

# Village of Carpentersville, Illinois

## Fiscal Year 2020 Budget January 1, 2020 - December 31, 2020



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.

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## OVERVIEW

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Carpentersville  
Illinois**

For the Fiscal Year Beginning

**January 1, 2019**

*Christopher P. Morill*

Executive Director



## **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*

The Village's mission statement serves as the overarching guide to the successful operation of the Village and focuses on the following key areas: Customer Service, Public Safety, Financial Health and Planning.

The general principals for each key area noted above are intended to drive the direction of the Village and through the process of developing a Strategic Plan, the Village Board and management then work to implement specific goals and objectives over a five to ten year period that relate to each of these key areas and overarching principals.

The Village Board and management have initiated a new Strategic Plan process which will begin in the first two quarters of FY 2020 and be developed throughout 2020 to address the long-term strategy for the Village for the next five years.

Key areas and overarching principals that the Village Board and management will abide by in setting the next Strategic Plan are as follows:

**Customer Service:**

- Continually seek methods to improve customer service and maintain an environment that promotes engagement with the community

**Public Safety:**

- Provide the highest level of public safety services to the community, including residents and business owners

**Financial Health:**

- Operate the Village in a financially responsible manner that maintains service levels to customers in a cost-effective environment

**Planning:**

- Ensure that decisions are made to ensure the future vitality of the Village, including investments in infrastructure and economic development

**VILLAGE OF CARPENTERSVILLE, IL**  
**FISCAL YEAR 2020 BUDGET**  
**JANUARY 1, 2020 – DECEMBER 31, 2020**

**Village President**  
John Skillman

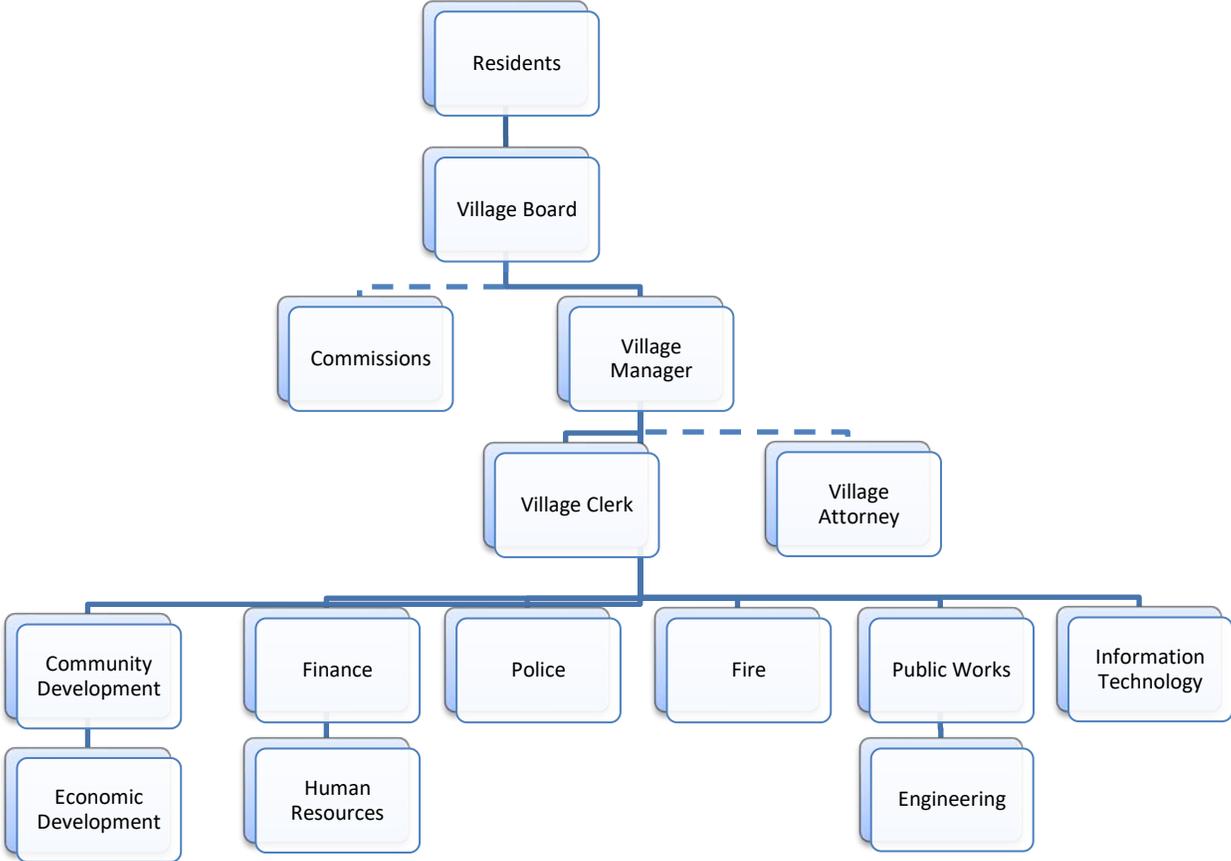
**Village Manager**  
Eric Johnson

**Board of Trustees**  
Jeff Frost  
Roberta Andresen  
Jim Malone  
John O'Sullivan  
Humberto Garcia  
Maria Vela

**Village Clerk**  
Kelly Mastera

**Department Directors**  
Kevin Gray, *Director of Public Works*  
Jamie Wilkey, *Director of Finance*  
Kevin Roberts, *Director of Information Technology*  
Michael Kilbourne, *Police Chief*  
John-Paul Schilling, *Fire Chief*

ORGANIZATIONAL CHART





1200 L.W. Besinger Drive | Carpentersville, IL 60110  
Telephone (847) 551-3478 | Fax (847) 426-0864

**TO:** Village President and Board of Trustees

**FROM:** Eric Johnson, Village Manager  
Jamie Wilkey, Finance Director

**DATE:** February 28, 2020

**RE:** Letter of Transmittal – FY 2020 Budget

We are pleased to present to you the FY 2020 budget covering the period from January 1 – December 31, 2020 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 2020 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, and the budget is recommended by the Commission to the Board. 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**

Budgets are legally adopted on a basis consistent with generally accepted accounting principles (GAAP) except that property taxes are budgeted as revenue in the year following the year for which they are levied. For example, the 2019 levy is budgeted as revenue in 2020.

The financial information of general governmental type funds is prepared on a modified accrual basis. This means that revenues are usually recorded when they become available and measurable while expenditures are recorded when the liability has been incurred.

The Water and Sewer Fund, which is an enterprise fund, is reported on a full accrual basis. Not only are expenses recognized when a commitment is made but revenues are also recognized when they are obligated to the Village (for example, water user fees are recognized as revenue when bills are produced).

Further information on the budget process can be found in the Village's financial policies, including when and how the budget is passed.

The Village's budget was prepared using a target-based approach. There are two reasons for using this process: first, to provide elected officials with a variety of program and service options; and second, to reevaluate the benefits of funding particular service requests.

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 directors made additional requests during review meetings with the Village Manager and the 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 service, debt service, enterprise, and capital project funds. All new requests for Capital expenditures in the Capital Equipment Replacement Fund (CERF) and Capital Improvements (CIP) Fund were presented to and reviewed by the Audit and Finance Commission.

The FY 2020 proposed Operating and Capital Budget will enable the Village of Carpentersville to provide essential services to meet the Village Board’s goals and objectives. The FY 2020 proposed expenditures and supporting revenues continue to keep fund balance reserves at the recommended levels in the policies set forth by the Village Board.

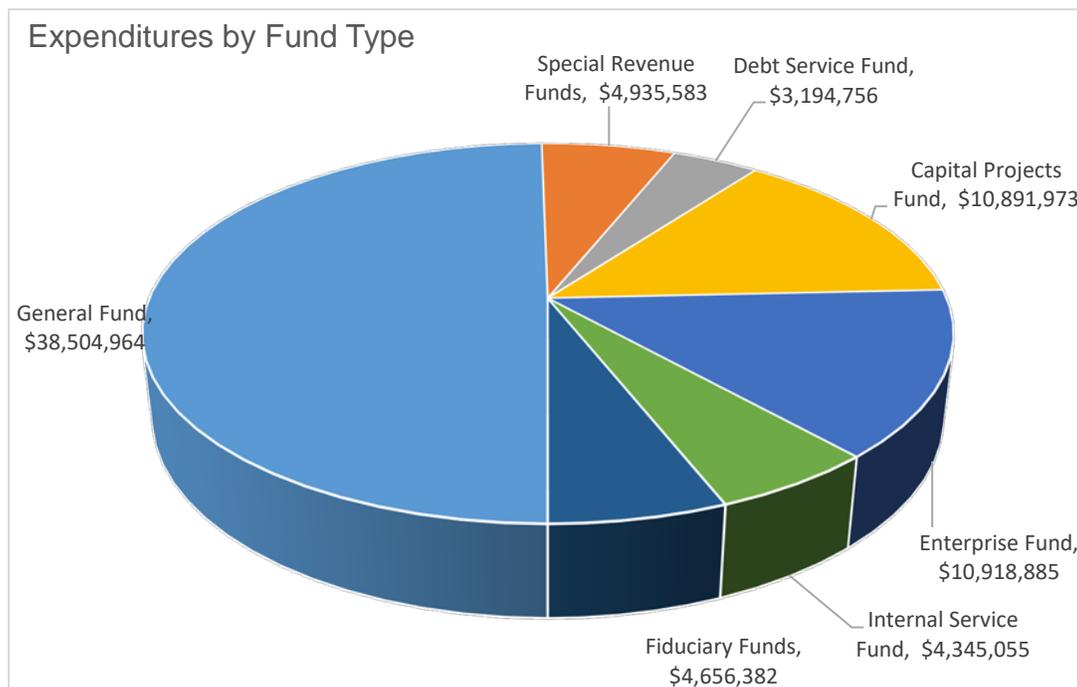
Village Management strives for a structurally balanced budget which supports financial sustainability for the foreseeable future. The Village has adopted policies for the funds to achieve and maintain a structurally balanced budget where operating revenues are equal to or more than the operating expenditures. Some of the policies include the following:

- 1) The Village Code requires a balanced annual budget.
- 2) The use of reserve funds to finance current operating expenditures shall be avoided and only used after being carefully considered.
- 3) Limit the use of General Fund Unassigned fund balance reserve to nonrecurring operating or capital expenditures.

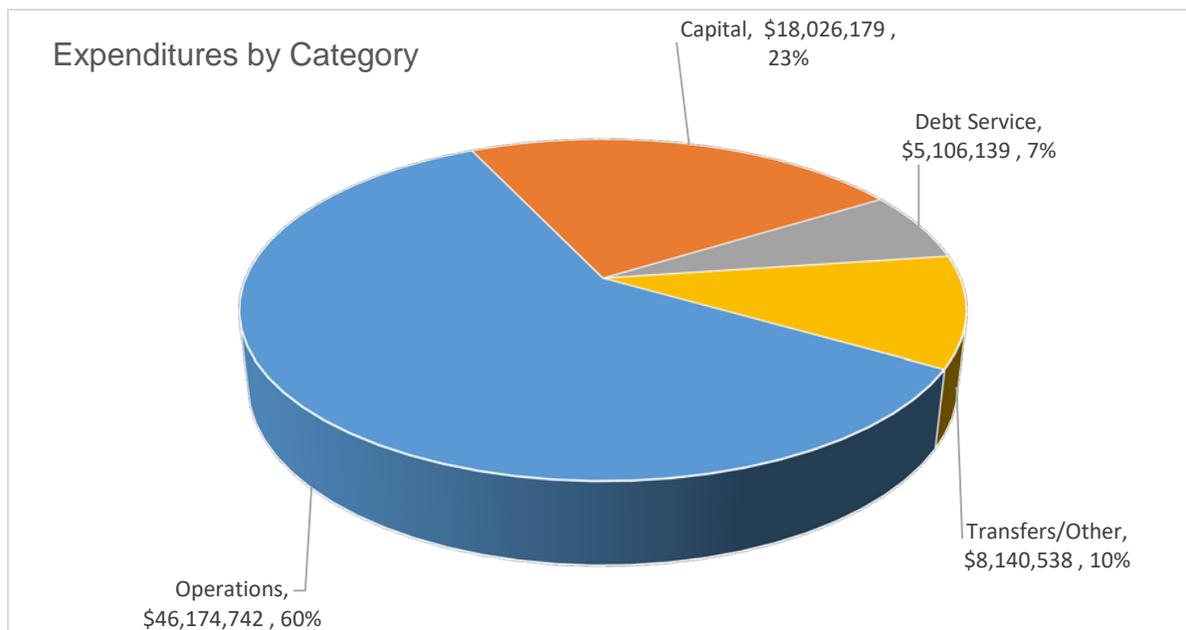
All financial policies including the Budget policy are detailed later in this budget.

**BUDGET OVERVIEW**

Presented below are summary pie charts, which include overall Fiscal Year 2020 expenditures by fund and category:



The FY 2020 budget totals \$77,447,598 in expenditures for all funds. The operating budget is comprised of Personnel Services and Benefits, Contractual Services, Commodities & Supplies. Capital Outlays including Vehicles and Equipment, Debt Service payments of Principal and Interest, and Interfund Transfers are non-operating in nature.



Of the operations budget, \$33,030,907 is budgeted for personnel services and benefits, representing roughly 43% of the total budget and 72% of the operating budget. An additional \$10,825,176 is budgeted for contractual services, which includes items such as liability and worker’s compensation insurance, consulting services, and residential refuse collection. Contractual service costs represent the third largest portion (14%) of the total budget. Commodities total \$2,318,659 and represent 3% of the total budget. These categories include items such as small tools and equipment for building repairs, computer software and upgrades, office and operating supplies, uniforms, and janitorial products.

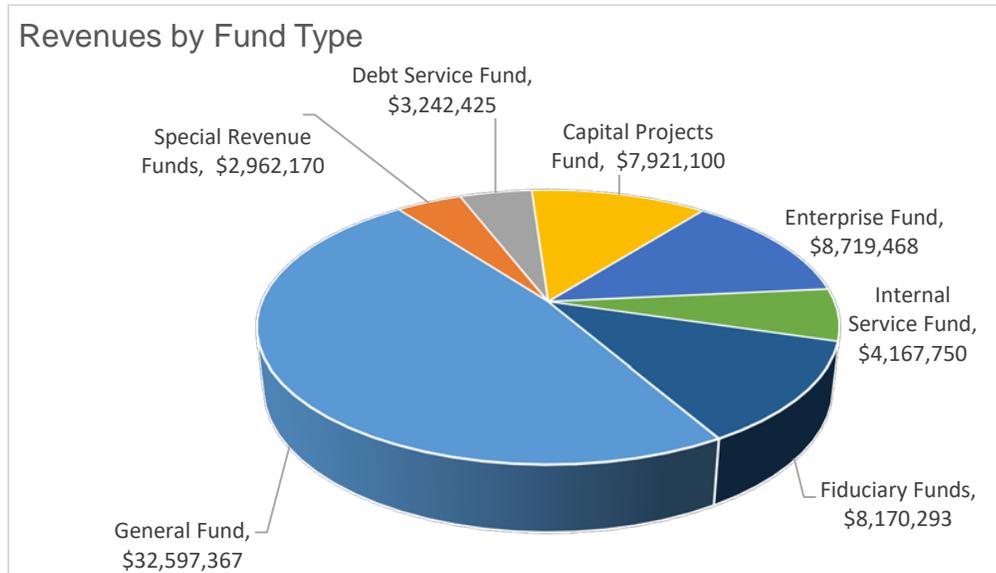
Interfund transfers total \$8,140,538. Some of the transfers include \$1,900,000 from the General Fund to the CERF Fund for capital equipment and vehicle purchases, \$5,500,000 from the General Fund to the Capital Improvement Fund to support capital outlay projects for the year. Transfers from the General Fund and Motor Fuel Tax Fund (MFT) were made to the Debt Service fund to provide for bond payments.

Principal, interest, and agent fees for the Village’s outstanding debt are budgeted at \$5,106,139. Of that amount, \$2,213,433 is supported by the Village’s property tax levy. The remaining debt service is paid by the Village’s Water and Sewer Fund, and transfers from the General Fund and MFT Fund. Finally, the budget includes \$18,026,179 for capital improvements and capital outlay, including street, water, and sewer system infrastructure, building improvements, and vehicle replacements.

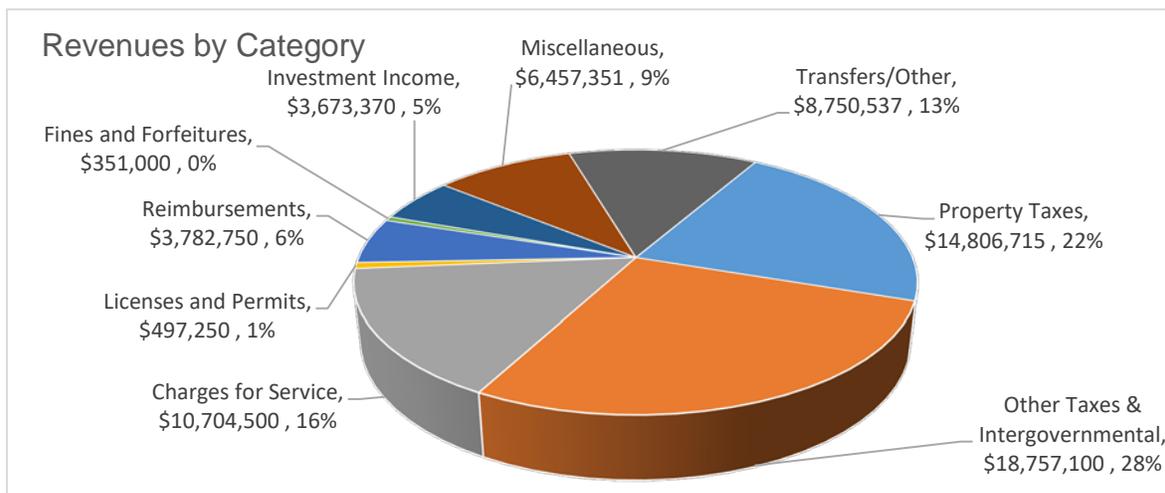
The FY 2020 budget includes \$12,965,163 in capital expenditures for projects in Capital Equipment Replacement Fund (CERF) and Capital Improvement program (CIP) Fund. The Water and Sewer Fund includes \$3,352,011 for various projects.

Presented below are summary pie charts, which include revenues by Fund and category:

**REVENUES – All Funds**



As previously noted, the General Fund has the largest amount of revenues, followed by the Water and Sewer Fund.



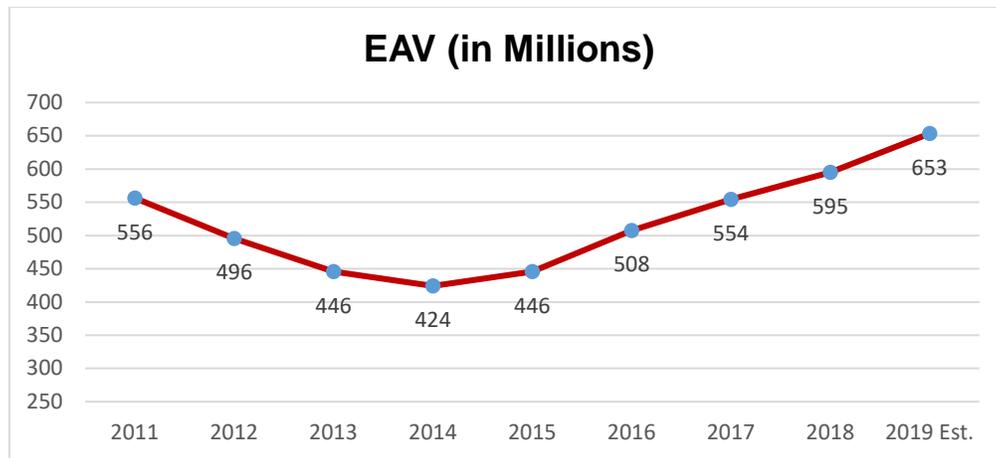
The Village’s largest revenue sources are other taxes and intergovernmental. The major components of this category are sales and income tax, followed by intergovernmental grants.

Property Taxes represent 22% of the Village’s total revenue budget. Below is a table with the last 5 years of Property Tax Levy information:

TAX LEVIES						
Levy Year	Fiscal Year	Corporate	Debt Service	Police Pension	Fire Pension	Total
2015	2016	\$7,475,000	\$2,111,015	\$2,346,703	\$1,107,230	\$13,039,948
2016	2017	\$7,475,000	\$1,901,495	\$2,615,965	\$1,213,828	\$13,206,288
2017	2018	\$7,475,000	\$1,890,031	\$2,592,631	\$1,245,102	\$13,202,764
2018	2019	\$7,475,000	\$2,213,433	\$2,592,631	\$1,245,102	\$13,526,166
2019	2020	\$7,475,000	\$2,213,433	\$2,592,631	\$1,245,102	\$13,526,166

The Village has made a concentrated effort to keep its Corporate levy flat. As seen in the table above, the Village has had a flat Corporate levy for the last five years, flat pension levies for the last three years, and a flat debt service levy for the past two years.

As noted below, the Village has experienced 5 years in a row of positive EAV increases.



Total EAV for 2018 was \$595 million. The Village expects total EAV for 2019 to be close to \$653 million, reflecting a roughly 10% increase in EAV. The Village remains hopeful that the increases in EAV will continue in future years.

## GENERAL FUND

The General Fund is the largest in terms of dollars and is primarily used for village operations.

### GENERAL FUND EXPENDITURE ASSUMPTIONS

For FY 2020, total budgeted General Fund expenditures are \$38,504,964 including outgoing Interfund transfers. This represents an increase of \$6,964,595 (22%) compared with the FY 2019 budget. There were increases in contractual wage increases and service agreement payments, as well as increases in the transfers to the Capital Improvement and CERF Funds to meet future capital needs of the Village in compliance with the Village's minimum fund balance policy in the General Fund of 25%.

A few notable items were considered in order to continue maintaining service levels while maintaining efficient operations:

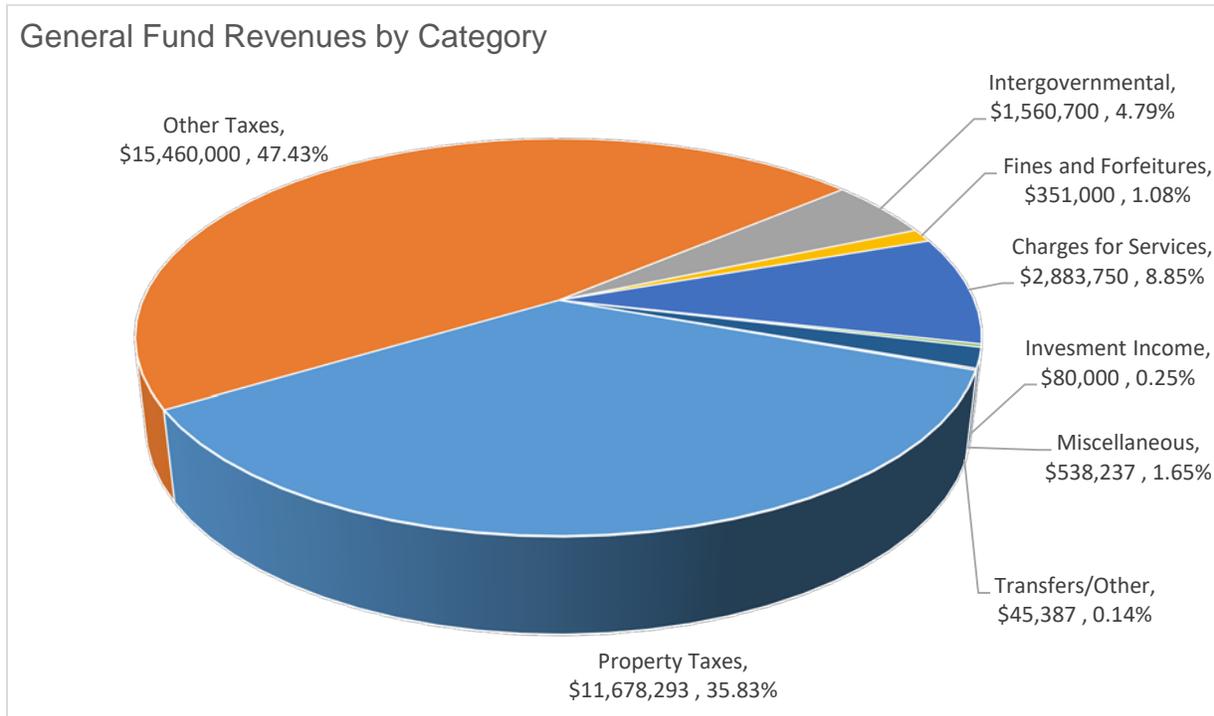
- Pursue available grants when possible, leveraging Village funds.
- Transfer dollars from the General Fund and other funds to the Debt Service Fund to lower the Debt Service Tax levy.
- Continue to transfer dollars from the General Fund to the Capital Equipment Replacement Fund (\$1,900,000 for FY 2020 budget) to replace vehicles and equipment in a timely manner.
- Incorporate Village Board goals and objectives throughout the year, tracking with metrics for the budget process.
- Dedicate 25% of the total Telecommunication Tax Revenue (\$90,000) 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 has been to address both today's needs while also addressing future known costs in a sustainable manner with a smaller present-value investment.

### GENERAL FUND REVENUE ASSUMPTIONS

The FY 2020 General Fund budget is based upon projected revenues from taxes, fees, and other sources totaling \$32,597,367. This represents an increase of \$815,420 (3.0%) from budgeted revenues of \$31,781,947 for FY 2019. The change is mainly due to an increase in income tax, combined with an increase in projected revenues from Sales Tax and Home Rule Sales Tax, as well as interest income.

Several major categories of General Fund revenues are described in greater detail as follows:



**Property Tax** – The property tax levy is the largest source of revenue for the Village’s General Fund, comprising 35-40% of all receipts on an annual basis. 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 corporate property tax levy that goes to the General Fund to support daily operations was unchanged in FY 2020 at \$7,475,000 while the portion of the levy that goes to the Police and Fire pensions was also unchanged in FY 2020 at \$3,837,733.

**State & Home Rule Sales Tax** – Sales tax represents 26.5% of total General Fund revenue and reflects Carpentersville’s 1% share of the State sales tax rate and 2% home rule sales tax rate. All sales tax revenues are 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.

As the economy improves, actual revenues in the current year will generally increase above the budgeted amounts. The Village staff expects to continue this trend in fiscal year 2020.

**State Income Tax** – State Income Tax is the third largest source, 11.2%, of General Fund revenue. As with sales tax, income taxes are collected by the State of Illinois and distributed to the Village. Income Tax is distributed on a per capita basis. The FY 2020 budget for income tax revenue is \$3,650,000, which is \$75,000 higher than the FY 2019 budgeted number of \$3,575,000.

**WATER AND SEWER FUND**

The Water and Sewer Fund is used to account for the provision of water and sewer services to the residents of the Village.

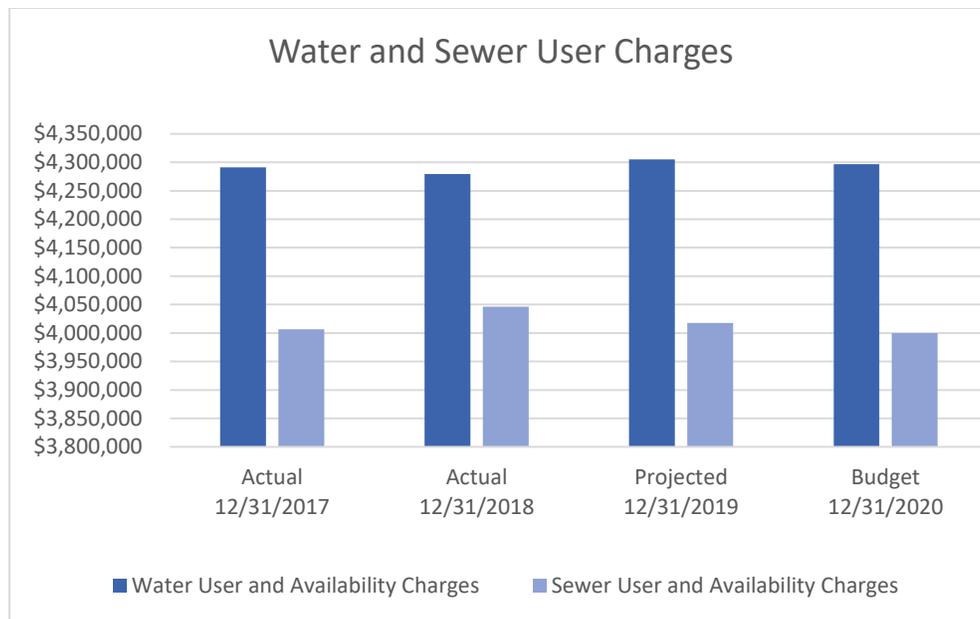
**WATER AND SEWER FUND EXPENDITURE ASSUMPTIONS**

Anticipated expenditures in the FY 2020 budget are \$10,918,885, while budgeted revenues are only \$8,719,468. Fund balance reserves of \$2,199,417 are being used to balance the revenues and expenditures. The Village of Carpentersville has taken several measures to maintain sufficient operating revenue and reduce operating costs when possible. For example, to reduce costs, the Village implemented corrective action to reduce water loss in the system, including improvements to water/sewer infrastructure such as pipe lining and fixing leaks.

**WATER AND SEWER FUND REVENUE ASSUMPTIONS**

Projected revenues for FY 2019 are \$8,782,258, which is \$995,536 less than the budgeted amount of \$9,777,794. The Village is anticipating a slight decrease in revenues for 2020 for a total of \$8,719,468 budgeted.

Below is a comparison of major water and sewer revenues:



**OTHER MAJOR FUND EXPENDITURES**

The Carpentersville budget includes other funds that account for specific programs or projects, including capital improvements/projects, Debt Service, MFT, Tax Increment Financing Districts (TIFs), Special Service Areas (SSAs), and Police and Fire Pension Funds.

**Capital Projects** – FY 2020 budget includes \$12,965,163 in capital expenditures for projects in the CERF and CIP Funds. Major projects include Village Hall improvements, and various stormwater and roadway improvements.

**Debt Service** – The General Obligation principal and interest debt payments for FY 2020 are budgeted at \$3,194,756. Of that amount, only \$2,213,433 is supported by the property tax levy and budgeted in the Debt Service Fund; the remaining amount will be paid by other revenue streams such as local motor fuel tax, MFT and General Fund transfers.

**MFT Fund** – Budgeted expenditures in the MFT Fund total \$2,088,010. This includes funding for street light power, asphalt, road salt, and debt service on the 2014 bond issue.

**TIF Funds** – The Village has four TIF Funds included in the budget. TIF #1 is located in the Spring Hill Center for Commerce and Industry. Total expenditures budgeted in TIF #1 are \$5,160. TIF #3, the Meadowdale-Route 25 TIF, includes budgeted expenditures of \$14,483. TIF #4, created for partial rehabilitation of the Spring Hill Center for Commerce and Industry, includes budgeted expenditures of \$284. TIF #5, Old Town TIF, created for infrastructure improvements within the Old Town area, includes budgeted expenditures of \$657,589.

**Police and Fire Pension Funds** – Contributions to the Police and Fire Pension Funds consist primarily of employee payroll deductions and the Village's annual required contribution which is funded through the tax levy. 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 to meet the required pension contribution.

The current budget includes a levy for the Police Pension Fund of \$2,592,631, which is the same amount as the prior year levy. It also includes a levy contribution to the Fire Pension Fund of \$1,245,102, which is also the same amount as the prior levy year. Employee contributions to the Police and Fire Pension Funds are budgeted at \$588,600 and \$307,500, respectively.

**FUTURE OUTLOOK**

As we look into the future, there are many challenges not only for the Village of Carpentersville but also for most other municipalities. The Village, like all units of local government in Illinois, was impacted by the state. As a part of their budget balancing act, the State Government decided to reduce the Local Government Distributive Fund (LGDF) revenues by 10% in the State’s FY2018 Budget and reduced that to 5% in the State’s FY2019 Budget, thus the Village reported a slight increase in income taxes for FY 2019. The Village is anticipating an increase in income taxes for the FY 2020 budget, as the local economy continues to rebound.

Despite economic volatility, the Village Board and Staff have consistently adhered to a rigorous review of fiscal policies and best practices established by the Illinois Municipal League and the Government Finance Officers Association (GFOA) to implement operational efficiencies whenever possible despite never losing focus on delivering the best quality service to our Residents and Businesses. This has contributed to our strong financial position and AA3 bond rating, a GFOA Comprehensive Annual Financial Report award and a GFOA Distinguished Budget Presentation Award.

The Village has committed to investing in infrastructure improvements over a period of several years. Some of the major projects are stormwater and roadway improvements, as well as Village Hall improvements. The funding for these projects comes from 2014 General Obligation Bonds, Local grants, State grants, Federal grants, TIF dollars, and transfers of fund balance from the General Fund as directed by the Board.

The Village had previously initiated a rebranding process. This budget had funds allocated to rebranding and pursued a website redesign in FY 2019 in order to make it more user friendly and improve transparency. Carpentersville has also starting a marketing campaign to attract residents and businesses alike. Much of the rebranding and marketing process took place in FY 2019 and will continue into FY 2020.

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. We would also like to thank the Department Directors and their staff for their assistance in the budget process.

Respectfully submitted,

  
Eric Johnson, Village Manager

  
Jamie Wilkey, Finance Director



**FISCAL YEAR ENDING (FYE) DECEMBER 31, 2020 BUDGET  
CALENDAR**

<b>Tuesday, September 24, 2019</b>	<b>First budgets due to Finance – All departments</b>
<b>Tuesday, September 10, 2019</b>	<b>Audit and Finance Commission Meeting</b> - Budget Kick-off with a 6-month budget review for fiscal year-end December 31, 2019 and capital discussion.
<b>Monday, October 28, 2019</b>	<b>Audit and Finance Commission Meeting</b> – Discussed updates to finance/budget policies. 2020 Proposed Budget overview, department presentations
<b>Tuesday, October 29, 2019</b>	<b>Audit and Finance Commission Meeting</b> – Final department presentations, capital presentation, 2020 Proposed Budget concluding overview
<b>Tuesday, November 5, 2019</b>	<b>Board Meeting</b> –Presentation of the budget and Estimated Tax Levy Presentation
<b>Tuesday, December 3, 2019</b>	<b>Board Meeting</b> – Public Hearing - Budget and Tax Levy ordinance approval

## FINANCIAL MANAGEMENT POLICIES

### Purpose

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.

### 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:

Management shall prepare a draft of the annual budget for review by the Audit and Finance Commission not less than 60 days prior to the end of the fiscal year. The recommended budget shall be submitted to the Village Board of Trustees not less than 45 days prior to the end of each fiscal year.

The annual budget shall effectively communicate meaningful and understandable information to the Village residents, Village Board, Village Staff, and other readers.

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.

The annual budget shall allow for the implementation of as many of the Village Board's goals and objectives as financially possible.

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.

The annual budget shall provide funding for the adequate maintenance of municipal equipment, municipal facilities, and infrastructure.

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.

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.

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.

Limit the use of the General Fund unassigned fund balance reserve to nonrecurring operating or capital expenditures.

The Village's basis of budgeting is modified accrual (the same as the annual audited financial statements). Operating expenditures in the Village's general, special revenue, debt service and capital projects funds represent the total budgeted expenditures for the year less any debt service and capital outlay related expenditures. Operating expenses in the Village's enterprise and internal service funds includes total budgeted expenses (including depreciation and debt service payments).

### **Budget Amendment:**

Pursuant to Village Ordinance the budget may be amended in the following manner:

-Board approval of budget amendments is necessary only when expenditures exceed the approved budget at the fund level. The Village Manager or his designee has the authority to delete, add, change or create line item accounts and other subclasses within divisions or departments and divisions and departments themselves. In addition, departments can transfer previously budgeted amounts between line item accounts, divisions and departments within the same fund. In no case shall the approved budget be increased or decreased without Board approval.

-With the Village Board approval, the annual budget may be revised by deleting, adding to, or changing line item accounts within divisions or departments and divisions and departments themselves. In addition, the Board may authorize transferring budgeted dollar amounts between funds.

### **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, December 31. 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 cannot 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.

**Balanced Budget** – the Village operates under the policy of a balanced operating budget. Normally, operating expenditures are less than operating revenues such as non-debt service property taxes, other taxes, intergovernmental revenues, fees and charges for services. Surplus from operations funds a portion, if not all, of ongoing capital improvement needs. A total budget deficit will only be the result of discretionary spending approved by the Board for capital improvements.

### **Policies for Key Funds**

**General Fund** – The Village will strive to maintain a minimum total fund balance of 25% of annual operating expenditures. Any fund balance over 25% of next year's budgeted operating expenditures may be transferred to the Capital Projects Fund at the end of the year with the Board approval. This transfer will be done provided sufficient cash is available in the General Fund for operating expenditures.

**Motor Fuel Tax Fund** – The Village will strive to maintain a minimum restricted fund balance in the Motor Fuel Tax Fund equal to 25% 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 next year’s budgeted operating expenses. 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 for the following fiscal year. The fund balance is necessary to provide sufficient monies for the replacement of major capital equipment in accordance with the annual replacement schedule.

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) Non-spendable (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:

- 1) Levy for general obligation bond principal and interest less abatements.
- 2) Levy for Police, and Fire pensions per actuary 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.
- 3) 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.
- 4) Levy to fund additional personnel as determined by the Village Board.

User charges and tap-on fees will be sufficient to finance all operating (including depreciation) 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
- Bulletproof vest grant revenues
- 1.5% of the 6% rate for Simplified Telecommunication Tax revenue

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**

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.

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.

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.

The Village's financial statements shall be prepared according to generally-accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).

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 is a home rule municipality. Chapter 65, Section 5/8-5-1 of the Illinois Compiled Statutes governs computation of the legal debt margin. "The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property...(2) if its population is more than 25,000 and less than 50,000 an aggregate of one per cent:...indebtedness which is outstanding on the effective date (July 1, 1971) of this constitution or which is thereafter approved by referendum...shall not be included in the foregoing percentage amounts."

To date, the General Assembly has set no limits for home rule municipalities.

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.

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.

The term of debt issued for capital improvement projects shall not exceed the project's useful life and generally will not exceed 20 years.

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.

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;

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;

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;

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.

When CERF equipment is sold, the proceeds of the sale shall be credited to the CERF Fund.

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.

### **Capital Asset Policy**

The Village shall establish and maintain capital 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.

Capital 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, right of ways, pumping stations, lift stations, traffic lights, and streetlights. 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.).

Certain items will not be capitalized, including: fences, entrance signs, tree plantings, burial of electrical lines, sidewalks, fountains, and parks.

Road projects shall be capitalized when the cost exceeds the capitalization threshold and the work materially extends the life of the street. 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, \$100,000 for infrastructure, and \$1 for land and right of way.

Responsibility for control of assets rests with the operating department wherein the asset is located. The Director of Finance shall ensure that control over capital assets is maintained by establishing a capital 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 capital 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 capital 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 "capital 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 Village will take a half year of depreciation in the year placed in service for all assets. 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 supervisor.

Non-standard entries will be prepared by the individuals within the finance department and approved by the assistant finance director or accounting supervisor. Balance sheet accounts are reconciled on a monthly basis by the accounting supervisor. Revenue and Expenditure year to date budget reports are reviewed by the assistant finance director and all department heads on a monthly basis.

All standard entries are reviewed by the assistant finance director through the bank reconciliation process. The accounting supervisor posts all journal entries and prepares the bank reconciliations and the assistant finance director reviews the bank reconciliations for appropriateness.

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

**Investment Policy**

**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
- Letter of Credit issued by Federal Home Loan Bank

The amount of collateral provided will be not less than 05 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.

## **Purchasing Policy**

### Section I - Overview **Introduction/Statement of Policy**

The Village of Carpentersville is governed by both state laws and local ordinances with regards to purchasing policies and procedures. Many of these laws and ordinances have been enacted to conserve tax dollars and to protect the public from fraudulent practices. While laws and ordinances can help to achieve these goals, a higher public purchasing standard must be implemented to protect the public trust. The purchasing policies and procedures of the Village of Carpentersville have been developed with this standard as the highest priority.

The Village of Carpentersville has adopted the provision of Illinois Statutes commonly called the “Budget Officer Act” whereby an annual budget is adopted in lieu of an appropriation ordinance. The annual budget includes all Village operating units and is made up of line items for each object of expenditure. When adopted by the Mayor and Board of Trustees, the budget becomes the legal authorization to expend resources for providing Village services. Accordingly, all Village expenditures must be authorized in the approved budget or in a subsequent amendment.

The goal of the Village’s purchasing program is to obtain quality goods and services at the lowest possible price. The purpose of this manual is to establish guidelines to achieve this goal within the philosophy stated above. Therefore, the procedures contained in this manual will assist the Village Manager and Department Heads in procuring necessary goods and materials in a manner that is consistent with the highest standards of public service.

This purchasing manual provides guidelines and directions for the procurement of goods and services. When used with good judgment and common sense, the policies and procedures conveyed within this manual will allow the Village to procure required supplies and services efficiently and economically. All purchasing by the Village will be in accordance with the Village Code, Village policy and Illinois law. Village employees are expected to conduct themselves in a manner which will lead to public confidence in the integrity of the Village’s procurement procedures.

The Village utilizes a decentralized purchasing process. Purchasing activities (specification preparation, bid reviews, telephone quotation solicitation, and requisition preparation) are the responsibility of each department and must be conducted within procedures established by this policy.

The Village will make every effort to purchase services, commodities, or materials from vendors located in Carpentersville if these vendors are competitive in price and quality.

The Village encourages the use of environmentally friendly products. Priority shall be given to these products provided the products are competitive in price and quality.

It shall be the policy of the Village to participate in joint purchasing cooperatives such as the Northwest Municipal Conference or State of Illinois joint purchasing programs to the extent such programs provide an economic advantage to the Village.

This manual is designed to be a fluid document and will be amended from time to time to conform to changes in legislation, technology and actual practice. Employees who need assistance with specific purchasing situations not covered by the Purchasing Manual should contact the Finance Director.

## Section II – Purchasing Policies

### Code of Ethics

All Village personnel engaged in purchasing and related activities shall conduct business matters with the highest level of integrity. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of residents and business owners of the community. Village employees are expected to conduct themselves in the following manner:

1. Ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations, and Village policies.
2. Not accept gifts or favors from current or potential suppliers, which might compromise the integrity of their purchasing function.
3. Specify generic descriptions of goods whenever possible in lieu of brand names when compiling specifications.
4. Never allow purchase orders for similar or like goods or services to be split into smaller orders to avoid required approval or in any manner that would circumvent this Policy or applicable law.
5. Purchase without favor or prejudice.
6. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their proposal or quotation and that any subsequent information is made available to all bidders.
7. Establish and maintain procedures to ensure that fair and equal consideration is given to each proposal or quotation received and selection is based upon the lowest total cost compliant bid.
8. Provide a prompt and courteous response to all inquiries from potential or existing suppliers.

It shall be the responsibility of the Village Manager or his designee to determine if a violation of this Code of Ethics has occurred and if any disciplinary action is necessary.

The letting of Public Works contracts shall be governed by the provisions of 65 ILCS 5/8-9-1 and the Village Code, Chapter 3.04. No purchases for personal use are permitted.

Section II – Purchasing Policies  
**Conflict of Interest Policy**

Except as may be disclosed to and permitted by the Village Board, it shall be a breach of ethical standards for any employee to participate directly or indirectly in the purchasing process when:

1. The employee is contemporaneously employed by a bidder, vendor or contractor involved in the procurement transaction; or
2. The employee, the employee's domestic partner, or any member of the employee's immediate family holds a position with a bidder, proposer or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest in the company; or
3. The employee, the employee's domestic partner, or any member of the employee's immediate family has a financial interest arising from the procurement transaction; or
4. The employee, the employee's domestic partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, vendor or contractor.

The employee's immediate family shall be defined as a spouse, children, parents, brothers and sisters, and any other person living in the same household as the employee.

It shall be the responsibility of the Village Manager or his designee to determine if a violation of this Conflict of Interest policy has occurred and if any disciplinary action is warranted.

Section II – Purchasing Policies  
**Gifts and Gratuities – Village Guidelines for Accepting**

Village personnel should be aware that offers of gratitude from vendors could be designed to compromise objective judgment in product or service selection. Accordingly, it is Village policy to observe the highest standards of ethics and to shield the employee, the Village and the vendor from any suggestion or appearance of conflict of interest.

No employee shall permit any influence by vendors, which could conflict with the best interest of the Village, or prejudice the Village's reputation. Expenditures of Village funds to vendors shall not by intention personally benefit any person employed with the Village. Employees shall strive to follow the following guidelines:

1. Tangible gifts or gratuities shall not be accepted where their value suggests something more than merely a social gesture. Such gifts should be returned with a statement of Village policy. Promotional or advertising items of nominal value such as key chains, pens, coffee mugs, calendars and holiday candy are acceptable, to the extent permitted by Illinois law. Gifts that

are capable of being shared, such as a box of chocolates, shall be shared within the office or section where the recipient works.

2. Association with vendor representatives at business meals or business organization meetings is occasionally necessary and is neither questionable nor unethical, provided the individual keeps himself/herself free of obligation.
3. Personal loans of money or equipment are not to be accepted from a vendor or an individual associated with a vendor doing business with the Village.
4. Solicitation of vendors for merchandise or certificates to serve as door prizes or favors is normally prohibited. However, the Village Manager may approve exceptions.
5. Corporate discounts granted to Village employees are acceptable only if they are offered to all Village employees and other corporate clients of the vendor.

If in any doubt about the propriety of accepting a gift, the matter should be referred to the Department Head who will, if necessary, discuss the matter with the Village Manager or his/her designee.

**Section II – Purchasing Policies**  
**Approval of Village Purchases**

No employee shall purchase goods or services on behalf of the Village without first seeking approval as required by this policy. All purchases shall require advance approval of the appropriate Supervisor, Department Head, the Director of Finance and the Village Manager in accordance with the guidelines described below:

<u>Dollar Limits</u>	<u>Required Approvals</u>
Under \$5,000	Supervisor and Department Head
\$5,001-\$24,999	Supervisor, Department Head, Director of Finance and Village Manager
\$25,000 & Above	Department Head, Director of Finance, Village Manager and Board of Trustees

Approval for purchases shall occur before the purchase is made. At the discretion of the Department Head, approval levels for Supervisors may be increased to an amount not to exceed the Department Head’s authority. In addition, any person responsible for approving purchases at any level may delegate his or her approval authority to a designee in the event he or she is unavailable to approve purchases.

Section II – Purchasing Policies  
**Signing of Contracts**

All contracts must be executed by the Village Manager, except as may be directed by the Board of Trustees.

Section III – Competitive Quotes and Exceptions to the Policy  
**General Policy for Soliciting Quotes**

Employees are responsible for obtaining quotes for purchases in the instances outlined below. When submitting a purchase requisition prior to purchase using the MUNIS software, quotes shall be added to the requisition. The limits shall include all costs involved with a purchase, including shipping, installation, etc. Requisitions submitted without the required quotes or a satisfactory explanation of why quotes were not obtained (e.g. sole source, emergency, standardized vendor, etc.) will be returned to the originator without approval.

Up to \$5,000

Day-to-day purchasing may be done without prior approval; the responsibility still exists for making the most economical purchases. Price checks and surveys must be made from time to time to ensure that the price being paid is the best price available and that the quality is the best that is required.

\$5,001 - \$24,999

Three written quotes. The quotes must be listed in the MUNIS purchase requisition. Hard copies shall be obtained and retained in the department's files for auditing purposes.

\$25,000 & Above

Must be competitively bid in accordance with State law and Village ordinances. Village Board approval is required for all contracts above \$25,000.

Items purchased more than once during a fiscal year (e.g. forms, copier supplies, etc.) do not need quotes every time a purchase is made. However, competitive quotes for these items shall be sought at least once each year to ensure that vendors are competitive.

Section III – Competitive Quotes and Exceptions to the Policy  
**Joint Purchasing**

**State of Illinois**

Certain items are annually let for bids by the State of Illinois procurement division. Any unit of government in the state may avail itself of these bid prices. Purchasing through the State of Illinois procurement division shall satisfy the requirement for bidding even though the purchase is in excess of \$25,000.00. **Other Units of Government**

Periodic checks of what other municipalities are paying can confirm whether the Village is receiving a good price. If a neighboring municipality is contemplating the bidding of a particular item, which is also to be bid by the Village of Carpentersville, the joining of the two municipalities could result in a lower price. The Village Manager should be consulted before entering into any purchases for these items.

**Cooperative Purchasing**

It may also be beneficial for the village to join with other units of local government or entities that are so qualified under 320 ILCS 525/2 in securing price quotations and bid letting. Participation in or sponsorship of a cooperative purchasing agreement for the procurement of any supplies, services, or construction with one or more governmental units shall satisfy the requirement for bidding even though the purchase is in excess of \$25,000.00. All cooperative purchasing conducted under this subsection shall be through contracts awarded through full and open competition and follow any applicable requirements set forth in the Governmental Purchasing Act and Illinois Procurement Code, 30 ILCS 500/1-1 et. seq.

**Commodity Purchasing**

The village may also employ methods of internal price comparisons for bulk commodity purchases such as but not limited to salt, computer equipment, and software, up to \$100,000.00 and such shall satisfy the requirement for bidding even though the purchase is in excess of \$25,000.00.

**Section III – Competitive Quotes and Exceptions to the Policy**  
**Sole Source Purchases**

Contracts for parts, supplies or equipment that are available only from a single source are referred to as sole source purchases. Sole source procurements may arise from the following circumstances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier.
2. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.
3. An item where compatibility is the overriding consideration, such as computer software.
4. A used item, for example, an ambulance that was only used in trade shows purchased at a discount, which becomes immediately available and is subject to prior sale.

These items shall not be subject to requirements for seeking competitive quotes or bids. However, purchases in excess of \$20,000 shall be presented to the Village Board prior to acquisition with a request to waive bids, approve the purchase order and enter into a formal contract.

**Section III – Competitive Quotes and Exceptions to the Policy**  
**Emergency Purchases Policy**

Emergencies are defined as events that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety. In the event of an emergency affecting the public health and safety, the Department Head and Village Manager or his/her designee may authorize a vendor to perform work necessary to resolve such emergency without formal bid solicitation. If the emergency and the need for immediate action exceed \$25,000, documentation shall be presented to the Village Board at its next regularly scheduled meeting for ratification.

### Section III – Competitive Quotes and Exceptions to the Policy **Request for Professional Services**

Certain professional service contracts and agreements may be accomplished through requests for proposals (RFPs) which are considered by the Village to be those which, by their nature, are not adapted to award by competitive bidding. These arrangements may include, but are not limited to, contracts for services of individuals possessing a high degree of professional skill where the ability of the individual plays an important role. RFPs may also be used for contracts or agreements for specialized maintenance or repair services, and contracts or agreements for data processing services. These contracts or agreements may be entered into without formal bidding with the approval of the Village Manager for amounts up to \$25,000. The Village Board must specifically approve any contract in excess of \$25,000.

### Section III – Competitive Quotes and Exceptions to the Policy **Service Contracts**

From time to time, the Village enters into contracts for essential services. The purposes of these contracts are varied and often require bids or bid waivers. Contracts are often entered into without bids. When bids are waived, a contract is entered into through negotiation or acceptance of a proposal from the vendor who wishes to supply the service. In most cases where bids are waived, the same legal requirements as in a bid situation still apply.

It must be remembered that a contract is a legal document and must follow a prescribed procedure for implementation.

All contracts, to be valid, must be signed by an authorized representative of the company to supply the services and an authorized representative of the Village. The Village Manager, or such other person as may be authorized by the Board of Trustees, may enter into a contract for the Village, provided that all applicable procedures (such as formal bidding, bid waivers, and quotations) have been met. A copy of the contract is to be immediately forwarded to the Village Clerk after being executed.

A non-expiring contract may be entered into in the same manner as a contract with an expiration date provided that a clause is inserted into the contract allowing the Village to terminate the contract within 30 to 90 days upon proper notification by the Village to the vendor to do so.

All contracts must have their terms, such as dates and fees, defined. Procedures for applying for cost overruns of the contract must be specifically spelled out.

### Section III – Competitive Quotes and Exceptions to the Policy **Waiver of Competitive Bidding**

In certain circumstances, a Department Head may believe that the best interests of the Village would be served by a purchase from one particular vendor despite the amount of the purchase being in excess of \$20,000. In this instance, a Request for Bid Waiver must include adequate justification and be forwarded to the Village Manager. After review and concurrence, a Request for Bid Waiver shall be forwarded to the Village Board for final consideration.

### Section III – Competitive Quotes and Exceptions to the Policy **Local Vendors**

When securing price quotations, Department Heads shall, to the extent practicable, solicit quotations from qualified vendors located in the Village of Carpentersville. No price preference will be given to local businesses; however, if everything else is equal between two or more possible vendors, the Carpentersville-based vendors shall rate preferences.

### Section IV – The Bidding Process **Bidding Procedures**

Having recognized the need for formal bid letting, the following process is to be followed:

The requesting department prepares the specifications for the item to be let for bid.

The department head arranges the specifications into proper format and prepares the other needed documents to complete the bid invitation package. Required documents of a bid invitation package are:

- Cover letter / Invitation to Bid
- Specifications of the item / service to be bid (including maps drawings and/or any other pertinent documents)
- Proposal Form
- General instructions to bidders
- Bidder's Certification Form(s) (i.e. non-collusion, bid rigging or bid rotation, sexual harassment, tax compliance, etc.)
- Special Provisions

The department head arranges for a bid opening date. The date must be at least ten calendar days from the published notification date, but not more than 45calendar days.

The department head is responsible for placing a legal notice concerning the bid in a local newspaper of general circulation at least ten calendar days prior to the bid opening.

The department head sends bid invitations to all known responsible vendors on the bidder's list for the particular item as well as to any other prospective bidder. If a bid package is costly to reproduce, a nominal charge for the package may be assessed.

The department head (or designee) and at least one other Village employee are present at the bid opening.

The department head reviews the bids and decides upon the lowest, responsible, bidder. Then makes a recommendation to the Village Manager and writes the Board Agenda Memo for this purpose.

If the bid falls under the guidelines necessary for credit checks, the recommended bidder may be subject to those guidelines.

