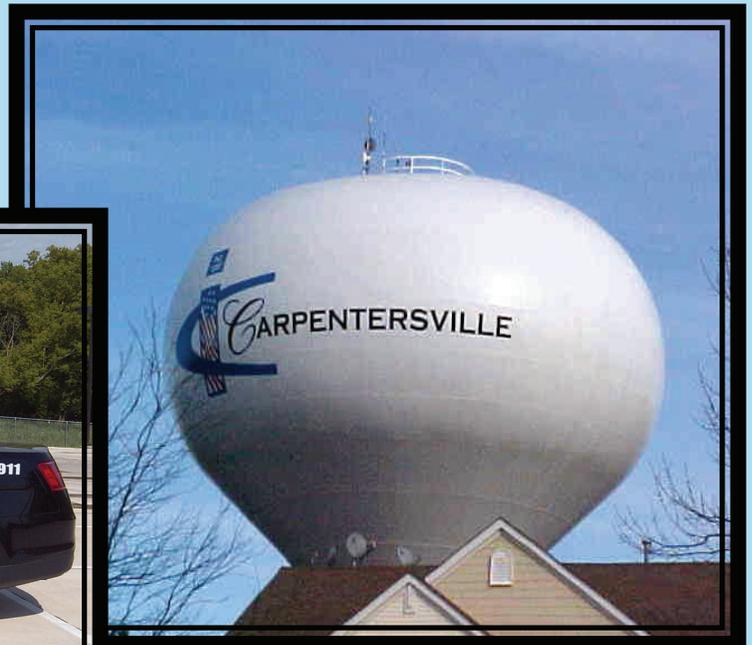




Village of Carpentersville 2013-2014 Budget





MISSION STATEMENT

THE VILLAGE OF CARPENTERSVILLE IS
COMMITTED TO PROVIDING TO ITS CITIZENS
THE BEST POSSIBLE HEALTH, SAFETY, AND
PUBLIC SERVICE TO ALLOW FOR BALANCED
GROWTH WITH EFFECTIVE FINANCIAL
MANAGEMENT AND PLANNING

*Building a Better Tomorrow...
Today*

ANNUAL OPERATING BUDGET

VILLAGE OF CARPENTERSVILLE, IL

MAY 1, 2013 – APRIL 30, 2014

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Village Manager

J. Mark Rooney

Board of Trustees

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Patricia Schultz

Kay Teeter

**Assistant Village Manager /
Economic Development Director**

Joe Wade

Village Clerk

Therese Wilde

Department Directors

Bob Cole, *Director of Public Works*

Kevin Goethals, *Director of Information Technology*

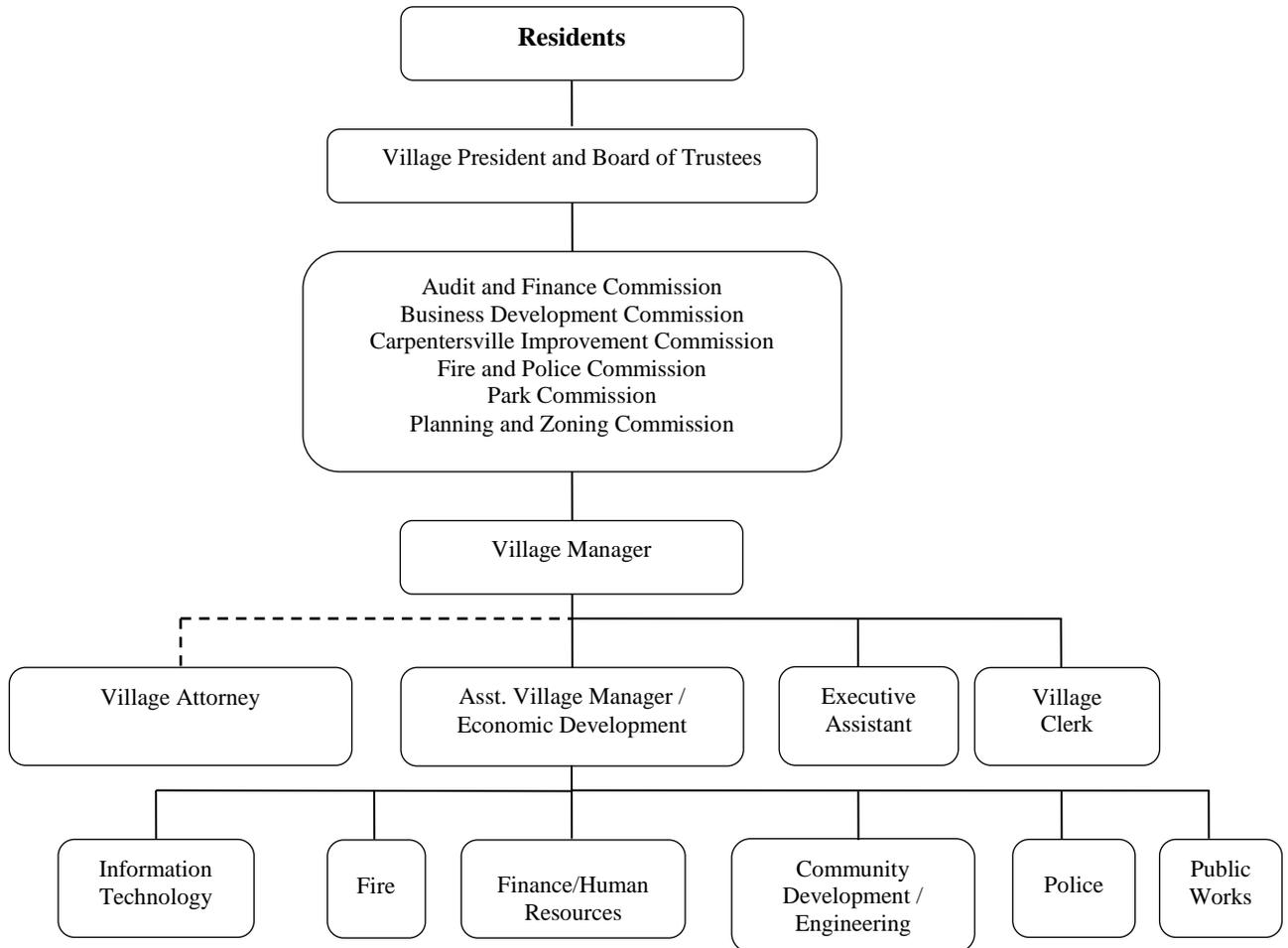
Catherine Haley, *Director of Finance*

Jim Hock, *Director of Community Development*

Linda Mogren, *Director of Human Resources*

Alan V. Popp, *Director of Public Safety*

ORGANIZATIONAL CHART



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TO: Village President and Board of Trustees

FROM: J. Mark Rooney, Village Manager
Catherine L. Haley, Finance Director

DATE: April 4, 2013

RE: Letter of Transmittal – 2013 / 2014 Budget

We are pleased to present to you the 2013/2014 budget for the Village of Carpentersville. This budget incorporates the total program of Village expenditures and supporting revenues for the coming year, working to continue to keep fund balance reserves at the recommended levels set forth by the Village Board. The operating and capital budgets contained herein have been prepared in accordance with Illinois statutes, the Village Municipal Code, and generally accepted accounting principles.

The FY 2014 budget is based upon the Village Board's direction as set forth in the following Mission Statement:

"The Village of Carpentersville is committed to providing to its Citizens the best possible health, safety, and public service to allow for balanced growth with effective financial management and planning."

The budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by the Village. Details of the budget can be found in the pages immediately following this message.

The annual budget is prepared under the direction of the Village Manager. Each department director formulates that segment of the budget related to his or her department, presents it to the Village Manager and the Finance Director, and then makes revisions as necessary or recommended. After revenue and expenditure estimates are finalized, the full draft budget is then thoroughly reviewed by the Audit and Finance Commission. If necessary, further revisions

are made. Finally, the recommended budget is offered for comment at a public hearing and subsequent adoption by the Village President and Board of Trustees.

BUDGET PROCESS

The Village's budget was prepared using a "target-based" approach. There are three reasons for using this process: first, to identify and eliminate unnecessary or duplicative costs in the budget; second, to provide elected officials with a variety of program and service options; and third, to consciously reevaluate the benefits of funding particular service requests.

The target-based budget has two primary components: 1) a "target level" budget that finances a basic level of municipal services; and 2) an unspecified number of incremental expenditure requests considered by the Village Manager.

The following steps were employed in the development of the budget:

- 1) Revenues for the General Fund and the Water and Sewer Fund were estimated.
- 2) A "Target Level" expenditure base was established for all departments within the General Fund and the Water & Sewer Fund. "Target Level" is defined as the amount necessary to provide the same or lesser level of service as last year, with no new programs, staff or one-time capital outlays.
- 3) The department heads made additional requests during review meetings with the Village Manager, Assistant Village Manager, and Finance Director. If expanded service levels or programs were approved by the Village Manager and the Audit and Finance Commission, those services and programs were added to the Target Level budget.
- 4) Budgets were also prepared for all special revenue, internal, debt service, enterprise, and capital project funds.

The FY 2014 Proposed Operating and Capital Budget will enable the Village of Carpentersville to provide essential services for the continued health, safety, and welfare of the community by tying in the past and building for the future in conjunction with the Village Board's goals and objectives. The FY 2014 proposed expenditures and supporting revenues continue to keep fund balance reserves at the recommended levels in the policies set forth by the Village Board.

GENERAL FUND

FY 2013 ESTIMATED RESULTS

Initially projections for FY 2013 were showing expenditures coming in slightly above revenues by \$50,000. However, with the receipt of old Intergovernmental Risk Management Agency

reserve dollars and expenditures coming in slightly lower than projections, this gap was closed. Staffing enhancements continued through FY 2013, resulting in a budgeted savings of over \$400,000. These include:

- Not filling three full-time Public Works positions (two retirements and one termination) but instead replacing them with 2 seasonal and 2 permanent part-time positions and outsourcing professional services as needed.
- Not filling a full-time firefighter position (resignation). Station 1 is a Jump Company, 1 out of every 3 days.
- Not filling a full-time Police Officer position that has been vacant since last March.
- Reorganizing the Fire and Police Departments by not replacing the Fire Chief position upon his retirement, but instead promoting the current Police Chief to the Director of Public Safety. This position will oversee both the Fire Department and the Police Department.

General Fund reserves are a key component of financial stability, and four years ago the Village made the decision to use reserves to pay for certain capital projects, including remodeling Fire Station #2 and engineering and architectural services related to the design of the Public Works Facility. This was a responsible use of reserves, but coupled with the economic recession and holdback of state revenues, the Village's reserves are precariously low. It is generally recommended that a **minimum** of two months' payroll is held in reserve. The Village's cash reserve goal is to be between 15% – 25% of annual expenditures. It is currently estimated that FY 2013 will end with a General Fund reserve of about \$4,483,369 (19%), which puts us within the target goal of the Village Board's financial management policies adopted in June 5, 2012, and revised on April 2, 2013.

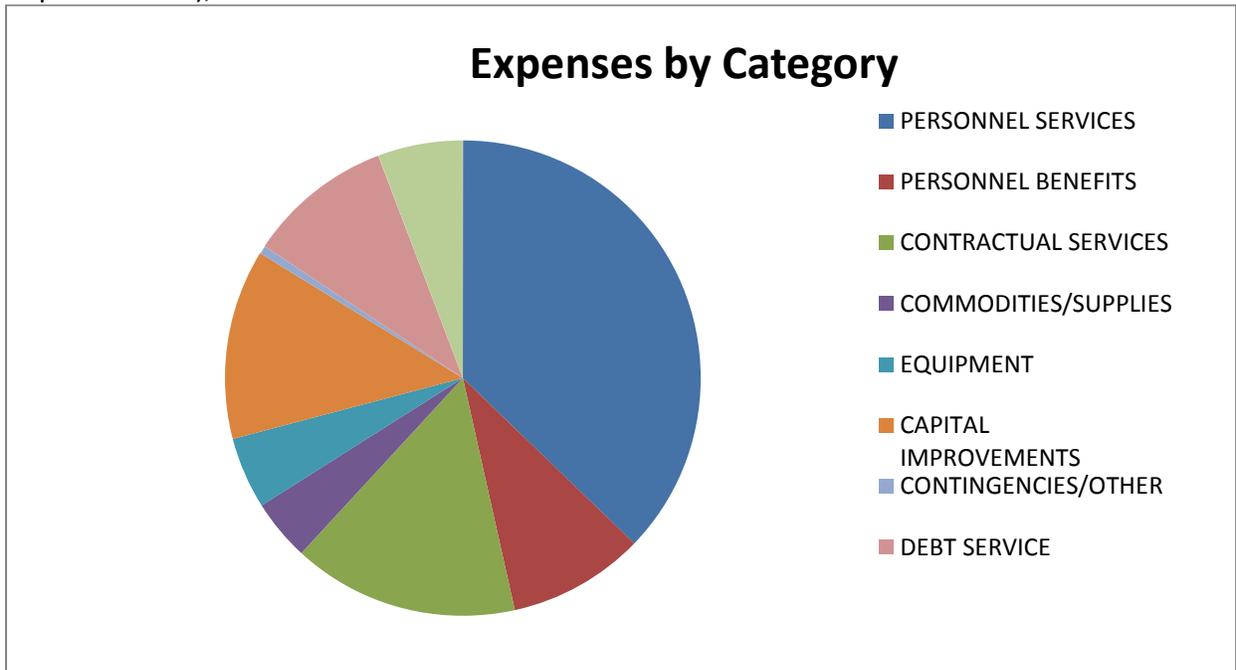
BUDGET OVERVIEW

The FY 2014 annual budget totals \$49,016,230. Of this amount, \$22,785,080 is budgeted for personnel services (including salary-related costs and pension benefits), representing 65.8% of the total operating budget* (\$34,600,361). An additional \$7,531,113 is budgeted for contractual services, which includes items such as liability and worker's compensation insurance, consulting services, and residential refuse collection. The refuse collection contract costs about \$2.7 million per year; of that cost \$720,000 (26%) is offset by revenues collected from the environmental surcharge charged to residents through their water bills. Equipment and commodities total \$4,425,360 and include items such as small tools and equipment for building repairs, computer software and upgrades, office and operating supplies, uniforms, and janitorial products. Interfund transfers total \$2,831,846, including \$600,000 (\$500,000 [Gen], \$100,000 [W/S]) to the Capital Equipment Replacement Fund and \$1,740,939 from the Water & Sewer Fund to the Capital Improvement Fund for Maple Avenue Water Sewer Infrastructure Improvements.

Principal and interest expenses for the Village's outstanding debt are budgeted at \$4,841,019;

of that amount, only \$1,854,711 is supported by the Village’s property tax levy. The remaining debt service is paid by the Village’s Water and Sewer Fund, local gasoline tax, and transfers from the Village’s MFT fund. Finally, the budget includes \$6,333,100 for capital improvements and capital outlay, including street, water, and sewer system infrastructure, building improvements, and vehicle replacements. Contractual service costs represent the second largest portion (15.4%) of the total budget after personnel services, not including benefits (37.2%) as is shown in the chart below.

*The operating budget is comprised of the General, Water and Sewer (excluding capital improvements), and Pension Funds.



FY 2014 – GENERAL FUND OVERVIEW

The FY 2014 budget sensibly addresses the current needs and future expectations of spending dollars. Staff, in conjunction with the Village Board, recognizes the importance of building a financial plan that maintains service levels and addresses the Village Board’s goals and objectives at the same time. In keeping with this theme, FY 2014 budgeted expenditures are coming in \$392,500 over budgeted revenues. While conservative estimates were used to budget these revenues, budgeted expenditures such as continuation of Baecore Group services, ambulance reporting software purchase, and other maintenance, repair and replacement of equipment were included as well.

In FY 2012, the Village adopted a Capital Equipment Improvement Fund to help build up a reserve for the purchase of long-term capital equipment. This has been maintained in the current budget, continuing the transfer from the General Fund of \$500,000 and \$100,000 from

the Water and Sewer Fund, along with dedicating 1.5% of the revenue coming in from the Telecommunication Tax.

In November 2010, the Village Board presented several goals to the Village Manager. The FY 2014 budget was structured to achieve or support the following objectives:

GOALS OF THE CARPENTERSVILLE VILLAGE BOARD

- Streamline Village departments in order to be more efficient and operate within the budget funds available
- Create an atmosphere where Village customers feel valued and respected through proper customer service
- Foster economic development through a “one stop” process for development of new businesses and expansion of existing businesses
- Prioritize potential budget cuts before budget talks begin
- Cost savings through scheduling and reduction of equipment wear in Fire, Police, and Public Works
- More aggressive development of part-time Police Officer program
- Building the Capital Equipment Replacement Fund (CERF)
- Adding performance metrics to each one year goal to include metrics to evaluate the Village’s current system of in-house prosecution
- Implement an Employee Recognition Program
- Timely completion of Maple Avenue and Main Street Hill projects
- Economic Development Goals (how to encourage new businesses into the Village)
 - Implementing Old Town Plan and develop small goals to ensure the plan keeps moving forward
 - Façade development program for business owners
 - Spring Hill Mall initiatives
 - Create marketing materials/site availability data base (working in conjunction with the Business Development Commission)

Many of these objectives have already been met. The Community Development Department was completely restructured, thereby realizing efficiency and offering a comprehensive (one stop) approach to the development process. Funding for training was added back to the budget to encourage personnel development and improve customer service. The first remodeling of the Village Hall since it was built in 1978 was completed during FY 2013. The result of this remodeling was the relocation of the Finance Department to the south end of the first floor and the Police Records Division to the north end. This has allowed easier access for our residents, greatly enhancing the level of customer service we provide. Finally, to continue the theme of providing efficient and consistent services to our residents, the Village hired Baecore Group consulting and training services to improve business processes across all departments.

FY 2014 – GENERAL FUND REVENUE ASSUMPTIONS

The FY 2014 General Fund budget is based upon projected revenues from taxes, fees, and other sources totaling \$24,159,799. This represents an increase of \$72,061 over estimated FY 2013 receipts. Although the FY 2014 projected revenues reflect an increase over FY 2013, conservative estimates were used. Several major categories of Village revenue are described in greater detail as follows:

State & Home Rule Sales Tax – Sales tax represents 24.2% of total General Fund revenue and reflects Carpentersville’s 1% share of the state sales tax rate and 1.5% home rule sales tax rate. All sales tax revenue is allocated to the General Fund to support the Village’s day-to-day operations. Sales tax proceeds are collected by the State of Illinois and remitted to the Village monthly.

Although these revenues are starting to show signs of improving, the revenues were projected to remain relatively flat.

Property Tax – The property tax levy is the largest source of revenue for the Village’s General Fund, comprising 30.7% of all receipts. The Village Board approves a tax levy in December of each year, and, the following year, the Kane County Treasurer collects the funds and remits them to the Village. The portion of the property tax levy that goes to the General Fund to support daily operations and pay for residential refuse collection was increased in 2012 by \$150,000.

State Income Tax – State Income Tax is the third largest source, 13.7%, of General Fund revenue. As with sales tax, income taxes are collected by the State of Illinois and distributed to the Village on a per capita basis. The FY 2014 budget for income tax revenue is \$3,316,808, which is 1.16% more than the budgeted amount in FY 2013.

While income tax receipts were hit hard by the downturn in the economy, they have made a large upswing during FY 2013. Revenues are projected to come in at \$478,500 higher than budgeted dollars. However, state legislators periodically consider legislation that would ultimately reduce the amount of income taxes distributed to local municipalities. These projected revenues are based on projections provided by the Illinois Municipal League in February of 2013 and assume receipts of 12 monthly distributions. In March the IML came out with a statement of concern over their projections based on budget discussions going on at the state level. This issue will be monitored throughout the state’s budget process by staff to maximize our ability to react in a timely fashion to any revenue shortfall caused by decisions made by the State of Illinois.

FY 2014 – GENERAL FUND EXPENDITURE ASSUMPTIONS

FY 2014 expenditures in the General Fund total \$24,552,320, including interfund transfers. This represents an increase of \$454,248 (1.8%) compared with the FY 2013 approved budget. The increase was primarily due to items approved during the budget process that were above the base budget, such as the continuation of the Baecore Group support and consulting services, ambulance reporting software, an architectural design plan for our parks, rezoning documents for Community Development, adding a tree removal/trimming program, and additional ceiling repairs for the Village Hall.

While budgeted expenditures are greater than budgeted revenues, fund balance reserves have been maintained at the recommended levels in the policies set forth by the Village Board. General Fund Balance reserves are a key component to financial stability. Projected fund balance reserve levels are 18% at the end of FY 2013 based on projected expenditures and 17% at the end of FY 2014 based on budgeted expenditures, or just over \$4,000,000. Our financial policy states General Fund balance should be between 15-25% of annual operating expenditures.

Other notable items showing staff is consistently looking to manage expenditures while maintain levels of service are as follows:

- Continue to progressively pursue available grants when possible. In FY 2013 staff demonstrated this commitment by obtaining almost \$393,000 in grant monies.
- Received the “Tree City USA” award from the Illinois Department of Natural Resources.
- Continue to transfer dollars from the General Fund to the Capital Equipment Replacement Fund (\$500,000 from the General Fund and \$100,000 Water and Sewer Fund).
- Incorporated Village Board goals and objectives throughout the year, tracking with metrics for the budget process.
- Dedicated 1.5% of the Telecommunication Tax Revenue (\$215,000) to the Capital Equipment Replacement Fund in an ongoing effort to build up a reserve for future capital equipment purchases.

Again, the focus of the budget process this year was to address both today’s needs while also addressing future known costs in a sustainable manner with a smaller present-value investment.

WATER and SEWER FUND**FY 2014 - REVENUE ASSUMPTIONS**

Anticipated revenues for this current fiscal year are \$7,957,908, which is \$851,279 less than budgeted. Note that the FY 2013 budget did incorporate the Baxter & Woodman recommendations from the water and sewer study that was adopted by the Village Board in 2011; however, we are trending behind the study both in revenues and expenditures so we were more conservative with our budget projections for revenues in FY 2014. If current projections are accurate, this will decrease the Water and Sewer Fund's cash reserves. The purpose of these reserves in the Water and Sewer Fund is to supplement revenues during uneven cash flow or unexpected drop in revenues, as well as for the replacement, repair, and maintenance of equipment, or any unplanned capital improvements. By year five of the rate increase, approved by the Village Board in April 2011, reserves were projected to recover to a level consistent with the Village's cash reserve policy of 30% of annual operating expenditures. Staff will monitor to see if this will still hold true.

As is the case with the General Fund, the economy is having a significant impact on water and sewer revenue. Foreclosures, closed businesses, and a tendency to conserve water are all contributing factors that are driving down the Village's water sales. In addition, the general trend towards using water-saving fixtures and toilets is reducing water consumption. In the Village's case, water sales are down by 9 million gallons (1.0%) since 2009. While we are unsure if this is the result of the economy or the severe drought, this phenomenon puts pressure on the Village to continue with the recommendations in the Baxter and Woodman study on the water and sewer rate schedule. Water and sewer revenues being the only source of revenue to the Fund, there is little the Village can do other than raise rates to ensure sufficient operating revenue and reduce operating costs when possible. The scheduled rate increase will allow the Village to better plan and address the future capital needs while also rebuilding its fund balance to an adequate operating level.

Anticipated revenues next year are \$9,652,913, which is \$785,457 less than budgeted expenditures. Two large transfers were budgeted out of the Water and Sewer Fund in FY 2014 to help cover the costs in the Capital Improvement Fund associated with the water/sewer infrastructure improvements for the Maple Avenue project. If current projections are accurate, this will decrease the Water and Sewer Fund's cash reserves.

Listed below is the five year schedule of water and sewer rates; all rates are per 1,000 gallons of water used:

<u>Fiscal Year</u>	<u>Water Rate</u>	<u>Sewer Rate</u>	<u>Total</u>
Aug 2012	\$ 3.72	\$ 4.00	\$ 7.72
Aug 2013	\$ 4.43	\$ 4.60	\$ 9.03
Aug 2014	\$ 5.09	\$ 4.88	\$ 9.97
Aug 2015	\$ 5.24	\$ 5.03	\$ 10.27
Aug 2016	\$ 5.40	\$ 5.18	\$ 10.58

Additionally, the study recommended a change from quarterly to bi-monthly billing cycles, availability fees based on meter size, and minor changes to the Senior/Disabled discount, all of which have been implemented.

OTHER MAJOR FUND EXPENDITURES

The Carpentersville budget includes other funds that account for specific programs or projects, including capital improvements/projects, debt service, Motor Fuel Tax (MFT), Tax Increment Financing District (TIF), Special Service Areas (SSA’s), and Police and Fire Pension Funds.

Capital Projects – The FY 2014 budget includes \$4,498,200 in capital expenditures for projects such as White Oaks Improvement (\$118,100), Tulsa King engineering and construction (\$157,600), the Village Hall Parking Lot (\$150,000), and engineering and construction for Maple Avenue (\$4,072,500).

Debt Service – The Village’s General Obligation principal and interest debt payments for FY 2014 are budgeted at \$4,841,019. Of that amount, \$1,854,711 is supported by the property tax levy; the remaining amount will be paid by other revenue streams such as the local motor fuel tax and impound fees and the Water and Sewer and MFT Funds.

MFT Fund – Budgeted expenditures in the MFT Fund total \$1,179,412, which includes funding for street light power, asphalt, road salt, the annual sidewalk program, and debt service on outstanding bonds.

TIF Funds – The Village has two TIF Funds included in the FY 2014 budget. TIF district #1 is located in the Spring Hill Center for Commerce and Industry. TIF #3, the Meadowdale-Rte 25 TIF, includes budgeted expenditures in FY 2014 for engineering costs associated with the connection through the Meadowdale shopping plaza off of Route 25 in the amount of \$1.2 million.

Police and Fire Pension Funds – Contributions to the Police and Fire Pension Funds consist primarily of employee payroll deductions and the Village’s annual contribution. An

independent actuary determines the Village's contribution by annually reviewing actuarial assumptions and the Funds' financial position. The Village Board annually approves a property tax levy, which provides the employer's contribution.

In 2011, the State Legislature passed P.A. 096-1495, which changed the funding methodology for pension funds. Under 096-1495, the municipality could choose to change the actuarial assumption from Entry-age Normal to Projected Unit Credit (PUC). Under the PUC methodology, the municipality could also choose to fund to the 90% level. This change initially results in a reduction to the amount of contribution required but does not change the unfunded accrued liabilities. The Village chose to change to the PUC method in FY2013 and continued with this method for FY2014.

The current budget includes a contribution to the Police Pension Fund of \$1,768,692, a 15.34% from FY2013, and a contribution to the Fire Pension Fund of \$519,515, a 14.43% increase, for a combined increase of \$300,797 compared to FY2013. Employee contributions total \$550,000 and \$285,000, respectively.

Health Insurance – The Village participates in the Intergovernmental Personnel Benefit Cooperative (IPBC), a public entity risk pool with more than 50 members that was established by certain units of local government in Illinois to administer their medical and life insurance programs. Under the medical insurance plan, the Village offers an indemnity medical benefit program (*i.e.*, PPO) whereby it is responsible for the first \$35,000 of each individual employee's claims. IPBC members share claims between \$35,000 and \$125,000, and the pool maintains stop-loss insurance to cover claims in excess of \$125,000. The pool also offers a HMO plan for member employees, which provides coverage without a per employee self-insured retention.

The FY 2014 budget includes an anticipated 10% rate increase, reflecting both our recent claims experience, and our estimation of the impact of the affordable care act (Obama Care).

2011 PROPERTY TAX LEVY OVERVIEW

Shown below is a table comparing the 2011 tax levy with the tax levy for 2012

<u>Levy Description</u>	<u>2011</u>	<u>2012</u>	<u>Increase from 2011</u>	<u>% Increase from 2011</u>
General Fund	7,085,651	7,235,654	150,001	2.12%
Debt Service	1,822,591	1,854,712	13,896	.75%
Police Pension	1,533,426	1,768,694	235,267	15.34%
Fire Pension	453,980	519,516	65,530	14.43%

The General Fund portion of the 2012 tax levy was increased by \$150,000 while at the same time the levies for the Police and Fire Pension Funds were increased per an independent actuarial study by a combined total of \$300,797. Almost 28% of the General Fund tax levy is used to pay for the residential refuse collection. For a complete review of budgeted expenditure dollars by fund and department please reference section "GENERAL FUND – General Fund Summary " and SUPPLEMENTAL INFORMATION – Budgetary Fund Structure".

FUTURE OUTLOOK

In my professional opinion as Village Manager, I must alert you to the fact that, if inflationary pressures in the macro economy force changes beyond our control, or if Public Safety UNIONS prevail in collective bargaining agreements significantly increase by a decision imposed upon the Village by an arbitration award, it will be necessary to increase the tax levy in future years. I understand that this is a regrettable circumstance; however, the demands these costs will place on the General Fund will necessitate incremental increases in future levies in order to avoid large deficits in the General Fund and the depletion of fund balance. The Village may be forced to consider radically different options for service delivery if labor costs continue to rise such as privatization or contracting out service delivery in much the same manner as many communities have for refuse and recycling service.

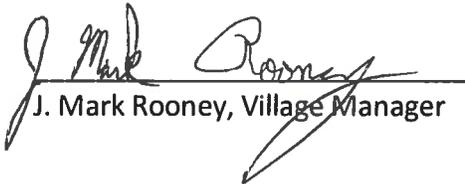
Government should be “efficient and effective”, but it cannot be run like a business. Businesses are fundamentally nondemocratic, and their decision making is insulated from public scrutiny. Businesses are accountable only to owners and shareholders—and only for the level of short-term profits. Local government in contrast, has no profit incentives and makes decisions in public forums attended by the media (who rarely accurately report the facts in their entirety), individual citizens, or representatives from well-organized interest groups (Unions). Thus, the Board working in concert with the senior staff must balance the quest for efficiency with responsiveness to diverse community needs and interests; consequently, decisions are usually made through compromise rather than fiat. Thus, the complexity and constraints of public budgeting make it difficult near impossible to generalize from individual family or business budgeting processes to the government. I firmly believe that the Audit and Finance commissions many hours of public review in detail of all aspects of the Village’s budget has achieved the recognition that government budgets are legitimately different and necessarily more complicated. Yet, the staff has demonstrated their understanding and commitment to the goals established by the Village Board to make every dollar spent accountable to the customer/taxpayer whom we are in the business of serving as public servants.

FY 2013 PROGNOSIS

The FY 2014 Village of Carpentersville budget is streamlined, efficient, and sustainable. It provides adequate service levels to Village residents and, at the same time, staff is committed to continued scrutiny of ongoing expenditures and reductions in spending wherever possible. The uncertainty regarding legislation State of Illinois lawmakers may enact is somewhat troubling, as their decision regarding the Local Government Distributive Fund (income tax distributions) could profoundly impact municipalities state-wide. However, we are proud of the document presented herein.

In closing, we would like to express our appreciation to the Village Board and members of the Audit and Finance Commission for their attendance at many meetings and review sessions and to Village staff who worked long hours identifying departmental needs and preparing budget proposals based upon these needs. Special thanks go to the members of the Finance Department, who put together the attached document in a timely and highly professional manner.

Respectfully submitted,



J. Mark Rooney, Village Manager



Catherine L. Haley, Finance Director

**Village of Carpentersville
Budgetary Fund Structure**

Fund	Governmental				Proprietary		Fiduciary
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	Liability Insurance Funds	Investment Trust Funds
General (Major)	X						
Grants & Escrows	X						
Strengthening Families	X						
Development	X						
Escrow		X					
Stormwater Detention		X					
McNamee Park		X					
Veterans Garden		X					
Motor Fuel Tax		X					
Special Service Area #1		X					
Special Service Area #2		X					
Special Service Area #3		X					
Special Service Area #21		X					
TIF #1		X					
TIF #3		X					
Foreign Fire Tax Board		X					
Debt Service			X				
General Capital PW				X			
Capital Equipment Replacement				X			
Capital Improvement				X			
Water And Sewer					X		
Police Pension							X
Firefighters' Pension							X

The Village’s fund structure is categorized into three types: governmental, proprietary, and fiduciary.

- ❖ **Governmental** – A “source and disposition” type whose measurement focus is on determination of financial position and changes in financial position (sources, uses, and fund balances).
- ❖ **Proprietary** – a government’s activities that are business-type that recover the full cost of providing services (including capital costs) through fees and charges on those who use their services.
- ❖ **Fiduciary** – A type that holds assets in trust capacity or as an agent for individuals, private organizations, other governmental units and/or other Funds.

General Fund accounts for all general governmental activity not accounted for in other funds.

Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Debt Service Funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

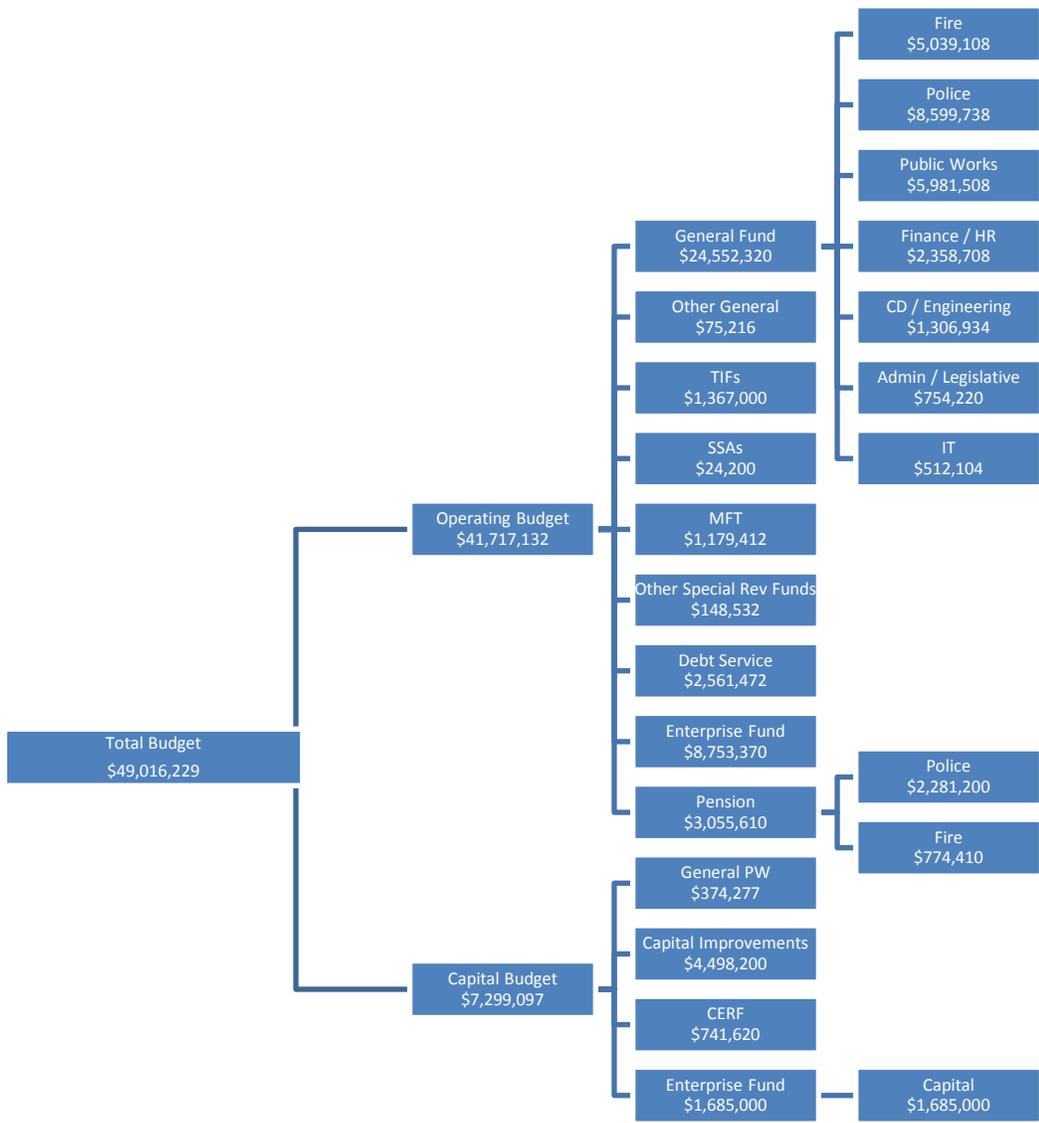
Capital Projects Funds account for governmental-type financial resources designated to be used for the acquisition or construction of major capital facilities or projects.

Internal Service Funds account for the funding of goods or services provided by one department to other departments on a cost-reimbursement basis.

Enterprise Funds account for resources committed to self-supporting activities of governmental units that render services on a user-charged basis.

Pension Trust Funds account for resources that are required to be held in trust for the members and beneficiaries of defined benefit police and fire pension plans.

- ❖ The Grants & Escrows Fund, Strengthening Families Fund, and Development Fund are all reported in the audited financial statements as departments within the General Fund. However, the funds are appropriated as separate funds.

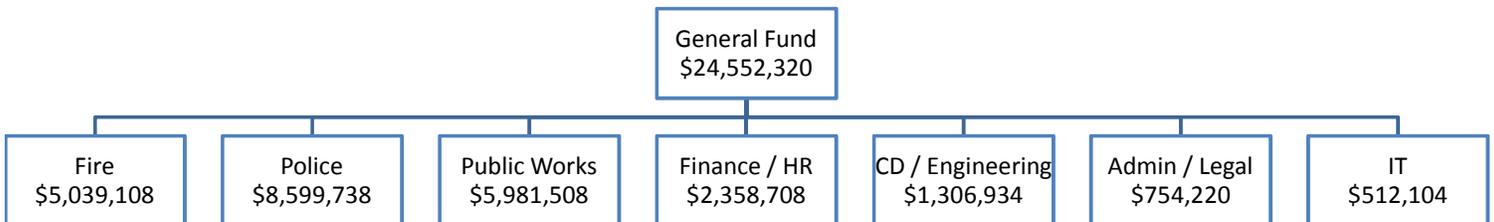


GENERAL FUND SUMMARY

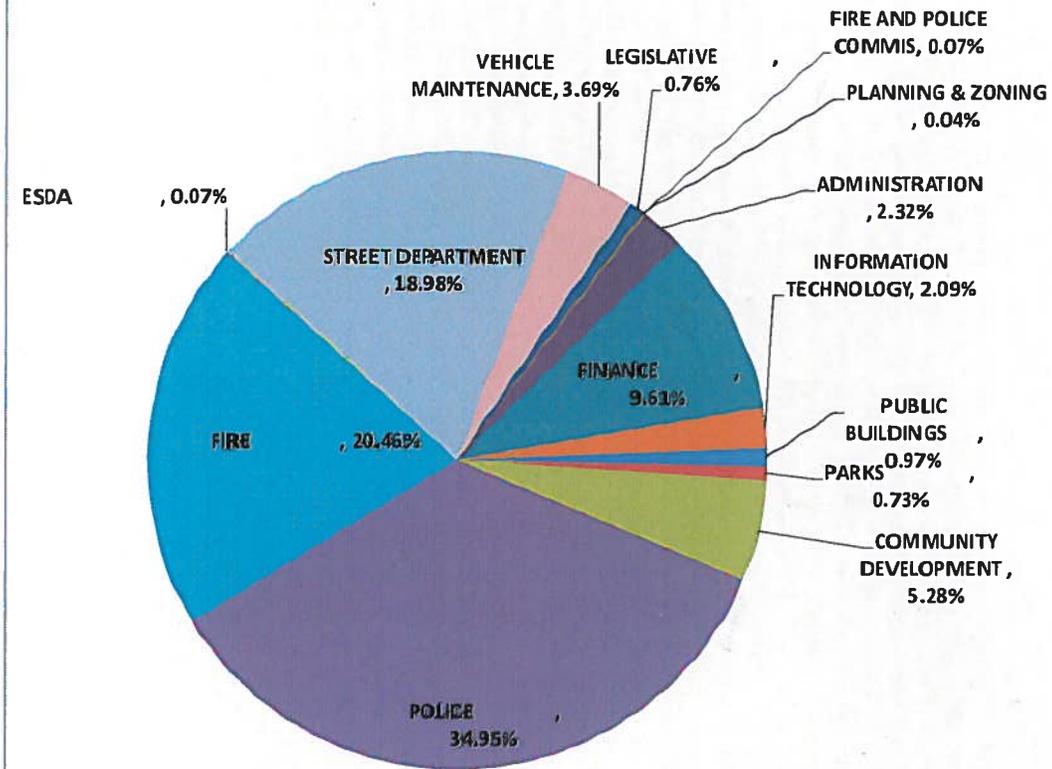
	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTION	2014 BUDGET
REVENUES					
PROPERTY TAXES	6,773,391	6,766,405	7,302,166	7,260,476	7,437,153
SALES TAXES	6,097,724	6,085,839	5,846,888	5,846,888	5,846,888
TAXES OTHER	4,553,916	6,130,404	6,006,812	6,307,272	6,294,108
LICENSES & PERMITS	1,411,820	1,068,969	1,039,450	1,050,557	1,258,750
FEES & FINES	507,610	1,802,552	1,820,600	1,569,970	1,545,200
GRANTS & CONTRIBUTIONS	113,757	15,570	2,700	43,292	2,400
CHARGES FOR SERVICES	2,986,231	1,457,431	1,570,100	1,589,590	1,614,900
REIMBURSEMENTS	742,390	317,065	173,100	156,429	154,900
INVESTMENT INCOME	120,533	9,262	2,300	8,000	5,000
TRANSFERS/OTHER	569,949	247,506	250,500	255,263	500
TOTAL GENERAL FUND REVENUES	\$ 23,877,321	\$ 23,901,003	\$ 24,014,616	\$ 24,087,738	\$ 24,159,799

EXPENSES					
LEGISLATIVE	173,226	188,821	199,773	195,059	185,590
ADMINISTRATION	374,859	758,659	545,558	535,123	568,630
FINANCE	361,711	1,857,199	2,123,735	2,250,104	2,358,708
INFORMATION TECHNOLOGY	1,261,761	321,673	487,325	474,983	512,104
PUBLIC BUILDINGS	180,800	196,461	244,785	249,481	238,166
PARKS	126,990	156,418	132,204	125,158	178,651
STREET DEPARTMENT	4,886,407	4,868,098	4,644,177	4,625,531	4,658,854
VEHICLE MAINTENANCE	-	(75)	518,095	483,279	905,837
COMMUNITY DEVELOPMENT	1,720,641	1,445,615	1,360,822	1,350,846	1,297,563
POLICE	8,788,795	8,699,733	8,820,467	8,729,776	8,582,003
FIRE	4,892,196	4,821,210	4,975,358	5,082,311	5,022,762
PLANNING & ZONING	9,552	7,781	9,371	9,371	9,371
FIRE AND POLICE COMMIS	10,198	6,517	22,860	14,078	17,735
ESDA	6,520	6,613	13,542	11,978	16,346
TOTAL GENERAL FUND EXPENSES	\$ 22,793,656	\$ 23,334,722	\$ 24,098,072	\$ 24,137,077	\$ 24,552,320

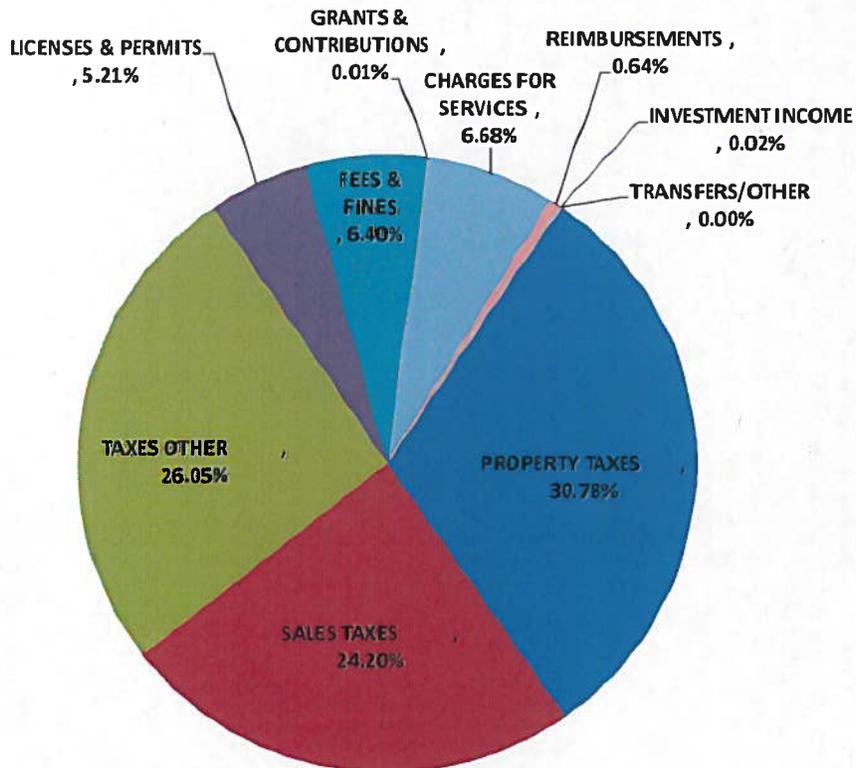
ENDING FUND BALANCE	\$2,928,467	\$4,532,708	\$4,449,252	\$4,483,369	\$4,090,848
PERCENTAGE OF EXPENDITURES	13%	19%	18%	19%	17%



EXPENDITURES BY DEPARTMENT



REVENUES BY SOURCE



VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

GENERAL FUND REVENUES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>PROPERTY TAXES</u>					
40100	PROPERTY TAXES	6,550,137	7,085,866	7,058,989	7,235,653
40150	ROAD & BRIDGE TAX	216,268	216,300	201,487	201,500
	TOTAL	6,766,405	7,302,166	7,260,476	7,437,153
<u>SALES TAXES</u>					
41525	SALES TAX MUNICIPAL	3,008,457	2,910,000	2,910,000	2,910,000
41535	SALES TAX HOME RULE	3,077,382	2,936,888	2,936,888	2,936,888
	TOTAL	6,085,839	5,846,888	5,846,888	5,846,888
<u>TAXES OTHER</u>					
42053	STATE REPLACEMENT TAX	100,001	100,000	100,000	100,000
42073	STATE INCOME TAX	3,042,276	2,863,112	3,341,616	3,316,808
42093	LOCAL USE TAX	549,879	530,000	595,000	570,000
42720	PULL TABS	2,155	2,300	2,300	2,300
42730	MUNICIPAL UTILITY TAX	1,445,519	1,455,000	1,378,356	1,380,000
	TOTAL	5,139,829	4,950,412	5,417,272	5,369,108
<u>FEES & FINES</u>					
44810	INFRASTRUCTURE MAINT FEE	713,026	725,000	645,695	650,000
	TOTAL	713,026	725,000	645,695	650,000
<u>GRANTS & CONTRIB</u>					
45005	STATE - GRANTS	-	-	3,382	-
90112	DCEO - ASPHALT	12,500	-	37,500	-
45100	CONTRIBUTIONS	300	-	-	-
	TOTAL	12,800	-	40,882	-
<u>REIMBURSEMENTS - REV</u>					
47112	REIMB - IRMA	57,959	-	-	-
47772	REIMB - NSF	329	600	400	400
	TOTAL	58,288	600	400	400
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	3,121	2,000	8,000	5,000
48016	UNREALIZED GAIN/LOSS ON INVEST	6,142	300	-	-
48110	GAIN/LOSS ON INVESTMENT	-	-	-	-
	TOTAL	9,262	2,300	8,000	5,000
<u>TRANSFERS/OTHER</u>					
49100	TRANSFER WATER & SEWER FUND	250,000	250,000	250,000	-
49999	MISCELLANEOUS INCOME	2,494	500	5,263	500
	TOTAL	247,506	250,500	255,263	500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

GENERAL FUND REVENUES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>FEES & FINES</u>					
44800	CABLE TV FRANCHISE FEES	338,749	320,000	350,261	320,000
44820	LAND LEASE/CELLULAR TOWER	36,057	-	7,653	7,600
44844	SPRINT CELLULAR	33,764	34,000	34,777	34,000
44846	SPECTRASITE COMM	65,486	27,000	24,173	27,000
44847	CLEARWIRE LEGACY LLC	7,214	7,300	7,430	7,300
	TOTAL	481,271	388,300	424,295	395,900
<u>CHARGES FOR SERVICES</u>					
46012	VILLAGE SERVICES	-	100	-	-
	TOTAL	-	100	-	-
<u>REIMBURSEMENTS - REV</u>					
47011	IMPOUND FEES	101,750	110,000	110,000	110,000
	TOTAL	101,750	110,000	110,000	110,000
<u>LICENSES & PERMITS</u>					
43210	PARK PERMITS	2,000	1,750	1,500	1,250
	TOTAL	2,000	1,750	1,500	1,250
<u>CHARGES FOR SERVICES</u>					
46012	VILLAGE SERVICES	19,486	20,000	15,000	15,000
46013	RECYCLING REIMBURSEMENT	181	300	600	600
46700	ENVIRONMENTAL SURCHARGE	719,882	720,000	720,000	720,000
46701	TRASH STICKERS	4,748	7,000	4,800	4,800
	TOTAL	744,298	747,300	740,400	740,400
<u>REIMBURSEMENTS - REV</u>					
47712	REIMB - PROPERTY DAMAGE	14,234	6,000	-	-
	TOTAL	14,234	6,000	-	-
<u>LICENSES & PERMITS</u>					
43190	RENTAL LICENSES PROGRAM	83,293	75,000	120,000	165,000
43210	PERMITS - BUILDING	258,069	260,000	260,000	330,000
43220	PERMITS - ELECTRICAL	49,386	40,000	40,000	65,000
43240	PERMITS - PLUMBING	27,319	18,000	25,000	50,000
43241	PERMITS - OTHER	73,403	35,000	40,000	75,000
43261	PERMITS - STORMWATER	-	500	-	-
43270	ZONING REQUESTS	2,350	4,000	7,557	4,000
43271	PZC SIGN PERMITS	50	500	500	500
	TOTAL	493,770	433,000	493,057	689,500
<u>FEES & FINES</u>					

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

GENERAL FUND REVENUES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>FEES & FINES</u>					
44400	PLAN REVIEW FEES	4,290	1,000	2,500	2,500
44410	PERMITS - OCCUPANCY	-	500	-	-
44430	REINSPECTION FEES	6,275	6,500	6,500	6,000
44460	PUBLIC SERVICE FEE	20,833	17,500	25,000	25,000
	TOTAL	31,398	25,500	34,000	33,500
<u>CHARGES FOR SERVICES</u>					
46012	VILLAGE SERVICES	4,455	6,000	5,000	5,000
46465	ELEVATOR INSPECTIONS	3,940	5,000	5,000	5,000
46560	ADMINISTRATIVE COURT FEE	14,389	20,000	10,000	10,000
	TOTAL	22,785	31,000	20,000	20,000
<u>REIMBURSEMENTS - REV</u>					
47422	REIMB - ROCKWELL INTERNATL	-	12,000	-	-
47742	REIMB - WEED LIENS	17,506	14,000	12,000	14,000
	TOTAL	17,506	26,000	12,000	14,000
<u>GRANTS & CONTRIB</u>					
45050	POLICE DEPARTMENT CONTRIB	300	300	-	-
45060	FIRE DEPARTMENT CONTRIB	270	200	100	200
	TOTAL	570	500	100	200
<u>LICENSES & PERMITS</u>					
43110	VEHICLE LICENSES	449,951	451,200	440,000	450,000
43111	VEHICLE LICENSE PENALTIES	29,665	35,000	25,000	27,000
43120	LIQUOR LICENSES	50,059	55,000	50,000	50,000
43130	BUSINESS LICENSES	27,965	43,000	29,000	29,000
43140	VENDING & AMUSEMENT LICENSES	7,110	10,500	7,000	7,000
43150	PET LICENSES	2,724	-	-	-
43250	SPECIAL PERMITS OVERWEIGHTS	5,725	10,000	5,000	5,000
	TOTAL	573,199	604,700	556,000	568,000
<u>FEES & FINES</u>					
44010	LOCAL ORDINANCE FINES	160,913	250,000	125,000	125,000
44015	CIRCUIT COURT FINES	368,706	393,000	300,000	300,000
44016	COURT SUPERV - PD VEHICLE PROG	36,817	30,000	30,000	30,000
44130	BUSINESS LICENSES PENALTIES	1,385	2,000	1,000	1,500
44500	POLICE BURGLAR ALARM PERMIT	280	300	300	300
44600	FIRE PREVENTION FEES	4,830	1,000	6,180	5,500
	TOTAL	572,930	676,300	462,480	462,300
<u>CHARGES FOR SERVICES</u>					

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

GENERAL FUND REVENUES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>CHARGES FOR SERVICES</u>					
46502	POLICE SPECIAL DUTY	89,243	102,000	100,000	100,000
46512	POLICE FALSE ALARMS	9,300	10,000	10,000	10,000
46552	REIMBURSE - POLICE LIASON	169,523	175,000	168,000	170,000
46572	POLICE REPORTS COPY	2,769	3,000	3,000	3,000
46582	REIMB - SUBPOENA FEES	1,307	1,700	1,500	1,500
46600	AMBULANCE USER FEE	371,233	480,000	535,000	550,000
46610	CPR/PARAMEDIC	140	-	1,690	-
46896	SALE OF EQUIPMENT/VEHICLES	46,808	20,000	10,000	20,000
	TOTAL	690,323	791,700	829,190	854,500
<u>REIMBURSEMENTS - REV</u>					
47522	REIMBURSEMENT - POLICE	60,349	25,000	28,529	25,000
47612	REIMBURSEMENT - FIRE	64,938	5,500	5,500	5,500
	TOTAL	125,287	30,500	34,029	30,500
<u>TAXES OTHER</u>					
42060	FIRE PROTECTION DISTRICT	940,000	1,000,000	845,000	875,000
42063	FIRE REPLACEMENT TAX	50,575	56,400	45,000	50,000
	TOTAL	990,575	1,056,400	890,000	925,000
<u>FEES & FINES</u>					
44840	PACE TDI	3,926	5,500	3,500	3,500
	TOTAL	3,926	5,500	3,500	3,500
<u>CHARGES FOR SERVICES</u>					
46892	RENTAL INC - FIRE STATION NO 3	25	-	-	-
	TOTAL	25	-	-	-
<u>GRANTS & CONTRIB</u>					
45055	GRANT - TOBACCO ENFORCEMENT	2,200	2,200	2,310	2,200
	TOTAL	2,200	2,200	2,310	2,200
	FUND TOTAL	23,901,003	24,014,616	24,087,738	24,159,799

MISSION STATEMENT: The Legislative Department is comprised of the elected Village President and six Trustees and an appointed Village Clerk. The Village Board makes policy decisions necessary to maintain and enhance the health, safety, and welfare of the citizens and visitors to the Village of Carpentersville. These decisions include financial development, planning and service policies, decisions on annexation and approval and acceptance of subdivision improvements.

The Village Clerk is responsible for attending Village Board Meetings and recording accurate minutes of the proceedings, maintaining files of all official records, Licenses, Ordinances and Resolutions of the Village. Serves as the Liquor Licensing Officer providing assistance to the Liquor Commissioner by maintaining all records and processing new applications and renewals of current licenses; serves as the Local Election Official providing the services of voter registration and election authority; maintaining and processing all business registration and licensing renewals, elevator inspections ensuring that all required fees are paid; providing assistance to all interested and newly registered businesses on the requirements of local, county and state governments; ensuring that all businesses that hold a liquor license are and remain in compliance with the Municipal Code and State Statutes; responsible for filing public notices and various documents with the County Clerk, Treasurer and Recorder; and provides assistance and information to Village staff and residents relative to Village records and Municipal Code.

