

# Village of Mokena FY 13 Budget



**VILLAGE OF MOKENA**

**PROPOSED ANNUAL BUDGET**

**July 1, 2012 - June 30, 2013**

**ELECTED OFFICIALS**

**JOSEPH W. WERNER, Mayor**

**PATRICIA C. PATT, Clerk**

**DEBBIE ENGLER, Trustee**

**DONALD D. LABRIOLA, Trustee**

**JOHN J. MAZZORANA, Trustee**

**GEORGE J. METANIAS, Trustee**

**JIM RICHMOND, Trustee**

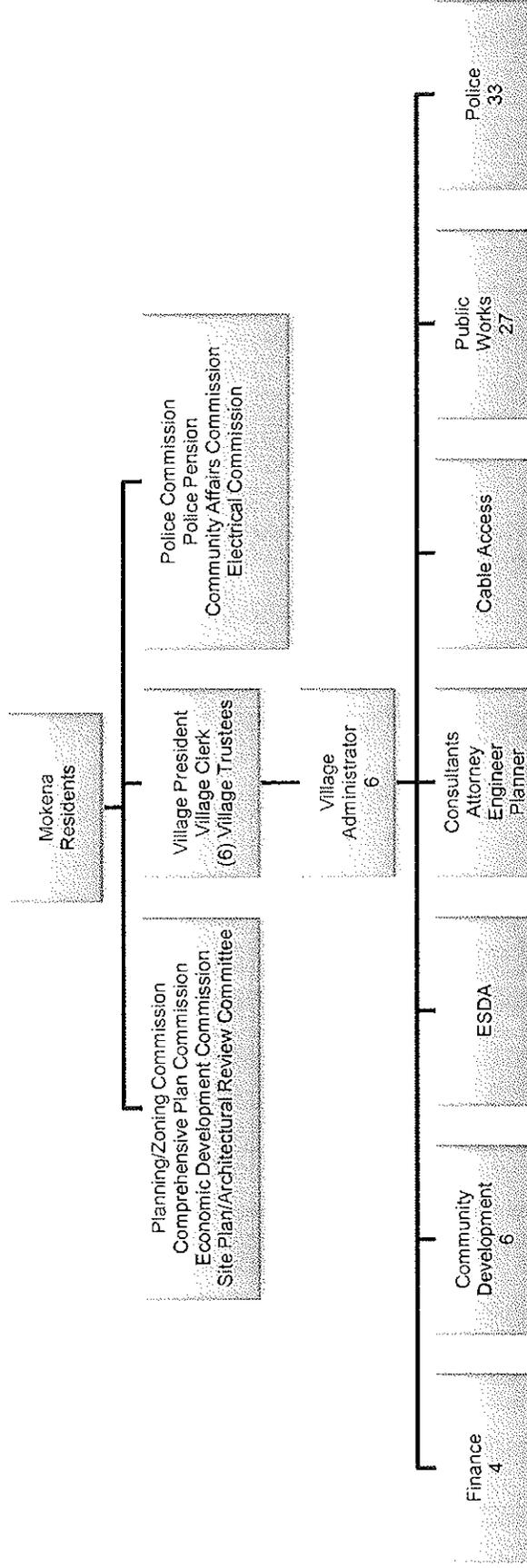
**JOSEPH M. SIWINSKI, Trustee**

**Village Administrator  
JOHN DOWNS**

**Finance Director  
BARBARA A. DAMRON**

**Presented to Village Board  
June 11, 2012**

# Village of Mokena Fiscal '13 Organizational Chart



76 Full Time Employees  
\$20,440,962 FY '13 Appropriation

VILLAGE OF MOKENA  
ANNUAL BUDGET 2012-13

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June 11, 2012

The Honorable Village President Joseph W. Werner, Clerk Patricia Patt, Board of Trustees and the Residents of the Village of Mokena

Re: Village Administrator's Budget Message, FY 2012/2013

Transmitted with this letter is the proposed annual Budget for the Village of Mokena. This Budget has been prepared in accordance with the Village Code and Illinois Compiled Statutes and represents a balanced budget wherein proposed expenses do not exceed anticipated revenues and carried forward cash reserves.

### **OPENING REMARKS**

Regardless of specific economic conditions, there are three practical components absolutely necessary for any budget process to be successful: (1) You must be able to collect and present information in an accurate, comprehensive and meaningful manner; (2) There should be adequate time to absorb, digest and interpret the information; and (3) A good budget process requires a balanced environment to deliberate fiscal policies. The proposed FY 13 budget has included these necessary components as part of this year's budget process.

As such, the Board has reviewed a significant amount of budget and program information over the past 9-10 months and taken adequate time to consider the recommendations from Village Staff. This year's budget process actually began last fall when the Village Board conducted a comprehensive review of locally generated non-economic revenue. Even though many of the fees related to these revenue categories have not been adjusted since the 1990's, the Board determined that maintaining the "status quo" would create less hardship on residents and businesses in light of our recessionary times. As has been the case over the past few years, the FY 13 budget has been prepared with the uncertain status regarding the Illinois General Assembly's potential to structurally decrease the Local Government Distributive Fund ("LGDF"). While we are entering our fifth year of the "New Budgetary Order," our well established budget process has again proven to be one of our most important institutional assets.

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### **OPENING REMARKS**

Regardless of specific economic conditions, there are four practical components absolutely necessary for a public budget process to be successful: (1) You must be able to collect and present information in an accurate, comprehensive and meaningful manner; (2) There should be adequate time to absorb, digest and interpret the information; (3) A good budget process requires a balanced environment to deliberate fiscal policies.; and (4) Maintaining a cognitive awareness regarding the past, present and future of budgeting and program delivery in your community. The proposed FY 13 budget has included these necessary components as part of this year's budget process.

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While we are entering our fifth year of the “New Budgetary Order,” our well established budget process has again proven to be one of our most important institutional assets.

To that end, I am again proud to present the proposed FY 13 Budget to the Village Board of Trustees and Residents of the great Village of Mokena.

**FY 13 FROM A MACRO PERSPECTIVE**

**Revenues**

Below is an aggregate comparison of all categorical revenues for the Village of Mokena. As can be seen, overall revenues are anticipated to increase by \$746K or 3.7% over that of the FY 12 budgeted amounts.

	<b>FY 12 Budget</b>	<b>FY 13 Budget</b>	<b>\$ Inc/(Dec).</b>	<b>% Change</b>
<b>REVENUES</b>				
Taxes	\$8,713,625	\$9,427,511	\$713,886	8.19%
Fines	\$238,000	\$246,000	\$8,000	3.36%
License/Permits	\$890,652	\$883,641	(\$7,011)	(.79%)
Service Charge	\$7,030,669	\$7,463,947	\$433,278	6.16%
Grants/Trans.	\$296,347	\$594,364	\$298,017	100.56%
Development	\$1,136,165	\$395,000	(\$741,165)	(65.23%)
Other	\$1,530,162	\$1,571,484	\$41,322	2.70%
<b>TOTAL</b>	<b>\$19,835,620</b>	<b>\$20,581,947</b>	<b>\$746,327</b>	<b>3.76%</b>

After several difficult recessionary conditions, we are now seeing some positive economic signs. Tax revenues for FY 13 are forecasted to increase by over 8%. This estimated increase is primarily due to a positive bump in sales tax of \$554K with other tax revenues such as income and property tax showing smaller but notable increases.

**Expenditures**

On the following page is an aggregate comparison of all categorical expenditures for the Village of Mokena. As can be seen, overall expenditures are anticipated to decrease by (\$1.87M) or (8.4%) under that of FY12.

<b>EXPENSES</b>				
Personal Serv.	\$8,306,107	\$8,403,047	\$96,940	1.17%
Commodities	\$1,511,663	\$1,580,812	\$69,149	4.57%
Contract Serv.	\$7,802,897	\$7,720,997	(\$81,900)	(1.05%)
Capital Outlay	\$3,525,806	\$2,207,606	(\$1,318,200)	(37.39%)
Other/Trans	\$1,171,315	\$528,500	(\$642,815)	(54.88%)
<b>TOTAL</b>	<b>\$22,317,788</b>	<b>\$20,440,962</b>	<b>(\$1,876,826)</b>	<b>(8.41%)</b>

Personal services are budgeted to increase by only \$97K or 1.17% and commodities by \$69K or 4.57%. All other major spending categories are scheduled to decline in FY 13. Two of the most significant reductions will occur in capital spending (\$1.31M) and other/Transfers (\$642K). Although the potential for a WWTP expansion was provided through a \$1.5M appropriation during FY 12, the project is now on hold due to lack of urgency or need. A \$570K transfer was also made from the water capital fund to the GF in FY 12 to offset the cost of updating the fleet and other equipment. No such transfer is proposed or needed in FY 13.

Below you will find a table representing the Village’s aggregate fiscal status in all funds for the past two budget cycles as well as FY 13.

<b>OVERALL FISCAL STATUS</b>			
	<b>Actual FY ‘11</b>	<b>Anticipated FY ‘12</b>	<b>Proposed FY ‘13</b>
Beginning Balance	\$29,095,848	\$29,531,651	\$30,374,251
Revenues	20,627,327	27,872,019	20,581,947
Expenditures	20,191,524	27,029,419	20,440,962
Ending Balance	\$29,531,651	\$30,374,251	\$30,515,236 <b>+\$141K</b>

The proposed FY 13 Budget should see aggregate fund balances increase by approximately \$141K. Most funds are anticipated to stay fairly stable with slight variations depending on

specific circumstances. The overall increase of +\$141K is primarily due to increased available resources in the Police Pension Fund.

### **THE FINANCIAL AND OPERATING STATUS OF THE VILLAGE OF MOKENA**

In addition to providing a basic overview of the proposed aggregate FY 13 budget, I traditionally discuss some of the key financial and budgetary issues affiliated with the proposed budget. Although there are several important components affiliated with a public budgeting process (ranging from basic to very complex matters), Mokena has traditionally concentrated on some of the most basic issues to measure budget performance. During the past two decades, the Mokena Village Board has maintained a focus on several key financial/performance indicators as the most integral measurement tools affiliated with the financial/operational condition of the Village. These components include (1) major operating fund balances, (2) capital reserves, (3) per capita debt, (4) operational efficiencies and (5) goal completion rates.

#### **(1) MAJOR OPERATING FUND BALANCES (General, Water, Sewer & Parking Lot)**

The Mokena Village Board of Trustees has developed a strong and traditional practice of maintaining approximately 25% (or 3 months) of an operating fund's anticipated annual expenditures (including capital outlay) as a reserved balance within each major operating fund. These fund balances levels have been historically maintained to ensure that if any unforeseen or catastrophic events occur, we are in a position to meet basic operational expenditures for a reasonable amount of time. During the recent economic downturn, we utilized portions of these balances as "revenue offsets" allowing time for the Policy Makers to reduce spending or raise revenues in a logical and rational manner. Over the past few years, these fund balances have proven to be a very valuable budgetary tool in dealing with the lengthy and severe recessionary influences that we have faced as a community.