Following the award of a bid by the Village Board, the department head prepares and sends a purchase order to the successful bidder. If the bid was for several items or materials to be purchased over a period of time, the department head notifies the successful bidder by letter with a copy to the Finance Director so that a purchasing procedure can be established.

Bids received by way of facsimile machine are unacceptable and will not be acknowledged.

Bids received after the due date and time are to be returned unopened to the bidder with a cover letter stating date and time the "Bid" was actually received.

Only the criteria stated in the bid invitation package may be used in the process of determining the successful bidder.

Premature opening of bids: In the event of a sealed bid being opened prior to the determined date and time for such opening, the person shall submit a written affidavit to the Finance Director or his designee stating the time of the premature opening and the circumstances causing such premature opening, and stating as fact that the information contained in the bid documents has not been disclosed to the public, any potential bidder, or any Village employee. The Finance Director or his designee will then reseal the bid, to be opened at the appropriate time.

### **Criminal Code Compliance**

In all cases of a public bid letting, the provisions of Code Section 720 ILCS 5/33 et.seq, addressing the criminal code of the Illinois Compiled Statutes regarding bid rigging and collusive activities shall be strictly followed.

A Criminal Code Compliance certificate shall be included in all bid invitation packages. All bidders must properly execute this form as prescribed and attach it to the bid proposal form in their sealed envelope.

1. The failure of a bidder to submit this form with the bid shall render the bidder to be non-responsible.
  - a. The submission of the certification after the bid opening will not be acceptable.

- b. Additionally, each bidder shall be responsible for signing a non-collusion certificate
2. Each bidder may submit written questions to be answered in an addendum shared with all prospective bidders.

### **Change Orders**

Subsequent to a bid award, change orders may be found to be necessary.

- a. The Department Head may approve any change orders in an amount up to \$5,000. The Village Manager must approve all change orders between \$5,000 and \$10,000. Any change order in excess of \$10,000 must be submitted to the Village Manager for approval by the board.
- b. Requests for change orders must state that the circumstances said to necessitate the change were not reasonably foreseeable at the time the contract was signed, were not within the contemplation of the contract as signed, or are in the best interest of the Village of Carpentersville.
- c. Notwithstanding any provision of this Policy to the contrary, a change order must be authorized by the Village Board if there is an increase (decrease) in time of completion by 30 days or more, or if otherwise required pursuant to the applicable contract or agreement.

### **Illinois Prevailing Wage Act**

The Illinois Prevailing Wage Act requires that, in all construction contracts entered into for public works construction projects, the prevailing wages as issued by the Illinois Department of Labor for Kane County, be paid to all laborers, workers and mechanics performing work under the contract.

The bid package for such construction contracts shall contain the most recent listing of the said prevailing wages.

### **Public Contracts - Illinois Municipal Code**

Division 42.1 of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*, prohibits Illinois municipalities from entering into a contract with an individual or entity that is delinquent in the payment of any tax administered by the Illinois Department of Revenue. A certification form shall be included in all bid invitation packages. This form shall immediately follow the certification form required by the statute. All bidders must properly execute this form as prescribed and attach it to the bid proposal form in their sealed envelope.

## **Specifications, Preparation and Bid Award**

In all cases, the requesting department is responsible for the initial specification preparation for bids. The Finance Director will assist the department as needed or requested but it is generally held that the requesting department has the best knowledge of what is needed. Specifications may not be developed in a manner intended to specifically exclude a potential bidder on a technicality or developed in such a manner that only one bidder is possible. Specifications must be broad enough to invite competition but yet not be so loose as to invite a potentially low bid on an item that is not desired or not in the best interests of the Village.

The bid award is to be made to the lowest responsible bidder. The determination of the “lowest responsible bidder” is a matter of the sound and reasonable discretion of the Village based on, among other items, the credentials, financial information, bonding capacity, insurance protection, qualifications of the labor and management of the firm, past experience, ability to meet all specifications and ability to complete the contract in a timely manner.

### **Section V – Purchasing Procedures Regular Purchase Orders**

A purchase order must be prepared for the following purchases:

1. Any purchase of goods or services of \$5,000 or above
2. Any purchase from a source determined by a formal bid, bid waiver, or formal quotation
3. Any capital outlay item
4. Any case where the vendor requires a purchase order

Capital Improvements or Contracted Services do not required a purchase order

### **Section V – Purchasing Procedures Open Purchase Order Agreements**

In certain circumstances, where vendors are used frequently, an open purchase order may be set up at the beginning of the year as approved by the Department head. A purchase order form must be approved by the department head (and Village Manager, if over \$5,000) before initiating any purchase.

### **Section V – Purchasing Procedures Issuance of Purchase Orders**

Purchase orders shall be prepared by each Village department for purchases of all materials, supplies, equipment, and services in excess of \$5,000 with the exception of those previously identified. A purchase order shall be prepared prior to making a commitment to purchase or immediately after authorization by the Village Board. In the event of emergency purchases or where goods or services have been received, the purchase order should be marked “Confirmation.”

Each department shall prepare all requisitions utilizing the MUNIS software. All requisition shall be reviewed and approved by the appropriate approval levels prior to the issuance of the purchase order. Fund availability is checked, approved by the Finance Director, and the final purchase order is signed by the Village Manager. The signed purchase order will be forwarded to the Department for distribution.

The purchase order automatically is entered into the encumbrance ledger in MUNIS and the Finance Department stores a copy of the purchase order until the goods or services have been received.

After the goods or services have been received, the Department will verify the order and the unit price authorized, and processes the invoice for payment.

**Section V – Purchasing Procedures**  
**New Vendors**

New vendors will be researched against the Better Business Bureau website and a phone call will be made to confirm the vendor’s existence. In addition, the new vendor must provide a W-9 (including the tax identification #) before a purchase order is produced. New Vendors are only added by the Accounts Payable Accountant.

**Section V – Purchasing Procedures**  
**Manual Checks**

Manual checks are interim checks issued to vendors as payments for goods delivered or services performed. The checks are issued between normal accounts payable cycles when an emergency or other extenuating circumstance as determined by the Finance Director makes it impractical or unreasonable to process the payment following normal payment methods. Manual checks are labor intensive and time consuming to issue; therefore, their use as a method of payment shall be restricted to unique or special circumstances.

All requests for manual checks must be accompanied by a written request from the Department Head. The request shall include the vendor’s name and address, the general ledger number against which it is being charged, a description of the item purchased, and an explanation in the remarks section as to need for the check. The form shall also include the signature of the applicable Department Head.

Section V – Purchasing Procedures  
**Purchasing Cards**

The Village may authorize the use of purchasing cards to department heads as needed, and may also issue them to certain designees within the department (supervisors, maintenance staff, etc.). The same purchasing requirements will apply as indicated above. At the time the bill is received for the month’s purchases, each department head will submit the bills and all original receipts for purchases. Employees are to further follow the requirements of the Village’s separate credit card policy. Abuse of this system for personal use may lead to immediate termination.

Section V – Purchasing Procedures  
**Petty Cash**

Petty Cash funds are established to pay for infrequent purchases that are under \$50.00 and require immediate payment. Tolls, parking, filing costs, etc. are traditional expenses that fall into this category. Department heads must approve the Petty Cash reimbursement vouchers. Petty Cash funds have been established in the following departments: Finance, Police and Fire. The Finance Department will conduct periodic audits of the Petty Cash funds established in each department.

Section VI – Miscellaneous Purchasing Policies and Guidelines  
**Use of Sales Tax Exemption Number**

Village purchases are not subject to sales tax; therefore, employees shall make efforts to inform vendors of the Village’s tax exempt status and to ensure that sales tax is not paid for purchases made with petty cash or credit cards. Employees shall provide vendors who request them with a sales tax exemption form. Sales tax exemption forms may be obtained from the Finance Director.

Use of the Village’s sales tax exemption number is restricted to purchases made on behalf of the Village. State law prohibits use of the Village’s sales tax exemption number for personal reasons.

Section VI – Miscellaneous Purchasing Policies and Guidelines  
**Use of Outside Contractors or Vendors**

Illinois Department of Revenue regulations allow contractors to use the Village’s sales tax exemption number to purchase materials used in construction of public improvements, which will be eventually dedicated to the Village. Use of the exemption number is limited to purchases directly related to work being done on behalf of the Village. Contractors are responsible for any tax due on purchases determined to be non-exempt and for purchases not made on the Village’s behalf.

Requests by contractors for the Village’s sales tax exemption number shall be forwarded to the Finance Director or his/her designee. In order to obtain the number, the contractor shall be required to complete and submit to the Village a sales tax exemption authorization request, which includes the supplier’s location and a list of materials to be purchased. After the proper request has been received, the Village will provide the contractor with a sales tax exemption certificate.

**Section VI – Miscellaneous Purchasing Policies and Guidelines**

**Equal Opportunity**

When applicable, contractors shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A). Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

Adopted Date: 6/5/2012  
Revised: 10/21/2014  
Revised 2016, 2018

**VILLAGE OF CARPENTERSVILLE**  
**Full Time Equivalent Employees By Department**  
**Fiscal Year Ending December 31, 2020**

Position Description	2017 FTE	2018 FTE	2019 Projected FTE	2020 Budget FTE
<b>LEGISLATIVE</b>				
VILLAGE CLERK	1.00	1.00	1.00	1.00
FREEDOM OF INFORMATION TECHNICIAN				0.50
<b>LEGISLATIVE TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.50</b>
<b>ADMINISTRATION</b>				
VILLAGE MANAGER	1.00	1.00	1.00	1.00
ECONOMIC DEVELOPMENT DIRECTOR (A)	1.00	1.00	1.00	1.00
ECONOMIC DEV COORDINATOR	-	-	-	-
MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
PT MANAGEMENT ANALYST	0.75	-	-	-
<b>ADMINISTRATION TOTAL</b>	<b>3.75</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
(A) This position is budgeted in Community Development				
<b>FINANCE</b>				
FINANCE DIRECTOR	1.00	1.00	1.00	1.00
ASST FINANCE DIRECTOR	1.00	1.00	1.00	1.00
ACCOUNTING SUPERVISOR	1.00	1.00	1.00	1.00
PAYROLL/BENEFIT ADMINISTRATOR	1.00	1.00	1.00	1.00
ACCOUNT CLERK FINANCE	2.00	2.00	2.00	2.00
ACCOUNTS PAYABLE	0.20	0.20	0.20	0.20
CUSTOMER SERVICE CLERK	0.50	0.50	0.50	0.50
<b>HUMAN RESOURCES</b>				
HUMAN RESOURCES MANAGER	1.00	1.00	1.00	1.00
HUMAN RESOURCES GENERALIST	1.00	1.00	1.00	1.00
<b>FINANCE AND HUMAN RESOURCES TOTAL</b>	<b>8.70</b>	<b>8.70</b>	<b>8.70</b>	<b>8.70</b>
<b>INFORMATION TECHNOLOGY</b>				
IT DIRECTOR	1.00	1.00	1.00	1.00
PUBLIC SAFETY IT SYS ADMINISTRATOR (C)	1.00	1.00	1.00	1.00
<b>INFORMATION TECHNOLOGY TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

(C) This position reports to I.T., Police, and Fire

**VILLAGE OF CARPENTERSVILLE**  
**Full Time Equivalent Employees By Department**  
**Fiscal Year Ending December 31, 2020**

Position Description	2017 FTE	2018 FTE	2019 Projected FTE	2020 Budget FTE
<b>PUBLIC BUILDINGS</b>				
BUILDING SUPERINTENDENT	1.00	1.00	1.00	1.00
ASSISTANT BUILDING ENGINEER	1.00	1.00	1.00	1.00
FT CUSTODIAN	1.00	1.00	1.00	1.00
PART TIME CUSTODIAN	0.70	0.70	0.70	0.70
<b>PUBLIC BUILDINGS TOTAL</b>	<b>3.70</b>	<b>3.70</b>	<b>3.70</b>	<b>3.70</b>
<b>PARKS</b>				
ARBORIST	0.50	0.50	0.50	0.50
MAINTENANCE MAN	1.00	1.90	1.90	1.90
<b>PARKS TOTAL</b>	<b>1.50</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>
<b>COMMUNITY DEVELOPMENT</b>				
ASST VM/CD-ED DIRECTOR	1.00	1.00	1.00	1.00
BUILDING INSPECTOR	2.00	2.00	2.00	1.00
CD PERMIT TECHNICIAN	1.00	1.00	1.00	1.00
CD SUPPORT TECHNICIAN	0.80	0.80	0.80	0.80
CODE ENFORCEMENT OFFICER	2.00	2.00	2.00	2.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
SR CODE ENF OFFICER	1.00	1.00	1.00	1.00
<b>COMMUNITY DEVELOPMENT TOTAL</b>	<b>8.80</b>	<b>8.80</b>	<b>8.80</b>	<b>7.80</b>
<b>POLICE</b>				
POLICE CHIEF	1.00	1.00	1.00	1.00
POLICE DEPUTY CHIEF	1.00	1.00	1.00	1.00
POLICE COMMANDER	2.00	2.00	2.00	2.00
POLICE SERGEANT	8.00	8.00	8.00	8.00
POLICE PATROL	47.00	47.00	47.00	46.00
COMMUNITY AFFAIRS SPECIALIST	-	-	-	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
COMMUNITY SERVICE OFFICER	1.20	1.00	1.00	1.00
EVIDENCE TECHNICIAN	1.00	1.00	1.00	1.00
RECORDS SUPERVISOR	1.00	1.00	1.00	1.00
RECORDS TECHNICIAN	2.75	3.25	3.25	2.50
COMMUNITY OUTREACH WORKER	1.00	1.00	1.00	1.00
PART TIME OFFICE CLERK	0.50	0.50	0.50	0.50
FREEDOM OF INFORMATION TECHNICIAN	-	-	-	0.50
PT PROGRAM FACILITATOR	0.50	0.50	0.50	0.50
<b>POLICE TOTAL</b>	<b>67.95</b>	<b>68.25</b>	<b>68.25</b>	<b>68.00</b>

**VILLAGE OF CARPENTERSVILLE**  
**Full Time Equivalent Employees By Department**  
**Fiscal Year Ending December 31, 2020**

Position Description	2017 FTE	2018 FTE	2019 Projected FTE	2020 Budget FTE
<b>FIRE</b>				
FIRE DEPARTMENT CHIEF	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
FIRE BATTALION CHIEF	3.00	3.00	3.00	3.00
FIREFIGHTER 24 HOUR	22.00	23.00	24.00	24.00
FIRE LIEUTENANT	9.00	9.00	9.00	9.00
FIREFIGHTER PART TIME	15.00	13.40	13.40	13.40
<b>FIRE TOTAL</b>	<b>51.00</b>	<b>50.40</b>	<b>51.40</b>	<b>51.40</b>
<b>PUBLIC WORKS ADMINISTRATION</b>				
PUBLIC WORKS DIRECTOR AND ENGINEERING	1.00	1.00	1.00	1.00
ASSISTANT DIRECTOR PUBLIC WORKS AND ENGINEERING	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
PT MANAGEMENT ANALYST	-	-	-	0.48
PT MANAGEMENT ANALYST/INTERMEDIATE	-	-	-	0.70
P/W PT DATA ENTRY	0.20	0.20	0.20	0.20
<b>PUBLIC WORKS ADMINISTRATION TOTAL</b>	<b>3.20</b>	<b>3.20</b>	<b>3.20</b>	<b>4.38</b>
<b>PUBLIC WORKS ENGINEERING (D)</b>				
CONSTRUCTION ENGINEER	1.00	1.00	1.00	1.00
ENGINEERING MANAGER	1.00	1.00	1.00	1.00
PART TIME ENGINEERING	0.30	-	-	-
<b>PUBLIC WORKS ENGINEERING TOTAL</b>	<b>2.30</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>(D) Fiscal Year 2018 Engineering moved to Public Works. Prior to that, they were housed in Community Development.</b>				
<b>PUBLIC WORKS STREETS</b>				
STREET SUPERINTENDENT	1.00	1.00	1.00	1.00
ASST CONST MAINT SUPERINTENDENT	1.00	1.00	1.00	1.00
CREW LEADER	2.00	2.00	2.00	2.00
MAINTENANCE WORKER	10.00	10.00	10.00	8.00
PT MAINTENANCE WORKER	2.50	0.80	0.80	2.80
<b>PUBLIC WORKS STREETS TOTAL</b>	<b>16.50</b>	<b>14.80</b>	<b>14.80</b>	<b>14.80</b>
<b>VEHICLE MAINTENANCE</b>				
FLEET MECHANIC	3.25	3.25	3.25	3.00
<b>VEHICLE MAINTENANCE TOTAL</b>	<b>3.25</b>	<b>3.25</b>	<b>3.25</b>	<b>3.00</b>
<b>WATER</b>				
WATER SUPERINTENDENT	1.00	1.00	1.00	1.00
CHIEF FACILITY OPERATOR	1.00	1.00	1.00	1.00
PW MAINTENANCE WORKER	4.00	3.00	3.00	3.00
<b>WATER TOTAL</b>	<b>6.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**VILLAGE OF CARPENTERSVILLE**  
**Full Time Equivalent Employees By Department**  
**Fiscal Year Ending December 31, 2020**

Position Description	2017 FTE	2018 FTE	2019 Projected FTE	2020 Budget FTE
<b>WASTEWATER</b>				
WASTEWATER SUPERINTENDENT	1.00	1.00	1.00	1.00
CHIEF FACILITY OPERATOR	1.00	1.00	1.00	1.00
CREW LEADER	2.00	2.00	2.00	1.00
PW MAINTENANCE WORKER	3.00	3.00	3.00	4.00
<b>WASTEWATER TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>UNDERGROUND UTILITIES</b>				
PUBLIC WORKS FOREMAN	1.00	1.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00	1.00
PT MAINTENANCE WORKER	-	-	-	1.40
PW MAINTENANCE WORKER	6.30	5.50	5.50	6.00
<b>UNDERGROUND UTILITIES TOTAL</b>	<b>8.30</b>	<b>7.50</b>	<b>7.50</b>	<b>9.40</b>
<b>TOTAL ALL DEPARTMENTS</b>	<b>194.95</b>	<b>191.00</b>	<b>192.00</b>	<b>194.08</b>

Note: The allocations here will vary from the department Personnel Schedules due to shared departmental employees and each department recording a portion of the employee in their FTE counts. Total FTE is correct.

Staffing Changes for FY 2020 Budget:

The FY 2020 budget includes the proposed addition of a part-time Freedom of Information Act (FOIA) technician, a reduction of building inspections from 2 FTE to 1 FTE, a slight reduction in police department staffing (0.25 FTE) related to the records department, the proposed addition of a management analyst and intern in the public works administration department (1.18 FTE combined), a slight reduction in the fleet department mechanics (0.25 FTE), and the proposed addition of 1.40 FTE underground utilities maintenance workers.

Overall, the proposed changes in the FY 2020 positions reflect total FTE's of 194.08, which is still below the FY 2017 FTE total of 194.95.

## Budgetary Fund Structure

Fund	Governmental					Proprietary		Fiduciary
	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Permanent Funds	Enterprise Funds	Internal Service Funds	Investment Trust Funds
General <b>(Major)</b>	X							
Strengthening Families		X						
Escrow		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 <b>(Major)</b>		X						
TIF #4		X						
TIF #5		X						
Foreign Fire Tax Board		X						
Park Trust					X			
Debt Service <b>(Major)</b>			X					
Capital Equipment Replacement				X				
Capital Improvement <b>(Major)</b>				X				
Water And Sewer						X		
Insurance							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.

**All funds of the Village are appropriated and the budget includes the same number of funds as the audited financial statements.**

**General Fund** is the main general operating fund for the Village. This 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.

**Veterans' Memorial Garden Fund** - This fund is used to account for the funds restricted for the purpose of maintaining a Veterans' Memorial within Carpentersville, which was established in 1928 by Commission.

**Motor Fuel Tax Fund** - Financing is provided by tax revenues received from the state for the sale of motor fuel. Funds are restricted for street maintenance and replacement.

**SSA#1 (Newport Cove) Fund** - This fund is used to account for the funds restricted for the special service area established for the purpose of maintenance and improvement of the pond and related facilities on Lot 151 of the Newport Cove Subdivision.

**SSA#2 (Oak Meadows) Fund** - This fund is used to account for the funds restricted for the special service area established for the purpose of maintenance and improvement of the storm water management facilities on Lot 35 of the Oak Meadows Subdivision.

**SSA#3 (Keele Farms) Fund** - This fund is used to account for the funds restricted for the special service area 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.

**SSA#21 (White Oaks) Fund** - This fund is used to account for the funds restricted for the special service area 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.

**TIF#1 (Spring Hill Redevelopment) Fund** - This fund is used to account for the funds restricted for the redevelopment activities of the tax increment financing district established to reimburse specified costs of the developer for the Spring Hill Center for Commerce and Industry Redevelopment Plan and Project.

**TIF#3 (Route 25) Fund** - This fund is used to account for the funds restricted for the redevelopment activities of the tax increment financing district established to rehabilitate and redevelop the corridor around Route 25 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.

**TIF#4(Spring Hill Mall) Fund** – This fund is used to account for the funds restricted for the redevelopment activities of the tax increment financing district established including several parcels inside and outside the Spring Hill Mall but does not include the anchor tenants in the Village’s portion of the mall. The Village of West Dundee has also created a similar TIF to redevelop their portion of the Spring Hill Mall area.

**TIF#5 (Old Town) Fund** – This fund is used to account for the funds restricted for the redevelopment activities of the tax increment financing district established to rehabilitate and redevelop the commercial, industrial, residential and open space properties in the Old Ton Area and along the Route 31 corridor.

**Debt Service Fund** - This fund is used to account for and report financial resources that are restricted, committed or assigned to expenditure for the payment of general long-term debt principal, interest and related costs other than tax increment financing (TIF) or enterprise debt.

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

**Capital Improvement Projects Fund** is used to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

**Capital Equipment Replacement Fund** is used to account for taxes, transfers and advances from other funds assigned for the eventual replacement of vehicles and equipment utilized by those funds.

**Permanent Funds** are used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs—that is, for the benefit of the government or its citizenry.

**Park Trust (Unbudgeted)** - This fund is used to account for assets held in trust, with the investment income used to support Village parks.

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

**Insurance Fund** is used to account for accumulation of resources and costs associated with insurance for the Village. This fund is reported as part of the governmental activities on the government-wide financial statements as they provide services to the Village's governmental funds/activities.

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

**Waterworks and Sewerage Fund** is used to account for the provision of water and sewer services to the residents of the Village. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance and improvements.

**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 Village reports pension trust funds as fiduciary funds to account for the Police Pension Fund and Firefighters' Pension Fund.

**Police Pension Fund** - to account for the accumulation of resources to pay pension costs. Resources are contributed by sworn police personnel at rates fixed by state statutes and by the Village based upon an annual actuarial valuation.

**Firefighters' Pension Fund** - to account for the accumulation of resources to pay pension costs. Resources are contributed by sworn fire personnel at rates fixed by state statutes and by the Village based upon an annual actuarial valuation.

**VILLAGE OF CARPENTERSVILLE**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance/Unrestricted Net Assets (Estimated)**  
**Fiscal Year Ending December 31, 2020**

Fund	Ending Fund Balance 12/31/2018	Proj. Surplus (Deficit) 12/31/2019	Proj. Ending Fund Balance 12/31/2019	Requested Revenues 12/31/2020	Requested Expenditures 12/31/2020	Projected Surplus (Deficit) 12/31/2020	Proj. Ending Fund Balance 12/31/2020
General Fund	\$ 14,225,376	\$ 1,558,914	<b>\$ 15,784,290</b>	\$ 32,597,367	\$ 38,504,964	\$ (5,907,597)	<b>\$ 9,876,693</b>
Special Revenue Funds							
Escrow	37,614	3,700	<b>41,314</b>	3,700	-	3,700	<b>45,014</b>
Strengthening Families	94,189	(69)	<b>94,120</b>	16,050	17,567	(1,517)	<b>92,603</b>
Veterans Garden	(417)	(1,940)	<b>(2,357)</b>	260	3,000	(2,740)	<b>(5,097)</b>
Motor Fuel Tax	1,279,287	20,222	<b>1,299,509</b>	1,350,000	2,088,010	(738,010)	<b>561,499</b>
SSA #1 Newport Cove	28,680	3,132	<b>31,812</b>	18,000	12,000	6,000	<b>37,812</b>
SSA #2 Oak Meadows	3,145	20	<b>3,165</b>	1,000	1,000	-	<b>3,165</b>
SSA #3 Keele Farms	27,809	(18,085)	<b>9,724</b>	5,000	12,000	(7,000)	<b>2,724</b>
SSA #21 White Oaks	13,346	2,960	<b>16,306</b>	4,500	5,000	(500)	<b>15,806</b>
TIF #1 Spring Hill	399,176	60,995	<b>460,171</b>	3,000	5,160	(2,160)	<b>458,011</b>
TIF #3 Route 25	(5,980,253)	712,418	<b>(5,267,835)</b>	720,000	14,483	705,517	<b>(4,562,318)</b>
TIF #4 Spring Hill Mall	(1,043)	1,255	<b>212</b>	1,250	284	966	<b>1,178</b>
TIF #5 Old Town	864,424	320,643	<b>1,185,067</b>	781,000	657,589	123,411	<b>1,308,478</b>
Foreign Fire	41,486	(2,690)	<b>38,796</b>	26,410	29,300	(2,890)	<b>35,906</b>
Debt Service Fund	1,377,907	335,446	<b>1,713,353</b>	3,242,425	3,194,756	47,669	<b>1,761,022</b>
Capital Projects Funds							
Capital Equipment Replacement	576,590	(47,681)	<b>528,909</b>	1,996,100	2,073,190	(77,090)	<b>451,819</b>
Capital Improvement Program	6,061,383	(1,047,656)	<b>5,013,727</b>	5,925,000	10,891,973	(4,966,973)	<b>46,754</b>
Permanent Fund							
Park Trust	297,172	30,527	<b>327,699</b>	32,000	17,000	15,000	<b>342,699</b>
Enterprise Fund							
Water and Sewer ^	9,397,368	(1,088,046)	<b>8,309,322</b>	8,719,468	10,918,885	(2,199,417)	<b>6,109,905</b>
Internal Service Fund							
Insurance	985,858	114,914	<b>1,100,772</b>	4,167,750	4,345,055	(177,305)	<b>923,467</b>
Fiduciary Funds							
Police Pension	41,216,592	3,439,939	<b>44,656,531</b>	5,535,708	3,184,168	2,351,540	<b>47,008,071</b>
Firefighter's Pension	22,509,327	2,603,154	<b>25,112,481</b>	2,634,585	1,472,214	1,162,371	<b>26,274,852</b>
Totals	<b>\$ 93,455,016</b>		<b>\$ 100,457,088</b>	\$ 67,780,573	\$ 77,447,598		<b>\$ 90,790,063</b>

^ Unrestricted Net Position

**VILLAGE OF CARPENTERSVILLE**  
**Revenues Summary - Total by Fund**  
**Fiscal Year Ending December 31, 2020**

Fund	Actual 12/31/2018	Board Approved Budget 12/31/19	Projected 12/31/2019	Board Approved Budget 12/31/2020
<b>Revenues and Other Financing Sources</b>				
General Fund	\$ 32,721,900	\$ 31,781,947	\$ 31,797,053	\$ 32,597,367
<b>Special Revenue Funds</b>				
Escrow	5,309	3,700	3,700	3,700
Strengthening Families	18,084	16,050	16,050	16,050
Veterans Garden	241	260	1,060	260
Motor Fuel Tax	1,059,575	987,500	1,102,500	1,350,000
SSA #1 Newport Cove	17,988	18,000	18,000	18,000
SSA #2 Oak Meadows	999	1,000	1,000	1,000
SSA #3 Keele Farms	-	-	-	5,000
SSA #21 White Oaks	4,496	4,500	4,500	4,500
TIF #1 Spring Hill	651,650	703,000	706,700	3,000
TIF #3 Route 25	623,499	720,000	720,005	720,000
TIF #4 Spring Hill Mall	1,326	1,250	1,255	1,250
TIF #5 Old Town	705,600	781,000	803,010	781,000
Foreign Fire	36,497	26,410	26,410	26,410
Debt Service Fund	2,769,334	3,328,027	3,547,002	3,242,425
<b>Capital Projects Funds</b>				
Capital Equipment Replacement	580,686	665,100	679,255	1,996,100
Capital Improvement Program	1,444,592	2,260,438	2,890,285	5,925,000
<b>Permanent Fund</b>				
Park Trust	(25,090)	-	37,415	32,000
<b>Enterprise Fund</b>				
Water and Sewer	9,932,408	9,777,794	8,782,258	8,719,468
<b>Internal Service Fund</b>				
Insurance	4,473,869	4,247,000	4,360,214	4,167,750
<b>Fiduciary Funds</b>				
Police Pension	1,576,829	5,360,776	6,416,874	5,535,708
Firefighter's Pension	683,418	2,378,749	3,920,102	2,634,585
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 57,283,210</b>	<b>\$ 63,062,501</b>	<b>\$ 65,834,648</b>	<b>\$ 67,780,573</b>

**VILLAGE OF CARPENTERSVILLE**  
**Expenditures Summary - Total by Fund**  
**Fiscal Year Ending December 31, 2020**

Fund	Actual 12/31/2018	Board Approved Budget 12/31/2019	Projected 12/31/2019	Board Approved Budget 12/31/2020
<b>Expenditures and Other Financing Uses</b>				
General Fund	\$ 29,254,724	\$ 31,540,369	\$ 30,238,139	\$ 38,504,964
<b>Special Revenue Funds</b>				
Escrow	-	-	-	-
Strengthening Families	16,389	18,200	16,119	17,567
Veterans Garden	1,369	3,000	3,000	3,000
Motor Fuel Tax	610,131	867,010	1,082,278	2,088,010
SSA #1 Newport Cove	9,739	10,900	14,868	12,000
SSA #2 Oak Meadows	768	600	980	1,000
SSA #3 Keele Farms	7,300	5,000	18,085	12,000
SSA #21 White Oaks	2,100	2,500	1,540	5,000
TIF #1 Spring Hill	501,682	651,710	645,705	5,160
TIF #3 Route 25	1,341	10,870	7,587	14,483
TIF #4 Spring Hill Mall	1,313	1,100	-	284
TIF #5 Old Town	1,793,767	620,690	482,367	657,589
Foreign Fire	35,808	29,300	29,100	29,300
Debt Service Fund	2,847,418	3,211,556	3,211,556	3,194,756
<b>Capital Projects Funds</b>				
Capital Equipment Replacement	445,890	815,485	726,936	2,073,190
Capital Improvement Program	2,106,179	15,125,464	3,937,941	10,891,973
<b>Permanent Fund</b>				
Park Trust	17,091	-	6,888	17,000
<b>Enterprise Fund</b>				
Water and Sewer	7,090,643	11,790,164	9,870,304	10,918,885
<b>Internal Service Fund</b>				
Insurance	4,626,359	4,234,175	4,245,300	4,345,055
<b>Fiduciary Funds</b>				
Police Pension	2,906,225	3,112,780	2,976,935	3,184,168
Firefighter's Pension	1,313,698	1,383,384	1,316,948	1,472,214
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 53,589,933</b>	<b>\$ 73,434,257</b>	<b>\$ 58,832,576</b>	<b>\$ 77,447,598</b>

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**GENERAL FUND**

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

	Actual 12/31/2017	Actual 12/31/2018	Board Approved Budget	Projected 12/31/2019	Board Approved Budget 12/31/2020
<b>Revenues</b>					
Property Taxes	11,498,216	11,524,175	11,516,933	11,512,733	11,678,293
Fire Protection District Property Taxes	937,800	973,013	1,058,700	1,010,000	1,158,700
Sales Taxes	9,019,909	9,200,504	8,650,000	8,650,000	8,650,000
Income Tax	3,516,997	3,666,979	3,575,000	3,550,000	3,650,000
Local Use Tax	990,456	1,124,817	975,000	975,000	1,100,000
Utility Tax	1,480,023	1,557,320	1,500,000	1,500,000	1,500,000
Other Taxes	593,033	610,070	600,000	600,000	560,000
Intergovernmental	182,193	154,788	151,645	149,143	402,000
Licenses and Permits	584,640	688,125	542,615	567,265	497,250
Fines and Forfeitures	438,861	451,813	396,000	507,594	351,000
Charges for Services	2,005,752	1,993,916	2,144,860	2,022,050	2,386,500
Investment Income	49,407	124,354	75,000	128,205	80,000
Miscellaneous	636,036	647,474	555,886	584,755	538,237
Transfers/Other	38,685	4,554	40,308	40,308	45,387
<b>Total General Fund Revenues</b>	<b>\$ 31,972,008</b>	<b>\$ 32,721,900</b>	<b>\$ 31,781,947</b>	<b>\$ 31,797,053</b>	<b>\$ 32,597,367</b>
<b>Expenditures</b>					
Legislative (001105)	203,428	297,909	354,529	289,322	332,965
Administration (001110)	444,751	112,618	413,762	145,979	364,353
Finance (001111)	472,311	514,654	328,803	482,085	593,029
Information Technology (001112)	388,952	310,085	445,180	366,123	540,497
General Services (001113)	4,061,529	3,858,311	3,895,600	3,873,300	3,991,551
Public Buildings (001115)	346,125	372,729	456,084	455,035	571,745
Engineering (001140)	-	-	-	-	314,690
Parks (001220)	220,536	243,839	295,247	272,970	313,949
Streets (001370)	2,373,658	2,264,116	2,650,198	2,758,721	2,577,605
Vehicle Maintenance (001372)	723,369	826,154	823,022	816,181	795,401
Community Development (001445)	1,335,100	1,483,336	1,390,890	1,265,900	1,219,663
Fire and Police Commission (001509)	31,450	10,378	60,640	36,490	18,640
Police (001550)	11,210,518	11,532,045	11,988,754	11,502,525	11,759,051
Fire and ESDA (001560/001562)	6,538,697	6,922,953	7,267,660	6,803,508	7,393,625
Transfers/Other	1,943,536	505,597	1,170,000	1,170,000	7,718,200
<b>Total General Fund Expenditures</b>	<b>\$ 30,293,960</b>	<b>\$ 29,254,724</b>	<b>\$ 31,540,369</b>	<b>\$ 30,238,139</b>	<b>\$ 38,504,964</b>
Surplus (Deficit)	\$ 1,678,048	\$ 3,467,843	\$ 241,578	\$ 1,558,914	\$ (5,907,597)
<b>Ending Fund Balance</b>	<b>\$10,758,199</b>	<b>\$14,226,042</b>	<b>\$14,467,620</b>	<b>\$15,784,956</b>	<b>\$9,877,359</b>
<b>Operating Expenditures Less Transfers</b>	<b>\$28,350,424</b>	<b>\$28,749,126</b>	<b>\$30,370,369</b>	<b>\$29,068,139</b>	<b>\$30,786,764</b>
<b>Percentage of Expenditures</b>	<b>38%</b>	<b>49%</b>	<b>48%</b>	<b>54%</b>	<b>32%</b>

**Target Fund Balance Percentage 25%**

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001011 - GENERAL FUND - GENERAL REVENUE</b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	7,455,103	7,452,988	7,475,000	7,475,000	7,475,000
40102	PROPERTY TAXES - POLICE PEN	2,608,836	2,592,632	2,592,631	2,592,631	2,672,008
40103	PROPERTY TAXES - FIRE PEN	1,210,524	1,245,107	1,245,102	1,245,102	1,327,085
40150	ROAD & BRIDGE TAX	223,753	233,447	204,200	200,000	204,200
	<b>TOTAL</b>	<b>11,498,216</b>	<b>11,524,175</b>	<b>11,516,933</b>	<b>11,512,733</b>	<b>11,678,293</b>
<u>SALES TAX</u>						
41525	SALES TAX MUNICIPAL	3,863,236	3,939,279	3,700,000	3,700,000	3,700,000
41535	SALES TAX HOME RULE	5,156,673	5,261,225	4,950,000	4,950,000	4,950,000
	<b>TOTAL</b>	<b>9,019,909</b>	<b>9,200,504</b>	<b>8,650,000</b>	<b>8,650,000</b>	<b>8,650,000</b>
<u>TAXES OTHER</u>						
42053	STATE REPLACEMENT TAX	109,790	95,266	99,645	97,691	100,000
42073	STATE INCOME TAX	3,516,997	3,666,979	3,575,000	3,550,000	3,650,000
42093	LOCAL USE TAX	990,456	1,124,817	975,000	975,000	1,100,000
42720	PULL TABS	1,981	3,538	2,000	2,000	2,000
42730	MUNICIPAL UTILITY TAX	1,480,023	1,557,320	1,500,000	1,500,000	1,500,000
42740	VIDEO GAMING TAX	210,166	284,516	240,000	240,000	290,000
	<b>TOTAL</b>	<b>6,309,411</b>	<b>6,732,435</b>	<b>6,391,645</b>	<b>6,364,691</b>	<b>6,642,000</b>
<u>FEES &amp; FINES</u>						
44810	TELECOMMUNICATION TAX	382,867	325,553	360,000	360,000	270,000
	<b>TOTAL</b>	<b>382,867</b>	<b>325,553</b>	<b>360,000</b>	<b>360,000</b>	<b>270,000</b>
<u>GRANTS &amp; CONTRIB</u>						
45000	GRANTS - FEDERAL	6,288	-	-	-	-
45005	STATE/LOCAL GRANTS	8,155	-	-	-	250,000
45100	CONTRIBUTIONS	991	139	-	-	-
	<b>TOTAL</b>	<b>15,435</b>	<b>139</b>	<b>-</b>	<b>-</b>	<b>250,000</b>
<u>REIMBURSEMENTS - REVENUE</u>						
47300	REIMBURSEMENT - GEN FUND	17,750	-	-	-	-
47772	REIMB - NSF	454	50	-	50	-
	<b>TOTAL</b>	<b>18,204</b>	<b>50</b>	<b>-</b>	<b>50</b>	<b>-</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	51,104	140,345	75,000	125,000	80,000
48015	REALIZED GAIN/LOSS ON INVEST	-	2,783	-	3,000	-
48016	UNREALIZED GAIN/LOSS ON INVEST	(1,697)	-	-	-	-
48110	GAIN/LOSS ON INVESTMENT	-	(18,775)	-	205	-
	<b>TOTAL</b>	<b>49,407</b>	<b>124,354</b>	<b>75,000</b>	<b>128,205</b>	<b>80,000</b>
<u>OTHER</u>						
49999	MISCELLANEOUS INCOME	29,601	100,669	25,000	30,000	5,000
	<b>TOTAL</b>	<b>29,601</b>	<b>100,669</b>	<b>25,000</b>	<b>30,000</b>	<b>5,000</b>
<u>TRANSFERS IN</u>						
49970	TRANSFER FROM PARK TRUST FD	3,127	3,888	3,888	3,888	14,000
49801	TRANSFER FROM TIF #1	17,779	-	18,210	18,210	3,693
49803	TRANSFER FROM TIF #3	5,926	-	6,070	6,070	9,232
49805	TRANSFER FROM TIF #5	11,853	-	12,140	12,140	18,463
	<b>TOTAL</b>	<b>38,685</b>	<b>3,888</b>	<b>40,308</b>	<b>40,308</b>	<b>45,387</b>
	<b>DEPARTMENT TOTAL</b>	<b>27,361,736</b>	<b>28,011,766</b>	<b>27,058,886</b>	<b>27,085,987</b>	<b>27,620,680</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>001012 - GENERAL GOV - CHARGES FOR SERVICES</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44800	CABLE TV FRANCHISE FEES	414,722	398,647	400,000	400,000	400,000
44820	LAND LEASE/CELLULAR TOWER	-	-	-	-	-
44844	SPRINT CELLULAR	39,495	37,156	34,500	35,522	36,587
44846	SPECTRASITE COMM	38,961	37,943	38,964	38,961	38,961
44847	CLEARWIRE LEGACY LLC	8,532	8,785	8,872	8,872	9,139
	<b>TOTAL</b>	<b>501,709</b>	<b>482,530</b>	<b>482,336</b>	<b>483,355</b>	<b>484,687</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47011	IMPOUND FEES	33,750	19,750	15,000	15,000	15,000
	<b>TOTAL</b>	<b>33,750</b>	<b>19,750</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>535,459</b>	<b>502,280</b>	<b>497,336</b>	<b>498,355</b>	<b>499,687</b>
<b><u>001032 - PUBLIC WORKS - CHARGES FOR SERVICES</u></b>						
<b><u>LICENSES &amp; PERMITS</u></b>						
43210	PARK PERMITS	625	950	-	1,000	-
	<b>TOTAL</b>	<b>625</b>	<b>950</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
<b><u>CHARGES FOR SERVICES</u></b>						
46012	VILLAGE SERVICES	12,130	15,590	-	4,500	-
46013	RECYCLING REIMBURSEMENT	90	-	-	-	-
46700	ENVIRONMENTAL SURCHARGE	786,393	795,002	850,000	801,000	800,000
46701	TRASH STICKERS	7,518	8,330	5,000	6,000	5,000
	<b>TOTAL</b>	<b>806,131</b>	<b>818,922</b>	<b>855,000</b>	<b>811,500</b>	<b>805,000</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47712	REIMB - PROPERTY DAMAGE	-	15,267	-	20,000	-
	<b>TOTAL</b>	<b>-</b>	<b>15,267</b>	<b>-</b>	<b>20,000</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>806,756</b>	<b>835,139</b>	<b>855,000</b>	<b>832,500</b>	<b>805,000</b>
<b><u>001042 - COMMUNITY DEVELOPMENT - CHARGES FOR SERVICES</u></b>						
<b><u>LICENSES &amp; PERMITS</u></b>						
43190	RENTAL LICENSES PROGRAM	197,994	183,500	173,000	173,000	173,000
43210	PERMITS - BUILDING	104,391	126,127	125,000	125,000	100,000
43220	PERMITS - ELECTRICAL	129,985	118,299	80,000	100,000	80,000
43240	PERMITS - PLUMBING	11,514	25,661	27,365	27,365	15,000
43241	PERMITS - OTHER	20,537	32,695	30,000	30,000	15,000
43270	ZONING REQUESTS	4,100	750	1,000	1,000	1,000
	<b>TOTAL</b>	<b>468,521</b>	<b>487,032</b>	<b>436,365</b>	<b>456,365</b>	<b>384,000</b>
<b><u>FEES &amp; FINES</u></b>						
44400	PLAN REVIEW FEES	1,918	6,148	2,500	5,000	2,500
44430	REINSPECTION FEES	1,850	2,400	1,500	2,000	1,500
44460	PUBLIC SERVICE FEE	-	800	-	800	-
44462	COMMUNITY GARDEN FEE	290	270	300	300	300
	<b>TOTAL</b>	<b>4,058</b>	<b>9,618</b>	<b>4,300</b>	<b>8,100</b>	<b>4,300</b>
<b><u>CHARGES FOR SERVICES</u></b>						
46012	VILLAGE SERVICES	-	-	-	-	-
46465	ELEVATOR INSPECTIONS	4,800	3,780	4,000	4,000	4,000
46560	ADMINISTRATIVE COURT FEE	6,870	4,900	5,000	5,000	5,000
	<b>TOTAL</b>	<b>11,670</b>	<b>8,680</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47422	REIMB - ROCKWELL INTERNATL	12,000	12,000	12,000	12,000	12,000
47442	REIMBURSEMENT - CD	2,500	2,930	2,000	2,000	2,000
47742	REIMB - WEED LIENS	6,808	5,969	5,000	5,000	5,000
	<b>TOTAL</b>	<b>21,308</b>	<b>20,899</b>	<b>19,000</b>	<b>19,000</b>	<b>19,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>505,557</b>	<b>526,229</b>	<b>468,665</b>	<b>492,465</b>	<b>416,300</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**001 - GENERAL FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>001051 - GENERAL FUND</u></b>						
<b><u>GRANTS &amp; CONTRIB</u></b>						
45050	POLICE DEPARTMENT CONTRIB	3,378	2,067	2,250	2,250	2,250
45060	FIRE DEPARTMENT CONTRIB	1,685	125	1,000	500	1,000
	<b>TOTAL</b>	<b>5,063</b>	<b>2,192</b>	<b>3,250</b>	<b>2,750</b>	<b>3,250</b>
	<b>DEPARTMENT TOTAL</b>	<b>5,063</b>	<b>2,192</b>	<b>3,250</b>	<b>2,750</b>	<b>3,250</b>
<b><u>001052 - GENERAL - CHARGES FOR SERVICE</u></b>						
<b><u>LICENSES &amp; PERMITS</u></b>						
43120	LIQUOR LICENSES	59,530	73,230	47,000	47,000	47,000
43130	BUSINESS LICENSES	28,135	39,930	31,000	31,000	31,000
43135	VIDEO GAMING LICENSES	11,295	66,300	15,000	15,500	22,000
43140	VENDING & AMUSEMENT LICENSES	3,535	3,875	2,500	2,500	2,500
43250	SPECIAL PERMITS OVERWEIGHTS	8,850	7,840	6,500	6,500	6,500
	<b>TOTAL</b>	<b>111,345</b>	<b>191,175</b>	<b>102,000</b>	<b>102,500</b>	<b>109,000</b>
<b><u>FEES &amp; FINES</u></b>						
44010	LOCAL ORDINANCE FINES	168,617	173,186	184,000	170,000	160,000
44015	CIRCUIT COURT FINES	211,615	183,782	186,000	175,000	165,000
44016	COURT SUPERV - PD VEHICLE PROG	-	2,035	-	6,500	-
44017	DUI PREVENTION REVENUE	500	4,163	2,000	12,500	2,000
44018	DRIVERS SAFETY PROGRAM REVENUE	-	32	-	94	-
44019	COURT FINES - DRUG FUND	15,320	1,379	2,000	3,000	2,000
44500	POLICE BURGLAR ALARM PERMIT	380	420	250	400	250
44600	FIRE PREVENTION FEES	4,148	12,367	1,000	10,000	1,000
44776	NSF FEES	-	50	-	50	-
	<b>TOTAL</b>	<b>400,580</b>	<b>377,413</b>	<b>375,250</b>	<b>377,544</b>	<b>330,250</b>
<b><u>CHARGES FOR SERVICES</u></b>						
46502	POLICE SPECIAL DUTY	76,734	54,957	85,000	55,000	70,000
46512	POLICE FALSE ALARMS	16,100	30,327	10,000	10,000	10,000
46552	REIMBURSE - POLICE LIASON	183,824	188,278	225,000	190,000	190,000
46572	POLICE REPORTS COPY	4,027	5,658	4,000	4,050	4,000
46582	REIMB - SUBPOENA FEES	327	930	500	1,800	500
46600	AMBULANCE USER FEE	905,684	876,213	958,360	930,000	1,300,000
46601	AMBULANCE MISCELLANEOUS	3,603	1,314	1,000	4,700	1,000
46610	CPR/PARAMEDIC	375	1,170	1,000	1,000	1,000
	<b>TOTAL</b>	<b>1,190,673</b>	<b>1,158,847</b>	<b>1,284,860</b>	<b>1,196,550</b>	<b>1,576,500</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47522	REIMBURSEMENT - POLICE	14,007	115	-	200	-
47612	REIMBURSEMENT - FIRE	42,069	23,070	25,000	26,000	25,000
47614	SMOKE DETECTOR PROGRAM REIMB	-	-	-	-	-
	<b>TOTAL</b>	<b>56,077</b>	<b>23,185</b>	<b>25,000</b>	<b>26,200</b>	<b>25,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,758,675</b>	<b>1,750,621</b>	<b>1,787,110</b>	<b>1,702,794</b>	<b>2,040,750</b>
<b><u>001081 - INTERGOVERNMENTAL</u></b>						
<b><u>TAXES OTHER</u></b>						
42060	FIRE PROTECTION DISTRICT	937,800	973,013	1,058,700	1,010,000	1,158,700
42063	FIRE REPLACEMENT TAX	55,979	55,984	50,000	49,452	50,000
	<b>TOTAL</b>	<b>993,779</b>	<b>1,028,997</b>	<b>1,108,700</b>	<b>1,059,452</b>	<b>1,208,700</b>
	<b>DEPARTMENT TOTAL</b>	<b>993,779</b>	<b>1,028,997</b>	<b>1,108,700</b>	<b>1,059,452</b>	<b>1,208,700</b>
<b><u>001082 - GENERAL - CHARGES FOR SERVICE</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44840	PACE TDI	2,793	2,089	1,000	2,250	1,000
	<b>TOTAL</b>	<b>2,793</b>	<b>2,089</b>	<b>1,000</b>	<b>2,250</b>	<b>1,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,793</b>	<b>2,089</b>	<b>1,000</b>	<b>2,250</b>	<b>1,000</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>001083 - OPERATING GRANTS &amp; CONTRIBUTIONS</u></b>						
<b><u>GRANTS &amp; CONTRIB</u></b>						
<b>ASSET FORFEITURE REVENUE</b>						
45051	20500 ASSET FORFEITURE-STATE	-	57,809	1,000	120,500	1,000
45051	20501 ASSET FORFEITURE-FEDERAL	2,189	4,778	1,000	-	1,000
	<b>TOTAL</b>	<b>2,189</b>	<b>62,586</b>	<b>2,000</b>	<b>120,500</b>	<b>2,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,189</b>	<b>62,586</b>	<b>2,000</b>	<b>120,500</b>	<b>2,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 31,972,006</b>	<b>\$ 32,721,900</b>	<b>\$ 31,781,947</b>	<b>\$ 31,797,053</b>	<b>\$ 32,597,367</b>

**MISSION STATEMENT:**

The Legislative Department is comprised of the elected Village President and six Trustees and an appointed Village Clerk. Through input from the community, the Village Board seeks to provide the highest quality municipal service through thoughtful planning, fiscal responsibility, and accessible, responsive, and proactive leadership resulting in continuous improvement of the quality of life within the community.

The Village Clerk is the keeper of all official records of the Village. It is the mission of the Clerk's office to manage the Village's records and provide customer service in an effective, courteous, and efficient manner that maintains and promotes the confidence of the community we serve and the other Village departments which the office supports.

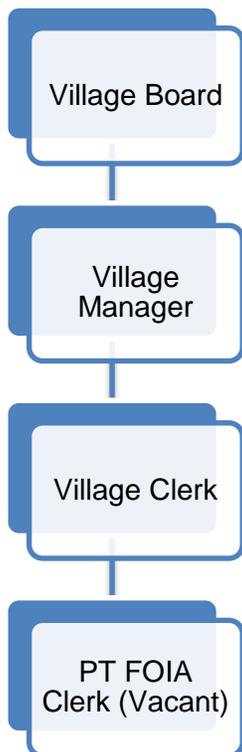
**2019 ACCOMPLISHMENTS**

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. Maintained and processed approximately 480+ commercial and home-based licenses with a projected yield of \$41,980 in fiscal year 2019 in revenue for the Village.
3. Maintained and processed approximately 68 liquor licenses with a projected yielded of \$61,790 fiscal year 2019 in revenue for the Village.
4. Processed and maintained 136 video gaming device licenses/stickers at 29 locations, ensuring applicants complied with local and Illinois Gaming Board regulations yielding approximately \$67,650 for fiscal year 2019 in revenue from licensing, in addition to revenue that will be realized from a portion of the state's revenue from the gaming devices.
5. Coordinated with development team to receive information to ensure businesses located or operating within the Village are registered, information is kept current and is properly documented with the State relative to sales tax revenue.
6. Registered 22 new businesses in the Village.
7. Collaborated with the Finance Department to implement an online payment option for Business Licenses, creating ease for our businesses especially during renewal time. Additionally, Finance and Legislative Departments coordinated with a third party to assist in updating the business licenses and renewals with the new Village logo and in mailing the renewals.
8. Completed and posted all required open meeting agendas and minutes.
9. Provided assistance to various departments by ensuring information and legal documents are available for their use or providing a timely response to inquiries. The Village Clerk's office received and managed approximately 244 requests for public documents with assistance from various Village departments; requests are handled through the Clerk's office via FOIA Software Program. Provided assistance to the Police Department Records Supervisor/FOIA Officer on FOIAs.

**2020 OBJECTIVES**

1. Review and update Business License, Liquor License, and Video Gaming applications as needed.
2. Continue to implement operational changes to utilize MUNIS functions that will expedite the business licensing process internally.
3. Collaborate with Community Development staff to provide resourceful and quality customer service to businesses within our community upon registration and renewal.
4. 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.
5. Provide assistance to other departments by researching and implementing organizational and technological improvements continue to advance the level of service provided to residents and staff regarding the retrieval of Village records.
6. Continue to digitize Resolutions, Ordinances, and other documents in order to provide greater efficiency in searching and retrieving documents.
7. Manage Local Records Disposal Certificate and work with Local Records Commission on the preservation and disposal of public records.

**ORGANIZATIONAL CHART**



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Fiscal 2017 Actual	Fiscal 2018 Actual	Fiscal 2019 Actual
<b>Business Licenses Issued</b>	455 for \$33,260	484 for \$37,975	486 for \$41,980
<b>Liquor Licenses Issued</b>	27 for \$31,500	68 for \$64,250	68 for \$61,790
<b>Video Gaming Licenses Issued</b>	47 for \$4,505	117 for \$23,375	136 for \$67,650
<b>New Business Registrations</b>	30	47	22

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001105 - LEGISLATIVE</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	49,866	56,178	56,182	56,605	57,868
50020	OVERTIME SALARIES	-	-	-	-	12,000
50040	LONGEVITY	-	-	36	72	108
50050	ATTENDANCE INCENTIVE	-	-	450	450	450
50075	PART TIME/SEASONAL/CENSUS	856	695	5,251	-	10,808
50110	BOARDS & COMMISSION SALARIES	53,030	54,496	55,980	55,980	55,980
	<b>TOTAL</b>	<b>103,752</b>	<b>111,369</b>	<b>117,899</b>	<b>113,107</b>	<b>137,214</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	7,715	20,555	19,934	19,934	7,177
51140	IMRF	5,559	6,085	6,154	6,154	8,830
51160	FICA	6,350	6,803	7,310	7,235	8,507
51165	MEDICARE	1,485	1,591	1,710	1,692	1,990
	<b>TOTAL</b>	<b>21,109</b>	<b>35,034</b>	<b>35,108</b>	<b>35,015</b>	<b>26,504</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	24,908	29,131	26,212	20,000	23,372
52125	PUBLIC INFORMATION	13,815	7,060	15,000	-	5,000
52154	NOTICES/PUBLICATIONS	1,228	909	2,400	1,500	2,200
52163	TRAINING/MEETINGS	1,659	2,236	12,175	5,000	14,675
52190	PROFESSIONAL SERVICE	15,928	13,192	28,710	12,500	24,475
	<b>TOTAL</b>	<b>57,539</b>	<b>52,529</b>	<b>84,497</b>	<b>39,000</b>	<b>69,722</b>
<u>COMMODITIES/SUPPLIES</u>						
53620	SUPPLIES - OFFICE	2,808	528	2,000	1,000	2,000
53901	AWARDS & RECOGNITION	402	-	-	-	500
53630	OPERATING SUPPLIES	112	1,068	2,025	1,200	2,025
	<b>TOTAL</b>	<b>3,322</b>	<b>1,595</b>	<b>4,025</b>	<b>2,200</b>	<b>4,525</b>
<u>CONTINGENCIES/OTHER</u>						
57051	COMMUNITY IMPROVEMENTS	17,705	97,382	113,000	100,000	95,000
	<b>TOTAL</b>	<b>17,705</b>	<b>97,382</b>	<b>113,000</b>	<b>100,000</b>	<b>95,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>203,428</b>	<b>297,909</b>	<b>354,529</b>	<b>289,322</b>	<b>332,965</b>

**MISSION STATEMENT:** The Administration Department is responsible for administering programs and policies and implementing goals and objectives established by the Village Board. As manager of the department and the Village, 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.

