



Town of Cortland

Board of Trustees Town Board Meeting

Town Hall, 59 S. Somonauk Road Cortland, IL 60112

April 22, 2024 at 7:00 PM

AGENDA

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

APPROVAL OF AGENDA

PUBLIC WISHING TO SPEAK

PUBLIC HEARING - TENTATIVE FY 2025 BUDGET

CONSENT AGENDA

1. Approve board minutes of March 25 and April 8, 2024; Approve expenditure Reports for February 2024 and Accept Treasurer's report of February 2024

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. PROCLAMATION MUNICIPAL CLERKS WEEK MAY 5-11, 2024
3. APPROVE AMENDMENT TO PERSONNEL HANDBOOK APPENDIX A (*This amendment adjusts the upper end of select salary levels and includes minor language changes*)
4. APPROVAL OF FY 2025 BUDGET
5. APPROVE A RESOLUTION RATIFYING AND APPROVING TOWN OF CORTLAND PARTICIPATION IN BULK ROCK SALT OR EQUIVALENT THROUGH THE STATE OF ILLINOIS CENTRAL MANAGEMENT JOINT PURCHASING PROGRAM FOR WINTER 2024-2025 SEASON
6. CONSIDERATION OF A MOTION TO APPROVE A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSION MINUTES (*This would approve the destruction of September 26 and November 14, 2022.*)
7. APPROVE A RESOLUTION APPROVING THE PLAT FOR PENELOPE ALMADY SUBDIVISION - UNIT 5 WITHIN CHESTNUT GROVE - UNIT 1 SUBDIVISION (*Resubdivision LOT 15 Chestnut Grove Subdivision Unit 1*)

PARKS ADVISORY COMMITTEE REPORT

DEPARTMENT HEAD REPORTS

8. Public Works, Police Department, Engineer, Zoning and Building and Permit Reports

COMMENTS OR CONCERNS

MAYOR'S REPORT

ADJOURNMENT



Town of Cortland Board of Trustees Town Board Meeting

Town Hall, 59 S. Somonauk Road Cortland, IL 60112

March 25, 2024 at 7:00 PM

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

Mayor Mark Pietrowski called the regular meeting of the board of Trustees to order at 7:00 p.m. The Pledge of Allegiance was recited and Clerk Aldis called roll showing as present Trustees, Charmaine Fioretto, Randi Olson, Brad Stone, Mike Siewierski and Jim Walker. Shown as absent was Trustee Doug Corson. Also, present were Public Works Director Joel Summerhill, Engineer/Zoning Administrator Brandy Williams, Police Officer Scheible, and Attorney Kevin Buick.

APPROVAL OF AGENDA

Motion made by Trustee Siewierski, seconded by Trustee Walker to approve the agenda as presented. Unanimous voice vote carried the motion.

PRESENTATION - MARK WILLIAMS, DCEDC

Mark Williams, Executive Director of DeKalb County Economic Development Corporation addressed the Board. He said before the Board this evening was a document that is known as Amendment #4, Chicago West Opt. 2, amending the current Enterprise Zone. As with all amendments to the Enterprise Intergovernmental Agreement and Ordinance unanimous approval of all parties is required. Mr. Williams reported that this Opt.2 application met three of the 10 initial criteria of the 2014 combined Intergovernmental Agreement and Ordinance to amend. The amendment allows Unicorp of DeKalb to be annexed, the environmental review by the Department of Agriculture has been completed and sent to the state. There is a 90-day statutory review period, certified by the state, then recorded by the county. He reported that Sycamore, DeKalb, Genoa, Sandwich and the County Board have already approved the amendment. Cortland and Waterman are the remaining entities.

PUBLIC WISHING TO SPEAK

There was no public present wishing to speak.

CONSENT AGENDA

1. Approve Town Board minutes of February 26, 2024; Approve Expenditure Reports and Accept Treasurers Reports of January 2024

Motion made by Trustee Stone, seconded by Trustee Siewierski to Approve Town Board minutes of February 26, 2024; Approve Expenditure Reports and Accept Treasurer's Reports of January 2024.

Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Fioretto, Trustee Olson. Trustee Corson was absent. Roll call vote carried the motion.

Approve: _____

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

2. Consideration of a motion to approve an Ordinance Authorizing Boundary Modifications to The Area Known as The DeKalb County Enterprise Zone, Amendment 4, Chicago West Opt. 2 (*This Ordinance, if passed, would amend the existing boundary of the DeKalb County Enterprise Zone by adding 14 Parcels totaling approximately **794.24 acres** adjacent to the current zone boundary just south of the Chicago West Business Center in unincorporated DeKalb County*)
Motion made by Trustee Siewierski, seconded by Trustee Olson to approve an Ordinance Authorizing Boundary Modifications to The Area Known as The DeKalb County Enterprise Zone, Amendment 4, Chicago West Opt. 2
Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Fioretto, Trustee Olson. Trustee Corson was absent. Motion carried. **Ord 2024-02**
3. Consideration of a motion to approve An Ordinance Reducing the Permit Fee for Golf Carts and Qualified Non-Highway Vehicles in The Town of Cortland, Illinois (*This Ordinance, if approved, would reduce the permit fee from \$100 to \$25*)
Motion made by Trustee Walker, seconded by Trustee Stone to approve An Ordinance Reducing the Permit Fee for Golf Carts and Qualified Non-Highway Vehicles in The Town of Cortland, Illinois.
Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Fioretto, Trustee Olson. Trustee Corson was absent. Motion carried. **Ord 2024-03**
4. Consideration of a Motion to Approve the Town of Cortland IT Remote Access Policy
Motion made by Trustee Siewierski, seconded by Trustee Fioretto to Approve the Town of Cortland IT Remote Access Policy.
Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Fioretto, Trustee Olson. Trustee Corson was absent. Motion carried. **P 2024-01**
5. Official 2023 Zoning Map
The official 2023 Zoning Map was placed on file. This map shows no changes from the previous year.
6. Review FY25 Draft Budget
Julie Wons of Lauterbach and Amen reviewed the proposed FY25 Draft Budget with the Board. She stated this is a relatively flat budget while highlighting an increase in the Police Department budget for capital requests, one full-time officer and one vehicle replacement, Public Works salary increases, Restricted Asset Funds (RAF) spending, Tax Increment Fund (TIF) increased budgeting for attorney and renovation of former school building, and parks improvements. Submitted to the table was a breakdown of proposed Capital Improvements. Ms. Wons reported that the public hearing for the proposed FY2025 budget would be Monday, April 22, 2024.
There were no questions from the Board.

PARKS ADVISORY COMMITTEE REPORT

Trustee Fioretto reported that Joel Summerhill had attended their last committee meeting and he had incorporated costs for improvements in the proposed budget.

The committee is working toward naming parks and creating an Adopt a Bench program. She stated improvements may be concrete bag station, sand volleyball and outdoor ping pong.

DEPARTMENT HEAD REPORTS

7. Police Department, Public Works, Engineer/Zoning, and Permits Reports

Police Department, Public Works, Engineer/Zoning, and Permits Reports are included in the packet. There were no question or comments from the Board.

MAYOR'S REPORT

8. Newsletter, Easter Egg Hunt and Chairs

Mayor Pietrowski reported he was looking for information and articles for the Newsletter. He stated the Cortland Lions Club Easter Egg Hunt would be Friday, March 29 at Cortland Community Park beginning at 5:30 p.m. He commented that the new Board chairs were very comfortable.

ADJOURNMENT

Motion made by Trustee Siewierski, seconded by Trustee Walker to adjourn. Voice vote carried the motion. The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Cheryl Aldis
Town Clerk



Town of Cortland Board of Trustees Town Board Meeting

Town Hall, 59 S. Somonauk Road Cortland, IL 60112

April 08, 2024 at 7:00 PM

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE / ROLL CALL

Mayor Mark Pietrowski called the regular meeting of the Board of Trustees to order at 7 p.m. Clerk Aldis called the roll showing as present Trustees Doug Corson, Brad Stone, Charmaine Fioretto, Jim Walker, Randi Olson and Mike Siewierski. Quorum was present. Also present were Public Works Director Joel Summerhill, Zoning Administrator/Engineer Brandy Williams, Police Chief Lin Dargis, Town's Attorney Kevin Buick and Deputy Clerk Kaity Siewierski.

APPROVAL OF AGENDA

Motion made by Trustee Corson seconded by Trustee Stone moved to approve the agenda with the addition of Comments/Concerns being added after Department Head Reports.

Roll call vote carried the motion.

Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson

PUBLIC WISHING TO SPEAK

Tammy McMahan addressed the Board regarding the last Planning Commission meeting [3/7/24] regarding a solar farm project. She stated that she had since spoken with Paul Bottum, representative of the solar company. She stated that her family concerns were about real estate property values and extra vegetation not included in the original plan. She stated she is depending on the Board to have complete information. The family would be affirming and supportive if all items discussed with Mr. Bottum are included in the final plan if the Board were to approve this project.

Laurie Dahlquist addressed the Board regarding the proposed solar project. Her large concern is human health with the large transformers. She is concerned about the look of the project. How many of these projects are really needed? Vegetation takes a long time to grow, fences are ugly and an eye sore.

Mayor Pietrowski read a letter from Dave and Pamela Rediger regarding the large solar project into the record. Their enumerated concerns are real estate property values, the project counters the Town's website description, objections across the country, approving this project opens a Pandora's box; this is not a two to three-year project, it is a lifetime; we should be preserving this farmland, this company has offered direct monetary funds to local groups or other agencies. They believe the Board should accept the Planning Commission recommendation to reject this project.

Approved: _____

Page 1 of 5

NEW BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

1. An Ordinance Granting a Special Use Permit to Aspasia Solar Project, LLC to Operate a Solar Farm on 103.49 acres of land located south of Barber Greene Road and East of Somonauk Road, PINs 09-17-200-023 and 09-17-400-012 in the Town of Cortland,

DeKalb County, Illinois *(This ordinance, if granted, would grant a Special Use Permit to allow Aspasia Solar Project, LLC to operate a Solar Farm on approximately 103 acres of land located on East Barber Greene Road. On March 7, 2024, the Plan Commission conducted a public hearing on this request and has recommended denial of the special use permit by a 5-0 vote. Accordingly, this ordinance must pass by a favorable vote of 2/3 of the members of the Board of Trustees in order to approve and grant the request. The Town Board may act to approve this request by passage of the ordinance, may fail to pass the ordinance and thus deny the request, or may refer the matter back to the Plan Commission for further hearing on additional evidence.)*

The petitioners were present. Mark Gershon, Cultivate Power representative and Paul Bottum, Community Solar Development Project. They presented a PowerPoint for the Board and audience and stated that they believe the project was designed to meet the Town's ordinances. Another presentation regarding real estate appraisals was provided by Andrew Lines, MAI, CRE. His conclusion is concurrence of approval based on a study out of the University of Rhode Island that shows no measurable impact.

It was noted that there is minimal concrete used in construction. The posts are galvanized steel.

Attorney Buick reported that the Planning Commission concluded that the three main criteria were not met by this proposal. For the Board Mr. Buick reviewed their options regarding its determination. Additional information was presented that the Planning Commission did not see. The Town Board may act to approve this request by passage of the ordinance, may fail to pass the ordinance and thus deny the request, or may refer the matter back to the Planning Commission for further hearing on additional evidence.

Motion made by Trustee Corson, seconded by Trustee Stone to refer the matter back to the Planning Commission for further hearing on additional evidence.

The motion carried on roll call vote.

Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson

Mr. Buick stated that it will be up to the Zoning Administrator to schedule consideration of the existing public hearing.

2. Approve a quote for Two Solar Light Pole Units in Robinson Farm from Fonroche Lighting America in the amount of \$12,361 (*Line item 01-6100-811 Capital Outlay Construction*)

Motion made by Trustee Siewierski, seconded by Trustee Fioretto to Approve a quote for Two Solar Light Pole Units in Robinson Farm from Fonroche Lighting America in the amount of \$12,361 (*Line item 01-6100-811 Capital Outlay Construction*)

Roll call vote carried the motion.

Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson

C2024-02

These lights will be installed at the intersections of Robinson Ave at Walnut St and at Llanos St. This style of light fixture could be moved in the future to a different location.

It was noted that ComEd is changing its procedures for new light fixtures. This may be the future street light type in the future.

3. Fulton Siren Services – 2024 Outdoor Warning Siren System one-year maintenance Contract (*this is an annual contract*)

Motion made by Trustee Walker, seconded by Trustee Siewierski to Approve Fulton Siren Services – 2024 Outdoor Warning Siren System one-year maintenance Contract.

Roll call vote carried the motion.

Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson

C2024-03

4. Lauterbach & Amen, LLP one-year contract in the amount of \$155,520 (*Contract for financial services to the Town; May 1, 2024, to April 30, 2025*)

Motion made by Trustee Corson, seconded by Trustee Fioretto to Approve Lauterbach & Amen, LLP one-year contract in the amount of \$155,520 (*Contract for financial services to the Town; May 1, 2024, to April 30, 2025*)

Roll call carried the motion.

Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson

C2024-04

It was asked if the mayor could negotiate the 9% increase for this contract. Mayor Pietrowski expressed his satisfaction with the company.

5. Chief of Police Revised Job Description (*Changes employment from non-exempt to exempt status*)

Motion made by Trustee Corson, seconded by Trustee Walker to revise the Chief of Police job description to change the status from non-exempt to exempt status.

Roll call vote carried the motion.

Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson

6. Civic Systems Software Purchase Agreement – one additional named hosted user
Motion made by Trustee Siewierski, seconded by Trustee Fioretto to approve a Purchase Agreement with Civic Systems for one additional named hosted user (finance software package).
Roll call vote carried the motion.
Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson
C2024-05
7. Waive fee for Cortland Lions Club Special Event Liquor License (*Summer-fest*)
Motion made by Trustee Corson, seconded by Trustee Stone to Waive the Town's Liquor License Fee for Cortland Lions Club Special Event Liquor Licenses (*Summer-fest and Sock Hop*)
Roll call vote carried the motion.
Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Fioretto, Trustee Olson
Voting Abstaining: Trustee Corson
8. Reappointment of Planning Commissioner Robert Barnhart – Term to expire May 2027
Motion made by Trustee Siewierski, seconded by Trustee Fioretto to Reappoint Planning Commissioner Robert Barnhart – Term to expire May 2027
Roll call vote carried the motion.
Voting Yea: Trustee Stone, Trustee Siewierski, Trustee Walker, Trustee Corson, Trustee Fioretto, Trustee Olson

PARKS ADVISORY COMMITTEE REPORT

Trustee Fioretto reported the next meeting would be Wednesday, April 10 at 6:30 p.m. held at the Town Hall 59 S Somonauk Rd.

DEPARTMENT HEAD REPORTS

There were no specific reports for this meeting.

COMMENTS/CONCERNS

Trustee Corson stated he felt that there is an atmosphere of secrecy with this item being removed from the agenda. It is as if conversation at this table is being censored. He asked all trustees to pay attention to items that come to them.

MAYOR'S REPORT

Mayor Pietrowski reported that he had attended services for Sheriff's Department officer Christina Musil. He stated it was a beautiful service. He reported the Lions Club Egg Hunt at the Lions Den was a successful event; 5,000 eggs had been stuffed for this event. He reported that Kaity Siewierski would be leaving her position as Deputy Clerk. She thanked the Board for the educational opportunities. The mayor gave an update on the LRS past due accounts and garbage cans that were picked up; reported that the DeKalb County Community Foundation will be completing a Cortland write up of the project of accessible playground equipment for which they provided a grant. The mayor stated if trustees have an agenda item please submit it through him.

ADJOURNMENT

Motion made by Trustee Siewierski, seconded by Trustee Walker to adjourn the meeting. Unanimous voice vote carried the motion. The meeting adjourned at 8:36 p.m.

Respectfully submitted,

Cheryl Aldis, Town Clerk

Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
02/09/24	43083	ACCURATE TOWING AND REC	010924 TOW 12 FT TRAILER	010924	01-6200-591	MISC EXPENSE	300.00
02/09/24	43083	ACCURATE TOWING AND REC	011224 TOW 2008 SCION	011824	01-6200-591	MISC EXPENSE	200.00
02/09/24	43084	AMAZON CAPITAL SERVICES	012524 1ST AID BODILY FLUID CLEAN	114-0251142-	01-6100-242	TOWN HALL MAINTENANCE	41.25
02/09/24	43084	AMAZON CAPITAL SERVICES	012424 WELL 2 BRINE PUMP	114-4830167	07-7400-241	M&O: VEH & EQUIP	1,131.40
02/09/24	43084	AMAZON CAPITAL SERVICES	012924 PORTABLE EXTERNAL HARD	114-9525296	01-6200-550	TECHNOLOGY UPGRADES	244.95
02/09/24	43085	BOCKMAN'S TRUCK & FLEET	012924 '97 FORD F SUPER DUTY-SAF	55516	01-6100-241	VEHICLE & EQUIPMENT MAINT.	55.00
02/09/24	43086	BONNELL INDUSTRIES INC	012324 WING MOLDBOARD BOLT ASS	0214176-IN	01-6100-241	VEHICLE & EQUIPMENT MAINT.	352.09
02/09/24	43087	CATALIS	020724 ANNUAL WEBSITE MANAGEM	020724	01-6000-351	OFFICE EQUIP & MAINT	1,125.00
02/09/24	43088	CIVIC SYSTEMS LLC	020524 HOSTED AGREEMENT	020524	06-7300-311	OFFICE EXPENSE	515.00
02/09/24	43088	CIVIC SYSTEMS LLC	020524 HOSTED AGREEMENT	020524	07-7400-311	OFFICE EXPENSE	515.00
02/09/24	43088	CIVIC SYSTEMS LLC	020524 HOSTED AGREEMENT	020524	01-6000-311	OFFICE EXPENSE	515.00
02/09/24	43088	CIVIC SYSTEMS LLC	020524 HOSTED AGREEMENT	020524	01-6200-351	OFFICE EQUIP & MAINT	515.00
02/09/24	43089	Clauson, Michael	013124 90% REFUND FOR BP 23-183	013124	01-4083	BUILDING PERMITS	67.50
02/09/24	43090	COMED	012524 ACCT #2746057001	012524-7001	01-6100-316	UTILITIES	25.22
02/09/24	43091	COMED	012524 ACCT #2863057150	012524-7150	01-6100-316	UTILITIES	38.18
02/09/24	43092	COMED	012524 ACCT #0403167171	012524-7171	01-6100-316	UTILITIES	48.53
02/09/24	43093	COMED	011924 ACCT #2371151041	011924-1041	01-6100-219	ELECTRIC - STREET LIGHTS	190.29
02/09/24	43094	COMED	012524 ACCT #1565283053	012524-3053	13-8000-840	AIRPORT ROAD UTILITIES	17.97
02/09/24	43095	COMED	012524 ACCT #4188054000	012524-4000	06-7300-221	UTILITIES	36.07
02/09/24	43096	COMED	012524 ACCT #3504012009	012524-2009	01-6100-316	UTILITIES	26.69
02/09/24	43097	COMED	012524 ACCT #0459043031	012524-3031	01-6100-219	ELECTRIC - STREET LIGHTS	169.53
02/09/24	43098	COMED	012524 ACCT#3683145005	012524-5005	01-6100-219	ELECTRIC - STREET LIGHTS	29.13
02/09/24	43099	COMED	012624 ACCT #5631039010	012624-9010	07-7400-221	UTILITIES	342.51
02/09/24	43100	COMED	012624 ACCT #3567169021	012624-9021	07-7400-221	UTILITIES	8,033.83
02/09/24	43101	COMED	012624 ACCT #2875156024	012624-6024	07-7400-221	UTILITIES	1,281.15
02/09/24	43102	COMED	012624 ACCT #1239090004	012624-0004	07-7400-221	UTILITIES	286.77
02/09/24	43103	COMED	012624 ACCT #4707129051	012624-9051	06-7300-221	UTILITIES	57.20
02/09/24	43104	COMED	012624 ACCT #0723100114	012624-0114	06-7300-221	UTILITIES	79.06
02/09/24	43105	COMED	012624 ACCT #7347065022	012624-5022	06-7300-221	UTILITIES	179.80
02/09/24	43106	COMED	012624 ACCT #5715097078	012624-7078	06-7300-221	UTILITIES	412.68
02/09/24	43107	COMED	012624 ACCT #3974033034	102624-3034	06-7300-221	UTILITIES	26.96
02/09/24	43107	COMED	012624 ACCT #3974033034	102624-3034	06-7300-221	UTILITIES	V 26.96-
02/09/24	43108	COMED	012624 ACCT #0993022049	012624-2049	06-7300-221	UTILITIES	12,546.89
02/09/24	43109	COMED	012624 ACCT #0403114054	012624-4054	06-7300-221	UTILITIES	989.48
02/09/24	43110	COMED	012624 ACCT #0419047171	012624-7171	06-7300-221	UTILITIES	222.81
02/09/24	43111	COPS INC	011624 BODY ARMOR-B VANWANKUM	13308	01-6200-492	IPRF SAFETY GRANT	931.97
02/09/24	43112	DEKALB LAWN & EQUIPMENT C	012624 CHAIN LOOPS, MOTOMIX	94566	01-6100-258	FORESTRY	1,821.00
02/09/24	43113	DIVERSIFIED BENEFIT SERVIC	020124 105-HRA FEB RUN OUT PERIO	401683	01-6000-131	EMPLOYEE HEALTH INSURANCE	107.55
02/09/24	43114	ELBURN NAPA	012624 SYNTHETIC OIL & FILTER	890344	01-6300-241	VEHICLE & EQUIPMENT MAINT.	42.16

M = Manual Check, V = Void Check

Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
02/09/24	43114	ELBURN NAPA	012924 '15 FORD INTERCEPTOR UTILI	890536	01-6300-241	VEHICLE & EQUIPMENT MAINT.	160.57
02/09/24	43115	ENVISION HEALTHCARE LLC	020424 ADMINISTRATIVE FEES	236690	01-6000-131	EMPLOYEE HEALTH INSURANCE	117.00
02/09/24	43116	FOSTER & BUICK	011924 GENERAL COUNSEL-23/24	52573	01-6200-211	LEGAL EXPENSE	175.00
02/09/24	43116	FOSTER & BUICK	011924 GENERAL COUNSEL-23/24	52573	01-6000-211	LEGAL EXPENSE	2,231.25
02/09/24	43117	HALVERSON FARMS	020724 LEAF PICKUP 2023	020724	01-6100-591	MISC EXPENSE	3,360.00
02/09/24	43118	Horiya, Martin	020724 REFUND OVERPAYMENT ON 2	020724	06-4011	SERVICE FEES	17.29
02/09/24	43119	KLEIN, STODDARD, BUCK & LE	011524 LEGAL SERVICES: R ODonel	155268	01-6300-215	ZONING ADM: REIMBURSABLE	350.00
02/09/24	43120	LAUTERBACH & AMEN LLP	020224 PROFFESIONAL SERVICES-J	86599	01-6000-214	AUDIT & ACCOUNTING FEES	8,546.38
02/09/24	43120	LAUTERBACH & AMEN LLP	020224 PROFFESIONAL SERVICES-J	86599	06-7300-213	OTHER CONSULTING FEES	1,337.45
02/09/24	43120	LAUTERBACH & AMEN LLP	020224 PROFFESIONAL SERVICES-J	86599	07-7400-213	OTHER CONSULTING FEES	2,006.17
02/09/24	43121	MARK'S MACHINE SHOP INC	012624 1/2" CARRIAGE BOLTS W/ NUT	41227	07-7400-241	M&O: VEH & EQUIP	104.00
02/09/24	43122	MENARDS	112923 STRUTS, SYRINGES, FLEX DS,	3965	07-7400-243	M&O: WELL SYSTEM	624.91
02/09/24	43123	METRONET	FIBER SPEED ACCT#1519708	1519708-01.	06-7300-311	OFFICE EXPENSE	49.95
02/09/24	43123	METRONET	FIBER SPEED ACCT#1519708	1519708-01.	07-7400-311	OFFICE EXPENSE	49.95
02/09/24	43124	NICOR	011724 54 MARY ALDIS LN	011724-1	01-6200-316	UTILITIES	313.45
02/09/24	43125	OFFICE PRO	011224 RUBBERBANDS	678357-0	01-6200-312	OFFICE SUPPLIES	13.89
02/09/24	43126	OVINGTON APPRAISAL	122223 EAST NORTH AVE, LAND 2010	53179	01-6300-213	PLANNING/ZONING/BUILDING	850.00
02/09/24	43127	PACE ANALYTICAL SERVICES L	013124 AMMONIA, BIOCHEMICAL FEC	19582799	07-7400-345	CHEMICALS & TESTING	1,319.50
02/09/24	43127	PACE ANALYTICAL SERVICES L	013124 AMMONIA, BIOCHEMICAL FEC	19582799	06-7300-345	WASTEWATER TESTING	1,881.90
02/09/24	43128	PETER BAKER & SON CO	101223 FINAL PMT-CONTRACT 23251	23251.01F	02-6400-370	GENERAL MAINTENANCE	216,486.34
02/09/24	43129	PIRTEK ROCKFORD	011624 r17-06 ASSY KITS	RF-T000047	07-7400-241	M&O: VEH & EQUIP	372.68
02/09/24	43130	RK DIXON CO	012424 CONTRACT BASE RATE & OVE	IN4988770	01-6200-315	COPIES & PRINTING	53.01
02/09/24	43130	RK DIXON CO	012524 CONTRACT BASE RATE 1/27/2	IN4990718	01-6000-351	OFFICE EQUIP & MAINT	90.86
02/09/24	43130	RK DIXON CO	020124 CONTRACT BASE RATE 2/24-3	IN5010325	01-6000-351	OFFICE EQUIP & MAINT	90.86
02/09/24	43131	Schwartz, Amy	020724 REFUND OVERPAYMENT ON 8	020724	06-4011	SERVICE FEES	20.32
02/09/24	43132	Shotton, Tonya	020724 REFUND OVERPAYMENT ON 8	020724	07-4011	SERVICE FEES	14.42
02/09/24	43133	SIEWIERSKI, KAITLYN	012624 MCI WINTER SEMINAR MILEA	012624	01-6000-331	TRAVEL & TRAINING	93.26
02/09/24	43134	SIRCHIE ACQUISITION COMPA	011924 PRINTMATIC FLAWLS-UNIT	0627381-IN	01-6200-550	TECHNOLOGY UPGRADES	390.97
02/09/24	43135	SUPERIOR ASPHALT MATERIAL	012924 UPM 3/8	20240032	01-6100-224	STREET REPAIR MATERIALS	1,127.27
02/09/24	43136	TRAFFIC CONTROL & PROTEC	012524 NO PARKING SIGN(S)	117882	01-6100-221	ROAD SIGNS	69.75
02/09/24	43137	USABBLUEBOOK	011624 STENNER DUCKBILL, FLORID	INV0024746	07-7400-345	CHEMICALS & TESTING	1,013.20
02/09/24	43138	VERMEER-MIDWEST INC	012524 NOTCH GECK, FLOATING-D, B	214843	01-6100-258	FORESTRY	1,652.79
02/09/24	43139	VIKING CHEMICAL COMPANY	011724 SODIUM HYPOCHLORITE SOL	157761	07-7400-345	CHEMICALS & TESTING	887.00
02/09/24	43140	WATER REMEDIATION TECHNO	020124 BASE TREATMENT CHARGE-	022751	07-7400-222	RADIUM REMOVAL PROCESSING	6,570.62
02/09/24	43140	WATER REMEDIATION TECHNO	020124 BASE TREATMENT CHARGE-	022752	07-7400-222	RADIUM REMOVAL PROCESSING	2,851.67
02/23/24	43141	3-D AUTO REPAIR INC	020624 '17 UTILITY TEST & REPLACE	26193	01-6200-241	VEHICLE MAINTENANCE	401.18
02/23/24	43142	AMERICAN WATER WORKS AS	112023 MEMBERSHIP RENEWAL-LEM	7002172859	07-7400-311	OFFICE EXPENSE	252.00
02/23/24	43143	AT&T MOBILITY	012524 WIRELESS	2872972642	01-6200-314	TELEPHONE	556.15
02/23/24	43144	DAVID G ETERNO, ATTORNEY A	013124 OFFSITE DOCKET REVIEW &	10424	01-6200-212	ADJUDICATION	131.25