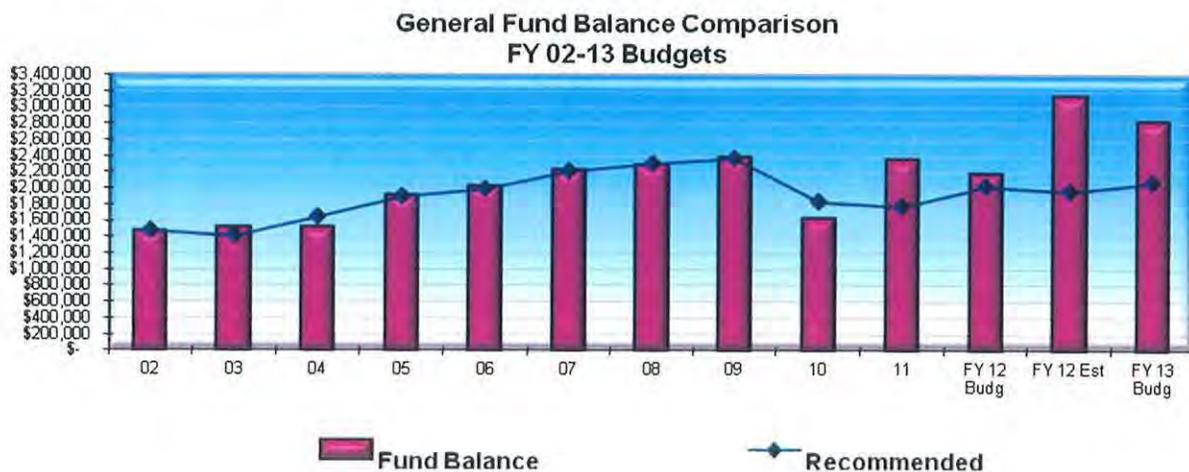
#### **GENERAL FUND**

FY 12 will prove to be the second year in which fund balance levels have been on the rise. Due to the significant cost cutting and budget reduction measures taken over the prior four years, the general fund produced a very substantial 'net positive operating' performance of over \$900K

during FY 12. This positive performance was made possible by rising retail sales tax, a more predictable flow of income tax from the LGDF and continued cost cutting and ongoing budget discipline. In light of the uncertain economy accompanied by the State of Illinois' ongoing fiscal dilemma, I am recommending that higher than traditional GF fund balance levels are maintained moving forward. This will provide more of a buffering affect should unknown circumstances develop that would impact GF revenues.

This good news should not totally overshadow the fact that the State of Illinois is still -\$500K+/- in arrears making LGDF payments back to Mokena and all other Illinois municipalities. After decades of timely and predictable LGDF payments to Municipalities, the State has been behind anywhere from 3-5 months over the past several years. These amounts ranged anywhere from \$300-\$600K throughout FY 12 and while the General Assembly recently finished this year's session without legislation impacting the LGDF, this situation remains under critical review by the Illinois Municipal League and other organizations which advocate for Municipalities.

Below is a graph which exhibits these balances over the past decade.



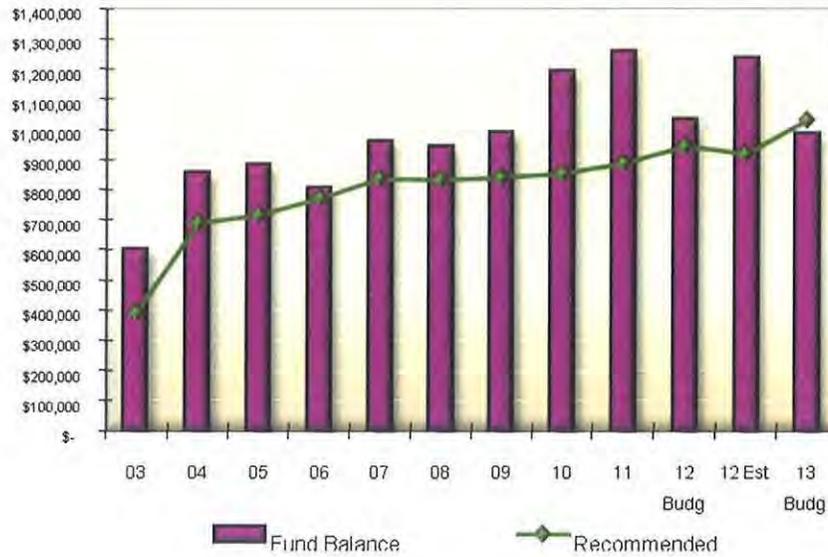
While fund balance levels dropped to historically low ratios in FY 10, a significant recovery has taken place since that time. Cost cutting combined with healthy retail sales tax increases have helped stabilize the GF. While still being in arrears with regard to the LGDF payments, the State did not fall any further behind and made timely and consistent payments throughout FY 11 & 12 (to date). Our conservative revenue forecasts along with continued cost containment led to an

estimated FY 12 year end GF balance of 3.1M. This represents a positive fund balance shift of over +\$900K! In light of all the uncertainties we faced just a short time ago, I would say this is extremely positive and puts our General Fund balance levels well above 25% of aggregate annual budgeted costs. Based on the proposed FY 13 budget, the GF balance is projected to remain at over \$2.8M or 34% of total appropriations.

## **WATER FUND**

Mokena's water enterprise fund is now a \$4.1M public business. When combined with the sewer fund, these two operations represent over \$6M in annual expenditures to operate and maintain \$33M in public assets owned by our customers. Currently, we are in long term water supply negotiations with Oak Lawn as part of a five Community Consortium. Our goal is to negotiate a long term supply contract that provides adequate water volumes to meet regional growth expectations while paying for only those improvements we feel are necessary. Once these improvements reach the bonding and construction phase, future water rate increases are a certainty.

Last year's unanticipated four year water rate increase implemented by the City of Chicago has greatly impacted future water rates for not only Mokena customers, but all customers that attain water from Lake Michigan. This four year rate increase will cause Lake Michigan water consumers to pay an additional \$1.80/1000 gallons in future increases for only the water component of a customer's bill. Thereafter, Chicago rates will be linked to an annual inflation factor. Since the cost of water will need to be absorbed by all customers, annual rate adjustments are going to become an unfortunate reality over the next several years. These rate increases will be necessary to keep fund balances at levels consistent with 25% of the annual expenditures. The following graph clearly identifies that Mokena's water operating fund has produced adequate revenues to maintain policy preferred fund balance levels and the FY 13 budget should maintain that general trend.

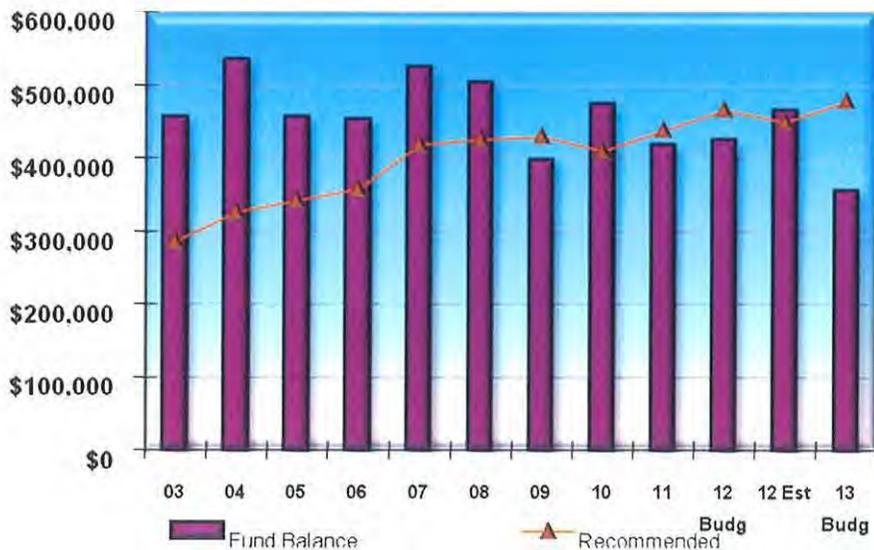


While the fund balance is anticipated to decrease by approximately \$250K in FY 13, the water enterprise fund balance is expected to be just below the target level of 25% at the conclusion of the fiscal year. To ensure these fund balance levels are maintained, a \$.40/1000 rate increase will be implemented in January of 2013 to account for the second of four Chicago rate adjustments.

**SEWER FUND**

The sewer enterprise fund is a \$1.9M annual business and like the water fund requires an adequate revenue stream to properly maintain the system. The sewer operating fund has been impacted by Mokena’s slowing residential growth trends along with the effects of continued deduct meter installations and seasonal weather conditions. Sewer billable volume has actually decreased over the past several years resulting in revenue strain on this important operating fund. Deduct meters, which now make up about 36% of our accounts, have annually resulted in a loss in sewer billables ranging from 17-21%. In addition, the increasing cost of water, environmental initiatives and other factors are all contributing to the decline in sewer billables and inadequate revenue growth to support this important operation. Although we have been able to make some headway offsetting this situation with reasonable cost containment measures, increased revenue will be required moving forward. During the FY 12 budget, a one-time \$171K interfund transfer was incorporated into the sewer operating fund to maintain the fund balance at or near

policy levels. This transfer offset the need to increase rates by approximately \$.37/1,000 and provided our water customers with a one time savings of \$32+/- . While the one-time transfer did provide some rate relief and propped the FY 12 year end fund balance to slightly above recommended levels, maintaining adequate fund balance levels moving forward will prove to be challenging.



While significant cost containment in FY 12 led to solid performance and a higher than anticipated fund balance, revenue stress moving forward will result in a less than desirable fund balance at the end of FY 13. The above graph depicts the FY 12 ending fund balance being \$40K more than anticipated and just above recommended policy levels. However, the FY 12 balance without the \$171K transfer would have been well below recommended levels. Moving forward we will be challenged with maintaining an adequate revenue stream while considering the impacts affiliated with escalating water and sewer rates on household budgets. After three consecutive years without a rate adjustment, the proposed FY 13 budget is being prepared with a \$.35/1000 rate adjustment and a similar increase will be proposed for FY 14. The FY 13 budget will likely result in a fund balance that is (\$122K) below that of recommended levels. While not optimal, we are recommending this as an appropriate course of action at this time, also recognizing that future rate increases are imminent. We will continue to monitor this fund’s performance and hope to balance the fine line between fiscal stability and rate relief for our customers.

