



Village of Itasca

550 W. Irving Park Rd.

Itasca, IL 60143

630.773-0835 • www.itasca.com

MEMORANDUM

TO: Mayor Pruyn and Village Trustees
FROM: Carie Anne Ergo, Village Administrator
DATE: June 14, 2019
SUBJECT: Appropriations Ordinance

The Illinois Municipal Code (65 ILCS 5/8-2-9) requires that the corporate authorities of all municipalities with less than 500,000 people pass an appropriation ordinance within the first quarter of each fiscal year (by July 31). The Code also dictates that the draft document be available for viewing at least 10 days prior to a public hearing, which must occur before the Board may consider the Appropriation Ordinance.

A notice indicating that the attached draft Appropriations Ordinance for Fiscal Year (FY) 2019/20 is available for viewing will be published in the Daily Herald no later than June 21, 2019. The notice will also set the public hearing date of July 2, 2019.

The amounts reflected in the attached Appropriations Ordinance match the budget that was passed by the Village Board in May 2019, plus a contingency to decrease the likelihood the Village will go over its spending authority. The 5% contingency is built in to account for unforeseen items, such as storm sewer repairs, that are not currently reflected in the budget. Staff is still responsible to spend within the budget that was passed, and the spending of contingency funds are subject to board review and approval prior to purchase.

Should you have any questions, please contact me directly.

Thank you.

ORDINANCE # 1917-19

ANNUAL APPROPRIATION ORDINANCE

VILLAGE OF ITASCA

DUPAGE COUNTY, ILLINOIS

AN ORDINANCE MAKING APPROPRIATION OF SUMS OF MONEY FOR CORPORATE PURPOSES FOR THE CURRENT FISCAL YEAR BEGINNING ON THE FIRST DAY OF MAY, 2019 AND ENDING ON THE THIRTIETH DAY OF APRIL, 2020 FOR THE VILLAGE OF ITASCA, DUPAGE COUNTY ILLINOIS

BE IT ORDAINED, by the President and Board of Trustees of the Village of Itasca as follows:

SECTION 1: That the following sums of money, or as much thereof as may be authorized by law, be and the same are hereby appropriated for the Village of Itasca, DuPage County, Illinois, for the objects and purposes hereinafter specified, for the municipal fiscal year beginning May 1, 2019 and ending April 30,2020; that the sums of money hereinafter set forth are deemed necessary to defray all necessary expenses and liabilities for said period for the following objects and purposes:

I.	General Corporate Fund	Appropriated
	A. Corporate Department Expenditures:	
	ADMINISTRATOR	\$ 73,178
	TREASURER/FINANCE	50,287
	CLERICAL	133,686
	FACILITIES MAINTENANCE	24,843
	HUMAN RESOURCES	54,175
	FICA	27,825
	UNEMPLOYMENT TAX	988
	IMRF	40,957
	GROUP INSURANCE	75,041
	EMPLOYEE ASSISTANCE PROGRAM	2,100
	UNIFORMS	500
	EDUCATION	5,000
	GAS HEATING	11,000
	ELECTRICITY	15,000
	TELEPHONE	15,002
	POSTAGE	5,000
	PUBLICATION LEGAL NOTICES	5,000
	CODIFICATION/LASER FICHE	5,000
	OPERATING SUPPLIES-GENERAL	7,500
	OFFICE SUPPLIES	8,000
	CONFERENCE	9,750

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DUES	5,527
SUBSCRIPTIONS	806
LOCAL MEETINGS	2,000
TRAINING	5,900
RENTALS	8,460
PHYSICALS	1,020
WELLNESS	2,500
EMPLOYEE RECRUITMENT	2,000
NEWSLETTER	16,000
SAFETY PROGRAM	14,326
OPERATING SOFTWARE	2,000
OTHER CORPORATE DEPT. CONTINGENCY	3,530
VEHICLES	6,000
OFFICE EQUIPMENT	6,300
BUILDING MAINTENANCE	23,400
BUILDING EQUIPMENT MAINTENANCE	12,150
LEGAL	185,000
ACCOUNTING	31,667
PAYROLL SERVICES	12,720
AZAVAR SERVICES	3,520
CREDIT CARD FEES	17,000
AUDIT	30,000
JANITORIAL	41,000
CONSULTING	16,000
VILLAGE SHARE GARBAGE	742,630
SENIORS	8,000
SUBURBAN O'HARE COMM	25,000
LIABILITY INSURANCE	20,800
WORKER'S COMPENSATION	850
CONTINGENCY	115,797
Corporate Department Total	\$ 1,931,735

