



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Public Hearing on Appropriation Ordinance (FY 2025)

Tuesday, March 18, 2025

6:15 PM

CALL TO ORDER

ROLL CALL

PUBLIC HEARING

- 1.** Hearing on the **Appropriation Ordinance** of the Village of Roscoe for the fiscal year beginning **January 1, 2025 and ending December 31, 2025.**

Any person interested in speaking to said appropriation ordinance may be present and be heard regarding the proposed annual appropriation ordinance for the Village of Roscoe for the calendar year beginning January 1, 2025 and ending December 31, 2025.

ADJOURNMENT



Village of Roscoe **FY2025 Budget**



Tentative Version - 3/18/2025

Last updated 03/15/25





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BUDGET OVERVIEW



Chart of Accounts Summary

Standardization of Chart of Accounts

One of the most significant projects undertaken in the preparation of the FY2025 Budget was the comprehensive cleanup and reorganization of the Village's General Ledger and Chart of Accounts. This initiative was driven by the need to establish consistency and accuracy across all financial records and reporting processes. The project began with an in-depth review of the functional organization of the Village, which revealed critical inconsistencies in how financial data was structured and recorded across various departments and systems.

A major challenge identified during this process was the lack of standardized account structures across the Village's departments. This lack of uniformity made it difficult to track and reconcile financial data accurately, leading to inefficiencies and potential misallocation of funds.

Account names used in budget spreadsheets provided to department heads did not necessarily align with those used in the accounting system. This disconnect created confusion in the recording of bills and expenses. Though the allocation of expenses into specific accounts was generally internally consistent within an individual department, the same types of expenses were not consistently entered into the same accounts across the Village. This inconsistency made it difficult to compare similar expenses between departments and complicated the Village-wide tracking of expense categories.

Where possible, account names have been standardized across departments for similar types of expenses. In certain cases, department heads have requested department-specific accounts to allow them to budget and track certain expenditures from year to year, and these accounts have been added accordingly. Importantly, as part of this process, careful consideration has been given to the purpose and use of each account, with all department heads actively participating in the creation and organization of their budgets and understanding how their department's budget fits into the Village budget as a whole.

Finally, standardized objects and purposes have been assigned to accounts to allow for a broader overview of Village finances and provide greater transparency to the public. These will also assist when filing the Village's Annual Financial Report with the State of Illinois and have been aligned to be consistent with the state's reporting categories.



VILLAGE FUNDS (Active):

01 – General Fund
 20 – Street & Bridge Fund
 39 – TIF Fund
 50 – Motor Fuel Fund
 80 – Debt Service Fund
 90 – Capital Project Fund

VILLAGE DEPARTMENTS:***General Fund:***

10 – Administration
 11 – FICA
 12 – Village Clerk
 13 – Code Enforcement
 14 – Finance & Accounting
 15 – Liability Insurance
 16 – Zoning Administration
 17 – Human Resources
 18 – Village Board of Trustees
 19 – Planning & Community Development
 30 – Public Works
 40 – Police Department
 41 – Police & Fire Commission
 50 – Parks

Capital Projects Fund:

10 – General Capital Projects
 20 – Residential Road Program
 50 – Main Street Redevelopment Project
 51 – Bridge Street Multiuse Parking Lot
 52 – Hodges Run Incubator Project
 62 – Porter Park – Phase 2

OBJECTS:

Contracted Services
 Operating Supplies & Purchased Services
 Information Technology
 Capital Outlays

Salaries & Wages
 Employee Benefits
 Employee Expenses

Debt Service
 Interfund Transfers

FUNCTIONS:

General Government
 Public Safety
 Highways and Streets
 Parks and Recreation



DEPARTMENTS



FY2025 - Budget & Appropriation

Departmental Budgets

Name	Account ID	FY2025 Budgeted
Expenditures		
General Government		
Administration		
Salary – Full Time Employees	01-010-4100	\$139,050.00
Wages - Full Time Employees	01-010-4110	\$98,464.70
Health Insurance	01-010-4310	\$27,429.84
Life Insurance	01-010-4320	\$252.00
Disability Insurance	01-010-4330	\$1,400.00
Unemployment Benefits	01-010-4340	\$3,000.00
FICA - Employer Contribution	01-010-4510	\$18,169.87
Pension (IMRF) – Employer Contribution	01-010-4540	\$5,676.60
Uniforms	01-010-4610	\$750.00
Maintenance & Repairs – Equipment	01-010-5120	\$11,000.00
Maintenance & Repairs - Buildings & Grounds	01-010-5121	\$79,000.00
Maintenance & Repairs – Vehicles	01-010-5122	\$1,000.00
Other Contracted Services	01-010-5162	\$3,000.00
Engineering - General (Village Engineer)	01-010-5220	\$250,000.00
Legal Services – General Legal (Village Attorney)	01-010-5231	\$150,000.00
Legal Services - Other	01-010-5232	\$50,000.00
Mass Transit System (SMTD)	01-010-5260	\$25,000.00
Postage	01-010-5310	\$670.00
Telephone & Data	01-010-5320	\$14,160.00
Printing & Publishing	01-010-5330	\$800.00
Memberships & Dues - Employees	01-010-5510	\$2,350.00
Training & Seminars	01-010-5530	\$8,100.00
Equipment Rentals	01-010-5860	\$10,000.00
Memberships & Dues - Organization/Departmental	01-010-5870	\$2,500.00
Information Technology - Consulting Services	01-010-5950	\$10,626.00
Information Technology - Hardware Purchases	01-010-5951	\$8,500.00
Information Technology - Software / SAAS	01-010-5952	\$10,000.00
Information Technology - Maintenance & Service Agreements	01-010-5953	\$8,000.00
Departmental Operating Supplies & Expenses	01-010-5990	\$30,500.00
Building Utilities (Gas & Electric)	01-010-6010	\$4,400.00
Office Supplies	01-010-6020	\$10,000.00
Cleaning Services	01-010-6021	\$22,500.00
Gasoline & Oil	01-010-6030	\$1,000.00
Office Furnishings	01-010-6052	\$10,000.00



Name	Account ID	FY2025 Budgeted
Vehicle Leases (Fleet)	01-010-6070	\$5,710.32
Marketing & Outreach	01-010-6090	\$10,500.00
Special Events	01-010-6091	\$42,000.00
Real Property - Purchase & Acquisition	01-010-7110	\$435,000.00
Capital Improvements - Other	01-010-7115	\$15,000.00
Contingency	01-010-9000	\$60,000.00
Interfund Transfers - Debt Service	01-010-9990	\$382,778.76
Principal	80-010-8010	\$382,778.76
Bridge Street Multi-use Parking Lot	90-010-6210	\$654,761.00
Hodges Run Incubator Project	90-010-6220	\$758,011.00
Total Administration:		\$3,763,838.86
Village Clerk		
Salary – Village Clerk	01-012-4114	\$16,960.00
Ordinance Codification	01-012-5550	\$3,000.00
Information Technology - Consulting Services	01-012-5950	\$1,440.00
Information Technology - Software / SAAS	01-012-5952	\$6,711.20
Departmental Operating Supplies & Expenses	01-012-5990	\$5,000.00
Total Village Clerk:		\$33,111.20
Code Enforcement		
Wages - Part Time Employees	01-013-4210	\$19,980.00
FICA - Employer Contribution	01-013-4510	\$1,528.47
Uniforms	01-013-4610	\$500.00
Vehicle maintenance	01-013-5120	\$1,000.00
Legal Services – Village Prosecutor (Administrative Hearings)	01-013-5231	\$10,000.00
Legal Services – Administrative Hearing Officer	01-013-5232	\$6,000.00
Postage	01-013-5310	\$300.00
Information Technology - Software / SAAS	01-013-5952	\$9,000.00
Departmental Operating Supplies & Expenses	01-013-5990	\$5,000.00
Vehicle Leases (Fleet)	01-013-6070	\$5,710.32
Total Code Enforcement:		\$59,018.79
Finance & Accounting		
Accounting/Auditing	01-014-5210	\$50,000.00
Treasurer Services - General	01-014-5233	\$63,000.00
Treasurer Services - Police Pension	01-014-5234	\$6,300.00
Information Technology - Hardware Purchases	01-014-5951	\$1,200.00
Information Technology - Software / SAAS	01-014-5952	\$30,000.00
Bank Fees	01-014-6059	\$2,000.00
Total Finance & Accounting:		\$152,500.00
General Government		
General Liability Insurance	01-015-5810	\$188,516.00
Cyber Liability Insurance	01-015-5811	\$6,712.00



Name	Account ID	FY2025 Budgeted
Workers Compensation Insurance	01-015-5812	\$103,545.00
Total General Government:		\$298,773.00
Zoning Administration		
Stipends - Zoning Board of Appeals	01-016-4223	\$5,280.00
FICA - Employer Contribution	01-016-4510	\$403.92
Planning Services - Zoning Administration (General)	01-016-5241	\$60,000.00
Engineering Services - Zoning Administration (General)	01-016-5243	\$20,000.00
Legal Services - Zoning Administration (General)	01-016-5244	\$10,000.00
Planning Services - Special Projects	01-016-5245	\$15,000.00
Postage	01-016-5310	\$200.00
Printing & Publishing	01-016-5330	\$1,000.00
Geographic Information System (WINGIS)	01-016-5881	\$4,707.00
Departmental Operating Supplies & Expenses	01-016-5990	\$1,000.00
Marketing & Outreach	01-016-6090	\$500.00
Total Zoning Administration:		\$118,090.92
Human Resources		
Salary – Full Time Employees	01-017-4110	\$77,990.58
Health Insurance	01-017-4310	\$18,093.84
Life Insurance	01-017-4320	\$84.00
Disability Insurance	01-017-4330	\$500.00
FICA - Employer Contribution	01-017-4510	\$5,966.28
Pension (IMRF) – Employer Contribution	01-017-4540	\$1,863.97
Uniforms	01-017-4610	\$250.00
Memberships & Dues - Employees	01-017-5510	\$299.00
Training & Seminars	01-017-5530	\$1,200.00
Information Technology - Hardware Purchases	01-017-5951	\$3,700.00
Information Technology - Software / SAAS	01-017-5952	\$12,000.00
Departmental Operating Expenses	01-017-5990	\$2,000.00
Employee Recognition & Retention	01-017-5991	\$1,200.00
Marketing & Outreach (Employee Recruitment)	01-017-6090	\$2,000.00
Total Human Resources:		\$127,147.68
Village Board		
Salaries - Village Trustees	01-018-4212	\$24,000.00
Salaries - Village President	01-018-4213	\$38,000.00
Stipends - Liquor Commission	01-018-4234	\$1,120.00
FICA - Employer Contribution	01-018-4510	\$6,393.87
Memberships & Dues - Elected Officials	01-018-5510	\$3,750.00
Municipal Officials - Miscellaneous Expenses	01-018-5870	\$1,500.00
Liquor Commission - Miscellaneous Expenses	01-018-5871	\$1,000.00
Information Technology - Consulting Services	01-018-5950	\$5,000.00
Information Technology - Hardware Purchases	01-018-5951	\$4,800.00
Information Technology - Software / SAAS	01-018-5952	\$1,400.00



Name	Account ID	FY2025 Budgeted
Total Village Board:		\$86,963.87
Planning & Community Development		
Uniforms	01-019-4610	\$250.00
Economic Development Services - General	01-019-5241	\$100,000.00
Economic Development Services - Special Projects	01-019-5242	\$20,000.00
Planning Services - Special Projects	01-019-5245	\$110,000.00
Engineering & Design Services - Special Projects	01-019-5246	\$30,000.00
Legal Services - Special Projects	01-019-5247	\$30,000.00
Memberships & Dues - Employees	01-019-5510	\$500.00
Departmental Operating Expenses	01-019-5990	\$4,000.00
Total Planning & Community Development:		\$294,750.00
Total General Government:		\$4,934,194.32
Highways and Streets		
Public Works		
Salary – Full Time Employees	01-030-4100	\$81,052.06
Wages - Full Time Employees	01-030-4110	\$399,168.03
Wages - Overtime Pay	01-030-4130	\$15,000.00
Wages - Part Time Employees (Summer)	01-030-4210	\$4,000.00
Wages - Part Time Employees (Winter)	01-030-4216	\$35,000.00
Health Insurance	01-030-4310	\$97,075.55
Life Insurance	01-030-4320	\$672.00
Disability Insurance	01-030-4330	\$2,500.00
Unemployment Benefits	01-030-4340	\$3,000.00
Medical Screening / Drug Testing	01-030-4370	\$2,000.00
FICA - Employer Contribution	01-030-4510	\$36,736.84
Pension (IMRF) – Employer Contribution	01-030-4540	\$9,956.51
Uniforms	01-030-4610	\$8,500.00
Personal Protective Equipment	01-030-4611	\$3,500.00
Maintenance & Repairs – Equipment	01-030-5120	\$15,000.00
Maintenance & Repairs - Buildings & Grounds	01-030-5121	\$26,000.00
Maintenance & Repairs – Vehicles	01-030-5122	\$25,000.00
Maintenance & Repairs – Highways & Streets	01-030-5123	\$20,000.00
Highway & Street Repair - Contracted Services	01-030-5140	\$50,000.00
Class "D" Patching Program	01-030-5141	\$100,000.00
Residential Sidewalk Repair Program (50/50)	01-030-5150	\$2,500.00
Tree Maintenance & Removal - Contracted Services	01-030-5160	\$40,000.00
Other Contracted Services	01-030-5162	\$1,500.00
Mosquito Abatement - Contracted Services	01-030-5165	\$26,000.00
Telephone & Data	01-030-5320	\$4,760.00
Printing & Publishing	01-030-5330	\$600.00
Electricity - Street Lights	01-030-5411	\$60,000.00
Memberships & Dues - Employees	01-030-5510	\$500.00