**PARKING LOT FUND**

Mokena operates four separate commuter parking lots with over 1,400 spaces. This fund generates revenue from 250,000+/- customers who annually utilize the parking lots and pay a \$1.25 daily fee. This fund is anticipated to end FY 12 with a balance below preferred levels (but almost \$27K higher than anticipated). A \$.25 per daily fee increase went into effect last fall which combined with a mild winter (reducing contracted snow removal costs) have greatly enhanced the position of this fund. After falling to extremely low levels in FY 11, the fund is recovering with FY 13 budgeted revenues to outpace expenditures by \$14K. Accordingly, the year end fund balance will increase to be just about at the target level of 25% of expenditures. The chart below shows the rapid recovery of this fund’s position over the past few years.



**OPERATING FUND BALANCE SUMMARY**

Fund balances have proven to be a crucial component of providing adequate time for policy makers and staff to fully analyze various financial situations. Over the past several years, we have relied on these fund balances to offset declining revenues and provide time for policy makers to truly analyze and problem solve. After advancing the importance of fund balance policies over the past two decades, I can objectively say that the past several years have no doubt proven that fund balances are an integral component of good public budget policy. In general, FY 12 proved to be a year where “net positive operating results” were attained in all four major

operating funds. We made significant headway in either restructuring or rebuilding the Parking Lot and General Fund balances while analyzing the impact of water and sewer rates with preferred fund balance levels. The following table exhibits an overview of fund balance levels of our four most significant operating funds for both FY 12 & 13.

OPERATING FUND BALANCES						
Fund	Begin FY '12	Begin FY '13	Ending FY '13	Recommended Amount	Variance	Actual %
General	\$2,342,234	\$3,134,541	\$2,825,221	\$2,077,167	\$748,054	34%
Water	1,257,732	1,235,521	985,298	1,031,141	(45,843)	24%
Sewer	418,385	465,150	356,199	478,168	(121,969)	19%
Parking Lot	29,366	57,914	71,908	74,224	(2,316)	24%

The data compares the ending FY 13 fund balances to the recommended 25% levels. The GF is in solid position and we should work hard to keep this fund at levels in excess of past policy preference. The Parking Lot fund is on the rebound while the water fund should remain stable for the immediate term. The sewer fund will continue to be the biggest area of concern and require close attention moving forward. Both the water and sewer funds will require rate increases in the future to maintain adequate fund balance levels. In light of the difficult economic times we continue to face, careful policy deliberations will no doubt take place in an effort to balance fund balance preferences with the negative impact of rate increases on the household budgets of our customers. This might result in fund balance levels in the water and sewer funds being compromised below that of traditionally expected levels moving ahead.

**(2) CAPITAL RESERVES**

Over the past two decades, the Village has developed a structured system to accumulate and earmark capital reserve funds over the years. These funds are normally collected over a period of years and then expended when projects are pursued. This situation can result in large sums of money being spent in a given year and result in balances being reduced accordingly. This system includes utilization of specific policies for the financial management of water and sewer connection fees, formula driven developer contributions, as well as transfers of any potential “net positive operating results” into capital reserve accounts. In April of 2001, Mokena voters

approved a ½% non-home rule sales tax that has been utilized to plan, design and fund local road improvements. This revenue source has been dedicated to pay the principal and interest costs affiliated with a \$10 million Alternate Sales Tax Bond and provide cash funds for road system improvements. Over the past three years, this revenue source has also been utilized for road and other infrastructure maintenance. Below you will find a table, representing the status of Mokena’s Capital Reserve Funds for FY 12 & FY 13.

<b>CAPITAL RESERVE FUND BALANCE</b>			
<b>Fund</b>	<b>Begin FY ‘12</b>	<b>Begin FY ‘13</b>	<b>Ending FY ‘13</b>
Water Capital	\$968,238	\$715,978	\$847,567
Sewer Capital	684,096	824,201	865,276
Sewer Plant Replacement	1,092,598	1,045,898	944,418
Sewer Plant Expansion	6,503,894	6,066,484	6,079,984
Capital Imp., Repair, Replacement	4,335,228	3,548,712	3,281,451
Totals	\$13,584,054	\$12,201,273	\$12,018,696
			<b>-\$183K</b>

The previously referenced table depicts that at the conclusion of FY 13 the Village should possess \$12M for future capital projects. The proposed FY 13 budget includes a slight decrease of (\$183K) in these capital funds. This is primarily being driven by an aggressive road and infrastructure repair program of \$1.195M.

**(3) PER CAPITA DEBT**

**Downtown Bonds**

In FY 01 the Village of Mokena issued \$1.685 million in General Obligation Limited Tax Debt Certificates to fund the balance of the Downtown Renovation Project that augmented the \$1 million cash on hand to replace the aging sanitary and water mains. This debt was issued in September 2000 with a twenty year term and a 5.4% interest rate. These conditions equated to an average of \$138K+/- annual principal and interest payment. This debt is not secured through any form of property tax or other revenue source and must be funded through the normal General Fund revenue stream. Three years ago we refinanced this debt by taking advantage of the “callable” provisions in the bond ordinance. The public debt market was good at the time and we received a favorable credit rating from Standard and Poors which equated to a three step credit

rating increase on this debt issue. The overall outcome of these efforts resulted in a reduced interest rate being paid on the balance of the debt along with a lower annual principal and interest payment schedule. The average annual interest rate has been reduced from 5.4% to 3.7% and will result in an average (\$9K) decrease in annual debt service payments. In aggregate, this refinancing effort will save approximately \$129K in overall costs over the balance of the bonds repayment schedule through 2021.

### **Lake Water Bonds**

In November of 2000, Residents authorized the Village to issue up to \$7.4 million in General Obligation Bonds to construct the balance of the necessary infrastructure to deliver Lake Michigan water to the community. Five million dollars of these bonds were issued in February of 2001. This debt issue received an investment grade of A1 from Moody's. This rating was based on the fact that the payments of principal and interest (4.8%) on these bonds were guaranteed by the Village's property taxation powers, although our water customers will continue to fund this debt through water related fees. Similar to the Downtown Debt issue previously discussed, refinancing efforts were undertaken for this obligation several years ago. The outcome was similar as Standard and Poors increased our creditworthiness three steps to that of a AA+ for this GO obligation. This effort resulted in an annual average interest rate decline from 4.8% to 3.15% reducing annual debt service payments by an average of (\$29K) annually and almost (\$325K) over the balance of the debt issue through 2019.

### **Other Contractual Obligations for Water**

In addition to the previously referenced Lake Water Bonds, the Village has two other notable water-related (intergovernmental) contractual obligations that will need to be met over the next several years. The first of these obligations is to the Village of Tinley Park for providing the Village of Mokena with approximately \$1 million to fund the initial oversizing of the 30" water main from the pump station in Tinley Park through Mokena to New Lenox. This obligation carries a 5.5% interest rate along with an average of \$98K annual payments which are accounted for through an established escrow account. Secondly, the Villages of Mokena and New Lenox entered into an intergovernmental agreement which provides for the two communities to

proportionately share the IEPA low interest loan for the portions of the joint water system (serving both communities) but within Mokena's limits. This low interest loan equates to approximately \$3.44 million in capital costs with a 2.6% rate. The annual payments will be in the range of \$226K+/- for the Village's share of this amount through 2021. This obligation will be funded as a pre-calculated portion of the water rates affiliated with Lake Michigan water.

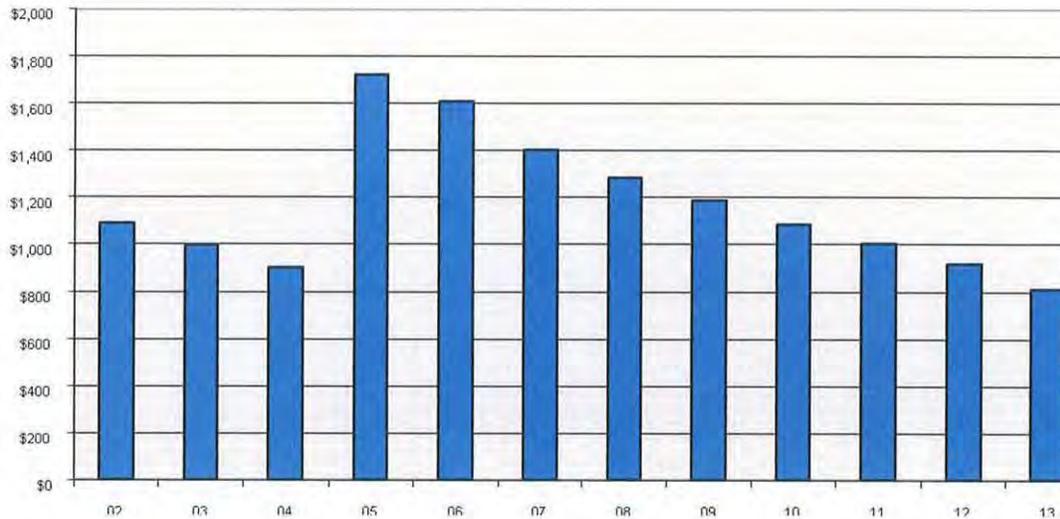
### **½% Non Home Rule Sales Tax**

In April of 2001, Mokena voters approved a referendum authorizing a ½% non-home rule sales tax with categorical exclusions for certain foods, medicines and titled property. The Village did not begin collecting this revenue until April of 2002. The Village Board spent approximately 2 years prior to the successful referendum determining how to utilize the funds from a long term perspective and made use of this timeframe to educate Mokena residents on the topic as well. While utilizing the first two years of proceeds to fund local costs for such projects as the 191<sup>st</sup> Street improvements, the Board determined that borrowing \$10M would be the most prudent means to fund the immediate transportation projects. The bonds were issued in April of 2004 and carried an annual interest rate of 3.66% or \$720K in average principal and interest payments through 2024. This past year, these bonds were also refinanced with an average interest rate of 2.2% saving on average (\$55K) per year and \$686K over the balance of the bonds (through 2024). We were able to maintain our AA+ bond rating as assigned by Standard and Poors, enhancing the savings possible on the refinancing effort.

Together, these three refinancing efforts will save our residents approximately \$1.136 over the term of the three combined repayment schedules. Based on information from April 2012, the Village of Mokena's AA+ credit rating is one the highest in the State of Illinois and exceeded by only 11 other Communities!

The following historical chart depicts Mokena's per capita debt position over the past decade.

## Debt per Mokena Resident



While reaching a high of over \$1.7K per capita in FY 05, the Village’s per capita debt levels began to decline and are currently \$800 per resident. Debt levels have been reduced by \$900 per resident over the past eight years. The days of funding all major capital projects on a “pay as you go” basis have been gone for several years, but Mokena’s debt remains manageable. Moving into FY 13, the Village is in good order from a debt management perspective. Current debt levels are incrementally decreasing and manageable as the Board has carefully worked to meet the balance of improving the Village’s infrastructure while assuming debt and related principal and interest payments that can be met through earmarked sources. Recent bond refinancing efforts have reduced overall principal and interest payments by over \$1.1M throughout the remaining duration of these three bond issues.