B. Public Works Department Expenditures:

CLERICAL	\$ 23,756
PUBLIC WORKS DIRECTOR/SUPERVISORS	137,747
OPERATION STAFF	284,825
OVERTIME	25,000
FICA	41,267
UNEMPLOYMENT TAX	1,251
IMRF	64,116
GROUP INSURANCE	93,630
UNIFORMS	2,400
GAS HEATING	8,500

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ELECTRICITY	55,000
TELEPHONE	10,000
POSTAGE	400
OPERATING SUPPLIES GENERAL	6,500
OFFICE SUPPLIES	1,500
MOTOR FUEL/LUBE	25,000
CONFERENCE EXPENSES	1,200
DUES	1,350
LOCAL MEETINGS	200
TRAINING	750
RENTALS	1,500
EMPLOYEE PHYSICALS	1,200
RUBBISH & SPOILS REMOVAL	6,000
BULK MATERIAL	14,000
VEHICLES	45,002
GENERAL FLEET/SHOP SUPPLIES	7,000
OFF ROAD, POWER DRIVEN EQUIPMENT	30,000
HAND HELD EQUIPMENT	1,000
OFFICE EQUIPMENT	1,000
BUILDING MAINTENANCE	10,500
BUILDING ADDITIONS & REMODEL	2,000
BUILDING EQUIPMENT MAINTENANCE	18,000
PARKING LOTS	10,000
STREET LIGHTS	75,000
STORM SEWERS	47,000
PARKWAYS & PARKS	25,000
STREET SIGNS	15,000
ADDITIONAL LANDSCAPING SERVICE	10,300
ENGINEERING	10,000
NON CAPITAL PROGRM-ENGINEERING	5,000
JANITORIAL	8,000
VETERINARY & ANIMAL CONTROL	2,500
MOSQUITO ABATEMENT	66,000
SNOW REMOVAL & SALT	194,000
TREE REMOVAL AND TRIMMING	25,000
TREE TRIM CONTRACT	29,500
STREET SWEEPING CONTRACT	60,000
EMERALD ASH BORE	15,000
VILLAGE PROPERTIES-LAWN MAINTENANCE	61,000
TRAFFIC SIGNALS	35,000
LAWN APPLICATION	10,000
LIABILITY INSURANCE	20,960
WORKER'S COMPENSATION	33,340

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TREE PLANTING	10,000
CHRISTMAS DECORATING	7,000
CONTINGENCY	109,810
Public Works Department Total	\$ 1,806,004

C. Community Development Expenditures:

CLERICAL	\$ 83,005
COMMUNITY DEVELOPMENT DIRECTOR	98,740
BUILDING INSPECTORS	190,331
PLANNER	77,250
INTERN	18,000
FICA	35,348
UNEMPLOYMENT TAX	1,316
IMRF	50,433
GROUP INSURANCE	60,291
UNIFORMS	1,500
TELEPHONE	14,500
POSTAGE	3,000
PUBLICATION LEGAL NOTICES	500
SUPPLIES GENERAL	3,200
OFFICE SUPPLIES	5,200
MOTOR FUEL/LUBE	1,400
DUES	3,155
SUBSCRIPTIONS	2,490
LOCAL MEETINGS	3,500
TRAINING	9,800
EMPLOYEE PHYSICALS	500
OTHER - COMMUNITY DEVELOPMENT CONTINGENCY	200
VEHICLES	501
OFFICE EQUIPMENT	12,000
BUILDING MAINTENANCE	5,500
BUILDING EQUIPMENT MAINTENANCE	3,000
ENGINEERING	125,000
GIS MAPPING	5,000
INSPECTIONS	128,600
ECONOMIC DEVELOPMENT	24,000
CONSULTING SERVICES	70,000
PLANNING	30,000
HISTORICAL COMMISSION	100
LIABILITY INSURANCE	9,650
WORKER'S COMPENSATION	12,443
CONTINGENCY	54,473
Community Development Department Total	\$ 1,143,926

