

# Village of Carpentersville, Illinois

## Fiscal Year 2022 Budget January 1, 2022 - December 31, 2022



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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Carpentersville  
Illinois**

For the Fiscal Year Beginning

**January 01, 2021**

*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.

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 2022 BUDGET**  
**JANUARY 1, 2022 – DECEMBER 31, 2022**

**Village President**  
John Skillman

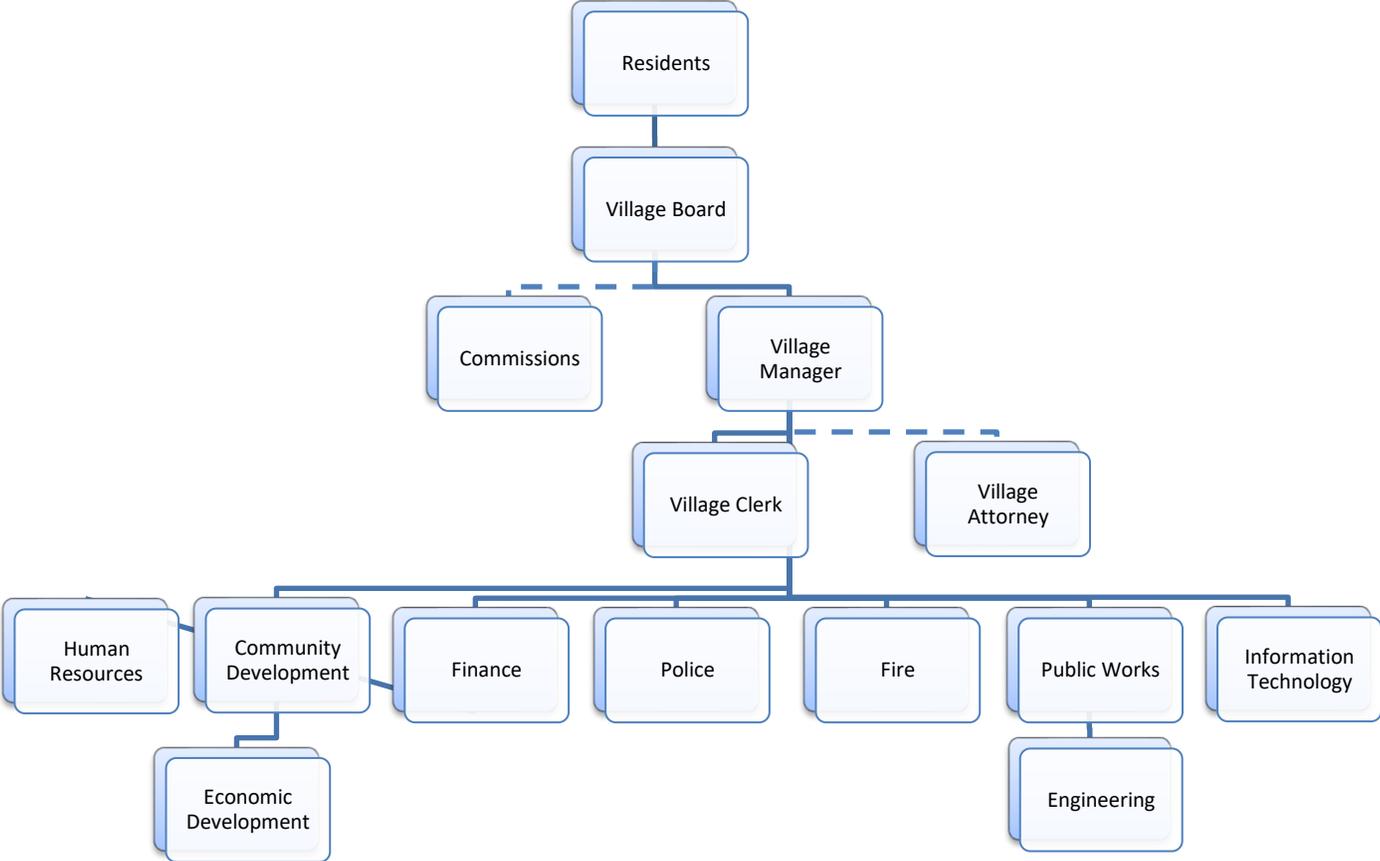
**Village Manager**  
Eric Johnson

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

**Village Clerk**  
Kelly Mastera

**Department Directors**  
Kevin Gray, *Director of Public Works*  
Michael DuCharme, *Director of Finance*  
Tanya Walker, *Assistant Finance Director*  
Kevin Roberts, *Director of Information Technology*  
Patrick Hoey, *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  
Michael DuCharme, Finance Director  
**DATE:** February 28, 2022  
**RE:** Letter of Transmittal – FY 2022 Budget

We are pleased to present to you the FY 2022 budget covering the period from January 1 – December 31, 2022 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 2022 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 2021 levy is budgeted as revenue in 2022.

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, permanent, enterprise, and capital project funds. All new requests for Capital expenditures in the Capital Equipment Replacement Fund (CERF) and Capital Improvements Fund (CIP) were presented to and reviewed by the Audit and Finance Commission.

The FY 2022 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 2022 proposed expenditures and supporting revenues continue to keep fund balance reserves at the recommended levels in the policies set forth by the Village Board.

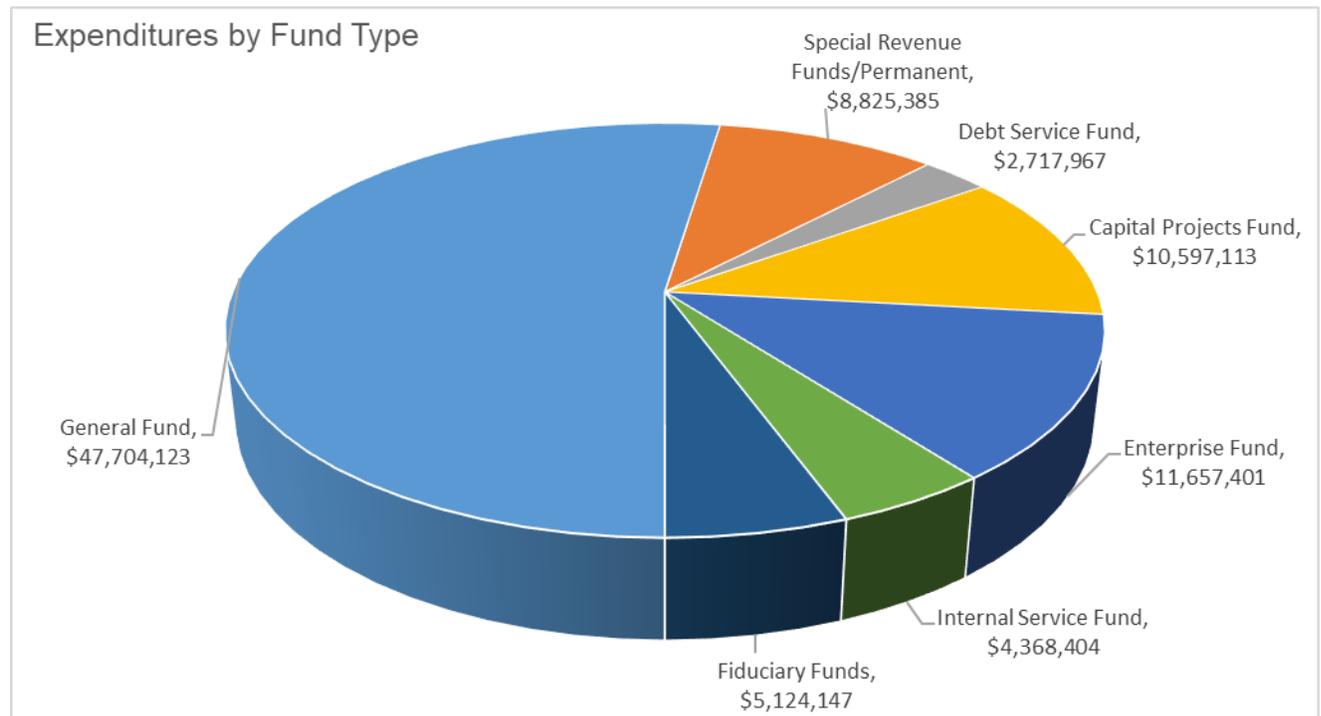
Village Management strives for a structurally balanced budget which supports financial sustainability for the foreseeable future. The Village has adopted policies for the funds to achieve and maintain a structurally balanced budget where operating revenues are equal to or more than the operating expenditures.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

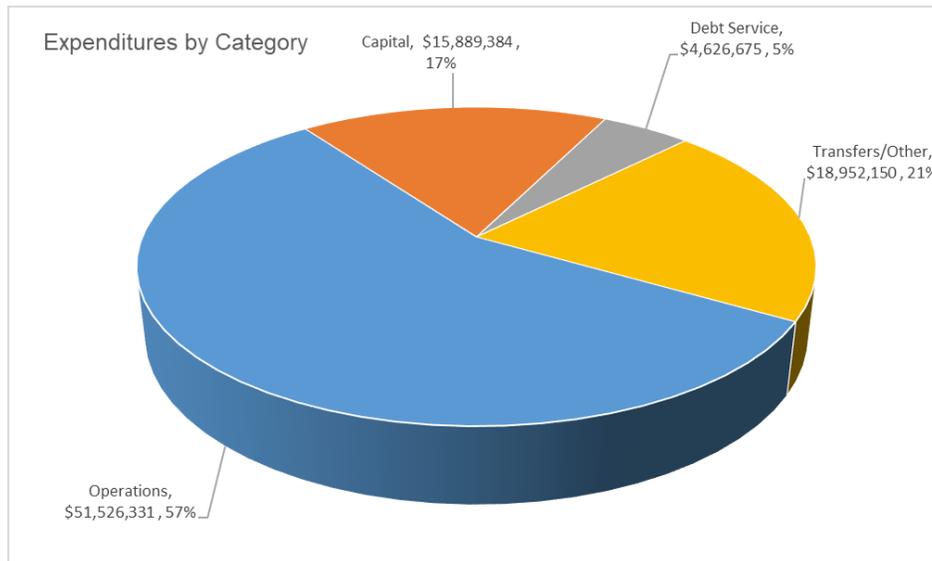
All financial policies including the Budget policy are detailed later in this budget.

**BUDGET OVERVIEW**

Presented below are summary pie charts, which include overall Fiscal Year 2022 expenditures by fund and category:



The FY 2022 budget totals \$90,994,540 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, \$34,125,458 is budgeted for personnel services and benefits, representing roughly 38% of the total budget and 66% of the operating budget. An additional \$11,572,948 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 (13%) of the total budget. Commodities total \$5,827,925 and represent 6% 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.

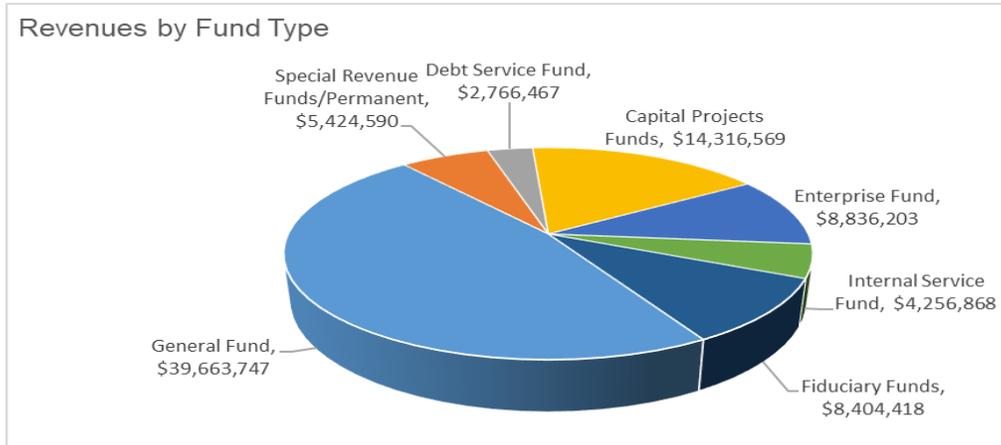
Interfund transfers total \$18,952,150. A prior year interfund transfers include \$2,600,000 from the TIF #3 Fund to the General Fund to pay down loan. \$3,656,600 from General and Water Funds for capital equipment and vehicle purchases, \$10,000,000 from the General Fund to the Capital Improvement Fund to support capital outlay projects for the year. Transfers from the General Fund and Motor Fuel Tax Fund (MFT) are 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 \$4,626,675. Of that amount, \$2,019,917 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 \$15,889,384 for capital improvements and capital outlay, including street, water, and sewer system infrastructure, building improvements, and vehicle replacements.

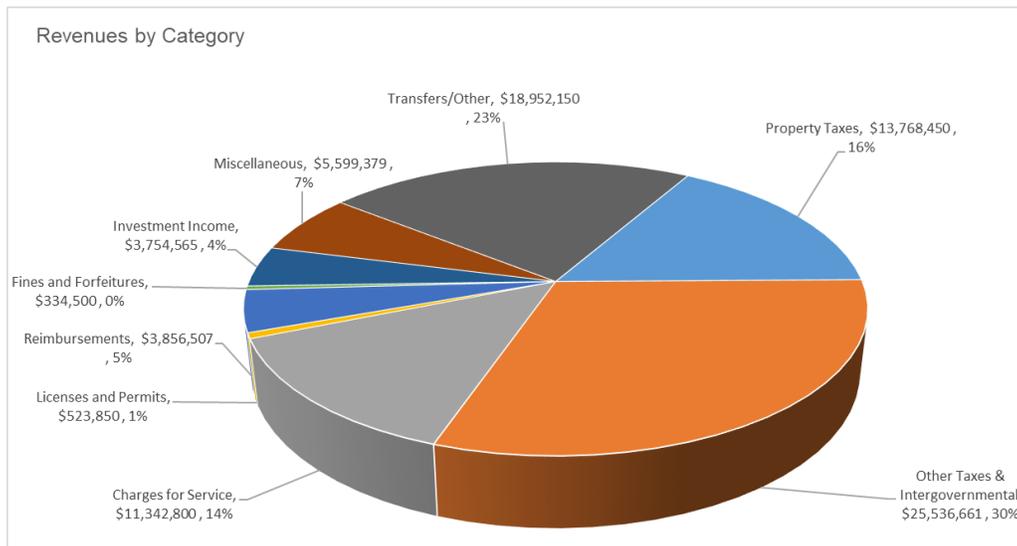
The FY 2022 budget includes \$1,887,669 in capital expenditures for projects in the Capital Equipment Replacement Fund (CERF) and \$8,709,444 in the Capital Improvement program (CIP) Fund. The Water and Sewer Fund includes \$3,349,771 for various projects.

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.



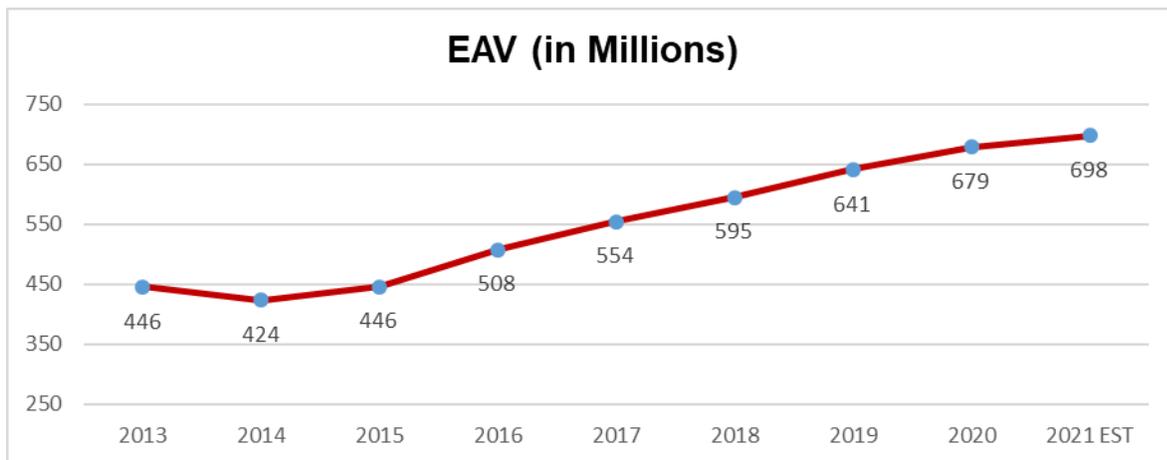
The Village’s largest revenue sources are other taxes and intergovernmental. The major components of this category are sales and income tax, followed by intergovernmental grants.

Property Taxes represent 17% 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
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
2020	2021	\$ 7,649,000	\$ 2,026,938	\$ 2,592,631	\$ 1,245,102	\$ 13,513,471
2021	2022	\$ 7,655,800	\$ 2,019,916	\$ 2,592,631	\$ 1,245,102	\$ 13,513,449

The Village continues to make a concentrated effort to keep the overall tax levy flat. The Corporate levy increased in 2021 to factor in the new growth from the expiration of TIF # 1 in 2021 which added an additional \$7 million + to the Village's overall EAV. This increase was offset by a reduction in the Debt Service levy due to the successful refunding of the 2010 Bonds. The pension levies for both the Police and Fire Pension Funds remain flat for the fifth consecutive year.

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



Total EAV for 2020 was \$679 million. The Village expects total EAV for 2021 to be close to \$698 million, reflecting a roughly 3% 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 2022, total budgeted General Fund expenditures are \$47,704,123 including outgoing Interfund transfers. Aside from the annual increases in contractual labor and contractual service agreements, the operating transfers to the Capital Improvements Fund and CERF in total increased when compared to 2021. These transfers are required to meet future capital needs of the Village in compliance with the Village's 25% General Fund Fund balance policy.

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

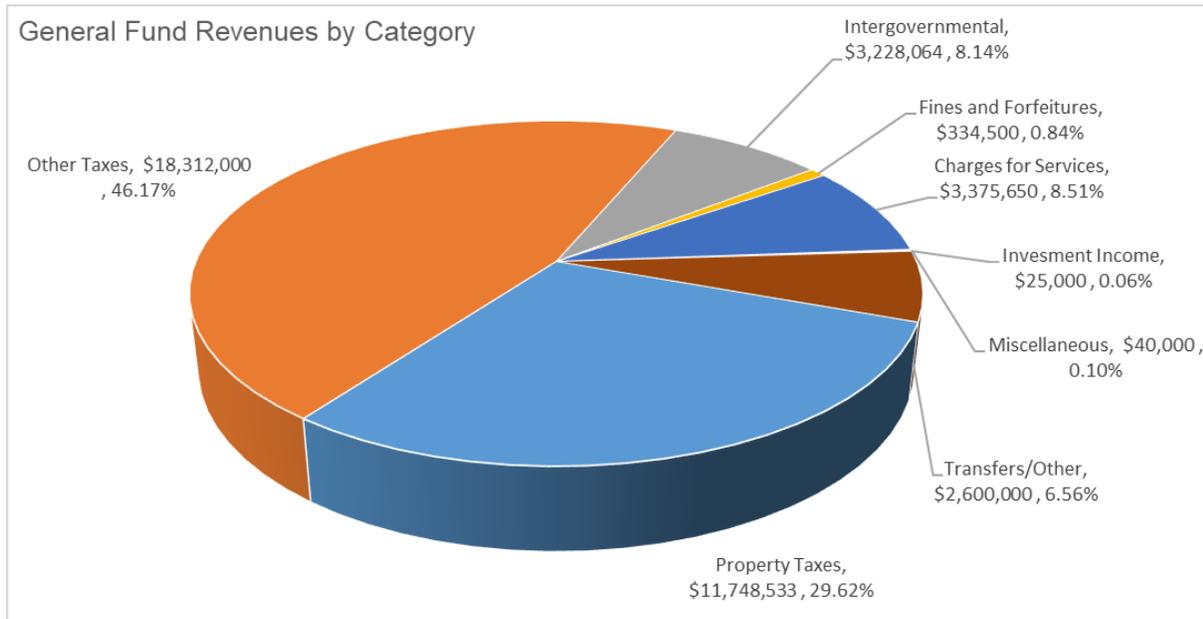
- Pursue available grants when possible, leveraging Village funds.
- Transfer dollars from the General Fund and other funds to the Debt Service Fund to lower the Debt Service Tax levy.
- Continue to transfer dollars from the General Fund to the Capital Equipment Replacement Fund (\$3,396,600 for FY 2022 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 2022 General Fund budget is based upon projected revenues from taxes, fees, and other sources totaling \$39,663,747. This represents an increase of \$4,989,180 (14.0%) from budgeted revenues of \$34,674,567 for FY 2021. 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 in FY 2022 is \$7,655,800 while the portion of the levy that goes to the Police and Fire pensions was unchanged in FY 2022 at \$3,837,733.

**State & Home Rule Sales Tax** – Sales tax represents 25.2% 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 2022.

**State Income Tax** – State Income Tax is the third largest source, 11.7%, 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 2022 budget for income tax revenue is \$4,641,000 which is \$871,900 higher than the FY 2021 budgeted number of \$3,769,100.

**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.

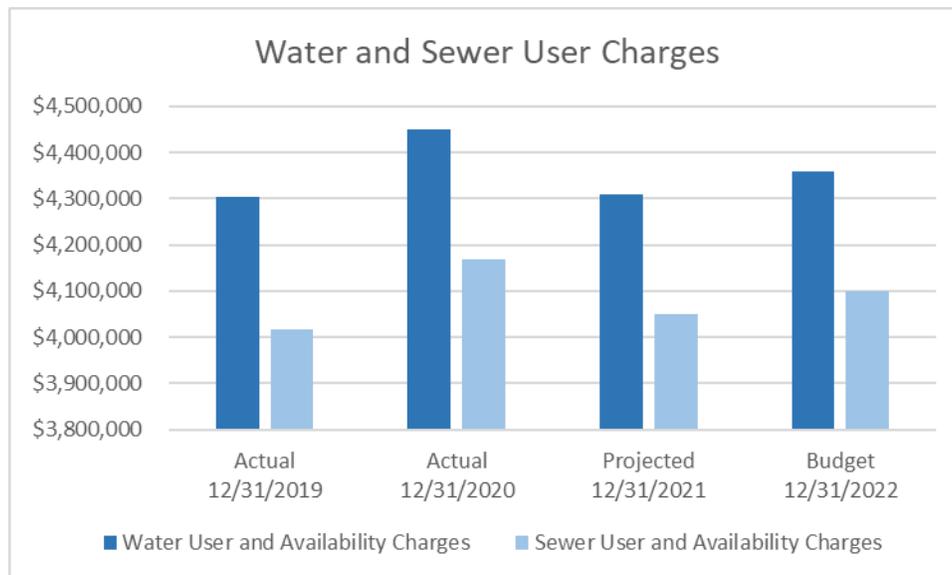
**WATER AND SEWER FUND EXPENDITURE ASSUMPTIONS**

Anticipated expenditures in the FY 2022 budget are \$11,657,401, while budgeted revenues are only \$8,836,203. Fund balance reserves of \$2,821,198 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. A Water and Sewer rate study is planned for 2022 to ensure that current water and sewer rates continue to cover the costs of operating the water and sewer system as well covering the cost of planned as well as required capital expenditures.

**WATER AND SEWER FUND REVENUE ASSUMPTIONS**

Projected revenues for FY 2021 are \$8,747,070 which is \$29,133 less than the budgeted amount of \$8,776,203. The Village is anticipating an increase in revenues for 2022 for a total of \$8,836,203 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 2022 budget includes \$10,597,113 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 2022 are budgeted at \$2,717,967. Of that amount, only \$2,019,917 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 \$2,115,010. This includes funding for street light power, asphalt, road salt, and debt service on the 2014 bond issue.

**TIF Funds** – The Village has three TIF Funds included in the budget. TIF #3, the Meadowdale-Route 25 TIF, includes budgeted expenditures of \$3,505,251. 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 \$3,130,126.

**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 \$316,725 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 2022 based on the estimates received from the Illinois Municipal League. As of this writing we have not been apprised of any potential change in funding from the State of Illinois based on the impact of the pandemic and its impact on the State of Illinois Budget.

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 Triple Crown GFOA Award, 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.

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

  
Michael DuCharme, Finance Director



**FISCAL YEAR ENDING (FYE) DECEMBER 31, 2022 BUDGET  
CALENDAR**

<b>Monday, September 13 , 2021</b>	<b>First budgets due to Finance – All departments</b>
<b>Monday, October 25, 2021</b>	<b>Audit and Finance Commission Meeting</b> - Discussion of 2022 Budget including year-end projections related to 2021 Budget. Department presentations including Capital Improvement Fund and CERF.
<b>Tuesday, December 7, 2021</b>	<b>Board Meeting – Public Hearing - Budget and Tax Levy ordinance approval</b>

## 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 Annual Comprehensive Financial Report (ACFR) 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, 2022**

Position Description	2019 FTE	2020 FTE	2021 FTE	2022 Budget FTE
<b>LEGISLATIVE</b>				
VILLAGE CLERK	1.00	1.00	1.00	1.00
FREEDOM OF INFORMATION TECHNICIAN		0.50	0.50	-
<b>LEGISLATIVE TOTAL</b>	<b>1.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.00</b>
<b>ADMINISTRATION</b>				
VILLAGE MANAGER	1.00	1.00	1.00	1.00
ECONOMIC DEVELOPMENT DIRECTOR	1.00	1.00	1.00	-
MANAGEMENT ANALYST	1.00	1.00	1.00	1.00
EXECUTIVE ASSISTANT	-	-	-	1.00
<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
HUMAN RESOURCE ASSISTANT	-	-	-	0.50
<b>ADMINISTRATION AND HR TOTALS</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.50</b>
<b>FINANCE</b>				
FINANCE DIRECTOR	1.00	1.00	1.00	0.20
ASST FINANCE DIRECTOR	1.00	1.00	1.00	1.00
ACCOUNTANT (CHANGED FROM ACCT SUPERVISOR )	1.00	1.00	1.00	1.00
PAYROLL/BENEFIT ADMINISTRATOR	1.00	1.00	1.00	-
ACCOUNT CLERK FINANCE	2.00	2.00	2.00	1.00
ACCOUNTS PAYABLE	0.20	0.20	0.20	-
CUSTOMER SERVICE CLERK	0.50	0.50	0.50	1.00
CUSTOMER SERVICE SUPERVISOR				1.00
<b>FINANCE TOTAL</b>	<b>6.70</b>	<b>6.70</b>	<b>6.70</b>	<b>5.20</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, 2022**

Position Description	2019 FTE	2020 FTE	2021 FTE	2022 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	1.90	1.90	1.90	1.90
<b>PARKS TOTAL</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>	<b>2.40</b>
<b>COMMUNITY DEVELOPMENT</b>				
COMMUNITY DEVELOPMENT DIRECTOR	1.00	1.00	1.00	1.00
BUILDING INSPECTOR	2.00	1.00	1.00	1.00
CD PERMIT TECHNICIAN	1.00	1.00	1.00	1.00
CD SUPPORT TECHNICIAN	0.80	0.80	0.80	1.00
CODE ENFORCEMENT OFFICER	2.00	2.00	2.00	3.00
SENIOR PLANNER	1.00	1.00	1.00	1.00
BUSINESS AND COMMUNITY ENGAGEMENT COORD.	-	-	-	1.00
SR CODE ENF OFFICER	1.00	1.00	1.00	1.00
<b>COMMUNITY DEVELOPMENT TOTAL</b>	<b>8.80</b>	<b>7.80</b>	<b>7.80</b>	<b>10.00</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	46.00	46.00	47.00
SOCIAL SERVICES COORDINATOR	-	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00	1.00
COMMUNITY SERVICE OFFICER	1.00	1.00	1.00	2.10
EVIDENCE TECHNICIAN	1.00	1.00	1.00	1.00
RECORDS SUPERVISOR	1.00	1.00	1.00	1.00
RECORDS TECHNICIAN	3.25	2.50	2.50	3.50
COMMUNITY OUTREACH WORKER	1.00	1.00	1.00	-
PART TIME OFFICE CLERK	0.50	0.50	0.50	0.10
FREEDOM OF INFORMATION TECHNICIAN	-	0.50	0.50	0.70
PT PROGRAM FACILITATOR	0.50	0.50	0.50	-
<b>POLICE TOTAL</b>	<b>68.25</b>	<b>68.00</b>	<b>68.00</b>	<b>69.40</b>

**VILLAGE OF CARPENTERSVILLE**  
**Full Time Equivalent Employees By Department**  
**Fiscal Year Ending December 31, 2022**

Position Description	2019 FTE	2020 FTE	2021 FTE	2022 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	24.00	24.00	24.00	27.00
FIRE LIEUTENANT	9.00	9.00	9.00	9.00
FIREFIGHTER PART TIME	13.40	13.40	13.40	12.00
<b>FIRE TOTAL</b>	<b>51.40</b>	<b>51.40</b>	<b>51.40</b>	<b>53.00</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	0.48	0.48
PT MANAGEMENT ANALYST/INTERN	-	0.70	0.70	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>4.38</b>	<b>4.38</b>	<b>4.38</b>
<b>PUBLIC WORKS ENGINEERING</b>				
CONSTRUCTION ENGINEER	1.00	1.00	1.00	1.00
ENGINEERING MANAGER	1.00	1.00	1.00	1.00
<b>PUBLIC WORKS ENGINEERING TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</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	8.00	8.00	8.00
PT MAINTENANCE WORKER	0.80	2.80	2.80	2.80
<b>PUBLIC WORKS STREETS TOTAL</b>	<b>14.80</b>	<b>14.80</b>	<b>14.80</b>	<b>14.80</b>
<b>VEHICLE MAINTENANCE</b>				
FLEET MECHANIC	3.25	3.00	3.00	3.00
<b>VEHICLE MAINTENANCE TOTAL</b>	<b>3.25</b>	<b>3.00</b>	<b>3.00</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	3.00	3.00	3.00	3.00
<b>WATER TOTAL</b>	<b>5.00</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, 2022**

Position Description	2019 FTE	2020 FTE	2021 FTE	2022 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	1.00	1.00	1.00
PW MAINTENANCE WORKER	3.00	4.00	4.00	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	1.40	1.40
PW MAINTENANCE WORKER	5.50	6.00	6.00	6.00
<b>UNDERGROUND UTILITIES TOTAL</b>	<b>7.50</b>	<b>9.40</b>	<b>9.40</b>	<b>9.40</b>
<b>TOTAL ALL DEPARTMENTS</b>	<b>192.00</b>	<b>194.08</b>	<b>194.08</b>	<b>192.58</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.

## 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							
Family Matters		X						
Escrow		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 #3 <b>(Major)</b>		X						
TIF #4		X						
TIF #5		X						
Foreign Fire Tax Board		X						
Park Trust					X			
Debt Service			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.

**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.

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

**Family Matters** – This fund is used to account for the funds restricted for the use for family and social services programing through the Police Department.

**Foreign Fire Tax Board Fund** – Financing is provided by tax revenues received from the state restricted for use by the fire department in accordance with compiled statutes.

**Escrow Fund** – This fund is used to account for the funds restricted for purposes of developing with fees in lieu of development.

**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#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.

**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** - 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, 2022**

Fund	Ending Fund Balance 12/31/2020	Proj. Surplus (Deficit) 12/31/2021	Proj. Ending Fund Balance 12/31/2021	Requested Revenues 12/31/2022	Requested Expenditures 12/31/2022	Projected Surplus (Deficit) 12/31/2022	Proj. Ending Fund Balance 12/31/2022
General Fund	\$ 17,261,836	\$ 584,823	<b>\$ 17,846,659</b>	\$ 39,663,747	\$ 47,704,123	\$ (8,040,376)	<b>\$ 9,806,283</b>
Special Revenue Funds							
Escrow	43,834	2,500	<b>46,334</b>	2,000	-	2,000	<b>48,334</b>
Family Matters	83,668	(9,907)	<b>73,761</b>	50	9,914	(9,864)	<b>63,897</b>
Motor Fuel Tax	1,973,258	(817,010)	<b>1,156,248</b>	1,520,025	2,115,010	(594,985)	<b>561,263</b>
SSA #1 Newport Cove	24,095	(6,173)	<b>17,922</b>	18,000	14,000	4,000	<b>21,922</b>
SSA #2 Oak Meadows	2,765	(400)	<b>2,365</b>	1,000	2,500	(1,500)	<b>865</b>
SSA #3 Keele Farms	1,999	(6,145)	<b>(4,146)</b>	12,000	11,000	1,000	<b>(3,146)</b>
SSA #21 White Oaks	15,464	(500)	<b>14,964</b>	4,500	5,000	(500)	<b>14,464</b>
TIF #3 Route 25	(4,321,702)	945,678	<b>(3,376,024)</b>	981,000	3,505,251	(2,524,251)	<b>(5,900,275)</b>
TIF #4 Spring Hill Mall	(1,504)	(1,306)	<b>(2,810)</b>	5	284	(279)	<b>(3,089)</b>
TIF #5 Old Town	1,761,793	419,601	<b>2,181,394</b>	2,818,000	3,130,126	(312,126)	<b>1,869,268</b>
Foreign Fire	56,050	6,909	<b>62,959</b>	36,010	29,300	6,710	<b>69,669</b>
Debt Service Fund	1,771,157	184,766	<b>1,955,923</b>	2,766,467	2,717,967	48,500	<b>2,004,423</b>
Capital Projects Funds							
Capital Equipment Replacement	839,556	469,915	<b>1,309,471</b>	3,663,200	1,887,669	1,775,531	<b>3,085,002</b>
Capital Improvement Program	4,554,617	3,396,263	<b>7,950,880</b>	10,653,369	8,709,444	1,943,925	<b>9,894,805</b>
Permanent Fund							
Park Trust	356,393	47,646	<b>404,039</b>	32,000	3,000	29,000	<b>433,039</b>
Enterprise Fund							
Water and Sewer ^	9,217,287	1,078,794	<b>10,296,081</b>	8,836,203	11,657,401	(2,821,198)	<b>7,474,883</b>
Internal Service Fund							
Insurance	669,457	(524,128)	<b>145,329</b>	4,256,868	4,368,404	(111,536)	<b>33,792</b>
Fiduciary Funds							
Police Pension	56,481,259	2,730,432	<b>59,211,691</b>	5,760,608	3,567,239	2,193,369	<b>61,405,060</b>
Firefighter's Pension	30,624,267	2,638,975	<b>33,263,242</b>	2,643,810	1,556,908	1,086,902	<b>34,350,144</b>
Totals	<u>\$ 121,415,549</u>		<u>\$ 132,556,281</u>	<u>\$ 83,668,862</u>	<u>\$ 90,994,539</u>		<u>\$ 125,230,603</u>
^ Unrestricted Net Position		<u>\$ 11,140,733</u>				<u>\$ (7,325,678)</u>	

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

Fund	Actual 12/31/2020	Board Approved Budget 12/31/21	Projected 12/31/2021	Tentative Budget 12/31/2022
<b>Revenues and Other Financing Sources</b>				
General Fund	\$ 36,353,194	\$ 34,674,567	\$ 36,324,149	\$ 39,663,747
<b>Special Revenue Funds</b>				
Escrow	1,157	2,000	2,500	2,000
Family Matters	43	50	50	50
Veterans Garden	-	-	-	-
Motor Fuel Tax	2,346,429	1,520,025	1,335,000	1,520,025
SSA #1 Newport Cove	17,972	18,000	18,000	18,000
SSA #2 Oak Meadows	1,000	1,000	1,000	1,000
SSA #3 Keele Farms	4,994	5,000	5,000	12,000
SSA #21 White Oaks	4,496	4,500	4,500	4,500
TIF #3 Route 25	886,452	885,000	947,195	981,000
TIF #4 Spring Hill Mall	6	1,250	5	5
TIF #5 Old Town	428,344	631,000	750,743	2,818,000
Foreign Fire	40,109	36,010	36,009	36,010
Debt Service Fund	2,528,387	2,773,088	2,907,174	2,766,467
<b>Capital Projects Funds</b>				
Capital Equipment Replacement	2,066,634	1,705,261	1,608,561	3,663,200
Capital Improvement Program	7,571,791	4,284,129	4,304,629	10,653,369
<b>Permanent Fund</b>				
Park Trust	33,878	32,000	50,646	32,000
<b>Enterprise Fund</b>				
Water and Sewer	8,949,395	8,776,203	8,747,070	8,836,203
<b>Internal Service Fund</b>				
Insurance	4,102,020	4,167,750	4,161,456	4,256,868
<b>Fiduciary Funds</b>				
Police Pension	10,512,348	5,535,708	5,746,250	5,760,608
Firefighter's Pension	5,377,243	2,634,585	4,127,085	2,643,810
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 81,225,892</b>	<b>\$ 67,687,126</b>	<b>\$ 71,077,021</b>	<b>\$ 83,668,862</b>

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

Fund	Actual 12/31/2020	Board Approved Budget 12/31/2021	Projected 12/31/2021	10.20.21 Tentative Budget 12/31/2022
<b>Expenditures and Other Financing Uses</b>				
General Fund	\$ 36,231,581	\$ 36,444,313	\$ 35,739,326	\$ 47,704,123
<b>Special Revenue Funds</b>				
Escrow	-	-	-	-
Family Matters	5,577	10,932	9,957	9,914
Veterans Garden	-	-	-	-
Motor Fuel Tax	1,465,439	2,227,010	2,152,010	2,115,010
SSA #1 Newport Cove	25,881	20,500	24,173	14,000
SSA #2 Oak Meadows	1,400	2,500	1,400	2,500
SSA #3 Keele Farms	11,905	7,000	11,145	11,000
SSA #21 White Oaks	5,330	5,000	5,000	5,000
TIF #3 Route 25	283	5,251	1,517	3,505,251
TIF #4 Spring Hill Mall	283	284	1,311	284
TIF #5 Old Town	392,080	2,599,054	331,142	3,130,126
Foreign Fire	29,407	29,300	29,100	29,300
Debt Service Fund	3,338,675	2,721,908	2,722,408	2,717,967
<b>Capital Projects Funds</b>				
Capital Equipment Replacement	2,119,963	1,565,937	1,138,646	1,887,669
Capital Improvement Program	6,104,148	10,788,401	908,366	8,709,444
<b>Permanent Fund</b>				
Park Trust	2,981	17,000	3,000	3,000
<b>Enterprise Fund</b>				
Water and Sewer	6,087,295	11,361,275	7,668,276	11,657,401
<b>Internal Service Fund</b>				
Insurance	3,660,848	4,900,794	4,685,584	4,368,404
<b>Fiduciary Funds</b>				
Police Pension	3,407,862	3,184,168	3,015,818	3,567,239
Firefighter's Pension	1,523,107	1,472,214	1,488,110	1,556,908
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 64,414,045</b>	<b>\$ 77,362,841</b>	<b>\$ 59,936,289</b>	<b>\$ 90,994,540</b>



## **GENERAL FUND**

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

	Actual 12/31/2019	Actual 12/31/2020	Approved Budget 12/31/2021	Projected 12/31/2021	Board Approved Budget 2022
<b>Revenues</b>					
Property Taxes	11,530,744	11,540,606	11,731,733	11,726,733	11,748,533
Fire Protection District Property Taxes	1,136,958	1,213,226	1,229,050	1,229,050	1,232,300
Sales Taxes	9,186,369	9,468,568	9,122,000	9,890,000	9,989,000
Income Tax	4,075,658	4,273,401	3,769,100	4,600,000	4,641,000
Local Use Tax	1,292,001	1,709,818	1,620,713	1,242,000	1,542,000
Canabis Tax	-	22,223	33,921	53,176	-
Utility Tax	1,450,058	1,478,562	1,450,000	1,400,000	1,425,000
Other Taxes	598,749	2,903,771	535,000	381,000	491,000
Intergovernmental	194,748	459,502	1,443,500	1,822,316	2,222,764
Licenses and Permits	631,969	550,963	528,250	534,875	520,800
Fines and Forfeitures	474,840	596,878	354,500	303,000	327,500
Charges for Services	1,850,472	1,649,145	2,262,000	3,081,999	2,859,850
Investment Income	261,630	813	35,000	21,000	25,000
Miscellaneous	576,680	471,204	555,800	39,000	39,000
Transfers/Other	36,690	14,514	4,000	-	2,600,000
<b>Total General Fund Revenues</b>	<b>\$ 33,297,566</b>	<b>\$ 36,353,194</b>	<b>\$ 34,674,567</b>	<b>\$ 36,324,149</b>	<b>\$ 39,663,747</b>
<b>Expenditures</b>					
Legislative	240,153	181,359	311,853	231,275	327,511
Administration	140,288	190,433	298,081	207,528	585,699
Finance	492,934	547,227	549,682	515,813	389,497
Information Technology	347,578	488,223	535,842	451,094	666,888
General Services	5,118,213	3,954,410	4,074,514	4,031,514	3,941,879
Public Buildings	407,602	482,730	630,107	509,755	667,590
Engineering	1,092	212,869	204,358	194,718	205,229
Parks	268,870	236,749	313,650	231,991	277,785
Streets	2,474,432	2,051,697	2,505,125	2,247,940	2,476,054
Vehicle Maintenance	746,242	645,292	747,604	748,104	763,637
Community Development	1,273,210	933,940	1,211,694	1,160,710	1,266,914
Fire and Police Commission	36,309	8,376	41,490	30,190	40,190
Police	11,411,469	11,131,480	11,870,749	11,872,053	12,379,575
Fire and ESDA	7,321,784	7,448,596	7,635,235	7,794,062	8,000,475
Transfers/Other	1,169	7,718,200	5,514,329	5,512,579	15,715,200
<b>Total General Fund Expenditures</b>	<b>\$ 30,281,345</b>	<b>\$ 36,231,581</b>	<b>\$ 36,444,313</b>	<b>\$ 35,739,326</b>	<b>\$ 47,704,123</b>
<b>Ending Fund Balance</b>	<b>\$14,467,620</b>	<b>\$17,261,836</b>	<b>\$15,492,090</b>	<b>\$17,846,659</b>	<b>\$9,806,283</b>
<b>Operating Expenditures Less Transfers</b>	<b>\$30,280,176</b>	<b>\$ 28,513,381</b>	<b>\$30,929,984</b>	<b>\$30,226,747</b>	<b>\$31,988,923</b>
<b>Percentage of Expenditures</b>	<b>48%</b>	<b>61%</b>	<b>50%</b>	<b>59%</b>	<b>31%</b>