Name	Account ID	FY2025 Budgeted
Training & Seminars	01-030-5530	\$5,000.00
Equipment Rentals	01-030-5860	\$14,000.00
Information Technology - Consulting Services	01-030-5950	\$2,600.00
Information Technology - Hardware Purchases	01-030-5951	\$12,000.00
Information Technology - Software / SAAS	01-030-5952	\$7,036.80
Departmental Operating Supplies & Expenses	01-030-5990	\$15,300.00
Building Utilities (Gas & Electric)	01-030-6010	\$10,000.00
Office Supplies	01-030-6020	\$3,000.00
Cleaning Services	01-030-6021	\$5,000.00
Gasoline & Oil	01-030-6030	\$35,000.00
Operating Supplies	01-030-6040	\$13,300.00
Equipment Purchase (Non-Capital)	01-030-6051	\$17,000.00
Road Repair Bulk Materials	01-030-6060	\$30,000.00
Vehicle Leases (Fleet)	01-030-6070	\$250,000.00
Street Sign Installation & Replacement	01-030-6200	\$12,000.00
Subdivision Sign Installation & Maintenance	01-030-6201	\$15,000.00
Total Public Works:		\$1,516,257.79
Police Department		
Information Technology - Hardware Purchases	01-040-5951	\$26,800.00
Information Technology - Software / SAAS	01-040-5952	\$35,345.00
Information Technology - Maintenance & Service Agreements	01-040-5953	\$4,000.00
Total Police Department:		\$66,145.00
Administration		
Equipment Purchase (Non-Capital)	01-010-6051	\$25,000.00
Total Administration:		\$25,000.00
Parks and Recreation		
Porter Park Phase II - OSLAD	90-050-6410	\$1,251,379.00
Total Parks and Recreation:		\$1,251,379.00
Total Highways and Streets:		\$2,858,781.79
Public Safety		
Police Department		
Salary – Police Chief	01-040-4111	\$130,957.42
Wages - Patrol Officers	01-040-4112	\$883,259.77
Wages - Full Time Employees (non-sworn)	01-040-4113	\$47,713.29
Wages - Sergeants	01-040-4114	\$521,254.56
Salary - Deputy Chief	01-040-4115	\$120,265.10
Wages - Crossing Guards	01-040-4116	\$12,601.26
Wages - Overtime Pay	01-040-4130	\$170,000.00
Wages - Overtime (Special Events)	01-040-4131	\$20,000.00
Health Insurance	01-040-4310	\$377,742.75
Life Insurance	01-040-4320	\$1,679.77



Name	Account ID	FY2025 Budgeted
Disability Insurance	01-040-4330	\$9,000.00
Unemployment Benefits	01-040-4340	\$3,000.00
FICA - Employer Contribution	01-040-4510	\$131,645.13
Pension (Police) – Employer Contribution	01-040-4530	\$475,000.00
Pension (IMRF) – Employer Contribution	01-040-4540	\$1,140.35
Wages – Special Pay	01-040-4541	\$8,498.63
Personal Protective Equipment	01-040-4611	\$1,500.00
Uniforms	01-040-4612	\$15,098.08
Bullet Proof Vests	01-040-4620	\$3,500.00
Maintenance & Repairs – Vehicles	01-040-5120	\$95,000.00
Maintenance & Repairs - Buildings & Grounds	01-040-5121	\$50,300.00
Maintenance & Repairs – Equipment	01-040-5122	\$24,700.00
Legal Services – Village Prosecutor (Traffic DUI)	01-040-5230	\$42,000.00
Legal Services – Other	01-040-5231	\$20,000.00
Postage	01-040-5310	\$2,670.00
Telephone & Data	01-040-5320	\$19,950.00
Printing & Publishing	01-040-5330	\$2,000.00
Memberships & Dues - Employees	01-040-5510	\$2,500.00
Training & Seminars	01-040-5530	\$64,500.00
Equipment Rentals	01-040-5860	\$2,000.00
Memberships & Dues - Organization/Departmental	01-040-5870	\$5,064.00
Animal Control	01-040-5910	\$21,500.00
CAD/RMS Subscription & Maintenance	01-040-5911	\$7,252.00
PSAP/911 Contribution	01-040-5912	\$55,000.00
Information Technology - Consulting Services	01-040-5950	\$17,941.00
AXON Agreements	01-040-5960	\$57,700.00
Departmental Operating Supplies & Expenses	01-040-5990	\$67,604.00
Tobacco Enforcement Program – Reimbursable Expenses	01-040-5993	\$1,500.00
Building Utilities (Gas & Electric)	01-040-6010	\$4,400.00
Office Supplies	01-040-6020	\$20,000.00
Cleaning Services	01-040-6021	\$18,800.00
Gasoline & Oil	01-040-6030	\$47,000.00
Equipment Purchase (Non-Capital)	01-040-6051	\$28,640.00
Vehicle Leases (Fleet)	01-040-6070	\$140,000.00
Contingency	01-040-9000	\$40,000.00
Total Police Department:		\$3,791,877.11
Police & Fire Commission		
Wages - Commission Secretary	01-041-4210	\$3,000.00
Stipends - Board of Fire and Police Commissioners	01-041-4223	\$6,100.00
Medical Screening / Drug Testing	01-041-4370	\$3,000.00
Legal Services	01-041-5230	\$8,000.00
Memberships & Dues - Employees	01-041-5510	\$100.00
Training & Seminars	01-041-5530	\$3,000.00



Name	Account ID	FY2025 Budgeted
Memberships & Dues - Organization/Departmental	01-041-5870	\$400.00
Information Technology - Consulting Services	01-041-5950	\$2,904.00
Information Technology - Hardware Purchases	01-041-5951	\$800.00
Information Technology - Software / SAAS	01-041-5952	\$650.00
Departmental Operating Supplies & Expenses	01-041-5990	\$1,000.00
Entry Level Testing	01-041-5991	\$4,000.00
Promotional Level Testing	01-041-5992	\$2,000.00
Lateral Eligibility List	01-041-5993	\$500.00
Marketing & Outreach	01-041-6090	\$2,000.00
Total Police & Fire Commission:		\$37,454.00
Total Public Safety:		\$3,829,331.11
Parks and Recreation		
Parks and Recreation		
Wages - Full Time Employees	01-050-4110	\$59,366.22
Wages - Overtime Pay	01-050-4130	\$4,500.00
Wages - Part Time Employees	01-050-4210	\$35,000.00
Health Insurance	01-050-4310	\$18,926.52
Life Insurance	01-050-4320	\$84.00
Disability Insurance	01-050-4330	\$500.00
Medical Screening / Drug Testing	01-050-4370	\$400.00
FICA - Employer Contribution	01-050-4510	\$4,541.52
Pension (IMRF) – Employer Contribution	01-050-4540	\$1,418.85
Uniforms	01-050-4610	\$1,500.00
Personal Protective Equipment	01-050-4611	\$650.00
Maintenance & Repairs – Equipment	01-050-5120	\$15,000.00
Maintenance & Repairs - Buildings & Grounds	01-050-5121	\$55,000.00
Maintenance & Repairs – Vehicles	01-050-5122	\$3,000.00
Maintenance & Repairs – Parks	01-050-5123	\$10,000.00
Parks Repair - Contracted Services	01-050-5140	\$5,000.00
Tree Maintenance & Removal - Contracted Services	01-050-5160	\$20,000.00
Other Contracted Services	01-050-5162	\$1,100.00
Memberships & Dues - Employees	01-050-5510	\$500.00
Training & Seminars	01-050-5530	\$1,000.00
Equipment Rentals	01-050-5860	\$7,500.00
Departmental Operating Supplies & Expenses	01-050-5990	\$10,000.00
Building Utilities (Gas & Electric)	01-050-6010	\$7,500.00
Cleaning Services	01-050-6021	\$4,200.00
Gasoline & Oil	01-050-6030	\$8,000.00
Equipment Purchase (Non-Capital)	01-050-6051	\$1,500.00
Park Sign Installation & Replacement	01-050-6200	\$10,000.00
Capital Improvements - Buildings & Facilities	01-050-7130	\$145,500.00
Capital Equipment - Purchase & Acquisition	01-050-7410	\$6,000.00
Capital Equipment - Vehicles	01-050-7411	\$45,000.00

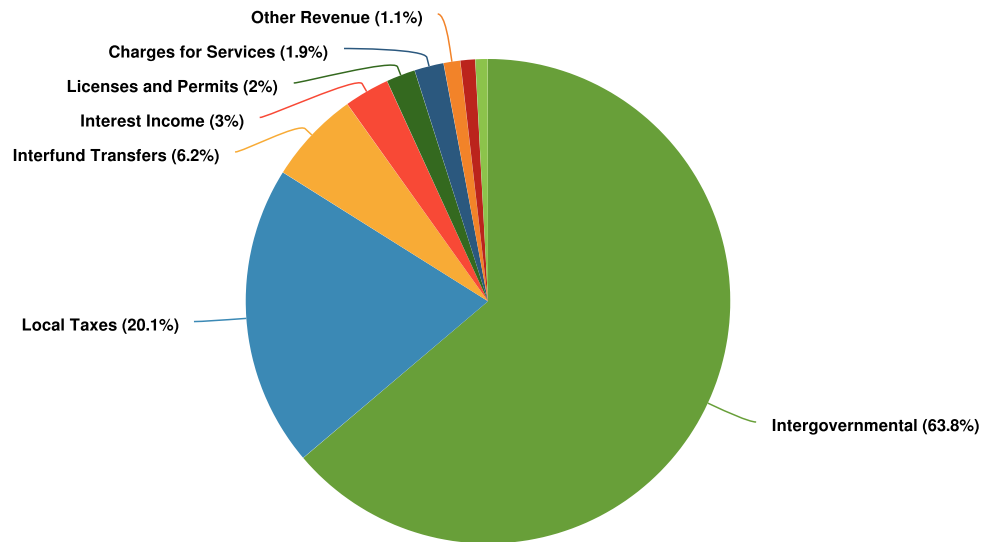


Name	Account ID	FY2025 Budgeted
Contingency	01-050-9000	\$40,000.00
Total Parks and Recreation:		\$522,687.11
Total Parks and Recreation:		\$522,687.11
Total Expenditures:		\$12,144,994.33



Estimated Revenues - Source

Projected 2025 Revenues by Source



Name	Account ID	FY2025 Budgeted
Revenue Source		
Charges for Services		
Cable Franchise Fees	01-010-3430	\$45,000.00
Gas Franchise Fees - Rock Energy	01-010-3440	\$95,000.00
Gas Franchise Fees - Nicor	01-010-3441	\$30,000.00
Park Usage Fees - Other	01-050-3812	\$1,000.00
Total Charges for Services:		\$171,000.00
Interfund Transfers		
Donations - General Village	01-010-3250	\$10,000.00
Grants - Police Department	01-040-3250	\$3,500.00
Grants - Capital Projects Fund	90-010-3250	\$531,238.00
Total Interfund Transfers:		\$544,738.00
Interest Income		
Interest Income	01-010-3710	\$225,000.00
Interest	50-030-3710	\$40,000.00
Total Interest Income:		\$265,000.00
Intergovernmental		
Video Game Revenue	01-010-3113	\$525,000.00
Cannabis Use Tax	01-010-3114	\$18,000.00
State Sales Tax - Retailer's Occupation Tax	01-010-3210	\$2,075,000.00
State Sales Tax - Local Use Tax	01-010-3211	\$463,263.00



Name	Account ID	FY2025 Budgeted
State Income Tax	01-010-3220	\$1,850,000.00
Corporate Replacement Tax	01-010-3230	\$190,000.00
Motor Fuel Tax Allocations	50-030-3240	\$478,859.00
Total Intergovernmental:		\$5,600,122.00
Licenses and Permits		
Liquor License - Annual Fee	01-010-3310	\$141,200.00
Liquor License - Employee Registration Fee	01-010-3311	\$6,375.00
Gaming Terminal Registration Fee	01-010-3313	\$3,400.00
Bussiness Registration Fees	01-010-3320	\$5,000.00
Zoning Permits & Verifications	01-010-3351	\$7,500.00
Vending/Amusement/Gaming Machine License	01-010-3353	\$1,000.00
Oversize/Overweight Permits	01-010-3354	\$5,000.00
Design Review Fees	01-010-3357	\$1,000.00
Sign Permits	01-010-3358	\$1,000.00
Total Licenses and Permits:		\$171,475.00
Local Taxes		
Property Tax - General	01-010-3110	\$604,589.00
Property Taxes - FICA	01-011-3110	\$12,000.00
Property Taxes - Liability Insurance	01-015-3110	\$80,000.00
Property Tax - Police Pension	01-040-3111	\$470,000.00
Property Tax - Police Protect	01-040-3112	\$467,417.00
Property Taxes	20-020-3110	\$20,000.00
Excise Tax (Telecommunication)	80-010-3420	\$112,000.00
Total Local Taxes:		\$1,766,006.00
Fines and Forfeitures		
Liquor License - Fines	01-010-3312	\$500.00
Administrative Hearing Fines	01-013-3450	\$1,500.00
Traffic Citation Fines	01-040-3410	\$65,000.00
DUI Fines	01-040-3411	\$3,500.00
Drug/Street Value Fines	01-040-3412	\$1,500.00
Notice of Violation & Parking Fines	01-040-3450	\$500.00
Total Fines and Forfeitures:		\$72,500.00
Other Revenue		
Credit Card Convenience Fees	01-010-3880	\$1,000.00
Miscellaneous Income	01-010-3890	\$5,000.00
Denali Plat One Impr Fund	01-010-3891	\$15,000.00
Glenwood Estates Recapture	01-010-3892	\$43,190.00
Miscellaneous Income - Public Works	01-030-3890	\$2,500.00
Police Agency Vehicle Fund	01-040-3414	\$500.00
Miscellaneous Income	01-040-3890	\$10,000.00
Park Usage Fees - Porter Park Cabin	01-050-3810	\$12,000.00



Name	Account ID	FY2025 Budgeted
Park Usage Fees - Swanson Ball Field	01-050-3811	\$8,000.00
Miscellaneous Income - Parks	01-050-3890	\$500.00
Total Other Revenue:		\$97,690.00
Reimbursements		
Planning & Zoning Application Fees	01-010-3350	\$20,000.00
Shared Sidewalk Reimbursement	01-030-3570	\$2,500.00
Administrative Impound Fees	01-040-3550	\$65,000.00
Total Reimbursements:		\$87,500.00
Total Revenue Source:		\$8,776,031.00



