salaries	1,006,335	1,070,716	724,256	1,173,451	102,735	9.6%
7003	Part-Time Salaries	112,110	117,846	24,333	40,616	(77,230)	-65.5%
7005	Longevity Pay	600	1,200	1,200	1,300	100	8.3%
7009	Vehicle Allowance	0	0	0	14,000	14,000	100.0%
7011	Overtime	5,655	10,000	3,817	10,000	0	0.0%
7023	Water Fund Cost Allocation	(801,189)	(821,219)	(547,480)	(837,643)	(16,424)	2.0%
	Total	323,511	378,543	206,126	401,724	23,181	6.1%
<u>7100-Benefits & Employment Costs</u>							
7101	Social Security	60,055	66,104	37,699	68,904	2,800	4.2%
7103	Medicare	15,679	17,397	10,659	17,971	574	3.3%
7105	IMRF	114,983	107,297	63,275	140,491	33,194	30.9%
7111	Health Insurance	146,935	164,819	95,798	151,212	(13,607)	-8.3%
7113	Dental Insurance	0	0	0	3,955	3,955	100.0%
7115	Life Insurance	0	0	0	2,838	2,838	100.0%
7117	IPBC Surplus	(6,843)	0	0	0	0	0.0%
7131	Tuition Reimbursement	11,431	12,133	5,000	11,500	(633)	-5.2%
7133	Mileage Reimbursement	72	200	175	200	0	0.0%
7135	Brd of Police/Fire Comm.	31,110	40,500	20,000	11,850	(28,650)	-70.7%
7137	Employment Advertising	3,459	3,500	1,000	3,500	0	0.0%
7139	Personnel Expenses	1,026	920	600	2,900	1,980	215.2%
7141	Staff Development & Training	11,520	23,875	11,700	25,700	1,825	7.6%
7143	Membership Dues/Subscriptions	24,141	24,663	21,258	25,475	812	3.3%
7149	Village-Wide Employee Relations	15,266	12,600	11,600	11,800	(800)	-6.3%
	Total	428,834	474,008	278,764	478,296	4,288	0.9%
<u>7200-Contractual Services</u>							
7201	Legal Expenses	266,904	250,000	215,000	250,000	0	0.0%
7207	Auditing Services	32,005	32,877	32,877	33,463	586	1.8%
7209	Accounting Services	0	0	0	5,000	5,000	100.0%
7211	Actuarial Services	0	0	0	16,400	16,400	100.0%
7213	Consulting Services	0	0	0	15,600	15,600	100.0%
7215	Tollway /Lobbying Expenditures	74,219	50,000	69,000	146,500	96,500	193.0%
7221	IT Service Contract	182,212	183,110	120,000	180,000	(3,110)	-1.7%
7223	IT Contracts & Service Agreements	109,355	135,207	84,400	120,096	(15,111)	-11.2%
7225	Utility Billing Expenses	0	0	0	15,600	15,600	100.0%
7227	Vehicle License Expenses	0	0	0	13,300	13,300	100.0%
7231	Telecommunications	15,424	15,225	14,905	15,270	45	0.3%
7233	Cable/Internet	3,066	3,100	4,400	18,800	15,700	506.5%
7247	Licenses & Permits	1,635	2,550	2,000	0	(2,550)	-100.0%
7249	Record Retention & Doc Mgmt	0	0	0	1,500	1,500	100.0%
7251	Recording Fees-County	0	0	0	3,000	3,000	100.0%
7269	Parking System Expenses	0	0	0	2,200	2,200	100.0%
7299	Other Services	68,942	78,825	66,305	10,840	(67,985)	-86.2%
	Total	753,762	750,894	608,887	847,569	96,675	12.9%

VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
FINANCE AND ADMINISTRATION DEPARTMENT - DEPT 11 (INCLUDES ADMINISTRATION,
FINANCE, ECONOMIC DEVELOPMENT, AND INFORMATION TECHNOLOGY
ALL PROGRAM SUMMARY

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
<u>7300-Materials & Supplies</u>							
7301	Postage	16,633	16,500	10,000	16,500	0	0.0%
7303	Office Supplies	12,291	14,100	8,100	12,700	(1,400)	-9.9%
7305	Breakroom Supplies	0	0	0	1,500	1,500	100.0%
7307	Printing and Publications	15,975	15,650	8,200	12,650	(3,000)	-19.2%
7391	Computer Hrdwre, Software, Supplies	40,661	84,500	51,300	101,600	17,100	20.2%
7399	Non-Capitalized Equipment	0	0	0	0	0	100.0%
	Total	85,560	130,750	77,600	144,950	14,200	10.9%
<u>7400-Repairs & Maintenance</u>							
7405	Comp./Off. Equip. Maint.	27,218	21,052	13,500	21,576	524	2.5%
	Total	27,218	21,052	13,500	21,576	524	2.5%
<u>7500-Other Expenses</u>							
7501	Plan Commission	1,829	1,000	0	1,000	0	0.0%
7503	Historical Preservation Comm.	3,449	10,000	6,000	10,000	0	0.0%
7505	Economic Development Comm.	92,482	90,000	69,000	90,000	0	0.0%
7507	Ceremonial & Special Events	1,800	1,500	0	1,500	0	0.0%
7513	Bank Fees	71,566	62,550	49,600	65,550	3,000	4.8%
7523	IRMA Premiums	16,023	30,065	0	21,198	(8,867)	-29.5%
7525	Self-Insured Deductible	12,883	5,000	15,000	10,000	5,000	100.0%
7591	Contingency	0	200,000	0	150,000	(50,000)	-25.0%
7599	Miscellaneous Expenses	51,696	0	0	0	0	0.0%
	Total	251,728	400,115	139,600	349,248	(50,867)	-12.7%
	Total Operating Expenses	1,870,613	2,155,362	1,324,477	2,243,362	88,000	4.1%
<u>7900-Capital Outlay</u>							
7901	General Equipment	0	58,500	19,000	63,500	5,000	0.0%
7903	Computer Equipment	178,716	456,000	170,000	436,990	(19,010)	0.0%
7909	Buildings	3,000	81,500	0	167,000	85,500	104.9%
	Total	181,716	596,000	189,000	667,490	71,490	12.0%
	Total Expenses	2,052,329	2,751,362	1,513,477	2,910,852	159,490	5.8%

FINANCE AND ADMINISTRATION DEPARTMENT

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

1. Continue implementation of the Enterprise Resource Planning (ERP) financial management system replacement project, staying on target with the implementation schedule as agreed to by the Village and Tyler/Munis with oversight from an implementation services consultant, Baecore. In 2020, staff will complete financials, payroll and human resources modules; implementation will begin for Community Development in August of 2020.
2. Evaluate the staffing model of the Village as the various ERP applications are implemented in order to assess where efficiencies can be gained in terms of FTE staffing levels.
3. Continue an analysis of the Village's health and dental insurance coverage for employees in order to maintain consistent, quality coverage at the lowest possible cost to both employees and the Village.
4. Continue to oversee the Village's contract for refuse, recycling and yard waste/composting services with Republic Services.
5. Continue to monitor Village-wide staffing changes as a result of reorganizations in all Village departments to ensure effectiveness and efficiency.
6. Continue to provide training opportunities to employees, including quarterly supervisor training and regular meetings between staff and the Village President.
7. Complete the Village's website redesign. This includes training staff and updating website content to give the website a refreshed aesthetic appearance.

Reviewing The Year: 2019- 2020 Objectives

1. Commence implementation of the Enterprise Resource Planning (ERP) financial management system replacement project, staying on target with the implementation schedule as agreed to by the Village and Tyler/Munis with oversight from an implementation services consultant. It is anticipated that implementation will commence in January of 2019.

ERP implementation started in January of 2019. It is anticipated that Village financials (including general ledger, accounts payable, and the chart of accounts) will go live in January of 2020. Staff is also preparing for a payroll/human resources go live date in May of 2020.

2. Continue an analysis of the Village's health and dental insurance coverage for employees in order to maintain consistent, quality coverage at the lowest possible cost to both employees and the Village.

As part of the open enrollment process, Village staff completed a review of the following: medical insurance, dental insurance, vision insurance and flexible spending accounts.

- The Village's medical insurance premiums decreased by .01% for the HMO program and 1.4% for the PPO programs in calendar year 2020.*
- Dental insurance plans were expanded from one offering to two offerings at no cost to the Village, one plan with juvenile orthodontia (up to age 19) and one plan without juvenile orthodontia. This change provided for one dental plan that was less expensive so the Village and employees are only paying for what is necessary.*
- The Village's agreement with VSP – the vision insurance plan – expired at the end of 2019. Gallagher, the broker that represents the Village's insurance co-op, sought other vision quotes to ensure the lowest rate.*
- Finally, the Village also asked Gallagher to secure additional programs and rates for FSA plans. Gallagher recommended a new vendor that will save the Village approximately \$1,000 annually.*

- 3. Oversee service enhancements to the Village's contract for refuse, recycling and yard waste services with Republic Services during the first year of the new contract.*

The new contract with Republic Services started November 1, 2018. This contract offered residents the option for curbside refuse collection (at a lower price), a larger recycling container (at no additional cost), and optional programs such as composting program and a senior discount. According to information provided by Republic Services, approximately 90% of households took advantage of the new curbside service.

- 4. Continue to monitor Village-wide staffing changes in all Village departments to ensure effectiveness and efficiency.*

When the Village experiences a change in staffing due to retirement or resignation, staff evaluates the vacancy and provides a recommendation. Currently staff is evaluating the part-time accountant position as we have had difficulty recruiting and retaining part-time employees for this function. As an interim measure, some of the functions have been outsourced; there still remains a need for additional hours, especially with the demands of the ERP project. The CY 2020 Budget includes funding to make this position full time, along with a reduction in part-time and seasonal staffing to offset most of the cost of this change.

- 5. Continue to provide training opportunities to employees, including quarterly supervisor training and regular meetings between staff and the Village President.*

In 2019, the Village provided several training opportunities for employees. A supervisor training session called Coaching Skills for Managers was held in April. In May, all employees were required to complete CPR training. An employee luncheon was held on July 12, and Pizza with the President was held on September 12. The Safety Committee met in February, May and September.

- 6. Continue to work with CMAP and parking stakeholders to develop a plan to improve parking availability in the highest demand areas of the Central Business District by maximizing the use of parking spaces in the new downtown parking deck.*

A working group consisting of Village staff, ACA Chairman Hughes, and Trustee Stifflear has been meeting regularly to evaluate changes in the downtown parking program, including how parking

will be managed in the parking deck. It is expected that a new comprehensive parking program will be implemented with the opening of the parking deck.

7. Continue to monitor the Tollway Authority's plans to widen I-294 and advocate on behalf of the Village to minimize the impact Tollway widening would have on residential properties, parks, noise and Village sales tax revenues.

Village staff continues to serve as a liaison between the Tollway and the residents.

8. Research ways to improve the Village's use of social media as an additional tool to communicate with residents.

This item will be deferred to the future as staffing and budget allows.

9. Continue to monitor the budget, financing and costs of the Accelerated Infrastructure Program.

This is an ongoing objective and is updated at least annually or whenever there are material changes in the revenues and expenditures associated with this program.

10. Review the feasibility to implementing a calendar year fiscal year.

This objective has been fully implemented as the Village is changing to a calendar year January 1, 2020.

11. Continue to monitor the cost, design and construction of the downtown parking deck.

This project is set for CY 2020 completion date. Staff is continuing to identify other revenue sources to apply to this project. The Village has received commitments of \$ 900,000 in grants to offset the expense related to the deck.

12. Implement a new chart of account structure to better categorize and track Village expenditures.

This objective has been fully implemented as part of the Village's ERP project.

13. Consider issuing a request for proposal for actuarial services for determining Police and Firefighters' Pension Fund contributions and for Other Post-Employment Benefits (OPEB) valuations.

The Village has received satisfactory performance from the current actuaries for these services and a formal request for proposal process was not required. The Village believes it would be premature to change as pension reform is being considered statewide. Pension reform proposes to move the actuarial process to two newly created state agencies to oversee the Police and Firefighter's Pension Funds.

14. Communicate with residents and implement the water rate increase that is expected to occur in early FY 2019-20.

The water rate increase is expected to occur in the first quarter of CY 2020.

15. Review and update the Village's personnel handbook in conjunction with the Village's labor attorney.

This item is underway and is expected to be completed by Q1 2020.

16. Develop a checklist for payroll deductions and benefit elections for various employee groups that will be used for transitioning employees in and out of the organization as well as logging payroll changes.

This will be included as part of best management practices as part of the payroll implementation portion of the ERP project.

17. Evaluate the staffing model of the Village as the various ERP applications are implemented in order to assess where efficiencies can be gained in terms of FTE staffing levels.

As ERP modules are implemented, staff will evaluate the affected department to determine what, if any, improvements made be made. At this time, no modules have been fully implemented and staff is unable to make any recommendations to the Village Board.

18. Complete negotiations on a successor collective bargaining agreement with the Village's Police union, the Fraternal Order of Police (FOP) (current contract expires April 30, 2019).

The Village and the FOP commenced negotiations in May of 2019 and continue to meet in order to negotiate a successor agreement.

VILLAGE MANAGER'S OFFICE

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Activity Measures

Calendar Year	2015	2016	2017	2018	2019***
Freedom of Information Requests	350	343	373	348	187
Ordinances/Resolutions Adopted	87	61	72	66	19
Liquor Licenses	38 (1)	32	30	32	23
# Meetings/Minutes (2)	43	31	41	35	18
Employee Recruitments	16	14	25	23	7
Employee Promotions	5	18	7	9	2 (3)
Business Site Visits	N/A	220	127	129	29

Risk Management

General Liability Claims	7	9	5	9 (4)	6 (5)
Property Claims	0	0	1	2	2
Workers Compensation Claims	17	9	12	11	6
Auto Liability	1	3	4	5	1
Auto Physical Liability	1	5	1	5	3

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

- (1) Liquor license increase in 2015 is attributable to four new businesses opening in the Village, as well as an increase in the number of special event licenses.
- (2) Meetings/Minutes includes Board of Trustees, Board of Trustees closed sessions, Committee of the Whole, and Zoning Board of Appeals.
- (3) Employee Promotions: 2 Administration/Finance.
- (4) Six of the nine General Liability Claims were denied by IRMA, resulting in no loss financially.
- (5) Four of the six General Liability Claims were denied by IRMA, resulting in no loss financially.

FINANCE DEPARTMENT

Activity Measures

Calendar Year	2015	2016	2017	2018	2019***
Utility Bills Issued	34,882	34,962	35,051	35,114	17,580
Vehicle Licenses Issued	10,435	10,036	10,063	9,927	9,089
Animal Licenses Issued	1,652	1,654	1,537	1,366	1,245
Business Licenses Issued*	517	554	564	536	286
General Contractor Licenses Issued**	N/A	149	219	158	126
Alarm Permits Issued	1,056	2,149	2,173	1,725	606
Payroll Checks/Direct Deposits Issued	5,670	5,023	4,909	4,693	2,343
Accounts Payable Checks Issued	3,940	4,081	3,867	3,902	1,846
Number of Invoices Issued	991	902	905	877	399
Number of Food & Beverage Returns	436	433	436	441	233

*The number of Business Licenses issued is reported based on when paid not the year to which it applies.

**The Village began issuing General Contractor Licenses in Calendar Year 2016.

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

CABLE TELEVISION

Activity Measures

Calendar Year	2015(1)	2016(2)	2017(2)	2018(2)	2019***
Number Public Meetings Broadcast	67	54	70	63	30
Hours of Programming Aired	1,661	4,413	5,061	5,760	2,961
Hours of Live Broadcast	71	61	80	87	28
Hours of Public Meetings Broadcast (3)	995	2,198	3,619	3,265	1,227
Village Board	360	189	336	392	121
Committee of the Whole	37	0	0	180	135
Administration and Community Affairs Committee	0	0	0	0	0
Environment and Public Services Committee	0	0	0	0	0
Zoning and Public Safety Committee	0	0	0	0	0
Economic Development Commission	32	75	56	225	0
Finance Commission	84	32	44	263	0
Historic Preservation Commission	86	331	540	371	182.5
Park and Recreation Commission	79	520	823	369	156.5
Plan Commission	152	559	888	510	74.5
Zoning Board of Appeals	106	492	932	428	69
Other Meetings/Forums	0	0	20	0	0

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

(1) In calendar year 2015, the Village moved to a Committee of the Whole format whereby the three standing committees (Administration and Community Affairs, Environment and Public Services, and Zoning and Public Safety) no longer hold regularly-scheduled meetings. Therefore, activity measures related to number/hours of programming show a sharp decline.

(2) Due to a change in the Village's Information Technology staffing, data for the full calendar year 2016 is not available; 2016 numbers annualized based on data sets from October - December 2016. The new staff is also tracking and compiling data in a different manner, so the comparability of some of the data is impacted.

(3) Hours of Public Meeting Broadcast are hours per quarter that recorded meetings are played on Channel 6.

PROGRAM SUMMARY

DEPARTMENT 11: Finance and Administration

PROGRAM: Administration - 1100

GOAL: Administration's goal is to coordinate and supervise all Village departments and personnel and to implement Village policies as articulated by the Village President and Board of Trustees. Finance's goal is to manage the Village's financial resources, prepare financial information, recommend cost containment measures, enhance revenue sources, and to provide accurate and timely billings. Customer satisfaction should be a primary focus.

NARRATIVE: The Finance & Administration Department is staffed by 12 full-time and one part-time personnel. Full-time positions include the Village Manager, the Assistant Village Manager (75% cost is allocated to this program), Assistant Village Manager/Director of Public Safety, Finance Director, Assistant Finance Director, Accountant/Accounting Supervisor, the Village Clerk/Executive Assistant, the Management Analyst, a Human Resources/Payroll Specialist, an Economic Development/Communications Specialist (50% cost is allocated to this program), an Accounting Clerk, and a Receptionist. The part time position is one Accounting Clerk.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	246,807	304,379	150,446	325,004	20,625	6.8%
Benefits & Employment Costs	363,774	400,364	230,869	431,772	31,408	7.8%
Contractual Services	461,546	429,002	401,832	528,833	99,831	23.3%
Materials & Supplies	44,898	44,950	26,300	42,250	(2,700)	-6.0%
Repairs & Maintenance	12,619	15,552	11,000	16,076	524	3.4%
Other Expenses	153,285	97,615	64,600	96,748	(867)	-0.9%
Total Operating Expenses	1,282,930	1,291,862	885,047	1,440,683	148,821	11.5%
Capital Outlay	0	0	0	0	0	0.0%
Grand Total	1,282,930	1,291,862	885,047	1,440,683	148,821	11.5%

ECONOMIC DEVELOPMENT PROGRAM

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

1. Continue ongoing efforts to attract new businesses and retain existing businesses, and conduct special events and promotions in partnership with the Hinsdale Chamber of Commerce.
2. Contingent on budget allocations, the following items will be implemented as part of the five-year capital plan:
 - a. Design, bid and construct six new entry markers to replace the old weathered wood entry markers; and
 - b. Design, bid, and implement a parking deck beautification project complete with a new pedestrian friendly walkway, signage and lighting.
3. Serve as liaison to the business community and utilize the Hinsdale Outreach email as appropriate to communicate important information.
4. Implement new Economic Development Commission (EDC) framework to better assist the business community. Continue with quarterly business meetings.
5. Continue the business site visit program in which a representative from the Village conducts visits of Hinsdale businesses. This program is intended to provide an informal opportunity for business owners to engage in a dialogue with the Village, with a goal of visiting 12 businesses each quarter.
6. Assist the Village Manager's Office with the implementation of the Village's website redesign with the assistance of a website redesign committee with a representative from each department to ensure a smooth transition to the new website.
7. Assist with the Village-wide software implementation project as needed.
8. Attend professional development events, seminars and classes as allowed by budget.

Reviewing The Year: 2019-2020 Objectives

1. Continue ongoing efforts to attract new businesses and retain existing businesses, and conduct special events and promotions in partnership with the Hinsdale Chamber of Commerce.

This year, staff worked with the contracted marketing agency, Direct Advantage, to put together the first annual Hinsdale Restaurant Week that took place in March. The Village had 10 local restaurants participate in the event. Overall, it was a very successful event and the Village will continue this event in 2020. Staff also collaborated with Direct Advantage and the Hinsdale

Chamber of Commerce to create a new event called the Holiday Wine Walk, which sold out prior to the event. This event took place on October 17, 2019, in an effort to raise public awareness of shopping locally. Staff also collaborated with the Hinsdale Chamber of Commerce to continue local efforts in promoting the Small Business Saturday event. During the course of the year staff has hosted business seminars to provide free trainings, information and networking opportunities to Hinsdale businesses.

2. Contingent on budget allocations, the following items will be implemented as part of the five-year capital plan:
 - a. Design, bid and construct six new entry markers to replace the old weathered wood entry markers; and
 - b. Design, bid, and implement a parking deck beautification project complete with a new pedestrian friendly walkway, signage and lighting.

The six new entry marker signs were not completed this year and will be deferred to 2020. Instead, the Village worked with AMITA staff to execute a signage agreement for the placement and maintenance of a new Village welcome sign on Ogden Avenue as the new sign is located on Hospital property.

In conjunction with the parking deck project, staff worked with HR Green to determine the best way to complete the beautification project. Due to the scope, the parking deck beautification project will be divided in two phases in 2020 and 2021.

3. In conjunction with the FY 2019-20 capital improvement plan proposal, continue the process to design, bid and construct a Village gateway entry marker sign at Ogden Avenue and IL-294.

Staff provided a recommendation for a welcome sign at a reduced cost. It is anticipated that the sign will be installed in late 2019. In addition to collecting bids, staff has coordinated with the Cook County Forest Preserve and AMITA hospital on the sign location. The Village in coordination with AMITA hospital have worked together to come up with a mutual agreement for the new welcome sign location as well as maintenance of the site.

4. Serve as liaison to the business community and utilize the Hinsdale Outreach email as appropriate to communicate important information.

In an effort to continue our role as a liaison to the business community and the Hinsdale Chamber of Commerce, staff attended eight Chamber Board meetings, nine Chamber marketing and membership committee meetings, three quarterly business meetings and eight Uniquely Thursdays concert series. Staff has also utilized the Hinsdale Outreach email to connect with the business community.

5. Design and implement a digital new business checklist on the Village website for new and potential business owners. The checklist will assist new businesses in understanding the approvals that are needed to open a business.

In an effort to streamline the new business application process, staff updated the Village website to help new businesses find all the information they need. Applications for permits, business license application, occupancy application and zoning applications are now all easily accessible on one webpage.

https://www.villageofhinsdale.org/distinctly_hinsdale/businesss/doing_business_in_hinsdale.php

6. Review the Economic Development Commission framework to better assist the business community.

With feedback from the Village Board, the Chamber of Commerce, and incumbent EDC members, Village staff provided a proposal to the Village Board that was approved at the October 1, 2019, Board meeting regarding the EDC framework. EDC meetings will move from monthly to quarterly and meeting times will change from evening to morning.

7. Collaborate with the Land Rover/Jaguar dealership to implement any necessary steps of the sales tax sharing agreement. The commencement date for the revenue sharing portion of the agreement starts at the beginning of January, May, or September occurring after Land Rover/Jaguar receives a Certificate of Occupancy for the new site, which is expected to occur by December 31, 2019. Any revenue sharing payments to Land Rover/Jaguar will not be known until approximately 15 months after the commencement date.

Completion of the new facility is expected at the end of 2019.

8. Continue the business site visit program in which a representative from the Village conducts visits of Hinsdale businesses. This program is intended to provide an informal opportunity for business owners to engage in a dialogue with the Village, with a goal of visiting 12 businesses each quarter.

In 2019, Village staff conducted approximately 12 business site visits per quarter. The Village has a total of 615 businesses, which includes office, medical and commercial uses.

9. Continue ongoing efforts to attract new businesses and retain existing businesses, and conduct special events and promotions in partnership with the Hinsdale Chamber of Commerce.

In 2019 Hinsdale began the year with approximately 94.5% occupancy in the retail properties and ended the year with a 97.2% occupancy. In 2019, Hinsdale began the year with approximately 84.6% occupancy in the office properties and ended the year with an 85.3% occupancy. Staff works diligently to maintain working relationships with both potential business owners and property owners to help connect the two when it comes to finding the right location for businesses. Staff is proud of the high occupancy numbers in Hinsdale, however, we understand this can change at any time. Staff will continue to work hard to maintain positive relationships to ensure potential businesses feel welcome in Hinsdale.