**(4) OPERATIONAL EFFICIENCIES**

It is often difficult to measure efficiency in the public sector. As conditions, situations and a community changes, it is sometimes a challenge to find measurable indicators which represent organizational efficiencies over an extended time period. We have chosen a handful of such indicators to measure our organization’s long term performance over a two decade timeframe. By choosing these indicators we are able to measure ourselves against past performance while including inflationary factors impacting the cost to provide services to our customers. Below you will find a table representing some of these issues from a statistical standpoint.

**Comparison (Fiscal Year)**

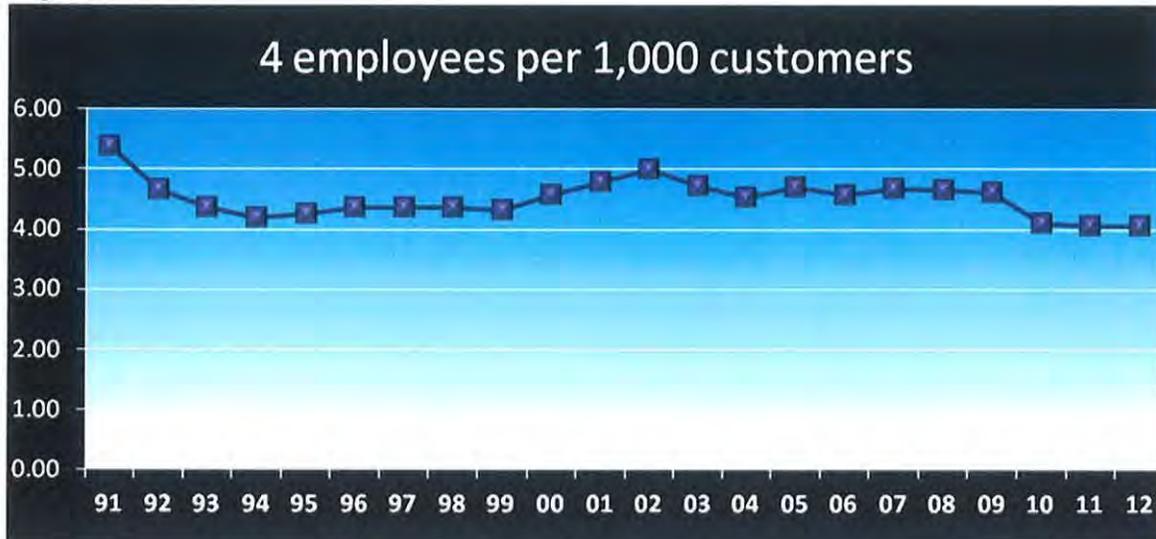
F.T. Employees/1000 Residents  
 Municipal tax rate/\$100 E.A.V.  
 Water Rate/1000 Gallons  
 Sewer Rate/1000 Gallons  
 Total Water/Sewer Rates

<b>1990/1991 (2003)*</b>	<b>2012/2013</b>	<b>3% rate of inflation</b>
5.38	4.00	N/A
\$ .61	\$ .22	N/A
\$3.96*	\$5.86	\$5.32*
\$2.40	\$3.95	\$4.60
\$6.36*	\$9.81	\$9.92

**\* Since Transition to lake water in FY 2003**

As the previous table indicates, many of the Municipal costs charged to Mokena Residents to operate their Village Government have been balanced or show moderate increases compared to normal inflationary trends. Mokena Residents enjoy the lowest municipal tax rate among 23 other Will County Communities while aggregate tax rates for all Mokena taxing districts combined are very favorable as well. Although water and sewer rates have increased, we are very competitive with surrounding communities that have Lake Michigan water and manage their own wastewater treatment systems. Lake Michigan water rates now exceed the 3% compounded rate of inflation which is a direct correlation of Chicago’s significant rate increases over the last two years. These two rate increases alone total \$.87/1,000 gallons.

Lastly, staffing levels per 1,000 residents are at historical lows and clearly represent our efforts to decrease operating costs during these difficult times. On the following page is a chart which represents our staffing levels/1,000 residents since 1991.



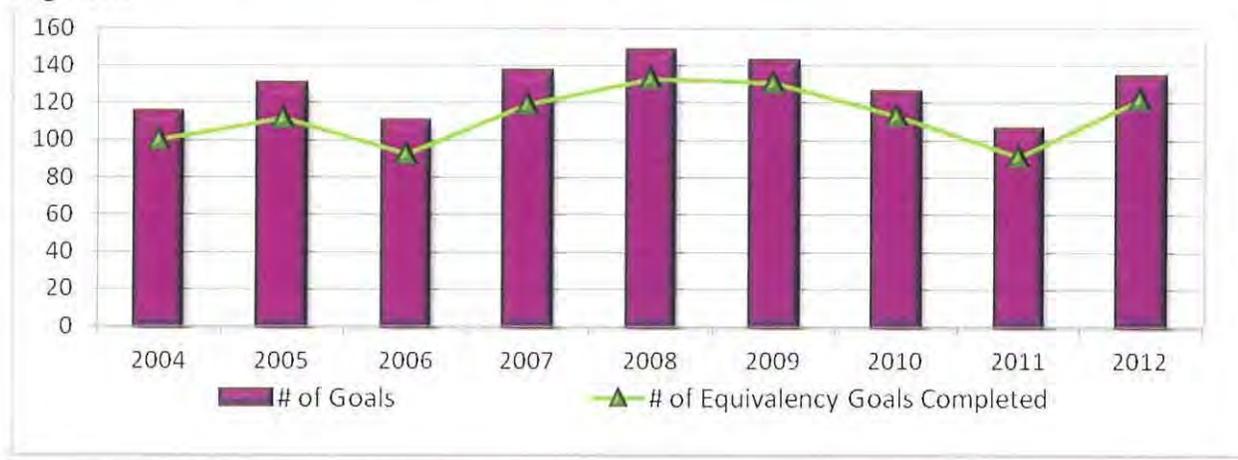
**(5) GOAL COMPLETION PERFORMANCE**

Annually, the Village of Mokena publishes various goal statements and objectives as an integral part of the budget process. Since 2004, these goals have been tracked throughout the course of any given year with an aggregate percent of completion being calculated at the end of each fiscal year. This exercise provides an overview of whether the Village’s Staff was successful at completing these stated goals and objectives. Below is a preliminary table summarizing anticipated goal completion rates in FY 12 compared to similar information dating back to 2004. Goal completion rates during this time have ranged consistently from 84-92%.

Fiscal Year	2004	2005	2006	2007	2008	2009	2010	2011	2012
# of Stated Goals	115	130	110	137	148	142*	126**	106	134
# of Goals completed at 100% level	79	91	80	102	121	118	108	88	114
# of Equivalency Goals Completed	100	112	92	119	133	131	113	91	122
% of Completed Goals	87%	86%	84%	87%	90%	92%	90%	86%	91%

\*Reduced by 10 goals as a result of budget reductions.

\*\* Reduced by 9 goals as a result of budget reductions



**FY 12 EXPENDITURES**

When highlighting the most significant expenditures affiliated with the proposed Budget, it is important to note those expenditures, which focus upon the maintenance of “Core Services” in the Community. “Core Services” include the basic health, safety and welfare programs that ensure Residents’ safety and comfort. These expenditures are divided by major category and represent the most significant appropriations affiliated with the proposed Budget.

**(1) PERSONNEL**

- Provides for a 3.25% wage increase for all employees.
- Provides for total personal services to increase by \$96.9K or 1.17%
- Provides for (4) part-time summer employees in the Public Works Department. \$16.3K
- Provides for (1) LWSH special education transition program student during the school year in the Public Works Department. \$3.5K

**(2) PROGRAMS**

- Provides for membership in the Will County Governmental League. \$11.5K
- Provides for membership in the South Suburban Mayors and Managers Association. \$9.6K
- Provides for 4<sup>th</sup> of July activities. \$25K (Mokena Park District is donating up to \$10K and Pipefitters Local 597-2K.
- Provides for web based video streaming (includes mobile device platform) of Board meetings. \$13.2K

- Provides for economic incentive agreement obligations. \$220K
- Provides for patrol officers and sergeants eligibility registers. \$18.7K
- Provides for (2) employees to attend the LEADS program. \$10K
- Provides for medication drop-off at Police Department. \$.2K
- Provides for annual allotment to the Lincoln Way Public Safety Communications Center. \$312.9K
- Provides for on-line crime mapping information for residents. \$3.6K
- Provides for vacant/distressed property maintenance program. \$9.7K
- Provides for replacement of (10) banners on Front Street. \$2.4K
- Provides for way finding signage. \$10K
- Provides for NPDES II compliance permit. \$7.5K
- Provides for aquatic weed control. \$34K
- Provides for dying (4) intersections on Front Street. \$27.8K
- Provides for the removal and replacement of dead trees within the Village easements. \$16.5K
- Provides for stump removal and grinding. \$12.5K
- Provides for Clean-Up Day program. \$2.6K
- Provides for replacement of Christmas decorations. \$14.5K
- Provides for weed control on Village properties/ponds. \$10.5K
- Provides for mosquito abatement program. \$17.5K
- Provides for maintenance of Crystal Creek wetland. \$7K
- Provides for maintenance of Foxborough wetland. \$6K
- Provides for tree inventory. \$40K
- Provides for treatment of (200) Village trees for emerald ash borer. \$12.8K
- Provides for attendance at the International Council of Shopping Centers Spring convention. \$2.2K
- Provides for membership in the Will County Center for Economic Development. \$1.5K
- Provides for membership in the Chicago Southland Convention & Visitors Bureau. \$7.6K
- Provides for Beautification Awards program. \$1K
- Provides for the wildflower/tree planting program. \$.4K

- Provides for rock salt for snow and ice control. \$219.6K
- Provides for traffic signal maintenance and repairs. \$35.6K
- Provides for water update/consumer confidence report and delivery. \$3.1K
- Provides for watering restriction signs. \$4.2K
- Provides for locating, exercising, and mapping 300 watermain valves. \$16.8K
- Provides for manhole inspection and mapping of 450 manholes. \$18.5K