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D. Police Department Expenditures:

DIRECTOR OF POLICE	\$	129,900
POLICE OFFICERS		2,295,244
CLERK/DISPATCHERS		175,452
POLICE OVERTIME		224,433
POLICE COURT TIME		25,000
FICA		220,000
UNEMPLOYMENT TAX		4,358
IMRF		21,150
GROUP INSURANCE		552,195
UNIFORMS		24,510
TELEPHONE		20,460
POSTAGE		3,000
LEGAL PUBLICATIONS AND ADV.		500
SUPPLIES GENERAL		3,980
OFFICE SUPPLIES		8,500
CRIME PREVENTION		9,210
MOTOR FUEL/LUBE		37,000
CONFERENCE EXPENSES		7,000
COURT, MEETINGS, LOCAL & MISC		5,000
DUES		12,045
SUBSCRIPTIONS		500
LOCAL MEETINGS		1,250
TRAINING		22,690
ADDISON DISPATCH CENTER		212,287
EMPLOYEE PHYSICALS		1,500
SHOOTING EXPENSE		14,448
EVIDENCE EXPENSE		4,000
VOLUNTEER/CITIZEN CORPS		3,500
SAFETY PROGRAM		5,750
DUMEG/DARE		16,610
ELDER SERVICES UNIT		1,600
COMPUTER HARDWARE		800
OTHER - POLICE DEPT. CONTINGENCY		2,500
VEHICLES		35,000
HAND HELD EQUIPMENT MAINTENANCE		3,500
OFFICE EQUIPMENT MAINTENANCE		48,149
BUILDING MAINTENANCE		23,000
BUILDING EQUIPMENT MAINTENANCE		16,000
PROSECUTION COSTS		81,750
POLICE SOCIAL SERVICE		8,196
DUPAGE CHILD ABUSE CENTER		3,000

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SOFTWARE-PROFESSIONAL SERVICE	14,500
LIABILITY INSURANCE	38,205
WORKER'S COMPENSATION	53,546
EQUIPMENT	6,012
COMPUTER/COPIERS	2,500
TOBACCO GRANT	1,540
DUI TECHNOLOGY GRANT	6,223
CONTINGENCY	220,375
Police Department Total	\$ 4,627,868

E. Legislative Department Expenditures:

PRESIDENT	\$ 13,600
TRUSTEES	14,800
VILLAGE CLERK	2,500
TREASURER/FINANCE	2,500
FICA	2,630
UNEMPLOYMENT	575
IMRF	4,100
GROUP INSURANCE	27,411
DUES	8,960
LOCAL MEETINGS	100
TRAINING	2,000
COMMUNITY RELATIONS	15,200
PLANNING COMMISSION	10,000
POLICE COMMISSION	10,000
HISTORICAL COMMISSION	3,500
COMED POWER LINE ELGIN O'HARE	5,000
ITASCA YOUTH COUNCIL	7,350
WORKER'S COMPENSATION	41
CONTINGENCY	6,513
Legislative Department Total	\$ 136,780

F. Information Technology Expenditures:

I T ADMINISTRATION	\$ 43,673
FICA	3,340
UNEMPLOYMENT TAX	66
IMRF	5,362
GROUP INSURANCE	10,507
OPERATING SOFTWARE	13,999
SUPPORT AGREEMENTS - I T	60,864
CONSULTING - I T	28,500
WORKER'S COMPENSATION	61
TECHNOLOGY UPGRADE CORPORATE	28,450

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TECNOLOGY UPGRADE PUBLIC WORKS	2,500
TECNOLOGY UPGRADE COMMUNITY DEVELOPMENT	4,500
TECNOLOGY UPGRADE POLICE DEPARTMENT	5,000
CONTINGENCY	10,341
Information Technology Department Total	\$ 217,163

G. Capital Projects

BUILDING ADDITIONS AND REMODEL	\$ 578,000
SIDEWALKS	118,000
ENGINEERING	1,353,000
STREET MAINTENANCE	815,000
COMED POWER LINE ELGIN O'HARE	20,000
VEHICLES	40,000
EQUIPMENT	155,500
STORM SEWERS	2,350,000
MUNICIPAL BUILDING CONSTRUCTION	400,000
ELGIN O'HARE UPGRADES	334,547
OTHER CAP REQUESTS-PATHS	100,000
CONTINGENCY	313,202
Capital Projects Total	\$ 6,577,249