10. Attend the International Council of Shopping Centers (ICSC) Retail Real Estate Forum.

Staff looks forward to participating in the ICSC Retail Real Estate Forum each year. This forum provides a wealth of information to staff on businesses looking to relocate and expand as well as what criteria is needed in order for communities to appeal to the business. Staff utilizes the information given at this seminar as a driving force in future business recruitment.

ECONOMIC DEVELOPMENT PERFORMANCE MEASURES

	<u>GOAL</u>	<u>New</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
<u>Business License Compliance in Commercial Retail Districts</u>							
<i>Reach 95% compliance of retail businesses</i>							
Business License Compliance	90%		91%	93%			

	<u>GOAL</u>	<u>New</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
<u>Commercial Retail Space Vacancy:</u>							
<i>Maintain at or below 10% commercial retail vacancy rate</i>							
<i>Data obtained through Choose DuPage</i>							
Commercial Retail Space Vacancy	10%		4.9%	3.5%			

	<u>GOAL</u>	<u>New</u>	<u>2018</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
<u>Business Site Visits:</u>							
<i>12 business site visits per quarter</i>							
Business Site Visits	48		16	13			

	<u>GOAL</u>	<u>New</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
<u>Business Prospects/Development Inquiries:</u>							
<i>12 new business development contacts per quarter (one per week)</i>							
New Bus. Prospects/Develop. Inquiries	48		12	13			

	<u>GOAL</u>	<u>New</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
			<u>%</u>	<u>%</u>	<u>%</u>	<u>%</u>	
<u>Business Directory Listings:</u>							
<i>100% of new retail businesses listed on website within 10 days of issuance of a business license.</i>							
New Business Listings	100%	100%	100%				
<i>Number of retail businesses</i>							

PROGRAM SUMMARY

DEPARTMENT 11: Finance and Administration **PROGRAM:** Economic Development - 1200

GOAL: The Economic Development Program’s goal is to develop and manage programs, policies, and designs to help ensure the health and vitality of Hinsdale’s business districts.

NARRATIVE:

The Economic Development Program includes oversight from two staff members: 25% from the Assistant Village Manager and 50% from the Economic Development and Communication Specialist. Both of these staff members serve as staff liaisons to the Economic Development Commission and the Hinsdale Chamber of Commerce, and also work with existing and prospective business tenants. Funding for this program comes in part from the Village Board dedicating \$150,000 of the revenue generated by the Food and Beverage Tax to be spent on economic development activities. Historically, \$90,000 is dedicated toward marketing activities and \$60,000 is dedicated toward capital activities.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	73,758	65,360	53,185	67,725	2,365	3.6%
Benefits & Employment Co	13,813	12,220	8,925	13,885	1,665	0.0%
Contractual Services	528	3,075	355	3,040	(35)	0.0%
Materials & Supplies	0	400	100	200	(200)	-50.0%
Repairs & Maintenance	0	0	0	0	0	0.0%
Other Expenses	92,482	90,000	69,000	90,000	0	0.0%
Total Operating Expenses	180,580	171,055	131,565	174,850	3,795	2.2%
Capital Outlay	3,000	100,500	19,000	191,000	90,500	90.0%
Grand Total	183,580	271,555	150,565	365,850	94,295	34.7%

INFORMATION SERVICES PROGRAM

Activity Measures

Calendar Year	2015	2016	2017	2018	2019***
Computers Maintained	88	86	89	130(1)	130(1)
Computers Replaced	10	13	14	3	0
Physical Servers Maintained	6	6	7	7	7
Virtual Servers Maintained	8	12	13	13	13
eHinsdale Subscribers	1,060	1,095	1,171	1,239	1,532
Unique visits to website	176,722	164,644	172,294	169,476	205,935
Avg # of pages viewed	2.36	3.77	4.56	4.38	4.27
Most popular pages	Village of Hinsdale home page, Parks and Recreation, Police Department, Katherine Legge Memorial Park and Lodge, Employment Opportunities, Public Services				

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

(1) Listing has been updated to include computers and mobile data terminals located in Police and Fire vehicles which are all maintained by the Information Services Division.

PROGRAM SUMMARY

DEPARTMENT 11: Finance and Administration

PROGRAM: Information Services - 1300

GOAL: Information Services' goal is to coordinate and maintain the Village's technology resources, including hardware, software, the Village website, and programming on Comcast Channel 6 / AT&T U-verse Channel 99.

NARRATIVE: The Village segregates expenditures related to the Information Services division. Staffing of this program has been outsourced to a third party vendor except for a part-time Channel 6 Broadcast Technician.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	2,946	8,804	2,495	8,995	191	2.2%
Benefits & Employment Costs	225	674	212	688	14	0.0%
Contractual Services	291,372	318,817	206,700	315,696	(3,121)	-1.0%
Materials & Supplies	40,661	84,200	51,000	101,300	17,100	0.0%
Repairs & Maintenance	14,598	5,500	2,500	5,500	0	0.0%
Other Expenses	711	0	0	0	0	0.0%
Total Operating Expenses	350,515	417,995	262,907	432,179	14,184	3.4%
Capital Outlay	178,716	495,500	170,000	476,490	(19,010)	-3.8%
Grand Total	529,231	913,495	432,907	908,669	(4,826)	-0.5%

PROGRAM SUMMARY

DEPARTMENT 11: Finance and Administration **PROGRAM:** Boards & Commissions - 1400

GOAL: To facilitate the role of the Village Board, its Committees, and Advisory Boards & Commissions in their legislative activities.

NARRATIVE: This program provides financial support for the operation of the Village Board and Advisory Commissions. Included in this program are the costs for all Village Commissions (except the Economic Development Commission), Committees, Board of Trustees and Task Forces. Also accounted for in this program are membership dues to other intergovernmental associations such as the Chicago Metropolitan Agency for Planning, Illinois Municipal League, and the DuPage Mayors and Managers Conference. The Budget includes a Village Board "Contingency" line item of \$150,000 in CY 2020. This line item provides budget flexibility should there be unforeseen items, such as a reduction in revenues received from the State of Illinois.

	FY2018-19	FY2019-20	CY 2019	CY2020	Change From	% Change From
	<u>Actuals</u>	<u>Budget</u>	<u>8 Month Est.</u>	<u>Budget</u>	<u>Prior Budget</u>	<u>Prior Budget</u>
Employee Salaries	0	0	0	0	0	0.0%
Benefits & Employment Cost	51,023	60,750	38,758	31,950	(28,800)	-47.4%
Contractual Services	317	0	0	0	0	0.0%
Materials & Supplies	0	1,200	200	1,200	0	0.0%
Repairs & Maintenance	0	0	0	0	0	0.0%
Other Expenses	5,249	212,500	6,000	162,500	(50,000)	-23.5%
Total Operating Expenses	56,588	274,450	44,958	195,650	(78,800)	-28.7%
Capital Outlay	0	0	0	0	0	0.0%
Grand Total	56,588	274,450	44,958	195,650	(78,800)	-28.7%

ALL PROGRAMS SUMMARY

DEPARTMENT 21: Police

GOAL: The goal and mission of the Hinsdale Police Department is to provide the community with impartial law enforcement, community-oriented services and police protection, while maintaining the highest ethical and professional standards.

NARRATIVE: The Police Department consists of three budget programs employing 25 sworn police officers. This Department also includes 1 full time records clerk, 1 full time administrative analyst, 50% of a full time administrative services coordinator, .70 FTE clerks/aides, .63 FTE meter enforcement officer, and 2.25 FTE community service officers.

	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Month Est.	CY2020 Budget	Change From Prior Budget	% Change From Prior Budget
Employee Salaries	3,059,869	2,998,394	2,222,644	3,035,297	36,903	1.2%
Benefits & Employment Costs	1,172,407	1,242,585	972,198	1,280,126	37,541	3.0%
Contractual Services	467,525	487,661	390,283	482,540	(5,121)	-1.1%
Materials & Supplies	79,838	88,450	65,950	96,333	7,883	8.9%
Repairs & Maintenance	59,324	49,419	24,690	50,598	1,179	2.4%
Other Expenses	85,417	114,149	36,178	82,205	(31,944)	-28.0%
Total Operating Expenses	4,924,380	4,980,658	3,711,943	5,027,099	46,441	0.9%
Capital Outlay	192,906	276,000	141,899	447,500	171,500	62.1%
Grand Total	5,117,286	5,256,658	3,853,842	5,474,599	217,941	4.1%

PERSONNEL JOB CLASSIFICATION

PERSONNEL		
JOB CLASSIFICATION	FY 2019-20 POSITIONS	CY 2020 POSITIONS
Chief	1.00	1.00
Deputy Chief	1.00	1.00
Sergeants	5.00	5.00
Sworn Officers	18.00	18.00
Administrative Analyst	1.00	1.00
Administrative Services Coordinator	0.50	0.50
Clerks/Aides	1.63	1.63
Meter Enforcement Officer	0.63	0.63
Community Service Officer	2.25	2.25
Total	31.01	31.01

**VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
POLICE DEPARTMENT - DEPT 21
ALL PROGRAM SUMMARY**

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
<u>7000-Employee Salaries</u>							
7001	Full-Time Salaries	2,468,909	2,579,235	1,713,047	2,619,275	40,040	1.6%
7003	Part-Time Salaries	108,031	130,432	78,247	127,891	(2,541)	-1.9%
7005	Longevity Pay	9,300	8,500	7,700	6,900	(1,600)	-18.8%
7009	Vehicle Allowance	0	0	0	1,400	1,400	100.0%
7011	Overtime	445,423	250,000	397,737	250,000	0	0.0%
7013	Reimbursable Overtime	46,171	50,000	39,096	50,000	0	0.0%
7015	Reimbursable Overtime-Grants	1,327	0	0	0	0	0.0%
7023	Water Fund Cost Allocation	(19,291)	(19,773)	(13,183)	(20,168)	(395)	2.0%
	Total	3,059,869	2,998,394	2,222,644	3,035,297	36,903	1.2%
<u>7100-Benefits & Employment Costs</u>							
7101	Social Security	19,226	22,446	14,136	23,340	894	4.0%
7103	Medicare	42,256	43,568	30,679	44,304	736	1.7%
7105	IMRF	31,199	27,866	18,103	36,464	8,598	30.9%
7107	Police Pension Contributions	608,714	597,357	546,000	669,252	71,895	12.0%
7111	Health Insurance	427,070	477,718	306,325	411,571	(66,147)	-13.8%
7113	Dental Insurance	0	0	0	12,795	12,795	100.0%
7115	Life Insurance	0	0	0	5,183	5,183	100.0%
7117	IPBC Surplus	(19,979)	0	0	0	0	0.0%
7133	Mileage Reimbursement	1,085	1,100	500	1,100	0	0.0%
7139	Personnel Expenses	1,074	1,000	300	500	(500)	-50.0%
7141	Staff Development & Training	21,839	29,450	17,000	25,500	(3,950)	-13.4%
7143	Membership Dues/Subscriptions	6,591	7,980	19,438	14,700	6,720	84.2%
7145	Uniforms	33,332	34,100	19,717	34,417	317	0.9%
7149	Employee Recog & Relations	0	0	0	1,000	1,000	100.0%
	Total	1,172,407	1,242,585	972,198	1,280,126	37,541	3.0%
<u>7200-Contractual Services</u>							
7213	Consulting Services	0	0	0	2,300	2,300	0.0%
7223	Data Processing Services	21,728	23,708	23,708	47,082	23,374	98.6%
7231	Telecommunications	39,349	38,000	32,400	38,000	0	0.0%
7233	Cable/Internet	0	0	0	2,840	2,840	100.0%
7235	Electric	9,175	8,200	3,500	650	(7,550)	-92.1%
7237	Natural Gas	0	0	0	6,220	6,220	100.0%
7239	FLAGG Creek Sewer Charge	0	300	0	300	0	0.0%
7241	Custodial Services	25,629	27,420	15,210	28,791	1,371	5.0%
7247	Licenses & Permits	609	800	0	1,400	600	75.0%
7249	Record Retention & Doc Mgmt	0	0	0	3,200	3,200	100.0%
7263	Dispatch Services	291,684	300,354	225,265	306,392	6,038	2.0%
7269	Parking System Expenses	0	0	0	17,500	17,500	100.0%
7277	Contribution to Other Agencies	0	0	0	23,120	23,120	100.0%
7276	CALEA Accreditation Fee	0	0	0	4,745	4,745	100.0%
7299	Other Services	79,351	88,879	90,200	0	(88,879)	-100.0%
	Total	467,525	487,661	390,283	482,540	(5,121)	-1.1%

**VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
POLICE DEPARTMENT - DEPT 21
ALL PROGRAM SUMMARY**

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
	<u>7300-Materials & Supplies</u>						
7301	Postage	904	1,000	600	1,000	0	0.0%
7303	Office Supplies	8,730	7,600	4,000	7,600	0	0.0%
7307	Printing and Publications	11,551	10,500	6,000	4,200	(6,300)	-60.0%
7311	Gasoline & Oil	45,670	41,300	36,700	47,500	6,200	15.0%
7327	Building & Maintenance Supplies	2,461	2,400	1,400	2,400	0	0.0%
7341	Citizen's Police Academy	0	0	0	250	250	100.0%
7343	Range Supplies	9,485	14,300	10,000	8,800	(5,500)	-38.5%
7351	Emergency Management Supplies	0	1,250	0	1,250	0	0.0%
7353	Medical/Safety Supplies	578	450	450	2,100	1,650	366.7%
7359	Police Department Supplies	0	8,700	5,000	9,850	1,150	13.2%
7391	Computer Hrdwre, Software, Suppli	460	950	1,800	11,383	10,433	1098.2%
	Total	79,838	88,450	65,950	96,333	7,883	8.9%
	<u>7400-Repairs & Maintenance</u>						
7401	Building Maintenance	19,329	18,750	8,000	18,750	0	0.0%
7403	General Equipment Maintenance	0	0	0	2,000	2,000	100.0%
7405	Comp./Off. Equip. Maint.	6,994	9,169	6,040	8,440	(729)	-8.0%
7407	Motor Vehicle Maintenance	31,551	19,000	10,000	19,000	0	0.0%
7409	Radio Maintenance	1,193	1,000	350	1,408	408	40.8%
7417	Parking System Maintenance	257	1,500	300	1,000	(500)	
	Total	59,324	49,419	24,690	50,598	1,179	2.4%
	<u>7500-Other Expenses</u>						
7523	IRMA Premiums	27,917	60,199	0	42,205	(17,994)	-29.9%
7525	Self-Insured Deductible	35,911	40,000	22,378	40,000	0	0.0%
7599	Miscellaneous Expenses	21,589	13,950	13,800	0	(13,950)	-100.0%
	Total	85,417	114,149	36,178	82,205	(31,944)	-28.0%
	Total Operating Expenses	4,924,380	4,980,658	3,711,943	5,027,099	46,441	0.9%
	<u>7900-Capital Outlay</u>						
7901	General Equipment	142,389	206,000	55,899	270,000	64,000	0.0%
7903	Computer Equipment	0	0	0	89,500	89,500	100.0%
7907	Motor Vehicles	50,518	70,000	86,000	88,000	18,000	200.0%
	Total	192,906	276,000	141,899	447,500	171,500	62.1%
	Total Expenses	5,117,286	5,256,658	3,853,842	5,474,599	217,941	4.1%

SUPPORT SERVICES (POLICE)

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

- 1) Continue the second year of implementation of the new computer aided dispatch program as a part of the county-wide DuPage Justice Information System project. Monitor and evaluate dispatch for efficiency.
- 2) Assign staff to assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.
- 3) Rewrite the department's policy manual to ensure that best practices are in place to best meet the needs and expectations of the community.
- 4) Maintain CALEA certification by updating policies, continuing training, and participating in audits.

Reviewing the Year: 2019-2020 Objectives

- 1) Continue to evaluate overtime using the current scheduler and Excel prior to the implementation of the ERP system to help monitor costs.

The police department continues to monitor and manage overtime. The department is challenged due to retirements and resignations at an unprecedented level. Full staffing is anticipated for calendar year 2020.

- 2) Upgrade the railroad camera system using available grant funding.

A consultant was hired and an RFP was issued for this project and we anticipate a purchase before the first quarter of 2020.

- 3) Rewrite the department's policy manual. This will be a multi-year project.

Policy reviews and rewrites occurred in several areas including adult and juvenile detention and motor vehicle pursuits.

- 4) Conduct and/or assist with any parking studies before and after the implementation of the parking deck.

This is in-progress. Meetings were held with elected officials to discuss parking options that will be formally presented to the village board prior to the end of 2019.

- 5) Implement a new computer aided dispatch program as a part of the county-wide DuPage Justice Information System project. This will include security enhancements.

The new system was successfully brought on-line. The police department continues to work through county wide implementation processes.

POLICE DEPARTMENT

Activity Measures

	2015	2016	2017	2018	2019***
Calls for Service	14,769	16,785	16,450	15,924	8,283
Part I Offenses (1)	175	187	119	100	64
Other Offenses (2)	1,963	2,356	2,381	1,968	1,007
Traffic / Warning Citations	5,797	6,123	5,762	5,256	2,919
Meter Citations (3)	22,753	14,316	10,674	17,551	11,959
All Other Citations (3)	N/A	5,937	5,393	4,415	2,057
Adult Arrests (4)	213	280	285	252 (6)	137
Juvenile Arrests(4)	99	72	58	19 (6)	20
Diversion Programs(5)	N/A	40	20	7	2
DUI Arrests	52	71	67	75	34

Footnotes

Increase in numbers from 2015 to 2016 directly impacted by reporting protocol related to change of dispatch centers. Moving forward 2016 data will be a consistent benchmark.

(1) Part I Offenses as defined by the FBI include: criminal homicide, rape, armed robbery, robbery, aggravated battery, aggravated assault, burglary, burglary to a motor vehicle, theft, motor vehicle theft, arson, and human trafficking.

(2) Other Offenses include: simple battery, simple assault, domestic violence, deception, criminal damage, weapons offenses, offenses involving children, criminal trespass, drug offenses, disorderly conduct, disturbance, harassment, and identity theft.

(3) Beginning in 2016, reporting was revised to separate meter citations from other citations. Meter citations in 2017 were down significantly due to being down two CSOs for much of the year and significant road work in the Central Business District.

(4) Adult arrests and juvenile arrests include any local ordinance, misdemeanor or felony offense. It also includes driver license offenses such as driving with a suspended driver license, expired driver's license, and mandatory insurance violations. Juvenile arrests also include incidents where juveniles have received an informal station adjustment.

(5) Juvenile arrests that are assigned to a diversion program include Peer Jury, STAAT, and informal station adjustment. The Peer Jury activity for 2018 is down since the program was suspended for a period of time.

(6) Volumes are down due to being down several patrol officer positions for much of the year.

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

POLICE DEPARTMENT PERFORMANCE MEASURES

Performance measures were implemented in 2013

CALENDAR YEAR	GOAL	'16/'17/'18	2019***				2019
			Q1	Q2	Q3	Q4	
<u>Calls for Service</u>							
<i>Police response time for in progress Part I offenses. (Homicide, sexual assault, armed robbery, robbery, aggravated battery, burglary, arson, etc.) ≤ 5 year historical average.</i>	75% under 2min 48 sec	2016 = 2min 40 sec 2017 = 3min 16 sec 2018 = 2min 28 sec	2/4 50% 2min 30sec	2/4 50% 2min 52sec			
	<u>GOAL</u>		<u>2019***</u>				<u>2019</u>
<u>Vehicle Crash Reduction Efforts</u>			Q1	Q2	Q3	Q4	
Maintain crashes below previous 3-yr avg utilizing public education, enforcement & engineering	631	2018=667 2017 = 574 2016=652 2015=628	133	156			289
			<u>2018</u>				
			Q1	Q2	Q3	Q4	
			147	163	184	173	
	<u>GOAL</u>	<u>2018</u>	<u>2019***</u>				<u>2019</u>
<u>Lost Time Staff Injuries</u>	0	2	Q1	Q2	Q3	Q4	
			0	0			0

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

PROGRAM SUMMARY

DEPARTMENT 21: Police

PROGRAM: Support Services - 2100

GOAL: To provide principle-based leadership and management practices that emphasize accountability, customer service and innovation while enhancing the overall efficiency and effectiveness of the organization. To provide operational support to the patrol division through professional incident investigative follow-up; quality crime prevention programs that address the needs of the community; effective training programs; the enhancement of traffic safety through proper evaluation and application of traffic safety standards; and a professional and efficient communications and clerical staff.

NARRATIVE: Employees assigned to this program include one (1) Chief, (3) Detectives, (1) Juvenile Officer, (1) School Resource Officer, (1) Administration Analyst, 50% of (1) Administrative Services Coordinator, (1) Records Clerk, (1) part-time Investigative Aide, (1) part-time Accreditation Manager, 50% of the cost of (1) full-time Community Service Officer and 50% of the cost of part-time Community Service Officers. This program includes the administration of the department that includes leadership, strategic planning, formulation of policies and procedures, investigation/youth division that provides investigation and follow-up on crimes, crime prevention and safety programs, traffic engineering studies, compliance with accreditation standards, clerical and secretarial support, and community service officer functions.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	957,311	946,592	717,836	968,989	22,397	2.4%
Benefits & Employment Costs	391,356	437,700	336,701	439,464	1,764	0.0%
Contractual Services	432,297	450,453	352,375	441,332	(9,121)	-2.0%
Materials & Supplies	29,437	41,900	26,750	43,083	1,183	0.0%
Repairs & Maintenance	27,515	28,919	14,390	28,598	(321)	-1.1%
Other Expenses	73,016	100,199	22,378	82,205	(17,994)	-18.0%
Total Operating Expenses	1,910,933	2,005,763	1,470,430	2,003,671	(2,092)	-0.1%
Capital Outlay	83,338	206,000	55,899	359,500	153,500	74.5%
Grand Total	1,994,271	2,211,763	1,526,329	2,363,171	151,408	6.8%

PATROL OPERATIONS (POLICE)

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

- 1) Coordinate recruitment fairs and activities, partnering with community groups and other law enforcement agencies to increase the pool and diversity of applicants seeking a position of employment with the Hinsdale Police Department.
- 2) Revise and implement a new Field Training Program to better assess and retain probationary police employees.
- 3) Coordinate and implement rapid deployment drills to test department capabilities and identify any training and equipment needs.
- 4) Develop and implement an in-house defensive tactics training program for sworn officers.
- 5) When staffing level allows, assign officer(s) to MERIT, the new DuPage County Major Case Task force in order to enhance the police department's ability to investigate and prosecute major case investigations.

Reviewing the Year: 2019-2020 Objectives

- 1) Continue to train additional Crisis Intervention Team (CIT) members due to increased awareness and calls for service of dealing with persons who suffer from mental illness.

Officers have received training through the online police law institute and through academy training.

- 2) Research and implement an officer wellness program.

The Police Department has partnered with Hinsdale Hospital to provide comprehensive physical exams to police employees with the cost picked up by the hospital. The Police Department has identified two instructors that have presented material on stress management for the police.

- 3) Partner with other police agencies for a more robust recruitment cycle, due to expected retirements. Partnering will increase the pool of applicants.

The Hinsdale Police Department initiated and hosted regional meetings on recruitment with three other DuPage police agencies. The purpose of the meetings were to increase the number and diversity of our candidates for employment.

- 4) Utilize training and mentoring as part of career development to prepare staff for the expected retirement of long-time DARE officer. Staff will work with the schools to start to conduct an evaluation of the DARE program and the other potential options that are available.

The Police Department selected, recruited and assigned an officer to this function. The officer was successfully certified through a training program and now services in the school.

PROGRAM SUMMARY

DEPARTMENT: Police

PROGRAM: Patrol Operations - 2200

GOAL: To provide for the prevention of violations of the law as well as the apprehension of those who have violated the law, while also providing an efficient response to citizens' requests for police services.

