THE VILLAGE OF

Wilmette

EST. 1872

2021 Proposed Budget

Village of Wilmette

2021 Proposed Budget

TABLE OF CONTENTS

MANAGER'S TRANSMITTAL LETTER 4

BUDGET OVERVIEW 26

REVENUE AND EXPENDITURE SUMMARY 27
REVENUE SUMMARY 28
Tax Levy Projections 30
Fee Schedule 31
EXPENDITURE SUMMARY 32
CASH FLOW OVERVIEW 34

GENERAL FUND 47

GENERAL FUND REVENUES 50
ADMINISTRATION 61
Village Manager's Office 74
Legislative 82
Board of Fire and Police Commissioners 84
Miscellaneous Board and Commissions 86
Cable Program 88
Historical Museum 91
Contingency 93
COMMUNITY DEVELOPMENT 95
Community Development 103
Business Development 109
Health 112
FINANCE 114
ADMINISTRATIVE SERVICES 126
LAW 140
GENERAL LIABILITY AND INSURANCE 147
FIRE 151
POLICE 173
Police Operations 182
Police Services 189
Public Safety Communication 193
Police Crossing Guards 198
ENGINEERING AND PUBLIC WORKS 200
Engineering 215
Buildings & Grounds 224
Streets 229
Refuse Collection and Disposal 240
Street Lighting 246
Tree Maintenance 249

WATER FUND 253

WATER FUND REVENUES 255
WATER MANAGEMENT 258
Water Plant Operations 268
Water Reservoir & Meters 274
Water Distribution 277
Miscellaneous 282
Billing 285
Debt Service 289

Village of Wilmette
2021 Proposed Budget

Capital Improvements *291*

SEWER FUND **293**

SEWER FUND REVENUES 295
SEWER MANAGEMENT 297
Sewer Operations *304*
Stormwater Pumping Station *309*
Debt Service *312*
Capital Improvements *314*

PARKING METER FUND **316**

PARKING METER OVERVIEW 317
Revenues *320*
Expenditures *324*

CAPITAL AND DEBT SERVICE FUNDS **331**

VILLAGE DEBT SCHEDULES 332
GENERAL DEBT SERVICE FUND 353
2021-2030 CAPITAL PROGRAM 358
10-Year Capital Program Overview *361*
2021 Capital Projects *362*
CAPITAL PROJECTS FUND 363
MOTOR FUEL TAX FUND 368
CAPITAL EQUIPMENT REPLACEMENT (CERF) 373
INFRASTRUCTURE INVESTMENT PROGRAM 379

PENSION FUNDS **386**

HISTORICAL PENSION EXPENSE 387
FIREFIGHTER'S PENSION FUND 388
POLICE PENSION FUND 394
SECTION 105 FUND 400

INTERNAL SERVICE FUNDS **406**

MUNICIPAL GARAGE FUND 407
EMPLOYEE BENEFIT FUNDS .....
Employee Insurance Fund *423*
IMRF Fund *429*
Worker's Compensation Fund *434*

PERSONNEL **439**

PAY AND CLASSIFICATION PLAN 440
FULL-TIME EQUIVALENT (FTE) HISTORY 448
PAYROLL SUMMARY BY DEPARTMENT 451
EMPLOYEE SALARY INFORMATION BY DEPARTMENT & PROGRAM 455

THE VILLAGE OF

Wilmette

EST. 1872

Transmittal Letter

THE VILLAGE OF
Wilmette
EST. 1872

1200 Wilmette Avenue
Wilmette, Illinois 60091-0040

OFFICE OF THE
VILLAGE MANAGER

(847) 853-7501
Facsimile (847) 853-7700
TDD (847) 853-7634

October 13, 2020

To the Village President, Trustees, and Residents of the Village of Wilmette;

On behalf of the Village staff, I am pleased to submit for your review and consideration the proposed Village of Wilmette 2021 Budget, covering the Village's fiscal year from January 1, 2021 through December 31, 2021.

During the course of 2020 the Village's finances were challenged, more-so than any year since the depths of the Great Recession due to the COVID-19 pandemic. The shutdown of the regional economy due to the Governor's stay-at-home orders have significantly impacted the Village's most economically sensitive revenues and continues to create challenges for Village finances and the local economy.

Over the past decade, the Village Board and staff have worked collaboratively to improve and maintain the Village's strong financial position. Due to these efforts, which include a focus on reducing recurring expenses, identifying structural efficiencies, and taking a prudent, conservative approach to revenue projections, the Village is well-positioned to weather the economic impact of the COVID-19 pandemic without a reduction in the core services our residents and businesses deserve and rely upon.

The Village has closely tracked the impact of the pandemic on its finances through detailed monthly financial reviews and forecasts presented at Village Board meetings. Through these reviews, multiple scenarios were identified to track budgetary performance and provide timely information to enable a quick response to deteriorating economic conditions. It is currently projected that the Fiscal Year 2020 General Fund will experience a deficit of slightly less than $1 million, however the Village will continue to maintain a strong financial position with reserves exceeding 30% of operating expenses.

The Village's strong financial position is a result of sound and deliberate financial planning which has provided the flexibility to respond quickly to a crisis such as the COVID-19 pandemic. They include:

- Maintenance of the Village's Aaa bond rating (Moody's highest possible rating)
- Consistently meeting or exceeding actuarially-required pension contributions, despite a greater than 900% increase in public safety pension contributions since 1998
- Modifying the Village's public safety pension funding policy to level off future contribution increases while beginning to pay down the unfunded liability
- Operating at reduced staffing levels while maintaining core Village services
- Approving balanced budgets and fortifying reserves – the General Fund reserve had increased each year since 2009
- Revitalization of downtown Wilmette, investing in business promotion, lighting and streetscape improvements in multiple business districts in order to help generate economic activity and increase sales tax revenue
- Creation of a Capital Equipment Replacement Fund (CERF) to ensure timely replacement of critical equipment without fluctuations in the property tax levy
- Committing to a greater annual investment in the Village's roadway infrastructure to improve road conditions over time and prevent future additional expenses that would be incurred due to potential underinvestment in the road program
- Limiting or avoiding increases in the following fees and licenses: sewer fees between 2015 and 2019 and in 2021; water rates for seven of the last nine years including 2021; building permits since 2014; vehicle stickers since 2009; general business licenses since 2007; refuse fees since 2018; and ambulance fees since 2008

Despite the pandemic, the Village's financial position continues to remain as strong as it has been in decades, with General Fund reserves totaling more than $13 million, as compared to 2009 when its reserves dropped to just $2.6 million during the Great Recession. As stewards of residents' tax dollars, the Village is committed to maintaining a reasonable reserve level that provides protection against known and unanticipated financial risks, mitigates future property tax increases, and reduces the long-term cost of major infrastructure projects by maintaining the Village's valuable Aaa bond rating.

While the Village has carefully and thoughtfully improved its financial position over the past decade, there are several primary challenges that must be kept at the forefront of our financial planning. They include:

- The COVID-19 pandemic and its short and long-term impacts on the economy
- Stagnating revenues and increasing operating expenses which is projected to lead to structural budget deficits in future years
- Increasing debt obligations associated with long-term capital needs
- Public safety pension funding

COVID-19 Pandemic

The Challenge: The pandemic has been a shock to the national, regional and state economies and the Village of Wilmette has not been immune to the pandemic's financial impacts. In 2020, General Fund revenues are projected to be $1.88M million under budget. While nearly $900,000 in expense savings were identified during the course of 2020 to mitigate the impact of the pandemic on the Village's finances, the demand for Village services during times of crisis often increase and these expense savings are temporary measures, not long-term solutions. The pandemic's impact on long-term consumer behaviors, as well as on the State of Illinois' budget, are unknown and could adversely impact major revenue sources such as income tax and sales tax moving forward.

The Plan: Given the economic uncertainty associated with the pandemic, the Village has identified a budget methodology for FY 2021 that will provide maximum flexibility to respond to the quickly changing economic landscape. The primary components of the methodology are:

- Minimize impacts to taxpayers, service levels and the organization to the greatest extent possible
- Proactively identify a multi-step contingency plan to maintain flexibility to respond quickly to dynamic economic conditions
- Continue regular financial reviews with the Village Board to ensure decision making is timely and effective

Fiscal Year 2021 revenue projections assume continued poor performance for revenues most impacted by the COVID-19 pandemic. While we believe the revenue projections are conservative based on better than expected third quarter performance in 2020, the uncertainty regarding a possible resurgence of the virus or the longer-term impact on the local economy requires us to be prepared to quickly respond to poorer than anticipated economic performance. To that end, the Village staff has identified four tiers that will be utilized to make determinations on expense reductions during the course of 2021 should that be necessary:

- Tier 1: Review of internal cost control measures
    - Examples include professional training, holding vacant positions open, increasing or decreasing fund transfers, and other expenses that are considered discretionary

- Tier 2: Review of capital investments
    - Examples include capital vehicle and equipment purchases, changes to planned infrastructure investments such as roads, alleys, and sidewalks, with the possibility of deferring said investments

- Similar to FY 2020, identify multiple decision points during the course of 2021 that will enable the Village Board to make informed decisions on capital spending with as much economic data as possible

- Tier 3: Review of contracted services
  - Examples include forestry programs such as tree pruning, tree planting, landscape services, and street lighting

- Tier 4: Review of service levels and associated staffing
  - During and following the Great Recession, the Village eliminated a number of positions through attrition and reorganized departments to optimize efficiencies and reduce costs; as a result the Village's major operating departments (police, fire and public works) are performing at what is considered to be 'minimum staffing levels' and any staffing reductions in these departments will have an adverse impact on core services
  - Given the Village's strong financial position outlined above and the flexibility provided by possible expense reductions in Tiers 1 – 3, service reductions resulting from the pandemic will be a last resort and are likely to be avoided in FY 2021 barring any catastrophic changes to the Village's revenues

Stagnating Recurring Revenues and Increasing Operating Expenses

The Challenge: A major reason the Village's General Fund reserve has grown over time is due to more than $5 million in non-recurring building permit revenues since 2012 and the Village's restraint in earmarking these funds for capital equipment needs, to stem the growing public safety pension unfunded liability and one-time items like the Comprehensive Plan as opposed to ongoing operational needs. This has positioned the Village to weather unanticipated crises such as COVID-19. Such permit revenues are highly unpredictable and cannot be relied upon in future years to offset recurring revenue stagnation or expense increases. As an example, less than $100,000 in non-recurring permit revenue is projected for FY 2020 compared to $1.3 million in FY 2019.

Recurring revenues such as sales tax, building permits, utility tax and real estate transfer tax, which are the backbone of the General Fund budget, have stagnated or declined over the past several years and the Village Board has appropriately held the line on fee increases since the Great Recession. This means that the Village is heavily reliant on the health of the overall economy to drive revenue increases.

In FY 2019, we accounted for the projected loss of $400,000 in sales tax revenue due to the closure of several large sales tax generators while still balancing the budget. The FY 2020 Budget projected a further decline in non-property tax recurring revenues totaling $84,000 from the FY 2019 estimated actuals.

For FY 2020 and 2021, the impacts of COVID-19 mask the continued stagnation of the Village's major recurring revenues. Even 2% annual growth in recurring revenues is not sufficient to offset increasing operating expenses to provide core municipal services. This challenge is creating a structural deficit that will only compound over time and requires thoughtful analysis to ensure the Village's strong financial footing.

The Plan: Given this challenge, we will continue to take a conservative approach to revenue assumptions. Recognizing that revenues are only one component to responsible budgeting, the Village has and will continue to closely monitor expenditures and implement changes as appropriate to minimize the impact of revenue stagnation without impacting core services.

Stagnating revenues coupled with annual expense increases will lead to widening structural deficits in General Fund projections over the next three years. There is no easy solution to this challenge and it will need to be addressed patiently and thoughtfully to limit the impact on taxpayers and organizational performance. In FY 2021 Village staff will continue to review the General Fund budget and facilitate discussions with the Village Board throughout the course of the year in an effort to mitigate the challenge as much as possible prior to development of the FY 2022 Budget.

Increasing Debt Obligations & Long-Term Capital Needs

The Challenge: In 2022, Wilmette will be celebrating its Sesquicentennial, marking its 150th anniversary. A community of this age requires significant ongoing investment in its infrastructure. Over the next decade, the Village projects to issue more than $90 million in new debt to fund critical capital needs which include but are not limited to:

- Neighborhood Storage Stormwater System Improvements ($47.5 million)
- Water Plant Improvements ($20 million)
- Police Station ($20-25 million)

Following completion of the $24 million sanitary sewer improvements in 2014, which, to date, has kept more than 45 million gallons of mixed sanitary sewage and stormwater from backing up into west side residents' basements, the Village Board completed an intensive study of the storm sewer system west of Ridge Road. The $68 million Neighborhood Storage Improvement Project will provide much needed flood relief to thousands of Wilmette residents. The first phases of the project ($21 million) were successfully completed in 2020 with new sewers constructed in the Village rights-of-way and an underground reservoir at Community Playfields; construction of the Hibbard Park reservoir is budgeted for FY 2021 and Thornwood Park planned for FY 2022.

In addition to these critical sewer projects, the Village must also remain committed to addressing the condition of its roadway system. In 2019 the Village Board conducted a detailed review of the Village's roadway infrastructure, identifying a long-term plan to improve the condition of the Village's roads.

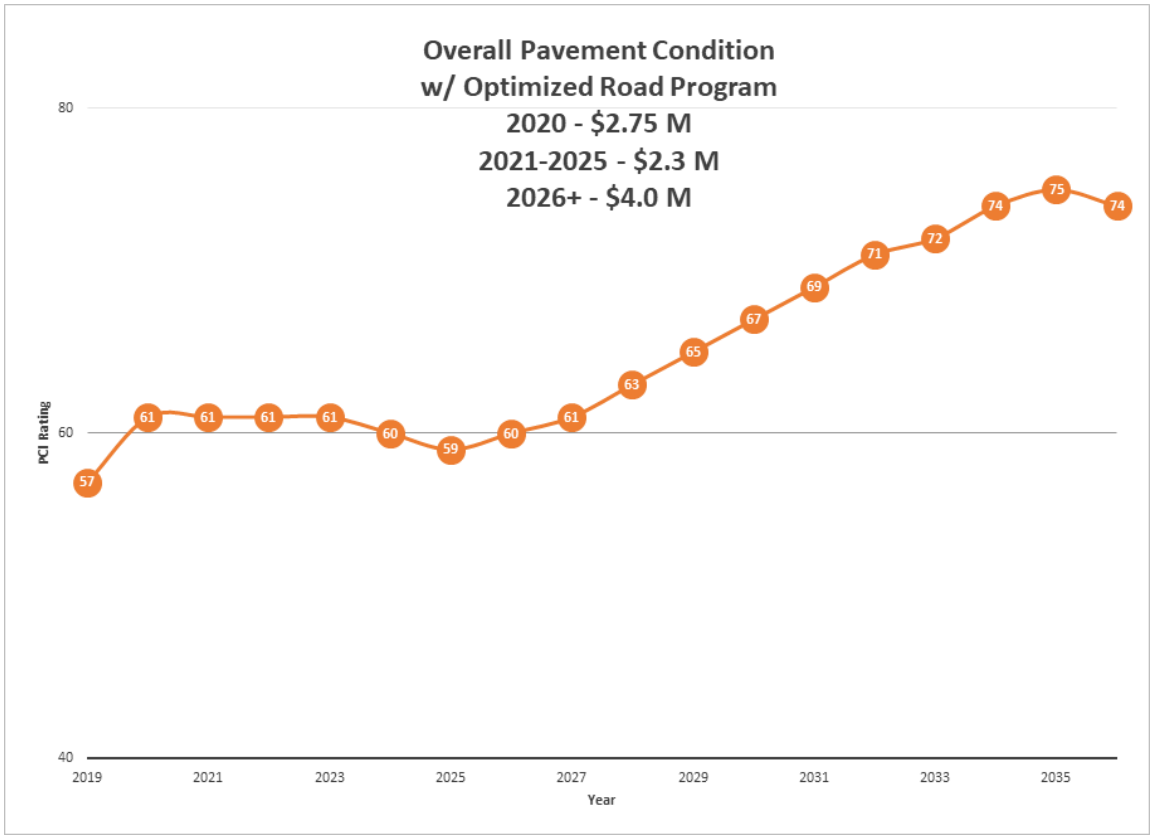
The Plan: The Village remains committed to long-term, strategic planning and has implemented a capital plan that ensures we maintain the quality of life Wilmette residents expect and deserve for generations to come and to do so in a manner that limits the impact on taxpayers.

Road Infrastructure Program

Since 2015, the Village Board has added nearly $1.3 million to the annual road program. This was accomplished by allocating a portion of the 0.75% home rule sales tax increase in 2015 to the program as well as a $0.03 increase in the local motor fuel tax, a 0.9% increase in the 2017 property tax levy and a 2.69% increase in the 2019 tax levy. Annual funding is projected to increase by an additional $1.75 million in 2026 as existing debt service is retired.

As part of the Village Board's commitment to prevent further degradation of the system, the Village also intends to keep the recurring road program "whole" by utilizing other funding mechanisms for special one-time road related projects. For example, the Central Avenue reconstruction project will be funded through bond and grant proceeds and the Village's share of the Skokie Valley Trail and Skokie/Lake intersection improvements by alternative funding sources in future years.

Through this thoughtful planning, the Village's road condition is projected to improve as follows:



Water Plant and Distribution System

The Water Plant is the Village's most valuable asset, producing water for nearly 150,000 Illinois residents, the vast majority of which are outside Wilmette's boundaries. As a result, the Village receives more than $6.6 million in wholesale water revenue which helps to support ongoing maintenance of the Water Plant. In 2020 the Village completed an $8 million upgrade of the electrical system at the Water Plant which included two new back-up generators to ensure redundancy in the event of a power failure. Major projects at the Water Plant which will require debt issuances in the future include electrical improvements ($400,000 in 2021), treatment process improvements ($2.5 million from 2022 - 2024) and replacement of a water intake ($14 million in 2024 and 2025).

Police Station in Fiscal Year 2027

This generational project has been deferred since 2008 as the Village seeks to limit its impact on the property tax levy. Accordingly, the Police Station is anticipated to be replaced when existing debt service is retired. This will allow the Village to construct a new station, at a projected cost of $25 million, without an increase to the property tax levy. The Village will plan other infrastructure investments with this project in mind to maintain the debt service flexibility noted above.

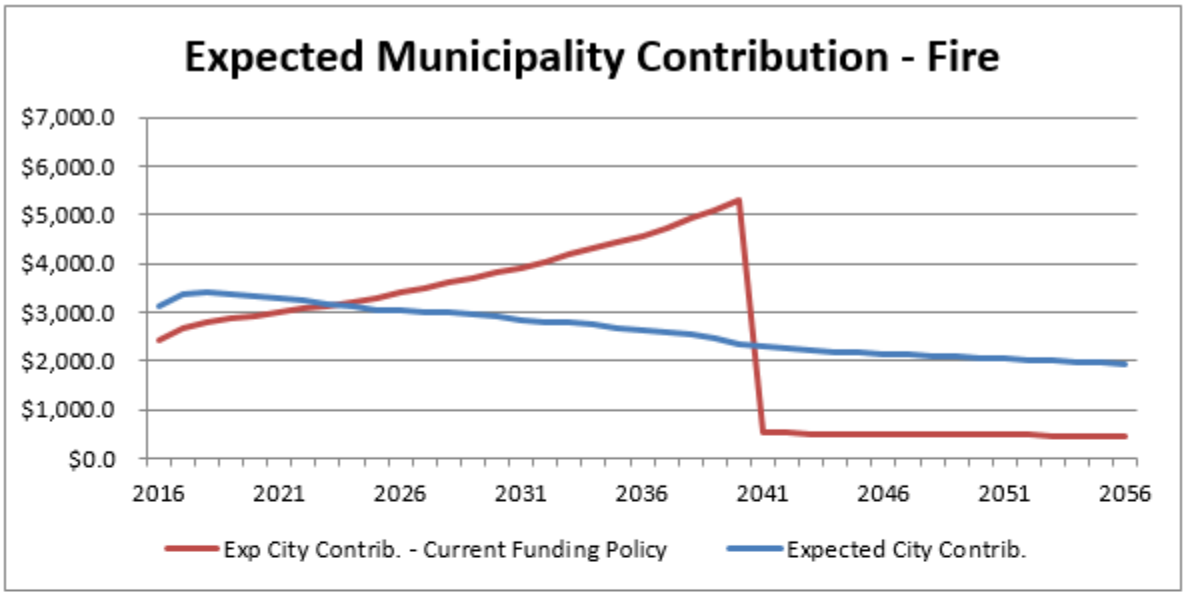
Public Safety Pension Funding

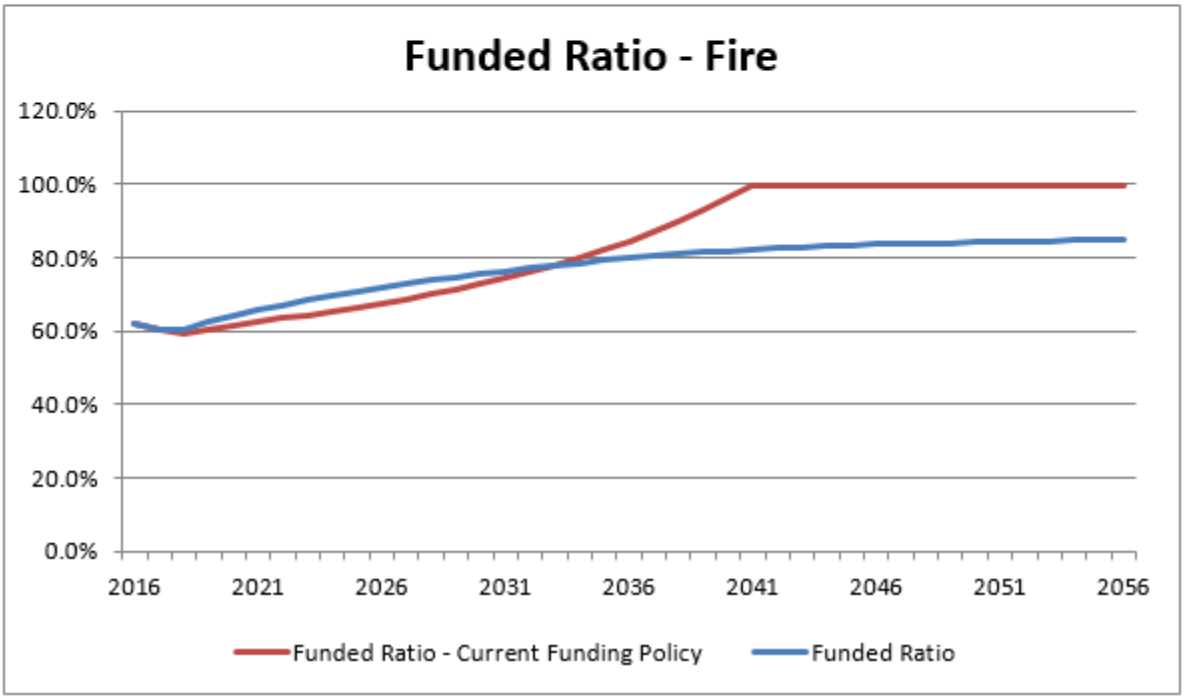
The Challenge: As provided by State law, the Village has three defined-benefit pension plans that cover all qualifying employees. These include two locally managed funds, the Police Pension Fund (covering all sworn officers), and Firefighters Pension Fund (covering all sworn firefighters), and one statewide fund, the Illinois Municipal Retirement Fund (IMRF), which covers all other qualified employees. The benefits of all three of these pension plans are determined solely by the State of Illinois. This has been a contentious problem for municipalities, as the legislature has enhanced police and firefighter pension benefits without providing new sources of revenue to pay for them.

To understand the magnitude of the pension challenges, the table below displays the costs to the Village of public safety pensions since 1998, which have grown by 900% when the General Assembly approved benefit enhancements for public safety officers.

	1998	2021
Village Contribution	$596,800	$6,081,000
Pensions as a % of Tax Levy	8%	27%
Pensions as a % of General Fund Expense	3%	15%
Total Pension Liabilities	$-2.7 million (over funded)	$56.6 million under funded
Funded Status	Police: 105.67% Fire: 106.90%	Police: 65.2% Fire: 62.5%

The Plan: To address this challenge, the Village Board in 2019 completed a two-year review of long-term strategies to responsibly fund the public safety pension plans. With the goal of leveling off future contribution spikes while starting to pay down each plan's unfunded liability, the Village Board elected to implement a 15-year rolling amortization schedule for the police and fire pension funds. The charts that follow illustrate how the Village's previous funding policy (red line in each chart) compares to the new rolling system (blue line in each chart) for the fire pension fund. The revised policy is projected to save the Village $40 million in contributions over the next 20 years.





Public safety pension contributions are paid directly through a dedicated portion of the Village's property tax levy because it is stable enough to ensure the Village can meet its obligations. As such, the funding increases necessary to transition to a 15-year rolling amortization schedule will need to come from property tax increases. The table below demonstrates the projected annual increase of the Village's new policy, and how General Fund reserves will be utilized to limit the burden on property taxpayers:

Contribution Method	2019 ($)	2020 ($) Estimate	2021 ($) Budget	2022 ($) Projection	2023 ($) Projection
Current/Baseline	5,096,000	5,296,000	5,737,000	5,826,000	5,936,000
Amortization Transition	N/A	5,427,000	6,081,000	6,419,000	6,550,000
Contribution Increase	N/A	331,000	654,000	338,000	131,000
Projected General Fund Reserve Use	N/A	$191,000	$500,000	$550,000	$50,000

The Impact of These Challenges on Wilmette Taxpayers

Addressing the challenges outlined above cannot be accomplished without increased contributions from our taxpayers- residents and business owners alike. The Village has done its best to be good stewards of taxpayer dollars and we remain committed to doing the same moving forward. To that end, it is imperative that we take a long-term view to how we will address these challenges. By planning ahead, we can limit the impact on taxpayers while ensuring adequate investment in our infrastructure and the continued provision of exceptional municipal services.

The projections on the following page include completion of the Neighborhood Storage Improvement project as initially contemplated, continued investment in the road infrastructure program, implementing the 15-year rolling amortization for the public safety pension funds, an annual water main replacement beginning 2023, and continued annual investment in our sewer and water systems. Note that the projections below do not account for any potential adjustments that may be required to address the General Fund structural deficit that was discussed above.

	2021 Budget	2022 Projection	2023 Projection	2024 Projection	2025 Projection
Tax Levy	3.97%	3.91%	3.40%	3.59%	1.78%
Water Rate	$2.75/unit	$2.75/unit	$2.75/unit	$2.75/unit	$2.75/unit
Sewer Rate	$4.40/unit	$4.40/unit	$4.40/unit	$4.40/unit	$4.40/unit
Stormwater Fee	$175	$230	$285	$335	$360
Refuse Fee	$23.75/month	$23.75/month	$23.75/month	$25/month	$25/month
Vehicle Fee	$80	$80	$80	$80	$80

2021 Proposed Budget

In 2021, the Village is projecting a $1.94 million spend down of reserves which is driven by several factors:

- Planned spend down of reserves for public safety pension funding and rewrite of the Comprehensive Plan ($675,000)
- COVID-19 revenue impacts ($1.2 million)
- Structural operating deficit ($130,000)

Even given the above challenges, the Village projects that General Fund reserve levels will continue to exceed 30% of revenues for FY 2021, which far exceeds Village policy and meets credit rating agency targets for Aaa rated communities. The impact of the above may also be mitigated in part by large non-recurring building permits from previously approved developments. This reserve level and the potential for large building permit revenues provides the flexibility to maintain service levels, monitor the impact of COVID-19 on Village finances as well as carefully study and address the structural operating deficit in FY 2021. This patient and thoughtful approach will ensure sound decision-making and financial planning moving forward.

The Fiscal Year 2021 Budget continues the Village's commitment to infrastructure investment and limiting the impact of Village operations on taxpayers:

- The FY 2021 Budget **again maintains all Village services.** It provides for the continued police, fire, public works and other services residents expect.
- The FY 2021 Budget provides for **capital funding for critical infrastructure improvements in Village neighborhoods**, including:
  - More than $7 million for street resurfacing and related infrastructure improvements including:
    - Downtown reconstruction and streetscape, alley maintenance, brick street repairs, sidewalk and curb repairs, crack sealing, street patching, pavement marking, traffic calming as well as pedestrian and bicycle improvements;
  - More $1 million in critical vehicle and equipment replacements, primarily funded through the CERF including:
    - Public Works Large Snowplow Dump Truck
    - Public Works Sidewalk Snowplow
    - Public Works Aerial Truck
    - Police Squad Car
    - Upgrade of the Village's 911 emergency dispatch system (grant funded)
  - Funding for a rewrite of the Village's Comprehensive Plan

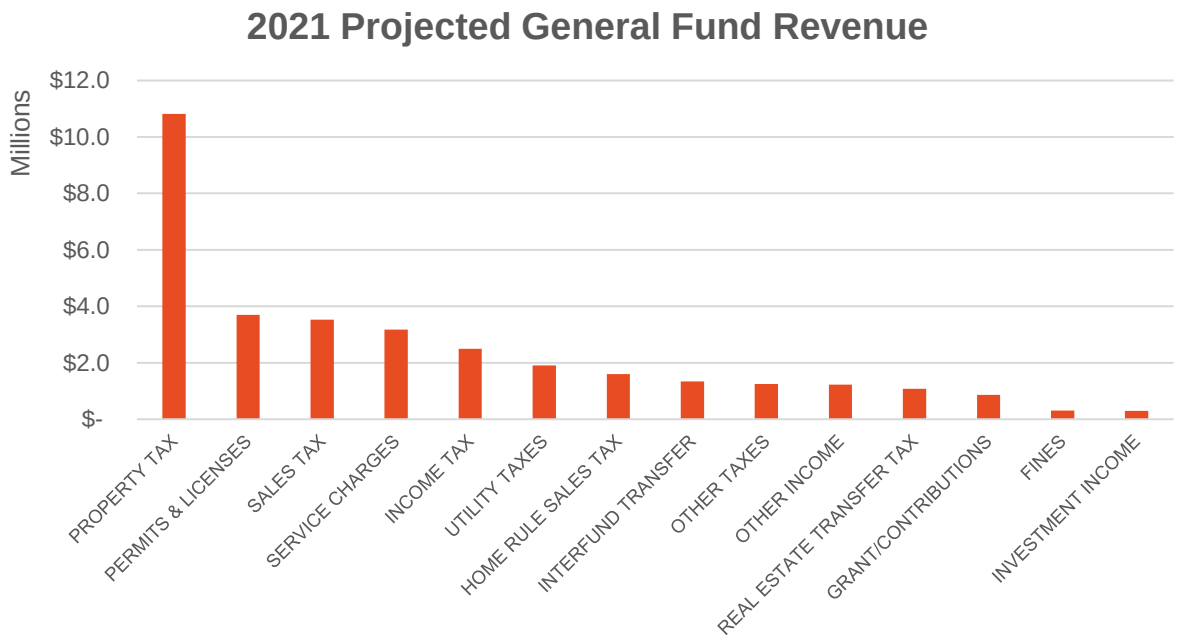
- More than $400,000 for critical continued maintenance and improvements at the Water Plant
- Nearly $21 million for critical sewer system improvements including Phase 2 of the Neighborhood Storage Improvement project at Hibbard Park and the first year of a two-year project for electrical improvements at the Stormwater Pumping Station

- No increase in the sewer rate after initially projecting an $0.18 increase for FY 2021
- No increase in the domestic water rate; in the last nine years, this is the seventh year the rate has been held flat.
- No increase in the monthly refuse collection fee after initially projecting a 2.5% increase for FY 2021
- The average stormwater utility fee will increase by $31 ($7.75 per quarterly bill) to $175 annually as the Village continues to implement the Neighborhood Storage Improvement Project
- The Village's share of a resident's property tax bill will remain approximately 12% of the total tax bill:

2021 GENERAL FUND BUDGET

Overview of Key Revenues Influencing Budget Development

The following is a discussion of the key General Fund revenue sources that defray the operating expenses of the Village. The revenues used to support the operations of the Village are derived from the following:



Real Estate Property Tax

The single largest source of General Fund revenue is the real estate property tax. The Village's share of the average Wilmette resident's property tax bill is approximately 12%. While other revenue sources are subject to the condition of the national and regional economies, this is a stable revenue source for the Village. However, in recent years property tax revenue projections have been reduced due to the large number of property tax refunds issued by the Cook County Board of Review and the Cook County Property Tax Appeals Board.

Each year, the Village Board tasks the administration with limiting the rate of growth in the general operating portion of the tax levy. Other portions of the levy, such as required pension contributions and pre-existing debt service, cannot be reduced. The component elements of tax levy growth may be described as follows:

General Operations	2.23%
Debt Service	-0.03%
Pension Funding Obligations	1.77%
Total Levy Increase	3.97%

The Village works hard to keep the annual tax levy increase under 4.0%. Over the past decade, the only two years the levy increase has exceeded 4% was when additional funds were allocated to the annual road program (FY 2018 and 2020).

Real Estate Transfer Tax

Local real estate transfer tax receipts have declined each of the last four years, and while FY 2020 estimates exceeded budget expectations, there is projected to be a 1.4% decline from 2019 and an 11% decline from 2016. These tax receipts are impacted by volume of sales and home sale prices. Should the volume of sales slow further and price reductions continue, this could have a significant impact on the Village's budget.

Accordingly, the 2021 Budget reflects a further 3% decrease from the 2020 estimated actual. While this is a conservative approach, staff believes the figure is justified based on recent trends.

Building Permits

In 2020, recurring permit and associated revenues are projected to be $260,000 less than 2019 (and 2019 revenues were $275,000 less than 2018). Much of the 2020 decline may be attributed to COVID-19 but recent trends indicate a continued downward trajectory. The FY 2021 Budget projects a 4% increase from 2020 estimates, however, this is still a decline of 10% from FY 2019.

While recurring permit revenues have remained fairly stagnant, or declined, since 2013, large non-recurring permits, primarily attributable to new home construction along Lake Michigan, increased significantly in 2016, 2017, 2018, and 2019. The 2019 estimated total of $1.3 million was nearly equal to the non-recurring permit revenue totals in the years 2013, 2014 and 2015 combined. While these revenues are good news, and have helped to put the Capital Equipment Replacement Fund (CERF) on solid footing for the next several years, they are also highly volatile and should not be relied upon in future budgets. As an example, less than $100,000 is projected in 2020.

While several large non-recurring permits are anticipated in FY 2021 (Optima development at 1210 Central Avenue and Loyola Academy auditorium), these revenues are not certain, nor should they be relied upon in future years. Staff will continue to conservatively budget non-recurring permits. Accordingly, $100,000 in non-recurring permits is budgeted for FY 2021 and only $30,000 for future fiscal years.

Sales Tax

Wilmette generally has a stable retail environment, with grocery stores and pharmacies among its largest sales tax producers. The Village's Home Rule Sales Tax rate is 1.0%, for an overall sales tax rate of 10.0%. The Village's tax rate is slightly above Glenview (0.75%), but below Skokie and Evanston (1.25%). With the adjustment in the home rule sales tax in 2015, sales tax as a percentage of General Fund revenues has increased. While the growing level of sales tax as a percentage of the Village's budget

helps to reduce the overall property tax burden on Wilmette residents, it does put the Village more at risk for revenue fluctuations tied to the overall health of the economy.

Despite sales tax increasing as a percentage of overall revenues, receipts declined by $338,000 (6% decline) in FY 2019 largely due to the closure of the Carson's Department and Furniture Stores, Imperial Motors, and Treasure Island. While the Village is working diligently to fill these vacancies, it is unlikely that all of this vacant retail space will be filled by sales tax generators (the former Carson's Furniture Store is now a medical facility). It is widely known that the retail climate is changing as consumers purchase more items online.

In FY 2020, receipts declined by $455,000, much of which can be attributed to the COVID-19 pandemic. The FY 2021 Budget projects a 6% increase from 2020 estimates as the full business closures that were experienced in March, April and May due to the Governor's COVID-19 stay-at-home order are not anticipated next year. Staff believes this is still a conservative projection as it is a 3% decline from FY 2019 receipts.

Until such time that replacements are found for the major sales tax generators that have closed, the Village will continue to budget sales tax as if no new revenues will be forthcoming. Fortunately, new State law effective January 1, 2021 will provide additional sales tax revenues due to changes in how internet purchases are taxed (the Village will now receive sales tax revenues based on internet purchases made in Wilmette as compared to a per capita distribution across the State). The revenue impact of this change in State law is difficult to project but it could be significant and future budgets will take these revenues into account based on actual performance in 2021.

Income Tax

Income tax receipts are distributed to local governments by the State of Illinois on a *per capita* basis. Revenues are highly dependent on the health of the economy and had been the one recurring revenue source that had not stagnated or declined over the past several years. As unemployment increases/decreases and investment income rises/falls, income tax receipts adjust accordingly. For FY 2020, receipts are projected to decline by 4.3% and a more significant decline of 10% is projected for FY 2021 based on projections developed by the Illinois Municipal League due to COVID-19 and its impacts on the economy.

Utility Taxes

Utility taxes are composed of three revenue sources: Electric, Natural Gas and Telecommunications taxes. While the Electric and Natural Gas taxes are weather dependent and generally steady revenue generators, the Telecommunications tax has declined by more than 25% since 2018. As more residents and businesses eliminate landline lines in favor of internet-based telephony, which is not taxed, this revenue source will continue to decline. In 2020 Telecommunications tax declined by 10% and a further decline of 1% is projected for FY 2021.

Overview of Key Expenses Influencing Budget Development

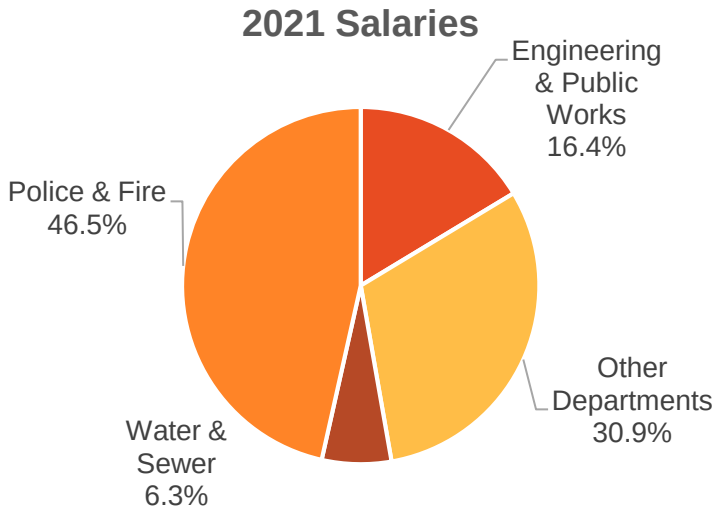
The Village's General Fund is its principal operating fund. It provides for the operations of the Fire, Police, Engineering & Public Works, Community Development, Law, Finance, Cable, Administrative Services, and Administration Departments. The following is a summary of the 2021 General Fund expense budget.

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
PERSONNEL EXPENSE	22,537,665	22,284,965	23,274,391
REFUSE COLLECTION	2,385,870	2,397,080	2,456,475
CONTRACTUAL SERVICES	2,564,705	2,366,039	2,829,456
COMMODITIES	776,485	781,905	799,097
OTHER EXPENSE	1,795,090	1,461,370	1,604,403
DEBT SERVICE EXPENSE	12,500	12,500	12,500
CAPITAL OUTLAY	5,942,485	4,154,065	4,023,885
CONTINGENCY EXPENSE	685,000	760,000	520,000
CERF ALLOCATION	423,360	423,360	423,360
GENERAL FUND EXPENSES	**37,123,160**	**34,461,284**	**35,93,567**

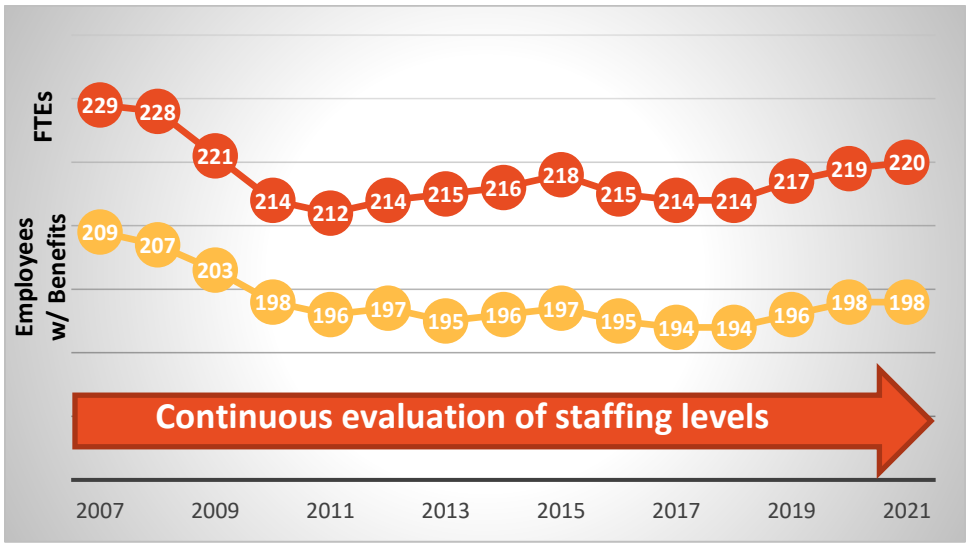
Discussion of Personnel Wages & Fringe Benefits

Because nearly 70% of General Fund expenses are tied to salaries and benefits, stabilizing the Village's spending requires controlling this expense category to the extent practicable, recognizing the need to maintain adequate staffing to continue to provide public services. The Village has implemented a two-tier pay program so that newer employees see a slower rate of salary progression during their careers. The Proposed Budget meets the contractual obligations contained in the Village's collective bargaining agreement covering members of the Police Department, which provides for a 2.50% wage adjustment in FY 2021.

A 2.50% wage adjustment is also budgeted for all unrepresented employees and is justified by the continued maintenance of the existing two-tier pay plan covering unrepresented employees, and by the sunset of the existing IRS Section 105 sick leave buyback benefit, which is only applicable to employees hired prior to January 1, 2016.



The Village tracks its staffing using two metrics. First, the Village monitors those employees eligible for benefits i.e. health insurance, pensions, etc. The second metric is the FTE count. Staff has taken significant efforts to reduce the number of benefit eligible employees while not compromising service delivery. Because of these efforts, the number of benefit-eligible employees is at one of its lowest in 25 years, at 198 as the chart below depicts.



As noted in the above chart, the Village will not be adding any new full positions and certain positions that are currently vacant may be held open depending on the economic impacts of COVID-19 and the ability to meet service level expectations.

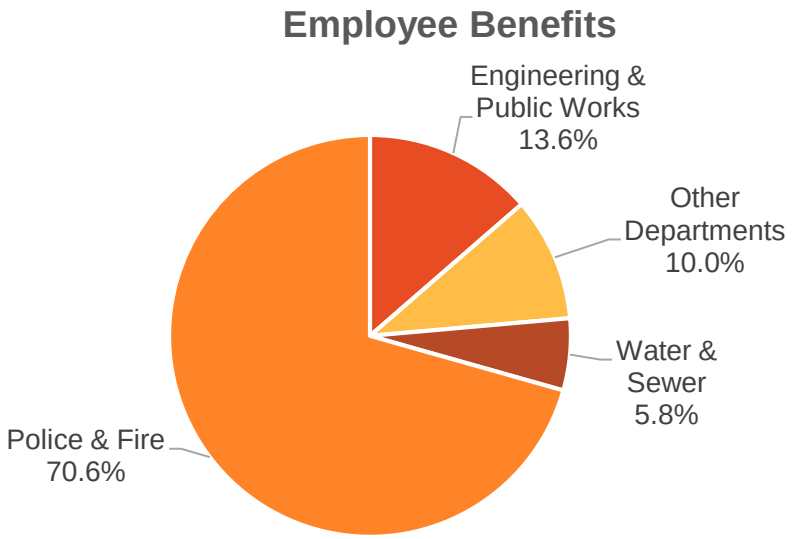
For FY 2021, wages (regular salaries and overtime) are projected to increase across all funds by 2.99% for a total of $22.8 million, allocated as follows:

Fund Breakdown:	FY 2021 Budget	% Change
General Fund	18,663,345	3.4%
Water Fund	2,697,980	1.0%
Sewer Fund	719,576	(0.6%)
Parking Meter Fund	99,199	3.4%
Municipal Garage	621,642	3.6%
Totals	**22,801,742**	**2.99%**

The 2021 Budget for employee benefits expense reflects a 7.2% increase. The following table summarizes the changes:

	FY 2021 Budget	% Change
Health Insurance	3,573,588	5.1%
FICA / Medicare	1,049,616	2.8%
IMRF	1,236,683	(1.0%)
Public Safety Pensions	6,081,000	11.9%
Other Benefits	487,616	0.2%
Total Fringe Benefits	**12,428,503**	**7.2%**

The departmental breakdown of fringe benefits cost is as follows:



Discussion of Future Years in the General Fund

Projections for 2022 and 2023 are contained with this submittal. Revenue assumptions for these years are conservative, which is appropriate given the uncertainty of COVID-19, the stagnating revenues experienced since FY 2016 and the continued challenges facing the State of Illinois' budget. The revenue growth also currently projects tax levy increases for the 2022 (3.91%) and 2023 (3.40%) fiscal years.

Maintaining current service levels and appropriately funding capital needs will be policy decisions contingent on the economic conditions, and actions by the State of Illinois, over the next three years.

2021 WATER & SEWER FUND BUDGETS

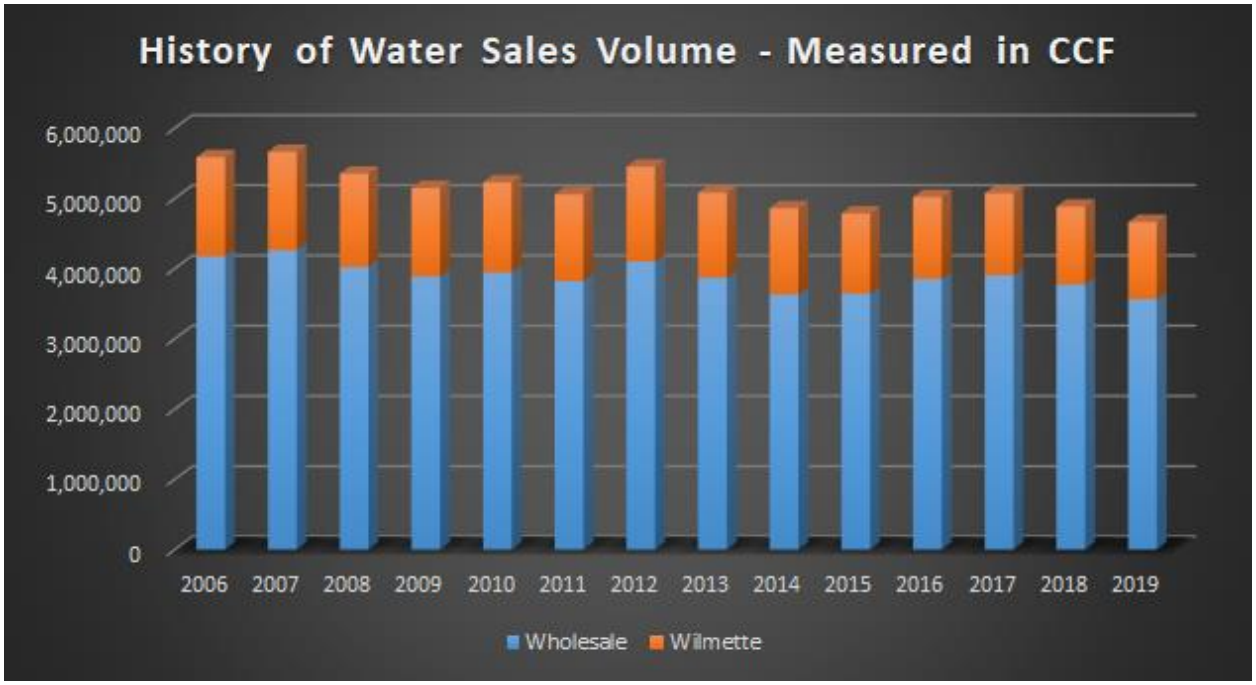
The Village maintains two enterprise funds that account for the provision of water and sewer services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund.

The Village's Department of Water Management provides safe and reliable water for nearly 150,000 Illinois residents. The Village remains committed to investing in this critical community asset and has taken multiple steps over the past several years to ensure proper maintenance of this utility.

- ***Discussion of Water/Sewer Fund Revenues***

The Water and Sewer Funds are self-supporting "enterprise" funds. Wholesale water revenue is received from water sales to the Village of Glenview, North Maine Utilities, the Illinois American Water Company, Village of Golf, and the Village of Kenilworth. Domestic water revenue and sewer revenue is generated by the water and sewer fees charged to Wilmette residents. In 2014, the Village extended its wholesale water contract with the Village of Glenview through 2050 and added North Maine Utilities as a new wholesale customer, beginning in mid-2020. The addition of North Maine will result in an anticipated $1 million in new wholesale revenue.

Since 2004, water usage has declined by more than 20%. As a result, the Village regularly reviews its water usage assumptions and makes reductions in average consumption for both water and sewer to better match the revenues derived from actual usage and to reflect long-term trends.



The above chart illustrates actual sales (measured in hundred cubic feet (ccf)) since 2006. For FY 2019, total sales were at their lowest levels since at least 1997 (a 21% decline), even with the additions of new wholesale customers in recent years.

Water Rate

Given the new North Maine Utilities wholesale revenues which began in mid-2020, and the staff's recommendation to defer an annual water main replacement program to FY 2023, no increase in the Village's water rate is necessary at this time.

Following wholesale rate increases of 9% in 2015, 5% in 2017 and another 5% in 2019, there was a scheduled 5% reduction effective in June 2020, as part of commencement of service to North Maine Utilities/Aqua. Currently, we expect wholesale water rates to be stable for the foreseeable future.

Sewer Rate

Following two years of increases in the sewer rate to fund the $24 million sewer improvement program in 2014 and 2015, there was no rate increase in 2016, 2017, 2018, or 2019. A modest 4% increase was implemented in 2020 to account for declining consumption and continuation of an aggressive sewer maintenance program to address aging infrastructure. Due to drought condition in 2020, no sewer rate increase is necessary in 2021 despite initial projections which had called for an $0.18/unit increase.

Stormwater Utility Fee

The $68 million Neighborhood Storage Improvement Project necessitated a new funding source to pay the nearly $4 million in projected annual debt service. Following a comprehensive study in 2019, the Village Board elected to implement a stormwater utility fee that will charge properties a flat quarterly fee based on the measured impervious surface. The stormwater fee was selected as it is a stable and reliable revenue source while also being more reflective of a property's impact on the sewer system. The projected average annual residential fee in 2021 will increase from $144 to $175. The fee will continue to increase annually over the next several years as the project is implemented.

Capital Expenses

For the Fiscal Year 2021 Budget, the following capital expenditures are included in the Water and Sewer Fund Budgets to improve and maintain the Village's infrastructure:

<u>Sewer Fund</u>

- Completion of Phase 1 and Phase 2- NSP: $17,300,000
- SWPS Electrical Improvements (Year 1 of 2): $600,000
- Sewer Main Repairs: $466,000
- Sewer Maintenance: $366,500
- Smoke Testing: $60,000
- Stormwater Incentive Program: $60,000

Water Fund

- Water Plant Electrical Imp. Phase 2: $400,000
- Distribution System Valve Improvements: $91,000
- Rebuild Water Plant High Lift Pump: $50,000
- Water Meter Replacements: $50,000
- Water Transmission Main Repairs: $21,500
- Water Plant Intake Inspection: $20,000
- Hydraulic Modeling and Fire Flow Testing: $15,000
- Water Main Surge Suppressors: $12,000

- ***Water and Sewer Future Years***

Complete long-range cash flows are included in this budget through the 2023 fiscal year. Revenue projections provide for no increase in the residential water rate in 2022 or 2023, with additional adjustments beyond that to be reviewed based on new revenues from North Maine Utilities, infrastructure needs, and the impact of the weather on overall fund performance. The wholesale rate is projected to hold flat for several years.

There are no increases projected in the sewer rate in 2022 and 2023 (weather dependent). As discussed, the stormwater utility fee will increase annually as the Village's debt obligations grow due to the Neighborhood Storage Improvements. The rate of increase will be dependent on the final cost of the project and the interest rates associated with the debt.

Acknowledgements

On behalf of all the Village staff, I would like to express our sincere gratitude to each of the Village's elected public officials, past and present, recognizing that we have and continue to benefit from your collective direction, support, guidance and confidence. Your thoughtful, respectful and informed leadership and decision-making is respected by all the Village staff.

I am very proud of all the members of the staff, who serve Wilmette with professionalism, dedication and integrity. To each of the Village's department heads and assistant department heads, I am grateful for your expertise and leadership, and for your hard work in preparing our Budget. I finally wish to express my sincere gratitude to the Village's Budget Team: Ms. Molloy, Mr. Hallgren, Ms. Jarog, and Mr. Arteaga. Their dedication and expertise are indispensable to the Village, and without their diligence and professionalism, the preparation of this budget would not be possible.

Respectfully submitted,

Michael Braiman
Village Manager

THE VILLAGE OF
Wilmette
EST. 1872

Budget Overview

Village of Willmette

Proposed 2021 Budget - Revenue and Expenditure Summary

	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)
REVENUE						
OPERATING FUNDS						
GENERAL FUND	39,744,885	40,533,237	34,165,410	32,645,274	33,578,983	(586,427)
SEWER FUND	4,742,271	4,622,450	31,388,970	32,981,970	23,031,300	(8,357,670)
WATER FUND	8,839,809	8,744,803	14,552,600	16,866,891	10,150,250	(4,402,350)
PARKING METER FUND	468,825	488,479	470,360	148,565	255,300	(215,060)
OPERATING FUNDS Total	**53,795,789**	**54,388,969**	**80,577,340**	**82,642,700**	**67,015,833**	**(13,561,507)**
CAPITAL & DEBT SERVICE FUNDS						
CAPITAL PROJECTS FUND	-	-	-	-	3,360,000	3,360,000
GENERAL DEBT SERVICE FUND	3,673,821	3,672,529	3,703,100	3,668,100	3,683,500	(19,600)
MOTOR FUEL TAX FUND	701,819	901,962	1,037,900	1,601,900	1,666,700	628,800
CAPITAL & DEBT SERVICE FUNDS Total	**4,375,640**	**4,574,492**	**4,741,000**	**5,270,000**	**8,710,200**	**3,969,200**
PENSION FUNDS						
FIREFIGHTERS' PENSION FUND	(200,228)	12,085,333	6,603,000	6,485,000	7,659,000	1,056,000
POLICE PENSION FUND	(636,050)	11,557,856	5,987,000	6,077,000	7,013,000	1,026,000
SECTION 105 FUND	280,246	310,650	275,000	279,010	274,994	(6)
PENSION FUNDS Total	**(556,032)**	**23,953,840**	**12,865,000**	**12,841,010**	**14,946,994**	**2,081,994**
INTERNAL SERVICE FUNDS						
EMPLOYEE INSURANCE FUND	2,983,660	3,157,013	3,468,888	3,434,198	3,645,072	176,184
MUNICIPAL GARAGE	1,404,741	1,382,705	1,407,785	1,304,200	1,422,030	14,245
WORKERS' COMPENSATION FUND	302,762	299,364	156,700	163,540	156,091	(609)
ILLINOIS MUNICIPAL RETIREMENT	2,125,646	1,946,237	2,271,060	2,271,060	2,286,316	15,256
INTERNAL SERVICE FUNDS Total	**6,816,808**	**6,785,319**	**7,304,433**	**7,172,998**	**7,509,509**	**205,076**
TOTAL REVENUES	**$ 64,432,206**	**$ 89,702,619**	**$ 105,487,773**	**$ 107,926,708**	**$ 98,182,536**	**$ (7,305,237)**

	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)
EXPENDITURES						
OPERATING FUNDS						
GENERAL FUND	37,340,528	38,801,339	37,123,160	34,641,284	35,943,567	(1,179,593)
SEWER FUND	6,280,017	10,207,189	30,814,425	29,346,145	27,936,269	(2,878,156)
WATER FUND	9,796,888	15,757,943	16,920,385	14,938,712	10,547,807	(6,372,578)
PARKING METER FUND	351,838	369,391	414,780	266,025	335,069	(79,711)
OPERATING FUNDS Total	**53,769,271**	**65,135,862**	**85,272,750**	**79,192,166**	**74,762,712**	**(10,510,038)**
CAPITAL & DEBT SERVICE FUNDS						
CAPITAL PROJECTS FUND	1,224,241	626,638	95,000	895,000	2,561,343	2,466,343
GENERAL DEBT SERVICE FUND	3,742,115	3,677,375	3,702,000	3,702,000	3,695,000	(7,000)
MOTOR FUEL TAX FUND	700,000	635,944	1,200,000	1,200,000	1,795,000	595,000
CAPITAL & DEBT SERVICE FUNDS Total	**5,666,357**	**4,939,957**	**4,997,000**	**5,797,000**	**8,051,343**	**3,054,343**
PENSION FUNDS						
FIREFIGHTERS' PENSION FUND	4,125,639	4,231,290	4,819,000	4,769,000	4,839,200	20,200
POLICE PENSION FUND	3,485,241	3,700,316	4,293,000	4,219,000	4,284,200	(8,800)
SECTION 105 FUND	267,709	302,265	300,000	304,250	310,000	10,000
PENSION FUNDS Total	**7,878,588**	**8,233,871**	**9,412,000**	**9,292,250**	**9,433,400**	**21,400**
INTERNAL SERVICE FUNDS						
EMPLOYEE INSURANCE FUND	2,984,879	3,156,534	3,468,888	3,434,198	3,645,072	176,184
MUNICIPAL GARAGE	1,404,741	1,382,705	1,407,785	1,279,925	1,417,875	10,090
WORKERS' COMPENSATION FUND	291,927	319,125	156,700	154,800	156,091	(609)
ILLINOIS MUNICIPAL RETIREMENT	2,122,951	1,941,996	2,271,060	2,271,060	2,286,316	15,256
INTERNAL SERVICE FUNDS Total	**6,804,498**	**6,800,360**	**7,304,433**	**7,139,983**	**7,505,354**	**200,921**
TOTAL EXPENDITURES	**$ 74,118,714**	**$ 85,110,050**	**$ 106,986,183**	**$ 101,421,399**	**$ 99,752,809**	**$ (7,233,374)**

Village of Willmette

Proposed 2021 Budget - Revenue Summary

		2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)
OPERATING FUNDS							
GENERAL FUND	FINES	300,460	329,632	303,700	226,000	303,700	-
	SERVICE CHARGES	3,281,433	3,282,777	3,178,900	3,175,800	3,180,900	2,000
	OTHER INCOME	1,267,608	1,347,397	1,220,700	1,254,700	1,227,700	7,000
	INVESTMENT INCOME	949,192	715,083	300,000	200,000	300,000	-
	SALES TAX	3,647,752	3,530,063	3,578,000	3,530,000	3,530,000	(48,000)
	HOME RULE SALES TAX	1,971,959	1,751,402	1,831,000	1,600,000	1,600,000	(231,000)
	INCOME TAX	2,594,015	2,883,115	2,919,000	2,759,000	2,492,000	(427,000)
	REAL ESTATE TRANSFER TAX	1,418,805	1,238,816	1,080,000	1,155,000	1,080,000	-
	PROPERTY TAX	14,168,676	14,750,101	10,374,800	10,374,800	10,811,800	437,000
	PERMITS & LICENSES	5,090,864	5,151,658	3,860,000	3,666,900	3,700,000	(160,000)
	GRANT/CONTRIBUTIONS	438,991	1,031,536	856,610	498,074	862,883	6,273
	INTERFUND TRANSFER	950,000	1,000,000	1,050,000	1,050,000	1,340,000	290,000
	OTHER TAXES	1,534,123	1,566,350	1,559,700	1,274,000	1,245,000	(314,700)
	UTILITY TAXES	2,131,007	1,955,308	2,053,000	1,881,000	1,905,000	(148,000)
	GENERAL FUND Total	**39,744,885**	**40,533,237**	**34,165,410**	**32,645,274**	**33,578,983**	**(586,427)**
SEWER FUND	INVESTMENT INCOME	4,218	437	-	-	-	-
	BOND PROCEEDS	-	-	24,820,000	26,568,000	16,320,000	(8,500,000)
	RESIDENTIAL SEWER CHARGES	4,738,054	4,622,014	5,011,000	5,011,000	5,011,000	-
	STORMWATER CHARGES	-	-	1,557,970	1,402,970	1,700,300	142,330
	SEWER FUND Total	**4,742,271**	**4,622,450**	**31,388,970**	**32,981,970**	**23,031,300**	**(8,357,670)**
WATER FUND	SERVICE CHARGES	111,222	122,641	50,000	40,000	50,000	-
	OTHER INCOME	179,454	18,399	120,000	105,000	120,000	-
	INVESTMENT INCOME	167,118	174,022	100,000	75,000	100,000	-
	BOND PROCEEDS	-	(0)	5,000,000	7,364,291	-	(5,000,000)
	WHOLESALE WATER SALES	5,249,925	5,246,039	6,070,700	6,070,700	6,668,350	597,650
	RESIDENTIAL WATER CHARGES	3,132,091	3,183,702	3,211,900	3,211,900	3,211,900	-
	WATER FUND Total	**8,839,809**	**8,744,803**	**14,552,600**	**16,866,891**	**10,150,250**	**(4,402,350)**
PARKING METER FUND	OTHER INCOME	-	24,154	-	-	-	-
	RENTAL	3,000	3,000	3,000	3,000	3,000	-
	PERMITS	94,517	99,144	96,360	63,745	68,300	(28,060)
	DAILY FEE	371,308	362,181	371,000	81,820	184,000	(187,000)
	PARKING METER FUND Total	**468,825**	**488,479**	**470,360**	**148,565**	**255,300**	**(215,060)**
OPERATING FUNDS TOTAL		**53,795,789**	**54,388,969**	**80,577,340**	**82,642,700**	**67,015,833**	**(13,561,507)**
CAPITAL & DEBT SERVICE FUNDS							
CAPITAL PROJECTS FUND	BOND PROCEEDS	-	-	-	-	3,360,000	3,360,000
	CAPITAL PROJECTS FUND Total	**-**	**-**	**-**	**-**	**3,360,000**	**3,360,000**
GENERAL DEBT SERVICE FUND	PROPERTY TAX	3,673,821	3,672,529	3,668,100	3,668,100	3,663,500	(4,600)
	INTERFUND TRANSFER	-	-	35,000	-	20,000	(15,000)
	GENERAL DEBT SERVICE FUND Total	**3,673,821**	**3,672,529**	**3,703,100**	**3,668,100**	**3,683,500**	**(19,600)**
MOTOR FUEL TAX FUND	INVESTMENT INCOME	8,509	13,349	4,500	4,500	4,500	-
	GRANT/CONTRIBUTIONS	-	-	-	595,000	595,000	595,000
	OTHER TAXES	693,310	888,613	1,033,400	1,002,400	1,067,200	33,800
	MOTOR FUEL TAX FUND Total	**701,819**	**901,962**	**1,037,900**	**1,601,900**	**1,666,700**	**628,800**
CAPITAL & DEBT SERVICE FUNDS Total		**4,375,640**	**4,574,492**	**4,741,000**	**5,270,000**	**8,710,200**	**3,969,200**
PENSION FUNDS							
FIREFIGHTERS' PENSION FUND	OTHER INCOME	60	-	-	-	-	-
	INVESTMENT INCOME	(3,377,662)	8,819,891	3,100,000	3,100,000	3,800,000	700,000
	PROPERTY TAX	2,750,000	2,823,000	2,859,000	2,859,000	3,126,000	267,000
	INTERFUND TRANSFER	-	-	180,000	76,000	250,000	70,000
	EMPLOYEE CONTRIBUTIONS	427,374	442,442	464,000	450,000	483,000	19,000
	FIREFIGHTERS' PENSION FUND Total	**(200,228)**	**12,085,333**	**6,603,000**	**6,485,000**	**7,659,000**	**1,056,000**

Village of Willmette

Proposed 2021 Budget - Revenue Summary

		2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)
POLICE PENSION FUND	OTHER INCOME	60	-	-	-	-	-
	INVESTMENT INCOME	(3,219,528)	8,814,757	3,100,000	3,100,000	3,800,000	700,000
	PROPERTY TAX	2,127,000	2,273,000	2,377,000	2,377,000	2,455,000	78,000
	INTERFUND TRANSFER	-	-	20,000	115,000	250,000	230,000
	EMPLOYEE CONTRIBUTIONS	456,418	470,099	490,000	485,000	508,000	18,000
	POLICE PENSION FUND Total	**(636,050)**	**11,557,856**	**5,987,000**	**6,077,000**	**7,013,000**	**1,026,000**
SECTION 105 FUND	INVESTMENT INCOME	27,246	30,650	15,000	10,000	15,000	-
	INTERFUND TRANSFER	253,000	280,000	260,000	269,010	259,994	(6)
	SECTION 105 FUND Total	**280,246**	**310,650**	**275,000**	**279,010**	**274,994**	**(6)**
PENSION FUNDS Total		**(556,032)**	**23,953,840**	**12,865,000**	**12,841,010**	**14,946,994**	**2,081,994**
	TOTAL REVENUES BEFORE INTERNAL SERVICE FUNDS	**$ 57,615,397**	**$ 82,917,300**	**$ 98,183,340**	**$ 100,753,710**	**$ 90,673,027**	**$ (7,510,313)**

		2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)
INTERNAL SERVICE FUNDS							
EMPLOYEE INSURANCE FUND	INTERFUND TRANSFER	2,983,660	3,157,013	3,468,888	3,434,198	3,645,072	176,184
	EMPLOYEE INSURANCE FUND Total	**2,983,660**	**3,157,013**	**3,468,888**	**3,434,198**	**3,645,072**	**176,184**
MUNICIPAL GARAGE	OTHER INCOME	1,848	3,778	3,000	3,000	3,000	-
	INTERFUND TRANSFER	1,402,893	1,378,927	1,404,785	1,301,200	1,419,030	14,245
	MUNICIPAL GARAGE Total	**1,404,741**	**1,382,705**	**1,407,785**	**1,304,200**	**1,422,030**	**14,245**
WORKERS' COMPENSATION FUND	OTHER INCOME	24,336	24,919	-	12,500	-	-
	INTERFUND TRANSFER	278,426	274,446	156,700	151,040	156,091	(609)
	WORKERS' COMPENSATION FUND Total	**302,762**	**299,364**	**156,700**	**163,540**	**156,091**	**(609)**
ILLINOIS MUNICIPAL RETIREMENT	INTERFUND TRANSFER	2,125,646	1,946,237	2,271,060	2,271,060	2,286,316	15,256
	ILLINOIS MUNICIPAL RETIREMENT Total	**2,125,646**	**1,946,237**	**2,271,060**	**2,271,060**	**2,286,316**	**15,256**
INTERNAL SERVICE FUNDS Total		**6,816,808**	**6,785,319**	**7,304,433**	**7,172,998**	**7,509,509**	**205,076**
	TOTAL REVENUES	**$ 64,432,206**	**$ 89,702,619**	**$ 105,487,773**	**$ 107,926,708**	**$ 98,182,536**	**$ (7,305,237)**

Village of Wilmette FY 2021 Budget

Tax Levy Actual and Projections

Levy Year	Projected Operating Levy	Road Program	Fire and Police Pension Levy *	Debt Service Levy	Additional Levy for Fire & Police Pen.	Portion Paid from Bond Proceeds	Adjustment ** to Operating Levy to Smooth the Increment	Total Levy	"Smoothed" Incremental Growth (%)
1998	6,386,857			997,843				7,384,700	
1999	6,466,007			1,176,693				7,642,700	3.49%
2000	6,627,658			1,386,515			(20,000)	7,994,173	4.60%
2001	6,956,488			1,515,128			(10,000)	8,461,616	5.85%
2002	7,234,176			2,473,868		(600,000)	(140,000)	8,968,044	5.98%
2003	7,523,543			2,563,593		(400,000)	(182,000)	9,505,136	5.99%
2004	8,071,000			2,583,226		(200,000)	(147,500)	10,306,726	8.43%
2005	8,295,437			2,450,663			179,500	10,925,600	6.00%
2006	8,940,311			2,541,289			320,000	11,801,600	8.02%
2007	9,352,187			3,883,613		(500,000)	(463,000)	12,272,800	3.99%
2008	9,572,183			3,241,817	172,000		13,000	12,999,000	5.92%
2009	9,503,999			3,069,001	490,000		450,000	13,513,000	3.95%
2010	9,942,229			2,991,871	1,082,000			14,016,100	3.72%
2011	10,330,002			3,041,398	1,162,000			14,533,400	3.69%
2012	11,783,345			3,256,455				15,039,800	3.48%
2013	12,250,693			3,298,207				15,548,900	3.39%
2014	12,718,778			3,351,672				16,070,450	3.35%
2015	9,136,199		4,059,100	3,412,624				16,607,923	3.34%
2016	9,440,078		4,516,300	3,477,386				17,433,764	4.97%
2017	9,356,668	150,000	4,877,000	3,738,528				18,122,196	3.95%
2018	9,661,800	150,000	5,096,000	3,713,000				18,620,800	2.75%
2019	9,928,400	650,000	5,236,000	3,735,000				19,549,400	4.99%
2020	10,365,000	650,000	5,581,000	3,730,000				20,326,000	3.97%
2021	10,841,800	650,000	5,919,000	3,709,000				21,119,800	3.91%
2022	11,329,500	650,000	6,050,000	3,809,000				21,838,500	3.40%
2023	11,839,400	704,000	6,324,000	3,755,000				22,622,400	3.59%
2024	12,372,100	722,000	6,194,000	3,737,000				23,025,100	1.78%
2025	12,937,100	2,398,900	6,064,000	2,052,000				23,452,000	1.85%
2026	13,517,500	2,156,000	5,940,000	2,303,000				23,916,500	1.98%
2027	14,125,300	2,156,000	5,814,000	2,303,000				24,398,300	2.01%
2028	14,760,900	2,238,000	5,674,000	2,220,000				24,892,900	2.03%

* *The itemization of the employer contribution to the Fire and Police Pension Funds will be new on the 2017 tax levy*

** *These adjustments, in total, net to zero. They are designed to eliminate large percentage fluctuations in the Village's tax levy due to the issuance of new debt.*

2020 components of levy increase:	Increase
General Operations	2.23%
Debt Service	-0.03%
Fire and Police Pension Growth	1.76%
Total 2020 Tax Levy Growth	**3.97%**

Village of Wilmette

Proposed 2021 Fee Schedule

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Fines:					
Parking Fines	$35	$35	$35	$35	$35
Returned Checks	Greater of $25 or 10% of amount of NSF check	Greater of $25 or 10% of amount of NSF check	Greater of $25 or 10% of amount of NSF check	Greater of $25 or 10% of amount of NSF check	Greater of $25 or 10% of amount of NSF check
Licenses:					
Sales of Vehicle Licenses	$80	$80	$80	$80	$80
Truck Licenses	$95	$95	$95	$95	$95
Sales of Taxi Licenses	$125	$125	$125	$125	$125
Business Licenses	$80/$160/$235	$80/$160/$235	$80/$160/$235	$80/$160/$235	$80/$160/$235
Late Fee- Business Licenses	$160/$320/$470	$160/$320/$470	$160/$320/$470	$160/$320/$470	$160/$320/$470
Contractor Licenses	$80	$80	$80	$80	$80
Liquor Licenses	From $1,000 to $5,000	From $1,000 to $5,000	From $1,000 to $5,000	From $1,000 to $5,000	From $1,000 to $5,000
Food Handler's License	$175/$305/$435	$175/$305/$435	$175/$305/$435	$175/$305/$435	$175/$305/$435
Temporary Food Event	$25 / $50	$25 / $50	$25 / $50	$25 / $50	$25 / $50
Late Fee- Temporary Food Event	$50 / $100	$50 / $100	$50 / $100	$50 / $100	$50 / $100
Permits:					
*Building Permits	$20.16/K + $39 inspection	$20.16/K + $39 inspection	$20.16/K + $39 inspection	$20.16/K + $39 inspection	$20.16/K + $39 inspection
*Right of Way Permits	$62	$62	$62	$62	$62
*Electric Permits	Base of $45+ fee / service install.	Base of $45+ fee / service install.	Base of $45+ fee / service install.	Base of $45+ fee / service install.	Base of $45+ fee / service install.
*Plumbing Permits	Base of $45 + $8.00 per fixture	Base of $45 + $8.00 per fixture	Base of $45 + $8.00 per fixture	Base of $45 + $8.00 per fixture	Base of $45 + $8.00 per fixture
*Dumpster Permits	$45	$45	$45	$45	$45
Right of Way Permits *					
*Fence Permits	$39	$39	$39	$39	$39
*Roof Permits	$39	$39	$39	$39	$39
*Tent Permits	$79	$79	$79	$79	$79
*Swim Pool Permit Fee	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation
*Private Spa Permit Fee	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation
*Grading Permit	New Homes- Village Cost + 235; All Other- $120	New Homes- Village Cost + 235; All Other- $120	New Homes- Village Cost + 235; All Other- $120	New Homes- Village Cost + 235; All Other- $120	New Homes- Village Cost + 235; All Other- $120
*Demolition Fee	$4,500	$4,500	$4,500	$4,500	$4,500
Demolition Fee - Access *					
Demolition Fee - Tank *					
*Plan Review Fees, Res	$79 / $118 / $202	$79 / $118 / $202	$79 / $118 / $202	$79 / $118 / $202	$79 / $118 / $202
*Plan Rev Fees, Comm	$202 / $321	$202 / $321	$202 / $321	$202 / $321	$202 / $321
*Inspections	$39	$39	$39	$39	$39
*Permit Penalties	$153 or 50%	$153 or 50%	$153 or 50%	$153 or 50%	$153 or 50%
*Tapping fees	Village cost + $45	Village cost + $45	Village cost + $45	Village cost + $45	Village cost + $45
*Water meter fees	Village cost + $45	Village cost + $45	Village cost + $45	Village cost + $45	Village cost + $45
*Construction water fees	$5.15/day	$5.15/day	$5.15/day	$5.15/day	$5.15/day
*Fire Plan Review Res, Comm	$109 / $169	$109 / $169	$109 / $169	$109 / $169	$109 / $169
Planning and Zoning Filing Fees:					
*ZBA/ARC/PC fees	$123-$777	$123-$777	$123-$777	$123-$777	$123-$777
*Temp Use-six days +	$123	$123	$123	$123	$123
*ARC-appear certificate	$123	$123	$123	$123	$123
Service Charges:					
Refuse Charges	$23.17 / month	$23.75 / month	$23.75 / month	$23.75 / month	$23.75 / month
Ambulance Transport Fees	BLS $450/ALSI $550/ALSII$700 - plus mileage $7.50	BLS $450/ALSI $550/ALSII$700 - plus mileage $7.50	BLS $450/ALSI $550/ALSII$700 - plus mileage $7.50	BLS $450/ALSI $550/ALSII$700 - plus mileage $7.50	BLS $450/ALSI $550/ALSII$700 - plus mileage $7.50
Burglar & Fire Alarm Service	Scaled Rate- Average is $100	Scaled Rate- Average is $100	Scaled Rate- Average is $100	Scaled Rate- Average is $100	Scaled Rate- Average is $100
*Elevator Inspections	$79	$79	$79	$79	$79
*Elevator Plan Rev Fee	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation	$20.16 per $1,000 valuation
Yard Waste Stickers	$2.25 per sticker	$2.25 per sticker	$2.25 per sticker	$2.25 per sticker	$2.25 per sticker
Daily Metra Parking Fee	$2.50/$2.00	$2.50/$2.00	$2.50/$2.00	$2.55/$2.05	$2.55/$2.05
Vehicle Fuel Tax	0.04 cent per gallon	0.04 cent per gallon	0.04 cent per gallon	0.04 cent per gallon	0.04 cent per gallon
Residential Water Rate	$2.61 per 100 cub. ft.	$2.68 per 100 cub. ft.	$2.75 per 100 cub. ft.	$2.75 per 100 cub. ft.	$2.75 per 100 cub. ft.
Residential Sewer Rate	$4.24 per 100 cub. ft	$4.24 per 100 cub. ft	$4.24 per 100 cub. ft	$4.40 per 100 cub. ft	$4.40 per 100 cub. ft
Stormwater Utility Fixed Fee	-	-	-	$40 per year	**$50 per year**
Stormwater Utility ERU Fee	-	-	-	$104 per unit	**$125 per unit**

Village of Willmette

Proposed 2021 Budget - Expenditure Summary

		2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)
OPERATING FUNDS							
GENERAL FUND	PERSONNEL EXPENSE	21,055,271	21,739,495	22,537,665	22,284,965	23,274,391	736,726
	CONTRACTUAL SERVICES	2,839,437	2,480,733	2,564,705	2,366,039	2,829,456	264,751
	COMMODITIES	729,776	777,770	776,485	781,905	799,097	22,612
	OTHER EXPENSE	6,964,510	7,031,650	1,795,090	1,461,370	1,604,403	(190,687)
	CAPITAL OUTLAY	3,327,573	4,334,436	5,942,485	4,154,065	4,023,885	(1,918,600)
	CONTINGENCY EXPENSE	28,600	51,914	685,000	760,000	520,000	(165,000)
	DEBT SERVICE EXPENSE	12,500	12,500	12,500	12,500	12,500	-
	REFUSE COLLECTION	2,382,861	2,372,840	2,385,870	2,397,080	2,456,475	70,605
	CERF ALLOCATION	-	-	423,360	423,360	423,360	-
	GENERAL FUND Total	**37,340,528**	**38,801,339**	**37,123,160**	**34,641,284**	**35,943,567**	**(1,179,593)**
SEWER FUND	PERSONNEL EXPENSE	790,232	901,387	984,500	945,500	1,014,425	29,925
	CONTRACTUAL SERVICES	518,903	525,495	548,105	500,200	596,580	48,475
	COMMODITIES	91,802	105,166	96,100	86,900	96,900	800
	OTHER EXPENSE	122,195	120,230	128,720	125,870	131,364	2,644
	CAPITAL OUTLAY	1,575,131	5,369,848	24,929,000	23,600,675	21,551,000	(3,378,000)
	DEBT SERVICE EXPENSE	3,181,756	3,185,064	4,128,000	4,087,000	4,546,000	418,000
	SEWER FUND Total	**6,280,017**	**10,207,189**	**30,814,425**	**29,346,145**	**27,936,269**	**(2,878,156)**
WATER FUND	PERSONNEL EXPENSE	3,559,376	3,413,159	3,734,560	3,657,135	3,770,613	36,053
	CONTRACTUAL SERVICES	582,403	478,722	430,920	417,220	467,650	36,730
	COMMODITIES	828,638	806,258	981,065	897,550	972,765	(8,300)
	OTHER EXPENSE	1,125,480	1,176,016	1,265,080	1,253,580	1,558,079	292,999
	CAPITAL OUTLAY	1,392,377	7,464,385	8,176,060	6,105,527	673,500	(7,502,560)
	DEBT SERVICE EXPENSE	2,218,414	2,329,202	2,242,500	2,517,500	3,015,000	772,500
	INSURANCE EXPENSE	90,200	90,200	90,200	90,200	90,200	-
	WATER FUND Total	**9,796,888**	**15,757,943**	**16,920,385**	**14,938,712**	**10,547,807**	**(6,372,578)**
PARKING METER FUND	PERSONNEL EXPENSE	127,171	127,526	139,950	137,225	144,639	4,689
	CONTRACTUAL SERVICES	98,699	119,642	130,035	79,120	103,910	(26,125)
	COMMODITIES	19,077	20,613	26,920	17,805	26,320	(600)
	OTHER EXPENSE	106,890	101,611	117,875	31,875	60,200	(57,675)
	PARKING METER FUND Total	**351,838**	**369,391**	**414,780**	**266,025**	**335,069**	**(79,711)**
OPERATING FUNDS Total		**53,769,271**	**65,135,862**	**85,272,750**	**79,192,166**	**74,762,712**	**(10,510,038)**
CAPITAL & DEBT SERVICE FUNDS							
CAPITAL PROJECTS FUND	CAPITAL OUTLAY	1,224,241	626,638	95,000	895,000	2,501,343	2,406,343
	DEBT SERVICE EXPENSE	-	-	-	-	60,000	60,000
	CAPITAL PROJECTS FUND Total	**1,224,241**	**626,638**	**95,000**	**895,000**	**2,561,343**	**2,466,343**
GENERAL DEBT SERVICE FUND	DEBT SERVICE EXPENSE	3,742,115	3,677,375	3,702,000	3,702,000	3,695,000	(7,000)
	GENERAL DEBT SERVICE FUND Total	**3,742,115**	**3,677,375**	**3,702,000**	**3,702,000**	**3,695,000**	**(7,000)**
MOTOR FUEL TAX FUND	CAPITAL OUTLAY	700,000	635,944	1,200,000	1,200,000	1,795,000	595,000
	MOTOR FUEL TAX FUND Total	**700,000**	**635,944**	**1,200,000**	**1,200,000**	**1,795,000**	**595,000**
CAPITAL & DEBT SERVICE FUNDS Total		**5,666,357**	**4,939,957**	**4,997,000**	**5,797,000**	**8,051,343**	**3,054,343**
PENSION FUNDS							
FIREFIGHTERS' PENSION FUND	PERSONNEL EXPENSE	4,023,616	4,136,671	4,650,000	4,600,000	4,670,000	20,000
	CONTRACTUAL SERVICES	92,123	85,519	156,000	156,000	156,200	200
	OTHER EXPENSE	9,900	9,100	13,000	13,000	13,000	-
	FIREFIGHTERS' PENSION FUND Total	**4,125,639**	**4,231,290**	**4,819,000**	**4,769,000**	**4,839,200**	**20,200**
POLICE PENSION FUND	PERSONNEL EXPENSE	3,381,114	3,601,127	4,124,000	4,050,000	4,115,000	(9,000)
	CONTRACTUAL SERVICES	95,057	89,408	156,000	156,000	156,200	200
	OTHER EXPENSE	9,069	9,780	13,000	13,000	13,000	-
	POLICE PENSION FUND Total	**3,485,241**	**3,700,316**	**4,293,000**	**4,219,000**	**4,284,200**	**(8,800)**
SECTION 105 FUND	PERSONNEL EXPENSE	267,709	302,265	300,000	304,250	310,000	10,000
	SECTION 105 FUND Total	**267,709**	**302,265**	**300,000**	**304,250**	**310,000**	**10,000**

Village of Willmette

Proposed 2021 Budget - Expenditure Summary

	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)
PENSION FUNDS Total	**7,878,588**	**8,233,871**	**9,412,000**	**9,292,250**	**9,433,400**	**21,400**
TOTAL EXPENDITURES BEFORE INTERNAL SERVICE FUNDS	**$ 67,314,216**	**$ 78,309,690**	**$ 99,681,750**	**$ 94,281,416**	**$ 92,247,455**	**$ (7,434,295)**

		2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)
INTERNAL SERVICE FUNDS							
EMPLOYEE INSURANCE FUND	PERSONNEL EXPENSE	2,984,879	3,156,534	3,468,888	3,434,198	3,645,072	176,184
	EMPLOYEE INSURANCE FUND Total	**2,984,879**	**3,156,534**	**3,468,888**	**3,434,198**	**3,645,072**	**176,184**
MUNICIPAL GARAGE	PERSONNEL EXPENSE	844,060	859,132	899,715	889,000	945,145	45,430
	CONTRACTUAL SERVICES	113,444	84,929	99,155	90,100	106,340	7,185
	COMMODITIES	381,891	372,316	400,175	295,350	357,650	(42,525)
	OTHER EXPENSE	6,346	7,328	8,740	5,475	8,740	-
	INSURANCE EXPENSE	59,000	59,000	-	-	-	-
	MUNICIPAL GARAGE Total	**1,404,741**	**1,382,705**	**1,407,785**	**1,279,925**	**1,417,875**	**10,090**
WORKERS' COMPENSATION FUND	INSURANCE EXPENSE	291,927	319,125	156,700	154,800	156,091	(609)
	WORKERS' COMPENSATION FUND Total	**291,927**	**319,125**	**156,700**	**154,800**	**156,091**	**(609)**
ILLINOIS MUNICIPAL RETIREMENT	PERSONNEL EXPENSE	2,122,951	1,941,996	2,271,060	2,271,060	2,286,316	15,256
	ILLINOIS MUNICIPAL RETIREMENT Total	**2,122,951**	**1,941,996**	**2,271,060**	**2,271,060**	**2,286,316**	**15,256**
INTERNAL SERVICE FUNDS Total		**6,804,498**	**6,800,360**	**7,304,433**	**7,139,983**	**7,505,354**	**200,921**
	TOTAL EXPENDITURES	**$ 74,118,714**	**$ 85,110,050**	**$ 106,986,183**	**$ 101,421,399**	**$ 99,752,809**	**$ (7,233,374)**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
All Funds

Fund	2019 Ending Balance	2020 Revenue	2020 Expense	2020 YE Estimate	2021 Revenue	2021 Expense	2021 YE Projection
General Fund	12,633,704	29,272,012	30,156,459	11,749,257	29,670,390	31,612,052	9,807,595
CERF	2,398,725	465,360	1,203,885	1,660,200	658,360	972,000	1,346,560
Infrastructure Investment	1,006,956	4,702,902	4,857,580	852,278	8,170,233	7,057,998	1,964,513
Capital Projects Fund	80,000	(800,000)	95,000	(815,000)	1,033,157	234,500	(16,343)
Motor Fuel Tax	610,077	1,601,900	1,795,000	416,977	1,666,700	1,795,000	288,677
Sewer Fund	(1,218,422)	32,981,970	29,346,145	2,417,403	23,031,300	27,936,269	(2,487,566)
Water Fund	1,960,007	16,866,891	14,938,712	3,888,186	10,150,250	10,547,807	3,490,629
Parking Meter Fund	2,111,484	148,565	266,025	1,994,024	255,300	335,069	1,914,255
Debt Service Fund	72,346	3,668,100	3,702,000	38,446	3,683,500	3,695,000	26,946
NON-PENSION FUNDS	**19,654,877**	**88,907,700**	**86,360,806**	**22,201,771**	**78,319,190**	**84,185,695**	**16,335,266**
Fire Pension Fund	51,359,785	6,485,000	4,769,000	53,075,785	7,659,000	4,839,200	55,895,585
Police Pension Fund	51,676,882	6,077,000	4,219,000	53,534,882	7,013,000	4,284,200	56,263,682
Section 105 Fund	75,796	279,010	304,250	50,556	274,994	310,000	15,550
PENSION FUNDS	**$ 129,788,513**	**$ 161,384,398**	**$ 151,857,403**	**$ 139,315,508**	**$ 141,914,984**	**$ 146,192,738**	**$ 135,037,754**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
General Fund

	2020 Budget	2020 Estimate	2021 Proposed
REVENUES			
PROPERTY TAX	10,374,800	10,374,800	10,811,800
SALES TAX	3,578,000	3,530,000	3,530,000
HOME RULE SALES TAX	1,831,000	1,600,000	1,600,000
SERVICE CHARGES	3,178,900	3,175,800	3,180,900
INCOME TAX	2,919,000	2,759,000	2,492,000
UTILITY TAXES	2,053,000	1,881,000	1,905,000
PERMITS & LICENSES	3,760,000	3,582,900	3,600,000
REAL ESTATE TRANSFER TAX	1,080,000	1,131,000	1,080,000
OTHER TAXES	1,559,700	1,274,000	1,245,000
INTERFUND TRANSFER	1,050,000	1,050,000	1,340,000
FINES	303,700	226,000	303,700
OTHER INCOME	1,150,700	1,146,200	1,147,700
INVESTMENT INCOME	300,000	200,000	300,000
RECURRING Total	*33,138,800*	*31,930,700*	*32,536,100*
PERMITS & LICENSES	100,000	84,000	100,000
REAL ESTATE TRANSFER TAX	-	24,000	-
OTHER INCOME	70,000	108,500	80,000
GRANT/CONTRIBUTIONS	856,610	498,074	862,883
NON-RECURRING Total	*1,026,610*	*714,574*	*1,042,883*
REVENUE Subtotal	**34,165,410**	**32,645,274**	**33,578,983**
PROGRAM ALLOCATIONS			
INFRASTRUCTURE INVESTMENT	(3,210,990)	(2,907,902)	(3,250,233)
CERF	(473,360)	(465,360)	(658,360)
PROGRAM ALLOCATIONS Subtotal	**(3,684,350)**	**(3,373,262)**	**(3,908,593)**
UNRESTRICTED REVENUES	**30,481,060**	**29,272,012**	**29,670,390**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
PERSONNEL EXPENSE	22,537,665	22,284,965	23,274,391
REFUSE COLLECTION	2,385,870	2,397,080	2,456,475
CONTRACTUAL SERVICES	2,564,705	2,366,039	2,829,456
COMMODITIES	776,485	781,905	799,097
OTHER EXPENSE	1,795,090	1,461,370	1,604,403
DEBT SERVICE EXPENSE	12,500	12,500	12,500
CAPITAL OUTLAY	5,942,485	5,427,450	3,650,730
CONTINGENCY EXPENSE	685,000	760,000	520,000
GENERAL FUND EXPENSES	**36,699,800**	**35,491,309**	**35,147,052**
PROGRAM EXPENSES			
INFRASTRUCTURE INVESTMENT	(4,411,355)	(4,130,965)	(2,563,000)
CERF	(1,437,600)	(1,203,885)	(972,000)
PROGRAM EXPENSES Subtotal	**(5,848,955)**	**(5,334,850)**	**(3,535,000)**
GENERAL FUND EXPENSES	**30,850,845**	**30,156,459**	**31,612,052**
BALANCES			
Beginning Year Balance	11,929,369	12,633,704	11,749,257
Balance Change (+/-)	(369,785)	(884,447)	(1,941,662)
Ending Balance	**11,559,584**	**11,749,257**	**9,807,595**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Capital Equipment Replacement Fund (CERF)

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
NON-RECURRING REVENUE ALLOCATION	50,000	42,000	50,000
PUBLIC WORKS ALLOCATION	159,860	159,860	159,860
FIRE ALLOCATION	137,810	137,810	137,810
POLICE ALLOCATION	125,690	125,690	125,690
GRANT REVENUE	-	-	185,000
REVENUE Subtotal	**473,360**	**465,360**	**658,360**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
PUBLIC WORKS VEHICLES	559,100	394,165	593,000
FIRE VEHICLES	590,000	590,000	68,000
POLICE VEHICLES	184,000	187,720	231,000
FACILITIES	104,500	32,000	80,000
TRANSFER	-	-	-
Expense Subtotal	**1,437,600**	**1,203,885**	**972,000**

BALANCES			
BEGINNING BALANCE	2,242,680	2,398,725	1,660,200
BALANCE CHANGE (+/-)	(964,240)	(738,525)	(313,640)
ENDING BALANCE	**1,278,440**	**1,660,200**	**1,346,560**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Infrastructure Investment Program

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
GENERAL FUND ALLOCATION			
FUEL TAX	270,000	212,000	212,000
GRANT	520,640	275,552	617,883
HOME RULE SALES TAX	135,350	135,350	135,350
PAVEMENT DEGRADATION FEE	120,000	120,000	120,000
PROP. TAXES - CURRENT YR LEVY	650,000	650,000	650,000
VEHICLE LICENSES	1,515,000	1,515,000	1,515,000
GF ALLOCATION Subtotal	*3,210,990*	*2,907,902*	*3,250,233*
MFT ALLOCATION			
GRANT	-	595,000	595,000
INTEREST EARNINGS	4,500	4,500	4,500
MOTOR FUEL TAX ALLOTMENTS	1,033,400	1,002,400	1,067,200
FUND BALANCE	162,100	193,100	128,300
MFT ALLOCATION Subtotal	*1,200,000*	*1,795,000*	*1,795,000*
CAPITAL PROJECTS ALLOCATION			
BOND PROCEEDS	-	-	3,125,000
CAPITAL PROJECTS ALLOCATION Subtotal	-	-	*3,125,000*
ALLOCATION Total	**4,410,990**	**4,702,902**	**8,170,233**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
GENERAL FUND EXPENSES			
BRICK STREET MAINTENANCE	110,000	112,000	113,000
BRICK STREET RENOVATION	-	-	341,000
CRACK SEALING PROGRAM	25,000	50,000	26,000
CURB REPAIRS	25,000	25,000	26,000
INFRASTRUCTURE - OTHER	150,000	25,500	25,000
INFRASTRUCTURE - PARKING LOTS	-	-	15,000
PAVEMENT MARKING PROGRAM	50,000	50,000	52,000
PAVEMENT SURFACE REJUVENATION	19,000	19,000	88,000
RETAINING WALL REPAIRS	-	-	-
S.A.M.P. PROGRAM	450,000	415,000	574,000
SIDEWALK REPLACEMENT PROGRAM	70,000	70,000	75,000
STREET PATCHING	92,000	92,000	95,000
STREET RESURFACING	1,720,000	1,669,000	574,000
CENTRAL AVENUE	1,584,870	221,615	517,100
SKOKIE/LAKE INTERSECTION	56,910	56,910	99,055
LOCUST ROAD RECONSTRUCTION	33,555	33,555	-
TRAFFIC CALMING PROGRAM	25,000	18,000	25,000
PEDESTRIAN IMPROVEMENTS	-	-	55,000
BIKE PLAN IMPLEMENTATION	-	-	50,000
ENGINEERING SERVICES - ROAD	-	-	166,000
ENGINEERING SERVICES - PHASE 1	-	-	20,000
GF EXPENSE Subtotal	*4,411,335*	*2,857,580*	*2,936,155*
MFT EXPENSES			
STREET RESURFACING	1,200,000	1,200,000	1,200,000
GRANT DISTRIBUTION	-	-	595,000
MFT EXPENSE Subtotal	*1,200,000*	*1,200,000*	*1,795,000*
CAPITAL PROJECTS EXPENSES			
CENTRAL AVENUE	-	800,000	2,326,843
CAPITAL PROJECTS EXPENSE Subtotal	-	*800,000*	*2,326,843*
Expense Subtotal	**5,611,335**	**4,857,580**	**7,057,998**

BALANCES			
BEGINNING BALANCE	661,872	1,006,956	852,278
BALANCE CHANGE (+/-)	(1,200,345)	(154,678)	1,112,235
ENDING BALANCE	**(538,473)**	**852,278**	**1,964,513**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Capital Projects Fund

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
BOND ISSUANCE	-	-	3,360,000
REVENUE Subtotal	**-**	**-**	**3,360,000**
PROGRAM ALLOCATIONS			
CENTRAL AVENUE	-	(800,000)	(2,326,843)
PROGRAM ALLOCATIONS Subtotal	**-**	**(800,000)**	**(2,326,843)**
CAPITAL PROJECTS FUND Revenues	**-**	**(800,000)**	**1,033,157**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
BOND ISSUANCE COST	-	-	60,000
BUILDING IMPROVEMENTS - EPW	-	-	174,500
INFRASTUCTURE - OTHER	95,000	95,000	-
Expense Subtotal	**95,000**	**95,000**	**234,500**
BALANCES			
BEGINNING BALANCE	86,383	80,000	(815,000)
BALANCE CHANGE (+/-)	(95,000)	(895,000)	798,657
ENDING BALANCE	**(8,617)**	**(815,000)**	**(16,343)**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Motor Fuel Tax Fund

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
MOTOR FUEL TAX ALLOTMENTS	1,033,400	1,002,400	1,067,200
INTEREST EARNINGS	4,500	4,500	4,500
GRANT	-	595,000	595,000
REVENUE Subtotal	**1,037,900**	**1,601,900**	**1,666,700**

	2020 Budget	2020 Estimate	2021 Proposed
PROGRAM ALLOCATIONS			
INFRASTRUCTURE - ROADS	1,200,000	1,795,000	1,795,000
PROGRAM ALLOCATIONS Subtotal	**1,200,000**	**1,795,000**	**1,795,000**

BALANCES			
BEGINNING BALANCE	411,158	610,077	416,977
BALANCE CHANGE (+/-)	(162,100)	(193,100)	(128,300)
ENDING BALANCE	**249,058**	**416,977**	**288,677**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Water Fund

WATER OPERATING

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
SERVICE CHARGES	50,000	40,000	50,000
OTHER INCOME	120,000	105,000	120,000
INVESTMENT INCOME	100,000	75,000	100,000
WHOLESALE WATER SALES	6,070,700	6,070,700	6,668,350
RESIDENTIAL WATER CHARGES	3,211,900	3,211,900	3,211,900
REVENUE Subtotal	**9,552,600**	**9,502,600**	**10,150,250**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
PERSONNEL EXPENSE	3,734,560	3,657,135	3,770,613
CONTRACTUAL SERVICES	430,920	417,220	467,650
COMMODITIES	981,065	897,550	972,765
OTHER EXPENSE	1,265,080	1,253,580	1,558,079
INSURANCE EXPENSE	90,200	90,200	90,200
DEBT SERVICE EXPENSE	2,242,500	2,517,500	3,015,000
CAPITAL OUTLAY	255,860	115,360	273,500
Expense Subtotal	**9,000,185**	**8,948,545**	**10,147,807**

BALANCES			
BEGINNING BALANCE	2,957,303	3,334,131	3,888,186
BALANCE CHANGE (+/-)	552,415	554,055	2,443
ENDING BALANCE	**3,509,718**	**3,888,186**	**3,890,629**

WATER CAPITAL

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
BOND PROCEEDS	5,000,000	4,400,000	-
IEPA LOAN	-	2,964,291	-
REVENUE Subtotal	**5,000,000**	**7,364,291**	**-**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
INFRASTRUCTURE - WATER MAINS	2,920,200	3,025,876	-
INFRASTRUCTURE - WATER PLANT	5,000,000	2,964,291	400,000
Expense Subtotal	**7,920,200**	**5,990,167**	**400,000**

BALANCES			
BEGINNING BALANCE	(1,392,235)	(1,374,124)	-
BALANCE CHANGE (+/-)	(2,920,200)	1,374,124	(400,000)
ENDING BALANCE	**(4,312,435)**	**-**	**(400,000)**

WATER FUND ENDING BALANCE	**(802,717)**	**3,888,186**	**3,490,629**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Sewer Fund

SEWER OPERATING

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
RESIDENTIAL SEWER CHARGES	5,011,000	5,011,000	5,011,000
STORMWATER CHARGES	1,557,970	1,402,970	1,700,300
REVENUE Subtotal	**6,568,970**	**6,413,970**	**6,711,300**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
PERSONNEL EXPENSE	984,500	945,500	1,014,425
CONTRACTUAL SERVICES	548,105	500,200	596,580
COMMODITIES	96,100	86,900	96,900
OTHER EXPENSE	128,720	125,870	131,364
DEBT SERVICE EXPENSE	3,928,000	4,019,000	4,486,000
CAPITAL OUTLAY	499,000	390,675	731,000
Expense Subtotal	**6,184,425**	**6,068,145**	**7,056,269**

BALANCES			
BEGINNING BALANCE	1,831,108	2,053,524	2,399,349
BALANCE CHANGE (+/-)	384,545	345,825	(344,969)
ENDING BALANCE	**2,215,653**	**2,399,349**	**2,054,380**

SEWER CAPITAL

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
BOND PROCEEDS	24,000,000	26,568,000	15,500,000
IEPA LOAN	820,000	-	820,000
REVENUE Subtotal	**24,820,000**	**26,568,000**	**16,320,000**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
BLDG. IMPROV. - PUBLIC WORKS	400,000	-	600,000
BOND ISSUANCE COSTS	200,000	68,000	60,000
INFRASTRUCTURE - STORM SEWER	23,210,000	23,210,000	19,400,000
INFRASTRUCTURE -COMBINED SEWER	820,000	-	820,000
Expense Subtotal	**24,630,000**	**23,278,000**	**20,880,000**

BALANCES			
BEGINNING BALANCE	(3,295,160)	(3,271,946)	18,054
BALANCE CHANGE (+/-)	190,000	3,290,000	(4,560,000)
ENDING BALANCE	**(3,105,160)**	**18,054**	**(4,541,946)**

SEWER FUND ENDING BALANCE	**(889,507)**	**2,417,403**	**(2,487,566)**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Parking Meter Fund

VILLAGE CENTER

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
METRA LOT	238,000	55,820	119,000
PARKING PERMITS	43,660	36,310	30,100
RENTAL	3,000	3,000	3,000
REVENUE Subtotal	**284,660**	**95,130**	**152,100**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
PERSONNEL EXPENSE	74,900	72,750	75,621
CONTRACTUAL SERVICES	97,990	56,650	73,335
COMMODITIES	20,570	14,405	20,200
OTHER EXPENSE	53,375	16,875	30,200
Expense Subtotal	**246,835**	**160,680**	**199,356**

BALANCES			
BEGINNING BALANCE	227,349	237,488	171,938
BALANCE CHANGE (+/-)	37,825	(65,550)	(47,256)
ENDING BALANCE	**265,174**	**171,938**	**124,682**

CTA STATION PARKING

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
CTA LOT	163,200	37,910	83,200
REVENUE Subtotal	**163,200**	**37,910**	**83,200**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
PERSONNEL EXPENSE	65,050	64,475	69,018
CONTRACTUAL SERVICES	27,520	17,570	25,995
COMMODITIES	3,750	1,600	3,520
OTHER EXPENSE	64,500	15,000	30,000
Expense Subtotal	**160,820**	**98,645**	**128,533**

BALANCES			
BEGINNING BALANCE	1,568,051	1,582,434	1,521,699
BALANCE CHANGE (+/-)	2,380	(60,735)	(45,333)
ENDING BALANCE	**1,570,431**	**1,521,699**	**1,476,366**

BURMEISTER

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
PARKING PERMITS	22,500	15,525	20,000
REVENUE Subtotal	**22,500**	**15,525**	**20,000**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
CONTRACTUAL SERVICES	4,525	4,900	4,580
COMMODITIES	2,600	1,800	2,600
Expense Subtotal	**7,125**	**6,700**	**7,180**

BALANCES			
BEGINNING BALANCE	290,812	291,562	300,387
BALANCE CHANGE (+/-)	15,375	8,825	12,820
ENDING BALANCE	**306,187**	**300,387**	**313,207**

PARKING FUND ENDING BALANCE	**2,141,792**	**1,994,024**	**1,914,255**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Debt Service Fund

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
GENERAL FUND TRANSFER	35,000	-	20,000
PROP. TAXES	3,668,100	3,668,100	3,663,500
REVENUE Subtotal	**3,703,100**	**3,668,100**	**3,683,500**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
BOND REGISTRAR FEES	2,000	2,000	2,000
G.O. BOND RETIREMENT	2,885,000	2,885,000	2,800,000
INTEREST EXPENSE	815,000	815,000	893,000
Expense Subtotal	**3,702,000**	**3,702,000**	**3,695,000**

BALANCES			
BEGINNING BALANCE	55,891	72,346	38,446
BALANCE CHANGE (+/-)	1,100	(33,900)	(11,500)
ENDING BALANCE	**56,991**	**38,446**	**26,946**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Firefighter's Pension Fund

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
PROPERTY TAX	2,859,000	2,859,000	3,126,000
INTERFUND TRANSFER	180,000	76,000	250,000
INVESTMENT INCOME	3,100,000	3,100,000	3,800,000
EMPLOYEE CONTRIBUTIONS	464,000	450,000	483,000
REVENUE Subtotal	**6,603,000**	**6,485,000**	**7,659,000**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
PERSONNEL EXPENSE	4,650,000	4,600,000	4,670,000
CONTRACTUAL SERVICES	156,000	156,000	156,200
OTHER EXPENSE	13,000	13,000	13,000
Expense Subtotal	**4,819,000**	**4,769,000**	**4,839,200**

BALANCES			
BEGINNING BALANCE	45,426,742	51,359,785	53,075,785
BALANCE CHANGE (+/-)	1,784,000	1,716,000	2,819,800
ENDING BALANCE	**47,210,742**	**53,075,785**	**55,895,585**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Police Pension Fund

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
PROPERTY TAX	2,377,000	2,377,000	2,455,000
INTERFUND TRANSFER	20,000	115,000	250,000
INVESTMENT INCOME	3,100,000	3,100,000	3,800,000
EMPLOYEE CONTRIBUTIONS	490,000	485,000	508,000
REVENUE Subtotal	**5,987,000**	**6,077,000**	**7,013,000**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
PERSONNEL EXPENSE	4,124,000	4,050,000	4,115,000
CONTRACTUAL SERVICES	156,000	156,000	156,200
OTHER EXPENSE	13,000	13,000	13,000
Expense Subtotal	**4,293,000**	**4,219,000**	**4,284,200**

BALANCES			
BEGINNING BALANCE	45,716,341	51,676,882	53,534,882
BALANCE CHANGE (+/-)	1,694,000	1,858,000	2,728,800
ENDING BALANCE	**47,410,341**	**53,534,882**	**56,263,682**

Village of Wilmette 2021 Proposed Budget
Cash Flow Analysis
Section 105 Fund

	2020 Budget	2020 Estimate	2021 Proposed
REVENUE			
INTERFUND TRANSFER	260,000	269,010	259,994
INVESTMENT INCOME	15,000	10,000	15,000
REVENUE Subtotal	**275,000**	**279,010**	**274,994**

	2020 Budget	2020 Estimate	2021 Proposed
EXPENSES			
PERSONNEL EXPENSE	300,000	304,250	310,000
Expense Subtotal	**300,000**	**304,250**	**310,000**

BALANCES			
BEGINNING BALANCE	72,395	75,796	50,556
BALANCE CHANGE (+/-)	(25,000)	(25,240)	(35,006)
ENDING BALANCE	**47,395**	**50,556**	**15,550**