2012 / 2013 ACCOMPLISHMENTS

1. Processed and maintained documents relative to ordinances or resolutions allowing all related documents to be stored in an organized manner and easily accessible.
2. Licensed, maintained and processed approximately 500+ commercial and home based businesses that yielded approximately \$30,000 in revenue for the Village.
3. Maintained and processed 37 liquor licenses that yielded approximately \$38,000 in revenue for the Village.
4. Coordinates with development team to receive information to ensure businesses located or operating within the Village are registered, information is kept current and are properly documented to the State relative to sales tax revenue.
5. Registered 20+ new businesses in the Village.
6. Maintained elevator inspection records; invoiced and collected inspection fees and issued inspection certificates for 46 elevators in the Village.
7. Acted as Local Election Official to register voters, provide information relative to current election; accepted and processed 2013 Consolidated Election Candidate's petitions and filed necessary paperwork to County to certify ballot and meet all statute requirements.
8. Provide list to County of those Village employees/officials that are required to submit an Economic Interest Statement.
9. Maintained records retention/disposal certificate and communication to State Archives allowing processes recently implemented by the Village Clerk's office continues to move forward ensuring a more efficient manner of record keeping and destruction is maintained.

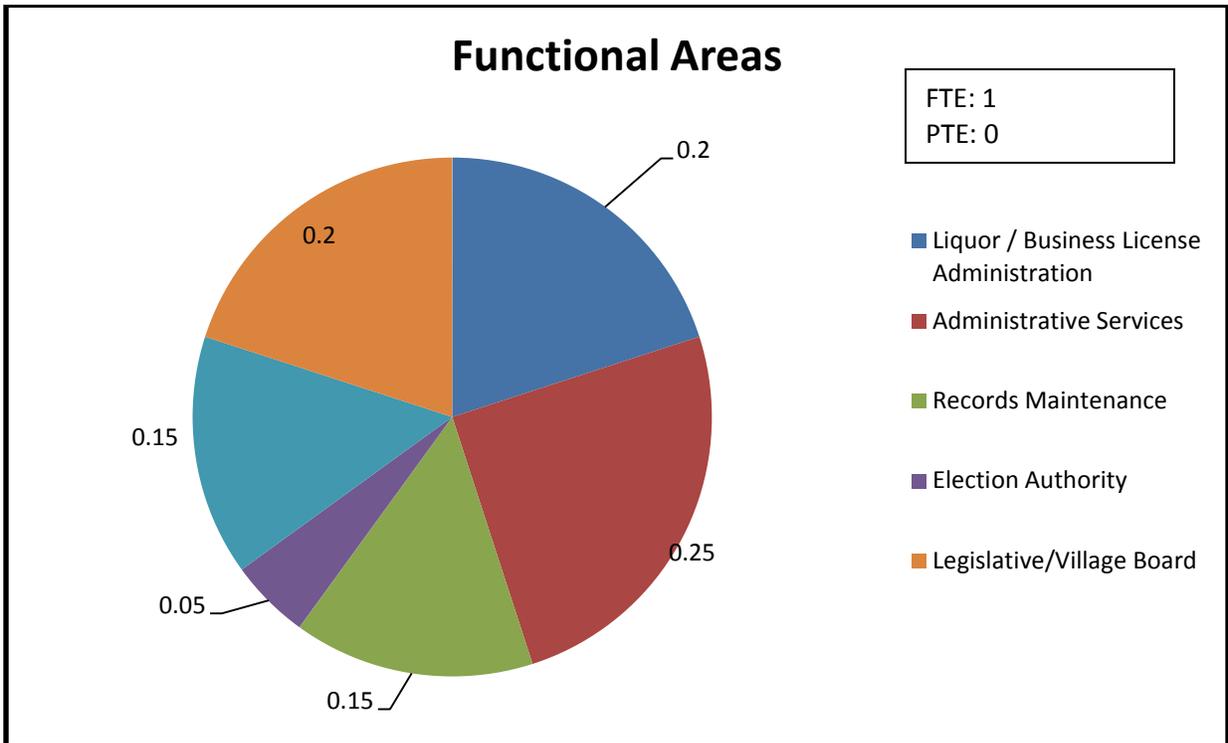
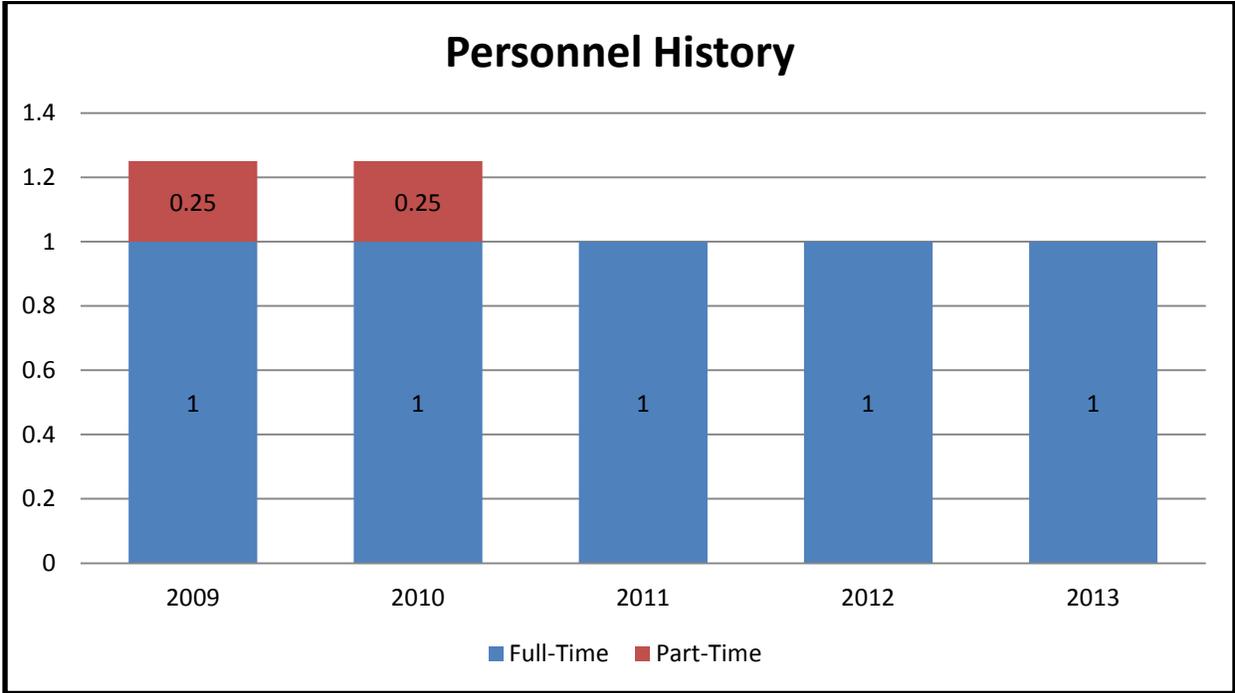
10. Provide assistance to various departments ensuring information and legal documents are available for their use or providing a timely response to any inquiry.

2013 / 2014 OBJECTIVES

1. Continuing to scan Resolutions and Ordinances adding other documents, specifically board reports, to provide greater efficiency in searching and retrieving documents.
2. Continue to follow-up with information received from various sources to ensure all businesses operating or located in the Village are registered and records are kept current.
3. Continue to maintain the level of service provided to the residents and assistance to staff regarding Village records and information from various sources.
4. To continue to explore avenues to increase the efficiency of the record retention system and provide assistance to other departments relative to record retention and destruction.
5. Continue to work with the Business Development Commission and Development Team to better serve the business community.
6. Continue to gain knowledge through various resources and training to better perform responsibilities.
7. Continue to network with Village/City Clerks throughout the State to gain better knowledge to perform duties in a more efficient manner with fewer resources.

PERSONNEL SCHEDULE

	Budget 2011/2012	Budget 2012/2013	Budget 2013/2014	Projected 2014/15
Full-Time	1	1	1	1
Part-Time	7	7	7	7



VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

LEGISLATIVE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001105 - LEGISLATIVE</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES 7 VILLAGE BOARD MEMBERS: \$48,000 1 VILLAGE CLERK (90%): \$51,428	104,125	105,027	105,027	99,428
50040	LONGEVITY	280	320	320	324
50050	ATTENDANCE INCENTIVE	250	250	500	225
50075	PART TIME/SEASONAL/CENSUS 1 PT EMPLOYEE: \$4,000	-	-	2,870	4,000
	TOTAL	104,655	105,597	108,717	103,977
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	7,252	7,800	7,641	8,580
51140	IMRF	6,040	6,630	6,630	6,393
51160	FICA	6,362	6,582	6,582	6,447
51165	MEDICARE	1,488	1,540	1,540	1,508
	TOTAL	21,143	22,551	22,392	22,928
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS VILLAGE CLERK IIMC DUES: \$200 MCI VILLAGE/DEPUTY CLERK DUES: \$180 IML MEMBERSHIP: \$2,100 NWMC MEMBERSHIP: \$19,000 NIMCA: \$55 METROPOLITAN MAYORS: \$1,400	21,728	22,750	22,750	22,935
52125	PUBLIC INFORMATION BOARD MEETING VIDEOGRAPHY: \$14,500	12,150	15,000	15,000	14,500
52154	NOTICES/PUBLICATIONS PREVAILING WAGE: \$200 TAX LEVY: \$300 PUBLIC NOTICES: \$700 BUDGET: \$200 TREASURER'S REPORT: \$800	4,771	2,600	2,600	2,200
52163	TRAINING/MEETINGS ILLINOIS MUNICIPAL CLERKS CONFERENCE: \$1,300 CLERK, VILLAGE BOARD TRAINING/CERTIFICATION/SEMINARS: \$2,000	1,641	3,200	3,200	3,300
52190	PROFESSIONAL SERVICE CODIFICATION SUPPLEMENTS: \$5,000 CODIFICATION FORMATTING FEE FOR WEBSITE: \$550 CODIFICATION RTF CD SUPPLEMENT: \$75 BACKGROUND CHECKS FOR LIQUOR LICENSING: \$500 KANE COUNTY RECORDING FEES: \$700 ASCAP/BMI MUSIC LICENSING: \$700 SCANNING SERVICES: \$5,000	20,860	22,675	15,000	12,525
	TOTAL	61,151	66,225	58,550	55,460

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

LEGISLATIVE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001105 - LEGISLATIVE</u>					
<u>COMMODITIES/SUPPLIES</u>					
53620	SUPPLIES - OFFICE	1,333	2,750	2,750	2,900
	VILLAGE BOARD EXPENSE: \$500				
	ORDINANCE PAPER: \$400				
	BUSINESS CARDS: \$200				
	OFFICE SUPPLIES: \$300				
	BUSINESS VENDING/TAXI CAB DECALS: \$400				
	STATIONERY: \$400				
	PLAQUES/AWARDS: \$300				
	GAMING DEVICE DECALS: \$400				
53630	OPERATING SUPPLIES	539	2,650	2,650	325
	BUSINESS LICENSE RENEWAL PAPER: \$100.00				
	BUSINESS LICENSE RENEWAL ENVELOPES: \$75.00				
	BUSINESS LICENSE PAPER: \$100.00				
	NAME PLATES: \$50				
	TOTAL	1,872	5,400	5,400	3,225
	DEPARTMENT TOTAL	188,821	199,773	195,059	185,590

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The Planning and Zoning Commission is responsible for preparing a Comprehensive Plan; maintaining the Official (zoning) Map for the Village; reviewing subdivision concept plats; forwarding recommendations to the Village Board for preliminary and final plats of subdivision and Planned Unit Developments; holding public hearings and granting final acceptance/denial of zoning variances concerning yard, parking, sign, and fence regulations; holding public hearings and forwarding recommendations to the Village Board for all other zoning variation requests, Special Use Permits, and amendments to the Zoning Ordinance.

2012 / 2013 ACCOMPLISHMENTS

1. Considered 17 requests for 14 separate cases:
 - Map Amendment/Rezoning (1)
 - Variances (10)
 - Subdivisions (3)
 - Planned Unit Developments (1)
 - Concept Plans (1)
2. Held nine public hearings for Text Amendments

2013 / 2014 OBJECTIVES

1. Continue to work with the Community Development Department to identify and, through a public hearing process, amend zoning requirements that impede desired development and/or site improvements, and amend zoning requirements to reduce the number of variance requests.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

PLANNING AND ZONING

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001106 - PLANNING AND ZONING</u>					
<u>PERSONNEL SERVICES</u>					
50110	PLANNING & ZONING	6,895	6,685	6,685	6,685
	14 MEETINGS-7 MEMBERS & RECORDING SECRETARY				
	TOTAL	6,895	6,685	6,685	6,685
<u>PERSONNEL BENEFITS</u>					
51160	FICA	428	556	556	556
51165	MEDICARE	101	130	130	130
	TOTAL	529	686	686	686
<u>CONTRACTUAL SERVICES</u>					
52154	NOTICES/PUBLICATIONS	358	2,000	2,000	2,000
	TOTAL	358	2,000	2,000	2,000
	DEPARTMENT TOTAL	7,781	9,371	9,371	9,371

MISSION STATEMENT: The Village Manager's Office is responsible for administering programs and policies and implementing goals and objectives established by the Village Board. It is the Village Manager's responsibility to direct, plan, organize, and coordinate the operations of all Village departments and to inform the Village Board on Village affairs, including current conditions and future requirements. All Village departments are under the administrative direction and supervision of the Village Manager. The Village Manager ensures that all departments are in compliance with Village Board goals and objectives.

2012 / 2013 ACCOMPLISHMENTS

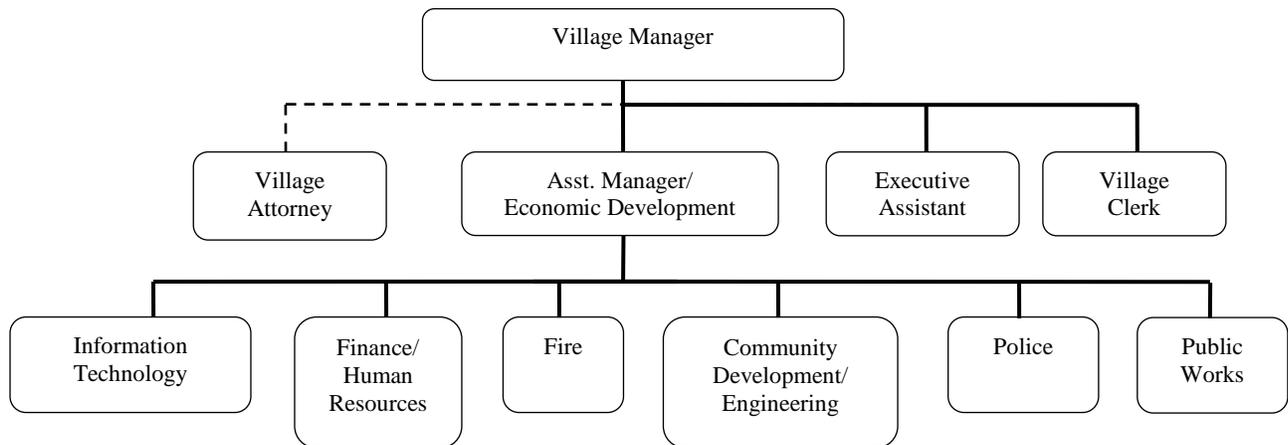
1. In cooperation with the Village's Finance Department and Audit and Finance Commission, adjusted internal controls and operations to meet auditing standards for timeliness and proper reporting.
2. Integrated new Police Chief, Finance Director, Assistant Village Manager and Community Development Director into the Village management team.
3. Implemented Village Hall and Police Department remodeling projects to address space needs issues and provide improved customer service to residents and business owners by creating one access point for Village services.
4. Completed labor negotiations with the civilian union.
5. Completed negotiations with refuse, recycling and landscape waste hauler to implement a two-year contract extension through an intergovernmental partnership with the Village of West Dundee.
6. Implemented Route 25 Redevelopment Tax Increment Financing District and provided initial framework for Wal-mart Supercenter development application.
7. Analyzed the Village's current fiscal situation and staffing levels and oversaw changes necessary to decrease overall Village expenditures while working to maintain current service levels.
8. Village served as lead agency in application and coordination of participating partners in obtaining Chicago Metropolitan Agency for Planning Local Technical Assistance grant to provide "Fox Valley Homes for a Changing Region" present and future housing needs study.
9. Assisted in Chicago Metropolitan Agency for Planning grant application and startup process with area communities, manufacturers and educational institutions for industrial workforce development project.

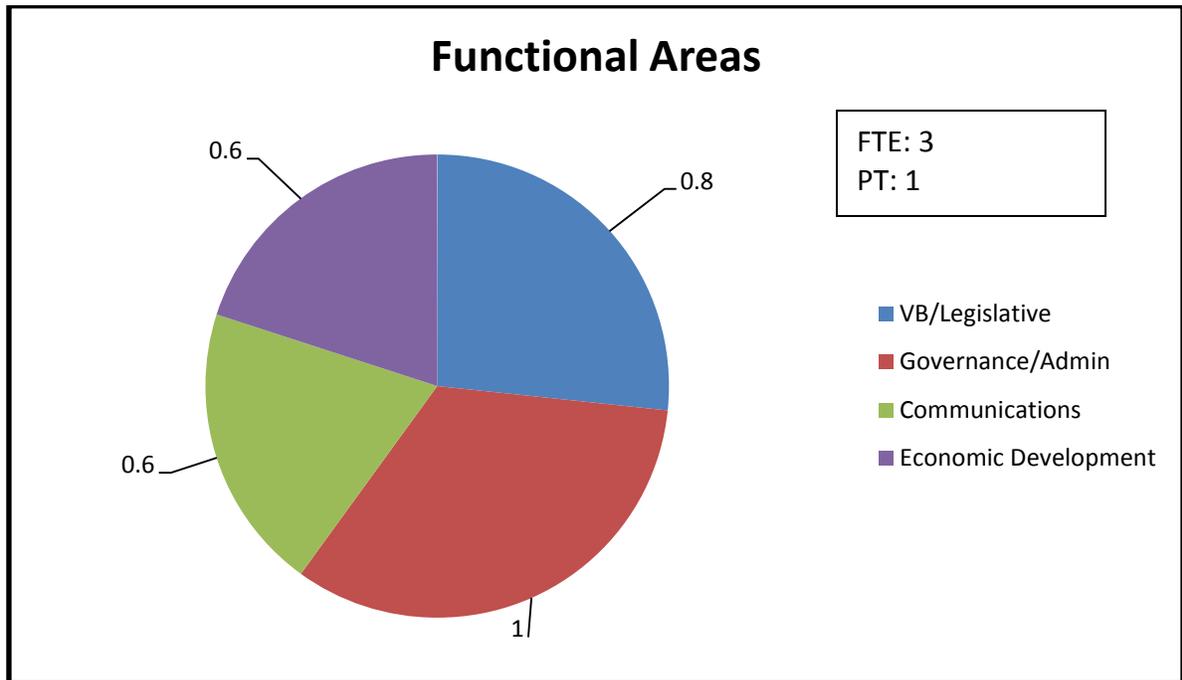
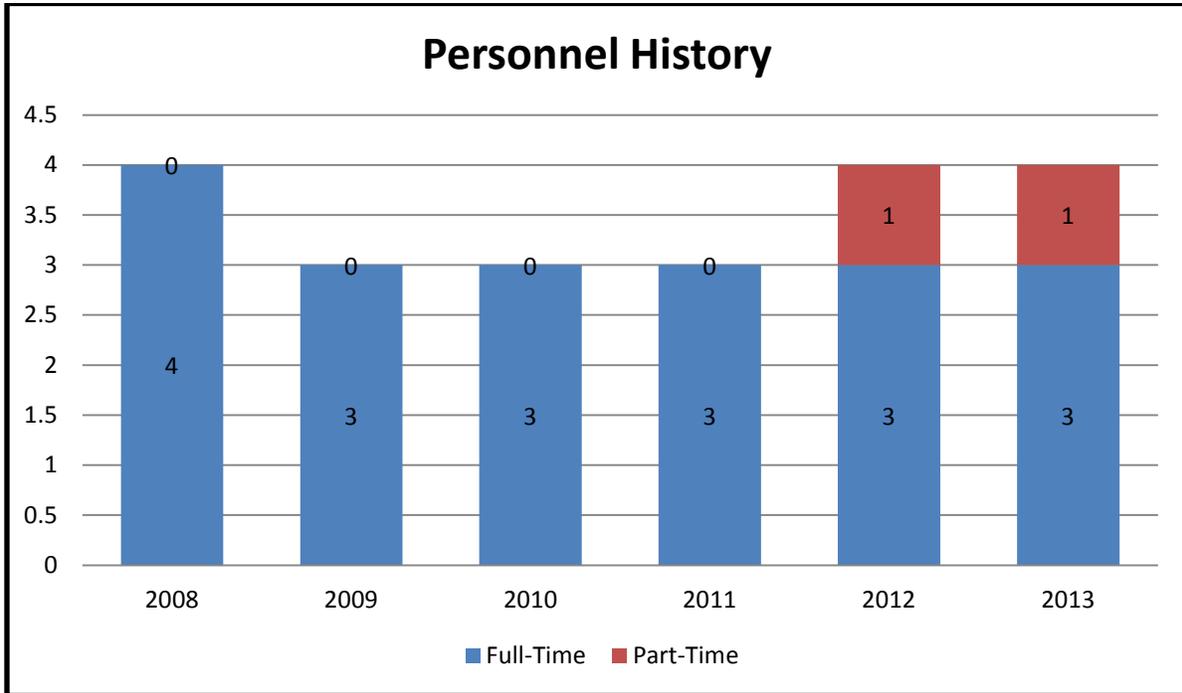
2013 / 2014 OBJECTIVES

1. Create an atmosphere where Village customers feel valued and respected through proper customer service that includes customer service goals, training and metrics; to consistently improve on utilizing IT systems that enable staff to operate more efficiently, thus improving services provided to customers of the Village.

2. Provide effective and efficient management of Maple Avenue and main Street Hill projects.
3. Complete contract negotiations with the Civilian Union.
4. Continue progress in building the Capital Equipment Replacement Fund (CERF), reflecting the intention of the CERF policy: “The Village will strive to maintain a committed fund balance equal to the amount identified in the Village’s purchase and replacement of capital equipment plan. The fund balance is necessary to provide sufficient monies for the replacement of major capital equipment in accordance with the annual replacement schedule that is consistent with budget priorities that have been established.
5. Add performance metrics to each one year goal to include metrics to evaluate the Village’s current system of in-house prosecution.
6. Implement an Employee Recognition Program
7. Implement Old Town Plan with development of small goals to ensure the plan keeps moving forward.
8. Façade development program for business owners.
9. Create marketing materials/site availability data base.

ORGANIZATIONAL CHART





VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

ADMINISTRATION

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001110 - ADMINISTRATION</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES 1 VILLAGE MANAGER (90%): \$125,078 VILLAGE MANAGER (CAR STIPEND): \$6,000 1 ASSISTANT VILLAGE MANAGER (90%): \$90,900 1 EXECUTIVE ASSISTANT TO VILLAGE MANAGER (90%): \$53,216	296,533	309,759	309,759	275,195
50040	LONGEVITY	340	440	420	468
50050	ATTENDANCE INCENTIVE	1,000	1,250	500	675
50075	PART TIME/SEASONAL	18,105	17,368	21,764	20,800
	TOTAL	315,978	328,817	332,443	297,138
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	61,140	61,500	48,634	67,650
51140	IMRF	31,826	36,449	36,449	36,549
51160	FICA	17,446	20,194	20,194	16,620
51165	MEDICARE	4,419	4,723	4,723	4,807
51170	OTHER POST EMPLOYMENT BENEFITS 1 RETIREE (PAYMENT 4 OF 5)	12,000	12,000	12,000	12,000
	TOTAL	126,831	134,866	122,000	137,626
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS ICMA/ILCMA: \$2,400 ICSC: \$100 INTL EC DEV COUNCIL: \$350	2,359	2,850	2,850	2,850
52030	LEGAL FEE FOR SERVICES MOVED TO FINANCE	231,579	-	-	-
52035	LEGAL RETAINER MOVED TO FINANCE	55,200	-	-	-
52125	PUBLIC INFORMATION 3 VILLAGE NEWSLETTERS: \$10,341	-	9,000	9,900	10,341
52163	TRAINING/MEETINGS ICMA/ILCMA CONFERENCE (VM) & ILCMA CONFERENCE (AVM): \$3,125 WEBINARS, METRO MANAGERS, ETC. (VM & AVM): \$500 ICSC CHICAGO DEALMAKING: \$400 CHAMBER, NWMC, MISC: \$875	3,659	4,275	4,900	4,900
52190	PROFESSIONAL SERVICE	150	200	240	200
52325	MAINTENANCE-OFFICE EQUIPMENT MOVED TO IT	2,064	-	-	-
52333	MAINTENANCE - VEHICLES MAINTENANCE ON ADMINISTRATION #1 VEHICLE, WHICH IS SHARED BY COMMUNITY DEVELOPMENT	-	375	375	375
52410	COMMUNICATIONS	5,817	6,000	7,740	4,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

ADMINISTRATION

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001110 - ADMINISTRATION</u>					
<u>CONTRACTUAL SERVICES</u>					
	AT& T: \$800				
	VERIZON: \$2,000				
	NEXTEL: \$1,200				
	TOTAL	300,829	22,700	26,005	22,666
<u>COMMODITIES/SUPPLIES</u>					
53600	SUPPLIES - AUTOMOTIVE	58	200	200	200
53606	MINOR TOOLS - EQUIPMENT	9,857	1,150	1,150	-
53607	SUPPLIES - GAS & OIL	588	650	650	-
	THIS LINE ITEM HAS BEEN RELOCATED IN THE VEHICLE MAINTENANCE BUDGET				
53609	ECONOMIC DEVELOPMENT	-	6,000	1,500	9,200
	CHAMBER DIRECTORY: \$500				
	RETENTION/ATTRACTON: \$500				
	CHAMBER/BDC ACTIVITIES: \$500				
	DEMOGRAPHICS / MARKETING SURVEY: \$3,200				
	COMMERCIAL REAL ESTATE OPEN HOUSE: \$2,500				
	MAIN STREET BANNERS: \$2,000				
53620	SUPPLIES - OFFICE	1,717	2,100	2,100	1,600
53630	OPERATING SUPPLIES	100	200	200	200
	TOTAL	12,320	10,300	5,800	11,200
<u>CONTINGENCIES/OTHER</u>					
57100	CONTINGENCY	2,700	48,875	48,875	100,000
	TOTAL	2,700	48,875	48,875	100,000
	DEPARTMENT TOTAL	758,659	545,558	535,123	568,630

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MISSION STATEMENT: The Finance Department exercises general supervision over the fiscal affairs of the Village and provides budgetary, accounting and financial services for all Village Departments, the Water and Sewer Fund, and the Police and Fire Pension Funds. This department is responsible for the Village's annual audit, annual budget, tax levy, payroll, water billing and collections, and accounts payable and receivable systems. Additionally, all Human Resource functions are administered through this department, including personnel, employee benefits, collective bargaining, risk management, workers' compensation, safety, training and wellness.

2012 / 2013 ACCOMPLISHMENTS

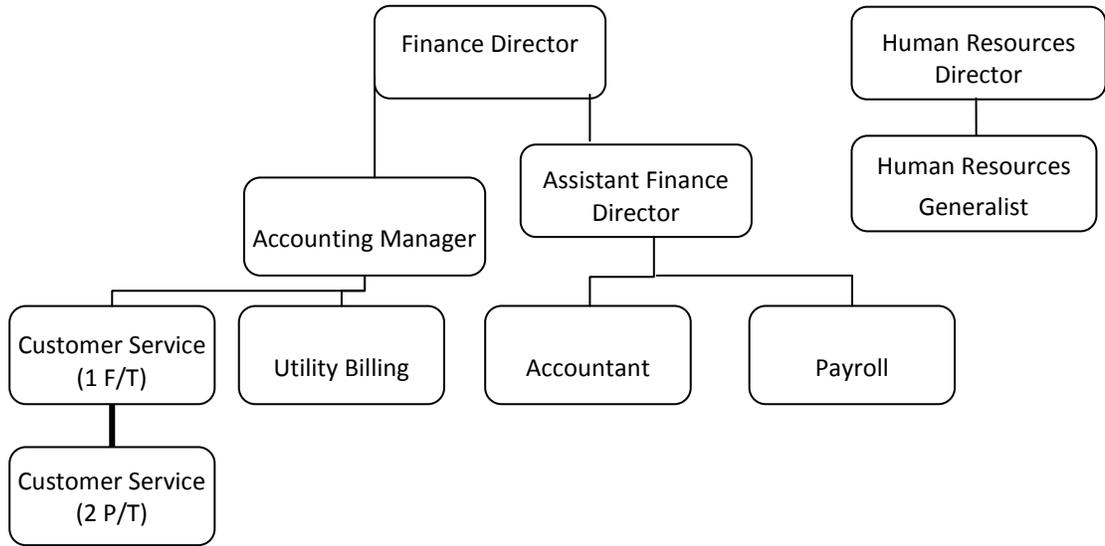
1. In conjunction with the Village Board, Audit and Finance Commission, and other Departments, developed a sustainable and balanced budget that provides stable public services to Carpentersville residents.
2. Received the ninth consecutive unqualified ("clean") opinion on the 2012 audit.
3. Reduced the number of material auditor adjusting journal entries by more than 50%.
4. Implemented GASB 54 requirements regarding the definition of specific funds.
5. Worked with the Community Development Department to add collection of code violations to the adjudication program. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
6. Established a CERF fund with transfers from both the General Fund (\$500,000) and the Water and Sewer Fund (\$100,000). *This is in conjunction with Village Board goal, "Building the CERF Fund."*
7. Did a banking RFP for new services to help streamline our bank accounts and cut down on additional fees. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
8. Worked with Baecore to implement MUNIS Employee Self Service, Employee Evaluations and Personnel Actions. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
9. Implemented outcomes-based incentive tied to medical premium contribution for non-represented employees to support goal of improving employees' health and wellness.
10. Developed safety, training and accident-prevention programs targeted at loss control.

2013 / 2014 OBJECTIVES

1. Significantly reduce the number of Internal Control points. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
2. Reduce the number of audit adjusting journal entries. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*

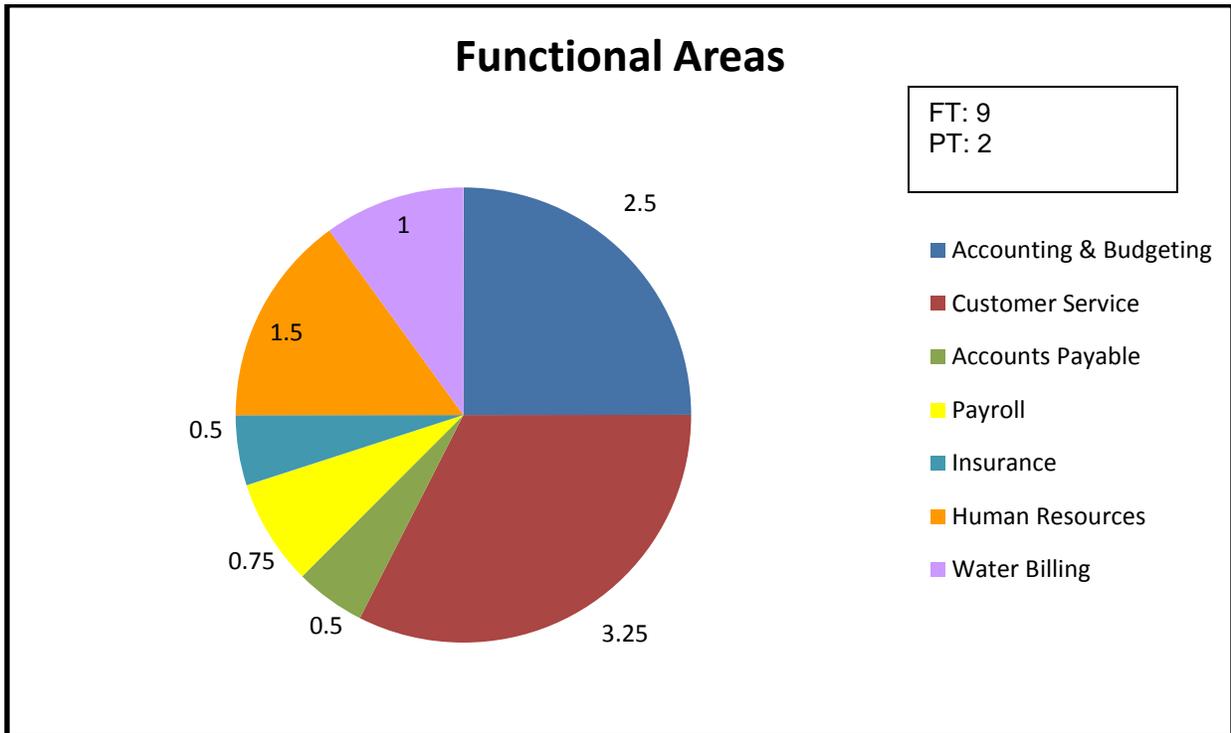
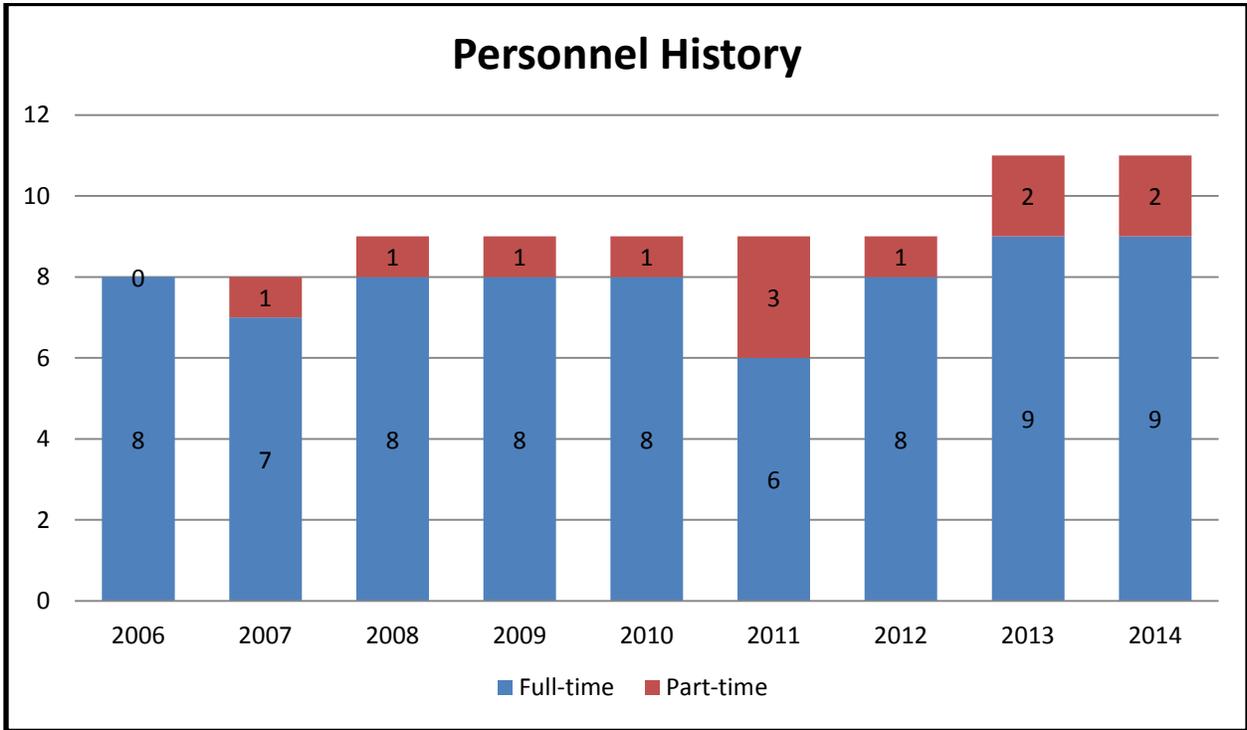
3. Implement GASB 63 requirements regarding the changes in reporting certain assets and liabilities.
4. Work with Baecore to improve the accounting system. More specifically, to improve the payroll, utility billing, accounts payable, cash receipting and budget modules' efficiency and effectiveness. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
5. Continue to research the option of debt refinancing in an effort to lower the interest payments on debt. *This is in conjunction with Village Board goal, "Prioritize potential budget cuts before budget talks begin."*
6. Provide monthly budget versus actual reporting to the Department Heads. *This is in conjunction with Village Board goal, "Prioritize potential budget cuts before budget talks begin."*
7. Develop a sustainable budget that considers the balance between community expectations and achievable service levels. *This is in conjunction with Village Board goal, "Prioritize potential budget cuts before budget talks begin."*
8. Continue assisting with the administration of the local adjudication program. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
9. Continue providing exceptional customer service to the residents of Carpentersville. *This is in conjunction with Village Board goal, "Create an atmosphere where village customers feel valued and respected through proper customer service."*
10. Continue to develop a Capital Equipment Replacement Fund to account for and track all capital purchases. *This is in conjunction with Village Board goal "Building the CERF Fund."*
11. Continue to look for more efficient technology to streamline front counter activity, such as researching remote deposit capabilities and automating the "on-line" banking payments. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
12. Develop a Village-wide employee recognition program aimed at rewarding employees for exceptional service or for making a significant, positive impact on the community. *This is in conjunction with Village Board goal, "Implement an Employee Recognition Program."*
13. Continue to develop Village wellness program and provide resources for employees to improve their health and wellness.
14. Continue to develop safety, training and accident-prevention programs targeted at loss control.

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2011/2012	Budget 2012/2013	Projected 2013/2014	Projected 2014/2015
Full-Time	8	8	9	9
Part-Time	2	2	2	2



VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FINANCE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001111 - FINANCE</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES	240,639	315,088	271,500	279,679
	1 FINANCE DIRECTOR (50%): \$49,891				
	1 H.R. DIRECTOR (50%): \$46,508				
	1 ASSISTANT FINANCE DIRECTOR (50%): \$43,178				
	1 ACCOUNTING MANAGER (50%): \$32,994				
	1 H.R. GENERALIST (50%): \$30,008				
	1 SENIOR CUSTOMER SERVICE REP (50%): \$27,797				
	1 PAYROLL ADMINISTRATOR (50%): \$26,394				
	1 ACCOUNTANT (50%): \$22,909				
50020	OVERTIME SALARIES	983	-	-	-
50040	LONGEVITY	1,430	1,410	1,410	1,220
50050	ATTENDANCE INCENTIVE	500	875	875	1,000
50075	PART TIME/SEASONAL	28,110	30,000	30,000	17,756
	2 PT CUSTOMER SERVICE REPS (50%): \$17,756				
	TOTAL	271,662	347,373	303,785	299,655
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	46,818	79,075	32,539	58,368
	FINANCE DEPT HEALTH INS: (50%) \$55,418				
	FLEXIBLE SPENDING, GBS FEES: \$2,950				
51130	WELLNESS PROGRAM	17,958	25,000	25,000	41,750
	WELLNESS PROGRAM: \$22,800				
	WELLNESS SCREENINGS: \$10,000				
	EAP: \$5,500				
	BENEFIT FAIR: \$1,950				
	FLU SHOTS: \$1,500				
51140	IMRF	28,571	36,259	33,100	36,854
51150	UNEMPLOYMENT	90,766	140,000	80,000	140,000
51160	FICA	16,959	21,353	19,000	18,581
51165	MEDICARE	3,966	4,994	4,994	4,347
51170	OTHER POST EMPLOYMENT BENEFITS	5,541	6,000	6,000	6,000
	1 RETIREE (PAYMENT 5 OF 5, 50%)				
	TOTAL	210,579	312,681	200,633	305,900
<u>CONTRACTUAL SERVICES</u>					
52012	ACCOUNTING SERVICES	59,838	47,000	45,000	45,000
	ANNUAL AUDIT: \$42,000				
	GASB 45 ACTUARIAL VALUATIONS & DISCLOSURES: \$3,000				
52013	DUES & SUBSCRIPTIONS	786	1,470	1,470	1,470

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FINANCE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001111 - FINANCE</u>					
<u>CONTRACTUAL SERVICES</u>					
	MEMBERSHIP GFOA(2): \$150 A/P & P/R PUBLICATIONS: \$160 IGFOA MEMBERSHIP(2): \$200 NOTARIES (4): \$200 HR MEMBERSHIP IAMMA: \$45 HR INTERNATIONAL FOUNDATION: \$150 HR SOCIETY FOR HUMAN RESOURCE MGMT: \$90 HR NPELRA/IPELRA: \$95 HR CITY TECH USA: \$195 HR IPMA-HR: \$185				
52030	LEGAL FEE FOR SERVICES	-	235,000	250,000	275,000
	INVESTIGATIONS, CONTRACT NEGOTIATIONS, LITIGATION, COMMISSIONS, ETC.				
52035	LEGAL RETAINER	-	55,200	55,200	55,200
52105	BANK CHARGES	-	-	500	5,375
	ONLINE PAYMENTS BANK FEES: \$375 BANK FEES: \$3,000 REMOTE DEPOSIT: \$2,000				
52153	PRINTING	6,075	7,000	7,000	7,000
	BUDGET, VEHICLE STICKERS, RECEIPTS & TAGS				
52157	POSTAGE MAILING	23,184	25,000	25,000	25,000
52163	TRAINING/MEETINGS	4,657	9,500	8,000	10,500
	FINANCE TRAINING: \$4,100 H.R. SEMINARS, CONFERENCES AND TRAINING: \$3,900 VILLAGE-WIDE EMPLOYEE TRAINING: \$2,500				
52190	PROFESSIONAL SERVICE	12,455	14,300	14,300	34,850
	VEHICLE LICENSING: \$13,000 SCANNING SERVICES \$2,000 HR BACKGROUND CHECKS & EXAMS: \$350 HR COMPREHENSIVE PERSONNEL MANUAL UPDATE: \$19,500				
52203	LIABILITY INSURANCE	533,305	504,000	600,000	615,897
	LIABILITY INSURANCE: \$447,897 WORKERS COMP CLAIMS: \$168,000				
52325	MAINTENANCE-OFFICE EQUIPMENT	-	2,000	2,000	2,000
52410	COMMUNICATIONS	1,857	2,100	2,100	1,000
	VERIZON & AT&T: \$1,000				
	TOTAL	642,158	902,570	1,010,570	1,078,292
<u>COMMODITIES/SUPPLIES</u>					
53606	MINOR TOOLS - EQUIPMENT	1,984	400	400	700
	COUNTER CHAIR & FLOOR PAD(2): \$200 SHREDDER: \$200 DESKTOP SCANNER: \$300				
53620	SUPPLIES - OFFICE	5,814	3,400	3,400	5,450

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FINANCE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001111 - FINANCE</u>					
<u>COMMODITIES/SUPPLIES</u>					
	PAPER & CHECK STOCK (AP & PAYROLL): \$3,000				
	OFFICE SUPPLIES: \$2,000				
	FORMS (W-2'S, 1099'S & MISC): \$200				
	FEDERAL LABOR LAW POSTERS: \$250				
	TOTAL	7,798	3,800	3,800	6,150
<u>CONTINGENCIES/OTHER</u>					
54103	SALES TAX REBATES	190,195	-	110,000	110,000
54104	HOME RULE SALES TAX REBATES	12,622	-	12,638	1,000
54105	UTILITY TAX REBATES	113,273	-	51,367	400
57050	OTHER EXPENSES	57,311	57,311	57,311	57,311
70148	OXFORD ROAD	57,311	57,311	57,311	57,311
	OXFORD RD IMPROVEMENTS PAYMENT (4 OF 5)				
	TOTAL	373,401	57,311	231,316	168,711
<u>TRANSFERS OUT</u>					
59235	TRANS TO CAP EQUIP REPLACEMENT	351,600	500,000	500,000	500,000
	TOTAL	351,600	500,000	500,000	500,000
	DEPARTMENT TOTAL	1,857,199	2,123,735	2,250,104	2,358,708

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MISSION STATEMENT: The mission of the Information Technology Department is to facilitate reliable, timely and easy access to information for the employees and residents of the Village of Carpentersville. Through our commitment to provide quality service and support, this department will strive to exceed the expectations of employees and residents by:

- ❖ Offering innovative solutions which enable departments to better accomplish their goals in providing quality services to our citizens.
- ❖ Providing technical assistance and advice to the Village Staff on all Information Technology concerns.
- ❖ Operating and maintaining a fiscally sound and reliable communications infrastructure while providing an exceedingly high level of service and support.
- ❖ Facilitating interdepartmental involvement in Information Technology decisions.
- ❖ Providing Village employees with the best available, most cost effective technology and procedures relating to the field of Information Technology.
- ❖ Providing current information and upcoming events to the residents through the website and E-Newsletters.

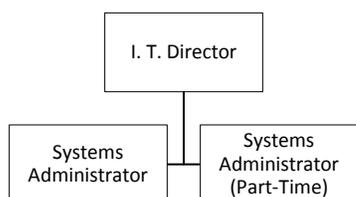
2012 / 2013 ACCOMPLISHMENTS

1. Upgraded Exchange (Email) Server from version 2003 to 2010.
2. Worked with The Baecore Group and all departments in conducting Munis Assessment/Implementation of new workflow processes. Improvements are being made, and will continue to be made to both our System and Staff processes.
3. Continued with workstation upgrades by replacing 30 aging workstations with new systems with both Windows 7 and Office 2010 installed.
4. Upgraded phone system and network infrastructure at Village Hall, Police, Water, and WasterWater to new Cisco VoIP phone system.
5. Connected both Water and WasteWater facilities to the Village network, which enhanced both performance and security for those sites.
6. Implemented new Help Desk Tracking software in order to track all help desk calls to the IT Department along with tracking performance.
7. Implemented a Windows Deployment Server for more efficient imaging/rebuilding process of workstations, eliminating a substantial amount of time used to build workstations.

8. Worked with Police Department in implementing new Police Interview Room recorder system, meeting State requirements and providing enhanced security to our interview rooms.
9. Implemented new Police Squad Car Wireless video upload system, automating a task that would normally need to be done manually as well as securing and storing more video. Plans on implementing this system in more squad cars next year.

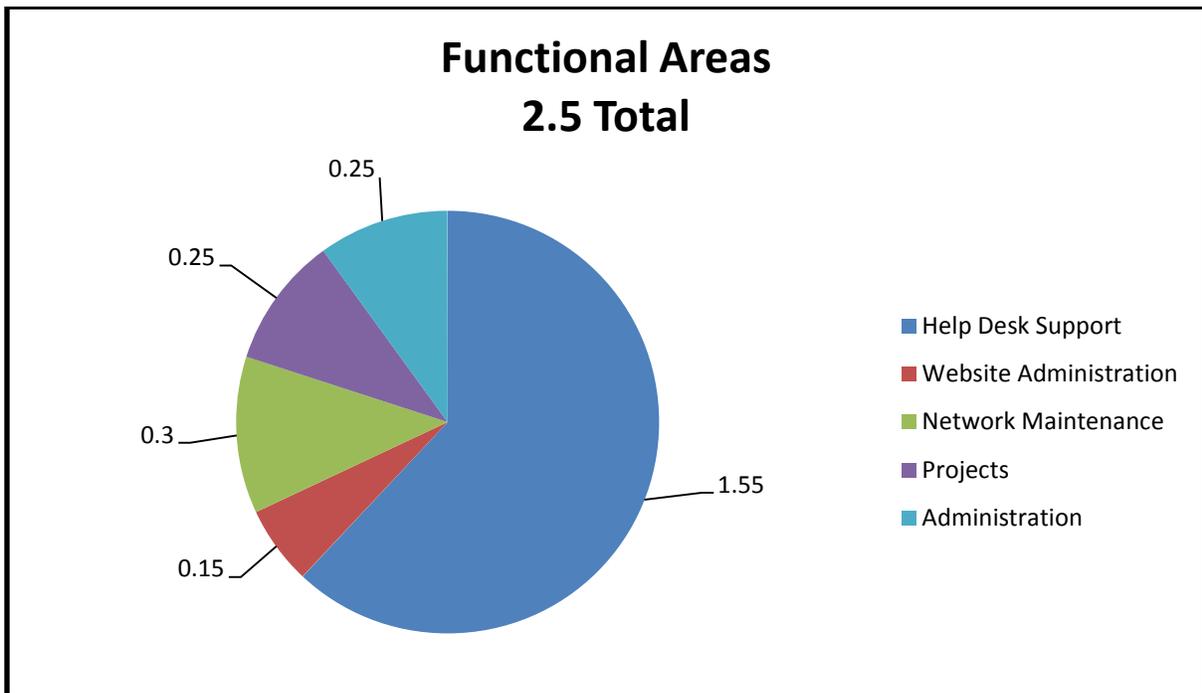
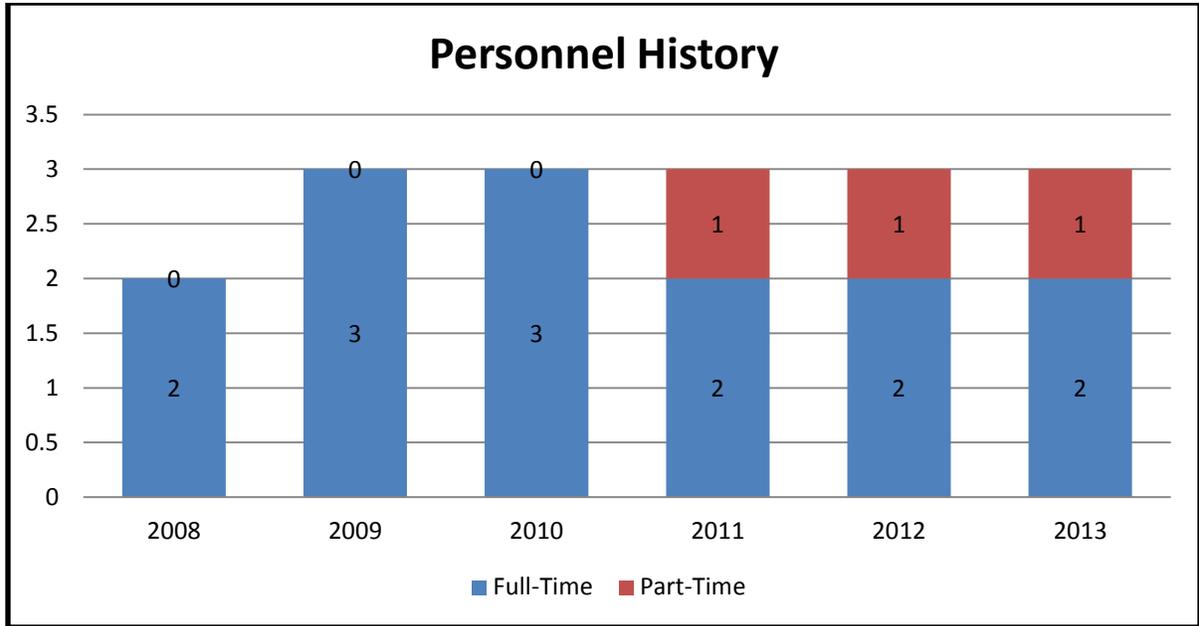
2013 / 2014 OBJECTIVES

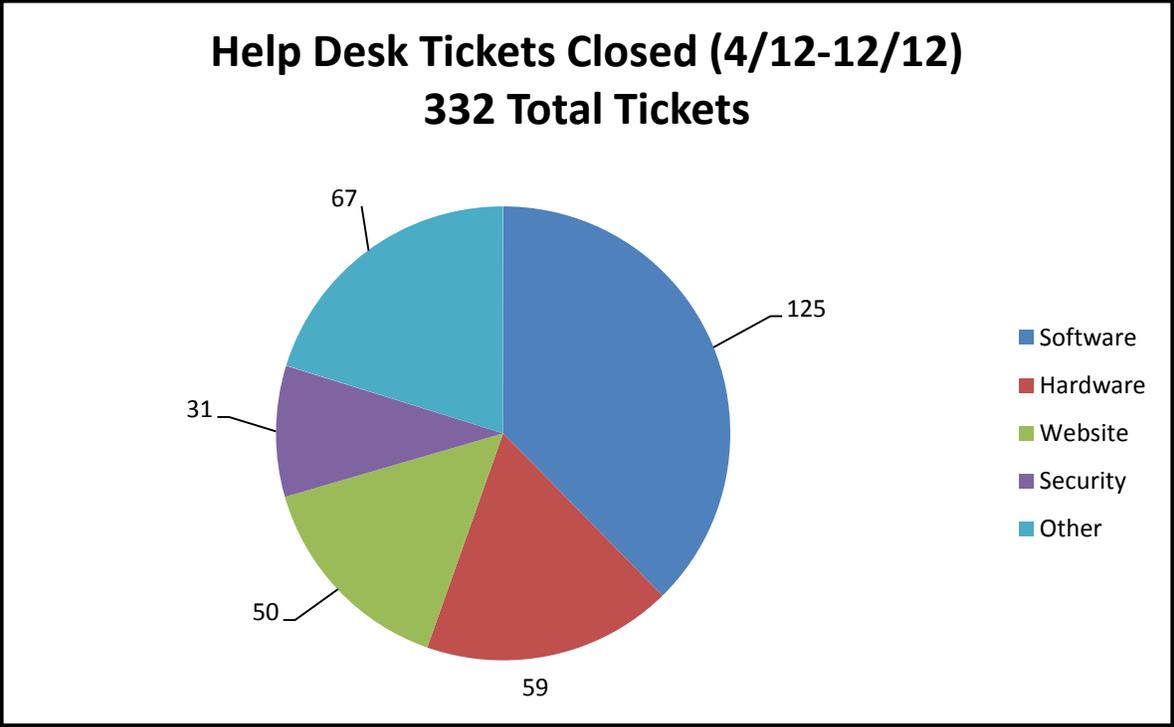
1. Implement Live Streaming and Video On-Demand of Village Board Meetings on the Village website, providing transparency and higher availability to our residents. This is in conjunction with Village Board goal *“to consistently improve on utilizing IT systems that enable staff to operate more efficiently thus improving services provided to customers of the Village”*
2. Continue Munis Process Implementation and Training with The Baecore Group in order to streamline interdepartmental workflow processes, which will lead to more knowledgeable/efficient employees using Munis, as well as more efficient customer service for residents. This is in conjunction with Village Board goal *“to consistently improve on utilizing IT systems that enable staff to operate more efficiently thus improving services provided to customers of the Village”*
3. Continue with workstation upgrades by replacing aging, and failing, workstations for FY2013 and FY2014.
4. Implement a Tablet solution for Community Development Code Inspectors in order to streamline workflow processes within Code Enforcement. This is in conjunction with Village Board goal *“Streamline Village departments in order to be more efficient and operate within the budget funds available.”*
5. Implement Windows Server Update Services for more efficient and secure method of installing Windows Updates on Village workstations.
6. Upgrade Munis Server Hardware per the maintenance schedule.
7. Upgrade Firehouse Server to a stand-alone server to enhance software performance.