NARRATIVE: One deputy chief and four sergeants oversee the patrol division consisting of 14 police officers. These officers are responsible for patrolling approximately 69 miles of village streets and responded to over 15,900 calls for service in 2018 (latest complete year). Patrol Operations is very active in enforcement of criminal, traffic, parking and local ordinance violations, preventative and proactive patrol and responding to police services requests. Patrol activities are conducted by vehicle, bicycle and foot.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	2,060,922	1,991,090	1,454,053	2,007,120	16,030	0.8%
Benefits & Employment Costs	772,427	793,893	625,503	827,298	33,405	0.0%
Contractual Services	0	0	0	0	0	0.0%
Materials & Supplies	45,670	42,550	36,700	53,250	10,700	0.0%
Repairs & Maintenance	31,551	19,000	10,000	21,000	2,000	10.5%
Other Expenses	12,401	13,950	13,800	0	(13,950)	-100.0%
Total Operating Expenses	2,922,971	2,860,483	2,140,056	2,908,668	48,185	1.7%
Capital Outlay	109,569	70,000	86,000	88,000	18,000	25.7%
Grand Total	3,032,540	2,930,483	2,226,056	2,996,668	66,185	2.3%

PROGRAM SUMMARY

DEPARTMENT: Police

PROGRAM: Parking Services - 2300

GOAL: To provide the community with parking services that leverage best practices and technology.

NARRATIVE: Costs associated with parking enforcement equipment and parking meters, Meter Enforcement Officer salary, as well as a portion of the cost of the Community Service Officers salaries, are assigned to this program.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	41,636	60,712	50,755	59,188	(1,524)	-2.5%
Benefits & Employment Costs	8,624	10,992	9,994	13,364	2,372	0.0%
Contractual Services	35,228	37,208	37,908	41,208	4,000	10.8%
Materials & Supplies	4,730	4,000	2,500	0	(4,000)	0.0%
Repairs & Maintenance	257	1,500	300	1,000	(500)	-33.3%
Other Expenses	0	0	0	0	0	0.0%
Total Operating Expenses	90,476	114,412	101,457	114,761	349	0.3%
Capital Outlay	0	0	0	0	0	0.0%
Grand Total	90,476	114,412	101,457	114,761	349	0.3%

ALL PROGRAMS SUMMARY

DEPARTMENT 31: Fire

GOAL: To provide professional service in the areas of medical services, fire suppression and specialized rescue with emphasis in fire prevention, code enforcement, public safety fire education and community support with a vision to enhance the quality and depth of the service the department provides.

NARRATIVE: The Fire Department personnel consist of 24 full-time and 3 part-time positions, which is comprised of 22 sworn members, 1 civilian Assistant Chief, 50% of a full time Administrative Services Coordinator, and 2 part-time Fire Inspectors. Emergency services are provided in 3 categories - fire related, emergency medical services (EMS) related, and emergency/service related. This function also provides overall fire administration, training, fire prevention & inspection, and emergency management.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	2,698,127	2,651,676	1,888,898	2,711,762	60,086	2.3%
Benefits & Employment Costs	1,427,921	1,536,925	1,280,234	1,626,895	89,970	0.0%
Contractual Services	251,773	282,700	213,780	194,880	(87,820)	-31.1%
Materials & Supplies	67,718	65,210	54,228	69,680	4,470	0.0%
Repairs & Maintenance	90,615	87,412	61,600	107,357	19,945	22.8%
Other Expenses	136,836	73,497	35,000	58,908	(14,589)	-19.8%
Total Operating Expenses	4,672,990	4,697,420	3,533,740	4,769,482	72,062	1.5%
Capital Outlay	81,705	290,000	80,965	243,000	(47,000)	-16.2%
Grand Total	4,754,695	4,987,420	3,614,705	5,012,482	25,062	0.5%

PERSONNEL
JOB CLASSIFICATION

PERSONNEL		
JOB CLASSIFICATION	FY 2019-20 POSITIONS	CY 2020 POSITIONS
Chief	1.00	1.00
Assistant Chief	1.00	1.00
Captain	3.00	3.00
Lieutenant	3.00	3.00
Firefighter/Paramedic	15.00	15.00
Fire Prevention Inspectors Part-Time	0.65	0.65
Administrative Services Coordinator	0.50	0.50
Total	24.15	24.15

**VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
FIRE DEPARTMENT - DEPT 31
FIRE AND EMS-PROGRAM 3100**

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
<u>7000-Employee Salaries</u>							
7001	Full-Time Salaries	2,416,368	2,408,439	1,608,783	2,444,519	36,080	1.5%
7003	Part-Time Salaries	49,315	47,110	34,898	47,712	602	1.3%
7005	Longevity Pay	10,900	10,900	10,900	11,100	200	1.8%
7009	Vehicle Allowance	0	0	0	5,600	5,600	100.0%
7011	Overtime	240,835	205,000	247,500	213,000	-8,000	-3.9%
7013	Reimbursable Overtime	0	0	0	10,000	10,000	100.0%
7015	Reimbursable Overtime-Grants	0	0	0	0	0	0.0%
7023	Water Fund Cost Allocation	(19,291)	(19,773)	(13,183)	(20,168)	(395)	-2.0%
	Total	2,698,127	2,651,676	1,888,898	2,711,762	60,086	2.3%
<u>7100-Benefits & Employment Costs</u>							
7101	Social Security	15,159	16,231	10,656	16,073	(158)	-1.0%
7103	Medicare	36,609	38,736	27,167	39,468	732	1.9%
7105	IMRF	21,569	20,236	12,154	20,403	167	0.8%
7109	Firefighters' Pension Contributions	922,730	1,013,321	938,000	1,127,027	113,706	11.2%
7111	Health Insurance	391,780	391,551	249,969	356,167	(35,384)	-9.0%
7113	Dental Insurance	0	0	0	10,153	10,153	100.0%
7115	Life Insurance	0	0	0	4,944	4,944	100.0%
7117	IPBC Surplus	(18,132)	0	0	0	0	0.0%
7139	Personnel Expenses	838	700	288	600	(100)	-14.3%
7141	Staff Development & Training	29,392	26,740	21,000	22,150	(4,590)	-17.2%
7143	Membership Dues/Subscriptions	9,135	8,910	1,000	8,910	0	0.0%
7145	Uniforms	18,840	20,500	20,000	20,500	0	0.0%
7149	Employee Recog and Relations	0	0	0	500	500	100.0%
	Total	1,427,921	1,536,925	1,280,234	1,626,895	89,970	5.9%
<u>7200-Contractual Services</u>							
7231	Telecommunications	17,296	16,000	15,630	16,000	0	0.0%
7233	Cable/Internet	0	0	0	840	840	100.0%
7235	Electric	7,486	6,500	2,400	300	(6,200)	-95.4%
7237	Natural Gas	0	0	0	6,720	6,720	10.0%
7241	Custodial Services	4,615	3,000	2,250	3,000	0	0.0%
7247	Licenses & Permits	214	800	500	800	0	0.0%
7249	Record Retention & Doc Mgmt	0	0	0	320	320	100.0%
7263	Dispatch Services	220,702	234,980	173,000	166,900	(68,080)	-29.0%
7299	Other Services	1,460	21,420	20,000	0	(21,420)	-100.0%
	Total	251,773	282,700	213,780	194,880	(87,820)	-31.1%

VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
FIRE DEPARTMENT - DEPT 31
FIRE AND EMS-PROGRAM 3100

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
<u>7300-Materials & Supplies</u>							
7301	Postage	1,161	1,000	350	1,000	0	0.0%
7303	Office Supplies	5,466	4,900	3,100	4,900	0	0.0%
7305	Breakroom Supplies	0	0	700	700	700	100.0%
7307	Printing and Publications	829	900	900	900	0	0.0%
7311	Gasoline & Oil	12,873	10,500	12,000	11,800	1,300	12.4%
7313	Motor Vehicle Supplies	45	0	0	250	250	100.0%
7327	Building & Maintenance Supplies	7,365	6,950	4,956	6,950	0	0.0%
7329	Tools & Hardware	6,532	7,500	8,500	8,000	500	6.7%
7351	Emergency Management Supplies	2,339	2,000	200	2,000	0	0.0%
7353	Medical/Safety Supplies	10,128	11,550	9,500	10,885	(665)	-5.8%
7355	Hazmat Supplies	5,489	4,350	2,000	4,350	0	0.0%
7357	Fire Department Supplies	8,979	6,560	4,000	8,145	1,585	24.2%
7391	Computer Hrdwre, Software, Supplies	6,512	9,000	8,022	9,800	800	8.9%
7399	Non-Capitalized Equipment	0	0	0	0	0	0.0%
	Total	67,718	65,210	54,228	69,680	4,470	6.9%
<u>7400-Repairs & Maintenance</u>							
7401	Building Maintenance	22,056	14,600	8,000	15,000	400	2.7%
7403	General Equipment Maintenance				10,195	10,195	100.0%
7405	Comp./Off. Equip. Maint.	13,057	17,012	2,000	4,812	(12,200)	-71.7%
7407	Motor Vehicle Maintenance	48,344	45,800	46,600	47,650	1,850	4.0%
7409	Radio Maintenance	7,158	10,000	5,000	10,000	0	0.0%
7423	Water System Maintenance	0	0	0	19,700	19,700	100.0%
	Total	90,615	87,412	61,600	107,357	19,945	22.8%
<u>7500-Other Expenses</u>							
7523	IRMA Premiums	26,597	55,497	0	38,908	(16,589)	-29.9%
7525	Self-Insured Deductible	2,438	18,000	35,000	20,000	2,000	11.1%
7599	Miscellaneous Expenses	107,801	0	0	0	0	0.0%
	Total	136,836	73,497	35,000	58,908	(14,589)	-19.8%
	Total Operating Expenses	4,672,990	4,697,420	3,533,740	4,769,482	72,062	1.5%
<u>7900-Capital Outlay</u>							
7901	General Equipment	24,888	200,000	0	200,000	0	0.0%
7903	Computer Equipment	0	40,000	37,700	0	(40,000)	100.0%
7907	Motor Vehicles	30,292	0	0	43,000		
7909	Buildings	26,525	50,000	43,265	0	(50,000)	-100.0%
	Total	81,705	290,000	80,965	243,000	(90,000)	-31.0%
	Total Expenses	4,754,695	4,987,420	3,614,705	5,012,482	(17,938)	-0.4%

(FIRE -3100)

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

1. Implement and train staff on a new software adopted by MABAS Div. 10 called ICX (Incident Command X). This software is to be utilized at all major incidents. ICX: Incident Command X is a full-featured software designed for command posts of emergency incident operations. It tracks the resources deployed, as well as personnel, to create an integrated accountability system. The new MDTs are scheduled to be installed by November 2019, and training will be complete early 2020.
2. Evaluate current auto-aid responses with the Western Springs Fire Department.
3. Purchase a new staff vehicle for use by the Assistant Chief/Deputy Chief approved in the Capital Improvement Plan (CIP).
4. Continue the development and training to support Emergency Management functions. This includes training of EM Systems such as the DuPage County Comprehensive Emergency Management Program (CEMP) and WebEOC.
5. Continue hydrant maintenance and repaint 100 hydrants. Flow test to maintain and improve current ISO rating. Public Services have gotten quotes to have the fire hydrants painted this year. In 2020, the cycle of having one quarter of the Village's fire hydrants flow tested will resume.
6. Evaluate an economical GIS system that will map fire hydrants and integrates the information into the DuPage County CAD system. The Fire Department is currently working with the water and engineering departments on the system.
7. Continue to monitor and evaluate overtime staffing levels. Staff continues to evaluate staffing models as vacancies are created.
8. Complete the new VHF radio back-up system for Police and Fire. The Fire Department is working with DUCOMM to program the VHF system as a local channel that Hinsdale fire and Police can use during storms, or other events, to communicate with each other.
9. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.
10. Implement the recently purchased Power Data Management System (DMS) to centralize all policies, procedures and all pertinent department resources within the same system. This will standardize all administrative and operational strategies and department specific information to be easily accessible by all staff in one location. Power DMS is in operation,

and all the Fire Department's Standard Operating Procedures (SOP) will be updated in the new format recognized by the accreditation process by fall of 2020.

11. Study the viability of implementing the Mobile Integrated Healthcare (MIH) system for the Village. Mobile Integrated Healthcare (MIH) is the provision of healthcare using patient-centered, mobile resources in the out-of-hospital environment. It may include, but is not limited to, services such as providing telephone advice to 9-1-1 callers instead of resource dispatch; providing community paramedicine care, chronic disease management, preventive care or post-discharge follow-up visits; or transport or referral to a broad spectrum of appropriate care, not limited to hospital emergency departments. The two main goals of the program are to reduce readmissions and to cut down on the number of unnecessary visits to the emergency room. If the study proves feasible, begin initial stages of implementation of study by working with Hinsdale Hospital and EMS Region 8.
12. Continue to review the fee structure that the Village currently pays to DUCOMM dispatch center for service, and evaluate the challenges to change dispatch centers if the budget saving warrants a move.
13. Work with DUCOMM and Downers Grove Fire Department on establishing a dispatch code to be used for active shooter incidents in the schools to be used county wide, known as Blue Point. Blue Point is a system currently used in many schools in the Village that alerts emergency personnel of an active shooter incident.

SUPPORT SERVICES (FIRE - 1502)

OBJECTIVES & ACCOMPLISHMENTS

Reviewing the Year: 2019-2020 Accomplishments

1. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

AC McElroy, Safia Rusulis, and Lieutenant Ziemer have been assigned to be involved in the Fire Department's role in the ERP so far. This includes attending meetings about payroll and purchasing and exporting data from Firehouse.

2. Work with neighboring communities and MABAS Div. 10 to develop the Rescue Task Force (RTF) policy and training to handle incidents involving an active threat. The Police and Fire Department participated in the (RTF) full scale exercise drill scheduled on January 6, 2019 at the Middle School.

The (RFT) box card is complete, and should be adopted at the October Division 10 Chief's meeting.

3. Review and update the current Insurance Services Office (ISO) Fire Rating Program in an attempt to improve the current Village's rating from 3 to 2.

The ISO Fire Rating indicates how well-protected your community is by the fire department. ISO provides a wide array of data, analytics, and decision support services to help property/casualty insurers define and quantify their risk. The Public Protection Classification (PPCTM) program – provides important, up-to-date information about municipal fire protection services throughout the country.

By classifying communities' ability to suppress fires, ISO helps them evaluate their public fire protection services. A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Many insurance companies use PPC information to help establish fair premiums for fire insurance – generally offering lower premiums in communities with better protection. The program provides an objective countrywide standard that helps fire departments plan and budget for facilities, equipment, and training. By securing lower fire insurance premiums for communities with better public protection, the PPC program provides incentives and rewards for communities that choose to improve their firefighting services.

ISO assigns a *Public Protection Classification* – a number from 1 to 10. Class 1 represents the best public protection, and Class 10 indicates less than the minimum recognized protection. The FSRs includes standards set by the National Fire Protection Association (NFPA). According to the ISO's FSRs, there are four main criteria to a fire rating score:

- 50% comes from the quality of your local fire department including staffing levels, training and proximity of the firehouse.
- 40% comes from availability of water supply, including the prevalence of fire hydrants and how much water is available for putting out fires.
- 10% comes from the quality of the area's emergency communications systems (911).
- An extra 5.5% comes from community outreach, including fire prevention and safety courses.
- Any area that is more than 5 driving miles from the nearest fire station is automatically rated a 10.

4. Implement the recently purchased Power Data Management System (DMS) to centralize all policies, procedures and all pertinent department resources within the same system. This will standardize all administrative and operational strategies and department specific information to be easily accessible by all staff in one location.

Power (DMS) is in operation, and all the Fire Department's SOPs are being updated in the new format.

5. Continue to work with the DuPage County Emergency Telephone System Board (ETSB), the DuPage County Fire Chiefs, and DU-COMM on a replacement Computer Aided Dispatch (CAD) program.

The County wide CAD system is operational and new Mobile Data Terminals (MDT) for the vehicles have been purchased out of the FY2018/2019 CIP budget. The Fire Department is reporting any minor dispatch flaws to DUCOMM, and they are being corrected.

6. Complete the upgrade to the station alerting system, which is funded by the Emergency Telephone System Board (ETSB).

All the station alerting devices are installed. Testing has started, and the go live date is in October 2019.

7. Study the viability of implementing the Mobile Integrated Healthcare (MIH) system for the Village. If the study proves feasible, begin initial stages of implementation of study by working with Hinsdale Hospital and EMS Region 8.

Mobile Integrated Healthcare (MIH) is the provision of healthcare using patient-centered, mobile resources in the out-of-hospital environment. It may include, but is not limited to, services such as providing telephone advice to 9-1-1 callers instead of resource dispatch; providing community paramedicine care, chronic disease management, preventive care or post-discharge follow-up visits; or transport or referral to a broad spectrum of appropriate care, not limited to hospital emergency departments. The two main goals of the program are to reduce readmissions and to cut down on the number of unnecessary visits to the emergency room.

8. Host the third annual Citizen's Fire Academy.

Attendance for the CFA did not warrant holding the class this year. We will try again in 2020.

EMERGENCY SERVICES (FIRE - 1531)

OBJECTIVES & ACCOMPLISHMENTS

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Reviewing the Year: 2019-2020 Accomplishments

1. Implement and train staff on a new software adopted by MABAS Div. 10 called ICX (Incident Command x). This software is to be utilized at all major incidents.

Due to a short budget year, this is now a 2020 objective.

2. Apply for a Federal Grant of \$170,000 to purchase new Self-Contained Breathing Apparatus (SCBA).

The Department was unsuccessful in obtaining the grant. This item is included in the FY 2019/20 capital budget.

3. Continue probationary training program of new probationary firefighter/paramedics.

The new probationary firefighter / paramedic training program has been streamlined to reduce the amount of time a new hire is on days incurring overtime while keeping the high level of training needed to be put on shift. Three new members have been hired since the new training program was initiated.

4. Continue the development and training to support Emergency Management (EM) functions. This includes training of (EM) Systems such as the DuPage County Comprehensive Emergency Management Program (CEMP) and WebEOC.

CEMP training was taught to Village staff in July 2019, and the CEMP and Field Guide are kept up to date by fire department personnel. The after action review for the full scale Middle School active shooter drill was completed in August 2019 and sent to the DuPage County OEM. Because of this drill, Hinsdale is not required to host another one for four years.

5. Implement the Officer Development Program for the two new Officer promotions. This includes the leadership training through the Illinois Fire Service Institute (IFSI) and Dale Carnegie Leadership for Managers.

A new program has been implemented. Staff attends classes in Springfield designed to address the responsibilities and challenges at three levels, Lieutenant, Captain, and Chief Officer. All Officers attend the Dale Carnegie leadership and personnel development skills.

6. Restructuring and assigning staff to departmental responsibilities. This will allow staff to have familiarization of department specific duties and tasks to maintain and enhance the department's operations.

A new budget form has been designed and distributed to staff members that are responsible for each budget area. They are responsible to follow the budget guidelines, and make the recommendations to the Chief.

7. Continue hydrant maintenance and repaint 100 hydrants. Start flow testing cycle to maintain and improve current ISO rating.

Public Services has gotten quotes to have the fire hydrants painted this year. In 2020, the Fire Department will resume the cycle of having one quarter of the Village's fire hydrants flow tested each year.

8. Continue to monitor and evaluate overtime staffing levels. Staff continues to evaluate staffing models as vacancies are created. For example the Police and Fire Department collaborated on the staffing of a combined fulltime Administrative Analyst.

This is an ongoing objective.

FIRE DEPARTMENT 2019 Quarterly Activity Measures

	2018	Jan - Mar	Apr - June	July - Sept	Oct - Dec	YTD
Total Fire Department Responses	2545	613	646			1259
Fire Responses	645	159	160			319
Fire Calls (all types)	25	3	9			12
Fire Alarms	459	106	94			200
Smoke/Fire Reports	4	1	4			5
Mutual Aid Structure Fire	16	4	8			12
Mutual Aid Fire Alarm	101	29	27			56
Mutual Aid Smoke/Fire Response	40	16	18			34
Emergency Medical Services Responses	1320	311	355			666
General Ambulance Call	1123	280	303			583
Accidents/ Rescue/Extrication	137	20	32			52
Mutual Aid Ambulance	40	7	15			22
Mutual Aid Ambulance – Motor Vehicle Crash	20	4	5			9
Emergency/Service Responses	580	143	131			274
Carbon Monoxide Alarm	43	15	17			32
Dispatched/Cancelled	207	46	36			82
Down/Arcing Power Equipment	62	12	12			24
Elevator Emergencies	10	5	1			6
Hazard Investigations	23	4	7			11
Lock in/Lock out	33	4	10			14
Service Calls	89	22	16			38
Spills/Leaks	56	17	17			34
M/A Fire Change Quarters	7	1	1			2
M/A AMB Change Quarters	3	3	2			5
M/A Specialty Team	5	6	3			9
Engine Assist Western Springs (WSPGS)	42	8	9			17
Simultaneous Calls	405	98	82			180
False Alarms	485	115	103			218

Commission Supported

Board of Fire and Police Commissioners

2019 Meeting Dates: 1/9, 2/19, 6/24, 7/16, 9/11

FIRE DEPARTMENT PERFORMANCE MEASURES 2019

FIRE PERFORMANCE MEASURES

	<u>GOAL</u>	<u>CY 2018 End</u>	<u>CY 2019</u>			
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
<u>Response Times – Emergency Calls in Town:</u> <i>Less than 8 minutes from time of call to first Hinsdale unit on scene.</i>	90%	95.20%	97.4%	96.3%		
Number of Responses		1911	444	458		

	<u>GOAL</u>	<u>CY 2018 End</u>	<u>CY 2019</u>			
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
<u>Turnout Times - All Incidents:</u> <i>Time of call to first HFD unit going in route.</i>	<90 sec	80.5 sec	77 sec.	74		
Number of Responses		2,545	612	642		

	<u>GOAL</u>	<u>CY 2018 End</u>	<u>CY 2019</u>			
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
<u>Initial Fire Plan Reviews:</u> <i>Time from receiving request for fire plan review to completion and return to Community Development < 5 business days.</i>	95%	100%	100%	100%		
		4.27	3.08	2.16		
Number of Requests		83	24	12		
Number forwarded to Consultant		0	0	0		
Number completed and returned		83	24	12		

ALL PROGRAMS SUMMARY

DEPARTMENT 41: Public Services

GOAL: To maintain the Village pavements, walks, trees, parkways, traffic signs, and buildings.

NARRATIVE: Public Services includes engineering, building maintenance, street repair, tree preservation, snow and ice control, parks maintenance, water and sewer maintenance and distribution, traffic signs, flood control, street & sidewalk sweeping, equipment maintenance, and work order requests. Expenditures for Parks Maintenance are contained in the Parks and Recreation Budget (3301), and Water and Sewer expenditures are included in the Water and Sewer Fund Budget (6100).