**Target Fund Balance Percentage 25%**

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001011 - GENERAL FUND - GENERAL REVENUE</b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	7,459,475	7,459,608	7,649,000	7,649,000	7,655,800
40102	PROPERTY TAXES - POLICE PEN	2,587,244	2,587,290	2,592,631	2,592,631	2,592,631
40103	PROPERTY TAXES - FIRE PEN	1,242,516	1,242,538	1,245,102	1,245,102	1,245,102
40150	ROAD & BRIDGE TAX	241,509	251,170	245,000	240,000	255,000
	<b>TOTAL</b>	<b>11,530,744</b>	<b>11,540,606</b>	<b>11,731,733</b>	<b>11,726,733</b>	<b>11,748,533</b>
<u>SALES TAX</u>						
41525	SALES TAX MUNICIPAL	3,992,718	4,167,912	4,022,000	4,200,000	4,275,000
41535	SALES TAX HOME RULE	5,193,651	5,300,655	5,100,000	5,690,000	5,714,000
	<b>TOTAL</b>	<b>9,186,369</b>	<b>9,468,568</b>	<b>9,122,000</b>	<b>9,890,000</b>	<b>9,989,000</b>
<u>TAXES OTHER</u>						
42053	STATE REPLACEMENT TAX	123,441	112,359	100,000	100,000	100,000
42073	STATE INCOME TAX	4,075,658	4,161,042	3,769,100	4,600,000	4,641,000
42093	LOCAL USE TAX	1,292,001	1,709,818	1,620,713	1,242,000	1,542,000
42720	PULL TABS	930	893	1,000	-	1,000
42730	MUNICIPAL UTILITY TAX	1,450,058	1,478,562	1,450,000	1,400,000	1,425,000
42740	VIDEO GAMING TAX	347,594	228,385	300,000	281,000	340,000
42750	CANIBAS TAX	-	22,223	33,921	53,176	-
42760	SELF STORAGE TAX	-	-	-	-	50,000
	<b>TOTAL</b>	<b>7,289,683</b>	<b>7,713,282</b>	<b>7,274,734</b>	<b>7,676,176</b>	<b>8,099,000</b>
<u>FEES &amp; FINES</u>						
44810	TELECOMMUNICATION TAX	251,155	220,552	235,000	170,274	175,000
	<b>TOTAL</b>	<b>251,155</b>	<b>220,552</b>	<b>235,000</b>	<b>170,274</b>	<b>175,000</b>
<u>GRANTS &amp; CONTRIB</u>						
45000	GRANTS - FEDERAL	-	-	-	-	-
45005	STATE/LOCAL GRANTS	7,107	2,194,860	250,000	-	-
45005	72018 STATE/LOCAL GRANTS	-	-	112,500	64,125	48,375
45005	72036 STATE/LOCAL GRANTS	-	-	455,000	-	455,000
45005	72050 STATE/LOCAL GRANTS	-	-	225,000	841,134	841,134
45005	73010 STATE/LOCAL GRANTS	-	-	250,000	184,000	161,755
45100	CONTRIBUTIONS	-	-	-	-	-
	<b>TOTAL</b>	<b>7,107</b>	<b>2,194,860</b>	<b>1,292,500</b>	<b>1,089,259</b>	<b>1,506,264</b>
<u>REIMBURSEMENTS - REVENUE</u>						
47300	REIMBURSEMENT - GEN FUND	-	-	-	-	-
47112	REIMB - IRMA	-	43,072	-	-	-
47772	REIMB - NSF	50	50	-	-	-
	<b>TOTAL</b>	<b>50</b>	<b>43,122</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	127,362	23,042	35,000	21,000	25,000
48015	REALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48016	UNREALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48110	GAIN/LOSS ON INVESTMENT	134,268	(813)	-	5,500	-
	<b>TOTAL</b>	<b>261,630</b>	<b>22,229</b>	<b>35,000</b>	<b>26,500</b>	<b>25,000</b>
<u>OTHER</u>						
49999	MISCELLANEOUS INCOME	3,095	16,089	5,000	13,000	13,000
	<b>TOTAL</b>	<b>3,095</b>	<b>16,089</b>	<b>5,000</b>	<b>13,000</b>	<b>13,000</b>
<u>TRANSFERS IN</u>						
49970	TRANSFER FROM PARK TRUST FD	14,115	13,841	4,000	-	-
49801	TRANSFER FROM TIF #1	1,684	-	-	-	-
49803	TRANSFER FROM TIF #3	3,368	-	-	-	2,600,000
49805	TRANSFER FROM TIF #5	16,857	-	-	-	-
	<b>TOTAL</b>	<b>36,024</b>	<b>13,841</b>	<b>4,000</b>	<b>-</b>	<b>2,600,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>28,565,858</b>	<b>31,233,149</b>	<b>29,699,967</b>	<b>30,591,942</b>	<b>34,155,797</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>001012 - GENERAL GOV - CHARGES FOR SERVICES</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44800	CABLE TV FRANCHISE FEES	414,229	361,482	415,000	393,783	400,000
44820	LAND LEASE/CELLULAR TOWER	-	-	-	-	-
44844	SPRINT CELLULAR	26,900	43,634	37,500	37,500	37,500
44846	SPECTRASITE COMM	38,214	43,136	52,000	52,000	52,000
44847	CLEARWIRE LEGACY LLC	2,959	-	-	-	-
	<b>TOTAL</b>	<b>482,302</b>	<b>448,252</b>	<b>504,500</b>	<b>483,283</b>	<b>489,500</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47011	IMPOUND FEES	19,750	11,250	15,000	16,100	17,500
	<b>TOTAL</b>	<b>19,750</b>	<b>11,250</b>	<b>15,000</b>	<b>16,100</b>	<b>17,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>502,052</b>	<b>459,502</b>	<b>519,500</b>	<b>499,383</b>	<b>507,000</b>
<b><u>001032 - PUBLIC WORKS - CHARGES FOR SERVICES</u></b>						
<b><u>LICENSES &amp; PERMITS</u></b>						
43210	PARK PERMITS	1,550	425	-	1,300	1,300
	<b>TOTAL</b>	<b>1,550</b>	<b>425</b>	<b>-</b>	<b>1,300</b>	<b>1,300</b>
<b><u>CHARGES FOR SERVICES</u></b>						
46012	VILLAGE SERVICES	10,411	16,944	10,000	15,000	10,000
46013	RECYCLING REIMBURSEMENT	-	-	-	-	-
46700	ENVIRONMENTAL SURCHARGE	810,681	807,423	850,000	850,000	875,000
46701	TRASH STICKERS	8,635	7,463	5,500	10,686	10,000
	<b>TOTAL</b>	<b>829,727</b>	<b>831,830</b>	<b>865,500</b>	<b>875,686</b>	<b>895,000</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47712	REIMB - PROPERTY DAMAGE	18,050	25,955	-	500	-
	<b>TOTAL</b>	<b>18,050</b>	<b>25,955</b>	<b>-</b>	<b>500</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>849,327</b>	<b>858,210</b>	<b>865,500</b>	<b>877,486</b>	<b>896,300</b>
<b><u>001042 - COMMUNITY DEVELOPMENT - CHARGES FOR SERVICES</u></b>						
<b><u>LICENSES &amp; PERMITS</u></b>						
43190	RENTAL LICENSES PROGRAM	209,575	199,894	200,000	170,000	200,000
43210	PERMITS - BUILDING	86,131	92,352	100,000	95,000	100,000
43220	PERMITS - ELECTRICAL	87,224	87,270	65,000	85,000	65,000
43240	PERMITS - PLUMBING	8,617	7,170	15,000	15,000	10,000
43241	PERMITS - OTHER	19,870	24,553	22,500	26,000	25,000
43270	ZONING REQUESTS	450	1,800	1,000	1,800	1,800
	<b>TOTAL</b>	<b>411,866</b>	<b>413,039</b>	<b>403,500</b>	<b>392,800</b>	<b>401,800</b>
<b><u>FEES &amp; FINES</u></b>						
44400	PLAN REVIEW FEES	4,078	5,925	4,000	2,000	3,000
44430	REINSPECTION FEES	3,750	2,850	1,500	2,100	2,000
44460	PUBLIC SERVICE FEE	300	-	-	-	-
44462	COMMUNITY GARDEN FEE	340	-	300	-	-
	<b>TOTAL</b>	<b>8,468</b>	<b>8,775</b>	<b>5,800</b>	<b>4,100</b>	<b>5,000</b>
<b><u>CHARGES FOR SERVICES</u></b>						
46012	VILLAGE SERVICES	-	-	-	-	-
46465	ELEVATOR INSPECTIONS	4,680	1,800	4,000	4,000	4,000
46560	ADMINISTRATIVE COURT FEE	3,230	2,555	3,500	3,100	3,500
	<b>TOTAL</b>	<b>7,910</b>	<b>4,355</b>	<b>7,500</b>	<b>7,100</b>	<b>7,500</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47422	REIMB - ROCKWELL INTERNATL	24,000	-	12,000	12,000	12,000
47442	REIMBURSEMENT - CD	5,237	2,150	2,000	6,600	6,000
47742	REIMB - WEED LIENS	5,314	1,279	3,000	7,500	7,500
	<b>TOTAL</b>	<b>34,551</b>	<b>3,429</b>	<b>17,000</b>	<b>26,100</b>	<b>25,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>462,794</b>	<b>429,597</b>	<b>433,800</b>	<b>430,100</b>	<b>439,800</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

**001 - GENERAL FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>001051 - GENERAL FUND</u></b>						
<b><u>GRANTS &amp; CONTRIB</u></b>						
45050	POLICE DEPARTMENT CONTRIB	629	11,939	2,000	3,000	3,000
45060	FIRE DEPARTMENT CONTRIB	365	695	1,000	500	1,000
	<b>TOTAL</b>	<b>994</b>	<b>12,634</b>	<b>3,000</b>	<b>3,500</b>	<b>4,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>994</b>	<b>12,634</b>	<b>3,000</b>	<b>3,500</b>	<b>4,000</b>
<b><u>001052 - GENERAL - CHARGES FOR SERVICE</u></b>						
<b><u>LICENSES &amp; PERMITS</u></b>						
43120	LIQUOR LICENSES	63,190	23,690	55,000	55,000	55,000
43130	BUSINESS LICENSES	33,100	33,476	33,000	33,000	33,000
43135	VIDEO GAMING LICENSES	104,700	33,990	22,000	51,075	25,000
43140	VENDING & AMUSEMENT LICENSES	4,395	2,950	2,500	2,500	2,500
43250	SPECIAL PERMITS OVERWEIGHTS	4,980	880	6,500	1,000	4,000
	<b>TOTAL</b>	<b>210,365</b>	<b>94,986</b>	<b>119,000</b>	<b>142,575</b>	<b>119,500</b>
<b><u>FEES &amp; FINES</u></b>						
44010	LOCAL ORDINANCE FINES	146,621	132,924	150,000	125,000	130,000
44015	CIRCUIT COURT FINES	157,642	164,825	180,000	183,000	190,000
44016	COURT SUPERV - PD VEHICLE PROG	7,492	2,526	-	2,500	-
44017	DUI PREVENTION REVENUE	14,914	16,883	2,000	12,000	10,000
44018	DRIVERS SAFETY PROGRAM REVENUE	149	327	-	300	300
44019	COURT FINES - DRUG FUND	4,740	6,398	2,000	7,600	7,500
44500	POLICE BURGLAR ALARM PERMIT	360	120	250	100	250
44600	FIRE PREVENTION FEES	8,274	1,610	1,000	5,531	1,000
44776	NSF FEES	25	-	-	-	-
	<b>TOTAL</b>	<b>340,216</b>	<b>325,612</b>	<b>335,250</b>	<b>336,031</b>	<b>339,050</b>
<b><u>CHARGES FOR SERVICES</u></b>						
46502	POLICE SPECIAL DUTY	29,702	72,635	85,000	85,000	85,000
46512	POLICE FALSE ALARMS	6,850	4,200	10,000	20,450	10,000
46552	REIMBURSE - POLICE LIASON	190,080	190,182	190,000	190,000	190,000
46572	POLICE REPORTS COPY	5,176	3,625	4,000	4,000	4,000
46582	REIMB - SUBPOENA FEES	1,957	624	500	1,000	500
46600	AMBULANCE USER FEE	766,053	1,178,278	1,100,000	1,800,000	1,600,000
46601	AMBULANCE MISCELLANEOUS	6,797	7,923	1,000	3,632	1,000
46610	CPR/PARAMEDIC	1,175	170	1,000	4,000	1,500
	<b>TOTAL</b>	<b>1,007,791</b>	<b>1,457,637</b>	<b>1,391,500</b>	<b>2,108,082</b>	<b>1,892,000</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47522	REIMBURSEMENT - POLICE	-	480	-	500	-
47612	REIMBURSEMENT - FIRE	36,268	72,937	25,000	25,000	25,000
47614	SMOKE DETECTOR PROGRAM REIMB	-	-	-	-	-
	<b>TOTAL</b>	<b>36,268</b>	<b>73,417</b>	<b>25,000</b>	<b>25,500</b>	<b>25,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,594,639</b>	<b>1,951,652</b>	<b>1,870,750</b>	<b>2,612,188</b>	<b>2,375,550</b>
<b><u>001081 - INTERGOVERNMENTAL</u></b>						
<b><u>TAXES OTHER</u></b>						
42060	FIRE PROTECTION DISTRICT	1,136,958	1,213,226	1,229,050	1,229,050	1,232,300
42063	FIRE REPLACEMENT TAX	63,270	56,547	50,000	70,000	50,000
	<b>TOTAL</b>	<b>1,200,228</b>	<b>1,269,773</b>	<b>1,279,050</b>	<b>1,299,050</b>	<b>1,282,300</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,200,228</b>	<b>1,269,773</b>	<b>1,279,050</b>	<b>1,299,050</b>	<b>1,282,300</b>
<b><u>001082 - GENERAL - CHARGES FOR SERVICE</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44840	PACE TDI	1,372	2,077	1,000	1,000	1,000
	<b>TOTAL</b>	<b>1,372</b>	<b>2,077</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,372</b>	<b>2,077</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<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	120,302	-	1,000	9,500	1,000
45051	20501 ASSET FORFEITURE-FEDERAL	-	-	1,000	-	1,000
	<b>TOTAL</b>	<b>120,302</b>	<b>-</b>	<b>2,000</b>	<b>9,500</b>	<b>2,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>120,302</b>	<b>-</b>	<b>2,000</b>	<b>9,500</b>	<b>2,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 33,297,566</b>	<b>\$ 36,216,594</b>	<b>\$ 34,674,567</b>	<b>\$ 36,324,149</b>	<b>\$ 39,663,747</b>

**MISSION STATEMENT:**

The Legislative Department consists of the elected Village Board which is comprised of a Village President and six Trustees. Also included in the department is 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.

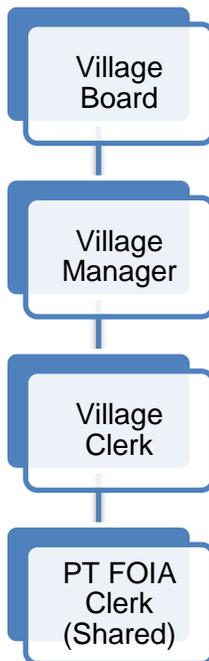
**2021 ACCOMPLISHMENTS**

1. Processed and maintained documents such as ordinances, resolutions, meeting minutes, and business licenses allowing all related documents to be stored in an organized manner and easily accessible to the Village Clerk and other department heads.
2. Maintained and processed approximately 500+ commercial and home-based licenses with a yield of close to \$47,000 in fiscal year 2021 in revenue for the Village.
3. Maintained and processed liquor licenses for approximately 50 establishments with a yield of close to \$68,000 in fiscal year 2021 in revenue for the Village.
4. Processed and maintained approximately 145 video gaming device licenses/stickers at 27 locations, ensuring applicants complied with local and Illinois Gaming Board regulations yielding approximately \$100,000 for fiscal year 2021 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 Community Development staff 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 52 new businesses in the Village, comprised of both commercial and home-based businesses.
7. Completed and posted all required open meeting agendas and minutes.
8. 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 300 Freedom of Information requests for public documents with assistance from various village departments; requests are handled through the Clerk's office via a FOIA software program. Provided assistance to the Police Department Records Supervisor/FOIA Officer on several complex FOIAs.

**2022 OBJECTIVES**

1. Review and update Business License, Liquor License, and Video Gaming applications as needed. Work toward transitioning license applications into fillable .pdf forms without extraneous information required. Conduct further research into online self-service options.
2. Continue to implement operational changes to utilize MUNIS functions that will expedite the business licensing process internally. This includes the continued gathering of email addresses for business contacts for the expedited distribution of electronic business and liquor licenses.
3. Collaborate with Community Development staff to provide resourceful and quality customer service to businesses within our community upon application and renewal. Work toward providing applicants with a simplified document indicating the steps in the process.
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 which 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.
8. Hold Freedom of Information and Opening Meeting Act trainings with staff to ensure new laws are being followed and employees new to work with Commissions understand the applicable requirements and guidelines.

ORGANIZATIONAL CHART



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal* 2021 Actual
<b>Business Licenses Issued</b>	486 for \$41,980	404 for \$43,670	614 for \$46,675
<b>Liquor Licenses Issued</b>	68 for \$61,790	71 for \$69,620	69 for \$68,280
<b>Video Gaming Stickers Issued</b>	136 for \$67,650	133 for \$105,450	145 for \$106,200
<b>New Business Registrations</b>	22	28	52

*\*Reporting methods changed in 2021 due to reporting updates in our MUNIS software, therefore any significant change in numbers from 2020 to 2021 are most likely a result of this update.*

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001105 - LEGISLATIVE</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	56,839	58,340	58,911	58,911	60,089
50020	OVERTIME SALARIES	-	-	-	6,000	12,000
50040	LONGEVITY	72	108	144	144	180
50050	ATTENDANCE INCENTIVE	-	75	450	450	450
50075	PART TIME/SEASONAL/CENSUS	805	-	11,603	-	11,603
50110	BOARDS & COMMISSION SALARIES	51,840	48,404	55,980	55,980	55,980
	<b>TOTAL</b>	<b>109,555</b>	<b>106,927</b>	<b>127,088</b>	<b>121,485</b>	<b>140,302</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	19,934	7,177	7,293	7,293	7,621
51140	IMRF	5,177	6,570	9,632	9,632	8,280
51160	FICA	6,708	6,584	8,623	8,623	8,699
51165	MEDICARE	1,562	1,540	2,017	2,017	2,034
	<b>TOTAL</b>	<b>33,381</b>	<b>21,870</b>	<b>27,565</b>	<b>27,565</b>	<b>26,634</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	18,607	17,092	18,000	18,000	18,850
52125	PUBLIC INFORMATION	-	-	-	-	-
52154	NOTICES/PUBLICATIONS	1,288	1,268	2,200	2,200	2,200
52163	TRAINING/MEETINGS	3,510	1,975	11,000	8,000	11,000
52190	PROFESSIONAL SERVICE	11,012	12,863	14,475	10,000	29,500
	<b>TOTAL</b>	<b>34,416</b>	<b>33,198</b>	<b>45,675</b>	<b>38,200</b>	<b>61,550</b>
<u>COMMODITIES/SUPPLIES</u>						
53620	SUPPLIES - OFFICE	2,195	452	2,000	2,000	2,000
53901	AWARDS & RECOGNITION	-	-	500	-	-
53630	OPERATING SUPPLIES	2,095	968	2,025	2,025	2,025
	<b>TOTAL</b>	<b>4,290</b>	<b>1,420</b>	<b>4,525</b>	<b>4,025</b>	<b>4,025</b>
<u>CONTINGENCIES/OTHER</u>						
57051	COMMUNITY IMPROVEMENTS	58,511	17,944	95,000	40,000	95,000
	<b>TOTAL</b>	<b>58,511</b>	<b>17,944</b>	<b>95,000</b>	<b>40,000</b>	<b>95,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>240,153</b>	<b>181,359</b>	<b>299,853</b>	<b>231,275</b>	<b>327,511</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.

It is the mission of the Human Resources of the Village of Carpentersville to develop, implement, and maintain programs and processes that add value to the Village and its employees. Consistent with the Village's mission and values, HR will provide the employees with the training, resources, and support necessary to serve the community of Carpentersville. It is our goal to promote a work environment that is characterized by fair treatment, open communication, trust, balance, and support.

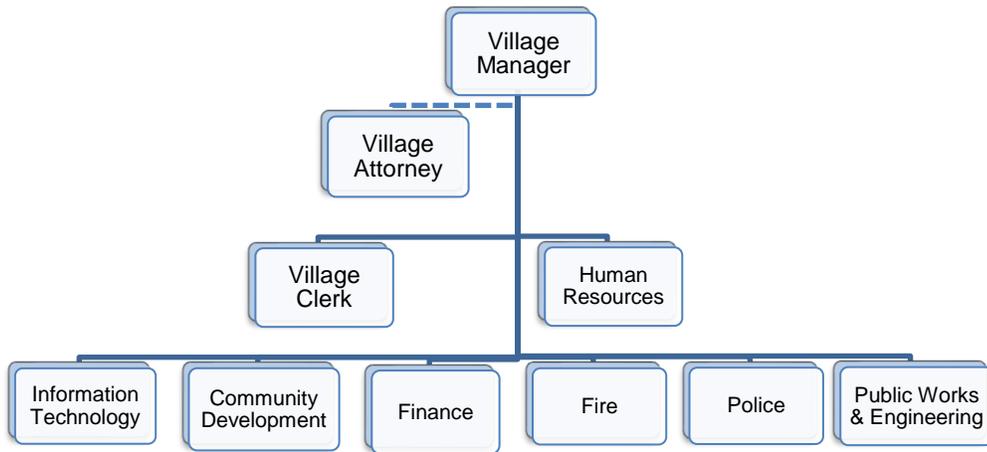
### 2021 ACCOMPLISHMENTS

1. Worked with Village Board to select development project for old Huntley Square Property.
2. Reorganized Human Resources reporting by moving employees from Finance Department to Administration.
3. Coordinated Village's, internal and external, COVID-19 response with department heads.
4. Conducted Police Chief search and hired new Police Chief for Village.
5. Negotiated successor collective bargaining agreements with unions whose contracts expired (IAFF 4790, SEIU 73, MAP 378).
6. Co-managed the evolution of COVID-19 mitigation measure and response policies; oversaw pay administration, return to work procedures, and health screening protocol.
7. Expanded acceptable "socially distant" wellness programming in order to qualify for the highest level of rebates through insurance cooperative, to lower back-end claim costs, maximize program engagement, and encourage healthy habits for those on health plan.
8. Prepared for document disposal under current guidelines, organized files, and prepared future disposal categories.
9. Worked with area legislators to get state funds for local project.
10. Expanded HR involvement in payroll processes.
11. Facilitated staff development training including sexual harassment prevention and customer service.
12. Transitioned the Village's occupational health to a provider with both orthopedic specialists and an injury clinic for better services.

**2022 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.
6. Establish a new TIF District at Springhill Mall.
7. Review and reorganize Village Organization chart to improve efficiencies.
8. Complete a comprehensive update of all current non-union job descriptions and the Personnel Manual.
9. Implement a universal attendance and timekeeping system that integrates with the payroll software.
10. Coordinate Village-wide training seminars including the topics of harassment and discrimination prevention, supervisory skills, performance evaluations, and any other training focused on individual department needs.
11. Work with IT staff to develop and implement a staff intranet hub that will be able to fulfill the needs of all departments.
12. Implement an electronic onboarding program, and evaluate other workflow efficiencies.
13. Audit and update data integrity and system processes within the payroll software.
14. Work with a consulting firm to draft a compensation philosophy.
15. Explore employee performance evaluation programs that will work for all departments and unions.

ORGANIZATIONAL CHART



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001110 - ADMINISTRATION</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	85,289	109,343	151,102	120,000	331,126
50040	LONGEVITY	-	40	132	132	375
50050	ATTENDANCE INCENTIVE	225	1,000	1,325	1,325	1,350
50075	PART TIME/SEASONAL	678	-	23,251	-	30,751
	<b>TOTAL</b>	<b>86,193</b>	<b>110,383</b>	<b>175,810</b>	<b>121,457</b>	<b>363,602</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	20,934	14,959	14,323	14,323	51,660
51140	IMRF	7,705	11,961	20,309	20,309	32,387
51160	FICA	4,774	6,422	9,898	9,898	20,392
51165	MEDICARE	1,116	1,513	2,541	2,541	5,083
51192	LIFE INSURANCE	-	-	-	-	-
	<b>TOTAL</b>	<b>34,529</b>	<b>34,855</b>	<b>47,071</b>	<b>47,071</b>	<b>109,522</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	-	30	3,500	3,000	3,500
52104	PRE-EMPLOYMENT SCREENINGS/EXAM	-	-	-	-	14,350
52125	PUBLIC INFORMATION	-	9,665	30,000	17,000	30,000
52155	DRUG SCREENING	-	-	-	-	3,000
52163	TRAINING/MEETINGS	695	228	5,700	2,500	7,500
52190	PROFESSIONAL SERVICE	-	24,586	35,000	15,000	40,000
52410	COMMUNICATIONS	110	622	-	500	500
53901	AWARDS & RECOGNITION	-	-	500	-	8,500
54101	JOB ADVERTISEMENTS	-	-	-	-	3,225
	<b>TOTAL</b>	<b>805</b>	<b>35,131</b>	<b>74,700</b>	<b>38,000</b>	<b>110,575</b>
<u>COMMODITIES/SUPPLIES</u>						
53620	SUPPLIES - OFFICE	485	1,040	1,000	500	1,000
53630	OPERATING SUPPLIES	-	-	1,000	500	1,000
	<b>TOTAL</b>	<b>485</b>	<b>1,040</b>	<b>2,000</b>	<b>1,000</b>	<b>2,000</b>
<u>CONTINGENCIES/OTHER</u>						
57100	CONTINGENCY	18,277	9,023	-	-	-
	<b>TOTAL</b>	<b>18,277</b>	<b>9,023</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>140,288</b>	<b>190,433</b>	<b>299,581</b>	<b>207,528</b>	<b>585,699</b>

**MISSION STATEMENT:** 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.

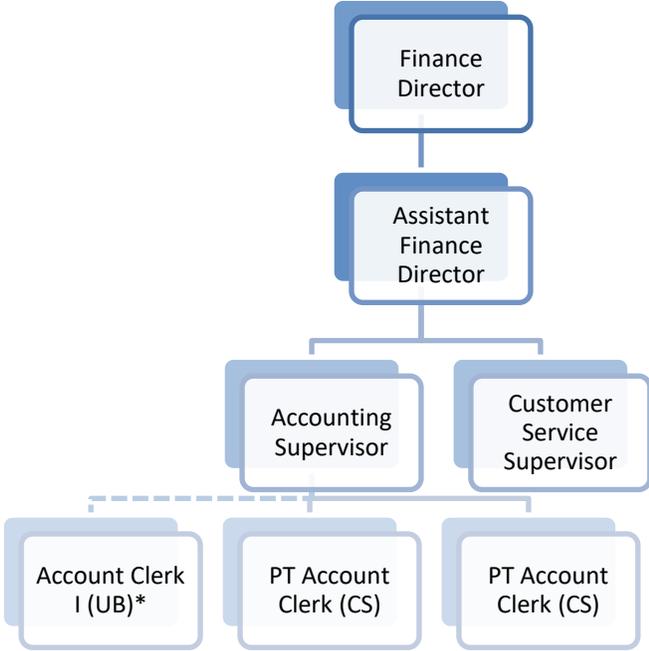
### 2021 ACCOMPLISHMENTS

1. Submitted the Village's audit to the GFOA's Certificate of Achievement Program (ACFR), Popular Annual Financial Report (PAFR), and the budget to the GFOA's Distinguished Budget Award Program. Received the Triple Crown Award from GFOA.
2. Actively invested in CD's, US Securities/Agencies and Municipal Securities as a part of a diversified investment plan to generate additional investment income.
3. Continued to implement more network friendly usage and eliminating the need for paper documents.
4. Hired 2 part-time Customer Service Clerks.

### 2022 OBJECTIVES

1. Continue to diversify investments to generate additional interest income 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 recommended changes to the Budget and the ACFR.
4. Continue to use network more effectively for storage of documents to eliminate the use of paper.
5. Continue to work on moving our Accounts Payable payment process to an ACH program to pay all vendors.

ORGANIZATIONAL CHART



KEY PERFORMANCE MEASURES/ SERVICE INDICATORS	Actual 2019	Actual 2020	Actual 2021
<b>A/P &amp; Payroll Activity</b>			
<b>Payroll checks processed</b>	6,090	6,158	5,415
<b>Accounts Payable checks issued</b>	3,115	3,158	2,915
<b>Purchase Orders issued</b>	81	103	110

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>001111 - FINANCE</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	127,203	137,180	145,182	145,182	34,389
50020	OVERTIME SALARIES	3,829	998	3,375	4,000	3,375
50040	LONGEVITY	497	595	610	610	428
50050	ATTENDANCE INCENTIVE	625	604	1,425	1,425	300
50075	PART TIME/SEASONAL	1,479	1,607	26,519	10,000	28,461
	<b>TOTAL</b>	<b>133,633</b>	<b>140,984</b>	<b>177,111</b>	<b>161,217</b>	<b>66,953</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	35,316	41,675	22,491	22,491	5,371
51140	IMRF	12,028	14,976	17,413	17,413	4,494
51160	FICA	7,796	8,214	10,959	10,959	4,602
51165	MEDICARE	1,823	1,923	2,563	2,563	1,076
	<b>TOTAL</b>	<b>56,963</b>	<b>66,787</b>	<b>53,426</b>	<b>53,426</b>	<b>15,543</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52012	ACCOUNTING SERVICES	281,945	308,424	271,020	271,020	278,251
52013	DUES & SUBSCRIPTIONS	405	839	3,700	2,500	2,600
52105	BANK CHARGES	1,229	1,964	1,700	2,000	2,000
52150	PHYSICAL EXAMS	155	134	150	150	-
52153	PRINTING	135	-	750	-	200
52157	POSTAGE MAILING	2,729	21,257	7,500	10,000	10,000
52163	TRAINING/MEETINGS	766	994	5,825	4,000	5,000
52190	PROFESSIONAL SERVICE	11,121	2,618	24,000	8,000	4,450
52325	MAINTENANCE-OFFICE EQUIPMENT	1,241	1,264	1,000	1,000	1,000
52410	COMMUNICATIONS	-	-	-	-	-
	<b>TOTAL</b>	<b>299,726</b>	<b>337,494</b>	<b>315,645</b>	<b>298,670</b>	<b>303,501</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53606	MINOR TOOLS - EQUIPMENT	-	-	1,000	-	1,000
53620	SUPPLIES - OFFICE	2,187	1,822	2,500	2,500	2,500
53901	MILESTONE AWARDS	425	-	100	-	-
	<b>TOTAL</b>	<b>2,612</b>	<b>1,822</b>	<b>3,600</b>	<b>2,500</b>	<b>3,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>492,934</b>	<b>547,087</b>	<b>549,782</b>	<b>515,813</b>	<b>389,497</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.

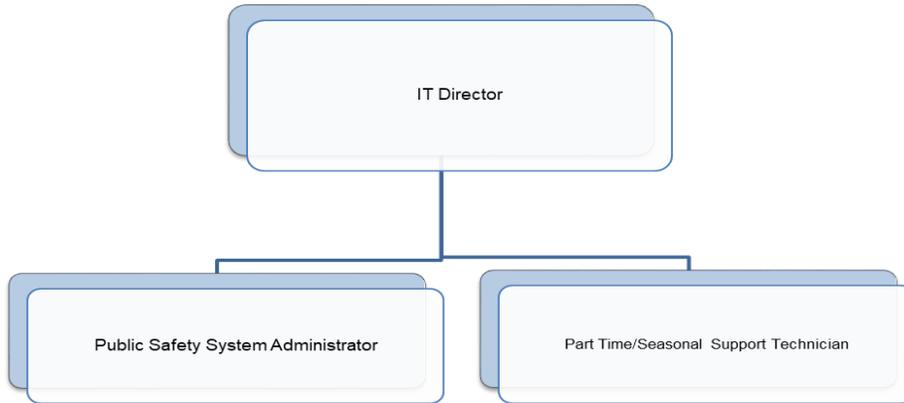
### **2021 ACCOMPLISHMENTS**

1. Added Milestone Xprotect Plus to replace multiple standalone video security systems.
2. Expanded access control to Police Department, Village Hall, and Wastewater facilities.
3. Reduced physical server infrastructure and expanded VXRail resources.
4. Upgraded Munis ERP 11.3 to Munis 2019.1.
5. Improved police evidence submission to states attorney's office.

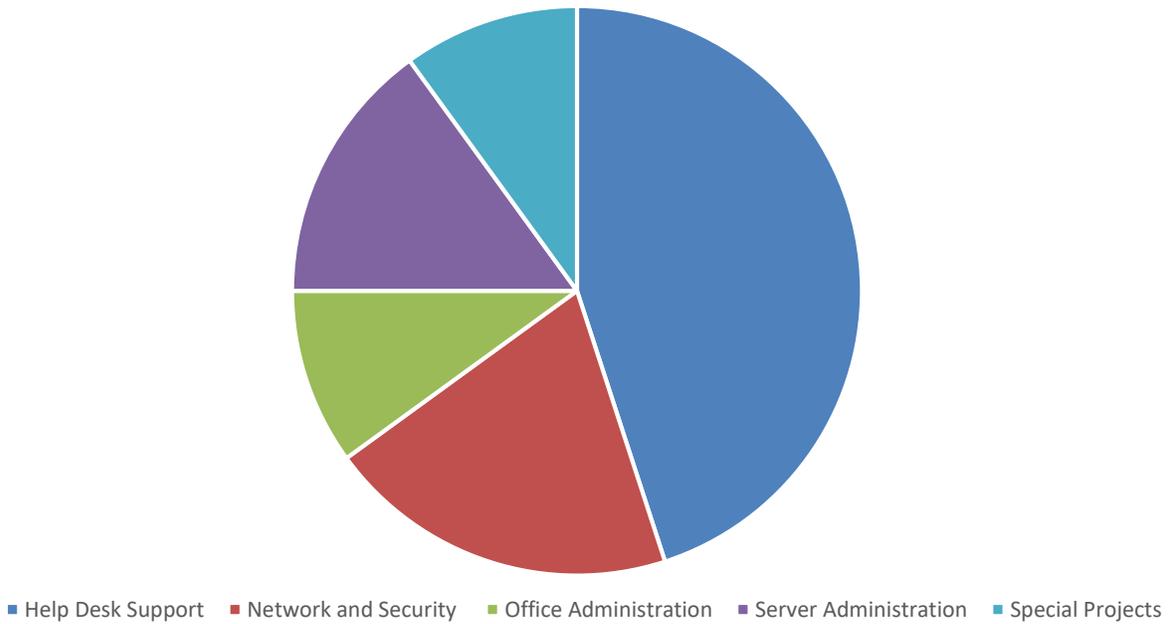
### **2022 OBJECTIVES**

1. Replace existing Xerox copier fleet COTG contract and reduce cost.
2. Replace and enhance police department interview and security cameras.
3. Explore implementation of Village intranet.
4. Upgrade and expand Laserfiche usage.
5. Work with departments to enhance and expand Munis application usage.

### Organizational Chart



### Functional Areas



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001112 - INFORMATION TECHNOLOGY</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	83,091	89,081	89,778	89,778	91,568
50020	OVERTIME SALARIES	-	-	5,200	-	2,000
50040	LONGEVITY	16	100	84	84	118
50050	ATTENDANCE INCENTIVE	238	783	425	425	425
	<b>TOTAL</b>	<b>83,344</b>	<b>89,965</b>	<b>95,487</b>	<b>90,287</b>	<b>94,111</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	18,827	16,953	18,730	18,730	19,572
51140	IMRF	7,577	9,719	11,067	11,067	9,556
51160	FICA	4,873	5,405	5,598	5,598	5,711
51165	MEDICARE	1,139	1,271	1,309	1,309	1,336
	<b>TOTAL</b>	<b>32,416</b>	<b>33,347</b>	<b>36,704</b>	<b>36,704</b>	<b>36,175</b>
<u>CONTRACTUAL SERVICES</u>						
52157	POSTAGE/MAILING	-	15	150	150	150
52163	TRAINING/MEETINGS	-	2,000	2,500	1,600	5,000
52999	OTHER CONTRACTUAL	-	-	65,000	30,000	-
52190	PROFESSIONAL SERVICE	128,031	160,282	119,436	115,000	-
52190 IT05	PROFESSIONAL SERVICE -LEGISLATIVE	-	-	-	-	1,413
52190 IT12	PROFESSIONAL SERVICE -IT	-	-	-	-	102,286
52190 IT50	PROFESSIONAL SERVICE -POLICE	-	-	-	-	39,868
52190 IT60	PROFESSIONAL SERVICE -FIRE	-	-	-	-	28,425
52190 IT70	PROFESSIONAL SERVICE -PUBLIC WORKS	-	-	-	-	2,131
52320	MAINTENANCE - MUNIS	68,963	71,228	65,000	74,053	85,000
52323	MAINTENANCE EQUIPMENT	8,872	7,183	10,000	10,000	-
52323 IT12	MAINTENANCE EQUIPMENT - IT	-	-	-	-	10,000
52410	MAINTENANCE EQUIPMENT - IT	4,662	36,561	49,000	42,000	-
52410 IT05	COMMUNICATIONS - LEGISLATIVE	-	-	-	-	480
52410 IT12	COMMUNICATIONS - IT	-	-	-	-	46,000
52410 IT45	COMMUNICATIONS - COMDEV	-	-	-	-	3,780
52410 IT50	COMMUNICATIONS - POLICE	-	-	-	-	13,680
52410 IT60	COMMUNICATIONS - FIRE	-	-	-	-	6,720
52410 IT70	COMMUNICATIONS - PUBLIC WORKS	-	-	-	-	7,100
52999 IT12	CONTRACTUAL - IT	-	-	-	-	65,000
	<b>TOTAL</b>	<b>210,528</b>	<b>277,269</b>	<b>311,086</b>	<b>272,803</b>	<b>417,033</b>
<u>COMMODITIES/SUPPLIES</u>						
53606	MINOR TOOLS - EQUIPMENT	12,804	33,968	32,500	20,000	-
53606 IT10	MINOR TOOLS - EQUIPMENT - ADMIN	-	-	-	-	15,000
53606 IT12	MINOR TOOLS - EQUIPMENT - IT	-	-	-	-	28,000
53608	COMPUTER	6,376	52,341	32,000	20,000	-
53608 IT12	COMPUTER - IT	-	-	-	-	20,000
53611 IT10	NETWORK SOFTWARE - ADMIN	-	-	-	-	24,495
53611 IT12	NETWORK SOFTWARE - IT	-	-	-	-	10,330
53611 IT50	NETWORK SOFTWARE - POLICE	-	-	-	-	19,744
53611	SUPPLIES - NETWORK SOFTWARE	1,151	-	26,065	10,000	-
53620	SUPPLIES - OFFICE	791	879	1,000	800	-
53620 IT12	SUPPLIES - OFFICE - IT	-	-	-	-	1,000
53630	OPERATING SUPPLIES	168	455	1,000	500	1,000
	<b>TOTAL</b>	<b>21,290</b>	<b>87,643</b>	<b>92,565</b>	<b>51,300</b>	<b>119,569</b>
	<b>DEPARTMENT TOTAL</b>	<b>347,578</b>	<b>488,223</b>	<b>535,842</b>	<b>451,094</b>	<b>666,888</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.