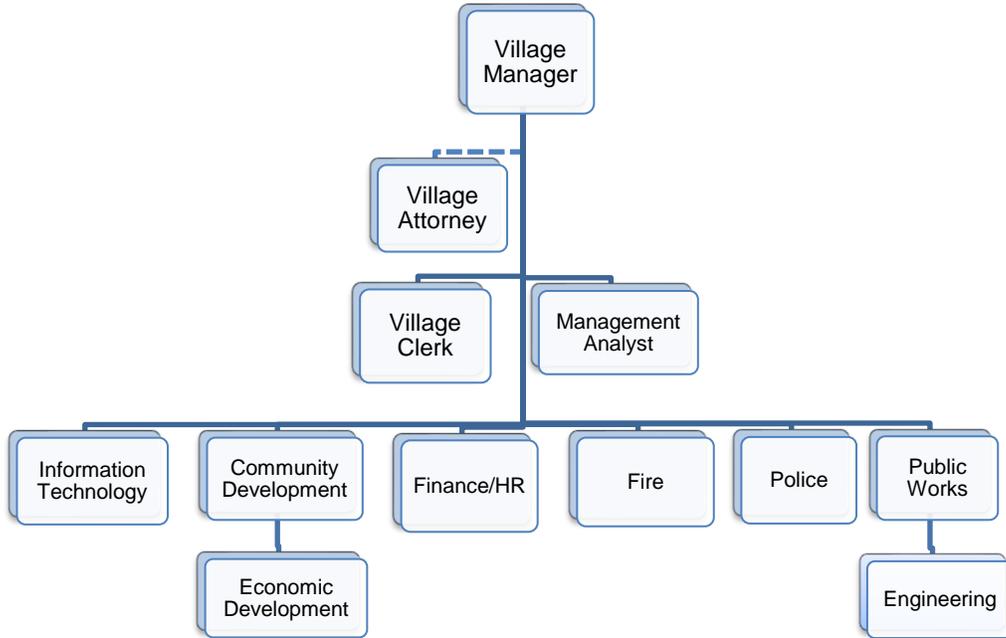
### **2019 ACCOMPLISHMENTS**

1. Completed full review and consolidation of legal services to reduce overall costs to Village.
2. Provided effective management oversight of Capital plan projects.
3. Successful launch of village rebranding campaign.
4. Hiring of new Village Manager.

### **2020 OBJECTIVES**

1. Improve customer service by evaluating departmental processes to reduce unnecessary bureaucracy.
2. Continue use of metrics to evaluate and manage Village operations.
3. Continue to examine cost savings and alternate service delivery measures.
4. Improve communication with residents through reestablishing newsletter and greater online and social media presence.
5. Conduct strategic planning and review to set medium and long term goals for the Village.

ORGANIZATIONAL CHART



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001110 - ADMINISTRATION</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	237,611	48,474	217,315	77,500	157,008
50040	LONGEVITY	14	-	-	-	30
50050	ATTENDANCE INCENTIVE	500	-	950	225	875
50075	PART TIME/SEASONAL	20,939	6,183	6,723	920	30,052
	<b>TOTAL</b>	<b>259,064</b>	<b>54,657</b>	<b>224,988</b>	<b>78,645</b>	<b>187,965</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	38,761	21,563	20,934	20,934	14,959
51140	IMRF	28,871	19,417	24,434	9,000	20,432
51160	FICA	12,474	3,431	10,627	7,500	11,147
51165	MEDICARE	3,730	802	3,262	1,200	2,725
51192	LIFE INSURANCE	3,000	-	1,500	-	-
	<b>TOTAL</b>	<b>86,835</b>	<b>45,214</b>	<b>60,757</b>	<b>38,634</b>	<b>49,263</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	4,674	2,666	4,275	2,500	4,275
52125	PUBLIC INFORMATION	18,211	8,312	18,000	-	18,000
52163	TRAINING/MEETINGS	11,688	20	8,850	500	8,850
52190	PROFESSIONAL SERVICE	-	250	250	-	25,000
52410	COMMUNICATIONS	2,463	843	1,142	200	-
	<b>TOTAL</b>	<b>37,035</b>	<b>12,090</b>	<b>32,517</b>	<b>3,200</b>	<b>56,125</b>
<u>COMMODITIES/SUPPLIES</u>						
53620	SUPPLIES - OFFICE	499	604	500	500	1,000
53630	OPERATING SUPPLIES	50	-	-	-	-
	<b>TOTAL</b>	<b>549</b>	<b>604</b>	<b>500</b>	<b>500</b>	<b>1,000</b>
<u>CONTINGENCIES/OTHER</u>						
57100	CONTINGENCY	61,267	53	95,000	25,000	70,000
	<b>TOTAL</b>	<b>61,267</b>	<b>53</b>	<b>95,000</b>	<b>25,000</b>	<b>70,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>444,751</b>	<b>112,618</b>	<b>413,762</b>	<b>145,979</b>	<b>364,353</b>

**MISSION STATEMENT (Finance):** The Finance Department provides quality financial and accounting services to all the stakeholders including the Board of Trustees, Village Employees, local Residents and Businesses, in a most effective and transparent manner, while safeguarding the Village Resources.

**MISSION STATEMENT (HR):** The Human Resources Department provides general personnel management oversight over all Village departments. Serving under the oversight of the Finance department, Human Resources oversees and manages all general liability, Risk Management, employee wellness, and benefit administration. The Department receives and investigates any and all complaints that may impact the workplace and serves as subject matter experts for all issues or programs directed by state and federal law, or promulgated by respective administrative agencies. The department manages all personnel files as well as oversees the recruitment, training, termination, and retirement of Village staff as a whole. Finally, the department serves as the focal point for all labor-relations.

## 2019 ACCOMPLISHMENTS

### Finance

1. Reduced the number of audit adjusting journal entries and again submitted the Village's audit to the GFOA's Certificate of Achievement Program.
2. Received GFOA "Distinguished Budget Presentation Award" for the fifth year in a row.
3. Actively invested in CD's, US Securities/Agencies and Municipal Securities as a part of a diversified investment plan to generate addition investment income.
4. Implemented more network friendly usage and eliminating the need for paper documents.

### HR

1. Implemented electronic document management software.
2. Negotiated successor collective bargaining agreements with unions whose contracts expired on December 31, 2019.
3. Expanded HR involvement in the utilization of the HR/payroll system.
4. Updated standard procedures for travel expense requests and reimbursements.
5. Expanded the presence of the Wellness Program to maximize engagement in effort to lower back end claim costs.
6. Revised travel and drug policies.

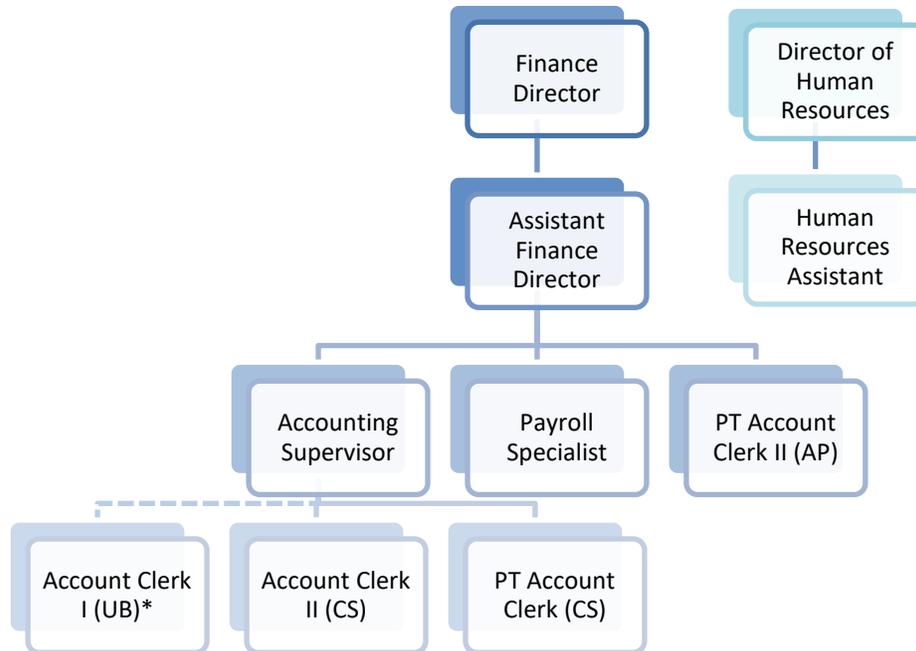
**2020 OBJECTIVES****Finance**

1. Continue to diversify investments to generate additional revenues without compromising safety and liquidity.
2. Make effective use of State of Illinois Local Debt recovery program to collect outstanding utility bills, parking tickets, and various other debts to the Village
3. Implement GFOA and Other's recommended changes to the Budget and the CAFR.
4. Continue to use network more effectively for storage of documents to eliminate the use of paper.

**HR**

1. Comprehensive update of all current non-union job descriptions.
2. Develop a job classification system and salary structure.
3. Complete an annual revision and publishing of the Personnel Manual.
4. Coordinate Village-wide training seminars including the topics of harassment/discrimination, implicit bias, customer service, supervisory skills for new managers, and any other training focused on individual department needs.
5. Implement timekeeping and payroll system.

ORGANIZATIONAL CHART



KEY PERFORMANCE MEASURES/ SERVICE INDICATORS	Actual 2017	Actual 2018	Projected FY 2019
<b>A/P &amp; Payroll Activity</b>			
<b>Payroll checks processed</b>	6,060	6,118	6,090
<b>Accounts Payable checks issued</b>	3,470	3,035	3,115
<b>Purchase Orders issued</b>	69	85	81

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001111 - FINANCE</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	250,258	229,554	13,359	133,000	191,964
50020	OVERTIME SALARIES	-	3,122	-	3,500	3,375
50040	LONGEVITY	808	412	672	500	570
50050	ATTENDANCE INCENTIVE	250	-	1,050	1,050	1,425
50075	PART TIME/SEASONAL	20,356	1,194	10,500	2,500	21,489
	<b>TOTAL</b>	<b>271,672</b>	<b>234,282</b>	<b>25,581</b>	<b>140,550</b>	<b>218,823</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	65,016	66,703	35,316	35,316	41,675
51140	IMRF	30,422	25,512	15,843	13,000	21,179
51160	FICA	16,262	13,741	9,045	9,045	13,412
51165	MEDICARE	3,803	3,213	2,115	2,115	3,137
	<b>TOTAL</b>	<b>115,502</b>	<b>109,169</b>	<b>62,319</b>	<b>59,476</b>	<b>79,403</b>
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	49,101	151,135	215,000	260,000	264,000
52013	DUES & SUBSCRIPTIONS	914	572	1,680	1,000	3,500
52105	BANK CHARGES	2,008	1,499	1,773	1,100	1,700
52150	PHYSICAL EXAMS	112	60	100	234	150
52153	PRINTING	606	567	750	300	750
52157	POSTAGE MAILING	3,933	4,250	4,000	6,100	6,100
52163	TRAINING/MEETINGS	10,376	(1,833)	7,500	4,000	8,753
52190	PROFESSIONAL SERVICE	13,937	8,878	5,400	5,400	5,250
52325	MAINTENANCE-OFFICE EQUIPMENT	1,035	926	1,000	1,000	1,000
52410	COMMUNICATIONS	860	107	150	-	-
	<b>TOTAL</b>	<b>82,882</b>	<b>166,161</b>	<b>237,353</b>	<b>279,134</b>	<b>291,203</b>
<u>COMMODITIES/SUPPLIES</u>						
53606	MINOR TOOLS - EQUIPMENT	-	2,073	1,000	-	1,000
53620	SUPPLIES - OFFICE	2,255	2,919	2,500	2,500	2,500
53901	MILESTONE AWARDS	-	50	50	425	100
	<b>TOTAL</b>	<b>2,255</b>	<b>5,042</b>	<b>3,550</b>	<b>2,925</b>	<b>3,600</b>
	<b>DEPARTMENT TOTAL</b>	<b>472,311</b>	<b>514,654</b>	<b>328,803</b>	<b>482,085</b>	<b>593,029</b>

**MISSION STATEMENT:** The mission of the Information Technology Department is to facilitate reliable, timely, and convenient access to information for employees and residents of the Village of Carpentersville. We will identify, implement, and support applications and systems that enhance service delivery, enable employee productivity and utilize technology to further the goals of the Village of Carpentersville in a fiscal responsible manner.

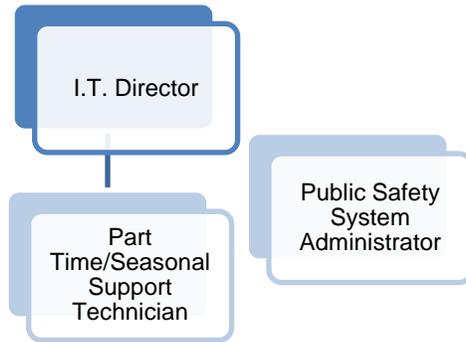
### **2019 ACCOMPLISHMENTS**

1. Improved fire station network redundancy.
2. Improved Village-wide internet capabilities and telephone infrastructure.
3. Improved internet security and redesigned Village network topology.
4. Implemented new Village website.

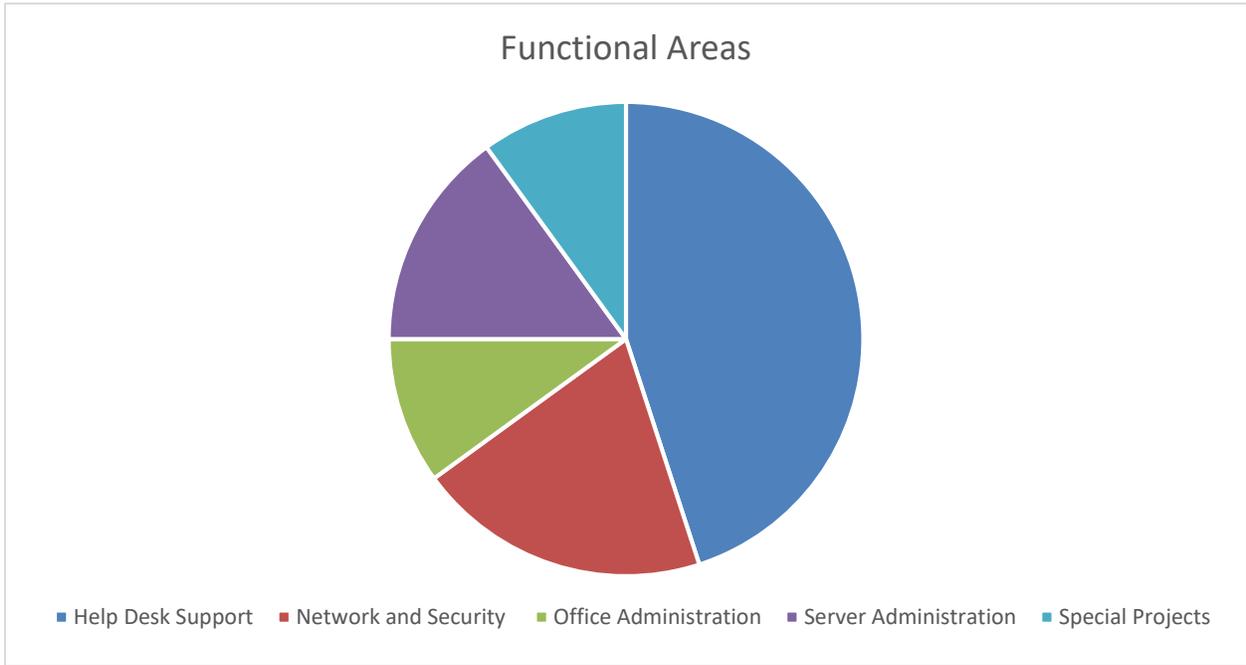
### **2020 OBJECTIVES**

1. Explore and implement use of thin clients where possible.
2. Utilize single platform for video management between Village facilities.
3. Expand use of Laserfiche and improve efficiencies across departments.
4. Improve network and physical security control across Village.
5. Reduce and simplify server architecture.
6. Upgrade Munis ERP system.

### Organizational Chart



### Functional Areas



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>001112 - INFORMATION TECHNOLOGY</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	103,305	94,683	107,937	82,500	88,195
50020	OVERTIME SALARIES	-	-	-	-	5,200
50040	LONGEVITY	188	12	222	50	50
50050	ATTENDANCE INCENTIVE	300	50	425	425	425
	<b>TOTAL</b>	<b>103,793</b>	<b>94,745</b>	<b>108,584</b>	<b>82,975</b>	<b>93,870</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	18,507	19,413	18,827	18,507	16,953
51140	IMRF	11,567	10,285	11,792	9,000	10,204
51160	FICA	6,048	5,560	6,350	5,250	5,498
51165	MEDICARE	1,414	1,300	1,574	1,150	1,286
	<b>TOTAL</b>	<b>37,536</b>	<b>36,559</b>	<b>38,543</b>	<b>33,907</b>	<b>33,941</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52157	POSTAGE/MAILING	-	-	-	-	150
52163	TRAINING/MEETINGS	2,955	-	2,500	-	2,500
52190	PROFESSIONAL SERVICE	127,034	101,644	205,588	130,000	164,201
52320	MAINTENANCE - MUNIS	59,836	63,540	71,828	62,841	71,828
52323	MAINTENANCE EQUIPMENT	7,402	3,432	10,000	10,000	10,000
52410	COMMUNICATIONS	6,333	6,237	11,000	11,000	48,700
	<b>TOTAL</b>	<b>203,561</b>	<b>174,853</b>	<b>300,916</b>	<b>213,841</b>	<b>297,379</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53606	MINOR TOOLS - EQUIPMENT	1,924	2,558	5,000	12,000	21,000
53608	COMPUTER	24,499	687	10,000	10,000	66,442
53611	SUPPLIES - NETWORK SOFTWARE	16,707	-	11,600	11,600	26,065
53620	SUPPLIES - OFFICE	50	-	400	800	800
53630	OPERATING SUPPLIES	832	683	1,000	1,000	1,000
	<b>TOTAL</b>	<b>44,013</b>	<b>3,929</b>	<b>28,000</b>	<b>35,400</b>	<b>115,307</b>
	<b>DEPARTMENT TOTAL</b>	<b>388,902</b>	<b>310,085</b>	<b>476,043</b>	<b>366,123</b>	<b>540,497</b>

General Services is a separate cost center within the finance department that oversees the large contractual expenses of the Village, including but not limited to: Legal Services, Risk Management/Liability Insurance, Unemployment for the Village as a whole, and residential refuse service. All General Fund Interfund transfers also take place here. This cost center was created for improved transparency and improved reporting at the department level. By creating this cost center, true operating costs are now reported in the Finance and Street department. This department mainly supports the Finance and Administration departments.

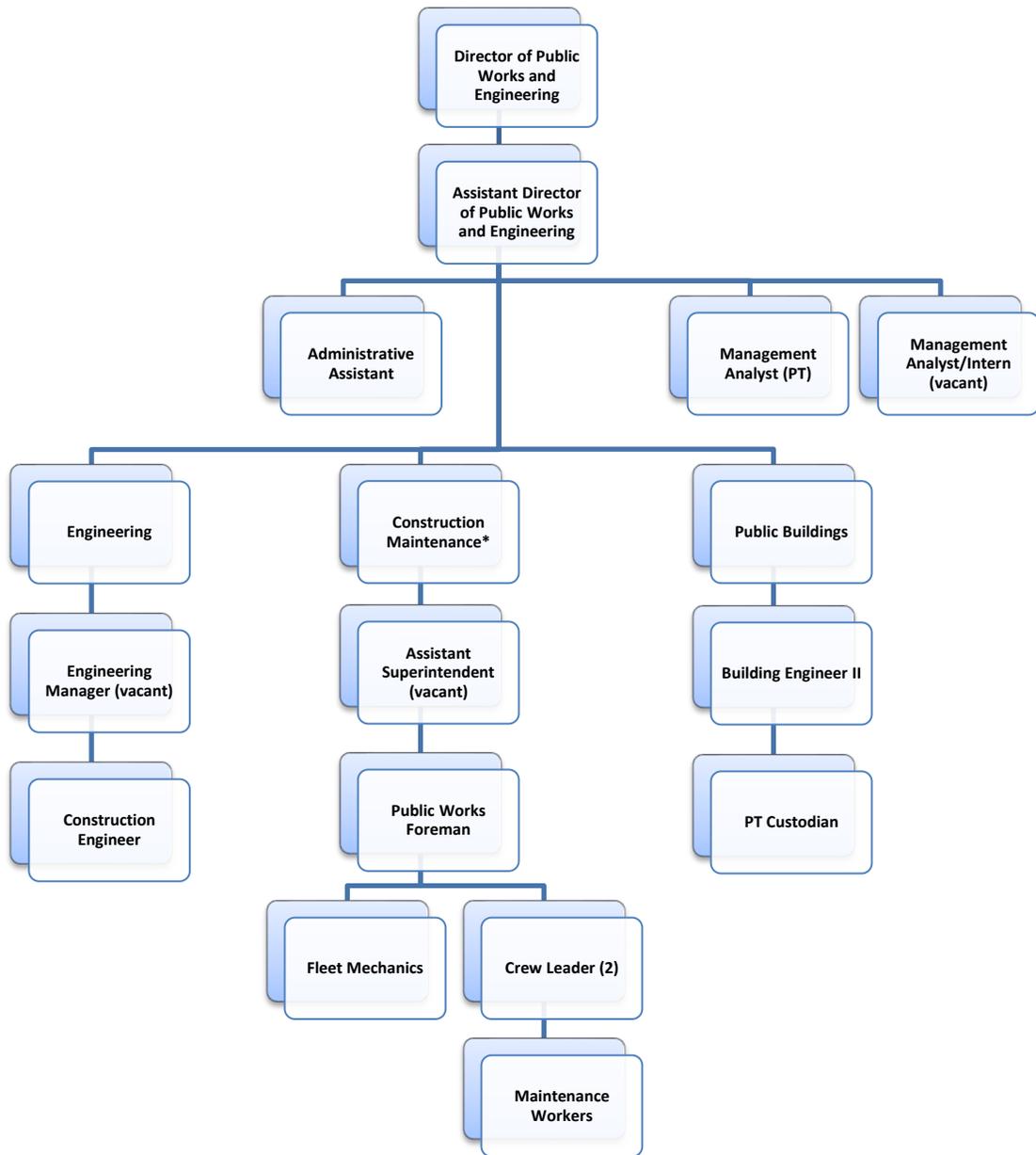
**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001113 - GENERAL SERVICES</b>						
<u>PERSONNEL BENEFITS</u>						
51130	WELLNESS PROGRAM	8,486	5,471	38,800	4,000	4,500
51150	UNEMPLOYMENT	31,740	9,634	30,000	10,000	30,000
	<b>TOTAL</b>	<b>40,226</b>	<b>15,105</b>	<b>68,800</b>	<b>14,000</b>	<b>34,500</b>
<u>CONTRACTUAL SERVICES</u>						
52030	LEGAL FEES	80,095	32,856	150,000	75,000	125,000
52035	LEGAL RETAINER	204,000	127,148	175,000	132,500	160,000
52156	REFUSE - RESIDENTIAL	2,922,042	2,890,419	2,800,000	2,960,000	3,053,061
52157	POSTAGE/MAILING	5,468	5,709	6,000	6,000	6,000
52190	PROFESSIONAL SERVICE	67,107	67,882	65,000	55,000	-
52220	LIABILITY INSURANCE REIMBURSEM	690,480	667,800	583,800	583,800	612,990
52410	COMMUNICATIONS	52,110	51,392	47,000	47,000	-
	<b>TOTAL</b>	<b>4,021,303</b>	<b>3,843,206</b>	<b>3,826,800</b>	<b>3,859,300</b>	<b>3,957,051</b>
<u>TRANSFERS OUT</u>						
59030	TRANSFER TO DEBT SERVICE	243,536	104,429	316,450	316,450	318,200
59235	TRANS TO CAP EQUIP REPLACEMENT	600,000	400,000	539,000	539,000	1,900,000
59299	TRANSFER OUT TO FUND 299	1,100,000	-	314,550	314,550	5,500,000
59400	TRANSFER TO MFT	-	-	-	-	-
59998	TRANSFER TO INSURANCE FUND	-	-	-	-	-
	<b>TOTAL</b>	<b>1,943,536</b>	<b>504,428</b>	<b>1,170,000</b>	<b>1,170,000</b>	<b>7,718,200</b>
	<b>DEPARTMENT TOTAL</b>	<b>6,005,065</b>	<b>4,362,739</b>	<b>5,065,600</b>	<b>5,043,300</b>	<b>11,709,751</b>

**ORGANIZATIONAL CHART**  
**Public Works – General Fund**

*See supplemental section for entire Public Works Organizational Chart*



\*Construction Maintenance houses the following divisions:  
Parks (General Fund)  
Streets (General Fund)  
Vehicle Maintenance (General Fund)  
Underground Utilities (Enterprise Fund)

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

Responsibilities include but are not limited to:

**Equipment Maintenance & Repair– Village Hall, Police, Public Works, Fire Stations.**

- Rooftop HVAC units
- Rooftop exhaust fans
- CoRayVac heating units
- Fan coil heating and cooling units
- Boilers, chillers, cooling tower & circulating pumps
- Plumbing (water supply piping, waste and vent piping, water heaters, plumbing fixtures)
- Electrical (distribution panels, piping, circuits, lighting fixtures)
- Natural gas emergency generator
- Reheat units 2<sup>nd</sup> floor Village Hall
- Sewage lift station and associated pumps
- Building appliances (refrigerators, dish washers, clothes dryers & washers, ice-makers)

**Building & Grounds Maintenance**

- Painting (interior and exterior)
- Roof maintenance
- Trees, bushes, and landscaping areas
- Parking Lot
- Exterior Windows
- Exterior building lights

**General Custodial Duties**

- House cleaning

**2019 ACCOMPLISHMENTS**

1. Public Works Building exterior lights upgraded to LED.
2. Public Works Building exterior lighting panel software upgraded with the help from IT Department.
3. Public Works Building exterior lighting panel repairs from lighting strike.
4. Public Works Building extensive work on Building Automation System (BAS) that controls all the HVAC equipment. Allows for more efficient running of equipment.
5. Public Works Building extensive work on the fleet mechanics shop heating and ventilation unit to increase efficiency, cut down on run time, and wear on equipment.
6. Fire Station 91 & 93 repaired HVAC zone dampers for proper operation. This increases efficiency, wear on the equipment and a more comfortable environment.

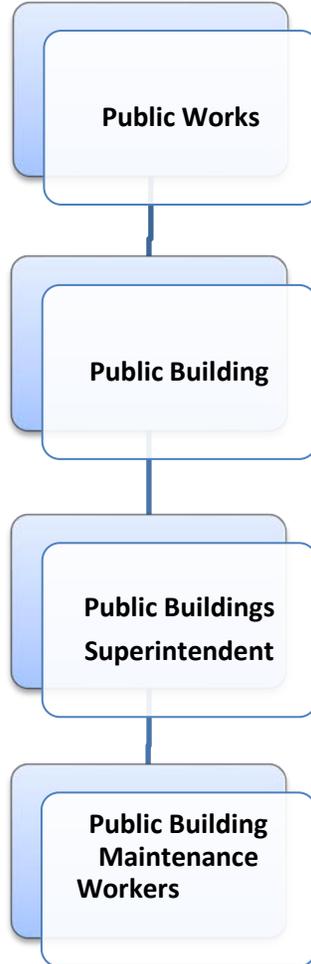
7. Fire Stations 91, 92 & 93 repaired and upgraded HVAC RTU economizers (free outside air during cool periods of the day) for proper operation. This increases unit efficiency, cuts down on equipment wear and a more comfortable environment.
8. Fire Station 93 bay floor replaced CoRayVac heating system main exhaust motor, improved the way the unit was original hung during installation. Repaired the ceiling around the area.
9. Increased HVAC in-house preventative maintenance and repairs.
  - a. Performed a more thorough A/C and Heat inspection at Fire Stations, Public Works Facility and Village Hall.
  - b. Performed HVAC repairs / replacement at Water & Wastewater facilities.

**2020 OBJECTIVES**

1. Continue increased HVAC preventative maintenance at Village Hall, Police Station, Fire Stations, Public Works Facility, Water Plant, Waste Water Plant and associated buildings.
2. Continue increased plumbing repairs, electrical repairs and general building maintenance repairs at Village Hall, Police, Fire and Public Works Facilities. Conduct site visits to assess and generate updated lists of items needing maintenance or repair.
3. Continue to improve on how quickly we respond to emergency calls, maintenance requests and completion of projects in-house.
4. Public Works Building start yearly maintenance and inspection for all overhead doors. Make needed repairs to doors as identified during maintenance and inspection.
5. Village Hall and Police Station replace another 12-15 FCU blower motors and blower wheels.
6. Village Hall and Police Station replace 26 FCU thermostats.
7. Village Hall and Police Station make repairs to chiller system bundles. Inspect, descale, brush clean, and plug tubes that walls are getting thin.
8. Village Hall and Police Station look into certain HVAC VAV-Zones that are giving us problems regulating temperature.
9. Village Hall rehab staff lounge. Continued from 2016, 2017, 2018 & 2019 objective.
10. Re-key Village Hall doors to a standard master key and specific departments. Continued from 2016, 2017, 2018 & 2019 objective.
11. Village Hall – 1<sup>st</sup> floor and 2<sup>nd</sup> floor men's and woman's washroom's install new stall partition walls. Continued from 2017, 2018 & 2019 objective.

**ORGANIZATIONAL CHART**

*See supplemental section for entire Public Works – General Fund Organizational Chart*



**GENERAL FUND PUBLIC BUILDINGS DIVISION**

KEY PERFORMANCE MEASURES/ SERVICE INDICATORS	Unit of Measurement	2017 Actual	2018 Actual	2019 Actual
<b>HVAC / Mechanical Systems VH/PD</b>	Hours	607	568	596
<b>Plumbing VH/PD</b>	Hours	144	136	20
<b>Electrical VH/PD</b>	Hours	174	88	53
<b>General Maintenance VH/PD</b>	Hours	1255	1159	1095
<b>Grounds Maintenance VH/PD</b>	Hours	450	208	115
<b>Janitorial VH/PD</b>	Hours	2393	2,322	2769
<b>Administration / Paper Work</b>	Hours	595	708	771
<b>Snow / Ice Control VH/PD</b>	Hours	50	261	51
<b>HVAC / Mechanical Systems PW</b>	Hours	237	413	409
<b>Plumbing PW</b>	Hours	48	54	68
<b>Electrical PW</b>	Hours	89	47	91
<b>General Maintenance PW</b>	Hours	112	54	194
<b>Janitorial PW</b>	Hours	208	109	232
<b>Rod / Flush Building Sewer Lines F.S. 91</b>	Hours	45	124	131
<b>HVAC / Mechanical Systems F.S. 91</b>	Hours	84	160	143
<b>Plumbing F.S. 91</b>	Hours	30	27	9
<b>Electrical F.S. 91</b>	Hours	24	56	94
<b>General Maintenance F.S. 91</b>	Hours	398	29	64
<b>Rod / Flush Building Sewer Lines F.S. 92</b>	Hours	0	5	0
<b>HVAC / Mechanical Systems F.S. 92</b>	Hours	72	125	137
<b>Plumbing F.S. 92</b>	Hours	5	7	23
<b>Electrical F.S. 92</b>	Hours	21	16	33
<b>General Maintenance F.S. 92</b>	Hours	41	28	11
<b>Rod / Flush Building Sewer Lines F.S. 93</b>	Hours	26	16	26
<b>HVAC / Mechanical Systems F.S. 93</b>	Hours	56	181	226
<b>Plumbing F.S. 93</b>	Hours	78	25	44
<b>Electrical F.S. 93</b>	Hours	26	45	23
<b>General Maintenance F.S. 93</b>	Hours	115	181	108

VH/PD = Village Hall/Police Department  
PW = Public Works  
FS = Fire Station

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001115 - PUBLIC BUILDINGS</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	127,696	155,682	152,238	159,941	160,167
50020	OVERTIME SALARIES	573	3,161	3,000	6,500	7,000
50040	LONGEVITY	200	280	240	240	384
50050	ATTENDANCE INCENTIVE	500	750	1,000	1,000	975
50075	PART TIME/SEASONAL	40,015	39,724	49,760	49,000	51,956
	<b>TOTAL</b>	<b>168,984</b>	<b>199,598</b>	<b>206,238</b>	<b>216,681</b>	<b>220,482</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	43,596	31,822	41,447	41,447	38,893
51140	IMRF	16,036	18,768	19,332	17,000	20,813
51160	FICA	10,297	12,120	12,787	12,787	13,670
51165	MEDICARE	2,408	2,835	2,990	2,990	3,197
	<b>TOTAL</b>	<b>72,338</b>	<b>65,545</b>	<b>76,556</b>	<b>74,224</b>	<b>76,573</b>
<u>CONTRACTUAL SERVICES</u>						
52150	PHYSICAL EXAMS	828	267	240	380	240
52190	PROFESSIONAL SERVICE	2,421	1,472	2,600	2,000	2,600
52310	MAINT BUILDINGS & GROUNDS	31,269	22,069	69,000	65,000	69,000
52323	MAINTENANCE EQUIPMENT	24,931	37,242	56,860	51,000	51,000
52409	HEATING	5,221	7,690	7,000	7,000	8,000
52410	COMMUNICATIONS	1,385	1,519	1,200	1,500	1,600
	<b>TOTAL</b>	<b>66,055</b>	<b>70,259</b>	<b>136,900</b>	<b>126,880</b>	<b>132,440</b>
<u>COMMODITIES/SUPPLIES</u>						
53606	MINOR TOOLS - EQUIPMENT	3,752	2,479	5,000	5,000	5,000
53630	OPERATING SUPPLIES	34,813	33,669	35,000	30,000	35,000
53651	SUPPLIES - CLOTHING	133	1,179	2,250	2,250	2,250
53901	AWARDS & RECOGNITION	50	-	-	-	-
	<b>TOTAL</b>	<b>38,748</b>	<b>37,328</b>	<b>42,250</b>	<b>37,250</b>	<b>42,250</b>
<u>EQUIPMENT</u>						
55799	IMPROVEMENTS	-	-	-	-	100,000
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>346,125</b>	<b>372,729</b>	<b>461,944</b>	<b>455,035</b>	<b>571,745</b>

**MISSION STATEMENT:** Engineering Department Staff is dedicated to providing the below services:

- Plan, manage and oversee capital improvement projects and complete field survey, design, documents, and construction management for a specific projects. Also, coordinates capital improvements to be performed by other adjacent municipalities, Kane County and the IDOT.
- Pursue grant funding opportunities for various improvement projects.
- Review, inspect, and accept the installation of public improvements for residential, commercial, and industrial developments. Managing and tracking developer bond guarantees for individual developments is also performed.
- Assist residents and developers by interpreting and Village codes and engineering standards, completing site improvement plan and grading plan reviews and inspections, provide field engineering support for environmental, water, sewer, street improvements to ensuring compliance with all Village codes and standards.
- Maintain files for historic as-built drawings, utility atlas records, surveys, and various mapping information of public and private improvements.

**2019 ACCOMPLISHMENTS**

1. None due to the Engineering department moving from Community Development Department into a Division of its own in 2020.

**2020 OBJECTIVES**

1. Award design contracts and complete the preparation of engineering plans and bid documents for all capital projects identified within the 2020 Capital and MFT Funds.
2. Maintain and update the 5-year Capital Improvement Plan and Pavement Condition Survey.
3. Submit grant funding application for Kane County Development funding, Surface Transportation Program funding, as well as other grant funding opportunities as identified.
4. Complete plan review and oversee construction of developer improvements and associated off-site improvements.
5. Review and approve the reduction and release of developer bonds and letters of credit.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001140 - ENGINEERING</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	-	-	-	-	194,887
50040	LONGEVITY	-	-	-	-	546
50050	ATTENDANCE INCENTIVE	-	-	-	-	2,140
	<b>TOTAL</b>	-	-	-	-	<b>197,573</b>
 <u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	-	-	-	-	42,682
51140	IMRF	-	-	-	-	21,476
51160	FICA	-	-	-	-	12,094
51165	MEDICARE	-	-	-	-	2,865
	<b>TOTAL</b>	-	-	-	-	<b>79,117</b>
 <u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	-	-	-	-	510
52163	TRAINING/MEETINGS	-	-	-	-	1,800
52190	PROFESSIONAL SERVICE	-	-	-	-	29,000
52410	COMMUNICATIONS	-	-	-	-	1,400
	<b>TOTAL</b>	-	-	-	-	<b>32,710</b>
 <u>COMMODITIES/SUPPLIES</u>						
53606	MINOR TOOLS - EQUIPMENT	-	-	-	-	200
53620	SUPPLIES - OFFICE	-	-	-	-	5,090
	<b>TOTAL</b>	-	-	-	-	<b>5,290</b>
	 <b>DEPARTMENT TOTAL</b>	 -	 -	 -	 -	 <b>314,690</b>

**MISSION STATEMENT:** The Parks Division within Public Works is dedicated to providing safe, clean, and beautiful parks and recreational facilities for the residents of Carpentersville. Services shall be provided to enrich the quality of life for residents and provide the best possible recreational facilities and open natural spaces available. Responsibilities include but are not limited to:

**Picnic Areas** – Responsible for 20 areas in 5 parks with an additional 6 sitting areas.

**Playground** – Maintenance of 1 playground area in Carpenter Park.

**Pavilions** – Maintenance of 2 pavilions and 1 stage in Carpenter Park. Maintenance of 1 pavilion in McNamee Park.

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

**Baseball/Softball Field** – Maintenance of 1 baseball/softball field and associated grounds.

**Cleaning** – General clean-up and maintenance of all parks and public properties within the parks system.

**Tree Trimming and Removal** – The trimming of limbs and removal of trees that have been deemed hazardous or dead.

**Snow Removal** – Removal of snow from the parking areas, walking paths in Carpenter Park, Veterans' Garden, and 51 S. Grove bike path extension.

**Mulching** – The placement of mulch in various flower/shrub areas, village entrance signs, and the "Old Town" monument sign on Main Street & IL. Rte. 31.

**Fox River Bank Beautification** - Maintenance of two river banks at Timothy R. McNamee and John "Jack" Hill Memorial parks as well as the newly leased Fox River Phase II Project Area.

**Entrance Signs** - Maintenance and repair of 5 Village of Carpentersville entrance signs, 4 neighborhood entrance signs, and the "Old Town" monument sign on Main Street & IL. Rte. 31.

### 2019 ACCOMPLISHMENTS

1. Installed a wood girder for additional support beneath the Carpenter Park deck stage.
2. Installed four 120-volt GFI outlets on the back wall of the Carpenter Park Stage.
3. Installed twelve 120-volt GFI outlets inside the electric panel behind Carpenter Park Stage.
4. Installed four 120-volt GFI outlets and two carnival box outlets outside the electric panel locate at the west end of Carpenter Park near Lord Avenue and Main Street.
5. Assisted numerous groups and village commissions preparing for numerous venues including. Easter Egg Hunt, Arbor Day, Rock The Fox Music Festival, Burger Fest, El Grito Fest, Fall Fest, National Night Out, Civil War Reenactment and Winter Fest.
6. Assisted the Chicago Area Mountain Bikers Association (CAMBr) in the continued development of the Keith Andres Memorial Bike Park trail system.
7. Reconstructed concrete footings for the south creek crossing bridge in Carpenter Park.
8. Trim all the trees along the center walking path, playground area, and Veterans Gardens in Carpenter Park.
9. Contractually removed 2 large diameter fallen trees within Keith Andres Memorial Park.
10. Prepared bid specifications and publicly advertised a contract for the Annual Ground Maintenance services.

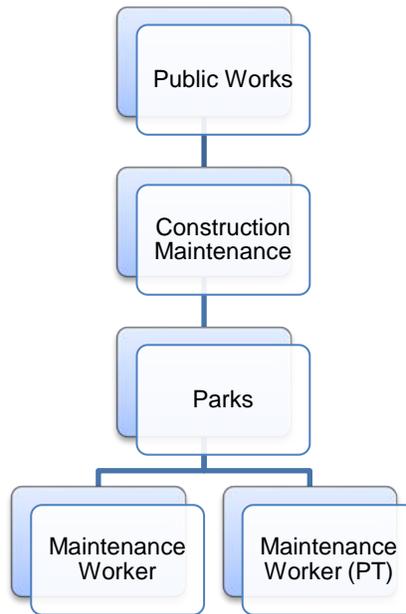
11. Planted clematis vine for the Veterans Gardens Archway.
12. Removed the existing Gazebo within Timothy R. McNamee Park.
13. Rolled, aerated and over-seeded the Carpenter Park baseball field
14. Installed a new access gate at the Carpenter Park baseball field (Tri-Cities Little League)
15. Installed 24 tons of new limestone screenings for the Carpenter Park baseball field warning track.
16. Installed new bollards and posts in front of the Carpenter Park walking bridge.
17. Installed new hand rails and stairs at the Carpenter Park stage.
18. Sand and seal 2,800 square feet of paving brick at Veterans Gardens.
19. Replace 12 feet of deteriorated storm sewer drainage pipe locate on the Southeast side of Carpenter Park.

## 2020 OBJECTIVES

1. Carpenter Park
  - a. Install electrical drop boxes and piping underground in various locations around the center walking path to allow electric cords to be ran under the path instead of over during special events.
  - b. Install UNILOCK landscape wall bricks around the back of the stage to provide a more attractive planter box around the electrical panel.
  - c. Install six 120 electrical outlets on the north side of the center walking path to provide more power alternatives for holiday lighting and special events.
2. Timothy R. McNamee Memorial Park
  - a. Install new Gazebo that matches the Carpenter Park Gazebo.
  - b. Remove debris in the Fox River during low levels.
3. John "Jack" Hill Memorial Park
  - a. Trim and raise all of the trees.
  - b. Remove debris in the Fox River during low levels.
4. Keith Andres Memorial Park
  - a. Continue to assist the Chicago Area Mountain Bikers Association in the development of the Keith Andres Bike Park trail system.
  - b. Continue the maintenance and rehabilitation of creek bed banks on an as needed basis.
  - c. Contractual and in-house tree removal.
5. Public Properties
  - a. Pursue and apply for grants to continue the entrance sign program with the goal of constructing entrance sign landscaping at all major entrances in the village.
  - b. Prepare bid specifications and publicly advertise a contract for the Annual Ground Maintenance service.
6. Overall responsibilities
  - a. Continue to pursue grants related to the development of our parks system.
  - b. Continue to assist groups and the Special Events and Parks Commission organizing venues to promote positive quality of life goals as outlined by the Village Board.

**ORGANIZATIONAL CHART**

*See supplemental section for entire Public Works – General Fund Organizational Chart*



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit of Measurement	Actual 2017	Actual 2018	Actual 2019
Site Park Permits	Permits Issued	25	23	16
Snow & Ice Control	Man Hours	100	86	235
Storm Cleanup	Man Hours	140	8	183
Park Cleanup	Man Hours	1,152	363	1,172
Tree Maintenance	Man Hours	64	80	129
Playground Equip. Repair	Man Hours	0	0	60
Picnic Site Repair	Man Hours	36	40	155
Entrance Sign Maintenance	Man Hours	1,236	820	100
Grounds Maintenance	Man Hours	260	310	452
Vet. Garden Maintenance	Man Hours	240	188	226
Structure Maintenance	Man Hours	40	80	102
Graffiti Removal	Man Hours	20	28	11
Labor Pool (provided)	Man Hours	400	380	61
Special Events	Man Hours	128	96	380
Material Hauling	Man Hours	96	120	40
Tool & Equipment Repair	Man Hours	42	48	70
Training	Man Hours	26	12	64
Administration	Man Hours	80	56	112

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001220 - PARKS</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	69,869	71,702	69,213	69,500	70,584
50020	OVERTIME SALARIES	1,983	6,862	6,000	18,500	8,000
50040	LONGEVITY	720	760	760	760	800
50050	ATTENDANCE INCENTIVE	600	400	800	800	800
50075	PART TIME/SEASONAL	29,596	41,993	57,760	36,000	55,933
	<b>TOTAL</b>	<b>102,768</b>	<b>121,717</b>	<b>134,533</b>	<b>125,560</b>	<b>136,117</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	20,855	22,979	22,310	22,310	16,131
51140	IMRF	11,035	12,970	13,112	11,500	13,258
51160	FICA	5,893	7,061	8,341	7,500	9,679
51165	MEDICARE	1,378	1,651	1,951	1,700	2,264
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	-	-	20,000
	<b>TOTAL</b>	<b>39,161</b>	<b>44,662</b>	<b>45,714</b>	<b>43,010</b>	<b>61,332</b>
<u>CONTRACTUAL SERVICES</u>						
52150	PHYSICAL EXAMS	109	50	300	300	300
52190	PROFESSIONAL SERVICE	2,285	1,063	4,500	8,000	8,000
52310	MAINT BUILDING & GROUNDS	16,953	5,806	18,000	16,000	18,000
52410	COMMUNICATIONS	-	-	200	200	200
52740	TREE/LAWN CARE	32,761	37,598	55,000	58,000	60,000
52901	RENTALS	3,220	145	2,000	-	2,000
	<b>TOTAL</b>	<b>55,328</b>	<b>44,662</b>	<b>80,000</b>	<b>82,500</b>	<b>88,500</b>
<u>COMMODITIES/SUPPLIES</u>						
53102	STREET MATERIALS	2,471	1,374	8,000	4,000	6,000
53606	MINOR TOOLS - EQUIPMENT	4,480	7,743	7,000	5,900	7,000
53630	OPERATING SUPPLIES	16,328	16,051	20,000	12,000	15,000
	<b>TOTAL</b>	<b>23,280</b>	<b>25,168</b>	<b>35,000</b>	<b>21,900</b>	<b>28,000</b>
<u>EQUIPMENT</u>						
<b>IMPROVEMENTS</b>						
55799	60008 VIDEO GAMING PROJECTS	-	7,630	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>7,630</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>220,536</b>	<b>243,839</b>	<b>295,247</b>	<b>272,970</b>	<b>313,949</b>

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

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

1. Mill and overlay deteriorating pavements
2. Roadway patching
3. Snow and ice control
4. Tree trimming
5. Tree removal
6. Shoulder repair
7. Ditch-line restoration and maintenance
8. Right-of-way debris and trash pick-up
9. Street sweeping
10. Storm sewer catch basin cleaning
11. Dead animal pickup
12. Sign installation and repair
13. Street light maintenance
14. Crosswalk / stop bar striping
15. Graffiti removal
16. Assist other Divisions with manpower, equipment, and logistical support

### 2019 ACCOMPLISHMENTS

1. Milled and paved using hot-mix asphalt (one half mile) of pavement throughout town. All pavement was removed to stone, proofed rolled and base repairs were made as needed.
2. Patched 23 different areas from various utility repairs using hot-mix asphalt.
3. Saw cut and removed 26 failed pavement areas in need of road patching.
4. Install, water, mulch, and edge 24 parkway trees as part of the in-house spring tree planting program.
5. Contractually planted 38 parkway trees as part of the Village's fall tree-planting program.
6. Removed 89 dead or diseased trees from Village parkways.
7. Stump ground and restored 62 tree stumps with topsoil, seed, and blanket.
8. Contractual trimmed all the parkway trees in Newport Cove, Silverstone and Old Town subdivisions.
9. Contractual cleared and trimmed the south right-of-way of Lake Marian Road from Deer Creek Road to Brookdale Drive.
10. Responded to 307 requests for service from village residents and staff members regarding miscellaneous issues/concerns.
11. Prepared 62 community garden plots at Village Hall for spring plantings.

12. Organized, set-up and broke down for seven special events. Easter Egg Hunt, Rock The Fox Music Festival, National Night Out, Burger Fest, El Grito Fest, Fall Fest, Civil War Reenactment and Winter Fest.
13. Produced and installed 136 signs regulatory and informational signs.
14. Produced and installed 121 street name signs.
15. Produced 170 different stickers for banners and special event signage.
16. Produced 30 new banners for special events.
17. Prepared bid specifications, publicly advertised and awarded a contract for the annual Ground Maintenance services related to mowing, trimming and debris pick-up within right-of-ways, Village owned properties, and parks.
18. Prepared bid specifications, publicly advertised, and awarded the annual crack sealing contract.
19. Prepared bid specifications, publicly advertised, and awarded a contract for the Village's annual street striping program.
20. Continued the contractual snow plowing contract.
21. Continued contractual street sweeping contract.
22. Selected members of staff received certifications in utility locating, Sensible Salting Practices, Larvicide control, and Chain Saw Safety.
23. The purchase of three new 5-ton dump trucks with snow plows, salt spreaders and pre-wet packages.

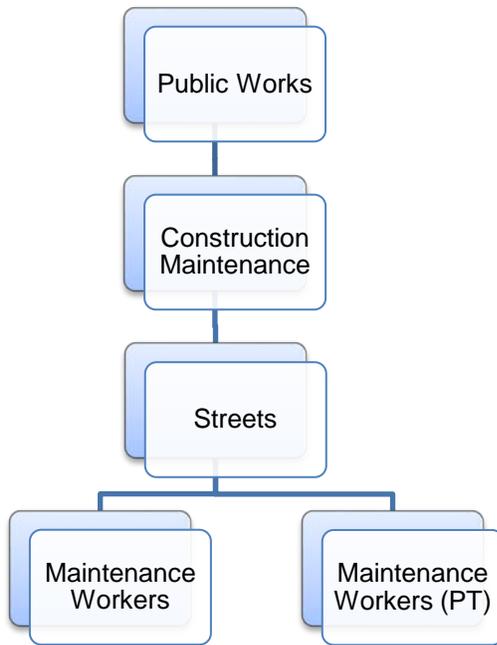
## **2020 OBJECTIVES**

1. Continue the Village's "In-House" paving program with a goal of 2<sup>nd</sup> Street, Denver Drive from Tacoma Street to Tulsa Avenue, Riversview Drive from Gentle Breeze Terrace to dead end, and South Bramer Street, Amarillo Drive from Ensenada Drive to Del Rio Road.
2. Continue to publicly advertise and award a contract for contractual tree trimming/removal program.
3. Restore the south side right-of-way on Lake Marian Road from the White Oaks storm basin entrance to Deer Creek Road as part of the In-House beautification program.
4. Continue to expand upon the In-House tree planting program.
5. Continue to water newly planted trees throughout the Village and Parks.

6. Continue to publicly advertise and award a contract related to the annual grounds maintenance contract for mowing, trimming and debris pick-up within right-of-ways and Village owned properties.
7. Continue to publicly advertise and award a contract for street sweeping services. The Village will be swept a total of 10 times a year.
8. Continue to publicly advertise and award a contract for the annual crack sealing program.
9. Continue to publicly advertise and award a contract for the annual street striping program.
10. Continue to award a contract for snow removal services.
11. Maintain the integrity of staff by means of cross training and sharing resources with other Divisions within the Public Works Department.
12. Continue to reposition the Village's electronic speed signboards as determined by the Police Department.
13. Purchase 2 new 5-ton dump trucks with plows, salt speeders, and pre-wet packages.
14. Purchase a new 2-ton asphalt roller.
15. Continue to work on the Village's new branding logo in the form of street name change-outs and banner replacements.