General Fund

FUND SUMMARY

The General Fund is used to account for all revenues and expenditures used to finance traditional services associated with municipal government which are not required to be accounted for in other funds. The main components of these expenditures consist of general government, public health and safety, and public works. The primary revenues used to finance these functions are the property tax, sales tax, utility tax, income tax, real estate transfer tax, refuse and other service charges, vehicle licenses and various construction permits. This section provides an overview of the general fund along with segments for each program and department.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Property Tax	14,168,676	14,750,101	10,374,800	10,374,800	10,811,800	437,000
Permits & Licenses	5,090,864	5,151,658	3,860,000	3,666,900	3,700,000	(160,000)
Sales Tax	3,647,752	3,530,063	3,578,000	3,530,000	3,530,000	(48,000)
Service Charges	3,281,433	3,282,777	3,178,900	3,175,800	3,180,900	2,000
Income Tax	2,594,015	2,883,115	2,919,000	2,759,000	2,492,000	(427,000)
Utility Taxes	2,131,007	1,955,308	2,053,000	1,881,000	1,905,000	(148,000)
Home Rule Sales Tax	1,971,959	1,751,402	1,831,000	1,600,000	1,600,000	(231,000)
Interfund Transfer	950,000	1,000,000	1,050,000	1,050,000	1,340,000	290,000
Other Taxes	1,534,123	1,566,350	1,559,700	1,274,000	1,245,000	(314,700)
Other Income	1,267,608	1,347,397	1,220,700	1,254,700	1,227,700	7,000
Real Estate Transfer Tax	1,418,805	1,238,816	1,080,000	1,155,000	1,080,000	-
Grant/Contributions	438,991	1,031,536	856,610	498,074	862,883	6,273
Fines	300,460	329,632	303,700	226,000	303,700	-
Investment Income	949,192	715,083	300,000	200,000	300,000	-
TOTAL REVENUES	**39,744,885**	**40,533,237**	**34,165,410**	**32,645,274**	**33,578,983**	**(586,427)**

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Village Manager's Office	720,778	769,857	754,460	764,145	780,038	25,578
Legislative	27,623	28,036	34,000	26,000	26,000	(8,000)
Fire & Police Commission	84,676	100,513	90,880	90,980	78,478	(12,402)
Miscellaneous Boards & Commissions	1,414	5,293	8,450	7,450	8,950	500
Cable TV	176,016	156,559	175,955	175,205	179,776	3,821
Historical Museum	168,736	168,894	167,360	172,910	177,646	10,286
Contingency	28,600	51,914	685,000	760,000	520,000	(165,000)
Administration Subtotal	**1,207,842**	**1,281,066**	**1,916,105**	**1,996,690**	**1,770,888**	**(145,217)**
Community Development	1,360,184	1,436,876	1,535,735	1,512,905	1,778,127	242,392
Business Development	515,415	499,717	544,895	403,045	350,710	(194,185)
Health	45,000	44,980	45,000	45,000	46,360	1,360
Community Development Subtotal	**1,920,599**	**1,981,573**	**2,125,630**	**1,960,950**	**2,175,197**	**49,567**
Finance	1,297,215	1,306,678	1,316,790	1,343,255	1,380,183	63,393
Finance Subtotal	**1,297,215**	**1,306,678**	**1,316,790**	**1,343,255**	**1,380,183**	**63,393**
Fire	9,385,865	9,672,158	7,106,895	6,974,160	7,454,874	347,979
Fire Subtotal	**9,385,865**	**9,672,158**	**7,106,895**	**6,974,160**	**7,454,874**	**347,979**
Administrative Services	787,671	796,199	831,415	804,120	912,164	80,749
Administrative Services Subtotal	**787,671**	**796,199**	**831,415**	**804,120**	**912,164**	**80,749**
Law	413,811	310,020	294,575	305,065	308,450	13,875
Law Subtotal	**413,811**	**310,020**	**294,575**	**305,065**	**308,450**	**13,875**
General Liability & Insurance	312,686	270,110	30,000	25,000	30,000	-
Insurance Subtotal	**312,686**	**270,110**	**30,000**	**25,000**	**30,000**	**-**
Police Operations	8,694,114	8,890,533	7,070,025	6,869,655	7,270,239	200,214
Police Services	794,067	868,538	933,475	898,046	908,723	(24,752)
Public Safety Communications	1,475,953	1,477,853	1,494,600	1,492,822	1,566,548	71,948
Police - Crossing Guards	266,138	271,776	300,650	274,825	284,274	(16,376)
Police Subtotal	**11,230,272**	**11,508,700**	**9,798,750**	**9,535,347**	**10,029,784**	**231,034**
Engineering	945,660	890,270	953,625	934,630	969,441	15,816
Infrastructure Investment	*2,144,830*	*3,483,804*	*4,411,335*	*2,857,580*	*2,936,155*	*(1,475,180)*
Buildings & Grounds	691,077	616,756	672,955	752,041	712,714	39,759
Streets	2,541,319	2,516,736	2,647,830	2,507,855	2,681,112	33,282
Refuse Collection & Disposal	2,383,821	2,376,576	2,389,020	2,399,600	2,459,625	70,605
Street Lighting	387,322	385,831	416,755	344,110	367,844	(48,911)
Tree Maintenance	719,257	681,601	773,880	696,995	783,136	9,256
Engineering & Public Work Subtotal	**9,813,286**	**10,951,574**	**12,265,400**	**10,492,811**	**10,910,027**	**(1,355,373)**
Capital Equipment	971,280	723,261	1,437,600	1,203,885	972,000	(465,600)
Capital Equipment Subtotal	**971,280**	**723,261**	**1,437,600**	**1,203,885**	**972,000**	**(465,600)**
Grand Total	**37,340,528**	**38,801,339**	**37,123,160**	**34,641,284**	**35,943,567**	**(1,179,593)**

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	GENERAL FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PROPERTY TAX								
300010	PROP. TAXES - CURRENT YR LEVY	14,294,184	14,859,816	10,419,700	10,419,700	10,849,000	429,300	4.1%
300020	PROP. TAXES - PRIOR YR LEVY	107,661	53,036	98,100	98,100	105,800	7,700	7.8%
300030	PROP. TAXES-LEVIES WRITTEN OFF	(234,399)	(164,522)	(144,000)	(144,000)	(144,000)	-	0.0%
300040	ROAD & BRIDGE TAX LEVY COLL.	1,229	1,771	1,000	1,000	1,000	-	0.0%
PROPERTY TAX Total		**14,168,676**	**14,750,101**	**10,374,800**	**10,374,800**	**10,811,800**	**437,000**	**4.2%**
PERMITS & LICENSES								
301000	VEHICLE LICENSES	1,566,714	1,572,079	1,515,000	1,515,000	1,515,000	-	0.0%
301020	ANIMAL LICENSES	1,265	1,520	1,500	1,400	1,500	-	0.0%
301030	BUSINESS LICENSES	90,115	88,615	88,000	85,000	82,000	(6,000)	-6.8%
301035	CONTRACTOR LICENSES	154,880	143,920	148,000	128,000	148,000	-	0.0%
301040	LIQUOR LICENSES	91,090	93,385	84,000	84,000	84,000	-	0.0%
302000-00010	BUILDING PERMITS	1,164,358	1,063,877	1,025,000	960,500	961,000	(64,000)	-6.2%
302000-00150	BUILDING PERMITS	16,855	9,243	11,000	14,500	11,000	-	0.0%
302000-00160	BUILDING PERMITS	163,092	100,209	80,000	96,000	80,000	-	0.0%
302000-00170	BUILDING PERMITS	9,048	8,541	-	3,500	-	-	0.0%
302000-00180	BUILDING PERMITS	300,344	260,069	290,000	204,000	200,000	(90,000)	-31.0%
302005	BUILDING PERMITS-NON-OPERATING	956,618	1,295,846	100,000	84,000	100,000	-	0.0%
302010-00010	ELECTRICAL PERMITS	91,718	78,181	80,000	61,100	80,000	-	0.0%
302015-00010	PLUMBING PERMITS	59,691	53,252	46,400	38,250	46,400	-	0.0%
302020	DRIVEWAY/RIGHT-OF-WAY PERMITS	19,716	20,460	19,600	17,250	19,600	-	0.0%
302022	GRADING PERMIT	76,305	99,788	93,400	85,500	93,400	-	0.0%
302023	PAVEMENT DEGRADATION FEE	128,514	93,682	120,000	120,000	120,000	-	0.0%
302025	DUMPSTER PERMITS	8,460	7,110	7,300	6,500	7,300	-	0.0%
302030	FENCE PERMITS	15,171	16,614	15,100	13,800	15,100	-	0.0%
302033	TREE REMOVAL PERMITS	15,457	13,804	13,200	12,300	13,200	-	0.0%
302035	OTHER PERMITS	10,586	9,869	7,500	6,300	7,500	-	0.0%
302050	PLAN REVIEW FEES	99,776	83,238	80,000	80,000	80,000	-	0.0%
302060	FILING FEES	19,577	20,859	20,000	20,000	20,000	-	0.0%
302070	PERMIT PENALTIES	31,515	17,498	15,000	30,000	15,000	-	0.0%
PERMITS & LICENSES Total		**5,090,864**	**5,151,658**	**3,860,000**	**3,666,900**	**3,700,000**	**(160,000)**	**-4.1%**
SALES TAX								
300100	SALES TAX	3,647,752	3,530,063	3,578,000	3,530,000	3,530,000	(48,000)	-1.3%
SALES TAX Total		**3,647,752**	**3,530,063**	**3,578,000**	**3,530,000**	**3,530,000**	**(48,000)**	**-1.3%**
SERVICE CHARGES								
303010	REFUSE COLLECTION CHARGES	2,483,389	2,486,979	2,491,000	2,491,000	2,491,000	-	0.0%
303015	SALES OF YARD WASTE STICKERS	82,454	90,065	85,500	85,000	85,500	-	0.0%
303020	AMBULANCE TRANSPORT CHARGES	495,502	548,214	475,000	451,000	475,000	-	0.0%
303030	BURGLAR ALARM CHARGES	23,975	26,700	20,000	20,000	20,000	-	0.0%

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	GENERAL FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
303050	STREET LIGHT & PARKWAY DAMAGE	44,105	31,510	20,000	20,000	20,000	-	0.0%
303055	TRAFFIC & PARKING STUDY REIMB.	19,846	23,886	-	19,800	-	-	0.0%
303057	PROFESSIONAL SERVICE REIMB.	-	-	-	3,800	-	-	0.0%
303071	ETHERNET SERVICE CHARGES	6,617	4,377	5,000	5,000	5,000	-	0.0%
303075	FRENCH MARKET SERVICES	2,900	2,900	2,200	2,200	2,200	-	0.0%
303085	PARK DIST. PERSONNEL REIMB.	30,498	29,169	40,000	40,000	40,000	-	0.0%
303100	ELEVATOR INSPECTIONS	13,033	10,349	13,200	11,000	13,200	-	0.0%
303110	MUNICPAL SERV-SHORE LINE PLACE	25,417	26,159	26,000	26,000	28,000	2,000	7.7%
303120	MUNICPAL SERV-FAIRFIELD COURT	52,348	-	-	-	-	-	0.0%
303130	CPR PROGRAM FEES	1,275	2,425	1,000	1,000	1,000	-	0.0%
303138	OTHER HEALTH DEPT. REIMB.	75	45	-	-	-	-	0.0%
SERVICE CHARGES Total		**3,281,433**	**3,282,777**	**3,178,900**	**3,175,800**	**3,180,900**	**2,000**	**0.1%**
INCOME TAX								
300110	INCOME TAX	2,594,015	2,883,115	2,919,000	2,759,000	2,492,000	(427,000)	-14.6%
INCOME TAX Total		**2,594,015**	**2,883,115**	**2,919,000**	**2,759,000**	**2,492,000**	**(427,000)**	**-14.6%**
UTILITY TAXES								
300120	UTILITY TAX - ELECTRIC	933,982	886,946	980,000	933,000	980,000	-	0.0%
300125	UTILITY TAX - GAS	485,352	479,570	400,000	423,000	400,000	-	0.0%
300135	UTIL.TAX - TELECOMM.	711,673	588,792	673,000	525,000	525,000	(148,000)	-22.0%
UTILITY TAXES Total		**2,131,007**	**1,955,308**	**2,053,000**	**1,881,000**	**1,905,000**	**(148,000)**	**-7.2%**
HOME RULE SALES TAX								
300101	HOME RULE SALES TAX	1,971,959	1,751,402	1,831,000	1,600,000	1,600,000	(231,000)	-12.6%
HOME RULE SALES TAX Total		**1,971,959**	**1,751,402**	**1,831,000**	**1,600,000**	**1,600,000**	**(231,000)**	**-12.6%**
INTERFUND TRANSFER								
374200	WATER FUND TRANSFER	950,000	1,000,000	1,050,000	1,050,000	1,340,000	290,000	27.6%
INTERFUND TRANSFER Total		**950,000**	**1,000,000**	**1,050,000**	**1,050,000**	**1,340,000**	**290,000**	**27.6%**
OTHER TAXES								
300140	WIRELESS 911 TAX	606,799	620,935	610,000	635,000	636,000	26,000	4.3%
300170	PERSONAL PROP.REPLACEMENT TAX	239,834	298,171	274,000	274,000	244,000	(30,000)	-10.9%
300175	FUEL TAX	287,472	263,785	270,000	212,000	212,000	(58,000)	-21.5%
300176	HOTEL TAX	400,018	383,459	405,700	153,000	153,000	(252,700)	-62.3%
OTHER TAXES Total		**1,534,123**	**1,566,350**	**1,559,700**	**1,274,000**	**1,245,000**	**(314,700)**	**-20.2%**
OTHER INCOME								
304010	RENTAL INC.-WILMETTE PARK DIST	56,760	57,991	55,000	55,000	55,000	-	0.0%
304020	RENTAL INC. - DEPOT NUEVO	48,887	48,887	48,800	48,800	48,800	-	0.0%
304030	RENTAL INC.-3545 LAKE	2,400	2,400	2,400	2,400	2,400	-	0.0%
304040	RENTAL INC.-CELLULAR ANTENNAE	369,600	380,431	370,000	370,000	370,000	-	0.0%
304100	CABLE TV FRANCHISE FEES	546,574	543,394	545,000	540,000	540,000	(5,000)	-0.9%
304105	PEG	39,976	39,120	37,500	37,500	37,500	-	0.0%

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	GENERAL FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
304110	COMMERCIAL REFUSE FRANCHISE	90,039	89,711	90,000	90,000	92,000	2,000	2.2%
309010	SALE OF GENERAL FIXED ASSETS	20,026	97,100	20,000	29,500	20,000	-	0.0%
309030	INTEREST FROM PROP. TAX COLL.	2,297	3,065	2,000	2,500	2,000	-	0.0%
309040	HISTORICAL SOCIETY CONTRIB.	35,967	38,445	30,000	30,000	30,000	-	0.0%
309050	INSURANCE REIMBURSEMENTS	26,128	-	-	-	-	-	0.0%
309060	DONATIONS	5,270	-	-	-	10,000	10,000	0.0%
309065	WRITE OFF OF UNUSED FLEX BAL.	-	2,569	-	-	-	-	0.0%
309099	OTHER INCOME	23,705	44,263	20,000	49,000	20,000	-	0.0%
309995	CASHIER'S OVER / SHORT A/C	(21)	21	-	-	-	-	0.0%
OTHER INCOME Total		**1,267,608**	**1,347,397**	**1,220,700**	**1,254,700**	**1,227,700**	**7,000**	**0.6%**
REAL ESTATE TRANSFER TAX								
300150	REAL ESTATE TRANSFER TAX	1,179,405	1,133,291	1,080,000	1,131,000	1,080,000	-	0.0%
300155	R.E. TRANSFER TAX - NON-RECURR	239,400	105,525	-	24,000	-	-	0.0%
REAL ESTATE TRANSFER TAX Total		**1,418,805**	**1,238,816**	**1,080,000**	**1,155,000**	**1,080,000**	**-**	**0.0%**
GRANT/CONTRIBUTIONS								
375100	POLICE GRANT REVENUE	17,883	4,383	20,000	10,000	20,000	-	0.0%
375100-70401	POLICE GRANT REVENUE	1,984	10,634	-	-	-	-	0.0%
375100-70450	POLICE GRANT REVENUE	-	-	-	-	185,000	185,000	0.0%
375101	GRANT	1,875	4,000	250,000	195,000	-	(250,000)	-100.0%
375101-70113	GRANT	-	9,590	-	-	-	-	0.0%
375101-80109	GRANT	137,191	259,697	25,970	522	-	(25,970)	-100.0%
375101-80111	GRANT	-	386,839	347,100	221,615	517,100	170,000	49.0%
375101-80113	GRANT	-	54,912	43,540	53,937	75,783	32,243	74.1%
375101-80117	GRANT	-	165,748	-	-	-	-	0.0%
375101-80404	GRANT	-	-	130,000	-	25,000	(105,000)	-80.8%
375105	POLICE SEIZURE REVENUE	-	84,589	20,000	13,000	20,000	-	0.0%
375200	FIRE GRANT REVENUE	12,991	3,085	20,000	4,000	20,000	-	0.0%
375356	STREET LIGHT CFL GRANT	-	2,419	-	-	-	-	0.0%
375901-80107	SKOKIE/HIBBARD GRANT	267,068	45,639	-	-	-	-	0.0%
GRANT/CONTRIBUTIONS Total		**438,991**	**1,031,536**	**856,610**	**498,074**	**862,883**	**6,273**	**0.7%**
FINES								
300310	CIRCUIT COURT FINES	37,466	29,310	35,000	22,000	35,000	-	0.0%
300320	LOCALLY COLLECTED FINES	248,846	203,512	215,000	153,000	215,000	-	0.0%
300325	ADJUDICATION COLLECTIONS	12,177	93,580	50,000	50,000	50,000	-	0.0%
300330	ANIMAL IMPOUND CHARGES	1,971	3,230	3,700	1,000	3,700	-	0.0%
FINES Total		**300,460**	**329,632**	**303,700**	**226,000**	**303,700**	**-**	**0.0%**
INVESTMENT INCOME								
360000	INTEREST EARNINGS	452,902	493,266	300,000	200,000	300,000	-	0.0%
360012	IRMA INVESTMENT EARNINGS	492,438	216,311	-	-	-	-	0.0%

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	GENERAL FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
360013	POLICE SEIZURE INTEREST EARNIN	3,852	5,506	-	-	-	-	0.0%
INVESTMENT INCOME Total		**949,192**	**715,083**	**300,000**	**200,000**	**300,000**	**-**	**0.0%**
Grand Total		**39,744,885**	**40,533,237**	**34,165,410**	**32,645,274**	**33,578,983**	**(586,427)**	**-1.7%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	GENERAL FUND
Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PROPERTY TAX					
300010	**PROP. TAXES - CURRENT YR LEVY**				
	PROPERTY TAX LEVY - CURRENT	10,419,700	10,849,000	429,300	4.1%
	Subtotal	***10,419,700***	***10,849,000***	***429,300***	***4.1%***
300020	**PROP. TAXES - PRIOR YR LEVY**				
	PROPERTY TAX LEVY - PRIOR YEAR	98,100	105,800	7,700	7.8%
	Subtotal	***98,100***	***105,800***	***7,700***	***7.8%***
300030	**PROP. TAXES-LEVIES WRITTEN OFF**				
	PROPERTY TAX LEVY - WRITE OFF	(144,000)	(144,000)	-	0.0%
	Subtotal	***(144,000)***	***(144,000)***	***-***	***0.0%***
300040	**ROAD & BRIDGE TAX LEVY COLL.**				
	ROAD & BRIDGE TAX LEVY	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
PROPERTY TAX Total		**10,374,800**	**10,811,800**	**437,000**	**4.2%**
PERMITS & LICENSES					
301000	**VEHICLE LICENSES**				
	VEHICLE LICENSES	1,515,000	1,515,000	-	0.0%
	Subtotal	***1,515,000***	***1,515,000***	***-***	***0.0%***
301020	**ANIMAL LICENSES**				
	ANIMAL LICENSES	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
301030	**BUSINESS LICENSES**				
	BUSINESS LICENSES	88,000	82,000	(6,000)	-6.8%
	Subtotal	***88,000***	***82,000***	***(6,000)***	***-6.8%***
301035	**CONTRACTOR LICENSES**				
	CONTRACTOR LICENSES	148,000	148,000	-	0.0%
	Subtotal	***148,000***	***148,000***	***-***	***0.0%***
301040	**LIQUOR LICENSES**				
	LIQUOR LICENSES	84,000	84,000	-	0.0%
	Subtotal	***84,000***	***84,000***	***-***	***0.0%***
302000	**BUILDING PERMITS**				
	BUILDING PERMITS	1,025,000	961,000	(64,000)	-6.2%
	DEMOLITION PERMITS	80,000	80,000	-	0.0%
	INSPECTION FEES	290,000	200,000	(90,000)	-31.0%
	ROOF PERMITS	11,000	11,000	-	0.0%
	Subtotal	***1,406,000***	***1,252,000***	***(154,000)***	***-11.0%***

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
302005	**BUILDING PERMITS-NON-OPERATING**				
	BUILDING PERMITS-NON-OPERATING	100,000	100,000	-	0.0%
	Subtotal	***100,000***	***100,000***	***-***	***0.0%***
302010	**ELECTRICAL PERMITS**				
	ELECTRICAL PERMITS	80,000	80,000	-	0.0%
	Subtotal	***80,000***	***80,000***	***-***	***0.0%***
302015	**PLUMBING PERMITS**				
	PLUMBING PERMITS	46,400	46,400	-	0.0%
	Subtotal	***46,400***	***46,400***	***-***	***0.0%***
302020	**DRIVEWAY/RIGHT-OF-WAY PERMITS**				
	DRIVEWAY/R.O.W. PERMITS	19,600	19,600	-	0.0%
	Subtotal	***19,600***	***19,600***	***-***	***0.0%***
302022	**GRADING PERMIT**				
	GRADING PERMITS	93,400	93,400	-	0.0%
	Subtotal	***93,400***	***93,400***	***-***	***0.0%***
302023	**PAVEMENT DEGRADATION FEE**				
	PAVEMENT DEGRADATION FEE	120,000	120,000	-	0.0%
	Subtotal	***120,000***	***120,000***	***-***	***0.0%***
302025	**DUMPSTER PERMITS**				
	DUMPSTER PERMITS	7,300	7,300	-	0.0%
	Subtotal	***7,300***	***7,300***	***-***	***0.0%***
302030	**FENCE PERMITS**				
	FENCE PERMITS	15,100	15,100	-	0.0%
	Subtotal	***15,100***	***15,100***	***-***	***0.0%***
302033	**TREE REMOVAL PERMITS**				
	TREE REMOVAL PERMITS	13,200	13,200	-	0.0%
	Subtotal	***13,200***	***13,200***	***-***	***0.0%***
302035	**OTHER PERMITS**				
	OTHER PERMITS	7,500	7,500	-	0.0%
	Subtotal	***7,500***	***7,500***	***-***	***0.0%***
302050	**PLAN REVIEW FEES**				
	PLAN REVIEW FEES	80,000	80,000	-	0.0%
	Subtotal	***80,000***	***80,000***	***-***	***0.0%***
302060	**FILING FEES**				
	FILING FEES	20,000	20,000	-	0.0%
	Subtotal	***20,000***	***20,000***	***-***	***0.0%***
302070	**PERMIT PENALTIES**				
	PERMIT PENALTIES	15,000	15,000	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
302070	***Subtotal***	***15,000***	***15,000***	***-***	***0.0%***
PERMITS & LICENSES Total		**3,860,000**	**3,700,000**	**(160,000)**	**-4.1%**
SALES TAX					
300100	**SALES TAX**				
	SALES TAX	3,578,000	3,530,000	(48,000)	-1.3%
	Subtotal	***3,578,000***	***3,530,000***	***(48,000)***	***-1.3%***
SALES TAX Total		**3,578,000**	**3,530,000**	**(48,000)**	**-1.3%**
SERVICE CHARGES					
303010	**REFUSE COLLECTION CHARGES**				
	REFUSE COLLECTION CHARGES	2,491,000	2,491,000	-	0.0%
	Subtotal	***2,491,000***	***2,491,000***	***-***	***0.0%***
303015	**SALES OF YARD WASTE STICKERS**				
	SALES OF YARD WASTE STICKERS	85,500	85,500	-	0.0%
	Subtotal	***85,500***	***85,500***	***-***	***0.0%***
303020	**AMBULANCE TRANSPORT CHARGES**				
	AMBULANCE TRANSPORT CHARGES	475,000	475,000	-	0.0%
	Subtotal	***475,000***	***475,000***	***-***	***0.0%***
303030	**BURGLAR ALARM CHARGES**				
	BURGLAR ALARM CHARGES	20,000	20,000	-	0.0%
	Subtotal	***20,000***	***20,000***	***-***	***0.0%***
303050	**STREET LIGHT & PARKWAY DAMAGE**				
	STREET LIGHT & PARKWAY DAMAGE	20,000	20,000	-	0.0%
	Subtotal	***20,000***	***20,000***	***-***	***0.0%***
303071	**ETHERNET SERVICE CHARGES**				
	ETHERNET SERVICE CHARGES	5,000	5,000	-	0.0%
	Subtotal	***5,000***	***5,000***	***-***	***0.0%***
303075	**FRENCH MARKET SERVICES**				
	FRENCH MARKET SERVICES	2,200	2,200	-	0.0%
	Subtotal	***2,200***	***2,200***	***-***	***0.0%***
303085	**PARK DIST. PERSONNEL REIMB.**				
	PARK DISTRICT PERSONNEL REIMBURSEMENT	40,000	40,000	-	0.0%
	Subtotal	***40,000***	***40,000***	***-***	***0.0%***
303100	**ELEVATOR INSPECTIONS**				
	ELEVATOR INSPECTIONS	13,200	13,200	-	0.0%
	Subtotal	***13,200***	***13,200***	***-***	***0.0%***
303110	**MUNICPAL SERV-SHORE LINE PLACE**				
	SHORE LINE PLACE	26,000	28,000	2,000	7.7%
	Subtotal	***26,000***	***28,000***	***2,000***	***7.7%***

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
303130	**CPR PROGRAM FEES**				
	CPR PROGRAM FEES	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
SERVICE CHARGES Total		**3,178,900**	**3,180,900**	**2,000**	**0.1%**
INCOME TAX					
300110	**INCOME TAX**				
	INCOME TAX	2,919,000	2,492,000	(427,000)	-14.6%
	Subtotal	***2,919,000***	***2,492,000***	***(427,000)***	***-14.6%***
INCOME TAX Total		**2,919,000**	**2,492,000**	**(427,000)**	**-14.6%**
UTILITY TAXES					
300120	**UTILITY TAX - ELECTRIC**				
	UTILITY TAX - ELECTRIC	980,000	980,000	-	0.0%
	Subtotal	***980,000***	***980,000***	***-***	***0.0%***
300125	**UTILITY TAX - GAS**				
	UTILITY TAX - GAS	400,000	400,000	-	0.0%
	Subtotal	***400,000***	***400,000***	***-***	***0.0%***
300135	**UTIL.TAX - TELECOMM.**				
	UTILITY TAX - TELECOMM - OTHER	673,000	525,000	(148,000)	-22.0%
	Subtotal	***673,000***	***525,000***	***(148,000)***	***-22.0%***
UTILITY TAXES Total		**2,053,000**	**1,905,000**	**(148,000)**	**-7.2%**
HOME RULE SALES TAX					
300101	**HOME RULE SALES TAX**				
	HOME RULE SALES TAX	1,831,000	1,600,000	(231,000)	-12.6%
	Subtotal	***1,831,000***	***1,600,000***	***(231,000)***	***-12.6%***
HOME RULE SALES TAX Total		**1,831,000**	**1,600,000**	**(231,000)**	**-12.6%**
INTERFUND TRANSFER					
374200	**WATER FUND TRANSFER**				
	WATER FUND TRANSFER	1,050,000	1,340,000	290,000	27.6%
	Subtotal	***1,050,000***	***1,340,000***	***290,000***	***27.6%***
INTERFUND TRANSFER Total		**1,050,000**	**1,340,000**	**290,000**	**27.6%**
OTHER TAXES					
300140	**WIRELESS 911 TAX**				
	WIRELESS 911 TAX	610,000	636,000	26,000	4.3%
	Subtotal	***610,000***	***636,000***	***26,000***	***4.3%***
300170	**PERSONAL PROP.REPLACEMENT TAX**				
	PPRT	274,000	244,000	(30,000)	-10.9%
	Subtotal	***274,000***	***244,000***	***(30,000)***	***-10.9%***
300175	**FUEL TAX**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
300175	LOCAL GAS TAX	270,000	212,000	(58,000)	-21.5%
	Subtotal	***270,000***	***212,000***	***(58,000)***	***-21.5%***
300176	**HOTEL TAX**				
	HOTEL TAX	405,700	153,000	(252,700)	-62.3%
	Subtotal	***405,700***	***153,000***	***(252,700)***	***-62.3%***
OTHER TAXES Total		**1,559,700**	**1,245,000**	**(314,700)**	**-20.2%**
OTHER INCOME					
304010	**RENTAL INC.-WILMETTE PARK DIST**				
	RENTAL INCOME-WILMETTE PARK DIST	55,000	55,000	-	0.0%
	Subtotal	***55,000***	***55,000***	***-***	***0.0%***
304020	**RENTAL INC. - DEPOT NUEVO**				
	RENTAL INCOME - DEPOT NUEVO	48,800	48,800	-	0.0%
	Subtotal	***48,800***	***48,800***	***-***	***0.0%***
304030	**RENTAL INC.-3545 LAKE**				
	RENTAL INCOME-3545 LAKE	2,400	2,400	-	0.0%
	Subtotal	***2,400***	***2,400***	***-***	***0.0%***
304040	**RENTAL INC.-CELLULAR ANTENNAE**				
	RENTAL INCOME-CELLULAR ANTENNAE	370,000	370,000	-	0.0%
	Subtotal	***370,000***	***370,000***	***-***	***0.0%***
304100	**CABLE TV FRANCHISE FEES**				
	CABLE TV FRANCHISE FEES	545,000	540,000	(5,000)	-0.9%
	Subtotal	***545,000***	***540,000***	***(5,000)***	***-0.9%***
304105	**PEG**				
	PEG- CABLE	37,500	37,500	-	0.0%
	Subtotal	***37,500***	***37,500***	***-***	***0.0%***
304110	**COMMERCIAL REFUSE FRANCHISE**				
	COMMERCIAL REFUSE FRANCHISE	90,000	92,000	2,000	2.2%
	Subtotal	***90,000***	***92,000***	***2,000***	***2.2%***
309010	**SALE OF GENERAL FIXED ASSETS**				
	SALE OF GENERAL FIXED ASSETS	20,000	20,000	-	0.0%
	Subtotal	***20,000***	***20,000***	***-***	***0.0%***
309030	**INTEREST FROM PROP. TAX COLL.**				
	INTEREST FROM PROP. TAX COLL.	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
309040	**HISTORICAL SOCIETY CONTRIB.**				
	HISTORICAL SOCIETY CONTRIB.	30,000	30,000	-	0.0%
	Subtotal	***30,000***	***30,000***	***-***	***0.0%***
309099	**OTHER INCOME**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
309099	OTHER INCOME	20,000	20,000	-	0.0%
	Subtotal	***20,000***	***20,000***	***-***	***0.0%***
309060	**DONATIONS**				
	ARTIS DONATION		10,000	10,000	
	Subtotal		***10,000***	***10,000***	
OTHER INCOME Total		**1,220,700**	**1,227,700**	**7,000**	**0.6%**
REAL ESTATE TRANSFER TAX					
300150	**REAL ESTATE TRANSFER TAX**				
	REAL ESTATE TRANSFER TAX	1,080,000	1,080,000	-	0.0%
	Subtotal	***1,080,000***	***1,080,000***	***-***	***0.0%***
REAL ESTATE TRANSFER TAX Total		**1,080,000**	**1,080,000**	**-**	**0.0%**
GRANT/CONTRIBUTIONS					
375100	**POLICE GRANT REVENUE**				
	POLICE GRANT REVENUE	20,000	20,000	-	0.0%
	GRANT - NEXTGEN911		185,000	185,000	
	Subtotal	***20,000***	***205,000***	***185,000***	***925.0%***
375101	**GRANT**				
	CENTRAL RECONSTRUCTION GRANT	347,100	517,100	170,000	49.0%
	GRANT	380,000	25,000	(355,000)	-93.4%
	LOCUST ROAD RECONSTRUCTION GRANT	25,970		(25,970)	#NULL!
	SKOKIE/LAKE GRANT	43,540	75,783	32,243	74.1%
	Subtotal	***796,610***	***617,883***	***(178,727)***	***-22.4%***
375105	**POLICE SEIZURE REVENUE**				
	POLICE SEIZURE REVENUE	20,000	20,000	-	0.0%
	Subtotal	***20,000***	***20,000***	***-***	***0.0%***
375200	**FIRE GRANT REVENUE**				
	FIRE GRANT REVENUE	20,000	20,000	-	0.0%
	Subtotal	***20,000***	***20,000***	***-***	***0.0%***
GRANT/CONTRIBUTIONS Total		**856,610**	**862,883**	**6,273**	**0.7%**
FINES					
300310	**CIRCUIT COURT FINES**				
	CIRCUIT COURT FINES	35,000	35,000	-	0.0%
	Subtotal	***35,000***	***35,000***	***-***	***0.0%***
300320	**LOCALLY COLLECTED FINES**				
	LOCALLY COLLECTED FINES	215,000	215,000	-	0.0%
	Subtotal	***215,000***	***215,000***	***-***	***0.0%***
300325	**ADJUDICATION COLLECTIONS**				
	ADJUDICATION COLLECTIONS	50,000	50,000	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
300325	***Subtotal***	***50,000***	***50,000***	***-***	***0.0%***
300330	**ANIMAL IMPOUND CHARGES**				
	ANIMAL IMPOUND CHARGES	3,700	3,700	-	0.0%
	Subtotal	***3,700***	***3,700***	***-***	***0.0%***
FINES Total		**303,700**	**303,700**	**-**	**0.0%**
INVESTMENT INCOME					
360000	**INTEREST EARNINGS**				
	INTEREST EARNINGS	300,000	300,000	-	0.0%
	Subtotal	***300,000***	***300,000***	***-***	***0.0%***
INVESTMENT INCOME Total		**300,000**	**300,000**	**-**	**0.0%**
Grand Total		**34,165,410**	**33,578,983**	**(586,427)**	**-1.7%**

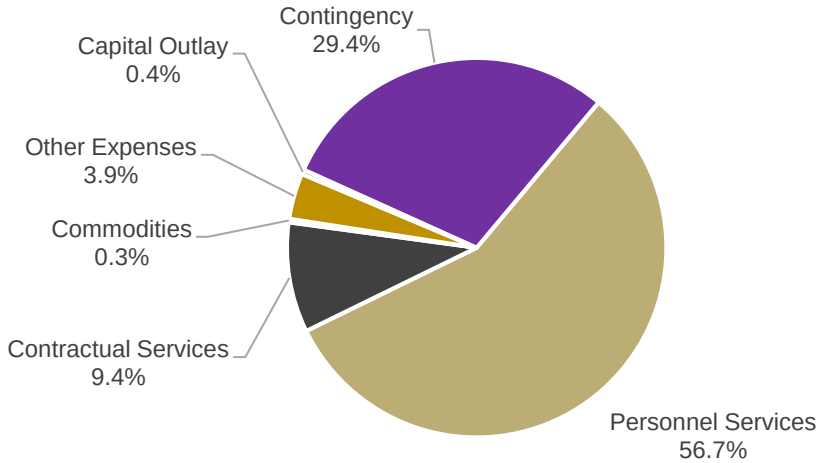
BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Village Manager's Office	720,778	769,857	754,460	764,145	780,038	25,578
Legislative	27,623	28,036	34,000	26,000	26,000	(8,000)
Board of Fire & Police	84,676	100,513	90,880	90,980	78,478	(12,402)
Misc. Boards/Commissions	1,414	5,293	8,450	7,450	8,950	500
Cable Services	176,016	156,559	175,955	175,205	179,776	3,821
Wilmette Historical Museum	168,736	168,894	167,360	172,910	177,646	10,286
Contingency	28,600	51,914	685,000	760,000	520,000	(165,000)
TOTAL BUDGET	**1,207,842**	**1,281,066**	**1,916,105**	**1,996,690**	**1,770,888**	**(145,217)**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Expense	966,099	992,403	999,645	1,036,670	1,003,268	3,623
Contractual Services	145,207	177,801	149,910	134,520	166,070	16,160
Commodities	3,691	4,325	5,250	5,250	5,250	-
Other Expenses	61,146	54,519	69,300	53,250	69,300	-
Capital Outlay	3,100	105	7,000	7,000	7,000	-
Contingency	28,600	51,914	685,000	760,000	520,000	(165,000)
TOTAL BUDGET	**1,207,842**	**1,281,066**	**1,916,105**	**1,996,690**	**1,770,888**	**(145,217)**



BUDGET ANALYSIS

Village Manager's Office
Increase in the communications support services contract of $18,700. This increase would fund 60 hours of communications support on a monthly basis. This includes the weekly production of E-News, daily social media, development of the *Communicator* newsletter and other general communications strategy.

Addition of $10,000 for COVID-19 testing. This budget expense would allow the Village to continue to test staff members who are symptomatic or potentially exposed to COVID-19, with the intent of identifying infected employees to mitigate the spread of the illness from Village staff members and the public.

Legislative
No significant budgetary changes in 2021

Board of Fire and Police Commissioners
The Board created two eligibility lists in 2020 (Police Officers and Firefighters), which are in place for two years. The reduction in the 2021 budget is the removal of the firefighter recruitment process cost.

Boards and Commissions
The 2021 Budget includes funds for the following Boards and Commissions: Emergency Housing Assistance; Historic Preservation; Community Events; and Bike Safety Programs. The 2021 budget was increased by $500 for recognition efforts for individuals serving on Village Boards and Commissions.

Cable Services
No significant budgetary changes in 2021

Wilmette Historical Museum
No significant budgetary changes in 2021

Contingency
For 2021, the Debt Service Fund transfer was changed from $35,000 to $20,000 based upon the Village's debt schedule. The Pension Fund transfer as part of the Village's transition to the 15-year rolling amortization methodology increased from $200,000 to $500,000 in 2021. This includes $250,000 to the Firemen's Pension Fund and $250,000 to the Police Officer's Pension Fund.

The Comprehensive Plan, which was deferred from 2020 is now included in the Community Development budget information.

Administration

MISSION STATEMENT

We, the employees of the Village of Wilmette, are committed to enhancing the quality of life within the Village by providing a full range of municipal services, which promote the wellbeing of the community. In addressing the existing and emerging needs of the community, we shall:

- Provide services with empathy, dignity and respect;
- Exercise fiscal responsibility and effective leadership;
- Foster communication, teamwork and trust;
- Recognize the talents of all employees in order to promote efficiency and enhance productivity; and
- Adhere to the highest standards and ethics.

PROGRAMS

Village Board

The Village Board serves as the policy setting and legislative body governing the activities of Village government. The Village Board enacts ordinances and resolutions; adopts an annual budget and appropriation ordinance; approves appointments to various boards and commissions; establishes taxes, fees and fines and other sources of revenue. The Village President is the chief elected official of the Village and presides over meetings of the Village Board of Trustees and serves as Liquor Control Commissioner as prescribed by State law.

This program provides funding for the expenses of the Village Board in the performance of legislative duties, including membership in outside organizations that provide the Village with support and information, outside consulting and professional services as needed and a portion of the cost of the annual audit of Village finances.

Village Manager's Office

The Village Manager is the Chief Administrative Officer of the Village and is responsible to the Village President and Board of Trustees for enforcing Village policies and ordinances and coordinating the activities of all Village departments. The Village Clerk is the custodian of all municipal records, including ordinances, resolutions and minutes of public meetings. As a deputy county registrar, the Village Clerk is responsible for voter registration and assists in the administration of local elections.

This program provides administrative support to all Village departments in the areas of employee recruitment and selection, organizational development, employee benefits, developing the annual budget and long-range capital planning, risk management and

liability and workers' compensation insurance coverage, development of the resident newsletter, *The Communicator*.

Boards and Commissions
This program provides funding for the various activities and programs that are administered and coordinated by some of the Village's Boards and Commissions.

Board of Fire and Police Commissioners
Under State statute, the Board of Fire and Police Commissioners is responsible for recruiting and appointing sworn Firefighter/Paramedics and Police Officers. It also establishes the promotional lists for the sworn Fire and Police Department personnel and conducts hearings concerning disciplinary matters falling within its jurisdiction.

Wilmette Historical Museum
This program provides a significant portion of the support for the Wilmette Historical Museum. The Wilmette Historical Society funds the remaining costs.

The Museum was created in 1951 through the Wilmette Historical Commission and acts as the official repository for historical material, all of which is owned by the Village. The Museum creates both permanent and temporary historical exhibits focusing on Wilmette history, conducts educational programs for children and adults, assists residents and others with historical research, and acts as the community's resource on historical matters.

In addition, the Museum maintains the exhibit space on the second floor of the Village Hall and provides Village staff with exhibit and research assistance.

The Wilmette Historical Museum mission is:

- To collect and preserve the widest variety of materials which document the history of Wilmette and environs (including the growth and development of Wilmette, New Trier Township and the North Shore, the architecture, businesses, schools, religious groups, and organizations, and the residents of the Village);
- To educate the general public, both children and adults, through exhibits, programs, classes, tours, publications, websites and other means;
- To act as a resource center for researchers, teachers, students, businesses, homeowners and others requesting historical information on the area; and,
- To serve as the repository for the historical records of the Village of Wilmette.

Cable Services
This program reflects expenditures associated with cable programming services. The Community Cable Coordinator oversees the production and development of community related cable television programming on WCTV Channel 6, including the telecasting of various Village meetings. This program was started in FY 1993-94.

The mission of WCTV is:

- To serve as a public information tool for Wilmette's units of local government and to increase community awareness of local government services, activities and policies;
- To strengthen the community identity of Wilmette by highlighting local events, activities, organizations, interests and businesses which enhance the community; and,
- To promote the Village of Wilmette and to encourage community participation.

Contingency

The Contingency program provides funding for unanticipated expenses which may occur during the fiscal year as authorized by the Village Board of Trustees. It permits the Village Board of Trustees to approve unanticipated expenditures, which may occur during the fiscal year without adopting a supplemental appropriation.

This program also includes a transfer to the Debt Service Fund to offset property tax refunds issued by Cook County.

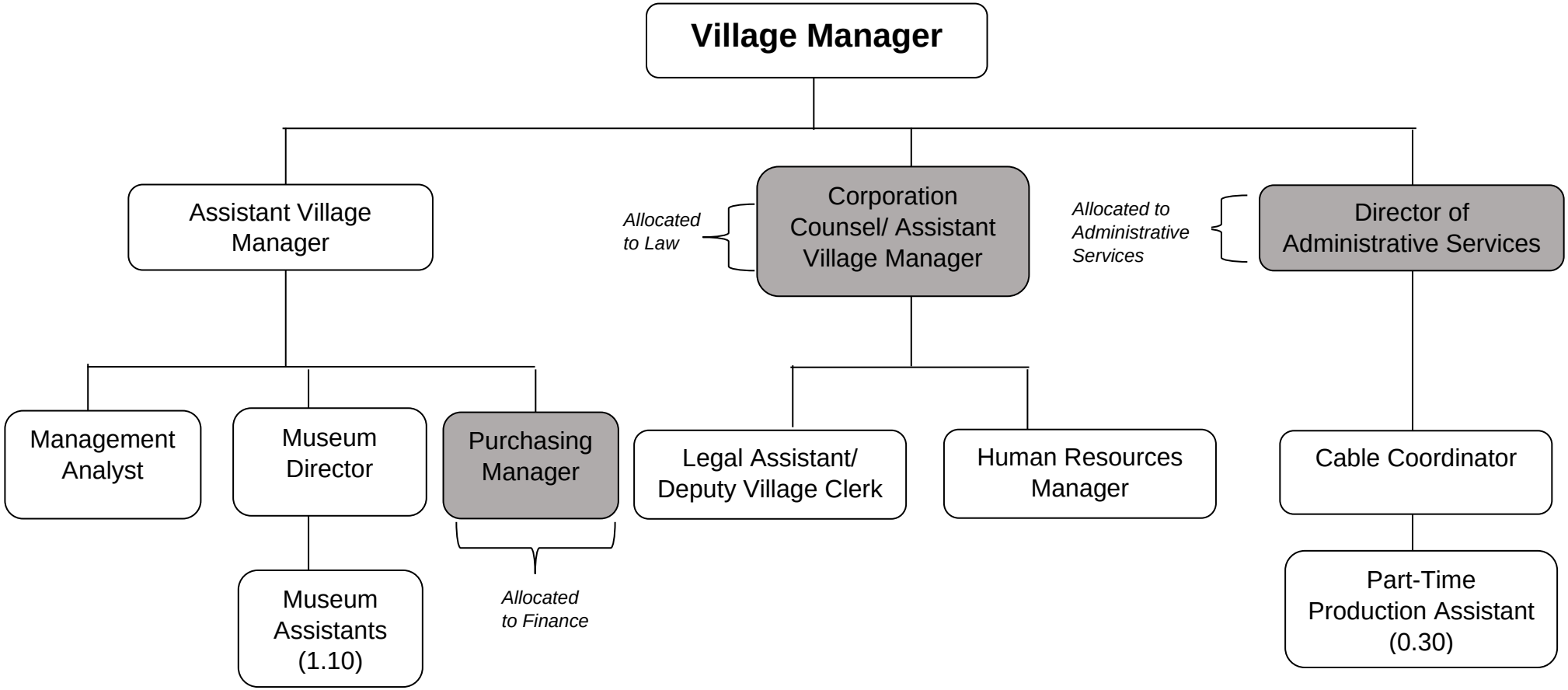
PERSONNEL

- The Village Manager's Office has a total of 5.00 FTE's. In 2021 there were several changes that include:
  - The Assistant Director of Administrative Services position was eliminated and replaced with a management analyst position.
  - The part-time front counter assistant was reallocated to Engineering and Public Works.
- A portion of the personnel listed in the Village Manager's Office is allocated to the Board of Fire and Police Commissioners.
- There are no employees allocated to Boards and Commissions.
- The Wilmette Historical Museum budget provides funds for one full-time position and three part-time positions:
  - The first part-time position is paid for by the Village and the Wilmette Historical Society reimburses the Village for 50% of the position.
  - The second part-time position works for an estimated 14-18 hours per week and is reimbursed 100% by the Wilmette Historical Society.
  - The third part-time position works for an estimated 4 hours per week and is reimbursed 100% by the Wilmette Historical Society.
- Cable Services has 1.30 employees assigned to provide recordings of Village meetings and programming for channel 6.
- There are no employees allocated to the Contingency

	2017	2018	2019	2020	2021
Village Manager's Office	5.85	5.70	5.70	5.70	5.00
Legislative	-	-	-	-	-
Board of Fire & Police	-	-	-	-	-
Misc. Boards & Commissions	-	-	-	-	-
Cable Services	1.30	1.30	1.30	1.30	1.30
Wilmette Historical Museum	1.80	1.80	1.80	1.80	2.10
Contingency	-	-	-	-	-
TOTAL FTE's	**8.95**	**8.80**	**8.80**	**8.80**	**8.40**

Administration

ORGANIZATIONAL CHART



Administration

PERFORMANCE MEASURES

	Goal	2019 Year End	2020				2020 Year End Projections
			Q1	Q2	Q3	Q4	
E-News Subscribers							
Increase Subscribers	5%	7%	10%	7%			
# of Contact by end of Period		3,379	3,726	3,998			
Open Rate %	55%	N/A	57%	64%			
Cable and Utility Complaints Resolved							
Respond to within 1 Day	95%	100%	100%	100%			
Number of Cable Complaints		6	1	1			
Number of Utility Complaints		4	0	0			

ACTIVITY MEASURES

	2017	2018	2019	2020 Projected
Village Manager's Office				
Communicator Issues (resident newsletter)	3	3	3	3
Voters Registered (Village Clerk)	12	30	20	4
Employee Recruitments	17	20	18	13
Number of interviews conducted	126	175	150	50
Employee Promotions	8	1	1	7
Cable Services				
Public Meetings Broadcast	88	78	76	89
Hours of Programming Aired	2,654	2,562	2,408	2,532
Hours of Volunteer Training Conducted	60	59	64	20
Studio Tours Given	9	7	7	0
Hours of Public Meetings Broadcast	1078	869	696	1,029
Village Board	309	283	209	345
- Zoning Board of Appeals	238	232	128	164
- School Board	182	104	114	106
- Library Board	104	93	98	11

	2017	2018	2019	2020 Projected
Other Meetings/Forums	167	48	36	261
- Park Board	78	109	111	142
Historical Museum				
Visitors & Researchers	7,908	7,702	7,862	5,513
Exhibits Created	4	6	4	3
New Collections Cataloged	1,610	918	1,392	650
Programs & Tours Conducted	60	68	66	22
Publications & Digital Media	5	3	4	11
Volunteer Hours at the Museum	2,580	3,752	2,138	1,442
Distinct Visits to Museum Website	30,076	24,170	28,962	24,703

OBJECTIVES AND ACCOMPLISHMENTS

Village Manager's Office

Looking Forward: 2021 Objectives

- Monitor the 2021 Budget to minimize the impact of COVID-19 on Village finances.
- Finalize the successor collective bargaining agreement with the Fire Union SEIU Local #73 (contract expired December 31, 2019).
- Coordinate with the Community Development Department and Newport Capital Partners regarding the revitalization of Edens Plaza.
- Continue to update the Human Resources Policies and Procedures Manual
- Review enforcement of the Village leaf blower regulations.
- Continue to explore and research possible Green Initiatives the Village can undertake.
- Work with the the Human Relations Commission to conduct community engagement and listening sessions.
- Conduct new Village Board Trustee orientation following the 2021 Consolidated Election.
- Review and evaluate a Minority Business Enterprise (MBE) program for the Village.

Reviewing the Year: 2020 Accomplishments

- COVID-19 Response
  Along with the Finance Department, the Village Manager's Office conducted significant budget revisions to ensure Village finances were measured and controlled following the impacts of COVID-19. Additionally, the Village created Economic Relief Programs to help assist local businesses who were financially impacted by the COVID-19 crisis.

- Coordination with the Finance and Administrative Services Department to implement a Stormwater Utility Fee.
  The Village Manager's Office coordinated with the Finance and Administrative Services Department to ensure successful implementation of a Stormwater Utility Fee for all Village properties. Single-family home Stormwater Utility Fee collection began in quarter one, and Non-Single-family Residential Stormwater Utility Fee collection began in quarter three.

- Coordination with the Law Department to establish a November 2020 referendum regarding the retail sale of cannabis in Wilmette.
  Staff conducted research on the sale of recreational cannabis in surrounding communities and provided the Village Board with information and resources to inform Wilmette residents on the referendum in the November 2020 General Election.

- Coordinate the successor collective bargaining agreement with the Fire Union SEIU Local #73 (contract expires December 31, 2019).
  Negotiations with the Fire Union continued throughout 2020.

Board of Fire and Police Commissioners

Looking Forward: 2021 Objectives

- Successfully complete a Police Officer recruitment process; current list expires on September 2021.
- Successfully complete a Police Sergeant promotional process; current list expires on June 2021.
- Successfully complete a Fire Lieutenant promotional process; current list expires on August 2021.
- Screen candidates and select the most qualified individual for the position when entry and promotional level vacancies occur in either the Police or Fire Department.
- Review the job advertising and recruitment process to ensure diversity and inclusion strategies are implemented.

Reviewing the Year: 2020 Accomplishments

- Successfully complete a Police Officer recruitment process.
  A Police Officer recruitment process and eligibility list remains active that was established in September 2019 and expires September 2021.

- Screen candidates and select the most qualified individual for the position when entry and promotional level vacancies occur in either the Police or Fire Department.
  One firefighter and two police officer vacancies were filled in 2020.

Cable Services

Looking Forward: 2021 Objectives

- Broadcast an average of 10 hours of programming on Channel 6 per day, including a monthly Coach's Corner and a series of quick "Historical Moments" in Wilmette.
- Work with Administrative Services to install a new AV system in the Council Chambers to provide better meeting coverage and improved broadcast signal for Channel 6.
- Continue to provide remote meeting support to all Village boards and commissions.

Reviewing the Year: 2020 Accomplishments

- Broadcast an average of 10 hours of programming on Channel 6 per day, including new PSAs that will appear monthly on subjects of importance to the Wilmette residents.

  With the onset of COVID and the restrictions it put in place we took a different direction. We used the Community Calendar to further inform our residents of important information; wearing masks, social distancing, shopping guidelines, phase guidelines and more. In honor of Memorial Day we highlighted; in cooperation with the Historical Museum, each of the Wilmette residents who loss their lives serving their country beginning with the Civil War. We had a separate series of Memories of Wilmette's Memorial Day Parades beginning in 1909. We also added an ongoing Wilmette History Quiz to our calendar pages. With the new public meetings guidelines, we have also added a number of Committee and Commission meetings to our live meeting coverage.

- Develop a presence on Facebook, Twitter and Instagram for Wilmette Community Television that will promote the channel, its programming and Village and Community activities.

  Early in 2020 we developed a Facebook page for the Channel, but with the onset of COVID some of the things we would have liked to have highlighted; studio activities, remote shoots and more, did not happen. However, we continue to post our daily schedule on the page. We also have pinned to the top of the page a direct link to the Channel's feed on YouTube.

Wilmette Historical Museum

Looking Forward: 2021 Objectives

- Create and produce new exhibits.
- Develop and present public programs and events throughout the year.
- Develop virtual tours of Museum exhibits and collections

Reviewing the Year: 2020 Accomplishments

- Created and produced new exhibits, including one about Wilmette Women.
  The Museum staff developed a new exhibit entitled, "Wilmette Women Breaking the Glass Ceiling." The exhibit, which opened March 1, 2020, highlights the work of Wilmette women, past and present, who were innovators in traditionally male-dominated fields. The "Local Legends" exhibit focuses on famous men and women of Wilmette, from actors such as Bill Murray to architects such as Benjamin Marshall. The exhibit had already existed but due to its popularity, it was significantly transformed and expanded this year. Building on a recent donation to the collections, a smaller exhibit about Jamie Gilson, well-known children's author and Wilmette resident, opened in the Museum's lobby.

- Develop and present public programs and events throughout the year.
  Due to the pandemic this year, many planned programs and events had to be cancelled, including the open house, annual housewalk, walking tours, school and Scout tours, and some lectures. This year the Museum presented 21 events, including four lectures (two virtual), an exhibit opening, a vintage car parade, and a family Presidents' Day event, A popular summertime scavenger hunt for kids that normally involved them going inside buildings was transformed this year into a "History Mystery" featuring nine, outdoor historic sites for participants to discover around the village. We also embarked on a Wilmette COVID-19 Collecting Project, designed to document how Wilmette government, businesses and residents coped with the circumstances. We received hundreds of submissions, including photographs, videos, letters and other documents, signs and other objects.

- Develop online access to the Museum's collections.
  In January 2020, the Museum staff completed the project to make the museum's collections accessible online on our website. The project made over 20,000 records available, including scans of photographs, documents, archives, and three-dimensional objects. With the onset of the pandemic, this new feature proved to be extremely fun and useful for virtual researchers and casual visitors alike.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ADMINISTRATION
Program	VILLAGE MANAGER'S OFFICE

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	459,806	481,985	474,875	507,000	460,022	(14,853)	-3.1%
415000	EMPLOYEE BENEFITS	140,740	142,058	143,620	143,620	155,391	11,771	8.2%
PERSONNEL EXPENSE Total		**600,546**	**624,043**	**618,495**	**650,620**	**615,413**	**(3,082)**	**-0.5%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	6,060	6,121	6,325	6,325	6,325	-	0.0%
420020	PROFESSIONAL SERVICES	45,068	75,247	67,390	60,000	96,550	29,160	43.3%
420020-20300	PROFESSIONAL SERVICES	3,981	9,900	-	-	-	-	0.0%
420040	LEASE / PURCHASE COPIER	10,766	8,916	9,000	9,000	9,000	-	0.0%
420200	PRE-EMPLOYMENT EXAMINATIONS	6,567	7,572	5,500	5,500	5,500	-	0.0%
CONTRACTUAL SERVICES Total		**72,442**	**107,756**	**88,215**	**80,825**	**117,375**	**29,160**	**33.1%**
COMMODITIES								
430230	SUPPLIES - OFFICE	1,870	2,716	3,000	3,000	3,000	-	0.0%
COMMODITIES Total		**1,870**	**2,716**	**3,000**	**3,000**	**3,000**	**-**	**0.0%**
OTHER EXPENSE								
441000	INCIDENTALS	1,227	2,168	1,500	1,500	1,500	-	0.0%
442000	TRAINING	15,354	13,405	11,200	2,500	10,700	(500)	-4.5%
442010	PERSONNEL TRAINING	-	-	500	500	500	-	0.0%
442020	EMPLOYEE RECOGNITION	10,967	6,725	9,100	9,100	9,100	-	0.0%
443010	NEWS LETTERS	16,483	11,653	16,750	13,400	16,750	-	0.0%
443020	LEGAL NOTICES	239	-	1,500	1,500	1,500	-	0.0%
443025	CLASSIFIED ADVERTISEMENTS	1,650	1,390	4,200	1,200	4,200	-	0.0%
OTHER EXPENSE Total		**45,920**	**35,342**	**44,750**	**29,700**	**44,250**	**(500)**	**-1.1%**
Grand Total		**720,778**	**769,857**	**754,460**	**764,145**	**780,038**	**25,578**	**3.4%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ADMINISTRATION
Program	VILLAGE MANAGER'S OFFICE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	474,875	460,022	(14,853)	-3.1%
	Subtotal	***474,875***	***460,022***	***(14,853)***	***-3.1%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	143,620	155,391	11,771	8.2%
	Subtotal	***143,620***	***155,391***	***11,771***	***8.2%***
PERSONNEL EXPENSE Total		**618,495**	**615,413**	**(3,082)**	**-0.5%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	ILLINOIS CITY MANAGEMENT ASSOCIATION (ILCMA) (4)	1,200	1,200	-	0.0%
	INTERNATIONAL CITY MANAGEMENT ASSOCIATION (ICMA) (3)	3,775	3,775	-	0.0%
	LEGACY PROJECT - WOMEN IN LOCAL GOVERNMENT (1)	40	40	-	0.0%
	NATIONAL PUBLIC EMPLOYER ASSOCIATION (NPELRA) (1)	230	230	-	0.0%
	SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM) (3)	630	630	-	0.0%
	WILMETTE ROTARY CLUBS (50% OF DUES FOR VILLAGE MANAGER)	450	450	-	0.0%
	Subtotal	***6,325***	***6,325***	***-***	***0.0%***
420020	**PROFESSIONAL SERVICES**				
	CONSTANT CONTACT E-MAIL DISTRIBUTION SERVICE (E-NEWS)	700	700	-	0.0%
	EMPLOYEE FLU VACCINES	2,800	3,360	560	20.0%
	EMPLOYEE LEADERSHIP ASSESSMENTS	1,500	1,500	-	0.0%
	HEP B VACCINE (OMEGA) & NEW EMPLOYEE AUDIOLOGY TESTING	1,200	1,000	(200)	-16.7%
	INDEPENDENT MEDICAL EXAMINATIONS (IME)	750	750	-	0.0%
	NORTHERN ILLINOIS BENCHMARK COOPERATIVE	6,000	6,000	-	0.0%
	POST-ACCIDENT TESTING	250	250	-	0.0%
	PUBLIC SALARY REGIONAL SALARY & BENEFIT DATABASE	390	390	-	0.0%
	RANDOM DRUG TESTING FOR EMPLOYEE'S WITH A CDL ($90/ EMPLOYEE)	3,100	3,200	100	3.2%
	RETAINER FOR COMMUNICATIONS SUPPORT SERVICES	48,000	66,700	18,700	39.0%
	SAFETY DATA SHEETS (SDS) ONLINE WEBSITE ACCESS FEE	2,700	2,700	-	0.0%
	COVID-19 TESTING		10,000	10,000	
	Subtotal	***67,390***	***96,550***	***29,160***	***43.3%***
420040	**LEASE / PURCHASE COPIER**				
	COPY MACHINE LEASE	9,000	9,000	-	0.0%
	Subtotal	***9,000***	***9,000***	***-***	***0.0%***
420200	**PRE-EMPLOYMENT EXAMINATIONS**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ADMINISTRATION
Program	VILLAGE MANAGER'S OFFICE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
420200	PHYSICAL EXAMS, DRUG SCREENS, PSYCH EVALUATION, DL ABSTRACTS (SELECT POSITIONS)	5,500	5,500	-	0.0%
	Subtotal	***5,500***	***5,500***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**88,215**	**117,375**	**29,160**	**33.1%**
COMMODITIES					
430230	**SUPPLIES - OFFICE**				
	SUPPLIES FOR THE MANAGER'S OFFICE & VILLAGE BOARD	3,000	3,000	-	0.0%
	Subtotal	***3,000***	***3,000***	***-***	***0.0%***
COMMODITIES Total		**3,000**	**3,000**	**-**	**0.0%**
OTHER EXPENSE					
441000	**INCIDENTALS**				
	NEW EMPLOYEE TOURS, STAFF TRAVEL & ATTENDANCE AT LOCAL MEETINGS, SHIPPING, ETC.	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
442000	**TRAINING**				
	ANNUAL TRAINING CONF. & MID-YEAR SEMINAR HELD BY INTERNATIONAL MUNICIPAL LAWYERS ASSOCIACTION	2,500		(2,500)	#NULL!
	INTERNATIONAL CITY MANAGER ASSOCIATION (ICMA) CONFERENCE	2,750	2,750	-	0.0%
	LOCAL MEETINGS, COMPUTER AND OTHER TRAINING	1,750	1,750	-	0.0%
	METRO MANAGER'S MEETINGS	200	200	-	0.0%
	PROFESSIONAL DEVELOPMENT TRAINING THROUGH MORRISON ASSOC.	1,000	1,000	-	0.0%
	SHRM CONFERENCE	3,000		(3,000)	#NULL!
	ASSISTANT VILLAGE MANAGER CONFERENCE		2,500	2,500	
	VILLAGE MANAGER CONFERENCE		2,500	2,500	
	Subtotal	***11,200***	***10,700***	***(500)***	***-4.5%***
442010	**PERSONNEL TRAINING**				
	VILLAGE-WIDE TRAININGS FOR SUPERVISORS	500	500	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
442020	**EMPLOYEE RECOGNITION**				
	EMPLOYEE RECOGNITION LUNCH (FOOD, DRINKS, DECORATIONS)	2,100	2,100	-	0.0%
	LONGEVITY, SAFETY, AND SERVICE EXCELLENCE AWARDS	7,000	7,000	-	0.0%
	Subtotal	***9,100***	***9,100***	***-***	***0.0%***
443010	**NEWS LETTERS**				
	GRAPHIC DESIGN, PRINTING AND MAILING OF 3 ISSUES OF THE COMMUNICATOR	16,750	16,750	-	0.0%
	Subtotal	***16,750***	***16,750***	***-***	***0.0%***
443020	**LEGAL NOTICES**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ADMINISTRATION
Program	VILLAGE MANAGER'S OFFICE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
443020	PUBLISH LEGAL BID AND ORDINANCE NOTICES AS REQUIRED BY LAW	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
443025	**CLASSIFIED ADVERTISEMENTS**				
	EMPLOYEE VACANCY POSTINGS	4,200	4,200	-	0.0%
	Subtotal	***4,200***	***4,200***	***-***	***0.0%***
OTHER EXPENSE Total		**44,750**	**44,250**	**(500)**	**-1.1%**
Grand Total		**754,460**	**780,038**	**25,578**	**3.4%**

DATE: September 29, 2020

TO: Michael Braiman, Village Manager

FROM: Alex Arteaga, Management Analyst

SUBJECT: Budget Justification Memo – Staff COVID-19 Testing

Account Number	11041010-420020
Department	Administration
Account Name	Professional Services – COVID-19 Testing

Background

Following the onset of COVID-19, various Village staff members have returned to in-person shifts. Due to the COVID-19 pandemic and organizational requirements for proper staffing levels, the Village has followed CDC guidelines to test employees who are symptomatic or potentially exposed to COVID-19. The majority of employees who have been tested are the public safety personnel, in particular Firefighters who work in close quarters and proximity. Employees are sent to Physicians' Immediate Care to undergo a rapid COVID-19 test which provides the results instantaneously. The doctor's exam and/or COVID-19 test is administered depending on the employee's situation as required by the physician. The costs of the individual tests per person consists of an examination which is priced at $125 and/or a COVID-19 test which is priced at $70. If required, an employee may undergo an exam and COVID-19 test which is priced at $195 per person. As of September 30, 2020, the Village has paid for 30 examinations and/or tests for employees for a cost of $5,485. During this time, the CDC recommended that employees undergo two tests per person to verify the results of the first test. The CDC now recommends only one test to be conducted.

Justification

This budget expense would allow the Village to continue to test staff members who are symptomatic or potentially exposed to COVID-19, in hopes of preventing further infection of Village staff members. The COVID-19 pandemic is expected to continue well into 2021, therefore justifying the need for expanded testing capabilities.

Alternative

The Village could direct staff members to report to state-testing sites that are of no cost to the public. Because testing capability and availability is constantly changing, turnaround time for testing results vary widely. A full list of state testing sites can be found at https://dph.illinois.gov/testing.

DATE: September 23, 2020

TO: Michael Braiman, Village Manager

FROM: Alex Arteaga, Management Analyst

SUBJECT: Budget Justification Memo – Communications

Account Number	11041010-420020
Department	Administration
Account Name	Professional Services - Communications Support Services

Background

The village contracts communications support services to Metro Strategies. Metro Strategies supports the Village with drafting the weekly Village E-news newsletter, three annual editions of the Communicator, and helps manage various Village social media accounts including Facebook, Twitter and NextDoor. Additionally, Metro Strategies will help draft Village communications as needed, i.e., the annual water quality report. The current contract for communication support is based upon a retainer that targets 40-45 hours of support services on a monthly basis. Metro Strategies has continuously exceeded that hours target since the contract inception in 2018. Their hours of communication support is approximately 60 hours of support services per month. This budget increase would allow for Metro Strategies to continue to provide their support services to meet the Village's communication needs.

Justification

The Metro Strategies team continued to demonstrate their high level of service and value to the Village this year. Their continued efforts for E-News, social media, the Communicator and general communications support continues to exceed expectations. Additionally in 2020, Metro provided a significant level of support to the Village in the communication response to COVID-19 and civil unrest issues. These events contributed to significant social media follower growth, the Village has seen higher reach and engagement this year, indicating that residents are seeking locally-relevant information from trusted local sources.

The Metro Strategies team produced several videos this year that resulted in significant engagement, including the “We're in this together” video featuring Village employees saying thank you, which garnered 780 views on Facebook and the President’s video message regarding face coverings, which garnered 730 views on Facebook. By providing accurate and transparent information and being responsive to questions and concerns, the Village not only raised public awareness but also built public trust and confidence.

Metro Strategies closely monitors our social media platforms and uses these opportunities to invite users to follow the Village’s channels. The Metro Strategies team excels at developing relevant, fact-based, authentic, and visually appealing content.

Additionally, Metro Strategies provides high level communication planning and provides valuable insight in how to manage different communications issues as they arise.

Alternative

The current budgeted amount for communication support services can be kept, however there will associated service level reductions from Metro Strategies. This includes limiting the number of E-News stories to 4 to 5 per week (currently 9 to 10 stories per week), reducing social media posting from 7 days per week to 4 posts per week and eliminating special E-News releases. Additionally, more Village staff time would have to be allocated to developing communications content and monitoring the Village’s social media channels. Certain specialized projects (i.e., graphic design and video editing) would also need to be completed by Village staff, which does not have the expertise to perform these tasks. Metro Strategies provides a holistic communications team that can meet the demands of the Village with timely and effective communications.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ADMINISTRATION
Program	LEGISLATIVE

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	18,656	18,671	19,000	19,000	19,000	-	0.0%
420100	ANNUAL AUDIT	7,800	8,400	13,000	5,000	5,000	(8,000)	-61.5%
CONTRACTUAL SERVICES Total		**26,456**	**27,071**	**32,000**	**24,000**	**24,000**	**(8,000)**	**-25.0%**
OTHER EXPENSE								
441000	INCIDENTALS	1,168	965	2,000	2,000	2,000	-	0.0%
OTHER EXPENSE Total		**1,168**	**965**	**2,000**	**2,000**	**2,000**	**-**	**0.0%**
Grand Total		**27,623**	**28,036**	**34,000**	**26,000**	**26,000**	**(8,000)**	**-23.5%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ADMINISTRATION
Program	LEGISLATIVE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	ILLINOIS MUNICIPAL LEAGUE (IML)	2,000	2,000	-	0.0%
	METROPOLITAN MAYORS CAUCUS (MMC)	1,000	1,000	-	0.0%
	NORTHWEST MUNICIPAL CONFERENCE (NWMC)- INCLUDES CHICAGO METROPOLITAN AGENCY FOR PLANNING FEE	15,400	15,400	-	0.0%
	SISTER CITIES ASSOCIATION	600	600	-	0.0%
	Subtotal	***19,000***	***19,000***	***-***	***0.0%***
420100	**ANNUAL AUDIT**				
	FINANCIAL AUDIT, INCLUDING CERTIFICATION BY GOVERNMENT FINANCE OFFICERS' ASSOCIATION	13,000	5,000	(8,000)	-61.5%
	Subtotal	***13,000***	***5,000***	***(8,000)***	***-61.5%***
CONTRACTUAL SERVICES Total		**32,000**	**24,000**	**(8,000)**	**-25.0%**
OTHER EXPENSE					
441000	**INCIDENTALS**				
	MISC. VILLAGE BOARD EXPENSES- CONTRIBUTIONS TO MEMORIAL DAY PARADE, STUDENT GOV'T & MEETING EXPENSES	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
OTHER EXPENSE Total		**2,000**	**2,000**	**-**	**0.0%**
Grand Total		**34,000**	**26,000**	**(8,000)**	**-23.5%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ADMINISTRATION
Program	FIRE & POLICE COMMISSION

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	52,900	55,037	56,900	57,000	47,390	(9,510)	-16.7%
415000	EMPLOYEE BENEFITS	15,982	12,892	17,980	17,980	20,088	2,108	11.7%
PERSONNEL EXPENSE Total		**68,882**	**67,928**	**74,880**	**74,980**	**67,478**	**(7,402)**	**-9.9%**
CONTRACTUAL SERVICES								
420020	PROFESSIONAL SERVICES	15,794	32,584	16,000	16,000	11,000	(5,000)	-31.3%
CONTRACTUAL SERVICES Total		**15,794**	**32,584**	**16,000**	**16,000**	**11,000**	**(5,000)**	**-31.3%**
Grand Total		**84,676**	**100,513**	**90,880**	**90,980**	**78,478**	**(12,402)**	**-13.6%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ADMINISTRATION
Program	FIRE & POLICE COMMISSION

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	56,900	47,390	(9,510)	-16.7%
	Subtotal	***56,900***	***47,390***	***(9,510)***	***-16.7%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	17,980	20,088	2,108	11.7%
	Subtotal	***17,980***	***20,088***	***2,108***	***11.7%***
PERSONNEL EXPENSE Total		**74,880**	**67,478**	**(7,402)**	**-9.9%**
CONTRACTUAL SERVICES					
420020	**PROFESSIONAL SERVICES**				
	FIREFIGHTER PRE-EMPLOYMENT SCREENINGS (MEDICAL, PSYCHOLOGICAL, & POLYGRAPH - 2 AT $1,500)	3,000	3,000	-	0.0%
	FIREFIGHTER RECRUITMENT PROCESS	5,000		(5,000)	
	POLICE OFFICER PRE-EMPLOYMENT SCREENINGS (MEDICAL, PSYCHOLOGICAL, POLYGRAPH - 2 AT $1,500)	3,000	3,000	-	0.0%
	POLICE OFFICER TESTING & RECRUITMENT	5,000	5,000	-	0.0%
	Subtotal	***16,000***	***11,000***	***(5,000)***	***-31.3%***
CONTRACTUAL SERVICES Total		**16,000**	**11,000**	**(5,000)**	**-31.3%**
Grand Total		**90,880**	**78,478**	**(12,402)**	**-13.6%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ADMINISTRATION
Program	MISCELLANEOUS BOARDS & COMMISS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
OTHER EXPENSE								
441000	INCIDENTALS	-	-	500	500	1,000	500	100.0%
449010	WILMETTE HOUSING COMMISSION	909	2,350	3,000	3,000	3,000	-	0.0%
449035	HIST. PRESERVATION COMMISSION	170	817	1,200	200	1,200	-	0.0%
449040	HUMAN RELATIONS COMMISSION	335	327	1,750	1,750	1,750	-	0.0%
449060	BICYCLE TASK FORCE	-	1,800	2,000	2,000	2,000	-	0.0%
OTHER EXPENSE Total		**1,414**	**5,293**	**8,450**	**7,450**	**8,950**	**500**	**5.9%**
Grand Total		**1,414**	**5,293**	**8,450**	**7,450**	**8,950**	**500**	**5.9%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ADMINISTRATION
Program	MISCELLANEOUS BOARDS & COMMISS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
OTHER EXPENSE					
441000	**INCIDENTALS**				
	MEMBER RECOGNITION	500	1,000	500	100.0%
	Subtotal	***500***	***1,000***	***500***	***100.0%***
449010	**WILMETTE HOUSING COMMISSION**				
	EMERGENCY ASSISTANCE	3,000	3,000	-	0.0%
	Subtotal	***3,000***	***3,000***	***-***	***0.0%***
449035	**HIST. PRESERVATION COMMISSION**				
	ANNUAL MEMBERSHIP TO REGIONAL AND NATIONAL PRESERVATION ORGANIZATIONS	200	200	-	0.0%
	GENERAL EXPENDITURES AND RESOURCES NEEDED FOR THE LOCAL LANDMARK PROGRAM AND ANNUAL PRES. AWARDS	800	800	-	0.0%
	TRAINING OPPORTUNITIES AND MANDATORY STATE AND LOCAL CONFERENCES FOR CLGS	200	200	-	0.0%
	Subtotal	***1,200***	***1,200***	***-***	***0.0%***
449040	**HUMAN RELATIONS COMMISSION**				
	PROMOTE CULTURAL AWARENESS THROUGH VARIOUS EVENTS	1,750	1,750	-	0.0%
	Subtotal	***1,750***	***1,750***	***-***	***0.0%***
449060	**BICYCLE TASK FORCE**				
	BIKE SAFETY PROGRAMS	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
OTHER EXPENSE Total		**8,450**	**8,950**	**500**	**5.9%**
Grand Total		**8,450**	**8,950**	**500**	**5.9%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ADMINISTRATION
Program	CABLE TV

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	91,978	95,284	98,750	98,000	101,200	2,450	2.5%
415000	EMPLOYEE BENEFITS	35,957	36,254	40,160	40,160	41,531	1,371	3.4%
PERSONNEL EXPENSE Total		**127,935**	**131,537**	**138,910**	**138,160**	**142,731**	**3,821**	**2.8%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	195	195	195	195	195	-	0.0%
421512	CONTRACTUAL WEBSITE SERVICES	5,002	680	4,000	4,000	4,000	-	0.0%
422000	MAINT.-OFFICE EQUIPMENT	6,437	2,550	4,000	4,000	4,000	-	0.0%
428120	HIGH SPEED ETHERNET SERVICE	18,882	6,965	5,500	5,500	5,500	-	0.0%
CONTRACTUAL SERVICES Total		**30,516**	**10,389**	**13,695**	**13,695**	**13,695**	**-**	**0.0%**
COMMODITIES								
430230	SUPPLIES - OFFICE	-	-	250	250	250	-	0.0%
430300	SUPPLIES - VIDEO	1,821	1,608	2,000	2,000	2,000	-	0.0%
COMMODITIES Total		**1,821**	**1,608**	**2,250**	**2,250**	**2,250**	**-**	**0.0%**
OTHER EXPENSE								
441000	INCIDENTALS	-	-	300	300	300	-	0.0%
442000	TRAINING	-	-	600	600	600	-	0.0%
448700	RENT - CATV STUDIOS	12,645	12,919	13,200	13,200	13,200	-	0.0%
OTHER EXPENSE Total		**12,645**	**12,919**	**14,100**	**14,100**	**14,100**	**-**	**0.0%**
CAPITAL OUTLAY								
490350	OFFICE FURN. & EQUIP.-OTHER	3,100	105	7,000	7,000	7,000	-	0.0%
CAPITAL OUTLAY Total		**3,100**	**105**	**7,000**	**7,000**	**7,000**	**-**	**0.0%**
Grand Total		**176,016**	**156,559**	**175,955**	**175,205**	**179,776**	**3,821**	**2.2%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ADMINISTRATION
Program	CABLE TV

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	98,750	101,200	2,450	2.5%
	Subtotal	***98,750***	***101,200***	***2,450***	***2.5%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	40,160	41,531	1,371	3.4%
	Subtotal	***40,160***	***41,531***	***1,371***	***3.4%***
PERSONNEL EXPENSE Total		**138,910**	**142,731**	**3,821**	**2.8%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	WOMEN IN CABLE AND TELECOMMUNICATIONS	195	195	-	0.0%
	Subtotal	***195***	***195***	***-***	***0.0%***
421512	**CONTRACTUAL WEBSITE SERVICES**				
	POSTING OF VILLAGE BOARD, SD 39, PARK DISTRICT MEETINGS ON WEBSITE- PARK DISTRICT & SD39 TO REIMBURSE 66%	4,000	4,000	-	0.0%
	Subtotal	***4,000***	***4,000***	***-***	***0.0%***
422000	**MAINT.-OFFICE EQUIPMENT**				
	CABLE STUDIO AND COUNCIL CHAMBERS EQUIPMENT	4,000	4,000	-	0.0%
	Subtotal	***4,000***	***4,000***	***-***	***0.0%***
428120	**HIGH SPEED ETHERNET SERVICE**				
	HIGH SPEED ETHERNET FOR DIGITAL VIDEO OF CABLE BROADCASTS	5,500	5,500	-	0.0%
	Subtotal	***5,500***	***5,500***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**13,695**	**13,695**	**-**	**0.0%**
COMMODITIES					
430230	**SUPPLIES - OFFICE**				
	BATTERIES FOR MICROPHONES, PAPER, CLEANING AND SUPPLIES	250	250	-	0.0%
	Subtotal	***250***	***250***	***-***	***0.0%***
430300	**SUPPLIES - VIDEO**				
	CONTRACTED LICENSING FEES FOR COMPACT DISC LIBRARY & TOTAL INFO, PURCHASE OF DVDS AND LIGHTING	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
COMMODITIES Total		**2,250**	**2,250**	**-**	**0.0%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ADMINISTRATION
Program	CABLE TV

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
OTHER EXPENSE					
441000	**INCIDENTALS**				
	PROMOTIONAL ITEMS GIVEN TO VARIOUS CIVIC GROUPS COMING FOR TOURS	300	300	-	0.0%
	Subtotal	***300***	***300***	***-***	***0.0%***
442000	**TRAINING**				
	ATTENDANCE AT CABLE-RELATED SEMINARS AND CONFERENCES	600	600	-	0.0%
	Subtotal	***600***	***600***	***-***	***0.0%***
448700	**RENT - CATV STUDIOS**				
	PAYMENT TO WILMETTE PARK DISTRICT FOR OFFICE/STUDIO SPACE	13,200	13,200	-	0.0%
	Subtotal	***13,200***	***13,200***	***-***	***0.0%***
OTHER EXPENSE Total		**14,100**	**14,100**	**-**	**0.0%**
CAPITAL OUTLAY					
490350	**OFFICE FURN. & EQUIP.-OTHER**				
	COUNCIL CHAMBER A/V IMPROVEMENTS	7,000	7,000	-	0.0%
	Subtotal	***7,000***	***7,000***	***-***	***0.0%***
CAPITAL OUTLAY Total		**7,000**	**7,000**	**-**	**0.0%**
Grand Total		**175,955**	**179,776**	**3,821**	**2.2%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ADMINISTRATION
Program	HISTORICAL MUSEUM

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	140,300	142,803	140,450	146,000	148,301	7,851	5.6%
415000	EMPLOYEE BENEFITS	28,436	26,091	26,910	26,910	29,345	2,435	9.0%
PERSONNEL EXPENSE Total		**168,736**	**168,894**	**167,360**	**172,910**	**177,646**	**10,286**	**6.1%**
Grand Total		**168,736**	**168,894**	**167,360**	**172,910**	**177,646**	**10,286**	**6.1%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ADMINISTRATION
Program	HISTORICAL MUSEUM

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	140,450	148,301	7,851	5.6%
	Subtotal	***140,450***	***148,301***	***7,851***	***5.6%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	26,910	29,345	2,435	9.0%
	Subtotal	***26,910***	***29,345***	***2,435***	***9.0%***
PERSONNEL EXPENSE Total		**167,360**	**177,646**	**10,286**	**6.1%**
Grand Total		**167,360**	**177,646**	**10,286**	**6.1%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ADMINISTRATION
Program	CONTINGENCY

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
CONTINGENCY EXPENSE								
448005	PENSION GEN FUND TRANSFER	-	-	200,000	191,000	500,000	300,000	150.0%
448020	PARKING METER FUND TRANSFER	-	-	-	-	-	-	0.0%
448035	DEBT SERVICE FUND TRANSFER	-	-	35,000	-	20,000	(15,000)	-42.9%
449500	CONTINGENCY - REGULAR	28,600	31,420	450,000	569,000	-	(450,000)	-100.0%
449500-60504	CONTINGENCY - REGULAR	-	10,728	-	-	-	-	0.0%
449500-70113	CONTINGENCY - REGULAR	-	9,767	-	-	-	-	0.0%
CONTINGENCY EXPENSE Total		**28,600**	**51,914**	**685,000**	**760,000**	**520,000**	**(165,000)**	**-24.1%**
Grand Total		**28,600**	**51,914**	**685,000**	**760,000**	**520,000**	**(165,000)**	**-24.1%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ADMINISTRATION
Program	CONTINGENCY

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CONTINGENCY EXPENSE					
448005	**PENSION GEN FUND TRANSFER**				
	TRANSFER TO PENSION FUND	200,000	500,000	300,000	150.0%
	Subtotal	***200,000***	***500,000***	***300,000***	***150.0%***
448035	**DEBT SERVICE FUND TRANSFER**				
	TRANSFER TO DEBT SERVICE FUND	35,000	20,000	(15,000)	-42.9%
	Subtotal	***35,000***	***20,000***	***(15,000)***	***-42.9%***
449500	**CONTINGENCY - REGULAR**				
	CONTINGENCY FUNDS FOR UNANTICIPATED EXPENSES	450,000		(450,000)	
	Subtotal	***450,000***		***(450,000)***	
448020	**PARKING METER FUND TRANSFER**				
	PARKING METER FUND TRANSFER		-	-	
	Subtotal		***-***	***-***	
CONTINGENCY EXPENSE Total		**685,000**	**520,000**	**(165,000)**	**-24.1%**
Grand Total		**685,000**	**520,000**	**(165,000)**	**-24.1%**

Community Development

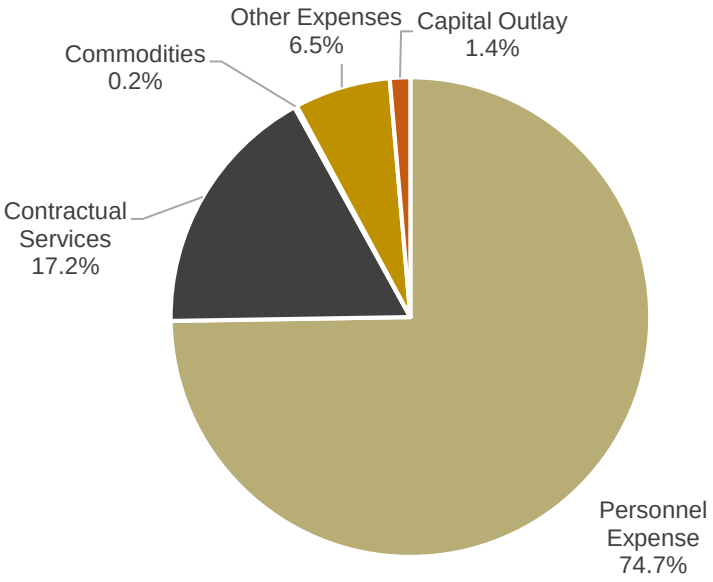
BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Community Development	1,360,184	1,436,876	1,535,735	1,512,905	1,778,127	242,392
Business Development	515,415	499,717	544,895	403,045	350,710	(194,185)
Health Services	45,000	44,980	45,000	45,000	46,360	1,360
TOTAL BUDGET	**1,920,599**	**1,981,573**	**2,125,630**	**1,960,950**	**2,175,197**	**49,567**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Expense	1,299,143	1,475,278	1,562,225	1,558,150	1,625,836	63,611
Contractual Services	265,924	160,661	198,270	161,395	374,630	176,360
Commodities	3,569	2,997	3,885	6,000	3,885	-
Other Expenses	327,932	317,922	334,250	208,405	140,846	(193,404)
Capital Outlay	24,031	24,715	27,000	27,000	30,000	3,000
TOTAL BUDGET	**1,920,599**	**1,981,573**	**2,125,630**	**1,960,950**	**2,175,197**	**49,567**



BUDGET ANALYSIS

Community Development
Increase of $34,500 and 0.25 FTE for upgrade of the semi full-time Zoning Planner position to full-time.

The Comprehensive Plan at $175,000 was deferred from 2020 and was moved from the Contingency budget to be included in the Community Development budget.

Business Development
Beginning in 2014, the Hotel Tax Rebate for the Marriott Residence Inn was budgeted under the business development program. For 2021, it is projected that the Village will rebate $118,426 and the Village's share will be $35,584. This expense reduction of $193,574 is associated with the impact of COVID-19 on the hotel industry.

The economic incentive agreement provides for 76.9% of the tax being rebated to the developer for the first ten years of operation up to a cumulative maximum rebate of $3.2 million. After ten years or after the cumulative rebates total $3.2 million (whichever occurs first) all revenues would be retained by the Village. The table below demonstrates the rebates issued to date and projected through the 2021 budget:

Year	Annual Rebate	Cumulative Rebate
2014 (partial year)	195,973	195,973
2015	297,161	493,134
2016	294,607	787,741
2017	291,355	1,079,096
2018	307,614	1,386,710
2019	294,880	1,681,590
2020 Est. Actual	118,426	1,800,016
2021 Budget	118,426	1,918,442

The capital outlay costs are for property taxes on Village owned property. This existing cost has been transferred from 11-95.

Health Services
No significant budgetary changes in 2021

Community Development

MISSION STATEMENT

The Community Development Department is committed to serve as stewards of the natural and built environment by guiding the use of land and the occupancy of structures for the benefit and protection of our community.

VALUES

To fulfill our mission commitment we:

- Provide services that promote and maintain Village land use standards;
- Review and issue building permits in an efficient and timely manner;
- Ensure the accuracy of information provided to the public; and
- Enforce building, zoning, and other Village codes with courtesy, impartiality, and respect.

PROGRAMS

- Land Use & Zoning Regulations
- Enforcement of Building Codes, Zoning, Sign, and Subdivision Ordinances
- Inspections to endure code compliance
- Coordination of business development activities
- Issuance of Building Permits
- Identifying/encouraging affordable housing opportunities in the Village
- Administrative support to Housing Our Own Wilmette
- Manage contract for food inspection services

Staff Support to the Following Boards:

- Land Use Committee
- Plan Commission
- Appearance Review Commission
- Site Plan Review Committee
- Building Code Board of Appeals
- Zoning Board of Appeals
- Housing Commission
- Historic Preservation Commission
- Environmental & Energy Commission
- Electrical Commission

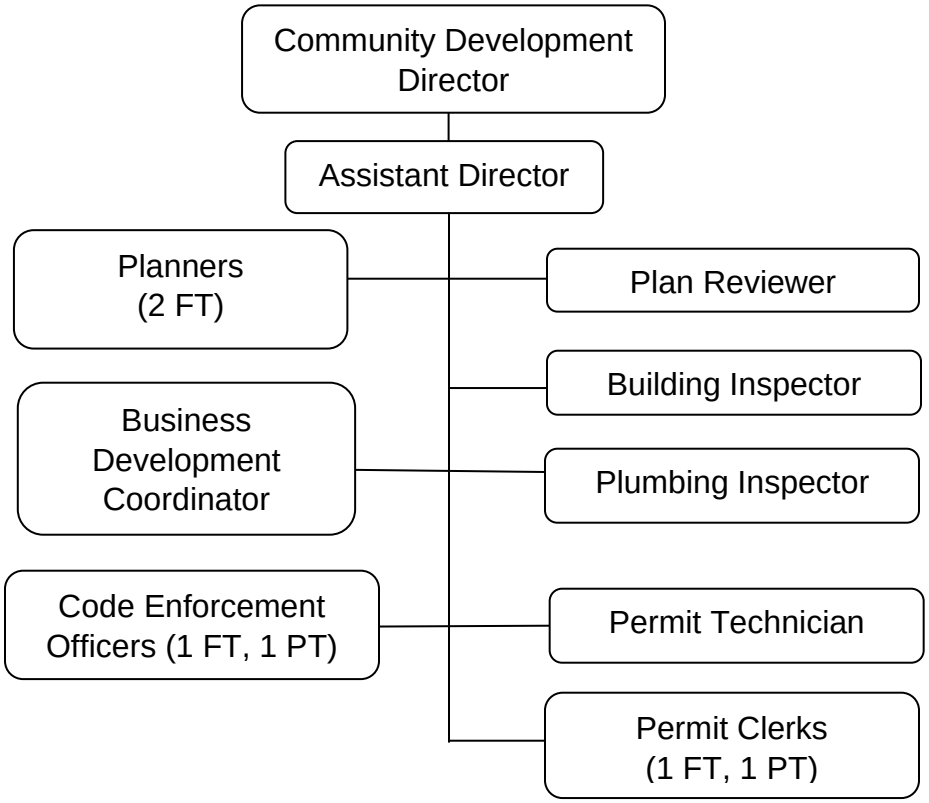
PERSONNEL

Due to staff retirements in 2017, the Village contracted out food inspection services and eliminated or transitioned other health related duties to the Community Development department.

The Community Development department has a total of 12.00 FTE's. In late 2020, the semi full-time Planner position (Zoning Planner) was made full-time and that FTE increase is recognized in the 2021 proposed budget

	2017	2018	2019	2020	2021
Community Development	11.25	10.75	11.75	11.75	12.00
Business Development	-	-	-	-	-
Health Services	2.00	-	-	-	-
TOTAL FTE's	**13.25**	**10.75**	**11.75**	**11.75**	**12.00**

ORGANIZATIONAL CHART



PERFORMANCE MEASURES

	Goal	2019 Year End	2020				2020 Year End
			Q1	Q2	Q3	Q4	
Single Family New Construction Permits:							
Days to Complete Zoning Reviews	*<10 Days*	*5*	*3*	*5*			
Number of Reviews		19	4	4			
Days to Complete Building/Electrical Reviews	*<10 Days*	*6*	*7*	*8*			
Number of Reviews		14	6	5			
Single Family Addition & Remodeling Permits:							
Days to Complete Zoning Reviews	*<10 Days*	3	*4*	*2*			
Number of Reviews		214	68	35			
Days to Complete Building/Electrical Reviews	*<10 Days*	*5*	*4*	*4*			
Number of Reviews		169	35	26			
Commercial New Construction, Additions & Remodeling Permits:							
Days to Complete Zoning Reviews	*<10 Days*	7	5	*3*			
Number of Reviews		17	4	2			
Days to Complete Building/Electrical Reviews	*<10 Days*	*4*	*3*	*3*			
Number of Reviews		21	5	1			
Code enforcement compliance through voluntary means							
Code Enforcement	75%	91%	87%	91%			
Number of Violations Confirmed		*1,972*	*451*	*408*			
Number Resolved Voluntarily		*1,794*	*391*	*370*			
New business listings on website within 10 days of Certificate of Occupancy							
New Business Listing	100%	100%	100%	100%			
Number of New Businesses		*19*	*7*	*2*			
Average Day to Post		*1*	*0*	*0*			
New Business Contacts							
Business development contacts	780	830	197	317			
Commercial Vacancy							
Commercial retail vacancy rate	5%	7.2%	9.5%	9.4%			
Social Media Updates							
Unique updates posted on Wilmette Biz	120	87	20	37			

ACTIVITY MEASURES

	2017	2018	2019	2020 Projected
Projects	2,416	2,474	2,378	2,071
ZBA Cases	66	57	46	50
ARC Cases	35	43	44	30
Building Inspections	7,187	7,614	6,697	5,400

Building Permits	2017	2018	2019	2020 Projected
New Residential	48	34	25	20
New Commercial	1	0	0	0
New Other - Swimming Pools, Large Sheds, etc.	37	28	25	16
Single Family Demolition	36	33	20	21
Residential Additions	73	55	40	25
Residential Remodel – Interior, Decks, etc.	442	487	449	380
Commercial Additions/Remodel	23	33	32	12
Garage	28	25	26	17
Electrical Only	104	71	78	63
Air Conditioning Only	65	46	47	33
Generators	24	27	29	22
Elevators	16	8	12	7
Plumbing Only	298	352	290	271
Fences	378	386	427	355
Roof	255	253	242	300
Tree Removal	341	343	330	327
Signs	2	5	14	4
Tents	1	0	0	4
All Other Demolition	4	14	11	12
Engineering Only	158	154	149	84
Fire Only	15	48	28	40
Two-Unit Other	2	2	0	0
Townhouse Other	17	20	23	17
Institutional Other	12	12	13	3
Multi-Family Other	33	34	43	28
Solar	2	3	13	10

OBJECTIVES AND ACCOMPLISHMENTS

Looking Forward: 2021 Objectives

- Oversee the rewrite of the Village's Comprehensive Plan.
- Continue to support the boards and commissions that are served by the Community Development Department, including the Plan Commission, Zoning Board of Appeals, Appearance Review Commission, Historic Preservation Commission, Housing Commission, Environmental and Energy Commission, Land Use Committee of the Village Board, Building Code Board of Appeals and Electrical Commission.
- Study whether to consider an amendment to the Zoning Code that would regulate the total amount of impervious surface allowed on residentially zoned property when a new single-family home or large addition is proposed.
- Continue to implement the "Wilmetteonomics" branding message.
- Continue to assist businesses dealing with the impacts of the pandemic and the downtown streetscape project.
- Continue to assist Housing Our Own Wilmette in its managing of the Housing Assistance Program, including the participant initiation of home visits by accompanying the Board of Directors.
- Oversee the land use/building review for the reuse/redevelopment of Edens Plaza
- Continue to work with the property owner and potential developers regarding the reuse/redevelopment of the Imperial Motors property on Green Bay Road.
- Review of leaf blower enforcement procedures and policies.
- Assist Administrative Service in the review and selection of online permit review software.

Reviewing the Year: 2020 Accomplishments

- Continue to support the boards and commissions that are served by the Community Development Department, including the Plan Commission, Zoning Board of Appeals, Appearance Review Commission, Historic Preservation Commission, Housing Commission, Environmental and Energy Commission, Land Use Committee of the Village Board, Building Code Board of Appeals and Electrical Commission.

  The Community Development Department provided staff support at over 40 meetings and hearings in 2020.

- Oversee the rewrite of the Village's Comprehensive Plan.

  The pandemic delayed the start of the Comprehensive Plan. The request for proposal was drafted and released in 2020, allowing the rewrite process to begin in 2021.

- Study whether to consider an amendment to the Zoning Code that would regulate the total amount of impervious surface allowed on residentially zoned property when a new single-family home or large addition is proposed.

The pandemic delayed the review of impervious surface regulations by staff and the Land Use Committee. It is expected this will be completed in 2021.

- Continue to implement the "Wilmettonomics" branding message.

  The "Wilmettonomics" campaign was amended to help businesses through the difficulty of the pandemic. Signage and social media postings specific to the pandemic and its impact on businesses were created. Video meetings were held to assist businesses in marketing during the pandemic.

- Continue to assist Housing Our Own Wilmette in its managing of the Housing Assistance Program, including the participant initiation of home visits by accompanying the Board of Directors.

  The Housing Assistance Program continued to assist the members in the program with Community Development staff administering the program. While home visits were put on hold because of the pandemic, staff kept in touch with program participants during the pandemic.

- Oversee the land use/building review for the reuse/redevelopment of Edens Plaza

  The pandemic has slowed the expected progress of finding a reuse for the Carson's building and other contemplated improvements to the center. Staff will continue to work with the owner to make sure Edens Plaza is retained as a viable retail center.

- Continue to work with the property owner and potential developers regarding the reuse/redevelopment of the Imperial Motors property on Green Bay Road.

  The pandemic has slowed the expected progress of finding a reuse for the Imperial Motors building. Staff will continue to meet with the owners of the Imperial Motors property and potential developers to facilitate reuse/redevelopment of the site in accordance with the Village Center Master Plan.

- Assisted the Manager's Office in the administering of the pandemic business grant program.

  108 businesses were provided support during the first round of grants at a total value of $276 thousand.

- Oversaw the Village's Census Complete Count Committee resulting in the Village's initial count goal being exceeded.

  The Village's self-response rate for the 2020 census was over 85%

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	COMMUNITY DEVELOPMENT
Program	COMMUNITY DEVELOPMENT

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	906,037	1,013,436	1,064,075	1,060,000	1,122,391	58,316	5.5%
410200	OVERTIME WAGES	1,312	13,187	500	500	500	-	0.0%
415000	EMPLOYEE BENEFITS	310,354	362,595	406,580	406,580	415,486	8,906	2.2%
PERSONNEL EXPENSE Total		**1,217,703**	**1,389,218**	**1,471,155**	**1,467,080**	**1,538,377**	**67,222**	**4.6%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	2,379	2,379	2,545	2,545	2,545	-	0.0%
420020	PROFESSIONAL SERVICES	5,586	4,648	5,450	5,450	5,450	-	0.0%
420020-20040	PROFESSIONAL SERVICES	-	-	-	-	175,000	175,000	0.0%
420030	DIGITAL RECORDS CONVERSION	1,153	1,736	17,400	-	17,400	-	0.0%
420400	PLAN REVIEW SERVICES	100,287	1,668	2,000	2,000	2,000	-	0.0%
421010	CONTR. ELEVATOR INSPECTIONS	8,475	9,525	10,000	10,000	10,000	-	0.0%
422000	MAINT.-OFFICE EQUIPMENT	-	-	200	200	200	-	0.0%
428020	TELEPHONE SERVICE - CELLULAR	1,077	2,164	1,500	1,500	1,500	-	0.0%
CONTRACTUAL SERVICES Total		**118,958**	**22,119**	**39,095**	**21,695**	**214,095**	**175,000**	**447.6%**
COMMODITIES								
430230	SUPPLIES - OFFICE	2,228	1,621	2,500	2,500	2,500	-	0.0%
430250	SUPPLIES - OTHER THAN OFFICE	1,340	1,376	1,385	3,500	1,385	-	0.0%
COMMODITIES Total		**3,569**	**2,997**	**3,885**	**6,000**	**3,885**	**-**	**0.0%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	16,840	16,570	14,050	14,180	14,220	170	1.2%
441000	INCIDENTALS	134	298	300	300	300	-	0.0%
442000	TRAINING	1,075	4,670	5,250	2,250	5,250	-	0.0%
443020	LEGAL NOTICES	1,904	1,004	2,000	1,400	2,000	-	0.0%
OTHER EXPENSE Total		**19,954**	**22,542**	**21,600**	**18,130**	**21,770**	**170**	**0.8%**
Grand Total		**1,360,184**	**1,436,876**	**1,535,735**	**1,512,905**	**1,778,127**	**242,392**	**15.8%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	COMMUNITY DEVELOPMENT
Program	COMMUNITY DEVELOPMENT

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	1,064,075	1,122,391	58,316	5.5%
	Subtotal	***1,064,075***	***1,122,391***	***58,316***	***5.5%***
410200	**OVERTIME WAGES**				
	OVERTIME	500	500	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	406,580	415,486	8,906	2.2%
	Subtotal	***406,580***	***415,486***	***8,906***	***2.2%***
PERSONNEL EXPENSE Total		**1,471,155**	**1,538,377**	**67,222**	**4.6%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	AMERICAN PLANNING ASSOCIATION (APA)-2X FOR PLANNER III	550	550	-	0.0%
	APA/AICP MEMBERSHIPS FOR DIRECTOR, ASSISTANT DIRECTOR AND BUSINESS DEVELOPMENT COORDINATOR	1,710	1,710	-	0.0%
	BUILDING OFFICIALS AND CODE ADMINISTRATORS	135	135	-	0.0%
	STATE LICENSE FOR PLUMBING INSPECTOR	150	150	-	0.0%
	Subtotal	***2,545***	***2,545***	***-***	***0.0%***
420020	**PROFESSIONAL SERVICES**				
	COURT REPORTER	600	600	-	0.0%
	SIDWELL MAP RENTAL-SHARED WITH THE ENGINEERING DEPT	250	250	-	0.0%
	ZONING BOARD OF APPEALS MINUTES TRANSCRIPTION	4,600	4,600	-	0.0%
	COMPREHENSIVE PLAN (CIP PROJECT)		175,000	175,000	
	Subtotal	***5,450***	***180,450***	***175,000***	***3211.0%***
420030	**DIGITAL RECORDS CONVERSION**				
	SCANNING OF BUILDING PERMIT FILES	17,400	17,400	-	0.0%
	Subtotal	***17,400***	***17,400***	***-***	***0.0%***
420400	**PLAN REVIEW SERVICES**				
	PLAN REVIEW & INSPECTIONAL SERVICES	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
421010	**CONTR. ELEVATOR INSPECTIONS**				
	CONTRACTUAL ELEVATOR INSPECTION SERVICES	10,000	10,000	-	0.0%
	Subtotal	***10,000***	***10,000***	***-***	***0.0%***
422000	**MAINT.-OFFICE EQUIPMENT**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	COMMUNITY DEVELOPMENT
Program	COMMUNITY DEVELOPMENT

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
422000	MAINTENANCE OF TYPEWRITER	200	200	-	0.0%
	Subtotal	***200***	***200***	***-***	***0.0%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**39,095**	**214,095**	**175,000**	**447.6%**
COMMODITIES					
430230	**SUPPLIES - OFFICE**				
	MISCELLANEOUS OFFICE SUPPLIES	2,500	2,500	-	0.0%
	Subtotal	***2,500***	***2,500***	***-***	***0.0%***
430250	**SUPPLIES - OTHER THAN OFFICE**				
	BUSINESS CARDS	110	110	-	0.0%
	CODE BOOKS	500	500	-	0.0%
	DRAFTING SUPPLIES	100	100	-	0.0%
	GRAPHIC REPRODUCTION FOR REPORTS	100	100	-	0.0%
	PAPER FOR PERMIT APPLICATIONS	250	250	-	0.0%
	PRINTING FENCE, ROOFING AND TREE REMOVAL PERMITS	125	125	-	0.0%
	STORAGE BOXES	100	100	-	0.0%
	VIOLATION NOTICES	100	100	-	0.0%
	Subtotal	***1,385***	***1,385***	***-***	***0.0%***
COMMODITIES Total		**3,885**	**3,885**	**-**	**0.0%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	14,050	14,220	170	1.2%
	Subtotal	***14,050***	***14,220***	***170***	***1.2%***
441000	**INCIDENTALS**				
	LOCAL MEETINGS, TRAIN FARE, PARKING, AND MILEAGE REIMBURSEMENT	300	300	-	0.0%
	Subtotal	***300***	***300***	***-***	***0.0%***
442000	**TRAINING**				
	ICC TRAINING FOR PLAN REVIEWER	1,000	1,000	-	0.0%
	NATIONAL CONFERENCE FOR THE AMERICAN PLANNING ASSOCIATION	2,500	2,500	-	0.0%
	TRAINING FOR BUILDING & PLUMBING INSPECTOR	600	600	-	0.0%
	TRAINING FOR BUSINESS DEVELOPMENT COORDINATOR	250	250	-	0.0%
	TRAINING FOR PERMIT CLERKS	100	100	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	COMMUNITY DEVELOPMENT
Program	COMMUNITY DEVELOPMENT

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
442000	TRAINING FOR THE ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT	300	300	-	0.0%
	TRAINING FOR ZONING PLANNER AND PLANNER III	500	500	-	0.0%
	Subtotal	***5,250***	***5,250***	***-***	***0.0%***
443020	**LEGAL NOTICES**				
	PUBLISH LEGAL NOTICES FOR ARC, SZC, PC, HPC, AND ZBA	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
OTHER EXPENSE Total		**21,600**	**21,770**	**170**	**0.8%**
Grand Total		**1,535,735**	**1,778,127**	**242,392**	**15.8%**

DATE: September 23, 2020

TO: Michael Braiman, Village Manager

FROM: Lucas Sivertsen, Business Development Coordinator

SUBJECT: Budget Justification Memo

Account Number	11091846-420450
Department	Community Development
Account Name	Business Promotions Activities

Background

The business promotions activities account provides funding for traditional marketing in newspapers and magazines as well as events and decorations that add character and attractions to our commercial business districts. The traditional marketing budget is further broken down into lines items including website ads, print media, social media, co-op, and graphic design. It has been the common practice for many years for the Village to concentrate a large part of advertising dollars on the holiday season between October and December. In this case, a small number of advertisements were developed and run in multiple types of media (print, web, social media) with many impressions over a short amount of time.

Justification

The requested increase in graphic design services is $3,000; however, the overall business promotions activities budget will not be increased. Over the past year, the Village has learned that businesses' needs have changed and a greater number of promotions and advertisements are needed to be developed throughout the year to adjust to different needs as they arise. An example of this includes the design and printing of carry-out/delivery posters to provide a clear and recognizable way for restaurants and retailers to let customers know if they were offering carry-out/delivery. There was an immediate need for businesses to be able to clearly promote the ways in which they were open for business. The Village's ability to provide a standard and

easily recognizable way for businesses to communicate to their customers was highly successful and appreciated by the business community. The need to develop a greater number of advertisements throughout the year to address new and unexpected needs is important to the businesses of Wilmette. By increasing the graphic design budget, we are able to develop a greater number of advertisements throughout the year. It's anticipated that advertisement placements in website and social media can be reduced with more cost-effective types of media to offset the $3,000 increase in graphic design.