PERSONNEL SCHEDULE

	Budget 2011/2012	Budget 2012/2014	Projected 2013/2014
Full-Time	2	2	2
Part-Time	1	1	1





Partial year statistics with users still getting used to using the request system

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

INFORMATION TECHNOLOGY

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001112 - INFORMATION TECHNOLOGY</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES 1 I. T. DIRECTOR (75%): \$68,433 1 SYSTEMS ADMINISTRATOR (75%): \$42,861	149,288	146,916	146,916	111,294
50040	LONGEVITY	220	320	280	270
50050	ATTENDANCE INCENTIVE	250	1,000	750	750
50075	PART TIME/SEASONAL 1 PT SYSTEMS ADMINISTRATOR (75%): \$14,968	14,308	20,180	9,000	14,968
	TOTAL	164,066	168,416	156,946	127,282
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	20,383	21,000	20,128	23,100
51140	IMRF	16,378	16,900	16,900	13,816
51160	FICA	10,165	10,441	10,441	7,892
51165	MEDICARE	2,379	2,442	2,442	1,846
	TOTAL	49,304	50,784	49,912	46,654
<u>CONTRACTUAL SERVICES</u>					
52125	PUBLIC INFORMATION	6,003	-	-	-
52157	POSTAGE/MAILING MOVED TO FINANCE	-	-	-	-
52163	TRAINING/MEETINGS	-	2,500	2,500	2,500
52190	PROFESSIONAL SERVICE ANTI-VIRUS/BACK-UP MAINTENANCE: \$8,618 LASERFICHE MAINTENANCE: \$2,750 DOMAIN RENEWAL: \$200 WEBSITE (ENEWS, CALENDAR, HOSTING, GOOGLE SEARCH): \$1,608 COPIER MAINTENANCE AGREEMENT: \$41,149 CISCO TAC - PHONE/NETWORK MAINTENANCE AGREEMENT: \$10,796 GRANICUS WEB MEETING STREAMING (\$3,600/YR, \$2,625 1-TIME FEE): \$6,225	10,993	54,002	54,002	71,346
52320	MAINTENANCE - MUNIS OSDBA: \$7,431 GUI SUPPORT: \$1,650 MODULE SUPPORT: \$38,053 BAECORE SAAS (SOFTWARE AS A SERVICE): \$3,220 BAECORE PHASE 2: \$78,530	41,876	125,880	125,880	128,884
52323	MAINTENANCE EQUIPMENT NETWORK EQUIPMENT MAINTENANCE & REPAIRS: \$5,000 TOUGHBOOK REPAIRS: \$1,000	6,678	7,250	7,250	6,000
52410	COMMUNICATIONS CALL ONE: \$55,185 CELL PHONE: \$2,050 COMCAST INTERNET (VILLAGE HALL, PUBLIC WORKS): \$2,700	5,322	4,520	4,520	59,935

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

INFORMATION TECHNOLOGY

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001112 - INFORMATION TECHNOLOGY</u>					
	TOTAL	70,872	194,152	194,152	268,665
<u>COMMODITIES/SUPPLIES</u>					
53606	MINOR TOOLS - EQUIPMENT	1,965	3,000	3,000	3,000
	PRINTERS/MONITORS/SCANNERS/MISC. PERIPHERALS				
53608	COMPUTER	23,044	42,306	42,306	53,708
	2 SERVERS - MUNIS/FIREHOUSE Upgrade: \$7,000				
	30 DESKTOPS PER UPGRADE SCHEDULE: \$20,520				
	1 LAPTOP PER UPGRADE SCHEDULE: \$800				
	6 SQUAD LAPTOPS FOR POLICE: \$12,378				
	6 TABLETS FOR COMM. DEV.: \$13,010				
53611	SUPPLIES - NETWORK SOFTWARE	11,828	27,267	27,267	11,395
	43 MS OFFICE PRO 2010 LICENSES: \$10,449				
	2 MS WINDOWS SERVER 2008 R2 LICENSES : \$946				
53620	SUPPLIES - OFFICE	96	400	400	400
53630	OPERATING SUPPLIES	498	1,000	1,000	1,000
	TOTAL	37,431	73,973	73,973	69,503
	DEPARTMENT TOTAL	321,673	487,325	474,983	512,104

MISSION STATEMENT: Public Building's staff is dedicated to providing custodial and building maintenance related tasks for Village Hall and its working population.

Responsibilities include but are not limited to:

Equipment Maintenance

- 16 rooftop exhaust fans
- 2 rooftop HVAC units
- 2 Boilers
- 1 cooling tower
- 4 circulating pumps
- Sewage lift station
- 2 pneumatic air compressors
- 1 natural gas emergency generator
- HVAC radiators multiple units
- Reheat units 2nd floor Village Hall
- 1 building make up handler
- 1 HVAC radiator fresh air handler
- 1 gun range air handler
- 3 AC split system units

Building & Grounds Maintenance

- Fountain
- Trees & bushes
- Parking lot
- Exterior building lights
- Exterior Windows

Snow Removal

General Custodial Duties

2012 / 2013 ACCOMPLISHMENTS

1. Prepared specifications, and awarded the installation of a new rooftop air conditioning unit for server room.
2. Prepared specifications, went out for bid, and awarded the repairs and preventative maintenance of Village Hall and Police Department Roof.
3. Worked with general contractor in developing plans for the Village Hall / Police Department renovation project.
4. Assisted supervising the day to day operations of the Village Hall / Police Department renovation project. This includes providing the general contractor and subcontractor's guidance and direction.

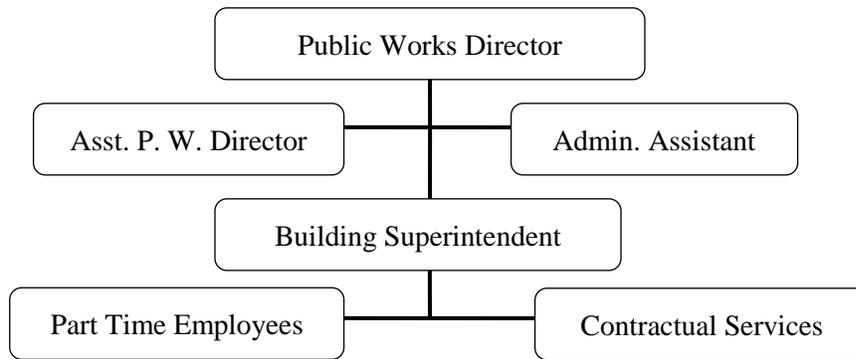
5. Supervised in-house crews during the Village Hall / Police Department renovation project. Tasks performed by in-house staff include but is not limited to coordinating the relocating of departments, demolition, painting, disassembling and assembling furniture.
6. Installed 75 Blinds throughout the building. These efforts will help reduce cooling cost.
7. Painted all of Village Hall 1st and 2nd floor, painted all of Police Department 1st floor and new evidence room in basement totaling a total of 40 rooms including hallways, doors, window sills, and HVAC radiator units.
8. Planted flower in beds in front of Village Hall.
9. Started exterior caulking 2nd floor windows on west side of Village Hall.
10. Repaired 31 leaking windows within Village Hall and Police Department. Repairs included installing new weep holes and re-caulked/sealed inner bottom corners of frames.
11. In-house repair 15' of 6" cast iron building sewer pipe Police Department.
12. Help HVAC company fix heating problem at Fire Station 1 in kitchen, day room, and bunk room.
13. Started preventative maintenance on plumbing fixtures at Public Works building such as toilets, urinals, and lavatory faucets.
14. Started preventative maintenance on HVAC units at Public Works Building such as filters, v-belts, and grease motors and bearings.
15. Started Flushing Village Hall and Police Department basement underground sewer lines monthly to inspect for back ups and to keep lines open. Along with flushing sewage lift station to test operation of 2 sewage pumps.

2013 / 2014 OBJECTIVES

1. Provide the Village Hall population with outstanding customer service.
2. Building Superintendent is currently registered at ECC for the purpose of becoming a certified HVAC technician. These efforts will save resources within all Village Departments.
3. Transition heat to air conditioning (spring) and air conditioning back heat (winter) this is typically done by an outside contractor. A savings of approximately \$3,000 will be realized.
4. Continue to develop a preventative maintenance program on all mechanical and stationary equipment within the Village Hall, Police Station, and Village owned and operated facilities.
5. Re-key Village Hall doors to a standard master key and to specific departments.
6. Paint and rehab engineering & code office.

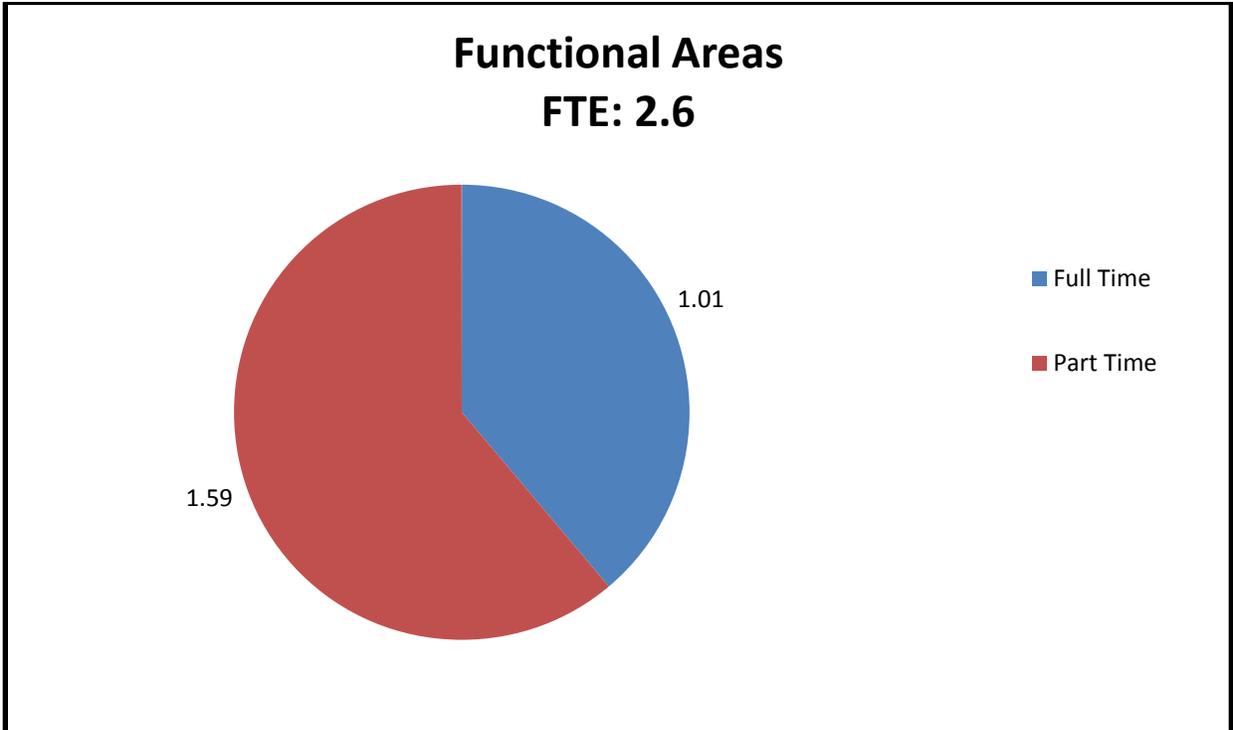
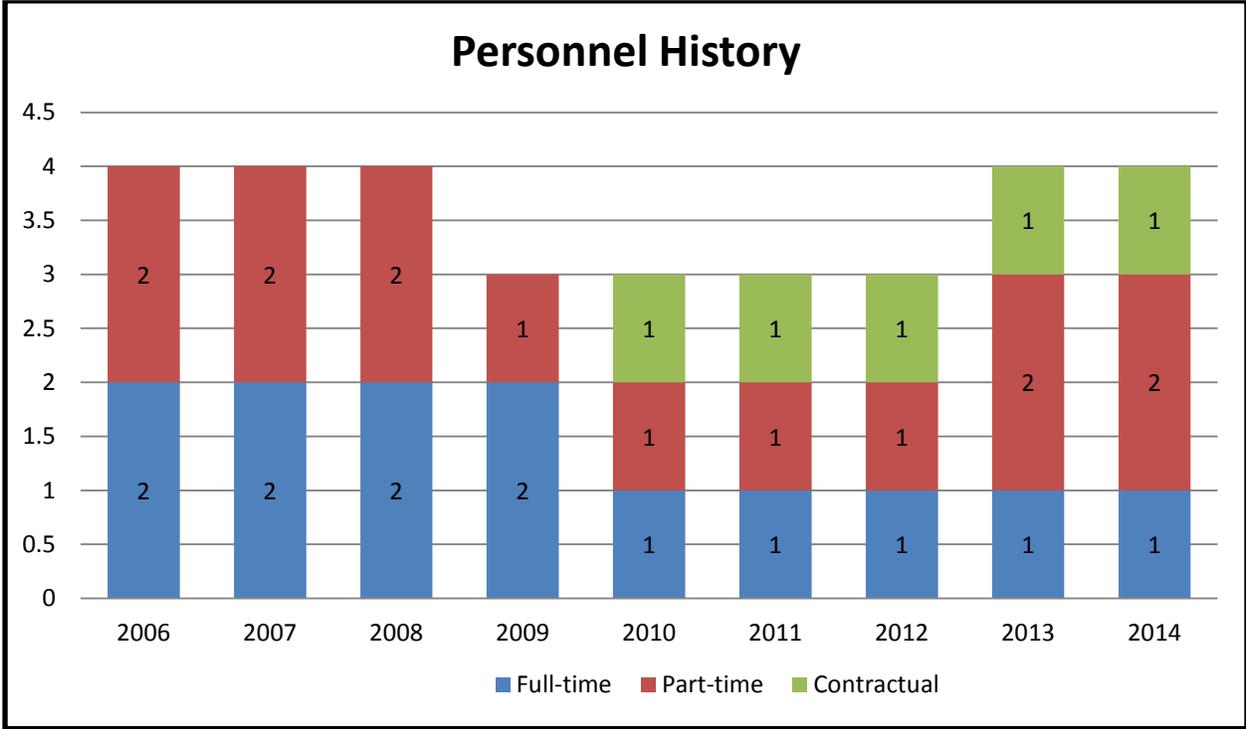
- 7. Rehab exterior water fountain. Rehab includes scrape loose paint, repair cracks, and repaint.
- 8. Caulk all exterior windowpanes.

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2010/2011	Budget 2011/2012	Budget 2012/2013	Projected 2013/2014
Full-Time	2	1	1	1
Part-Time	2	1	1	2
Contractual	1	1	1	1



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit of Measurement	09/10	10/11	11/12	12/13
Description					
Hot Water Heaters	Replaced	0	1	0	2
HVAC Diaphragm Valves	Replaced	0	2	1	0
Thermostats	Replaced	4	3	3	5
Lavatory Faucets	Replaced	0	0	8	2
Urinal Flush Valve	Replaced	0	0	1	2
Damper Motors	Replaced	2	0	0	0
Reset Wall Hung Toilet	Reset	0	0	8	20
Exhaust Motors	Replaced	1	1	1	2
Towel Dispensers	Replaced	1	3	1	2
Painting	Rooms	3	4	1	6
Rod all sewer lines within bldg.	Occurrences	12	12	3	12

* This year's performance measurements are difficult to track because of the Village Hall / Police Department remodel project. Below are measurable units tracked in previous years and compared to what was accomplished this year. Because of the current Building Superintendent's abilities a more detailed report will be developed for the 2014/15 budget year.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

PUBLIC BUILDINGS

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001115 - PUBLIC BUILDINGS</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES 1 BUILDING SUPERINTENDENT: \$58,823 1 ACTING BUILDING SUPERINTENDENT: \$10,129	45,583	57,598	64,963	68,952
50020	OVERTIME SALARIES	3,651	5,000	894	-
50040	LONGEVITY	-	20	20	40
50050	ATTENDANCE INCENTIVE	-	250	250	250
50075	PART TIME/SEASONAL 2 PT EMPLOYEES: \$20,230	11,699	12,827	10,886	25,230
	TOTAL	60,933	75,695	77,013	94,472
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	6,930	15,000	18,721	16,500
51140	IMRF	5,334	7,174	7,174	8,517
51160	FICA	3,625	4,693	4,693	5,858
51165	MEDICARE	856	1,098	1,098	1,370
51170	OTHER POST EMPLOYMENT BENEFITS 1 RETIREE (PAYMENT 4 OF 5)	11,930	12,000	12,000	12,000
	TOTAL	28,674	39,965	43,686	44,245
<u>CONTRACTUAL SERVICES</u>					
52310	MAINT BUILDINGS & GROUNDS WEED CONTROL, PLUMBING, ELECTRICAL, HVAC REPAIR, SHADES	67,885	40,000	40,000	28,500
52323	MAINTENANCE EQUIPMENT ELEVATOR INSPECTION AND REPAIR: \$5,000 PEST CONTROL: \$1,800 FIRE SYSTEM INSPECTION: \$1,300 GENERATOR INSPECTION: \$1,900	8,237	10,000	10,000	10,000
52409	HEATING ELECTRICITY TO HEAT 2ND FLOOR	7,811	15,000	10,000	10,000
52410	COMMUNICATIONS VERIZON: \$800	-	-	-	800
	TOTAL	83,933	65,000	60,000	49,300
<u>COMMODITIES/SUPPLIES</u>					
53606	MINOR TOOLS - EQUIPMENT	1,042	1,500	1,500	1,500
53607	GAS & OIL	609	750	400	-
53630	OPERATING SUPPLIES COOLING TOWER CHEMICALS: \$2,000 PAPER PRODUCTS & GENERAL MAINTENANCE SUPPLIES: \$23,000	20,825	22,500	25,000	25,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

PUBLIC BUILDINGS

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001115 - PUBLIC BUILDINGS</u>					
<u>COMMODITIES/SUPPLIES</u>					
53651	SUPPLIES - CLOTHING	444	375	375	375
	UNIFORMS FOR PUBLIC BUILDING EMPLOYEES				
	TOTAL	22,920	25,125	27,275	26,875
<u>EQUIPMENT</u>					
55799	IMPROVEMENTS	-	39,000	41,507	23,274
	CEILING REPAIRS: \$23,274				
	TOTAL	-	39,000	41,507	23,274
	DEPARTMENT TOTAL	196,461	244,785	249,481	238,166

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MISSION STATEMENT: The Parks Division of Public Works is dedicated to providing safe, clean, and beautiful parks and facilities for the residents of Carpentersville. Services shall be provided to enrich the quality of life for local residents and provide the best possible recreational facilities and open natural spaces available.

The Parks Division of Public Works maintains the integrity of the equipment and buildings. The Parks Division is responsible for maintaining the forty-two acres that make up five (5) parks, with an additional 5 acres of village owned properties and right of ways around the Village.

Responsibilities include but are not limited to:

Picnic areas – Responsible for 20 areas in five parks with an additional six sitting areas.

Playground – Maintenance of two playground areas in Carpenter Park.

Pavilions – Maintenance of two pavilions and the stage at Carpenter Park.

Veterans' Garden – Maintenance of the Veterans' Garden area, which includes the installation and repair of bricks in the monument area, building and maintenance of retaining walls around the various flower beds, the planting and maintenance of flowers, bushes, trees, and flags and flagpoles within the garden area.

Cleaning – Cleanup and maintenance of all of the parks and public properties within the parks system.

Tree Trimming and Removal – The trimming of limbs and removal of any tree that is deemed unsafe.

Snow Removal – Removal of snow from the parking areas in each park as well as the walkways in Carpenter Park and Veterans Garden, along with the assigned old town district which is bordered by Carpenter Blvd., Williams, Huntley Rd, and Illinois street.

Mulching – The placement of mulch in the various flower / shrub areas in our parks and around the village welcome signs and the Main St. hill welcome area.

Entrance Signs - Maintenance and repair of five Village of Carpentersville entrance signs and also the Old Town monument sign on Main Street & Route 31.

2012/2013 ACCOMPLISHMENTS

Parks and Entrance Signs

1. Developed a conceptual plan for Carpenter Park allowing us to become competitive when applying for grants such as the Oslad Grant.
2. With the assistance of the Parks Commission 16 trees were planted throughout Carpenter Park.
3. With the cooperation of the Boys and Girls Club and using their 501-C3 status, staff applied for and received a \$5,000 grant made available by United Airlines for the purchase and installation of trees within our park system. Trees will be purchased and installed in conjunction with our annual Arbor Day event.

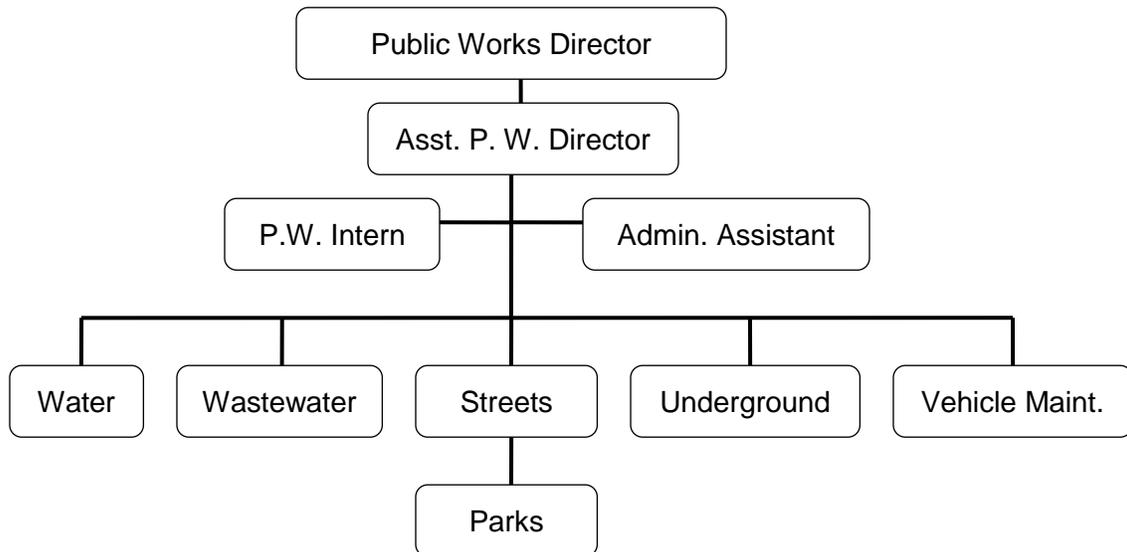
4. Relocated four large maple trees scheduled for removed for the development of a parking lot within Carpenter Park.
5. Advertised for bids and successfully entered into a ground maintenance contract with an independent landscape contractor for services related to weekly mowing, trimming and garbage collection within our parks system.
6. In an effort to reduce annual planting cost, staff worked with Wilson Nurseries to design and install a perennial garden within the existing flower garden within Veterans Garden.
7. Installed six large flower pots along the brick path leading to the monuments located within Veterans Garden. Annuals were planted within each pot.
8. Removed and rebuilt two bridges spanning over Carpenter Creek. The bridges are located on south end of Carpenter Park west of Carpenter Blvd and the north side of Spring Street. Construction included raising each bridge approximately one foot allowing for better flow of the creek. New walk approaches were also installed.
9. In an effort to remove trip hazards staff repaved the asphalt path along the south side of Spring Street between Lord Ave. and Carpenter Blvd.
10. Working with the Parks Commission and several volunteer groups' staff prepared Carpenter Park for several venues including the 911 Memorial events, October Cross, POW – MIA Ceremony and Arbor Day.
11. In an effort to enhance the visibility along the newly installed river walk; trees, bushes and shrubs were trimmed along the river bank within Jack Hill Park.
12. Sitting bench's were installed atop Main Street Hill adjacent to the Old Town Entrance sign providing weary walkers a place to sit, rest and enjoy the view. Benches were also installed in Jack Hill Park
13. Dead shrubs, trees and plants were replaced within the garden areas of the Carpentersville entrance signs.
14. Labor Pool assistance utilizing the Parks employee was provided for the remodel of Village Hall as well as the paving crew

2013/2014 OBJECTIVES/GOALS

1. Continue to develop the conceptual plan for Carpenter Park in hopes of increasing grant opportunities.
2. Continue to pursue grants related to the development of our parks system,

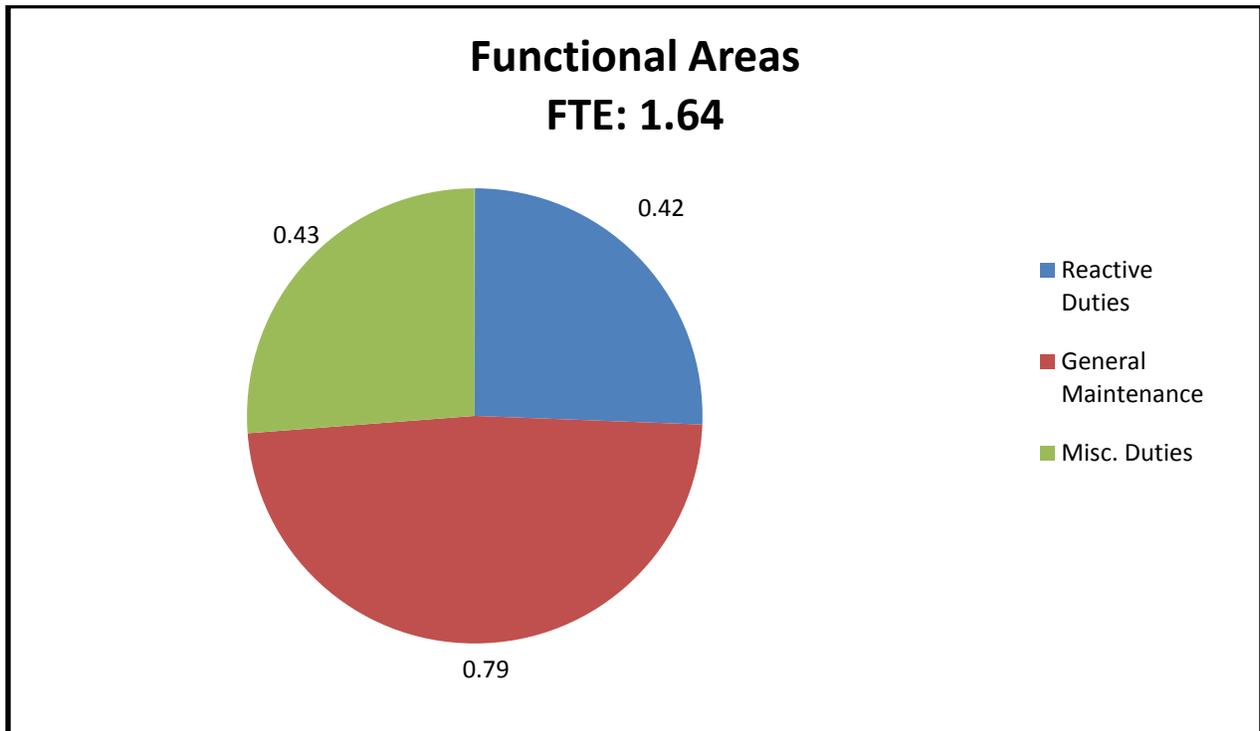
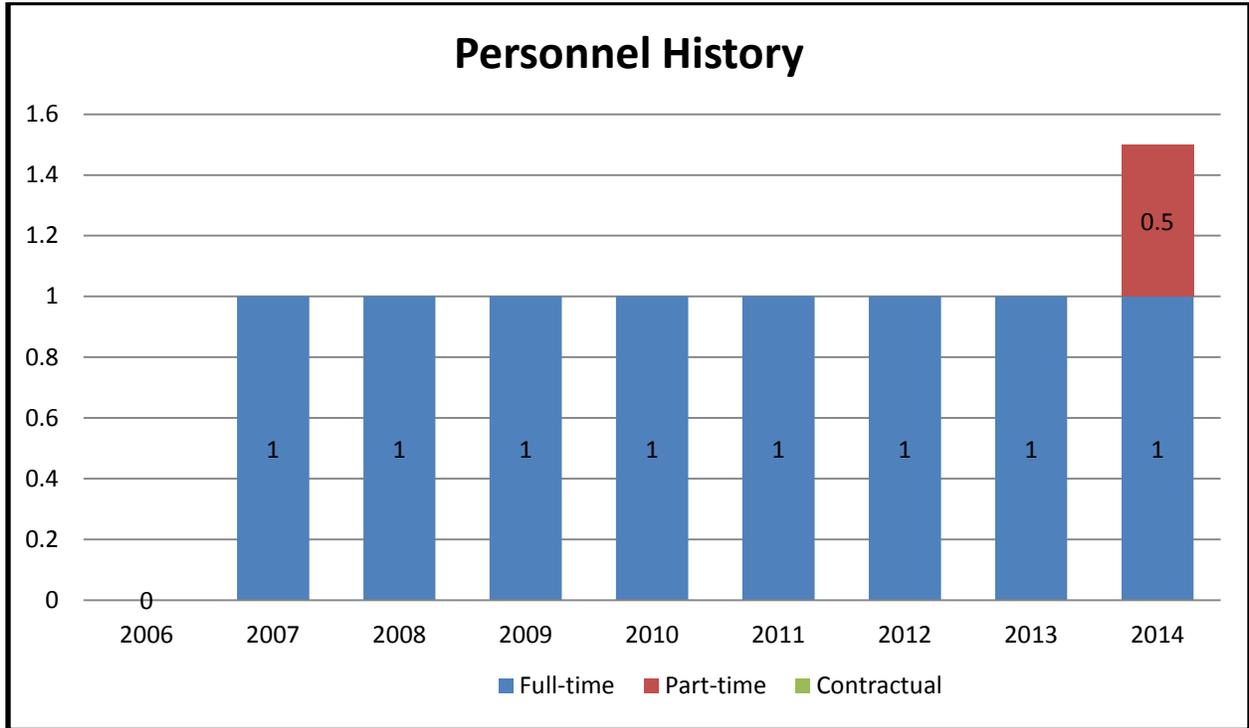
3. In preparation of the 2013 season, all picnic tables will be rebuilt and painted within the winter months.
4. Publically advertise and award bids for grounds maintenance within our parks system.
5. During our budget workshop staff would like to discuss the possibility of using revenue generated from the Carpenter Trust to purchase and have installed playground equipment within Carpenter Park.
6. If funding is available have a fence installed around the ball field located on the south end of Carpenter Park.

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2010/2011	Budget 2011/2012	Projected 2012/2013	Projected 2013/2014
Full-Time	1	1	1	1
Part-Time	0	0	0	.5



GENERAL FUND **PARKS DEPARTMENT**

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit Of Measurement	2010 Actual	2011 Actual	2012 Actual	2013 Projected
Park Permits	Permits Issued	64	61	58	60
Snow & Ice Control	Man Hours	N/A	20	20	20
Storm Cleanup	Man Hours	N/A	160	148	120
Park Cleanup	Man Hours	530	530	530	530
Tree Maintenance	Man Hours	N/A	264	200	700
Playground Equip. Repair	Man Hours	400	184	240	140
Picnic Site Repair	Man Hours	400	184	220	140
Entrance Sign Maintenance	Man Hours	N/A	232	180	200
Grounds Maintenance	Man Hours	N/A	104	96	104
Vet. Garden Maintenance	Man Hours	360	148	160	148
Structure Maintenance	Man Hours	N/A	116	142	80
Graffiti Removal	Man Hours	N/A	160	80	80
Labor Pool	Man Hours	100	282	348	300
Special Events	Man Hours	N/A	160	160	160
Material Hauling	Man Hours	N/A	16	80	40
Tool & Equipment Repair	Man Hours	N/A	36	60	40
Training	Man Hours	N/A	12	24	24
Administration	Man Hours	N/A	50	52	52

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

PARKS

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001220 - PARKS</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES 1 MAINTENANCE WORKER: \$61,728	62,580	61,739	61,739	61,728
50020	OVERTIME SALARIES	2,768	1,000	1,210	1,000
50040	LONGEVITY	520	560	560	600
50050	ATTENDANCE INCENTIVE	-	-	-	250
50075	PART TIME/SEASONAL 1 PT SEASONAL EMPLOYEE: \$12,000	-	-	-	12,000
	TOTAL	65,868	63,299	63,509	75,578
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	18,620	20,265	19,521	22,291
51140	IMRF	7,096	7,222	7,222	7,820
51160	FICA	3,866	3,925	3,925	4,686
51165	MEDICARE	904	918	918	1,096
51255	UNIFORM ALLOWANCE	375	375	375	375
	TOTAL	30,860	32,705	31,961	36,268
<u>CONTRACTUAL SERVICES</u>					
52166	VETERANS' GARDEN MOVED TO VETERANS GARDEN FUND	2,706	2,000	4,138	-
52190	PROFESSIONAL SERVICE LANDSCAPE ARCHITECT RECREATIONAL PLANNER: \$30,000	-	-	-	30,000
52310	MAINT BUILDING & GROUNDS	5,275	-	-	6,000
52410	COMMUNICATIONS VERIZON: \$255	-	-	-	255
52740	TREE/LAWN CARE CONTRACTUAL GROUNDS MAINTENANCE, TREE TRIMMING/REMOVAL	32,093	18,000	10,000	13,000
52901	RENTALS RENTALS SUCH AS: TOOLS, GENERATORS	300	500	250	250
	TOTAL	40,374	20,500	14,388	49,505
<u>COMMODITIES/SUPPLIES</u>					
53606	MINOR TOOLS - EQUIPMENT ASSORTED HAND TOOLS (RAKES, SHOVELS, BROOMS, SHEARS FLAG POLE PARTS AND ACCESSORIES SMALL TOOLS (WRENCHES, SCREWDRIVERS, CHAIN SAW BLADES, ETC.), BLEACHERS	1,904	2,500	2,500	4,800
53607	GAS & OIL THIS LINE ITEM HAS BEEN RELOCATED IN THE VEHICLE MAINTENANCE BUDGET	3,039	3,200	2,800	-
53630	OPERATING SUPPLIES	14,024	10,000	10,000	12,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

PARKS

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001220 - PARKS</u>					
<u>COMMODITIES/SUPPLIES</u>					
	REPAIRS TO STRUCTURES, BRIDGES, PICNIC AND SITTING AREAS GENERAL MAINTENANCE SUPPLIES PULVERIZED DIRT, GRASS SEED, AND PLAYGROUND REPAIR PARTS FENCE REPAIR				
	TOTAL	18,967	15,700	15,300	17,300
<u>EQUIPMENT</u>					
55799	IMPROVEMENTS	349	-	-	-
70168	JACK HILL PK PEDESTRIAN PATH	349	-	-	-
	TOTAL	349	-	-	-
	DEPARTMENT TOTAL	156,418	132,204	125,158	178,651

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MISSION STATEMENT: The Street Division is dedicated to the repair and maintenance of our streets, right-of-ways and parks.

The Street Division's primary functions include but are not limited to:

1. Grind and overlay,
2. Roadway patching
3. Snow and ice control.
4. Tree trimming
5. Tree removal
6. Shoulder repair,
7. Ditch-line restoration
8. Right of way trash collection.
9. Street sweeping.
10. Catch basin cleaning.
11. Dead animal retrieval.
12. Sign installation and repair.
13. Crosswalk / stop bar painting
14. Graffiti removal on public right of ways
15. Assist other divisions and village departments through manpower, equipment and logistical support.

2012/2013 ACCOMPLISHMENTS

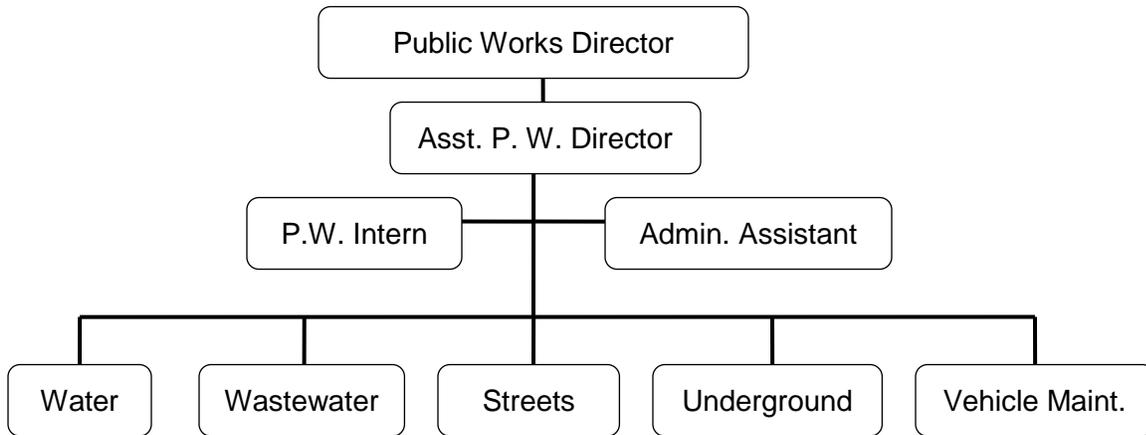
1. The continuation of our "in-house" asphalt overlay program. This year a total of 6 streets and 3 intersections were paved totaling 2.82 lane miles. Approximately 1,940 tons of hot asphalt and 1,138 gallons of tack emulsion was used.
2. Constructed a new salt dome within the Public Works Facility campus. The old salt dome located at 51 South Grove was razed.
3. Relocated the fueling system from 51 South Grove to the Public Works Facility campus. The old fuel tanks were removed from site.
4. Completed the in-house ash tree 2012 / 2013 removal list. Crews removed 660 ash trees and 27 non Ash trees. We are currently in the process of stump grinding and restoration.
5. Publically advertised and awarded a bid for the removal of 176 large ash trees located throughout the Village.
6. Publically advertised and awarded a bid for ground maintenance services related to mowing, trimming and garbage collection on right of ways and Village owned properties.
7. A total of 6,518 man-hours of reassigned street employees into the labor pool for assistance in other divisions / departments. A majority of these hours were dedicated to the Village Hall Remodel Project during the summer months.

8. During the winter month of 2012, 44 ton of U.P.M. cold mix asphalt was used for pothole repairs. Over the course of the summer a total of 336 ton of hot asphalt was used for pot holes (262 tons) and utility cut restoration (74 ton).
9. The continued stock pilling and utilization of our grindings in washouts, as a base to roadwork and any roadside restoration that is required of us. This has saved an estimated \$3,500 in our roadway maintenance budget.
10. Continue our roadside restoration program on major roadways using limestone to strengthen the road edges and improve the appearance of these roads. We used 60 ton of limestone in this program.
11. Street sweeping program included sweeping the village 3 times in an 8-month sweeping season (May – Dec). In addition sweeping is done during grinding operations.
12. Our continuing street sign replacement program to be compliant with the federal mandate issued in 1997 governing size and color of street signs and their associated lettering.

2013/2014 OBJECTIVES/GOALS

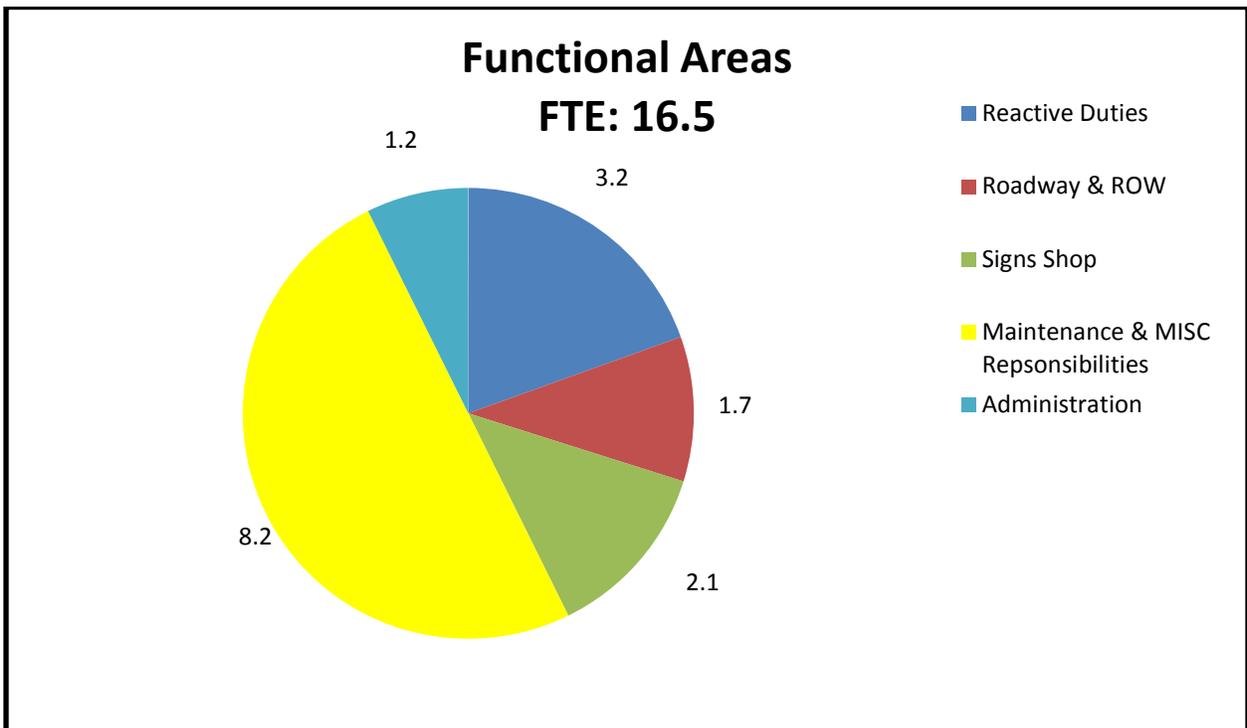
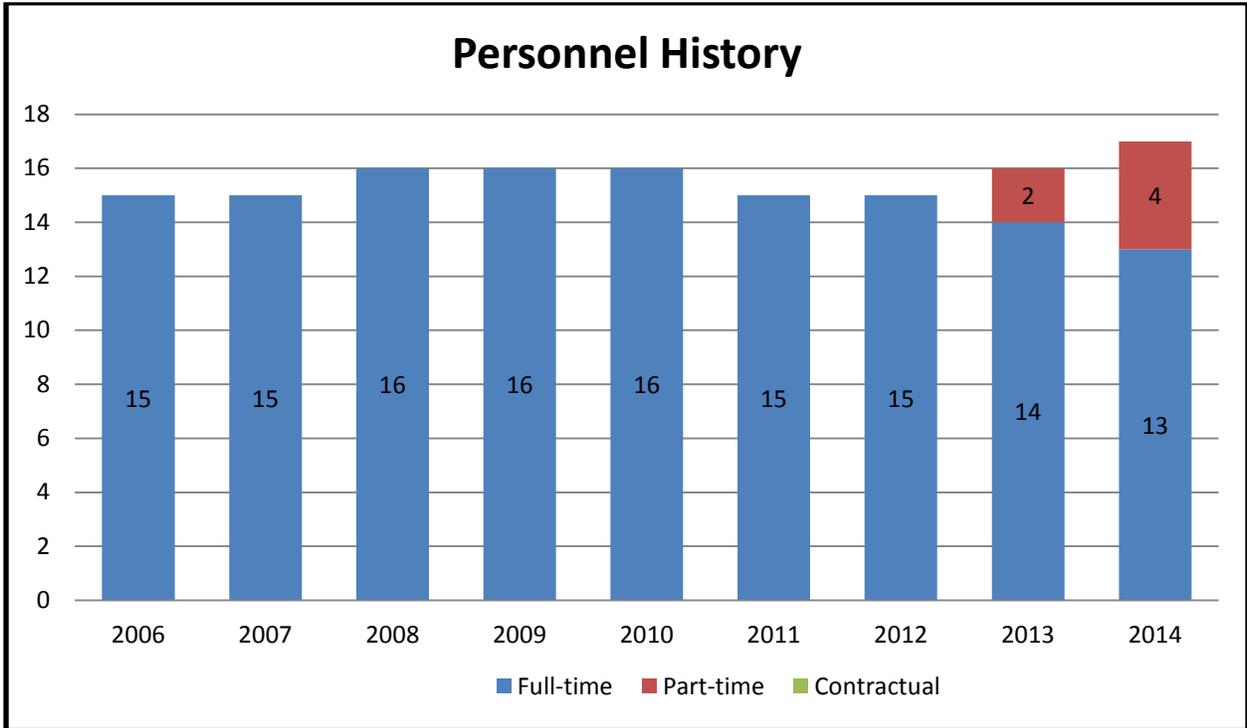
1. Maintain the integrity of our division through cross manning, cross training and the sharing of resources with the other divisions of public works.
2. Share labor force with other division of Public Works to complete labor intensive projects.
3. Continuation of our grind & overlay paving program. Our goal is to complete overlays in the Golfview & Old Town areas totaling approximately 5 lane miles.
4. Continue removing trees infected by the emerald ash borer. Removal includes stump grinding and site restoration.
5. Publically bid and award a contract for the removal of approximately 80 ash trees located throughout the Village to large for Village staff to address.
6. Continue our street sign replacement program. We will be upgrading the signage west of route 31 as personnel and materials allow. We will complete the change over from the old style signs to the new signs with the larger letters and village logo.
7. Repair and/or replace sections of sidewalks and curb lines that are in our estimation, a safety hazard to our residents.
8. Monitor and review any changes in the federal and state guidelines for M.U.T.C.D. and adjust our guidelines and procedures accordingly.

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2010/2011	Budget 2011/2012	Budget 2012/2013	Projected 2013/2014
Full-Time	15	15	15	14
Part-Time	0	0	3	4



GENERAL FUND

**STREETS
DEPARTMENT**

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	2010 Actual	2011 Actual	2012 Actual	2013 Projected
Asphalt Grinding (miles)	4.10	3.6	2.38	2.6
Asphalt Overlay (lane miles)	7.62	4.3	2.82	5.0
Asphalt Overlay (tons)	6,240	2,875	1,940	6,000
Hot asphalt Patching (tons)	127	76	262	125
Utility cut asphalt (tons)	88	84	74	90
UPM Cold Patching (tons)	83	49	44	50
Trees Planted	29	18	0	TBD
Trees Removed	12	45	660 Ash 27 Non Ash 687 Total	600
Stumps Ground and Restored	N/A	N/A	80	N/A
Roadside Reclamation (hours)	1,136	536	360	1,000
Roadside Cleanup (hours)	410	525	126	500
Material Hauling-grindings, etc. (hours)	2,880	575	1,420	1,040
Street Sweeping (hours)	1,644	1,440	1,600	1,800
Snow Removal (hours)	4,303	1,512	TBD	3,000
Crosswalks/Stop Bar Painting (feet)	5,160	4,860	5,220	5,000
Signage and Posts Replacement	409	391	372	400
Dead Animals Picked Up	314	338	223	300
Catch Basin Cleaning (hours)	948	850	456	1,000
Training (hours)	153	128	108	200
Storm Damage (hours)	1,920	1,875	1,384	1,800
Labor Pool Hours	N/A	1,528	6,518	4,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

STREET DEPARTMENT

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001370 - STREET DEPARTMENT</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES 1 DIRECTOR OF PW (33%): \$36,717 1 ASSISTANT PW DIRECTOR (25%): \$24,364 1 SUPERINTENDENT: \$82,564 9 MAINTENANCE WORKERS: \$550,061 2 CREW LEADERS: \$133,056 1 PW ADMINISTRATIVE ASSISTANT (33%): \$18,490 STANDBY: \$5,000	1,094,662	995,939	936,000	850,252
50020	OVERTIME SALARIES	43,302	52,000	45,000	52,000
50040	LONGEVITY	6,077	6,619	6,896	5,797
50050	ATTENDANCE INCENTIVE	998	2,231	2,000	3,229
50075	PART TIME/SEASONAL 5 PERMANENT PT EMPLOYEES: \$117,000	4,524	15,000	66,000	117,000
	TOTAL	1,149,563	1,071,789	1,055,896	1,028,278
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	228,603	247,893	220,045	234,682
51140	IMRF	119,294	120,580	120,580	126,479
51160	FICA	68,478	66,450	66,000	63,754
51165	MEDICARE	16,048	15,541	15,500	14,911
51255	UNIFORM ALLOWANCE UNIFORM ALLOWANCE FOR 12 EMPLOYEES	6,350	5,625	4,875	4,500
	TOTAL	438,773	456,089	427,000	444,326
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS APWA & WEATHER SERVICE	50	2,550	500	250
52154	NOTICES/PUBLICATIONS LEGAL ADS FOR EMPLOYMENT AND SEAL BIDS.	485	100	100	100
52156	REFUSE DISPOSAL RESIDENTIAL REFUSE CONTRACT: \$2,712,000 ROLL OFF: \$55,000 GRINDER MILLINGS: \$10,000 SILVERSTONE RECYCLING: \$3,300	2,732,999	2,700,000	2,750,000	2,780,300
52163	TRAINING/MEETINGS FLAGGER & SAFETY TRAINING	925	500	700	800
52190	PROFESSIONAL SERVICE PHYSICAL AND RANDOM DRUG TESTING: \$1,000 MOSQUITO SPRAYING: \$17,000 ASPHALT HAULING: \$20,000 SNOW REMOVAL: \$49,800	1,394	3,000	1,000	87,800
52310	MAINT BUILDING & GROUNDS BUILDINGS REPAIRS SUCH AS OVERHEAD DOORS, FENCE, & ELECTRICAL.	1,451	1,000	1,400	4,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

STREET DEPARTMENT

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001370 - STREET DEPARTMENT</u>					
<u>CONTRACTUAL SERVICES</u>					
52323	MAINTENANCE EQUIPMENT EQUIPMENT MAINTENANCE: \$3,000	2,698	3,000	6,000	3,000
52328	MAINTENANCE-STREET LIGHTS VILLAGE-WIDE STREET LIGHT MAINTENANCE	31,723	28,000	28,000	28,000
80700	ENERGY EFFICIENCY COMM BLK GRANT	53,455	-	-	-
52330	MAINTENANCE-TRAFFIC SIGNAL STATE CONTRACT FOR MAINTENANCE AND REPAIR OF ALL TRAFFIC SIGNALS WITHIN THE VILLAGE LIMITS.	21,760	23,000	22,000	23,000
52333	MAINTENANCE - VEHICLES REPAIRS TO VEHICLES.	69,542	3,100	3,000	500
52410	COMMUNICATIONS CELL PHONES	4,804	5,000	6,000	1,500
52740	TREE/LAWN CARE CONTRACTURAL LAWN MAINTENANCE & STORM CLEAN UP	48,981	77,000	70,000	40,000
52744	TREE REPLACEMENT PROGRAM	-	75,000	75,000	75,000
52762	STREET MAINTENANCE INTERSECTION MARKINGS, STREET STRIPING	-	21,000	20,302	21,000
52901	RENTALS MISC. CONSTRUCTION EQUIPMENT: \$2,500	8,637	2,500	3,192	2,500
	TOTAL	2,978,903	2,944,750	2,987,194	3,067,750
<u>COMMODITIES/SUPPLIES</u>					
53100	MATERIALS - BUILDING MAINTENANCE SUPPLIES: \$2,500	3,788	2,500	4,009	2,500
53102	STREET MATERIALS HOT AND COLD ASPHALT: \$50,000	62,615	50,000	50,432	50,000
53600	SUPPLIES - AUTOMOTIVE PARTS FOR VEHICLES AND EQUIPMENT	65,248	1,550	500	500
53606	MINOR TOOLS - EQUIPMENT CONSTRUCTION TOOLS: \$5,000, RADIOS 5,000	9,186	5,000	5,000	10,000
53607	SUPPLIES - GAS & OIL THIS LINE ITEM HAS BEEN RELOCATED IN THE VEHICLE MAINTENANCE BUDGET	79,848	65,000	48,000	-
53620	SUPPLIES-OFFICE	2,561	2,500	2,500	3,000
53630	OPERATING SUPPLIES SIGN SUPPLIES: \$45,000 ROAD PAINT: \$5,000	39,371	45,000	45,000	50,000
	TOTAL	262,616	171,550	155,441	116,000
<u>EQUIPMENT</u>					
55750	EQUIPMENT SNOW BOX: \$2,500	38,243	-	-	2,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

STREET DEPARTMENT

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001370 - STREET DEPARTMENT</u>					
	TOTAL	38,243	-	-	2,500
	DEPARTMENT TOTAL	4,868,098	4,644,177	4,625,531	4,658,854

MISSION STATEMENT: To ensure the highest quality of service, efficiency and reliability associated with parts procurement, maintenance and repair of vehicles and equipment owned and operated by the Village.

The responsibilities of the Vehicle Maintenance Division are as follows:

1. Maintenance, service, and repair of approximately 176 vehicles and pieces of equipment.
2. Maintenance service, and repair of approximately 45 small engine tools and equipment.
3. Coordinate outsourced repairs.
4. Maintains records on maintenance and repairs performed
5. Disposes of surplus or worn out vehicles and equipment.
6. Work with other Village departments to write bid specifications for replacement vehicles and equipment.
7. Secures titles and licensing of vehicles.
8. Monitors and maintains an inventory of fuel, lubricants, and commonly used repair parts.

2012/2013 ACCOMPLISHMENTS

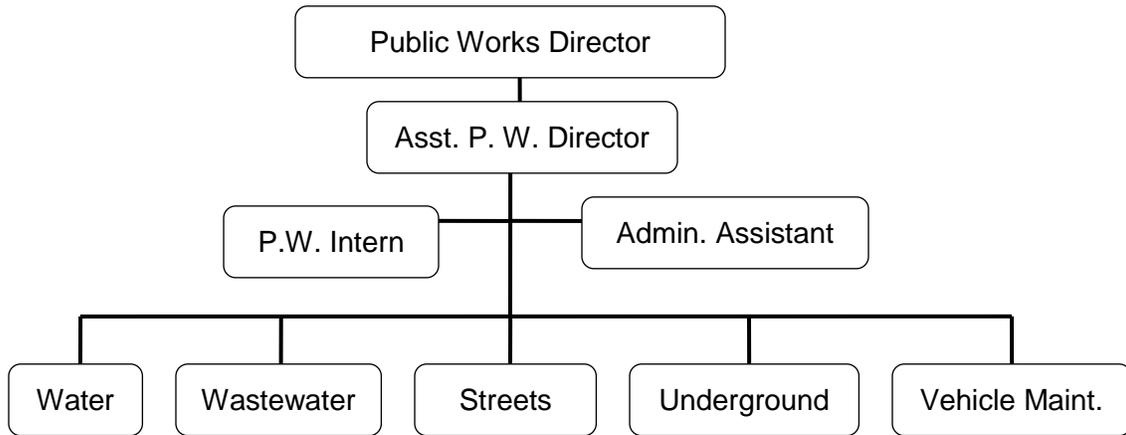
1. Successfully transitioned from contractual to in-house maintenance and repair of the entire Village fleet with the exception of Fire's emergency vehicles.
2. Utilizing the new fabricating shop, Vehicle Maintenance Staff have made numerous repairs requiring welding and metal fabrication. These efforts have eliminated the need of outside contractors.
3. Taken advantage of the State of Illinois Joint Purchase Program as well as the National Joint Purchasing Alliance to secure to the lowest pricing for parts and equipment.
4. Mechanics continue to increase their levels of knowledge by testing for and passing ASE certification exams.
5. Vehicle Maintenance Staff has initiated the concept of developing a Fleet Maintenance Mutual Aid Association with other local Fleet Maintenance Divisions. Still in the early stages its purpose will be to share technical knowledge, experience as well as equipment.

2013/2014 OBJECTIVES/GOALS

1. Develop a department wide vehicle maintenance request form that is available to all employees.
2. Provide timely and thorough preventative maintenance tasks.
3. Provide accurate diagnostics and timely repairs to the entire Village fleet.