M = Manual Check, V = Void Check

Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
02/23/24	43145	ELBURN NAPA	011124 FILTER & SYNTHETIC OIL	888364	01-6200-241	VEHICLE MAINTENANCE	42.54
02/23/24	43145	ELBURN NAPA	011124 PWR STEERING FLD	888393	01-6100-242	TOWN HALL MAINTENANCE	21.99
02/23/24	43145	ELBURN NAPA	012624 FILTER & SYNTHETIC OIL	890343	01-6200-241	VEHICLE MAINTENANCE	42.54
02/23/24	43146	FRONTIER	020624 815-756-9684	020624	06-7300-314	TELEPHONE	69.48
02/23/24	43147	FRONTIER	020624 815-756-2558	020624-PD	01-6200-314	TELEPHONE	106.08
02/23/24	43148	FRONTIER	020624 815-756-3030	020624-TH	01-6000-314	TELEPHONE	240.54
02/23/24	43149	IACP	122023 ACTIVE DUES-1/24-12/24	0315443	01-6200-321	DUES & SUBSCRIPTIONS	63.33
02/23/24	43149	IACP	122023 ACTIVE DUES-1/24-12/24	0315443	01-1350	PREPAIDS	126.67
02/23/24	43150	IL OFFICE, STATE FIRE MARSH	021524 CONVEYANCE CERTIFICATE	5125142243	01-6100-242	TOWN HALL MAINTENANCE	125.00
02/23/24	43151	IL SECTION American Water Wor	021224 WATERCON '24-PITSTICK	200086532	07-7400-331	TRAVEL & TRAINING	175.00
02/23/24	43151	IL SECTION American Water Wor	021224 WATERCON '24-LEMKE	200086544	07-7400-331	TRAVEL & TRAINING	175.00
02/23/24	43152	KELLEY WILLIAMSON COMPAN	013124 UNLEADED FUEL FOR PD VEH	KW-019048	01-6200-371	GAS & PETROLEUM	65.36
02/23/24	43153	KSDisplays	022024 FOR SALE SIGN	0023195	01-6300-213	PLANNING/ZONING/BUILDING	65.00
02/23/24	43154	MENARDS	012924 HOSE ADAPTOR, VALVE, RAG	7585	01-6100-312	OFFICE SUPPLIES	164.65
02/23/24	43154	MENARDS	013024 LQDT NMTL WHIP	7627	07-7400-243	M&O: WELL SYSTEM	20.51
02/23/24	43154	MENARDS	013024 FISH TAPE	7640	07-7400-243	M&O: WELL SYSTEM	126.71
02/23/24	43154	MENARDS	020124 CAR WASH, TOOLBOX, PAPER	7778	07-7400-241	M&O: VEH & EQUIP	66.14
02/23/24	43154	MENARDS	020524 HEX NUTS, PLTD ALL THRDS	8008	07-7400-243	M&O: WELL SYSTEM	46.76
02/23/24	43155	MERRY MAIDS	020524 CLEANING-PD	020524-PD	01-6200-241	VEHICLE MAINTENANCE	486.00
02/23/24	43155	MERRY MAIDS	020524 CLEANING-TOWN HALL	020524-TH	01-6100-242	TOWN HALL MAINTENANCE	93.00
02/23/24	43156	MUNICIPAL CLERKS OF IL	022124 SPRING SEMINAR-K SIEWIER	022124 SPRI	01-6000-331	TRAVEL & TRAINING	45.00
02/23/24	43157	NCPERS GROUP LIFE INS	020124 LIFE INSURANCE PREMIUM-3/	6231032024	01-2130	LIFE INSURANCE WITHHELD	112.00
02/23/24	43158	NICOR	011624 250 S HALWOOD ST	011624-1	01-6100-316	UTILITIES	937.76
02/23/24	43159	SHELL ENERGY SOLUTIONS N	012924 METER AT IRR RIG	NE000000002	06-7300-221	UTILITIES	17.11
02/23/24	43160	SUN LIFE ASSURANCE COMPA	021624 EMPLOYEE DENTAL INSURAN	021624	01-2100	HEALTH INS WITHHELD	527.88
02/23/24	43161	USABBLUEBOOK	012424 STENNER PUMP	INV0025526	06-7300-345	WASTEWATER TESTING	726.89
02/23/24	43162	VERIZON CONNECT FLEET US	020124 VEHICLE TRACKING SUBSCRI	3200000501	01-6100-314	TELEPHONE	87.25
02/23/24	43163	VERIZON WIRELESS	010224 MOBILE BROADBAND SERVIC	9955590639	01-6000-314	TELEPHONE	83.37
02/23/24	43163	VERIZON WIRELESS	010224 MOBILE BROADBAND SERVIC	9955590639	01-6300-314	TELEPHONE	185.31
02/23/24	43163	VERIZON WIRELESS	010224 MOBILE BROADBAND SERVIC	9955590639	07-7400-314	TELEPHONE	114.18
02/23/24	43163	VERIZON WIRELESS	010224 MOBILE BROADBAND SERVIC	9955590639	06-7300-314	TELEPHONE	69.25
02/23/24	43163	VERIZON WIRELESS	010224 MOBILE BROADBAND SERVIC	9955590639	01-6100-314	TELEPHONE	228.40
02/23/24	43164	WELLS FARGO FINANCIAL LEA	020824 VERSALINK	5028625417	01-6000-351	OFFICE EQUIP & MAINT	131.85
02/23/24	43165	XEROX FINANCIAL SERVICES	012924 COPIER LEASE-PD	5345938	01-6200-315	COPIES & PRINTING	24.72
02/26/24	4830	AMAZON CAPITAL SERVICES	011724 TALL KITCHEN TRASH BAGS	112-1462988	01-6000-312	OFFICE SUPPLIES	23.89
02/26/24	4830	AMAZON CAPITAL SERVICES	011724 TALL KITCHEN TRASH BAGS	112-1462988	01-6000-312	OFFICE SUPPLIES	V 23.89-
02/26/24	4831	CIVIC LEADERSHIP ACADEMY	011624 PLANNING, ZONING, PERFOR	701461	01-6300-331	Conference and Training	165.00
02/26/24	4831	CIVIC LEADERSHIP ACADEMY	011624 PLANNING, ZONING, PERFOR	701461	01-6300-331	Conference and Training	V 165.00-
02/26/24	4832	ICMA	011624 AFFILIATE AFM - B WILLIAMS	518676	01-6300-321	DUES & SUBSCRIPTIONS	200.00

M = Manual Check, V = Void Check

Check Date	Check #	Payee	Description	Invoice #	Invoice GL Account	Invoice GL Account Title	Amount
02/26/24	4832	ICMA	011624 AFFILIATE AFM - B WILLIAMS	518676	01-6300-321	DUES & SUBSCRIPTIONS	V 200.00-
02/26/24	4833	RESOURCE BANK NA	011724 STOP PAYMENT FEE FOR CK#	011724	01-6000-591	MISC EXPENSE	35.00
02/26/24	4833	RESOURCE BANK NA	011724 STOP PAYMENT FEE FOR CK#	011724	01-6000-591	MISC EXPENSE	V 35.00-
02/29/24	4843	ADOBE EXPORT PDF	020824 ACROBAT PRO LICENSES-2/24	020824	01-6000-321	DUES & SUBSCRIPTIONS	382.34
02/29/24	4843	ADOBE EXPORT PDF	020824 ACROBAT PRO LICENSES 2/24	020824	01-1350	PREPAIDS	1,147.02
02/29/24	4844	BLUECROSS BLUESHIELD OF I	020124 HEALTH INSURANCE	020124	01-2100	HEALTH INS WITHHELD	14,634.24
02/29/24	4845	DIVERSIFIED BENEFIT SERVIC	020224 105-HRA REIMBURSEMENT	020224	01-6000-131	EMPLOYEE HEALTH INSURANCE	603.76
02/29/24	4846	ILLINOIS MUNICIPAL LEAGUE	020724 '23-'24 IL MUNICIPAL DIRECTO	020724	01-6000-591	MISC EXPENSE	40.00
02/29/24	4847	INTERMEDIA	020124 EXCHANGE & ARCHIVING	020124	01-6000-351	OFFICE EQUIP & MAINT	466.80
02/29/24	4848	MICROSOFT ONLINE	021124 ONLINE SERVICES	E0200QS3T8	01-6000-221	STREET LIGHTING	107.25
02/29/24	4849	RESOURCE BANK NA	020124 WIRE FEE FOR ILLINOIS FUND	020124	01-6000-591	MISC EXPENSE	15.00
02/29/24	4850	US POSTAL SERVICE	020524 PRESORT FEE	020524	01-6000-313	POSTAGE	320.00
02/29/24	4851	US POSTAL SERVICE	020524 WATER/SEWER BILLS	020524-1	06-7300-311	OFFICE EXPENSE	377.36
02/29/24	4851	US POSTAL SERVICE	020524 WATER/SEWER BILLS	020524-1	07-7400-311	OFFICE EXPENSE	377.36
02/29/24	4852	ADOBE EXPORT PDF	022724 ACROBAT PRO	2694936457	01-6200-351	OFFICE EQUIP & MAINT	21.24
02/29/24	4853	AMAZON CAPITAL SERVICES	022624 COPY PRINTER PAPER	112-7071666	01-6200-312	OFFICE SUPPLIES	73.18
02/29/24	4854	BACKBLAZE	022624 B2 CLOUD STORAGE	022624	01-6000-351	OFFICE EQUIP & MAINT	.95
02/29/24	4855	BEST BUY - DEKALB	021424 USB MICROPHONE & WEBCA	021424	01-6000-351	OFFICE EQUIP & MAINT	79.98
02/29/24	4856	DIVERSIFIED BENEFIT SERVIC	021624 105-HRA REIMBURSEMENTS	021624	01-6000-131	EMPLOYEE HEALTH INSURANCE	80.60
02/29/24	4857	ENVISION HEALTHCARE LLC	020924 HRA REIMBURSEMENT	020924	01-6000-131	EMPLOYEE HEALTH INSURANCE	2,187.15
02/29/24	4858	GRAMMARLY	022224 SUBSCRIPTION - 2/22/24-2/22/	73693646	01-6200-550	TECHNOLOGY UPGRADES	24.00
02/29/24	4858	GRAMMARLY	022224 SUBSCRIPTION 2/22/24-2/22/2	73693646	01-1350	PREPAIDS	120.00
02/29/24	4859	METROPOLITAN ALLIANCE OF	022224 UNION DUES FOR 1/24 & 2/24	022224	01-2140	UNION DUES	360.00
02/29/24	4860	RESOURCE BANK NA	020924 WIRE TRANSFER FEE	020924	01-6000-591	MISC EXPENSE	15.00
02/29/24	4861	DIVERSIFIED BENEFIT SERVIC	030124 105-HRA REIMBURSEMENTS	030124	01-6000-131	EMPLOYEE HEALTH INSURANCE	33.98
02/29/24	4862	ENVISION HEALTHCARE LLC	022224 HRA REIMBURSEMENTS	022224	01-6000-131	EMPLOYEE HEALTH INSURANCE	1,314.67
Total 02/24:							318,523.07
Grand Totals:							318,523.07

Funds: #01 = General Fund, #02 = Motor Fuel Tax, #03 = Capital Improvement Fund, #04 = Economic Development Fund, #05 = Special Project Fund, #06 = Sewer System, #07 = Water System, #12 = Police Department, #13 = Restricted Assets Fund, #14 = TIF FUND

General Fund Departments: #01-6000 = Administration, #01-6100 = Operations & Maintenance, #01-6300 = Engineering, Zoning & Building

M = Manual Check, V = Void Check

Town of Cortland

Cash Summaries

Month Ending:

February 29, 2024

	<u>General</u>	<u>MFT</u>	<u>CIF</u>	<u>Sewer</u>	<u>Water</u>	<u>Festival & Parade</u>	<u>RAF</u>	<u>TIF</u>	<u>Total</u>
Beginning Cash	\$ 688,296.32	\$ 802,458.61	\$ 1,223,870.00	\$ 2,486,041.66	\$ 1,261,530.06	\$ 0.00	\$ 1,676,727.00	\$ 913,965.12	\$ 9,052,888.77
Revenue over Expenses:	\$ (14,272.45)	\$ (199,248.09)	\$ 48,891.38	\$ 34,258.35	\$ (26,909.28)	\$ -	\$ 11,794.77	\$ 3,939.39	\$ (141,545.93)
Receivables									
Prev month	\$ 22,778.50	\$ (15,625.24)	\$ -	\$ 154,329.04	\$ 143,857.47	\$ -	\$ -	\$ -	\$ 305,339.77
Current month	24,172.19	(15,625.24)	-	42,780.46	39,964.63	-	-	-	91,292.04
Change in receivables	\$ (1,393.69)	\$ -	\$ -	\$ 111,548.58	\$ 103,892.84	\$ -	\$ -	\$ -	\$ 214,047.73
Less: non-expense AJE for Audit		\$ -				\$ -	\$ -	\$ -	\$ -
Payables									
Prev month	\$ 47,292.71	\$ -	\$ -	\$ 710,554.82	\$ 113,693.49	\$ -	\$ 960,472.27	\$ -	\$ 1,832,013.29
Current month	\$ 46,324.09	\$ -	\$ -	\$ 710,581.78	\$ 113,693.49	\$ -	\$ 966,948.55	\$ -	\$ 1,837,547.91
Change in Payables	\$ (968.62)	\$ -	\$ -	\$ 26.96	\$ -	\$ -	\$ 6,476.28	\$ -	\$ 5,534.62
Ending Cash	\$ 671,661.56	\$ 603,210.52	\$ 1,272,761.38	\$ 2,631,875.55	\$ 1,338,513.62	\$ 0.00	\$ 1,694,998.05	\$ 917,904.51	\$ 9,130,925.19
Per Cash									
Trial Balance:	\$ 671,661.56	\$ 603,210.52	\$ 1,272,414.69	\$ 2,631,875.55	\$ 1,338,513.62	\$ -	\$ 1,747,000.78	\$ 917,904.51	\$ 9,182,581.23

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PROPERTY TAX</u>					
01-4051 PROPERTY TAX REVENUE	.00	.00	606,000.00	606,000.00	.0
01-4052 RE TAX - CORPORATE LEVY	.00	499,402.86	.00 (499,402.86)	.0
01-4055 PROPERTY TAX-POLICE	.00	149,496.80	150,000.00	503.20	99.7
01-4058 RE TAX - IMRF LEVY	.00	54,828.52	.00 (54,828.52)	.0
01-4059 RE TAX - SOC SEC LEVY	.00	51,828.95	.00 (51,828.95)	.0
TOTAL PROPERTY TAX	.00	755,557.13	756,000.00	442.87	99.9
<u>FINES & FORFEITURES</u>					
01-4062 COURT FINES	565.00	8,226.11	6,000.00 (2,226.11)	137.1
01-4063 ADJUDICATION REVENUE	.00	.00	2,500.00	2,500.00	.0
TOTAL FINES & FORFEITURES	565.00	8,226.11	8,500.00	273.89	96.8
<u>ROAD & BRIDGE TAX</u>					
01-4071 ROAD & BRIDGE TAX REV	188.28	17,459.88	18,600.00	1,140.12	93.9
TOTAL ROAD & BRIDGE TAX	188.28	17,459.88	18,600.00	1,140.12	93.9
<u>BUILDING & ZONING PERMITS</u>					
01-4081 BUILDING & ZONING PERMITS	1,008.10	2,033.10	40,000.00	37,966.90	5.1
01-4082 ZONING PERMITS	150.00	3,400.00	.00 (3,400.00)	.0
01-4083 BUILDING PERMITS	2,882.50	48,183.36	.00 (48,183.36)	.0
01-4084 SITE GRADING PLAN REVIEW	300.00	3,600.00	.00 (3,600.00)	.0
TOTAL BUILDING & ZONING PERMITS	4,340.60	57,216.46	40,000.00 (17,216.46)	143.0
<u>INCOME TAX REVENUE</u>					
01-4101 STATE INCOME TAX REVENUE	66,373.16	608,765.66	726,000.00	117,234.34	83.9
TOTAL INCOME TAX REVENUE	66,373.16	608,765.66	726,000.00	117,234.34	83.9
<u>SALES TAX</u>					
01-4122 SALES TAX	30,422.62	251,915.68	385,000.00	133,084.32	65.4
01-4123 LOCAL USE TAX	15,710.66	120,691.48	180,000.00	59,308.52	67.1
TOTAL SALES TAX	46,133.28	372,607.16	565,000.00	192,392.84	66.0

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REPLACEMENT TAX - STATE</u>					
01-4141 REPLACEMENT TAX - STATE	.00	2,585.57	3,900.00	1,314.43	66.3
01-4142 VIDEO GAMING TAX - STATE	1,980.33	14,483.80	15,000.00	516.20	96.6
01-4143 CANNABIS USE TAX - STATE	616.85	4,464.06	6,500.00	2,035.94	68.7
TOTAL REPLACEMENT TAX - STATE	2,597.18	21,533.43	25,400.00	3,866.57	84.8
<u>OTHER PERMITS</u>					
01-4151 OTHER PERMITS	.00	375.00	1,000.00	625.00	37.5
01-4153 LIQUOR LICENSES	3,500.00	3,500.00	.00	(3,500.00)	.0
01-4155 NON-HIGHWAY VEHICLES PERMIT	100.00	500.00	1,000.00	500.00	50.0
01-4156 SOLICITORS PERMIT	.00	350.00	.00	(350.00)	.0
TOTAL OTHER PERMITS	3,600.00	4,725.00	2,000.00	(2,725.00)	236.3
<u>DONATIONS</u>					
01-4166 CEMETERY RECEIPTS	.00	200.00	500.00	300.00	40.0
TOTAL DONATIONS	.00	200.00	500.00	300.00	40.0
<u>FRANCHISE FEES</u>					
01-4181 FRANCHISE FEES	1,232.27	27,228.21	25,000.00	(2,228.21)	108.9
TOTAL FRANCHISE FEES	1,232.27	27,228.21	25,000.00	(2,228.21)	108.9
<u>SIMPLIFIED TELECOM TAX (IMF)</u>					
01-4201 SIMPLIFIED TELECOMM TAX (IMF)	550.58	4,983.83	6,750.00	1,766.17	73.8
TOTAL SIMPLIFIED TELECOM TAX (IMF)	550.58	4,983.83	6,750.00	1,766.17	73.8
<u>REIMBURSEMENTS</u>					
01-4901 REIMBURSEMENTS	.00	.00	150,000.00	150,000.00	.0
01-4909 REIMBURSEMENTS - OTHER	.00	801.04	.00	(801.04)	.0
TOTAL REIMBURSEMENTS	.00	801.04	150,000.00	149,198.96	.5

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
01-4990 MISC REV PD REPORTS	.00	105.00	100.00	(5.00)	105.0
01-4991 MISC REVENUE	40.00	553.75	3,000.00	2,446.25	18.5
01-4996 BUSINESS LICENSES	125.00	1,175.00	1,250.00	75.00	94.0
TOTAL MISCELLANEOUS REVENUE	165.00	1,833.75	4,350.00	2,516.25	42.2
<u>INTEREST ON INVESTMENT</u>					
01-8011 INTEREST ON INVESTMENT	2,470.24	31,263.08	35,000.00	3,736.92	89.3
TOTAL INTEREST ON INVESTMENT	2,470.24	31,263.08	35,000.00	3,736.92	89.3
<u>TRANSFERS FROM OTHER FUNDS</u>					
01-8101 TRANSFERS FROM OTHER FUNDS	.00	.00	(51,128.00)	(51,128.00)	.0
TOTAL TRANSFERS FROM OTHER FUNDS	.00	.00	(51,128.00)	(51,128.00)	.0
TOTAL FUND REVENUE	128,215.59	1,912,400.74	2,311,972.00	399,571.26	82.7

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
01-6000-110 SALARIES - ELECTED OFFICIALS	9,233.14	96,178.18	119,100.00	22,921.82	80.8
01-6000-119 SALARIES - CLERICAL WORKERS	6,992.87	74,750.70	95,000.00	20,249.30	78.7
01-6000-131 EMPLOYEE HEALTH INSURANCE	6,047.57	49,686.60	31,000.00	(18,686.60)	160.3
01-6000-133 IMRF CONTRIBUTION	1,159.23	11,875.99	14,900.00	3,024.01	79.7
01-6000-193 PAYROLL TAXES	1,241.28	13,095.19	16,400.00	3,304.81	79.9
01-6000-211 LEGAL EXPENSE	2,231.25	20,974.74	60,000.00	39,025.26	35.0
01-6000-214 AUDIT & ACCOUNTING FEES	8,546.38	90,832.27	121,000.00	30,167.73	75.1
01-6000-221 STREET LIGHTING	107.25	107.25	.00	(107.25)	.0
01-6000-311 OFFICE EXPENSE	515.00	.00	.00	.00	.0
01-6000-312 OFFICE SUPPLIES	23.89	2,624.47	5,000.00	2,375.53	52.5
01-6000-313 POSTAGE	320.00	1,305.84	2,800.00	1,494.16	46.6
01-6000-314 TELEPHONE	323.91	12,914.29	23,000.00	10,085.71	56.2
01-6000-315 COPIES & PRINTING	.00	370.25	2,000.00	1,629.75	18.5
01-6000-318 ADVERTISING	.00	1,165.59	1,500.00	334.41	77.7
01-6000-321 DUES & SUBSCRIPTIONS	382.34	10,587.10	16,000.00	5,412.90	66.2
01-6000-331 TRAVEL & TRAINING	138.26	6,999.63	7,000.00	.37	100.0
01-6000-351 OFFICE EQUIP & MAINT	1,986.30	34,513.33	16,000.00	(18,513.33)	215.7
01-6000-421 COMMUNITY PROGRAMS	.00	20,000.00	.00	(20,000.00)	.0
01-6000-511 INSURANCE EXPENSE	.00	22,350.33	13,500.00	(8,850.33)	165.6
01-6000-531 REAL ESTATE TAXES	.00	1,539.41	12,826.00	11,286.59	12.0
01-6000-591 MISC EXPENSE	105.00	1,310.39	1,600.00	289.61	81.9
01-6000-812 CAP OUTLAY: EQUIP & FURN	.00	13,590.00	(29,000.00)	(42,590.00)	46.9
01-6000-908 TRANSFER TO OTHER FUNDS	.00	(10.30)	20,000.00	20,010.30	(.1)
TOTAL ADMINISTRATION	39,353.67	486,761.25	549,626.00	62,864.75	88.6

