

May 1, 2016 - April 30, 2017

# Fiscal Year 2017

Village of Mahomet, Illinois

# Annual Budget

Small Town. Expansive Opportunities.

# Annual Operating Budget



**MAY 1, 2016 - APRIL 30, 2017**

Sean M. Widener  
***Acting Village President***

Bruce Colravy  
Vicki Cook  
Andy Harpst  
Donald Lynn  
Brian Metzger  
Bill Olinger  
**Village Trustees**

Patrick J. Brown  
***Village Administrator***

Jeanne Schacht  
***Treasurer***

Cheryl Sproul - Village Clerk  
Jason Heid - Water/Wastewater Superintendent  
Eric Crowley - Transportation Superintendent  
Kelly Pfeifer - Planning & Development Director  
Dan Waldinger - Park and Recreation Director  
Mike Metzler - Chief of Police

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## Supplement

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Annual Appropriation Ordinance



The Village's annual Appropriations Ordinance establishes the direction for all programs and services of the Village government for the coming fiscal year.

The Fiscal Year 2017 Appropriations Ordinance or "Financial Plan" represents the synthesis of Board guidance and staff recommendations on how to best accomplish Village goals and respond to community needs in accordance with available resources, established policies and sound administrative practices.

Board adopted financial policies state that authorized expenditures to support ongoing operations shall be less than recurring revenues anticipated for the same period. A target of recurring expenditures at 99% of recurring revenues is used in preparing the budget. Capital Improvement funds or levied funds may not comply with this policy due to prior year's savings for large projects or tax levy funds that state the Village cannot levy any more than what is appropriated. As stated in our Financial Policies, we maintain fund balance contingencies of no less than 10% of expenditures excluding transfers and one time expenditures. It is recommended that the General Corporate Fund has at least \$1,000,000 as an ending balance for four months of operational expenses.



Each fund has a specific purpose and is appropriated in the Appropriation Ordinance. If a fund exceeds this appropriated amount then a contingency item will have to be added. In previous years, the Village has had a contingency of \$250,000 for any unexpected or unforeseen expenditures. However, projections require making a number of assumptions, and many things can change throughout the year.

The Fiscal Year 2017 Annual Budget for the Village of Mahomet is prepared conservatively. With the economic outlook and uncertainty with the State of Illinois finances, the Village will face some long term financial challenges with the possibility of declining state shared revenue, increases in health insurance cost and the continuance of funding for the police pension fund. Personnel expenditures are growing according to inflation for wages, health insurance and pensions. We will continue to monitor revenues and expenditures.

The board formally adopted this budget on May 24, 2016 and it became effective on May 1, 2016.

Best Regards,

Patrick J. Brown  
Village Administrator



# Community Profile

First settled in 1832, the Village of Mahomet is the oldest community in Champaign County. Today we continue to maintain our small town charm, while being conveniently located just 8 miles northwest of Champaign-Urbana, home of the University of Illinois, and forty miles east of Bloomington-Normal along Interstate 74 with quick access to Interstates 72 and 57. Over the years, Mahomet has become more of a residential community and less of an agricultural center. Our charming community has a “small town feel” with unique physical, educational and recreational amenities. The rolling and wooded terrain along the Sangamon River offers a serene residential setting for those looking to get away from the hustle and bustle of the metropolitan area.



Mahomet is also fortunate to be the location of two of Champaign County’s forest preserves. Lake of the Woods County Park contains nearly 900 acres. Highlighting this site are several well-known attractions – the Early American Museum, Mabery Gelvin Botanical Gardens, and Lake of the Woods Golf Course, along with a bicycle/pedestrian path and the Hi-Tower bell carillon. The River Bend Forest Preserve is a 275 acre facility containing approximately 130 acres of clear water in two lakes and more than three miles of forest along the Sangamon River. These beautiful preserves certainly enhance the quality of life for Mahomet area residents and visitors. For more information about these facilities, please visit [www.ccfpd.org](http://www.ccfpd.org).

The Mahomet-Seymour School District boasts excellent academic and extracurricular accomplishments. For detailed information about the District, visit their website at [www.ms.k12.il.us](http://www.ms.k12.il.us). Post secondary opportunities are available in the immediate vicinity. The University of Illinois at Urbana-Champaign is a top-ranking public university with a current enrollment of 44,000. Strong academic programs attract outstanding faculty from across the globe and one of the largest international student populations in the country. Parkland College in Champaign is an excellent community college with an enrollment of 9,700. Our proximity to Champaign-Urbana gives our residents the opportunity to experience quiet small town living while still giving them access to an abundance of Big Ten sporting events, entertainment, cultural opportunities, and airport and rail transportation.

All of these factors combined have led to a population increase that has exceeded 50% over the last three decades. The 2010 Census identified a population of 7,258 within the corporate limits and an area total including the additional population just outside Village boundaries of 14,000. The current estimates for the Village population has already increased by nearly 13% to 8,203. Mahomet maintains a viable commercial area, which includes specialty retail shops with arts, crafts and antiques. The Village has determined that there is a need to encourage additional commercial and light industrial development in the Village to balance and to serve its existing and planned residential uses. To this end, approximately 1,000 acres along the U.S. Route 150 Corridor have been identified for these types of uses. A larger proportion of commercial and industrial uses in the Village will help to provide additional local job opportunities as well as help to diversify the tax base of the local taxing bodies.



### **Form of Government**

The legislative body of the Village of Mahomet consists of six members of the Board of Trustees and the Village President (Mayor). All are elected at large. Board members serve staggered four year terms and are elected through non-partisan elections. The next election is April, 2017. This legislative body establishes Village policy and assigns the administrative and management responsibilities to the Village

Administrator who directly supervises each of the department heads.

The Board of Trustees meets the second and third Tuesday of each month in a study-session type format to evaluate and recommend matters for official action at the monthly board meeting held the fourth Tuesday of each month. Each relevant department head is responsible for preparing items for board consideration under the direction of the Village Administrator.

### **Organizational Structure**

The Village organization consists of the Administrative Office, Parks and Recreation Department, Transportation Department, Water & Wastewater Department, Engineering, Community Development Department, Police/ESDA Department and the Finance/HR Department. Fire Protection services are provided by the Cornbelt Fire Protection District and the Mahomet Library District are both governed by a Board of Trustees, separate from Village jurisdiction.

## Vision Statement

Preserve, protect and enhance our community's quality of life.

## Mission Statement

Provide for the needs of today and prepare for the demands of tomorrow while remaining mindful and respectful of the past.



## Goals

1. Maintain long-term financial strength through fiscal responsibility and discipline.
2. Foster proactive economic and community development initiatives.
3. Invest in community enhancements that promote growth and competitive advantage.

## Population

Census	Population	% Change
1960	1,367	
1970	1,296	-5.19%
1980	1,986	53.24%
1990	3,103	56.24%
2000	4,877	57.17%
2010	7,258	48.82%
2016 (est)	8,203	13.02%

Including unincorporated areas, estimate is 14,000

## Recreation Facilities

Number of Parks and Playgrounds	10
Park Area in Acres	120

## Elections

Number of Registered Voters	5,361
Number of Votes Cast in Last Primary Election (March, 2015)	2,540
Voter Turnout (percent)	47.38%

## 2013 Per Capita Data

Data Type	County	Illinois	U.S.	Village
Per Capita Income	\$26,087	\$30,019	\$28,555	\$37,283
Median Household Income	\$46,680	\$57,166	\$53,482	\$91,292
Med Household Owner Occupied Housing	\$149,200	\$175,700	\$175,700	\$195,900

## Unemployment Rates

Year	Local	Illinois	US
2015	5.2	5.9	5.3
2014	6.0	7.1	6.2
2013	7.5	9.1	7.4
2012	7.3	9.0	8.1
2011	7.8	9.7	8.9
2010	8.3	10.4	9.6
2009	8.4	10.2	9.3
2008	5.5	6.3	5.8
2007	4.2	5.0	4.6
2006	3.7	4.5	4.6
2005	4.1	5.7	5.1
2004	4.4	6.2	5.5
2003	4.5	6.8	6.0
2002	4.1	6.5	5.8
2001	3.6	5.3	4.7
2000	3.3	4.3	4.0

## Largest Employers

Business	Type of Business/Product	# of Employees
Mahomet-Seymour School District	School District	404
Mahomet IGA	Grocery Store	94
Farm Credit Services of Illinois	Company HQ, agricultural & lending Services	80
The Waterford at Bridle Brook	Adult Residential Care Facility	63
McDonald's	Restaurant	57
JT Walker's Restaurant & Brewery	Restaurant	44
Village of Mahomet	Municipality	32
Carle Physician Group	Physicians & surgeons	31
First School	Day Care, Early Learning	30

## Construction & Permits

Annual Value of Construction	2011	2012	2013	2014	2015
	Reported Construction Value				
<b>1&amp;2 Family Structures</b>					
New Construction	\$11,119,428	\$15,705,000	\$17,479,553	\$16,149,400	\$25,777,399
Additions/Renovations	\$82,475	\$116,000	\$56,700	\$162,403	\$154,500
Garages/Carports/Swim Pools	\$378,304	\$414,750	\$122,400	\$162,274	\$688,000
Demolition Permits	\$0	\$0	\$7,000	\$0	\$0
<b>Commercial (incl. Multi-Fam)</b>					
New Construction	\$652,016	\$549,200	\$570,100	\$401,800	\$700,000
Additions/Renovations	\$678,200	\$937,500	\$390,200	\$399,950	\$122,000
Demolition Permits	\$0	\$0	\$0	\$179,997	\$0

2011	2012	2013	2014	2015
Number of Permits				
44	66	74	54	90
4	4	11	3	3
33	40	4	11	22
0	0	1	0	6
8	10	5	5	2
6	5	4	7	6
0	2	0	1	0

### SUMMARY

1&2 Family Structures	\$11,588,207	\$16,235,750	\$17,695,653	\$16,474,077	\$26,617,899
Commercial (incl. Multi-Fam)	\$1,330,216	\$1,488,700	\$980,300	\$981,747	\$822,000
<b>TOTAL</b>	<b>\$12,918,423</b>	<b>\$17,722,450</b>	<b>\$18,625,953</b>	<b>\$17,455,824</b>	<b>\$27,439,899</b>

## Contact Information:

Village Administration Office  
 503 East Main Street  
 P.O. Box 259  
 Mahomet, IL 61853  
 (217) 586-4456  
 (217) 586-5696 (Fax)  
 Daily Hours: 8:00 AM – 4:30 PM M-F

### Staff Contacts:

Village Administrator	Patrick Brown	(217) 586-4456 ext. 116	<a href="mailto:pbrown@mahomet-il.gov">pbrown@mahomet-il.gov</a>
Treasurer / HR Director	Jeanne Schacht	(217) 586-4456 ext. 113	<a href="mailto:jschacht@mahomet-il.gov">jschacht@mahomet-il.gov</a>
Village Clerk	Cheryl Sproul	(217) 586-4456 ext. 120	<a href="mailto:csroul@mahomet-il.gov">csroul@mahomet-il.gov</a>
Parks & Recreation Director	Dan Waldinger	(217) 586-6025 ext. 201	<a href="mailto:dwaldinger@mahomet-il.gov">dwaldinger@mahomet-il.gov</a>
Parks & Recreation Administrative Assistant	Johanna Jewell	(217) 586-6025 ext. 200	<a href="mailto:mahometrec@mahomet-il.gov">mahometrec@mahomet-il.gov</a>
Planner & Community Development Director	Kelly Pfeifer	(217) 586-4456 ext. 122	<a href="mailto:kpfeifer@mahomet-il.gov">kpfeifer@mahomet-il.gov</a>
Community Development Administrative Assistant	Gloria Wisheart	(217) 586-4456 ext. 123	<a href="mailto:gwisheart@mahomet-il.gov">gwisheart@mahomet-il.gov</a>
Building Inspector & Code Enforcement	Ken Buchanan	(217) 586-4456 ext. 114	<a href="mailto:kbuchanan@mahomet-il.gov">kbuchanan@mahomet-il.gov</a>
Collector & Water/Wastewater Billing	Sara Toomer	(217) 586-4456 ext. 110	<a href="mailto:stoomer@mahomet-il.gov">stoomer@mahomet-il.gov</a>
Accounts Receivable / Payable	Laura Peralta	(217) 586-4456 ext. 111	<a href="mailto:lperalta@mahomet-il.gov">lperalta@mahomet-il.gov</a>
Transportation Superintendent	Eric Crowley	(217) 586-2013	<a href="mailto:ecrowley@mahomet-il.gov">ecrowley@mahomet-il.gov</a>
Water & Wastewater Superintendent	Jason Heid	(217) 586-3554	<a href="mailto:jheid@mahomet-il.gov">jheid@mahomet-il.gov</a>
Chief of Police	Mike Metzler	(217) 586-5533	<a href="mailto:mmetzler@police.mahomet-il.gov">mmetzler@police.mahomet-il.gov</a>
Police Department Records	Karla Washburn	(217) 586-5533	<a href="mailto:kwashburn@police.mahomet-il.gov">kwashburn@police.mahomet-il.gov</a>



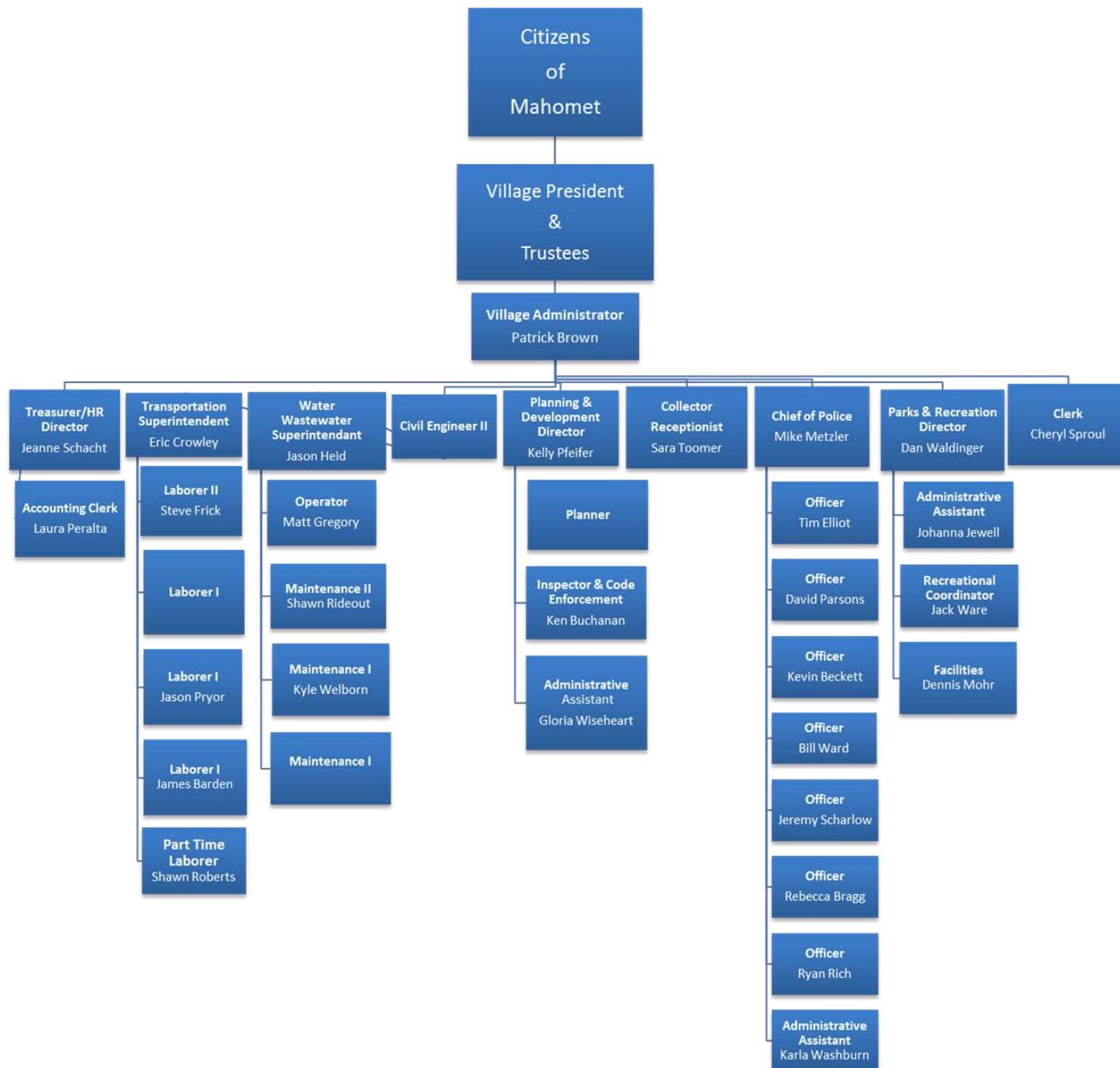
# Budget Process

The Village of Mahomet adopts an Appropriation Ordinance beget in accordance with Chapter 65 of the Illinois Compiled Statutes. The Village's Fiscal Year runs from May 1st to April 30th. The Village's Appropriation Ordinance serves as a roadmap for the fiscal year's expenditures and reflects the goals and priorities of the Village's elected officials. The working budget is formulated with the aid, support and input of staff and the Village board. The Village's Appropriation Ordinance process begins in December with formation of a budget calendar and ends in May with the final Appropriation Ordinance adoption by the Council. Formulation of the budget is a difficult process that involved projecting available revenue sources, identifying priorities, allocating resources and expenditures, reviewing the Village's performance data, negotiating and anticipating department budgets and establishing the fess, charges and taxes necessary to provide adequate levels of service to the citizens of Mahomet.





# Organizational Chart





# Board of Trustees



**SEAN WIDENER**  
**VILLAGE PRESIDENT**  
**MAYOR@MAHOMET-IL.GOV**  
**2015-2017**



**BRUCE COLRAVY**  
**VILLAGE TRUSTEES**  
**BCOLRAVY@MAHOMET-IL.GOV**  
**2015-2019**



**VICKI COOK**  
**VILLAGE TRUSTEE**  
**VCOOK@MAHOMET-IL.GOV**  
**2013-2017**



**ANDY HARPST**  
**VILLAGE TRUSTEE**  
**AHARPST@MAHOMET-IL.GOV**  
**2013-2017**



**DONALD LYNN**  
**VILLAGE TRUSEE**  
**DLYNN@MAHOMET-IL.GOV**  
**2015-2019**



**BILL OLIGER**  
**VILLAGE TRUSTEE**  
**BOLIGER@MAHOMET-IL.GOV**  
**2015-2019**



**BRIAN METZGER**  
**VILLAGE TRUSTEE**  
**BMETZGER@MAHOMET-IL.GOV**  
**2015-2017**



# Where We Get Our Revenue

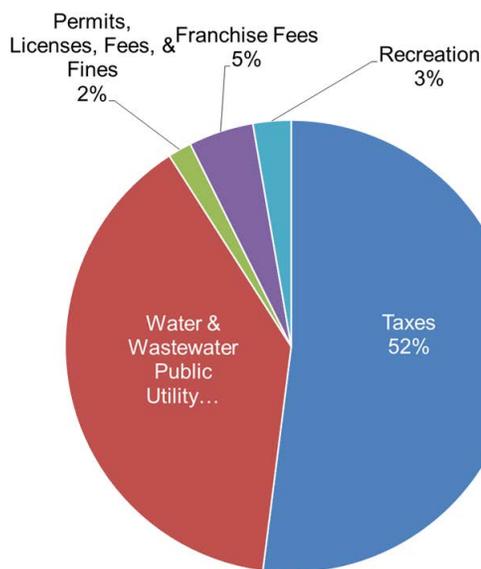
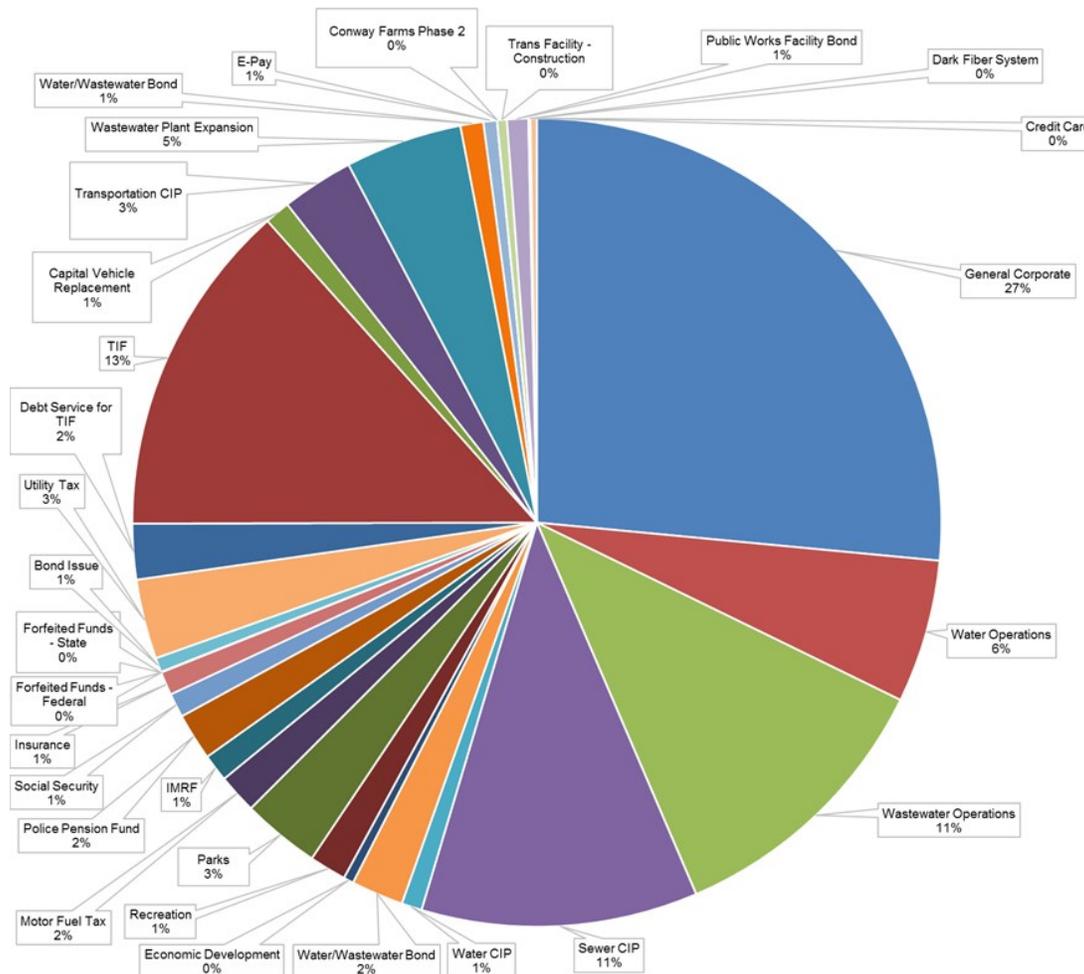
## Revenue 2017 Budget

Revenue by Fund Type	
General Corporate	\$ 3,412,222
Water Operations	\$ 737,286
Wastewater Operations	\$ 1,458,220
Sewer CIP	\$ 1,421,890
Water CIP	\$ 105,025
Water/Wastewater Bond	\$ 269,176
Economic Development	\$ 51,975
Recreation	\$ 190,380
Parks	\$ 400,280
Motor Fuel Tax	\$ 201,880
IMRF	\$ 140,974
Police Pension Fund	\$ 242,280
Social Security	\$ 124,180
Insurance	\$ 121,495
Forfeited Funds - Federal	\$ 5
Forfeited Funds - State	\$ 2,512
Bond Issue	\$ 74,575
Utility Tax	\$ 410,150
Debt Service for TIF	\$ 285,171
TIF	\$ 1,731,010
Capital Vehicle Replacement	\$ 131,150
Transportation CIP	\$ 370,200
Wastewater Plant Expansion	\$ 601,500
Water/Wastewater Bond	\$ 118,025
E-Pay	\$ 70,001
Conway Farms Phase 2	\$ 60
Trans Facility - Construction	\$ 50,005
Public Works Facility Bond	\$ 109,367
Dark Fiber System	\$ 10,001
Credit Card	\$ 33,002
<b>Total</b>	<b>\$ 12,873,997</b>

Revenue	2016 Actual	2017 Budget	
Taxes	\$3,488,929	\$3,636,864	52%
Water & Wastewater Public Utility	\$2,569,145	\$2,722,421	39%
Permits, Licenses, Fees, & Fines	\$116,187	\$118,375	2%
Franchise Fees	\$251,027	\$325,000	5%
Recreation	\$203,103	\$190,380	3%
<b>Total Revenues</b>	<b>\$6,628,391</b>	<b>\$6,993,040</b>	<b>100%</b>



# Where We Get Our Revenue



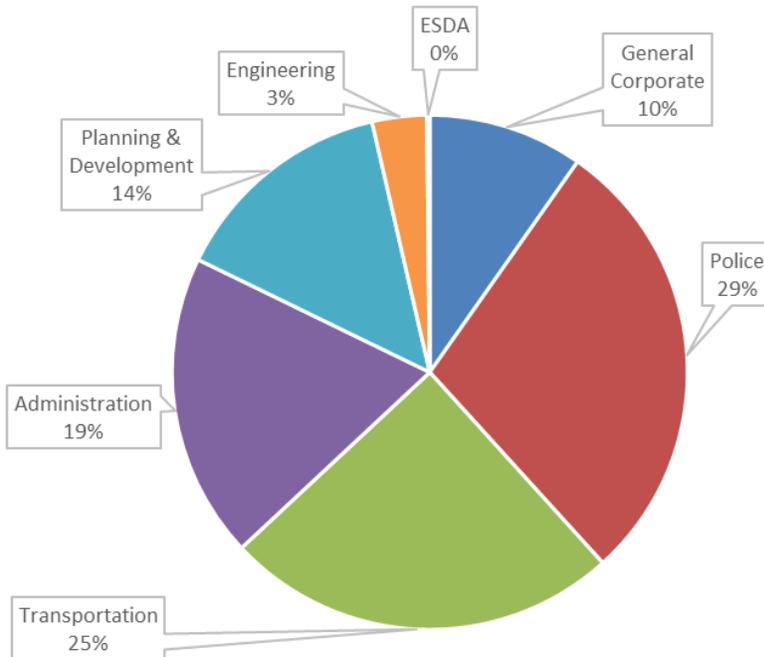


# How We Spend Our Revenue

## Expenditures 2017 Budget

Expenses by Fund Type	
General Corporate	\$ 3,741,305
Water Operations	\$ 771,036
Wastewater Operations	\$ 1,646,371
Sewer CIP	\$ 300,000
Water CIP	\$ 220,000
Water/Wastewater Bond	\$ 267,400
Economic Development	\$ 106,250
Recreation	\$ 228,684
Parks	\$ 462,283
Motor Fuel Tax	\$ 180,840
IMRF	\$ 145,000
Police Pension Fund	\$ 144,300
Social Security	\$ 145,000
Insurance	\$ 121,855
Forfeited Funds - Fed	\$ 5,386
Forfeited Funds - State	\$ 5,500
Bond Issue	\$ 72,385
Utility Tax	\$ 420,000
Bond - Const. Acct.	\$ -
Debt Service for TIF	\$ 335,275
TIF	\$ 1,704,688
Capital Vehicle Replacement	\$ 216,500
Transportation CIP	\$ 613,500
Wastewater Plant Expansion	\$ 2,558,211
Water/Wastewater Bond	\$ 113,250
E-Pay	\$ 70,150
Conway Farms Phase 2	\$ 42,079
Trans Facility - Construction	\$ 50,144
Public Works Facility Bond	\$ 108,180
Dark Fiber System	\$ 10,000
Credit Card	\$ 33,000
<b>Total</b>	<b>\$ 14,838,572</b>

## General Corporate Expenses

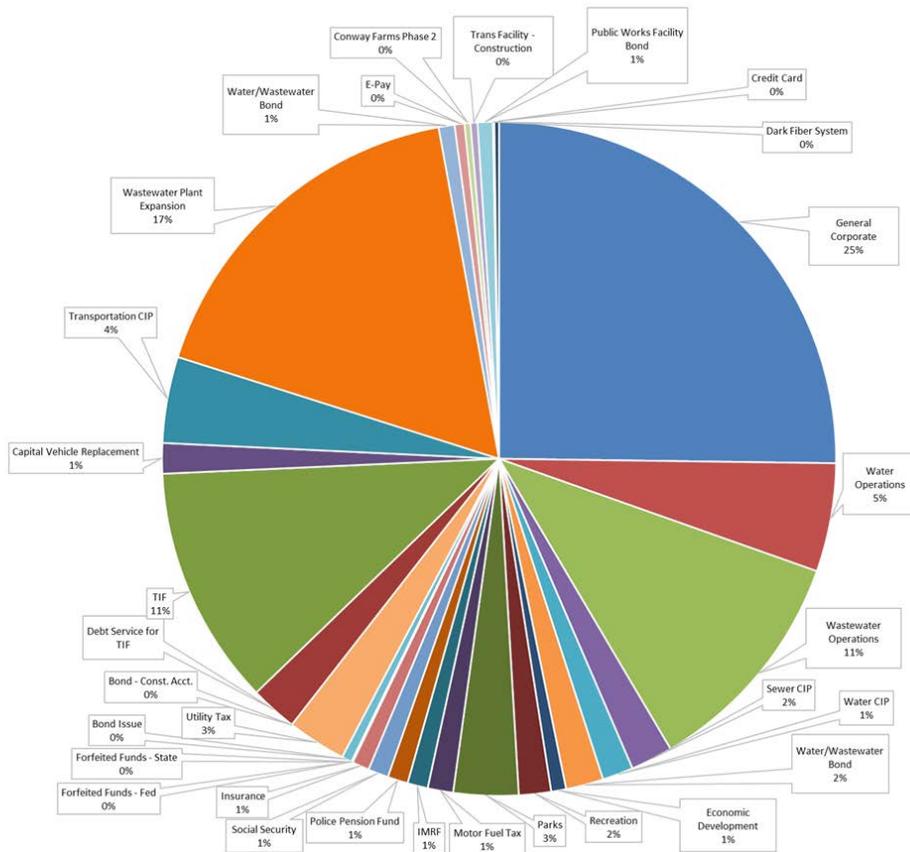


General Corporate Expenses	
General Corporate	\$ 364,000
Police	\$ 1,068,353
Transportation	\$ 926,168
Administration	\$ 717,245
Planning & Development	\$ 530,743
Engineering	\$ 128,347
ESDA	\$ 6,450
<b>Total</b>	<b>\$ 3,741,306</b>

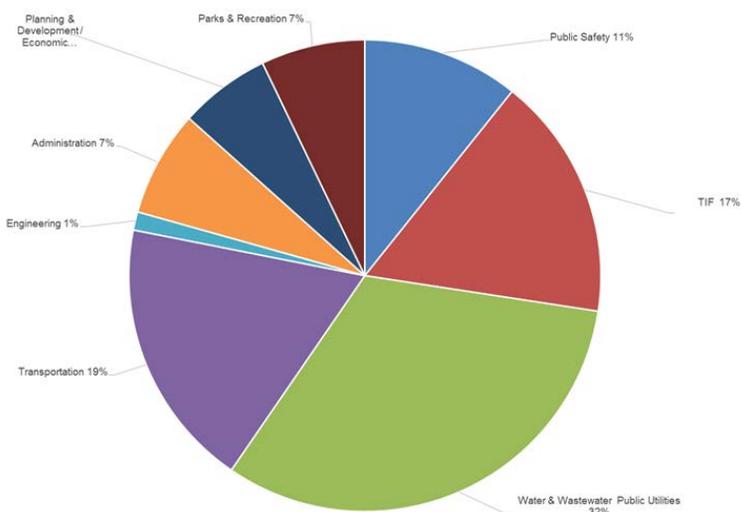
Expenditures	2016 Actual	2017 Budget	
Public Safety	\$992,372	\$1,095,803	11%
TIF	\$1,548,609	\$1,704,688	17%
Water & Wastewater Public Utilities	\$2,987,345	\$3,284,807	32%
Transportation	\$1,410,561	\$1,893,037	19%
Engineering	\$53,687	\$128,347	1%
Administration	\$515,132	\$742,245	7%
Planning & Development / Economic Development	\$463,065	\$636,993	6%
Parks & Recreation	\$502,134	\$728,967	7%
<b>Total Expenditures</b>	<b>\$8,472,905</b>	<b>\$10,214,887</b>	<b>100%</b>



# How We Spend Our Revenue



## Expenses by Source / Department





# Property Taxes

The amount you pay in property taxes is based on the fair cash value of your home as identified by the Township Assessor. The Property Tax Code states that each property shall be assessed at 33.33% of fair cash value. This means that property owners pay taxes on one-third of their respective property. The taxable value is then calculated by the tax rates established by the various taxing bodies within corporate limits. The Village of Mahomet's 2015 tax rate payable in 2016 is \$0.8607. Therefore, Village's taxes collected in 2016 on a \$186,900 home is \$484.52 based on the adopted tax rate of \$0.8607 per \$100 valuation. The total amount of property taxes paid based on a \$186,900 home is \$4,535.48.