Total General Corporate	\$ 16,440,725
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II. Combined Water & Sewer Enterprise Fund

A. Water Department Expenditures:

PRESIDENT	\$	4,080
TRUSTEES		4,440
CLERK		750
ADMINSTRATOR		31,405
I T ADMINISTRATION		24,345
TREASURER		25,742
CLERICAL		82,101
HUMAN RESOURCES		11,609
FACILITIES MAINTENANCE		6,215
PUBLIC UTILITIES SUPERINTENDANTS		138,404
OPERATIONS STAFF		446,541
OVERTIME		62,000
FICA		63,467
UNEMPLOYMENT		934
IMRF		94,434
GROUP HEALTH INSURANCE		173,258
UNIFORMS		2,800
EDUCATION		5,000
GAS HEATING		11,000
ELECTRICITY		47,000
TELEPHONE		7,300
POSTAGE		8,500
LEGAL PUBLICATIONS/ADVERTISING		200
SUPPLIES-GENERAL		4,000
SUPPLIES-WATER TREATMENT		5,000
SUPPLIES-OFFICE		3,000
MOTOR FUEL/LUBE		20,000
CONFERENCES		3,000
DUES		900
LOCAL MEETINGS		1,500
TRAINING		3,000
RENTALS		3,000
EMPLOYEE PHYSICALS		700
SPOILS REMOVAL		10,000
WATER METERS		13,000
SAFETY PROGRAM		3,200
DUPAGE WATER COMM		2,015,881
OPERATING SOFTWARE		5,628
BULK MATERIAL		14,000
VEHICLES		6,500

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OFF ROAD, POWER DRIVEN EQUIPMENT	2,500
HAND HELD EQUIPMENT	2,500
OFFICE EQUIPMENT	500
BUILDING MAINTENANCE	2,500
BUILDING REMODELING	2,000
BUILDING EQUIPMENT MAINTENANCE	8,000
WELLS	3,600
WATER SYSTEMS	60,000
METER REPAIR	6,500
LEGAL	10,000
NON-CAPITAL PROGRAM ENGINEERING	10,000
GIS MAPPING	5,000
ACCOUNTING	31,667
PAYROLL SERVICES	1,850
AUDIT	9,858
JANITORIAL	7,068
SOFTWARE-PROFESSIONAL SERVICE	17,500
COMPUTER HARDWARE-PROFESSIONAL SERVICES	9,000
CONSULTING SERVICES	40,260
LIABILITY INSURANCE	15,326
WORKER'S COMPENSATION	21,549
CONTINGENCY	181,551
Water Department Total	\$ 3,812,563

B. Sewer Department Expenditures:

PRESIDENT	\$ 4,080
TRUSTEES	4,440
CLERK	750
ADMINISTRATOR	31,405
I T ADMINISTRATION	24,345
TREASURER	26,242
CLERICAL	81,401
HUMAN RESOURCES	10,080
FACILITIES MAINTENANCE	6,215
PUBLIC UTILITIES DIRECTOR	138,414
OPERATION STAFF	445,198
OVERTIME	50,147
FICA	62,938
UNEMPLOYMENT	1,612
IMRF	89,373
GROUP HEALTH INSURANCE	156,853
UNIFORMS	2,800
GAS HEATING	9,500