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
01-6100-118 SALARIES - MAINT WORKERS	16,559.68	167,625.91	194,000.00	26,374.09	86.4
01-6100-131 EMPLOYEE HEALTH INSURANCE	1,840.98	24,013.96	41,000.00	16,986.04	58.6
01-6100-133 IMRF CONTRIBUTION	1,513.55	14,452.57	17,100.00	2,647.43	84.5
01-6100-151 UNEMPLOYMENT BENEFITS	.00	3,330.00	.00	(3,330.00)	.0
01-6100-193 PAYROLL TAXES	1,266.81	12,884.94	14,850.00	1,965.06	86.8
01-6100-197 DRUG/ALCOHOL PROGRAMS	.00	594.00	800.00	206.00	74.3
01-6100-198 UNIFORMS	.00	460.00	1,600.00	1,140.00	28.8
01-6100-218 MAINTENANCE - STREET LIGHTS	(3,044.95)	4,238.74	5,000.00	761.26	84.8
01-6100-219 ELECTRIC - STREET LIGHTS	388.95	22,656.85	36,500.00	13,843.15	62.1
01-6100-220 ROAD SALT	.00	35,201.45	30,000.00	(5,201.45)	117.3
01-6100-221 ROAD SIGNS	69.75	8,942.25	5,000.00	(3,942.25)	178.9
01-6100-222 RAILROAD CROSSING MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
01-6100-224 STREET REPAIR MATERIALS	1,127.27	6,377.42	24,000.00	17,622.58	26.6
01-6100-226 TOOLS AND HARDWARE	.00	2,416.47	3,000.00	583.53	80.6
01-6100-227 SMALL EQUIPMENT PURCHASES	.00	8,586.99	10,000.00	1,413.01	85.9
01-6100-232 MAINTENANCE TOWN GARAGE	.00	4,036.38	2,000.00	(2,036.38)	201.8
01-6100-235 PARKS - EQUIPMENT MAINTENANCE	.00	12,482.39	12,000.00	(482.39)	104.0
01-6100-236 PARKS - GENERAL MAINTENANCE	.00	204.93	.00	(204.93)	.0
01-6100-239 NUISANCE MOWING	.00	.00	1,000.00	1,000.00	.0
01-6100-241 VEHICLE & EQUIPMENT MAINT.	407.09	41,997.48	25,000.00	(16,997.48)	168.0
01-6100-242 TOWN HALL MAINTENANCE	281.24	3,801.29	6,000.00	2,198.71	63.4
01-6100-245 EQUIPMENT RENTAL	.00	2,005.00	20,000.00	17,995.00	10.0
01-6100-255 STORM SEWER REPAIRS	.00	4,830.19	7,000.00	2,169.81	69.0
01-6100-258 FORESTRY	3,473.79	3,513.77	8,000.00	4,486.23	43.9
01-6100-312 OFFICE SUPPLIES	164.65	320.68	1,000.00	679.32	32.1
01-6100-314 TELEPHONE	315.65	3,218.25	6,000.00	2,781.75	53.6
01-6100-316 UTILITIES	1,076.38	5,517.89	8,125.00	2,607.11	67.9
01-6100-321 DUES & SUBSCRIPTIONS	.00	66.00	.00	(66.00)	.0
01-6100-331 TRAVEL AND TRAINING	.00	1,147.04	2,000.00	852.96	57.4
01-6100-351 OFFICE EQUIP & MAINT	.00	1,448.21	2,000.00	551.79	72.4
01-6100-371 FUEL	.00	14,407.72	25,000.00	10,592.28	57.6
01-6100-492 IPRF SAFETY GRANT	.00	504.01	.00	(504.01)	.0
01-6100-511 INSURANCE EXPENSE	.00	42,832.00	31,500.00	(11,332.00)	136.0
01-6100-522 FEES/PERMITS	.00	.00	2,000.00	2,000.00	.0
01-6100-525 TECHNOLOGY UPGRADES	.00	.00	500.00	500.00	.0
01-6100-591 MISC EXPENSE	3,360.00	3,360.00	500.00	(2,860.00)	672.0
01-6100-592 CEMETERY EXPENSE	.00	.00	2,000.00	2,000.00	.0
01-6100-611 PRINCIPAL PAYMENTS	.00	38,670.85	41,142.00	2,471.15	94.0
01-6100-621 INTEREST EXPENSE	.00	16,820.05	9,986.00	(6,834.05)	168.4
01-6100-811 CAP OUTLAY: CONSTRUCT	.00	.00	15,000.00	15,000.00	.0
01-6100-812 CAP OUTLAY: EQUIP & FURN	.00	33,840.00	120,000.00	86,160.00	28.2
TOTAL PUBLIC WORKS	28,800.84	546,805.68	731,603.00	184,797.32	74.7

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE DEPARTMENT</u>					
01-6200-114 SALARIES - REGULAR	38,628.59	390,689.74	451,000.00	60,310.26	86.6
01-6200-115 SALARIES - SPECIAL ASSIGNMENT	1,574.02	19,472.52	20,000.00	527.48	97.4
01-6200-116 SALARIES - OVERTIME	560.94	4,768.06	8,000.00	3,231.94	59.6
01-6200-119 SALARIES - CLERICAL	1,170.24	13,704.59	19,500.00	5,795.41	70.3
01-6200-131 EMPLOYEE HEALTH INS	6,401.80	62,209.84	90,075.00	27,865.16	69.1
01-6200-133 IMRF CONTRIBUTION	3,625.37	35,326.66	42,000.00	6,673.34	84.1
01-6200-193 PAYROLL TAXES	3,057.47	31,251.69	38,100.00	6,848.31	82.0
01-6200-198 UNIFORMS	.00	3,281.26	4,000.00	718.74	82.0
01-6200-199 UNIFORM ALLOWANCE	.00	3,654.99	7,500.00	3,845.01	48.7
01-6200-211 LEGAL EXPENSE	175.00	962.50	1,000.00	37.50	96.3
01-6200-212 ADJUDICATION	131.25	2,002.81	5,000.00	2,997.19	40.1
01-6200-240 EQUIPMENT PURCHASES & MAINT	.00	2,274.95	14,500.00	12,225.05	15.7
01-6200-241 VEHICLE MAINTENANCE	486.26	7,706.64	13,500.00	5,793.36	57.1
01-6200-242 M&O: OFFICE	486.00	3,460.55	500.00	(2,960.55)	692.1
01-6200-261 TELECOMMUNICATIONS SERVICE	.00	65,260.00	66,000.00	740.00	98.9
01-6200-312 OFFICE SUPPLIES	87.07	710.02	.00	(710.02)	.0
01-6200-313 POSTAGE	.00	131.86	150.00	18.14	87.9
01-6200-314 TELEPHONE	662.23	9,612.99	15,500.00	5,887.01	62.0
01-6200-315 COPIES & PRINTING	77.73	1,138.32	1,000.00	(138.32)	113.8
01-6200-316 UTILITIES	313.45	992.96	2,850.00	1,857.04	34.8
01-6200-317 BUSINESS FORMS EXPENSE	.00	559.80	2,500.00	1,940.20	22.4
01-6200-321 DUES & SUBSCRIPTIONS	63.33	17,703.67	25,000.00	7,296.33	70.8
01-6200-331 TRAVEL & TRAINING	.00	3,600.36	8,500.00	4,899.64	42.4
01-6200-351 OFFICE EQUIP & MAINT	536.24	1,024.64	4,000.00	2,975.36	25.6
01-6200-361 DUI PREVENTION EQUIP	.00	.00	3,000.00	3,000.00	.0
01-6200-371 GAS & PETROLEUM	65.36	12,740.39	18,000.00	5,259.61	70.8
01-6200-421 COMMUNITY PROGRAMS	.00	606.16	1,000.00	393.84	60.6
01-6200-492 IPRF SAFETY GRANT	931.97	931.97	.00	(931.97)	.0
01-6200-511 INSURANCE EXP	.00	38,505.00	25,500.00	(13,005.00)	151.0
01-6200-550 TECHNOLOGY UPGRADES	659.92	1,003.42	5,000.00	3,996.58	20.1
01-6200-591 MISC EXPENSE	500.00	834.06	3,000.00	2,165.94	27.8
01-6200-812 CAP OUTLAY: EQUIP/FURN	.00	8,246.00	8,300.00	54.00	99.4
TOTAL POLICE DEPARTMENT	60,194.24	744,368.42	903,975.00	159,606.58	82.3

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ENGINEERING & ZONING</u>					
01-6300-118 SALARIES - CODE OFFICIAL	1,506.56	23,325.42	35,000.00	11,674.58	66.6
01-6300-119 ENGINEERING INTERN	.00	.00	12,000.00	12,000.00	.0
01-6300-120 SALARIES - ENGINEER	8,976.84	94,191.46	116,700.00	22,508.54	80.7
01-6300-131 EMPLOYEE HEALTH/LIFE	15.42	161.91	204.00	42.09	79.4
01-6300-133 EMPLOYER IMRF	820.48	8,319.46	10,300.00	1,980.54	80.8
01-6300-193 PAYROLL TAXES	801.95	8,989.94	9,850.00	860.06	91.3
01-6300-211 ENGINEERING: NON-REIMBURSABLE	.00	3,237.50	150,000.00	146,762.50	2.2
01-6300-213 PLANNING/ZONING/BUILDING	915.00	915.00	1,500.00	585.00	61.0
01-6300-215 ZONING ADM: REIMBURSABLE	350.00	1,750.00	.00	1,750.00	.0
01-6300-216 ZONING ADMINISTRATION FEES	.00	11,000.00	.00	11,000.00	.0
01-6300-241 VEHICLE & EQUIPMENT MAINT.	202.73	832.04	3,000.00	2,167.96	27.7
01-6300-312 OFFICE SUPPLIES	.00	281.41	3,000.00	2,718.59	9.4
01-6300-313 POSTAGE	.00	.00	100.00	100.00	.0
01-6300-314 TELEPHONE	185.31	1,833.33	2,160.00	326.67	84.9
01-6300-315 COPIES & PRINTING	.00	843.50	500.00	343.50	168.7
01-6300-321 DUES & SUBSCRIPTIONS	200.00	1,029.35	1,000.00	29.35	102.9
01-6300-331 CONFERENCE AND TRAINING	165.00	3,064.10	5,000.00	1,935.90	61.3
01-6300-351 OFFICE EXPENSE	.00	2,728.75	5,000.00	2,271.25	54.6
01-6300-371 GASOLINE	.00	2,048.33	2,500.00	451.67	81.9
01-6300-511 INSURANCE EXP	.00	591.00	800.00	209.00	73.9
TOTAL ENGINEERING & ZONING	14,139.29	165,142.50	358,614.00	193,471.50	46.1
<u>CEMETERY</u>					
01-6700-321 CEMETERY EXPENSES	.00	35.00	.00	35.00	.0
TOTAL CEMETERY	.00	35.00	.00	35.00	.0
TOTAL FUND EXPENDITURES	142,488.04	1,943,112.85	2,543,818.00	600,705.15	76.4
NET REVENUE OVER EXPENDITURES	(14,272.45)	(30,712.11)	(231,846.00)	(201,133.89)	(13.3)

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

MOTOR FUEL TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>MOTOR FUEL TAX REVENUES</u>					
02-4011	MFT APPROPRIATION	14,661.03	131,704.04	177,000.00	45,295.96	74.4
	TOTAL MOTOR FUEL TAX REVENUES	14,661.03	131,704.04	177,000.00	45,295.96	74.4
	<u>INTEREST ON INVESTMENT</u>					
02-8011	INTEREST ON INVESTMENT	2,577.22	32,387.63	12,000.00	(20,387.63)	269.9
	TOTAL INTEREST ON INVESTMENT	2,577.22	32,387.63	12,000.00	(20,387.63)	269.9
	TOTAL FUND REVENUE	17,238.25	164,091.67	189,000.00	24,908.33	86.8

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

MOTOR FUEL TAX FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>MOTOR FUEL EXPENSES</u>					
02-6400-237	REBUILD ILLINOIS EXPENSES	.00	738.00	55,000.00	54,262.00	1.3
02-6400-370	GENERAL MAINTENANCE	216,486.34	268,192.12	200,000.00	(68,192.12)	134.1
	TOTAL MOTOR FUEL EXPENSES	216,486.34	268,930.12	255,000.00	(13,930.12)	105.5
	TOTAL FUND EXPENDITURES	216,486.34	268,930.12	255,000.00	(13,930.12)	105.5
	NET REVENUE OVER EXPENDITURES	(199,248.09)	(104,838.45)	(66,000.00)	38,838.45	(158.9)

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>ELECTRICITY</u>					
03-4011	UTILITY TAX - ELECTRICITY	9,027.64	71,419.11	95,000.00	23,580.89	75.2
	TOTAL ELECTRICITY	9,027.64	71,419.11	95,000.00	23,580.89	75.2
	<u>GAS</u>					
03-4021	UTILITY TAX - GAS	8,894.16	39,262.78	70,000.00	30,737.22	56.1
	TOTAL GAS	8,894.16	39,262.78	70,000.00	30,737.22	56.1
	<u>TELEPHONE</u>					
03-4031	SIMPLIFIED TELECOMM TAX (UT)	1,940.72	17,545.93	20,000.00	2,454.07	87.7
	TOTAL TELEPHONE	1,940.72	17,545.93	20,000.00	2,454.07	87.7
	<u>SALES TAX</u>					
03-4041	NON HOME RULE SALES TAX	23,779.96	172,635.74	225,000.00	52,364.26	76.7
	TOTAL SALES TAX	23,779.96	172,635.74	225,000.00	52,364.26	76.7
	<u>MISCELLANEOUS REVENUE</u>					
03-4991	MISCELLANEOUS INCOME	.00 (250.00)	.00	250.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00 (250.00)	.00	250.00	.0
	<u>INTEREST ON INVESTMENTS</u>					
03-8011	INTEREST ON INVESTMENTS	5,248.90	50,170.23	15,000.00 (35,170.23)	334.5
	TOTAL INTEREST ON INVESTMENTS	5,248.90	50,170.23	15,000.00 (35,170.23)	334.5
	<u>FUNDS FOR GRADE CROSSINGS</u>					
03-8301	GRANT FUNDS	.00	130,339.52	935,000.00	804,660.48	13.9
03-8302	DEKALB CTY COMMUNITY FDN GRANT	.00	19,200.00	.00 (19,200.00)	.0
	TOTAL FUNDS FOR GRADE CROSSINGS	.00	149,539.52	935,000.00	785,460.48	16.0
	TOTAL FUND REVENUE	48,891.38	500,323.31	1,360,000.00	859,676.69	36.8

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL IMPR EXPENSES</u>					
03-6500-421 COMMUNITY PROGRAMS	.00	.00	15,000.00	15,000.00	.0
03-6500-522 NPDES PERMIT FEE	.00	1,000.00	.00	(1,000.00)	.0
03-6500-621 INTEREST EXPENSE	.00	(346.69)	.00	346.69	.0
03-6500-726 DONATIONS- COMMUNITY AGENCIES	.00	2,000.00	5,000.00	3,000.00	40.0
03-6500-820 CHESTNUT PARKING LOT	.00	4,170.00	.00	(4,170.00)	.0
03-6500-824 STREET IMPROVEMENT	.00	.00	800,000.00	800,000.00	.0
03-6500-837 EMERGENCY PREPAREDNESS	.00	3,068.52	.00	(3,068.52)	.0
03-6500-840 HOLIDAY DECORATIONS	.00	13,493.48	15,000.00	1,506.52	90.0
03-6500-842 SIDEWALKS, NEW CONSTRUCTION	.00	2,208.00	50,000.00	47,792.00	4.4
03-6500-846 SPLASH PAD	.00	134,266.27	135,000.00	733.73	99.5
03-6500-857 DEKALB CTY COMMUNITY GRANT EXP	.00	19,508.74	.00	(19,508.74)	.0
03-6500-910 TRANSFERS TO OTHER FUNDS	.00	53,174.72	26,655.00	(26,519.72)	199.5
03-6500-912 LOAN PAYMENTS	.00	.00	51,128.00	51,128.00	.0
03-6500-913 CAPITAL PURCHASE TRANSFERS	.00	.00	172,300.00	172,300.00	.0
TOTAL CAPITAL IMPR EXPENSES	.00	232,543.04	1,270,083.00	1,037,539.96	18.3
TOTAL FUND EXPENDITURES	.00	232,543.04	1,270,083.00	1,037,539.96	18.3
NET REVENUE OVER EXPENDITURES	48,891.38	267,780.27	89,917.00	(177,863.27)	297.8

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

SEWER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SERVICE FEES</u>					
06-4010	CONNECTION FEES	2,000.00	19,000.00	10,000.00	(9,000.00)	190.0
06-4011	SERVICE FEES	27.80	423,635.89	552,000.00	128,364.11	76.8
	TOTAL SERVICE FEES	2,027.80	442,635.89	562,000.00	119,364.11	78.8
	<u>LATE CHARGES</u>					
06-4021	LATE CHARGES	7,825.18	28,973.28	28,000.00	(973.28)	103.5
	TOTAL LATE CHARGES	7,825.18	28,973.28	28,000.00	(973.28)	103.5
	<u>BAD CHECK CHARGES</u>					
06-4041	BAD CHECK CHARGES	.00	(49.99)	25.00	74.99	(200.0)
	TOTAL BAD CHECK CHARGES	.00	(49.99)	25.00	74.99	(200.0)
	<u>PERMITS</u>					
06-4051	PERMITS	7,000.00	87,500.00	35,000.00	(52,500.00)	250.0
	TOTAL PERMITS	7,000.00	87,500.00	35,000.00	(52,500.00)	250.0
	<u>MISCELLANEOUS REVENUE</u>					
06-4991	MISC REVENUE	.00	420.00	.00	(420.00)	.0
	TOTAL MISCELLANEOUS REVENUE	.00	420.00	.00	(420.00)	.0
	<u>INTEREST ON INVESTMENT</u>					
06-8011	INTEREST ON INVESTMENT	10,415.47	105,729.23	50,000.00	(55,729.23)	211.5
	TOTAL INTEREST ON INVESTMENT	10,415.47	105,729.23	50,000.00	(55,729.23)	211.5
	<u>LEASE INCOME</u>					
06-8801	LEASE INCOME	34,755.00	34,755.00	10,725.00	(24,030.00)	324.1
	TOTAL LEASE INCOME	34,755.00	34,755.00	10,725.00	(24,030.00)	324.1
	TOTAL FUND REVENUE	62,023.45	699,963.41	685,750.00	(14,213.41)	102.1

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

SEWER SYSTEM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER SYSTEM EXPENSES</u>					
06-7300-118 SALARIES: MAINT WORKERS	6,261.27	67,100.91	97,500.00	30,399.09	68.8
06-7300-131 EMPLOYEE HEALTH INSURANCE	857.20	9,000.09	18,000.00	8,999.91	50.0
06-7300-133 IMRF CONTRIBUTION	572.29	5,927.20	8,650.00	2,722.80	68.5
06-7300-193 PAYROLL TAXES	479.00	5,133.33	7,200.00	2,066.67	71.3
06-7300-198 UNIFORMS	.00	319.95	1,000.00	680.05	32.0
06-7300-211 LEGAL/COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
06-7300-212 ENGINEERING EXPENSE	.00	.00	2,500.00	2,500.00	.0
06-7300-213 OTHER CONSULTING FEES	1,337.45	12,366.63	16,000.00	3,633.37	77.3
06-7300-214 AUDIT FEES	.00	4,275.60	4,000.00	(275.60)	106.9
06-7300-218 EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
06-7300-221 UTILITIES	14,568.06	76,626.77	110,000.00	33,373.23	69.7
06-7300-241 M&O: VEH & EQUIP	.00	2,382.32	3,000.00	617.68	79.4
06-7300-243 M&O: SEWER PLANT	.00	36,622.02	40,000.00	3,377.98	91.6
06-7300-311 OFFICE EXPENSE	942.31	6,013.27	6,500.00	486.73	92.5
06-7300-312 ANNUAL PERMIT FEES	.00	7,500.00	11,000.00	3,500.00	68.2
06-7300-313 TRAINING	.00	1,049.17	2,000.00	950.83	52.5
06-7300-314 TELEPHONE	138.73	1,919.71	5,000.00	3,080.29	38.4
06-7300-345 WASTEWATER TESTING	2,608.79	9,550.79	17,500.00	7,949.21	54.6
06-7300-371 GAS & PETROLEUM	.00	1,726.12	2,200.00	473.88	78.5
06-7300-511 INSURANCE EXPENSE	.00	5,248.00	4,100.00	(1,148.00)	128.0
06-7300-591 MISC EXPENSES	.00	30.05	500.00	469.95	6.0
06-7300-611 DEBT SERVICE PRINCIPAL	.00	24,434.99	49,106.00	24,671.01	49.8
06-7300-621 INTEREST EXPENSE	.00	6,038.40	11,841.00	5,802.60	51.0
06-7300-811 CAP OUTLAY: CONSTRUCT	.00	85,871.00	15,000.00	(70,871.00)	572.5
06-7300-812 CAP OUTLAY: EQUIPMENT	.00	26,832.00	58,500.00	31,668.00	45.9
TOTAL SEWER SYSTEM EXPENSES	27,765.10	395,968.32	499,097.00	103,128.68	79.3
TOTAL FUND EXPENDITURES	27,765.10	395,968.32	499,097.00	103,128.68	79.3
NET REVENUE OVER EXPENDITURES	34,258.35	303,995.09	186,653.00	(117,342.09)	162.9

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

WATER SYSTEM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SERVICE FEES</u>					
07-4011	SERVICE FEES	(251.61)	430,242.15	520,000.00	89,757.85	82.7
	TOTAL SERVICE FEES	(251.61)	430,242.15	520,000.00	89,757.85	82.7
	<u>LATE CHARGES</u>					
07-4021	LATE CHARGES	682.67	2,133.19	1,500.00	(633.19)	142.2
	TOTAL LATE CHARGES	682.67	2,133.19	1,500.00	(633.19)	142.2
	<u>BAD CHECK CHARGES</u>					
07-4041	BAD CHECK CHARGES	.00	175.00	25.00	(150.00)	700.0
	TOTAL BAD CHECK CHARGES	.00	175.00	25.00	(150.00)	700.0
	<u>PERMITS</u>					
07-4051	PERMITS	7,600.00	93,200.00	50,000.00	(43,200.00)	186.4
	TOTAL PERMITS	7,600.00	93,200.00	50,000.00	(43,200.00)	186.4
	<u>METER SALES</u>					
07-4301	METER SALES	.00	2,700.00	5,000.00	2,300.00	54.0
	TOTAL METER SALES	.00	2,700.00	5,000.00	2,300.00	54.0
	<u>MISCELLANEOUS REVENUE</u>					
07-4991	MISC INCOME	.00	2,231.00	1,500.00	(731.00)	148.7
	TOTAL MISCELLANEOUS REVENUE	.00	2,231.00	1,500.00	(731.00)	148.7
	<u>INTEREST ON INVESTMENT</u>					
07-8011	INTEREST ON INVESTMENT	5,748.27	54,164.07	25,000.00	(29,164.07)	216.7
	TOTAL INTEREST ON INVESTMENT	5,748.27	54,164.07	25,000.00	(29,164.07)	216.7

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

WATER SYSTEM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEASE INCOME</u>					
07-8801 LEASE INCOME	310.00	3,100.00	3,720.00	620.00	83.3
TOTAL LEASE INCOME	310.00	3,100.00	3,720.00	620.00	83.3
TOTAL FUND REVENUE	14,089.33	587,945.41	606,745.00	18,799.59	96.9

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

WATER SYSTEM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER SYSTEM EXPENSES</u>					
07-7400-118 SALARIES: MAINT WORKERS	9,391.87	100,651.18	142,500.00	41,848.82	70.6
07-7400-131 EMPLOYEE HEALTH INSURANCE	1,285.84	13,500.47	2,700.00	(10,800.47)	500.0
07-7400-133 IMRF CONTRIBUTION	858.41	8,890.78	21,000.00	12,109.22	42.3
07-7400-193 PAYROLL TAXES	718.47	7,699.69	17,950.00	10,250.31	42.9
07-7400-198 UNIFORMS	.00	366.16	900.00	533.84	40.7
07-7400-212 ENGINEERING EXPENSE	.00	.00	2,500.00	2,500.00	.0
07-7400-213 OTHER CONSULTING FEES	2,006.17	18,549.90	24,075.00	5,525.10	77.1
07-7400-214 AUDIT FEES	.00	4,275.60	4,000.00	(275.60)	106.9
07-7400-221 UTILITIES	9,944.26	54,747.64	75,000.00	20,252.36	73.0
07-7400-222 RADIUM REMOVAL PROCESSING	9,422.29	93,499.63	111,510.00	18,010.37	83.9
07-7400-241 M&O: VEH & EQUIP	1,674.22	2,630.49	5,000.00	2,369.51	52.6
07-7400-243 M&O: WELL SYSTEM	818.89	10,243.01	30,000.00	19,756.99	34.1
07-7400-311 OFFICE EXPENSE	1,194.31	9,410.46	11,000.00	1,589.54	85.6
07-7400-314 TELEPHONE	114.18	2,017.62	5,000.00	2,982.38	40.4
07-7400-331 TRAVEL & TRAINING	350.00	1,252.00	2,000.00	748.00	62.6
07-7400-341 METER PURCHASES & SUPPLIES	.00	10,258.40	15,000.00	4,741.60	68.4
07-7400-343 CONNECTION EXP	.00	.00	5,000.00	5,000.00	.0
07-7400-344 ACCESS SUPPLY PURCH	.00	.00	2,000.00	2,000.00	.0
07-7400-345 CHEMICALS & TESTING	3,219.70	22,589.04	20,000.00	(2,589.04)	113.0
07-7400-346 TOOLS	.00	593.91	1,250.00	656.09	47.5
07-7400-371 GAS & PETROLEUM	.00	4,027.69	8,000.00	3,972.31	50.4
07-7400-492 IPRF SAFETY GRANT	.00	19.63	.00	(19.63)	.0
07-7400-511 INSURANCE EXPENSE	.00	9,648.00	6,800.00	(2,848.00)	141.9
07-7400-531 REAL ESTATE TAXES	.00	236.56	.00	(236.56)	.0
07-7400-811 CAP OUTLAY: CONSTRUCT	.00	5,740.00	25,000.00	19,260.00	23.0
07-7400-812 CAP OUTLAY: EQUIPMENT	.00	36,420.00	100,000.00	63,580.00	36.4
07-7400-826 CAP OUTLAY: ENG STUDY	.00	.00	50,000.00	50,000.00	.0
TOTAL WATER SYSTEM EXPENSES	40,998.61	417,267.86	688,185.00	270,917.14	60.6
TOTAL FUND EXPENDITURES	40,998.61	417,267.86	688,185.00	270,917.14	60.6
NET REVENUE OVER EXPENDITURES	(26,909.28)	170,677.55	(81,440.00)	(252,117.55)	209.6

