

## **AGENDA**

### **AUDIT AND FINANCE COMMISSION**

#### **SPECIAL MEETING**

#### **VILLAGE OF CARPENTERSVILLE**

**OCTOBER 25, 2021 – 6.00 PM**

**PUBLIC WORKS FACILITY (TRAINING ROOM)  
1075 TAMARAC DRIVE - CARPENTERSVILLE, ILLINOIS 60110**

- I. Call to Order
- II. Approval of 2022 Meeting Schedule
- III. Approval of Minutes from Previous Meeting
- IV. Presentation and Discussion of 2022 Village of Carpentersville Budget
- V. Approval of Audit and Finance Commission budget recommendations to the Village Board
- VI. Other Items
- VII. Adjournment

The Village of Carpentersville, in compliance with the Americans with Disabilities Act (ADA), requests that persons with disabilities requiring accommodations to allow observance of and/or participation in this meeting or having questions about the accessibility of the meeting facilities contact the Assistant Village Manager (the Village's ADA Coordinator) at (847) 426-3439, at least 24 hours in advance of the meeting date.

Posted on October 22, 2021  
At the Village of Carpentersville,  
1200 L.W. Besinger Drive,  
Carpentersville, Illinois 60110

**VILLAGE OF CARPENTERSVILLE**  
**Audit and Finance Commission**

August 23, 2021

**I. Call to Order**

The regular meeting of the Audit and Finance Commission was called to order at 6:00 p.m.

**II. Roll Call**

The following members were present; Village Manager Eric Johnson, Fire Chief J.P. Schilling, Finance Director Michael DuCharme, Assistant Finance Director Tanya Walker, Finance Assistant Nicole Serruys, Community Development Director Ben Mason, Public Works Director Kevin Gray, Village Clerk Kelly Mاسترا, Police Chief Patrick Hoey, Chair Member John O’Sullivan and Members Jeff Frost, Jim Malone, Steve Gertz, Tobin Schroeder, and Humberto Garcia.

**III. Approval of Minutes**

John O’Sullivan motioned to approve the minutes from the June 28, 2021 meeting, member Humberto Garcia seconded the motion; minutes were approved.

**IV. CERF (Capital Equipment Replacement Fund)**

Kevin Gray, the Public Works Director, presented the American Public Works Association (APWA) vehicle evaluations/assessments of the entire fleet. The vehicles are measured by their age, miles and/or hours (depending on the vehicle), type of service, reliability, maintenance/repair costs and condition of the vehicle. The vehicles were broken down between departments along with the type of duty they are classified such as light, medium, and heavy. Due to the microchip shortage, vehicles that were supposed to come in 2021 won’t arrive until 2022 but the manufacturer will keep the original cost of the vehicle while supplying 2022 models. Kevin Gray also presented the 2022 CERF Purchase Plan arranging the vehicles as first priority, second priority, and third priority. Per John O’Sullivan, the Chair member, the purpose of the presentation was to inform the members of the vehicles that need immediate attention to be replaced and pass it along to the Board to get approved.

**V. Informational Presentation on Conceptual College Promise Program**

William Hicks from the Business Development Commission presented the proposal for a Carpentersville college promise program. The program would provide a college tuition benefit program to students who reside in Carpentersville and attend District 300 schools for a specified number of years. The reason behind this program is due to the fact that 74.7% of Carpentersville adults over 25 have a high school diploma compared with an 83% average in Illinois and 94% nationally. This decreases the chances for the residents to qualify for higher paying jobs. Per the presentation, the program can increase residential and commercial property values, per capita income grows, scholarship and attendance in school improve, resident and business retention improve, and pride in the community is immeasurable increased. The program can be funded by the public or private sources. John O’Sullivan motioned for the program to be presented to the

**VILLAGE OF CARPENTERSVILLE**  
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August 23, 2021

Board for review, members Humberto Garcia and Steve Gertz seconded the motion; William Hicks will put together a packet for the Board to review at the meeting.

**VI. Other Items**

N/A

**VII. Adjournment**

Meeting adjourned at 7:10 p.m.