## Tax Levy History

Assessment Year	EAV	Rate	Levy Amount
2015	\$169,328,648	\$0.8607	\$1,457,412
2014	\$161,118,680	\$0.8714	\$1,403,988
2013	\$153,001,608	\$0.8772	\$1,342,130
2012	\$148,738,628	\$0.8636	\$1,284,507
2011	\$148,616,600	\$0.8256	\$1,226,979
2010	\$145,331,681	\$0.8132	\$1,181,837
2009	\$140,765,812	\$0.7943	\$1,118,103
2008	\$134,656,068	\$0.8023	\$1,080,346
2007	\$123,978,945	\$0.8044	\$997,287
2006	\$112,061,441	\$0.8366	\$937,506
2005	\$100,652,161	\$0.8604	\$866,011
2004	\$88,186,618	\$0.8881	\$783,185
2003	\$82,765,803	\$0.8988	\$743,899
2002	\$74,485,112	\$0.9367	\$697,702
2001	\$67,626,518	\$0.9680	\$654,625
2000	\$61,660,459	\$0.9945	\$613,213
1999	\$58,119,558	\$0.9753	\$566,840

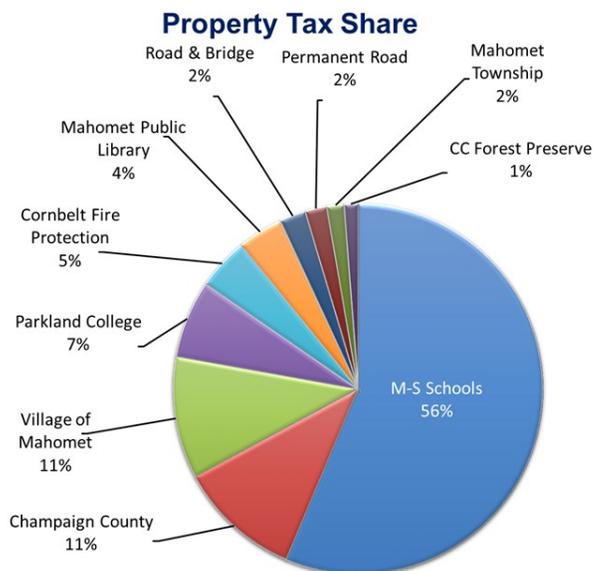


2015 Payable in 2016 Village of Mahomet Fund Levy Rates			
Fund Name	Levy Amount	Capped Extension Rate	Extension
General	\$ 744,632.00	0.3440	\$ 582,490.55
Bond	\$ 71,969.00	0.0425	\$ 71,964.68
IMRF	\$ 135,000.00	0.0627	\$ 106,169.06
Fire Protection	\$ 50,000.00	0.0232	\$ 39,284.25
Police Protection	\$ 255,302.00	0.1186	\$ 200,823.78
Police Pension	\$ 120,000.00	0.0557	\$ 94,316.06
Audit	\$ 20,000.00	0.0093	\$ 15,747.56
Liability Insurance	\$ 123,000.00	0.0571	\$ 96,686.66
Street & Bridge	\$ 170,201.00	0.0320	\$ 54,185.17
Park	\$ 127,651.00	0.0590	\$ 99,903.90
ESDA	\$ 1,814.00	0.0009	\$ 1,523.96
Social Security	\$ 120,000.00	0.0557	\$ 94,316.06
	<b>\$ 1,939,569.00</b>	<b>0.8607</b>	<b>\$ 1,457,411.69</b>



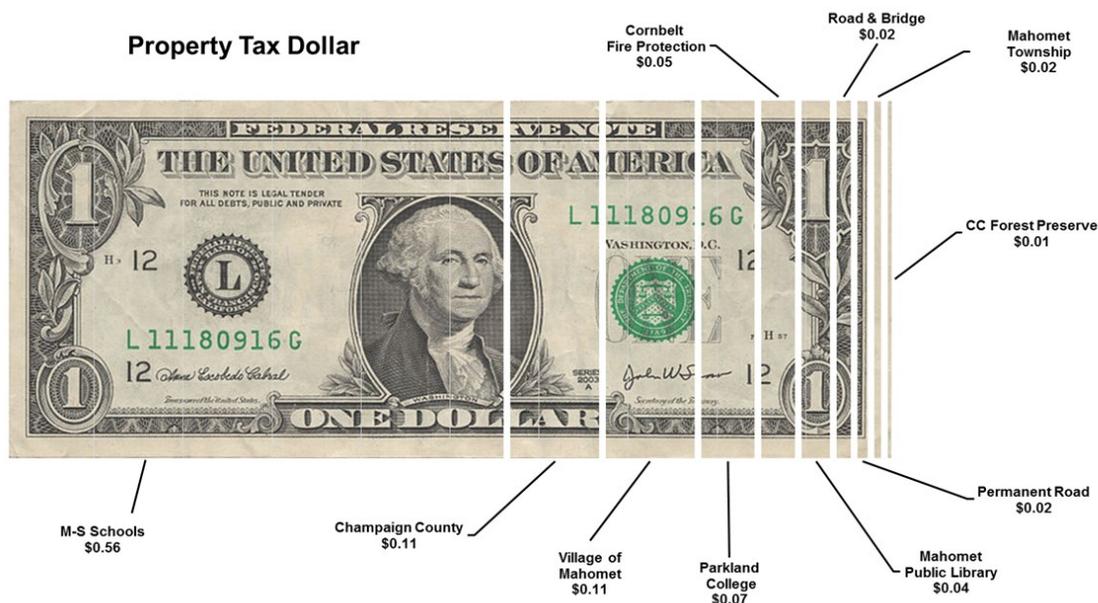
# Property Tax Share

Taxing Body	Tax Per \$	Tax Rate
M-S Schools	\$0.56	4.5409
Champaign County	\$0.11	0.8672
Village of Mahomet	\$0.11	0.8607
Parkland College	\$0.07	0.5460
Cornbelt Fire Protection	\$0.05	0.3673
Mahomet Public Library	\$0.04	0.3177
Road & Bridge	\$0.02	0.1849
Permanent Road	\$0.02	0.1551
Mahomet Township	\$0.02	0.1223
CC Forest Preserve	\$0.01	0.0947
	<b>\$1.00</b>	<b>8.0568</b>



Taxpayer	Type of Business	2015 Equalized Assessed	% of Total EAV
The Waterford at Bridle Brook	Assisted Living	\$3,241,590	1.91%
Glenwood	Assisted Living	\$1,252,190	0.74%
Farm Credit Services	Agricultural financial service	\$1,017,980	0.60%
Individual	Multi-family housing	\$766,360	0.45%
D & D Trust	Multi-family housing	\$749,690	0.44%
Marsh Acres, LLC	Grocery & Rentals	\$721,180	0.43%
VK Properties, LLC	Eastwood Plaza	\$656,700	0.39%
Individual	Multi-family housing	\$651,650	0.38%
Individual	Multi-family housing	\$634,580	0.37%
Individual	Multi-family housing	\$625,990	0.37%
		<b>\$10,317,910</b>	<b>6.09%</b>

## Property Tax Dollar





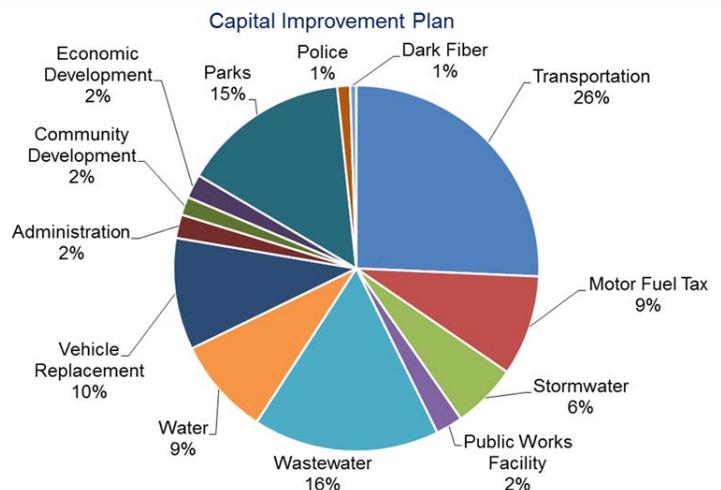
# Capital Improvement Plan

A Capital Improvement Program is a statement of intent by the Village Officials who establish a program or plan for the utilization of the financial resources of the Village over a specified period of time to accomplish specified objectives related to capital expenditures and Village services. The plan is a planning tool designed to be altered annually as conditions warrant.

A long-range capital improvement plan provides a long-range viewpoint for the community to define needed projects and expenditure plans, select those projects deemed most important in comparison to all others, determine when such projects should occur and anticipate what impact such expenditures will have on the community and especially the Village's financial condition. Some of the major advantages to developing a long-range capital expenditure plan are as follows:

1. Develop a stable tax rate eliminating unnecessary fluctuations which can cause hardships to the taxpayer and the village government;
2. Provide adequate time to plan and coordinate construction projects and expenditure plans, eliminating costly duplication of efforts;
3. Provide a perspective of how projects or plans related to each other and what the ultimate objectives are;
4. Provide adequate time to search for alternate methods of financing, including debt issue and grants;
5. Provide time to acquire land and right-of-way where needed;
6. Allow more public knowledge and input into the development of plans for the community;
7. Reduce spur-of-the moment decisions which may have major economic impact on the community, often a result of special interest groups; and
8. Assist in planning efforts of other public utilities, companies, agencies and businesses.

Capital Improvement Plan	
Transportation	\$ 476,000
Motor Fuel Tax	\$ 164,402
Stormwater	\$ 106,500
Public Works Facility	\$ 44,000
Wastewater	\$ 305,000
Water	\$ 160,000
Vehicle Replacement	\$ 182,997
Administration	\$ 38,500
Community Development	\$ 30,000
Economic Development	\$ 39,000
Parks	\$ 275,000
Police	\$ 21,000
Dark Fiber	\$ 10,000
<b>Total</b>	<b>\$ 1,852,399</b>





# Revenue Overview

## REVENUE OVERVIEW

The principal revenue sources for fiscal year 2017 are ad valorem taxes on real property located within the Village, the Village's portion of the State sales tax on retail sales as well as the sale of water (and sewer use fees associated with those sales), bond proceeds for capital projects, the Village's share of State Income tax and other significant sources. This section describes the major revenue sources for each fund and includes a discussion of the trends and significant events, if any affecting these sources.

### General Fund

The General Fund accounts for most of the operating functions of the Village and has the most diverse sources of revenue. The primary sources of revenue are the property tax, sales tax, per capita share of the state income tax, and telecommunications tax.

### Property Taxes

The Village's 2015 tax levy payable in 2016 provides income for the General Fund to fund Operations. Tax caps have a significant impact what is actually received. Because of tax caps, our levy can not be increased more than 5% or the CPI, on the amount levied compared to whichever is less. Below is the amount of the current years tax levy as well as the amount we received.

Fund Name	Levied	Capped Levy Extended
General	744,632	582,491
Police Protection	71,969	71,965
Police Pension	135,000	106,169
Fire Protection	50,000	39,284
Bond	255,302	200,824
IMRF	120,000	94,316
Audit	20,000	15,748
Street & Bridge	123,000	96,687
Park	170,201	54,185
Liability Insurance	127,651	99,904
ESDA	1,814	1,524
Social Security	120,000	94,316
AA9:G25	<b>1,939,569</b>	<b>1,457,412</b>

### Mahomet Valuation by Category

	2013		2014		2015	
Farm	\$1,982,704	1.3%	\$2,281,359	1.4%	\$2,325,529	1.4%
Commercial	\$14,127,512	9.2%	\$15,287,241	9.5%	\$15,508,820	9.5%
Residential	\$136,823,147	89.4%	\$143,482,765	89.1%	\$151,424,390	89.1%
Railroad	\$68,245	0.0%	\$67,315	0.0%	\$69,909	0.0%
	<b>\$153,001,608</b>	<b>100.0%</b>	<b>\$161,118,680</b>	<b>100.0%</b>	<b>\$169,328,648</b>	<b>100.0%</b>

\$5,069,020  
\$704,440

New Construction  
New TIF



# Sales Tax Revenue

## Sales Tax

The state distributes 1% of the basic 6.25% sales tax collected within a municipality to the municipal government. This tax is imposed on the sale of tangible personal property including food to be consumed off the premises and medicines and medical appliances. Home rule municipalities can impose an additional rate with limitation in .25% increments. There are no restrictions in the use of this revenue.

Non-home rule municipalities may impose an additional 1/2 of 1% by referendum to be used only for infrastructure improvement. Infrastructure is defined as: streets, bridges, sidewalks, waste disposal system, water and sewer line extension, water distribution and purification facilities, storm water drainage and retention facilities and sewage treatment facilities.

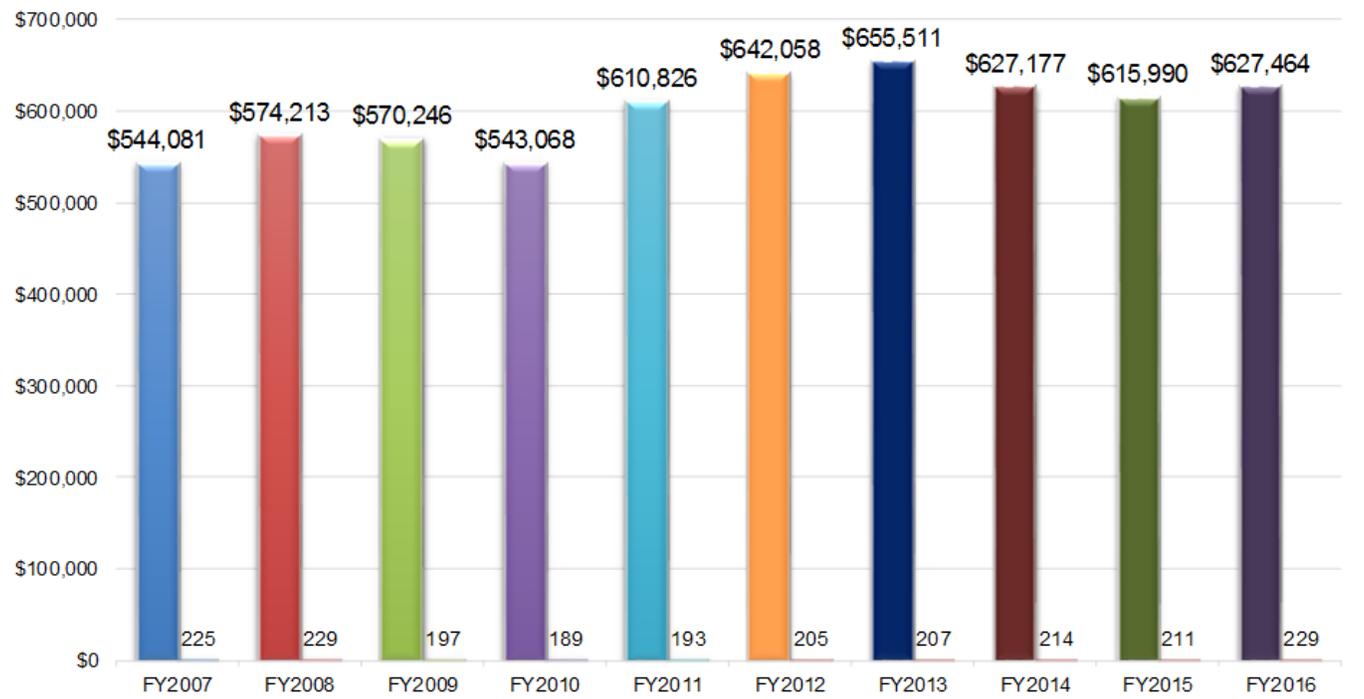
In addition to the sales taxes returned to the municipalities based upon local sales, municipalities also receive State Use Tax. The Use Tax is distributed on a per capita basis.

### Breakdown of tax rates

Mahomet	
5.00%	State of Illinois
1.00%	Local Municipal Rate
0.25%	County-wide Rate
6.25%	Basic Sales Tax Rate
0.25%	Champaign County Public Safety Rate
1.00%	Champaign County School Facility Rate
7.50%	Sales Tax rate for purchases within Mahomet Limits

Mahomet Annual Sales Tax Receipts		
Tax Year	Tax Receipts	# of Taxpayers
FY2007	\$544,081	225
FY2008	\$574,213	229
FY2009	\$570,246	197
FY2010	\$543,068	189
FY2011	\$610,826	193
FY2012	\$642,058	205
FY2013	\$655,511	207
FY2014	\$627,177	214
FY2015	\$615,990	211
FY2016	\$627,464	160

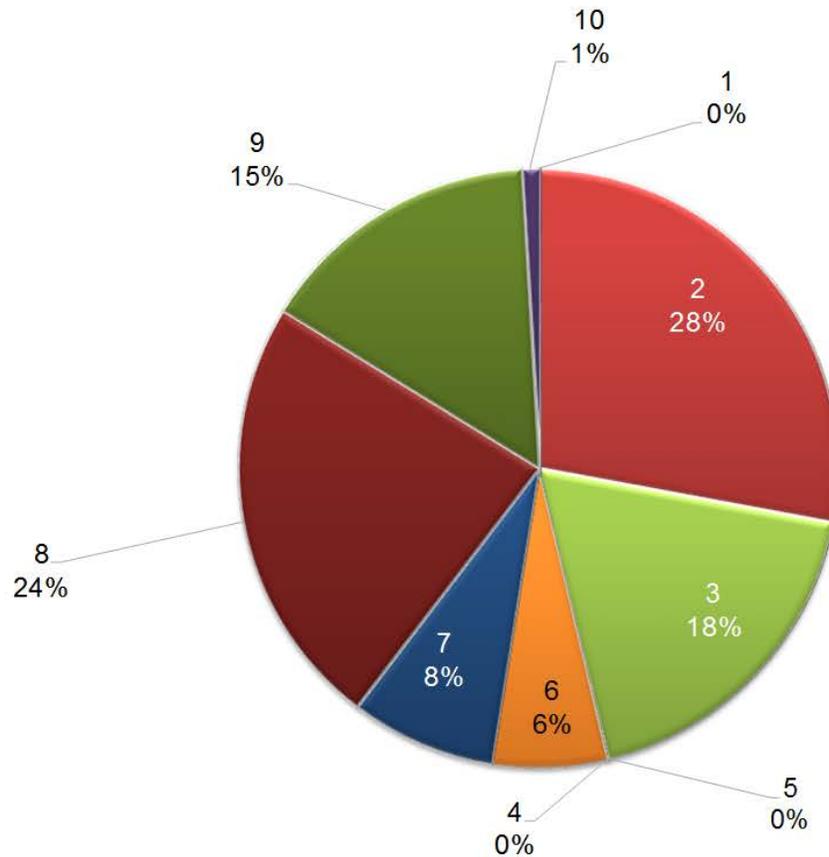
## Mahomet Annual Sales Tax Receipts





# Sales Tax Revenue

**MAHOMET ANNUAL SALES TAX BY CATEGORY**



Category	2015
1	
2	175,296.81
3	114,739.95
4	579.58
5	
6	39,228.54
7	49,187.52
8	147,061.61
9	96,073.63
10	5,725.24
<b>Totals</b>	<b>627,892.88</b>

\* Calendar Year

- |    |                               |   |
|----|-------------------------------|---|
| 1  | Gen Mlse                      | Dept/Variety Stores   |
| 2  | Food                          | Grocery/Fruit/Candy & Veg Mkts; Bakeries                              |
| 3  | Drinking & Eating Places      | Eating and dirking places/motel                                       |
| 4  | Apparel                       | Clothing/shoe Stores  |
| 5  | Furniture & HH & Radio        | Computer/Elect shops/refridge serv/Furniture/Repair/Welding           |
| 6  | Lumber, Bldg, Hardware        | Contractors/roofing/plumb hardware/nurseries/heating & A/C            |
| 7  | Automotive & Filling Stations | Auto/gas stations/RV dealers/auto repair/car wash                     |
| 8  | Drugs & Misc Retail           | Drug Stores/Florist/optical/jewelry/gift shop/unclassified            |
| 9  | Agriculture & All others      | Beauty shop/day care/Hosp/phone/cbl/fit/schools/legal/const snd & grv |
| 10 | Manufacturers                 |   |



# State Shared Revenue

## Illinois State Income Tax

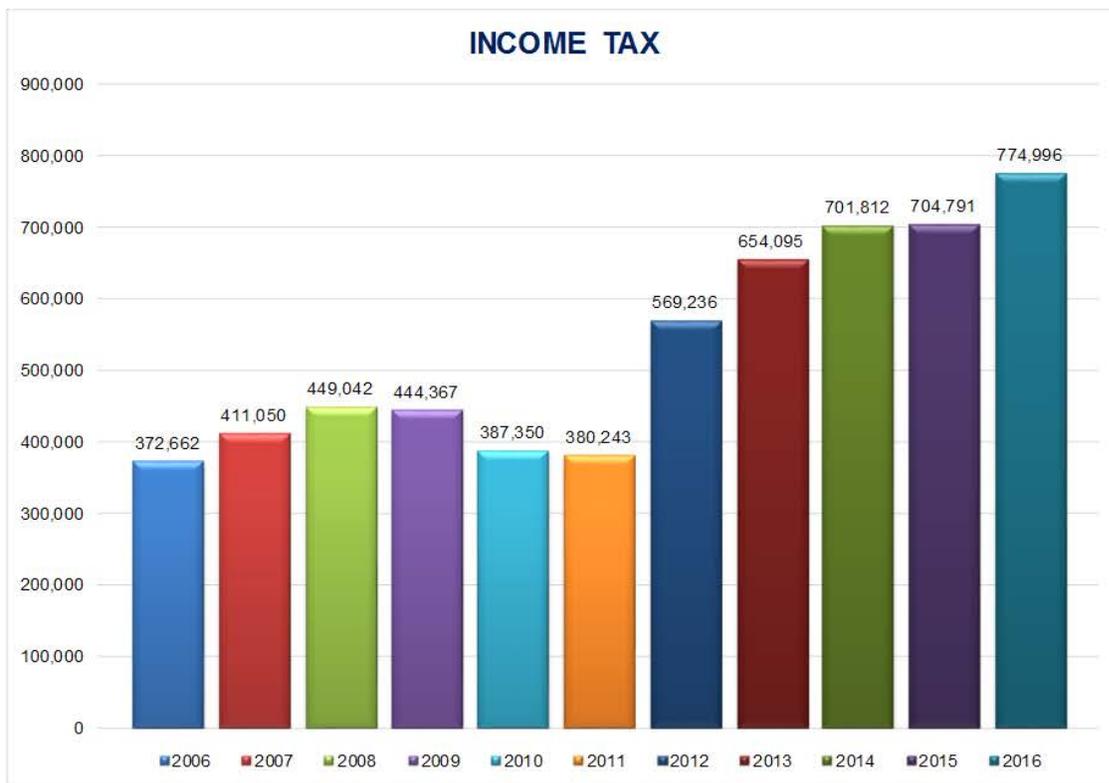
The Village receives a portion of the 3.75% State income tax on individuals and 5.25% tax on corporations. 8% (used to be 10%) of income taxes are shared and distributed to local governments and is determined on a per capita basis and is dependent on the overall condition of the State's economy. The municipal share of State income tax is controlled by the state legislature and is subject to change at any time.

### Tax Rates:

In 2011 - 2014, the individual tax rate increases from 3% to 5%; and the corporate rate increases from 4.8% to 7%.  
In 2015 - 2024, the individual rate is 3.75%, and the corporate rate is 5.25%; and  
In 2025 and thereafter, the individual rate is 3.25%, and the corporate rate is 4.8%.

### Local Government Distributive Fund (LGDF):

The Local Government Distributive Fund (LGDF) is a state fund into which a portion of state income tax revenue is deposited annually. Cities and counties currently receive 8% of total state income tax revenues through this fund. Since 1969, Illinois municipalities have partnered with the State to fund core municipal services such as police, fire, roads, sidewalks, planning and zoning, public safety, water and sewer, public works, and snowplowing. This funding partnership is made possible by revenue from the Local Government Distributive Fund (LGDF). In addition to funding core everyday services to Illinois citizens, LGDF distributions play a role in keeping the local tax burden low. Without LGDF, communities across Illinois would need to explore increases to local taxes. This includes property taxes. It is widely believed that Illinois has a high property tax burden and this would undoubtedly be worsened if LGDF funds were reduced or eliminated. Until January of 2011, 10% of total income tax collections were deposited into LGDF for distribution to cities and counties. Distributions occur on a per capita basis. The percentage share of state income tax revenue was reduced from 10% to 6% following the enactment of the temporary income tax increase in 2011. The percentage was decreased because the state opted to keep the entirety of the new increased revenues for itself. When the income tax rates declined in January 2015, the LGDF share increased to 8% of total collections. In the absence of any statutory changes, this percentage will remain the same until 2025 when it will return to approximately 10% of total state income tax collections.



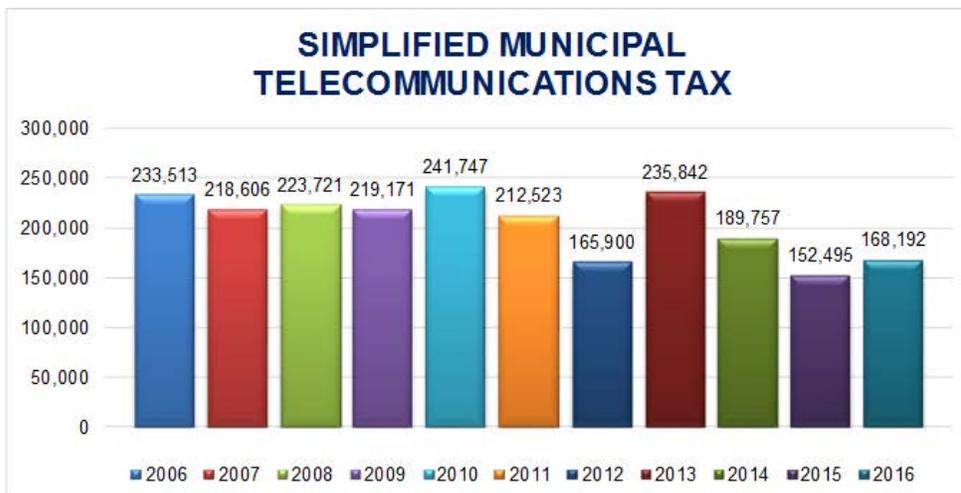


# State Shared Revenue

## Simplified Municipal Telecommunications Tax

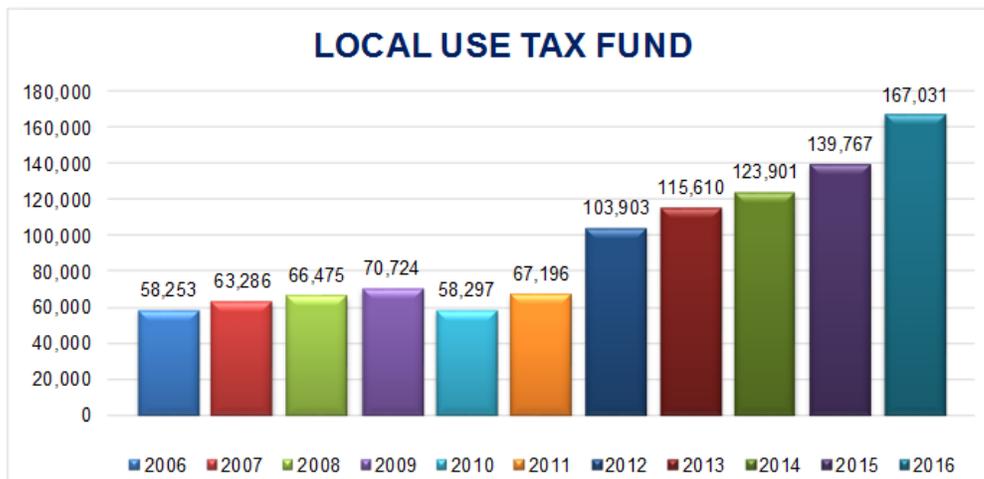
The Village levies a 6% tax on all telecommunications activity. Telecommunications includes messages or information transmitted through use of local, toll, and wide area telephone service, private line services, channel services, telegraph services, teletypewriter, computer exchange services, cellular mobile telecommunications service, specialized mobile radio, stationary two-way radio, paging service, or any other form of mobile and portable one-way or two-way communications, or any other transmission of messages or information by electronic or similar means, between or among points by wire, cable, fiber optics, laser, microwave, radio, satellite, or similar facilities.

Beginning in January 2003, the State Department of Revenue began collecting this tax on behalf of all municipalities and remitting payment monthly. This has greatly simplified the process of collecting and tracking this revenue. In recent years, telecommunications tax receipts have declined because many cellular phone providers are offering free long distance services and competition has driven down the cost of service. Additionally, a new law which went into effect in January 2007 exempted DSL service from the tax. As the chart shows, telecom revenue has been falling for the last few years.



## Local Use Tax Fund

Local Use Tax is a tax imposed on the privilege of using, in Illinois, any item of tangible personal property (e.g. vehicles, boats, aircraft) that is purchased outside the State at retail and then registered in Illinois or is sold by a retailer outside of Illinois and then shipped to Illinois residents and businesses (e.g. office supplies, clothing, etc.). The tax is collected by the State of Illinois and with a few exception, is remitted to each municipality based on population.

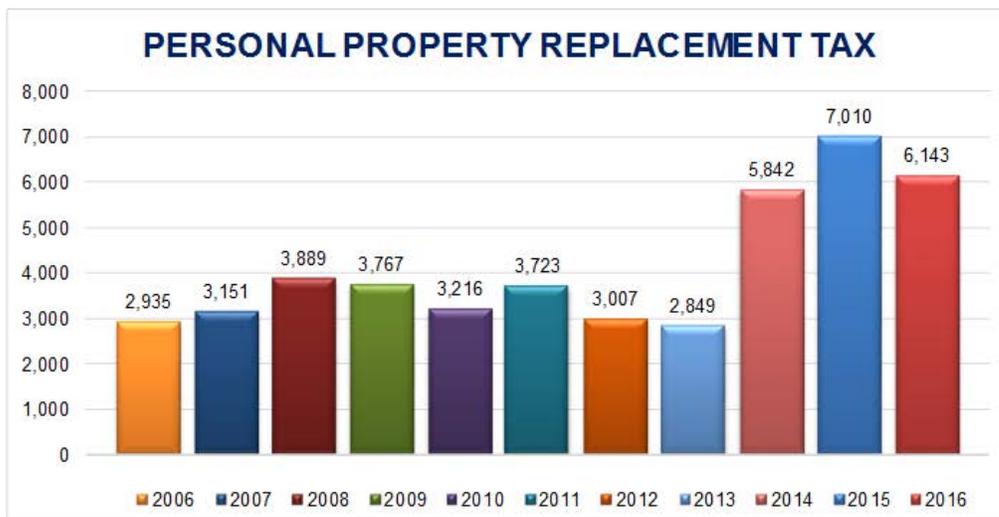




# State Shared Revenue

## Personal Property Replacement Tax

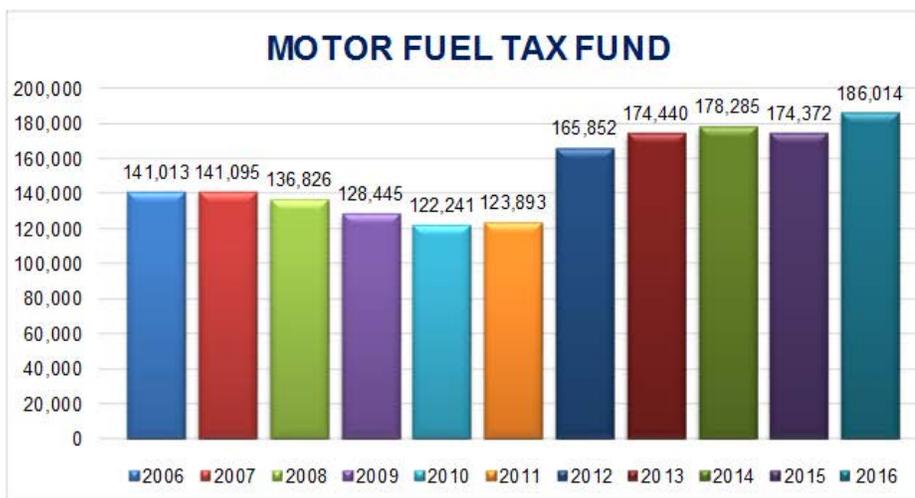
The Village receives Personal Property Replacement Tax (PPRT) from the State of Illinois. PPRT is a tax imposed by the General Assembly to replace revenue lost by units of local government as a result of the abolition of ad valorem personal property taxes several years ago.



## Motor Fuel Tax Fund

This fund accounts for the intergovernmental revenue from the State's tax on motor fuel products sold at retail. This statutory formula is used which results in the distribution to local governments based on per capita population. The size of the road program affects the amount of MFT used for capital improvements.

The motor fuel tax also is a source of revenue that the state shares with local governments. Intended to be used for the construction and maintenance of local roads, the state allots funds to counties, municipalities, townships and road districts. Of the funds set aside for local governments, Cook County receives 16.74%, the other 101 counties get 18.27% based on their share of motor vehicle license fee collections, municipalities get 49.10% based on their population, and townships and road districts receive 15.89% in proportion to township and road district mileage.