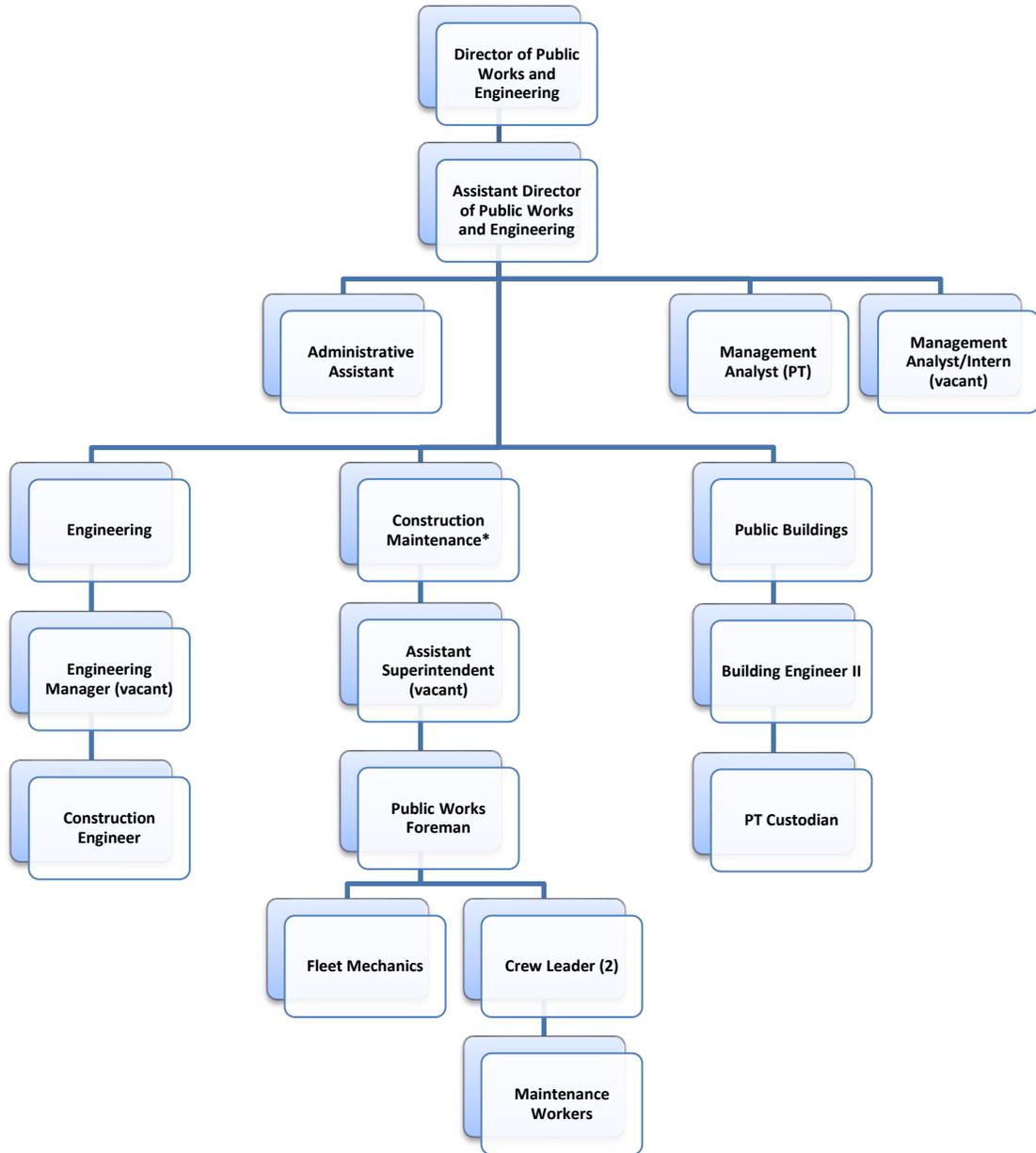
**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>001113 - GENERAL SERVICES</u></b>						
<b><u>PERSONNEL BENEFITS</u></b>						
51130	WELLNESS PROGRAM	5,379	20,846	4,500	4,000	4,500
51150	UNEMPLOYMENT	4,874	9,332	30,000	10,000	30,000
	<b>TOTAL</b>	<b>10,253</b>	<b>30,178</b>	<b>34,500</b>	<b>14,000</b>	<b>34,500</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52030	LEGAL FEES	103,773	85,642	125,000	75,000	125,000
52035	LEGAL RETAINER	144,171	128,728	160,000	132,500	160,000
52156	REFUSE - RESIDENTIAL	2,975,377	3,058,803	3,136,024	3,136,024	3,153,188
52157	POSTAGE/MAILING	5,507	38	6,000	6,000	6,000
52190	PROFESSIONAL SERVICE	69,711	33,816	-	55,000	-
52220	LIABILITY INSURANCE REIMBURSEM	583,800	612,990	612,990	612,990	463,191
52410	COMMUNICATIONS	55,621	4,215	-	-	-
	<b>TOTAL</b>	<b>3,937,960</b>	<b>3,924,232</b>	<b>4,040,014</b>	<b>4,017,514</b>	<b>3,907,379</b>
<b><u>TRANSFERS OUT</u></b>						
59030	TRANSFER TO DEBT SERVICE	316,450	318,200	318,200	316,450	318,600
59235	TRANS TO CAP EQUIP REPLACEMENT	539,000	1,900,000	1,297,000	1,297,000	3,396,600
59299	TRANSFER OUT TO FUND 299	314,550	5,500,000	3,899,129	3,899,129	10,000,000
59805	TRANSFER OUT TO TIF 5	-	-	-	-	2,000,000
59400	TRANSFER TO MFT	-	-	-	-	-
59998	TRANSFER TO INSURANCE FUND	-	-	-	-	-
	TRANSFERS OTHER	1,169	-	-	-	-
	<b>TOTAL</b>	<b>1,171,169</b>	<b>7,718,200</b>	<b>5,514,329</b>	<b>5,512,579</b>	<b>15,715,200</b>
	<b>DEPARTMENT TOTAL</b>	<b>5,119,382</b>	<b>11,672,610</b>	<b>9,588,843</b>	<b>9,544,093</b>	<b>19,657,079</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:** Building Maintenance 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 generators  
Electric re-heat units Village Hall 2<sup>nd</sup> floor, electric heat units at misc. buildings.  
Village Hall & Police Station 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  
Overhead Doors  
Exterior Windows  
Exterior building lights

**General Custodial Duties**

Facility Cleaning

**2021 ACCOMPLISHMENTS**

1. Village Hall & Police Station repairs to HVAC hot & cold deck termination boxes in office areas. Installed twenty-three (23) new pneumatic damper actuators and serviced dampers. Replaced twenty-three (23) single acting pneumatic thermostats that control the hot & cold deck termination boxes.
2. Village Hall & Police Station HVAC system replaced eight (8) pneumatic valves that control hot & cold water in office fan coil units. Replaced six (6) double acting pneumatic thermostats that control pneumatic valves in fan coil units.
3. Village Hall south lobby found hot & cold deck termination box installed backwards causing the heating and cooling to operate in reverse. Removed and reinstalled termination box.

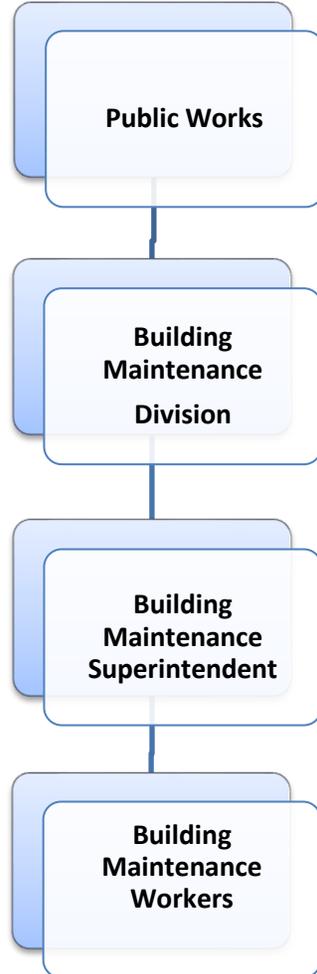
4. Village Hall & Police Station repaired multiple airline leaks within the HVAC pneumatic controls systems that caused improper operation of thermostats, pneumatic actuators and pneumatic valves.
5. Village Hall & Police Station determined that the HVAC pneumatics main control panel was not sending the correct air pressure to office thermostats that control fan coil unit pneumatic valves causing office spaces to overheat.
6. Village Hall & Police Station domestic water system located in the basement replaced eight (8) main line isolation valves.
7. Public Works Facility upgraded to LED light fixtures in the truck parking garage, fleet maintenance shops and wash bays. Utilized ComEd energy efficiency program.
8. Fire Stations 91, 92 & 93 upgraded to LED light fixtures interior and exterior. Utilized ComEd energy efficiency program.
9. Village Hall boardroom replaced carpeting and reupholstered benches.
10. Village Hall installed new ground sign in front of the building.

## **2022 OBJECTIVES**

1. Continue increased HVAC preventative maintenance at Village Hall, Police Station, Fire Stations, Public Works Facility, Water Facility, Wastewater Facility and remote facilities.
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. Public Works Facility look into additional ComEd energy efficiency programs to finish LED upgrades for building interior and exterior ground sign lighting and open bin storage area.
4. Village Hall & Police Station analyze additional HVAC pneumatic control work. Analyze main pneumatic control panel operation to gain additional operational control of heating 3-way valve and outside air re-set, supply & exhaust air handler numerous pneumatic actuators operation.
5. Village Hall & Police Station extensive boiler inspections and maintenance. Flush out the waterside of the boilers, pressure test the boilers, remove some external covers and visually look for potential water leaks or weak spots. Try to determine how much life is left in the boilers and if any major repairs are needed. Replace five (5) isolation valves on the boilers.

**ORGANIZATIONAL CHART**

*See prior page for entire Public Works – General Fund Organizational Chart*



## GENERAL FUND

## BUILDING MAINTENANCE DIVISION

KEY PERFORMANCE MEASURES/ SERVICE INDICATORS	Unit of Measurement	2019 Actual	2020 Actual	2021 Actual
<b>HVAC / Mechanical Systems VH/PD</b>	Hours	596	697	1,020
<b>Plumbing VH/PD</b>	Hours	20	108	110
<b>Electrical VH/PD</b>	Hours	53	58	88
<b>General Maintenance VH/PD</b>	Hours	1,095	803	857
<b>Grounds Maintenance VH/PD</b>	Hours	115	86	78
<b>Janitorial VH/PD</b>	Hours	2,769	2,687	2,702
<b>Administration / Paper Work</b>	Hours	771	1045	1,125
<b>Snow / Ice Control VH/PD</b>	Hours	51	22	35
<b>HVAC / Mechanical Systems PW</b>	Hours	409	266	310
<b>Plumbing PW</b>	Hours	68	40	110
<b>Electrical PW</b>	Hours	91	46	102
<b>General Maintenance PW</b>	Hours	194	146	152
<b>Janitorial PW</b>	Hours	232	631	687
<b>Rod / Flush Building Sewer Lines F.S. 91</b>	Hours	131	103	112
<b>HVAC / Mechanical Systems F.S. 91</b>	Hours	143	113	138
<b>Plumbing F.S. 91</b>	Hours	9	18	26
<b>Electrical F.S. 91</b>	Hours	94	31	82
<b>General Maintenance F.S. 91</b>	Hours	64	29.5	48
<b>Rod / Flush Building Sewer Lines F.S. 92</b>	Hours	0	1	1
<b>HVAC / Mechanical Systems F.S. 92</b>	Hours	137	105	123
<b>Plumbing F.S. 92</b>	Hours	23	9.5	12
<b>Electrical F.S. 92</b>	Hours	33	9	12
<b>General Maintenance F.S. 92</b>	Hours	11	22	21
<b>Rod / Flush Building Sewer Lines F.S. 93</b>	Hours	26	43	46
<b>HVAC / Mechanical Systems F.S. 93</b>	Hours	226	216	245
<b>Plumbing F.S. 93</b>	Hours	44	33.5	44
<b>Electrical F.S. 93</b>	Hours	23	19	39
<b>General Maintenance F.S. 93</b>	Hours	108	39	63

VH/PD = Village Hall/Police Department

PW = Public Works

FS = Fire Station

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001115 - PUBLIC BUILDINGS</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	160,541	159,965	212,869	160,167	235,782
50020	OVERTIME SALARIES	6,074	4,989	7,000	6,500	10,000
50040	LONGEVITY	360	424	504	504	675
50050	ATTENDANCE INCENTIVE	1,000	1,150	1,350	1,350	2,370
50075	PART TIME/SEASONAL	49,062	51,389	53,023	53,023	54,144
	<b>TOTAL</b>	<b>217,037</b>	<b>217,916</b>	<b>274,746</b>	<b>221,544</b>	<b>302,971</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	41,447	38,893	38,137	38,137	48,321
51140	IMRF	17,269	20,524	26,616	26,616	26,321
51160	FICA	13,093	13,361	17,034	17,034	18,784
51165	MEDICARE	3,062	3,132	3,984	3,984	4,393
	<b>TOTAL</b>	<b>74,872</b>	<b>75,910</b>	<b>85,771</b>	<b>85,771</b>	<b>97,819</b>
<u>CONTRACTUAL SERVICES</u>						
52150	PHYSICAL EXAMS	475	-	240	240	-
52190	PROFESSIONAL SERVICE	1,389	916	2,600	2,600	2,600
52310	MAINT BUILDINGS & GROUNDS	45,231	42,326	69,000	59,000	69,000
52323	MAINTENANCE EQUIPMENT	30,823	31,501	51,000	34,000	51,000
52409	HEATING	7,840	8,180	8,000	8,000	8,000
52410	COMMUNICATIONS	1,362	1,454	1,600	1,500	-
	<b>TOTAL</b>	<b>87,119</b>	<b>84,377</b>	<b>132,440</b>	<b>105,340</b>	<b>130,600</b>
<u>COMMODITIES/SUPPLIES</u>						
53606	MINOR TOOLS - EQUIPMENT	4,643	368	4,900	4,900	5,000
53630	OPERATING SUPPLIES	22,237	17,243	30,000	24,000	30,000
53651	SUPPLIES - CLOTHING	1,694	-	2,500	1,000	1,200
53901	AWARDS & RECOGNITION	-	-	-	-	-
	<b>TOTAL</b>	<b>28,574</b>	<b>17,610</b>	<b>37,400</b>	<b>29,900</b>	<b>36,200</b>
<u>EQUIPMENT</u>						
55799	IMPROVEMENTS	-	86,917	100,000	67,200	100,000
	<b>TOTAL</b>	<b>-</b>	<b>86,917</b>	<b>100,000</b>	<b>67,200</b>	<b>100,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>407,602</b>	<b>482,730</b>	<b>630,357</b>	<b>509,755</b>	<b>667,590</b>

The Engineering Division provides to following the managing and completion of the following functions:

- 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.

**2021 ACCOMPLISHMENTS**

1. Awarded design contracts and complete the preparation of engineering plans and bid documents for capital projects identified within the 2021 Capital and MFT Funds.
2. Maintained and updated the 5-year Capital Improvement Plan and Pavement Condition Survey.
3. Submitted grant funding application for Kane County Development funding, Surface Transportation Program funding, and Illinois Department of Commerce and Economic Opportunity.
4. Completed plan reviews of private developer permit improvements.
5. Completed 913 residential and commercial permit inspections.
6. Reviewed and approved the reduction and release of developer bonds and letters of credit.

**2022 OBJECTIVES**

1. Award design contracts and complete the preparation of engineering plans and bid documents for all capital projects identified within the 2022 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 reviews of private developer permit improvements.
5. Complete residential and commercial permit inspections.
6. Review and approve the reduction and release of developer bonds and letters of credit.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>001140 - ENGINEERING</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	923	115,113	117,483	117,000	119,826
50040	LONGEVITY	-	546	516	516	806
50050	ATTENDANCE INCENTIVE	-	1,163	620	1,000	744
	<b>TOTAL</b>	<b>923</b>	<b>116,822</b>	<b>118,619</b>	<b>118,516</b>	<b>121,376</b>
 <b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	-	42,682	25,783	25,783	27,649
51140	IMRF	100	12,615	12,882	12,882	11,919
51160	FICA	56	6,984	7,354	7,354	7,525
51165	MEDICARE	13	1,659	1,720	1,720	1,760
	<b>TOTAL</b>	<b>169</b>	<b>63,940</b>	<b>47,739</b>	<b>47,739</b>	<b>48,853</b>
 <b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	-	437	510	400	500
52163	TRAINING/MEETINGS	-	-	1,800	150	1,800
52190	PROFESSIONAL SERVICE	-	25,293	29,000	24,000	29,000
52410	COMMUNICATIONS	-	857	1,400	613	-
	<b>TOTAL</b>	<b>-</b>	<b>26,587</b>	<b>32,710</b>	<b>25,163</b>	<b>31,300</b>
 <b><u>COMMODITIES/SUPPLIES</u></b>						
53606	MINOR TOOLS - EQUIPMENT	-	-	200	200	200
53620	SUPPLIES - OFFICE	-	5,518	5,090	3,100	3,500
	<b>TOTAL</b>	<b>-</b>	<b>5,518</b>	<b>5,290</b>	<b>3,300</b>	<b>3,700</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,092</b>	<b>212,868</b>	<b>204,358</b>	<b>194,718</b>	<b>205,229</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 twenty (20) areas in five parks with an additional six sitting areas.

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

**Pavilions** – Maintenance of two (2) pavilions and one (1) stage in Carpenter Park. Maintenance of one (1) pavilion in Timothy McNamee Memorial 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 one (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 (2) 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 five (5) Village of Carpentersville entrance signs, four (4) neighborhood entrance signs, and the "Old Town" monument sign on Main Street & IL. Rte. 31.

## 2021 ACCOMPLISHMENTS

1. Aerate and over-seeded Carpenter Park.
2. Install new limestone screenings on the Carpenter Park baseball field-warning track.
3. Reset and apply locking sand on the first row of engraved bricks at Veterans Gardens.
4. Tri-Cities Little League utilized Carpenter Park baseball field.
5. Removed three (3) dead trees in Carpenter Park.
6. Assisted the Chicago Area Mountain Bikers Association (CAMBr) in the continued development of the Keith Andres Memorial Bike Park trail system.
7. Install a new mounting plate on the front of the Carpenter Park stage.
8. Assist with five (5) special events. Arbor Day, Blind Flight, National Night Out, Fall Fest, and the Winterville celebration.
9. Prepared bid specifications and publicly advertised a contract for the Annual Ground Maintenance services.

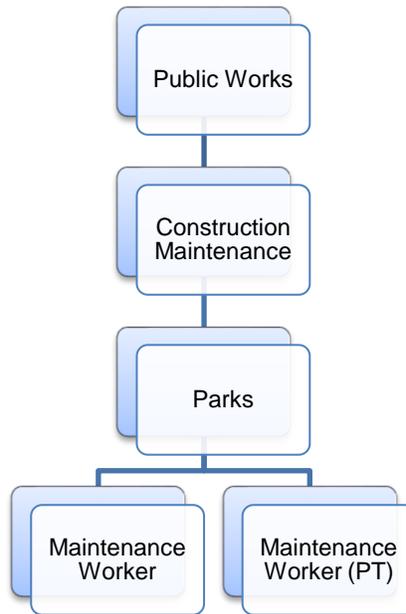
10. Assist the Fish Food Pantry with the installation of a donated Park Bench in Carpenter Park.
11. Contractually installed new gazebo at Timothy R. McNamee Memorial Park.
12. Install holiday lighting at Carpenter Park.
13. Village observed Veterans Day at Veterans Gardens.

## 2022 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 run 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 (6) 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. 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 (CAMBr) 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 as necessary.
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 organize 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 2019	Actual 2020	Actual 2021
Site Park Permits	Permits Issued	16	20	52
Snow & Ice Control	Man Hours	235	301	284
Storm Cleanup	Man Hours	183	184	89
Park Cleanup	Man Hours	1172	463	1160
Tree Maintenance	Man Hours	129	117	26
Playground Equip. Repair	Man Hours	60	64	8
Picnic Site Repair	Man Hours	155	135	135
Entrance Sign Maintenance	Man Hours	100	90	90
Grounds Maintenance	Man Hours	452	498	310
Vet. Garden Maintenance	Man Hours	226	231	80
Structure Maintenance	Man Hours	102	8	8
Graffiti Removal	Man Hours	11	14	16
Labor Pool (provided)	Man Hours	61	123	123
Special Events	Man Hours	380	0	225
Material Hauling	Man Hours	40	62	24
Tool & Equipment Repair	Man Hours	70	52	52
Training	Man Hours	64	16	16
Administration	Man Hours	112	112	96

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001220 - PARKS</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	74,096	59,568	66,049	6,000	69,012
50020	OVERTIME SALARIES	16,827	2,629	8,000	10,000	9,000
50040	LONGEVITY	800	800	40	40	80
50050	ATTENDANCE INCENTIVE	600	600	800	800	900
50075	PART TIME/SEASONAL	35,662	28,724	59,085	59,085	59,085
	<b>TOTAL</b>	<b>127,985</b>	<b>92,322</b>	<b>133,974</b>	<b>75,925</b>	<b>138,077</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	22,310	16,631	16,950	16,950	2,000
51140	IMRF	11,579	10,108	12,986	12,986	12,145
51160	FICA	7,543	5,638	8,306	8,306	8,561
51165	MEDICARE	1,764	1,329	1,934	1,934	2,002
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	-	-	-
	<b>TOTAL</b>	<b>43,196</b>	<b>33,706</b>	<b>40,176</b>	<b>40,176</b>	<b>24,708</b>
<u>CONTRACTUAL SERVICES</u>						
52150	PHYSICAL EXAMS	125	195	300	300	-
52190	PROFESSIONAL SERVICE	6,030	6,861	8,000	8,000	8,000
52310	MAINT BUILDING & GROUNDS	14,023	18,813	18,000	18,000	18,000
52410	COMMUNICATIONS	-	-	200	200	-
52740	TREE/LAWN CARE	61,585	65,600	65,000	65,000	65,000
52901	RENTALS	-	610	2,000	1,200	2,000
	<b>TOTAL</b>	<b>81,762</b>	<b>92,079</b>	<b>93,500</b>	<b>92,700</b>	<b>93,000</b>
<u>COMMODITIES/SUPPLIES</u>						
53102	STREET MATERIALS	3,166	3,600	5,000	3,000	3,000
53606	MINOR TOOLS - EQUIPMENT	5,148	4,200	6,000	7,190	6,000
53630	OPERATING SUPPLIES	7,612	10,843	12,000	13,000	13,000
	<b>TOTAL</b>	<b>15,926</b>	<b>18,643</b>	<b>23,000</b>	<b>23,190</b>	<b>22,000</b>
<u>EQUIPMENT</u>						
<b>IMPROVEMENTS</b>						
55799	60008 VIDEO GAMING PROJECTS	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>268,870</b>	<b>236,749</b>	<b>290,650</b>	<b>231,991</b>	<b>277,785</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

### **2021 ACCOMPLISHMENTS**

1. Milled and paved using hot-mix asphalt (1,200 feet) of pavement on Hampton Drive.
2. Milled and paved using hot-mix asphalt (300 feet) of pavement on Edwards Avenue.
3. Patched thirty-four (34) locations using hot-mix asphalt from utility repairs.
4. Saw cut and removed thirty-three (33) failed pavement areas in need of road patching.
5. Installed, watered, mulched, and edged 104 parkway trees as part of the in-house spring/fall tree-planting program.
6. Performed 162 restorations at various locations.
7. Removed sixty-three (63) dead or diseased trees from Village parkways.
8. Stump ground and restored 126 tree stumps with topsoil, seed, and blanket.
9. Contractually trimmed all the parkway trees in the Shenandoah Subdivision, Providence Point Unit 1 & 2 Subdivision, Miller Road from Sleepy Hollow Road to Randall Road and Bristol Court.
10. Contractual removed hazardous trees on Williams Road along the east right- of- way from the Kimball Street Lift Station to the gravel parking area.

11. Contractual removed hazardous trees on the east side of North Lincoln Avenue from the Otto parking lot the Fox River dam.
12. Contractual removed hazardous trees along the north side of Kings Road from 122 Kings Road to Williams Road.
13. Removed all debris, garbage and junk from the old M&M stone building.
14. Trained four (4) new Construction Maintenance employees.
15. Produced and installed 291 signs regulatory and informational signs.
16. Produced and installed 360 street name signs.
17. Produced 171 different stickers for banners and special event signage.
18. 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.
19. Continued the contractual snowplowing contract.
20. Continued contractual street sweeping contract.
21. Purchase of two (2) new dump trucks with snowplows, salt spreaders and pre-wet packages.
22. Contributed and helped organize many special events throughout the year. Arbor Day Event, Blind Flight Beer tasting event, National Night Out, Fall Fest and the Winterville celebration.
23. Re-established drainage ditch on Briarwood Drive and on Elmwood Drive. Installed fabric and cobblestone rip-rap.

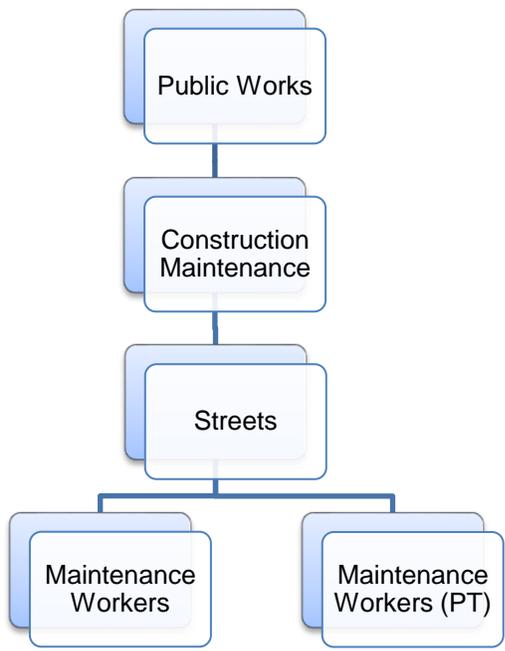
**2022 OBJECTIVES**

1. Increase the street sweeping level of service west of route 31 with the purchase of a new street sweeper.
2. Continue to publicly advertise and award a contract for contractual tree trimming/removal program.
3. Continue to expand upon the In-House tree-planting program.
4. 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.
5. Continue to publicly advertise and award a contract for street sweeping services. The Village will be swept a total of ten (10) times a year.

6. Continue to publicly advertise and award a contract for the annual crack-sealing program.
7. Continue to publicly advertise and award a contract for the annual street striping program.
8. Continue to award a contract for snow removal services.
9. Maintain the integrity of staff by means of cross- training and sharing resources with other Divisions within the Public Works Department.
10. Continue to reposition the Village's electronic speed sign boards as determined by the Police Department.
11. Purchase a new street sweeper, and front-end loader.
12. Continue assistance with Community Events.
13. Continue to work on the Village's new branding logo in the form of street name change-outs and banner replacements.
14. Expand the Divisions In-house tree-trimming program.

**ORGANIZATIONAL CHART**

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



**GENERAL FUND**

**CONSTRUCTION MAINTENANCE -  
STREET DIVISION**

<b>KEY PERFORMANCE MEASURES/SERVICE INDICATORS</b>	<b>Unit of Measurement</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>
<b>Snow / Ice</b>	Hours	1,311	1,216	1,342
<b>Dead Animal Pickup</b>	Number of	150	52	136
<b>Street Light Maintenance</b>	Hours	90	12	105
<b>Debris Pickup</b>	Hours	305	317	451
<b>Storm Damage Cleanup</b>	Hours	454	389	607
<b>Catch basins / Flooding</b>	Hours	261	234	249
<b>Street Sweeping</b>	Hours	110	120	120
<b>Paving</b>	Hours	454	545	216
	Lane Miles	1.0	1.0	0
<b>Milling/Grinding</b>	Hours	752	801	80
	Lane Miles	2.0	2.0	N/A
<b>Pavement</b>	Tons	975	747	185
<b>Patching/Pot Holes</b>	Tons	500	300	169
<b>Utility Restoration</b>	Tons	389	463	487
<b>Roadside Restoration</b>	Hours	152	351	1,451
<b>Ditch Work</b>	Hours	80	165	401
<b>Road Base Repairs</b>	Hours	1,100	1,237	439
<b>Concrete</b>	Hours	59	84	80
<b>Restorations / Dirt &amp; seed</b>	Hours	630	852	984
<b>Signs made</b>	Hours	1,123	685	856
	Number of	675	451	505
<b>Signs installed</b>	Hours	480	651	326
	Number of	502	502	353
<b>Painting Stop Bars / Crosswalks</b>	Hours	52	71	90
<b>Cross Walk Symbols</b>	Number of	21	67	0
<b>Painting Center / Edge Lines (contractual)</b>	Footage	139,646	0	139,646
<b>Graffiti Removal / Signs</b>	Hours	16	17	15
<b>Graffiti Removal / Pavement</b>	Hours	3	12	2
<b>Main Street Banners</b>	Hours	225	225	80
<b>Tree Trimming</b>	Hours	325	276	176
<b>Tree Removal (in house)</b>	Hours	289	289	296
<b>(in house)</b>	Number of	82	72	123
<b>(contractual)</b>	Number of	54	48	225
<b>Stump Removal</b>	Hours	563	302	286
	Number of	115	71	139
<b>Tree Installations (in house)</b>	Number of	24	65	134
<b>(contractual)</b>		38	0	0

<b>KEY PERFORMANCE MEASURES/SERVICE INDICATORS</b>	<b>Unit of Measurement</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>
<b>Special Events</b>	Hours	565	0	1,262
<b>Building Maintenance &amp; Cleanup</b>	Hours	578	636	736
<b>Truck Maintenance</b>	Hours	360	281	481
<b>Material Hauling</b>	Hours	85	246	246
<b>Mailbox Repair</b>	Hours	32	40	40
<b>Training (In House)</b>	Hours	107	205	205
<b>Roadside Cleanup</b>	Hours	120	120	221
<b>Miscellaneous Duties of 100 hours or less</b>	Hours	400	400	400
<b>Administrative</b>	Hours	1,044	1,044	1,044

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001370 - STREET DEPARTMENT</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	936,821	789,075	896,639	896,639	979,409
50020	OVERTIME SALARIES	79,035	74,655	75,000	120,000	80,000
50040	LONGEVITY	5,221	3,723	4,736	4,736	5,129
50050	ATTENDANCE INCENTIVE	3,308	5,774	9,128	9,128	10,954
50075	PART TIME/SEASONAL	18,326	2,602	133,485	25,000	131,236
	<b>TOTAL</b>	<b>1,042,710</b>	<b>875,829</b>	<b>1,118,988</b>	<b>1,055,503</b>	<b>1,206,728</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	278,944	221,402	180,132	180,132	169,752
51140	IMRF	106,655	93,026	119,403	119,403	116,534
51160	FICA	61,322	52,252	69,377	69,377	74,817
51165	MEDICARE	14,341	12,282	16,225	16,225	17,498
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	-	-	-
	<b>TOTAL</b>	<b>461,262</b>	<b>378,962</b>	<b>385,137</b>	<b>385,137</b>	<b>378,601</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	4,988	3,976	5,500	5,000	5,500
52150	PHYSICAL EXAMS	1,410	993	2,000	1,500	-
52154	NOTICES/PUBLICATIONS	325	975	500	1,800	500
52156	REFUSE DISPOSAL	82,285	74,017	85,000	55,000	64,725
52163	TRAINING/MEETINGS	3,272	4,106	10,000	7,000	10,000
52190	PROFESSIONAL SERVICE	255,604	196,937	225,000	215,000	205,000
52310	MAINT BUILDING & GROUNDS	63,416	67,287	82,000	82,000	82,000
52323	MAINTENANCE EQUIPMENT	7,955	240	5,000	5,000	5,000
52328	MAINTENANCE-STREET LIGHTS	54,473	49,671	50,000	30,000	30,000
52330	MAINTENANCE-TRAFFIC SIGNAL	24,614	29,182	27,000	27,000	27,000
52333	MAINTENANCE - VEHICLES	23,538	36,365	17,000	17,000	17,000
52409	HEATING	-	-	-	-	-
52410	COMMUNICATIONS	2,788	1,383	2,500	2,500	-
52740	TREE/LAWN CARE	83,775	83,926	85,000	82,000	85,000
52744	TREE REPLACEMENT PROGRAM	73,288	74,700	75,000	75,000	80,000
52762	STREET MAINTENANCE	87,600	-	100,000	35,000	100,000
52901	RENTALS	120	120	2,000	1,000	2,000
	<b>TOTAL</b>	<b>769,452</b>	<b>623,877</b>	<b>773,500</b>	<b>641,800</b>	<b>713,725</b>
<u>COMMODITIES/SUPPLIES</u>						
53100	MATERIALS - BUILDING	13,063	8,383	12,000	12,000	12,000
53102	STREET MATERIALS	112,758	97,275	130,000	70,000	80,000
53600	SUPPLIES - AUTOMOTIVE	143	1,231	2,000	2,000	2,000
53606	MINOR TOOLS - EQUIPMENT	13,606	14,085	15,000	15,000	15,000
53620	SUPPLIES-OFFICE	2,097	2,324	3,500	1,500	3,000
53630	OPERATING SUPPLIES	59,342	49,731	65,000	65,000	65,000
	<b>TOTAL</b>	<b>201,009</b>	<b>173,029</b>	<b>227,500</b>	<b>165,500</b>	<b>177,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,474,432</b>	<b>2,051,697</b>	<b>2,505,125</b>	<b>2,247,940</b>	<b>2,476,054</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.

### 2021 ACCOMPLISHMENTS

1. Utilized the State of Illinois Sourcewell Purchasing Alliance to secure the lowest pricing for parts and equipment.
2. Provided training for staff to advance their knowledge, skills and abilities by attending workshops related to the maintenance and repair of Village vehicles and equipment. Limited training due to Covid-19.
3. Successfully assisted in the purchasing and disposing of 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.) – 429  
Unscheduled Repairs – 190  
Scheduled Repairs – 991

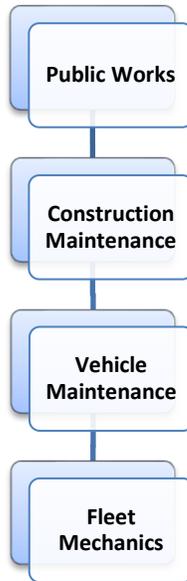
### 2022 OBJECTIVES

1. Continue to provide timely preventative maintenance to the entire municipal fleet.
2. Continue to provide accurate diagnostics and timely repairs to the entire municipal fleet.
3. Continue too proactively reduce costs by participating in State and National procurement programs such as Illinois Sourcewell Corporative Purchasing Alliance and the Suburban Purchasing Cooperative.

- 4. Continue to train and develop mechanics in all areas of vehicle, truck and emergency vehicle repair.

**ORGANIZATIONAL CHART**

*See page 83 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 2019</b>	<b>Actual Jobs / Labor 2020</b>	<b>Actual Jobs / Labor 2021</b>
<b>LOF</b>	366/940	339/946	429/1149.5
<b>Inspection</b>	36/83.5	22/62.5	16/62.5
<b>Trans Service</b>	20/22.5	13/14.5	13/53
<b>Tires, Tubes, etc.</b>	51/80.5	60/92	71/128
<b>A/C, Heat, Vent</b>	18/41	19/41.5	24/59.5
<b>Cab &amp; Sheet Metal</b>	23/43.5	24/65	21/43.5
<b>Instruments</b>	5/13	8/12	10/23.5
<b>Axles, Front –Non Drive</b>	1/2	1/1	7/21.5
<b>Axles, Rear –Non Drive</b>	1/20	0/0	1/2
<b>Brakes</b>	63/203	46/146.5	46/146.5
<b>Frame</b>	4/13.5	1/2	3/8
<b>Steering</b>	23/54	7/17.50	13/37.5
<b>Suspension</b>	19/44.5	20/59	19/49.5
<b>Wheels, Rims, Hubs</b>	2/9.5	1/1	6/16
<b>Auto Chassis Lube</b>	5/8	5/8	5/8
<b>Axels, Rear -Drive</b>	2/9	2/3	6/11.5
<b>Drive Line</b>	1/1	2/6.5	1/5
<b>Transmission Auto</b>	4/7	4/6	6/18.5
<b>Charging System</b>	5/10.5	4/13	18/33.5
<b>Cranking System</b>	39/62.5	33/58.5	40/60
<b>Ignition System</b>	6/9	12/39.5	12/34
<b>Lighting System</b>	54/84	49/106	61/98.5
<b>Air Intake System</b>	5/3	6/18.5	10/19
<b>Cooling System</b>	14/27.5	16/34	26/63
<b>Exhaust System</b>	23/57.5	18/48	21/49.5
<b>Fuel System</b>	12/21.5	8/27.5	33/72
<b>Power Plant</b>	11/21.5	24/44.5	17/42
<b>General Accessories</b>	17/35	14/79.5	16/37
<b>Electrical Accessories</b>	26/64	17/54	18/63
<b>Expendables</b>	0/0	1/2	5/11
<b>Horn System</b>	1/2	3/6	3/6
<b>Cargo Handling</b>	2/7	3/6.5	2/7.5

**GENERAL FUND**

**CONSTRUCTION MAINTENANCE -  
VEHICLE MAINTENANCE DIVISION**

<b>KEY PERFORMANCE MEASURES/SERVICE INDICATORS</b>	<b>Actual Jobs / Labor 2019</b>	<b>Actual Jobs / Labor 2020</b>	<b>Actual Jobs / Labor 2021</b>
<b>Coupling System</b>	0	2/3.5	1/1.5
<b>Hydraulic System</b>	31/85	22/59.5	36/107
<b>Body</b>	31/57.5	33/76	38/110.5
<b>Trim &amp; Miscellaneous</b>	5/9	1/1	2/2
<b>Safety Devices</b>	28/44.5	42/65.25	32/44.5
<b>Heating Unit</b>	0/0	0/0	1/5
<b>Blower</b>	0/0	0/0	0/0
<b>Engine - Auxiliary</b>	2/5.5	2/11.5	5/35.5
<b>Pump</b>	18/20.5	4/4.5	4/6
<b>Valves - Regular</b>	1/3	3/8.5	2/5
<b>Miscellaneous Repairs</b>	33/73.5	45/99	31/87.5
<b>Supervision</b>	12/253	12/484	12/252
<b>Fueling - All</b>	1 hour	1 hour	1 hour
<b>Inspection - All</b>	189 hours	398 hours	398 hours
<b>Tires &amp; Tubes - All</b>	1/1	1/2	1/2
<b>Parts Pickup</b>	171 hours	194.5 hours	258 hours
<b>Parts Handling</b>	127.5 hours	235 hours	146 hours
<b>Shop Equipment</b>	6 hours	4 hours	20 hours
<b>Yardwork - Maintenance</b>	3 hours	8 hours	3 hours
<b>Building &amp; Grounds</b>	2 hours	2 hours	20 hours
<b>Cleaning</b>	74 hours	30 hours	139 hours
<b>Snow Removal</b>	2 hours	2 hours	6 hours
<b>Training</b>	16.5 hours	24 hours	50 hours
<b>Miscellaneous</b>	3 hours	3 hours	4 hours
<b>Operations</b>	664 hours	481 hours	985 hours
<b>Move Vehicles</b>	11.5 hours	12 hours	22.5 hours
<b>Unassigned</b>	2 hours	16.5	7
<b>Administration</b>	208 hours	208 hours	208 hours

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>001372 - VEHICLE MAINTENANCE</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	214,537	194,754	201,384	201,384	198,755
50020	OVERTIME SALARIES	2,875	1,524	3,800	3,000	3,800
50040	LONGEVITY	1,332	1,216	1,307	1,307	1,398
50050	ATTENDANCE INCENTIVE	332	152	1,824	1,824	2,052
	<b>TOTAL</b>	<b>219,076</b>	<b>197,646</b>	<b>208,315</b>	<b>207,515</b>	<b>206,005</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	55,078	29,800	30,329	30,329	31,643
51140	IMRF	19,190	20,839	22,623	22,623	20,230
51160	FICA	12,001	11,469	12,916	12,916	12,772
51165	MEDICARE	2,807	2,690	3,021	3,021	2,987
	<b>TOTAL</b>	<b>89,075</b>	<b>64,798</b>	<b>68,889</b>	<b>68,889</b>	<b>67,632</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	3,504	4,744	5,000	5,000	5,000
52150	PHYSICAL EXAMS	65	107	300	300	-
52163	TRAINING/MEETINGS	1,151	232	2,000	2,000	2,000
52190	PROFESSIONAL SERVICE	6,000	4,545	3,000	4,500	3,500
52333	MAINTENANCE - VEHICLES	65,753	71,391	70,000	60,000	70,000
52410	COMMUNICATIONS	177	584	600	600	-
	<b>TOTAL</b>	<b>76,650</b>	<b>81,602</b>	<b>80,900</b>	<b>72,400</b>	<b>80,500</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53600	PARTS - AUTOMOTIVE	137,927	147,023	150,000	150,000	150,000
53602	FLUIDS & LUBRICATION	15,106	16,531	20,000	20,000	20,000
53606	MINOR TOOLS - EQUIPMENT	8,925	7,497	9,000	9,000	9,000
53607	FUEL	189,512	121,442	200,000	210,000	220,000
53620	SUPPLIES - OFFICE	39	81	500	300	500
53630	OPERATING SUPPLIES	9,932	8,672	10,000	10,000	10,000
	<b>TOTAL</b>	<b>361,441</b>	<b>301,246</b>	<b>389,500</b>	<b>399,300</b>	<b>409,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>746,242</b>	<b>645,292</b>	<b>747,604</b>	<b>748,104</b>	<b>763,637</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.

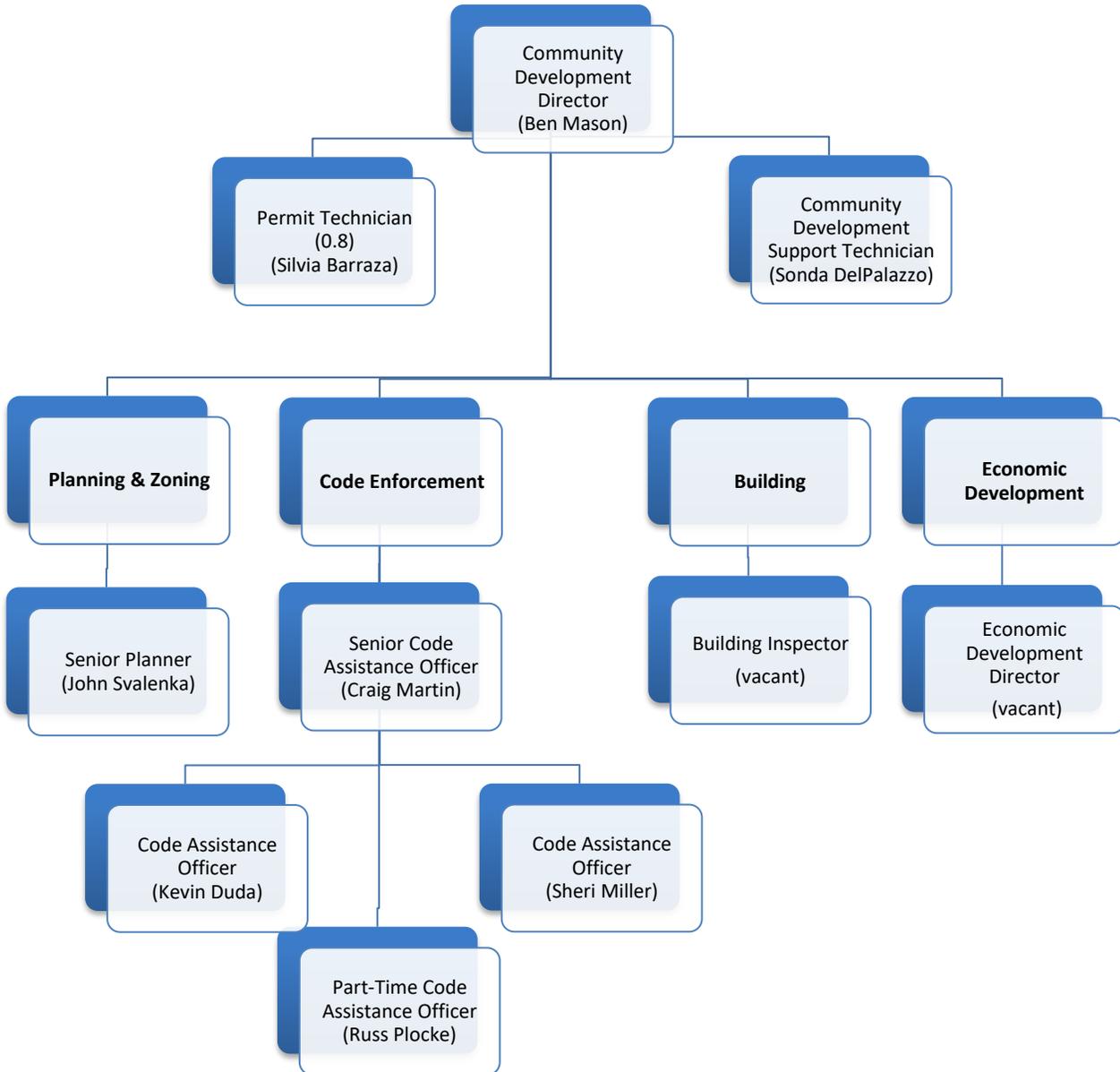
**2021 ACCOMPLISHMENTS**

1. Hired a planning consultant team to update the Village’s comprehensive plan.
2. Began process of developing master plan for public access to and use of the former M&M commercial property along the Fox River.
3. Identified a developer for redevelopment of the former Huntley Square site.
4. Obtained Village Board adoption of a zoning text amendment, to permit repurposing of the former Dominicks building on Randall Road for indoor self-storage.
5. Began process of closing down TIF 4 Spring Hill Mall, with intent of reestablishing new, more viable TIF district in the same general area of the community.
6. Hired a retail consultant team to assist with business recruitment.
7. Hired a part-time Code Assistance Officer.
8. Adopted newer 2018 version of the ICC Building and Life Safety Codes.
9. 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.
10. Code Assistance Officers provided assistance to Police Department CSOs as needed.
11. 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.
12. Continued to offer residents and contractors option for scheduling remote / virtual building inspections for a range of project categories.
13. Continued to offer residents and contractors option for submitting building permits electronically for a range of project categories.
14. Continued to conduct ordinance violation hearings using the Village of Carpentersville adjudication process in lieu of the Kane County Circuit Court where possible.
15. Obtained study on market feasibility for a hotel use as a redevelopment opportunity, that would complement the growing wedding and event industry being established by Brix on the Fox and its sister space Industria.