**VILLAGE OF CARPENTERSVILLE**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance/Unrestricted Net Assets (Estimated)**  
**Fiscal Year Ending December 31, 2022**

Fund	Ending Fund Balance 12/31/2020	Proj. Surplus (Deficit) 12/31/2021	Proj. Ending Fund Balance 12/31/2021	Requested Revenues 12/31/2022	Requested Expenditures 12/31/2022	Projected Surplus (Deficit) 12/31/2022	Proj. Ending Fund Balance 12/31/2022
General Fund	\$ 17,261,836	\$ 584,823	<b>\$ 17,846,659</b>	\$ 39,656,947	\$ 47,639,478	\$ (7,982,531)	<b>\$ 9,864,128</b>
Special Revenue Funds							
Escrow	43,834	2,500	<b>46,334</b>	2,000	-	2,000	<b>48,334</b>
Family Matters	83,668	(9,907)	<b>73,761</b>	50	9,914	(9,864)	<b>63,897</b>
Motor Fuel Tax	1,973,258	(817,010)	<b>1,156,248</b>	1,520,025	2,115,010	(594,985)	<b>561,263</b>
SSA #1 Newport Cove	24,095	(6,173)	<b>17,922</b>	18,000	14,000	4,000	<b>21,922</b>
SSA #2 Oak Meadows	2,765	(400)	<b>2,365</b>	1,000	2,500	(1,500)	<b>865</b>
SSA #3 Keele Farms	1,999	(6,145)	<b>(4,146)</b>	12,000	11,000	1,000	<b>(3,146)</b>
SSA #21 White Oaks	15,464	(500)	<b>14,964</b>	4,500	5,000	(500)	<b>14,464</b>
TIF #3 Route 25	(4,321,702)	945,678	<b>(3,376,024)</b>	981,000	3,505,251	(2,524,251)	<b>(5,900,275)</b>
TIF #4 Spring Hill Mall	(1,504)	(1,306)	<b>(2,810)</b>	5	284	(279)	<b>(3,089)</b>
TIF #5 Old Town	1,761,793	419,601	<b>2,181,394</b>	2,818,000	3,130,126	(312,126)	<b>1,869,268</b>
Foreign Fire	56,050	6,909	<b>62,959</b>	36,010	29,300	6,710	<b>69,669</b>
Debt Service Fund	1,771,157	184,766	<b>1,955,923</b>	2,773,488	2,717,967	55,521	<b>2,011,444</b>
Capital Projects Funds							
Capital Equipment Replacement	839,556	469,915	<b>1,309,471</b>	3,663,200	1,887,669	1,775,531	<b>3,085,002</b>
Capital Improvement Program	4,554,617	3,396,263	<b>7,950,880</b>	10,653,369	8,709,444	1,943,925	<b>9,894,805</b>
Permanent Fund							
Park Trust	356,393	47,646	<b>404,039</b>	32,000	3,000	29,000	<b>433,039</b>
Enterprise Fund							
Water and Sewer ^	9,217,287	1,078,794	<b>10,296,081</b>	8,836,203	11,113,507	(2,277,304)	<b>8,018,777</b>
Internal Service Fund							
Insurance	669,457	(524,128)	<b>145,329</b>	4,256,868	4,368,404	(111,536)	<b>145,329</b>
Fiduciary Funds							
Police Pension	56,481,259	2,730,432	<b>59,211,691</b>	5,760,608	3,567,239	2,193,369	<b>61,405,060</b>
Firefighter's Pension	30,624,267	2,638,975	<b>33,263,242</b>	2,643,810	1,556,908	1,086,902	<b>34,350,144</b>
Totals	<u>\$ 121,415,549</u>		<u>\$ 132,556,281</u>	<u>\$ 83,669,083</u>	<u>\$ 90,386,001</u>		<u>\$ 125,839,362</u>