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ELECTRICITY	290,000
TELEPHONE	7,000
POSTAGE	9,000
SUPPLIES-GENERAL	4,000
SUPPLIES-SEWER TREATMENT	125,000
SUPPLIES-OFFICE	2,500
MOTOR FUEL/LUBE	3,000
CONFERENCE	6,000
COURT, MEETINGS, LOCAL & MISC	500
DUES	2,000
LOCAL MEETINGS	500
TRAINING	3,850
RENTALS	1,500
EMPLOYEE PHYSICALS	500
RUBBISH & SPOILS REMOVAL	5,000
WATER METERS	13,000
LAB PRE-TREATMENT	10,000
SAFETY PROGRAM	1,500
OPERATING SOFTWARE	10,596
VEHICLES	10,000
OFF ROAD, POWER DRIVEN EQUIPMENT	5,000
HAND HELD EQUIPMENT	4,000
OFFICE EQUIPMENT	500
BUILDING MAINTENANCE	5,000
BUILDING EQUIPMENT MAINTENANCE	47,000
TREATMENT PLANT	5,000
LIFT STATIONS	70,000
SANITARY SEWERS	50,000
METER REPAIR	6,500
LEGAL	12,500
NON-CAPITAL PROGRM ENGINEERING	35,000
GIS MAPPING	5,000
ACCOUNTING	31,667
PAYROLL SERVICES	1,400
NPDES PERMIT	42,000
AUDIT	14,935
JANITORIAL	7,068
SOFTWARE - PROFESSIONAL SERVICES	32,500
COMPUTER HARDWARE - PROFESSIONAL SERVICES	30,000
SLUDGE REMOVAL	30,000
INDUSTRIAL PRE-TREATMENT	140,000
LIABILITY INSURANCE	41,054
WORKER'S COMPENSATION	18,252

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BOND INTEREST EXPENSE		1,312,350
ILLINOIS IEPA BONDS		750,000
AGENT FEES		1,600
2009 BOND PAYMENT		420,000
CONTINGENCY		238,478
Sewer Department Total:	\$	5,008,043
C. Water Department Capital		
WELLS/PUMPHOUSE/TOWER	\$	2,710,000
TECHNOLOGY UPGRADE		75,000
CONTINGENCY		139,250
Water Department Capital Total:	\$	2,924,250
D. Sewer Department Capital		
VEHICLES	\$	80,000
EQUIPMENT		100,000
TECHNOLOGY UPGRADE		75,000
WASTE WATER TREATMENT PLANT		2,020,800
LIFT STATION REHABILITATION		626,200
I/I SEWER INVESTMENT & REHABILITATION		175,000
CONTINGENCY		153,850
Sewer Department Capital Total:	\$	3,230,850
Total Water & Sewer Enterprise Fund	\$	14,975,706

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III. From Special Tax Levies:

A. PLAYGROUND & RECREATION, PARKS

(Special playground & recreation tax to be levied in addition to all other taxes of the Village)

OPERATION STAFF	\$	86,650
FICA		2,580
UNEMPLOYMENT TAX		156
GROUP INSURANCE		5,750
UNIFORMS		50
TRAINING		100
GAS HEAT		2,000
TELEPHONE		5,000
SUPPLIES GENERAL		3,500
OFFICE SUPPLIES		400
CONFERENCE		250
DUES		400
LOCAL MEETINGS		300
RENTALS		100
PROGRAM SUPPLIES		6,500
BUILDING MAINTENANCE		3,000
BUILDING EQUIPMENT MAINTENANCE		1,500
NON CAPITAL PROGRAM ENGINEERING		5,000
JANITORIAL		8,250
GRAPHICS		2,000
VETERINARY & ANIMAL CONTROL		800
OTHER		9,500
LIABILITY INSURANCE		1,846
WORKER'S COMPENSATION		1,072
BEAUTIFICATION		12,700
CONTINGENCY		7,970
Total Playground & Recreation	\$	167,374
(Nature Center Department)		

B. CMD SPECIAL SERVICE AREA FUND

(From a special tax to be paid from the properties in the Special Service Areas)

STREET ENGINEERING AND CONSTRUCTION	\$	30,000
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C. HAMILTON LAKES SPECIAL SERVICE AREA FUND

(From a special tax to be paid from the properties in the Special Service Areas)

BOND PAYMENT	\$	130,000
INTEREST PAYMENT		123,300
AGENT FEES		535
ELGIN O'HARE ENGINEERING		10,000
CAPITAL MAINTENANCE		50,000
	\$	313,835

D. POLICE PENSION FUND

(From a special tax in addition to all other taxes, per Illinois Pension Code)

CONTINGENCY	\$	1,630,283
		163,028
	\$	1,793,311

E. SPRINGLAKE SPECIAL SERVICE AREA FUND

(From a special tax to be paid from the properties in the Special Service Area)

BOND AND INTEREST PAYMENTS	\$	87,870
STREET MAINTENANCE AND LEGAL		51,000
Total Springlake Special Service Area Fund	\$	138,870