FY2025 - Appropriation Ordinance

Expenditures - Exhibit "A"

Name	FY2025 Budgeted
Expenditures	
General Government	
Administration	
Salaries & Wages	\$237,514.70
Employee Benefits	\$55,928.32
Employee Expenses	\$11,200.00
Contracted Services	\$50,500.00
Professional & Technical Consulting	\$450,000.00
Operating Supplies & Purchased Services	\$293,240.32
Information Technology	\$37,126.00
Capital Outlay	\$1,862,772.00
Debt Service	\$382,778.76
Interfund Transfers	\$382,778.76
Total Administration:	\$3,763,838.86
Village Clerk	
Salaries & Wages	\$16,960.00
Operating Supplies & Purchased Services	\$8,000.00
Information Technology	\$8,151.20
Total Village Clerk:	\$33,111.20
Code Enforcement	
Salaries & Wages	\$19,980.00
Employee Benefits	\$1,528.47
Employee Expenses	\$500.00
Contracted Services	\$1,000.00
Professional & Technical Consulting	\$16,000.00
Operating Supplies & Purchased Services	\$11,010.32
Information Technology	\$9,000.00
Total Code Enforcement:	\$59,018.79
Finance & Accounting	
Professional & Technical Consulting	\$119,300.00
Operating Supplies & Purchased Services	\$2,000.00
Information Technology	\$31,200.00
Total Finance & Accounting:	\$152,500.00



Name	FY2025 Budgeted
General Government	
Contracted Services	\$298,773.00
Total General Government:	\$298,773.00
Zoning Administration	
Salaries & Wages	\$5,280.00
Employee Benefits	\$403.92
Contracted Services	\$4,707.00
Professional & Technical Consulting	\$105,000.00
Operating Supplies & Purchased Services	\$2,700.00
Total Zoning Administration:	\$118,090.92
Human Resources	
Salaries & Wages	\$77,990.58
Employee Benefits	\$26,508.09
Employee Expenses	\$1,749.00
Operating Supplies & Purchased Services	\$5,200.00
Information Technology	\$15,700.00
Total Human Resources:	\$127,147.68
Village Board	
Salaries & Wages	\$63,120.00
Employee Benefits	\$6,393.87
Employee Expenses	\$3,750.00
Operating Supplies & Purchased Services	\$2,500.00
Information Technology	\$11,200.00
Total Village Board:	\$86,963.87
Planning & Community Development	
Employee Expenses	\$750.00
Professional & Technical Consulting	\$290,000.00
Operating Supplies & Purchased Services	\$4,000.00
Total Planning & Community Development:	\$294,750.00
Total General Government:	\$4,934,194.32
Highways and Streets	
Public Works	
Salaries & Wages	\$534,220.09
Employee Benefits	\$149,940.90
Employee Expenses	\$19,500.00
Contracted Services	\$122,500.00
Operating Supplies & Purchased Services	\$668,460.00
Information Technology	\$21,636.80
Total Public Works:	\$1,516,257.79



Name	FY2025 Budgeted
Police Department	
Information Technology	\$66,145.00
Total Police Department:	\$66,145.00
Administration	
Operating Supplies & Purchased Services	\$25,000.00
Total Administration:	\$25,000.00
Parks and Recreation	
Capital Outlay	\$1,251,379.00
Total Parks and Recreation:	\$1,251,379.00
Total Highways and Streets:	\$2,858,781.79
Public Safety	
Police Department	
Salaries & Wages	\$1,914,550.03
Employee Benefits	\$999,208.00
Employee Expenses	\$87,098.08
Contracted Services	\$160,252.00
Professional & Technical Consulting	\$64,000.00
Operating Supplies & Purchased Services	\$548,828.00
Information Technology	\$17,941.00
Total Police Department:	\$3,791,877.11
Police & Fire Commission	
Salaries & Wages	\$9,100.00
Employee Expenses	\$6,100.00
Professional & Technical Consulting	\$8,000.00
Operating Supplies & Purchased Services	\$9,900.00
Information Technology	\$4,354.00
Total Police & Fire Commission:	\$37,454.00
Total Public Safety:	\$3,829,331.11
Parks and Recreation	
Parks and Recreation	
Salaries & Wages	\$98,866.22
Employee Benefits	\$25,470.89
Employee Expenses	\$4,050.00
Contracted Services	\$30,300.00
Operating Supplies & Purchased Services	\$167,500.00
Capital Outlay	\$196,500.00
Total Parks and Recreation:	\$522,687.11
Total Parks and Recreation:	\$522,687.11
Total Expenditures:	\$12,144,994.33



Revenues - Exhibit "B"

Name	FY2025 Budgeted
All Funds	
General Fund	
Charges for Services	\$171,000.00
Interfund Transfers	\$13,500.00
Interest Income	\$225,000.00
Intergovernmental	\$5,121,263.00
Licenses and Permits	\$171,475.00
Local Taxes	\$1,634,006.00
Fines and Forfeitures	\$72,500.00
Other Revenue	\$97,690.00
Reimbursements	\$87,500.00
Total General Fund:	\$7,593,934.00
Street Fund	
Local Taxes	\$20,000.00
Total Street Fund:	\$20,000.00
Motor Fuel Tax	
Interest Income	\$40,000.00
Intergovernmental	\$478,859.00
Total Motor Fuel Tax:	\$518,859.00
Debt Service Fund	
Local Taxes	\$112,000.00
Total Debt Service Fund:	\$112,000.00
Capital Fund	
Interfund Transfers	\$531,238.00
Total Capital Fund:	\$531,238.00
Total All Funds:	\$8,776,031.00



CAPITAL IMPROVEMENTS



Capital Improvements: One-year Plan

This section currently all capital project requests and outlays being requested for 2025. For ease of discussion, all expenditures have been listed as general fund expenditures, but upon final selection of 2025 projects, they will be allocated into the appropriate fund.

Total Capital Requested

\$4,421,072

17 Capital Improvement Projects

Expenditures Requests

Itemized Requests for 2025

Laserfiche Upgrade & Maintenance	\$12,000
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Laserfiche Cloud Municipality Site License (Annual Subscription Fee)NOTE: if agreed to purchase by 12/31/2024, a \$9,000 Customer Loyalty Credit plus a \$2,045 LSAP Credit will be appliedIncludes:Laserfiche repository with up to 100 business...

Porter Park - Phase 2 (OSLAD GRANT)	\$1,251,379
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Project Narrative Statement:The Village of Roscoe has identified a goal of increasing public open space and recreational opportunities for its residents. In September of 2022, the Village was the grateful recipient of a 12.05-acre parcel at 9108...

Total: \$1,263,379

General Government Requests

Itemized Requests for 2025

Development of Comprehensive Land Use Plan	\$110,000
---	------------------

The Village of Roscoe is at a critical juncture, with increasing development and population growth requiring strategic planning to ensure sustainable progress. A comprehensive land use plan provides a necessary framework for managing growth while...

Public Works Training/Lunch Room Update	\$8,000
--	----------------

This request is for new chairs, a desk, and TV for the training/lunchroom at public works. The chairs we have now are hand-me-downs of the hand-me-downs from village hall. These vinyl chairs are peeling off and sticking to clothes and...

Total: \$118,000



Highways and Streets Requests

Itemized Requests for 2025

Class D Patching Contract

\$100,000

Annual Class D Patching program. Public Works did not proceed with the patching program in 2024 due to no bids being received. To combat that issue in 2025, Public Works will be selecting the patching areas prior to soliciting bids in order to...

Residential Streets Program (2025)

\$577,105

The annual residential streets program recommendation from staff for 2025 is for a traditional mill & overlay project (with localized base repair) within the "Roscoe Center" and "Hodges Run" subdivisions. Per past recommendations from Village...

Total: \$677,105

Public Safety Requests

Itemized Requests for 2025

Traffic Logix Digital Speed Signs

\$15,327

Four (4) digital speed signs with solar power and battery backup. Total cost also includes signage and posts needed for mounting. Two signs will be placed on Elevator Road on either side of Roscoe Middle School. Two signs will be placed on Main...

Total: \$15,327

Parks and Recreation Requests

Itemized Requests for 2025

Leland Park LED Baseball Field Lights

\$35,000

This request is for replacing the older lights at Leland baseball field with LED lights. These LED lights are brighter and draw less power to run them. The center field lights have already been converted to LEDs when the light pole...

Leland Park Tennis/Basketball Courts Resealed/Repainted

\$30,000

This request is for crack filling, seal coating, color seal coating, and restriping the basketball court and tennis/pickleball courts at Leland Park. These courts have not been resealed in a while and are fading and large cracks are...

New Pavilion at Riverside Park

\$130,500

New pavillion at Riverside Park. Following the recommendations of roofing contractors, the structure is beyond its useful life and warrants replacement. IDNR approval will be required since the park is located within the regulatory floodway, but...

New Tables and Chairs at Porter Cabin

\$12,000

This request is for the replacement of 72 folding chairs and 14 folding tables at Porter cabin. These new folding chairs will be padded, and the folding tables will be laminated to look like wood to match the cabin. The chairs are old and...

Two (2) 72" Zero Turn Mowers

\$45,000

This request is for the replacement of the two public works zero turn mowers. Currently, public works use a 72" and 60". The 72" is a 2016 Kubota ZD1211 with 2,343 hrs and the 60" is a 2017 Kubota ZD1211 with 1,423 hrs. These mowers...

Total: \$252,500



Administration Requests

Itemized Requests for 2025

New Logo for Village

\$5,000

We are requesting budget approval to develop a new logo for the Village of Roscoe, responding to ongoing requests from both staff and elected officials to modernize and unify our visual identity. A refreshed logo will enhance the Village's...

Property Purchases & Acquisitions - 10517 & 10531 Main Street

\$235,000

This budget includes a dedicated line item for property purchases and acquisitions to support strategic community development and long-term planning initiatives. These funds will enable the Village to secure key parcels of land that can serve...

Property Purchases & Acquisitions - Other

\$200,000

This budget includes a dedicated line item for property purchases and acquisitions to support strategic community development and long-term planning initiatives. These funds will enable the Village to secure key parcels of land that can serve...

Total: \$440,000

Bridge Street Multiuse Parking Lot Requests

Itemized Requests for 2025

Main Street Multi-use Parking Lot

\$654,761

The multi-use parking lot on Bridge Street is designed to be a dynamic and versatile community space. Primarily serving as a parking area, this lot will also be equipped with comfortable seating zones to encourage relaxation and social gatherings....

Total: \$654,761

Hodges Run Incubator Project Requests

Itemized Requests for 2025

Hodges Run - Incubators & Park Project

\$1,000,000

This project aims to transform a 28,000-square-foot vacant lot in Downtown Roscoe into a vibrant community hub. The development will feature pop-up retail shops for local entrepreneurs, a natural playscape, pedestrian-friendly spaces, and various...

Total: \$1,000,000



APPENDIX



ADMINISTRATION REQUESTS



New Logo for Village

Overview

Request Owner	Josef Kurlinkus
Department	Administration
Type	Other

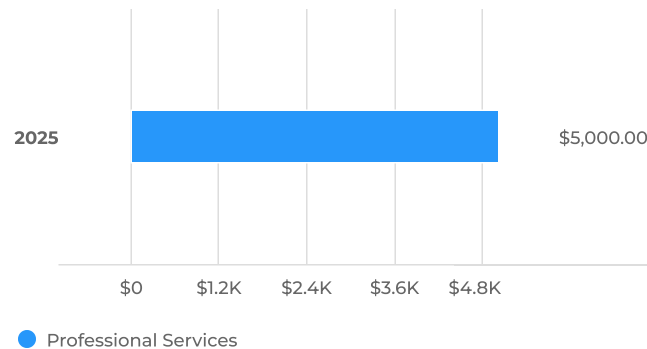
Description

We are requesting budget approval to develop a new logo for the Village of Roscoe, responding to ongoing requests from both staff and elected officials to modernize and unify our visual identity. A refreshed logo will enhance the Village's branding, better reflect our values and initiatives, and provide a consistent image across communications and marketing materials. To ensure a high-quality and professional outcome, we will engage a design professional to guide the creative process, incorporating input from stakeholders and aligning the final design with the Village's goals. This investment in our branding will support our efforts to attract residents, businesses, and visitors while fostering community pride.