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

FESTIVAL & PARADE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DONATIONS</u>					
09-4961	DONATIONS	.00	.00	5,000.00	5,000.00	.0
	TOTAL DONATIONS	.00	.00	5,000.00	5,000.00	.0
	<u>FUNDRAISERS</u>					
09-4972	FESTIVAL RECEIPTS	.00	.00	17,500.00	17,500.00	.0
	TOTAL FUNDRAISERS	.00	.00	17,500.00	17,500.00	.0
	<u>INTEREST</u>					
09-8011	INTEREST ON INVESTMENT	.00	.04	60.00	59.96	.1
	TOTAL INTEREST	.00	.04	60.00	59.96	.1
	<u>ALLOTMENT FROM GF</u>					
09-8192	FESTIVAL/PARADE TRANSFER	.00	(10.30)	20,000.00	20,010.30	(.1)
	TOTAL ALLOTMENT FROM GF	.00	(10.30)	20,000.00	20,010.30	(.1)
	TOTAL FUND REVENUE	.00	(10.26)	42,560.00	42,570.26	.0

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

FESTIVAL & PARADE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FESTIVAL & PARADE EXPENSES</u>					
09-7700-218 CONTRACTED GROUPS/EVENTS/LABOR	.00	6,565.68	20,000.00	13,434.32	32.8
09-7700-241 RENTALS	.00	.00	4,500.00	4,500.00	.0
09-7700-312 SUPPLIES	.00	.00	4,500.00	4,500.00	.0
09-7700-313 POSTAGE	.00	.00	100.00	100.00	.0
09-7700-315 COPIES, PRINTING & ADVERTISING	.00	.00	1,500.00	1,500.00	.0
09-7700-571 PRIZES & AWARDS	.00	.00	750.00	750.00	.0
09-7700-591 MISC EXPENSE	.00	.00	500.00	500.00	.0
TOTAL FESTIVAL & PARADE EXPENSES	.00	6,565.68	31,850.00	25,284.32	20.6
TOTAL FUND EXPENDITURES	.00	6,565.68	31,850.00	25,284.32	20.6
NET REVENUE OVER EXPENDITURES	.00	(6,575.94)	10,710.00	17,285.94	(61.4)

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

RESTRICTED ASSETS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DONATIONS</u>					
13-4167	WASTE COLLECTION AGREEMENT	.00	15,241.50	17,000.00	1,758.50	89.7
	TOTAL DONATIONS	.00	15,241.50	17,000.00	1,758.50	89.7
	<u>PARK DEVELOPMENT FEES</u>					
13-4171	PARK LOT DEV FEES - GENERAL	.00	700.00	1,000.00	300.00	70.0
	TOTAL PARK DEVELOPMENT FEES	.00	700.00	1,000.00	300.00	70.0
	<u>CAPITAL CONTRIBUTIONS: TOWN</u>					
13-4201	CAP CONTRIB: PUBLIC WORKS BLDG	1,009.26	9,587.97	.00	(9,587.97)	.0
13-4202	CAP CONTRIB: POLICE FACILITY	805.56	7,652.82	.00	(7,652.82)	.0
13-4203	CAP CONTRIB: EMERGENCY SIREN	23.14	219.83	.00	(219.83)	.0
13-4204	CAP CONTRIB: TOWN HALL BLDG	1,459.26	14,562.97	.00	(14,562.97)	.0
13-4205	CAP CONTRIB: SPORTS COMPLEX	1,319.44	12,534.68	.00	(12,534.68)	.0
13-4206	CAP CONTRIB: CAPITAL EQUIPMENT	.00	2,100.00	18,000.00	15,900.00	11.7
	TOTAL CAPITAL CONTRIBUTIONS: TOWN	4,616.66	46,658.27	18,000.00	(28,658.27)	259.2
	<u>INTEREST</u>					
13-8011	INTEREST ON INVESTMENT	7,196.08	68,691.70	35,000.00	(33,691.70)	196.3
	TOTAL INTEREST	7,196.08	68,691.70	35,000.00	(33,691.70)	196.3
	<u>TRANSFERS</u>					
13-8101	TRANSFERS FROM OTHER FUNDS	.00	53,174.72	26,655.00	(26,519.72)	199.5
	TOTAL TRANSFERS	.00	53,174.72	26,655.00	(26,519.72)	199.5
	TOTAL FUND REVENUE	11,812.74	184,466.19	97,655.00	(86,811.19)	188.9

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

RESTRICTED ASSETS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RESTRICTED ASSETS</u>					
13-8000-350 ROAD IMPROVEMENTS	.00	42,838.88	35,000.00	(7,838.88)	122.4
13-8000-813 CAP OUTLAY: TOWN HALL	.00	.00	5,000.00	5,000.00	.0
13-8000-814 CAP OUTLAY: SSA#4	.00	.00	50,000.00	50,000.00	.0
13-8000-815 CAPITAL OUTLAY SPLASH PAD NEUM	.00	.00	79,851.00	79,851.00	.0
13-8000-824 CAP O/L: PARK DEV (MCPHILLIPS)	.00	.00	14,305.00	14,305.00	.0
13-8000-833 CAP OUTLAY: PUBL WKS FACILITY	.00	9,195.00	5,000.00	(4,195.00)	183.9
13-8000-836 CEMETERY MAINT / IMPROVEMENTS	.00	850.00	.00	(850.00)	.0
13-8000-839 AIRPORT ROAD PROPERTY TAXES	.00	8,471.72	.00	(8,471.72)	.0
13-8000-840 AIRPORT ROAD UTILITIES	17.97	169.47	.00	(169.47)	.0
TOTAL RESTRICTED ASSETS	17.97	61,525.07	189,156.00	127,630.93	32.5
TOTAL FUND EXPENDITURES	17.97	61,525.07	189,156.00	127,630.93	32.5
NET REVENUE OVER EXPENDITURES	11,794.77	122,941.12	(91,501.00)	(214,442.12)	134.4

TOWN OF CORTLAND
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

		TIF FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INTEREST INCOME</u>						
14-8010	TIF RE TAX RECEIVED	.00	480,610.89	355,000.00	(125,610.89)	135.4
14-8011	INTEREST ON INVESTMENT	3,939.39	39,082.35	15,000.00	(24,082.35)	260.6
TOTAL INTEREST INCOME		3,939.39	519,693.24	370,000.00	(149,693.24)	140.5
TOTAL FUND REVENUE		3,939.39	519,693.24	370,000.00	(149,693.24)	140.5

TOWN OF CORTLAND
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING FEBRUARY 29, 2024

Item 1.

TIF FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TIF EXPENSES</u>					
14-6600-212	ADMINISTRATIVE EXPENSE	.00	115,295.55	.00	(115,295.55)	.0
14-6600-591	MISC EXPENSES	.00	23,502.20	427,000.00	403,497.80	5.5
14-6600-599	LOCAL MATCH - SOMONAUK RD	.00	67,631.04	.00	(67,631.04)	.0
	TOTAL TIF EXPENSES	.00	206,428.79	427,000.00	220,571.21	48.3
	TOTAL FUND EXPENDITURES	.00	206,428.79	427,000.00	220,571.21	48.3
	NET REVENUE OVER EXPENDITURES	3,939.39	313,264.45	(57,000.00)	(370,264.45)	549.6

General Fund - Streets and Maintenance		
Facility 250 S Halwood		
Loan Date: 12/31/11, Maturity Date: 6/30/30, Loan Amount: \$655,200.00		
Interest Rate: 7.25%, Semi-Annual P&I due 6/30 and 12/31		
Beginning Balance 5/1/2023		\$ 340,817.46
Principal Paid Fiscal Year 2024:		\$ (38,670.85)
Interest Paid Fiscal Year 2024:	\$ 16,820.05	
Current Balance:		<u>\$ 302,146.61</u>
Remaining Debt Schedule		
	Principal	Interest
Fiscal Year Ending 2024	\$ 0.00	\$ 0.00
Fiscal Year Ending 2025	\$ 38,582.92	\$ 21,271.08
Future	\$ 263,563.69	\$ 59,692.54
Total:	<u>\$ 302,146.61</u>	<u>\$ 80,963.62</u>
* rate change 3 year variable		

General Fund - IEPA Loan		
Wastewater Project: L17-5003		
Maturity Date 9/25/2034, Int Rate: 1.93%, Semi-Annual Payments		
Beginning Balance 5/1/2023		\$ 625,740.66
Principal Paid Fiscal Year 2024:		\$ (24,434.99)
Interest Paid Fiscal Year 2024:	\$ 6,038.40	
Current Balance:		<u>\$ 601,305.67</u>
Remaining Debt Schedule		
	Principal	Interest
Fiscal Year Ending 2024	\$ 24,670.79	\$ 5,802.60
Fiscal Year Ending 2025	\$ 50,058.09	\$ 10,888.69
Future	\$ 526,576.79	\$ 52,265.07
Total:	<u>\$ 601,305.67</u>	<u>\$ 68,956.36</u>

Restricted Asset Fund Loan		
North Avenue Road Repairs		
Maturity Date 12/31/2024, Int Rate: 2%, Semi-Annual Payments		
Beginning Balance 5/1/2023		\$ 52,002.73
Principal Paid Fiscal Year 2024:		\$ (52,002.73)
Interest Paid Fiscal Year 2024:	\$ 1,171.99	
Current Balance:		<u>\$ -</u>
Remaining Debt Schedule		
	Principal	Interest
Fiscal Year Ending 2024	\$ -	\$ -
Fiscal Year Ending 2025	\$ -	\$ -
Total:	<u>\$ -</u>	<u>\$ -</u>

Town of Cortland
Restricted Assets
February 29, 2024

Item 1.

		Balance 2/1/2024	Deposits 2/29/2024	Expenditures 2/29/2024	Balance 2/29/2024
Customer Deposits					
13-2010	AP	\$ -			\$ -
13-2020	Deferred Revenue	\$ -	-	-	-
13-2301	Occupany Deposits	\$ -	-		-
13-2355	Airport Road Security Deposits	\$ -	-	-	-
Engineering Deposits					
13-2316	DCUSD #428	\$ 51,668.29	\$ -	\$ -	\$ 51,668.29
Land/Cash Contributions					
13-2401	Cortland Fire Protection District	\$ 8,400.00	\$ 600.00		\$ 9,000.00
13-2405	Sycamore School District # 427	\$ 4,161.11			4,161.11
13-2406	#428 Schools	\$ 116,402.68	3,240.00		119,642.68
13-2407	Cortland Library	\$ 1,260.00	90.00		1,350.00
Storm Sewer Escrow					
13-2411	Neumann Homes Inc	\$ 79,850.65		\$ -	\$ 79,850.65
Capital Contributions #428 Schools					
13-2432	DRH Cambridge - Richland Trails	\$ 251,023.87			\$ 251,023.87
Library Building					
13-2452	Library Building	\$ 18,200.16	\$ 674.08	\$ -	\$ 18,874.24
Fire Department Building					
13-2461	DRH Cambridge - Richland Trails	\$ 91,144.90			\$ 91,144.90
13-2462	Montalbano - Chestnut Grove	\$ 23,549.40	872.20	-	24,421.60
WasteWater Irrigation Land Acquisition					
13-2501	SSA # 4 Connection Fees	\$ 71,500.00		\$ -	\$ 71,500.00
13-2505	SSA # 8 Connection Fees	\$ -		-	-
13-2551	Waste Water Irrigation Land Fee	\$ 92,000.00	1,000.00	-	\$ 93,000.00
Cortland Events Committee					
13-2900	Festival Parade	\$ -	\$ -	\$ -	\$ -
13-2350	Road Improvements	\$ 39,815.43	\$ -		\$ 39,815.43
13-2352	Administrative Fund	\$ 99,423.32	-	-	99,423.32
13-2354	Punch List Follow Up Items	\$ 12,072.46	-	-	12,072.46
Capital Contributions - Town Use (By Purpose)					
13-3100	McPhillips Park Improvements	\$ 14,305.60	\$ -	\$ -	\$ 14,305.60
13-4096	Town Services	\$ -	-	-	-
13-4167	Road Improvements - DC Trash Agreement	\$ 82,389.86		-	82,389.86
13-4168	Airport Road Property Rent	\$ 17,214.72		17.97	17,196.75
13-4170	Airport Road Farm Rent	\$ 106,953.83		-	106,953.83
13-4161	Parks Improvements	\$ 256.00		-	256.00
13-4171	Park Development Fees	\$ 9,200.00		-	9,200.00
13-4201	Public Works Facility	\$ 17,662.05	1,009.26	-	18,671.31
13-4202	Police Facility	\$ 14,512.76	805.56	-	15,318.32
13-4203	Emergency Siren	\$ 3,042.91	23.14	-	3,066.05
13-4204	Town Hall	\$ 35,687.05	1,459.26	-	37,146.31
13-4205	Sports Complex	\$ 174,840.05	1,319.44	-	176,159.49
13-4206	Capital Improvements	\$ 168,539.70	7,196.08	-	175,735.78
13-4206	SCADA - Chestnut Grove	\$ 2,425.60			2,425.60
13-8101	Transfers from Other Funds - Town Loan	\$ 157,239.89		-	157,239.89
13-8701	InvestForeclosures (Dep less Ltr of Credit)	\$ -	-	-	-
13-8702	Performance Bond - Nature's Crossing	\$ -	-	-	-
		\$ 804,270.02	\$ 11,812.74	\$ 17.97	\$ 816,064.79
		"FUND BAL"	\$ 642,805.51		
		Reserve for McPhillips	\$ 14,305.60		
		YTD Revs over Exps	\$ 122,941.12		
		Fund Equity	\$ 780,052.23	Total Assets	\$ 1,747,000.78
		Account Interest	\$ 7,196.08	Total Liabilities & Equity	\$ 1,747,000.78
		13-8011			\$ -
* Account Interest posted to Capital Improvements					

SUMMARY OF INCOME AND EXPENSES FOR THE MONTH OF:
February 29, 2024

	Beginning Balance	Receipts/ Transfers In	Dividends/ Interest	Expenditures/ Transfers Out	Ending Balance
SSA #1 Special Tax Refunding Bonds 2017					
Bond & Interest Fund	\$ 410,687.79	\$ 7,051.15	\$ 1,668.63		419,407.57
2017 Reserve Fund	\$ 358,680.31	-	1,434.34	7,849.92	352,264.73
Special Redemption Account	\$ 10,069.16		26.01	-	10,095.17
Special Reserve Fund 2017	\$ 40,636.32	798.77	162.45		41,597.54
Administrative Expense Fund	\$ 17,063.53		41.92	5,969.50	11,135.95
Total SSA #1 Refunding Bonds	\$ 837,137.11	\$ 7,849.92	\$ 3,333.35	\$ 13,819.42	\$ 834,500.96
SSA #4-8 (Sheaffer Project)					
Bond & Interest Fund	\$ 0.00	\$ -			\$ 0.00
Special Redemption Account	\$ -	-	-	-	-
Debt Service Reserve Fund	\$ -	-	-		-
Administrative Expense Fund	\$ -		-		-
Total SSA #4-8	\$ 0.00	\$ -	\$ -	\$ -	\$ 0.00
SSA #9 (Richland Trails)					
SSA #9					
Bond & Interest Fund	\$ 176,730.24		\$ 783.28		\$ 177,513.52
Reserve Fund	\$ 159,962.02		708.96		160,670.98
Improvement Fund	\$ -				-
Administrative Expense Fund	\$ 20,246.74		93.22		20,339.96
Total SSA #9	\$ 356,939.00	\$ -	\$ 1,585.46	\$ -	\$ 358,524.46
Total All SSA	1,194,076.11	7,849.92	4,918.81	13,819.42	1,193,025.42

Proclamation

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 5 - 11, 2024

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Mark Pietrowski, Mayor of the Town of Cortland, do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Cheryl "Cookie" Aldis and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this twenty-second day of April, 2024

Mayor

APPENDIX A
TOWN OF CORTLAND
WAGE & SALARY SCALE with RELATED BENEFITS

OFFICERS & EMPLOYEES			
DEPARTMENT	LEVEL	RATE FOR FULL-TIME*	RATE FOR PART-TIME*
Administration	Supervisory	\$66,000- \$95,420 150,000/yr.	N/A
	Non-Supervisory	\$34,000- \$63,800 88,000/yr.	Min. Wage-\$30.67/hr.
	Professional Non-Supervisory	\$34,000-\$75,000/yr.	Min. Wage-\$36.40/hr.
Police	Supervisory: Chief	\$81,000- \$124,300 150,000/yr.	N/A
	Supervisory: Commander	\$62,000- \$84,200 88,000/yr.	N/A
	Supervisory: Sergeant	\$55,000-\$75,000/yr.	N/A
	Non-Supervisory: Officers	\$43,680-\$72,600/yr.	\$21.00-\$34.90/hr.
	Non-Supervisory: Clerical	N/A	Min. Wage-\$23.25/hr.
Public Works and Water/Wastewater	Supervisory	\$68,000- \$124,300 150,000/yr.	N/A
	Non-Supervisory	\$34,000- \$63,800 88,000/yr.	Min. Wage-\$30.67/hr.
Building	Non-Supervisory	N/A	Min. Wage-\$42.31/hr.
Engineering & Zoning	Supervisory	\$89,665- \$124,300 150,000/yr.	N/A
	Non-Supervisory	\$34,000-\$88,000/yr.	Min. Wage-\$42.31/hr.
<p>* The upper end of the range for all categories under Rate for Full-Time and Rate for Part-Time will be adjusted by the increase in the Consumer Price Index-Urban which was used in the calculation of the levy approved the previous December, not to exceed 3%, annually on May 1. The upper end of the ranges shown above are effective as of January 1, 2022.</p> <p>A 3% increase will be added to the wage rate or salary of any full-time employee who reaches the anniversary of his or her seniority date that is a multiple of 5 years (5, 10, 15, etc.), effective on the seniority date; this increase will be in effect <u>only</u> for seniority dates reached on or after May 1, 2014. Elected officials and part-time personnel will not be eligible for longevity increases in their pay.</p> <p>(Upper end of wage scale adjusted to reflect CPI used in the calculation of prior year levy)</p> <p>(Multiple Revisions with the last on 4/234/22/20243, includes 2021 and 2022 CPI applicable to the 2022 & 2023 Levy)</p>			

APPENDIX A

WAGE & SALARY SCALE with RELATED BENEFITS - continued

ELECTED OFFICIALS			
OFFICIAL	TERM BEGINNING	RATE (revised 9/22/08, 7/14/14, 9/12/16)	
President	in 2009 or after	\$25,000/yr. with employee health, dental & vision insurance.	+ the increase in the Consumer Price Index-Urban which was used in the calculation of the levy approved the previous December, not to exceed 3%, annually beginning May 1 of the year following election or re-election and continuing every May 1 while the Elected Official continues without interruption in office.
Liquor Commissioner	In 2009 or after	\$1,100/yr.	
Town Clerk	in 2017 or after	\$38,000/yr. with full-time benefits Plus these additional amounts if the following certifications are obtained: - \$4,000 additional for RMC certification - \$7,000 additional for CMC certification - \$9,000 additional for MMC certification	
Trustee		\$2,400/yr.	
Appointed to an unexpired term		The compensation earned by the <u>elected official trustee</u> whom the appointee replaces. Upon election in his or her own right, the <u>trustee elected official</u> shall be compensated at the initial rate shown above.	
Personal Vehicle Reimbursement		@ Federal Rate (\$ <u>6756</u> as of 1/1/244)	



FY 2025 DRAFT BUDGET

AS OF April 22, 2024

Town of Cortland, IL Budget Narrative FY2025

Introduction: The FY2025 budget for the Town of Cortland, IL reflects our ongoing commitment to responsible financial management while addressing the needs and priorities of our community. Despite facing continued economic challenges, we remain focused on delivering essential services, maintaining infrastructure, and investing in programs that enhance the quality of life for all residents.

Economic Overview: The economic landscape of Cortland, IL continues to evolve, influenced by regional, national, and global factors. While we have seen signs of recovery from the impacts of recent economic downturns, uncertainties persist, requiring prudent fiscal planning and resource allocation.

Budget Priorities:

1. **Public Safety:** Ensuring the safety and security of our residents remains a top priority. Funding for law enforcement will be maintained to uphold high standards of public safety.
2. **Infrastructure Maintenance and Development:** Investing in our infrastructure is critical for sustaining economic growth and improving the quality of life in Cortland. The FY2025 budget allocates resources for road maintenance, utilities, and other infrastructure projects to enhance connectivity and accessibility.
3. **Community Services:** We are committed to providing residents with access to essential community services, including parks and recreation, libraries, and social services. Funding will be allocated to support programs that promote health, well-being, and cultural enrichment.
4. **Fiscal Responsibility:** Responsible financial management is fundamental to the long-term sustainability of our community. The FY2025 budget prioritizes fiscal discipline, with a focus on controlling costs, maximizing revenue opportunities, and maintaining adequate reserves.
5. **Economic Development:** Promoting economic development and supporting local businesses are integral to fostering prosperity and vitality in Cortland. The budget includes initiatives to attract investment, create job opportunities, and stimulate economic growth.

Reserve Goals of the General Fund:

1. **Revenue Sources:** The General Fund revenue is comprised of property tax revenue, building permit revenue, police fines and fees and other income which includes interest income. General Fund revenue is projected for 4/30/2024 at \$2,141,041. In fiscal year 2025, General Fund revenue is budgeted at \$2,230,850 which is comprised of an increase in property tax revenue and an increase in budgeted interest income.
2. **Expenditures:** The General Fund includes the Administration Department, Engineering, Police and Public Works. The total general fund expenditures are projected for April 30, 2024 at \$2,257,843. The budget in fiscal year 2025 for the general fund is a total of \$3,187,033. The increase when compared to the projected expenditures and the 2025 budget is due to a 23% increase in budgeted expenditures for the Police Department and a 22% increase in budgeted expenditures for the Public Works. The increase in the police budget is comprised of the addition of a full-time police officer and an increase in dues and subscriptions. Public Works salaries increased in 2025 as well as increased costs in fuel and utilities.
3. **Budgetary Reserves:** The General fund balance is projected to be \$776,000 as of April 30, 2024. In fiscal year 2025, a budgeted change of (\$316,639) results in an ending fund balance of \$460,000. Fiscal year 2023 had actual revenues of \$2,513,364, budgeted expenditures of \$2,365,923.

Key Initiatives and Investments:

- Expansion of the pedestrian path from Prairie field Avenue to Barber Greene to improve mobility and accessibility for residents.
- Spruce Street paving from Pine Avenue to Carol Avenue to improve road conditions for residents.
- Various sidewalk and ramp replacements on Conestoga, Prairie, Pampas, Railroad and Maple to improve safety and accessibility for the residents.
- Implementation of sustainable practices and initiatives to reduce energy consumption and minimize environmental impact.
- Enhancement of recreational parks to promote active lifestyles and community engagement.
- Installation of a streetlight on Robinson Avenue to respond to enhance visibility and add personal safety for the residents.

Conclusion: The FY2025 budget for the Town of Cortland reflects our continued commitment to serving the needs of our community while ensuring fiscal sustainability and resilience in the face of economic uncertainties. By prioritizing public safety, infrastructure investment, and community development, we aim to build a brighter future for all residents of Cortland.