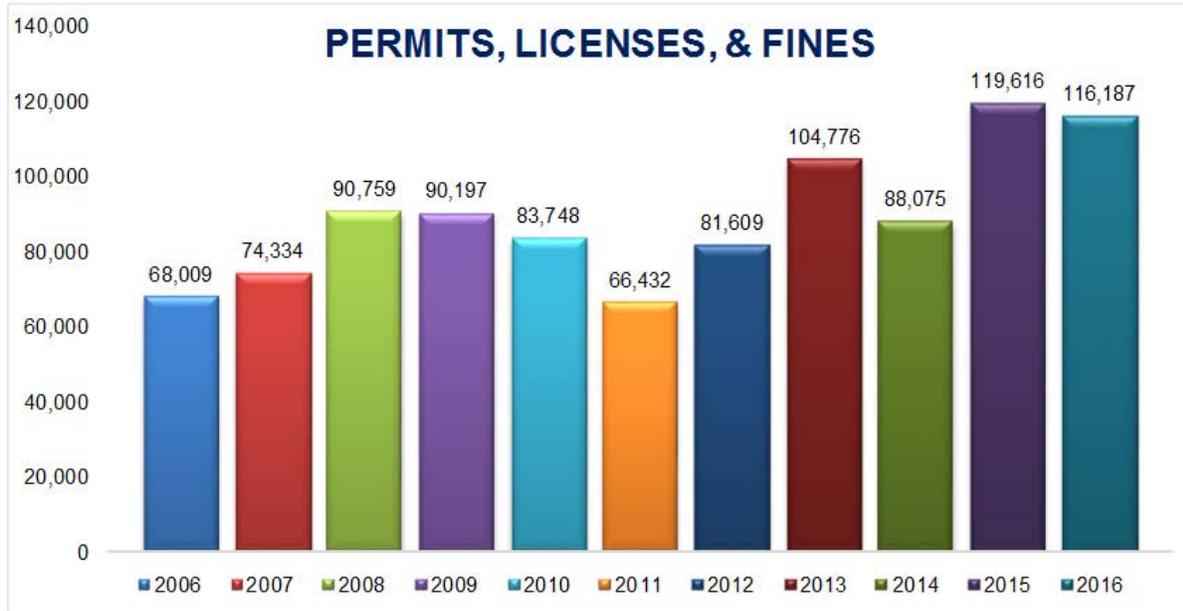




# Other Village Revenue

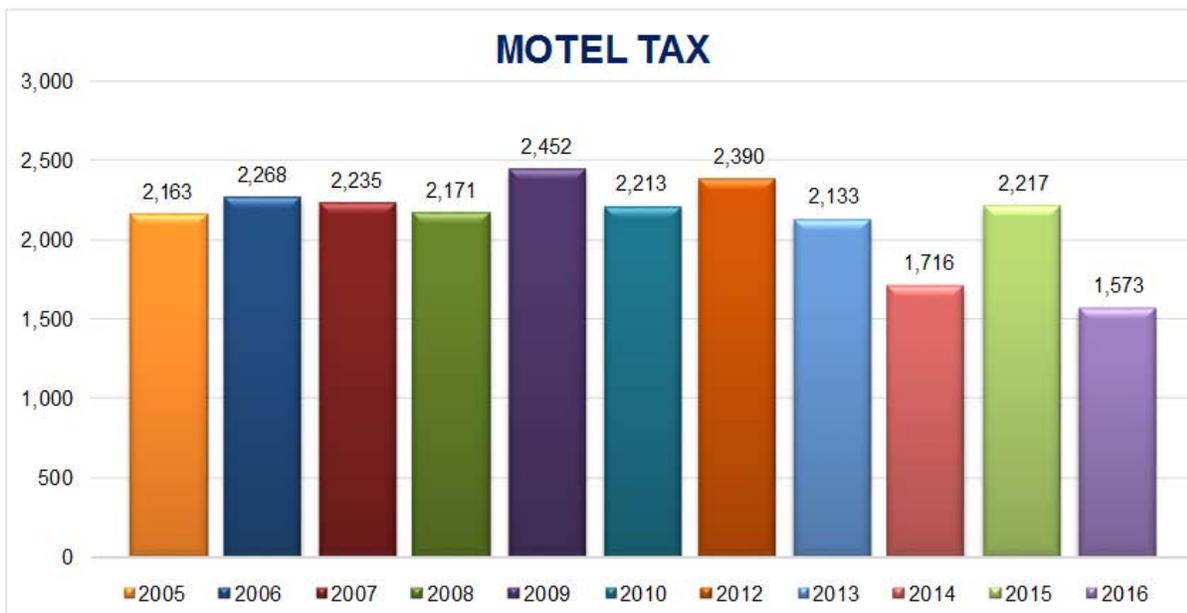
## Permits, Licenses, & Fines

This revenue source includes licenses, building permits and fines for ordinance violations and police tickets.



## Hotel / Motel Operators Occupation Tax

The Village implemented a 5% hotel operators occupation tax in 1993. The tax is imposed upon the use and privilege of renting, leasing or letting of rooms in a motel or hotel in the Village at a rate of 5% of the gross rental receipts from such rental, leasing or letting. The ultimate incidence of and liability for payment of said tax is borne by the user, lessee or tenant of the room(s).

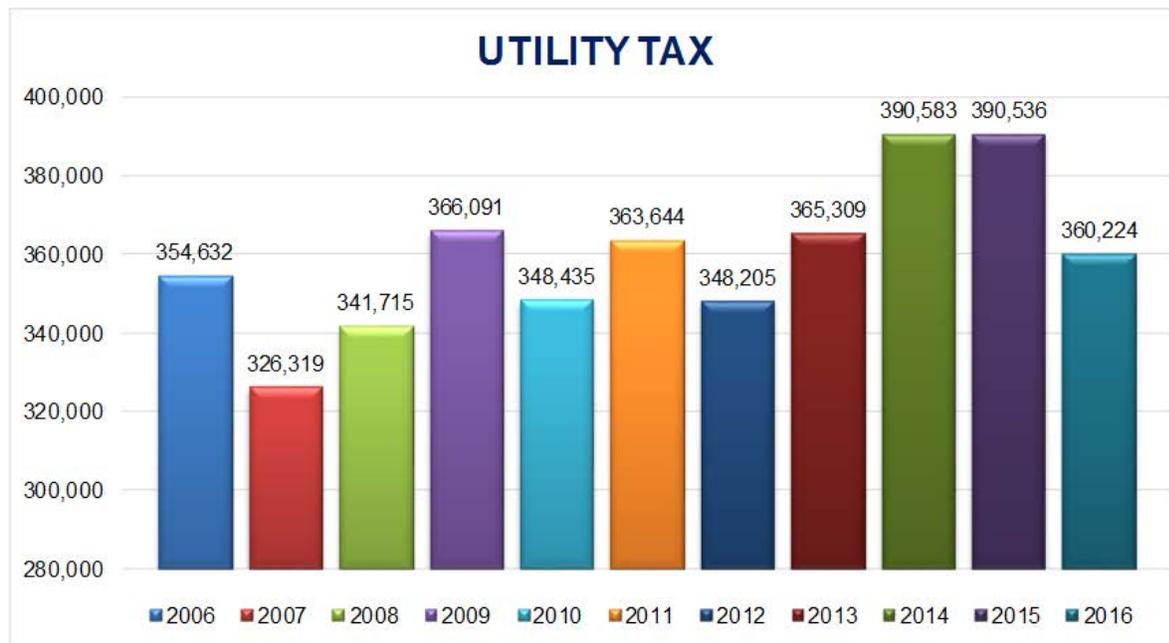




# Other Village Revenue

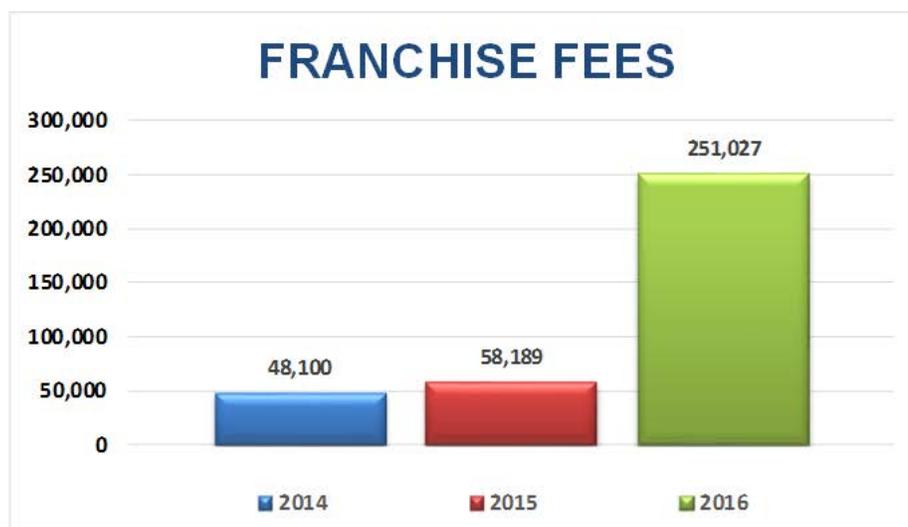
## Utility Tax

The Village levies a 5% tax on electrical and gas service. The tax is used to help fund the Police Department and the Park Department.



## Franchise Fees

Franchise fees are fees the village receives from utility companies for the use of our right-of-way.





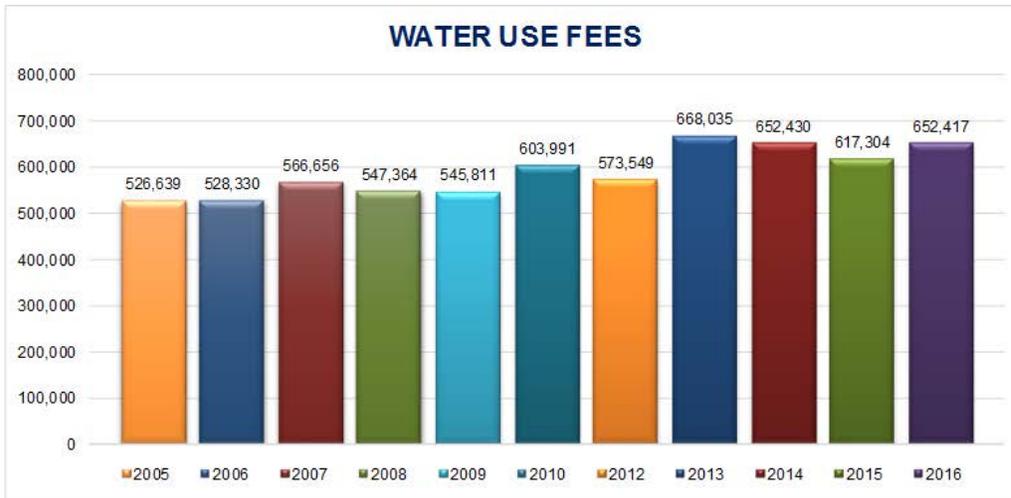
# Enterprise Fund Revenue

## Water Use Fees

This consists of fees derived from the retail sale of water use fees, which are based on amount of water billed.

The water fund is a proprietary fund and is responsible for the direct operation and maintenance of the water treatment and distribution system. Water is sourced from the Mahomet Aquifer and pumped to the a facility for treatment which includes iron removal and ion exchange softening.

Average Daily Usage 500,000 gallons  
Numbered of Metered Accounts 2,400

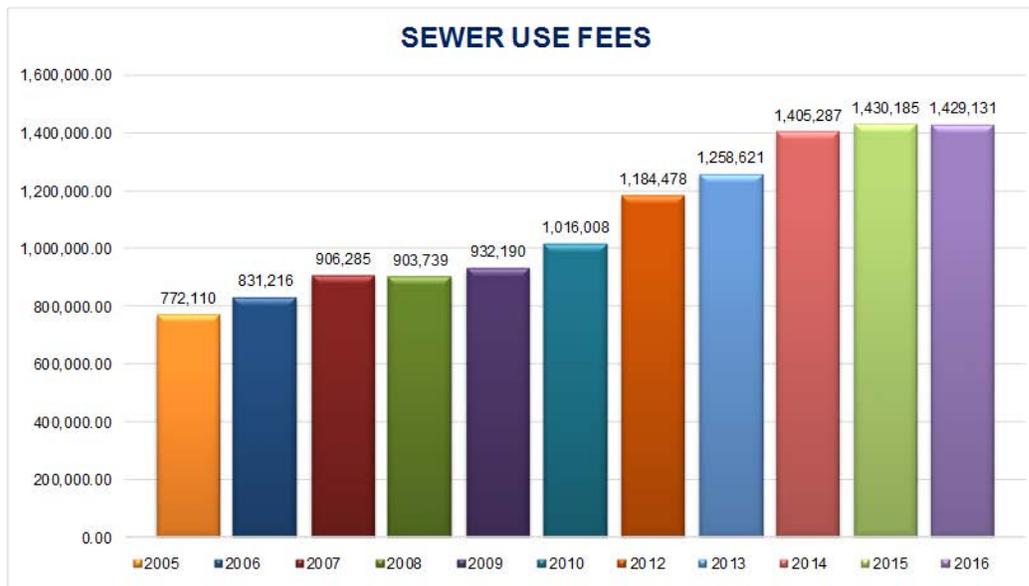


## Sewer Fund

The sewer fund is a proprietary fund and is responsible for the direct operation and maintenance of the wastewater treatment plan and the collection system. The treatment consists of an integrated fixed film activated sludge process with chemical feed systems. Tertiary treatment consisting of rapid sand filters. Design average flow is .90 MGD.

## Sewer Use Fees

This consists of fees derived from the retail sale of sewer use fees, which are based on amount of water billed.







# Village of Mahomet

503 E. Main Street - P.O. Box 259 - Mahomet, IL 61853-0259

phone (217) 586-4456 fax (217) 586-5696

## **BUDGET HIGHLIGHTS**

May 1, 2016

### **Introduction:**

The Fiscal Year 2016/2017 Appropriations Ordinance or “Financial Plan” establishes the direction for all Village government programs and services for the coming fiscal year. It represents the synthesis of Board guidance and staff recommendations on how to best accomplish Village goals and respond to community needs in accordance with available resources, established policies and sound administrative practices. Review and approval of the “Financial Plan” is one of the Board’s primary roles.

Staff is presenting a tentative budget and CIP’s for the Board to review and make suggestions for the upcoming fiscal year. Last month, a preliminary list of capital improvement projects were distributed to the Board for review. In the tentative budget there are approximately 47 items in the Capital Improvement that are planned for FY16/17. The Parks/Recreation department has requested the purchase of a new truck, a skid steer for the Transportation department, backhoe for Water/Wastewater department and a vehicle for Administration has been added to the FY16/17 budget. Other expenditures are recurring expenditures e.g., operational, staffing, lease/bond payments. The bond reserves has to be 125% of the highest bond payment, per the bond ordinance. Personnel expenditures are growing in relationship to wages, health insurance and pensions. The Village’s health insurance rates are locked in until January 1, 2017. Health insurance cost are increased by 15% to accommodate the last four months of the 16/17 fiscal year. The vision and dental insurance programs will not renew until July 1<sup>st</sup> 2017.

There has been an additional full time position included in this budget for the Community Development department document. Also, included in this budget document is the creation of a Sergeant’s position within the Police department. This will require an adjustment to the base salary of the person selected. The Engineering position is still vacant but hopefully will be filled by the beginning of the new fiscal year. The Finance Department and Community Development Department are also hiring interns for additional staffing support.

The Village has taken some necessary steps to increase revenues but may still face some long term financial challenges with increases in health insurance cost and the continuance of funding for the police pension fund. **The Village will continue to focus on new revenue sources, finding more effective measures to reduce expenditures, efficiency in staffing and continue to provide quality services. There is always concern about the Village’s financial health in future years.**

Board adopted financial policies are in place targeting guidelines for budgeting purposes. Authorized expenditures to support ongoing operations shall be less than recurring revenues anticipated for the same period. A target of recurring expenditures at 99% of recurring revenues shall be used in preparing the proposed budget. Capital Improvement funds or levied funds may not comply with this policy due to prior year's savings for large projects or tax levy funds that state the Village cannot levy any more than what is appropriated. According to Board direction, other funds will not comply with this policy e.g., Recreation. Fund balance contingencies of no less than 10% of expenditures excluding transfers and one time expenditures are also stated in the Financial Policies. It is recommended that the General Corporate Fund has at least \$1,126,000 as an ending balance for four months of operational expenses.

Each fund has a specific purpose and is appropriated in the Appropriation Ordinance. If a fund exceeds this appropriated amount then a contingency item will have to be added. In previous years, the Village has had a contingency of \$250,000 for any unexpected or unforeseen expenditures. However, projections require making a number of assumptions, and many things can change throughout the year.

Staff is prepared to make revisions upon Board review and discussions. Staff has summarized various items in the FY `16/17 budgets:

### **01-General Corporate**

- Real Estate tax revenues have been adjusted to reflect the tax information received from the County.
- Sales Tax is projected to have a slight increase from \$640,000 to \$660,000. Last year \$640,000 was budgeted and estimations are for \$650,000 by year-end.
- Income Tax has been adjusted to reflect state-shared revenue estimates at \$102.00 per capita for an amount of \$740,316. Last year the projected budget amount was \$610,761 because we planned for a 15% reduction.
- Video gaming tax has been added \$25,000.
- Franchise fees have increased to \$325,000 due partly to the Municipal Infrastructure Maintenance fee.
- \$200,000 transfer from the Utility Tax fund to help support the police operations has been scheduled for FY16/17.
- The transfer to Economic Development for \$50,000 and the transfer to Recreation for \$14,000 remained the same as last year.
- Transfers to the Vehicle Replacement/Capital Equipment fund for \$50,000, Fiber fund for point-to-point for \$10,000 and \$100,000 to the Transportation Capital Improvement fund have been added to this year's budget.

### **01-10 Police Department**

- Wage increase for the creation of a new Sergeant's position.
- Metcad has increased to \$64,000 from \$60,000, a 6.67% increase imposed by County.

- \$100,000 transferred to Police Pension fund, an increase from \$50,000 last year. The fund currently has a balance of \$1,114,356.58. The police pension fund is also funded by a tax levy source.
- Schools and training increased mainly due to an educational reimbursement

### **01-20 Transportation Department**

- Slight increase in wages due to employee overlap.
- \$10,000 increase for additional drainage work
- New equipment increased \$6,000 for new barricades.
- \$105,100 for the equipment lease payment, the same as last year.
- Utilities increased \$4,000 due to a larger facility.
- Forestry Service from \$20,000 to \$40,000 for beginning Emerald Ash removal.
- Facility payment increased to \$107,180 from last years budgeted of \$76,840.

### **01-30 Administration**

- Increase in wages due to special census.
- Building maintenance increased to \$49,300, large one-time expenses of back parking lot and driveway replacement, \$30,000, along with and new HVAC for \$8,500.
- Contracted services reduced due to splitting the GIS membership between departments.
- Increased the specials census from \$40,000 to \$105,100 total cost. \$73,000 for census and \$32,100 for payroll.

### **01-40 Community Development**

- Wages increased due to additional staffing,
- Computer support increased due to GIS build out.
- Equipment/tools increased from \$500 to \$4,000 to accommodate for a new staff member e.g., computer, office furniture, and a replacement computer for a staff member.
- Planning & Development line item decreased \$20,000 due to reclassifying some items in the Engineering Department.
- Capital improvements total \$30,000:
  - Cloud based data and information management platform-\$15,000
  - Building codes-\$5,000
  - Zoning ordinance-\$10,000 (only includes starting process since entire ordinance update will be significantly larger cost)

### **01-45 Engineering Department**

- Engineering increased from \$5,000 to \$30,000 to cover expenses that were originally in the Community Development department.

## **01-60-ESDA**

- ESDA operational budget remained the same as last year \$6,450.
- ESDA Emergency Notification System - \$15,000 carried over from last year.

## **02-Water Operations and Maintenance**

- Increased estimated water billing \$45,000.
- Transfer to capital improvement is \$75,000, last year the transfer was \$50,000.
- Debt Retirement is \$206,597 for FY16/17.
- Deleted the “water main replacement” line item for \$20,000 and included this in the Water Capital Improvement Fund.
- Increased building maintenance \$6,000 for painting.

## **03-Wastewater Operations and Maintenance**

- The Enterprise funds does not reflect an increase in wastewater rates.
- Insurance increased from \$10,000 to \$18,900 due to the new WWTP.
- Transfer to WWTP expansion in the amount of \$600,000 for FY16/17.
- Transfer to capital improvement from \$60,000 to \$350,000.
- Debt Retirement is \$179,644 for FY16/17.

## **04-Wastewater Capital Improvements**

- Budgeted for 25 new connections for a revenue stream of \$57,500.
- Transfer 1M from the WWTP Expansion/Debt Service Fund for future CIP’S.
- Transfer \$350,000 from WWOM.
- Added EMISS reimbursement in the amount of \$12,390.
- Capital improvement that are budgeted for include:
  - Oversizing \$40,000
  - Main Extensions \$50,000
  - Sewer lining \$110,000
  - West Mahomet Interceptor preliminary engineering \$90,000

## **05-Water Capital Improvement**

- Budgeted for 25 new connections \$27,625.
- \$75,000 transfer from WOM.
- Capital improvement that are budgeted for include:
  - Oversizing \$25,000
  - Main Extensions \$35,000
  - Lombard water main replacement \$90,000

## **06-2003A Bond Issue**

- This fund is supported by the Water and Wastewater operations in order to make the bond payment for the water treatment plant and the re-financing of the 1992 Bond Issue \$268,776 for FY16/17.

## **10-Economic Development**

- The transfer from the General Corporate fund is \$50,000, the same as last year.
- Contracted services increased from \$30,000 to \$37,000 for the Economic Development Plan.
- Marketing/Promotions includes \$32,000 for gateway and wayfinding signage.

## **11-Recreation Department**

- Recreation has an 8% increase in revenue from last year's budgeted amounts.
- Expenditures increased 13% over last year's budgeted amounts.
- A transfer of \$14,000 is scheduled from the General Corporate fund to help support the recreation programs, as previous years.
- Increase concession stand income and concession stand wages 20%.
- Additional wages for increased hours for the Athletic Coordinator position.

## **12-Parks Department**

- Grant Income has been included for \$80,000 for the canoe/kayak launch..
- The Utility Tax transfer increased to \$200,000.
- Equipment (new) has increased \$6,000 to cover cost for items like tables and chairs for coaches meetings
- Capital Improvements for \$265,000 has been included in this budget.
- Transfer to VR/CE increased \$15,000 for new truck purchase

## **16-Motor Fuel Tax**

- The Supplemental Allotment for High Growth Cities is estimated to be \$11,480. IDOT has said this is the last year for this revenue
- Total expenses budgeted for FY16/17 is \$180,840 versus last year \$298,700. Last year the salt storage building was included in the expenses.

## **17-IMRF and 19-Social Security**

- Main source for revenues for these funds are real estate tax.

- Expenses are higher than revenue and do not conform to the financial policies. The expenses are overstated so that we can levy an appropriate amount for the following year expenses.

### **18-Police Pension Fund**

- Transfer from the General Corporate budget in the amount of \$100,000.
- Real Estate Tax revenue estimated at \$94,080.
- Expenditures are estimated at \$144,300

### **22-Insurance**

- Main source of revenue is real estate taxes.
- Expenses are higher than expected and do not conform to the financial policies. The expenses are overstated so that we can levy an appropriate amount for the following year's expenses.

### **25-Forfeited Fund-Federal**

- Minimal balance. Revenue is based upon seized property.

### **26-Forfeiture Fund**

- Supported by drug related fines and only specific police expenses can be taken out of this fund.
- Estimate of \$5,500 has been expensed for purchases with the police department.

### **27-Bond Issue Fund**

- This fund is supported by real estate tax in order to make the bond payment on the Eastwood/Franklin project improvement.
- This bond issues will be paid in full Dec. 2023

### **28-Utility Tax**

- Utility Tax fund helps support the police department and parks. A \$200,000 transfer is budgeted for the general corporate account; \$200,000 is budgeted for the parks.
- \$20,000 to the Vehicle Replacement fund for a new squad car.

### **32-Debt Service for 2012A and 2012B**

- Transfer from TIF in the amount of \$283,222 for bond payments.
- Bond Payments scheduled for \$335,275.

### **33-TIF District**

- Real estate tax estimates from the County \$1,730,410.
- Expenses for the TIF district are budgeted at \$1,704,688.

### **34-Capital Equipment/Vehicle Replacement**

- Transfer from WOM/WWOM \$40,000.
- \$20,000 from the Utility Tax fund for a new squad car.
- \$15,000 from the Parks department
- \$15,000 for the ESDA notification system.
- \$6,000 for a new copier at the Police Department.
- \$80,000 for a new backhoe purchase.
- \$25,000 for Administration vehicle.

### **35-Transportation Capital Improvement**

- Simplified Telecommunications Tax revenue has been budgeted at \$169,500.
- Transfer from TIF of \$100,000 to cover the shortfall from the EDP project.
- Specific projects are listed on the CIP sheets totaling approximately \$602,500.
- The estimated ending cash balance will be \$300,263 excluding the earmarked funds of \$160,752.

### **37-Wastewater Treatment Plant Expansion**

- Transfer of \$600,000 from WWOM for loan payments.
- Transfer 1M to the wastewater capital improvement fund for future projects.
- Loan interest and principal payment, along with accountability for debt reserve has been accounted for in this fund.
- \$15,000 for oil and chip drive to WWTP facility.

### **39-2003B Bond Issue**

- This fund is supported by the Wastewater operations in order to make the bond payment for the East Mahomet Interceptor Sanitary Sewer Bond Issue.

### **40-E-Pay**

- This fund is a way for people to pay their water/wastewater bills with a credit card. Revenues and expenditures are usually the same.

**43-Conway Farms Phase 2-should be closed out in this fiscal year**

**46-Transportation Facility**

- \$50,000 transfer for construction and improvement to the facility. This funding source should be expended and closed out this fiscal year unless we keep it open for normal maintenance.

**47-Transportation Facility Debt Service**

- Bond interest, principal and fee payment has been scheduled for \$108,180.

**48-FIBER SYSTEM**

- \$10,000 transferred from General Corporate to fund the point-to-point air fiber.

**Conclusion**

The 2016/2017 Village budget is prepared conservatively. The Village must position itself to better respond to fluctuations that will undoubtedly occur in the future. We will continue to monitor revenues and expenditures.

Prepared by:

Jeanne Schacht  
Village Treasurer/Human Resource Director

Reviewed by:

Patrick Brown  
Village Administrator



# Summary by Fund

Transfers Included

## Revenue

	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget
01 General Fund	2,859,595	2,767,365	2,859,595	2,853,747	3,036,398	3,224,365	3,412,222
02 Water Operations & Maintenance	719,440	657,001	685,100	664,502	685,575	700,629	737,286
03 Sewer Operations & Maintenance	1,387,120	1,392,243	1,548,436	1,434,421	1,420,320	1,432,775	1,458,220
04 Sewer Capital Improvement	225,183	242,552	102,395	139,127	107,100	165,508	1,421,890
05 Water Capital Improvement	229,000	242,797	48,300	65,829	74,300	104,695	105,025
06 W/S Bond 2012AB Debt Service	263,950	264,119	261,126	261,226	266,000	266,236	269,176
10 Economic Development	53,530	52,024	53,530	52,388	55,160	51,654	51,975
11 Recreation	175,142	179,926	175,142	185,123	176,526	203,103	190,380
12 Park	331,369	273,206	331,369	331,791	389,882	309,233	400,280
16 Motor Fuel Tax	206,766	220,546	202,574	220,546	187,595	199,086	201,880
17 IMRF	125,505	82,852	125,505	100,673	128,127	88,240	140,974
18 Police Pension	256,050	257,034	256,050	262,346	191,240	195,756	242,280
19 Social Security	155,050	105,717	148,850	108,834	149,125	114,486	124,180
22 Insurance	109,625	90,292	106,540	91,650	107,450	87,619	121,495
25 Forfeited Funds - Federal	1	1	1	5,246	1	8	5
26 Forfeited Funds - State	4,010	2,627	4,010	11,478	10,010	1,873	2,512
27 Street Bond Debt Service	71,660	71,341	71,660	71,492	71,865	71,976	71,575
28 Utility Tax	365,150	390,695	365,150	390,642	375,150	360,321	410,150
29 EDP Grant/Tarp	517,879	87,039	0	87,039	0	0	0
30 2012 A - Construction Account	50	215	50	215	0	0	0
31 2012 B Construction	89,508	89,700	0	89,700	0	0	0
32 TIF 2012 Bond Debt Service	340,700	341,055	341,025	341,055	394,628	395,072	285,171
33 TIF	1,307,520	1,376,664	1,479,635	1,472,317	1,653,830	1,621,615	1,731,010
34 Capital Equip/Vehicle Replacement	136,200	253,840	136,200	104,567	78,250	87,052	158,150
35 Transportation Capital Improv.	230,600	307,350	448,510	307,350	370,010	407,784	370,200
36 Street Bond Construction	189,037	192,765	13,188	192,765	0	0	0
37 WWTP Expansion	601,500	609,086	767,000	763,494	763,000	603,911	601,500
39 W/S Bond 2012B Debt Service	129,475	129,560	127,300	127,355	124,350	124,475	118,025
40 E-Pay	37,000	35,662	37,000	43,801	50,000	59,251	70,001
43 Conway Farm 2	1	41	50	53	50	61	60
45 Wastewater Treatment Plant Exp - IEPA	4,320,900	2,556,519	720,030	626,615	0	0	0
46 Transportation Facility - Construction Account	0	1,345,952	50	119	35,050	40,035	50,005
47 Transportation Facility - Bond Account	225,050	255,209	30,050	255,209	76,890	77,038	109,367
48 Dark Fiber	86,215	10,025	86,215	10,025	1	1	10,001
49 PSN/Credit Card	35,002	0	35,002	0	33,002	0	33,002
	15,784,783	13,537,068	11,566,588	11,672,740	11,010,885	10,993,858	12,897,997

## Expense

01 General Fund	3,338,304	3,132,810	3,164,583	3,015,257	3,120,818	2,732,059	3,741,305
02 Water Operations & Maintenance	926,013	824,525	704,218	651,388	742,290	680,964	771,036
03 Sewer Operations & Maintenance	1,439,413	1,379,678	1,492,929	1,458,685	1,505,088	1,316,132	1,646,371
04 Sewer Capital Improvement	594,000	110,602	320,000	41,389	195,000	43,972	300,000
05 Water Capital Improvement	321,100	49,578	288,000	77,848	350,000	291,133	220,000
06 Water & Sewer Bond	297,905	297,671	255,100	255,276	256,750	256,293	267,400
10 Economic Development	50,400	32,727	41,500	29,502	100,500	52,506	106,250
11 Recreation	196,913	163,411	191,782	178,438	202,183	180,104	228,684
12 Park	297,340	144,161	301,266	274,859	465,164	313,147	462,283
16 Motor Fuel Tax	613,200	339,276	380,765	250,493	298,700	225,687	180,840
17 IMRF	148,000	94,500	145,000	112,929	140,000	80,891	145,000
18 Police Pension	53,000	15,364	149,600	6,674	144,300	9,942	144,300
19 Social Security	145,000	97,798	145,000	103,342	145,000	101,334	145,000
22 Insurance	109,000	89,245	114,700	91,323	111,855	91,744	121,855
25 Forfeited Funds - Federal	14,149	14,000	130	0	5,377	0	5,386
26 Forfeited Funds	14,000	10,000	6,000	7,513	19,000	9,810	5,500
27 Bond Issue	71,600	71,572	72,000	71,963	72,225	72,225	72,385
28 Utility Tax	414,365	409,359	360,000	360,000	420,000	415,000	420,000
29 EDP Grant/Tarp	5,195	1,365,449	5,195	5,200	0	0	0
30 2012 A - Construction Account	251,590	90,132	108,500	102,513	58,904	0	0
31 2012 B Construction	52	1,607,688	52	1,607,688	0	0	0

32 TIF 2012 Bond Debt Service	334,975	334,975	334,875	335,479	335,409	335,396	335,275
33 TIF	1,460,700	1,328,257	1,575,405	1,513,354	1,656,428	1,548,609	1,704,688
34 Capital Equip/Vehicle Replacement	995,000	94,162	218,500	131,993	176,500	85,830	241,500
35 Transportation Capital Improv.	567,272	631,518	443,363	236,059	467,691	261,329	613,500
36 Street Improvement Bond Issue	110,463	985,923	110,463	106,907	0	0	0
37 WWTP Expansion	915,000	12,364	1,524,000	467,314	2,029,834	1,280,267	2,558,211
39 Water/Sewer Bond	25,350	124,350	122,150	122,326	120,050	120,243	113,250
40 E-Pay	34,000	35,500	37,000	43,801	50,000	54,442	70,150
43 Conway Farm 2	41,914	0	41,955	0	41,995	0	42,079
45 Wastewater Treatment Plant Exp - IEPA	4,324,300	2,556,513	723,436	629,920	0	0	0
46 Transportation Facility - Construction Acc.	0	1,139,462	206,540	121,904	119,754	123,073	50,144
47 Transportation Facility - Bond Account	2,304,180	43,007	56,019	56,046	104,680	104,658	108,180
48 Dark Fiber	331,015	29,666	94,744	123,288	58	0	10,000
49 PSN/Credit Card	0	0	35,000	0	33,000	0	33,000

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20,744,708	17,655,243	13,769,770	12,590,671	13,488,552	10,786,790	14,863,572
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Revenue Over (Under) Expense	(8,429,473)	(2,525,702)	(2,203,182)	(917,931)	(2,477,667)	207,068	(1,965,575)
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### Summary by Fund