**2022 OBJECTIVES**

1. Complete process of major amendment to current comprehensive plan.
2. Facilitate Village Board review and adoption of Huntley Square / Iron Flats development proposal and redevelopment agreement.
3. Facilitate Village approval of a resolution to terminate TIF 4 Spring Hill Mall district, and adoption of a new, more viable TIF district for the area surrounding the mall property.
4. Arrange for Request for Proposals to be sent out, for engineering / planning consultant services to prepare construction drawings for implementation of the forthcoming M&M property master plan.
5. Identify available and appropriate site for an upscale hotel development in the community.
6. Implement a contractor licensing program, to improve oversight of contractors doing work in the village and provide additional protection to homeowners and businesses.
7. Continue to identify opportunities to streamline and improve the permit review process and customer service provided to residents, businesses, and rental property owners.
8. Explore opportunity for increasing synergy between commercial building permit process and new business licensing functions.
9. Continue to assist other Village Departments by:
  - a. Posting residences as uninhabitable for the Finance Department if water service has been terminated for non-payment.
  - b. Informing the Police Department of inoperable and junk vehicles.
  - c. Assist the Fire Department with code issues, when a structure has been compromised as the result of a fire.
  - d. Providing timely information on Occupancy Applications/New Businesses.
10. Continuously implement, review and update department SOPs.
11. Incorporate Citizen Self Service module (CSS) of MUNIS to expand capabilities for residents and contractors to more efficiently obtain permits online.
12. Consider implementation of new, streamlined annual building permit process, especially for new commercial construction, for a developer friendly approach to expediting project completion and the development review and permitting process.
13. 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.
14. Continue to concentrate on retail recruitment with the primary focus on the former Big Lots and former Carson Pirie Scott locations.

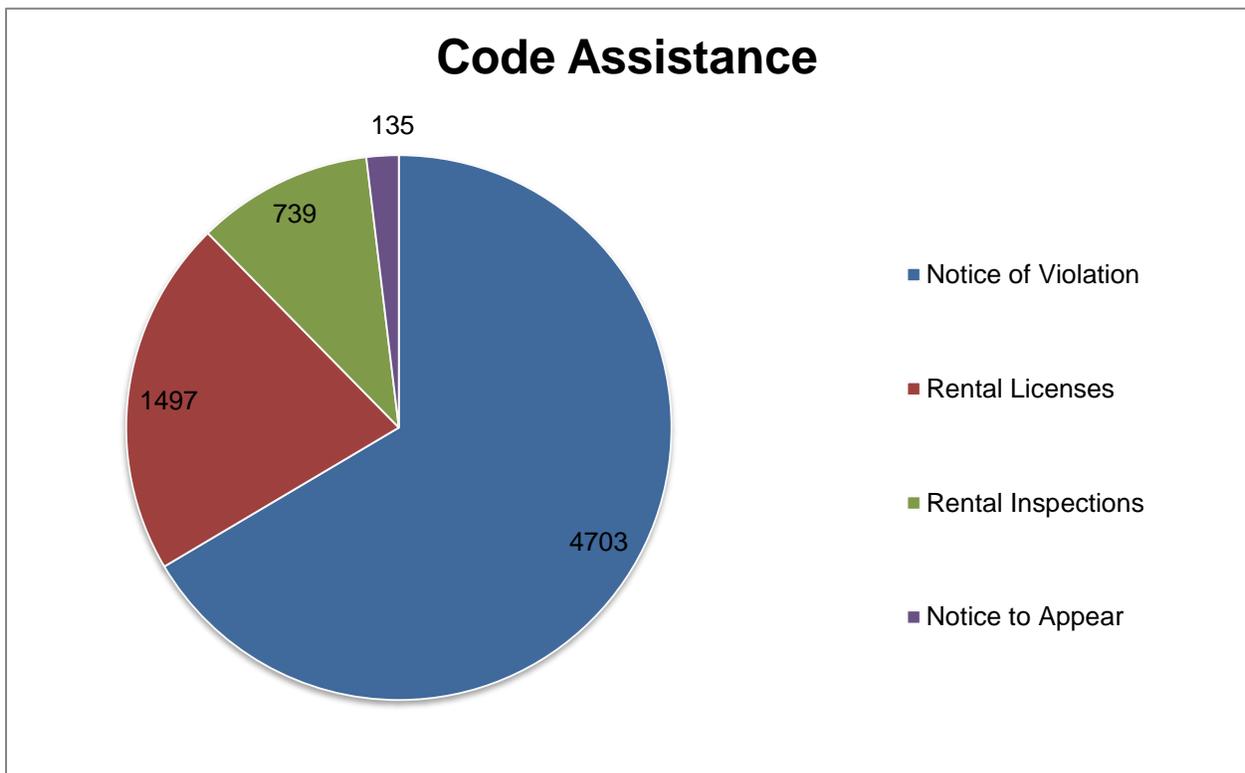
ORGANIZATIONAL CHART



**GENERAL FUND COMMUNITY DEVELOPMENT**

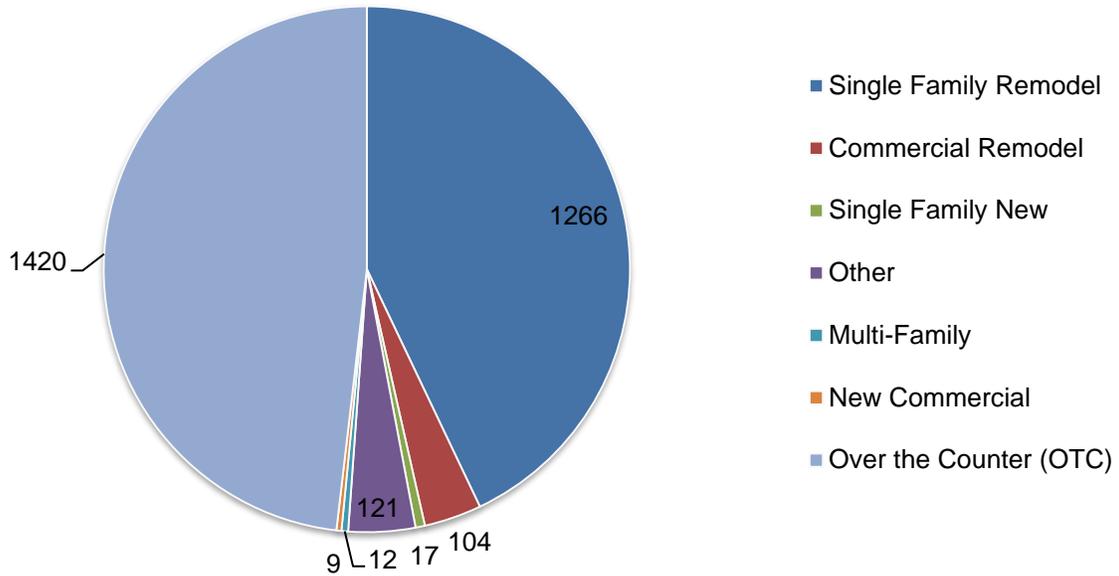
KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Actual 2019	Actual 2020	Actual 2021
Zoning Variances/Appeals	2/0	6/0	9/0
Special Use Permits	5	1	4
Map Amendments (Rezoning)	0	0	0
Subdivisions	2	1	2
Planned Unit Developments	2	0	2
Consultant – Number of Plan Reviews	240	161	170
Consultant – Number of Inspections	788	447	473
Pre-Permit Inspections	33	30	5
Issued Permits	4,175	3,905	3,954
Inspections (Building and Engineering)	2,824	2,771	2,913
Code Assistance Inspections	4,770	6,480	4,728
Rental Licenses	1,627	1,263	1,497
Rental Inspections	976	578	739

**CALENDAR YEAR 2021**

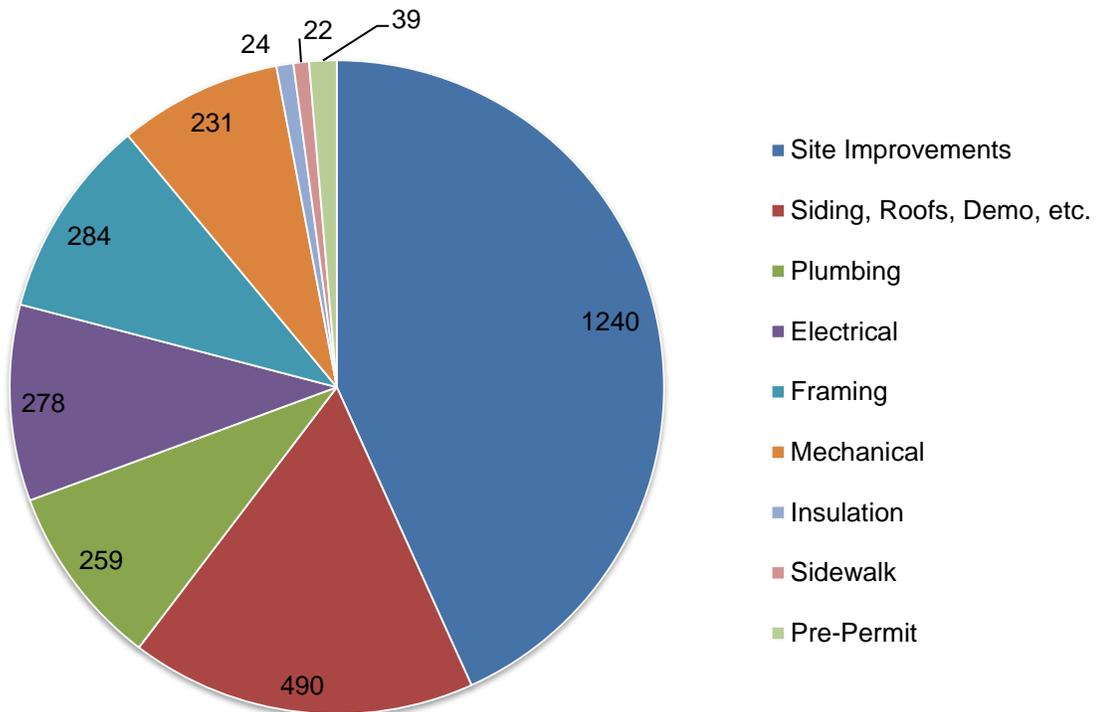


CALENDAR YEAR 2021

### Permit Activity



### Inspections



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001445 - COMMUNITY DEVELOPMENT</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	759,387	581,912	721,378	721,378	762,912
50020	OVERTIME SALARIES	738	51	5,000	1,000	1,000
50040	LONGEVITY	2,594	2,740	3,628	3,628	3,604
50050	ATTENDANCE INCENTIVE	3,243	2,000	5,250	4,000	4,750
50075	PART TIME/SEASONAL	-	-	-	-	53,860
	<b>TOTAL</b>	<b>765,962</b>	<b>586,703</b>	<b>735,256</b>	<b>730,006</b>	<b>826,126</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	156,498	154,221	144,150	144,150	160,183
51140	IMRF	68,933	63,712	85,695	85,695	76,720
51160	FICA	44,674	35,549	45,488	45,488	54,568
51165	MEDICARE	10,448	8,327	10,720	10,720	12,762
	<b>TOTAL</b>	<b>280,553</b>	<b>261,809</b>	<b>286,053</b>	<b>286,053</b>	<b>304,233</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	5,616	2,060	5,605	4,000	3,605
52153	PRINTING	597	627	650	650	650
52154	NOTICES/PUBLICATIONS	1,145	2,907	3,000	2,000	2,000
52163	TRAINING/MEETINGS	1,299	1,678	4,000	2,000	4,000
52190	PROFESSIONAL SERVICE	106,977	47,898	75,000	60,000	85,000
52325	MAINTENANCE-OFFICE EQUIPMENT	1,537	-	500	-	-
52410	COMMUNICATIONS	5,241	3,762	3,780	3,780	-
	<b>TOTAL</b>	<b>122,412</b>	<b>58,932</b>	<b>92,535</b>	<b>72,430</b>	<b>95,255</b>
<u>COMMODITIES/SUPPLIES</u>						
53600	SUPPLIES - AUTOMOTIVE	18	3	100	21	-
53606	MINOR TOOLS - EQUIPMENT	54	100	100	-	-
53607	SUPPLIES - GAS & OIL	-	-	-	-	-
53609	ECONOMIC DEVELOPMENT	102,896	24,383	95,000	70,000	38,000
53620	SUPPLIES - OFFICE	906	1,847	2,500	2,000	2,500
53630	OPERATING SUPPLIES	-	163	200	200	400
53651	CLOTHING	409	-	400	-	400
53901	AWARDS & RECOGNITION	-	-	50	-	-
	<b>TOTAL</b>	<b>104,283</b>	<b>26,496</b>	<b>98,350</b>	<b>72,221</b>	<b>41,300</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,273,210</b>	<b>933,940</b>	<b>1,212,194</b>	<b>1,160,710</b>	<b>1,266,914</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.

**2021 ACCOMPLISHMENTS**

1. Completed Entry Level Firefighter Testing Process.
2. Hired 5 new Firefighter/Paramedics.
3. Conducted a Fire Lieutenants Promotional Process.
4. Promoted two Firefighters to the rank of Fire Lieutenant.
5. Promoted 2 Police Sargent's.
6. Hired 7 new Police Officer.

**2022 OBJECTIVES**

1. Continue to hire Fire and Police entry level positions as vacancies occur.
2. Shall Conduct a Fire Department Battalion Chief promotional assessment process (Current list has been extinguished as of October 2020).
3. Shall Conduct a Police Sergeant promotional testing process.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>001509 - FIRE AND POLICE COMMISSION</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50110	SALARIES FIRE/POL COMMISSION	5,336	5,400	5,750	5,750	5,750
	<b>TOTAL</b>	<b>5,336</b>	<b>5,400</b>	<b>5,750</b>	<b>5,750</b>	<b>5,750</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51160	FICA	331	335	357	357	357
51165	MEDICARE	78	78	83	83	83
	<b>TOTAL</b>	<b>408</b>	<b>413</b>	<b>440</b>	<b>440</b>	<b>440</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52153	PRINTING	-	-	150	-	-
52154	NOTICES/PUBLICATIONS	-	-	750	-	-
52157	POSTAGE/MAILING	-	20	50	-	-
52190	PROFESSIONAL SERVICE	30,565	2,543	34,350	24,000	34,000
	<b>TOTAL</b>	<b>30,565</b>	<b>2,562</b>	<b>35,300</b>	<b>24,000</b>	<b>34,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>36,309</b>	<b>8,376</b>	<b>41,490</b>	<b>30,190</b>	<b>40,190</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".

## 2021 ACCOMPLISHMENTS

1. The Carpentersville Police Department saw several retirements and new hires in 2021:
  - Chief Michael Kilbourne retired after 32 years of service, 6 years as Chief of Police.
  - Chief Patrick Hoey was hired in May. Chief Hoey served for over 30 years with the Rockford Police Department, retiring as Assistant Deputy Chief and as Chief of Police with the City of South Beloit, IL.
  - Sergeant Mark Brandts retired with 23 years of service.
  - Commander John Galason retired with 22 years of service.
  - Officer Barbara Rowley retired with 28 years of service.
  - Officers Angel Quezada, Brett Peters, Evelyn Hernandez, Nicholas Wilson, Ted Bos, Mustafa Owaynat and Jose Chamorro were hired as patrol officers.
2. The following promotions occurred in 2021:
  - Officers Joe Pilarski and Erik Quandee were promoted to Sergeant.
  - Sergeant Kevin Stankowitz was promoted to Commander.
3. The Department was reorganized into three divisions: Administrative, Operations and Support Services.
  - The Community Response Unit was renamed the Special Operations Group (SOG).
  - The Crime Prevention Officer position was renamed the Community Engagement Officer and the position was filled after being vacant for over a year.
4. For the fourth 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.
5. The Police Department collaborated 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.
6. The Police Department responded to 699 Freedom of Information Requests in the first 10 plus months of the year. While a majority of these requests take no more than 15 -20 minutes to respond to, we have had requests that have taken more than 40 work hours to successfully answer.
7. The Department created an Awards Committee made up of officers and staff to recognize outstanding work in the community.
8. The Department partnered with Lexis Nexis for an e-crash traffic reporting system. The officers discontinued filing paper traffic crash reports and began using the electronic platform, which is more efficient.

9. The Police Department took part in various Social Service and Community Engagement projects in 2021.
- Multiple sessions of Juvenile Justice Jeopardy where youth learn about the Juvenile Justice Systems, laws that pertain to them and tips for engaging with law enforcement.
  - The Police Department had a booth or was present at many fairs/community activities this year including: The July 3<sup>rd</sup> car show, Dundee Township Senior Fair, Jerri Hoffman Block Party, and Fall Fest.
  - The Police Department trained two staff members in car seat installation and hosted a car seat installation event for National Car Seat Safety week in conjunction with the Carpentersville Fire Department.
  - The Carpentersville Police Department hosted National Night Out on August 3<sup>rd</sup> with multiple other jurisdictions in Carpenter Park. The event had booths from local social service agencies and other vendors, food, bounce houses, drunk driving simulator, climbing wall, and giveaways. This was a very well attended event.
  - Social Services Coordinator applied for and received a therapy K-9 through Paws and Stripes College located in Bravard County, Florida. We welcomed Walter our 18<sup>th</sup> month old Hound/Beagle mix Therapy K-9. Walter works every day with Social Service Coordinator and lives with the Coordinator and her family.
  - The Police Department K9 team engaged with the community through conducting multiple K9 demos for the Boys and Girls Club, participating in the Dundee Crown “Get Out of Your Head” event, and a demo at National Night Out. The K9 team also participated in multiple sweeps of CMS and Dundee Crown throughout the year.
  - This year was the inaugural year for “Faith and Blue Weekend”. This is a national weekend celebration to join Law Enforcement with houses of worship to reach a more collaborative community. Prior to hosting our event, Police Chief Hoey, Deputy Chief Shaver and Social Service Coordinator Meg Kruse extended the invitation to over 25 houses of worship to come into the police department for a meeting to discuss police department basics, domestic violence, and to discuss collaboration. After meeting with the houses of worship, it was agreed to jointly sponsor “Faith and Blue Weekend”. Thank you to our collaboration with the Clergy Commission we were able to host an open house in October which the community was invited in to tour the department, have lunch, and witness the swearing in of K9 Walter.
  - The Police Department honored Domestic Violence Prevention month.
    - We had a social media presence on Monday’s for Myth Monday’s
    - The lights in front of the Village were turned purple in remembrance
    - We hosted a candle light vigil with “silent witnesses”
      - Silent witnesses are wood cut outs of people and they have their story of abuse posted on them
  - This year the Department received a donation of sporting equipment which officers were able to use to engage with kids in the community. We also started a donation closet in the Department which is stocked with care bags (a blanket, toothbrush, stuffed animal and coloring book) for children who come into the department who may not be going home. Food, toys, books, formula, and diapers are also stocked in the cabinet.
  - This year Officers participated in “Start the School Year Off Write” where Officers were at every D300 elementary school on the first day of school passing out pencils and wishing students well. Officers were also present on the last day of school for students before winter break to pass out candy and wish them well.

- Officers participated in National Walk to School day with the Students of Meadowdale Elementary, where we walked them to school and passed out stickers.
  - Carpentersville Police Department participated in the Boo-Thru this year at Randall Oaks. Boo-Thru is a drive thru trick or treating event.
  - Officers participated in multiple fundraisers this year for Shop with a Cop and Special Olympics.
  - The Police Department organized a donation to the Community Crisis Center in Elgin from Project Beloved in which Project Beloved sent all of the materials and the Department stuffed bags with toiletries, clothes, shoes, books, and stress relievers to be given to victims of sexual or physical abuse that arrive at the ER.
10. The Carpentersville Police Department kept a very active social media presence during the past year. Campaigns were done to increase knowledge on social services, public safety options, having residents lock their car doors during burglary surges, informing the public of community opportunities and events.
- The Carpentersville Police Department started a secondary social media platform for their Therapy K9 Walter on Instagram. The goal of this is to foster community engagement and assist with limiting the barrier around interacting with the Police Department.
11. The Police Department's Social Services Coordinator provided the following services to the Carpentersville Community in 2021:
- Continuation of prevention and education services through offering seminars both online and in person as able throughout 2021.
    - Topics included; cell phone security, youth and technology, sexual assault prevention (consent), suicide, Youth Mental Health during COVID
    - Thru collaboration with the Carpentersville Fire Department we also hosted a Babysitting Course in which we covered topics such as CPR and First aid, situational safety, and more.
  - Community event coordination with events such as; National Night Out, Faith and Blue Weekend Open House, Domestic Violence Candle Light Vigil, etc.
  - Coordination with the Rotary Club to organize Easter Dinner Basket donations.
  - Creating the Department's Therapy K9 program, which included utilizing the K9 at over 20 events this year.
  - Coordinator Meg Krase was awarded the Partner in Peace award from the Community Crisis Center this year.
  - A successful collective bargaining agreement was reached with the Metropolitan Association of Police Unit 378 (representing Patrol Officers).

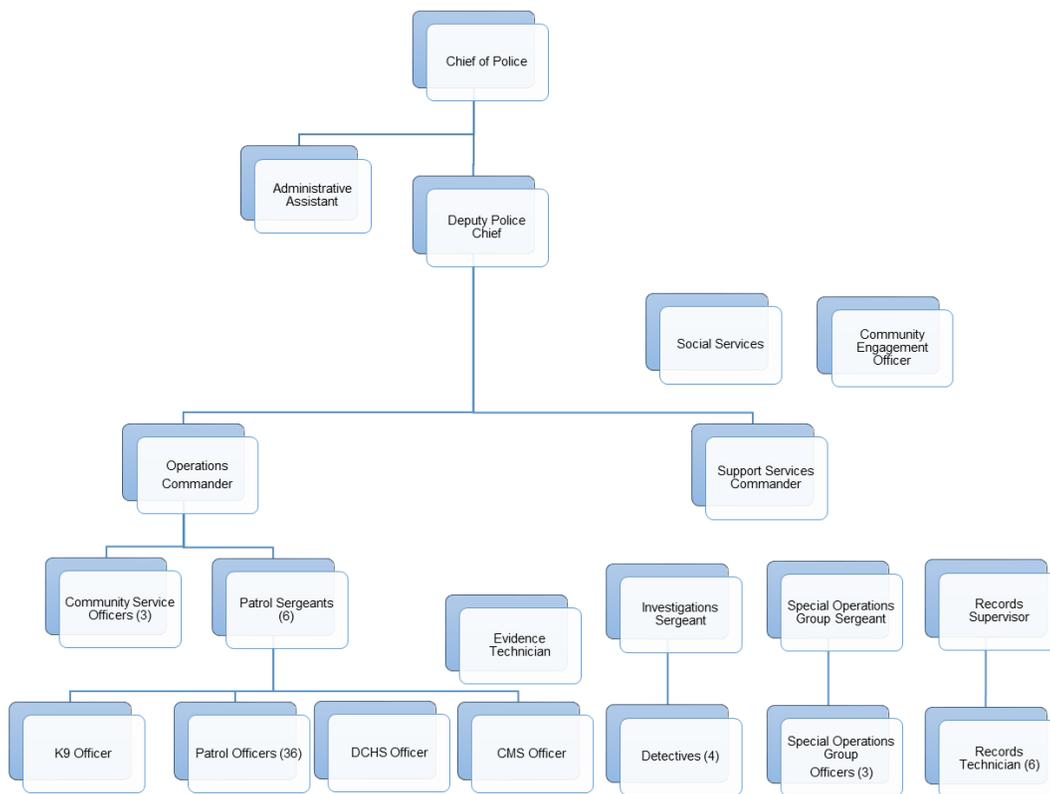
## 12. 2021 Statistics:

Type	2021	2020	Percent Change
Calls For Service	18,919	18,700	1.17%
Shots Fired	4	9	-55.56%
Arrests Adult	1,582	2,038	-22.37%
Arrest Juveniles	232	191	21.47%
Traffic Citations	2,522	2,355	7.09%
Traffic Warnings	4,010	3,309	21.18%
Parking Citations	3,750	3,356	11.74%
DUI's	48	40	20.00%
Traffic Crashes	740	703	5.26%
Hit & Run	27	25	8.00%
School Checks	766	236	224.58%
Boys/Girls Club Visits	159	147	8.16%

**2022 OBJECTIVES**

1. Develop a Strategic Plan for the agency and a new Vision and Mission Statement. All of these projects will be employee driven.
2. Enhance training and career development. All supervisors and select officers will attend an intense Emerging Leaders workshop conducted by Living Forward LLC.
3. Continue the collaboration with the Illinois Law Enforcement Training and Standards Board to ensure that all officers are meeting the previous and new requirements set forth in legislation.
4. Implement Body Worn Cameras for all officers through our vendor Axion.
5. 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.
6. Create and support a compressive Officer Wellness program to coordinate with the new mandatory wellness screens.
7. Coordinate with Project Beloved to receive their donation of a new soft interview room for the Police Department.
8. Coordinate with houses of worship in the area to strengthen our relationships and attempt to expand our chaplain program to better serve the members of our community.

9. Continue to foster and grow our relationship with and involvement with the Boys and Girls Club.
10. 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.
11. Work cooperatively with the Code Enforcement Department to address Village code violations – between code officers and police patrol officers on a regular basis.
12. Actively develop, coordinate and reinforce working relationships with other area law enforcement agencies to better serve both the Carpentersville community and Kane County.
13. Implement a Lateral Hire list for recruit officers.



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

**001 - GENERAL FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001550 - POLICE</b>						
<b>PERSONNEL SERVICES</b>						
50010	REGULAR SALARIES	5,827,608	5,732,717	6,156,873	6,156,873	6,527,956
50020	OVERTIME SALARIES	394,496	305,902	325,000	408,000	350,000
50027	ICMA DEFERRED COMPENSATION	-	-	-	7,000	14,350
50028	RHS CONTRIBUTION	34,890	31,933	29,500	71,000	38,500
50040	LONGEVITY	37,352	35,648	39,710	39,710	36,592
50045	HOLIDAY PAY	167,962	160,933	192,000	198,000	192,000
50050	ATTENDANCE INCENTIVE	15,238	16,683	19,185	19,185	17,985
50075	PART TIME/SEASONAL	134,080	169,020	239,993	200,000	224,897
	<b>TOTAL</b>	<b>6,611,626</b>	<b>6,452,835</b>	<b>7,002,261</b>	<b>7,099,768</b>	<b>7,402,280</b>
<b>PERSONNEL BENEFITS</b>						
51129	HEALTH INSURANCE REIMBURSEMENT	1,114,194	1,075,639	1,017,292	1,017,292	1,014,436
51140	IMRF	52,574	55,767	72,648	72,648	68,647
51141	CONTRIBUTIONS - POLICE PEN	2,598,600	2,587,290	2,672,008	2,592,631	2,672,008
51160	FICA	31,367	31,052	38,863	38,863	43,341
51165	MEDICARE	91,068	91,790	97,562	97,562	98,262
	<b>TOTAL</b>	<b>3,887,803</b>	<b>3,841,538</b>	<b>3,898,373</b>	<b>3,818,996</b>	<b>3,896,694</b>
<b>CONTRACTUAL SERVICES</b>						
<b>DUES &amp; SUBSCRIPTIONS</b>						
52013	DUES & SUBSCRIPTIONS	940	2,057	2,550	3,000	5,000
52013	20500 ASSET FORFEITURE-STATE	3,400	-	-	-	-
52150	PHYSICAL EXAMS	95	78	-	-	-
52153	PRINTING	3,273	2,333	3,600	3,800	3,600
52154	NOTICES/PUBLICATIONS	-	-	500	1,800	500
<b>TRAINING/MEETINGS</b>						
52163	TRAINING/MEETINGS	18,129	31,331	43,750	38,000	49,030
52163	20500 ASSET FORFEITURE-STATE	3,850	-	-	-	-
52190	PROFESSIONAL SERVICE	24,356	4,647	51,100	40,000	32,164
52196	SERVICES - INVESTIGATIONS	9,719	8,301	10,578	9,885	12,534
52200	QUADCOM	600,013	608,382	628,284	628,284	662,675
52303	ADMIN ADJUDICATION EXPENSES	37,455	21,809	34,200	22,100	34,200
52316	OFFICE EQUIPMENT	-	-	15,705	14,000	4,000
52323	MAINTENANCE EQUIPMENT	5,449	3,278	7,750	5,000	8,500
52327	MAINTENANCE - RADIO	2,641	3,945	3,000	4,000	3,000
52333	MAINTENANCE - VEHICLES	21,500	6,884	11,000	11,000	14,000
52410	COMMUNICATIONS	12,249	9,662	15,140	10,000	1,920
	<b>TOTAL</b>	<b>743,069</b>	<b>702,707</b>	<b>827,157</b>	<b>790,869</b>	<b>831,123</b>
<b>COMMODITIES/SUPPLIES</b>						
53600	SUPPLIES - AUTOMOTIVE	667	1,470	1,500	1,500	1,500
53606	MINOR TOOLS - EQUIPMENT	8,597	5,300	12,400	11,000	9,964
53607	SUPPLIES - GAS & OIL	-	-	-	-	-
53620	SUPPLIES - OFFICE	3,568	3,514	3,700	3,500	3,700
<b>OPERATING SUPPLIES</b>						
53630	OPERATING SUPPLIES	23,906	38,966	42,040	35,600	52,660
53630	20500 ASSET FORFEITURE-STATE	68,176	32,106	28,140	28,140	26,190
53630	20505 DUI ENFORCEMENT	-	-	-	-	-
53758	BODY CAMERA	-	-	-	-	46,350
53651	CLOTHING	37,244	34,485	53,750	53,750	72,750
53753	ANIMAL CONTROL	10,032	5,608	13,000	7,000	13,000
53756	SUPPLIES - CRIME PREVENTION	4,913	392	5,300	5,300	5,800
53760	SUPPLIES - EMERGENCY RESPONSE	7,090	7,767	11,390	10,355	11,390
53761	SUPPLIES - K-9 PROGRAM	4,777	4,793	6,890	6,075	6,174
53901	AWARDS & RECOGNITION	-	-	-	200	-
	<b>TOTAL</b>	<b>168,971</b>	<b>134,400</b>	<b>178,110</b>	<b>162,420</b>	<b>249,478</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<u>EQUIPMENT</u>						
EQUIPMENT						
55750	20501 ASSET FORFEITURE-FEDERAL	-	-	-	-	-
55750	20505 DUI ENFORCEMENT	-	-	-	-	-
	<b>TOTAL</b>	-	-	-	-	-
	<b>DEPARTMENT TOTAL</b>	<b>11,411,469</b>	<b>11,131,480</b>	<b>11,905,901</b>	<b>11,872,053</b>	<b>12,379,575</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.

The department will have responded to 3,980 calls for service in 2021; of which 2779 (69.8%) were emergency medical incidents. The Department provided mutual aid and Autoaid assistance to other communities, which accounted for 10.99% of the incident volume. Response to structure fires within the community and fire mutual aid assistance will account for approximately 33 incidents. The east and west side stations each house a front line fast attack Advanced Life Support (ALS) fire engine and an ALS ambulance one rescue boat and hazardous materials response trailer. The headquarters station, located in the old town section, houses an ALS ambulance, 107' Quint ladder truck, reserve engine two rescue boats and a regional water rescue/sonar team for specialized water rescues, the shift Battalion Chief and Fire Chief.

## 2021 ACCOMPLISHMENTS

1. 2021, the second year of the COVID-19 National Health Care Pandemic. The Fire Department continued to be lead for the Village and spear headed many initiatives, which supported a cohesive approach for all Village departments in response to this crisis. Below is a list collaborative efforts initiated for all Village departments to provide better outcomes for our employees, residents, business owners, and guests. Many of the initiatives implemented by the Fire Department revolved around three basic principals in response to this crisis:

- **Prevention:** Continued the promotion of prevention practices and administer counter measures to reduce the risk of COVID-19 to all Village staff, patients, residents, businesses and guests.
- **Preparation:** Continued the enhanced level of readiness and services to respond to COVID-19 patients
- **Response:** Continued high levels of treatment and transport of COVID-19 patients, which assisted in limiting the spread of the virus.

### COVID-19 Initiatives:

- Continued to create now 50+ Policies and Guidelines specifically towards COVID-19 response for Fire Department personnel.
- Creation of 20+ policies for all Village Staff.

- Maintained the readiness for the operations of the Village Emergency Operations Center specific to this crisis.
  - Purchased and received donations for personal protective equipment for all Village Staff.
  - Maintained that readiness of the “Telemedic Program” specific to COVID-19 response.
  - Provided key input in the American Rescue Plan funding application, which resulted in approximately \$2.5 million in Village grant funding.
  - Assisted in the planning and operations of numerous Village COVID Vaccination Clinics.
  - The Department Infectious Control Officer continued to facilitate guidance to all Village employees who contracted the virus or had COVID like symptoms.
2. The Fire Department continued an intergovernmental agreement with the State of Illinois, Healthcare and Family Services Department, which will increase the ambulance fee structure for Medicaid patients. It is estimated that these new rates will garner a nearly \$1,600,000 in ambulance revenue in FY 2022 under the Ground Emergency Medical Transport (GEMT) funding source as well as the increase in all ambulance fees.
3. 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. This continued program has had a direct effect on the care, compassion and job performance when responding to our community’s needs.
4. Continued to and enhanced department public education programs, including Citizens Fire Academy.
- In 2021 due to the COVID-19 National Health Care Crisis, live, in-person public education programs decreased and only offered when health and safety parameters were met. The Fire Department public education personnel did provide some live and virtual Pub Ed programs through social media outlets.
5. Fleet Programs
- The Fire Department received the delivery of the long awaited quint fire apparatus, which has a 107’ aerial ladder which not only provides the ability to reach greater heights but also reach the roofs of buildings from greater building setback distances. This new apparatus also has a fire pump, carries water and hose as well as specialized technical rescue equipment such as the Jaws of Life. This apparatus was purchased through the support of the Village Audit and Finance Commission as well as the Village Board of Trustees. The Cost of the new apparatus with equipment was approximately \$1.1 Million.
  - The Department also wrote the specifications as well as ordered a new ambulance, which will replace the 10-year-old ambulance at Fire Station 91. The department with the assistance from the Village Fleet services determined to go back to the medium duty chassis ambulances. This ambulance will be built on an International truck chassis. The cost of the ambulance is approximately \$280,000 and will be delivered in early 2022.
6. QuadCom 911 Communications Center
- The Fire Departments administration played an integral role in the development and buildout of the new Motorola StarCom Radio System. This new radio system now allows for complete radio interoperability of all public safety assets in the 10 QuadCom department area. This new radio system was activated in June of 2021.

#### 7. Fire Department Training Division.

- Due to the COVID-19 pandemic much of the training at the beginning of the year was reduced to virtual training and small group exercises. Once the department developed best practices for training under COVID-19 conditions, multi company drills resumed.
- The Departments Training Division was successful in providing firefighters and fire officers the opportunity to pursue further education thru outside classes mainly online courses. 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 continued Emergency Medical Service Continuing Education funding support 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 especially during the pandemic. 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 did not occur during the first six months of the year due to the pandemic. During the last 6 months and on a monthly basis, 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 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, which our personnel bring to the group. 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 department holds a training committee meeting 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.
- During 2021, the Training Division has provided 9838 man hours of fire related training and Emergency Medical Services training. The Departments average training hours per member is 200.7. Training hours did not meet our goals for 2021, which was primarily contributed to the National Healthcare Crisis. The limitation put on interactions in group settings had the biggest impact on hours of training.

#### 8. Med Help Program

- This program allows the Fire Department to install and maintain a life alert system. We have 20 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.

#### 9. Fire Department Buildings and Grounds

- In 2021, the Fire Department along with the Village Building and Grounds Maintenance personnel continue to maintain three aging facilities. In 2021 there were numerous repairs made to the roofs, plumbing, HVAC, electrical and other various maintenance projects supervised by Eric Langlo and outside companies.

#### 10. Emergency Medical Services Division

- Fiscal Year 2021, continued under the guidance of Lt. Chad Parker where he was instrumental in assisting in the response to the COVID-19 Pandemic.
- During 2020-2021, the department supported three part-time emergency medical technicians in their attendance for Paramedic School. All three graduated in June 2020, and all are now fully licensed paramedics.

#### 11. Technical Rescue Team

- Over the course of the 2021 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 as well as funding through MABAS.
- The Carpentersville Fire Department has been the leaders for the MABAS Division 2 departments for quite some time. In 2021 Chief Schilling became the MABAS Division 2 Board President as well as Battalion Chief Peters leading the Technical Rescue Team and guided the team which is fully capable to respond to confined space rescues, trench rescues, high and low angle rescues and building collapse rescue with competence.
- Throughout 2021 TRT team members have attended over 70 hours of training. Much of the training costs have been provided through MABAS Division 2.

#### 12. Water Rescue/Sonar Division

Over the past few years we have been burdened by a decrease in participation on this vital team. In 2019, we 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 2021, this program has continued to be proven successful.

#### 13. Continued Managing Risk

- Continuing through 2021, 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.

## 2022 OBJECTIVES

1. To continue to work through the COVID-19 National Health Care Crisis and provide leadership and support to all Village departments.
2. 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.
3. 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.
4. 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 2022. The continuation of this program will be based on the ending of the national pandemic.
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
  - Continued construction of training props - 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.
  - Company officer school- This is a continuation of our company officer development program from the previous few years. In 2022 we anticipate having three officers attend this challenging program held at Illinois Fire Service Institute this fall. This program helps 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. Fleet Services

- Order and receive a new SUV to replace the 2014 Ford Expedition Battalion Chief Vehicle.
- Order and receive a new SUV to replace the 2010 Chevrolet Impala Administrative Car.

8. Fire Prevention and Inspection Bureau

- In 2022 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 including the cataloging of all paper plans and construction documents.

9. Med Help Devices

- The Med Help Program is designed to offer medical alert devices to those residents 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.

10. Continuation of Community CPR Classes

- Based on specific guidelines for hands on instruction specific to COVID-19, the Department will be scheduling monthly Community CPR classes throughout 2022. 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 based on new strict class structure standards.

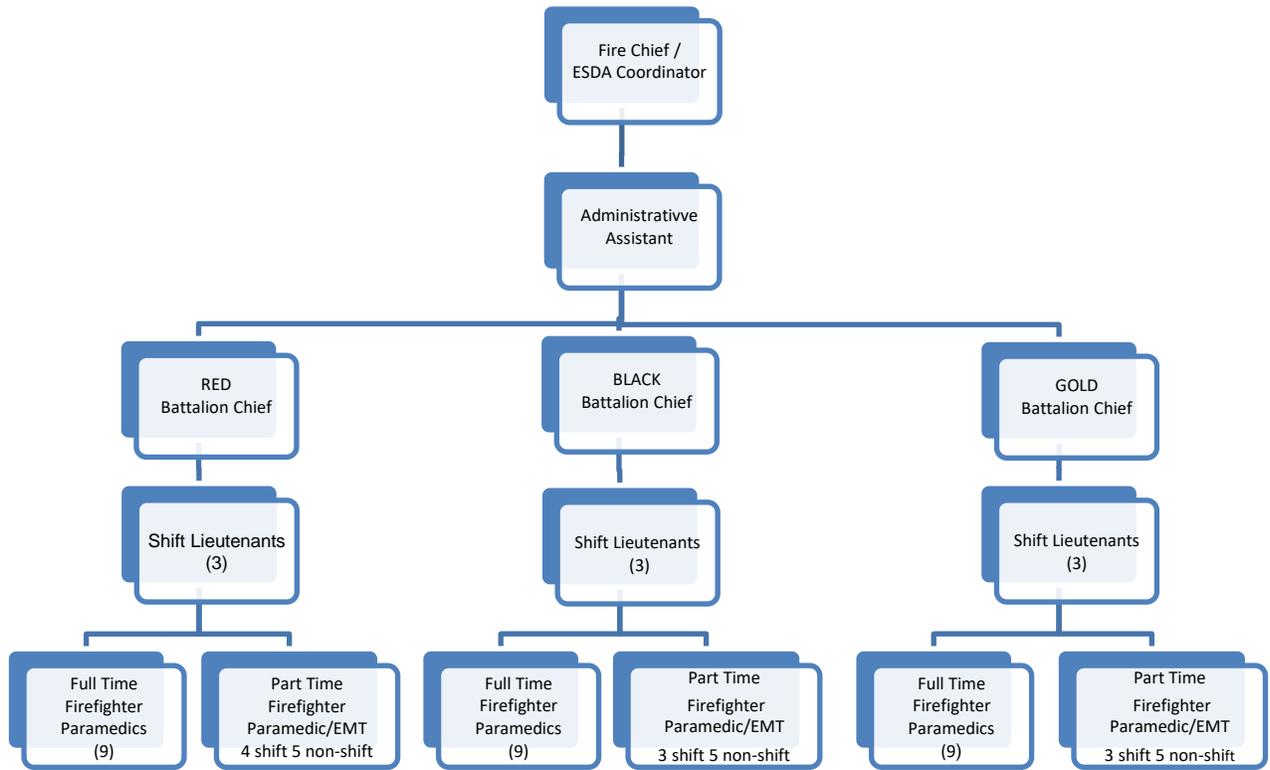
11. Emergency Medical Services

- Purchase and delivery of a new ambulance to strengthen our fleet longevity.
- Continuation of the EMS 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%.