BUDGET SUMMARY BY GOVERNMENTAL FUNDS

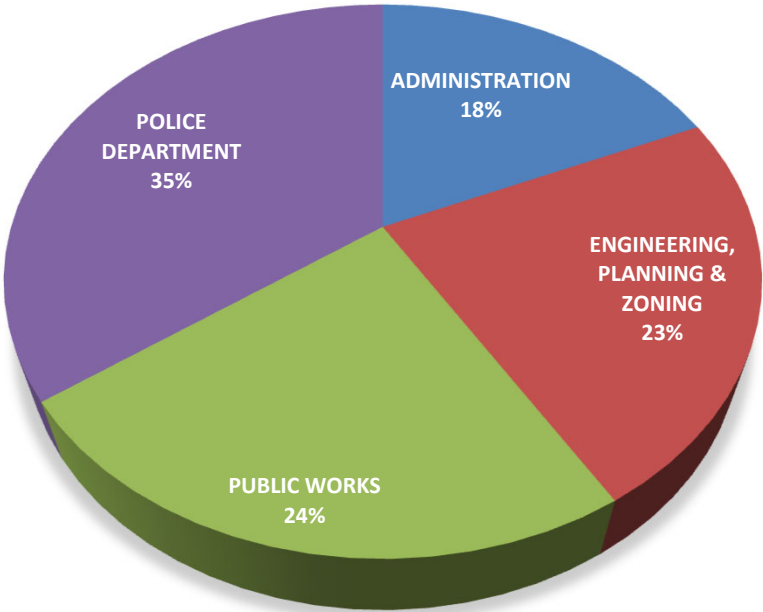
PROPOSED FY 2025 BUDGET

DESCRIPTION	GENERAL FUND	RESTRICTED ASSETS FUND	MOTOR FUEL TAX FUND	CAPITAL IMPROVEMENT FUND	TAX INCREMENT FUND	WASTEWATER SYSTEM	WATER SYSTEM	TOTAL	CORTLAND COMMUNITY LIBRARY
ESTIMATED CASH AS OF MAY 1, 2024	\$ 776,391	\$ 791,680	\$ 807,285	\$ 1,483,443	\$ 928,701	\$ 2,275,557	\$ 824,501	\$ 7,887,558	\$ 164,171
RESERVED FUNDS *		565,810					159,720	725,530	
REVENUES									
TAXES	\$ 2,074,559	\$ -	\$ 178,000	\$ 390,000	\$ 485,000	\$ -	\$ -	\$ 3,127,559	\$ 282,608
PERMITS	57,550	-	-	-	-	50,000	85,000	192,550	-
CHARGES AND SERVICES	-	-	-	-	-	609,025	527,500	1,136,525	-
FINES/FEES	8,000	-	-	-	-	2,547	5,150	15,697	-
GOVERNMENTAL	-	-	-	-	-	34,800	-	34,800	6,487
OTHER INCOME	94,600	63,000	30,000	40,250	25,000	95,200	55,720	403,770	3,000
GRANT REVENUE	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 2,234,709	\$ 63,000	\$ 208,000	\$ 430,250	\$ 510,000	\$ 791,572	\$ 673,370	\$ 4,910,901	\$ 292,095
OPERATING TRANSFERS IN	\$ 639,544	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 639,544	\$ -
TOTAL FUNDS AVAILABLE FOR BUDGETING	\$ 3,650,643	\$ 288,870	\$ 1,015,285	\$ 1,913,693	\$ 1,438,701	\$ 3,067,129	\$ 1,338,151	\$ 12,712,472	\$ 456,266
EXPENDITURES									
PERSONNEL SERVICES	1,554,847	-	-	-	-	145,775	215,075	1,915,697	212,000
CONTRACTUAL SERVICES	691,222		215,000	-	509,500	186,850	230,350	1,832,922	28,700
COMMODITIES	301,420	-	-	-	-	69,247	110,900	481,567	50,200
CAPITAL OUTLAY	588,225	139,120	-	104,000	-	40,000	120,000	991,345	1,000
DEBT SERVICE	51,319	-	-	-	-	59,000	-	110,319	-
TOTAL EXPENDITURES	\$ 3,187,033	\$ 139,120	\$ 215,000	\$ 104,000	\$ 509,500	\$ 500,872	\$ 676,325	\$ 5,331,850	\$ 291,900
OPERATING TRANSFERS OUT	\$ -	\$ -	\$ -	\$ (639,544)	\$ -	\$ -	\$ -	\$ (639,544)	\$ -
EXCESS (DEFICIT)	(312,780)	(76,120)	(7,000)	(313,294)	500	290,700	(2,955)	858,138	195
ENDING CASH BALANCE	\$ 463,611	\$ 715,559	\$ 800,285	\$ 1,170,149	\$ 929,201	\$ 2,566,257	\$ 821,546	\$ 8,745,696	\$ 164,366

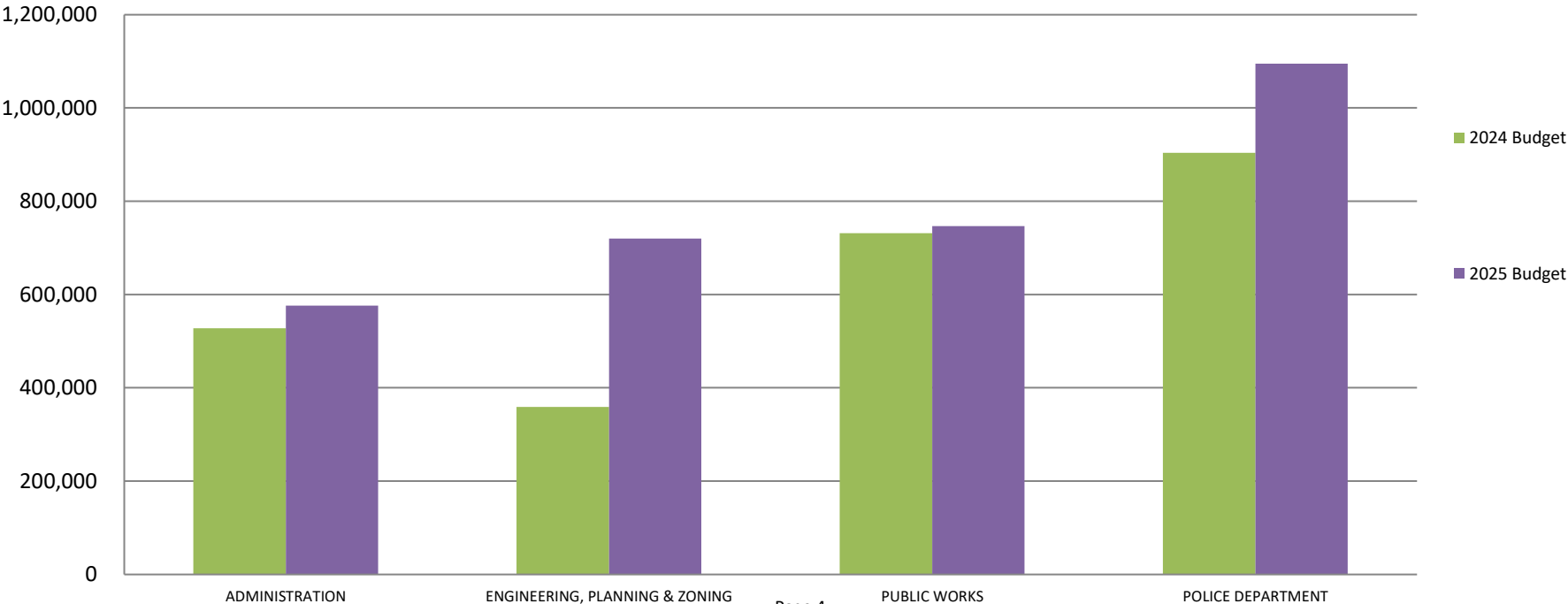
*Funds not available for general use. Fund Balance is restricted by specific use purpose.

NOTE: This is a draft of the proposed FY2025 Budget and it may be modified, changed or revised before its final adoption by the Board of Trustees

2025 General Fund Budgeted Expenses by Dept.



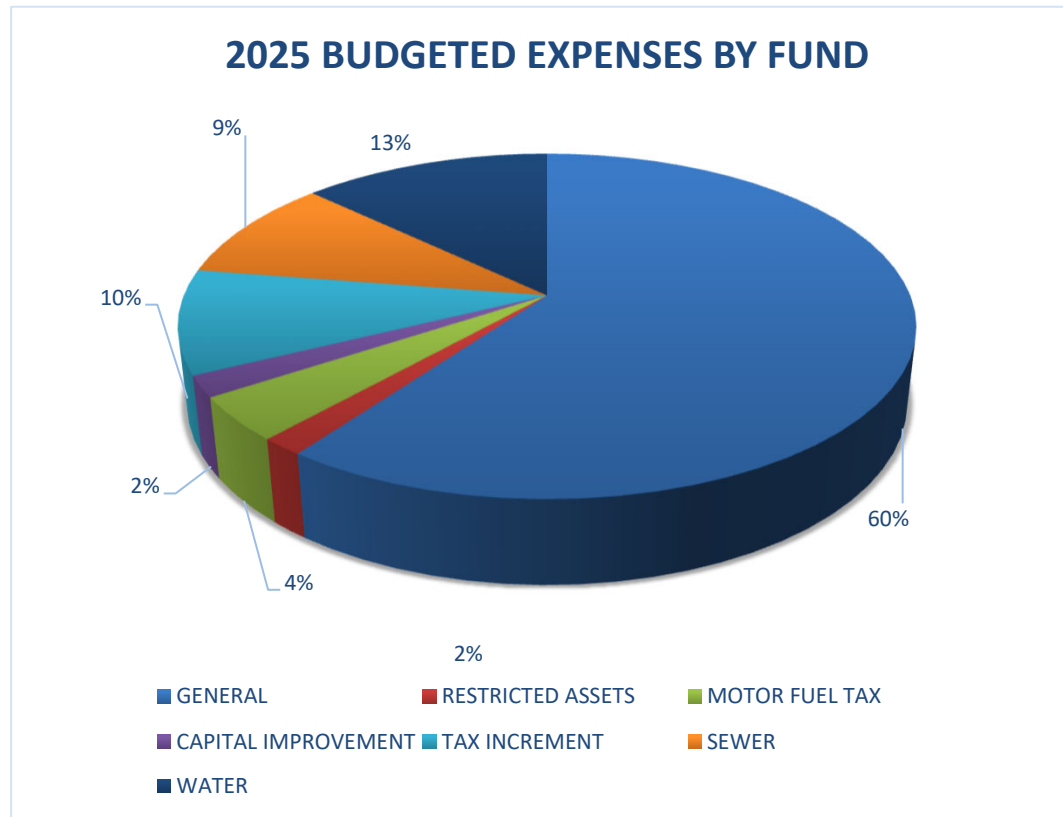
Year over Year Budget Comparison



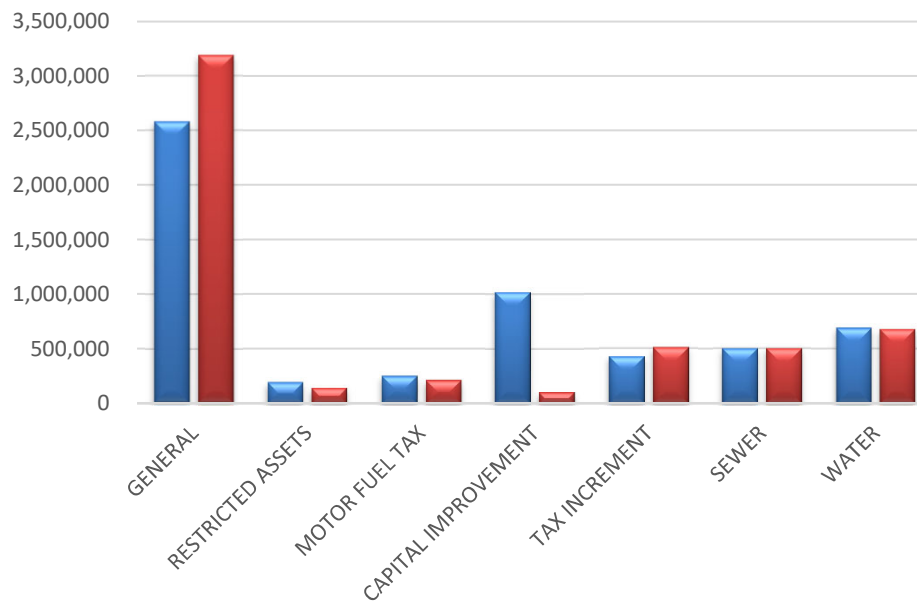
GENERAL FUND SUMMARY**PROPOSED FY 2025 BUDGET**

	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGET	FYE 2024 PROJECTED	FYE 2025 PROPOSED
REVENUES					
TAXES	\$ 1,921,282	\$ 2,030,727	\$ 2,122,750	\$ 2,021,075	\$ 2,074,559
PERMITS	62,845	63,660	42,000	68,125	57,550
FINES/FEES	-	4,402	8,500	9,161	8,000
OTHER INCOME	307,175	414,575	189,850	42,680	94,600
TOTAL REVENUES	\$ 2,291,302	\$ 2,513,364	\$ 2,363,100	\$ 2,141,041	\$ 2,234,709
EXPENDITURES					
ADMINISTRATION	\$ 508,572	\$ 545,626	\$ 527,626	\$ 537,317	\$ 576,290
LEGAL	33,148	27,408	60,000	25,975	50,000
ENGINEERING, PLANNING, AND ZONING	206,096	191,759	358,614	199,763	719,590
POLICE DEPARTMENT	825,245	870,032	903,975	886,063	1,094,659
STREETS AND MAINTENANCE	696,125	697,026	731,603	608,725	746,494
TOTAL EXPENDITURES	\$ 2,269,186	\$ 2,331,851	\$ 2,581,818	\$ 2,257,843	\$ 3,187,033
INTERFUND TRANSFERS IN (OUT)	\$ 250,000	\$ -	\$ (20,000)	\$ 325,000	\$ -
TRANSFERS IN - DEBT SERVICE	-	-	51,128	51,318	51,319
TRANSFERS IN - PURCHASE	101,900	-	172,300	-	588,225
EXCESS (DEFICIT)	\$ 374,016	\$ 181,513	\$ (15,290)	\$ 259,516	\$ (312,780)
BEGINNING CASH BALANCE	\$ (38,654)	\$ 335,362	\$ 1,231,266	\$ 516,875	\$ 776,391
ENDING CASH BALANCE	\$ 335,362	\$ 516,875	\$ 1,215,976	\$ 776,391	\$ 463,611

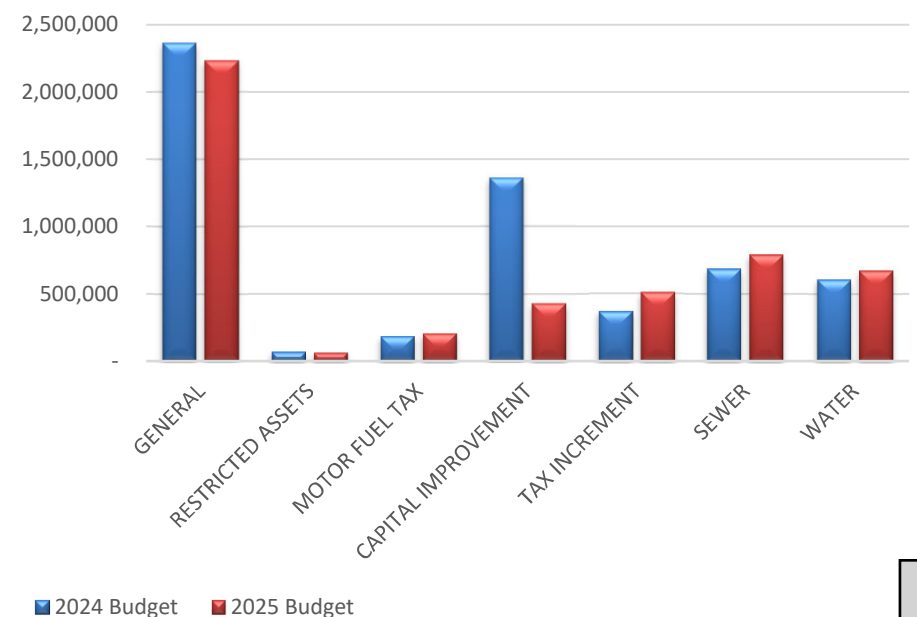
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Expense Budget Comparison



Revenue Budget Comparison



REVENUES**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 APPROVED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
TAXES						
01-4052	Property Taxes - Corporate Levy	\$ 578,555	\$ 598,892	\$ 499,400	\$ 499,403	\$ 503,859
01-4055	Property Taxes - Police	-	125,005	150,000	149,497	194,000
01-4058	Property Tax - IMRF Levy	-	-	54,800	54,829	55,000
01-4059	Property Tax - Social Security Levy	-	-	51,800	51,829	52,000
01-4071	Road and Bridge Tax	17,220	19,022	18,600	18,025	18,700
01-4101	State Income Tax	622,498	710,621	726,000	718,765	720,000
01-4122	Sales Tax	470,993	332,316	385,000	315,493	320,000
01-4123	Use Tax	168,930	180,343	180,000	149,981	150,000
01-4131	Replacement Tax - Township	174	-	-	-	-
01-4141	Replacement Tax	3,155	4,136	3,900	3,075	3,000
01-4201	Telecom Tax	6,305	6,714	6,750	5,933	6,000
01-4181	Utility Franchise	28,840	28,767	25,000	32,000	30,000
01-4142	Video Gaming Tax	17,666	18,126	15,000	16,675	16,000
01-4143	Cannabis Use Tax	6,946	6,785	6,500	5,570	6,000
TOTAL TAXES		\$ 1,921,282	\$ 2,030,727	\$ 2,122,750	\$ 2,021,075	\$ 2,074,559
PERMITS						
01-4081	Building and Zoning Permits	\$ 54,595	\$ 54,717	\$ 40,000	\$ 63,200	\$ 55,000
01-4151	Other Permits	8,250	483	1,000	575	700
01-4153	Liquor Licenses	-	8,200	-	3,500	1,000
01-4154	Park Rental	-	110	-	-	-
01-4155	Non-Highway Vehicle Permit	-	100	1,000	500	500
01-4156	Solicitors Permit	-	50	-	350	350
Total Permits		\$ 62,845	\$ 63,660	\$ 42,000	\$ 68,125	\$ 57,550
FINES/FEES						
01-4062	Police Fines	\$ -	\$ 3,129	\$ 6,000	\$ 9,161	\$ 8,000
01-4063	Adjudication	-	-	2,500	-	-
01-4069	Police Fines - DUI	-	1,273	-	-	-
TOTAL FINES/FEES		\$ -	\$ 4,402	\$ 8,500	\$ 9,161	\$ 8,000
OTHER INCOME						
01-4166	Cemetery Receipts	\$ 1,100	\$ 1,775	\$ 500	\$ 200	\$ 200
01-4990	Misc Revenue PD	-	90	100	115	100
01-4997	Misc Revenue - PD Other	-	20	-	-	-
01-4851	Cortland History Book	275	85	-	-	-
01-4996	Business Licenses	1,175	1,225	1,250	1,150	1,200
01-8011	Investment Income	565	25,267	35,000	34,775	35,000
01-8401	Insurance Proceeds	1,692	-	-	-	-
01-8300	IEMA Grant Revenue	-	-	-	-	52,000
01-8301	IPRF Grant	299,931	338,423	-	5,100	5,100
01-4911	Restitution	-	15,296	-	-	-
01-4991	Miscellaneous Income	6,052	19,847	3,000	515	500
01-4901	Reimbursements	(3,615)	12,547	150,000	825	500
TOTAL OTHER INCOME		\$ 307,175	\$ 414,575	\$ 189,850	\$ 42,680	\$ 94,600
TOTAL BEFORE TRANSFERS		\$ 2,291,302	\$ 2,513,364	\$ 2,363,100	\$ 2,141,041	\$ 2,234,709

REVENUES**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 APPROVED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
INTERFUND TRANSFERS						
01-8101	Capital Improvement Fund	\$ 301,900	\$ -	\$ 172,300	\$ -	\$ 588,225
01-8102	Transfer in From Restricted A.	-	-	-	-	-
TOTAL INTERFUND TRANSFERS		\$ 301,900	\$ -	\$ 172,300	\$ -	\$ 588,225
TOTAL REVENUE		\$ 2,593,202	\$ 2,513,364	\$ 2,535,400	\$ 2,141,041	\$ 2,822,934

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ADMINISTRATION**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
PERSONNEL SERVICES						
01-6000-110	Salaries - Elected Officials	\$ 114,902	\$ 115,742	\$ 118,000	\$ 118,536	\$ 121,425
01-6000-119	Salaries - Clerical Workers*	73,263	93,148	95,000	92,001	97,750
01-6000-110	Liquor Commissioner	-	-	1,100	1,100	1,100
01-6000-193	Payroll Taxes - Employer	14,176	15,876	16,400	14,185	15,900
01-6000-151	Unemployment Benefits	40	-	-	-	-
01-6000-133	Employer Paid Retirement(IMRF)	14,400	14,688	14,900	14,175	15,850
01-6000-134	Employee Inoculations - HEP B and other	-	-	-	-	4,000
01-6000-131	Employee Health Insurance	46,007	31,489	31,000	55,100	45,620
TOTAL PERSONNEL SERVICES		\$ 262,788	\$ 270,943	\$ 276,400	\$ 295,097	\$ 301,645
CONTRACTUAL SERVICES						
01-6000-211	Legal/Collection Expense	\$ 33,148	\$ 27,408	\$ 60,000	\$ 25,975	\$ 50,000
01-6000-214	Audit, Accounting Fees	122,498	114,828	121,000	107,925	121,430
01-6000-314	Telephone and Data	17,095	20,946	23,000	13,640	16,000
01-6000-315	Copies and Printing	314	70	2,000	400	750
01-6000-321	Dues and Subscriptions	3,468	6,513	16,000	11,465	25,000
01-6000-331	Travel and Training	7,772	7,207	7,000	6,875	19,500
01-6000-492	Grant Reimbursement Expense	-	25,506	-	-	-
01-6000-421	Community Programs - Contribution for Festival & Parade	-	-	-	20,000	20,000
01-6000-511	Insurance Expense	16,245	19,293	13,500	22,500	23,175
01-6000-531	Real Estate Taxes	101	-	12,826	1,600	1,600
TOTAL CONTRACTUAL SERVICES		\$ 200,641	\$ 221,771	\$ 255,326	\$ 210,380	\$ 277,455
COMMODITIES						
01-6000-312	Office Supplies	\$ 3,562	\$ 4,916	\$ 5,000	\$ 3,375	\$ 5,000
01-6000-313	Postage	945	1,157	2,800	1,235	2,500
01-6000-318	Advertising	-	-	1,500	1,165	1,500
01-6000-351	Office Equipment and Maintenance	21,074	19,478	16,000	37,200	18,550
01-6000-591	Miscellaneous Expense	610	1,019	1,600	1,250	1,600
TOTAL COMMODITIES		\$ 26,191	\$ 26,570	\$ 26,900	\$ 44,225	\$ 29,150
CAPITAL						
01-6000-812	Capital Outlay	\$ 52,100	\$ 53,750	\$ 29,000	\$ 13,590	\$ 18,040
TOTAL CAPITAL OUTLAY		\$ 52,100	\$ 53,750	\$ 29,000	\$ 13,590	\$ 18,040
TOTAL EXPENDITURES BEFORE TRANSFERS		\$ 541,720	\$ 573,034	\$ 587,626	\$ 563,292	\$ 626,290
01-6000-907	Transfer to PD	\$ 694,768	\$ -	\$ -	\$ -	\$ -
01-6000-908	Transfer to Parade & Festival	10,000	10,000	20,000	-	-
01-8101	Transfer from CIF and RAF - Purchase	-	-	(29,000)	(13,590)	(18,040)
01-6000-999	Repayment of Settlement loan to RAF	11,300	-	-	-	-
TOTAL REIMBURSEMENT AND TRANSFERS		\$ 716,068	\$ 10,000	\$ (9,000)	\$ (13,590)	\$ (18,040)
TOTAL DEPARTMENT EXPENDITURES		\$ 1,257,788	\$ 583,034	\$ 578,626	\$ 549,702	\$ 608,250

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ENGINEERING/PLANNING/ZONING**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2022 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
PERSONNEL SERVICES						
01-6300-118	Salaries - Code Officials	\$ 32,124	\$ 29,115	\$ 35,000	\$ 30,825	\$ 40,000
01-6300-xxx	Salaries - Engineering Intern	-	-	12,000	-	-
01-6300-120	Salaries - Engineer	88,423	113,300	116,700	116,636	140,000
01-6300-133	Employer IMRF	8,189	10,053	10,300	10,374	12,800
01-6300-193	Employer Taxes	9,042	10,963	9,850	10,590	12,500
01-6300-131	Employee Health Insurance	162	200	204	200	205
TOTAL PERSONNEL SERVICES		\$ 137,940	\$ 163,631	\$ 184,054	\$ 168,625	\$ 205,505
CONTRACTUAL SERVICES						
01-6300-314	Telephone and Data	\$ 1,677	\$ 2,152	\$ 2,160	\$ 2,388	\$ 2,200
01-6300-315	Copies and Printing	426	534	500	900	600
01-6300-321	Dues and Subscriptions	-	409	1,000	850	1,500
01-6300-331	Conferences and Training	-	2,167	5,000	2,900	6,000
01-6300-511	Insurance Expense	181	615	800	600	1,000
01-6300-210	Engineering Expenses	19,865	-	-	-	-
01-6300-211	Outside Engineering Expense	-	14,316	150,000	3,250	40,000
01-6300-213	Planning/Zoning/Building	38,015	-	1,500	1,000	1,500
01-6300-215	Zoning Admin: Reimbursable	3,153	96	-	1,750	-
01-6300-216	Zoning Administration Fees	1,250	-	-	11,000	-
01-6300-493	Grant Reimbursement Expense (IEMA)	-	-	-	-	52,000
TOTAL CONTRACTUAL SERVICES		\$ 64,567	\$ 20,289	\$ 160,960	\$ 24,638	\$ 104,800
COMMODITIES						
01-6300-312	Office Supplies	\$ 6	\$ 6	\$ 3,000	\$ 300	\$ 1,000
01-6300-313	Postage	-	-	100	-	100
01-6300-351	Office Equipment and Maintenance	3,575	3,189	5,000	2,850	6,000
01-6300-241	Vehicle & Equipment Maintenance	8	2,303	3,000	950	4,000
01-6300-371	Gas & Petroleum	-	2,341	2,500	2,400	3,000
TOTAL COMMODITIES		\$ 3,589	\$ 7,839	\$ 13,600	\$ 6,500	\$ 14,100
CAPITAL OUTLAY						
01-6000-812	CAPITAL OUTLAY	\$ -	-	\$ -	\$ -	\$ 395,185
TOTAL CAPITAL OUTLAY		\$ -	\$ -	\$ -	\$ -	\$ 395,185
TOTAL EXPENDITURES BEFORE TRANSFERS		\$ 206,096	\$ 191,759	\$ 358,614	\$ 199,763	\$ 719,590
01-8101	TRANSFER FROM CIF - PURCHASE	\$ -	-	\$ -	\$ -	\$ (395,185)
TOTAL REIMBURSEMENT AND TRANSFERS		\$ -	\$ -	\$ -	\$ -	\$ (395,185)
TOTAL DEPARTMENT EXPENDITURES		\$ 206,096	\$ 191,759	\$ 358,614	\$ 199,763	\$ 324,405

NOTE: This is a draft of the FY 2025 Budget and it may be modified, changed or revised before its final adoption by the Board of Trustees