**ORGANIZATIONAL CHART**

*See supplemental section for entire Public Works – General Fund Organizational Chart*



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit of Measurement	2017 Actual	2018 Actual	2019 Actual
Snow / Ice	Hours	1,000	487	1,311
Dead Animal Pickup	Number of	150	80.5	150
Street Light Maintenance	Hours	90	62	90
Debris Pickup	Hours	200	113	305
Storm Damage Cleanup	Hours	848	1,003	454
Catch basins / Flooding	Hours	584	935	261
Street Sweeping	Hours	170	1,170	110
Paving	Hours	990	398	454
	Lane Miles	5.9	1.0	1.0
Milling/Grinding	Hours	1,380	629	752
	Lane Miles	5.9	2.0	2.0
Pavement/ Potholing	Tons	400	1700	1475
Utility Restoration	Tons	60	260	389
Roadside Restoration	Hours	59	262	152
Ditch Work	Hours	205	32	80
Road Base Repairs	Hours	605	542	1100
Concrete	Hours	110	52	59
Restorations / Dirt & seed	Hours	630	312	630
Signs made	Hours	525	1,280	1,123
	Number of	575	592	675
Signs installed	Hours	480	701	480
	Number of	400	471	502
Painting Stop Bars / Crosswalks Cross Walk Symbols	Hours	100	161	52
	Number of	100	30	21
Painting Center / Edge Lines (contractual)	Footage	166,000	134,548	139,646
Graffiti Removal / Signs	Hours	50	131	16
Graffiti Removal / Pavement	Hours	18	29	3
Main Street Banners	Hours	80	85	225
Tree Trimming	Hours	600	412	325
Tree Removal (in house)	Hours	260	375	289
(in house)	Number of	297	92	82
(contractual)	Number of	N/A	91	54
Stump Removal	Hours	901	826	563
	Number of	462	551	115
Tree Installations (in house) (contractual)	Number of	1	26	24
		30	0	38

KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit of Measurement	2017 Actual	2018 Actual	2019 Actual
<b>Special Events</b>	Hours	300	320	565
<b>Building Maintenance &amp; Cleanup</b>	Hours	275	395	578
<b>Truck Maintenance</b>	Hours	225	78	360
<b>Material Hauling</b>	Hours	550	599	85
<b>Mailbox Repair</b>	Hours	24	12	32
<b>Training</b>	Hours	441	87	107
<b>Roadside Cleanup</b>	Hours	100	128	120
<b>Miscellaneous Duties of 100 hours or less</b>	Hours	225	838	400
<b>Administrative</b>	Hours	3,120	1,460	1,044
<b>Building Maintenance &amp; Cleanup</b>	Hours	1,040	395	578

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001370 - STREET DEPARTMENT</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	1,065,605	971,718	1,137,312	1,100,000	891,068
50020	OVERTIME SALARIES	49,272	65,017	52,000	75,000	75,000
50040	LONGEVITY	6,567	6,751	6,771	6,751	5,483
50050	ATTENDANCE INCENTIVE	7,100	4,000	11,267	10,467	10,423
50075	PART TIME/SEASONAL	70,506	25,229	131,227	120,000	150,284
	<b>TOTAL</b>	<b>1,199,050</b>	<b>1,072,714</b>	<b>1,338,577</b>	<b>1,312,218</b>	<b>1,132,258</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	278,424	294,818	278,944	278,424	221,402
51140	IMRF	131,003	114,885	14,247	129,167	120,952
51160	FICA	70,888	63,543	82,521	70,507	71,285
51165	MEDICARE	16,634	14,922	19,409	16,489	16,708
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	-	-	20,000
	<b>TOTAL</b>	<b>496,948</b>	<b>488,168</b>	<b>395,121</b>	<b>494,587</b>	<b>450,347</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	4,408	4,817	5,000	4,959	5,500
52150	PHYSICAL EXAMS	1,769	881	2,000	1,172	2,000
52154	NOTICES/PUBLICATIONS	74	169	500	200	500
52156	REFUSE DISPOSAL	38,796	84,829	90,000	90,000	90,000
52163	TRAINING/MEETINGS	7,988	1,523	10,000	5,000	10,000
52190	PROFESSIONAL SERVICE	125,741	194,235	185,000	225,000	225,000
52310	MAINT BUILDING & GROUNDS	40,131	44,211	50,000	55,000	53,500
52323	MAINTENANCE EQUIPMENT	2,191	5,202	5,000	8,000	5,000
52328	MAINTENANCE-STREET LIGHTS	41,377	50,456	50,000	50,000	50,000
52330	MAINTENANCE-TRAFFIC SIGNAL	15,784	26,030	27,000	19,000	27,000
52333	MAINTENANCE - VEHICLES	22,957	11,128	39,943	25,000	37,000
52409	HEATING	-	-	-	-	-
52410	COMMUNICATIONS	1,741	2,208	2,000	2,264	2,500
52740	TREE/LAWN CARE	68,044	85,913	85,000	85,000	85,000
52744	TREE REPLACEMENT PROGRAM	104,828	41,788	75,000	75,000	75,000
52762	STREET MAINTENANCE	77,405	13,889	90,000	87,601	90,000
52901	RENTALS	934	1,200	2,000	120	2,000
	<b>TOTAL</b>	<b>554,168</b>	<b>568,478</b>	<b>718,443</b>	<b>733,316</b>	<b>760,000</b>
<u>COMMODITIES/SUPPLIES</u>						
53100	MATERIALS - BUILDING	3,774	6,993	5,000	12,000	12,000
53102	STREET MATERIALS	41,372	40,589	110,000	110,000	125,000
53600	SUPPLIES - AUTOMOTIVE	4,543	3,294	4,000	2,800	4,000
53606	MINOR TOOLS - EQUIPMENT	10,399	15,242	15,000	15,000	15,000
53620	SUPPLIES-OFFICE	3,389	1,050	4,000	3,800	4,000
53630	OPERATING SUPPLIES	60,015	67,588	75,000	75,000	75,000
	<b>TOTAL</b>	<b>123,492</b>	<b>134,756</b>	<b>213,000</b>	<b>218,600</b>	<b>235,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,373,658</b>	<b>2,264,116</b>	<b>2,665,141</b>	<b>2,758,721</b>	<b>2,577,605</b>

**MISSION STATEMENT:** To ensure the highest level of service quality, efficiency, and reliability associated with parts procurement, maintenance/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 approximately 112 vehicles and pieces of equipment.
2. Maintenance, service, and repair approximately 43 small engines on tools and equipment.
3. Maintenance, service, and repair approximately 37 pieces of non-engine functioning equipment.
4. Coordinate outsourced repairs.
5. Maintains records of maintenance and repairs performed.
6. Disposes of surplus or end of useful life vehicles and/or equipment.
7. Work with other Village Departments to draft bid specifications for replacement vehicles and equipment.
8. Secures titles and licensing of vehicles.
9. Monitors and maintains an inventory of fuel, lubricants, and commonly used repair parts.

**2019 ACCOMPLISHMENTS**

1. Utilized the State of Illinois Joint Purchase Program, and the Sourcewell Purchasing Alliance to secure the lowest pricing for parts and equipment.
2. Provided training for staff to further advance their knowledge, skills, and abilities by attending workshops related to the maintenance and repair of Village vehicles and equipment.
3. Successfully assisted in the purchasing and disposing vehicles and equipment on a Village-wide basis.
4. Conducted the following repairs to the entire municipal fleet; These repair orders may have multiple repairs per order  
L.O.F. = Lube, Oil, & Filter

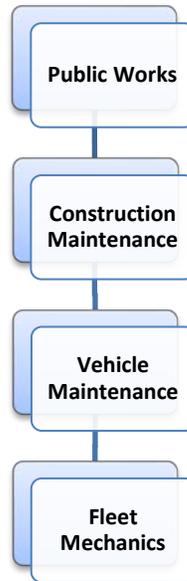
Preventive Maintenance (L.O.F.) – 366  
Unscheduled Repairs – 153  
Scheduled Repairs – 867

**2020 OBJECTIVES**

1. Continue to provide timely and thorough preventative maintenance to the entire municipal fleet.
2. Continue to provide accurate diagnostics and timely repairs to the entire municipal fleet.
3. Continue to proactively reduce costs by participating in State and National procurement programs such as Illinois State Joint Purchasing Program and the National Joint Purchasing Alliance.
4. Continue to train and develop mechanics in all areas of vehicle, truck and emergency vehicle repair.

**ORGANIZATIONAL CHART**

*See supplemental section for entire Public Works – General Fund Organizational Chart*



**GENERAL FUND**

**CONSTRUCTION MAINTENANCE -  
VEHICLE MAINTENANCE DIVISION**

<b>KEY PERFORMANCE MEASURES/SERVICE INDICATORS</b>	<b>Actual Jobs / Labor 2017</b>	<b>Actual Jobs / Labor 2018</b>	<b>Actual Jobs / Labor 2019</b>
<b>LOF</b>	447/1260	429/1149.5	366/940
<b>Inspection</b>	39/76	34/65.5	36/83.5
<b>Trans Service</b>	19/25	16/23	20/22.5
<b>Tires, Tubes, etc.</b>	88/134	71/128	51/80.5
<b>A/C, Heat, Vent</b>	23/40	24/59.5	18/41
<b>Cab &amp; Sheet Metal</b>	23/52	21/43.5	23/43.5
<b>Instruments</b>	8/13	10/23.5	5/13
<b>Axles, Front –Non Drive</b>	1/2	1/2	1/2
<b>Axles, Rear –Non Drive</b>	2/14	2/12	1/20
<b>Brakes</b>	77/228	56/188.5	63/203
<b>Frame</b>	2/6	3/8	4/13.5
<b>Steering</b>	17/38	13/37.5	23/54
<b>Suspension</b>	27/46	19/49.5	19/44.5
<b>Wheels, Rims, Hubs</b>	4/10	6/16	2/9.5
<b>Auto Chassis Lube</b>	1/1	7/21.5	5/8
<b>Axels, Rear -Drive</b>	2/3	6/12	2/9
<b>Drive Line</b>	4/12	1/5	1/1
<b>Transmission Auto</b>	17/91	6/18.5	4/7
<b>Charging System</b>	8/18	18/33.5	5/10.5
<b>Cranking System</b>	61/104	40/60	39/62.5
<b>Ignition System</b>	13/34	12/34	6/9
<b>Lighting System</b>	77/125	61/98.5	54/84
<b>Air Intake System</b>	7/14	10/19	5/3
<b>Cooling System</b>	23/74	26/63	14/27.5
<b>Exhaust System</b>	22/55	21/49.5	23/57.5
<b>Fuel System</b>	21/68	33/72	12/21.5
<b>Power Plant</b>	10/24	10/30	11/21.5
<b>General Accessories</b>	17/35	10/25	17/35
<b>Electrical Accessories</b>	26/64	4/11	26/64
<b>Expendables</b>	8/17	5/11	0/0
<b>Horn System</b>	0/0	2/3	1/2
<b>Cargo Handling</b>	8/17	2/7.5	2/7

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>001372 - VEHICLE MAINTENANCE</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	207,955	211,726	216,155	207,376	189,173
50020	OVERTIME SALARIES	503	3,222	5,000	3,000	3,800
50040	LONGEVITY	1,116	1,224	1,260	1,152	1,246
50050	ATTENDANCE INCENTIVE	720	720	210	1,800	1,824
	<b>TOTAL</b>	<b>210,294</b>	<b>216,891</b>	<b>222,625</b>	<b>213,328</b>	<b>196,043</b>
 <b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	54,388	56,728	55,078	54,388	29,300
51140	IMRF	23,444	23,663	24,389	23,373	21,310
51160	FICA	11,988	12,384	13,924	11,901	12,155
51165	MEDICARE	2,804	2,896	3,256	2,784	2,843
	<b>TOTAL</b>	<b>92,624</b>	<b>95,671</b>	<b>96,647</b>	<b>92,446</b>	<b>65,608</b>
 <b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	3,374	4,224	4,000	3,800	4,000
52150	PHYSICAL EXAMS	187	60	300	130	300
52163	TRAINING/MEETINGS	159	540	2,000	1,800	2,000
52190	PROFESSIONAL SERVICE	1,835	1,005	2,500	5,000	2,500
52333	MAINTENANCE - VEHICLES	55,386	76,224	71,840	70,000	70,000
52410	COMMUNICATIONS	35	-	200	177	200
	<b>TOTAL</b>	<b>60,976</b>	<b>82,053</b>	<b>80,840</b>	<b>80,907</b>	<b>79,000</b>
 <b><u>COMMODITIES/SUPPLIES</u></b>						
53600	PARTS - AUTOMOTIVE	152,026	177,180	165,177	165,000	190,000
53602	FLUIDS & LUBRICATION	18,901	7,734	22,000	22,000	22,000
53606	MINOR TOOLS - EQUIPMENT	10,566	7,415	10,000	10,000	10,000
53607	FUEL	174,952	222,506	220,000	220,000	220,000
53620	SUPPLIES - OFFICE	330	1,098	750	500	750
53630	OPERATING SUPPLIES	2,701	15,607	12,000	12,000	12,000
	<b>TOTAL</b>	<b>359,476</b>	<b>431,539</b>	<b>429,927</b>	<b>429,500</b>	<b>454,750</b>
	<b>DEPARTMENT TOTAL</b>	<b>723,369</b>	<b>826,154</b>	<b>830,039</b>	<b>816,181</b>	<b>795,401</b>

**MISSION STATEMENT:** Provide high-quality Planning, Building, Zoning, Code Assistance and Economic Development services with responsive customer service at the highest levels of integrity, consistency and professionalism while remaining committed to promoting and protecting the health, safety, well-being, and welfare of all Village residents and businesses.

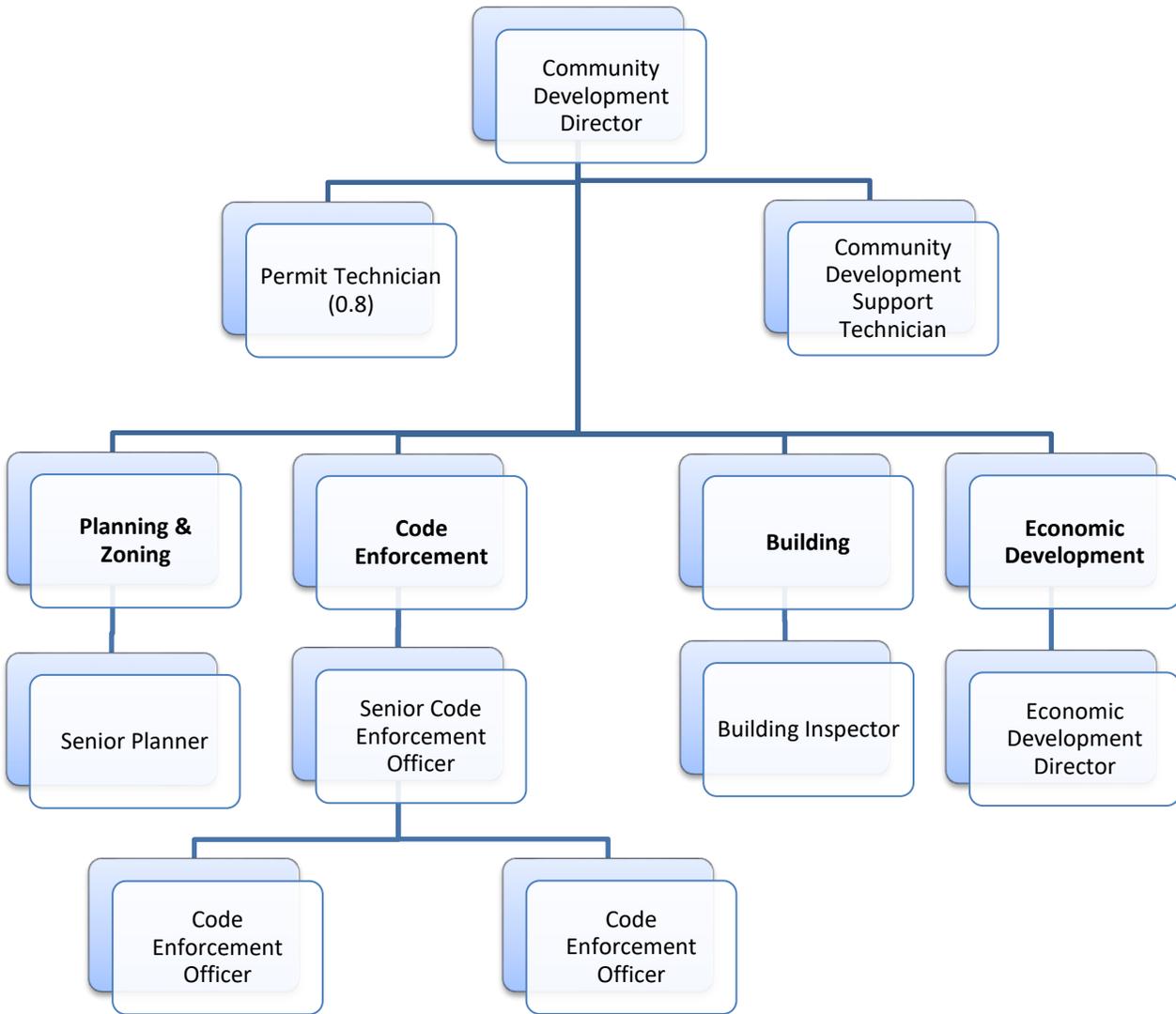
**2019 ACCOMPLISHMENTS**

1. Amended the Zoning Code to allow adult-use cannabis businesses in the commercial and industrial zoning districts.
2. Reviewed the current comprehensive plan for possible revisions.
3. Promoted and trained a new building inspector, and hired a new code enforcement officer.
4. Continued to maintain the process for automatic notification to Community Department and other management employees when established timeliness goals are not being achieved for permits and inspections.
5. Completed building inspections for several major new construction and major interior buildout projects, including the new OTTO Tech Center building, the new 7-Eleven convenience store and gas station on Randall Road, a building addition at Menards, the remodel of the Taco Bell restaurant on Kennedy Drive, the expansion of the Brix banquet hall, the Spotted Fox Ale House buildout on Route 31, the Sensient Flavors ice cream lab buildout on Commerce Parkway, the Dance Fever Academy buildout in the Prairie Meadows Shopping Center, and interior buildout permits for two new gaming cafes.
6. Continued to utilize one joint employee with the Finance Department, which reports to both the Community Development Department and the Finance Department for permit and accounting duties.
7. Code Assistance Officers provided assistance to Police Department CSOs as needed.
8. Reviewed and approved site plans for commercial/industrial/institutional projects. Performed plan reviews and separate inspections related to construction on these sites and other projects.
9. Continued to conduct ordinance violation hearings using the Village of Carpentersville adjudication process in lieu of the Kane County Circuit Court where possible.
10. The OTTO Tech Center, Hometown Acres, Three Oaks Heating & Cooling, Bella Custom Cabinets, Testament of Love Church, Spotted Fox Ale House, and the Brix on the Fox Expansion opened in the Old Town TIF District.
11. Twenty-two new businesses opened.
12. Forty-eight businesses using Shop C'Ville.

**2020 OBJECTIVES**

1. Review the current comprehensive plan for possible revisions. *(One-year and ongoing.)*
2. Continue to identify opportunities to streamline and improve the permit review process and customer service provided to residents, businesses, and rental property owners.
3. Continue to develop options to increase the type of over-the-counter permits options available to benefit our customers.
4. Continue to review the Zoning Code for additional amendments to be more business and homeowner friendly.
5. Update all permit handouts and applications to a consistent format with the new Village logo, and as needed regarding code updates.
6. Continue to assist other Village Departments by:
  - a. Conducting business site-visits as needed to assist Village Staff and business owners.
  - b. Posting residences as uninhabitable for the Finance Department if water service has been terminated for non-payment.
  - c. Informing the Police Department 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. Assist the Fire Department with code issues, when a structure has been compromised as the result of a fire.
  - g. Providing timely information on Occupancy Applications/New Businesses.
7. Continuously implement, review and update department SOPs.
8. Continue use of MUNIS to track all developments, permits, rental licenses, inspections and code enforcement activities.
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.
10. Continue to develop relationships with property owners and developers within the TIF districts and commercial areas through retention visits, E-Biz newsletter and Shop C'Ville.
11. Adopt an ordinance terminating the TIF district on Commerce Parkway.
12. Work with developers and property owners to attract additional commercial users to the one remaining outlot in front of the Walmart Supercenter, the Meadowdale Shopping Center, and other available sites and buildings along the Route 25 commercial corridor.
13. Continue to concentrate on retail recruitment with the primary focus on the former Dominick's building, Huntley Square, and the former Carson's location.
14. Continue working with property owners and developers to redevelop the Route 31 corridor and Old Town area.

ORGANIZATIONAL CHART

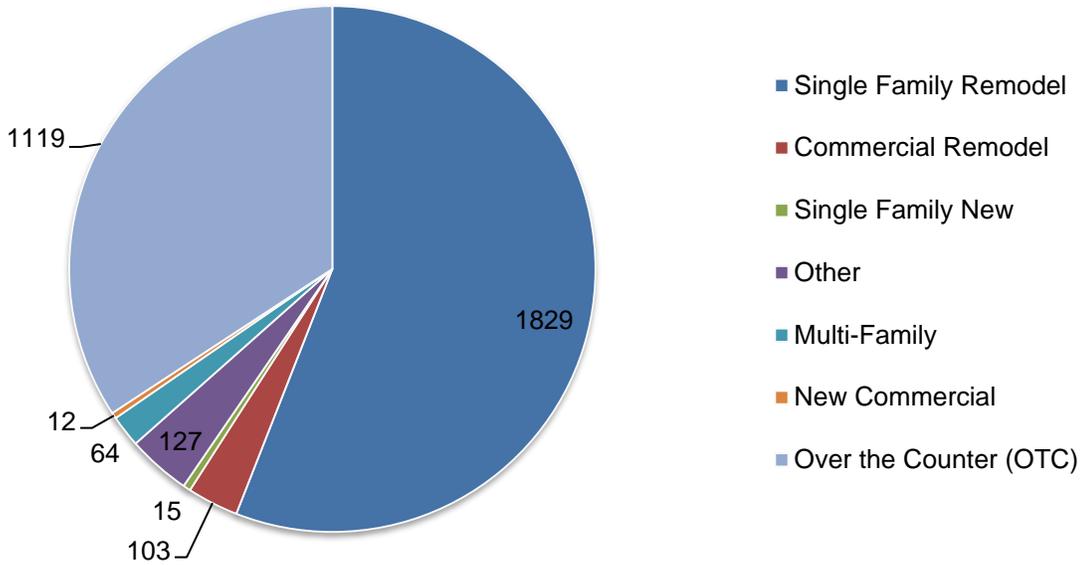


**GENERAL FUND** COMMUNITY DEVELOPMENT

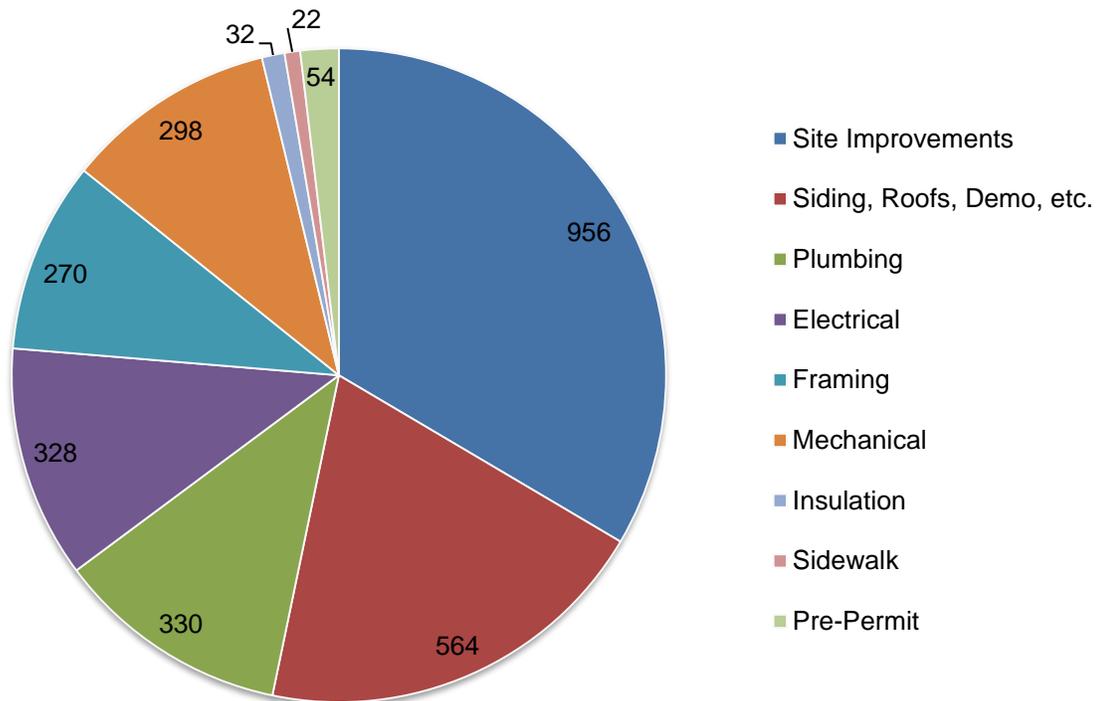
KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Actual 2017	Actual 2018	Actual 2019
<b>Zoning Variances/Appeals</b>	9/0	9/0	2/0
<b>Special Use Permits</b>	4	5	5
<b>Map Amendments (Rezoning)</b>	1	2	0
<b>Subdivisions</b>	1	2	2
<b>Planned Unit Developments</b>	4	3	2
<b>Contractor – Number of Plan Reviews/Number of Locations</b>	302/113	351/126	240/130
<b>Contractor – Number of Inspections/Number of Locations</b>	876/369	840/387	788/259
<b>Pre-Permit Inspections</b>	59	51	33
<b>Issued Permits</b>	3,863	4,182	4,175
<b>Inspections (Building and Engineering)</b>	3,415	3,284	2,824
<b>Code Assistance Inspections</b>	4,021	5,684	4,770
<b>Rental Licenses</b>	2,386	2,140	1,627
<b>Rental Inspections</b>	1,635	829	976
<b>Site Development (single lot commercial / single family) permits approved</b>	2/0	2/0	2/0

CALENDAR YEAR 2019

### Permit Activity

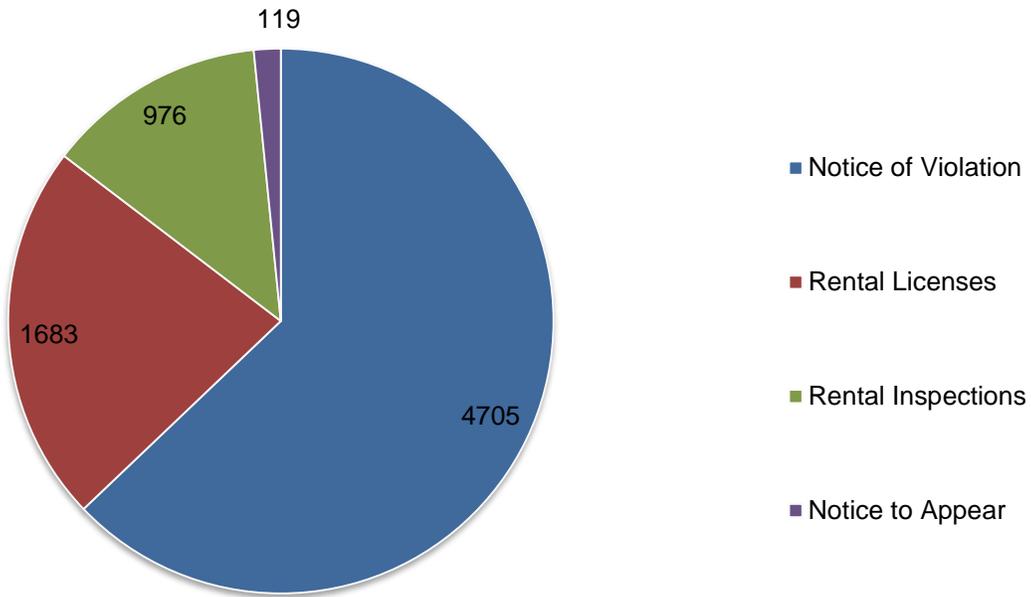


### Inspections

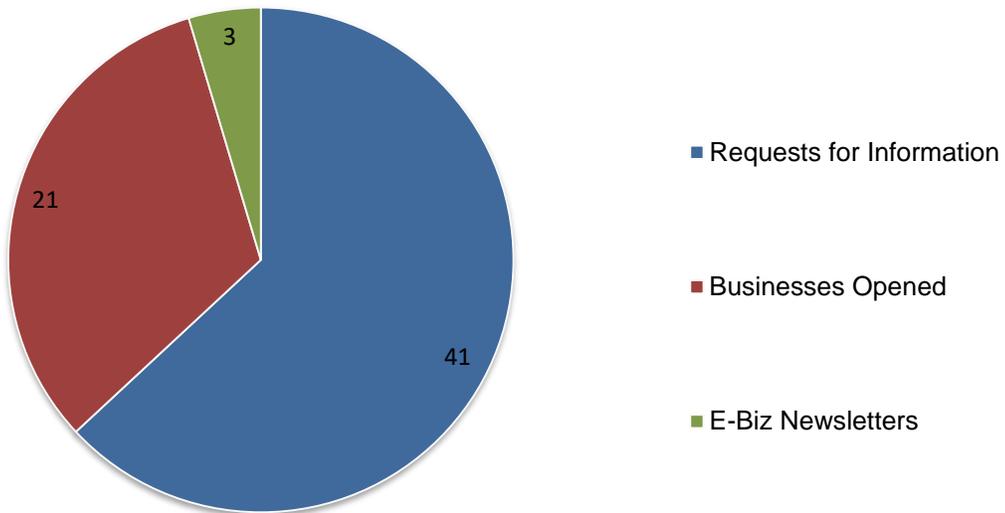


CALENDAR YEAR 2019 CONTINUED

### Code Assistance



### Economic Development



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>001445 - COMMUNITY DEVELOPMENT</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	800,204	836,009	844,310	804,615	720,661
50020	OVERTIME SALARIES	163	10	10,000	2,000	10,000
50040	LONGEVITY	2,862	3,228	3,345	3,345	3,572
50050	ATTENDANCE INCENTIVE	3,100	2,875	4,935	3,000	4,350
50075	PART TIME/SEASONAL	12,567	-	-	-	-
	<b>TOTAL</b>	<b>818,896</b>	<b>842,122</b>	<b>862,590</b>	<b>812,960</b>	<b>738,583</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	154,710	130,733	156,498	154,710	154,221
51140	IMRF	90,701	91,317	93,677	75,000	80,284
51160	FICA	48,475	49,588	53,262	48,713	45,406
51165	MEDICARE	11,337	11,638	12,508	10,000	10,709
	<b>TOTAL</b>	<b>305,223</b>	<b>283,277</b>	<b>315,945</b>	<b>288,423</b>	<b>290,620</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	5,993	3,243	5,570	6,703	4,670
52153	PRINTING	659	734	750	833	650
52154	NOTICES/PUBLICATIONS	2,609	1,209	3,900	1,219	2,500
52163	TRAINING/MEETINGS	7,293	2,366	4,200	6,000	3,900
52190	PROFESSIONAL SERVICE	129,907	108,972	85,000	85,000	80,500
52325	MAINTENANCE-OFFICE EQUIPMENT	343	1,230	-	500	-
52410	COMMUNICATIONS	6,204	5,575	5,575	4,616	5,690
	<b>TOTAL</b>	<b>153,008</b>	<b>123,329</b>	<b>104,995</b>	<b>104,871</b>	<b>97,910</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53600	SUPPLIES - AUTOMOTIVE	37	43	100	100	100
53606	MINOR TOOLS - EQUIPMENT	39	9	200	100	100
53607	SUPPLIES - GAS & OIL	18	-	-	-	-
53609	ECONOMIC DEVELOPMENT	55,657	232,590	103,810	56,870	90,000
53620	SUPPLIES - OFFICE	2,104	1,503	2,150	1,926	1,500
53630	OPERATING SUPPLIES	77	149	600	150	300
53651	CLOTHING	41	164	400	400	500
53901	AWARDS & RECOGNITION	-	150	100	100	50
	<b>TOTAL</b>	<b>57,973</b>	<b>234,608</b>	<b>107,360</b>	<b>59,646</b>	<b>92,550</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,335,100</b>	<b>1,483,336</b>	<b>1,390,890</b>	<b>1,265,900</b>	<b>1,219,663</b>

**MISSION STATEMENT:** 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 some disciplinary matters.

**2019 ACCOMPLISHMENTS**

1. Completed a Police Department testing process and established an eligibility list for new officers.
2. Completed Entry Level Firefighter Testing Process.
3. Completed a combined four department Fire Lieutenant Assessment and testing process which reduced the cost significantly.
4. Completed a Police Sergeants Test and assessment process.

**2020 OBJECTIVES**

1. Shall conduct a Fire Department Battalion Chief Promotional test (Current list expired July 2019).

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>001509 - FIRE AND POLICE COMMISSION</u></b>						
<u>PERSONNEL SERVICES</u>						
50110	SALARIES FIRE/POL COMMISSION	5,400	5,464	5,750	5,750	5,750
	<b>TOTAL</b>	<b>5,400</b>	<b>5,464</b>	<b>5,750</b>	<b>5,750</b>	<b>5,750</b>
<u>PERSONNEL BENEFITS</u>						
51160	FICA	335	339	357	357	357
51165	MEDICARE	78	79	83	83	83
	<b>TOTAL</b>	<b>413</b>	<b>418</b>	<b>440</b>	<b>440</b>	<b>440</b>
<u>CONTRACTUAL SERVICES</u>						
52153	PRINTING	399	-	150	50	150
52154	NOTICES/PUBLICATIONS	-	1,016	750	200	750
52157	POSTAGE/MAILING	-	-	50	50	50
52190	PROFESSIONAL SERVICE	25,238	3,480	53,500	30,000	11,500
	<b>TOTAL</b>	<b>25,637</b>	<b>4,496</b>	<b>54,450</b>	<b>30,300</b>	<b>12,450</b>
	<b>DEPARTMENT TOTAL</b>	<b>31,450</b>	<b>10,378</b>	<b>60,640</b>	<b>36,490</b>	<b>18,640</b>

**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. "Community Oriented Public Service".

## 2019 ACCOMPLISHMENTS

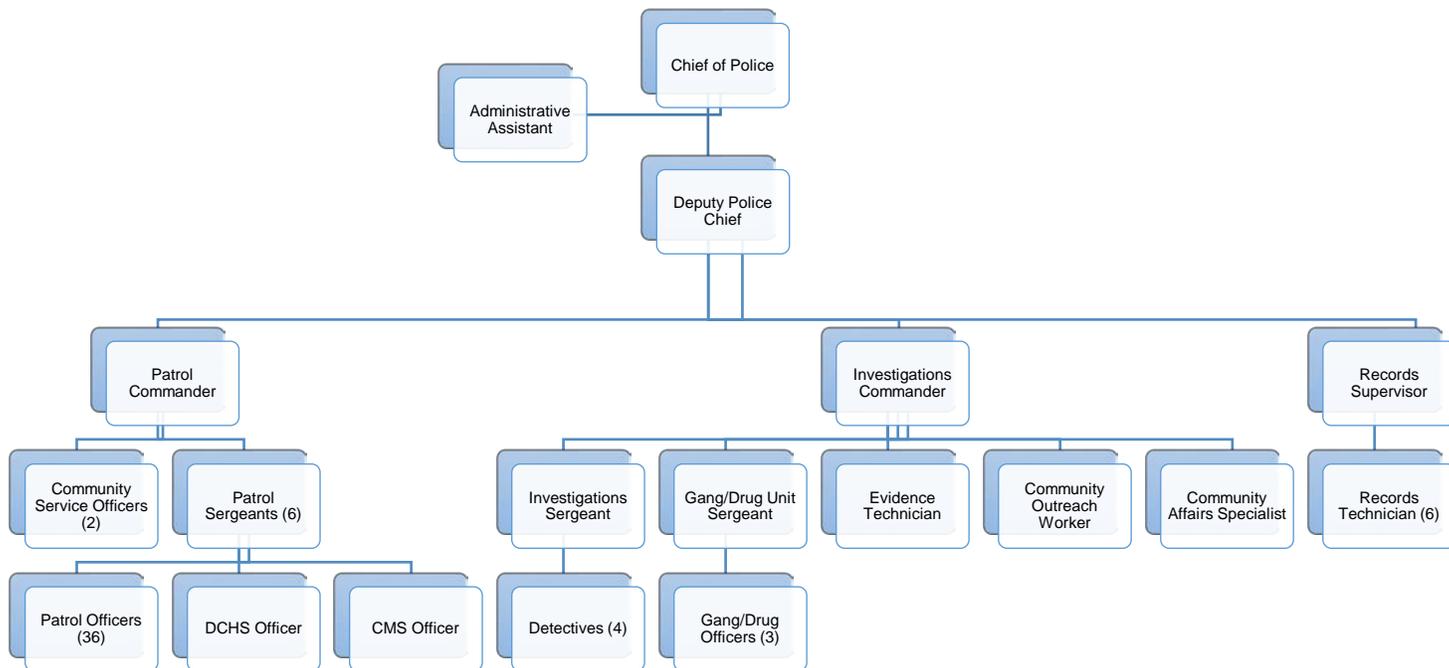
1. The Police Patrol Division addressed the multiple quality of life issues, including noise and traffic concerns, by proactively enforcing the ordinances and statutes that reinforce the issues, as well as responding to the concerns as discovered. In 2019 Patrol issued a total of 3,036 traffic citations, 5,215 traffic warning citations, 3,529 village ordinance citations, and responded to 21,812 incidents of service.
2. The Police Department partnered with the Carpentersville Fire Department to develop and implement a training curriculum for the ASHER (Active Shooter/ Hostile Event Response) Rapid Response training involving at first the police and fire departments, and then including other agencies and departments. The procedures and curriculums developed in the multiple developmental meetings have been morphed into plans for live ASHER Rapid Response training that will take place on multiple dates in early 2020.
3. The Police Department worked with both Fox View Residents and Capital Reality to improve the community environment within the apartment complex. The Police Department worked directly with Capital Reality, the new owners of Fox View Apartment Complex to develop a coordinated effort to address and reduce criminal activity in the apartment complex. The Police Department was involved in Fox View community through the following activities and/or programs: Faithwalk Harvest Center Fox View Summer Lunch Program, involved in monthly resident meetings, increased physical police presence in and around the apartment complex, actively advocated for an upgrade to the apartment complex video system and responded to resident's complaints concerning management – residents' interaction.
4. Worked with individual businesses and community groups to address specific issues of concern directly related to them. Businesses and groups the Police Department has worked with include the following: Otto Engineering, Walmart, Performance Stamping, Capital Reality, The BRIX on the Fox and Community School District 300 and District 220. The Police Department completed on site assessments and training at multiple businesses in the Village. Through these on site assessments and training, the businesses received an evaluation of their current workplace safety plans and training, recommendations to improve and enhance their workplace safety plans and training, while the Police Department was able to get valuable on site access and experience at each business location.
5. For the second year in a row, Police Officers were actively involved in the eight Boys and Girls Club locations in Carpentersville. Officers were assigned to each Club to visit and interact with the Club members on a weekly basis. Carpentersville Police Command Staff was active with Boys and Girls Club Administration as a member of the Safety & Security Committee.
6. The Police Department partnered with School District 300 and District 220 to have a positive police presence in the elementary schools within the Village. A Police Officer was assigned to each elementary school in the Village. The Police Officer interacted with the students and administrators at their assigned schools on a weekly basis.

7. The Police Patrol Division successfully partnered with the Village Code Enforcement Department on issues where a multi departmental approach would be most beneficial for success to have a positive effect on repeated quality of life issues. Some examples of that partnership in 2019 were residences with repeated complaints causing calls for service, loud and multiple dogs, and unsafe houses.
8. Helped safely coordinate the public safety considerations to successfully host the following public events in town: DTPD Fireworks and Concert, Star 105.5 FM BurgerFest, Odd Fellows Rock the Fox, El Grito Parade and Festival, Dundee-Crown High School Homecoming Parade, and Fall Fest.
9. The Police Department worked throughout the year to successfully coordinate a switchover in the department's payroll process. The Police Department switched from a paper based payroll process that was greater than 30 years old to system that integrated its scheduling and payroll function through the Aladtec scheduling software and MUNIS. The use of the new payroll process saves work time in both the Police and Finance Offices.

## **2020 OBJECTIVES**

1. Utilize the training curriculum for the ASHER (Active Shooter/ Hostile Event Response) Rapid Response training developed in 2019 by holding live ASHER Rapid Response training involving the Carpentersville Police and Fire Departments, along with other local law enforcement and fire departments.
2. Establish and develop both an internal and external Peer Support Program for sworn members of the Police Department.
3. Develop and deploy a customer survey on the law enforcement and community service provided by the Police Department. This objective may be developed and deployed in conjunction with the Village or independent of the Village's efforts.
4. Address the known quality of life issues identified by residents (noise and traffic), while being responsive and open to identify other quality of life issues that are identified or develop over the year.
5. Continue to expand and support the social services provided by the Police Department. This includes the following: Dundee Township Shop with a Cop, Illinois Special Olympics, National Night Out, Citizen Police Academy, Spanish Police Academy, Strengthening Families, Neighborhood Watch, and Crime Free Housing.
6. Work cooperatively with the Code Enforcement Department to address Village code violations – between code officers and police patrol officers on a regular basis.
7. Cross train our current Police Records staff to better address the work flow process within the Records Division.
8. Work with the Village's IT Department to implement a new, more cost efficient method to provide reports and documents to the Kane County States Attorney's Office and Court system.
9. Actively develop, coordinate and reinforce working relationships with other area law enforcement agencies to better serve both the Carpentersville community and Kane County.

ORGANIZATIONAL CHART



KEY PERFORMANCE MEASURES/SERVICE INDICATORS

	2017 Total	2018 Total	2019 Total
Calls for Service	17,731	17,268	21,809
Total Arrests	2,946	1,752	2,248
Traffic Citations	4,160	2,875	3,041
Written Warnings	6,084	4,780	5,235
Ordinance Enforcement	4,468	4,085	3,531
Accidents Investigated	1,002	972	967
DUI Arrests	45	43	62

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001550 - POLICE</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	5,788,662	5,975,123	6,183,931	5,848,987	6,011,381
50020	OVERTIME SALARIES	269,334	322,305	436,000	350,000	350,000
50028	RHS CONTRIBUTION	-	25,773	-	29,500	29,500
50040	LONGEVITY	39,760	41,126	40,190	40,190	40,250
50045	HOLIDAY PAY	161,118	170,373	192,000	198,000	192,000
50050	ATTENDANCE INCENTIVE	16,800	15,550	32,175	16,000	19,185
50075	PART TIME/SEASONAL	102,765	136,260	213,093	150,000	214,520
	<b>TOTAL</b>	<b>6,378,439</b>	<b>6,686,509</b>	<b>7,097,389</b>	<b>6,632,677</b>	<b>6,856,836</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	1,119,444	1,154,559	1,114,194	1,114,194	1,074,556
51140	IMRF	61,452	58,151	64,880	58,000	67,678
51141	CONTRIBUTIONS - POLICE PEN	2,615,967	2,592,632	2,592,631	2,592,631	2,672,008
51160	FICA	32,412	31,941	38,355	32,654	38,602
51165	MEDICARE	85,575	90,012	101,235	84,549	96,395
	<b>TOTAL</b>	<b>3,914,851</b>	<b>3,927,295</b>	<b>3,911,295</b>	<b>3,882,028</b>	<b>3,949,239</b>
<u>CONTRACTUAL SERVICES</u>						
<b>DUES &amp; SUBSCRIPTIONS</b>						
52013	DUES & SUBSCRIPTIONS	1,685	1,744	2,400	-	2,000
52013	20500 ASSET FORFEITURE-STATE	-	-	-	3,100	-
52150	PHYSICAL EXAMS	-	-	-	-	-
52153	PRINTING	3,418	2,171	4,250	4,250	4,000
52154	NOTICES/PUBLICATIONS	-	-	750	750	500
<b>TRAINING/MEETINGS</b>						
52163	TRAINING/MEETINGS	23,622	31,466	20,395	20,395	25,555
52163	20500 ASSET FORFEITURE-STATE	-	3,850	-	3,850	-
52190	PROFESSIONAL SERVICE	55,480	21,286	24,650	24,650	27,759
52196	SERVICES - INVESTIGATIONS	8,041	13,499	9,885	9,885	10,235
52200	QUADCOM	563,580	589,951	613,620	613,620	618,672
52303	ADMIN ADJUDICATION EXPENSES	53,326	52,880	64,500	64,500	41,200
52323	MAINTENANCE EQUIPMENT	12,902	8,394	11,700	11,700	9,850
52327	MAINTENANCE - RADIO	8,065	2,940	6,000	6,000	4,000
52333	MAINTENANCE - VEHICLES	11,699	9,184	10,000	15,000	12,500
52410	COMMUNICATIONS	10,187	11,834	11,780	11,780	15,060
	<b>TOTAL</b>	<b>752,007</b>	<b>749,199</b>	<b>779,930</b>	<b>789,480</b>	<b>771,331</b>
<u>COMMODITIES/SUPPLIES</u>						
53600	SUPPLIES - AUTOMOTIVE	503	213	850	850	850
53606	MINOR TOOLS - EQUIPMENT	2,941	510	9,000	9,000	7,700
53607	SUPPLIES - GAS & OIL	155	-	-	-	-
53620	SUPPLIES - OFFICE	3,704	3,588	3,500	3,500	3,500
<b>OPERATING SUPPLIES</b>						
53630	OPERATING SUPPLIES	34,103	34,128	40,798	40,798	39,700
53630	20500 ASSET FORFEITURE-STATE	64,014	39,823	65,546	62,852	32,350
53630	20505 DUI ENFORCEMENT	-	-	750	750	750
53651	CLOTHING	29,017	40,507	44,525	44,525	40,975
53753	ANIMAL CONTROL	12,232	12,620	13,000	13,000	13,000
53756	SUPPLIES - CRIME PREVENTION	5,439	6,447	5,850	5,850	5,850
53760	SUPPLIES - EMERGENCY RESPONSE	8,235	16,583	11,140	11,140	11,390
53761	SUPPLIES - K-9 PROGRAM	4,879	4,904	6,075	6,075	6,075
	<b>TOTAL</b>	<b>165,222</b>	<b>159,323</b>	<b>201,034</b>	<b>198,340</b>	<b>162,140</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<u>EQUIPMENT</u>						
EQUIPMENT						
55750	20501 ASSET FORFEITURE-FEDERAL	-	-	-	-	-
55750	20505 DUI ENFORCEMENT	-	7,620	1,800	-	19,505
	<b>TOTAL</b>	-	<b>7,620</b>	<b>1,800</b>	-	<b>19,505</b>
	<b>DEPARTMENT TOTAL</b>	<b>11,210,518</b>	<b>11,529,945</b>	<b>11,991,448</b>	<b>11,502,525</b>	<b>11,759,051</b>

**MISSION STATEMENT:** The Carpentersville Fire Department exists to protect the quality of life for present and future generations through interaction with our community, compassionate service and an atmosphere that encourages innovation, professionalism and diversity.

**VISION STATEMENT:** The members of the Carpentersville Fire Department strive to be role models in the community; will be accountable to those we serve, each other, and any organization with whom we interact; are committed to providing the best public service through quality training, education and equipment; and will take the fire department into the future through productive teamwork, open and honest communications, and collaborative decision-making throughout the organization.

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 with a total population of nearly 45,000 residents. 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, hazardous materials, water and ice rescue, and building collapse.

It is anticipated that the department will respond to 4,247 calls for service in 2019; of which 2,897 will be for emergency medical incidents. It is estimated that in 2019 the east side station (St.92) will account for 54.68% of the calls, with the old town station (St.91) handling 15.15% and the west side station (St.93) handling 14.58%. It is also anticipated that calls providing mutual aid assistance to other communities will account for 14.91% of the incident volume. Response to structure fires within the community and fire mutual aid assistance will account for approximately 74 calls. The east and west side stations each house a front line fast attack Advanced Life Support (ALS) fire engine and an ALS ambulance. The headquarters station, located in the old town section, houses the same front line ALS engine and ambulance as the others but also has a 100' tower ladder, two rescue boats and a regional sonar team for specialized water rescues and the shift Battalion Chief and Fire Chief.

## 2019 ACCOMPLISHMENTS

1. The Fire Department has spear headed many initiatives which support collaborative efforts with our neighboring departments to provide better outcomes for our residents, business owners, and guests. The Department has begun to implement organizational and operational changes as directed by the Village Board.
  - All four QuadCom Fire Departments are actively participating in the cooperative efforts program. All four departments are actively training together and producing superior operational results at an emergency incident.
  - Shared Battalion Chief: the Inter-Governmental Agreement (IGA) has been in place for one year and is improving the level of service delivered by having consistent command and control presence at the more significant emergency incidents.
  - For a little over one year we have been sharing resources with other QuadCom Departments by strategically dispatching the closest available resource with the use of GPS locations. We have seen an improvement of response times which improve the outcome of the incidents.

- In 2019, the four fire departments continued a structured response to medical emergencies. This basis of this program is to limit the amount of vehicles and personnel being sent to an emergency based on the need of the emergency. With 33% of emergency incidents overlapping in Carpentersville alone, this program keep vitally important equipment and personnel available more often.
  - We have continued a concerted effort to look at how we deploy resources with known staffing levels and anticipated future staffing levels, all in relation to the age, condition and scheduled replacement of capital assets.
2. Continued open dialogue, valued input and transparency
- Members of the Department have embraced the concept of open discussions, valued input, committee based discussions, research and decision making and the transparency and clear communication of items and issues within the departments. All of this has resulted in a continued increase in morale, productive work and simply more smiles on a daily basis. All of this has a direct effect on the care, compassion and job performance when responding to our community's needs.
3. Continued to and enhanced department public education programs, including Citizens Fire Academy.
- The Fire Departments Public Education Division has been active in several community projects. The Public Education Division has had a presence in nearly every community event from the Civil War reenactment to Rock the Fox, Burger Fest, El Grito, Car Shows, National Night Out, and the Community Fall Festival. Fire Department Crews and Staff attended weekly Fox View Summer Lunch programs and the Fox View Back to School event. Ambulance crews attend monthly meeting at the Rakow Senior Center and provide free blood pressure checks B/P record cards. Our activity also included several block parties held in the Village and District and providing an Ambulance for all of the Dundee Crown High School Football home games. A Citizen Fire Academy was successfully conducted in 2019. Also in 2019, we have continued to conduct comprehensive department wide core competency training for all members.

#### Fire Department Training Division

- The Departments Training Division was successful in providing firefighters and fire officers the opportunity to pursue further education thru outside classes. This includes fire officer class completions, Leadership Development and Decision Making (LDDM) program attendance, and other unscheduled training workshops that occur throughout the year that provide a benefit for the fire department and community we serve. These class opportunities help us meet State standards and Insurance Service Organization (ISO) requirements to help improve insurance costs.
- The Training Division was also successful in obtaining Emergency Medical Service Continuing Education funding through Sherman Hospital.

- Target solutions training program renewal, this is the staple of our in-house training records system. Currently, we share this system with East Dundee, West Dundee, and Rutland Dundee fire department. This program has greatly lessened the burden on all shift-training officers by allocating resources together. As of today all department share the “enterprise” edition” of target solutions which allows us to cross platforms to make sharing resources easier.
  - QuadCom monthly drills- Each of the 4 QuadCom departments set monthly training. During the month, we provide at least one combined training event completed at a specified location as a group. All departments provide instructors during the evolutions to provide the necessary instruction and feedback. From these sessions, we are able to adjust the policies and guidelines adopted by the operations committee within QuadCom. A combined training committee plays a large role in finding areas of weakness and proposing the necessary changes. With these evaluation sessions, we have made great strides streamlining our operations. Because of these sessions we now share hose loads, have made numerous SOG recommendations, with more to follow. The Carpentersville Fire Department has lead the charge with the vast amount of knowledge and hands on experience that we have. This is a substantial increase from previous years but we believe it has paid off in dividends with all of the efficiency found during training and incident response.
  - Each month we hold training committee meetings to discuss issues faced internally, make recommendations for improvements while setting standards in all areas of work. The committee currently has at least one member representative from each shift. This committee assists with all aspects of the training program as needed.
  - In 2019 the Training Division designed and built a rescue prop for elevated structures and are in the process of completing 2 new roof props. These props help further educate our firefighters during high stress scenarios.
  - As of this report, the Training Division has provided 6918 hours of fire related training and 980 hours of Emergency Medical Services training.
4. Fire Prevention & Inspection Bureau
- The use technology continues to enhance the fire crews to effectively conduct inspections in a timelier manner. The reporting accuracy of the devices allows for more accountability in regard to inspection records. In addition to the new technology, the Fire Prevention Bureau revamped the inspection scheduling process to allow fire crews to conduct inspections year round and to place property owners on a regular schedule. Also, The FPB is having a very successful year in 2019. To date our shift inspection program has conducted over 100 additional inspections than this time last year.
5. Med Help Program
- This program allows the Fire Department to install and maintain a life alert system. We have 19 clients as of now who never have to pay a monthly fee, or worry about any other charges. The Department has three technicians who are able to trouble shoot and repair devices.

#### 6. Fire Department Buildings and Grounds

- The Fire Department along with the Village Building and Grounds Maintenance personnel continue to maintain three aging facilities. In 2019, the department personnel painted the bunk rooms and day rooms of Stations 91 and 92. Their effort saved the Village to labor expense for contracting the painting. New carpet was also in the bunkroom at Station 91. There has also been numerous repairs made to the roofs, plumbing, HVAC, and electrical by Eric Langlo and outside companies.

#### 7. Maintenance of Department Equipment

- The two new Thermal Imaging Cameras were purchased at a cost of \$18,000. These cameras will replace two older cameras which reached their end of life. The Camera purchase was under the projected amount due to trading in of two older cameras. In addition, we purchased a new chainsaw to replace an older one. Hose testing is completed on an annual basis while on duty. This year the department tested over 12,000 feet of fire hose and approximately 1800 feet of hose failed and needs replacement.

#### 8. Community CPR Classes

- The Fire Department conducted 9 Public CPR classes for the community. In all 53 residents became certified in CPR. In all 98 residents attended CPR classes provided by fire department personnel.

#### 9. Emergency Medical Services Division

- Fiscal Year 2019 brought new leadership to the EMS Division. Under the guidance of Lt. Chad Parker, he initiated the WEMS program. The WEMS or "We Emergency Medical Services brings in the departments vision of committee based decision making. The WEMS program allows representatives from each of the three fire department shifts to assist in determining resolves to ongoing issues, assists in the determining future needs, programs and helps track trends in medical services incidents. Furthermore, it brings a new level of transparency to the busiest division in the fire department.
- During 2019, the WEMS Division has also added 4 more CPR instructors which will allow the department to be better prepared for the 2020 CPR class schedule.
- During 2019, the department supported three part-time emergency medical technicians in their attendance for Paramedic School. All three graduated in June 2019, and all are now fully licensed paramedics.

#### 10. Rural Fire Address Sign and Mapping

- In 2019 the rural sign and mapping department actively involved with the properties in the Fire Protection District. Due to the recent year's maintenance and sign replacements, the program has held costs and labor to below the projected amount for the 2019 year. Most residences of the Carpentersville Fire Protection District have been very helpful with maintaining their rural signs through public education. The residences being contacted through maintaining those rural signs and posts in previous years, has helped educate them on the importance of their sign location and legibility. In the year 2019 there were more than a dozen signs and posts replaced. Most of them were identified by the homeowner as needing attention which helps keep lobar cost down for the Village.

- The mapping department saw very little activity as years past. Map books have been replaced with the routing that is provided with tablets in the rigs. The lack of use has eliminated the need for replacement binders and pages. Therefore the Mapping budget has little or no cost.