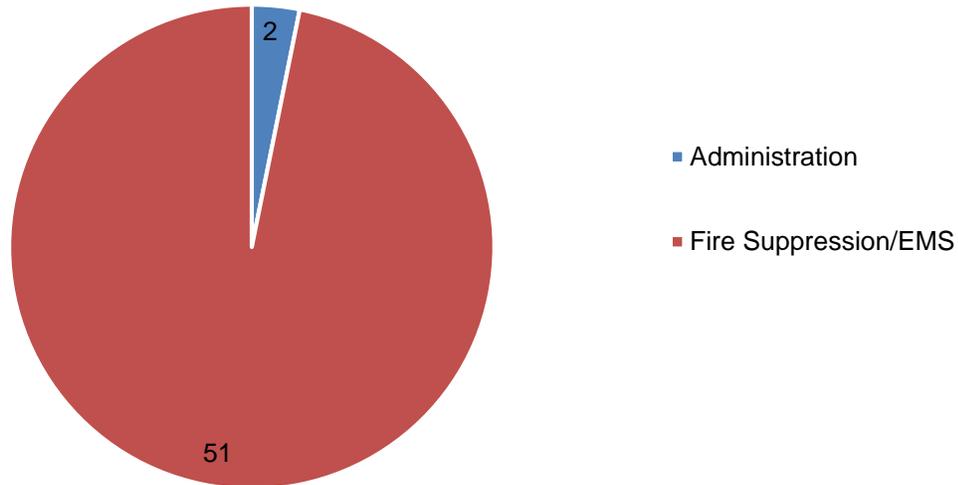
12. Diversify the Fire Departments staff by emulating our community's diverse population. The department will continue to focus our advertisement and recruiting energy to find candidates from within the corporate boundaries of the Village.

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

ORGANIZATIONAL CHART 2021



## Functional Areas



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

### DEPARTMENT BENCHMARKS FOR 2022

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.

KEY PERFORMANCE MEASURES/SERVICE INDICATORS			
	2019 Actual	2020 Actual	2021 Projected
Number of Fire Stations	3	3	3
ISO Rating	2	2	2
EMS Calls (Inc. MVA's)	3,189	3,267	3,389
Total Calls	4,328	4,048	4,120

### 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 continue realize continued insurance premium savings.

**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.

### 2021 ACCOMPLISHMENTS

1. Worked with all Village departments to set up the Village Emergency Operations Center in direct response to the COVID-19 National Healthcare Crisis. Facilitated the organization and leadership needed for the Village response to the crisis using the National Incident Management (NIMS) model.
2. Continued an inter-governmental partnership with Kane County Emergency Management in building a database for the residential notification system.
3. Worked diligently with the Police and Public Works Departments to create Incident Action Plans (IAP's) for each Village wide event.
4. Completed the Required State of Illinois National Incident Management System Compliance reports.

### 2022 OBJECTIVES

1. Continue to monitor, evaluate and respond to the ongoing COVID-19 National Pandemic.
2. Continue to monitor local, regional, state and national incidents that have a direct effect on Village resources, staff and our community residents.
3. Continue to build the relationship and training of other departments in the use of the Incident Command System.
4. 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.
5. 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.
6. Plan and facilitate a Village wide table top exercise practicing incident command system positions and responsibilities including the use of IAP's.
7. Evaluate and update NIMS compliance in respect to Resource Typing for all Village resources.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

**001 - GENERAL FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001560 - FIRE</b>						
<b>PERSONNEL SERVICES</b>						
50010	REGULAR SALARIES	3,554,612	3,501,380	3,551,003	3,551,003	3,833,866
50020	OVERTIME SALARIES	274,528	381,078	339,784	560,000	300,000
50027	ICMA DEFERRED COMPENSATION	13,838	13,569	14,140	14,140	14,640
50028	RHS CONTRIBUTION	21,093	25,508	30,000	31,000	31,000
50040	LONGEVITY	17,088	20,400	19,432	19,432	18,524
50045	HOLIDAY PAY	134,152	136,745	130,000	130,000	154,000
50050	ATTENDANCE INCENTIVE	43,400	49,667	41,270	43,415	47,200
50060	PART TIME FIRE	575,672	540,619	641,077	443,448	500,000
50075	PART TIME/SEASONAL	(11,726)	2,255	-	-	-
	<b>TOTAL</b>	<b>4,622,656</b>	<b>4,671,221</b>	<b>4,766,706</b>	<b>4,792,438</b>	<b>4,899,230</b>
<b>PERSONNEL BENEFITS</b>						
51129	HEALTH INSURANCE REIMBURSEMENT	701,341	652,720	651,689	651,689	681,838
51140	IMRF	7,156	8,693	9,434	9,434	9,627
51142	CONTRIBUTIONS - FIRE PEN	1,247,967	1,242,538	1,458,002	1,458,002	1,488,002
51160	FICA	47,947	47,910	55,054	45,000	35,356
51165	MEDICARE	61,989	65,594	63,772	63,772	63,230
51999	OTHER BENEFITS	-	-	-	-	-
	<b>TOTAL</b>	<b>2,066,400</b>	<b>2,017,454</b>	<b>2,237,951</b>	<b>2,227,897</b>	<b>2,278,053</b>
<b>CONTRACTUAL SERVICES</b>						
52013	DUES & SUBSCRIPTIONS	5,217	6,232	6,557	6,527	6,332
52150	PHYSICAL EXAMS	39,789	20,088	44,600	35,000	30,000
52153	PRINTING	217	95	600	355	600
52154	NOTICES/PUBLICATIONS	-	-	100	-	-
52157	POSTAGE/MAILING	463	559	550	561	575
52163	TRAINING/MEETINGS	34,352	22,646	72,500	37,782	36,600
52190	PROFESSIONAL SERVICE	48,585	42,927	63,400	71,425	89,600
52200	QUADCOM	176,869	182,308	183,373	184,735	199,131
52310	MAINT BUILDING & GROUNDS	58,265	58,911	27,542	53,182	51,000
52316	OFFICE EQUIPMENT	18	-	200	200	200
52323 23000	MAINTENANCE EQUIPMENT - ESDA	-	-	-	-	3,100
52323	MAINTENANCE EQUIPMENT	15,548	12,546	25,780	25,780	29,325
52327	MAINTENANCE - RADIO	6,196	5,886	4,000	8,138	11,750
52326	MAINTENANCE - OPTICOM	-	-	-	-	-
52333	MAINTENANCE - VEHICLES	147	176,706	15,000	350	-
52409	HEATING	-	-	-	-	-
52410	COMMUNICATIONS	3,752	3,773	4,200	4,200	-
	<b>TOTAL</b>	<b>389,417</b>	<b>532,679</b>	<b>448,402</b>	<b>428,235</b>	<b>458,213</b>
<b>COMMODITIES/SUPPLIES</b>						
53100	MATERIALS - BUILDING	37,171	28,833	33,600	33,600	33,510
53600	SUPPLIES - AUTOMOTIVE	57	-	-	-	-
53606	MINOR TOOLS - EQUIPMENT	36,647	13,489	24,475	24,475	39,481
53610	SUPPLIES - MEDICAL HELP	-	-	550	550	780
53620	SUPPLIES - OFFICE	3,536	1,900	3,000	3,000	3,000
53630	OPERATING SUPPLIES	23,252	39,046	57,474	57,473	49,501
53643	SUPPLIES - PUBLIC EDUCATION	4,959	4,569	5,300	5,300	6,500
53645	SUPPLIES - SAFETY	-	60,354	65,357	71,908	70,490
53651	CLOTHING	102,631	39,959	49,470	49,470	44,470
53750	SUPPLIES - INVESTIGATIONS	-	-	-	-	-
53790	SUPPLIES - CPR	-	29	1,918	1,917	3,126
53793	SUPPLIES - FIRE PREVENTION	-	-	-	-	-
53795	SUPPLIES - FIRE TRAINING	-	1,460	4,750	4,750	4,450
53796	SUPPLIES - MEDICAL	30,016	33,837	48,058	48,058	68,370
53901	AWARDS & RECOGNITION	1,685	1,094	1,300	2,029	1,300
55799	IMPROVEMENTS	-	-	40,000	40,013	40,000
	<b>TOTAL</b>	<b>239,953</b>	<b>224,570</b>	<b>335,252</b>	<b>342,542</b>	<b>364,978</b>
	<b>DEPARTMENT TOTAL</b>	<b>7,318,426</b>	<b>7,445,924</b>	<b>7,788,311</b>	<b>7,791,112</b>	<b>8,000,474</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

001 - GENERAL FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>001562 - ESDA</b>						
<u>CONTRACTUAL SERVICES</u>						
52153	PRINTING	-	-	100	-	-
52163	TRAINING/MEETINGS	-	-	1,000	-	-
52323	MAINTENANCE EQUIPMENT	3,357	2,673	3,100	2,950	-
	<b>TOTAL</b>	<b>3,357</b>	<b>2,673</b>	<b>4,200</b>	<b>2,950</b>	<b>-</b>
 <u>COMMODITIES/SUPPLIES</u>						
53630	OPERATING SUPPLIES	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>3,357</b>	<b>2,673</b>	<b>4,200</b>	<b>2,950</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 30,281,205</b>	<b>\$ 36,231,440</b>	<b>\$ 36,604,091</b>	<b>\$ 35,739,326</b>	<b>\$ 47,704,123</b>



## **SPECIAL REVENUE FUNDS**

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 2022 BUDGET**

003 - ESCROW FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>003 - ESCROW FUND</b>						
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	5,062	1,158	2,000	2,500	2,000
	<b>TOTAL</b>	<b>5,062</b>	<b>1,158</b>	<b>2,000</b>	<b>2,500</b>	<b>2,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 5,062</b>	<b>\$ 1,158</b>	<b>\$ 2,000</b>	<b>\$ 2,500</b>	<b>\$ 2,000</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 Family Matters Program. This is a program sponsored by Carpentersville Police Department Social Services to engage with youth and families in the Carpentersville Community. These funds will be used to encourage engagement in crime prevention, mental health awareness, crisis response, and community education. These funds will also support the Carpentersville Police Department Therapy K9.

**2021 ACCOMPLISHMENTS**

1. In 2021 the Family Matters program presented to the community in both a virtual and in person basis throughout the year.
  - a. Some of the topics included: Security Settings for your Phones, Juvenile Justice Jeopardy, Common Fraud Cases Affecting Our Community, Let's Talk About Suicide, Youth Mental Health Due to Covid-19 Restrictions, Youth and Technology, Consent , Youth Babysitting Certification.
2. In 2021 The Carpentersville Police Department Social Services Program acquired a Therapy K9 which was used at over 20 different events.
3. Programming was provided in both English and Spanish.

**2022 OBJECTIVES**

1. Engage with the community to see what community based presentations and topics they feel are needed.
2. Continue to serve residents in the community through the Social Services Program.
3. Continue to link families to services needed.
4. Oversee funding to maintain services.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

090 - FAMILY MATTERS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>090556 - FAMILY MATTERS FUND</u></b>						
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
45100	CONTRIBUTIONS	4,500	-	-	-	-
	<b>TOTAL</b>	<b>4,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	133	44	50	50	50
	<b>TOTAL</b>	<b>133</b>	<b>44</b>	<b>50</b>	<b>50</b>	<b>50</b>
	<b>TOTAL REVENUES</b>	<b>\$ 4,633</b>	<b>\$ 44</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	2,764	2,831	2,977	2,977	3,036
50040	LONGEVITY	-	2	40	40	6
50050	ATTENDANCE INCENTIVE	13	17	25	50	25
50075	PART TIME/SEASONAL	3,199	5	1,000	-	-
	<b>TOTAL</b>	<b>5,975</b>	<b>2,855</b>	<b>4,042</b>	<b>3,067</b>	<b>3,067</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51140	IMRF	251	312	348	348	301
51160	FICA	365	177	634	634	637
51165	MEDICARE	85	42	148	148	149
	<b>TOTAL</b>	<b>701</b>	<b>531</b>	<b>1,130</b>	<b>1,130</b>	<b>1,087</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52105	BANK CHARGES	-	45	60	60	60
	<b>TOTAL</b>	<b>-</b>	<b>45</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53630	OPERATING SUPPLIES	2,945	2,146	5,700	5,700	5,700
	<b>TOTAL</b>	<b>2,945</b>	<b>2,146</b>	<b>5,700</b>	<b>5,700</b>	<b>5,700</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 9,621</b>	<b>\$ 5,577</b>	<b>\$ 10,932</b>	<b>\$ 9,957</b>	<b>\$ 9,914</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.

#### **2021 ACCOMPLISHMENTS**

1. Funded the annual street lighting electric usage expenses.
2. Funded the roadway salt purchase contract.
3. Completed the construction roadway resurfacing on select Village roadways.
4. Completed trip hazard cutting of select concrete sidewalk at various locations throughout the Village.

#### **2022 OBJECTIVES**

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

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

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

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>400011 - MFT FUND REVENUES</u></b>						
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	14,132	4,579	5,000	5,000	5,000
48015	REALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
	<b>TOTAL</b>	<b>14,132</b>	<b>4,579</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b><u>TRANSFERS IN</u></b>						
49001	TRANSFER FROM GENERAL FUND	-	-	-	-	-
	<b>DEPARTMENT TOTAL</b>	<b>14,132</b>	<b>4,579</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b><u>400081 - INTERGOVERNMENTAL REVENUES</u></b>						
<b><u>TAXES OTHER</u></b>						
42403	MOTOR FUEL TAX ALLOTMENTS	1,256,171	1,426,551	1,485,025	1,300,000	1,485,025
42404	MFT HIGH GROWTH ALLOTMENT	11,030	74,123	30,000	30,000	30,000
	<b>TOTAL</b>	<b>1,267,201</b>	<b>1,500,674</b>	<b>1,515,025</b>	<b>1,330,000</b>	<b>1,515,025</b>
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
<b><u>FEDERAL GRANTS</u></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>1,281,333</b>	<b>1,505,253</b>	<b>1,520,025</b>	<b>1,335,000</b>	<b>1,520,025</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,281,333</b>	<b>\$ 1,505,253</b>	<b>\$ 1,520,025</b>	<b>\$ 1,335,000</b>	<b>\$ 1,520,025</b>
<b><u>400370 - MFT FUNDED EXPENDITURES</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52105	BANK CHARGES	60	60	60	60	60
52404	ELECTRICITY - STREET LIGHTS	121,947	112,458	120,000	120,000	120,000
52743	TREE REMOVAL / TREE TRIMMING	-	-	-	-	-
	<b>TOTAL</b>	<b>122,007</b>	<b>112,518</b>	<b>120,060</b>	<b>120,060</b>	<b>120,060</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53102	STREET MATERIALS	-	-	-	-	-
53779	SUPPLIES-SALT&CALCIUM CHLORIDE	124,830	182,988	195,000	195,000	266,000
	<b>TOTAL</b>	<b>124,830</b>	<b>182,988</b>	<b>195,000</b>	<b>195,000</b>	<b>266,000</b>
<b><u>CAPITAL IMPROVEMENTS</u></b>						
<b><u>PHASE II ENGINEERING</u></b>						
56302	73000 ANNUAL MFT RESURFACING	-	-	-	-	36,000
<b><u>PHASE III ENGINEERING</u></b>						
56303	73000 ANNUAL MFT RESURFACING	-	-	-	-	66,000
<b><u>PHASE III CONSTRUCTION</u></b>						
56403	73000 ANNUAL MFT RESURFACING	350,104	1,119,844	1,460,000	1,460,000	1,200,000
56403	73001 ANNUAL MFT SIDEWALK PROJECTS	117,512	50,090	75,000	-	50,000
56403	73010 ANNUAL CDBG MFT RESURFACING	-	-	-	-	-
	<b>TOTAL</b>	<b>467,616</b>	<b>1,169,933</b>	<b>1,535,000</b>	<b>1,460,000</b>	<b>1,352,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>714,452</b>	<b>1,465,439</b>	<b>1,850,060</b>	<b>1,775,060</b>	<b>1,738,060</b>
<b><u>400398 - TRANSFERS</u></b>						
<b><u>TRANSFERS OUT</u></b>						
59030	TRANSFER TO DEBT SERVICE	376,950	376,950	376,950	376,950	376,950
	<b>TOTAL</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>
	<b>DEPARTMENT TOTAL</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>	<b>376,950</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,091,402</b>	<b>\$ 1,842,389</b>	<b>\$ 2,227,010</b>	<b>\$ 2,152,010</b>	<b>\$ 2,115,010</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 2022 BUDGET**

701 - SSA# 1 NEWPORT COVE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>701012 - SSA #1 NEWPORT COVE</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	18,076	17,972	18,000	18,000	18,000
	<b>TOTAL</b>	<b>18,076</b>	<b>17,972</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 18,076</b>	<b>\$ 17,972</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	14,722	21,741	18,000	22,000	11,500
	<b>TOTAL</b>	<b>14,722</b>	<b>21,741</b>	<b>18,000</b>	<b>22,000</b>	<b>11,500</b>
<u>EQUIPMENT</u>						
55750	EQUIPMENT	30	4,140	2,500	2,173	2,500
	<b>TOTAL</b>	<b>30</b>	<b>4,140</b>	<b>2,500</b>	<b>2,173</b>	<b>2,500</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 14,752</b>	<b>\$ 25,881</b>	<b>\$ 20,500</b>	<b>\$ 24,173</b>	<b>\$ 14,000</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 2022 BUDGET**

702 - SSA# 2 OAK MEADOWS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>702012 - SSA #2 OAK MEADOWS REVENUE</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	1,000	1,000	1,000	1,000	1,000
	<b>TOTAL</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 1,000</b>	<b>\$ 1,000</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	980	1,400	2,500	1,400	2,500
	<b>TOTAL</b>	<b>980</b>	<b>1,400</b>	<b>2,500</b>	<b>1,400</b>	<b>2,500</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 980</b>	<b>\$ 1,400</b>	<b>\$ 2,500</b>	<b>\$ 1,400</b>	<b>\$ 2,500</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  
FISCAL YEAR 2022 BUDGET**

703 - SSA # 3 KEELE FARMS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>703012 - SSA #3 KEELE FARMS REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	-	4,994	5,000	5,000	12,000
	<b>TOTAL</b>	<b>-</b>	<b>4,994</b>	<b>5,000</b>	<b>5,000</b>	<b>12,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 4,994</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 12,000</b>
<b><u>703179 - SSA #3 KEELE FARMS EXPENDITURE</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52310	MAINT BUILDING & GROUNDS	18,899	11,905	7,000	11,145	11,000
	<b>TOTAL</b>	<b>18,899</b>	<b>11,905</b>	<b>7,000</b>	<b>11,145</b>	<b>11,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 18,899</b>	<b>\$ 11,905</b>	<b>\$ 7,000</b>	<b>\$ 11,145</b>	<b>\$ 11,000</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 2022 BUDGET**

721 - SSA # 21 WHITE OAKS FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>721012 - SSA #21 WHITE OAKS</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	4,492	4,496	4,500	4,500	4,500
	<b>TOTAL</b>	<b>4,492</b>	<b>4,496</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
	<b>TOTAL REVENUES</b>	<b>\$ 4,492</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	1,540	5,330	5,000	5,000	5,000
	<b>TOTAL</b>	<b>1,540</b>	<b>5,330</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,540</b>	<b>\$ 5,330</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</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.

**2021 ACCOMPLISHMENTS**

1. Met with several retail businesses and developers to encourage development within TIF 3.
2. Hired retail consulting firm to assist with marketing and business recruitment throughout the community, including area of TIF District within Route 25 corridor.

**2022 OBJECTIVES**

1. Implement General Fund repayment plan that was designed to repay upfront costs associated with Wal-Mart redevelopment agreement.
2. Staff and the Village's new retail consultant will continue to 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 2022 BUDGET**

803 - TIF # 3 ROUTE 25 FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>803011 - TIF #3 REVENUES</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	PROPERTY TAXES	767,308	883,373	885,000	945,195	978,000
	<b>TOTAL</b>	<b>767,308</b>	<b>883,373</b>	<b>885,000</b>	<b>945,195</b>	<b>978,000</b>
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	9,755	3,080	-	2,000	3,000
	<b>TOTAL</b>	<b>9,755</b>	<b>3,080</b>	<b>-</b>	<b>2,000</b>	<b>3,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 777,062</b>	<b>\$ 886,453</b>	<b>\$ 885,000</b>	<b>\$ 947,195</b>	<b>\$ 981,000</b>
<b><u>803189 - TIF #3 EXPENDITURES</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52012	ACCOUNTING SERVICES	1,100	-	1,467	1,467	1,467
52013	DUES & SUBSCRIPTIONS	213	283	284	-	284
52030	LEGAL FEES	-	-	1,000	-	1,000
52185	CONTRACTUAL - TIF CONSULTANT	-	-	-	-	-
52188	DEVELOPMENT STIMULUS	-	-	-	-	-
52190	PROFESSIONAL SERVICE	-	-	2,500	50	2,500
54153	TIF IMPROVEMENTS	-	-	-	-	900,000
	<b>TOTAL</b>	<b>1,313</b>	<b>283</b>	<b>5,251</b>	<b>1,517</b>	<b>905,251</b>
<b><u>CAPITAL IMPROVEMENTS</u></b>						
<b><u>PHASE III CONSTRUCTION</u></b>						
56403	70191 LW BESINGER DRIVE & WTR MAIN	-	-	-	-	-
56403	72001 ELMRIDGE - BALL CONNECTION	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>TRANSFERS OUT</u></b>						
59001	TRANSFER TO GENERAL FUND	3,368	-	-	-	2,600,000
	<b>TOTAL</b>	<b>3,368</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,600,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 4,680</b>	<b>\$ 283</b>	<b>\$ 5,251</b>	<b>\$ 1,517</b>	<b>\$ 3,505,251</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.

**2021 ACCOMPLISHMENTS**

1. Began to work with new mall ownership to discuss long-term plan for the property.

**2022 OBJECTIVES**

1. Close existing Spring Hill Mall TIF District, which has been underperforming and not economically viable.
2. Open a new TIF District that includes the mall, as well as an expanded geographic footprint of additional property in the surrounding area to enhance the feasibility of attracting developer interest in the area.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

804 - TIF # 4 SPRING HILL MALL REDEVELOPMENT

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>804011 - TIF #4 REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	PROPERTY TAXES	-	-	1,250	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>1,250</b>	<b>-</b>	<b>-</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	28	6	-	5	5
	<b>TOTAL</b>	<b>28</b>	<b>6</b>	<b>-</b>	<b>5</b>	<b>5</b>
	<b>TOTAL REVENUES</b>	<b>\$ 28</b>	<b>\$ 6</b>	<b>\$ 1,250</b>	<b>\$ 5</b>	<b>\$ 5</b>
<b><u>804189 - TIF #4 EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	-	-	-	-	-
52013	DUES & SUBSCRIPTIONS	213	283	284	284	284
52030	LEGAL FEES	-	-	-	-	-
	<b>TOTAL</b>	<b>213</b>	<b>283</b>	<b>284</b>	<b>284</b>	<b>284</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 213</b>	<b>\$ 283</b>	<b>\$ 284</b>	<b>\$ 284</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.

**2021 ACCOMPLISHMENTS**

1. Identified a developer for redevelopment of the former Huntley Square site.
2. Began process of developing master plan for public access to and use of the former M&M commercial property along the Fox River.

**2022 OBJECTIVES**

1. Facilitate Village Board review and adoption of Huntley Square / Iron Flats development proposal and redevelopment agreement.
2. Arrange for Request for Proposals to be sent out, for engineering / planning consultant services to prepare construction drawings for implementation of the forthcoming M&M property master plan.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

805 - TIF # 5 OLD TOWN

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>805011 - TIF #5 REVENUES</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	PROPERTY TAXES	277,857	401,129	600,000	714,743	797,000
	<b>TOTAL</b>	<b>277,857</b>	<b>401,129</b>	<b>600,000</b>	<b>714,743</b>	<b>797,000</b>
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
<b><u>STATE/LOCAL GRANTS</u></b>						
45005	60007 OSLAD GRANT - CARPENTER PARK	-	-	-	-	-
45005	70192	-	-	-	-	-
	<b>TOTAL</b>	<b>-</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	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>INVESTMENT INCOME</u></b>						
48006	INTEREST INCOME	54,819	27,354	21,000	21,000	21,000
48015	REALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48110	GAIN/LOSS ON INVESTMENT	(5,820)	(139)	-	15,000	-
	<b>TOTAL</b>	<b>48,999</b>	<b>27,216</b>	<b>21,000</b>	<b>36,000</b>	<b>21,000</b>
<b><u>TRANSFERS IN</u></b>						
49328	TRANSFER FROM VETERANS GARDEN	-	-	-	-	-
49001	TRANSFER FROM GENERAL FUND	-	-	-	-	2,000,000
49801	TRANSFER FROM TIF #1	600,000	465,849	-	-	-
49970	TRANSFER FROM PARK TRUST FD	-	-	10,000	-	-
	<b>TOTAL</b>	<b>600,000</b>	<b>465,849</b>	<b>10,000</b>	<b>-</b>	<b>2,000,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 926,856</b>	<b>\$ 894,193</b>	<b>\$ 631,000</b>	<b>\$ 750,743</b>	<b>\$ 2,818,000</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

805 - TIF # 5 OLD TOWN

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>805189 - TIF #5 EXPENDITURES</b>						
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	1,100	-	1,467	1,467	1,467
52013	DUES & SUBSCRIPTIONS	213	283	284	300	284
52030	LEGAL FEES	-	-	3,000	3,000	3,000
52163	TRAINING/MEETINGS	-	-	375	375	375
52185	CONTRACTUAL - TIF CONSULTANT	-	11,656	5,000	10,000	10,000
<b>DEVELOPMENT STIMULUS</b>						
52188	30001 OTTO TECH CENTER	5,100	-	-	-	-
52188	DEVELOPMENT STIMULUS	131,178	317,482	290,000	312,000	290,000
<b>PROFESSIONAL SERVICE</b>						
52190	60007 OSLAD GRANT - CARPENTER PARK	-	-	-	-	-
52190	70133 RT 31 & HUNTLEY	-	12,056	337,572	-	-
52190	70190 MAIN STREET AND WASHINGTON INT	-	-	-	-	-
52190	70192 FOX RIVER RENOVATION	-	-	-	-	-
52190	72014 BURIAL OF OVERHEAD UTIL	9,638	-	-	-	-
	<b>TOTAL</b>	<b>147,228</b>	<b>341,477</b>	<b>637,698</b>	<b>327,142</b>	<b>305,126</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>EQUIPMENT</b>						
55750	60007 OSLAD GRANT - CARPENTER PARK	-	-	-	-	-
<b>BUILDING/IMPROVEMENTS</b>						
56010	60007 OSLAD GRANT - CARPENTER PARK	-	50,603	-	-	-
56010	72026 VETERAN'S GARDEN	-	-	-	-	-
54153	TIF IMPROVEMENTS	-	-	1,636,356	4,000	2,500,000
<b>PHASE II ENGINEERING</b>						
56302	72007 SPRING STREET CULVERT	-	-	-	-	-
<b>PHASE III ENGINEERING</b>						
56303	70192 FOX RIVER RENOVATION	-	-	-	-	-
<b>PHASE III CONSTRUCTION</b>						
56403	60007 OSLAD GRANT - CARPENTER PARK	-	-	-	-	-
56403	70192 FOX RIVER RENOVATION	-	-	25,000	-	25,000
56403	72007 SPRING STREET CULVERT	68,968	-	-	-	-
<b>LAND ACQUISITION</b>						
56501	LAND ACQUISITION	298,548	-	-	-	-
56501	70192 FOX RIVER RENOVATION	-	-	300,000	-	300,000
<b>ROW ACQUISITION</b>						
56502	70192 FOX RIVER RENOVATION	-	-	-	-	-
	<b>TOTAL</b>	<b>367,516</b>	<b>50,603</b>	<b>1,961,356</b>	<b>4,000</b>	<b>2,825,000</b>
<u>TRANSFERS OUT</u>						
59001	TRANSFER TO GENERAL FUND	16,857	-	-	-	-
	<b>TOTAL</b>	<b>16,857</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 531,601</b>	<b>\$ 392,080</b>	<b>\$ 2,599,054</b>	<b>\$ 331,142</b>	<b>\$ 3,130,126</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 2021, the Foreign Fire Tax Board has made purchases, but not limited to the following:

- Kitchen Supplies (Pots/Pans/Dishes/Silverware/Cutlery)
- Griddle Grill & Supplies – 93
- Workout Room TV & Mount – 92
- Crock Pots (3)
- Griddles (3)
- Workout Equipment Accessories - 93
- Workout Equipment for Mezzanine – 93
- YETI Coolers for Engines & Truck
- YETI Ice blocks for coolers
- Station 91 Truck Logo Design
- Recliners – Station 93
- Duty Bags for all Members
- Station Coffee Fund / Station Supplies
- Scanner to Broadcast new radio Frequency
- New Grill
- Comcast Cable All Stations
- Hose Cart & 300' Hose (Middendorf Tree Watering)
- Dept Logo on New Ambulance
- Portable Dive Team Storage Bins (6)
- Gear Racks for Station 93
- 3 New Custom Kitchen Tables
- Public Education / Event Speaker System & Microphone
- Technical Rescue Team Helmets (6)
- Station 91 & 92 New Dumbbells

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

967 - FOREIGN FIRE TAX BOARD FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>967081 - FOREIGN FIRE TAX BOARD REVENUES</u></b>						
<u>TAXES OTHER</u>						
42710	FOREIGN FIRE TAX	36,107	40,080	36,000	36,000	36,000
	<b>TOTAL</b>	<b>36,107</b>	<b>40,080</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	71	29	10	9	10
	<b>TOTAL</b>	<b>71</b>	<b>29</b>	<b>10</b>	<b>9</b>	<b>10</b>
	<b>TOTAL REVENUES</b>	<b>\$ 36,177</b>	<b>\$ 40,109</b>	<b>\$ 36,010</b>	<b>\$ 36,009</b>	<b>\$ 36,010</b>
<b><u>967597 - FOREIGN FIRE TAX BOARD EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52163	TRAINING/MEETINGS	1,715	175	1,200	1,200	1,200
52999	OTHER CONTRACTUAL	6,750	7,382	6,600	6,600	6,600
	<b>TOTAL</b>	<b>8,465</b>	<b>7,557</b>	<b>7,800</b>	<b>7,800</b>	<b>7,800</b>
<u>COMMODITIES/SUPPLIES</u>						
53645	SUPPLIES - SAFETY	-	585	1,500	1,300	1,500
53999	SUPPLIES - OTHER	13,390	6,364	10,000	14,000	10,000
	<b>TOTAL</b>	<b>13,390</b>	<b>6,948</b>	<b>11,500</b>	<b>15,300</b>	<b>11,500</b>
<u>EQUIPMENT</u>						
55750	EQUIPMENT	10,460	14,901	10,000	6,000	10,000
	<b>TOTAL</b>	<b>10,460</b>	<b>14,901</b>	<b>10,000</b>	<b>6,000</b>	<b>10,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 32,315</b>	<b>\$ 29,407</b>	<b>\$ 29,300</b>	<b>\$ 29,100</b>	<b>\$ 29,300</b>



**DEBT SERVICE 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, 2022 is \$6,970,000. 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, 2022 is \$2,170,000. 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, 2021 is \$3,365,000. 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, 2022 is \$3,703,760. The Debt Service Fund (67%) and Water/Sewer Fund (33%) would continue to share the debt service for these bonds.

**2020 General Obligation Refunding Bonds:** In October 2020, the Village issued \$10,995,000 of GO Refunding Bonds for the purpose of advance refunding part of the outstanding Series 2010 General Obligation Bonds. The refunding of the Series 2010 GO Bonds generated net present value savings of around \$2,093,304. The series 2020 Bonds have a stated maturity of 12/30/2030. The Debt Service Fund levy provides for the annual payment of principal and interest. The outstanding principal balance as of January 1, 2022 is \$10,290,000.

**Remaining Debt Service to Maturity – Governmental Funds**

<b>Series 2014</b>		
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>
2022	\$ 430,000	\$ 265,550
2023	\$ 440,000	\$ 252,650
2024	\$ 455,000	\$ 239,450
2025	\$ 470,000	\$ 225,800
2026	\$ 490,000	\$ 207,000
2027	\$ 510,000	\$ 187,400
2028	\$ 530,000	\$ 167,000
2029	\$ 550,000	\$ 145,800
2030	\$ 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>\$ 6,970,000</b>	<b>\$ 2,071,850</b>

<b>Series 2015B</b>		
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>
2022	\$ 310,000	\$ 67,300
2023	\$ 322,500	\$ 54,900
2024	\$ 337,500	\$ 42,000
2025	\$ 350,000	\$ 28,500
2026	\$ 362,500	\$ 14,500
2027	\$ -	\$ -
2028	\$ -	\$ -
2029	\$ -	\$ -
2030	\$ -	\$ -
2031	\$ -	\$ -
2032	\$ -	\$ -
2033	\$ -	\$ -
2034	\$ -	\$ -
	<b>\$ 1,682,500</b>	<b>\$ 207,200</b>

<b>Series 2016</b>		
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>
2022	\$ 436,170	\$ 66,668
2023	\$ 442,200	\$ 58,817
2024	\$ 450,910	\$ 50,857
2025	\$ 459,620	\$ 42,741
2026	\$ 466,990	\$ 34,467
2027	\$ 473,690	\$ 26,062
2028	\$ 483,070	\$ 17,535
2029	\$ 491,110	\$ 8,840
2030	\$ -	\$ -
2031	\$ -	\$ -
2032	\$ -	\$ -
2033	\$ -	\$ -
2034	\$ -	\$ -
	<b>\$ 3,703,760</b>	<b>\$ 305,986</b>

<b>Series 2020</b>			
<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2022	\$ 730,000	\$ 411,600	\$ 2,717,288
2023	\$ 760,000	\$ 382,400	\$ 2,713,467
2024	\$ 790,000	\$ 352,000	\$ 2,717,717
2025	\$ 820,000	\$ 320,400	\$ 2,717,061
2026	\$ 855,000	\$ 287,600	\$ 2,718,057
2027	\$ 1,260,000	\$ 253,400	\$ 2,710,552
2028	\$ 1,310,000	\$ 203,000	\$ 2,710,605
2029	\$ 1,845,000	\$ 150,600	\$ 3,191,350
2030	\$ 1,920,000	\$ 76,800	\$ 2,690,600
2031	\$ -	\$ -	\$ 696,000
2032	\$ -	\$ -	\$ 697,200
2033	\$ -	\$ -	\$ 692,400
2034	\$ -	\$ -	\$ 696,800
	<b>\$ 10,290,000</b>	<b>\$ 2,437,800</b>	<b>\$ 27,669,096</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

030 - DEBT SERVICE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>030071 - DEBT SERVICE FUND</u></b>						
<b><u>PROPERTY TAXES</u></b>						
40100	PROPERTY TAXES	2,230,920	2,230,960	2,026,938	2,026,938	2,019,917
	<b>TOTAL</b>	<b>2,230,920</b>	<b>2,230,960</b>	<b>2,026,938</b>	<b>2,026,938</b>	<b>2,019,917</b>
<b><u>TAXES OTHER</u></b>						
42095	LOCAL MOTOR FUEL TAX	287,057	-	-	-	-
	<b>TOTAL</b>	<b>287,057</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>REIMBURSEMENTS</u></b>						
47011	IMPOUND FEES	19,750	11,250	21,000	21,000	21,000
	<b>TOTAL</b>	<b>19,750</b>	<b>11,250</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	71,624	16,735	30,000	30,000	30,000
48006	92010 2010 CAPITAL PROJECT BOND	274,478	269,442	-	134,086	-
48110	GAIN/LOSS ON INVESTMENT	(3,264)	-	-	-	-
	<b>TOTAL</b>	<b>342,838</b>	<b>286,177</b>	<b>30,000</b>	<b>164,086</b>	<b>30,000</b>
<b><u>TRANSFERS IN</u></b>						
49001	TRANSFER FROM GENERAL FUND	316,450	318,200	318,200	318,200	318,600
49200	92016 2016 REFUNDING BONDS	-	10,995,000	-	-	-
49201	92014 2015 B BOND PREMIUM	-	1,919,858	-	-	-
49400	TRANSFER FROM MFT	376,950	376,950	376,950	376,950	376,950
	<b>TOTAL</b>	<b>693,400</b>	<b>13,610,008</b>	<b>695,150</b>	<b>695,150</b>	<b>695,550</b>
	<b>TOTAL REVENUES</b>	<b>\$ 3,573,964</b>	<b>\$ 16,138,395</b>	<b>\$ 2,773,088</b>	<b>\$ 2,907,174</b>	<b>\$ 2,766,467</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

**030 - DEBT SERVICE FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>030730 - DEBT SERVICE EXPENDITURES</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
<b>DEBT ISSUANCE COSTS</b>						
58100	92016 2016 REFUNDING BONDS	-	143,459	-	-	-
58801	92016	-	12,771,398	-	-	-
<b>AGENT FEES</b>						
58510	AGENT FEES	250	1,000	500	500	500
58510	92006 2006 CAPITAL IMPROVEMENT BONDS	-	-	-	-	-
58510	92008 2008 CIP BOND ISSUE (PROJECT)	-	-	-	-	-
58510	92010 2010 CAPITAL PROJECT BOND	250	-	1,000	1,000	1,000
58510	92012 2014 CIP BONDS	-	-	-	-	-
58510	92014 2015 B BONDS	500	3,000	500	1,000	1,000
58510	92016 2016 REFUNDING BONDS	-	-	-	-	-
<b>PRINCIPAL</b>						
58557	92008 2008 CIP BOND ISSUE (PROJECT)	-	-	-	-	-
58557	92010 2010 CAPITAL PROJECT BOND	780,000	805,000	-	-	-
58557	92012 2014 CIP BONDS	395,000	405,000	415,000	415,000	430,000
58557	92014 2015 B BONDS	277,500	287,500	300,000	300,000	310,000
58557	92016 2016 REFUNDING BONDS	419,420	426,120	436,170	436,170	442,200
58557	92017 2020 REFUNDING BONDS	-	-	705,000	705,000	730,000
<b>INTEREST</b>						
58558	92008 2008 CIP BOND ISSUE (PROJECT)	-	-	-	-	-
58558	92010 2010 CAPITAL PROJECT BOND	850,348	812,518	-	-	-
58558	92012 2014 CIP BONDS	302,000	290,150	278,000	278,000	265,550
58558	92014 2015 B BONDS	101,900	90,800	79,300	79,300	67,300
58558	92016 2016 REFUNDING BONDS	81,869	74,128	66,638	66,638	58,817
58558	92017 2020 REFUNDING BONDS	-	-	439,800	439,800	411,600
	<b>TOTAL</b>	<b>3,209,037</b>	<b>16,110,073</b>	<b>2,721,908</b>	<b>2,722,408</b>	<b>2,717,967</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 3,209,037</b>	<b>\$ 16,110,073</b>	<b>\$ 2,721,908</b>	<b>\$ 2,722,408</b>	<b>\$ 2,717,967</b>



## **CAPITAL PROJECTS FUNDS**

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 2022 BUDGET**

235 - CAPITAL EQUIPMENT REPLACEMENT (CERF) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>235011 - EQUIPMENT REPLACEMENT REVENUES</u></b>						
<u>TAXES OTHER</u>						
44810	TELECOMMUNICATION TAX	83,718	73,518	80,000	-	-
	<b>TOTAL</b>	<b>83,718</b>	<b>73,518</b>	<b>80,000</b>	-	-
<u>GRANTS &amp; CONTRIBUTIONS</u>						
45000	FEDERAL GRANTS	-	-	-	-	-
45065	GRANT - BULLET PROOF VEST	3,015	2,447	2,500	4,400	6,600
	<b>TOTAL</b>	<b>3,015</b>	<b>2,447</b>	<b>2,500</b>	<b>4,400</b>	<b>6,600</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	7,808	1,350	3,600	-	-
48110	GAIN/LOSS ON INVESTMENT	1,550	(195)	-	-	-
	<b>TOTAL</b>	<b>9,358</b>	<b>1,155</b>	<b>3,600</b>	-	-
<u>TRANSFERS IN</u>						
49001	TRANSFER FROM GENERAL FUND	539,000	1,900,000	1,297,000	1,297,000	3,396,600
49004	TRANSFER FROM WATER/SEWER FUND	-	-	307,161	307,161	260,000
	<b>TOTAL</b>	<b>539,000</b>	<b>1,900,000</b>	<b>1,604,161</b>	<b>1,604,161</b>	<b>3,656,600</b>
	<b>DEPARTMENT TOTAL</b>	<b>635,091</b>	<b>1,977,120</b>	<b>1,690,261</b>	<b>1,608,561</b>	<b>3,663,200</b>
<b><u>235012 - OTHER FINANCING SOURCES</u></b>						
<u>OTHER FINANCING SOURCES</u>						
46896	SALE OF EQUIPMENT/VEHICLES	49,736	74,284	15,000	-	-
	<b>TOTAL</b>	<b>49,736</b>	<b>74,284</b>	<b>15,000</b>	-	-
	<b>DEPARTMENT TOTAL</b>	<b>49,736</b>	<b>74,284</b>	<b>15,000</b>	-	-
	<b>TOTAL REVENUES</b>	<b>\$ 684,827</b>	<b>\$ 2,051,404</b>	<b>\$ 1,705,261</b>	<b>\$ 1,608,561</b>	<b>\$ 3,663,200</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

**235 - CAPITAL EQUIPMENT REPLACEMENT (CERF) FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>235112 - IT CERF</u></b>						
<u>COMMODITIES/SUPPLIES</u>						
53608	COMPUTER	-	14,228	109,000	-	-
53611	IT NETWORK SOFTWARE	31,622	-	15,000	-	105,000
	<b>TOTAL</b>	<b>31,622</b>	<b>14,228</b>	<b>124,000</b>	<b>-</b>	<b>105,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>31,622</b>	<b>14,228</b>	<b>124,000</b>	<b>-</b>	<b>105,000</b>
<b><u>235115 - PUBLIC BUILDINGS CERF</u></b>						
<u>CAPITAL IMPROVEMENTS</u>						
56010	BUILDING/IMPROVEMENTS	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>235145 - COMDEV CERF</u></b>						
<u>CAPITAL IMPROVEMENTS</u>						
55745	VEHICLES	-	-	60,000	-	53,000
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>53,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>53,000</b>
<b><u>235220 - PARKS CERF</u></b>						
<u>EQUIPMENT</u>						
55750	EQUIPMENT	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>235370 - PUBLIC WORKS CERF</u></b>						
<u>EQUIPMENT</u>						
55745	VEHICLES	288,965	512,715	534,000	534,000	742,148
55750	PW EQUIPMENT	41,001	27,810	234,411	53,694	50,000
56010	PW BUILDING/IMPROVEMENTS	-	-	-	-	-
	<b>TOTAL</b>	<b>329,966</b>	<b>540,525</b>	<b>768,411</b>	<b>587,694</b>	<b>792,148</b>
	<b>DEPARTMENT TOTAL</b>	<b>329,966</b>	<b>540,525</b>	<b>768,411</b>	<b>587,694</b>	<b>792,148</b>
<b><u>235550 - POLICE CERF</u></b>						
<u>EQUIPMENT</u>						
55745	VEHICLES	2,171	249,034	191,916	50,000	429,097
55750	POLICE EQUIPMENT	4,773	6,465	244,671	244,671	53,266
	<b>TOTAL</b>	<b>6,944</b>	<b>255,499</b>	<b>436,587</b>	<b>294,671</b>	<b>482,363</b>
	<b>DEPARTMENT TOTAL</b>	<b>6,944</b>	<b>255,499</b>	<b>436,587</b>	<b>294,671</b>	<b>482,363</b>
<b><u>235560 - FIRE CERF</u></b>						
<u>EQUIPMENT</u>						
55745	VEHICLES	-	1,309,712	-	66,831	396,387
55750	FIRE EQUIPMENT	-	-	176,939	189,450	58,771
56010	FIRE BUILDING/IMPROVEMENTS	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>1,309,712</b>	<b>176,939</b>	<b>256,281</b>	<b>455,158</b>
	<b>DEPARTMENT TOTAL</b>	<b>-</b>	<b>1,309,712</b>	<b>176,939</b>	<b>256,281</b>	<b>455,158</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 368,532</b>	<b>\$ 2,119,963</b>	<b>\$ 1,565,937</b>	<b>\$ 1,138,646</b>	<b>\$ 1,887,669</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. General Obligation Bonds
2. Federal Grants
3. State Grants
4. 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

### **2021 ACCOMPLISHMENTS**

1. Initiated preliminary design study of the LW Besinger Drive Improvement Project.
2. Initiated design of the Lincolnwood Manor Roadway Improvement Project.
3. Completed design and began Construction of the Wakefield Area Drainage Improvements.
4. Completed construction of the Bolz Road Improvement Project.
5. Completed construction of the Polk Avenue Improvement Project.
6. Completed in-house design and construction of the Helm Road Resurfacing Project.
7. Completed in-house design and construction of the Lincoln Avenue Resurfacing Project.