F. MUNICIPAL COMPLEX

BOND, INTEREST AND FEES	\$	696,400
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G. MOTOR FUEL TAX

RT.19 PEDESTRIAN CROSSING/SAFE ROUTES TO SCHOOL		100,000
Total Motor Fuel Tax Fund	\$	100,000

H. HOTEL TAX FUND

OPERATION STAFF	\$	190,415
POLICE OVERTIME		43,577
PUBLIC WORKS OVERTIME		49,500
PUBLIC RELATIONS		409,760
OTHER OPERATIONAL EXPENSES VILLAGE PROMOTION		184,910
HOTEL MARKETING		309,640
BEAUTIFICATION		9,500
EQUIPMENT		1,000
RENTAL BIKE PROGRAM		30,000
ITEP GRANT MATCH		10,000

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NATURE CENTER IMPROVEMENTS	140,000
NATURE CENTER	158,154
CONTINGENCY	76,823
Total Hotel Tax Fund	\$ 1,613,279
Total Special Tax Village	\$ 4,853,069

ORDINANCE # 1917-19

IV.

PUBLIC LIBRARY

(Special Library Tax for maintenance of the Public Library in addition to all other taxes)

SALARIES	\$	801,200
EMPLOYEE HEALTH INS & OTHER BENEFITS		182,100
BOOKS AND PERIODICALS		102,549
ELECTRONIC & MEDIA MATERIALS		22,685
FURNITURE & AUTOMATION EQUIP.		17,500
COPIERS & SUPPLIES		8,000
TELEPHONES		-
POSTAGE AND FREIGHT		5,000
OFFICE SUPPLIES		5,700
HEATING		11,800
JANITORIAL SERVICE & SUPPLIES		38,000
ASSOCIATION DUES, TRAINING		10,400
LEGAL		4,000
PUBLIC RELATIONS AND PROMOTION		8,800
SITE MAINTENANCE		65,000
CONTRACTUAL SERVICES		116,666
CONTINGENCY FUND		26,000
TOTAL PUBLIC LIBRARY FUND	\$	1,425,400

B. BOND PRINCIPAL AND INTEREST

2008A Bonds

\$ -

C. LIABILITY INSURANCE

(From a special tax to be levied in addition to all other taxes.)

\$ 12,000

D. PUBLIC LIBRARY - AUDIT

(From a special tax to be levied in addition to all other taxes.)

\$ 10,000

E. PUBLIC LIBRARY - F.I.C.A. and MEDICARE

(From a special tax to be levied in addition to all other taxes.)

\$ 70,000

F. PUBLIC LIBRARY - I.M.R.F.

(From a special tax to be levied in addition to all other taxes.)

\$ 90,000

G. LIBRARY BUILDING AND MAINTENANCE FUND TAX

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(From a special tax to be levied
in addition to all other taxes.) \$ 250,000

H. UNEMPLOYMENT

(From a special tax to be levied
in addition to all other taxes.) \$ 4,500

I WORKER'S COMPENSATION INSURANCE

(From a special tax to be levied
in addition to all other taxes.) \$ 4,500

TOTAL SPECIAL TAX (LIBRARY) \$ 441,000

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SUMMARY:

TOTAL GENERAL CORPORATE:	\$ 16,440,725
TOTAL WATER AND SEWER:	14,975,706
TOTAL SPECIAL TAX(VILLAGE):	4,853,069
TOTAL SPECIAL TAX(LIBRARY):	<u>441,000</u>
 GRAND TOTAL	 <u><u>\$ 36,710,500</u></u>

SECTION 2: All unexpended salaries and appropriations for the fiscal year ending April 30, 2020 and prior years are hereby specifically reappropriated for the same purpose for which they were originally made and may be expended in making up any insufficiency on any other items provided in this Appropriation Ordinance.

Section 3: All ordinances and parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby modified or repealed, and if any item or portion thereof of this appropriation is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

Section 4: This ordinance shall be in full force and effect from and after passage, approval and publication as required by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Itasca, Illinois this ____ day of _____, 2019.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

Jeffery J. Pruyn, Village President

ATTEST:

Jody Conidi, Village Clerk

ORDINANCE # 1917-19

ATTEST:

Jody Conidi, Village Clerk