Transfers Not Included

#### Revenue

	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget
01 General Fund	2,507,250	2,430,307	2,507,250	2,698,400	2,656,230	2,870,824	3,006,316
02 Water Operations & Maintenance	754,495	699,080	719,440	664,052	685,575	700,629	737,286
03 Sewer Operations & Maintenance	1,387,120	1,408,007	1,548,436	1,434,421	1,420,320	1,432,775	1,458,220
04 Sewer Capital Improvement	75,183	68,587	44,650	81,382	47,100	105,508	71,890
05 Water Capital Improvement	29,000	38,970	23,300	40,829	24,300	40,829	24,300
06 Water & Sewer Bond	200	216	200	300	200	436	400
10 Economic Development	6,530	2,024	3,530	2,388	5,160	1,654	1,975
11 Recreation	150,150	149,067	151,150	162,500	151,650	179,972	162,149
12 Park	145,050	85,778	145,050	156,286	177,696	99,679	185,804
16 Motor Fuel Tax	206,766	221,228	202,574	231,503	187,595	199,086	201,880
17 IMRF	82,145	82,857	85,505	85,673	88,127	88,240	105,974
18 Police Pension	137,100	136,942	136,050	142,346	141,240	145,756	142,280
19 Social Security	105,050	105,722	108,850	108,834	114,125	114,486	94,180
22 Insurance	74,625	75,301	81,540	81,608	82,450	82,619	96,495
25 Forfeited Funds - Federal	1	1	1	5,246	1	8	5
26 Forfeited Funds	4,010	2,627	4,010	11,478	10,010	1,873	2,512
27 Bond Issue	70,680	71,345	71,660	71,492	71,865	71,976	71,575
28 Utility Tax	366,150	361,884	365,150	390,642	375,150	360,321	410,150
29 EDP Grant/Tarp	517,879	87,039	0	0	0	0	0
30 2012 A - Construction Account	50	215	50	143	0	0	0
31 2012 B Construction	89,508	89,700	0	0	0	0	0
32 TIF 2012 Bond Debt Service	150	520	500	314	315	731	750
33 TIF	1,307,520	1,376,664	1,479,635	1,472,317	1,653,830	1,621,615	1,731,010
34 Capital Equip/Vehicle Replacement	10,300	7,636	79,200	47,567	1,250	10,052	28,150
35 Transportation Capital Improv.	180,600	257,455	363,510	158,272	335,010	372,784	170,200
36 Street Improvement Bond Issue	13,188	192,765	13,188	41	0	41	0
37 WWTP Expansion	1,500	8,030	2,000	3,494	3,000	3,911	1,500
39 Water/Sewer Bond	75	150	100	155	100	225	200
40 E-Pay	34,000	35,500	37,000	43,801	50,000	59,248	70,000
43 Conway Farm 2	1	41	50	50	50	61	60
45 Wastewater Treatment Plant Exp - IEPA	4,320,900	2,556,519	720,030	626,515	0	0	0
46 Transportation Facility - Construction Account		1,345,998	50	118	50	35	5
47 Transportation Facility - Debt Account	50	150	50	224	50	198	200
48 Dark Fiber	303,271	27	30	14	1	1	1
49 PSN/Credit Card	35,002	0	35,002	0	33,002	0	33,002
<b>12,915,499</b>	<b>11,898,352</b>	<b>8,928,741</b>	<b>8,722,355</b>	<b>8,315,452</b>	<b>8,565,573</b>	<b>8,808,469</b>	

#### Expense

01 General Fund	2,560,804	2,469,987	2,697,650	2,748,650	2,793,678	2,967,900	3,170,125
02 Water Operations & Maintenance	484,900	406,415	463,305	410,475	467,779	406,453	469,079
03 Sewer Operations & Maintenance	484,343	424,608	467,971	430,762	479,549	450,593	496,727

04 Sewer Capital Improvement	594,000	110,602	320,000	41,389	195,000	43,972	300,000
05 Water Capital Improvement	321,100	27,768	258,000	77,848	350,000	291,133	220,000
06 Water & Sewer Bond	297,905	297,671	255,100	255,276	256,750	256,293	267,400
10 Economic Development	50,900	12,922	41,500	29,502	100,500	52,506	106,250
11 Recreation	191,913	158,411	186,782	173,438	197,183	175,104	223,684
12 Park	290,340	137,161	294,266	267,859	458,164	306,147	447,283
16 Motor Fuel Tax	613,200	339,276	380,765	250,493	298,700	225,687	180,840
17 IMRF	148,000	94,500	145,000	112,929	140,000	80,891	145,000
18 Police Pension	53,000	15,364	149,600	6,674	144,300	9,942	144,300
19 Social Security	145,000	97,798	145,000	103,342	145,000	101,334	145,000
22 Insurance	109,000	89,245	114,700	91,323	111,855	91,744	121,855
25 Forfeited Funds	14,149	14,000	130	0	5,377	0	5,386
26 Forfeited Funds	14,000	10,000	6,000	7,513	19,000	9,810	5,500
27 Bond Issue	71,600	71,572	72,000	71,963	72,225	72,225	72,385
28 Utility Tax	54,365	54,359	0	0	0	0	0
29 EDP Grant/Tarp	1,801,484	1,365,449	5,195	5,201	0	0	0
30 2012 A - Construction Account	251,590	90,132	108,500	102,513	58,904	0	0
31 2012 B Construction	1,607,548	1,607,688	52	52	0	0	0
32 TIF 2012 Bond Debt Service	334,975	334,575	334,875	335,479	335,409	335,396	335,275
33 TIF	1,630,405	1,328,257	1,289,880	1,067,256	1,286,019	1,178,200	1,320,267
34 Capital Equip/Vehicle Replacement	995,000	94,162	218,500	131,993	176,500	85,830	241,500
35 Transportation Capital Improv.	478,264	5,425,410	443,363	236,059	467,691	261,329	613,500
36 Street Improvement Bond Issue	110,463	985,923	110,463	106,906	0	0	0
37 WWTP Expansion	1,524,000	12,028	1,524,000	467,314	2,029,834	1,280,267	1,558,211
39 Water/Sewer Bond	124,350	124,350	122,150	122,326	120,050	120,243	113,250
40 E-Pay	34,000	35,500	37,000	43,801	50,000	54,442	7,015
43 Conway Farm 2	51,927	0	41,955		41,995	0	42,079
45 Wastewater Treatment Plant Exp - IEPA	4,324,300	2,556,513	723,436	629,920	0	0	0
46 Transportation Facility - Construction Account	0	1,139,462	206,540	121,905	119,754	123,073	50,144
47 Transportation Facility - Debt Account	2,304,180	43,007	56,019	56,046	104,680	104,658	108,180
48 Dark Fiber	331,015	29,666	94,744	123,288	58	1	1
49 PSN/Credit Card	0	0	35,000	0	33,000	0	33,000
	<u>22,402,020</u>	<u>20,003,781</u>	<u>11,349,441</u>	<u>8,629,495</u>	<u>11,058,954</u>	<u>9,085,173</u>	<u>10,943,236</u>
Revenue Over (Under) Expense	(9,486,521)	(8,105,429)	(2,420,700)	92,860	(2,743,502)	(519,600)	(2,134,767)

#### Transfers

	Revenue	Expense
Utility Tax to General Corporate	200,000	200,000
General Corporate to Recreation	14,000	14,000
General Corporate to Capital Imp	100,000	100,000
General Corporate to CR/VRF	50,000	50,000
General Corporate to IMRF	35,000	35,000
General Corporate to Insurance	25,000	25,000
General Corporate to Police Pension	100,000	100,000
General Corporate to Economic Development	50,000	50,000
General Corporate to Transportation Facility Cons.	50,000	50,000
General Corporate to Social Security	30,000	30,000
General Corporate to Trans.Facility Debt Service	107,180	107,180
General Corporate to Fiber Fund	10,000	10,000
W/WW to VR/CE	40,000	40,000
WOM to Debt Retirement	206,957	206,957
WOM to Capital Improvement	75,000	75,000
WWOM to Debt Retirement	179,644	179,644
WWOM to WWTPE	600,000	600,000
WWOM to WWCI	350,000	350,000
WWTP to WWCI	1,000,000	1,000,000
TIF to 2012 AB TIF Debt Service	284,421	284,421
TIF to TCI for EDP	100,000	100,000
Utility Tax to VR/CE	20,000	20,000
Utility Tax to Parks	200,000	200,000
Recreation to VR/CE	5,000	5,000
Parks to VR/CE	15,000	15,000
	<u>3,847,202</u>	<u>3,847,202</u>

# Annual Budget

Fiscal Year 2017





# FISCAL YEAR 2017 BUDGET

GENERAL CORPORATE

5/9/2016

Beginning cash 05/01/15 1,258,279

Beginning Balance 05/01/2016

1,752,782

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
01	00	4050	City Court	8,000	7,995	8,000	9,000	8,500	18,065	Fees received from violations	12,000	41.18%
01	00	4100	Municipal Sales Tax	660,000	627,176	650,000	615,990	640,000	627,464	Sales tax collected	660,000	3.13%
01	00	4150	Use Tax	116,500	123,901	127,000	139,767	137,900	167,030	Out-of state purchases	171,000	24.00%
01	00	4206	Real Estate Tax	485,525	490,582	519,800	520,707	554,513	555,323	Real estate taxes	581,035	4.78%
01	00	4207	RET-Audit	12,015	12,139	15,530	15,519	15,700	15,701	Real estate taxes	15,708	0.05%
01	00	4208	RET-PD	167,200	168,795	179,200	179,537	191,477	191,778	Real estate taxes	200,322	4.62%
01	00	4209	RET-S/A	46,295	46,767	47,850	47,894	51,403	51,449	Real estate taxes	54,050	5.15%
01	00	4210	RET-Road Bridge	82,000	86,215	84,800	90,283	95,076	94,853	Real estate taxes	98,600	3.71%
01	00	4212	RET-ESDA	1,318	1,278	1,370	1,338	1,450	1,402	Real estate taxes	1,410	-2.76%
01	00	4300	Income Tax	682,250	701,812	709,000	704,791	610,761	774,996	estimation-depends on state distribution \$102.00 per capita	740,316	21.21%
01	00	4400	Interest Income	1,800	1,920	1,800	1,991	1,950	2,801	interest earned on GC	2,500	28.21%
01	00	4415	Liquor License/Video Gaming Fee	26,900	26,900	27,000	34,620	32,000	27,810	Based upon number of business and machines (15)	32,375	1.17%
01	00	4420	Video Gaming Tax							Revenue from gaming machines	25,000	100.00%
01	00	4500	Building Permits and Fees	46,500	30,000	35,000	44,353	53,000	55,000	Building permits, subdivision fees	50,000	-5.66%
01	00	4505	Licenses and Fees							Garbage license and solicitation	4,000	100.00%
01	00	4510	Franchise fees	58,500	48,100	59,100	58,189	220,000	251,027	cable fees, gas/electric franchise,aggregation	325,000	47.73%
01	00	4550	Police Fines/Parking fines	25,000	23,180	25,000	31,643	33,000	15,312	Fines collected	20,000	-39.39%
01	00	4600	Replacement Tax	5,500	5,842	5,800	7,010	6,000	6,143	Revenues received from the state	6,000	0.00%
01	00	4600	Real Estate Tax		10,500	0	0	0	0		0	0.00%
01	00	4600	Rental Income		3,270	9,000	9,000	1,500	3,750		0	-100.00%
01	00	4700	Misc. Income	2,000	2,000	2,000	2,500	2,000	10,920	Misc. payments, GD Real estate tax	7,000	250.00%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
01	00	4900	Transfer from Utility Tax	172,500	170,000	172,500	172,500	197,500	195,000	department	200,000	1.27%
01	00	4917	Transfer from IMRF	77,540	68,922	70,771	65,104	71,728	58,839	coverage for retirement	82,423	14.91%
01	00	4919	Transfer from SS	94,000	94,000	99,240	92,134	100,545	89,359	coverage for social security	111,983	11.38%
01	00	4920	Transfer from SLEP	10,600	10,580	9,834	9,877	10,395	10,343	coverage for retirement-chief	11,500	10.63%
			Total Revenue	2,781,943	2,768,228	2,859,595	2,853,747	3,036,398	3,224,365		3,412,222	12.38%
Expense												
01	00	7803	Transfer to Recreation	14,000	14,000	14,000	14,000	14,000	14,000	support of Recreation	14,000	0.00%
01	00	7804	Transfer to Capital Improvement	50,000	50,000	50,000	50,000	0	0	provide support for TCI projects	100,000	100.00%
01	00	7806	Transfer to CE/VRF	188,500	188,500	0	0	0	0	funding for vehicles and equipment	50,000	100.00%
01	00	7817	Transfer to IMRF	40,000	0	40,000	15,000	40,000	0	additional funding to support IMRF	35,000	-12.50%
01	0	7819	Transfer to SS	50,000	0	40,000	0	35,000	0	additional funding to support SS	30,000	-14.29%
01	00	7822	Transfer to Insurance	35,000	15,000	25,000	10,000	25,000	5,000	additional funding to support insurance	25,000	0.00%
01	00	7810	Transfer to ED	50,000	50,000	50,000	50,000	50,000	50,000		50,000	0.00%
01	00	7835	Transfer to Debt Service TF	225,000	225,000	30,000	30,000	0	0		0	0.00%
01	00	7846	Transfer to Facility Construction	0	0	0	0	35,000	40,000		50,000	42.86%
01	00	7848	Transfer to Fiber fund		10,000	86,185	115,185	0	0	Point-to-Point, building facilities	10,000	100.00%
01	00	7900	Contingency	0	0		0		0	Contingency		
			Total Expense	652,500	552,500	335,185	284,185	199,000	109,000		364,000	82.91%
			Rev. Over (Under) Expense	2,129,443	2,215,728	2,504,720	2,569,562	2,504,720	3,115,365		3,048,222	21.70%
			SUBTOTAL CASH BALANCE					4,095,677	4,373,644		4,801,004	17.22%

POLICE

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Expense												
01	10	7011	Wages	515,525	480,809	512,708	514,395	528,089	537,178	Wages for police staff	558,562	5.77%
01	10	7012	Overtime	35,000	40,000	35,000	32,573	35,000	29,441	Estimated overtime	35,000	0.00%
01	10	7021	IMRF	5,500	4,625	4,933	3,717	3,914	3,639	Expensing through each department	4,305	10.00%
01	10	7022	Fica/Medicare	41,735	37,975	41,900	40,035	43,157	40,727	Expensing through each department	45,407	5.21%
01	10	7023	SLEP	10,600	10,580	9,834	9,877	10,395	10,343	Village cost for SLEP	11,500	10.63%
01	10	7024	Police Pension	120,000	120,000	120,000	120,000	50,000	50,000	Village cost for Police Pension	100,000	100.00%
01	10	7060	Animal Control	1,000	720	1,000	711	5,500	3,847	Policy change on animal control	5,500	0.00%
01	10	7071	Health/Life Insurance	86,000	71,115	91,469	76,904	80,842	78,471	8 mo at current rate 4 mo 15% inc.	98,378	21.69%
01	10	7075	Building Maintenance/Janitorial	66,000	40,000	41,500	42,710	21,000	21,283	13,500 for roof repair, misc. repair, 11k for janitorial	25,000	19.05%
01	10	7090	City Court	5,000	8,800	6,000	8,463	8,000	8,222	due to increase NTA's	10,000	25.00%
01	10	7201	Equipment - New	12,500	12,000	12,500	12,038	12,000	7,433	Same as last year	12,000	0.00%
01	10	7211	Equipment Maint & Repair	4,000	2,000	4,000	1,111	2,500	2,175	Price increase	2,500	0.00%
01	10	7314	Legal Fees	2,500	6,435	3,000	2,970	4,500	2,211	increased due to upcoming union negotiations	10,000	122.22%
01	10	7315	Law enforcement computer upgrade	14,500	12,500					mdc one time expense		0.00%
01	10	7321	Gen/Office Supplies	5,000	5,800	5,000	3,768	4,500	4,308	Maintaining current level	4,500	0.00%
01	10	7330	Computer Lic/Support	12,000	12,000	10,000	8,834	10,000	5,912	Trying to save money	9,000	-10.00%
01	10	7331	METCAD	29,280	24,473	45,000	43,017	60,000	58,191	METCAD-6.67% increase	64,000	6.67%
01	10	7355	Recruitment/Hiring	1,000	900	500	0	500	423	Increase due to possible hiring	500	0.00%
01	10	7356	Fire and Police Commission		1,340	1,000	0	500	0	possible hiring sargeant and officer	500	0.00%
01	10	7371	Schools/Training/Travel	8,000	8,500	12,500	10,435	12,000	9,927	Training/reimbursement for tuition	16,000	33.33%
01	10	7391	Utilities	17,000	16,000	13,000	17,340	16,700	16,579	Remained the same as last year	16,700	0.00%
01	10	7401	Uniforms	6,000	7,400	6,000	5,009	6,000	5,413	Uniform cost for officers	6,000	0.00%
01	10	7451	Vehicle Fuel	26,250	22,800	25,000	23,435	25,000	14,572	Increase due to comm. service level	25,000	0.00%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
01	10	7454	Vehicle Maint	10,000	8,400	10,000	8,388	6,000	6,342	Due to increased maintenance	6,000	0.00%
01	10	7501	Miscellaneous	2,000	1,500	2,000	1,418	2,000	1,957	Misc. supplies	2,000	0.00%
			Total Expense	1,036,390	956,672	1,013,844	987,148	948,097	918,594		1,068,353	12.68%
			SUBTOTAL CASH BALANCE						3,455,050		3,732,651	8.03%

TRANSPORTATION

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Expense												
01	20	7011	Wages	226,500	247,000	249,311	245,585	256,790	238,816	Wages for regular employees	278,678	8.52%
01	20	7012	Overtime	11,000	30,000	13,000	14,800	13,000	7,120	Snow and ice removal, emergency call outs	13,000	0.00%
01	20	7015	Temporary/Part-time	8,000	3,000	17,000	7,257	10,000	10,603	Wages for temporary & summer employees	15,000	50.00%
01	20	7021	IMRF	27,360	26,597	25,523	23,645	26,289	21,482	Retirement	29,168	10.95%
01	20	7022	Fica/Medicare	18,780	18,650	21,367	19,561	21,435	18,464	Social Security	23,461	9.45%
01	20	7071	Health/Life Insurance	46,000	37,190	54,207	44,666	46,911	44,197	8 mo at current rate 4 mo 15% inc.	56,301	20.02%
01	20	7075	Building Maintenance	20,000	4,000	5,000	5,740	10,350	8,735	Janitorial, supplies,	12,000	15.94%
01	20	7085	CDL Testing	400	500	400	508	400	177	Employee drug screens	400	0.00%
01	20	7100	Chemicals	4,000	2,050	3,500	2,332	2,000	1,076	Lubricants, herbicides, insecticides	2,000	0.00%
01	20	7120	Computer Support/IT							Software/IT services	780	100.00%
01	20	7130	Drainage	9,000	24,650	10,000	3,760	6,000	7,249	Drainage maint. and upgrade projects, added 10K for additional work	20,000	233.33%
01	20	7137	Contracted Service	4,000	0	3,000	0	1,000	0	Contracted Services	1,000	0.00%
01	20	7142	Engineering	1,000	0	1,000	0	1,000	464	Cost to engineering small transportation projects	1,000	0.00%
01	20	7201	Equipment - New	5,000	4,020	5,000	3,913	7,000	2,980	Seven blade alley drag, box blade, power tools, barricades	13,000	85.71%
01	20	7211	Equipment & Vehicle Maint	10,000	20,000	10,000	17,064	16,000	17,347	Oil filters, air filters, tires, any non in-house repairs	12,000	-25.00%
01	20	7313	Leaf Collection	10,000	7,410	10,000	6,450	9,000	9,519	one time increase in cost	13,000	44.44%
01	20	7232	Equipment Rental	6,500	16,250	8,000	5,442	8,000	4,682	Skid steer loaders, brooms, mini excavators, air compressors	6,000	-25.00%
01	20	7300	GIS Services							Membership, Arc info, hosting	2,450	100.00%
01	20	7313	Lease Payment			55,100	55,100	105,100	105,074	payment on account	105,100	0.00%
01	20	7314	Legal Fees	4,000	2,500	3,000	2,554	1,500	698	Legal Fees	1,500	0.00%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
01	20	7322	Office Supplies	350	100	350	241	150	390	general office supplies	300	100.00%
01	20	7351	Publishing	1,000	300	1,000	1,164	1,000	161	Ads for bids	1,000	0.00%
01	20	7353	Real Estate Tax				10,601	0	0			
01	20	7355	Recruitment/Hiring	100	-	100	6	100	6	Ads for temporary employment	100	0.00%
01	20	7361	Street/Sidewalk Repair	15,000	38,000	15,000	35,013	15,000	21,082	Repairing alley's shoulders, street and sidewalks, concrete patching	18,000	20.00%
01	20	7371	Schools/Training/Travel	650	205	650	-	1,300	180	Snow training conference	1,800	38.46%
01	20	7375	Shop Supplies	8,000	6,000	8,000	7,481	7,000	9,129	Nuts and bolts, hand tools, towels, light bulbs, etc.	7,000	0.00%
01	20	7379	Street Lighting	36,000	22,485	30,000	21,231	31,200	33,222	Street lights	31,200	0.00%
01	20	7380	Tree/Brush Collection	45,000	65,260	45,000	75,416	73,000	47,765	5 collections, 9 drop offs	73,000	0.00%
01	20	7385	Forestry Service	42,000	24,250	32,000	33,637	20,000	10,049	Tree trimming, removal, Emerald Ash removal, 20K	40,000	100.00%
01	20	7391	Utilities + new facility cost	11,000	10,000	11,000	17,882	11,000	17,408	Telephone, electric, gas	15,000	36.36%
01	20	7401	Uniforms	1,125	525	1,125	608	1,150	1,226	Boots, shirts, pants, etc	1,250	8.70%
01	20	7451	Vehicle & Equipment Fuel	20,000	25,000	20,000	26,074	22,500	11,600	Fuel	22,500	0.00%
01	20	7501	Miscellaneous	2,000	1,350	2,000	2,545	2,000	506	Misc. supplies	2,000	0.00%
01	20	7900	Facility Debt Service					76,840	76,840		107,180	39.48%
			Total Expense	593,765	637,292	660,633	690,276	804,015	728,247		926,168	15.19%
			SUBTOTAL CASH BALANCE						2,726,803		2,806,484	2.92%

ADMINISTRATION

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Expense												
01	30	7011	Wages	244,327	212,734	236,821	221,946	243,926	218,695	Full-time administration staff	253,339	3.86%
01	30	7012	Overtime	7,500	3,687	7,500	3,251	7,500	745	Overtime	6,500	-13.33%
01	30	7015	Temp/Part-time	7,950	7,272	8,188	6,877	8,597	7,088	part-time \$3,600, intern \$4,000,census \$32,000	39,600	360.60%
01	30	7019	Wages-Elected	31,200	30,650	31,200	26,400	31,500	28,950	Wages for Village Board (includes President)	31,500	0.00%
01	30	7021	IMRF	29,930	24,132	23,772	21,970	24,485	21,059	retirement	25,984	6.12%
01	30	7022	Fica/Medicare	22,210	19,313	21,704	19,652	22,355	19,527	social security	25,317	13.25%
01	30	7071	Health/Life Insurance	33,000	24,605	31,585	25,739	33,164	30,300	8 mo at current rate 4 mo 15% inc. +LI	34,750	4.78%
01	30	7075	Building Maintenance	15,000	12,000	15,000	26,040	22,000	22,309	Janitorial, cleaning supplies and disposal service, back parking lot/driveway 30K, HVAC 8500K	49,300	124.09%
01	30	7110	Audit Fees	20,000	11,770	20,000	12,000	20,000	12,000	annual cost for village audit	20,000	0.00%
01	30	7115	Board Expenses	4,500	4,835	4,500	3,553	5,000	4,851	Name plates, awards, attending conferences, employee Christmas Party, Washington, special events	6,500	30.00%
01	30	7120	Board Membership, Fees, Sub	1,500	944	1,500	72	1,500	895	Clerk memberships, IML membership	1,500	0.00%
01	30	7126	Admin,Sub,Pub,Membership	2,500	3,637	2,500	1,080	2,500	401	ICMA & ILCMA fees,	3,000	20.00%
01	30	7128	Ordinance Codification	7,000	3,442	3,000	1,576	3,000	495	codification of ordinances	3,000	0.00%
01	30	7129	Census - Special					40,000	200	Cost for special census	73,000	82.50%
01	30	7130	Computer Support/IT	10,000	10,885	15,000	12,854	15,500	10,585	Membership to Locis 4550, PublicStuff 3200, web-site 600, IT 4680.00	13,030	-15.94%
01	30	7135	Conference/Travel-Admin	7,000	3,874	7,000	991	5,000	3,029	Conference travel	7,000	40.00%
01	30	7137	Contracted Services/Membership	17,500	17,568	17,500	17,387	17,500	17,269	CCRP fees \$5,500	7,000	-60.00%
01	30	7142	Engineering	10,000	13,897	18,500	6,488	7,000	6,440	Engineering services	7,000	0.00%
01	30	7201	Equipment New	52,500	569	10,000	412	5,000	995	Printers, computers, misc.	5,000	0.00%
01	30	7211	Equipment Maint & Repair	5,000	2,296	5,000	1,992	3,500	3,517	copier fees, misc repairs	3,500	0.00%
01	30	7300	GIS Services							Membership, Arc info, hosting	2,450	100.00%
01	30	7314	Legal Fees	70,000	67,442	70,000	77,355	65,000	66,950	Legal consulting for administration	65,000	0.00%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
01	30	7322	Office Supplies	7,000	5,448	7,000	4,425	5,000	5,290	paper, pens, printer cartridges, fax cartridges, tapes misc	5,000	0.00%
01	30	7341	Postage	3,000	1,230	3,000	1,354	2,000	1,276	mailing for administrative materials/brochure information	2,000	0.00%
01	30	7350	Publishing	1,050	733	1,050	514	1,050	609	publishing for service related to administration	1,050	0.00%
01	30	7355	Recruitment/Hiring	400	0	2,000	466	500	703	Ads for hiring new employees	1,500	200.00%
01	30	7371	Schools/Training/Travel	4,000	1,706	4,000	2,161	3,000	2,653	Treasurer conference \$500.00 misc meeting and travel	3,000	0.00%
01	30	7376	Tax Rebates-Taxes	2,000	1,830	2,000	1,921	2,025	1,873	Rebates on general corporate taxes for specific properties	2,225	9.88%
01	30	7391	Utilities	12,000	10,208	13,500	10,352	13,500	13,899	gas, phone, CIRBN internet	13,500	0.00%
01	30	7401	Uniforms					500	435	shirts for admin	500	0.00%
01	30	7451	vehicle fuel	500	698	700	437	700	226		700	0.00%
01	30	7454	vehicle maintenance	3,000	947	3,000	576	1,000	443	vehicle repairs	1,000	0.00%
01	30	7501	Miscellaneous	2,000	2,000	2,000	2,720	2,000	1,516	flowers, plaques, awards, history plaque	3,500	75.00%
			Total Expense	633,567	500,352	588,520	512,561	615,302	505,223		717,245	16.57%
			SUBTOTAL CASH BALANCE						2,221,580		2,089,239	-5.96%

PLANNING & DEVELOPMENT

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Expense												
01	40	7011	Wages	76,702	64,326	125,129	112,538	130,500	108,456	Village Planner,new hire and payroll splits	156,500	19.92%
01	40	7012	Overtime	500	200	500	108	500	28	Overtime	500	0.00%
01	40	7015	Temporary/Part-time	17,850	6,500	13,500	13,348	14,175	13,760	Admin. Asst, Intern	25,000	76.37%
01	40	7019	P & Z Commissioners	3,000	3,000	3,000	2,950	3,000	3,050	attending plan and zoning meeting	3,000	0.00%
01	40	7021	IMRF	9,620	7,500	12,224	11,894	12,591	11,372	retirement	18,200	44.55%
01	40	7022	Fica/Medicare	7,520	5,523	10,873	9,771	10,100	9,583	social security	14,153	40.12%
01	40	7071	Health/Life Insurance	15,000	5,985	17,182	14,279	18,041	14,908	8 mo at current rate 4 mo 15% inc. +LI	24,720	37.02%
01	40	7050	Board of Appeals	300	300	300	100	300	300	Total Board of Appeals	300	0.00%
01	40	7120	Membership, Fees, Sub	500	500	1,000	431	500	466	APA/AICP/Illinois APA Chapter Dues	800	60.00%
01	40	7126	Subscriptions	100	50	100	-	100	-	Planning Commisioners Journal	100	0.00%
01	40	7130	Computer Support/IT					2,500	1,865	Soft ware updates and purchases,GIS build out,3120 IT	10,620	324.80%
01	40	7142	Engineering	95,000	184,000	160,000	179,705	60,000	54,744	Consultation, Subdivision Review, Annexations	60,000	0.00%
01	40	7145	Planning and Development					100,000	112,770	Subdivisions/Site Development	90,000	-10.00%
01	40	7212	Equipment/Tools	1,500	2,000	3,000	2,223	500	2,421	Computer, office furn.	4,000	700.00%
01	40	7300	GIS Services							Membership, Arc info, hosting	2,450	100.00%
01	40	7314	Legal Fees	35,000	65,500	85,000	76,968	65,000	65,230	Consultation, Subdivision Review, Annexations	70,000	7.69%
01	40	7322	Office Supplies	1,000	1,000	1,000	1,584	2,000	1,086	File Folders/Storage, Miscellaneous	3,000	50.00%
01	40	7341	Postage	500	300	800	190	300	102	General Postage, Certified Mailings	100	-66.67%
01	40	7350	Publishing	2,000	1,800	2,000	1,973	2,000	1,602	Public Hearing Notices, Brochure Printing	4,000	100.00%
01	40	7355	Recruitment			-		500		Additional staff	1,000	100.00%

Fund	Dept	Acct	Acct Title	2014Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
01	40	7371	Schools/Training/Travel	2,500	1,200	5,000	599	5,000	345	APA Conferences,training, manuals	5,000	0.00%
01	40	7391	Utilities	500	420	800	2,631	5,000	4,256	Utilities,CIRB, telephone	5,000	0.00%
01	40	7400	Capital Improvements	-	200	9,350	10,597	20,000	3,099	Management system 15,000,Building codes 5K,Zoning ordinance 10K	30,000	50.00%
01	40	7401	Uniforms	250	150	200	87	300	319	Logo Shirts/Outerwear	300	0.00%
01	40	7451	Vehicle Fuel	400	300	800	885	1,200	374	Community Dev. Truck	500	-58.33%
01	40	7454	Vehicle Maintenance	250	-	1,000	520	700	254	Community Dev. Truck	500	-28.57%
01	40	7501	Miscellaneous	1,000	500	1,000	443	1,000	169	Misc.	1,000	0.00%
			Total Expense	270,992	351,254	453,758	443,824	455,807	410,559		530,743	16.44%
			SUBTOTAL CASH BALANCE						1,811,021		1,558,496	-13.94%

ENGINEERING

Fund	Dept	Acct	Acct Title	2014Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Expense												
01	45	7011	Wages	37,500	39,000	43,392	44,799	39,320	13,822	Total Wages	47,506	20.82%
01	45	7012	Overtime	1,000	150	1,000	110	150	28	Total Overtime	150	0.00%
01	45	7015	Temporary/Part-time	10,000	7,000	-	-	0	-		0	0.00%
01	45	7021	IMRF	5,130	4,600	4,319	3,878	4,449	1,287	retirement	4,766	7.12%
01	45	7022	Fica/Medicare	3,710	3,000	3,396	3,116	3,498	1,058	social security	3,646	4.22%
01	45	7071	Health/Life Insurance	10,500	10,612	6,886	5,511	7,230	2,078	8 mo at curr. rate 4 mo 15% inc.+LI	9,000	24.48%
01	45	7075	Building Maintenance					4,000	888	General maintenance	2,000	-50.00%
01	45	7100	Consulting Services	5,000	5,521	4,000	3,775	5,000	603	ASCE	5,000	0.00%
01	45	7120	Membership, Fees, Sub	300	174	200	179	300	100	ASCE-Total Membership, fees, sub	300	0.00%
01	45	7130	Computer Support/IT							Software/IT services	780	100.00%
01	45	7142	Engineering	30,000	48,350	5,000	9,187	5,000	29,654	testing/exploration, consulting, as-builts review	30,000	500.00%
01	45	7211	Equipment maint & repairs							Copier, printer, etc.	1,000	100.00%
01	45	7212	Equipment/Tools	5,000	4,040	4,000	4,180	3,000	28	Misc Equipment	3,000	0.00%
01	45	7300	GIS Services							Membership, Arc info, hosting	2,450	100.00%
01	45	7314	Legal Fees	1,000	6,250	2,000	5,682	6,000	-	fees for services	6,000	0.00%
01	45	7322	Office Supplies	2,000	957	2,000	1,124	2,000	300	General office supplies	2,000	0.00%
01	45	7341	Postage	300	240	300	268	300	0	mailing for department	150	-50.00%
01	45	7355	Recruitment/Hiring	200	30	-	93	0	890	Advertising etc for hiring	200	0.00%
01	45	7371	Schools/Training/Travel	1,000	428	500	249	250	-	Schools/Training/Travel	250	0.00%
01	45	7391	Utilities	1,000	1,185	8,500	3,633	8,000	2,740	Total Utilities	6,500	-18.75%
01	45	7401	Uniforms	300	150	300	150	150	-	Staff uniforms	150	0.00%
01	45	7451	Vehicle Fuel	700	720	1,000	899	1,000	130	Fuel for trucks	1,000	0.00%
01	45	7454	Vehicle Maintenance	2,000	1,240	2,000	117	1,500	-	Repair work	1,500	0.00%
01	45	7501	Miscellaneous	300	2,400	1,000	3,399	1,000	81	Misc. supplies	1,000	0.00%
			Total Expense	116,940	136,047	89,793	90,349	92,147	53,687		128,347	39.29%
			SUBTOTAL CASH BALANCE						1,757,334		1,430,149	-18.62%