### **(3) EQUIPMENT**

- Provides for a Rapid Recovery System for lost and disoriented residents. \$6K
- Provides for replacement of (5) patrol cruisers. \$145K
- Provides for (2) 4-drawer legal fireproof file cabinets. \$3.1K
- Provides for replacement of truck bed. \$8.7K
- Provides for replacement of chipper. \$75K
- Provides for replacement of 4x4 pickup truck with plow and lift gate. \$39.5K
- Provides for replacement of aerial lift truck. \$88.5K
- Provides for electric jack hammer. \$1K
- Provides for 20' trailer. \$3.6K
- Provides for replacement of riding mower. \$5K
- Provides for camcorder. \$2K
- Provides for sandblaster. \$2.5K
- Provides for replacement of air conditioner at Francis Road pump station. \$1.2K
- Provides for installation of snow plow controls and equipment in WS9. \$3.8K
- Provides for replacement of doors at Well #3 and East Tower. \$11.6K
- Provides for replacement of pickup truck with plow and lift gate. \$39.5K
- Provides for replacement of ½ ton pickup. \$21K
- Provides replacement of SCADA computer for lift stations. \$1.5K
- Provides for replacement of digester blower at WWTP. \$3.1K
- Provides for replacement of sand filter pump at WWTP. \$8.6K
- Provides for replacement of air handler (roof top) at WWTP. \$5.6K
- Provides for replacement of vacuum pump at WWTP. \$13.2K

- Provides for replacement of unit heater at WWTP. \$2.8K
- Provides for replacement of electric motor (digester blower) at WWTP. \$1.3K
- Provides for replacement of multi pro plus portable meter at WWTP. \$1.5K
- Provides for replacement of refrigerator for sampler at WWTP. \$.8K
- Provides for replacement of autoclave (lab) at WWTP. \$5K
- Provides for replacement of doors in the excess flow building at WWTP. \$4.7K
- Provides for replacement of air compressor (hydro room) at WWTP. \$2.5K
- Provides for replacement of computer and printer at WWTP. \$1.5K
- Provides for wear rings for raw pumps at WWTP. \$4K

#### **(4) PROJECTS/DEBT SERVICE**

- Provides funding for principal and interest payments for downtown debt service. \$132.2K
- Provides for striping of crosswalks and streets. \$12.5K
- Provides for restriping Wolf Road from 187<sup>th</sup> Street to LaPorte Road. \$15K
- Provides for Third Street drainage improvements. \$21K
- Provides for refinishing (2) wood signs at Village Hall. \$2.5K
- Provides for building repairs at the Village Hall. \$28.7K
- Provides for building repairs at the Police Dept. \$3.8K
- Provides for building repairs at the ESDA facility on Front Street. \$12.5K
- Provides for engineering and construction of Rt. 30/Ridgemore lighting. \$99K
- Provides for crack filling for the street maintenance program to center line. \$40.7K
- Provides for Village wide leak survey. \$18K
- Provides for installation of 12" water valve on 191<sup>st</sup> Street near Everett. \$8K
- Provides for principal and interest payments on debt service for lake water improvements. \$370.4K
- Provides for contractual obligation to New Lenox for the Village's share of the IEPA low interest loan for lake water. \$226K
- Provides for contractual obligations to Oak Lawn for lake water. \$87K
- Provides for contractual obligation to Tinley Park for oversizing the water main on LaPorte Road for lake water. \$95.4K

- Provides funding for future lake water joint system repair costs. \$35K
- Provides for sanitary manhole repairs \$2.5K
- Provides for NPDES permit fees for WWTP, sludge and compliance. \$18.5K
- Provides for vacuum jetting and cleaning grease from wet wells at (6) lift stations. \$7.5K
- Provides for replacing (4) lights in the Hickory Creek parking lot. \$6.8K
- Provides for landscaping materials at the McGovney Street parking lot. \$2.9K
- Provides for engineering for the scheduled Fiscal 2014 sewer re-lining projects. \$30.6K
- Provides 1/3 shared cost for emergency connection with Tinley Park. \$42K (re-appropriated)
- Provides for consulting services to coordinate contract negotiations with Oak Lawn. \$15K
- Provides for commuter parking facility improvements (security cameras, seal coating and striping, stamp and dye asphalt islands, and sidewalk/walkway replacement and repair). \$120.8K
- Provides for lake water joint system maintenance contingent repair costs shared by Mokena and New Lenox. \$20K
- Provides for principal and interest payments on debt service for road improvements. \$716.7K
- Provides funding for annual full depth patching projects. \$75K
- Provides funding for Wolf Road patching. \$75K
- Provides funding for annual sidewalk and other concrete rehabilitation projects. \$64K
- Provides for material testing of road projects. \$8K
- Provides for structural street light repairs. \$15K
- Provides funding for erosion control. \$25K
- Provides funding for the FY 13 road maintenance program (in lieu of MFT project). \$881.6K
- Provides funding for tree removal program. \$50K
- Provides funding for Quiet Zone at (4) crossings. \$92K
- Provides for Rt. 30 Phase II engineering and improvement. \$55.2K
- Provides for noise mitigation along the CN Rail line adjacent to Mokena. \$28K

### **BUDGET SUMMARY**

The Village's overall revenues are anticipated to increase by approximately 3.76% or \$746K. The Village's overall expenditures are anticipated to decrease by (8.4%) or (\$1.87M). Although

economic factors are improving, there are many unknowns we face as a Community. Can the economy continue to show signs of improvement and will the Illinois General Assembly take measures that may negatively impact our financial condition? These are two key questions that can only be answered with time.

### **FISCAL IMPACTS ON CUSTOMERS**

The proposed budget takes into consideration the cost of providing services to Mokena's residents and businesses with necessary adjustments for water, sewer and refuse service. The Board conducted a comprehensive review of all locally generated non-economic GF revenues early in FY 12. At the conclusion of this review, the Board determined to "freeze" all permits, licenses, vehicle stickers and other fees that might generate additional costs to Mokena Residents and Businesses. Even though many of these fees have not been adjusted since the nineties, the Board determined to maintain these fees without any increases.

The annual inflationary index for refuse rates will increase monthly costs for garbage by \$.18 to \$.26 (or about \$3 annually). In addition, a \$.35/1000 sewer rate increase will go into effect in July, billable in August. The average residential customer will see a monthly increase of \$2.80+/- (or about \$30 for the fiscal year). A pending Chicago water rate increase will also be passed along to Mokena customers beginning in January of 2013. The proposed increase of \$.40/1000 will increase monthly invoices by \$3.20+/- (or about \$16 for the entire fiscal year) for the average residential customer. In aggregate, these three fee increases will add approximately \$50 to the average household budget in Mokena during FY 13.

The proposed budget has again been prepared to continue providing senior citizen households with refuse discounts of approximately \$24 and two free vehicle stickers. Combined, both discounts equate to almost \$50 per year in reduced fees for our senior households (65+). We are also proud to continue our Military Fee Waiver Program for the families of men and women protecting our freedom and the freedoms of others throughout the world today. Since the fee waiver was implemented several years ago, approximately a dozen families have taken advantage of this program.

**THE FUTURE**

One of my key responsibilities as the Community's Chief Budget Officer is to outline priorities and identify strategic matters moving forward. Annually in my budget message, I attempt to prioritize key issues which I believe will need significant policy attention by the Elected Officials, support staff and our customers as well. The key priorities which I feel are important to our community consist of the following:

1. Continue to reduce debt burden
2. Ongoing maintenance of our local road system.
3. Maintaining an adequate rate structure to support our utility enterprises while considering the impacts of such rates on our customers.
4. Focusing more on our customers and less on the institution of local government.
5. Resisting the urge to spend more because the GF seems to be in better condition.
6. Closely monitoring the condition of our municipal facilities.
7. Mitigating the impacts of the Emerald Ash Borer.
8. Reinvesting more in our human resources.

**ASSUMPTIONS AND THE PROPOSED FY 13 BUDGET**

Like any budget, there are always certain assumptions which drive the preparation and assembly of a yearly spending plan. The proposed FY 13 Budget is no exception as we continue to face some unknown conditions which may not be determined until after the Mokena Village Board takes formal action on the proposed budget. The proposed budget assumes the State will not fall any further behind in redistributing the LGDF and there will be no action by the Illinois General Assembly changing the structural components of this long-standing program. These assumptions relating to the LGDF are the two most significant unknowns we face moving into the adoption of the FY 13 Budget. Although the Illinois General Assembly has adjourned for the year, there is always a chance a special or veto session could yield actions impacting the LGDF down the road. Although we have prepared the budget with less than a 1% increase in our economy driven revenues, it is difficult to predict exactly how the economy will react to such an unusual time in our history. After moderate, minimal or no wage increases for various employees over the past three year period, the proposed budget is prepared with a 3.25% wage increase for all Mokena

employees. Although we have included a 3.25% wage increase in the proposed budget, there are two organized labor agreements that will likely not be finalized until some time after this budget has been adopted. Although we may adopt a budget with certain assumptions regarding wages, benefits and working conditions for our employees, we will negotiate and bargain the terms of our organized labor agreements in good faith. Until those labor agreements are finalized, it is impossible to forecast with any great degree of confidence the actual working conditions of those employees represented by our organized labor partners. Any of these unknowns could require post adoption adjustments in spending or program priorities depending on the degree they may vary from our original assumptions. Time and events will eventually yield to knowledge on these matters.

### **SOLVING SOME PROBLEMS.....WHILE OTHERS EVOLVE.**

This year's budget resulted in the GF and Parking lot funds rebounding but the water and sewer funds coming under more rigorous rate and revenue pressure. This pressure is compounded by several factors including the unanticipated announcement from Chicago last year that water costs are going to increase significantly over the next several years. While we can exercise prudence with regard to controllable expenditures, the cost of water itself must be passed along to our customers. We are not alone in this situation as all suburban and urban Lake Michigan water customers will also be burdened by this issue. In addition to the increased water rates charged by Chicago, our water consumption levels have been stagnant for several years. This leaves us with little choice but to raise rates to increase revenues for both the water and sewer systems. This scenario will likely result in pressure on both the policy makers and customers as raising costs for household budgets is not something that is deemed favorable by anyone.

### **REFLECTING BACK JUST TWO YEARS AGO.....**

As this year's budget message is coming to conclusion, I cannot refrain from thinking about where we stood just two years ago. As a community, we were working together to address the most significant recession of our generation. The future was uncertain, decision making was uncomfortable and we proceeded while hoping for the best. Although we did reduce some program spending and capital equipment replacement, our actions were driven with a clear focus. Our intent was to reduce those costs that would have the least significant impact on our

customers. While only our customers can truly judge our performance in this area, I believe that we approached this difficult time with the appropriate objective in mind.

**Thanks to everyone that participated in this budget process!**

Our transition to the new budgetary reality has not come without anxiety. Although at times the past few years have been challenging, I respect those who have made difficult decisions and exerted more effort for the best interests of our customers. Our labor partners have been cooperative and patient during these difficult times and Mokena's supervisory and line personnel have adapted to provide the best level of service possible given the current circumstances. Local journalists have done an outstanding job of reporting on our budget process this year while helping keep our customers and residents informed through their journalistic efforts.