Alternative

Graphic design services budget could remain at its current level and the number of new advertisements could continue to be focused on the holiday season from October to December. This will decrease the ability of the Village to provide advertisements and promotions as new and unexpected needs arise throughout the year.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	COMMUNITY DEVELOPMENT
Program	BUSINESS DEVELOPMENT

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	58,004	60,799	62,075	62,075	63,980	1,905	3.1%
415000	EMPLOYEE BENEFITS	23,435	25,280	28,995	28,995	23,479	(5,516)	-19.0%
PERSONNEL EXPENSE Total		**81,440**	**86,079**	**91,070**	**91,070**	**87,459**	**(3,611)**	**-4.0%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	1,070	970	1,425	1,425	1,425	-	0.0%
420450	BUSINESS PROMOTION ACTIVITIES	100,895	92,572	112,750	93,275	112,750	-	0.0%
CONTRACTUAL SERVICES Total		**101,965**	**93,542**	**114,175**	**94,700**	**114,175**	**-**	**0.0%**
OTHER EXPENSE								
441000	INCIDENTALS	365	500	650	275	650	-	0.0%
448910	HOTEL TAX REBATE	307,614	294,880	312,000	190,000	118,426	(193,574)	-62.0%
OTHER EXPENSE Total		**307,979**	**295,380**	**312,650**	**190,275**	**119,076**	**(193,574)**	**-61.9%**
CAPITAL OUTLAY								
460050	LAND ACQUISITION	24,031	24,715	27,000	27,000	30,000	3,000	11.1%
CAPITAL OUTLAY Total		**24,031**	**24,715**	**27,000**	**27,000**	**30,000**	**3,000**	**11.1%**
Grand Total		**515,415**	**499,717**	**544,895**	**403,045**	**350,710**	**(194,185)**	**-35.6%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	COMMUNITY DEVELOPMENT
Program	BUSINESS DEVELOPMENT

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	62,075	63,980	1,905	3.1%
	Subtotal	***62,075***	***63,980***	***1,905***	***3.1%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	28,995	23,479	(5,516)	-19.0%
	Subtotal	***28,995***	***23,479***	***(5,516)***	***-19.0%***
PERSONNEL EXPENSE Total		**91,070**	**87,459**	**(3,611)**	**-4.0%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	THE INTERNATIONAL COUNCIL OF SHOPPING CENTERS	150	150	-	0.0%
	THE URBAN LAND INSTITUTE	225	225	-	0.0%
	THE WILMETTE CHAMBER OF COMMERCE	1,050	1,050	-	0.0%
	Subtotal	***1,425***	***1,425***	***-***	***0.0%***
420450	**BUSINESS PROMOTION ACTIVITIES**				
	50/50 BLADE SIGN REIMBURSEMENT PROGRAM	1,500	1,500	-	0.0%
	CHAMBER OF COMMERCE MARKETING INITIATIVE IMPLEMENTATION	25,000	25,000	-	0.0%
	CONTINUATION OF PRINT MEDIA PLACEMENTS	4,500	4,500	-	0.0%
	CO-OP ADVERTISING	5,000	5,000	-	0.0%
	GRAPHIC DESIGN SERVICES TO PRODUCE NEW ADS	1,000	4,000	3,000	300.0%
	SOCIAL MEDIA ADVERTISING	3,000	2,000	(1,000)	-33.3%
	SUMMER ANNUALS FLORAL HANGING BASKETS (130 EACH), INCLUDES, VENDOR PRE-PLANTING AT GREENHOUSE AND VENDOR SUPPLY OF PLANT MATERIAL, POTTING SOIL AND FERTILIZER	7,750	7,750	-	0.0%
	SUMMER CONCERT SERIES (3 CONCERTS)	5,500	5,500	-	0.0%
	WEBSITE ADVERTISING PLACEMENTS - INCLUDING ADS IN ONLINE ONLY PUBLICATIONS	6,500	4,500	(2,000)	-30.8%
	WINTER EVERGREENS HANGING BASKETS (130 EACH), INCLUDES, VENDOR SUPPLY OF MATERIALS (I.E. WINTERGREENS, BOWS, BERRIES, ETC.) AND ASSEMBLY AT GREENHOUSE FACILITY	17,000	17,000	-	0.0%
	HOLIDAY LIGHTS DECORATIONS - REMOVAL AND REPLACEMENT (APPROX. 1,250 STRINGS OF LED LIGHTS)	36,000	36,000	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	COMMUNITY DEVELOPMENT
Program	BUSINESS DEVELOPMENT

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
420450	***Subtotal***	***112,750***	***112,750***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**114,175**	**114,175**	**-**	**0.0%**
OTHER EXPENSE					
441000	**INCIDENTALS**				
	VILLAGE'S TABLE AT ANNUAL CHAMBER AWARDS DINNER AND COST ASSOCIATED WITH BUSINESS PROMOTIONS FUNCTIONS AND NEW BUSINESS GIFTS	650	650	-	0.0%
	Subtotal	***650***	***650***	***-***	***0.0%***
448910	**HOTEL TAX REBATE**				
	REFUND 77% OF VILLAGE'S SHARE OF THE HOTEL TAX PER SALES TAX SHARING AGREEMENT	312,000	118,426	(193,574)	-62.0%
	Subtotal	***312,000***	***118,426***	***(193,574)***	***-62.0%***
OTHER EXPENSE Total		**312,650**	**119,076**	**(193,574)**	**-61.9%**
CAPITAL OUTLAY					
460050	**LAND ACQUISITION**				
	TAX ON VILLAGE OWNED PROPERTY (DEPOT) - TRANSFERRED FROM 11-95	27,000	30,000	3,000	11.1%
	Subtotal	***27,000***	***30,000***	***3,000***	***11.1%***
CAPITAL OUTLAY Total		**27,000**	**30,000**	**3,000**	**11.1%**
Grand Total		**544,895**	**350,710**	**(194,185)**	**-35.6%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	COMMUNITY DEVELOPMENT
Program	HEALTH

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
415000	EMPLOYEE BENEFITS	-	(20)	-	-	-	-	0.0%
PERSONNEL EXPENSE Total		**-**	**(20)**	**-**	**-**	**-**	**-**	**0.0%**
CONTRACTUAL SERVICES								
421050	SANITARIAN SERVICES	45,000	45,000	45,000	45,000	46,360	1,360	3.0%
CONTRACTUAL SERVICES Total		**45,000**	**45,000**	**45,000**	**45,000**	**46,360**	**1,360**	**3.0%**
Grand Total		**45,000**	**44,980**	**45,000**	**45,000**	**46,360**	**1,360**	**3.0%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	COMMUNITY DEVELOPMENT
Program	HEALTH

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CONTRACTUAL SERVICES					
421050	**SANITARIAN SERVICES**				
	OUTSOURCED FOOD INSPECTION SERVICES	45,000	46,360	1,360	3.0%
	Subtotal	***45,000***	***46,360***	***1,360***	***3.0%***
CONTRACTUAL SERVICES Total		**45,000**	**46,360**	**1,360**	**3.0%**
Grand Total		**45,000**	**46,360**	**1,360**	**3.0%**

Finance

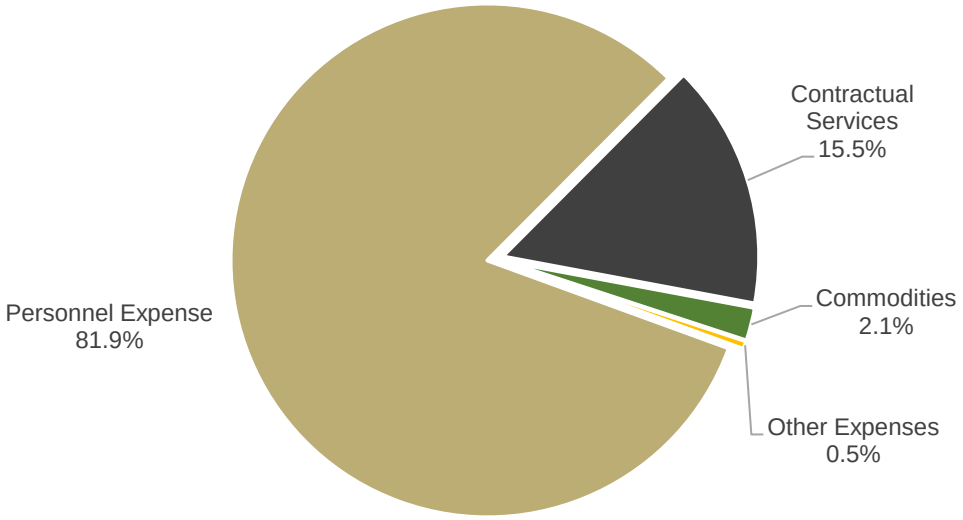
BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Finance	1,297,215	1,306,678	1,316,790	1,343,255	1,380,183	63,393
TOTAL BUDGET	**1,297,215**	**1,306,678**	**1,316,790**	**1,343,255**	**1,380,183**	**63,393**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Expense	1,014,719	1,016,385	1,025,790	1,059,140	1,130,533	104,743
Contractual Services	264,799	263,004	255,700	262,615	213,550	(42,150)
Commodities	13,474	22,562	29,000	18,500	29,000	-
Other Expenses	4,222	4,727	6,300	3,000	7,100	800
TOTAL BUDGET	**1,297,215**	**1,306,678**	**1,316,790**	**1,343,255**	**1,380,183**	**63,393**



BUDGET ANALYSIS

Finance

The overall contractual services budget decreased $42,150 from 2020. The decrease is attributable to savings for Village-wide telephone and telephone maintenance, and the re-allocation of cellular service costs to appropriate departments.

The changeover to the Microsoft Teams phone system and the elimination of backup landlines decreased the budget $20,150.

Cell phone stipends in the amount of $25,000 were re-allocated to the departmental personnel expense. All cell phone stipends are now included in regular wages.

The increase in contractual services for $3,000 is for the contractual printing and fulfillment of vehicle sticker applications. As more people are utilizing on-line or mail-in applications, the Village incurs additional costs to process the applications from our vendor; continued increase is anticipated in 2021.

Finance

MISSION STATEMENT

The Finance Department is committed to providing accurate and efficient service to Village of Wilmette residents, businesses and our employees. The department pledges to exercise fiscal responsibility, while adhering to the highest standards and ethics. This will be accomplished by:

- striving for timely and accurate financial reporting;
- optimum communication;
- promoting continuous training and education; and
- valuing the efforts of the Finance Department staff.

PROGRAMS

The Finance Department is responsible for the receipt and disbursement of Village funds and accounting of the Village's finances for use in management decisions.

Department activities include accounting and financial reporting, budget development, treasury management, debt management, and taxation.

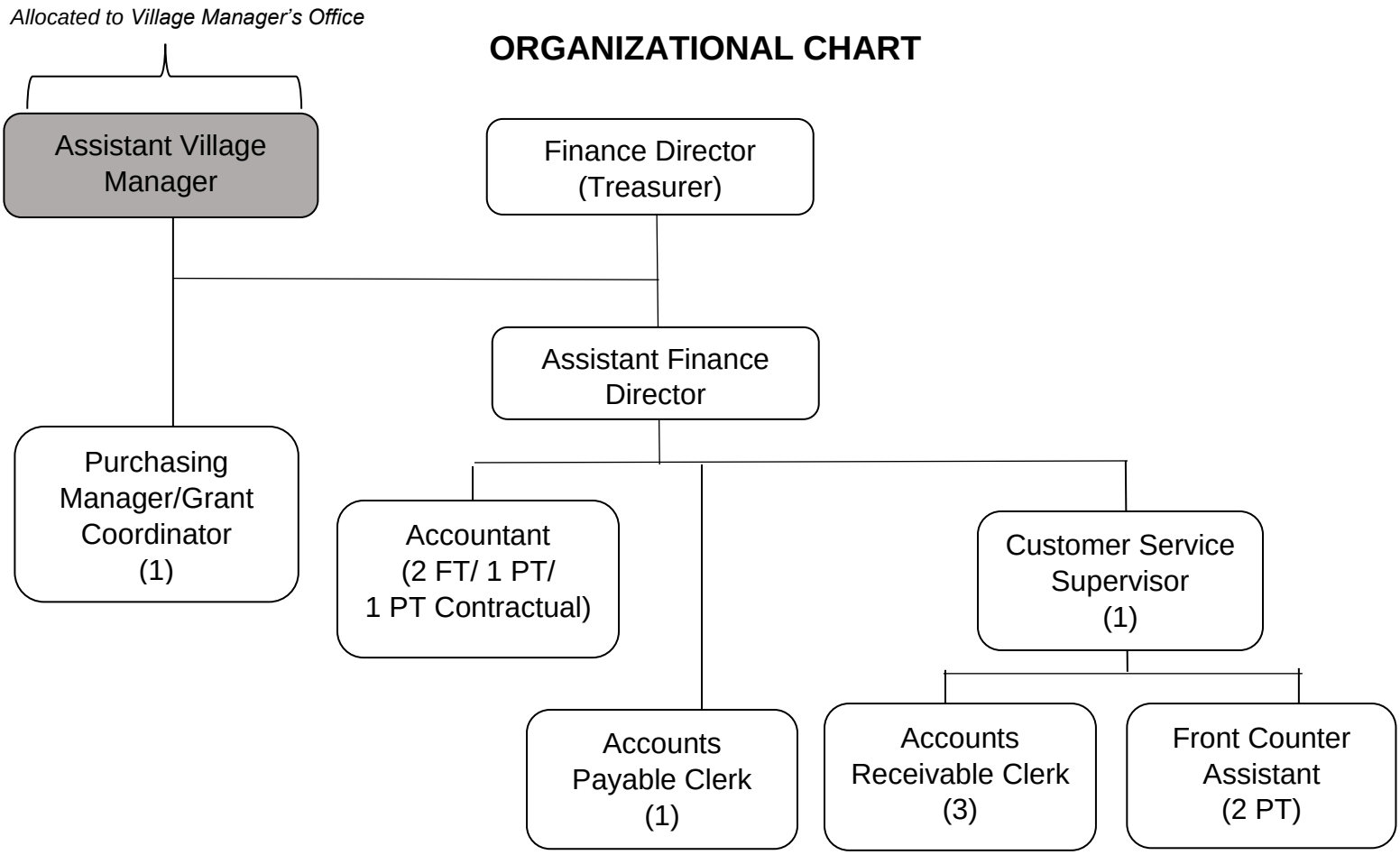
Services provided include payroll, procurement, accounts payable and accounts receivable, pension accounting, utility billing, cashiering, and front-line phone and in-person customer services.

PERSONNEL

The Finance department has a total of 11.84 FTE's. In 2021, an Accounts Receivable Clerk was reallocated to the Finance Department from Engineering and Public Works. This position was originally added in conjunction with the new stormwater utility fee.

	2017	2018	2019	2020	2021
Finance	10.00	11.04	10.84	10.84	11.84
TOTAL FTE's	**10.00**	**11.04**	**10.84**	**10.84**	**11.84**

ORGANIZATIONAL CHART



ACTIVITY MEASURES

	2017	2018	2019	2020 Projected
Payroll & Pension Payments Issued	6,876	6,921	7,007	6,900
Vendor & Refund Checks Issued	3,986	4,281	4,484	4,150
Purchase Orders Processed	193	318	398	380
Phone Call Activity*	-	-	18,540	24,500
Business & Contractor Licenses Issued	2,499	2,489	2,345	2,200
Real Estate Transfer Transactions	561	515	482	520
General Bills issued	530	738	678	1,500
Vehicle Stickers Issued**	19,671	20,558	20,628	20,450
Vehicle Stickers Sold Online**	5,391	5,927	6,750	10,170
Utility Bills Issued***	35,637	36,472	41,421	41,400
Customers Paying water bill via EFT	1,175	1,300	1,534	1,660
Customers Receiving Water Bills via E-mail*	-	-	400	450

**Feature/Reporting Implemented in 2019*
***On-Line sales increased, and overall sales decreased due to COVID-19 in 2020*
****Utility Bills total includes Final Bills beginning in 2019*

OBJECTIVES AND ACCOMPLISHMENTS

Looking Forward: 2021 Objectives

- Pursue service improvements that will allow the Finance Department to streamline processes and enhance responsiveness.
- Work with Village Manager's Office to accomplish debt issuance needs
- Obtain the GFOA Distinguished Budget Presentation award and the GFOA Certificate of Achievement for Excellence in Financial Reporting award.
- Provide timely and accurate responses to compliance requests
- Monitor COVID-19 financial impact

Reviewing the Year: 2020 Accomplishments

- Continue to work with Administrative Services to further streamline and digitize the payroll, purchasing, billing and invoicing processes.
  - *Implemented digital Real Estate Transfer Tax Stamp, billing and on-line payment option.*
  - *Deployed the on-line payments for permits through Citizen Self Service.*
  - *Created on-line request, billing and payment option for Yard Waste Stickers.*
  - *Tested an on-line quote process for small dollar purchases and implemented an electronic bidding process*

- Work with Village Manager's Office to accomplish debt issuance needs.
  - *Conducted two RPF processes and selected a financial advisor and bond counsel.*
  - *Successful in maintaining the Village's AAA (highest) rating from Moody's bond rating agency.*
  - *Issued $30.025 million Series 2020A General Obligation Bonds. Proceeds of the Bonds were used for stormwater system improvements (the "Neighborhood Storage Project") and Water System improvements.*
  - *Implemented a new stormwater utility fee to support the accomplishment of the Neighborhood Storage Project*
  - *Issued $15.7 million Series 2020B General Obligation Refunding Bonds to refund General Obligation Bonds, Series 2020 which will save $1.8 million or 9.986%*
  - *Secured $820K IEPA loans in 2020 to fund sewer lining work.*

- Obtained the GFOA Distinguished Budget Presentation award and the GFOA Certificate of Achievement for Excellence in Financial Reporting award
  - *Received IGFOA award for the 2019 Budget; submitted for the 2020 Budget*
  - *Received GFOA award for the 2018 CAFR; submitted for the 2019 CAFR*

- Provided additional support to residents during the COVID-19 outbreak by extending payment due dates for various Village fees.

- Prepared and submitted documentation to County and Federal agencies to obtain possible reimbursement for COVID-19 related costs.

- Coordinated the Illinois Department of Insurance Audit for police and fire pension funds that occurs approximately once every ten years.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	FINANCE
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	752,968	769,234	781,650	815,000	852,832	71,182	9.1%
415000	EMPLOYEE BENEFITS	261,751	247,150	244,140	244,140	277,701	33,561	13.7%
PERSONNEL EXPENSE Total		**1,014,719**	**1,016,385**	**1,025,790**	**1,059,140**	**1,130,533**	**104,743**	**10.2%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	1,110	1,015	1,600	1,600	1,600	-	0.0%
420020	PROFESSIONAL SERVICES	28,476	64,596	33,000	33,000	33,000	-	0.0%
420040	LEASE / PURCHASE COPIER	18,998	17,516	19,000	19,000	19,000	-	0.0%
420150	BANK CHARGES	101,514	61,643	80,000	80,000	80,000	-	0.0%
420160	POSTAGE	29,699	37,863	40,000	40,000	40,000	-	0.0%
421000	CONTRACTUAL SERVICES	17,983	19,104	20,000	26,915	23,000	3,000	15.0%
422000	MAINT.-OFFICE EQUIPMENT	1,920	1,920	2,000	2,000	2,000	-	0.0%
428000	TELEPHONE SERVICE	28,252	34,047	30,000	30,000	13,850	(16,150)	-53.8%
428010	TELEPHONE MAINTENANCE	8,899	2,334	5,000	5,000	1,000	(4,000)	-80.0%
428020	TELEPHONE SERVICE - CELLULAR	28,057	23,119	25,000	25,000	-	(25,000)	-100.0%
428030	TELEPHONE-LONG DISTANCE	(107)	(151)	100	100	100	-	0.0%
CONTRACTUAL SERVICES Total		**264,799**	**263,004**	**255,700**	**262,615**	**213,550**	**(42,150)**	**-16.5%**
COMMODITIES								
430230	SUPPLIES - OFFICE	8,377	16,595	20,000	12,000	20,000	-	0.0%
430250	SUPPLIES - OTHER THAN OFFICE	5,097	5,967	9,000	6,500	9,000	-	0.0%
COMMODITIES Total		**13,474**	**22,562**	**29,000**	**18,500**	**29,000**	**-**	**0.0%**
OTHER EXPENSE								
441000	INCIDENTALS	388	527	500	500	500	-	0.0%
442000	TRAINING	2,775	2,821	4,500	1,200	4,500	-	0.0%
443020	LEGAL NOTICES	1,060	1,379	1,300	1,300	2,100	800	61.5%
OTHER EXPENSE Total		**4,222**	**4,727**	**6,300**	**3,000**	**7,100**	**800**	**12.7%**
Grand Total		**1,297,215**	**1,306,678**	**1,316,790**	**1,343,255**	**1,380,183**	**63,393**	**4.8%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	FINANCE
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	781,650	852,832	71,182	9.1%
	Subtotal	***781,650***	***852,832***	***71,182***	***9.1%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	244,140	277,701	33,561	13.7%
	Subtotal	***244,140***	***277,701***	***33,561***	***13.7%***
PERSONNEL EXPENSE Total		**1,025,790**	**1,130,533**	**104,743**	**10.2%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	AICPA	325	325	-	0.0%
	FINANCE DEPT STATE & LOCAL GFOA - DIR., ASST DIR., DEPUTY DIR., AND ACCT	600	600	-	0.0%
	GOVERNMENT FINANCE OFFICERS ASSOCIATION	675	675	-	0.0%
	Subtotal	***1,600***	***1,600***	***-***	***0.0%***
420020	**PROFESSIONAL SERVICES**				
	CONSULTING SERVICES RELATED TO ACTUARIAL SERVICES, BOND FINANCIAL ADVISOR, GFOA FEES, CAFR SUBMITTAL FEE, ETC.	13,000	13,000	-	0.0%
	FEES RELATED TO OUTSOURCING THE ADMINISTRATION OF THE VILLAGE'S SECTION 125 PLAN	7,000	7,000	-	0.0%
	PROFESSIONAL ACCOUNTANT THAT PROVIDES CONTRACTUAL ASSISTANCE FOR THE ENTIRE YEAR	13,000	13,000	-	0.0%
	Subtotal	***33,000***	***33,000***	***-***	***0.0%***
420040	**LEASE / PURCHASE COPIER**				
	COPY MACHINE LEASE	19,000	19,000	-	0.0%
	Subtotal	***19,000***	***19,000***	***-***	***0.0%***
420150	**BANK CHARGES**				
	BANK FEES - NSCB	22,000	22,000	-	0.0%
	CREDIT CARD PROCESSING FEES	58,000	58,000	-	0.0%
	Subtotal	***80,000***	***80,000***	***-***	***0.0%***
420160	**POSTAGE**				
	VILLAGE MAILING COSTS OTHER THAN WATER BILLING	40,000	40,000	-	0.0%
	Subtotal	***40,000***	***40,000***	***-***	***0.0%***
421000	**CONTRACTUAL SERVICES**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	FINANCE
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
421000	CONTRACTUAL PRINTING OF VEHICLE STICKER APPLICATIONS	20,000	23,000	3,000	15.0%
	Subtotal	***20,000***	***23,000***	***3,000***	***15.0%***
422000	**MAINT.-OFFICE EQUIPMENT**				
	MAINTENANCE OF TWO LARGE COPY MACHINES & MISC. EQUIPMENT	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
428000	**TELEPHONE SERVICE**				
	VILLAGE WIDE TELEPHONE COSTS	30,000	13,850	(16,150)	-53.8%
	Subtotal	***30,000***	***13,850***	***(16,150)***	***-53.8%***
428010	**TELEPHONE MAINTENANCE**				
	TELEPHONE MAINTENANCE SERVICE AS NEEDED	5,000	1,000	(4,000)	-80.0%
	Subtotal	***5,000***	***1,000***	***(4,000)***	***-80.0%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE STIPENDS FOR EMPLOYEES	25,000	-	(25,000)	-100.0%
	Subtotal	***25,000***	***-***	***(25,000)***	***-100.0%***
428030	**TELEPHONE-LONG DISTANCE**				
	LONG DISTANCE USE BY THE VILLAGE	100	100	-	0.0%
	Subtotal	***100***	***100***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**255,700**	**213,550**	**(42,150)**	**-16.5%**
COMMODITIES					
430230	**SUPPLIES - OFFICE**				
	COPIER PAPER, ENVELOPES, AND STATIONERY USED BY ALL DEPARTMENTS AT VILLAGE HALL	13,100	13,100	-	0.0%
	PRINTING OF BUDGET	1,900	1,900	-	0.0%
	SUPPLIES AND TONER USED ONLY BY THE FINANCE DEPARTMENT	3,000	3,000	-	0.0%
	TYLER FORMS	2,000	2,000	-	0.0%
	Subtotal	***20,000***	***20,000***	***-***	***0.0%***
430250	**SUPPLIES - OTHER THAN OFFICE**				
	PURCHASE OF VEHICLE STICKERS, MOTORCYCLE TAGS, ANIMAL LICENSES, PARKING & LANDSCAPER STICKERS	9,000	9,000	-	0.0%
	Subtotal	***9,000***	***9,000***	***-***	***0.0%***
COMMODITIES Total		**29,000**	**29,000**	**-**	**0.0%**
OTHER EXPENSE					
441000	**INCIDENTALS**				
	OTHER INCIDENTALS BUSINESS CARDS, PAYROLL SUBSCRIPTION	500	500	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	FINANCE
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
441000	***Subtotal***	***500***	***500***	***-***	***0.0%***
442000	**TRAINING**				
	GFOA ANNUAL CONFERENCE $2,000 IGFOA ANNUAL CONFERENCE $1,500 IGFOA MISC. TRAINING $500 MILEAGE $500	4,500	4,500	-	0.0%
	Subtotal	***4,500***	***4,500***	***-***	***0.0%***
443020	**LEGAL NOTICES**				
	PUBLISH THE ANNUAL TREASURER'S STATEMENT OF RECEIPTS AND DISBURSEMENTS REQUIRED BY STATUTE	1,300	2,100	800	61.5%
	Subtotal	***1,300***	***2,100***	***800***	***61.5%***
OTHER EXPENSE Total		**6,300**	**7,100**	**800**	**12.7%**
Grand Total		**1,316,790**	**1,380,183**	**63,393**	**4.8%**

DATE: September 14, 2020

TO: Michael Braiman, Village Manager

FROM: Melinda Molloy, Finance Director

SUBJECT: Budget Justification Memo

Account Number	11061410-421000
Department	Finance
Account Name	Contractual Services

Background
Wilmette Village Code requires a vehicle sticker to be purchased each year for any vehicle that is registered with the Secretary of State to an address within the Village. The Village's third-party vendor mails renewal applications in March, issues a second reminder notice in June, processes applications, payments, and issues vehicle stickers.

Justification
Vehicle sticker processing was once only processed at Village Hall. As residents needs for additional processing methods and payment options changed, the Village hired a third-party vendor to improve sticker processing efficiencies, and to provide an option for on-line purchasing. The third-party vendor processes all mailings, on-line and mail-in vehicle stickers for the Village.

As more people are utilizing on-line or mail-in applications, the Village incurs additional costs from vendor processing services and we expect this trend to continue in 2021. The anticipated increase in contractual services is $3,000.

Alternative
Provide all vehicle sticker fulfillment through the Finance Department. When this contract expires, staff anticipates issuing an RFP for these services and will explore alternative processing and payment methods.

Administrative Services

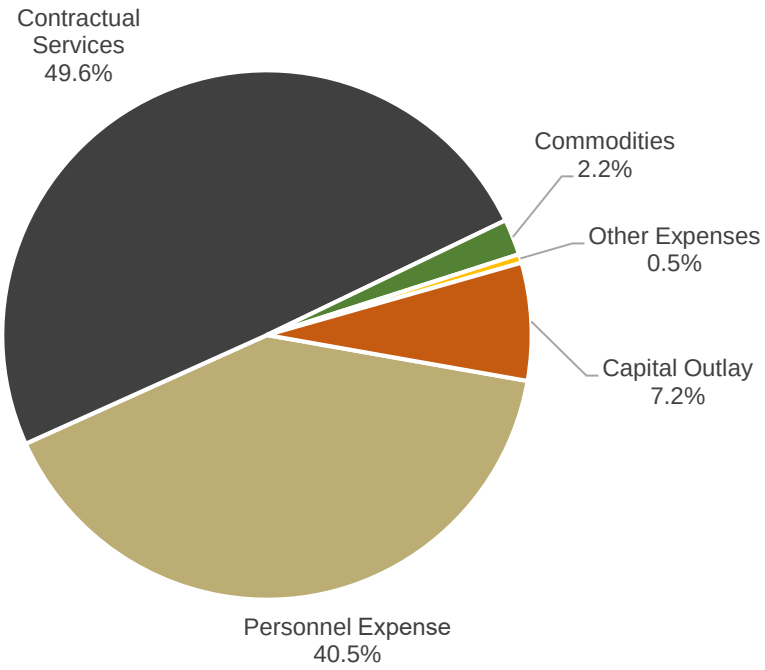
BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Administrative Services	787,671	796,199	831,415	804,120	912,164	80,749
TOTAL BUDGET	**787,671**	**796,199**	**831,415**	**804,120**	**912,164**	**80,749**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Expense	385,545	388,627	409,805	377,855	369,277	(40,528)
Contractual Services	331,531	330,924	346,160	359,255	452,435	106,275
Commodities	19,747	18,298	20,100	21,170	20,100	-
Other Expenses	12,246	10,011	10,400	1,840	4,822	(5,578)
Capital Outlay	38,603	48,338	44,950	44,000	65,530	20,580
TOTAL BUDGET	**787,671**	**796,199**	**831,415**	**804,120**	**912,164**	**80,749**



BUDGET ANALYSIS

Administrative Services
Increase of $86,140 to switchover the Village's Microsoft licensing agreement for all employees, provide increased internet bandwidth, and improved security measurements. These increases will help to support remote work and to provide a more efficient operation.

- Increase of $60,475 for the Microsoft licensing agreement for Office365 subscriptions and phone system costs
  - $20,475 is for increases in Microsoft licensing for O365
  - $40,000 is for phone system replacement costs. This cost is offset with $35,000 in reductions in the telephone service line items in the General Fund, Water Fund and emergency communications.
- Increase of $16,060 for increased Internet bandwidth.
- Increase of $7,605 for security software updates.
- Increase of $2,000 for remote support software.

Addition of $26,580 for Wide Area Network (WAN) hardware replacements. This will include three server replacements at the Engineering and Public Works facility, the Water Plant, and a Fire Station. This will also include the replacement of switches and routers at the Police Station, a Fire Station, the Museum, and Water Plant.

Administrative Services

SERVICES

The employees of the Administrative Services Department are committed to providing effective and efficient delivery of all Village services to residents and employees through the use of technology. In performing outlined responsibilities, the department pledges to deliver value-added services in the procurement, deployment and maintenance of technology while exercising fiscal responsibility. This will be accomplished by:

- Ensuring end-user participation;
- Extensive communication;
- Promoting continuous training; and
- Valuing the efforts of the department staff.

PROGRAM SUMMARY

The Administrative Services Department, working closely with the Village Manager's and Finance Departments is responsible for the oversight of service delivery to customers and the development and maintenance of the Village's information technology. The department:

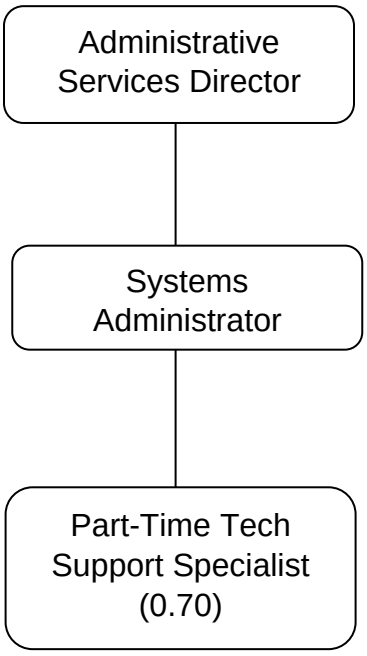
- Recommends goals and objectives for organization wide information services;
- Installs hardware and software; and
- Coordinates selection and monitors performance of consultants and vendors involved in systems development.

PERSONNEL

The Administrative Services department has a total of 2.70 FTE's. In 2021 there were no staffing updates.

	2017	2018	2019	2020	2021
Administrative Services	2.70	2.70	2.70	2.70	2.70
TOTAL FTE's	**2.70**	**2.70**	**2.70**	**2.70**	**2.70**

ORGANIZATIONAL CHART



ACTIVITY MEASURES

	2017	2018	2019	2020 Projected
IT Work Orders Created	1,110	983	1,239	1,115
Computers Maintained	186	192	190	190
Computers Replaced	23	19	30	9*
Physical Servers Maintained	18	11	11	11
Virtual Servers Maintained	15	24	24	24
Onsite training classes (hours)	75	152	24	9.5
Offsite training classes (hours)	80	40	40	0
Unique visits to website	181,170	228,255	226,571	260,000
Avg time spent on site (min)	1:58	1:49	2:25	1:57
Website visitors breakdown by device				
Desktop Computer	59%	52%	56%	57%
Mobile Device	41%	48%	44%	43%

**13 newly purchased computers were temporarily assigned to remote workers instead of replacing older computers in the Village network.*

OBJECTIVES AND ACCOMPLISHMENTS

Looking Forward: 2021 Objectives

- Conduct a Munis system assessment which will evaluate the Village's use of certain Munis modules and provide recommendations on improving process workflow and efficiencies.
- Support and assist the Engineering and Public Works Department in their learning and use of the new Enterprise Asset Management system with particular focus on the Water/Sewer and Vehicle Maintenance Divisions and their use of the Work Orders module.
- Complete the adoption of Office 365 for all Village staff. Research and analyze Village licensing needs in preparation for the renewal of the Microsoft Enterprise Agreement in early 2022.
- Review and update the Strategic Information Technology Plan with focus on cyber security.
- Update the Village Hall Council Chambers A/V system. Work with Procurement Specialist to identify potential vendors, interview firms, select and negotiate with the successful firm and minimize interruption in service to public meeting schedule.
- Conduct building permit software review. Identify and evaluate potential solutions that meet the Village's permitting and plan review needs.
- Work with the Village Manager's Office to develop a survey for work from home employees. Identify challenges and evaluate options for the Village to address them.

Reviewing the Year: 2020 Accomplishments

- Plan for and migrate the Village to a new telephone system.
  After extensive testing, Microsoft Teams Phone System was selected as the new telephone system. Licensing and migrating user's telephone numbers over to the new system expected to be completed by late 2020.
- Conduct a Munis system assessment which will evaluate the Village's use of certain Munis modules and provide recommendations on improving process workflow and efficiencies.
  Primarily due to COVID-19 workplace issues, this project was not undertaken in 2020. Goal moved to 2021.
- Review and update the Strategic Information Technology Plan with focus on cyber security.
  Proposed to be moved to 2021 and completed by end of March, 2021.
- Support and assist the Engineering and Public Works Department in their learning and use of the new Enterprise Asset Management system with particular focus on the Water/Sewer and Vehicle Maintenance Divisions.

Worked with EPW and the GIS Specialist to implement the bi-directional synch feature of the new MUNIS version to allow for Assets to be updated and work orders created in MUNIS to be viewable in the GIS system.

- Evaluate feasibility and effectiveness of a cloud office productivity solutions.
  Quickly adopted and rolled out Office 365 by mid-March to support remote workers due to COVID-19 workplace restrictions.
- Update/Upgrade to Village wide Internet
  Facilitated the selection of vendor to provide dedicated gigabit fiber ethernet service to the Village. Setup backup Internet service at the Police Station to better ensure uptime for Village e-commerce applications and remote workers.
- Support the Finance Department on the implementation of the Stormwater Utility Fee.
  Assisted with analysis and troubleshooting of the data and facilitated the import into the billing system on time.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	INFORMATION TECHNOLOGY
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	287,853	294,098	304,100	272,150	274,841	(29,259)	-9.6%
415000	EMPLOYEE BENEFITS	97,692	94,529	105,705	105,705	94,436	(11,269)	-10.7%
PERSONNEL EXPENSE Total		**385,545**	**388,627**	**409,805**	**377,855**	**369,277**	**(40,528)**	**-9.9%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	300	300	300	300	300	-	0.0%
420020	PROFESSIONAL SERVICES	923	1,832	4,750	4,315	4,750	-	0.0%
420020-20014	PROFESSIONAL SERVICES	47,071	43,522	30,500	27,900	30,500	-	0.0%
420020-20016	PROFESSIONAL SERVICES	23,992	2,520	4,750	9,810	4,750	-	0.0%
420020-20018	PROFESSIONAL SERVICES	-	-	-	-	13,000	13,000	0.0%
421500	CONTRACTUAL HARDWARE SUPPORT	3,523	7,896	10,400	8,300	9,200	(1,200)	-11.5%
421510	CONTRACTUAL SOFTWARE SUPPORT	166,128	180,450	198,235	206,265	214,585	16,350	8.2%
421515	PC SOFTWARE SUBSCRIPTION	40,903	44,721	44,725	47,025	105,200	60,475	135.2%
421520	CONTRACTUAL INTERNET EXPENSE	7,515	10,820	7,600	16,530	22,760	15,160	199.5%
428020	TELEPHONE SERVICE - CELLULAR	291	2,138	2,000	1,810	2,000	-	0.0%
428100	COMPUTER COMMUNICATIONS EXP.	40,885	36,724	42,900	37,000	45,390	2,490	5.8%
CONTRACTUAL SERVICES Total		**331,531**	**330,924**	**346,160**	**359,255**	**452,435**	**106,275**	**30.7%**
COMMODITIES								
430150	SUPPLIES - COMPUTER PARTS	17,185	17,458	17,600	17,600	17,600	-	0.0%
430160	SUPPLIES - COMPUTER SOFTWARE	2,500	826	2,000	3,270	2,000	-	0.0%
430230	SUPPLIES - OFFICE	62	15	500	300	500	-	0.0%
COMMODITIES Total		**19,747**	**18,298**	**20,100**	**21,170**	**20,100**	**-**	**0.0%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	2,120	2,090	1,400	1,400	1,422	22	1.6%
441000	INCIDENTALS	37	47	200	100	200	-	0.0%
442000	TRAINING	10,089	7,874	8,800	340	3,200	(5,600)	-63.6%
OTHER EXPENSE Total		**12,246**	**10,011**	**10,400**	**1,840**	**4,822**	**(5,578)**	**-53.6%**
CAPITAL OUTLAY								
490100-40798	OFFICE FURN. & EQUIP.-V.H.	13,696	13,049	13,750	12,800	13,750	-	0.0%
490100-50200	OFFICE FURN. & EQUIP.-V.H.	24,907	35,289	31,200	31,200	51,780	20,580	66.0%
CAPITAL OUTLAY Total		**38,603**	**48,338**	**44,950**	**44,000**	**65,530**	**20,580**	**45.8%**
Grand Total		**787,671**	**796,199**	**831,415**	**804,120**	**912,164**	**80,749**	**9.7%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	INFORMATION TECHNOLOGY
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	304,100	274,841	(29,259)	-9.6%
	Subtotal	***304,100***	***274,841***	***(29,259)***	***-9.6%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	105,705	94,436	(11,269)	-10.7%
	Subtotal	***105,705***	***94,436***	***(11,269)***	***-10.7%***
PERSONNEL EXPENSE Total		**409,805**	**369,277**	**(40,528)**	**-9.9%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	INTERNATIONAL AND ILLINOIS GOVERNMENT MANAGEMENT INFORMATION SYSTEMS (GMIS) COMBINED	300	300	-	0.0%
	Subtotal	***300***	***300***	***-***	***0.0%***
420020	**PROFESSIONAL SERVICES**				
	ADDITIONAL NETWORK WIRING REQUESTS FOR DATA OR VOICE SYSTEMS	750	750	-	0.0%
	ADMINISTRATIVE ADJUDICATION (ANNUAL MAINTENANCE EXPENSE)	4,750	4,750	-	0.0%
	GIS SERVICES THROUGH CONSORTIUM (1/3 GF, 1/3 WF, 1/3 SF)	30,500	30,500	-	0.0%
	MICROSOFT IT PRO SUPPORT PACK - 4 INCIDENTS	2,000	2,000	-	0.0%
	NON-CONTRACT SUPPORT EXPENSES FOR MUNIS SUCH AS DATABASE SUPPORT AND FORM CHANGES	2,000	2,000	-	0.0%
	GIS HARDWARE AND SOFTWARE (CIP PROJECT)		13,000	13,000	
	Subtotal	***40,000***	***53,000***	***13,000***	***32.5%***
421500	**CONTRACTUAL HARDWARE SUPPORT**				
	BARRACUDA WEB FILTER ANNUAL SUPPORT AND UPDATES	1,000		(1,000)	
	CISCO NETWORK HARDWARE MAINTENANCE, INCLUDING BUILDING WIFI ACCESS POINTS	7,000	7,000	-	0.0%
	FINANCE DEPARTMENT FOLDER/SEALER	1,400	1,200	(200)	-14.3%
	SERVER AND LAPTOP COMPUTER SUPPORT CONTRACT RENEWALS	1,000	1,000	-	0.0%
	Subtotal	***10,400***	***9,200***	***(1,200)***	***-11.5%***
421510	**CONTRACTUAL SOFTWARE SUPPORT**				
	ADOBE SUBSCRIPTION LICENSING (ACROBAT, PHOTOSHOP, ILLUSTRATOR)	2,620	4,150	1,530	58.4%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	INFORMATION TECHNOLOGY
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
421510	AUTOCAD ENGINEERING SOFTWARE (THREE-YEAR SUBSCRIPTION EXPIRING AT END OF 2022)	7,000	7,000	-	0.0%
	BACKUP AND RECOVERY SOFTWARE SUPPORT.	5,000	3,300	(1,700)	-34.0%
	COMPUTER UPDATE DEPLOYMENT SOFTWARE SUBSCRIPTION.		450	450	
	CUES PUBLIC WORKS CAMERA TRUCK SOFTWARE SUPPORT	2,150	2,150	-	0.0%
	EMAIL ARCHIVE, SPAM FILTERING, AND WEB FILTERING SUBSCRIPTION	11,500	11,850	350	3.0%
	ENGINEERING PAVEMENT MANAGEMENT SOFTWARE	550	550	-	0.0%
	FIREHOUSE LICENSE	9,000	9,000	-	0.0%
	FRONTLINE POLICE TRAINING SOFTWARE - REGULATORY COMPLIANCE WITH STATE MANDATED TRACKING	2,175	1,500	(675)	-31.0%
	GASBOY FUEL MANAGEMENT SOFTWARE	100		(100)	
	INTERNET LOGGING AND REPORTING APPLIANCE ANNUAL SOFTWARE SUPPORT AND UPDATE EXPENSE	1,100	4,750	3,650	331.8%
	JULIE LOCATES MANAGEMENT SOFTWARE INCLUDING MOBILE APP	4,260	4,600	340	8.0%
	MUNIS ANNUAL SUPPORT AND LICENSING	137,500	143,100	5,600	4.1%
	NETWORK DEFENSE SOFTWARE (3-YEAR SUBSCRIPTION EXPIRES 2023)	3,980	7,935	3,955	99.4%
	POLICE SOCIAL WORKER CASE MANAGEMENT SOFTWARE SUBSCRIPTION		1,100	1,100	
	STAFF USE REMOTE SUPPORT SOFTWARE SUBSCRIPTION		1,910	1,910	
	TARGET SOLUTIONS (TRAINING) FOR FIRE AND PUBLIC WORKS	5,420	5,420	-	0.0%
	TREEKEEPER 7 TREE INVENTORY AND MANAGEMENT SOFTWARE	1,680	1,750	70	4.2%
	VEHICLE MAINTENANCE REFERENCE SOFTWARE	2,350	2,285	(65)	-2.8%
	WATER BILLING BULK MAILING SOFTWARE. AQUA MAILER DESKTOP.	1,600	1,785	185	11.6%
	TRAFFTECH STREET SIGN SOFTWARE	250		(250)	
	Subtotal	***198,235***	***214,585***	***16,350***	***8.2%***
421515	**PC SOFTWARE SUBSCRIPTION**				
	MICROSOFT LICENSING AGREEMENT FOR OFFICE 365 SUBSCRIPTIONS, TELEPHONE SYSTEM, SERVER, EMAIL, VIRTUALIZATION LICENSING, FOIA SEARCH AND DESKTOP PC OPERATING SYSTEMS	44,725	105,200	60,475	135.2%
	Subtotal	***44,725***	***105,200***	***60,475***	***135.2%***
421520	**CONTRACTUAL INTERNET EXPENSE**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	INFORMATION TECHNOLOGY
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
421520	INTERNET EXPENSES FOR ENTIRE VILLAGE NETWORK.	3,900	19,960	16,060	411.8%
	WEBSITE HOSTING, SITE CERTIFICATE AND DOMAIN REGISTRATION ANNUAL EXPENSE.	3,700	2,800	(900)	-24.3%
	Subtotal	***7,600***	***22,760***	***15,160***	***199.5%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	800	800	-	0.0%
	MOBILE DEVICE MANAGEMENT FEE	1,200	1,200	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
428100	**COMPUTER COMMUNICATIONS EXP.**				
	LEASED DATA COMMUNICATION LINES.	42,900	45,390	2,490	5.8%
	Subtotal	***42,900***	***45,390***	***2,490***	***5.8%***
CONTRACTUAL SERVICES Total		**346,160**	**452,435**	**106,275**	**30.7%**
COMMODITIES					
430150	**SUPPLIES - COMPUTER PARTS**				
	MISCELLANEOUS COMPUTER PERIPHERALS	15,000	15,000	-	0.0%
	PHONE REPLACEMENT	2,600	2,600	-	0.0%
	Subtotal	***17,600***	***17,600***	***-***	***0.0%***
430160	**SUPPLIES - COMPUTER SOFTWARE**				
	MISCELLANEOUS UNPLANNED COMPUTER SOFTWARE PURCHASES	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
430230	**SUPPLIES - OFFICE**				
	MISCELLANEOUS OFFICE SUPPLIES	500	500	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
COMMODITIES Total		**20,100**	**20,100**	**-**	**0.0%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	1,400	1,422	22	1.6%
	Subtotal	***1,400***	***1,422***	***22***	***1.6%***
441000	**INCIDENTALS**				
	POSTAGE, MILEAGE REIMBURSEMENTS, ETC.	200	200	-	0.0%
	Subtotal	***200***	***200***	***-***	***0.0%***
442000	**TRAINING**				
	LOCAL TRAINING	4,000		(4,000)	
	ANNUAL TYLER CONNECT CONFERENCE FOR DIRECTOR PLUS ONE ADDITIONAL EMPLOYEE.	4,800	3,200	(1,600)	-33.3%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	INFORMATION TECHNOLOGY
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
442000	***Subtotal***	***8,800***	***3,200***	***(5,600)***	***-63.6%***
OTHER EXPENSE Total		**10,400**	**4,822**	**(5,578)**	**-53.6%**
CAPITAL OUTLAY					
490100	**OFFICE FURN. & EQUIP.-V.H.**				
	DESKTOP COMPUTER REPLACEMENT (20)	13,200	13,200	-	0.0%
	FIRE DEPARTMENT MOBILE DATA TERMINAL REPLACEMENT	6,000	6,000	-	0.0%
	LAPTOP COMPUTER AND TABLET REPLACEMENT	6,000	6,000	-	0.0%
	POLICE SQUAD CAR LAPTOPS (3)	13,750	13,750	-	0.0%
	WIDE AREA NETWORK HARDWARE REPLACEMENTS. 3 ROUTERS AND 3 FILE SERVERS FOR EPW, FIRE AND WATER MANAGEMENT AND ONE REPLACEMENT SWITCH FOR POLICE.	6,000	26,580	20,580	343.0%
	Subtotal	***44,950***	***65,530***	***20,580***	***45.8%***
CAPITAL OUTLAY Total		**44,950**	**65,530**	**20,580**	**45.8%**
Grand Total		**831,415**	**912,164**	**80,749**	**9.7%**

DATE: September 14, 2020

TO: Michael Braiman, Village Manager

FROM: Peter Skiles, Director of Administrative Services

SUBJECT: Budget Justification Memo

Account Number	11051210
Department	Administrative Services
Account Name	Multiple

Background
These accounts have been used to cover annual support for most hardware and software investments used throughout the village.

Justification
The requested increases fall into two major categories:

1. Remote workforce support. During 2020 the need for remote workforce support was realized due to the COVID-19 pandemic. This expansion of support includes giving the Village's workforce the tools required to work remotely, increasing internet capacity to support remote work, and protecting the Village's network for external sources.
    - Increase of $60,475 for the Microsoft licensing agreement for Office365 subscriptions. This includes the subscriptions, email, servers and the new telephone system. Each employee's needs were evaluated to determine the appropriate license.
        i. $20,475 is for increases in Microsoft licensing for O365
        ii. $40,000 is for phone system replacement costs. This cost is offset with $35,000 in reductions in the telephone service line items in the General Fund, Water Fund and emergency communications.
    - Increase of $16,060 for increased Internet bandwidth.

- Increase of $7,605 for security software updates. This includes an increase for internet logging and reporting tools; this monitors Village internet activity. Additionally, this includes network defense software.
- Increase of $2,000 for remote support software to support employees that are working remotely.

2. Replacement of Wide Area Network (WAN) hardware which will improve connections.
    a. Server replacements (EPW, Water Management, Fire) - $17,290
    b. Switch & router replacement (Police, Fire, Museum, Water) - $9,290

Alternative
Pay more for current phone system but without hardware or software support. Internet bandwidth increase and security software already approved by Village Board. Extend life of current file servers and WAN hardware at various facilities with increased risk of downtime.

Law

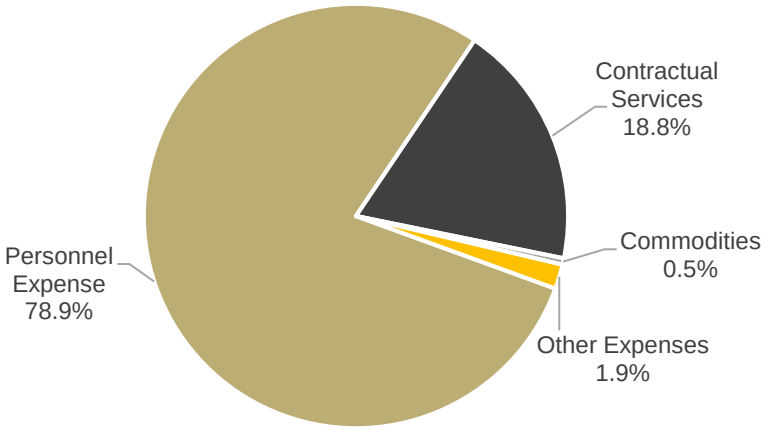
BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Law	413,811	310,020	294,575	305,065	308,450	13,875
TOTAL BUDGET	**413,811**	**310,020**	**294,575**	**305,065**	**308,450**	**13,875**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Expense	212,246	211,696	223,890	238,990	243,350	19,460
Contractual Services	167,082	93,754	63,425	63,425	57,840	(5,585)
Commodities	1,379	1,743	1,500	1,500	1,500	-
Other Expenses	33,104	2,828	5,760	1,150	5,760	-
TOTAL BUDGET	**413,811**	**310,020**	**294,575**	**305,065**	**308,450**	**13,875**



BUDGET ANALYSIS

Law
No significant budgetary changes in 2021

Law

MISSION STATEMENT

The mission of the Law Department is twofold:

- To respect, uphold and enforce the ordinances of the Village of Wilmette, and the Constitution and laws of the State of Illinois and the United States of America; and,
- To provide the highest quality of effective legal counsel and representation to the Village and all its elected and appointed officials.

The Department must strive at all times to provide the Village with the broadest possible range of services and must, in all its activities, be guided by the principle that its effectiveness depends upon its being valued and trusted by all residents and members of the Village.

PROGRAMS

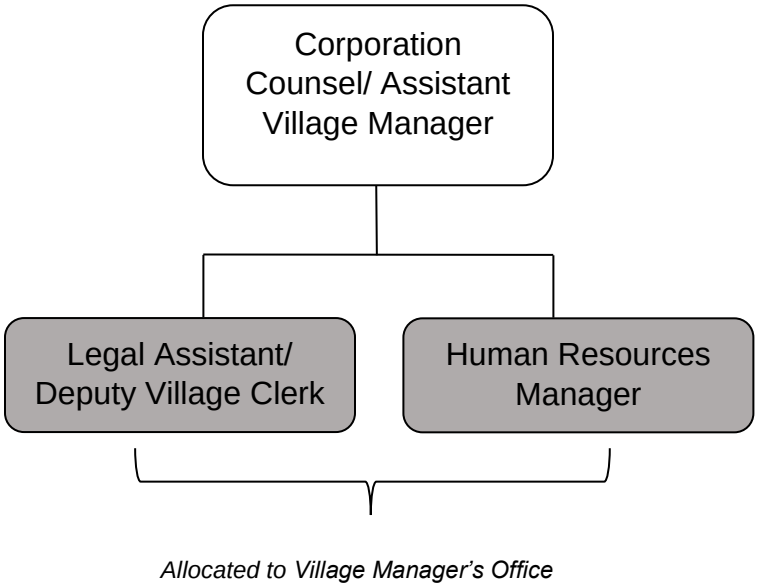
- Act as a vigorous advocate for the Village, its officers and its employees, in any matter in which they are represented by the Department, and diligently supervise any outside counsel performing such functions to ensure the same high quality of representation.
- Provide legal counsel to the Village's elected and appointed officials, Village Manager, including all departments.
- Provide training and advice to Village commissions, boards and staff.
- Meet the Village's legal needs of the Village in the most fiscally responsible manner possible.
- Serve the collective interests of the residents of the Village.
- Advise the Village President, Board of Trustees and Village Manager on matters concerning public policy.
- Assist in the uniform and equal application of the Village ordinances, laws, rules and policies.
- Represent or oversee the representation of all civil matters in which the Village is a party.
- Prosecute traffic and local ordinance violations.
- Maintain and update the Village Code.
- Implement, prosecute and oversee an administrative adjudication program.
- Cooperate with and assist legal officers of other municipalities, both directly and through participation in governmental and professional organizations, in order to advance the common interests of the Village and all municipalities.
- Maintain, through commitment to continuing legal education, the highest level of professional skill.

PERSONNEL

The Law Department has a total of 1.0 FTE. In 2021 there were no staffing updates.

	2017	2018	2019	2020	2021
Law	0.00	1.00	1.00	1.00	1.00
TOTAL FTE's	**0.00**	**1.00**	**1.00**	**1.00**	**1.00**

ORGANIZATIONAL CHART



OBJECTIVES AND ACCOMPLISHMENTS

Looking Forward: 2021 Objectives

- Continue to provide direct legal support to all members of the Village
- Provide various training programs to Village staff
- Review, revise and update the Village's Personnel Manual
- Review, revise and update the Village's Social Media Policy
- Create a comprehensive and consolidated fee schedule
- Continue to provide the necessary legal support to implement Village policy and operations in response to the declared COVID-19 pandemic

Reviewing the Year: 2020 Accomplishments

- Continue to provide direct legal support to all members of the Village

  The Law Department provided direct legal support to the Village's Corporate Authorities and Village Staff. The Law Department drafted all Village ordinances and resolutions and authored dozens of memoranda on various Village issues. The Law Department provided significant ordinance amendments to address new Federal and State laws.

- COVID-19 Response

  The Law Department drafted and amended all Local Disaster and Public Health Emergency Declarations throughout the COVID-19 pandemic. The Law Department also provided guidance and counsel regarding COVID-19 matters such as revisions to the Open Meetings Act. The Law Department also created certain regulations to help local businesses continue to engage in certain business activities during the pandemic.

- Neighborhood Stormwater Storage Project Easements

  The Law Department drafted and executed various land use contracts relating to the Neighborhood Storage Project. Easements were executed with the Wilmette Park District, Avoca School District 39, and Village residents. The Law Department also revised and amended the Stormwater Utility Fee Ordinance and its Credit and Incentive Policy to further ensure the Village Board's policies are followed.

- Human Resources Roles Reassignment

  The Corporation Counsel merged with the role of Assistant Village Manager in 2020. With this restructuring, the Law Department absorbed several HR tasks including conducting employee training, updating the HR Resources Policies and Procedures Manual, overseeing the Village employee onboarding process, reviewing and determining proper restrictions and allowances for injured or sick employees, and creating pandemic related work policies. The Corporation Counsel also directly negotiated the legal terms of the new Village Manager's employment contract with the Village.

- Major Zoning Land Use Projects

  The Law Department negotiated Planned Unit Developments (PUDs) for two major developments. The Law Department also drafted documents and memoranda in relation to the PUD including all ordinances, easements and licenses to allow the projects to proceed.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	LAW
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	176,824	181,245	188,900	204,000	206,677	17,777	9.4%
415000	EMPLOYEE BENEFITS	35,422	30,450	34,990	34,990	36,673	1,683	4.8%
PERSONNEL EXPENSE Total		**212,246**	**211,696**	**223,890**	**238,990**	**243,350**	**19,460**	**8.7%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	2,758	2,159	2,400	2,400	1,815	(585)	-24.4%
420300	CODE REVISION SERVICE	12,731	9,385	14,000	14,000	10,000	(4,000)	-28.6%
420320	SPECIAL ATTORNEY FEES	150,378	81,274	46,000	46,000	45,000	(1,000)	-2.2%
420340	ON-LINE LEGAL RESEARCH SERVICE	38	936	1,025	1,025	1,025	-	0.0%
420350	CONTR. CORPORATION COUNSEL	1,177	-	-	-	-	-	0.0%
CONTRACTUAL SERVICES Total		**167,082**	**93,754**	**63,425**	**63,425**	**57,840**	**(5,585)**	**-8.8%**
COMMODITIES								
430220	SUPPLIES - LEGAL	1,379	1,743	1,500	1,500	1,500	-	0.0%
COMMODITIES Total		**1,379**	**1,743**	**1,500**	**1,500**	**1,500**	**-**	**0.0%**
OTHER EXPENSE								
441000	INCIDENTALS	41	171	150	150	150	-	0.0%
442000	TRAINING	2,156	2,557	4,610	-	4,610	-	0.0%
444000	EXPENSE OF LITIGATION	30,907	100	1,000	1,000	1,000	-	0.0%
OTHER EXPENSE Total		**33,104**	**2,828**	**5,760**	**1,150**	**5,760**	**-**	**0.0%**
Grand Total		**413,811**	**310,020**	**294,575**	**305,065**	**308,450**	**13,875**	**4.7%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	LAW
Program	LAW

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	188,900	206,677	17,777	9.4%
	Subtotal	***188,900***	***206,677***	***17,777***	***9.4%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	34,990	36,673	1,683	4.8%
	Subtotal	***34,990***	***36,673***	***1,683***	***4.8%***
PERSONNEL EXPENSE Total		**223,890**	**243,350**	**19,460**	**8.7%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	CHICAGO BAR ASSOCIATION	170	170	-	0.0%
	ILLINOIS STATE BAR ASSOCIATION	435	435	-	0.0%
	INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION (IMLA)	625	625	-	0.0%
	ATTY. REG. & DISCIPLINARY COMM. (ARDC) (1)	770	385	(385)	-50.0%
	ILLINOIS INST. FOR LOCAL GOVERNMENT LAW (1)	400	200	(200)	-50.0%
	Subtotal	***2,400***	***1,815***	***(585)***	***-24.4%***
420300	**CODE REVISION SERVICE**				
	CODE REVISION SERVICE	14,000	10,000	(4,000)	-28.6%
	Subtotal	***14,000***	***10,000***	***(4,000)***	***-28.6%***
420320	**SPECIAL ATTORNEY FEES**				
	ADMINISTRATIVE ADJUDICATION COSTS (HEARING JUDGE)	6,000	6,000	-	0.0%
	CONTRACTUAL VILLAGE PROSECUTOR	10,000	9,000	(1,000)	-10.0%
	OUTSIDE LEGAL COUNSEL TO REPRESENT/ADVISE THE VILLAGE	30,000	30,000	-	0.0%
	Subtotal	***46,000***	***45,000***	***(1,000)***	***-2.2%***
420340	**ON-LINE LEGAL RESEARCH SERVICE**				
	COVERS THE COSTS OF ON-LINE AND INFORMATION RESEARCH, PURCHASED THROUGH WEST GROUP (LEXIS)	1,025	1,025	-	0.0%
	Subtotal	***1,025***	***1,025***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**63,425**	**57,840**	**(5,585)**	**-8.8%**
COMMODITIES					
430220	**SUPPLIES - LEGAL**				
	MAINTENANCE OF LAW LIBRARY MATERIALS AND OFFICE SUPPLIES	1,500	1,500	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	LAW
Program	LAW

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430220	***Subtotal***	***1,500***	***1,500***	***-***	***0.0%***
COMMODITIES Total		**1,500**	**1,500**	**-**	**0.0%**
OTHER EXPENSE					
441000	**INCIDENTALS**				
	PARKING COSTS, DOCUMENT MAILINGS, MEETINGS, FILING FEES, AND MILEAGE ALLOWANCE	150	150	-	0.0%
	Subtotal	***150***	***150***	***-***	***0.0%***
442000	**TRAINING**				
	ANNUAL MUNICIPAL LAW CONFERENCE	4,000	4,000	-	0.0%
	ILLINOIS LOCAL GOVERNMENT LAWYERS ASSOCIATION SEMINARS (3)	300	300	-	0.0%
	ILLINOIS MUNICIPAL LEAGUE ANNUAL CONFERENCE; ATTORNEY'S SESSION	310	310	-	0.0%
	Subtotal	***4,610***	***4,610***	***-***	***0.0%***
444000	**EXPENSE OF LITIGATION**				
	COURT COSTS	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
OTHER EXPENSE Total		**5,760**	**5,760**	**-**	**0.0%**
Grand Total		**294,575**	**308,450**	**13,875**	**4.7%**

General Liability & Insurance

PROGRAM SUMMARY

General Liability and Insurance
This program provides general insurance coverage for the Village including: General Liability, Property and Public Officials Liability. Coverage is provided through Village membership in the Intergovernmental Risk Management Agency (IRMA). On June 1, 1995 the Village became a member of IRMA.

BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
General Liability	312,686	270,110	30,000	25,000	30,000	-
TOTAL BUDGET	**312,686**	**270,110**	**30,000**	**25,000**	**30,000**	**-**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Other Expenses	312,686	270,110	30,000	25,000	30,000	-
TOTAL BUDGET	**312,686**	**270,110**	**30,000**	**25,000**	**30,000**	**-**

BUDGET ANALYSIS

The Village's overall 2021 contribution is estimated to be approximately $205,000, which will be partially subsidized through use of the Village's IRMA excess member reserve. The IRMA contribution is split between 4 programs:

- 58% allocated to Workers' Compensation (19-92)
- 11% allocated to this program (11-91)
- 19% allocated to the Water Fund (41-84)
- 12% allocated to Vehicle Maintenance (11-27)

General Liability & Insurance

PERFORMANCE MEASURES

	Goal	2019 Year End	2020				2020 Year End Projections
			Q1	Q2	Q3	Q4	
IRMA Claims							
Submit within 24 hours of receipt	95%	100%	100%	100%	100%	100%	**100%**
Number of IRMA claims		38	5	17	14	6	**42**
Number submitted within 24 hours		38	5	17	14	6	**42**

ACTIVITY MEASURES

	2017	2018	2019	2020 Projected
Risk Management				
General Liability Claims	5	9	8	10
Property Claims	13	28	26	9
Workers Compensation Claims	12	10	10	13
Auto Liability	14	8	10	4
Auto Physical Damage	2	1	2	6

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	NON-DEPARTMENTAL
Program	GENERAL LIABILITY / PROPERTY I

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
OTHER EXPENSE								
450110	PROPERTY/LIABILITY INSUR. PREM	288,981	238,790	-	-	-	-	0.0%
450130	PROPERTY/LIABILITY DEDUCTIBLES	23,705	31,320	30,000	25,000	30,000	-	0.0%
OTHER EXPENSE Total		**312,686**	**270,110**	**30,000**	**25,000**	**30,000**	**-**	**0.0%**
Grand Total		**312,686**	**270,110**	**30,000**	**25,000**	**30,000**	**-**	**0.0%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	NON-DEPARTMENTAL
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
OTHER EXPENSE					
450130	**PROPERTY/LIABILITY DEDUCTIBLES**				
	LIABILITY CLAIMS AGAINST THE VILLAGE UNDER THE DEDUCTIBLE COMPONENT OF THE IRMA PROGRAM	30,000	30,000	-	0.0%
	Subtotal	***30,000***	***30,000***	***-***	***0.0%***
OTHER EXPENSE Total		**30,000**	**30,000**	**-**	**0.0%**
Grand Total		**30,000**	**30,000**	**-**	**0.0%**

Fire Department

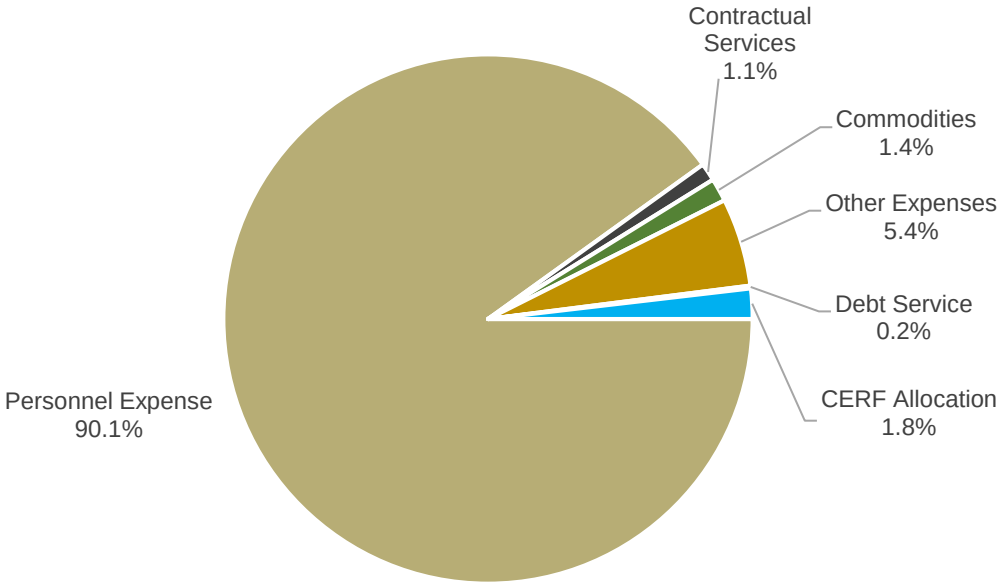
BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Fire Operations	9,385,865	9,672,158	7,106,895	6,974,160	7,454,874	347,979
TOTAL BUDGET	**9,385,865**	**9,672,158**	**7,106,895**	**6,974,160**	**7,454,874**	**347,979**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Expense	6,067,972	6,300,019	6,395,365	6,364,540	6,715,218	319,853
Contractual Services	71,876	62,947	62,290	61,760	81,598	19,308
Commodities	93,594	103,104	101,130	82,850	105,902	4,772
Other Expenses	3,083,348	3,153,599	397,800	314,700	401,846	4,046
Debt Service	12,500	12,500	12,500	12,500	12,500	-
CERF Allocation	-	-	137,810	137,810	137,810	-
Capital Outlay	56,575	39,990	-	-	-	-
TOTAL BUDGET	**9,385,865**	**9,672,158**	**7,106,895**	**6,974,160**	**7,454,874**	**347,979**



BUDGET ANALYSIS

Fire Operations

Radio Replacement
Increase of $5,000 for radio replacement to be compatible with the new radio communication network. RED Center is planning on reconstructing their radio communication network using P25 VHF Phase I technology. This technology will allow for better radio coverage throughout RED Center communities. This change requires the replacement and/or upgrading most of the fire department's mobile, vehicle mounted radios.

Re-accreditation Expense
Increase of $15,600 for re-accreditation costs for the Fire Department. The Wilmette Fire Department was first accredited by the Commission on Fire Accreditation International (CFAI) in 2001 and is re-accredited on a 5-year cycle. Included in this proposed increase is 1/5th of the accreditation fee and site visit expenses for peer assessors to verify and validate all department functions and programs.

Fire Department

MISSION STATEMENT

Since 1893, the Wilmette Fire Department has prided itself on providing a selfless group of highly trained professionals who are committed to honorably serving the community. Today, our mission continues to adhere to the principles and values established by those who came before us.

“The members of the Wilmette Fire Department are dedicated to the preservation of life, while displaying the utmost pride in our profession through an unwavering commitment to our community and each other.”

We accomplish this Mission by providing advanced emergency medical care, modern fire suppression tactics, and effective fire prevention programs.

PROGRAMS

The Wilmette Fire Department achieved its 4th Accreditation in 2017 through the Commission on Fire Accreditation International (CFAI). The fire department participate in its Insurance Service Organization (ISO) evaluation. Departments are ranked on fire response, water supply, and public education. Scores range from 1-10, 1 being the highest. The WFD received an ISO ranking of 2, placing us is in the top 3% of fire departments nationwide. The Department provides the following programs:

- Fire Suppression
- Fire Prevention
- Fire/Life Safety Education
- Emergency Medical Services (EMS)
- Specialized Rescue
- Community Risk Reduction

In 2020, the Fire Department responded to 2,900 emergency incidents. Of these, 1,794 were medical calls, and the remaining are calls for fires, rescues, fire alarms, mutual aid, and special team calls.

The Fire Prevention Bureau continues to conduct testing and plan review of buildings and fire systems. During the year, public education programs are delivered at every elementary school and various community and private events throughout the Village. In 2017 the department utilized a web-based program allowing students and parents to perform in home safety checks; over 600 households participated in the program. The department is now responsible for conducting CPR training to the public and local business. The classes are conducted quarterly or upon request. At the start of the COVID-19 pandemic, the Wilmette Fire Department utilized its existing patient care database to contact senior citizens in our community to determine if they would require any additional

assistance during the lockdown. Residents requiring assistance were connected to village hall staff who paired them with the appropriate group for assistance.

The Fire Department continues to expand its Community Outreach Program. The department has implemented a new smoke detector program. This program is designed to install smoke detectors in homes on an as needed basis. The program is free of charge to village residents. The department provide blood pressure screening during the French Market. The department hosts two annual blood drives through Life Source. In addition, the department assists the Wilmette Food Pantry and the United States Post Office in collecting food for the needy. In 2020, department continues to perform car seat inspection/installations and install smoke detectors in residential occupancies.

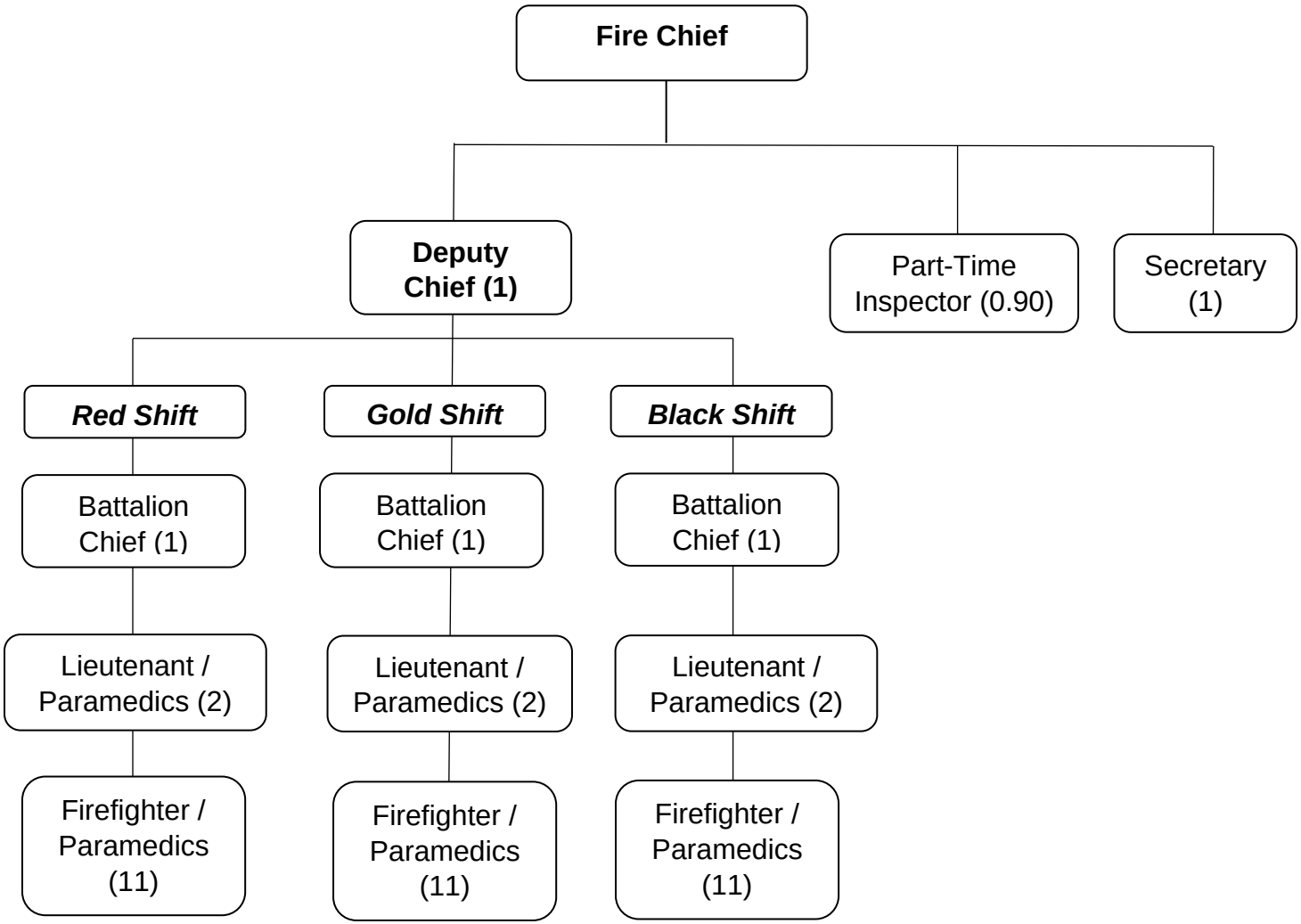
PERSONNEL

In 2017, the part-time position of administrative analyst was removed and replaced with a part-time fire inspector position. Due to the elimination of the assistant to the chief position in 2016 and the 2nd Deputy Chief position in 2017, a part-time inspector was hired to maintain appropriate levels of service for inspections and in-house plan reviews. Daily staffing includes a minimum 1 Battalion Chief, 2 Lieutenants, and 11 Firefighter/Paramedics. The minimum daily staffing level is 11. Of the 44 current sworn members, 44 are certified paramedics.

The Fire department has a total of 46.15 FTE's. There is a total of 44 sworn personnel. In 2021 there were no staffing updates.

	2017	2018	2019	2020	2021
Sworn Personnel	44.00	44.00	44.00	44.00	44.00
Non-Sworn Personnel	2.60	1.91	1.91	2.15	2.15
TOTAL FTE's	**46.60**	**45.91**	**45.91**	**46.15**	**46.15**

Fire Department



PERFORMANCE MEASURES

	Goal	2019 Year End	2020				2020 Year End
			Q1	Q2	Q3	Q4	
Emergency Calls -Response Time							
% of calls responded to in less than 8 min 27 sec	90%	99%	100%	99%			
Total # of emergency calls:		2,236	490	478			
# of calls responded to in less than 8 min 27 sec		2,224	490	477			
Emergency Calls -Turnout Time							
% of calls with turnout time less than 90 sec	90%	86%	83%	75%			
Total # of emergency calls:		2,236	490	478			
# of calls with turnout time less than 90 sec		1,931	406	360			
Initial Fire Plan Reviews							
Initial fire plan reviews complete in 10 bus. days	95%	98%	80%	100%			

-The response times are the baseline times that the fire department must meet 90% of the time. The baseline times are set based off of department goals and objectives along with the national standards.
-Calls that are analyzed are calls that have an emergency response within the village limits. This does not reflect the total number of calls for each quarter.
**** NOTE*** Turnout times increased during Q2 of 2020 due the temporary suspension of the pre-alerting program. This was done to allow more time to determine potential COVID-19 exposure prior to arrival on scene.*

ACTIVITY MEASURES

	2017	2018	2019	2020*
Incidents				
Fires in Structures	21	26	16	22
Vehicle Fires	3	7	4	4
Other Fires (brush, garbage, etc.)	12	7	5	14
Pressure Ruptures, Explosions, Overheat	3	3	5	4
Rescues/EMS Incidents	1,797	1,671	1,745	1,530
Hazardous Condition Responses	146	165	145	136
Service Calls	444	553	543	366
Good Intent Calls	100	109	111	102
Severe Weather or Disaster Calls	27	1	1	2
Fire Alarms, Other False Calls, Other Unspecified	456	450	434	404
Mutual / Automatic Aid **Given** Incidents	270	337	343	246
Mutual / Automatic Aid **Received** Incidents	122	94	91	96
Total Incident / Fire Calls	**3,279**	**3,330**	**3,352**	**2,828**
Simultaneous Calls	***790***	***510***	***497***	***574***
Total Emergency Vehicle Responses (per unit)	**6,492**	**6,543**	**6,685**	**6,236**
Average **Response Time** (Emergency calls only)	05:22	05:34	05:03	05:24**
Average **Turnout Time** (Emergency calls only)	00:51	00:48	00:54	1:01**
**Estimated Total, **YTD*				
	2017	**2018**	**2019**	**2020***
EMS Care Breakdown				
Cardiac	112	105	108	126
Motor Vehicle Accident	163	148	136	82
Overdose	57	44	32	26
Invalid Assist	269	366	346	282
Trouble Breathing	130	88	77	84
Other Trauma	356	364	396	310
Other Medical	919	812	1,006	868
False Alarm	65	51	48	16
Total EMS Care[1]	**2,071**	**1,978**	**2,149**	**1,794**
EMS Transports	**1,432**	**1,354**	**1,405**	**1,052**

Footnotes:

[1] Total EMS Care is not limited to EMS incidents only; as a result, EMS Incidents and Total EMS Care are not equal

OBJECTIVES AND ACCOMPLISHMENTS

Looking Forward: 2021 Objectives

- Complete all required documentation for a 5th re-accreditation through the Center for Public Safety Excellence.
- Complete a 5-year strategic plan for the fire department.
- Continue to participate in Labor Management meetings with the Union and keep an open dialogue to address any issues.
- Continue to research and apply for local, State, and Federal Grants to reduce operational and capital expenses.
- Expand use of Target Solutions online training platform.
- Implement new employee review process for probationary firefighters.
- Implement a fully NFPA compliant structural firefighter gear advanced cleaning, inspection, and repair program.
- Upgrade mobile radios to provide better street level coverage and meet proposed digital standards set forth by RED Center.

Reviewing the Year: 2020 Accomplishments

- Continue to participate in labor management meetings and having an open dialogue with the union. Work with the Village Manager's Office to complete upcoming union negotiations without the need for outside counsel thus reducing cost to the village.

  Department senior staff and union representatives meet quarterly to discuss current issues and upcoming projects or labor related concerns. There is open dialog that continues to be effective in addressing issues in a timely manner. Current union negotiations are under way and union proposals have been reviewed and replied to. Although a mediator has been assigned to this negotiation, it is the hope that this will expedite the negotiation process.

- Implement a new Target Solutions training software to the Fire Department. The new software will allow for better tracking of required state and federal training requirements.

  The new Target Solutions training software has been installed and is being utilized department wide for training. The software has provided an easier platform to assign and track training of all members of the department. It is utilized to update members on new SOP's and General Orders. The system has allowed us to continue all our training remotely during the COVID-19 Pandemic as individuals can complete their training at a desk as opposed to a classroom setting. The software is modified by numerous personnel to build new training programs or scenarios utilizing their specific expertise.

- Research and purchase new SCBA Firefighting Equipment. The Department will apply for a federal grant for the purchase of this equipment.

The department has completed its research and evaluation on established and well know vendors for our new SCBA purchase. Each vendors equipment was evaluated by all personnel and a final determination was made based on those evaluations. The preferred vendor has provided a quote for the new equipment. The department has applied for a Assistance to Firefighters Grant, (AFG) through FEMA and is awaiting final determination of that grant prior to purchase.

- Design, price, and purchase a new ambulance.

  The department developed a committee to provide input on the design and purchase of a new ambulance. In cooperation with the finance department, the department was able to propose the purchase of a 2020 AEV Traumahawk Type I that the village board approved. The Houston-Galveston Area Council Cooperative Purchasing Program was utilized to ensure a competitive bid was approved. The build and delivery of the ambulance is delayed due to production site shutdowns due to COVID-19. A 2020 delivery is still anticipated.

- Work closely with other Village Departments to research and apply for federal and local grants to reduce operating and capital costs.

  The Police and Fire department have worked closely together to procure equipment and PPE from County and State agencies at no charge to village. These efforts have ensured that our first responders will have the needed protection to continue to provide service to the village during the COVID-19 Pandemic. Three UV light sanitizing units, totaling over $12,000 were donated to the Police and Fire Departments by the Wilmette American Legion Post 46. We continue to work with the American Legion on new programs they would like to fund in the future.

- Implement the first stage of a new fleet reduction initiative by purchasing a new pick-up truck that will serve as both a utility vehicle and a reserve unit for the front-line rescue squad; when completed, this initiative will remove a $450,00 rescue truck from the fleet.

  The new pick-up truck has been purchased and is currently being outfitted with all its required equipment and safety features. It is anticipated to be placed in service by the December of 2020.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	FIRE
Program	FIRE

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	4,605,645	4,804,864	4,979,825	4,949,000	5,242,737	262,912	5.3%
410200	OVERTIME WAGES	417,555	414,266	312,750	312,750	312,750	-	0.0%
410210	OVERTIME WAGES - GRANT FUNDED	-	14,478	-	-	-	-	0.0%
410300	OFF-DUTY RESPONSE WAGES	17,135	9,429	10,000	10,000	10,000	-	0.0%
415000	EMPLOYEE BENEFITS	1,027,638	1,056,981	1,092,790	1,092,790	1,149,731	56,941	5.2%
PERSONNEL EXPENSE Total		**6,067,972**	**6,300,019**	**6,395,365**	**6,364,540**	**6,715,218**	**319,853**	**5.0%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	3,023	2,930	3,720	3,720	3,720	-	0.0%
420020	PROFESSIONAL SERVICES	-	5,500	-	-	-	-	0.0%
420040	LEASE / PURCHASE COPIER	4,745	3,713	5,000	5,000	5,000	-	0.0%
420210	MEDICAL EXAMS	16,240	18,332	18,980	18,980	19,680	700	3.7%
422400	MAINT.-EQUIPMENT	1,880	2,237	6,190	6,190	6,190	-	0.0%
422410	MAINT.-RADIOS	4,313	4,344	4,350	4,350	9,350	5,000	114.9%
422420	MAINT.-BREATHING EQUIPMENT	6,543	6,202	6,180	6,180	5,988	(192)	-3.1%
422430	MAINT.-EMERG. MEDICAL EQUIP.	615	635	790	790	790	-	0.0%
422440	MAINT.-SPECIAL RESCUE EQUIP.	8,865	11,511	8,880	8,880	7,080	(1,800)	-20.3%
426000	RE-ACCREDITATION EXPENSE	1,230	1,250	1,800	1,270	17,400	15,600	866.7%
428020	TELEPHONE SERVICE - CELLULAR	2,511	6,293	6,400	6,400	6,400	-	0.0%
428100	COMPUTER COMMUNICATIONS EXP.	21,911	-	-	-	-	-	0.0%
CONTRACTUAL SERVICES Total		**71,876**	**62,947**	**62,290**	**61,760**	**81,598**	**19,308**	**31.0%**
COMMODITIES								
430050	UNIFORM EXPENSE	20,591	23,630	24,750	24,750	25,650	900	3.6%
430055	PROTECTIVE CLOTHING	22,782	30,776	32,300	20,000	35,449	3,149	9.7%
430055-70440	PROTECTIVE CLOTHING	6,208	-	-	-	-	-	0.0%
430175	SUPPLIES - FIRE HOSE	9,553	9,065	6,500	3,000	6,500	-	0.0%
430176	SUPPLIES - MEDICAL	16,557	17,659	18,080	23,000	18,803	723	4.0%
430177	SUPPLIES - EMERGENCY EQUIP.	8,568	1,242	5,100	5,100	5,100	-	0.0%
430230	SUPPLIES - OFFICE	1,099	1,179	2,000	2,000	2,000	-	0.0%
430250	SUPPLIES - OTHER THAN OFFICE	5,227	15,862	8,400	3,000	8,400	-	0.0%
430440	MATERIALS - PUBLIC EDUCATION	3,011	3,691	4,000	2,000	4,000	-	0.0%
COMMODITIES Total		**93,594**	**103,104**	**101,130**	**82,850**	**105,902**	**4,772**	**4.7%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	291,810	286,990	329,420	275,320	333,466	4,046	1.2%
441000	INCIDENTALS	1,191	707	1,000	1,000	1,000	-	0.0%
442000	TRAINING	27,103	30,225	54,000	25,000	54,000	-	0.0%
447050	N.I.P.S.T.A. CONTRIBUTION	7,304	7,304	7,305	7,305	7,305	-	0.0%
447060	M.A.B.A.S. CONTRIBUTION	5,365	5,373	5,500	5,500	5,500	-	0.0%
448005	PENSION GEN FUND TRANSFER	2,750,000	2,823,000	-	-	-	-	0.0%
448800	RENT - COMMONWEALTH EDISON	575	-	575	575	575	-	0.0%
OTHER EXPENSE Total		**3,083,348**	**3,153,599**	**397,800**	**314,700**	**401,846**	**4,046**	**1.0%**
CAPITAL OUTLAY								
490600-70521	OTHER EQUIP. - FIRE	56,575	-	-	-	-	-	0.0%
490600-70563	OTHER EQUIP. - FIRE	-	39,210	-	-	-	-	0.0%
490600-70577	OTHER EQUIP. - FIRE	-	780	-	-	-	-	0.0%
CAPITAL OUTLAY Total		**56,575**	**39,990**	**-**	**-**	**-**	**-**	**0.0%**
DEBT SERVICE EXPENSE								
450045	FIRE TRUCK DEBT REPAYMENT	12,500	12,500	12,500	12,500	12,500	-	0.0%
DEBT SERVICE EXPENSE Total		**12,500**	**12,500**	**12,500**	**12,500**	**12,500**	**-**	**0.0%**
CERF ALLOCATION								
448024	CAPITAL EQPT REPL FUND TRSR	-	-	137,810	137,810	137,810	-	0.0%
CERF ALLOCATION Total		**-**	**-**	**137,810**	**137,810**	**137,810**	**-**	**0.0%**
Grand Total		**9,385,865**	**9,672,158**	**7,106,895**	**6,974,160**	**7,454,874**	**347,979**	**4.9%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	FIRE
Program	FIRE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	4,979,825	5,242,737	262,912	5.3%
	Subtotal	***4,979,825***	***5,242,737***	***262,912***	***5.3%***
410200	**OVERTIME WAGES**				
	OVERTIME	312,750	312,750	-	0.0%
	Subtotal	***312,750***	***312,750***	***-***	***0.0%***
410300	**OFF-DUTY RESPONSE WAGES**				
	OVERTIME NECESSARY DUE TO EMERGENCY CALLBACK	10,000	10,000	-	0.0%
	Subtotal	***10,000***	***10,000***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	1,092,790	1,149,731	56,941	5.2%
	Subtotal	***1,092,790***	***1,149,731***	***56,941***	***5.2%***
PERSONNEL EXPENSE Total		**6,395,365**	**6,715,218**	**319,853**	**5.0%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	GLFAM GREAT LAKE FIRE ACCREDITATION MANAGERS ANNUAL DUES	300	300	-	0.0%
	ILLINOIS FIRE CHIEFS' ASSOCIATION (DEPARTMENT MEMBERSHIP)	450	450	-	0.0%
	ILLINOIS FIRE CHIEF'S SECRETARIES ASSOCIATION	55	55	-	0.0%
	ILLINOIS FIRE INSPECTORS ASSOCIATION	95	95	-	0.0%
	ILLINOIS FIRE INVESTIGATORS STRIKE FORCE MEMBERSHIP	75	75	-	0.0%
	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS (CHIEF AND DEPUTY)	420	420	-	0.0%
	METROPOLITAN FIRE CHIEFS ASSOCIATION DUES	80	80	-	0.0%
	NATIONAL FIRE PROTECTION ASSOCIATION (CHIEF, DEPUTY)	795	795	-	0.0%
	ST. FRANCIS EMS SYSTEM MEMBERSHIP	1,450	1,450	-	0.0%
	Subtotal	***3,720***	***3,720***	***-***	***0.0%***
420040	**LEASE / PURCHASE COPIER**				
	COPY MACHINE LEASE	5,000	5,000	-	0.0%
	Subtotal	***5,000***	***5,000***	***-***	***0.0%***
420210	**MEDICAL EXAMS**				
	ANNUAL MEDICAL EXAMS: FULL STRESS AND NON-STRESS (OSHA REQUIRED)- 44 PERSONNEL	17,480	17,480	-	0.0%
	FITNESS FOR DUTY EXAMINATIONS AND CONSULTATIONS	1,500	2,200	700	46.7%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	FIRE
Program	FIRE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
420210	***Subtotal***	***18,980***	***19,680***	***700***	***3.7%***
422400	**MAINT.-EQUIPMENT**				
	AERIAL AND GROUND LADDER TEST (550 FEET OF LADDER) PER OSHA AND NFPA	1,900	1,900	-	0.0%
	ANNUAL MAINTENANCE OF APPARATUS FIRE EXTINGUISHERS PER NFPA AND IRMA	500	500	-	0.0%
	EQUIPMENT REPAIRS	500	500	-	0.0%
	FAMILY SAFETY HOUSE MAINTENANCE	300	300	-	0.0%
	FITNESS EQUIPMENT	990	990	-	0.0%
	HURST TOOL TESTING AND MAINTENANCE (VEHICLE EXTRICATION TOOLS) 12 TOOLS, 3 POWER HEADS	2,000	2,000	-	0.0%
	Subtotal	***6,190***	***6,190***	***-***	***0.0%***
422410	**MAINT.-RADIOS**				
	RADIO MAINTENANCE AND REPAIRS (35 PORTABLE TWO-WAY RADIOS, 13 MOBILE RADIOS)	750	750	-	0.0%
	RADIO REPLACEMENT OF MOBILE AND PORTABLE RADIOS AS NEEDED.	2,800	7,800	5,000	178.6%
	SUPPLIES FOR PORTABLE AND MOBILE RADIOS	800	800	-	0.0%
	Subtotal	***4,350***	***9,350***	***5,000***	***114.9%***
422420	**MAINT.-BREATHING EQUIPMENT**				
	ANNUAL SELF CONTAINED BREATHING APPARATUS AIR PACK FLOW TEST AND INSPECTION REQUIRED BY OSHA AND NFPA	4,000	2,560	(1,440)	-36.0%
	METER CALIBRATION: INCLUDING CALIBRATING GAS, QUAD METER SENSOR REPLACEMENT		1,500	1,500	
	SELF CONTAINED BREATHING APPARATUS- COMPRESSOR MAINTENANCE & QUARTERLY AIR CHECKS REQUIRED BY OSHA	500	1,800	1,300	260.0%
	SCBA BOTTLE CERTIFICATION - 64 SCBA BOTTLES NEED HYDROSTATIC TESTING PER OSHA, DOT, AND NFPA (EVERY 5 YEARS) NOTE: NEXT TEST WILL BE IN 2025	1,680	128	(1,552)	-92.4%
	Subtotal	***6,180***	***5,988***	***(192)***	***-3.1%***
422430	**MAINT.-EMERG. MEDICAL EQUIP.**				
	ANNUAL SERVICE AND TESTING OF 3 DEFIBRILLATORS AND 10 AUTOMATIC EXTERNAL DEFIBRILLATORS AT FD, VH, PW, AND WP	790	790	-	0.0%
	Subtotal	***790***	***790***	***-***	***0.0%***
422440	**MAINT.-SPECIAL RESCUE EQUIP.**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	FIRE
Program	FIRE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
422440	CARBON MONOXIDE AND HAZARDOUS GAS MONITORING EQUIPMENT MAINTENANCE AND TESTING PER OSHA	500	500	-	0.0%
	MAINTENANCE AND REPLACEMENT OF DEFECTIVE OR WORN EQUIPMENT FOR TECHNICAL RESCUE	3,500	1,700	(1,800)	-51.4%
	MAINTENANCE/REPLACEMENT AND ANNUAL TESTING OF DIVE EQUIPMENT PER OSHA. MAINTENANCE/REPLACEMENT OF TRT AND HAZMAT EQUIPMENT NOTE: **CHECK FOR 5 YEAR HYDRO STATUS ***	4,380	4,380	-	0.0%
	THERMAL IMAGING CAMERA MAINTENANCE (9)	500	500	-	0.0%
	Subtotal	***8,880***	***7,080***	***(1,800)***	***-20.3%***
426000	**RE-ACCREDITATION EXPENSE**				
	CPSE ANNUAL ACCREDITATION DUES	1,800	1,800	-	0.0%
	SITE VISIT: INCLUDING ALL EXPENSES INCURRED BY ACCREDITATION TEAM VISIT TO WILMETTE AND WILMETTE TEAM VISIT TO CONFERENCE		15,600	15,600	
	Subtotal	***1,800***	***17,400***	***15,600***	***866.7%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	6,400	6,400	-	0.0%
	Subtotal	***6,400***	***6,400***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**62,290**	**81,598**	**19,308**	**31.0%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	CLASS "A" DRESS UNIFORMS FOR NEW EMPLOYEES (2) AND FIREFIGHTERS (2)	1,100	550	(550)	-50.0%
	NEW RECRUIT UNIFORMS AND WORK CLOTHING (2)	2,500	2,500	-	0.0%
	NON-SWORN UNIFORM ALLOWANCE		500	500	
	OVERSTOCK UNIFORMS		500	500	
	PERSONNEL UNIFORMS FOR FIRE OFFICERS (11) AND FIREFIGHTERS (33) (REQUIRED BY CBA)	21,150	19,800	(1,350)	-6.4%
	PROMOTIONS		1,800	1,800	
	Subtotal	***24,750***	***25,650***	***900***	***3.6%***
430055	**PROTECTIVE CLOTHING**				
	ADVANCED CLEANING, INSPECTION, AND REPAIR OF 38 SETS OF FIREFIGHTING GEAR.		5,700	5,700	
	HELMET, ACCESSORIES, GLOVES, GOGGLES, HOODS, ETC.	3,600	3,780	180	5.0%
	NEW RECRUIT PROTECTIVE CLOTHING (2) GEAR INCLUDES ,HELMETS, BOOTS, GLOVES, HOOD, AND COAT/PANTS.	7,000	7,300	300	4.3%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	FIRE
Program	FIRE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430055	PROTECTIVE CLOTHING AND EQUIPMENT - REPLACED ON A 7 YEAR CYCLE- 7 SETS/YR. PROTECTIVE CLOTHING INCLUDES COAT, PANTS, BOOTS.	21,700	18,669	(3,031)	-14.0%
	Subtotal	***32,300***	***35,449***	***3,149***	***9.7%***
430175	**SUPPLIES - FIRE HOSE**				
	REPLACEMENT OF WORN HOSE, HOSE APPLIANCES, TESTING EQUIPMENT, FIRE FOAM AND STORAGE EQUIPMENT	6,500	6,500	-	0.0%
	Subtotal	***6,500***	***6,500***	***-***	***0.0%***
430176	**SUPPLIES - MEDICAL**				
	1 NEW BAG EACH TO KEEP UP TO DATE AND ON A REPLACEMENT ROTATION.	800	800	-	0.0%
	BATTERIES AND PADS FOR AUTOMATIC EXTERNAL DEFIBRILLATOR (AED), FOR FIRE, PW, WATER AND VH	2,000	2,000	-	0.0%
	MEDICAL OXYGEN FOR 3 ALS AMBULANCES,2 ALS PUMPERS,2 ALS QUINTS AND FIRE STATION FILL STATION	1,750	1,750	-	0.0%
	MEDICAL SUPPLIES FOR 3 ADVANCED LIFE SUPPORT (ALS) AMBULANCES,2 ALS PUMPERS,2 ALS QUINTS, 1 ALS RESCUE SQUAD, AND MISC. INVENTORY MANDATED BY IDPH AND REGION X	6,645	10,368	3,723	56.0%
	NEW CPR EQUIPMENT FOR CLASSES	4,500	1,500	(3,000)	-66.7%
	REPLACEMENT OF DAMAGED OR WORN O2 SENSORS FOR THE ZOLL MONITORS (ONE ANNUALLY)	900	900	-	0.0%
	ZOLL BATTERY REPLACEMENT	1,485	1,485	-	0.0%
	Subtotal	***18,080***	***18,803***	***723***	***4.0%***
430177	**SUPPLIES - EMERGENCY EQUIP.**				
	SELF CONTAINED BREATHING FACEPIECES FOR TWO NEW EMPLOYEES- OSHA REQUIREMENT	1,000	1,000	-	0.0%
	SUPPLIES FOR DIVE EQUIPMENT, REPLACEMENT FOR DAMAGED EQUIPMENT- 9 DIVERS	1,300	1,300	-	0.0%
	SUPPLIES FOR HAZARDOUS GAS MONITORING EQUIP. MAINTENANCE (IN HOUSE) 8 UNITS	750	750	-	0.0%
	SUPPLIES FOR HAZARDOUS MATERIALS, REPLACEMENT FOR DAMAGED OR OUTDATED EQUIPMENT	500	500	-	0.0%
	SUPPLIES FOR SCBA MAINTENANCE (IN HOUSE)	500	500	-	0.0%
	SUPPLIES FOR TECHNICAL RESCUE EQUIPMENT, REPLACEMENT FOR DAMAGED OR OUTDATED EQUIPMENT	1,050	1,050	-	0.0%
	Subtotal	***5,100***	***5,100***	***-***	***0.0%***
430230	**SUPPLIES - OFFICE**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	FIRE
Program	FIRE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430230	MISCELLANEOUS OFFICE SUPPLIES	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
430250	**SUPPLIES - OTHER THAN OFFICE**				
	HAND TOOLS	300	300	-	0.0%
	HARDWARE AND MATERIALS FOR STATION MAINTENANCE AND REPAIRS	2,700	2,700	-	0.0%
	KITCHEN SUPPLIES	500	500	-	0.0%
	MATTRESS, BED REPLACEMENT, AND FURNITURE REPLACEMENT	2,700	2,700	-	0.0%
	PRINTING & SHIPPING OF DEPARTMENT MATERIAL	600	600	-	0.0%
	SUPPLIES BEDDING LINEN, TOWELS AND WASH DOWN DETERGENT, CLEANING, DISINFECTANT SUPPLIES	1,000	1,000	-	0.0%
	VEHICLE SMALL TOOLS	600	600	-	0.0%
	Subtotal	***8,400***	***8,400***	***-***	***0.0%***
430440	**MATERIALS - PUBLIC EDUCATION**				
	MATERIALS FOR ANNUAL OPEN HOUSE	1,500	1,500	-	0.0%
	MATERIALS TO PROMOTE FIRE SAFETY AND COMMUNITY OUTREACH PROGRAMS	2,500	2,500	-	0.0%
	Subtotal	***4,000***	***4,000***	***-***	***0.0%***
COMMODITIES Total		**101,130**	**105,902**	**4,772**	**4.7%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	329,420	333,466	4,046	1.2%
	Subtotal	***329,420***	***333,466***	***4,046***	***1.2%***
441000	**INCIDENTALS**				
	INCIDENTAL TRAVEL, MEAL EXPENSES FOR DEPT. SPONSORED MEETINGS AND TRAINING DRILLS, FOOD FOR PERSONNEL ON EXTENDED EMERGENCY RESPONSES AND RETIREMENT/PROMOTION CELEBRATIONS	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
442000	**TRAINING**				
	ADVANCED CARDIAC LIFE SUPPORT/PEDIATRIC ADVANCED LIFE SUPPORT CONTINUING EDUCATION FOR ALL PARAMEDICS	3,000	3,000	-	0.0%
	CHIEF FIRE OFFICER CERTIFICATION OR OTHER SUCCESSION PLANNING TRAINING	3,600	3,600	-	0.0%
	DIVE TEAM TRAINING TO MAINTAIN 2 DIVERS PER SHIFT, SONAR AND BOAT OPERATORS	3,200	3,200	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	FIRE
Program	FIRE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
442000	FIRE APPARATUS ENGINEER TRAINING AS REQUIRED BY THE OSFM	1,950	1,950	-	0.0%
	FIRE INVESTIGATION TEAM CONTINUING EDUCATION (6) AS REQUIRED BY THE OSFM AND BY MABAS	1,200	1,200	-	0.0%
	FIRE PREVENTION CONTINUING EDUCATION (3) TO MAINTAIN SHIFT LIFE SAFETY INSPECTORS, PUBLIC EDUCATORS, AND JUVENILE FIRE SETTER INTERVENTION SPECIALISTS	1,250	1,250	-	0.0%
	HAZARDOUS MATERIALS TEAM CONTINUING EDUCATION (3) AS REQUIRED BY THE OSFM AND MABAS	900	900	-	0.0%
	MABAS DIVISION 3 SEMI ANNUAL TRAINING	4,800	4,800	-	0.0%
	PARAMEDIC CONTINUING EDUCATION (45) AS REQUIRED BY THE IDPH AND ST. FRANCIS EMS SYSTEM	3,500	3,500	-	0.0%
	RECRUIT TRAINING AT FIREFIGHTER ACADEMY-NIPSTA 2 RECRUITS $3,500 EACH	7,000	7,000	-	0.0%
	TECHNICAL RESCUE TEAM CONTINUING EDUCATION	1,200	1,200	-	0.0%
	TRAINING FIRE DEPARTMENT INSTRUCTORS CONFERENCE FOR THREE PERSONNEL	4,500	4,500	-	0.0%
	TRAINING FOR ACTING DUTY CHIEF CANDIDATES TO ENHANCE OFFICER AND PROFESSIONAL DEVELOPMENT	1,200	1,200	-	0.0%
	TRAINING FOR ACTING LIEUTENANT CANDIDATES TO ENHANCE OFFICER AND PROFESSIONAL DEVELOPMENT	3,200	3,200	-	0.0%
	TUITION REIMBURSEMENT AS REQUIRED BY CBA	13,500	13,500	-	0.0%
	Subtotal	***54,000***	***54,000***	***-***	***0.0%***
447050	**N.I.P.S.T.A. CONTRIBUTION**				
	MEMBERSHIP DUES FOR THE NORTHEASTERN ILLINOIS PUBLIC SAFETY TRAINING ACADEMY (NIPSTA)	7,305	7,305	-	0.0%
	Subtotal	***7,305***	***7,305***	***-***	***0.0%***
447060	**M.A.B.A.S. CONTRIBUTION**				
	MEMBERSHIP FEE FOR AREA DUES FOR MUTUAL AID RESPONSE AND SHARED EQUIPMENT	5,000	5,000	-	0.0%
	STATE DUES FOR MABAS	500	500	-	0.0%
	Subtotal	***5,500***	***5,500***	***-***	***0.0%***
448800	**RENT - COMMONWEALTH EDISON**				
	PAYMENT TO COMED FOR PROPERTY USED BY FIRE STATION #27 FOR PARKING	575	575	-	0.0%
	Subtotal	***575***	***575***	***-***	***0.0%***
OTHER EXPENSE Total		**397,800**	**401,846**	**4,046**	**1.0%**
DEBT SERVICE EXPENSE					

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	FIRE
Program	FIRE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
450045	**FIRE TRUCK DEBT REPAYMENT**				
	FIRE TRUCK NO INTEREST LOAN REPAYMENT	12,500	12,500	-	0.0%
	Subtotal	***12,500***	***12,500***	***-***	***0.0%***
DEBT SERVICE EXPENSE Total		**12,500**	**12,500**	**-**	**0.0%**
CERF ALLOCATION					
448024	**CAPITAL EQPT REPL FUND TRSR**				
	CAPITAL EQUIPMENT REPLACEMENT FUND TRANSFER	137,810	137,810	-	0.0%
	Subtotal	***137,810***	***137,810***	***-***	***0.0%***
CERF ALLOCATION Total		**137,810**	**137,810**	**-**	**0.0%**
Grand Total		**7,106,895**	**7,454,874**	**347,979**	**4.9%**

DATE: 7/30/20

TO: Michael Braiman, Village Manager

FROM: Benjamin Wozney, Fire Chief
Robert Brill, Deputy Fire Chief

SUBJECT: Budget Justification Memo: Re-Accreditation Expense

Account Number	11515020-426000
Department	Fire
Account Name	Re-Accreditation Expense

Background

The Wilmette Fire Department was first accredited by the Commission on Fire Accreditation International (CFAI) in 2001. Since that achievement, the fire department has successfully re-accredited again in 2006, 2011, 2016, and presumably in 2021. For each 5-year cycle, the fire department is responsible for the expense of hosting a peer assessment team for a 4-day site visit to the community. During a site visit, peer assessors verify and validate all department functions and programs, Village administration and finance support, and the emergency dispatch center. The fee for an accredited agency is $6,350 for five years, with 1/5th of the total amount paid each year. Finally, a chief, accreditation manager, and peer assessment team leader must appear before the CFAI commissioners to field additional questions before accredited status is granted to the fire department. Typically, only 1/5th of the accreditation fee is budgeted annually, except for the re-accreditation year budget or when additional accreditation-specific training is required for the FD member in the accreditation manager role. In 2016, the expenses for the fire department members to appear in front of the commission were not accounted for correctly and subsequently not reflected in the 2016 actual budget expense.

Justification

For 2021, the fire department is requesting $15,155 in this account; an increase of $13,355 from the previous year. Included in this proposed increase is 1/5th of the

accreditation fee and site visit expenses. The site visit expense is conservatively estimated to be $6,620 for the 4-member assessor team and includes travel, hotel, local transportation, and per diem expenses. The peer assessor travel expense varies based upon the home location of the assessor and proximity to major airports. For the FD staff members to attend the CFAI hearings, the expense is estimated to be $7,265.

Alternative

The alternative to approving this request is to not participate in the re-accreditation process in 2021. This is not desired as if the department chooses to voluntarily not apply for re-accreditation at its designated time in the cycle, there will be an $580 registration fee due to CFAI upon resuming the accreditation process

Due to the COVID-19 pandemic, the CFAI has proposed an additional set of commission hearings for December 2021. While the WFD has always been on the July/August accreditation cycle, the department may be able to push back the process several months and attend this hearing. This potentially may save a portion of the travel expense as the CFAI commission hearings are traditionally held at large fire service events (CFAI Excellence Conference in March and Fire Rescue International in July/August); these events typically increase hotel costs, plus the registration fees of the event itself. There is not enough information available currently regarding the logistics of the additional hearings.

DATE: August 10, 2020

TO: Michael Braiman, Village Manager

FROM: Benjamin Wozney, Fire Chief
Robert Brill, Deputy Fire Chief
Edward Kofoed, FF/PM

SUBJECT: Budget Justification Memo

Account Number	11515020-422410
Department	Fire
Account Name	Maintenance - Radios

Background
When fire department vehicles are purchased and outfitted for service, radio communication equipment is selected based on the operating requirements of the fire dispatch center. The current system, a conventional VHF radio network, has been in use by RED Center since its inception. RED Center has since expanded its geographic area and needs to modernize its communications system. After an extensive study, RED Center is planning on reconstructing their radio communication network using P25 VHF Phase I technology. This technology will allow for better radio coverage throughout the RED Center community, including Wilmette. This change requires the replacement and/or upgrading of all of the fire department's mobile radios. The portable radios secured through the MABAS Division 3 regional grant in 2019 are compatible with the new system.