ESDA

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	%Change
Expense												
01	60	7100	Director Stipend	750	750	750	750	750	750	Stipend payment	750	0.00%
01	60	7201	New Equipment	18,000	1,000	1,000	2,800	-	0		0	
01	60	7211	Equipment Maint. & Repair	2,000	2,500	2,000	0	2,000	620	Increase for repairs	2,000	0.00%
01	60	7321	Supplies - General	-	100	500	0	500	1,980	Decrease to reflect actual spending	500	0.00%
01	60	7371	Schools & Training	500	0	-	0	-	0	Training	0	
01	60	7391	Utilities	5,200	3,250	5,000	3,286	3,200	3,400	Utilities	3,200	0.00%
01	60	7451	Vehicle Fuel	200	250	200	44	-	0	Decreased use	0	0.00%
01	60	7454	Vehicle Maintenance	2,500	500	2,500	0	-	0	Decreased use	0	0.00%
01	60	7501	Misc		20		36		0		0	0.00%
			Total Expense	29,150	8,370	11,950	6,916	6,450	6,750		6,450	0.00%
			<b>TOTAL EXPENSES</b>	<b>3,333,304</b>	<b>3,142,487</b>	<b>3,153,683</b>	<b>3,015,259</b>	<b>3,120,818</b>	<b>2,732,060</b>		<b>3,741,305</b>	<b>135.11%</b>
			Rev. Over (Under) Expense	(551,361)	(374,259)	(294,088)	(161,512)	(84,420)	492,305	Rev. Over (Under) Expense	(329,083)	289.82%
			other financing						2,198			
			Ending Cash 04/30/16						1,752,782	Estimated cash 4/30/17	1,423,699	-18.77%

should be at least 1,126M+  
4 months reserve



WATER OPERATION AND MAINTENANCE

				Beginning cash 05/01/15				Beginning Balance 05/01/2016				
				110,263				125,557				
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
<b>Revenue</b>												
02	00	4100	Water Billing	710,000	652,430	672,010	617,304	638,000	652,417	Billing projections	690,000	8.15%
02	00	4150	Water Application Fees	2,000	2,800	2,300	2,900	2,400	3,340	\$20 fee for new service	2,800	16.67%
02	00	4201	RE Tax - Fire Protection	37,215	37,567	38,850	38,931	39,375	39,393	Real Estate Tax distribution	39,186	-0.48%
02	00	4400	Interest Income	280	283	280	247	300	258	Interest revenue	300	0.00%
02	00	4700	Miscellaneous	5,000	6,000	6,000	5,120	5,500	5,221	Meter purchases-temp/perm.	5,000	-9.09%
Total Revenue				754,495	699,080	719,440	664,502	685,575	700,629		737,286	7.54%
<b>Expense</b>												
02	00	7011	Wages	140,000	122,443	125,571	132,663	137,382	131,012	annual wages for employees	134,575	-2.04%
02	00	7012	Overtime	6,000	5,000	6,000	4,310	6,000	3,531	call outs,weekend plant work,repairs	6,000	0.00%
02	00	7015	Temporary	2,500	4,831	2,500	1,815	2,500	2,226	temporary employee wages.	2,500	0.00%
02	00	7021	IMRF	15,000	14,123	12,802	12,907	13,325	12,507	Expensing through each department	14,058	5.50%
02	00	7022	Fica/Medicare	11,100	9,851	10,256	10,461	10,802	10,403	Expensing through each department	10,945	1.33%
02	00	7071	Health/Life Insurance	26,000	20,720	25,376	18,919	26,645	20,142	8 mo at current rate 4 mo 15% inc. +LI	26,500	-0.54%
02	00	7072	Bad Debts	2,500	2,500	2,500	692	2,500	635	uncollected water bill payments	2,500	0.00%
02	00	7080	Building Maint/Grounds	8,000	5,000	7,000	6,345	7,000	4,003	building and grounds repair, maintenance, disposal service, painting	12,000	71.43%
02	00	7100	Chemicals	57,500	50,000	57,000	45,946	55,000	51,881	salt, fluoride,chlorine,phosphate	57,000	3.64%
02	00	7120	Computer Support/IT Service							Software, IT	780	
02	00	7130	Distribution Cost	6,000	7,000	6,000	5,996	7,000	4,405	brass fittings, curb and valve boxes, meter pit parts,marking flags,paint	6,000	-14.29%
02	00	7142	Engineering	2,000	500	1,500	825	1,500	994	operations not project specific	1,500	0.00%
02	00	7201	Equipment - New	5,000	5,000	5,000	3,654	7,000	6,459	smaller dollar items	7,000	0.00%
02	00	7211	Equipment Maintenance	8,500	8,500	8,500	9,835	8,500	7,197	this line item will fluctuate from year to year	8,500	0.00%
02	00	7232	Equipment Rental	1,000	500	1,000	0	1,000	0	trencher, skid steer etc.	1,000	0.00%
02	00	7240	Fire Hydrant Replace & Main	3,000	3,000	3,000	813	3,000	1,849	repair and replace fire hydrants	3,000	0.00%
02	00	7260	Generator Maint & Repair	3,000	3,000	3,000	3,670	4,000	4,158	service wp and well generators	4,000	0.00%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
02	00	7300	GIS Services							Membership, Arc info, hosting	2,450	100.00%
02	00	7301	Insurance	10,000	9,860	10,000	10,710	10,325	11,110	workers comp, vehicles, property, inland marine coverage	12,221	18.36%
02	00	7314	Legal Fees	2,000	50	2,000	1,221	4,000	1,108	Legal Fees increase due to aquifer	3,000	-25.00%
02	00	7316	Lab Chemicals	4,000	2,000	3,000	2,276	3,000	2,240	reagents and sollutions to perform daily water analysis, lab instruments	3,000	0.00%
02	00	7315	Lab Fees	3,000	3,500	3,500	3,687	3,500	4,949	Total Lab Fees	4,500	28.57%
02	00	7318	Meters	26,000	25,000	24,000	26,159	25,000	24,318	meters,hardware, radio modules,	25,000	0.00%
02	00	7322	Office Supplies	1,000	1,000	1,000	810	1,000	909	general office supplies	1,000	0.00%
02	00	7341	Postage	5,000	4,000	5,000	5,334	5,500	5,070	for water bill mailings and package shipments	5,750	4.55%
02	00	7350	Publishing	1,000	500	1,000	192	500	46	newspaper notices, ccr reporting	500	0.00%
02	00	7355	Recruitment/Hiring	200	275	200	63	200	598	classified ads	200	0.00%
02	00	7371	Schools/ Training/Travel	1,000	1000	1,000	593	1,000	494	assoc. dues, meetings and conferences,publications	1,000	0.00%
02	00	7375	Shop Supplies	3,500	3,500	4,000	3,538	4,000	3,275	hand tools, power tools, cleaning supplies,paint	3,500	-12.50%
02	00	7391	Utilities	75,000	65,000	75,000	67,258	72,000	72,392	electric, gas, phone, internet	74,000	2.78%
02	00	7401	Uniforms	850	850	850	549	850	533	pants, shirts,boots	850	0.00%
02	00	7451	Vehicle Fuel	5,000	5,000	5,500	4,258	5,500	2,855	fuel for trucks,vactor, jetter,pumps	4,000	-27.27%
02	00	7454	Vehicle Maintenane	2,500	2,500	2,500	2,491	2,500	2,503	truck maint. And repair	2,500	0.00%
02	00	7455	Water Line repair	7,000	7,000	7,000	6,552	7,000	5,894	stainless steel repair clamps, repair couplings,machine rental,concrete and asphalt	7,000	0.00%
02	0	7456	Water System Maint	20,000	12,662	20,000	0	8,000	5,493	valve installation, well maint., tower maint.-	20,000	150.00%
02	0	7458	Water Main Replacement	20,000	0	20,000	15,750	20,000	0	In the WCI fund	0	-100.00%
02	00	7501	Miscellaneous	750	750	750	183	750	1264	Total Miscellaneous	750	0.00%
			Expense Subtotal Before Transfers	484,900	406,415	463,305	410,475	467,779	406,453	Subtotal	469,079	0.28%
02	00	7806	Trans to ERF/VRF	15,000	15,000	15,000	15,000	20,000	20,000	funding source for new equipment and vehicles-Total	20,000	0.00%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
02	00	7810	Trans to Capital Improvement	200,000	200,000	25,000	25,000	50,000	50,000	funding for CI projects	75,000	50.00%
02	00	7815	Transfer to Debt Retirement	203,110	203,110	200,913	200,913	204,511	204,511	to pay for bonds	206,957	1.20%
			Total Expense	903,010	824,525	704,218	651,388	742,290	680,964		771,036	3.87%
			Rev. Over (Under) Expense	-148,515	-125,445	15,222	13,114	-742,290	19,665		-33,750	-95.45%
			Accounts Receivable						-4,371			
			Ending Cash 04/30/16						125,557	Estimated Ending Cash 04/30/17	91,807	-26.88%

WASTEWATER OPERATIONS & MAINTENANCE

Beginning cash 05/01/15 206,437

Beginning Balance 05/01/2016

320,312 55.16%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
03	00	4100	Sewer Billing	1,384,500	1,405,287	1,545,816	1,430,185	1,417,000	1,429,131	revenues for wastewater billing	1,455,000	2.68%
03	00	4150	Sewer Application Fees	2,000	2,320	2,200	2,880	2,500	3,020	new account fee	2,800	12.00%
03	00	4400	Interest Income	600	400	400	727	800	492	interest income for wastewater revenues	400	-50.00%
03	00	4700	Miscellaneous	20	0	20	629	20	132	Miscellaneous	20	0.00%
			Total Revenue	1,387,120	1,408,007	1,548,436	1,434,421	1,420,320	1,432,775		1,458,220	2.67%
Expense												
03	00	7011	Wages	165,000	147,746	160,128	154,591	164,932	150,899	wages for employees	167,926	1.82%
03	00	7012	Overtime	5,500	5,500	5,500	5,042	5,500	4,834	call outs,weekend work, repairs	5,500	0.00%
03	00	7015	Temporary	6,000	4,817	2,500	1,815	2,500	2,200	seasonal employee	2,500	0.00%
03	00	7071	Health/Life Insurance	30,000	23,238	31,068	24,233	26,011	26,113	8 mo at current rate 4 mo 15% inc. +LI	33,400	28.41%
03	00	7021	IMRF	18,933	16,460	16,116	15,087	15,292	14,476	Expensing through each department	17,343	13.41%
03	00	7022	Fica/Medicare	12,860	11,922	12,862	12,203	12,364	12,025	Expensing through each department	13,458	8.85%
03	00	7072	Bad Debts	3,000	3,000	3,000	1,744	3,000	1,111	uncollected wastewater bills	3,000	0.00%
03	00	7080	Building Maint	9,000	9,000	9,000	11,628	11,000	8,719	upkeep of all sewer plant buildings and grounds	11,000	0.00%
03	00	7100	Chemicals	6,000	11,000	20,000	8,247	12,000	6,352	chlorine gas, sodium sulfite, sodium hypochlorite,alum	12,000	0.00%
03	00	7120	Computer Support/IT							Software/IT	1,200	100.00%
03	00	7142	Engineering	2,000	1,000	1,000	489	1,000	106	plant and collection system operations	1,000	0.00%
03	00	7201	Equipment - New	8,000	8,000	7,000	5,127	7,000	4,652	replacement or addition to plant equipment	7,000	0.00%
03	00	7211	Equipment Maint & Repair	8,000	10,000	10,000	11,260	17,000	19,308	repair and maintenance to blowers, pumps, controls, clarifiers, barscreen, flow recorders and meters, vactor, jetter, sewer camera, chlorinator, sand filters	17,000	0.00%
03	00	7260	Generator Maint & Repair	6,000	6,000	6,000	4,323	6,000	4,494	maintenance to plant generator, two portable generators, two permanent lift station generators	6,000	0.00%
03	00	7300	GIS Services							Membership, hosting, arc	2,450	100.00%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
03	00	7301	Insurance	8,500	9,053	10,000	8,599	18,900	20,727	liability, property, workers compensation insur.	18,900	0.00%
03	00	7312	Lab Supplies	3,000	3,000	3,000	2,720	2,500	2,620	reagents,sollutions, lab instruments	2,500	0.00%
03	00	7314	Legal Fees	3,000	1,000	2,500	1,491	1,500	433	legal review of ww operations such as rates	1,500	0.00%
03	00	7315	Lab Fees	2,500	2,000	2,500	1,407	2,500	929	QA/QC program, semi annual sludge analysis	2,500	0.00%
03	00	7318	Meters	25,000	25,000	25,000	27,830	25,000	24,131	water meters and fittings, radio modules	25,000	0.00%
03	00	7320	Lift Station Maintenance	5,000	6,000	5,000	5,734	5,000	2,012	maintenance and repair for ten wastewater pump stations	5,000	0.00%
03	00	7322	Office Supplies	1,000	1,000	1,000	435	1,000	832	paper, printers and cartridges,folders, computer items	1,000	0.00%
03	00	7341	Postage	5,000	4,000	5,000	5,377	6,000	5,070	h2o bill mailings, package shipments	6,000	0.00%
03	00	7342	Permit Fees	10,000	10,000	10,000	10,000	10,000	10,000	7,500 annually for sewer discharge. 2,500 annually for sludge app.	10,000	0.00%
03	00	7350	Publishing	500	250	500	192	500	84	notices in newspaper	500	0.00%
03	00	7355	Recruitment/Hiring	200	272	200	63	200	598	advertising for staff replacement	200	0.00%
03	00	7371	Schools/ Training/Travel	1,000	1000	1,000	637	1,000	618	conferences, meetings and travel	1,000	0.00%
03	00	7374	Wastewater Line repair	3,500	1,000	3,000	3,133	3,500	2,849	repair,cleaning and troubleshooting village owned sanitary sewers and manholes	3,500	0.00%
03	00	7375	Shop Supplies	3,500	3,500	4,000	3,742	3,500	3,361	hand tools, power tools, grease,lubricants,cleaners,gloves,raingear	3,500	0.00%
03	00	7380	Sludge Removal	28,000	15,000	28,000	18,007	25,000	29,207	cost to have digested sludge land applied	25,000	0.00%
03	00	7391	Utilities	95,000	75,000	80,000	79,122	80,000	86,444	electricity,natural gas, phones lines, to operate treatment plant and ten lift stations.	80,000	0.00%
03	00	7401	Uniforms	850	850	850	424	850	789	boots,shirts, pants	850	0.00%
03	00	7451	Vehicle Fuel	5,000	5,500	5,500	4,258	5,500	3,028	fuel for pickups, generators,pumps	5,500	0.00%
03	00	7454	Vehicle Maintenance	2,500	2,500	2,500	1,763	2,500	1,483	maint. and repair for trucks	2,500	0.00%
03	00	7501	Miscellaneous	1,000	1,000	1,000	39	1,000	89	Miscellaneous	1,000	0.00%
			Exp. Sub.Before Transfers	484,343	424,608	474,724	430,762	479,549	450,593		496,727	3.58%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	%Change
03	00	7806	Trans to CR/VRF	15,000	15,000	15,000	15,000	20,000	20,000	funding source for new equipment and vehicles	20,000	0.00%
03	00	7807	Transfer to WWTP	600,000	600,000	765,000	760,000	760,000	600,000	funding for expansion of WWTP bond payment	600,000	-21.05%
03	00	7810	Trans to Capital Improv	150,000	150,000	57,745	57,745	60,000	60,000	funding for capital improvement projects in the wastewater system	350,000	483.33%
03	00	7815	Transfer to Debt Retirem	190,070	190,070	187,213	187,213	185,539	185,539	to pay for bonds	179,644	-3.18%
			Total Expense	1,439,413	1,379,678	1,499,682	1,450,720	1,505,088	1,316,132		1,646,371	9.39%
						0		0				
			Rev. Over (Under) Expense	-52,293	28,329	48,754	-16,299	-84,768	116,643		-188,151	121.96%
			Accounts receivable						-2,768			
			Ending Cash 04/30/16						320,312	Estimated Ending Cash 04/30/17	132,161	-58.74%

WASTEWATER CAPITAL IMPROVEMENT

				Beginning cash 05/01/15		901,780		Beginning Balance 05/01/2016		1,023,316		
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
04	00	4300	Connection Fees	53,125	67,912	44,250	79,500	46,000	104,110	25 new connections + ins. 2300	57,500	25.00%
04	00	4400	Interest Income	400	675	400	1,082	1,100	1,398		2,000	81.82%
04	00	4660	Extension Payments	0	0	0	800	0	0	To connect to sanitary sewer	0	0.00%
04	00	4665	Developer Reimbursement								0	0.00%
04	00	4900	Trans from WWOM	150,000	150,000	57,745	57,745	60,000	60,000	Future and needed WWCI projects	350,000	483.33%
04	00	4937	Trans from WWTP Fund							Future and needed WWCI projects	1,000,000	100.00%
04	00	4800	EMMIS REIMBURSEMENT	21,658		0		0		Harvest Edge	12,390	100.00%
			Total Revenue	225,183	218,587	102,395	139,127	107,100	165,508		1,421,890	1227.63%
Expense												
04	00	7142	Engineering	174,000	5,900	5,000	630	5,000	405	misc engineering cost	5,000	0.00%
04	00	7314	Legal Fees	10,000	600	5,000	0	5,000	0	Legal fees	5,000	0.00%
04	00	7400	Capital Improvements	410,000	104,102	310,000	40,759	185,000	43,567	Miscellaneous CIP	290,000	56.76%
						0		0		Sewer lining 110k, extensions 50k, oversizing 40k, West Mahomet Int. 90k		
			Total Expense	594,000	110,602	320,000	41,389	195,000	43,972		300,000	53.85%
			Rev. Over (Under) Expense	-368,817	107,985	-217,605	97,738	-87,900	121,536		1,121,890	-1376.33%
			Ending Cash 04/30/16						1,023,316	Estimated Ending Cash 04/30/17	2,145,206	109.63%

WATER CAPITAL IMPROVEMENT

				Beginning cash 05/01/15				386,808				Beginning Balance 05/01/2016				200,370		-48.20%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
<b>Revenue</b>																			
05	00	4300	Connection Fees	25,750	31,930	21,100	40,346	21,900	52,735	25 new connections+insp 1105		27,625	26.14%						
05	00	4400	Interest Income	250	200	200	483	400	460	Total Interest Income		400	0.00%						
05	00	4660	Extension Payments	3,000	1,690	2,000	0	2,000	1,500	Total Extension Payments		2,000	0.00%						
05	00	4900	Trans from WOM	200,000	200,000	25,000	25,000	50,000	50,000	Total Trans from WOM		75,000	50.00%						
Total Revenue				229,000	238,970	48,300	65,829	74,300	104,695	Total Revenue		105,025	41.35%						
<b>Expense</b>																			
05	00	7142	Engineering	61,100	21,810	25,000	45,217	20,000	20,000	misc. engineering cost		5,000	-75.00%						
05	00	7314	Legal Fees	5,000	0	5,000	3,713	5,000	900	cost associated with projects		5,000	0.00%						
05	00	7400	Capital Improvements	255,000	27,768	258,000	28,918	325,000	270,233	Total Capital Improvements		210,000	-35.38%						
								Lombard water ext. 90k, oversizing 25k, extensions 35k, extension infrastructure oversizing, standpipe 10k, carry over for main st.50k											
Total Expense				321,100	49,578	288,000	77,848	350,000	291,133			220,000	-37.14%						
Rev. Over (Under) Expense				-92,100	189,392	-239,700	-12,019	-275,700	-186,438			-114,975	-58.30%						
Ending Cash 04/30/16								200,370				Estimated Ending Cash 04/30/17		85,395	-57.38%				

W/WW BOND

				Beginning cash 05/01/15				340,819				Beginning Balance 05/01/2016				350,762		2.92%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actuals	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
<b>Revenue</b>																			
06	00	4400	Interest Income	170	339	200	300	200	436	Total Interest Income		400	-8.26%						
06	00	4900	Trans to Bond Fund	263,780	263,780	260,926	260,926	265,800	265,800	Total Trans to Bond Fund		268,776	1.12%						
								Transfer from Water											
								Transfer from Sewer											
Total Revenue				263,950	264,119	261,126	261,226	266,000	266,236			269,176	1.10%						
<b>Expense</b>																			
06	00	7900	Bond Payment - Interest	53,800	53,800	49,700	49,700	45,600	45,600	Total Bond Payment - Interest		41,400	-9.21%						
06	00	7950	Bond Payment - Principal	205,000	205,000	205,000	205,000	210,000	210,000	Total Bond Payment - Principal		225,000	7.14%						
06	00	7975	Fees	400	0	400	576	1,150	693			1,000	44.30%						
Total Expense				259,200	258,800	255,100	255,276	256,750	256,293			267,400	4.33%						
Revenue Over (Under) Expense				4,750	5,319	6,026	5,950	9,250	9,943			1,776	-82.14%						
Ending Cash 04/30/16								350,762				Estimated Ending Cash 04/30/17		352,538	0.51%				

ECONOMIC DEVELOPMENT

				Beginning cash 05/01/15				Beginning Balance 05/01/2016					
				82,742				81,890					
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actuals	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change	
Revenue													
10	00	4200	ED Donations	5,000	250	2,000	100	3,000	0	Funds generated through donations for website	0	-100.00%	
10	00	4202	Enhance Mahomet Fundraising	0	25	0	0	0	0	Funds generated through fundraising efforts.	0		
10	00	4400	Interest Income	30	33	30	71	60	81	Interest paid on account	75	25.00%	
10	00	4425	Motel Tax	1,500	1,716	1,500	2,217	2,100	1,573	Income from motel tax	1,900	-9.52%	
10	00	4900	Transfer from GC	50,000	50,000	50,000	50,000	50,000	50,000	general corporate support of EDC	50,000	0.00%	
			Total Revenue	56,530	52,024	53,530	52,388	55,160	51,654		51,975	-5.77%	
Expense													
10	00	7120	Membership	11,500	1,442	11,500	11,450	21,500	21,650	membership to CCED, Mahomet Chamber of Commerce, Champaign Chamber, ISCS, CC Convention Bureau	12,250	-43.02%	
10	00	7135	Christmas Decorations	3,000	0	3,000	2,791	3,000	1,461	Village's portion for Christmas decorations	3,000	0.00%	
10	00	7137	Contracted Services	10,000	8,102	0	0	30,000	3,450	ED Strategy \$7000 & misc. contracted services	37,000	23.33%	
10	00	7330	Marketing/Promotions	5,000	128	5,000	2,968	32,000	21,431	Way-finding signage \$32000, web site hosting, travel	38,000	18.75%	
10	00	7501	Community Enhancements	15,000	0	15,000	2,251	5,000	178	Street scapes 5K, beautification project	7,500	50.00%	
10	00	7810	Tourism	6,400	3,250	7,000	10,042	9,000	4,336	music festival 4,000, freedom fest 1,000, music license 500, power to sign	8,500	-5.56%	
			Total Expense	50,900	12,922	41,500	29,502	100,500	52,506		106,250	5.72%	
			Rev. Over (Under) Expense	5,630	39,102	12,030	22,886	(45,340)	(852)		(54,275)	19.71%	
			Ending Cash 04/30/16						81,890	Estimated Ending Cash 04/30/17	27,615	-66.28%	

RECREATION

Beginning cash 05/01/15 135,580

Beginning Balance 05/01/2016 158,579 16.96%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
11	00	4100	Concession Stand Income	8,000	7,300	8,000	5,332	7,500	5,018	concession stand sales at fields	9,000	20.00%
11	00	4200	Donations/Sponsorship	16,000	18,606	17,000	23,022	17,000	22,725	anticipate steady increase in donations from sponsors	18,000	5.88%
11	00	4400	Interest Income	150	90	150	160	150	200	interest	150	0.00%
11	00	4500	Field Rentals				0	3,000	7,910	rental for field usage	8,000	166.67%
11	00	4700	Miscellaneous Income	6,000	3,071	6,000	3,439	4,000	1,387	fundraiser	2,000	-50.00%
11	00	4900	Transfer from GC	14,000	14,000	14,000	14,000	14,000	14,000	annual transfer	14,000	0.00%
11	00	4910	Registration Fees	120,000	120,000	120,000	130,547	120,000	142,732	increase due to fee increase	125,000	4.17%
11	00	4917	Transfer from IMRF	7,098	4,144	5,594	3,939	5,762	4,151	employee retirement	7,881	36.77%
11	00	4919	Transfer from SS	4,715	4,098	4,398	4,684	5,114	4,980	employee social security	6,350	24.17%
			Total Revenue	175,963	171,309	175,142	185,123	176,526	203,103		190,380	7.85%
Expense												
11	00	7011	Wages	59,120	56,865	54,992	58,784	60,850	62,469	Wages with % splits	76,305	25.40%
11	00	7012	Overtime	2,500	250	2,500	463	2,500	287	Overtime for rec staff	2,500	0.00%
11	00	7021	IMRF	7,098	4,426	5,594	3,939	5,762	4,151	Expensing through each fund	7,881	36.77%
11	00	7022	FICA/Medicare	4,715	4,350	4,398	4,529	4,846	4,783	Expensing through each fund	6,029	24.40%
11	00	7021	Advertising/Hiring	1,000	750	1,000	437	1,000	273	Each of the 5 core programs we do employment ads, annual sponsor thank you ad	1,000	0.00%
11	00	7075	Building Maintenance	0	0	0	77	0	0		600	100.00%
11	00	7060	Copier Cost	2,000	750	750	619	750	413	Copier service/contract	750	0.00%
11	00	7071	Health/Life	4,000	3,565	4,380	4,492	7,057	7,079	8 mo at current rate 4 mo 15% inc. +LI	8,169	15.76%
11	00	7100	Maintenance & Repairs	2,750	2,500	2,750	1,287	2,750	953	General Maintenance/Repairs	2,750	0.00%
11	00	7120	Computer support/IT Services							Software/IT	1,080	100.00%
11	00	7130	Disposal Service	0	510	500	437	500	0	Disposal services for both Parks and Recreation Departments	500	0.00%
11	00	7190	Hardware/Software	2,100	2,279	2,200	3,278	2,300	2,464	Expect increase in web service/need additional software	2,500	8.70%
11	00	7201	Equipment, new	4,000	4,000	4,000	2,186	4,000	1,443	Typically used for bigger items such as pitching machine/or ballfield maintenance purchases	4,000	0.00%
11	00	7314	Legal	250	250	250	0	250	0	Establishing department policy requires more legal review	0	-100.00%
11	00	7322	Office Supplies	1,400	1,200	1,400	1,643	1,400	736	Maintianing current levels	1,400	0.00%
11	00	7341	Postage	100	100	100	184	100	117	TY Letters for Sponsors, Flyers, day-to-day operations	100	0.00%
11	00	7350	Program Guide	4,300	4,000	4,300	4,155	4,400	4,265	Program Guide Printing & Postage and cover design	4,400	0.00%
11	00	7371	Schools/Training/Travel	1,400	1,000	1,400	872	1,500	866	Conference/ membership dues to IPRA,Central Illinois Recreation Network	1,500	0.00%
11	00	7391	Utilities	5,250	5,200	5,250	5,530	5,250	6,601	Increase due to office move internet, power, etc.	7,500	42.86%
11	00	7420	Sales Tax	100	100	100	53	100	50	Sales tax on concession stand products	100	0.00%

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
11	00	7451	Vehicle Fuel	2,200	2,000	2,200	1,031	2,300	740	Fuel	2,300	0.00%
11	00	7454	Vehicle Maintenance	1,000	750	1,000	1,231	1,200	734	Routine maintence: oil change, general service, tire repairs	1,200	0.00%
11	00	7501	Miscellaneous	700	1,456	1,300	424	1,300	1,054	misc	1,300	0.00%
11	00	7806	Trans to VR/CE	5,000	5,000	5,000	5,000	5,000	5,000	Transfer for vehicle replacement or capital equipment purchases	5,000	0.00%
			Total Expense	110,983	101,301	105,364	100,651	115,115	104,478		138,863	20.63%
			Rev. Over (Under) Expense	64,980	70,008	70,351	84,472	61,411	98,625		51,517	-16.11%

RECREATION PROGRAMS

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Expense												
11	10	7011	Wages									
11	10	7050	Contracted Employees	22,000	21,000	22,000	17,776	22,000	16,841	Includes all officials/site supervisors for all sport activities	21,000	-4.55%
11	10	7060	Contracted Employees-Non Sport	6,000	6,500	6,500	8,468	6,500	12,403	Adult fitness has taken off	8,500	30.77%
11	10	7100	Field Maintenance	6,000	5,500	6,000	4,520	6,000	4,668	Ag Lime for Infields, Field Paint, Field Markers, Field Grooming	6,000	0.00%
11	10	7110	Adult League Softball	1,000	750	1,000	0	750	521	Equipment, trophies	750	0.00%
11	10	7120	Farm League Baseball	0	0	0	0	0	0	Equipment, shirts, awards	0	
11	10	7125	Fast Pitch Camp	0	0	0	0	0	0	Equipment	0	
11	10	7130	Youth Baseball	5,500	5,200	5,500	4,553	5,500	4,450	Equipment, shirts, awards	5,500	0.00%
11	10	7140	Minor Baseball League	0	0	0	0	0	0	Equipment, shirts, awards	0	
11	10	7150	Jr Pony League Baseball	0	0	0	0	0	0	NOT OFFERING	0	
11	10	7170	Youth Softball	5,200	4,800	5,200	4,292	5,200	3,250	Equipment, shirts, awards	5,000	-3.85%
11	10	7180	Girls SB 9-11	0	0	0	0	0	0	Equipment, shirts, awards	0	
11	10	7185	Jr. High Softball	0	0	0	0	0	0	Equipment, shirts, awards	0	
11	10	7195	T-Ball	2,300	1,389	2,300	2,182	2,300	1,920	Equipment, shirts, awards	2,500	8.70%
11	10	7196	Early Childhood	100	0	100	0	0	0	Supplies	0	
11	10	7197	Egg Hunt	400	400	400	495	400	456	Supplies	400	0.00%
11	10	7198	Basketball - Youth	4,500	4,000	4,500	5,942	4,500	3,491	Equipment, shirts, awards	4,500	0.00%
11	10	7199	Basketball-Adult	0	0	0	0	0	0	Equipment, shirts, awards	100	100.00%
11	10	7200	Turkey Trot	0	0	0	0	0	0	Race on Thanksgiving	2,300	100.00%
11	10	7210	Soccer	8,500	6,972	8,500	8,380	8,500	8,534	Equipment, shirts, awards	8,500	0.00%
11	10	7212	Soccer Camp	100	0	100	0	100	0		100	0.00%
11	10	7215	Tennis	100	0	100	0	100	0		100	0.00%
11	10	7230	Volleyball - Girls	1,300	1,200	1,300	635	1,300	0	Equipment, shirts, awards	1,300	0.00%
11	10	7232	Duck Race	400	500	500	1,508	1,500	1,645		1,700	13.33%
11	10	7235	Flag Football - Adult	450	159	450	0	450	0	Equipment, awards	450	0.00%
11	10	7240	Flag Football	3,000	3,137	3,000	3,364	3,400	1,286	Equipment, shirts, awards	3,400	0.00%
11	10	7245	Special Events	4,500	0	4,000	1,152	3,600	2,364	general events	2,000	-44.44%
11	10	7410	Refunds Paid	2,000	2,000	2,000	3,185	2,000	1,820	refund due to for specific reasons	2,000	0.00%
11	10	7420	Rentals	2,500	2,500	2,500	2,400	2,500	1,911	Porta Potties, Field Maintenance Equipment	2,500	0.00%
11	10	7450	Misc. Programs	1,500	1,500	1,500	3,595	1,500	2,081	Supplies	1,500	0.00%
			Total Expense	77,350	67,507	77,450	72,447	78,100	67,641		80,100	2.56%

RECREATION

Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Expense												
11	20	7011	Wages	3,000	3,656	3,500	2,014	3,500	2,572	Concessions employees	4,200	20.00%
11	20	7022	FICA/Medicare	230	330	268	154	268	197	Expensing through each fund	321	20.00%
11	20	7100	Food/Concession Supplies	4,500	4,200	4,500	3,173	4,500	3,561	Concessions products	4,500	0.00%
11	20	7211	Equipment Maintenane & Repair	500	500	500	0	500	1,455	Concessions Repair	500	0.00%
11	20	7501	Miscellaneous	200	90	200	0	200	200	Misc Concession Supplies	200	0.00%
			Total Expense	8,430	8,776	8,968	5,341	8,968	7,985		9,721	8.40%
			Rev. Over (Under) Expense	-20,950	-6,275	-16,067	6,684	-25,657	22,999		-38,304	49.29%
			Ending Cash 04/30/16						158,579	Estimated Ending Cash 04/30/17	120,275	-24.15%