POLICE DEPARTMENT**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
PERSONNEL SERVICES						
01-6200-114	Salaries, Full-time (6 FT + 1 FT addition)	\$ 424,745	\$ 460,026	\$ 451,000	\$ 485,700	\$ 521,800
01-6200-115	Salaries, Part-time	15,680	18,612	20,000	24,200	25,000
01-6200-116	Overtime Wages, Full-time	6,122	(7,043)	8,000	6,170	8,000
01-6200-119	Hourly - Clerical	1,524	14,479	19,500	8,800	9,000
01-6200-131	Employee Health Insurance	61,122	80,000	90,075	78,210	112,000
01-6200-133	Employer Paid Retirement (IMRF)	41,049	41,845	42,000	44,205	48,422
01-6200-193	Employer Taxes	32,231	36,112	38,100	38,752	45,200
TOTAL PERSONNEL SERVICES		\$ 582,473	\$ 644,031	\$ 668,675	\$ 686,037	\$ 769,422
CONTRACTUAL SERVICES						
01-6200-211	Legal Services	\$ 919	\$ 787	\$ 1,000	\$ 1,000	\$ 1,500
01-6200-212	Adjudication	-	700	5,000	2,350	3,500
01-6200-261	Dispatch	62,730	63,980	66,000	65,260	66,570
01-6200-314	Telephone and Data	15,098	16,790	15,500	11,225	15,500
01-6200-315	Copies and Printing	1,130	1,104	1,000	1,380	1,500
01-6200-316	Utilities	-	2,517	2,850	2,265	2,500
01-6200-321	Dues and Subscriptions	6,033	18,566	25,000	18,205	39,450
01-6200-331	Travel and Training	8,012	7,441	8,500	5,600	8,500
01-6200-492	IPRF Safety Grant Expense	-	1,087	-	932	2,547
01-6200-511	Insurance Expense	33,742	38,865	25,500	38,525	39,600
TOTAL CONTRACTUAL SERVICES		\$ 127,664	\$ 151,837	\$ 150,350	\$ 146,742	\$ 181,167
COMMODITIES						
01-6200-198	Uniforms	\$ 4,622	\$ 3,084	\$ 4,000	\$ 4,285	\$ 4,120
01-6200-199	Uniform Allowance	5,707	3,094	7,500	4,000	4,300
01-6200-240	Equipment Purchases/Maintenance	8,473	10,951	14,500	3,400	10,000
01-6200-241	Vehicle Maintenance	17,260	10,291	13,500	8,000	8,500
01-6200-242	Office Maintenance	33	2,152	500	4,158	1,500
01-6200-312	Office Supplies	568	1,728	-	925	1,000
01-6200-313	Postage	129	192	150	185	150
01-6200-317	Business Forms Expense	-	80	2,500	600	2,500
01-6200-351	Office Equipment Maintenance	2,576	2,294	4,000	1,250	4,000
01-6200-361	DUI Prevention Equipment	1,884	-	3,000	-	2,000
01-6200-371	Fuel	15,820	19,783	18,000	15,275	18,000
01-6200-421	Community Programs	933	570	1,000	610	1,000
01-6200-550	Technology Upgrades	3,149	24	5,000	1,500	4,000
01-6200-591	Miscellaneous Expense	1,887	1,929	3,000	850	3,000
TOTAL COMMODITIES		\$ 63,041	\$ 56,172	\$ 76,650	\$ 45,038	\$ 64,070
CAPITAL OUTLAY						
01-6200-812	Equip/Furn	\$ 1,489	\$ 17,249	\$ 8,300	\$ 8,246	\$ 25,000
01-6200-814	Vehicle	49,321	-	-	-	55,000
01-6200-821	Building Improvement	1,257	743	-	-	-
TOTAL CAPITAL OUTLAY		\$ 52,067	\$ 17,992	\$ 8,300	\$ 8,246	\$ 80,000
TOTAL EXPENDITURES BEFORE TRANSFERS		\$ 825,245	\$ 870,032	\$ 903,975	\$ 886,063	\$ 1,094,659

POLICE DEPARTMENT**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
01-4901	REIMBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
01-8101	TRANSFER FROM CIF -PURCHASE	-	-	(8,300)	(8,246)	(80,000)
TOTAL REIMBURSEMENT AND TRANSFERS		\$ -	\$ -	\$ (8,300)	\$ (8,246)	\$ (80,000)
TOTAL DEPARTMENT EXPENDITURES		\$ 825,245	\$ 870,032	\$ 895,675	\$ 877,817	\$ 1,014,659

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TOWN OF CORTLAND - GENERAL FUND

PUBLIC WORKS

PROPOSED FY 2025 BUDGET

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
PERSONNEL SERVICES						
01-6100-118	Salaries	\$ 272,268	\$ 234,830	\$ 186,000	\$ 193,025	\$ 195,500
01-6100-118	Overtime Pay	-	-	8,000	8,000	8,000
01-6100-193	Employer Payroll Taxes	20,915	18,119	14,850	16,735	17,775
01-6100-133	Employer Paid Retirement - IMRF	26,207	20,398	17,100	18,955	19,000
01-6100-131	Employee Health Insurance	36,926	48,500	41,000	18,620	34,500
01-6100-151	Unemployment Benefits	-	1,480	-	3,330	3,500
TOTAL PERSONNEL SERVICES		\$ 356,316	\$ 323,327	\$ 266,950	\$ 258,665	\$ 278,275
CONTRACTUAL SERVICES						
01-6100-197	Drug/Alcohol Programs	\$ 450	\$ 480	\$ 800	\$ 600	\$ 800
01-6100-211	Legal Expense	-	10,050	-	-	-
01-6100-218	Street Lights--Maintenance	2,004	13,844	5,000	7,300	5,000
01-6100-219	Street Lights--Electricity	34,613	29,611	36,500	33,468	36,500
01-6100-234	Contract Mowing (Parks)	15,390	-	-	-	-
01-6100-239	Nuisance Mowing	3,490	-	1,000	-	1,000
01-6100-245	Equipment Rental	12,570	8,199	20,000	2,005	20,000
01-6100-247	Scavenger Service	1,440	-	-	-	-
01-6100-314	Telephone and Data	5,443	5,278	6,000	3,850	6,000
01-6100-316	Utilities	11,808	10,477	8,125	6,570	8,000
01-6100-331	Travel and Training	375	991	2,000	1,150	2,000
01-6100-492	IPRF Safety Grant	-	1,238	-	505	2,500
01-6100-511	Insurance	36,305	42,240	31,500	45,332	44,000
01-6100-522	Fees/Permits	-	1,048	2,000	-	2,000
TOTAL CONTRACTUAL SERVICES		\$ 123,888	\$ 123,456	\$ 112,925	\$ 100,780	\$ 127,800
COMMODITIES						
01-6100-198	Uniforms	\$ 1,442	\$ 1,392	\$ 1,600	\$ 500	\$ 1,600
01-6100-220	Road Salt	25,571	34,248	30,000	35,300	35,000
01-6100-221	Road Signs	2,275	2,337	5,000	8,875	9,000
01-6100-222	Railroad Crossing Maintenance	1,932	846	1,000	-	1,000
01-6100-224	Street Repair Materials	5,128	16,030	24,000	7,400	24,000
01-6100-225	Roadway Safety Paint	502	-	-	-	-
01-6100-226	Tools and Hardware	3,158	2,890	3,000	2,900	3,000
01-6100-227	Small Equipment Purchase	9,345	6,192	10,000	8,590	10,000
01-6100-231	Streets	-	2,466	-	-	-
01-6100-232	Town Garage Maintenance	5,947	525	2,000	4,500	5,000
01-6100-235	Parks - Equipment Maintenance	8,168	9,427	12,000	12,482	12,000
01-6100-236	Parks - General Maintenance	-	-	-	205	-
01-6100-237	Parks - Grounds Maintenance	565	-	-	-	-
01-6100-241	Vehicle & Equipment Maintenance	22,284	44,477	25,000	42,000	40,000
01-6100-242	Town Hall Maintenance	7,120	7,656	6,000	4,100	6,000
01-6100-255	Storm Sewer Repairs	4,870	2,820	7,000	5,800	7,000
01-6100-258	Forestry	4,396	2,392	8,000	4,500	8,000
01-6100-312	Office Supplies	205	149	1,000	575	1,000
01-6100-351	Office Equipment & Maint	1,914	1,568	2,000	1,450	2,000
01-6100-371	Fuel	18,406	25,369	25,000	17,408	25,000
01-6100-525	Technology Upgrades	850	212	500	-	2,000
01-6100-592	Cemetery Expenses	-	-	2,000	-	2,000
01-6100-591	Miscellaneous	4,292	4,973	500	3,360	500
TOTAL COMMODITIES		\$ 128,370	\$ 165,969	\$ 165,600	\$ 159,945	\$ 194,100

PUBLIC WORKS**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
CAPITAL OUTLAY						
01-6100-611	Debt Service - Principal	\$ 38,747	\$ 39,927	\$ 41,142	\$ 38,675	\$ 44,055
01-6100-621	Debt Service - Interest	12,381	11,201	9,986	16,820	7,264
01-6100-811	Purchase/Construction	-	18,343	15,000	-	-
01-6100-812	Equipment	36,423	14,803	120,000	33,840	95,000
TOTAL CAPITAL OUTLAY		\$ 87,551	\$ 84,274	\$ 186,128	\$ 89,335	\$ 146,319
TOTAL EXPENDITURES BEFORE TRANSFERS						
		\$ 696,125	\$ 697,026	\$ 731,603	\$ 608,725	\$ 746,494
01-8101	TRANSFER FROM CIF - DEBT SERVICE	\$ -		\$ (51,128)	\$ -	\$ (51,319)
01-8101	TRANSFER FROM CIF - PURCHASE	-		(135,000)	(33,840)	(95,000)
TOTAL REIMBURSEMENT AND TRANSFERS		\$ -	\$ -	\$ (186,128)	\$ (33,840)	\$ (146,319)
TOTAL DEPARTMENT EXPENDITURES		\$ 696,125	\$ 697,026	\$ 545,475	\$ 574,885	\$ 600,175

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MOTOR FUEL TAX FUND**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
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REVENUES

02-4011	MFT Allotment	\$ 170,222	\$ 177,788	\$ 177,000	\$ 179,250	\$ 178,000
02-4050	Rebuild Illinois	93,803	46,902	-	-	-
02-8011	Interest Income	386	18,036	12,000	32,910	30,000
TOTAL REVENUES		\$ 264,411	\$ 242,726	\$ 189,000	\$ 212,160	\$ 208,000

CONTRACTUAL SERVICES

02-6400-237	Rebuild Illinois Expenses	\$ -	\$ -	\$ 55,000	\$ 750	\$ 65,000
02-6400-370	Street Maint./Improvements	192,286	-	200,000	268,500	150,000
TOTAL CONTRACTUAL SERVICES		\$ 192,286	\$ -	\$ 255,000	\$ 269,250	\$ 215,000

TOTAL EXPENDITURES BEFORE TRANSFERS		\$ 192,286	\$ -	\$ 255,000	\$ 269,250	\$ 215,000
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02-6400-910	Transfers to Other Funds	-	-	-	-	-
TOTAL EXPENDITURES		\$ 192,286	\$ -	\$ 255,000	\$ 269,250	\$ 215,000
BEGINNING CASH BALANCE		\$ 549,524	\$ 621,649	\$ 813,232	\$ 864,375	\$ 807,285

ENDING CASH BALANCE		\$ 621,649	\$ 864,375	\$ 747,232	\$ 807,285	\$ 800,285
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PUBLIC WORKS FY25 CAPITAL IMPROVEMENT

WATER

UTILITY STUDY FOR TOWN'S FUTURE NEEDS

CARRY OVER FROM FY24

PROVIDES FUNDS TO PLAN THE TOWN'S FUTURE WATER UTILITY EXPANSION

CAP OUTLAY: 07-7400-826 \$75,000

WATER METER REPLACEMENTS

CONTINUOUS UPGRADE OF THE TOWN'S WATER METERS

CAP OUTLAY: 07-7400-811 \$25,000

WATER TOWER CLEANING

CLEANING OF THE EXTERIOR OF BOTH ELEVATED WATER TOWERS

CAP OUTLAY: 07-7400-811 \$20,000

WASTEWATER

UTILITY STUDY FOR TOWN'S FUTURE NEEDS

CARRY OVER FROM FY24

PROVIDES FUNDS TO PLAN THE TOWN'S FUTURE WATER UTILITY EXPANSION

RESTRICTED ASSESTS: 13-8000-814 \$75,000

REBUILD/REPAIR PUMP AT STP

CARRY OVER FROM FY24

REPAIR/REBUILD FAULTED INFLUENT PUMP AT THE STP

CAP OUTLAY: 06-7300-812 \$25,000

WET WELL WIZARD

AIR POWERED SYSTEM THAT EMULSIFIES FOG IN WET WELLS

CAP OUTLAY: 06-7300-812 \$10,000

REPLACE AIR LINES AND AREATORS IN LAGOONS AT STP

MATERIALS TO REPLACE AIR LINES AND AREATORS

CAP OUTLAY: 06-7300-812 \$5,000

STREETS AND PROPERTIES

VEHICLE LIFT

TWO POST LIFT FOR MAINTAINING VEHICLES

CAP OUTLAY: 01-6100-812 \$10,000

STREETLIGHTS ON ROBINSON AVE

CARRY OVER FROM FY24

RESPONDING TO COMPLAINTS ABOUT DARKNESS ON ROBINSON AVE

CAP OUTLAY: 01-6100-812 \$20,000

INSTALLATION OF A HITCH AND ELECTRIC BRAKE CONTROLLER ON TRUCK #16

INSTALL HITCH AND BRAKE MODULE IN TRUCK #16 SO TRAILERS/LEAF VAC CAN BE PULLED

CAP OUTLAY: 01-6100-812 \$5,000

McPHILLIPS PARK SHADE STRUCTURE

CARRY OVER FROM FY24

CAP OUTLAY: 01-6100-812 \$40,000

RESTRICTED ASSESTS: 13-8000-824 \$14,305

CORTLAND COMMUNITY PARK UPGRADES

PARKS COMMITTEE RECOMMENDATIONS FOR UPGRADES TO CCP: CONCRETE BAGS STATION, SAND

VOLLEYBALL AND OUTDOOR PING PONG

CAP OUTLAY: 01-6100-812 \$20,000

ENGINEERING FY25 CAPITAL IMPROVEMENT

ENGINEERING

PEDESTRIAN PATH – EXTENSION FROM PRAIRIEFIELD AVENUE TO BARBER GREENE

AGGREGATE, CULVERTS, SIGNAGE, AND EQUIPMENT RENTAL

CAP OUTLAY: 01-6000-812 \$55,000

PEDESTRIAN PATH - PAVING

FUNDING APPROVED VIA DSATS PROJECT SELECTION

20% LOCAL SHARE OF \$400,000 PROJECT

CAP OUTLAY: 01-6000-812 \$80,000

MOTOR FUEL TAX (MFT)

SPRUCE STREET

PAVING FROM PINE AVENUE TO CAROL AVENUE

[MFT]REBUILD ILLINOIS: 02-6400-237 \$65,000

SIDEWALK PROGRAM

VARIOUS SIDEWALK AND RAMP REPLACEMENTS

CONESTOGA, PRAIRIE, PAMPAS, RAILROAD, MAPLE

MFT: 02-6400-370 \$150,000

Approved Capital Equipment/Construction Expenditures Included in 2025 Budget

Public Works Department		Cost
Two Post Lifts for Maintaining Vehicles	CAP OUTLAY 01-6100-812	\$ 10,000
Robinson Avenue Streetlights	CAP OUTLAY 01-6100-812	20,000
Install Hitch and Brake module in Truck #16 for Trailers/Leaf Vac	CAP OUTLAY 01-6100-812	5,000
McPhillips Park Shade Structure	CAP OUTLAY 01-6100-812	40,000
Upgrades to CCP	CAP OUTLAY 01-6100-812	20,000
Total Public Works Streets and Maintenance		\$ 95,000
Police Department		Cost
Police Security Cameras	PD Equipment	\$ 10,000
Security Cameras	PD Equipment	15,000
Police Vehicle and equip new vehicle	Vehicle	55,000
Total Police Department		\$ 80,000
Administration		Cost
Server for offsite backup/disaster recovery (Dell Power Edge R350)	CAP	\$ 9,240
Town Hall Security Cameras	CAP	8,800
Total Administration		\$ 18,040
Engineering		Cost
Pedestrian Path - Extension from Prairiefield Ave to Barber Green	CAP 01-6000-812	\$ 55,000
Pedestrian Path - Paving	CAP 01-6000-812	40,185
Design Costs for School renovations	CAP 01-6000-812	300,000
Total Engineering		\$ 395,185
Waste Water (Sewer) Department		Cost
Rebuild/Repair Pump at STP	CAP OUTLAY 06-7300-812	\$ 25,000
Wet Well Wizard	CAP OUTLAY 06-7300-812	10,000
Replace Air Lines and Aerators in Lagoons at STP	CAP OUTLAY 06-7300-812	5,000
Total Waste Water Department		\$ 40,000
Water Department		Cost
Utility Study for Town's Future Needs	CAP OUTLAY 07-7400-826	\$ 75,000
Water Meter Replacements	CAP OUTLAY 07-7400-811	25,000
Water Tower Cleaning	CAP OUTLAY 07-7400-811	20,000
Total Water Department	07-7400	\$ 120,000
Motor Fuel Tax/Rebuild Illinois		
Sidewalk Program	CAP - MFT 02-6400-370	\$ 150,000
Spruce Street - Paving from Pine Ave to Carol Ave	CAP - MFT Rebuild IL 02-6400-237	65,000
Total Motor Fuel Tax/Rebuild Illinois		\$ 215,000
Grand Total		\$ 963,225

CAPITAL IMPROVEMENT FUND**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
REVENUES						
03-4011	Electricity Tax	\$ 95,015	\$ 90,853	\$ 95,000	\$ 83,500	\$ 85,000
03-4021	Natural Gas Tax	74,588	87,829	70,000	69,875	70,000
03-4031	Telephone Tax	22,221	23,667	20,000	21,700	20,000
03-8011	Interest Income	228	20,617	15,000	59,000	40,000
03-4041	Non-Home Rule Sales Tax	349,211	223,232	225,000	212,200	215,000
03-4991	Miscellaneous Income	1,853	250	-	100	250
03-8201	Sale of Property	-	428,259	-	-	-
03-8301	Grant Revenue - DCEO	-	-	935,000	134,307	-
TOTAL REVENUES		\$ 543,116	\$ 874,707	\$ 1,360,000	\$ 580,682	\$ 430,250
EXPENDITURES						
03-6500-421	Community Programs	\$ 6,270	\$ -	\$ 15,000	\$ -	\$ 10,000
03-6500-450	Land Acquisition - Chestnut Grove	-	11,760	-	-	-
03-6500-522	NPDES Permit Fee	1,000	-	-	1,000	1,000
03-6500-621	Interest Expense	(485)	(168)	-	-	-
03-6500-726	Donations - Community Agencies	4,500	3,000	5,000	2,000	3,000
03-6500-820	Chestnut Parking Lot and Signage	-	-	-	4,170	-
03-6500-824	Street Improvement	-	-	800,000	-	25,000
03-6500-837	Emergency Preparedness	-	1,118	-	3,070	-
03-6500-840	Holiday Decorations	4,489	5,463	15,000	13,500	15,000
03-6500-842	Sidewalks, new construction	5,810	2,592	50,000	2,225	50,000
03-6500-846	Splash Pad	-	-	135,000	134,307	-
03-6500-857	DeKalb County Community Grant Expense	-	-	-	19,510	-
TOTAL EXPENDITURES		\$ 23,154	\$ 23,765	\$ 1,020,000	\$ 179,782	\$ 104,000
03-6500-910	INTERFUND TRANSFERS IN (OUT)	\$ (226,655)	\$ -	\$ (26,655)	\$ (53,175)	\$ -
03-6500-912	DEBT SERVICE TRANSFERS	-	26,655	(51,128)	-	(51,319)
03-6500-913	CAPITAL PURCHASE TRANSFERS	(101,900)	-	(172,300)	(55,676)	(588,225)
TOTAL TRANSFERS		\$ (328,555)	\$ 26,655	\$ (250,083)	\$ (108,851)	\$ (639,544)
EXCESS (DEFICIT)		\$ 191,407	\$ 877,597	\$ 89,917	\$ 292,049	\$ (313,294)
BEGINNING FUND BALANCE		\$ 122,390	\$ 313,797	\$ 1,002,697	\$ 1,191,394	\$ 1,483,443
ENDING FUND BALANCE		\$ 313,797	\$ 1,191,394	\$ 1,092,614	\$ 1,483,443	\$ 1,170,149

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TOWN OF CORTLAND

WASTEWATER (SEWER SYSTEM)

PROPOSED FY 2025 BUDGET

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
REVENUES						
06-4010	Connection Fees	\$ 89,500	\$ 16,000	\$ 10,000	\$ 21,000	\$ 18,000
06-4011	Service Fees	547,388	556,829	552,000	565,000	560,000
06-4021	Penalties	25,439	28,178	28,000	36,475	31,000
06-4041	Bad Check Charges	13	(15)	25	-	25
06-4051	Permits	70,000	80,500	35,000	98,000	50,000
06-4991	Miscellaneous Revenue	367	-	-	420	200
06-8011	Interest Income	1,595	59,993	50,000	113,825	95,000
06-8300	Grant Revenue - IPRF	5,028	1,746	-	1,746	2,547
06-8801	Lease Income	-	15,526	10,725	34,755	34,800
06-4908	Reimbursements - Sewer Const.					-
TOTAL REVENUES		\$ 739,330	\$ 758,757	\$ 685,750	\$ 871,221	\$ 791,572
PERSONNEL SERVICES						
06-7300-118	Salaries	\$ 77,595	\$ 80,217	\$ 97,500	\$ 82,620	\$ 107,500
06-7300-193	Employer Taxes	5,967	6,110	7,200	6,375	8,000
06-7300-133	Employer Paid Retirement	7,473	7,090	8,650	7,340	9,775
06-7300-131	Employee Health Insurance	9,909	12,190	18,000	11,144	12,000
06-7300-134	Pension Expense	-	8,235	-	8,200	8,500
TOTAL PERSONNEL SERVICES		\$ 100,944	\$ 113,842	\$ 131,350	\$ 115,679	\$ 145,775
CONTRACTUAL SERVICES						
06-7300-211	Legal/Collection Expense	\$ -	\$ 241	\$ 5,000	\$ -	\$ 1,000
06-7300-217	Fines	135	-	-	-	-
06-7300-212	Engineering Expense	147	-	2,500	-	2,500
06-7300-213	Consulting Fees / Billing	17,604	16,049	16,000	17,718	16,550
06-7300-214	Audit	4,600	4,000	4,000	4,275	4,300
06-7300-221	Utilities	107,588	81,442	110,000	122,650	125,000
06-7300-312	Annual Permit Fees	10,500	13,500	11,000	10,500	11,000
06-7300-313	Training	325	1,349	2,000	1,050	3,000
06-7300-345	Wastewater Testing	11,417	15,443	17,500	10,750	18,000
06-7300-511	Insurance Expense	3,839	6,037	4,100	5,578	5,500
TOTAL CONTRACTUAL SERVICES		\$ 156,155	\$ 138,061	\$ 172,100	\$ 172,521	\$ 186,850
COMMODITIES						
06-7300-311	Office Expense	\$ 5,660	\$ 9,087	\$ 6,500	\$ 6,585	\$ 6,500
06-7300-314	Telephone	3,039	3,204	5,000	2,225	5,000
06-7300-198	Uniforms	426	511	1,000	425	1,500
06-7300-371	Fuel	2,994	8,367	2,200	2,145	2,200
06-7300-218	Equipment	39	368	3,000	-	3,000
06-7300-241	Vehicle and Equipment Maint.	6,496	2,682	3,000	3,300	8,000
06-7300-243	System Maintenance	31,778	23,337	40,000	38,175	40,000
06-7300-531	Real Estate Taxes	1,213	-	-	-	-
06-7300-492	IPRF Safety Grant Expense	-	1,189	-	-	2,547
06-7300-591	Miscellaneous Expense	2,223	200	500	100	500
TOTAL COMMODITIES		\$ 53,868	\$ 48,945	\$ 61,200	\$ 52,955	\$ 69,247

TOWN OF CORTLAND

WASTEWATER (SEWER SYSTEM)

PROPOSED FY 2025 BUDGET

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
CAPITAL OUTLAY						
06-7300-611	Debt Service - Principal	\$ -	\$ -	\$ 49,106	\$ 48,175	\$ 48,000
06-7300-621	Debt Service - Interest	13,603	12,673	11,841	11,541	11,000
06-7300-811	Construction		18,666	15,000	85,875	-
06-7300-812	Equipment		8,884	58,500	26,850	40,000
06-7300-826	Facility Plan	9,262	-	-	-	-
06-7300-541	Depreciation	415,116	412,374	-	409,375	-
TOTAL CAPITAL OUTLAY		\$ 437,981	\$ 452,597	\$ 134,447	\$ 581,816	\$ 99,000
06-8101	INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
06-8501	LOAN PROCEEDS	-	-	-	-	-
TOTAL DEPARTMENT EXPENDITURES		\$ 748,948	\$ 753,445	\$ 499,097	\$ 922,971	\$ 500,872
EXCESS (DEFICIT)		\$ 6,547	\$ 5,312	\$ 186,653	\$ (51,750)	\$ 290,700
BEGINNING CASH BALANCE		\$ 2,331,613	\$ 2,321,995	\$ 2,688,401	\$ 2,327,307	\$ 2,275,557
ENDING CASH BALANCE		\$ 2,321,995	\$ 2,327,307	\$ 2,875,054	\$ 2,275,557	\$ 2,566,257

NOTE: This is a draft of the FY 2025 Budget and it may be modified, changed or revised before its final adoption by the Board of Trustees