^ Unrestricted Net Position

**VILLAGE OF CARPENTERSVILLE**  
**Revenues Summary - Total by Fund**  
**Fiscal Year Ending December 31, 2022**

Fund	Actual 12/31/2020	Board Approved Budget 12/31/21	Projected 12/31/2021	Tentative Budget 12/31/2022
<b>Revenues and Other Financing Sources</b>				
General Fund	\$ 36,353,194	\$ 34,674,567	\$ 36,324,149	\$ 39,656,947
<b>Special Revenue Funds</b>				
Escrow	1,157	2,000	2,500	2,000
Family Matters	43	50	50	50
Veterans Garden	-	-	-	-
Motor Fuel Tax	2,346,429	1,520,025	1,335,000	1,520,025
SSA #1 Newport Cove	17,972	18,000	18,000	18,000
SSA #2 Oak Meadows	1,000	1,000	1,000	1,000
SSA #3 Keele Farms	4,994	5,000	5,000	12,000
SSA #21 White Oaks	4,496	4,500	4,500	4,500
TIF #3 Route 25	886,452	885,000	947,195	981,000
TIF #4 Spring Hill Mall	6	1,250	5	5
TIF #5 Old Town	428,344	631,000	750,743	2,818,000
Foreign Fire	40,109	36,010	36,009	36,010
Debt Service Fund	2,528,387	2,773,088	2,907,174	2,773,488
<b>Capital Projects Funds</b>				
Capital Equipment Replacement	2,066,634	1,705,261	1,608,561	3,663,200
Capital Improvement Program	7,571,791	4,284,129	4,304,629	10,653,369
<b>Permanent Fund</b>				
Park Trust	33,878	32,000	50,646	32,000
<b>Enterprise Fund</b>				
Water and Sewer	8,949,395	8,776,203	8,747,070	8,836,203
<b>Internal Service Fund</b>				
Insurance	4,102,020	4,167,750	4,161,456	4,256,868
<b>Fiduciary Funds</b>				
Police Pension	10,512,348	5,535,708	5,746,250	5,760,608
Firefighter's Pension	5,377,243	2,634,585	4,127,085	2,643,810
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 81,225,892</b>	<b>\$ 67,687,126</b>	<b>\$ 71,077,021</b>	<b>\$ 83,669,083</b>

**VILLAGE OF CARPENTERSVILLE**  
**Expenditures Summary - Total by Fund**  
**Fiscal Year Ending December 31, 2022**

Fund	Actual 12/31/2020	Board Approved Budget 12/31/2021	Projected 12/31/2021	10.20.21 Tentative Budget 12/31/2022
<b>Expenditures and Other Financing Uses</b>				
General Fund	\$ 36,231,581	\$ 36,444,313	\$ 35,739,326	\$ 47,639,478
<b>Special Revenue Funds</b>				
Escrow	-	-	-	-
Family Matters	5,577	10,932	9,957	9,914
Veterans Garden	-	-	-	-
Motor Fuel Tax	1,465,439	2,227,010	2,152,010	2,115,010
SSA #1 Newport Cove	25,881	20,500	24,173	14,000
SSA #2 Oak Meadows	1,400	2,500	1,400	2,500
SSA #3 Keele Farms	11,905	7,000	11,145	11,000
SSA #21 White Oaks	5,330	5,000	5,000	5,000
TIF #3 Route 25	283	5,251	1,517	3,505,251
TIF #4 Spring Hill Mall	283	284	1,311	284
TIF #5 Old Town	392,080	2,599,054	331,142	3,130,126
Foreign Fire	29,407	29,300	29,100	29,300
Debt Service Fund	3,338,675	2,721,908	2,722,408	2,717,967
<b>Capital Projects Funds</b>				
Capital Equipment Replacement	2,119,963	1,565,937	1,138,646	1,887,669
Capital Improvement Program	6,104,148	10,788,401	908,366	8,709,444
<b>Permanent Fund</b>				
Park Trust	2,981	17,000	3,000	3,000
<b>Enterprise Fund</b>				
Water and Sewer	6,087,295	11,361,275	7,668,276	11,113,507
<b>Internal Service Fund</b>				
Insurance	3,660,848	4,900,794	4,685,584	4,368,404
<b>Fiduciary Funds</b>				
Police Pension	3,407,862	3,184,168	3,015,818	3,567,239
Firefighter's Pension	1,523,107	1,472,214	1,488,110	1,556,908
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 64,414,045</b>	<b>\$ 77,362,841</b>	<b>\$ 59,936,289</b>	<b>\$ 90,386,001</b>