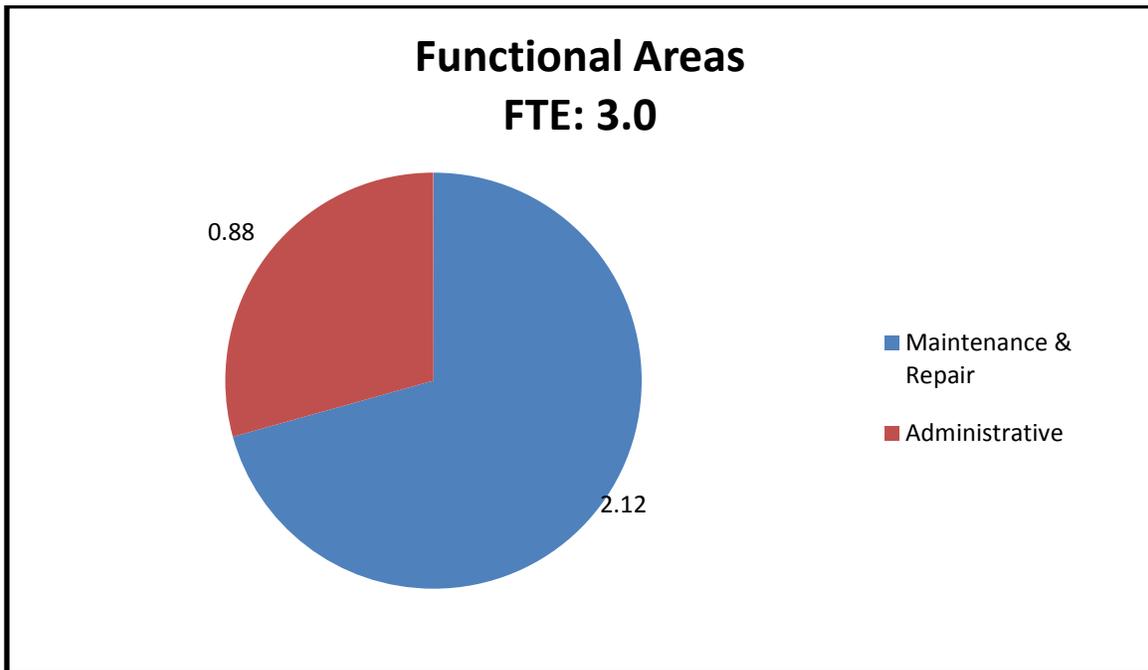
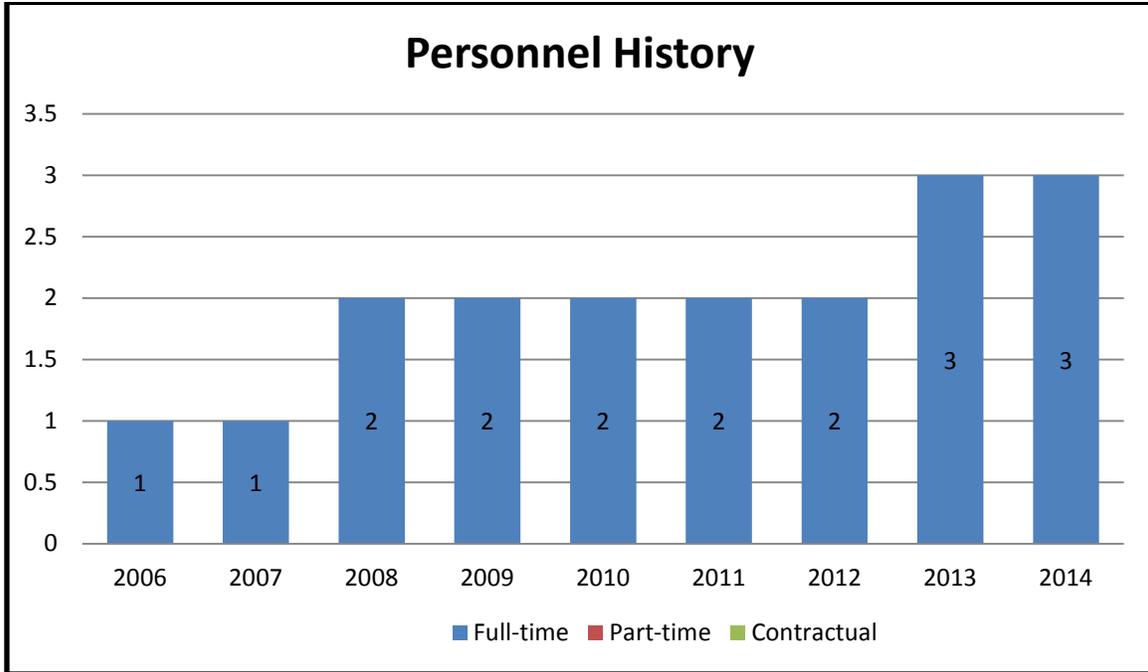
4. Continue to keep cost as low as possible by participating in State and National procurement programs such as Illinois State Joint Purchasing Program and the National Joint Purchasing Alliance.
5. Continue to train and develop mechanics in all areas of vehicle, truck and emergency vehicle repair.

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2010/2011	Budget 2011/2012	Budget 2012/2013	Projected 2013/2014
Full-Time	2	2	3	3



GENERAL FUND

**VEHICLE
MAINTENANCE
DEPARTMENT**

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	# of Jobs	Labor Hours	2012/13 Projected Jobs Completed	2012/13 Projected Labor Hours
Lube Oil Filter	225	31	338	497
Inspection	26	26	39	38
Trans Service	9	23	14	35
Tires, Tubes, Etc	167	182	251	273
A/C, Heat, Vent	23	43	35	65
Cab & Sheet Metal	13	24	20	35
Brakes	56	167	84	251
Frame	10	27	15	40
Steering	11	49	17	74
Suspension	18	30	27	45
Wheels, Rims, Hubs	2	4	3	5
Axels, Front-Drive	1	3	2	5
Axels, Rear-Drive	5	12	8	17
Clutch	1	10	2	15
Transfer Case	1	3	2	4
Transmission Auto	12	34	18	51
Charging System	38	61	57	91
Cranking System	8	20	12	29
Ignition System	6	22	9	32
Lighting System	61	99	92	148
Air Intake System	5	11	8	17
Cooling System	26	84	39	126
Exhaust System	8	31	12	46
Fuel System	12	37	18	56
Power Plant	21	43	32	65
General Accessories	20	40	30	60
Electrical Accessories	11	27	17	40
Horn System	2	5	3	7
Cargo Handling	3	8	5	12
Hydraulic System	43	132	65	198
Body	40	90	60	134
Trail Frame & Suspension	1	2	2	2
Trim & Miscellaneous	10	19	15	28
Safety Devices	53	60	80	90
Heating Unit	1	3	2	5
Blower	1	2	2	3
Pump	1	3	2	4
Miscellaneous Repairs	11	42	17	63
Inspection – All	4	8	6	12
Washing – All	1	3	2	5
Parts Pickup	1	4	2	6
Shop Equipment	2	4	3	6
Shop Cleaning	18	60	27	90

**VEHICLE
MAINTENANCE
DEPARTMENT**

GENERAL FUND

Training	1	5	2	8
Miscellaneous	1	2	2	3
Operations	3	110	5	164
Start Vehicles	1	3	2	4
Move Vehicles	1	1	2	2
Administration		1,200		1,800

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

VEHICLE MAINTENANCE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001372 - VEHICLE MAINTENANCE</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES 1 FLEET MECHANIC: \$66,372 2 MECHANICS: \$137,843	-	204,215	204,215	206,347
50020	OVERTIME SALARIES	-	8,000	1,000	5,000
50040	LONGEVITY	-	660	660	800
50050	ATTENDANCE INCENTIVE	-	750	-	750
	TOTAL	-	213,625	205,875	212,897
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	-	42,397	38,611	46,637
51140	IMRF	-	24,375	24,375	26,186
51160	FICA	-	13,245	13,245	13,200
51165	MEDICARE	-	3,098	3,098	3,087
51255	UNIFORM ALLOWANCE	-	1,125	1,125	1,125
	TOTAL	-	84,240	80,454	90,235
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS	-	100	100	100
52150	PHYSICAL EXAMS	-	250	250	250
52163	TRAINING/MEETINGS	-	3,500	3,500	3,500
52333	MAINTENANCE - VEHICLES	-	30,000	30,000	37,500
52410	COMMUNICATIONS VERIZON: \$255	-	3,280	-	255
	TOTAL	-	37,130	33,850	41,605
<u>COMMODITIES/SUPPLIES</u>					
53600	PARTS - AUTOMOTIVE	75	140,000	120,000	174,000
53602	FLUIDS & LUBRICATION THIS LINE ITEM HAS BEEN RELOCATED IN THE VEHICLE MAINTENANCE BUDGET	-	-	-	26,000
53606	MINOR TOOLS - EQUIPMENT	-	10,000	10,000	10,000
53607	FUEL THIS LINE ITEM HAS BEEN RELOCATED IN THE VEHICLE MAINTENANCE BUDGET	-	30,000	30,000	348,000
53620	SUPPLIES - OFFICE	-	600	600	600
53630	OPERATING SUPPLIES	-	2,500	2,500	2,500
	TOTAL	75	183,100	163,100	561,100
	DEPARTMENT TOTAL	75	518,095	483,279	905,837

MISSION STATEMENT: The Mission of the Community Development Department is to maintain and improve neighborhoods by developing and implementing innovative programs and enforcement methods; to guide development projects by providing professional planning, plan review, and inspection services that are comprehensive, and long-range; to monitor impacts of development and property maintenance code provisions and recommend amendments to ensure desired outcomes are achieved and as a result economic development is supported; is responsible for the design, review, construction inspection, and acceptance of the installation of public improvements in residential, commercial, and industrial developments, including the management and tracking of developer guarantees from approval of the final plat of subdivision through the end of maintenance and acceptance of the development by the Village; to provide responsive customer service with the highest level of integrity, consistency and professionalism; and to remain committed to promoting and protecting the health, safety, well-being, and welfare of all Village residents and businesses.

2012/2013 ACCOMPLISHMENTS

1. The Development Review Process has been diagrammed and all departments are working together to speed the review process along.
2. Municipal Code changes have been made to be more business and homeowner friendly. These include a new Special Use Permit to allow retail and service businesses in the industrial zoning districts, major updates to the accessory structure regulations, clarifications to the sewer and water tap-on fee regulations, expanding the list of permitted tree species to better replace trees affected by Emerald Ash Borer, allowing Pawnshops as a permitted use, and creating the completely new OTR Old Town Residential zoning district.
3. Completed the following public construction projects:
 - a. 2012 MFT General Maintenance expenditures (lighting, salt and HMA)
 - b. 2012 MFT Resurfacing Program (* and **).
 - c. Gleneagle Resurfacing Project
 - d. Golfview/Hazard/Monroe Reconstruction Project.
 - e. Trip Hazard grinding to sidewalks throughout the "Old Town" area
In House (* = design engineering / ** = construction inspection)
4. Completed engineering plans for the following capital projects:
 - a. Carpenter Park Parking Lot Expansion Project (*)
 - b. Tulsa Kings road resurfacing project.
5. Obtained approval of grants for the following projects:
 - a. \$50,000 Illinois Department of Economic Development for in-house resurfacing
 - b. \$242,043 for MFT/CDBG Sidewalk Program from Kane County Community Development Block Grant (CDBG) Program
 - c. \$60,182 (additional) for Phase III construction engineering services for Tulsa Avenue and Kings Road Resurfacing Project from the Kane County Council of Mayors, Surface Transportation Program (STP)
 - d. \$74,646 for Old Town Bicycle Improvements from Kane County Riverboat Funding.
6. Awarded the construction contract and completed construction for the Golfview/Hazard/Monroe Reconstruction Project.

7. Complete Phase I Project Reports and award Phase II design contracts for preparation of the final engineering plans for the following projects
 - a. Rte 31 and Huntley Road Intersection Improvement Project Phase I
 - b. Maple Avenue Reconstruction Project Phase II
 - c. Carpenter Creek Floodplain Study Phase I
8. Outstanding acceptance issues with Binnie Randall Subdivision completed, providing the Village with an additional 15 month maintenance bond and money for remaining landscape improvements.
9. Worked with a Tax Increment Finance (TIF) consultant and created the Route 25 infrastructure TIF.
10. Reviewed and approved site plans for three (3) commercial/industrial site improvement projects, building plans for eleven (11) commercial/industrial interior build out projects, and plans for twenty-six (26) new single-family homes. Performed over 250 plan reviews for the projects on these 40 sites.
11. Updated the permit handouts and applications for: electrical service upgrades; furnace installation/replacement; minor plumbing repairs; patios, walkways & stoops; building a shed; building a wood deck, gazebo or pergola; inflatable & storable swimming pools; and, permanent above-ground swimming pools.
12. All non-conforming businesses without dumpster enclosures were inventoried and put on notice they must comply and enclose their dumpsters in compliance with the newer relaxed zoning ordinance requirements.
13. Initiated a new review option called "One Day Permit Review" to make it easier to obtain residential building permits. This new review option for home improvement projects provides quicker turnaround times, is more streamlined, and allows more consistent application of rules. Applicants first complete all the necessary application forms and handout checklists, update the Plat of Survey for the property, and prepare complete construction drawings. Then applicants arrive at an appointment with Community Development staff, where their plans are reviewed while they wait during the course of a single review session. The goal is to issue a permit during a single visit to the Village Hall.
14. The goal of removal of graffiti within 24 hours of the 48 hour notice to the property owner has been achieved.
15. All informational brochures are available in foreign languages and interpretation through Google Translate allows communication in any language at the counter.

2013/2014 OBJECTIVES/GOALS

1. Continue to streamline and improve the permit review process and customer service provided to residents, businesses, and rental property owners. Will continue to conduct customer survey

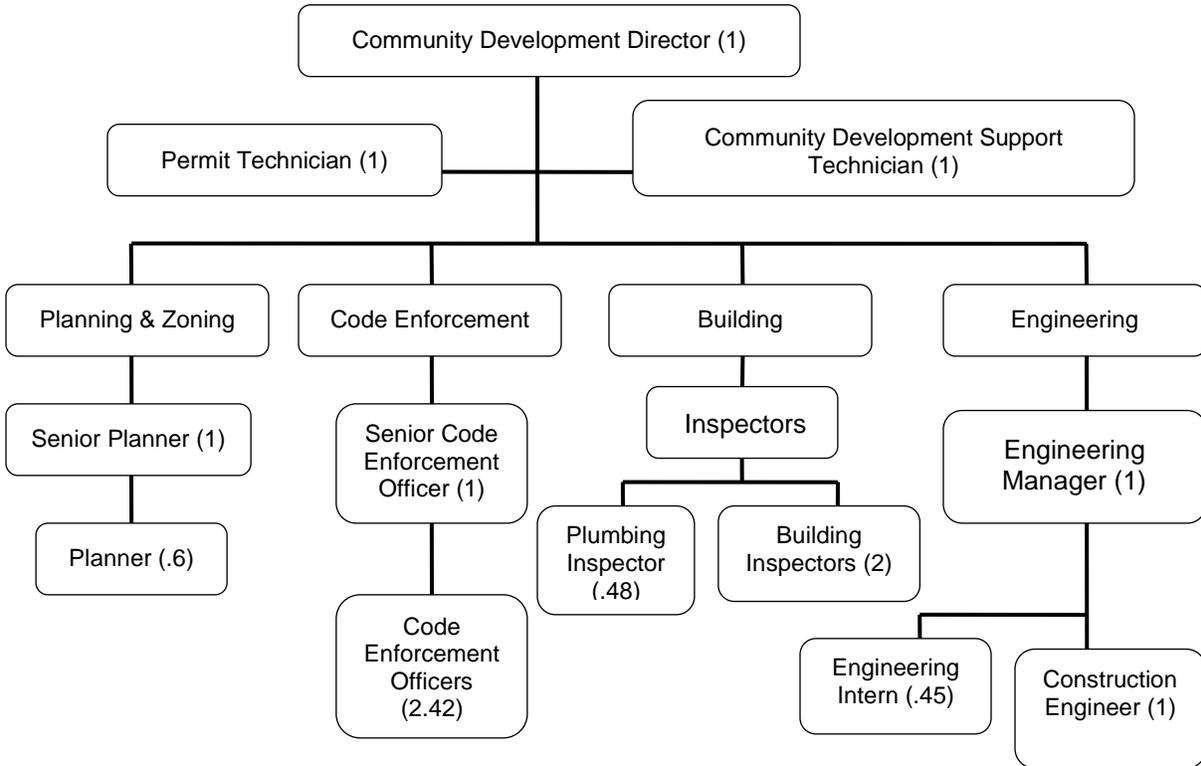
to seek further input from those conducting business with the Department on where and how to improve our service.

2. Rezone two specific residential zoning districts to less intense provisions that would be more accommodating to home additions resulting in less requests for variations. This moves us forward towards achieving the Village Strategic Plan goal of implementing the Old Town plan.
3. Rewrite the parking section of the Municipal Code.
4. Continue to assist other Village Departments by:
 - a. Conducting business site-visits for the Village Clerk.
 - b. Posting residences as uninhabitable for the Finance Department if water service has been terminated for non-payment.
 - c. Informing the Community Service Officers of inoperable and junk vehicles.
 - d. Issuing citations to residents who tamper with water meters.
 - e. Continue the training of users of the MUNIS' permit tracking module, including personnel in Building, Engineering and Fire Prevention.
 - f. Creating and maintaining various maps, exhibits and cost estimates.
 - g. Assist the Fire Department with code issues, when a structure has been compromised as the result of a fire.
 - h. Providing timely information on Occupancy Applications/New Businesses.
5. Re-emphasize our "Follow-the-Paver" Program where once an area is repaved, code enforcement officers focus their efforts in that area for property maintenance violations to make sure the area is brought into compliance.
6. Complete the review and update of SOPs for the department.
7. Continue the Baecore project implementation to fold building and code violations into the Adjudication process. *(This is the first step to establishing performance metrics to evaluate the Village's current system of in-house prosecution.)*
8. Achieve full utilization of MUNIS to track all development and code enforcement activities and to ensure that all involved personnel consistently input their activities or findings. *(Village's one-year goal of developing metrics to improve customer service)*
9. Continue to issue phased permits, especially for new commercial construction, for a developer friendly approach to expediting project completion and the development review and permitting process. *(Strategic Plan goal to foster economic development through a "one stop" process for development of new businesses and expansion of existing businesses)*
10. Complete enforcement of standardized garbage cart enclosures and fencing in the Morningside Area.
11. Continue working on the Property Maintenance Code amendments.
12. Complete engineering plans, bid, and oversee completion of the following capital projects:
 - a. The 2013 annual MFT General Maintenance purchases
 - b. The 2012 MFT Sidewalk Replacement Program

- c. The 2013 MFT Resurfacing and Sidewalk Replacement Program
 - d. Trip hazard grinding to sidewalk throughout the southeast portion of the Village.
 - e. The Carpenter Park Parking Lot Expansion Project
 - f. Complete in-house Phase II design and Phase III construction of the Gleneagle Area Resurfacing Project (reimbursed from Developer fees).
 - g. Complete the in-house Phase II design (in conjunction with PW) and Phase III construction of the Village Hall Parking Lot Improvements
 - h. Complete Phase II design and construction of 100yr overland flow and basin improvements within the White Oaks Subdivision (reimbursed from funds obtained from settlement agreement with William Ryan Homes).
13. Submit grant applications for continued funding of capital improvement projects, subject to availability of applicable grant programs.
 14. Complete Phase I Project Reports and award Phase II design contracts for preparation of the final engineering plans for the following projects:
 - a. Maple Avenue Reconstruction Project Phase II
 - b. Route 31 and Huntley Road Intersection Improvement Project Phase I
 - c. Carpenter Creek Floodplain Study Phase I

(Items a. & b. are specific goals in the Strategic Plan)
 15. Oversee continuing construction of public improvements (subject to developer schedule) in the remaining southwest area of The Prairies and Meadows of Winchester Glen subdivision.
 16. Tulsa Avenue and Kings Road Resurfacing Project - Update plans and project specifications to current IDOT standards. This project was prepared in 2010 for readiness of potential state or federal grant funding opportunities. LAPP funding has been obtained and the design was updated to meet current IDOT specifications
 17. Update and adopt the Building Code from 2006 to the 2012 edition.
 18. Demolition of 2061-A Berkshire. The Village now owns this hazardous end unit on Berkshire and it needs removal for community safety.

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2010/2011	Budget 2011/2012	Projected 2012/2013	Projected 2013/2014
Full-Time	16	16	11	11
Part-Time	4	4	1.95	1.95

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	2010/11 Actual	2011/12 Actual	2012/13 Projected	2013/14 Budgeted
Zoning Variances/Appeals	15/0	17/0	15/0	10/0
Special Use Permits	0	1	1	1
Map Amendments (Rezoning)	1	2	1	1
Subdivisions	1	2	1	3
Planned Unit Developments	2	4	2	1
Algonquin – Number of Plan Reviews/Number of Locations	0/0	5/3	0/0	0/0
Algonquin – Number of Inspections/Number of Locations	0/0	35/7	45/12	45/15
Pre-Permit Inspections (Update Plat of Survey)	0*	123	141	125
Pre-Permit Inspections (Non-Plat Survey Update)	0*	48	39	45
Issued Permits	3,313	2,677	2,340	2,450
Inspections (Building and Engineering)	5,472	5,149	7,345	6,500
Public Projects Final Design Reports / Engineering Design Plans Completed	6	6	4	4
Grants Awarded	4 for \$1,180,162	5 for \$775,192	4 for \$426,871	TBD
Public Construction Projects Completed	5	6	5	4
Site Development (single lot commercial / single family) permits approved	5/35	5/35	5/35	5/35
Private Developments Accepted	1	1	2	1
<hr/>				
VEHICLES	2010/11 Actual	2011/12 Actual	2012/13 Projected	2013/14 Budgeted
Community Development	10	7	8	8
Engineering	6	4	3	2

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

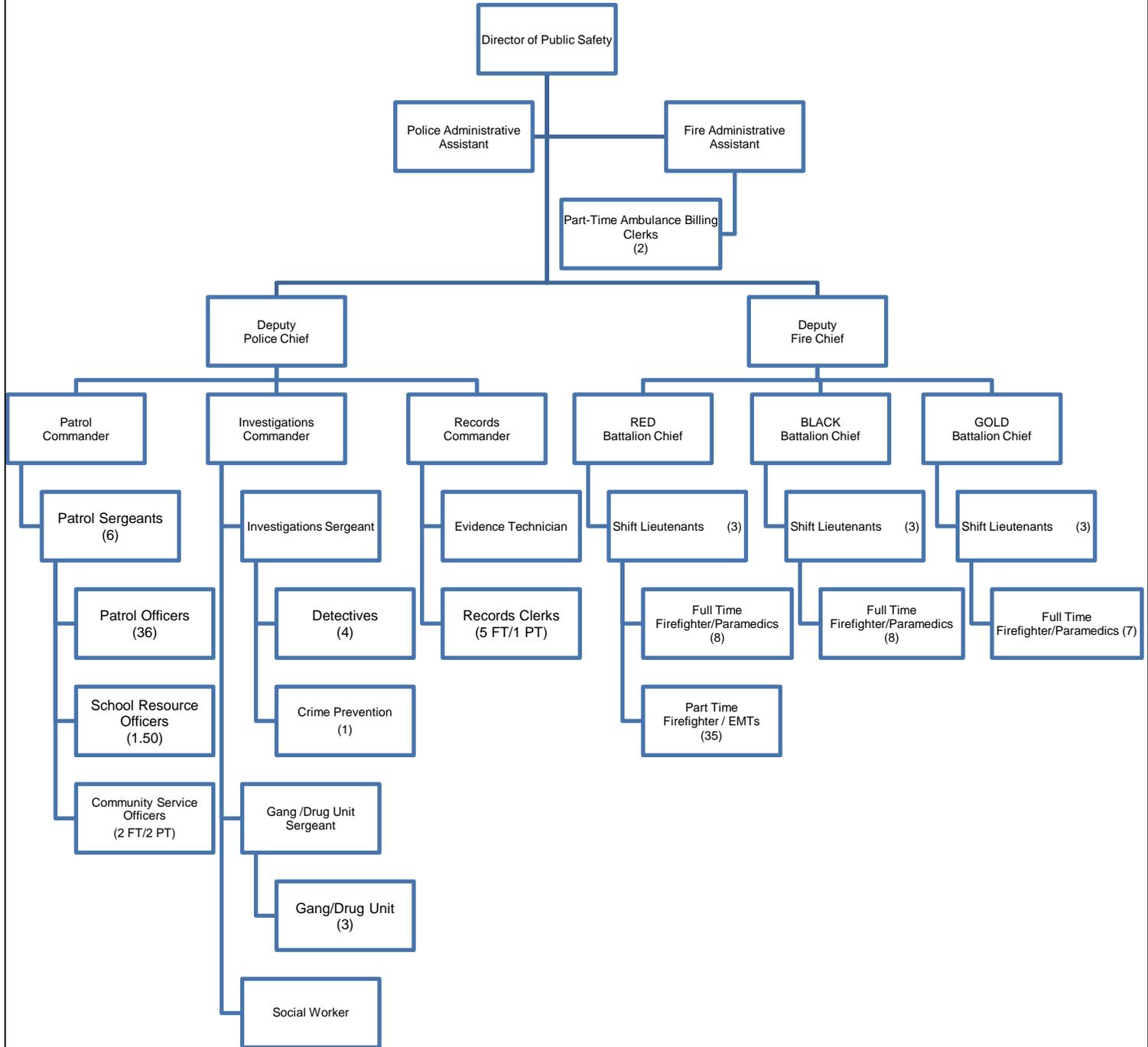
COMMUNITY DEVELOPMENT

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001445 - COMMUNITY DEVELOPMENT</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES	851,526	772,038	772,038	789,663
	1 COMMUNITY DEVELOPMENT DIRECTOR: \$94,731				
	1 PERMIT TECHNICIAN: \$52,960				
	2 BUILDING INSPECTORS: \$139,283				
	1 SENIOR PLANNER: \$74,361				
	1 SENIOR CODE ENFORCEMENT OFFICER: \$64,852				
	2 CODE ENFORCEMENT OFFICERS: \$129,913				
	1 CSO/CODE ASST OFFICER (40%): \$16,640				
	1 CD SUPPORT TECHNICIAN: \$59,668				
	1 RESIDENT CONSTRUCTION ENGINEER (90%): \$59,243				
	1 ENGINEERING MANAGER (90%): \$73,648				
	1 ASSISTANT PUBLIC WORKS DIRECTOR (25%): \$24,364				
50020	OVERTIME SALARIES	1,747	-	-	10,000
50040	LONGEVITY	2,540	2,475	2,475	2,934
50050	ATTENDANCE INCENTIVE	2,750	3,038	3,038	2,863
50075	PART TIME/SEASONAL	111,887	104,558	104,558	55,910
	1 PLUMBING INSPECTOR (25%): \$8,203				
	1 PLANNER: \$35,507				
	1 ENGINEERING INTERN: \$12,200				
	TOTAL	970,449	882,109	882,109	861,370
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	169,697	171,359	161,383	172,641
51140	IMRF	95,213	91,756	91,756	103,439
51160	FICA	58,020	54,349	54,349	54,931
51165	MEDICARE	13,569	12,711	12,711	12,847
	TOTAL	336,498	330,175	320,199	343,858
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS	2,025	2,631	2,631	2,695
	AICP: \$500				
	APWA GROUP DUES: \$1,000				
	ICMA/ILCMA/METRO MANAGERS: \$1,000				
	III ASSOCIATION OF CODE ENFORCEMENT (3): \$75				
	INTERNATIONAL CODE COUNCIL: \$120				
52153	PRINTING	1,230	1,000	1,000	1,000
	3-PART FORMS, ENVELOPES AND TICKETS				
52154	NOTICES/PUBLICATIONS	5,265	4,500	4,500	16,700
	RECORDING LIENS / PUBLIC HEARING NOTICES: \$4,590				
	FUNDING FOR RE-ZONING: \$12,110				
52163	TRAINING/MEETINGS	4,578	7,039	7,039	6,440

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

COMMUNITY DEVELOPMENT

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001445 - COMMUNITY DEVELOPMENT</u>					
<u>CONTRACTUAL SERVICES</u>					
	MEETINGS (3 CEOS): \$420 AICP CERTIFY RENEWAL: \$250 APWA (EXPO/SEMINARS), IDOT, ETC.: \$1,500 ICMA CONFERENCE: \$1,650 ILL ASSOC./CODE ENFORCEMENT: \$420 TRAINING IN NEW CODES: \$700 CERTIFIED PUBLIC INFRASTRUCTURE INSPECTOR: \$1,500				
52190	PROFESSIONAL SERVICE	81,813	95,488	95,488	50,000
	CONTRACT ENGINEERS: \$25,000 CODE VIOLATION ABATEMENT: \$20,000 CONTRACT INSPECTION / PLAN REVIEW: \$5,000				
52325	MAINTENANCE-OFFICE EQUIPMENT	1,693	600	600	800
	ENGINEERING PLOTTER				
52333	MAINTENANCE - VEHICLES	3,777	-	-	-
52410	COMMUNICATIONS	7,917	9,700	9,700	8,500
	VERIZON: \$6,240 LAPTOP WIRELESS SERVICE: \$2,260				
	TOTAL	108,299	120,958	120,958	86,135
<u>COMMODITIES/SUPPLIES</u>					
53600	SUPPLIES - AUTOMOTIVE	2,157	500	500	800
	PARTS AND FLUIDS: \$400 CAR WASHES: \$400				
53606	MINOR TOOLS - EQUIPMENT	7,370	10,000	10,000	-
53607	SUPPLIES - GAS & OIL	11,807	10,450	10,450	-
	THIS LINE ITEM HAS BEEN RELOCATED IN THE VEHICLE MAINTENANCE BUDGET				
53609	ECONOMIC DEVELOPMENT	5,161	-	-	-
53620	SUPPLIES - OFFICE	3,700	4,380	4,380	1,600
	PLOTTER PAPER: \$600 COPY PAPER/SUPPLES: \$1,000				
53630	OPERATING SUPPLIES	174	1,950	1,950	3,400
	CAMERA/FLASHLIGHTS/MISC.: \$500 NEW CODE BOOKS: \$2,500 BADGES: \$400				
53651	CLOTHING	-	300	300	400
	ENGINEERING (2): \$150 BLDG. INSPECTORS (3): \$250				
	TOTAL	30,369	27,580	27,580	6,200
	DEPARTMENT TOTAL	1,445,615	1,360,822	1,350,846	1,297,563



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MISSION STATEMENT: The mission of the Carpentersville Police Department is to provide the highest quality police services by working with our community, and sharing our mutual responsibilities for safety, service, and problem resolution.

2012/2013 ACCOMPLISHMENTS

1. Collaborated with the Community Development Department to develop a formal process and policy for the cross-referral of inspections and field cases affecting the community. *(Tied to the Village Board's Goal of utilizing I/T to increase efficiency and, providing improved customer service)*
2. Implemented a streamlined process to maximize efficiency in the False Alarm Billing process to include both Police Department and Fire Department alarm activities. *(Tied to the Village Board's Goal of utilizing I/T to increase efficiency and, providing improved customer service)*
3. Coordinated and completed the remodeling and space reutilization project for the Village Hall/Police Department facilities. This project allowed for the acquisition of 3,200 square feet of additional workspace in the Police Department, as well as upgrades to the municipal lock-up, major case video system and, evidence/property processing and storage capabilities.
4. Developed, equipped and deployed a Rapid Response Vehicle to front-line police operations enhancing critical incident management capabilities.
5. Implemented a "Critical Reach" information sharing program to allow for immediate distribution of critical case information with law enforcement and medical service communities. *(Tied to the Village Board's Goal of using I/T to increase efficiency)*
6. Implemented a "LeadsOnline" computer-based case investigation system to enhance property crime investigative capabilities. *(Tied to the Village Board's Goal of using I/T to increase efficiency)*
7. Reassigned Patrol Division personnel to front-line activities thereby reducing overtime related costs.
8. Implemented a new Patrol Division schedule format (December, 2012) to promote adequate field coverage and further reduce overtime related expenses.
9. Began implementation of the Lexipol comprehensive General Order Manual revision process.
10. Developed a formal Carpentersville Police Department Strategic Plan to identify and prioritize specific goals related to department programs, personnel, resources, facilities and equipment.
11. Continued leadership in the "Shop with a Cop" program to include the annual Christmas shopping and food distribution events. Through this program 174 children were served comprising 76 families.
12. Develop and publish an annual report outlining Police Department activities for the previous year.

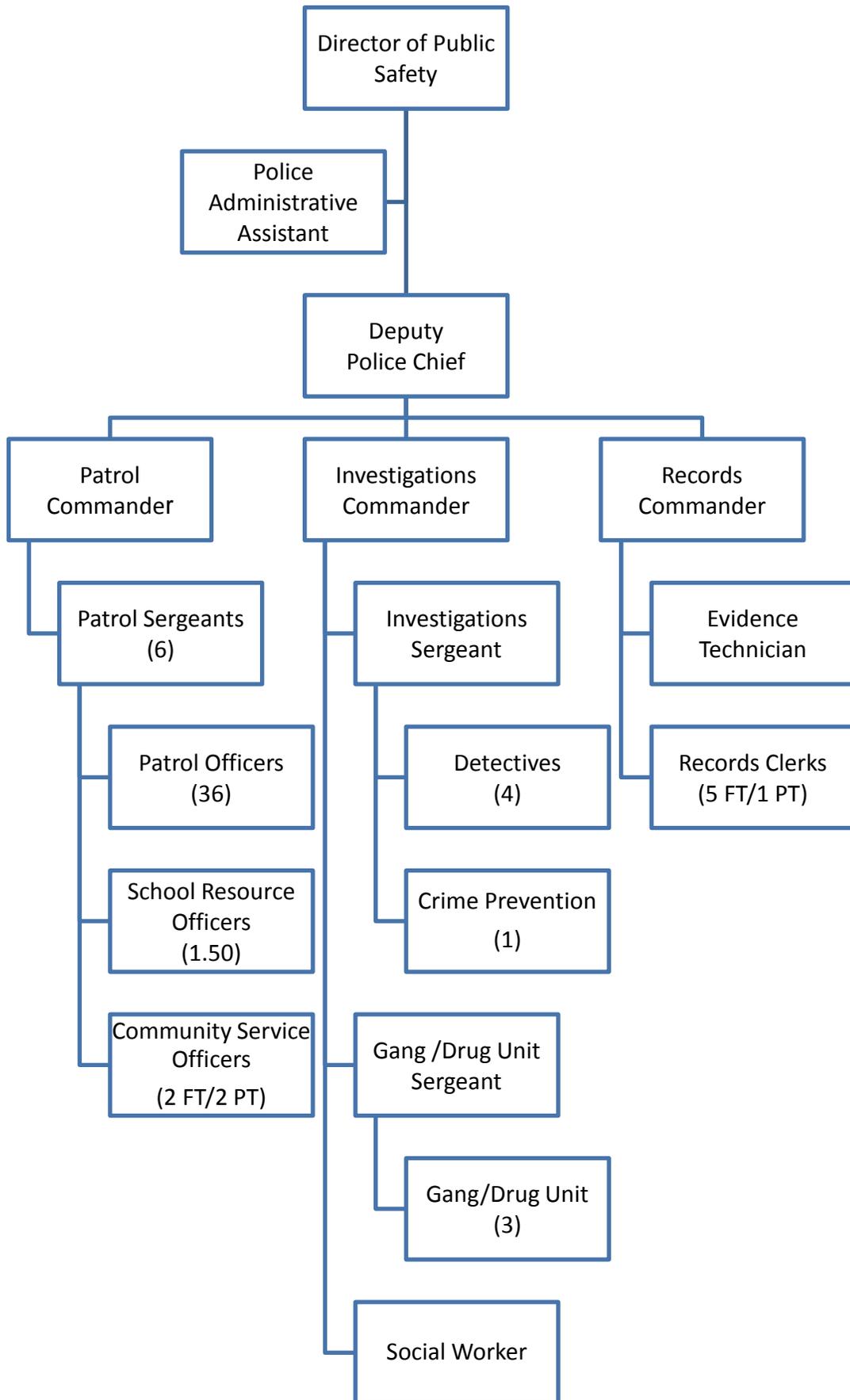
2013/2014 OBJECTIVES/GOALS

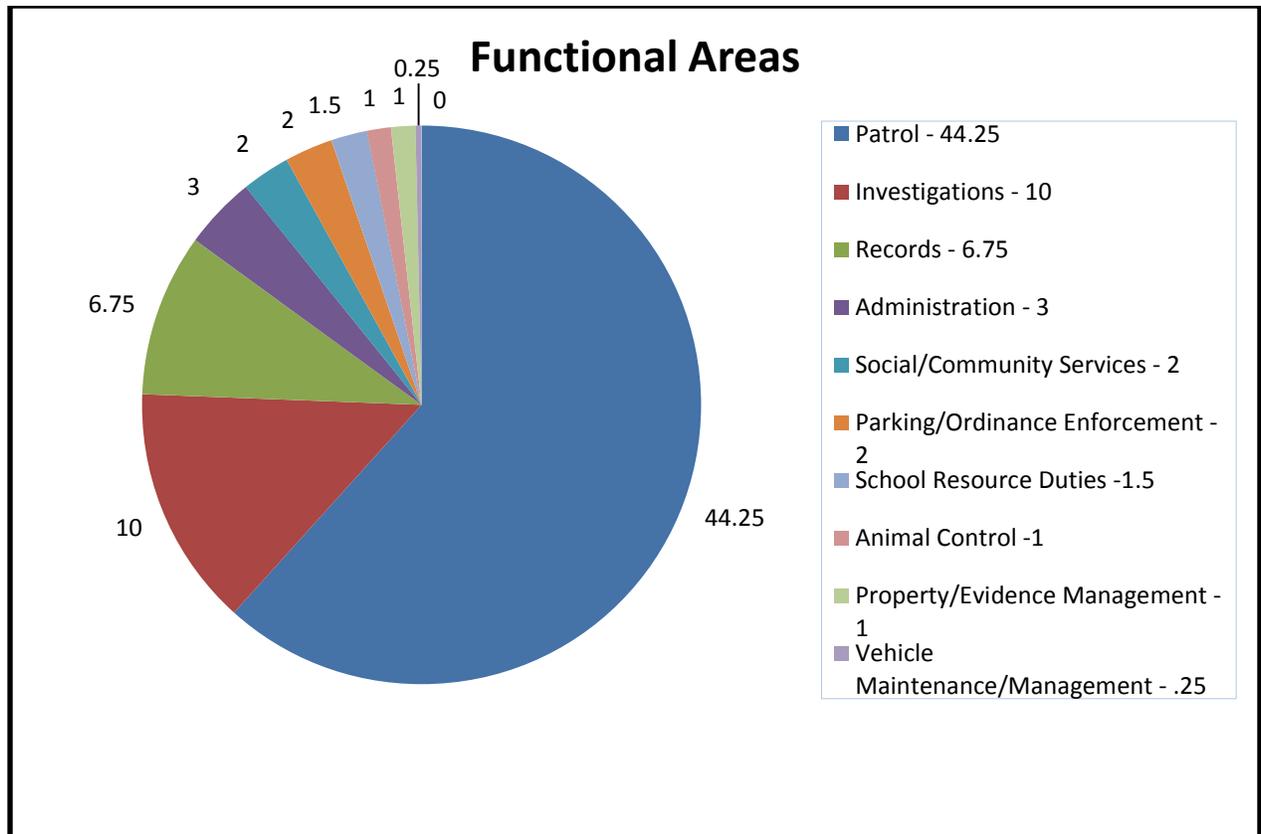
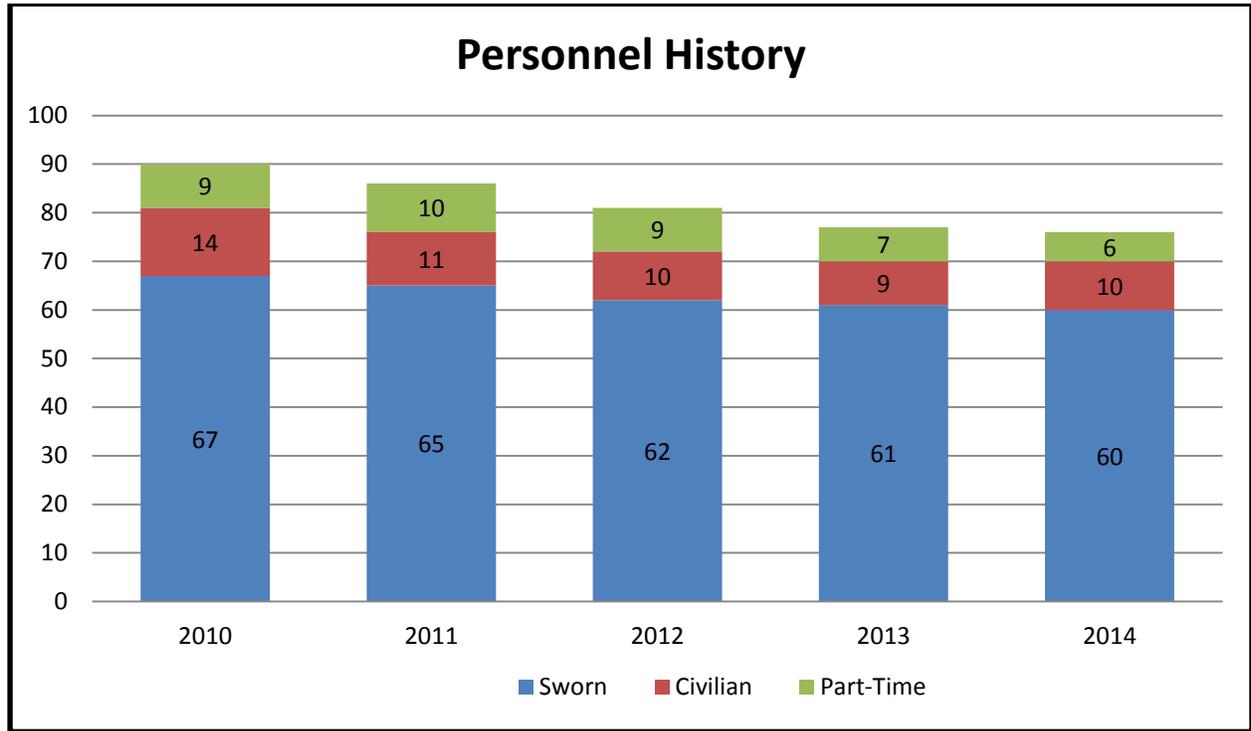
1. Develop a Part-time Police Officer Program and pursue the hiring of part-time Police Officers to supplement the Patrol Division during peak activity periods and to better manage the costs of unexpected benefit time incidents.
2. Continue to enhance and promote traffic safety through participation in the Illinois Department of Transportation Integrated Mini Grant Enforcement Program and Illinois Association of Chiefs of Police National Traffic Safety Challenge Program.

3. Expand Crime-Prevention and Public Education Programming to include revitalization of the Citizen’s Police Academy, Neighborhood Watch and National Night Out programs. Develop partnerships and collaborate with local businesses and community members.
4. Develop and implement a Crime Analysis Program.
5. Fully implement a Rapid Response Vehicle Program to maximize first-responder effectiveness at critical incident scenes by providing the necessary tools and equipment to our officers.
6. Collaborate with Community School District 300 to increase Police Department presence and/or programming in all Carpentersville schools.
7. Continue to work collaboratively with the Fire Department in search of grant funding or other viable alternatives to acquire Automatic External Defibrillators (AED’s) for placement in front-line police vehicles.
8. Continue to build upon successful risk management activities and employee wellness programs to reduce exposure to accidents and illnesses that negatively impact department operating efficiencies.
9. Revitalize the Bicycle Patrol Program to supplement education and enforcement efforts in the Raceway Woods, Keith Andres Park and Fox River Bicycle Trail System properties.
10. Evaluate the status of the current vehicle fleet and associated outsourcing of equipment installation and maintenance to determine if required work can be performed in-house through the Public Works Department at a cost savings.
11. Seek out direct and indirect methods to share Police Department tools, resources and manpower across all Village Departments to better manage Village resources and serve the community more efficiently.
12. Implement the three and five year Strategic Plan developed by the Police Department in 2012.
13. Explore opportunities to increase participation in mutual aid organizations to include the Kane County Major Crimes Task Force and, Kane County Accident Reconstruction Team.

PERSONNEL SCHEDULE

	Budget 2010/2011	Budget 2011/2012	Projected 2012/2013	Projected 2013/2014
Full-Time	81	74	70	70
Part-Time	9	9	7	6





KEY PERFORMANCE MEASURES/SERVICE INDICATORS	2010 Actual	2011 Actual	2012 Actual	2013 Projected
Calls for Service	20,703	19,783	17,786	17,800
Total Arrests	2,366	1,799	1,759	1,741
Traffic Citations	9,875	9,893	6,890	7,780
Traffic Stops	8,026	7,681	6,234	7,224
Ordinance Enforcement	7,385	5,964	5,117	5,917
Accidents Investigated	851	927	815	800
DUI Arrests	167	169	106	125

MAJOR ACTIVITY COMPARISON

OFFENSE TYPE	2010	2011	2012	TREND
Battery/Agg. Battery	165	127	115	↓
Burglary/Attempts	133	179	141	↓
Criminal Damage	470	425	384	↓
Criminal Trespass	76	38	31	↓
Criminal Sexual Assault	35	50	40	↓
Missing Persons	137	140	140	=
Robbery/Armed Robbery	16	19	28	↑
Theft	510	483	479	↓

INCIDENT TYPE

Domestic	477	470	592	↑
Disturbance/Fights	412	352	291	↓
Driving Complaints	550	500	470	↓
Weapons Offense	13	19	28	↑

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

POLICE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001550 - POLICE</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES 1 CHIEF OF POLICE: \$121,200 1 DEPUTY CHIEF: \$118,842 3 COMMANDERS: \$326,457 8 SERGEANTS: \$749,040 47 PATROL OFFICERS: \$3,720,029 5 GENERAL CLERKS: \$248,315 1 FULL-TIME CSO: \$51,764 1 CSO/CODE ASST OFFICER: \$24,960 1 EVIDENCE TECH: \$73,885 1 ADMINISTRATIVE ASSISTANT: \$56,020 1 SOCIAL WORKER: \$68,803 2 CANINE OFFICER PER DIEM: \$7,878 8 SERGEANTS PREP PAY: \$24,750 UNUSED PERSONAL DAY PAYOUT: \$16,236 RHS CONTRIBUTION: \$8,850	5,705,756	5,611,931	5,611,931	5,617,029
50020	OVERTIME SALARIES COURT APPEARANCES, DOLPHIN COVE, SCHOOL AND COMMUNITY EVENTS; REPLACEMENTS FOR OFFICERS SICK, IN TRAINING, ON WORKERS COMP LEAVE OR ON VACATION; DETAILS AT DCHS & ST. STEPHENS; HOLDOVER FOR END OF SHIFT ARRESTS, INVESTIGATIONS	426,797	454,184	454,184	450,967
50027	ICMA DEFERRED COMPENSATION	1,650	11,000	11,000	11,000
50040	LONGEVITY	33,920	34,380	34,380	36,132
50045	HOLIDAY PAY	139,531	140,000	140,000	170,235
50050	ATTENDANCE INCENTIVE	16,000	16,000	16,000	17,400
50075	PART TIME/SEASONAL 3 PT OFFICERS: \$18,564 2 PT COMMUNITY SERVICE OFFICERS: \$41,846 1 PT RECORDS CLERK: \$34,229	89,717	124,709	124,709	94,639
50080	CROSSING GUARD SALARIES	4,637	-	-	-
	TOTAL	6,418,009	6,392,204	6,392,204	6,397,402
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	987,629	1,084,077	980,534	1,197,204
51140	IMRF	73,172	68,337	68,337	74,868
51160	FICA	40,385	39,403	39,403	38,889
51165	MEDICARE	84,118	89,506	89,506	92,840
51170	OTHER POST EMPLOYMENT BENEFITS 3 RETIREES (PAYMENT 4 OF 5)	36,000	36,000	36,000	36,000
	TOTAL	1,221,305	1,317,323	1,213,780	1,439,801
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS	10,420	3,000	3,000	2,600

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

POLICE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001550 - POLICE</u>					
<u>CONTRACTUAL SERVICES</u>					
	DUNDEE TWP PEER JURY DUES: \$300 ASSOCIATION MEMBERSHIPS & DUES: \$1,400 PROFESSIONAL SUBSCRIPTIONS: \$900				
52153	PRINTING	2,068	7,000	7,000	7,000
	PARKING TICKETS, MOVING VIOLATIONS, PAPER: \$3,500 FORMS & BUSINESS CARDS: \$3,500				
52154	NOTICES/PUBLICATIONS	1,247	300	300	300
	CONTRACT/BID ANNOUNCEMENTS: \$200 NEWSPAPER HIRING ADS: \$100				
52163	TRAINING/MEETINGS	25,908	38,660	38,660	28,610
	NEMRT MEMBERSHIP: \$6,750 TRAINING TUITION: \$3,500 TUITION REIMBURSEMENT: \$3,700 CONFERENCE FEES & EXPENSES: \$3,000 IN-HOUSE TRAINING HOST SUPPLIES: \$700 NORTHWESTERN POLICE SUPERVISION CLASS EXPENSES (2): \$7,000 TRAINING EXPENSES, MEALS, PARKING, ETC: \$3,000 SLEA LEGAL UPDATE VIDEO TRAINING: \$960				
52190	PROFESSIONAL SERVICE	10,670	5,800	5,800	20,000
	LASERFICHE: \$4,300 MEDICAL, SUBSTANCE & EMPLOYMENT EXAMS: \$4,900 HEALTH ENDEAVORS HAZMAT/OSHA CERTIFICATIONS: \$500 AFTERMATH BLOODBORNE PATHOGEN SERVICES: \$1,500 LEXIPOL POLICY MANUAL FEES: \$8,800				
52196	SERVICES - INVESTIGATIONS	4,435	5,400	5,400	7,985
	INFORMATION GATHERING SERVICES: \$2,100 EQUIPMENT REPLACEMENT & MAINTENANCE: \$500 APPLICANT BACKGROUND CHECK FEES: \$200 FINANCIAL INVESTIGATION RECORDS ACCESS FEES: \$1,000 GPS TRACKER FEES: \$360 CRITICAL REACH: \$525 LEADS ONLINE: \$3,300				
52200	QUADCOM	506,159	510,419	510,419	490,276
	POLICE DISPATCHING PER AGREEMENT WITH QUADCOM				
52303	ADMIN ADJUDICATION EXPENSES	3,150	6,050	6,050	5,450
	HEARING OFFICER FEES: \$4,200 ADMINISTRATIVE SERVICES: \$200 HEARING OFFICER FEES: \$1,050				
52316	OFFICE EQUIPMENT	14,811	-	12,415	-
52323	MAINTENANCE EQUIPMENT	14,599	18,945	18,945	10,100
	MICROFILM IMAGING OFFICE SYSTEM: \$900 LIVE SCAN MAINTENANCE AGREEMENT: \$4,900 CANON BUSINESS SOLUTIONS SCANNER MAINTENANCE: \$1,800 LEAD REMOVAL & RANGE REPAIRS: \$2,500				
52327	MAINTENANCE - RADIO	8,308	10,000	10,437	10,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

POLICE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001550 - POLICE</u>					
<u>CONTRACTUAL SERVICES</u>					
	EMERGENCY LIGHTING REPAIRS & PARTS: \$5,000 TWO-WAY RADIO REPAIR: \$1,000 IN-CAR VIDEO SYSTEM REPAIR: \$2,000 RADAR REPAIR & CALIBRATION: \$1,000 DOCKING STATION REPAIRS: \$1,500				
52333	MAINTENANCE - VEHICLES	122,710	24,660	24,660	14,400
	EQUIPMENT INSTALLATION: \$10,000 CAR WASHES: \$2,600 PLATE RENEWALS: \$1,800				
52410	COMMUNICATIONS	16,886	21,900	21,900	11,500
	REPLACEMENT CELL PHONES: \$1,000 VERIZON: \$10,500				
52901	RENTALS	3,366	3,366	3,366	-
	TOTAL	744,737	655,500	668,352	608,721
<u>COMMODITIES/SUPPLIES</u>					
53600	SUPPLIES - AUTOMOTIVE	910	1,250	1,250	1,400
	SAFETY FLARES: \$900 FIRE EXTINGUISHER MAINTENANCE: \$350 VEHICLE CLEANING SUPPLIES: \$150				
53606	MINOR TOOLS - EQUIPMENT	10,985	6,975	6,975	8,045
	SQUAD STRIPING FOR NEW SQUADS: \$1,800 TRUCK SCALE RECERTIFICATION: \$1,000 SPEED ALERT RADAR SIGN: \$5,245				
53607	SUPPLIES - GAS & OIL	167,367	165,000	165,000	900
	REIMBURSEMENT FOR GAS PURCHASES: \$900				
53620	SUPPLIES - OFFICE	7,902	7,900	7,900	5,250
	COPY PAPER: \$2,750 STORAGE BOXES, FILE FOLDERS: \$1,500 PENS, MARKERS, ETC: \$1,000				
53630	OPERATING SUPPLIES	27,208	34,700	34,700	45,600
	PATROL BICYCLE MAINTENANCE: \$500 PRISONER MEALS, PROCESSING ITEMS, BLANKETS: \$1,400 EVIDENCE LAB SUPPLIES: \$4,600 ELECTRONIC MEDIA SUPPLIES & PHOTO SERVICES: \$1,000 COMMISSIONS, RENEWALS, KEYS, LOCK REPAIRS: \$1,750 BUILDING SUPPLIES/ STATION EQUIPMENT: \$3,750 FLASHLIGHTS & BATTERIES: \$3,000 ELECTRONIC DOOR/ENTRY LOCKS: \$2,150 FIRST AID & BLOODBORNE PATHOGEN SUPPLIES: \$1,000 RANGE SUPPLIES, TARGETS, AMMUNITION: \$13,250 TASERS, CARTRIDGES & BATTERIES: \$10,200 SUPER SOCK TRAINING MUNITIONS & MATERIAL: \$3,000				
53651	CLOTHING	30,103	30,145	30,145	30,145
	UNIFORMS & EQUIPMENT: \$27,145 CLOTHING ALLOWANCE FOR DETECTIVES (PER CONTRACT): \$3,000				
53753	ANIMAL CONTROL	31,060	16,000	16,000	16,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

POLICE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001550 - POLICE</u>					
<u>COMMODITIES/SUPPLIES</u>					
53756	DROP-OFF & BOARDING: \$15,500 NOOSES, SAFETY GLOVES, CAGES, ETC: \$500 SUPPLIES - CRIME PREVENTION	211	3,700	3,700	2,700
53759	CRIME FREE HOUSING: \$500 CITIZENS POLICE ACADEMY: \$500 STRENGTHENING FAMILIES: \$1,700 SCHOOL EUDCATION PROGRAMS	467	500	500	500
53760	WORKBOOKS, EDUCATIONAL MATERIALS SUPPLIES - EMERGENCY RESPONSE	11,263	11,000	11,000	13,050
53761	MEMBERSHIP IN NIPAS EST: \$3,700 2 LEVEL 3A TACTICAL VESTS: \$4,000 EQUIPMENT & UNIFORMS FOR NEW EST TEAM MEMBERS: \$800 ILEAS MEMBERSHIP: \$100 PROTECH INTRUDER W/VIEWPORT: \$1,800 TACTICAL TRAINING COURSES: \$500 UNIFORM/GEAR REPLACEMENT: \$500 NTOA & ITOA MEMBERSHIP: \$100 2 TACTICAL HELMETS: \$600 ITOA TRAINING CONFERENCE: \$600 FIRST AID TRAUMA KITS: \$350 SUPPLIES - K-9 PROGRAM	8,948	12,950	12,950	12,490
	MONTHLY TRAINING: \$7,100 FOOD & SUPPLEMENTS: \$1,440 VETERINARY CARE & VACCINATIONS: \$2,100 BOARDING: \$1,000 K-9 EQUIPMENT & TRAINING AIDS: \$600 K-9 VEHICLE CLEANING: \$250				
	TOTAL	296,424	290,120	290,120	136,080
<u>EQUIPMENT</u>					
55745	VEHICLES	19,258	165,320	165,320	-
	TOTAL	19,258	165,320	165,320	-
	DEPARTMENT TOTAL	8,699,733	8,820,467	8,729,776	8,582,003

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MISSION STATEMENT: The primary mission of the Carpentersville Fire Department is to provide a range of programs designed to protect the lives and property of the citizens of the Village of Carpentersville and the residents of rural areas included within the described response area from adverse effects of fires, sudden medical emergencies, or exposures to dangerous conditions created by either man or nature.

The Fire Department provides fire and emergency medical services to the residents of the Village, as well as the surrounding Carpentersville and Countryside Fire Protection District. The department provides several other services, which include but are not limited to fire prevention, fire investigation, public education, specialized rescue that includes: confined space, trench rescue, high angle, hazardous materials, water and ice rescue, and building collapse.

In 2012, the department responded to 3,431 calls for service of which 2,550 were medical related calls for service and 881 fire related calls. The east side station handled 53.94% of the calls, with the old town station handling 25.96% and the west side station handling 20.10%. 332 of the total calls were providing mutual aid assistance to other communities. 37 structure fires were responded to in 2012, which resulted in \$356,520 in fire loss. The east and west side stations house a front line fast attack fire engine and an advanced life support ambulance. The headquarters station, located in the old town section, houses the same front line engine and ambulance as the others but also has a 100' tower ladder.