	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>CY2019</u>	<u>CY2020</u>	<u>Change From</u>	<u>% Change From</u>
	<u>Actuals</u>	<u>Budget</u>	<u>8 Month Est.</u>	<u>Budget</u>	<u>Prior Budget</u>	<u>Prior Budget</u>
Employee Salaries	1,270,875	1,281,636	829,714	1,318,678	37,042	2.9%
Benefits & Employment Costs	497,468	491,885	318,202	515,209	23,324	4.7%
Contractual Services	683,655	810,994	522,172	743,809	(67,185)	-8.3%
Materials & Supplies	257,110	267,708	164,773	270,615	2,907	1.1%
Repairs & Maintenance	195,526	210,592	152,913	303,949	93,357	44.3%
Other Expenses	37,793	88,132	42,688	70,064	(18,068)	-20.5%
Total Operating Expenses	2,942,427	3,150,947	2,030,462	3,222,325	71,378	2.3%
Capital Outlay	379,528	563,900	233,674	620,500	56,600	10.0%
Grand Total	3,321,955	3,714,847	2,264,136	3,842,825	127,978	3.4%

PERSONNEL

<u>JOB CLASSIFICATION</u>	<u>FY 2019-20</u>	<u>CY 2020</u>	<u>Public</u>	<u>Park and</u>	<u>Water</u>
	<u>Full-time</u>	<u>Full-time</u>			
	<u>Equivalents</u>	<u>Equivalents</u>	<u>Services</u>	<u>Rec</u>	
Director of Public Services	1.00	1.00	1.00	0.00	0.00
Superintendents	3.00	3.00	1.50	0.50	1.00
Administrative Analyst	1.00	1.00	1.00	0.00	0.00
Supervisors	4.00	4.00	2.00	1.00	1.00
Village Engineer	1.00	1.00	1.00	0.00	0.00
Assistant Village Engineer	1.00	1.00	0.00	0.00	1.00
Civil Engineer	1.00	1.00	1.00	0.00	0.00
Horticulturalist Technician	1.00	1.00	0.00	1.00	0.00
Public Service Workers	10.63	10.63	7.00	1.63	2.00
Building Maintenance Electrician	1.00	1.00	0.00	0.00	1.00
Mechanic	1.63	1.63	1.63	0.00	0.00
Lead Water Operator	1.00	1.00	0.00	0.00	1.00
Seasonal Help	2.60	2.60	1.60	1.00	0.00
	29.86	29.86	17.73	5.13	7.00

**Village of Hinsdale
For Calendar Year 2020
Capital Expenditures by Department**

Department	Project Description	2020	Funding Source
Public Services	Fuel Tank/Pump Upgrade	150,000	Corporate Fund
	Replace Street Light Poles/Lamps	12,500	Corporate Fund
	Replace Office Furniture	20,000	Corporate Fund
	Replace Skid Steer Unit #93	55,000	Corporate Fund
	Replace Roadway Truck Unit #65	60,000	Corporate Fund
	Asphalt Recycler and Hot Box	20,000	Corporate Fund
	South Post Office Lot Resurfacing	40,000	Corporate Fund
	Replace Forestry Pickup Unit # 94	38,000	Corporate Fund
	Highlands Train Station Improvements	225,000	Corporate Fund
Total		620,500	Corporate Fund

VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
PUBLIC SERVICES - DEPT 41
PUBLIC SERVICES ADMINISTRATION - PROGRAM 4100

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
<u>70-Employee Salaries</u>							
7001	Full-Time Salaries	402,095	407,421	273,971	418,546	11,125	2.7%
7003	Part-Time Salaries	15,935	22,179	5,000	26,797	4,618	20.8%
7005	Longevity Pay	600	600	600	600	0	0.0%
7009	Vehicle Allowance	0		0	4,200	4,200	100.0%
7011	Overtime	207	500	250	500	0	0.0%
7023	Water Fund Cost Allocation	(133,734)	(137,077)	(91,384)	(139,819)	(2,742)	2.0%
	Total	285,103	293,623	188,437	310,824	17,201	5.9%
<u>71-Benefits & Employment Costs</u>							
7101	Social Security	24,493	25,598	16,590	26,567	969	3.8%
7103	Medicare	5,915	6,245	3,901	6,527	282	4.5%
7105	IMRF	45,163	37,788	23,568	51,506	13,718	36.3%
7111	Health Insurance	75,419	74,845	52,358	68,605	(6,240)	-8.3%
7113	Dental Insurance	0	0	0	1,870	1,870	100.0%
7115	Life Insurance	0	0	0	850	850	100.0%
7117	IPBC Surplus	(3,263)	0	0	0	0	0.0%
7119	Unemployment Compensation	0	0	0	0	0	0.0%
7137	Employment Advertising	0	0	0	0	0	0.0%
7139	Personnel Expenses	280	1,000	500	500	(500)	-50.0%
7141	Staff Development & Training	1,721	1,200	500	1,200	0	0.0%
7143	Membership Dues/Subscriptions	1,125	1,200	1,150	1,200	0	0.0%
7145	Uniforms	4,289	3,000	2,000	3,000	0	0.0%
7149	Employee Recog and Relations	0		0	0	0	0.0%
	Total	155,141	150,876	100,567	161,825	10,949	7.3%
<u>72-Contractual Services</u>							
7213	Consulting Services	0	0	0	5,000	5,000	100.0%
7231	Telecommunications	4,963	5,000	4,800	5,000	0	0.0%
7233	Cable/Internet	0	0	0	0	0	0.0%
7235	Electric	113,030	127,000	71,400	101,000	(26,000)	-20.5%
7237	Natural Gas	0	0	0	16,000	16,000	100.0%
7241	Custodial Services	929	550	350	550	0	0.0%
7247	Licenses & Permits	0	0	0	0	0	0.0%
7249	Record Retention & Doc Mgmt	0	0	0	0	0	0.0%
7255	Mosquito Abatement	55,496	55,496	55,496	55,496	0	0.0%
7299	Other Services	1,582	40,500	13,000	0	(40,500)	-100.0%
	Total	176,000	228,546	145,046	183,046	(45,500)	-19.9%

VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
PUBLIC SERVICES - DEPT 41
PUBLIC SERVICES ADMINISTRATION - PROGRAM 4100

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
<u>70-Employee Salaries</u>							
7001	Full-Time Salaries	402,095	407,421	273,971	418,546	11,125	2.7%
7003	Part-Time Salaries	15,935	22,179	5,000	26,797	4,618	20.8%
7005	Longevity Pay	600	600	600	600	0	0.0%
7009	Vehicle Allowance	0		0	4,200	4,200	100.0%
7011	Overtime	207	500	250	500	0	0.0%
7023	Water Fund Cost Allocation	(133,734)	(137,077)	(91,384)	(139,819)	(2,742)	2.0%
	Total	285,103	293,623	188,437	310,824	17,201	5.9%
<u>71-Benefits & Employment Costs</u>							
7101	Social Security	24,493	25,598	16,590	26,567	969	3.8%
7103	Medicare	5,915	6,245	3,901	6,527	282	4.5%
7105	IMRF	45,163	37,788	23,568	51,506	13,718	36.3%
7111	Health Insurance	75,419	74,845	52,358	68,605	(6,240)	-8.3%
7113	Dental Insurance	0	0	0	1,870	1,870	100.0%
7115	Life Insurance	0	0	0	850	850	100.0%
7117	IPBC Surplus	(3,263)	0	0	0	0	0.0%
7119	Unemployment Compensation	0	0	0	0	0	0.0%
7137	Employment Advertising	0	0	0	0	0	0.0%
7139	Personnel Expenses	280	1,000	500	500	(500)	-50.0%
7141	Staff Development & Training	1,721	1,200	500	1,200	0	0.0%
7143	Membership Dues/Subscriptions	1,125	1,200	1,150	1,200	0	0.0%
7145	Uniforms	4,289	3,000	2,000	3,000	0	0.0%
7149	Employee Recog and Relations	0		0	0	0	0.0%
	Total	155,141	150,876	100,567	161,825	10,949	7.3%
<u>72-Contractual Services</u>							
7213	Consulting Services	0	0	0	5,000	5,000	100.0%
7231	Telecommunications	4,963	5,000	4,800	5,000	0	0.0%
7233	Cable/Internet	0	0	0	0	0	0.0%
7235	Electric	113,030	127,000	71,400	101,000	(26,000)	-20.5%
7237	Natural Gas	0	0	0	16,000	16,000	100.0%
7241	Custodial Services	929	550	350	550	0	0.0%
7247	Licenses & Permits	0	0	0	0	0	0.0%
7249	Record Retention & Doc Mgmt	0	0	0	0	0	0.0%
7255	Mosquito Abatement	55,496	55,496	55,496	55,496	0	0.0%
7299	Other Services	1,582	40,500	13,000	0	(40,500)	-100.0%
	Total	176,000	228,546	145,046	183,046	(45,500)	-19.9%

VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
PUBLIC SERVICES - DEPT 41
PUBLIC SERVICES ADMINISTRATION - PROGRAM 4100

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
<u>73-Materials & Supplies</u>							
7301	Postage	1,176	1,100	700	1,100	0	0.0%
7303	Office Supplies	1,960	2,500	1,300	2,000	(500)	-20.0%
7305	Breakroom Supplies	0	0	0	1,100	1,100	0.0%
7307	Printing and Publications	1,090	0	0	0	0	0.0%
7311	Gasoline & Oil	0	0	0	0	0	0.0%
7313	Motor Vehicle Supplies	759	1,300	600	1,300	0	0.0%
7327	Building Maintenance Supplies	1,215	2,100	1,200	2,100	0	0.0%
7329	Tools and Hardware	1,232	7,000	5,600	7,000	0	0.0%
7353	Medical/Safety Supplies	761	600	500	600	0	0.0%
7391	Computer Hrdwre, Software, Supplies	0	0	0	1,500	1,500	0.0%
7399	Non-Capitalized Equipment	0	2,200	0	0	(2,200)	-100.0%
	Total	8,192	16,800	9,900	16,700	(100)	-0.6%
<u>74-Repairs & Maintenance</u>							
7401	Building Mainenance	7,346	5,000	6,000	11,080	6,080	121.6%
7403	General Equipment Maint	0	0	0	3,500	3,500	0.0%
7405	Comp./Off. Equip. Maint.	2,151	4,300	3,300	4,740	440	10.2%
7407	Motor Vehicle Maintenance	4,005	1,800	850	1,800	0	0.0%
7409	Radio Maintenance	0	200	0	200	0	0.0%
7427	Parking Deck Maintenance	0	0	0	20,000	20,000	100.0%
	Total	13,502	11,300	10,150	41,320	30,020	265.7%
<u>75-Other Expenses</u>							
7523	IRMA Premiums	18,950	42,882	0	30,064	(12,818)	-29.9%
7525	Self-Insured Deductible	9,368	40,000	40,000	40,000	0	0.0%
7591	Contingency	0	0	0	0	0	0.0%
7599	Miscellaneous Expenses	2,301	300	0	0	(300)	-100.0%
	Total	30,619	83,182	40,000	70,064	(13,118)	-15.8%
<u>79-Capital Outlay</u>							
7901	General Equipment	0	0	0	0	0	0.0%
7903	Computer Equipment	0	0	0	0	0	0.0%
7909	Buildings	0	250,000	0	170,000	(80,000)	-32.0%
	Total	0	250,000	0	170,000	(80,000)	-32.0%
	Total Expenses	668,557	1,034,327	494,100	953,780	(80,547)	-7.8%

SUPPORT SERVICES (PUBLIC SERVICES)

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

1. Complete the Village's Fuel System Improvements Project. The project consists of removal of the two (2) existing underground storage tanks, replacement of the current fuel dispenser and fuel management system, and installation of one (1) 2,000 gallon above ground storage tank for diesel fuel.
2. Provide administrative support to solicit and formalize bids for various capital purchases, contracts and projects. Listed below are the contracts and projects that Public Services Support will conduct or assist other Departments with during CY 2020;

Roadway Division

- Purchase replacement Skid Steer Unit #93.
- Purchase replacement Truck Unit #65.
- Purchase a new asphalt Recycler and Hot Box.

Forestry Division

- Purchase replacement Truck Unit #94.
- Assist with the rebidding and award of the Village's Elm Injection Contract.
- Assist with the rebidding of the Village's Ash Trunk and Soil Injection Contract.
- Assist with the rebidding of the Village's Tree Removal Contract.
- Assist with the rebidding of the Village's Landscape Maintenance Contract.

Buildings Maintenance Division

- Assist with the rebidding and award of the Village's Custodial Services Contract.

Water & Sewer Division

- Assist with the Veeck CSO Generator Coolant System Repair.
- Assist with the Well #10 Abandonment.

Parks Department

- Purchase replacement Truck Unit #37.
- Assist with the replacement of the Village Pool Heaters.
- Assist with Phase 1 Pool Improvements based upon the Pool Audit recently conducted by Williams Architects.

Administration Department

- Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as needed.

3. Public Services will continue to hold interdepartmental Safety Committee meetings and follow safety guidelines as stated within the IRMA Member Service Plan. The Public Services Safety Committee will also continually identify and address safety concerns within

the Department. Ongoing Department wide safety training to be conducted in CY 2020 include the following;

- Continue to complete Department safety goals and objectives as identified through the IRMA I-MAP report.
- Work Zone Safety
- Snow Plow Training
- Continuation of training on various pieces of equipment, such as tools, and new equipment.

4. Continue to monitor and evaluate overtime staffing levels.

Reviewing the Year: 2019-2020 Accomplishments

1. Assist with the Hinsdale Community Pool Facility Audit. The purpose of the Community Pool Facility Audit is to provide staff with an updated report regarding maintenance needs in order to remain operational, and will assist in future capital and renovation planning.

Public Services worked with Williams Architects to conduct the Village Pool Facility Audit. The audit was completed in Spring of 2019. Following the Village Pool Facility Audit, Public Services developed a proposed plan to implement the recommended improvements over four (4) years.

2. Based upon the preliminary design memo that was completed in 2017, Public Services will formulate a recommendation for the replacement or removal of the fueling station located behind the Public Services facility in FY 2019-20. The Village will work with impacted stakeholders & users of the fuel station, which include neighboring municipalities and non-profit groups.

Public Services staff will be bidding out the Village's fuel system project in November of 2019 and complete the work in Spring of 2020. The project consists of removal of the two (2) existing underground storage tanks, replacement of the current fuel dispenser and fuel management system, and installation of one (1) 2000 gallon above ground storage tank for diesel fuel. The first phase of the project is completed with implementation of WEX unleaded fuel cards. The second phase of project was deferred due to transition to calendar year budget.

3. Provide administrative support to solicit and formalize bids for various capital purchases, contracts and projects. Listed below are the contracts and projects that Public Services Support will conduct or assist other Departments with during FY 2019-20;

Roadway Division

- Purchase replacement Roadway Front Loader Unit #8.

The replacement Roadway Front Loader Unit #8 has been ordered and is expected to arrive in November of 2019.

Forestry Division

- Purchase replacement Forestry Chipper Unit #57.

Staff solicited proposals and awarded the purchase of the replacement Forestry Chipper Unit #57 to Altas Bobcat. The new chipper was delivered in September of 2019.

Buildings Maintenance Division

- Based upon the roof study that was conducted in FY 2016-17, Public Services will bid out and complete the Brush Hill Train Station roof repairs and Katherine Legge Memorial Lodge roof repairs, gutter, and soffit replacement.

The Brush Hill Train Station roof repairs were completed in August of 2019. The KLM Lodge Roof Repairs are currently in the process of being completed and are anticipated to be completed by October of 2019.

- Bid and complete the Memorial Building Electrical Upgrades.

Public Services staff has solicited quotes for this project and the work is scheduled to be completed in September of 2019.

Water Division

- Purchase a combination Vector and sewer jet unit will replace Water & Sewer Unit #15 (Vector Truck) and Unit #30 (Sewer Jet Truck).

The combination Vector jet unit was approved and ordered. Village Staff expects the combination unit to arrive by December of 2019.

Parks Department

- Assist with the resurfacing of Peirce Park tennis and basketball courts.

This project is scheduled to be in the Fall of 2019.

- Assist with the completion of the resurfacing of the Brook Park tennis, basketball and pickle ball courts.

This project was completed in the Summer of 2019.

- Assist with the resurfacing of the Katherine Legge Memorial Park parking lot resurfacing.

This project was completed in the Summer of 2019.

- Assist with the replacement of the four (4) low rise park bleachers.

This project was completed in the Summer of 2019.

Administration/Economic Development

- Rebidding the Village's holiday lighting contract. This contract includes holiday lighting throughout Burlington Park, the Central Business District, and the Holiday Tree.

This contract was completed in the Winter of 2018/2019.

4. Public Services will continue to hold interdepartmental Safety Committee meetings and follow safety guidelines as stated within the IRMA Member Service Plan. The Public Services Safety Committee will also continually identify and address safety concerns within the Department. Ongoing Department wide safety training to be conducted in FY 2019-20 include the following;

- Complete Department safety goals and objectives as identified through the IRMA I-MAP report.
Public Services met with IRMA in the Spring of 2019 to review the safety goals and objectives of the IRMA I-Map Report. Public Services continues to address and improve on the identified areas of improvement.
- Vehicle safety training.
 - Snow plow training.
This is scheduled to be completed prior to the beginning of the Winter of 2019/2020.
 - Vehicle backing training.
Completed on 4-11-19.
 - Trailer backing training.
Completed on 4-11-19.
- Work zone safety.
This is scheduled to be completed in the Spring of 2020.
- Chipper safety training.
This is planned to be completed upon arrival of the new Forestry Chipper Unit #57.
- Continuation of training on various pieces of equipment, such as tools, and new equipment.
Training on various pieces of equipment is on-going.

5. Assist with the development and implementation of the Enterprise Resource Planning (“ERP”) as required.

Public Services staff has assisted as needed with the development of the Village’s New ERP system.

6. Continue to monitor and evaluate overtime staffing levels.

Public Services staff has continued to monitor and evaluate overtime staffing levels.

SUPPORT SERVICES (PUBLIC SERVICES)

Activity Measures

Calendar Year	2014	2015	2016	2017	2018	2019*** YTD
Perform Preventative Maintenance (hours)	300	240	312	256	210	105
Perform Road Call Service (hours)	10	6	3	6	2.5	8
Cleaning Vehicles (hours)	n/a	77	158	112	46	21
Complete Unscheduled Repairs (hours)	400	404	1,013	715	609	426
Contractual Repairs (numbers)	4	7	6	7	10	2
Prepare Fuel Report (hours)	24	8	13	12	5	6
Floor cleaning/ Lift Inspections (hours)	50	47	95	74	47	34

***Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

PUBLIC SERVICES PERFORMANCE MEASURES

	<u>GOAL</u>	<u>2018 Yr-End</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
All Public Services							
<u>Work Orders</u>							
<i>Responded to within 24 hours</i>	95%	97%	97%	98%	0%	0%	0%
<i>Number of Work Orders</i>		1282	263	346	0	0	0
<i># Responded to within 24 hours</i>		1243	258	340	0	0	0

	<u>GOAL</u>	<u>2018 Yr-End</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
All Public Services, On-Call Respondents							
<u>Emergency Service Requests</u>							
<i>Responded to within 1 hour of request</i>	95%	100%	100%	100%	0%	0%	0%
<i>Emergency service requests</i>		89	50	5	0	0	0
<i>Responded to within 1 hour</i>		89	50	5	0	0	0

	<u>GOAL</u>	<u>2018 Yr-End</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
Support Services							
<u>Preventative Vehicle Maintenance</u>							
<i>Performed on schedule</i>	100%	100%	100%	100%	0%	0%	0%
<i>Number of maintenance performed</i>		111	29	32	0	0	0
<i>Maintenance performed per schedule</i>		111	29	32	0	0	0

	<u>GOAL</u>	<u>2018 Yr-End</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
Roadway Maintenance							
<u>Snowplowing</u>							
<i>Cycles for all Village streets completed within 12 hours after snowfall ends</i>	95%	100%	100%	100%	0%	0%	0%
<i>Number of Snow or Ice Callouts</i>		42	35	3	0	0	0
<i>Cycles completed in 12 hrs</i>		42	35	3	0	0	0

	<u>GOAL</u>	<u>2018 Yr-End</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
Tree Preservation							
<u>Inoculation of American Elm Trees</u>							
<i>Elm trees treated</i>	100%	307	0	0	0	0	0
		307	0	0	0	0	0

	<u>GOAL</u>	<u>2018 Yr-End</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
Water and Sewer Operations and Maintenance							
<u>Water Main Break Repair:</u>							
<i>Respond to emergency requests within one hour</i>	100%	100%	100%	100%			
<i>Emergency service requests Responded to within 1 hour</i>		47 100%	15 100%	2 100%	0 0%	0 0%	0 0

PROGRAM SUMMARY

DEPARTMENT 41: Public Services

PROGRAM: Public Services Administration - 4100

GOAL: Maintain the high level of services outlined in each program while meeting budget goals.

NARRATIVE: This program manages the day-to-day operations of the Public Services Department, including engineering, emergency operations and vehicle and equipment maintenance for all programs. Included in this program is the responsibility to modify procedures and programs in an effort to improve service, cost savings, and aesthetics within the Village.

	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>CY 2019</u>	<u>CY2020</u>	<u>Change From</u>	<u>% Change From</u>
	<u>Actuals</u>	<u>Budget</u>	<u>8 Month Est.</u>	<u>Budget</u>	<u>Prior Budget</u>	<u>Prior Budget</u>
Employee Salaries	285,103	293,623	188,437	310,824	17,201	5.9%
Benefits & Employment Costs	155,141	150,876	100,567	161,825	10,949	7.3%
Contractual Services	176,000	228,546	145,046	183,046	(45,500)	-19.9%
Materials & Supplies	8,192	16,800	9,900	16,700	(100)	-0.6%
Repairs & Maintenance	13,502	11,300	10,150	41,320	30,020	265.7%
Other Expenses	30,619	83,182	40,000	70,064	(13,118)	-15.8%
Total Operating Expenses	668,557	784,327	494,100	783,780	(547)	-0.1%
Capital Outlay	0	250,000	0	170,000	(80,000)	-32.0%
Grand Total	668,557	1,034,327	494,100	953,780	(80,547)	-7.8%

ROADWAY MAINTENANCE (PUBLIC SERVICES)

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

1. Continue upgrading Village street signage to meet current standards as specified by the federal Manual on Uniform Traffic Control Devices ("MUTCD"). The MUTCD calls for all replacement signage to meet certain specified criteria such as replacing street poles from U-channel to breakaway, installing signage at correct heights, and installing signage at the correct locations. The Roadway Maintenance Division and the Police Department are working to finish the school zones within the Village to be MUTCD compliant.
2. Continue to update the Village's vehicle fleet. Truck Unit #65 and Skid Steer Unit #93 will be replaced in CY 2020. The Roadway Division will also be purchasing an Asphalt Recycler and Hot Box for pothole repairs.
3. Continue to maintain residential alleys in-house through re-grading, removal of old stone, and placing new stone material. The Roadway Maintenance Division anticipates improvements to two (2) gravel alleys in CY 2020, which involves regrading and installation of new Grade-8 stone to provide an improved base for the alleys.
4. Continue to coordinate with the Engineering and Water & Sewer Divisions to address problem sump pump discharges by connecting the problem sump pumps to the Village storm sewers. Problem sump pumps that are identified will be included in the Master Infrastructure Program ("MIP").
5. The Roadway Division will convert thirteen (13) high pressure sodium street lights to LED at Veeck Park.
6. The Roadway Division will develop a snow removal route map for the Village' Bob Cat Skid Steer Unit #91.
7. The Roadway Division will develop a sidewalk grinding program. The sidewalk grinding program will identify sidewalk slabs that require grinding to eliminate potential hazards.
8. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

Reviewing the Year: 2019-2020 Accomplishments

1. Continue upgrading Village street signage to meet current standards as specified by the federal Manual on Uniform Traffic Control Devices ("MUTCD"). The MUTCD calls for all replacement signage to meet certain specified criteria such as replacing street poles from U-channel to breakaway, installing signage at correct heights, and installing signage at the correct locations. School zones and high traffic areas will be prioritized first. The Roadway

Maintenance Division and the Police Department are working to finish the school zones within the Village to be MUTCD compliant.

The Roadway Division completed signage at the Lane School and Oak School. Seven (7) of the eight (8) planned school zones have been completed. The last remaining school zone to be completed in the Hinsdale Middle School, which will be completed following the construction of the new parking deck. Since May, the Roadway Division has updated 256 signs and 96 posts.

2. The Roadway Maintenance Division will draft a snow and de-icing removal plan for the future downtown parking deck. The snow removal plan will consist of snow and ice removal with contractor assistance.

The Roadway Division has proposed a snow and de-icing removal plan for the future downtown parking deck.

3. Continue to update the Village's vehicle fleet. The Front Loader Unit #8 will be replaced in FY 2019-20.

The front end Loader has been ordered and staff anticipates delivery in November of 2019.

4. Continue to maintain residential alleys in-house through re-grading, removal of old stone, and placing new stone material. The Roadway Maintenance Division anticipates improvements to two (2) gravel alleys in FY 2019-20, which involves regrading and installation of new Grade-8 stone to provide an improved base for the alleys.

The Roadway Division rebuilt and regraded the residential alley between North Park Avenue and East Hickory Street. The Roadway Division also spent a total of 211 staff hours regrading alleys.

5. Continue to coordinate with the Engineering and Water & Sewer Divisions to address problem sump pump discharges by connecting the problem sump pumps to the Village storm sewers. Problem sump pumps that are identified will be included in the Master Infrastructure Program ("MIP").

The Roadway Division addressed five (5) resident sump pump issues in 2019. Four (4) of the sump pump issues were on South Vine Street and one (1) on Cleveland Street.

6. Expand the use of the cost effective thermal plastic program for in-house roadway striping, which has already been utilized for school zones, stop bars, and crosswalks. Thermal plastic lasts up to four (4) years compared to water-based paint that has been used in the past, which may last for six (6) to twelve (12) months.

The Roadway Divisions thermal plastic program is scheduled to start in the Fall of 2019. Staff anticipate this year's program to be completed by October.