Justification
The fire department evaluated all of its current radio equipment and determined that more than half of the mobile radios in the fleet vehicles can be upgraded to meet the requirements of the new RED Center system, while the remaining units will need to be replaced. To successfully upgrade the entire vehicle fleet, $15,000 will be required to purchase the newer equipment. Based on projections on fleet reduction and the utilization of portable radios in certain fleet vehicles, the price can be reduced to $9,350.

Alternative

RED Center has been instructed to implement this project over the next 18 months to allow department to buy or upgrade their radio equipment. The implementation of the project can be done over the next two budget periods in 2021 and 2022 at a cost of $4,675 per year.

Police Department

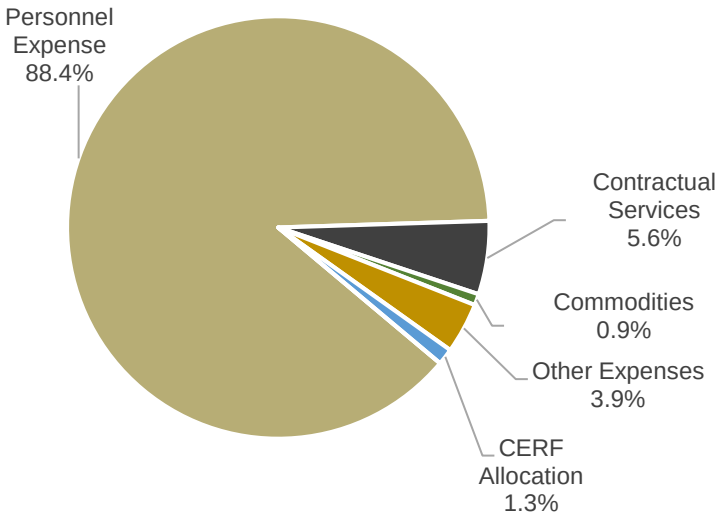
BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Police Operations	8,694,114	8,890,533	7,070,025	6,869,655	7,270,239	200,214
Police Services	794,067	868,538	933,475	898,046	908,723	(24,752)
Police Communications	1,475,953	1,477,853	1,494,600	1,492,822	1,566,548	71,948
Crossing Guards	266,138	271,776	300,650	274,825	284,274	(16,376)
TOTAL BUDGET	**11,230,272**	**11,508,700**	**9,798,750**	**9,535,347**	**10,029,784**	**231,034**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Expense	8,120,549	8,304,591	8,659,930	8,484,980	8,865,104	205,174
Contractual Services	517,259	517,060	537,685	531,572	563,628	25,943
Commodities	81,836	91,647	86,750	81,850	86,750	-
Other Expenses	2,492,774	2,595,402	388,695	311,255	388,612	(83)
CERF Allocation	-	-	125,690	125,690	125,690	-
Capital Outlay	17,854	-	-	-	-	-
TOTAL BUDGET	**11,230,272**	**11,508,700**	**9,798,750**	**9,535,347**	**10,029,784**	**231,034**



BUDGET ANALYSIS

Police Operations
No significant budgetary changes in 2021. The 2021 Budget continues to provide police services and patrol levels as has been provided in previous years.

Police Services
No significant budgetary changes in 2021

Communications
Increase of $24,568 for contract with Red Center for fire dispatch services.

Crossing Guards
No significant budgetary changes in 2021

Police Department

MISSION STATEMENT

We, the members of the Wilmette Police Department, are dedicated to providing impartial law enforcement, community-oriented services and police protection in our Village, while maintaining the highest ethical and professional standards.

VALUES

We believe that law enforcement has its foundation in values. To fulfill our mission, we are committed to:

- Acknowledging our responsibility and accountability to the citizens of Wilmette, our source of authority;
- Performing our duties within the spirit and the letter of our laws and the Constitution;
- Remaining sensitive to human needs and treating each person with respect, compassion and dignity;
- Approaching each situation as unique and responding creatively with empathy and prudent use of discretion;
- Promoting mutual trust between the Department and the citizens and institutions of Wilmette;
- Enhancing safety and a feeling of security for our residents; and
- Fostering a quality work environment that encourages open communication and affords trust, respect and support for each member.

PROGRAMS

Police Operations

- Uniformed Patrol
- Traffic law enforcement
- Juvenile programs
- Crime prevention programs
- Motor vehicle traffic crash investigation
- Criminal investigations
- Parking enforcement
- Community relations
- School child safety program
- Court prosecution of criminal offenders

Police Services

Records management, property and evidence storage, prisoner care, budgeting, purchasing, and police social services.

- Computerized and Manual record keeping
- Purchase of allocated equipment and contract services

- Coordination of budget and capital program
- Maintenance of department and recovered property

Public Safety Communications

- Police and fire communications are staffed 24 hours-a-day to receive emergency and non-emergency police, fire and emergency medical service calls for service;
- Calls for police service are processed and dispatched from the Wilmette Police Department; and
- Calls for fire or emergency medical services are either relayed or transferred to the “Red Center” communications center. Wilmette telecommunications staff is required to monitor all Red Center radio traffic and Wilmette Police Officers respond to every fire or emergency medical service call.

Crossing Guards

Continue to work with the Transportation Commission to monitor and review the need for adult crossing guards for school

PERSONNEL

The Police department has a total of 68.58 FTE's across its four operational divisions. There is a total of 44 sworn personnel. In 2021 there were no staffing updates.

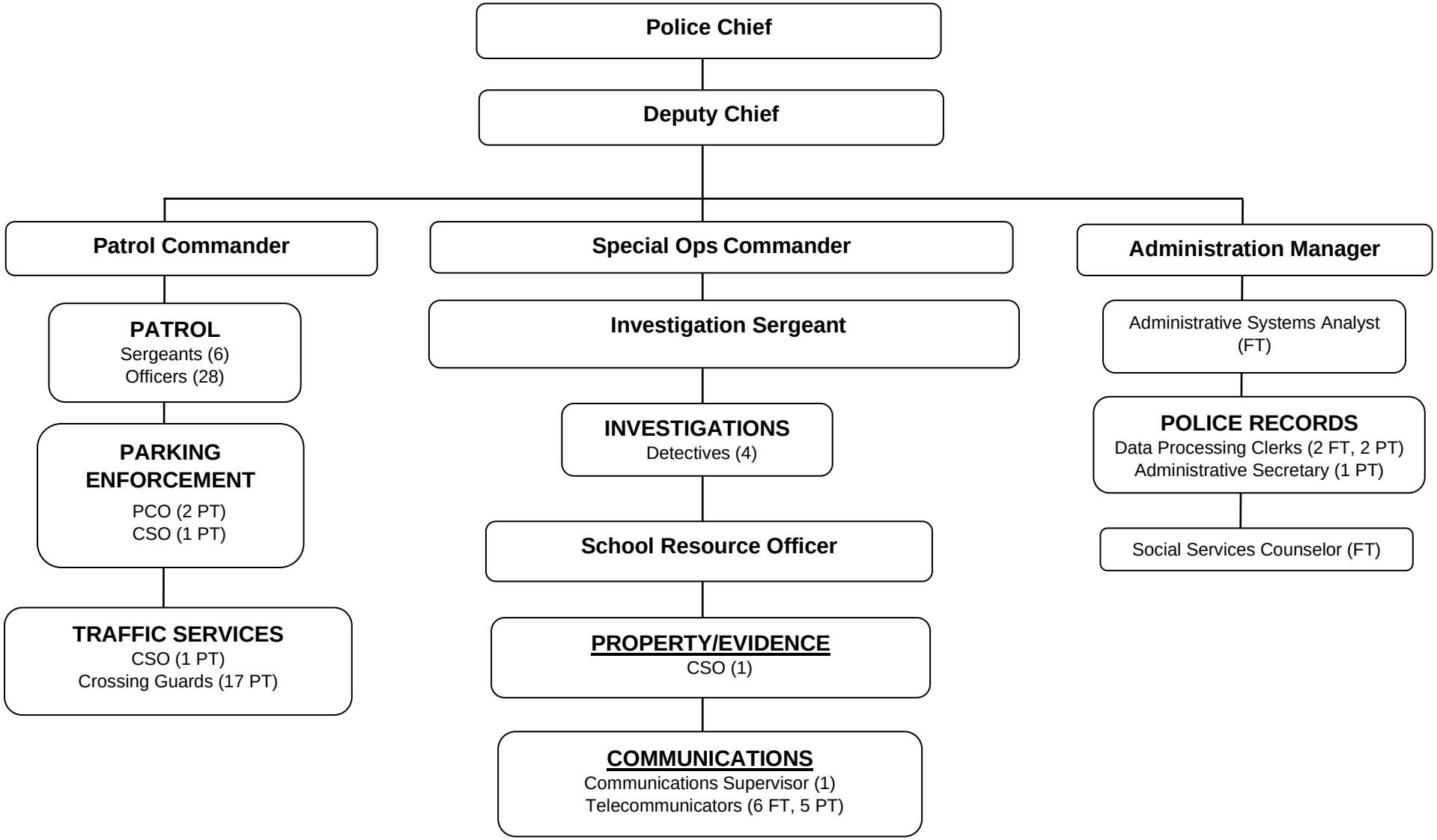
Personnel by Program

	2017	2018	2019	2020	2021
Police Operations	48.13	48.13	48.13	46.80	46.93
Police Services	5.50	5.50	5.50	7.50	7.50
Police Communications	9.00	8.75	8.75	8.75	8.75
Crossing Guards	5.20	5.20	5.20	5.53	5.40
TOTAL FTE's	**67.83**	**67.58**	**67.58**	**68.58**	**68.58**

Sworn Personnel

	2017	2018	2019	2020	2021
Sworn Personnel	44.00	44.00	44.00	44.00	44.00
Non-Sworn Personnel	23.83	23.58	23.58	24.58	24.58
TOTAL FTE's	**67.83**	**67.58**	**67.58**	**68.58**	**68.58**

Police Department



Police Department

PERFORMANCE MEASURES

	Goal	2019 Year End	2020				2020 Year End
			Q1	Q2	Q3	Q4	
Calls for Service (CFS)							
Average response time, 4 minutes or less	75%	**55%**	59%	57%			
Average response times for all CFS	<4 min	**4:16**	3:49	4:14			
Lost Time (Hours) Staff On-Duty Injuries	0	**1,376**	504	520			
Traffic Accidents	<700	**540**	96	76			

ACTIVITY MEASURES

	2017	2018	2019	2020
Calls for Service	18,528	20,285	21,542	20,000
Part I Offenses[1]	387	380	352	315
Other Offenses[2]	378	429	526	560
Traffic Crash Investigations[3]	751	781	713	450
Traffic Citations	1,768	2,104	1,759	800
Parking Citations	7,394	7,315	5,316	4500
Adult Arrests[4]	226	338	318	200
Juvenile Arrests[5]	43	32	44	25
DUI Arrests	29	34	32	20

Footnotes:

[1] Part I Offenses as defined by the FBI include: homicide, criminal sexual assault, armed robbery, robbery, aggravated battery, aggravated assault, burglary, burglary to a motor vehicle, theft, motor vehicle theft, and arson.

[2]Other Offenses includes identity theft, simple battery, simple assault, deception, criminal damage, weapons offenses, sex offenses, offenses involving children, driving under the influence, and disorderly conduct.

[3]Traffic Crash (accidents) numbers represent roadway collisions include those occurring on private and public property

[4]Adult arrests include any misdemeanor or felony offense. * In June 2016, there was a change in state law, making certain possession of cannabis offenses a civil law violation, and no longer criminal.

[5]In June 2016, there was a change in state law, decriminalizing minor cannabis offenses. Minors continued be issued civil law citations for possession of cannabis, however, were no longer counted as “arrests” statistically.

OBJECTIVES AND ACCOMPLISHMENTS

Looking Forward: 2021 Objectives

- Implement the mandated upgrade to an internet protocol based 9-1-1 system, commonly referred to as Next Generation 9-1-1.
- Complete the annual review process for accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA).
- Monitor overtime expense to ensure that the Department operates within the budgeted amount to the greatest extent possible.
- Conduct emergency preparedness training at each Village facility.
- Continue to update the Police Department Policy Manual.
- Review Performance Measures to establish additional meaningful benchmarks.

Reviewing the Year: 2020 Accomplishments

- Monitor overtime expense to ensure that the department operates within the budgeted amount to the greatest extent possible.

  The Police Department expects to come in under budget for overtime. Due to COVID-19, the following factors resulted in a decrease in overtime: Cancelation of external training courses, in person court hearings postponed, decrease use in benefit time.

- Continue to update the Police Department Policy Manual.

  A committee was created to review and address policies that need updating. A new policy template was created, which will allow the documents to be electronically linked to a table of contents, as well as other applicable policies.

- Promote community registration into the Smart911 program for enhanced 911 services and emergency notifications.

  There are currently 1,926 Safety Profiles created in the Smart911 system, with over 500 profiles created in the first half of 2020.

- Develop training and programs for prevention, detection and enforcement related to the legalization of cannabis.

  The Police Department conducted public education with community groups and at a local high school. Internally, Officers were trained on the detection and enforcement of cannabis.

- Conduct joint emergency preparedness training with other Village Departments.
  This goal has not been accomplished to date due to the ongoing pandemic.

- Compile proofs of compliance for 2020 annual re-accreditation through CALEA.
  In April, the Department received notice of annual compliance during a review of their 2019 standards.

- Monitor the State's progress toward Next Generation 9-1-1 implementation.
  The Department applied for, and received, grant funding in the amount of $180,000 to assist with the mandated Next Generation 9-1-1 project.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	POLICE
Program	POLICE OPERATIONS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	4,779,840	4,848,151	5,097,850	4,987,700	5,311,143	213,293	4.2%
410200	OVERTIME WAGES	346,657	344,103	300,000	300,000	300,000	-	0.0%
410210	OVERTIME WAGES - GRANT FUNDED	3,713	11,895	-	-	-	-	0.0%
415000	EMPLOYEE BENEFITS	920,693	928,500	965,900	965,900	952,754	(13,146)	-1.4%
PERSONNEL EXPENSE Total		**6,050,903**	**6,132,650**	**6,363,750**	**6,253,600**	**6,563,897**	**200,147**	**3.1%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	1,035	1,515	1,690	1,690	1,740	50	3.0%
420020	PROFESSIONAL SERVICES	60	120	-	-	-	-	0.0%
420210	MEDICAL EXAMS	11,827	6,659	16,650	10,000	16,650	-	0.0%
421300	ANIMAL CONTROL & REMOVAL	12,780	19,306	18,000	17,000	18,000	-	0.0%
422400	MAINT.-EQUIPMENT	29,001	30,607	51,900	51,900	51,900	-	0.0%
422410	MAINT.-RADIOS	12,070	28,527	36,500	32,500	36,500	-	0.0%
428020	TELEPHONE SERVICE - CELLULAR	492	1,579	1,700	1,770	1,800	100	5.9%
CONTRACTUAL SERVICES Total		**67,265**	**88,313**	**126,440**	**114,860**	**126,590**	**150**	**0.1%**
COMMODITIES								
430050	UNIFORM EXPENSE	47,803	40,852	43,400	42,000	43,400	-	0.0%
430170	SUPPLIES - FIRING RANGE	8,824	9,593	9,500	9,500	9,500	-	0.0%
430250	SUPPLIES - OTHER THAN OFFICE	10,655	24,801	14,050	14,050	14,050	-	0.0%
430450	MATERIALS -COMMUNITY RELATIONS	1,993	1,998	4,000	2,000	4,000	-	0.0%
COMMODITIES Total		**69,275**	**77,244**	**70,950**	**67,550**	**70,950**	**-**	**0.0%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	216,060	212,490	250,750	206,250	253,832	3,082	1.2%
441000	INCIDENTALS	6,021	4,324	7,000	4,000	7,000	-	0.0%
442000	TRAINING	43,983	32,207	43,900	24,000	39,900	(4,000)	-9.1%
445500	POLICE SEIZURE EXPENSES	39,032	12,858	20,000	15,000	20,000	-	0.0%
447010	CRIME LAB EXPENSE	39,113	39,838	39,840	40,651	40,670	830	2.1%
447030	N.I.P.A.S. CONTRIBUTION	6,205	6,205	8,705	6,500	8,710	5	0.1%
447040	MAJOR CRIMES TASK FORCE	4,100	4,100	5,600	4,250	5,600	-	0.0%
447050	N.I.P.S.T.A. CONTRIBUTION	7,304	7,304	7,400	7,304	7,400	-	0.0%
448005	PENSION GEN FUND TRANSFER	2,127,000	2,273,000	-	-	-	-	0.0%
OTHER EXPENSE Total		**2,488,818**	**2,592,326**	**383,195**	**307,955**	**383,112**	**(83)**	**0.0%**
CAPITAL OUTLAY								
490550-70420	OTHER EQUIP. - POLICE	17,854	-	-	-	-	-	0.0%
CAPITAL OUTLAY Total		**17,854**	**-**	**-**	**-**	**-**	**-**	**0.0%**
CERF ALLOCATION								
448024	CAPITAL EQPT REPL FUND TRSR	-	-	125,690	125,690	125,690	-	0.0%
CERF ALLOCATION Total		**-**	**-**	**125,690**	**125,690**	**125,690**	**-**	**0.0%**
Grand Total		**8,694,114**	**8,890,533**	**7,070,025**	**6,869,655**	**7,270,239**	**200,214**	**2.8%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	POLICE
Program	POLICE OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	5,097,850	5,311,143	213,293	4.2%
	Subtotal	***5,097,850***	***5,311,143***	***213,293***	***4.2%***
410200	**OVERTIME WAGES**				
	OVERTIME	300,000	300,000	-	0.0%
	Subtotal	***300,000***	***300,000***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	965,900	952,754	(13,146)	-1.4%
	Subtotal	***965,900***	***952,754***	***(13,146)***	***-1.4%***
PERSONNEL EXPENSE Total		**6,363,750**	**6,563,897**	**200,147**	**3.1%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	ILEAS (IL LAW ENFORCEMENT ALARM SYSTEM)	240	240	-	0.0%
	ILLINOIS ASSOCIATION OF CHIEFS OF POLICE (2)	440	440	-	0.0%
	ILLINOIS PROSECUTORS LLC	100	100	-	0.0%
	INTERNATIONAL ASSOCIATION FOR FINANCIAL CRIMES INVESTIGATORS	110	160	50	45.5%
	INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE (2)	380	380	-	0.0%
	NORTH SUBURBAN ASSOCIATION OF CHIEF'S OF POLICE (2)	150	150	-	0.0%
	NORTHWEST POLICE ACADEMY (1 PER AGENCY)	50	50	-	0.0%
	POLICE EXECUTIVE RESEARCH FORUM	220	220	-	0.0%
	Subtotal	***1,690***	***1,740***	***50***	***3.0%***
420210	**MEDICAL EXAMS**				
	ANNUAL MEDICAL EVALUATIONS- REQUIRED BY CBA (OBLIGATED UP TO $20,000)	15,000	15,000	-	0.0%
	PEER SUPPORT WELLNESS PROGRAM - ANNUAL FEE	1,650	1,650	-	0.0%
	Subtotal	***16,650***	***16,650***	***-***	***0.0%***
421300	**ANIMAL CONTROL & REMOVAL**				
	DISPOSAL OF DEAD ANIMALS IN ROAD	4,350	4,350	-	0.0%
	IMPOUNDING OF STRAY DOGS	500	500	-	0.0%
	NUISANCE ANIMAL AND RODENT CONTROL	13,150	13,150	-	0.0%
	Subtotal	***18,000***	***18,000***	***-***	***0.0%***
422400	**MAINT.-EQUIPMENT**				
	BALLISTIC SHIELDS & HELMETS REPLACEMENT	6,000	6,000	-	0.0%
	FIREARMS RANGE CLEANING	900	900	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	POLICE
Program	POLICE OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
422400	IN CAR COMPUTERS (15)	1,000	1,000	-	0.0%
	MAINT. AGREEMENT 7 HD L3 SYSTEMS COVERAGE S/N: FBH401764, 778, 79, 80, 81, 82 & 83	2,100	2,100	-	0.0%
	MAINT. AGREEMENT: IN CAR VIDEO SYSTEM S/N: FBH403423 & 24 - EXPIRES 2/17/2021	600	600	-	0.0%
	MAINTENANCE AGREEMENT FOR (2015) TYCO STATION CAMERA SYSTEM - ANNUAL RENEWAL	3,920	3,920	-	0.0%
	MAINTENANCE AGREEMENT FOR L3 PATROLSCOUT 20 SEAT SOFTWARE PLUS CLIENTS (11)	700	700	-	0.0%
	MAINTENANCE AGREEMENT FOR TYCO DOOR ACCESS CONTROL SYSTEM	1,330	1,330	-	0.0%
	MAINTENANCE OF TRUCK SCALES IN NORTHFIELD	1,500	1,500	-	0.0%
	MISC EQUIPMENT- INTOXILYZER, DIGITAL CAMERAS, VIDEO EQUIPMENT AND PORTABLE BREATH TESTING DEVICES ETC.	500	500	-	0.0%
	ONE YEAR DATA SERVICE FOR GPS TRACKERS A90554 & A90556. 6/1/20-5/31/21	1,400	1,400	-	0.0%
	POLICE FACILITY VIDEO SURVEILLANCE CAMERAS (14)	500	500	-	0.0%
	POLICE MOUNTAIN BICYCLES (6)	400	400	-	0.0%
	RADAR UNIT REPAIR, TESTING, RECALIBRATION & ANNUAL RECERT AS REQUIRED BY FCC	600	600	-	0.0%
	REPLACEMENT ANALOG SECURITY CAMERAS	2,000	2,000	-	0.0%
	REPLACEMENT OF DEFENSIVE TACTICS SUIT	3,700	3,700	-	0.0%
	REPLACEMENT RADAR UNITS (2)	3,400	3,400	-	0.0%
	REPLACING DVRS (2) WITH NEW HD CAMERAS WITH VLP MIC AND OTHER IN CAR VIDEO EQUIPMENT	8,000	8,000	-	0.0%
	TASER ANNUAL MAINTENANCE	9,800	9,800	-	0.0%
	VILLAGE EMERGENCY WARNING SIRENS (4)	2,400	2,400	-	0.0%
	MAINT. AGREEMENT FOR 11 VLXUA MICROPHONES FB218300 - 310 - EXPIRES 02/17/2021	550	550	-	0.0%
	MAINTENANCE AGREEMENT FOR FLASHBACK S/N: FBH406339 AND FBH406326 INTERVIEW ROOM	600	600	-	0.0%
	Subtotal	***51,900***	***51,900***	***-***	***0.0%***
422410	**MAINT.-RADIOS**				
	MAINTENANCE CONTRACT FOR RADIO SYSTEM BASE STATION	7,000	7,000	-	0.0%
	MAINTENANCE OF SIRENS AND PUBLIC ADDRESS SYSTEMS	1,000	1,000	-	0.0%
	MONTHLY SERVICE FEE FOR MOBILE RADIOS AND 3 CONSOLETTES (STARCOM)	5,060	5,060	-	0.0%
	MONTHLY SERVICE FEE FOR PORTABLE RADIOS (STARCOM)	22,440	22,440	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	POLICE
Program	POLICE OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
422410	WAVE APP SUBSCRIPTION (5)	1,000	1,000	-	0.0%
	Subtotal	***36,500***	***36,500***	***-***	***0.0%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	1,700	1,800	100	5.9%
	Subtotal	***1,700***	***1,800***	***100***	***5.9%***
CONTRACTUAL SERVICES Total		**126,440**	**126,590**	**150**	**0.1%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	ADDITIONAL UNIFORMS AND EQUIPMENT FOR NEW OFFICERS (2)	5,120	5,120	-	0.0%
	ANNUAL UNIFORM EXPENSE AS REQUIRED BY COLLECTIVE BARGAINING AGREEMENT @ $600 PER OFFICER	26,400	26,400	-	0.0%
	BULLET PROOF VEST PARTNERSHIP- 8 REPLACEMENT VESTS (50% FUNDED VIA GRANT)	5,280	5,280	-	0.0%
	COMMUNITY SERVICE OFFICER UNIFORMS 5 @ $600	3,000	3,000	-	0.0%
	EMERGENCY REPLACEMENT OF UNIFORM ITEMS DAMAGED OR LOST IN THE LINE OF DUTY	1,000	1,000	-	0.0%
	GILSON PARK TEMPORARY PART TIME SUMMER PERSONNEL 7 @ $200	1,400	1,400	-	0.0%
	POLICE OFFICER BICYCLE PATROL UNIFORM ITEMS	1,000	1,000	-	0.0%
	RIBBON BARS, AWARDS, MEDALS FOR MERITORIOUS SERVICE	200	200	-	0.0%
	Subtotal	***43,400***	***43,400***	***-***	***0.0%***
430170	**SUPPLIES - FIRING RANGE**				
	AR-15 REPLACEMENT PROGRAM (1)	1,500	1,500	-	0.0%
	PEPPERBALL LAUNCHER (1)	1,000	1,000	-	0.0%
	PROVIDES DUTY AND PRACTICE AMMUNITION, AND TRAINING MATERIALS FOR THE NIPAS TEAM	7,000	7,000	-	0.0%
	Subtotal	***9,500***	***9,500***	***-***	***0.0%***
430250	**SUPPLIES - OTHER THAN OFFICE**				
	AUTOMATED EXTERNAL DEFIBRILLATOR (AED) BATTERIES	500	500	-	0.0%
	AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PADS - ADULT	500	500	-	0.0%
	CRIMINAL LAW AND PROCEDURE HANDBOOK 2016 EDITION (15 @ $42)	700	700	-	0.0%
	DISPOSAL OF HAZARDOUS MATERIALS	700	700	-	0.0%
	DRUG TEST KITS	250	250	-	0.0%
	EMERGENCY FLARES	500	500	-	0.0%
	EVIDENCE TECHNICIAN SUPPLIES	1,500	1,500	-	0.0%
	FLASHLIGHT BATTERIES AND BULBS	600	600	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	POLICE
Program	POLICE OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430250	HANDHELD TICKET WRITER TICKET ROLLS AND PARKING TICKETS	2,600	2,600	-	0.0%
	INTOXILYZER SUPPLIES	300	300	-	0.0%
	MAJOR TRAFFIC CRASH INVESTIGATION SUPPLIES	200	200	-	0.0%
	OLEO RESIN CAPSICUM (PEPPER SPRAY)	300	300	-	0.0%
	PARKING CONTROL SUPPLIES	300	300	-	0.0%
	REPLACEMENT AEDS	3,000	3,000	-	0.0%
	SUPPLIES FOR FIRST AID KITS THAT ARE MAINTAINED IN EACH POLICE VEHICLE AND IN THE POLICE STATION	500	500	-	0.0%
	VIDEO TAPES AND DVDS	500	500	-	0.0%
	WPD OFFICER REFERENCE GUIDES	1,100	1,100	-	0.0%
	Subtotal	***14,050***	***14,050***	***-***	***0.0%***
430450	**MATERIALS -COMMUNITY RELATIONS**				
	CHILD SAFETY SCHOOL EDUCATION PROGRAM MATERIALS	1,400	1,400	-	0.0%
	ITEMS FOR PUBLIC PRESENTATIONS	2,000	2,000	-	0.0%
	TRAFFIC/ BICYCLE SAFETY PROMOTION ITEMS, COMMUNITY ALERTS	600	600	-	0.0%
	Subtotal	***4,000***	***4,000***	***-***	***0.0%***
COMMODITIES Total		**70,950**	**70,950**	**-**	**0.0%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	250,750	253,832	3,082	1.2%
	Subtotal	***250,750***	***253,832***	***3,082***	***1.2%***
441000	**INCIDENTALS**				
	ANNUAL OPEN HOUSE COSTS	600	600	-	0.0%
	EXPENSES ASSOCIATED WITH MAJOR CASE INVESTIGATION- PHONE STUDIES, COMPUTER STUDIES, ETC	4,600	4,600	-	0.0%
	ILLINOIS SECRETARY OF STATE LICENSE PLATE CHECKS FOR PARKING FINES	400	400	-	0.0%
	MILEAGE, PARKING AND TRAIN FARE FOR TRAINING, SEMINARS, CONFERENCES, MEETINGS, ETC.	600	600	-	0.0%
	REFRESHMENTS FOR LOCAL AND REGIONAL MEETINGS HOSTED BY THE WILMETTE POLICE DEPT.	200	200	-	0.0%
	RETIREMENT PLAQUES, SPECIAL AWARDS, CITIZEN AWARDS	600	600	-	0.0%
	Subtotal	***7,000***	***7,000***	***-***	***0.0%***
442000	**TRAINING**				
	ACCIDENT INVESTIGATION - THIS IS MANDATORY FOR NEW OFFICERS	2,400	2,400	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	POLICE
Program	POLICE OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
442000	ANNUAL MEMBERSHIP FOR POLICE TRAINING THROUGH NEMRT	4,100	4,100	-	0.0%
	CONFERENCE TRAINING OUT OF STATE	500	500	-	0.0%
	CONSERVATION CLUB OF KENOSHA -OUTDOOR RANGE	8,000	4,000	(4,000)	-50.0%
	COURTSMART TRAINING PROGRAM (BOOKS, MONTHLY PUBLICATIONS AND TRAINING SESSIONS)	2,300	2,300	-	0.0%
	EMERGENCY VEHICLE OPERATION COURSE	900	900	-	0.0%
	EMERGENT TRAINING OPPORTUNITIES	450	450	-	0.0%
	ILLINOIS ASSOCIATION OF CHIEFS OF POLICE CONFERENCE	800	800	-	0.0%
	IN-SERVICE TRAINING	950	950	-	0.0%
	INTERNATIONAL ASSOCIATIONS OF CHIEFS OF POLICE CONFERENCE	1,000	1,000	-	0.0%
	INVESTIGATIONS	1,000	1,000	-	0.0%
	MANAGEMENT TRAINING ILLINOIS ASSOC. CHIEF OF POLICE (3 @ $200)	600	600	-	0.0%
	NORTHWESTERN SCHOOL OF POLICE STAFF AND COMMAND TUITION FOR ONE SUPERVISOR IN 2020	3,600	3,600	-	0.0%
	POLICE ACADEMY FOR 2 OFFICERS ($3,900 EACH)	7,800	7,800	-	0.0%
	TUITION REIMBURSEMENT PER CBA	9,500	9,500	-	0.0%
	Subtotal	***43,900***	***39,900***	***(4,000)***	***-9.1%***
445500	**POLICE SEIZURE EXPENSES**				
	EQUIPMENT PURCHASES	20,000	20,000	-	0.0%
	Subtotal	***20,000***	***20,000***	***-***	***0.0%***
447010	**CRIME LAB EXPENSE**				
	CRIME LAB MEMBERSHIP	36,840	37,670	830	2.3%
	MAINTENANCE AGREEMENT	3,000	3,000	-	0.0%
	Subtotal	***39,840***	***40,670***	***830***	***2.1%***
447030	**N.I.P.A.S. CONTRIBUTION**				
	NIPAS CONTRIBUTION-EQUIPMENT REPLACEMENT (NEW MEMBER 5 YEAR ROTATION)	2,500	2,500	-	0.0%
	NIPAS EST ASSESSMENT	4,800	4,800	-	0.0%
	NIPAS MEMBERSHIP ASSESSMENT	400	400	-	0.0%
	NIPAS MOBILE FIELD FORCE AND COMMUNICATIONS ASSESSMENT	1,005	1,010	5	0.5%
	Subtotal	***8,705***	***8,710***	***5***	***0.1%***
447040	**MAJOR CRIMES TASK FORCE**				
	REGIONAL TASK FORCES FOR MAJOR INVESTIGATIONS	5,600	5,600	-	0.0%
	Subtotal	***5,600***	***5,600***	***-***	***0.0%***
447050	**N.I.P.S.T.A. CONTRIBUTION**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	POLICE
Program	POLICE OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
447050	MEMBERSHIP DUES FOR THE NORTHEASTERN ILLINOIS PUBLIC SAFETY TRAINING ACADEMY (NIPSTA)	7,400	7,400	-	0.0%
	Subtotal	***7,400***	***7,400***	***-***	***0.0%***
OTHER EXPENSE Total		**383,195**	**383,112**	**(83)**	**0.0%**
CERF ALLOCATION					
448024	**CAPITAL EQPT REPL FUND TRSR**				
	CAPITAL EQUIPMENT REPLACEMENT FUND TRANSFER	125,690	125,690	-	0.0%
	Subtotal	***125,690***	***125,690***	***-***	***0.0%***
CERF ALLOCATION Total		**125,690**	**125,690**	**-**	**0.0%**
Grand Total		**7,070,025**	**7,270,239**	**200,214**	**2.8%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	POLICE
Program	POLICE SERVICES

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	541,293	591,432	625,975	590,000	598,227	(27,748)	-4.4%
410200	OVERTIME WAGES	-	2,948	300	300	300	-	0.0%
415000	EMPLOYEE BENEFITS	208,772	228,430	254,745	254,745	258,546	3,801	1.5%
PERSONNEL EXPENSE Total		**750,065**	**822,810**	**881,020**	**845,045**	**857,073**	**(23,947)**	**-2.7%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	452	349	475	350	470	(5)	-1.1%
420020	PROFESSIONAL SERVICES	16,509	16,415	19,380	19,380	19,380	-	0.0%
420040	LEASE / PURCHASE COPIER	6,682	6,011	6,100	6,100	6,100	-	0.0%
422000	MAINT.-OFFICE EQUIPMENT	720	256	500	500	500	-	0.0%
426000	RE-ACCREDITATION EXPENSE	6,786	4,695	5,600	4,695	5,600	-	0.0%
426100	L.E.A.D.S./P.I.M.S. PROGRAM	1,500	-	-	-	-	-	0.0%
426200	POLICE GRANT PROF. SERVICES	-	-	1,500	1,500	1,500	-	0.0%
426300	VEHICLE TOWING SERVICE	335	489	800	600	800	-	0.0%
428020	TELEPHONE SERVICE - CELLULAR	602	2,293	1,800	2,784	2,800	1,000	55.6%
428300	LIVESCAN COMMUNICATIONS LINE	-	2,891	3,000	5,592	1,200	(1,800)	-60.0%
CONTRACTUAL SERVICES Total		**33,586**	**33,399**	**39,155**	**41,501**	**38,350**	**(805)**	**-2.1%**
COMMODITIES								
430050	UNIFORM EXPENSE	284	291	300	300	300	-	0.0%
430230	SUPPLIES - OFFICE	7,542	8,096	8,000	7,500	8,000	-	0.0%
430250	SUPPLIES - OTHER THAN OFFICE	571	2,334	2,000	2,000	2,000	-	0.0%
COMMODITIES Total		**8,397**	**10,721**	**10,300**	**9,800**	**10,300**	**-**	**0.0%**
OTHER EXPENSE								
441000	INCIDENTALS	300	105	300	300	300	-	0.0%
442000	TRAINING	705	366	1,200	600	1,200	-	0.0%
445000	CARE OF PRISONERS	1,013	1,136	1,500	800	1,500	-	0.0%
OTHER EXPENSE Total		**2,018**	**1,607**	**3,000**	**1,700**	**3,000**	**-**	**0.0%**
Grand Total		**794,067**	**868,538**	**933,475**	**898,046**	**908,723**	**(24,752)**	**-2.7%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	POLICE
Program	POLICE SERVICES

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	625,975	598,227	(27,748)	-4.4%
	Subtotal	***625,975***	***598,227***	***(27,748)***	***-4.4%***
410200	**OVERTIME WAGES**				
	OVERTIME	300	300	-	0.0%
	Subtotal	***300***	***300***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	254,745	258,546	3,801	1.5%
	Subtotal	***254,745***	***258,546***	***3,801***	***1.5%***
PERSONNEL EXPENSE Total		**881,020**	**857,073**	**(23,947)**	**-2.7%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	AMERICAN COUNSELING ASSOCIATION		190	190	
	ASSOCIATION OF POLICE SOCIAL WORKERS	60	60	-	0.0%
	ILLINOIS DEPARTMENT OF REGISTRATION (LICENSING)	60	120	60	100.0%
	ILLINOIS POLICE ACCREDITATION COALITION (IPAC)	100	100	-	0.0%
	NATIONAL ASSOCIATION OF SOCIAL SERVICES	255		(255)	
	Subtotal	***475***	***470***	***(5)***	***-1.1%***
420020	**PROFESSIONAL SERVICES**				
	ANNUAL RANGE CLEANING AND VACUUMING	900	900	-	0.0%
	BARCODE EVIDENCE ANALYSIS STATISTICS AND TRACKING (BEAST) 2 LICENSES	2,850	2,850	-	0.0%
	CELLEBRITE ANNUAL SOFTWARE UPDATES	3,700	3,700	-	0.0%
	CRITICAL RESEARCH INVESTIGATION SOFTWARE ANNUAL FEE (INVESTIGATIONS)	445	445	-	0.0%
	LEADSONLINE (INVESTIGATIVE SOFTWARE)	2,465	2,465	-	0.0%
	MONTHLY FEE FOR ASSISTING WPD W/CRIMINAL INVESTIGATIONS AND BACKGROUND INVESTIGATIONS	4,420	4,420	-	0.0%
	REGULAR CLINICAL CONSULTATION AND AS NEEDED, LEGAL CONSULTS PROVIDED FOR SOCIAL SERVICES	1,600	1,600	-	0.0%
	TRANSPORTATION OF DECEASED TO COOK COUNTY MEDICAL EXAMINER FOR AUTOPSY	3,000	3,000	-	0.0%
	Subtotal	***19,380***	***19,380***	***-***	***0.0%***
420040	**LEASE / PURCHASE COPIER**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	POLICE
Program	POLICE SERVICES

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
420040	COPY MACHINE LEASE	6,100	6,100	-	0.0%
	Subtotal	***6,100***	***6,100***	***-***	***0.0%***
422000	**MAINT.-OFFICE EQUIPMENT**				
	OTHER OFFICE EQUIPMENT MAINTENANCE INCLUDING LARGE ELECTRONIC FILE CABINETS, PAPER SHREDDERS, ETC.	300	300	-	0.0%
	TIME AND NUMBER STAMPING UNIT MAINTENANCE (BACK-UP IN EVENT OF A CAD FAILURE)	200	200	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
426000	**RE-ACCREDITATION EXPENSE**				
	ANNUAL FEE FOR COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES, INC (CALEA)	5,600	5,600	-	0.0%
	Subtotal	***5,600***	***5,600***	***-***	***0.0%***
426200	**POLICE GRANT PROF. SERVICES**				
	ALCOHOL & TOBACCO ENFORCEMENT PROGRAM- IL LIQUOR CONTROL COMMISSION (FUNDS RECOUPED)	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
426300	**VEHICLE TOWING SERVICE**				
	TOWING VEHICLES AT THE VILLAGE'S EXPENSE	800	800	-	0.0%
	Subtotal	***800***	***800***	***-***	***0.0%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	1,800	2,800	1,000	55.6%
	Subtotal	***1,800***	***2,800***	***1,000***	***55.6%***
428300	**LIVESCAN COMMUNICATIONS LINE**				
	MAINTAIN T-1 TELEPHONE LINE FOR LIVESCAN FINGERPRINTING	3,000	1,200	(1,800)	-60.0%
	Subtotal	***3,000***	***1,200***	***(1,800)***	***-60.0%***
CONTRACTUAL SERVICES Total		**39,155**	**38,350**	**(805)**	**-2.1%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	DATA ENTRY OPERATORS 3 @ $100	300	300	-	0.0%
	Subtotal	***300***	***300***	***-***	***0.0%***
430230	**SUPPLIES - OFFICE**				
	CASH REGISTER RECEIPTS, CONSUMABLES FOR LIVESCAN AND SIMILAR SUPPLIES	500	500	-	0.0%
	COMPUTER, FAX, PRINTER AND MISC. SUPPLIES	1,000	1,000	-	0.0%
	MISC. OFFICE SUPPLIES SUCH AS PENCILS, PENS, MARKERS, FILE FOLDERS, INK PADS, MESSAGE PADS ETC.	1,000	1,000	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	POLICE
Program	POLICE SERVICES

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430230	PAPER STOCK FOR THE COPY MACHINE, PRINTING OF FORMS AND PAMPHLETS	1,700	1,700	-	0.0%
	PRINTING AND FORM PREPARATION CHARGES INCLUDING; LAYOUT, ART WORK, AND FIELD REPORTS	1,200	1,200	-	0.0%
	PROFESSIONAL PRINTING OF MISC. FORMS	1,400	1,400	-	0.0%
	TELETYPE PAPER AND RIBBONS FOR DATA PROCESSING PRINTERS	1,200	1,200	-	0.0%
	Subtotal	***8,000***	***8,000***	***-***	***0.0%***
430250	**SUPPLIES - OTHER THAN OFFICE**				
	MISC SUPPLIES FOR SQUAD CARS INCLUDING CRIME SCENE TAPE, BLANKETS, TRAFFIC VESTS ETC.	500	500	-	0.0%
	PHOTOGRAPHIC SUPPLIES, DUPLICATE PHOTOGRAPHS FOR COURT, DVDS FOR COURT, BIKE STICKERS	1,500	1,500	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
COMMODITIES Total		**10,300**	**10,300**	**-**	**0.0%**
OTHER EXPENSE					
441000	**INCIDENTALS**				
	OTHER INCIDENTALS	300	300	-	0.0%
	Subtotal	***300***	***300***	***-***	***0.0%***
442000	**TRAINING**				
	ADMINISTRATION MANAGER TRAINING	300	300	-	0.0%
	RECORDS MANAGEMENT	200	200	-	0.0%
	SOCIAL WORKER IN SERVICE TRAINING AT UNIVERSITY OF CHICAGO SUMMER INSTITUTE	260	260	-	0.0%
	SOCIAL WORKER IN SERVICE TRAINING: BOOKS AND MANUALS	140	140	-	0.0%
	SOCIAL WORKER IN SERVICE TRAINING: RELEVANT TO COUNSELING OR CRISIS AND TRAUMA INTERVENTION	300	300	-	0.0%
	Subtotal	***1,200***	***1,200***	***-***	***0.0%***
445000	**CARE OF PRISONERS**				
	FUNDS FOR PROPER MEDICAL CARE, FOOD, MEDICAL SUPPLIES AND BLOOD/URINE TESTS FOR PRISONERS	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
OTHER EXPENSE Total		**3,000**	**3,000**	**-**	**0.0%**
Grand Total		**933,475**	**908,723**	**(24,752)**	**-2.7%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	POLICE
Program	PUBLIC SAFETY COMMUNICATIONS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	695,165	733,755	766,000	763,000	784,086	18,086	2.4%
410200	OVERTIME WAGES	88,202	77,339	64,000	64,000	64,000	-	0.0%
415000	EMPLOYEE BENEFITS	271,888	266,981	286,010	286,010	313,274	27,264	9.5%
PERSONNEL EXPENSE Total		**1,055,255**	**1,078,074**	**1,116,010**	**1,113,010**	**1,161,360**	**45,350**	**4.1%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	259	169	170	170	170	-	0.0%
420020	PROFESSIONAL SERVICES	-	95	8,000	8,010	8,000	-	0.0%
420020-20021	PROFESSIONAL SERVICES	241,968	267,709	242,000	242,000	266,568	24,568	10.2%
421510	CONTRACTUAL SOFTWARE SUPPORT	70,040	73,117	76,500	76,488	76,500	-	0.0%
421510-70450	CONTRACTUAL SOFTWARE SUPPORT	6,964	-	6,970	9,394	9,400	2,430	34.9%
422000	MAINT.-OFFICE EQUIPMENT	5,580	6,060	5,600	6,180	6,200	600	10.7%
422300	MAINT.-E-911 SYSTEM	23,386	35,342	18,350	18,350	18,350	-	0.0%
422600	NORCOM NETWORK EXPENSE	55,836	-	-	-	-	-	0.0%
426110	IWIN PROGRAM	7,183	7,617	9,000	7,620	8,000	(1,000)	-11.1%
428105	COMPUTER COMMUNICATIONS - CAD	5,193	5,238	5,500	7,000	5,500	-	0.0%
CONTRACTUAL SERVICES Total		**416,408**	**395,348**	**372,090**	**375,212**	**398,688**	**26,598**	**7.1%**
COMMODITIES								
430050	UNIFORM EXPENSE	2,352	2,962	4,000	3,000	4,000	-	0.0%
COMMODITIES Total		**2,352**	**2,962**	**4,000**	**3,000**	**4,000**	**-**	**0.0%**
OTHER EXPENSE								
441000	INCIDENTALS	-	305	200	100	200	-	0.0%
442000	TRAINING	1,938	1,164	2,300	1,500	2,300	-	0.0%
OTHER EXPENSE Total		**1,938**	**1,469**	**2,500**	**1,600**	**2,500**	**-**	**0.0%**
Grand Total		**1,475,953**	**1,477,853**	**1,494,600**	**1,492,822**	**1,566,548**	**71,948**	**4.8%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	POLICE
Program	PUBLIC SAFETY COMMUNICATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	766,000	784,086	18,086	2.4%
	Subtotal	***766,000***	***784,086***	***18,086***	***2.4%***
410200	**OVERTIME WAGES**				
	OVERTIME	64,000	64,000	-	0.0%
	Subtotal	***64,000***	***64,000***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	286,010	313,274	27,264	9.5%
	Subtotal	***286,010***	***313,274***	***27,264***	***9.5%***
PERSONNEL EXPENSE Total		**1,116,010**	**1,161,360**	**45,350**	**4.1%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	ACUTE CARE EDUCATION SYSTEMS INC. (AED INSTRUCTOR CERTIFICATION)	75	75	-	0.0%
	INTERNATIONAL ASSOCIATION OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS	95	95	-	0.0%
	Subtotal	***170***	***170***	***-***	***0.0%***
420020	**PROFESSIONAL SERVICES**				
	CONTRACT WITH RED CENTER FOR FIRE DISPATCH- BASED ON CALLS FOR SERVICE BILLED MONTHLY	242,000	266,568	24,568	10.2%
	SMART 911 SUBSCRIPTION	7,900	7,900	-	0.0%
	WEATHERTAP.COM SUBSCRIPTION. REAL TIME RADAR FOR COMMUNICATIONS	100	100	-	0.0%
	Subtotal	***250,000***	***274,568***	***24,568***	***9.8%***
421510	**CONTRACTUAL SOFTWARE SUPPORT**				
	9-1-1 MAINTENANCE AGREEMENT	6,970	9,400	2,430	34.9%
	CONTRACT WITH GLENVIEW / NEW WORLD FOR ANNUAL MAINTENANCE OF THE COMPUTER AIDED DISPATCH	74,400	74,400	-	0.0%
	SOCRATA REPORTING AND DATA ANALYTICS SOFTWARE - C.A.D. SOFTWARE SUPPORT	2,100	2,100	-	0.0%
	Subtotal	***83,470***	***85,900***	***2,430***	***2.9%***
422000	**MAINT.-OFFICE EQUIPMENT**				
	SERVICE AGREEMENT FOR 3 POSITION RADIO CONSOLES	5,600	6,200	600	10.7%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	POLICE
Program	PUBLIC SAFETY COMMUNICATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
422000	***Subtotal***	***5,600***	***6,200***	***600***	***10.7%***
422300	**MAINT.-E-911 SYSTEM**				
	AT&T ANNUAL MAINT PLAN FOR 911 SYSTEM (FIVE YEAR FIXED)	10,200	10,200	-	0.0%
	ICC DATABASE MAINTENANCE COSTS	3,150	3,150	-	0.0%
	LOW VOLTAGE- TELEPHONE LINES	5,000	5,000	-	0.0%
	Subtotal	***18,350***	***18,350***	***-***	***0.0%***
426110	**IWIN PROGRAM**				
	I.W.I.N. / CAD MOBILE PROGRAM-MAINTENANCE AND SUBSCRIBER FEE FOR 14 UNITS & INVESTIGATION COMPUTERS	9,000	8,000	(1,000)	-11.1%
	Subtotal	***9,000***	***8,000***	***(1,000)***	***-11.1%***
428105	**COMPUTER COMMUNICATIONS - CAD**				
	FIBER CONNECTION TO GLENVIEW	5,500	5,500	-	0.0%
	Subtotal	***5,500***	***5,500***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**372,090**	**398,688**	**26,598**	**7.1%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	COMMUNICATIONS SUPERVISOR	500	500	-	0.0%
	TELECOMMUNICATORS SIX FT AND FIVE PT	3,500	3,500	-	0.0%
	Subtotal	***4,000***	***4,000***	***-***	***0.0%***
COMMODITIES Total		**4,000**	**4,000**	**-**	**0.0%**
OTHER EXPENSE					
441000	**INCIDENTALS**				
	MISC. ITEMS UTILIZED BY THE COMMUNICATIONS STAFF IN DAY-TO-DAY OPERATION FOR THE CENTER	200	200	-	0.0%
	Subtotal	***200***	***200***	***-***	***0.0%***
442000	**TRAINING**				
	ANNUAL NATIONAL EMERGENCY NUMBER ASSOCIATION (NENA) CONFERENCE SPRINGFIELD, IL TRAVEL AND TRAINING	800	800	-	0.0%
	RECERTIFICATIONS	1,500	1,500	-	0.0%
	Subtotal	***2,300***	***2,300***	***-***	***0.0%***
OTHER EXPENSE Total		**2,500**	**2,500**	**-**	**0.0%**
Grand Total		**1,494,600**	**1,566,548**	**71,948**	**4.8%**

DATE: 7/30/20

TO: Michael Braiman, Village Manager

FROM: Peter Skiles, Director of Administrative Services

SUBJECT: Budget Justification Memo

Account Number	11434020-420020
Department	Police Communications
Account Name	Contract Fire Dispatch Services

Background

The Wilmette Fire Department is one of fourteen member agencies of the Red Center Emergency Dispatch Center. Red Center consists of a total staff of 27 full time employees that provide 24 hour dispatch and alarm monitoring services. Red Center also serves as the headquarters and divisional dispatch center for Division 3 and the Mutual Aid Box Alarm System for the State of Illinois. All state wide emergency response is coordinated through Red Center. Red Center is governed by both the Joint Chiefs Authority and their Board of Directors. The Wilmette Fire Chief is the Joint Chiefs Authority Chairman and Trustee Kurzman sits on the Board of Directors as well as the Budget Sub Committee. Red Center provides computer aided dispatch, CAD, as well as emergency medical dispatching, EMD. The collaboration of this organization and its member agencies allows the Wilmette Fire Department to provide the highest level of dispatch services available at a fraction of the cost. Individual agency cost are based on its percentage of total call volume for the center. Historically, the Wilmette Fire Department has approximately 3,000 annual calls, which make up 6% of the 49,000 calls for all member agencies. Wilmette is then charged based upon the annual percent of call volume.

Justification

The Red Center budget for 2021 is projected at $4,414,020 and based upon the Village's anticipated usage is budgeting $22,214 per month, which is an increase from the $20,167 per month budgeted in 2020.

Alternative

Provide fire dispatch services through the Wilmette Police Department. Red Center and the Joint Chief Authority is currently exploring opportunities to increase revenue for the center. This would include providing dispatch services for additional municipalities as well as fire alarm monitoring fees. These initiatives would allow for a reduced member agency cost in the future without reduction in services or adding additional employees.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	POLICE
Program	POLICE - CROSSING GUARDS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	242,228	251,008	276,075	250,250	260,962	(15,113)	-5.5%
415000	EMPLOYEE BENEFITS	22,098	20,049	23,075	23,075	21,812	(1,263)	-5.5%
PERSONNEL EXPENSE Total		**264,326**	**271,056**	**299,150**	**273,325**	**282,774**	**(16,376)**	**-5.5%**
COMMODITIES								
430050	UNIFORM EXPENSE	277	720	1,000	1,000	1,000	-	0.0%
430250	SUPPLIES - OTHER THAN OFFICE	1,535	-	500	500	500	-	0.0%
COMMODITIES Total		**1,812**	**720**	**1,500**	**1,500**	**1,500**	**-**	**0.0%**
Grand Total		**266,138**	**271,776**	**300,650**	**274,825**	**284,274**	**(16,376)**	**-5.4%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	POLICE
Program	POLICE - CROSSING GUARDS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	276,075	260,962	(15,113)	-5.5%
	Subtotal	***276,075***	***260,962***	***(15,113)***	***-5.5%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	23,075	21,812	(1,263)	-5.5%
	Subtotal	***23,075***	***21,812***	***(1,263)***	***-5.5%***
PERSONNEL EXPENSE Total		**299,150**	**282,774**	**(16,376)**	**-5.5%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	RAINCOATS, ORANGE SAFETY GLOVES AND OTHER HIGH VISIBILITY CLOTHING	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
430250	**SUPPLIES - OTHER THAN OFFICE**				
	PROVIDES HAND HELD STOP SIGNS, TRAFFIC VESTS AND NARROWCADES	500	500	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
COMMODITIES Total		**1,500**	**1,500**	**-**	**0.0%**
Grand Total		**300,650**	**284,274**	**(16,376)**	**-5.4%**

Engineering and Public Works

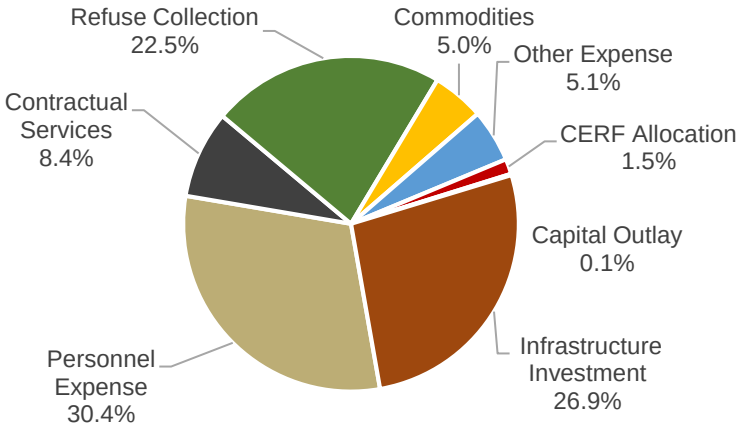
BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Engineering	945,660	890,270	953,625	934,630	969,441	15,816
Infrastructure Investment	*2,144,830*	*3,483,804*	*4,411,335*	*4,130,965*	*2,563,000*	*(1,848,335)*
Buildings and Grounds	691,077	616,756	672,955	752,041	712,714	39,759
Streets	2,541,319	2,516,736	2,647,830	2,507,855	2,681,112	33,282
Refuse and Recycling	2,383,821	2,376,576	2,389,020	2,399,600	2,459,625	70,605
Street Lighting	387,322	385,831	416,755	344,110	367,844	(48,911)
Forestry	719,257	681,601	773,880	696,995	783,136	9,256
TOTAL BUDGET	**9,813,286**	**10,951,574**	**12,265,400**	**11,766,196**	**10,536,872**	**(1,728,528)**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Expense	2,988,998	3,050,498	3,261,015	3,164,640	3,321,805	60,790
Contractual Services	1,038,541	853,685	951,265	791,496	919,705	(31,560)
Refuse Collection	2,382,861	2,372,840	2,385,870	2,397,080	2,456,475	70,605
Commodities	512,486	533,096	528,870	564,785	546,710	17,840
Other Expense	637,051	622,531	552,585	542,770	556,117	3,532
CERF Allocation	-	-	159,860	159,860	159,860	-
Capital Outlay	108,519	35,119	14,600	14,600	13,200	(1,400)
Infrastructure Investment	*2,144,830*	*3,483,804*	*4,411,335*	*2,857,580*	*2,936,155*	*(1,475,180)*
TOTAL BUDGET	**9,813,286**	**10,951,574**	**12,265,400**	**10,492,811**	**10,910,027**	**(1,355,373)**



BUDGET ANALYSIS

Engineering
Includes an increase of $3,300 for traffic signal maintenance including reimbursement to Cook County for the Village share of five traffic signals and four flashing beacons and the local signal maintenance contract for nine traffic signals and seven flashing beacons.

Infrastructure Investment
The 2021 Budget breaks out the projected expense for the Village's infrastructure investment. This was previously denoted as the Engineering Dedicated Program. The Village's infrastructure investment is spread across three funds: General Fund, Capital Projects Fund, and Motor Fuel Tax Fund.

Buildings and Grounds
The increase of $11,400 in contractual services costs is due to re-bidding the custodial services contract.

Streets
The increase in commodities of $11,000 is for a replacement leaf pan; this is used during the leaf collection program. There are currently 11 leaf pans used in the operation and the requested replacement is for a unit that is over 15 years of age.

The increase of $3,910 in contractual services is associated with the removal of overgrowth vegetation and eradication of invasive vegetation at the detention basin at the Public Works facility. This would be the first of a four-year program.

Refuse and Recycling
The Village negotiated a contract extension with Advanced Disposal for residential refuse and recycling collection through the end of 2023. The contract included a 2.50% increase in 2021 with 0% increases in the remaining years. This is valued at $49,875.

The budget includes an increase of $20,730 for landfill tipping fees. The Village disposes of approximately 8,500 tons of refuse material at the Glenview Transfer Station through the Solid Waste Agency of Northern Cook County (SWANCC). The Village pays its share based upon SWANCC operational expenses and total tonnage.

Both expenditures are built into the annual refuse collection fee paid by residents.

Street Lighting
The increase in commodities is for the casting of 10 decorative luminaire heads for the green light poles. This purchase is a capital item.

Forestry
No significant budgetary changes in 2021

Engineering and Public Works

MISSION STATEMENT

The employees of the Engineering and Public Works Department are committed to protecting the health, safety and general well-being of all Village residents by delivering outstanding public services and quality public infrastructure in a reliable, efficient and environmentally responsible manner.

PROGRAMS

Engineering

- Provides for the design and supervision of improvements to the Village's infrastructure, including:
  - Streets
  - Sewer and Water Mains
  - Traffic Signals
  - Sidewalks and Alleys
  - Streetlights

- Coordinate traffic and parking studies; and provide engineering assistance to other governmental agencies as required.
- Administers private property Grading and Drainage permits and right of way permits for work associated with private development or public utility improvements.

Building and Grounds

- Provides for all routine, preventative and emergency maintenance of Village owned buildings and grounds, including:
  - Village Hall
  - Police Station
  - Metra Station
  - Village Yard
  - Historical Museum
  - Fire Stations

Streets

- This program provides the following services:
  - Landscape maintenance; Collection and disposal of leaves;
  - Removal of snow and ice;
  - Maintenance of streets, sidewalks and alleys; and
  - Traffic sign maintenance, including the installation and care of all regulatory and advisory traffic control signs on streets under Village jurisdiction.

Refuse and Recycling

- This program provides the Village's residential refuse, recycling and yard waste collection program, handled by a contractual service. This includes once per week refuse and recycling collection, and once per week yard waste collection for eight months of the year. The Village approved a three-year contract extension with

Advanced Disposal (contract was set to expire in 2020 and now expires at the end of 2023). The contract extension provides for no increase in four of the five years with the only increase being 2.5% increase in 2021.

Street Lighting

- This program provides for the routine preventive maintenance and emergency repairs to the various street lighting systems in the Village. This includes maintenance and repair of existing mercury vapor streetlights and luminaire streetlights totaling 2,856 poles from the multiple street lighting system and rental of approximately 154 streetlights from ComEd.

Forestry

- This program provides the maintenance of public trees on parkways and Village property. Services include the removal of diseased trees, storm damage cleanup, and planting and trimming trees. This group monitors public and private trees for Dutch Elm disease, and Emerald Ash Borer infestations.

PERSONNEL

The Engineering and Public Works department has a total of 52.20 FTE's across its operational divisions. These positions are allocated to a variety of funds including the municipal garage fund and the water and sewer funds. In 2021, staffing changes included:

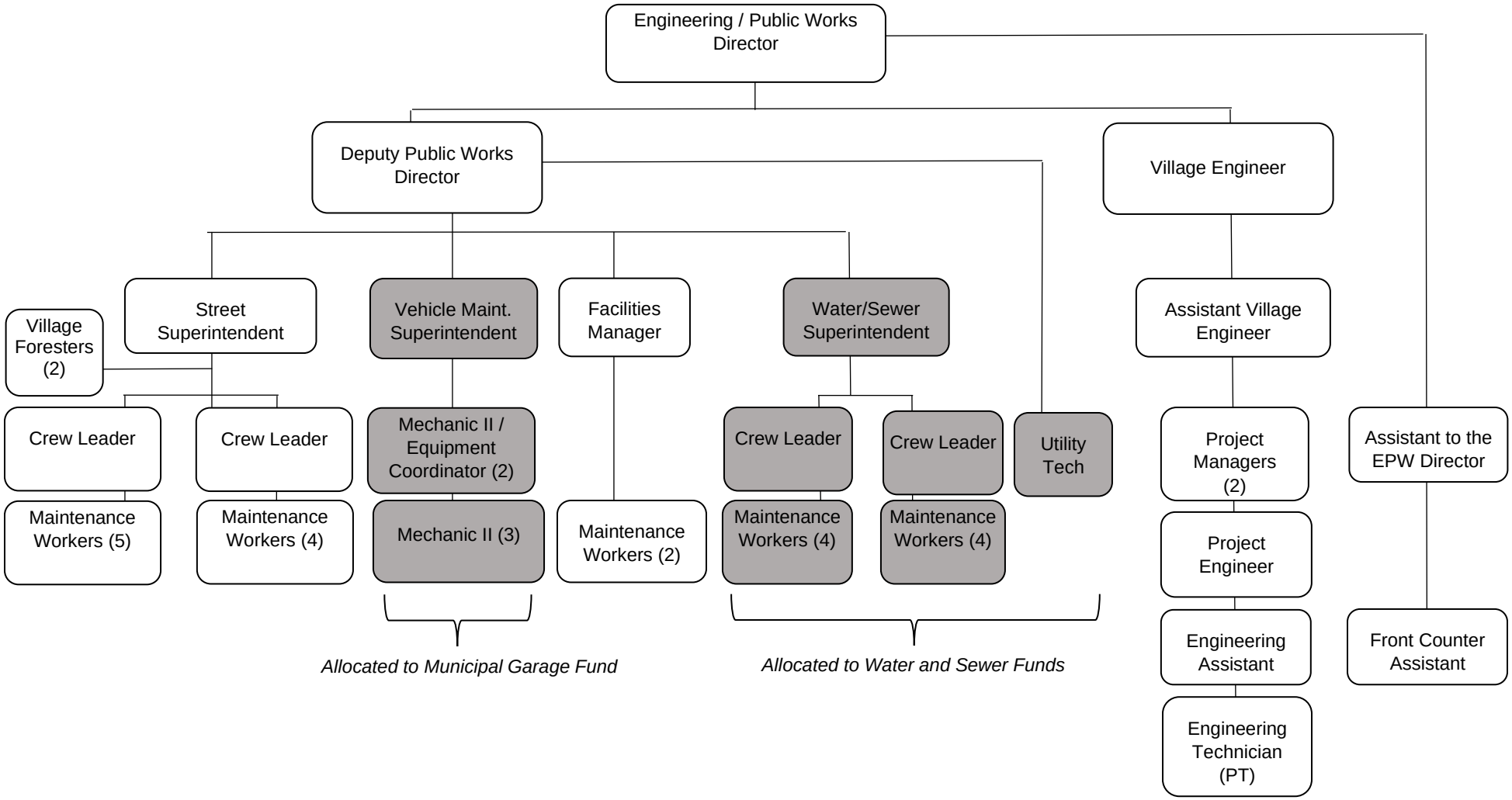
- The addition of a part-time builder maintainer to assist in the cleaning and maintenance of Village facilities associated with COVID-19 response.
- The part-time front counter assistant was reallocated from the Village Manager's Office and upgraded to a full-time position in the Streets Division.
    - This was offset by the elimination of two part-time positions
- An engineering/customer service assistant position was reallocated to the Finance department as an Accounts Receivable Clerk to assist with the stormwater utility fee.

	2017	2018	2019	2020	2021
Engineering	4.75	6.25	7.50	8.45	7.45
Buildings and Grounds	3.00	3.00	3.00	3.00	3.50
Streets*	21.45	21.45	21.45	22.25	23.25
Municipal Garage**	6.00	6.00	6.00	6.00	6.00
Sewer Maintenance***	12.00	12.00	12.00	12.00	12.00
TOTAL FTE's	**47.20**	**48.70**	**49.95**	**51.70**	**52.20**

**Includes personnel allocations for Refuse and Recycling, Street Lighting, and Forestry*
***Personnel are allocated to the Municipal Garage Fund*
****Personnel are allocated to the Water and Sewer Funds*

Engineering and Public Works

ORGANIZATIONAL CHART



Engineering and Public Works

PERFORMANCE MEASURES

	Goal	2019 Year End	2020 Q1	2020 Q2	2020 Q3	2020 Q4	2020 Year End
Engineering			Q1	Q2	Q3	Q4	
Initial Plan Reviews							
Completed in 10 Days	*95%*	97%	*100%*	*95%*			
Number of Reviews		676	130	189			
Number completed within 10 days		655	130	180			
Engineering Projects Resident Satisfaction Rating							
Projects receiving "5" Excellent Rating	*4*		N/A	N/A			
Number of CIP Projects		N/A	N/A	N/A			
Average Resident Satisfaction Rating		4.7					
CIP Projects Completed On-Time and Under Budget							
	100%						
Number of CIP Projects		3	N/A	N/A			
Number of CIP Projects On-Time		2	N/A	N/A			
Number of CIP Projects under Budget		3	N/A	N/A			
Public Works			Q1	Q2	Q3	Q4	
Work Orders							
% Completed within 5 days	*95%*	*78%*	*91%*	*79%**			
Work Orders		*3677*	*638*	*1381*			
# Completed within 5 days		2855	582	*1089*			
**Due to an error in Tyler 311, 138 incidents logged in June 2020 were not closed out until the error was fixed on July 24, 2020*							
Emergency Requests (After-Hours)							
% Responded to within 1 hour	*95%*	100%	100%	100%			
Emergency Service Requests (After-Hours)		249	*35*	*37*			
# Responded to within 1 hour		249	35	37			
Snowplowing							
% snow plowing completed passes (10 hours)	*95%*	50%	*50%*	*N/A*			
Number of Plowing Cycles		10	*2*	*N/A*			
Cycles completed in 10 hours		5	1	N/A			
Street Lighting							
% Streetlight problems repaired within 1 week	*95%*	87%	*100%*	*89%**			
Number of Streetlight repairs		*151*	*46*	*35*			
Repaired within 1 week		132	46	31			
**Due to an error in Tyler 311, 4 incidents logged in June 2020 were not closed out until the error was fixed on July 24, 2020*							
Forestry (NEW)							
Ratio of trees planted vs. trees removed	*1.00*	*0.99*	*0.00*	*2.80*			
Parkway Trees Removed		*264*	*22*	*15*			
Parkway Trees Planted		262	*0*	*42*			

ACTIVITY MEASURES

	2017	2018	2019	2020 Projected
Engineering				
Grading Permits	189	193	200	152
Dumpster Permits	299	245	202	192
Right of Way Permits	330	320	332	264
Public Utility Permits	90	69	71	56
Inspections Made	1,435	1,554	2,368	1,818
Sidewalk Replacement (miles)	1.18	0.94	3.01	4.64
Curb and Gutter Replacement (miles)	1.68	1.38	3.27	7.46[3]
Street Improvements (miles)	1.18	1.81	1.36	5.16[3]
Alley Improvements (#)	4	4	5	3.5
Brick Street Renovation (# blocks)	1	1	1	0
Storm Sewer Construction (feet)	770	0	4,828[2]	9,831[3]
Pavement Maintenance (sf)				242,513[4]
Sewer Pipe Repairs (feet)	960	295	339	330
Sewer Lining (feet)	0[1]	21,912	31,214	18,600
New Relief Sewer (combined) Installation (feet)	0	0	0	0
New Water Main Installation (feet)	0	0	3,735[2]	7,736[5]
Traffic Counts	177	84	70	44
Traffic Inquiries (Ped, Bike, Traffic)	35	22	28	22

[1]*2017 Sewer Lining was completed in 2018*
[2]*Increases are associated with Locust Road reconstruction and Phase 1a of Neighborhood Storage Project*
[3]*Increases are associated with Phase 1A, Phase 1 and Central Avenue Streetscape*
[4]*New activity measure added in 2020 and includes pavement rejuvenation, street patching and brick repairs*
[5]*All work included with Phase 1A, Phase 1 and Central Avenue Streetscape*

Streets				
Street Salting Events	12	21	22	20
Street Plowing Events	4	9	10	9
Anti-icing Events (Liquid Salt Brine)[1]	4	2	6	6
Residential Sidewalk Plowing Events	1	4	3	2

Engineering and Public Works

	2017	2018	2019	2020 Projected
Commuter Sidewalk Salting Events	12	20	19	19
Alley Plowing Events	1	3	3	2
Cubic Yards of Leaves Collected	8,139	9,349	10,136	9,600
Miles of Streets Swept	981	1,668	2,184	1,900
Miles of Alleys Swept	94	24	84	90
Frequency of Public Parking Lots Swept	10	9	9	4
Total Number of Potholes Repaired	2,260	2,192	3,788	2,300
Signs Replaced (i.e. faded)	300	143	83	85
Traffic Counters Deployed	177	84	66	50

[1]2017 was first year of anti-icing program or pre-treating roadways with liquid salt brine

Refuse and Recycling				
Refuse Collected (tons)	8,017	8,705	8,374	9,300
Recycled Material Collected (tons)	4,133	3,905	3,826	4,000
Percentage of Solid Waste Recycled	34.02%	30.97%	31.36%	30.08%
Yard Waste Material (tons)*	730	498	662	720
Electronics Recycling (tons)**	-	6.30	46.07	40.00
Recycled Scrap Metal (pounds)	62,260	55,000	30,380	40,000

**2019 was the first year of the curbside composting program and volumes are reported with yard waste material. **Electronics recycling began in November 2018 with a roll-off dumpster at Public Works Facility.*

Forestry				
Tree Pruning, Contractual	2,262	1,755	1,793	1,800
Tree Pruning, In-House	641	1,245	734	700
Tree Removals (Contractual)	195	199	178	165
Tree Removals (In-House)	43	66	86	40
Trees Planted (Public)	322	265	262	82
Dutch Elm Disease Losses (Private)	25	44	51	25
Dutch Elm Disease Losses (Public)	25	21	18	23
Emerald Ash Borer Losses (Private)	20	21	18	20
Emerald Ash Borer Losses (Public)	23	39	22	20
Street Lighting				
Light Bulb Replacement	477	437	529	502

	2017	2018	2019	2020 Projected
LED Luminaire Conversion[1]	-	-	11	41
Luminaire Replacement (Green Poles)	22	18	36	3
Rebuild Luminaires	29	23	19	5
Light Pole Knockdown	4	8	6	5
Light Pole Replacement	4	10	23	30
Painting – Decorative Green Poles	312	146	143	9
Cable Repairs	15	16	21	18
Control Cabinet Upgrade/Replacement	1	2	2	3

[1]Participation in ComEd grant program for LED luminaire conversion

OBJECTIVES AND ACCOMPLISHMENTS

Looking Forward: 2021 Objectives

Engineering

- Design the road, alley and brick renovation programs and provide construction supervision in-house and bid the programs by February 2021.
- Design the capital improvement and maintenance programs to provide financial flexibility by allowing the programs to be scaled back in the second half of 2021 if needed.
- Complete the Central Avenue and Downtown Streetscape Project on time and under budget and with a focus on communication and customer service.
- Complete a pavement condition survey of all alleys in summer 2021.
- Commence Phase II engineering design on the Skokie/Lake Intersection Improvement project in fall 2021.
- Complete Phase II of Neighborhood Storage Project on time and under budget.
- Continue encouraging and educating residents about the Stormwater Incentive Program.
- Assist the Municipal Services Committee in reviewing the Village's existing sidewalk installation policy.

Public Works

- Continue to pursue ComEd incentive opportunity for LED conversion of High Intensity Discharge (H.I.D.) luminaries.
- Perform thorough maintenance (i.e. preventative and restorative) and vacuum cleaning of green alley locations having concrete and permeable paver construction. Provide notification (2x per year) to neighboring residents on good housekeeping practices to maintain drainage integrity and stormwater benefits.
- Further advance MUNIS work order modules for Street division, incorporate asset management strategies and operational efficiency.
- Continue to work with the Administrative Services Department to further geographic information system (GIS) implementation and improve asset management to maintain Village's infrastructure. Includes inventory, condition assessment, and strategies for short-term and long-term maintenance based on best management practices.
- Continue the Self-Assessment phase of the accreditation process with the American Public Works Association. Accreditation is the mark of professionalism that indicates that a Public Works agency has made the commitment to continuous improvements in the delivery of Public Works operations and services. The five phases are 1) Self-Assessment 2) Application 3) Improvement 4) Evaluation and 5) Accreditation.
- Continue landscape rehabilitation efforts of focal points along the Green Bay Road corridor, Linden Square, and the Edens Pollinator Corridor adjacent to the expressway. These installations will provide beautification and improved drainage. Pursue grant opportunities to help fund perennial plant installations.

Reviewing the Year: 2020 Accomplishments

Engineering

- Design the road, alley and brick renovation programs and provide construction supervision in-house and bid the programs by February 2020.
  The bid openings for the road, alley and brick programs were held in April 2020. The later than anticipated bid openings were primarily the result of a significant delay in receiving the topographical data from the survey company.

- Complete a pavement condition survey of all brick streets in summer 2020.
  Completed.

- Complete a pavement condition survey of all Village parking lots in summer 2020.
  In progress

- Commence construction of the Central Avenue Reconstruction and Downtown Streetscape project in summer 2020.
  Construction of the Central Avenue and Downtown Streetscape Project commenced in August 2020.

- Commence Phase II engineering design on the Skokie/Lake Intersection Improvement project in fall 2020.
  The federally required Phase I public information meeting was delayed as a result of the COVID-19 pandemic; however, the project is on track to receive design approval in late 2020 or early 2021. The Phase II design is expected to begin in the third quarter of 2021.

- Commence Phase II engineering design on the Skokie Valley Trail project in spring 2020.
  Phase II engineering design was delayed as a result of Northfield's additional study of trail alternative routes.

- Submit an STP grant application for federal funds to resurface Wilmette Avenue between Ridge and Green Bay Road.
  Completed.

Public Works

- Pursue ComEd incentive opportunity for LED conversion of High Intensity Discharge (H.I.D.) luminaries.
  Public Works participated in the ComEd incentive program for the conversion of 40 LED lights.

ComEd LED Conversion Grant Rebate Program	
Upfront Cost (LED Luminaires, 40-ct.)	$10,560
Rebate Amount (ComEd)	$4,358
Net Cost	$6,202

- Further advance MUNIS work order modules for Street division, incorporate asset management strategies and operational efficiency.

  IT and Public Work staff are continuing to work together on the work order module of MUNIS. This year the Departments are troubleshooting concerns with the Water/Sewer work order system, before redirecting time to initiating a similar system in the Street Division.

- Continue rehabilitation efforts of landscape beds and focal points along the Green Bay Road corridor and Linden Square.

  Native grasses were installed at several locations along the Green Bay Road Corridor. Restoration efforts will continue in 2021. Due to budget constraints related to the COVID-19 pandemic, work at the Linden Station has been deferred to 2021.

- Review and update Village's Emergency Management Plan as it pertains to Public Works operations; specifically, response to high windstorms, heavy rain/flooding and blizzard events. Conduct a comprehensive review of policy goals and desired outcomes, defined event(s), available resources, deployment of resources, mutual aid, and contractual assistance.

  Public Works and Police Department staff worked together to update policies and procedures for responding to storm events. These updates were incorporated into the Village's Emergency Management Plan, which was submitted and approved at the County level, making the Village eligible to receive Federal funding.

- Continually improve asset management to maintain Village's infrastructure. Includes inventory, condition assessment, and strategies for short-term and long-term maintenance based on best management practices.

  As a result of redirected priorities associated with the pandemic, progress on asset management was limited to an inventory and replacement of traffic control signage. This effort will continue in 2021.

- Increase the understanding, involvement, and advocacy of the Engineering and Public Works department through improved communications with the public, including outreach efforts. In line with these efforts, compile and submit 2020 Annual Report for Public Works operations.

  The 2019 Annual Report was published online and promoted via social media in December 2020. Public Works employees also participated in multiple social

media campaigns throughout the year, including a push-up challenge with the Village of Glenview and the "Why I Serve" campaign in May as part of Public Service Recognition Week.

- Complete the Self-Assessment phase of the accreditation process with the American Public Works Association. Accreditation is the mark of professionalism that indicates that a Public Works agency has made the commitment to continuous improvements in the delivery of Public Works operations and services. The five phases are 1) Self-Assessment 2) Application 3) Improvement 4) Evaluation and 5) Accreditation.

  Due to staffing changes and the COVID-19 pandemic, staff was forced to redirect time to other priorities. The Self-Assessment phase of Accreditation will resume in 2021.

- Continue division cross-training and supervisory development, to support the long-term continuity of services.

  The implementation of the Crew Leader in Charge (CLiC) program has been effective in identifying and training staff who desire to advance within the organization. In addition, supporting crew leaders' attendance at the Illinois Public Service Institute (although cancelled in 2020 as a result of the COVID-19 Pandemic) will be instrumental in developing future supervisors.

  In 2020, operating staff has been assigned to champion the large capital projects which is helping them develop skills for interacting with other divisions, consultants, contractors and residents. Also, ongoing cross-training of Public Works staff in skills needed for their emergency on-call role is helping develop resilient staff. As an example, the Water & Sewer Division is using both new employees and Streets Division staff to assist with water and sewer repairs and maintenance work.

- Continue to work with the Administrative Services Department to further geographic information system (GIS) implementation.

  Public Works continues to work with Administrative Services to further implement MUNIS Enterprise Asset Management to link work orders with GIS. This effort has been moving slower than anticipated, but ongoing training of Public Works staff and contractors on the GIS Collector App was advanced by acquiring two new tablets and two additional ArcGIS licenses. The Department is continually looking for ways to improve our GIS data, such as implementing new programs like MyGIS and upgrading the mobile tablets to the new Collector App for data collection.

- Continue with implementation and evaluation of alternative methods for providing snow and ice control (i.e. anti-icing and pre-wetting applications) to reduce overall chloride usage, aligning with Clean Water Act standards enforced through the Illinois Pollution Control Board, and to protect the Chicago Area Waterway System - specifically the Lake Michigan and Calumet/Chicago River watersheds.

Public works continues to apply liquid salt brine to the roads prior to snow events and pretreat granular rock salt with liquid salt brine at higher rates before it is spread on the streets. These techniques reduce the Village's chloride usage. Staff is exploring new techniques including applying liquid salt brine during snow events in lieu of granular rock salt. Other agencies have experimented with this technique with some success. Public Works is also considering using liquid salt brine on business district and commuter sidewalks in place of granular rock salt.

- Perform thorough maintenance (i.e. preventative and restorative) and vacuum cleaning of green alley locations having concrete and permeable paver construction. Provide notification (2x per year) to neighboring residents on good housekeeping practices to maintain drainage integrity and stormwater benefits.

  The COVID-19 Pandemic delayed comprehensive maintenance of the green alleys, but regular maintenance has occurred including sweeping. Areas of concern that were found during routine inspections were addressed.

- Continue to pursue grant opportunities to help fund perennial plant installations. These installations will provide beautification and improved drainage. Particular attention will go to the remaining six sites adjacent to the Edens Expressway, with a goal of restoring at least one site per year going forward.

  The Village received a $5,200 grant from the Wilmette Harbor Rotary Club to fund landscape improvements at the Village Hall. In the fall, perennial plants were installed in landscape beds previously planted with annual flowers. Annuals typically do not support essential pollinators like bees and butterflies, and they require watering daily in the heat of the summer. The perennials installed will support local wildlife, require no supplemental watering once established, and save the Village an estimated $2,000 annually from the purchase of annuals. Existing landscape beds were also expanded and planted with perennials that will provide year-round interest.

  The second segment of the Edens Pollinator Corridor at Glenview & Hibbard will be constructed as part of Phase II of the Neighborhood Storage Project. The success of the first segment planted at Lake & Laramie is currently under evaluation, and lessons learned from this project will help inform future installations.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	ENGINEERING

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	457,408	511,614	548,525	554,000	573,585	25,060	4.6%
410200	OVERTIME WAGES	-	44	500	-	500	-	0.0%
415000	EMPLOYEE BENEFITS	157,337	158,806	188,250	188,250	182,598	(5,652)	-3.0%
PERSONNEL EXPENSE Total		**614,744**	**670,464**	**737,275**	**742,250**	**756,683**	**19,408**	**2.6%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	2,054	2,593	2,980	2,980	3,470	490	16.4%
420020	PROFESSIONAL SERVICES	60,912	30,060	40,000	30,000	40,000	-	0.0%
420020-20044	PROFESSIONAL SERVICES	52,540	22,085	-	-	-	-	0.0%
420400	PLAN REVIEW SERVICES	82,641	66,204	67,500	55,000	60,000	(7,500)	-11.1%
420410	NON-OPER. PLAN REVIEW & INSPEC	37,784	23,409	30,000	30,000	30,000	-	0.0%
422000	MAINT.-OFFICE EQUIPMENT	555	-	1,000	-	1,000	-	0.0%
422100	MAINT.-TRAFFIC SIGNALS	73,752	56,201	55,600	55,600	58,900	3,300	5.9%
428020	TELEPHONE SERVICE - CELLULAR	755	1,885	2,300	2,300	2,300	-	0.0%
CONTRACTUAL SERVICES Total		**310,993**	**202,437**	**199,380**	**175,880**	**195,670**	**(3,710)**	**-1.9%**
COMMODITIES								
430230	SUPPLIES - OFFICE	2,191	1,930	2,100	1,800	2,100	-	0.0%
430250	SUPPLIES - OTHER THAN OFFICE	2,552	2,307	3,550	4,000	3,600	50	1.4%
COMMODITIES Total		**4,743**	**4,237**	**5,650**	**5,800**	**5,700**	**50**	**0.9%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	9,810	9,690	5,620	7,400	5,688	68	1.2%
441000	INCIDENTALS	1,989	1,553	1,800	1,800	1,800	-	0.0%
442000	TRAINING	3,381	1,889	3,900	1,500	3,900	-	0.0%
OTHER EXPENSE Total		**15,180**	**13,132**	**11,320**	**10,700**	**11,388**	**68**	**0.6%**
Grand Total		**945,660**	**890,270**	**953,625**	**934,630**	**969,441**	**15,816**	**1.7%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Sub-Fund	GENERAL FUND
Type	EXPENSE
Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	ENGINEERING

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	548,525	573,585	25,060	4.6%
	Subtotal	***548,525***	***573,585***	***25,060***	***4.6%***
410200	**OVERTIME WAGES**				
	OVERTIME	500	500	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	188,250	182,598	(5,652)	-3.0%
	Subtotal	***188,250***	***182,598***	***(5,652)***	***-3.0%***
PERSONNEL EXPENSE Total		**737,275**	**756,683**	**19,408**	**2.6%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	AMERICAN PUBLIC WORKS ASSOCIATION GROUP (8)	1,280	1,400	120	9.4%
	AMERICAN SOCIETY OF CIVIL ENGINEERS (3)	450	825	375	83.3%
	AMERICAN WATER WORKS ASSOCIATION GROUP MEMBERSHIP	400	400	-	0.0%
	ILLINOIS ASSOCIATION FOR FLOODPLAIN AND STORMWATER MANAGEMENT (2)	50	50	-	0.0%
	ILLINOIS SOCIETY OF PROFESSIONAL ENGINEERS (1)		155	155	
	INSTITUTE FOR TRANSPORTATION ENGINEERS (2)	660	500	(160)	-24.2%
	WATER ENVIRONMENT FEDERATION FOR PROJECT MANAGER	140	140	-	0.0%
	Subtotal	***2,980***	***3,470***	***490***	***16.4%***
420020	**PROFESSIONAL SERVICES**				
	VARIOUS PROFESSIONAL SERVICES INCLUDING, ENGINEERING, SURVEYING, TRAFFIC, GRANTS APPLICATIONS, ETC.	40,000	40,000	-	0.0%
	Subtotal	***40,000***	***40,000***	***-***	***0.0%***
420400	**PLAN REVIEW SERVICES**				
	CONSULTANT COSTS FOR ENGINEERING GRADING AND DRAINAGE PERMIT REVIEWS FOR NEW HOMES AND COMMERCIAL DEVELOPMENT - EXPENSE IS REIMBURSED BY APPLICANTS	67,500	60,000	(7,500)	-11.1%
	Subtotal	***67,500***	***60,000***	***(7,500)***	***-11.1%***
420410	**NON-OPER. PLAN REVIEW & INSPEC**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	ENGINEERING

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
420410	DEVELOPMENT RELATED TRAFFIC STUDIES AND PLAN REVIEW/INSPECTION EXPENSES RELATED TO LARGE COMMERCIAL DEVELOPMENT (REIMBURSABLE PASS-THROUGH COST)	30,000	30,000	-	0.0%
	Subtotal	***30,000***	***30,000***	***-***	***0.0%***
422000	**MAINT.-OFFICE EQUIPMENT**				
	MAINTENANCE AND REPAIR OF PLOTTER	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
422100	**MAINT.-TRAFFIC SIGNALS**				
	EMERGENCY REPAIRS	12,180	12,500	320	2.6%
	LOCAL SIGNAL MAINTENANCE THROUGH CONTRACTUAL AGREEMENT (9 TRAFFIC SIGNALS AND 7 FLASHING BEACONS)	25,000	26,600	1,600	6.4%
	PRE-EMPTION MAINTENANCE	4,420	4,100	(320)	-7.2%
	REIMBURSEMENT TO COOK COUNTY FOR VILLAGE SHARE OF SIGNAL MAINTENANCE (5 TRAFFIC SIGNALS AND 4 FLASHING BEACONS)	14,000	15,700	1,700	12.1%
	Subtotal	***55,600***	***58,900***	***3,300***	***5.9%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	2,300	2,300	-	0.0%
	Subtotal	***2,300***	***2,300***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**199,380**	**195,670**	**(3,710)**	**-1.9%**
COMMODITIES					
430230	**SUPPLIES - OFFICE**				
	OFFICE SUPPLIES	1,300	1,300	-	0.0%
	TONER FOR NEW PLOTTER	800	800	-	0.0%
	Subtotal	***2,100***	***2,100***	***-***	***0.0%***
430250	**SUPPLIES - OTHER THAN OFFICE**				
	MATERIALS AND EQUIPMENT FOR SURVEYING AND CONSTRUCTION OPERATIONS. MARKING PAINT, LATHE, RIBBON, AND MEASURING EQUIPMENT SUCH AS MEASURING WHEELS AND TAPES. PERSONAL PROTECTIVE EQUIPMENT (PPE), SAFETY BOOTS, AND WILMETTE LOGO APPAREL	3,550	3,600	50	1.4%
	Subtotal	***3,550***	***3,600***	***50***	***1.4%***
COMMODITIES Total		**5,650**	**5,700**	**50**	**0.9%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	5,620	5,688	68	1.2%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	ENGINEERING

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
440500	***Subtotal***	***5,620***	***5,688***	***68***	***1.2%***
441000	**INCIDENTALS**				
	MISC. EXPENSES FOR FED EX CHARGES, PRINTING COSTS, MILEAGE REIMBURSEMENT, REFRESHMENTS FOR MEETINGS	1,800	1,800	-	0.0%
	Subtotal	***1,800***	***1,800***	***-***	***0.0%***
442000	**TRAINING**				
	APWA CONFERENCE - ENGINEERING DIRECTOR	2,200	2,200	-	0.0%
	CONTINUING EDUCATION FOR ASST. ENGINEER'S PROFESSIONAL ENGINEERING LICENSE	250	250	-	0.0%
	CONTINUING EDUCATION FOR DIRECTOR'S PROFESSIONAL ENGINEERING LICENSE	250	250	-	0.0%
	CONTINUING EDUCATION FOR PROJECT MANAGER'S (2) ENGINEERING LICENSE	500	500	-	0.0%
	CONTINUING EDUCATION FOR VILLAGE ENGINEER PROFESSIONAL ENGINEERING LICENSE	250	250	-	0.0%
	TRAINING FOR ENGINEERING ASSISTANTS (2) AND PT ENGINEERING TECHNICIAN	450	450	-	0.0%
	Subtotal	***3,900***	***3,900***	***-***	***0.0%***
OTHER EXPENSE Total		**11,320**	**11,388**	**68**	**0.6%**
Grand Total		**953,625**	**969,441**	**15,816**	**1.7%**

DATE: 8/26/20

TO: Michael Braiman, Village Manager

FROM: Brigitte Berger-Raish, Director of Engineering and Public Works

SUBJECT: Budget Justification Memo

Account Number	11202035-422100
Department	Engineering and Public Works
Account Name	MAINT. – TRAFFIC SIGNALS

Background

This account provides funding for the maintenance of traffic signals throughout the Village. The Village has a traffic signal maintenance agreement with Cook County for the Village's share of five traffic signals and four flashing beacons. The Village also has a maintenance contract for local signal maintenance for nine traffic signals and seven flashing beacons.

Justification

The cost to reimburse Cook County for maintenance of the five traffic signals and flashing beacons went up nearly 22% from $3,126 per quarter to $3,808 per quarter from 2019 to 2020 for a total annual County maintenance liability of $15,231. This amount was increased by 3% and included in the proposed 2021 budget. This line represented the largest increase of the four-line items. The local signal maintenance contract with Meade in 2020 has a value of $29,780 which is covered by the Local Signal and Pre-emption line items ($29,420 total in 2020). The 2021 value was estimated to account for a 3% increase in the 2020 contract value for a total combined value of $30,700. The emergency line item was also increased by 3% for 2021. See the table below for the detail breakdown of the traffic signal maintenance budget item:

	2019	2020	2021
Cook County	$ 14,000	$ 14,000	$ 15,700
Local Signal	$ 25,000	$ 25,000	$ 26,600
Pre-emption	$ 4,420	$ 4,420	$ 4,100
Emergency	$ 10,000	$ 12,180	$ 12,500
TOTAL	**$ 53,420**	**$ 55,600**	**$ 58,900**

Alternative

There is no alternative to the maintenance agreement with Cook County for the Village's share of costs. The only alternative to the local traffic signal maintenance is to re-bid the contract, however the current pricing increase is a reasonable value.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	ENGINEERING

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
CAPITAL OUTLAY								
425000	SIDEWALK REPLACEMENT PROGRAM	69,917	-	70,000	70,000	75,000	5,000	7.1%
425100	CURB REPAIRS	41,917	43,043	25,000	25,000	26,000	1,000	4.0%
425105-80400	RETAINING WALL REPAIRS	18,413	-	-	-	-	-	0.0%
425200	S.A.M.P. PROGRAM	473,929	756,114	450,000	415,000	574,000	124,000	27.6%
425205	STREET PATCHING	-	200,000	92,000	92,000	95,000	3,000	3.3%
425210	PAVEMENT SURFACE REJUVENATION	-	16,290	19,000	19,000	88,000	69,000	363.2%
425220	PAVEMENT MARKING PROGRAM	50,774	45,799	50,000	50,000	52,000	2,000	4.0%
425230	BRICK STREET MAINTENANCE	8,070	238,250	110,000	112,000	113,000	3,000	2.7%
425235	BRICK STREET RENOVATION	337,573	381,370	-	-	341,000	341,000	0.0%
425240	CRACK SEALING PROGRAM	41,200	-	25,000	50,000	26,000	1,000	4.0%
425245	TRAFFIC CALMING PROGRAM	-	13,360	25,000	18,000	25,000	-	0.0%
425246	PEDESTRIAN IMPROVEMENTS	-	-	-	-	55,000	55,000	0.0%
425247	BIKE PLAN IMPLEMENTATION	-	-	-	-	50,000	50,000	0.0%
425250	STREET RESURFACING PROGRAM	690,556	46,597	1,720,000	1,669,000	574,000	(1,146,000)	-66.6%
425250-80107	STREET RESURFACING PROGRAM	179,980	-	-	-	-	-	0.0%
425250-80109	STREET RESURFACING PROGRAM	196,855	1,073,235	33,555	33,555	-	(33,555)	-100.0%
425250-80111	STREET RESURFACING PROGRAM	35,647	590,709	1,584,870	221,615	517,100	(1,067,770)	-67.4%
425250-80113	STREET RESURFACING PROGRAM	-	78,537	56,910	56,910	99,055	42,145	74.1%
425255	ENGINEERING SERVICES - ROAD	-	-	-	-	166,000	166,000	0.0%
425256	ENGINEERING SERVICES - PHASE 1	-	-	-	-	20,000	20,000	0.0%
470350	INFRASTRUCTURE - PARKING LOTS	-	-	-	-	15,000	15,000	0.0%
470375-80404	INFRASTRUCTURE - OTHER	-	500	150,000	25,500	25,000	(125,000)	-83.3%
CAPITAL OUTLAY Total		**2,144,830**	**3,483,804**	**4,411,335**	**2,857,580**	**2,936,155**	**(1,475,180)**	**-33.4%**
Grand Total		**2,144,830**	**3,483,804**	**4,411,335**	**2,857,580**	**2,936,155**	**(1,475,180)**	**-33.4%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Sub-Fund	INFRASTRUCTURE INVESTMENT
Department	ENGINEERING & PUBLIC WORKS
Program	ENGINEERING

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CAPITAL OUTLAY					
425000	**SIDEWALK REPLACEMENT PROGRAM**				
	SIDEWALK REPLACEMENT PROGRAM (CIP PROJECT)	70,000	75,000	5,000	7.1%
	Subtotal	***70,000***	***75,000***	***5,000***	***7.1%***
425100	**CURB REPAIRS**				
	CURB REPLACEMENT PROGRAM (CIP PROJECT)	25,000	26,000	1,000	4.0%
	Subtotal	***25,000***	***26,000***	***1,000***	***4.0%***
425200	**S.A.M.P. PROGRAM**				
	ALLEY MAINTENANCE PROGRAM (CIP PROJECT)	450,000	574,000	124,000	27.6%
	Subtotal	***450,000***	***574,000***	***124,000***	***27.6%***
425205	**STREET PATCHING**				
	STREET PATCHING PROGRAM FOR LOCALIZED AREAS OF DETERIORATION IN THE PAVEMENT (CIP PROJECT)	92,000	95,000	3,000	3.3%
	Subtotal	***92,000***	***95,000***	***3,000***	***3.3%***
425210	**PAVEMENT SURFACE REJUVENATION**				
	PAVEMENT REJUVENATION (CIP PROJECT)	19,000	88,000	69,000	363.2%
	Subtotal	***19,000***	***88,000***	***69,000***	***363.2%***
425220	**PAVEMENT MARKING PROGRAM**				
	PAVEMENT MARKING PROGRAM (CIP PROJECT)	50,000	52,000	2,000	4.0%
	Subtotal	***50,000***	***52,000***	***2,000***	***4.0%***
425230	**BRICK STREET MAINTENANCE**				
	BRICK STREET MAINTENANCE (CIP PROJECT)	110,000	113,000	3,000	2.7%
	Subtotal	***110,000***	***113,000***	***3,000***	***2.7%***
425235	**BRICK STREET RENOVATION**				
	BRICK STREET RENOVATION (CIP PROJECT)		341,000	341,000	
	Subtotal		***341,000***	***341,000***	
425240	**CRACK SEALING PROGRAM**				
	CRACK SEALING PROGRAM (CIP PROJECT)	25,000	26,000	1,000	4.0%
	Subtotal	***25,000***	***26,000***	***1,000***	***4.0%***
425245	**TRAFFIC CALMING PROGRAM**				
	TRAFFIC CALMING (CIP PROJECT)	25,000	25,000	-	0.0%
	Subtotal	***25,000***	***25,000***	***-***	***0.0%***
425250	**STREET RESURFACING PROGRAM**				
	ANNUAL STREET RESURFACING (ADDITIONAL FUNDS IN MFT) (CIP PROJECT)	1,720,000	574,000	(1,146,000)	-66.6%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Sub-Fund	INFRASTRUCTURE INVESTMENT
Department	ENGINEERING & PUBLIC WORKS
Program	ENGINEERING

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
425250	LOCUST ROAD RECONSTRUCTION PHASE III CONSTRUCTION ENGINEERING SERVICES	33,555		(33,555)	#NULL!
	SKOKIE / LAKE INTERSECTION IMPROVEMENTS (CIP PROJECT)	56,910	99,055	42,145	74.1%
	CENTRAL AVENUE RECONSTRUCTION (CIP PROJECT)	1,584,870	517,100	(1,067,770)	-67.4%
	Subtotal	***3,395,335***	***1,190,155***	***(2,205,180)***	***-64.9%***
470375	**INFRASTRUCTURE - OTHER**				
	SKOKIE VALLEY BIKE TRAIL (CIP PROJECT)	150,000	25,000	(125,000)	-83.3%
	Subtotal	***150,000***	***25,000***	***(125,000)***	***-83.3%***
425246	**PEDESTRIAN IMPROVEMENTS**				
	PEDESTRIAN IMPROVEMENTS (CIP PROJECT)		55,000	55,000	
	Subtotal		***55,000***	***55,000***	
425247	**BIKE PLAN IMPLEMENTATION**				
	BIKE PLAN IMPLEMENTATION (CIP PROJECT)		50,000	50,000	
	Subtotal		***50,000***	***50,000***	
425255	**ENGINEERING SERVICES - ROAD**				
	ENGINEERING SERVICES - ROAD PROGRAM (CIP PROJECT)		166,000	166,000	
	Subtotal		***166,000***	***166,000***	
425256	**ENGINEERING SERVICES - PHASE 1**				
	ENGINEERING SERVICES - PHASE I STUDIES (CIP PROJECT)		20,000	20,000	
	Subtotal		***20,000***	***20,000***	
470350	**INFRASTRUCTURE - PARKING LOTS**				
	PARKING LOT PAVING (CIP PROJECT)		15,000	15,000	
	Subtotal		***15,000***	***15,000***	
CAPITAL OUTLAY Total		**4,411,335**	**2,936,155**	**(1,475,180)**	**-33.4%**
Grand Total		**4,411,335**	**2,936,155**	**(1,475,180)**	**-33.4%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	BUILDINGS & GROUNDS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	223,683	188,248	205,600	215,000	231,166	25,566	12.4%
410200	OVERTIME WAGES	9,910	11,803	10,575	8,800	10,580	5	0.0%
415000	EMPLOYEE BENEFITS	84,113	86,919	105,580	105,580	108,209	2,629	2.5%
PERSONNEL EXPENSE Total		**317,706**	**286,969**	**321,755**	**329,380**	**349,955**	**28,200**	**8.8%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	441	-	500	441	500	-	0.0%
421000	CONTRACTUAL SERVICES	89,066	81,789	91,000	91,000	91,000	-	0.0%
421125	CONTRACTUAL CUSTODIAL SERVICES	72,446	59,755	55,500	63,820	66,900	11,400	20.5%
423000	HEATING & A/C SYSTEM REPAIRS	55,503	42,976	53,000	53,000	53,000	-	0.0%
CONTRACTUAL SERVICES Total		**217,456**	**184,520**	**200,000**	**208,261**	**211,400**	**11,400**	**5.7%**
COMMODITIES								
430050	UNIFORM EXPENSE	1,572	1,135	1,100	1,100	1,100	-	0.0%
430140	SUPPLIES - BUILDING	52,098	50,850	47,250	90,000	47,250	-	0.0%
430180	SUPPLIES - GROUNDS	1,913	2,838	2,500	2,500	2,500	-	0.0%
430270	SUPPLIES - PRINTING	4,655	4,432	6,000	2,700	6,000	-	0.0%
430350	BUILDING FURNITURE & REPAIRS	54,248	51,310	55,000	85,000	55,000	-	0.0%
430560	HEATING - GAS	29,929	23,312	25,000	22,000	25,000	-	0.0%
COMMODITIES Total		**144,415**	**133,877**	**136,850**	**203,300**	**136,850**	**-**	**0.0%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	11,240	11,050	13,350	10,800	13,509	159	1.2%
442000	TRAINING	260	340	1,000	300	1,000	-	0.0%
OTHER EXPENSE Total		**11,500**	**11,390**	**14,350**	**11,100**	**14,509**	**159**	**1.1%**
Grand Total		**691,077**	**616,756**	**672,955**	**752,041**	**712,714**	**39,759**	**5.9%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	BUILDINGS & GROUNDS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	205,600	231,166	25,566	12.4%
	Subtotal	***205,600***	***231,166***	***25,566***	***12.4%***
410200	**OVERTIME WAGES**				
	OVERTIME	10,575	10,580	5	0.0%
	Subtotal	***10,575***	***10,580***	***5***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	105,580	108,209	2,629	2.5%
	Subtotal	***105,580***	***108,209***	***2,629***	***2.5%***
PERSONNEL EXPENSE Total		**321,755**	**349,955**	**28,200**	**8.8%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	INTERNATIONAL FACILITIES MANAGEMENT ASSOCIATION	500	500	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
421000	**CONTRACTUAL SERVICES**				
	ANNUAL FIRE ALARM CERTIFICATION OF ALL BUILDINGS (CODE REQUIRED)	4,000	3,500	(500)	-12.5%
	ANNUAL FIRE EXTINGUISHER INSPECTIONS (CODE REQUIRED)	2,360	1,600	(760)	-32.2%
	ANNUAL FIRE SPRINKLER SYSTEM INSPECTIONS (CODE REQUIRED)	1,750	1,800	50	2.9%
	ANNUAL TESTING OF BACK FLOW PREVENTION DEVICES (CODE REQUIRED)- PUBLIC FACILITIES. TOTAL OF 36 RPZ DEVICES	2,000	4,500	2,500	125.0%
	AUTOMATIC DOOR OPERATOR INSPECTIONS AT VILLAGE HALL AND THE PUBLIC WORKS FACILITY	2,500	2,500	-	0.0%
	CARBON MONOXIDE AND NITROGEN MONITORING SYSTEM FOR FIRE STATION 26 AND PUBLIC WORKS FACILITY	1,500	1,500	-	0.0%
	ELEVATOR MAINTENANCE AGREEMENT	3,480	4,000	520	14.9%
	EXTERIOR WINDOW CLEANING ALL BUILDINGS	2,500	2,500	-	0.0%
	FIRE ALARM AND SPRINKLER SYSTEM UPGRADES AND REPAIRS FOR ALL BUILDINGS EXCEPT THE WATER PLANT AND AS RECOMMENDED BY THE FIRE DEPT (NFPA STANDARDS)	7,000	6,500	(500)	-7.1%
	LICENSED ELECTRICAL & PLUMBING CONTRACTORS	8,600	8,200	(400)	-4.7%
	LIGHT BULB DISPOSAL FOR BUILDINGS AND FACILITIES		565	565	

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	BUILDINGS & GROUNDS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
421000	MAINTENANCE FEES FOR FIRE ALARM AND SECURITY (CAMERA) MONITORING, ACCESS CONTROL (KEY FOBS) AND ACCESS HOLD SYSTEMS IN VILLAGE BUILDINGS	10,450	8,235	(2,215)	-21.2%
	MAINTENANCE OF VARIOUS COMMERCIAL APPLIANCES AT PUBLIC FACILITIES (I.E. GAS RANGES AT FIRE STATION 26 & 27)		1,000	1,000	
	MISC. SERVICES SUCH AS PEST CONTROL, CARPET CLEANING ETC.	2,500	2,500	-	0.0%
	PAINTING	2,000	1,100	(900)	-45.0%
	QUARTERLY HVAC INSPECTIONS AND PREVENTATIVE MAINTENANCE	13,360	14,000	640	4.8%
	ROOF MAINTENANCE EMERGENCY REPAIRS	20,000	20,000	-	0.0%
	STAND-BY GENERATOR ANNUAL INSPECTIONS, PREVENTATIVE MAINTENANCE AND DEMAND REPAIRS FOR POLICE, FIRE & PUBLIC WORKS FACILITIES	7,000	7,000	-	0.0%
	Subtotal	***91,000***	***91,000***	***-***	***0.0%***
421125	**CONTRACTUAL CUSTODIAL SERVICES**				
	OUTSIDE CUSTODIAL SERVICE FOR THE VILLAGE HALL, POLICE DEPARTMENT, AND PUBLIC WORKS FACILITY	55,500	66,900	11,400	20.5%
	Subtotal	***55,500***	***66,900***	***11,400***	***20.5%***
423000	**HEATING & A/C SYSTEM REPAIRS**				
	MISC. SYSTEM REPAIRS FOR PUBLIC FACILITIES (I.E. VILLAGE HALL, POLICE DEPARTMENT, FIRE STATIONS 26 & 27, PUBLIC WORKS FACILITY AND HISTORICAL MUSEUM).	53,000	53,000	-	0.0%
	Subtotal	***53,000***	***53,000***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**200,000**	**211,400**	**11,400**	**5.7%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	KNIT/TEE SHIRTS FOR 3 EMPLOYEES	180	180	-	0.0%
	SAFETY EQUIPMENT	120	120	-	0.0%
	SWEATSHIRTS	100	100	-	0.0%
	UNIFORM ALLOWANCE FOR 2 EMPLOYEES	400	400	-	0.0%
	UNIFORM ALLOWANCE FOR FACILITIES SUPERVISOR	300	300	-	0.0%
	Subtotal	***1,100***	***1,100***	***-***	***0.0%***
430140	**SUPPLIES - BUILDING**				
	FIRST AID CABINET SUPPLIES (VILLAGE HALL, POLICE DEPT AND PUBLIC WORKS)		1,000	1,000	
	GENERAL MAINTENANCE AND HARDWARE SUPPLIES	5,200	5,000	(200)	-3.8%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	BUILDINGS & GROUNDS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430140	LIGHT BULBS & ELECTRICAL SUPPLIES	4,250	4,250	-	0.0%
	MISCELLANEOUS SUPPLIES AS NEEDED	2,500	3,000	500	20.0%
	PAINTING SUPPLIES	2,800	2,500	(300)	-10.7%
	PAPER GOODS (PAPER TOWELS, TOILET PAPER)	8,500	8,500	-	0.0%
	WATER AND SEWER BILLS (ALL VILLAGE BUILDINGS)	24,000	23,000	(1,000)	-4.2%
	Subtotal	***47,250***	***47,250***	***-***	***0.0%***
430180	**SUPPLIES - GROUNDS**				
	DEICING SALT FOR FACILITY SIDEWALKS AND RELATED SNOWBLOWER REPAIRS OR REPLACEMENT	2,500	2,000	(500)	-20.0%
	MATERIALS FOR MAINTENANCE OF CENTENNIAL FOUNTAIN AT VILLAGE HALL		500	500	
	Subtotal	***2,500***	***2,500***	***-***	***0.0%***
430270	**SUPPLIES - PRINTING**				
	OUTSOURCED PRINTING SUCH AS PERMIT FORMS, VOUCHER REQUESTS	6,000	6,000	-	0.0%
	Subtotal	***6,000***	***6,000***	***-***	***0.0%***
430350	**BUILDING FURNITURE & REPAIRS**				
	FLOOR REPAIRS AND REPLACEMENT OF CARPET AS NEEDED	7,000	7,000	-	0.0%
	REPAIRS NEEDED AT VILLAGE BUILDINGS EXCEPT WATER PLANT; APPROXIMATELY $8,000 PER BLDG. (SIX TOTAL)	48,000	48,000	-	0.0%
	Subtotal	***55,000***	***55,000***	***-***	***0.0%***
430560	**HEATING - GAS**				
	NATURAL GAS SUPPLY FOR VILLAGE HALL, PUBLIC WORKS FACILITY, FIRE STATION 26 & 27, PUMP STATION AND HISTORICAL MUSEUM	25,000	25,000	-	0.0%
	Subtotal	***25,000***	***25,000***	***-***	***0.0%***
COMMODITIES Total		**136,850**	**136,850**	**-**	**0.0%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	13,350	13,509	159	1.2%
	Subtotal	***13,350***	***13,509***	***159***	***1.2%***
442000	**TRAINING**				
	CLASSES SPONSORED BY THE INTERNATIONAL FACILITIES MANAGERS ASSOCIATION	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
OTHER EXPENSE Total		**14,350**	**14,509**	**159**	**1.1%**
Grand Total		**672,955**	**712,714**	**39,759**	**5.9%**

DATE: 8/26/20

TO: Michael Braiman, Village Manager

FROM: Brigitte Berger-Raish, Director of Engineering and Public Works

SUBJECT: Budget Justification Memo

Account Number	11342035-421125
Department	Engineering and Public Works
Account Name	Contractual Custodial Services

Background

This account provides funds for contractual custodial services at the Village Hall, Police Department and Public Works Facility. The existing contract (#20032) was approved by the Village Board on April 14, 2020 and was negotiated by staff with the second lowest bidder from the RFP process which occurred in 2019. It is set to expire on April 30, 2021. The contract includes a provision for one-year extensions at fixed pricing.