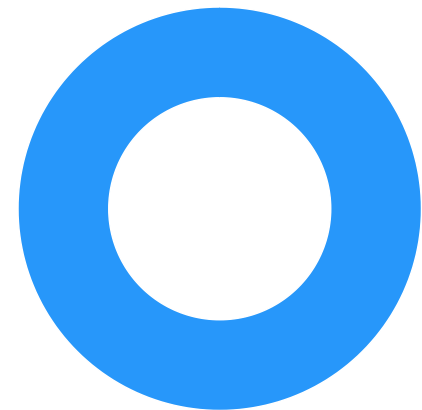
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$5,000	\$5K	\$5K

Capital Cost by Year



Capital Cost for Budgeted Years



● Professional Services (100%) \$5,000.00
TOTAL \$5,000.00

Capital Cost Breakdown

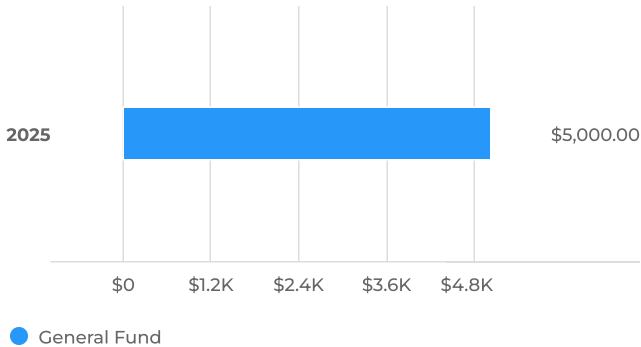
Capital Cost	FY2025	Total
Professional Services	\$5,000	\$5,000
Total	\$5,000	\$5,000



Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$5,000	\$5K	\$5K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$5,000	\$5,000
Total	\$5,000	\$5,000



Property Purchases & Acquisitions - 10517 & 10531 Main Street

Overview

Request Owner	Josef Kurlinkus
Department	Administration
Request Groups	Capital Outlay, Capital Projects, Committed
Type	Capital Improvement

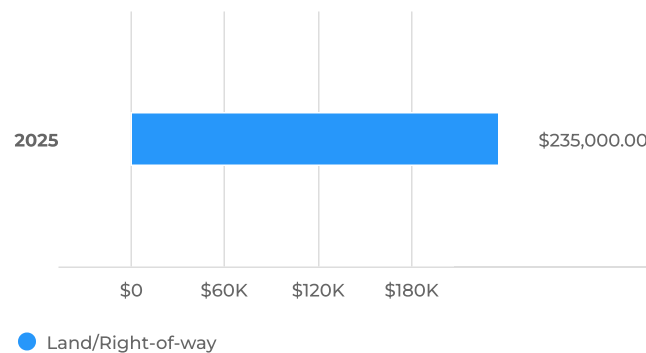
Description

This budget includes a dedicated line item for property purchases and acquisitions to support strategic community development and long-term planning initiatives. These funds will enable the Village to secure key parcels of land that can serve current and future needs, including the expansion of public parks, the enhancement of outdoor recreation amenities, and the development of critical infrastructure projects. Targeted acquisitions should align with the Village's goals of improving connectivity, preserving green space, and fostering economic development opportunities. This investment reflects a commitment to thoughtful growth while ensuring that land use decisions support both community well-being and sustainability.

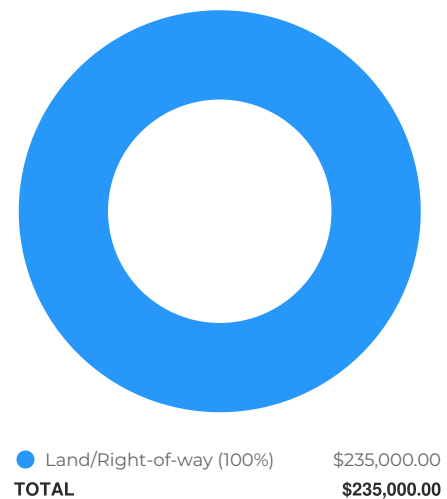
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$235,000	\$235K	\$235K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	Total
Land/Right-of-way	\$235,000	\$235,000
Total	\$235,000	\$235,000



Funding Sources

FY2025 Budget

\$235,000

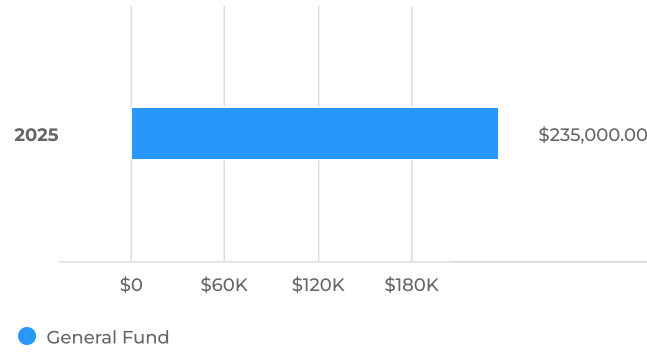
Total Budget (all years)

\$235K

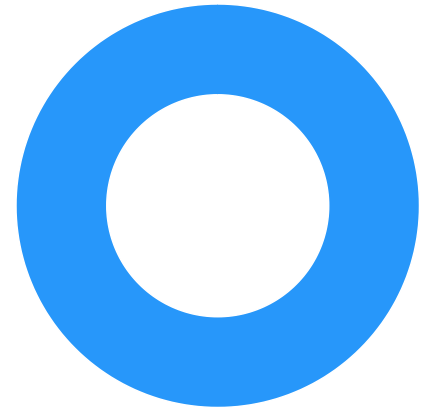
Project Total

\$235K

Funding Sources by Year



Funding Sources for Budgeted Years



General Fund (100%)

\$235,000.00

TOTAL

\$235,000.00

Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	\$235,000	\$235,000
Total	\$235,000	\$235,000



Property Purchases & Acquisitions - Other

Overview

Request Owner	Josef Kurlinkus
Department	Administration
Request Groups	Capital Outlay, Capital Projects, Committed
Type	Capital Improvement

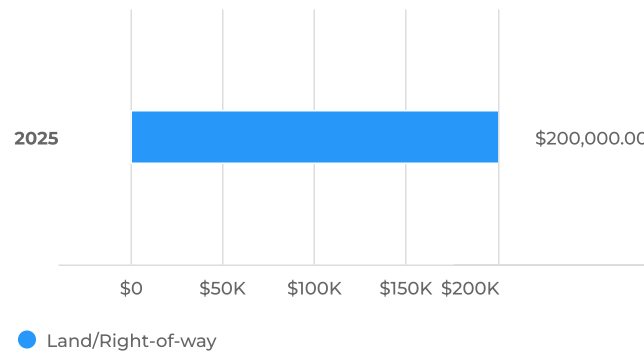
Description

This budget includes a dedicated line item for property purchases and acquisitions to support strategic community development and long-term planning initiatives. These funds will enable the Village to secure key parcels of land that can serve current and future needs, including the expansion of public parks, the enhancement of outdoor recreation amenities, and the development of critical infrastructure projects. Targeted acquisitions should align with the Village's goals of improving connectivity, preserving green space, and fostering economic development opportunities. This investment reflects a commitment to thoughtful growth while ensuring that land use decisions support both community well-being and sustainability.

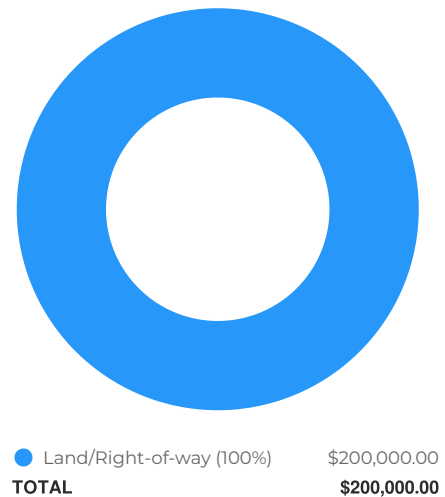
Capital Cost

FY2025 Budget	Total Budget (all years)	Project Total
\$200,000	\$200K	\$200K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	Total
Land/Right-of-way	\$200,000	\$200,000
Total	\$200,000	\$200,000



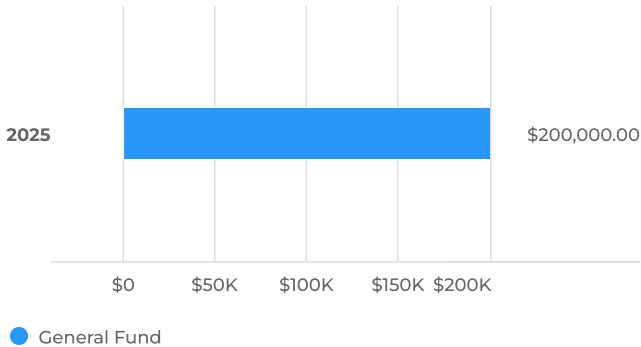
Funding Sources

FY2025 Budget
\$200,000

Total Budget (all years)
\$200K

Project Total
\$200K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$200,000	\$200,000
Total	\$200,000	\$200,000



BRIDGE STREET MULTIUSE PARKING LOT REQUESTS



Main Street Multi-use Parking Lot

Overview

Request Owner	Josef Kurlinkus
Est. Start Date	10/01/2024
Department	Bridge Street Multiuse Parking Lot
Request Groups	Main Street Project, Other Improvements, Capital Projects, Committed
Type	Capital Improvement

Description

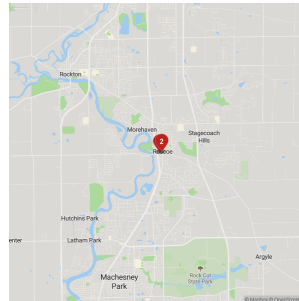
The multi-use parking lot on Bridge Street is designed to be a dynamic and versatile community space. Primarily serving as a parking area, this lot will also be equipped with comfortable seating zones to encourage relaxation and social gatherings. Its layout is deliberately planned to accommodate temporary transformations into vibrant outdoor markets or lively food truck events, fostering a festive atmosphere. This adaptive use of space not only enhances its functionality but also enriches the urban fabric of Bridge Street, making it a pivotal spot for both everyday use and special occasions.

Details

Type of Project	New Construction
-----------------	------------------

Location

Address: Bridge Street



Capital Cost

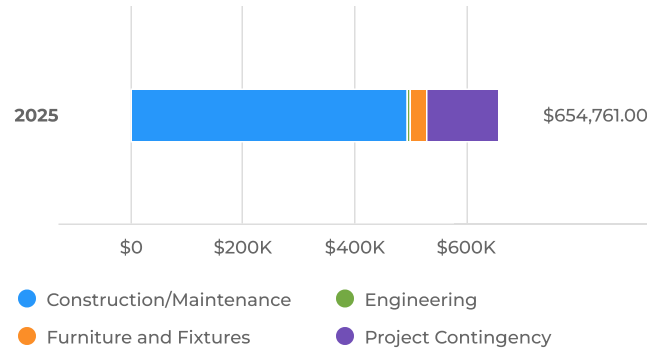
Total Historical
\$129,900

FY2025 Budget
\$654,761

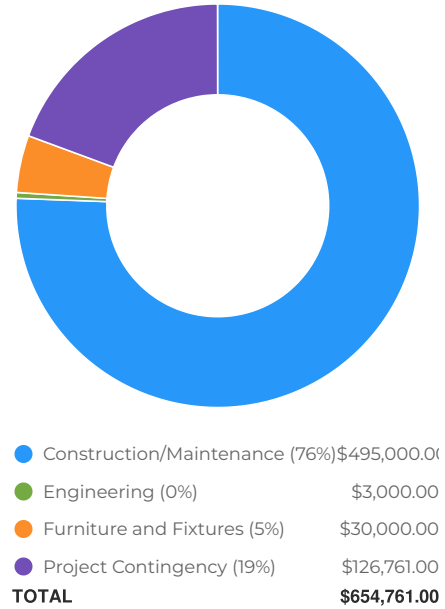
Total Budget (all years)
\$654.761K

Project Total
\$784.661K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	Historical	FY2025	Total
Design	\$24,900	\$0	\$24,900
Engineering	\$0	\$3,000	\$3,000
Construction/Maintenance	\$105,000	\$495,000	\$600,000
Furniture and Fixtures	\$0	\$30,000	\$30,000
Project Contingency	\$0	\$126,761	\$126,761
Total	\$129,900	\$654,761	\$784,661



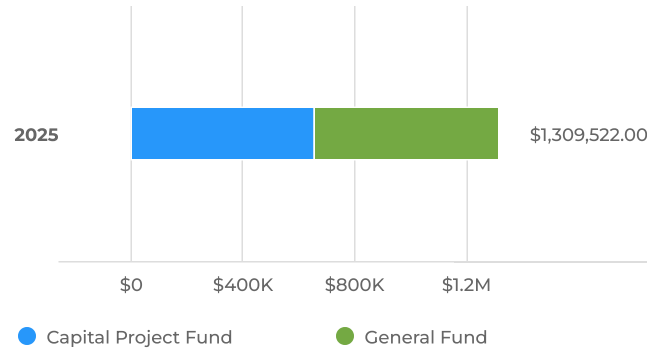
Funding Sources

FY2025 Budget
\$1,309,522

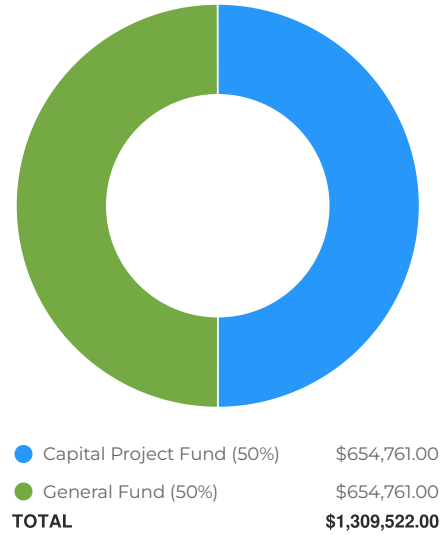
Total Budget (all years)
\$1.31M

Project Total
\$1.31M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	\$654,761	\$654,761
Capital Project Fund	\$654,761	\$654,761
Total	\$1,309,522	\$1,309,522



EXPENDITURES REQUESTS



Laserfiche Upgrade & Maintenance

Overview

Request Owner	Josef Kurlinkus
Department	Expenditures
Request Groups	Information Technology, PRIORITY - 2025
Type	Capital Equipment

Description

Laserfiche Cloud Municipality Site License (Annual Subscription Fee)

NOTE: if agreed to purchase by 12/31/2024, a \$9,000 Customer Loyalty Credit plus a \$2,045 LSAP Credit will be applied

Includes:

Laserfiche repository with up to 100 business users

10TB of Cloud Storage

Laserfiche Workflow Process Automation

Laserfiche Forms Professional

Unlimited Public Portal, Forms Portal, and Direct Share

Laserfiche Advanced Audit Trail, Quick Fields Complete with Agent, SDK, Records Management, DocuSign Integration with Microsoft Office, Connector, and Import Agent

On-Site/Remote Laserfiche Installation & Training Professional Services (24 hours)

The Annual Cloud Subscription would be \$7,325 for years 2 and beyond.