#### 11. Technical Rescue Team

- Over the course of the 2019 fiscal year, the Technical Rescue Team (TRT) was able to replace specialized equipment that has met its life expectancy. These replacement items were replaced through appropriation from the general fund.
- The Carpentersville Fire Department has been the leaders for the MABAS Division 2 departments for quite some time. Through the department's team leader Battalion Chief Peters, the division team is fully capable to respond to confined space rescues, trench rescues, high and low angle rescues and building collapse rescue with competence.
- Throughout 2019 TRT team members have attended 68 hours of training. Much of the training costs have been provided through MABAS Division 2.

#### 12. Water Rescue/Sonar Division

- In 2019, the team was expanded to include divers for the first time in the history of the department. Traditionally, the sonar team has been only focused on sonar activities and solely staffed by our members. Over the past few years we have been burdened by a decrease in participation on this vital team. In 2019, we have opened the Sonar team to other department's personnel within our MABAS division. In return we have expanded our roles to include divers. All of this has been accomplished with the use of appropriated funds with in this year's budget and through the support of other departments with divers.
- In conjunction with the interagency cooperation agreement for divers and equipment, we have also combined resources with East Dundee. One trailer, housed at East Dundee, now carries all Sonar and Dive gear for both teams, allowing for a rapid response to Carpentersville and any of the QuadCom area departments. East Dundee also added its first Sonar Technician to the Water Team.
- As a result of the sheer number of bodies of water and the river, Water Rescue has consistently been the special team with the highest use throughout MABAS Division 2. This year, the State of Illinois declared a state wide emergency in southern Illinois due to significant flooding. As a MABAS validated team, the Division's Water Rescue Team was sent to Southern Illinois for a 7 day deployment to participate in and assist local fire departments with calls for service, rescues and flooding issues. Carpentersville sent 4 of its members as part of this 8 person team. The cost of this deployment is fully refundable through Illinois Emergency Management Agency as well as the Federal Emergency Management Agency.

### 13. Continued Managing Risk

- Continuing through 2019, the Fire Department has worked with other Village Departments to identify and evaluate risk management issues within our community. Our work includes collaboration and communications with the Police Department on issues with high risk individuals or properties. Planning sessions resulted in action plans that address potential risks to first responders and the public. This is just one example of how the Fire Department is working with other Village departments to limit our exposure to risks. And if an exposure occurs, there will be plans in place to effectively mitigate the occurrence, provide a post analysis and assist in the planning of future incidents.

14. Continued relationships with local response partners. Such relationships have enabled the Fire Department to reduce costs through cooperative training and the purchasing of certain training devices.

15. The Department was able to integrate our scheduling software and interface the scheduling data with the Village financial software which has greatly reduced the time, effort and redundancy in payroll input on a weekly basis. The Fire Department has also been involved with assisting the Police Department in integrating their scheduling software to help in reducing the time in processing their payroll.

16. As of this report the Fire Department Administration is working to effectively negotiate a new Collective Bargaining Agreement with the Carpentersville Professional Firefighters Association IAFF Local 4790 (Full-time Firefighters). The goal will be to seek and shape conditions and relationships within our organization. Also, we will strive to work diligently to protect the interests of the Village and the employees in determining mutually beneficial terms and conditions all while acting in good faith. It is our goal to have a ratified contract by the end of the year.

### 2020 OBJECTIVES

1. To continue to find additional ways to work cooperatively with all Village Departments in an effort to provide effective levels of services delivered and to manage the costs to our residents and business owners.

2. The continuation of collaborative efforts

Continue to support of the Inter-Governmental Agreement (IGA) for the sharing of a Carpentersville Fire Department Battalion Chief on a daily basis to supervise all four QuadCom Fire Departments operation staff, primarily for emergency response as incident commander.

3. Citizen Fire Academy

- Based on the overwhelming success of the last two Academy classes, the Public Education division will be hosting another Academy class projected to begin in May 2020.

#### 4. Fire Fleet Maintenance

The Department anticipates the delivery of a new Quint Fire Apparatus, which will combine the resources of a fire engine and a ladder truck. It is anticipated that the department will need up to two months of training activities for this new type of apparatus to ensure that all personnel are competent in the use of all of the features this type of apparatus offers. This new apparatus will also stream line the operation of the department to where it will be able to respond to fire incidents, medical incidents, technical rescue incidents as well as motor vehicle accidents with the appropriate resources and staff.

#### 5. Continuation of the departments committee based system

The committee based system allows the Fire Department to gather valuable input from the various committees, rely on the research and evaluation conducted by the committees on new and existing program which translates into successful Village programs.

#### 6. Training Division

- Construction of a SCBA training prop - This will eliminate the need to rent trailers each year with a savings of \$1000 annually. This will also allow crews to remain in town able to deploy should a large emergency occur requiring additional resources.
- Station camera systems- The ongoing construction issues that have burdened the department's ability to respond to emergencies. Installing a camera system in each station will allow crews to have shift meetings and training sessions that don't require hands on to remain in their district/station eliminating the need to travel to headquarters. The fuel savings in the colder months will pay a majority of the upfront costs within a couple of years.
- Company officer school- This is a continuation of our company officer development program from the previous few years. In 2020 we anticipate having two officers attend this challenging program held at Illinois Fire Service Institute this fall. This program help build the necessary skills for critical decision making during emergencies.
- Continuation of our efforts to streamline the training divisions through the use of Target Solutions training program- This is the staple of our in-house program. Currently, we share this system with East Dundee, West Dundee, and Rutland Dundee fire department. This program has greatly lessened the burden on all shift-training officers by allocating resources together. As of today all department share the "enterprise" edition" of target solutions which allows us to cross platforms to make sharing resources easier. Continuation of our efforts to streamline the training divisions.
- Emergency Medical Services continuing education- This is a mandatory item to ensure system compliance with Sherman hospital. This ensures all of our EMT basic and paramedics retain the needed skills in system and at the state level for licensure. Every 4 years all members must meet either the 60 or 100-hour training requirement.

#### 7. Fire Prevention and Inspection Bureau

- In 2020 the Bureau will strive to continue and build upon our success with the inspection program. The Bureau will set the shift inspections for the next three years. The Bureau will also devote more time to the clerical end of the inspection process.

8. Med Help Devices

- The Med Help Program is designed to offer medical alert devices to those resident who have disabilities and with limited incomes. This program has been successful for many years. All of this has been made possible through our partnership with Skylink Skycare program.
- The department will be exchanging the aged devices which are currently in place. This is necessary to be able to ensure a timely notification and response to those in this program.

9. Continuation of Community CPR Classes

- The Department will be scheduling monthly Community CPR classes throughout 2020. These classes will be offered to residents at a minimal cost. The fire department will also attempt to meet the CPR class needs of our businesses and community groups.

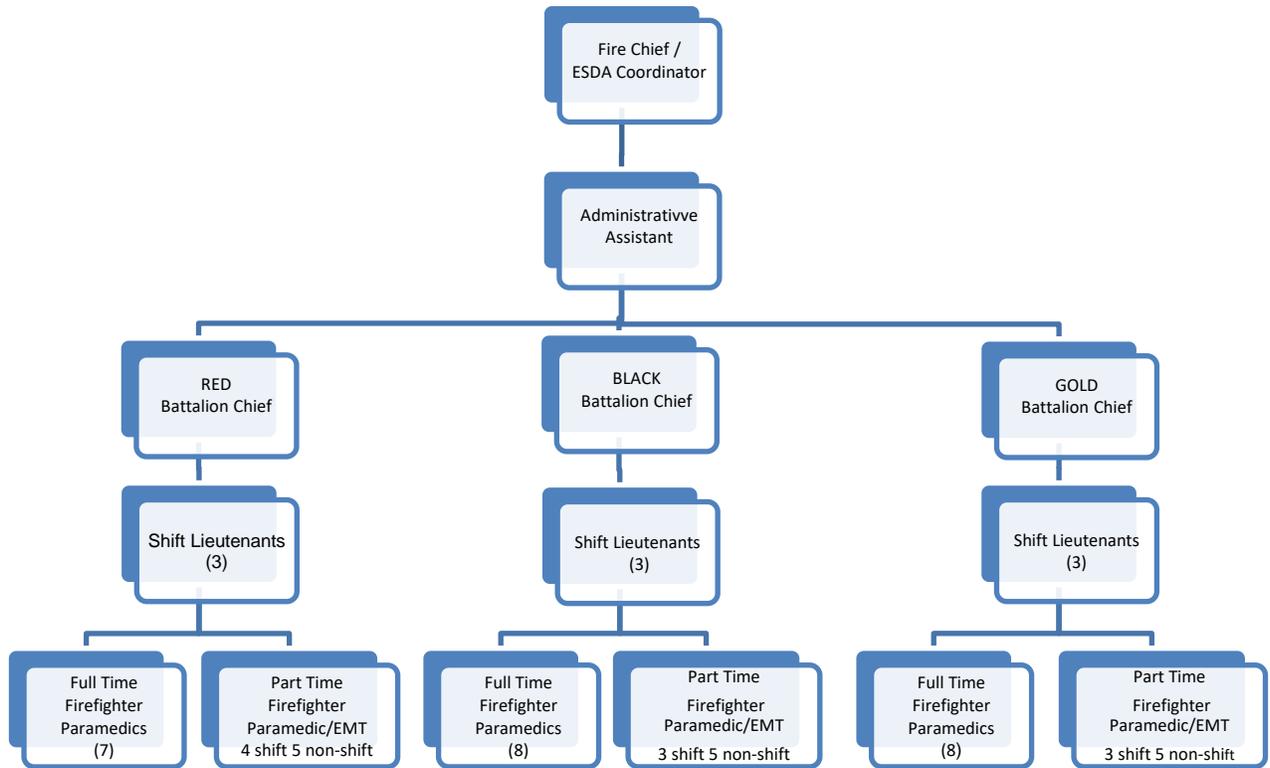
10. Emergency Medical Services

- Continuation of the WEMS program which allows representatives from each of the three fire department shifts to assist in determining resolves to ongoing issues, assists in the determining future needs, programs and helps track trends in medical services incidents.
- The EMS Division will also continue to evaluate medical equipment purchases and continue to strive to obtain the optimal prices through research.
- The EMS Division will also strive to increase the total number of continuing education class hours by 10%.

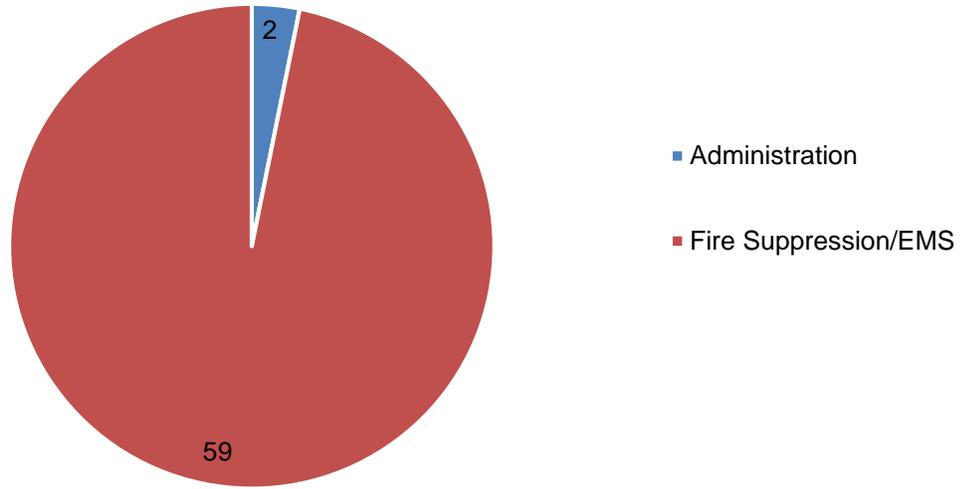
11. Diversify the Fire Departments staff by emulating our community's diverse population.

12. Continue partnership with other Village departments in evaluating and managing risks within our community.

ORGANIZATIONAL CHART  
2020

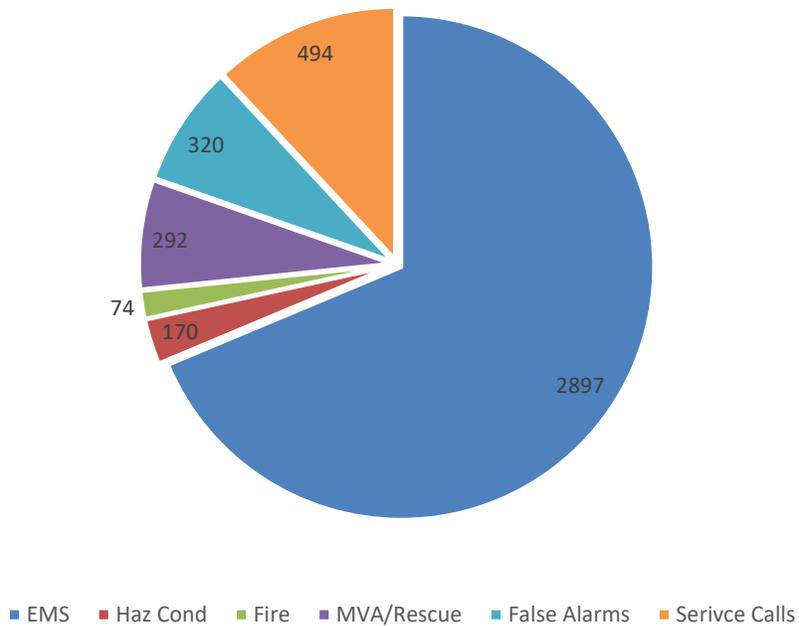


### Functional Areas



*\* The above functional areas are for all employee classes as all employees account for the outcomes of this department.*

### FY 2019 Estimated Calls for Service



**DEPARTMENT BENCHMARKS FOR 2020**

1. Provide Emergency Medical services to the residents and visitors of Carpentersville as well as the Carpentersville & Countryside Fire Protection District in which response times from alarm time of call to arrival on scene will be within 5 and 30 seconds for 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 response times from alarm time to arrival on scene will be within 5 minutes for 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 that have housed prior businesses at least annually and semi-annually for those that operate as places of assemblies or high hazard occupancies.

<b>KEY PERFORMANCE MEASURES/SERVICE INDICATORS</b>			
	<b>2017</b>	<b>2018</b>	<b>2019</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>
<b>Number of Fire Stations</b>	3	3	3
<b>ISO Rating</b>	2	2	2
<b>EMS Calls (Inc. MVA's)</b>	2,892	2,753	3,189
<b>Total Calls</b>	4,140	4,328	4,247

**ISO Classification Improvement**

In 2019 the Carpentersville Fire Department was able to improve the ISO rating to a Class 2. This is the highest rating the Department have ever attained. The ISO Public Protection Class (PPC) rating is determined by an evaluation of three components: (1) Fire Department (50%), (2) Water Supply (40%), and (3) 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 effect on the insurance of homes and businesses in our community. In 2004 the Village moved from an ISO rating of 5 to an ISO rating of 3. Fire Department staff prepared and provide all of the required information on time. With this new classification, Village residents could realize insurance premium savings.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**001 - GENERAL FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001560 - FIRE</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	3,174,891	3,315,163	3,542,134	3,164,752	3,555,117
50020	OVERTIME SALARIES	165,741	230,754	141,714	230,000	135,000
50027	ICMA DEFERRED COMPENSATION	13,390	13,733	13,375	13,375	14,140
50028	RHS CONTRIBUTION	-	21,451	-	21,093	20,000
50040	LONGEVITY	16,304	17,596	18,396	17,184	18,900
50045	HOLIDAY PAY	120,859	127,367	138,000	130,000	130,000
50050	ATTENDANCE INCENTIVE	39,750	41,450	54,100	21,825	39,910
50060	PART TIME FIRE	503,599	441,678	550,645	511,107	542,560
50075	PART TIME/SEASONAL	2,366	146,965	-	-	-
	<b>TOTAL</b>	<b>4,036,899</b>	<b>4,356,157</b>	<b>4,458,364</b>	<b>4,109,336</b>	<b>4,455,627</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	693,097	705,579	701,341	693,097	651,632
51140	IMRF	3,261	7,797	7,854	7,000	8,687
51142	CONTRIBUTIONS - FIRE PEN	1,213,829	1,245,107	1,245,102	1,245,102	1,327,085
51160	FICA	40,825	48,476	46,510	52,000	57,000
51165	MEDICARE	55,425	59,702	64,452	62,384	62,371
51999	OTHER BENEFITS	-	-	-	-	-
	<b>TOTAL</b>	<b>2,006,437</b>	<b>2,066,661</b>	<b>2,065,259</b>	<b>2,059,583</b>	<b>2,106,775</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	5,188	5,311	5,357	5,357	6,557
52150	PHYSICAL EXAMS	27,669	35,504	37,600	37,600	38,600
52153	PRINTING	167	137	600	350	600
52154	NOTICES/PUBLICATIONS	72	40	300	100	100
52157	POSTAGE/MAILING	374	588	550	350	350
52163	TRAINING/MEETINGS	20,695	23,070	38,710	37,000	55,160
52190	PROFESSIONAL SERVICE	51,734	77,635	51,491	51,491	52,459
52200	QUADCOM	162,910	141,483	176,770	176,700	184,736
52310	MAINT BUILDING & GROUNDS	31,591	47,633	45,000	49,000	45,000
52316	OFFICE EQUIPMENT	128	24	200	200	200
52323	MAINTENANCE EQUIPMENT	11,582	14,721	23,699	20,000	21,699
52327	MAINTENANCE - RADIO	7,185	1,747	9,500	9,000	7,000
52326	MAINTENANCE - OPTICOM	-	-	-	-	10,000
52333	MAINTENANCE - VEHICLES	5,164	-	129,265	-	129,265
52409	HEATING	-	-	-	-	-
52410	COMMUNICATIONS	3,614	4,000	4,000	3,800	3,800
	<b>TOTAL</b>	<b>328,072</b>	<b>351,894</b>	<b>523,042</b>	<b>390,948</b>	<b>555,526</b>
<u>COMMODITIES/SUPPLIES</u>						
53100	MATERIALS - BUILDING	22,034	11,796	27,000	35,000	31,500
53600	SUPPLIES - AUTOMOTIVE	477	-	-	-	-
53606	MINOR TOOLS - EQUIPMENT	23,891	22,075	20,898	38,000	21,400
53610	SUPPLIES - MEDICAL HELP	-	-	-	-	1,925
53620	SUPPLIES - OFFICE	1,123	2,778	4,000	4,000	4,000
53630	OPERATING SUPPLIES	24,877	21,199	47,356	40,000	30,122
53643	SUPPLIES - PUBLIC EDUCATION	5,464	4,343	4,900	4,900	4,900
53645	SUPPLIES - SAFETY	-	-	-	-	80,127
53651	CLOTHING	61,296	63,844	75,895	80,000	41,520
53750	SUPPLIES - INVESTIGATIONS	-	-	-	-	1,000
53790	SUPPLIES - CPR	-	-	-	-	1,878
53793	SUPPLIES - FIRE PREVENTION	-	-	-	-	1,890
53795	SUPPLIES - FIRE TRAINING	-	-	-	-	6,550
53796	SUPPLIES - MEDICAL	24,919	18,867	35,796	35,796	43,485
53901	AWARDS & RECOGNITION	763	807	1,350	1,350	1,350
	<b>TOTAL</b>	<b>164,844</b>	<b>145,709</b>	<b>217,195</b>	<b>239,046</b>	<b>271,647</b>
	<b>DEPARTMENT TOTAL</b>	<b>6,536,252</b>	<b>6,920,420</b>	<b>7,263,860</b>	<b>6,798,913</b>	<b>7,389,575</b>

**MISSION STATEMENT:** The Emergency Services and Disaster (ESDA) 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.

**2019 ACCOMPLISHMENTS**

1. Continued an inter-governmental partnership with Kane County Emergency Management in building a database for the residential notification system.
2. Worked diligently with the Police and Public Works Departments to create Incident Action Plans (IAP's) for each Village wide event.
3. Completed the Required State of Illinois National Incident Management System Compliance reports.

**2020 OBJECTIVES**

1. Continue to build the relationship and training of other departments in the use of the Incident Command System.
2. Continue to ensure other department personnel are trained to the necessary National Incident Management System (NIMS) level to meet their level of responsibility when working large scale Village incidents.
3. Continue to work with Fire, Police and Public Works Departments to create incident action plans for every Village wide event and expand participation of key individual staff members.
4. Plan and facilitate a Village wide table top exercise practicing incident command system positions and responsibilities including the use of IAP's.
5. Evaluate and update NIMS compliance in respect to Resource Typing for all Village resources.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>001562 - ESDA</b>						
<u>CONTRACTUAL SERVICES</u>						
52153	PRINTING	-	-	100	50	100
52163	TRAINING/MEETINGS	-	-	1,000	1,000	1,000
52323	MAINTENANCE EQUIPMENT	2,445	2,532	2,700	3,445	2,950
	<b>TOTAL</b>	<b>2,445</b>	<b>2,532</b>	<b>3,800</b>	<b>4,495</b>	<b>4,050</b>
<u>COMMODITIES/SUPPLIES</u>						
53630	OPERATING SUPPLIES	-	-	-	100	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,445</b>	<b>2,532</b>	<b>3,800</b>	<b>4,595</b>	<b>4,050</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 30,293,911</b>	<b>\$ 29,251,455</b>	<b>\$ 31,601,746</b>	<b>\$ 30,238,139</b>	<b>\$ 38,504,964</b>

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**SPECIAL REVENUE FUNDS**

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This fund is used to account for the funds restricted for the purposes of development with fees in lieu of development. This fund primarily consists of escrows that are due to various governmental agencies within the taxing boundaries of the Village (Park District, School District, Library) and escrows that are maintained on projects by homeowners and business owners. This fund also collects traffic impact fees on new construction projects.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

003 - ESCROW FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>003 - ESCROW FUND</b>						
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	2,020	5,309	3,700	3,700	3,700
	<b>TOTAL</b>	<b>2,020</b>	<b>5,309</b>	<b>3,700</b>	<b>3,700</b>	<b>3,700</b>
	<b>TOTAL REVENUES</b>	<b>\$ 2,020</b>	<b>\$ 5,309</b>	<b>\$ 3,700</b>	<b>\$ 3,700</b>	<b>\$ 3,700</b>
<u>TRANSFERS OUT</u>						
59299		-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

The Carpentersville Police Department 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. The program teaches both parents and children the skills needed to deal with the pressures of becoming a teenager. Additionally, the program teaches communication skills so that parents and children may have a better understanding of each other.

Funds for this program are utilized for supplies and dinners provided to the families. This gives incentive to the individuals in the program and provides families time to spend together as a family. Investment in this program keeps children off the street and keeps parents involved in their children's lives; it is a prevention program that benefits all.

**2019 ACCOMPLISHMENTS**

1. Two class sessions were held in the Spring.
2. Eight families and eight children attend the two Strengthening Families class sessions presented in 2019.

**2020 OBJECTIVES**

1. The program will be updated and reformulated by the Police Department's Community Outreach Worker and Community Affairs Specialist.
2. Continue to serve residents in the community through the program.
3. Continue to recruit families to the program.
4. Continue to run programs; two sessions per week, up to two times in 2020.
5. Continue to link families to services needed.
6. Oversee funding to maintain services.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

090 - STRENGTHENING FAMILIES FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>090556 - STRENGTHENING FAMILIES PROGRAM</u></b>						
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
45100	CONTRIBUTIONS	24,334	18,000	16,000	16,000	16,000
	<b>TOTAL</b>	<b>24,334</b>	<b>18,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	37	84	50	50	50
	<b>TOTAL</b>	<b>37</b>	<b>84</b>	<b>50</b>	<b>50</b>	<b>50</b>
	<b>TOTAL REVENUES</b>	<b>\$ 24,370</b>	<b>\$ 18,084</b>	<b>\$ 16,050</b>	<b>\$ 16,050</b>	<b>\$ 16,050</b>
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	3,820	3,903	3,980	3,883	3,331
50040	LONGEVITY	38	40	40	40	40
50050	ATTENDANCE INCENTIVE	-	-	25	25	25
50075	PART TIME/SEASONAL	7,739	5,126	7,103	5,300	7,229
	<b>TOTAL</b>	<b>11,597</b>	<b>9,068</b>	<b>11,148</b>	<b>9,248</b>	<b>10,625</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51140	IMRF	430	428	439	431	369
51160	FICA	709	552	691	550	659
51165	MEDICARE	166	129	162	130	154
	<b>TOTAL</b>	<b>1,305</b>	<b>1,110</b>	<b>1,292</b>	<b>1,111</b>	<b>1,182</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52105	BANK CHARGES	60	40	60	60	60
	<b>TOTAL</b>	<b>60</b>	<b>40</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53630	OPERATING SUPPLIES	5,993	6,170	5,700	5,700	5,700
	<b>TOTAL</b>	<b>5,993</b>	<b>6,170</b>	<b>5,700</b>	<b>5,700</b>	<b>5,700</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 18,955</b>	<b>\$ 16,389</b>	<b>\$ 18,200</b>	<b>\$ 16,119</b>	<b>\$ 17,567</b>

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 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 by 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.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

328 - VETERANS GARDEN FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>328021 - VETERANS GARDEN</u></b>						
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
45100	CONTRIBUTIONS	980	240	250	1,060	250
	<b>TOTAL</b>	<b>980</b>	<b>240</b>	<b>250</b>	<b>1,060</b>	<b>250</b>
 <b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	42	1	10	5	10
	<b>TOTAL</b>	<b>42</b>	<b>1</b>	<b>10</b>	<b>5</b>	<b>10</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,022</b>	<b>\$ 241</b>	<b>\$ 260</b>	<b>\$ 1,065</b>	<b>\$ 260</b>
 <b><u>328229 - VETERANS GARDEN</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52310	MAINT BUILDING & GROUNDS	3,200	1,369	3,000	3,000	3,000
	<b>TOTAL</b>	<b>3,200</b>	<b>1,369</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
 <b><u>COMMODITIES/SUPPLIES</u></b>						
53630	OPERATING SUPPLIES	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
 <b><u>TRANSFER OUT</u></b>						
59805	TRANSFER TO TIF#5	49,000	-	-	-	-
	<b>TOTAL</b>	<b>49,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 52,200</b>	<b>\$ 1,369</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>

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.
- Purchase of maintenance materials (road salt and hot-mix asphalt) for use by the Public Works Department.
- Payment for 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 carriageway and sidewalk.

### **2019 ACCOMPLISHMENTS**

1. Funded the annual street lighting electric usage expenses.
2. Funded the roadway salt material purchase contract.
3. Completed the construction roadway resurfacing on the west side of the Village.
4. Completed trip hazard cutting and replacement of select concrete sidewalk throughout select locations of the Village.

### **2020 OBJECTIVES**

1. Fund the annual street lighting electric usage expenses.
2. Fund the roadway salt material purchase contract.
3. Fund 75% of the debt service repayment of Bonds.
4. Complete in-house design and construction of the MFT Westside Resurfacing Program.
5. Complete in-house design and construction of the MFT Sidewalk Cutting and Sidewalk Replacement Programs.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**400 - MOTOR FUEL TAX (MFT) FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>400011 - MFT FUND REVENUES</u></b>						
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	7,215	11,296	10,000	12,500	10,000
48015	REALIZED GAIN/LOSS ON INVEST	-	1,434	-	-	-
	<b>TOTAL</b>	<b>7,215</b>	<b>12,729</b>	<b>10,000</b>	<b>12,500</b>	<b>10,000</b>
<u>TRANSFERS IN</u>						
49001	TRANSFER FROM GENERAL FUND	-	-	-	-	-
	<b>DEPARTMENT TOTAL</b>	<b>7,215</b>	<b>12,729</b>	<b>10,000</b>	<b>12,500</b>	<b>10,000</b>
<b><u>400081 - INTERGOVERNMENTAL REVENUES</u></b>						
<u>TAXES OTHER</u>						
42403	MOTOR FUEL TAX ALLOTMENTS	976,673	980,084	955,000	1,050,000	1,300,000
42404	MFT HIGH GROWTH ALLOTMENT	22,432	66,762	22,500	40,000	40,000
	<b>TOTAL</b>	<b>999,105</b>	<b>1,046,846</b>	<b>977,500</b>	<b>1,090,000</b>	<b>1,340,000</b>
<u>GRANTS &amp; CONTRIBUTIONS</u>						
<b>FEDERAL GRANTS</b>						
45000	73010 ANNUAL CDBG MFT RESURFACING	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,006,320</b>	<b>1,059,575</b>	<b>987,500</b>	<b>1,102,500</b>	<b>1,350,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,006,320</b>	<b>\$ 1,059,575</b>	<b>\$ 987,500</b>	<b>\$ 1,102,500</b>	<b>\$ 1,350,000</b>
<b><u>400370 - MFT FUNDED EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52105	BANK CHARGES	60	60	60	60	60
52404	ELECTRICITY - STREET LIGHTS	103,901	129,053	110,000	110,000	120,000
52743	TREE REMOVAL / TREE TRIMMING	74,856	73,697	-	-	-
	<b>TOTAL</b>	<b>178,817</b>	<b>202,810</b>	<b>110,060</b>	<b>110,060</b>	<b>120,060</b>
<u>COMMODITIES/SUPPLIES</u>						
53102	STREET MATERIALS	169,263	56,533	125,000	-	-
53779	SUPPLIES-SALT&CALCIUM CHLORIDE	54,528	133,902	130,000	130,000	180,000
	<b>TOTAL</b>	<b>223,791</b>	<b>190,434</b>	<b>255,000</b>	<b>130,000</b>	<b>180,000</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE III CONSTRUCTION</b>						
56403	73000 ANNUAL MFT RESURFACING	-	-	-	350,000	1,361,000
56403	73001 ANNUAL MFT SIDEWALK PROJECTS	157,477	92,493	125,000	115,268	50,000
56403	73010 ANNUAL CDBG MFT RESURFACING	-	-	-	-	-
	<b>TOTAL</b>	<b>157,477</b>	<b>92,493</b>	<b>125,000</b>	<b>465,268</b>	<b>1,411,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>560,085</b>	<b>485,737</b>	<b>490,060</b>	<b>705,328</b>	<b>1,711,060</b>
<b><u>400398 - TRANSFERS</u></b>						
<u>TRANSFERS OUT</u>						
59030	TRANSFER TO DEBT SERVICE	376,950	124,394	376,950	376,950	376,950
	<b>TOTAL</b>	<b>376,950</b>	<b>124,394</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>
	<b>DEPARTMENT TOTAL</b>	<b>376,950</b>	<b>124,394</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 937,035</b>	<b>\$ 610,131</b>	<b>\$ 867,010</b>	<b>\$ 1,082,278</b>	<b>\$ 2,088,010</b>

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.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

701 - SSA# 1 NEWPORT COVE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>701012 - SSA #1 NEWPORT COVE</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	34,941	17,988	18,000	18,000	18,000
	<b>TOTAL</b>	<b>34,941</b>	<b>17,988</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 34,941</b>	<b>\$ 17,988</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>
<b><u>701179 - SSA#1 NEWPORT COVE EXPENDITURE</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52310	MAINT BUILDING & GROUNDS	9,284	9,739	8,400	9,338	9,500
	<b>TOTAL</b>	<b>9,284</b>	<b>9,739</b>	<b>8,400</b>	<b>9,338</b>	<b>9,500</b>
<u>EQUIPMENT</u>						
55750	EQUIPMENT	-	-	2,500	5,530	2,500
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>5,530</b>	<b>2,500</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 9,284</b>	<b>\$ 9,739</b>	<b>\$ 10,900</b>	<b>\$ 14,868</b>	<b>\$ 12,000</b>

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.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

702 - SSA# 2 OAK MEADOWS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>702012 - SSA #2 OAK MEADOWS REVENUE</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	1,000	999	1,000	1,000	1,000
	<b>TOTAL</b>	<b>1,000</b>	<b>999</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,000</b>	<b>\$ 999</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b><u>702179 - SSA #2 OAK MEADOWS EXPENDITURE</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52310	MAINT BUILDING & GROUNDS	750	768	600	980	1,000
	<b>TOTAL</b>	<b>750</b>	<b>768</b>	<b>600</b>	<b>980</b>	<b>1,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 750</b>	<b>\$ 768</b>	<b>\$ 600</b>	<b>\$ 980</b>	<b>\$ 1,000</b>

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.

**VILLAGE OF CARPENTERSVILLE  
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703 - SSA # 3 KEELE FARMS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>703012 - SSA #3 KEELE FARMS REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	-	-	-	-	5,000
	<b>TOTAL</b>	-	-	-	-	<b>5,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b><u>703179 - SSA #3 KEELE FARMS EXPENDITURE</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52310	MAINT BUILDING & GROUNDS	4,380	7,300	5,000	18,085	12,000
	<b>TOTAL</b>	<b>4,380</b>	<b>7,300</b>	<b>5,000</b>	<b>18,085</b>	<b>12,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 4,380</b>	<b>\$ 7,300</b>	<b>\$ 5,000</b>	<b>\$ 18,085</b>	<b>\$ 12,000</b>

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.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

721 - SSA # 21 WHITE OAKS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>721012 - SSA #21 WHITE OAKS</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	4,500	4,496	4,500	4,500	4,500
	<b>TOTAL</b>	<b>4,500</b>	<b>4,496</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
	<b>TOTAL REVENUES</b>	<b>\$ 4,500</b>	<b>\$ 4,496</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
<b><u>721179 - SSA #21 WHITE OAKS</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52310	MAINT BUILDING & GROUNDS	2,590	2,100	2,500	1,540	5,000
	<b>TOTAL</b>	<b>2,590</b>	<b>2,100</b>	<b>2,500</b>	<b>1,540</b>	<b>5,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,590</b>	<b>\$ 2,100</b>	<b>\$ 2,500</b>	<b>\$ 1,540</b>	<b>\$ 5,000</b>

The Spring Hill Center for Commerce & Industry TIF district was created May 2, 1995 by the Illinois Industrial Jobs Recovery Law. The district comprises approximately 38 acres at Commerce Parkway and Route 31. The TIF district was created to redevelop the land for industrial users in order to address high unemployment for Carpentersville residents. TIF is a public financing method that utilizes future gains in property valuation and taxes to support the cost of redevelopment, the installation or replacement of infrastructure and other community improvement projects. TIF District #1 was established to reimburse specified costs to the developer of the Spring Hill Center for Commerce and Industry Redevelopment Plan and Project. Costs were reimbursed based on the eligibility of the TIF improvement expenditures as specified in the redevelopment agreement or RDA.

**2019 ACCOMPLISHMENTS**

1. As this TIF District was created May 2, 1995, it terminated after 23 years in 2018.

**2020 OBJECTIVES**

1. Once the Village has received all of the 2018 incremental property taxes payable 2019 in the Special Tax Allocation Fund, and all property tax appeals are finalized, the Village will adopt an ordinance terminating the TIF district.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**801 - TIF # 1 SPRING HILL CENTER FOR COMMERCE AND INDUSTRY FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>801011 - TIF #1 REVENUES</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	PROPERTY TAXES	618,282	643,618	700,000	700,000	-
	<b>TOTAL</b>	<b>618,282</b>	<b>643,618</b>	<b>700,000</b>	<b>700,000</b>	<b>-</b>
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	3,714	4,518	3,000	3,000	3,000
48015	REALIZED GAIN/LOSS ON INVEST	-	3,514	-	3,700	-
	<b>TOTAL</b>	<b>3,714</b>	<b>8,032</b>	<b>3,000</b>	<b>6,700</b>	<b>3,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 621,996</b>	<b>\$ 651,650</b>	<b>\$ 703,000</b>	<b>\$ 706,700</b>	<b>\$ 3,000</b>
<b><u>801189 - TIF #1 EXPENDITURES</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52012	ACCOUNTING SERVICES	1,100	1,100	1,100	1,467	1,467
52013	DUES & SUBSCRIPTIONS	213	213	-	-	-
52030	LEGAL FEES	1,913	-	2,000	-	-
52145	ECONOMIC DEVELOPMENT	70,475	-	30,000	30,000	-
52154	NOTICES/PUBLICATIONS	-	-	-	-	-
52163	TRAINING/MEETINGS	350	375	400	400	-
52185	CONTRACTUAL - TIF CONSULTANT	-	-	-	-	-
	<b>TOTAL</b>	<b>74,050</b>	<b>1,688</b>	<b>33,500</b>	<b>31,867</b>	<b>1,467</b>
<b><u>CAPITAL IMPROVEMENTS</u></b>						
<b><u>PHASE III CONSTRUCTION</u></b>						
56403	72000 COMMERCE PKWY RT 31-END	62,075	-	-	-	-
	<b>TOTAL</b>	<b>62,075</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>TRANSFERS OUT</u></b>						
59001	TRANSFER TO GENERAL FUND	17,779	-	18,210	13,838	3,693
59805	TRANSFER TO TIF#5	487,400	499,995	600,000	600,000	-
	<b>TOTAL</b>	<b>505,179</b>	<b>499,995</b>	<b>618,210</b>	<b>613,838</b>	<b>3,693</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 641,304</b>	<b>\$ 501,682</b>	<b>\$ 651,710</b>	<b>\$ 645,705</b>	<b>\$ 5,160</b>

The Route 25 TIF district was created May 1, 2012. The district is roughly bounded on the north by Lake Marian Rd, on the west and south by LW Besinger Dr, and on the east by Route 25. The district consists of 70 tax parcels in approximately 156 acres. The designation of this portion of the Route 25 area as TIF #3 was 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. The goal of the TIF district is to revitalize the area as a commercial corridor, redevelop vacant and underutilized properties, and improve public infrastructure.

**2019 ACCOMPLISHMENTS**

1. Met with several retail businesses to encourage development within TIF 3.
2. Developed General Fund repayment plan designed to repay upfront costs associated with Wal-Mart redevelopment agreement.

**2020 OBJECTIVES**

1. Staff will work with developers and property owners to attract additional commercial users to the one remaining outlot in front of the Walmart Supercenter, the Meadowdale Shopping Center, and other available sites and buildings along the Route 25 commercial corridor.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

803 - TIF # 3 ROUTE 25 FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>803011 - TIF #3 REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	440,121	621,666	720,000	720,000	720,000
	<b>TOTAL</b>	<b>440,121</b>	<b>621,666</b>	<b>720,000</b>	<b>720,000</b>	<b>720,000</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	-	1,833	-	5	-
	<b>TOTAL</b>	<b>-</b>	<b>1,833</b>	<b>-</b>	<b>5</b>	<b>-</b>
	<b>TOTAL REVENUES</b>	<b>\$ 440,121</b>	<b>\$ 623,499</b>	<b>\$ 720,000</b>	<b>\$ 720,005</b>	<b>\$ 720,000</b>
<b><u>803189 - TIF #3 EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	1,100	1,100	1,100	1,467	1,467
52013	DUES & SUBSCRIPTIONS	213	213	200	-	284
52030	LEGAL FEES	2,994	-	1,000	-	1,000
52185	CONTRACTUAL - TIF CONSULTANT	6,458	-	-	-	-
52188	DEVELOPMENT STIMULUS	-	-	-	-	-
52190	PROFESSIONAL SERVICE	5,328	28	2,500	50	2,500
	<b>TOTAL</b>	<b>16,092</b>	<b>1,341</b>	<b>4,800</b>	<b>1,517</b>	<b>5,251</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE III CONSTRUCTION</b>						
56403	70191 LW BESINGER DRIVE & WTR MAIN	-	-	-	-	-
56403	72001 ELMRIDGE - BALL CONNECTION	56,169	-	-	-	-
	<b>TOTAL</b>	<b>56,169</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>TRANSFERS OUT</u>						
59001	TRANSFER TO GENERAL FUND	5,926	-	6,070	6,070	9,232
	<b>TOTAL</b>	<b>5,926</b>	<b>-</b>	<b>6,070</b>	<b>6,070</b>	<b>9,232</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 78,187</b>	<b>\$ 1,341</b>	<b>\$ 10,870</b>	<b>\$ 7,587</b>	<b>\$ 14,483</b>

The Spring Hill Mall TIF district was created January 5, 2016. The district is roughly bounded by the Spring Hill Ring Road on the north and east and the Carpentersville-West Dundee boundary on the south and west. The district is approximately seven acres. In cooperation with West Dundee and the mall property owner, the goal is to rehabilitate the existing properties, foster the repair or replacement of public infrastructure, and facilitate the assembly and preparation of available sites. Costs will be reimbursed based on the eligibility of the TIF improvement expenditures as specified in the redevelopment agreement.

**2019 ACCOMPLISHMENTS**

1. Continued to work with mall ownership to attract and recruit business into Spring Hill Mall.

**2020 OBJECTIVES**

1. Implementation of the Spring Hill Mall Redevelopment District Plan and Project.
2. Work with Village of West Dundee to develop joint plan on Spring Hill Mall Property.
3. The Village will continue to monitor the sales tax generators at the Mall for compliance with State Sales tax requirements.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

804 - TIF # 4 SPRING HILL MALL REDEVELOPMENT

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>804011 - TIF #4 REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	1,031	1,316	1,250	1,250	1,250
	<b>TOTAL</b>	<b>1,031</b>	<b>1,316</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	-	11	-	5	-
	<b>TOTAL</b>	<b>-</b>	<b>11</b>	<b>-</b>	<b>5</b>	<b>-</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,031</b>	<b>\$ 1,326</b>	<b>\$ 1,250</b>	<b>\$ 1,255</b>	<b>\$ 1,250</b>
<b><u>804189 - TIF #4 EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	1,100	1,100	1,100	-	-
52013	DUES & SUBSCRIPTIONS	213	213	-	-	284
52030	LEGAL FEES	209	-	-	-	-
	<b>TOTAL</b>	<b>1,522</b>	<b>1,313</b>	<b>1,100</b>	<b>-</b>	<b>284</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,522</b>	<b>\$ 1,313</b>	<b>\$ 1,100</b>	<b>\$ -</b>	<b>\$ 284</b>

The Old Town TIF district was created January 5, 2016. The district comprises approximately 397 acres in the Old Town neighborhood and along Route 31. The Old Town TIF's goal is to implement public improvements, assist existing businesses and property owners, encourage private sector activities, and facilitate property assembly, demolition, and site preparation. Costs will be reimbursed based on the eligibility of the TIF improvement expenditures as specified in the redevelopment agreement.

**2019 ACCOMPLISHMENTS**

1. The OTTO Tech center completed and opened its new multi-million apprenticeship program and manufacturing center.
2. The Village Board began the process of acquiring riverfront property located at 155 S Washington Street.

**2020 OBJECTIVES**

1. Continue working with property owners and developers to redevelop the Rte 31 corridor and Old Town area.
2. Develop plans for future use of the 155 S. Washington property.
3. Recruit developer to redevelopment Huntley Square property and improve Route 31/Huntley Road intersection.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

805 - TIF # 5 OLD TOWN

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>805011 - TIF #5 REVENUES</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	PROPERTY TAXES	97,537	144,413	150,000	150,000	150,000
	<b>TOTAL</b>	<b>97,537</b>	<b>144,413</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
<b><u>STATE/LOCAL GRANTS</u></b>						
45005	60007 OSLAD GRANT - CARPENTER PARK	247,119	-	-	-	-
45005	70192	22,500	-	-	-	-
	<b>TOTAL</b>	<b>269,619</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>REIMBURSEMENTS</u></b>						
<b><u>REIMBURSEMENTS - PUBLIC WORKS</u></b>						
47812	60007 OSLAD GRANT - CARPENTER PARK	-	-	-	22,000	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,000</b>	<b>-</b>
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	36,933	40,925	21,000	21,000	21,000
48015	REALIZED GAIN/LOSS ON INVEST	(1,078)	-	-	-	-
48110	GAIN/LOSS ON INVESTMENT	-	(10,912)	-	10	-
	<b>TOTAL</b>	<b>35,856</b>	<b>30,013</b>	<b>21,000</b>	<b>21,010</b>	<b>21,000</b>
<b><u>TRANSFERS IN</u></b>						
49328	TRANSFER FROM VETERANS GARDEN	49,000	-	-	-	-
49801	TRANSFER FROM TIF #1	487,400	499,995	600,000	600,000	600,000
49970	TRANSFER FROM PARK TRUST FD	10,000	10,000	10,000	10,000	10,000
	<b>TOTAL</b>	<b>546,400</b>	<b>509,995</b>	<b>610,000</b>	<b>610,000</b>	<b>610,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 949,411</b>	<b>\$ 684,422</b>	<b>\$ 781,000</b>	<b>\$ 803,010</b>	<b>\$ 781,000</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

805 - TIF # 5 OLD TOWN

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>805189 - TIF #5 EXPENDITURES</b>						
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	1,100	3,700	1,100	1,467	1,467
52013	DUES & SUBSCRIPTIONS	213	213	300	300	284
52030	LEGAL FEES	8,101	-	3,000	3,000	3,000
52163	TRAINING/MEETINGS	-	-	375	375	375
52185	CONTRACTUAL - TIF CONSULTANT	-	8,450	5,000	5,000	5,000
<b>DEVELOPMENT STIMULUS</b>						
52188	30001 OTTO TECH CENTER	-	300,000	-	-	-
52188	DEVELOPMENT STIMULUS	-	25,938	50,000	50,000	254,000
<b>PROFESSIONAL SERVICE</b>						
52190	60007 OSLAD GRANT - CARPENTER PARK	6,652	26	-	26	-
52190	70133 RT 31 & HUNTLEY	-	493,323	-	-	-
52190	70190 MAIN STREET AND WASHINGTON INT	5,763	-	-	-	-
52190	70192 FOX RIVER RENOVATION	11,192	-	-	-	-
52190	72014 BURIAL OF OVERHEAD UTIL	558,291	28,913	-	-	-
	<b>TOTAL</b>	<b>591,311</b>	<b>860,561</b>	<b>59,775</b>	<b>60,168</b>	<b>264,126</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>EQUIPMENT</b>						
55750	60007 OSLAD GRANT - CARPENTER PARK	22,459	-	-	-	-
<b>BUILDING/IMPROVEMENTS</b>						
56010	60007 OSLAD GRANT - CARPENTER PARK	-	10,860	3,500	10,860	50,000
56010	72026 VETERAN'S GARDEN	-	15,173	-	11,070	-
<b>PHASE II ENGINEERING</b>						
56302	72007 SPRING STREET CULVERT	84,206	-	-	-	-
<b>PHASE III ENGINEERING</b>						
56303	70192 FOX RIVER RENOVATION	1,434	-	-	-	-
<b>PHASE III CONSTRUCTION</b>						
56403	60007 OSLAD GRANT - CARPENTER PARK	647,392	-	-	-	-
56403	70192 FOX RIVER RENOVATION	284,939	101,743	50,000	-	25,000
56403	72007 SPRING STREET CULVERT	307,254	805,431	112,275	100,000	-
<b>LAND ACQUISITION</b>						
56501	LAND ACQUISITION	-	-	-	291,044	-
56501	70192 FOX RIVER RENOVATION	-	-	-	-	300,000
<b>ROW ACQUISITION</b>						
56502	70192 FOX RIVER RENOVATION	-	-	383,000	-	-
	<b>TOTAL</b>	<b>1,347,684</b>	<b>933,206</b>	<b>548,775</b>	<b>412,974</b>	<b>375,000</b>
<u>TRANSFERS OUT</u>						
59001	TRANSFER TO GENERAL FUND	11,853	-	12,140	9,225	18,463
	<b>TOTAL</b>	<b>11,853</b>	<b>-</b>	<b>12,140</b>	<b>9,225</b>	<b>18,463</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,950,848</b>	<b>\$ 1,793,767</b>	<b>\$ 620,690</b>	<b>\$ 482,367</b>	<b>\$ 657,589</b>

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. In 2019, the Foreign Fire Tax Board has made purchases, but not limited to the following:

- Comcast Cable & Wi-Fi for 3 stations
- Training Seminars
- Bunk Room LED Lighting
- Station 91 Weight Room Racks / Equipment
- Station 92 Weight Room Racks / Equipment
- Station 92 Patio Chairs
- Kitchen Replacement Pots / Pans / Microwave / Can Openers / Silverware / Toaster
- Station 91 TV Mount & Cable
- Station 91 Patio Umbrella & Base
- Station 91 Sound Bar
- Bunk Room Tables (all 3 stations)
- Grill Brushes (3 stations)

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

967 - FOREIGN FIRE TAX BOARD FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>967081 - FOREIGN FIRE TAX BOARD REVENUES</u></b>						
<u>TAXES OTHER</u>						
42710	FOREIGN FIRE TAX	29,658	36,472	26,400	26,400	26,400
	<b>TOTAL</b>	<b>29,658</b>	<b>36,472</b>	<b>26,400</b>	<b>26,400</b>	<b>26,400</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	11	25	10	9	10
	<b>TOTAL</b>	<b>11</b>	<b>25</b>	<b>10</b>	<b>9</b>	<b>10</b>
	<b>TOTAL REVENUES</b>	<b>\$ 29,670</b>	<b>\$ 36,497</b>	<b>\$ 26,410</b>	<b>\$ 26,409</b>	<b>\$ 26,410</b>
<b><u>967597 - FOREIGN FIRE TAX BOARD EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52163	TRAINING/MEETINGS	1,180	1,348	1,200	1,200	1,200
52999	OTHER CONTRACTUAL	5,852	7,157	6,600	6,600	6,600
	<b>TOTAL</b>	<b>7,032</b>	<b>8,505</b>	<b>7,800</b>	<b>7,800</b>	<b>7,800</b>
<u>COMMODITIES/SUPPLIES</u>						
53645	SUPPLIES - SAFETY	1,287	6,137	1,500	1,300	1,500
53999	SUPPLIES - OTHER	22,222	14,489	10,000	14,000	10,000
	<b>TOTAL</b>	<b>23,509</b>	<b>20,626</b>	<b>11,500</b>	<b>15,300</b>	<b>11,500</b>
<u>EQUIPMENT</u>						
55750	EQUIPMENT	5,093	6,677	10,000	6,000	10,000
	<b>TOTAL</b>	<b>5,093</b>	<b>6,677</b>	<b>10,000</b>	<b>6,000</b>	<b>10,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 35,634</b>	<b>\$ 35,808</b>	<b>\$ 29,300</b>	<b>\$ 29,100</b>	<b>\$ 29,300</b>

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**DEBT SERVICE FUND**

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**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 January 1, 2020 is \$13,475,000. Principal and interest payments are made with resources such as local motor fuel tax, 50% of impound fees, and contributions from the General Fund.

**2014 General Obligation Bonds:** In December 2014, the Village issued \$9,560,000 of GO Bonds for the purpose of public improvements, street improvements, and land acquisitions. This service is based on a 20-year amortization schedule with interest rates ranging from 2% to 4%. 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 January 1, 2020 is \$7,790,000. Principal and interest payments are made by the Motor Fuel Tax Fund and General Fund.

**2015A General Obligation Refunding (IEPA Loan) Bonds:** In February 2015, the Village issued \$8,105,000 of GO Refunding Bonds for the purpose of refunding outstanding Illinois Environmental Protection Agency (IEPA) loans for Water/Sewer projects. The refunding of the IEPA loan generated a gross savings of around \$195,000 because of the low interest rate environment. The GO Bonds amortization table will be based on an eight year (by 2023) amortization schedule. The outstanding principal balance as of January 1, 2020 is \$4,180,000. There will be no additional tax levy as a result of these bonds as debt service will be entirely paid out of Water and Sewer Fund.

**2015B General Obligation Refunding Bonds:** In October 2015, the Village issued \$5,840,000 of GO Refunding Bonds for the purpose of refunding outstanding Series 2006 General Obligation Bonds. The refunding of the Series 2006 GO Bonds generated a gross savings of around \$872,000 because of the low interest rate environment. The GO Bonds amortization table will be based on an eleven year (by 2026) amortization schedule. The outstanding principal balance as of January 1, 2020 is \$4,540,000. The Debt Service Fund (50%) and Water/Sewer Fund (50%) would continue to share the debt service for these bonds.

**2016 General Obligation Refunding Bonds:** In August 2016, the Village issued \$6,926,000 of GO Refunding Bonds for the purpose of advance refunding part of the outstanding Series 2008 General Obligation Bonds (\$6,455,000). The refunding of the Series 2008 GO Bonds generated a gross savings of around \$622,131 because of the low interest rate environment. The GO Bonds amortization table is based on an eleven year (by 2028) amortization schedule. The outstanding principal balance as of January 1, 2020 is \$6,164,000. The Debt Service Fund (67%) and Water/Sewer Fund (33%) would continue to share the debt service for these bonds.