PARKS

			Beginning cash 05/01/15				Beginning Balance 05/01/2016					
			416,837								412,923 % Change	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
12	00	4200	Donations	200	831	750	3,130	2000	3,089	Misc.	2000	0.00%
12	00	4201	Johnson Park Donations	2,000	500	1,000	0	100	0	Johnson Park Donation	100	0.00%
12	00	4202	Russel Park Donation	500	0	500	0	0	0	Russell Park Donations	0	0.00%
			Grant Income			53,200	52,200	80,000	0	Kayak launch	80,000	0.00%
12	00	4206	Real Estate Tax	83,215	84,078	89,100	89,334	95,096	95,187	Property taxes allocated for parks	99,654	4.79%
12	00	4400	Interest Income	400	235	250	367	250	533	interest on account	500	100.00%
12	00	4500	Pavilion Rentals	250	145	250	306	250	120		250	0.00%
12	00	4700	Miscellaneous	0	0	0	4,490	0	750	Miscellaneous	300	100.00%
12	00	4840	Property Income	0	0	0	0	0	0		0	0.00%
12	00	4901	Transfer from UT	172,500	170,000	172,500	172,500	197,500	195,000	Utility Tax transfer	200,000	1.27%
12	00	4917	Transfer from IMRF	9,600	8,693	7,501	7,430	7,726	7,558		9,788	26.69%
12	00	4919	Transfer from SS	6,800	6,365	6,318	6,524	6,960	6,996		7,688	10.46%
			Total Revenue	275,465	270,847	331,369	336,281	389,882	309,233		400,280	2.67%
Expense												
12	00	7011	Wages	81,805	78,550	75,588	77,437	80,958	81,420	Parks and rec wages	89,500	10.55%
12	00	7012	Overtime	1,500	1,500	1,500	593	1,500	218		1,500	0.00%
12	00	7015	Temporary	5,500	3,600	5,500	8,171	8,500	10,212	Need more work to be done in the maintenance area	9,500	11.76%
12	00	7021	IMRF	9,600	8,693	7,501	7,430	7,726	7,558	Based on wage amount	9,788	26.69%
12	00	7022	FICA/Medicare	6,800	6,365	6,318	6,524	6,960	6,996	Based on wage amount	7,688	10.46%
12	00	7071	Health/life Insurance	5,500	5,593	5,759	5,562	8,020	8,026	8 mo at current rate 4 mo 15% inc. +LI	9,227	15.05%
12	00	7075	Building Maintenance	500	468	500	158	500	0		2,000	300.00%
12	00	7120	Computer Support/IT							Software, IT	1,080	100.00%
12	00	7142	Engineering	0	0	0	0	0	0		0	0.00%
12	00	7201	Equipment, new	4,200	4,200	4,200	4,278	4,200	3,899	parks small equipment, paint,	10,200	142.86%
12	00	7211	Equipment Maint & Repair	1,500	1,500	1,500	1,244	2,500	1,515		2,500	0.00%
12	00	7314	Legal	300	788	500	1,755	1,000	1,463		1,000	0.00%
12	00	7330	Memorial Park	17,435	604	16,800	455	16,800	0	ongoing park improvements	16,800	0.00%
12	00	7391	Utilities	2,500	2,500	2,500	3,617	2,750	4,144	increasing cost of utilities,H2O, barn	2,750	0.00%
12	00	7405	Park Maint./Improvement	4,000	4,000	4,000	3,453	5,250	5,553	fertilizer, ground maint.	5,250	0.00%
12	00	7451	Vehicle Fuel	3,300	3,300	3,300	2,641	3,300	1,365	Fuel cost	3,300	0.00%
12	00	7454	Vehicle Maintenance	1,200	1,000	1,200	2,498	1,500	1,175	maintenance cost	1,500	0.00%
12	00	7400	Property Acquisiton							Saving account for property	2,500	100.00%
12	00	7470	Capital Improvement	141,000	9,934	151,400	130,711	300,500	167,190	Taylor lights, kayak, Barber field, fence	265,000	-11.81%
12	00	7501	Miscellaneous	1,200	2,000	1,200	3,257	1,200	4,065	Misc	1,200	0.00%
12	00	7610	Tree program	2,500	2,500	5,000	8,075	5,000	1,348	establish tree budget	5,000	0.00%
12	00	7806	Trans to VR/CE	7,000	7,000	7,000	7,000	7,000	7,000	increase for additional equipment	15,000	114.29%
			Total Expense	297,340	144,095	301,266	274,859	465,164	313,147		462,283	-0.62%
			Rev. Over (Under) Expense	-21,875	126,752	30,103	61,422	-75,282	-3,914		-62,003	-17.64%
			Ending Cash 04/30/16						412,923	Estimated Ending Cash 04/30/17	350,920	-15.02%

MOTOR FUEL TAX

				Beginning cash 05/01/15				354,331				Beginning Balance 05/01/2016				327,730		-7.51%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change							
Revenue																			
16	00	4100	State Distribution	170,600	178,825	175,000	174,373	172,745	186,014	Funds distributed to local governments from the State	188,000	8.83%							
16	00	4400	Interest Income	600	434	400	422	400	412	Interest accrued on fund balance	400	0.00%							
16	00	4700	Capital Bill Program	21,179	21,179		42,358												
16	00	4810	Supplemental Allotment	11,387	11,346	10,756	11,360	11,450	11,370	High growth cities allotment	11,480	0.00%							
16	00	4800	Misc. Reimbursement	3,000	7,000	5,000	2,990	3,000	1,290	Reimbursement from the State for Traffic Light Maintenance	2,000	-33.33%							
Total Revenue				206,766	218,784	191,156	231,503	187,595	199,086		201,880	7.61%							
Expense																			
16	00	7142	Engineering																
16	00	7562	MFT Maintenance	491,194	330,000	187,765	181,638	263,700	202,825	Salt, street repairs, traffic light maint. Mft program	180,840	-31.42%							
16	0	7580	Route 47 Sidewalks	6,000	9,276														
16	0	7595	State Street Overlay			60,000	66,305												
16	00	7600	Salt Building Bond Payment	116,006			2,550	35,000	22,862		0	-100.00%							
Total Expense				613,200	339,276	247,765	250,493	298,700	225,687		180,840	-39.46%							
Revenue Over (Under) Expense				(406,434)	(120,492)	76,559	(18,990)	76,559	(26,601)		21,040	-72.52%							
Ending Cash 04/30/16									327,730	Estimated Ending Cash 04/30/17	348,770	73.16%							

IMRF

				Beginning cash 05/01/15				15,523				Beginning Balance 05/01/2016				22,872		47.34%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change							
Revenue																			
17	00	4206	Real Estate Tax-IMRF	82,045	82,805	85,450	85,621	88,072	88,178	Real Estate tax levy to support retirement fund	105,904	20.25%							
17	00	4400	Interest Income	100	52	55	52	55	62	Interest earned on cash balance	70	27.27%							
17	00	4900	Trans from W/WW	0	0	0	0	0	0	Transfer to support retirement for W/WW	0								
17	00	4901	Trans from GC	40,000	0	40,000	15,000	40,000	0	Transfer to support retirement for GC	35,000	-12.50%							
Total Revenue				122,145	82,857	125,505	100,673	128,127	88,240		140,974	10.03%							
Expense																			
17	00	7500	IMRF contribution-transfer to funds	148,000	94,500	145,000	112,929	140,000	80,891	Funding contribution for retirement	145,000	3.57%							
Total Expense				148,000	94,500	145,000	112,929	140,000	80,891		145,000	3.57%							
Rev.Over (Under) Expense				-25,855	-11,643	-19,495	-12,256	-11,873	7,349		-4,026	-66.09%							
Ending Cash 04/30/16									22,872	Estimated Ending Cash 04/30/17	18,846	82.40%							

SOCIAL SECURITY

				Beginning cash 05/01/15				27,787				Beginning Balance 05/01/2016				40,939		47.33%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
Revenue																			
19	00	4206	Real Estate Tax	105,000	105,672	108,800	108,766	114,050	114,394	Real Estate tax levy to support social security fund		94,080	-17.51%						
19	00	4400	Interest Income	50	50	50	68	75	92	Interest earned on cash balance		100	33.33%						
19	00	4900	Trans from General Corporate	50,000	0	40,000	0	35,000	0	Transfer to support retirement		30,000	-14.29%						
Total Revenue				155,050	105,722	148,850	108,834	149,125	114,486			124,180	-16.73%						
Expense																			
19	00	7500	FICA/Medicare.-transfer	145,000	97,798	145,000	103,342	145,000	101,334	Funding contibution for FICA		145,000	0.00%						
Total Expense				145,000	97,798	145,000	103,342	145,000	101,334			145,000	0.00%						
Rev. Over (Under) Expense				10,050	7,924	3,850	5,492	4,125	13,152			-20,820	-604.73%						
Ending Cash 04/30/16									40,939	Estimated Ending Cash 04/30/17		20,119	-50.86%						

POLICE PENSION FUND

				Beginning cash 05/01/15				941,346				Beginning Balance 05/01/2016				1,127,160		19.74%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
Revenue																			
18	00	4206	Real Estate Tax	100,800	104462	97,600	97260	93,790	94,627	Real Estate tax levy to support police pension fund		94,080	0.31%						
18	00	4095	Employee Contributions	36,050	31950	38,200	37774	40,000	38,991	employee cont. to pension fund		40,500	1.25%						
18	00	4400	Interest Income	250	530	250	523	250	449	Interest earned on cash balance		500	100.00%						
18	00	4405	Investment Income-Equity				1,845	2,000	1,128	Investment income		2,000	0.00%						
18	00	4410	Investment Income-Fixed				2,375	2,500	8,297	Investment income		2,500	0.00%						
18	00	4450	Gain/Loss-Equity				553	600	820			600	0.00%						
18	00	4460	Gain/Loss-Fixed				2,016	2,100	1,444			2,100	0.00%						
18	00	4901	Trans from General Corporate	120,000	120,000	120,000	120,000	50,000	50,000	Transfer to support police Pension Fund		100,000	100.00%						
Total Revenue				257,100	256,942	256,050	262,346	191,240	195,756			242,280	26.69%						
Expense																			
18	00	7100	Advisory fee				362	500	1,459			500	0.00%						
18	00	7120	membership dues	1,000	775	1,000	775	1,000	795	IPPFA		1,000	0.00%						
18	00	7301	insurance	2,500	2,276	2,500	2,413	2,600	2,336			2,600	0.00%						
18	00	7305	Investment Expense	2,000		1,000		100	0	expenses that may be related to investments		100	0.00%						
18	00	7314	Professional Services-Legal	5,000		5,000		5,000	0	Legal cost		5,000	0.00%						
18	00	7317	Medical Services	3,000	8,000	8,000	0	8,000	0	If the pension board has to get a medical review		8,000	0.00%						
18	00	7322	Office Expense	500	63	1,000	0	1,000	0	Misc. office supplies		1,000	0.00%						
18	00	7335	Prof. Service-actuarial services	3,000	750	3,000	750	3,000	3,500	Actuarial service for pension fund		3,000	0.00%						
18	00	7333	Prof. Services- Accounting services	2,000	1,500	2,000	1,560	2,000	1,560	Audit fees		2,000	0.00%						
18	00	7371	training, travel, conference fees	5,000	2,000	7,000	814	2,000	150	required training to be a board member		2,000	0.00%						
18	00	7501	Misc.		0	100	0	100.0	142	postage,		100.0	0.00%						
18	00	7711	Pension and Benefits	29,000	0	29,000	0	119,000	0	checks to members of the PPF		119,000	0.00%						
18	00	7809	Contingency			90,000													
Total Expense				53,000	15,364	149,600	6,674	144,300	9,942			144,300	0.00%						
Rev. Over (Under) Expense				204,100	241,578	106,450	255,672	194,300	185,814			97,980	-49.57%						
Ending Cash 04/30/16									1,127,160	Estimated Ending Cash 04/30/17		1,225,140	8.69%						

INSURANCE

				Beginning cash 05/01/15				9,156				Beginning Balance 05/01/2016				5,031		-45.05%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
<b>Revenue</b>																			
22	00	4206	Real Estate Tax	74,575	75,261	81,500	81,608	82,405	82,571	Real estate tax for insurance		96,450	17.04%						
22	00	4400	Interest Income	50	40	40	42	45	48	Interest earned on cash balance		45	0.00%						
22	00	4900	Trans from GC	35,000	15,000	25,000	10,000	25,000	5,000	To help support the insurance fund		25,000	0.00%						
<b>Total Revenue</b>				109,625	90,301	106,540	91,650	107,450	87,619			121,495	13.07%						
<b>Expense</b>																			
22	00	7300	Unemployment Insurance	10,000	0	10,000	0	1,000	0	Pay unemployment for employee		1,000	0.00%						
22	00	7301	Insurance - General	98,500	89,245	104,300	91,323	110,455	91,744	Covers all equipment, vehicles, property, workers' comp, liability		120,455	9.05%						
22	00	7302	Judgement	500	0	400	0	400	0			400	0.00%						
<b>Total Expense</b>				109,000	89,245	114,700	91,323	111,855	91,744			121,855	8.94%						
<b>Rev. Over (Under) Expense</b>				625	1,056	-8,160	327	-4,405	-4,125			-360	-91.83%						
<b>Ending Cash 04/30/16</b>									5,031	Estimated Ending Cash 04/30/17		4,671	-7.16%						

FORFEITED FUNDS-FEDERAL

				Beginning cash 05/01/15				5,376				Beginning Balance 05/01/2016				5,384		100.15%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
<b>Revenue</b>																			
25	00	4400	Interest Income		1	1	5	1	8			5	400.00%						
25	00	4700	Misc. Income	20	0	0	5,241	0	0	Money collected from DUI's or drug fines		0							
<b>Total Revenue</b>				20	1	1	5,246	1	8			5	400.00%						
<b>Expense</b>																			
25	00	7900	Purchases	14,149	14,000	130	0	5,377	0	Misc. purchases		5,386	0.17%						
<b>Total Expense</b>				14,149	14,000	130	0	0	0			5,386							
<b>Rev. Over (Under) Expense</b>				-14,129	13,999	-129	-5,246	-5,376	-8			5,381	-200.09%						
<b>Ending Cash 04/30/16</b>									5,384	Estimated Ending Cash 04/30/17		3	0.00%						

FORFEITED FUNDS-STATE

				Beginning cash 05/01/15				11,193				Beginning Balance 05/01/2016				3,256		-70.91%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
<b>Revenue</b>																			
26	00	4400	Interest Income	5	10	10	10	10	10			12	20.00%						
26	00	4700	Misc. Income	4,000	2,600	4,000	11,468	10,000	1,863	Money collected from DUI's or drug fines		2,500	-75.00%						
<b>Total Revenue</b>				4,005	2,610	4,010	11,478	10,010	1,873			2,512	-74.91%						
<b>Expense</b>																			
26	00	7900	Purchases	14,000	10,000	6,000	7,513	19,000	9,810	Misc. purchases		5,500	-71.05%						
<b>Total Expense</b>				14,000	10,000	6,000	7,513	19,000	9,810			5,500	-71.05%						
<b>Rev. Over (Under) Expense</b>				-9,995	-7,390	-1,990	3,965	-8,990	-7,937			-2,988	-66.76%						
<b>Ending Cash 04/30/16</b>									3,256	Estimated Ending Cash 04/30/17		268	8.23%						

BOND ISSUE

				Beginning cash 05/01/15				21,107				Beginning Balance 05/01/2016				20,858		-1.18%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
Revenue																			
27	00	4206	Real Estate Tax	70,620	71,300	71,600	71,440	71,805	71,917	Real estate collected is based upon bond payment		71,515	-0.40%						
27	00	4400	Interest Income	60	45	60	52	60	59	Interest accrual on cash		60	0.00%						
Total Revenue				70,680	71,345	71,660	71,492	71,865	71,976			71,575	-0.40%						
Expense																			
27	00	7900	Bond Pay't - Int	13,600	13,572	13,000	12,963	12,225	12,225	Bond interest payment for Franklin/Eastwood imp.		11,385	-6.87%						
27	00	7950	Bond Pay't - Prin	58,000	58,000	59,000	59,000	60,000	60,000	Bond principal payment for Franklin/Eastwood Street imp.		61,000	1.67%						
Total Expense				71,600	71,572	72,000	71,963	72,225	72,225			72,385	0.22%						
Revenue Over (Under) Expense				-920	-227	-340	-471	-360	-249			-810	125.00%						
Ending Cash 04/30/16										20,858	Estimated Ending Cash 04/30/17		20,048	-3.88%					

UTILITY TAX

				Beginning cash 05/01/15				55,888				Beginning Balance 05/01/2016				1,209		-97.84%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
Revenue																			
28	00	4400	Interest Income	150	84	150	107	150	97	Interest		150	0.00%						
28	00	4820	Utility Tax	366,000	390,583	365,000	390,535	375,000	360,224	Revenues received from utility tax collections		410,000	9.33%						
Total Revenue				366,150	390,667	365,150	390,642	375,150	360,321			410,150	9.33%						
Expense																			
28	00	7800	Transfer to General Corp	172,500	170,000	172,500	172,500	197,500	195,000	Transfer to help support the police department expenses		200,000	1.27%						
28	00	7806	Transfer to CRF/VRF	15,000	15,000	15,000	15,000	25,000	25,000	Transfer to support the purchase of a new squad in 2017		20,000	-20.00%						
28	00	7812	Transfer to Parks	172,500	170,000	172,500	172,500	197,500	195,000	Transfer to parks		200,000	1.27%						
28	0	7900	Interest Payment	1,265	1,261	0	0	0	0	Police Station Remodel Bond Payment (ended)									
28	0	7950	Bond Payment - Principal	53,100	53,098	0	0	0	0	Bond Principal on Police Station (ended)									
Total Expense				414,365	409,359	360,000	360,000	420,000	415,000			420,000	0.00%						
Rev. Over (Under) Expense				-48,215	-18,692	5,150	30,642	-44,850	-54,679			-9,850	-78.04%						
Ending Cash 04/30/16										1,209	Estimated Ending Cash 04/30/17		(8,641)	-814.72%					

DEBT SERVICE FOR SERIES 2012A AND SERIES 2012B TIF PORTION

				Beginning cash 05/01/15				435,106				Beginning Balance 05/01/2016				494,782		13.72%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
Revenue																			
32	00	4400	Interest Income	150	520	500	314	315	731			750	138.10%						
32	00	4900	Transfer from TIF for Series A	133,950	133,950	131,975	131,975	147,867	147,867	Series A		76,146	-48.50%						
32	00	4901	Transfer from TIF for Series B	206,600	206,600	208,550	208,550	187,542	187,542	Series B		208,275	11.06%						
32	00	4640	Debt Service Proceeds	0	0	0	0	0	0	20658 from A. 36040 from B		0							
32	00	4930	Transfer from 2012 A					58,904	58,932				-100.00%						
			Total Revenue	340,700	341,070	341,025	340,839	394,628	395,072	Total Revenue		285,171	-27.74%						
Expense																			
32	00	7900	Bond Payment- Interest A & B	79,575	79,575	74,475	74,475	69,275	69,275	Interest Payment A & B		63,975	-7.65%						
32	00	7950	Bond Payment -Principal A & B	255,000	255,000	260,000	260,000	265,000	265,000	Principal Payment		270,000	1.89%						
32	00	7975	Bond Fees for A and B	400	400	400	1,004	1,134	1,121	Fees		1,300	14.64%						
			Total Expense	334,975	334,975	334,875	335,479	335,409	335,396			335,275	-0.04%						
			Rev. Over (Under) Expense	669,950	669,950	669,750	5,360	59,219	59,676			-50,104	-184.61%						
			Ending Cash 04/30/16						494,782	Estimated Ending Cash 04/30/17		444,678	-10.13%						

TIF

				Beginning cash 05/01/15				248,059				Beginning Balance 05/01/2016				321,065		129.43%	
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification		2017 Budget	% Change						
Revenue																			
33	00	4206	Real Estate Tax	1,291,700	1,361,344	1,479,335	1,471,576	1,653,430	1,620,893	Real Estate distribution from County		1,730,410	4.66%						
33	00	4400	Interest Income	820	322	300	741	400	722	Interest accrued on cash		600	50.00%						
33	00	4800	Reimbursement - EDP	0	0	0	0	0	0	engineering		0							
			Reimbursement- school	15000	15000	0	0	0	0			0							
			Total Revenue	1,307,520	1,376,666	1,479,635	1,472,317	1,653,830	1,621,615			1,731,010	4.67%						
Expense																			
33	00	7125	Construction-oversizing	50,000	0	35,000	0	80,000	0	TIF District-oversizing 55k,25k		80,000	0.00%						
33	00	7142	Engineering	5,000	0		0		0										
33	00	7222	Disbursements	1,034,650	971,708	1,072,490	1,066,566	1,200,269	1,177,510	Disbursements to taxing bodies		1,265,017	5.39%						
33	00	7314	Legal	20,000	15,758	10,000	450	5,000	450	Legal issues related to TIF district		5,000	0.00%						
33	00	7333	Professional-services-audit					250	240			250	0.00%						
33	00	7350	Publications	500	0	500	0	0	0			0							
33	00	7501	Misc	10,000	241	500	240	500	0	Booklets, materials related to TIF district, possible project		50,000	9900.00%						
33	00	7901	Transfer to Gen Corp	0	0	0	0	0	0	To pay back General corp		0							
33	00	7901	Transfer to TCI FOR EDP SHORTAGE	0		35,000	35,000	35,000	35,000	Payback TCI for road project in the TIF district.		100,000	185.71%						
33	00	7815	Transfer to Debt Service A & B	340,550	340,550	340,525	340,525	335,409	335,409	2012 A 75,546 B 207,675+1,200		284,421	-15.20%						
33	00	7848	Fiber Optic Cost-transfer	0		81,390	70,573	0	0	fiber		0							
			Total Expense	1,460,700	1,328,257	1,575,405	1,513,354	1,656,428	1,548,609			1,704,688	2.91%						
			Rev. Over (Under) Expense	-153,180	48,409	-95,770	-41,037	-2,598	73,006			26,322	-1113.16%						
			Ending Cash 04/30/16					(2,598)	321,065	Estimated Ending Cash 04/30/17		347,387	8.20%						

CAPITAL EQUIPMENT / VEHICLE REPLACEMENT

				Beginning cash 05/01/15				Beginning Balance 05/01/2016				
				199,392				200,614				
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
34	00	4400	Interest Income	200	135	100	212	150	175	Interest	150	0.00%
34	0	4640	Lease/Bond Proceeds	735,200	0	0	0	0	0			
34	00	4650	Vehicle/Equipment Sales	10,000	7,540	79,000	46,955	1,000	5,217	Misc. sales	1,000	0.00%
34	00	4700	Misc	100	665	100	400	100	4,660	special revenue for police vehicles,insurance	27,000	26900.00%
34	00	4900	Transfer from Utility Tax	15,000	15,000	15,000	15,000	25,000	25,000	To help fund the purchase of a squad car	20,000	-20.00%
34	00	4901	Transfer from General Corp	188,500	188,500	0	0	0	0	Trans. 30K,Admin 10K, Police 10K	50,000	100.00%
34	00	4902	Transfer from Water	15,000	15,000	15,000	15,000	20,000	20,000	Water department equipment and vehicles	20,000	0.00%
34	00	4903	Transfer from Wastewater	15,000	15,000	15,000	15,000	20,000	20,000	Wastewater department equipment and vehicles	20,000	0.00%
34	00	4905	Transfer from Recreation	5,000	5,000	5,000	5,000	5,000	5,000	Recreation department equipment and vehicles	5,000	0.00%
34	00	4906	Transfer from Parks	7,000	7,000	7,000	7,000	7,000	7,000	Park department equipment and vehicles	15,000	114.29%
			Total Revenue	991,000	253,840	136,200	104,567	78,250	87,052		158,150	102.11%
Expense												
34	00	7313	Vehicle Purchase/Lease	217,400	60,046	159,000	81,433	70,000	67,028	Parks truck 38K, Admin car 25K, Squad 25K	88,000	25.71%
34	00	7314	Legal	6,000	2,363	2,500	0	2,500	0	legal fees for ordinances	2,500	0.00%
34	00	7315	Capital Equipment Purchase	771,600	31,198	57,000	50,560	104,000	18,802	Esda 15, Police 6, Admin, W/WW 80, Trans. 50k	151,000	45.19%
			Total Expense	995,000.00	93,606	218,500.00	131,993	176,500.00	85,830		241,500	36.83%
			Rev. Over (Under) Expense	-4,000.00	160,233	-82,300.00	-27,426	-98,250.00	1,222		-83,350	-15.17%
			Ending Cash 04/30/16						200,614	Estimated Ending Cash 04/30/17	117,264	-41.55%

TRANSPORTATION SYSTEM CAPITAL IMPROVEMENTS

				Beginning cash 05/01/15				Beginning Balance 05/01/2016				
				557,861				704,316				
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
35	00	4400	Interest Income	600	855	600	578	600	688	Interest accrued on fund balance	700	16.67%
35	00	4800	REIMBURSEMENT FROM EDP			177,410	0	177,410	177,410	EDP	0	-100.00%
35	00	4700	Misc		0		0		11,830			0.00%
35	00	4800	Reimbursements/Library Sidewalks, Tri party	-	0	-	0	0	0		0	0.00%
35	00	4655	Developer Payments		0		0		14,665		0	0.00%
35	00	4656	Mid-America	-	0	-	0	0	0		0	0.00%
35	00	4658	thornewood		62,250		0		0		0	0.00%
35	00	4659	Breternitz		4,500		0		0		0	0.00%
35	00	4657	LOW Reimbursement		0		0		0		0	0.00%
35	00	4850	Simplified Telecom Tax	180,000	189,750	185,500	152,494	157,000	168,191	Tax imposed on Village residents for telecommunications	169,500	7.96%
35	00	4901	Transfer from General Corp	50,000	50,000	50,000	50,000	0	0	Transfer to subsidize capital improvement projects	100,000	100.00%
35	00	4933	Transfer from TIF to cover EDP shortage			35,000	35,000	35,000	35,000		100,000	185.71%
35	00	4929	Transfer from EDP				5,200		0			0.00%
Total Revenue				230,600	307,355	448,510	243,272	370,010	407,784		370,200	0.05%
Expense												
35	00	7142	Engineering	57,627	20,000	23,600	79,141	13,375	16,662	Misc engineering	10,000	-25.23%
35	00	7314	Legal	3,000	1,200	1,000	0	1,000	225	CIP legal cost	1,000	0.00%
35	00	7400	Capital Improvements	229,000	120,000	305,600	90,148	453,316	244,442	see attached CIP		-100.00%
35	00	7836	Transfer to Street Construction	188,637	188,637	13,163	9,590	0	0		0	0.00%
35	00	7829	transfer to edp	89,008	89,008	-	57,180	0	0		0	0.00%
Total Capital Improvements											602,500	32.91%
35	00	7410	PAYMENT TO EDP		212,673							
Total Expense				567,272	631,518	343,363	236,059	467,691	261,329		613,500	31.18%
Revenue Over (Under) Expense				-336,672	-324,163	105,147	7,213	-97,681	146,455		-243,300	149.08%
Ending Cash 04/30/16									704,316	Estimated Ending Cash 04/30/17	461,016	-34.54%

Pledged funds: \$160,752 160752  
 Balance after pledged funds 300,264  
 Ridge Creek Sidewalks \$15,000  
 Mid America \$74,337  
 Thornewood \$62,250-\$10,000= \$52,250  
 Breternitz \$4,500.00  
 Old Farm \$14,665.

\*TIF will owe \$61,597.90 after this payment

WASTEWATER TREATMENT PLANT EXPANSION/DEBT RESERVE

				Beginning cash 05/01/15		3,041,293		Beginning Balance 05/01/2016		2,364,937		-22.24%
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
37	00	4400	Interest Income	1,500	2,250	2,000	3,494	3,000	3,911	Interest	1,500	-50.00%
37	00	4903	Transfer from Wastewater	600,000	600,000	765,000	760,000	760,000	600,000		600,000	-21.05%
			Total Revenue	601,500	608,030	767,000	763,494	763,000	603,911		601,500	-21.17%
Expense												
37	00	7110	AUDIT-SINGLE		1,500	1,500	1,560	1,625	1,560	Single Audit	0	-100.00%
37	00	7120	Construction	150,000	4,900	567,500	23,741	510,000	489,430	Roadway, building, grading	40,000	-92.16%
37	00	7142	Engineering	0	5,964	40,000	37,859	0	30,000	Engineering and Project Observer	0	
37	00	7314	Legal	0	0	0	0	0	1,069	Legal review for documents	0	
37	00	7400	Transfer to WWCI							Future projects	1,000,000	100.00%
37	00	7960	Bond Reserve	765,000	0	765,000	0	760,000	0	Set aside for loan reserve	760,000	0.00%
37	00	7900	Interest Payment	0	0	150,000	404,154	165,409	165,408	Interest Payment	157,976	-4.49%
37	00	7950	Principal Payment					592,800	592,800	Principal payment	600,235	1.25%
			Total Expense	915,000	12,364	1,524,000	467,314	2,029,834	1,280,267		2,558,211	26.03%
			Rev. Over (Under) Expense	-313,500	595,666	-757,000	296,180	-757,000	-676,356		-1,956,711	158.48%
			Ending Cash 04/30/16						2,364,937	Estimated Ending Cash 04/30/17	408,226	-82.74%

W/WW BOND

				Beginning cash 05/01/15		171,509		Beginning Balance 05/01/2016		175,741		2.47%
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
39	00	4400	Interest Income	75	150	100	155	100	225		200	100.00%
39	00	4900	Trans to Bond Fund	129,400	129,400	127,200	127,200	124,250	124,250	Transfer in order to make bond payment	117,825	-5.17%
			Total Revenue	129,475	129,550	127,300	127,355	124,350	124,475		118,025	-5.09%
Expense												
39	00	7900	Bond Payment - Interest	13,950	13,950	11,750	11,750	9,550	9,550	Interest Payment for EMISS-2012	7,350	-23.04%
39	00	7950	Bond Payment - Principal	110,000	110,000	110,000	110,000	110,000	110,000	Principal Payment for EMISS-2012	105,000	-4.55%
			Bond Payment -Interest 2012 A&B	0	0	0	0	0	0	Interest Payment for New Issue	0	
39	00	7975	Fees	400	400	400	576	500	693	Wire and service fee	900	80.00%
			Total Expense	25,350	124,350	122,150	122,326	120,050	120,243		113,250	-5.66%
			Revenue Over (Under) Expense	104,125	5,200	5,150	5,029	4,300	4,232		4,775	11.05%
			Ending Cash 04/30/16						175,741	Estimated Ending Cash 04/30/17	180,516	2.72%

E-PAY

				Beginning cash 05/01/15				Beginning Balance 05/01/2016				
				173				4,982 2779.84%				
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
40	00	4350	Payments for Billing	34,000	36,000	37,000	43,801	50,000	59,248	Payments for water/wastewater bills	70,000	40.00%
40	00	4400	Interest Income	3	0	-	0	-	3	Interest earned on cash	1	100.00%
Total Revenue				34,003	36,000	37,000	43,801	50,000	59,251		70,001	40.00%
Expense												
40	00	7900	Disbursement to WOM/WWOM	34,000	35,500	37,000	43,801	50,000	54,442	Monies deposited into water/wastewater funds for billing	70,000	40.00%
40	00	7975	Fees							Monthly charges and item fees	150	100.00%
Total Expense				34,000	35,500	37,000	43,801	50,000	54,442		70,150	40.30%
Rev. Over (Under) Expense				3	500	0	0	0	4,809		-149	
Ending Cash 04/30/16									4,982	Estimated Ending Cash 04/30/17	4,833	-2.99%

CONWAY FARM PHASE 2

				Beginning cash 05/01/14				Beginning Balance 05/01/2016				
				41,958				42,019 0.15%				
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	% Change
Revenue												
43	00	4400	Interest Income	1	41	50	53	50	61		60	20.00%
Total Revenue				1	41	50	53	50	61		60	20.00%
Expense												
43	00	7142	Engineering	500	0		0			Engineering		
43	00	7314	Legal	2,500	0	2,000	0	2,000	0	Legal	2,084	4.20%
43	00	7400	Construction	48,927	0	39,955	0	39,955	0	Construction in Progress	39,995	0.10%
Total Expense				51,927	0	41,955	0	41,955	0		42,079	0.30%
Rev. Over (Under) Expense					41		53		61			
Ending Cash 04/30/16								41958	42,019	Estimated Ending Cash 04/30/17	0	-100.00%