Details

New Purchase or Replacement	Upgrade
-----------------------------	---------

Supplemental Attachments



Laserfiche Proposal(/resource/cg-prod-v2/projects/documents/7ba94d1b56a48027733a.pdf)

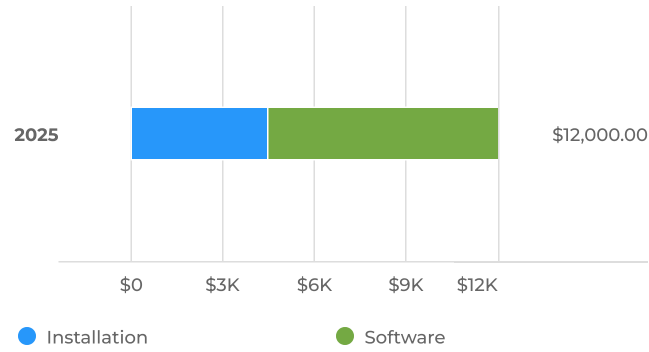
Capital Cost

FY2025 Budget
\$12,000

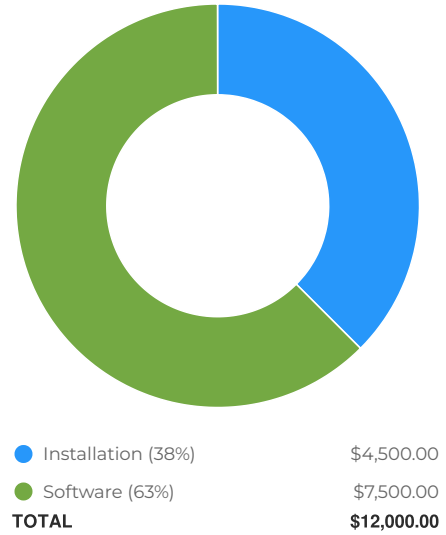
Total Budget (all years)
\$12K

Project Total
\$12K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	Total
Software	\$7,500	\$7,500
Installation	\$4,500	\$4,500
Total	\$12,000	\$12,000



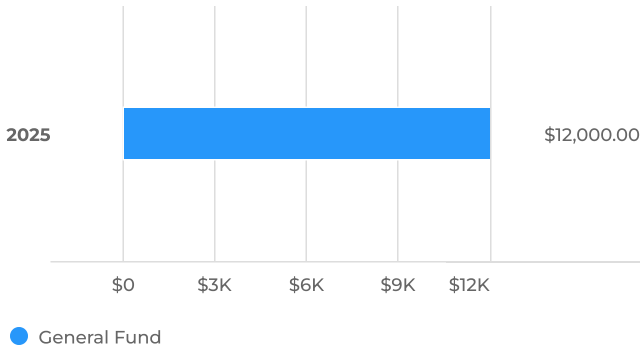
Funding Sources

FY2025 Budget
\$12,000

Total Budget (all years)
\$12K

Project Total
\$12K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$12,000	\$12,000
Total	\$12,000	\$12,000



Porter Park - Phase 2 (OSLAD GRANT)

Overview

Request Owner	Josef Kurlinkus
Est. Start Date	05/01/2024
Est. Completion Date	03/31/2026
Department	Expenditures
Request Groups	Park Improvements, Capital Projects, Committed
Type	Capital Improvement

Description

Project Narrative Statement:

The Village of Roscoe has identified a goal of increasing public open space and recreational opportunities for its residents. In September of 2022, the Village was the grateful recipient of a 12.05-acre parcel at 9108 McDonald Road (PIN: 08-10-176-003) which was previously owned by a local youth soccer organization. The triangular parcel is bound by McDonald Road to the north-east, Swanson Road to the south, and by Willowbrook Road R.O.W to the west. The site sits adjacent to the Village owned Porter Park, a 28 acre parcel that features a log cabin, a playground, two baseball diamonds, and a free-to-play dick golf course. The demand for additional park space is outpacing available resources, and the disk golf course in particular is undersized to serve the number of players on a daily basis. Care will be taken to preserve the natural wooded portions of the site, and to restore native pollinator and Monarch habitat in open areas.

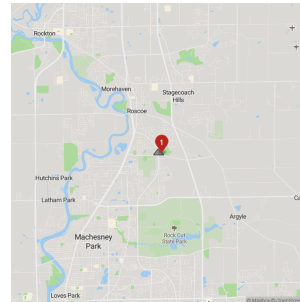
The additional 12 acres will allow for the addition of much needed additional 125 parking spaces, the expansion of the disk golf course (funded independently by the Village), construction of a public restroom facility, an outdoor accessible all-ages fitness plaza, a pedestrian bridge, and a recreation path that will provide a critical connection to the Perryville Path. This Phase 2 development of Porter Park will serve as a critical trailhead to the northern terminus of the Perryville Path network, one that has further connectivity to at least three other regional path systems.

Details

Type of Project	New Construction
-----------------	------------------

Location

Address: Porter Park Disc Golf Course



Capital Cost

FY2025 Budget

\$1,251,379

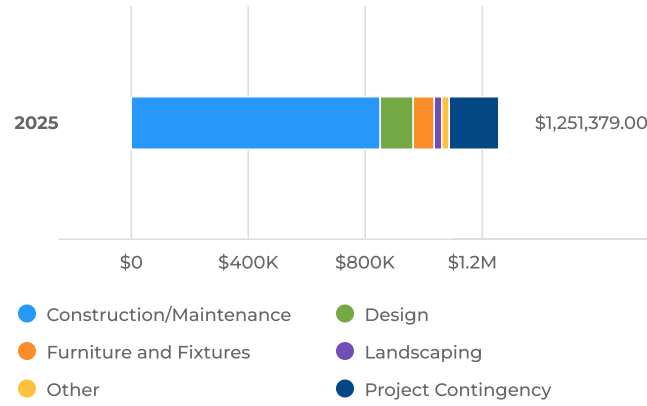
Total Budget (all years)

\$1.251M

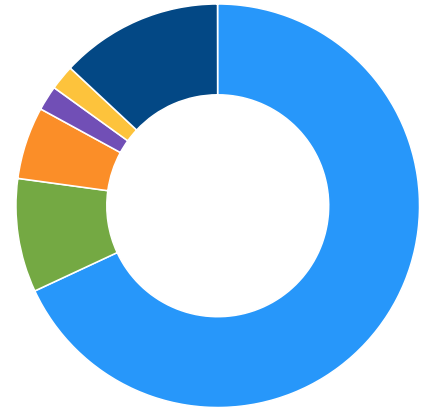
Project Total

\$1.251M

Capital Cost by Year



Capital Cost for Budgeted Years



Construction/Maintenance (68%)	\$851,800.00
Design (9%)	\$113,856.00
Furniture and Fixtures (6%)	\$72,500.00
Landscaping (2%)	\$25,000.00
Other (2%)	\$25,000.00
Project Contingency (13%)	\$163,223.00
TOTAL	\$1,251,379.00

Capital Cost Breakdown

Capital Cost	FY2025	Total
Design	\$113,856	\$113,856
Construction/Maintenance	\$851,800	\$851,800
Furniture and Fixtures	\$72,500	\$72,500
Other	\$25,000	\$25,000
Landscaping	\$25,000	\$25,000
Project Contingency	\$163,223	\$163,223
Total	\$1,251,379	\$1,251,379



Funding Sources

FY2025 Budget

\$1,251,379

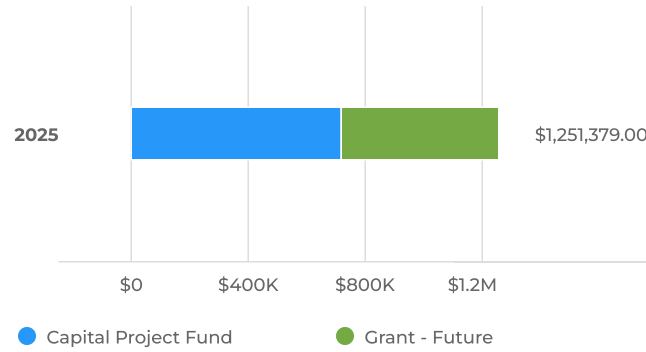
Total Budget (all years)

\$1.251M

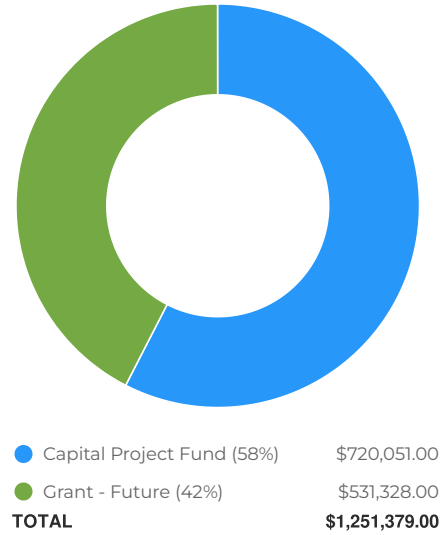
Project Total

\$1.251M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
Capital Project Fund	\$720,051	\$720,051
Grant - Future	\$531,328	\$531,328
Total	\$1,251,379	\$1,251,379



GENERAL GOVERNMENT REQUESTS



Development of Comprehensive Land Use Plan

Overview

Request Owner	Josef Kurlinkus
Department	General Government
Request Groups	Other Improvements
Type	Other

Description

The Village of Roscoe is at a critical juncture, with increasing development and population growth requiring strategic planning to ensure sustainable progress. A comprehensive land use plan provides a necessary framework for managing growth while preserving the village's character and natural resources. Without such a plan, uncoordinated development could lead to challenges such as traffic congestion, overburdened public services, and the loss of green spaces. Investing in this plan ensures orderly and efficient development that promotes economic vitality and maintains a high quality of life for residents.

Additionally, a comprehensive land use plan positions Roscoe to attract external funding from state and federal sources. Many grant programs prioritize communities with clear, forward-thinking plans that demonstrate a commitment to sustainability and strategic growth. By adopting such a plan, the village can secure funding for infrastructure, environmental preservation, and community development projects, alleviating the financial burden on local resources and accelerating progress on key priorities.

This plan also fosters community engagement by involving residents, business owners, and other stakeholders in shaping Roscoe's future. It promotes transparency, builds trust, and ensures alignment with the community's vision. Moreover, it equips the village with a flexible framework to adapt to economic shifts, environmental challenges, and emerging trends. By including funds for a comprehensive land use plan in the 2025 budget, Roscoe is making a vital investment in its long-term resilience, sustainability, and prosperity.



Capital Cost

FY2025 Budget

\$110,000

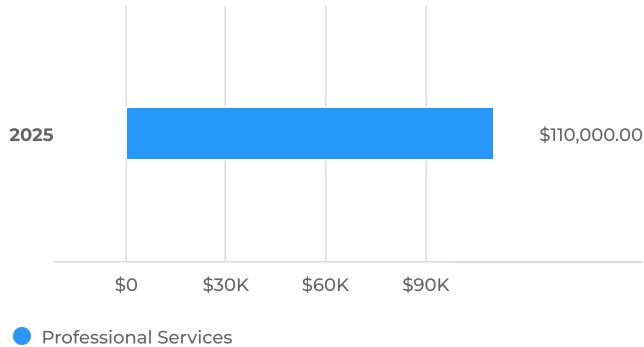
Total Budget (all years)

\$110K

Project Total

\$110K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	Total
Professional Services	\$110,000	\$110,000
Total	\$110,000	\$110,000



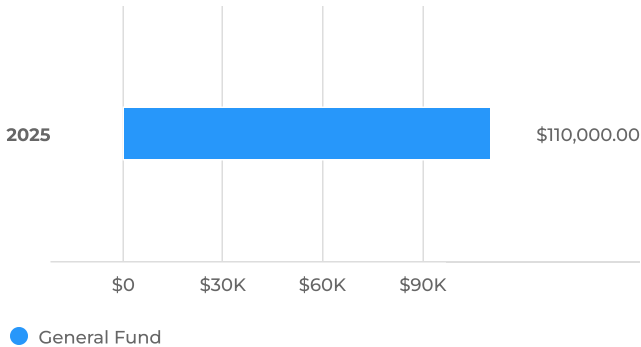
Funding Sources

FY2025 Budget
\$110,000

Total Budget (all years)
\$110K

Project Total
\$110K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$110,000	\$110,000
Total	\$110,000	\$110,000



Public Works Training/Lunch Room Update

Overview

Request Owner	Josef Kurlinkus
Est. Start Date	02/03/2025
Est. Completion Date	03/28/2025
Department	General Government
Request Groups	Village Facilities Improvements
Type	Capital Improvement

Description

This request is for new chairs, a desk, and TV for the training/lunchroom at public works. The chairs we have now are hand-me-downs of the hand-me-downs from village hall. These vinyl chairs are peeling off and sticking to clothes and body. This request will replace these and add a couple more to the tables for lunch and when we hold training. This request will also be for a new desk to hold two laptops on and a smart TV that we can connect to the computers to do training.