## Remaining Debt Service to Maturity – Governmental Funds

Fiscal Year	Series 2010 A&B		Series 2014	
	Principal	Interest	Principal	Interest
2020	805,000	812,518	405,000	290,150
2021	830,000	773,475	415,000	278,000
2022	855,000	733,220	430,000	265,550
2023	885,000	684,913	440,000	252,650
2024	920,000	634,910	455,000	239,450
2025	955,000	582,930	470,000	225,800
2026	995,000	522,288	490,000	207,000
2027	1,700,000	459,105	510,000	187,400
2028	1,770,000	351,155	530,000	167,000
2029	1,840,000	238,760	550,000	145,800
2030	1,920,000	121,920	570,000	123,800
2031	-	-	595,000	101,000
2032	-	-	620,000	77,200
2033	-	-	640,000	52,400
2034	-	-	670,000	26,800
	<b>13,475,000</b>	<b>5,915,193</b>	<b>7,790,000</b>	<b>2,640,000</b>

Fiscal Year	Series 2015B		Series 2016		Total
	Principal	Interest	Principal	Interest	
2020	287,500	90,800	426,120	74,338	3,191,425
2021	300,000	79,300	436,170	66,668	3,178,613
2022	310,000	67,300	442,200	58,817	3,162,087
2023	322,500	54,900	450,910	50,857	3,141,730
2024	337,500	42,000	459,620	42,741	3,131,221
2025	350,000	28,500	466,990	34,467	3,113,687
2026	362,500	14,500	473,690	26,062	3,091,039
2027	-	-	483,070	17,535	3,357,110
2028	-	-	491,110	8,840	3,318,105
2029	-	-	-	-	2,774,560
2030	-	-	-	-	2,735,720
2031	-	-	-	-	696,000
2032	-	-	-	-	697,200
2033	-	-	-	-	692,400
2034	-	-	-	-	696,800
	<b>2,270,000</b>	<b>377,300</b>	<b>4,129,880</b>	<b>380,324</b>	<b>36,977,697</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**030 - DEBT SERVICE FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>030071 - DEBT SERVICE FUND</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	PROPERTY TAXES	1,915,279	1,904,538	1,945,005	2,213,433	2,228,672
	<b>TOTAL</b>	<b>1,915,279</b>	<b>1,904,538</b>	<b>1,945,005</b>	<b>2,213,433</b>	<b>2,228,672</b>
<b><u>TAXES OTHER</u></b>						
42095	LOCAL MOTOR FUEL TAX	357,185	279,049	346,000	290,000	-
	<b>TOTAL</b>	<b>357,185</b>	<b>279,049</b>	<b>346,000</b>	<b>290,000</b>	<b>-</b>
<b><u>REIMBURSEMENTS</u></b>						
47011	IMPOUND FEES	33,750	19,750	21,000	21,000	21,000
	<b>TOTAL</b>	<b>33,750</b>	<b>19,750</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<b><u>INVESTMENT INCOME</u></b>						
<b>INTEREST INCOME</b>						
48006	INTEREST INCOME	17,077	52,373	25,000	50,000	30,000
48006	92010 2010 CAPITAL PROJECT BOND	287,876	292,479	297,622	279,169	267,603
48110	GAIN/LOSS ON INVESTMENT	-	(10,405)	-	-	-
	<b>TOTAL</b>	<b>304,952</b>	<b>334,447</b>	<b>322,622</b>	<b>329,169</b>	<b>297,603</b>
<b><u>TRANSFERS IN</u></b>						
49001	TRANSFER FROM GENERAL FUND	243,536	104,429	316,450	316,450	318,200
49400	TRANSFER FROM MFT	376,950	124,394	376,950	376,950	376,950
	<b>TOTAL</b>	<b>620,486</b>	<b>228,822</b>	<b>693,400</b>	<b>693,400</b>	<b>695,150</b>
	<b>TOTAL REVENUES</b>	<b>\$ 3,231,652</b>	<b>\$ 2,766,607</b>	<b>\$ 3,328,027</b>	<b>\$ 3,547,002</b>	<b>\$ 3,242,425</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

030 - DEBT SERVICE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>030730 - DEBT SERVICE EXPENDITURES</b>						
<u>CONTRACTUAL SERVICES</u>						
<b>DEBT ISSUANCE COSTS</b>						
58100	92016 2016 REFUNDING BONDS	-	-	-	-	-
<b>AGENT FEES</b>						
58510	AGENT FEES	-	1,500	-	-	-
58510	92006 2006 CAPITAL IMPROVEMENT BONDS	-	-	-	-	-
58510	92008 2008 CIP BOND ISSUE (PROJECT)	168	168	500	500	500
58510	92010 2010 CAPITAL PROJECT BOND	1,250	750	1,000	1,000	1,000
58510	92012 2014 CIP BONDS	600	-	1,000	1,000	1,000
58510	92014 2015 B BONDS	1,000	1,100	500	500	500
58510	92016 2016 REFUNDING BONDS	-	-	500	500	500
<b>PRINCIPAL</b>						
58557	92008 2008 CIP BOND ISSUE (PROJECT)	174,200	113,900	-	-	-
58557	92010 2010 CAPITAL PROJECT BOND	745,000	760,000	780,000	780,000	805,000
58557	92012 2014 CIP BONDS	324,750	354,008	395,000	395,000	405,000
58557	92014 2015 B BONDS	130,000	135,000	277,500	277,500	287,500
58557	92016 2016 REFUNDING BONDS	-	91,120	419,420	419,420	426,120
<b>INTEREST</b>						
58558	92008 2008 CIP BOND ISSUE (PROJECT)	11,524	4,556	-	-	-
58558	92010 2010 CAPITAL PROJECT BOND	904,390	882,040	850,348	850,348	812,348
58558	92012 2014 CIP BONDS	295,736	312,449	302,000	302,000	290,150
58558	92014 2015 B BONDS	112,500	107,300	101,900	101,900	90,800
58558	92016 2016 REFUNDING BONDS	111,602	83,528	81,888	81,888	74,338
	<b>TOTAL</b>	<b>2,812,719</b>	<b>2,847,418</b>	<b>3,211,556</b>	<b>3,211,556</b>	<b>3,194,756</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,812,719</b>	<b>\$ 2,847,418</b>	<b>\$ 3,211,556</b>	<b>\$ 3,211,556</b>	<b>\$ 3,194,756</b>



**CAPITAL PROJECTS FUNDS**

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This fund was established to provide long term financial planning for the routine replacement of major capital equipment in the Public Safety, and Public Works functions. The replacement of vehicles and equipment is funded by transfers from the General Fund based upon the original cost of each piece of equipment and its expected useful life. Funding also stems from a portion (25%) of total Telecom Taxes beginning January 2013.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

235 - CAPITAL EQUIPMENT REPLACEMENT (CERF) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>235011 - EQUIPMENT REPLACEMENT REVENUES</u></b>						
<u>TAXES OTHER</u>						
44810	TELECOMMUNICATION TAX	127,622	108,518	120,000	90,000	90,000
	<b>TOTAL</b>	<b>127,622</b>	<b>108,518</b>	<b>120,000</b>	<b>90,000</b>	<b>90,000</b>
<u>GRANTS &amp; CONTRIBUTIONS</u>						
45000	FEDERAL GRANTS	238,637	-	-	-	-
45065	GRANT - BULLET PROOF VEST	310	1,085	2,500	2,755	2,500
	<b>TOTAL</b>	<b>238,947</b>	<b>1,085</b>	<b>2,500</b>	<b>2,755</b>	<b>2,500</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	3,751	7,715	3,600	7,500	3,600
48110	GAIN/LOSS ON INVESTMENT	-	(903)	-	-	-
	<b>TOTAL</b>	<b>3,751</b>	<b>6,812</b>	<b>3,600</b>	<b>7,500</b>	<b>3,600</b>
<u>TRANSFERS IN</u>						
49001	TRANSFER FROM GENERAL FUND	600,000	400,000	539,000	539,000	1,900,000
	<b>TOTAL</b>	<b>600,000</b>	<b>400,000</b>	<b>539,000</b>	<b>539,000</b>	<b>1,900,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>970,320</b>	<b>516,415</b>	<b>665,100</b>	<b>639,255</b>	<b>1,996,100</b>
<b><u>235012 - OTHER FINANCING SOURCES</u></b>						
<u>OTHER FINANCING SOURCES</u>						
46896	SALE OF EQUIPMENT/VEHICLES	43,021	63,202	-	40,000	-
	<b>TOTAL</b>	<b>43,021</b>	<b>63,202</b>	<b>-</b>	<b>40,000</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>43,021</b>	<b>63,202</b>	<b>-</b>	<b>40,000</b>	<b>-</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,013,341</b>	<b>\$ 579,617</b>	<b>\$ 665,100</b>	<b>\$ 679,255</b>	<b>\$ 1,996,100</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

235 - CAPITAL EQUIPMENT REPLACEMENT (CERF) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>235112 - IT CERF</u></b>						
<b><u>COMMODITIES/SUPPLIES</u></b>						
53608	COMPUTER	142,696	87,240	-	-	33,000
53611	IT NETWORK SOFTWARE	14,481	29,817	50,000	35,000	-
	<b>TOTAL</b>	<b>157,177</b>	<b>117,057</b>	<b>50,000</b>	<b>35,000</b>	<b>33,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>157,177</b>	<b>117,057</b>	<b>50,000</b>	<b>35,000</b>	<b>33,000</b>
<b><u>235115 - PUBLIC BUILDINGS CERF</u></b>						
<b><u>CAPITAL IMPROVEMENTS</u></b>						
56010	BUILDING/IMPROVEMENTS	70,841	-	-	-	-
	<b>TOTAL</b>	<b>70,841</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>70,841</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>235220 - PARKS CERF</u></b>						
<b><u>EQUIPMENT</u></b>						
55750	EQUIPMENT	58,139	9,025	-	11,000	-
	<b>TOTAL</b>	<b>58,139</b>	<b>9,025</b>	<b>-</b>	<b>11,000</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>58,139</b>	<b>9,025</b>	<b>-</b>	<b>11,000</b>	<b>-</b>
<b><u>235370 - PUBLIC WORKS CERF</u></b>						
<b><u>EQUIPMENT</u></b>						
55745	VEHICLES	-	189,432	379,514	288,965	554,370
55750	PW EQUIPMENT	155,930	60,000	112,661	112,661	38,000
56010	PW BUILDING/IMPROVEMENTS	-	-	-	-	-
	<b>TOTAL</b>	<b>155,930</b>	<b>249,432</b>	<b>492,175</b>	<b>401,626</b>	<b>592,370</b>
	<b>DEPARTMENT TOTAL</b>	<b>155,930</b>	<b>249,432</b>	<b>492,175</b>	<b>401,626</b>	<b>592,370</b>
<b><u>235550 - POLICE CERF</u></b>						
<b><u>EQUIPMENT</u></b>						
55745	VEHICLES	68,400	37,760	217,220	217,220	173,141
55750	POLICE EQUIPMENT	16,464	12,962	-	6,000	93,750
	<b>TOTAL</b>	<b>84,864</b>	<b>50,722</b>	<b>217,220</b>	<b>223,220</b>	<b>266,891</b>
	<b>DEPARTMENT TOTAL</b>	<b>84,864</b>	<b>50,722</b>	<b>217,220</b>	<b>223,220</b>	<b>266,891</b>
<b><u>235560 - FIRE CERF</u></b>						
<b><u>EQUIPMENT</u></b>						
55745	VEHICLES	310,480	-	-	-	1,100,000
55750	FIRE EQUIPMENT	284,065	19,655	-	-	80,929
56010	FIRE BUILDING/IMPROVEMENTS	-	-	56,090	56,090	-
	<b>TOTAL</b>	<b>594,546</b>	<b>19,655</b>	<b>56,090</b>	<b>56,090</b>	<b>1,180,929</b>
	<b>DEPARTMENT TOTAL</b>	<b>594,546</b>	<b>19,655</b>	<b>56,090</b>	<b>56,090</b>	<b>1,180,929</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,121,497</b>	<b>\$ 445,890</b>	<b>\$ 815,485</b>	<b>\$ 726,936</b>	<b>\$ 2,073,190</b>

The Capital Improvement Program Fund is for Capital Improvements of the Village. The Capital Improvements Program is a long-term plan designed to improve the condition of deteriorating Village infrastructure (streets, sidewalks, storm sewer, sanitary sewers, water mains and lighting). The program takes into account required surface improvements (roadways and sidewalks), necessary repairs to aging or inadequately sized underground utilities (storm sewer, sanitary sewers, and water mains), and installation of new roadway lighting along reconstructed roadways as needed. The Capital Improvements Program is updated annually 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 as well as bonding and budget limitations.

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

1. \$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)
2. \$8.28 million in 2014 GO Bonds (\$9.56 million in GO Bonds were issued, the other \$1.28 million was deposited in the Water/Sewer Fund for projects)
3. Federal Grants
4. State Grants
5. County Grants
6. Inter-fund Transfers

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

1. Local Motor Fuel Taxes (non-MFT)
2. Water/Sewer Enterprise Funds
3. Property Tax revenue
4. Tax Increment Financing Fund Revenue

### **2019 ACCOMPLISHMENTS**

1. Completed study for the Wakefield Area Drainage Improvements.
2. Completed study for the Kings / Amarillo Drainage Improvements.
3. Completed design of the Keith Andres Park Streambank Project.
4. Completed construction of the IL-31 Water Main Abandonment Project.
5. Completed construction of the Hopi Area Storm Sewer Improvements.
6. Completed construction of the Newport Cove Path Connection.

7. Completed Roadway Pavement Condition Rating Survey.
8. Completed in-house design and construction of the South Washington and Illinois Resurface Project.
9. Completed in-house design and construction of the Hillside and Highland Resurface Project.
10. Completed in-house design and construction of the CDBG Eastside Roadway Improvement Program (50% reimbursed from Kane county CDBG grant).
11. On-going construction of the IL-31 & Huntley-Main Intersection Improvements.
12. On-going construction of the Huntley Road Widening Improvements.

Submitted grants and received funding for the following projects:

1. \$282,254 for construction costs associated with the 2019 CDBG Resurface Program from Kane County Community Development Block Grant (CDBG) Program.
2. \$25,000 for construction costs associated with building and HVAC improvements to the Village Hall / Police Facility from the Illinois Department of Commerce and Economic Opportunity.

## **2020 OBJECTIVES**

1. Pursue applicable grant funding opportunities for various capital improvement projects.
2. Begin design for the Hillside / Highland / Lincoln Utility and Roadway Improvements.
3. Complete design for the Wakefield Area Drainage Improvements.
4. Complete design for the Kings / Amarillo Drainage Improvements.
5. Complete design for the Old Town are 1A Neighborhood Improvement Project.
6. Complete design for the Bolz Road Improvement Project.
7. Complete design and construction of the Polk Avenue Improvement Project.
8. Begin design and complete construction of the High Capacity Inlet Installation Project.
9. Begin design and complete construction of the Newport Cove Creek Improvements.
10. Complete floodplain map revision for the Williams / Lake Marian Roads area.
11. Complete construction of the Keith Andres Park Streambank Project.
12. Complete construction of the IL-31 & Huntley-Main Intersection Improvements.
13. Complete construction of the Huntley Road Widening Improvements.
14. Complete in-house design and construction of the Helm Road Resurface Project.

15. Complete in-house design and construction of the Eastside Resurface Project.
16. Complete in-house design and construction of the CDBG Eastside Resurface Program (50% reimbursed from Kane county CDBG grant).
17. Complete floodplain map revision for Williams & Lake Marian Road area.
18. Complete sanitary sewer lining at various locations throughout Village.
19. Continue White Oaks Basin Improvements annual maintenance.
20. Continue Carpenter Creek Improvements annual maintenance.
21. Maintain the current Five Year Capital Improvement Plan.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

299 - CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>299084 - CAPITAL IMPROVEMENT PROGRAM REVENUES</u></b>						
<b><u>TAXES OTHER</u></b>						
42095	LOCAL MOTOR FUEL TAX	-	-	-	-	280,000
	<b>TOTAL</b>	-	-	-	-	<b>280,000</b>
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
<b>GRANTS - FEDERAL</b>						
45000	70121 MAPLE AVENUE	(52)	9,504	-	-	-
45000	70133 RT 31 & HUNTLEY	963,580	-	-	844,847	-
45000	70170 TULSA RD/ KINGS RD LAPP RESURFACING	(3,599)	-	-	-	-
45000	70188 CARPENTER CREEK STORMWATER IMPROVE	(48)	-	-	-	-
45000	72002 SLEEPY HOLLOW RESURFACING	-	-	-	-	-
45000	73010 ANNUAL CDBG MFT RESURFACING	160,711	223,249	550,000	240,000	-
<b>STATE/LOCAL GRANTS</b>						
45005	70133 RT 31 & HUNTLEY	-	27,587	-	-	-
	<b>TOTAL</b>	<b>1,120,593</b>	<b>260,341</b>	<b>550,000</b>	<b>1,084,847</b>	-
<b><u>REIMBURSEMENTS</u></b>						
<b>PROJECT REIMBURSEMENT</b>						
47500	72003 RIVERS VIEW CULVERT REPLACEMENT	54,600	-	-	-	-
47500	73010 ANNUAL CDBG MFT RESURFACING	3,255	-	-	-	-
47850	80505 51 S. GROVE	(1,536)	-	-	-	-
	<b>TOTAL</b>	<b>56,319</b>	-	-	-	-
<b><u>INVESTMENT INCOME</u></b>						
<b>INTEREST INCOME</b>						
48006	INTEREST INCOME	18,435	56,675	35,000	60,000	60,000
48006	92012 2014 CIP BONDS	86,532	85,862	60,000	130,000	85,000
<b>REALIZED GAIN/LOSS ON INVEST</b>						
48015	REALIZED GAIN/LOSS ON INVEST	-	8,152	-	-	-
48015	92012 2014 CIP BONDS	(15,383)	-	-	-	-
<b>GAIN/LOSS ON INVEST</b>						
48110	GAIN/LOSS ON INVESTMENT	-	(2,472)	-	-	-
48110	92012 2014 CIP BONDS	-	(14,853)	-	-	-
<b>UNREALIZED GAIN/LOSS ON INVEST</b>						
48016	UNREALIZED GAIN/LOSS ON INVEST	(2,213)	-	-	-	-
48016	92012 2014 CIP BONDS	(23,344)	-	-	-	-
	<b>TOTAL</b>	<b>64,026</b>	<b>133,363</b>	<b>95,000</b>	<b>190,000</b>	<b>145,000</b>
<b><u>TRANSFERS IN/OTHER</u></b>						
49003	TRANSFER FROM ESCROW FUND	-	-	-	-	-
49100	TRANSFER WATER & SEWER FUND	-	1,050,888	1,300,888	1,300,888	-
49999	MISCELLANEOUS INCOME	500	-	-	-	-
	<b>TOTAL</b>	<b>500</b>	<b>1,050,888</b>	<b>1,300,888</b>	<b>1,300,888</b>	-
	<b>DEPARTMENT TOTAL</b>	<b>1,241,438</b>	<b>1,444,592</b>	<b>1,945,888</b>	<b>2,575,735</b>	<b>425,000</b>
<b><u>299 - CAPITAL IMPROVEMENT PROGRAM REVENUES</u></b>						
<b><u>TRANSFERS IN/OTHER</u></b>						
49001	TRANSFER FROM GENERAL FUND	1,100,000	-	314,550	314,550	5,500,000
	<b>TOTAL</b>	<b>1,100,000</b>	-	<b>314,550</b>	<b>314,550</b>	<b>5,500,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,100,000</b>	-	<b>314,550</b>	<b>314,550</b>	<b>5,500,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 2,341,438</b>	<b>\$ 1,444,592</b>	<b>\$ 2,260,438</b>	<b>\$ 2,890,285</b>	<b>\$ 5,925,000</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

299 - CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>299329 - CAPITAL IMPROVEMENT PROGRAM</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
<b>PROFESSIONAL SERVICE</b>						
52190	60009 VILLAGE HALLIMPROVEMENTS	119,388	4,896	-	-	-
	<b>TOTAL</b>	<b>119,388</b>	<b>4,896</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>EQUIPMENT</u></b>						
<b>EQUIPMENT</b>						
55750	60009 VILLAGE HALLIMPROVEMENTS	130,981	65,029	-	-	-
<b>IMPROVEMENTS</b>						
55799	60009 VILLAGE HALLIMPROVEMENTS	277,800	15,906	-	-	-
	<b>TOTAL</b>	<b>408,780</b>	<b>80,934</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>CAPITAL IMPROVEMENTS</u></b>						
<b>PHASE II ENGINEERING</b>						
56302	60009 VILLAGE HALLIMPROVEMENTS	-	117,895	138,700	-	-
<b>PHASE III CONSTRUCTION</b>						
56403	60009 VILLAGE HALLIMPROVEMENTS	-	-	4,000,000	-	-
	<b>TOTAL</b>	<b>-</b>	<b>117,895</b>	<b>4,138,700</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>528,169</b>	<b>203,725</b>	<b>4,138,700</b>	<b>-</b>	<b>-</b>
<b><u>299370 - STREET CAPITAL IMPROVEMENTS</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
<b>BANK CHARGES</b>						
52105	92012 2014 CIP BONDS	55	60	-	75	-
<b>PROFESSIONAL SERVICE</b>						
52190	70133 RT 31 & HUNTLEY	50,008	1,202	100,000	-	100,000
52190	70190 MAIN STREET AND WASHINGTON INT	-	-	-	-	-
52190	72003 RIVERS VIEW CULVERT REPLACEMENT	-	-	-	-	-
52190	72010 OLD TOWN CAPITAL	125,568	744	-	2,892	-
52190	72013 HOPI LANE STORM SEWER	-	-	16,000	12	16,000
52190	72033 LAKE MARIAN ROAD FLOOD MAP REVISION	-	-	75,000	15,000	60,000
52190	73100 PAVEMENT CONDITION RATING - 5YR UPDA	-	-	24,000	23,500	-
	<b>TOTAL</b>	<b>175,631</b>	<b>2,006</b>	<b>215,000</b>	<b>41,479</b>	<b>176,000</b>
<b><u>CAPITAL IMPROVEMENTS</u></b>						
<b>PHASE I ENGINEERING</b>						
56301	72020 WAKEFIELD DRAINAGE STUDY	-	69,849	100,000	50,000	50,000
56301	72021 KINGS/AMARILLO/ALAMEDA DRAINAGE	-	41,323	-	19,652	-
56301	72032 HILLSIDE STREET/HIGHLAND AVENUE IMPROVEMENTS	-	-	75,000	-	220,000
<b>PHASE II ENGINEERING</b>						
56302	70133 RT 31 & HUNTLEY	181,518	51,289	315,000	-	315,000
56302	70177 WHITE OAKS IMPROVEMENTS	-	-	11,380	-	11,380
56302	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	61	58,147	-	-	-
56302	72007 SPRING STREET CULVERT	-	-	-	-	-
56302	72012 WILLIAMS STORM SEWER	4,472	-	-	-	-
56302	72013 HOPI LANE STORM SEWER	51,925	29,971	-	5,855	-
56302	72015 BALL AVE IMPROVEMENTS	1,010	-	-	-	-
56302	72018 BOLZ ROAD	27,179	3,664	322,821	60,000	50,000
56302	72019 KEITH ANDRES STORMWATER	90,625	12,207	75,000	52,161	22,839
56302	72022 NEWPORT COVE PATH CONNECTION	-	12,567	-	-	-
56302	72020 WAKEFIELD DRAINAGE STUDY	-	-	175,000	20,000	155,000
56302	72021 KINGS/AMARILLO/ALAMEDA DRAINAGE	-	-	160,000	36,000	124,000
56302	72038 EAST SIDE HIGH CAPACITY INLET	-	-	-	-	42,000
56302	72039 NEWPORT COVE CREEK IMPROVEMENT	-	-	-	-	15,500
56302	95002 OLD TOWN TIF EXPENSES	-	-	450,000	125,000	325,000

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

299 - CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>PHASE III ENGINEERING</b>						
56303	70121 MAPLE AVENUE	-	-	-	-	-
56303	70124 GOLFVIEW/HAZARD/MONROE	-	-	-	-	-
56303	70133 RT 31 & HUNTLEY	-	306,212	1,050,000	414,000	636,000
56303	70170 TULSA RD/ KINGS RD LAPP RESURFACING	-	-	-	-	-
56303	72002 SLEEPY HOLLOW RESURFACING	138	-	-	-	-
56303	72003 RIVERS VIEW CULVERT REPLACEMENT	412	-	-	-	-
56303	72013 HOPI LANE STORM SEWER	-	3,505	125,000	60,000	65,000
56303	72018 BOLZ ROAD	-	-	150,000	-	150,000
56303	72019 KEITH ANDRES STORMWATER	-	-	77,000	-	77,000
56303	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	-	-	90,000
56303	72039 NEWPORT COVE CREEK IMPROVEMENT	-	-	-	-	12,000
<b>PHASE III CONSTRUCTION</b>						
56403	PHASE III CONSTRUCTION	19,261	183	-	-	-
56403	70121 MAPLE AVENUE	(119,204)	109,746	-	-	-
56403	70133 RT 31 & HUNTLEY	-	95,784	1,126,000	483,443	752,557
56403	70170 TULSA RD/ KINGS RD LAPP RESURFACING	-	-	-	-	-
56403	70177 WHITE OAKS IMPROVEMENTS	35,943	3,000	-	12,485	-
56403	70182 MILLER ROAD RESURFACING	158,513	-	-	-	-
56403	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	-	95,349	1,966,563	271,866	1,694,697
56403	70188 CARPENTER CREEK STORMWATER IMPROVE	17,655	5,628	75,000	15,000	25,000
56403	72002 SLEEPY HOLLOW RESURFACING	-	-	-	-	-
56403	72003 RIVERS VIEW CULVERT REPLACEMENT	482,272	-	-	-	-
56403	72008 HUNTLEY/LONGMEADOW PATH CONNECTI	-	-	-	-	-
56403	72009 KEELE FARMS RESURFACING	-	-	-	-	-
56403	72012 WILLIAMS STORM SEWER	52,706	523	-	-	-
56403	72013 HOPI LANE STORM SEWER	-	-	1,600,000	1,190,000	610,000
56403	72015 BALL AVE IMPROVEMENTS	239,306	-	-	-	-
56403	72016 OLD TOWN DRIVE APRONS	36	-	-	-	-
56403	72017 KEITH ANDRES PARK IMPROVEMENTS	87,700	195	-	-	-
56403	72018 BOLZ ROAD	-	-	400,000	-	400,000
56403	72019 KEITH ANDRES STORMWATER	-	-	1,090,000	-	1,090,000
56403	72022 NEWPORT COVE PATH CONNECTION	-	-	73,000	45,000	28,000
56403	72023 MILLER ROAD TRAFFIC IMPROVEMENTS	-	13,000	-	-	25,000
56403	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	-	-	395,000
56403	72035 EAST SIDE RESURFACING	-	-	-	-	1,300,000
56403	72036 LAKE MARIAN ROAD RESURFACING	-	-	-	-	455,000
56403	72037 HELM ROAD RESURFACING	-	-	-	-	525,000
56403	72038 EAST SIDE HIGH CAPACITY INLET	-	-	-	-	225,000
56403	72039 NEWPORT COVE CREEK IMPROVEMENT	-	-	-	-	75,000
56403	72024 WILLIAMS ROAD RESURFACING	-	240,712	-	-	-
56403	72025 SOUTH WASHINGTON RESURFACING	-	110	170,000	170,000	-
56403	72032 HILLSIDE STREET/HIGHLAND AVENUE IMPR	-	-	125,000	125,000	-
56403	73000 ANNUAL MFT RESURFACING	196,523	581,465	250,000	250,000	-
56403	73010 ANNUAL CDBG MFT RESURFACING	574,569	108,813	550,000	480,000	565,000
56403	73020 ANNUAL RESURFACING - WEST	-	-	250,000	-	-
<b>ROW ACQUISITION</b>						
56502	70133 RT 31 & HUNTLEY	1,373,277	57,206	-	11,000	5,000
56502	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	46,028	-	10,000	-	10,000
56502	72020 WAKEFIELD DRAINAGE STUDY	-	-	-	-	125,000
56502	72021 KINGS/AMARILLO/ALAMEDA DRAINAGE	-	-	-	-	50,000
<b>TOTAL</b>		<b>3,521,925</b>	<b>1,900,448</b>	<b>10,771,764</b>	<b>3,896,462</b>	<b>10,715,973</b>
<b>DEPARTMENT TOTAL</b>		<b>3,697,556</b>	<b>1,902,454</b>	<b>10,986,764</b>	<b>3,937,941</b>	<b>10,891,973</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 4,225,725</b>	<b>\$ 2,106,179</b>	<b>\$ 15,125,464</b>	<b>\$ 3,937,941</b>	<b>\$ 10,891,973</b>

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**PERMANENT FUND**

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The Village of Carpentersville received an endowment for the care and maintenance of Carpenter Park. When the endowment was established, the corpus of the investment was to remain intact. The custodian of the endowment was granted permission to release some of the earnings to the Village on an annual basis for the care and maintenance of the park. The earnings are paid via check once or twice per year. The earnings are generally transferred to the General Fund to support the maintenance of the park.

Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs—that is, for the benefit of the government or its citizenry.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

970 - PARK TRUST FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>970001 - PARK TRUST REVENUES</u></b>						
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	6,723	6,931	-	4,300	3,500
48015	REALIZED GAIN/LOSS ON INVEST	8,039	4,322	-	4,000	-
48016	UNREALIZED GAIN/LOSS ON INVEST	36,007	(36,342)	-	15,000	15,000
48026	PARK TRUST INCOME	-	-	-	14,115	13,500
	<b>TOTAL</b>	<b>50,769</b>	<b>(25,090)</b>	<b>-</b>	<b>37,415</b>	<b>32,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 50,769</b>	<b>\$ (25,090)</b>	<b>\$ -</b>	<b>\$ 37,415</b>	<b>\$ 32,000</b>
<b><u>970220 - PARK TRUST EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52105	BANK CHARGES	2,254	2,592	-	2,500	2,500
57050	OTHER EXPENSES	-	611	-	500	500
	<b>TOTAL</b>	<b>2,254</b>	<b>3,203</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>
<u>TRANSFERS OUT</u>						
59001	TRANSFER TO GENERAL FUND	3,127	13,888	-	3,888	14,000
59805	TRANSFER TO TIF#5	10,000	-	-	-	-
	<b>TOTAL</b>	<b>13,127</b>	<b>13,888</b>	<b>-</b>	<b>3,888</b>	<b>14,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 15,381</b>	<b>\$ 17,091</b>	<b>\$ -</b>	<b>\$ 6,888</b>	<b>\$ 17,000</b>



**ENTERPRISE FUND**

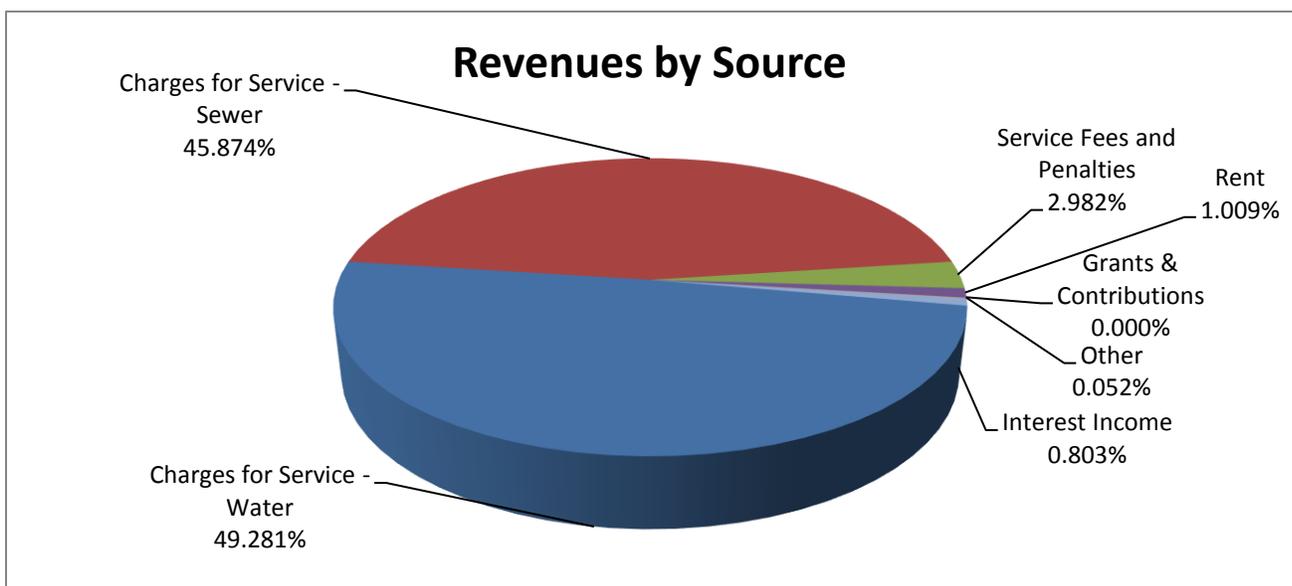
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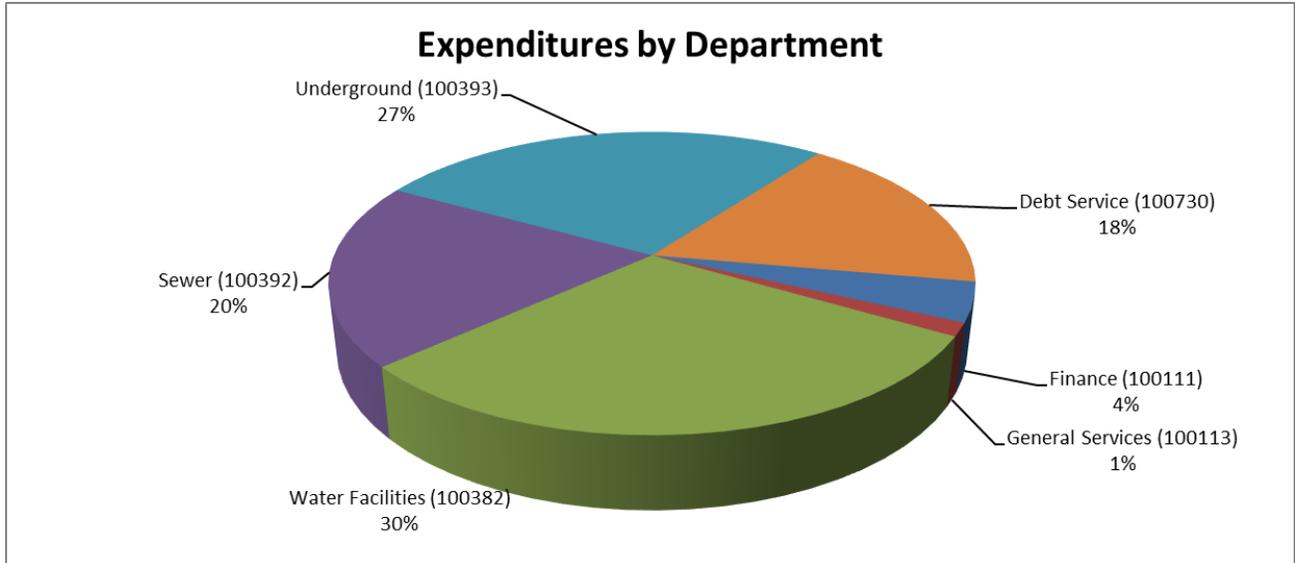
**ENTERPRISE FUND WATER AND SEWER FUND**

The Waterworks and Sewerage fund is used to account for revenues and expenses relative to the operation and maintenance of water and sewer utilities.

The main operating departments of the Waterworks and Sewerage Fund consist of water facilities, sewer, and water/sewer underground.

VILLAGE OF CARPENTERSVILLE Water & Sewer Fund Summary					
	Actual 12/31/2017	Actual 12/31/2018	Board Approved 12/31/19	Projected 12/31/19	Board Approved 12/31/2020
<b>Revenues</b>					
Charges for Service - Water	4,305,293	4,288,256	5,299,525	4,270,000	4,297,000
Charges for Service - Sewer	4,012,301	4,046,395	4,064,566	4,023,948	4,000,000
Service Fees and Penalties	261,165	273,345	250,000	269,000	260,000
Rent	80,061	87,445	99,203	83,985	87,968
Grants & Contributions	-	-	-	-	-
Other	9,979	1,124,717	4,500	5,325	4,500
Interest Income	90,626	112,249	60,000	130,000	70,000
<b>Total Water &amp; Sewer Fund Revenues</b>	<b>\$ 8,759,425</b>	<b>\$ 9,932,408</b>	<b>\$ 9,777,794</b>	<b>\$ 8,782,258</b>	<b>\$ 8,719,468</b>
<b>Expenditures</b>					
Finance (100111)	571,123	434,452	508,988	474,233	458,729
General Services (100113)	172,872	165,598	147,700	163,450	153,260
Water Facilities (100382)	1,561,410	2,022,103	3,383,078	2,288,169	3,271,249
Sewer (100392)	2,188,012	1,688,442	2,438,527	1,938,942	2,150,356
Underground (100393)	1,347,722	1,425,966	2,101,882	2,043,613	2,973,908
Debt Service (100730)	1,616,774	303,194	1,909,101	1,911,009	1,911,383
Transfers/Other	-	1,050,888	1,300,888	1,050,888	-
<b>Total Water &amp; Sewer Fund Expenditures</b>	<b>\$ 7,457,913</b>	<b>\$ 7,090,643</b>	<b>\$ 11,790,164</b>	<b>\$ 9,870,304</b>	<b>\$ 10,918,885</b>
Surplus (Deficit)	\$ 1,301,512	\$ 2,841,766	\$ (2,012,370)	\$ (1,088,046)	\$ (2,199,417)





**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**100 - WATER & SEWER FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>100031 - WATER &amp; SEWER FUND</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44841	LAND LEASE/FOX VALLEY	9,202	9,202	9,203	9,203	9,203
44845	T-MOBIL LAND LEASE	40,109	46,497	50,000	42,000	45,000
44848	LAND LEASE - VERIZON	30,750	31,673	40,000	32,782	33,765
	<b>TOTAL</b>	<b>80,061</b>	<b>87,372</b>	<b>99,203</b>	<b>83,985</b>	<b>87,968</b>
<b><u>CHARGES FOR SERVICES</u></b>						
<b>DEVELOPER AGREEMENT FEE</b>						
46999	DEVELOPER AGREEMENT FEE	-	-	-	-	-
46999	72028 WESTERN UTILITY EXTENSION	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>INVESTMENT INCOME</u></b>						
<b>INTEREST INCOME</b>						
48006	INTEREST INCOME	178,751	117,516	60,000	115,000	70,000
48006	92012 2014 CIP BONDS	9,480	-	-	-	-
<b>REALIZED GAIN/LOSS ON INVEST</b>						
48015	REALIZED GAIN/LOSS ON INVEST	(34,367)	10,876	-	-	-
48015	92012 2014 CIP BONDS	32	-	-	-	-
<b>UNREALIZED GAIN/LOSS ON INVEST</b>						
48016	UNREALIZED GAIN/LOSS ON INVEST	(63,271)	-	-	-	-
48016	92012 2014 CIP BONDS	-	-	-	-	-
48110	GAIN/LOSS ON INVESTMENT	-	(16,143)	-	15,000	-
	<b>TOTAL</b>	<b>90,626</b>	<b>112,249</b>	<b>60,000</b>	<b>130,000</b>	<b>70,000</b>
<b><u>OTHER</u></b>						
49999	MISCELLANEOUS INCOME	(89)	73	-	75	-
	<b>TOTAL</b>	<b>(89)</b>	<b>73</b>	<b>-</b>	<b>75</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>170,599</b>	<b>199,695</b>	<b>159,203</b>	<b>214,060</b>	<b>157,968</b>
<b><u>100032 - WATER &amp; SEWER - CHARGES FOR SERVICES</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44000	WATER USER CHARGES	3,908,521	3,901,640	4,936,597	3,900,000	3,930,000
44020	WATER USAGE - HYDRANT	25,314	17,147	12,000	20,000	17,000
44050	WATER AVAILABILITY CHARGES	357,549	360,679	350,928	350,000	350,000
44080	WATER CONNECTION FEES	9,847	7,623	-	-	-
44100	SEWER USER CHARGES	3,650,314	3,686,844	3,715,618	3,675,000	3,650,000
44150	SEWER AVAILABILITY CHARGES	356,114	359,552	348,948	348,948	350,000
44180	SEWER CONNECTION FEES	5,873	-	-	-	-
44770	SERVICE FEE	111,432	116,181	100,000	119,000	110,000
44771	WATER/SEWER PENALTY	147,783	154,670	150,000	150,000	150,000
44775	METER SALES	4,062	1,302	2,000	2,750	2,000
44776	NSF FEES	1,950	2,493	2,500	2,500	2,500
	<b>TOTAL</b>	<b>8,578,759</b>	<b>8,608,132</b>	<b>9,618,591</b>	<b>8,568,198</b>	<b>8,561,500</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47100	REIMB - WATER	4,101	-	-	-	-
	<b>TOTAL</b>	<b>4,101</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>8,582,860</b>	<b>8,608,132</b>	<b>9,618,591</b>	<b>8,568,198</b>	<b>8,561,500</b>
	<b>TOTAL REVENUES</b>	<b>8,753,459</b>	<b>8,807,826</b>	<b>9,777,794</b>	<b>8,782,258</b>	<b>8,719,468</b>

**MISSION STATEMENT (Finance):** The Finance Department The Finance Department provides quality financial and accounting services to all the stakeholders including the Board of Trustees, Village Employees, local Residents and Businesses, in a most effective and transparent manner, while safeguarding the Village Resources.

**MISSION STATEMENT (HR):** The Human Resources Department provides general personnel management oversight over all Village departments. Serving under the oversight of the Finance department, Human Resources oversees and manages all general liability, Risk Management, employee wellness, and benefit administration. The Department receives and investigates any and all complaints that may impact the workplace and serves as subject matter experts for all issues or programs directed by state and federal law, or promulgated by respective administrative agencies. The department manages all personnel files as well as oversees the recruitment, training, termination, and retirement of Village staff as a whole. Finally, the department serves as the focal point for all labor-relations.

**2019 ACCOMPLISHMENTS**

**Finance**

1. Reduced the number of audit adjusting journal entries.
2. Received GFOA “Distinguished Budget Presentation Award” for the fifth year in a row.
3. Actively invested in CD’s, US Securities/Agencies and Municipal Securities as a part of a diversified investment plan to generate addition investment income.
4. Implemented more network friendly usage and eliminating the need for paper documents.

**HR**

1. Implemented electronic document management software.
2. Negotiated successor collective bargaining agreements with unions whose contracts expired on December 31, 2019.
3. Expanded HR involvement in the utilization of the HR/payroll system.
4. Updated standard procedures for travel expense requests and reimbursements.
5. Expanded the presence of the Wellness Program to maximize engagement in effort to lower back end claim costs.
6. Revised travel and drug policies.

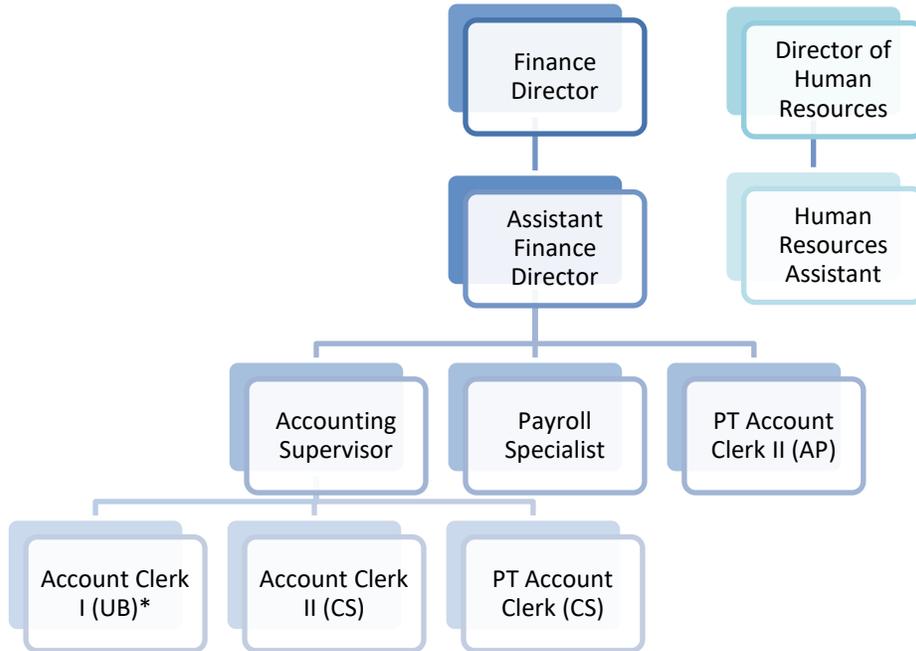
**2020 OBJECTIVES****Finance**

1. Continue to diversify investments to generate additional revenues without compromising safety and liquidity.
2. Make effective use of State of Illinois Local Debt recovery program to collect outstanding utility bills, parking tickets, and various other debts to the Village.
3. Implement GFOA and Other's recommended changes to the Budget.
4. Continue to use network more effectively for storage of documents to eliminate the use of paper.

**HR**

1. Comprehensive update of all current non-union job descriptions.
2. Develop a job classification system and salary structure.
3. Complete an annual revision and publishing of the Personnel Manual.
4. Coordinate Village-wide training seminars including the topics of harassment/discrimination, implicit bias, customer service, supervisory skills for new managers, and any other training focused on individual department needs.
5. Implement timekeeping and payroll system.

ORGANIZATIONAL CHART



KEY PERFORMANCE MEASURES/ SERVICE INDICATORS	Actual FY 2017	Actual FY 2018	Projected FY 2019
<b>Billing Activity</b>			
<b>Total # of Utility Bills Issued</b>	64,250	70,859	71,000
<b>Total # of Late Notices</b>	10,800	11,133	11,452
<b>Total # of Disconnections</b>	875	946	1,318
<b>Utility Bills Paid (Number of transactions/percent of transactions)</b>			
<b>Finance Counter</b>	28,520 41.2%	33,551 45.5%	25,775 37.2%
<b>Mail/Drop Box</b>	21,885 31.6%	19,440 26.4%	17,974 25.9%
<b>Online</b>	14,260 20.6%	16,934 23.0%	21,388 30.9%
<b>Auto payment</b>	4,635 6.7%	3,834 5.1%	4,143 6.0%
<b>Total Transactions</b>	69,300	73,759	69,280

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**100 - WATER & SEWER FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>100111 - FINANCE</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	280,869	200,200	133,659	145,000	145,055
50020	OVERTIME SALARIES	-	-	-	3,000	3,375
50013	COMP ABS EXPENSE	4,254	(9,660)	-	-	-
50040	LONGEVITY	808	412	672	672	510
50050	ATTENDANCE INCENTIVE	-	-	1,050	1,050	1,175
50075	PART TIME/SEASONAL	20,356	1,194	45,846	20,000	22,971
50090	PENSION PAYMENTS	21,517	(5,069)	-	-	-
	<b>TOTAL</b>	<b>327,804</b>	<b>187,076</b>	<b>181,227</b>	<b>169,722</b>	<b>173,086</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	78,032	66,703	35,316	35,316	37,396
51140	IMRF	33,815	21,986	19,681	19,681	16,046
51160	FICA	18,045	11,988	11,236	11,236	10,576
51165	MEDICARE	4,221	2,804	2,628	2,628	2,474
51170	OTHER POST EMPLOYMENT BENEFITS	16,197	-	-	-	-
	<b>TOTAL</b>	<b>150,310</b>	<b>103,480</b>	<b>68,861</b>	<b>68,861</b>	<b>66,492</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52012	ACCOUNTING SERVICES	31,926	93,580	200,000	175,000	156,000
52013	DUES & SUBSCRIPTIONS	914	487	500	500	300
<b><u>BANK CHARGES</u></b>						
52105	BANK CHARGES	2,148	1,663	-	1,700	1,700
52105	92012 2014 CIP BONDS	5	-	1,600	-	-
52150	PHYSICAL EXAMS	112	60	-	200	100
52153	PRINTING	781	567	750	750	750
52157	POSTAGE MAILING	26,701	26,912	30,000	28,000	30,000
52163	TRAINING/MEETINGS	9,701	(163)	7,500	4,000	6,251
52190	PROFESSIONAL SERVICE	16,038	15,699	14,900	22,000	20,550
52325	MAINTENANCE-OFFICE EQUIPMENT	1,648	1,538	1,000	1,000	1,000
52410	COMMUNICATIONS	860	107	150	-	-
	<b>TOTAL</b>	<b>90,833</b>	<b>140,451</b>	<b>256,400</b>	<b>233,150</b>	<b>216,651</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53606	MINOR TOOLS - EQUIPMENT	-	687	-	-	-
53620	SUPPLIES - OFFICE	2,175	2,757	2,500	2,500	2,500
53901	MILESTONE AWARDS	-	-	-	-	-
	<b>TOTAL</b>	<b>2,175</b>	<b>3,445</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>571,123</b>	<b>434,452</b>	<b>508,988</b>	<b>474,233</b>	<b>458,729</b>

**MISSION STATEMENT:** General Services is a separate cost center that oversees the large contractual expenses of the Village, including but not limited to: Legal Services and Risk Management/Liability Insurance. This cost center is a division of the Finance Department and was created for improved transparency and improved reporting at the department level. By creating this cost center, true operating costs are now reported in the Finance department. This department mainly supports the Finance and Administration departments.

## GOALS

1. Continue to identify non-operational costs in other departments and evaluate if they would be better suited in the General Services cost center.

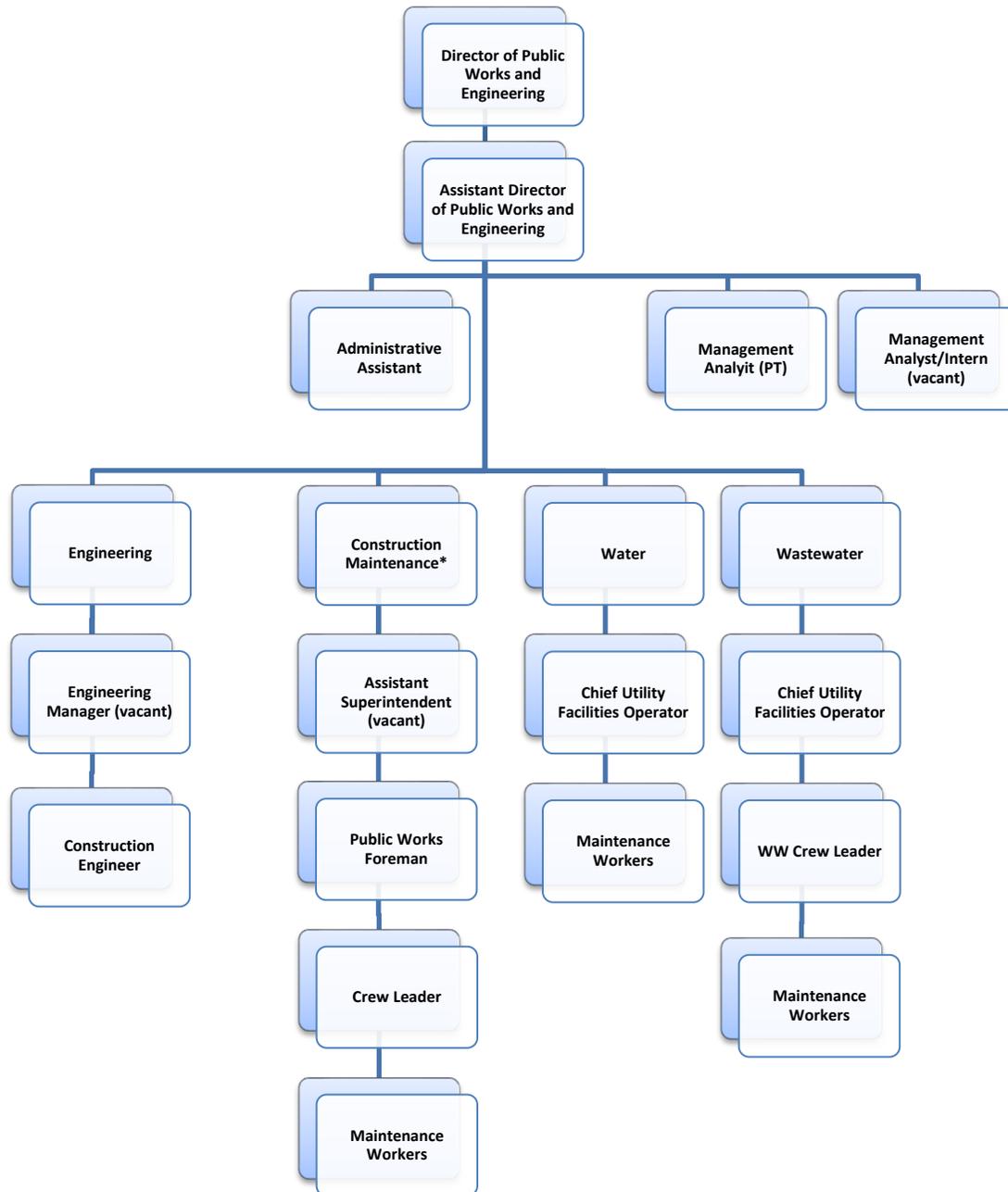
**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>100113 - GENERAL SERVICES</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52035	LEGAL RETAINER	36,000	32,731	31,000	31,000	31,000
52157	POSTAGE/MAILING	5,353	5,667	5,500	5,250	5,500
52220	LIABILITY INSURANCE REIMBURSEM	131,520	127,200	111,200	127,200	116,760
	<b>TOTAL</b>	<b>172,873</b>	<b>165,598</b>	<b>147,700</b>	<b>163,450</b>	<b>153,260</b>
 <b><u>TRANSFERS OUT</u></b>						
59299	TRANSFER OUT TO FUND 299	-	1,050,888	1,300,888	1,050,888	-
	<b>TOTAL</b>	<b>-</b>	<b>1,050,888</b>	<b>1,300,888</b>	<b>1,050,888</b>	<b>-</b>
	 <b>DEPARTMENT TOTAL</b>	 <b>172,873</b>	 <b>1,216,486</b>	 <b>1,448,588</b>	 <b>1,214,338</b>	 <b>153,260</b>

**ORGANIZATIONAL CHART**  
**Public Works – Water & Sewer Fund**

*See supplemental section for entire Public Works Organizational Chart*



\*Construction Maintenance houses the following divisions:  
 Streets (General Fund)  
 Vehicle Maintenance (General Fund)  
 Underground Utilities (Enterprise Fund)

**MISSION STATEMENT:** The Water Facility is dedicated to providing its customers with safe, high quality, and reliable water supply that meets or exceeds all federal and state drinking water standards. Currently pumping approximately 875 million 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.

Responsibilities include but are not limited to:

1. Treatment and distribution of the Village's water supply.
2. Sample collection and analysis.
3. Maintenance and repair of twelve facilities which includes:
  - a. Water Treatment Facility
  - b. 4 Wells
  - c. 2 Booster Stations
  - d. 5 Water Tanks (towers)
4. Pump and equipment maintenance and repair.
5. Maintain the integrity of water meters.
6. Backflow / Cross Connection Control Program

### **2019 ACCOMPLISHMENTS**

1. Successfully bid and awarded contracts for :
  - a. Well #8 inspection and repair
  - b. Purchase of water softening salt
2. Maintain water quality that meets or exceeds state and federal standards.
3. Received our 34<sup>th</sup> 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.

**2020 OBJECTIVES**

1. Maintain water quality that meets or exceeds state and federal standards.
2. Continue to provide professional and courteous services to our residents.
3. Bid and award contracts for:
  - a. Purchase of water softening salt.
  - b. Well 6 inspection and repair.
4. Upgrade Meter Read software to Beacon.
5. Install Variable Frequency Drives on 2 Low Service motors.
6. Receive our 35th consecutive commendation for monitoring and maintaining the proper fluoride levels in the drinking water.
7. Maintenance and repair of all buildings, treatment and distribution equipment.
8. Continue to provide training and support for our employees as well as local operators.