8. Completed in-house design and construction of the Eastside Resurfacing Project.
9. Completed in-house design and construction of the CDBG Eastside Resurface Program (Harrison Street and Harding Street).
10. Completed pavement condition rating survey of all Village roadways.
11. Completed pavement condition rating survey of all Village non-roadway paved areas.
12. Continued White Oaks Basin Improvements and annual maintenance.
13. Continued Carpenter Creek Improvements and annual maintenance.
14. Maintained the current Five Year Capital Improvement Plan.
15. Pursued applicable grant funding opportunities for various capital improvement projects.

## **2022 OBJECTIVES**

1. Complete the Village Comprehensive Plan update
2. Submit preliminary design study of the LW Besinger Drive Improvement Project to the Illinois Department of Transportation for approval.
3. Initiate the Sioux Avenue Area Drainage Study.
4. Complete design and begin construction of the Lincolnwood Manor Roadway Improvement Project.
5. Complete design of the High Capacity Inlet Project.
6. Begin design of the Lake Marian Woods Watermain Replacement Project
7. Complete design of the Golfview Lane and Williams Road Culvert Replacement Project.
8. Complete design of the Old Town and 1A Neighborhood Improvement Project.
9. Complete in-house design and construction of the Lake Marian Road Resurfacing Project.
10. Complete in-house design and construction of the South Lord Avenue Resurfacing and Parking Improvements Project.
11. Complete in-house design and construction of the Village Resurfacing Project.
12. Complete in-house design and construction of the CDBG Eastside Resurfacing Program (Hampton Drive).
13. Continue White Oaks Basin Improvements annual maintenance.
14. Continue Carpenter Creek Improvements annual maintenance.

15. Contractually prepare a Five Year Capital Improvement Plan.
16. Pursue applicable grant funding opportunities for various capital improvement projects.

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

299 - CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>299084 - CAPITAL IMPROVEMENT PROGRAM REVENUES</u></b>						
<b><u>TAXES OTHER</u></b>						
42095	LOCAL MOTOR FUEL TAX	-	296,948	280,000	280,000	280,000
42750	CANIBAS USE TAX	-	-	-	-	68,369
42751	CANIBAS SALES TAX	-	-	-	-	200,000
	<b>TOTAL</b>	-	<b>296,948</b>	<b>280,000</b>	<b>280,000</b>	<b>548,369</b>
<b><u>GRANTS &amp; CONTRIBUTIONS</u></b>						
<b><u>GRANTS - FEDERAL</u></b>						
45000	70121 MAPLE AVENUE	-	-	-	-	-
45000	70133 RT 31 & HUNTLEY	-	-	-	-	-
45000	70170 TULSA RD/ KINGS RD LAPP RESURFACING	-	-	-	-	-
45000	70188 CARPENTER CREEK STORMWATER IMPROVI	-	-	-	-	-
45000	72002 SLEEPY HOLLOW RESURFACING	-	-	-	-	-
45000	73010 ANNUAL CDBG MFT RESURFACING	253,917	235,251	-	-	-
<b><u>STATE/LOCAL GRANTS</u></b>						
45005	70133 RT 31 & HUNTLEY	848,904	1,001,389	-	-	-
	<b>TOTAL</b>	<b>1,102,821</b>	<b>1,236,640</b>	-	-	-
<b><u>REIMBURSEMENTS</u></b>						
<b><u>PROJECT REIMBURSEMENT</u></b>						
47500	72003 RIVERS VIEW CULVERT REPLACEMENT	-	-	-	-	-
47500	73010 ANNUAL CDBG MFT RESURFACING	-	-	-	-	-
47850	80505 51 S. GROVE	-	-	-	-	-
	<b>TOTAL</b>	-	-	-	-	-
<b><u>INVESTMENT INCOME</u></b>						
<b><u>INTEREST INCOME</u></b>						
48006	INTEREST INCOME	69,395	13,520	20,000	20,000	20,000
48006	92012 2014 CIP BONDS	137,088	50,568	85,000	85,000	85,000
<b><u>REALIZED GAIN/LOSS ON INVEST</u></b>						
48015	REALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48015	92012 2014 CIP BONDS	-	-	-	-	-
<b><u>GAIN/LOSS ON INVEST</u></b>						
48110	GAIN/LOSS ON INVESTMENT	627	(3,073)	-	8,447	-
48110	92012 2014 CIP BONDS	9,075	(2,539)	-	12,053	-
<b><u>UNREALIZED GAIN/LOSS ON INVEST</u></b>						
48016	UNREALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48016	92012 2014 CIP BONDS	-	-	-	-	-
	<b>TOTAL</b>	<b>216,184</b>	<b>58,476</b>	<b>105,000</b>	<b>125,500</b>	<b>105,000</b>
<b><u>TRANSFERS IN/OTHER</u></b>						
49003	TRANSFER FROM ESCROW FUND	-	-	-	-	-
49100	TRANSFER WATER & SEWER FUND	1,300,888	-	-	-	-
49999	MISCELLANEOUS INCOME	-	-	-	-	-
	<b>TOTAL</b>	<b>1,300,888</b>	-	-	-	-
	<b>DEPARTMENT TOTAL</b>	<b>2,619,894</b>	<b>1,592,064</b>	<b>385,000</b>	<b>405,500</b>	<b>653,369</b>
<b><u>299 - CAPITAL IMPROVEMENT PROGRAM REVENUES</u></b>						
<b><u>TRANSFERS IN/OTHER</u></b>						
49001	TRANSFER FROM GENERAL FUND	314,550	5,500,000	3,899,129	3,899,129	10,000,000
	<b>TOTAL</b>	<b>314,550</b>	<b>5,500,000</b>	<b>3,899,129</b>	<b>3,899,129</b>	<b>10,000,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>314,550</b>	<b>5,500,000</b>	<b>3,899,129</b>	<b>3,899,129</b>	<b>10,000,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 2,934,444</b>	<b>\$ 7,092,064</b>	<b>\$ 4,284,129</b>	<b>\$ 4,304,629</b>	<b>\$ 10,653,369</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

299 - CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>299329 - CAPITAL IMPROVEMENT PROGRAM</u></b>						
<u>CONTRACTUAL SERVICES</u>						
<b>PROFESSIONAL SERVICE</b>						
52190	60009 VILLAGE HALLIMPROVEMENTS	-	-	-	-	-
52190	73300 COMPREHENSIVE PLAN	-	-	-	7,353	85,000
	<b>TOTAL</b>	-	-	-	-	-
	<b>DEPARTMENT TOTAL</b>	-	-	-	<b>7,353</b>	<b>85,000</b>
<b><u>299370 - STREET CAPITAL IMPROVEMENTS</u></b>						
<u>CONTRACTUAL SERVICES</u>						
<b>BANK CHARGES</b>						
52105	92012 2014 CIP BONDS	60	-	-	-	-
<b>PROFESSIONAL SERVICE</b>						
52190	70133 RT 31 & HUNTLEY	-	23,132	84,123	1,580	25,000
52190	70190 MAIN STREET AND WASHINGTON INT	-	-	-	-	-
52190	72003 RIVERS VIEW CULVERT REPLACEMENT	-	-	-	-	-
52190	72010 OLD TOWN CAPITAL	2,891	-	-	-	-
52190	72013 HOPI LANE STORM SEWER	12	-	-	-	-
52190	72033 LAKE MARIAN ROAD FLOOD MAP REVISION	29,500	29,611	30,389	-	-
52190	73100 PAVEMENT CONDITION RATING - SYR UPDA	23,500	-	-	-	-
	<b>TOTAL</b>	<b>55,964</b>	<b>52,744</b>	<b>114,512</b>	<b>1,580</b>	<b>25,000</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE I ENGINEERING</b>						
56301	72020 WAKEFIELD DRAINAGE STUDY	30,220	-	50,000	-	-
56301	72021 KINGS/AMARILLO/ALAMEDA DRAINAGE	19,651	-	-	8,694	-
56301	72032 HILLSIDE STREET/HIGHLAND AVENUE IMPRI	-	19,942	220,000	76,215	143,785
56301	72047 LW BESINGER DRIVE	-	-	50,000	-	110,000
56301	72059 SIOUX AVENUE DRAINAGE STUDY	-	-	-	-	35,000
<b>PHASE II ENGINEERING</b>						
56302	70133 RT 31 & HUNTLEY	300	120	315,000	-	-
56302	70177 WHITE OAKS IMPROVEMENTS	-	3,000	-	-	-
56302	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	-	-	-	-	-
56302	72007 SPRING STREET CULVERT	-	-	-	-	-
56302	72012 WILLIAMS STORM SEWER	-	-	-	-	-
56302	72013 HOPI LANE STORM SEWER	6,045	-	-	-	-
56302	72015 BALL AVE IMPROVEMENTS	-	-	-	-	-
56302	72018 BOLZ ROAD	158,771	49,493	5,843	-	-
56302	72019 KEITH ANDRES STORMWATER	59,567	-	-	-	-
56302	72022 NEWPORT COVE PATH CONNECTION	-	-	-	-	-
56302	72020 WAKEFIELD DRAINAGE STUDY	28,378	119,802	97,456	-	-
56302	72021 KINGS/AMARILLO/ALAMEDA DRAINAGE	70,851	63,198	103,320	3,849	143,982
56302	72038 EAST SIDE HIGH CAPACITY INLET	-	38,400	3,600	-	-
56302	72039 NEWPORT COVE CREEK IMPROVEMENT	-	15,322	13,178	-	-
56302	72046 OLD TOWN 1A & SO LINCOLN LEAD	-	-	26,000	-	-
56302	72050 LINCOLNWOOD MANOR RD IMPROVE	-	-	-	-	184,668
56302	72051 CIP UPDATE	-	-	45,000	-	50,000
56302	72055 HIGH CAPACITY INLET PROJECT	-	-	-	-	35,000
56302	72056 WILLIAMS & GOLFVIEW CULVERT	-	-	-	-	50,000
56302	72057 LORD AVENUE PARKING	-	-	-	-	6,000
56302	95002 OLD TOWN TIF EXPENSES	42,860	89,244	91,201	28,854	52,348

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

**299 - CAPITAL IMPROVEMENT PROGRAM (CIP) FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>PHASE III ENGINEERING</b>						
56303	70121 MAPLE AVENUE	-	-	-	-	-
56303	70124 GOLFVIEW/HAZARD/MONROE	-	-	-	-	-
56303	70133 RT 31 & HUNTLEY	628,150	111,538	533,050	-	-
56303	70170 TULSA RD/ KINGS RD LAPP RESURFACING	-	-	-	-	-
56303	72002 SLEEPY HOLLOW RESURFACING	-	-	-	-	-
56303	72003 RIVERS VIEW CULVERT REPLACEMENT	-	-	-	-	-
56303	72013 HOPI LANE STORM SEWER	93,793	16,417	-	-	-
56303	72018 BOLZ ROAD	-	-	210,000	136,084	45,000
56303	72020 WAKEFIELD DRAINAGE STUDY	-	-	140,000	-	40,000
56303	72019 KEITH ANDRES STORMWATER	-	48,623	5,000	-	-
56303	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	94,500	-	-
56303	72039 NEWPORT COVE CREEK IMPROVEMENT	-	11,971	12,000	-	-
56303	72050 LINCOLNWOOD MANOR ROAD IMP	-	-	225,000	20,333	300,000
<b>PHASE III CONSTRUCTION</b>						
56403	PHASE III CONSTRUCTION	111	-	-	-	-
56403	70121 MAPLE AVENUE	(2,283)	409	-	-	-
56403	70133 RT 31 & HUNTLEY	931,144	3,713,565	742,179	7,500	734,679
56403	70170 TULSA RD/ KINGS RD LAPP RESURFACING	-	-	-	-	-
56403	70177 WHITE OAKS IMPROVEMENTS	12,885	-	-	-	-
56403	70182 MILLER ROAD RESURFACING	-	-	-	-	-
56403	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	1,079,304	43,725	1,660,307	-	1,624,710
56403	70188 CARPENTER CREEK STORMWATER IMPROVI	-	6,154	22,075	-	19,073
56403	72003 RIVERS VIEW CULVERT REPLACEMENT	-	-	-	-	-
56403	72008 HUNTLEY/LONGMEADOW PATH CONNECTI	-	-	-	-	-
56403	72009 KEELE FARMS RESURFACING	-	-	-	-	-
56403	72012 WILLIAMS STORM SEWER	-	-	-	-	-
56403	72013 HOPI LANE STORM SEWER	1,758,190	10,354	-	-	-
56403	72015 BALL AVE IMPROVEMENTS	-	-	-	-	-
56403	72017 KEITH ANDRES PARK IMPROVEMENTS	-	-	-	-	-
56403	72018 BOLZ ROAD	-	-	545,000	7,765	145,000
56403	72019 KEITH ANDRES STORMWATER	-	975,040	197,430	1,916	45,000
56403	72020 WAKEFIELD DRAINAGE STUDY	-	-	1,275,000	-	320,000
56403	72022 NEWPORT COVE PATH CONNECTION	51,108	12,161	-	-	-
56403	72023 MILLER ROAD TRAFFIC IMPROVEMENTS	-	-	25,000	-	-
56403	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	414,750	-	-
56403	72035 EAST SIDE RESURFACING	-	-	1,300,000	362,501	1,000,000
56403	72036 LAKE MARIAN ROAD RESURFACING	-	-	455,000	-	455,000
56403	72037 HELM ROAD RESURFACING	-	-	550,000	-	-
56403	72038 EAST SIDE HIGH CAPACITY INLET	-	196,230	125,000	-	-
56403	72039 NEWPORT COVE CREEK IMPROVEMENT	-	31,543	75,000	-	60,000
56403	72024 WILLIAMS ROAD RESURFACING	-	-	-	-	-
56403	72025 SOUTH WASHINGTON RESURFACING	170,000	-	-	-	-
56403	72032 HILLSIDE STREET/HIGHLAND AVENUE IMPR	203,473	-	-	-	-
56403	72044 BOLZ ROAD FLASHING FED BEACONES	-	-	40,000	-	15,000
56403	72049 LINCOLN AVE N & S RESURFACE	-	-	360,000	-	-
56403	72050 LINCOLNWOOD MANOR RD IMPROVE	-	-	-	-	2,200,000
56403	72057 LORD AVENUE PARKING	-	-	-	-	60,000
56403	72061 GOLVIEW LANE RESURFACING	-	-	-	-	215,000
56403	73000 ANNUAL MFT RESURFACING	20,067	-	-	-	-
56403	73010 ANNUAL CDBG MFT RESURFACING	515,436	471,805	507,000	245,723	410,200
56403	73020 ANNUAL RESURFACING - WEST	-	-	-	-	-
<b>ROW ACQUISITION</b>						
56502	70133 RT 31 & HUNTLEY	10,607	3,086	-	-	-
56502	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	-	263	-	-	-
56502	72020 WAKEFIELD DRAINAGE STUDY	-	-	40,000	-	-
56502	72021 KINGS/AMARILLO/ALAMEDA DRAINAGE	-	-	100,000	-	100,000
<b>TOTAL</b>		<b>5,888,629</b>	<b>6,051,405</b>	<b>10,673,889</b>	<b>899,434</b>	<b>8,599,444</b>
<b>DEPARTMENT TOTAL</b>		<b>5,944,592</b>	<b>6,104,148</b>	<b>10,788,401</b>	<b>908,366</b>	<b>8,709,444</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 5,944,592</b>	<b>\$ 6,104,148</b>	<b>\$ 10,788,401</b>	<b>\$ 908,366</b>	<b>\$ 8,709,444</b>



## **PERMANENT FUND**

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 2022 BUDGET**

970 - PARK TRUST FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>970001 - PARK TRUST REVENUES</u></b>						
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	4,429	6,341	3,500	3,500	3,500
48015	REALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48016	UNREALIZED GAIN/LOSS ON INVEST	41,151	27,538	15,000	33,000	15,000
48026	PARK TRUST INCOME	14,115	-	13,500	14,146	13,500
	<b>TOTAL</b>	<b>59,695</b>	<b>33,878</b>	<b>32,000</b>	<b>50,646</b>	<b>32,000</b>
	<b>TOTAL REVENUES</b>	<b>\$ 59,695</b>	<b>\$ 33,878</b>	<b>\$ 32,000</b>	<b>\$ 50,646</b>	<b>\$ 32,000</b>
<b><u>970220 - PARK TRUST EXPENDITURES</u></b>						
<u>CONTRACTUAL SERVICES</u>						
52105	BANK CHARGES	2,985	2,981	2,500	2,500	2,500
57050	OTHER EXPENSES	430	-	500	500	500
	<b>TOTAL</b>	<b>3,415</b>	<b>2,981</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<u>TRANSFERS OUT</u>						
59001	TRANSFER TO GENERAL FUND	14,115	13,841	14,000	-	-
59805	TRANSFER TO TIF#5	-	-	-	-	-
	<b>TOTAL</b>	<b>14,115</b>	<b>13,841</b>	<b>14,000</b>	<b>-</b>	<b>-</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 17,530</b>	<b>\$ 16,822</b>	<b>\$ 17,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>



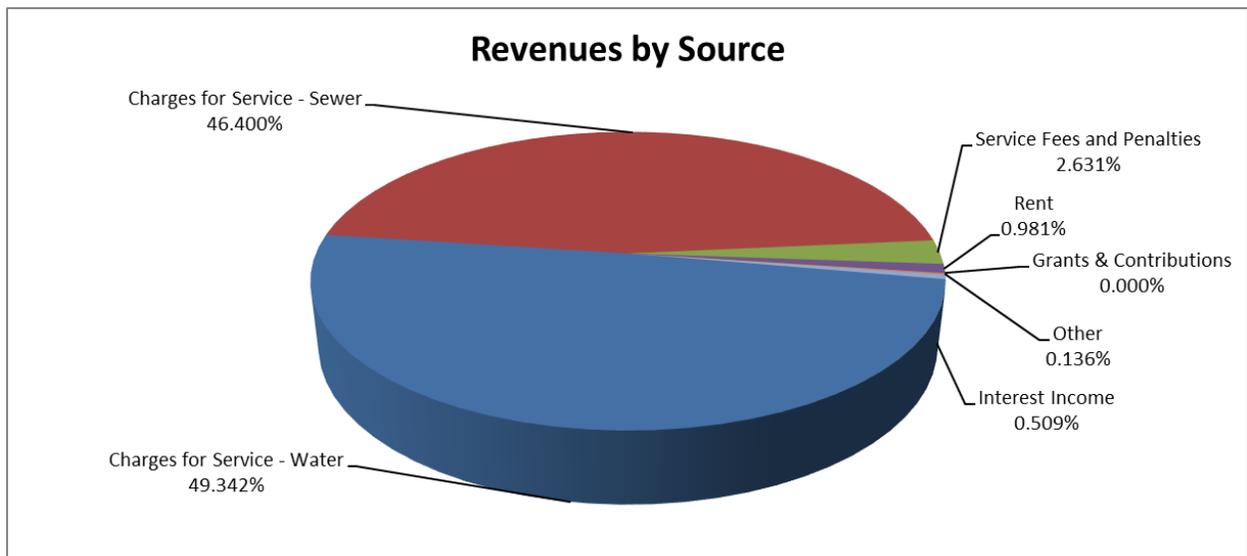
**ENTERPRISE FUND**

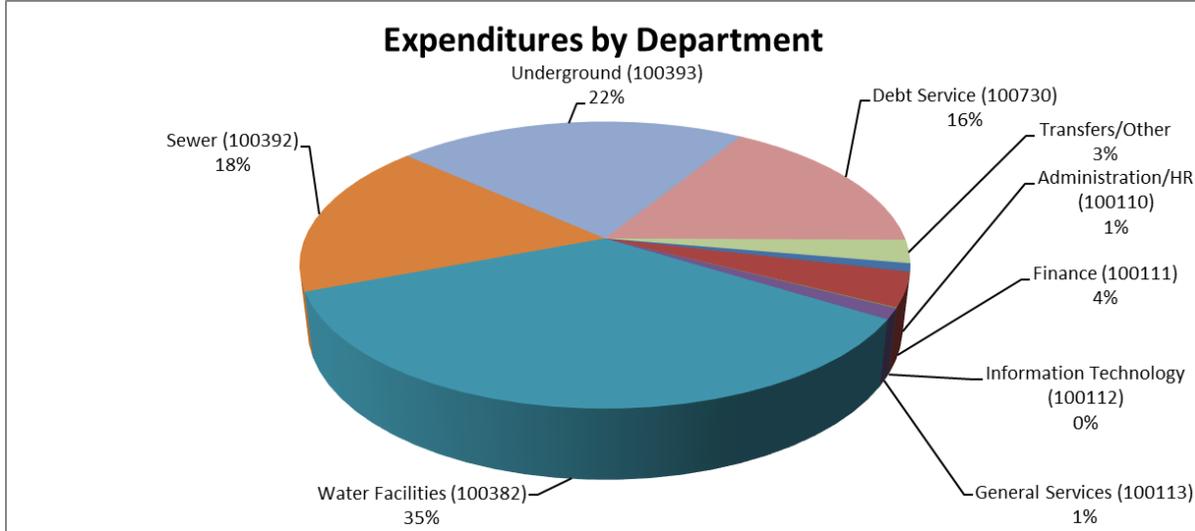
**ENTERPRISE FUND WATER AND SEWER FUND**

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 12/31/2019	Actual 12/31/2020	Approved Budget 12/31/2021	Projected 12/31/2021	Requested 12/31/2022
<b>Revenues</b>					
Charges for Service - Water	4,295,707	4,427,217	4,330,000	4,310,000	4,360,000
Charges for Service - Sewer	4,044,832	4,167,862	4,050,000	4,050,000	4,100,000
Service Fees and Penalties	296,361	236,087	260,000	226,500	232,500
Rent	83,363	116,345	86,703	85,468	86,703
Grants & Contributions	-	-	-	-	-
Other	9,826	-	4,500	30,102	12,000
Interest Income	136,822	30,025	45,000	45,000	45,000
<b>Total Water &amp; Sewer Fund Revenues</b>	<b>\$ 8,866,911</b>	<b>\$ 8,977,536</b>	<b>\$ 8,776,203</b>	<b>\$ 8,747,070</b>	<b>\$ 8,836,203</b>
<b>Expenditures</b>					
Administration/HR (100110)	-	-	-	-	107,287
Finance (100111)	424,446	429,783	437,760	426,945	448,634
Information Technology (100112)	-	-	-	-	8,100
General Services (100113)	122,286	128,306	153,260	163,450	143,736
Water Facilities (100382)	1,226,002	439,687	3,953,512	1,951,943	4,115,165
Sewer (100392)	1,686,584	2,077,491	2,102,890	2,035,110	2,043,865
Underground (100393)	1,916,640	1,862,733	2,455,309	1,398,655	2,574,744
Debt Service (100730)	258,326	184,283	1,951,383	1,910,032	1,908,709
Transfers/Other	1,300,888	-	307,161	307,161	307,161
<b>Total Water &amp; Sewer Fund Expenditures</b>	<b>\$ 6,935,172</b>	<b>\$ 5,122,283</b>	<b>\$ 11,361,275</b>	<b>\$ 8,193,296</b>	<b>\$ 11,657,401</b>
Surplus (Deficit)	\$ 1,931,739	\$ 3,855,253	\$ (2,585,072)	\$ 553,774	\$ (2,821,198)





**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>100031 - WATER &amp; SEWER FUND</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44841	LAND LEASE/FOX VALLEY	8,508	9,202	9,203	9,203	9,203
44845	T-MOBIL LAND LEASE	42,232	43,516	42,500	42,500	42,500
44848	LAND LEASE - VERIZON	32,623	33,601	35,000	33,765	35,000
	<b>TOTAL</b>	<b>83,362</b>	<b>86,320</b>	<b>86,703</b>	<b>85,468</b>	<b>86,703</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	113,790	30,025	45,000	45,000	45,000
48006	92012 2014 CIP BONDS	-	-	-	-	-
<b>REALIZED GAIN/LOSS ON INVEST</b>						
48015	REALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48015	92012 2014 CIP BONDS	-	-	-	-	-
<b>UNREALIZED GAIN/LOSS ON INVEST</b>						
48016	UNREALIZED GAIN/LOSS ON INVEST	-	-	-	-	-
48016	92012 2014 CIP BONDS	-	-	-	-	-
48110	GAIN/LOSS ON INVESTMENT	23,032	(1,885)	-	14,000	-
	<b>TOTAL</b>	<b>136,822</b>	<b>28,140</b>	<b>45,000</b>	<b>59,000</b>	<b>45,000</b>
<b><u>OTHER</u></b>						
49999	MISCELLANEOUS INCOME	310	(44)	-	4,102	-
	<b>TOTAL</b>	<b>310</b>	<b>(44)</b>	<b>-</b>	<b>4,102</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>220,495</b>	<b>114,415</b>	<b>131,703</b>	<b>148,570</b>	<b>131,703</b>
<b><u>100032 - WATER &amp; SEWER - CHARGES FOR SERVICES</u></b>						
<b><u>FEES &amp; FINES</u></b>						
44000	WATER USER CHARGES	3,907,080	4,088,489	3,960,000	3,960,000	3,990,000
44020	WATER USAGE - HYDRANT	29,756	4,079	10,000	10,000	10,000
44050	WATER AVAILABILITY CHARGES	357,704	361,117	360,000	350,000	370,000
44080	WATER CONNECTION FEES	-	10,500	-	-	-
44100	SEWER USER CHARGES	3,672,387	3,808,055	3,700,000	3,700,000	3,750,000
44150	SEWER AVAILABILITY CHARGES	360,570	359,807	350,000	350,000	350,000
44180	SEWER CONNECTION FEES	13,042	10,500	-	-	-
44770	SERVICE FEE	148,081	120,700	110,000	150,000	130,000
44771	WATER/SEWER PENALTY	152,975	93,237	150,000	75,000	100,000
44775	METER SALES	2,547	1,671	2,000	2,000	2,000
44776	NSF FEES	2,107	1,150	2,500	1,500	2,500
	<b>TOTAL</b>	<b>8,646,249</b>	<b>8,859,305</b>	<b>8,644,500</b>	<b>8,598,500</b>	<b>8,704,500</b>
<b><u>REIMBURSEMENTS - REVENUE</u></b>						
47100	REIMB - WATER	167	3,755	-	-	-
	<b>TOTAL</b>	<b>167</b>	<b>3,755</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>8,646,416</b>	<b>8,863,060</b>	<b>8,644,500</b>	<b>8,598,500</b>	<b>8,704,500</b>
	<b>TOTAL REVENUES</b>	<b>8,866,911</b>	<b>8,977,475</b>	<b>8,776,203</b>	<b>8,747,070</b>	<b>8,836,203</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.

It is the mission of the Human Resources of the Village of Carpentersville to develop, implement, and maintain programs and processes that add value to the Village and its employees. Consistent with the Village's mission and values, HR will provide the employees with the training, resources, and support necessary to serve the community of Carpentersville. It is our goal to promote a work environment that is characterized by fair treatment, open communication, trust, balance, and support.

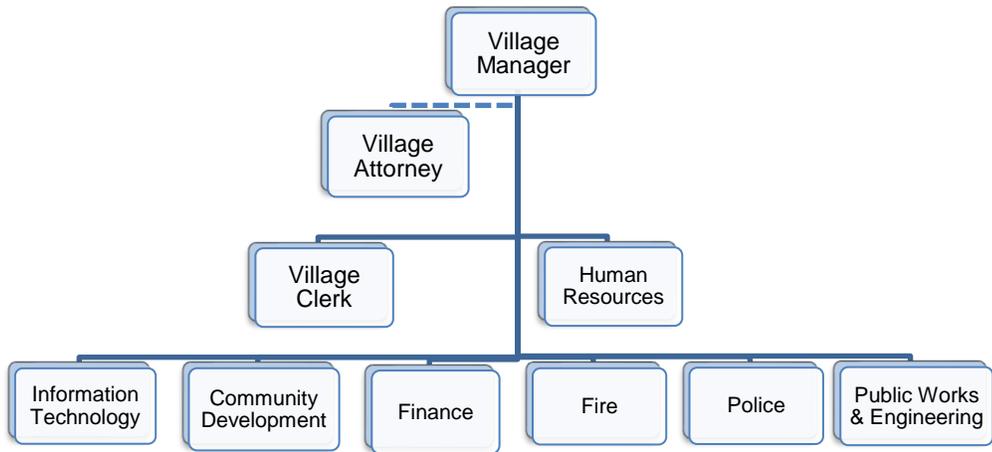
## 2021 ACCOMPLISHMENTS

1. Worked with Village Board to select development project for old Huntley Square Property.
2. Reorganized Human Resources reporting by moving employees from Finance Department to Administration.
3. Coordinated Village's, internal and external, COVID-19 response with department heads.
4. Conducted Police Chief search and hired new Police Chief for Village.
5. Negotiated successor collective bargaining agreements with unions whose contracts expired (IAFF 4790, SEIU 73, MAP 378).
6. Co-managed the evolution of COVID-19 mitigation measure and response policies; oversaw pay administration, return to work procedures, and health screening protocol.
7. Expanded acceptable "socially distant" wellness programming in order to qualify for the highest level of rebates through insurance cooperative, to lower back-end claim costs, maximize program engagement, and encourage healthy habits for those on health plan.
8. Prepared for document disposal under current guidelines, organized files, and prepared future disposal categories.
9. Worked with area legislators to get state funds for local project.
10. Expanded HR involvement in payroll processes.
11. Facilitated staff development training including sexual harassment prevention and customer service.
12. Transitioned the Village's occupational health to a provider with both orthopedic specialists and an injury clinic for better services.

**2022 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.
6. Establish a new TIF District at Springhill Mall.
7. Review and reorganize Village Organization chart to improve efficiencies.
8. Complete a comprehensive update of all current non-union job descriptions and the Personnel Manual.
9. Implement a universal attendance and timekeeping system that integrates with the payroll software.
10. Coordinate Village-wide training seminars including the topics of harassment and discrimination prevention, supervisory skills, performance evaluations, and any other training focused on individual department needs.
11. Work with IT staff to develop and implement a staff intranet hub that will be able to fulfill the needs of all departments.
12. Implement an electronic onboarding program, and evaluate other workflow efficiencies.
13. Audit and update data integrity and system processes within the payroll software.
14. Work with a consulting firm to draft a compensation philosophy.
15. Explore employee performance evaluation programs that will work for all departments and unions.

ORGANIZATIONAL CHART



**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>100110 ADMINISTRATION</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	-	-	-	-	63,639
50040	LONGEVITY	-	-	-	-	125
50050	ATTENDANCE INCENTIVE	-	-	-	-	450
50075	PART TIME/SEASONAL	-	-	-	-	2,500
	<b>TOTAL</b>	-	-	-	-	<b>66,714</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	-	-	-	-	10,312
51140	IMRF	-	-	-	-	8,402
51160	FICA	-	-	-	-	4,335
51165	MEDICARE	-	-	-	-	1,014
	<b>TOTAL</b>	-	-	-	-	<b>24,063</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	-	-	-	-	350
52163	TRAINING/MEETINGS	-	-	-	-	1,960
52190	PROFESSIONAL SERVICE	-	-	-	-	8,750
53620	SUPPLIES - OFFICE	-	-	-	-	250
	<b>TOTAL</b>	-	-	-	-	<b>11,310</b>
<b><u>HR SERVICES</u></b>						
52104	PRE-EMPLOYMENT SCREENINGS/EXAM	-	-	-	-	700
52155	RANDOM DRUG TESTING	-	-	-	-	1,000
53901	MILESTONE AWARDS	-	-	-	-	2,150
54101	JOB ADVERTISEMENTS	-	-	-	-	1,350
	<b>TOTAL</b>	-	-	-	-	<b>5,200</b>
	<b>DEPARTMENT TOTAL</b>	-	-	-	-	<b>107,287</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.

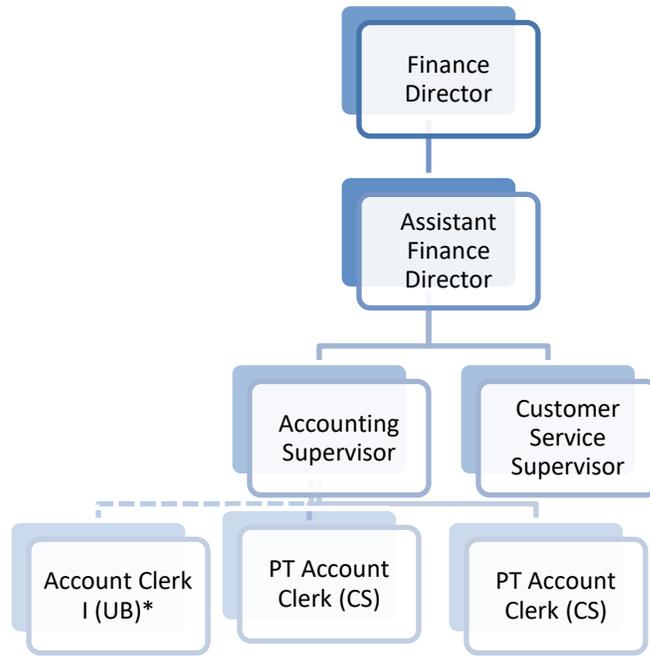
### 2021 ACCOMPLISHMENTS

1. Received GFOA Certificate of Achievement for Excellence in Financial Reporting.
2. Actively invested in CD's, US Securities/Agencies and Municipal Securities as a part of a diversified investment plan to generate addition investment income.
3. Implemented more network friendly usage and eliminating the need for paper documents.

### 2022 OBJECTIVES

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.

ORGANIZATIONAL CHART



KEY PERFORMANCE MEASURES/ SERVICE INDICATORS	Actual 2019	Actual 2020	Actual 2021
<b>Billing Activity</b>			
<b>Total # of Utility Bills Issued</b>	71,000	70,478	73,772
<b>Total # of Late Notices</b>	11,452	8,291	11,339
<b>Total # of Disconnections</b>	1,318	310	295
<b>Utility Bills Paid (Number of transactions/percent of transactions)</b>			
<b>Finance Counter</b>	25,775 37.2%	19,682	14,611
<b>Mail/Drop Box</b>	17,974 25.9%	21,730	17,913
<b>Online</b>	21,388 30.9%	31,393	29,493
<b>Auto payment</b>	4,143 6.0%	4,261	4,447
<b>Total Transactions</b>	69,280	77,066	69,421

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>100111 - FINANCE</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	158,929	133,798	133,263	133,263	142,749
50020	OVERTIME SALARIES	2,309	1,418	3,375	-	3,000
50013	COMP ABS EXPENSE	(1,798)	(1,528)	-	-	-
50040	LONGEVITY	457	505	574	574	638
50050	ATTENDANCE INCENTIVE	625	396	1,175	1,175	1,050
50075	PART TIME/SEASONAL	1,544	6,427	18,492	18,492	20,329
50090	PENSION PAYMENTS	(11,288)	(6,957)	-	-	-
	<b>TOTAL</b>	<b>150,778</b>	<b>134,059</b>	<b>156,879</b>	<b>153,504</b>	<b>167,766</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	35,316	37,396	27,960	27,960	30,517
51140	IMRF	14,597	14,798	16,025	16,025	14,515
51160	FICA	9,439	8,497	9,747	9,747	10,425
51165	MEDICARE	2,208	1,989	2,279	2,279	2,438
51170	OTHER POST EMPLOYMENT BENEFITS	(377)	16,856	-	-	-
	<b>TOTAL</b>	<b>61,182</b>	<b>79,536</b>	<b>56,011</b>	<b>56,011</b>	<b>57,895</b>
<u>CONTRACTUAL SERVICES</u>						
52012	ACCOUNTING SERVICES	159,700	172,247	159,780	159,780	164,573
52013	DUES & SUBSCRIPTIONS	405	-	300	100	-
<b>BANK CHARGES</b>						
52105	BANK CHARGES	1,651	1,916	1,700	1,700	1,700
52105	92012 2014 CIP BONDS	-	-	-	-	-
52150	PHYSICAL EXAMS	309	45	100	100	-
52153	PRINTING	370	494	750	750	750
52157	POSTAGE MAILING	24,943	24,861	30,000	30,000	30,000
52163	TRAINING/MEETINGS	766	74	1,940	1,500	2,500
52190	PROFESSIONAL SERVICE	20,925	14,031	26,800	20,000	19,950
52325	MAINTENANCE-OFFICE EQUIPMENT	1,241	784	1,000	1,000	1,000
52410	COMMUNICATIONS	-	-	-	-	-
	<b>TOTAL</b>	<b>210,311</b>	<b>214,452</b>	<b>222,370</b>	<b>214,930</b>	<b>220,473</b>
<u>COMMODITIES/SUPPLIES</u>						
53606	MINOR TOOLS - EQUIPMENT	-	-	-	-	-
53620	SUPPLIES - OFFICE	2,175	1,737	2,500	2,500	2,500
53901	MILESTONE AWARDS	-	-	-	-	-
	<b>TOTAL</b>	<b>2,175</b>	<b>1,737</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>424,446</b>	<b>429,783</b>	<b>437,760</b>	<b>426,945</b>	<b>448,634</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.

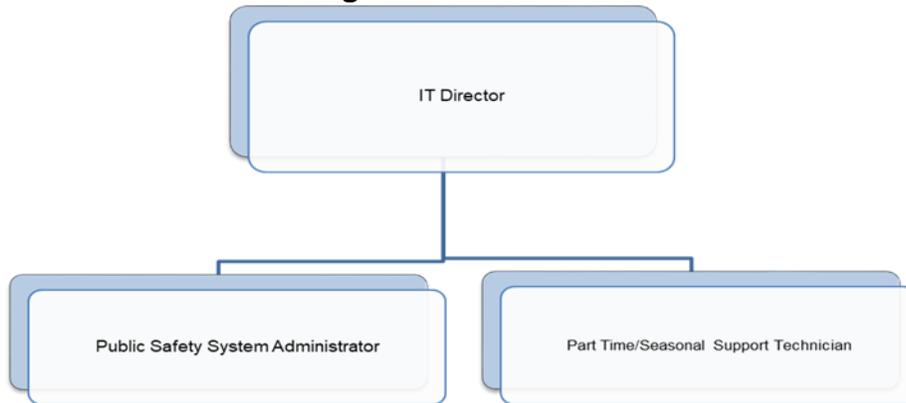
## 2021 ACCOMPLISHMENTS

1. Added Milestone Xprotect Plus to replace multiple standalone video security systems.
2. Expanded access control to Police Department, Village Hall, and Wastewater facilities.
3. Reduced physical server infrastructure and expanded VXRail resources.
4. Upgraded Munis ERP 11.3 to Munis 2019.1.
5. Improved police evidence submission to states attorney's office.