2012/2013 ACCOMPLISHMENTS

1. Continued to provide an average response time to any call for service within four minutes. This is in conjunction with Village Board goal *"creating an atmosphere where village customers feel valued and respected through proper customer service."*
2. In conjunction with a Village Board goal, an employee recognition policy was established in which department employees are recognized for every five years of service with a service pin and a small plaque or statue and employees with twenty years or more are recognized at a Village Board meeting
3. Beginning May 1, 2012, all ambulance billing and collections are handled in house. Two part-time billing clerks were hired and their work, along with the work of Fire Department Administrative Assistant Marla Shepley, developed procedures, logs and billing systems to collect fees that have been unable to be collected in the past as well as bring in additional revenue in excess of \$100,000 than was anticipated.
4. Conducted a 911 Memorial Service on September 11, 2012, honoring those lost on September 11, 2001 as well as the men and women that have served the Carpentersville Community as firefighters. The 911/Firefighter Memorial at Fire Station #1 was selected as a 2012 State of Illinois Governor's Hometown Award Honoree.
5. A new 2012 advanced life support ambulance was placed in service replacing a 2003 ambulance. In addition, a stock fire engine was purchased, saving over \$200,000, to replace a 1993 fire engine in need of major repair. This is in conjunction with Village Board goal of *"cost savings through scheduling and reduction of equipment wear"* as well as the goal which states *"village departments to be more efficient and operate within budget funds available"*.

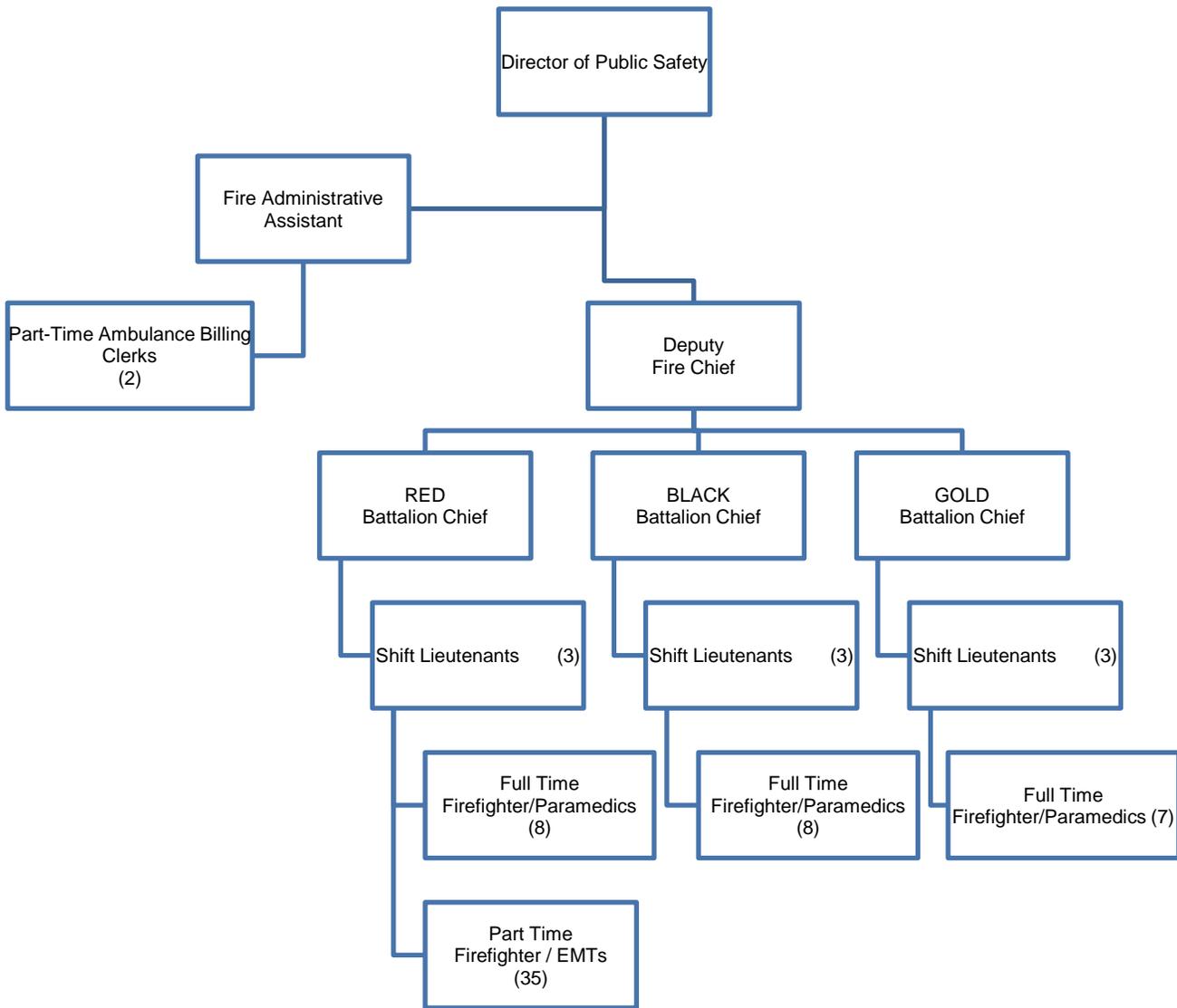
6. Fire Department coordinated a Village department-wide reduction of stored paper documents. Through the hard work of Village Clerk Terri Wilde and other staff members, over 322 “Banker Boxes” of files were properly shredded after disposal approval by the State of Illinois (which equates to over 2 million pieces of paper). As part of this project, all Fire Department Reports prior to 2010 were scanned thus eliminating the need for hard copies to be saved.
7. In conjunction with item #6, starting January 1, 2013, all reports prepared by the fire department are no longer printed but stored on secured computer servers, thus eliminating need for storage space and copy paper.
8. The first advanced life support (ALS) engine was placed in service at station #3. This ALS engine will provide quicker response to districts when the assigned ambulance is not available.
9. Senior Fire Department staff continued to develop new procedures and policies to reduce the number of on duty injuries. This was part of a complete review of the department’s standard operating procedures.
10. Continued monitoring the NIMS training for all Village employees and as of December 10, 2012, all Village employees have completed their respective levels of training.
11. Fire Department functioned as a staff liaison for the two day 911 event held in September to honor those lost on September 11, 2001. This event was selected as a 2012 State of Illinois Governor’s Home Town Award Honoree.
12. Developed and published an annual report outlining the Fire Department activities for the previous year.
13. In cooperation with the Village Water Department, the Quad Com 911 center, and the Fire Department, the Insurance Services Organization (ISO) surveyed the Village and continued the rating of 3 for the community which is a rating in which less than 4% of nationwide fire departments currently hold.
14. In conjunction with the Village of Algonquin Water Department, Quad Com 911 center and the Fire Department, the Insurance Services Organization (ISO) surveyed the rural fire district (Carpentersville & Countryside Fire Protection District) and reduced (improved) the rating for the rural areas from an 8B to a 3.

2013/2014 OBJECTIVES/GOALS

1. Complete the Fire Department strategic planning document which will detail a short and long term vision for the department.
2. Implement a three year program that will provide computer reporting capabilities in each of the three ambulances which will reduce the time needed to be out of service at a local hospital, thus providing an enhanced service to our residents. Each of the next three years, hardware and software will be added to one ambulance to support this program.

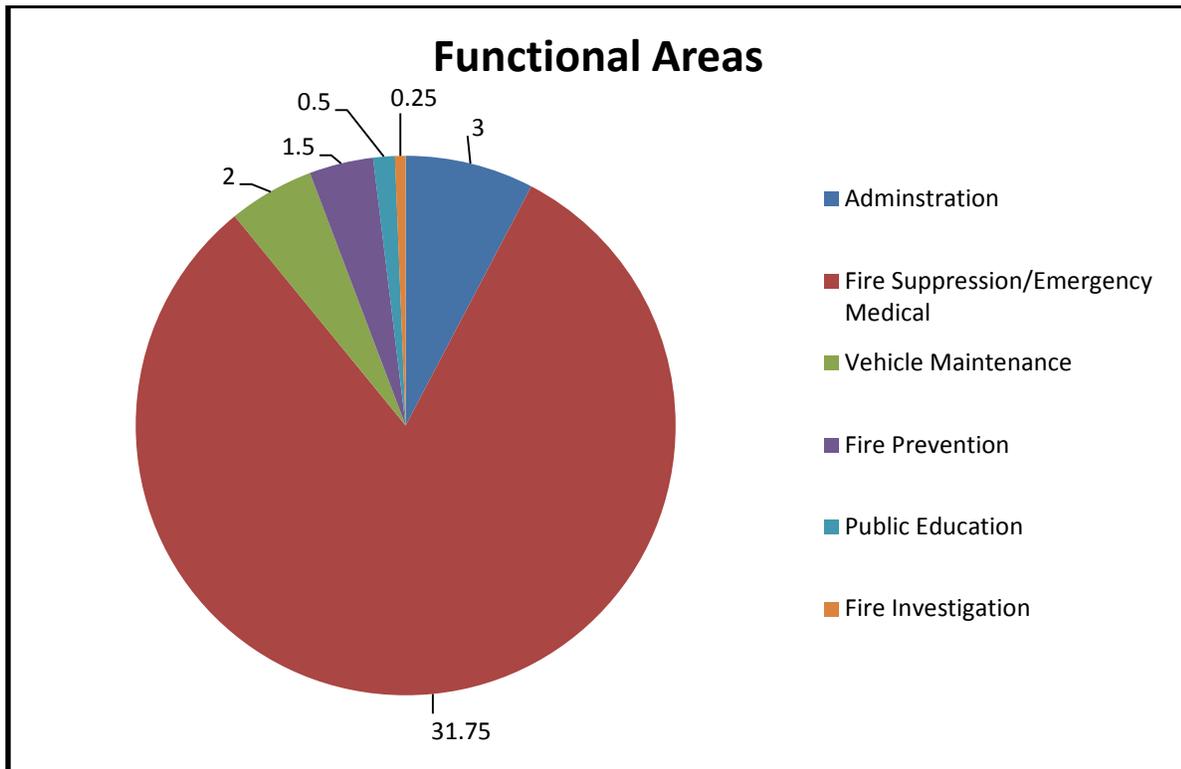
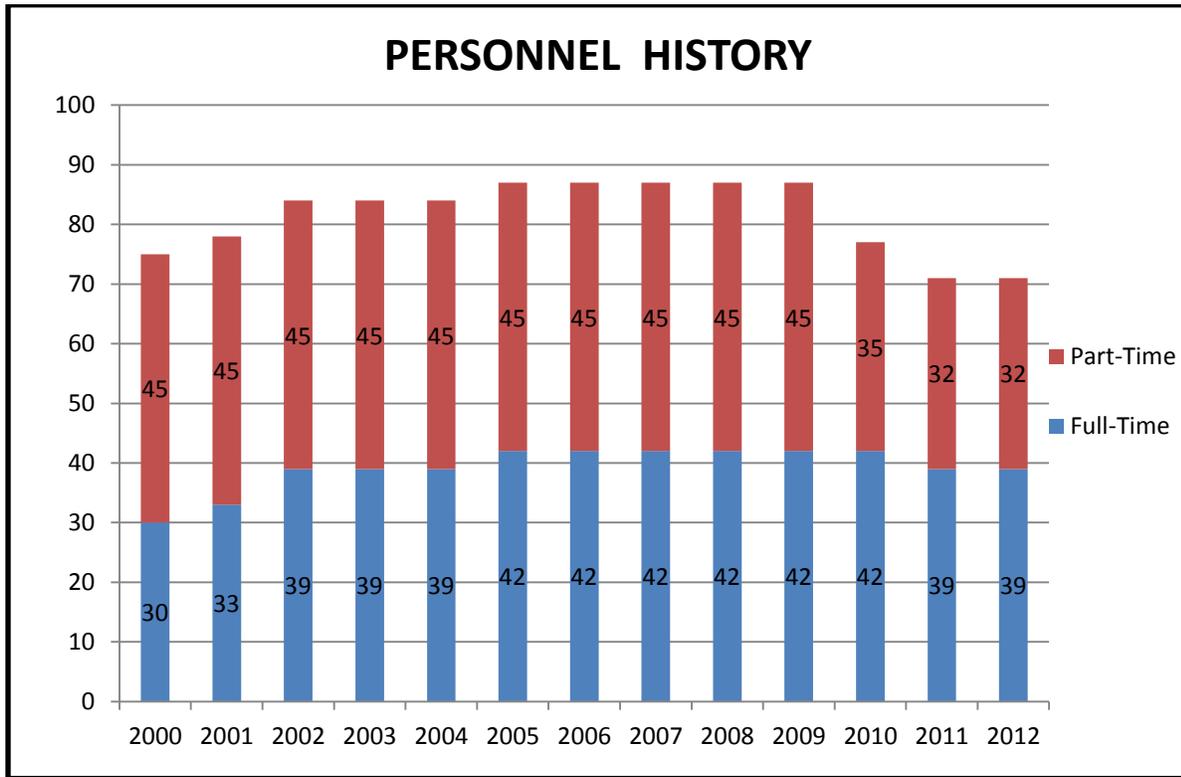
3. Develop and publish an annual report outlining the Fire Department activities for the previous year.
4. Continue to develop innovative ways to provide fire safety and public education with reduced funding for these programs.
5. Continue the employee recognition program.
6. Place a second advanced life support (ALS) fire engine into service thus providing this heightened level of emergency medical care to two of the three districts of the community.
7. Work to obtain funding to provide staffing levels that allow five firefighters in each station to staff a three-man engine crew and a two-man ambulance crew. This level of desired staffing would help meet the 2 in 2 out regulation with structure firefighting and provide more flexibility with crews in each station. A Federal Department of Homeland Security staffing grant was applied for.
8. Locate, confine and extinguish fires, thereby, conserving life and property with the resources available to the department.
9. Continue to work with neighboring departments in the development and implementation of agreements for aid in fires beyond the department's control.
10. Continue to provide the highest level of care to the ill and injured, while maintaining EMS certification with the Illinois Department of Public Health.
11. The emergency medical service will continue to provide the community with the most comprehensive emergency medical services possible and provide appropriate numbers of trained paramedics and additional support staff on every call. The minimum ambulance crew should consist of no less than one paramedic and one emergency medical technician as required by the Emergency Medical System.
12. Provide the highest degree of fire loss control through inspections, public education and fire investigations. Each business within the department's response area shall be inspected at least once annually, and depending on the property classification, it may be inspected as often as once a month.
13. The department will continue to test all ladders, fire hose, self-contained breathing apparatus and fire pumps as required and document such testing.
14. The administration of the department will conduct annual evaluations of all department employees which will include physical ability, and provide feedback as to what areas need attention and/or improvement
15. The department will continue to provide medical exams for all employees as outlined by the National Fire Protection Association.

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2011/2012	Budget 2012/2013	Projected 2013/2014	Projected 2014/2015
Full-Time	39	39	39	45
Part-Time	32	32	32	32



Department Benchmarks for 2012-2013

1. Provide Emergency Medical services to the residents and visitors of Carpentersville as well as the Carpentersville & Countryside Fire Protection District in which responses times from receipt of call to arrival on scene will be within 4 minutes 90% of the calls for service received.
2. Provide Fire Suppression services to the residents and visitors of Carpentersville as well as the Carpentersville & Countryside Fire Protection District in which responses times from receipt of call to arrival on scene will be within 4 minutes 90% of the calls for service received.
3. Conduct Fire Safety Inspections as required by codes adopted by the Village on all operating businesses as well as vacant structures which housed prior businesses at least annually and semi-annually for those that operate as places of assemblies or high hazard occupancies.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	2010 Actual	2011 Actual	2012 Actual	2013 Projected
Number of Fire Stations	3	3	3	3
ISO Rating	3	3	3	3
Fire Calls	910	950	967	1,050
EMS Calls	2,590	2,650	2,670	2,700
Total Calls	3,500	3,600	3,637	3,750

The ISO rating is determined by an evaluation of three components: Fire Department (50%), Water Supply (40%), and Receiving and Handling Fire Alarms (10%). This rating is on a scale from 1-10 with one being the best and 10 being no fire department. This rating has a direct affect on the insurance of homes and businesses in our community. An increase or decrease does not result in must of affect but our recent review in 2004 when we went from a five to a three; put us in a category that only 4% of the fire department across the nation has a three of better. This also resulted in savings to our resident and business owners but is extremely hard to breakout exactly how much.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FIRE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001560 - FIRE</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES 1 FIRE CHIEF: \$127,987 1 ASSISTANT FIRE CHIEF: \$105,090 3 BATTALION CHIEFS: \$284,056 1 ADMINISTRATIVE ASSISTANT: \$56,020 9 LIEUTENANTS: \$745,510 23 FIREFIGHTERS: \$1,671,679 STEP INCREASES: \$26,399	2,972,442	3,015,231	3,010,000	3,016,741
50020	OVERTIME SALARIES	117,050	160,000	164,000	160,000
50040	LONGEVITY FULL TIME EMPLOYEES: \$15,660 PART TIME EMPLOYEES: \$ 5,738	12,980	18,090	17,655	21,398
50045	HOLIDAY PAY	23,181	48,000	54,000	102,000
50050	ATTENDANCE INCENTIVE	5,750	6,000	8,250	8,000
50060	PART TIME FIRE DUTY HOURS: 8,760 DRILL HOURS: 496 HOLIDAY PAY/TIME AND HALF: 580 HOURS MANDATORY EMT-P CONT. EDU: 891 HOURS FULL-TIME VACATION COVERAGE: 6,100 HOURS TIME OFF DAY COVERAGE: 10,407 HOURS CALLBACK ALARMS: 100 HOURS MISC. COVERAGE: 1,400 HOURS SICK TIME COVERAGE: 2,000 THE FUNDING REQUESTED IS BASED ON THESE HOURS AND AN AVERAGE OF \$15.26/HOUR	451,273	440,000	481,000	469,000
50075	PART TIME/SEASONAL 2 PT AMBULANCE BILLING CLERKS: \$25,250	-	25,000	24,500	25,250
	TOTAL	3,582,676	3,712,321	3,759,405	3,802,389
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	529,228	559,000	585,353	614,900
51140	IMRF	6,258	5,900	5,900	6,810
51160	FICA	26,866	41,111	41,111	34,076
51165	MEDICARE	50,629	54,041	54,041	55,021
51170	OTHER POST EMPLOYMENT BENEFITS 5 RETIREES (PAYMENT 4 OF 5)	59,478	60,000	60,000	60,000
	TOTAL	672,459	720,052	746,405	770,807
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS	5,352	5,502	5,502	5,502

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FIRE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001560 - FIRE</u>					
<u>CONTRACTUAL SERVICES</u>					
	MABAS DIVISION #2 (LOCAL DEPARTMENT MUTUAL AID): \$4,000 INTERNATIONAL ASSOCIATION OF FIRE CHIEFS: \$229 ILLINOIS PROFESSIONAL FIREFIGHTERS: \$57 ILLINOIS FIRE INSPECTORS: \$95 METRO FIRE CHIEFS ASSOCIATION: \$40 KANE COUNTY FIRE CHIEFS: \$40 ILLINOIS FIRE CHIEFS ASSOCIATION: \$450 MABAS DIVISION #2 STATE DUES: \$275 ILLINOIS FIRE SERVICE ADMINISTRATIVE PROFESSIONAL: \$55 ISFSI TRAINING OFFICERS: \$75 NATIONAL SOCIETY OF EXECUTIVE FIRE OFFICERS: \$50 INSTITUTION OF FIRE ENGINEERS: \$136				
52153	PRINTING	682	1,100	1,100	2,000
52154	NOTICES/PUBLICATIONS	58	100	81	-
52157	POSTAGE/MAILING	1,781	4,500	4,500	4,500
52163	TRAINING/MEETINGS	29,352	30,500	28,500	30,000
	PARAMEDIC CONTINUING EDUCATION: \$3,300 TARGET SAFETY TRAINING: \$6,750 FIREHOUSE CONFERENCE: \$2,950 FDIC: \$2,500 LIVE FIRE TRAINING: \$4,000 SCHOOLS/SEMINARS: 8,000 CONFERENCES: \$2,500				
52190	PROFESSIONAL SERVICE	61,019	47,600	47,600	38,600
	ANNUAL MEDICAL EXAMS FOR ALL DEPARTMENT EMPLOYEES: \$27,500 PRE-EMPLOYMENT OF PART-TIME EMPLOYEES: \$5,000 STATE OF ILLINOIS MEDICAL RECERTIFICATION FESS: \$1,000 ELECTRONIC FILING OF AMBULANCE INVOICES: \$5,000 EMS SOFTWARE TECHNICAL SUPPORT: \$100				
52200	QUADCOM	118,200	120,758	120,758	132,181
52310	MAINT BUILDING & GROUNDS	49,834	26,965	35,000	30,140
	BACKFLOW TESTING: \$900 INSPECTION OF EXTINGUISHERS AND HOOD AND DUCTS: \$1,300 TESTING OF FIRE ALARMS: \$900 SPRIKLER SYSTEMS INSPECTIONS: \$500 GENERATOR MAINTENANCE AGREEMENT: \$2,200 ROOF MAINTENANCE AGREEMENT: \$640 HVAC SERVICE AGREEMENT: \$3,500 GARAGE DOOR MAINTENANCE AND REPAIRS: \$5,000 PLUMBING REPAIRS: \$4,000 ELECTRICAL REPAIRS: \$3,000 MISC. REPAIRS: \$3,000 SEALING COATING: \$2,000 LAWN AND SNOW EQUIPMENT REPAIRS: \$1,000 PLYMOVENT MAINTENANCE: \$1,400 LANDSCAPING: \$800				
52316	OFFICE EQUIPMENT	2,438	1,000	500	200

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FIRE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001560 - FIRE</u>					
<u>CONTRACTUAL SERVICES</u>					
52323	UNSCCHEDULED OFFICE EQUIPMENT REPAIRS: \$200 MAINTENANCE EQUIPMENT	5,826	13,940	13,200	9,668
	TESTING OF DEPARTMENT LADDERS: \$1,900 EXTRICATION EQUIPMENT SERVICE: \$1,100 SMALL ENGINE REPAIR:\$500 HANDLIGT REPAIR/REPLACEMENT:\$950 FIRE EXTINGUISHER REPAIR:\$300 BATTERIES:\$525 SCBA REPAIR: \$750 AIR COMPRESSOR MAINTENANCE: \$1,218 FIT TESTING EQUIPMENT TESTING: \$1,625 GAS MONITORS MAINTENANCE: \$300 MISC. REPAIR: \$500				
52327	MAINTENANCE - RADIO	7,239	6,900	6,800	9,500
52333	MAINTENANCE - VEHICLES	54,824	37,000	37,000	19,000
	OUTSIDE REPAIRS; \$8,000 SAFETY LANE INSPECTIONS: Through Public Works FRONT END ALIGNMENTS: Through Public Works BRAKE INSPECTIONS: Through Public Works PUMP TESTS: \$2,500 PREVENTIVE MAINTENANCE: Through Public Works CORROSION REPAIR: \$8,500 Original Request:\$47,000, \$13,500 Moved to Public Works-Vehicle Maintenance \$14,500 reduced due to in House Labor				
52410	COMMUNICATIONS	16,937	18,000	17,500	5,160
	A LARGE PORTION OF THIS BUDGET HAS BEEN RELCOATED TO THE IT DEPARTMENT BUDGET. FUNDING IN THIS LINE ITEM IS FOR CELLULAR PHONES USED WITHIN THE FIRE DEPARTMENT				
52901	RENTALS	385	500	640	650
	TOTAL	353,927	314,365	318,681	287,101
<u>COMMODITIES/SUPPLIES</u>					
53100	MATERIALS - BUILDING	15,403	14,000	13,500	14,000
	CLEANING SUPPLIES: \$7,500 BUILDING SUPPLIES: \$4,500 FURNITURE AND APPLIANCE REPLACEMENT: \$2,000				
53600	SUPPLIES - AUTOMOTIVE	41,981	44,200	44,200	6,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FIRE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001560 - FIRE</u>					
<u>COMMODITIES/SUPPLIES</u>					
	TIRE REPLACEMENT: Moved to Public Works				
	AIR FILTERS: Moved to Public Works				
	ANTI FREEZE: Moved to Public Works				
	BATTERIES: Moved to Public Works				
	DRIVE OIL: Moved to Public Works				
	ENGINE OIL: Moved to Public Works				
	FUEL FILTERS: Moved to Public Works				
	OIL FILTERS: Moved to Public Works				
	BULBS: \$2,800				
	BRAKE FILTERS: Moved to Public Works				
	TRANSYND FLUID: Moved to Public Works				
	INJECTORS: Moved to Public Works				
	REPAIR PARTS: \$2,000 \$13,700 Moved to Public Works				
	HOSEBED COVERS: \$1,700				
	VEHICLE REPAIR TOOLS: Moved to Public Works				
	Original Request \$43,000				
53606	MINOR TOOLS - EQUIPMENT	11,379	16,975	16,975	18,000
	HOSE REPLACEMENT: \$5,000				
	LADDER PARTS: \$1,000				
	REPLACEMENT OF CO MONITORS: \$900				
	REPLACEMENT OF HOLMATRO SR-20 PUMP: \$7,450				
	HOSE TESTER REPAIR: \$350				
	REPLACEMENT OF WATER RESCUE EQUIPMENT: \$1,000				
	REPLACEMENT OF FIRE RESCUE EQUIPMENT: \$2,300				
53607	SUPPLIES - GAS & OIL	52,250	45,000	45,000	-
	THIS LINE ITEM HAS BEEN RELOCATED IN THE VEHICLE MAINTENANCE BUDGET				
53620	SUPPLIES - OFFICE	8,052	10,500	10,500	10,500
53630	OPERATING SUPPLIES	18,894	23,995	23,995	23,815
	FIREHOUSE SUPPORT: \$3,885				
	OPTICOM REPAIRS: \$1,000				
	SCBA SUPPLIES: \$4,500				
	TECHNICAL RESCUE SUPPLIES: \$1,500				
	TRAINING SUPPLIES: \$3,700				
	HAZARDOUS MATERIAL SUPPLIES/CALIBRATIONS: \$2,000				
	FIRE RESCUE SUPPLIES: \$1,325				
	MED-HELP SUPPLIES: \$2,000				
	CPR SUPPLIES: \$2,300				
	PHOTO SUPPLIES: \$250				
	INVESTIGATIONS: \$500				
	FIRE PREVENTION SUPPLIES: \$855				
53643	SUPPLIES - PUBLIC EDUCATION	3,495	4,400	4,400	4,000
	POSTER CONTEST: \$700				
	SCHOOL PROGRAMS: \$300				
	MISC. PUBLIC EDUCATION MATERIALS: \$1,500				
	EMPLOYEE RECOGNITION: \$1,500				
53651	CLOTHING	43,756	52,450	52,450	53,650

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FIRE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001560 - FIRE</u>					
<u>COMMODITIES/SUPPLIES</u>					
	38 FULL-TIME EMPLOYEES @\$400/EACH: \$15,200				
	10 PART-TIME EMPLOYEES @\$200/EACH: \$2,000				
	11 PART-TIME EMPLOYEES @\$250/EACH: \$2,750				
	12 PART-TIME EMPLOYEES @\$300/EACH \$3,600				
	12 SETS FIREFIGHTING GEAR @\$2,000 EACH: \$24,500				
	MISC. GEAR REPAIR: \$5,000				
	CLASS "A" UNIFORMS2 @ \$300: \$600				
53796	SUPPLIES - MEDICAL	16,938	17,100	17,100	18,500
	TOTAL	212,148	228,620	228,120	148,965
<u>EQUIPMENT</u>					
55750	EQUIPMENT	-	-	-	13,500
	THIS FUNDING WILL PROVIDE REQUIRED EQUIPMENT TO PLACE A SECOND ADVANCED LIFE SUPPORT ENGINE INTO SERVICE: \$7,500 AMBULANCE REPORTING SOFTWARE / HARDWARE: \$6,000				
	TOTAL	-	-	-	13,500
<u>CAPITAL IMPROVEMENTS</u>					
56116	CAPITAL	-	-	29,700	-
	TOTAL	-	-	29,700	-
	DEPARTMENT TOTAL	4,821,210	4,975,358	5,082,311	5,022,762

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The Fire and Police Commission is comprised of three commissioners appointed by the Village President with consent of the Board of Trustees. The Commission's responsibility is to recruit and promote the best available persons possible for sworn positions within the Village of Carpentersville Fire and Police Departments. The Board of Fire and Police Commissioners conduct hearings on disciplinary matters.

2012 / 2013 ACCOMPLISHMENTS

1. Established statutory required eligibility lists for the position of full-time Firefighter and full-time Fire Lieutenant.
2. Established statutory required eligibility list for the position of Police Officer.
3. Observed the probationary firefighter and police officers and evaluated their performances.

2013 / 2014 OBJECTIVES

1. Established statutory required eligibility list for the position of Police Sergeant.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FIRE AND POLICE COMMISSION

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001509 - FIRE AND POLICE COMMISSION</u>					
<u>PERSONNEL SERVICES</u>					
50110	SALARIES FIRE/POL COMMISSION	5,777	5,000	4,500	4,500
	TOTAL	5,777	5,000	4,500	4,500
<u>PERSONNEL BENEFITS</u>					
51160	FICA	358	320	290	300
51165	MEDICARE	84	90	80	85
	TOTAL	442	410	370	385
<u>CONTRACTUAL SERVICES</u>					
52154	NOTICES/PUBLICATIONS	298	2,000	1,263	-
52190	PROFESSIONAL SERVICE	-	15,450	7,946	12,850
	POLICE-PATROLMAN REPLACEMENT PRE-EMPLOYEMENT: 3-POLYGRAPHS @ \$150 EACH: \$450 2-PSYCHOLOGICAL EXAMS @ \$475 EACH: \$950 2-MEDICAL EXAMS @ \$400 EACH: \$800 FIRE-FIREFIGHTER REPLACEMENT PRE-EMPLOYMENT: 2-PSYCHOLOGICAL EXAMS @ \$550 EACH: \$1,100 2-MEDICAL EXAMS @\$400 EACH: \$800 POLICE SERGEANT TESTING: \$8,000 POLICE OFFICER HIRING PROCESS: \$750				
	TOTAL	298	17,450	9,208	12,850
	DEPARTMENT TOTAL	6,517	22,860	14,078	17,735

The Emergency Services and Disaster Agency is established to coordinate the emergency management program within the Village with private organizations, other municipal subdivisions, the State of Illinois and the Federal government. ESDA is responsible for creating and maintaining the Emergency Operations Plan.

The Village has levied funds for ESDA related expenses and will receive the funds in the form of property tax distributions in FY 2013.

2012 / 2013 ACCOMPLISHMENTS

1. Completed the National Incident Management System (NIMS) training for 100% of the required employees of the Village.
2. Upgraded the (4) Emergency Warning Sirens to narrow band frequency compliance.
3. Initiated the establishment of reverse 911 (Code Red) emergency residential notification system throughout the village through an intergovernmental program with Kane County Office of Emergency Management.
4. Updated the Village's Emergency Disaster Preparedness Plan.

2013 / 2014 OBJECTIVES

1. Continue the creation of the database in conjunction with the reverse 911 (Code Red) emergency residential notification system throughout the village through an intergovernmental program with Kane County Office of Emergency Management.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

ESDA

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>001562 - ESDA</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES	3,600	5,400	5,400	5,400
	1 ESDA COORDINATOR: \$5,400				
	TOTAL	3,600	5,400	5,400	5,400
<u>PERSONNEL BENEFITS</u>					
51140	IMRF	-	124	-	-
51160	FICA	223	337	335	335
51165	MEDICARE	52	81	81	81
	TOTAL	275	542	416	416
<u>CONTRACTUAL SERVICES</u>					
52153	PRINTING	-	500	250	500
52163	TRAINING/MEETINGS	96	800	550	500
52323	MAINTENANCE EQUIPMENT	2,163	2,700	2,170	2,700
	MAINTENANCE AGREEMENT: \$2,200				
	REPAIRS NOT COVERED BY MAINTENANCE AGREEMENT: \$500				
	TOTAL	2,259	4,000	2,970	3,700
<u>COMMODITIES/SUPPLIES</u>					
53630	OPERATING SUPPLIES	478	-	-	30
	TOTAL	478	-	-	30
<u>EQUIPMENT</u>					
55750	EQUIPMENT	-	3,600	3,192	6,800
	Funding to Purchase Equipment for Emergency Operations Center				
	Computer Switch: \$3,000				
	12 Phones: \$2,200				
	Storage Cabinet: \$400				
	Battery Backup: \$200				
	Network Patch Cables: \$200				
	Misc. Hardware: \$800				
	TOTAL	-	3,600	3,192	6,800
	DEPARTMENT TOTAL	6,613	13,542	11,978	16,346
	FUND TOTAL	23,334,722	24,098,072	24,137,077	24,552,320

GRANTS/ESCROWS FUND

CARPENTERSVILLE
IMPROVEMENT
COMMISSION

The Carpentersville Improvement Commission pledges to assist residents to understand the importance of property maintenance as it pertains to the general welfare, safety and aesthetics of our community. Our objective is to preserve existing housing through code enforcement activities and preventative maintenance programming. We are committed to research all avenues of county, state and federal financial resources and to assemble these along with local resources to educate and aid our residents in improving their neighborhoods.

This fund is utilized to account for grants and other revenues that are provided to the Village with specific objectives, and use of these funds is restricted to specific expenditures intended to accomplish those objectives. For example, the Village receives funds from the Kane County Circuit Court Clerk for each DUI conviction, but the revenue can only be spent on equipment or services that will assist in the enforcement or prevention of Driving under the Influence or other alcohol related crime.

Grant funds are typically required to be spent within a specific time period; other funds not expended each fiscal year are carried over to succeeding years.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

COMMITTEES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>075023 - COMMITTEES</u>					
<u>GRANTS & CONTRIB</u>					
45006	RIVERBOAT GRANT	10,661	-	-	-
93000	CVILLE IMPROVEMENT COMMITTEE	10,661	-	-	-
45100	CONTRIBUTIONS	23,717	5,000	2,993	3,000
80002	PARK COMMITTEE	23,717	5,000	2,993	3,000
93000	CVILLE IMPROVEMENT COMMITTEE	3,379	3,000	-	-
94001	CVILLE HOME OWNERSHIP COMMITTEE	124	-	-	-
	TOTAL	37,881	8,000	2,993	3,000
<u>INVESTMENT INCOME</u>					
48026	PARK TRUST INCOME	13,995	14,000	12,000	12,000
80002	PARK COMMITTEE	13,995	14,000	12,000	12,000
	TOTAL	13,995	14,000	12,000	12,000
	DEPARTMENT TOTAL	51,876	22,000	14,993	15,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

GRANTS SEIZURE (W/INT) REVENUE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>075051 - GRANTS SEIZURE (W/INT) REVENUE</u>					
<u>GRANTS & CONTRIB</u>					
45049	POLICE DEPARTMENT PROGRAMS	196	-	13,880	13,000
20501	ASSET FORFEITURE-FEDERAL	196	-	13,880	13,000
20508	DUI ENFORCEMENT-ILLINOIS	11,348	-	5,000	5,000
20515	DRIVER SAFETY PROGRAM	1,196	-	800	1,000
45051	ASSET FORFEITURE REVENUE STATE	11,330	13,000	7,000	13,000
20500	ASSET FORFEITURE-STATE	11,330	13,000	7,000	13,000
	TOTAL	24,070	13,000	26,680	32,000
	DEPARTMENT TOTAL	24,070	13,000	26,680	32,000
	FUND TOTAL	75,947	35,000	41,673	47,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

COMMITTEES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>075023 - COMMITTEES</u>					
<u>CONTRACTUAL SERVICES</u>					
52145	CIC ACTIVITIES	85	-	-	-
93000	CVILLE IMPROVEMENT COMMITTEE	85	-	-	-
	TOTAL	85	-	-	-
<u>COMMODITIES/SUPPLIES</u>					
53630	OPERATING SUPPLIES	2,842	5,000	5,000	3,000
80002	PARK COMMITTEE	2,842	5,000	5,000	3,000
93000	CVILLE IMPROVEMENT COMMITTEE	1,149	3,000	3,000	-
	EXPENDITURES RELATED TO KANE COUNTY RIVERBOAT GRANT				
94001	CVILLE HOME OWNERSHIP COMMITTEE	24	-	-	-
	TOTAL	4,016	8,000	8,000	3,000
<u>EQUIPMENT</u>					
55799	CARPENTER PARK IMPROVEMENTS	3,166	7,000	8,394	8,500
80002	PARK COMMITTEE	3,166	7,000	8,394	8,500
	TOTAL	3,166	7,000	8,394	8,500
	DEPARTMENT TOTAL	7,267	15,000	16,394	11,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

GRANTS SEIZURE (W/INT) REVENUE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>075051 - GRANTS SEIZURE (W/INT) REVENUE</u>					
<u>CONTRACTUAL SERVICES</u>					
52190	PROFESSIONAL SERVICE	2,679	1,000	1,000	1,000
20500	ASSET FORFEITURE-STATE	2,679	1,000	1,000	1,000
20505	DUI ENFORCEMENT	34,272	10,807	10,807	11,000
20519	TOBACCO GRANT	455	-	-	-
	TOTAL	37,406	11,807	11,807	12,000
<u>COMMODITIES/SUPPLIES</u>					
53630	OPERATING SUPPLIES	19,735	25,000	16,000	20,000
20500	ASSET FORFEITURE-STATE	19,735	25,000	16,000	20,000
20501	ASSET FORFEITURE-FEDERAL	-	-	9,386	-
	TOTAL	19,735	25,000	25,386	20,000
<u>EQUIPMENT</u>					
55750	EQUIPMENT	-	13,548	13,548	4,000
20500	ASSET FORFEITURE-STATE	-	13,548	13,548	4,000
	CRT VEHICLE				
20508	DUI ENFORCEMENT-ILLINOIS	-	36,860	36,860	4,000
	TOTAL	-	50,408	50,408	8,000
	DEPARTMENT TOTAL	57,141	87,215	87,601	40,000
	FUND TOTAL	64,407	102,215	103,995	51,500

The Carpentersville Police Department's Social Services provides residents with the Strengthening Families Program. This research-based program teaches parenting skills and techniques, ways to deal with peer pressure, and communication skills for both parents and their children.

The program is geared toward families with children ages 10-14. We teach both parents and children the skills needed to deal with the pressures of becoming a teenager. We also teach communication skills so that parents and children may have a better understanding of each other.

Funds for this program are utilized for the supplies and dinners that are provided to the families. This provides an incentive for them and also some time for them to spend together as a family. By investing in this program, we are keeping children off the street and parents involved with their children. It is a prevention program that benefits all.

2012 / 2013 ACCOMPLISHMENTS

1. Thirty Carpentersville families and 31 youth will have been served.
2. Fifty-four families and 58 youth were recruited to the program.
3. No recidivism with any of the youth in the program.
4. Families have been linked to outside sources.
5. Graduated youth participants continue to reach out to their school leaders to recruit for the program.
6. Continued grant funding enabled the program to run at full staffing.

2013 / 2014 OBJECTIVES

1. Continue to serve residents in the community through the program.
2. Continue to recruit families to the program.
3. Continue to run programs two sessions per week.
4. Continue to link families to services needed.
5. Oversee grant funding to maintain services.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

STRENGTHENING FAMILIES PROGRAM

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>090556 - STRENGTHENING FAMILIES PROGRAM</u>					
<u>GRANTS & CONTRIB</u>					
45100	CONTRIBUTIONS	22,223	15,556	26,667	4,445
	TOTAL	22,223	15,556	26,667	4,445
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	4	1	1	-
	TOTAL	4	1	1	-
	DEPARTMENT TOTAL	22,226	15,557	26,668	4,445
	FUND TOTAL	22,226	15,557	26,668	4,445

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

STRENGTHENING FAMILIES PROGRAM

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>090556 - STRENGTHENING FAMILIES PROGRAM</u>					
<u>PERSONNEL SERVICES</u>					
50075	PART TIME/SEASONAL 2 PT FACILITATORS: \$16,920	-	16,950	16,950	16,920
	TOTAL	-	16,950	16,950	16,920
<u>PERSONNEL BENEFITS</u>					
51160	FICA	-	1,050	1,050	1,050
51165	MEDICARE	-	250	250	246
	TOTAL	-	1,300	1,300	1,296
<u>COMMODITIES/SUPPLIES</u>					
53630	OPERATING SUPPLIES	662	2,090	2,000	1,500
	TOTAL	662	2,090	2,000	1,500
<u>TRANSFERS OUT</u>					
59001	TRANSFER TO GENERAL FUND	-	-	-	-
	TOTAL	-	-	-	-
	DEPARTMENT TOTAL	662	20,340	20,250	19,716
	FUND TOTAL	662	20,340	20,250	19,716

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The Development Fund is utilized for reimbursement of consultants' fees arising from the consultants' work on Village development projects, including time spent on plan and plat review, and construction inspection services.

In 2008, as part of the comprehensive Village Code update, the requirement for the submittal of a review escrow at the time of project application was added, along with an improvement of the process for submittal of an inspection escrow prior to final plat approval.

With these escrows in place, the Village then draws down from the review escrow account the amount of the invoices for plan and plat engineering review along with all attorney fees for work performed prior to permit approval. Upon permit issuance and during the construction phase, the Village draws down from the inspection escrow account the amount of the invoices for construction and landscaping inspection work, along with legal document review work performed by outside consultants or attorneys.

These escrows also include requirements that upon drawdown of a majority of the fund, developers are obligated to increase the amounts of the escrow fund in the event the amount of expenditures exceed the escrow amount.

With the anticipated construction of Wal-Mart, the amounts have been increased for FY 2013/2014 even with increased amounts of development review and inspection work being performed with in-house staff, in lieu of consultant use.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

DEVELOPMENT REVENUES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>002042 - DEVELOPMENT REVENUES</u>					
<u>FEES & FINES</u>					
44200	STAFF TIME REIMBURSEMENTS	9,375	2,500	14,250	12,000
44211	LEGAL FEES REIMBURSEMENTS	1,140	500	-	-
44225	CONS FEES REIMB-POST PL INSP F	7,316	10,000	5,000	5,000
44235	CONS FEES REIMB-POST PL NO INS	5,870	1,000	6,000	5,000
44280	CONS FEES REIMB-POST PL SITE	20,716	15,000	-	-
	TOTAL	42,137	29,000	25,250	22,000
	DEPARTMENT TOTAL	42,137	29,000	25,250	22,000
	FUND TOTAL	42,137	29,000	25,250	22,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

CONSULTANT EXP - REIMBURSABLE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>002440 - CONSULTANT EXP - REIMBURSABLE</u>					
<u>CONTRACTUAL SERVICES</u>					
52032	LEGAL SERVICES	2,350	2,000	2,000	2,000
52140	ENGINEERING	1,828	25,000	4,000	2,000
	TOTAL	4,178	27,000	6,000	4,000
	DEPARTMENT TOTAL	4,178	27,000	6,000	4,000
	FUND TOTAL	4,178	27,000	6,000	4,000

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VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

ESCROW FUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>003 - ESCROW FUND</u>					
<u>FEES & FINES</u>					
44900	TRAFFIC IMPACT FEES	18,000	10,000	35,000	30,000
	TOTAL	18,000	10,000	35,000	30,000
	DEPARTMENT TOTAL	18,000	10,000	35,000	30,000
	FUND TOTAL	18,000	10,000	35,000	30,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

ESCROW FUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>003 - ESCROW FUND</u>					
<u>TRANSFERS OUT</u>					
59299	TRANSFER OUT TO FUND 299	60,000	354,000	354,000	116,630
	TOTAL	60,000	354,000	354,000	116,630
	DEPARTMENT TOTAL	60,000	354,000	354,000	116,630
	FUND TOTAL	60,000	354,000	354,000	116,630

The Stormwater Detention Fund is a new fund first established in FY 2010-2011 for the purposes of maintaining independent accounting of fee-in-lieu of detention funds.

The Kane County Stormwater Ordinance (KCSWO) allows for payment to the Village by developers in lieu of providing on-site stormwater detention, provided certain criteria in the KCSWO are met.

Per the KCSWO these monies are required to be used for drainage system improvement projects within the same watershed (Fox River North watershed). As also required by the KCSWO, the fee-in-lieu of detention monies are being maintained in a separate fund held by the Village.

As the opportunity for receiving additional similar fees is minimal, due to a very limited number of possible future sites in the Village where fee-in-lieu of detention is a viable option, these fees will not be used for routine drainage improvement projects such as storm sewer replacement, but will instead be reserved for regional stormwater system improvement projects as are approved by the Village Board.

2012 / 2013 ACCOMPLISHMENTS

1. At the petitioners request, the Village Board considered and approved a variance to the stormwater ordinance for fee-in-lieu of detention in the amount of \$118,100.
2. The Village Board approved the Phase II design agreement for the Carpenter Creek Floodplain Improvement Project.

2013 / 2014 OBJECTIVES

1. Complete the Phase II design for Carpenter Creek Floodplain Improvement Project.
2. Pursue grant opportunities as available for grant funding to leverage fee-in-lieu of detention funds for construction of the Carpenter Creek Improvements or other possible regional stormwater detention projects.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

STORMWATER DETENTION REVENUE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>004011 - STORMWATER DETENTION REVENUE</u>					
<u>FUND BALANCE TRANSFER</u>					
40000	REVENUE - FUND BALANCE	-	273,800	-	-
	TOTAL	-	273,800	-	-
<u>FEES & FINES</u>					
44190	FEE IN LIEU OF STORMWATER DET	-	-	100,769	-
	TOTAL	-	-	100,769	-
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	1,313	1,200	875	875
	TOTAL	1,313	1,200	875	875
	DEPARTMENT TOTAL	1,313	275,000	101,644	875
	FUND TOTAL	1,313	275,000	101,644	875

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

STORMWATER DETENTION FUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>004140 - STORMWATER DETENTION FUND</u>					
<u>CAPITAL IMPROVEMENTS</u>					
56301	PHASE I ENGINEERING	2,440	-	-	-
70162	FAIRWAY PARK DRAINAGE IMPR PROJECTS	2,440	-	-	-
56302	PHASE II ENGINEERING	-	25,000	-	-
70162	FAIRWAY PARK DRAINAGE IMPR PROJECTS	-	25,000	-	-
70175	FLOOD PL MITIGATION-CARPENTER CREEK	-	250,000	250,000	-
	TOTAL	2,440	275,000	250,000	-
	DEPARTMENT TOTAL	2,440	275,000	250,000	-
	FUND TOTAL	2,440	275,000	250,000	-

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This fund was established to budget and record expenditures relating to improvements made to McNamee Park with funds previously donated to the Village by the McNamee Family.

2013 / 2014 OBJECTIVES

1. This Fund is to be closed into the General Fund

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

MCNAMEE MEMORIAL PARK REV GEN

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>325021 - MCNAMEE MEMORIAL PARK REV GEN</u>					
<u>GRANTS & CONTRIB</u>					
45100	CONTRIBUTIONS	10,000	-	29,700	-
	TOTAL	10,000	-	29,700	-
	DEPARTMENT TOTAL	10,000	-	29,700	-
	FUND TOTAL	10,000	-	29,700	-

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

MCNAMEE MEMORIAL PARK REV GEN

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>325021 - MCNAMEE MEMORIAL PARK REV GEN</u>					
<u>EQUIPMENT</u>					
55750	EQUIPMENT	50,894	-	-	-
	TOTAL	50,894	-	-	-
	DEPARTMENT TOTAL	50,894	-	-	-
	FUND TOTAL	50,894	-	-	-

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The In 1928 a Commission was formed to construct a Veterans Memorial in Carpentersville. No real progress on the project took place until approximately 70 years later. In 1998 there was only one monument in Carpenter Park. That monument was dedicated to the Veterans that had served in World War I. At that time the Park Committee felt that a single four-ton boulder with three World War I plaques on it was not a fitting tribute to those that had served. The Committee worked on the plans for a memorial for a number of months. A competition for landscape design was held. Landscape Architect Steven S. Gulgren won the competition.

A Veterans Garden Committee was formed in 1999 and took over the project. The Veterans Garden Committee revised the proposed drawings. Gilmore Architects completed the redesign of the Garden.

On June 19, 2001 the Village Board approved the contract to construct the Garden. The contract was awarded to Carpentersville's very own Trinity Landscaping for \$90,000. Construction of the Garden was completed in late August early September 2001.

In the center of the Garden is an ellipse where engraved bricks, honoring those that have served and are serving our country. After a brick is laid in the Garden the brick purchaser receives a Certificate of Authenticity for the brick. Bricks cost \$30, but \$8 of that is considered a donation to the Garden and will eventually be used for maintenance of the Garden and to purchase additional monuments or landscaping.

2012 / 2013 ACCOMPLISHMENTS

1. Planted a perennial garden along the pathway leading to the monuments.
2. Purchased and installed seven large flower pots along the pathway leading to the monuments. A variety of annuals were planted within the pots.
3. Assisted the VFW with two special events within Veteran's Garden.

2013 / 2014 OBJECTIVES

1. Engrave and install all bricks that have been purchased.
2. Continue to add to the beauty of the garden by expanding flower beds

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

VETERANS GARDEN

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>328021 - VETERANS GARDEN</u>					
<u>GRANTS & CONTRIB</u>					
45100	CONTRIBUTIONS	510	750	570	500
	TOTAL	510	750	570	500
	DEPARTMENT TOTAL	510	750	570	500
	FUND TOTAL	510	750	570	500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

VETERANS GARDEN

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>328229 - VETERANS GARDEN</u>					
<u>CONTRACTUAL SERVICES</u>					
52190	PROFESSIONAL SERVICE	340	440	440	440
52310	MAINT BUILDING & GROUNDS	-	-	-	3,000
	TOTAL	340	440	440	3,440
<u>COMMODITIES/SUPPLIES</u>					
53630	OPERATING SUPPLIES	-	-	32	-
	TOTAL	-	-	32	-
	DEPARTMENT TOTAL	340	440	472	3,440
	FUND TOTAL	340	440	472	3,440

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The Motor Fuel Tax (MFT) Fund is utilized to fund maintenance and construction expenses for roadway and sidewalk improvements within public right of ways. Other applicable uses for MFT funds used by the Village are as follows:

- Electric usage charges for operation of public street lighting systems.
- The purchase of maintenance materials (road salt and hot-mix asphalt) for use by the Public Works Department.
- Payment for debt service for repayment of bonds issued to fund construction expenses for prior public improvement projects.
- Payment for engineering consultant services for the design and construction inspection of public roadway improvement projects, including sidewalk replacement, roadway reconstruction, and bridge replacement projects.
- Payment for current construction expenses of public improvement projects.
- Grinding and cutting of Trip Hazards on public carriagewalk and sidewalk.

2012 / 2013 ACCOMPLISHMENTS

1. Funded the annual street lighting electric usage expenses.
2. Funded the roadway salt material purchase contract.
3. Funded hot mix asphalt purchase contract for the in-house Public Works Department street resurfacing program.
4. Funded 75% of the debt service repayment of the 2004 Street Bonds.
5. Completed design for construction expenses of the 2012 MFT Sidewalk Replacement Program (postponed until summer 2013 for delayed federal grant funding).
6. Completed the construction expenses of the 2012 MFT Street Resurfacing Program.
7. Completed trip hazard grinding and cutting of existing concrete sidewalk throughout the "Old Town" area.

2013 / 2014 OBJECTIVES

1. Fund the annual street lighting electric usage expenses.
2. Fund the roadway salt material purchase contract.
3. Fund hot mix asphalt purchase contract for the in-house Public Works Department street resurfacing program.
4. Fund 75% of the debt service repayment of the 2004 Street Bonds.
5. Fund a portion of Phase III construction engineering services for the Maple Avenue Reconstruction Project.
6. Fund the construction expenses of the 2012 MFT Sidewalk Replacement Program.
7. Fund the construction expenses of the 2013 MFT Resurfacing and Sidewalk Replacement Program.
8. Fund trip hazard grinding and cutting of concrete carriagewalk and sidewalk within the southeast portion of the Village.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

MFT FUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>400011 - MFT FUND</u>					
<u>FUND BALANCE TRANSFER</u>					
40000	REVENUE - FUND BALANCE	-	336,899	-	-
	TOTAL	-	336,899	-	-
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	204	100	603	250
48016	UNREALIZED GAIN/LOSS ON INVEST	238	2,500	-	-
	TOTAL	441	2,600	603	250
	DEPARTMENT TOTAL	441	339,499	603	250

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

MFT FUND INTERGOVT REVENUE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>400081 - MFT FUND INTERGOVT REVENUE</u>					
<u>TAXES OTHER</u>					
42403	MOTOR FUEL TAX ALLOTMENTS	918,664	916,764	904,000	908,000
42404	MFT HIGH GROWTH ALLOTMENT	35,763	33,000	35,740	33,000
42405	MFT OTHER	150,525	-	150,525	150,525
	TOTAL	1,104,952	949,764	1,090,265	1,091,525
<u>GRANTS & CONTRIB</u>					
45005	STATE - GRANTS	-	-	1,540	-
70147	2010 STREET & UTILITY RECONST PROG	-	-	1,540	-
70151	2011 MFT SIDEWALK CONTRACT	-	-	34,436	-
	TOTAL	-	-	35,976	-
<u>REIMBURSEMENTS - REV</u>					
47500	PROJECT REIMBURSEMENT	-	148,000	-	-
70171	PRESIDENT STREET RESURFACING	-	148,000	-	-
70173	2012 SIDEWALK PROGRAM	-	242,000	242,000	-
70176	2013 MFT SIDEWALK / RESURFACING	-	-	-	178,000
	TOTAL	-	390,000	242,000	178,000
	DEPARTMENT TOTAL	1,104,952	1,339,764	1,368,241	1,269,525
	FUND TOTAL	1,105,393	1,679,263	1,368,844	1,269,775

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

MFT FUNDED EXPENDITURES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	A & F APPROVED FY 2013-14
<u>400370 - MFT FUNDED EXPENDITURES</u>					
<u>CONTRACTUAL SERVICES</u>					
52190	PROFESSIONAL SERVICE	-	2,500	2,500	-
70171	PRESIDENT STREET RESURFACING	-	2,500	2,500	-
70173	2012 SIDEWALK PROGRAM	-	4,000	4,000	3,500
	MATERIAL TEST: \$3,500				
52404	ELECTRICITY - STREET LIGHTS	101,117	110,000	95,000	100,000
52743	TREE REMOVAL / TREE TRIMMING	-	75,000	67,414	75,000
	TOTAL	101,117	191,500	168,914	178,500
<u>COMMODITIES/SUPPLIES</u>					
53102	STREET MATERIALS	117,664	125,000	80,000	175,000
53779	SUPPLIES-SALT&CALCIUM CHLORIDE	112,803	250,000	108,000	90,000
	TOTAL	230,467	375,000	188,000	265,000
<u>CAPITAL IMPROVEMENTS</u>					
56301	PHASE I ENGINEERING	-	5,000	-	-
70121	MAPLE AVENUE	15,476	-	-	-
70149	MAIN ST BRIDGE BIENNIAL INSPECTION	-	1,000	1,000	-
56403	PHASE III CONSTRUCTION	76,317	-	-	-
70147	2010 STREET & UTILITY RECONST PROG	76,317	-	-	-
70150	2011 MFT RESURFACING CONTRACT	270,474	-	-	-
70151	2011 MFT SIDEWALK CONTRACT	116,851	-	-	-
70171	PRESIDENT STREET RESURFACING	-	294,500	154,460	-
70173	2012 SIDEWALK PROGRAM	-	484,000	484,000	-
70176	2013 MFT SIDEWALK / RESURFACING	-	-	-	356,000
56502	ROW ACQUISITION	650	-	-	-
70107	MILLER ROAD W HUNTLEY/DUNROVEN	650	-	-	-
	TOTAL	479,768	784,500	639,460	356,000
	DEPARTMENT TOTAL	811,352	1,351,000	996,374	799,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

MFT FUND DEBT SERVICE EXPENSES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	A & F APPROVED FY 2013-14
<u>400730 - MFT FUND DEBT SERVICE EXPENSES</u>					
<u>DEBT SERVICE</u>					
58010	PAYING AGENT - GOB 2000	263	263	263	262
58057	PRINCIPAL 2000/04 STREET BONDS	322,500	333,750	333,750	348,750
58058	INTEREST 2000/04 STREET BONDS	56,344	44,250	44,250	30,900
	TOTAL	379,106	378,263	378,263	379,912
	DEPARTMENT TOTAL	379,106	378,263	378,263	379,912
	EXPENDITURE TOTAL	1,190,458	1,729,263	1,374,637	1,179,412

Special Service Area Number One (SSA #1) was established for the purpose of maintenance and improvement of the pond and related facilities on Lot 151 of the Newport Coves Subdivision. The revenue collected will be used for the operation, upkeep, maintenance, repair, replacement, alteration, safekeeping, and improvement of the pond and related facilities located on Lot 151 of the Newport Coves Subdivision. Amounts may be set-aside as a reserve fund for the purpose of renewing, replacing, rehabilitating, reconstructing, and improving the pond and related facilities. The location of Lot 151 of the Newport Coves Subdivision is the northwest corner of Huntley Road and Tay River Drive.