***ORGANIZATIONAL CHART***

*See supplemental section for entire Public Works – Water & Sewer Fund Organizational Chart*



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit of Measurement	Actual 2017	Actual 2018	Actual 2019
<b>Residential Customers</b>	Homes	10,498	10,498	10,498
<b>Commercial/Industry/Multi Family</b>	Business	407	407	409
<b>Meters Read Annually</b>		65,430	65,430	65,442
<b>Meter Reading</b>	Hours	5	5	35
<b>New Meter</b>	Installed	25	25	68
<b>High/Low Consumption Audit</b>	Hours	153	153	149
<b>Meter Installation / Repair</b>	Hours	147	147	150
<b>Meter Testing</b>	Hours	123	123	6
<b>Total Water Pumped</b>	Million Gallons	908	908	885
<b>Fluoride Compliance Awards</b>	Hours	33	33	34
<b>Sample Collection / Delivery - Hours</b>	Annually	393	393	349
<b>Lab Analysis</b>	Hours	388	388	382
<b>New Construction Pressure Test / Chlorination / Sampling</b>	Hours	59	59	201
<b>Low Pressure / Water Quality Complaints</b>	Hours	184	184	144
<b>B-box Locates / Repairs</b>	Hours	530	530	467
<b>Turn offs/ons for Non-payment</b>	Hours	380	380	606
<b>Pressure Reducing Valve and Reservoir Maintenance</b>	Hours	303	303	219
<b>Booster Station Maintenance/Valve Exercising</b>	Hours	268	268	359
<b>Treatment Equipment Maintenance</b>	Hours	474	474	633
<b>Vehicle Maintenance/Inspections</b>	Hours	38	38	96
<b>Daily Facility Checks</b>	Hours	460	460	458
<b>Lawn Maintenance/Snow Removal</b>	Hours	170	170	165
<b>Building Maintenance/Cleaning/Painting</b>	Hours	364	364	247
<b>Reports/Phone/Parts/Deliveries</b>	Hours	225	225	231
<b>Training/Seminars/Safety Inspections</b>	Hours	110	110	213
<b>Customer Service</b>	Hours	1,039	1,039	1,188
<b>Administration</b>	Hours	1,000	1,000	1,050

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**100 - WATER & SEWER FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>100382 - WATER FACILITIES</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	508,389	539,903	575,080	575,080	630,188
50020	OVERTIME SALARIES	15,159	21,476	26,000	24,000	26,400
50013	COMP ABS EXPENSE	1,243	4,355	-	-	-
50040	LONGEVITY	3,565	3,479	3,537	3,537	3,803
50050	ATTENDANCE INCENTIVE	2,215	2,403	4,509	4,509	6,060
50075	PART TIME/SEASONAL	1,552	-	-	-	-
50090	PENSION PAYMENTS	48,463	(11,195)	-	-	-
	<b>TOTAL</b>	<b>580,587</b>	<b>560,420</b>	<b>609,126</b>	<b>607,126</b>	<b>666,451</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	115,447	136,945	125,559	122,000	130,420
51140	IMRF	61,133	61,227	66,151	66,151	72,443
51160	FICA	30,996	33,266	36,940	36,940	42,153
51165	MEDICARE	7,351	7,850	8,832	8,832	9,954
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	-	-	20,000
	<b>TOTAL</b>	<b>214,927</b>	<b>239,288</b>	<b>237,482</b>	<b>233,923</b>	<b>274,970</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	381	386	650	1,019	1,100
52150	PHYSICAL EXAMS	185	-	200	-	200
52163	TRAINING/MEETINGS	2,999	3,331	5,000	4,500	5,000
<b><u>PROFESSIONAL SERVICE</u></b>						
52190	PROFESSIONAL SERVICE	64,104	23,680	25,000	25,000	79,000
52190	80502 TANK PAINTING	18,860	39,784	77,100	4,645	-
52190	80506 ALGONQUIN INTERCONNECT	2,396	-	-	-	-
52190	80510 AERATION	-	-	-	-	-
52310	MAINT BUILDING & GROUNDS	7,903	2,731	10,000	11,000	12,000
52323	MAINTENANCE EQUIPMENT	40,152	22,467	88,000	20,000	63,000
52333	MAINTENANCE - VEHICLES	2,461	-	-	-	-
52405	ELECTRICITY	195,994	201,375	230,000	210,000	230,000
52409	HEATING	8,764	10,009	9,500	11,500	11,500
52410	COMMUNICATIONS	3,539	3,683	3,800	3,900	3,900
52783	WATER SOFTENER SALT	258,761	243,605	280,800	250,000	297,000
52803	WATER FACILITIES-WELL MAINT	51,907	58,704	70,000	68,000	80,000
52805	WATER FACILITIES-ALARM MONTITR	668	668	670	670	670
	<b>TOTAL</b>	<b>659,074</b>	<b>610,423</b>	<b>800,720</b>	<b>610,234</b>	<b>783,370</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53100	MATERIALS - BUILDING	7,475	8,103	6,000	6,000	6,000
53110	MATERIALS-MAINTENANCE	3,736	3,665	4,500	5,000	5,000
53600	SUPPLIES - AUTOMOTIVE	46	-	-	-	-
53606	MINOR TOOLS - EQUIPMENT	7,507	6,712	6,000	6,000	6,000
53620	SUPPLIES-OFFICE	1,165	774	750	750	750
53630	OPERATING SUPPLIES	23,003	30,756	30,000	45,000	36,000
53776	SUPPLIES-METER PARTS	11,461	8,659	11,000	8,000	10,000
53777	CHEMICALS	30,569	31,044	36,500	35,000	36,500
	<b>TOTAL</b>	<b>84,962</b>	<b>89,712</b>	<b>94,750</b>	<b>105,750</b>	<b>100,250</b>
<b><u>EQUIPMENT</u></b>						
<b><u>EQUIPMENT</u></b>						
55745	VEHICLES	-	-	-	-	9,900
55750	EQUIPMENT	6,684	-	-	-	70,000
55750	80510 AERATION	-	-	-	-	-
<b><u>IMPROVEMENTS</u></b>						
55799	IMPROVEMENTS	3,036	-	-	-	-
55799	80502 TANK PAINTING	-	536,400	715,000	132,065	-
55799	80506 ALGONQUIN INTERCONNECT	-	-	-	86,382	-
	<b>TOTAL</b>	<b>9,720</b>	<b>536,400</b>	<b>715,000</b>	<b>218,447</b>	<b>79,900</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE II ENGINEERING</b>						
56302	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	-	-	40,000
56302	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	-	-	-	-	-
56302	72027 RT 31 WATERMAIN ABANDONMENT	-	18,100	-	-	-
56302	72028 WESTERN UTILITY EXTENSION	12,141	2,403	-	-	-
<b>PHASE III CONSTRUCTION</b>						
56403	70133 RT 31 & HUNTLEY	-	60,095	736,000	342,689	1,076,308
56403	72027 RT 31 WATERMAIN ABANDONMENT	-	-	190,000	170,000	20,000
56403	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	-	-	230,000
<b>TOTAL</b>		<b>12,141</b>	<b>80,597</b>	<b>926,000</b>	<b>512,689</b>	<b>1,366,308</b>
<b>DEPARTMENT TOTAL</b>		<b>1,561,411</b>	<b>2,116,841</b>	<b>3,383,078</b>	<b>2,288,169</b>	<b>3,271,249</b>

**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.

Responsibilities include but are not limited to:

1. Treatment and collection of Carpentersville's wastewater
2. Sample collection and analysis
3. Maintenance and repair of twelve facilities
  - Main Facility
  - 11 Remote Facilities (lift stations)
4. Bio-solids production and disposal (CAKE)
5. Industrial discharge monitoring (FOG)
6. Public education efforts

**2019 ACCOMPLISHMENTS**

1. Continued to exceed effluent water quality limits set by State and Federal agencies.
2. Continued overall reduction in pump failures due to in-house preventative maintenance, pump replacements, and an inspection program.
3. Continued overall reduction of sludge cake production by an average of 25% from years prior to centrifuge installation.
4. Successfully Bid and awarded contracts for:
  - Engineering services for the design of the Silverstone Emergency Forcemain Repair Project which included the rehabilitation of the Williams Road sanitary manhole and Amarillo & Kings Storm Sewer high capacity inlet.
  - Bid, awarded the contract and completed the Silverstone Emergency Forcemain Project.
  - Completed testing/inspection portions of the Polk Avenue and Center Drive Sanitary Sewer Lift Station sanitary sewer basin area project.
  - Bio Solids (Sludge) disposal.
5. Experienced 8 significant weather events. Challenges successfully met were:
  - 2 events followed 8" or greater snowfalls, unseasonable warmer temperatures, and greater than 3/4" rain totals.
  - 4 extended bypass pumping events at the Polk Lift Station to control sanitary sewer surcharging.
  - 1 total power loss events at the WWTF because of main Breaker Failure, the outage was greater than 2 hours for emergency work to restore power.

- 2 events required 24 hour manning of the WWTF for several days.
  - 1 month (May) saw daily average flows greater than designed average flows when the facility upgrade occurred in 2002.
6. Assisted the residents within the Gleneagle Subdivision with the pumping of their clogged stormwater detention facility in order for emergency repairs and tree removals to take place.
  7. Assisted the consultant engineers with the Sanitary Sewer Evaluation and Basin Area Study completed in the Polk and Center Drive Lift Station basin areas.
  8. Contracted Diver services to determine the status of the Oxidation Ditch influent gates.

### **2020 OBJECTIVES**

1. Replace Center Drive 100gpm pumps with higher efficient 145gpm Flygt pumps.
2. Review and update of a CMOM Plan mandated as necessary.
3. Monitor and enhance facility processes to ensure regulatory compliance.
4. Monitor and regulate present and future commercial and industrial inflows.
5. Provide training and support for our employees.
6. Maintain facility and lift station equipment and infrastructure.

***ORGANIZATIONAL CHART***

*See supplemental section for entire Public Works – Water & Sewer Fund Organizational Chart*



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit of Measurement	Actual 2017	Actual 2018	Actual 2019
<b>Effluent Flow</b>	Billion Gallons	1,092	1,401	1,246
<b>Annual BOD Avg. (NPDES Monthly Average limit 20 mg/L)</b>	Parts Per Million	3.0	2.5	5.0
<b>Annual TSS Avg. (NPDES Monthly Average limit 25 mg/L)</b>	Parts Per Million	4.0	4.5	5.0
<b>Lab Analysis</b>	Hours	1,959	1,818	2,074
<b>Lab Analysis</b>	No. Conducted	8,000	7,383	7,143
<b>Industrial Monitoring</b>	No. of Analysis	75	10	10
<b>Lift Stations</b>	Hours	1,519	1,597	1,519
<b>Solids Management</b>	Hours	2,750	2,746	2,982
<b>Sludge Produced</b>	Cubic Yards	4,300	4,493	4,510
<b>Equip. Maintenance &amp; Operations</b>	Hours	4,735	4,528	4,725
<b>Bldg. &amp; Grounds Maintenance</b>	Hours	456	470	505
<b>Administration</b>	Hours	741	752	890

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**100 - WATER & SEWER FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>100392 - SEWER DEPARTMENT</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	664,149	675,684	705,473	663,523	745,071
50013	COMP ABS EXPENSE	(1,599)	1,915	-	-	-
50020	OVERTIME SALARIES	43,097	46,421	31,000	49,000	40,400
50040	LONGEVITY	3,239	3,511	3,569	3,283	4,147
50050	ATTENDANCE INCENTIVE	4,365	3,303	6,104	6,104	7,635
50075	PART TIME/SEASONAL	1,137	-	-	-	-
50090	PENSION PAYMENTS	50,292	(11,618)	-	-	-
	<b>TOTAL</b>	<b>764,681</b>	<b>719,216</b>	<b>746,146</b>	<b>721,910</b>	<b>797,253</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	122,115	132,963	111,672	122,115	146,085
51140	IMRF	79,446	78,613	81,031	79,172	86,661
51160	FICA	42,411	43,030	45,447	42,477	49,022
51165	MEDICARE	10,016	10,132	10,819	9,967	11,560
	<b>TOTAL</b>	<b>253,987</b>	<b>264,738</b>	<b>248,969</b>	<b>253,731</b>	<b>293,328</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	911	913	1,000	800	5,400
52150	PHYSICAL EXAMS	328	100	250	415	250
52153	PRINTING	2,188	362	1,000	800	1,000
52163	TRAINING/MEETINGS	4,974	2,553	4,500	2,810	4,500
<u>PROFESSIONAL SERVICE</u>						
52190	PROFESSIONAL SERVICE	52,428	30,982	34,500	34,500	30,000
52190	80507 PHOSPHORUS TREATMENT	19,717	1,020	-	-	-
52190	80508 DEWATERING	-	-	-	-	-
52310	MAINT BUILDING & GROUNDS	14,177	13,822	24,690	25,000	18,000
52323	MAINTENANCE EQUIPMENT	127,747	130,225	140,026	145,400	130,000
52405	ELECTRICITY	263,776	266,049	275,000	270,900	275,000
52409	HEATING	6,403	9,795	8,500	8,800	8,500
52410	COMMUNICATIONS	2,936	3,098	3,200	2,690	3,200
52413	SLUDGE DISPOSAL	68,059	76,313	85,000	98,175	90,000
52807	TESTING & SAMPLING	8,237	9,203	13,500	10,100	13,500
	<b>TOTAL</b>	<b>571,881</b>	<b>544,435</b>	<b>591,166</b>	<b>600,390</b>	<b>579,350</b>
<u>COMMODITIES/SUPPLIES</u>						
53100	MATERIALS - BUILDING	3,441	3,612	6,400	2,500	6,400
53110	MATERIALS - MAINTENANCE	33,460	15,067	43,651	34,764	35,000
53113	SUPPLIES - LIFT STATION	15,528	11,911	14,500	26,000	26,000
53600	SUPPLIES - AUTOMOTIVE	985	129	200	235	200
53606	MINOR TOOLS - EQUIPMENT	28,284	22,224	20,000	30,100	20,000
53607	SUPPLIES - GAS & OIL	-	33	-	-	-
53620	SUPPLIES - OFFICE	1,510	524	1,000	1,200	1,000
53630	OPERATING SUPPLIES	14,044	9,266	12,000	9,000	12,000
53777	CHEMICALS	68,503	97,287	80,000	82,500	80,000
53901	AWARDS & RECOGNITION	100	-	-	-	-
	<b>TOTAL</b>	<b>165,855</b>	<b>160,053</b>	<b>177,751</b>	<b>186,299</b>	<b>180,600</b>
<u>EQUIPMENT</u>						
55745	VEHICLES	40,929	42,689	249,862	130,612	88,325
55750	EQUIPMENT	45,277	41,182	450,000	46,000	211,500
	<b>TOTAL</b>	<b>86,206</b>	<b>83,871</b>	<b>699,862</b>	<b>176,612</b>	<b>299,825</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE III CONSTRUCTION</b>						
56403	70124 GOLFVIEW/HAZARD/MONROE	-	-	-	-	-
56403	80507 PHOSPHORUS TREATMENT	345,402	-	-	-	-
	<b>TOTAL</b>	<b>345,402</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,188,014</b>	<b>1,772,313</b>	<b>2,463,894</b>	<b>1,938,942</b>	<b>2,150,356</b>

**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
4. B-Box repairs and replacements

**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
5. Dry well maintenance, Installation

**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
7. Intra Department Participation (Labor Pool)
8. Special Events Assistance

**2019 ACCOMPLISHMENTS**

1. Replaced 13 valves, 7 Hydrants, and 52 Buffalo boxes.
2. Continued Sanitary Sewer Lining Program (Requested funding would allow us to line 2,500' to 4,500' linear feet depending on pipe diameter).  
  
 To date approximately:     36,323 In-House  
   41,064 Capital Projects  
   77,387 Total footage (14.6 miles)
3. Successfully completed valve exercising utilizing contracted services.
4. Decreased our Monthly Maintenance Program for sanitary sewers from 8,563 Lin. ft. to 7,911 Lin ft. per month.
5. Replaced 7 residential water services, 9 - 8" valves, 3 - 8" x 8", one 6" x 6" and one 4" x 4" tees and installed 25' of 8" Ductile Iron water main and 60' of 4" Ductile Iron water main and two fire hydrants for the CIP project on Navajo Drive
6. Installed two drywells on Moccasin Lane
7. Installed 120' of 12" C-905 PVC storm pipe at two different locations to relieve ponding and drainage issues.
8. Replaced 20' of 15" C-905 PVC storm pipe and two storm manholes on Ensenada Drive.
9. Replaced 150' of 12" SDR26 PVC storm sewer at 229 Wisconsin Street.
10. Completed point repair on a 12" sanitary sewer main 17' depth at 230 Sioux Avenue utilizing contracted services.

**2020 OBJECTIVES**

1. To operate, maintain, repair, and update the Village infrastructures through careful planning and use of Village staffing and contractual services.
2. Exercise all water valves utilizing contractual services.
3. Continue with in-house valves and fire hydrant replacement program.
4. Continue Sanitary Sewer Lining Program (Requested funding will allow us to line 2,500' to 4,500' linear feet depending on pipe diameter).
5. Clean and inspect the entire original (Clay) sanitary system.
6. Successfully flush entire system and inspect all village owned hydrants.

- 7. Add sanitary manholes utilizing contractual services to reduce the run length, backups, and improve maintenance.
- 8. Install Storm Inlet Specials utilizing contractual services for flooding areas.

***ORGANIZATIONAL CHART***

*See supplemental section for entire Public Works – Water & Sewer Fund Organizational Chart*



**WATER & SEWER FUND**

**CONSTRUCTION MAINTENANCE –  
UNDERGROUND UTILITIES DIVISION**

<b>KEY PERFORMANCE MEASURES/SERVICE INDICATORS</b>	<b>Unit of Measurement</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Actual 2019</b>
<b>Water Main</b>	Repairs	22	15	15
<b>B-Boxes</b>	R&R	8 / 58	6 / 33	6 / 52
<b>Valves/B-boxes</b>	Cleaned	44	48	103
<b>Valves</b>	R&R	17	16	13
<b>Fire Hydrants</b>	R&R	17	11	9
<b>Hydrant Flushing</b>	Days	9	9	9
<b>Hydrant</b>	Inspections	1,638	1,638	1,648
<b>Hydrants Painted</b>	Total	225	278	400
<b>J.U.L.I.E. Locates</b>	Hours	1,193	2,868	1,198
<b>Punch List Inspections</b>	Hours	0	0	2
<b>Contractor/C.I.P.</b>	Hours	202	105	247
<b>Material Hauling - In</b>	Loads/Tons	125 / 1,618	97 / 1,255	102 / 2,068
<b>Material Hauling Spoils Out</b>	Loads/Tons	360 / 4,680	251 / 3,263	128 / 2,560
<b>Sanitary Manhole</b>	R&R	9 / 13	6 / 5	4 / 0
<b>Sewer Jetting Program</b>	Lin. Ft.	215,000	128,153	166,028
<b>Monthly Maintenance Program</b>	Hours/feet	240 / 107,616	265 / 102,756	270 / 94,932
<b>Root/Grease Jetting</b>	Lin. Ft.	25,000	1,870	1,870
<b>Manhole Inspection</b>	Total	750	72	35
<b>Sewer Main Lining</b>	Lining/Lin. Ft.	2,900	2,928	4,701
<b>Infrastructure Televising</b>	Lin. Ft.	6,636	4,322	3,152
<b>Catch Basin/Inlets</b>	R&R	12 / 10	6 / 3	29 / 4
<b>Catch Basin Cleaning</b>	Hours	77	54	54
<b>Storm System Updates</b>	Lin. Ft/Loc	148 / 5	83 / 3	124 / 3
<b>Storm Jetting</b>	Hours	37	126	141.5
<b>Catch Basin/Inlet Flooding</b>	Hours	413	146	150
<b>Training/Seminars</b>	Hours	364	134	317
<b>Infrastructure Mapping</b>	Hours	326	26	132
<b>Sidewalk Restorations</b>	Locations	24	21	2
<b>Curb Restorations</b>	Locations	4	3	2
<b>Apron Restorations</b>	Locations	5	0	0
<b>Landscaping Restorations</b>	Locations	100	25	57

R&R = Repair / Replace

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**100 - WATER & SEWER FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>100393 - SEWER UNDERGROUND</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	424,489	466,107	407,442	427,871	566,468
50013	COMP ABS EXPENSE	(17,727)	2,915	-	-	-
50020	OVERTIME SALARIES	19,629	16,626	47,300	47,300	32,400
50040	LONGEVITY	3,040	3,240	3,200	3,840	3,811
50050	ATTENDANCE INCENTIVE	2,800	3,000	4,250	4,400	6,292
50075	PART TIME/SEASONAL	41,706	43,892	57,527	64,933	85,731
50090	PENSION PAYMENTS	48,005	(11,090)	-	-	-
	<b>TOTAL</b>	<b>521,941</b>	<b>524,691</b>	<b>519,719</b>	<b>548,344</b>	<b>694,702</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	140,872	120,958	117,491	140,872	118,709
51140	IMRF	49,263	52,645	52,613	50,472	75,514
51160	FICA	28,842	31,347	32,223	29,308	45,552
51165	MEDICARE	6,746	7,331	7,536	6,854	10,653
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	-	-	40,000
	<b>TOTAL</b>	<b>225,723</b>	<b>212,280</b>	<b>209,863</b>	<b>227,506</b>	<b>290,428</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	-	-	-	413	600
52150	PHYSICAL EXAMS	884	885	1,500	1,500	1,500
52153	PRINTING	711	340	1,200	1,200	1,200
52163	TRAINING/MEETINGS	3,585	520	5,000	4,500	5,000
<b><u>PROFESSIONAL SERVICE</u></b>						
52190	PROFESSIONAL SERVICE	5,917	26,087	5,000	25,000	45,000
52190	72034 METER READ/BILLING SOFTWARE UPDATES	-	-	20,000	-	-
52310	MAINT BUILDING & GROUNDS	1,129	689	1,200	1,200	1,200
52323	MAINTENANCE EQUIPMENT	59,024	87,259	102,000	100,000	107,000
52325	MAINTENANCE - OFFICE EQUIPMENT	346	381	500	500	500
52333	MAINTENANCE - VEHICLES	-	-	-	-	-
52410	COMMUNICATIONS	1,689	1,781	2,000	2,000	2,000
	<b>TOTAL</b>	<b>73,286</b>	<b>117,942</b>	<b>138,400</b>	<b>136,313</b>	<b>164,000</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53100	MATERIALS - BUILDING	-	-	-	-	-
53102	STREET MATERIALS	14,792	20,244	25,000	30,000	33,000
53110	MATERIALS - MAINTENANCE	28,269	32,208	33,000	33,000	35,000
53112	SUPPLIES - SANITARY SEWER	19,490	21,975	23,000	25,000	28,000
53600	SUPPLIES - AUTOMOTIVE	-	-	-	-	-
53606	MINOR TOOLS - EQUIPMENT	7,723	7,825	9,000	9,000	9,000
53620	SUPPLIES - OFFICE	378	30	400	300	300
53630	OPERATING SUPPLIES	7,799	5,738	8,500	8,500	8,500
53778	VALVES AND PIPES	88,979	78,858	112,811	100,000	105,000
	<b>TOTAL</b>	<b>167,430</b>	<b>166,878</b>	<b>211,711</b>	<b>205,800</b>	<b>218,800</b>
<b><u>EQUIPMENT</u></b>						
55745	VEHICLES	160,188	126,559	-	-	503,000
<b><u>IMPROVEMENTS</u></b>						
55799	IMPROVEMENTS	106,315	75,869	-	100,000	100,000
55799	80509 SEWER LINING	131,787	193,173	220,000	260,000	250,000
	<b>TOTAL</b>	<b>398,290</b>	<b>395,600</b>	<b>220,000</b>	<b>360,000</b>	<b>853,000</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE I ENGINEERING</b>						
56301	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	28,740	-	-	-
56301	72030 RAVINE/SANITARY SEWER IMPROVEMENTS	-	36,720	-	-	-
<b>PHASE II ENGINEERING</b>						
56302	70133 RT 31 & HUNTLEY	-	-	-	-	-
56302	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	-	-	-	-	-
56302	72028 WESTERN UTILITY EXTENSION	12,141	1,841	-	-	-
56302	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	165,000	84,485	80,515
56302	72031 SANITARY SEWER EMERGENCY REPAIR PROJ	-	-	50,000	50,000	-
<b>PHASE III CONSTRUCTION</b>						
56403	70121 MAPLE AVENUE	(51,088)	51,290	-	-	-
56403	72031 SANITARY SEWER EMERGENCY REPAIR PROJ	-	-	400,000	371,628	-
56403	70133 RT 31 & HUNTLEY	-	16,543	200,000	59,537	462,463
56403	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	-	-	210,000
	<b>TOTAL</b>	<b>(38,947)</b>	<b>135,134</b>	<b>815,000</b>	<b>565,650</b>	<b>752,978</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,347,724</b>	<b>1,552,525</b>	<b>2,114,693</b>	<b>2,043,613</b>	<b>2,973,908</b>

**2015A General Obligation Refunding (IEPA Loan) Bonds:** In February 2015, the Village issued \$8,105,000 of GO Refunding Bonds for the purpose of refunding outstanding Illinois Environmental Protection Agency (IEPA) loans for Water/Sewer projects. The refunding of the IEPA loan generated a gross savings of around \$195,000 because of the low interest rate environment. The GO Bonds will be paid off in eight years (by 2023). The outstanding principal balance as of January 1, 2020 is \$4,180,000. Debt service will be entirely paid out of Water and Sewer Fund.

**2015B General Obligation Refunding Bonds:** In October 2015, the Village issued \$5,840,000 of GO Refunding Bonds for the purpose of refunding outstanding Series 2006 General Obligation Bonds. The refunding of the Series 2006 GO Bonds generated a gross savings of around \$872,000 because of the low interest rate environment. The GO Bonds will be paid off in eleven years (by 2026). The outstanding principal balance as of January 1, 2020 \$4,540,000 is The Debt Service Fund (50%) and Water/Sewer Fund (50%) would continue to share the debt service for these bonds.

**2016 General Obligation Refunding Bonds:** In August 2016, the Village issued \$6,926,000 of GO Refunding Bonds for the purpose of advance refunding part of the outstanding Series 2008 General Obligation Bonds (\$6,455,000). The refunding of the Series 2008 GO Bonds generated a gross savings of around \$622,131 because of the low interest rate environment. The GO Bonds amortization table is based on an eleven year (by 2028) amortization schedule. The outstanding principal balance as of January 1, 2020 is \$6,164,000. The Debt Service Fund (67%) and Water/Sewer Fund (33%) would continue to share the debt service for these bonds.

Remaining Debt Service to Maturity

Series 2015A			Series 2015B		
Fiscal Year	Principal	Interest	Fiscal Year	Principal	Interest
2020	985,000	157,500	2020	287,500	90,800
2021	1,025,000	117,700	2021	300,000	79,300
2022	1,065,000	76,300	2022	310,000	67,300
2023	1,105,000	33,300	2023	322,500	54,900
2024	-	-	2024	337,500	42,000
2025	-	-	2025	350,000	28,500
2026	-	-	2026	362,500	14,500
2027	-	-	2027	-	-
2028	-	-	2028	-	-
2029	-	-	2029	-	-
2030	-	-	2030	-	-
2031	-	-	2031	-	-
2032	-	-	2032	-	-
2033	-	-	2033	-	-
2034	-	-	2034	-	-
2035	-	-	2035	-	-
	<b>4,180,000</b>	<b>384,800</b>		<b>2,270,000</b>	<b>377,300</b>

Series 2016		IEPA		Total
Principal	Interest	Principal	Interest	
209,880	36,614	104,293	36,871	1,530,159
214,830	32,836	106,384	34,780	1,531,531
217,800	28,969	108,517	32,647	1,529,234
222,090	25,049	110,693	30,471	1,526,603
226,380	21,051	112,912	28,252	388,596
230,010	16,977	115,176	25,988	388,151
233,310	12,836	117,485	23,679	387,311
237,930	8,637	119,841	21,323	387,731
241,890	4,354	122,244	18,921	387,408
-	-	124,695	16,470	141,164
-	-	127,195	13,970	141,164
-	-	129,745	11,420	141,164
-	-	132,346	8,818	141,164
-	-	135,000	6,165	141,164
-	-	137,706	3,458	141,164
-	-	69,885	697	70,582
<b>2,034,120</b>	<b>187,324</b>	<b>1,874,119</b>	<b>313,930</b>	<b>8,974,293</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

**100 - WATER & SEWER FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>100730 - DEBT SERVICE EXPENDITURES</u></b>						
<b><u>DEBT SERVICE</u></b>						
<b>DEBT ISSUANCE COSTS</b>						
58100	92016 2016 REFUNDING BONDS	-	-	-	-	-
58259	AMORTIZATION EXPENSE	(105,426)	(101,596)	-	-	-
58357	PRINCIPAL IEPA LOAN	(488)	-	100,243	102,243	104,293
58358	INTEREST IEPA LOAN	42,839	40,772	38,921	38,921	36,871
<b>AGENT FEES</b>						
58510	92006 2006 CAPITAL IMPROVEMENT BONDS	-	-	-	-	-
58510	92008 2008 CIP BOND ISSUE (PROJECT)	83	83	175	83	175
58510	92012 2014 CIP BONDS	150	150	250	250	250
58510	92014 2015 B BONDS	1,000	500	1,000	1,000	1,000
58510	92015 2015 A G.O. BONDS	-	-	1,000	1,000	1,000
58510	92016 2016 REFUNDING BONDS	-	-	500	500	500
<b>PRINCIPAL</b>						
58557	92008 2008 CIP BOND ISSUE (PROJECT)	-	-	-	-	-
58557	92012 2014 CIP BONDS	-	-	-	-	-
58557	92014 2015 B BONDS	-	-	277,500	277,500	287,500
58557	92015 2015 A G.O. BONDS	-	-	945,000	945,000	985,000
58557	92016 2016 REFUNDING BONDS	-	-	206,580	206,580	209,880
<b>INTEREST</b>						
58558	92008 2008 CIP BOND ISSUE (PROJECT)	5,676	2,244	-	-	-
58558	92012 2014 CIP BONDS	25,164	951	-	-	-
58558	92014 2015 B BONDS	112,500	107,300	101,900	101,900	90,800
58558	92015 2015 A G.O. BONDS	234,557	211,750	195,700	195,700	157,500
58558	92016 2016 REFUNDING BONDS	40,917	41,140	40,332	40,332	36,614
<b>TOTAL</b>		<b>356,972</b>	<b>303,294</b>	<b>1,909,101</b>	<b>1,911,009</b>	<b>1,911,383</b>
<b>DEPARTMENT TOTAL</b>		<b>356,972</b>	<b>303,294</b>	<b>1,909,101</b>	<b>1,911,009</b>	<b>1,911,383</b>
<b>TOTAL EXPENDITURES</b>		<b><u>6,198,116</u></b>	<b><u>7,395,910</u></b>	<b><u>11,828,342</u></b>	<b><u>9,870,304</u></b>	<b><u>10,918,885</u></b>



**INTERNAL SERVICE FUND**

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This fund is used to account for transfers from other funds assigned to provide for the costs related to employee health insurance as well as expenditures related to the Village's risk management coverage. This fund contains healthcare costs, liability insurance premiums, worker's compensation premiums, and liability and worker's compensation claims.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

998 - INSURANCE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>998098 - HEALTH INSURANCE</b>						
<u>REIMBURSEMENTS</u>						
47200	PPO CONTRIBUTIONS	323,570	314,982	330,000	320,633	330,000
47201	HMO CONTRIBUTIONS	39,121	44,852	40,000	43,533	40,000
47202	HSA CONTRIBUTIONS	3,602	3,708	4,000	3,813	15,000
47203	COBRA INSURANCE REIMBURSEMENT	304,178	340,049	291,000	297,000	291,000
47204	PSEBA REIMBURSEMENT	3,700	2,893	3,000	3,300	3,000
47300	REIMBURSEMENT - GEN FUND	2,494,513	2,525,452	2,450,000	2,450,000	2,325,000
47301	REIMBURSEMENT - W/S FUND	456,466	446,934	434,000	446,934	434,000
	<b>TOTAL</b>	<b>3,625,150</b>	<b>3,678,869</b>	<b>3,552,000</b>	<b>3,565,214</b>	<b>3,438,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>3,625,150</b>	<b>3,678,869</b>	<b>3,552,000</b>	<b>3,565,214</b>	<b>3,438,000</b>
<b>998099 - RISK MANAGEMENT</b>						
<u>REIMBURSEMENTS</u>						
47300	REIMBURSEMENT - GEN FUND	690,480	667,800	583,800	667,800	612,990
47301	REIMBURSEMENT - W/S FUND	131,520	127,200	111,200	127,200	116,760
	<b>TOTAL</b>	<b>822,000</b>	<b>795,000</b>	<b>695,000</b>	<b>795,000</b>	<b>729,750</b>
<u>TRANSFERS IN</u>						
49001	TRANSFER FROM GENERAL FUND	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>822,000</b>	<b>795,000</b>	<b>695,000</b>	<b>795,000</b>	<b>729,750</b>
	<b>TOTAL REVENUES</b>	<b>4,447,150</b>	<b>4,473,869</b>	<b>4,247,000</b>	<b>4,360,214</b>	<b>4,167,750</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

998 - INSURANCE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>998098 - HEALTH INSURANCE</u></b>						
<b><u>PERSONNEL BENEFITS</u></b>						
51120	EMPLOYEE HEALTH INSURANCE	2,994,873	3,114,415	3,197,400	3,196,000	3,239,800
51121	EMPLOYER HSA CONTRIBUTION	2,250	1,334	2,000	15,000	15,000
51122	HEALTH INSURANCE - COBRA	303,470	311,599	291,000	297,000	291,000
51124	HEALTH INSURANCE - PSEBA	28,144	26,353	25,000	26,000	26,980
51125	INSURANCE OPT OUT	11,292	15,971	13,775	15,000	13,775
	<b>TOTAL</b>	<b>3,340,029</b>	<b>3,469,672</b>	<b>3,529,175</b>	<b>3,549,000</b>	<b>3,586,555</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52999	CONTRACTUAL SERVICES	10,691	9,842	10,000	7,800	9,500
	<b>TOTAL</b>	<b>10,691</b>	<b>9,842</b>	<b>10,000</b>	<b>7,800</b>	<b>9,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>3,350,720</b>	<b>3,479,513</b>	<b>3,539,175</b>	<b>3,556,800</b>	<b>3,596,055</b>
<b><u>998099 - RISK MANAGEMENT</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52190	PROFESSIONAL SERVICE	35,700	42,754	35,000	31,000	35,000
52202	LIABILITY INSURANCE DED/CLAIMS	2,868	103,508	5,000	2,500	5,000
52203	LIABILITY INSURANCE PREMIUM	396,235	371,394	380,000	380,000	408,000
52205	WORKER'S COMPENSATION PREMIUM	71,967	76,498	75,000	75,000	101,000
52206	WORKER'S COMP DED/CLAIMS	336,289	552,691	200,000	200,000	200,000
	<b>TOTAL</b>	<b>843,060</b>	<b>1,146,845</b>	<b>695,000</b>	<b>688,500</b>	<b>749,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>843,060</b>	<b>1,146,845</b>	<b>695,000</b>	<b>688,500</b>	<b>749,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>4,193,780</b>	<b>4,626,359</b>	<b>4,234,175</b>	<b>4,245,300</b>	<b>4,345,055</b>

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## **FIDUCIARY FUNDS**

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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. Per the latest actuarial report, it is 58.8% funded on an actuarial basis. Assumptions in the actuarial valuation are periodically updated with the actuary, such as updates to the interest rate assumption and mortality table. These updates can potentially affect the funded ratio of the plan.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

950 - POLICE PENSION FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b>950051 - POLICE PENSION FUND REVENUES</b>						
<u>PROPERTY TAXES</u>						
40100	EMPLOYER CONTRIBUTIONS	2,615,967	2,592,632	2,647,076	2,592,631	2,672,008
	<b>TOTAL</b>	<b>2,615,967</b>	<b>2,592,632</b>	<b>2,647,076</b>	<b>2,592,631</b>	<b>2,672,008</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	745,888	898,966	275,000	500,000	275,000
48016	UNREALIZED GAIN/LOSS ON INVEST	4,466,200	(2,477,662)	1,850,000	2,750,000	2,000,000
	<b>TOTAL</b>	<b>5,212,087</b>	<b>(1,578,696)</b>	<b>2,125,000</b>	<b>3,250,000</b>	<b>2,275,000</b>
<u>TRANSFERS/OTHER</u>						
49909	EMPLOYEE PENSION DEDUCTIONS	544,302	562,893	588,600	574,243	588,600
49999	MISCELLANEOUS INCOME	343	-	100	-	100
	<b>TOTAL</b>	<b>544,644</b>	<b>562,893</b>	<b>588,700</b>	<b>574,243</b>	<b>588,700</b>
	<b>TOTAL REVENUES</b>	<b>8,372,699</b>	<b>1,576,829</b>	<b>5,360,776</b>	<b>6,416,874</b>	<b>5,535,708</b>
<b>950595 - POLICE PENSION FUND EXPENDITURES</b>						
<u>PERSONNEL SERVICES</u>						
50091	SERVICE PENSION	1,988,793	2,007,884	2,122,830	2,061,000	2,186,515
50092	NON-DUTY DISABILITY PENSION	91,504	92,563	103,000	100,000	106,090
50093	DUTY DISABILITY PENSION	360,723	366,196	381,100	370,000	392,533
50094	SURVIVING SPOUSE PENSION	117,827	194,619	206,000	200,000	212,180
50095	PENSION CONTRIBUTION REFUND	-	-	10,000	-	10,000
50096	PENSION REFUND - PORTABILITY	-	-	25,000	-	25,000
	<b>TOTAL</b>	<b>2,558,848</b>	<b>2,661,262</b>	<b>2,847,930</b>	<b>2,731,000</b>	<b>2,932,318</b>
<u>CONTRACTUAL SERVICES</u>						
52000	ACCOUNTING	15,110	15,540	20,000	19,770	20,000
52010	ACTUARIAL PENSION	2,700	-	-	-	-
52013	DUES & SUBSCRIPTIONS	300	500	14,500	1,500	1,500
52030	LEGAL FEES	17,890	23,483	25,000	17,500	25,000
52040	COMPLIANCE FEES	7,006	7,390	7,500	7,390	7,500
52105	BANK CHARGES	25	-	250	-	250
52150	PHYSICAL EXAMS	-	5,740	5,000	4,790	5,000
52157	POSTAGE/MAILING	-	49	100	49	100
52163	TRAINING/MEETINGS	356	350	4,000	4,000	4,000
52170	INVESTMENT MANAGEMENT FEES	162,309	179,648	175,000	176,936	175,000
52190	PROFESSIONAL SERVICE	-	8,242	10,000	10,000	10,000
	<b>TOTAL</b>	<b>205,695</b>	<b>240,942</b>	<b>261,350</b>	<b>241,935</b>	<b>248,350</b>
<u>COMMODITIES/SUPPLIES</u>						
53620	SUPPLIES - OFFICE	-	-	500	-	500
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>500</b>
<u>CONTINGENCIES/OTHER</u>						
57050	OTHER EXPENSES	2,500	4,021	3,000	4,000	3,000
	<b>TOTAL</b>	<b>2,500</b>	<b>4,021</b>	<b>3,000</b>	<b>4,000</b>	<b>3,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,767,043</b>	<b>2,906,225</b>	<b>3,112,780</b>	<b>2,976,935</b>	<b>3,184,168</b>

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. Per the latest actuarial report, it is 71.0% funded on an actuarial basis. Assumptions in the actuarial valuation are periodically updated with the actuary, such as updates to the interest rate assumption and mortality table. These updates can potentially affect the funded ratio of the plan.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2020 BUDGET**

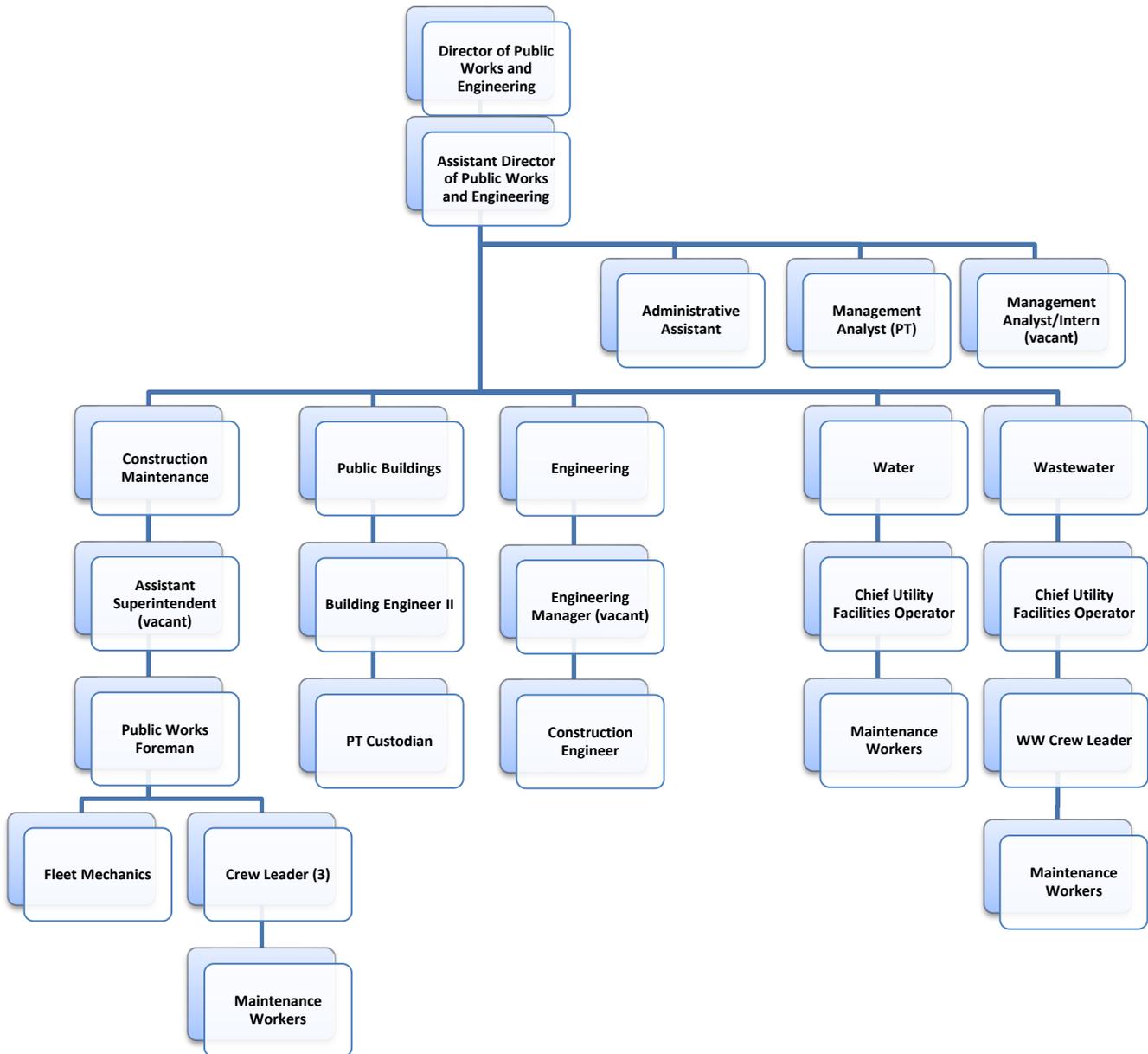
**960 - FIRE PENSION FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	BOARD APPROVED FY 2019	PROJECTED FY 2019	BOARD APPROVED FY 2020
<b><u>960051 - FIRE PENSION FUND REVENUES</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	EMPLOYER CONTRIBUTIONS	1,213,829	1,245,107	1,271,249	1,245,102	1,327,085
	<b>TOTAL</b>	<b>1,213,829</b>	<b>1,245,107</b>	<b>1,271,249</b>	<b>1,245,102</b>	<b>1,327,085</b>
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	935,675	970,389	500,000	375,000	500,000
48016	UNREALIZED GAIN/LOSS ON INVEST	1,622,866	(1,839,927)	300,000	2,000,000	500,000
	<b>TOTAL</b>	<b>2,558,541</b>	<b>(869,538)</b>	<b>800,000</b>	<b>2,375,000</b>	<b>1,000,000</b>
<b><u>TRANSFERS/OTHER</u></b>						
49909	EMPLOYEE PENSION DEDUCTIONS	382,705	307,849	307,500	300,000	307,500
49999	MISCELLANEOUS INCOME	-	-	-	-	-
	<b>TOTAL</b>	<b>382,705</b>	<b>307,849</b>	<b>307,500</b>	<b>300,000</b>	<b>307,500</b>
	<b>TOTAL REVENUES</b>	<b>4,155,075</b>	<b>683,418</b>	<b>2,378,749</b>	<b>3,920,102</b>	<b>2,634,585</b>
<b><u>960596 - FIRE PENSION FUND EXPENDITURES</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50091	SERVICE PENSION	715,445	738,324	761,170	739,000	850,000
50092	NON-DUTY DISABILITY PENSION	84,169	87,899	89,610	87,000	89,610
50093	DUTY DISABILITY PENSION	253,216	270,354	278,100	270,000	278,100
50094	SURVIVING SPOUSE PENSION	64,466	106,249	110,004	106,800	110,004
50095	PENSION CONTRIBUTION REFUND	9,510	-	10,000	-	10,000
50096	PENSION REFUND - PORTABILITY	-	-	25,000	-	25,000
	<b>TOTAL</b>	<b>1,126,806</b>	<b>1,202,826</b>	<b>1,273,884</b>	<b>1,202,800</b>	<b>1,362,714</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52000	ACCOUNTING	11,605	11,950	12,500	12,500	12,500
52010	ACTUARIAL PENSION	2,700	-	-	-	-
52013	DUES & SUBSCRIPTIONS	250	500	1,500	1,500	1,500
52030	LEGAL FEES	11,750	3,200	5,000	3,500	5,000
52040	COMPLIANCE FEES	3,748	4,048	4,250	4,048	4,250
52150	PHYSICAL EXAMS	2,500	-	2,000	1,200	2,000
52163	TRAINING/MEETINGS	2,816	1,755	3,000	3,000	3,000
52170	INVESTMENT MANAGEMENT FEES	65,923	70,515	70,000	70,000	70,000
52190	PROFESSIONAL SERVICE	6,755	11,340	10,000	10,000	10,000
	<b>TOTAL</b>	<b>108,047</b>	<b>103,308</b>	<b>108,250</b>	<b>105,748</b>	<b>108,250</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53620	SUPPLIES - OFFICE	-	-	250	-	250
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>250</b>
<b><u>CONTINGENCIES/OTHER</u></b>						
57050	OTHER EXPENSES	25	7,564	1,000	8,400	1,000
	<b>TOTAL</b>	<b>25</b>	<b>7,564</b>	<b>1,000</b>	<b>8,400</b>	<b>1,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,234,878</b>	<b>1,313,698</b>	<b>1,383,384</b>	<b>1,316,948</b>	<b>1,472,214</b>



## **SUPPLEMENTAL INFORMATION**

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VILLAGE OF CARPENTERSVILLE  
 ASSESSED AND ACTUAL VALUE OF TAXABLE PROPERTY  
 Last Five Levy Years

Levy Year	Residential Property	Commercial Property	Industrial Property	Farm Property	Kane County Total Property	Total Taxable Assessed Value	Total Direct Tax Rate	Estimated Actual Taxable Value	Estimated Actual Taxable Value as a percent of Actual Value
2015	376,194,689	56,768,073	12,177,758	644,372	445,784,892	445,784,892	2.9252	1,337,354,676	33.333%
2016	434,962,298	59,242,183	12,759,964	677,897	507,642,342	507,642,342	2.6015	1,522,927,026	33.333%
2017	477,627,532	63,093,573	12,908,607	697,331	554,327,043	554,327,043	2.3852	1,662,981,129	33.333%
2018	513,808,188	66,907,968	13,499,029	733,835	594,949,020	594,949,020	2.2772	1,784,847,060	33.333%
2019 *	568,500,374	70,433,450	13,841,177	671,381	653,446,382	653,446,382	2.0700	1,960,339,146	33.333%

\* Estimated at the time of budget printing

Data Source

Office of the County Clerk

Note: Property in the Village is reassessed every three years. Property is assessed at 33.33% of actual value.

VILLAGE OF CARPENTERSVILLE  
 PROPERTY TAX LEVIES AND COLLECTIONS  
 Last Five Levy Years

Levy Year	Fiscal Year	Tax Levied	Collected within the Fiscal Year of the Levy	
			Amount	Percentage of Levy
2014	2015	12,471,832	12,444,944	99.78%
2015	2016	13,039,948	13,015,707	99.81%
2016	2017	13,225,311	13,189,742	99.73%
2017	2018	13,221,676	13,191,217	99.77%
2018	2019	13,548,304	13,517,877	99.78%

Data Source  
 Office of the County Clerk

VILLAGE OF CARPENTERSVILLE  
SALES TAX BY CATEGORY  
Last Five Calendar Years

	2014	2015	2016	2017	2018
General merchandise	235,998	242,394	553,070	823,885	848,641
Food	1,190,412	1,250,684	1,236,176	1,312,199	1,281,128
Drinking and eating places	273,561	293,052	314,337	323,766	363,092
Apparel	29,167	30,989	37,363	32,878	32,554
Furniture and H.H. and radio	25,605	23,009	11,870	9,321	8,299
Lumber, building hardware	531,175	573,956	590,646	588,438	574,196
Automobile and filling stations	360,741	315,151	270,892	296,100	322,253
Drugs and miscellaneous retail	281,545	174,540	364,829	353,292	325,602
Agriculture and all others	69,695	215,318	94,169	88,425	148,646
Manufacturers	18,143	15,944	25,806	34,932	34,869
Total	<u>\$ 3,016,042</u>	<u>\$ 3,135,037</u>	<u>\$ 3,499,158</u>	<u>\$ 3,863,236</u>	<u>\$ 3,939,280</u>
VILLAGE DIRECT SALES TAX RATE	<u>1.00%</u>	<u>1.00%</u>	<u>1.00%</u>	<u>1.00%</u>	<u>1.00%</u>

Calendar year 2019 data was unavailable at the time of budget printing

Data Source

Illinois Department of Revenue

VILLAGE OF CARPENTERSVILLE  
HOME RULE SALES TAX BY CATEGORY

Calendar Year	2016	2017	2018
General merchandise	871,808	1,183,484	1,163,428
Food	896,526	1,004,735	995,216
Drinking and eating places	621,624	639,314	715,259
Apparel	74,726	65,756	65,108
Furniture and H.H. and radio	23,739	18,641	16,600
Lumber, building hardware	1,169,960	1,165,545	1,136,742
Automobile and filling stations	466,224	522,468	554,160
Drugs and miscellaneous retail	362,049	343,657	310,804
Agriculture and all others	176,122	165,780	270,548
Manufacturers	50,945	69,183	69,050
Total	<u>4,713,723</u>	<u>5,178,563</u>	<u>5,296,915</u>

Calendar year 2019 data was unavailable at the time of budget printing

Note:

Village home rule sales tax rate is 2% effective July 1, 2014.

VILLAGE OF CARPENTERSVILLE  
RATIOS OF OUTSTANDING DEBT BY TYPE  
Last Five Fiscal Years

Fiscal Year Ended	Governmental Activities				Business-Type Activities			Total Primary Government	Percentage of Actual Taxable Value(1) of Property	Per Capita
	General Obligation Bonds	Unamortized Bond Premium	Capital Leases	Promisorry Note Payable	General Obligation Bonds	Unamortized Bond Premium	IEPA Loan			
2015	32,443,360	830,776	-	-	14,326,640	1,066,723	2,255,126	49,025,126	11.00%	1,283.51
2016	31,313,890	773,250	-	-	13,307,110	945,662	2,174,860	46,795,860	9.22%	1,222.11
2017	29,817,040	715,721	-	-	12,268,960	824,601	2,076,596	44,162,596	7.97%	1,153.34
2018	29,536,900	658,194	-	-	9,913,200	642,171	1,963,062	41,413,162	6.96%	1,081.54
2019	27,664,880	596,751	-	-	8,484,120	525,039	1,860,819	38,009,819	5.82%	992.66

Note: Details of the Village's outstanding debt can be found in the debt service summaries located within the budget.

(1) Assessed value and actual value of taxable property

Data Source

Village Records

VILLAGE OF CARPENTERSVILLE  
RATIOS OF GENERAL BONDED DEBT OUTSTANDING  
Last Five Fiscal Years

Fiscal Year	Governmental General Obligation Bonds	Business-Type General Obligation Bonds	Less: Amounts Available In Debt Service Fund	Total	Governmental Activities		Business-Type Activities		Percentage of Estimated Actual Taxable Value of Property*	Per Capita
					Unamortized Bond Premium	Unamortized Bond Premium	Unamortized Bond Premium	Unamortized Bond Premium		
2015	32,443,360	14,326,640	579,098	46,190,902	830,776		1,066,723		10.36%	1,209.31
2016	31,313,890	13,307,110	947,926	43,673,074	773,250		945,662		8.60%	1,140.56
2017	29,817,040	12,268,960	1,350,205	40,735,795	715,721		824,601		7.35%	1,063.85
2018	29,536,900	9,913,200	1,376,907	38,073,193	658,194		642,171		6.40%	994.31
2019	27,664,880	8,484,120	N/A	N/A	596,751		525,039		N/A	N/A

N/A - Calendar year 2019 data was unavailable at the time of budget printing

Note: Details of the Village's outstanding debt can be found in the debt service summaries located within the budget.

Data Source

Village Records

VILLAGE OF CARPENTERSVILLE  
LEGAL DEBT MARGIN

The Village is a home rule municipality.

Chapter 65, Section 5/8-5-1 of the Illinois Compiled Statutes governs computation of the legal debt margin.

"The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property...(2) if its population is more than 25,000 and less than 50,000 an aggregate of one per cent:...indebtedness which is outstanding on the effective date (July 1, 1971) of this constitution or which is thereafter approved by referendum...shall not be included in the foregoing percentage amounts."

***To date the General Assembly has set no limits for home rule municipalities.***

Under Section 5/8-5-1 of the Illinois Municipal Code, the debt limit for non-home rule municipalities is 8.625% of the equalized assessed valuation (EAV) of the municipality. General obligation bonds and installment contracts are generally subject to the debt limit. Tax anticipation warrants, Revenue anticipation notes, Revenue Bonds are not subject to the debt limit of a municipality.

As stated above, the Village of Carpentersville is a home rule community and this debt limit of 8.625% of the EAV does not apply to the Village.

***The following calculation is for illustrative purposes only:***

As of December 31, 2019 the Village has \$27,664,880 in total outstanding General Obligation Bonds in Governmental Activities (for which tax levied). The Village estimated EAV for 2019 is projected at \$653,446,382. The Debt/EAV ratio would be 4.23%, if applicable to the Village.