7. Begin a pre-treat brine program to be used for snow removal and de-icing events. The brine program will promote de-icing and prevent snow pact.

The Roadway Division has started testing the pre-treat brine during winter of 2018/2019. Staff anticipates continuing to use pre-treat material to de-ice streets, bridges, hills and curves.

8. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

Public Services has provided support to the Administration Department as needed for the Village's new ERP system.

ROADWAY MAINTENANCE (PUBLIC SERVICES)

Activity Measures

Calendar Year	2016	2017	2018	2019***
Signs Installed	265	336	577	319
Posts	70	83	242	168
Signs Repaired	228	115	47	35
Cold Mix (tons)	68	69	54	42
Hot Mix (tons)	424	93	230	6
Gravel for Alleys (tons)	66	60	12	8
White Paint (gallons)	168	86	31	13
Yellow Paint (gallons)	45	3	15	0
Basin Top Cleaning (hours)	374	406	595	253
Alley Grading (hours)	193	236	209	161
Alley Trimming (hours)	56	46	26	12
Concrete (yards)	109	13	10	0
Snow & Ice Call-Outs (Jan1-Dec.31)	32	17	42	3
Road Salt Used (tons)	966	668	1181	53
Sand Used (tons)	0	0	0	0
Salt & Calcium for walks, stairs, etc. (tons)	56	44	98	78
Leaves Swept Up (yards)	1640	1337	1325	240
Central Business District Sweeps	37	23	33	7
Complete Town Sweeps	2	2	3	1
Parking Lot Sweeps	1	2	3	0
Street Light Poles Repaired	8	77	17	8
Requests For Service Completed	755	810	1282	609
Sump Pump Issues (1)	326	124	117	322
Parking Meters Repaired/Oiled	868	937	818	319
Parkway Restorations	85	96	136	53
Special Events (Hours)	615	428	494	264

(1) Sump pump issues have declined due to work completed as part of the MIP.

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

PROGRAM SUMMARY

DEPARTMENT 41: Public Services

PROGRAM: Roadway Maintenance-4200

GOAL: To monitor and maintain all public right-of-ways for safe passage of vehicle and pedestrian traffic throughout the village, while making improvements where necessary. Continue with the downtown beautification process.

NARRATIVE: This program includes all aspects of pavement maintenance such as patching, sweeping, maintaining traffic signs, and the removal of snow and ice. Note that major street resurfacing and reconstruction is contracted out and is programmed elsewhere. Work in this program is as scheduled or on an emergency basis. All public services staff participate in this program. Maintenance of streetlights and traffic signals is included, as well as downtown landscaping.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	346,560	336,359	200,081	342,047	5,688	1.7%
Benefits & Employment Costs	104,281	103,014	63,500	101,153	(1,861)	-1.8%
Contractual Services	92,150	111,249	96,865	100,780	(10,469)	-9.4%
Materials & Supplies	127,676	123,648	37,748	127,230	3,582	2.9%
Repairs & Maintenance	143,767	159,942	118,963	202,389	42,447	26.5%
Other Expenses	6,812	4,750	2,188	0	(4,750)	-100.0%
Total Operating Expenses	821,246	838,962	519,345	873,599	34,637	4.1%
Capital Outlay	377,160	162,500	162,346	187,500	25,000	15.4%
Grand Total	1,198,405	1,001,462	681,691	1,061,099	59,637	6.0%

FORESTRY (PUBLIC SERVICES)

OBJECTIVES AND ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

1. Complete and formalize an emergency storm response plan to address hazardous trees, tree risk mitigation and removal of storm damaged tree debris on public and private property. The intent of this emergency storm response plan will be to prepare the Village in case of an emergency event such as a tornado, flooding, or other catastrophic events.
2. Continue rain garden improvements and revitalization to existing rain gardens using both Public Services staff and contractors.
3. Continue to assist the consulting engineer in developing a landscape maintenance plan for the new parking deck.
4. Continue to work with residents, Village staff, and Tollway staff to minimize the proposed construction impacts to the Village's park space and resident's landscapes as part of the BNSF railway improvements.
5. Continue Ash Tree and Elm Tree Preservation Programs through trunk and soil injections and monitor the success rate.
6. Work with the Building Department and Engineering Division to minimize tree damage during construction activities.
7. Support the Village's Tree Board by providing assistance with tree condition reports and ordinance changes, if required.
8. Per the Five Year Capital Improvement Plan, solicit pricing and purchase the replacement of the Forestry Vehicle Unit # 94.
9. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

Reviewing the Year: 2019-2020 Accomplishments

1. Complete and formalize an emergency storm response plan to address hazardous trees, tree risk mitigation and removal of storm damaged tree debris on public and private property. The intent of this emergency storm response plan will be to prepare the Village in case of an emergency event such as a tornado, flooding, or other catastrophic events.

Public Services Staff has reached out to other communities and the Illinois Arborist Association for current storm response plans. Drafting of the Village's response plan is expected to be completed over the winter.

2. Continue to formalize a rain garden management plan:

- A. Continue rain garden improvements and revitalization to existing rain gardens using both Public Services staff and contractors.

Public Services Staff assisted in monthly maintenance and fall clean up in Woodland Phase 1, 2 and 3 of the rain gardens.

- B. Work with the Village's landscape contractor to secure quality monthly maintenance of the landscape plants and beds, including the additional maintenance responsibility for the Woodlands Phase 3 rain gardens.

Staff worked with the Village's landscape contractor to ensure timely maintenance of phases 1, 2 and 3 of the rain gardens.

- C. The rain garden management plan includes restoration to existing gardens where the hardscape edging is in need of repair and where additional plantings would improve the aesthetics of the garden. Staff will complete the work at the rain garden located at 700 Cleveland Road, as requested by the resident.

Design and plant material selection for the rain garden have been approved by the resident. Work has been bid and awarded to Rolling Landscapes. The rain garden Improvements are scheduled for September of 2019.

2. Assist the consulting engineer in developing a landscape maintenance plan for the new parking deck.

Staff assisted in the formalizing the approved landscape plan for the parking deck.

3. Work with residents, Village staff, and Tollway staff to minimize the proposed construction impacts to the Village's park space and resident's landscapes as part of the BNSF railway improvements.

Staff assisted in developing plans to mitigate impact on park activities at Peirce Park and Veeck Park during the construction of the BNSF rail line.

Staff assisted in developing landscape plans for Peirce Park and Veeck Park that will be implemented upon completion of the tollway improvements.

5. Continue Ash Tree and Elm Tree Preservation Programs through trunk and soil injections and monitor the success rate.

Treated 279 Ash Trees with a combination of soil injection and trunk injection methods to improve resiliency to infestation by Emerald Ash Borer.

Treated 335 American Elm Trees through trunk injection to improve resiliency to Dutch Elm Disease. Infection and removal rates have continued to decline since the program was initiated in 2007.

6. Work with the Building Department and Engineering Division to minimize tree damage during construction activities.

Reviewed and commented on 86 Tree Preservation Plans to date as part of new construction permits.

Staff worked closely with the Engineering Division and the Consultant Engineers on road resurfacing and road reconstruction projects to minimize damage to public trees from construction activity.

7. Support the Village's Tree Board by providing assistance with tree condition reports and ordinance changes, if required.

Consulted with Tree Board on two tree inquires to date.

- *700-800 block of Phillipa Street*
- *811 S Adams Street*

8. Per the Five Year Capital Improvement Plan, solicit pricing and purchase the replacement of the Forestry Chipper Unit # 57.

Staff solicited proposals and awarded the purchase of the replacement Forestry Chipper Unit #57 to Bandit Industries. The new chipper was delivered in September of 2019.

9. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

Public Services has provided support to the Administration Department as needed for the Village's new ERP system.

FORESTRY (PUBLIC SERVICES)

Activity Measures

Calendar Year	2016	2017	2018	2019***
Contractual Tree Pruning	1,109	1,199	1,072	1,391
In-House Tree Pruning	194	191	153	36
In-House Small Tree Pruning	0	675	530	379
Contractual Tree Removal	215	134	74	25
In-House Tree Removal	279	210	209	53
Trees Planted	269	290	275	211
Dutch Elm Disease Losses (Private)	38	53	38	0
Elm Losses (Public)	33(2)	22(3)	16(4)	6
Elm Injections	409	402	307	0
Ash Losses (Public) (5)	282	123	64	11
Ash Losses (Private)	0	18	0	12
Ash Injections	346	288	307	279
Tree Plans Reviewed	83	104	95	56

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

- (1) In 2015, 16 of the 37 DED elm losses were from untreated trees.
- (2) In 2016, 17 of the 33 DED elm losses were from untreated trees.
- (3) In 2017, 6 of the 22 DED elm losses were from untreated trees.
- (4) In 2018, 1 of the 16 DED elm losses were from untreated trees.
- (5) Number of Ash losses continues to decline as there are fewer trees as a result of the Emerald Ash Borer infestation.

PROGRAM SUMMARY

DEPARTMENT 41: Public Services

PROGRAM: Tree Preservation-4300

GOAL: The Village Board recognizes the importance of the urban forest to our community. Trees play a vital role in maintaining the quality of life we have come to expect in the Village. The forestry program is designed to preserve, protect, and augment the urban forest, while maintaining the trees to provide a safe traffic and pedestrian corridor along our streets and parks.

NARRATIVE: The Tree Preservation Program manages tree maintenance and tree and stump removal. Tree planting is designed to provide diverse and high quality plants that are disease and insect resistant, and will increase the value of the urban forest. Tree maintenance includes tree pruning, Dutch Elm disease, and other pest detection (i.e. emerald ash borer), fungicide injections of elms, and insecticide treatment of ash trees. Tree pruning is scheduled on a cyclical basis designed to maintain trees throughout the Village as well as in response to storm damage, homeowner requests and staff surveys. The elm injection program has been very successful in reducing elm lost to disease and protecting the Village's valuable elm tree population. Tree removal is scheduled when a hazardous situation cannot be mitigated through tree pruning or other tree practices. Starting FY 2017-18, the Village Forester position became the Forestry and Parks Superintendent, with 50% of the cost of this position being reported in Program 3301-Parks Maintenance.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	242,036	247,810	167,286	254,172	6,362	2.6%
Benefits & Employment Costs	103,792	104,592	65,366	108,916	4,324	4.1%
Contractual Services	255,276	313,867	194,565	323,683	9,816	3.1%
Materials & Supplies	109,561	113,035	106,600	112,960	(75)	-0.1%
Repairs & Maintenance	5,975	5,250	1,850	5,640	390	7.4%
Other Expenses	352	200	500	0	(200)	-100.0%
Total Operating Expenses	716,991	784,754	536,167	805,371	20,617	2.6%
Capital Outlay	0	80,000	60,000	38,000	(42,000)	-52.5%
Grand Total	716,991	864,754	596,167	843,371	(21,383)	-2.5%

BUILDING MAINTENANCE (PUBLIC SERVICES)

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

1. Coordinate with METRA for repairs to the Highland Train Station Building.
2. Buildings Maintenance will re-bid and award the Village's Two-Year Custodial Contract. The current contract with Eco-Clean will expire as of April 30, 2020.
3. Continue to update building certificates that are mandated by the State of Illinois Fire Marshall such as; elevator inspections and boiler inspections.
4. Support the Administration Department with the KLM Caretakers Cottage improvements in order to be prepared for potential occupancy.
5. Assist the Police Department with the replacement of the surveillance system as part of the 5 Year CIP Plan in CY2020.
6. Redevelop the Building and Maintenance Operational Budget in order to assist with the Village's conversation to a Calendar Year.
7. Continue to assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

Reviewing the Year: 2019-20 Accomplishments

1. Based upon the roof study that was conducted in FY 2016-17, Public Services will complete the Brush Hill Train Station roof repairs and Katherine Legge Memorial Lodge roof repairs, gutter, and soffit replacement. The roof repairs were originally scheduled for FY 2018-19 and have been rescheduled to FY 2019-20 due to only receiving one bid, which was significantly over budget.

The Brush Hill Train Station roof repairs were completed in August of 2019. The KLM Lodge Roof Repairs are currently in the process of being completed and are anticipated to be completed by October of 2019.

2. The Village's floor mat contract with Aramark (Listed in the Village's contract spreadsheet) will expire in March of 2019. The floor mat contract includes weekly service to floor mats in Village facilities. Staff will review the Village's floor mats inventory and develop a new servicing method in order to reduce costs and improve service.

Staff solicited quotes for floor mat services. The floor mat contract to Cintas for three (3) years.

3. Maintain and repair the vacant KLM old caretaker's cottage and Hinsdale Humane Society building. Both of these buildings will be evaluated for the feasibility of future use.

The KLM Caretaker's Cottage is currently being review for potential occupancy. This is being coordinated in conjunction with the Administration Department.

4. The Director of Public Services, Superintendent of Public Services, and Building Maintenance Supervisor will complete the check list for a preventive maintenance schedule for all Village facilities.

A preliminary preventative maintenance schedule check list has been created. Staff will continue to update as needed.

5. Develop an internal document that includes a detailed vendor contact listing. This document will be created in the event that an emergency occurs within the Village. This will ensure emergency contact information is readily available in a compiled list, if required.

An internal document that includes detailed vendor contact information has been created. This document will be updated as contact information changes or there are new contacts.

6. Staff will assist the Police Department with the purchase and installation of the new overhead garage doors and operators as per the Five Year Capital Improvement Plan ("CIP"). The current garage doors were last replaced in 2000 and have outdated safety mechanisms and maintenance issues.

This project was completed in September of 2019.

7. Per the Five Year CIP Plan, bid and complete the Memorial Building Electrical Upgrade Project. The current electrical system is at maximum capacity. The upgrades will ensure there is adequate electrical capacity for future improvements without experiencing outages from tripped breakers and fuses.

This project has been scheduled for completion in September of 2019.

8. Continue to provide support to other Departments as requested throughout the year pertaining to facilities and Capital Improvement Projects. The Building Maintenance Division will continue to conduct repairs as reported by each Department.

Buildings Maintenance Staff has assisted with Capital Improvement Projects and daily maintenance as needed.

9. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

Public Services staff has assisted with the Village's ERP development as needed.

BUILDING MAINTENANCE (PUBLIC SERVICES)

Activity Measures

Calendar Year	2016	2017	2018	2019***
Building Inspections*	71	52	64	44
Building RPZs Inspected and Installed	21	21	24.50	20
Emergency Generator Inspections	74	74	76.50	36
Fire Suppression System Inspections	39	39	37.50	20

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include three quarters of information (January - June).

PROGRAM SUMMARY

DEPARTMENT 41: Public Services

PROGRAM: Building Maintenance-4400

GOAL: To preserve, maintain and improve Village owned buildings and structures.

NARRATIVE: Two full time employees with the assistance of the village electrician and other staff members as needed attend to building maintenance issues, contract major maintenance, and perform some emergency repairs in 28 buildings. The costs of maintaining the Memorial Building, Youth Center, old Humane Society and the train stations are in this program. The Police/Fire, Public Services, Water Plant and Park buildings expenses are budgeted elsewhere in the Budget.

	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>CY 2019</u>	<u>CY2020</u>	<u>Change From</u>	<u>% Change From</u>
	<u>Actuals</u>	<u>Budget</u>	<u>8 Month Est.</u>	<u>Budget</u>	<u>Prior Budget</u>	<u>Prior Budget</u>
Employee Salaries	185,778	187,667	128,431	190,179	2,512	1.3%
Benefits & Employment Cost	73,294	70,754	47,150	74,732	3,978	5.6%
Contractual Services	91,757	90,232	55,750	62,200	(28,032)	-31.1%
Materials & Supplies	7,418	8,175	7,175	7,975	(200)	-2.4%
Repairs & Maintenance	31,127	33,100	20,350	53,600	20,500	61.9%
Other Expenses	10	0	0	0	0	0.0%
Total Operating Expenses	389,384	389,928	258,856	388,686	(1,242)	-0.3%
Capital Outlay	2,368	71,400	11,328	225,000	153,600	215.1%
Grand Total	391,752	461,328	270,184	613,686	152,358	33.0%

ENGINEERING (PUBLIC SERVICES)

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

1. Complete the 2020 projects including the 2020 Infrastructure Project, 50/50 Sidewalk Project, and Street Crack Filling Project on-time and under budget while minimizing the impacts to Village residents and businesses.
2. Provide engineering oversight for the design and/or construction observation for the following projects;
 - The East Chicago Corridor Drainage improvement.
 - The HMS Parking Deck construction.
 - The Tri-State Tollway improvements.
3. Manage the design development for the 2020 Master Infrastructure Project.
4. Continue to provide recommendations for individual resident drainage issues, identify solutions for localized drainage area issues, and address nuisance sump pumps as resources become available.
5. Monitor Village adherence to federal, state and local environmental standards including Sanitary Sewer Overflows (SSOs), ILR0066818 (Combined Sewer Overflow (CSO) discharges), ILR40 (Municipal Small Storm Sewer Systems (MS4)), Clean Construction/ Demolition Debris (CCDD) disposal, and MWRD I/I Control Plan.
 - Submit environmental information on-time per the appropriate permit and reviewing agency requirements.
 - Continue to improve the Village policies/procedures to meet the permit goals.
 - Manage environmental issues as necessary including Potential Impacted Properties (PIPs), Recognized Environmental Conditions (RECs), Leaking Underground Storage Tanks (LUSTs), TACO agreements, and Highway Authority Agreement.
 - Participate in local environmental agency activities including DuPage River/Salt Creek Workgroup (DRSCW) and the Lower Des Plaines Watershed Workgroup (LDWG).
6. Continue to provide public and private development plan review and inspection services in a timely manner.
7. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

Reviewing the Year: 2019-2020 Accomplishments

1. Complete the 2019 projects including the 2019 Master Infrastructure Project, 50/50 Sidewalk Project, and Street Crack Filling Project on-time and under budget while minimizing the impacts to Village residents and businesses.

All projects to be completed on time this Fall.

2. Provide engineering oversight for the design and/or construction observation for the following projects;
 - The North Madison Drainage Project.
 - *Project to be completed in October 2019.*
 - The East Chicago Corridor Drainage improvement.
 - *Design Engineering to be completed in Winter of 2020.*
 - The HMS Parking Deck construction.
 - *Construction to be complete in Summer of 2020.*
 - The Tri-State Tollway improvements.
 - *On-going Coordination.*

3. Manage the design development for the 2020 Master Infrastructure Project.

Design services contract was awarded to HR Green in June. The Village Engineering staff will coordinate design services with plan to bid project in the Winter of 2020.

4. Continue to provide recommendations for individual resident drainage issues, identify solutions for localized drainage area issues, and address nuisance sump pumps as resources become available.

Engineering staff has worked with Village staff, consultants, residents, and local businesses to address solutions for localized drainage issues including the North Madison low point between Warren Court and Morris Lane, and the East Chicago Drainage Corridor from Elm Street to the Tri-State.

5. Submit environmental information on-time per the appropriate permit and reviewing agency requirements. Continue to improve the Village policies and procedures to meet the permit goals.

All environmental information was submitted to the Metropolitan Water Reclamation District (MWRD) and the Illinois Environmental Protection Agency (IEPA) on time. Coordinated with staff to meet the MWRD Infiltration and In-flow Control Plan short term plan and develop policies and procedures for the long term plan.

6. Continue to provide private development plan review and inspection services in a timely manner.

Provided timely engineering plan review and/or inspection services.

7. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

Continue to support ERP project as needed.

PROGRAM SUMMARY

DEPARTMENT 41: Public Services

PROGRAM: Engineering - 4500

GOAL: To provide professional direction for all Village infrastructure improvements including current and long-range planning, issues surrounding storm water management, and technical support with all engineering issues.

NARRATIVE: Staffing for this Program includes two full-time employees and one seasonal employee. This program includes long-range planning, engineering inspection, and research and engineering of capital improvement activities.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	211,398	216,177	145,479	221,456	5,279	2.4%
Benefits & Employment Cost	60,960	62,649	41,619	68,583	5,934	9.5%
Contractual Services	68,471	67,100	29,946	74,100	7,000	10.4%
Materials & Supplies	4,264	6,050	3,350	5,750	(300)	-5.0%
Repairs & Maintenance	1,156	1,000	1,600	1,000	0	0.0%
Other Expenses	0	0	0	0	0	0.0%
Total Operating Expenses	346,249	352,976	221,994	370,889	17,913	5.1%
Capital Outlay	0	0	0	0	0	0.0%
Grand Total	346,249	352,976	221,994	370,889	17,913	5.1%

PROGRAM SUMMARY

DEPARTMENT 51: Community Development PROGRAM: Community Development - 5100

GOAL: To provide professional direction and exemplary public assistance with development review, code enforcement and interpretation, current and long-range planning, capital improvements and technical support.

NARRATIVE:

In FY 2019-20, the Community Development Department consists of 6 full-time employees and 2 part-time employees. The department is responsible for code and regulatory review of construction and development proposals, building inspection, permitting activities, property maintenance and site management, contractor licensure, and preparation of documents, exhibits, and reports for Village advisory and advocacy groups.