Images

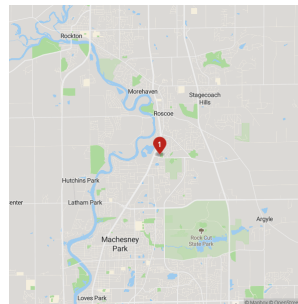


Old Chairs In Training Room

Details

Type of Project Replacement

Location



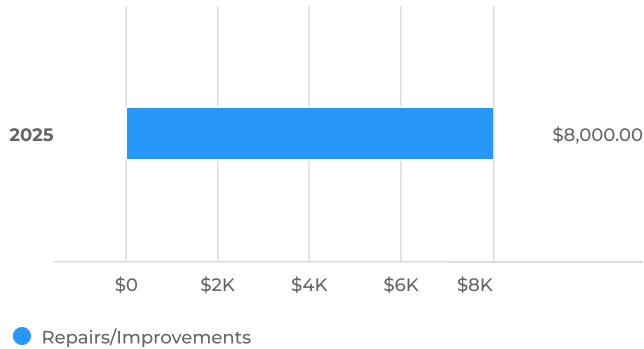
Capital Cost

FY2025 Budget
\$8,000

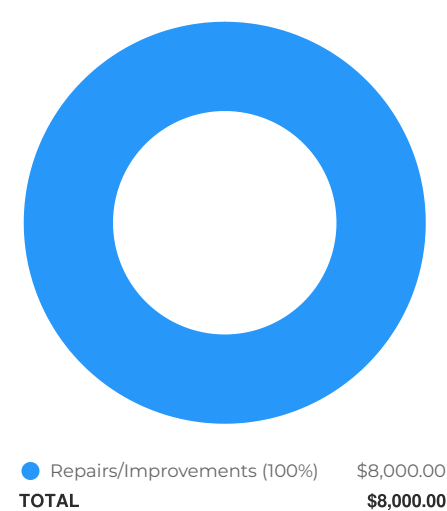
Total Budget (all years)
\$8K

Project Total
\$8K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Repairs/Improvements	\$8,000	\$8,000
Total	\$8,000	\$8,000



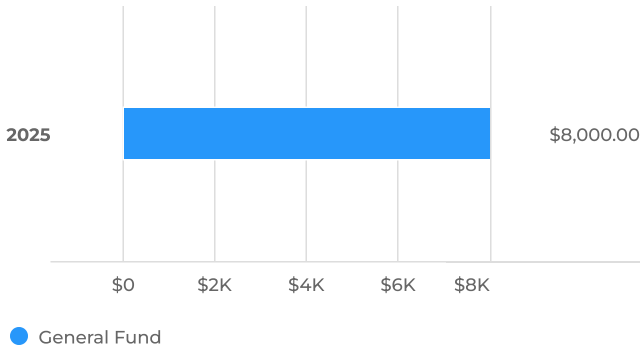
Funding Sources

FY2025 Budget
\$8,000

Total Budget (all years)
\$8K

Project Total
\$8K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$8,000	\$8,000
Total	\$8,000	\$8,000



HIGHWAYS AND STREETS REQUESTS



Class D Patching Contract

Overview

Request Owner	Josef Kurlinkus
Est. Start Date	04/01/2025
Est. Completion Date	07/31/2025
Department	Highways and Streets
Request Groups	Roadway Maintenance, PRIORITY - 2025
Type	Capital Improvement

Description

Annual Class D Patching program. Public Works did not proceed with the patching program in 2024 due to no bids being received.

To combat that issue in 2025, Public Works will be selecting the patching areas prior to soliciting bids in order to provide more favorable work for contractors. The annual budget in recent years (2023) was \$50,000, and the requested budget amount for FY2025 is \$100,000 to make up for no patching program in FY2024.

The only costs tied to the annual patching program are construction costs - planning, engineering, and contract management is covered under the yearly outsourcing contract.

Details

Type of Project	Other
-----------------	-------

Benefit to Community

Roads received increased maintenance through permanent pavement patches as opposed to the traditional pothole filling. Pavement patching can be used to defer maintenance on roads which may be nearing the need for complete resurfacing.



Capital Cost

FY2025 Budget

\$100,000

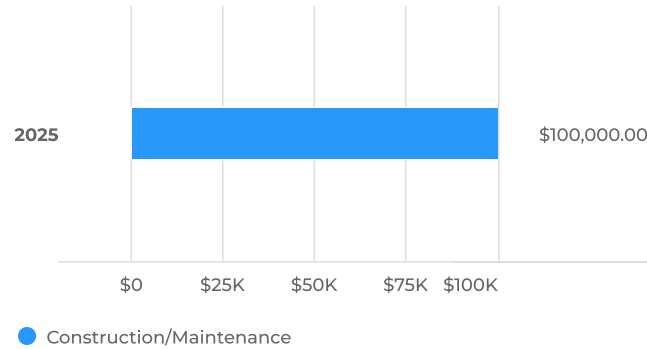
Total Budget (all years)

\$100K

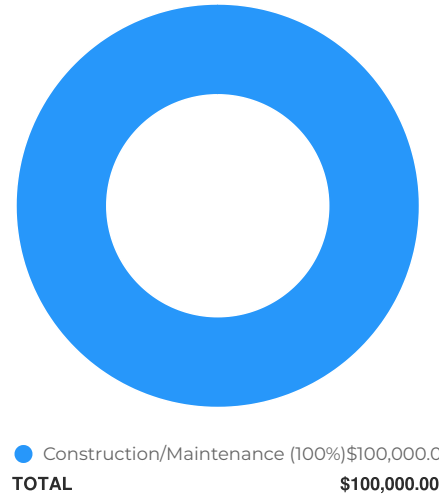
Project Total

\$100K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

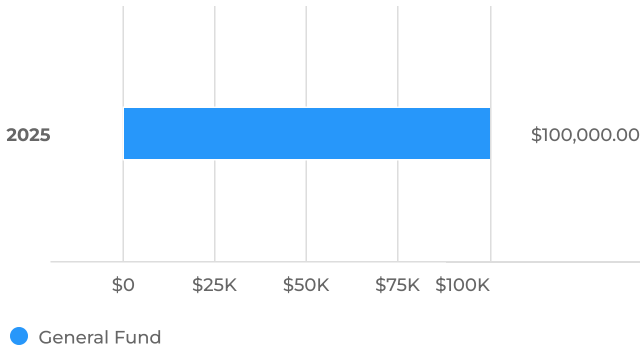
Capital Cost	FY2025	Total
Construction/Maintenance	\$100,000	\$100,000
Total	\$100,000	\$100,000



Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$100,000	\$100K	\$100K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$100,000	\$100,000
Total	\$100,000	\$100,000



Residential Streets Program (2025)

Overview

Request Owner	Josef Kurlinkus
Est. Start Date	01/27/2025
Est. Completion Date	09/30/2025
Department	Highways and Streets
Request Groups	Roadway Maintenance, Capital Projects
Type	Capital Improvement

Description

The annual residential streets program recommendation from staff for 2025 is for a traditional mill & overlay project (with localized base repair) within the "Roscoe Center" and "Hodges Run" subdivisions. Per past recommendations from Village administration, Public Works is presenting a project within the \$500-700k range to keep consistent with budgets in previous years. The following roadways are included in this recommendation:

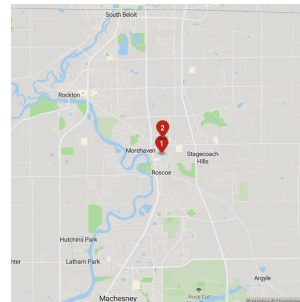
- Andrews Drive (Roscoe Center)
- Ter Maat Court (Roscoe Center)
- Parkway Drive (Roscoe Center)
- Hodges Run (Hodges Run)
- Hodges Way (Hodges Run)
- Hazel Close (Hodges Run)
- Prairie Wind Place (Hodges Run)

In 2014, the street study completed by Fehr Graham identified pavement condition ratings for these roads which varied between 69-81, with an average scoring grade of 72.8. In 2022, staff provided estimated updates to these ratings, which are now respectively ranging from 58-68, with an average scoring grade of 61.1.

Details

Type of Project Resurface Current Road

Location



Supplemental Attachments

 [Hodges Run Location Map\(/resource/cg-prod-v2/projects/documents/5d677c62109a3051c035.pdf\)](/resource/cg-prod-v2/projects/documents/5d677c62109a3051c035.pdf)

 [Roscoe Center Location Map\(/resource/cg-prod-v2/projects/documents/b7d84ae504dd9fd37fd6.pdf\)](/resource/cg-prod-v2/projects/documents/b7d84ae504dd9fd37fd6.pdf)

 [Road Considerations - Cost Estimate Spreadsheet\(/resource/cg-prod-v2/projects/documents/a26660e9adc5218981af.pdf\)](/resource/cg-prod-v2/projects/documents/a26660e9adc5218981af.pdf)

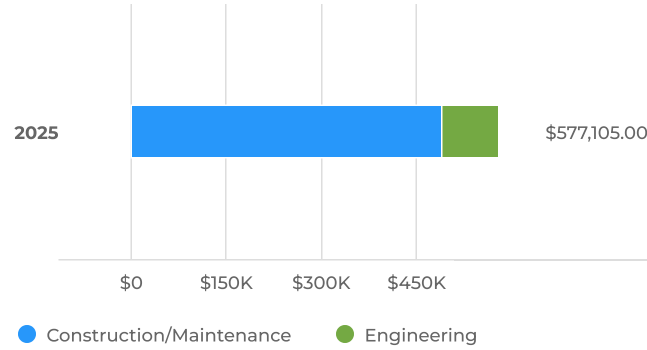
Capital Cost

FY2025 Budget
\$577,105

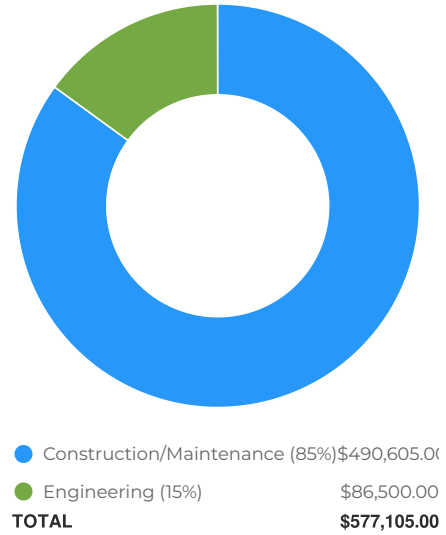
Total Budget (all years)
\$577.105K

Project Total
\$577.105K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	Total
Engineering	\$86,500	\$86,500
Construction/Maintenance	\$490,605	\$490,605
Total	\$577,105	\$577,105



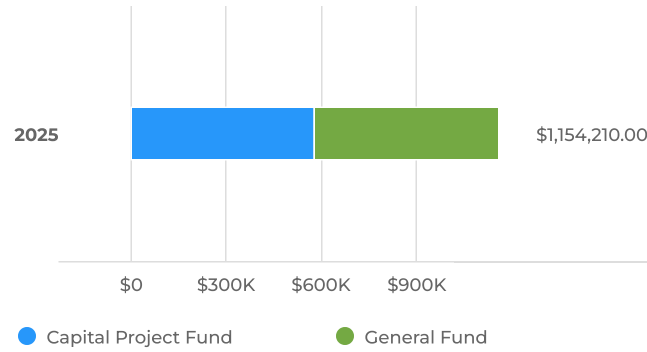
Funding Sources

FY2025 Budget
\$1,154,210

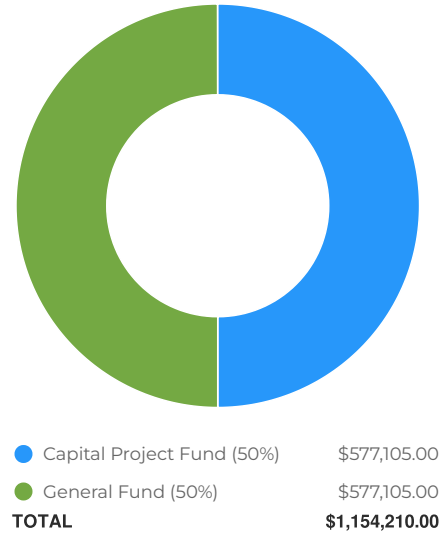
Total Budget (all years)
\$1.154M

Project Total
\$1.154M

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	\$577,105	\$577,105
Capital Project Fund	\$577,105	\$577,105
Total	\$1,154,210	\$1,154,210



HODGES RUN INCUBATOR PROJECT REQUESTS



Hodges Run - Incubators & Park Project

Overview

Request Owner	Josef Kurlinkus
Est. Start Date	03/01/2025
Est. Completion Date	10/01/2025
Department	Hodges Run Incubator Project
Request Groups	Park Improvements, Main Street Project, Committed
Type	Capital Improvement

Description

This project aims to transform a 28,000-square-foot vacant lot in Downtown Roscoe into a vibrant community hub. The development will feature pop-up retail shops for local entrepreneurs, a natural playscape, pedestrian-friendly spaces, and various amenities to revitalize this key downtown main street location.

The project includes fourteen pop-up retail pods, a 5,000-square-foot central plaza, a 3,480-square-foot natural playscape, green spaces with walking paths, parking areas, and public amenities.

The goal is to entrepreneurs and small businesses by providing physical space to start, scale, and/or grow in downtown Roscoe, social interaction, provide a safe environment for families, and enhance the overall vitality of Downtown Roscoe.