2012 / 2013 ACCOMPLISHMENTS

1. Successfully entered into a contract for the purpose of maintaining the grounds and associated structures.
2. Successfully entered into a contract for aquatic weed and algae control.
3. Removed two large dead Weeping Willow trees and replaced with Blue Spruce Evergreens.

2013 / 2014 OBJECTIVES

1. Successfully secure contacts for the purpose of grounds maintenance and aquatic weed and algae control.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SSA #1 NEWPORT COVE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>701011 - SSA #1 NEWPORT COVE</u>					
<u>FUND BALANCE TRANSFR</u>					
40000	REVENUE - FUND BALANCE	-	2,350	-	-
	TOTAL	-	2,350	-	-
	DEPARTMENT TOTAL	-	2,350	-	-
	FUND TOTAL	-	2,350	-	-

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SSA #1 NEWPORT COVE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>701012 - SSA #1 NEWPORT COVE</u>					
<u>PROPERTY TAXES</u>					
40100	PROPERTY TAXES	14,048	14,150	14,225	16,500
	TOTAL	14,048	14,150	14,225	16,500
	DEPARTMENT TOTAL	14,048	14,150	14,225	16,500
	FUND TOTAL	14,048	16,500	14,225	16,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SSA#1 NEWPORT COVE EXPENDITURE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>701179 - SSA#1 NEWPORT COVE EXPENDITURE</u>					
<u>CONTRACTUAL SERVICES</u>					
52310	MAINT BUILDING & GROUNDS	8,741	15,000	12,200	13,000
	GROUND MAINTENANCE: \$5,750				
	AQUATIC WEED CONTROL: \$2,500				
	TREE TRIMMING: \$3,000				
	ASPHALT REPAIR: \$1,500				
	WEED & FEED: \$1,500				
	VILLAGE SERVICES: \$750				
52323	MAINTENANCE EQUIPMENT	2,363	1,500	1,500	700
	ELECTRICAL: \$1,000				
	AERATOR: \$500				
	TOTAL	11,104	16,500	13,700	13,700
	DEPARTMENT TOTAL	11,104	16,500	13,700	13,700
	FUND TOTAL	11,104	16,500	13,700	13,700

Special Service Area Number Two (SSA #2) was established for the purpose of maintenance and improvement of the storm water management facilities on Lot 35 of the Oak Meadows Subdivision. The revenue will be used for the operation, upkeep, maintenance, repair, replacement, alteration, safekeeping, and improvement of the storm water facilities. Amounts may be set-aside in a reserve fund for the purpose of renewing, replacing, rehabilitating, reconstructing, and improving the storm water detention area and related facilities.

2012 / 2013 ACCOMPLISHMENTS

1. Successfully entered into a contract for the purpose of maintaining the grounds.

2013 / 2014 OBJECTIVES

1. Successfully secure a contact for the purpose of grounds maintenance.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SSA #2 OAK MEADOWS REVENUE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>702012 - SSA #2 OAK MEADOWS REVENUE</u>					
<u>PROPERTY TAXES</u>					
40100	PROPERTY TAXES	1,110	1,100	1,100	1,000
	TOTAL	1,110	1,100	1,100	1,000
	DEPARTMENT TOTAL	1,110	1,100	1,100	1,000
	FUND TOTAL	1,110	1,100	1,100	1,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SSA #2 OAK MEADOWS EXPENDITURE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>702179 - SSA #2 OAK MEADOWS EXPENDITURE</u>					
<u>CONTRACTUAL SERVICES</u>					
52310	MAINT BUILDING & GROUNDS	698	1,000	700	1,000
	TOTAL	698	1,000	700	1,000
	DEPARTMENT TOTAL	698	1,000	700	1,000
	FUND TOTAL	698	1,000	700	1,000

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Special Service Area Number Three (SSA #3) was established for the purpose of maintenance and improvement of the storm water management facilities on Lot 296 and Lot 297 in the Keele Farm Subdivision, Unit 1. The revenue will be used for the operation, upkeep, maintenance, repair, replacement, alteration, safekeeping, and improvement of the storm water facilities. Amounts may be set-aside in a reserve fund for the purpose of renewing, replacing, rehabilitating, reconstructing, and improving the storm water detention area and related facilities. The location of Lot 296 and Lot 297 is located on both sides of Redwood Lane, east of the rear lot lines lying east of Birch Street.

2012 / 2013 ACCOMPLISHMENTS

1. Successfully entered into a contract for the purpose of maintaining the grounds and associated structures.

2013 / 2014 OBJECTIVES

1. Successfully secure contacts for the purpose of grounds maintenance and aquatic weed and algae control.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SSA #3 KEELE FARMS REVENUES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>703012 - SSA #3 KEELE FARMS REVENUES</u>					
<u>PROPERTY TAXES</u>					
40100	PROPERTY TAXES	9,240	9,250	9,235	8,500
	TOTAL	9,240	9,250	9,235	8,500
	DEPARTMENT TOTAL	9,240	9,250	9,235	8,500
	FUND TOTAL	9,240	9,250	9,235	8,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SSA #3 KEELE FARMS EXPENDITURE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>703179 - SSA #3 KEELE FARMS EXPENDITURE</u>					
<u>CONTRACTUAL SERVICES</u>					
52310	MAINT BUILDING & GROUNDS	6,346	8,500	4,500	5,000
	TOTAL	6,346	8,500	4,500	5,000
	DEPARTMENT TOTAL	6,346	8,500	4,500	5,000
	FUND TOTAL	6,346	8,500	4,500	5,000

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Special Service Area Number Twenty One (SSA #21) was established for the purpose of the maintenance, repair, replacement, alteration, and improvements to the detention basin located on Lot 70 and two (2) cul-de-sac islands located on Elm Ridge Court and Rosewood Drive within the White Oaks Subdivision. Revenue collected from residents of the White Oaks Subdivision will be used for the purpose of maintenance, repair, replacement, alteration, and improvements of the detention basin and two (2) cul-de-sac islands. Amounts may be set-aside in a reserve fund for the purpose of repairing, rehabilitating, reconstructing, and improving the detention basin and cul-de-sacs.

2012 / 2013 ACCOMPLISHMENTS

1. Successfully entered into a contract for the purpose of maintaining the grounds and associated structures.

2013 / 2014 OBJECTIVES

1. Successfully secure contacts for the purpose of grounds maintenance and aquatic weed and algae control.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SSA #21 WHITE OAKS

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>721012 - SSA #21 WHITE OAKS</u>					
<u>PROPERTY TAXES</u>					
40100	PROPERTY TAXES	4,994	5,000	4,983	5,000
	TOTAL	4,994	5,000	4,983	5,000
	DEPARTMENT TOTAL	4,994	5,000	4,983	5,000
	FUND TOTAL	4,994	5,000	4,983	5,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SSA #21 WHITE OAKS

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>721179 - SSA #21 WHITE OAKS</u>					
<u>CONTRACTUAL SERVICES</u>					
52310	MAINT BUILDING & GROUNDS	2,960	5,000	2,550	4,500
	GROUNDS MAINTENANCE: \$3,500				
	CLEAN-UP: \$1,200				
	MOSQUITO ABATEMENT: \$300				
	TOTAL	2,960	5,000	2,550	4,500
	DEPARTMENT TOTAL	2,960	5,000	2,550	4,500
	FUND TOTAL	2,960	5,000	2,550	4,500

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Tax Increment Financing, or TIF, is a public financing method that utilizes future gains in taxes to support redevelopment, infrastructure and other community improvement projects. Tax Increment Financing District #1 was established to reimburse specified costs of the developer for the Spring Hill Center for Commerce and Industry Redevelopment Plan and Project. Costs are reimbursed based on TIF improvements, which are eligible TIF expenditures.

2012 / 2013 ACCOMPLISHMENTS

1. Provided development stimulus to Dana Molded Products in regard to the Spring Hill Center TIF. This is in conjunction with Village Board goal *"Foster economic development through a "one stop" process for development of new businesses and expansion of existing businesses."*

2013 / 2014 OBJECTIVES

1. Pursue options for installation of a traffic light at Spring Hill Center. This is in conjunction with Village Board goal *"Foster economic development through a "one stop" process for development of new businesses and expansion of existing businesses."*
2. Meet with the Joint Review Board to discuss future development.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

TIF #1 SPRING HILL (SWANSON)

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>801011 - TIF #1 SPRING HILL (SWANSON)</u>					
<u>FUND BALANCE TRANSFER</u>					
40000	REVENUE - FUND BALANCE	-	200,500	-	-
	TOTAL	-	200,500	-	-
<u>PROPERTY TAXES</u>					
40100	PROPERTY TAXES	297,597	300,000	436,388	425,000
	TOTAL	297,597	300,000	436,388	425,000
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	8,016	7,500	3,500	3,500
	TOTAL	8,016	7,500	3,500	3,500
	DEPARTMENT TOTAL	305,614	508,000	439,888	428,500
	FUND TOTAL	305,614	508,000	439,888	428,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

TIF #1 SPRING HILL (SWANSON)

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>801189 - TIF #1 SPRING HILL (SWANSON)</u>					
<u>CONTRACTUAL SERVICES</u>					
52188	DEVELOPMENT STIMULUS	-	500,000	500,000	-
52999	OTHER CONTRACTUAL	5,735	8,000	8,000	6,000
	TOTAL	5,735	508,000	508,000	6,000
<u>CAPITAL IMPROVEMENTS</u>					
56403	PHASE III CONSTRUCTION	-	-	-	155,000
72000	COMMERCE PKWY RT 31-END	-	-	-	155,000
	TOTAL	-	-	-	155,000
	DEPARTMENT TOTAL	5,735	508,000	508,000	161,000
	FUND TOTAL	5,735	508,000	508,000	161,000

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The Village of Carpentersville has designated an area of the Route 25 commercial corridor from Lake Marian road to Northlake Parkway as a tax increment financing (TIF) district. Tax Increment Financing, or TIF, is a public financing method that utilizes future gains in taxes to support redevelopment, infrastructure and other community improvement projects. The designation of this Route 25 area is an effort to rehabilitate and redevelop the corridor through an integrated and comprehensive strategy that utilizes public resources to stimulate additional private investment in an area that would not otherwise be commercially productive. An analysis of properties prior to the formal TIF designation found the area to be experiencing declining equalized assessed property values, excessive vacancies and other statutory factors qualifying for TIF designation.

2012 / 2013 ACCOMPLISHMENTS

1. Approved ordinance adopting TIF District. This is in conjunction with Village Board goal *"Foster economic development through a "one stop" process for development of new businesses and expansion of existing businesses."*
2. Approved ordinance adopting TIF District redevelopment plan and project. This is in conjunction with Village Board goal *"Foster economic development through a "one stop" process for development of new businesses and expansion of existing businesses."*
3. Designated TIF District #3 redevelopment project area. This is in conjunction with Village Board goal *"Foster economic development through a "one stop" process for development of new businesses and expansion of existing businesses."*

2013 / 2014 OBJECTIVES

1. Work with developers to assist the economic strength of the Route 25 commercial corridor. This is in conjunction with Village Board goal *"Foster economic development through a "one stop" process for development of new businesses and expansion of existing businesses."*
2. Work towards implementing the proposed Elmridge – Ball Connection Road to foster economic development of this area. This is in conjunction with Village Board goal *"Foster economic development through a "one stop" process for development of new businesses and expansion of existing businesses."*
3. Meet with the Joint Review Board to discuss future development.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

TIF #3 ROUTE 25

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
803189 - TIF #3 ROUTE 25					
<u>CONTRACTUAL SERVICES</u>					
52030	LEGAL FEE FOR SERVICES	-	-	-	-
52190	PROFESSIONAL SERVICE	-	-	28,000	6,000
	TOTAL	-	-	28,000	6,000
<u>CAPITAL IMPROVEMENTS</u>					
56302	PHASE II ENGINEERING	-	-	-	98,500
72001	ELMRIDGE - BALL CONNECTION	-	-	-	98,500
56303	PHASE III ENGINEERING	-	-	-	1,101,500
72001	ELMRIDGE - BALL CONNECTION	-	-	-	1,101,500
	TOTAL	-	-	-	1,200,000
	DEPARTMENT TOTAL	-	-	28,000	1,206,000
	FUND TOTAL	-	-	28,000	1,206,000

The primary mission of the Foreign Fire Tax Board is to administer the funds collected by the State of Illinois from Insurance Companies who operate in Illinois but are not based within the State. 2 % of premiums are passed onto the board once the State deducts a processing fee. The Foreign Fire Tax Board was established and recognized by the Village of Carpentersville. The use of these funds is clearly established in State Statute and can be used for items that will be used by the firefighters at the stations which will benefit all of the employees.

The Board is made up of full-time firefighters and the Fire Chief sits on the board but does not vote on how the money is spent unless there is a tie. Over the last three years, the Foreign Fire Tax Board has made the following purchases, but not limited to:

- Station Outdoor Grills
- Day Room Furniture
- Firefighter Voice Amps
- GPS Units for all Fire Apparatus
- T.V. and stands
- Cable TV for all Stations
- All kitchen condiments
- Station CAD Monitors
- Purchased majority of workout equipment
- Donated workout equipment to village fitness room
- Purchased and maintains the station coffee machines
- Purchased mattress covers for all stations
- Customized kitchen tables for All Stations
- Stair Chair for use on Ambulance
- Covers all maintenance of workout equipment
- Pak Tracker Firefighter Safety System
- Public Education plastic fire helmets
- Daily newspapers for all stations
- Provided a \$10,000 match exhaust systems/computer grant
- \$4,500 donation to Firefighter Memorial-Station #1
- New Thermal Imaging Camera
- Upgraded firefighter hand lights on all apparatus
- Stools/Chairs for Station #2
- Purchased firefighting ventilation fans
- Provided \$6,500 for equipment on new fire engine
- Purchase American Flags for all fire apparatus
- Purchased I-Pads (3) to be used in Fire Prevention Review Board to discuss future development.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FOREIGN FIRE TAX BOARD

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>967081 - FOREIGN FIRE TAX BOARD</u>					
<u>TAXES OTHER</u>					
42710	FOREIGN FIRE TAX	31,272	31,500	33,502	28,462
	TOTAL	31,272	31,500	33,502	28,462
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	10	-	-	-
	TOTAL	10	-	-	-
	DEPARTMENT TOTAL	31,282	31,500	33,502	28,462
	FUND TOTAL	31,282	31,500	33,502	28,462

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FOREIGN FIRE TAX BOARD

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>967597 - FOREIGN FIRE TAX BOARD</u>					
<u>CONTRACTUAL SERVICES</u>					
52999	OTHER CONTRACTUAL	22,076	26,000	26,000	28,462
	TOTAL	22,076	26,000	26,000	28,462
	DEPARTMENT TOTAL	22,076	26,000	26,000	28,462
	FUND TOTAL	22,076	26,000	26,000	28,462

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2006 General Obligation Bonds: In June 2006, the Village issued \$10,000,000 of GOB Alternate Revenue Bonds for the purpose of funding public improvements and acquisitions. This service is based on a 20-year amortization schedule with interest rates ranging from 3.75% to 4.50%. Semi-annual interest payments are due on June 30th and December 30th. The outstanding principal balance as of May 1, 2013 is \$7,805,000. Principal and interest payments are made by the General Fund (50%) and Water and Sewer Fund (50%).

2008 General Obligation Bonds: In September 2008, the Village issued \$10,000,000 of GOB Alternate Revenue Bonds for the purpose of funding public improvements and acquisitions. This service is based on a 20-year amortization schedule with interest rates ranging from 3.0% to 4.6%. Semi-annual interest payments are due on June 30th and December 30th and annual principal payments are due on December 30th. The outstanding principal balance as of May 1, 2013 is \$8,540,000. Principal and interest payments are made by the General Fund (67%) and Water and Sewer Fund (33%).

2010 "Build America" Bonds: In August 2010, the Village issued \$20,000,000 of GOB Alternate Revenue Bonds for the purpose of street improvements and the construction of the public works building. The scope was amended to the purpose of public improvements and acquisitions, including road improvements and equipment purchases and various capital projects in August 2012. This service is based on a 20-year amortization schedule with interest rates ranging from 1.12% to 6.35%. Semi-annual interest payments are due on June 30th and December 30th and annual principal payments are due each December 30th. The outstanding principal balance as of May 1, 2013 is \$18,620,000. Principal and interest payments are made solely by the General Fund.

Fiscal Year	Series 2006		Series 2008		Series 2010 A&B		Total
	Principal	Interest	Principal	Interest	Principal	Interest	
2014	210,000	171,713	264,650	238,164	700,000	975,194	2,559,720
2015	217,500	163,313	271,350	228,901	710,000	961,614	2,552,677
2016	225,000	154,613	281,400	219,404	720,000	944,290	2,544,706
2017	235,000	145,050	291,450	208,852	730,000	926,290	2,536,641
2018	245,000	135,063	304,850	197,922	745,000	904,390	2,532,224
2019	257,500	124,650	314,900	185,728	760,000	882,040	2,524,818
2020	267,500	113,063	328,300	173,132	780,000	850,348	2,512,342
2021	280,000	101,025	341,700	159,179	805,000	812,518	2,499,422
2022	292,500	88,425	358,450	144,657	830,000	773,475	2,487,507
2023	305,000	75,263	371,850	129,423	855,000	733,220	2,469,756
2024	320,000	61,538	388,600	113,619	885,000	684,913	2,453,669
2025	332,500	47,138	405,350	97,104	920,000	634,910	2,437,001
2026	350,000	32,175	422,100	79,877	955,000	582,930	2,422,082
2027	365,000	16,425	438,850	61,410	995,000	522,288	2,398,972
2028			458,950	42,210	1,700,000	459,105	2,660,265
2029			479,050	21,557	1,770,000	351,155	2,621,762
2030					1,840,000	238,760	2,078,760
2031					1,920,000	121,920	2,041,920
	<u>\$3,902,500</u>	<u>\$1,429,450</u>	<u>\$5,721,800</u>	<u>\$2,301,140</u>	<u>\$18,620,000</u>	<u>\$12,359,355</u>	<u>\$44,334,245</u>

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

DEBT SERVICE FUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>030071 - DEBT SERVICE FUND</u>					
<u>PROPERTY TAXES</u>					
40100	PROPERTY TAXES	1,833,402	1,822,591	1,833,820	1,854,711
	TOTAL	1,833,402	1,822,591	1,833,820	1,854,711
<u>TAXES OTHER</u>					
42095	LOCAL MOTOR FUEL TAX	290,621	280,000	215,625	250,000
	TOTAL	290,621	280,000	215,625	250,000
<u>REIMBURSEMENTS - REV</u>					
47011	IMPOUND FEES	101,750	140,000	100,000	100,000
	TOTAL	101,750	140,000	100,000	100,000
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	15	20	20	20
92010	2010 CAPITAL PROJECT BOND	325,548	322,863	322,863	319,530
	TOTAL	325,563	322,883	322,883	319,550
<u>TRANSFERS/OTHER</u>					
49400	TRANSFER FROM MFT	378,844	-	-	-
	TOTAL	378,844	-	-	-
	DEPARTMENT TOTAL	2,930,181	2,565,474	2,472,328	2,524,261
	FUND TOTAL	2,930,181	2,565,474	2,472,328	2,524,261

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

DEBT SERVICE EXPENDITURES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>030730 - DEBT SERVICE EXPENDITURES</u>					
<u>DEBT SERVICE</u>					
58057	PRINCIPAL 2000/04 STREET BONDS	322,500	-	-	-
58058	INTEREST 2000/04 STREET BONDS	56,344	-	-	-
58510	AGENT FEES	250	250	250	250
92006	2006 CAPITAL IMPROVEMENT BONDS	250	250	250	250
92008	2008 CIP BOND ISSUE (PROJECT)	500	500	500	500
92010	2010 CAPITAL PROJECT BOND	1,000	1,000	1,000	1,000
58557	PRINCIPAL	192,500	200,000	200,000	210,000
92006	2006 CAPITAL IMPROVEMENT BONDS	192,500	200,000	200,000	210,000
92008	2008 CIP BOND ISSUE (PROJECT)	247,900	254,600	254,600	264,650
92010	2010 CAPITAL PROJECT BOND	685,000	695,000	695,000	700,000
58558	INTEREST	187,413	179,713	179,713	171,713
92006	2006 CAPITAL IMPROVEMENT BONDS	187,413	179,713	179,713	171,713
92008	2008 CIP BOND ISSUE (PROJECT)	254,512	247,076	246,460	238,165
92010	2010 CAPITAL PROJECT BOND	992,387	984,431	984,715	975,194
	TOTAL	2,940,306	2,562,570	2,562,238	2,561,472
	DEPARTMENT TOTAL	2,940,306	2,562,570	2,562,238	2,561,472
	FUND TOTAL	2,940,306	2,562,570	2,562,238	2,561,472

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VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

GENERAL CAPITAL PW

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>230031 - GENERAL CAPITAL PW</u>					
<u>GRANTS & CONTRIB</u>					
45005	STATE - GRANTS	-	-	21,451	-
80500	P.W. FACILITY CONSTRUCTION	-	-	21,451	-
	TOTAL	-	-	21,451	-
<u>REIMBURSEMENTS - REV</u>					
47850	PROJECT REIMBURSEMENT	-	-	30,000	-
	TOTAL	-	-	30,000	-
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	-	-	2,000	2,000
	TOTAL	-	-	2,000	2,000
<u>TRANSFERS/OTHER</u>					
49200	BOND PROCEEDS	-	600,000	-	-
80500	P.W. FACILITY CONSTRUCTION	-	600,000	-	-
	TOTAL	-	600,000	-	-
	DEPARTMENT TOTAL	-	600,000	53,451	2,000
	FUND TOTAL	-	600,000	53,451	2,000

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

GENERAL CAPITAL PW CAP EXP

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>230329 - GENERAL CAPITAL PW CAP EXP</u>					
<u>CAPITAL IMPROVEMENTS</u>					
56403	PHASE III CONSTRUCTION	4,416,696	600,000	630,293	-
80500	P.W. FACILITY CONSTRUCTION	4,416,696	600,000	630,293	-
	TOTAL	4,416,696	600,000	630,293	-
<u>TRANSFERS OUT</u>					
59299	TRANSFER OUT TO FUND 299	-	-	-	374,277
	TOTAL	-	-	-	374,277
	DEPARTMENT TOTAL	4,416,696	600,000	630,293	374,277
	FUND TOTAL	4,416,696	600,000	630,293	374,277

This fund was established to provide long term financial planning for the routine replacement of major capital equipment in both the General Fund and the Water Sewer Fund. The replacement of vehicles and equipment is funded by transfers from the General Fund and Water Sewer Fund based upon the original cost of each piece of equipment and its expected useful life. Funding also stems from a portion (1.5%) of Telecom Taxes beginning January 2013.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

EQUIPMENT REPLACEMENT FUND REV

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>235011 - EQUIPMENT REPLACEMENT FUND REV</u>					
<u>FEES & FINES</u>					
44810	INFRASTRUCTURE MAINT FEE	-	-	72,000	215,000
	1.5% of the total Telecommunication revenue is dedicated to CERF				
	TOTAL	-	-	72,000	215,000
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	509	1,000	500	1,200
	TOTAL	509	1,000	500	1,200
<u>TRANSFERS/OTHER</u>					
49001	TRANSFER FROM GENERAL FUND	351,600	500,000	500,000	500,000
49004	TRANSFER FROM WATER/SEWER FUND	-	100,000	100,000	100,000
	TOTAL	351,600	600,000	600,000	600,000
	DEPARTMENT TOTAL	352,109	601,000	672,500	816,200
	FUND TOTAL	352,109	601,000	672,500	816,200

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

CERF EXPENDITURES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>235112 - IT CERF</u>					
<u>COMMODITIES/SUPPLIES</u>					
53611	IT NETWORK SOFTWARE	23,041	-	-	-
	TOTAL	23,041	-	-	-
	DEPARTMENT TOTAL	23,041	-	-	-
<u>235370 - PW CERF</u>					
<u>EQUIPMENT</u>					
55750	PW EQUIPMENT	125,839	-	48,700	246,384
	TANDEM AXLE DUMP TRUCK: \$152,229				
	ASPHALT HOT BOX: \$22,000				
	COMPACT WHEEL LOADER (25% GEN, 75% W/S): \$27,500				
	BOBCAT SKID STEER: \$44,655				
	TOTAL	125,839	-	48,700	246,384
<u>CAPITAL IMPROVEMENTS</u>					
56010	PW BUILDING/IMPROVEMENTS	-	-	-	8,900
	FENCE FOR CARPENTER PARK: \$8,900				
	TOTAL	-	-	-	8,900
	DEPARTMENT TOTAL	125,839	-	48,700	255,284
<u>235382 - W/S CERF</u>					
<u>EQUIPMENT</u>					
55750	W/S EQUIPMENT	-	-	-	105,500
	COMPACT WHEEL LOADER (75%): \$82,500				
	CARGO VAN: \$23,000				
	TOTAL	-	-	-	105,500
	DEPARTMENT TOTAL	-	-	-	105,500
<u>235550 - POLICE CERF</u>					
<u>EQUIPMENT</u>					
55750	POLICE EQUIPMENT	-	-	-	98,026
	BALLISTIC BODY ARMOR: \$10,965				
	MARKED POLICE VEHICLES (3): \$87,061				
	TOTAL	-	-	-	98,026
<u>CAPITAL IMPROVEMENTS</u>					
56010	POLICE BUILDING/IMPROVEMENTS	-	-	-	75,000
	EXTERIOR SECURITY FENCE: \$75,000				
	TOTAL	-	-	-	75,000
	DEPARTMENT TOTAL	-	-	-	173,026
<u>235560 - FIRE CERF</u>					

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

CERF EXPENDITURES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>235560 - FIRE CERF</u>					
<u>CONTRACTUAL SERVICES</u>					
52999	CONTRACTUAL - OTHER	-	35,000	35,000	-
	TOTAL	-	35,000	35,000	-
<u>EQUIPMENT</u>					
55750	FIRE EQUIPMENT	-	235,000	235,109	167,810
	AED'S FOR ALL POLICE SQUADS: \$15,000				
	REPLACEMENT RADIOS (YEAR 1 OF 3): \$33,000				
	FIRE ENGINE - 3 YEAR LOAN: \$119,810				
	TOTAL	-	235,000	235,109	167,810
<u>CAPITAL IMPROVEMENTS</u>					
56010	FIRE BUILDING/IMPROVEMENTS	-	-	-	40,000
	REPAIR OF STATION #1 PAD AND STATION #2: \$40,000				
	TOTAL	-	-	-	40,000
	DEPARTMENT TOTAL	-	270,000	270,109	207,810
	FUND TOTAL	148,880	270,000	318,809	741,620

The Capital Projects Fund is a relatively new fund established in FY 2006-07 that was planned and prepared to implement the newly proposed Five –Year Capital Improvements Program. This Five-Year Capital Improvements Program is an aggressive long-term plan designed to improve the condition of deteriorating Village infrastructure (streets, sidewalks, storm sewer, sanitary sewers, water mains and lighting). This program comprehensively takes into account required repairs needed not only for surface improvements (roadways and sidewalks), but also the needed repairs on aging or inadequately sized underground utilities (storm sewer, sanitary sewers, and water mains), and also includes installation of new roadway lighting along reconstructed roadways as needed. This Five-Year Capital Improvements Program is updated on an annual basis as projects in the current year are completed, additional projects are added, and project priorities are modified as necessary due to changes in roadway and infrastructure conditions, and subject to bonding and budget limitations.

The Capital Improvements Program is funded through a variety of sources, including the following:

- Bond Proceeds
 - \$10 million 2006 GO Bonds
 - \$10 million 2008 GO Bonds
 - \$8 million 2010 GO Bonds (\$20 million in GO Bonds were issued, the other \$12 million was deposited in the Capital Projects Fund for the new Public Works Facility)
- Federal Grants
- State Grants
- County Grants

The bonds issued for the Capital Improvement Program are repaid through a variety of sources, including the following:

- Local Motor Fuel Taxes (non-MFT)
- Sewer Enterprise Funds
- Water Enterprise Funds
- Property Tax revenue

2012/2013 ACCOMPLISHMENTS

1. Received approval of the following grant awards totaling just over \$426,871:
 - a. \$50,000 for in-house resurfacing from the Illinois Department of Economic Development.
 - b. \$242,043 for MFT/CDBG Sidewalk Program from Kane County Community Development Block Grant (CDBG) Program
 - c. \$60,182 (additional) for Phase III construction engineering services for Tulsa Avenue and Kings Road Resurfacing Project from the Kane County Council of Mayors, Surface Transportation Program (STP)
 - d. \$74,646 for Old Town Bicycle Improvements from Kane County Riverboat Funding.
2. Completed the following public construction projects:
 - a. Hazard-Monroe-Golfview Reconstruction Project

- b. Gleneagle Resurfacing Project
 - c. Approved Maple Avenue Phase III Construction Engineering Agreement
3. Completed engineering plans for the following capital projects:
 - a. Carpenter Park Parking Lot Expansion Project
 - b. Tulsa Avenue and Kings Road Resurfacing Project
 4. Completed Phase I Project Reports and Phase II design contracts:
 - a. RT 31 and Huntley Road Intersection Improvement Project Phase I
 - b. Carpenter Creek Floodplain Study Phase I
 - c. Maple Avenue Reconstruction Project Phase II

2013/2014 OBJECTIVES

1. Pursue applicable grant opportunities for additional funding for continued capital improvement program construction, by leveraging existing available Village funding.
2. Begin Phase II design for the Rte. 31 and Huntley Road Intersection Improvement Project and request additional grant funding from CMAQ for the increased scope of work associated with Lincoln Avenue.
3. Complete the Phase III engineering, project management and construction for the Maple Avenue Reconstruction Project
4. Complete the construction of the Carpenter Park Parking Lot Expansion Project.
5. Complete in-house Phase II design and Phase III construction of the Gleneagle Area Resurfacing Project (reimbursed from Developer fees).
6. Complete the in-house Phase II design (in conjunction with PW) and Phase III construction of the Village Hall Parking Lot Improvements.
7. Complete Phase II design for the Carpenter Creek Floodplain Improvement Project and submit to FEMA for FIRM map amendments (reimbursed from Developer fee in lieu of detention fees).
8. Complete Phase II design and construction of 100yr overland flow and basin improvements within the White Oaks Subdivision (reimbursed from funds obtained from settlement agreement with William Ryan Homes).

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

CAPITAL IMPROVEMENT PROGRAM

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>299084 - CAPITAL IMPROVEMENT PROGRAM</u>					
<u>GRANTS & CONTRIB</u>					
45000	FEDERAL GRANTS	-	-	34,782	-
70133	RT 31 & HUNTLEY	-	-	34,782	-
45005	STATE - GRANTS	-	-	-	123,600
70121	MAPLE AVENUE	-	-	-	123,600
	MAPLE AVENUE TARP GRANT: \$123,600				
70124	GOLFVIEW/HAZARD/MONROE	263,478	-	-	-
70131	HELM RD (RT25 TO EASTERN VOC LIMIT)	266,000	-	-	-
70147	2010 STREET & UTILITY RECONST PROG	-	-	105,227	-
70154	2010 VAR STREET EMER REPAIR PROGRAM	285,000	-	-	-
45100	CONTRIBUTIONS	60,000	-	-	-
70147	2010 STREET & UTILITY RECONST PROG	60,000	-	-	-
	TOTAL	874,478	-	140,009	123,600
<u>REIMBURSEMENTS - REV</u>					
47500	PROJECT REIMBURSEMENT	-	109,389	109,389	-
70172	CARPENTER PARK PARKING LOT	-	109,389	109,389	-
70174	GLENEAGLE RESURFACING	-	354,000	354,000	-
	TOTAL	-	463,389	463,389	-
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	-	-	854	2,000
92006	2006 CAPITAL IMPROVEMENT BONDS	1,246	-	66	-
92008	2008 CIP BOND ISSUE (PROJECT)	346	-	4	-
92010	2010 CAPITAL PROJECT BOND	13,287	-	9,291	-
48016	UNREALIZED GAIN/LOSS ON INVEST	6,214	5,000	-	-
92006	2006 CAPITAL IMPROVEMENT BONDS	3,927	-	-	-
92008	2008 CIP BOND ISSUE (PROJECT)	28,925	5,000	-	-
92010	2010 CAPITAL PROJECT BOND	147,774	12,500	4,182	-
48110	GAIN/LOSS ON INVESTMENT	-	-	53	-
92006	2006 CAPITAL IMPROVEMENT BONDS	-	-	53	-
92008	2008 CIP BOND ISSUE (PROJECT)	70	-	-	-
92010	2010 CAPITAL PROJECT BOND	-	-	1,080	-
	TOTAL	193,794	22,500	4,900	2,000
<u>TRANSFERS/OTHER</u>					
49003	TRANSFER FROM ESCROW FUND	-	-	-	116,630
	WHITE OAKS IMPROVEMENTS \$116,630				
49100	TRANSFER WATER & SEWER FUND	-	-	-	1,740,939
299 - CAPITAL IMPROVEMENT PROGRAM					

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

CAPITAL IMPROVEMENT PROGRAM

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>299084 - CAPITAL IMPROVEMENT PROGRAM</u>					
<u>TRANSFERS/OTHER</u>					
	PULTE INFRASTRUCTURE FEE TRANSFER: \$840,939 ADDITIONAL W/S TRANSFER: \$900,000				
49200	BOND PROCEEDS	-	842,000	-	-
92008	2008 CIP BOND ISSUE (PROJECT)	-	842,000	-	-
92010	2010 CAPITAL PROJECT BOND	-	1,052,611	-	-
49230	TRANSFER FROM GENERAL CAP PW CLOSED OUT FUND 230	-	-	-	374,277
	TOTAL	-	1,894,611	-	2,231,846
	DEPARTMENT TOTAL	1,068,272	2,380,500	608,298	2,357,446

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

CAPITAL IMPROVEMENT PROGRAM

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>299084 - CAPITAL IMPROVEMENT PROGRAM</u>					
<u>CONTRACTUAL SERVICES</u>					
52105	BANK CHARGES	25	-	-	-
92006	2006 CAPITAL IMPROVEMENT BONDS	25	-	-	-
92008	2008 CIP BOND ISSUE (PROJECT)	25	-	-	-
92010	2010 CAPITAL PROJECT BOND	25	-	-	-
	TOTAL	75	-	-	-
	DEPARTMENT TOTAL	75	-	-	-

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

STREET CAPITAL IMPROVEMENTS

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>299370 - STREET CAPITAL IMPROVEMENTS</u>					
<u>CONTRACTUAL SERVICES</u>					
52105	BANK CHARGES	-	-	200	-
52190	PROFESSIONAL SERVICE	-	1,500	1,500	-
70172	CARPENTER PARK PARKING LOT	-	1,500	1,500	-
70174	GLENEAGLE RESURFACING	-	1,000	1,000	-
	TOTAL	-	2,500	2,700	-
<u>CAPITAL IMPROVEMENTS</u>					
56301	PHASE I ENGINEERING	4,795	-	27,956	-
70133	RT 31 & HUNTLEY	4,795	-	27,956	-
	RT 31/HUNTLEY ROAD INTERSECTION IMPROVEMENT - PHASE I ENGINEERING				
70135	CARPENTER CREEK FLOOD PLAIN	21,032	-	2,025	-
	CARPENTER CREEK FLOODPLAIN STUDY				
56302	PHASE II ENGINEERING	1,123	-	-	-
70121	MAPLE AVENUE	114,667	204,000	246,688	-
70124	GOLFVIEW/HAZARD/MONROE	1,879	-	-	-
70133	RT 31 & HUNTLEY	-	238,000	-	-
70177	WHITE OAKS IMPROVEMENTS	-	-	2,910	118,100
	WHITE OAKS IMPROVEMENTS				
56303	PHASE III ENGINEERING	1,817	-	-	-
70114	GOLFVIEW HIGHLANDS #8	1,817	-	-	-
70121	MAPLE AVENUE	-	-	-	147,400
70124	GOLFVIEW/HAZARD/MONROE	257,904	-	2,518	-
70170	TULSA RD/ KINGS RD LAPP RESURFACING	-	-	-	13,700
56403	PHASE III CONSTRUCTION	11,000	842,000	927,745	-
	VILLAGE HALL IMPROVEMENTS (FIRST FLOOR): \$200,000				
	VILLAGE HALL UPGRADE: \$616,000				
	WATER AND WWTP PHONES: \$26,000				
70114	GOLFVIEW HIGHLANDS #8	143,226	-	-	-
70121	MAPLE AVENUE	-	-	-	1,391,415
70124	GOLFVIEW/HAZARD/MONROE	1,049,816	-	177,985	-
70130	GRANDVIEW DR & K.F. 1-7 PUNCHLIST	7,763	-	-	-
70147	2010 STREET & UTILITY RECONST PROG	632,308	-	-	-
70170	TULSA RD/ KINGS RD LAPP RESURFACING	-	-	-	143,900
70172	CARPENTER PARK PARKING LOT	-	220,000	220,000	-
70174	GLENEAGLE RESURFACING	-	353,000	353,000	-
70178	VILLAGE HALL PARKING LOT - IMPROVE	-	-	-	150,000
56502	ROW ACQUISITION	-	140,000	75,000	-

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

STREET CAPITAL IMPROVEMENTS

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>299370 - STREET CAPITAL IMPROVEMENTS</u>					
<u>CAPITAL IMPROVEMENTS</u>					
70121	MAPLE AVENUE	-	140,000	75,000	-
	MAPLE AVE LAND ACQUISITION				
70124	GOLFVIEW/HAZARD/MONROE	650	-	-	-
70133	RT 31 & HUNTLEY	-	325,000	-	-
	TOTAL	2,247,978	2,322,000	2,035,826	1,964,515
	DEPARTMENT TOTAL	2,247,978	2,324,500	2,038,526	1,964,515

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER CAPITAL IMPROVEMENTS

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>299383 - WATER CAPITAL IMPROVEMENTS</u>					
<u>CAPITAL IMPROVEMENTS</u>					
56302	PHASE II ENGINEERING	-	-	17,754	-
70121	MAPLE AVENUE	-	-	17,754	-
70133	RT 31 & HUNTLEY	-	40,000	-	-
56303	PHASE III ENGINEERING	-	-	-	-
70124	GOLFVIEW/HAZARD/MONROE	-	-	-	-
56403	PHASE III CONSTRUCTION	-	-	3,000	-
70114	GOLFVIEW HIGHLANDS #8	-	-	3,000	-
70121	MAPLE AVENUE	-	-	-	2,058,425
	TOTAL	-	40,000	20,754	2,058,425
	DEPARTMENT TOTAL	-	40,000	20,754	2,058,425

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SEWER CAPITAL IMPROVEMENTS

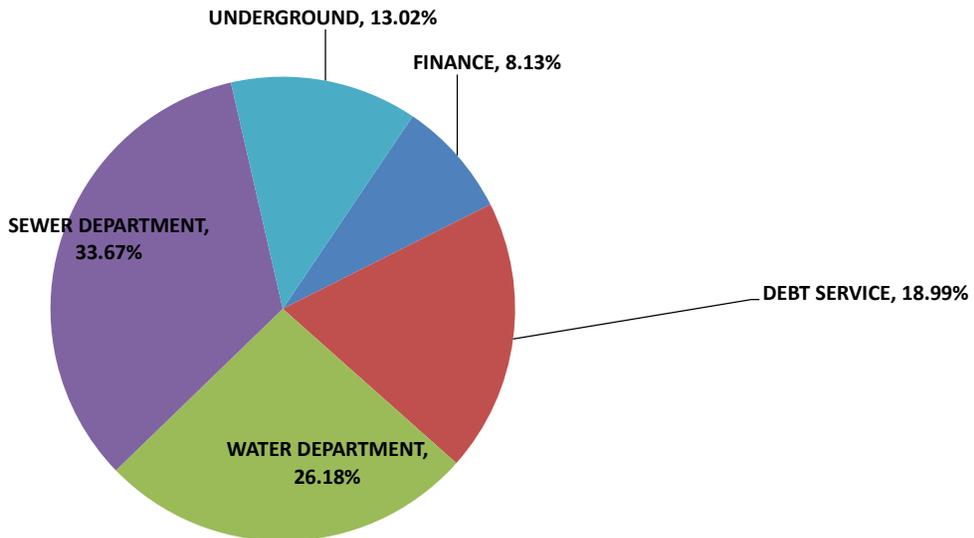
ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>299393 - SEWER CAPITAL IMPROVEMENTS</u>					
<u>CAPITAL IMPROVEMENTS</u>					
56302	PHASE II ENGINEERING	-	-	6,214	-
70121	MAPLE AVENUE	-	-	6,214	-
70133	RT 31 & HUNTLEY	-	16,000	-	-
56303	PHASE III ENGINEERING	-	-	-	-
70124	GOLFVIEW/HAZARD/MONROE	-	-	-	-
56403	PHASE III CONSTRUCTION	-	-	9,100	-
70121	MAPLE AVENUE	-	-	-	475,260
	TOTAL	-	16,000	15,314	475,260
	DEPARTMENT TOTAL	-	16,000	15,314	475,260
	FUND TOTAL	2,248,053	2,380,500	2,074,594	4,498,200

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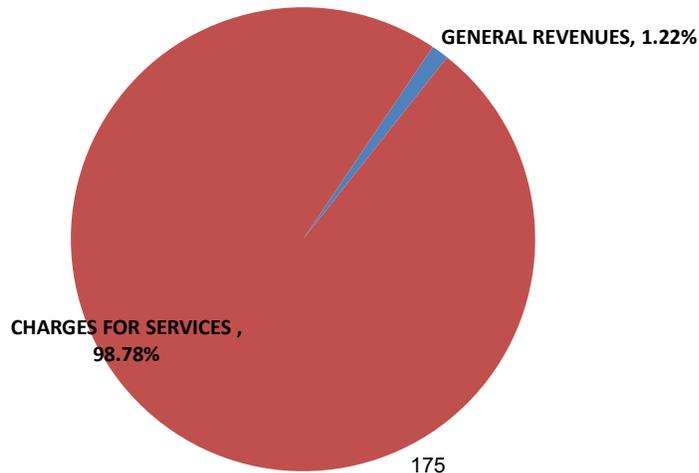
WATER AND SEWER FUND SUMMARY

	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTION	2014 BUDGET
REVENUES					
GENERAL REVENUES	102,678	147,687	622,650	119,554	117,850
CHARGES FOR SERVICES	6,374,598	6,876,047	8,186,537	7,838,354	9,535,063
TOTAL WATER & SEWER FUND REVENUES	\$ 6,477,276	\$ 7,023,734	\$ 8,809,187	\$ 7,957,908	\$ 9,652,913
EXPENSES					
FINANCE	316,858	703,062	773,040	845,828	707,260
DEBT SERVICE	-	500,309	1,649,076	1,649,427	1,651,980
WATER DEPARTMENT	3,769,298	1,846,649	2,871,447	2,914,178	2,276,955
SEWER DEPARTMENT	1,490,718	1,403,625	2,342,456	2,297,789	2,928,696
UNDERGROUND	553,366	1,039,859	1,158,107	1,140,903	1,132,540
TOTAL WATER & SEWER FUND EXPENSES	\$ 6,130,240	\$ 5,493,504	\$ 8,794,126	\$ 8,848,125	\$ 8,697,431
TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ 1,740,939
TOTAL GENERAL FUND EXPENSES	\$6,130,240	\$5,493,504	\$8,794,126	\$8,848,125	\$10,438,370

EXPENDITURES BY DEPARTMENT



REVENUES BY SOURCE



VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER & SEWER FUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100031 - WATER & SEWER FUND</u>					
<u>FUND BALANCE TRANSFR</u>					
40000	REVENUE - FUND BAL	-	541,850	-	-
	TOTAL	-	541,850	-	-
<u>FEES & FINES</u>					
44841	LAND LEASE/FOX VALLEY	10,279	9,600	9,250	9,250
44842	LAND LEASE/DLS	26,603	15,200	34,504	34,500
44843	U S CELLULAR INTERNET SERVICE	23,395	26,300	26,650	26,650
44845	T-MOBIL LAND LEASE	35,686	28,900	34,950	34,950
	TOTAL	95,963	80,000	105,354	105,350
<u>GRANTS & CONTRIB</u>					
45370	KANE CTY CDBD-WATER MAIN REPL	30,000	-	-	-
	TOTAL	30,000	-	-	-
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	213	300	13,000	12,000
48016	UNREALIZED GAIN/LOSS ON INVEST	6,668	-	-	-
48017	INTEREST CHARGED CONSTRUCTION	14,552	-	-	-
	TOTAL	21,433	300	13,000	12,000
<u>TRANSFERS/OTHER</u>					
49999	MISCELLANEOUS INCOME	290	500	1,200	500
	TOTAL	290	500	1,200	500
	DEPARTMENT TOTAL	147,687	622,650	119,554	117,850

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER & SEWER - CHARGES FOR S

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100032 - WATER & SEWER - CHARGES FOR S</u>					
<u>FEES & FINES</u>					
44000	WATER USER CHARGES	2,651,337	3,319,347	3,139,358	3,625,186
44020	WATER USAGE - HYDRANT	12,829	15,000	30,000	30,000
44050	WATER AVAILABILITY CHARGES	244,270	400,500	301,500	312,270
44080	WATER CONNECTION FEES	63,000	35,000	143,081	249,850
44100	SEWER USER CHARGES	2,915,913	3,473,911	3,294,962	3,592,298
44150	SEWER AVAILABILITY CHARGES	302,067	396,000	304,954	312,270
44180	SEWER CONNECTION FEES	63,000	35,000	141,896	244,250
44461	PUBLIC INFRASTRUCTURE FEE	-	23,148	-	935,839
	\$840,939 Public Infrastructure Fees Being Transferred to Fund 299				
44770	SERVICE FEE	76,495	60,000	69,600	70,000
44771	WATER/SEWER PENALTY	125,437	169,831	143,644	145,000
44775	METER SALES	7,589	4,000	12,739	12,900
44776	NSF FEES	2,600	3,000	2,100	2,500
44780	WATER/SEWER CONSTR INSPECTION	540	300	1,200	1,200
44781	WATER TOWER SURCHARGE	410,969	250,000	250,000	-
	TOTAL	6,876,047	8,185,037	7,835,034	9,533,563
<u>REIMBURSEMENTS - REV</u>					
47100	REIMB - WATER	-	1,500	3,320	1,500
	TOTAL	-	1,500	3,320	1,500
	DEPARTMENT TOTAL	6,876,047	8,186,537	7,838,354	9,535,063
	FUND TOTAL	7,023,734	8,809,187	7,957,908	9,652,913

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MISSION STATEMENT: The Finance Department exercises general supervision over the fiscal affairs of the Village and provides budgetary, accounting and financial services for all Village Departments, the Water and Sewer Fund, and the Police and Fire Pension Funds. This department is responsible for the Village's annual audit, annual budget, tax levy, payroll, water billing and collections, and accounts payable and receivable systems. Additionally, all Human Resource functions are administered through this department, including personnel, employee benefits, collective bargaining, risk management, workers' compensation, safety, training and wellness.

2012 / 2013 ACCOMPLISHMENTS

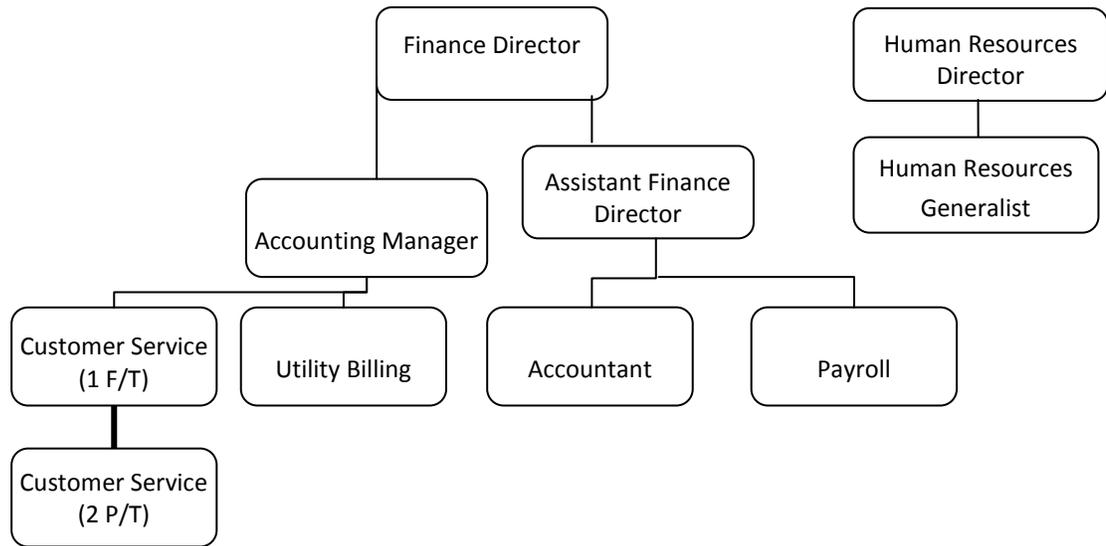
1. In conjunction with the Village Board, Audit and Finance Commission, and other Departments, developed a sustainable and balanced budget that provides stable public services to Carpentersville residents.
2. Received the ninth consecutive unqualified ("clean") opinion on the 2012 audit.
3. Reduced the number of material auditor adjusting journal entries by more than 50%.
4. Implemented GASB 54 requirements regarding the definition of specific funds.
5. Worked with the Community Development Department to add collection of code violations to the adjudication program. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
6. Established a CERF fund with transfers from both the General Fund (\$500,000) and the Water and Sewer Fund (\$100,000). *This is in conjunction with Village Board goal, "Building the CERF Fund."*
7. Did a banking RFP for new services to help streamline our bank accounts and cut down on additional fees. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
8. Worked with Baecore to implement MUNIS Employee Self Service, Employee Evaluations and Personnel Actions. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
9. Implemented outcomes-based incentive tied to medical premium contribution for non-represented employees to support goal of improving employees' health and wellness.
10. Developed safety, training and accident-prevention programs targeted at loss control.

2013 / 2014 OBJECTIVES

1. Significantly reduce the number of Internal Control points. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
2. Reduce the number of audit adjusting journal entries. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
3. Implement GASB 63 requirements regarding the changes in reporting certain assets and liabilities.
4. Work with Baecore to improve the accounting system. More specifically, to improve the payroll, utility billing, accounts payable, cash receipting and budget modules' efficiency and effectiveness. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*

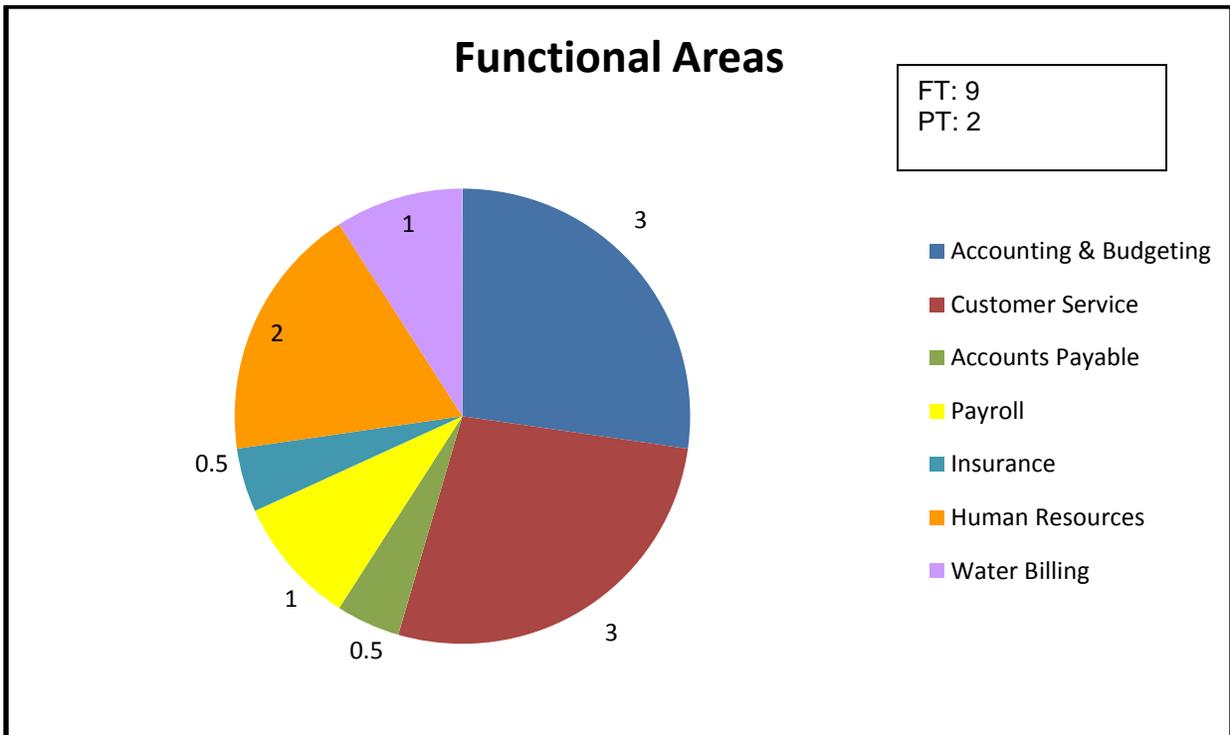
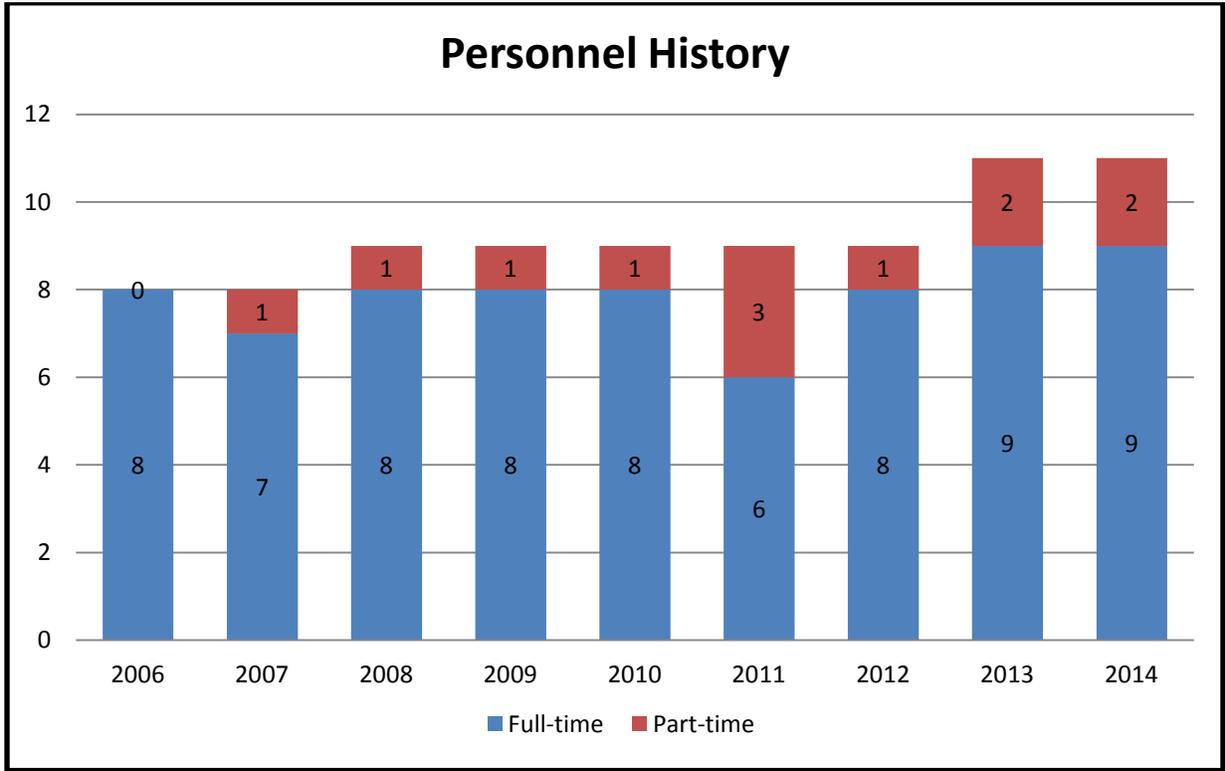
5. Continue to research the option of debt refinancing in an effort to lower the interest payments on debt. *This is in conjunction with Village Board goal, "Prioritize potential budget cuts before budget talks begin."*
6. Provide monthly budget versus actual reporting to the Department Heads. *This is in conjunction with Village Board goal, "Prioritize potential budget cuts before budget talks begin."*
7. Develop a sustainable budget that considers the balance between community expectations and achievable service levels. *This is in conjunction with Village Board goal, "Prioritize potential budget cuts before budget talks begin."*
8. Continue assisting with the administration of the local adjudication program. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
9. Continue providing exceptional customer service to the residents of Carpentersville. *This is in conjunction with Village Board goal, "Create an atmosphere where village customers feel valued and respected through proper customer service."*
10. Continue to develop a Capital Equipment Replacement Fund to account for and track all capital purchases. *This is in conjunction with Village Board goal "Building the CERF Fund."*
11. Continue to look for more efficient technology to streamline front counter activity, such as researching remote deposit capabilities and automating the "on-line" banking payments. *This is in conjunction with Village Board goal, "Streamline village departments in order to be more efficient."*
12. Develop a Village-wide employee recognition program aimed at rewarding employees for exceptional service or for making a significant, positive impact on the community. *This is in conjunction with Village Board goal, "Implement an Employee Recognition Program."*
13. Continue to develop Village wellness program and provide resources for employees to improve their health and wellness.
14. Continue to develop safety, training and accident-prevention programs targeted at loss control.