	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>CY 2019</u>	<u>CY2020</u>	<u>Change From</u>	<u>% Change From</u>
	<u>Actuals</u>	<u>Budget</u>	<u>8 Month Est.</u>	<u>Budget</u>	<u>Prior Budget</u>	<u>Prior Budget</u>
Employee Salaries	499,600	529,319	347,499	544,909	15,590	3%
Benefits & Employment Costs	206,802	222,333	146,318	221,367	(966)	0%
Contractual Services	110,468	94,750	74,919	85,200	(9,550)	-10%
Materials & Supplies	16,402	13,900	7,089	15,250	1,350	10%
Repairs & Maintenance	4,204	6,400	4,015	7,900	1,500	23%
Other Expenses	4,569	9,992	0	9,157	(835)	-8%
Total Operating Expenses	842,043	876,694	579,840	883,783	7,089	1%
Capital Outlay	0	0	0	0	0	0%
Grand Total	842,043	876,694	579,840	883,783	7,089	1%

PERSONNEL

JOB CLASSIFICATION

	<u>FY 2019-20</u>	<u>CY 2020</u>
	<u>POSITIONS</u>	<u>POSITIONS</u>
Director of Community Development/Building Comm.	1.00	1.00
Secretary	1.60	1.60
Deputy Building Commissioner	1.00	1.00
Village Planner	1.00	1.00
Code Enforcement Officer	1.00	1.00
Plan Reviewer	1.00	1.00
Building Inspector	0.70	0.70
Total	7.30	7.30

VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
COMMUNITY DEVELOPMENT DEPARTMENT - DEPT 51
COMMUNITY DEVELOPMENT PROGRAM 5100

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
<u>7000-Employee Salaries</u>							
7001	Full-Time Salaries	569,551	588,496	394,218	599,519	11,023	1.9%
7003	Part-Time Salaries	77,238	90,583	52,321	94,083	3,500	3.9%
7005	Longevity Pay	1,900	1,900	1,900	1,900	0	0.0%
7009	Vehicle Allowance	0	0	0	4,200	4,200	100.0%
7011	Overtime	3,749	5,000	3,500	5,000	0	0.0%
7023	Water Fund Cost Allocation	(152,839)	(156,660)	(104,440)	(159,793)	(3,133)	2.0%
	Total	499,600	529,319	347,499	544,909	15,590	2.9%
<u>7100-Benefits & Employment Costs</u>							
7101	Social Security	37,989	41,188	27,253	42,218	1,030	2.5%
7103	Medicare	9,123	9,947	6,350	10,218	271	2.7%
7105	IMRF	70,021	60,406	38,503	62,064	1,658	2.7%
7111	Health Insurance	84,880	104,117	70,618	97,291	(6,826)	-6.6%
7113	Dental Insurance	0	0	0	2,360	2,360	100.0%
7115	Life Insurance	0	0	0	275	275	100.0%
7117	IPBC Surplus	(3,268)	0	0	0	0	0.0%
7133	Mileage Reimbursement	0	100	0	100	0	0.0%
7139	Personnel Expenses	422	200	144	216	16	8.0%
7141	Staff Development & Training	5,227	3,250	880	3,250	0	0.0%
7143	Membership Dues/Subscriptions	1,651	2,275	1,820	2,275	0	0.0%
7145	Uniforms	756	850	750	850	0	0.0%
7149	Employee Recog and Relations	0	0	0	250	250	100.0%
	Total	206,802	222,333	146,318	221,367	(966)	-0.4%
<u>7200-Contractual Services</u>							
7213	Consulting Services	0	0	0	20,000	20,000	100.0%
7223	Data Processing Services	10,380	10,500	10,950	10,950	450	4.3%
7231	Telecommunications	6,388	6,500	4,350	6,500	0	0.0%
7249	Record Retention & Doc Mgmt	0	0	0	6,000	6,000	100.0%
7265	Outside Inspectors	31,538	30,250	26,544	31,750	1,500	5.0%
7267	Third Party Review	21,396	10,000	3,075	10,000	0	0.0%
7299	Other Services	40,766	37,500	30,000	0	(37,500)	-100.0%
	Total	110,468	94,750	74,919	85,200	(9,550)	-10.1%
<u>7300-Materials & Supplies</u>							
7301	Postage	4,769	3,500	2,146	3,500	0	0.0%
7303	Office Supplies	6,045	6,250	2,218	6,250	0	0.0%
7305	Breakroom Supplies	0	200	200	200	0	0.0%
7307	Printing and Publications	3,304	1,950	1,200	1,550	(400)	-20.5%
7311	Gasoline & Oil	1,814	1,700	1,050	1,700	0	0.0%
7329	Tools & Hardware	469	300	275	2,050	1,750	583.3%
	Total	16,402	13,900	7,089	15,250	1,350	9.7%

**VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
COMMUNITY DEVELOPMENT DEPARTMENT - DEPT 51
COMMUNITY DEVELOPMENT PROGRAM 5100**

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From FY 19-20 Budget	% Change From FY 19-20 Budget
	<u>7400-Repairs & Maintenance</u>						
7405	Comp./Off. Equip. Maint.	3,744	5,400	3,015	6,900	1,500	27.8%
7407	Motor Vehicle Maintenance	461	1,000	1,000	1,000	0	0.0%
	Total	4,204	6,400	4,015	7,900	1,500	23.4%
	<u>7500-Other Expenses</u>						
7523	IRMA Premiums	4,243	7,492	0	6,657	(835)	-11.1%
7525	Self-Insured Deductible	0	2,500	0	2,500	0	0.0%
	Total	4,569	9,992	0	9,157	(835)	-8.4%
	Total Operating Expenses	842,043	876,694	579,840	883,783	7,089	0.8%
	<u>7900-Capital Outlay</u>						
7901	General Equipment	0	0	0	0	0	0.0%
7903	Computer Equipment	0	0	0	0	0	0.0%
7907	Motor Vehicles	0	0	0	0	0	0.0%
7909	Buildings	0	0	0	0	0	0.0%
	Total	0	0	0	0	0	0.0%
	Total Expenses	842,043	876,694	579,840	883,783	7,089	0.8%

COMMUNITY DEVELOPMENT

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: Calendar Year 2020 Objectives

1. Continue to provide plan review, inspection, and material support as needed on the Hinsdale Meadows project.
2. Continue to provide plan review, inspection, and material support as needed on the Kensington School and the eight lot residential development project.
3. Continue to provide inspection and material support on the Land Rover/Jaguar project as it moves towards completion.
4. Continue to provide plan review, inspection, and material support on the Hinsdale Parking Deck project.
5. Provide material support on the redevelopment of the former IBLP property at 707 E. Ogden.
6. Provide material support to the Village Manager and Engineering Division on any I-294 Tollway expansion developments.
7. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.
8. Maintain plan review lead times at 3-4 weeks.
9. Maintain all inspection lead times at 48 hours or less.
10. Continue to work with the Hinsdale Police Department in exploring joint local adjudication for local ordinance violations.
11. Provide material support on any changes to the Zoning Code and Historic Preservation Ordinance.
12. Continue to monitor staffing levels to ensure adequate service delivery levels while being responsive to revenue pressures.
13. Continue to provide staff support to the Plan Commission, Historic Preservation Commission, and Zoning Board of Appeals and any code revisions proposed.

Reviewing the Year: 2019-2020 Accomplishments

1. Continue to provide plan review, inspection, and material support as needed on the Hinsdale Meadows project.

Project is underway and the department is providing plan review and inspection services as needed.

2. Work closely with the developer to ensure successful project roll-out and material support for the Kensington School and the eight lot residential development project.

Project is underway and the department is providing plan review and inspection services as needed.

3. Continue to provide plan review, inspection, and material support on the Land Rover/Jaguar project.

Project is underway and the department is providing plan review and inspection services as needed.

4. Continue to provide plan review, inspection, and material support on the Hinsdale Parking Deck project as it moves towards approval.

Project is underway and the department is providing plan review and inspection services as needed.

5. Provide material support on the redevelopment of the former IBLP property at 707 E. Ogden.

The property is currently under contract. Staff has fielded several inquiries and is currently working on a preliminary submittal with a local developer.

6. Provide material support to the Village Manager and Engineering Division on any I-294 Tollway expansion developments.

Staff is providing material support on an as-needed basis and has issued the first set of demolition permits for the properties purchased by the Toll Authority.

7. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

Staff is providing material support on an as-needed basis.

8. Maintain plan review lead times at 3-4 weeks.

Plan review lead times have been maintained at 3-4 weeks.

9. Maintain all inspection lead times at 48 hours or less.

Inspection lead times have been maintained at 48 hours or less.

10. Continue to work with the Hinsdale Police Department in exploring joint local adjudication for local ordinance violations.

This is still being evaluated as an alternative to field court.

11. Provide material support on any changes to the more active provisions in the Zoning Code.

A consultant was retained to review several Zoning Code provisions. Recommendations are being advanced.

12. Continue to monitor staffing levels to ensure adequate service delivery levels while being responsive to revenue pressures.

Staff continually monitors staffing levels against service delivery expectations while permit revenue continually exceeds departmental budget allocation and revenue projections.

13. Continue to provide staff support to the Plan Commission, Historic Preservation Commission, and Zoning Board of Appeals and any code revisions proposed.

Staff is currently providing support to several commissions, moving 28 cases through entitlement in the first 6 months of 2019.

COMMUNITY DEVELOPMENT DEPARTMENT

Activity Measures 2019

Number of Projects/Cases/Inspections	2014	2015	2016	2017	2018	2019***
Projects/Permits	1281	1005	932	999	1077	509
ZBA Cases	10	6	7	12	10	1
PC Cases	37	60	55	80	75	27
Inspections	4454	4585	4543	4355	4012	1871
Code Enforcement Cases	529	636	728	860	807	429

Breakdown By Permit Type	2014	2015	2016	2017	2018	2019***
New Single Family	66	53	35	29	52	18
New Multi-Family	27	28	0	0	0	0
Residential Additions/ Alterations	169	113	135	162	166	96
Commercial New	1	2	0	0	1	1
Commercial Additions/ Alterations	66	45	47	68	75	27
Demolitions	59	49	33	27	43	13
Electrical	252	178	156	181	174	96
Plumbing	269	205	191	199	214	98
Miscellaneous (fences, flatwork, patios, irrigation, etc.)	203	346	328	337	337	160

Commissions/Committees Supported
Zoning & Public Safety
Environment & Public Services
Zoning Board of Appeals
Plan Commission
Historic Preservation Commission

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

COMMUNITY DEVELOPMENT PERFORMANCE MEASURES

	<u>GOAL</u>	<u>2018 Yr-End</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
<u>Plan Review Turnaround:</u>							
<i>Review plans within 15 days of submittal</i>							
Zoning, Building, MEP Reviews	15 Days	88%	100%	80%			
<i>Number of reviews</i>		2154	346	672			
<i>Average # of days to complete review</i>		16.76	15	18			

	<u>GOAL</u>	<u>2018 Yr-End</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
<u>Inspections Performed:</u>							
<i>Inspections performed within 48 hours of request</i>							
Inspections (Bldg, Elec, Mech, Plumb, Eng)	95%	100%	100%	100%			
<i>Number of inspections</i>		4012	754	1117			

	<u>GOAL</u>	<u>2018 Yr-End</u>	<u>2019</u>				<u>2019 Yr-End</u>
			<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	
<u>Code Enforcement:</u>							
<i>85% percent of code enforcement violations brought into compliance through voluntary means</i>							
Code Enforcement	85%	96%	100%	98%			
<i>Number of violations confirmed</i>		807	159	270			
<i>Number resolved voluntarily</i>		766	159	264			

ALL PROGRAMS SUMMARY

DEPARTMENT 61: Parks & Recreation

GOAL: To deliver quality, innovative park and recreation services by providing leisure opportunities for residents across the age spectrum and to maintain Village Parks in a safe, clean and aesthetically appealing manner.

NARRATIVE: The Parks and Recreation Department is responsible for providing quality leisure services to Village residents, as well as maintenance and improvements to Village parks and grounds. The Department is composed of five (5) Programs funded by the Corporate Fund. Contracted services continue to be utilized for implementation of an Integrated Pest Management program; landscape maintenance of Veeck Park, Eleanor's Park, Burlington Park, and the Community Swimming Pool grounds; and mowing of Village parks and public areas.

Recreation Services includes membership in the Gateway Special Recreation Association, community special events such as Fourth of July activities, Bunny Bash, etc. Program fees partially offset the expenses incurred in conducting recreation programs. The budgeted revenue from Recreation Services, KLM Lodge, and the Swimming Pool is \$699,500 for CY2020.

	FY2018-19 <u>Actuals</u>	FY2019-20 <u>Budget</u>	CY 2019 <u>8 Month Est.</u>	CY 2020 <u>Budget</u>	<u>Change From Prior Budget</u>	<u>% Change From Prior Budget</u>
Employee Salaries	645,656	706,780	490,109	713,616	6,836	1.0%
Benefits & Employment Costs	191,319	205,988	136,965	221,747	15,759	7.7%
Contractual Services	387,123	425,123	331,742	415,325	(9,798)	-2.3%
Materials & Supplies	133,824	134,240	87,759	159,830	25,590	19.1%
Repairs & Maintenance	255,648	254,868	172,750	263,618	8,750	3.4%
Other Expenses	23,068	41,291	11,900	34,226	(7,065)	-17.1%
Total Operating Expenses	1,636,638	1,768,290	1,231,225	1,808,362	40,072	2.3%
Capital Outlay	204,883	785,734	569,804	1,357,500	571,766	0.0%
Grand Total	1,841,521	2,554,024	1,801,029	3,165,862	611,838	24.0%

PERSONNEL

<u>JOB CLASSIFICATION</u>	FY 2019-20 <u>POSITIONS</u>	CY 2020 <u>POSITIONS</u>
Parks & Recreation Superintendent	1.00	1.00
Administrative Assistant	1.00	1.00
Recreation Supervisor	1.00	1.00
Part-time Summer Rec Staff	1.19	1.19
KLM Reservation Clerks and Hosts	2.00	2.00
Pool Manager	0.63	0.63
Assistant Pool Manager	0.30	0.30
Pool Lifeguards	5.54	5.54
Cashiers	0.65	0.65
Pool Maintenance Workers	1.00	1.00
Total	14.31	14.31

**VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
PARKS & RECREATION - DEPT 61
ALL PROGRAM SUMMARY**

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
<u>7000-Employee Salaries</u>							
7001	Full-Time Salaries	420,899	436,078	275,864	434,102	(1,976)	-0.5%
7003	Part-Time Salaries	235,208	283,693	220,278	287,191	3,498	1.2%
7005	Longevity Pay	1,700	1,000	1,000	1,000	0	0.0%
7009	Vehicle Allowance	0	0	0	4,200	4,200	#DIV/0!
7011	Overtime	7,139	5,300	6,150	6,800	1,500	28.3%
7023	Water Fund Cost Allocation	(19,290)	(19,291)	(13,183)	(19,677)	(386)	2.0%
	Total	645,656	706,780	490,109	713,616	6,836	1.0%
<u>7100-Benefits & Employment Costs</u>							
7101	Social Security	40,106	45,017	31,200	45,464	447	1.0%
7103	Medicare	9,380	10,528	7,313	12,971	2,443	23.2%
7105	IMRF	51,580	44,353	29,065	57,583	13,230	29.8%
7111	Health Insurance	80,345	87,246	54,190	83,229	(4,017)	-4.6%
7113	Dental Insurance	0	0	0	3,065	3,065	100.0%
7115	Life Insurance	0	0	0	845	845	100.0%
7117	IPBC Surplus	(3,844)	0	0	0	0	0.0%
7133	Mileage Reimbursement	771	650	285	350	(300)	-46.2%
7137	Employment Advertising	385	200	100	150	(50)	-25.0%
7139	Personnel Expenses	254	510	110	200	(310)	-60.8%
7141	Staff Development & Training	4,130	7,565	6,535	7,565	0	0.0%
7143	Membership Dues/Subscriptions	1,785	2,434	1,945	2,385	(49)	-2.0%
7145	Uniforms	6,427	7,485	6,222	7,940	455	6.1%
	Total	191,319	205,988	136,965	221,747	15,759	7.7%
<u>7200-Contractual Services</u>							
7223	Data Processing Services	15,135	15,680	15,200	15,250	(430)	-2.7%
7231	Telecommunications	9,338	9,500	8,642	9,600	100	1.1%
7233	Cable/Internet	0	0	0	3,100	3,100	100.0%
7235	Electric	92,971	90,700	59,500	62,800	(27,900)	-30.8%
7237	Natural Gas	0	0	0	24,500	24,500	100.0%
7239	Flagg Creek Sewer Charge	1,198	3,500	1,200	3,200	(300)	-8.6%
7241	Custodial Services	34,268	38,000	13,950	21,500	(16,500)	-43.4%
7245	Dumping/Refuse Removal	12,005	12,500	12,500	15,000	2,500	20.0%
7247	Licenses & Permits	4,230	3,775	0	3,775	0	0.0%
7271	Equipment Rental	5,558	6,450	6,200	7,050	600	9.3%
7273	Recreation Programming	201,433	225,250	203,300	249,550	24,300	10.8%
7299	Other Services	10,987	19,768	11,250	0	(19,768)	-100.0%
	Total	387,123	425,123	331,742	415,325	(9,798)	-2.3%

**VILLAGE OF HINSDALE
CY 2020 BUDGET
CORPORATE FUND
PARKS & RECREATION - DEPT 61
ALL PROGRAM SUMMARY**

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
<u>7300-Materials & Supplies</u>							
7301	Postage	3,561	3,200	2,100	3,200	0	0.0%
7303	Office Supplies	5,764	4,550	2,633	4,450	(100)	-2.2%
7307	Printing and Publications	44,198	47,190	29,246	47,530	340	0.7%
7311	Gasoline & Oil	10,118	7,500	6,850	8,600	1,100	14.7%
7323	Chemicals	20,550	20,350	17,000	20,250	(100)	-0.5%
7327	Building Maintenance Supplies	8,677	9,350	6,023	9,500	150	1.6%
7329	Tools & Hardware	1,640	1,550	6	2,000	450	29.0%
7353	Medical/Safety Supplies	1,767	1,600	150	2,050	450	28.1%
7363	KLM Event Supplies	1,324	2,200	1,500	4,050	1,850	84.1%
7361	Recreation Supplies	34,137	36,750	22,250	40,200	3,450	9.4%
7391	Computer Hrdwre, Software, Sup	2,088	0	0	1,000	1,000	100.0%
7399	Non-Capitalized Equipment	0	0	0	17,000	17,000	100.0%
	Total	133,824	134,240	87,759	159,830	25,590	19.1%
<u>7400-Repairs & Maintenance</u>							
7401	Building Maintenance	73,261	65,250	44,200	57,918	(7,332)	-11.2%
7403	General Equipment Maintenance	12,890	8,890	5,200	8,850	(40)	-0.4%
7405	Comp./Off. Equip. Maint.	2,367	3,650	1,400	3,600	(50)	-1.4%
7407	Motor Vehicle Maintenance	7,867	1,950	1,300	1,950	0	0.0%
7411	Landscaping & Grounds Maint	149,839	164,128	109,650	189,300	25,172	15.3%
7419	Parks Maintenance	9,424	11,000	11,000	2,000	(9,000)	-81.8%
	Total	255,648	254,868	172,750	263,618	8,750	3.4%
<u>7500-Other Expenses</u>							
7513	Bank Fees	11,597	11,100	9,900	11,600	500	4.5%
7523	IRMA Premiums	11,471	25,141	0	17,626	(7,515)	-29.9%
7525	Self-Insured Deductible	0	5,000	2,000	5,000	0	0.0%
	Total	23,068	41,291	11,900	34,226	(7,065)	-17.1%
	Total Operating Expenses	1,636,638	1,768,290	1,231,225	1,808,362	40,072	2.3%
<u>7900-Capital Outlay</u>							
7901	General Equipment	24,524	42,000	36,750	10,000	(32,000)	0.0%
7903	Computer Equipment	0	65,000	56,000	0	(65,000)	0.0%
7905	Park Equipment	0	12,000	12,000	0	(12,000)	100.0%
7907	Motor Vehicles	32,143	0	0	0	0	100.0%
7909	Buildings	0	200,000	15,000	1,056,000	856,000	428.0%
7911	Land/Grounds	148,216	466,734	450,054	291,500	(175,234)	-37.5%
	Total	204,883	785,734	569,804	1,357,500	571,766	72.8%
	Total Expenses	1,841,521	2,554,024	1,801,029	3,165,862	611,838	24.0%

PARKS AND RECREATION DEPARTMENT

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

1. Continue to seek opportunities to incorporate feedback received from the 2015-2016 Community Survey into future planning efforts, focusing largely on expanding and increasing special events and free family programming opportunities.
2. Complete projects that are approved in the Capital Improvement Plan (CIP) on time and within budget.
 - Parking Lot Resurfacing for Robbins Park
 - Roof Replacement for 5905 S. County Line Rd (Humane Society Bldg)
 - Replacement of the Irma Butler Tot Lot Playground
 - Replace Pool Heaters
 - Pool Improvements Phase 1
 - Platform Tennis Hut Construction
3. Continue to work to increase the utilization of the KLM Lodge through updating of the current website and new klmlodge.com domain.
4. Complete phase one of the pool improvements, as well as providing updated zero depth entry pool designs for review by the Village Board and Parks & Recreation Commission.
5. Continue to expand the department's use of social media as a marketing tool for the Community Pool, KLM Lodge, and department programs.
6. Expand upon the department's current sponsorship and donation requests. Work to increase the amount of items and in-kind donations that are received for the year in order to alleviate budget constraints related to programming and events.
7. Continue to work to provide new and trendy programming opportunities for the community, through cooperative programming and third party vendors.
8. Continue to apply for all applicable Parks & Recreation grants available; including the OSLAD and PARC grants.
9. Work to ensure the non-capital Community Pool operations are profitable, but at minimum break even for the 2020 season.

Reviewing the Year: 2019 (stub year) Accomplishments

1. Continue to seek opportunities to incorporate feedback received from the 2015-2016 Community Survey into future planning efforts, focusing largely on expanding and increasing special events and free family programming opportunities.

Staff added five additional specials events, three pool special event nights, one new adult/senior programs, three teen programs, two family programs, and ten new youth programs to the current offerings. Social media activity on the existing Facebook, Instagram, Snapchat, and Twitter was increased.

Special Events include:

- Summer Brew & Q
- UnPlug & Play (3)
- Mermaid & Pirate Meet & Greet

Pool Special Event Nights include:

- Armed Forces & First Responders Night
- Member Appreciation Night
- Night Ice Cream Day Celebration
- Grandparents Day Celebration

Adult, Teen, Family and Youth Programming includes:

- Alzheimer's Association Classes
- Enchanted Castle Lock-in
- Humane Society Volunteer Trip
- Field Hockey
- Family MMA Classes
- Animal Adventures
- School of Rock classes
- Fall T-ball League
- Roller Skating
- Cooking Skills
- Daddy/Daughter Gift Making
- Kids Afterhours movie nights
- Pawpositive Storytime
- History and Science of Candy

2. Complete projects that are approved in the Capital Improvement Plan (CIP) on time and within budget.

Public Services staff, in conjunction with Parks & Recreation staff, completed a number of capital projects in stub FY 19-20. Project outcomes include:

- Replace Park Bleachers: completed and under budget
- Brook Park- Resurface Tennis & Basketball Courts: completed within budget
- Peirce Park-Resurface Tennis & Basketball Courts: completed within budget
- KLM Park- Parking Lot Resurfacing: completed within budget
- Resurface Platform Tennis Courts at KLM and Burns Field: completed, over budget by \$4,820
- Repair KLM Roof, Gutters & soffit: will be completed Fall 2019, under budget

- *Pool Pump Motor Maintenance: will be completed in the Fall of 2019*
- *Replace Pool Heater: completed over budget by \$1,950*
- *Aquatic Climbing Wall: deferred to CY 2020*
- *Community Pool Facility Audit: completed under budget*
- *Platform Tennis Hut: in progress*

3. Continue to work to increase the utilization of the KLM Lodge through establishment of a new brand for print marketing materials and updating the current website.
The print marketing was developed with the FY 2019-20 Budget and is currently being utilized. This marketing focuses heavily on rebranding the location as "The Lodge" and a logo and color scheme to match.

4. Establish a plan for the Community Pool based on results on the completed facility survey, including next steps for maintenance and possible redesign.

Public Services staff, in conjunction with Parks & Recreation staff, will be finalized a pool survey in the Spring of 2019. The survey evaluated and audited the current pool conditions and provided results that were used to establish a plan for the Community Pool, including next steps for phased maintenance in the 2020 capital plan. Staff also applied for an Open Space and Land Acquisition Grant (OSLAD) to assist in deferring some of the costs associated with the phased plans.

5. Expand upon the department's current sponsorship and donation requests. Work to increase the amount of items and in-kind donations that are received for the year in order to alleviate budget constraints related to programming and events.

Staff continues to look for new opportunities to obtain sponsorships and donations. Currently all special events are being sponsored in some capacity, as well as park bench and equipment donations. Staff has also been working with local Boy Scouts who need Eagle Scout projects to secure in-kind donations for park projects.

6. Continue to expand the department's use of social media as a marketing tool for the Community Pool, KLM Lodge, and department programs.

Social media has been used heavily as the main form of marketing for the department. Current Activity and Performance Measures indicate that social media usage has increased over the previous budget year.

7. Continue to work to provide new and trendy programming opportunities for the community, through cooperative programming and third party vendors.

Staff added nineteen new programs this year with cooperative programming and third party vendors. All programs were well received and will be continued in future seasons.

PARKS AND RECREATION DEPARTMENT

2019 Activity Measures

CALENDAR YEAR

RECREATION SERVICES	2015	2016	2017	2018	2019***
Recreation Programs Offered	365	329	303	437	154
Program Registrations Processed	3,080	3,055	2,099	2,253	1,360
In Office Registrations	1,482	1,493	997	1,056	530
Web Based Registrations	1,598	1,562	1,102	1,197	830
Community Events Offered	9	9	12	18	8

Permits/Rentals	2015	2016	2017	2018	2019***
Picnic Shelter Permits	103	99	135	90	51
Revenue	\$9,590	\$13,560	\$14,500	\$12,240	\$6,610
Katherine Legge Memorial Lodge					
Rentals (Total)	115	82	99	111	61
Revenue	\$186,615	\$120,905	\$131,783	\$172,164	\$95,374

Platform Tennis Memberships Issued *	2015	2016	2017	2018	2019***
Resident Individual	72	60	68	53	0
Resident Family	26	26	26	16	0
Resident Secondary	80	61	69	41	0
Total Resident Passes	178	147	163	110	0
Non-Resident Individual	86	116	120	125	0
Non-Resident Family	16	19	24	25	0
Non-Resident Secondary	49	62	67	60	0
Total Non-Resident Passes	151	197	211	210	0
Lifetime Memberships	0	0	0	0	0
Sustaining Lifetime Members	275	256	227	206	0
Total Passes Issued	604	600	598	526	0
Passes Processed In-Office	208	376	378	338	0
Passes Processed On-Line	396	224	220	188	0
Platform Tennis Membership Revenue	\$45,053	\$58,158	\$66,200	\$72,192	0

*Platform Tennis membership sales are now being managed by the Hinsdale Platform Tennis Association as part of their lease agreement, established in April 2019.