Images

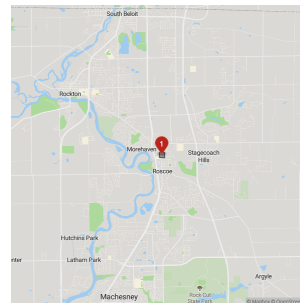


Details

Type of Project New Construction

Location

Address: 5459 Hodges Run



Capital Cost

FY2025 Budget

\$1,000,000

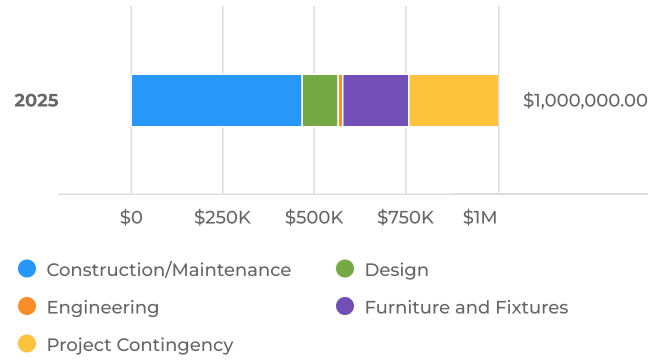
Total Budget (all years)

\$1M

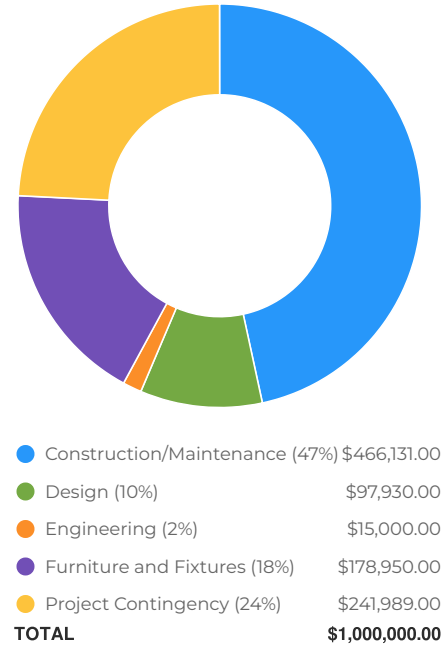
Project Total

\$1M

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2025	Total
Design	\$97,930	\$97,930
Engineering	\$15,000	\$15,000
Construction/Maintenance	\$466,131	\$466,131
Furniture and Fixtures	\$178,950	\$178,950
Project Contingency	\$241,989	\$241,989
Total	\$1,000,000	\$1,000,000



Funding Sources

FY2025 Budget

\$2,000,000

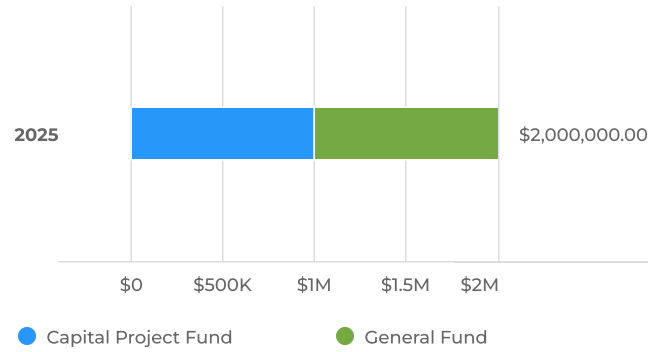
Total Budget (all years)

\$2M

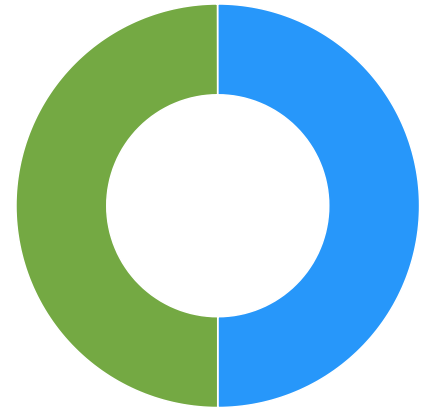
Project Total

\$2M

Funding Sources by Year



Funding Sources for Budgeted Years



● Capital Project Fund (50%) \$1,000,000.00
● General Fund (50%) \$1,000,000.00
TOTAL \$2,000,000.00

Funding Sources Breakdown

Funding Sources	FY2025	Total
General Fund	\$1,000,000	\$1,000,000
Capital Project Fund	\$1,000,000	\$1,000,000
Total	\$2,000,000	\$2,000,000



PARKS AND RECREATION REQUESTS



Leland Park LED Baseball Field Lights

Overview

Request Owner	Josef Kurlinkus
Est. Start Date	04/01/2025
Est. Completion Date	06/30/2025
Department	Parks and Recreation
Request Groups	Park Improvements
Type	Capital Improvement

Description

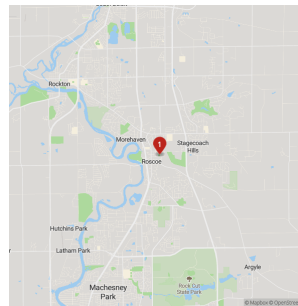
This request is for replacing the older lights at Leland baseball field with LED lights. These LED lights are brighter and draw less power to run them. The center field lights have already been converted to LEDs when the light pole fell over from the bad storm 2 years ago.

This project would convert the rest of the lights around the diamond to LEDs to match the center field..

Details

Type of Project	Replacement
-----------------	-------------

Location



Supplemental Attachments

 Leland LED Quote(/resource/cg-prod-v2/projects/documents/bb4342cc02cdddd67d9f.docx)

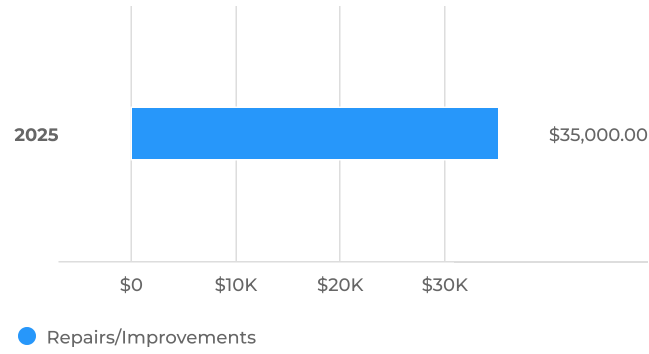
Capital Cost

FY2025 Budget
\$35,000

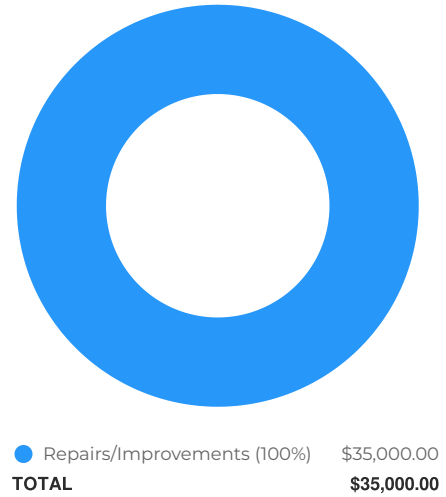
Total Budget (all years)
\$35K

Project Total
\$35K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

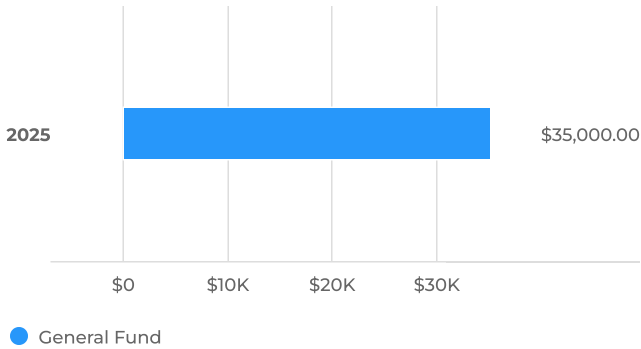
Capital Cost	FY2025	Total
Repairs/Improvements	\$35,000	\$35,000
Total	\$35,000	\$35,000



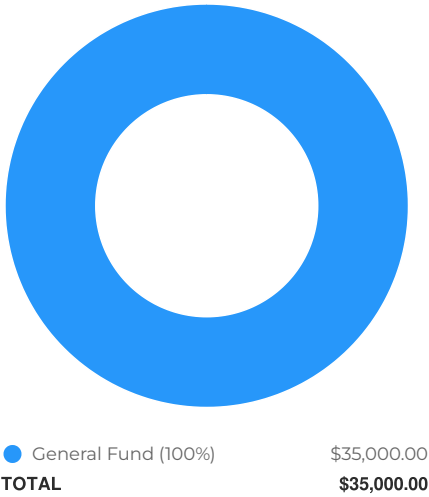
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$35,000	\$35K	\$35K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$35,000	\$35,000
Total	\$35,000	\$35,000



Leland Park Tennis/Basketball Courts Resealed/Repainted

Overview

Request Owner	Josef Kurlinkus
Department	Parks and Recreation
Request Groups	Park Improvements
Type	Capital Improvement

Description

This request is for crack filling, seal coating, color seal coating, and restriping the basketball court and tennis/pickleball courts at Leland Park. These courts have not been resealed in a while and are fading and large cracks are forming. These large cracks can cause trip hazards and can make the ball bounce abnormally. These cracks can also fill up with water and will crack even larger when frozen.

This restoration project will fill in these cracks, reseal the asphalt, color seal the courts and restripe the basketball court and the tennis/pickleball courts.

Images



Basketball Court

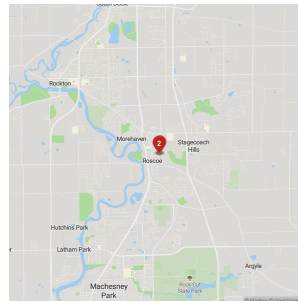


Tennis/Pickleball Court

Details

Type of Project	Refurbishment
-----------------	---------------

Location



Supplemental Attachments



[Quote\(/resource/cg-prod-v2/projects/documents/5c9dcdea5fe4504b598d.pdf\)](/resource/cg-prod-v2/projects/documents/5c9dcdea5fe4504b598d.pdf)

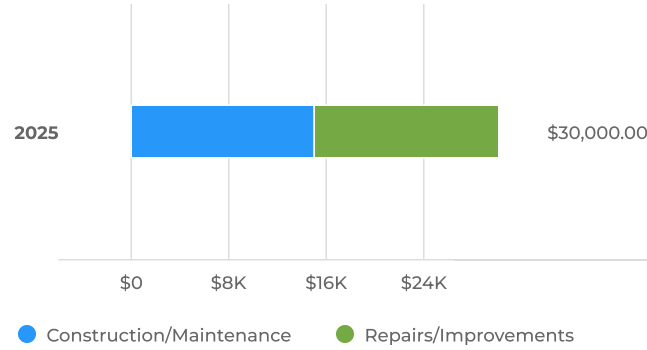
Capital Cost

FY2025 Budget
\$30,000

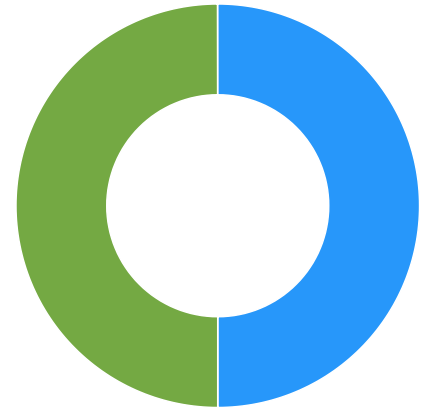
Total Budget (all years)
\$30K

Project Total
\$30K

Capital Cost by Year



Capital Cost for Budgeted Years



● Construction/Maintenance (50%) \$15,000.00
● Repairs/Improvements (50%) \$15,000.00
TOTAL \$30,000.00

Capital Cost Breakdown

Capital Cost	FY2025	Total
Repairs/Improvements	\$15,000	\$15,000
Construction/Maintenance	\$15,000	\$15,000
Total	\$30,000	\$30,000



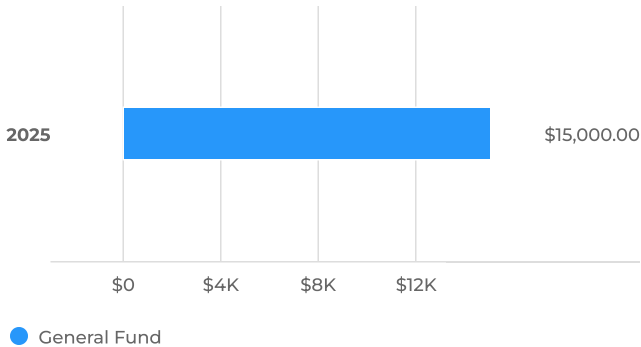
Funding Sources

FY2025 Budget
\$15,000

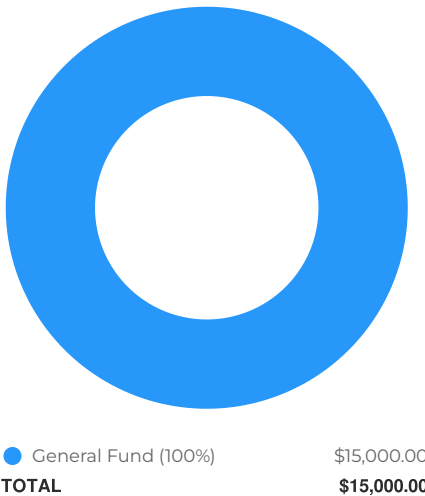
Total Budget (all years)
\$15K

Project Total
\$15K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$15,000	\$15,000
Total	\$15,000	\$15,000



New Pavilion at Riverside Park

Overview

Request Owner	Josef Kurlinkus
Est. Start Date	04/01/2025
Est. Completion Date	07/31/2025
Department	Parks and Recreation
Request Groups	Park Improvements
Type	Capital Improvement

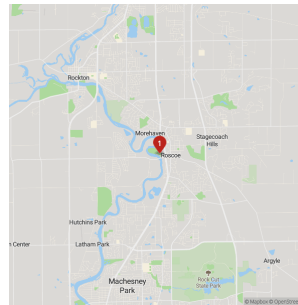
Description

New pavillion at Riverside Park. Following the recommendations of roofing contractors, the structure is beyond its useful life and warrants replacement. IDNR approval will be required since the park is located within the regulatory floodway, but it is assumed that additional permitting and investigations will not be required so long as the structure style and/or footprint does not change.