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2011/2012	Budget 2012/2013	Projected 2013/2014	Projected 2014/2015
Full-Time	8	8	9	9
Part-Time	2	2	2	2



Performance Measurements	FY2010/11	FY2011/12	FY2012/13
Billing Activity			
Total # of Bills Issued	40,900	55,883	60,000
Total # of Late Notices	5,913	9,510	10,200
Total # of Shut Offs	400	1,000	1,075
Payment Breakdown (based on amount paid)			
Finance Counter	60.5%	60.5%	60.5%
Via the Mail	36.8%	37.0%	37.0%
Drop Box	2.7%	2.5%	2.5%

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FINANCE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100111 - FINANCE</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES	221,142	235,088	271,500	327,865
	1 FINANCE DIRECTOR (50%): \$49,890				
	1 H.R. DIRECTOR (50%): \$46,508				
	1 ASSISTANT FINANCE DIRECTOR (50%): \$43,177				
	1 ACCOUNTING MANAGER (50%): \$32,994				
	1 H.R. GENERALIST (50%): \$30,008				
	1 SENIOR CUSTOMER SERVICE REP (50%): \$27,796				
	1 PAYROLL ADMINISTRATOR (50%): \$26,393				
	1 ACCOUNTANT (50%): \$22,908				
	1 UB CLERK (100%): \$48,191				
	TOTAL	221,142	235,088	271,500	327,865
50013	COMP ABS EXPENSE	2,600	-	-	-
	TOTAL	2,600	-	-	-
<u>PERSONNEL SERVICES</u>					
50040	LONGEVITY	1,430	1,390	1,110	1,260
50050	ATTENDANCE INCENTIVE	500	875	875	1,250
50075	PART TIME/SEASONAL	-	-	-	17,756
	2 PT CUSTOMER SERVICE REPS (50%): \$17,756				
	TOTAL	1,930	2,265	1,985	20,266
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	38,344	59,000	52,156	58,368
	FINANCE DEPT HEALTH INS: (50%): \$55,418				
	FLEXIBLE SPENDING, GBS FEES: \$2,950.				
51140	IMRF	24,812	27,059	27,059	42,817
51160	FICA	13,663	14,716	14,716	21,586
51165	MEDICARE	3,196	3,442	3,442	5,049
51170	OTHER POST EMPLOYMENT BENEFITS	39,298	6,000	6,000	6,000
	1 RETIREE (PAYMENT 5 OF 5, 50%)				
	TOTAL	40,716	110,217	103,373	133,820
<u>CONTRACTUAL SERVICES</u>					
52012	ACCOUNTING SERVICES	28,560	15,000	15,000	17,000
	ANNUAL AUDIT (20%): \$14,000				
	GASB 45 ACTUARIAL VALUATIONS & DISCLOSURES: \$3,000				
52013	DUES & SUBSCRIPTIONS	728	1,470	1,470	1,470

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FINANCE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100111 - FINANCE</u>					
<u>CONTRACTUAL SERVICES</u>					
	MEMBERSHIP GFOA(2): \$150 A/P & P/R PUBLICATIONS: \$160 IGFOA MEMBERSHIP(2): \$200 NOTARIES (4): \$200 HR MEMBERSHIP IAMMA: \$45 HR INTERNATIONAL FOUNDATION: \$150 HR SOCIETY FOR HUMAN RESOURCE MGMT: \$90 HR NPELRA/IPELRA: \$95 HR CITY TECH USA: \$195 HR IPMA-HR: \$185				
52105	BANK CHARGES	-	-	300	5,375
	ONLINE PAYMENTS BANK FEES: \$375 BANK FEES: \$3,000 REMOTE DEPOSIT: \$2,000				
52153	PRINTING	1,741	2,000	2,000	2,000
	BUDGET, RECEIPTS & FORMS				
52157	POSTAGE MAILING	30,565	29,000	29,000	29,000
52163	TRAINING/MEETINGS	4,904	7,500	7,500	10,500
	FINANCE TRAINING: \$4,100 HR SEMINARS, CONFERENCES AND TRAINING: \$3,900 VILLAGE-WIDE EMPLOYEE TRAINING: \$2,500				
52190	PROFESSIONAL SERVICE	152	10,000	10,000	3,950
	HR BACKGROUND CHECKS & EXAMS: \$350 SCANNING SERVICES: \$3,600				
52203	LIABILITY INSURANCE	99,338	96,000	140,000	142,314
	LIABILITY INSURANCE: \$85,314 WORKERS COMP CLAIMS: \$57,000				
52325	MAINTENANCE-OFFICE EQUIPMENT	3,941	2,000	2,000	2,000
	FOLDER/SEALER: \$250 COPIER: \$500 POSTAGE METER & RATE PROTECTION: \$750 PRINTER MAINTENANCE: \$500				
52410	COMMUNICATIONS	1,857	2,100	2,800	1,000
	VERIZON & AT& T: \$1,000				
	TOTAL	171,786	165,070	210,070	214,609
<u>COMMODITIES/SUPPLIES</u>					
53606	MINOR TOOLS - EQUIPMENT	1,984	400	400	700
	COUNTER CHAIR AND FLOOR PAD (2): \$200 SHREDDER: \$200 DESKTOP SCANNER: \$300				
53620	SUPPLIES - OFFICE	12,903	10,000	8,500	10,000
	OFFICE SUPPLIES: \$2,000 FORMS (W-2'S, 1099'S & MISC): \$200 FEDERAL LABOR LAW POSTERS: \$150 WATER BILL STOCK: \$7,650				
	TOTAL	14,887	10,400	8,900	10,700

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FINANCE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100111 - FINANCE</u>					
<u>TRANSFERS OUT</u>					
59001	TRANSFER TO GENERAL FUND	250,000	250,000	250,000	-
	TOTAL	250,000	250,000	250,000	-
	DEPARTMENT TOTAL	703,062	773,040	845,828	707,260

MISSION STATEMENT: The Water Facility is dedicated to providing its customers with a safe, high quality, and reliable water supply that meets or exceeds all federal and state drinking water standards. Currently pumping approximately one billion gallons annually, our goal is to treat and distribute our product efficiently while maintaining and upgrading the system to meet future demands. We are also committed to providing professional and courteous customer service to our residents.

In addition to water treatment and distribution, other responsibilities include but are not limited to:

1. Sample collection and analysis.
2. Maintenance and repair of seven facilities.
3. Maintenance of 5 Water Storage Tanks
4. The acceptance process of newly constructed water mains.
5. Metering, reading, and maintaining.
6. Backflow protection program.
7. Customer service.
8. Pump and equipment maintenance and repair.

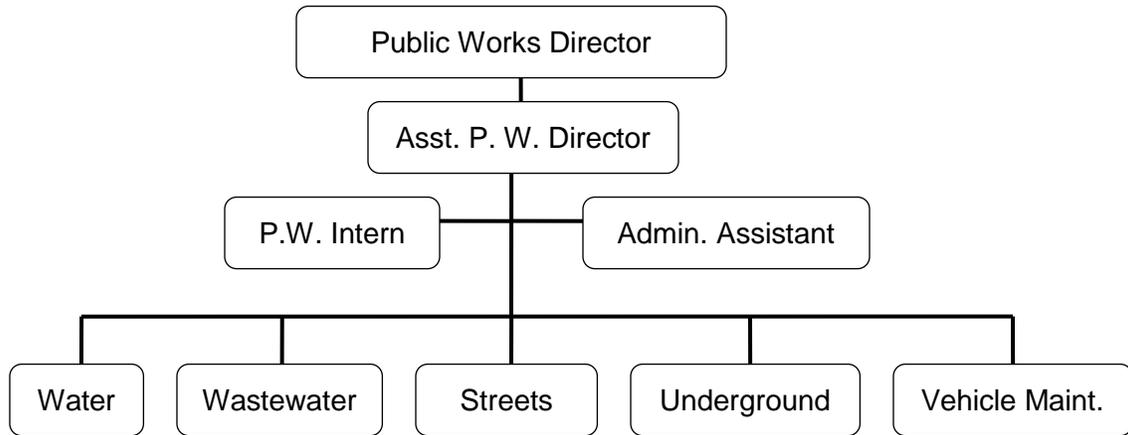
2012 / 2013 ACCOMPLISHMENTS

1. Provided training for employees, which enabled them to obtain/maintain their water operators license.
2. Received our 26th consecutive commendation from the Illinois Environmental Protection Agency and Department of Public Health for monitoring and maintaining the proper fluoride levels in the drinking water. Currently only six communities in the state have a longer consecutive streak than Carpentersville.
3. Director Cole continued to work with the American Water Works Association hosting several one day workshops for local water operators.
4. Completed the fourth year of a six year program to replace all meters. Once completed approximately 10,400 residential and 400 commercial meters will be changed out.
5. Completed the installation of the Supervisory Control and Data Acquisition System (SCADA) within the Water Facilities and all remote locations. This will allow for the reduction of weekend overtime hours.
6. Completed the Randall Road Water Tower Painting Project.
7. Completed waste pump inspection and repair project.
8. Successfully bid and awarded a contract for the purchase of water softening salt.
9. Successfully bid and awarded contracts for engineering services and painting of Finished Water Reservoir.
10. Installed security fence around the perimeter of Well 8.
11. Installed exterior and interior security cameras at Water Facilities campus.
12. Secured grant funding for the upgrade of electrical at Well 5 to allow the installation of Variable Frequency Drive. Drive to be completed in February 2013
13. Removed existing and installed new roof on Booster Station One.

2013 / 2014 OBJECTIVES

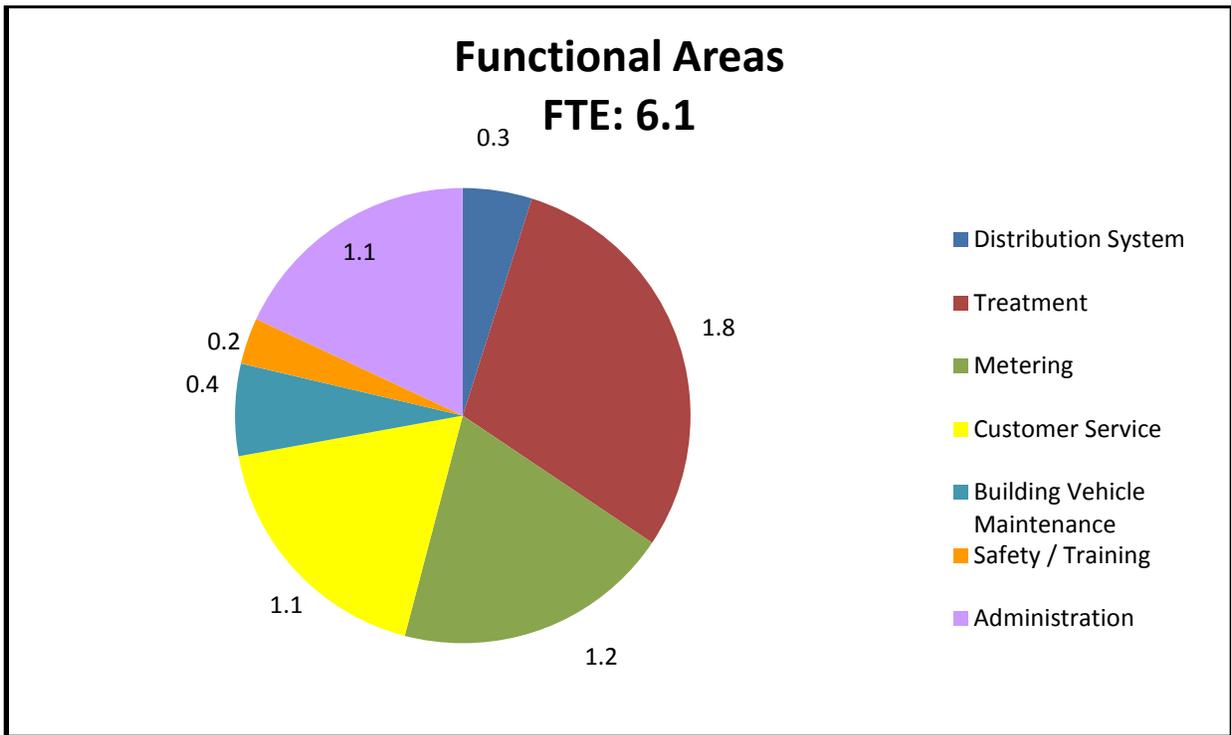
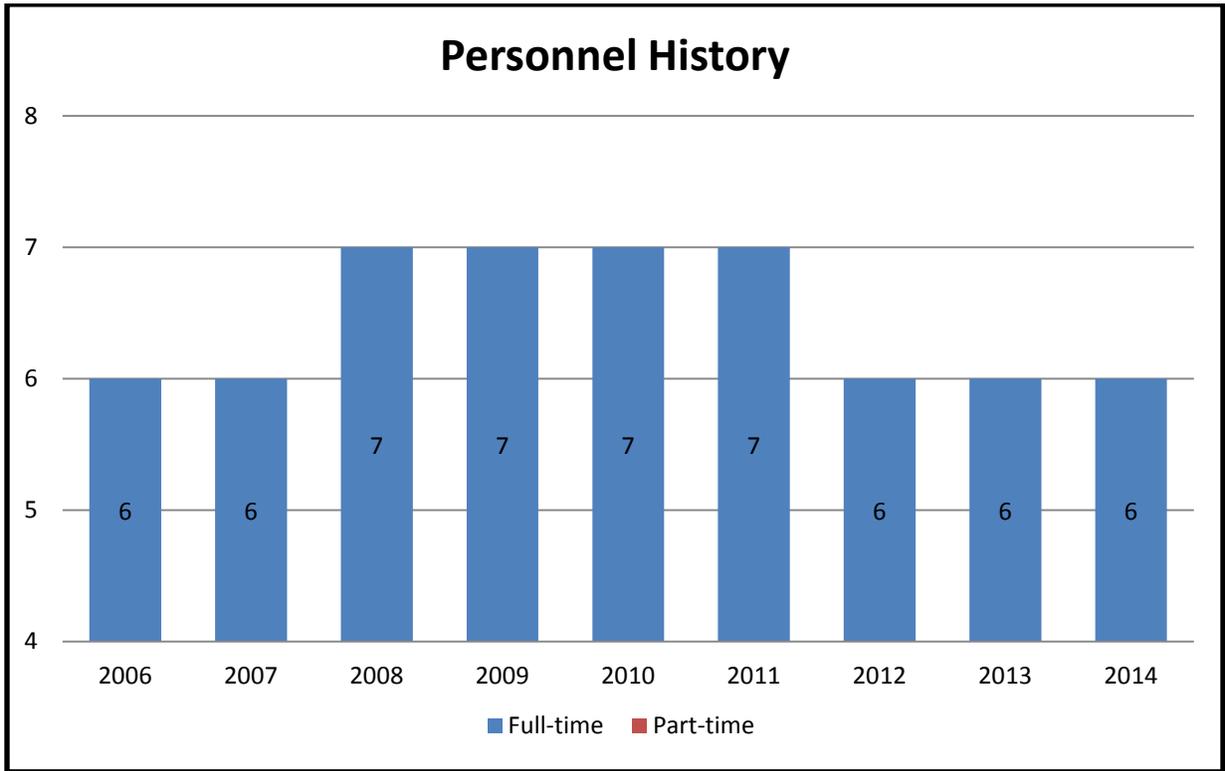
1. Receive our twenty-seventh consecutive commendation for monitoring and maintaining the proper fluoride levels in the drinking water.
2. Complete Finished Water Tank Painting Project including the replacement of two 20" valves.
3. Award bid for Silverstone Water Tower painting.
4. Publically Bid and award contract for the inspection of Well 7.
5. Continue to provide training and support for our employees as well as local operators.
6. Continue to provide professional and courteous services to our residents.
7. Continue the installation of fixed based meter read system.
8. Maintain water quality that meets or exceeds state and federal standards.
9. Maintain all buildings and equipment to minimize maintenance costs.

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2010/2011	Budget 2011/2012	Projected 2012/2013	Projected 2013/2014
Full-Time	7	6	6	6



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	2010 Actual	2011 Actual	2012 Actual	2013 Projected
Residential Customers	9,966	9,996	10,016	10,040
Commercial/Industry/Multi Family	415	399	420	429
Meters Read Annually	41,524	50,265	62,616	62,760
Meter Reading – Hours	182	340	136	144
New Meter Installed	1,750	1,640	1,375	1,700
High/Low Consumption Audit - Hours	198	406	130	130
Meter Installation / Repair-Hours	N/A	N/A	1,805	2,000
Meter Testing - Hours	214	68	13	25
Total Water Pumped – billions of gallons	1.003	.925	.927	.950
Fluoride Compliance Awards - years	24	25	26	27
Routine Sample Collection / Delivery - Hours	290	330	293	300
Lab Analysis - Hours	385	366	334	340
New Construction Pressure Test / Chlorination / Sampling - Hours	79	91	12	30
Low Pressure / Water Quality Complaints - Hours	34	38	60	70
B-box Locates / Repairs - Hours	215	244	150	200
Turn offs/ons for Non Payment – Hours	654	313	581	580
Pressure Reducing Valve and Reservoir Maintenance – Hours	297	241	148	240
Booster Station Maintenance/Valve Exercising	N/A	N/A	132	150
Treatment Equipment Maintenance – Hours	864	889	1,325	1,359
Vehicle Maintenance/Inspections-Hours	N/A	N/A	182	180
Daily Facility Checks – Hours	623	625	605	480
Lawn Maintenance – Hours	64	12	51	50
Building Maintenance/ Cleaning/Painting – Hours	55	190	490	450
Reports/Phone/Parts/Deliveries - Hours	N/A	N/A	403	400
Training/Seminars/Safety Inspections -Hours	N/A	N/A	386	380
Customer Service – Hours	1,162	1,171	1,082	1,100
Administration	N/A	960	1,049	N/A

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER FACILITIES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100382 - WATER FACILITIES</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES	483,245	526,324	526,324	545,465
	1 DIRECTOR OF PW (33%): \$36,717				
	1 ASSISTANT PW DIRECTOR (25%): \$24,363				
	1 SUPERINTENDENT: \$88,229				
	1 OPERATOR: \$72,600				
	4 MAINTENANCE WORKERS: \$246,912				
	1 PW ADMINISTRATIVE ASSISTANT (33%): \$18,490				
	STANDBY: \$13,500 CERTIFICATION: \$1,200				
	ADMIN, COMMUNITY DEVELOPMENT, IT: \$43,454				
	TOTAL	483,245	526,324	526,324	545,465
50013	COMP ABS EXPENSE	16,567	-	-	-
	TOTAL	16,567	-	-	-
<u>PERSONNEL SERVICES</u>					
50020	OVERTIME SALARIES	33,542	33,000	28,000	29,500
	EMERGENCY RESPONSE FOR BROKEN PIPES, NO WATER, LEAKY METER, WATER IN HOMES, WATER SAMPLING FOR BACTERIA AFTER EMERGENCY WATER MAIN REPAIR, WATER PLANT, WELLS, BOOSTER STATIONS AND PRESSURE REDUCING VALVE MALFUNCTIONS, SCHEDULED PLANT CHECKS, AND ROUNDS ON WEEKENDS AND HOLIDAYS.				
50040	LONGEVITY	3,665	3,659	3,659	3,908
50050	ATTENDANCE INCENTIVE	1,503	1,606	1,254	1,867
50075	PART TIME/SEASONAL	-	-	-	14,799
	1 PT COMMUNITY DEVELOPMENT (38.5%): \$12,304				
	1 PT IT (12.5%): \$2,495				
	TOTAL	38,711	38,265	32,913	50,074
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	75,169	88,416	90,699	97,258
51140	IMRF	57,205	64,419	64,419	71,431
51160	FICA	31,618	35,005	35,005	36,923
51165	MEDICARE	7,427	8,186	8,186	8,635
51255	UNIFORM ALLOWANCE	2,250	2,250	2,250	2,250
	UNIFORM ALLOWANCE FOR 6 WATER FACILITY EMPLOYEES: \$2,250				
	TOTAL	173,669	198,276	200,559	216,497
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS	384	805	805	805
	RENEWAL OF AWWA STANDARDS: \$500				
	AWWA MEMBERSHIP FOR TWO: \$180				
	GROUP MEMBERSHIP FOR SNWWA AND ONE AT KCWA: \$125				
52163	TRAINING/MEETINGS	2,882	3,500	3,200	3,500
100 - WATER & SEWER FUND					

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER FACILITIES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100382 - WATER FACILITIES</u>					
<u>CONTRACTUAL SERVICES</u>					
	AWWA CONFERENCE FOR TWO: \$1,600 SEMINAR ON OPERATIONS, REGULATION UPDATES AND CLASSES TO MAINTAIN WATER CERTIFICATION WITH CEH'S AS REQUIRED PER EPA: \$900 CLASSES FOR REQUIRED CERTIFICATION \$500 NSWA & KCWA MEETING \$500				
52190	PROFESSIONAL SERVICE	96,525	-	26,000	18,500
	DRUG TESTING FOR CDL LICENSE: \$500 REQUIRED SAMPLING BY THE EPA: \$9,550 BACTERIA SAMPLING AFTER WATER MAIN SHUT DOWN: \$1,000 METER READ SOFTWARE UPDATES: \$1,100 ENGINEERING SERVICES: \$5,000 MISC. SHIPPING CHARGES: \$500 BACKFLOW SOFTWARE SUPPORT: \$400 TRIMBLE SERVICE AGREEMENT: \$450				
80501	RANDALL ROAD TANK PAINTING	9,274	20,000	22,246	-
80504	SILVERSTONE TANK PAINTING	-	-	-	20,000
	SILVERSTONE TANK PAINTING \$20,000				
52310	MAINT BUILDING & GROUNDS	10,905	12,000	12,000	6,000
	SERVICE REPAIR FOR HVAC, SMALL ELECTRICAL REPAIRS ANNUAL FIRE EXTINGUISHER INSPECTION \$3,700 REPLACEMENT OF HANGING UNIT HEATER STORAGE BUILDING \$2,300				
52323	MAINTENANCE EQUIPMENT	27,154	30,000	20,000	30,000
	FUNDING FOR UNEXPECTED EQUIPMENT MAINTENANCE, CATHODIC PROTECTION SERVICE ON WATER STORAGE TANKS, CONTRACTED EQUIPMENT, AND TELEMETRY SERVICE.				
52333	MAINTENANCE - VEHICLES	2,234	700	400	500
	MAINTENANCE COSTS ASSOCIATED WITH 4 SERVICE VANS AND 3 PICKUPS				
52405	ELECTRICITY	276,218	215,000	190,000	200,000
	ELECTRICITY FOR ALL FUNCTIONS OF THE WATER TREATMENT AND DISTRIBUTION CONTROL PROCESS				
52409	HEATING	8,690	11,000	9,000	10,000
	COST OF HEATING 7 BUILDINGS WITH NATURAL GAS AND THE OPERATION OF 5 EMERGENCY ENGINES IN WELLS AND BOOSTER STATIONS.				
52410	COMMUNICATIONS	3,913	4,400	4,800	2,500
	CELL PHONES				
52783	WATER SOFTENER SALT	202,202	241,460	241,460	246,298
	PROJECT USAGE OF 2,600 TONS OF SALT FOR SOFTENING ESTIMATED COST OF \$94.73 PER TON A 2% INCREASE.				
52803	WATER FACILITIES-WELL MAINT	38,204	40,000	40,000	40,000
	ON GOING MAINTENANCE REHAB OF ONE WELL				
52805	WATER FACILITIES-ALARM MONTITR	620	700	624	650

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER FACILITIES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100382 - WATER FACILITIES</u>					
<u>CONTRACTUAL SERVICES</u>					
	MAINTENANCE AGREEMENT FIRE SYSTEM: \$300 SECURITY SYSTEM MONITORING: \$350				
	TOTAL	679,205	579,565	570,535	578,753
<u>COMMODITIES/SUPPLIES</u>					
53100	MATERIALS - BUILDING	5,584	4,500	6,500	5,000
	PAINT, CLEANING SUPPLIES, PAPER TOWELS, AND MAINTENANCE MATERIALS FOR 9 BUILDINGS				
53110	MATERIALS-MAINTENANCE	6,508	5,500	5,500	5,500
	B-BOX LIDS AND REPAIR TOPS, PIPES FOR RAISING B-BOXES, AND PLUMBING MATERIALS FOR METER INSTALLATIONS				
53600	SUPPLIES - AUTOMOTIVE	4,551	350	300	300
	SUPPLIES TO MAINTAIN 7 VEHICLES				
53606	MINOR TOOLS - EQUIPMENT	10,849	11,500	11,500	7,000
	TOOLS, PRESSURE REDUCING VALVE REPAIR PARTS, AND SMALL EQUIPMENT PURCHASE: \$7,000				
53607	SUPPLIES - GAS & OIL	19,006	18,500	18,500	-
	THIS LINE ITEM HAS BEEN RELOCATED IN THE VEHICLE MAINTENANCE BUDGET				
53620	SUPPLIES-OFFICE	1,507	1,600	1,200	1,200
	FAX TONER, PRINTER CATRIDGES, LETTERHEAD, DOOR TAGS FOR METER REPAIRS, METER TEST TAGS, METER INSTALLATION TAGS, AND VARIOUS OFFICE SUPPLIES				
53630	OPERATING SUPPLIES	13,620	14,000	12,000	13,000
	LAB CHEMICALS / REAGENTS: \$4,000 TREATMENT EQUIPMENT MAINTENANCE MATERIALS FOR IN HOUSE REPAIRS: \$6,000 EMPLOYEE REPLACEMENT ITEMS COVERED UNDER CONTRACT FOUL WEATHER GEAR: \$1,000 SAFETY SUPPLIES: \$2,000				
53776	SUPPLIES-METER PARTS	317,662	318,000	318,000	325,488
	1700 METERS \$310,488 LARGE METERS: \$10,000 REPAIR PARTS & SUPPLIES: \$5,000				
53777	CHEMICALS	39,567	38,720	38,000	37,350
	THIS ACCOUNT PROVIDES FOR CHLORINE, FLUORIDE AND POLY PHOSPHATE USED IN THE TREATMENT PROCESS. 65 CYLINDERS OF CHLORINE: \$5,350 65 BARRELS OF FLUORIDE: \$15,050 1,400 GALLONS OF PHOSPHATE \$16,950				
	TOTAL	418,854	412,670	411,500	394,838
<u>EQUIPMENT</u>					
55750	EQUIPMENT	200	-	-	165,000
	FINISH WATER RESEVOIR 20" VALVE REPLACEMENT: \$50,000 FILTER MEDIA REPLACEMENT: \$115,000				
80503	SCADA SYSTEM IMPROVEMENTS	7,664	545,300	545,300	-
55799	IMPROVEMENTS	-	430,000	486,000	-
100 - WATER & SEWER FUND					

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER FACILITIES

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100382 - WATER FACILITIES</u>					
<u>EQUIPMENT</u>					
80501	RANDALL ROAD TANK PAINTING	-	430,000	486,000	-
80504	SILVERSTONE TANK PAINTING	-	-	-	185,000
	SILVERSTONE TANK PAINTING \$185,000				
	TOTAL	7,464	975,300	1,031,300	350,000
<u>DEBT SERVICE</u>					
58557	PRINCIPAL	-	62,700	62,700	65,175
92008	2008 CIP BOND ISSUE (PROJECT)	-	62,700	62,700	65,175
58558	INTEREST	62,067	60,847	60,847	58,653
92008	2008 CIP BOND ISSUE (PROJECT)	62,067	60,847	60,847	58,653
	TOTAL	62,067	123,547	123,547	123,828
<u>TRANSFERS OUT</u>					
59020	TRANSFER TO CAPITAL	-	17,500	17,500	17,500
59299	TRANSFER OUT TO FUND 299	-	-	-	1,740,939
	TRANSFER TO FUND 299 FOR MAPLE AVENUE: \$900,000				
	TRANSFER PUBLIC INFRASTRUCTURE FEES: \$840,939				
	TOTAL	-	17,500	17,500	1,758,439
	DEPARTMENT TOTAL	1,846,649	2,871,447	2,914,178	4,017,894

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MISSION STATEMENT: The Underground Utilities Division is committed to providing a full range of maintenance and repair to the Village of Carpentersville underground infrastructure. The Division has two main objectives. The first is to operate, maintain, repair, and update the Village infrastructures through careful planning and use of Village staffing and contractual services. The second is to develop long-term programs that identify, prioritize, and facilitate repairs and updates to each system in the most cost-effective manner while providing the best service possible to the community.

Responsibilities include but are not limited to:

Water Distribution

1. Water main repairs and updates.
2. Valve and hydrant maintenance, repair, and replacements.
3. System mapping and CAD updates.

Sanitary Collection

1. Annual sewer main cleaning, which includes root and grease removal of 41 lineal miles.
2. Sewer main and structure (manhole) repairs.
3. System televising, mapping and CAD updates.

Storm Conveyance

1. Catch basin maintenance, reconstruction, and replacement.
2. Mainline cleaning
3. System televising, mapping and CAD updates.
4. Flooding.

Additional Division Responsibilities

1. J.U.L.I.E. Locates.
2. New construction inspections and Acceptance/ Maintenance punch lists.
3. Construction restorations (Concrete and Landscaping).
4. Building and Equipment Maintenance.
5. Plan Review.
6. Contractor and Capital Improvement Projects (C.I.P.) Assistance

2012 / 2013 ACCOMPLISHMENTS

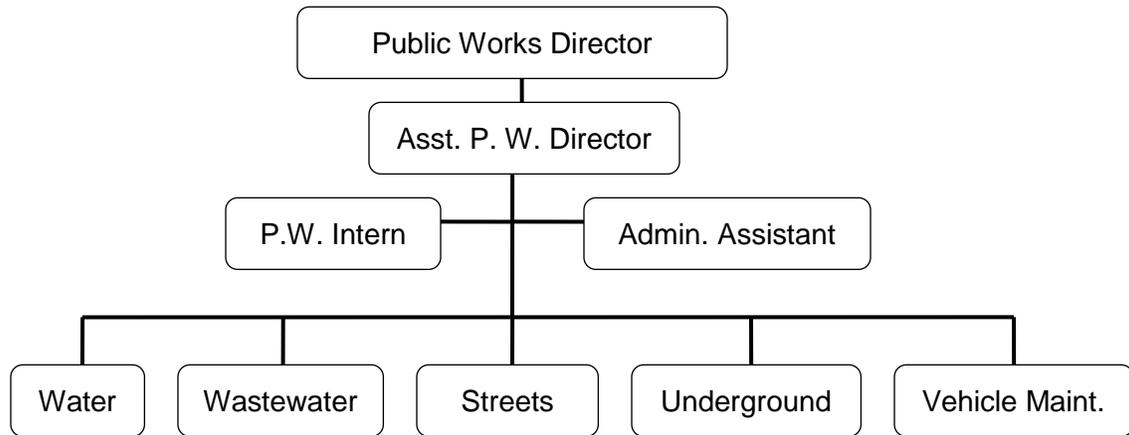
1. Contracted valve exercising allowed 97% of working main line valves to be exercised.
2. Identified and corrected over 65 errors on the utility atlases.
3. In a joint effort with the Wastewater Facilities we minimized the environmental impact on the Fox River created by a ruptured raw sewage force main. Staffs ability to manage the situation and secure the services of contractors within hours was key to our success. It should be noted that The Village of Algonquin provided mutual aid in the way of equipment and manpower.
4. In-House Leak Program: Tested 308 hydrants for leaks. 52 leaks were found. All leaks were eliminated.
5. Reconfigured and updated hydrant painting equipment improving performance over 300%.

6. Developed and implemented Fats Oil Grease (FOG) program to address hard to maintenance sanitary lines and reduce wet well maintenance

2013 / 2014 OBJECTIVES

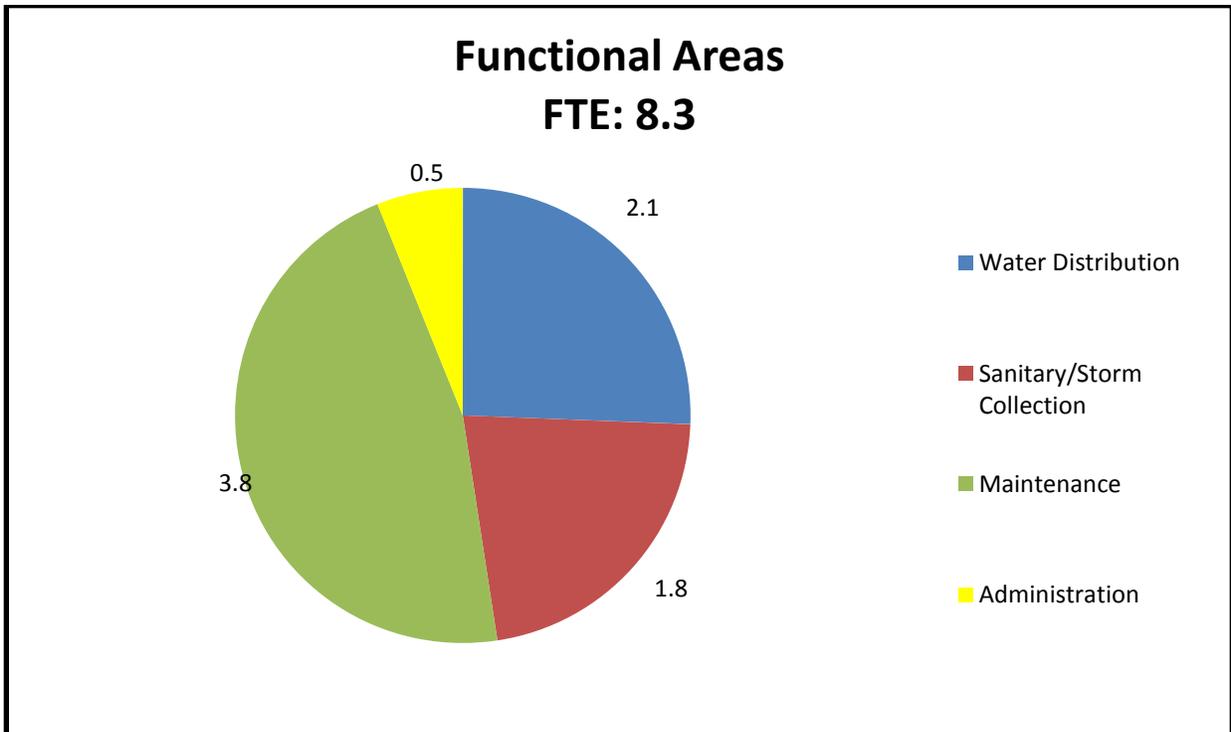
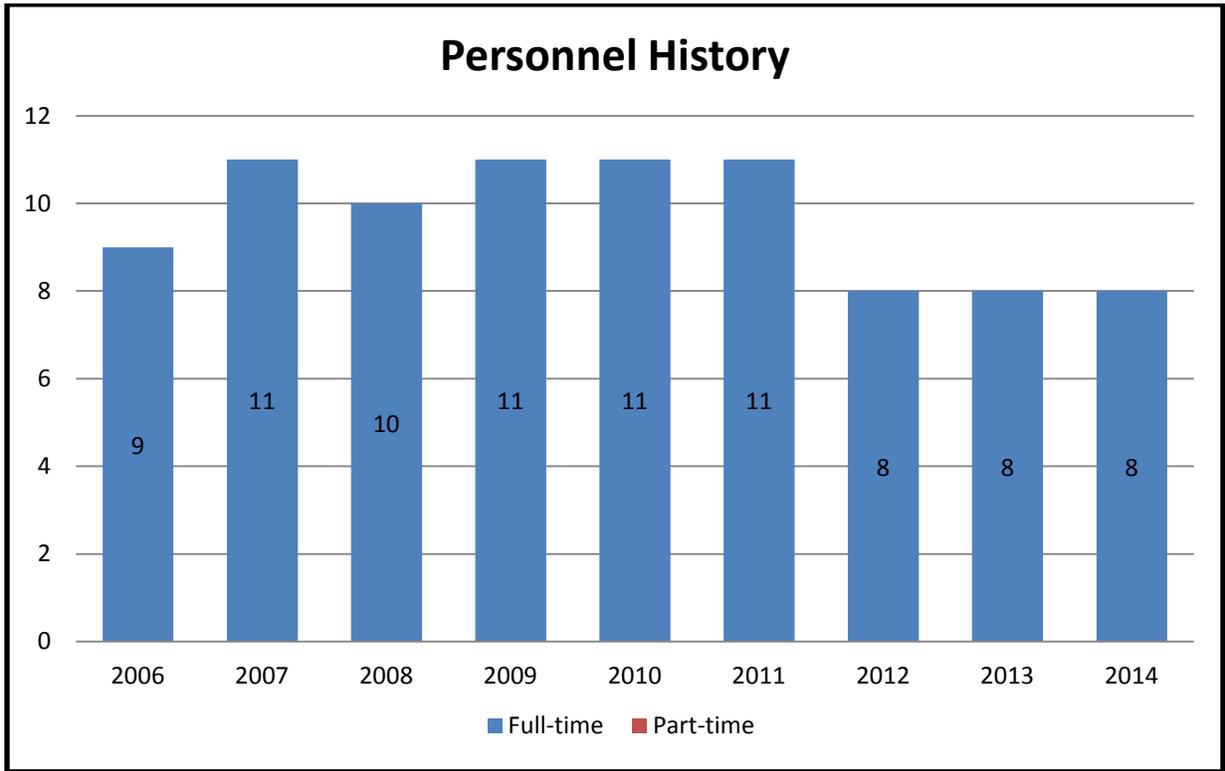
1. To operate, maintain, repair, and update the Village infrastructures through careful planning and use of Village staffing and contractual services.
2. To develop long-term programs that identify, prioritize, and facilitate repairs and updates to each system in the most cost-effective manner while providing the best service possible to the community.
3. Exercise all valves utilizing contractual services
4. Install 20 valves and 22 hydrants
5. Clean and inspect the entire original sanitary system
6. Complete In-House Leak Detection Program
7. Continue updates to the Utility Atlas
8. Paint 500 fire hydrants

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2010/2011	Budget 2011/2012	Projected 2012/2013	Projected 2013/2014
Full-Time	11	11	8	8



WATER & SEWER FUND

**WATER/SEWER
UNDERGROUND
DEPARTMENT**

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	2010 Actual	2011 Actual	2012 Actual	2013 Actual
Water Main – Repairs Made	16	11	8	12
B-Boxes – Repair / Replace	24 / 73	7 / 68	9 / 39	13/ 60
Valves / B-boxes – Cleaned	71	45	69	62
Valves – Repair / Replace	1 / 25	4 / 10	4 / 20	3 / 20
Fire Hydrants – Repair / Replace	119 / 11	69 / 6	41 / 22	76 / 22
Hydrant Flushing – Days	9	9	9	9
Hydrant Inspection	1,592	1,592	1,592	1,592
Hydrant Painting	N/A	226	866	500
J.U.L.I.E. Locates – Hours	974.50	900	791	888
Punch List Inspection - Hours	67.5	31	5	35
Contractor / C.I.P. Assistance Hours	459.50	394	85	313
Material Hauling- Stone/Gravel/Topsoil (loads / tons)	176 / 1721	94 / 908	122 / 1,273	130 / 1,300
Material Hauling – Spoils (loads / tons)	153 / 1,989	251 / 3,263	126 / 1,638	176 / 2,296
Sanitary Manholes – Repair / Replace	4 / 0	3 / 3	6 / 0	4 / 1
Sewer Jetting Program – Lineal Feet	237,600	235,488	259,248	244,112
Monthly Maint. Program – Hours	180	170	201	184
Root / Grease / Investigative Jetting Lineal Ft.	26,030	23,664	22,303	23,999
Manhole Inspection Total	N/A	N/A	94	1,200
Sewer Main Replacement – Lineal Ft / Location	5 / 1	-	-	16 / 2
Divisional Sewer Main Lining – Lineal Ft.	277	-	-	-
Infrastructure Televising – Lineal Ft.	3,828	4,551	1,675	3,351
Catch Basin / Inlets – Repair Replace	41 / 5	11 / 6	12 / 6	21 / 6
Catch Basin Cleaning (General Maint.) Man Hours	130	36.5	27	32
Storm System Updates – Lineal Ft / Location	198 / 4	668 / 2	50 / 4	166 / 3
Storm Jetting – Man Hours	51.5	89.5	68	69
Catch Basin / Inlet Flooding – Hours	607	457	183	603
Training / Seminars – Hours	315	83	175	191
Vehicle Maintenance – Hours / Repairs	1,545 / 43	1,111.5 / 47	317 / 43	300 / 40

WATER & SEWER FUND**WATER/SEWER
UNDERGROUND
DEPARTMENT**

Infrastructure Mapping – Hours	443	208	118	256
Sidewalk Restorations – Locations	38	16	19	24
Curb Restorations – Locations	5	3	7	5
Apron Restorations – Locations	7	10	6	8
Landscaping Restorations – Locations	141	77	86	101

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER UNDERGROUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100383 - WATER UNDERGROUND</u>					
* Department combined with sewer underground for FY2014 budget					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES	257,751	266,965	266,965	-
	TOTAL	257,751	266,965	266,965	-
50013	COMP ABS EXPENSE	6,282	-	-	-
	TOTAL	6,282	-	-	-
<u>PERSONNEL SERVICES</u>					
50020	OVERTIME SALARIES	16,014	23,650	23,650	-
50040	LONGEVITY	2,080	2,200	2,200	-
50050	ATTENDANCE INCENTIVE	500	500	250	-
50075	PART TIME/SEASONAL	13,185	7,500	7,884	-
	TOTAL	31,779	33,850	33,984	-
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	52,566	57,254	56,687	-
51140	IMRF	30,347	33,467	33,467	-
51160	FICA	17,536	18,650	18,650	-
51165	MEDICARE	4,101	4,362	4,362	-
51255	UNIFORM ALLOWANCE	1,500	1,500	1,688	-
	TOTAL	106,049	115,234	114,854	-
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS	182	250	287	-
52153	PRINTING	-	100	100	-
52163	TRAINING/MEETINGS	603	1,000	1,100	-
52190	PROFESSIONAL SERVICE	26,578	9,500	2,500	-
52310	MAINT BUILDING & GROUNDS	134	250	200	-
52323	MAINTENANCE EQUIPMENT	27,000	55,500	55,100	-
52325	MAINTENANCE - OFFICE EQUIPMENT	700	400	221	-
52333	MAINTENANCE - VEHICLES	16,234	850	1,100	-
52410	COMMUNICATIONS	2,263	2,480	3,000	-
	TOTAL	73,693	70,330	63,608	-
<u>COMMODITIES/SUPPLIES</u>					
53100	MATERIALS - BUILDING	141	100	200	-
53102	STREET MATERIALS	4,027	8,000	6,000	-
53110	MATERIALS - MAINTENANCE	10,239	12,300	11,500	-
53600	SUPPLIES - AUTOMOTIVE	3,594	425	425	-

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER UNDERGROUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100383 - WATER UNDERGROUND</u>					
* Department combined with sewer underground for FY2014 budget					
<u>COMMODITIES/SUPPLIES</u>					
53606	MINOR TOOLS - EQUIPMENT	2,682	3,500	3,500	-
53607	SUPPLIES - GAS & OIL	11,777	13,000	12,100	-
53620	SUPPLIES - OFFICE	137	200	150	-
53630	OPERATING SUPPLIES	1,637	3,000	2,500	-
53778	PIPES & VALVES	57,882	60,000	63,000	-
	TOTAL	92,117	100,525	99,375	-
<u>TRANSFERS OUT</u>					
59020	TRANSFER TO CAPITAL	-	36,000	36,000	-
	TOTAL	-	36,000	36,000	-
	DEPARTMENT TOTAL	567,671	622,904	614,786	-

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SEWER UNDERGROUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100393 - SEWER UNDERGROUND</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES	267,329	266,965	266,965	525,525
	1 SUPERINTENDENT: \$87,229				
	1 CREW LEADER: \$66,528				
	6 MAINTENANCE WORKERS: \$357,868				
	STANDBY: \$13,500 CERTIFICATION: \$400				
	TOTAL	267,329	266,965	266,965	525,525
50013	COMP ABS EXPENSE	2,381	-	-	-
	TOTAL	2,381	-	-	-
<u>PERSONNEL SERVICES</u>					
50020	OVERTIME SALARIES	17,383	23,650	23,650	47,300
50040	LONGEVITY	2,080	2,200	2,200	4,320
50050	ATTENDANCE INCENTIVE	500	500	250	2,000
50075	PART TIME/SEASONAL	13,185	7,500	7,884	15,000
	TOTAL	33,148	33,850	33,984	68,620
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	52,066	57,254	56,687	125,958
51140	IMRF	30,230	33,467	33,467	71,235
51160	FICA	18,081	18,650	18,650	36,837
51165	MEDICARE	4,229	4,362	4,362	8,615
51255	UNIFORM ALLOWANCE	1,500	1,500	1,688	3,000
	UNIFORM ALLOWANCE FOR 4 UNDERGROUND EMPLOYEES				
	TOTAL	106,105	115,234	114,854	245,645
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS	228	250	228	550
	DUE/SUBSCRIPTIONS FOR: AWWA, NSWWA, MCWWA, KCWA, IWEA				
52153	PRINTING	-	100	100	200
	UTILITY ATLAS REPRODUCTIONS AND RESIDENTIAL NOTICES				
52163	TRAINING/MEETINGS	170	1,000	780	2,000
	TRAININGS/MEETINGS: IPWSOA, APWA EXPO, CONFINED SPACE, TRENCH, & REPSIRATORY PROTECTION, ASSOCIATION MEETINGS				
52190	PROFESSIONAL SERVICE	4,130	9,500	2,100	5,500
	JULIE SERVICES (LOCATES) LICENSE RENEWAL, DRUG SCREENS, HEPATITIS SHOTS				
52310	MAINT BUILDING & GROUNDS	120	250	200	500
	GENERAL REPAIRS & TOWEL SERVICE				
52323	MAINTENANCE EQUIPMENT	-	-	-	55,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SEWER UNDERGROUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100393 - SEWER UNDERGROUND</u>					
<u>CONTRACTUAL SERVICES</u>					
52325	MAINTENANCE - OFFICE EQUIPMENT COPIER & JULIE PRINTER MAINTENANCE	499	400	150	800
52333	MAINTENANCE - VEHICLES FUNDS TO SERVICE VEHICLES AND EQUIPMENT	6,931	850	1,600	500
52410	COMMUNICATIONS CELL PHONES	2,273	2,480	3,000	1,800
	TOTAL	14,350	14,830	8,158	67,350
<u>COMMODITIES/SUPPLIES</u>					
53100	MATERIALS - BUILDING MINOR UPGRADES & MISC. REPAIRS.	168	200	180	300
53102	STREET MATERIALS MATERIALS SUCH AS, GRAVEL, STONE, AND TOPSOIL FOR REPAIRS AND RESTORATIONS	4,984	8,000	4,800	14,000
53110	MATERIALS - MAINTENANCE SUPPLIES SUCH AS BRASS, B-BOXES, REPAIR SLEEVES, HARDWARE, LUMBER, CONCRETE, PAINTS AND SOLVENTS, WELDING AND CLEANING SUPPLIES, GRASS SEED, RAGS, ETC.	12,093	12,000	12,500	25,500
53112	SUPPLIES - SANITARY SEWER CASTINGS, SEWER HOSE, ADJUSTING RINGS, SEALS, PLUGS, MASTIC, HYDRO PLUG, GREASE TREATMENT, STRUCTURES, SPOONS, GRABBERS, ETC.	7,496	8,000	10,000	13,450
53600	SUPPLIES - AUTOMOTIVE MISC. UPDATES & REPAIRS FOR VEHICLES AND EQUIPMENT, SUCH AS PAINT, SHELVING, STORAGE, LIGHTING, ETC.	3,231	425	600	500
53606	MINOR TOOLS - EQUIPMENT NEW PURCHASES AND MISC. REPLACEMENT OF EXISITNG EQUIPMENT AND TOOLS AS REQUIRED. LARGE REPLACEMENTS MAY INCLUDE: ELECTRIC & GAS PUMPS, CONCRETE SAWS, PIN LOCATORS, GENERATORS, CHAIN SAWS, POWER BROOMS, ETC. OTHER EXAMPLES ARE NOT LIMITED TO: MECHANIC & WATERMAIN MECHANIC & WATERMAIN SPECIALTY TOOLS, RAKES, SHOVELS, HOOKS, LIGHTS, GRINDERS, ETC.	2,852	3,500	3,500	8,100
53607	SUPPLIES - GAS & OIL THIS LINE ITEM HAS BEEN RELOCATED IN THE VEHICLE MAINTENANCE BUDGET	11,777	13,000	12,100	-
53620	SUPPLIES - OFFICE	427	200	175	400
53630	OPERATING SUPPLIES NEW PURCHASES AND MISC. REPLACEMENTS OF SAFETY, MEDICAL, ROAD, & OPERATING SUPPLIES AND EQUIPMENT: EXAMPLES MAY INCLUDE, BUT ARE NOT LIMITED TO: ROAD PLATES, RAIN GEAR, HIP BOOTS & WADERS, GLOVES, HARD HATS, SAFETY GLASSES, GAS DETECTORS, RESPIRATORS, CAUTION TAPE, CONES & BARRICADES, ETC.	2,652	3,000	2,300	7,150
53778	VALVES AND PIPES	-	-	-	64,000
100 - WATER & SEWER FUND					

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SEWER UNDERGROUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100393 - SEWER UNDERGROUND</u>					
	TOTAL	45,681	48,325	46,155	133,400
<u>EQUIPMENT</u>					
55799	IMPROVEMENTS	3,195	20,000	20,000	20,000
	FUNDS FOR EMERGENCY & HIGH PRIORITY REPAIRS RELATING TO THE STRUCTURES & SYSTEMS				
	TOTAL	3,195	20,000	20,000	20,000
<u>TRANSFERS OUT</u>					
59020	TRANSFER TO CAPITAL	-	36,000	36,000	72,000
	TOTAL	-	36,000	36,000	72,000
	DEPARTMENT TOTAL	472,190	535,204	526,116	1,132,540

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WATER & SEWER FUND

MISSION STATEMENT: The Wastewater Facilities Division of Public Works is dedicated to safeguarding the environment and public health by maintaining the highest level of treatment at the lowest attainable cost for the residents of Carpentersville. It is our goal to continually improve by applying proven technology, sound treatment fundamentals and by providing professional and courteous customer service to all our residents.

In addition to wastewater treatment, other responsibilities include but are not limited to:

1. Sample collection and analysis.
2. Maintenance of building and equipment within the Main Plant and 12 remote facilities.
3. Industrial discharge monitoring.
4. Bio-solids production and disposal.
5. Public education efforts.

2012/2013 ACCOMPLISHMENTS

1. Maintained wastewater discharge quality that exceeded state and federal standards.
2. Hosted a successful facility tour by a USEPA Region 5 inspector.
3. In a joint effort with the Underground Utilities Division we minimized the environmental impact on the Fox River created by a ruptured raw sewage force main. Staffs ability to manage the situation and secure the services of contractors within hours was key to our success. It should be noted that The Village of Algonquin provided mutual aid in the way of equipment and manpower.
4. Arranged (free of charge) pilot testing of an Alfa Laval centrifuge unit. The results of the test confirmed that centrifuge technology is a viable option for sludge dewatering.
5. Mutual aid in the form of pumping equipment and manpower was provided to the Village of Algonquin as a result of their main influent pump station flooding rendering it inoperable.
6. Participated in the Fox River Study Group's test on the impact of nutrients on the Fox River during low river level conditions.
7. Continued to implement maintenance procedures to ensure regulatory compliance and preserve Village assets.
8. Implemented an in house program for preventative maintenance for the lift station emergency generators.
9. Continued to reduce water consumption levels at the Main Treatment Plant. These efforts are significant because they reduce the water system's unaccountable water levels.
10. Reduced pump failures due to preventative maintenance and the lift station inspection program.

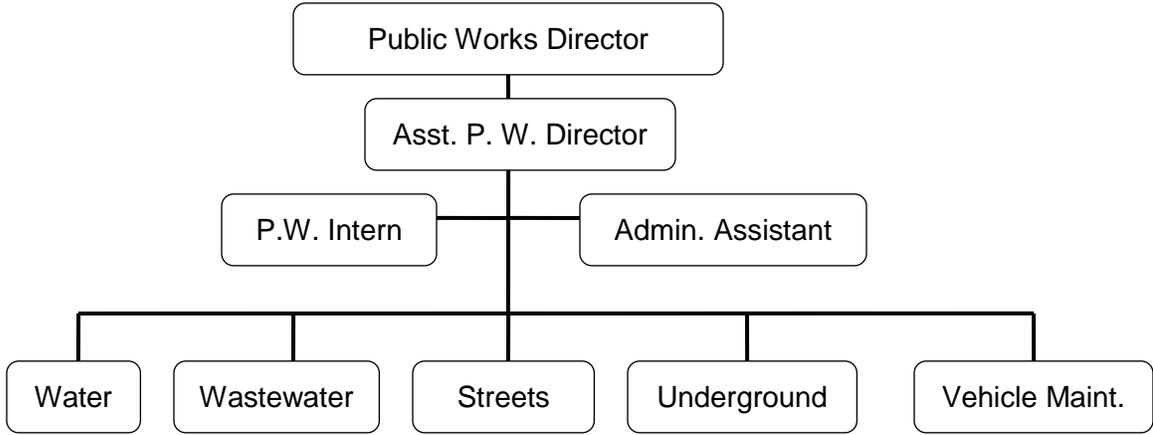
2013/2014 OBJECTIVES/GOALS

1. Assist Strand Engineering with the design/installation of the centrifuge de-watering system.
2. Develop operational procedures to maximize benefits derived from the de-watering equipment retrofit.