TRANSPORTATION FACILITY-CONSTRUCTION

				Beginning cash 05/01/15				Beginning Balance 05/01/2016				
				84,704				1,666 -98.03%				
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actuals	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	%Change
Revenue												
46	00	4400	Interest Income		70	50	118	50	35		5	-90.00%
46	00	4650	Bond Proceeds		1,345,928	0	0	0	0			
46	00	4901	Transfer from GC			0		35,000	40,000	To cover additional cost for the PWB	50,000	42.86%
Total Revenue					1,345,998	50	118	35,050	40,035		50,005	42.67%
Expense												
46	00	7075	Building Maintenance				6,953	0	0			
46	00	7142	Engineering		10,000	40,000	49,928	0	31,574		2,000	100.00%
46	00	7201	New Equipment				2,428	0	0			
46	00	7314	Legal		3,000		9,844	3,000	7,650		1,000	-66.67%
46	00	7345	Property Acquisition		1,067,344		0		0			
46	00	7501	Misc		1,507		264		0			
46	00	7120	Construction		13,712	166,540	52,487	116,754	83,849	Facility Construction, connections andflooring.	47,144	-59.62%
46	00	7900	Transfer to fund 47		40,797		0					
Total Expense				0	1,136,360	206,540	121,904	119,754	123,073		50,144	-58.13%
Rev. Over (Under) Expense					209,638	206,490	-121,786	84,704	-83,038		-139	-100.16%
Ending Cash 04/30/16							#REF!		1,666	Estimated Ending Cash 04/30/17	1,527	-8.34%

PUBLIC WORKS FACILITY BOND ACCT

				Beginning cash 05/01/15				Beginning Balance 05/01/2016				
				186,549				158,929 -14.81%				
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	%Change
Revenue												
47	00	4400	Interest Income	50	150	50	224	50	198		200	300.00%
47	00	4850	Bond proceeds	0	0	0	0	0	0		0	
47	00	4900	Transfer from GC	225,000	225,000	30,000	30,000	76,840	76,840		109,167	42.07%
47	00	4946	transfer from bond proceeds	0	30,048		0					
Total Revenue				225,050	255,198	30,050	30,224	76,890	77,038		109,367	42.24%
Expense												
47	00	7120	Construction	1,738,000	0	0	0	0	0		0	0.00%
47	00	7142	Engineering	186,180	3,857	0	0	0	0	Engineering	0	0.00%
47	00	7314	legal		16,650	0	0	0	0		0	0.00%
47	00	7400	Infrastructure Imp.	5,000		0	0	0	0	Construction in Progress	0	0.00%
47	00	7405	Property Acquisition	375,000	22,500	0	0	0	0		0	0.00%
47	00	7501	Misc.	0	0		0		0		0	0.00%
47	00	7900	Interest Payment			55,619	55,618	53,680	53,680		52,180	-2.79%
47	00	7950	Principal Payment					50,000	50,000		55,000	10.00%
47	00	7975	Fees			400	428	1,000	978		1,000	0.00%
Total Expense				2,304,180	43,007	56,019	56,046	104,680	104,658		108,180	3.34%
Rev. Over (Under) Expense				0	-12,959	25,969	-56,046	27,790	-104,658		1,187	-95.73%
Ending Cash 04/30/16					0				158,929	Estimated Ending Cash 04/30/17	160,116	0.75%

DARK FIBER SYSTEM

				Beginning cash 05/01/15				Beginning Balance 05/01/2016				
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	%Change
Revenue												
48	00	4400	Interest Income	100	27	30	14	1	1	Interest Income	1	0.00%
			Transfer from GC		10,000	86,185	115,185	0	0		10,000	
						0		0			0	
			Total Revenue	100	10,027	86,215	115,199	1	1		10,001	100.00%
Expense												
48	00	7120	Construction	303,444	0	86,244	116,619	58	0	Construction-wireless fiber point-to-point Village facilities	10,000	17141.38%
48	00	7142	Engineering	23,571	23,096	0	2,000	0	0	Engineering	0	0.00%
48	00	7314	Legal	4,000	6,570	8,500	4,669	0	0	Legal	0	0.00%
48	00	7501	Miscellaneous	0						Miscellaneous	0	0.00%
			Total Expense	331,015	29,666	94,744	123,288	58	0		10,000	17141.38%
			Rev. Over (Under) Expense	-27,744	-19,639	-8,529	-8,089	-57	1		1	-101.75%
			Ending Cash 04/30/16						59	Estimated Ending Cash 04/30/17	60	1.69%

CREDIT CARD

				Beginning cash 05/01/15				Beginning Balance 05/01/2016				
Fund	Dept	Acct	Acct Title	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	Budget Justification	2017 Budget	%Change
Revenue												
49	00	4350	Payments for Billing			35,000	0	33,000	0	Payments for water/wastewater bills	33,000	0.00%
49	00	4400	Interest Income			2	0	2	0	Interest earned on cash	2	0.00%
			Total Revenue			35,002	0	33,002	0		33,002	0.00%
Expense												
49	00	7900	Disbursement to WOM/WWOM			35,000	0	33,000	0	Monies deposited into water/wastewater funds for billing	33,000	0.00%
			Total Expense			35,000	0	33,000	0		33,000	0.00%
			Rev. Over (Under) Expense			2	0	2	0		2	0.00%
			Ending Cash 04/30/16					2	0	Estimated Ending Cash 04/30/17	2	0.00%



# *Village of Mahomet*

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## **FINANCIAL POLICIES 05/01/2016**

### **INTRODUCTION**

The Village's annual Appropriations Ordinance establishes the direction for all programs and services of the Village government for the coming fiscal year. Formal statements of the Village's policies provide the foundation for this direction while maintaining effective management of the Village's financial resources. This document outlines the policies used in guiding the preparation and management of the financial plan.

### **POLICY IMPLEMENTATION AND MONITORING**

The Financial Policies provide the framework within which resources are allocated to allow staff to accomplish Village objectives consistent with other guiding policies such as the Comprehensive Plan, East Mahomet Redevelopment Plan, Parks and Recreation Master Plan and other Board approved Master Plans. The staff budget proposal is designed to conform to these guidelines. Following adoption of the budget, staff reviews budget reports monthly to ensure that expenditures are in line with the Board's approved budget. Monthly reports are provided for Board review.

Each year the Village Board adopts financial policies to guide the development, adoption, and execution of the budget for the following year. So that the basis for financial planning is constant, the current year's policies are the basis of the new year's policies. All policies are reviewed by the Board of Trustees to determine whether changing circumstances warrant revisions.

#### **I. Statement of Purpose**

These policies are designed to establish a financial structure for providing quality services to the community in an efficient and effective manner while maintaining long-term financial stability within statutory limitations and as established in the policies. These policies are reviewed, modified as appropriate, and re-adopted annually.

#### **Reason for the policy:**

This statement explains the purpose for establishing a financial policy framework.

## II. Basic Municipal Services Funded Through The General Operating Fund

Municipal services such as public safety and public works, e. g. police patrol, maintenance of Village streets and storm drainage systems, are the Village's first responsibility. These services are funded to at least maintain current service levels. The General Operating Fund, and other funds, as appropriate, will provide transfers to the vehicle/capital equipment replacement fund and make lease payments, to maintain equipment at least at current service levels. The General Operating Fund provides a transfer to the TCI to maintain streets, sidewalks, drainage and capital improvement project.

### **Reason for the policy:**

Given that budgeting involves allocation of resources among different functions, this policy articulates the Board's desire that basic municipal services be maintained at current service levels before more discretionary services are considered.

### **How the budget conforms with this policy:**

As part of the fiscal planning process, existing services are allocated sufficient funds to continue at current levels. Every effort is made to restore these services with adjustments consistent with financial policies and financial planning.

## III. Economic Development Programs

*The Economic Development Fund.* The Economic Development Fund receives revenues from the Village's Hotel-Motel Tax, approximately \$2,000 per year, fund raising events and is supported by a \$50,000 transfer from the General Operating Fund. The intended use of these funds is to promote economic development, which will benefit the Village's residents. This fund specifically provides, for the Village's membership dues to the Champaign County Economic Development Corporation and Mahomet Chamber of Commerce. Also, this fund is used to promote tourism, e.g., Sangamon River Music Festival, Freedom Festival.

*General Operating Fund:* The General Operating Fund contributes resources to economic development through staff support of economic development-programs. Additionally, the fund may provide for payment of economic development incentives including relevant property tax rebates and sales tax rebates.

*Tax Increment Financing District (TIFD) Fund:* The TIFD monies will be used for a variety-of economic development activities within designated areas in accordance with State statute. Such economic development activities are

described in detail in adopted development plans for the TIF. An Economic Development Program Grant and issuance of bonds have promoted street improvements along with the extension of water and wastewater lines in the TIF area.

*Evaluation of Economic Development Agencies:* Economic development marketing, and growth, in theory, is promoted through the Mahomet Chamber of Commerce and the Champaign County Economic Development Corporation. The Champaign County Economic Development Corporation conducts an active program of prospecting for new industry and regular retention visits with participation by Village staff. The Mahomet Chamber specifically promotes local businesses and the Village's unique charm. Funding for these organizations is evaluated annually in conjunction with review of the Economic Development budget

**How the budget conforms with this policy:**

The budget includes funding for Economic Development Agencies, tourism, the Tax Increment Financing District and certain capital improvement projects.

IV. Water and Wastewater Systems

Revenue from Water and Wastewater user fees shall primarily support the operations and routine maintenance of the Village's water and wastewater systems, which will be accounted for on an enterprise-fund basis. An accounting system has been implemented to ensure that all costs related to operations and routine maintenance, as well as engineering expenses and administrative costs incurred to administer the fees, will be either directly or indirectly, paid from revenues raised through the fee.

*Water & Wastewater Fee Rates:* The Water and Wastewater Fee rates have been reviewed annually since 2003. If the fee does not fully support system operations, including rehabilitation, maintenance and expansion, or if excess balances are projected, staff will recommend changes to the Board. Changes would be effective annually or as otherwise prescribed by resolution, with review taking place as part of the budget development process for the fiscal year in which the change would be effective.

*Water and Wastewater-Capital Improvements Fund:* Water and Wastewater connection fees are allocated for capital improvements related to upgrade and expansion of the systems. Connection fees and extension revenues will be credited to the Water and Wastewater Capital Improvements Funds.

*Facilities Fee:* The revenue generated by the facilities fee is dedicated to Water and Wastewater plant upgrades, maintenance, expansions and debt service obligations. Currently, a \$5.00 facility fee is assessed to each water and wastewater account which is applied to each enterprise fund.

**Reason for this policy:**

These fees were implemented to fund operating and capital expenditures to rehabilitate, upgrade and expand the water and wastewater infrastructure in the Village.

**How the budget conforms with this policy:**

Fees are budgeted at their present rate to support current service levels and debt retirement schedules. The Board of Trustees passed an ordinance, 16-03-01 on March 22, 2016 implementing a \$.03 water rate increase to provide for current and future water needs. The wastewater rates, along with water connection fees and wastewater connection fees were not increased this year.

V. Property Tax Rate

*Total Village Property Tax Rate:* It is the Village's goal that current service levels be achieved with the property tax rate that does not exceed those authorized by statutory tax caps. Increased service levels may warrant an increase, subject to voter approval, beyond the capped rate; other factors may warrant a decrease in the rate. In addition, trends in federal and state government may require that the revenues received from property taxes, and thus the tax rate goal, be reviewed in the future. These trends include, but are not limited to:

- decreases in state and federal revenues;
- inflation which increases the costs of municipal services;
- changes in federal tax law; and mandates by the state and federal governments, which increase the cost of municipal services or impose new services, e.g., enacted state legislation which would require municipal employers with 5 or more employees to recognize employees petitioning to bargain collectively.

Factors which may warrant a decrease in the property tax rate, include, but are not limited to:

- any other source of new, recurring revenue;
- a reduced cost for providing current services; and/or
- a reduction in services funded through the levy, e.g. ESDA, where this function is assumed by the County or other local public safety organizations.

*Property Tax Levies for Pension Funds:* Property taxes are levied for the Social Security, Illinois Municipal Retirement Fund and the Police Pension Fund based on pension funding needs, which are determined by law.

*Corporate Tax Levy:* "Corporate" levy revenues are allocated to the General Operating Fund. The amount levied is based upon the allowable annual capped tax rate and funding requirements for other purposes described above.

**Reason for the policy:**

This policy formally confirms the property tax cap restrictions so that the Village's tax rate will be in compliance with statutory requirements. However, the policy also recognizes that the Board may wish to seek a referendum to increase or decrease the capped rate under specific circumstances.

**How the budget conforms with this policy:**

Consistent with this policy, the FY 2016/2017 budget reflects a final capped tax rate of \$.8607 per \$100 of equalized assessed valuation.

VI. Debt Management

*Item No. 1* The Village will consider the use of debt financing only for one-time capital improvement projects and unusual equipment purchases, only under the following circumstances:

- when the project's useful life, or the projected service life of the equipment, will exceed the term of the financing; and/or
- when there are designated revenues sufficient to service the debt, whether from project revenues, other specified and reserved resources, or infrastructure cost sharing revenue.

Debt financing is not considered appropriate for any recurring purpose such as current operating and maintenance expenditures.

*Item No. 2:* The Village will use the following criteria to evaluate pay-as-you-go versus long-term debt financing in funding capital improvements

- Factors which favor pay-as-you-go:
  - current revenues and adequate fund balances are available;
  - project phasing is feasible;
  - debt levels would adversely affect the Village's credit rating; and
  - market conditions are unstable or present difficulties
- Factors which favor long-term financing:
  - revenues available for debt service are considered sufficient and reliable so that long-term financing can be marketed with the Village's current credit rating;
  - the project for which financing is being considered is of the type which will allow the Village to maintain its current credit rating;
  - market conditions present favorable interest rates and demand

for municipal financing;

-a project is mandated by state or federal requirements and current revenues and fund balances are insufficient to pay project costs;

-a project is immediately required to meet or relieve capacity needs; or

-the life of the project or asset financed is ten years or longer.

*Item No. 3:* General obligation debt may be used in lieu of alternate revenue debt if expenses can be significantly reduced (as compared to financing from self supporting revenues) and if special or enterprise fund revenue available for debt service is considered to be sufficient and reliable. General obligation debt may also be issued for a prescribed purpose unique to infrastructure rehabilitation or expansion.

*Item No. 4:* Bonded debt will not exceed the legal limit of current assessed valuation, as established by statute.

*Item No. 5:* An analysis will be prepared by Village staff for each long-term financing; the analysis will assess the impact of debt issuance on current and future operating and capital budgets and address the reliability of revenues to support debt service payments.

*Item No. 6:* The Village will seek to maintain its current bond rating and financial health and will specifically discuss with the Board any proposal which may cause that rating to be lowered.

*Item No. 7:* The Village will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes or cost effectiveness.

*Item No. 8:* The Village will monitor all forms of debt annually; an analysis will be included in the Village's annual audit; concerns and recommended remedies will be reported to the Board as necessary.

*Item No. 9:* The Village will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement), voluntarily following disclosure guidelines provided by the Government Finance Officers Association unless the cost of compliance with the higher standard is unreasonable as determined by the Board of Trustees.

*Item No. 10:* Interfund borrowing and external lending will be considered to finance high priority needs on a case-by-case basis, only when other planned expenditures in the fund, making the loan would not be affected. Lending may be used when it would reduce costs of interest, debt issuance, and/or administration, or encourage private investment, which might otherwise not take place. Lending shall be limited to 10% of the total cash balances in the Village's Operating and Enterprise funds.

**Reason for the policy:**

The purpose of the policy is to establish reasonable guidelines for when and how debt should be issued.

**How the budget conforms with this policy:**

The Village's debt for FY2016/17 is \$19,491,402. This includes the refinancing of the Water/Sewer Bonds (water plant expansion, interceptor sewer extension and WWTP) Eastwood/Franklin Improvement, lease agreement for equipment/vehicles, Transportation Facility, TIF Bond Issues for water/sewer and road improvements and the Wastewater Treatment Plant. The FY 2016/17 budget continues the general policy of paying for almost all major purchases and capital improvement projects on a pay-as-you-go basis.

VII. Budget Guidelines

The following policies are established as more specific guidance to the budget development process:

*Item No. 1:* Authorized expenditures to support ongoing operations shall be less than recurring revenues anticipated for the same period. A target of recurring expenditures at 99% of recurring revenues shall be used in preparing the proposed budget. Capital Improvement funds or one-time expenses for capital improvement projects/equipment do not comply with this policy due to prior years saving for extensive capital projects. The Recreation fund does not comply due to the projected expenses for current year with the collection of revenue in the prior year for programs. With unknown participation, the Village allocates higher expenditures to cover program expenses that may actually occur. The Forfeited Funds does not comply with the financial policies due to the funding source and restricted expenses. Levied funds, i.e., IMRF, Social Security, Police Pension, Insurance, G.O. Bond issue may not comply with this policy due to the tax levy process and procedures.

*Item No. 2:* Non-recurring revenues shall be applied toward non-recurring expenditures (capital improvements, capital outlay for major equipment and discretionary activities such as economic development). As an extension of this general policy, fund reserves carried from the prior year shall be expended only for non-recurring projects.

*Item No. 3:* Adequate reserves shall be maintained for all known liabilities, including anticipated employee leave and separation expenses.

*Item No. 4:* When equipment is to be acquired, fiscal arrangements should be appropriate for each particular circumstance. For equipment to be permanently acquired, financing through lease-purchase shall be considered whenever the financing cost is determined to be less than the interest that can be earned on Village cash assets or when cash flows do not allow the purchase of a needed piece of equipment. Flexible arrangements (rental) may be used when equipment needs are not permanent, or when changing needs or technologies

may make the equipment obsolete. Replacement schedules for all major equipment will be established, consistent with industry standards and experience. Whenever possible, funds will be set aside annually in an amount sufficient to allow replacement of such equipment at the end of its useful life.

*Item No. 5:* Revenues generated from programs or services should be taken into account when evaluating the cost-effectiveness of the program or service, if the revenues would not be received without those programs or services. For example, a service might be deemed cost-effective if part of the related costs were offset by user fees, but not cost-effective if the Village were to fund the program fully from general revenues without user fees.

*Item No. 6:* To provide for exigencies, working cash, and as a safeguard against fluctuating revenues, adopted budgets for the General Operating Fund, Special Revenue Funds and Enterprise Funds shall include a Fund Balance Contingency of no less than 10% of expenditures excluding transfers and one time expenditures, with the exclusion of the levied funds and Forfeited Funds, . The E-Pay fund and the new credit card fund are strictly pass-thru accounts for water/wastewater billing and does not require a 10% fund balance. Funds anticipated for close out this year contain no contingencies, e.g., Conway Farms Phase 2.

This shall be in addition to any amounts that may be budgeted for specific purposes (e.g., Salaries Contingency) and shall not be available for expenditure except by Board action. Supplemental budget amendments taking place through the course of the Fiscal Year may cause the contingency to drop below this level. In any case, contingencies for these funds shall not fall below 9% except in the event of catastrophic need.

*Items No. 7:* Special contingencies shall be established where unusual events and needs are anticipated.

*Items No. 8:* Fees should be reviewed on a regular basis to maintain cost recovery rates existent when the fees were established. Modifications to cost recovery rates or new fees should be considered where appropriate. In general, fees are applicable when services are not basic or when specific beneficiaries and their relative level of benefit can be identified.

*Item No. 9:* Grant revenues shall be pursued to provide or enhance Village services. However, recurring activities shall be initiated with grant funds only if one of the following conditions is met:

- the activity can be terminated in the event that the grant revenues are discontinued; or
- the activity should and can be assumed within recurring Village funds in the event the grant revenues are discontinued.

*Item No. 10:* The proposed budget for the General Operating Fund will be limited as follows:

- large one-time expenses should be excluded from the base in calculating the allowable increase;
- financial commitments previously made by the Board and unavoidable cost increases beyond the level of inflation are not subject to this limitation; and
- calculation of the adjusted base for expenditures and recommended exceptions will be presented by staff for Board review.

*Item No. 11:* Cost allocations between funds and activities shall be reviewed and established upon a logical and consistent basis. Among the criteria to be weighed are the duties and responsibilities shared and supported by these funds and activities. For example, all departments should provide funding for the relevant pro-rata shares of the personnel expenses-

**Reason for the policy:**

This policy encompasses several guidelines that promote sound fiscal management. **How the budget conforms to this policy:**

The Village's annual appropriation's ordinance is prepared consistent with these guidelines in order to ensure the Village's sound financial condition.

VIII. User Fees

*Item No. 1:* User fees are appropriate when services are not "basic" or when specific beneficiaries and their relative level of benefit can be identified. "Basic services" ' are those which the Village wishes to provide to all citizens. An individual may not forego these services because of the potential impact of public health, safety or welfare.

*Item No. 2:* A service which provides benefit to the entire community and for which the benefit to specific users cannot be measured, or the cost of measuring the benefit to specific users would be prohibitive (e.g. street maintenance) should be funded from general revenues, motor fuel tax or transportation capital improvement revenues.

*Item No. 3:* A regular schedule of review will be established for all user fees. *Item No. 4:* Types of Services which may be funded by User

Fees:

- a A service which provides benefits to a limited group,(e.g. recreation program fees)
  - cost recovery, i.e. all direct and indirect costs; and

-rate structure, i.e. flat rate per unit of service.

- b** A service which provides potential benefit to all members of the community and the benefit to each user can be measured or fairly approximated (e.g., wastewater system maintenance, most licenses and permits) cost recovery, i.e. all direct costs; and rate structure based on level of service (e.g., volume, frequency) or flat rate for licenses and permits.

"Direct costs" include all costs of performing the service, regulating the activity being licensed and collecting the fee, including staff time and benefits.

"Indirect costs" include a proportionate share of budgeted expenditures for administrative services, and overhead costs such as insurance and building maintenance.

*Item No. 6:* The Board may opt not to charge a fee if it would be in conflict with accomplishing public policy objectives,

*Item No. 7:* If the cost of administering and collecting a fee is disproportionately high in relation to the cost of providing the service, the service may be funded, in whole or in part, from general revenues.

*Item No. 8:* In recommending an appropriate rate, staff will consider similar fees charged by other jurisdictions in close proximity and of similar size, with similar operations. Where the Village service is in direct competition with other public entities or the private sector, e.g., Recreation fees or water/wastewater user fees, Village fees should be competitive unless there is specific public purpose achieved by leading or following those other rates.

*Item No. 9:* Citizen Participation: The opportunity for public input will be held before any new fee or fee increase is instituted. Village staff will also make a reasonable attempt to inform specific parties directly by means of meetings and/or notification of availability of documents for review.

*Item No. 10:* Current Services Funded from New User Fees: When any fee is instituted to fund services currently funded from general revenues, the Village will consider whether general revenues should be reduced accordingly, or whether those revenues should be targeted to some identified purpose.

**Reason for the policy:**

The policies specify under what circumstances user fees are appropriate.

**How the budget conforms with this policy:**

Particularly because of the limits of Property Tax Rate Caps, staff recommends that the Board look generally at revenue enhancements to keep pace with the Village's cost to provide services. The Simplified Telecommunications Tax was approved by the Board of Trustees in February 2004 and implemented in July, 2004, and is being used to fund improvements to the transportation. A Municipal Infrastructure Maintenance Fee was passed on April 28, 1015 to help support the General Fund.

## IX: Potential Revenue Sources

For any proposed additional revenue sources, the Board will consider the following criteria:

- Community acceptability;
- Competitiveness, the revenue or tax burden of Mahomet relative to neighboring communities;
- Diversity, the balance of revenue sources that can withstand changes in the business cycle;
- Efficiency, the cost of administering a tax or fee should bear a reasonable relation to revenues collected, and any new tax or fee should have minimal effect on private economic decisions; and
- Fairness, the distribution of Mahomet's revenue burden as measured by ability to pay, the benefits received or the community's definition of the resident's fair share of the revenue burden.

### **Reason for the policy:**

This policy establishes guidelines for assessing proposed new revenues.

### **How the budget conforms with this policy:**

Potential revenues discussed with the Board are evaluated using these guidelines.

## X. Pension Funds

The benefit provisions are governed by state statute and federal law.

The Illinois Municipal Retirement Fund (IMRF) or Sheriff's Law Enforcement Personnel (SLEP) is used to account for participation by all eligible Village employees in the IMRF, federal Social Security plans and the Police Pension Fund. Funding requirements are calculated by staff, consistent with federal and statutory requirements, as part of the property tax levy process.

### **Reason for the policy:**

This policy obligates adequate funding to support the Village's pension funds.

### **How the budget conforms with this policy:**

The Village funds its Social Security, IMRF and Police Pension obligations consistent with State and Federal law.

#### XI. Investment Policy

The Investment Policy is incorporated into these Financial Policies by reference and is attached.

#### XII. Capital Improvements

The Capital Improvement Policies are adopted as a separate document and are incorporated herein by reference.

#### XIII. Vehicle /Capital Equipment Replacement

The Vehicle/Capital Equipment Replacement Policies are adopted as a separate document and are incorporated herein by reference.



# *Village of Mahomet*

503 E. Main Street - P.O. Box 259 - Mahomet, IL 61853-0259  
phone (217) 586-4456 fax (217) 586-5696

## INVESTMENT POLICY

May 1, 2016

### A. Scope of Investment Policy

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

### B. Investment Objectives

The overall direction of the Village of Mahomet Investment Policy may be found in the following objectives, which have been prioritized and explained to clearly identify the results expected.

- Safety of principal is the foremost objective of the Investment Policy. Investments of the Village of Mahomet shall be undertaken in a manner that seeks to ensure the preservation of capital. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they are from securities defaults or erosion of market value.
- Return on investment. The Village's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Village's investment risk constraints and the cash flow characteristics of the portfolio.
- Diversification. In order to further guarantee asset safety, the Village of Mahomet shall diversify investments to avoid incurring unreasonable risks from the practice of concentrating investments in specific security types and/or individual financial institutions.
- Public confidence in the investment program is imperative. The Village of Mahomet will avoid any transaction that might impair public confidence. Investments shall be made with judgement and care, under circumstances

then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Such standard, therefore, avoids unwarranted speculation; emphasis is placed on the probable safety of capital rather than the probable income to be derived.

#### C. Responsibility for the Investment Program

The establishment of investment policies is the responsibility of the President and the Board of Trustees of the Village of Mahomet. Management and administrative responsibility for the investment program of the Village of Mahomet is hereby delegated to the Village Treasurer. The Village Treasurer shall prepare and follow written procedures for the operation of the Investment Program, be responsible for all transactions undertaken, and shall establish a system of accounting controls to safeguard Village assets. The Village Treasurer may from time to time amend the written procedures in a manner not inconsistent with this Policy or with State law.

#### D. Cash Management

The Village Treasurer shall prepare written cash management procedures, which shall include, but not be limited to, the following:

1. Receipts: All monies due the Village of Mahomet shall be collected as promptly as possible. Monies that are received shall be deposited in an approved financial institution no later than the next business day after receipt by the Village. Amounts that remain uncollected after a reasonable length of time shall be subject to any available legal means of collection previously approved by the Board of Trustees. One of the objectives of the Village's cash management procedures is to comply with the provisions of the Illinois Revised Statutes, which mandates prompt investment of funds.
2. Disbursements: Any disbursement of suppliers of goods and/or services or to employees for salaries and wages shall be contingent upon available budget appropriations.
3. Financial Forecast: At least annually, a financial forecast will be prepared using expected revenue sources and items of expenditure to project cash requirement for future years of the Village. An analysis will be prepared for both operating and non-operating revenues and expenditures. These analyses will provide a guide for determining the length and amount of investments.
4. Pooling of Cash: Except where otherwise provided by the Board of Trustees, the Village Treasurer will be authorized to pool the cash or

various funds to maximize investment earnings where in his/her opinion it is advantageous and prudent to do so. Investment income will be allocated to the various funds based upon their respective participation.

#### E. Accounting

The assets, liabilities, revenues and expenditures of each fund are maintained as separate entities. All investment transactions shall be recorded in accordance with generally accepted accounting principles as promulgated by the Government Accounting Standards Board. Accounting principles will include:

- Investments will be carried at cost or amortized cost which approximates market value.
- Any premium or discount on investment will be amortized over the life of the investment.
- Gains or losses of investments in all funds will be recognized at the time of disposition of the security.

#### F. Financial Institutions

It shall be Village of Mahomet policy to select financial institutions on the following basis.

1. Security: The Village shall maintain funds in a financial institution only if that institution is federally insured or invests strictly in securities which have the full faith and credit of the U.S. Government.
2. Location: Every attempt will be made to invest Village funds locally provided local institutions are price competitive with respect to rates of return on comparable investment products.
3. Size: The Village of Mahomet will not maintain deposits in any financial institution in which the Village funds on deposit will exceed 50% of the institution's capital stock and surplus.
4. Statement of Condition: The Village of Mahomet 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 Village to be insufficient, the Village may request additional information.

### G. Investment Selection

The Village may invest in any type of security allowed for in Illinois statutes regarding the investment of public funds. Approved investments include:

- Bonds, notes, certificates of indebtedness, treasury bills, or other securities, including obligations of the Government, National Mortgage Association and Federal National Mortgage Association which are guaranteed as to principal by the full faith and credit of the government of the United States of America.
- Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investment constituting direct obligations of any institution as defined by the Illinois Banking Act and that is insured by the Federal Deposit Insurance Corporation.
- Funds may be invested in fully FDIC-insured certificates of deposits through the Certificate of Deposit Account Registry Service, provided that the other requirements of the Policy have been satisfied.
- Illinois Public Treasurer's Investment Pool.

### H. Bidding Procedures on Certificates of Deposit

In obtaining competitive quotations for certificates of deposit at least two(2)-qualified institutions will be contacted each time an investment is placed. In no instance shall an investment be placed without the authority of the Village Treasurer.

Investments shall be placed with the institution that best exhibits the ability to meet the investment criteria and objectives in this policy.

### I. Diversification and Maturities

The Village of Mahomet shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number on institutions invested in, and length of maturity.

- Maturities of investments shall be selected to enable the Village to have available sufficient cash for all operating purposes.

#### J. Collateral

It shall be Village policy to encourage that all funds on deposit in banks in excess of FDIC limits are secured by some form of collateral. Direct investments guaranteed by the United States or any agency of the United States do not require collateral.

The Village shall enter into a collateral agreement with any financial institution willing to pledge paid collateral; this agreement shall outline the types of assets that may be pledged as collateral, the amount of collateral required and the placement procedures. The Village shall accept any of the following securities as collateral:

- Negotiable obligations of the United States Government.
- Negotiable obligations of any agency or instrumentality of the United States Government guaranteed by the full faith and credit of the United States Government.
- Pledged collateral will be held by the Village or in safekeeping and evidenced by a safekeeping agreement. The collateral, agreement will preclude the release of the pledge assets without authorized signatures of the Village Treasurer but the agreement may allow for an exchange of collateral of like value.

#### K. Internal Controls

Where deemed necessary, the Village Treasurer or his/her designate shall establish a system of internal controls, which shall be documented in writing. These internal controls and this Investment Policy shall be reviewed by an independent, certified public accountant in conjunction with the annual examination of the financial statements of the Village. The controls shall be designed to prevent losses of the Village funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees.

#### L. Reporting

The Village Treasurer shall submit a monthly cash and investment report to the Village Board for review.

The Comprehensive Annual Financial Report shall include all investment information as promulgated by the Government Accounting Standards Board.

The Village Treasurer shall periodically suggest policies and improvements that might be made in the investment program.

#### M. Standards of Prudence

The standard of prudence to be used by the employees responsible for the investment of public funds shall be the “prudent person” standard, subject to the foregoing limitations, which states:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons knowledgeable of investment practices, and 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 possible income to be derived.

The above standard is established as the standard of professional responsibility and shall be applied in the context of managing the Village investment portfolio. This policy recognizes that there are circumstances beyond the control of even the most prudent investor which impact the return obtained. However, officials and employees of the Village acting in accordance with this Investment Policy and written procedures as may be established and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided that deviations from expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

#### N. 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.

#### O. Investment Policy Adoption

The investment policy shall be adopted by the Board of Trustees. The policy shall be reviewed on an annual basis by the Treasurer and any modifications made thereto must be approved by the Board of Trustees.



## *Village of Mahomet*

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May 1, 2016

### **Vehicle/Capital Equipment Replacement Policy**

Purpose: The purpose of this policy is to establish procedures for the replacement of Village vehicles and equipment. A scheduled replacement program is included.

Scope: This policy addresses the purchase of all vehicles and all capital equipment owned by the Village.

Responsibility: It is the responsibility of the Village Administrator to assure that all the procedures outlined herein are followed. The Village Administrator will administer vehicle/ capital equipment purchases and provide initial replacement recommendations to the Board of Trustees.

Policy Statement: Upon approval, the Board has established a financial policy providing an annual funding of amortized vehicle expenses to pay for acquisition of replacement vehicles. Allocated funds are held in the vehicle/capital equipment replacement fund. Money from this fund is used for vehicle/capital equipment purchases. This policy will implement Board Financial Policies.

Vehicles and equipment are used to safely and efficiently accomplish Village responsibilities. Vehicle and equipment expense is justified by the increased productivity of equipment and vehicles. The safety of Village residents and employees is as important as is efficient and productive labor by Village employees. To the extent that the comfort of Village employees is a factor in both safe and efficient operation of vehicles and equipment, certain accessories and features, such as air conditioning, that enhance the productivity of employees or the safe operation of equipment and vehicles shall be acquired with vehicles and equipment. Such accessories shall be limited to those that are justified by safety, efficiency, or by operational effectiveness.

The Village shall acquire and maintain a Village fleet of vehicles and equipment as authorized by the Village Board at a level to accomplish the tasks required. The Village Administrator shall take action to reduce the cost of acquiring and maintaining equipment owned by the Village, as well as action to minimize the

size of the Village fleet in consideration of the tasks to be accomplished. The Village Administrator will have primary responsibility for fleet inventory recommendations to the Village Board of Trustees.