Details

Type of Project New Construction

Location



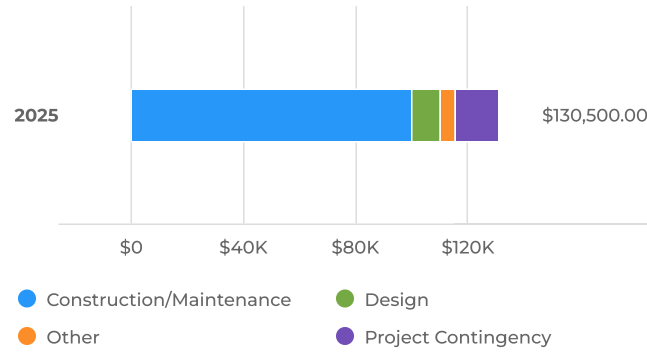
Capital Cost

FY2025 Budget
\$130,500

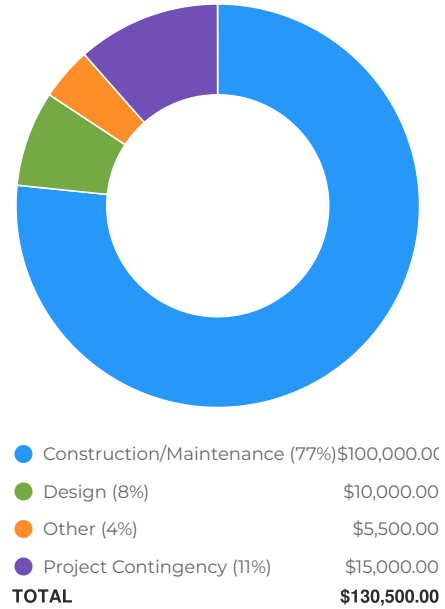
Total Budget (all years)
\$130.5K

Project Total
\$130.5K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

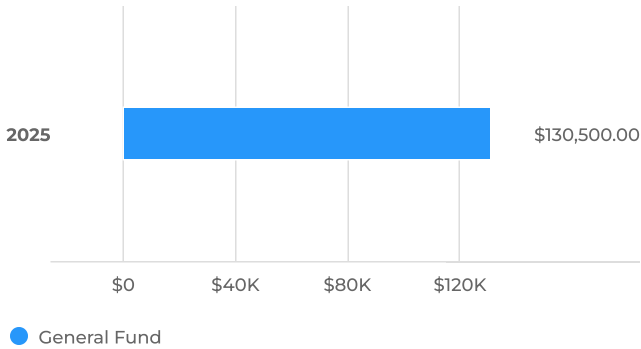
Capital Cost	FY2025	Total
Design	\$10,000	\$10,000
Construction/Maintenance	\$100,000	\$100,000
Other	\$5,500	\$5,500
Project Contingency	\$15,000	\$15,000
Total	\$130,500	\$130,500



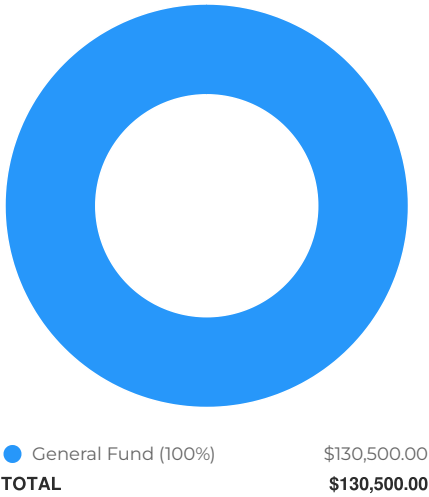
Funding Sources

FY2025 Budget	Total Budget (all years)	Project Total
\$130,500	\$130.5K	\$130.5K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$130,500	\$130,500
Total	\$130,500	\$130,500



New Tables and Chairs at Porter Cabin

Overview

Request Owner	Josef Kurlinkus
Est. Start Date	04/01/2025
Est. Completion Date	05/30/2025
Department	Parks and Recreation
Request Groups	Village Facilities Improvements
Type	Capital Improvement

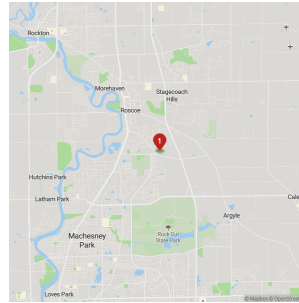
Description

This request is for the replacement of 72 folding chairs and 14 folding tables at Porter cabin. These new folding chairs will be padded, and the folding tables will be laminated to look like wood to match the cabin. The chairs are old and are starting to break, or the legs are bent. The folding tables are stained, scratched, and public works has had to install new bolts that hold the legs onto the frame. This request is also for a new chair holder that will be smaller in size than the old ones and also a new table holder.

Details

Type of Project	Replacement
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Location



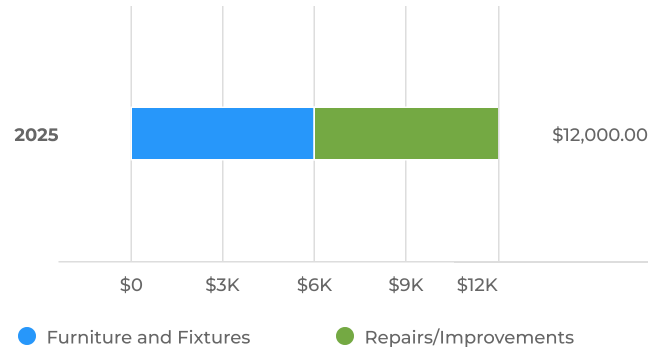
Capital Cost

FY2025 Budget
\$12,000

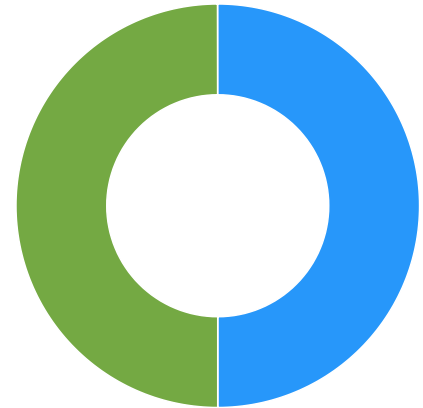
Total Budget (all years)
\$12K

Project Total
\$12K

Capital Cost by Year



Capital Cost for Budgeted Years



● Furniture and Fixtures (50%) \$6,000.00
● Repairs/Improvements (50%) \$6,000.00
TOTAL \$12,000.00

Capital Cost Breakdown

Capital Cost	FY2025	Total
Repairs/Improvements	\$6,000	\$6,000
Furniture and Fixtures	\$6,000	\$6,000
Total	\$12,000	\$12,000



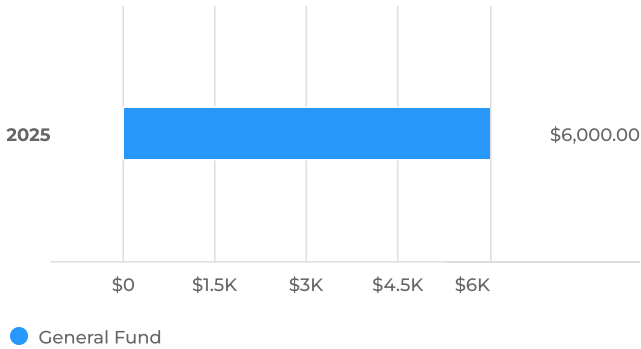
Funding Sources

FY2025 Budget
\$6,000

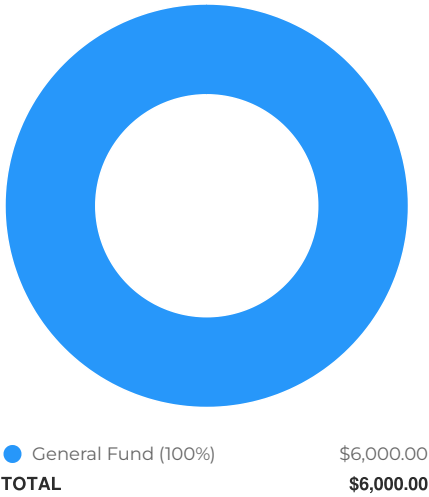
Total Budget (all years)
\$6K

Project Total
\$6K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$6,000	\$6,000
Total	\$6,000	\$6,000



Two (2) 72" Zero Turn Mowers

Overview

Request Owner	Josef Kurlinkus
Department	Parks and Recreation
Request Groups	Park Improvements
Type	Capital Equipment

Description

This request is for the replacement of the two public works zero turn mowers. Currently, public works use a 72" and 60". The 72" is a 2016 Kubota ZD1211 with 2,343 hrs and the 60" is a 2017 Kubota ZD1211 with 1,423 hrs. These mowers were used overtime this year when our 16-foot field mower broke down. The parts for that mower had to come from overseas and was out of commission for over 3 months. To keep up with the mowing at all the parks, we used the smaller zero turns and even the big bat wing right of way mower. These smaller zero turn mowers are mostly used for all the trimming around trees, flower beds, buildings, and smaller areas. The big 16-foot mower then mows the bigger areas, but since it was broken for over 3 months, we used the little zero turns to mow the big field areas too.

This request is for two 72" Kubota ZD1611. This is a new model which is more powerful but better fuel consumption. The second 72" will be able to cut more grass than the 60" model we have now.

Details

New Purchase or Replacement	Replacement
New or Used Vehicle	New Vehicle
Useful Life	8

Supplemental Attachments



Kubota Quotes(/resource/cg-prod-v2/projects/documents/43796c76c89191861507.pdf)

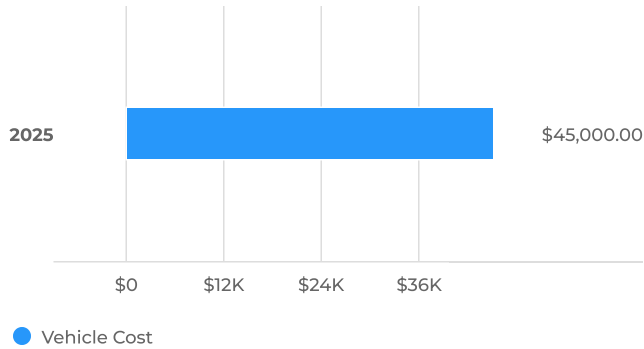
Capital Cost

FY2025 Budget
\$45,000

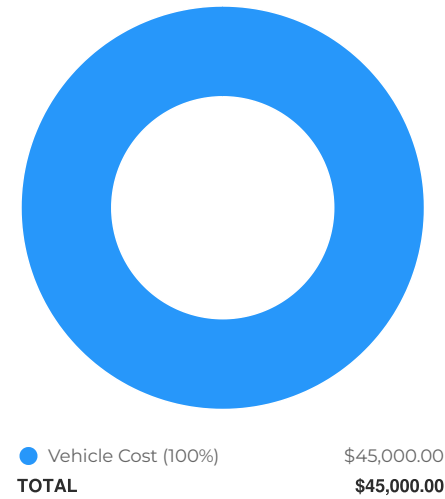
Total Budget (all years)
\$45K

Project Total
\$45K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Vehicle Cost	\$45,000	\$45,000
Total	\$45,000	\$45,000



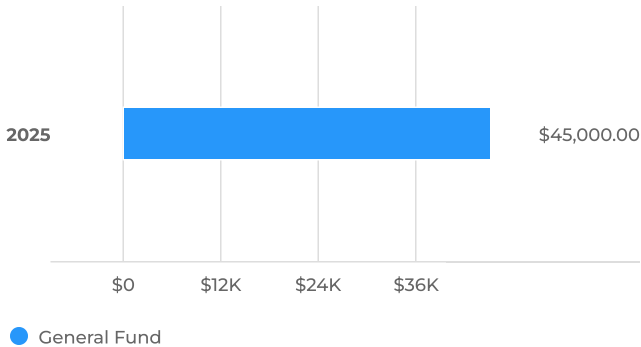
Funding Sources

FY2025 Budget
\$45,000

Total Budget (all years)
\$45K

Project Total
\$45K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$45,000	\$45,000
Total	\$45,000	\$45,000



PUBLIC SAFETY REQUESTS



Traffic Logix Digital Speed Signs

Overview

Request Owner	Josef Kurlinkus
Department	Public Safety
Request Groups	Capital Outlay
Type	Capital Equipment

Description

Four (4) digital speed signs with solar power and battery backup. Total cost also includes signage and posts needed for mounting.

Two signs will be placed on Elevator Road on either side of Roscoe Middle School.

Two signs will be placed on Main Street, one north and one south of the Kinnikinnick School zone.

Details

New Purchase or Replacement	New
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Supplemental Attachments



TrafficLogix Digital Sign Quote(/resource/cg-prod-v2/projects/documents/f346d91ee403a4520c0f.pdf)



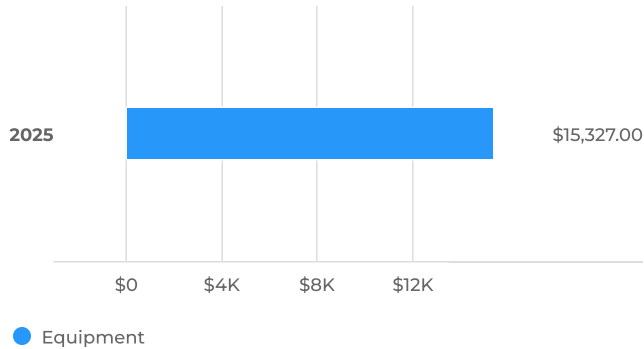
Capital Cost

FY2025 Budget
\$15,327

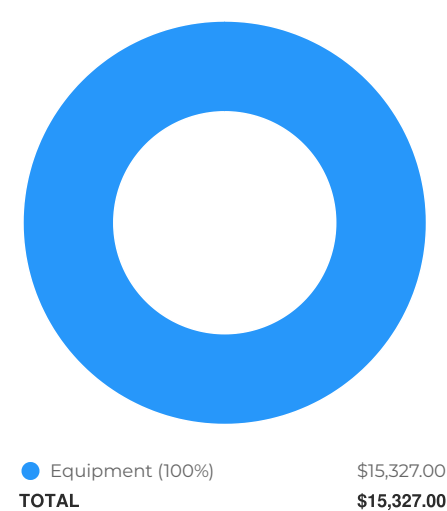
Total Budget (all years)
\$15.327K

Project Total
\$15.327K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown		
Capital Cost	FY2025	Total
Equipment	\$15,327	\$15,327
Total	\$15,327	\$15,327



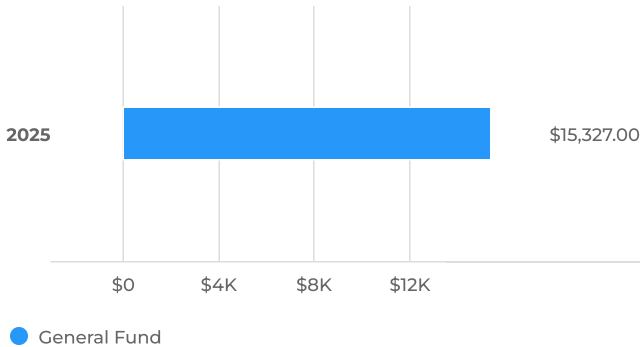
Funding Sources

FY2025 Budget
\$15,327

Total Budget (all years)
\$15.327K

Project Total
\$15.327K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown		
Funding Sources	FY2025	Total
General Fund	\$15,327	\$15,327
Total	\$15,327	\$15,327



Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.



Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and CI is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.



Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.



Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.



Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