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

Pool Passes Issued	2015	2016	2017	2018	2019***
Resident Individual	19	22	25	17	13
Resident Family	311	300	294	279	267
Resident Senior	26	35	29	38	38
Nanny	78	79	86	71	67
Total Resident Passes Sold	434	436	434	405	385
Neighborhood Family	66	87	89	90	130
Neighborhood Individual	0	0	1	3	3
Total Neighborhood Passes Sold	80	100	90	93	133
Non-Resident Individual	1	2	2	2	1
Non-Resident Family	1	3	2	3	1
Non-Resident Senior	9	13	6	7	12
Non-Resident Nanny	0	0	12	19	27
Total Non-Resident Passes Sold	11	18	22	31	41
Super Passes	115	100	103	100	100
Total 10-Visit Adult Pass	274	302	251	242	145
Total Passes Sold	914	956	900	871	804
Passes Processed In-Office	709	759	695	752	430
Passes Processed On-Line	107	197	205	119	67
Total Pass Revenue	\$162,489	\$167,853	\$164,816	\$162,126	\$157,713

PARKS & RECREATION PERFORMANCE MEASURES

CALENDAR YEAR	GOAL	2018	2019				2019 Yr-End
			Q1	Q2	Q3	Q4	
<u>Katherine Legge Memorial Lodge Rental</u>			40	21			
<i>Friday, Saturday, Sunday rentals</i>	120	111					
<i>Average of 95 per year over the last 10 years</i>							

	GOAL	2018	2019				2019 Yr-End
			Q1	Q2	Q3	Q4	
<u>Community Pool</u>							
Number of swim lesson program participants	475	442	0	319			
<i>Lessons include youth, private, parent-tot, diving, and tot swim programs</i>							

	GOAL	2018	2019				2019 Yr-End
			Q1	Q2	Q3	Q4	
<u>Program Services</u>							
Participants Registered for programs	2,200	2,173	296	1,064			

*Program registrations continue to drop due to oversaturation of the market. Staff has started co-oping classes with other local entities to help prevent redundancy of offerings.

	GOAL	2018	2019				2019 Yr-End
			Q1	Q2	Q3	Q4	
<u>Park Permits Issued</u>							
Permits issued	125	115	28	23			

	GOAL	2018	2019				2019 Yr-End
			Q1	Q2	Q3	Q4	
<u>Social Media Updates:</u>							
Unique Updates Posted on the Parks and Recreation Social Media Sites	1020	1004	142	355			

PROGRAM SUMMARY

DEPARTMENT: Parks & Recreation PROGRAM: Administration - 6100

GOAL: To provide administrative direction, supervision and support in order to coordinate the delivery of park and recreation services to enhance the quality of life for the residents of Hinsdale.

NARRATIVE: The Administration Division is responsible for the coordination, monitoring and evaluation of the services, which are provided by the Parks and Recreation Department. This Program is staffed by the Parks and Recreation Superintendent and the Administrative Assistant.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	141,971	112,995	72,052	115,915	2,920	2.6%
Benefits & Employment Costs	74,134	65,734	42,838	69,272	3,538	5.4%
Contractual Services	2,530	2,500	2,450	2,500	0	0.0%
Materials & Supplies	5,852	4,900	2,600	5,700	800	16.3%
Repairs & Maintenance	0	400	400	400	0	0.0%
Other Expenses	11,471	30,191	2,000	22,626	(7,565)	-25.1%
Total Operating Expenses	235,958	216,720	122,340	216,414	(306)	-0.1%
Capital Outlay	0	0	0	0	0	0.0%
Grand Total	235,958	216,720	122,340	216,414	(306)	-0.1%

PROGRAM SUMMARY

DEPARTMENT 61: Parks & Recreation

PROGRAM: Recreation Services - 6200

GOAL: To create, implement and evaluate recreational activities and programs designed to meet the interests of Hinsdale residents.

NARRATIVE: Working cooperatively with other community organizations continues to be successful and will continue to be one of staff's priorities. Year-round activities and recreation programs are designed to meet the leisure interests of Hinsdale residents. Revenue is produced from program fees, which in part offsets the direct costs of programs. Staff will continue to work to reduce costs while improving the community special events including the annual Easter Egg Hunt, 4th of July event, Fall Family Festival, and other one-day special events.

The majority of recreation programs are conducted on a contractual basis. Staff continues to evaluate program fees. The Recreation Supervisor oversees the seasonal programs and the Community Pool. A general membership contribution to the Gateway Special Recreation Association is also included in the budget in order to provide recreation programming for disabled individuals.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	59,068	67,995	49,710	68,225	230	0.3%
Benefits & Employment Costs	13,749	13,291	12,221	21,257	7,966	59.9%
Contractual Services	269,295	295,630	241,300	307,950	12,320	4.2%
Materials & Supplies	31,884	30,390	22,500	43,230	12,840	42.3%
Repairs & Maintenance	20,185	23,150	1,000	3,200	(19,950)	-86.2%
Other Expenses	5,300	5,000	4,800	5,500	500	10.0%
Total Operating Expenses	399,481	435,456	331,531	449,362	13,906	3.2%
Capital Outlay	12,905	237,500	57,320	385,000	147,500	62.1%
Grand Total	412,386	672,956	388,851	834,362	161,406	24.0%

PROGRAM SUMMARY

DEPARTMENT 61: Parks and Recreation

PROGRAM: Parks Maintenance - 6300

GOAL: To continue the high level of maintenance to park areas, recreation facilities and public grounds in order to provide safe, clean passive and active areas for Village residents.

NARRATIVE: The Parks Maintenance Division is responsible for the maintenance and improvements to the Village's 130 acres of parkland at 18 Village Parks. These same functions are also performed at over 40 public areas such as Village owned parkways and street islands. Duties performed in this program include the improvement of turf areas, athletic field maintenance, horticulture, and maintenance of playground equipment. Supervision of this program is performed by the Forestry and Parks Superintendent, resulting in 50% of this salary being accounted for in this program.

	FY 2018-19	FY 2019-20	CY 2019	CY 2020	Change From	% Change From
	<u>Actuals</u>	<u>Budget</u>	<u>8 Month Est.</u>	<u>Budget</u>	<u>Prior Budget</u>	<u>Prior Budget</u>
Employee Salaries	234,652	297,177	172,347	296,824	(353)	-0.1%
Benefits & Employment Costs	80,569	102,411	61,165	105,445	3,034	3.0%
Contractual Services	14,504	14,800	14,500	17,300	2,500	16.9%
Materials & Supplies	33,269	34,200	21,550	37,850	3,650	10.7%
Repairs & Maintenance	182,121	179,678	124,300	203,500	23,822	13.3%
Other Expenses	0	0	0	0	0	0.0%
Total Operating Expenses	545,115	628,266	393,862	660,919	32,653	5.2%
Capital Outlay	167,454	441,234	419,734	341,500	(99,734)	-22.6%
Grand Total	712,569	1,069,500	813,596	1,002,419	(67,081)	-6.3%

PROGRAM SUMMARY

DEPARTMENT 61: Parks & Recreation PROGRAM: KLM Lodge - 6400

GOAL: To position and market KLM Lodge as a rental facility for weddings, business meetings and other social functions.

NARRATIVE: The Lodge budget includes supervision of the Lodge and rental activities. The Lodge is available for rental by the public with priority given and fees discounted for Hinsdale residents. Not-for-profit rates are also available.

Costs include salaries for a part-time Lodge Reservationist, Events Hosts and other costs associated with the direct operation and maintenance costs of the Lodge. Rental Fees are designed to offset the operating costs of Lodge events.

	FY2018-19 <u>Actuals</u>	FY2019-20 <u>Budget</u>	CY 2019 <u>8 Month Est.</u>	CY 2020 <u>Budget</u>	<u>Change From Prior Budget</u>	<u>% Change From Prior Budget</u>
Employee Salaries	63,015	68,613	45,000	67,652	(961)	-1.4%
Benefits & Employment Costs	8,076	8,412	5,343	9,000	588	7.0%
Contractual Services	50,813	54,868	33,362	45,300	(9,568)	-17.4%
Materials & Supplies	18,978	23,500	14,750	25,100	1,600	6.8%
Repairs & Maintenance	16,810	15,250	13,700	19,568	4,318	28.3%
Other Expenses	636	600	600	600	0	0.0%
Total Operating Expenses	158,328	171,243	112,755	167,220	(4,023)	-2.3%
Capital Outlay	0	65,000	56,000	0	(65,000)	-100.0%
Grand Total	158,328	236,243 ^r	168,755	167,220	(69,023)	-29.2%

PROGRAM SUMMARY

DEPARTMENT 41: Parks & Recreation

PROGRAM: Swimming Pool - 6500

GOAL: To provide safe and enjoyable aquatic programs and facilities designed to meet leisure needs through recreational and instructional opportunities.

NARRATIVE: The Hinsdale Community Swimming Pool provides recreational swimming for over 4,000 swimmers. This Program provides supervision of all recreational swim programs including swim lessons for all ages, water exercise, special event nights and the Community Pool Team, which introduces children to competitive swimming by competing in the West Suburban Swim Conference. Staff maintains a strong employee training program to improve the customer service level of the pool. Staff is evaluating all programs to ensure that fees are appropriate for the program offerings.

The concession services will continue to be outsourced, allowing the staff to focus primarily on the safety of the patrons. Contractual lawn maintenance of the Swimming Pool grounds is also included. Capital items in the budget are necessary for the upkeep and aesthetic appearance of the facility. Staff continues to market the facility to increase revenue.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY 2019</u> <u>8 Month Est.</u>	<u>CY 2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	146,950	160,000	150,000	165,000	5,000	3.1%
Benefits & Employment Cost	14,791	16,140	15,398	16,773	633	3.9%
Contractual Services	49,981	57,325	40,130	42,275	(15,050)	-26.3%
Materials & Supplies	43,841	41,250	26,359	47,950	6,700	16.2%
Repairs & Maintenance	36,532	36,390	33,350	36,950	560	1.5%
Other Expenses	5,661	5,500	4,500	5,500	0	0.0%
Total Operating Expenses	297,756	316,605	269,737	314,448	(2,158)	-0.7%
Capital Outlay	24,524	42,000	36,750	631,000	589,000	1402.4%
Grand Total	322,280	358,605	306,487	945,448	586,843	163.6%

FUND SUMMARY

DEPARTMENT: Motor Fuel Tax Fund - 200

GOAL:

To maintain streets classified as improved pursuant to the Village's street policy, including pavement, curb and gutters.

NARRATIVE:

Financing for this fund comes from Motor Fuel Tax (MFT) allotments which are based upon population. Beginning in September 2019, the Village began receiving a second monthly MFT distribution that is attributed to local revenue sharing associated with the State of Illinois Transportation Renewal Bill that was imposed as of July 1, 2019. Also new in 2020, the Village will begin receiving distributions from the new locally imposed tax of \$0.03 per gallon that will only apply to the Cook County portion of the Village that is effective on January 1, 2020.

Motor Fuel Tax funds will continue to be used periodically to fund a portion of the MIP as determined each budget year. There are no MFT expenditures programmed for 2020.

BUDGET SUMMARY

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From Prior Budget
Revenues					
Motor Fuel Tax	426,868	433,000	274,000	416,500	(16,500)
Motor Fuel Tax-Trsp Renewal Bill	0	0	96,000	291,550	291,550
Local Cook County MFT	0	0	0	93,750	
Interest on Investments	7,522	4,000	4,500	4,000	0
Total Revenues	434,390	437,000	374,500	805,800	275,050
Expenses					
Street Improvements	0	0	0	0	0
Engineering	0	0	0	0	0
Total Expenses	0	0	0	0	0
Excess of Revenues over Expenses	434,390	437,000	374,500	805,800	275,050
Other Finance Sources (Uses)					
Transfer to Infrastructure Fund	0	(800,000)	(800,000)	0	800,000
Excess of Revenues over Expenses and Other Financing Sources (Uses)	434,390	(363,000)	(425,500)	805,800	1,075,050
Beginning Fund Balance	176,683	614,183	611,073	185,573	
Ending Fund Balance	611,073	251,183	185,573	991,373	

MIP INFRASTRUCTURE PROJECTS FUND SUMMARY

FUND: MIP Infrastructure Projects Fund Summary - 400

<u>PROJECT</u>	<u>AMOUNT</u>
Engineering	
East Chicago Ave Drainage Project Design	\$ 103,000
East Chicago Ave Drainage Observation	133,400
2019 Infrastructure Project Observation	20,000
2020 Infrastructure Project Design	127,000
2020 Infrastructure Project Observation	185,000
2020 Maintenance Project Design	23,600
2020 Maintenance Project Observation	23,600
2021 Infrastructure Project Design	112,100
2021 Maintenance Project Design	26,800
Misc. Drainage Studies	40,000
	<u>\$ 794,500</u>
Construction	
Downtown Parking Deck*	\$ 5,035,000
East Chicago Ave Drainage Project	\$ 330,300
2020 Infrastructure Project	1,282,500
2020 Maintenance Project	452,800
Street Crack sealing	50,000
Oak Street Bridge Streetlights	150,000
	<u>\$ 7,300,600</u>
Sidewalks	
50/50 Sidewalk	<u>\$ 105,000</u>
Total	<u><u>\$ 8,200,100</u></u>

*Multi-year project totaling \$9.9 million

FUND SUMMARY

FUND: Debt Service Funds - Funds 300-308

GOAL: To generate revenues sufficient to retire general obligation and corporate purpose debts of the Village.

NARRATIVE: Tax levy and payment schedules are determined at the time of each bond issue. For CY 2020, there are six debt obligations in the Debt Service Fund- the 2009 Limited Tax Bonds (supported by property taxes), the 2012A Alternate Revenue Bonds, 2014B Alternate Revenue Bonds, and the 2017A Alternate Revenue Bonds (all supported by revenue in the MIP Infrastructure Projects Fund), 2018A Alternate Revenue Bonds and the 2013A Alternate Revenue Bonds (reimbursed by a transfer from the Hinsdale Public Library). For these six issues, the total principal outstanding at the end of CY 2020 will be \$37,085,000. This year's payments total \$3,177,758. In accordance with generally accepted accounting standards, since the 2013A Library Refunding Bonds were issued in the name of the Village on behalf of the Library, these bonds are reflected in the Village's financial statements and the annual debt service payments are reimbursed by the Library.

BUDGET SUMMARY

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From Prior Budget
Revenues					
Property Taxes	172,245	167,595	162,000	168,800	1,205
Interest on Investments	25,520	1,750	25,381	1,750	0
Total Revenues	197,765	169,345	187,381	170,550	1,205
Expenses					
Principal	1,020,000	1,620,000	1,620,000	1,975,000	355,000
Interest	734,080	1,548,833	1,548,833	1,202,758	(346,075)
Bank and Bond Fees	2,300	2,625	2,300	2,625	0
Total Expenses	1,756,380	3,171,458	3,171,133	3,180,383	8,925
Other Financing Sources					
Transfer In-Library Fund	229,812	241,112	241,112	247,112	6,000
Transfer In-Capital Projects	2,079,496	2,508,503	1,587,885	2,762,299	253,796
Total Other Financing Sources	2,309,308	2,749,615	1,828,997	3,009,411	259,796
Excess Revenues over Expenses	750,693	(252,498)	(1,154,755)	(422)	252,076
Beginning Fund Balance	922,395	1,672,610	1,673,088	518,333	
Ending Fund Balance	1,673,088	1,420,112	518,333	517,911	

DEBT SERVICE FUND BREAKDOWN

<u>Debt Issue</u>	<u>Rate</u>	<u>Final Payment</u>	Principal & Interest Payable In <u>CY 2020</u>
G.O. Bonds-2009 Limited Tax Bonds	2.00%-4.20%	December 15, 2028	\$ 168,000
G.O. Bonds-2012A Alternate Revenue	2.00%-2.50%	December 15, 2031	320,663
G.O. Bonds-2013A Alternate Revenue*	2.00%-2.35%	December 15, 2026	247,112
G.O. Bonds-2014B Alternate Revenue	1.00%-4.00%	December 15, 2033	357,852
G.O. Bonds-2017A Alternate Revenue	3.00%-3.375%	December 15, 2037	671,188
G.O. Bonds-2018A Alternate Revenue	3.00%-4.00%	December 15, 2038	<u>1,412,413</u>
Total Debt Service			<u>\$3,177,758</u>

*This 2013A Bond issued was issued on behalf of the Hinsdale Public Library and the annual debt service amount is reimbursed via a transfer from the Hinsdale Public Library

ALL FUNDS SUMMARY

FUND: WATER AND SEWER - 600-632

GOAL: To operate and maintain the water and sewer system effectively and to manage the financial resources of the system consistent with prudent fiscal principles.

NARRATIVE: The Village is served by the DuPage Water Commission as its sole source of supply of Lake Michigan water. Equipment at the water plant and several wells are maintained in a standby mode to supplement this supply if necessary. Capital improvements in this fund include utility replacements related to street projects, as well as necessary improvements to the Village's Stormwater Drainage System. Water and Sewer full-time equivalent staffing is 7.0 employees for CY 2020 and is itemized in the schedule of Public Service personnel in the Department 41 summary.

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
<u>Revenues:</u>						
Water Sales	7,310,004	8,316,000	5,005,000	8,250,000	(66,000)	-0.8%
Sewer Sales	768,366	915,000	526,000	910,000	(5,000)	-0.5%
Lost Customer Discount	49,242	50,000	36,000	50,000	0	0.0%
Interest	11,056	8,500	10,926	5,500	(3,000)	-35.3%
SSA Property Taxes	5,217	0	0	0	0	0.0%
Miscellaneous	650	5,059	2,000	2,000	(3,059)	-60.5%
Total Revenues	8,144,535	9,294,559	5,579,926	9,217,500	(77,059)	-0.8%
<u>Expenses:</u>						
Employee Salaries	1,803,762	1,861,032	1,232,984	1,905,536	44,504	2.4%
Benefits & Employment Costs	213,073	211,336	137,549	209,311	(2,025)	-1.0%
Contractual Services	267,503	271,241	195,534	147,684	(123,557)	-45.6%
Materials and Supplies	4,203,678	4,424,245	2,747,579	4,421,113	(3,132)	-0.1%
Repairs and Maintenance	138,380	114,473	76,569	252,099	137,626	120.2%
Other Expenses	423,553	526,478	250,620	472,152	(54,326)	-10.3%
Debt Service	867,855	882,213	875,033	385,313	(496,900)	-56.3%
Total Operating Expenses	7,917,802	8,291,018	5,515,868	7,793,207	(497,811)	-6.0%
Excess (deficiency)	226,733	1,003,541	64,058	1,424,293	420,752	
Capital Outlay	4,658,193	4,181,500	3,810,290	3,590,000	(591,500)	-14.1%
Excess (deficiency)	(4,431,461)	(3,177,959)	(3,746,232)	(2,165,707)	1,012,252	
<u>Transfers In/(Out):</u>						
Transfer From Infrast. Fund	4,500,000	3,031,500	3,500,000	2,750,000	(281,500)	
Excess/(Deficiency)	68,540	(146,459)	(246,232)	584,293	730,752	
Beginning Fund Balance	292,642	154,344	361,181	114,949		
Ending Fund Balance	361,181	7,885	114,949	699,242		

All Program Capital Outlay Summary

<u>Account</u>	<u>Item</u>	<u>Amount</u>
Operation & Maintenance-4600		
7901	Vecck CSO Generator Repair	\$ 25,000
7901	Well #10 Abandonment	15,000
Total Operations & Maintenance		<u>\$ 40,000</u>
Water & Sewer Capital-4610		
Water Mains		
7917	2020 Infrastructure Project	\$ 2,006,000
Total Water Main Projects		<u>\$ 2,006,000</u>
Water		
7919	East Chicago Ave Drainage	\$ 1,504,000
7919	Localized Drainage Solutions	40,000
Total Sewer Projects		<u>\$ 1,544,000</u>
Total Water & Sewer Capital		<u>\$ 3,550,000</u>
Total Water & Sewer Fund		<u><u>\$ 3,590,000</u></u>

WATER AND SEWER OPERATIONS AND MAINTENANCE (PUBLIC SERVICES)

OBJECTIVES & ACCOMPLISHMENTS

Looking Forward: 2020 Objectives

1. Meet or exceed State and Federal water quality standards.
2. Continue professional education and training of personnel in the water and wastewater fields.
3. Clean and maintain sewer lines both in-house and with use of contractors.
4. Assist the Engineering Division and contractors with the completion of the utility projects in the upcoming Village Capital Improvement Plan through plan design, review, and in-field implementation.
5. Respond and repair emergency water main breaks efficiently with minimal disruption of water service to residents and business owners.
6. Work with the Engineering Division to identify and resolve storm water management issues.
7. Continue the fire hydrant replacement program, which is to replace outdated hydrants that are not included in the Master Infrastructure Plan ("MIP").
8. Continue the root cutting program to maintain flow through root-infested sewers.
9. Institute sewer main lining to uphold the structural integrity of the aging sanitary and storm sewer system when possible.
10. Assist with the planning and implementation of the Village's Pool Facility repairs as recommended by the Pool Audit that was completed by Williams Architecture.

Reviewing the Year: 2019-2020 Accomplishments

1. Meet or exceed State and Federal water quality standards.

All distributed water has met or exceeded state and federal water quality standards.

2. Continue professional education and training of personnel in the water and wastewater fields.

Presently, the department has: one (1) Class B Water Operator, one (1) Class C Water Operator, and two (2) Class C Water Operators-in-Training. Staff has continued to gain important job knowledge and continuing education credits by attending various classes and seminars.

3. Clean and maintain sewer lines both in-house and with use of contractors.

Current Footage as of August 31, 2019

Sewers Cleaned (In-house) – 6,110 ft. of the Village's total 418,652 ft. of sewer lines.

Sewers Cleaned (Contracted) – 200 ft. of the Village's total 418,652 ft. of sewer lines.

Sewers Televised (Contracted) – 150 ft. of the Village's total 418,652 ft. of sewer lines.

Projected Footage after November, 2019 completion of the sewer cleaning contract

Sewers Cleaned (Contracted) – 86,312 ft. of the Village's total 418,652 ft. of sewer lines.

Sewers Televised (Contracted) – 6,150 ft. of the Village's total 418,652 ft. of sewer lines.

4. Assist the Engineering Division and contractors with the completion of the utility projects in the upcoming Village Capital Improvement Plan through plan design, review, and in-field implementation.

All 2019 plan design/reviews have been completed. Project field implementations are currently ongoing.

5. Respond and repair emergency water main breaks efficiently with minimal disruption of water service to residents and business owners.

Eighteen (18) water main breaks have been repaired as of August 31, 2019.

6. Work with the Engineering Division to identify and resolve storm water management issues.

Staff continually assists the Engineering Division in the identification and resolution of storm water issues. The Madison Street Drainage project is currently being completed.

7. Continue the fire hydrant replacement program, which is to replace outdated hydrants that are not included in the Master Infrastructure Plan ("MIP").

Staff is obtaining pricing and work will be scheduled in October 2019.

8. Continue the root cutting program to maintain flow through root-infested sewers.

30,498 ft. of sewers are to be root cut after the completion of the sewer cleaning contract in November of 2019.

9. Institute sewer main lining to uphold the structural integrity of the aging sanitary and storm sewer system when possible.

2019 Infrastructure Project - 521 linear feet of sewer main was lined out of the Village's 418,652 linear feet of sewer main.

10. Assist the Finance Department to update the Village's water rates as per the Water Rate Study.

Public Services provided the Finance Department a memo that outlines the potential options to update the Village's water rates. This project is still in progress.

11. As part of the Five Year Capital Improvement Project ("CIP") Maintenance Plan, purchase a combination truck that includes a hydro excavation package. The new combination truck will replace Vactor Truck Unit #15 and Jetter Truck Unit #30.

The new combination truck has been ordered and staff expects to receive delivery in December 2019.

12. Continue to monitor and evaluate overtime staffing levels.

Public Services staff is continuing to monitor and evaluate overtime staff levels.

13. Assist with the development and implementation of the Enterprise Resource Planning ("ERP") as required.

Public Services staff has provided support to the Administration Department for the ERP system as needed.

WATER AND SEWER OPERATIONS AND MAINTENANCE - (PUBLIC SERVICES)

Activity Measures

Calendar Year	2016	2017	2018	2019***
Underground Utility Locates (JULIE)	6,830	6,614	5,905	2,651
Water Main Break Repairs	35	29	47	17
Water Service Leak/ Buffalo Box repairs	46	35	24	6
Hydrant Replacements/Repairs	79	101	49	46
New Water Service Connection/ Inspections	64	44	41	23
Valve Installations/Repairs	4	5	6	4
Water Meter Service Calls	1,399	1,175	617	308

Catch Basin Replacements/Repairs	13	4	2	3
Inlet Replacements/Repairs	5	5	3	1
Manhole Replacements/Repairs	9	8	5	2
Catch Basins/ Inlets Cleaned	7	135	104	11
Sewers Cleaned - Public Works (feet)	19,760	11,580	8,186	2,180
Sewers Cleaned - Contractual (feet) (1)	99,479	79,388	124,048	200

*** Due to the change from Fiscal Year to Calendar Year, 2019 Activity Measures only include two quarters of information (January - June).