Vehicle replacement policies and procedures are divided into three main branches: (1) Vehicle Specification Standards; (2) Vehicle Replacement Scheduling; and (3) Funding of the Vehicle/Equipment Replacement Fund.

## Procedures

### VEHICLE/CAPITAL EQUIPMENT SPECIFICATION STANDARDS

Prime consideration in writing specifications will be given to the nature of the tasks to which the vehicle is assigned. The specifications shall be written to meet the minimum requirements of the tasks required of the equipment in a manner that results in the lowest average annual cost of owning and operating the vehicle. Additional features justified by safety and efficiency will be separately justified to the Village Administrator prior to bid solicitation. Upon approval by the Village Administrator, these features will be added to the bid specification.

The Village Administrator and staff will utilize the State Joint Purchase Program when acquiring vehicles/equipment for use in the Village whenever specifications and cost effectiveness warrant such use. When equipment is included in the State bid, the specifications provided in the State bid documents will be used for bidding purposes, unless there is compelling reason for changing them.

Bids shall be awarded to the lowest responsible bidder meeting all the stipulations of the bid documents and complying with all requirements of the Village purchasing policy.

Size and Capacity: Vehicles shall be of the minimum size and capacity to perform the tasks required at the lowest total life cycle cost for the equipment.

Accessories: Vehicles shall be bought as generally available factory equipped. Additional accessories shall be purchased only as justified separately. Safety related accessories such as air bags, tinted windshield, rear window defroster, and intermittent wipers shall be included in all vehicle purchases where available. Additional accessories, if not provided as standard equipment, such as radio; electric window, door locks, carpet, cloth seats; air conditioner, tilt steering wheels, cruise control, will be specified when the requirements of the vehicle, or anticipated affects on resale value of used vehicles, can justify such specification. Generally the standards are as follows:

- a. Radios: All Village vehicles shall be equipped with the lowest cost standard AM/FM radio made available by the manufacturer.

- b. Communication radios: All vehicles and equipment assigned to a department utilizing communication radios will be equipped with radios sufficient to the communication system.
- c. Air conditioning system: Passenger vehicles, including pickup trucks, will be equipped with air conditioning. Other trucks and equipment will be so equipped if a specialized function requires air conditioning. Dump trucks used for plowing snow will be equipped with air conditioning. The result of having air conditioning in dump trucks is a larger radiator which is necessary and makes the truck work more efficiently for snow plowing.
- d. Cruise control: Passenger vehicles shall be so specified if the anticipated use of the vehicle will require extensive highway or interstate travel.
- e. Exterior trim packages: Specifications will include bump or nick protection guard trim where available and when such protection is available and when such protection is available at a reasonable cost and does not require features not otherwise specified.
- f. Interior trim packages: Specifications will include carpeting and cloth seats for passenger vehicles and pick-up trucks. Other equipment may be equipped with minimum cost interior finishing.
- g. Caution lights: All equipment acquired to be used as a working vehicle shall be equipped with high visibility caution lights, mounted as top lights or as designated by the Department Superintendent/Director. Working trucks assigned to routinely work in traffic lanes in maintenance activities, such as patching streets, shall be equipped with rear mounted arrow boards or other warning device as deemed appropriate by the Village Administrator.
- h. Tool boxes: Pick-up/Utility trucks will be equipped with sufficient lock-able tool storage chests to secure equipment normally assigned to the personnel utilizing the vehicle.
- i. Rustproofing/Spray-In Bedliners: All vehicles will be rustproofed and bedliners installed prior to use. The Department Superintendent/Director will compare cost and warranty when comparing rust-proofing services. The Department Superintendent/Director shall determine the least cost, best warranty method and regularly verify comparable cost for such protection.

Marketing practices of automobile manufacturers often require accessories to be purchased in packages. These packages often group accessories in such a way as to preclude the acquisition of one particular feature without also acquiring others. In cases where competing bids provide unspecified features along with specified features, staff shall limit its bid evaluation only to the specified accessories. No bid shall be considered enhanced or of greater value based upon the inclusion of unspecified equipment. Where all other bid considerations are comparable, unspecified accessories shall be considered in the bid evaluation.

Vehicle accessories acquired as an aftermarket feature, when acquired as an integral part of the vehicle's function, will be included as a part of the vehicle expense when computing the vehicle replacement costs. Snow plows, police top lights, prisoner restraint seats in squad cars, communication radios, and tool boxes for utility trucks are examples of some types of accessories that will be included as vehicle costs for this purpose.

The Department Superintendent/Director will be responsible for publishing all specifications. Specifications will be developed by the department superintendent/director assigned the vehicle with assistance by the Village Administrator. Specialized equipment specifications such as heavy equipment will be developed by personnel having the best understanding of the operating needs of the equipment. The Village Administrator will assist in specification development for specialized equipment.

All bids will require a written specification of equipment. Three approaches to bid specification will be utilized:

1. Performance Specification: Specifies the required results and criteria by which the performance can be verified.
2. Reference Standard Specification: Requires a product to be in accordance with an established industry standard.
3. Proprietary: Specifies actual brand names, model numbers, and other proprietary information.

Most bids are expected to contain a combination of the above. The use of proprietary specifications shall be limited to those acquisitions where a clear and overriding benefit to the Village exists. In all cases involving proprietary specification, equipment which will perform in a like manner as proprietary equipment, will be an acceptable substitute.

## VEHICLE REPLACEMENT SCHEDULING:

Planned replacement scheduling is a strategy for forecasting equipment needs and the subsequent funding requirements. Routine review of replacement schedules allows for examination of equipment prior to actual replacement and provides for variations in individual vehicles/equipment which may justify either extended use or off-schedule replacement.

Village vehicles will be placed into a vehicle replacement schedule based on the assigned use and assigned an expected service life. The expected service life will be the period of time over which the estimated cost of owning and operating the vehicle reaches its lowest average annual cost while the equipment continues to meet performance requirements.

The determination of the lowest life cycle cost will include an evaluation of all costs associated with vehicle/equipment ownership. The costs are:

<u>Category</u>	<u>Cost Per Mile</u>
MC, Maintenance Cost	Increasing
OC, Operating Cost	Constant
DT, Downtime	Increasing
DEP, Depreciation	Decreasing
REP, Refurbish/Accident	Non-Periodic

Maintenance expenses are those incurred to repair or to maintain the vehicle. Maintenance expenses generally increase over the life of the vehicle/equipment. Operating expenses are those incurred while using the vehicle, including fuel, fluids, and operating supplies not included as maintenance expenses. Unlike maintenance expenses, operating expenses can be expected to be relatively constant over the life of the vehicle although, in most cases, operating expenses rise over time. Downtime reflects the expense of unavailable equipment. Downtime is a function of both the age/utilization of the vehicle and its maintenance. Depreciation is the difference in the purchase price of the vehicle/equipment and its resale value. Depreciation usually decreases over time. It can be thought of as that part of the vehicle/equipment value that is used up in any period of time.

For purposes of determining the average annual vehicle cost, maintenance costs include all parts and labor incurred when the vehicle is being repaired or serviced. Parts and repair costs for repair of accident damage is not considered maintenance cost. Operating costs include all fuel and supplies purchased and used by the vehicle operator. Downtime is the estimated average hourly rental or hourly replacement cost incurred by any vehicle class or individual vehicle where no vehicle class exists. Downtime values will be established annually for each

vehicle. Downtime includes all maintenance time. Downtime only includes the regular working hours of the shift to which the vehicle/equipment is assigned. Depreciation is calculated by taking the actual purchase price of any vehicle and subtracting the most current NADA (National Automobile Dealers Association) “book” retail price for the vehicle.

To determine the average annual cost of vehicle ownership and operation, the Village staff will annually analyze equipment. The calculation for this average annual cost (AC) will be:

$$AC = \frac{MC+OC+DT+DEP}{\text{Vehicle age in years}}$$

$$\text{Example-}3785.00 = \frac{0+565.00+0+3220.00}{2001 \text{ Dodge Ram } 1500}$$

This calculation will be compared with the average annual cost of like vehicles/equipment and with the average annual cost for the individual vehicle over its life. Any vehicle found to have an annual cost of operation that is less than class average will be reviewed for retention in the fleet beyond its scheduled planned replacement. Any vehicle found to be over the fleet average by 10 percent will be reviewed for earlier than scheduled replacement. Consideration will be given to significant repairs which may account for an aberration in the annual cost for the vehicle. Consideration of major foreseen expenses will also be considered.

The scheduled minimum replacement periods (whichever occurs first, i.e. years, miles, or hours) for vehicles/equipment is established as follows:

Dump Trucks, Diesel-heavy	8 yrs or 100,000 miles
Pickup Trucks, Diesel	8 yrs or 100,000 miles
Pickup Trucks, Gas	8 yrs or 100,000 miles
Police Squad Cars	5 yrs or 80,000
4-Wheel Drive (SUV)	8-10 yrs or 120,000
Intermediate Passenger Cars	8 yrs or 80,000 miles
Backhoe	7 yrs or 5000 hours
Front End Loaders	10 yrs or 12,000 hours
Construction Equipment	10-15 yrs or 12,000 hours (i.e., sewer jetter)
Tractors`	7 yrs or 4000 hours
Riding Mowers	4 yrs or 1500 hours
PTO Driven Mower	5-7 years

#### Transfer and Rotation of Vehicles within the Village Fleet:

The Village Administrator and staff will review vehicle use annually with user departments. Where similar vehicles are in use in the Village and the assigned

use of such vehicles results in significantly different mileage, hours, or other utilization measures, the Village Administrator, in conjunction with affected departments, will recommend to the Village President, transfers within the Village fleet in order to even out such differences. The goal of this policy will be to incur similar usage so that vehicles do not become unreliable due to age prior to reaching the mileage requirements for replacement.

Where possible, low use vehicle assignments will be accomplished by transferring a high mileage, low age vehicle to a different department.

Where such transfers, due to special set up needs, require an expense of more than 25 percent of the vehicle's resale value, the Village Administrator will prepare an estimate of average cost impacts of the transfer for the Village President. If the result of the average cost impact demonstrates a higher average cost for transferring the vehicle, the Village Administrator will not recommend replacement. When the transfer expense exceeds 50 percent of the vehicle value, the Village Administrator will not recommend the transfer unless the expenses incurred in a transfer can be shown to extend the vehicle's service life by at least 50 percent of the initial service life estimate for similar vehicles.

Department-Superintendent/Director of affected departments in a vehicle transfer will be informed of the recommendation to transfer vehicles/equipment. The Department Superintendent/Director may prepare a separate recommendation for the Village Administrator's consideration.

#### VEHICLE REPLACEMENT RESPONSIBILITIES AND PROCEDURES:

The following information describes the role and responsibilities in each step of the vehicle replacement procedure:

- I. Identify the list of vehicles requiring replacement.
  - a. A schedule of vehicle replacements is updated annually. The schedule is based on an expected vehicle life as listed above. Each year the replacement schedule is examined for vehicles due to be replaced in the next two years.
  - b. The Village Administrator distributes the listing of vehicles scheduled for replacement for the next two years to the various departments by December. Departments will review to identify possible changes.
  - c. The Village Administrator and affected departments review the list. The Village Administrator and department head will decide whether a vehicle can be removed or added to the list. The decision will be based on vehicle mileage, age, maintenance requirements, or

overall condition of the car. The list of scheduled vehicle changes, along with recommendations for each is sent to all affected departments. The Village Administrator reviews the recommendations and adjusts the schedule to reflect any further changes.

## Exceptions

Capital Improvement: Additions to the fleet will be requested on a Capital Improvement sheet either during the budget process or at another time through specific approval of the Village Administrator. If approved these vehicles are then added to the vehicle/equipment replacement schedule.

Damaged Vehicles: Vehicles damaged beyond repair prior to a scheduled replacement are replaced through a bid solicitation or through the State Joint Purchase Program. Board approval is sought if the vehicle cost is equal to or exceeds \$5,000; if it is under \$5,000, Village Administrator approval is required.

## II. Specifications Writing, Processing, etc.

- a. The User Department is responsible for writing specifications in conjunction with the Village Administrator. Departments with specialized equipment needs (ESDA, heavy equipment, etc.) will provide considerable input and research in specification development for this equipment.
- b. The Village Administrator and the appropriate departmental personnel shall agree on the final set of specifications prior to bidding any piece of equipment. Disagreements over the written specifications should be resolved between the Village Administrator and the department, but will be determined by the Village Administrator if not resolved at the department level.
- c. Any specifications which deviate from the standard specifications for village equipment will be separately brought to the attention of the Village Administrator prior to bid.
- d. The Village Administrator or designee will approve all equipment bid specifications prior to bidding

## III. Bidding

- a. Department Superintendent/Director will prepare the bid packet if necessary according to Village and State requirements. The bid

packet will contain the necessary contracts, documents and affidavits that meet all Village, State and Federal requirements.

- b. Department Superintendent/Director schedules vehicles for bidding through the Village Clerk's office and then advertises for bid solicitation.
- c. Bid packets shall be sent to all known dealers in Champaign County as well as any other potential or interested bidders, including state contract bidders whenever applicable.

#### IV. Evaluating Bids

- a. The Village Administrator or designee shall attend the bid opening at the Village office. The intended user may attend the bid openings but their presence is not required.
- b. Some dealers give demonstrations of their equipment. This gives the intended users an opportunity to see the equipment in operation and helps the Village Administrator and Department Superintendent/Director evaluate equipment. The user department should be present for equipment demonstrations. Equipment demonstrations will be encouraged and any dealer wishing to demonstrate equipment will be allowed to do so. When all dealers have been allowed an opportunity to demonstrate equipment, the information gathered in such demonstrations will be used in the bid evaluation. Demonstration information will not be used in bid evaluations unless all dealers have been provided a demonstration opportunity.
- c. The Village Administrator and Department Superintendent/Director will review all bids and then recommend the low bid which meets all specifications. Any deviation will be required to be separately justified. See the purchasing policy for additional information about bid evaluation.
- d. The Village Administrator reviews the bids and recommendation with the user. The user provides comments and discusses the proposed recommendation. Disputes over recommendation are resolved by the Village Administrator.
- e. Board receives the recommendation along with alternatives and either approves or disapproves the purchase. If the vehicle cost is under ~~\$5,000~~\$10,000, the Village Administrator can approve the purchase without further Board action required. If the vehicle cost is equal to or exceeds ~~\$5,000~~ \$10,000, Board approval is required.

V. Resolution

- a. The Village resolution and report to Board should explain the specifications, needs and recommendations for the purchase. The estimated cost of the vehicle will be included as well as the allocated funds in the equipment/vehicle replacement fund for the purchase.

VI. Placing the order

- a. The Village Treasurer's office will send a copy of the resolution to the dealer awarded the bid with a copy to the Village Administrator.
- b. A purchase order will be prepared and sent to the successful bidder in accordance with the purchasing policy.

VII. Adding or Deleting a Vehicle from the Fleet.

- a. A new vehicle authorization form is completed when adding a new vehicle to the fleet. The Village Treasurer will add new vehicles to the Village's insurance policy.
- b. Several options exist for disposal of vehicles from the fleet. Vehicles may be used as trade-ins, transferred to another department or division, sold to the public or scrapped. All requirements of the Village for disposal of surplus property will be followed. Disposal recommendations will be made in order to maximize the economic return to the Village.

Funding of Vehicle/Equipment Purchases:

Vehicle and equipment purchases represent a major and predictable expense for the Village. In order to even out annual fluctuations in vehicle/equipment expenditures, the Village Treasurer will maintain an amortization schedule for all vehicles/equipment. The amortization schedule will provide an annual amortization fee for the vehicle/equipment including all ancillary accessories. The amortization fee will be based on the predicted replacement cost of the vehicle/equipment and the anticipated service life of the equipment. The service life of the equipment will be initially determined by the schedule contained in the replacement policy. Where a shorter or longer actual service life develops, an adjustment in the amortization fee to reflect the change will be made when the service life adjustment is made. A discussion of the amortization fee calculation and components follows:

#### Equipment Replacement Fund:

The amortization fees for vehicles/equipment will be held in a Capital Equipment/Vehicle Replacement Fund. The ERF/VRF will be funded by budget contributions from each utilizing department at a level equal to the total amortization fees developed from the amortization schedule. All vehicle/equipment purchases will be budgeted in the ERF/VRF and paid for from funds accumulated in the ERF/VRF. Funding sources will come from utility tax revenue, water/wastewater billing, recreation fees and sales tax.

#### Service Life:

The service life is the anticipated years that a vehicle/equipment will be kept in the position for which it is acquired. The expected purchase price of the vehicle is to be recovered over this period. When a vehicle is transferred into a second position after serving its full service life in an initial position, the used vehicle/equipment service life for the secondary position will be its expected years of service in that position. In the case where a vehicle/equipment serves a front line use and then serves a period of reserve status, the front line service period will be its service life and the replacement cost shall be recovered over its front line service life. Reserve status equipment will not be-amortized.

#### Replacement Cost:

The replacement cost will be the estimated cost of the vehicle, if it was to be purchased, in the year in which the calculation is being made. In most cases the replacement cost will be equal to the last purchase price for a similar vehicle/equipment when a purchase has occurred in the fiscal year in which the calculation is being made. When no purchase has occurred, an estimate of such purchase costs will be made based on industry price guides, State bids, or similar published statistics. If no published guides exist, the Village Administrator will determine a replacement cost estimate by a survey of other government agencies. The used value will be the expected replacement cost for determining the replacement value for the secondary use transfers within the fleet.

#### Interest Payment Credits:

Interest or investment revenues accruing in the equipment replacement fund will be used to offset amortization fees for the following budget period. The total amortization fees shown in the budget as a transfer to the ERF/VRF will be adjusted by an amount equal to the interest of investment revenues for the previous year. The credit will be split as a percentage of the total ERF transfer for each fund activity. Each fund with a transfer to the ERF/VRF will receive a credit for that percentage of the interest and investment revenue as reflected in their percentage of the total transfer to the ERF/VRF. Credit will be calculated by adding all amortization fee payments for a vehicle/equipment date of purchase.

Inflation:

Each year the rate of inflation for vehicles/equipment, as determined in the Bureau of Labor and Statistics annual publication or in a similar publication, will be used to predicted future vehicle expense based on a vehicle/equipment estimated replacement date.

Salvage Value:

Salvage value is the estimated trade in price, estimated sale value, or value as estimated in a nationally published used vehicle/equipment guide.

Amortization Fee Calculation:

$$AF = \frac{(\text{Current Replacement cost} - \text{Current Salvage Value}) \times (1 + \text{Inflation Rate})}{(\text{Service Life})}$$

**Example** – 2013 Ford F150

$$\frac{3,484.00}{(3)} = \frac{20,470.00 - 12,500}{3} \times 1.00$$

Where: AF = Amortization Fee

Remaining Service Life = Service life minus years since purchase

Alternate Means of Providing Vehicles/Equipment

Leases: Where vehicles or specialized equipment are required for a short period of time, the Village Administrator may authorize departments to lease such equipment, provided that the expense of the lease does not exceed \$10,000. In the case where the lease is equal to or exceeds \$10,000 Board approval of the lease will be required. Leases will be utilized to reduce purchase expenditures while allowing use of equipment when needed. The basis for a decision to lease as opposed to a purchase will include an analysis of the average vehicle cost as described in the replacement schedule and be reviewed by the Village Administrator.

Date Approved: 05/28/02

Revised 05/01/16



# Village of Mahomet

503 E. Main Street - P.O. Box 259 - Mahomet, IL 61853-0259  
phone (217) 586-4456 fax (217) 586-5696



## CAPITAL IMPROVEMENT POLICIES

May 1, 2016

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### I. Purpose & Definition

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The Village will develop a five year plan for capital improvements, update it annually, and make capital improvements in accordance with the Plan.

**Definition of Capital Improvement:** A capital improvement is defined as “an expenditure in excess of \$10,000 for the planning, design and construction of a physical improvement or associated fixed equipment needing replacement within a five year period.”

**Reason for the Policy:** This statement explains the purpose of the Capital Improvements Policies and defines the scope of the Capital Improvement Plan.

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### II. General

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**Construction of Quality Projects:** Construction of quality projects is desired. Design will be done with emphasis placed on functionality and durability, and to minimize maintenance costs and to delay rehabilitation and replacement as long as practicable.

**Protection of Investment & Cost Minimization:** Provide for maintenance of the Village’s physical assets at a level adequate to protect the Village’s capital investment and minimize rehabilitation and replacement cost over the life cycle of the improvement.

**Maintenance & Rehabilitation:** Provide for the adequate maintenance and the orderly rehabilitation /replacement and expansion of the Village’s infrastructure.

**Maintenance to Expansion Ratio:** Attempt to more equally balance capital improvement funds for rehabilitation/replacement projects and for expansion projects.

**Balanced Allocation of Funds Among Systems:** Attempt to use a balanced approach to the allocation of capital improvement funds on a system-by-system basis to insure that all such systems are upgraded and developed over time.

**Annexations/New Development:** The Village will facilitate the construction of infrastructure across another property to serve a new development, based upon an annexation or development agreement, and will recover its cost by assessing a fair share to those who benefit from the improvement.

**Staff Resources:** The Village will program those projects which are reasonably accomplishable with the staff resources that are available.

**Reason for the Policy:** This item establishes general guidelines for capital planning.

**How the Budget Conforms with this Policy:** Board of Trustees and Staff take these guidelines into consideration when reviewing project requests. Growth as well as new responsibilities, e.g., Wastewater Treatment Plant Expansion project requires a large investment in infrastructure expansion. Routine transportation system maintenance, major drainage projects, along with park development represents a significant investment of public funds.

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### III. Funding for Capital Improvements

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**Major Revenue Sources:** Major revenue sources for capital improvements are as follows: Capital Improvements Funds, Motor Fuel Tax Fund, General Corporate Fund, Water Operations Fund, Wastewater Operations Fund, TIF Funds, Bond Funds and Parks Fund.

**Wastewater Systems:** The WWCI fund will be used to finance wastewater expansion, rehabilitation and future capital improvement projects. The “West Mahomet Interceptor Project” engineering and infrastructure is planned for future years and will utilize the funding sources of the WWCI. 100% of wastewater connection fees, and a significant portion of sanitary sewer user fees are used to fund these capital improvements.

**Water System:** The WCI fund will be used to finance water system expansion and rehabilitation of water lines serving Lombard Street. 100% of Water connection fees, and a significant portion of water user fees are used to fund these capital improvements.

**Transportation System (includes streets, sidewalks, bikepaths and drainage systems):** The Village adopted a Simplified Telecommunications Tax in February 2004 which was implemented in July, 2004, to help fund major transportation system improvements. The Transportation System Capital Improvement fund includes receipts from the Simplified Telecommunications Tax and developer reimbursements. The Simplified Telecommunications Tax receipts as of April 30, 2016 have totaled \$2,176,202.60. The Motor Fuel Tax fund relies upon receipt of state-shared revenues. Funds are appropriated in the Transportation System Capital Improvement fund and Motor Fuel Tax fund for various projects.

**Unallocated Reserve for Capital Improvements:** An unallocated reserve shall be established for capital improvements within the Water Capital Improvement, Wastewater Capital Improvement, Transportation Capital Improvements, Motor Fuel Tax and Parks funds. The reserves in these funds are allocated for future projects as programmed in the Capital Improvements Plan.

**Reason for the Policy:** The item defines sources of funding for capital projects and indicates what types of projects are appropriately funded from each of those sources.

**How the Budget Conforms With this Policy:** Capital improvement projects have been funded in accordance with this policy. Projects are individually reviewed by Board and Staff with funding source as one of the items considered in the evaluation.

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#### IV. **Criteria for Evaluating Relative Priority of Projects**

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Within the broad categories of planning, efficient utilization of public resources, economic development, and safety, the Board of Trustees and Staff use the following criteria to evaluate the relative merit of each capital project:

**Coordinated Projects:** Projects that are coordinated with another jurisdiction or projects that are coordinated to improve several infrastructure systems at the same time would receive higher priority than those that are not. Example: Street projects that include sanitary and storm sewers, street lights, sidewalks, bike paths, water main and streetscape would have higher priority than street projects not including other systems, e.g Eastwood/Franklin Street Improvement.

**Economic Development:** Projects that help retain existing businesses, provide new business investment in Mahomet, or aid in the formation of new jobs would receive a higher priority than those that do not. Example: Projects increasing system capacities in order to accommodate growth and development would receive higher priority, e.g., Wastewater Treatment Plant expansion project, infrastructure extensions for proposed business developments east of Mahomet.

**Health & Safety Hazards:** Projects that correct a health or safety hazard or prevent a critical breakdown of a Village facility will be given priority. Example: Adding or replacing sidewalks and pathways along a busy arterial to provide safe walking routes, e.g., Eastwood and Franklin Street, Barber Park Pathway.

**Inclusion in Approved Master Plans:** Projects that are included in approved area plans, master plans such as infrastructure master plans, or projects that include multiple phases requiring longer term planning would receive a higher priority than those that are not. Example: The expansion of the wastewater treatment plant to serve areas that will need wastewater utilities. e.g. West Mahomet Interceptor Sanitary Sewer project.

**Maintenance, Rehabilitation, and Replacement Prioritization:** First priority should be given to funding projects that provide preventative maintenance to extend infrastructure life and reduce life cycle cost. Second priority should be given to funding reparative maintenance to avoid a critical failure. Third priority should be given to projects that replace or provide major rehabilitation of existing infrastructure. All types of projects should be adequately funded before significant funds are diverted to new expansion projects. Example: Seal coat projects (oil and chip, oil and boiler slag or microseal) and pug overlaying to prevent deterioration should receive higher priority than building hot mix asphalt overlays to prevent deterioration should receive higher priority than building asphalt overlays to repair the surface, and both would be higher than projects to reconstruct failed pavements. The goal of this criterion is to help assure adequate levels of funding for preventative maintenance rather than more expensive repair or replacement.

**Mandated or Contractual Obligation:** Projects that are required by a contractual obligation that is approved by Board or mandated by the State or Federal governments would receive a higher priority than projects that are not. Example: Project to dechlorinate effluent from the WWTP to meet EPA requirements would receive higher priority.

**Neighborhood Development and Protection:** Projects that are a component of a systematic neighborhood development plan or strategy or that receive support of an active neighborhood group should be given priority. Example: Projects to build a facility requested and supported by a neighborhood such as sidewalks would receive a higher priority.

**Outside Funding:** Projects that have outside funding would have higher priority than those projects funded only with Village revenue. The higher the portion of outside funding, the higher the priority. Possible sources include Grant Funds, IDOT, and private sources. Consideration should be given to “sweat equity” provided by active neighborhood groups. Example: Transportation Enhancement Program Grant, Lake of the Woods Multi-Purpose Pathway Project, Canoe Kayak Launch Grant.

**Size of Benefiting Population:** Projects that benefit more people should have higher priority than those that benefit few. Example: Streets with higher average daily traffic should be improved before streets with lower traffic volume, e.g. Main Street, Franklin Street.

**Reason For The Policy:** Project requests consistently exceed funds available for most funding sources. Since not all proposed projects can be funded, funds must be spent in the most cost-effective manner, balancing the many priorities for use of the funds.

**How the Budget Conforms with this Policy:** Recommendations contained in the proposed Capital Improvement Plan are generally consistent with priorities.

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## V. Long-range Facility Planning

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**Purpose of Long-range Facility Planning:** To protect the capital investment in its existing facilities, the Village shall prepare long-range facility plans, e.g. Wastewater Treatment Plant Expansion. The purpose is to assess the functional viability of those facilities and anticipate improvements that may be needed to maintain modern, efficient, safe and adequately-sized Village facilities and to extend the life of the buildings

**Process:** The process for developing long-range facility plans shall include, at a minimum, the following steps:

Analysis of Existing Conditions: Purpose is to determine the existing use of the facility as it relates to programs and services conducted from the premises and to identify existing limitations and problems needing to be addressed. In addition, projections shall be made of growth in existing programs and services in order to maintain existing levels of service as the community grows and changes. An attempt shall be made to identify new programs which may be implemented in the next 10 years.

Identification of Future Goals and Objectives: Based on established Board policy and direction from Village Board, goals and objectives shall be identified which establish desired standards for the facility and the programs and services conducted from the facility.

Facilities Plan: The long-range plan shall evaluate the facility over at least a ten year period based on the goals and objectives. It shall consider the impact of Village growth and development on programs and services identified above. The plan shall then assess the implications of the changes on the available space and functionality of the building design; identify alternatives and prioritize projects to address existing and future needs identified in the process. A staged facility plan will be recommended which will identify specific projects, their costs and a proposed schedule for implementation.

Design and Construction: The identified projects will be scheduled through the Capital Improvement planning process.

**Prioritization:** Improvement projects shall be prioritized based on the relative severity of the problem or need they are intended to address. The following types of problems and needs shall in their relative order or priority serve as a general guide:

Limitations of existing facilities which are undermining the successful delivery of services and programs to the citizens in a responsive and responsible way; in order to maintain the levels of services established by Village Board.

Lack of space to house staff and/or equipment required to implement new programs and/or services established by Village Board.

Conditions of overcrowding which reduce staff efficiency and effectiveness in performing assigned duties.

Efficient building layout and design shall be encouraged so that the utilization of existing Village facilities is maximized. Enlargement of facilities to address identified space needs shall be considered next. New construction shall be considered as a last resort.

Building improvements shall be designed to allow for future expansion, at such time as it is needed, with the lowest reconstruction costs possible.

In those cases where (a) specialized expertise is required that is not available on the Village staff, (b) neutrality is considered desirable or (c) staff resources are not available to meet the necessary time frame established by Village Board, it is considered appropriate to use outside professional services to conduct such planning effort beginning with the facilities plan.

**Reason for this Policy:** This policy is designed to ensure that facility improvements take place in a planned and cost effective manner.

**How the Budget conforms with this Policy:** The Village explores alternatives for funding major building facility improvements and expansions which are determined to be high priority according to these criteria. Though generally used for transportation system improvements, G.O. bonds may be utilized to fund such projects.



ORDINANCE NO. 16-05-01  
 ANNUAL BUDGET AND  
 APPROPRIATION ORDINANCE  
 OF THE  
 VILLAGE OF MAHOMET, ILLINOIS

An Ordinance making appropriations for the corporate purposes of the  
 VILLAGE OF MAHOMET, ILLINOIS, for the fiscal year commencing on the first day  
 May 2016 and ending April 30, 2017

BE IT ORDAINED by the President and Board of Trustees of the  
 VILLAGE OF MAHOMET, ILLINOIS:

SECTION 1: That the following sums, or so much thereof as may be  
 authorized by law, be the same are hereby appropriated the corporate purposes of  
 the VILLAGE OF MAHOMET, ILLINOIS, to defray all necessary expenses and  
 liabilities of said VILLAGE OF MAHOMET, ILLINOIS, as hereinafter specified for the fiscal year  
 commencing on the first day of May, 2016 and ending April 30, 2017, to-wit:

Administration	\$789,080.00
IMRF	\$159,500.00
Social Security	\$159,500.00
Insurance	\$134,041.00
Forfeited Funds-State	\$6,050.00
Forfeited Funds-Federal	\$5,925.00
Bond Issue	\$79,624.00
Utility Tax	\$462,000.00
Economic Development	\$116,875.00
Engineering	\$141,178.00
Tax Increment Financing	\$1,875,157.00
Capital Equip./Vehicle Rep.	\$265,650.00
E-Pay	\$77,165.00
PSN-Credit Card	\$36,300.00
ESDA	\$7,095.00
Police	\$1,175,189.00
Police Pension	\$158,730.00
Transportation	\$1,018,785.00
Transportation Capital Imp.	\$674,850.00
Transportation Facility-Const.	\$55,159.00
Transportation Facility-Bond .	\$118,998.00
Motor Fuel Tax	\$198,924.00
Fiber	\$11,000.00

2012AB TIF Debt Service	\$368,803.00
Community Development	\$583,818.00
Recreation	\$251,552.00
Parks	\$508,511.00
Water Operations & Maint.	\$848,140.00
Water Capital Improvement	\$242,000.00
Water/Sewer Bond Fund	\$294,140.00
Wastewater Operations & Maint.	\$1,811,009.00
Wastewater Capital Imp.	\$330,000.00
Wastewater Treatment Plant-Reserve	\$2,814,033.00
WW Bond Fund	\$124,575.00
Conway Farm Phase 2	\$46,287.00
Contingency	\$250,000.00
<b>TOTAL</b>	<b>\$16,199,643.00</b>

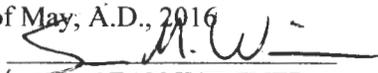
SECTION 2: Any unexpended balance of any items herein appropriated may be expended in meeting any insufficiency in any other item of appropriation made by this ordinance.

SECTION 3: The said several sums of money are hereby appropriated from monies received and to be received by the VILLAGE OF MAHOMET, ILLINOIS, from all sources.

SECTION 4: This ordinance shall take effect and be in force from and after its passage, approval and publication as provided by law.

PASSED by the Board of Trustees of the VILLAGE OF MAHOMET, ILLINOIS, this 24th day of May, A.D. 2016.

APPROVED this 24th day of May, A.D., 2016

  
SEAN WIDENER  
VILLAGE PRESIDENT

ATTEST:  
  
VILLAGE CLERK