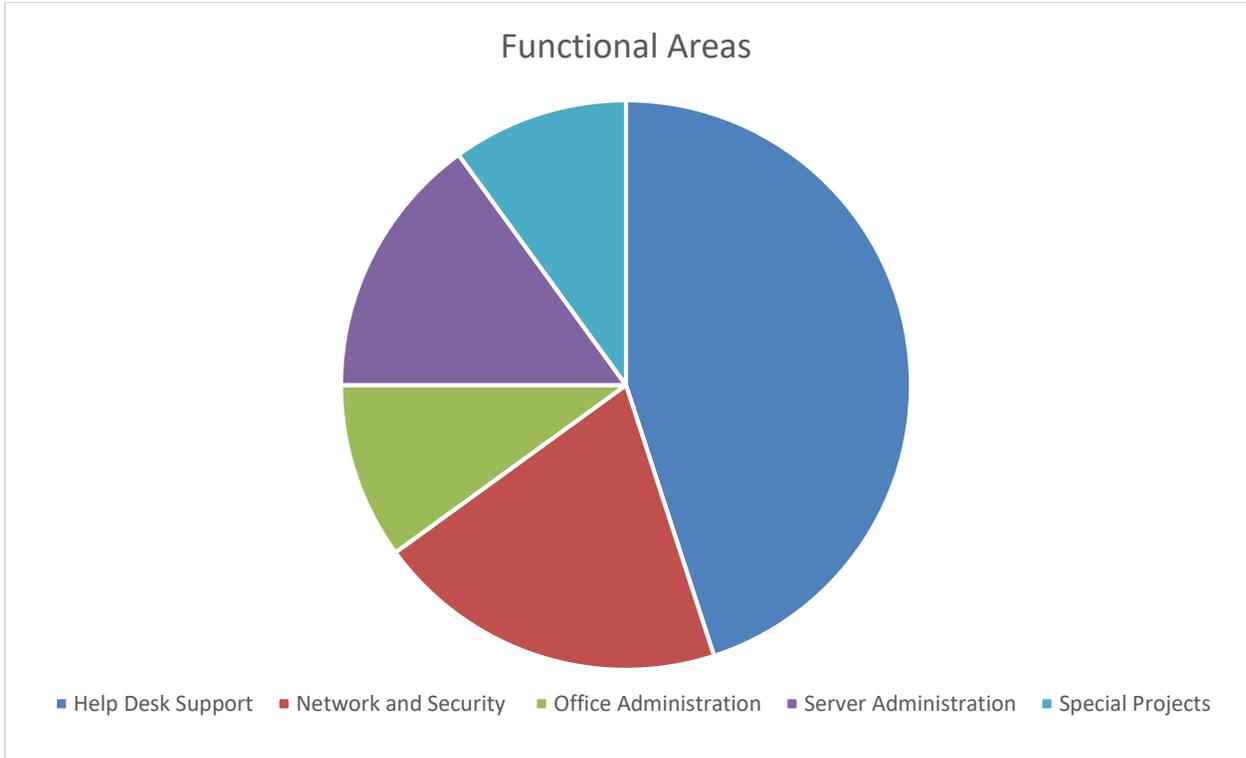
## 2022 OBJECTIVES

1. Replace existing Xerox copier fleet COTG contract and reduce cost.
2. Replace and enhance police department interview and security cameras.
3. Explore implementation of Village intranet.
4. Upgrade and expand Laserfiche usage.
5. Work with departments to enhance and expand Munis application usage.

### Organizational Chart



### Functional Areas



**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.

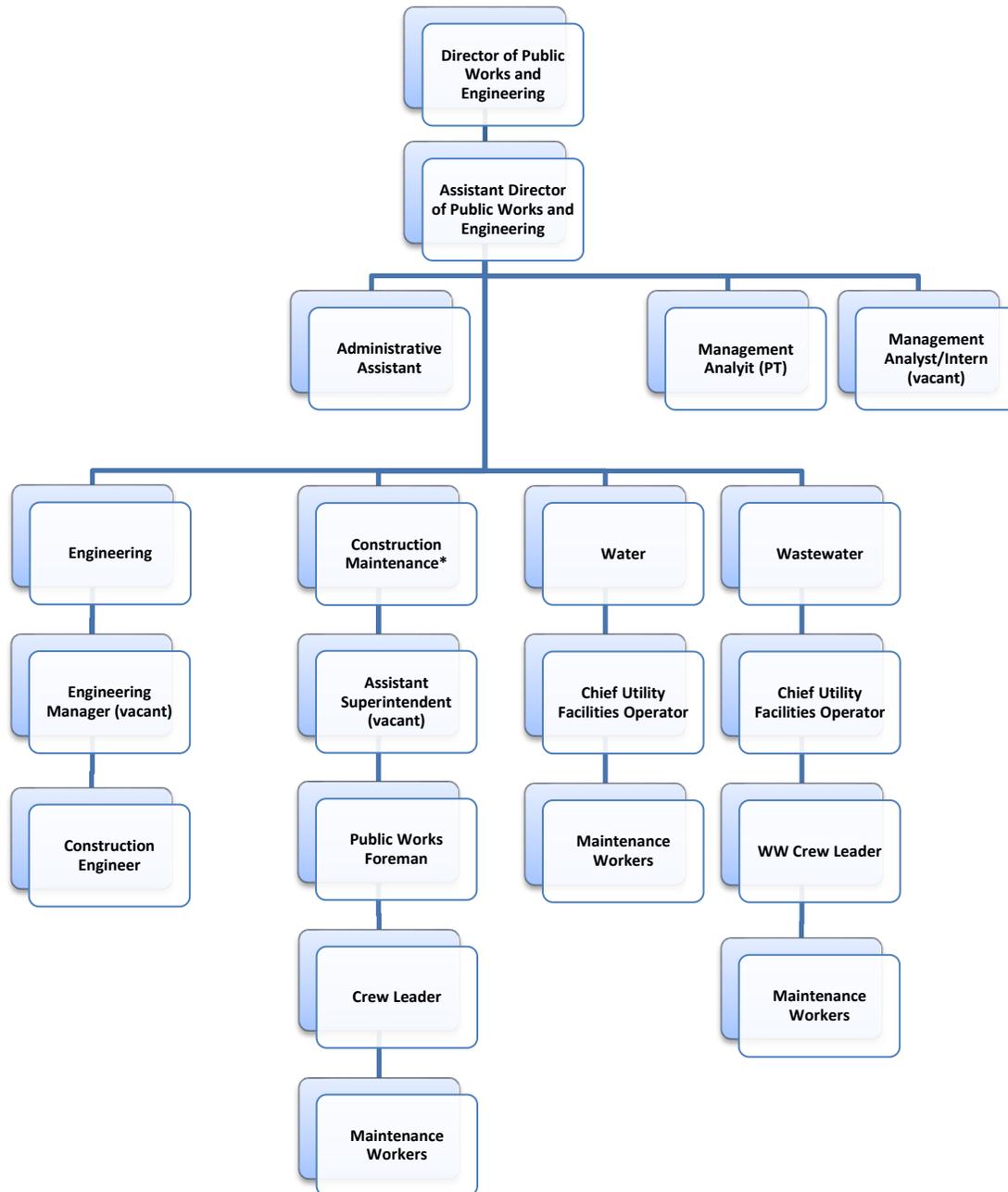
**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>100113 - GENERAL SERVICES</u></b>						
<b><u>CONTRACTUAL SERVICES</u></b>						
52035	LEGAL RETAINER	5,586	11,356	31,000	31,000	31,000
52157	POSTAGE/MAILING	5,500	190	5,500	5,500	5,500
52220	LIABILITY INSURANCE REIMBURSEM	111,200	116,760	116,760	116,760	154,397
	<b>TOTAL</b>	<b>122,286</b>	<b>128,306</b>	<b>153,260</b>	<b>153,260</b>	<b>190,897</b>
 <b><u>TRANSFERS OUT</u></b>						
59299	TRANSFER OUT TO FUND 299	1,300,888	-	-	-	-
59130	TRANSFER TO VEHICLE REPLACE	-	-	307,161	307,161	260,000
	<b>TOTAL</b>	<b>1,300,888</b>	<b>-</b>	<b>307,161</b>	<b>307,161</b>	<b>260,000</b>
	 <b>DEPARTMENT TOTAL</b>	 <b>1,423,174</b>	 <b>128,306</b>	 <b>460,421</b>	 <b>460,421</b>	 <b>450,897</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 950 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 include:
  - 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.

## **2021 ACCOMPLISHMENTS**

1. Successfully bid and awarded contracts for :
  - a. Waste Pumps Inspection and Repair Project
  - b. Purchase of water softening salt
2. Maintained water quality that met or exceeded state and federal standards.
3. Ranked the 2<sup>nd</sup> best tasting water in Kane County by Kane County Water Association.
4. Received our 36<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 the Village of Carpentersville.
5. Utilizing village resources, located 4,130 B-boxes using the village's survey grade GPS unit. To date, 6,713 out of the 10,908 customer's b-boxes have been located.
6. Completed the Risk and Resiliency Assessment and Emergency Response Plan with Engineering Enterprises Inc. (EEI).

**2022 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.
4. Upgrade Meter Read software to Beacon.
5. Receive our 37th consecutive commendation for monitoring and maintaining the proper fluoride levels in the drinking water.
6. Maintenance and repair of all buildings, treatment, and distribution equipment.
7. Continue to provide training and support for our employees as well as local operators.
8. Acquire Lead Water Service Line Agreements for Illinois Environmental Protection Agency (IEPA) loan with principle forgiveness for a future lead water service line replacement project.

***ORGANIZATIONAL CHART***

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



KEY PERFORMANCE MEASURES/SERVICE INDICATORS	Unit of Measurement	Actual 2019	Actual 2020	Actual 2021
Residential Customers	Homes	10,498	10,498	10,499
Commercial/Industry/Multi Family	Business	409	408	409
Meters Read Annually	Each	65,442	65,436	65,448
Meter Reading	Hours	35	20	100
New Meter	Installed	68	44	5
High/Low Consumption Audit	Hours	149	152	250
Meter Installation / Repair	Hours	150	149	149
Meter Testing	Hours	6	6	1
Total Water Pumped	Million Gallons	885	898	950
Fluoride Compliance Awards	Hours	34	35	36
Sample Collection / Delivery - Hours	Annually	349	367	420
Lab Analysis	Hours	382	387	390
New Construction Pressure Test / Chlorination / Sampling	Hours	201	153	50
Low Pressure / Water Quality Complaints	Hours	144	149	130
B-box Locates / Repairs	Hours	467	532	650
Turn offs/ons for Non-payment	Hours	606	529	610
Pressure Reducing Valve and Reservoir Maintenance	Hours	219	249	249
Booster Station Maintenance/Valve Exercising	Hours	359	309	312
Treatment Equipment Maintenance	Hours	633	552	600
Vehicle Maintenance/Inspections	Hours	96	64	70
Daily Facility Checks	Hours	458	463	463
Lawn Maintenance/Snow Removal	Hours	165	168	167
Building Maintenance/Cleaning/Painting	Hours	247	303	320
Reports/Phone/Parts/Deliveries	Hours	231	229	229
Training/Seminars/Safety Inspections	Hours	213	174	165
Customer Service	Hours	1,188	1,109	1,200
Administration	Hours	1,050	1,033	1,028

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>100382 - WATER FACILITIES</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	547,888	576,307	648,374	648,374	649,374
50020	OVERTIME SALARIES	20,825	23,510	26,400	26,400	26,400
50013	COMP ABS EXPENSE	24,536	(9,986)	-	-	-
50040	LONGEVITY	3,537	2,981	3,229	3,229	3,654
50050	ATTENDANCE INCENTIVE	3,272	2,560	5,018	5,018	5,632
50075	PART TIME/SEASONAL	-	18,638	-	-	-
50090	PENSION PAYMENTS	(31,669)	(19,518)	-	-	-
	<b>TOTAL</b>	<b>568,390</b>	<b>594,491</b>	<b>683,021</b>	<b>683,021</b>	<b>685,060</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	125,559	130,420	129,136	129,136	133,447
51140	IMRF	52,003	64,619	74,176	74,176	67,273
51160	FICA	33,958	37,180	42,347	42,347	42,474
51165	MEDICARE	7,942	8,731	9,904	9,904	9,933
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	-	-	-
	<b>TOTAL</b>	<b>219,462</b>	<b>240,950</b>	<b>255,563</b>	<b>255,563</b>	<b>253,127</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	1,019	869	1,100	1,751	2,000
52150	PHYSICAL EXAMS	26	93	200	-	-
52161	SAFETY DEVELOPMENT	-	-	30,000	30,000	15,000
52163	TRAINING/MEETINGS	3,111	1,312	5,000	3,000	5,000
<u>PROFESSIONAL SERVICE</u>						
52190	PROFESSIONAL SERVICE	21,285	45,886	139,000	109,000	94,000
52190	80502 TANK PAINTING	5,387	-	-	-	-
52190	80506 ALGONQUIN INTERCONNECT	-	-	-	-	-
52190	80510 AERATION	-	-	-	-	-
52310	MAINT BUILDING & GROUNDS	9,402	8,391	12,000	12,000	12,000
52323	MAINTENANCE EQUIPMENT	20,065	37,199	65,000	60,000	65,000
52333	MAINTENANCE - VEHICLES	-	-	-	-	-
52405	ELECTRICITY	204,687	215,914	220,000	220,000	220,000
52409	HEATING	11,435	12,107	11,500	12,000	12,000
52410	COMMUNICATIONS	3,189	2,094	3,900	2,300	-
52783	WATER SOFTENER SALT	237,155	264,049	290,000	290,000	337,500
52800	WATER FACILITIES-WATER ANALYSIS	-	-	6,000	5,629	1,500
52803	WATER FACILITIES-WELL MAINT	67,700	57,781	80,000	160,000	20,000
52805	WATER FACILITIES-ALARM MONTITR	668	290	670	670	670
52901	RENTALS	-	-	5,000	5,000	5,000
	<b>TOTAL</b>	<b>585,129</b>	<b>645,986</b>	<b>869,370</b>	<b>911,350</b>	<b>789,670</b>
<u>COMMODITIES/SUPPLIES</u>						
53100	MATERIALS - BUILDING	5,678	4,485	6,000	6,000	6,000
53110	MATERIALS-MAINTENANCE	6,112	6,269	5,500	5,500	5,500
53600	SUPPLIES - AUTOMOTIVE	-	-	-	-	-
53606	MINOR TOOLS - EQUIPMENT	4,656	6,347	6,000	6,000	6,000
53620	SUPPLIES-OFFICE	521	764	750	1,009	1,000
53630	OPERATING SUPPLIES	41,795	27,392	36,000	36,000	43,000
53776	SUPPLIES-METER PARTS	9,128	2,419	11,000	11,000	10,000
53777	CHEMICALS	28,047	27,887	36,500	36,500	36,500
	<b>TOTAL</b>	<b>95,937</b>	<b>75,564</b>	<b>101,750</b>	<b>102,009</b>	<b>108,000</b>
<u>EQUIPMENT</u>						
<b>EQUIPMENT</b>						
55745	VEHICLES	-	9,900	-	-	92,000
55750	EQUIPMENT	-	-	250,000	-	-
55750	80510 AERATION	-	-	-	-	-
<b>IMPROVEMENTS</b>						
55799	IMPROVEMENTS	-	-	-	-	-
55799	80502 TANK PAINTING	132,065	-	-	-	-
55799	80506 ALGONQUIN INTERCONNECT	86,382	-	-	-	-

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
	<b>TOTAL</b>	<b>218,447</b>	<b>9,900</b>	<b>250,000</b>	<b>-</b>	<b>92,000</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE II ENGINEERING</b>						
56302	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	-	-	-
56302	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	-	-	-	-	-
56302	72027 RT 31 WATERMAIN ABANDONMENT	-	-	-	-	-
56302	72028 WESTERN UTILITY EXTENSION	-	-	-	-	-
56302	72048 OLD TOWN 1A & S LINCOLN	-	-	26,000	-	26,000
56302	72053 OLD TOWN LEAD SVC	-	-	150,000	-	250,000
56302	72060 LAKE MARIAN WOODS WATERMAIN	-	-	-	-	85,000
<b>PHASE III CONSTRUCTION</b>						
56403	70133 RT 31 & HUNTLEY	634,596	-	1,076,308	-	1,076,308
56403	72018 BOLZ ROAD	-	-	130,000	-	-
56403	72020 WAKEFIELD DRAINAGE STUDY	-	-	125,000	-	-
56403	72027 RT 31 WATERMAIN ABANDONMENT	203,717	14,585	-	-	-
56403	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	241,500	-	-
56403	72040 LINCOLNWOOD MANOR RD IMPROVE	-	-	45,000	-	750,000
56999	CONSTRUCTION CAP	(1,299,675)	(323,566)	-	-	-
55998	VEHICLE CAP	-	(818,223)	-	-	-
	<b>TOTAL</b>	<b>(461,362)</b>	<b>(1,127,203)</b>	<b>1,793,808</b>	<b>-</b>	<b>2,187,308</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,226,002</b>	<b>439,687</b>	<b>3,953,512</b>	<b>1,951,943</b>	<b>4,115,165</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 Wastewater Treatment Facility (WWTF)
  - 11 Remote Facilities (Lift Stations)
4. Bio-solids production and disposal (CAKE)
5. Industrial discharge monitoring (FOG)
6. Public education efforts

**2021 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. Maintained the annual level of reduced sludge cake production by an average of 25% from year’s prior to centrifuge installation.
4. Entered the second year of a negotiated 2-year contract extension that included a nominal increase of no more than \$0.25 per cubic yard of hauled sludge cake material.
5. ComEd replaced the obsolete Automatic Transfer Operator (ATO) for the WWTF primary/secondary feed transfer operator.
6. Replaced the power and control conduits from the facility structure and installed an electrical junction box to the Kimball Hills Lift Station wet well.
7. Completed the Risk and Resiliency Assessment and Emergency Response Plan with Engineering Enterprises Inc. (EEI).
8. Completed the Arc Flash Assessment at the WWTF.

**2022 OBJECTIVES**

1. Assess and identify downstream forcemain collection system structures for structural integrity and repair pricing.
2. Replace (full to partial) guiderail systems at Harry’s and River’s End Lift Stations.

3. Upgrade the Silverstone Lift Station with Flygt N-style pumps to drastically reduce clogging issues and maintenance costs.
4. Contract an engineering firm to update of a CMOM Plan mandated to accommodate major changes to the permit requirements.
5. Continue with the SCADA PLC (System Control and Data Acquisition Programmable Logic Controller) hardware updating plan at the WWTF.
6. Replace aging disinfection system chemical feed pumps as needed.
7. Monitor and enhance facility processes to ensure regulatory compliance.
8. Monitor and regulate present and future commercial and industrial inflows.
9. Provide training and support for our employees.
10. 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 2019	Actual 2020	Actual 2021
<b>Effluent Flow</b>	Million Gallons	1.246	1.085	893
<b>Annual BOD Avg. (NPDES Monthly Average limit 20 mg/L)</b>	Parts Per Million	5.0	2.6	3.2
<b>Annual TSS Avg. (NPDES Monthly Average limit 25 mg/L)</b>	Parts Per Million	5.0	5.0	5.3
<b>Lab Analysis</b>	Hours	2,074	1,793	1,998
<b>Lab Analysis</b>	No. Conducted	7,143	7,420	7,800
<b>Industrial Monitoring</b>	No. of Analysis	10	10	10
<b>Lift Stations</b>	Hours	1,591	1,981	2,033
<b>Solids Management</b>	Hours	2,982	2,351	2,643
<b>Sludge Produced</b>	Cubic Yards	4,510	4,560	4,693
<b>Equip. Maintenance &amp; Operations</b>	Hours	4,725	4,324	3,936
<b>Bldg. &amp; Grounds Maintenance</b>	Hours	505	412	793
<b>Administration</b>	Hours	890	702	906

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>100392 - SEWER DEPARTMENT</b>						
<u>PERSONNEL SERVICES</u>						
50010	REGULAR SALARIES	656,887	727,486	803,312	803,312	805,383
50013	COMP ABS EXPENSE	857	(4,462)	-	-	-
50020	OVERTIME SALARIES	49,094	39,368	40,000	37,500	32,000
50040	LONGEVITY	3,734	4,125	4,509	4,509	5,169
50050	ATTENDANCE INCENTIVE	4,567	3,093	6,618	6,618	7,402
50075	PART TIME/SEASONAL	-	-	-	-	-
50090	PENSION PAYMENTS	(40,763)	(25,122)	-	-	-
	<b>TOTAL</b>	<b>674,376</b>	<b>744,488</b>	<b>854,439</b>	<b>851,939</b>	<b>849,954</b>
<u>PERSONNEL BENEFITS</u>						
51129	HEALTH INSURANCE REIMBURSEMENT	111,672	146,085	132,345	132,345	128,525
51140	IMRF	65,051	82,662	92,792	92,792	83,465
51160	FICA	42,540	46,280	52,975	52,975	52,697
51165	MEDICARE	9,949	10,871	12,389	12,389	12,324
	<b>TOTAL</b>	<b>229,212</b>	<b>285,898</b>	<b>290,501</b>	<b>290,501</b>	<b>277,011</b>
<u>CONTRACTUAL SERVICES</u>						
52013	DUES & SUBSCRIPTIONS	601	3,627	5,400	5,000	5,400
52150	PHYSICAL EXAMS	441	330	250	220	-
52153	PRINTING	308	394	1,000	550	1,000
52161	SAFETY DEVELOPMENT	-	-	30,000	20,000	15,000
52163	TRAINING/MEETINGS	1,969	3,548	4,500	2,000	4,500
<u>PROFESSIONAL SERVICE</u>						
52190	PROFESSIONAL SERVICE	33,383	31,957	90,000	50,500	54,000
52190	80507 PHOSPHORUS TREATMENT	-	-	-	-	-
52190	80508 DEWATERING	-	-	-	-	-
52310	MAINT BUILDING & GROUNDS	27,560	23,507	18,000	21,500	22,000
52323	MAINTENANCE EQUIPMENT	147,484	146,783	175,000	185,000	175,000
52405	ELECTRICITY	263,934	256,711	265,000	267,000	265,000
52409	HEATING	8,645	8,338	8,500	8,700	8,700
52410	COMMUNICATIONS	2,614	2,731	2,700	1,250	-
52413	SLUDGE DISPOSAL	92,678	82,717	90,000	78,000	90,000
52807	TESTING & SAMPLING	10,848	10,094	11,500	10,000	11,500
	<b>TOTAL</b>	<b>590,465</b>	<b>570,737</b>	<b>701,850</b>	<b>649,720</b>	<b>652,100</b>
<u>COMMODITIES/SUPPLIES</u>						
53100	MATERIALS - BUILDING	4,481	3,963	6,400	2,500	5,000
53110	MATERIALS - MAINTENANCE	29,482	28,057	35,000	27,000	33,000
53113	SUPPLIES - LIFT STATION	30,133	31,227	26,000	20,000	24,000
53600	SUPPLIES - AUTOMOTIVE	235	40	200	600	200
53606	MINOR TOOLS - EQUIPMENT	26,924	19,422	20,000	25,000	22,000
53607	SUPPLIES - GAS & OIL	-	-	-	-	-
53620	SUPPLIES - OFFICE	1,555	700	1,000	1,350	1,000
53630	OPERATING SUPPLIES	9,082	13,535	12,000	12,000	12,600
53777	CHEMICALS	87,973	83,464	87,000	86,500	99,000
53901	AWARDS & RECOGNITION	-	-	-	-	-
	<b>TOTAL</b>	<b>189,865</b>	<b>180,408</b>	<b>187,600</b>	<b>174,950</b>	<b>196,800</b>
<u>EQUIPMENT</u>						
55745	VEHICLES	130,612	88,325	-	-	-
55750	EQUIPMENT	29,792	207,634	68,500	68,000	68,000
	<b>TOTAL</b>	<b>160,404</b>	<b>295,959</b>	<b>68,500</b>	<b>68,000</b>	<b>68,000</b>
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE III CONSTRUCTION</b>						
56403	70124 GOLFVIEW/HAZARD/MONROE	-	-	-	-	-
56403	80507 PHOSPHORUS TREATMENT	-	-	-	-	-
	VEH & EQUIP CAPITALIZED	(157,739)	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,686,584</b>	<b>2,077,491</b>	<b>2,102,890</b>	<b>2,035,110</b>	<b>2,043,865</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 linear 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. Inter-Department Participation (Labor Pool)
8. Special Events Assistance

**2021 ACCOMPLISHMENTS**

1. Replaced thirteen (13) valves, thirteen (13) hydrants and thirty-seven (37) buffalo boxes.
2. Sanitary sewer lining program was pushed back to 2022.

To date approximately:     41,714 In-House  
  43,428 Capital Projects  
  85,142 Total footage (16.1 miles)

3. Repaired six (6) water main breaks, five (5) service leaks and two (2) hit services.
4. Continued our Monthly Maintenance Program for sanitary sewers of 6,163 linear ft. per month.
5. Installed 260' of 12" C-905 PVC storm pipe at seven (7) different locations to relieve ponding and drainage issues. In house and contractually.
6. Repaired eleven (11) storm structures to alleviate ponding and drainage issues.
7. Eliminated three (3) abandoned services at various locations.
8. Repaired thirteen (13) sanitary structures.
9. Painted 638 hydrants.
10. Poured and finished eleven (11) concrete spots, and ground down ten (10) trip hazards at various locations.

**2022 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 5,500' to 8,500' linear feet depending on pipe diameter).
5. Clean and inspect the entire original (Vitrified Clay Pipe) sanitary sewer collection 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 help 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 2019</b>	<b>Actual 2020</b>	<b>Actual 2021</b>
<b>Water Main</b>	Repairs	15	12	14
<b>B-Boxes</b>	R&R	6 / 52	4/25	8/37
<b>Valves/B-boxes</b>	Cleaned	103	45	45
<b>Valves</b>	R&R	13	3	13
<b>Fire Hydrants</b>	R&R	9	14	13
<b>Hydrant Flushing</b>	Days	9	9	9
<b>Hydrant</b>	Inspections	1,648	1,648	1,648
<b>Hydrants Painted</b>	Total	400	0	638
<b>J.U.L.I.E. Locates</b>	Hours	1,198	1,181	3,841
<b>Punch List Inspections</b>	Hours	2	13	1
<b>Contractor/C.I.P.</b>	Hours	247	128	128
<b>Material Hauling - In</b>	Loads/Tons	102 / 2,068	70 / 2,050	70 / 2,050
<b>Material Hauling Spoils Out</b>	Loads/Tons	128 / 2,560	210 / 4,000	210 / 4,000
<b>Sanitary Manhole</b>	R&R	4 / 0	0	13 / 1
<b>Sewer Jetting Program</b>	Lin. Ft.	166,028	31,159	31,159
<b>Monthly Maintenance Program</b>	Hours/feet	270 / 94,932	270 / 73,956	270 / 73,956
<b>Root/Grease Jetting</b>	Lin. Ft.	1,870	1,870	1,870
<b>Manhole Inspection</b>	Total	35	46	46
<b>Sewer Main Lining</b>	Lining/Lin. Ft.	4,701	7,146	0
<b>Infrastructure Televising</b>	Lin. Ft.	3,152	0	2,288
<b>Catch Basin/Inlets</b>	R&R	29 / 4	21 / 12	11 / 1
<b>Catch Basin Cleaning</b>	Hours	54	86	86
<b>Storm System Updates</b>	Lin. Ft/Loc	124 / 3	396 / 8	396 / 8
<b>Storm Jetting</b>	Hours	141.5	167	167
<b>Catch Basin/Inlet Flooding</b>	Hours	150	136	136
<b>Training/Seminars</b>	Hours	317	196	196
<b>Infrastructure Mapping</b>	Hours	132	69.5	69.5
<b>Sidewalk Restorations</b>	Locations	2	2	10
<b>Curb Restorations</b>	Locations	2	5	1
<b>Apron Restorations</b>	Locations	0	0	0
<b>Landscaping Restorations</b>	Locations	57	109	109

R&R = Repair / Replace

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

**100 - WATER & SEWER FUND**

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>100393 - SEWER UNDERGROUND</u></b>						
<b><u>PERSONNEL SERVICES</u></b>						
50010	REGULAR SALARIES	530,173	464,750	599,623	599,623	536,565
50013	COMP ABS EXPENSE	6,370	(13,590)	-	-	-
50020	OVERTIME SALARIES	22,338	16,676	32,000	32,000	32,000
50040	LONGEVITY	3,480	2,008	2,298	2,298	2,087
50050	ATTENDANCE INCENTIVE	4,216	3,266	6,592	6,592	6,966
50075	PART TIME/SEASONAL	31,128	41,934	102,645	50,000	62,685
50090	PENSION PAYMENTS	(27,280)	(16,813)	-	-	-
	<b>TOTAL</b>	<b>570,424</b>	<b>498,232</b>	<b>743,158</b>	<b>690,513</b>	<b>640,303</b>
<b><u>PERSONNEL BENEFITS</u></b>						
51129	HEALTH INSURANCE REIMBURSEMENT	117,491	118,959	82,494	82,494	101,685
51140	IMRF	48,873	51,357	78,752	78,752	61,110
51160	FICA	35,026	31,489	46,076	46,076	39,699
51165	MEDICARE	8,192	7,380	10,776	10,776	9,284
51170	OTHER POST EMPLOYMENT BENEFITS	-	-	-	-	-
	<b>TOTAL</b>	<b>209,582</b>	<b>209,186</b>	<b>218,098</b>	<b>218,098</b>	<b>211,778</b>
<b><u>CONTRACTUAL SERVICES</u></b>						
52013	DUES & SUBSCRIPTIONS	413	282	600	600	600
52150	PHYSICAL EXAMS	215	1,344	1,500	1,500	-
52153	PRINTING	725	-	1,200	1,200	1,200
52163	TRAINING/MEETINGS	936	695	5,000	4,000	5,000
<b><u>PROFESSIONAL SERVICE</u></b>						
52190	PROFESSIONAL SERVICE	20,837	35,215	45,000	45,000	45,000
52310	MAINT BUILDING & GROUNDS	704	178	1,000	1,200	1,200
52323	MAINTENANCE EQUIPMENT	94,311	-	122,000	122,000	122,000
52325	MAINTENANCE - OFFICE EQUIPMENT	-	-	500	-	-
52333	MAINTENANCE - VEHICLES	-	-	-	-	-
52410	COMMUNICATIONS	1,759	1,860	2,000	2,000	-
	<b>TOTAL</b>	<b>119,899</b>	<b>39,574</b>	<b>178,800</b>	<b>177,500</b>	<b>175,000</b>
<b><u>COMMODITIES/SUPPLIES</u></b>						
53100	MATERIALS - BUILDING	-	-	-	-	-
53102	STREET MATERIALS	24,742	31,975	35,000	35,000	35,000
53110	MATERIALS - MAINTENANCE	32,346	31,709	35,000	35,000	35,000
53112	SUPPLIES - SANITARY SEWER	21,527	25,965	29,000	26,000	29,000
53600	SUPPLIES - AUTOMOTIVE	-	-	-	-	-
53606	MINOR TOOLS - EQUIPMENT	9,263	9,072	9,000	9,500	9,000
53620	SUPPLIES - OFFICE	33	79	300	100	200
53630	OPERATING SUPPLIES	10,401	8,864	9,000	8,000	9,000
53778	VALVES AND PIPES	58,254	91,394	105,000	100,000	100,000
	<b>TOTAL</b>	<b>156,567</b>	<b>199,058</b>	<b>222,300</b>	<b>213,600</b>	<b>217,200</b>
<b><u>EQUIPMENT</u></b>						
55745	VEHICLES	-	513,647	-	-	-
55750	EQUIPMENT	-	-	-	-	168,000
<b><u>IMPROVEMENTS</u></b>						
55799	IMPROVEMENTS	67,367	93,881	100,000	80,000	100,000
55799 80509	SEWER LINING	125,752	281,505	250,000	18,944	250,000
	<b>TOTAL</b>	<b>193,119</b>	<b>889,033</b>	<b>350,000</b>	<b>98,944</b>	<b>518,000</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<u>CAPITAL IMPROVEMENTS</u>						
<b>PHASE I ENGINEERING</b>						
56301	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	-	-	-
56301	72030 RAVINE/SANITARY SEWER IMPROVEMENTS	-	-	-	-	-
<b>PHASE II ENGINEERING</b>						
56302	70133 RT 31 & HUNTLEY	-	-	-	-	-
56302	70184 HUNTLEY ROAD (ELM TO VIL. LIMITS)	-	-	-	-	-
56302	72028 WESTERN UTILITY EXTENSION	-	-	-	-	-
56302	72029 POLK/SANITARY SEWER IMPROVEMENTS	109,335	27,475	59,990	-	-
56302	72031 SANITARY SEWER EMERGENCY REPAIR PROJ	47,102	-	-	-	-
<b>PHASE III CONSTRUCTION</b>						
56403	70121 MAPLE AVENUE	(979)	175	-	-	-
56403	72031 SANITARY SEWER EMERGENCY REPAIR PROJ	371,697	-	-	-	-
56403	70133 RT 31 & HUNTLEY	139,893	-	462,463	-	462,463
56403	72029 POLK/SANITARY SEWER IMPROVEMENTS	-	-	220,500	-	-
56403	72050 LINCOLNWOOD MANOR RD IMPROVEM	-	-	-	-	350,000
	<b>TOTAL</b>	<b>667,049</b>	<b>27,650</b>	<b>742,953</b>	-	<b>812,463</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,916,640</b>	<b>1,862,733</b>	<b>2,455,309</b>	<b>1,398,655</b>	<b>2,574,744</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, 2022 is \$2,170,000. 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, 2022 \$3,365,000 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, 2022 is \$5,313,170. 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

Fiscal Year	Series 2015A		Fiscal Year	Series 2015B	
	Principal	Interest		Principal	Interest
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>2,170,000</b>	<b>109,600</b>		<b>1,682,500</b>	<b>207,200</b>

	Series 2016		IEPA		Total
	Principal	Interest	Principal	Interest	
2022	217,800	28,969	108,517	32,647	1,908,556
2023	222,090	25,049	110,693	30,471	1,906,026
2024	226,380	21,051	112,912	28,252	770,120
2025	230,010	16,977	115,176	25,988	768,676
2026	233,310	12,836	117,485	23,679	766,337
2027	237,930	8,637	119,841	21,323	389,758
2028	241,890	4,354	122,244	18,921	389,436
2029	-	-	124,695	16,470	143,193
2030	-	-	127,195	13,970	143,194
2031	-	-	129,745	11,420	143,195
2032	-	-	132,346	8,818	143,196
2033	-	-	135,000	6,165	143,197
2034	-	-	137,706	3,458	143,198
2035	-	-	69,885	697	72,617
	<b>1,609,410</b>	<b>117,873</b>	<b>1,663,441</b>	<b>242,279</b>	<b>7,830,702</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

100 - WATER & SEWER FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<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	(101,596)	(101,596)	-	-	-
58357	PRINCIPAL IEPA LOAN	-	-	106,384	106,384	108,517
58358	INTEREST IEPA LOAN	38,459	36,022	34,780	34,780	32,647
<b>AGENT FEES</b>						
58510	92006 2006 CAPITAL IMPROVEMENT BONDS	-	-	-	-	-
58510	92008 2008 CIP BOND ISSUE (PROJECT)	-	-	175	175	175
58510	92012 2014 CIP BONDS	-	250	250	-	-
58510	92014 2015 B BONDS	899	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	-	-
<b>PRINCIPAL</b>						
58557	92008 2008 CIP BOND ISSUE (PROJECT)	-	-	-	-	-
58557	92012 2014 CIP BONDS	-	-	-	-	-
58557	92014 2015 B BONDS	(945,000)	-	287,500	300,000	310,000
58557	92015 2015 A G.O. BONDS	945,000	-	1,025,000	1,025,000	1,065,000
58557	92016 2016 REFUNDING BONDS	-	-	209,880	214,830	217,800
<b>INTEREST</b>						
58558	92008 2008 CIP BOND ISSUE (PROJECT)	-	-	-	-	-
58558	92012 2014 CIP BONDS	-	-	-	-	-
58558	92014 2015 B BONDS	101,900	90,800	90,800	76,300	67,300
58558	92015 2015 A G.O. BONDS	178,341	122,047	157,500	117,700	76,300
58558	92016 2016 REFUNDING BONDS	40,324	36,511	36,614	32,863	28,969
	<b>TOTAL</b>	<b>258,326</b>	<b>185,033</b>	<b>1,951,383</b>	<b>1,910,032</b>	<b>1,908,709</b>
	<b>DEPARTMENT TOTAL</b>	<b>258,326</b>	<b>185,033</b>	<b>1,951,383</b>	<b>1,910,032</b>	<b>1,908,709</b>
	<b>TOTAL EXPENDITURES</b>	<b>6,935,173</b>	<b>5,123,033</b>	<b>11,361,275</b>	<b>8,183,106</b>	<b>11,657,401</b>



**INTERNAL SERVICE FUND**

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 2022 BUDGET**

998 - INSURANCE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>998098 - HEALTH INSURANCE</u></b>						
<b><u>REIMBURSEMENTS</u></b>						
47200	PPO CONTRIBUTIONS	289,039	279,179	330,000	315,348	324,808
47201	HMO CONTRIBUTIONS	43,947	38,684	40,000	40,000	35,664
47202	HSA CONTRIBUTIONS	16,834	29,028	15,000	23,358	39,889
47203	COBRA INSURANCE REIMBURSEMENT	289,244	281,137	291,000	291,000	364,757
47204	PSEBA REIMBURSEMENT	-	2,052	3,000	3,000	3,000
47300	REIMBURSEMENT - GEN FUND	2,464,823	2,309,581	2,325,000	2,325,000	2,325,000
47301	REIMBURSEMENT - W/S FUND	390,038	432,610	434,000	434,000	434,000
	<b>TOTAL</b>	<b>3,493,925</b>	<b>3,372,270</b>	<b>3,438,000</b>	<b>3,431,706</b>	<b>3,527,118</b>
	<b>DEPARTMENT TOTAL</b>	<b>3,493,925</b>	<b>3,372,270</b>	<b>3,438,000</b>	<b>3,431,706</b>	<b>3,527,118</b>
<b><u>998099 - RISK MANAGEMENT</u></b>						
<b><u>REIMBURSEMENTS</u></b>						
47300	REIMBURSEMENT - GEN FUND	583,800	612,990	612,990	612,990	612,990
47301	REIMBURSEMENT - W/S FUND	111,200	116,760	116,760	116,760	116,760
	<b>TOTAL</b>	<b>695,000</b>	<b>729,750</b>	<b>729,750</b>	<b>729,750</b>	<b>729,750</b>
<b><u>TRANSFERS IN</u></b>						
49001	TRANSFER FROM GENERAL FUND	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>DEPARTMENT TOTAL</b>	<b>695,000</b>	<b>729,750</b>	<b>729,750</b>	<b>729,750</b>	<b>729,750</b>
	<b>TOTAL REVENUES</b>	<b>4,188,925</b>	<b>4,102,020</b>	<b>4,167,750</b>	<b>4,161,456</b>	<b>4,256,868</b>

**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

998 - INSURANCE FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b>998098 - HEALTH INSURANCE</b>						
<u>PERSONNEL BENEFITS</u>						
51120	EMPLOYEE HEALTH INSURANCE	2,582,019	2,694,499	3,239,800	3,000,000	2,576,759
51121	EMPLOYER HSA CONTRIBUTION	14,586	43,615	15,000	38,000	50,000
51122	HEALTH INSURANCE - COBRA	307,580	287,190	291,000	330,000	364,757
51124	HEALTH INSURANCE - PSEBA	24,671	15,948	36,010	16,000	35,300
51125	INSURANCE OPT OUT	14,019	14,726	13,775	13,775	14,500
	<b>TOTAL</b>	<b>2,942,874</b>	<b>3,055,977</b>	<b>3,595,585</b>	<b>3,397,775</b>	<b>3,041,316</b>
<u>CONTRACTUAL SERVICES</u>						
52999	CONTRACTUAL SERVICES	9,471	3,689	9,500	7,100	9,500
	<b>TOTAL</b>	<b>9,471</b>	<b>3,689</b>	<b>9,500</b>	<b>7,100</b>	<b>9,500</b>
	<b>DEPARTMENT TOTAL</b>	<b>2,952,345</b>	<b>3,059,666</b>	<b>3,605,085</b>	<b>3,404,875</b>	<b>3,050,816</b>
<b>998099 - RISK MANAGEMENT</b>						
<u>CONTRACTUAL SERVICES</u>						
52190	PROFESSIONAL SERVICE	17,050	-	35,000	-	-
52202	LIABILITY INSURANCE DED/CLAIMS	838,062	(493,642)	350,000	220,000	350,000
52203	LIABILITY INSURANCE PREMIUM	372,783	431,307	456,709	456,709	508,104
52205	WORKER'S COMPENSATION PREMIUM	94,324	75,279	104,000	104,000	109,484
52206	WORKER'S COMP DED/CLAIMS	671,933	588,239	350,000	500,000	350,000
	<b>TOTAL</b>	<b>1,994,152</b>	<b>601,182</b>	<b>1,295,709</b>	<b>1,280,709</b>	<b>1,317,588</b>
	<b>DEPARTMENT TOTAL</b>	<b>1,994,152</b>	<b>601,182</b>	<b>1,295,709</b>	<b>1,280,709</b>	<b>1,317,588</b>
	<b>TOTAL EXPENDITURES</b>	<b>4,946,497</b>	<b>3,660,849</b>	<b>4,900,794</b>	<b>4,685,584</b>	<b>4,368,404</b>



## **FIDUCIARY FUNDS**

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 66.3% 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 2022 BUDGET**

950 - POLICE PENSION FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>950051 - POLICE PENSION FUND REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	EMPLOYER CONTRIBUTIONS	2,598,600	2,587,290	2,672,008	2,672,008	2,672,008
	<b>TOTAL</b>	<b>2,598,600</b>	<b>2,587,290</b>	<b>2,672,008</b>	<b>2,672,008</b>	<b>2,672,008</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	945,057	919,624	275,000	500,000	500,000
48016	UNREALIZED GAIN/LOSS ON INVEST	7,443,589	6,327,137	2,000,000	2,000,000	2,000,000
	<b>TOTAL</b>	<b>8,388,645</b>	<b>7,246,762</b>	<b>2,275,000</b>	<b>2,500,000</b>	<b>2,500,000</b>
<u>TRANSFERS/OTHER</u>						
49909	EMPLOYEE PENSION DEDUCTIONS	555,777	864,483	588,600	574,243	588,600
49999	MISCELLANEOUS INCOME	-	-	100	-	-
	<b>TOTAL</b>	<b>555,777</b>	<b>864,483</b>	<b>588,700</b>	<b>574,243</b>	<b>588,600</b>
	<b>TOTAL REVENUES</b>	<b>11,543,022</b>	<b>10,698,535</b>	<b>5,535,708</b>	<b>5,746,251</b>	<b>5,760,608</b>
<b><u>950595 - POLICE PENSION FUND EXPENDITURES</u></b>						
<u>PERSONNEL SERVICES</u>						
50091	SERVICE PENSION	2,457,516	2,778,983	2,186,515	2,186,515	2,600,000
50092	NON-DUTY DISABILITY PENSION	93,623	94,682	106,090	100,000	109,000
50093	DUTY DISABILITY PENSION	371,669	377,142	392,533	392,533	404,309
50094	SURVIVING SPOUSE PENSION	210,921	122,427	212,180	100,000	212,180
50095	PENSION CONTRIBUTION REFUND	-	-	10,000	-	-
50096	PENSION REFUND - PORTABILITY	23,507	-	25,000	-	-
	<b>TOTAL</b>	<b>3,157,235</b>	<b>3,373,233</b>	<b>2,932,318</b>	<b>2,779,048</b>	<b>3,325,489</b>
<u>CONTRACTUAL SERVICES</u>						
52000	ACCOUNTING	16,025	16,410	20,000	19,770	20,000
52010	ACTUARIAL PENSION	-	-	-	-	-
52013	DUES & SUBSCRIPTIONS	250	(235)	1,500	1,000	1,000
52030	LEGAL FEES	11,100	4,295	25,000	15,000	15,000
52040	COMPLIANCE FEES	8,000	7,850	7,500	8,000	8,500
52105	BANK CHARGES	144	143	250	1,000	250
52150	PHYSICAL EXAMS	-	-	5,000	-	-
52157	POSTAGE/MAILING	-	-	100	-	-
52163	TRAINING/MEETINGS	800	-	4,000	1,000	1,000
52170	INVESTMENT MANAGEMENT FEES	179,902	186,043	175,000	180,000	185,000
52190	PROFESSIONAL SERVICE	8,734	6,188	10,000	10,000	10,000
	<b>TOTAL</b>	<b>224,956</b>	<b>220,694</b>	<b>248,350</b>	<b>235,770</b>	<b>240,750</b>
<u>COMMODITIES/SUPPLIES</u>						
53620	SUPPLIES - OFFICE	-	-	500	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>-</b>
<u>CONTINGENCIES/OTHER</u>						
57050	OTHER EXPENSES	650	122	3,000	1,000	1,000
	<b>TOTAL</b>	<b>650</b>	<b>122</b>	<b>3,000</b>	<b>1,000</b>	<b>1,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>3,382,840</b>	<b>3,594,049</b>	<b>3,184,168</b>	<b>3,015,818</b>	<b>3,567,239</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 73.0% 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.