The proposed 2012/2013 Budget could not have been compiled without the efforts of several individuals and work teams. My thanks are accorded to Barbara Damron, the Village's Finance Director for her continued diligence in difficult times. The entire Management Team which includes Police Chief Randy Rajewski, Public Works Director Lou Tiberi, Community Development Director Alan Zordan, Village Engineer Paul Pearson, Assistant Village Administrator Kirk Zoellner, ESDA Coordinator Greg McElyea, Administrative Assistant Judi Frieling, and their support Staffs have all contributed to the compilation of this Budget.

I would like to express my respect and thanks to Mayor Werner, Clerk Patt and Trustees: Engler, Labriola, Mazzorana, Metanias, Richmond and Siwinski who were of significant assistance as they guided Staff through the consensus building process. As in years past, the proposed FY 13 budget was prefaced by good information, adequate time for the policy makers to consider the impacts of their likely decisions and a balanced decision making environment. In addition, we always look to the past when dealing with the present while measuring the impacts of today's decisions on future generations. Combined these ingredients are the most integral to any good budget process and this year proves to be another successful example of this public policy.

**In Closing.....**

As we conclude this year's budget recommendations, we now move into the program implementation phase. During the implementation phase, we will work diligently to deliver the best levels of service with the resources allocated. We also recognize that our customers are the essence of our existence and remain our top priority. We respect the opportunity to serve Mokena Residents and look forward to yet another year of delivering solid "core service" at the least possible cost. We believe this philosophy will eventually become the new norm for local government and have coined the phrase..... "less institution and more service" to lead us into the future.

Throughout the last five years, we have attempted to remain flexible, adaptive and resilient with regard to balancing the economy and our ability to serve our customers. Every year presents a new set of challenges for us. As long as we keep our customers as our main focus, we will address every problem with intensity and the goal of making our Community the best suburb in the Chicago Region....."Less institution and more service."

Respectfully submitted,

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John W. Downs

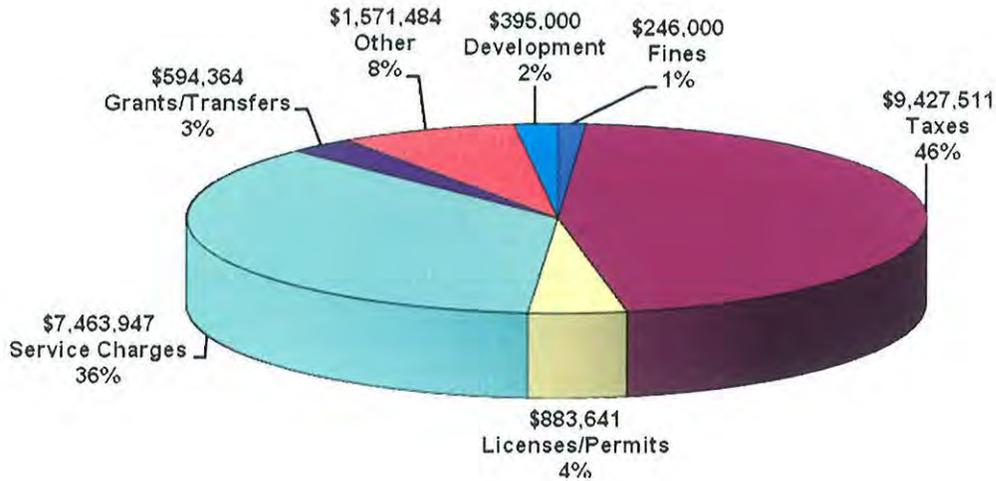
Village Administrator/Chief Budget Officer

Village of Mokena

## BUDGET SUMMARY

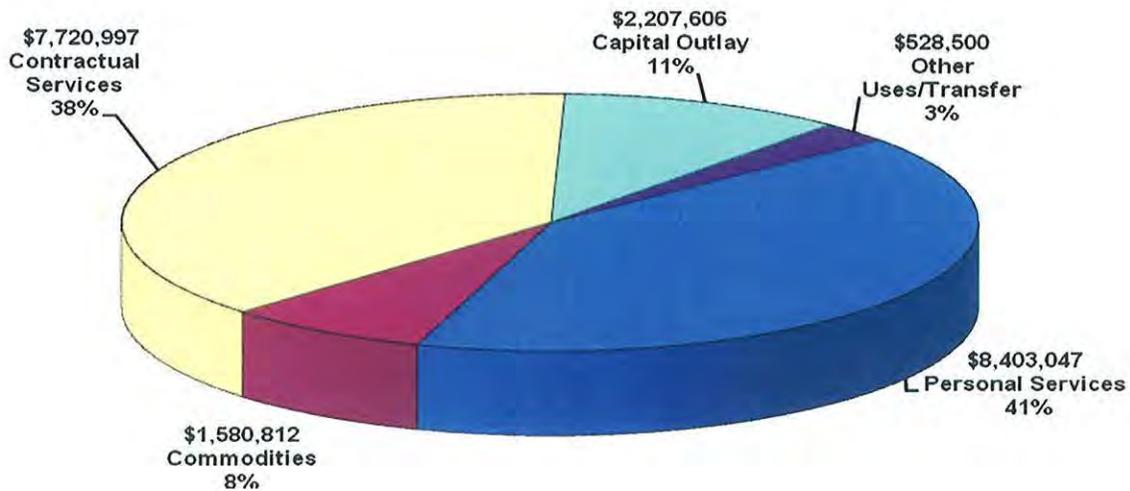
The total revenues for FY '13 are estimated to be \$20,581,947. Illustrated by the Pie Chart found below, one will be able to see the breakdown of revenues for the entire budget as indicated by major category.

### TOTAL REVENUES



The total estimated expenditures for FY '13 are \$20,440,962. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures for the entire budget as indicated by major category.

### TOTAL EXPENSES



**VILLAGE OF MOKENA  
FISCAL 2013 BUDGET  
SUMMARY OF ALL FUNDS**

	<u>Fund Name</u>	<u>Opening Cash Balance</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Fund Balance</u>
01	General	\$ 3,134,541	\$ 7,999,348	\$ 8,308,668	\$ 2,825,221
02	Audit	17,828	5,525	5,450	17,903
04	Performance Bond	578,767	88,500	403,500	263,767
05	Tourism	27,462	40,300	52,384	15,378
06	Special Tax Allocation	19,556	16,700	1,745	34,511
07	School Crossing Guard	27,689	25,196	25,545	27,340
08	IMRF/FICA/MC Contribution	289,992	586,336	579,665	296,663
09	Police Pension	11,587,419	1,623,956	367,104	12,844,271
11	Motor Fuel Tax	600,449	552,808	524,917	628,340
15	Refuse	130,690	1,169,328	1,170,277	129,741
16	Water & Sewer: Operating Encumbered Bond Res.	1,700,671 - -	5,678,061 - -	6,037,235 - -	1,341,497 - -
17	Municipal Parking Lot	57,914	310,890	296,896	71,908
19	Sewer System Capital Improv.	824,201	91,723	50,648	865,276
20	Water System Capital Improv.	715,978	258,589	127,000	847,567
21	Sewer Plant Replacement	1,045,898	3,150	104,630	944,418
22	Plant Expansion	6,066,484	33,500	20,000	6,079,984
23	Capital Improvement, Repair and Replacement	3,548,712	2,098,037	2,365,298	3,281,451
<b>Totals</b>		<b>\$ 30,374,251</b>	<b>\$ 20,581,947</b>	<b>\$ 20,440,962</b>	<b>\$ 30,515,236</b>

## GENERAL FUND BUDGET SUMMARY

### REVENUE

Current FY '12

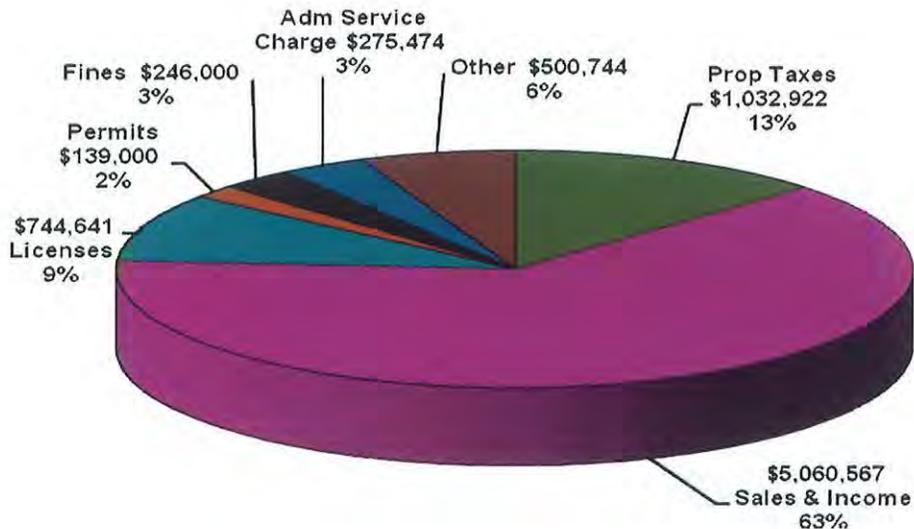
Estimated FY '12 Revenues are anticipated to be more than budget by approximately \$523K. This is primarily due to an increase in sales tax \$343K, state income tax \$106K, building permits \$34K, and miscellaneous income \$28K.

Proposed FY '13

Fiscal '13 Revenues are anticipated to decrease by (\$110K). This is primarily due to the net effect of an increase in sales tax \$362K, state income tax \$108K, court fines \$12K and the removal of a one-time transfer from a capital reserve account for deferred capital equipment and facility repairs (\$570K).

Total anticipated General Fund Revenues for FY '13 are \$7,999,348. Illustrated by the Pie Chart found below, one will be able to see the breakdown of revenues for the entire General Fund as indicated by major category.