**VILLAGE OF CARPENTERSVILLE**  
**General Fund Summary**

	Actual 12/31/2019	Actual 12/31/2020	Approved Budget 12/31/2021	Projected 12/31/2021	Tentative Budget 2022
<b>Revenues</b>					
Property Taxes	11,530,744	11,540,606	11,731,733	11,726,733	11,741,733
Fire Protection District Property Taxes	1,136,958	1,213,226	1,229,050	1,229,050	1,232,300
Sales Taxes	9,186,369	9,468,568	9,122,000	9,890,000	9,989,000
Income Tax	4,075,658	4,273,401	3,769,100	4,600,000	4,641,000
Local Use Tax	1,292,001	1,709,818	1,620,713	1,242,000	1,542,000
Canabis Tax	-	22,223	33,921	53,176	-
Utility Tax	1,450,058	1,478,562	1,450,000	1,400,000	1,425,000
Other Taxes	598,749	2,903,771	535,000	381,000	491,000
Intergovernmental	194,748	459,502	1,443,500	1,822,316	2,222,764
Licenses and Permits	631,969	550,963	528,250	534,875	520,800
Fines and Forfeitures	474,840	596,878	354,500	303,000	327,500
Charges for Services	1,850,472	1,649,145	2,262,000	3,081,999	2,859,850
Investment Income	261,630	813	35,000	21,000	25,000
Miscellaneous	576,680	471,204	555,800	39,000	39,000
Transfers/Other	36,690	14,514	4,000	-	2,600,000
<b>Total General Fund Revenues</b>	<b>\$ 33,297,566</b>	<b>\$ 36,353,194</b>	<b>\$ 34,674,567</b>	<b>\$ 36,324,149</b>	<b>\$ 39,656,947</b>
<b>Expenditures</b>					
Legislative (001105)	240,153	181,359	311,853	231,275	327,511
Administration (001110)	140,288	190,433	298,081	207,528	537,418
Finance (001111)	492,934	547,227	549,682	515,813	389,497
Information Technology (001112)	347,578	488,223	535,842	451,094	666,888
General Services (001113)	5,118,213	3,954,410	4,074,514	4,031,514	3,941,879
Public Buildings (001115)	407,602	482,730	630,107	509,755	667,590
Engineering (001140)	1,092	212,869	204,358	194,718	205,229
Parks (001220)	268,870	236,749	313,650	231,991	277,785
Streets (001370)	2,474,432	2,051,697	2,505,125	2,247,940	2,476,054
Vehicle Maintenance (001372)	746,242	645,292	747,604	748,104	763,637
Community Development (001445)	1,273,210	933,940	1,211,694	1,160,710	1,141,117
Fire and Police Commission (001509)	36,309	8,376	41,490	30,190	40,190
Police (001550)	11,411,469	11,131,480	11,870,749	11,872,053	12,379,575
Fire and ESDA (001560)	7,321,784	7,448,596	7,635,235	7,794,062	8,109,908
Transfers/Other	1,169	7,718,200	5,514,329	5,512,579	15,715,200
<b>Total General Fund Expenditures</b>	<b>\$ 30,281,345</b>	<b>\$ 36,231,581</b>	<b>\$ 36,444,313</b>	<b>\$ 35,739,326</b>	<b>\$ 47,639,478</b>
<b>Ending Fund Balance</b>	<b>\$14,467,620</b>	<b>\$17,261,836</b>	<b>\$15,492,090</b>	<b>\$17,846,659</b>	<b>\$9,864,128</b>
<b>Operating Expenditures Less Transfers</b>	<b>\$30,280,176</b>	<b>\$ 28,513,381</b>	<b>\$30,929,984</b>	<b>\$30,226,747</b>	<b>\$31,924,278</b>
<b>Percentage of Expenditures</b>	<b>48%</b>	<b>61%</b>	<b>50%</b>	<b>59%</b>	<b>31%</b>

**Target Fund Balance Percentage 25%**



**2022 Audit and Finance Commission Proposed Meeting Schedule**

- February 28, 2022
- April 25, 2022
- Jun 27, 2022
- August, 28 2022
- October 24, 2022

All meetings will take place at 6:00pm in the Public Works Training Room