(1) Due to favorable pricing the Village was able to clean more sewers in 2018.

**VILLAGE OF HINSDALE
WATER AND SEWER FUND
CY 2020 BUDGET
TOTAL ALL FUNDS**

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
Revenues:						
Water Sales	7,310,004	8,316,000	5,005,000	8,250,000	(66,000)	-0.8%
Sewer Sales	768,366	915,000	526,000	910,000	(5,000)	-0.5%
Lost Customer Discount	49,242	50,000	36,000	50,000	0	0.0%
Interest	11,056	8,500	10,926	5,500	(3,000)	-35.3%
SSA Property Taxes	5,217	0	0	0	0	0.0%
Miscellaneous	650	5,059	2,000	2,000	(3,059)	-60.5%
Total Revenues	8,144,535	9,294,559	5,579,926	9,217,500	(77,059)	-0.8%
Expenses:						
Employee Salaries	1,803,762	1,861,032	1,232,984	1,905,536	44,504	2.4%
Benefits & Employment Costs	213,073	211,336	137,549	209,311	(2,025)	-1.0%
Contractual Services	267,503	271,241	195,534	147,684	(123,557)	-45.6%
Materials and Supplies	4,203,678	4,424,245	2,747,579	4,421,113	(3,132)	-0.1%
Repairs and Maintenance	138,380	114,473	76,569	252,099	137,626	120.2%
Other Expenses	423,553	526,478	250,620	472,152	(54,326)	-10.3%
Debt Service	867,855	882,213	875,033	385,313	(496,900)	-56.3%
Total Operating Expenses	7,917,802	8,291,018	5,515,868	7,793,207	(497,811)	-6.0%
Excess (deficiency)	226,733	1,003,541	64,058	1,424,293	420,752	
Capital Outlay	4,658,193	4,181,500	3,810,290	3,590,000	(591,500)	-14.1%
Excess (deficiency)	(4,431,461)	(3,177,959)	(3,746,232)	(2,165,707)	1,012,252	
Transfers In/(Out):						
Transfer From Infrast. Fund	4,500,000	3,031,500	3,500,000	2,750,000	(281,500)	
Excess/(Deficiency)	68,540	(146,459)	(246,232)	584,293	730,752	
Beginning Fund Balance	292,642	154,344	361,181	114,949		
Ending Fund Balance	361,181	7,885	114,949	699,242		

**VILLAGE OF HINSDALE
WATER AND SEWER FUND
CY 2020 BUDGET
OPERATION & MAINTENANCE FUND - 600**

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
Revenues:						
Water Sales	7,310,004	8,316,000	5,005,000	8,250,000	(66,000)	-0.9%
Sewer Sales	768,366	915,000	526,000	910,000	(5,000)	-0.7%
Lost Customer Discount	49,242	50,000	36,000	50,000	0	0.0%
Interest	7,752	4,500	2,000	2,000	(2,500)	-32.2%
Property Taxes	5,217	0	0	0	0	0.0%
Miscellaneous	650	5,059	2,000	2,000	(3,059)	-470.6%
Total Revenues	8,141,231	9,290,559	5,571,000	9,214,000	(76,559)	(0.0)
Expenses:						
Employee Salaries	1,803,762	1,861,032	1,232,984	1,905,536	44,504	2.5%
Benefits & Employment Costs	213,073	211,336	137,549	209,311	(2,025)	-1.0%
Contractual Services	267,503	271,241	195,534	147,684	(123,557)	-46.2%
Materials and Supplies	4,203,678	4,424,245	2,747,579	4,421,113	(3,132)	-0.1%
Repairs and Maintenance	138,380	114,473	76,569	252,099	137,626	99.5%
Other Expenses	423,553	526,478	250,620	472,152	(54,326)	-12.8%
Debt Service	218,601	218,600	218,598	218,600	0	0.0%
Total Operating Expenses	7,268,548	7,627,405	4,859,433	7,626,494	(911)	0.0%
Excess (deficiency)	872,683	1,663,154	711,567	1,587,506	(75,648)	
Capital Outlay	136,097	350,000	346,890	40,000	(310,000)	-88.6%
Excess (deficiency)	736,586	1,313,154	364,677	1,547,506	234,352	
Transfers In/(Out):						
Trans (to) from Water Capital	0	(800,000)	0	(800,000)	0	
Trans to Alt. Bond P and I	(661,254)	(456,905)	(350,299)	(168,738)	288,167	
Bond Proceeds	0	0	0	0	0	
Total Transfers In (Out)	(661,254)	(1,256,905)	(350,299)	(968,738)	288,167	
Excess/(Deficiency)	75,332	56,249	14,378	578,768	522,519	
Beginning Fund Balance	(38,990)	(184,640)	36,342	50,720		
Ending Fund Balance	36,342	(128,391)	50,720	629,488		

**VILLAGE OF HINSDALE
WATER AND SEWER FUND
CY 2020 BUDGET
WATER CAPITAL FUND - 620**

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 Estimated Actuals	CY 2020 Budget	Change From Prior Budget
Revenues:					
Interest	564	1,500	1,500	1,500	0
Total Revenues	564	1,500	1,500	1,500	0
Expenses:					
Personnel Services	0	0	0	0	0
Professional Services	0	0	0	0	0
Contractual Services	0	0	0	0	0
Purchased Services	0	0	0	0	0
Materials and Supplies	0	0	0	0	0
Repairs and Maintenance	0	0	0	0	0
Other Expenses	0	0	0	0	0
Risk Management Costs	0	0	0	0	0
Total Operating Expenses	0	0	0	0	0
Excess (deficiency)	564	1,500	1,500	1,500	0
Capital Outlay	4,522,096	3,831,500	3,463,400	3,550,000	(281,500)
Excess (deficiency)	(4,521,532)	(3,830,000)	(3,461,900)	(3,548,500)	281,500
Transfers In/(Out):					
Trans from Water O & M	0	800,000	0	800,000	0
Transfer From Infrastructure	4,500,000	3,031,500	3,500,000	2,750,000	(281,500)
Total Transfers In (Out)	4,500,000	3,831,500	3,500,000	3,550,000	(281,500)
Excess/(Deficiency)	(21,532)	1,500	38,100	1,500	0
Beginning Fund Balance	46,508	48,008	24,976	63,076	
Ending Fund Balance	24,976	49,508	63,076	64,576	

**VILLAGE OF HINSDALE
WATER AND SEWER FUND
CY 2020 BUDGET
2008 ALTERNATE REVENUE BOND - 631
BONDS PAYABLE THROUGH DECEMBER 15, 2019**

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From Prior Budget
<u>Revenues:</u>					
Water Sales	0	0	0	0	0
Sewer Sales	0	0	0	0	0
Lost Customer Discount	0	0	0	0	0
Permit Fees	0	0	0	0	0
Interest	2,180	1,000	3,426	0	(1,000)
Miscellaneous	0	0	0	0	0
Total Revenues	2,180	1,000	3,426	0	(1,000)
<u>Expenses:</u>					
Personnel Services	0	0	0	0	0
Professional Services	0	0	0	0	0
Contractual Services	0	0	0	0	0
Purchased Services	0	0	0	0	0
Materials and Supplies	0	0	0	0	0
Repairs and Maintenance	0	0	0	0	0
Other Expenses	483,548	494,400	487,222	0	(494,400)
Risk Management Costs	0	0	0	0	0
Total Operating Expenses	483,548	494,400	487,222	0	(494,400)
Excess (deficiency)	(481,368)	(493,400)	(483,796)	0	493,400
Capital Outlay	0	0	0	0	0
Excess (deficiency)	(481,368)	(493,400)	(483,796)	0	493,400
<u>Transfers In/(Out):</u>					
Transfer from Water O&M	493,717	288,167	238,015	0	(288,167)
Excess/(Deficiency)	12,349	(205,233)	(245,781)	0	205,233
Beginning Fund Balance	233,432	238,982	245,781	0	
Ending Fund Balance	245,781	33,749	0	0	

**VILLAGE OF HINSDALE
WATER AND SEWER FUND
CY 2020 BUDGET
2014 ALTERNATE REVENUE BOND-632
BONDS PAYABLE THROUGH DECEMBER 15, 2029**

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 Estimated Actuals	CY 2020 Budget	Change From Prior Budget
<u>Revenues:</u>					
Water Sales	0	0	0	0	0
Sewer Sales	0	0	0	0	0
Lost Customer Discount	0	0	0	0	0
State/Local Grants	0	0	0	0	0
Interest	560	1,500	4,000	2,000	500
Miscellaneous	0	0	0	0	0
Total Revenues	560	1,500	4,000	2,000	500
<u>Expenses:</u>					
Personnel Services	0	0	0	0	0
Professional Services	0	0	0	0	0
Contractual Services	0	0	0	0	0
Purchased Services	0	0	0	0	0
Materials and Supplies	0	0	0	0	0
Repairs and Maintenance	0	0	0	0	0
Other Expenses	165,706	169,213	169,213	166,713	(2,500)
Risk Management Costs	0	0	0	0	0
Total Operating Expenses	165,706	169,213	169,213	166,713	(2,500)
Excess (deficiency)	(165,146)	(167,713)	(165,213)	(164,713)	3,000
Capital Outlay	0	0	0	0	0
Excess (deficiency)	(165,146)	(167,713)	(165,213)	(164,713)	3,000
<u>Transfers In/(Out):</u>					
Transfer from Water O&M	167,537	168,738	112,284	168,738	0
Excess/(Deficiency)	2,391	1,025	(52,929)	4,025	3,000
Beginning Fund Balance	51,691	51,994	54,082	1,153	
Ending Fund Balance	54,082	53,019	1,153	5,178	

PROGRAM SUMMARY

DEPARTMENT: Water & Sewer - 71

PROGRAM: Water and Sewer Services-4600

GOAL: To maintain, manage, and operate the physical plant, machinery and equipment, and water and sewer distribution systems in order to provide uninterrupted water supply and sewer distribution services to customers.

NARRATIVE: Lake Michigan water is supplied by the Du Page Water Commission. Standby wells are available for emergencies. Water is stored in reservoirs and a standpipe and is pumped under pressure from the plant to customers. One plant operator monitors water flow. Water mains, valves, hydrants, water meters, and drinking fountains are maintained. Sewers and manholes are inspected, cleaned, and repaired. Private construction connecting to Village systems is inspected.

	<u>FY2018-19</u> <u>Actuals</u>	<u>FY2019-20</u> <u>Budget</u>	<u>CY2019</u> <u>8 Month Est.</u>	<u>CY2020</u> <u>Budget</u>	<u>Change From</u> <u>Prior Budget</u>	<u>% Change From</u> <u>Prior Budget</u>
Employee Salaries	1,803,762	1,861,032	1,232,984	1,905,536	44,504	2.4%
Benefits & Employment Costs	213,073	211,336	137,549	209,311	(2,025)	-1.0%
Contractual Services	267,503	271,241	195,534	147,684	(123,557)	-45.6%
Materials & Supplies	4,203,678	4,424,245	2,747,579	4,421,113	(3,132)	-0.1%
Repairs & Maintenance	138,380	114,473	76,569	252,099	137,626	120.2%
Other Expenses	423,553	526,478	250,620	472,152	(54,326)	-10.3%
Debt Service	218,601	218,600	218,598	218,600	0	0.0%
Total Operating Expenses	7,268,548	7,627,405	4,859,433	7,626,494	(911)	0.0%
Capital Outlay	136,097	350,000	346,890	40,000	(310,000)	-88.6%
Grand Total	7,404,646	7,977,405 [*]	5,206,323	7,666,494	(310,911)	-3.9%

VILLAGE OF HINSDALE
CY 2020 BUDGET
WATER AND SEWER FUND
WATER AND SEWER - DEPT 71
WATER AND SEWER SERVICES-PROGRAM 4600

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
<u>70-Employee Salaries</u>							
7001	Full-Time Salaries	579,576	603,057	401,433	624,075	21,018	3.5%
7005	Longevity Pay	3,700	3,700	3,700	3,700	0	0.0%
7011	Overtime	74,851	80,000	45,000	80,000	0	0.0%
7023	Water Fund Cost Allocation	1,145,634	1,174,275	782,851	1,197,761	23,486	2.0%
	Total	1,803,762	1,861,032	1,232,984	1,905,536	44,504	2.4%
<u>71-Benefits & Employment Costs</u>							
7101	Social Security	40,284	42,579	26,968	43,882	1,303	3.1%
7103	Medicare	9,421	9,958	6,322	10,263	305	3.1%
7105	IMRF	72,812	60,847	39,096	62,709	1,862	3.1%
7111	Health Insurance	80,746	82,155	53,432	74,474	(7,681)	-9.3%
7113	Dental Insurance	0	0	0	2,804	2,804	100.0%
7115	Life Insurance	0	0	0	1,059	1,059	100.0%
7117	IPBC Surplus	(3,444)	0	0	0	0	0.0%
7139	Personnel Expenses	350	250	0	0	(250)	-100.0%
7141	Staff Development & Training	1,299	2,265	374	1,250	(1,015)	-44.8%
7143	Membership Dues/Subscriptions	7,009	8,010	8,069	8,070	60	0.7%
7145	Uniforms	4,595	4,672	2,900	4,200	(472)	-10.1%
7147	Overtime Meals	0	600	388	600	0	0.0%
	Total	213,073	211,336	137,549	209,311	(2,025)	-1.0%
<u>72-Contractual Services</u>							
7201	Legal Expenses	0	2,500	0	2,500	0	0.0%
7203	Engineering and Architects	3,363	4,000	2,258	4,000	0	0.0%
7223	Data Processing Services	11,075	11,100	11,100	11,100	0	0.0%
7231	Telecommunications	32,904	31,000	28,750	31,000	0	0.0%
7233	Cable/Internet	0	0	0	1,800	1,800	100.0%
7235	Electric	60,925	56,200	38,374	56,125	(75)	-0.1%
7237	Natural Gas	0	0	0	3,000	3,000	100.0%
7239	FLAGG Creek Sewer Charge	1,014	1,000	0	1,000	0	0.0%
7241	Custodial Services	9,573	9,380	5,920	12,150	2,770	29.5%
7245	Dumping	8,500	18,800	17,340	18,800	0	0.0%
7299	Other Services	140,149	137,261	91,792	6,209	(131,052)	-95.5%
	Total	267,503	271,241	195,534	147,684	(123,557)	-45.6%

**VILLAGE OF HINSDALE
CY 2020 BUDGET
WATER AND SEWER FUND
WATER AND SEWER - DEPT 71
WATER AND SEWER SERVICES-PROGRAM 4600**

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
<u>73-Materials & Supplies</u>							
7301	Postage	13,798	14,280	9,251	13,873	(407)	-2.9%
7303	Office Supplies	629	600	347	600	0	0.0%
7305	Breakroom Supplies	0	250	156	250	0	0.0%
7307	Printing and Publications	2,490	2,800	2,695	2,750	(50)	-1.8%
7311	Gasoline & Oil	12,631	9,700	7,050	10,000	300	3.1%
7321	DWC Costs	4,153,631	4,360,000	2,701,000	4,350,000	(10,000)	-0.2%
7323	Chemicals	7,510	7,000	2,010	6,500	(500)	-7.1%
7325	Laboratory Supplies	313	350	200	350	0	0.0%
7327	Building & Maintenance Supplies	644	675	539	650	(25)	-3.7%
7329	Tools & Hardware	11,283	2,940	1,895	10,490	7,550	256.8%
7353	Medical/Safety Supplies	749	550	386	550	0	0.0%
7391	Computer Hrdwre, Software, Supplies	0	100	0	100	0	0.0%
7399	Non-Capitalized Equipment	0	25,000	22,050	25,000	0	0.0%
	Total	4,203,678	4,424,245	2,747,579	4,421,113	(3,132)	-0.1%
<u>74-Repairs & Maintenance</u>							
7401	Building Maintenance	22,041	16,880	8,794	15,231	(1,649)	-9.8%
7403	General Equipment Maintenance	16,038	7,400	4,235	11,075	3,675	49.7%
7405	Comp./Off. Equip. Maint.	398	450	300	450	0	0.0%
7407	Motor Vehicle Maintenance	11,246	7,181	2,846	6,601	(580)	-8.1%
7409	Radio Maintenance	708	500	500	0	(500)	-100.0%
7423	Water System Maintenance	85,012	72,259	50,790	139,768	67,509	93.4%
7425	Sewer System Maintenance	2,936	9,803	9,104	78,974	69,171	705.6%
	Total	138,380	114,473	76,569	252,099	137,626	120.2%
<u>75-Other Expenses</u>							
7511	Utility Tax	367,357	411,000	249,000	390,000	(21,000)	-5.1%
7523	IRMA Premiums	54,080	111,478	0	78,152	(33,326)	-29.9%
7525	Self-Insured Deductible	0	2,500	500	2,500	0	0.0%
7599	Miscellaneous Expenses	2,116	1,500	1,120	1,500	0	0.0%
	Total	423,553	526,478	250,620	472,152	(54,326)	-10.3%
<u>76-Debt Service</u>							
7603	Loan Principal Expense	182,303	184,589	184,587	186,903	2,314	1.3%
7605	Interest Expense	36,298	34,011	34,011	31,697	(2,314)	-6.8%
	Total	218,601	218,600	218,598	218,600	0	0.0%
	Total Operating Expenses	7,268,548	7,627,405	4,859,433	7,626,494	(911)	0.0%

**VILLAGE OF HINSDALE
CY 2020 BUDGET
WATER AND SEWER FUND
WATER AND SEWER - DEPT 71
WATER AND SEWER SERVICES-PROGRAM 4600**

Account Number	Expense Description	FY2018-19 Actuals	FY2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget	% Change From Prior Budget
	<u>79-Capital Outlay</u>						
7901	General Equipment	114,073	0	0	40,000	40,000	100.0%
7907	Motor Vehicles	22,024	350,000	346,890	0	(350,000)	-100.0%
7909	Buildings	0	0	0	0	0	#DIV/0!
	Total	136,097	350,000	346,890	40,000	(310,000)	-88.6%
	Total Expenses	7,404,646	7,977,405	5,206,323	7,666,494	(310,911)	-3.9%

FUND SUMMARY

FUND: Police Pension - 700

GOAL: To properly fund the Pension Fund in accordance with 40 ILCS 5/3 of the Illinois Compiled Statutes.

NARRATIVE: The Police Officers contribute to the fund on a deferred compensation basis 9.91% of their base salary plus longevity if applicable. Overtime is excluded from the contribution requirement. The Village, through a tax levy, is responsible to fund the pension obligation based on independent actuarial computations. This Fiscal Year, 25 members will be contributing to the pension fund and 32 participants will be receiving pension payments. Based on the most recent actuarial study, the Police Pension Fund is approximately 78.09% funded at May 1, 2019.

BUDGET SUMMARY

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 8 Months Estimated Actuals	CY 2020 Budget	Change From Prior Budget
<u>Revenues:</u>					
Employee Contributions	212,089	220,273	138,021	224,678	4,405
Employer Contributions	609,617	597,357	550,000	669,252	71,895
Investment Earnings	2,836,934	2,115,772	2,100,000	2,294,112	178,340
Miscellaneous	0	0	0	0	0
Total Revenues	3,658,640	2,933,402	2,788,021	3,188,042	254,640
<u>Expenses:</u>					
Pension Payments	1,866,608	1,979,126	1,323,782	2,133,098	153,972
Disability Payments	121,618	122,223	81,347	122,626	403
Pension Refunds	3,560	0	53,543	0	0
Legal Services	6,597	10,000	4,000	10,000	0
Misc. Professional Services	150,269	158,200	94,500	158,200	0
Memberships/Subscriptions	795	795	795	795	0
Educational Training	5,443	3,500	3,500	3,500	0
Bank and Bond Fees	0	1,000	1,000	1,000	0
Miscellaneous Expenses	30	6,025	6,025	6,025	0
Total Expense	2,154,920	2,280,869	1,568,493	2,435,244	154,375
Excess (Deficiency)	1,503,720	652,533	1,219,528	752,798	100,265
Beginning Fund Balance	30,049,783	30,225,321	31,553,503	32,773,031	
Ending Fund Balance	31,553,503	30,877,854	32,773,031	33,525,830	

FUND SUMMARY

FUND: Firefighters Pension - 710

GOAL: To properly fund the Pension Fund in accordance with 40 ICLS 5/4 of the Illinois Compiled Statutes.

NARRATIVE: The Firefighters contribute to the fund on a deferred compensation basis at a rate of 9.455% of their base salary plus longevity if applicable. Overtime is excluded from the contribution requirement. The Village, through a tax levy, is responsible to fund the pension obligation based on independent actuarial computations. This year, 22 members will be contributing to the pension fund and 26 participants will be receiving pension payments. Based on the most recent actuarial study, the Firefighters' Pension Fund is approximately 60.03% funded at May 1, 2019.

BUDGET SUMMARY

	FY 2018-19	FY 2019-20	CY 2019 8 Months Estimated	CY 2020 Budget	Change From Prior Budget
	Actuals	Budget	Actuals	Budget	
<u>Revenues:</u>					
Employee Contributions	203,558	210,009	134,227	216,309	6,300
Employer Contributions	924,076	1,013,321	940,000	1,127,027	113,706
Investment Earnings	1,322,423	1,309,624	663,000	1,416,310	106,686
Total Revenues	2,450,057	2,532,954	1,737,227	2,759,646	226,692
<u>Expenses:</u>					
Pension Payments	1,432,825	1,523,620	973,424	1,550,588	26,968
Disability Payments	268,759	282,311	187,194	285,352	3,041
Pension Refunds	0	0	5,771	0	0
Legal Expenses	8,623	10,000	2,000	10,000	0
Misc. Professional Services	66,548	61,150	35,602	68,300	7,150
Dues & Subscriptions	795	795	795	795	0
Educational Training	2,180	2,500	1,200	2,500	0
Bank and Bond Fees	0	1,000	500	1,000	0
Total Expense	1,779,730	1,881,376	1,206,486	1,918,535	37,159
Excess (Deficiency)	670,327	651,578	530,741	841,112	189,534
Beginning Fund Balance	19,031,934	18,708,912	19,702,261	20,233,002	
Ending Fund Balance	19,702,261	19,360,490	20,233,002	21,074,114	

FUND SUMMARY

FUND: Foreign Fire Insurance Fund - 210

GOAL: To direct the expenditure of money collected from the Foreign Fire Insurance Tax collected by the Illinois Municipal League for the maintenance, use and benefit of the fire department.

NARRATIVE: The Foreign Fire Insurance Board annually reviews the needs of the fire department and approves expenditures to be included in the annual budget and appropriations ordinance.

OBJECTIVE: For CY 2020, the Foreign Fire Insurance Tax funds will be used for expenditures related to public education of fire safety, to purchase wellness equipment, certain fire station amenities, and to provide additional clothing and uniforms for firefighters.

BUDGET SUMMARY

	FY 2018-19 Actuals	FY 2019-20 Budget	CY 2019 8 Months Estimated	CY 2020 Budget	Change from Prior Budget
Revenues					
Foreign Fire Tax	60,770	62,000	65,764	62,000	0
Interest on Investments	143	100	100	100	0
Miscellaneous	0	0	0	0	0
Total Revenues	60,913	62,100	65,864	62,100	0
Expenses					
Purchased Services	0	0	0	0	0
Materials and Supplies	19,652	5,000	3,500	5,000	0
Repairs and Maintenance	0	0	0	0	0
Other Expenses	2,423	8,000	3,000	13,000	5,000
Risk Management Costs	570	600	570	600	0
Total Expenses	22,645	13,600	7,070	18,600	5,000
Excess of Revenues over Expenses	38,268	48,500	58,794	43,500	(5,000)
Capital Outlay	34,111	48,000	20,000	43,000	(5,000)
Excess Revenues over Expenses	4,157	500	38,794	500	0
Beginning Fund Balance	119,256	121,581	123,413	162,207	
Ending Fund Balance	123,413	122,081	162,207	162,707	