WATER SYSTEM**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
REVENUES						
07-4011	Water Sales	\$ 518,443	\$ 516,099	\$ 520,000	\$ 560,245	\$ 525,000
07-4010	Connection Fees	87,500	-	-	-	-
07-4021	Penalties	1,676	2,126	1,500	2,683	2,500
07-4041	Bad Check Charges	37	150	25	175	150
07-4051	Permits	77,600	92,300	50,000	100,800	85,000
07-4301	Meter Sales and Access Fees	8,100	3,650	5,000	3,000	5,000
07-8011	Interest Income	874	32,403	25,000	64,700	50,000
07-8801	Lease Income	2,790	3,720	3,720	3,720	3,720
07-4991	Other Income	1,770	2,262	1,500	3,131	2,000
TOTAL REVENUES		\$ 698,790	\$ 652,710	\$ 606,745	\$ 738,454	\$ 673,370
PERSONNEL SERVICES						
07-7400-118	Salaries	\$ 116,742	\$ 120,326	\$ 142,500	\$ 115,325	\$ 158,500
07-7400-193	Employer Taxes	8,950	9,165	17,950	9,457	12,500
07-7400-133	Employer Paid Retirement	11,209	10,635	21,000	11,025	15,000
07-7400-134	Pension Expense	(24,249)	12,351	-	12,350	12,350
07-7400-131	Employee Health Insurance	14,864	18,330	2,700	16,717	16,725
TOTAL PERSONNEL SERVICES		\$ 127,516	\$ 170,807	\$ 184,150	\$ 164,874	\$ 215,075
CONTRACTUAL SERVICES						
07-7400-211	Legal/Collection Expense	\$ -	\$ 2,583	\$ -	\$ -	\$ -
07-7400-212	Engineering Expense	148	-	2,500	-	-
07-7400-213	Consulting Fees/ Billing	27,944	24,074	24,075	22,565	24,800
07-7400-214	Audit	4,400	4,000	4,000	4,275	4,000
07-7400-221	Utilities	79,855	64,396	75,000	70,965	75,000
07-7400-222	Water Processing	97,905	105,636	111,510	112,344	116,510
07-7400-331	Travel and Training	626	885	2,000	1,825	3,000
07-7400-492	IPRF Safety Grant	-	537	-	20	-
07-7400-511	Insurance Expense	11,037	10,763	6,800	10,345	6,800
07-7400-531	Real Estate Taxes	146	-	-	240	240
TOTAL CONTRACTUAL SERVICES		\$ 222,061	\$ 212,874	\$ 225,885	\$ 222,579	\$ 230,350
COMMODITIES						
07-7400-311	Office Expense	\$ 7,915	\$ 10,170	\$ 11,000	\$ 10,735	\$ 12,000
07-7400-314	Telephone	2,905	3,070	5,000	2,361	5,000
07-7400-198	Uniforms	661	479	900	375	900
07-7400-371	Fuel	6,762	6,627	8,000	4,775	8,000
07-7400-241	Vehicle and Equipment Maint.	3,764	4,872	5,000	4,130	8,000
07-7400-243	Water System Maintenance	34,449	22,656	30,000	11,750	30,000
07-7400-341	Meter Purchases and Supplies	13,020	15,281	15,000	10,533	15,000
07-7400-343	Connection Expense	2,600	920	5,000	-	3,500
07-7400-344	Access Supplies	-	1,850	2,000	-	2,000
07-7400-345	Treatment Chemicals/Testing	15,597	18,003	20,000	25,745	25,000
07-7400-346	Tools	1,479	1,191	1,250	600	1,500
07-7400-591	Miscellaneous Expense	257	-	-	-	-
TOTAL COMMODITIES		\$ 89,409	\$ 85,119	\$ 103,150	\$ 71,004	\$ 110,900

WATER SYSTEM**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
CAPITAL OUTLAY						
07-7400-811	Construction	\$ -	\$ 23,139	\$ 25,000	\$ 5,750	\$ 45,000
07-7400-812	Equipment	9,863	15,217	100,000	36,420	-
07-7400-826	Utility Study	-	-	50,000	-	75,000
07-7400-542	Amortization - ARO	300	300	-	-	-
07-7400-541	Depreciation Expense	319,556	315,913	-	-	-
TOTAL CAPITAL OUTLAY		\$ 329,719	\$ 354,569	\$ 175,000	\$ 42,170	\$ 120,000
07-7400-910	INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
07-8501	LOAN PROCEEDS	-	-	-	-	-
TOTAL DEPARTMENT EXPENDITURES		\$ 768,705	\$ 823,369	\$ 688,185	\$ 500,627	\$ 676,325
EXCESS (DEFICIT)		\$ (69,915)	\$ (170,659)	\$ (81,440)	\$ 237,827	\$ (2,955)
BEGINNING CASH BALANCE		\$ 722,274	\$ 586,674	\$ 758,346	\$ 586,674	\$ 824,501
ENDING CASH BALANCE		\$ 586,674	\$ 586,674	\$ 676,906	\$ 824,501	\$ 821,546
	Radium Removal Decommissioning and Disposal Financial Assurance***	-	-	159,720	-	-
ENDING AVAILABLE CASH BALANCE		\$ 586,674	\$ 586,674	\$ 517,186	\$ 824,501	\$ 821,546

NOTES:

*** This line item represents the financial security required by IEMA in the event the vendor (WRT) cannot perform its duties and responsibilities with respect to the disposal of the radioactive media used in the radium removal process.

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Approved Restricted Assets Expenditures Included in 2025 Budget

Public Works Department		Cost
McPhillips Park Shade Structure	RAF	14,000
McPhillips Park Parking Area	RAF	305
Public Works Building Expense	RAF	5,000
Total Public Works		\$ 19,305
Engineering Department		Cost
Continuation of Pedestrian Path	RAF 13-8000-350	\$ 39,815
Total Engineering Department		\$ 39,815
Administration		Cost
Town Hall Building Expenses	RAF 13-8000-813	\$ 5,000
Total Administration		\$ 5,000
Wastewater Department		Cost
Utility Study for Town's Future Needs	RAF 13-8000-814	\$ 75,000
Total Wastewater Department		\$ 75,000
Grand Total		\$ 139,120

RESTRICTED ASSETS**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
REVENUES						
13-4167	Waste Collection Agreement	\$ 23,145	\$ 10,057	\$ 17,000	\$ 15,242	\$ 17,000
13-4170	Airport Road Farm Rent	3,646	18,229	-	-	-
13-4171	Park Lot Dev Fees - General	2,100	600	1,000	700	1,000
13-4201	Capital Contributions: Public Works Bldg	-	8,074	-	-	-
13-4202	Police Department Facility	-	6,444	-	-	-
13-4203	Emergency Siren	-	185	-	-	-
13-4204	Town Hall Building	-	12,024	-	-	-
13-4205	Sports Complex	-	10,556	-	-	-
13-4206	Capital Equipment	11,967	2,450	18,000	-	-
13-8011	Interest on Investment	801	42,790	35,000	79,500	45,000
TOTAL REVENUES		\$ 41,659	\$ 111,409	\$ 71,000	\$ 95,442	\$ 63,000
EXPENDITURES						
13-8000-813	Town Hall	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
13-8000-824	McPhillips Park	-	-	14,305	-	14,305
13-8000-833	Public Works/Police Facility	-	-	5,000	-	5,000
13-8000-814	Water Utility Study	-	-	50,000	-	75,000
13-8000-350	Road Improvements/Pedestrian Path	-	-	35,000	-	39,815
13-8000-352	Administrative Fund	2,400	14,655	-	-	-
13-8000-354	Punch List Follow Up Items	-	2,000	-	-	-
13-8000-815	Splash Pad - Neuman Homes	-	-	79,851	-	-
13-8000-839	Airport Road Property Taxes	20,693	9,826	-	-	-
13-8000-840	Airport Road Utilities	206	230	-	-	-
TOTAL EXPENDITURES BEFORE TRANSFERS		\$ 23,299	\$ 26,711	\$ 189,156	\$ -	\$ 139,120
13-8000-908	Transfer to/from General Fund	\$ 37,955	\$ -	\$ -	\$ -	\$ -
13-8101	Transfers from Other Funds	-	26,655	-	53,175	-
TOTAL EXPENDITURES AND TRANSFERS		\$ 37,955	\$ 26,655	\$ 189,156	\$ 53,175	\$ 139,120
BEGINNING CASH BALANCE		\$ 593,180	\$ 611,540	\$ 676,985	\$ 696,238	\$ 791,680
ENDING CASH BALANCE		\$ 611,540	\$ 696,238	\$ 558,829	\$ 791,680	\$ 715,559
RESERVED FUNDS - DUE TO OTHERS						
ENDING AVAILABLE CASH BALANCE		\$ 611,540	\$ 696,238	\$ 558,829	\$ 791,680	\$ 715,559

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Parade & Festival Fund

PROPOSED FY 2025 BUDGET

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
REVENUES						
09-4961	Donations	\$ 4,884	\$ 7,050	\$ 5,000	\$ -	\$ -
09-4972	Festival Receipts	20,850	13,788	17,500	-	-
09-8011	Interest on Investment	6	83	60	-	-
TOTAL REVENUES		\$ 25,740	\$ 20,921	\$ 22,560	\$ -	\$ -
CONTRACTUAL SERVICES						
09-7700-218	Contracted Groups/Events/Labor	\$ 17,682	\$ 21,725	\$ 20,000	\$ 6,566	\$ -
09-7700-241	Rentals	4,768	3,733	4,500	-	-
TOTAL CONTRACTUAL SERVICES		\$ 22,450	\$ 25,458	\$ 24,500	\$ 6,566	\$ -
COMMODITIES						
09-7700-312	Supplies	\$ 4,816	\$ 4,691	\$ 4,500	\$ -	\$ -
09-7700-313	Postage	-	-	100	-	-
09-7700-315	Copies, Printing & Advertising	1,998	1,567	1,500	-	-
09-7700-571	Prizes & Awards	210	644	750	-	-
09-7700-591	Miscellaneous Expenses	116	500	500	-	-
TOTAL COMMODITIES		\$ 7,140	\$ 7,402	\$ 7,350	\$ -	\$ -
Wastewater Department		\$ 29,590	\$ 32,860	\$ 31,850	\$ 6,566	\$ -
09-8192	Fest/Parade Transfer from GF	10,000	10,000	20,000	20,000	-
BEGINNING CASH BALANCE		\$ 845	\$ 6,995	\$ 4,976	\$ 5,056	\$ -
ENDING CASH BALANCE		\$ 6,995	\$ 5,056	\$ 15,686	\$ 18,490	\$ -

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TIF**PROPOSED FY 2025 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
REVENUES						
14-8011	Interest on Investment	\$ 424	\$ 17,776	\$ 15,000	\$ 42,930	\$ 25,000
14-8010	Property Taxes	274,211	319,518	355,000	480,610	485,000
TOTAL REVENUES		\$ 274,635	\$ 337,294	\$ 370,000	\$ 523,540	\$ 510,000
TIF EXPENSES						
14-6600-211	Legal Expense	\$ -	\$ 23,588	\$ -	\$ -	\$ -
14-6600-212	Administrative Expense	-	106,460	-	118,500	9,500
14-6600-591	TIF Expenses	122,382	-	427,000	82,631	500,000
TOTAL TIF EXPENDITURES		\$ 122,382	\$ 130,048	\$ 427,000	\$ 201,131	\$ 509,500
TOTAL EXPENDITURES		\$ 122,382	\$ 130,048	\$ 427,000	\$ 201,131	\$ 509,500
BEGINNING CASH BALANCE		\$ 246,793	\$ 399,046	\$ 602,563	\$ 606,292	\$ 928,701
ENDING CASH BALANCE		\$ 399,046	\$ 606,292	\$ 545,563	\$ 928,701	\$ 929,201

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LIBRARY**PROPOSED FY 2025 BUDGET**

DESCRIPTION	FYE 2022 ACTUAL	FYE 2023 ACTUAL	FYE 2024 BUDGETED	FYE 2024 PROJECTED	FYE 2025 PROPOSED
BEGINNING CASH ON HAND	\$ 62,348	\$ 87,592	\$ 178,814	\$ 162,559	\$ 164,171
INCOME					
Property Taxes	\$ 244,392	\$ 253,130	\$ 265,325	\$ 264,199	\$ 282,608
Donations	17,850	88,885	-	2,263	-
Per Capita Grant	6,298	10,487	6,487	6,487	6,487
Other Revenue	4,808	2,065	1,700	5,045	3,000
Interest Income	47	156	-	447	-
TOTAL FUND AVAILABLE	\$ 273,395	\$ 354,723	\$ 273,512	\$ 278,441	\$ 292,095
EXPENSES					
Salaries & Wages	\$ 158,456	\$ -	\$ 175,000	\$ 180,838	\$ 185,000
IMRF	9,844		10,500	9,879	11,000
Health Insurance	5,447		7,500	5,000	-
Payroll Tax	10,079		13,000	14,174	15,000
Audit	1,362		2,000	2,000	2,000
Professional Fees	554		200	-	200
Utilities	645		4,000	5,902	6,000
Maintenance & OP	5,539		500	450	500
Office Expense	22,800		25,000	23,313	25,000
Circulation Materials	22,800		27,000	16,649	25,000
Insurance	4,631		5,000	6,482	7,000
Miscellaneous Expense	363		200	-	200
Capital Outlay	4,631		1,000	-	1,000
Working Cash	1,000		-	-	-
Emergency Fund	-		1,000	-	1,000
Programs	-		5,500	11,674	12,000
Workman's Comp	-	-	-	468	1,000
		279,756			
TOTAL EXPENSES	\$ 248,151	\$ 279,756	\$ 277,400	\$ 276,829	\$ 291,900
ENDING CASH ON HAND	\$ 87,592	\$ 162,559	\$ 174,926	\$ 164,171	\$ 164,366

NOTE: This is a draft of the FY 2025 Budget and it may be modified, changed or revised before its final adoption by the Board of Trustees

Item 4.





Town of Cortland

Agenda Request

Item 5.

(SUBMIT FORM TO THE TOWN CLERK NO LATER THAN ONE WEEK BEFORE THE SCHEDULED MEETING)

ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MAYOR

☒ **RESOLUTION** ☐ **ORDINANCE** ☐ **INFORMATION** ☐ **OTHER**

DATE PREPARED: 4-15-2024

FOR MEETING ON: 4-22-2024

DESCRIPTION/TITLE:

The State of Illinois is requiring all rock salt purchasing participants to submit a certificate of authority for each location that gets direct shipments.

REQUIRED ACTION:

Sign the Certificate of Authority

STAFF/COMMITTEE RECOMMENDATION:

Sign the Certificate of Authority

STATEMENT OF CONCERN/SUMMARY:

AGENDA PLACEMENT:

☐ BOARD REVIEW OF PENDING BUSINESS ☒ NEW BUSINESS ☐ CONCERNS ☐ STAFF REPORTS
☐ COMMITTEE OF THE WHOLE ☐ PRESIDENT'S REPORT ☐ CONSENT AGENDA ☐ UNFINISHED BUSINESS
☐ PUBLIC HEARING

Prepared by: Joel Summerhill

Approved by:

Date 4-15-2024

k:\town board\agendas\agendas 2024\4b. april 22, 2024\10.pw agenda request cert for rock salt.doc

RESOLUTION NO. 2024-XX

**A RESOLUTION RATIFYING AND APPROVING TOWN OF CORTLAND
PARTICIPATION IN JOINT BID WITH DEKALB COUNTY HIGHWAY
DEPARTMENT FOR THE PURCHASE OF 350 TONS OF BULK ROCK SALT OR
EQUIVALENT THROUGH THE STATE OF ILLINOIS CENTRAL MANAGEMENT
JOINT PURCHASING PROGRAM FOR WINTER 2024-2025 SEASON**

**PASSED BY THE BOARD OF TRUSTEES OF THE TOWN OF CORTLAND
THIS ____ DAY OF APRIL 20__**

**TOWN OF CORTLAND
DEKALB COUNTY, ILLINOIS**

RESOLUTION NO. 2024-XX

BE IT RESOLVED by the Mayor and Board of Trustees of the Town of Cortland, DeKalb County, Illinois, THAT:

A RESOLUTION RATIFYING AND APPROVING TOWN PARTICIPATION IN JOINT BID WITH DEKALB COUNTY HIGHWAY DEPARTMENT FOR THE PURCHASE OF 350 TONS OF BULK ROCK SALT OR EQUIVALENT THROUGH THE STATE OF ILLINOIS CENTRAL MANAGEMENT JOINT PURCHASING PROGRAM FOR WINTER 2024-2025 SEASON

shall be, and is hereby, adopted as follows:

Section 1. BACKGROUND.

The Mayor and Board of Trustees (“**Town Board**”) of the Town of Cortland (“Town”) find that the Town is better able to leverage economies of scale and benefit from pricing advantages by participating with the DeKalb County Highway Department in the annual statewide joint bid for bulk rock salt through the State of Illinois Central Management Joint Purchasing Program and wish to authorize, approve and ratify the Town’s participation in a joint bid for the purchase of 350 tons of bulk rock salt through the DeKalb County Highway Department for the 2024-2025 winter season. The State’s 2024-2025 contract for untreated rock salt will be awarded to the lowest responsible and responsive bidder as determined by the State of Illinois Central Management System at a set price per ton. The Town will then be obligated to purchase at least 80% of the 350 tons prior to the end of the 2024-2025 winter season and the supplier will be obligated to sell the Town a maximum of 120% of the 350 tons (if needed) competitively bid on the Town’s behalf.

Section 2. APPROVAL AND RATIFICATION OF BIDDING FOR BULK ROCK SALT THROUGH STATE OF ILLINOIS’ JOINT PURCHASING PROGRAM.

The Town Board hereby authorizes and approves the Town’s participation with the DeKalb County Highway Department in a joint bid for 350 tons of bulk rock salt through the State of Illinois Central Management Joint Purchasing Program for the 2024-2025 winter season and agrees to abide by the Joint Purchasing Procedures established by the State associated with the program. The Town Board further affirms and ratifies, *nunc pro tunc*, all actions undertaken or to be undertaken by Public Works Director Joel Summerhill and Town Clerk Cheryl Aldis necessary or convenient to effectuate the purposes of this Resolution.

PASSED BY THE BOARD OF TRUSTEES OF THE TOWN OF CORTLAND THIS ____ DAY OF APRIL 2024, PURSUANT TO ROLL CALL VOTE AS FOLLOWS:

AYES:
NAYS:
ABSENT:

ATTEST:

Mark Pietrowski, Mayor

Cheryl Aldis, Town Clerk

Certificate of Authority by Vote

I, **Cheryl Aldis**, hereby certify that I am duly elected Clerk/~~Secretary~~
(Name)

of Town of Cortland ("Governmental Unit"). I hereby certify the following is a
(Name of Governmental Unit)

true copy of a vote taken at a meeting of the Board of Directors (or equivalent governing body),
 duly called and held on April 22, 2024, at which a quorum of the Members were present and
 voting.

Voted: That Joel Summerhill, Public Works Director (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts, to include joint participation agreements, on behalf
 of Town of Cortland with the State of Illinois and any of its agencies or
(Name of Governmental Unit)

departments and further is authorized to execute any documents which may in his/~~her~~
 judgment be desirable or necessary to affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full
 force and effect as of the date of the contract or joint participation agreement to which this
 certificate is attached. I further certify that it is understood that the State of Illinois will rely on
 this certificate as evidence that the person(s) listed above currently occupy the position(s)
 indicated and that they have full authority to bind the Governmental Unit. To the extent that
 there are any limits on the authority of any listed individual to bind the Governmental Unit in
 contracts with the State of Illinois, all such limitations are expressly stated herein.

Dated: April 22, 2024 **Attest:** _____
 Cheryl Aldis, Town Clerk

**A RESOLUTION AUTHORIZING THE DESTRUCTION OF
AUDIO RECORDING OF CLOSED SESSION MINUTES**

WHEREAS, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

WHEREAS, this governmental body has complied with that requirement; and

WHEREAS, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed meetings without notification to or the approval of a Records Commission or the State Archivist not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and
2. Approves the written minutes of the closed meeting; and

WHEREAS, for the verbatim record by tape of the meetings set forth in paragraph 1 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the meetings or portions of meetings set forth in paragraph 1; and

WHEREAS, this governmental body may order the destruction of the verbatim record even if it continues to withhold the approved written minutes of the closed session until some later period of time;

NOW THEREFORE BE IT RESOLVED by the Mayor and the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, as follows:

1. Based upon the statements made within the preamble to this resolution, the Board of Trustees of the Town of Cortland hereby orders the destruction of the verbatim record being an audio tape of the following executive session meetings as listed in Exhibit A.

2. This Resolution shall be in full force and effective immediately upon its passage.

PASSED by the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, at its regular Board meeting held on _____, 2024.

Ayes:

Nays:

Absent:

APPROVED by the Mayor on the ____ day of April 2024.

(SEAL)

Mark Pietrowski, Mayor

ATTEST:

Cheryl Aldis, Town Clerk

EXHIBIT A

Item 6.

Town of Cortland Board of Trustees Meeting Dates, Closed Session Tapes:

September 26, 2022

November 14, 2022

RESOLUTION 2024-XX**A RESOLUTION APPROVING THE PLAT FOR THE PENELOPE ALMADY
SUBDIVISION - UNIT 5 WITHIN THE CHESTNUT GROVE – UNIT 1 SUBDIVISION**

WHEREAS, the Town of Cortland entered into an Annexation Agreement with RBR Properties dated August 23, 2004; reaffirmed September 27, 2004, and as amended, regarding land that includes the Chestnut Grove – Unit 1 Subdivision, the terms of the Annexation Agreement have not expired; and

WHEREAS, the Annexation Agreement contains a procedure in which the Town Board has the authority to approve a proposed subdivision if the subdivision conforms with Town regulations as certified by the Town Engineer; and

WHEREAS, the Town Engineer recommends that the Town Board approve the plat for the Penelope Almadly Subdivision – Unit 5 as set forth in the attached Exhibit “A.”

NOW THEREFORE, BE IT RESOLVED by the Mayor and the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, as follows:

1. That the Town approves the plat for the Penelope Almadly Subdivision – Unit 5 set forth on Exhibit “A,” which is attached and incorporated herein; and
2. That the Town of Cortland hereby authorizes the Mayor and Town Engineer to approve the plat and execute the necessary Certificates.

PASSED by the Board of Trustees of the Town of Cortland, DeKalb County, Illinois, at its regular Board meeting held on April 22, 2024.

Ayes: _____

Nays: _____

Absent: _____

APPROVED by the Mayor on the 22nd day of April, 2024.

(SEAL)

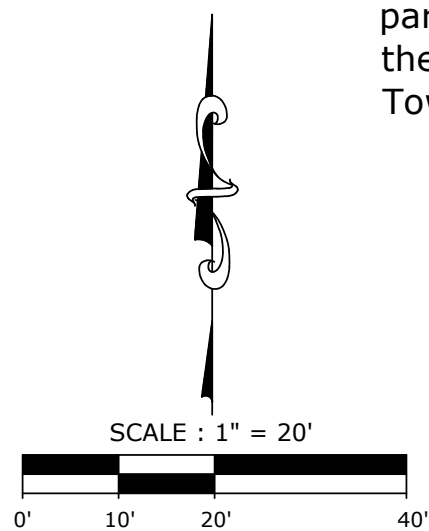
Mark Pietrowski, Mayor

ATTEST:

Cheryl Aldis, Town Clerk

PENELOPE ALMADY SUBDIVISION UNIT 5

Being a subdivision of Lot 15 in Chestnut Grove - Unit 1, a subdivision of part of the Southwest Quarter of Section 28 and part of the Northwest Quarter of Section 33, Township 40 North, Range 5 East of the Third Principal Meridian, according to the plat thereof recorded February 20, 2007, in Plat Cabinet 10 at Slide #15-B, as Document number 2007003009, in the Town of Cortland, DeKalb County, Illinois.



LEGEND

- Set 5/8" Iron Rod
- Concrete Foundation
- Boundary Line
- Lot Line
- Setback Line
- Easement Line

Notes:

- Easements and Building Lines are per Chestnut Grove - Unit 1 recorded February 20, 2007, Plat Cabinet 10 at Slide #15-B, as document number 2007003009 in DeKalb County, Illinois.
- Property is subject to covenants recorded January 3, 2008, as document number 2008000097 in DeKalb County, Illinois.

OWNER'S CERTIFICATE

State of Illinois }
County of DeKalb } ss

This is to certify that Finney Homes, LLC is the owner of the property described in the foregoing surveyor's certificate and has caused the same to be surveyed and subdivided as indicated on the attached plat for the uses and purposes therein set forth and does hereby acknowledge and adopt the same under the style and title of Penelope Almady Subdivision Unit 5, in the Town of Cortland, DeKalb County, Illinois, and further certify that to the best of our knowledge and belief, all lots shown hereon lie within DeKalb School District #428 in the State of Illinois.

Dated this _____ day of _____, A.D., 20____.

By: _____
Keith Almady, President
Finney Homes, LLC
535 Olin H. Smith Drive
Sycamore, IL 60178

NOTARY CERTIFICATE

State of Illinois }
County of DeKalb } ss

I, the undersigned, a Notary Public in and for said County in the State aforesaid, do hereby certify that Keith Almady who is personally known to me to be the same person whose name is subscribed to the foregoing instrument as owner appeared before me this day in person and acknowledged that he signed and delivered the said instrument as his own free and voluntary act for the uses and purposes therein set forth.