### TOTAL REVENUES



**EXPENSES**

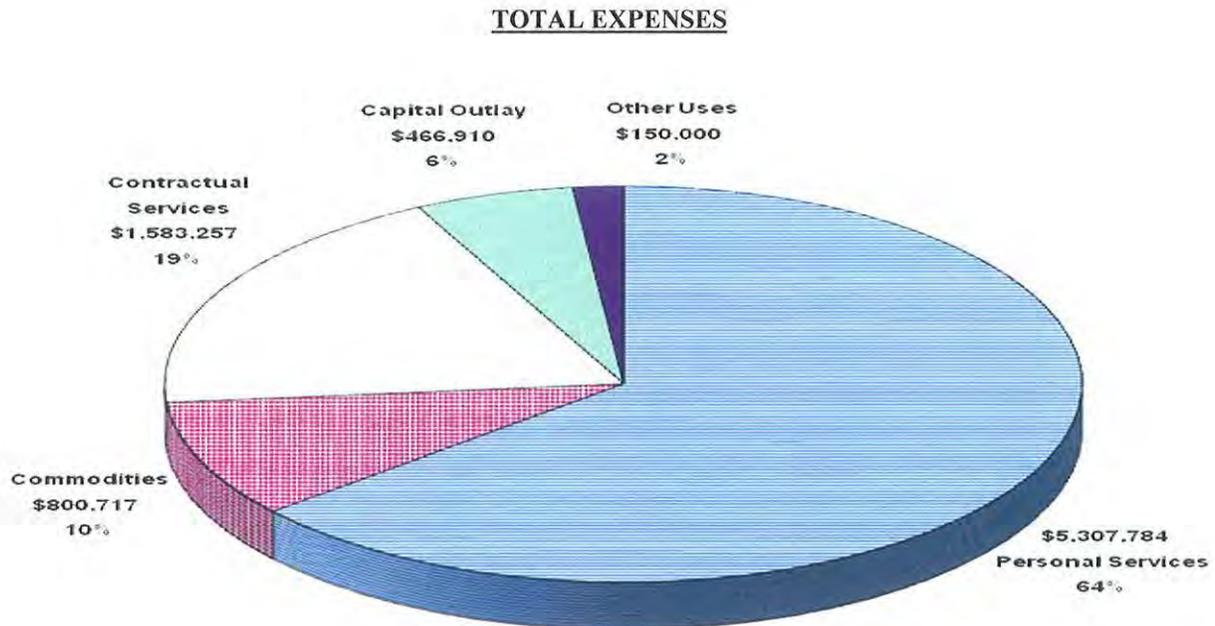
Current FY '12

The FY '12 General Fund Expenses are anticipated to be (\$269K) under appropriation. This is primarily due to the following expenditures coming in under budget: gasoline (\$61K), legal services (\$43K), street lighting energy charge (\$18K), other contractual services (\$45K), rebates (\$31K), and capital costs (\$14K). In addition, the \$50K budgeted for contingencies was not used.

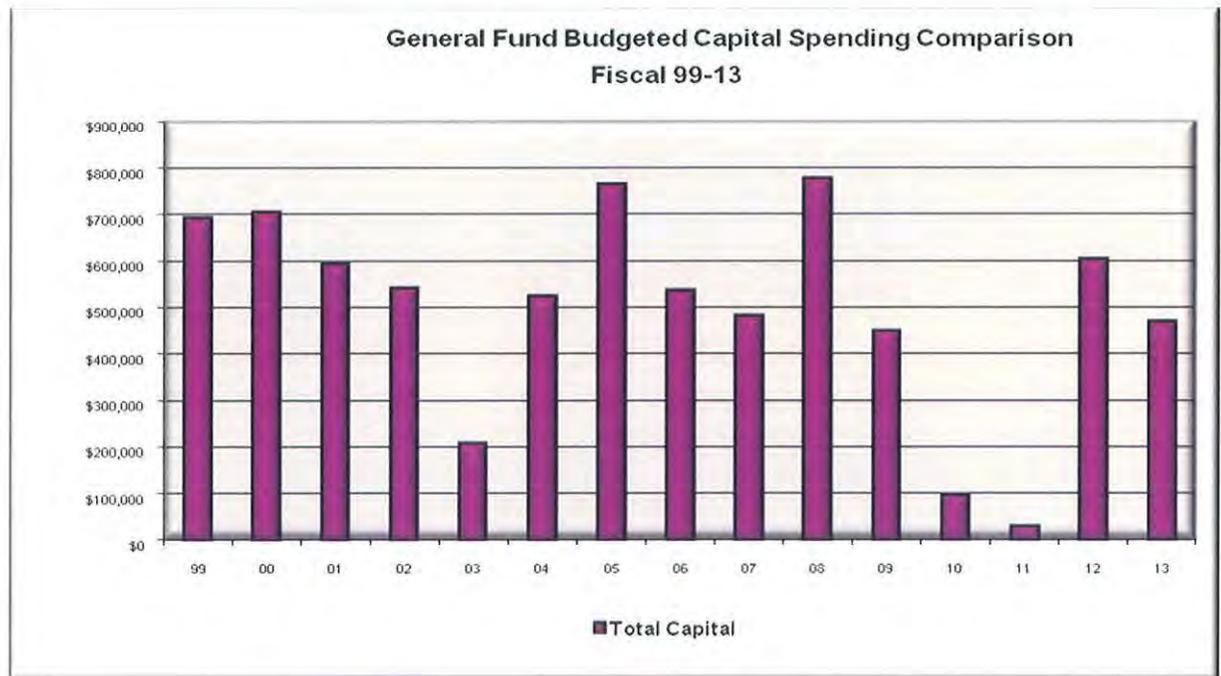
Proposed FY '13

FY '13 General Fund Expenditure levels are proposed to increase by approximately \$199K above FY '12 budget levels. This is associated with an increase in tree replacement/removal \$21K and contingencies \$100K, restriping of Wolf Road \$15K, a drainage improvement project on Third Street \$21K, replacement of Christmas decorations \$14K, and way finding signage \$10K.

Total estimated General Fund expenditures for FY '13 are \$8,308,668. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures for the entire general fund as indicated by major category.



The chart found below depicts the General Fund capital spending patterns over the past fifteen years.



As one can see, FY '13 Capital Expenditures are (\$135K) below FY '12 budgeted levels. In FY '10 & FY '11 capital spending (like all other budget categories) had been reduced significantly to offset declining general fund revenues. In FY '12, a one-time transfer from the Water System Capital Improvement Fund for \$570K to the General Fund was scheduled to offset the deferred capital equipment and facility repair costs. In FY '13, the Village is continuing to replace capital equipment and vehicles, provide facility improvements, install drainage improvements on Third Street, and provide striping on Wolf Road.

**FUND BALANCE**

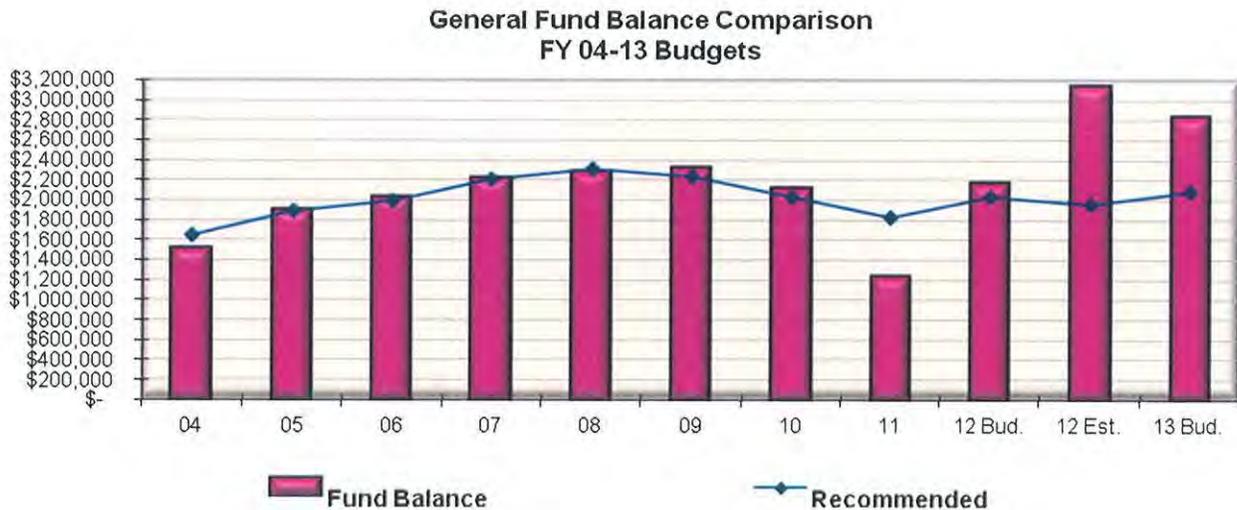
Current FY '12

You will note the FY '12 General Fund estimated ending fund balance to be approximately \$3.1M. This is above the budgeted FY '12 balance by approximately \$966K.

Proposed FY '13 The proposed year end FY '13 Proposed General Fund balance amount is approximately \$2.8M and \$7481K above the Board's preferred guidelines of maintaining 25% of the annual expenditures.

Following you will note a graph depicting the budgeted general fund cash position for the last nine budget cycles along with proposed FY '13 levels. You will note, that historically, the Village has budgeted year end fund balances at/or above preferred levels with the exception of FY '11. During this fiscal year fund balance levels declined and were utilized as a revenue offset.

**FUND BALANCE**



Historically, Mokena budgets have utilized 25% of overall GF spending as a benchmark for adequate fund balance levels. Given the unpredictable condition of the State of Illinois along with a sputtering economy, this budget has been prepared with forecasted balances well in excess of historical trends. By maintaining a more conservative fund balance position, those uncertainties previously mentioned would be less likely to impact core services in light of negative events.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Summary**

<b>Revenues</b>	<b>Actual Fiscal '10</b>	<b>Actual Fiscal '11</b>	<b>Budgeted Fiscal '12</b>	<b>Estimated Fiscal '12</b>	<b>Board App. Fiscal '13</b>
Taxes	\$ 4,684,479	5,951,837	5,719,270	6,156,026	6,134,489
Licenses	728,979	748,667	753,652	748,470	744,641
Permits	162,368	128,440	137,000	170,600	139,000
Intergovernmental Revenue - State	20,742	20,743	18,879	18,879	18,890
Intergovernmental Revenue - Local	259,586	264,777	270,073	270,073	275,474
Exaction Fees	-	-	-	-	-
Fines	329,411	241,289	238,000	238,000	246,000
Other Revenue	430,085	474,949	972,480	1,030,119	440,854
<b>Total Revenue</b>	<b>\$ 6,615,650</b>	<b>7,830,702</b>	<b>8,109,354</b>	<b>8,632,167</b>	<b>7,999,348</b>
<b>Opening Cash Balance</b>	<b>\$ 2,382,341</b>	<b>\$ 1,626,467</b>	<b>\$ 2,168,125</b>	<b>\$ 2,342,234</b>	<b>\$ 3,134,541</b>
<b>Total Available for Spending</b>	<b>\$ 8,997,991</b>	<b>9,457,169</b>	<b>10,277,479</b>	<b>10,974,401</b>	<b>11,133,889</b>