Justification

The requested incease of $11,400 aligns the 2021 Budget to current pricing under the custodial contract (#20032). The last contract was not extended due to contractor performance issues. While higher than the last contract (YR 2019), the current contract pricing (YR 2020) remains $5,546 lower than the previous custodial contract (YR 2018).

Description	2020 Budget	2021 Budget	Increase	Account No.
Custodial Services	$55,500	$66,900	$11,400	11342035-421125

Alternative

Staff feels the existing contract pricing is cost competitive and there are no assurances going out to bid would produce more favorable pricing. Likewise, the workload is comprehensive and the existing vendor has demonstrated to be competent and capable.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	STREETS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	1,041,206	1,062,106	1,094,525	1,032,250	1,108,967	14,442	1.3%
410200	OVERTIME WAGES	87,374	104,696	93,875	76,000	93,860	(15)	0.0%
415000	EMPLOYEE BENEFITS	371,834	372,780	413,810	413,810	427,353	13,543	3.3%
PERSONNEL EXPENSE Total		**1,500,413**	**1,539,582**	**1,602,210**	**1,522,060**	**1,630,180**	**27,970**	**1.7%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	2,414	2,490	2,990	2,300	3,085	95	3.2%
420020-20015	PROFESSIONAL SERVICES	6,280	8,381	5,100	6,910	5,725	625	12.3%
420040	LEASE / PURCHASE COPIER	5,954	5,134	5,000	5,000	5,000	-	0.0%
421000	CONTRACTUAL SERVICES	47,344	53,658	40,150	27,000	40,150	-	0.0%
421200	CONTRACTUAL SNOW REMOVAL	74,894	57,921	79,970	48,200	79,970	-	0.0%
423200	J.U.L.I.E. EXPENSE	11,708	8,371	8,740	8,740	8,170	(570)	-6.5%
423300	LNDSCP&MAINT-PUB RIGHT-OF-WAYS	31,163	35,198	37,900	44,295	41,810	3,910	10.3%
426000	RE-ACCREDITATION EXPENSE	-	-	5,500	-	5,500	-	0.0%
427400	LEASE LEAF PACKERS	4,800	3,400	10,000	5,000	10,000	-	0.0%
428020	TELEPHONE SERVICE - CELLULAR	659	2,485	4,200	4,200	4,200	-	0.0%
CONTRACTUAL SERVICES Total		**185,216**	**177,037**	**199,550**	**151,645**	**203,610**	**4,060**	**2.0%**
COMMODITIES								
430050	UNIFORM EXPENSE	6,850	5,833	9,230	9,230	9,230	-	0.0%
430130	SUPPLIES - MISC. TOOLS & EQUIP	5,762	2,545	3,125	3,100	3,125	-	0.0%
430230	SUPPLIES - OFFICE	2,897	1,635	3,000	2,500	3,000	-	0.0%
430250	SUPPLIES - OTHER THAN OFFICE	546	1,832	1,000	1,000	1,000	-	0.0%
430410	MATERIALS - TRAFFIC SIGNS	15,288	16,131	16,400	8,000	16,400	-	0.0%
430420	MATERIALS - SALT	107,288	151,268	133,160	133,160	118,830	(14,330)	-10.8%
430430	MATERIALS - STREET/LANDSCAPING	52,443	44,635	42,250	34,500	44,250	2,000	4.7%
430432	MATERIALS-LEAF PANS / BROOMS	-	-	-	-	11,000	11,000	0.0%
COMMODITIES Total		**191,074**	**223,879**	**208,165**	**191,490**	**206,835**	**(1,330)**	**-0.6%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	547,093	537,167	454,445	460,000	457,027	2,582	0.6%
441000	INCIDENTALS	897	1,327	1,300	1,300	1,300	-	0.0%
442000	TRAINING	6,606	2,494	8,300	7,500	8,300	-	0.0%
447050	N.I.P.S.T.A. CONTRIBUTION	1,500	1,500	1,500	1,500	1,500	-	0.0%
OTHER EXPENSE Total		**556,097**	**542,487**	**465,545**	**470,300**	**468,127**	**2,582**	**0.6%**
CAPITAL OUTLAY								
490450-60206	OTHER EQUIP. - PUB. WORKS	-	7,439	-	-	-	-	0.0%
490450-70105	OTHER EQUIP. - PUB. WORKS	10,162	10,400	12,500	12,500	12,500	-	0.0%
490450-70157	OTHER EQUIP. - PUB. WORKS	22,475	8,892	-	-	-	-	0.0%
490450-70159	OTHER EQUIP. - PUB. WORKS	75,882	7,020	-	-	-	-	0.0%
CAPITAL OUTLAY Total		**108,519**	**33,751**	**12,500**	**12,500**	**12,500**	**-**	**0.0%**
CERF ALLOCATION								
448024	CAPITAL EQPT REPL FUND TRSR	-	-	159,860	159,860	159,860	-	0.0%
CERF ALLOCATION Total		**-**	**-**	**159,860**	**159,860**	**159,860**	**-**	**0.0%**
Grand Total		**2,541,319**	**2,516,736**	**2,647,830**	**2,507,855**	**2,681,112**	**33,282**	**1.3%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	STREETS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	1,094,525	1,108,967	14,442	1.3%
	Subtotal	***1,094,525***	***1,108,967***	***14,442***	***1.3%***
410200	**OVERTIME WAGES**				
	OVERTIME	93,875	93,860	(15)	0.0%
	Subtotal	***93,875***	***93,860***	***(15)***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	413,810	427,353	13,543	3.3%
	Subtotal	***413,810***	***427,353***	***13,543***	***3.3%***
PERSONNEL EXPENSE Total		**1,602,210**	**1,630,180**	**27,970**	**1.7%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	AMERICAN PUBLIC WORKS ASSOCIATION MEMBERSHIP FOR 5 EMPLOYEES	700	700	-	0.0%
	ILLINOIS DEPARTMENT OF AGRICULTURE PESTICIDE LICENSES (1 APPLICATORS, 3 OPERATORS)	150	195	45	30.0%
	ILLINOIS FIRE APPARATUS AND MECHANICS ASSOCIATION MEMBERSHIP FOR 2 EMPLOYEES	80	80	-	0.0%
	ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK	250	250	-	0.0%
	INTERNATIONAL SOCIETY OF ARBORICULTURE + ILLINOIS ARBORIST ASSOCIATION (3 EMPLOYEES) AND SOCIETY OF MUNICIPAL ARBORISTS (2 EMPLOYEES)	710	760	50	7.0%
	MUNICIPAL FLEET MANAGERS ASSOCIATION FOR VEHICLE MAINTENANCE SUPERVISOR	30	30	-	0.0%
	NATIONAL ARBOR DAY FOUNDATION	15	15	-	0.0%
	UTILITY GROUP MEMBERSHIP (50%) FOR AMERICAN WATER WORKS ASSOCIATION (AWWA) AND ILLINOIS CHAPTER	1,055	1,055	-	0.0%
	Subtotal	***2,990***	***3,085***	***95***	***3.2%***
420020	**PROFESSIONAL SERVICES**				
	GPS FLEET MANAGEMENT - RECURRING MONTHLY FEES TO SUPPORT 35 VEHICLES	5,100	5,725	625	12.3%
	Subtotal	***5,100***	***5,725***	***625***	***12.3%***
420040	**LEASE / PURCHASE COPIER**				
	COPY MACHINE LEASE	5,000	5,000	-	0.0%
	Subtotal	***5,000***	***5,000***	***-***	***0.0%***

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	STREETS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
421000	**CONTRACTUAL SERVICES**				
	FENCE AND GUARD RAIL REPAIRS	1,850	1,750	(100)	-5.4%
	HAULING AND DISPOSAL OF STREET SWEEPINGS/SPOIL (APPROX. 34 SEMI LOADS OR 680 YDS.)	15,300	15,300	-	0.0%
	HAZARDOUS WASTE DISPOSAL	400	400	-	0.0%
	MISCELLANEOUS REPAIRS	1,500	1,500	-	0.0%
	ORGANIC WEED CONTROL FOR PUBLIC WORKS FACILITY AND VILLAGE HALL GROUNDS - REQUIRES IRRIGATION SYSTEM (UP TO 5 APPLICATIONS TOTAL)	2,400	2,500	100	4.2%
	PARKWAY RESTORATION (TREE AND SNOW REMOVAL, APPROXIMATELY 900 YDS. OF SOD)	10,200	10,200	-	0.0%
	SPRINKLER SYSTEM REPAIRS	4,000	4,000	-	0.0%
	TRAFFIC COUNTER REPAIRS	500	500	-	0.0%
	WEATHER WARNING SERVICE (WINTER AND RAIN/WIND STORM SEASONS)	4,000	4,000	-	0.0%
	Subtotal	***40,150***	***40,150***	***-***	***0.0%***
421200	**CONTRACTUAL SNOW REMOVAL**				
	CARRIAGE SIDEWALKS FOR CUL-DE-SAC STREETS (40 EA.), SNOW EVENTS 4-8 INCHES, 2 AT $1,116	2,235	2,235	-	0.0%
	CARRIAGE SIDEWALKS FOR CUL-DE-SAC STREETS (40 EA.), SNOW EVENTS 8+ INCHES, 1 AT $1,505	1,505	1,505	-	0.0%
	CUL-DE-SAC STREETS (120 EA.), SNOW EVENTS 2-4 INCHES, 3 AT $7,486	22,460	22,460	-	0.0%
	CUL-DE-SAC STREETS (120 EA.), SNOW EVENTS 4-8 INCHES, 2 AT $10,050	20,100	20,100	-	0.0%
	CUL-DE-SAC STREETS (120 EA.), SNOW EVENTS 8+ INCHES, 1 AT $13,660	13,660	13,660	-	0.0%
	OPEN-UP PASSES FOR CUL-DE-SAC STREETS (120 EA.), SNOW EVENTS 2-4 INCHES, 2 AT $2,995	5,990	5,990	-	0.0%
	OPEN-UP PASSES FOR CUL-DE-SAC STREETS (120 EA.), SNOW EVENTS 4-8 INCHES, 1 AT $4,020	4,020	4,020	-	0.0%
	OPEN-UP PASSES FOR PARKING LOTS AND FACILITIES, SNOW EVENTS 2-4 INCHES, 2 AT $236	475	475	-	0.0%
	OPEN-UP PASSES FOR PARKING LOTS AND FACILITIES, SNOW EVENTS 4-8 INCHES, 1 AT $300	300	300	-	0.0%
	PARKING LOTS (4 EA.) AND FACILITIES (4 EA.), SNOW EVENTS 2-4 INCHES, 3 AT $590	1,770	1,770	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	STREETS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
421200	PARKING LOTS (4 EA.) AND FACILITIES (4 EA.), SNOW EVENTS 4-8 INCHES, 2 AT $750	1,500	1,500	-	0.0%
	PARKING LOTS (4 EA.) AND FACILITIES (4 EA.), SNOW EVENTS 8+ INCHES, 1 AT $1,080	1,080	1,080	-	0.0%
	SNOW HAULING OPERATIONS, APPROX. 39 HOURS AT $125 PER HOUR	4,875	4,875	-	0.0%
	Subtotal	***79,970***	***79,970***	***-***	***0.0%***
423200	**J.U.L.I.E. EXPENSE**				
	ANNUAL COST FOR JOINT UTILITY LOCATING INFORMATION FOR EXCAVATION (JULIE) NOTIFICATIONS (APPROXIMATELY 6,200 REQUESTS ANNUALLY) -WATER TRANSMISSION MAINS (APPROXIMATELY 1,700 REQUESTS PER YEAR)	8,740	8,170	(570)	-6.5%
	Subtotal	***8,740***	***8,170***	***(570)***	***-6.5%***
423300	**LNDSCP&MAINT-PUB RIGHT-OF-WAYS**				
	LANDSCAPE MAINTENANCE AT 44 PUBLIC RIGHT OF WAY LOCATIONS (32-WEEKS) AND GRASS CUTTING SERVICES AT 29 PUBLIC RIGHT OF WAY LOCATIONS (21-WEEKS). ALSO INCLUDES COST FOR INSTALLATION OF ANNUALS, GARDEN MUMS AND WINTER EVERGREENS.	30,900	32,410	1,510	4.9%
	LANDSCAPE MAINTENANCE AT LAKE AND LARAMIE PRAIRIE SITE (INSTALLED IN 2019)	2,500	950	(1,550)	-62.0%
	LANDSCAPE MAINTENANCE OF THE ELMWOOD DUNES PUBLIC RIGHT-OF-WAY	4,500	4,500	-	0.0%
	RESTORATION AND MAINTENANCE OF VEGETATION IN DETENTION BASIN AT PUBLIC WORKS FACILITY		3,950	3,950	
	Subtotal	***37,900***	***41,810***	***3,910***	***10.3%***
426000	**RE-ACCREDITATION EXPENSE**				
	ACCREDITATION EXPENSE (YEAR 1 OF 2)	5,500	5,500	-	0.0%
	Subtotal	***5,500***	***5,500***	***-***	***0.0%***
427400	**LEASE LEAF PACKERS**				
	LEASED VACUUM TRUCKS AS CONTINGENCY TO SUPPORT LEAF COLLECTION OPERATIONS	10,000	10,000	-	0.0%
	Subtotal	***10,000***	***10,000***	***-***	***0.0%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	4,200	4,200	-	0.0%
	Subtotal	***4,200***	***4,200***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**199,550**	**203,610**	**4,060**	**2.0%**
COMMODITIES					

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	STREETS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430050	**UNIFORM EXPENSE**				
	PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR 10 MAINTENANCE WORKERS AND THREE SUPERVISORY STAFF	1,515	1,515	-	0.0%
	PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR 11 SEASONAL EMPLOYEES (SIX LEAF COLLECTORS, THREE LANDSCAPE ASSISTANTS AND TWO GIS INTERNS)	550	550	-	0.0%
	UNIFORM ALLOWANCE FOR 10 MAINTENANCE WORKERS AND 3 SUPERVISORY STAFF AT $250 EA.	3,250	3,250	-	0.0%
	UNIFORM RENTAL CHARGES FOR 8 MAINTENANCE WORKERS AND 2 CREW LEADERS	400	400	-	0.0%
	WILMETTE LOGO SHIRTS AND HATS FOR 11 SEASONAL EMPLOYEES (SIX LEAF COLLECTORS, THREE LANDSCAPE ASSISTANTS, TWO GIS INTERNS)	715	715	-	0.0%
	WILMETTE LOGO SHIRTS AND HATS FOR 17 FTE (FOUR ADMINISTRATION, THREE SUPERVISORS AND 10 MAINTENANCE WORKERS)	2,800	2,800	-	0.0%
	Subtotal	***9,230***	***9,230***	***-***	***0.0%***
430130	**SUPPLIES - MISC. TOOLS & EQUIP**				
	REPLACEMENT OF TOOLS AND SMALL EQUIPMENT	3,125	3,125	-	0.0%
	Subtotal	***3,125***	***3,125***	***-***	***0.0%***
430230	**SUPPLIES - OFFICE**				
	OFFICE SUPPLIES, INCLUDES: PENS, PENCILS, MARKERS, BINDERS, FILE FOLDERS, PAPER PRODUCTS, TAPE, CORRECTION FLUID, PAPER CLIPS, POST-IT NOTES, TABS, ETC.	3,000	3,000	-	0.0%
	Subtotal	***3,000***	***3,000***	***-***	***0.0%***
430250	**SUPPLIES - OTHER THAN OFFICE**				
	MISC. SUPPLIES SUCH AS MAPS, BUSINESS CARDS, TIME CARDS, RESIDENT SURVEYS, KEYS, ETC.	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
430410	**MATERIALS - TRAFFIC SIGNS**				
	ALUMINUM SHEETING, SIGN FACES, SIGNS, SIGN POSTS, BANDING, ETC.	7,700	7,700	-	0.0%
	NO PARKING SIGNS FOR NORTHWESTERN UNIVERSITY FOOTBALL GAMES	800	800	-	0.0%
	REPLACEMENT OF PLASTIC SIGNS AND SIGN FACES FOR THE ANNUAL LEAF COLLECTION PROGRAM	3,400	3,400	-	0.0%
	REPLACEMENT OF REGULATORY SIGNS	3,000	3,000	-	0.0%
	REPLACEMENT OF STREET AND PARKING SIGNS	1,500	1,500	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	STREETS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430410	***Subtotal***	***16,400***	***16,400***	***-***	***0.0%***
430420	**MATERIALS - SALT**				
	1,690 TONS ORDERED FROM JOINT PURCHASE AGREEMENTS (2) THROUGH LAKE COUNTY (IL) AND STATE OF ILLINOIS (CMS)	119,720		(119,720)	
	9,600 GALLONS OF LIQUID DEICER, SUCH AS CALCIUM CHLORIDE (I.E. BEET HEET PRODUCT), AT $1.45 PER GALLON	13,440	13,920	480	3.6%
	960 TONS ORDERED FROM JOINT PURCHASE AGREEMENTS AND STATE OF ILLINOIS (CMS)		49,382	49,382	
	800 TONS ORDERED FROM JOINT PURCHASE AGREEMENTS THROUGH LAKE COUNTY (IL)		55,528	55,528	
	Subtotal	***133,160***	***118,830***	***(14,330)***	***-10.8%***
430430	**MATERIALS - STREET/LANDSCAPING**				
	HOT ASPHALT MATERIAL FOR STREET AND ALLEY REPAIRS (I.E. SURFACE AND BINDER MATERIALS) -APPROXIMATELY 60 TONS OF MATERIAL	4,900	3,900	(1,000)	-20.4%
	LANDSCAPE INSTALL AT SKOKIE MEDIANS (BETWEEN LAKE AVE AND ILLINOIS RD)		3,500	3,500	
	MISCELLANEOUS SUPPLIES	2,400	2,400	-	0.0%
	PLANT MATERIAL FOR ONGOING LANDSCAPE IMPROVEMENTS (I.E. PERENNIALS AND SHRUBS FOR LANDSCAPE BEDS)	2,500	2,500	-	0.0%
	SEASONAL PLANT MATERIAL FOR VARIOUS LANDSCAPE BEDS (I.E. SPRING ANNUALS, FALL MUMS, WINTER GREENS, ETC.)	3,500	2,500	(1,000)	-28.6%
	STREETSCAPE FURNITURE AND MAINTENANCE - PURCHASE AND REPLACEMENT OF APPROXIMATELY 15 ITEMS EACH YEAR (I.E. TRASH RECEPTACLES, BENCHES AND BIKE RACKS)	8,000	8,000	-	0.0%
	TOPSOIL, CRUSHED STONE, SAND, MULCH, GRASS SEED, SOD, ETC.	3,750	3,750	-	0.0%
	TRAFFIC CONTROL DEVICES (I.E. SAFETY CONES, BARRICADES, WORK ZONE SIGNS ETC.)	2,700	2,700	-	0.0%
	UPM COLD PATCH MATERIAL FOR POT HOLE REPAIRS (APPROXIMATELY 100 TONS AT $150 PER TON)	14,500	15,000	500	3.4%
	Subtotal	***42,250***	***44,250***	***2,000***	***4.7%***
430432	**MATERIALS-LEAF PANS / BROOMS**				
	PURCHASE OF ONE STEEL LEAF PAN		11,000	11,000	
	Subtotal		***11,000***	***11,000***	
COMMODITIES Total		**208,165**	**206,835**	**(1,330)**	**-0.6%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	STREETS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
440500	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	454,445	457,027	2,582	0.6%
	Subtotal	***454,445***	***457,027***	***2,582***	***0.6%***
441000	**INCIDENTALS**				
	MISCELLANEOUS ITEMS SUCH AS MAILING DUTCH ELM SAMPLES, SHIPPING FEES, COURIER FEES, ETC.	1,300	1,300	-	0.0%
	Subtotal	***1,300***	***1,300***	***-***	***0.0%***
442000	**TRAINING**				
	DEPUTY DIRECTOR LOCAL TRAINING	250	250	-	0.0%
	DIRECTOR LOCAL TRAINING	400	400	-	0.0%
	EMERGENT TRAINING OPPORTUNITIES	1,925	1,925	-	0.0%
	SUPERVISOR - NORTH AMERICAN SNOW CONFERENCE	1,800	1,800	-	0.0%
	TRAINING IN SNOW PLOW OPERATIONS, TRAFFIC SIGN REGULATIONS, ETC. FOR 13 EMPLOYEES (THREE SUPERVISORS, TEN MAINTENANCE WORKERS)	3,425	3,425	-	0.0%
	TRAVEL/TRAINING REIMBURSEMENT	500	500	-	0.0%
	Subtotal	***8,300***	***8,300***	***-***	***0.0%***
447050	**N.I.P.S.T.A. CONTRIBUTION**				
	MEMBERSHIP DUES FOR THE NORTHEASTERN ILLINOIS PUBLIC SAFETY TRAINING ACADEMY (NIPSTA)	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
OTHER EXPENSE Total		**465,545**	**468,127**	**2,582**	**0.6%**
CAPITAL OUTLAY					
490450	**OTHER EQUIP. - PUB. WORKS**				
	REPLACEMENT SNOW PLOWS	12,500	12,500	-	0.0%
	Subtotal	***12,500***	***12,500***	***-***	***0.0%***
CAPITAL OUTLAY Total		**12,500**	**12,500**	**-**	**0.0%**
CERF ALLOCATION					
448024	**CAPITAL EQPT REPL FUND TRSR**				
	CAPITAL EQUIPMENT REPLACEMENT FUND TRANSFER	159,860	159,860	-	0.0%
	Subtotal	***159,860***	***159,860***	***-***	***0.0%***
CERF ALLOCATION Total		**159,860**	**159,860**	**-**	**0.0%**
Grand Total		**2,647,830**	**2,681,112**	**33,282**	**1.3%**

DATE: 8/26/20

TO: Michael Braiman, Village Manager

FROM: Brigitte Berger-Raish, Director of Engineering and Public Works

SUBJECT: Budget Justification Memo

Account Number	11233030-423300
Department	Engineering and Public Works
Account Name	LNDSCP&MAINT-PUB RIGHT-OF-WAYS

Background

This account provides funds for contractual landscape maintenance (44 locations, 32-weeks), grass cutting services (29 locations, 21-weeks) and planting services (i.e summer annuals, fall garden mums and wintergreens) for various public right-of-ways (conract no. 19016-01). It also provides funds for native maintenance of the Elmwood Dunes Preserve and prairie site installation at Lake and Laramie.

Justification

For 2021, staff requests an increase of $3,910 which can be attributed to the following:

• On March 10, 2020, the Village Board approved a three-year contract extension with the existing vendor (set to expire December 31, 2022). Annual cost will increase from $30,900 to $32,410 per contract no. 190165-01.	$1,510
• Native maintenance of Elmwood Dunes Preserve ($4,500 fixed pricing, multi-year contract set to expire on December 31, 2021)	No increase
• Ongoing maintenance of prairie site at Lake and Laramie [2019 install] (budget reduction from $2,500 to $950, first year of four-year program).	($1,550)
• Removal of overgrowth vegetation and eradication of invasive (non-native) vegetation in retention basin at the Public Works Facility (*NEW, first year of four-year program).	$3,950
Subtotal	**$3,910**

Description	2020 Budget	2021 Budget	Increase	Account No.
LNDSCP&MAINT	$37,900	$41,810	$3,910	11233030-423300

Alternative

Service levels under the landscape maintenance contract could be reduced to offset the increase, however, aesthetics of the various public right-of-way locations would suffer. Staff does not recommend deferring maintenance at the Elmwood Dunes Preserve as it's a sensitive ecosystem requiring close monitoring. Likewise, the prairie site at Lake and Laramie was recently installed in 2019 and the first years of maintenance are the most critical to ensure establishment and long-term sustainability. Restoration and maintenance of the detention area at the Public Works Facility is a new project (2021) and could be deferred one year.

DATE: 8/26/20

TO: Michael Braiman, Village Manager

FROM: Brigitte Berger-Raish, Director of Engineering and Public Works

SUBJECT: Budget Justification Memo

Account Number	11233030-430432
Department	Engineering and Public Works
Account Name	Materials-Leaf Pans/Brooms

Background

The Village's primary method for collecting leaves from streets is through use of refuse packer trucks (rear-load type) with steel leaf pans affixed and pick-up trucks with leaf pushers or brooms mounted on the front. Leaf piles are subsequently pushed and collected along curblines and deposited into the leaf pans.

This account provides funds for maintenance and replacement of leaf pans and brooms. The Village maintains a total of 10 leaf pans and 11 brooms for the leaf program. Six to seven of the leaf pans provide active use throughout the eight-week leaf program with the remaining quantity serving as reserve units.

Justification

The requested funds ($11,000) will replace one steel leaf pan which has exceeded its expected useful life (EUL) of approximately 15 years. Overtime, the leaf pans succumb to wear and tear from leaf pushing operations and the steel and welds begin to deteriorate. Staff has reviewed the condition of the 11 leaf pushers (or brooms) and they are all in good condition. Staff will include this request in future year budgets to replace one leaf pan per year to replenish inventory.

Denoted in the table below is an updated inventory of leaf pans.

ID (Leaf Pan)	Year Constructed	Age	EUL (Years)
391	2009	12	15
392	2008	13	15
393	1996	25	15
394	2005	16	15
395	2004	17	15
396	2001	19	15
397	2002	19	15
398	2002	19	15
399	2016	5	15
411	2017	4	15
	Average	14.90	

Description	2020 Budget	2021 Budget	Increase	Account No.
Materials-Leaf Pans	$0	$11,000	$11,000	11233030-430432

Alternative

The purchase could be deferred, however, staff doesn't recommend as replacement of aged steel leaf pans addresses a safety concern and the cost of metal fabrication increases each and every year.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	REFUSE COLLECTION & DISPOSAL

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
COMMODITIES								
430310	SUPPLIES - YARD WASTE STICKERS	960	2,020	2,550	1,920	2,550	-	0.0%
COMMODITIES Total		**960**	**2,020**	**2,550**	**1,920**	**2,550**	**-**	**0.0%**
OTHER EXPENSE								
443041	PROMOTIONAL / EDUCATIONAL EXP.	-	1,716	600	600	600	-	0.0%
OTHER EXPENSE Total		**-**	**1,716**	**600**	**600**	**600**	**-**	**0.0%**
REFUSE COLLECTION								
427000	REFUSE COLLECTION	1,005,113	1,008,158	1,006,620	1,006,620	1,031,785	25,165	2.5%
427100	RECYCLING COLLECTION	803,749	777,517	777,460	777,460	796,895	19,435	2.5%
427200	LANDFILL TIPPING FEES	389,289	376,067	390,685	398,000	411,415	20,730	5.3%
427300	YARD WASTE COLLECTION	184,710	211,098	211,105	215,000	216,380	5,275	2.5%
REFUSE COLLECTION Total		**2,382,861**	**2,372,840**	**2,385,870**	**2,397,080**	**2,456,475**	**70,605**	**3.0%**
Grand Total		**2,383,821**	**2,376,576**	**2,389,020**	**2,399,600**	**2,459,625**	**70,605**	**3.0%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	REFUSE COLLECTION & DISPOSAL

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
COMMODITIES					
430310	**SUPPLIES - YARD WASTE STICKERS**				
	50,000 YARD-WASTE STICKERS	2,550	2,550	-	0.0%
	Subtotal	***2,550***	***2,550***	***-***	***0.0%***
COMMODITIES Total		**2,550**	**2,550**	**-**	**0.0%**
OTHER EXPENSE					
443041	**PROMOTIONAL / EDUCATIONAL EXP.**				
	EDUCATION MATERIALS SUCH AS PROMOTION OF RECYCLING IN SCHOOLS	600	600	-	0.0%
	Subtotal	***600***	***600***	***-***	***0.0%***
OTHER EXPENSE Total		**600**	**600**	**-**	**0.0%**
REFUSE COLLECTION					
427000	**REFUSE COLLECTION**				
	RESIDENTIAL SOLID WASTE COLLECTION - REFUSE (182 MULTI-FAMILY UNIT WEEKLY COLLECTIONS)	16,030	16,430	400	2.5%
	RESIDENTIAL SOLID WASTE COLLECTION - REFUSE (2,839 ALLEY WEEKLY COLLECTIONS)	343,405	351,990	8,585	2.5%
	RESIDENTIAL SOLID WASTE COLLECTION - REFUSE (308 CUBIC YARDS COLLECTED ANNUALLY FOR 9 INSTITUTIONS)	2,455	2,520	65	2.6%
	RESIDENTIAL SOLID WASTE COLLECTION - REFUSE (EXTRA WEEKLY COLLECTION OF STREETSCAPE CONTAINERS)	5,470	5,605	135	2.5%
	RESIDENTIAL SOLID WASTE COLLECTION -REFUSE (5,803 CURB WEEKLY COLLECTIONS)	639,260	655,240	15,980	2.5%
	Subtotal	***1,006,620***	***1,031,785***	***25,165***	***2.5%***
427100	**RECYCLING COLLECTION**				
	RESIDENTIAL SOLID WASTE COLLECTION - RECYCLING (14 MULTI-FAMILY BUILDINGS, WEEKLY COLLECTION)	435	445	10	2.3%
	RESIDENTIAL SOLID WASTE COLLECTION - RECYCLING (9 INSTITUTION BUILDINGS, WEEKLY COLLECTION)	280	290	10	3.6%
	RESIDENTIAL SOLID WASTE COLLECTIONS -RECYCLING (8,642 CURB/ALLEY WEEKLY COLLECTIONS)	776,745	796,160	19,415	2.5%
	Subtotal	***777,460***	***796,895***	***19,435***	***2.5%***
427200	**LANDFILL TIPPING FEES**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	REFUSE COLLECTION & DISPOSAL

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
427200	COST OF DIRECT DISPOSAL OF THE VILLAGE'S RESIDENTIAL SOLID WASTE AT THE GLENVIEW TRANSFER STATION, OWNED AND OPERATED BY THE SOLID WASTE AGENCY OF NORTHERN COOK COUNTY (SWANCC)- APPROXIMATELY 8,500 TONS OF SOLID WASTE (REFUSE)	390,685	411,415	20,730	5.3%
	Subtotal	***390,685***	***411,415***	***20,730***	***5.3%***
427300	**YARD WASTE COLLECTION**				
	RESIDENTIAL SOLID WASTE COLLECTION - YARD WASTE (6 INSTITUTION BUILDINGS), PROGRAM EXTENDS FROM APRIL THROUGH NOVEMBER (8-MONTHS)	150	150	-	0.0%
	RESIDENTIAL SOLID WASTE COLLECTION -YARD WASTE (32 MULTI-FAMILY BUILDINGS), PROGRAM EXTENDS FROM APRIL THROUGH NOVEMBER (8-MONTHS)	780	800	20	2.6%
	RESIDENTIAL SOLID WASTE COLLECTION -YARD WASTE (8,642 CURB/ALLEY WEEKLY COLLECTIONS), PROGRAM EXTENDS FROM APRIL - NOVEMBER (8-MONTHS)	210,175	215,430	5,255	2.5%
	Subtotal	***211,105***	***216,380***	***5,275***	***2.5%***
REFUSE COLLECTION Total		**2,385,870**	**2,456,475**	**70,605**	**3.0%**
Grand Total		**2,389,020**	**2,459,625**	**70,605**	**3.0%**

DATE: 8/25/20

TO: Michael Braiman, Village Manager

FROM: Brigitte Berger-Raish, Director of Engineering and Public Works

SUBJECT: Budget Justification Memo

Account Number	11243030-427000 (Refuse) 11243030-427100 (Recycling) 11243030-427300 (Yard Waste)
Department	Engineering and Public Works
Account Name	Residential Solid Waste Collection

Background

These accounts provide funding for residential solid waste collection services. In total, there are 8,642 single family and 182 multi-family households serviced under the residential solid waste contract. Residents receive weekly service for refuse and recycling collection (12-months) and seasonal weekly service for yard waste collection (8-months). Village facilities and streetscape containers are also serviced under the residential contract. All collected refuse and recycling material is taken to the Glenview Transfer Station (Solid Waste Agency Northern Cook County).

Justification

On September 25, 2018, the Village Board approved a three-year contract extension with Advanced Disposal for residential solid waste collection services. The initial five-year contract was set to expire on December 31, 2020. The new contract extension extends through December 31, 2023. As part of the agreement, there is a 2.50% price increase or escalator scheduled for 2021. Then, fixed pricing for 2022 and 2023.

Denoted in the table below is summary of the adjusted budgets reflecting the 2.50% pricing increase.

Description	2020 Budget	2021 Budget	Increase	Account No.
Refuse	$1,006,620	$1,031,785	$25,165	11243030-427000
Recycling	$777,460	$796,895	$19,435	11243030-427100
Yardwaste	$211,105	$216,380	$5,275	11243030-427300
Subtotals	**$1,995,185**	**$2,045,060**	**$49,875**	

Alternative
There are no alternatives as this is contractual obligation.

DATE: 8/25/20

TO: Michael Braiman, Village Manager

FROM: Brigitte Berger-Raish, Director of Engineering and Public Works

SUBJECT: Budget Justification Memo

Account Number	11243030-427200
Department	Engineering and Public Works
Account Name	Landfill Tipping Fee

Background

This account provides funds for the disposal of approximately 8,500 tons of refuse material at the Glenview Transfer Station, Solid Waste Agency of Northern Cook County (SWANCC). On March 17, 1992 the Village Board approved a project use agreement with SWANCC for landfill disposal of residential solid waste.

Justification

Staff works closely with SWANCC in developing the budget for landfill tipping. The Village's budget is predicated on provisions outlined in the project use agreement which includes upfront payment for committed tonnage based on a monthly average (36-month period), followed by a true-up process where SWANCC reviews their final O&M costs and makes year-end adjustments based on each member's committed tonnage vs. final actual delivery. SWANCC's FY extends from May to April.

Description	2020 Budget	2021 Budget	Increase	Account No.
Landfill Tipping	$390,685	$411,415	$20,730	11243030-427200

Alternative

There are no alternatives as this is contractual obligation.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	STREET LIGHTING

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	114,130	118,354	126,725	111,450	106,568	(20,157)	-15.9%
410200	OVERTIME WAGES	3,973	4,929	6,575	6,400	6,560	(15)	-0.2%
415000	EMPLOYEE BENEFITS	43,121	39,290	46,950	46,950	39,844	(7,106)	-15.1%
PERSONNEL EXPENSE Total		**161,223**	**162,572**	**180,250**	**164,800**	**152,972**	**(27,278)**	**-15.1%**
CONTRACTUAL SERVICES								
421000	CONTRACTUAL SERVICES	3,124	799	5,300	2,500	5,300	-	0.0%
422200	MAINT & DISPOSAL-BULBS&BALLAST	626	-	1,000	1,300	1,000	-	0.0%
422210	STREET LIGHT POLE PAINTING	32,366	34,909	40,955	-	-	(40,955)	-100.0%
CONTRACTUAL SERVICES Total		**36,116**	**35,707**	**47,255**	**3,800**	**6,300**	**(40,955)**	**-86.7%**
COMMODITIES								
430050	UNIFORM EXPENSE	532	600	600	600	600	-	0.0%
430075	SUPPLIES	20,704	21,899	24,400	24,400	24,400	-	0.0%
430124	SUPPLIES - LIGHT POLES & PARTS	54,264	53,688	52,020	46,290	71,140	19,120	36.8%
430500	LEASED LIGHTING POWER	22,973	19,019	22,000	18,000	22,000	-	0.0%
430510	STREET LIGHTING POWER	69,575	70,712	73,000	68,000	73,000	-	0.0%
COMMODITIES Total		**168,049**	**165,919**	**172,020**	**157,290**	**191,140**	**19,120**	**11.1%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	21,730	21,390	16,860	17,850	17,062	202	1.2%
442000	TRAINING	205	242	370	370	370	-	0.0%
OTHER EXPENSE Total		**21,935**	**21,632**	**17,230**	**18,220**	**17,432**	**202**	**1.2%**
Grand Total		**387,322**	**385,831**	**416,755**	**344,110**	**367,844**	**(48,911)**	**-11.7%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	STREET LIGHTING

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	126,725	106,568	(20,157)	-15.9%
	Subtotal	***126,725***	***106,568***	***(20,157)***	***-15.9%***
410200	**OVERTIME WAGES**				
	OVERTIME	6,575	6,560	(15)	-0.2%
	Subtotal	***6,575***	***6,560***	***(15)***	***-0.2%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	46,950	39,844	(7,106)	-15.1%
	Subtotal	***46,950***	***39,844***	***(7,106)***	***-15.1%***
PERSONNEL EXPENSE Total		**180,250**	**152,972**	**(27,278)**	**-15.1%**
CONTRACTUAL SERVICES					
421000	**CONTRACTUAL SERVICES**				
	EMERGENCY CONTRACTUAL REPAIRS TO THE STREET LIGHTING SYSTEM	5,000	5,000	-	0.0%
	TRAFFIC CONTROL PLANS FOR WORKSITES ALONG ARTERIAL STREETS	300	300	-	0.0%
	Subtotal	***5,300***	***5,300***	***-***	***0.0%***
422200	**MAINT & DISPOSAL-BULBS&BALLAST**				
	DISPOSAL OF STREET LIGHT BULBS AND BALLASTS	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
422210	**STREET LIGHT POLE PAINTING**				
	LEAD PAINT ABATEMENT -DECORATIVE GREEN LIGHT POLES (16-EACH)	10,000		(10,000)	
	PAINTING OF APPROXIMATELY 151 DECORATIVE GREEN LIGHT POLES (OR 10% OF 1,539 DECORATIVE GREEN LIGHT POLES IN THE VILLAGE'S STREET LIGHTING SYSTEM)	30,955		(30,955)	
	Subtotal	***40,955***		***(40,955)***	
CONTRACTUAL SERVICES Total		**47,255**	**6,300**	**(40,955)**	**-86.7%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	PERSONAL PROTECTIVE EQUIPMENT (PPE)	600	600	-	0.0%
	Subtotal	***600***	***600***	***-***	***0.0%***
430075	**SUPPLIES**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	STREET LIGHTING

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430075	MISCELLANEOUS SUPPLIES	3,200	3,200	-	0.0%
	REPLACEMENT BALLASTS	2,350	2,350	-	0.0%
	REPLACEMENT ELECTRICAL COMPONENTS	5,000	5,000	-	0.0%
	REPLACEMENT LAMPS	9,500	9,500	-	0.0%
	WIRE AND CABLE	4,350	4,350	-	0.0%
	Subtotal	***24,400***	***24,400***	***-***	***0.0%***
430124	**SUPPLIES - LIGHT POLES & PARTS**				
	21-FT FOOT CONCRETE POLES, THREE (3) AT A COST OF $2,300 EACH	16,100	6,900	(9,200)	-57.1%
	250 WATT COBRA HEAD LED LUMINAIRES, 16 AT A COST OF $270 EACH	5,400	4,320	(1,080)	-20.0%
	26-FT FOOT CONCRETE POLES, 10 AT A COST OF $2,500 EACH	27,000	25,000	(2,000)	-7.4%
	POLE CONNECTORS, APPROXIMATELY 72, AT A COST OF $10 EACH	720	720	-	0.0%
	PURCHASE ALUMINUM ARMS FOR CONCRETE POLES (APPROX. 13-EACH)	2,800	5,200	2,400	85.7%
	PURCHASE OF LUMINAIRE HEADS FOR DECORATIVE GREEN LIGHT POLES, 10 AT A COST OF $2,700 EACH (CIP PROJECT)		29,000	29,000	
	Subtotal	***52,020***	***71,140***	***19,120***	***36.8%***
430500	**LEASED LIGHTING POWER**				
	MONTHLY CHARGE FOR 154 LIGHTS AND POWER LEASED FROM COMMONWEALTH EDISON	22,000	22,000	-	0.0%
	Subtotal	***22,000***	***22,000***	***-***	***0.0%***
430510	**STREET LIGHTING POWER**				
	POWER FOR 2,400 STREETLIGHTS AND TRAFFIC LIGHTS AT 23 INTERSECTIONS	73,000	73,000	-	0.0%
	Subtotal	***73,000***	***73,000***	***-***	***0.0%***
COMMODITIES Total		**172,020**	**191,140**	**19,120**	**11.1%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	16,860	17,062	202	1.2%
	Subtotal	***16,860***	***17,062***	***202***	***1.2%***
442000	**TRAINING**				
	ELECTRICAL SAFETY TRAINING COURSES AND SEMINARS	370	370	-	0.0%
	Subtotal	***370***	***370***	***-***	***0.0%***
OTHER EXPENSE Total		**17,230**	**17,432**	**202**	**1.2%**
Grand Total		**416,755**	**367,844**	**(48,911)**	**-11.7%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	TREE MAINTENANCE

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	273,777	281,450	290,975	281,000	301,039	10,064	3.5%
410200	OVERTIME WAGES	5,061	5,307	9,000	5,600	8,990	(10)	-0.1%
415000	EMPLOYEE BENEFITS	116,074	104,153	119,550	119,550	121,986	2,436	2.0%
PERSONNEL EXPENSE Total		**394,912**	**390,911**	**419,525**	**406,150**	**432,015**	**12,490**	**3.0%**
CONTRACTUAL SERVICES								
421000	CONTRACTUAL SERVICES	3,399	2,339	2,000	600	2,000	-	0.0%
424000	TREE PLANTING PROGRAM	62,476	53,423	49,875	22,105	49,850	(25)	-0.1%
424100	TREE PRUNING & REMOVAL	195,140	185,408	231,605	218,605	232,650	1,045	0.5%
424100-20210	TREE PRUNING & REMOVAL	26,295	12,373	21,000	10,000	17,625	(3,375)	-16.1%
428020	TELEPHONE SERVICE - CELLULAR	1,451	442	600	600	600	-	0.0%
CONTRACTUAL SERVICES Total		**288,761**	**253,985**	**305,080**	**251,910**	**302,725**	**(2,355)**	**-0.8%**
COMMODITIES								
430050	UNIFORM EXPENSE	1,104	1,185	1,435	1,435	1,435	-	0.0%
430160-20033	SUPPLIES - COMPUTER SOFTWARE	-	-	-	1,400	-	-	0.0%
430400	MATERIALS	2,141	1,978	2,200	2,150	2,200	-	0.0%
COMMODITIES Total		**3,245**	**3,164**	**3,635**	**4,985**	**3,635**	**-**	**0.0%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	30,140	29,670	42,140	31,250	42,661	521	1.2%
442000	TRAINING	2,200	2,504	1,400	600	1,400	-	0.0%
OTHER EXPENSE Total		**32,340**	**32,174**	**43,540**	**31,850**	**44,061**	**521**	**1.2%**
CAPITAL OUTLAY								
490450-70120	OTHER EQUIP. - PUB. WORKS	-	1,368	2,100	2,100	700	(1,400)	-66.7%
CAPITAL OUTLAY Total		**-**	**1,368**	**2,100**	**2,100**	**700**	**(1,400)**	**-66.7%**
Grand Total		**719,257**	**681,601**	**773,880**	**696,995**	**783,136**	**9,256**	**1.2%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	TREE MAINTENANCE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	290,975	301,039	10,064	3.5%
	Subtotal	***290,975***	***301,039***	***10,064***	***3.5%***
410200	**OVERTIME WAGES**				
	OVERTIME	9,000	8,990	(10)	-0.1%
	Subtotal	***9,000***	***8,990***	***(10)***	***-0.1%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	119,550	121,986	2,436	2.0%
	Subtotal	***119,550***	***121,986***	***2,436***	***2.0%***
PERSONNEL EXPENSE Total		**419,525**	**432,015**	**12,490**	**3.0%**
CONTRACTUAL SERVICES					
421000	**CONTRACTUAL SERVICES**				
	TRANSPLANTING TREES, DUTCH ELM DISEASE TESTING, CONTRACTOR TREE WORK, ETC.	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
424000	**TREE PLANTING PROGRAM**				
	MASTER TREE PROGRAM, APPROXIMATELY 175 TREES AT A COST OF $260 PER TREE	45,500	44,100	(1,400)	-3.1%
	VILLAGE SHARE OF THE CO-OP TREE PLANTING PROGRAM, APPROX. 35 TREES ($125 PER TREE)	4,375	5,750	1,375	31.4%
	Subtotal	***49,875***	***49,850***	***(25)***	***-0.1%***
424100	**TREE PRUNING & REMOVAL**				
	CONTRACTUAL REMOVAL OF TREES 12" IN DIAMETER OR GREATER (~155 TREE REMOVALS)	92,000	93,000	1,000	1.1%
	DEMAND SERVICES AND EMERGENCY RESPONSE (I.E. TREE PRUNING AND REMOVAL IN ALLEY LOCATIONS AND/OR TO MITIGATE STORM DAMAGE AND HAZARDOUS CONDITIONS)	33,000	33,000	-	0.0%
	EAB TREE REMOVALS AND PARKWAY RESTORATION-CO-OP EAB TREE PLANTING PROGRAM, APPROXIMATELY 5 TREES AT A COST OF $125 PER TREE (VILLAGE SHARE)	625	625	-	0.0%
	PARKWAY RESTORATION FOR APPROXIMATELY 20 TREE REMOVAL SITES (~100 YARDS OF SOD).	1,725	1,000	(725)	-42.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	TREE MAINTENANCE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
424100	REMOVAL OF PARKWAY TREES DUE TO EAB INFESTATION, APPROXIMATELY 20 TREES AT PROJECTED COST OF $500 PER TREE	10,850	10,000	(850)	-7.8%
	SCHEDULED PRUNING OF PARKWAY TREES 7"+ DIAMETER (DBH); FACILITATES A 7.50 YEAR PRUNING CYCLE OR APPROX. 1,800 TREES PRUNED ANNUALLY	106,605	106,650	45	0.0%
	TREE PLANTING TO REPLACE DEAD ASH TREES, APPROXIMATELY 20 TREES AT $300 PER TREE.	7,800	6,000	(1,800)	-23.1%
	Subtotal	***252,605***	***250,275***	***(2,330)***	***-0.9%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	600	600	-	0.0%
	Subtotal	***600***	***600***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**305,080**	**302,725**	**(2,355)**	**-0.8%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR ONE PART-TIME EMPLOYEE (FORESTRY INTERN)	50	50	-	0.0%
	PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR TWO FULL TIME EMPLOYEES (VILLAGE FORESTERS)	320	320	-	0.0%
	UNIFORM ALLOWANCE FOR TWO FULL TIME EMPLOYEES AT $250 EA. (VILLAGE FORESTERS)	500	500	-	0.0%
	UNIFORM RENTAL FOR TWO FULL TIME EMPLOYEES (TWO MAINTENANCE WORKERS)	100	100	-	0.0%
	WILMETTE LOGO SHIRTS AND HATS FOR ONE PART-TIME EMPLOYEE (FORESTRY INTERN)	65	65	-	0.0%
	WILMETTE LOGO SHIRTS AND HATS FOR TWO FULL TIME EMPLOYEES (VILLAGE FORESTERS)	400	400	-	0.0%
	Subtotal	***1,435***	***1,435***	***-***	***0.0%***
430400	**MATERIALS**				
	TREE MAINTENANCE EQUIPMENT	2,200	2,200	-	0.0%
	Subtotal	***2,200***	***2,200***	***-***	***0.0%***
COMMODITIES Total		**3,635**	**3,635**	**-**	**0.0%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	42,140	42,661	521	1.2%
	Subtotal	***42,140***	***42,661***	***521***	***1.2%***
442000	**TRAINING**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	ENGINEERING & PUBLIC WORKS
Program	TREE MAINTENANCE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
442000	MISCELLANEOUS SEMINARS AND TRAINING FOR 2 FORESTERS	1,000	1,000	-	0.0%
	MISCELLANEOUS SEMINARS AND TRAINING FOR 2 TREE TRIMMERS	400	400	-	0.0%
	Subtotal	***1,400***	***1,400***	***-***	***0.0%***
OTHER EXPENSE Total		**43,540**	**44,061**	**521**	**1.2%**
CAPITAL OUTLAY					
490450	**OTHER EQUIP. - PUB. WORKS**				
	REPLACE ONE CHAINSAW OR ONE GAS POWERED POLE CHAIN SAW	2,100	700	(1,400)	-66.7%
	Subtotal	***2,100***	***700***	***(1,400)***	***-66.7%***
CAPITAL OUTLAY Total		**2,100**	**700**	**(1,400)**	**-66.7%**
Grand Total		**773,880**	**783,136**	**9,256**	**1.2%**

Water Fund

FUND SUMMARY

The Water Fund accounts for revenues derived from residential and wholesale water sales used to operate and maintain the Village's water plant and water distribution system. This includes all capital expenses and debt service as well as an annual operating transfer to the General Fund. Due to its business nature, this fund is classified as an enterprise type fund.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Residential Water Charges	3,132,091	3,183,702	3,211,900	3,211,900	3,211,900	-
Wholesale Water Sales	5,249,925	5,246,039	6,070,700	6,070,700	6,668,350	597,650
Service Charges	111,222	122,641	50,000	40,000	50,000	-
Other Income	179,454	18,399	120,000	105,000	120,000	-
Investment Income	167,118	174,022	100,000	75,000	100,000	-
Bond Proceeds	-	(0)	5,000,000	7,364,291	-	(5,000,000)
TOTAL REVENUES	**8,839,809**	**8,744,803**	**14,552,600**	**16,866,891**	**10,150,250**	**(4,402,350)**

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Water Plant Operations	2,993,562	2,965,586	3,136,280	2,982,930	3,240,493	104,213
Water Reservoir & Meters	350,219	293,985	336,185	305,135	338,339	2,154
Water Distribution	1,742,738	1,385,836	1,364,670	1,225,930	1,352,372	(12,298)
Miscellaneous	1,566,468	1,635,357	1,708,835	1,705,335	2,013,122	304,287
Billing	211,284	160,169	211,715	211,715	188,481	(23,234)
Debt Service	2,218,414	2,329,202	2,242,500	2,517,500	3,015,000	772,500
Capital Improvements	714,202	6,987,808	7,920,200	5,990,167	400,000	(7,520,200)
TOTAL BUDGET	**9,796,888**	**15,757,943**	**16,920,385**	**14,938,712**	**10,547,807**	**(6,372,578)**

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	WATER FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
RESIDENTIAL WATER CHARGES								
350200	RESIDENTIAL WATER CHARGES	3,132,091	3,183,702	3,211,900	3,211,900	3,211,900	-	0.0%
RESIDENTIAL WATER CHARGES Total		**3,132,091**	**3,183,702**	**3,211,900**	**3,211,900**	**3,211,900**	**-**	**0.0%**
WHOLESALE WATER SALES								
350210	GLENVIEW WATER SALES	3,892,664	3,869,267	3,946,670	3,946,670	3,946,670	-	0.0%
350220	ILL. AMERICAN WATER CO. SALES	1,111,856	1,133,527	1,041,450	1,041,450	1,041,450	-	0.0%
350221	KENILWORTH WATER SALES	208,885	207,456	218,070	218,070	218,070	-	0.0%
350222	GOLF WATER SALES	36,521	35,789	36,200	36,200	36,200	-	0.0%
350223	NORTH MAIN WATER SALES	-	-	828,310	828,310	1,425,960	597,650	72.2%
WHOLESALE WATER SALES Total		**5,249,925**	**5,246,039**	**6,070,700**	**6,070,700**	**6,668,350**	**597,650**	**9.8%**
SERVICE CHARGES								
303085	PARK DIST. PERSONNEL REIMB.	-	8,123	-	-	-	-	0.0%
350240	SALES OF WATER - OTHER	4,530	20,271	-	-	-	-	0.0%
350300	WATER METER SALES	26,500	22,800	-	-	-	-	0.0%
350305	WATER METER RPLMNT CHARGE	48,596	48,220	50,000	40,000	50,000	-	0.0%
350310	WATER SERVICE CONNECTION CHGES	31,596	23,227	-	-	-	-	0.0%
SERVICE CHARGES Total		**111,222**	**122,641**	**50,000**	**40,000**	**50,000**	**-**	**0.0%**
OTHER INCOME								
309050	INSURANCE REIMBURSEMENTS	17,195	16,724	-	-	-	-	0.0%
350400	WATER-GAIN-SALE OF FIXED ASSET	154,000	-	-	-	-	-	0.0%
350410	WATER - OTHER INCOME	8,258	1,675	120,000	105,000	120,000	-	0.0%
OTHER INCOME Total		**179,454**	**18,399**	**120,000**	**105,000**	**120,000**	**-**	**0.0%**
INVESTMENT INCOME								
360000	INTEREST EARNINGS	167,118	174,022	100,000	75,000	100,000	-	0.0%
360010	INT. EARNINGS - BOND PROCEEDS	-	-	-	-	-	-	0.0%
INVESTMENT INCOME Total		**167,118**	**174,022**	**100,000**	**75,000**	**100,000**	**-**	**0.0%**
BOND PROCEEDS								
375000	BOND PROCEEDS	-	-	5,000,000	4,400,000	-	(5,000,000)	-100.0%
375001	IEPA LOAN	-	(0)	-	2,964,291	-	-	0.0%
BOND PROCEEDS Total		**-**	**(0)**	**5,000,000**	**7,364,291**	**-**	**(5,000,000)**	**-100.0%**
Grand Total		**8,839,809**	**8,744,803**	**14,552,600**	**16,866,891**	**10,150,250**	**(4,402,350)**	**-30.3%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	WATER FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
INVESTMENT INCOME					
360000	**INTEREST EARNINGS**				
	INTEREST EARNINGS	100,000	100,000	-	0.0%
	Subtotal	***100,000***	***100,000***	***-***	***0.0%***
INVESTMENT INCOME Total		**100,000**	**100,000**	**-**	**0.0%**
OTHER INCOME					
350410	**WATER - OTHER INCOME**				
	WATER - OTHER INCOME	120,000	120,000	-	0.0%
	Subtotal	***120,000***	***120,000***	***-***	***0.0%***
OTHER INCOME Total		**120,000**	**120,000**	**-**	**0.0%**
SERVICE CHARGES					
350305	**WATER METER RPLMNT CHARGE**				
	WATER METER REPLACEMENT CHARGE	50,000	50,000	-	0.0%
	Subtotal	***50,000***	***50,000***	***-***	***0.0%***
SERVICE CHARGES Total		**50,000**	**50,000**	**-**	**0.0%**
WHOLESALE WATER SALES					
350210	**GLENVIEW WATER SALES**				
	GLENVIEW WATER SALES	3,946,670	3,946,670	-	0.0%
	Subtotal	***3,946,670***	***3,946,670***	***-***	***0.0%***
350220	**ILL. AMERICAN WATER CO. SALES**				
	ILL. AMERICAN WATER CO. SALES	1,041,450	1,041,450	-	0.0%
	Subtotal	***1,041,450***	***1,041,450***	***-***	***0.0%***
350221	**KENILWORTH WATER SALES**				
	KENILWORTH WATER SALES	218,070	218,070	-	0.0%
	Subtotal	***218,070***	***218,070***	***-***	***0.0%***
350222	**GOLF WATER SALES**				
	GOLF WATER SALES	36,200	36,200	-	0.0%
	Subtotal	***36,200***	***36,200***	***-***	***0.0%***
350223	**NORTH MAIN WATER SALES**				
	NORTH MAIN WATER SALES	828,310	1,425,960	597,650	72.2%
	Subtotal	***828,310***	***1,425,960***	***597,650***	***72.2%***
WHOLESALE WATER SALES Total		**6,070,700**	**6,668,350**	**597,650**	**9.8%**
BOND PROCEEDS					
375000	**BOND PROCEEDS**				
	BOND PROCEEDS	5,000,000		(5,000,000)	#NULL!
	Subtotal	***5,000,000***		***(5,000,000)***	***#NULL!***

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Fund	WATER FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
BOND PROCEEDS Total		**5,000,000**		**(5,000,000)**	**#NULL!**
RESIDENTIAL WATER CHARGES					
350200	**RESIDENTIAL WATER CHARGES**				
	RESIDENTIAL WATER CHARGES	3,211,900	3,211,900	-	0.0%
	Subtotal	***3,211,900***	***3,211,900***	***-***	***0.0%***
RESIDENTIAL WATER CHARGES Total		**3,211,900**	**3,211,900**	**-**	**0.0%**
Grand Total		**14,552,600**	**10,150,250**	**(4,402,350)**	**-30.3%**

Water Management

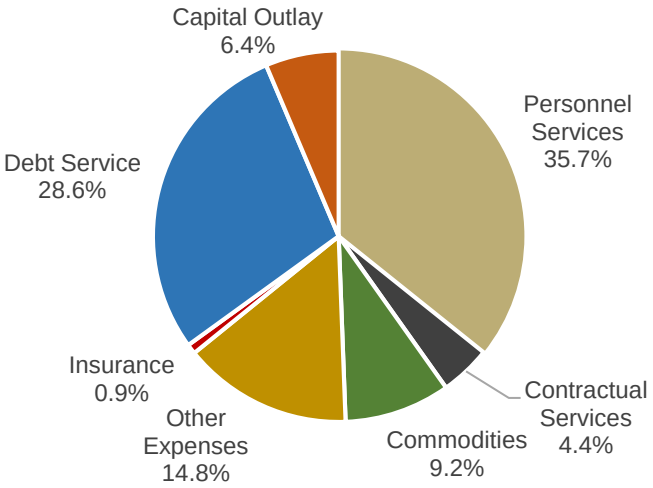
BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Water Plant Operations	2,993,562	2,965,586	3,136,280	2,982,930	3,240,493	104,213
Water Reservoir & Meters	350,219	293,985	336,185	305,135	338,339	2,154
Water Distribution	1,742,738	1,385,836	1,364,670	1,225,930	1,352,372	(12,298)
Miscellaneous	1,566,468	1,635,357	1,708,835	1,705,335	2,013,122	304,287
Billing	211,284	160,169	211,715	211,715	188,481	(23,234)
Debt Service	2,218,414	2,329,202	2,242,500	2,517,500	3,015,000	772,500
Capital Improvements	714,202	6,987,808	7,920,200	5,990,167	400,000	(7,520,200)
TOTAL BUDGET	**9,796,888**	**15,757,943**	**16,920,385**	**14,938,712**	**10,547,807**	**(6,372,578)**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Services	3,559,376	3,413,159	3,734,560	3,657,135	3,770,613	36,053
Contractual Services	582,403	478,722	430,920	417,220	467,650	36,730
Commodities	828,638	806,258	981,065	897,550	972,765	(8,300)
Other Expenses	1,125,480	1,176,016	1,265,080	1,253,580	1,558,079	292,999
Insurance	90,200	90,200	90,200	90,200	90,200	-
Debt Service	2,218,414	2,329,202	2,242,500	2,517,500	3,015,000	772,500
Capital Outlay	1,392,377	7,464,385	8,176,060	6,105,527	673,500	(7,502,560)
TOTAL BUDGET	**9,796,888**	**15,757,943**	**16,920,385**	**14,938,712**	**10,547,807**	**(6,372,578)**



BUDGET ANALYSIS

Water Plant Operations
The Water Plant Operations budget includes the purchase of a water meter shop van for $36,500. The budget also includes an increase of $9,000 for the purchase of chemicals for water treatment due to the expanded wholesale water sales with North Maine.

Water Reservoir and Meter Maintenance
The decrease in commodities is due to a reduced number of meters that need to be replaced in 2021; the new funding level is $50,000.

Water Distribution
In 2021, the following capital improvement projects are included in the water fund for distribution system maintenance.

- Hydraulic Modeling ($15,000)
- Transmission Main Repairs ($21,500)
- Distribution Valve Improvements ($91,000)
- Water Main Surge Suppressors ($12,000)

Miscellaneous Services
A total of $1,340,000 has been provided for payment to the General Fund for services provided.

Water Billing
The budget provides for the continuation of the existing activities. The Water Fund's share of the annual audit and postage costs are also included. The budget also includes a new $25,000 expense for the outsourcing of utility bill printing.

Debt Service
The Village will have five outstanding General Obligation (G.O.) Bond Issues outstanding for which the Water Fund will accomplish all or a portion of the required the debt service costs. Those issuances are:

- G.O. Series 2011 Issuance. This refunding included funds for the remaining amount of IEPA loans, that were utilized for water system improvements.

- G.O. Series 2017A Issuance. This refunding included funds for the remaining amount of the outstanding G.O. Series 2007, that were utilized for water system improvements.

- G.O. Series 2017B Issuance. This refunding included funds for the remaining amount of the outstanding G.O. Series 2009, that were utilized for water system improvements.

- 2019 IEPA Loan Issuance. This loan will be utilized to finance the Electrical Improvement Project at the Water Plant.

- G.O. Series 2020A Issuance. This issuance included funds to finance water main replacements on Central Avenue & Lake Ave.

- G.O. Series 2020B Issuance. This refunding included funds for the remaining amount of outstanding G.O. Series 2010, that were utilized for standpipe reconditioning, SCADA software upgrades and water plant improvements.

Capital Improvements

The Water Plant Electrical Improvements project that began in 2017 (funded through IEPA debt proceeds) will continue in 2021 at a reduced project cost of $400,000. The Water Main Replacement program for Central and Lake Avenues was also removed from the 2021 budget.

Water Management

MISSION STATEMENT

The Department of Water Management is committed to providing our customers with safe palatable drinking water at adequate pressures and quantities that meets all state and federal water regulations.

PROGRAMS

This program provides the funding for operating and maintaining the pumping and purification facilities at the water plant. Included are expenses related to intake and pumping equipment maintenance, purification equipment maintenance, electrical power, and heating gas. Laboratory supplies and equipment are provided to maintain Illinois Department of Public Health (IDPH) certification.

- **Water Plant Operations**
  This program provides funding for the operations of the treatment and pumping of drinking water at the C.P. Dubbs Water Plant. The plant produces drinking water for the residents of Wilmette as well as other nearby communities: Kenilworth, Glenview, Golf, North Maine (Aqua America) and American Water (services portions of Prospect Heights).

- **Water Reservoir and Meter Maintenance**
  This program provides for the Village's water meter maintenance activity and maintenance of the 4.0 million-gallon (MG) Standpipe and 3.0 MG Reservoir/Pumping Station at the Village Yard. The Automatic Meter Reading Replacement program was completed in 2012. Due to new Environmental Protection Agency (EPA) requirements, existing water meters can no longer be refurbished and need to be replaced.

- **Water Distribution**
  This program provides funding for the maintenance of the Village's water mains. This includes the water service line from the main to the buffalo box. The Water Distribution System includes all areas in Wilmette with the exception of residences along Indian Hill Road, who purchase water from the Village of Winnetka.

- **Miscellaneous Services**
  Expenses of the Wilmette Water Utility that are not covered in other Water Fund programs are budgeted in this program. They include liability insurance, telephone, all Water Fund employee benefits and payments to the General Fund for services.

  Certain portions of other Village employee salaries that support the water operation are allocated to this program. They include 10% of the salaries in the Village Manager's Office, the Finance Department and the Administrative Services Department. Lastly, this includes 20% of the Engineering Department salaries, 20% of the Director and Deputy

Director of Engineering and Public Works, as well as 10% of the Assistant to the Public Works Director's salaries.

- **Water Billing**
  Finance Department expenses in connection with the Water Utility are budgeted in this program. These include the costs of meter reading, billing and collection.

- **Capital Improvements**
  This program provides funding for major capital improvements to the Village's water system. This includes major improvements to the water plant to improve reliability and increase capacity as well as improvements to the water distribution system.

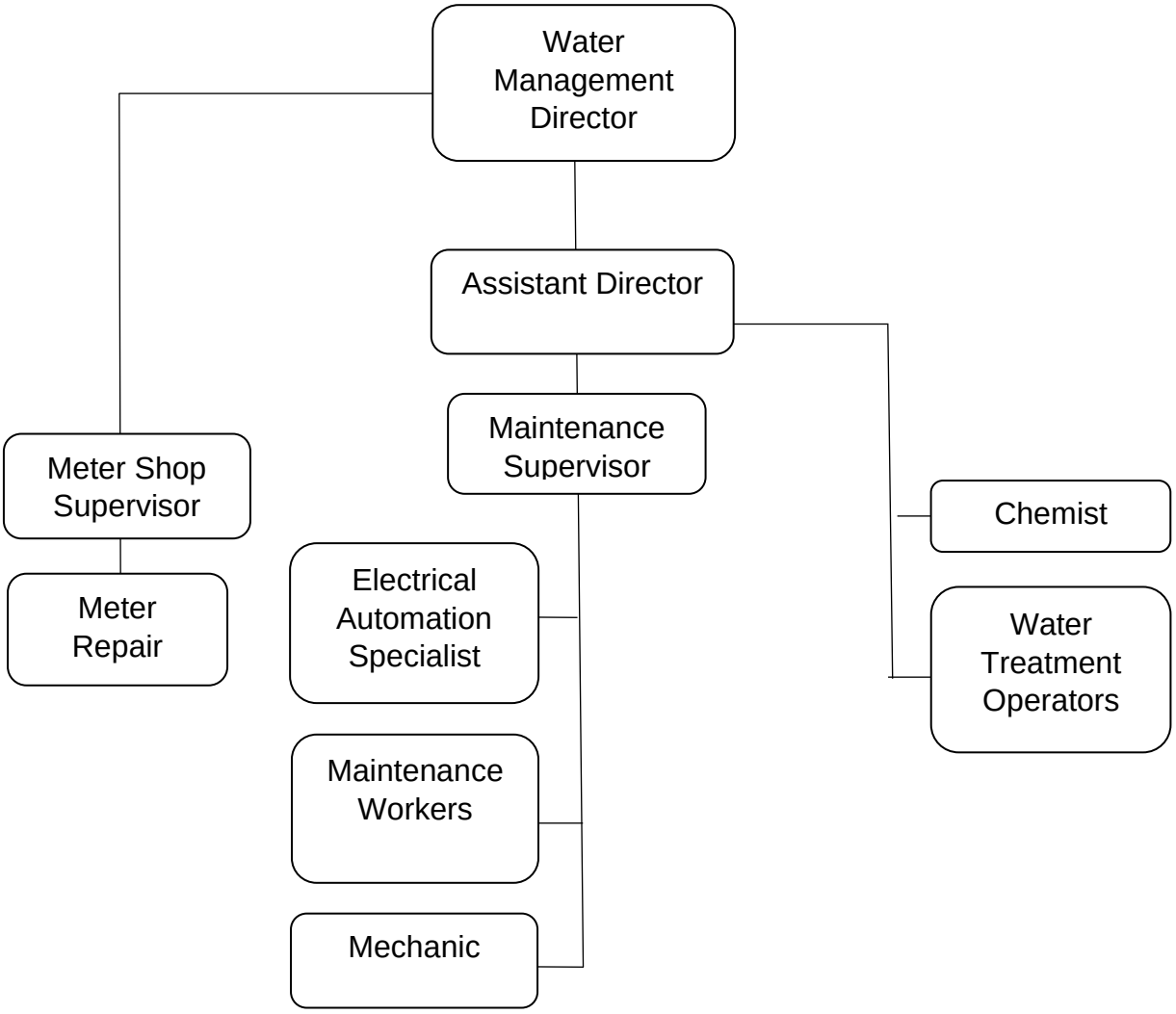
- **Debt Service**
  This program provides for the principal, interest and fees associated with the annual debt service for bond issuances that financed Water Fund capital projects.

PERSONNEL

The Water Management Department has a total of 18.0 FTE's. In 2021 there were no staffing updates.

	2017	2018	2019	2020	2021
Water Management	18.00	18.00	18.00	18.00	18.00
TOTAL FTE's	**18.00**	**18.00**	**18.00**	**18.00**	**18.00**

ORGANIZATIONAL CHART



Water Management

PERFORMANCE MEASURES

	Goal	2019 Year End	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2020 Year End
Engineering and Public Works							
Water Service Disruptions							
% of water service disruptions due to water main breaks lasting under 3 hours	*95%*	***85%***	*92%*	*100%*			
Water Main Repairs		***46***	*13*	*4*			
Disruption less than 3 hours		**39**	12	4			

ACTIVITY MEASURES

	2017	2018	2019	2020 Projected
Water Plant				
Service Population[1]	104,500	104,500	104,500	146,500
Total Volume of Water Produced (Gallons)	4,104,003,000	4,050,571,000	3,885,590,000	4,378,470,000
Average Production (MGD)	11.20	11.10	10.60	11.96
Percent Change in Production from Prior Year	+2.19%	-0.01%	-4.5%	+12.6%
Wholesale Water Delivered (Gallons)	2,923,088,000	2,758,299,000	2,667,408,000	3,125,851,000
Non-Revenue Water Loss by Volume (Wilmette)	17.6%	9.0%	19.3%	13.3%
Equipment & Facility Maintenance (hours)	6,286	6,221	6,818	6473
Preventive Maintenance Routes Completed	232	213	213	181
Average Finished Water Turbidity Reading (NTU)[2]	0.05	0.05	0.05	0.06
Average Finished Water Chlorine Residual (mg/l)	1.17	1.10	1.21	1.38

[1] Includes population in Wilmette, Glenview, Golf, Kenilworth, and a portion of Prospect Heights; Beginning June, 2020, Glenview began providing water to North Maine Water Utility.
[2]Turbidity measures cloudiness of water caused by suspended solids, is the key parameter used to assess the effectiveness of the treatment process and the water quality produced. The regulation requires 95% of finished water samples be less than 0.30 NTU.
MGD = Millions of Gallons per Day
NTU = Nephelometric Turbidity Units
Mg/l = Milligram per Liter

Meter Shop				
Quarterly Automatic Meter Reading (AMR) Reads	38,000	38,000	38,000	38,000
Final Water Meter Reads	739	727	682	850
Water Meters Replaced	738	739	563	450

Water Management

	2017	2018	2019	2020 Projected
Number of RPZ valves Tracked	1826	2112	2232	2313
New Meters Related to Construction Activities	106	87	66	65
Engineering and Public Works				
Utility Locates (JULIE)	6,125	6,157	6,161	6,000
Utility Locates (JULIE)-Transmission Mains[1]	428	1,770	1,808	1,750
Water Main Break Repairs	30	66	58	50
Water Service Leak Repairs	10	18	18	15
Hydrant Replacements	10	7	12	8
New Water Service Connections	67	102	70	60
Valve Installations	6	3	2	2
Distribution System Surveyed[2]	25%	25%	25%	25%

[1] In 2017, the Village expanded JULIE locate requests to identify request within 50-feet of a large water transmission main to provide better oversight and protection of critical Village infrastructure.

[2]Staff inspects annually for leaks in the water distribution system by listening to fire hydrants for leak sounds with very sensitive equipment (i.e. acoustic listening devices). If leak sounds are heard, the hydrant is operated to ensure that the hydrant is not leaking. If the hydrant is not leaking, nearby water service valves (or b-boxes) are inspected/checked for leaks, both on the public and private sides. If the b-boxes are not leaking then staff utilizes a leak correlator to check for water main breaks (WMBs). Whatever leaks are found, they are investigated and repaired in a timely fashion. The water distribution system has a total of 1,020 fire hydrants of which approximately 250 hydrants are inspected annually for possible leaks.

OBJECTIVES AND ACCOMPLISHMENTS

Looking Forward: 2021 Objectives

- Execute the second phase of the electrical improvements at the water plant by replacing the Motor Control Center (MCC) and Variable Frequency Drives (VFDs) of the low lift pumping operation.
- Replace between 400 to 600 antiquated meters (depending on size) throughout the Village to improve the accuracy of the water meter readings.
- Work with the Finance Department to perform an analysis of the power consumption at the sewer and sanitary facilities.
- Continue the high lift pump rebuild program by completing the rebuild of high lift pump number nine.
- Hire a Diving Contractor to conduct inspection and cleaning of the water intakes.
- Continue to work with the Village of Glenview staff and Aqua Illinois to accommodate the addition of the North Maine Water Utility to our wholesale customer base.

Reviewing the Year: 2020 Accomplishments

- Manage the electrical improvements project construction at the water plant ensuring uninterrupted service to customers.
  The project was substantially completed in May 2020 prior to the addition of North Maine to our wholesale base. The project is projected to be on budget of the IEPA loan agreement.

- Replace between 500 to 700 antiquated meters (depending on size) throughout the Village to improve the accuracy of the water meter readings.
  The meter shop staff is projected to replace 450 meters. The lower number of meters replaced is due to the COVID-19 pandemic.

- Manage the completion of the integration of the new Programmable Logic Controllers (PLCs) and electrical equipment with the existing SCADA system at the water plant.
  It is projected to have all the PLCs and programming completed in the fall of 2020.

- Replace seven (7) obsolete basin mixer variable frequency drives (VFD's) and their integration with the existing SCADA system at the water plant.
  The water plant staff will complete the replacement in the fall of 2020.

- The Wilmette Water Treatment Plant continued to receive recognition from the Partnership for Safe Water for maintaining Presidents Award status and Directors Award in 2018.
  The Partnership is a voluntary effort between six drinking water organizations (including the USEPA) and the participating water utilities. The goal of the Partnership is to provide a new measure of public health protection to millions by implementing prevention

programs where legislation or regulation does not exist. Participation in the program demonstrates the commitment to water quality and public health for consumers. Successful completion of the program phases earns awards. The preventative measures are based around optimizing treatment plant performance. The result is the production and delivery of superior quality water to all users.

- The water plant continues to work with The Village of Kenilworth on optimizing drinking water delivery operation from Wilmette since their transition to Wilmette water in 2017.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	WATER FUND
Department	WATER
Program	WATER - PLANT OPERATIONS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	1,492,073	1,379,842	1,504,275	1,475,000	1,529,613	25,338	1.7%
410200	OVERTIME WAGES	32,142	37,574	35,725	42,000	35,725	-	0.0%
415000	EMPLOYEE BENEFITS	603,073	583,215	642,460	642,460	659,939	17,479	2.7%
PERSONNEL EXPENSE Total		**2,127,288**	**2,000,631**	**2,182,460**	**2,159,460**	**2,225,277**	**42,817**	**2.0%**
CONTRACTUAL SERVICES								
420020-20071	PROFESSIONAL SERVICES	3,200	-	3,000	1,000	3,000	-	0.0%
421000	CONTRACTUAL SERVICES	22,093	42,662	33,600	33,600	30,300	(3,300)	-9.8%
421125	CONTRACTUAL CUSTODIAL SERVICES	10,980	7,168	7,000	9,150	11,000	4,000	57.1%
422400	MAINT.-EQUIPMENT	35,039	36,356	38,000	30,000	34,000	(4,000)	-10.5%
422500	MAINT.- INTAKE	10,646	-	-	-	-	-	0.0%
428020	TELEPHONE SERVICE - CELLULAR	-	-	1,500	1,500	1,500	-	0.0%
428100	COMPUTER COMMUNICATIONS EXP.	200	-	460	460	460	-	0.0%
CONTRACTUAL SERVICES Total		**82,158**	**86,186**	**83,560**	**75,710**	**80,260**	**(3,300)**	**-3.9%**
COMMODITIES								
430050	UNIFORM EXPENSE	5,763	5,181	5,800	5,800	5,800	-	0.0%
430075	SUPPLIES	36,701	37,435	32,000	32,000	32,000	-	0.0%
430150	SUPPLIES - COMPUTER PARTS	1,205	-	1,000	4,000	1,000	-	0.0%
430210	SUPPLIES - LABORATORY	16,105	11,194	19,300	19,300	16,800	(2,500)	-13.0%
430475	MATERIALS - EQUIPMENT REPAIRS	36,145	33,827	41,000	35,000	32,500	(8,500)	-20.7%
430530	WATER PLANT POWER	342,135	351,888	465,000	410,000	465,000	-	0.0%
430560	HEATING - GAS	21,711	24,062	40,000	25,500	40,000	-	0.0%
430600	CHEMICALS	125,457	120,089	155,000	155,000	164,000	9,000	5.8%
COMMODITIES Total		**585,221**	**583,677**	**759,100**	**686,600**	**757,100**	**(2,000)**	**-0.3%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	9,110	8,970	16,160	16,160	16,356	196	1.2%
441000	INCIDENTALS	1,287	1,136	1,000	2,500	1,000	-	0.0%
447070	MWRDGC USER CHARGES	32,693	36,366	50,000	40,000	50,000	-	0.0%
OTHER EXPENSE Total		**43,090**	**46,471**	**67,160**	**58,660**	**67,356**	**196**	**0.3%**
CAPITAL OUTLAY								
470530-80802	INFRASTRUCTURE - WATER PLANT	119,618	-	-	-	-	-	0.0%
470530-80805	INFRASTRUCTURE - WATER PLANT	-	-	40,000	-	50,000	10,000	25.0%
470530-80808	INFRASTRUCTURE - WATER PLANT	-	-	-	-	20,000	20,000	0.0%
470530-80844	INFRASTRUCTURE - WATER PLANT	161	-	-	-	-	-	0.0%
470530-80845	INFRASTRUCTURE - WATER PLANT	36,025	23,380	-	-	-	-	0.0%
470530-80846	INFRASTRUCTURE - WATER PLANT	-	13,065	-	-	-	-	0.0%
470530-80848	INFRASTRUCTURE - WATER PLANT	-	161,271	-	-	-	-	0.0%
480200-40465	P.W. VEHICLES- PICK-UP TRUCKS	-	42,781	-	-	-	-	0.0%
480275-40445	P.W. VEHICLES- OTHER	-	-	-	-	36,500	36,500	0.0%
490500-70903	OTHER EQUIP. - WATER	-	8,123	4,000	2,500	4,000	-	0.0%
CAPITAL OUTLAY Total		**155,804**	**248,620**	**44,000**	**2,500**	**110,500**	**66,500**	**151.1%**
Grand Total		**2,993,562**	**2,965,586**	**3,136,280**	**2,982,930**	**3,240,493**	**104,213**	**3.3%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	WATER FUND
Department	(All)
Program	WATER - PLANT OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	1,504,275	1,529,613	25,338	1.7%
	Subtotal	***1,504,275***	***1,529,613***	***25,338***	***1.7%***
410200	**OVERTIME WAGES**				
	OVERTIME	35,725	35,725	-	0.0%
	Subtotal	***35,725***	***35,725***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	642,460	659,939	17,479	2.7%
	Subtotal	***642,460***	***659,939***	***17,479***	***2.7%***
PERSONNEL EXPENSE Total		**2,182,460**	**2,225,277**	**42,817**	**2.0%**
CONTRACTUAL SERVICES					
420020	**PROFESSIONAL SERVICES**				
	ROUTINE SCADA SOFTWARE LICENSE AND SUPPORT, PROGRAMMING AND REPAIRS	3,000	3,000	-	0.0%
	Subtotal	***3,000***	***3,000***	***-***	***0.0%***
421000	**CONTRACTUAL SERVICES**				
	ANNUAL INSPECTION AND TESTING OF HOIST AT THE WATER PLANT	1,800	2,000	200	11.1%
	BI-MONTHLY VIBRATION TESTING OF THE HIGH LIFT PUMPS TO PREVENT MAJOR DAMAGES	5,000	6,000	1,000	20.0%
	OTHER CONTRACTUAL SERVICES SUCH AS BUILDING REPAIRS AND ENGINEERING SERVICES	10,000	10,000	-	0.0%
	REQUIRED WATER QUALITY TESTING BY THE EPA	9,500	5,000	(4,500)	-47.4%
	SCADA SOFTWARE ANNUAL LICENSE & SUPPORT	6,500	6,500	-	0.0%
	TRAINING AND FIT TESTING FOR THE MAINTENANCE PERSONNEL ON RESPIRATORY GEAR	800	800	-	0.0%
	Subtotal	***33,600***	***30,300***	***(3,300)***	***-9.8%***
421125	**CONTRACTUAL CUSTODIAL SERVICES**				
	CONTRACTUAL CUSTODIAL SERVICES FOR THE WATER PLANT	7,000	11,000	4,000	57.1%
	Subtotal	***7,000***	***11,000***	***4,000***	***57.1%***
422400	**MAINT.-EQUIPMENT**				
	CONTRACTUAL MAINTENANCE OF SEVEN DIFFERENT COOLING AND HEATING UNITS AT THE WATER PLANT	3,000	3,000	-	0.0%
	CONTRACTUAL WORK ON OTHER WATER PLANT EQUIPMENT	10,000	10,000	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	WATER FUND
Department	(All)
Program	WATER - PLANT OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
422400	MAINTENANCE AND REPAIRS PERFORMED ON THE 4 AIR COMPRESSORS AND THE 3 VACUUM SYSTEMS	2,500	2,500	-	0.0%
	MAINTENANCE AND REPAIRS PERFORMED ON THE HYPO, COAGULANT, PHOSPHATE AND FLUORIDE FEED SYSTEMS	4,500	4,500	-	0.0%
	MAINTENANCE OF THE 500 KW AND 1100 KW EMERGENCY BACKUP GENERATORS	6,000		(6,000)	
	REPAIRS PERFORMED ON THE RAPID MIXERS, FLOCCULATORS CONTROLLERS, MIXING SHAFTS.	4,000	6,000	2,000	50.0%
	REPAIRS PERFORMED ON THE VARIOUS PUMPS AT THE WATER PLANT	8,000	8,000	-	0.0%
	Subtotal	***38,000***	***34,000***	***(4,000)***	***-10.5%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
428100	**COMPUTER COMMUNICATIONS EXP.**				
	DATA COSTS FOR IPAD	460	460	-	0.0%
	Subtotal	***460***	***460***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**83,560**	**80,260**	**(3,300)**	**-3.9%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	CLOTHING FOR 15 EMPLOYEES AT THE WATER PLANT	1,000	1,000	-	0.0%
	CONTRACTUAL UNIFORM EXPENSES (CLEANING SERVICE) FOR 14 EMPLOYEES (SHIRTS AND PANTS)	2,200	2,200	-	0.0%
	UNIFORM ALLOWANCE FOR 14 EMPLOYEES TO PURCHASE JACKETS, SAFETY SHOES OR JEANS	2,600	2,600	-	0.0%
	Subtotal	***5,800***	***5,800***	***-***	***0.0%***
430075	**SUPPLIES**				
	HARDWARE PIPE AND FITTING SUPPLIES TO PERFORM MAINTENANCE TASKS AT THE WATER PLANT	8,500	8,500	-	0.0%
	OTHER SUPPLIES TO PERFORM THE VARIOUS MAINTENANCE TASKS AT THE WATER PLANT	7,500	7,500	-	0.0%
	SUPPLIES FOR ELECTRICAL WORK AT THE WATER PLANT	8,000	8,000	-	0.0%
	SUPPLIES FOR PLUMBING WORK (SUCH AS THE CHEMICAL FEEDING SYSTEM) AT THE WTP	8,000	8,000	-	0.0%
	Subtotal	***32,000***	***32,000***	***-***	***0.0%***
430150	**SUPPLIES - COMPUTER PARTS**				
	PARTS FOR COMPUTER EQUIPMENT OF SCADA AT THE WTP	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	WATER FUND
Department	(All)
Program	WATER - PLANT OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430210	**SUPPLIES - LABORATORY**				
	BACTERIOLOGICAL TESTING SUPPLIES - PURCHASING REAGENTS AND SUPPLIES FOR THE BACTERIOLOGICAL TESTING OF WATER IN OUR IDPH CERTIFIED LAB	5,500	5,500	-	0.0%
	CHEMICAL ANALYSIS SUPPLIES-REAGENTS FOR THE VARIOUS CHEMICAL ANALYSIS OF THE WATER	4,500	4,500	-	0.0%
	REPLACE LABORATORY CABINETS AND CONTERTOP IN THE CHEM LAB ONLY	7,500	5,000	(2,500)	-33.3%
	VARIOUS INSTRUMENTS AND PROBES NEEDED FOR THE WATER QUALITY TESTING	1,800	1,800	-	0.0%
	Subtotal	***19,300***	***16,800***	***(2,500)***	***-13.0%***
430475	**MATERIALS - EQUIPMENT REPAIRS**				
	BASIN MIXER VFD'S TO REPLACE OBSOLETE EQUIPMENT, PARTS NO LONGER AVAILABLE	7,000	5,000	(2,000)	-28.6%
	CHEMICAL METERING SYSTEM REPAIR PARTS-PARTS NEEDED TO PERFORM MAINTENANCE AND REPAIRS TO THE HYPO, COAGULANT, FLUORIDE AND PHOSPHATE FEEDS	3,500	3,500	-	0.0%
	MATERIALS NEEDED TO REPAIR OTHER WATER PLANT EQUIPMENT	5,000	5,000	-	0.0%
	PARTS NEEDED TO PERFORM IN-HOUSE REPAIRS TO 1956 AND 1933 VACUUM SYSTEMS	3,500	3,500	-	0.0%
	PARTS TO MAINTAIN AND REPAIR HEATING SYSTEMS AT THE WATER PLANT	3,000	3,000	-	0.0%
	PARTS TO MAINTAIN AND REPAIR THE EMERGENCY GENERATORS AT THE WATER PLANT	3,500		(3,500)	
	PARTS TO REPAIR BASINS MIXERS AT THE WATER PLANT = FLOCCULATOR AND MIXER GEARBOX	2,000	2,000	-	0.0%
	PARTS TO REPAIR FILTER VALVES AT WATER PLANT	3,500	3,500	-	0.0%
	PARTS TO REPAIR PUMPS AT THE WATER PLANT	3,000	3,000	-	0.0%
	REPLACE HYPO FEEDING PUMPS	7,000	4,000	(3,000)	-42.9%
	Subtotal	***41,000***	***32,500***	***(8,500)***	***-20.7%***
430530	**WATER PLANT POWER**				
	POWER USED TO OPERATE WATER PLANT EQUIPMENT AND PROCESSES	465,000	465,000	-	0.0%
	Subtotal	***465,000***	***465,000***	***-***	***0.0%***
430560	**HEATING - GAS**				
	NATURAL GAS USED TO HEAT THE WATER PLANT AND OPERATE EQUIPMENT	40,000	40,000	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	WATER FUND
Department	(All)
Program	WATER - PLANT OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430560	***Subtotal***	***40,000***	***40,000***	***-***	***0.0%***
430600	**CHEMICALS**				
	CORROSION INHIBITOR - FEED ORTHO-PHOSPHATE	18,000	19,000	1,000	5.6%
	DISINFECTANT-THE COST TO FEED HYPOCHLORITE	40,000	45,000	5,000	12.5%
	FEED DELPAC 2020 AS A COAGULANT	50,000	55,000	5,000	10.0%
	FLUORIDATION-THE COST TO FEED FLUORIDE	47,000	45,000	(2,000)	-4.3%
	Subtotal	***155,000***	***164,000***	***9,000***	***5.8%***
COMMODITIES Total		**759,100**	**757,100**	**(2,000)**	**-0.3%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	16,160	16,356	196	1.2%
	Subtotal	***16,160***	***16,356***	***196***	***1.2%***
441000	**INCIDENTALS**				
	INCIDENTAL SUPPLIES SUCH AS SHIPPING CHARGES AND OTHER SUPPLIES	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
447070	**MWRDGC USER CHARGES**				
	DISPOSAL OF SLUDGE TO MWRD AND OTHER USER CHARGES	50,000	50,000	-	0.0%
	Subtotal	***50,000***	***50,000***	***-***	***0.0%***
OTHER EXPENSE Total		**67,160**	**67,356**	**196**	**0.3%**
CAPITAL OUTLAY					
470530	**INFRASTRUCTURE - WATER PLANT**				
	REBUILD HIGH LIFT PUMPS (CIP PROJECT)	40,000	50,000	10,000	25.0%
	WATER INTAKES INSPECTIONS (CIP PROJECT)		20,000	20,000	
	Subtotal	***40,000***	***70,000***	***30,000***	***75.0%***
480275	**P.W. VEHICLES- OTHER**				
	T-25 (2004 - WATER METER SHOP VAN) (CIP PROJECT)		36,500	36,500	
	Subtotal		***36,500***	***36,500***	
490500	**OTHER EQUIP. - WATER**				
	PARK DISTRICT BEACH TESTING (REIMBURSED BY PARK DISTRICT)	4,000	4,000	-	0.0%
	Subtotal	***4,000***	***4,000***	***-***	***0.0%***
CAPITAL OUTLAY Total		**44,000**	**110,500**	**66,500**	**151.1%**
Grand Total		**3,136,280**	**3,240,493**	**104,213**	**3.3%**

DATE: September 15, 2020

TO: Michael Braiman, Village Manager

FROM: Nabil Quafisheh, Director of Water Management

SUBJECT: Budget Justification Memo: Water Plant Chemicals

Account Number	41818090-430600
Department	Water Management
Account Name	Chemicals

Background

This account provides funding for the consumption of treatment chemicals used to treat the drinking water at the C.P. Dubbs Water Plant.