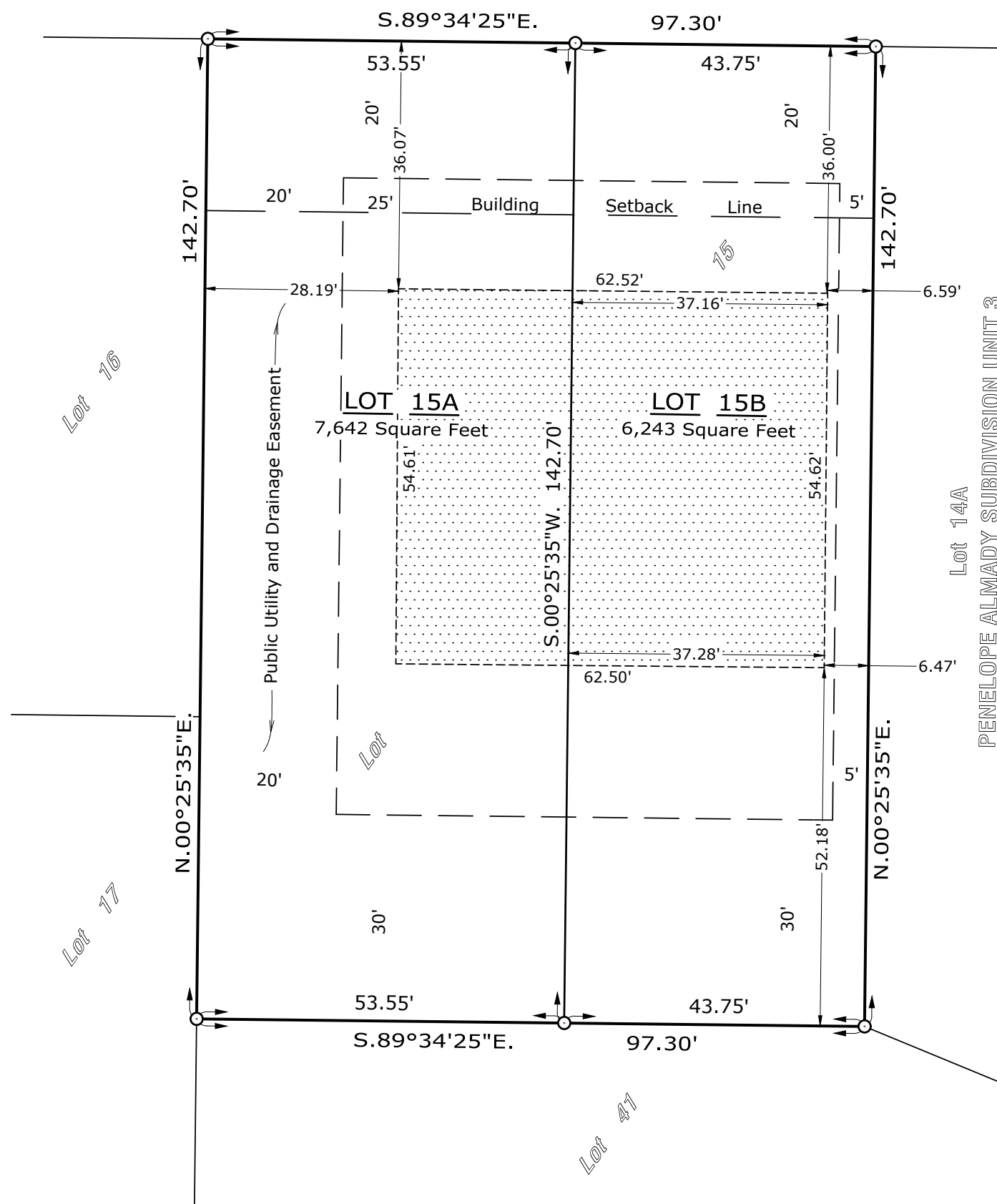
Given under my hand and Notarial Seal this _____ day of _____ A.D., 20____.

Notary Public

My commission expires _____

Stratford Avenue

(66' Public Right-of-Way)
(Previously Dedicated)



COUNTY RECORDER'S CERTIFICATE

State of Illinois }
County of DeKalb } ss

This plat was filed for record in the Recorder's Office of DeKalb County, aforesaid on this _____ day of _____, 20____ at _____ o'clock ____M. and recorded in Plat Cabinet _____ at Slide No. _____ as Document No. _____.

By: _____
Tasha Sims, DeKalb County, Illinois
DeKalb County Recorder

TOWN ENGINEER CERTIFICATE

State of Illinois }
County of DeKalb } ss

I, Brandy Williams, do hereby certify that the required improvements have been installed, or the required bond has been posted for the completion of all required land improvements.

Dated at Cortland, Illinois, this _____ day of _____, A. D. 20____.

By: _____, P.E.
Town Engineer

SURVEYOR'S CERTIFICATE

State of Illinois }
County of Kane } ss

This is to certify that I, Shawn R. VanKampen, an Illinois Professional Land Surveyor, have surveyed and subdivided the following described property.

Lot 15 in Chestnut Grove - Unit 1, a subdivision of part of the Southwest Quarter of Section 28 and part of the Northwest Quarter of Section 33, Township 40 North, Range 5 East of the Third Principal Meridian, according to the plat thereof recorded February 20, 2007, in Plat Cabinet 10 at Slide #15-B, as Document Number 2007003009, in the Town of Cortland, DeKalb County, Illinois.

I, further certify that the Property shown on the Plat hereon drawn is within the corporate limits of the Town of Cortland which has adopted a comprehensive plan and which is exercising the special powers authorized by Division 12 Article 11 of the Illinois Municipal Code as heretofore and hereafter amended.

I, further certify that the property covered by this subdivision is located within Zone X, which is not a Special Flood Hazard Area as identified by the Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel No. 17037C0275E dated January 2, 2009.

All measurements are shown in feet and decimal parts thereof.

This Professional Service conforms to the current Illinois Minimum Standards for a Boundary Survey.

Given under my hand and seal in Batavia, Illinois, this 4th day of April A.D. 2024.

Preliminary

Shawn R. VanKampen
Illinois Professional Land Surveyor No. 035-002710
License Expiration Date: November 30, 2024



TOWN OF CORTLAND ACCEPTANCE RESOLUTION

State of Illinois }
County of DeKalb } ss

WHEREAS, Finney Homes, LLC, Owner of the land shown hereon have caused some to be subdivided and platted as shown, and

WHEREAS, the said land lies within the corporate limits of the Town of Cortland, Illinois, DeKalb County, Illinois.

NOW, THEREFORE BE IT RESOLVED by the Town of Cortland that the plat hereon be accepted and approved subject to the provisions of all applicable ordinances of the Town of Cortland.

Approved this _____ day of _____, A.D. 20____.

Mayor, Mark Pietrowski, Jr.

Town Clerk, Cheryl L. Aldis

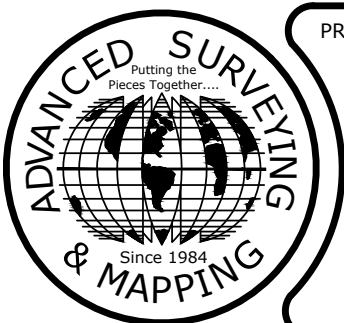
COUNTY CLERK'S CERTIFICATE

State of Illinois }
County of DeKalb } ss

I, Tasha Sims, County Clerk of DeKalb County, in the State of Illinois - do hereby certify that I have examined the records and have found no delinquent general taxes, no unpaid current general taxes, no delinquent special assessments or unpaid current special assessments against the tract of land described and plotted hereon.

This _____ day of _____, AD. 20____.

By: _____
Tasha Sims, DeKalb County, Illinois
DeKalb County Clerk



PREPARED BY:



ASM Consultants, Inc.
16 E Wilson St, Batavia IL 60510
(630) 879-0200 - advanced@advct.com
Professional Design Firm #184-006014 Expires 4/30/2025
© COPYRIGHT 2024, ASM CONSULTANTS, INC. ALL RIGHTS RESERVED.



Public Works Department Monthly Report March 2024

Listed below is a summary of the activities of the Public Works Department for March

STREETS, PROPERTIES, AND STORM SEWER

- Patched potholes as needed.
- Removed snow fence from various areas of Town.
- Replace/repaired all damaged mailboxes from snow plowing operations.
- Mulched around trees in parks.
- Repaired previous excavation areas around Town.
- Replaced light bulb in stained glass window at Town Hall.
- Removed various dead trees throughout Town.
- Replace the sump pump in the old school.
- Continued to clean old school.
- Removed and repoured 90 feet of damaged sidewalk in front of McPhilips Park.
- Removed and washed all salting and plowing equipment from trucks.
- Resurfaced various sidewalk trip hazards.

SNOWPLOWING AND SALTING

- Minimal salting was completed this month.

EQUIPMENT/VEHICLE MAINTENANCE AND REPAIRS

- Squad 20 – Completed Oil Change
- Squad 19 – Completed Oil Change and Installed new front and rear brakes.
- Vector – Installed new LED lights on the vehicle.

TRAINING

CDL training continued for Thomas Boubin

WATER AND WASTEWATER

GENERAL

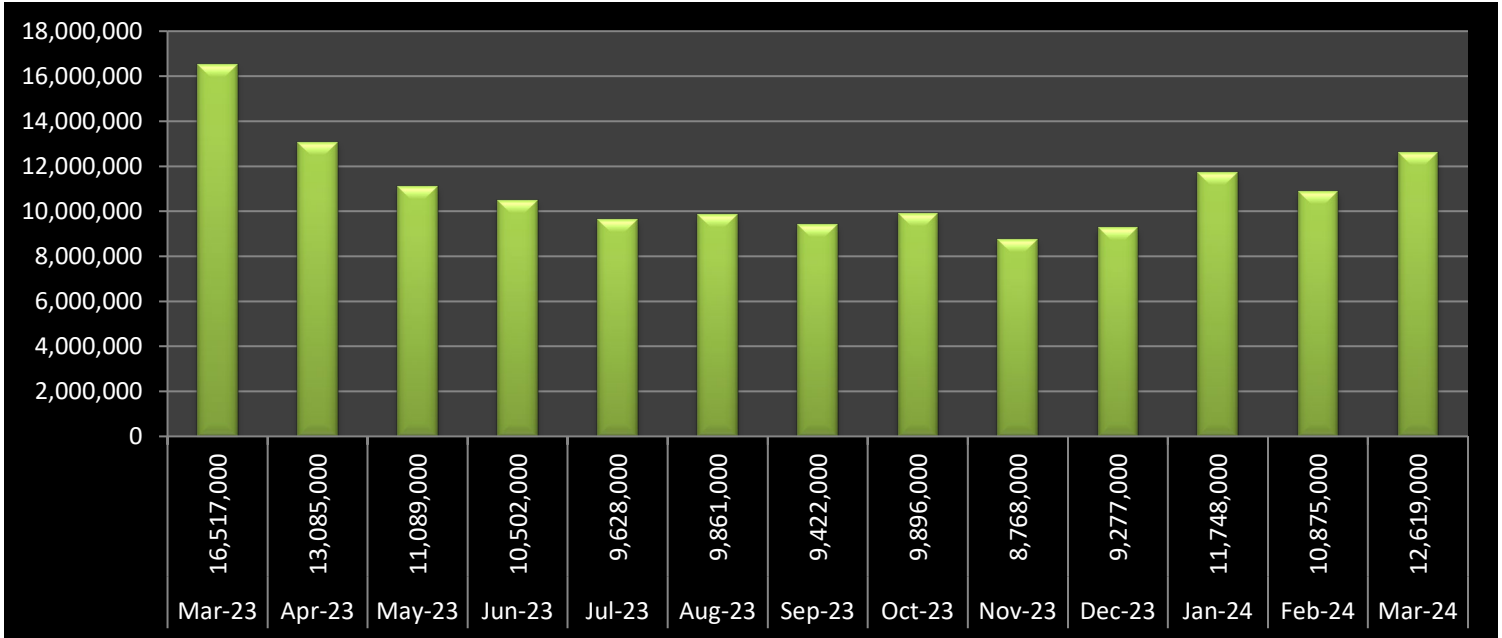
- Completed work orders for:

Shut-Off Service:	0
Turn On Service:	1
Final Read:	11
Courtesy Read:	0
Julie Locate Requests:	62
New Meters Installed:	3
Existing Meters Replaced with New Meters:	23
Other:	
Final Inspections:	3
Total Work Orders:	19

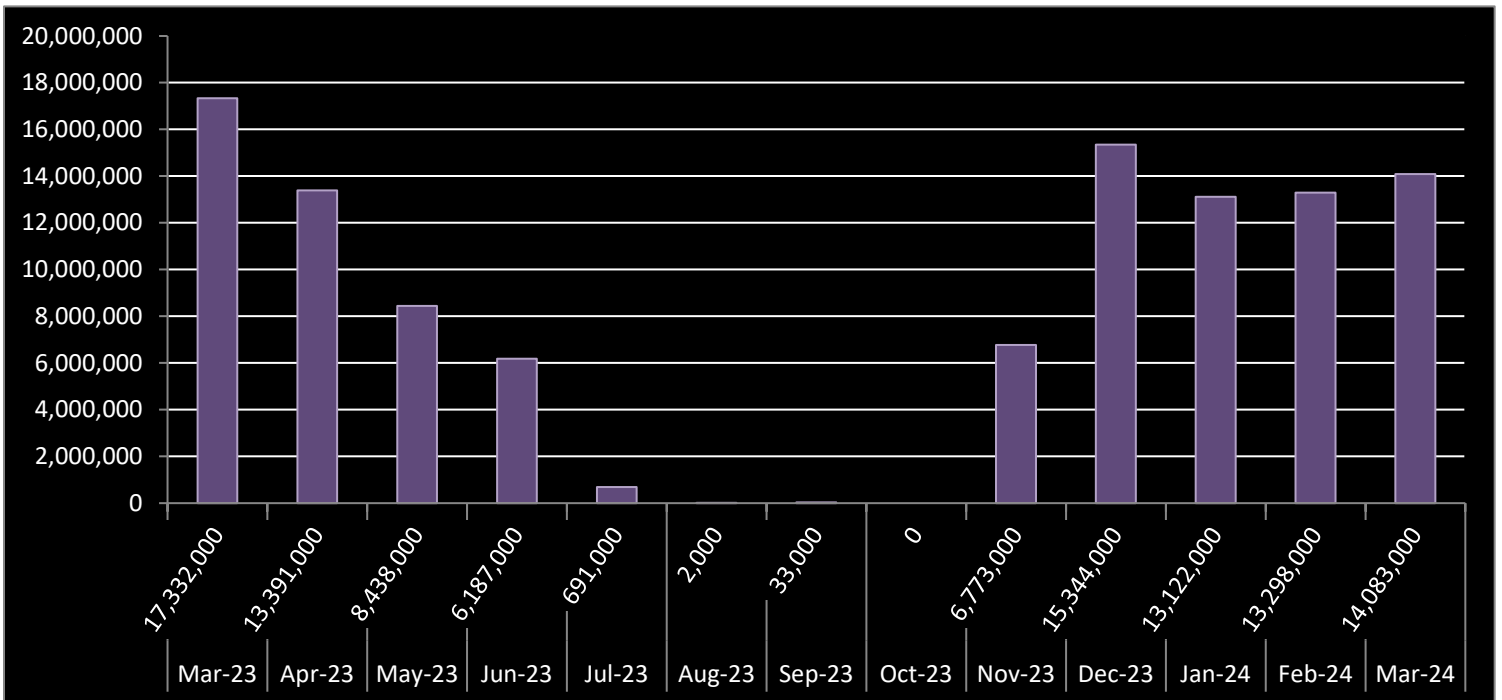
WASTEWATER

- Approx. 12,619,000 gallons flowed into the treatment plant.
- Approx. 14,083,000 gallons were discharged.
- The Discharge Monitoring Report (DMR) was completed and filed with the IEPA.
- Completed monthly wastewater sampling.
- Completed normal sewer main jetting.
- Installed a new cutout valve on the disc filter compressor.
- Repaired 15 aerators in cell 1.
- Inovair completed start up on the newly installed blower.

INFLUENT



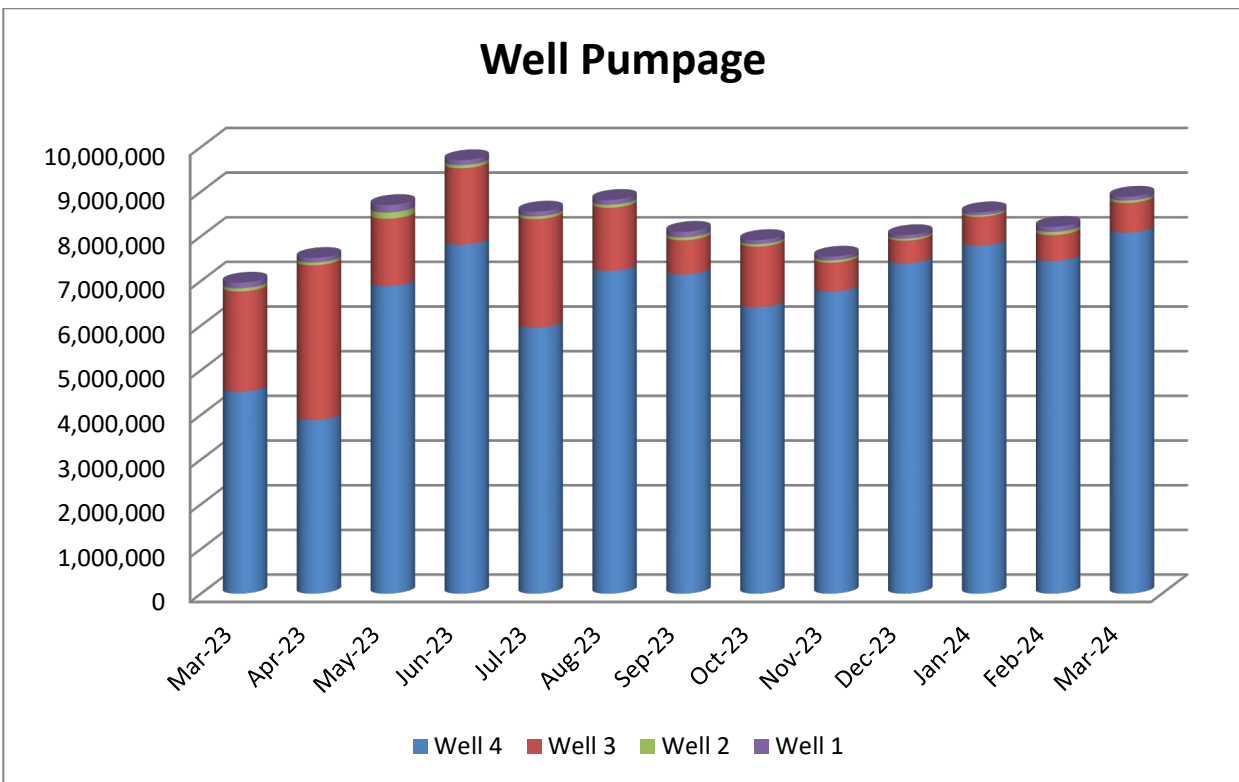
EFFLUENT



WATER

Item 8.

- Completed daily lab samples related to water quality. (pH, Fluoride, Chlorine, Hardness)
- Monthly chemical injection reports were complete and mailed to the IEPA.
- Completed monthly sampling.
- Cleaned well houses for IEPA inspection.
- Completed Water Service Line Inventory Report.
- Called in ATS to investigate possible water leak at McMillian Ct.
- Updated emergency procedures manual and other water related paperwork for IEPA inspection.



Well 1	87,100
Well 2	53,100
Well 3	666,000
Well 4	8,081,300

Total pumpage of treated water from wells for March 2024: 8,887,500

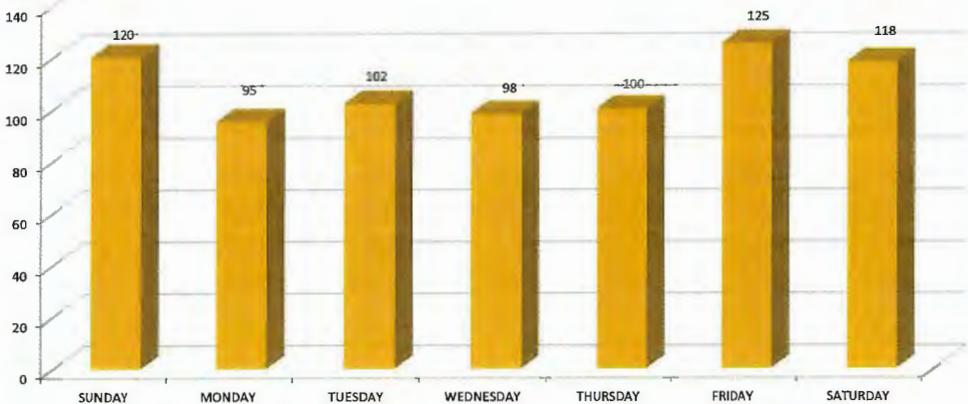
CORTLAND POLICE DEPARTMENT 2024

SUMMARY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Group A Offenses (NIBRS)	11	9	1	0	0	0	0	0	0	0	0	0	21
Mental Health Calls (NIBRS)	1	1	0	0	0	0	0	0	0	0	0	0	2
Community Contacts	42	28	32	0	0	0	0	0	0	0	0	0	102
Drug Offenses	1	2	1	0	0	0	0	0	0	0	0	0	4
Alcohol Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvenile Offenses	1	0	0	0	0	0	0	0	0	0	0	0	1
Municipal Code	28	1	0	0	0	0	0	0	0	0	0	0	29
Traffic Stops	10	16	23	0	0	0	0	0	0	0	0	0	49
Warnings	9	10	20	0	0	0	0	0	0	0	0	0	39
Tickets Issued	7	8	0	0	0	0	0	0	0	0	0	0	15
Accidents	4	1	2	0	0	0	0	0	0	0	0	0	7
Criminal Arrests	7	5	1	0	0	0	0	0	0	0	0	0	13
*Warrant Arrests (# also included in Criminal Arrests)	2	0	0	0	0	0	0	0	0	0	0	0	2
Calls For Service	150	165	136	0	0	0	0	0	0	0	0	0	451
CAD Events	710	691	758	0	0	0	0	0	0	0	0	0	2,159
Case Reports	69	32	14	0	0	0	0	0	0	0	0	0	115
Parking Tickets	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,052	969	988	0	0	0	0	0	0	0	0	0	3,009

SPECIAL SERVICES FOR MAR 2024

ASSIST OTHER AGENCIES	11
ASSIST MOTORISTS	02
KEYS IN CAR	03
HOUSE/BUSINESS CHECK	96
EXTRA PATROL	216
FOOT PATROL	00
SCHOOL PATROL	08
STATIONARY PATROL	153
CONCENTRATED PATROL	19
COMMUNITY CONTACT	32

MAR



SQUAD CAR MILEAGE as of March 2024

VEHICLE	YEAR	MILES
Ford Explorer	2021	18939
Ford Explorer	2017	117910
Ford Taurus	2018	60325
Ford Taurus	2019	38112
Chevy Tahoe	2020	41025

SQUAD CAR EXPENSES

(01-6200-241)

3D Auto Repair	\$401.18
Exxon Mobil Car wash	\$0
Napa Auto	\$85.08
Communications Direct	\$226.65

THRU MARCH 2024

SUMMARY	DAVENPORT T 9726	DARGIS 971	HARRIS 974	RYDER 976	HOPKINS 979	SAWYER 977	SCHAIBL E 978	VANWANKO M 972	TOTAL
Case Reports	0	1	52	0	11	35	15	5	119
Community Contacts	0	1	26	1	37	33	8	2	108
Warnings	0	1	0	4	0	32	2	0	39
Tickets Issued	0	0	1	0	0	23	0	0	24
Accidents	0	0	1	0	2	2	0	1	6
Criminal Arrests	0	0	4	0	2	6	2	0	14
Total Calls	0	30	426	53	331	919	425	108	2292
Traffic Stops	0	0	1	4	0	42	2	0	49
Self Initiated	0	9	333	48	242	805	340	70	1847
Parking Tickets	0	0	0	0	0	0	0	0	0
Total	0	42	844	110	625	1897	794	186	4498





Engineering, Zoning, and Building Department Report

April 2024

- Chestnut Grove: Lennar has a Letter of Intent to purchase 95 platted lots east of the elementary school. The infrastructure in this area is partially complete. The LOI allows for 6 months of due diligence. The Department has and will continue to coordinate information. Any building will require engineering plan preparation and approval as well as various state and federal permits.
- Richland Trails: Shodeen Homes has purchased 17 lots on Aspen Drive. These lots were previously owned by the Town and sold in 2022. Shodeen Homes will be submitting permit applications for 3 homes this month.
- McPhillips Park: The Public Works Department has completed the excavation and stonework for additional parking stalls on Klein Avenue. Royer Paving has been contracted for paving the stalls as well as a small segment of the path to the park which is stone. The work should be completed by Memorial Day.
- Municipal Complex: The Department has started preparing a Special Use Permit application for 50 West Maple Avenue. The renovation of the old elementary school building will facilitate the Public Safety Building and relocated Town Hall. Town Code requires all government buildings be designated under a Special Use Permit. As such, the applicable zoning should be in place prior to any construction occurring. Construction could begin as soon as late summer. Demolition work and clean up has been ongoing this winter and spring.
- Natural Polymers Facility: The Town is in receipt of annexation and zoning petitions for the property commonly known as The Forge. Natural Polymers is currently zoned industrial and requests I-1 Light Industrial in the Town. The property borders corporation limits on three sides. This item is anticipated to be presented at the June 6th Planning Commission meeting.
- Solar Stone Partners: The Town has been coordinating potential applications for annexation and Special Use Permit for a solar farm located on the north side of Route 38 between Yeager Farms and Union Ditch 1, PINS 09-27-300-004 and 09-27-100-002.

2024 MONTHLY PERMITS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	Yearly Total
NEW CONSTRUCTION													
RESIDENTIAL	2	2	2										6
INDUSTRIAL / COMMERCIAL BLDG													0
SALT SHED													0
REMODELING/RENOVATION													
ELECTRICAL / ELEC SERVICE UPGRADE		1											1
PLUMBING			2										2
HVAC													0
REMODEL / REPAIR / ALTERATION													0
REPLACEMENT DOORS													0
REPLACEMENT WINDOWS			1										1
ROOF		3	8										11
SIDING													0
ADDITION													0
RADON MITIGATION													0
DEMOLITION													
GARAGE													0
HOUSE													0
INDUSTRIAL / COMMERCIAL BLDG													0
OTHER		1											1
MISCELLANEOUS													
ELECTRICAL - WATER TOWER													0
FIRE ALARM SYSTEM													0
FIRE SPRINKLER SYSTEM													0
IRRIGATION SYSTEM ELECTRICAL													0
WATER SERVICE													0
HOT WATER HEATER													0
SITE GRADING		1											1
ALL OTHER IMPROVEMENTS													
DECK													0
DRIVEWAY / DRIVEWAY EXT													0
EXCAVATION													0
FENCE	1	1	1										3
FIREPLACE													0
GARAGE													0
OUTDOOR FIREPLACE/ PATIO WALL													0
PERGOLA/GAZEBO													0
PARKING LOT NEW													0
PARKING LOT ADDITION		1											1
PAVING													0
POOL / HOT TUB													0
PORCH													0
RAMP													0
SHED													0
SIGN	1												1
SOLAR PANELS - RESIDENTIAL													0
SOLAR PANELS - COMMERCIAL													0
STAIRS & HANDRAILING			1										
CONCRETE STEPS/STOOP													0
STORAGE BUILDING													0
UTILITY PERMIT													0
WHOLE HOUSE GENERATOR													0
TOTAL	4	10	15	0	0	0	0	0	0	0	0	0	29