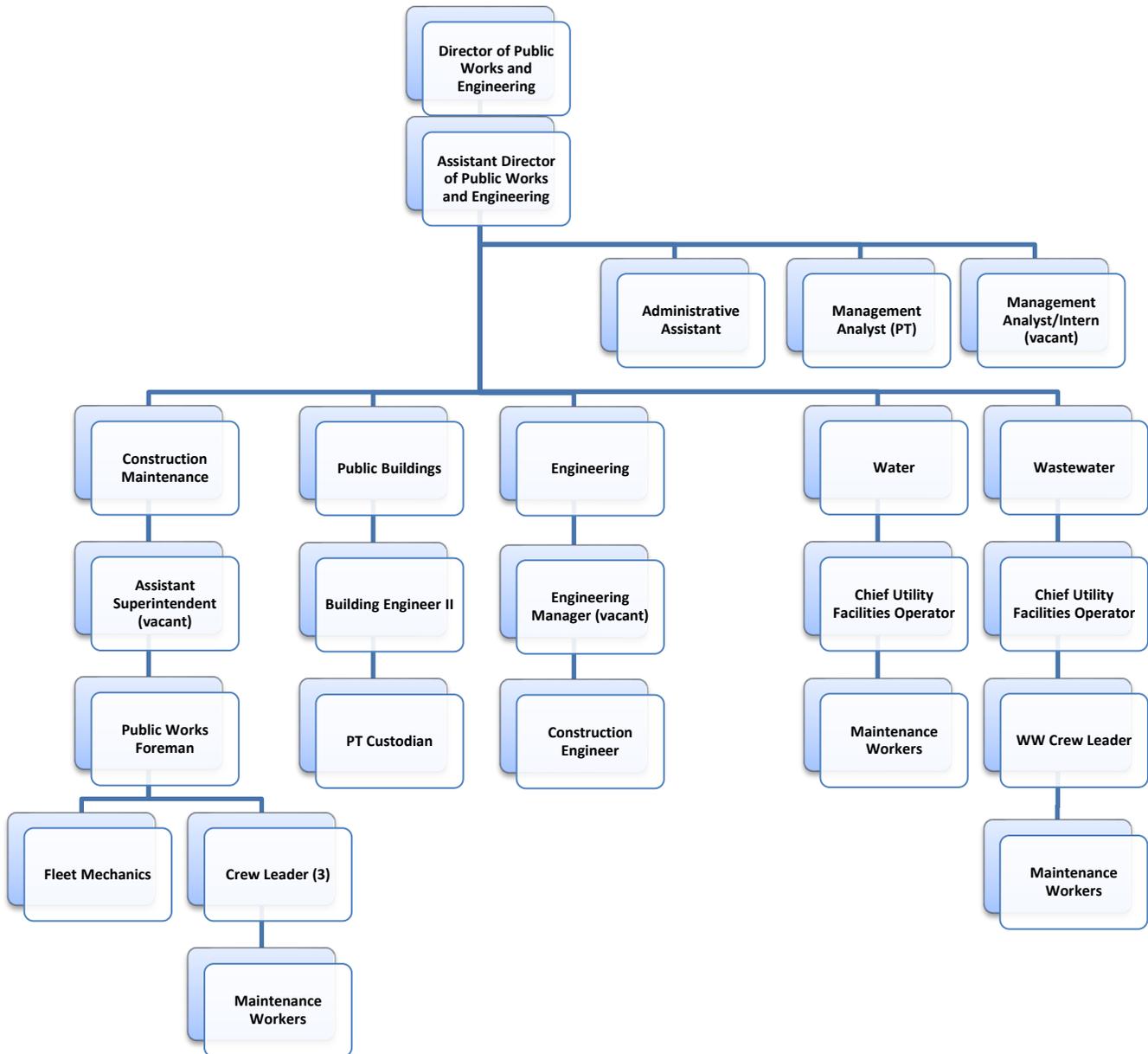
**VILLAGE OF CARPENTERSVILLE  
FISCAL YEAR 2022 BUDGET**

960 - FIRE PENSION FUND

ACCT. NO./PROJECT NO.	ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	BOARD APPROVED FY 2021	PROJECTED FY 2021	BOARD APPROVED FY 2022
<b><u>960051 - FIRE PENSION FUND REVENUES</u></b>						
<u>PROPERTY TAXES</u>						
40100	EMPLOYER CONTRIBUTIONS	1,247,967	1,242,538	1,327,085	1,327,085	1,327,085
	<b>TOTAL</b>	<b>1,247,967</b>	<b>1,242,538</b>	<b>1,327,085</b>	<b>1,327,085</b>	<b>1,327,085</b>
<u>INVESTMENT INCOME</u>						
48006	INTEREST INCOME	720,596	696,147	500,000	500,000	500,000
48016	UNREALIZED GAIN/LOSS ON INVEST	3,374,009	3,155,926	500,000	2,000,000	500,000
	<b>TOTAL</b>	<b>4,094,604</b>	<b>3,852,073</b>	<b>1,000,000</b>	<b>2,500,000</b>	<b>1,000,000</b>
<u>TRANSFERS/OTHER</u>						
49909	EMPLOYEE PENSION DEDUCTIONS	324,012	365,373	307,500	300,000	316,725
49999	MISCELLANEOUS INCOME	-	-	-	-	-
	<b>TOTAL</b>	<b>324,012</b>	<b>365,373</b>	<b>307,500</b>	<b>300,000</b>	<b>316,725</b>
	<b>TOTAL REVENUES</b>	<b>5,666,584</b>	<b>5,459,984</b>	<b>2,634,585</b>	<b>4,127,085</b>	<b>2,643,810</b>
<b><u>960596 - FIRE PENSION FUND EXPENDITURES</u></b>						
<u>PERSONNEL SERVICES</u>						
50091	SERVICE PENSION	782,446	863,620	850,000	850,000	875,500
50092	NON-DUTY DISABILITY PENSION	90,387	92,875	89,610	89,610	92,300
50093	DUTY DISABILITY PENSION	291,101	336,372	278,100	320,000	346,808
50094	SURVIVING SPOUSE PENSION	106,249	183,980	110,004	110,000	113,300
50095	PENSION CONTRIBUTION REFUND	-	-	10,000	-	-
50096	PENSION REFUND - PORTABILITY	-	-	25,000	-	-
	<b>TOTAL</b>	<b>1,270,183</b>	<b>1,476,846</b>	<b>1,362,714</b>	<b>1,369,610</b>	<b>1,427,908</b>
<u>CONTRACTUAL SERVICES</u>						
52000	ACCOUNTING	12,275	12,660	12,500	13,000	13,000
52010	ACTUARIAL PENSION	-	-	-	-	-
52013	DUES & SUBSCRIPTIONS	500	500	1,500	500	500
52030	LEGAL FEES	8,238	3,200	5,000	3,500	5,000
52040	COMPLIANCE FEES	4,507	4,507	4,250	5,500	5,500
52150	PHYSICAL EXAMS	-	-	2,000	-	-
52163	TRAINING/MEETINGS	2,940	-	3,000	-	-
52170	INVESTMENT MANAGEMENT FEES	74,565	82,740	70,000	85,000	85,000
52190	PROFESSIONAL SERVICE	15,671	10,394	10,000	1,000	10,000
	<b>TOTAL</b>	<b>118,695</b>	<b>114,001</b>	<b>108,250</b>	<b>108,500</b>	<b>119,000</b>
<u>COMMODITIES/SUPPLIES</u>						
53620	SUPPLIES - OFFICE	-	-	250	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>-</b>
<u>CONTINGENCIES/OTHER</u>						
57050	OTHER EXPENSES	16,903	15,000	1,000	10,000	10,000
	<b>TOTAL</b>	<b>16,903</b>	<b>15,000</b>	<b>1,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,405,781</b>	<b>1,605,847</b>	<b>1,472,214</b>	<b>1,488,110</b>	<b>1,556,908</b>



## **SUPPLEMENTAL INFORMATION**



Over the past few years there has been a frequent turnover of elected officials and key department heads in the Village of Carpentersville which have impeded the development of long term financial policies and development of a formal Five Year Capital Improvement Program. In the recent past funding for meeting the capital needs of the Village has come from transfers from the General Fund to the Capital Projects Fund and the Capital Equipment Replacement Fund. The annual operating transfers that have funded the capital needs of the Village have come from annual surpluses in the general fund operating budget and a buildup of fund balance in the general fund which has at times been close to or exceeded 50% of operating expenses. Funding for capital expenses in the Water and Sewer Fund have come from a combination of funding from current water and sewer rates and cash reserves that had built up in the fund over time.

Currently there is a solid team of Village Officials and Management personnel that are looking to move forward with the formalization of a five year Capital Improvements Program which would include the Capital Equipment Replacement Fund. In addition the Village approved a Water and Sewer Study that was originally envisioned to be completed in 2020 had it not been for the arrival of the pandemic. The Village is now looking to complete the water and sewer rate study in 2021 which hopefully will allow for a multi-year rate structure which will take into account the capital needs of the water and sewer utility and provide funding for the planned capital and operating needs of the system.

It is our intent to move forward with these initiatives in 2021 to define not only the capital needs of the Village for the next five years but also define the current funding available to address those needs and identify shortfalls where they exist.

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
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	\$ 559,380,237	\$ 67,844,400	\$ 13,470,508	\$ 671,251	\$ 641,366,396	\$ 641,366,396	2.1109	\$ 1,924,099,188	33.333%
2020	\$ 587,309,051	\$ 70,004,289	\$ 21,246,094	\$ 699,559	\$ 679,258,993	\$ 679,258,993	1.9925	\$ 2,037,776,979	33.333%
2021*	\$ 605,239,792	\$ 71,178,512	\$ 21,523,866	\$ 626,198	\$ 698,568,368	\$ 698,568,368	0.0000	\$ 2,095,705,104	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
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%
2019	2020	\$ 13,548,307	\$ 13,520,075	99.79%
2020	2021	\$ 13,513,671	\$ 13,272,682	98.22%

Data Source

Office of the County Clerk

VILLAGE OF CARPENTERSVILLE  
SALES TAX BY CATEGORY  
Last Five Calendar Years

	2016	2017	2018	2019	2020
General merchandise	553,070	823,885	848,641	817,135	767,193
Food	1,236,176	1,312,199	1,281,128	1,360,152	1,461,535
Drinking and eating places	314,337	323,766	363,092	397,871	401,723
Apparel	37,363	32,878	32,554	35,982	16,331
Furniture and H.H. and radio	11,870	9,321	8,299	6,241	7,585
Lumber, building hardware	590,646	588,438	574,196	602,700	743,825
Automobile and filling stations	270,892	296,100	322,253	285,335	279,586
Drugs and miscellaneous retail	364,829	353,292	325,602	333,615	365,715
Agriculture and all others	94,169	88,425	148,646	120,600	98,021
Manufacturers	25,806	34,932	34,869	32,984	26,397
<b>Total</b>	<b>\$ 3,499,158</b>	<b>\$ 3,863,236</b>	<b>\$ 3,939,280</b>	<b>\$ 3,992,615</b>	<b>\$ 4,167,912</b>
 VILLAGE DIRECT SALES TAX RATE	 1.00%	 1.00%	 1.00%	 1.00%	 1.00%

Calendar year 2021 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	2017	2018	2019	2020
General merchandise	1,183,484	1,163,428	1,025,401	950,181
Food	1,004,735	995,216	1,091,686	1,119,545
Drinking and eating places	639,314	715,259	783,127	789,351
Apparel	65,756	65,108	71,961	32,662
Furniture and H.H. and radio	18,641	16,600	12,482	15,170
Lumber, building hardware	1,165,545	1,136,742	1,188,138	1,472,247
Automobile and filling stations	522,468	554,160	488,523	399,299
Drugs and miscellaneous retail	343,657	310,804	310,998	369,660
Agriculture and all others	165,780	270,548	223,146	176,384
Manufacturers	69,183	69,050	65,206	52,234
<b>Total</b>	<b>5,178,563</b>	<b>5,296,915</b>	<b>5,260,668</b>	<b>5,376,733</b>

Calendar year 2021 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	General Obligation Bonds	Unamortized Bond Premium	IEPA Loan			
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	5.93%	\$ 992.66
2020	\$ 25,184,880	\$ 2,481,564	\$ 7,001,740	\$ 400,023	\$ 1,756,525	\$ 33,943,145	5.03%	\$ 886.45
2021	\$ 24,066,260	\$ 2,481,564	\$ 5,976,740	\$ 400,023	\$ 1,663,441	\$ 31,706,441	4.54%	\$ 828.04

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		Governmental Activities		Business-Type Activities		Percentage of Estimated Actual Taxable Value of Property*	Per Capita
			Service Fund	Total	Unamortized Bond Premium	Unamortized Bond Premium				
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	\$ 1,741,335	\$ 34,407,665	596,751	525,039	5.36%	898.58		
2020	\$ 25,184,880	\$ 7,001,740	\$ 1,771,157	\$ 30,415,463	2,481,564	400,023	4.51%	794.32		
2021	\$ 24,066,260	\$ 5,976,740	N/A	N/A	2,481,564	400,023	NA	NA		

N/A - Calendar year 2021 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, 2021 the Village has \$24,066,260 in total outstanding General Obligation Bonds in Governmental Activities (for which tax levied). The Village estimated EAV for 2021 is projected at \$698,568,368. The Debt/EAV ratio would be 3.44%, 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
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	7.1%
2020	38,291	\$ 817,397,977	21,347	29.4	20,023	7.1%
2021	38,291	\$ 817,397,977	21,347	30.6	19,376	6.8%

Unemployment rate is the 12-month average

Data Source

Village Records

US Census Bureau  
 Office of the County Clerk

**VILLAGE  
OF  
CARPENTERSVILLE**



**CAPITAL IMPROVEMENT PLAN (CIP)  
FYE 2022**

## 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**  
**FYE 2022 – 2030**  
**CAPITAL EQUIPMENT REPLACEMENT PLAN**  
**(CERF)**



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

Project/Item Name	Asset Tag	VIN #	Acq. Year	Useful Life	Expenditure Type	Fund Source	Department	2022 - Salvage Value									
								2022	2023	2024	2025	2026	2027	2028	2029	2030	
<b>FIRE DEPARTMENT</b>																	
ESDA Federal Siren	N/A	N/A	1997	20	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ESDA Federal Siren	N/A	N/A	2004	20	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -
ESDA Federal Siren	N/A	N/A	2005	20	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
ESDA Federal Siren	N/A	N/A	2006	20	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -
International Horton Ambulance	A91	TBD	2021	9	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,000
Freight Liner Medtech Ambulance	A94	1FVACDU4CHBR7516	2010	11	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alexis Engine	E94	4S7CT9K07PC010103	1993	15	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pierce Quint Ladder Truck	T-91	4P1BCAFFXMA022578	2021	15	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford F-250	SS91	1FTNF21548EE40277	2006	15	Replacement	CERF	Fire Department	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford F-450 Horton Ambulance Move to Reserve	A93	1FDUF4HT7FED45586	2015	7	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford E-450 MedTec	A94	1FDXE4FP1ADAADA	2010	9	Replacement	CERF	Fire Department	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford F-450 Horton Ambulance	A92	1FDUF4HT4GED03121	2016	7	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ 305,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,000
Pierce Engine	E92	4P1CD01S37A007439	2007	20	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 740,000	\$ -	\$ -
Chevrolet Tahoe	CHF9	1GNSKFEC1HR205611	2017	10	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -
Flat Bottom Rescue Boat	BT1	N/A	2008	20	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ -
Flat Bottom Rescue Boat	BT2	N/A	2008	20	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ -
Chevy Impala	905	2G1W55R279261535	2007	10	Replacement	CERF	Fire Department	\$ 43,362	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Inflatable Rescue Boat	N/A	N/A	2008	20	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -
Ford Expedition	BAT 9	1FMJU1G54EEF63249	2014	8	Replacement	CERF	Fire Department	\$ 73,025	\$ 5,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ferrera Engine	E93	44KFT4289CWZ22273	2012	20	Replacement	CERF	Fire Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 58,771	\$ -	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ 58,771	\$ -
<b>FIRE DEPARTMENT GRAND TOTAL</b>								\$ 455,158	\$ 6,900	\$ 93,771	\$ 363,771	\$ 83,771	\$ 83,771	\$ 883,771	\$ 124,771	\$ 330,000	\$ 335,000
<b>IT DEPARTMENT</b>																	
Dell EMC VxRAIL Servers (3)	N/A	N/A	2018	5	Replacement	CERF	IT Department	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Ford Taurus	801	1FAFP53255A189445	2005	10	Replacement	CERF	IT Department	\$ -	\$ -	\$ 26,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copiers (12 @ \$9000ea)	N/A	N/A	2020	12	Replacement	CERF	IT Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,000	\$ -	\$ -	\$ -	\$ -
Police & Fire Department MDTs	N/A	N/A	2021	5	Replacement	CERF	IT Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -
Desktop Computers (50 @ \$1000ea)	N/A	N/A	2013	7	Replacement	CERF	IT Department	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police & Fire Department Vehicle Modems (17 @ \$1500)	N/A	N/A	2014	8	Replacement	CERF	IT Department	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Head Laptops (10 @ \$1500ea) ~Changed to 5 years	N/A	N/A	2020	5	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	\$ -	\$ -	\$ -	\$ 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>								\$ 105,000	\$ -	\$ 126,500	\$ 360,000	\$ 48,000	\$ 183,000	\$ -	\$ 115,000	\$ 15,000	\$ 48,000
<b>POLICE DEPARTMENT</b>																	
Ford Expedition	C-10	1FMFU16508LA82552	2008	7	Replacement	CERF	Police Department	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Taurus	C-24	1FAHP24W68G177749	2008	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,640	\$ -
Ford F-150 Truck	C-41	1FTRF14W58KD01504	2008	7	Replacement	CERF	Police Department	\$ -	\$ 2,800	\$ -	\$ -	\$ -	\$ -	\$ 41,000	\$ -	\$ -	\$ -
Ford Expedition	C-47	1FMFU16538LA86708	2008	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Taurus Interceptor	C-13	1FAHP2M80DG157749	2011	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,000	\$ -	\$ -	\$ -
Ford Taurus	C-19	1FAHP2DW4BG127472	2011	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,640	\$ -
Ford Crown Vic Interceptor	C-20	2FABP7BV7BX122578	2011	7	Replacement	CERF	Police Department	\$ -	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-29	TBD	2022	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Taurus	C-39	1FAHP2DW7BG187438	2011	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,773
Ford Escape	C-2	1FMCU9DGXCKB05310	2012	7	Replacement	CERF	Police Department	\$ 50,294	\$ 4,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,640	\$ -
Ford Taurus Interceptor	C-3	TBD	2022	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,440	\$ -	\$ -	\$ -	\$ -
Ford Taurus Interceptor	C-8	TBD	2022	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,440	\$ -	\$ -	\$ -	\$ -
Ford Taurus Interceptor	C-14	1FAHP2M87DG157747	2013	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,440	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-32	1FAHP2M8XDG109563	2013	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,440	\$ -	\$ -	\$ -	\$ -
Ford F-150 Truck	C-42	1FTMF1EM7DKF98695	2013	7	Replacement	CERF	Police Department	\$ 50,294	\$ 7,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,773
Ford Explorer Interceptor	C-5	TBD	2022	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-4	TBD	2022	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,773
Ford Explorer Interceptor	C-12	1FM5K8AR3GG06967	2016	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ 51,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,928
Dodge Challenger		2C3CDZFJ6GH176485	2016	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-1	1FM5K8AR9HGE29759	2017	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ 52,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-11	1FM5K8AR6HGE30321	2017	7	Replacement	CERF	Police Department	\$ 50,294	\$ 4,400	\$ -	\$ 52,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-17	1FM5K8ARXHG94334	2017	7	Replacement	CERF	Police Department	\$ 50,294	\$ 4,400	\$ 51,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,928
Ford Explorer Interceptor	C-21	1FM5K8AR7HGB33347	2017	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ 52,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-26	1FM5K8AR1HGE30310	2017	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ 52,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-31	1FM5K8AR1HGA94335	2017	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ 51,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,928
Ford Taurus Interceptor	C-25	1FAHP2MK0JG140845	2018	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford F-150 Truck	C-33	1FTEW1PG1JKF37351	2018	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-7	1FM5K8AR2KGA29310	2019	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-6	1FM5K8AW7LG83371	2020	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-9	1FM5K8AW9LGA83369	2020	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project/Item Name	Asset Tag	VIN #	Acq. Year	Useful Life	Expenditure Type	Fund Source	Department	2022 - Salvage Value											
								2022	2023	2024	2025	2026	2027	2028	2029	2030			
Ford Explorer Interceptor	C-15	1FM5K8AW9LG83372	2020	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-16	1FM5K8AW5LGA83370	2020	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ford Explorer Interceptor	C-18	1FM5K8AW5LGA83368	2020	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dash Cam System (13)	N/A	N/A	N/A	7	Replacement	CERF	Police Department	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
StarCom Radio Switchover	N/A	N/A	N/A	N/A	Replacement	CERF	Police Department	\$ 53,266	\$ -	\$ 53,266	\$ 53,266	\$ 53,266	\$ 53,266	\$ 53,266	\$ 53,266	\$ -	\$ -	\$ -	\$ -
<b>POLICE DEPARTMENT GRAND TOTAL</b>								\$ 254,442	\$ 29,600	\$ 327,166	\$ 262,570	\$ 53,266	\$ 271,026	\$ 137,266	\$ 169,920	\$ 173,319	\$ 176,784		
<b>PUBLIC WORKS DEPARTMENT</b>																			
FORD F250	102	1FT7X2B60JEC20413	2018	12	Replacement	CERF/ENTERPRISE (50/50)	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,550
FORD F250	103	1FT7X2B67JEC10378	2018	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,550
FORD F350	106	1FD8X3B6XGEC72663	2016	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD F250	107	1FTBF2B61FEB08448	2015	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -
FORD F350	108	1FT8W3B69GEB54627	2016	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,500	\$ -	\$ -
FORD F550	110	1FDUF5HY0JEC10377	2018	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,642
FORD F550	112	1FDUF5HT0EEB70344	2014	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTL 7400 7-TON DUMP	115	1HTWHSUT5HH732367	2017	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTL 7400 7-TON DUMP	117	1HTWHAZT1EH787493	2013	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,751	\$ -
PETERBILT 348 5-TON DUMP	120	2NP3HJ8X7LM688298	2020	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PETERBILT 348 5-TON DUMP	122	2NP3HJ8X9NM789569	2021	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PETERBILT 348 5-TON DUMP	123	2NP3HJ8X8MM716708	2020	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PETERBILT 348 5-TON DUMP	124	2NP3HJ8X8LM688299	2020	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PETERBILT 348 5-TON DUMP	125	2NP3HJ89LM688300	2020	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PETERBILT 348 5-TON DUMP	126	2NP3HJ8X8MM716709	2020	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTL 7400 5-TON DUMP	128	1HTWDAAR3AJ264202	2010	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTL 7400 5-TON DUMP	131	1HTWDAAN47J452006	2007	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ 183,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTL 7400 5-TON DUMP	132	1HTWDAAN27J452005	2007	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ 183,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTL 7400 5-TON DUMP	133	1HTWDAAN07J452004	2007	16	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ 183,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CATERPILLAR 928G WHEEL LOADER	140	DJDO2572	2006	17	Replacement	CERF	Public Works Department	\$ 172,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KOMATSU WA270 WHEEL LOADER	141	KMTWA136LGA83114	2017	17	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT S650 - SKIDSTEER	143	A3NV22127	2013	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,500	\$ -
BOBCAT T650-T4 SKIDSTEER	144	B3CA15132	2017	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HAMM HD90VV	145	H2090177	2015	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CATERPILLAR ROLLER CB1.8	146	64400271	2020	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DYNAPAC CC142 - ROLLER	147	60213317	2006	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VERMEER BC1500 -WOOD CHIPPER	148	1VR2161V1C1003006	2012	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VERMEER SC802 - STUMP GRINDER	150	1VR2151J3D1001167	2012	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,000	\$ -	\$ -	\$ -	\$ -
LEEBOY 8816 PAVER	151	48404	2007	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WIRTGEN W1000L MILLING MACHINE	152	WG26008	2006	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FALCON P4D2RID HOT BOX	154	1F9P41622DM339121	2013	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ELGIN PELICAN SWEEPER	155	P4392D	2005	12	Replacement	CERF	Public Works Department	\$ 307,000	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SOLAR-TECH 466045 ELECTRONIC MESSAGE BOARD	165	4GM2M131731731466045	2017	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTL MX - AERIAL BUCKET	191	TBD	2021	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD F450	204	1FD0X4HT9GEC53280	2016	12	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -
FORD F250	205	TBD	2022	10	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD F250	207	1FT7X2B65KEF54664	2019	10	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD F250	209	1FT7X2B64JEC93414	2018	12	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,000	\$ -
FORD F550	210	1FDUF5HY2JDA02328	2018	12	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,000
FORD F550	211	1FDUF5HY9FEB00659	2015	12	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,000
PETERBILT 348 7-TON DUMP	216	2NP3L9X0NM789568	2021	16	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FREIGHTLINER 7-TON DUMP	217	1FVHG3CY1HHHP6739	2017	16	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTL 7400 CONTRACTOR DUMP	235	1HTWDAAR17J462124	2007	20	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -
JOHN DEERE BACKHOE	250	T0141EX835147	1997	25	Replacement	ENTERPRISE	Public Works Department	\$ 168,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JOHN DEERE BACKHOE	251	1T0410KXJEE269277	2014	20	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT TRACHOE	252	234712076	2005	20	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ 77,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RITE-LITE RLS932 PORTABLE LIGHTING SYSTEM	264	1623	2002	22	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AREO-MASTER ARROW BOARD	265	4034077	2003	20	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PETERBILT 567 - VACTOR/JETTER	290	1NPCLP0X7MD746222	2020	15	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTL 7400 - JETTER	296	1HTWDAZR08J680187	2008	15	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD T350 VAN	301	1FTBW2ZM2GKA08432	2016	10	Replacement	ENTERPRISE	Public Works Department	\$ 46,000	\$ 24,150	\$ -	\$ -	\$ -	\$ -	\$ 46,000	\$ -	\$ -	\$ -	\$ -	\$ -
FORD F150	302	1FTEX1C83FKD91571	2015	10	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD F250 w/ Service Bed	304	1FD7X2B66LED38111	2020	12	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD E250 VAN	305	1FTNE2EW4EDA28786	2014	10	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ 46,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD E250 VAN	307	1FTNE2EW3DDB11625	2013	10	Replacement	ENTERPRISE	Public Works Department	\$ 46,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD E250	308	1FTNE2EW0EDA28784	2014	10	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ 46,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT T650-T4 SKIDSTEER	342	B4CD12841	2021	20	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD F250	402	1FT7X2B62JEC93413	2018	12	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,500
FORD F250	403	1FT7X2B63FED69499	2015	12	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,000	\$ -	\$ -	\$ -
FORD F350	404	1FTRF3B65GED28309	2016	12	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ -
FORD F150	407	1FTEX1C85FKD91572	2015	10	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTL 4900 7-TON DUMP	428	1HTSHAAR1TH2734																	

Project/Item Name	Asset Tag	VIN #	Acq. Year	Useful Life	Expenditure Type	Fund Source	Department	2022	2022 - Salvage Value	2023	2024	2025	2026	2027	2028	2029	2030
BOBCAT SKIDSTEER S76	456	B4CD11515	2020	20	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KOHLER 10ROZJ-71 100KW GENERATOR	480	283139	1991	35	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -
GODWIN TRAILER MOUNTED 6" TRASH PUMP	483	NC1505	2019	28	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD F350	501	TBD	2022	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT TOOL CAT 5600	540	AHG814412	2017	10	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,000	\$ -	\$ -	\$ -
FORD F450 STAKE BED	590	1FDXF46551EA22010	2001	18	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD F250	602	1FDBF2B66JEC93410	2018	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,500
BOBCAT STUMPER ATTACHMENT	702	28519	2017	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT SOIL CONDITIONER ATTACHMENT	703	A6TH02110	2016	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT 24" PLANER ATTACHMENT	705	231712809	2008	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,250	\$ -	\$ -
BOBCAT SB200 x 60" SNOW BLOWER ATTACHMENT	707	712705047	2021	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT 66HF ROTARY CUTTER ATTACHMENT	710	B37600603	2018	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT HYDRAULIC BREAKER ATTACHMENT	711	HB1180	2020	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24" HUSQVARNA WALK BEHIND CONCRETE SAW	721	F5524	2019	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BONNELL SHOULDER MACHINE	722	RCC-16-S2	2020	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GREY-CO LINE LAZER 5900	742	BA894	2017	10	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,500	\$ -	\$ -	\$ -
BOBCAT ZERO TURN MOWER	740	99960060153	2019	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOBCAT ZERO TURN MOWER	741	99960060153	2019	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REDI-HAUL R25210 TRAILER	750	475F252T851021577	2005	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,500
CRONKHITE 3612EA TILT TRAILER	751	473BT282XJ1000230	2018	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EAGER BEAVER 20XPT TRAILER	752	112H8V32X6L070606	2006	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DYNAWELD 200 FLAT BED TRAILER	753	4U16IAEX4U1X35180	1997	30	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -
MAC-LANDER 20TFHWT UTILITY TRAILER	754	4UVPF202351007629	2005	30	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REDI-HAUL ML7470E HEAVY EQUIPMENT TRAILER	755	4755121T4G1028112	2016	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
JLG 1012 HYDRAULIC LIFT TRAILER	756	5DYAA17237C002682	2007	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,500	\$ -	\$ -	\$ -
CARGO-MATE TRAILER	761	5NHUBL6239N068148	2008	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BRAVO ST8518T13 TRAILER	762	542BE1827HB018D70	2017	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REDI HAUL TILTBED TRAILER	763	47SS111T2L1029814	2020	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD EXPLORER	803	1FM5K8AR1JGB80752	2018	10	Replacement	CERF/ENTERPRISE (50/50)	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,000	\$ -	\$ -
FORD EXPLORER	812	1FMSK88H1LGC35048	2020	10	Replacement	CERF/ENTERPRISE (34/66)	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,500
FORD EXPLORER	813	TBD	2022	10	Replacement	CERF/ENTERPRISE (50/50)	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD F250	851	1FTSX20518EE40271	2008	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD T350 VAN	852	1FTBW2CG4KKB32391	2019	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD T350 VAN	853	TBD	2022	12	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TENNANT 8210ES FLOOR SWEEPER	856	8210-10222	2002	22	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DAEWOO G25E-NM LIFT TRUCK	857	KP00746	2006	20	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,500	\$ -	\$ -	\$ -	\$ -
JLG 10MSP PARTS PICKER	858	130017014	2012	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ -	\$ -	\$ -
JLG 2630ES SISSOR LIFT	859	200190772	2008	15	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BULL DOG FLOOR SCRUBBER	862	12010008	2012	25	Replacement	CERF	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUMMA S120 T-SERIES SIGN PLOTTER	N/A	N/A	2005	15	Replacement	CERF	Public Works Department	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRIMBLE GPS UNIT	N/A	5243498840	2010	15	Replacement	ENTERPRISE	Public Works Department	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PUBLIC WORKS GRAND TOTAL</b>								<b>\$ 789,000</b>	<b>\$ 86,650</b>	<b>\$ 671,600</b>	<b>\$ 534,200</b>	<b>\$ 548,000</b>	<b>\$ 477,350</b>	<b>\$ 482,000</b>	<b>\$ 336,750</b>	<b>\$ 254,751</b>	<b>\$ 483,742</b>
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>																	
FORD F-150	835	TBD	2022	10	Replacement	CERF	Community Development Dept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD RANGER	836	1FTYR10U35PB05017	2005	10	Replacement	CERF	Community Development Dept.	\$ 26,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD FUSION	830	3FAHP06Z27R274563	2007	10	Replacement	CERF	Community Development Dept.	\$ 26,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD ESCAPE	834	TBD	2022	10	Replacement	CERF	Community Development Dept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD FUSION	832	3FAHP06Z47R274564	2007	10	Replacement	CERF	Community Development Dept.	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FORD FUSION	833	3FAHP06Z69R114656	2009	10	Replacement	CERF	Community Development Dept.	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COMMUNITY DEVELOPMENT GRAND TOTAL</b>								<b>\$ 53,000</b>	<b>\$ 5,000</b>	<b>\$ 54,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>VILLAGE TOTALS</b>								<b>\$ 1,656,600</b>	<b>\$ 128,150</b>	<b>\$ 1,273,037</b>	<b>\$ 1,520,541</b>	<b>\$ 733,037</b>	<b>\$ 1,015,147</b>	<b>\$ 1,503,037</b>	<b>\$ 746,441</b>	<b>\$ 773,070</b>	<b>\$ 1,043,526</b>

VILLAGE OF CARPENTERSVILLE  
 MAJOR CAPITAL IMPROVEMENTS  
 Fiscal Year Ending December 31, 2022

Project #	Project Name	Capital Expense Type	FY2021 Budget	Fund
70133	Rt. 31 & Huntley	PROFESSIONAL SERVICE	\$25,000.00	Capital Improvement Fund
70133	Rt. 31 & Huntley	PHASE III CONSTRUCTION	\$734,679.00	Capital Improvement Fund
70184	HUNTLEY ROAD (ELM TO VIL. LIMITS)	PHASE III CONSTRUCTION	\$1,624,710.00	Capital Improvement Fund
70188	CARPENTER CREEK STORMWATER IMPROVE	PHASE III CONSTRUCTION	\$19,073.00	Capital Improvement Fund
72018	BOLZ ROAD	PHASE III ENGINEERING	\$45,000.00	Capital Improvement Fund
72018	BOLZ ROAD	PHASE III CONSTRUCTION	\$145,000.00	Capital Improvement Fund
72019	KEITH ANDRES STORMWATER	PHASE III CONSTRUCTION	\$45,000.00	Capital Improvement Fund
72020	WAKEFIELD DRAINAGE STUDY	PHASE III ENGINEERING	\$40,000.00	Capital Improvement Fund
72020	WAKEFIELD DRAINAGE STUDY	PHASE III CONSTRUCTION	\$320,000.00	Capital Improvement Fund
72021	KINGS/AMARILLO/ALAMEDA DRAINAGE	PHASE II ENGINEERING	\$143,982.00	Capital Improvement Fund
72021	KINGS/AMARILLO/ALAMEDA DRAINAGE	ROW ACQUISITION	\$100,000.00	Capital Improvement Fund
72032	HILLSIDE STREET/HIGHLAND AVENUE IMP	PHASE I ENGINEERING	\$143,785.00	Capital Improvement Fund
72035	EAST SIDE RESURFACING	PHASE III CONSTRUCTION	\$1,000,000.00	Capital Improvement Fund
72036	LAKE MARIAN ROAD RESURFACING	PHASE III CONSTRUCTION	\$455,000.00	Capital Improvement Fund
72039	NEWPORT COVE CREEK IMPROVEMENT	PHASE III CONSTRUCTION	\$60,000.00	Capital Improvement Fund
72044	BOLZ ROAD FLASH PED BEAC PHIII CON	PHASE III CONSTRUCTION	\$15,000.00	Capital Improvement Fund
72047	LW BESINGER DRIVE PH I ENG	PHASE I ENGINEERING	\$110,000.00	Capital Improvement Fund
72050	LINCOLNWOOD MANOR RD IMPROVEMENTS	PHASE II ENGINEERING	\$184,668.00	Capital Improvement Fund
72050	LINCOLNWOOD MANOR RD IMPROVEMENTS	PHASE III ENGINEERING	\$300,000.00	Capital Improvement Fund
72050	LINCOLNWOOD MANOR RD IMPROVEMENTS	PHASE III CONSTRUCTION	\$2,200,000.00	Capital Improvement Fund
72051	CIP UPDATE	PHASE II ENGINEERING	\$50,000.00	Capital Improvement Fund
72055	HIGH CAPACITY INLET PROJECT	PHASE II ENGINEERING	\$35,000.00	Capital Improvement Fund
72056	WILLIAMS AND GOLFVIEW CULVERT	PHASE II ENGINEERING	\$50,000.00	Capital Improvement Fund
72057	LORD AVENUE	PHASE II ENGINEERING	\$6,000.00	Capital Improvement Fund
72057	LORD AVENUE	PHASE III CONSTRUCTION	\$60,000.00	Capital Improvement Fund
72059	SIOUX AVENUE DRAINAGE STUDY	PHASE I ENGINEERING	\$35,000.00	Capital Improvement Fund
72061	GOLFVIEW LANE SURFACING	PHASE III CONSTRUCTION	\$215,000.00	Capital Improvement Fund
73010	ANNUAL CDBG MFT RESURFACING	PHASE III CONSTRUCTION	\$410,200.00	Capital Improvement Fund
73300	COMPREHENSIVE PLAN	PROFESSIONAL SERVICE	\$85,000.00	Capital Improvement Fund
95002	OLD TOWN TIF	PHASE II ENGINEERING	\$52,348.00	Capital Improvement Fund
			<b>\$8,709,445.00</b>	
70133	Rt. 31 & Huntley	PHASE III CONSTRUCTION	\$1,076,308.00	Water and Sewer Fund
70133	Rt. 31 & Huntley	PHASE III CONSTRUCTION	\$462,463.00	Water and Sewer Fund
72048	OLD TOWN 1A & S LINCOLN LEAD SERVIC	PHASE II ENGINEERING	\$26,000.00	Water and Sewer Fund
72050	LINCOLNWOOD MANOR RD IMPROVEMENTS	PHASE III CONSTRUCTION	\$1,100,000.00	Water and Sewer Fund
72053	OLD TOWN LEAD SVC AG & PH II ENG	PHASE II ENGINEERING	\$250,000.00	Water and Sewer Fund
72060	LAKE MARIAN WOODS WATERMAIN	PHASE II ENGINEERING	\$85,000.00	Water and Sewer Fund
80509	SEWER LINING	IMPROVEMENTS	\$250,000.00	Water and Sewer Fund
			<b>\$3,249,771.00</b>	
Total Major Capital Improvements			<b>\$11,959,216.00</b>	

**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.

Prepared by:  
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, qualified Village Clerk of the Village of Carpentersville, does hereby certify that the attached is a true and correct copy of:

**ORDINANCE 21-49**

AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE VILLAGE OF CARPENTERSVILLE, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022

Date: December 15, 2021

  
Kelly Mastera  
Village Clerk



Faint, illegible text or markings.



**ORDINANCE NO. 21 - 49**

**AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE VILLAGE OF CARPENTERSVILLE, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2022**

**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, 2022, and ending December 31, 2022 ("**FY 2022**"), 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 7, 2021, to obtain public comment on the tentative annual budget for the Village for FY 2022; 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 "2022" 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, 2022, and ending December 31, 2022, in the total amount of \$90,994,539 and in the form attached to and, by this reference, made a part of this Ordinance as **Exhibit A ("FY 2022 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 2022 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 Garcia, 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 7<sup>th</sup> day of December, 2021, pursuant to a roll call vote as follows:

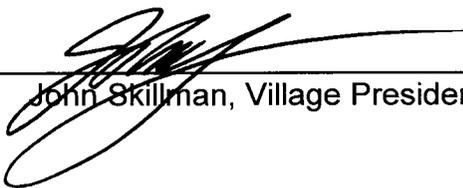
AYE: 7 (Garcia, Malone, O'Sullivan, Sandoval, Frost, Vela, and Skillman)

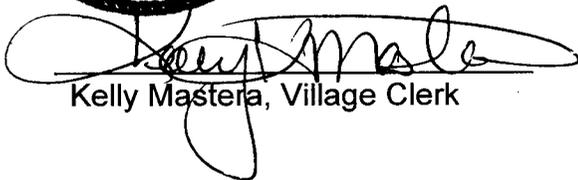
NAYS: 0

ABSENT: 0

APPROVED by me this 7<sup>th</sup> day of December, 2021.



  
\_\_\_\_\_  
John Skillman, Village President

  
\_\_\_\_\_  
Kelly Mastera, Village Clerk