WATER & SEWER FUND

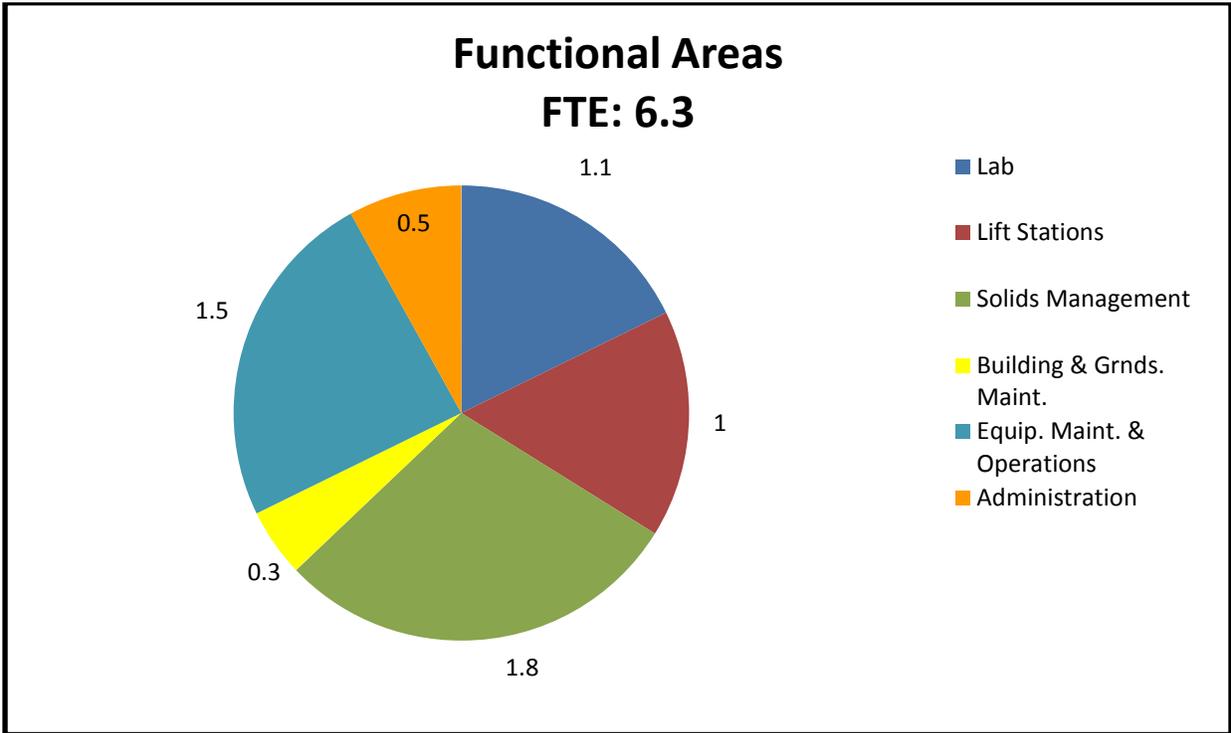
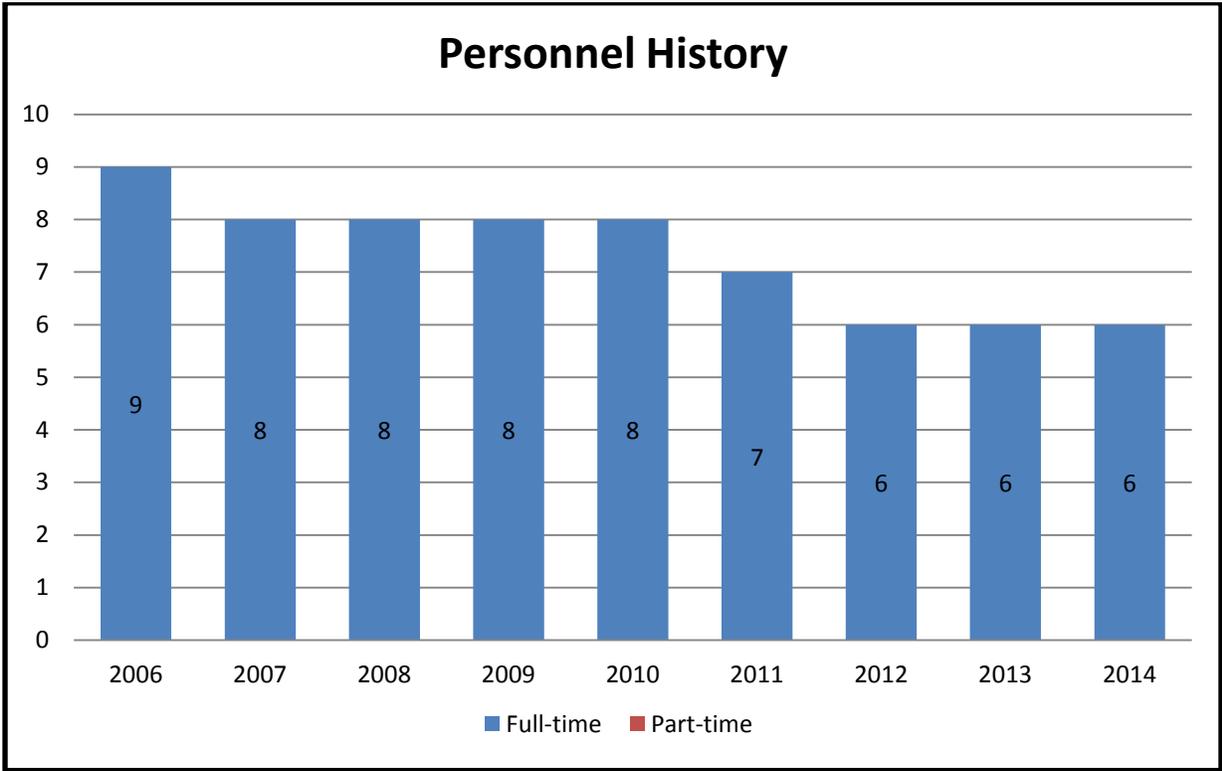
- 3. Continue to improve the esthetic value of the lift stations throughout town.
- 4. Investigate a reliable and effective Lift Station SCADA/Alarm monitoring system to further augment performance and maintenance improvements resulting from the annual LS Inspection Program.
- 5. Monitor and enhance facility processes to ensure regulatory compliance.
- 6. Monitor and regulate present and future commercial and industrial inflows.
- 7. Provide training and support for our employees.
- 8. Maintain facility and lift station equipment and infrastructure.
- 9. Host a one day mini conference for the Fox Valley Wastewater Operators Association. These efforts will enhance the training and knowledge of local wastewater operators.

ORGANIZATIONAL CHART



PERSONNEL SCHEDULE

	Budget 2010/2011	Budget 2011/2012	Projected 2012/2013	Projected 2013/2014
Full-Time	7	6	6	6



WATER & SEWER FUND**WASTEWATER
FACILITIES
DEPARTMENT**

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	2010 Actual	2011 Actual	2012 Actual	2013 Actual
Effluent Flow – Billions of Gallons	1.021	1.000	.842	1.058
Annual BOD Avg. (20 ppm = Upper IEPA Limit)	2.5	2.7	3.2	3.5
Annual TSS Avg. (25 ppm = Upper IEPA Limit)	5	7	6	6
Lab Analysis – Hours	2,400	2,100	1,899	1,900
Lab Analysis – No. Conducted	8,736	8,488	8,208	8,500
Industrial Monitoring – No. of Analysis	84	112	112	120
Lift Stations – Hours	1,874	1,720	1,769	1,800
Solids Management – Hours	3,949	3,780	3,108	3,200
Sludge Produced – Cubic Yards	6,209	6,200	5,972	6,300
Equip. Maint & Operations – Hours	1,542	1,614	2,542	2,800
Bldg. & Grounds Maintenance – Hours	290	230	540	600

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SEWER DEPARTMENT

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100392 - SEWER DEPARTMENT</u>					
<u>PERSONNEL SERVICES</u>					
50010	REGULAR SALARIES	460,161	506,476	506,476	528,504
	1 DIRECTOR OF PW (33%): \$36,717				
	1 ASSISTANT PW DIRECTOR (25%): \$24,363				
	1 SUPERINTENDENT: \$80,668				
	1 CREW LEADER: \$66,528				
	4 MAINTENANCE WORKERS: \$243,984				
	1 PW ADMINISTRATIVE ASSISTANT (33%): \$18,490				
	STANDBY: \$13,500 CERTIFICATION: \$800				
	ADMIN, COMMUNITY DEVELOPMENT, IT: \$43,454				
	TOTAL	460,161	506,476	506,476	528,504
50013	COMP ABS EXPENSE	307	-	-	-
	TOTAL	307	-	-	-
<u>PERSONNEL SERVICES</u>					
50020	OVERTIME SALARIES	29,996	31,000	22,500	31,000
	OVERTIME FOR WEEKEND ON CALL AND EMERGENCY CALL OUTS DUE TO PLANT OR LIFT STATION ALARMS				
50040	LONGEVITY	2,777	2,699	2,699	2,908
50050	ATTENDANCE INCENTIVE	1,498	1,606	1,749	1,867
50075	PART TIME/SEASONAL	-	-	-	14,799
	1 PT COMMUNITY DEVELOPMENT (38.5%): \$12,304				
	1 PT IT(12.5%): \$2,495				
	TOTAL	34,271	35,305	26,948	50,574
<u>PERSONNEL BENEFITS</u>					
51120	EMPLOYEE HEALTH INSURANCE	100,208	117,214	110,662	128,935
51140	IMRF	54,621	61,818	61,818	69,406
51160	FICA	30,092	33,590	33,590	35,903
51165	MEDICARE	7,069	7,856	7,856	8,397
51170	OTHER POST EMPLOYMENT BENEFITS	-	12,000	12,000	12,000
	1 RETIREE (PAYMENT 4 OF 5)				
51255	UNIFORM ALLOWANCE	2,250	2,250	2,250	2,250
	UNIFORM ALLOWANCE FOR 6 WASTEWATER FACILITY EMPLOYEES				
	TOTAL	194,240	234,728	228,176	256,891
<u>CONTRACTUAL SERVICES</u>					
52013	DUES & SUBSCRIPTIONS	100	200	150	200
	FOX VALLEY OPERATORS DUES: \$100				
	WATER ENVIORNMENT FEDERATION \$100				
52153	PRINTING	325	450	325	450
	LAB DATA BINDINGS				

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SEWER DEPARTMENT

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100392 - SEWER DEPARTMENT</u>					
<u>CONTRACTUAL SERVICES</u>					
52163	TRAINING/MEETINGS LOCK OUT TAG OUT: \$450 CONFINED SPACE TRAINING: \$750 SPRINGFIELD: \$1,500 FVOA CONFERENCE: \$300	1,018	3,000	2,900	3,000
52190	PROFESSIONAL SERVICE THE NPDES PERMIT FEE: \$20,000 DRUG & ALCOHOL TESTING FOR CDL LICENSE \$500 BALANCE, METER, HOIST, HOOD - CALIBRATION COSTS \$1,500 FLOW METER CALIBRATIONS \$1,500 MISC. SERVICES RENDERED \$1,500	21,495	25,000	25,000	25,000
52310	MAINT BUILDING & GROUNDS SEAL COAT/CRACK SEALING OF WWTF PAVED AREAS \$6,000 SERVICE REPAIRS FOR HVAC, SMALL ELECTRICAL, FENCE, STRUCTURAL, PLUMBING REPAIRS AND ANNUAL FIRE EXTINGUISHER INSPECTION \$2,000	4,988	3,000	2,900	8,000
52323	MAINTENANCE EQUIPMENT EQUIPMENT & GENERATOR REPAIRS \$98,000 RAS PUMP REPAIR \$11,000 LIFT STATION INSPECTION PROGRAM \$20,000 CATHOTIC PROTECTION INSPECTION \$1,500 MISC. EQUIPMENT REPAIRS \$9,500	88,395	130,000	140,000	140,000
52333	MAINTENANCE - VEHICLES MAINTENANCE AND REPAIR OF 5 VEHICLES	2,141	500	110	500
52405	ELECTRICITY COST FOR THE WASTEWATER TREATMENT FACILITY AND 11 LIFT STATIONS.	312,289	219,000	199,000	210,000
52409	HEATING NATURAL GAS FOR HEATING AND EMERGENCY GENERATORS	7,041	14,000	10,000	10,000
52410	COMMUNICATIONS CELL PHONES	5,495	5,500	5,500	1,500
52413	SLUDGE DISPOSAL SLUDGE HAULING AND DISPOSAL	96,758	113,000	108,000	113,000
52807	TESTING & SAMPLING TESTING/SAMPLING FOR INDUSTRIAL WASTE MONITORING NPDES SAMPLING	4,999	5,000	2,500	4,000
	TOTAL	545,044	518,650	496,385	515,650
<u>COMMODITIES/SUPPLIES</u>					
53100	MATERIALS - BUILDING COST FOR THE WASTEWATER TREATMENT FACILITY AND 11 LIFT STATIONS.	4,036	3,000	2,500	5,000
53110	MATERIALS - MAINTENANCE SUPPLIES SUCH AS PLANT DEODORIZERS, DEGREASERS, AND INSECT REPELLENT.	27,195	17,000	17,537	17,000
53113	SUPPLIES - LIFT STATION	6,026	8,000	5,300	8,000
100 - WATER & SEWER FUND					

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SEWER DEPARTMENT

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100392 - SEWER DEPARTMENT</u>					
<u>COMMODITIES/SUPPLIES</u>					
	REPLACEMENT PARTS, PUMP, MOTORS, CHECK VALVES ELECTRICAL COMPONENTS, FLOATS AND TRANSDUCERS.				
53600	SUPPLIES - AUTOMOTIVE	1,023	250	100	250
	AUTO SUPPLIES FOR THE MAINTENANCE OF 5 VEHICLES				
53606	MINOR TOOLS - EQUIPMENT	12,470	15,000	18,600	15,000
	PRESS BELTS: \$2,500 SPECIAL GREASES: \$2,000 MIXED TOOLS: \$1,000 OXIDATION DITCH SPEED REDUCER \$9,500				
53607	SUPPLIES - GAS & OIL	7,772	7,500	7,400	-
	THIS LINE ITEM HAS BEEN RELOCATED IN THE VEHICLE MAINTENANCE BUDGET				
53620	SUPPLIES - OFFICE	1,152	1,000	1,150	1,000
	PAPER, INK CARTRIDGES, TONER, ETC				
53630	OPERATING SUPPLIES	7,755	8,500	9,300	8,500
	LAB ANALYSIS SUPPLIES, SAFETY SUPPLIES, GLOVES, GLASSES, DUST MASKS, CLEANING SUPPLIES, AND PAINT SUPPLIES.				
53777	CHEMICALS	40,720	53,000	43,870	53,000
	CHLORINE, POLYMERS, AND SODIUM THIOSULFATE				
	TOTAL	108,149	113,250	105,757	107,750
<u>EQUIPMENT</u>					
55750	EQUIPMENT	-	-	-	1,335,000
	PUMP REPLACEMENT: \$35,000 SLUDGE DEWATERING: \$1,250,000 STATIONARY EMERGENCY GENERATOR: \$50,000				
	TOTAL	-	-	-	1,335,000
<u>CAPITAL IMPROVEMENTS</u>					
56012	MISCELLANEOUS IMPROVEMENTS	-	800,000	800,000	-
	TOTAL	-	800,000	800,000	-
<u>DEBT SERVICE</u>					
58557	PRINCIPAL	-	62,700	62,700	65,175
92008	2008 CIP BOND ISSUE (PROJECT)	-	62,700	62,700	65,175
58558	INTEREST	62,067	60,847	60,847	58,652
92008	2008 CIP BOND ISSUE (PROJECT)	62,067	60,847	60,847	58,652
	TOTAL	62,067	123,547	123,547	123,827
<u>TRANSFERS OUT</u>					
59020	TRANSFER TO CAPITAL	-	10,500	10,500	10,500
	TOTAL	-	10,500	10,500	10,500

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SEWER DEPARTMENT

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
	DEPARTMENT TOTAL	1,403,625	2,342,456	2,297,789	2,928,696

2004 Refunding Bonds: The outstanding principal balance as of May 1st 2013 is \$1,030,000. Principal and interest payments are made by the MFT Fund (75%) and the Water and Sewer Fund (25%).

2006 General Obligation Bonds: In June 2006, the Village issued \$10,000,000 of GOB Alternate Revenue Bonds for the purpose of funding public improvements and acquisitions. This service is based on a 20-year amortization schedule with interest rates ranging from 3.75% to 4.50%. Semi-annual interest payments are due on June 30th and December 30th. The outstanding principal balance as of May 1, 2013 is \$7,805,000. Principal and interest payments are made by the General Fund (50%) and Water and Sewer Fund (50%).

2008 General Obligation Bonds: In September 2008, the Village issued \$10,000,000 of GOB Alternate Revenue Bonds for the purpose of funding public improvements and acquisitions. This service is based on a 20-year amortization schedule with interest rates ranging from 3.0% to 4.6%. Semi-annual interest payments are due on June 30th and December 30th and annual principal payments are due on December 30th. The outstanding principal balance as of May 1, 2013 is \$8,540,000. Principal and interest payments are made by the General Fund (67%) and Water and Sewer Fund (33%).

IEPA Loan: In July 2002, the Village secured a \$17,500,000 IEPA low interest loan for the purpose of constructing a new wastewater treatment plant. This loan is based on a 20-year amortization schedule with an interest rate of 2.535%. Semi-annual principal and interest payments are due on January 16th and July 16th. The outstanding principal balance as of May 1st 2013 is \$10,479,273. Principal and interest payments are made solely by the Water & Sewer Fund.

Fiscal Year	Series 2004		Series 2006		Series 2008		IEPA Loan		Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2014	116,250	10,300	210,000	171,713	130,350	117,305	882,922	260,089	1,898,928
2015	120,000	5,650	217,500	163,313	133,650	112,742	905,446	237,565	1,895,866
2016	21,250	850	225,000	154,613	138,600	108,065	928,544	214,467	1,791,388
2017	-	-	235,000	145,050	143,550	102,867	952,232	190,779	1,769,478
2018	-	-	245,000	135,063	150,150	97,484	976,524	166,487	1,770,708
2019	-	-	257,500	124,650	155,100	91,478	1,001,436	141,575	1,771,739
2020	-	-	267,500	113,063	161,700	85,274	1,026,983	116,028	1,770,548
2021	-	-	280,000	101,025	168,300	78,402	1,053,182	89,829	1,770,738
2022	-	-	292,500	88,425	176,550	71,249	1,080,049	62,962	1,771,735
2023	-	-	305,000	75,263	183,150	63,746	1,107,602	35,409	1,770,169
2024	-	-	320,000	61,538	191,400	55,962	564,352	7,153	1,200,405
2025	-	-	332,500	47,138	199,650	47,827	-	-	627,115
2026	-	-	350,000	32,175	207,900	39,342	-	-	629,417
2027	-	-	365,000	16,425	216,150	30,247	-	-	627,822
2028	-	-	-	-	226,050	20,790	-	-	246,840
2029	-	-	-	-	235,950	10,618	-	-	246,568
	\$ 257,500	\$ 16,800	\$ 3,902,500	\$ 1,429,450	\$ 2,818,200	\$ 1,133,397	\$ 10,479,273	\$ 1,522,344	\$21,559,464

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER & SEWER - GOB 2000 SEWER

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100730 - WATER & SEWER - GOB 2000 SEWER</u>					
<u>DEBT SERVICE</u>					
58010	PAYING AGENT - GOB 2000	44	50	66	66
58057	PRINCIPAL 2000/04 STREET BONDS	-	55,625	55,625	58,125
58058	INTEREST 2000/04 STREET BONDS	8,719	7,375	7,375	5,150
	TOTAL	8,763	63,050	63,066	63,341
	DEPARTMENT TOTAL	8,763	63,050	63,066	63,341

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER DEBT SERVICE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100782 - WATER DEBT SERVICE</u>					
<u>DEBT SERVICE</u>					
58510	AGENT FEES	125	25	125	125
92006	2006 CAPITAL IMPROVEMENT BONDS	125	25	125	125
58557	PRINCIPAL	-	96,250	100,000	105,000
92006	2006 CAPITAL IMPROVEMENT BONDS	-	96,250	100,000	105,000
58558	INTEREST	92,423	93,707	89,856	85,857
92006	2006 CAPITAL IMPROVEMENT BONDS	92,423	93,707	89,856	85,857
	TOTAL	92,548	189,982	189,981	190,982
	DEPARTMENT TOTAL	92,548	189,982	189,981	190,982

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

WATER & SEWER GOB 2000 WATER

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100786 - WATER & SEWER GOB 2000 WATER</u>					
<u>DEBT SERVICE</u>					
58010	PAYING AGENT - GOB 2000	44	50	22	22
58057	PRINCIPAL 2000/04 STREET BONDS	-	55,625	55,625	58,125
58058	INTEREST 2000/04 STREET BONDS	8,719	7,375	7,375	5,150
58259	AMORTIZATION EXPENSE	366	-	366	366
	TOTAL	9,129	63,050	63,388	63,663
	DEPARTMENT TOTAL	9,129	63,050	63,388	63,663

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

SEWER DEBT SERVICE

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>100792 - SEWER DEBT SERVICE</u>					
<u>DEBT SERVICE</u>					
58357	PRINCIPAL IEPA LOAN	-	860,959	860,958	882,922
58358	INTEREST IEPA LOAN	297,321	282,053	282,053	260,090
58510	AGENT FEES	125	25	125	125
92006	2006 CAPITAL IMPROVEMENT BONDS	125	25	125	125
58557	PRINCIPAL	-	96,250	100,000	105,000
92006	2006 CAPITAL IMPROVEMENT BONDS	-	96,250	100,000	105,000
58558	INTEREST	92,423	93,707	89,856	85,857
92006	2006 CAPITAL IMPROVEMENT BONDS	92,423	93,707	89,856	85,857
	TOTAL	389,869	1,332,994	1,332,992	1,333,994
	DEPARTMENT TOTAL	389,869	1,332,994	1,332,992	1,333,994
	FUND TOTAL	5,493,504	8,794,126	8,848,125	10,438,370

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The primary mission of the Carpentersville Police Pension Fund is to administer the collection of pension deductions from active members and distribute pension payments to those who are eligible under State of Illinois Statute, either by means of years of service or disability. Additionally, the Police Pension Board directs and monitors the investments of the Fund.

Under current requirements, there are five (5) pension board members. The members are as follows: two (2) active members from the Police Department, two (2) appointed by the Village President (residents of the community), and one (1) retired member. The above individuals are all voting members of the Pension Fund.

Currently the employee contribution is 9.91% of regular salaries. The future pension benefits consist of revenue from employee contributions, investment earnings and property taxes. As of May 1, 2012 it is 57% funded on an actuarial basis.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

POLICE PENSION FUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>950051 - POLICE PENSION FUND</u>					
<u>PROPERTY TAXES</u>					
40100	PROPERTY TAXES	1,748,130	1,533,426	1,533,426	1,768,692
	TOTAL	1,748,130	1,533,426	1,533,426	1,768,692
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	654,034	1,535	1,535	650,000
48016	UNREALIZED GAIN/LOSS ON INVEST	345,347	1,484,637	1,484,637	500,000
	TOTAL	999,381	1,486,172	1,486,172	1,150,000
<u>TRANSFERS/OTHER</u>					
49909	EMPLOYEE PENSION DEDUCTIONS	505,238	520,312	520,312	550,000
49999	MISCELLANEOUS INCOME	602	-	-	-
	TOTAL	505,840	520,312	520,312	550,000
	DEPARTMENT TOTAL	3,253,351	3,539,910	3,539,910	3,468,692
	FUND TOTAL	3,253,351	3,539,910	3,539,910	3,468,692

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

POLICE PENSION FUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>950595 - POLICE PENSION FUND</u>					
<u>PERSONNEL SERVICES</u>					
50090	PENSION PAYMENTS	1,824,252	2,037,758	2,037,758	2,105,000
	TOTAL	1,824,252	2,037,758	2,037,758	2,105,000
<u>CONTRACTUAL SERVICES</u>					
52000	ACCOUNTING	13,420	21,000	21,000	20,000
52013	DUES & SUBSCRIPTIONS	500	1,000	1,000	1,000
52030	LEGAL FEE FOR SERVICES	6,311	10,000	10,000	10,000
52040	COMPLIANCE FEES	-	6,000	6,000	5,000
52163	TRAINING/MEETINGS	1,233	3,000	3,000	2,500
52170	INVESTMENT MANAGEMENT FEES	126,437	120,000	120,000	125,000
52190	PROFESSIONAL SERVICE	8,136	12,000	12,000	12,200
	ACTUARIAL SERVICES TIM SHARP: \$1,900				
	TOTAL	156,037	173,000	173,000	175,700
<u>COMMODITIES/SUPPLIES</u>					
53620	SUPPLIES - OFFICE	130	500	500	500
	TOTAL	130	500	500	500
	DEPARTMENT TOTAL	1,980,419	2,211,258	2,211,258	2,281,200
	FUND TOTAL	1,980,419	2,211,258	2,211,258	2,281,200

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The primary mission of the Carpentersville Firefighters Pension Fund is to administer the collection of pension deductions from active members and distribute pension payments to those who are eligible under State of Illinois Statute, either by means of years of service or disability. Additionally, the Firefighter's Pension Board directs and monitors the investments of the Fund.

Under current requirements, there are five (5) pension board members. They are as follows: two (2) appointed by the Village President, two (2) from the active membership of the fund, and one (1) retired member. If no retired member is interested, a third active member is elected.

Currently the employee contribution is 9.455% of regular salaries. The future pension benefits consist of revenue from employee contributions, investment earnings and property taxes. As of May 1, 2012 it is 76.4% funded on an actuarial basis.

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FIRE PENSION FUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>960051 - FIRE PENSION FUND</u>					
<u>PROPERTY TAXES</u>					
40100	PROPERTY TAXES	755,748	453,980	453,980	519,515
	TOTAL	755,748	453,980	453,980	519,515
<u>INVESTMENT INCOME</u>					
48006	INTEREST INCOME	414,698	35	35	400,000
48016	UNREALIZED GAIN/LOSS ON INVEST	397,097	807,355	807,355	378,700
	TOTAL	811,795	807,390	807,390	778,700
<u>TRANSFERS/OTHER</u>					
49909	EMPLOYEE PENSION DEDUCTIONS	275,182	284,950	284,950	285,000
	TOTAL	275,182	284,950	284,950	285,000
	DEPARTMENT TOTAL	1,842,725	1,546,320	1,546,320	1,583,215
	FUND TOTAL	1,842,725	1,546,320	1,546,320	1,583,215

VILLAGE OF CARPENTERSVILLE FISCAL YEAR 2013 - 2014 BUDGET

FIRE PENSION FUND

ACCT. NO. PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2011-12	BOARD APPROVED FY 2012-13	PROJECTED FY 2012-13	BOARD APPROVED FY 2013-14
<u>960596 - FIRE PENSION FUND</u>					
<u>PERSONNEL SERVICES</u>					
50090	PENSION PAYMENTS	623,316	677,764	677,764	690,960
50095	PENSION CONTRIBUTION REFUND	63,319	-	-	-
	TOTAL	686,635	677,764	677,764	690,960
<u>CONTRACTUAL SERVICES</u>					
52000	ACCOUNTING	9,825	12,600	12,600	12,000
52013	DUES & SUBSCRIPTIONS	25	1,000	1,000	1,000
52030	LEGAL FEE FOR SERVICES	3,000	12,000	12,000	12,000
52040	COMPLIANCE FEES	-	3,000	3,000	3,000
52163	TRAINING/MEETINGS	2,612	3,500	3,500	3,500
52170	INVESTMENT MANAGEMENT FEES	43,116	46,000	46,000	46,000
52190	PROFESSIONAL SERVICE	2,454	9,000	9,000	5,200
	ACTUARIAL SERVICES TIM SHARP: \$1,900				
	TOTAL	60,983	87,100	87,100	82,700
<u>COMMODITIES/SUPPLIES</u>					
53620	SUPPLIES - OFFICE	209	750	750	750
	TOTAL	209	750	750	750
<u>CONTINGENCIES/OTHER</u>					
57050	OTHER EXPENSES	327	-	-	-
	TOTAL	327	-	-	-
	DEPARTMENT TOTAL	748,154	765,614	765,614	774,410
	FUND TOTAL	748,154	765,614	765,614	774,410

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GOALS FOR THE VILLAGE OF CARPENTERSVILLE 2013 / 2014

I. ONGOING GOALS (Continued from previous year's goals)

One Year Goal

1. Create an atmosphere where village customers feel valued and respected through proper customer service that includes customer service goals, training and metrics; to consistently improve on utilizing IT systems that enable staff to operate more efficiently thus improving services provided to customers of the Village.

Five Year Goals

1. Streamline village departments in order to be more efficient and operate within the budget funds available that includes restructuring of certain departments within Village Hall.
2. Foster economic development through a "one stop" process for development of new businesses and expansion of existing businesses

II. NEW GOALS

One Year Goals

1. Prioritize potential budget cuts before budget talks begin.
2. Cost savings through scheduling and reduction of equipment wear in Fire, Police, and Public Works
3. More aggressive development of part-time Police Officer program
4. Building the Capital Equipment Replacement Fund (CERF); this goal reflects the intention of the CERF Policy "The Village will strive to maintain a committed fund balance equal to the amount identified in the Village's purchase and replacement of capital equipment plan. The fund balance is necessary to provide sufficient monies for the replacement of major capital equipment in accordance with the annual replacement schedule" that is consistent with budget priorities that have been established. With development occurring within the TIF District, the Financial Goals should be considered to determine an amount of money from the TIF that should be dedicated to this fund.
5. Adding performance metrics to each **one year** goal to include metrics to evaluate the Village's current system of in-house prosecution.
6. Implement an Employee Recognition Program
7. Timely completion of Maple Avenue and Main Street Hill projects.

8. Economic Development Goals (how to encourage new businesses into the Village)
 - a. Implementing Old Town Plan, develop small goals to ensure the plan keeps moving forward
 - b. Façade development program for business owners
 - c. Spring Hill Mall initiatives
 - d. Create marketing materials / site availability data base (working in conjunction with the Business Development Commission)

Two Year Goal

1. Expanding the breadth, use and efficiency of the IT system with appropriate training to support Public Works Vehicle Maintenance Division

Five Year Goal

1. Establishing a total tree inventory and regular tree maintenance program.
2. Continuing to implement Old Town Plan

I

VILLAGE OF CARPENTERSVILLE

FINANCIAL MANAGEMENT POLICIES

These recommended financial policies have been formulated to insure the continued financial health of the Village. The objectives of these policies are to assist the Village Board and Village Management staff in making budgetary decisions based upon sound financial principals. These policies are not intended to be comprehensive or exhaustive. They are intended to establish a solid foundation for the financial management of the Village. Staff shall work within the context of these policies while continuing to explore lawful, creative and insightful financial recommendations to present to the Corporate Authorities of the Village for their consideration and possible implementation. The cornerstone of these policies and future financial recommendations shall be maintaining comprehensive and sound fiscal management of all village economic resources.

Adopted: 6/5/2012

Revised: 4/2/2013

Budget Policy

The Village Manager shall submit an annual budget to the Village Board which is within the Village's ability to pay. The annual budget shall provide for the following:

1. Management shall prepare a draft of the annual budget for review by the Finance Committee in February of each year. The recommended budget shall be submitted to the Executive Board for review in March of each year. The final budget document shall be submitted to the full membership for approval prior to April 30 of each year.
2. The annual budget shall effectively communicate meaningful and understandable information to the Village residents, Village Board, Village Staff, and other readers.
3. The annual budget shall be monitored on a monthly basis. Revenue and expenditure budget reports shall be prepared and made available to Village management staff for departmental review on a monthly basis. A quarterly budget summary report (Treasurer's Report) shall be presented to the Village Board.
4. The annual budget shall allow for the implementation of as many of the Village Board's goals and objectives as financially possible.
5. The annual budget shall provide for the adequate funding of all pensions plans (IMRF, Police Pension Fund, and Firefighters Pension Fund). An independent actuary shall be used to determine the annual Village contributions to the Police Pension Fund and the Firefighters Pension Fund and determine if these pension funds are adequately funded.
6. The annual budget shall provide funding for the adequate maintenance of municipal equipment, municipal facilities, and infrastructure.
7. The annual budget shall set aside-adequate funding (pay-as-you-go funding) for the replacement of major equipment. Annual funding (depreciation funding) for these replacements will eliminate major expenditure jumps in the annual budget when these acquisitions are made.
8. During the budget process, the Village will assess the need for contingency funds to be included in the budget to fund unanticipated expenditures that might arise.
9. The annual budget shall finance current operating expenditures, excluding major capital expenditures, with current revenues. The use of reserve funds to finance current operating expenditures shall be carefully considered and avoided if possible.
10. Limit the use of the reserve fund to nonrecurring operating or capital expenditures. This fund reserve will be calculated by comparing the difference between current assets and current liabilities to current annual budget operating expenses, excluding enterprise expenditures.

Reserve and Fund Balance Policy

The purpose of this policy is to enhance long-term financial planning and to mitigate the risks associated with changes in revenues due to economic and local market conditions. These policies also aim to assist in the allocation of sufficient monies for the purchase of capital equipment and construction of capital improvements, and unanticipated expenditures that may occur.

The below listed policies refer to the fund balance or cash reserve level at the end of the fiscal year, April 30. The Finance Department monitors these reserve levels and informs the Village Manager of significant changes that occur and the potential effect on funding future operations.

Definitions

Fund Balance - The difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance – Amounts that can be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact.

Restricted Fund Balance – Amounts that can be spent only for specific purposes because of Village, State, or Federal laws, or externally imposed conditions by grantors or creditors.

Committed Fund Balance – Amounts that can be used only for specific purposes determined by a formal action by Village Board Ordinance. These amounts cannot be used for any other purpose unless the Village Board takes the same action to remove or change the restraint.

Assigned Fund Balance – Amounts the Village intends to use for a specific purpose as determined by the Village Manager.

Unassigned Fund Balance – Amounts not included in other spendable classifications.

Policies for Key Funds

General Fund – The Village will strive to maintain a minimum total fund balance of 25% and an unassigned fund balance level of 15% to 25% of annual operating expenditures excluding capital improvements.

Motor Fuel Tax Fund – The Village will strive to maintain a minimum restricted fund balance in the Motor Fuel Tax Fund equal to 50% of annual MFT allotments (monthly MFT distributions excluding High Growth allotments and reimbursements). This level is necessary to provide for the payment of expenditures related to the Village's MFT maintenance program and debt service requirements.

Waterworks & Sewerage Fund – The Village will strive to maintain a cash and investments reserve level equal to 30% of annual operating expenses including debt service payments. In addition, the Village shall responsibly plan for future capital improvements to be paid from cash reserves by gradually increasing the reserve level on an annual basis. Annual budgets will be adopted which will replenish the reserve balance to appropriate levels after any drawdown.

Capital Equipment Replacement Fund – The Village will strive to maintain a committed fund balance equal to the amount identified in the Village’s purchase and replacement of capital equipment plan. The fund balance is necessary to provide sufficient monies for the replacement of major capital equipment in accordance with the annual replacement schedule. (Note: the Village is currently working to establish sufficient reserves; however, due to the length of the recent economic downturn, the projected date of full funding is still several years away.)

General Guiding Statement – This policy may be amended from time-to-time according to the wishes of the Village Board of Trustees. The Village will spend the most restricted dollars before the less restricted, in the following order:

1. Nonspendable (if funds become spendable),
2. Restricted
3. Committed
4. Assigned
5. Unassigned

Revenue and Expenditure Policy

Revenues – The Village desires to maintain a diversified and stable revenue base to reduce the impacts of fluctuations in any one revenue source. The revenue mix combines elastic and inelastic revenue sources to minimize the effects of an economic downturn. The Village also incorporates the following principles related to revenues as it furthers its financial planning and fulfills its fiscal responsibilities:

- The Village prefers to keep its property tax rate as low as possible. The following components should be followed in priority order each year when establishing the property tax levy:
 - Levy for general obligation bond principal and interest less abatements.
 - Levy for Police, and Fire pensions per actuarial calculations. If the actuarial reports indicated a higher employer contribution is needed, said increase will need to be added to the Village’s overall previous year levy request to avoid underfunding problems.
 - Levy to support General Fund operations including Police, Fire, Public Works, Community Development, Finance, Human Resources, I.T. and Administration. The annual increase for this component should not exceed the rate of inflation.
 - Levy to fund additional personnel as determined by the Village Board.
- User charges and tap-on fees will be sufficient to finance all operating and debt service costs for the Waterworks and Sewerage Fund.
- The Village Manager shall impose spending limits if, in his/her judgment, revenues will be below original estimates. Staff shall review and monitor on a monthly basis expenditures to assure control of spending within available revenues. Quarterly financial reports will be prepared and available to the Village Board by the end of the following month.
- The following one-time revenues will be set aside in the Capital Equipment Replacement Fund and used to finance long-term capital equipment replacements.
 - Proceeds from the Sale of Property/Equipment
 - IRB Volume Cap Transfer Fees
- Ongoing transfers will be made from the General Fund to the Capital Equipment Replacement fund on an annual basis to help plan for the purchasing of large capital equipment needs.

Expenditures – The Village will strive to adhere to the following policies:

- The Village will consistently budget the minimum level of expenditures which will provide for the public well-being and safety of the residents and businesses of the community.
- Expenditures will be within the confines of generated revenue. Fund balances will not be used to pay for operating expenditures except in the case of emergencies and after careful consideration.

Accounting, Auditing, and Financial Reporting Policy

1. The Village shall have an annual audit conducted on its financial records by a qualified, independent public accounting firm. The Village shall request proposals from qualified independent accounting firms to conduct the annual audit of its financial statements every six years by the use of a request for proposal (RFP) process. In accordance with Government Finance Officers Association's (GFOA's) Best Practice guidelines the current auditors can be included in the RFP process, however it is recommended changing the audit team if the same firm came in with the best proposal.
2. The annual audit shall be conducted on an annual basis to be completed and filed within six months after the end of each fiscal year.
3. The Village shall submit its Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.
4. The Village's financial statements shall be prepared according to generally-accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).
5. The Village shall contract with an independent actuary to determine the Village's annual contribution to the Police and Fire Pension Funds.

Debt Policy

The Village shall only incur debt for capital assets and/or capital projects. It has been the Village's practice not to incur debt for operating expenditures.

- a) Although pay-as-you-go financing is the preferred method to finance capital projects, the Village shall explore all options in financing its capital improvement program, including grants, developer contributions, pay-as-you-go financing, and long-term debt paid by user charges or paid by Village- wide taxes.
- b) The term of debt issued for capital improvement projects shall not exceed the project's useful life and generally will not exceed 20 years.
- c) Whenever possible, the Village shall market its debt through competitive bid process.

Capital Equipment Replacement Fund

The Village of Carpentersville has established the Capital Equipment Replacement Fund (CERF) to encourage departments to set aside funds each year for the eventual replacement of existing equipment and to avoid significant fluctuations in the operating budget from one year to the next. In order to build and maintain sufficient funds on hand to replace items at the end of their useful life, 1.5% of the 6% rate for Simplified Telecommunication tax revenue will be dedicated annually as well as, transfers by each department from the General Fund determined annually through the budget process. .The remainder of this policy is intended to provide guidance as to how the CERF will operate.

1. The Capital Equipment Replacement Fund shall be used only to replace existing equipment owned by the Village. The fund shall not be used to purchase equipment not currently owned by the Village or as a means to circumvent the process for having new equipment approved by the Village Board. Requests for new equipment shall be made as part of the annual operating budget and must be approved by the Village Board before acquisition;
2. Only those items which individually have a replacement cost of more than \$10,000 or groups of similar equipment (e.g. personal computers, bullet proof vests, etc.) which, in the aggregate, exceed \$10,000 shall be included in the CERF. Departments shall include individual items or groups of items with a value of less than \$10,000 in their annual operating budget;
3. The cost of items associated with new vehicles such as vehicle markings, light bars, radios and similar equipment shall be included in the replacement cost of the vehicle;
4. The replacement cost and useful life for each vehicle or technology related equipment will be re-evaluated by the individual departments on an annual basis. This re-evaluation may change the annual amounts that programs contribute for the replacement of each item. The Department Head, in consultation with the Village Manager and the Finance Director shall determine when a vehicle or equipment is due for replacement. Final capital asset replacement decisions using CERF monies will be discussed and approved by the Village Board as part of the annual budget process.
5. When CERF equipment is sold, the proceeds of the sale shall be credited to the CERF Fund.
6. From time to time, departments may be assigned previously used technology related equipment from within their department or another department in the Village. The Director of Information Technology, in consultation with the Department Head, shall recommend that such equipment be assigned to a department when it meets the department's needs and when doing so will help avoid the expense of purchasing new equipment. Consideration shall be given to the annual operating cost of maintaining the used equipment when deciding whether or not to continue using it. The Village Manager shall have the final say in determining whether or not previously used technology is assigned to a department.

Fixed Asset Policy

The Village shall establish and maintain fixed asset records to comply with governmental financial reporting standards, to provide a basis for determining appropriate insurable values, and to establish responsibility for property control.

Fixed assets shall include land, infrastructure, buildings, machinery, equipment, and vehicles with a life expectancy of more than one year, subject to the capitalization threshold below.

Infrastructure shall include roads (including curbs and gutters), bridges, water and sewer mains, pumping stations, lift stations, traffic lights, streetlights, sidewalks, bike paths, etc. These projects shall be accounted for separately within the Capital Improvement Fund (unless required to be accounted for in another fund - e.g. Water & Sewer, TIF, Motor Fuel Tax, etc.).

All other capital projects, including brick pavers, fences, entrance signs, tree planting, burial of electrical lines, streetscape improvements (done for aesthetic reasons), fountains, parks, buildings, building improvements, equipment and land are not considered infrastructure.

Road projects shall be capitalized when the cost exceeds the capitalization threshold and the work materially extends the life of the street. All expenditures related to an infrastructure project will also be capitalized (engineering, etc.). All other street projects (e.g. surface treatment, patching, etc.) are considered maintenance and are not capitalized.

Water and sewer improvements will be capitalized when the project constructs additional infrastructure or replaces infrastructure and meets the capitalization threshold below. Repairs of water and sewer assets will only be capitalized when they materially extend the life of the original asset, and meet the capitalization threshold below.

The capitalization threshold or minimum value of an asset at the time of acquisition is established at \$10,000 on a per unit basis for machinery, equipment and vehicles, \$50,000 for buildings and improvements, and \$100,000 for land and infrastructure.

Responsibility for control of assets rests with the operating department wherein the asset is located. The Director of Finance shall ensure that control over fixed assets is maintained by establishing a fixed asset inventory that is updated annually and documents all additions and deletions to the fixed asset records. Operating departments shall report the disposal or relocation of a fixed asset promptly to the Director of Finance or his designee. Assets acquired during the year shall be recorded as an expenditure against the appropriate capital expenditure account, which shall be used for financial reporting purposes.

Assets shall be recorded in the fixed asset inventory by using an appropriate description and by recording serial numbers where applicable. Tagging of assets will not be required.

Assets, which do not meet the definition of "fixed assets" under this policy, but in the aggregate account for a substantial asset group, shall not be capitalized for financial accounting purposes. Rather, the responsible operating department shall maintain control of these assets using a system suitable for doing so. Examples of asset groups (and the department responsible for them) which shall be inventoried and maintained separately from the Village's fixed asset inventory include computers

and related equipment (IT Department), guns (Police) and any other asset group identified by the Director of Finance.

All assets will be depreciated using the straight-line method of depreciation over the useful life of the asset. The Director of Finance will assign useful lives to each asset according to the guidelines below.

Type of Asset	Useful Life
Buildings	30-50 Years
Vehicles and Equipment	5-20 Years
Land	Not Depreciated
Land Improvements	10-20 Years
Street Improvements (Residential)	17 Years (Surface), 50 Years (Base)
Street Improvements (Industrial)	12 Years (Surface), 40 Years (Base)
Water & Sewer Infrastructure	5-75 Years
Other Infrastructure	20-75 Years

Journal Entry Policy

The Village shall restrict manual journal entries to entry by either the assistant finance director or the accounting manager. Manual journal entries related to the bank reconciliations shall be prepared by the accountant and entered by the assistant finance director.

Accounts are to be reconciled on a monthly basis by the accountant and the accounting manager. They are then reviewed by the assistant finance director for accuracy.

Samples of journal entries must be tested by the finance director to ensure the journal entry is appropriate and that there is adequate supporting documentation.

More emphasis is placed on reviewing consolidation journal entries for appropriateness. Additionally, journal entries regarding transfers of funds are reviewed for appropriateness.

Cash receipts entries are posted by the accounting manager and reviewed by the accountant and the assistant finance director through the bank reconciliation process. The accountant prepares the bank reconciliation and the assistant finance director reviews it for appropriateness.

Investment Policy

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SCOPE

This investment policy applies to the investment activities of the Village of Carpentersville. All financial assets of the Village, including the General Fund, Special Revenue Funds, Capital Project Funds, Debt Service Funds, Enterprise Funds, Trust and Agency Funds and other funds that may be created from time to time, shall be administered in accordance with the provisions of this Policy.

Pooling of Funds

Except for cash in certain restricted and special funds, the Village will consider consolidation of cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

GENERAL OBJECTIVES

The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield:

Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

Credit Risk

The Village of Carpentersville will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities
- Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the Village will do business
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

Interest Rate Risk

The Village of Carpentersville will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relatively to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A declining credit security may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

STANDARDS OF CARE

Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from exceptions are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

Responsibility for the Investment Program/Delegation of Authority

The establishment of investment policies is the responsibility of the Village Board. Management and administrative responsibility for the investment program of the Village of Carpentersville is hereby delegated to the Finance Director who shall prepare and act in accordance with written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures include references to safekeeping, delivery vs. payment, investment accounting, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. The Finance Director may from time to time amend the written procedures in a manner not inconsistent with this Policy or with State law.

SAFEKEEPING AND CUSTODY

Financial Institutions

It shall be the policy of the Village of Carpentersville to select financial institutions on the following basis:

Security

The Village will not maintain funds in any financial institution that is not a member of the FDIC system. Furthermore, the Village of Carpentersville will not maintain funds in any financial institution not willing to post, or not capable of posting, required collateral for funds in excess of the FDIC insurable limits.

Size

The Village of Carpentersville will not maintain deposits in any financial institution in which the Village funds on deposit will exceed 75% of the institution's capital stock and surplus.

Location

The Village of Carpentersville shall encourage investment in financial institutions within the Village of Carpentersville whenever possible. However, the Board of Trustees may approve qualified depositories regardless of location.

Statement of Condition

The Village of Carpentersville will maintain, for public and managerial inspection, current statements of condition for each financial institution named as depository. If, for any reason the information furnished is considered by the Finance Director to be insufficient, the Village may request additional data. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of Village funds.

Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village of Carpentersville are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical-delivery securities

- Clear delegation of authority to subordinate staff members
- Written confirmation of telephone transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank or third party custodian

Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

SUITABLE AND AUTHORIZED INVESTMENTS

Investment Types

Consistent with the GFOA Policy Statement State Statutes Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state law where applicable:

- U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;
- Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances and commercial paper, rated in the highest tier (e.g., A-1, P-1, D-1, F-1 or higher) by a nationally recognized rating agency;
- Investment-grade obligations of state and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the foregoing;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities;
- Local government investment pools;
- Any other investment allowed by Illinois Compiled Statutes.

Collateralization

It is the policy of the Village of Carpentersville to require that funds on deposit in excess of FDIC limits be secured by some form of collateral. The Village will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois

- Obligations of the Village of Carpentersville
- General Obligation Municipal Bonds rated “A” or better
- The amount of collateral provided will be not less than 110 percent of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly, and additional collateral will be requested when the ratio declines below the level required and collateral will be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping by a third party depository designated by the Village of Carpentersville. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Village of Carpentersville.

Repurchase Agreement

Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

INVESTMENT PARAMETERS

Diversification

The investments shall be diversified by:

- Limiting investments to avoid overconcentration of securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Maximum Maturities

To the extent possible, the Village of Carpentersville shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village of Carpentersville will not directly invest operating funds in securities maturing more than three (3) years from the date of purchase or in accordance with state and local statutes and ordinances. (The Village of Carpentersville shall adopt weighted average maturity limitations, consistent with the investment objectives.)

REPORTING

Methods

The Finance Director will prepare an investment schedule monthly. This report should be provided to the legislative body. The report will indicate:

- Listing of individual securities held at the end of the reporting period by fund,
- Listing of investments by maturity date,
- Interest rate of each investment,
- Amortized book value of each investment,
- Par value of each investment.

Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.

Marking to Market

The market value of the portfolio shall be calculated at least annually.

POLICY CONSIDERATIONS

Amendment

This policy shall be reviewed on an annual basis. Any changes must be recommended by the Finance Director and ultimately approved by the Village Board.



FISCAL YEAR ENDING (FYE) APRIL 30, 2014 BUDGET CALENDAR

First week of January	Department Budgets Due - See detailed schedule on next page (Tentative, please advise finance of any conflicts at you earliest convenience)
Tuesday, January 29, 2013	Audit and Finance - Budget Kick-off, General Fund Revenues, Debt Service, TIF, Fire/ESDA, Foreign Fire Tax Board, Fire & Police Commission, Fire Pension Fund and SSA's
Wednesday, February 13, 2013	Audit and Finance - Legislative, Administration includes Economic Development, Finance, IT, CD includes Engineering
Thursday, February 21, 2013	Audit and Finance - Police Department, Police Pension Fund
Thursday, March 07, 2013	Audit and Finance - Public Works - Streets, Parks, Vehicles, Public Buildings and Water/Sewer Funds, Capital Equipment Replacement Fund, Capital Projects Fund, Capital Improvements Fund/Plan, and Community Service Committees (Park, CIC, BDC)
March 20 or 21, 2013	Audit and Finance - TBD - Held if Needed
Tuesday, April 02, 2013	Board Meeting - Budget Presentation to the Board
Tuesday, April 16, 2013	Board Meeting - Final Budget Approved by Village Board

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CAPITAL OUTLAY REQUESTS

APRIL 30, 2014 BUDGET

	OBJECT #	PROJ #	LINE ITEM	DESCRIPTION	TOTAL BUDGET \$
GENERAL FUND - 001					
PUBLIC BUILDINGS	<u>001115</u>	55799	Improvements	Ceiling Repairs	\$ 23,274
STREETS	<u>001370</u>	55750	Equipment	Snow Box	\$ 2,500
FIRE	<u>001560</u>	55750	Equipment	Life Support Engine	\$ 7,500
				Ambulance Reporting Software	6,000
					\$ 13,500
ESDA	<u>001562</u>	55750	Equipment	Computer Switch	\$ 3,000
				12 Phones	2,200
				Storage Cabinet	400
				Battery Backup	200
				Network Patch Cables	200
				Misc Hardware	800
					\$ 6,800
				TOTAL GENERAL FUND	\$ 46,074
GRANTS ESCROWS FUND - 075					
PARK COMMITTEE	<u>075023</u>	55799	80002 Improvements	Carpenter Park Improvements	\$ 8,500
ASSET FORFEITURE	<u>075051</u>	55750	20500 Equipment	CRT Vehicle	\$ 4,000
		55750	20508 Equipment	DUI Enforcement	\$ 4,000
				TOTAL GRANTS ESCROWS FUND	\$ 16,500
WATER/WASTEWATER FUND - 100					
WATER FACILITIES	<u>100382</u>	55750	Equipment	Water Reservoir Valve Replacement	\$ 50,000
				Filter Media Replacement	115,000
					\$ 165,000
		55799	Improvements	Silverstone Tank Painting	\$ 185,000
WASTEWATER DEPARTMENT	<u>100392</u>	55750	Equipment	Pump Replacement	\$ 35,000
				Sludge Dewatering	1,250,000
				Stationary Emergency Generator	50,000
					\$ 1,335,000
UNDERGROUND	<u>100393</u>	55799	Improvements	Silverstone Water Tank	\$ 20,000
				TOTAL WATER/WASTEWATER FUND	\$ 1,705,000
EQUIPMENT REPLACEMENT - 235					
EQUIPMENT REPLACEMENT	<u>235370</u>	55750	Equipment	W/WW - Tandem Axle Dump Truck	\$ 152,229
				W/WW - Asphalt Hot Box	22,000
				W/WW - Compact Wheel Loader - 25%	27,500
				W/WW - Bobcat Skid Steer	44,655
					\$ 246,384
		56010	Building & Improvements	PW - Carpenter Park Fence	\$ 8,900
	<u>235382</u>	55750	Equipment	PW - Compact Wheel Loader - 75%	\$ 82,500
				PW - Cargo Van	23,000
					\$ 105,500

CAPITAL OUTLAY REQUESTS

APRIL 30, 2014 BUDGET

	OBJECT #	PROJ #	LINE ITEM	DESCRIPTION	TOTAL BUDGET \$
EQUIPMENT REPLACEMENT CONTINUED					
	<u>235550</u>	55750	Equipment	Police - Ballistic Body Armor Police - 3 -Marked Police Cars	\$ 10,965 <u>87,061</u>
					\$ 98,026
		56010	Building & Improvements	Exterior Security Fence	\$ 75,000
	<u>235560</u>	55750	Equipment	Fire - AED for all Police Squads Fire - Replacement Radios (Yr 1 of 3) Fire - Fire Engine 3 yr loan	\$ 15,000 33,000 <u>119,810</u>
					\$ 167,810
		56010	Building & Improvements	Repair of Station #1 & #2 Pads	\$ 40,000
				TOTAL EQUIPMENT REPLACEMENT FUND	\$ 741,620
CAPITAL IMPROVEMENTS - 299					
STREET IMPROVEMENTS					
	<u>299370</u>	56302	70177 Phase II Engineering	White Oaks Improvement	\$ 118,100
		56303	70121 Phase III Engineering	Maple Avenue	\$ 147,400
		56303	70170 Phase III Engineering	Tulsa & Kings Road Resurfacing	\$ 13,700
		56403	70121 Phase III Construction	Maple Avenue	\$ 1,391,415
		56403	70170 Phase III Construction	Tulsa & Kings Road Resurfacing	\$ 143,900
		56403	70178 Phase III Construction	Village Hall Parking Lot	\$ 150,000
WATER IMPROVEMENTS					
	<u>299383</u>	56403	70121 Phase III Construction	Maple Avenue	\$ 2,058,425
WASTEWATER IMPROVEMENT					
	<u>299393</u>	56403	70121 Phase III Construction	Maple Avenue	\$ 475,260
				TOTAL CAPITAL IMPROVEMENTS FUND	\$ 4,498,200
MFT FUND - 400					
MFT FUND					
	<u>400370</u>	56403	70176 Phase III Construction	2013 MFT Sidewalk Resurfacing	\$ 356,000
				TOTAL MFT FUND	\$ 356,000
TIF FUND #1 SPRING HILL - 801					
TIF FUND					
	<u>801189</u>	56403	72000 Phase III Construction	Commerce Parkway Rt 31	\$ 155,000
				TOTAL TIF FUND #1	\$ 155,000
TIF FUND #3 ROUTE 25 - 803					
TIF FUND					
	<u>803189</u>	56302	72001 Phase II Engineering	Elmridge Ball Connection	\$ 98,500
		56303	72001 Phase III Engineering	Elmridge Ball Connection	\$ 1,101,500
				TOTAL TIF FUND #3	\$ 1,200,000