VILLAGE OF CARPENTERSVILLE  
 DEMOGRAPHIC AND ECONOMIC INFORMATION  
 Last Five Fiscal Years

Fiscal Year	Population	Personal Income	Per Capita Personal Income	Median Age	School Enrollment *	Unemployment Rate **
2015	38,196	\$ 815,370,012	21,347	29.4	7,786	5.8%
2016***	38,291	\$ 817,397,977	21,347	29.4	20,862	5.4%
2017	38,291	\$ 817,397,977	21,347	29.4	21,261	7.1%
2018	38,291	\$ 817,397,977	21,347	29.4	20,985	5.9%
2019	38,291	\$ 817,397,977	21,347	29.4	21,143	N/A

\*In 2015, the reporting method was changed by the school district.

\*\* Unemployment rate is the 12-month average

\*\*\* A partial Census was conducted during the fiscal year, and the population change was certified.

N/A - not available at time of budget printing

Data Source

Village Records  
 US Census Bureau  
 Office of the County Clerk

**VILLAGE  
OF  
CARPENTERSVILLE**



**CAPITAL IMPROVEMENT PLAN (CIP)  
FYE 2020**

## OVERVIEW

The goal of the Capital Improvement Plan (CIP) is to develop a long-range plan to address future capital needs of the Village of Carpentersville, ensuring a forward-looking approach to addressing repair and replacement needs of the Village's capital assets and infrastructure within the financial capabilities of the Village. This comprehensive plan covers a period of 10 years, but attention should be drawn to the 5-year capital needs, as these years most accurately depict the capital needs of the Village in the near-term. Analysis beyond the 5-year window is intended to allow management to look into the future to be aware of major capital needs on the horizon. Each department of the Village is involved in developing this capital plan, including submitting project needs, timing and costs as available.

## DEFINITIONS

**Capital Project:** Repair, upgrade, replacement or new acquisition of a capital asset or project that has a value exceeding \$10,000.

### Types of Expenditures

**Major Maintenance:** Significant maintenance improvements that extend the useful life of the capital asset that has a value exceeding \$10,000 and is required at least every 5 years.

**New Acquisition:** Acquisition of a new capital asset or initiation of a new capital project.

**Replacement:** Replacement of an existing capital asset owned by the Village. Normally the new item is similar or equal to the item being replaced that has passed its useful life, as determined by management.

### Asset Classifications/Useful Lives (As Outlined in the Village's Capital Asset Policy)

<b>Buildings</b>	30-50 Years
<b>Vehicles and Equipment</b>	5-20 Years
<b>Land Improvements</b>	10-20 Years
<b>Street Improvements (Residential)</b>	17 Years (Surface), 50 Years (Base)
<b>Street Improvements (Industrial)</b>	12 Years (Surface), 40 Years (Base)
<b>Water &amp; Sewer Infrastructure</b>	5-75 Years
<b>Other Infrastructure</b>	20-75 Years
<b>Land</b>	Not Depreciated

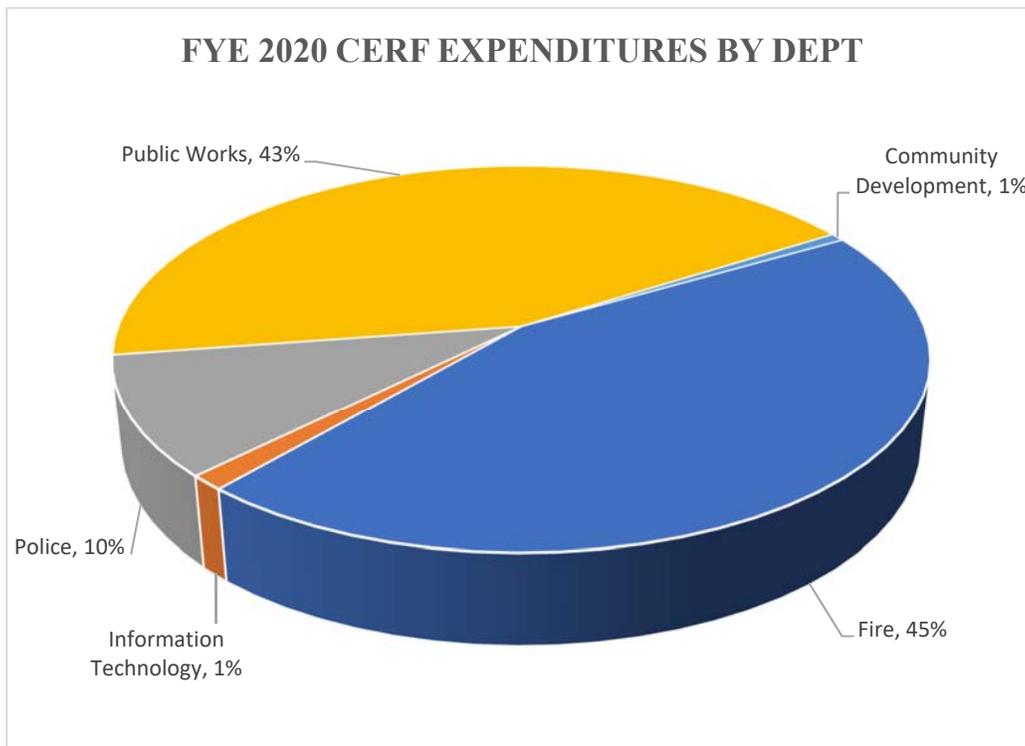
## ANNUAL REVIEW AND BUDGET PROCESS

It is prudent to review this capital plan on an annual basis in order to assess the condition of the Village's capital assets and determine if capital asset needs have changed from the prior fiscal year. Further, the Village's financial capacity must also be analyzed on an annual basis to determine the appropriate amount for capital funding for the fiscal year and review longer-term funding needs related to the capital plan. This annual review shall be conducted prior to the kickoff of the budget, in order to integrate the capital needs with the budgetary process.

## VILLAGE OF CARPENTERSVILLE CERF SUMMARY

### FYE 2020 Summary - CERF Expenditures by Department

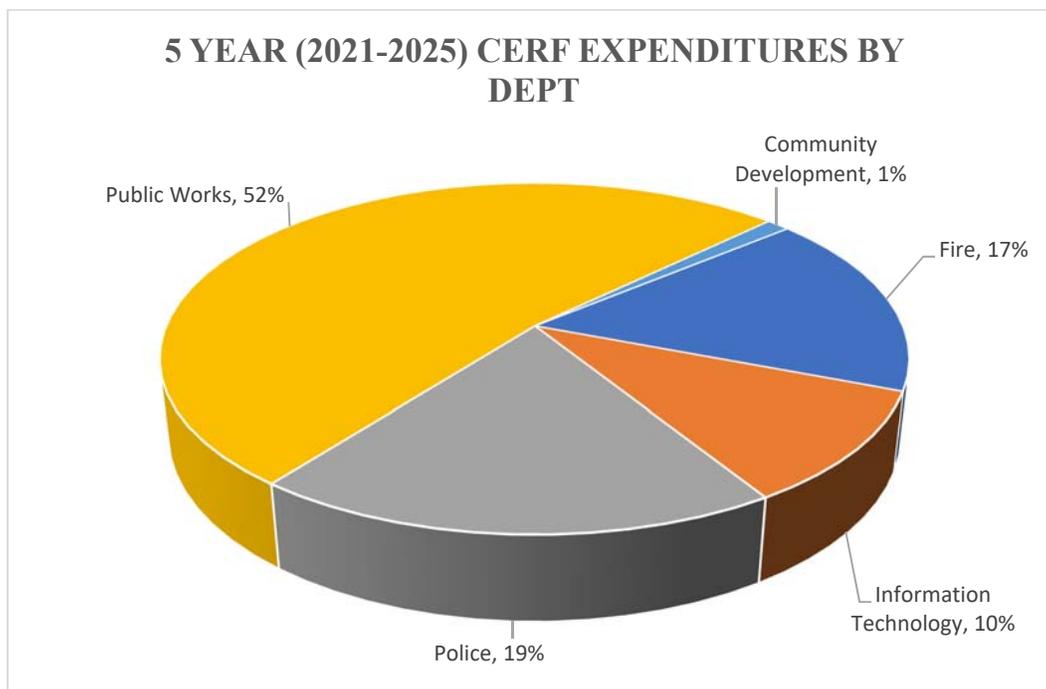
Department	FYE 20 Expenditures	
Fire	\$ 1,180,929	45%
Information Technology	\$ 33,000	1%
Police	\$ 266,891	10%
Public Works	\$ 1,147,000	43%
Community Development	\$ 17,320	1%
<b>Total</b>	<b>\$ 2,645,140</b>	<b>100%</b>



## VILLAGE OF CARPENTERSVILLE CERF SUMMARY - Continued

### Five Year Summary 2021-2025 - CERF Expenditures by Department

Expenditure Type	FY21 - FY25 Expenditures	
Fire	\$ 1,026,187	17%
Information Technology	\$ 622,000	10%
Police	\$ 1,161,876	19%
Public Works	\$ 3,156,713	52%
Community Development	\$ 71,960	1%
<b>Total</b>	<b>\$ 6,038,735</b>	<b>100%</b>



**VILLAGE OF CARPENTERSVILLE**

**FYE 2020 - 2029  
CAPITAL EQUIPMENT REPLACEMENT PLAN  
(CERF)**



**By Year, Project/Asset Name, and Expenditure Type**

Project/Item Name	Asset Tag	VIN #	Acq. Year	Useful Life	Expenditure		Fund Source	Department	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029									
					Type																						
<b>FIRE DEPARTMENT</b>																											
1997 ESDA Federal Siren	N/A	N/A	1997	20	Replacement	CERF	Fire Department	\$	-	\$	20,000	\$	-	\$	-	\$	-	\$	-								
2004 ESDA Federal Siren	N/A	N/A	2004	20	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	27,000	\$	-	\$	-								
2005 ESDA Federal Siren	N/A	N/A	2005	20	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	-	\$	14,000	\$	-								
2006 ESDA Federal Siren	N/A	N/A	2006	20	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,000								
2012 Freight Liner Medtech Ambulance	A92	1FVACDU4CHBR7516	2010	11	Replacement	CERF	Fire Department	\$	-	\$	300,000	\$	-	\$	-	\$	-	\$	-								
2000 Pierce Tower Ladder	T91	4P1CT0259YA00302	2000	22	Replacement	CERF	Fire Department	\$	1,100,000	\$	-	\$	-	\$	-	\$	-	\$	-								
2008 Ford Pickle F250	S91	1FTNF21548EE40277	2006	15	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
2015 Ambulance	A93	1FDUF4HT7FEDA5586	2015	9	Replacement	CERF	Fire Department	\$	-	\$	-	\$	35,000	\$	-	\$	-	\$	-								
2017 Ambulance	A91	1FDUF4HT4GED03121	2017	9	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	349,000	\$	-	\$	-								
2007 Pierce Engine	E92	4P1CD01537A007439	2007	20	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
2017 Chevrolet Tahoe	CH9	1GNSKFE1HR205611	2017	10	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	740,000								
2008 Flat Bottom Rescue Boat	N/A	N/A	2008	20	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	55,000								
2008 Flat Bottom Rescue Boat	N/A	N/A	2008	20	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	24,000								
2008 Inflatable Rescue Boat	N/A	N/A	2008	20	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	18,000								
2014 Ford Expedition	BAT 9	1FMJU1G54EFG3249	2014	10	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	52,401	\$	-	\$	-								
2012 Ferrara Engine	E93	44KFT4289CWZ22273	2012	20	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
2008 Boat Trailer	N/A	N/A	2008	30	Replacement	CERF	Fire Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
StarCom Radio Switchover	N/A	N/A	N/A	N/A	Replacement	CERF	Fire Department	\$	80,929	\$	80,929	\$	80,929	\$	80,929	\$	-	\$	-								
<b>FIRE DEPARTMENT GRAND TOTAL</b>								\$	1,180,929	\$	400,929	\$	80,929	\$	115,929	\$	401,401	\$	27,000	\$	399,000	\$	825,000	\$	66,000	\$	-
<b>IT DEPARTMENT</b>																											
Dell EMC VxRail Servers (3)	N/A	N/A	2018	5	Replacement	CERF	IT Department	\$	-	\$	-	\$	100,000	\$	-	\$	-	\$	-								
Dell Latitude 14 Rugged (6)	N/A	N/A	2017	5	Replacement	CERF	IT Department	\$	-	\$	24,000	\$	-	\$	-	\$	-	\$	24,000								
Dell Latitude 14 Rugged (12)	N/A	N/A	2016	5	Replacement	CERF	IT Department	\$	-	\$	45,000	\$	-	\$	-	\$	-	\$	45,000								
Microsoft Surface Pro Tablets (11)	N/A	N/A	2016	4	Replacement	CERF	IT Department	\$	15,000	\$	-	\$	-	\$	15,000	\$	-	\$	-								
Cisco Phone System	N/A	N/A	2011	14	Major Maint.	CERF	IT Department	\$	-	\$	-	\$	-	\$	250,000	\$	-	\$	-								
Cisco Network Switches/Routers	N/A	N/A	2017	7	Major Maint.	CERF	IT Department	\$	-	\$	-	\$	-	\$	110,000	\$	-	\$	-								
Battery Backup UPS	N/A	N/A	2017	3	Replacement	CERF	IT Department	\$	18,000	\$	-	\$	-	\$	-	\$	18,000	\$	-								
MS Office Licenses	N/A	N/A	2018	4	Replacement	CERF	IT Department	\$	-	\$	-	\$	30,000	\$	-	\$	-	\$	30,000								
Windows OS Licenses (Per Server, includes mutiple Srvs)	N/A	N/A	2017	4	Replacement	CERF	IT Department	\$	-	\$	15,000	\$	-	\$	-	\$	15,000	\$	-								
<b>IT DEPARTMENT GRAND TOTAL</b>								\$	33,000	\$	60,000	\$	54,000	\$	100,000	\$	375,000	\$	33,000	\$	75,000	\$	24,000	\$	115,000	\$	15,000
<b>POLICE DEPARTMENT</b>																											
Ford F-150 Truck	C-41	1FTRF14W58KD01504	2008	7	Replacement	CERF	Police Department	\$	35,000	\$	-	\$	-	\$	-	\$	-	\$	41,000								
Ford Crown Vic Interceptor (Admin Vehicle)	C-13	2FABP7BVB3X122576	2011	7	Replacement	CERF	Police Department	\$	39,525	\$	-	\$	-	\$	-	\$	-	\$	43,000								
Ford Taurus Interceptor	C-9	1FAHP2M89DG157748	2013	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	54,440	\$	-								
Ford Taurus Interceptor	C-15	1FAHP2M80DG157749	2013	7	Replacement	CERF	Police Department	\$	49,308	\$	-	\$	-	\$	-	\$	-	\$	55,529								
Ford Taurus Interceptor	C-3	1FAHP2M87DG110427	2013	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	54,440	\$	-								
Ford Crown Vic Interceptor	C-20	2FABP7BVB78X122578	2011	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
Ford Crown Vic Interceptor	C-33	2FABP7BVB18X122575	2011	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
Ford Taurus Interceptor	C-6	1FAHP2M87DG157747	2013	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	54,440	\$	-								
Ford Crown Vic Interceptor	C-14	2FABP7BVB98X122579	2011	7	Replacement	CERF	Police Department	\$	-	\$	49,308	\$	-	\$	-	\$	-	\$	56,640								
Ford Explorer Interceptor	C-18	1FMSK8ARXFGA46023	2015	7	Replacement	CERF	Police Department	\$	49,308	\$	-	\$	-	\$	-	\$	-	\$	56,640								
Ford Taurus	C-24	1FAHP24W68G177749	2008	7	Replacement	CERF	Police Department	\$	-	\$	49,308	\$	-	\$	-	\$	-	\$	56,640								
Ford Taurus	C-19	1FAHP2DW48G127472	2011	7	Replacement	CERF	Police Department	\$	-	\$	49,308	\$	-	\$	-	\$	-	\$	56,640								
Ford Escape	C-2	1FMCU9DGXCK805310	2012	7	Replacement	CERF	Police Department	\$	-	\$	49,308	\$	-	\$	-	\$	-	\$	56,640								
Ford Explorer Interceptor	C-16	1FMSK8AR8FGA46022	2015	7	Replacement	CERF	Police Department	\$	-	\$	49,308	\$	-	\$	-	\$	-	\$	56,640								
Ford Explorer Interceptor	C-4	1FMSK8AR6GG19440	2016	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	50,294	\$	-	\$	-	\$	-								
Ford F-150 Truck	C-42	1FTMF1EM7DKF98695	2013	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	50,294	\$	-	\$	-	\$	-								
Ford Taurus	C-39	1FAHP2DW7BG187438	2011	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	50,294	\$	-	\$	-	\$	-								
Ford Explorer Interceptor	C-12	1FMSK8AR3GG806967	2016	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	51,300	\$	-	\$	-								
Ford Explorer Interceptor	C-17	1FMSK8ARXHG94334	2017	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	51,300	\$	-	\$	-								
Ford Explorer Interceptor	C-31	1FMSK8AR1HGA94335	2017	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
Ford Explorer Interceptor	C-21	1FMSK8AR7HGB33347	2017	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	52,326								
Ford Explorer Interceptor	C-11	1FMSK8AR6HGE30321	2017	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	52,326								
Ford Explorer Interceptor	C-26	1FMSK8AR1HGE30310	2017	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	52,326								
Ford Explorer Interceptor	C-1	1FMSK8AR9HGE29759	2017	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	52,326								
Ford Explorer Interceptor	C-7	1FAHP2M8XDG109563	2019	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
Ford Explorer Interceptor	C-8	1FAHP2M81DG109564	2019	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	54,440								
Dash Cam System (13)	N/A	N/A	2023	7	Replacement	CERF	Police Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
StarCom Radio Switchover	N/A	N/A	N/A	N/A	Replacement	CERF	Police Department	\$	93,750	\$	93,750	\$	93,750	\$	93,750	\$	-	\$	-								
<b>POLICE DEPARTMENT GRAND TOTAL</b>								\$	266,891	\$	340,290	\$	244,632	\$	367,650	\$	209,304	\$	-	\$	272,200	\$	139,529	\$	339,840	\$	173,919
<b>PUBLIC WORKS DEPARTMENT</b>																											
102 - 2018 FORD F250	102	1FT7X2B60IEC20413	2018	12	Replacement	CERF/ENTERPRISE (50/50)	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
103 - 2018 FORD F250	103	1FT7X2B67IEC10378	2018	12	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
106 - 2016 FORD F350	106	1FD8X3B6XGEC72663	2016	12	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
107 - 2015 FORD F250	107	1FTBF2B61FEB08448	2015	12	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	37,699								
108 - 2016 FORD F350	108	1FT8W3B69GEB54627	2016	12	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
110 - 2018 FORD F550	110	1FDUFSHYOIEC10377	2018	12	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
112 - 2014 FORD F550	112	1FDUFSHT0EEB70344	2014	12	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	75,130								
115 - 2017 INTL 7400	115	1HTWHSUT5H732367	2017	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
116 - 2001 INTL 4900	116	1HTSHAAR21H291028	2001	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	185,000	\$	-	\$	-	\$	-								
117 - 2013 INTL 7400	117	1HTWHAZT1EH787493	2013	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
120 - 2020 PETERBILT 5-TON DUMP	120	unknown	2020	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
121 - 1997 INTL 4900	121	1HTSDAAN8VH439794	1997	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-								
122 - 2005 INTL 7400	122	1HTWDAAN9S003725	2005	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	185,000								
123 - 1997 INTL 4900	123	1HTSDAAN6VH439793	1997	18	Replacement	CERF	Public Works Department	\$	185,																		

Project/Item Name	Asset Tag	VIN #	Acq. Year	Useful Life	Expenditure		Fund Source	Department	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
					Type														
127 - 2003 INTL 7400	127	1HTWDAAR53J067101	2003	18	Replacement	CERF	Public Works Department	\$	-	\$	185,000	\$	-	\$	-	\$	-	\$	-
128 - 2010 INTL 7400	128	1HTWDAAR3AJ264202	2010	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
131 - 2007 INTL 7400	131	1HTWDAAN47J452006	2007	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
132 - 2007 INTL 7400	132	1HTWDAAN27J452005	2007	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
133 - 2007 INTL 7400	133	1HTWDAAN07J452004	2007	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
140 - 2006 CAT 928G	140	DID02372	2006	17	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
141-2017 KOMATSU WA270 WHEEL LOADER	141	KMTWA136LGA83114	2017	17	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	159,680	\$	-	\$	-	\$	-
142 - 1999 BOBCAT 763 - SKIDSTEER	142	512240093	1999	20	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	50,000	\$	-	\$	-	\$	-	\$	-
143 - 2013 BOBCAT 5650 - SKIDSTEER	143	A3NV22127	2013	20	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
144 - 2019 BOBCAT 1650-T4 SKIDSTEER	144	B3CA15132	2017	20	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
145-2015 HAMM HD90VV	145	H2090177	2015	20	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
146 - 2000 WACKER RD_11A-007693 - ROLLER	146	S194517	2000	20	Replacement	CERF	Public Works Department	\$	38,000	\$	-	\$	-	\$	-	\$	-	\$	-
147 - 2006 DYNAPAC CC142 - ROLLER	147	60213317	2006	20	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
148 - 2012 VERMEER BC1500 -WOOD CHIPPER	148	1VR2161V1C1003006	2012	20	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
150 - 2012 VERMEER SC802 - STUMP GRINDER	150	1VR2151J01001167	2012	15	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
151 - 2007 LEEBOY 8816	151	48404	2007	25	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
152 - 2006 WIRTGEN W1000L	152	WG26008	2006	25	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
154 - 2013 FALCON P4D2RID	154	1F9P41622DM339121	2013	12	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	32,361	\$	-	\$	-
155 - 2005 ELGIN PELICAN	155	P4392D	2005	12	Replacement	CERF	Public Works Department	\$	-	\$	305,000	\$	-	\$	-	\$	-	\$	-
163- 2000 TORO 2-MASTER ZERO TURN MOWER	163	74226-21001443	2000	15	Replacement	CERF	Public Works Department	\$	-	\$	12,000	\$	-	\$	-	\$	-	\$	-
165- 2017 SOLAR-TECH 466045 ELECTRONIC MESSAGE BOAR	165	4GM2M131731731466045	2017	15	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
190 - 2006 FORD F350	190	1FDWMF7326A60276	2006	15	Replacement	CERF	Public Works Department	\$	-	\$	185,000	\$	-	\$	-	\$	-	\$	-
1991 KOHLER 10R02J-71 100KW GENERATOR	N/A	283139	1991	35	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	50,222	\$	-
1998 HYDRA-TECH HT60DCV 6" PORTABLE HYDRAULIC PUMF	482	E3819	1998	20	Replacement	ENTERPRISE	Public Works Department	\$	86,000	\$	-	\$	-	\$	-	\$	-	\$	-
204 - 2016 FORD F450	204	1FD0X4HT9GEC53280	2016	12	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	62,735
205 - 2008 FORD F250	205	1FTSX20518EE40271	2008	10	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	42,000	\$	-	\$	-	\$	-	\$	-
207 - 2019 FORD F250	207	1FT7X2B65KEF54664	2019	10	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
209-2018 FORD F250	209	1FT7X2B64JEC93414	2018	12	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	47,346
210 - 2018 FORD F550	210	1FDUF5HY2JDA02328	2018	12	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
211 - 2015 FORD F550	211	1FDUF5HY9FE00659	2015	12	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	73,547
217 - 2017 FREIGHTLINER	217	1FVHG3CY1HH6739	2017	18	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
235 - 2007 INTL 7400	235	1HTWDAAR17J462124	2007	18	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	85,266	\$	-	\$	-
250 - 1997 JOHN DEERE BACKHOE	250	T041EX835147	1997	20	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	188,913	\$	-	\$	-	\$	-
251 - 2014 JOHN DEERE BACKHOE	251	1T0410KXE269277	2014	20	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
252 - 2005 BOBCAT TRACHOE	252	234712076	2005	20	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	76,984	\$	-	\$	-
263 - 1990 SRECO EASEMENT JETTER	263	4HSEB1212P930107	1990	35	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	52,000	\$	-	\$	-
264- 2002 RITE-LITE RL5932 PORTABLE LIGHTING SYSTEM	264	1623	2002	22	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	34,761	\$	-	\$	-
265- 2003 AERO-MASTER ARROW BOARD	265	4034077	2003	20	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	18,086	\$	-	\$	-	\$	-
290 - 2001 INTL 2554 - VACTOR/JETTER	290	1HTGCAD21H284530	2001	18	Replacement	ENTERPRISE	Public Works Department	\$	460,000	\$	-	\$	-	\$	-	\$	-	\$	-
296 - 2008 INTL 7400 - JETTER	296	1HTWDAZR08J680187	2008	18	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	252,000	\$	-
301 - 2016 FORD T-350	301	1FTBWZ2M2GA08432	2016	10	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	30,218
302 - 2015 FORD F150	302	1FTEX1C83FKD91571	2015	10	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	23,202	\$	-	\$	-
304 - 2005 FORD F250	304	1FTNF2158EA07279	2005	12	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	43,000	\$	-	\$	-	\$	-	\$	-
305 - 2014 FORD E250	305	1FTNE2EW4EDA28786	2014	10	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	26,460	\$	-	\$	-
307 - 2013 FORD E250	307	1FTNE2EW3D0811625	2013	10	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	21,870	\$	-	\$	-	\$	-
308 - 2014 FORD E250	308	1FTNE2EWOEDA28784	2014	10	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	26,400	\$	-	\$	-
360- 2001 TORO 2-MASTER ZERO TURN MOWER	360	74226-220000371	2001	15	Replacement	CERF	Public Works Department	\$	-	\$	12,000	\$	-	\$	-	\$	-	\$	-
402 - 2018 FORD F250	402	1FT7X2B62JEC93413	2018	12	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
403 - 2015 FORD F250	403	1FT7X2B63FED69499	2015	12	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	37,699
404 - 2016 FORD F350	404	1FTRF3B65GED28309	2016	12	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	41,738
407 - 2015 FORD F150	407	1FTEX1C85FKD91572	2015	10	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
428 - 1996 INTL 4900	428	1HTSHAAR1TH273459	1996	18	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	22,969	\$	-	\$	-
440 - 2008 KAWASAKI 652V	440	OR97-1728	2008	17	Replacement	ENTERPRISE	Public Works Department	\$	-	\$	-	\$	-	\$	185,000	\$	-	\$	-
456 - 2000 GEHL 6635	456	113009	2000	20	Replacement	ENTERPRISE	Public Works Department	\$	50,000	\$	-	\$	-	\$	159,680	\$	-	\$	-
501 - 2008 FORD F350	501	1FDWFF31548EE48840	2008	12	Replacement	CERF	Public Works Department	\$	-	\$	43,000	\$	-	\$	-	\$	-	\$	-
540- BOBCAT TOOL CAT 5600	540	AHGB14412	2017	10	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	76,482
590- 2001 FORD F450 STAKE BED	590	1FDMF46551EA22010	2001	12	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	48,348	\$	-	\$	-	\$	-
602 - 2018 FORD F250	602	1FDBF2B66JEC93410	2018	12	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
702- BOBCAT STUMPER ATTACHMENT	702	28519	2017	15	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
703- 2016 BOBCAT SOIL CONDITIONER ATTACHMENT	703	AGTH02110	2016	20	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
705- 2008 BOBCAT 24" PLANNER ATTACHMENT	705	231712809	2008	15	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	15,874	\$	-	\$	-	\$	-
707- 2007 BOBCAT SB200 x 72" SNOW BLOWER ATTACHMENT	707	712901540	2007	15	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	10,000	\$	-	\$	-	\$	-
710- 2018 BOBCAT 66HF ROTARY CUTTER ATTACHMENT	710	837600603	2018	15	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
730- GREY-CO LINE LAZER 5900	730	B4894	2017	10	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
740- 2019 BOBCAT ZERO TURN MOWER	740	99960060153	2019	15	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	9,536
741- 2019 BOBCAT ZERO TURN MOWER	741	99960060153	2019	15	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
750- 2005 REDI-HAUL R25210 TRAILER	750	475F252T851021577	2005	25	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
751- 2018 CRONKHITE 3612EA TILT TRAILER	751	473BT282X1000230	2018	25	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
752- 2006 EAGER BEAVER 20XPT TRAILER	752	112H8V32XGLO70606	2006	25	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
753- 1997 DYNAWELD 200 FLAT BED TRAILER	753	4U16IAEX4U1X35180	1997	30	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	13,350
754- 2005 MAC-LANDER 20TFHWUT UTILITY TRAILER	754	4UVFP202351007629	2005	30	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
755- 2016 REDI-HAUL ML7470E HEAVY EQUIPMENT TRAILER	755	4755121T4G1028112	2016	25	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
756- 2012 JLG 10MSP PARTS PICKER	756	130017014	2012	25	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
761- 2008 CARGO-MATE TRAILER	761	5NHUBL6239N068148	2008	25	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
762- 2017 BRAVO ST8518T3 TRAILER	762	5428BE1827H8018D70	2018	25	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
763- 2002 BIG TEX UTILITY TRAILER	763	UNKNOWN	2002	25	Replacement	CERF	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	10,549
803- 2018 FORD EXPLORER	803	1FMSK8AR1JG880752	2018	10	Replacement	CERF/ENTERPRISE (50/50)	Public Works Department	\$	-	\$	-	\$	-	\$	-	\$	-	\$	40,128
811 - 2005 DODGE DAKOTA	811	1D7HW22K7S245679	2005	10	Replacement	CERF/ENTERPRISE (50/50)	Public Works Department	\$	-	\$	30,000	\$	-	\$	-	\$	-	\$	-
812 - 2007 DODGE DAKOTA	812	1D7HW22KX7S253780	2007	10	Replacement	CERF/ENTERPRISE (34/66)													

Project/Item Name	Asset Tag	VIN #	Acq. Year	Useful Life	Expenditure		Fund Source	Department	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
					Type													
856- 2002 TENNANT 8210ES FLOOR SWEEPER	856	8210-10222	2002	22	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,501	\$ -	\$ -	\$ -	\$ -	\$ -
857- 2006 DAEWOOD G25E-NM LIFT TRUCK	857	KP00746	2006	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,664	\$ -	\$ -	\$ -
859- 2008 JLG 2630ES SISSOR LIFT	859	200190772	2008	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ 19,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
862- 2012 BULL DOG FLOOR SCRUBBER	862	12010008	2012	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2-150HP LOW SERVICE MOTORS	N/A		2020	10	Replacement	ENTERPRISE	Public Works Department	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUMMA S120 T-SERIES SIGN PLOTTER	N/A	N/A	2005	15	Replacement	CERF	Public Works Department	\$ -	\$ 49,501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PUBLIC WORKS GRAND TOTAL</b>								\$ 1,147,000	\$ 936,501	\$ 236,037	\$ 657,091	\$ 127,121	\$ 1,199,963	\$ 458,751	\$ 305,737	\$ 446,513	\$ 47,346	
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>																		
836 - Ford Ranger	836	1FTYR10U35PB05017	2005	10	Replacement	CERF	Community Development Dept.	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
830 - Ford Fusion	830	3FAHP06227R274563	2007	10	Replacement	CERF	Community Development Dept.	\$ -	\$ -	\$ 17,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
831 - Ford Fusion	831	3FAHP06267R274565	2007	10	Replacement	CERF	Community Development Dept.	\$ 17,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
832 - Ford Fusion	832	3FAHP06247R274564	2007	10	Replacement	CERF	Community Development Dept.	\$ -	\$ -	\$ -	\$ 17,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
833 - Ford Fusion	833	3FAHP06269R114656	2009	10	Replacement	CERF	Community Development Dept.	\$ -	\$ -	\$ -	\$ 17,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COMMUNITY DEVELOPMENT GRAND TOTAL</b>								\$ 17,320	\$ 20,000	\$ 17,320	\$ 34,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>VILLAGE TOTALS</b>								\$ 2,645,140	\$ 1,757,719	\$ 632,918	\$ 1,275,310	\$ 1,112,826	\$ 1,259,963	\$ 1,204,951	\$ 1,294,266	\$ 967,353	\$ 235,665	

VILLAGE OF CARPENTERSVILLE  
 MAJOR CAPITAL IMPROVEMENTS  
 Fiscal Year Ending December 31, 2020

Project #	Project Name	Capital Expense Type	FY2020 Budget	Fund
70133	Rt. 31 & Huntley	Professional Service	\$ 100,000.00	Capital Improvement Fund
70133	Rt. 31 & Huntley	Phase II Engineering	\$ 315,000.00	Capital Improvement Fund
70133	Rt. 31 & Huntley	Phase III Engineering	\$ 636,000.00	Capital Improvement Fund
70133	Rt. 31 & Huntley	Phase III Construction	\$ 752,557.00	Capital Improvement Fund
70133	Rt. 31 & Huntley	ROW Acquisition	\$ 5,000.00	Capital Improvement Fund
70177	White Oaks Improvements	Phase II Engineering	\$ 11,380.00	Capital Improvement Fund
70184	Huntley Road (Elm to Village Limits)	Phase III Construction	\$ 1,694,697.00	Capital Improvement Fund
70184	Huntley Road (Elm to Village Limits)	ROW Acquisition	\$ 10,000.00	Capital Improvement Fund
70188	Carpenter Creek Stormwater Improvement	Phase III Construction	\$ 25,000.00	Capital Improvement Fund
72013	Hopi Lane Storm Sewer	Professional Service	\$ 16,000.00	Capital Improvement Fund
72013	Hopi Lane Storm Sewer	Phase III Engineering	\$ 65,000.00	Capital Improvement Fund
72013	Hopi Lane Storm Sewer	Phase III Construction	\$ 610,000.00	Capital Improvement Fund
72018	Bolz Road	Phase II Engineering	\$ 50,000.00	Capital Improvement Fund
72018	Bolz Road	Phase III Engineering	\$ 150,000.00	Capital Improvement Fund
72018	Bolz Road	Phase III Construction	\$ 400,000.00	Capital Improvement Fund
72019	Keith Andres Stormwater	Phase II Engineering	\$ 22,839.00	Capital Improvement Fund
72019	Keith Andres Stormwater	Phase III Engineering	\$ 77,000.00	Capital Improvement Fund
72019	Keith Andres Stormwater	Phase III Construction	\$ 1,090,000.00	Capital Improvement Fund
72020	Wakefield Drainage	Phase I Engineering	\$ 50,000.00	Capital Improvement Fund
72020	Wakefield Drainage	Phase II Engineering	\$ 155,000.00	Capital Improvement Fund
72020	Wakefield Drainage	ROW Acquisition	\$ 125,000.00	Capital Improvement Fund
72021	Kings/Amarillo Drainage	Phase II Engineering	\$ 124,000.00	Capital Improvement Fund
72021	Kings/Amarillo Drainage	ROW Acquisition	\$ 50,000.00	Capital Improvement Fund
72022	Newport Cove Path Connection	Phase III Construction	\$ 28,000.00	Capital Improvement Fund
72023	Miller Road Traffic Improvements	Phase III Construction	\$ 25,000.00	Capital Improvement Fund
72029	Polk/Sanitary Sewer Improvements	Phase III Engineering	\$ 90,000.00	Capital Improvement Fund
72029	Polk/Sanitary Sewer Improvements	Phase III Construction	\$ 395,000.00	Capital Improvement Fund
72032	Hillside Street/Highland Avenue Improvements	Phase I Engineering	\$ 220,000.00	Capital Improvement Fund
72033	Lake Marian Road Flood Map Revision	Professional Service	\$ 60,000.00	Capital Improvement Fund
72035	East Side Resurfacing	Phase III Construction	\$ 1,300,000.00	Capital Improvement Fund
72036	Lake Marian Road Resurfacing	Phase III Construction	\$ 455,000.00	Capital Improvement Fund
72037	Helm Road Resurfacing	Phase III Construction	\$ 525,000.00	Capital Improvement Fund
72038	East Side High Impact Inlet	Phase II Engineering	\$ 42,000.00	Capital Improvement Fund
72038	East Side High Impact Inlet	Phase III Construction	\$ 225,000.00	Capital Improvement Fund
72039	Newport Cove Creek Improvement	Phase II Engineering	\$ 15,500.00	Capital Improvement Fund
72039	Newport Cove Creek Improvement	Phase III Engineering	\$ 12,000.00	Capital Improvement Fund
72039	Newport Cove Creek Improvement	Phase III Engineering	\$ 75,000.00	Capital Improvement Fund
73010	Annual CDBG Resurfacing	Phase III Construction	\$ 565,000.00	Capital Improvement Fund
95002	Old Town TIF	Phase II Engineering	\$ 325,000.00	Capital Improvement Fund
			<b>\$ 10,891,973.00</b>	
70133	Rt. 31 & Huntley	Phase III Construction	\$ 1,538,771.00	Water and Sewer Fund
72027	Rt. 31 Watermain Abandonment	Phase III Construction	\$ 20,000.00	Water and Sewer Fund
72029	Polk/Sanitary Sewer Improvements	Phase II Engineering	\$ 40,000.00	Water and Sewer Fund
72029	Polk/Sanitary Sewer Improvements	Phase III Construction	\$ 440,000.00	Water and Sewer Fund
72029	Polk/Sanitary Sewer Improvements	Phase II Engineering	\$ 80,515.00	Water and Sewer Fund
80509	Sewer Lining	Improvements	\$ 250,000.00	Water and Sewer Fund
N/A	Emergency Repairs to Water and Sewer System	Improvements	\$ 100,000.00	Water and Sewer Fund
			<b>\$ 2,469,286.00</b>	
Total Major Capital Improvements			<b>\$ 13,361,259.00</b>	

VILLAGE OF CARPENTERSVILLE  
 PROJECT NUMBERS AND NAMES  
 Fiscal Year Ending December 31, 2020

<b>Project Code</b>	<b>Description</b>
60007	OSLAD GRANT - CARPENTER PARK
70133	RT 31 & HUNTLEY
70177	WHITE OAKS IMPROVEMENTS
70184	HUNTLEY ROAD (ELM TO VIL. LIMITS)
70188	CARPENTER CREEK STORMWATER IMPROVE
70192	FOX RIVER RENOVATION
72013	HOPI LANE STORM SEWER
72018	BOLZ ROAD
72019	KEITH ANDRES STORMWATER
72020	WAKEFIELD DRAINAGE STUDY
72021	KINGS/AMARILLO/ALAMEDA DRAINAGE
72022	NEWPORT COVE PATH CONNECTION
72023	MILLER ROAD TRAFFIC IMPROVEMENTS
72027	RT 31 WATERMAIN ABANDONMENT
72029	POLK/SANITARY SEWER IMPROVEMENTS
72032	HILLSIDE STREET/HIGHLAND AVENUE IMP
72033	LAKE MARIAN ROAD FLOOD MAP REVISION
72035	EAST SIDE RESURFACING
72036	LAKE MARIAN ROAD RESURFACING
72037	HELM ROAD RESURFACING
72038	EAST SIDE HIGH CAPACITY INLET
72039	NEWPORT COVE CREEK IMPROVEMENT
73000	ANNUAL MFT RESURFACING
73001	ANNUAL MFT SIDEWALK PROJECTS
73010	ANNUAL CDBG MFT RESURFACING
80509	SEWER LINING
95002	OLD TOWN TIF EXPENSES

**Operating Impact of Nonrecurring Capital Assets:**

The Village does not anticipate a significant increase to operating costs based on the proposed nonrecurring capital assets identified in the FY 2020 budget. Any anticipated cost increases, such as personnel are offset by reduced maintenance costs on older capital assets being replaced.

# VILLAGE OF CARPENTERSVILLE BUDGET GLOSSARY

**ACCRUAL BASIS:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.

**ACCRUED EXPENSES:** Expenses incurred but not due until a later date.

**ACTIVITY:** A specified and distinguishable line of work performed by a Division.

**ASSESSED VALUATION:** A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Kane County Assessor's Office.)

**AUDIT:** An examination of an organizations' financial statements and the utilization of resources.

**BOND:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, called the maturity date, together with periodic interest at a specified rate.

**BOND RATING:** An assessment of the likelihood that a bond issuer will pay the interest on its debt on time. Bond ratings are assigned by independent agencies, such as Moody's Investors Service and Standard & Poor's. Ratings range from AAA or Aaa (highest) to D (in default). Bonds rated below B are not investment grade and are called high-yield or junk bonds. Since the likelihood of default is greater on such bonds, issues are forced to pay higher interest rates to attract investors. Carpentersville is rated as an Aa2 community by Moody's Investors Service.

**BONDED DEBT:** Portion of indebtedness represented by outstanding bonds.

**BALANCED BUDGET:** A balanced budget is achieved when operating expenditures are less than or equal to operating revenues. The Village strives to maintain a sustainable, balanced budget.

**BUDGET:** A fiscal plan showing estimated expenditures, revenue, and service levels for a specific fiscal year.

**BUDGET ADJUSTMENT:** Legal procedure utilized by the Village staff and Board to revise an adopted budget. The Village of Carpentersville has a written budget adjustment policy that allows adjustments in accordance with the Village Code.

**BUDGET CALENDAR:** The schedule of key dates or milestones, which the Village departments follow in the preparation, adoption and administration of the budget.

**BUDGET DOCUMENT:** Instrument used by the budget-making authority to present a comprehensive financial plan of operations to the Village Board.

**BUDGET MESSAGE:** The opening section of the budget document, which provides the Village Board and the public with a general summary of the most important aspects of the budget, including current and previous fiscal years, and the views and recommendations of the Village Manager.

**BUDGETARY CONTROL:** The control or management of a governmental or enterprise fund in accordance with an approved budget to keep expenditures within available revenue

**CERF:** Capital Equipment Replacement Fund. This fund is used to accumulate resources for the repair and replacement of governmental heavy equipment and vehicles.

**CAPITAL EXPENDITURE (ALSO KNOWN AS CAPITAL OUTLAY):** Refers to the purchase of land, buildings, and other improvements and also the purchase of machinery and equipment items which have an estimated useful life of three years or more and belong to the classes of property commonly considered as fixed assets.

**CAPITAL IMPROVEMENT PLAN:** A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

**CAPITAL IMPROVEMENT PLAN BUDGET:** A Capital Improvement Program budget is a separate budget from the operating budget. Items in the plan are usually construction projects designed to improve the value of government assets.

**CAPITAL PROJECT:** A specific identifiable improvement or purpose for which expenditures are proposed within the capital budget or capital improvement plan. Examples of capital improvement projects include new roads, sewer lines, buildings, operating systems, and large scale remodeling.

**CAPITAL PROJECT FUND:** A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

**CASH BASIS:** A basis of accounting under which transactions are recognized only when cash changes hands.

**COMMODITIES:** All expenditures for materials, parts, supplies and commodities, except those incidentally used by outside firms performing contractual services for the Village.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG):** Federal funds made available to municipalities specifically for community revitalization.

Funds may be used by internal Village departments, or distributed to outside organizations located within the Village's boundaries.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** A governmental unit's official annual report prepared and published as a matter of public record, according to governmental accounting standards.

**CONTINGENCY:** A budgetary reserve, set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**CONTRACTUAL SERVICES:** Expenditures for services which are obtained by an express or implied contract. Major types of contractual services are: (1) advertising and printing; (2) maintenance and repair services; (3) public utility services; and (4) training.

**DEBT SERVICE:** The Village's obligation to pay the principal and interest on all bonds and other debt instruments according to a pre-determined payment schedule.

**DEBT SERVICE FUND:** A fund established to account for the accumulation of resources for the payment of principal and interest on long term debt.

**DEFICIT:** The excess of the liabilities of a fund over its assets; or the excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

**DEPARTMENT:** Administrative subsection of the Village that indicates management responsibility for an operation.

**DEPRECIATION:** That portion of the cost of a capital asset that is charged as an expense during a particular period. This is a process of estimating and recording the lost usefulness, expired useful life, or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the loss of usefulness of a fixed asset is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

**DISTINGUISHED BUDGET AWARD:** A voluntary program administered by the Government Finance Officers Association to encourage governments to publish well-organized and easily-readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

**DIVISION:** A subsection of a Department within the Village.

**ENTERPRISE FUND:** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EXPENDITURES:** This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained, regardless of when the expense is actually paid.

**EXPENSES:** A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FEMA:** Federal Emergency Management Agency.

**FICA:** Federal Insurance Contribution Act, the name of the piece of federal legislation that established the Social Security payroll tax. The current FICA tax rate is 15.3%. The employee and employer each pay 6.20% in Social Security and 1.45% in Medicare costs.

**FISCAL YEAR (FY):** The time period designating the beginning and ending period for recording financial transactions. The Village of Carpentersville moved to a calendar year fiscal year beginning in FY2016. The Village had a short fiscal year in the 8-month period of May 1, 2015 – December 31, 2015 to make the change.

**FIXED ASSETS:** Assets of a long term character which are intended to continue to be held or used, such as land, buildings, machinery and equipment.

**FRANCHISE FEE:** The fee paid by public service businesses for use of Village streets, alleys, and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas, and cable television.

**FULL ACCRUAL BASIS:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.

**FUND:** An accounting entity with a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance, revenues and expenditures.

**FUND ACCOUNTING:** A governmental accounting system that is organized and operated on a fund basis.

**FUND BALANCE:** The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an “unreserved fund balance.”

**FUND TYPE:** In governmental accounting, all funds are classified into seven fund types: General, Special Revenue, Debt Services, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

**GENERAL FUND:** The largest fund within the Village, the General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services such as fire and police protection, parks, recreation and community services, public works, community development, and general administration.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):** Uniform minimum standard of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. They encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and

procedures. They provide a standard by which to measure financial presentations.

**GENERAL OBLIGATION (GO) BONDS:** Bonds that finance public projects such as streets, infrastructure, and municipal facilities. The repayment of these bonds is made from property taxes and alternate revenue sources such as telecom tax,

and these bonds are backed by the full faith and credit of the issuing government.

**GFOA:** Government Finance Officers Association.

**GRANT:** A contribution by a government or other organization to support a particular function. Typically, these contributions are made to local governments from the state and federal governments.

**IDOT:** Illinois Department of Transportation.

**IEPA:** Illinois Environmental Protection Agency.

**ILCS:** Illinois Compiled Statutes. The Village is subject to 65 ILCS 5/Illinois Municipal Code.

**IML:** Illinois Municipal League, an organization that works for the benefit of municipalities, promoting competence and integrity in administration of municipal government. This organization also advocates for municipalities at the state and federal level.

**IMRF:** Illinois Municipal Retirement Fund, a pension plan for employees of member local government units within the State of Illinois.

**INCOME:** A term used in proprietary fund type accounting to represent revenues, or the excess of revenues over expenses.

**INFRASTRUCTURE:** The underlying permanent foundation or basic framework.

**INTEREST INCOME:** The earnings from available funds invested during the year.

**INTERFUND TRANSFER:** Amounts transferred from one fund to another.

**INTERNAL SERVICE FUND:** Fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

**INVESTMENTS:** Securities held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**LEVY:** To impose taxes for the support of Village services.

**LIABILITIES:** Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

**LONG-TERM DEBT:** Debt with a maturity of more than one year after the date of issuance.

**MABAS:** Mutual Aid Box Alarm System. This system was established to provide a swift, standardized and effective method of mutual aid assistance for extra alarm fires and mass casualty incidents. The MABAS system is divided into over 20 Divisions from the communities along I-53 and the Northwest Tollway corridor.

**MAINTENANCE:** All materials or contract expenditures covering repair and upkeep of Village buildings, machinery and equipment, systems, and land.

**MFT:** Motor Fuel Tax, represents revenues for the Village's share of gasoline taxes, allotted by the state for street improvements.

**MODIFIED ACCRUAL BASIS:** The accrual basis of accounting adapted to the governmental fund type spending measurement focus.

Under it, revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger than normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if offset by interest earnings on special assessment levies, and (5) principal and interest on long-term debt which are generally recognized when due.

**MOODY'S INVESTMENT RATING SERVICE:** An independent agency that analyzes the financial credit ratings of organizations. These ratings are based on debt issuance and carry a three letter coding. The Village possesses an Aa2 rating.

**MUNICIPAL:** Of or pertaining to a Village or its government.

**OBJECTIVES:** The objectives in the performance area of the budget are statements of one-time projects. These statements are intended to address either a new service or project, or a significant change in focus or priority in response to a special community need or Village effort to improve productivity. Objectives are generally limited to one fiscal year.

**OPERATING BUDGET:** A financial plan outlining the estimated revenues and expenditures and other information for a specific period (usually a fiscal year). The “proposed budget” is the financial plan presented by the Village Manager for consideration by the Village Board, and the “adopted budget” is the financial plan ultimately approved and authorized by the Village Board.

**OPERATING EXPENSES:** Proprietary fund expenses that are directly related to the fund’s primary service activities.

**OPERATING INCOME:** The excess of proprietary fund operating revenues over operating expenses.

**OPERATING REVENUES:** Proprietary fund revenues that are directly related to the fund’s primary service activities. They consist primarily of user charges for services.

**PER CAPITA COSTS:** The cost of service per person. Per capita costs in Carpentersville are based on a 37,691 estimated population provided by the 2010 Census.

**PROPERTY TAXES:** Used to describe all revenues received in a period from current property taxes, delinquent taxes, penalties, and interest on delinquent taxes.

**PUBLIC HEARING:** The portions of open meetings held to present evidence and provide information on both sides of an issue.

**RESERVE:** An account used to indicate that a portion of fund balance is restricted for a specific purpose. An account used to earmark a portion of fund balance to indicate that it is not appropriate for expenditure.

A reserve may also be an account used to earmark a portion of fund equity as legally segregated for a specific future use.

**REVENUES:** All amounts of money earned or received by the Village from external sources. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**REVENUE BONDS:** Bonds whose principal and interest are payable exclusively from a revenue source pledged as the payment source before issuance.

**SALES TAXES:** The Village receives two types of sales taxes – one from the state and the other from a home-rule sales tax. The state tax rate is 1% and the local home rule sales tax rate is 2%.

**SUSTAINABLE BUDGET:** One in which operating revenues are equal to or greater than operating expenditures. In addition, a sustainable budget does not rely on interfund transfers to fund operations and does not consider the issuance of debt when creating a budget.

TAX LEVY: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TAX RATE: A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. The term does not include charges for services rendered only to those paying such charges; for example, sewer service charges.

TIF: Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real property located within a defined investment zone.

The tax increments are paid into the TIF fund and used to pay project costs within the zone, including any debt service obligations.

TRUST AND AGENCY FUNDS: Funds created to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include pension trust funds and agency funds.

USER CHARGES: The payment of a fee for direct receipt of a public service by the party benefiting from the service.

VILLAGE BOARD: The Village President and six (6) Trustees collectively acting as the legislative and policy making body of the Village.

**ORDINANCE NO. 19 - 46**

**AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE  
VILLAGE OF CARPENTERSVILLE, ILLINOIS, FOR THE FISCAL YEAR  
BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020**

**WHEREAS**, the Village has previously adopted Sections 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code, 65 ILCS 5/8-2-9.1 through 8-2-9.10 ("**State Budget Law**") by a two-thirds majority vote of the Board of Trustees then holding office, in accordance with Section 8-2-9.1 of the State Budget Law; and

**WHEREAS**, pursuant to Chapter 2.32 of the Carpentersville Municipal Code, as amended, the Village President and Board of Trustees have designated the Village Finance Director as the Budget Officer for the Village; and

**WHEREAS**, the Budget Officer has proposed to the corporate authorities a tentative budget for the Village's fiscal year commencing January 1, 2020, and ending December 31, 2020 ("**FY 2020**"), as required by Section 8-2-9.3 of the Illinois Municipal Code; and

**WHEREAS**, after proper notice being given, the President and Board of Trustees held a public hearing on December 3, 2019, to obtain public comment on the tentative annual budget for the Village for FY 2020; and

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Carpentersville, Kane County, Illinois, as follows:

**SECTION 1: RECITALS.**

The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the Village President and Board of Trustees.

**SECTION 2: APPROVAL OF FY "2020" BUDGET.**

The President and Board of Trustees hereby approve an annual budget for the Village of Carpentersville, Kane County, Illinois, for the fiscal year beginning January 1, 2020, and ending December 31, 2020, in the total amount of \$77,447,598 and in the form attached to and, by this reference, made a part of this Ordinance as **Exhibit A ("FY 2020 Budget")**.

**SECTION 3: FILING OF APPROVED BUDGET.**

The Village Clerk is hereby authorized and directed to file a certified copy of this Ordinance, together with a full and complete copy of the FY 2020 Budget approved pursuant to this Ordinance, with the Office of the Kane County Clerk in accordance with the provisions of the statutes of the State of Illinois.

**SECTION 4: SEVERABILITY.**

If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

**SECTION 5: EFFECTIVE DATE.**

This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Motion made by Trustee O'Sullivan, seconded by Trustee Frost, that the Ordinance be passed.

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of Carpentersville, Illinois at a regular meeting thereof held on the 3rd day of December, 2019, pursuant to a roll call vote as follows:

AYES: 7 (Garcia, Malone, O'Sullivan, Andresen, Frost, Vela, and Skillman) \_\_\_\_\_

NAYS: 0 \_\_\_\_\_

ABSENT: 0 \_\_\_\_\_

ABSTAIN: 0 \_\_\_\_\_

APPROVED by me this 3<sup>rd</sup> day of December, 2019.



*Kelly Mastera*

Kelly Mastera  
Village Clerk

*John Skillman*

John Skillman  
Village President

Prepared by and return to:  
Kelly Mastera  
Village Clerk  
Village of Carpentersville  
1200 L. W. Besinger Drive  
Carpentersville, IL 60110

STATE OF ILLINOIS                    )  
  )  
COUNTY OF KANE                    )        SS  
  )  
VILLAGE OF CARPENTERSVILLE    )

CERTIFICATE

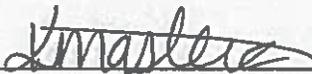
The undersigned, Kelly Mastera, the duly appointed, Village Clerk of the Village of Carpentersville, does hereby certify that the attached is a true and correct copy of:

ORDINANCE NO. 19-46

**AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE VILLAGE OF CARPENTERSVILLE, KANE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020**

Approved by the President and Board of Trustees of the Village of Carpentersville, on the 3<sup>RD</sup> day of December, 2019.

Date: December 3, 2019

  
\_\_\_\_\_  
Village Clerk