Justification

The increase in budget of this account by $10,000 (from $155,000 to $165,000) in FY 2021 is due to the addition of the North Main Utility and the increased water pumpage. The Village's total wholsale water delivered in 2020 increased to $3.13 billion gallons compared to 2.67 billion gallons in 2019. It is expected that this gallonage will increase in 2021 as North Maine will be online for the full year.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	WATER FUND
Department	WATER
Program	WATER - METERING & RESERVOIR

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	147,840	152,459	156,500	135,000	161,766	5,266	3.4%
410200	OVERTIME WAGES	33	68	625	625	625	-	0.0%
415000	EMPLOYEE BENEFITS	50,672	49,921	54,910	54,910	56,439	1,529	2.8%
PERSONNEL EXPENSE Total		**198,545**	**202,448**	**212,035**	**190,535**	**218,830**	**6,795**	**3.2%**
CONTRACTUAL SERVICES								
421000	CONTRACTUAL SERVICES	32,405	13,267	13,600	18,000	13,800	200	1.5%
422520	MAINT.-RESERVOIR & PUMP STA.	7,074	-	3,500	2,500	3,500	-	0.0%
422560	MAINT.-STANDPIPE	16,026	4,250	5,200	4,250	5,200	-	0.0%
CONTRACTUAL SERVICES Total		**55,505**	**17,517**	**22,300**	**24,750**	**22,500**	**200**	**0.9%**
COMMODITIES								
430050	UNIFORM EXPENSE	586	665	700	700	700	-	0.0%
430075	SUPPLIES	2,420	1,621	2,300	2,300	2,300	-	0.0%
430280	SUPPLIES - RESERVOIR	6,317	2,351	3,000	4,000	3,000	-	0.0%
430900	WATER METERS - COST OF SALES	14,913	13,873	20,000	20,000	20,000	-	0.0%
430910	WATER METERS - PARTS	2,199	2,171	2,200	2,200	2,200	-	0.0%
430920	WATER METERS - REPL. PROG.	56,204	40,093	55,000	42,000	50,000	(5,000)	-9.1%
430930	WATER METERS - AMR PROG.	5,110	4,976	5,000	5,000	5,000	-	0.0%
COMMODITIES Total		**87,749**	**65,750**	**88,200**	**76,200**	**83,200**	**(5,000)**	**-5.7%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	8,420	8,270	13,350	13,350	13,509	159	1.2%
442000	TRAINING	-	-	300	300	300	-	0.0%
OTHER EXPENSE Total		**8,420**	**8,270**	**13,650**	**13,650**	**13,809**	**159**	**1.2%**
Grand Total		**350,219**	**293,985**	**336,185**	**305,135**	**338,339**	**2,154**	**0.6%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	WATER FUND
Department	(All)
Program	WATER - METERING & RESERVOIR

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	156,500	161,766	5,266	3.4%
	Subtotal	***156,500***	***161,766***	***5,266***	***3.4%***
410200	**OVERTIME WAGES**				
	OVERTIME	625	625	-	0.0%
	Subtotal	***625***	***625***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	54,910	56,439	1,529	2.8%
	Subtotal	***54,910***	***56,439***	***1,529***	***2.8%***
PERSONNEL EXPENSE Total		**212,035**	**218,830**	**6,795**	**3.2%**
CONTRACTUAL SERVICES					
421000	**CONTRACTUAL SERVICES**				
	AMR SERVICE AGREEMENT	1,500	1,500	-	0.0%
	EXPENSE TO TEST 10 LARGE WATER METERS OUT OF 40 EXISTING IN THE SYSTEM	1,000		(1,000)	
	EXPENSE TO THE CONTRACTUAL REQUIREMENT TO TEST THE FOUR GLENVIEW MASTER METERS AND ONE MASTER METER WITH KENILWORTH	5,600	6,000	400	7.1%
	METER READING SERVICES - ORION AMRS READING DEVICES INCLUDING LAPTOP, ANTENNAS AND SOFTWARE	5,000	5,800	800	16.0%
	REPAIR OR REPLACE METERS	500	500	-	0.0%
	Subtotal	***13,600***	***13,800***	***200***	***1.5%***
422520	**MAINT.-RESERVOIR & PUMP STA.**				
	ROUTINE MAINTENANCE AND CONTRACTUAL EQUIPMENT REPAIRS AT THE 3.0 MG RESERVOIR	3,500	3,500	-	0.0%
	Subtotal	***3,500***	***3,500***	***-***	***0.0%***
422560	**MAINT.-STANDPIPE**				
	ANNUAL CATHODIC PROTECTION SYSTEM MAINTENANCE	600	600	-	0.0%
	ANNUAL MAINTENANCE COST OF THE SOLAR MIXING SYSTEM	4,600	4,600	-	0.0%
	Subtotal	***5,200***	***5,200***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**22,300**	**22,500**	**200**	**0.9%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	WATER FUND
Department	(All)
Program	WATER - METERING & RESERVOIR

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430050	UNIFORM EXPENSE FOR THE TWO METER SHOP EMPLOYEES	700	700	-	0.0%
	Subtotal	***700***	***700***	***-***	***0.0%***
430075	**SUPPLIES**				
	PLUMBING AND ELECTRICAL SUPPLIES FOR THE METER SHOP	2,300	2,300	-	0.0%
	Subtotal	***2,300***	***2,300***	***-***	***0.0%***
430280	**SUPPLIES - RESERVOIR**				
	EQUIPMENT SUPPLIES FOR THE 3.0 MG RESERVOIR	3,000	3,000	-	0.0%
	Subtotal	***3,000***	***3,000***	***-***	***0.0%***
430900	**WATER METERS - COST OF SALES**				
	NEW METER SERVICE INSTALLATIONS	20,000	20,000	-	0.0%
	Subtotal	***20,000***	***20,000***	***-***	***0.0%***
430910	**WATER METERS - PARTS**				
	REPAIR PARTS FOR THE METER REPLACEMENT PROGRAM	2,200	2,200	-	0.0%
	Subtotal	***2,200***	***2,200***	***-***	***0.0%***
430920	**WATER METERS - REPL. PROG.**				
	WATER METER REPLACEMENT PROGRAM (CIP PROJECT)	55,000	50,000	(5,000)	-9.1%
	Subtotal	***55,000***	***50,000***	***(5,000)***	***-9.1%***
430930	**WATER METERS - AMR PROG.**				
	REPLACE ANY MALFUNCTIONING AMRS THAT ARE OUTSIDE OF WARRANTY	5,000	5,000	-	0.0%
	Subtotal	***5,000***	***5,000***	***-***	***0.0%***
COMMODITIES Total		**88,200**	**83,200**	**(5,000)**	**-5.7%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	13,350	13,509	159	1.2%
	Subtotal	***13,350***	***13,509***	***159***	***1.2%***
442000	**TRAINING**				
	TRAINING FOR METER SHOP EMPLOYEES	300	300	-	0.0%
	Subtotal	***300***	***300***	***-***	***0.0%***
OTHER EXPENSE Total		**13,650**	**13,809**	**159**	**1.2%**
Grand Total		**336,185**	**338,339**	**2,154**	**0.6%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	WATER FUND
Department	WATER
Program	WATER - DISTRIBUTION

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	437,466	444,468	475,275	455,000	481,419	6,144	1.3%
410200	OVERTIME WAGES	45,241	34,390	37,600	29,000	37,600	-	0.0%
415000	EMPLOYEE BENEFITS	182,872	169,920	201,450	201,450	206,094	4,644	2.3%
PERSONNEL EXPENSE Total		**665,579**	**648,778**	**714,325**	**685,450**	**725,113**	**10,788**	**1.5%**
CONTRACTUAL SERVICES								
420020-20014	PROFESSIONAL SERVICES	47,071	43,402	30,500	30,500	30,500	-	0.0%
420020-20018	PROFESSIONAL SERVICES	-	-	-	-	13,000	13,000	0.0%
420020-20420	PROFESSIONAL SERVICES	-	-	-	-	15,000	15,000	0.0%
421000	CONTRACTUAL SERVICES	110,932	148,305	120,800	99,500	116,230	(4,570)	-3.8%
421000-80918	CONTRACTUAL SERVICES	-	3,425	21,000	21,000	21,500	500	2.4%
422540	MAINT.-DISTRIBUTION SYSTEM	141,474	60,801	30,000	43,000	30,000	-	0.0%
428020	TELEPHONE SERVICE - CELLULAR	695	1,175	1,300	1,300	1,300	-	0.0%
CONTRACTUAL SERVICES Total		**300,171**	**257,107**	**203,600**	**195,300**	**227,530**	**23,930**	**11.8%**
COMMODITIES								
430050	UNIFORM EXPENSE	3,620	3,646	4,515	4,500	4,515	-	0.0%
430130	SUPPLIES - MISC. TOOLS & EQUIP	8,364	9,246	6,800	6,600	6,000	(800)	-11.8%
430400	MATERIALS	96,385	97,890	71,250	71,250	71,250	-	0.0%
430480	MATERIALS - FIRE HYDRANTS	23,808	22,324	24,800	24,000	24,800	-	0.0%
COMMODITIES Total		**132,178**	**133,107**	**107,365**	**106,350**	**106,565**	**(800)**	**-0.7%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	119,260	117,290	123,620	123,620	125,139	1,519	1.2%
441000	INCIDENTALS	543	302	500	350	500	-	0.0%
442000	TRAINING	2,637	1,296	3,400	2,000	4,525	1,125	33.1%
OTHER EXPENSE Total		**122,440**	**118,887**	**127,520**	**125,970**	**130,164**	**2,644**	**2.1%**
CAPITAL OUTLAY								
470550-80306	INFRASTRUCTURE - WATER MAINS	9,675	11,613	18,860	18,860	-	(18,860)	-100.0%
470550-80847	INFRASTRUCTURE - WATER MAINS	-	11,216	12,000	6,000	12,000	-	0.0%
470550-80900	INFRASTRUCTURE - WATER MAINS	65,027	39,574	88,000	88,000	91,000	3,000	3.4%
470550-80920	INFRASTRUCTURE - WATER MAINS	36,504	5,922	-	-	-	-	0.0%
480200-40505	P.W. VEHICLES- PICK-UP TRUCKS	-	-	26,000	-	28,500	2,500	9.6%
480200-40510	P.W. VEHICLES- PICK-UP TRUCKS	-	30,907	-	-	-	-	0.0%
480250-40545	P.W. VEHICLES- SM. DUMP TRUCKS	-	-	31,000	-	31,500	500	1.6%
480275-40205	P.W. VEHICLES- OTHER	-	99,417	-	-	-	-	0.0%
480275-40390	P.W. VEHICLES- OTHER	411,165	-	-	-	-	-	0.0%
480275-40446	P.W. VEHICLES- OTHER	-	29,308	36,000	-	-	(36,000)	-100.0%
CAPITAL OUTLAY Total		**522,371**	**227,957**	**211,860**	**112,860**	**163,000**	**(48,860)**	**-23.1%**
Grand Total		**1,742,738**	**1,385,836**	**1,364,670**	**1,225,930**	**1,352,372**	**(12,298)**	**-0.9%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	WATER FUND
Department	(All)
Program	WATER - DISTRIBUTION

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	475,275	481,419	6,144	1.3%
	Subtotal	***475,275***	***481,419***	***6,144***	***1.3%***
410200	**OVERTIME WAGES**				
	OVERTIME	37,600	37,600	-	0.0%
	Subtotal	***37,600***	***37,600***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	201,450	206,094	4,644	2.3%
	Subtotal	***201,450***	***206,094***	***4,644***	***2.3%***
PERSONNEL EXPENSE Total		**714,325**	**725,113**	**10,788**	**1.5%**
CONTRACTUAL SERVICES					
420020	**PROFESSIONAL SERVICES**				
	GIS IMPLEMENTATION THROUGH GIS CONSORTIUM AT 40% FTE (1/3 GF, 1/3 WF, 1/3 SF)	30,500	30,500	-	0.0%
	HYDRAULIC MODELING AND FIRE FLOW TESTING (CIP PROJECT)		15,000	15,000	
	GIS HARDWARE AND SOFTWARE (CIP PROJECT)		13,000	13,000	
	Subtotal	***30,500***	***58,500***	***28,000***	***91.8%***
421000	**CONTRACTUAL SERVICES**				
	CONTRACTUAL HAULING AND DISPOSAL OF SPOIL (APPROX. 47 LOADS)	20,250	20,250	-	0.0%
	CONTRACTUAL STREET RENOVATIONS DUE TO EXCAVATIONS	80,000	75,000	(5,000)	-6.3%
	EQUIPMENT RENTAL (I.E. BACKHOE OR MINI-EXCAVATOR)	5,000	5,000	-	0.0%
	EQUIPMENT REPAIRS	4,000	4,000	-	0.0%
	EXERCISING OF LARGE WATER VALVES IN THE DISTRIBUTION SYSTEM, 1/3 OF SYSTEM EACH YEAR (OR 12 VALVES)	3,500	3,500	-	0.0%
	GPS FLEET MANAGEMENT		1,680	1,680	
	HYDRANT FLOW TESTING FOR ISO RATING (APPROX. 20 HYDRANTS)	1,600	1,800	200	12.5%
	NORTH BRANCH WATERSHED WORKSHOP (50/50 W/S)	1,450		(1,450)	
	PARKWAY RESTORATION (APPROXIMATELY 375 YARDS OF SOD)	4,600	4,600	-	0.0%
	TRAFFIC CONTROL PLANS FOR WORKSITES ALONG ARTERIAL STREETS	400	400	-	0.0%
	TRANSMISSION MAIN REPAIRS (CIP PROJECT)	21,000	21,500	500	2.4%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	WATER FUND
Department	(All)
Program	WATER - DISTRIBUTION

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
421000	***Subtotal***	***141,800***	***137,730***	***(4,070)***	***-2.9%***
422540	**MAINT.-DISTRIBUTION SYSTEM**				
	CONTRACTORS ON AN AS-NEEDED BASIS (I.E. WATER MAIN REPAIRS)	30,000	30,000	-	0.0%
	Subtotal	***30,000***	***30,000***	***-***	***0.0%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	1,300	1,300	-	0.0%
	Subtotal	***1,300***	***1,300***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**203,600**	**227,530**	**23,930**	**11.8%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	50% OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR 12 FULL TIME EMPLOYEES, SHARED W/ WATER FUND (9 MAINTENANCE WORKERS, TWO CREW LEADERS AND SUPERINTENDENT)	1,300	1,300	-	0.0%
	50% OF UNIFORM ALLOWANCES FOR 12 FULL TIME EMPLOYEES AT $250 EA., SHARED W/ WATER FUND (9 MAINTENANCE WORKERS AND THREE SUPERVISORS)	1,500	1,500	-	0.0%
	50% OF UNIFORM RENTAL FOR 10 FULL TIME EMPLOYEES - 8 MAINTENANCE WORKERS AND TWO CREW LEADERS (SHARED W/ WATER FUND)	400	400	-	0.0%
	50% OF WILMETTE LOGO SHIRTS AND HATS FOR 12 FULL TIME EMPLOYEES, SHARED W/ WATER FUND (9 MAINTENANCE WORKERS, TWO CREW LEADERS AND SUPERINTENDENT)	1,200	1,200	-	0.0%
	PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR ONE PART-TIME EMPLOYEE (FIRE HYDRANT INSPECTOR)	50	50	-	0.0%
	WILMETTE LOGO SHIRTS AND HATS FOR ONE SEASONAL EMPLOYEE (FIRE HYDRANT INSPECTOR)	65	65	-	0.0%
	Subtotal	***4,515***	***4,515***	***-***	***0.0%***
430130	**SUPPLIES - MISC. TOOLS & EQUIP**				
	FUNDING FOR THE REPLACEMENT OF TOOLS AND SMALL EQUIPMENT (I.E. HAMMER DRILL, JUNIPER GEODES, TRASH PUMPS)	3,500		(3,500)	
	REPLACEMENT OF PORTABLE GENERATOR, TRASH PUMPS, WATER TAP EQUIPMENT, CONFINED SPACE GEAR, POWER TOOLS, HAND TOOLS, ETC.		6,000	6,000	
	FUNDING FOR REPLACEMENT OF WATER TAP MACHINE	3,300		(3,300)	

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	WATER FUND
Department	(All)
Program	WATER - DISTRIBUTION

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430130	***Subtotal***	***6,800***	***6,000***	***(800)***	***-11.8%***
430400	**MATERIALS**				
	MISCELLANEOUS SUPPLIES AND PARTS	4,700	5,800	1,100	23.4%
	REPAIR CLAMPS AND SLEEVES FOR WATER MAIN BREAKS	16,250	17,500	1,250	7.7%
	REPLACEMENT PARTS FOR FIRE HYDRANT REPAIR (I.E. FLANGE KITS, VALVES, SEALS, BREAK-AWAY BOLT REPLACEMENT, ETC.)	2,500	2,500	-	0.0%
	ROUTE MARKERS (APPROX. 150 EACH) TO DELINEATE WATER TRANSMISSION MAINS AS PART OF VILLAGE'S CRITICAL INFRASTRUCTURE PROTECTION PLAN	2,350	2,350	-	0.0%
	SAND, CRUSHED STONE, TOPSOIL AND COLD PATCH MATERIAL	20,000	20,000	-	0.0%
	WATER DISTRIBUTION SYSTEM REPAIR PARTS INCLUDING B-BOXES, CORP-VALVES, FITTINGS, PIPE AND COPPER TUBING	23,100	23,100	-	0.0%
	VAULT LIDS (APPROX. 13 EACH) TO DELINEATE AND IDENTIFY THE CRITICAL LARGER VALVES FOR THE WATER TRANSMISSION MAINS AS PART OF THE VILLAGE'S CRITICAL INFRASTRUCTURE PROTECTION PLAN	2,350		(2,350)	
	Subtotal	***71,250***	***71,250***	***-***	***0.0%***
430480	**MATERIALS - FIRE HYDRANTS**				
	REPLACEMENT OF INOPERABLE OR AUTO ACCIDENT DAMAGED HYDRANTS; A PORTION IS RECOVERED FROM IRMA (APPROX. 8 FIRE HYDRANTS)	24,800	24,800	-	0.0%
	Subtotal	***24,800***	***24,800***	***-***	***0.0%***
COMMODITIES Total		**107,365**	**106,565**	**(800)**	**-0.7%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	123,620	125,139	1,519	1.2%
	Subtotal	***123,620***	***125,139***	***1,519***	***1.2%***
441000	**INCIDENTALS**				
	MISCELLANEOUS ITEMS SUCH AS HEPATITIS B SHOTS, SHIPPING AND COURIER FEES, ETC.	500	500	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
442000	**TRAINING**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	WATER FUND
Department	(All)
Program	WATER - DISTRIBUTION

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
442000	ILLINOIS PUBLIC SERVICE INSTITUTE (IPSI) LEADERSHIP TRAINING PROGRAM. TRAVEL AND TRAINING FOR ONE EMPLOYEE, SPLIT 50/50 BETWEEN WATER (4183) AND SEWER (4080) ACCOUNTS	600	600	-	0.0%
	SAFETY SEMINARS, EQUIPMENT TRAINING, TUITION REIMBURSEMENTS AND CERTIFICATIONS FOR 12 EMPLOYEES	2,800	2,800	-	0.0%
	TUITION REIMBURSEMENT		1,125	1,125	
	Subtotal	***3,400***	***4,525***	***1,125***	***33.1%***
OTHER EXPENSE Total		**127,520**	**130,164**	**2,644**	**2.1%**
CAPITAL OUTLAY					
470550	**INFRASTRUCTURE - WATER MAINS**				
	DISTRIBUTION SYSTEM VALVE IMPROVEMENTS (CIP PROJECT)	88,000	91,000	3,000	3.4%
	FIRE HYDRANT PAINTING (APPROX. 112 FIRE HYDRANTS OR 9% OF TOTAL INVENTORY, 1,004 FIRE HYDRANTS TOTAL)	9,970		(9,970)	
	FIRE HYDRANT PAINTING (LEAD PAINT ABATEMENT) TOTAL OF 12-EACH	6,600		(6,600)	
	FIRE HYDRANTS - LEAD PAINT TESTING (143-EA.)	2,290		(2,290)	
	WATER MAIN SURGE SUPPRESSORS (4-EA.) (CIP PROJECT)	12,000	12,000	-	0.0%
	Subtotal	***118,860***	***103,000***	***(15,860)***	***-13.3%***
480200	**P.W. VEHICLES- PICK-UP TRUCKS**				
	PICK-UP TRUCK T-42 (50/50 W/S) (CIP PROJECT)	26,000	28,500	2,500	9.6%
	Subtotal	***26,000***	***28,500***	***2,500***	***9.6%***
480250	**P.W. VEHICLES- SM. DUMP TRUCKS**				
	SMALL DUMP TRUCK T-35 (50/50 WS) (CIP PROJECT)	31,000	31,500	500	1.6%
	Subtotal	***31,000***	***31,500***	***500***	***1.6%***
480275	**P.W. VEHICLES- OTHER**				
	WATER METER SHOP VAN (T-46)	36,000		(36,000)	
	Subtotal	***36,000***		***(36,000)***	
CAPITAL OUTLAY Total		**211,860**	**163,000**	**(48,860)**	**-23.1%**
Grand Total		**1,364,670**	**1,352,372**	**(12,298)**	**-0.9%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	WATER FUND
Department	WATER
Program	WATER - MISCELLANEOUS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	343,227	370,309	384,050	380,000	397,067	13,017	3.4%
415000	EMPLOYEE BENEFITS	109,882	110,087	117,675	117,675	130,845	13,170	11.2%
PERSONNEL EXPENSE Total		**453,108**	**480,395**	**501,725**	**497,675**	**527,912**	**26,187**	**5.2%**
CONTRACTUAL SERVICES								
420010	MEMBERSHIPS	1,017	3,607	2,960	2,960	2,960	-	0.0%
428000	TELEPHONE SERVICE	44,891	34,856	36,000	36,000	30,600	(5,400)	-15.0%
428010	TELEPHONE MAINTENANCE	1,245	-	1,500	1,500	1,500	-	0.0%
428020	TELEPHONE SERVICE - CELLULAR	9,932	8,963	6,000	6,000	-	(6,000)	-100.0%
CONTRACTUAL SERVICES Total		**57,085**	**47,425**	**46,460**	**46,460**	**35,060**	**(11,400)**	**-24.5%**
COMMODITIES								
430140	SUPPLIES - BUILDING	7,993	7,225	8,000	8,000	8,000	-	0.0%
430350	BUILDING FURNITURE & REPAIRS	6,639	7,852	8,000	10,000	7,500	(500)	-6.3%
COMMODITIES Total		**14,632**	**15,077**	**16,000**	**18,000**	**15,500**	**(500)**	**-3.1%**
OTHER EXPENSE								
442000	TRAINING	1,443	2,261	4,450	3,000	4,450	-	0.0%
448000	GENERAL FUND TRANSFER	950,000	1,000,000	1,050,000	1,050,000	1,340,000	290,000	27.6%
OTHER EXPENSE Total		**951,443**	**1,002,261**	**1,054,450**	**1,053,000**	**1,344,450**	**290,000**	**27.5%**
INSURANCE EXPENSE								
450110	PROPERTY/LIABILITY INSUR. PREM	90,200	90,200	90,200	90,200	90,200	-	0.0%
INSURANCE EXPENSE Total		**90,200**	**90,200**	**90,200**	**90,200**	**90,200**	**-**	**0.0%**
Grand Total		**1,566,468**	**1,635,357**	**1,708,835**	**1,705,335**	**2,013,122**	**304,287**	**17.8%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	WATER FUND
Department	(All)
Program	WATER - MISCELLANEOUS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	384,050	397,067	13,017	3.4%
	Subtotal	***384,050***	***397,067***	***13,017***	***3.4%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	117,675	130,845	13,170	11.2%
	Subtotal	***117,675***	***130,845***	***13,170***	***11.2%***
PERSONNEL EXPENSE Total		**501,725**	**527,912**	**26,187**	**5.2%**
CONTRACTUAL SERVICES					
420010	**MEMBERSHIPS**				
	APWA MEMBERSHIPS (2)	360	360	-	0.0%
	PARTNERSHIP FOR SAFE WATER ANNUAL DUES	1,000	1,000	-	0.0%
	UTILITY AWWA MEMBERSHIP COST TO WATER MANAGEMENT	1,300	1,300	-	0.0%
	WATER ISAC ANNUAL DUES FOR WATER SECURITY RESOURCES AND NEWS BULLETIN SERVICE	300	300	-	0.0%
	Subtotal	***2,960***	***2,960***	***-***	***0.0%***
428000	**TELEPHONE SERVICE**				
	TELEPHONE EXPENSE (25% OF THE VILLAGE'S OVERALL COST)	36,000	30,600	(5,400)	-15.0%
	Subtotal	***36,000***	***30,600***	***(5,400)***	***-15.0%***
428010	**TELEPHONE MAINTENANCE**				
	25% OF VILLAGE'S TELEPHONE MAINTENANCE EXPENSE	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELLULAR TELEPHONE SERVICE	6,000	-	(6,000)	-100.0%
	Subtotal	***6,000***	***-***	***(6,000)***	***-100.0%***
CONTRACTUAL SERVICES Total		**46,460**	**35,060**	**(11,400)**	**-24.5%**
COMMODITIES					
430140	**SUPPLIES - BUILDING**				
	CUSTODIAL SUPPLIES (CLEANING PRODUCTS, TOWELS, ETC.)	2,200	2,200	-	0.0%
	LOW VOC PAINT USED TO PAINT PIPES AND WALLS AT THE WATER PLANT	2,000	2,000	-	0.0%
	OTHER SUPPLIES SUCH AS DE-ICING SALT AND FIRE EXTINGUISHERS	1,800	1,800	-	0.0%
	REPLACING LIGHTS AT THE WATER PLANT	2,000	2,000	-	0.0%
	Subtotal	***8,000***	***8,000***	***-***	***0.0%***

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	WATER FUND
Department	(All)
Program	WATER - MISCELLANEOUS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430350	**BUILDING FURNITURE & REPAIRS**				
	EXPENSES ASSOCIATED WITH REPAIRS SUCH AS DOORS AND WINDOWS	2,200	2,200	-	0.0%
	FURNITURE REPLACEMENT	3,000	2,500	(500)	-16.7%
	OTHER BUILDING REPAIRS	2,800	2,800	-	0.0%
	Subtotal	***8,000***	***7,500***	***(500)***	***-6.3%***
COMMODITIES Total		**16,000**	**15,500**	**(500)**	**-3.1%**
OTHER EXPENSE					
442000	**TRAINING**				
	ATTEND THE ANNUAL ISAWWA MEETING IN SPRINGFIELD	550	550	-	0.0%
	ATTENDING THE LOCAL WSWPA MEETINGS TO OBTAIN CREDIT HOURS FOR VARIOUS EMPLOYEES	400	400	-	0.0%
	OPERATORS (10) TRAINING TO MAINTAIN CERTIFICATION	1,800	1,800	-	0.0%
	PUBLICATION AND VIDEOS (DVDS) ON WATER TREATMENT OPERATION	300	300	-	0.0%
	REQUIRED SAFETY TRAINING FOR THE MAINTENANCE PERSONNEL	1,000	1,000	-	0.0%
	SUPERVISORY TRAINING	400	400	-	0.0%
	Subtotal	***4,450***	***4,450***	***-***	***0.0%***
448000	**GENERAL FUND TRANSFER**				
	ANNUAL TRANSFER TO GENERAL FUND	1,050,000	1,340,000	290,000	27.6%
	Subtotal	***1,050,000***	***1,340,000***	***290,000***	***27.6%***
OTHER EXPENSE Total		**1,054,450**	**1,344,450**	**290,000**	**27.5%**
INSURANCE EXPENSE					
450110	**PROPERTY/LIABILITY INSUR. PREM**				
	PORTION OF THE VILLAGE'S GENERAL LIABILITY EXPENSE	90,200	90,200	-	0.0%
	Subtotal	***90,200***	***90,200***	***-***	***0.0%***
INSURANCE EXPENSE Total		**90,200**	**90,200**	**-**	**0.0%**
Grand Total		**1,708,835**	**2,013,122**	**304,287**	**17.8%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	WATER FUND
Department	WATER
Program	WATER - BILLING

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	75,737	58,605	76,025	76,025	53,670	(22,355)	-29.4%
410200	OVERTIME WAGES	-	-	500	500	500	-	0.0%
415000	EMPLOYEE BENEFITS	39,118	22,301	47,490	47,490	19,311	(28,179)	-59.3%
PERSONNEL EXPENSE Total		**114,855**	**80,906**	**124,015**	**124,015**	**73,481**	**(50,534)**	**-40.7%**
CONTRACTUAL SERVICES								
420100	ANNUAL AUDIT	14,700	16,000	18,000	18,000	18,000	-	0.0%
420150	BANK CHARGES	37,709	36,844	40,000	40,000	42,300	2,300	5.8%
420160	POSTAGE	17,375	17,006	17,000	17,000	17,000	-	0.0%
421000	CONTRACTUAL SERVICES	17,700	638	-	-	25,000	25,000	0.0%
CONTRACTUAL SERVICES Total		**87,484**	**70,488**	**75,000**	**75,000**	**102,300**	**27,300**	**36.4%**
COMMODITIES								
430230	SUPPLIES - OFFICE	6,774	6,345	8,000	8,000	8,000	-	0.0%
430240	SUPPLIES - OFFICE - WATER	2,084	2,303	2,400	2,400	2,400	-	0.0%
COMMODITIES Total		**8,858**	**8,648**	**10,400**	**10,400**	**10,400**	**-**	**0.0%**
OTHER EXPENSE								
441000	INCIDENTALS	87	127	300	300	300	-	0.0%
442000	TRAINING	-	-	2,000	2,000	2,000	-	0.0%
OTHER EXPENSE Total		**87**	**127**	**2,300**	**2,300**	**2,300**	**-**	**0.0%**
Grand Total		**211,284**	**160,169**	**211,715**	**211,715**	**188,481**	**(23,234)**	**-11.0%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	WATER FUND
Department	(All)
Program	WATER - BILLING

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	76,025	53,670	(22,355)	-29.4%
	Subtotal	***76,025***	***53,670***	***(22,355)***	***-29.4%***
410200	**OVERTIME WAGES**				
	OVERTIME	500	500	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	47,490	19,311	(28,179)	-59.3%
	Subtotal	***47,490***	***19,311***	***(28,179)***	***-59.3%***
PERSONNEL EXPENSE Total		**124,015**	**73,481**	**(50,534)**	**-40.7%**
CONTRACTUAL SERVICES					
420100	**ANNUAL AUDIT**				
	FINANCIAL AUDIT, INCLUDING CERTIFICATION BY GOVERNMENT FINANCE OFFICERS' ASSOCIATION	18,000	18,000	-	0.0%
	Subtotal	***18,000***	***18,000***	***-***	***0.0%***
420150	**BANK CHARGES**				
	PROCESSING FEES FOR CREDIT CARD TRANSACTION AND LOCK BOX FEES	40,000	42,300	2,300	5.8%
	Subtotal	***40,000***	***42,300***	***2,300***	***5.8%***
420160	**POSTAGE**				
	POSTAGE FOR WATER BILLS	17,000	17,000	-	0.0%
	Subtotal	***17,000***	***17,000***	***-***	***0.0%***
421000	**CONTRACTUAL SERVICES**				
	UTILITY BILLING OUTSOURCED PRINTING		25,000	25,000	
	Subtotal		***25,000***	***25,000***	
CONTRACTUAL SERVICES Total		**75,000**	**102,300**	**27,300**	**36.4%**
COMMODITIES					
430230	**SUPPLIES - OFFICE**				
	SUPPLIES FOR WATER BILLS, PENALTY NOTICES, METER CARDS & OTHER WATER BILLING RELATED EXPENSES	8,000	8,000	-	0.0%
	Subtotal	***8,000***	***8,000***	***-***	***0.0%***
430240	**SUPPLIES - OFFICE - WATER**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	WATER FUND
Department	(All)
Program	WATER - BILLING

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430240	OFFICE SUPPLIES USED AT THE WATER PLANT, METER SHOP AND SWPS	2,400	2,400	-	0.0%
	Subtotal	***2,400***	***2,400***	***-***	***0.0%***
COMMODITIES Total		**10,400**	**10,400**	**-**	**0.0%**
OTHER EXPENSE					
441000	**INCIDENTALS**				
	MINOR FINANCE DEPARTMENT EXPENSES RELATED TO WATER SERVICE	300	300	-	0.0%
	Subtotal	***300***	***300***	***-***	***0.0%***
442000	**TRAINING**				
	PORTION OF FINANCE DEPARTMENT TRAINING	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
OTHER EXPENSE Total		**2,300**	**2,300**	**-**	**0.0%**
Grand Total		**211,715**	**188,481**	**(23,234)**	**-11.0%**

DATE: September 14, 2020

TO: Michael Braiman, Village Manager

FROM: Melinda Molloy, Finance Director

SUBJECT: Budget Justification Memo

Account Number	41858090-421000
Department	Water/Water Billing
Account Name	Contractual Services

Background
The Village produces over 41,000 utility bills annually. The work requires staff time for printing & folding, specialized equipment and software. Problems with software interfaces, equipment failures, and printing issues often lead to additional staff time and delays in processing. The department reviewed the utility bill printing and mailing processes to find ways to streamline and gain efficiencies; and determined that a third-party vendor to provide services for bill printing and mailing is economical and efficient.

Justification
Working with a third-party vendor will make producing utility bills easier, faster, accurate and efficient. Staff will be able to spend more time reviewing and analyzing information and will have more time to service customers. It will prove to be cost effective, because third party vendors work in bulk and specialize in billing, the cost of paper stock, printer ink, labor, materials and postage may result in savings. Staff will go out for an RFP for Utility Bill printing and mailing services to select the best partner for efficiency and pricing. The cost for these services is estimated to be $25,000.

Alternative
Continue to provide bill print and mailing services in-house. Review staffing and allocation of duties, software and equipment needs.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	WATER FUND
Department	WATER
Program	DEBT SERVICE

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
DEBT SERVICE EXPENSE								
450010	BOND REGISTRAR FEES	2,250	2,500	2,500	2,500	3,000	500	20.0%
450020	BOND ISSUANCE COSTS	-	-	20,000	20,000	-	(20,000)	-100.0%
450030	G.O. BOND RETIREMENT	1,890,000	2,045,000	1,980,000	2,045,000	2,195,000	215,000	10.9%
450040	EPA LOAN RETIREMENT	-	-	-	210,000	498,000	498,000	0.0%
450060	INTEREST EXPENSE	326,164	281,702	240,000	240,000	319,000	79,000	32.9%
DEBT SERVICE EXPENSE Total		**2,218,414**	**2,329,202**	**2,242,500**	**2,517,500**	**3,015,000**	**772,500**	**34.4%**
Grand Total		**2,218,414**	**2,329,202**	**2,242,500**	**2,517,500**	**3,015,000**	**772,500**	**34.4%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	WATER FUND
Department	(All)
Program	DEBT SERVICE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
DEBT SERVICE EXPENSE					
450010	**BOND REGISTRAR FEES**				
	BOND REGISTRAR / PAYING AGENT FEES	2,500	3,000	500	20.0%
	Subtotal	***2,500***	***3,000***	***500***	***20.0%***
450020	**BOND ISSUANCE COSTS**				
	BOND ISSUANCE EXPENSE	20,000		(20,000)	
	Subtotal	***20,000***		***(20,000)***	
450030	**G.O. BOND RETIREMENT**				
	G.O. BOND RETIREMENT	1,980,000	2,195,000	215,000	10.9%
	Subtotal	***1,980,000***	***2,195,000***	***215,000***	***10.9%***
450040	**EPA LOAN RETIREMENT**				
	EPA LOAN RETIREMENT		498,000	498,000	
	Subtotal		***498,000***	***498,000***	
450060	**INTEREST EXPENSE**				
	INTEREST EXPENSE FOR PRIOR BOND ISSUANCE	240,000	319,000	79,000	32.9%
	Subtotal	***240,000***	***319,000***	***79,000***	***32.9%***
DEBT SERVICE EXPENSE Total		**2,242,500**	**3,015,000**	**772,500**	**34.4%**
Grand Total		**2,242,500**	**3,015,000**	**772,500**	**34.4%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	WATER FUND
Department	WATER
Program	CAPITAL IMPROVEMENTS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
CAPITAL OUTLAY								
470530-80842	INFRASTRUCTURE - WATER PLANT	714,202	5,613,684	5,000,000	2,964,291	-	(5,000,000)	-100.0%
470530-80849	INFRASTRUCTURE - WATER PLANT	-	-	-	-	400,000	400,000	0.0%
470550-80950	INFRASTRUCTURE - WATER MAINS	-	1,374,124	2,920,200	3,025,876	-	(2,920,200)	-100.0%
CAPITAL OUTLAY Total		**714,202**	**6,987,808**	**7,920,200**	**5,990,167**	**400,000**	**(7,520,200)**	**-94.9%**
Grand Total		**714,202**	**6,987,808**	**7,920,200**	**5,990,167**	**400,000**	**(7,520,200)**	**-94.9%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	WATER FUND
Department	(All)
Program	CAPITAL IMPROVEMENTS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CAPITAL OUTLAY					
470530	**INFRASTRUCTURE - WATER PLANT**				
	ELECTRICAL IMPROVEMENTS PROGRAM PHASE 2 (CIP PROJECT)	5,000,000	400,000	(4,600,000)	-92.0%
	Subtotal	***5,000,000***	***400,000***	***(4,600,000)***	***-92.0%***
470550	**INFRASTRUCTURE - WATER MAINS**				
	WATER MAIN REPLACEMENT PROGRAM - CENTRAL AVE AND LAKE AVE BTW. SKOKIE AND HIBBARD	2,920,200		(2,920,200)	
	Subtotal	***2,920,200***		***(2,920,200)***	
CAPITAL OUTLAY Total		**7,920,200**	**400,000**	**(7,520,200)**	**-94.9%**
Grand Total		**7,920,200**	**400,000**	**(7,520,200)**	**-94.9%**

Sewer Fund

FUND SUMMARY

Sewer Fund accounts for sewer charge revenues used to operate and maintain the Village's sewer system. This includes maintaining and improving the sewer system, the stormwater pumping station and other stormwater related infrastructure. Sewer operations are funded through sewer charges, stormwater fees, and debt issuance or EPA loans.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Residential Sewer Charges	4,738,054	4,622,014	5,011,000	5,011,000	5,011,000	-
Stormwater Charges	-	-	1,557,970	1,402,970	1,700,300	142,330
Bond Proceeds	-	-	24,820,000	26,568,000	16,320,000	(8,500,000)
Investment Income	4,218	437	-	-	-	-
TOTAL REVENUES	**4,742,271**	**4,622,450**	**31,388,970**	**32,981,970**	**23,031,300**	**(8,357,670)**

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Sewer Operations	1,936,961	1,983,451	2,153,280	1,888,245	2,395,702	242,422
Stormwater Pumping Station	75,030	93,696	103,145	160,900	174,567	71,422
Debt Service	3,181,756	3,185,064	3,928,000	4,019,000	4,486,000	558,000
Capital Improvements	1,086,271	4,944,979	24,630,000	23,278,000	20,880,000	(3,750,000)
TOTAL BUDGET	**6,280,017**	**10,207,189**	**30,814,425**	**29,346,145**	**27,936,269**	**(2,878,156)**

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	SEWER FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
RESIDENTIAL SEWER CHARGES								
350100	RESIDENTIAL SEWER CHARGES	4,738,054	4,622,014	5,011,000	5,011,000	5,011,000	-	0.0%
RESIDENTIAL SEWER CHARGES Total		**4,738,054**	**4,622,014**	**5,011,000**	**5,011,000**	**5,011,000**	**-**	**0.0%**
STORMWATER CHARGES								
350105	STORMWATER CHARGES	-	-	1,557,970	1,402,970	1,700,300	142,330	9.1%
STORMWATER CHARGES Total		**-**	**-**	**1,557,970**	**1,402,970**	**1,700,300**	**142,330**	**9.1%**
BOND PROCEEDS								
375000	BOND PROCEEDS	-	-	24,000,000	26,568,000	15,500,000	(8,500,000)	-35.4%
375001	IEPA LOAN	-	-	820,000	-	820,000	-	0.0%
BOND PROCEEDS Total		**-**	**-**	**24,820,000**	**26,568,000**	**16,320,000**	**(8,500,000)**	**-34.2%**
INVESTMENT INCOME								
360010	INT. EARNINGS - BOND PROCEEDS	4,218	437	-	-	-	-	0.0%
INVESTMENT INCOME Total		**4,218**	**437**	**-**	**-**	**-**	**-**	**0.0%**
Grand Total		**4,742,271**	**4,622,450**	**31,388,970**	**32,981,970**	**23,031,300**	**(8,357,670)**	**-26.6%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	SEWER FUND
Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
RESIDENTIAL SEWER CHARGES					
350100	**RESIDENTIAL SEWER CHARGES**				
	RESIDENTIAL SEWER CHARGES	5,011,000	5,011,000	-	0.0%
	Subtotal	***5,011,000***	***5,011,000***	***-***	***0.0%***
RESIDENTIAL SEWER CHARGES Total		**5,011,000**	**5,011,000**	**-**	**0.0%**
STORMWATER CHARGES					
350105	**STORMWATER CHARGES**				
	STORMWATER CHARGES	1,557,970	1,700,300	142,330	9.1%
	Subtotal	***1,557,970***	***1,700,300***	***142,330***	***9.1%***
STORMWATER CHARGES Total		**1,557,970**	**1,700,300**	**142,330**	**9.1%**
BOND PROCEEDS					
375000	**BOND PROCEEDS**				
	BOND PROCEEDS	24,000,000	15,500,000	(8,500,000)	-35.4%
	Subtotal	***24,000,000***	***15,500,000***	***(8,500,000)***	***-35.4%***
375001	**IEPA LOAN**				
	IEPA LOAN	820,000	820,000	-	0.0%
	Subtotal	***820,000***	***820,000***	***-***	***0.0%***
BOND PROCEEDS Total		**24,820,000**	**16,320,000**	**(8,500,000)**	**-34.2%**
Grand Total		**31,388,970**	**23,031,300**	**(8,357,670)**	**-26.6%**

Sewer Management

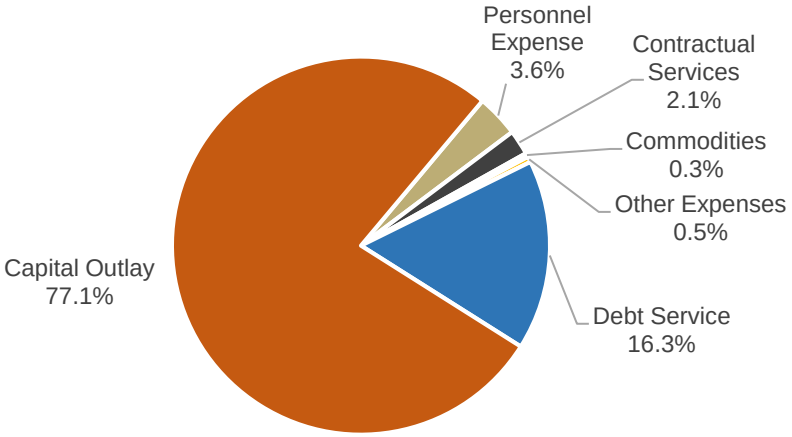
BUDGET SUMMARY

Expense by Program

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Sewer Operations	1,936,961	1,983,451	2,153,280	1,888,245	2,395,702	242,422
Stormwater Pumping Station	75,030	93,696	103,145	160,900	174,567	71,422
Debt Service	3,181,756	3,185,064	3,928,000	4,019,000	4,486,000	558,000
Capital Improvements	1,086,271	4,944,979	24,630,000	23,278,000	20,880,000	(3,750,000)
TOTAL BUDGET	**6,280,017**	**10,207,189**	**30,814,425**	**29,346,145**	**27,936,269**	**(2,878,156)**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Expense	790,232	901,387	984,500	945,500	1,014,425	29,925
Contractual Services	518,903	525,495	548,105	500,200	596,580	48,475
Commodities	91,802	105,166	96,100	86,900	96,900	800
Other Expenses	122,195	120,230	128,720	125,870	131,364	2,644
Debt Service	3,181,756	3,185,064	4,128,000	4,087,000	4,546,000	418,000
Capital Outlay	1,575,131	5,369,848	24,929,000	23,600,675	21,551,000	(3,378,000)
TOTAL BUDGET	**6,280,017**	**10,207,189**	**30,814,425**	**29,346,145**	**27,936,269**	**(2,878,156)**



BUDGET ANALYSIS

Sewer Maintenance
The 2021 budget includes several additions for capital equipment and maintenance programs including:

- Cleaning and Televising Sewers ($44,500)
- Sewer Televising Truck ($145,000)
- Sewer Main Repairs ($129,000)

Stormwater Pumping Station
No significant budgetary changes in 2021

Debt Service
This program provides for the principal, interest and fees associated with the annual debt service for issuances that financed Sewer Fund capital projects. Sewer capital projects have been financed with two types of debt instruments; low interest loans through the Illinois Environmental Protection Agency (IEPA) and General Obligation (G.O.) bond issuances.

- Eleven IEPA loans which financed sewer lining work from 2006 to 2020. This is an ongoing program and starting in 2021 will be on a two-year cycle with planning taking place in 2021 and construction in 2022. The Village expects to secure additional loans for sewer lining work.

- G.O. Series 2011 Issuance. This refunding included $1.815 million for the remaining amount of the outstanding G.O. Series 2002 Issue. A portion of the original issuance, $7.230 million, was used to restructure the principal of the first four IEPA loans.

- G.O. Series 2013 Issuance. A portion of the issuance, $8.9 million, financed the start of the $24 million Stormwater Improvement Program.

- G.O. Series 2014 Issuance. A portion of the issue, $15.1 million, financed the remaining amount of the Stormwater Improvement Program. A portion of the issuance, $1.66 million, refunded the outstanding Series 2004 Issue related to the Sewer Fund.

- G.O. Series 2017B Issuance. This refunding included funds for the remaining amount of the outstanding G.O. Series 2007 and 2009, that were utilized for sewer system improvements.

- G.O. Series 2020A Issuance. A portion of this issuance was used to fund the Neighborhood Storage Improvement Project at Community Playfield including the installation of the underground stormwater storage vault.

Capital Improvements
This program accounts for major capital improvements that are projected to be financed through the Environmental Protection Agency's loan program or a Village bond issue.

- Neighborhood Storage Improvements - $19,400,000
- SWPS Electrical Improvements - $600,000
- Sewer Lining and Rehabilitation - $820,000

The Neighborhood Storage Project is for work at Hibbard Park and is a decrease from the 2020 expense at Community Playfield. The SWPS Electrical Improvements were not completed in 2020 and have been re-budgeted in 2021.

Sewer Management

MISSION STATEMENT

The Sewer Fund finances the cleaning, repair and other required maintenance and improvements of the Village's sewer systems. This includes the combined sewer system east of Ridge Road, the sanitary sewer system west of Ridge Road and the storm sewer system west of Ridge Road. The Village's Wilmette Storm and Sanitary Water Pumping Stations provide storage and pumping services to our customers west of Ridge Road while meeting all state and federal storm water discharge regulations.

PROGRAMS

Engineering and Public Works

Staff from the Village's Engineering and Public Works Department maintains storm sewers (49.79 miles), sanitary sewers (55.6 miles), and combination sewer (47 miles) throughout the Village. The services provided include:

- Sewer inspection, cleaning, and televising, and manhole inspections;
- Coordinate emergency repairs; and
- Compliance with the Illinois Environmental Protection Agency (IEPA) National Pollution Discharge Elimination System (NPDES) governing a storm water permit for Municipal Separate Storm Sewer Systems (MS4's) and a permit for Combined Sewer Overflows (CSO's) and the long term maintenance agreement with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC).

Water Management

Staff from the Village's Water Management Department provide routine maintenance and operation of the following facilities:

- Storm Water Pumping Station (SWPS) at Lake Avenue and Harms Road
- The 5.0 MG West Park sanitary storage and pumping facility
- The 1.0 MGD sanitary lift station at Lake Avenue and Harms Road

The Storm Water Pumping Station lifts the outflow of the Storm Sewer System west of Ridge Road and discharges it into the North Branch of the Chicago River just north of Lake Avenue. The station operates automatically and can be controlled from the Water Plant. During heavy rainstorms when several of the five pumps are in operation, the station is staffed.

The West Park and lift station facilities provide sanitary storage and pumping services that include a check valve and a pump over operation during heavy rainstorms events.

ACTIVITY MEASURES

	2017	2018	2019	2020 Projected
Engineering and Public Works				
Underground Utility Locates (JULIE)	6,125	6,157	6,161	6,000
Structure Replacements/Repairs	28	22	36	40
Manhole Replacements/Repairs	17	15	17	20
Catch Basins/Inlets Cleaned	650	512	1,184	1,000
Sewers Cleaned (feet) by In-House Staff	35,981[1]	11,515	50,589	75,000
Sewers Cleaned (feet) by Contractor	74,757	70,220	105,826	126,500
Sewers Televised (feet) by In-House Staff	5,111	11,515	8,700	10,000
Sewers Televised (feet) by Contractor	74,757	70,220	105,826	126,500

[1] In 2017, staff concentrated efforts in sanitary sewer cleaning and televising basins identified by consultants under Inflow and Infiltration requirements of MWRD. Those basins with excessive sewer back-ups surcharging included Kenilworth Gardens and Princeton Place neighborhoods.

Water Management				
Number of Call-outs to SWPS[1]	23	20	29	31
Number of Hours the SWPS Staffed	142	109	127	160
Pumping Operation at SWPS (hours)	692	1,052	1,254	1,120
Pumping Hours at West Park Sanitary Station	150	166	377	300
Number of Events at POLS[2]	10	9	13	9
Pumping Hours at POLS	108	164	99	128
Sanitary Water Pumped at POLS (million gallons)	4.5	6.9	4.4	5.8

[1] A call-out occurs when the level in the station reaches a certain level requiring the station to be manned.
[2] An event at the Pump-Over Lift Station (POLS) is when the check-valve between the Village and the MWRD interceptor closes.

OBJECTIVES AND ACCOMPLISHMENTS

Looking Forward: 2021 Objectives

Engineering and Public Works

- Substantially complete construction of Phase 2 of the Neighborhood Storage project at Hibbard Park in fall 2021.

- Continue to manage the Stormwater Incentive Program for green infrastructure on private property to facilitate 30 grants agreements.

- Continue support of the Stormwater Utility Fee and oversee the credit and incentive programs associated with the fee.

- Further advance MUNIS work order modules for Water/Sewer divisions, incorporate asset management strategies and operational efficiency.

- Continually improve asset management to maintain Village's infrastructure. Includes inventory, condition assessment, and strategies for short-term and long-term maintenance based on best management practices.

Water Management

- Conduct a drill to simulate a complete power failure at the Storm Water Pumping Station (SWPS) in coordination with ComEd.

- Finalize the SWPS electrical upgrade engineering design for bid in early 2021, with construction anticipated to begin in late 2021.

- Assist the Engineering and Public Works Department with design/construction of the approved Neighborhood Storage Improvement project.

Reviewing the Year: 2020 Accomplishments

Engineering and Public Works

- Complete construction of Phase IA of the West Side Neighborhood Storage project in summer 2020.
  Project completed in September, 2020.

- Substantially complete construction of Phase I of the West Side Neighborhood Storage project at Community Playfields in fall 2020.
  Project completed in November, 2020.

Sewer Management

- Continue to manage the RainReady cost-share program for green infrastructure on private property to facilitate 30 grants agreements.
  The RainReady program has been renamed to the Stormwater Incentive Program. As of September 2020, 18 applications were received and approved.

- Support the implementation of the Stormwater Utility Fee and oversee the credit and incentive programs associated with the fee.
  The Engineering, Finance and Administration Departments have worked together to put the processes in place to accept, review and approve the credit and incentive program.

- Further advance MUNIS work order modules for Water/Sewer divisions, incorporate asset management strategies and operational efficiency.
  This is a work in progress with the IT Department.

- Continually improve asset management to maintain Village's infrastructure. Includes inventory, condition assessment, and strategies for short-term and long-term maintenance based on best management practices.
  Through GIS mapping and data collection, the Engineering and Public Works Department continues to improve the Village's inventory and evaluation of all Village infrastructure including roads, alleys, sewers, water distribution system, signage and trees.

Water Management

- Conduct a drill to simulate a complete power failure at the Storm Water Pumping Station (SWPS) in coordination with ComEd.
  It is planned in the fall of this year.

- Conduct a conceptual design study of potential replacement of the electrical switchgear at the SWPS.
  The project has been pushed to FY 2021/2022.

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	SEWER FUND
Department	SEWER
Program	SEWER - OPERATIONS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	548,251	644,020	699,775	613,000	630,068	(69,707)	-10.0%
410200	OVERTIME WAGES	10,070	18,574	10,900	14,000	10,900	-	0.0%
415000	EMPLOYEE BENEFITS	212,160	219,753	258,280	203,000	252,290	(5,990)	-2.3%
PERSONNEL EXPENSE Total		**770,482**	**882,346**	**968,955**	**830,000**	**893,258**	**(75,697)**	**-7.8%**
CONTRACTUAL SERVICES								
420020	PROFESSIONAL SERVICES	131,820	162,298	23,205	68,000	24,580	1,375	5.9%
420020-20014	PROFESSIONAL SERVICES	47,071	43,397	30,500	30,500	30,500	-	0.0%
420020-20018	PROFESSIONAL SERVICES	-	-	-	-	13,000	13,000	0.0%
421000	CONTRACTUAL SERVICES	52,749	64,221	100,200	60,200	89,800	(10,400)	-10.4%
425300	SEWER MAINTENANCE	230,443	216,667	322,000	303,500	366,500	44,500	13.8%
425310	SEWER-FLOW MONITORING	40,955	29,492	60,000	24,800	60,000	-	0.0%
425320	SEWER-N.P.D.E.S. PHASE II	6,000	6,000	6,000	6,000	6,000	-	0.0%
428020	TELEPHONE SERVICE - CELLULAR	695	1,175	1,300	1,300	1,300	-	0.0%
CONTRACTUAL SERVICES Total		**509,731**	**523,250**	**543,205**	**494,300**	**591,680**	**48,475**	**8.9%**
COMMODITIES								
430050	UNIFORM EXPENSE	3,620	3,645	4,400	4,400	4,400	-	0.0%
430130	SUPPLIES - MISC. TOOLS & EQUIP	4,531	8,002	4,000	4,000	4,000	-	0.0%
430400	MATERIALS	37,542	40,905	40,000	39,000	40,000	-	0.0%
COMMODITIES Total		**45,693**	**52,551**	**48,400**	**47,400**	**48,400**	**-**	**0.0%**
OTHER EXPENSE								
440500	AUTOMOTIVE EXPENSE ALLOCATION	119,260	117,290	123,620	123,620	125,139	1,519	1.2%
441000	INCIDENTALS	248	221	500	250	500	-	0.0%
442000	TRAINING	2,687	2,719	4,600	2,000	5,725	1,125	24.5%
OTHER EXPENSE Total		**122,195**	**120,230**	**128,720**	**125,870**	**131,364**	**2,644**	**2.1%**
CAPITAL OUTLAY								
470375-80722	INFRASTRUCTURE - OTHER	-	57,150	70,000	35,000	60,000	(10,000)	-14.3%
470400-80707	INFRASTRUCTURE -COMBINED SEWER	360,277	271,661	337,000	337,000	466,000	129,000	38.3%
470400-80723	INFRASTRUCTURE -COMBINED SEWER	-	11,066	-	18,675	-	-	0.0%
480200-40505	P.W. VEHICLES- PICK-UP TRUCKS	-	-	26,000	-	28,500	2,500	9.6%
480200-40510	P.W. VEHICLES- PICK-UP TRUCKS	-	15,488	-	-	-	-	0.0%
480250-40545	P.W. VEHICLES- SM. DUMP TRUCKS	-	-	31,000	-	31,500	500	1.6%
480275-40205	P.W. VEHICLES- OTHER	-	49,708	-	-	-	-	0.0%
480275-40390	P.W. VEHICLES- OTHER	128,583	-	-	-	-	-	0.0%
480275-40450	P.W. VEHICLES- OTHER	-	-	-	-	145,000	145,000	0.0%
CAPITAL OUTLAY Total		**488,859**	**405,074**	**464,000**	**390,675**	**731,000**	**267,000**	**57.5%**
Grand Total		**1,936,961**	**1,983,451**	**2,153,280**	**1,888,245**	**2,395,702**	**242,422**	**11.3%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	SEWER FUND
Department	(All)
Program	SEWER - OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	699,775	630,068	(69,707)	-10.0%
	Subtotal	***699,775***	***630,068***	***(69,707)***	***-10.0%***
410200	**OVERTIME WAGES**				
	OVERTIME	10,900	10,900	-	0.0%
	Subtotal	***10,900***	***10,900***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	258,280	252,290	(5,990)	-2.3%
	Subtotal	***258,280***	***252,290***	***(5,990)***	***-2.3%***
PERSONNEL EXPENSE Total		**968,955**	**893,258**	**(75,697)**	**-7.8%**
CONTRACTUAL SERVICES					
420020	**PROFESSIONAL SERVICES**				
	GIS IMPLEMENTATION THROUGH GIS CONSORTIUM AT 40% FTE (1/3 GF, 1/3 WF, 1/3 SF)	30,500	30,500	-	0.0%
	GPS FLEET MANAGEMENT - RECURRING MONTHLY FEE TO SUPPORT 16 VEHICLES (WATER/SEWER DIVISION) 50% OF TOTAL COST	1,755	1,680	(75)	-4.3%
	MISC. SEWER CONSULTING	20,000	20,000	-	0.0%
	NORTH BRANCH WATERSHED WORKGROUP	1,450	2,900	1,450	100.0%
	GIS HARDWARE AND SOFTWARE (CIP PROJECT)		13,000	13,000	
	Subtotal	***53,705***	***68,080***	***14,375***	***26.8%***
421000	**CONTRACTUAL SERVICES**				
	EQUIPMENT RENTAL (I.E. BACKHOE AND/OR MINI-EXCAVATOR)	5,000	5,000	-	0.0%
	EQUIPMENT REPAIRS	4,000	4,000	-	0.0%
	HAULING AND DISPOSAL OF EXCAVATION SPOIL (APPROX. 42 LOADS)	18,900	18,900	-	0.0%
	PARKWAY RESTORATION (APPROXIMATELY 125 YARDS OF SOD)	1,500	1,500	-	0.0%
	ROOT TREATMENTS	5,400		(5,400)	
	STREET REPAIRS DUE TO EXCAVATIONS	65,000	60,000	(5,000)	-7.7%
	TRAFFIC CONTROL PLANS FOR WORKSITES ALONG ARTERIAL STREETS	400	400	-	0.0%
	Subtotal	***100,200***	***89,800***	***(10,400)***	***-10.4%***
425300	**SEWER MAINTENANCE**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	SEWER FUND
Department	(All)
Program	SEWER - OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
425300	CLEANING ADDITIONAL 5.5 MILES OF SEWERS (CIP PROJECT)		39,000	39,000	
	CLEANING AND TELEVISING LARGE DIAMETER SEWERS (CIP PROJECT)	234,500	190,000	(44,500)	-19.0%
	CLEANING APPROX. 75 CATCH BASIN DRAINAGE STRUCTURES (CIP PROJECT)	37,500	16,500	(21,000)	-56.0%
	CLEANING OF APPROX. 280 INLET STRUCTURES (CIP PROJECT)		21,000	21,000	
	CONTINUE TELEVISING OF LARGE DIAMETER SEWERS (CIP PROJECT)		50,000	50,000	
	CONTRACTUAL REPAIRS FOR SEWERS OVER 10-FT IN DEPTH (CIP PROJECT)	50,000	50,000	-	0.0%
	Subtotal	***322,000***	***366,500***	***44,500***	***13.8%***
425310	**SEWER-FLOW MONITORING**				
	SMOKE TESTING / DYED WATER FLOODING (CIP PROJECT)	60,000	60,000	-	0.0%
	Subtotal	***60,000***	***60,000***	***-***	***0.0%***
425320	**SEWER-N.P.D.E.S. PHASE II**				
	SEWER PERMIT FEES ASSOCIATED WITH IMPLEMENTING ENVIRONMENTAL PROTECTION AGENCY GUIDELINES	6,000	6,000	-	0.0%
	Subtotal	***6,000***	***6,000***	***-***	***0.0%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	1,300	1,300	-	0.0%
	Subtotal	***1,300***	***1,300***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**543,205**	**591,680**	**48,475**	**8.9%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	50% OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR 12 FULL TIME EMPLOYEES, SHARED W/ WATER FUND (9 MAINTENANCE WORKERS, TWO CREW LEADERS AND SUPERINTENDENT)	1,300	1,300	-	0.0%
	50% OF UNIFORM ALLOWANCES FOR 12 FULL TIME EMPLOYEES AT $250 EA, SHARED W/ WATER FUND (9 MAINTENANCE WORKERS AND THREE SUPERVISORS)	1,500	1,500	-	0.0%
	50% OF UNIFORM RENTAL FOR 10 FULL TIME EMPLOYEES - 8 MAINTENANCE WORKERS AND TWO CREW LEADERS (SHARED W/ WATER FUND)	400	400	-	0.0%
	50% OF WILMETTE LOGO SHIRTS AND HATS FOR 12 FULL TIME EMPLOYEES, SHARED W/ WATER FUND (9 MAINTENANCE WORKERS, TWO CREW LEADERS AND SUPERINTENDENT)	1,200	1,200	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	SEWER FUND
Department	(All)
Program	SEWER - OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430050	***Subtotal***	***4,400***	***4,400***	***-***	***0.0%***
430130	**SUPPLIES - MISC. TOOLS & EQUIP**				
	FUNDING FOR THE REPLACEMENT OF TOOLS AND SMALL EQUIPMENT (I.E. HAMMER DRILL, JUNIPER GEODES, TRASH PUMPS, HAND TOOLS, ETC.)	4,000	4,000	-	0.0%
	Subtotal	***4,000***	***4,000***	***-***	***0.0%***
430400	**MATERIALS**				
	COLD PATCH MATERIAL (APPROX. 40 TONS)	6,000	6,000	-	0.0%
	EXCAVATION BACKFILL MATERIALS (I.E. CRUSHED STONE, SAND AND TOPSOIL)	10,000	10,000	-	0.0%
	REHABILITATION OF SHEAR GATES AND RESTRICTOR/FLOW SYSTEM (COMBINED SEWER, CSO). PURCHASE OF NEW RESTRICTOR/FLOW DEVICES	6,000		(6,000)	
	SEWER INSPECTION DYE	500	500	-	0.0%
	SEWER PIPE AND REPAIR PARTS	10,000	13,000	3,000	30.0%
	SEWER STRUCTURES AND MISC. SUPPLIES AND PARTS	7,500	10,500	3,000	40.0%
	Subtotal	***40,000***	***40,000***	***-***	***0.0%***
COMMODITIES Total		**48,400**	**48,400**	**-**	**0.0%**
OTHER EXPENSE					
440500	**AUTOMOTIVE EXPENSE ALLOCATION**				
	DEPARTMENT SHARE OF VILLAGE AUTOMOTIVE EXPENSE	123,620	125,139	1,519	1.2%
	Subtotal	***123,620***	***125,139***	***1,519***	***1.2%***
441000	**INCIDENTALS**				
	MISCELLANEOUS ITEMS AND SERVICES SUCH AS SHIPPING AND COURIER FEES, ETC.	500	500	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
442000	**TRAINING**				
	ILLINOIS PUBLIC SERVICE INSTITUTE (IPSI) LEADERSHIP TRAINING PROGRAM. TRAVEL AND TRAINING FOR ONE EMPLOYEE, SPLIT 50/50 BETWEEN WATER (4183) AND SEWER (4080) ACCOUNTS	600	600	-	0.0%
	SEWER PIPE INSPECTOR TRAINING AND CERTIFICATION PROGRAM - NATIONAL ASSOCIATION OF SEWER SERVICE COMPANIES (NASSCO). COVERS THE COST FOR ONE EMPLOYEE (MWRD REQUIREMENT).	1,200	1,200	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	SEWER FUND
Department	(All)
Program	SEWER - OPERATIONS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
442000	SEWER REHABILITATION SAFETY SEMINARS, MWRD TRAINING, EQUIPMENT TRAINING AND TUITION REIMBURSEMENTS FOR 12 EMPLOYEES	2,800	2,800	-	0.0%
	TUITION REIMBURSEMENT		1,125	1,125	
	Subtotal	***4,600***	***5,725***	***1,125***	***24.5%***
OTHER EXPENSE Total		**128,720**	**131,364**	**2,644**	**2.1%**
CAPITAL OUTLAY					
470375	**INFRASTRUCTURE - OTHER**				
	STORMWATER INCENTIVE PROGRAM (CIP PROJECT)	70,000	60,000	(10,000)	-14.3%
	Subtotal	***70,000***	***60,000***	***(10,000)***	***-14.3%***
470400	**INFRASTRUCTURE -COMBINED SEWER**				
	SEWER MAIN REPAIRS (CIP PROJECT)	337,000	466,000	129,000	38.3%
	Subtotal	***337,000***	***466,000***	***129,000***	***38.3%***
480200	**P.W. VEHICLES- PICK-UP TRUCKS**				
	PICK-UP TRUCK T-42 (50/50 W/S) (CIP PROJECT)	26,000	28,500	2,500	9.6%
	Subtotal	***26,000***	***28,500***	***2,500***	***9.6%***
480250	**P.W. VEHICLES- SM. DUMP TRUCKS**				
	SMALL DUMP TRUCK T-35 (50/50 WS) (CIP PROJECT)	31,000	31,500	500	1.6%
	Subtotal	***31,000***	***31,500***	***500***	***1.6%***
480275	**P.W. VEHICLES- OTHER**				
	T-45 (2006 - SEWER TELEVISING TRUCK) (CIP PROJECT)		145,000	145,000	
	Subtotal		***145,000***	***145,000***	
CAPITAL OUTLAY Total		**464,000**	**731,000**	**267,000**	**57.5%**
Grand Total		**2,153,280**	**2,395,702**	**242,422**	**11.3%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	SEWER FUND
Department	SEWER
Program	SEWER - STORM WATER PUMP STATI

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	-	-	-	60,000	65,610	65,610	0.0%
410200	OVERTIME WAGES	16,554	16,291	13,000	15,500	13,000	-	0.0%
415000	EMPLOYEE BENEFITS	3,197	2,749	2,545	40,000	42,557	40,012	1572.2%
PERSONNEL EXPENSE Total		**19,750**	**19,040**	**15,545**	**115,500**	**121,167**	**105,622**	**679.5%**
CONTRACTUAL SERVICES								
421000	CONTRACTUAL SERVICES	8,298	1,619	2,500	3,500	2,500	-	0.0%
422400	MAINT.-EQUIPMENT	873	626	2,400	2,400	2,400	-	0.0%
CONTRACTUAL SERVICES Total		**9,171**	**2,244**	**4,900**	**5,900**	**4,900**	**-**	**0.0%**
COMMODITIES								
430075	SUPPLIES	4,910	4,032	1,500	3,000	1,500	-	0.0%
430260	SUPPLIES - OUTFALL CONTROL	-	-	500	500	500	-	0.0%
430540	STORM WATER PUMP STATION POWER	37,697	45,135	40,000	32,000	40,800	800	2.0%
430560	HEATING - GAS	3,502	3,448	5,700	4,000	5,700	-	0.0%
COMMODITIES Total		**46,108**	**52,615**	**47,700**	**39,500**	**48,500**	**800**	**1.7%**
CAPITAL OUTLAY								
470375-80710	INFRASTRUCTURE - OTHER	-	-	35,000	-	-	(35,000)	-100.0%
470500-80713	INFRASTRUCTURE - STORM SEWER	-	19,795	-	-	-	-	0.0%
CAPITAL OUTLAY Total		**-**	**19,795**	**35,000**	**-**	**-**	**(35,000)**	**-100.0%**
Grand Total		**75,030**	**93,696**	**103,145**	**160,900**	**174,567**	**71,422**	**69.2%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	SEWER FUND
Department	(All)
Program	SEWER - STORM WATER PUMP STATI

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL		65,610	65,610	
	Subtotal		***65,610***	***65,610***	
410200	**OVERTIME WAGES**				
	OVERTIME	13,000	13,000	-	0.0%
	Subtotal	***13,000***	***13,000***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	2,545	42,557	40,012	1572.2%
	Subtotal	***2,545***	***42,557***	***40,012***	***1572.2%***
PERSONNEL EXPENSE Total		**15,545**	**121,167**	**105,622**	**679.5%**
CONTRACTUAL SERVICES					
421000	**CONTRACTUAL SERVICES**				
	CONTRACTUAL MAINTENANCE SERVICES FOR THE STORM WATER PUMPING STATION (SWPS) SUCH AS PUMP REPAIRS	2,500	2,500	-	0.0%
	Subtotal	***2,500***	***2,500***	***-***	***0.0%***
422400	**MAINT.-EQUIPMENT**				
	CONTRACTUAL EMERGENCY REPAIRS TO EQUIPMENT IN THE SWPS	2,400	1,000	(1,400)	-58.3%
	CONTRACTUAL MAINTENANCE FOR HVAC		600	600	
	CONTRACTUAL PREVENTIVE SERVICE FOR BACKUP GENERATORS AT SWPS		800	800	
	Subtotal	***2,400***	***2,400***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**4,900**	**4,900**	**-**	**0.0%**
COMMODITIES					
430075	**SUPPLIES**				
	GENERAL SUPPLIES (LUBRICANTS, SMALL TOOLS, ETC.) NEEDED TO OPERATE SWPS	1,200	1,200	-	0.0%
	GENERAL SUPPLIES (LUBRICANTS, SMALL TOOLS, ETC.) NEEDED TO OPERATE WEST PARK	300	300	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
430260	**SUPPLIES - OUTFALL CONTROL**				
	GENERAL SUPPLIES NEEDED TO OPERATE AND MAINTAIN THE OUTFALL CONTROL STRUCTURE	500	500	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	SEWER FUND
Department	(All)
Program	SEWER - STORM WATER PUMP STATI

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430260	***Subtotal***	***500***	***500***	***-***	***0.0%***
430540	**STORM WATER PUMP STATION POWER**				
	COST OF POWER TO HIBBARD PARK STATION		800	800	
	POWER TO OPERATE THE PUMPS AND EQUIPMENT AT THE SWPS	32,000	32,000	-	0.0%
	POWER TO OPERATE WEST PARK STORAGE TANK	8,000	8,000	-	0.0%
	Subtotal	***40,000***	***40,800***	***800***	***2.0%***
430560	**HEATING - GAS**				
	NATURAL GAS TO HEAT THE SWPS	5,700	5,700	-	0.0%
	Subtotal	***5,700***	***5,700***	***-***	***0.0%***
COMMODITIES Total		**47,700**	**48,500**	**800**	**1.7%**
CAPITAL OUTLAY					
470375	**INFRASTRUCTURE - OTHER**				
	STORMWATER PUMPING STATION PUMP 3 RENOVATIONS	35,000		(35,000)	
	Subtotal	***35,000***		***(35,000)***	
CAPITAL OUTLAY Total		**35,000**		**(35,000)**	
Grand Total		**103,145**	**174,567**	**71,422**	**69.2%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	SEWER FUND
Department	SEWER
Program	DEBT SERVICE

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
DEBT SERVICE EXPENSE								
450010	BOND REGISTRAR FEES	1,750	1,750	2,000	2,000	2,000	-	0.0%
450030	G.O. BOND RETIREMENT	1,750,000	1,750,000	1,660,000	1,660,000	2,300,000	640,000	38.6%
450040	EPA LOAN RETIREMENT	218,426	257,346	365,000	456,000	448,000	83,000	22.7%
450060	INTEREST EXPENSE	1,211,580	1,175,968	1,901,000	1,901,000	1,736,000	(165,000)	-8.7%
DEBT SERVICE EXPENSE Total		**3,181,756**	**3,185,064**	**3,928,000**	**4,019,000**	**4,486,000**	**558,000**	**14.2%**
Grand Total		**3,181,756**	**3,185,064**	**3,928,000**	**4,019,000**	**4,486,000**	**558,000**	**14.2%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	SEWER FUND
Department	SEWER
Program	DEBT SERVICE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
DEBT SERVICE EXPENSE					
450010	**BOND REGISTRAR FEES**				
	BOND REGISTRAR / PAYING AGENT FEES	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
450030	**G.O. BOND RETIREMENT**				
	G.O. BOND RETIREMENT	1,660,000	2,300,000	640,000	38.6%
	Subtotal	***1,660,000***	***2,300,000***	***640,000***	***38.6%***
450040	**EPA LOAN RETIREMENT**				
	EPA LOAN RETIREMENT	365,000	448,000	83,000	22.7%
	Subtotal	***365,000***	***448,000***	***83,000***	***22.7%***
450060	**INTEREST EXPENSE**				
	INTEREST EXPENSE FOR PRIOR BOND ISSUANCE	1,901,000	1,736,000	(165,000)	-8.7%
	Subtotal	***1,901,000***	***1,736,000***	***(165,000)***	***-8.7%***
DEBT SERVICE EXPENSE Total		**3,928,000**	**4,486,000**	**558,000**	**14.2%**
Grand Total		**3,928,000**	**4,486,000**	**558,000**	**14.2%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	SEWER FUND
Department	SEWER
Program	CAPITAL IMPROVEMENTS

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
CAPITAL OUTLAY								
460700-80713	BLDG. IMPROV. - PUBLIC WORKS	-	-	400,000	-	600,000	200,000	50.0%
470400-80703	INFRASTRUCTURE -COMBINED SEWER	782,248	1,972,653	820,000	-	820,000	-	0.0%
470500-80717	INFRASTRUCTURE - STORM SEWER	4,403	-	-	-	-	-	0.0%
470500-80726	INFRASTRUCTURE - STORM SEWER	299,620	2,972,326	23,210,000	23,210,000	19,400,000	(3,810,000)	-16.4%
CAPITAL OUTLAY Total		**1,086,271**	**4,944,979**	**24,430,000**	**23,210,000**	**20,820,000**	**(3,610,000)**	**-14.8%**
DEBT SERVICE EXPENSE								
450020	BOND ISSUANCE COSTS	-	-	200,000	68,000	60,000	(140,000)	-70.0%
DEBT SERVICE EXPENSE Total		**-**	**-**	**200,000**	**68,000**	**60,000**	**(140,000)**	**-70.0%**
Grand Total		**1,086,271**	**4,944,979**	**24,630,000**	**23,278,000**	**20,880,000**	**(3,750,000)**	**-15.2%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	SEWER FUND
Department	SEWER
Program	CAPITAL IMPROVEMENTS

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CAPITAL OUTLAY					
460700	**BLDG. IMPROV. - PUBLIC WORKS**				
	SWPS ELECTRICAL IMPROVEMENTS (CIP PROJECT)	400,000	600,000	200,000	50.0%
	Subtotal	***400,000***	***600,000***	***200,000***	***50.0%***
470400	**INFRASTRUCTURE -COMBINED SEWER**				
	SEWER LINING & REHABILITATION (CIP PROJECT)	820,000	820,000	-	0.0%
	Subtotal	***820,000***	***820,000***	***-***	***0.0%***
470500	**INFRASTRUCTURE - STORM SEWER**				
	NEIGHBORHOOD STORAGE IMPROVEMENTS- PHASE 2 (CIP PROJECT)	23,210,000	19,400,000	(3,810,000)	-16.4%
	Subtotal	***23,210,000***	***19,400,000***	***(3,810,000)***	***-16.4%***
CAPITAL OUTLAY Total		**24,430,000**	**20,820,000**	**(3,610,000)**	**-14.8%**
DEBT SERVICE EXPENSE					
450020	**BOND ISSUANCE COSTS**				
	BOND ISSUANCE EXPENSE	200,000	60,000	(140,000)	-70.0%
	Subtotal	***200,000***	***60,000***	***(140,000)***	***-70.0%***
DEBT SERVICE EXPENSE Total		**200,000**	**60,000**	**(140,000)**	**-70.0%**
Grand Total		**24,630,000**	**20,880,000**	**(3,750,000)**	**-15.2%**

Parking Meter Fund

FUND SUMMARY

Village Center

This program provides funds necessary to operate the various public parking facilities in the Village. These include the main commuter lot at the Metra station, two auxiliary parking facilities along Poplar Drive, the Park Avenue lot, the leased St. Augustine's Church lot, the 11th Street lot, the Veteran's Park lot and the Masonic Temple lot. This program is an Enterprise Fund in that revenues received as a result of this program are used to cover the related operational expenses.

Year	From	To
1978/1979	25¢	50¢
1988	50¢	$1.00
2002	$1.00	$1.50
2005	$1.50	$1.75
2009	$1.75	$2.00
2017	$2.00	$2.50
2020	$2.50	$2.55

CTA Station

This program provides for the allowable expenses related to the parking facility at the Fourth and Linden Chicago Transit Authority (CTA) terminal as defined by the intergovernmental agreement between the Village and the CTA. Allowable expenses include maintenance and repairs, a pro-rata cost of salaries of those Village employees who maintain the facilities, contractual services, and electricity to light the parking lots.

The Village collects fees paid by the users of the parking lots and pays expenses of maintaining these lots and station grounds. Revenues from this program include parking meter fees and CTA parking permits of which the Village receives 60% and the CTA receives 40%.

Year	From	To
2005	$1.50	$2.00
2008	$2.00	$3.00
2009	$3.00	$4.00
2020	$4.00	$4.10

Burmeister Parking Facility

This program covers expenses associated with the Burmeister parking facility. The Burmeister Lot has 67 spaces below grade for permit parking for businesses and 46 spaces above grade for downtown shoppers. Construction of the $1.7 million parking facility was financed by a 1997 General Obligation Bond Issue (refinanced with the 2004 bond issue). The debt was repaid from parking permit revenue and cellular lease revenue (transferred from the General Fund) and was fully retired in 2011.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Village Center						
Daily Fee	230,616	223,975	238,000	55,820	119,000	(119,000)
Permits	45,360	44,380	43,660	36,310	30,100	(13,560)
Rental	3,000	3,000	3,000	3,000	3,000	-
Village Center Subtotal	**278,976**	**271,355**	**284,660**	**95,130**	**152,100**	**(132,560)**
CTA Station						
Daily Fee	140,691	138,205	133,000	26,000	65,000	(68,000)
Permits	30,132	35,438	30,200	11,910	18,200	(12,000)
CTA Station Subtotal	**170,823**	**173,643**	**163,200**	**37,910**	**83,200**	**(80,000)**
Burmeister Facility						
Other Income	-	24,154	-	-	-	-
Permits	19,025	19,326	22,500	15,525	20,000	(2,500)
Burmeister Subtotal	**19,025**	**43,480**	**22,500**	**15,525**	**20,000**	**(2,500)**
TOTAL EXPENSES	**468,825**	**488,479**	**470,360**	**148,565**	**255,300**	**(215,060)**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Village Center						
Personnel Expense	66,407	66,738	74,900	72,750	75,621	721
Contractual Services	77,663	88,798	97,990	56,650	73,335	(24,655)
Commodities	14,631	16,240	20,570	14,405	20,200	(370)
Other Expenses	44,311	39,256	53,375	16,875	30,200	(23,175)
Village Center Subtotal	**203,012**	**211,031**	**246,835**	**160,680**	**199,356**	**(47,479)**
CTA Station						
Personnel Expense	60,764	60,788	65,050	64,475	69,018	3,968
Contractual Services	16,772	27,456	27,520	17,570	25,995	(1,525)
Commodities	2,291	2,786	3,750	1,600	3,520	(230)
Other Expenses	62,579	62,356	64,500	15,000	30,000	(34,500)
CTA Station Subtotal	**142,406**	**153,384**	**160,820**	**98,645**	**128,533**	**(32,287)**
Burmeister Facility						
Contractual Services	4,264	3,389	4,525	4,900	4,580	55
Commodities	2,156	1,587	2,600	1,800	2,600	-
Burmeister Subtotal	**6,420**	**4,976**	**7,125**	**6,700**	**7,180**	**55**
TOTAL EXPENSES	**351,838**	**369,391**	**414,780**	**266,025**	**335,069**	**(79,711)**

BUDGET ANALYSIS

Village Center

The decreases in contractual services is associated with decreased credit card fees due to reduced ridership. The decrease in other expenses is attributable to the rental agreement with Union Pacific, which is partially based upon revenues from the lot; with reduced ridership, the rental fee has decreased.

CTA Station

The decreases in contractual services is associated with decreased credit card fees due to reduced ridership. The decrease in other expenses is attributable to the rental agreement with the CTA, which is partially based upon revenues from the lot; with reduced ridership, the rental fee has decreased.

Burmeister Facility

No significant budgetary changes in 2021

Village of Willmette

Proposed 2021 Budget- Revenues

Account Type	REVENUE
Fund	PARKING METER FUND
Department	(All)

Row Labels	Character	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PUBLIC PARKING - VILLAGE CENTE	DAILY FEE	230,616	223,975	238,000	55,820	119,000	(119,000)	-50.0%
	PERMITS	45,360	44,380	43,660	36,310	30,100	(13,560)	-31.1%
	RENTAL	3,000	3,000	3,000	3,000	3,000	-	0.0%
PUBLIC PARKING - VILLAGE CENTE Total		**278,976**	**271,355**	**284,660**	**95,130**	**152,100**	**(132,560)**	**-46.6%**
PUBLIC PARKING - CTA	DAILY FEE	140,691	138,205	133,000	26,000	65,000	(68,000)	-51.1%
	PERMITS	30,132	35,438	30,200	11,910	18,200	(12,000)	-39.7%
PUBLIC PARKING - CTA Total		**170,823**	**173,643**	**163,200**	**37,910**	**83,200**	**(80,000)**	**-49.0%**
PUBLIC PARKING - BURMEISTER	OTHER INCOME	-	24,154	-	-	-	-	0.0%
	PERMITS	19,025	19,326	22,500	15,525	20,000	(2,500)	-11.1%
PUBLIC PARKING - BURMEISTER Total		**19,025**	**43,480**	**22,500**	**15,525**	**20,000**	**(2,500)**	**-11.1%**
Grand Total		**468,825**	**488,479**	**470,360**	**148,565**	**255,300**	**(215,060)**	**-45.7%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	PARKING METER FUND
Sub-Fund	(All)
Department	(All)
Program	PUBLIC PARKING - VILLAGE CENTE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
RENTAL					
340090	**METRA STATION RENT**				
	RENTAL INCOME-METRA STATION	3,000	3,000	-	0.00%
	Subtotal	***3,000***	***3,000***	***-***	***0.00%***
RENTAL Total		**3,000**	**3,000**	**-**	**0.00%**
DAILY FEE					
340010	**METER REV.-COMMUTER-VILLAGE**				
	PARKING METER-COMMUTER-VILLAGE	66,000	33,000	(33,000)	-50.00%
	Subtotal	***66,000***	***33,000***	***(33,000)***	***-50.00%***
340012	**METER REV.-COMMUTER-RR**				
	PARKING METER-COMMUTER-RR	152,000	76,000	(76,000)	-50.00%
	Subtotal	***152,000***	***76,000***	***(76,000)***	***-50.00%***
340015	**METER REV.-POPLAR-RR**				
	PARKING METER-POPLAR-RR	20,000	10,000	(10,000)	-50.00%
	Subtotal	***20,000***	***10,000***	***(10,000)***	***-50.00%***
DAILY FEE Total		**238,000**	**119,000**	**(119,000)**	**-50.00%**
PERMIT					
340040	**PERMIT REV.-PARK AVE. LOT**				
	PARKING PERMIT-PARK AVE. LOT	18,300	18,300	-	0.00%
	Subtotal	***18,300***	***18,300***	***-***	***0.00%***
340045	**PERMIT REV. - WEST PARK LOT**				
	PARKING PERMIT - WEST PARK LOT	12,000	-	(12,000)	-100.00%
	Subtotal	***12,000***	***-***	***(12,000)***	***-100.00%***
340050	**PERMIT REV.-ST. AUGUSTINE LOT**				
	PARKING PERMIT-ST. AUGUSTINE LOT	6,500	6,500	-	0.00%
	Subtotal	***6,500***	***6,500***	***-***	***0.00%***
340055	**PERMIT REV. - 11TH & CENTRAL**				
	PARKING PERMIT - 11TH & CENTRAL	4,000	3,900	(100)	-2.50%
	Subtotal	***4,000***	***3,900***	***(100)***	***-2.50%***
340060	**PERMIT REV.-MASONIC TEMPLE LOT**				
	PARKING PERMIT-MASONIC TEMPLE LOT	1,400	-	(1,400)	-100.00%
	Subtotal	***1,400***	***-***	***(1,400)***	***-100.00%***
340070	**PERMIT REV.-ATRIUM LOT**				
	PARKING PERMIT-ATRIUM LOT	1,460	1,400	(60)	-4.11%
	Subtotal	***1,460***	***1,400***	***(60)***	***-4.11%***
PERMIT Total		**43,660**	**30,100**	**(13,560)**	**-31.06%**
Grand Total		**284,660**	**152,100**	**(132,560)**	**-46.57%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	PARKING METER FUND
Sub-Fund	(All)
Department	(All)
Program	PUBLIC PARKING - CTA

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERMITS					
340110	**CTA LOT REV.-COMMUTER PERMITS**				
	CTA LOT-COMMUTER PERMITS	22,000	11,000	(11,000)	-50.00%
	Subtotal	***22,000***	***11,000***	***(11,000)***	***-50.00%***
340120	**CTA LOT REV.-MERCHANT PERMITS**				
	CTA LOT-MERCHANT PERMITS	4,200	4,200	-	0.00%
	Subtotal	***4,200***	***4,200***	***-***	***0.00%***
340130	**CTA LOT REV.-24 HOUR PERMITS**				
	CTA LOT-24 HOUR PERMITS	4,000	3,000	(1,000)	-25.00%
	Subtotal	***4,000***	***3,000***	***(1,000)***	***-25.00%***
PERMITS Total		**30,200**	**18,200**	**(12,000)**	**-39.74%**
DAILY FEE					
340100	**CTA LOT REV.-SLOT BOX COLL.**				
	CTA LOT-SLOT BOX COLLECTION	133,000	65,000	(68,000)	-51.13%
	Subtotal	***133,000***	***65,000***	***(68,000)***	***-51.13%***
DAILY FEE Total		**133,000**	**65,000**	**(68,000)**	**-51.13%**
Grand Total		**163,200**	**83,200**	**(80,000)**	**-49.02%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	PARKING METER FUND
Sub-Fund	(All)
Department	(All)
Program	PUBLIC PARKING - BURMEISTER

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERMIT					
340200	**PERMIT REV.-BURMEISTER LOT**				
	PARKING PERMIT-BURMEISTER LOT	22,500	20,000	(2,500)	-11.11%
	Subtotal	***22,500***	***20,000***	***(2,500)***	***-11.11%***
PERMIT Total		**22,500**	**20,000**	**(2,500)**	**-11.11%**
Grand Total		**22,500**	**20,000**	**(2,500)**	**-11.11%**

Village of Willmette

Proposed 2021 Budget- Expenses

Account Type	EXPENSE
Fund	PARKING METER FUND
Department	(All)

Row Labels	Character	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PUBLIC PARKING - VILLAGE CENTE	PERSONNEL EXPENSE	66,407	66,738	74,900	72,750	75,621	721	1.0%
	CONTRACTUAL SERVICES	77,663	88,798	97,990	56,650	73,335	(24,655)	-25.2%
	COMMODITIES	14,631	16,240	20,570	14,405	20,200	(370)	-1.8%
	OTHER EXPENSE	44,311	39,256	53,375	16,875	30,200	(23,175)	-43.4%
PUBLIC PARKING - VILLAGE CENTE Total		**203,012**	**211,031**	**246,835**	**160,680**	**199,356**	**(47,479)**	**-19.2%**
PUBLIC PARKING - CTA	PERSONNEL EXPENSE	60,764	60,788	65,050	64,475	69,018	3,968	6.1%
	CONTRACTUAL SERVICES	16,772	27,456	27,520	17,570	25,995	(1,525)	-5.5%
	COMMODITIES	2,291	2,786	3,750	1,600	3,520	(230)	-6.1%
	OTHER EXPENSE	62,579	62,356	64,500	15,000	30,000	(34,500)	-53.5%
PUBLIC PARKING - CTA Total		**142,406**	**153,384**	**160,820**	**98,645**	**128,533**	**(32,287)**	**-20.1%**
PUBLIC PARKING - BURMEISTER	CONTRACTUAL SERVICES	4,264	3,389	4,525	4,900	4,580	55	1.2%
	COMMODITIES	2,156	1,587	2,600	1,800	2,600	-	0.0%
PUBLIC PARKING - BURMEISTER Total		**6,420**	**4,976**	**7,125**	**6,700**	**7,180**	**55**	**0.8%**
Grand Total		**351,838**	**369,391**	**414,780**	**266,025**	**335,069**	**(79,711)**	**-19.2%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	PARKING METER FUND
Department	(All)
Program	PUBLIC PARKING - VILLAGE CENTE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	49,250	50,943	1,693	3.4%
	Subtotal	***49,250***	***50,943***	***1,693***	***3.4%***
410200	**OVERTIME WAGES**				
	OVERTIME	2,250	560	(1,690)	-75.1%
	Subtotal	***2,250***	***560***	***(1,690)***	***-75.1%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	23,400	24,118	718	3.1%
	Subtotal	***23,400***	***24,118***	***718***	***3.1%***
PERSONNEL EXPENSE Total		**74,900**	**75,621**	**721**	**1.0%**
CONTRACTUAL SERVICES					
420150	**BANK CHARGES**				
	CREDIT CARD/BANK CHARGES	45,000	20,000	(25,000)	-55.6%
	Subtotal	***45,000***	***20,000***	***(25,000)***	***-55.6%***
421175	**CONTRACTUAL SERVICES- R.R.**				
	CUSTODIAL SERVICES	3,060	3,215	155	5.1%
	FIRE ALARM INSPECTION		110	110	
	FIRE ALARM MONITORING (AES RADIO)	435	490	55	12.6%
	GRASS CUTTINGS SERVICES (21-WEEKS)	5,420	5,700	280	5.2%
	HOLIDAY LIGHTING DECOR	3,435	3,000	(435)	-12.7%
	HVAC PREVENTATIVE MAINTENANCE (SPRING AND FALL) AND EMERGENCY REPAIRS	590	560	(30)	-5.1%
	LANDSCAPE MAINTENANCE AND WEED CONTROL (32-WEEKS)	13,500	14,160	660	4.9%
	MAINTENANCE/WARRANTY FOR FOUR PAY-BY-SPACE TERMINALS AT $440 PER MONTH (OR $5,280 ANNUALLY)	5,280	5,280	-	0.0%
	MISCELLANEOUS ELECTRICAL, PLUMBING, ROOF REPAIRS	500	500	-	0.0%
	SPRINKLER SYSTEM REPAIRS	450		(450)	
	WEBOFFICE DATA COLLECTION SERVICE FOR FOUR PAY-BY-SPACE TERMINALS AT $320 PER MONTH (OR $3,840 ANNUALLY)	3,840	3,840	-	0.0%
	Subtotal	***36,510***	***36,855***	***345***	***0.9%***
421200	**CONTRACTUAL SNOW REMOVAL**				
	OPEN-UP PASSES FOR PARKING LOTS (8 EA.), SNOW EVENTS 2-4 INCHES, 2 AT $700	1,400	1,400	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	PARKING METER FUND
Department	(All)
Program	PUBLIC PARKING - VILLAGE CENTE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
421200	OPEN-UP PASSES FOR PARKING LOTS (8 EA.), SNOW EVENTS 4-8 INCHES, 1 AT $885	885	885	-	0.0%
	PARKING LOTS (8 EA.), SNOW EVENTS 2-4 INCHES, 3 AT $1,746	5,240	5,240	-	0.0%
	PARKING LOTS (8 EA.), SNOW EVENTS 4-8 INCHES, 2 AT $2,222	4,445	4,445	-	0.0%
	PARKING LOTS (8 EA.), SNOW EVENTS 8+ INCHES, 1 AT $2,385	2,385	2,385	-	0.0%
	SNOW HAULING OPERATIONS, APPROX. 17 HOURS AT $125 PER HOUR	2,125	2,125	-	0.0%
	Subtotal	***16,480***	***16,480***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**97,990**	**73,335**	**(24,655)**	**-25.2%**
COMMODITIES					
430140	**SUPPLIES - BUILDING**				
	THE COST OF WATER USAGE AT THE METRA TRAIN STATION	400	400	-	0.0%
	Subtotal	***400***	***400***	***-***	***0.0%***
430190	**SUPPLIES -GROUNDS (VILLAGEPMF)**				
	LANDSCAPE MATERIAL INCLUDING CRUSHED STONE, MULCH, SOD, AND PAVERS FOR VILLAGE OWNED PROPERTIES	2,370	2,000	(370)	-15.6%
	LANDSCAPE PLANTING MATERIAL FOR VILLAGE OWNED PROPERTIES	2,000	2,000	-	0.0%
	Subtotal	***4,370***	***4,000***	***(370)***	***-8.5%***
430200	**SUPPLIES -GROUNDS (RR PMF)**				
	LANDSCAPE MATERIAL INCLUDING CRUSHED STONE, MULCH, SOD, AND PAVERS FOR RAILROAD OWNED PROPERTIES	1,000	1,000	-	0.0%
	LANDSCAPE PLANTING MATERIAL FOR RAILROAD OWNED PROPERTIES	1,000	1,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
430515	**METRA STATION POWER**				
	ENERGY COST FROM 1 OF THE 3 METERS LOCATED AT THE METRA STATION	5,000	5,000	-	0.0%
	Subtotal	***5,000***	***5,000***	***-***	***0.0%***
430520	**PARKING LOT LIGHTING POWER**				
	ENERGY COSTS FOR LIGHTING THE COMMUTER LOT	5,400	5,400	-	0.0%
	Subtotal	***5,400***	***5,400***	***-***	***0.0%***
430560	**HEATING - GAS**				
	HEATING GAS AT THE METRA STATION	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
430800	**PARKING METER PARTS - VILLAGE**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	PARKING METER FUND
Department	(All)
Program	PUBLIC PARKING - VILLAGE CENTE

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430800	PAPER ROLLS TO PRINT RECEIPTS FOR PAY-BY-SPACE TERMINALS	400	400	-	0.0%
	Subtotal	***400***	***400***	***-***	***0.0%***
430810	**PARKING METER PARTS - RR**				
	PAPER ROLLS FOR PRINTING OF RECEIPTS FOR PAY-BY-SPACE TERMINALS	1,500	1,500	-	0.0%
	Subtotal	***1,500***	***1,500***	***-***	***0.0%***
COMMODITIES Total		**20,570**	**20,200**	**(370)**	**-1.8%**
OTHER EXPENSE					
448510	**RENT - COMMUTER LOT**				
	PAYMENT TO UNION PACIFIC FOR THE USE OF THEIR PROPERTY	47,500	25,000	(22,500)	-47.4%
	Subtotal	***47,500***	***25,000***	***(22,500)***	***-47.4%***
448520	**RENT - POPLAR LOTS**				
	PAYMENT TO UNION PACIFIC FOR THE USE OF THEIR PROPERTY	2,800	2,800	-	0.0%
	Subtotal	***2,800***	***2,800***	***-***	***0.0%***
448530	**RENT - ST. AUGUSTINE LOT**				
	PAYMENT TO ST. AUGUSTINE'S CHURCH FOR THE USE OF THEIR PROPERTY	2,400	2,400	-	0.0%
	Subtotal	***2,400***	***2,400***	***-***	***0.0%***
448540	**RENT - MASONIC TEMPLE LOT**				
	PAYMENT TO THE MASONIC TEMPLE FOR THE USE OF THEIR PROPERTY	675	-	(675)	-100.0%
	Subtotal	***675***	***-***	***(675)***	***-100.0%***
OTHER EXPENSE Total		**53,375**	**30,200**	**(23,175)**	**-43.4%**
Grand Total		**246,835**	**199,356**	**(47,479)**	**-19.2%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	PARKING METER FUND
Department	(All)
Program	PUBLIC PARKING - CTA

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	43,925	45,447	1,522	3.5%
	Subtotal	***43,925***	***45,447***	***1,522***	***3.5%***
410200	**OVERTIME WAGES**				
	OVERTIME	575	2,250	1,675	291.3%
	Subtotal	***575***	***2,250***	***1,675***	***291.3%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	20,550	21,321	771	3.8%
	Subtotal	***20,550***	***21,321***	***771***	***3.8%***
PERSONNEL EXPENSE Total		**65,050**	**69,018**	**3,968**	**6.1%**
CONTRACTUAL SERVICES					
420150	**BANK CHARGES**				
	CREDIT CARD/BANK CHARGES FOR PAY-BY-SPACE STATIONS	7,500	7,000	(500)	-6.7%
	Subtotal	***7,500***	***7,000***	***(500)***	***-6.7%***
421000	**CONTRACTUAL SERVICES**				
	HOLIDAY LIGHT DECORATIONS	2,155	2,250	95	4.4%
	MAINTENANCE COSTS FOR TWO (2) PAY-BY-SPACE STATIONS	4,560	4,560	-	0.0%
	Subtotal	***6,715***	***6,810***	***95***	***1.4%***
421150	**CONTRACTUAL GROUNDS MAINT.**				
	MAINTENANCE OF THE CTA STATION PARKING LOT GROUNDS AND THE SURROUNDING PARKWAYS	4,120	3,000	(1,120)	-27.2%
	Subtotal	***4,120***	***3,000***	***(1,120)***	***-27.2%***
421200	**CONTRACTUAL SNOW REMOVAL**				
	OPEN-UP PASSES FOR PARKING LOTS (2 EA.), SNOW EVENTS 2-4 INCHES, 2 AT $415	830	830	-	0.0%
	OPEN-UP PASSES FOR PARKING LOTS (2 EA.), SNOW EVENTS 4-8 INCHES, 1 AT $530	530	530	-	0.0%
	PARKING LOTS (2 EA.), SNOW EVENTS 2-4 INCHES, 3 AT $1,038	3,115	3,115	-	0.0%
	PARKING LOTS (2 EA.), SNOW EVENTS 4-8 INCHES, 2 AT $1,322	2,645	2,645	-	0.0%
	PARKING LOTS (2 EA.), SNOW EVENTS 8+ INCHES, 1 AT $1,440	1,440	1,440	-	0.0%
	SNOW HAULING OPERATIONS, APPROX. 5 HOURS AT $125 PER HOUR	625	625	-	0.0%
	Subtotal	***9,185***	***9,185***	***-***	***0.0%***

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	PARKING METER FUND
Department	(All)
Program	PUBLIC PARKING - CTA

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CONTRACTUAL SERVICES Total		**27,520**	**25,995**	**(1,525)**	**-5.5%**
COMMODITIES					
430400	**MATERIALS**				
	COST TO PURCHASE PAPER ROLLS TO PRINT RECEIPTS FOR PAY-BY-SPACE STATIONS	950	720	(230)	-24.2%
	LANDSCAPE PLANTING MATERIALS FOR THE CTA STATION PARKING LOT AT 4TH AND LINDEN	2,800	2,800	-	0.0%
	Subtotal	***3,750***	***3,520***	***(230)***	***-6.1%***
COMMODITIES Total		**3,750**	**3,520**	**(230)**	**-6.1%**
OTHER EXPENSE					
448550	**RENT - CTA LOTS**				
	PAYMENT TO THE CTA FOR USE OF THEIR LAND FOR PUBLIC PARKING	64,500	30,000	(34,500)	-53.5%
	Subtotal	***64,500***	***30,000***	***(34,500)***	***-53.5%***
OTHER EXPENSE Total		**64,500**	**30,000**	**(34,500)**	**-53.5%**
Grand Total		**160,820**	**128,533**	**(32,287)**	**-20.1%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	PARKING METER FUND
Department	(All)
Program	PUBLIC PARKING - BURMEISTER

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CONTRACTUAL SERVICES					
421000	**CONTRACTUAL SERVICES**				
	ANNUAL FIRE ALARM AND SUPPRESSION SYSTEM INSPECTIONS (CODE REQUIRED)	500	500	-	0.0%
	BURMEISTER LOT SNOWPLOWING	1,300	1,265	(35)	-2.7%
	CARBON MONOXIDE AND NITROGEN MONITORING SYSTEM FOR UNDERGROUND GARAGE	560	560	-	0.0%
	FIRE ALARM MONITORING (AES RADIO)		490	490	
	LANDSCAPE MAINTENANCE	565	600	35	6.2%
	PHONE SERVICE LINE	1,035	600	(435)	-42.0%
	SEWER MAINTENANCE - TRIPLE CATCH BASIN CLEANING	565	565	-	0.0%
	Subtotal	***4,525***	***4,580***	***55***	***1.2%***
CONTRACTUAL SERVICES Total		**4,525**	**4,580**	**55**	**1.2%**
COMMODITIES					
430400	**MATERIALS**				
	LANDSCAPE MATERIALS AND MAINTENANCE SUPPLIES	500	500	-	0.0%
	Subtotal	***500***	***500***	***-***	***0.0%***
430520	**PARKING LOT LIGHTING POWER**				
	ENERGY COSTS FOR LIGHTING THE BURMEISTER PARKING LOT 24 HOURS PER DAY, 7 DAYS PER WEEK	2,100	2,100	-	0.0%
	Subtotal	***2,100***	***2,100***	***-***	***0.0%***
COMMODITIES Total		**2,600**	**2,600**	**-**	**0.0%**
Grand Total		**7,125**	**7,180**	**55**	**0.8%**

Capital and Debt Service Funds

Village of Wilmette

2021 Debt Service Overview

	General Fund	Stormwater	Sewer	Water	Grand Total
2006 IEPA Loan			27,847.04		27,847.04
2007 IEPA Loan			41,495.24		41,495.24
2009 IEPA Loan			8,821.94		8,821.94
2010 IEPA Loan			42,887.14		42,887.14
2011 IEPA Loan			47,414.40		47,414.40
2012 IEPA Loan			35,268.78		35,268.78
2013 IEPA Loan			39,125.72		39,125.72
2015 IEPA Loan			43,037.80		43,037.80
2018 IEPA Loan			47,546.58		47,546.58
2019 IEPA Loan			113,644.54		113,644.54
2019 IEPA Loan - WF				497,414.34	497,414.34
2011 Refunding			1,309,500.00	1,073,750.00	2,383,250.00
2013 Series	81,562.50		433,110.00		514,672.50
2014 Series			576,625.00		576,625.00
2017A Series	134,725.00				134,725.00
2017A Refunding				933,300.00	933,300.00
2017B Refunding	154,500.00		288,400.00	113,550.00	556,450.00
2020A Series		1,427,731.26		344,918.76	1,772,650.02
2020B Refunding	3,322,000.00			48,000.00	3,370,000.00
Grand Total	**3,692,787.50**	**1,427,731.26**	**3,054,724.18**	**3,010,933.10**	**11,186,176.04**

Village of Wilmette

Debt Service Schedule by Series

Series	2006 IEPA Loan

	Sewer	Grand Total
2021	27,847	27,847
2022	27,847	27,847
2023	27,847	27,847
2024	27,847	27,847
2025	27,847	27,847
2026	27,847	27,847
Grand Total	**167,082**	**167,082**

Village of Wilmette

Debt Service Schedule by Series

Series	2007 IEPA Loan

	Sewer	Grand Total
2021	41,495	41,495
2022	41,495	41,495
2023	41,495	41,495
2024	41,495	41,495
2025	41,495	41,495
2026	41,495	41,495
2027	40,550	40,550
Grand Total	**289,521**	**289,521**

Village of Wilmette

Debt Service Schedule by Series

Series	2009 IEPA Loan

	Sewer	Grand Total
2021	8,822	8,822
2022	8,822	8,822
2023	8,822	8,822
2024	8,822	8,822
2025	8,822	8,822
2026	8,822	8,822
2027	8,822	8,822
2028	8,822	8,822
2029	8,822	8,822
2030	4,411	4,411
Grand Total	**83,809**	**83,809**

Village of Wilmette

Debt Service Schedule by Series

Series	2010 IEPA Loan

	Sewer	Grand Total
2021	42,887	42,887
2022	42,887	42,887
2023	42,887	42,887
2024	42,887	42,887
2025	42,887	42,887
2026	42,887	42,887
2027	42,887	42,887
2028	42,887	42,887
2029	42,887	42,887
2030	42,887	42,887
2031	42,887	42,887
Grand Total	**471,759**	**471,759**

Village of Wilmette

Debt Service Schedule by Series

Series	2011 IEPA Loan

	Sewer	Grand Total
2021	47,414	47,414
2022	47,414	47,414
2023	47,414	47,414
2024	47,414	47,414
2025	47,414	47,414
2026	47,414	47,414
2027	47,414	47,414
2028	47,414	47,414
2029	47,414	47,414
2030	47,414	47,414
2031	47,414	47,414
2032	47,414	47,414
Grand Total	**568,973**	**568,973**

Village of Wilmette

Debt Service Schedule by Series

Series	2011 Refunding

	Sewer	Water	Grand Total
2021	1,309,500	1,073,750	2,383,250
2022	1,288,050	1,123,900	2,411,950
2023	726,150	571,650	1,297,800
Grand Total	**3,323,700**	**2,769,300**	**6,093,000**

Village of Wilmette

Debt Service Schedule by Series

Series	2012 IEPA Loan

	Sewer	Grand Total
2021	35,269	35,269
2022	35,269	35,269
2023	35,269	35,269
2024	35,269	35,269
2025	35,269	35,269
2026	35,269	35,269
2027	35,269	35,269
2028	35,269	35,269
2029	35,269	35,269
2030	35,269	35,269
2031	35,269	35,269
2032	35,269	35,269
2033	29,957	29,957
Grand Total	**453,183**	**453,183**

Village of Wilmette

Debt Service Schedule by Series

Series	2013 IEPA Loan

	Sewer	Grand Total
2021	39,126	39,126
2022	39,126	39,126
2023	39,126	39,126
2024	39,126	39,126
2025	39,126	39,126
2026	39,126	39,126
2027	39,126	39,126
2028	39,126	39,126
2029	39,126	39,126
2030	39,126	39,126
2031	39,126	39,126
2032	39,126	39,126
2033	39,126	39,126
2034	39,126	39,126
Grand Total	**547,760**	**547,760**

Village of Wilmette

Debt Service Schedule by Series

Series	2013 Series

	General Fund	Sewer	Grand Total
2021	81,563	433,110	514,673
2022	80,100	435,860	515,960
2023	83,475	428,235	511,710
2024	81,725	825,735	907,460
2025	79,625	815,735	895,360
2026	82,525	795,585	878,110
2027	80,200	785,085	865,285
2028	82,800	768,925	851,725
2029		746,250	746,250
2030		727,500	727,500
2031		707,500	707,500
2032		687,500	687,500
2033		667,500	667,500
2034		647,500	647,500
2035		1,127,500	1,127,500
2036		1,086,000	1,086,000
2037		1,043,500	1,043,500
Grand Total	**652,013**	**12,729,020**	**13,381,033**

Village of Wilmette

Debt Service Schedule by Series

Series	2014 Series

	Sewer	Grand Total
2021	576,625	576,625
2022	576,625	576,625
2023	776,625	776,625
2024	670,625	670,625
2025	667,625	667,625
2026	664,625	664,625
2027	661,625	661,625
2028	658,625	658,625
2029	1,055,625	1,055,625
2030	1,090,625	1,090,625
2031	1,123,438	1,123,438
2032	1,103,938	1,103,938
2033	1,183,688	1,183,688
2034	1,209,188	1,209,188
2035	732,938	732,938
2036	772,063	772,063
2037	809,375	809,375
2038	1,894,375	1,894,375
2039	1,888,125	1,888,125
2040	1,930,000	1,930,000
2041	1,914,000	1,914,000
2042	1,946,000	1,946,000
2043	1,924,000	1,924,000
Grand Total	**25,830,375**	**25,830,375**

Village of Wilmette

Debt Service Schedule by Series

Series	2015 IEPA Loan

	Sewer	Grand Total
2021	43,038	43,038
2022	43,038	43,038
2023	43,038	43,038
2024	43,038	43,038
2025	43,038	43,038
2026	43,038	43,038
2027	43,038	43,038
2028	43,038	43,038
2029	43,038	43,038
2030	43,038	43,038
2031	43,038	43,038
2032	43,038	43,038
2033	43,038	43,038
2034	43,038	43,038
2035	43,038	43,038
2036	43,038	43,038
Grand Total	**688,605**	**688,605**

Village of Wilmette

Debt Service Schedule by Series

Series	2017A Series

	General Fund	Grand Total
2021	134,725	134,725
2022	134,725	134,725
2023	134,725	134,725
2024	134,725	134,725
2025	504,725	504,725
2026	502,325	502,325
2027	504,825	504,825
2028	502,125	502,125
2029	503,350	503,350
2030	504,350	504,350
2031	507,050	507,050
2032	504,300	504,300
2033	506,250	506,250
2034	502,750	502,750
2035	503,950	503,950
2036	504,700	504,700
Grand Total	**6,589,600**	**6,589,600**

Village of Wilmette

Debt Service Schedule by Series

Series	2017A Refunding

	Water	Grand Total
2021	933,300	933,300
Grand Total	**933,300**	**933,300**

Village of Wilmette

Debt Service Schedule by Series

Series	2017B Refunding

	General Fund	Sewer	Water	Grand Total
2021	154,500	288,400	113,550	556,450
2022			916,750	916,750
2023			885,800	885,800
Grand Total	**154,500**	**288,400**	**1,916,100**	**2,359,000**

Village of Wilmette

Debt Service Schedule by Series

Series	2018 IEPA Loan

	Sewer	Grand Total
2021	47,547	47,547
2022	47,547	47,547
2023	47,547	47,547
2024	47,547	47,547
2025	47,547	47,547
2026	47,547	47,547
2027	47,547	47,547
2028	47,547	47,547
2029	47,547	47,547
2030	47,547	47,547
2031	47,547	47,547
2032	47,547	47,547
2033	47,547	47,547
2034	47,547	47,547
2035	47,547	47,547
2036	47,547	47,547
2037	47,547	47,547
2038	23,773	23,773
Grand Total	**832,065**	**832,065**

Village of Wilmette

Debt Service Schedule by Series

Series	2019 IEPA Loan

	Sewer	Grand Total
2021	113,645	113,645
2022	113,645	113,645
2023	113,645	113,645
2024	113,645	113,645
2025	113,645	113,645
2026	113,645	113,645
2027	113,645	113,645
2028	113,645	113,645
2029	113,645	113,645
2030	113,645	113,645
2031	113,645	113,645
2032	113,645	113,645
2033	113,645	113,645
2034	113,645	113,645
2035	113,645	113,645
2036	113,645	113,645
2037	113,645	113,645
2038	113,645	113,645
2039	113,645	113,645
2040	55,396	55,396
Grand Total	**2,214,642**	**2,214,642**

Village of Wilmette

Debt Service Schedule by Series

Series	2019 IEPA Loan - WF

	Water	Grand Total
2021	497,414	497,414
2022	505,582	505,582
2023	505,630	505,630
2024	505,630	505,630
2025	505,630	505,630
2026	505,630	505,630
2027	505,630	505,630
2028	505,630	505,630
2029	505,630	505,630
2030	505,630	505,630
2031	505,630	505,630
2032	505,630	505,630
2033	505,630	505,630
2034	505,630	505,630
2035	505,630	505,630
2036	505,630	505,630
2037	505,630	505,630
2038	505,630	505,630
2039	505,630	505,630
2040	505,630	505,630
Grand Total	**10,104,342**	**10,104,342**

Village of Wilmette

Debt Service Schedule by Series

Series	2020 IEPA Loan

	Sewer	Grand Total
2022	50,000	50,000
2023	50,000	50,000
2024	50,000	50,000
2025	50,000	50,000
2026	50,000	50,000
2027	50,000	50,000
2028	50,000	50,000
2029	50,000	50,000
2030	50,000	50,000
2031	50,000	50,000
2032	50,000	50,000
2033	50,000	50,000
2034	50,000	50,000
2035	50,000	50,000
2036	50,000	50,000
2037	50,000	50,000
2038	25,000	25,000
Grand Total	**825,000**	**825,000**

Village of Wilmette

Debt Service Schedule by Series

Series	2020A Series

	Stormwater	Water	Grand Total
2021	1,427,731	344,919	1,772,650
2022	1,077,481	108,669	1,186,150
2023	767,981	198,669	966,650
2024	1,032,981	194,169	1,227,150
2025	1,234,481	194,669	1,429,150
2026	1,234,981	194,919	1,429,900
2027	1,233,981	194,919	1,428,900
2028	1,236,481	194,669	1,431,150
2029	1,237,231	194,169	1,431,400
2030	1,233,431	194,569	1,428,000
2031	1,233,631	194,769	1,428,400
2032	1,235,381	196,019	1,431,400
2033	1,236,381	197,119	1,433,500
2034	1,234,881	194,419	1,429,300
2035	1,233,081	196,719	1,429,800
2036	1,235,981	198,919	1,434,900
2037	1,233,481	196,019	1,429,500
2038	1,234,569	197,938	1,432,506
2039	1,235,231	194,750	1,429,981
2040	1,234,306	196,375	1,430,681
2041	1,232,931	197,888	1,430,819
2042	1,236,106	194,288	1,430,394
2043	1,232,475	195,488	1,427,963
2044	1,233,369	196,569	1,429,938
2045	1,233,669	197,531	1,431,200
2046	1,233,375	198,375	1,431,750
2047	1,236,125	193,875	1,430,000
2048	1,233,125	194,375	1,427,500
2049	1,234,500	194,750	1,429,250
2050	1,235,125		1,235,125
Grand Total	**36,404,488**	**5,740,519**	**42,145,007**

Village of Wilmette

Debt Service Schedule by Series

Series	2020B Refunding

	General Fund	Water	Grand Total
2021	3,322,000	48,000	3,370,000
2022	3,207,750	48,000	3,255,750
2023	3,302,750	48,000	3,350,750
2024	3,251,500	1,008,000	4,259,500
2025	2,865,750		2,865,750
2026	1,197,000		1,197,000
Grand Total	**17,146,750**	**1,152,000**	**18,298,750**

FUND SUMMARY

This program provides for the principal, interest and fees associated with the annual debt service for bond issuances that financed General Fund capital projects.

The Village has four General Obligation (G.O.) Bond Issues outstanding which are funded through property taxes for the annual debt service.

- G.O. Series 2013 Issuance. The issuance financed alley improvement work on those alleys rated to be in “Failed” or “Poor” condition.
- G.O. Series 2017A Issuance. The issuance financed various building improvements.
- G.O. Series 2017B Issuance. This refunding included funds for the remaining amount of the 2007 and 2019 Issuances. The 2007 issuance funded the Village Wide Enhanced Street Resurfacing program, the Sheridan Road improvement project, the second phase expansion of the Public Works Facility and certain large equipment purchases. The 2009 issuance funded the remaining costs of the Sheridan Road improvements and Public Works Facility expansion.
- G.O. Series 2020B Issuance. This refunding included funds for the remaining amount of the 2010 G.O. Series that was used to finance street and alley improvements, Public Works facility improvements and heavy equipment purchases.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Property Tax	3,673,821	3,672,529	3,668,100	3,668,100	3,663,500	(4,600)
Interfund Transfer	-	-	35,000	-	20,000	(15,000)
TOTAL REVENUES	**3,673,821**	**3,672,529**	**3,703,100**	**3,668,100**	**3,683,500**	**(19,600)**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Debt Service	3,742,115	3,677,375	3,702,000	3,702,000	3,695,000	(7,000)
TOTAL EXPENSES	**3,742,115**	**3,677,375**	**3,702,000**	**3,702,000**	**3,695,000**	**(7,000)**

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	GENERAL DEBT SERVICE FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PROPERTY TAX								
300010	PROP. TAXES - CURRENT YR LEVY	3,707,056	3,699,311	3,679,000	3,679,000	3,674,100	(4,900)	-0.1%
300020	PROP. TAXES - PRIOR YR LEVY	26,871	20,417	37,100	37,100	37,400	300	0.8%
300030	PROP. TAXES-LEVIES WRITTEN OFF	(60,106)	(47,199)	(48,000)	(48,000)	(48,000)	-	0.0%
PROPERTY TAX Total		**3,673,821**	**3,672,529**	**3,668,100**	**3,668,100**	**3,663,500**	**(4,600)**	**-0.1%**
INTERFUND TRANSFER								
374100	GENERAL FUND TRANSFER	-	-	35,000	-	20,000	(15,000)	-42.9%
INTERFUND TRANSFER Total		**-**	**-**	**35,000**	**-**	**20,000**	**(15,000)**	**-42.9%**
Grand Total		**3,673,821**	**3,672,529**	**3,703,100**	**3,668,100**	**3,683,500**	**(19,600)**	**-0.5%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	GENERAL DEBT SERVICE FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PROPERTY TAX					
300010	**PROP. TAXES - CURRENT YR LEVY**				
	PROPERTY TAX LEVY - CURRENT	3,679,000	3,674,100	(4,900)	-0.1%
	Subtotal	***3,679,000***	***3,674,100***	***(4,900)***	***-0.1%***
300020	**PROP. TAXES - PRIOR YR LEVY**				
	PROPERTY TAX LEVY - PRIOR YEAR	37,100	37,400	300	0.8%
	Subtotal	***37,100***	***37,400***	***300***	***0.8%***
300030	**PROP. TAXES-LEVIES WRITTEN OFF**				
	PROPERTY TAX LEVY - WRITE OFF	(48,000)	(48,000)	-	0.0%
	Subtotal	***(48,000)***	***(48,000)***	***-***	***0.0%***
PROPERTY TAX Total		**3,668,100**	**3,663,500**	**(4,600)**	**-0.1%**
INTERFUND TRANSFER					
374100	**GENERAL FUND TRANSFER**				
	GENERAL FUND TRANSFER	35,000	20,000	(15,000)	-42.9%
	Subtotal	***35,000***	***20,000***	***(15,000)***	***-42.9%***
INTERFUND TRANSFER Total		**35,000**	**20,000**	**(15,000)**	**-42.9%**
Grand Total		**3,703,100**	**3,683,500**	**(19,600)**	**-0.5%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL DEBT SERVICE FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
DEBT SERVICE EXPENSE								
450010	BOND REGISTRAR FEES	1,750	1,500	2,000	2,000	2,000	-	0.0%
450030	G.O. BOND RETIREMENT	2,730,000	2,780,000	2,885,000	2,885,000	2,800,000	(85,000)	-2.9%
450060	INTEREST EXPENSE	1,010,365	895,875	815,000	815,000	893,000	78,000	9.6%
DEBT SERVICE EXPENSE Total		**3,742,115**	**3,677,375**	**3,702,000**	**3,702,000**	**3,695,000**	**(7,000)**	**-0.2%**
Grand Total		**3,742,115**	**3,677,375**	**3,702,000**	**3,702,000**	**3,695,000**	**(7,000)**	**-0.2%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL DEBT SERVICE FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
DEBT SERVICE EXPENSE					
450010	**BOND REGISTRAR FEES**				
	BOND REGISTRAR / PAYING AGENT FEES	2,000	2,000	-	0.0%
	Subtotal	***2,000***	***2,000***	***-***	***0.0%***
450030	**G.O. BOND RETIREMENT**				
	G.O. BOND RETIREMENT	2,885,000	2,800,000	(85,000)	-2.9%
	Subtotal	***2,885,000***	***2,800,000***	***(85,000)***	***-2.9%***
450060	**INTEREST EXPENSE**				
	INTEREST EXPENSE FOR PRIOR BOND ISSUANCE	815,000	893,000	78,000	9.6%
	Subtotal	***815,000***	***893,000***	***78,000***	***9.6%***
DEBT SERVICE EXPENSE Total		**3,702,000**	**3,695,000**	**(7,000)**	**-0.2%**
Grand Total		**3,702,000**	**3,695,000**	**(7,000)**	**-0.2%**

Capital Program Overview

The Village of Wilmette capital program represents the Village's commitment to future financial planning and investment in critical Village infrastructure. The capital program is a component of the Village's Annual Budget and together these two plans provide a comprehensive financial plan. The annual budget provides the short-term plan for maintaining core Village services and the capital program provides the long-term outlook. The capital program summarizes all of the major capital outlay anticipated over the next ten years. There are more detailed descriptions for projects in the five-year timeframe that include project descriptions, funding sources, project alternatives, and project updates.

Capital projects cover the full spectrum of investing in the Village's infrastructure and include facility updates, construction or reconstruction of Village streets, infrastructure for our water and stormwater utilities, major equipment and vehicle purchases, and technology updates. Projects are funded by a variety of sources including current revenues, the capital equipment replacement fund (CERF), engineering dedicated revenues, grant opportunities, and bond issuances.

During preparation and review of the capital program, staff sets priorities and identifies which projects can be accomplished in a given year within the limits of the Village's financial outlook. The Village also incorporates resource allocation, prioritization, consideration of external factors, and cost evaluation to arrive at the final capital program.

10-Year Overview
The ten-year capital program totals $223.77 million and ensures needed capital projects and infrastructure are in place in a timely manner to accommodate the infrastructure needs of the community. Each year, the capital request becomes more refined. Expenses in 2021 are based on engineering estimates or recent bid prices and accurately reflect the expected cost for the upcoming year. Conversely, expenses projected in 2026-2030 are based on historical expenses and foreseeable needs of the community but are ultimately forecasts. For this reason, staff presents the Village Board with a ten-year overview of projects but focuses discussion on projects that are necessary to support the upcoming year. Attachment #1 shows a detailed breakdown of each capital project request over the next ten years.

2021 Overview
The 2021 capital program is valued at $31.18 million, which is a 23.5% decrease from the 2020 approved capital program. While the 2021 capital request is a significant decrease, it should be noted that the 2020 approved program included several major projects including the Neighborhood Storage Project (NSP) and Phase 1 of the Electrical Improvements at the Water Plant. Both projects had significant decreases in their 2021 funding requirements.

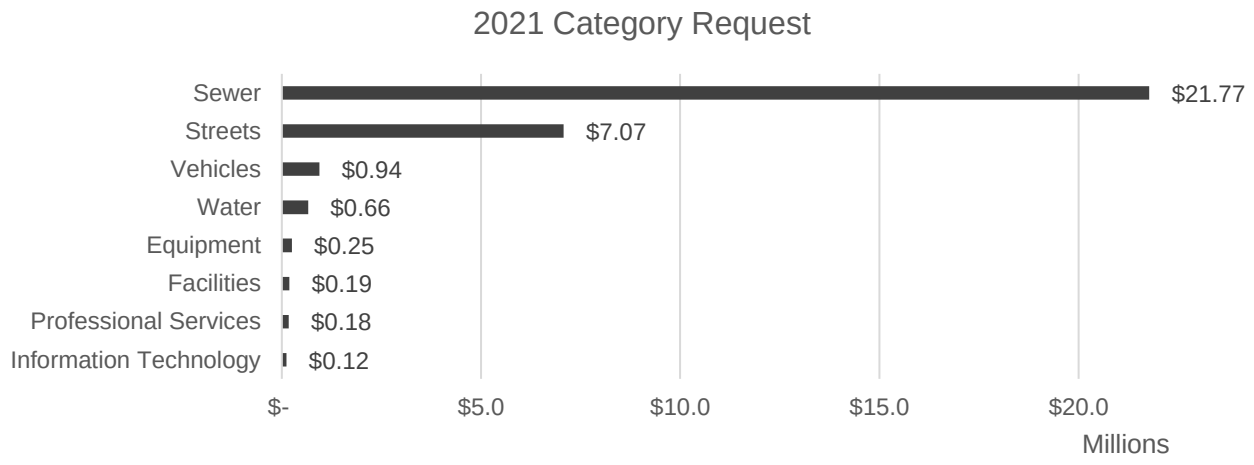
The 2021 request is also a reduction comparatively to the 2021 forecast that was submitted in the 2020 capital program. In 2020, the forecasted request was $6.15 million greater than what is included in the 2021 request. This reduction is part of the annual efforts to refine cost projections and capital needs for the upcoming year. Included in this refinement was the deferral of facility updates, vehicle replacements, and timing changes for both roadway and water plant investments.

To provide a more focused view on the capital investment request for the upcoming fiscal year, below is a breakdown of the capital request that compares the 2020 approved capital program, the 2021 forecasted program, and the 2021 proposed capital program.

	2020 Approved	2021 Forecast	2021 Proposed
Equipment	0.25	0.02	0.25
Facilities	-	1.22	0.19
Information Technology	0.10	0.07	0.12
Professional Services	0.18	0.02	0.18
Sewer	25.25	17.60	21.77
Streets	5.59	10.84	7.07
Vehicle Replacement	1.23	1.79	0.94
Water	8.15	5.78	0.66
TOTALS	**$40.75**	**$37.34**	**$31.18**

Attachment #2 provides a listing of the 2021 capital improvement projects that have been included in the 2021 Annual Operating Budget submission.

2021 Project Categories
To provide a more detailed view of the $31.18 million request for the 2021 capital program, the below chart breaks down the asset types that will be invested in in the upcoming year.



As the chart shows, the largest investment will be made in sewer and street assets as the Village continues the Neighborhood Storage Project and continues to invest in streets, alleys and other critical roadway assets. Of the total 2021 program, 92.5% is associated with streets and sewer projects.

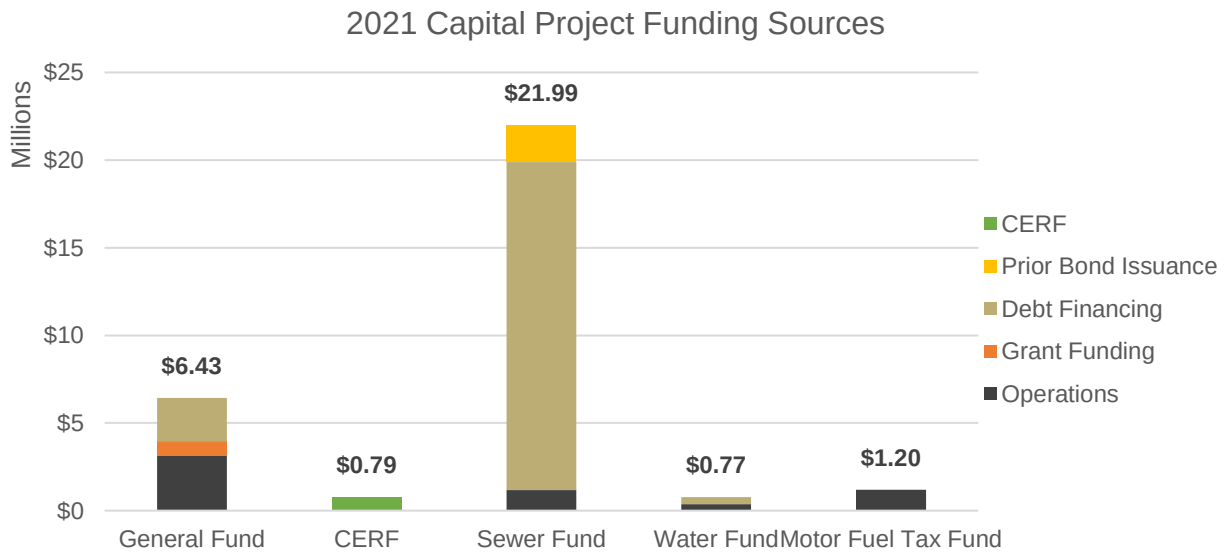
When taking a more detailed look at the 2021 request, there are six projects that make up the majority, just over 84% of the capital request for 2021. These capital investments align with the Village's infrastructure goals.

1. Neighborhood Storage Project - $19.4 million (62.2%)
2. Central Avenue Reconstruction & Downtown Streetscape - $2.8 million (9.0%)
3. Road Program - $2.37 million (7.6%)
4. Sewer Lining and Rehabilitation - $0.82 million (2.6%)
5. Water Plant Electrical Improvement Phase 2 - $0.4 million (1.3%)
6. SWPS Electrical Improvements - $0.6 million (1.9%)

2021 Funding Sources

The 2021 capital program uses a variety of funding mechanism across each fund. The below provides a breakdown of each fund and how it finances the Village's capital projects.

- ***General Fund*** – These projects are funded by three main sources; operating funds, grants, and debt. Operating funds are paid for by the Village's general taxes and include funding for roadway projects, facilities and equipment, and information technology. Grant funds are through the federal, state and county governments and generally associated with road projects. Debt financing is used for long term capital assets such as the Central Avenue reconstruction or village facility roof replacement.
- ***CERF*** – These projects are for the replacement of Village equipment and vehicles. The CERF sets aside funds so that the Village can maintain the appropriate replacement cycle for these purchases.
- ***Sewer Fund*** – These projects are funded through two main sources; operations and debt financing. Operating funds are funded by sewer rates paid by customers. Debt financing is for the Neighborhood Storage Project and will be repaid over time by the new stormwater utility fee. It should be noted that $2.1 million of funds were borrowed in 2020 that will be used for 2021 expenditures.
- ***Water Fund*** – These projects are funded through two main sources; operations and debt financing. Both sources are supported by water utility rates and wholesale water revenues.
- ***Motor Fuel Tax Fund*** – A portion of the road program is funded by the state's motor fuel tax, which is dispersed to the Village on a per capita basis.



Summary

The 2021-2030 capital program provides a framework to allow the Village to not only maintain but enhance the Village of Wilmette's infrastructure for the long-term benefit of the community. Staff will continue to work closely with the Village Board to provide information that will allow them to make the best long-term decisions for the Village.

Village of Wilmette 10-Year Capital Improvement Program

2021 to 2030 Category Request

Attachment #1

	2021	2022	2023	2024	2025	2026-2030	Grand Total
Equipment	253,000		20,000				273,000
Facilities	189,500	1,394,500	1,885,550	448,570	2,514,285	25,000,000	31,432,405
Information Technology	119,000	63,800		128,000		130,200	441,000
Professional Services	175,000	15,190	15,190	58,000			263,380
Sewer	21,772,500	29,848,000	1,574,000	3,065,000	1,547,000	9,770,000	67,576,500
Streets	7,072,000	4,974,706	6,679,235	5,590,575	6,712,720	34,926,860	65,956,096
Vehicles	940,500	1,818,000	991,000	1,030,000	550,750	6,303,350	11,633,600
Water	659,500	3,704,595	4,427,190	12,323,970	10,328,800	14,752,400	46,196,455
Grand Total	**$ 31,181,000**	**$ 41,818,791**	**$ 15,592,165**	**$ 22,644,115**	**$ 21,653,555**	**$ 90,882,810**	**$ 223,772,436**

Village of Wilmette 10-Year Capital Improvement Program

2021 Projects

Project	Department	Status	2021
Equipment			
Cardiac Monitor and Defibrillator	Fire	Critical	68,000
Upgrade for NextGen 911	Police	Recommended	185,000
Equipment Total			253,000
Facilities			
Parking Lot Paving Program	Engineering & Public Works	Recommended	15,000
Village Facility Roof Replacement	Engineering & Public Works	Critical	174,500
Facilities Total			189,500
Information Technology			
Council Chambers A/V Upgrade	Information Technlogy	Recommended	80,000
GIS Hardware and Software	Information Technlogy	Recommended	39,000
Information Technology Total			119,000
Professional Services			
Comprehensive Plan	Community Development	Recommended	175,000
Professional Services Total			175,000
Sewer			
Neighborhood Storage Project	Engineering & Public Works	Recommended	19,400,000
Sewer Lining & Rehabilitation	Engineering & Public Works	Critical	820,000
Sewer Main Repairs	Engineering & Public Works	Critical	466,000
Sewer Maintenance	Engineering & Public Works	Critical	366,500
Smoke Testing/Dyed Water Flooding	Engineering & Public Works	Recommended	60,000
Stormwater Incentive Program	Engineering & Public Works	Recommended	60,000
SWPS Electrical Improvements	Water Management	Recommended	600,000
Sewer Total			21,772,500
Streets			
Alley Reconstruction Program	Engineering & Public Works	Recommended	574,000
Bike Plan Implementation	Engineering & Public Works	Recommended	50,000
Brick Street Renovation Project	Engineering & Public Works	Recommended	341,000
Brick Street Repair	Engineering & Public Works	Recommended	113,000
Central Avenue Reconstruction	Engineering & Public Works	Critical	2,843,945
Curb Replacement Program	Engineering & Public Works	Recommended	26,000
Engineering Services for Capital Projects	Engineering & Public Works	Recommended	166,000
Pavement Maintenance Program	Engineering & Public Works	Recommended	209,000
Pavement Marking Program	Engineering & Public Works	Recommended	52,000
Pedestrian Improvements	Engineering & Public Works	Recommended	55,000
Phase I Engineering Studies	Engineering & Public Works	Critical	20,000
Road Program	Engineering & Public Works	Recommended	2,369,000
Sidewalk Repair Program	Engineering & Public Works	Recommended	75,000
Skokie and Lake Intersection Improvements	Engineering & Public Works	Critical	99,055
Skokie Valley Trail	Engineering & Public Works	Contingent	25,000
Streetlight Green Pole Luminaire Replacement	Engineering & Public Works	Recommended	29,000
Traffic Calming	Engineering & Public Works	Contingent	25,000
Streets Total			7,072,000
Vehicles			
C-2 (1999 - Sidewalk Snowplow)	Engineering & Public Works	Class 1	168,000
SQ-523 (2013 - Unmarked Squad Car)	Police	Recommended	46,000
T-17 (2003 - Large Dump Truck)	Engineering & Public Works	Class 2	235,000
T-24 (2005 - Aerial Lift Truck)	Engineering & Public Works	Class 2	190,000
T-25 (2004 - Water Meter Shop Van)	Engineering & Public Works	Class 1	36,500
T-35 (2007 - Small Dump Truck)	Engineering & Public Works	Class 1	63,000
T-42 (2005 - Shoring Supply Truck)	Engineering & Public Works	Class 2	57,000
T-45 (2006 - Sewer Televising Truck)	Engineering & Public Works	Class 1	145,000
Vehicles Total			940,500
Water			
Distribution System Valve Improvements	Engineering & Public Works	Recommended	91,000
Electrical Improvements Program Phase 2	Water Management	Tier 4	400,000
Hydraulic Modeling and Fire Flow Testing	Engineering & Public Works	Recommended	15,000
Rebuild High Lift Pumps	Water Management	Tier 2	50,000
Repairs- Water Transmission Main	Engineering & Public Works	Critical	21,500
Water Intakes Inspections	Water Management	Tier 2	20,000
Water Main Surge Suppressors	Engineering & Public Works	Recommended	12,000
Water Meter Replacement Program	Water Management	Tier 4	50,000
Water Total			659,500
Grand Total		**$**	**31,181,000**

FUND SUMMARY

The Capital Projects Fund was established to fund major General Fund capital improvements that require the issuance of debt.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Bond Proceeds	-	-	-	-	235,000	235,000
Infrastructure Investment	-	-	-	-	*3,125,000*	*3,125,000*
TOTAL REVENUES	**-**	**-**	**-**	**-**	**3,360,000**	**3,360,000**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Capital Outlay	1,224,241	626,638	95,000	95,000	174,500	79,500
Infrastructure Investment	-	-	-	*800,000*	*2,326,843*	*2,326,843*
Debt Service Expense	-	-	-	-	60,000	60,000
TOTAL BUDGET	**1,224,241**	**626,638**	**95,000**	**895,000**	**2,561,343**	**2,466,343**

BUDGET ANALYSIS

The 2021 Capital Projects Fund includes funding for the Central Avenue Road Reconstruction at a cost $2,3 million and Roof Replacement at the Engineering and Public Works Facility at a cost of $174,500.

Revenues and expenses associated with the Central Avenue Road Reconstruction are included in the Infrastructure Investment Cash Flow analysis.

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	CAPITAL PROJECTS FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
BOND PROCEEDS								
375000	BOND PROCEEDS	-	-	-	-	3,360,000	3,360,000	0.0%
BOND PROCEEDS Total		**-**	**-**	**-**	**-**	**3,360,000**	**3,360,000**	**0.0%**
Grand Total		**-**	**-**	**-**	**-**	**3,360,000**	**3,360,000**	**0.0%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	CAPITAL PROJECTS FUND
Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
BOND PROCEEDS					
375000	**BOND PROCEEDS**				
	CENTRAL AVENUE IMPROVEMENTS BOND PROCEEDS	-	3,125,000	3,125,000	#DIV/0!
	BUILDING IMPROVEMENT BOND PROCEEDS		235,000	235,000	
	Subtotal	***-***	***3,360,000***	***3,360,000***	***#DIV/0!***
BOND PROCEEDS Total		**-**	**3,360,000**	**3,360,000**	**#DIV/0!**
Grand Total		**-**	**3,360,000**	**3,360,000**	**#DIV/0!**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	CAPITAL PROJECTS FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
CAPITAL OUTLAY								
425250-80111	STREET RESURFACING PROGRAM	-	-	-	800,000	2,326,843	2,326,843	0.0%
460600-60112	BLDG. IMPROV. - VILLAGE HALL	38,767	-	-	-	-	-	0.0%
460700-60100	BLDG. IMPROV. - PUBLIC WORKS	-	-	-	-	174,500	174,500	0.0%
460700-60210	BLDG. IMPROV. - PUBLIC WORKS	149,644	23,255	-	-	-	-	0.0%
460700-60212	BLDG. IMPROV. - PUBLIC WORKS	201,287	-	-	-	-	-	0.0%
460700-60213	BLDG. IMPROV. - PUBLIC WORKS	145,156	-	-	-	-	-	0.0%
460800-70403	BLDG. IMPROV. - POLICE	410,017	-	-	-	-	-	0.0%
460950-60101	BLDG. IMPROV. - OTHER	157,758	-	-	-	-	-	0.0%
470300-80015	INFRASTRUCTURE - STREET LIGHTS	71,269	-	-	-	-	-	0.0%
470375-80117	INFRASTRUCTURE - OTHER	-	603,383	95,000	95,000	-	(95,000)	-100.0%
490400-60199	OTHER EQUIP. - VILLAGE HALL	50,344	-	-	-	-	-	0.0%
CAPITAL OUTLAY Total		**1,224,241**	**626,638**	**95,000**	**895,000**	**2,501,343**	**2,406,343**	**2533.0%**
DEBT SERVICE EXPENSE								
450020	BOND ISSUANCE COSTS	-	-	-	-	60,000	60,000	0.0%
DEBT SERVICE EXPENSE Total		**-**	**-**	**-**	**-**	**60,000**	**60,000**	**0.0%**
Grand Total		**1,224,241**	**626,638**	**95,000**	**895,000**	**2,561,343**	**2,466,343**	**2596.2%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	CAPITAL PROJECTS FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CAPITAL OUTLAY					
425250	**STREET RESURFACING PROGRAM**				
	CENTRAL AVENUE RECONSTRUCTION (CIP PROJECT)		2,326,843	2,326,843	
	Subtotal		***2,326,843***	***2,326,843***	
460700	**BLDG. IMPROV. - PUBLIC WORKS**				
	PUBLIC WORKS ROOF REPLACEMENT (CIP PROJECT)		174,500	174,500	
	Subtotal		***174,500***	***174,500***	
470375	**INFRASTRUCTURE - OTHER**				
	REPLACEMENT OF NORTH BRIDGE SIDEWALK	95,000		(95,000)	#NULL!
	Subtotal	***95,000***		***(95,000)***	***#NULL!***
CAPITAL OUTLAY Total		**95,000**	**2,501,343**	**2,406,343**	**2533.0%**
DEBT SERVICE EXPENSE					
450020	**BOND ISSUANCE COSTS**				
	BOND ISSUANCE EXPENSE		60,000	60,000	
	Subtotal		***60,000***	***60,000***	
DEBT SERVICE EXPENSE Total			**60,000**	**60,000**	
Grand Total		**95,000**	**2,561,343**	**2,466,343**	**2596.2%**

FUND SUMMARY

This program funds street improvement projects in accordance with state guidelines on use of motor fuel tax (MFT) revenue. Illinois municipalities are allocated MFT funds based on population. In 2019 the State raised the fuel tax from $0.19 per gallon to $0.38 per gallon; this change provided additional revenue to municipalities.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Motor Fuel Tax Allotments	693,310	888,613	1,033,400	1,002,400	1,067,200	33,800
Grant/Contributions	-	-	-	595,000	595,000	595,000
Interest Income	8,509	13,349	4,500	4,500	4,500	-
TOTAL REVENUES	**701,819**	**901,962**	**1,037,900**	**1,601,900**	**1,666,700**	**628,800**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Infrastructure Investment						
Capital Outlay	700,000	635,944	1,200,000	1,200,000	1,795,000	595,000
TOTAL EXPENSES	**700,000**	**635,944**	**1,200,000**	**1,200,000**	**1,795,000**	**595,000**

BUDGET ANALYSIS

The revenue budget estimates include two disbursements of the Rebuild Illinois Bond Grant disbursements that are expected to be made in 2021.The expenditure budget includes $1,795,000 for the annual street resurfacing program.

All MFT revenues and expenditures are included in the Infrastructure Investment Cash Flow analysis.

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	MOTOR FUEL TAX FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
OTHER TAXES		693,310	888,613	1,033,400	1,002,400	1,067,200	33,800	3.3%
GRANT/CONTRIBUTIONS		-	-	-	595,000	595,000	595,000	0.0%
INVESTMENT INCOME		8,509	13,349	4,500	4,500	4,500	-	0.0%
Grand Total		**701,819**	**901,962**	**1,037,900**	**1,601,900**	**1,666,700**	**628,800**	**60.6%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	MOTOR FUEL TAX FUND
Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
INVESTMENT INCOME					
360000	**INTEREST EARNINGS**				
	INTEREST EARNINGS	4,500	4,500	-	0.00%
	Subtotal	***4,500***	***4,500***	***-***	***0.00%***
INVESTMENT INCOME Total		**4,500**	**4,500**	**-**	**0.00%**
GRANT/CONTRIBUTIONS					
375101	**GRANT**				
	STATE MFT DISTRIBUTION - BONDS		595,000	595,000	
	Subtotal		***595,000***	***595,000***	
GRANT/CONTRIBUTIONS Total			**595,000**	**595,000**	
OTHER TAXES					
300180	**MOTOR FUEL TAX ALLOTMENTS**				
	MOTOR FUEL TAX	1,033,400	1,067,200	33,800	3.27%
	Subtotal	***1,033,400***	***1,067,200***	***33,800***	***3.27%***
OTHER TAXES Total		**1,033,400**	**1,067,200**	**33,800**	**3.27%**
Grand Total		**1,037,900**	**1,666,700**	**628,800**	**60.58%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	MOTOR FUEL TAX FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
CAPITAL OUTLAY								
470100	INFRASTRUCTURE - ROADS	-	-	-	-	595,000	595,000	0.0%
470100-80190	INFRASTRUCTURE - ROADS	700,000	635,944	1,200,000	1,200,000	1,200,000	-	0.0%
CAPITAL OUTLAY Total		**700,000**	**635,944**	**1,200,000**	**1,200,000**	**1,795,000**	**595,000**	**49.6%**
Grand Total		**700,000**	**635,944**	**1,200,000**	**1,200,000**	**1,795,000**	**595,000**	**49.6%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	MOTOR FUEL TAX FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CAPITAL OUTLAY					
470100	**INFRASTRUCTURE - ROADS**				
	ANNUAL STREET RESURFACING (ADDITIONAL FUNDS IN DEDICATED REVENUE) (CIP PROJECT)	1,200,000	1,200,000	-	0.0%
	STREET IMPROVEMENT PROJECT (FUNDS FROM STATE BOND GRANTS) (CIP PROJECT)		595,000	595,000	
	Subtotal	***1,200,000***	***1,795,000***	***595,000***	***49.6%***
CAPITAL OUTLAY Total		**1,200,000**	**1,795,000**	**595,000**	**49.6%**
Grand Total		**1,200,000**	**1,795,000**	**595,000**	**49.6%**

Capital Equipment Replacement Fund

PROGRAM SUMMARY

The Capital Equipment Replacement Fund (CERF) is an internal service fund created in 2016 used for capital equipment replacement. The fund receives transfers from Engineering & Public Works, Police, and Fire Department budgets based on capital depreciation and future capital needs. Contributions to the fund are also made from portions of unexpected non-recurring revenue in the General Fund.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Permits & Licenses	478,309	647,923	50,000	42,000	50,000	-
Grants/Contributions	-	-	-	-	185,000	185,000
Contributions from other Departments						
Fire	131,250	137,810	137,810	137,810	137,810	-
Police	119,700	125,690	125,690	125,690	125,690	-
Engineering & Public Works	152,250	159,860	159,860	159,860	159,860	-
TOTAL REVENUES	**881,509**	**1,071,283**	**473,360**	**465,360**	**658,360**	**185,000**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Contractual Services	37,219	20,897	-	-	-	-
Capital Outlay	934,061	702,365	1,437,600	1,203,885	972,000	(465,600)
TOTAL BUDGET	**971,280**	**723,261**	**1,437,600**	**1,203,885**	**972,000**	**(465,600)**

BUDGET ANALYSIS

CERF

Purchases funded through the CERF include:

- Cardiac Monitor and Defibrillator $68,000
- Council Chambers AV Upgrades $80,000
- Sidewalk Snowplow $168,000
- Police Squad Car (Unmarked) $46,000
- Large Dump Truck $235,000
- Aerial Lift Truck $190,000
- Upgrade for NextGen 911 $185,000

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	(All)
Department	CERF
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
GRANT/CONTRIBUTIONS								
375100-70450	POLICE GRANT REVENUE	-	-	-	-	185,000	185,000	0.0%
GRANT/CONTRIBUTIONS Total		**-**	**-**	**-**	**-**	**185,000**	**185,000**	**0.0%**
CERF ALLOCATION								
448024	CAPITAL EQPT REPL FUND TRSR	-	-	423,360	423,360	423,360	-	0.0%
CERF ALLOCATION Total		**-**	**-**	**423,360**	**423,360**	**423,360**	**-**	**0.0%**
PERMITS & LICENSES								
302005	BUILDING PERMITS-NON-OPERATING	478,309	647,923	50,000	42,000	50,000	-	0.0%
PERMITS & LICENSES Total		**478,309**	**647,923**	**50,000**	**42,000**	**50,000**	**-**	**0.0%**
Grand Total		**478,309**	**647,923**	**473,360**	**465,360**	**658,360**	**185,000**	**39.1%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	(All)
Sub-Fund	(All)
Department	CERF

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERMITS & LICENSES					
302005	**NON-DEPARTMENTAL**				
	BUILDING PERMITS-NON-OPERATING		50,000	50,000	
	NON-DEPARTMENTAL Total		***50,000***	***50,000***	
PERMITS & LICENSES Total			**50,000**	**50,000**	
CERF ALLOCATION					
448024	**FIRE**				
	CAPITAL EQUIPMENT REPLACEMENT FUND TRANSFER	137,810	137,810	-	0.00%
	FIRE Total	***137,810***	***137,810***	***-***	***0.00%***
	POLICE OPERATIONS				
	CAPITAL EQUIPMENT REPLACEMENT FUND TRANSFER	125,690	125,690	-	0.00%
	POLICE OPERATIONS Total	***125,690***	***125,690***	***-***	***0.00%***
	STREETS				
	CAPITAL EQUIPMENT REPLACEMENT FUND TRANSFER	159,860	159,860	-	0.00%
	STREETS Total	***159,860***	***159,860***	***-***	***0.00%***
CERF ALLOCATION Total		**423,360**	**423,360**	**-**	**0.00%**
GRANT/CONTRIBUTIONS					
375100	**NON-DEPARTMENTAL**				
	GRANT - NEXTGEN911		185,000	185,000	
	NON-DEPARTMENTAL Total		***185,000***	***185,000***	
GRANT/CONTRIBUTIONS Total			**185,000**	**185,000**	
Grand Total		**423,360**	**658,360**	**235,000**	**55.51%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	GENERAL FUND
Department	CERF
Program	(All)

Row Labels	Project Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
CONTRACTUAL SERVICES		37,219	20,897	-	-	-	-	0.0%
CAPITAL OUTLAY								
480100-40165	VEHICLE P-19 - STREET SUPV.	-	40,377	-	-	-	-	0.0%
480200-40470	PICK-UP TRUCK - T-15	-	-	45,000	44,285	-	(45,000)	-100.0%
480200-40475	PICK-UP TRUCK - T-20	-	-	40,000	40,060	-	(40,000)	-100.0%
480200-40480	PICK-UP TRUCK - T-26	-	-	45,000	43,990	-	(45,000)	-100.0%
480200-40485	PICK-UP TRUCK - T-29	-	36,767	-	-	-	-	0.0%
480200-40495	PICK-UP TRUCK - T-36	-	-	40,000	40,060	-	(40,000)	-100.0%
480200-40515	PICK-UP TRUCK - T-44	-	-	46,000	44,670	-	(46,000)	-100.0%
480225-40569	PW LARGE DUMP TRUCK T-04	90,119	-	-	-	-	-	0.0%
480225-40585	LARGE DUMP TRUCK - T-9	88,207	84,606	-	-	-	-	0.0%
480225-40590	LARGE DUMP TRUCK - T-10	-	175,206	-	-	-	-	0.0%
480225-40595	LARGE DUMP TRUCK - T-16	-	-	181,100	181,100	-	(181,100)	-100.0%
480225-40600	LARGE DUMP TRUCK - T-17	-	-	-	-	235,000	235,000	0.0%
480275-40205	VEHICLE C-14 -FRONT END LOADER	-	99,417	-	-	-	-	0.0%
480275-40256	SIDEWALK SNOWPLOW C-02	-	-	162,000	-	168,000	6,000	3.7%
480275-40371	SKID STEER & TRAILER C-34/37	56,691	4,951	-	-	-	-	0.0%
480275-40405	AERIAL TRUCK - T-24	-	-	-	-	190,000	190,000	0.0%
480275-40421	UTIL. VEH. T-28	-	31,933	-	-	-	-	0.0%
480275-40440	SIGN SHOP VAN - T-19	-	51,950	-	-	-	-	0.0%
480300-40705	SQUAD CAR - SQ-501	37,391	-	-	-	-	-	0.0%
480300-40715	SQUAD CAR - SQ-503	36,419	-	-	-	-	-	0.0%
480300-40720	SQUAD CAR - SQ-504	-	-	46,000	47,125	-	(46,000)	-100.0%
480300-40725	SQUAD CAR - SQ-505	-	36,180	-	-	-	-	0.0%
480300-40730	SQUAD CAR - SQ-506	-	-	46,000	46,935	-	(46,000)	-100.0%
480300-40735	SQUAD CAR - SQ-507	-	-	46,000	46,535	-	(46,000)	-100.0%
480300-40740	SQUAD CAR - SQ-508	-	36,353	-	-	-	-	0.0%
480300-40750	SQUAD CAR - SQ-510	-	36,294	-	-	-	-	0.0%
480300-40755	SQUAD CAR - SQ-511	-	-	46,000	47,125	-	(46,000)	-100.0%
480300-40760	SQUAD CAR - SQ-512	-	36,412	-	-	-	-	0.0%
480300-40790	SQUAD CAR - SQ-523	-	-	-	-	46,000	46,000	0.0%
480400-40815	PUMPER - FD-205	625,235	31,919	-	-	-	-	0.0%
480400-40825	AMBULANCE - FD-209	-	-	270,000	270,000	-	(270,000)	-100.0%
480400-40851	UTILITY VEHICLE FD 207	-	-	70,000	70,000	-	(70,000)	-100.0%
490400-60214	COUNCIL CHAMBERS AV REPLACEMENT	-	-	80,000	7,500	80,000	-	0.0%
490550-70450	POLICE - 911 SYSTEM REPLACEMENT	-	-	-	-	185,000	185,000	0.0%
490600-70569	CARDIAC DEFIBRILL. & TELEMETRY	-	-	-	-	68,000	68,000	0.0%
490600-70700	SCBA UNITS	-	-	250,000	250,000	-	(250,000)	-100.0%
490650-50250	TELEPHONE SYSTEM REPLACEMENT	-	-	24,500	24,500	-	(24,500)	-100.0%
CAPITAL OUTLAY Total		**934,061**	**702,365**	**1,437,600**	**1,203,885**	**972,000**	**(465,600)**	**-32.4%**
Grand Total		**971,280**	**723,261**	**1,437,600**	**1,203,885**	**972,000**	**(465,600)**	**-32.4%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	GENERAL FUND
Department	CERF
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CAPITAL OUTLAY					
480200	**P.W. VEHICLES- PICK-UP TRUCKS**				
	PICK-UP TRUCK T-15	45,000		(45,000)	
	PICK-UP TRUCK T-20	40,000		(40,000)	
	PICK-UP TRUCK T-26	45,000		(45,000)	
	PICK-UP TRUCK T-36	40,000		(40,000)	
	PICK-UP TRUCK T-44	46,000		(46,000)	
	Subtotal	***216,000***		***(216,000)***	
480225	**P.W. VEHICLES- LG. DUMP TRUCKS**				
	LARGE DUMP TRUCK T-16	181,100		(181,100)	
	T-17 (2003 - LARGE DUMP TRUCK) (CIP PROJECT)		235,000	235,000	
	Subtotal	***181,100***	***235,000***	***53,900***	***29.8%***
480275	**P.W. VEHICLES- OTHER**				
	SIDEWALK SNOWPLOW C-2 (CIP PROJECT)	162,000	168,000	6,000	3.7%
	T-24 (2005 - AERIAL LIFT TRUCK) (CIP PROJECT)		190,000	190,000	
	Subtotal	***162,000***	***358,000***	***196,000***	***121.0%***
480300	**POLICE VEHICLES**				
	SQUAD CAR #504	46,000		(46,000)	
	SQUAD CAR #506	46,000		(46,000)	
	SQUAD CAR #507	46,000		(46,000)	
	SQUAD CAR #511	46,000		(46,000)	
	SQ-523 (2013 - UNMARKED SQUAD CAR) (CIP PROJECT)		46,000	46,000	
	Subtotal	***184,000***	***46,000***	***(138,000)***	***-75.0%***
480400	**FIRE VEHICLES**				
	AMBULANCE FD-209	270,000		(270,000)	
	FIRE UTILITY VEHICLE FD-207	70,000		(70,000)	
	Subtotal	***340,000***		***(340,000)***	
490400	**OTHER EQUIP. - VILLAGE HALL**				
	COUNCIL CHAMBERS AV UPGRADE (CIP PROJECT)	80,000	80,000	-	0.0%
	Subtotal	***80,000***	***80,000***	***-***	***0.0%***
490550	**OTHER EQUIP. - POLICE**				
	UPGRADE FOR NEXTGEN 911 (CIP PROJECT)		185,000	185,000	
	Subtotal		***185,000***	***185,000***	
490600	**OTHER EQUIP. - FIRE**				
	CARDIAC MONITOR AND DEFIBRILLATOR (CIP PROJECT)		68,000	68,000	

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	GENERAL FUND
Department	CERF
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
490600	FIRE SCBA REPLACEMENT	250,000		(250,000)	
	Subtotal	***250,000***	***68,000***	***(182,000)***	***-72.8%***
490650	**OTHER EQUIP. - OTHER**				
	TELEPHONE SYSTEM REPLACEMENT	24,500		(24,500)	
	Subtotal	***24,500***		***(24,500)***	
CAPITAL OUTLAY Total		**1,437,600**	**972,000**	**(465,600)**	**-32.4%**
Grand Total		**1,437,600**	**972,000**	**(465,600)**	**-32.4%**

Infrastructure Investment

SERVICES

The Infrastructure Investment component of the 2021 Annual Operating Budget breaks out the projected expense for the Village's infrastructure investment. This was previously denoted as the Engineering Dedicated Program. The Village's infrastructure investment is spread across three funds: General Fund, Capital Projects Fund, and Motor Fuel Tax Fund.

	2020 Budget	2021 Proposed
General Fund	4,411,335	2,936,155
Motor Fuel Tax Fund	1,200,000	1,795,000
Capital Projects Fund	-	2,326,843
TOTAL BUDGET	**5,611,335**	**7,057,998**

This program has its own separate long-range cash flows that show the beginning balances, revenues, expenses, and projected ending balances.

PROGRAM SUMMARIES

Infrastructure Investment
The 2021 Budget reflects the Village's commitment to increase funding for the overall road program which includes funding for the following maintenance projects. The largest changes in the maintenance program include the add-back of the brick street renovation program and the restoration of four alleys compared to three in 2020. These increases are offset by a decrease in the street resurfacing project.

- Street resurfacing - $2,369,000
  (includes MFT funds and Grant)
- Alley maintenance - $574,000
- Street patching - $95,000
- Pavement marking - $52,000
- Curb replacement - $26,000
- Pavement rejuvenation - $88,000
- Parking Lot - $15,000
- Bike Plan Implementation - $50,000
- Brick street maintenance - $113,000
- Brick street renovation - $341,000
- Sidewalk replacement - $75,000
- Crack sealing - $26,000
- Traffic calming - $25,000
- Pedestrian Improvements - $55,000
- Engineering Services - $186,000

In addition to the maintenance projects the following capital projects are being funded through a variety of funding sources including grants and debt financing.

- Central Avenue Road Reconstruction - $2,843,944
- Skokie/Lake Intersection Improvements - $99,055
- Skokie Valley Bike Trail - $25,000

Village of Willmette

Proposed 2021 Budget- Revenue

Sub-Fund	INFRASTRUCTURE INVESTMENT
Account Type	REVENUE
Department	(All)
Program	(All)

Row Labels	Character	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
GENERAL FUND	HOME RULE SALES TAX								
	300101	HOME RULE SALES TAX	135,350	135,350	135,350	135,350	135,350	-	0.0%
	PROPERTY TAX								
	300010	PROP. TAXES - CURRENT YR LEVY	150,000	150,000	650,000	650,000	650,000	-	0.0%
	PERMITS & LICENSES								
	301000	VEHICLE LICENSES	1,566,714	1,572,079	1,515,000	1,515,000	1,515,000	-	0.0%
	302023	PAVEMENT DEGRADATION FEE	128,514	93,682	120,000	120,000	120,000	-	0.0%
	GRANT/CONTRIBUTIONS								
	375101-80111	GRANT	-	386,839	347,100	221,615	517,100	170,000	49.0%
	375101-80113	GRANT	-	54,912	43,540	53,937	75,783	32,243	74.1%
	375101-80404	GRANT	-	-	130,000	-	25,000	(105,000)	-80.8%
	OTHER TAXES								
	300175	FUEL TAX	287,472	263,785	270,000	212,000	212,000	(58,000)	-21.5%
MOTOR FUEL TAX FUND	INVESTMENT INCOME								
	360000	INTEREST EARNINGS	8,509	13,349	4,500	4,500	4,500	-	0.0%
	GRANT/CONTRIBUTIONS								
	375101	GRANT	-	-	-	595,000	595,000	595,000	0.0%
	OTHER TAXES								
	300180	MOTOR FUEL TAX ALLOTMENTS	693,310	888,613	1,033,400	1,002,400	1,067,200	33,800	3.3%
CAPITAL PROJECTS FUND	BOND PROCEEDS								
	375000	BOND PROCEEDS	-	-	-	-	3,125,000	3,125,000	0.0%
Grand Total			**2,969,869**	**3,558,609**	**4,248,890**	**4,509,802**	**8,041,933**	**3,793,043**	**89.3%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	(All)
Sub-Fund	INFRASTRUCTURE INVESTMENT
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PROPERTY TAX					
300010	**PROP. TAXES - CURRENT YR LEVY**				
	PROPERTY TAX LEVY - CURRENT	650,000	650,000	-	0.0%
	Subtotal	***650,000***	***650,000***	***-***	***0.0%***
PROPERTY TAX Total		**650,000**	**650,000**	**-**	**0.0%**
PERMITS & LICENSES					
301000	**VEHICLE LICENSES**				
	VEHICLE LICENSES	1,515,000	1,515,000	-	0.0%
	Subtotal	***1,515,000***	***1,515,000***	***-***	***0.0%***
302023	**PAVEMENT DEGRADATION FEE**				
	PAVEMENT DEGRADATION FEE	120,000	120,000	-	0.0%
	Subtotal	***120,000***	***120,000***	***-***	***0.0%***
PERMITS & LICENSES Total		**1,635,000**	**1,635,000**	**-**	**0.0%**
BOND PROCEEDS					
375000	**BOND PROCEEDS**				
	CENTRAL AVENUE IMPROVEMENTS BOND PROCEEDS		3,125,000	3,125,000	
	Subtotal		***3,125,000***	***3,125,000***	
BOND PROCEEDS Total			**3,125,000**	**3,125,000**	
HOME RULE SALES TAX					
300101	**HOME RULE SALES TAX**				
	HOME RULE SALES TAX	135,350	135,350	-	0.0%
	Subtotal	***135,350***	***135,350***	***-***	***0.0%***
HOME RULE SALES TAX Total		**135,350**	**135,350**	**-**	**0.0%**
OTHER TAXES					
300175	**FUEL TAX**				
	LOCAL GAS TAX	270,000	212,000	(58,000)	-21.5%
	Subtotal	***270,000***	***212,000***	***(58,000)***	***-21.5%***
300180	**MOTOR FUEL TAX ALLOTMENTS**				
	MOTOR FUEL TAX	1,033,400	1,067,200	33,800	3.3%
	Subtotal	***1,033,400***	***1,067,200***	***33,800***	***3.3%***
OTHER TAXES Total		**1,303,400**	**1,279,200**	**(24,200)**	**-1.9%**
GRANT/CONTRIBUTIONS					
375101	**GRANT**				
	CENTRAL RECONSTRUCTION GRANT	347,100	517,100	170,000	49.0%
	GRANT	130,000	25,000	(105,000)	-80.8%
	SKOKIE/LAKE GRANT	43,540	75,783	32,243	74.1%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Sub-Fund	INFRASTRUCTURE INVESTMENT
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
375101	STATE MFT DISTRIBUTION - BONDS		595,000	595,000	
	Subtotal	***520,640***	***1,212,883***	***692,243***	***133.0%***
GRANT/CONTRIBUTIONS Total		**520,640**	**1,212,883**	**692,243**	**133.0%**
INVESTMENT INCOME					
360000	**INTEREST EARNINGS**				
	INTEREST EARNINGS	4,500	4,500	-	0.0%
	Subtotal	***4,500***	***4,500***	***-***	***0.0%***
INVESTMENT INCOME Total		**4,500**	**4,500**	**-**	**0.0%**
Grand Total		**4,248,890**	**8,041,933**	**3,793,043**	**89.3%**

Village of Willmette

Proposed 2021 Budget- Revenue

Sub-Fund	INFRASTRUCTURE INVESTMENT
Account Type	EXPENSE
Department	(All)
Program	(All)

Row Labels	Character	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
GENERAL FUND	CAPITAL OUTLAY								
	425000	SIDEWALK REPLACEMENT PROGRAM	69,917	-	70,000	70,000	75,000	5,000	7.1%
	425100	CURB REPAIRS	41,917	43,043	25,000	25,000	26,000	1,000	4.0%
	425105-80400	RETAINING WALL REPAIRS	18,413	-	-	-	-	-	0.0%
	425200	S.A.M.P. PROGRAM	473,929	756,114	450,000	415,000	574,000	124,000	27.6%
	425205	STREET PATCHING	-	200,000	92,000	92,000	95,000	3,000	3.3%
	425210	PAVEMENT SURFACE REJUVENATION	-	16,290	19,000	19,000	88,000	69,000	363.2%
	425220	PAVEMENT MARKING PROGRAM	50,774	45,799	50,000	50,000	52,000	2,000	4.0%
	425230	BRICK STREET MAINTENANCE	8,070	238,250	110,000	112,000	113,000	3,000	2.7%
	425235	BRICK STREET RENOVATION	337,573	381,370	-	-	341,000	341,000	0.0%
	425240	CRACK SEALING PROGRAM	41,200	-	25,000	50,000	26,000	1,000	4.0%
	425245	TRAFFIC CALMING PROGRAM	-	13,360	25,000	18,000	25,000	-	0.0%
	425246	PEDESTRIAN IMPROVEMENTS	-	-	-	-	55,000	55,000	0.0%
	425247	BIKE PLAN IMPLEMENTATION	-	-	-	-	50,000	50,000	0.0%
	425250	STREET RESURFACING PROGRAM	690,556	46,597	1,720,000	1,669,000	574,000	(1,146,000)	-66.6%
	425250-80107	STREET RESURFACING PROGRAM	179,980	-	-	-	-	-	0.0%
	425250-80109	STREET RESURFACING PROGRAM	196,855	1,073,235	33,555	33,555	-	(33,555)	-100.0%
	425250-80111	STREET RESURFACING PROGRAM	35,647	590,709	1,584,870	221,615	517,100	(1,067,770)	-67.4%
	425250-80113	STREET RESURFACING PROGRAM	-	78,537	56,910	56,910	99,055	42,145	74.1%
	425255	ENGINEERING SERVICES - ROAD	-	-	-	-	166,000	166,000	0.0%
	425256	ENGINEERING SERVICES - PHASE 1	-	-	-	-	20,000	20,000	0.0%
	470350	INFRASTRUCTURE - PARKING LOTS	-	-	-	-	15,000	15,000	0.0%
	470375-80404	INFRASTRUCTURE - OTHER	-	500	150,000	25,500	25,000	(125,000)	-83.3%
MOTOR FUEL TAX FUND	CAPITAL OUTLAY								
	470100	INFRASTRUCTURE - ROADS	-	-	-	-	595,000	595,000	0.0%
	470100-80190	INFRASTRUCTURE - ROADS	700,000	635,944	1,200,000	1,200,000	1,200,000	-	0.0%
CAPITAL PROJECTS FUND	CAPITAL OUTLAY								
	425250-80111	STREET RESURFACING PROGRAM	-	-	-	800,000	2,326,843	2,326,843	0.0%
Grand Total			**2,844,830**	**4,119,748**	**5,611,335**	**4,857,580**	**7,057,998**	**1,446,663**	**25.8%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	(All)
Sub-Fund	INFRASTRUCTURE INVESTMENT
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
CAPITAL OUTLAY					
425000	**SIDEWALK REPLACEMENT PROGRAM**				
	SIDEWALK REPLACEMENT PROGRAM (CIP PROJECT)	70,000	75,000	5,000	7.1%
	Subtotal	***70,000***	***75,000***	***5,000***	***7.1%***
425100	**CURB REPAIRS**				
	CURB REPLACEMENT PROGRAM (CIP PROJECT)	25,000	26,000	1,000	4.0%
	Subtotal	***25,000***	***26,000***	***1,000***	***4.0%***
425200	**S.A.M.P. PROGRAM**				
	ALLEY MAINTENANCE PROGRAM (CIP PROJECT)	450,000	574,000	124,000	27.6%
	Subtotal	***450,000***	***574,000***	***124,000***	***27.6%***
425205	**STREET PATCHING**				
	STREET PATCHING PROGRAM FOR LOCALIZED AREAS OF DETERIORATION IN THE PAVEMENT (CIP PROJECT)	92,000	95,000	3,000	3.3%
	Subtotal	***92,000***	***95,000***	***3,000***	***3.3%***
425210	**PAVEMENT SURFACE REJUVENATION**				
	PAVEMENT REJUVENATION (CIP PROJECT)	19,000	88,000	69,000	363.2%
	Subtotal	***19,000***	***88,000***	***69,000***	***363.2%***
425220	**PAVEMENT MARKING PROGRAM**				
	PAVEMENT MARKING PROGRAM (CIP PROJECT)	50,000	52,000	2,000	4.0%
	Subtotal	***50,000***	***52,000***	***2,000***	***4.0%***
425230	**BRICK STREET MAINTENANCE**				
	BRICK STREET MAINTENANCE (CIP PROJECT)	110,000	113,000	3,000	2.7%
	Subtotal	***110,000***	***113,000***	***3,000***	***2.7%***
425235	**BRICK STREET RENOVATION**				
	BRICK STREET RENOVATION (CIP PROJECT)		341,000	341,000	
	Subtotal		***341,000***	***341,000***	
425240	**CRACK SEALING PROGRAM**				
	CRACK SEALING PROGRAM (CIP PROJECT)	25,000	26,000	1,000	4.0%
	Subtotal	***25,000***	***26,000***	***1,000***	***4.0%***
425245	**TRAFFIC CALMING PROGRAM**				
	TRAFFIC CALMING (CIP PROJECT)	25,000	25,000	-	0.0%
	Subtotal	***25,000***	***25,000***	***-***	***0.0%***
425250	**STREET RESURFACING PROGRAM**				
	ANNUAL STREET RESURFACING (ADDITIONAL FUNDS IN MFT) (CIP PROJECT)	1,720,000	574,000	(1,146,000)	-66.6%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Sub-Fund	INFRASTRUCTURE INVESTMENT
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
425250	LOCUST ROAD RECONSTRUCTION PHASE III CONSTRUCTION ENGINEERING SERVICES	33,555		(33,555)	#NULL!
	SKOKIE / LAKE INTERSECTION IMPROVEMENTS (CIP PROJECT)	56,910	99,055	42,145	74.1%
	CENTRAL AVENUE RECONSTRUCTION (CIP PROJECT)	1,584,870	2,843,943	1,259,073	79.4%
	Subtotal	***3,395,335***	***3,516,998***	***121,663***	***3.6%***
470100	**INFRASTRUCTURE - ROADS**				
	ANNUAL STREET RESURFACING (ADDITIONAL FUNDS IN DEDICATED REVENUE) (CIP PROJECT)	1,200,000	1,200,000	-	0.0%
	STREET IMPROVEMENT PROJECT (FUNDS FROM STATE BOND GRANTS) (CIP PROJECT)		595,000	595,000	
	Subtotal	***1,200,000***	***1,795,000***	***595,000***	***49.6%***
470375	**INFRASTRUCTURE - OTHER**				
	SKOKIE VALLEY BIKE TRAIL (CIP PROJECT)	150,000	25,000	(125,000)	-83.3%
	Subtotal	***150,000***	***25,000***	***(125,000)***	***-83.3%***
425246	**PEDESTRIAN IMPROVEMENTS**				
	PEDESTRIAN IMPROVEMENTS (CIP PROJECT)		55,000	55,000	
	Subtotal		***55,000***	***55,000***	
425247	**BIKE PLAN IMPLEMENTATION**				
	BIKE PLAN IMPLEMENTATION (CIP PROJECT)		50,000	50,000	
	Subtotal		***50,000***	***50,000***	
425255	**ENGINEERING SERVICES - ROAD**				
	ENGINEERING SERVICES - ROAD PROGRAM (CIP PROJECT)		166,000	166,000	
	Subtotal		***166,000***	***166,000***	
425256	**ENGINEERING SERVICES - PHASE 1**				
	ENGINEERING SERVICES - PHASE I STUDIES (CIP PROJECT)		20,000	20,000	
	Subtotal		***20,000***	***20,000***	
470350	**INFRASTRUCTURE - PARKING LOTS**				
	PARKING LOT PAVING (CIP PROJECT)		15,000	15,000	
	Subtotal		***15,000***	***15,000***	
CAPITAL OUTLAY Total		**5,611,335**	**7,057,998**	**1,446,663**	**25.8%**
Grand Total		**5,611,335**	**7,057,998**	**1,446,663**	**25.8%**

Pension Funds

Village of Wilmette

History of Employee Pension Expense

Year	IMRF Employer Contributions	Police Pension Employer Contributions	Fire Pension Employer Contributions	Total Pension Contributions	Annual Percentage Change	General Fund Budget	Pension Cost as a % of Budget	Tax Levy	Pension Cost as a % Tax Levy
1998	511,477	264,800	332,000	1,108,277	-1.6%	18,664,390	5.9%	7,072,200	15.7%
1999	488,454	260,000	360,000	1,108,454	0.0%	19,113,755	5.8%	7,384,700	15.0%
2000	425,404	277,000	465,000	1,167,404	5.3%	20,847,566	5.6%	7,642,700	15.3%
2001	272,326	378,000	541,000	1,191,326	2.0%	21,635,895	5.5%	7,994,173	14.9%
2002	223,799	511,000	638,000	1,372,799	15.2%	21,639,970	6.3%	8,461,616	16.2%
2003	127,141	624,000	748,000	1,499,141	9.2%	22,307,585	6.7%	8,968,044	16.7%
2004	373,520	774,300	818,350	1,966,170	31.2%	23,402,358	8.4%	9,505,136	20.7%
2005	568,877	789,400	1,078,808	2,437,085	24.0%	25,529,180	9.5%	10,306,726	23.6%
2006	663,056	860,000	1,118,000	2,641,056	8.4%	27,326,786	9.7%	10,925,600	24.2%
2007	707,886	1,016,400	1,245,800	2,970,086	12.5%	29,851,632	9.9%	11,801,600	25.2%
2008	687,857	1,112,000	1,394,000	3,193,857	7.5%	29,248,565	10.9%	12,272,800	26.0%
2009	702,537	1,300,000	1,620,000	3,622,537	13.4%	31,431,540	11.5%	12,999,000	27.9%
2010	745,407	1,540,900	1,880,700	4,167,007	15.0%	29,511,690	14.1%	13,513,000	30.8%
2011	827,091	1,752,700	2,152,600	4,732,391	13.6%	30,354,770	15.6%	14,016,100	33.8%
2012	934,951	1,843,600	2,217,700	4,996,251	5.6%	31,191,717	16.0%	14,533,400	34.4%
2013	1,041,673	1,800,000	2,211,300	5,052,973	1.1%	32,326,730	15.6%	15,039,800	33.6%
2014	1,148,105	1,800,000	2,200,000	5,148,105	1.9%	33,168,940	15.5%	15,548,900	33.1%
2015	1,073,530	1,763,100	2,296,000	5,132,630	-0.3%	35,521,310	14.4%	16,070,450	31.9%
2016	1,139,375	2,029,600	2,486,700	5,655,675	10.2%	36,282,071	15.6%	16,607,923	34.1%
2017	1,133,085	2,023,000	2,609,000	5,765,085	1.9%	38,291,855	15.1%	17,433,764	33.1%
2018	1,200,252	2,127,000	2,750,000	6,077,252	5.4%	33,852,245	18.0%	18,122,196	33.5%
2019	984,102	2,273,000	2,823,000	6,080,102	0.0%	35,103,675	17.3%	18,620,800	32.7%
2020 Est Actual	1,249,690	2,492,000	2,935,000	6,676,690	9.8%	37,218,160	17.9%	19,549,400	34.2%
2021 Budget	1,236,695	2,705,000	3,376,000	7,317,695	9.6%	35,570,412	20.6%	20,326,000	36.0%
% Change from 2020	**-1.04%**	**8.55%**	**15.03%**						
% Change from 1998	**141.79%**	**921.53%**	**916.87%**	**560.28%**					
24 Year Average Compounded Annual Growth	**3.75%**	**10.17%**	**10.15%**	**8.18%**					

FUND SUMMARY

This program provides funding for the Firefighter's Pension Fund as mandated by State law. The Firefighter's Pension Fund provides retirement and disability benefits for Wilmette Fire Department personnel in accordance with criteria as outlined under the State statutes. The Fund is controlled by the Wilmette Firefighter's Pension Fund Board of Trustees. As of 2006, the composition of this Board consists of two active firefighters elected by the active firefighters, one retired firefighter elected by the retired firefighters or their beneficiaries, and two citizens at large appointed by the Village Board of Trustees. The Pension Board is the official custodian of the fund and is responsible for the investment and payouts from the fund. The Village Treasurer will remain an ex-officio member of the Board and the fiscal agent for this fund.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Other Income	60	-	-	-	-	-
Investment Income	(3,377,662)	8,819,891	3,100,000	3,100,000	3,800,000	700,000
Property Tax	2,750,000	2,823,000	2,859,000	2,859,000	3,126,000	267,000
Interfund Transfer	-	-	180,000	76,000	250,000	70,000
Employee Contribution	427,374	442,442	464,000	450,000	483,000	19,000
TOTAL REVENUES	**(200,228)**	**12,085,333**	**6,603,000**	**6,485,000**	**7,659,000**	**1,056,000**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Services	4,023,616	4,136,671	4,650,000	4,600,000	4,670,000	20,000
Contractual Services	92,123	85,519	156,000	156,000	156,200	200
Other Expenses	9,900	9,100	13,000	13,000	13,000	-
TOTAL EXPENSES	**4,125,639**	**4,231,290**	**4,819,000**	**4,769,000**	**4,839,200**	**20,200**

BUDGET ANALYSIS

Income for this fund is from participating employees' contribution of 9.455% of salaries as required by State law and interest income from investment of assets. The employer's share is shown as a contribution from the General Fund and is included in the Fire Department employee benefit expense.

An independent actuarial study is used to determine the amount of the employer contribution. In 2007 and 2008, the actuarial assumptions were reviewed and the Village Board along with the Fire and Police Pension Boards determined that the salary growth assumption would be increased from 5%

to 5.5%; the mortality and retirement rate assumptions were modified to reflect more realistic life expectancy and retirement ages; and the expected rate of return was to be decreased by .05% per year for a five-year period to get to 7.25% from 7.50%. In 2012, the State of Illinois updated its assumptions for mortality rates, termination rates, disability rates, and spousal age. These new assumptions were more conservative than those previously used by the Village and thus it was appropriate to adopt them.

In 2019, the Village Board determined to change the public safety pension funding strategy by transitioning (from fiscal years 2020 – 2024) to a 15-year rolling amortization. The change is intended to level-off future contribution increases and begin to pay down the fund’s unfunded liability.

According to the independent actuary's report, as of December 31, 2019, the Fund accrued liabilities of $79.8 million and assets of $49.9 million (a 62.5% funding level).

Since the Firefighters’ Pension Fund is a defined benefit plan, the expenditures budget is reflective of the actual payments to be made. Investment losses and legislative enhancements of pension benefits will result in increases of the employer’s contribution. The Village’s employer contribution of $3,376,000 reflects a 15% increase.

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	FIREFIGHTERS' PENSION FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
OTHER INCOME								
309099	OTHER INCOME	60	-	-	-	-	-	0.0%
OTHER INCOME Total		**60**	**-**	**-**	**-**	**-**	**-**	**0.0%**
INVESTMENT INCOME		(3,377,662)	8,819,891	3,100,000	3,100,000	3,800,000	700,000	22.6%
PROPERTY TAX								
300010	PROP. TAXES - CURRENT YR LEVY	2,750,000	2,823,000	2,859,000	2,859,000	3,126,000	267,000	9.3%
PROPERTY TAX Total		**2,750,000**	**2,823,000**	**2,859,000**	**2,859,000**	**3,126,000**	**267,000**	**9.3%**
INTERFUND TRANSFER								
374100	GENERAL FUND TRANSFER	-	-	180,000	76,000	250,000	70,000	38.9%
INTERFUND TRANSFER Total		**-**	**-**	**180,000**	**76,000**	**250,000**	**70,000**	**38.9%**
EMPLOYEE CONTRIBUTIONS		427,374	442,442	464,000	450,000	483,000	19,000	4.1%
Grand Total		**(200,228)**	**12,085,333**	**6,603,000**	**6,485,000**	**7,659,000**	**1,056,000**	**16.0%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	FIREFIGHTERS' PENSION FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
INVESTMENT INCOME					
360000	**INTEREST EARNINGS**				
	INTEREST EARNINGS	3,100,000	3,800,000	700,000	22.6%
	Subtotal	***3,100,000***	***3,800,000***	***700,000***	***22.6%***
INVESTMENT INCOME Total		**3,100,000**	**3,800,000**	**700,000**	**22.6%**
PROPERTY TAX					
300010	**PROP. TAXES - CURRENT YR LEVY**				
	PROPERTY TAX LEVY - CURRENT	2,859,000	3,126,000	267,000	9.3%
	Subtotal	***2,859,000***	***3,126,000***	***267,000***	***9.3%***
PROPERTY TAX Total		**2,859,000**	**3,126,000**	**267,000**	**9.3%**
INTERFUND TRANSFER					
374100	**GENERAL FUND TRANSFER**				
	GENERAL FUND TRANSFER	180,000	250,000	70,000	38.9%
	Subtotal	***180,000***	***250,000***	***70,000***	***38.9%***
INTERFUND TRANSFER Total		**180,000**	**250,000**	**70,000**	**38.9%**
EMPLOYEE CONTRIBUTIONS					
320000	**EMPLOYEE PENSION CONTRIBUTIONS**				
	EMPLOYEE PENSION CONTRIBUTIONS (FIRE)	464,000	483,000	19,000	4.1%
	Subtotal	***464,000***	***483,000***	***19,000***	***4.1%***
EMPLOYEE CONTRIBUTIONS Total		**464,000**	**483,000**	**19,000**	**4.1%**
Grand Total		**6,603,000**	**7,659,000**	**1,056,000**	**16.0%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	FIREFIGHTERS' PENSION FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
411000	PENSION PAYMENTS	4,023,616	4,136,671	4,600,000	4,600,000	4,620,000	20,000	0.4%
411010	PENSION CONTRIBUTION REFUNDS	-	-	50,000	-	50,000	-	0.0%
PERSONNEL EXPENSE Total		**4,023,616**	**4,136,671**	**4,650,000**	**4,600,000**	**4,670,000**	**20,000**	**0.4%**
CONTRACTUAL SERVICES								
420020	PROFESSIONAL SERVICES	88,623	81,519	150,000	150,000	150,200	200	0.1%
420100	ANNUAL AUDIT	3,500	4,000	6,000	6,000	6,000	-	0.0%
420150	BANK CHARGES	-	-	-	-	-	-	0.0%
CONTRACTUAL SERVICES Total		**92,123**	**85,519**	**156,000**	**156,000**	**156,200**	**200**	**0.1%**
OTHER EXPENSE								
447500	D.O.I. STATE REPORT FILING FEE	8,000	8,000	8,000	8,000	8,000	-	0.0%
447550	OTHER PENSION ADMIN. EXPENSE	1,900	1,100	5,000	5,000	5,000	-	0.0%
OTHER EXPENSE Total		**9,900**	**9,100**	**13,000**	**13,000**	**13,000**	**-**	**0.0%**
Grand Total		**4,125,639**	**4,231,290**	**4,819,000**	**4,769,000**	**4,839,200**	**20,200**	**0.4%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	FIREFIGHTERS' PENSION FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL					
411000	**PENSION PAYMENTS**				
	PENSION PAYMENTS	4,600,000	4,620,000	20,000	0.4%
	Subtotal	***4,600,000***	***4,620,000***	***20,000***	***0.4%***
411010	**PENSION CONTRIBUTION REFUNDS**				
	PENSION CONTRIBUTION REFUNDS	50,000	50,000	-	0.0%
	Subtotal	***50,000***	***50,000***	***-***	***0.0%***
PERSONNEL EXPENSE		**4,650,000**	**4,670,000**	**20,000**	**0.4%**
CONTRACTUAL SERVICES					
420020	**PROFESSIONAL SERVICES**				
	FINANCIAL SERVICES (ACTUARIAL, MONEY MANAGEMENT, ETC.)	150,000	150,200	200	0.1%
	Subtotal	***150,000***	***150,200***	***200***	***0.1%***
420100	**ANNUAL AUDIT**				
	FINANCIAL AUDIT, INCLUDING CERTIFICATION BY GOVERNMENT FINANCE OFFICERS' ASSOCIATION	6,000	6,000	-	0.0%
	Subtotal	***6,000***	***6,000***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**156,000**	**156,200**	**200**	**0.1%**
OTHER EXPENSE					
447500	**D.O.I. STATE REPORT FILING FEE**				
	D.O.I. STATE REPORT FILING FEE	8,000	8,000	-	0.0%
	Subtotal	***8,000***	***8,000***	***-***	***0.0%***
447550	**OTHER PENSION ADMIN. EXPENSE**				
	OTHER PENSION ADMIN. EXPENSE	5,000	5,000	-	0.0%
	Subtotal	***5,000***	***5,000***	***-***	***0.0%***
OTHER EXPENSE Total		**13,000**	**13,000**	**-**	**0.0%**
Grand Total		**4,819,000**	**4,839,200**	**20,200**	**0.4%**

FUND SUMMARY

This program provides funding for the Police Pension Fund as mandated by State law. The Wilmette Police Pension Fund provides retirement and disability benefits in accordance with criteria outlined under the state statutes and covers only personnel employed as sworn police officers by the Village of Wilmette. The pension fund is controlled by the Wilmette Police Pension Board of Trustees which consists of two active police officers elected by the active police officers, one retired police officer elected by the retired police officers or their beneficiaries, and two citizens at large appointed by the Village Board of Trustees. The Village Treasurer is an ex-officio member and acts as the fiscal agent for this fund

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Other Income	60	-	-	-	-	-
Investment Income	(3,219,528)	8,814,757	3,100,000	3,100,000	3,800,000	700,000
Property Tax	2,127,000	2,273,000	2,377,000	2,377,000	2,455,000	78,000
Interfund Transfer	-	-	20,000	115,000	250,000	230,000
Employee Contributions	456,418	470,099	490,000	485,000	508,000	18,000
TOTAL REVENUES	**(636,050)**	**11,557,856**	**5,987,000**	**6,077,000**	**7,013,000**	**1,026,000**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Services	3,381,114	3,601,127	4,124,000	4,050,000	4,115,000	(9,000)
Contractual Services	95,057	89,408	156,000	156,000	156,200	200
Other Expenses	9,069	9,780	13,000	13,000	13,000	-
TOTAL EXPENSES	**3,485,241**	**3,700,316**	**4,293,000**	**4,219,000**	**4,284,200**	**(8,800)**

BUDGET ANALYSIS

Income for this fund is from participating employees' contribution of 9.91% of the salaries as specified by State regulations and interest income from investment of assets. An independent actuarial study is used to determine the amount of the employer's contribution and the Village has historically always made the contribution as recommended by the actuary.

In 2007 and 2008, the actuarial assumptions were reviewed and the Village Board along with the Fire and Police Pension Boards determined that the salary growth assumption would be increased from 5% to 5.5%; the mortality and retirement rate assumptions were modified to reflect more realistic life expectancy and retirement ages; and the expected rate of return was to be decreased by .05%

per year for a five-year period to get to 7.25% from 7.50%. In 2012, the State of Illinois updated its assumptions for mortality rates, termination rates, disability rates, and spousal age. These new assumptions were more conservative than those previously used by the Village and thus it was appropriate to adopt them.

In 2019, the Village Board determined to change the public safety pension funding strategy by transitioning (from fiscal years 2020 – 2024) to a 15-year rolling amortization. The change is intended to level-off future contribution increases and begin to pay down the fund's unfunded liability. According to the independent actuary's report, as of December 31, 2019, the Fund accrued liabilities of $76.9 million and assets of $50.2 million (a 65.2% funding level).

Since the Police Pension Fund is a defined benefit plan, the expenditures budget is reflective of the actual payments to be made. Investment losses and legislative enhancements of pension benefits will result in increases of the employer's contribution. The Village's employer contribution of $2,705,000 reflects an 8.5% increase.

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	POLICE PENSION FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
OTHER INCOME								
309099	OTHER INCOME	60	-	-	-	-	-	0.0%
OTHER INCOME Total		**60**	**-**	**-**	**-**	**-**	**-**	**0.0%**
INVESTMENT INCOME		(3,219,528)	8,814,757	3,100,000	3,100,000	3,800,000	700,000	22.6%
PROPERTY TAX								
300010	PROP. TAXES - CURRENT YR LEVY	2,127,000	2,273,000	2,377,000	2,377,000	2,455,000	78,000	3.3%
PROPERTY TAX Total		**2,127,000**	**2,273,000**	**2,377,000**	**2,377,000**	**2,455,000**	**78,000**	**3.3%**
INTERFUND TRANSFER								
374100	GENERAL FUND TRANSFER	-	-	20,000	115,000	250,000	230,000	1150.0%
INTERFUND TRANSFER Total		**-**	**-**	**20,000**	**115,000**	**250,000**	**230,000**	**1150.0%**
EMPLOYEE CONTRIBUTIONS								
320000	EMPLOYEE PENSION CONTRIBUTIONS	456,418	470,099	490,000	485,000	508,000	18,000	3.7%
EMPLOYEE CONTRIBUTIONS Total		**456,418**	**470,099**	**490,000**	**485,000**	**508,000**	**18,000**	**3.7%**
Grand Total		**(636,050)**	**11,557,856**	**5,987,000**	**6,077,000**	**7,013,000**	**1,026,000**	**17.1%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	POLICE PENSION FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
INVESTMENT INCOME					
360000	**INTEREST EARNINGS**				
	INTEREST EARNINGS	3,100,000	3,800,000	700,000	22.6%
	Subtotal	***3,100,000***	***3,800,000***	***700,000***	***22.6%***
INVESTMENT INCOME Total		**3,100,000**	**3,800,000**	**700,000**	**22.6%**
PROPERTY TAX					
300010	**PROP. TAXES - CURRENT YR LEVY**				
	PROPERTY TAX LEVY - CURRENT	2,377,000	2,455,000	78,000	3.3%
	Subtotal	***2,377,000***	***2,455,000***	***78,000***	***3.3%***
PROPERTY TAX Total		**2,377,000**	**2,455,000**	**78,000**	**3.3%**
INTERFUND TRANSFER					
374100	**GENERAL FUND TRANSFER**				
	GENERAL FUND TRANSFER	20,000	250,000	230,000	1150.0%
	Subtotal	***20,000***	***250,000***	***230,000***	***1150.0%***
INTERFUND TRANSFER Total		**20,000**	**250,000**	**230,000**	**1150.0%**
EMPLOYEE CONTRIBUTIONS					
320000	**EMPLOYEE PENSION CONTRIBUTIONS**				
	EMPLOYEE PENSION CONTRIBUTIONS (POLICE)	490,000	508,000	18,000	3.7%
	Subtotal	***490,000***	***508,000***	***18,000***	***3.7%***
EMPLOYEE CONTRIBUTIONS Total		**490,000**	**508,000**	**18,000**	**3.7%**
Grand Total		**5,987,000**	**7,013,000**	**1,026,000**	**17.1%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	POLICE PENSION FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
411000	PENSION PAYMENTS	3,381,114	3,587,366	4,074,000	4,000,000	4,065,000	(9,000)	-0.2%
411010	PENSION CONTRIBUTION REFUNDS	-	13,761	50,000	50,000	50,000	-	0.0%
PERSONNEL EXPENSE Total		**3,381,114**	**3,601,127**	**4,124,000**	**4,050,000**	**4,115,000**	**(9,000)**	**-0.2%**
CONTRACTUAL SERVICES								
420020	PROFESSIONAL SERVICES	91,557	85,408	150,000	150,000	150,200	200	0.1%
420100	ANNUAL AUDIT	3,500	4,000	6,000	6,000	6,000	-	0.0%
CONTRACTUAL SERVICES Total		**95,057**	**89,408**	**156,000**	**156,000**	**156,200**	**200**	**0.1%**
OTHER EXPENSE								
447500	D.O.I. STATE REPORT FILING FEE	8,000	8,000	8,000	8,000	8,000	-	0.0%
447550	OTHER PENSION ADMIN. EXPENSE	1,069	1,780	5,000	5,000	5,000	-	0.0%
OTHER EXPENSE Total		**9,069**	**9,780**	**13,000**	**13,000**	**13,000**	**-**	**0.0%**
Grand Total		**3,485,241**	**3,700,316**	**4,293,000**	**4,219,000**	**4,284,200**	**(8,800)**	**-0.2%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	POLICE PENSION FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
411000	**PENSION PAYMENTS**				
	PENSION PAYMENTS	4,074,000	4,065,000	(9,000)	-0.2%
	Subtotal	***4,074,000***	***4,065,000***	***(9,000)***	***-0.2%***
411010	**PENSION CONTRIBUTION REFUNDS**				
	PENSION CONTRIBUTION REFUNDS	50,000	50,000	-	0.0%
	Subtotal	***50,000***	***50,000***	***-***	***0.0%***
PERSONNEL EXPENSE Total		**4,124,000**	**4,115,000**	**(9,000)**	**-0.2%**
CONTRACTUAL SERVICES					
420020	**PROFESSIONAL SERVICES**				
	FINANCIAL SERVICES (ACTUARIAL, MONEY MANAGEMENT, ETC.)	150,000	150,200	200	0.1%
	Subtotal	***150,000***	***150,200***	***200***	***0.1%***
420100	**ANNUAL AUDIT**				
	FINANCIAL AUDIT, INCLUDING CERTIFICATION BY GOVERNMENT FINANCE OFFICERS' ASSOCIATION	6,000	6,000	-	0.0%
	Subtotal	***6,000***	***6,000***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**156,000**	**156,200**	**200**	**0.1%**
OTHER EXPENSE					
447500	**D.O.I. STATE REPORT FILING FEE**				
	D.O.I. STATE REPORT FILING FEE	8,000	8,000	-	0.0%
	Subtotal	***8,000***	***8,000***	***-***	***0.0%***
447550	**OTHER PENSION ADMIN. EXPENSE**				
	OTHER PENSION ADMIN. EXPENSE	5,000	5,000	-	0.0%
	Subtotal	***5,000***	***5,000***	***-***	***0.0%***
OTHER EXPENSE Total		**13,000**	**13,000**	**-**	**0.0%**
Grand Total		**4,293,000**	**4,284,200**	**(8,800)**	**-0.2%**

FUND SUMMARY

This fund was created in 2003 to account for the Village's Section 105 Plans that have been negotiated between the Village and the collective bargaining units for the Police Officers and Firefighters. A similar plan also exists for non-union employees. Under these Plans, the Village makes lump-sum amounts available to qualifying retirees based upon their longevity and their unused sick leave. The employees may then use this money for post-retirement health insurance premiums and other medical expense reimbursements. Non-union and Police Union employees hired after January 1, 2016 are no longer eligible for this benefit.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Investment Income	27,246	30,650	15,000	10,000	15,000	-
Contributions from other Funds						
General Fund	208,743	231,374	223,600	229,250	206,376	(17,224)
Municipal Garage	6,620	9,180	5,200	6,130	11,475	6,275
Parking Meter Fund	-	-	-	-	538	538
Sewer Fund	6,619	6,125	5,200	6,130	7,355	2,155
Water Fund	31,018	33,321	26,000	27,500	34,250	8,250
TOTAL REVENUES	**280,246**	**310,650**	**275,000**	**279,010**	**274,994**	**(6)**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Services	267,709	302,265	300,000	304,250	310,000	10,000
TOTAL EXPENSES	**267,709**	**302,265**	**300,000**	**304,250**	**310,000**	**10,000**

BUDGET ANALYSIS

The Village's independent actuary will annually determine the employer contribution to fund this program. That contribution is reflected as revenue in this Fund and as employee benefit expense throughout all of the operational expense programs in the budget. As of December 31, 2019, the Fund had an actuarial liability of $2,119,729 and assets of $75,781 (a 3.6% funding level). In 2014 the Village changed the way it accounted for the Section 105 Plan to record 100% of the actual liability for retirees separate from the Actuarial Liability for Active Employees. Under this previous method, the current funded ratio would be 39.6%.

The contribution history for the fund is:

Year	Amount
2009	148,800
2010	165,000
2011	180,000
2012	190,000
2013	217,500
2014	260,000
2015	250,700
2016	248,000
2017	249,000
2018	253,000
2019	280,000
2020	269,000
2021	260,000

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	SECTION 105 FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
INVESTMENT INCOME								
360000	INTEREST EARNINGS	27,246	30,650	15,000	10,000	15,000	-	0.0%
INVESTMENT INCOME Total		**27,246**	**30,650**	**15,000**	**10,000**	**15,000**	**-**	**0.0%**
INTERFUND TRANSFER								
310010	GENERAL FUND CONTRIBUTION	208,743	231,374	223,600	229,250	206,376	(17,224)	-7.7%
310020	MUNIC. GARAGE CONTRIBUTION	6,620	9,180	5,200	6,130	11,475	6,275	120.7%
310025	PARKING METER FUND CONTRIB.	-	-	-	-	538	538	0.0%
310030	SEWER FUND CONTRIBUTION	6,619	6,125	5,200	6,130	7,355	2,155	41.4%
310040	WATER FUND CONTRIBUTION	31,018	33,321	26,000	27,500	34,250	8,250	31.7%
INTERFUND TRANSFER Total		**253,000**	**280,000**	**260,000**	**269,010**	**259,994**	**(6)**	**0.0%**
Grand Total		**280,246**	**310,650**	**275,000**	**279,010**	**274,994**	**(6)**	**0.0%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	SECTION 105 FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
INVESTMENT INCOME					
360000	**INTEREST EARNINGS**				
	INTEREST EARNINGS	15,000	15,000	-	0.0%
	Subtotal	***15,000***	***15,000***	***-***	***0.0%***
INVESTMENT INCOME Total		**15,000**	**15,000**	**-**	**0.0%**
INTERFUND TRANSFER					
310010	**GENERAL FUND CONTRIBUTION**				
	GENERAL FUND CONTRIBUTION (SECTION 105)	223,600	206,376	(17,224)	-7.7%
	Subtotal	***223,600***	***206,376***	***(17,224)***	***-7.7%***
310020	**MUNIC. GARAGE CONTRIBUTION**				
	MUNICIPAL GARAGE CONTRIBUTION (SECTION 105)	5,200	11,475	6,275	120.7%
	Subtotal	***5,200***	***11,475***	***6,275***	***120.7%***
310025	**PARKING METER FUND CONTRIB.**				
	PARKING METER FUND CONTRIBUTION (SECTION 105)		538	538	
	Subtotal		***538***	***538***	
310030	**SEWER FUND CONTRIBUTION**				
	SEWER FUND CONTRIBUTION (SECTION 105)	5,200	7,355	2,155	41.4%
	Subtotal	***5,200***	***7,355***	***2,155***	***41.4%***
310040	**WATER FUND CONTRIBUTION**				
	WATER FUND CONTRIBUTION (SECTION 105)	26,000	34,250	8,250	31.7%
	Subtotal	***26,000***	***34,250***	***8,250***	***31.7%***
INTERFUND TRANSFER Total		**260,000**	**259,994**	**(6)**	**0.0%**
Grand Total		**275,000**	**274,994**	**(6)**	**0.0%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	SECTION 105 FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
413040	HEALTH INSUR. - RETIREES	-	-	-	29,250	-	-	0.0%
417500	SECTION 105 MEDICAL REIMB.	267,709	302,265	300,000	275,000	310,000	10,000	3.3%
PERSONNEL EXPENSE Total		**267,709**	**302,265**	**300,000**	**304,250**	**310,000**	**10,000**	**3.3%**
Grand Total		**267,709**	**302,265**	**300,000**	**304,250**	**310,000**	**10,000**	**3.3%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	SECTION 105 FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
417500	**SECTION 105 MEDICAL REIMB.**				
	SECTION 105 MEDICAL REIMB.	300,000	310,000	10,000	3.3%
	Subtotal	***300,000***	***310,000***	***10,000***	***3.3%***
PERSONNEL EXPENSE Total		**300,000**	**310,000**	**10,000**	**3.3%**
Grand Total		**300,000**	**310,000**	**10,000**	**3.3%**

Internal Service Funds

FUND SUMMARY

The Municipal Garage Fund accounts for the distribution of automotive expense to the user departments. The expenses for maintaining the Village's fleet of vehicles are distributed to the various user departments throughout the budget through this internal service fund. These expenses are allocated to various other programs as Automotive Expense; Services include the operation, maintenance & repair of Village-owned vehicles; and the centralized fueling facility for Village and School District vehicles. The following is a breakdown of the Village's fleet.

- The Engineering and Public Works Department has a total of 73 Vehicles which includes 26 pieces of construction equipment and four transfer or reassigned vehicles.
- The Fire Department has a total of 20 vehicles which includes six fire apparatus (one ladder, three pumpers and two rescue squads), four ambulances, two incident command vehicles, two pick-up trucks, three utility vehicles (Fire Chief, Deputy Chief and Battalion Chief), one boat, one fire safety educational trailer, and one transfer or reassigned vehicle.
- The Police Department has a total of 27 vehicles which includes 11 patrol squads, three detective squads, one parking enforcement vehicle, one community service vehicle, four seizure vehicles for surveillance and undercover operations, three unmarked squads (Police Chief, Deputy Chiefs), three transfer or reassigned vehicle and one speed enforcement trailer.
- The Departments at Village Hall have a total of 10 vehicles which includes eight transfer or reassigned vehicles, one utility truck (Facilities Maintenance) and one utility vehicle (Village Engineers).
- The Water Management Department has a total of 5 vehicles which includes two utility vans, one pick-up truck and two transfer or reassigned vehicles.

BUDGET SUMMARY

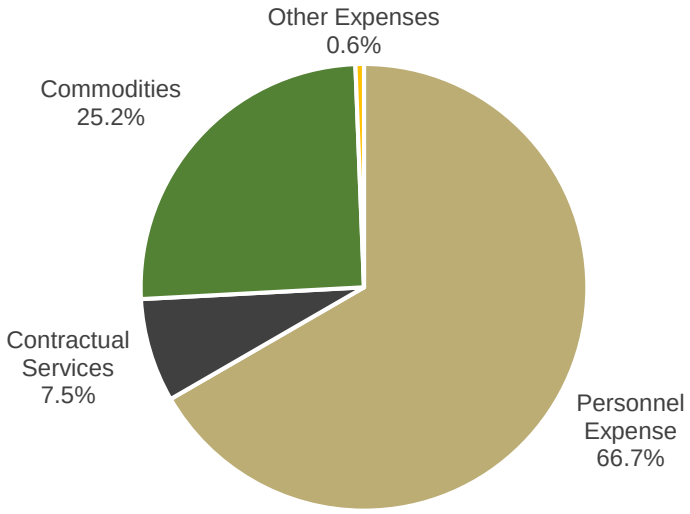
Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Insurance Recoveries	1,848	3,778	3,000	3,000	3,000	-
Contributions from other Funds						
General Fund	1,146,843	1,127,107	1,128,035	1,024,450	1,138,887	10,852
Sewer Fund	119,260	117,290	123,620	123,620	125,139	1,519
Water Fund	136,790	134,530	153,130	153,130	155,004	1,874
TOTAL REVENUES	**1,404,741**	**1,382,705**	**1,407,785**	**1,304,200**	**1,422,030**	**14,245**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Personnel Expense*	844,060	859,132	899,715	889,000	945,145	45,430
Contractual Services	113,444	84,929	99,155	90,100	106,340	7,185
Commodities	381,891	372,316	400,175	295,350	357,650	(42,525)
Other Expenses	6,346	7,328	8,740	5,475	8,740	-
Insurance Expense	59,000	59,000	-	-	-	-
TOTAL EXPENSES	**1,404,741**	**1,382,705**	**1,407,785**	**1,279,925**	**1,417,875**	**10,090**

**Headcount and Organizational Structure information is included in the Engineering and Public Works Department section*



BUDGET ANALYSIS

The continued decrease in insurance expense is due to the continual utilization of IRMA reserves to offset the automobile insurance premium ($59,000) in 2021.

The decrease in commodities of $42,525 is due to lower per gallon costs for gasoline and diesel fuel.

The budget request includes a $6,000 request for automotive parts for repair of the floor scrubber. This repair will allow the department to defer the replacement of the unit until 2025.

The budget request includes a $7,805 increase for increased preventative maintenance costs of the reserve ambulance ($1,085) and body and paint work for the fire department pick-up truck ($6,000).

ACTIVITY MEASURES

		2017	2018	2019	2020 Projected
Engineering and Public Works					
Total Vehicles		73	73	73	73
Average Age of Fleet		10.62	11.04	10.47	10.38
Preventative Maintenance -Scheduled**		395	395	395	395
Preventative Maintenance -Actual		357	478	650	495
Breakdown Repairs -Actual		363	405	328	365
PM/Breakdowns - Ratio		1.35	1.18	1.98	1.36
Fuel Consumption (Gallons)	Gas	7,209	9,937	9,418	8,855
	Diesel	13,252	24,095	25,186	20,845
Fire					
Total Vehicles		19	19	18	20
Average Age of Fleet		10.53	11.47	10.33	10.15
Preventative Maintenance -Scheduled**		36	38	36	36
Preventative Maintenance -Actual		118	96	126	113
Breakdown Repairs -Actual		200	163	177	180
PM/Breakdowns - Ratio		0.59	0.59	0.71	0.63
Fuel Consumption (Gallons)	Gas	1,672	2,123	2,307	2,000
	Diesel	4,988	6,631	6,807	6,100
Police					
Total Vehicles		27	27	27	27
Average Age of Fleet		6.6	7.6	8.6	5.2
Preventative Maintenance -Scheduled**		80	80	80	80
Preventative Maintenance -Actual		215	159	173	182
Breakdown Repairs -Actual		110	111	93	104
PM/Breakdowns - Ratio		1.95	1.43	1.86	1.75
Fuel Consumption (Gallons)	Gas	19,954	28,365	29,204	25,840
	Diesel	-	-	-	-

		2017	2018	2019	2020 Projected
Village Hall					
Total Vehicles		10	10	10	10
Average Age of Fleet		14.40	15.40	16.40	17.40
Preventative Maintenance -Scheduled**		30	30	30	30
Preventative Maintenance -Actual		25	8	32	22
Breakdown Repairs -Actual		11	9	18	13
PM/Breakdowns - Ratio		2.27	0.90	1.77	1.69
Fuel Consumption (Gallons)	Gas	1,874	1,218	2,428	1,840
	Diesel	-	-	-	-
Water Management					
Total Vehicles		5	5	5	5
Average Age of Fleet		11.20	12.20	5.80	6.80
Preventative Maintenance -Scheduled**		15	15	15	15
Preventative Maintenance -Actual		25	30	24	26
Breakdown Repairs -Actual		4	18	19	14
PM/Breakdowns - Ratio		6.25	1.66	1.26	1.86
Fuel Consumption (Gallons)	Gas	1,103	1,766	1,664	1,510
	Diesel	-	-	-	-

**Totals for fuel in 2017 are actuals for 9-month period extending from January to September. Final year-end totals are unavailable due to the paving improvements project at Public Works and replacement of the fuel island. Employees utilized the Park District facility for fueling during the period covering October-December.*

***Preventative maintenance-scheduled denotes minimum service level; additional preventative maintenance may occur depending on actual vehicle usage or miles driven.*

Village of Willmette

Proposed 2021 Budget - Municipal Garage Allocation

		2018 Actual	2019 Actual	2020 Budget	Allocation Percent	2020 Estimate	2021 Budget	Allocation Percent
General Fund								
Administrative Services	11051210-440500	2,120	2,090	1,400	0.1%	1,225	1,422	0.1%
Community Development	11091845-440500	16,840	16,570	14,050	1.0%	12,294	14,220	1.0%
Engineering	11202035-440500	9,810	9,690	5,620	0.4%	4,918	5,688	0.4%
Streets	11233030-440500	547,093	537,167	454,445	32.3%	397,639	457,027	32.2%
Tree Maintenance	11303030-440500	30,140	29,670	42,140	3.0%	36,873	42,661	3.0%
Street Lighting	11333030-440500	21,730	21,390	16,860	1.2%	14,753	17,062	1.2%
Building & Grounds	11342035-440500	11,240	11,050	13,350	1.0%	11,681	13,509	1.0%
Police - Operations	11414020-440500	216,060	212,490	250,750	17.8%	219,406	253,832	17.9%
Fire	11515020-440500	291,810	286,990	329,420	23.4%	288,243	333,466	23.5%
General Fund Total		**1,146,843**	**1,127,107**	**1,128,035**	**80.3%**	**987,031**	**1,138,887**	**80.3%**
Sewer Fund								
Sewer Maintenance	40807090-440500	119,260	117,290	123,620	8.8%	108,168	125,139	8.8%
Sewer Fund Total		**119,260**	**117,290**	**123,620**	**8.8%**	**108,168**	**125,139**	**8.8%**
Water Fund								
Water Distribution	41838090-440500	119,260	117,290	16,160	1.2%	14,140	125,139	8.8%
Water Meter Maintenance	41828090-440500	8,420	8,270	13,350	1.0%	11,681	13,509	1.0%
Water Plant	41818090-440500	9,110	8,970	123,620	8.8%	108,168	16,356	1.2%
Water Fund Total		**136,790**	**134,530**	**153,130**	**10.9%**	**133,989**	**155,004**	**10.9%**
Grand Total		**1,402,893**	**1,378,927**	**1,404,785**	**100.0%**	**1,229,187**	**1,419,030**	**100.0%**

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	MUNICIPAL GARAGE
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
OTHER INCOME								
309050	INSURANCE REIMBURSEMENTS	1,848	3,778	3,000	3,000	3,000	-	0.0%
OTHER INCOME Total		**1,848**	**3,778**	**3,000**	**3,000**	**3,000**	**-**	**0.0%**
INTERFUND TRANSFER								
310010	GENERAL FUND CONTRIBUTION	1,146,843	1,127,107	1,128,035	1,024,450	1,138,887	10,852	1.0%
310030	SEWER FUND CONTRIBUTION	119,260	117,290	123,620	123,620	125,139	1,519	1.2%
310040	WATER FUND CONTRIBUTION	136,790	134,530	153,130	153,130	155,004	1,874	1.2%
INTERFUND TRANSFER Total		**1,402,893**	**1,378,927**	**1,404,785**	**1,301,200**	**1,419,030**	**14,245**	**1.0%**
Grand Total		**1,404,741**	**1,382,705**	**1,407,785**	**1,304,200**	**1,422,030**	**14,245**	**1.0%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	MUNICIPAL GARAGE
Sub-Fund	(All)
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
OTHER INCOME					
309050	**INSURANCE REIMBURSEMENTS**				
	INSURANCE REIMBURSEMENTS	3,000	3,000	-	0.00%
	Subtotal	***3,000***	***3,000***	***-***	***0.00%***
OTHER INCOME Total		**3,000**	**3,000**	**-**	**0.00%**
INTERFUND TRANSFER					
310010	**GENERAL FUND CONTRIBUTION**				
	GENERAL FUND CONTRIBUTION (MUNICIPAL GARAGE)	1,128,035	1,138,887	10,852	0.96%
	Subtotal	***1,128,035***	***1,138,887***	***10,852***	***0.96%***
310030	**SEWER FUND CONTRIBUTION**				
	SEWER FUND CONTRIBUTION (MUNICIPAL GARAGE)	123,620	125,139	1,519	1.23%
	Subtotal	***123,620***	***125,139***	***1,519***	***1.23%***
310040	**WATER FUND CONTRIBUTION**				
	WATER FUND CONTRIBUTION (MUNICIPAL GARAGE)	153,130	155,004	1,874	1.22%
	Subtotal	***153,130***	***155,004***	***1,874***	***1.22%***
INTERFUND TRANSFER Total		**1,404,785**	**1,419,030**	**14,245**	**1.01%**
Grand Total		**1,407,785**	**1,422,030**	**14,245**	**1.01%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	MUNICIPAL GARAGE
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
410100	REGULAR WAGES	610,731	631,256	651,525	645,000	674,823	23,298	3.6%
410200	OVERTIME WAGES	3,936	5,684	6,000	4,000	6,000	-	0.0%
415000	EMPLOYEE BENEFITS	229,393	222,193	242,190	240,000	264,322	22,132	9.1%
PERSONNEL EXPENSE Total		**844,060**	**859,132**	**899,715**	**889,000**	**945,145**	**45,430**	**5.0%**
CONTRACTUAL SERVICES								
421000	CONTRACTUAL SERVICES	41,923	41,634	40,000	35,000	40,000	-	0.0%
422400	MAINT.-EQUIPMENT	70,415	40,002	51,635	45,000	58,720	7,085	13.7%
422410	MAINT.-RADIOS	-	810	4,400	4,400	4,500	100	2.3%
423400	VEHICLE WASHING	505	351	2,120	1,500	2,120	-	0.0%
428020	TELEPHONE SERVICE - CELLULAR	600	2,132	1,000	4,200	1,000	-	0.0%
CONTRACTUAL SERVICES Total		**113,444**	**84,929**	**99,155**	**90,100**	**106,340**	**7,185**	**7.2%**
COMMODITIES								
430050	UNIFORM EXPENSE	3,468	4,049	4,500	4,200	4,500	-	0.0%
430100	SUPPLIES - AUTOMOTIVE PARTS	171,628	152,635	154,700	135,000	160,700	6,000	3.9%
430110	SUPPLIES - AUTO SHOP	15,166	14,578	15,375	11,900	15,375	-	0.0%
430120	SUPPLIES-VEH. STRIPING &SAFETY	1,162	2,296	2,200	1,500	2,200	-	0.0%
430122	SUPPLIES - SQUAD CAR REHAB.	1,458	2,483	3,100	2,000	3,100	-	0.0%
430700	GAS & OIL	186,009	193,277	217,300	139,000	168,775	(48,525)	-22.3%
430720	MECHANICS' TOOL ALLOWANCE	3,000	3,000	3,000	1,750	3,000	-	0.0%
COMMODITIES Total		**381,891**	**372,316**	**400,175**	**295,350**	**357,650**	**(42,525)**	**-10.6%**
OTHER EXPENSE								
441000	INCIDENTALS	318	373	400	175	400	-	0.0%
442000	TRAINING	1,901	2,010	3,100	1,300	3,100	-	0.0%
446000	LICENSE- TITLE&INSPECTION FEES	4,127	4,945	5,240	4,000	5,240	-	0.0%
OTHER EXPENSE Total		**6,346**	**7,328**	**8,740**	**5,475**	**8,740**	**-**	**0.0%**
INSURANCE EXPENSE								
450100	AUTOMOBILE INSURANCE PREMIUM	59,000	59,000	-	-	-	-	0.0%
INSURANCE EXPENSE Total		**59,000**	**59,000**	**-**	**-**	**-**	**-**	**0.0%**
Grand Total		**1,404,741**	**1,382,705**	**1,407,785**	**1,279,925**	**1,417,875**	**10,090**	**0.7%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	MUNICIPAL GARAGE
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
410100	**REGULAR WAGES**				
	PAYROLL	651,525	674,823	23,298	3.6%
	Subtotal	***651,525***	***674,823***	***23,298***	***3.6%***
410200	**OVERTIME WAGES**				
	OVERTIME	6,000	6,000	-	0.0%
	Subtotal	***6,000***	***6,000***	***-***	***0.0%***
415000	**EMPLOYEE BENEFITS**				
	BENEFITS	242,190	264,322	22,132	9.1%
	Subtotal	***242,190***	***264,322***	***22,132***	***9.1%***
PERSONNEL EXPENSE Total		**899,715**	**945,145**	**45,430**	**5.0%**
CONTRACTUAL SERVICES					
421000	**CONTRACTUAL SERVICES**				
	CONTRACTUAL PREVENTATIVE MAINTENANCE FOR 2 AERIAL TRUCKS AND 1 CRANE	6,300	6,300	-	0.0%
	FUEL DISPENSING EQUIPMENT REPAIRS	1,550	1,550	-	0.0%
	INSURANCE RECOVERIES	13,550	13,550	-	0.0%
	NORMAL RECURRING EXPENSES FOR A VARIETY OF CONTRACTUAL REPAIRS AND SERVICES	18,600	18,600	-	0.0%
	Subtotal	***40,000***	***40,000***	***-***	***0.0%***
422400	**MAINT.-EQUIPMENT**				
	BODY/PAINT WORK		6,000	6,000	
	EMERGENCY EQUIPMENT REPAIRS FOR 11 FIRE PASSENGER VEHICLES.	5,000	5,000	-	0.0%
	EMERGENCY EQUIPMENT REPAIRS FOR NINE FIRE APPARATUS/AMBULANCES.	35,000	35,500	500	1.4%
	EMERGENCY TIRE REPAIRS	1,000	1,000	-	0.0%
	PREVENTATIVE MAINTENANCE (A-SERVICE) AND TESTING FOR NINE FIRE APPARATUS/AMBULANCES.	10,635	11,220	585	5.5%
	Subtotal	***51,635***	***58,720***	***7,085***	***13.7%***
422410	**MAINT.-RADIOS**				
	PREVENTATIVE MAINTENANCE (INSPECTION/SURVEY) OF ALL RADIO EQUIPMENT (I.E. ANTENNAS, POWER CABLES, PALM MICS, RADIOS, CONNECTIONS, ETC.)	3,900	4,000	100	2.6%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	MUNICIPAL GARAGE
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
422410	REPAIR TO THE BASE STATION, MOBILE RADIOS AND DESKTOP UNIT THAT ARE PART OF THE TWO-WAY RADIO SYSTEM	500	500	-	0.0%
	Subtotal	***4,400***	***4,500***	***100***	***2.3%***
423400	**VEHICLE WASHING**				
	9 DETAIL JOBS FOR MISCELLANEOUS VEHICLES AT $150 EACH	1,350	1,350	-	0.0%
	DETAIL JOBS (EXTENSIVE CLEANING) FOR POLICE VEHICLES AS NEEDED	400	400	-	0.0%
	POLICE AND ADMINISTRATION VEHICLES, APPROXIMATELY 74 WASHES PER YEAR AT $5.00 EACH	370	370	-	0.0%
	Subtotal	***2,120***	***2,120***	***-***	***0.0%***
428020	**TELEPHONE SERVICE - CELLULAR**				
	CELL PHONE AND TABLET CHARGES	1,000	1,000	-	0.0%
	Subtotal	***1,000***	***1,000***	***-***	***0.0%***
CONTRACTUAL SERVICES Total		**99,155**	**106,340**	**7,185**	**7.2%**
COMMODITIES					
430050	**UNIFORM EXPENSE**				
	PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR SIX FULL TIME EMPLOYEES (FIVE MECHANICS, ONE SUPERVISOR)	800	800	-	0.0%
	UNIFORM ALLOWANCE FOR FIVE FULL TIME MECHANICS AND ONE SUPERVISOR ($250 EA.)	1,500	1,500	-	0.0%
	UNIFORM RENTAL FOR FIVE FULL TIME EMPLOYEES (FIVE MECHANICS) AND WEEKLY SUPPLY OF SHOP TOWELS	1,000	1,000	-	0.0%
	WILMETTE LOGO SHIRTS AND HATS FOR SIX FULL TIME EMPLOYEES (FIVE MECHANICS, ONE SUPERVISOR)	1,200	1,200	-	0.0%
	Subtotal	***4,500***	***4,500***	***-***	***0.0%***
430100	**SUPPLIES - AUTOMOTIVE PARTS**				
	HARDWARE INCLUDING NUTS, BOLTS, WASHERS, PIPE, AND STEEL	5,600	5,600	-	0.0%
	ITEMS NEEDED FOR REPLACEMENT DURING BREAKDOWNS AND MAINTENANCE	10,500	10,500	-	0.0%
	MISC PARTS - ADMIN. SERVICES DEPT	420	420	-	0.0%
	MISC PARTS - BUILDINGS AND GROUNDS	600	600	-	0.0%
	MISC PARTS - COMMUNITY DEVELOPMENT DEPT	1,100	1,100	-	0.0%
	MISC PARTS - ENGINEERING SERVICES	750	750	-	0.0%
	MISC PARTS - FIRE DEPT	9,000	9,000	-	0.0%
	MISC PARTS - FORESTRY	1,500	1,500	-	0.0%
	MISC PARTS - POLICE DEPT	12,200	12,200	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	MUNICIPAL GARAGE
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430100	MISC PARTS - SEWER MAINTENANCE	6,500	6,500	-	0.0%
	MISC PARTS - STREET LIGHTING	1,250	1,250	-	0.0%
	MISC PARTS - STREETS	44,330	44,330	-	0.0%
	MISC PARTS - WATER DISTRIBUTION MAINTENANCE	6,500	6,500	-	0.0%
	MISC PARTS - WATER MANAGEMENT DEPT	750	750	-	0.0%
	MISC PARTS - WATER METERS	450	450	-	0.0%
	MISC PARTS -FLOOR SCRUBBER/SWEEPER MACHINE S-03		6,000	6,000	
	OIL FILTERS, AIR FILTERS, AND PREVENTATIVE MAINTENANCE PARTS	13,850	13,850	-	0.0%
	PREVENTATIVE MAINTENANCE PARTS - FIRE DEPT (B-SERVICE)	6,800	6,800	-	0.0%
	REPLACEMENT STREET SWEEPER BROOMS	7,700	7,700	-	0.0%
	SNOWPLOW REPAIR PARTS	8,700	8,700	-	0.0%
	VEHICLE TIRE REPLACEMENT	16,200	16,200	-	0.0%
	Subtotal	***154,700***	***160,700***	***6,000***	***3.9%***
430110	**SUPPLIES - AUTO SHOP**				
	AEROSOL LUBRICANTS AND SEALANTS	2,255	2,255	-	0.0%
	ELECTRICAL SUPPLIES INCLUDING WIRE, CABLE, FUSES, RELAYS, SWITCHES, AND CONTROL PANELS	1,950	1,950	-	0.0%
	PAINT SUPPLIES	1,435	1,435	-	0.0%
	SOAP AND SUPPLIES FOR WASH BAY FACILITY	5,330	5,330	-	0.0%
	SOLVENTS, CLEANING AGENTS, SMALL TOOLS, HARDWARE	2,560	2,560	-	0.0%
	WELDING SUPPLIES	1,845	1,845	-	0.0%
	Subtotal	***15,375***	***15,375***	***-***	***0.0%***
430120	**SUPPLIES-VEH. STRIPING &SAFETY**				
	MISC. STRIPING SUPPLIES	100	100	-	0.0%
	REFLECTIVE CONSPICUITY TAPE	200	200	-	0.0%
	REFLECTIVE VILLAGE EMBLEMS FOR VEHICLES - NEW LOGO	775	775	-	0.0%
	RESTOCK 4 FIRST AID CABINETS AT THE VILLAGE YARD AT $52 PER MONTH	625	625	-	0.0%
	VEHICLE FIRE EXTINGUISHERS	300	300	-	0.0%
	VEHICLE REFLECTOR KITS	200	200	-	0.0%
	Subtotal	***2,200***	***2,200***	***-***	***0.0%***
430122	**SUPPLIES - SQUAD CAR REHAB.**				
	TRANSFERRING USED POLICE VEHICLES FOR USE AS ADMIN. VEHICLES BY OTHER DEPARTMENTS (4 VEHICLES)	3,100	3,100	-	0.0%
	Subtotal	***3,100***	***3,100***	***-***	***0.0%***
430700	**GAS & OIL**				

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	MUNICIPAL GARAGE
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
430700	COMMUNITY DEVELOPMENT, GASOLINE: 1,000 GALLONS @ $1.90/GAL	2,505	1,900	(605)	-24.2%
	ENGINEERING, BUILDINGS & GROUNDS, AND WATER PLANT, GASOLINE: 3,400 GALLONS @ $1.90/GAL	8,535	6,460	(2,075)	-24.3%
	FIRE: 2,400 GALLONS OF GAS @ $1.90/GAL AND 6,900 GALLONS OF DIESEL @ $1.96/GAL	23,965	18,085	(5,880)	-24.5%
	GENERATORS: 1,100 GALLONS OF DIESEL @ $2.05/GAL	2,860	2,200	(660)	-23.1%
	INFORMATION SERVICES, GASOLINE: 100 GALLONS @ $1.90/GAL	250	190	(60)	-24.0%
	MISCELLANEOUS LUBRICANTS, MOTOR OIL, TRANSMISSION FLUID, DEF FLUID, ANTIFREEZE AND WELDING GASES	17,000	17,000	-	0.0%
	POLICE DEPARTMENT, GASOLINE: 28,640 GALLONS @ $1.90/GAL	71,890	54,420	(17,470)	-24.3%
	PUBLIC WORKS, DIESEL FUEL- 25,750 GALLONS @ $1.96/GAL	66,950	50,470	(16,480)	-24.6%
	PUBLIC WORKS, GASOLINE- 9,500 GALLONS @ $1.90/GAL	23,345	18,050	(5,295)	-22.7%
	Subtotal	***217,300***	***168,775***	***(48,525)***	***-22.3%***
430720	**MECHANICS' TOOL ALLOWANCE**				
	PURCHASE OF NEW TOOLS AND REPLACEMENT OF DAMAGED TOOLS FOR SIX FULL TIME EMPLOYEES AT $500 EA. (FIVE MECHANICS AND ONE SUPERVISOR)	3,000	3,000	-	0.0%
	Subtotal	***3,000***	***3,000***	***-***	***0.0%***
COMMODITIES Total		**400,175**	**357,650**	**(42,525)**	**-10.6%**
OTHER EXPENSE					
441000	**INCIDENTALS**				
	MISCELLANEOUS COSTS INCURRED DURING THE TRANSPORTATION OF EQUIPMENT, INCLUDES FIVE TRANSPONDERS (I-PASS TOLLWAYS)	400	400	-	0.0%
	Subtotal	***400***	***400***	***-***	***0.0%***
442000	**TRAINING**				
	ASE AND EVT TRAINING AND CERTIFICATIONS FOR SIX (6)EMPLOYEES	1,100	1,100	-	0.0%
	VARIOUS EQUIPMENT REPAIR, MAINTENANCE AND CROSS TRAINING FOR SIX (6) EMPLOYEES	2,000	2,000	-	0.0%
	Subtotal	***3,100***	***3,100***	***-***	***0.0%***
446000	**LICENSE- TITLE&INSPECTION FEES**				
	2 SAFETY INSPECTIONS PER YEAR ON 2 TRIPLE-AXLE TRUCKS AT $40.00 PER INSPECTION	160	160	-	0.0%

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Fund	MUNICIPAL GARAGE
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
446000	2 SAFETY INSPECTIONS PER YEAR ON 3 AMBULANCES AT $27 PER INSPECTION	160	160	-	0.0%
	2 SAFETY INSPECTIONS PER YEAR ON 3 SINGLE-AXLE TRAILERS AT $14 PER INSPECTION	85	85	-	0.0%
	2 SAFETY INSPECTIONS PER YEAR ON 4 DOUBLE-AXLE TRAILERS AT $27 PER INSPECTION	215	215	-	0.0%
	2 SAFETY INSPECTIONS PER YEAR ON 41 SINGLE AXLE TRUCKS AT $27 PER INSPECTION	2,215	2,215	-	0.0%
	LICENSE AND TITLE FEES FOR 4 NEW SQUAD CARS AT A COST OF $105 EACH	525	525	-	0.0%
	LICENSE AND TITLE FEES FOR OTHER VEHICLES	1,070	1,070	-	0.0%
	LICENSE RENEWALS FOR 6 POLICE VEHICLES AT A COST OF $101 EACH	610	610	-	0.0%
	SPECIAL LICENSING FOR 2 POLICE SURVEILLANCE VEHICLES AT A COST OF $101 EACH	200	200	-	0.0%
	Subtotal	***5,240***	***5,240***	***-***	***0.0%***
OTHER EXPENSE Total		**8,740**	**8,740**	**-**	**0.0%**
Grand Total		**1,407,785**	**1,417,875**	**10,090**	**0.7%**

DATE: 8/26/20

TO: Michael Braiman, Village Manager

FROM: Brigitte Berger-Raish, Director of Engineering and Public Works

SUBJECT: Budget Justification Memo

Account Number	11273030-422400
Department	Engineering and Public Works
Account Name	Maint. of Emergency Vehicles

Background

This account provides funds for contractual preventative maintenance and demand/emergency repairs of eight fire apparatus and 10 fire passenger vehicles. Fire apparatus includes tower/ladder unit, pumper trucks, rescue squad and ambulances.

On November 12, 2019, the Village Board approved a three-year contract extension (#20008) with the existing vendor for preventative maintence and demand/emergency repairs of fire apparatus. The multi-year contract is set to expire on December 31, 2022, and historically, a significant portion of the account's expenditures associate with work performed under this contract.

Justification

Staff requests a total increase of $7,085 for this account, attributed to the following:

- Increase of $1,085 for preventative maintenance and demand services under contract no. 20008. Refects addition of the old ambulance (FD-209) to the prevenative maintenance and demand services contract. FD-209 was replaced in 2020 as part of the Village's 10-year CIP Budget. The old ambulance is to stay in the existing fleet and serve as a reserve unit, bringing the total number of ambulances in the fleet from three to four units.

- Increase of $6,000 for body and paint work to FD-207 (pick-up truck) which was recently replaced as part of the 2020 CIP Budget. This vehicle is scheduled to remain in the fleet and will be repurposed by the Fire Department. The requested funds will help to extend out its useful life an additional 4-5 years.

Description	2020 Budget	2021 Budget	Increase	Account No.
Maint. of Emergency Vehicles	$51,635	$58,720	$7,085	11273030-422400

Alternative

Defer body and paint work for the existing fire pick-up truck (FD-207) until a future year. However, staff recommends inclusion of the old ambulance (FD-209) to the preventative maintenance contract as the benefit of having an additional reserve unit outweighs the nominal cost for providing continued preventative maintenance.

DATE: 8/26/20

TO: Michael Braiman, Village Manager

FROM: Brigitte Berger-Raish, Director of Engineering and Public Works

SUBJECT: Budget Justification Memo

Account Number	11273030-430100
Department	Engineering and Public Works
Account Name	Supplies-Automotive Parts

Background

This account provides funds for supplies-automotive parts. Supports in-house fleet maintenance operations for vehicles in all departments (or 133 vehicles total).

Justification

The floor scrubber (S-03) was originally scheduled for replacement in 2021 as part of the Village's 10-year CIP Budget. To extend it's useful life and defer replacement until 2025, staff requests $6,000 in funds to repair/restore the existing unit. This machine allows for the most efficient and effective floor cleaning operation. Specifically, in-house staff utilizes S-03 to clean approximately 37,000 sq. feet of garage floor space at the Public Works Facility (5-8 times per year). Periodic floor cleaning is necessary to maintain the integrity of the floor and drainage system by preventing build-up of dirt/mud/stone/sand etc. It also helps to reduce tracking of debris into interior areas (i.e. office, lunchroom, restrooms, etc.) of the facility.

Description	2020 Budget	2021 Budget	Increase	Account No.
Supplies-Auto Parts	$154,700	$160,700	$6,000	11273030-430100

Alternative

Defer restoration/repair until a future year; however, risk significant breakdown resulting in extended downtime and less efficient manual cleaning of garage floor areas.

FUND SUMMARY

In 1998, the Village began accounting for all employee insurance expense through this internal service fund. This includes health, life and unemployment insurance. The flexible benefit program expense is also included in this program. The Village currently provides the following insurance benefits to employees:

- Life Insurance: Term insurance equal to 150% of annual salary up to $110,000
- Unemployment Insurance: Statutory limitations
- Health Insurance: Employees may elect to purchase single, single plus spouse, single plus children or family health insurance coverage from either a PPO or HMO provider
- Flex Benefit Program: Allowance to each employee which may be used to purchase health or dental insurance or allocated to medical expense or dependent care reimbursement.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Contributions from other Funds						
General Fund	2,341,642	2,468,355	2,712,168	2,685,046	2,825,280	113,112
Municipal Garage	96,652	97,391	105,880	104,821	121,985	16,105
Parking Meter Fund	18,788	21,853	22,280	22,057	25,754	3,474
Sewer Fund	89,497	97,978	118,250	117,067	149,499	31,249
Water Fund	437,080	471,437	510,310	505,207	522,554	12,244
TOTAL REVENUES	**2,983,660**	**3,157,013**	**3,468,888**	**3,434,198**	**3,645,072**	**176,184**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Flex Contribution	137,730	140,280	140,420	139,015	142,561	2,141
Health Insurance Premium	2,794,694	2,971,564	3,258,468	3,225,883	3,431,028	172,560
Life Insurance Premium	37,629	38,143	40,000	39,600	40,176	176
Unemployment/Other	14,826	6,547	30,000	29,700	31,307	1,307
TOTAL EXPENSES	**2,984,879**	**3,156,534**	**3,468,888**	**3,434,198**	**3,645,072**	**176,184**

BUDGET ANALYSIS

The Budget provides for all employees to contribute 5% towards the cost of single health coverage premium. Those employees electing family coverage pay 20% of the difference between single and family coverage. To offset a portion of the cost of this expense, employees receive a flex allowance in the amount of $60 per month.

The PPO rate reflects an 6.0% increase and the HMO rates reflects a 0.4% increase. No growth is projected for group life or unemployment compensation.

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	EMPLOYEE INSURANCE FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
INTERFUND TRANSFER								
310010	GENERAL FUND CONTRIBUTION	2,341,642	2,468,355	2,712,168	2,685,046	2,825,280	113,112	4.2%
310020	MUNIC. GARAGE CONTRIBUTION	96,652	97,391	105,880	104,821	121,985	16,105	15.2%
310025	PARKING METER FUND CONTRIB.	18,788	21,853	22,280	22,057	25,754	3,474	15.6%
310030	SEWER FUND CONTRIBUTION	89,497	97,978	118,250	117,067	149,499	31,249	26.4%
310040	WATER FUND CONTRIBUTION	437,080	471,437	510,310	505,207	522,554	12,244	2.4%
INTERFUND TRANSFER Total		**2,983,660**	**3,157,013**	**3,468,888**	**3,434,198**	**3,645,072**	**176,184**	**5.1%**
Grand Total		**2,983,660**	**3,157,013**	**3,468,888**	**3,434,198**	**3,645,072**	**176,184**	**5.1%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	EMPLOYEE INSURANCE FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
INTERFUND TRANSFER					
310010	**GENERAL FUND CONTRIBUTION**				
	GENERAL FUND CONTRIBUTION (INSURANCE)	2,712,168	2,825,280	113,112	4.2%
	Subtotal	***2,712,168***	***2,825,280***	***113,112***	***4.2%***
310020	**MUNIC. GARAGE CONTRIBUTION**				
	MUNICIPAL GARAGE CONTRIBUTION (INSURANCE)	105,880	121,985	16,105	15.2%
	Subtotal	***105,880***	***121,985***	***16,105***	***15.2%***
310025	**PARKING METER FUND CONTRIB.**				
	PARKING METER FUND CONTRIBUTION (INSURANCE)	22,280	25,754	3,474	15.6%
	Subtotal	***22,280***	***25,754***	***3,474***	***15.6%***
310030	**SEWER FUND CONTRIBUTION**				
	SEWER FUND CONTRIBUTION (INSURANCE)	118,250	149,499	31,249	26.4%
	Subtotal	***118,250***	***149,499***	***31,249***	***26.4%***
310040	**WATER FUND CONTRIBUTION**				
	WATER FUND CONTRIBUTION (INSURANCE)	510,310	522,554	12,244	2.4%
	Subtotal	***510,310***	***522,554***	***12,244***	***2.4%***
INTERFUND TRANSFER Total		**3,468,888**	**3,645,072**	**176,184**	**5.1%**
Grand Total		**3,468,888**	**3,645,072**	**176,184**	**5.1%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	EMPLOYEE INSURANCE FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
413000	EMPLOYER FLEX CONTRIBUTION	137,730	140,280	140,420	139,015	142,561	2,141	1.5%
413010	HEALTH INSUR. PREM. NSEBC	1,747,143	1,968,722	2,168,232	2,146,550	2,298,789	130,557	6.0%
413020	HEALTH INSUR. PREM. HMO-IL	1,047,551	1,002,843	1,090,236	1,079,333	1,132,239	42,003	3.9%
414000	GROUP LIFE INSURANCE PREMIUMS	37,629	38,143	40,000	39,600	40,176	176	0.4%
414010	UNEMPLOYMENT COMPENSATION	6,997	6,547	30,000	29,700	31,307	1,307	4.4%
414090	OTHER EMPLOYER CONTRIBUTIONS	7,829	-	-	-	-	-	0.0%
PERSONNEL EXPENSE Total		**2,984,879**	**3,156,534**	**3,468,888**	**3,434,198**	**3,645,072**	**176,184**	**5.1%**
Grand Total		**2,984,879**	**3,156,534**	**3,468,888**	**3,434,198**	**3,645,072**	**176,184**	**5.1%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	EMPLOYEE INSURANCE FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
413000	**EMPLOYER FLEX CONTRIBUTION**				
	FLEXIBLE BENEFIT PROGRAM-$60 PER MONTH FOR UNREPRESENTED EMPLOYEES TO MINIMIZE IMPACT OF HEALTH INSURANCE COST SHARING	140,420	142,561	2,141	1.5%
	Subtotal	***140,420***	***142,561***	***2,141***	***1.5%***
413010	**HEALTH INSUR. PREM. NSEBC**				
	COST OF NORTH SUBURBAN EMPLOYEE BENEFIT COOPERATIVE HEALTH INSURANCE (PPO)	2,168,232	2,298,789	130,557	6.0%
	Subtotal	***2,168,232***	***2,298,789***	***130,557***	***6.0%***
413020	**HEALTH INSUR. PREM. HMO-IL**				
	FUNDING FOR AN HMO HEALTH INSURANCE PLAN ADMINISTERED BY BLUE CROSS/BLUE SHIELD OF IL	1,090,236	1,132,239	42,003	3.9%
	Subtotal	***1,090,236***	***1,132,239***	***42,003***	***3.9%***
414000	**GROUP LIFE INSURANCE PREMIUMS**				
	PROVIDES TERM LIFE INSURANCE FOR ALL FULL-TIME EMPLOYEES	40,000	40,176	176	0.4%
	Subtotal	***40,000***	***40,176***	***176***	***0.4%***
414010	**UNEMPLOYMENT COMPENSATION**				
	UNEMPLOYMENT COMPENSATION	30,000	31,307	1,307	4.4%
	Subtotal	***30,000***	***31,307***	***1,307***	***4.4%***
PERSONNEL EXPENSE Total		**3,468,888**	**3,645,072**	**176,184**	**5.1%**
Grand Total		**3,468,888**	**3,645,072**	**176,184**	**5.1%**

FUND SUMMARY

This program provides the funds to meet the statutory obligations of the Illinois Municipal Retirement Fund (IMRF) Act. IMRF provides retirement and disability benefits for full-time municipal employees (except for sworn Fire and Police Department personnel who are covered under a local pension plan). In 1998, this fund was changed to an internal service fund. The employer's expense for IMRF, FICA and Medicare are reflected in this fund and distributed to those programs with a personnel expense.

In 2020, IMRF reduced their assumed rate of return from 7.5% to 7.25%, which increased the IMRF rate for the Village in 2020. For 2021, the Village's projected rate changed from 11.21% to 10.81%, resulting in a $12,995 budget decrease. The 10-year average rate is 11.2%. The Village's IMRF funding level is 95% at December 31, 2019.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Contributions from other Funds						
General Fund	1,397,173	1,319,043	1,495,050	1,495,050	1,511,696	16,646
Municipal Garage	117,620	106,222	123,600	123,600	126,049	2,449
Parking Meter Fund	17,062	14,706	16,870	16,870	18,458	1,588
Sewer Fund	111,071	110,769	132,760	132,760	133,021	261
Water Fund	482,719	395,496	502,780	502,780	497,092	(5,688)
TOTAL REVENUES	**2,125,646**	**1,946,237**	**2,271,060**	**2,271,060**	**2,286,316**	**15,256**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Employer IMRF	1,200,252	984,102	1,249,690	1,249,690	1,236,695	(12,995)
Employer FICA	629,740	667,369	700,350	700,350	716,923	16,573
Employer Medicare	292,959	290,525	321,020	321,020	332,698	11,678
TOTAL EXPENSES	**2,122,951**	**1,941,996**	**2,271,060**	**2,271,060**	**2,286,316**	**15,256**

BUDGET ANALYSIS

State law establishes the requirement for municipal employees who meet certain criteria to be covered under IMRF. The Village contribution rate for participating employees in 2021 is projected at 18.46% (10.81% for IMRF plus 7.65% for FICA and Medicare subject to the applicable FICA ceiling). The Village rate for employees not eligible to participate in any of the Village's pension plans is 7.65% (FICA and Medicare subject to the applicable FICA ceiling).

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	ILLINOIS MUNICIPAL RETIREMENT
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
INTERFUND TRANSFER								
310010	GENERAL FUND CONTRIBUTION	1,397,173	1,319,043	1,495,050	1,495,050	1,511,696	16,646	1.1%
310020	MUNIC. GARAGE CONTRIBUTION	117,620	106,222	123,600	123,600	126,049	2,449	2.0%
310025	PARKING METER FUND CONTRIB.	17,062	14,706	16,870	16,870	18,458	1,588	9.4%
310030	SEWER FUND CONTRIBUTION	111,071	110,769	132,760	132,760	133,021	261	0.2%
310040	WATER FUND CONTRIBUTION	482,719	395,496	502,780	502,780	497,092	(5,688)	-1.1%
INTERFUND TRANSFER Total		**2,125,646**	**1,946,237**	**2,271,060**	**2,271,060**	**2,286,316**	**15,256**	**0.7%**
Grand Total		**2,125,646**	**1,946,237**	**2,271,060**	**2,271,060**	**2,286,316**	**15,256**	**0.7%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	ILLINOIS MUNICIPAL RETIREMENT
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
INTERFUND TRANSFER					
310010	**GENERAL FUND CONTRIBUTION**				
	GENERAL FUND CONTRIBUTION (EMPLOYEE BENEFITS)	1,495,050	1,511,696	16,646	1.1%
	Subtotal	***1,495,050***	***1,511,696***	***16,646***	***1.1%***
310020	**MUNIC. GARAGE CONTRIBUTION**				
	MUNICIPAL GARAGE CONTRIBUTION (EMPLOYEE BENEFITS)	123,600	126,049	2,449	2.0%
	Subtotal	***123,600***	***126,049***	***2,449***	***2.0%***
310025	**PARKING METER FUND CONTRIB.**				
	PARKING METER FUND CONTRIBUTION (EMPLOYEE BENEFITS)	16,870	18,458	1,588	9.4%
	Subtotal	***16,870***	***18,458***	***1,588***	***9.4%***
310030	**SEWER FUND CONTRIBUTION**				
	SEWER FUND CONTRIBUTION (EMPLOYEE BENEFITS)	132,760	133,021	261	0.2%
	Subtotal	***132,760***	***133,021***	***261***	***0.2%***
310040	**WATER FUND CONTRIBUTION**				
	WATER FUND CONTRIBUTION (EMPLOYEE BENEFITS)	502,780	497,092	(5,688)	-1.1%
	Subtotal	***502,780***	***497,092***	***(5,688)***	***-1.1%***
INTERFUND TRANSFER Total		**2,271,060**	**2,286,316**	**15,256**	**0.7%**
Grand Total		**2,271,060**	**2,286,316**	**15,256**	**0.7%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	ILLINOIS MUNICIPAL RETIREMENT
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
PERSONNEL EXPENSE								
412000	EMPLOYER IMRF	1,200,252	984,102	1,249,690	1,249,690	1,236,695	(12,995)	-1.0%
412010	EMPLOYER FICA	629,740	667,369	700,350	700,350	716,923	16,573	2.4%
412020	EMPLOYER MEDICARE	292,959	290,525	321,020	321,020	332,698	11,678	3.6%
PERSONNEL EXPENSE Total		**2,122,951**	**1,941,996**	**2,271,060**	**2,271,060**	**2,286,316**	**15,256**	**0.7%**
Grand Total		**2,122,951**	**1,941,996**	**2,271,060**	**2,271,060**	**2,286,316**	**15,256**	**0.7%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	ILLINOIS MUNICIPAL RETIREMENT
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
PERSONNEL EXPENSE					
412000	**EMPLOYER IMRF**				
	EMPLOYER IMRF	1,249,690	1,236,695	(12,995)	-1.0%
	Subtotal	***1,249,690***	***1,236,695***	***(12,995)***	***-1.0%***
412010	**EMPLOYER FICA**				
	EMPLOYER FICA	700,350	716,923	16,573	2.4%
	Subtotal	***700,350***	***716,923***	***16,573***	***2.4%***
412020	**EMPLOYER MEDICARE**				
	EMPLOYER MEDICARE	321,020	332,698	11,678	3.6%
	Subtotal	***321,020***	***332,698***	***11,678***	***3.6%***
PERSONNEL EXPENSE Total		**2,271,060**	**2,286,316**	**15,256**	**0.7%**
Grand Total		**2,271,060**	**2,286,316**	**15,256**	**0.7%**

FUND SUMMARY

This Fund was changed to an internal service fund in 1998. The Village is a member of the Intergovernmental Risk Management Agency (IRMA) which administers the State-mandated Workers' Compensation Insurance Program for all Village employees. The estimated contribution to IRMA in 2021 is $205,000. The IRMA contribution is split between four programs: Vehicle Maintenance, General Liability, the Water Fund and this program. Workers' Compensation coverage is afforded to employees up to the statutory limits. The 2021 Budget includes the use of IRMA reserves to offset the Workers' Compensation premium cost.

BUDGET SUMMARY

Revenue by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Insurance Recoveries	24,336	24,919	-	12,500	-	-
Contributions from other Funds						
General Fund	225,776	221,566	127,350	122,300	126,885	(465)
Municipal Garage	8,500	9,250	4,660	4,660	4,813	153
Parking Meter Fund	1,180	1,100	630	640	689	59
Sewer Fund	8,170	8,030	5,020	4,980	4,972	(48)
Water Fund	34,800	34,500	19,040	18,460	18,732	(308)
TOTAL REVENUES	**302,762**	**299,364**	**156,700**	**163,540**	**156,091**	**(609)**

Expense by Category

	Actual FY2018	Actual FY2019	Budget FY2020	Estimate FY2020	Budget FY2021	2020-21 Change
Insurance Expense	291,927	319,125	156,700	154,800	156,091	(609)
TOTAL EXPENSES	**291,927**	**319,125**	**156,700**	**154,800**	**156,091**	**(609)**

BUDGET ANALYSIS

The 'Employee Benefits Expense' account in each department that is assigned personnel includes the distribution of this program's expense. The total IRMA premium for 2021 is projected at $950,000.

Village of Willmette

Proposed 2021 Budget- Revenues

Fund	WORKERS' COMPENSATION FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
OTHER INCOME								
309050	INSURANCE REIMBURSEMENTS	24,336	24,919	-	12,500	-	-	0.0%
OTHER INCOME Total		**24,336**	**24,919**	**-**	**12,500**	**-**	**-**	**0.0%**
INTERFUND TRANSFER								
310010	GENERAL FUND CONTRIBUTION	225,776	221,566	127,350	122,300	126,885	(465)	-0.4%
310020	MUNIC. GARAGE CONTRIBUTION	8,500	9,250	4,660	4,660	4,813	153	3.3%
310025	PARKING METER FUND CONTRIB.	1,180	1,100	630	640	689	59	9.4%
310030	SEWER FUND CONTRIBUTION	8,170	8,030	5,020	4,980	4,972	(48)	-1.0%
310040	WATER FUND CONTRIBUTION	34,800	34,500	19,040	18,460	18,732	(308)	-1.6%
INTERFUND TRANSFER Total		**278,426**	**274,446**	**156,700**	**151,040**	**156,091**	**(609)**	**-0.4%**
Grand Total		**302,762**	**299,364**	**156,700**	**163,540**	**156,091**	**(609)**	**-0.4%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Revenues

Type	REVENUE
Fund	WORKERS' COMPENSATION FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
INTERFUND TRANSFER					
310010	**GENERAL FUND CONTRIBUTION**				
	GENERAL FUND CONTRIBUTION (WORKERS COMPENSATION)	127,350	126,885	(465)	-0.4%
	Subtotal	***127,350***	***126,885***	***(465)***	***-0.4%***
310020	**MUNIC. GARAGE CONTRIBUTION**				
	MUNICIPAL GARAGE CONTRIBUTION (WORKERS COMPENSATION)	4,660	4,813	153	3.3%
	Subtotal	***4,660***	***4,813***	***153***	***3.3%***
310025	**PARKING METER FUND CONTRIB.**				
	PARKING METER FUND CONTRIBUTION (WORKERS COMPENSATION)	630	689	59	9.4%
	Subtotal	***630***	***689***	***59***	***9.4%***
310030	**SEWER FUND CONTRIBUTION**				
	SEWER FUND CONTRIBUTION (WORKERS COMPENSATION)	5,020	4,972	(48)	-1.0%
	Subtotal	***5,020***	***4,972***	***(48)***	***-1.0%***
310040	**WATER FUND CONTRIBUTION**				
	WATER FUND CONTRIBUTION (WORKERS COMPENSATION)	19,040	18,732	(308)	-1.6%
	Subtotal	***19,040***	***18,732***	***(308)***	***-1.6%***
INTERFUND TRANSFER Total		**156,700**	**156,091**	**(609)**	**-0.4%**
Grand Total		**156,700**	**156,091**	**(609)**	**-0.4%**

Village of Willmette

Proposed 2021 Budget- Expenses

Fund	WORKERS' COMPENSATION FUND
Department	(All)
Program	(All)

Row Labels	Object Name	2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
INSURANCE EXPENSE								
450120	WORKERS' COMP. INSURANCE PREM.	250,800	275,800	114,800	114,800	114,191	(609)	-0.5%
450140	WORKERS' COMP. DEDUCTIBLES	41,127	43,325	41,900	40,000	41,900	-	0.0%
INSURANCE EXPENSE Total		**291,927**	**319,125**	**156,700**	**154,800**	**156,091**	**(609)**	**-0.4%**
Grand Total		**291,927**	**319,125**	**156,700**	**154,800**	**156,091**	**(609)**	**-0.4%**

Village of Willmette

Proposed 2021 Budget Line Item Detail - Expenses

Type	EXPENSE
Fund	WORKERS' COMPENSATION FUND
Department	(All)
Program	(All)

		2020 Amount	2021 Amount	Difference ($)	Difference (%)
INSURANCE EXPENSE					
450120	**WORKERS' COMP. INSURANCE PREM.**				
	PROGRAM'S SHARE OF INSURANCE RELATED EXPENSES INCLUDING VILLAGE MEMBERSHIP IN IRMA	114,800	114,191	(609)	-0.5%
	Subtotal	***114,800***	***114,191***	***(609)***	***-0.5%***
450140	**WORKERS' COMP. DEDUCTIBLES**				
	SELF-INSURANCE COMPONENT OF THE WORKERS COMPENSATION INSURANCE PROGRAM	41,900	41,900	-	0.0%
	Subtotal	***41,900***	***41,900***	***-***	***0.0%***
INSURANCE EXPENSE Total		**156,700**	**156,091**	**(609)**	**-0.4%**
Grand Total		**156,700**	**156,091**	**(609)**	**-0.4%**

THE VILLAGE OF
Wilmette
EST. 1872

Personnel

The Village Pay and Classification Plan creates a salary structure wherein most positions are classified within a pay grade.

The Village has two unions. The unions represent Police Officers and Firefighter/Paramedics. Union positions are not reflected in the pay plan. All other applicable positions are placed in a pay grade.

Annually, the Village Board considers an overall salary adjustment to the Pay Plan. For FY 2020, the Village Board authorized a 2.25% increase for nonunion employees and the FY 2021 budget includes a 2.50% increase for nonunion employees. The Police bargaining agreement included a 2.25% increase in FY 2020 and includes a 2.50% increase for FY 2021. The Fire bargaining agreement has not yet been settled for FY 2020 or FY 2021.

In 2011 the Village instituted a two-tier pay plan system for non-union employees hired on or after January 1, 2011. This new pay plan is intended to provide long term cost savings to the Village.

Employees Hired Before January 1, 2011
There are six steps within each pay grade and each step reflects a 4.7% increment. A new employee is generally appointed to Step 1 in the pay grade associated with their position. After six months or after successful completion of a probationary period, the employee will progress to the next step. Annual step increases will continue thereafter until the employee reaches Step 6.

The plan also provides for four longevity increments based on an employee's tenure with the Village. Longevity "A" occurs at 5½ years and reflects a 3.5% increment. Longevity "B" occurs at 10 years, Longevity "C" at 15 years, and Longevity "D" at 20 years with each step reflecting a 2.1% increment.

Employees Hired on or After January 1, 2011
In 2017, the Village Board amended this pay plan. There are twenty steps within each pay grade, with a 1.5% increment between all of the steps. A new employee is generally appointed to Step 1 in the pay grade associated with their position. After one year or after successful completion of a probationary period, the employee will progress to the next step. Annual step increases will continue thereafter until the employee reaches Step 20.

The plan does not provide for longevity increments.

2021 Pay and Classification Plan – Employees hired prior to 1/1/11

Unclassified A
(M) Assistant Village Manager
(M) Community Development Dir.
(M) Corporation Counsel
(M) Finance Director/Treasurer
(M) Admin. Services Dir.
(M) Engineering & PW Dir.
(M) Water Management Dir.

Unclassified B
(M) Deputy Public Works Director
(M) Village Engineer

Pay Grade 28
(M) Assistant Com. Dev. Director
(M) Assistant Village Engineer
(M) Assistant Finance Director (M) Systems Administrator
(M) Data Processing Supervisor

Pay Grade 26
(M) Asst. Water Management Dir.
(M) Vehicle Maint. Supt.
(M) Street/Utility Supt.
(M) Water/Sewer Supt.

Pay Grade 25
Civil Engineer II

Pay Grade 24
(M) Communications Supervisor
Project Manager
(M) Vehicle Maint. Supervisor
(M) Water Plant Supervisor/Lead Operator

Pay Grade 23 ½
Social Worker

Pay Grade 23
(M) Business Development Coord.
(M) Human Resources Manager
Facilities Supervisor
Maintenance Supervisor
Senior Accountant
Village Forester

Pay Grade 22 ½
Mechanic II Equip. Coordinator

Pay Grade 22
Assistant to the Public Works Dir.
(M) Assistant to the Village Manager
Planner III
Procurement Specialist

Pay Grade 21 ½
Building Inspector
Electrical Inspector
Engineering Assistant II
Management Assistant
Mechanic II
Plumbing Inspector
Water Plant Electrician/ Automation Specialist
Water Treatment Operator (Certified)

Pay Grade 21
Accountant
Planner II

Pay Grade 20 ½
Water Plant Chemist

Pay Grade 20
Administrative Analyst
Administrative Assistant II (Finance)
Cable TV Coordinator
Crew Leader/Utility Technician
Engineering Asst. I
Museum Director
Water Meter Supervisor

Pay Grade 19 ½
Maintenance Mech./Utility Tech.

Pay Grade 19
Administrative Assistant I
Community Service Officer II
Executive Secretary/Deputy Village Clerk Mechanic I
Planner I
Maintenance Mechanic
Telecommunicator
Water Plant Mechanic
Water Treatment Operator
Zoning Enforcement Officer

Pay Grade 18 ½
Maintenance Worker II

Pay Grade 18
Executive Secretary

Pay Grade 17 1/2
Meter Repair Tech. I
Parking Control Officer

Pay Grade 17
Building Maintainer II
Instrument Maintainer

Pay Grade 16 ½
Community Service Officer I
Customer Service Supervisor
Data Process Operator III
Deputy Village Clerk
Fire/Police Dept. Secretary
Maintenance Worker I

Pay Grade 16
Administrative Secretary
Building Maintainer I
Permit Clerk
Public Works Dispatcher

Pay Grade 15 ½
Data Process Operator II
Secretary

Pay Grade 14
Crossing Guard
Data Process Operator I
Payroll Clerk

Pay Grade 13
CATV Production Asst. (P/T)

Pay Grade 10
Secretary (P/T)

UNCLASSIFIED
Village Manager
CATV Assistants
Finance Staff (P/T)

Collective Bargaining Agreements
Police Officer
Firefighter
Firefighter/Paramedic
Emergency Vehicle Coordinator*
**position vacated in 2011*

KEY
(M) In Merit Plan
(P/T) Part-time employee

Village of Wilmette 2021 Pay Plan

Employees hired prior to 1/11/2011

Pay	Pay Steps						Longevity Steps			
Grade	1	2	3	4	5	6	A	B	C	D
1	28,443	29,777	31,173	32,642	34,171	35,777	37,030	37,808	38,603	39,410
2	29,777	31,173	32,642	34,171	35,777	37,461	38,770	39,587	40,418	41,265
3	31,173	32,642	34,171	35,777	37,461	39,223	40,597	41,444	42,319	43,206
4	32,642	34,171	35,777	37,461	39,223	41,068	42,502	43,395	44,306	45,237
5	34,171	35,777	37,461	39,223	41,068	42,996	44,502	45,435	46,394	47,365
6	35,777	37,461	39,223	41,068	42,996	45,016	46,597	47,572	48,571	49,591
7	37,461	39,223	41,068	42,996	45,016	47,136	48,787	49,813	50,856	51,924
8	39,223	41,068	42,996	45,016	47,136	49,347	51,075	52,146	53,244	54,361
9	41,068	42,996	45,016	47,136	49,347	51,664	53,477	54,596	55,744	56,916
10	42,996	45,016	47,136	49,347	51,664	54,091	55,989	57,164	58,368	59,591
11	45,016	47,136	49,347	51,664	54,091	56,636	58,623	59,852	61,107	62,393
12	47,136	49,347	51,664	54,091	56,636	59,300	61,378	62,664	63,979	65,323
13	49,347	51,664	54,091	56,636	59,300	62,087	64,257	65,609	66,988	68,393
14	51,664	54,091	56,636	59,300	62,087	65,009	67,279	68,696	70,137	71,609
15	54,091	56,636	59,300	62,087	65,009	68,061	70,443	71,921	73,432	74,975
15 1/2	55,366	57,966	60,689	63,546	66,534	69,660	72,099	73,610	75,159	76,738
16	56,636	59,300	62,087	65,009	68,061	71,254	73,751	75,300	76,882	78,496
16 1/2	57,966	60,689	63,546	66,534	69,660	72,934	75,490	77,072	78,691	80,345
17	59,300	62,087	65,009	68,061	71,254	74,608	77,215	78,839	80,494	82,185
17 1/2	60,689	63,546	66,534	69,660	72,934	76,363	79,036	80,691	82,387	84,121
18	62,087	65,009	68,061	71,254	74,608	78,115	80,847	82,543	84,278	86,047
18 1/2	63,546	66,534	69,660	72,934	76,363	79,950	82,751	84,491	86,266	88,076
19	65,009	68,061	71,254	74,608	78,115	81,788	84,649	86,421	88,237	90,091
19 1/2	66,534	69,660	72,934	76,363	79,950	83,710	86,638	88,460	90,320	92,215
20	68,061	71,254	74,608	78,115	81,788	85,629	88,625	90,487	92,388	94,328
20 1/2	69,660	72,934	76,363	79,950	83,710	87,646	90,713	92,619	94,561	96,549
21	71,254	74,608	78,115	81,788	85,629	89,652	92,791	94,742	96,731	98,760
21-1/2	72,934	76,363	79,950	83,710	87,646	91,765	94,978	96,973	99,008	101,089
22	74,608	78,115	81,788	85,629	89,652	93,863	97,153	99,191	101,275	103,400
22 1/2	76,363	79,950	83,710	87,646	91,765	96,077	99,440	101,531	103,660	105,838
23	78,115	81,788	85,629	89,652	93,863	98,278	101,719	103,854	106,033	108,259
23 1/2	79,950	83,710	87,646	91,765	96,077	100,594	104,115	106,303	108,534	110,815
24	81,788	85,629	89,652	93,863	98,278	102,897	106,498	108,738	111,018	113,351
24 1/2	83,710	87,646	91,765	96,077	100,594	105,324	109,012	111,299	113,637	116,023
25	85,629	89,652	93,863	98,278	102,897	107,735	111,505	113,847	116,239	118,678
25 1/2	87,646	91,765	96,077	100,594	105,324	110,272	114,131	116,529	118,974	121,472
26	89,652	93,863	98,278	102,897	107,735	112,798	116,746	119,200	121,701	124,258
26 1/2	91,765	96,077	100,594	105,324	110,272	115,454	119,496	122,005	124,564	127,182
27	93,863	98,278	102,897	107,735	112,798	118,097	122,231	124,797	127,418	130,094
27 1/2	96,077	100,594	105,324	110,272	115,454	120,878	125,110	127,741	130,418	133,161
28	98,278	102,897	107,735	112,798	118,097	123,650	127,976	130,663	133,410	136,213
28 1/2	100,594	105,324	110,272	115,454	120,878	126,561	130,992	133,742	136,552	139,416
29	102,897	107,735	112,798	118,097	123,650	129,458	133,992	136,807	139,680	142,612
29 1/2	105,324	110,272	115,454	120,878	126,561	132,510	137,148	140,029	142,969	145,970
30	107,735	112,798	118,097	123,650	129,458	135,543	140,290	143,237	146,243	149,315
30 1/2	110,272	115,454	120,878	126,561	132,510	138,738	143,592	146,610	149,689	152,829
31	112,798	118,097	123,650	129,458	135,543	141,915	146,884	149,965	153,119	156,333
32	118,097	123,650	129,458	135,543	141,915	148,588	153,787	157,018	160,315	163,682
33	123,650	129,458	135,543	141,915	148,588	155,570	161,018	164,400	167,852	171,375
34	129,458	135,543	141,915	148,588	155,570	162,884	168,584	172,125	175,739	179,427
35	135,543	141,915	148,588	155,570	162,884	170,541	176,507	180,218	183,998	187,861
36	141,915	148,588	155,570	162,884	170,541	178,556	184,803	188,688	192,649	196,695

Effective Date -- January 1, 2021
Plan reflects a 2.50% across the board increase.

2021 Pay and Classification Plan – Employees hired on or after 1/1/11

Unclassified
Village Manager

Department Directors

Position Grade GG
Assistant Village Manager/Corporation Counsel

Position Grade FF
Engineering & Public Works Director

Position Grade EE
Finance Director

Position Grade CC
Assistant Village Manager
Community Development Director

Position Grade AA
Administrative Services Director
Water Management Director

Regular Pay Schedule

Position Grade R
Human Resources Director
Village Engineer
Deputy Public Works Director

Position Grade P
Assistant Public Works Director

Position Grade N
Assistant Village Engineer
Assistant Finance Director
Assistant Community Dev. Director
Assistant Dir. of Admin. Services
Asst. Water Management Director

Position Grade M
Administration Manager
Street/Utility Superintendent
Systems Administrator
Water/Sewer Superintendent
Vehicle Maint. Superintendent

Position Grade L
Assistant to the Village Manager
Building and Code Supervisor
Civil Engineer II

Position Grade K
Civil Engineer I
Communications Supervisor
Project Manager
Engineering Assistant II
Planner/Business Development
Planner/Zoning
Planner III
Water Plant Supervisor/Lead Operator
Vehicle Maintenance Supervisor

Position Grade J
Facilities Supervisor
Inspector – Building – Electrical – Plumbing
Mechanic III (EVT certified)
Museum Director
Plan Reviewer
Purchasing Manager
Project Engineer
Water Plant Electrician

Position Grade I
Asst. to the Public Works Director
Cable TV Coordinator
Crew Leader
Forester
Mechanic II (ASE certified/equip coord.)
Social Worker
Utility Technician/Crew Leader
Water Meter Supervisor (Crew Leader) Water Plant Chemist
Water Treatment Operator II

Position Grade H
Accountant
Management Assistant
Zoning Enforcement Officer

Position Grade G
Customer Service Supervisor
Engineering Assistant I
Mechanic I
Maintenance Mechanic
Planner II
Records Supervisor
Water Treatment Operator I

Position Grade F
Customer Service Specialist
Legal Assistant/Deputy Village Clerk
Human Resource Generalist I
Maintenance Worker II
Technical Support Specialist
(P/T) Telecommunicator
Webmaster (P/T)
Management Analyst

Position Grade E
Engineering Technician
Fire/Police Secretary (Admin Assist II)
Planner I
WP Instrument Maintainer

Position Grade D
Admin Secretary (Admin Assist I)
Accounts Receivable/Payable Clerk II
Community Services Officer II
Data Processing Clerk II
Facilities Maintainer II
Fire Inspector
Maintenance Worker I
Meter Repair Tech
Permit Technician

Position Grade C
Facilities Maintainer I

Position Grade B
Accounts Receivable/Payable Clerk
Data Processing Clerk
Permit Clerk
Police Records Clerk
Public Works Assistant

Position Grade A
Community Service Officer
Museum Curator

Village of Wilmette 2021 Pay Plan

Employees hired on or after 11/1/2011

Pay Grade	Pay Steps 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
A	47,798	48,516	49,243	49,982	50,732	51,492	52,265	53,049	53,845	54,653	55,473	56,305	57,151	58,008	58,878	59,762	60,657	61,568	62,491	63,428
B	50,665	51,425	52,197	52,979	53,774	54,581	55,400	56,233	57,075	57,932	58,800	59,683	60,579	61,487	62,409	63,345	64,295	65,261	66,240	67,232
C	53,707	54,514	55,332	56,162	57,004	57,860	58,727	59,608	60,503	61,409	62,331	63,265	64,215	65,179	66,157	67,150	68,155	69,178	70,215	71,269
D	56,930	57,784	58,651	59,530	60,423	61,329	62,248	63,182	64,130	65,093	66,069	67,062	68,066	69,088	70,123	71,175	72,243	73,326	74,427	75,544
E	60,344	61,250	62,168	63,101	64,048	65,009	65,984	66,975	67,977	68,998	70,032	71,083	72,149	73,231	74,331	75,446	76,578	77,727	78,892	80,076
F	63,969	64,929	65,902	66,892	67,894	68,913	69,947	70,996	72,061	73,142	74,240	75,353	76,481	77,630	78,795	79,976	81,175	82,393	83,628	84,881
G	67,803	68,821	69,854	70,901	71,965	73,044	74,139	75,252	76,381	77,525	78,688	79,869	81,067	82,282	83,517	84,771	86,042	87,332	88,643	89,973
H	71,874	72,951	74,046	75,156	76,285	77,429	78,590	79,769	80,966	82,181	83,415	84,665	85,935	87,224	88,532	89,860	91,209	92,575	93,964	95,374
I	76,186	77,329	78,488	79,665	80,860	82,073	83,304	84,554	85,822	87,110	88,417	89,743	91,090	92,456	93,843	95,250	96,679	98,129	99,600	101,095
J	80,757	81,968	83,197	84,445	85,712	86,998	88,303	89,627	90,971	92,335	93,721	95,127	96,554	98,002	99,471	100,965	102,478	104,016	105,576	107,160
K	85,602	86,885	88,188	89,511	90,853	92,217	93,599	95,004	96,428	97,875	99,344	100,833	102,346	103,882	105,440	107,021	108,625	110,255	111,908	113,587
L	89,881	91,227	92,596	93,985	95,395	96,826	98,278	99,753	101,250	102,768	104,308	105,874	107,462	109,073	110,710	112,370	114,057	115,767	117,505	119,267
M	94,375	95,790	97,227	98,687	100,165	101,669	103,194	104,743	106,313	107,908	109,526	111,169	112,836	114,528	116,246	117,991	119,760	121,557	123,379	125,229
N	99,092	100,579	102,088	103,619	105,174	106,752	108,353	109,977	111,627	113,301	115,001	116,726	118,477	120,255	122,058	123,890	125,748	127,634	129,549	131,492
O	104,047	105,608	107,192	108,800	110,431	112,087	113,769	115,475	117,208	118,967	120,751	122,562	124,401	126,268	128,162	130,084	132,036	134,017	136,027	138,068
P	109,249	110,890	112,551	114,241	115,953	117,694	119,459	121,250	123,069	124,916	126,790	128,692	130,622	132,580	134,569	136,587	138,636	140,717	142,828	144,970
Q	115,807	117,544	119,308	121,097	122,914	124,757	126,629	128,528	130,457	132,413	134,399	136,416	138,462	140,539	142,646	144,784	146,957	149,161	151,398	153,669
R	121,601	123,423	125,273	127,154	129,061	130,997	132,962	134,957	136,981	139,036	141,121	143,237	145,385	147,566	149,781	152,027	154,307	156,621	158,971	161,356
AA	117,775	119,541	121,334	123,154	125,002	126,878	128,780	130,711	132,672	134,661	136,681	138,732	140,812	142,924	145,068	147,244	149,452	151,695	153,969	156,279
BB	123,661	125,516	127,398	129,309	131,249	133,218	135,217	137,244	139,305	141,393	143,514	145,667	147,852	150,069	152,320	154,605	156,924	159,278	161,668	164,093
CC	129,844	131,790	133,768	135,775	137,811	139,878	141,975	144,106	146,266	148,461	150,687	152,948	155,243	157,572	159,936	162,335	164,769	167,241	169,749	172,296
DD	136,334	138,379	140,455	142,562	144,698	146,870	149,073	151,308	153,579	155,883	158,221	160,594	163,003	165,448	167,931	170,450	173,007	175,603	178,236	180,909
EE	143,150	145,298	147,477	149,691	151,936	154,214	156,528	158,875	161,258	163,677	166,133	168,624	171,153	173,721	176,327	178,972	181,657	184,382	187,149	189,956
FF	150,310	152,564	154,853	157,176	159,533	161,924	164,355	166,820	169,322	171,864	174,442	177,056	179,712	182,408	185,146	187,921	190,741	193,601	196,505	199,453
GG	157,824	160,192	162,596	165,034	167,509	170,022	172,572	175,160	177,788	180,455	183,162	185,908	188,697	191,529	194,402	197,318	200,278	203,281	206,331	209,426
HH	165,715	168,200	170,723	173,284	175,884	178,523	181,201	183,918	186,676	189,476	192,319	195,204	198,131	201,103	204,120	207,183	210,290	213,444	216,647	219,896
U	185,392	188,174	190,995	193,860	196,768	199,720	202,717	205,757	208,845	211,977	215,157	218,383	221,660	224,985	228,360	231,786	235,263	238,792	242,374	246,009

Effective Date -- January 1, 2021

Plan reflects a 2.50% across the board increase.

2021 Pay and Classification Plan – Seasonal/Part-Time Employees hired on or after 1/1/11

P1
Office Clerk

P2
Custodian
Summer Laborer

P3
Bike Patrol Officer
Park Guard

P4
Inspector I
Intern
Landscape Assistant
Leaf Collector
Park Guard Supervisor

P5
Crossing Guard
Front Counter Assistant
Museum Assistant

P6
CATV Production Assistant
Inspector II

Village of Wilmette 2021 Pay Plan

Part-Time or Seasonal Employees hired on or after 11/1/2011

Pay Grade	Pay Steps 1	2	3	4	5
P1	11.85	12.08	12.32	12.58	12.82
P2	14.02	14.30	14.59	14.87	15.17
P3	14.84	15.13	15.44	15.74	16.08
P4	17.63	18.00	18.34	18.68	19.07
P5	20.21	20.63	21.05	21.47	21.90
P6	23.83	24.32	24.81	25.31	25.81

Step Increase is 2% per Step
Effective Date -- January 1, 2021
Plan reflects a 2.50% across the board increase.

2021 Pay and Classification Plan – Sworn Public Safety Positions

Police Department

Position	Salary Range
Chief	$110,548 - $200,369
Deputy Chief	$105,531 - $165,674
Commander	$103,300 - $151,332

	Step 1	Step 2	Step 3	Step 4
Sergeant	127,976	130,663	133,410	136,213

**Sergeants are eligible to receive an annual stipend*

Fire Department

Position	Salary Range
Chief	$110,548 - $200,369
Deputy Chief	$105,531 - $165,674
Duty Chief	$103,300 - $151,332

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Longevity "A"	Longevity "B"	Longevity "C"	Longevity "D"
Lieutenant/ Paramedic	96,077	100,594	105,324	110,272	115,454	120,878	125,108	127,741	130,418	133,161

Village of Wilmette

Personnel Budget Summary

Ten Year History of Authorized Full Time Equivalent Employees

DEPARTMENT	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Administration										
Administration	6.15	6.35	6.05	5.70	5.70	5.85	5.70	5.70	5.70	5.00
Cable Programming Services	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
Museum	1.80	1.80	1.80	1.80	1.80	1.80	1.80	1.80	1.80	2.10
Total Administration FTE's	9.25	9.45	9.15	8.80	8.80	8.95	8.80	8.80	8.80	8.40
Law	-	-	-	-	-	-	1.00	1.00	1.00	1.00
Administrative Services	2.75	2.75	2.75	2.70	2.70	2.70	2.70	2.70	2.70	2.70
Finance	9.20	9.20	10.03	10.65	10.65	10.00	11.04	10.84	10.84	11.84
Community Development:										
Community Development	9.95	10.23	10.43	10.95	11.25	11.25	10.75	11.75	11.75	12.00
Health	2.00	2.00	2.00	2.00	2.00	2.00	-	-	-	-
Total Community Development FTE's	11.95	12.23	12.43	12.95	13.25	13.25	10.75	11.75	11.75	12.00
Engineering and Public Works:										
Engineering	5.55	5.55	5.55	5.50	4.50	4.75	6.25	7.50	8.45	7.45
Buildings & Grounds	3.50	3.50	3.50	3.00	3.00	3.00	3.00	3.00	3.00	3.50
Street Department	22.15	22.00	20.20	21.45	21.00	21.45	21.45	21.45	22.25	23.25
Vehicle Maintenance	6.03	6.40	7.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Sewer & Water	12.00	12.00	13.00	13.00	12.00	12.00	12.00	12.00	12.00	12.00
Total EPW FTE's	49.23	49.45	49.25	48.95	46.50	47.20	48.70	49.95	51.70	52.20
Water Plant	16.80	16.80	16.80	18.00	18.00	18.00	18.00	18.00	18.00	18.00
Fire:										
Sworn Personnel	45.00	46.00	46.00	46.00	45.00	45.00	44.00	44.00	44.00	44.00
Non-Sworn Personnel	2.25	2.25	2.35	2.35	2.00	1.00	1.00	1.00	1.00	1.00
Seasonal Personnel	-	-	-	0.25	0.60	0.60	0.91	0.91	1.15	1.15
Total Fire FTE's	47.25	48.25	48.35	48.60	47.60	46.60	45.91	45.91	46.15	46.15
Police:										
Sworn Personnel	44.00	44.00	44.00	44.00	44.00	44.00	44.00	44.00	44.00	44.00
Non-Sworn Personnel - Operations	4.13	4.13	4.13	3.13	3.13	3.13	3.13	3.13	2.80	2.93
Non-Sworn Personnel - Telecomm.	9.00	9.00	9.00	9.00	9.00	9.00	8.75	8.75	8.75	8.75
Non-Sworn Personnel - Services	4.00	4.00	4.00	5.50	5.50	5.50	5.50	5.50	6.50	6.50
Non-Sworn Personnel - Crossing Guards	5.20	5.20	5.20	5.20	19.00	5.20	5.20	5.20	5.53	5.40
Seasonal Personnel	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Police FTE's	67.33	67.33	67.33	67.83	81.63	67.83	67.58	67.58	68.58	68.58
Total Full Time Equivalent Positions	**213.75**	**215.45**	**216.08**	**218.48**	**229.13**	**214.53**	**214.48**	**216.53**	**219.52**	**220.87**

Village of Wilmette

Personnel Budget Summary

Ten Year History of Authorized Full Time Equivalent Employees - Full Time and Semi-Full Time Employees

DEPARTMENT	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Administration										
Administration	5.60	5.80	6.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Cable Programming Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Museum	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total Administration	7.60	7.80	8.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Law	-	-	-	-	-	-	1.00	1.00	1.00	1.00
Administrative Services	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Finance	6.70	6.20	7.20	8.00	8.00	8.00	9.00	9.00	9.00	10.00
Community Development										
Community Development	8.95	7.35	7.55	8.55	9.75	9.75	9.75	10.75	10.75	11.00
Health	2.00	2.00	2.00	2.00	2.00	2.00	-	-	-	-
Total Community Development	10.95	9.35	9.55	10.55	11.75	11.75	9.75	10.75	10.75	11.00
Engineering and Public Works										
Engineering	5.00	5.00	5.00	5.00	4.00	4.00	5.00	6.00	7.00	6.00
Buildings & Grounds	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Street Department	20.00	19.00	17.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00
Vehicle Maintenance	5.00	6.00	7.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Sewer & Water Dept.	12.00	12.00	13.00	13.00	12.00	12.00	12.00	12.00	12.00	12.00
Total EPW	45.00	45.00	45.00	45.00	43.00	43.00	44.00	45.00	46.00	45.00
Water Plant	16.80	16.80	16.80	18.00	18.00	18.00	18.00	18.00	18.00	18.00
Police:										
Sworn Personnel	44.00	44.00	44.00	44.00	44.00	44.00	44.00	44.00	44.00	44.00
Non-Sworn Personnel - Operation	3.00	3.00	3.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Non-Sworn Personnel - Telecomn	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Non-Sworn Personnel - Services	4.00	4.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Police	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00
Fire:										
Sworn Personnel	45.00	46.00	46.00	46.00	45.00	45.00	44.00	44.00	44.00	44.00
Non-Sworn Personnel	1.80	1.80	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00
Total Fire	46.80	47.80	48.00	48.00	47.00	46.00	45.00	45.00	45.00	45.00
Total Full Time Equivalent Positions for Full-Time and Semi-Full-Time Positions	**193.85**	**192.95**	**194.55**	**196.55**	**194.75**	**193.75**	**193.75**	**195.75**	**196.75**	**197.00**
Gross Number of Positions Receiving Full Benefits	**197**	**195**	**196**	**197**	**195**	**194**	**194**	**196**	**197**	**197**

Village of Wilmette

Personnel Budget Summary

Ten Year History of Authorized Full Time Equivalent Employees - Part Time and Seasonal Employees

DEPARTMENT	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Administration - Part-time	0.55	0.55	0.05	0.70	0.70	0.85	0.70	0.70	0.70	-
Cable Programming - Part-time	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Museum - Part-time	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	1.10
Law - Part-time	-	-	-	-	-	-	-	-	-	-
Administrative Services - Part-time	0.75	0.75	0.75	0.70	0.70	0.70	0.70	0.70	0.70	0.70
Finance - Part-time	2.50	3.00	2.83	2.65	2.65	2.00	2.04	1.84	1.84	1.84
Community Development - Part-time	1.00	2.88	2.88	2.40	1.50	1.50	1.00	1.00	1.00	1.00
Community Development - Seasonal	-	-	-	-	-	-	-	-	-	-
Health	-	-	-	-	-	-	-	-	-	-
Engineering - Part-time	0.55	0.55	0.55	0.50	0.50	0.75	1.25	1.50	1.45	1.45
Engineering - Seasonal	-	-	-	-	-	-	-	-	-	-
Buildings & Grounds - Part-time	0.50	0.50	0.50	-	-	-	-	-	-	0.50
Buildings & Grounds - Seasonal	-	-	-	-	-	-	-	-	-	-
Street Department - Part-time	0.40	1.00	1.20	1.45	1.00	1.45	1.45	1.45	0.50	1.50
Street Department - Seasonal	1.75	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Maintenance - Part-time	1.03	0.40	-	-	-	-	-	-	-	-
Vehicle Maintenance - Seasonal	-	-	-	-	-	-	-	-	-	-
Sewer & Water Dept. - Part-time	-	-	-	-	-	-	-	-	-	-
Water Plant - Part-time	-	-	-	-	-	-	-	-	-	-
Water Plant - Seasonal	-	-	-	-	-	-	-	-	-	-
Police:										
Part-time - Service	-	-	-	0.50	0.50	0.50	0.50	0.75	0.50	0.50
Part-time - Operations	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.80	1.80
Part-time - Telecommunicators	2.00	2.00	2.00	2.00	2.00	1.75	1.75	1.75	1.75	1.75
Part-time - Crossing Guards	5.20	5.20	5.20	5.20	5.20	5.20	5.20	5.53	5.53	5.40
Seasonal Personnel	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fire:										
Part-time	0.45	0.45	0.35	0.35	0.35	0.35	0.66	0.66	0.90	0.90
Seasonal	-	-	-	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total Full Time Equivalent Positions for Part-Time and Seasonal Positions	**19.90**	**22.50**	**21.53**	**21.93**	**20.58**	**20.53**	**20.73**	**21.36**	**21.02**	**21.99**

This summary of full-time equivalent positions by department reflects the total number of employees whose benefits consist primarily of only FICA and Medicare.

Village of Willmette

Proposed 2021 Budget- Payroll Summary

Account Type	EXPENSE
Character	PERSONNEL EXPENSE

		2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
ADMINISTRATION								
CABLE TV	EMPLOYEE BENEFITS	35,957	36,254	40,160	40,160	41,531	1,371	3.4%
	REGULAR WAGES	91,978	95,284	98,750	98,000	101,200	2,450	2.5%
CABLE TV Total		*127,935*	*131,537*	*138,910*	*138,160*	*142,731*	*3,821*	*2.8%*
FIRE & POLICE COMMISSION	EMPLOYEE BENEFITS	15,982	12,892	17,980	17,980	20,088	2,108	11.7%
	REGULAR WAGES	52,900	55,037	56,900	57,000	47,390	(9,510)	-16.7%
FIRE & POLICE COMMISSION Total		*68,882*	*67,928*	*74,880*	*74,980*	*67,478*	*(7,402)*	*-9.9%*
HISTORICAL MUSEUM	EMPLOYEE BENEFITS	28,436	26,091	26,910	26,910	29,345	2,435	9.0%
	REGULAR WAGES	140,300	142,803	140,450	146,000	148,301	7,851	5.6%
HISTORICAL MUSEUM Total		*168,736*	*168,894*	*167,360*	*172,910*	*177,646*	*10,286*	*6.1%*
VILLAGE MANAGER'S OFFICE	EMPLOYEE BENEFITS	140,740	142,058	143,620	143,620	155,391	11,771	8.2%
	REGULAR WAGES	459,806	481,985	474,875	507,000	460,022	(14,853)	-3.1%
VILLAGE MANAGER'S OFFICE Total		*600,546*	*624,043*	*618,495*	*650,620*	*615,413*	*(3,082)*	*-0.5%*
ADMINISTRATION Total		**966,099**	**992,403**	**999,645**	**1,036,670**	**1,003,268**	**3,623**	**0.4%**
COMMUNITY DEVELOPMENT								
COMMUNITY DEVELOPMENT	EMPLOYEE BENEFITS	310,354	362,595	406,580	406,580	415,486	8,906	2.2%
	OVERTIME WAGES	1,312	13,187	500	500	500	-	0.0%
	REGULAR WAGES	906,037	1,013,436	1,064,075	1,060,000	1,122,391	58,316	5.5%
COMMUNITY DEVELOPMENT Total		*1,217,703*	*1,389,218*	*1,471,155*	*1,467,080*	*1,538,377*	*67,222*	*4.6%*
HEALTH	EMPLOYEE BENEFITS	-	(20)	-	-	-	-	0.0%
HEALTH Total		*-*	*(20)*	*-*	*-*	*-*	*-*	*0.0%*
BUSINESS DEVELOPMENT	EMPLOYEE BENEFITS	23,435	25,280	28,995	28,995	23,479	(5,516)	-19.0%
	REGULAR WAGES	58,004	60,799	62,075	62,075	63,980	1,905	3.1%
BUSINESS DEVELOPMENT Total		*81,440*	*86,079*	*91,070*	*91,070*	*87,459*	*(3,611)*	*-4.0%*
COMMUNITY DEVELOPMENT Total		**1,299,143**	**1,475,278**	**1,562,225**	**1,558,150**	**1,625,836**	**63,611**	**4.1%**
FINANCE								
FINANCE	EMPLOYEE BENEFITS	261,751	247,150	244,140	244,140	277,701	33,561	13.7%
	REGULAR WAGES	752,968	769,234	781,650	815,000	852,832	71,182	9.1%
FINANCE Total		*1,014,719*	*1,016,385*	*1,025,790*	*1,059,140*	*1,130,533*	*104,743*	*10.2%*
FINANCE Total		**1,014,719**	**1,016,385**	**1,025,790**	**1,059,140**	**1,130,533**	**104,743**	**10.2%**
FIRE								
FIRE	EMPLOYEE BENEFITS	1,027,638	1,056,981	1,092,790	1,092,790	1,149,731	56,941	5.2%
	OFF-DUTY RESPONSE WAGES	17,135	9,429	10,000	10,000	10,000	-	0.0%
	OVERTIME WAGES	417,555	414,266	312,750	312,750	312,750	-	0.0%
	OVERTIME WAGES - GRANT FUNDED	-	14,478	-	-	-	-	0.0%
	REGULAR WAGES	4,605,645	4,804,864	4,979,825	4,949,000	5,242,737	262,912	5.3%
FIRE Total		*6,067,972*	*6,300,019*	*6,395,365*	*6,364,540*	*6,715,218*	*319,853*	*5.0%*
FIRE Total		**6,067,972**	**6,300,019**	**6,395,365**	**6,364,540**	**6,715,218**	**319,853**	**5.0%**
INFORMATION TECHNOLOGY								
INFORMATION TECHNOLOGY	EMPLOYEE BENEFITS	97,692	94,529	105,705	105,705	94,436	(11,269)	-10.7%
	REGULAR WAGES	287,853	294,098	304,100	272,150	274,841	(29,259)	-9.6%
INFORMATION TECHNOLOGY Total		*385,545*	*388,627*	*409,805*	*377,855*	*369,277*	*(40,528)*	*-9.9%*

Village of Willmette

Proposed 2021 Budget- Payroll Summary

Account Type	EXPENSE
Character	PERSONNEL EXPENSE

		2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
INFORMATION TECHNOLOGY Total		**385,545**	**388,627**	**409,805**	**377,855**	**369,277**	**(40,528)**	**-9.9%**
LAW								
LAW	EMPLOYEE BENEFITS	35,422	30,450	34,990	34,990	36,673	1,683	4.8%
	REGULAR WAGES	176,824	181,245	188,900	204,000	206,677	17,777	9.4%
LAW Total		*212,246*	*211,696*	*223,890*	*238,990*	*243,350*	*19,460*	*8.7%*
LAW Total		**212,246**	**211,696**	**223,890**	**238,990**	**243,350**	**19,460**	**8.7%**
POLICE								
POLICE - CROSSING GUARDS	EMPLOYEE BENEFITS	22,098	20,049	23,075	23,075	21,812	(1,263)	-5.5%
	REGULAR WAGES	242,228	251,008	276,075	250,250	260,962	(15,113)	-5.5%
POLICE - CROSSING GUARDS Total		*264,326*	*271,056*	*299,150*	*273,325*	*282,774*	*(16,376)*	*-5.5%*
POLICE OPERATIONS	EMPLOYEE BENEFITS	920,693	928,500	965,900	965,900	952,754	(13,146)	-1.4%
	OVERTIME WAGES	346,657	344,103	300,000	300,000	300,000	-	0.0%
	OVERTIME WAGES - GRANT FUNDED	3,713	11,895	-	-	-	-	0.0%
	REGULAR WAGES	4,779,840	4,848,151	5,097,850	4,987,700	5,311,143	213,293	4.2%
POLICE OPERATIONS Total		*6,050,903*	*6,132,650*	*6,363,750*	*6,253,600*	*6,563,897*	*200,147*	*3.1%*
POLICE SERVICES	EMPLOYEE BENEFITS	208,772	228,430	254,745	254,745	258,546	3,801	1.5%
	OVERTIME WAGES	-	2,948	300	300	300	-	0.0%
	REGULAR WAGES	541,293	591,432	625,975	590,000	598,227	(27,748)	-4.4%
POLICE SERVICES Total		*750,065*	*822,810*	*881,020*	*845,045*	*857,073*	*(23,947)*	*-2.7%*
PUBLIC SAFETY COMMUNICATIONS	EMPLOYEE BENEFITS	271,888	266,981	286,010	286,010	313,274	27,264	9.5%
	OVERTIME WAGES	88,202	77,339	64,000	64,000	64,000	-	0.0%
	REGULAR WAGES	695,165	733,755	766,000	763,000	784,086	18,086	2.4%
PUBLIC SAFETY COMMUNICATIONS Total		*1,055,255*	*1,078,074*	*1,116,010*	*1,113,010*	*1,161,360*	*45,350*	*4.1%*
POLICE Total		**8,120,549**	**8,304,591**	**8,659,930**	**8,484,980**	**8,865,104**	**205,174**	**2.4%**
SEWER								
SEWER - OPERATIONS	EMPLOYEE BENEFITS	212,160	219,753	258,280	203,000	252,290	(5,990)	-2.3%
	OVERTIME WAGES	10,070	18,574	10,900	14,000	10,900	-	0.0%
	REGULAR WAGES	548,251	644,020	699,775	613,000	630,068	(69,707)	-10.0%
SEWER - OPERATIONS Total		*770,482*	*882,346*	*968,955*	*830,000*	*893,258*	*(75,697)*	*-7.8%*
SEWER - STORM WATER PUMP STATI	EMPLOYEE BENEFITS	3,197	2,749	2,545	40,000	42,557	40,012	1572.2%
	OVERTIME WAGES	16,554	16,291	13,000	15,500	13,000	-	0.0%
	REGULAR WAGES	-	-	-	60,000	65,610	65,610	0.0%
SEWER - STORM WATER PUMP STATI Total		*19,750*	*19,040*	*15,545*	*115,500*	*121,167*	*105,622*	*679.5%*
SEWER Total		**790,232**	**901,387**	**984,500**	**945,500**	**1,014,425**	**29,925**	**3.0%**
WATER								
WATER - BILLING	EMPLOYEE BENEFITS	39,118	22,301	47,490	47,490	19,311	(28,179)	-59.3%
	OVERTIME WAGES	-	-	500	500	500	-	0.0%
	REGULAR WAGES	75,737	58,605	76,025	76,025	53,670	(22,355)	-29.4%
WATER - BILLING Total		*114,855*	*80,906*	*124,015*	*124,015*	*73,481*	*(50,534)*	*-40.7%*
WATER - DISTRIBUTION	EMPLOYEE BENEFITS	182,872	169,920	201,450	201,450	206,094	4,644	2.3%
	OVERTIME WAGES	45,241	34,390	37,600	29,000	37,600	-	0.0%
	REGULAR WAGES	437,466	444,468	475,275	455,000	481,419	6,144	1.3%

Village of Willmette

Proposed 2021 Budget- Payroll Summary

Account Type	EXPENSE
Character	PERSONNEL EXPENSE

		2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
WATER - DISTRIBUTION Total		*665,579*	*648,778*	*714,325*	*685,450*	*725,113*	*10,788*	*1.5%*
WATER - METERING & RESERVOIR	EMPLOYEE BENEFITS	50,672	49,921	54,910	54,910	56,439	1,529	2.8%
	OVERTIME WAGES	33	68	625	625	625	-	0.0%
	REGULAR WAGES	147,840	152,459	156,500	135,000	161,766	5,266	3.4%
WATER - METERING & RESERVOIR Total		*198,545*	*202,448*	*212,035*	*190,535*	*218,830*	*6,795*	*3.2%*
WATER - MISCELLANEOUS	EMPLOYEE BENEFITS	109,882	110,087	117,675	117,675	130,845	13,170	11.2%
	REGULAR WAGES	343,227	370,309	384,050	380,000	397,067	13,017	3.4%
WATER - MISCELLANEOUS Total		*453,108*	*480,395*	*501,725*	*497,675*	*527,912*	*26,187*	*5.2%*
WATER - PLANT OPERATIONS	EMPLOYEE BENEFITS	603,073	583,215	642,460	642,460	659,939	17,479	2.7%
	OVERTIME WAGES	32,142	37,574	35,725	42,000	35,725	-	0.0%
	REGULAR WAGES	1,492,073	1,379,842	1,504,275	1,475,000	1,529,613	25,338	1.7%
WATER - PLANT OPERATIONS Total		*2,127,288*	*2,000,631*	*2,182,460*	*2,159,460*	*2,225,277*	*42,817*	*2.0%*
WATER Total		**3,559,376**	**3,413,159**	**3,734,560**	**3,657,135**	**3,770,613**	**36,053**	**1.0%**
ENGINEERING & PUBLIC WORKS								
BUILDINGS & GROUNDS	EMPLOYEE BENEFITS	84,113	86,919	105,580	105,580	108,209	2,629	2.5%
	OVERTIME WAGES	9,910	11,803	10,575	8,800	10,580	5	0.0%
	REGULAR WAGES	223,683	188,248	205,600	215,000	231,166	25,566	12.4%
BUILDINGS & GROUNDS Total		*317,706*	*286,969*	*321,755*	*329,380*	*349,955*	*28,200*	*8.8%*
ENGINEERING	EMPLOYEE BENEFITS	157,337	158,806	188,250	188,250	182,598	(5,652)	-3.0%
	OVERTIME WAGES	-	44	500	-	500	-	0.0%
	REGULAR WAGES	457,408	511,614	548,525	554,000	573,585	25,060	4.6%
ENGINEERING Total		*614,744*	*670,464*	*737,275*	*742,250*	*756,683*	*19,408*	*2.6%*
MUNICIPAL GARAGE	EMPLOYEE BENEFITS	229,393	222,193	242,190	240,000	264,322	22,132	9.1%
	OVERTIME WAGES	3,936	5,684	6,000	4,000	6,000	-	0.0%
	REGULAR WAGES	610,731	631,256	651,525	645,000	674,823	23,298	3.6%
MUNICIPAL GARAGE Total		844,060	859,132	899,715	889,000	945,145	45,430	5.0%
PUBLIC PARKING - CTA	EMPLOYEE BENEFITS	17,980	17,685	20,550	20,550	21,321	771	3.8%
	OVERTIME WAGES	363	-	575	-	2,250	1,675	291.3%
	REGULAR WAGES	42,421	43,103	43,925	43,925	45,447	1,522	3.5%
PUBLIC PARKING - CTA Total		*60,764*	*60,788*	*65,050*	*64,475*	*69,018*	*3,968*	*6.1%*
PUBLIC PARKING - VILLAGE CENTE	EMPLOYEE BENEFITS	19,050	19,704	23,400	23,400	24,118	718	3.1%
	OVERTIME WAGES	-	101	2,250	100	560	(1,690)	-75.1%
	REGULAR WAGES	47,357	46,934	49,250	49,250	50,943	1,693	3.4%
PUBLIC PARKING - VILLAGE CENTE Total		*66,407*	*66,738*	*74,900*	*72,750*	*75,621*	*721*	*1.0%*
STREET LIGHTING	EMPLOYEE BENEFITS	43,121	39,290	46,950	46,950	39,844	(7,106)	-15.1%
	OVERTIME WAGES	3,973	4,929	6,575	6,400	6,560	(15)	-0.2%
	REGULAR WAGES	114,130	118,354	126,725	111,450	106,568	(20,157)	-15.9%
STREET LIGHTING Total		*161,223*	*162,572*	*180,250*	*164,800*	*152,972*	*(27,278)*	*-15.1%*
STREETS	EMPLOYEE BENEFITS	371,834	372,780	413,810	413,810	427,353	13,543	3.3%
	OVERTIME WAGES	87,374	104,696	93,875	76,000	93,860	(15)	0.0%
	REGULAR WAGES	1,041,206	1,062,106	1,094,525	1,032,250	1,108,967	14,442	1.3%
STREETS Total		*1,500,413*	*1,539,582*	*1,602,210*	*1,522,060*	*1,630,180*	*27,970*	*1.7%*

Village of Willmette

Proposed 2021 Budget- Payroll Summary

Account Type	EXPENSE
Character	PERSONNEL EXPENSE

		2018 Actuals	2019 Actuals	2020 Budget	2020 Estimate	2021 Proposed	Change ($)	Change (%)
TREE MAINTENANCE	EMPLOYEE BENEFITS	116,074	104,153	119,550	119,550	121,986	2,436	2.0%
	OVERTIME WAGES	5,061	5,307	9,000	5,600	8,990	(10)	-0.1%
	REGULAR WAGES	273,777	281,450	290,975	281,000	301,039	10,064	3.5%
TREE MAINTENANCE Total		*394,912*	*390,911*	*419,525*	*406,150*	*432,015*	*12,490*	*3.0%*
ENGINEERING & PUBLIC WORKS Total		**3,960,229**	**4,037,156**	**4,300,680**	**4,190,865**	**4,411,589**	**110,909**	**2.6%**
Grand Total		**26,376,109**	**27,040,700**	**28,296,390**	**27,913,825**	**29,149,213**	**852,823**	**3.0%**

Village of Wilmette

2021 Salary Worksheets

DEPARTMENT	VILLAGE MANAGER'S OFFICE

			2020	2021
VILLAGE MANAGER	FRENZER	SALARY	243,997	
		BENEFITS	61,073	
	BRAIMAN	SALARY		240,000
		BENEFITS		58,509
VILLAGE MANAGER Total			**305,070**	**298,509**
ASSISTANT VILLAGE MANAGER	BRAIMAN	SALARY	189,660	
		BENEFITS	51,867	
	HALLGREN	SALARY		160,536
		BENEFITS		52,447
ASSISTANT VILLAGE MANAGER Total			**241,527**	**212,983**
ASSISTANT DIR OF ADMIN SVCS	PREJZNER	SALARY	126,389	
		BENEFITS	42,622	
ASSISTANT DIR OF ADMIN SVCS Total			**169,011**	
HUMAN RESOURCES MANAGER	CEASE	SALARY	98,805	104,454
		BENEFITS	47,395	49,475
HUMAN RESOURCES MANAGER Total			**146,200**	**153,929**
EXEC SEC/VIL DEPUTY CLERK	NORWOOD	SALARY	74,616	80,475
		BENEFITS	34,325	43,049
EXEC SEC/VIL DEPUTY CLERK Total			**108,941**	**123,525**
MANAGEMENT ANALYST	ARTEAGA	SALARY		64,929
		BENEFITS		23,272
MANAGEMENT ANALYST Total				**88,201**
FRONT COUNTER ASSISTANT (PT)	DREWS	SALARY	31,286	
		BENEFITS	6,122	
FRONT COUNTER ASSISTANT (PT) Total			**37,408**	
Grand Total			**1,008,157**	**877,147**

Village of Wilmette

2021 Salary Worksheets

DEPARTMENT	LAW

			2020	2021
CORPORATION COUNSEL	STEIN	SALARY	188,879	
		BENEFITS	34,990	
CORPORATION COUNSEL Total			**223,869**	
ASST VILLAGE MGR/CORP COUNSEL	STEIN	SALARY		206,677
		BENEFITS		36,673
ASST VILLAGE MGR/CORP COUNSEL Total				**243,350**
Grand Total			**223,869**	**243,350**

Village of Wilmette

2021 Salary Worksheets

DEPARTMENT	NON-DEPARTMENTAL
DIVISION	CABLE PROGRAMMING

			2020	2021
CABLE TV COORDINATOR	MEERSMAN	SALARY	92,027	94,328
		BENEFITS	39,590	40,750
CABLE TV COORDINATOR Total			**131,617**	**135,078**
CATV PRODUCTION ASSISTANT (PT)	VICK	SALARY	4,845	4,965
		BENEFITS	405	415
CATV PRODUCTION ASSISTANT (PT) Total			**5,250**	**5,380**
CATV ASSISTANT (CAMERA)	JACOBI	SALARY	1,860	1,907
		BENEFITS	155	365
CATV ASSISTANT (CAMERA) Total			**2,015**	**2,272**
Grand Total			**138,883**	**142,730**

Village of Wilmette

2021 Salary Worksheets

DEPARTMENT	NON-DEPARTMENTAL
DIVISION	HISTORICAL MUSEUM

			2020	2021
MUSEUM DIRECTOR	HUSSEY-ARNTSON	SALARY	92,027	94,328
		BENEFITS	19,074	21,082
MUSEUM DIRECTOR Total			**111,101**	**115,410**
MUSEUM ASSISTANT (PT)	HAWKINSON	SALARY		3,935
		BENEFITS		329
	LEARY	SALARY	33,778	
		BENEFITS	6,610	
	RAMIREZ	SALARY		34,688
		BENEFITS		6,649
	WINSTON	SALARY	14,630	15,350
		BENEFITS	1,223	1,283
MUSEUM ASSISTANT (PT) Total			**56,241**	**62,234**
Grand Total			**167,342**	**177,644**

Village of Wilmette

2021 Salary Worksheets

DEPARTMENT	ADMINISTRATIVE SERVICES

			2020	2021
ADMIN SERVICES DIRECTOR	SKILES	SALARY	162,869	167,541
		BENEFITS	58,458	59,768
ADMIN SERVICES DIRECTOR Total			**221,327**	**227,308**
SYSTEMS ADMINISTRATOR	NGUYEN	SALARY	127,476	131,950
		BENEFITS	49,628	50,179
SYSTEMS ADMINISTRATOR Total			**177,104**	**182,128**
TECH SUPPORT SPECIALIST (PT)	LITTLE	SALARY	41,600	43,120
		BENEFITS	8,141	8,265
TECH SUPPORT SPECIALIST (PT) Total			**49,741**	**51,385**
Grand Total			**448,171**	**460,821**

DEPARTMENT	COMMUNITY DEVELOPMENT

			2020	2021
ASSISTANT DIR OF COM DEV	ROBERTS	SALARY	132,891	136,813
		BENEFITS	38,180	38,974
ASSISTANT DIR OF COM DEV Total			**171,071**	**175,787**
BUILDING INSPECTOR	NORMAN	SALARY	94,608	96,973
		BENEFITS	30,631	31,278
BUILDING INSPECTOR Total			**125,239**	**128,251**
BUSINESS DEVELOPMNT COORDINATR	SIVERTSEN	SALARY	103,447	106,633
		BENEFITS	48,310	39,132
BUSINESS DEVELOPMNT COORDINATR Total			**151,757**	**145,765**
CODE ENFORCEMENT OFFICER	BLUMENTHAL	SALARY	84,313	86,421
		BENEFITS	34,325	35,227
CODE ENFORCEMENT OFFICER Total			**118,638**	**121,648**
CODE ENFORCEMENT OFFICER (PT)	THOMPSON	SALARY	42,157	42,873
		BENEFITS	8,249	8,218
CODE ENFORCEMENT OFFICER (PT) Total			**50,406**	**51,091**
DIR OF COMMUNITY DEVELOPMENT	ADLER	SALARY	170,799	175,669
		BENEFITS	53,062	54,066
DIR OF COMMUNITY DEVELOPMENT Total			**223,861**	**229,735**
OVERTIME - COM DEV	OVERTIME - COM DEV	BENEFITS	98	92
		OVERTIME	500	500
OVERTIME - COM DEV Total			**598**	**592**
PERMIT CLERK	LARA	SALARY	57,366	59,400
		BENEFITS	33,406	33,762
	SCHULTHEIS	SALARY		61,329
		BENEFITS		41,112
PERMIT CLERK Total			**90,772**	**195,602**
PERMIT TECHNICIAN	SCHULTHEIS	SALARY	58,949	
		BENEFITS	39,495	
PERMIT TECHNICIAN Total			**98,444**	
PLAN REVIEWER	BERG	SALARY	98,502	102,511
		BENEFITS	40,867	42,331
PLAN REVIEWER Total			**139,369**	**144,842**
PLANNER III	MCMANUS	SALARY	83,514	87,485
		BENEFITS	26,611	26,871
	RANDOLPH	SALARY	74,104	101,275
		BENEFITS	39,104	44,253
PLANNER III Total			**223,333**	**259,884**
PLUMBING INSPECTOR	BOOKER	SALARY	88,752	91,028
		BENEFITS	40,161	40,480
PLUMBING INSPECTOR Total			**128,913**	**131,507**
SECRETARY PT	BATTISTONI	SALARY	36,732	37,961
		BENEFITS	3,070	3,173
SECRETARY PT Total			**39,802**	**41,135**
Grand Total			**1,562,203**	**1,625,839**

Village of Wilmette

2021 Salary Worksheets

DEPARTMENT	FINANCE

			2020	2021
ACCOUNTANT	FREIMANIS	SALARY	85,097	89,685
		BENEFITS	32,647	34,064
	WAYLAND	SALARY	85,097	89,630
		BENEFITS	26,923	28,066
ACCOUNTANT Total			**229,765**	**241,446**
ACCOUNTANT/PART TIME	SUAREZ	SALARY	36,120	37,785
		BENEFITS	7,068	7,243
ACCOUNTANT/PART TIME Total			**43,188**	**45,028**
ACCTS RECEIVBLE CLRK	JOYCE	SALARY	50,171	52,797
		BENEFITS	25,695	26,882
	O'MALLEY	SALARY	51,687	54,542
		BENEFITS	10,114	11,552
ACCTS RECEIVBLE CLRK Total			**137,667**	**145,773**
AP/AR CLERK	PRISTOVNIK	SALARY	50,171	52,604
		BENEFITS	29,439	30,840
AP/AR CLERK Total			**79,610**	**83,444**
ASSISTANT FINANCE DIRECTOR	JAROG	SALARY		136,935
		BENEFITS		27,521
	RISKO	SALARY	108,904	
		BENEFITS	31,618	
ASSISTANT FINANCE DIRECTOR Total			**140,522**	**164,456**
FRONT COUNTER ASSISTANT (PT)	FRONT COUNTER ASSISTANTS	SALARY	71,270	
		BENEFITS	13,946	
	ROBERTS	SALARY		39,388
		BENEFITS		7,550
	VACANT (1)	SALARY		34,193
		BENEFITS		6,554
FRONT COUNTER ASSISTANT (PT) Total			**85,216**	**87,686**
CUSTOMER SERVICE SPECIALIST	ISSAC	SALARY		65,610
		BENEFITS		40,158
CUSTOMER SERVICE SPECIALIST Total				**105,767**
CUSTOMER SERVICE SUPERVISOR	PADRON	SALARY	67,142	70,847
		BENEFITS	39,301	41,184
CUSTOMER SERVICE SUPERVISOR Total			**106,443**	**112,031**
FINANCE DIRECTOR/TREASURER	GALL	SALARY	185,323	190,556
		BENEFITS	51,281	52,023
FINANCE DIRECTOR/TREASURER Total			**236,604**	**242,579**
OVERTIME - FINANCE WATER FUND	OVERTIME - FINANCE WATER FUND	BENEFITS	98	92
		OVERTIME	500	500
OVERTIME - FINANCE WATER FUND Total			**598**	**592**
PROCUREMENT SPECIALIST	RUEMMLER	SALARY	87,441	92,821
		BENEFITS	33,110	34,670
PROCUREMENT SPECIALIST Total			**120,551**	**127,492**
Grand Total			**1,180,164**	**1,356,294**

DEPARTMENT	ENGINEERING & PUBLIC WORKS

			2020	2021
ASST DIRECTOR OF ENGINEERING	CRUZ	SALARY	130,156	134,010
		BENEFITS	47,109	48,417
ASST DIRECTOR OF ENGINEERING Total			**177,265**	**182,426**
ASST TO DIRECTOR OF PW	MCDONNELL	SALARY	86,260	90,011
		BENEFITS	28,985	29,933
ASST TO DIRECTOR OF PW Total			**115,245**	**119,944**
BUILDING MAINTAINER	CORCORAN	SALARY	53,184	54,957
		BENEFITS	30,738	31,097
	HARTIGAN	SALARY	53,184	55,643
		BENEFITS	30,738	31,232
	KNUDSON	SALARY		18,302
		BENEFITS		1,530
BUILDING MAINTAINER Total			**167,843**	**192,761**
MANAGEMENT ANALYST	ARTEAGA	SALARY	58,872	
		BENEFITS	21,711	
MANAGEMENT ANALYST Total			**80,583**	
CREW LEADER	CONRAD JR	SALARY	92,027	94,328
		BENEFITS	37,706	37,954
	CORCORAN	SALARY	82,492	
		BENEFITS	28,242	
	DEBOER	SALARY	92,027	94,328
		BENEFITS	42,638	42,910
	FALCONE	SALARY		81,618
		BENEFITS		34,299
	RINDFLEISCH	SALARY	92,027	94,328
		BENEFITS	39,590	40,750
CREW LEADER Total			**506,750**	**520,515**
DEPUTY DIRECTOR OF PUBLIC WORK	LAM	SALARY	147,450	151,736
		BENEFITS	40,437	40,942
DEPUTY DIRECTOR OF PUBLIC WORK Total			**187,887**	**192,678**
DIRECTOR OF PUBLIC WORKS	BERGER-RAISH	SALARY	194,588	200,053
		BENEFITS	56,278	57,265
DIRECTOR OF PUBLIC WORKS Total			**250,866**	**257,317**
ENGINEERING ASSISTANT I	KORDEK	SALARY	72,331	76,417
		BENEFITS	23,335	24,733
ENGINEERING ASSISTANT I Total			**95,666**	**101,150**
ENGINEERING INTERN	SUMMER ENGINEERING INTERNS	SALARY	28,190	30,227
		BENEFITS	2,356	2,527
ENGINEERING INTERN Total			**30,546**	**32,753**
ENGINEERING TECHNICIAN	MIHALOPOULOS	SALARY	45,063	43,870
		BENEFITS	8,818	8,409
ENGINEERING TECHNICIAN Total			**53,881**	**52,280**
FACILITIES MANAGER	RAMAKER	SALARY	104,546	107,760
		BENEFITS	45,107	45,505
FACILITIES MANAGER Total			**149,653**	**153,265**
FALL LABORER	TEMPORARY LABORERS - STREETS	SALARY	39,617	42,312
		BENEFITS	3,311	3,537
FALL LABORER Total			**42,928**	**45,849**
FORESTRY INTERN	FORESTRY INTERN	SALARY	6,673	7,052
		BENEFITS	558	589
FORESTRY INTERN Total			**7,231**	**7,641**
FRONT COUNTER ASST	DREWS	SALARY		52,979
		BENEFITS		20,930
FRONT COUNTER ASST Total				**73,909**
GIS INTERN	GIS INTERNS	SALARY	18,794	19,746
		BENEFITS	1,571	1,650
GIS INTERN Total			**20,365**	**21,396**
LANDSCAPE ASSISTANT	SEASONAL LANDSCAPE ASSTS.	SALARY	34,400	35,542
		BENEFITS	2,875	2,971

DEPARTMENT	ENGINEERING & PUBLIC WORKS

			2020	2021
LANDSCAPE ASSISTANT Total			**37,275**	**38,513**
MAINTENANCE WORKER I	FALCONE	SALARY	75,737	
		BENEFITS	32,634	
	GOMEZ	SALARY	56,375	58,470
		BENEFITS	19,976	20,326
	NG	SALARY		57,784
		BENEFITS		21,872
	O'MALLEY	SALARY	56,375	58,944
		BENEFITS	20,864	21,319
	PERRI	SALARY	57,220	59,127
		BENEFITS	21,033	21,355
	TOPPEL	SALARY	57,220	59,127
		BENEFITS	37,317	38,887
	VACANT (1a)	SALARY		56,930
		BENEFITS		27,692
	VACANT (1b)	SALARY		56,930
		BENEFITS		27,692
MAINTENANCE WORKER I Total			**434,750**	**586,454**
MAINTENANCE WORKER II	ARCHIBALD	SALARY	69,264	
		BENEFITS	25,622	
	FIORETTO	SALARY	66,238	68,999
		BENEFITS	22,837	24,070
	GARCIA	SALARY	85,928	88,076
		BENEFITS	36,504	36,747
	HOFFMAN	SALARY	84,162	86,266
		BENEFITS	28,571	29,209
	KRAHN	SALARY	66,238	68,870
		BENEFITS	23,186	24,045
	MORRISSEY	SALARY	70,303	
		BENEFITS	24,594	
	NONNEMACHER	SALARY	84,162	86,266
		BENEFITS	28,223	28,429
	NOVY	SALARY	84,162	86,266
		BENEFITS	41,087	41,353
	PETERSON	SALARY	66,238	69,171
		BENEFITS	39,124	40,856
	RENTERIA	SALARY	85,928	88,076
		BENEFITS	36,504	36,747
	RICCI	SALARY	69,264	71,572
		BENEFITS	41,558	43,119
	SANTINI	SALARY	84,162	86,266
		BENEFITS	34,295	35,197
	TRAVIS	SALARY	66,238	69,214
		BENEFITS	28,911	30,100
MAINTENANCE WORKER II Total			**1,393,302**	**1,238,916**
MECHANIC II	PATER	SALARY	91,554	95,310
		BENEFITS	30,029	36,944
	RODRIGUEZ	SALARY	91,554	95,310
		BENEFITS	42,545	43,100
	STOCKINGER	SALARY	91,554	95,548
		BENEFITS	30,029	31,002
MECHANIC II Total			**377,265**	**397,214**
MECHANIC II EQ COORDINATOR	ABPLANALP	SALARY	99,979	104,406
		BENEFITS	41,158	49,465
	SPARKS	SALARY	103,257	105,838
		BENEFITS	39,972	42,974
MECHANIC II EQ COORDINATOR Total			**284,367**	**302,684**
OVERTIME - BUILDINGS & GROUNDS	OVERTIME - BUILDINGS & GROUNDS	BENEFITS	2,070	1,953
		OVERTIME	10,580	10,580

DEPARTMENT	ENGINEERING & PUBLIC WORKS

			2020	2021
OVERTIME - BUILDINGS & GROUNDS Total			**12,650**	**12,533**
OVERTIME - ENGR.	OVERTIME - ENGR.	BENEFITS	98	92
		OVERTIME	500	500
OVERTIME - ENGR. Total			**598**	**592**
OVERTIME - GARAGE	OVERTIME - GARAGE	BENEFITS	1,174	1,108
		OVERTIME	6,000	6,000
OVERTIME - GARAGE Total			**7,174**	**7,108**
OVERTIME - PARKING METER FUND	OVERTIME - PARKING METER FUND	BENEFITS	550	519
		OVERTIME	2,810	2,810
OVERTIME - PARKING METER FUND Total			**3,360**	**3,329**
OVERTIME - SEWER MAINT.	OVERTIME - SEWER MAINT.	BENEFITS	2,129	2,012
		OVERTIME	10,878	10,900
OVERTIME - SEWER MAINT. Total			**13,007**	**12,912**
OVERTIME - STREET LIGHTING	OVERTIME - STREET LIGHTING	BENEFITS	1,284	1,211
		OVERTIME	6,560	6,560
OVERTIME - STREET LIGHTING Total			**7,844**	**7,771**
OVERTIME - STREETS	OVERTIME - STREETS	BENEFITS	18,367	17,327
		OVERTIME	93,860	93,860
OVERTIME - STREETS Total			**112,227**	**111,187**
OVERTIME - TREES	OVERTIME - TREES	BENEFITS	1,759	1,660
		OVERTIME	8,990	8,990
OVERTIME - TREES Total			**10,749**	**10,650**
OVERTIME - WATER DISTRIB.	OVERTIME - WATER DISTRIB.	BENEFITS	7,356	6,941
		OVERTIME	37,589	37,600
OVERTIME - WATER DISTRIB. Total			**44,945**	**44,541**
PROJECT ENGINEER	SMITH	SALARY	78,787	81,968
		BENEFITS	25,679	26,586
PROJECT ENGINEER Total			**104,466**	**108,554**
PROJECT MANAGER	HORN	SALARY	105,976	111,406
		BENEFITS	42,341	44,050
	KEARNEY	SALARY	84,766	89,339
		BENEFITS	26,138	28,010
PROJECT MANAGER Total			**259,221**	**272,805**
STREET SUPERINTENDENT	MUZIK	SALARY	118,733	122,766
		BENEFITS	41,112	42,248
STREET SUPERINTENDENT Total			**159,845**	**165,015**
UTILITY TECHNICIAN	BAGEL	SALARY	92,027	94,328
		BENEFITS	35,874	37,954
UTILITY TECHNICIAN Total			**127,901**	**132,282**
VEHICLE MAINT SUPERINTENDENT	SMITH	SALARY	122,175	125,230
		BENEFITS	41,819	43,924
VEHICLE MAINT SUPERINTENDENT Total			**163,994**	**169,154**
VILLAGE ENGINEER	MANIS	SALARY	148,319	157,907
		BENEFITS	54,658	56,711
VILLAGE ENGINEER Total			**202,977**	**214,617**
VILLAGE FORESTER	SORBY	SALARY	103,447	106,633
		BENEFITS	32,026	32,364
	WASLEY	SALARY	77,722	81,662
		BENEFITS	41,405	43,279
VILLAGE FORESTER Total			**254,600**	**263,938**
WATER/SEWER SUPERINTENDENT	OVEREEM	SALARY	122,175	125,829
		BENEFITS	43,703	45,043
WATER/SEWER SUPERINTENDENT Total			**165,878**	**170,872**
Grand Total			**6,065,102**	**6,225,524**

DEPARTMENT	FIRE

			2020	2021
DEPUTY FIRE CHIEF	BRILL	SALARY	151,725	156,118
		BENEFITS	27,995	28,169
DEPUTY FIRE CHIEF Total			**179,720**	**184,287**
FIRE CHIEF	WOZNEY	SALARY	166,511	171,274
		BENEFITS	31,756	33,127
FIRE CHIEF Total			**198,267**	**204,401**
FIRE DEPT SECRETARY	ANDERSON	SALARY	80,530	82,543
		BENEFITS	27,855	28,490
FIRE DEPT SECRETARY Total			**108,385**	**111,033**
FIRE DUTY CHIEF (FOII)	BENTZ	SALARY	140,886	145,008
		BENEFITS	19,120	21,757
	BUCCI	SALARY	140,886	144,408
		BENEFITS	18,616	20,567
	MENZIES	SALARY	140,886	145,008
		BENEFITS	27,744	27,913
FIRE DUTY CHIEF (FOII) Total			**488,138**	**504,662**
FIRE LIEUTENANT/PARAMEDIC	HUGHES	SALARY	129,913	133,161
		BENEFITS	21,815	21,927
	ISAACSON	SALARY	129,913	133,161
		BENEFITS	30,911	32,247
	MINOGUE	SALARY	127,237	130,418
		BENEFITS	27,429	27,576
	RODGERS	SALARY	127,237	130,418
		BENEFITS	14,913	15,432
	SCHEETZ	SALARY	124,625	125,110
		BENEFITS	24,321	25,294
	WILK	SALARY	129,913	133,161
		BENEFITS	30,911	32,247
FIRE LIEUTENANT/PARAMEDIC Total			**919,138**	**940,153**
FIRE SAFETY INSPECTOR	REICHERT	SALARY	42,375	43,433
		BENEFITS	3,542	8,326
FIRE SAFETY INSPECTOR Total			**45,917**	**51,759**
FIREFIGHTER	SOVEREEN	SALARY		79,225
		BENEFITS		14,250
FIREFIGHTER Total				**93,475**
FIREFIGHTER/PARAMEDIC	AGUIRRE-GARCIA	SALARY	88,970	99,729
		BENEFITS	12,793	13,044
	CAFFIE	SALARY	81,161	90,801
		BENEFITS	13,501	14,517
	GARARD	SALARY		88,055
		BENEFITS		31,206
	GUTH	SALARY	99,465	
		BENEFITS	14,272	
	KATZ	SALARY	77,675	
		BENEFITS	23,237	
	RICHARDS	SALARY	88,970	97,439
		BENEFITS	4,815	14,671
FIREFIGHTER/PARAMEDIC Total			**504,858**	**449,462**
FIREFIGHTERIII/PARAMEDIC	BARTON	SALARY	104,997	113,046
		BENEFITS	26,916	27,175
	BLOMQUIST	SALARY	109,372	114,559
		BENEFITS	28,604	31,818
	BONILLA	SALARY	102,878	109,931
		BENEFITS	30,287	31,711
	CIRONE	SALARY	102,878	109,931
		BENEFITS	14,003	14,179
	DURBAND	SALARY	99,465	107,685
		BENEFITS	26,788	27,051
	EASTMAN	SALARY	104,997	114,085
		BENEFITS	30,336	27,199
	FISHER	SALARY	95,088	105,737
		BENEFITS	24,335	24,642

DEPARTMENT	FIRE

			2020	2021
FIREFIGHTERIII/PARAMEDIC	GRAJEWSKI	SALARY	107,161	114,510
		BENEFITS	21,290	21,497
	GUTH	SALARY		106,786
		BENEFITS		24,870
	HALTERMAN	SALARY	109,372	114,559
		BENEFITS	30,437	31,818
	HARRINGTON	SALARY	107,161	114,528
		BENEFITS	24,614	24,845
	JOST	SALARY	104,997	112,197
		BENEFITS	24,564	24,791
	KOFOED	SALARY	104,997	109,968
		BENEFITS	14,400	14,960
	KOLZE	SALARY	99,465	107,703
		BENEFITS	14,272	14,908
	KOPCZYK	SALARY	102,878	109,931
		BENEFITS	26,867	27,103
	LETTIERI	SALARY	99,465	107,722
		BENEFITS	26,788	27,052
	MAGER	SALARY	109,372	114,559
		BENEFITS	25,184	27,210
	MARKOVICH	SALARY	93,153	104,090
		BENEFITS	24,290	24,604
	MURRAY	SALARY	99,465	107,688
		BENEFITS	24,436	24,687
	NEURAUTER	SALARY	102,878	109,931
		BENEFITS	24,515	27,103
	PACZOSA	SALARY	102,878	109,945
		BENEFITS	21,191	21,391
	RIGGAN II	SALARY	102,878	112,057
		BENEFITS	30,289	31,760
	SCHMIDT	SALARY	104,997	114,085
		BENEFITS	30,336	31,807
	SCHUMAN	SALARY	102,878	112,057
		BENEFITS	30,287	31,760
	SIMON	SALARY	109,372	114,559
		BENEFITS	27,017	27,210
	WALTERS	SALARY	104,997	109,966
		BENEFITS	26,916	27,104
	WEGLARZ	SALARY	104,997	112,197
		BENEFITS	30,336	31,763
	WESSEL	SALARY	102,878	
		BENEFITS	30,287	
	WOKURKA	SALARY	109,372	114,559
		BENEFITS	20,225	31,818
FIREFIGHTERIII/PARAMEDIC Total			**3,615,095**	**3,842,409**
OVERTIME - FIRE	OVERTIME - FIRE	BENEFITS	6,967	4,535
		OVERTIME	322,750	312,750
OVERTIME - FIRE Total			**329,717**	**317,285**
OVERTIME - FIRE OFF DUTY RESPONSE	OVERTIME - FIRE OFF DUTY RESPONSE	BENEFITS		145
		OVERTIME		10,000
OVERTIME - FIRE OFF DUTY RESPONSE Total				**10,145**
SUMMER HYDRANT INSPECTOR	HYDRANT INSPECTOR	SALARY	5,652	5,696
		BENEFITS	472	476
SUMMER HYDRANT INSPECTOR Total			**6,124**	**6,172**
Grand Total			**6,395,359**	**6,715,242**

DEPARTMENT	POLICE

			2020	2021
ADMINISTRATIVE MANAGER	PERLEY	SALARY	94,856	99,595
		BENEFITS	44,784	46,743
ADMINISTRATIVE MANAGER Total			**139,640**	**146,338**
ADMINISTRATIVE SYSTEMS ANALYST	WALKER	SALARY	87,689	96,857
		BENEFITS	39,950	41,606
ADMINISTRATIVE SYSTEMS ANALYST Total			**127,639**	**138,463**
COMMUNITY SERV OFFICER I (P/T)	HALLEY	SALARY		31,577
		BENEFITS		6,053
	HALLEY / WELTER	SALARY	37,441	
		BENEFITS	7,327	
	WELTER	SALARY		8,253
		BENEFITS		690
COMMUNITY SERV OFFICER I (P/T) Total			**44,768**	**46,573**
COMMUNITY SERV OFFICER II (P/T)	ANDREWS	SALARY		58,217
		BENEFITS		11,159
COMMUNITY SERV OFFICER II (P/T) Total				**69,377**
COMMUNITY SERVICE OFFICER I	EDER	SALARY	63,505	66,566
		BENEFITS	36,986	37,530
COMMUNITY SERVICE OFFICER I Total			**100,491**	**104,096**
COMMUNITY SERVICE OFFICER II	ANDREWS	SALARY	52,736	
		BENEFITS	11,966	
COMMUNITY SERVICE OFFICER II Total			**64,702**	
COURT BONUS	COURT BONUS	SALARY	8,250	
		BENEFITS	120	
COURT BONUS Total			**8,370**	
CROSSING GUARD	CROSSING GUARDS	SALARY	276,065	260,964
		BENEFITS	23,075	21,813
CROSSING GUARD Total			**299,140**	**282,777**
DATA PROCESSOR I (PT) IMRF	CIPOLLA	SALARY		29,642
		BENEFITS		5,682
	MORAN	SALARY	32,796	
		BENEFITS	6,418	
DATA PROCESSOR I (PT) IMRF Total			**39,214**	**35,324**
DATA PROCESSOR II	BUDD	SALARY	74,866	76,738
		BENEFITS	39,254	39,512
	JANOWIAK	SALARY	54,861	61,903
		BENEFITS	30,377	39,431
	MILLER	SALARY	74,866	76,738
		BENEFITS	26,738	27,368
DATA PROCESSOR II Total			**300,962**	**321,690**
DEPUTY POLICE CHIEF OPERATIONS	COLLINS	SALARY	152,736	157,154
		BENEFITS	31,438	32,801
DEPUTY POLICE CHIEF OPERATIONS Total			**184,174**	**189,956**
OVERTIME - COMMUNICATIONS - 635	OVERTIME - COMMUNICATIONS - 635	BENEFITS	12,524	11,814
		OVERTIME	64,000	64,000
OVERTIME - COMMUNICATIONS - 635 Total			**76,524**	**75,814**
OVERTIME - OPERATIONS - 632	OVERTIME - OPERATIONS - 632	BENEFITS	6,476	4,350
		OVERTIME	300,000	300,000
OVERTIME - OPERATIONS - 632 Total			**306,476**	**304,350**
OVERTIME - SERVICES	OVERTIME - SERVICES	BENEFITS	59	55
		OVERTIME	300	300
OVERTIME - SERVICES Total			**359**	**355**
PARKING OFFICER (P/T)	STEC	SALARY	57,448	58,899
		BENEFITS	11,242	11,290
PARKING OFFICER (P/T) Total			**68,690**	**70,189**
POLICE CHIEF	MURPHY	SALARY	171,882	176,779
		BENEFITS	31,880	33,254
POLICE CHIEF Total			**203,762**	**210,034**
POLICE COMMANDER	MCGARRY	SALARY	145,157	149,386

DEPARTMENT	POLICE

			2020	2021
POLICE COMMANDER	MCGARRY	BENEFITS	31,266	15,870
	ROBINSON	SALARY	145,157	149,386
		BENEFITS	31,263	32,622
POLICE COMMANDER Total			**352,843**	**347,264**
POLICE COMMUNICATIONS SUPR	PETERSON	SALARY	110,586	113,951
		BENEFITS	49,718	51,309
POLICE COMMUNICATIONS SUPR Total			**160,304**	**165,260**
POLICE EVIDENCE TECH. STIPEND	POLICE EVIDENCE TECH. STIPEND	SALARY	15,338	
		BENEFITS	222	
POLICE EVIDENCE TECH. STIPEND Total			**15,560**	
POLICE OFFICER	BARRY	SALARY	87,053	94,488
		BENEFITS	2,938	3,125
	BECK	SALARY		88,210
		BENEFITS		2,980
	BELL	SALARY	87,053	93,440
		BENEFITS	12,155	12,785
	BOTTERMAN	SALARY	87,053	91,658
		BENEFITS	12,153	12,744
	BULLOCK	SALARY	110,410	116,804
		BENEFITS	20,249	21,106
	CAVANAGH	SALARY	106,000	111,271
		BENEFITS	13,187	13,310
	DAVIS	SALARY	110,410	114,468
		BENEFITS	14,525	15,064
	DEMOS	SALARY	87,053	91,658
		BENEFITS	2,937	12,744
	FALK	SALARY	110,410	114,566
		BENEFITS	23,993	25,050
	FOLKERTS	SALARY	97,721	102,129
		BENEFITS	14,232	14,779
	GAMBA	SALARY	110,410	114,468
		BENEFITS	27,041	27,208
	GOLDEN	SALARY	87,053	91,658
		BENEFITS	11,805	11,964
	HANDRICK	SALARY	106,000	111,160
		BENEFITS	30,359	31,739
	HORNBACHER	SALARY	106,000	112,319
		BENEFITS	14,423	15,014
	JURMU	SALARY	108,183	112,469
		BENEFITS	14,473	15,018
	KIDDLE	SALARY	112,689	115,756
		BENEFITS	30,513	31,846
	KUTSCHKE	SALARY	97,721	105,287
		BENEFITS	14,232	14,852
	LEIGH	SALARY	112,689	117,404
		BENEFITS	27,093	27,276
	MCGUIRE	SALARY	97,721	103,790
		BENEFITS	14,232	14,817
	MONK	SALARY	97,721	102,742
		BENEFITS	30,168	31,545
	MORTENSEN	SALARY	87,053	
		BENEFITS	2,937	
	NEUBAUER	SALARY	108,183	111,738
		BENEFITS	30,409	31,753
	OLIVO	SALARY	108,183	112,784
		BENEFITS	23,941	25,009
	PARISI	SALARY	112,689	115,756
		BENEFITS	20,301	21,082
	PASQUESI	SALARY	106,000	112,319

DEPARTMENT	POLICE

			2020	2021
POLICE OFFICER	PASQUESI	BENEFITS	14,423	15,014
	PAVELY	SALARY	110,410	114,020
		BENEFITS	27,041	24,833
	PEREZ	SALARY	110,410	114,468
		BENEFITS	30,461	31,816
	PRZEKOTA	SALARY	108,183	111,138
		BENEFITS	14,125	14,207
	RIZZO	SALARY	112,689	116,804
		BENEFITS	30,513	31,870
	SANTANA	SALARY	110,410	113,420
		BENEFITS	20,249	21,028
	SLYWKA	SALARY	81,402	88,210
		BENEFITS	21,491	2,980
	SOKOLNIK	SALARY	100,590	106,045
		BENEFITS	14,298	14,869
	STENGER	SALARY	106,000	109,500
		BENEFITS	14,423	14,949
	WEINMAN	SALARY	87,053	92,706
		BENEFITS	2,937	3,084
POLICE OFFICER Total			**3,966,861**	**4,132,120**
POLICE SERGEANT	CLARK	SALARY	135,891	139,957
		BENEFITS	27,629	27,796
	GIRARD	SALARY	135,891	139,957
		BENEFITS	27,629	27,796
	JURMU	SALARY	135,891	139,957
		BENEFITS	20,837	21,640
	MERCADO	SALARY	130,476	138,322
		BENEFITS	14,640	14,835
	OCKRIM	SALARY	135,891	139,957
		BENEFITS	24,581	25,636
	SWEET	SALARY	133,156	139,957
		BENEFITS	30,986	32,404
	TRAGE III	SALARY	135,891	139,957
		BENEFITS	31,049	32,404
POLICE SERGEANT Total			**1,120,438**	**1,160,579**
POLICE SUMMER EMPLOYEE	POLICE SUMMER HELP	SALARY	57,321	60,566
		BENEFITS	4,791	5,062
POLICE SUMMER EMPLOYEE Total			**62,112**	**65,629**
SOCIAL WORKER	ARON	SALARY	80,071	83,750
		BENEFITS	33,516	36,914
SOCIAL WORKER Total			**113,587**	**120,664**
TELECOMMUNICATOR	KING	SALARY	86,085	88,237
		BENEFITS	44,886	46,342
	MCGARRY	SALARY	87,894	90,091
		BENEFITS	18,259	34,143
	MCPHAIL	SALARY	65,260	67,979
		BENEFITS	22,989	23,870
	MIAGUSKO	SALARY	84,313	86,421
		BENEFITS	41,117	41,383
	RIGAS	SALARY	81,588	84,725
		BENEFITS	28,064	28,911
	WEINER	SALARY	87,894	90,091
		BENEFITS	43,411	46,700
TELECOMMUNICATOR Total			**691,760**	**728,893**
TELECOMMUNICATOR (P/T)	ALVAREZ	SALARY	50,588	43,202
		BENEFITS	9,899	8,281
	KOPECKY	SALARY	31,673	42,168
		BENEFITS	6,198	8,083
	SERBE	SALARY	20,397	21,218

DEPARTMENT	POLICE

			2020	2021
TELECOMMUNICATOR (P/T)	SERBE	BENEFITS	3,991	4,067
	SIEGEL	SALARY	25,338	20,647
		BENEFITS	4,958	1,726
TELECOMMUNICATOR (P/T) Total			**153,042**	**149,392**
Grand Total			**8,601,418**	**8,865,135**

DEPARTMENT	WATER

			2020	2021
ASST WP SUPERINTENDENT	AMORELLA	SALARY		106,694
		BENEFITS		49,908
	JORDAN	SALARY	107,295	
		BENEFITS	49,069	
ASST WP SUPERINTENDENT Total			**156,364**	**156,602**
DIRECTOR OF WATER RESOURCES	QUAFISHEH	SALARY	162,869	167,541
		BENEFITS	58,458	59,768
DIRECTOR OF WATER RESOURCES Total			**221,327**	**227,308**
MAINTENANCE SUPERVISOR	KUMIEGA	SALARY	103,447	108,859
		BENEFITS	38,098	50,326
MAINTENANCE SUPERVISOR Total			**141,545**	**159,185**
METER REPAIR TECHNICIAN I	HAMMERSMITH	SALARY	64,458	67,438
		BENEFITS	24,661	25,557
METER REPAIR TECHNICIAN I Total			**89,119**	**92,995**
METER SHOP SUPERVISOR	LAZAR	SALARY	92,027	94,328
		BENEFITS	30,122	30,766
METER SHOP SUPERVISOR Total			**122,149**	**125,094**
OVERTIME - METER MAINT.	OVERTIME - METER MAINT.	BENEFITS	122	115
		OVERTIME	625	625
OVERTIME - METER MAINT. Total			**747**	**740**
OVERTIME - PUMPING & PURIF.	OVERTIME - PUMPING & PURIF.	BENEFITS	6,991	6,595
		OVERTIME	35,725	35,725
OVERTIME - PUMPING & PURIF. Total			**42,716**	**42,320**
OVERTIME - SWPS	OVERTIME - SWPS	BENEFITS	2,544	2,400
		OVERTIME	13,000	13,000
OVERTIME - SWPS Total			**15,544**	**15,400**
STORMWATER UTILITY TECH	STORMWATER UTILITY TECH	SALARY	78,787	
		BENEFITS	16,463	
STORMWATER UTILITY TECH Total			**95,250**	
WATER PLANT CHEMIST	LADAO	SALARY	83,729	87,382
		BENEFITS	26,654	27,631
WATER PLANT CHEMIST Total			**110,383**	**115,013**
WATER PLANT ELECTRICIAN	CHRISTIANSEN	SALARY	98,623	101,089
		BENEFITS	45,527	42,057
WATER PLANT ELECTRICIAN Total			**144,150**	**143,145**
WATER PLANT MAINT WORKER II	DUTKIEWICZ	SALARY	70,303	72,736
		BENEFITS	35,994	36,375
	MCGRATH	SALARY	70,303	72,827
		BENEFITS	39,934	41,572
WATER PLANT MAINT WORKER II Total			**216,534**	**223,510**
WATER PLANT MECHANIC	MCMILLON	SALARY	87,894	90,091
		BENEFITS	41,823	42,092
WATER PLANT MECHANIC Total			**129,717**	**132,183**
WATER TREATMENT OPERATOR CERT	AGRAWAL	SALARY	98,623	101,089
		BENEFITS	22,207	22,389
	AMORELLA	SALARY	86,260	
		BENEFITS	44,921	
	GOLDIN	SALARY	98,623	101,089
		BENEFITS	31,423	32,073
	LYNCH	SALARY	86,260	89,411
		BENEFITS	28,985	29,817
	MATICH	SALARY	97,171	101,095
		BENEFITS	47,073	48,826
	MORALES	SALARY	78,888	
		BENEFITS	35,167	
	THVEDT	SALARY	91,554	94,898

DEPARTMENT	WATER

			2020	2021
WATER TREATMENT OPERATOR CERT	THVEDT	BENEFITS	45,965	47,629
	WENTE	SALARY		77,716
		BENEFITS		42,516
WATER TREATMENT OPERATOR CERT Total			**893,119**	**788,545**
WATER TREATMENT OPERATOR I	JOSELLIS	SALARY		75,067
		BENEFITS		35,236
	LYONS	SALARY	82,492	82,029
		BENEFITS	44,178	45,143
WATER TREATMENT OPERATOR I Total			**126,670**	**237,475**
Grand Total			**2,505,333**	**2,459,517**