<b>Appropriations</b>	<b>Actual Fiscal '10</b>	<b>Actual Fiscal '11</b>	<b>Budgeted Fiscal '12</b>	<b>Estimated Fiscal '12</b>	<b>Board App. Fiscal '13</b>
Legislative	\$ 83,170	85,820	64,037	87,274	89,142
Administrative	1,606,665	1,689,134	1,832,517	1,698,105	1,828,525
Fire & Police Commission	16,513	1,269	13,575	4,265	23,540
Police Department	3,774,702	3,737,713	4,051,034	4,011,950	3,992,267
Community Development	497,347	418,899	483,511	463,575	500,711
Village Clerk	9,606	6,383	10,816	9,510	12,368
Street Department	1,047,212	917,846	1,265,210	1,193,526	1,388,393
Buildings & Grounds Department	280,933	200,948	306,059	294,879	391,206
Cable TV Commission	8,282	8,846	11,050	10,085	11,350
E.S.D.A. Department	47,094	48,077	71,548	66,691	71,166
<b>Total Appropriations</b>	<b>\$ 7,371,524</b>	<b>7,114,935</b>	<b>8,109,357</b>	<b>7,839,860</b>	<b>8,308,668</b>
<b>Ending Fund Balance</b>	<b>\$ 1,626,467</b>	<b>2,342,234</b>	<b>2,168,122</b>	<b>3,134,541</b>	<b>2,825,221</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Revenue [01]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
200	<b><u>Taxes</u></b>					
2010	Property Tax (See Footnote)	\$ 290,130	362,069	433,245	424,165	376,922
2030	Sales Tax	2,837,382	3,257,210	3,222,962	3,566,052	3,584,792
2050	State Income Tax	877,897	1,618,088	1,368,020	1,474,306	1,475,775
2060	Road & Bridge Allocation	640,483	670,933	653,243	650,617	656,000
2070	Automobile Rental Tax	12,151	17,922	16,800	18,000	18,000
2090	Amusement Tax	26,436	25,615	25,000	22,886	23,000
	<b>Total</b>	<b>\$ 4,684,479</b>	<b>5,951,837</b>	<b>5,719,270</b>	<b>6,156,026</b>	<b>6,134,489</b>
210	<b><u>Licenses</u></b>					
2110	Liquor	\$ 44,450	44,850	40,550	42,250	42,600
2120	Vehicle	143,430	145,180	142,500	142,500	141,900
2130	Business	28,512	29,160	27,720	27,720	27,000
2140	Franchise	392,094	415,488	427,100	415,000	413,600
2150	Contractors	105,600	98,100	102,000	105,900	105,000
2190	Other	14,893	15,889	13,782	15,100	14,541
	<b>Total</b>	<b>\$ 728,979</b>	<b>748,667</b>	<b>753,652</b>	<b>748,470</b>	<b>744,641</b>
220	<b><u>Permits</u></b>					
2210	Building	\$ 91,654	64,621	89,000	122,600	91,000
2230	Solicitors	-	-	-	-	-
2290	Other	70,714	63,819	48,000	48,000	48,000
	<b>Total</b>	<b>\$ 162,368</b>	<b>128,440</b>	<b>137,000</b>	<b>170,600</b>	<b>139,000</b>
	<b><u>Intergovernmental</u></b>					
240	<b><u>Revenue - State/County</u></b>					
2450	Capital Grants	\$ 20,742	20,743	18,879	18,879	18,890
2490	Other Intergovernmental Revenue	-	-	-	-	-
	<b>Total</b>	<b>\$ 20,742</b>	<b>20,743</b>	<b>18,879</b>	<b>18,879</b>	<b>18,890</b>
	<b><u>Intergovernmental</u></b>					
250	<b><u>Revenue - Local</u></b>					
2510	Interfund Service Charges	\$ 259,586	264,777	270,073	270,073	275,474
254	<b><u>Exaction Fees</u></b>					
2560	Contributions	\$ -	-	-	-	-

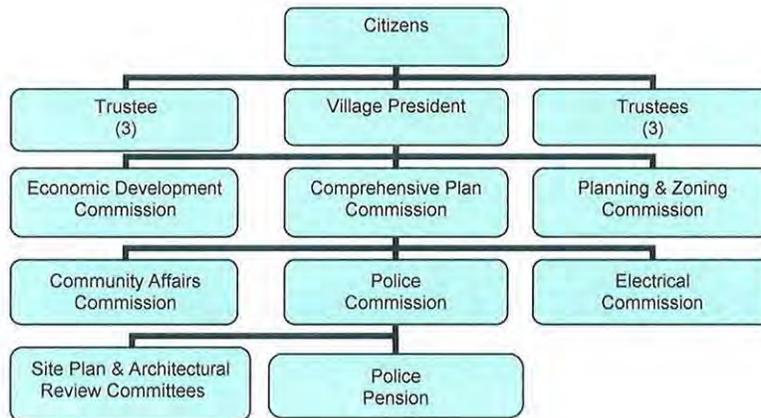
**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Revenue [01]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
280	<b>Fines</b>					
2810	Court	\$ 193,058	130,608	123,000	136,000	135,000
2820	Parking	34,226	52,752	55,000	47,000	49,000
2880	Other	72,909	46,459	55,000	50,000	52,000
2890	Asset Forfeiture	29,218	11,470	5,000	5,000	10,000
	<b>Total</b>	<b>\$ 329,411</b>	<b>241,289</b>	<b>238,000</b>	<b>238,000</b>	<b>246,000</b>
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 25,513	15,946	18,000	24,000	25,000
2920	Rental Income	187,234	200,943	209,985	210,469	220,158
2930	Donations	3,050	26,500	-	25,700	10,000
2940	Interfund Revenue	4,728	4,753	575,150	574,400	3,500
2960	Public Hearing/Development Fees	23,185	28,666	20,100	18,000	20,100
2970	Miscellaneous Income	186,375	198,141	149,245	177,550	162,096
2990	Bond Proceeds	-	-	-	-	-
	<b>Total</b>	<b>\$ 430,085</b>	<b>474,949</b>	<b>972,480</b>	<b>1,030,119</b>	<b>440,854</b>
	<b>Revenue Grand Total</b>	<b>\$ 6,615,650</b>	<b>7,830,702</b>	<b>8,109,354</b>	<b>8,632,167</b>	<b>7,999,348</b>
	<b>Opening Cash Balance (Including Investments)</b>	<b>\$ 2,382,341</b>	<b>1,626,467</b>	<b>2,168,125</b>	<b>2,342,234</b>	<b>3,134,541</b>
	<b>Total Available for Spending</b>	<b>\$ 8,997,991</b>	<b>\$ 9,457,169</b>	<b>\$ 10,277,479</b>	<b>\$ 10,974,401</b>	<b>\$ 11,133,889</b>

Footnote: The revenues derived in line item 01.200.2010 based on the 2010 tax levy as extended by the Will County Clerk for General Corporate purposes will be used to fund line items 01.101.3060, 01.101.3270 and 01.101.3630 in the Administrative Department and line item 01.105.3630 in the Community Development Department.

# Legislative Branch

## Fiscal Year '13



### Summary of Basic Function

The Legislative Department of the Village includes all functions relating to the Village President and Board of Trustees. This includes Village wide Legislative and Policy efforts.

The Village President and Six Trustees are elected at large on a staggered basis. According to the Mokena Village Code, "this Board shall be the legislative department of the Village Government, and shall perform such duties and have such powers as may be delegated by Statute to it."

The Village President is Chief Elected Officer of the Village and presides over all meetings. The Village Board meets in formal session the 2nd and 4th Monday of every month.

The Village President, with advice and consent of the Board, appoints members to the Planning and Zoning Commission, Economic Development Commission, Comprehensive Plan Commission, Community Affairs Commission, Police Commission, Site Plan & Architectural Review Committees, Electrical Commission, Police Pension Board and other ad hoc commissions from time to time. Below are descriptions of each formal committee.

- **Planning Commission:** This (9) member Commission meets on a monthly basis and reviews pending development and annexation proposals for the Village of Mokena. Members address

proposed developments and annexations from a planning perspective by comparing the proposed land use to the Village's Comprehensive Land Planning Documents. The Commission formally votes and makes recommendations to the Village Board of Trustees.

- **Zoning Board of Appeals:** This Board is required by State Statute with individuals appointed to staggered terms by the Village President with advice and consent of the Village Board. All seven members are also on the Planning Commission and review zoning issues for proposed developments and annexations to the Village of Mokena. In addition, the Board evaluates variance and special use zoning requests. The final determination regarding variance requests are concluded by the Zoning Board of Appeals while zoning recommendations are forwarded to the Village Board for final review and determination.
- **Economic Development Commission:** This Commission focuses on enhancing economic development in the Community and advises the Village Board on various programs that would improve the economic viability of the Community. This Commission meets on a monthly basis and the activities are coordinated through the Community/Economic Development Coordinator.
- **Comprehensive Plan Commission:** This Commission meets infrequently and reviews any pending changes being considered concerning the Village's comprehensive land use plan. The Commission makes advisory recommendations to be considered formally by the Mokena Village Board of Trustees.
- **The Community Affairs Commission:** This Commission consists of 6 people appointed by the Village President with the advice and consent of the Board of Trustees. Commission members serve one-year terms. The Commission, which represents a recent merger of the Environmental Commission and Downtown Committee, is dedicated to improving community volunteer opportunities along with increased public awareness of various programs and the people who organize them.
- **Police Commission:** This Commission is responsible for the selection, appointment, promotion, discipline and dismissal of the municipality's full time sworn police officers.
- **Site Plan Review Committee:** This Committee meets to review non-residential development site plans with the goal of enhancing the overall aesthetics and functionality of business site development. This committee meets on an as needed basis.
- **Architectural Review Committee:** This is a subcommittee of the Site Plan Review Committee charged with reviewing non-residential architectural elevations and other aspects of development.
- **Electrical Commission:** This purpose of this Commission is to review ordinances pertaining to electrical codes and make recommendations to the Village Board for changes, alterations or maintaining the status quo.
- **Police Pension Board:** Two of the four current members are appointed by the Village President with advice and consent of the Village Board. These members oversee the investment of Police Pension Fund Reserves.

**STATUS OF GOALS FOR FY '12**

1. Draft monthly article for Mokena Messenger newspaper. **(C/100%)**
2. Conduct 13<sup>th</sup> annual State of the Village address. **(C/100%)**
3. Adopt incremental strategy to address a utility extension plan into Sunny Acres. **(D)**
4. Conceptually evaluate revenue alternatives. **(C/100%)**
5. Initiate conceptual discussions regarding preliminary site plans and building layout for public safety facility. **(C/100%)**
6. Initiate conceptual discussions regarding potential strategies for the Village Hall. **(C/100%)**
7. Review comprehensive water and sewer rate assessment. **(C/100%)**
8. Review electrical aggregation alternatives and determine if a future referendum question is warranted. **(C/100%)**
9. Coordinate location and construction of historical mural. **(CU/20%)**
10. Coordinate financial contributions and fireworks program. **(C/100%)**

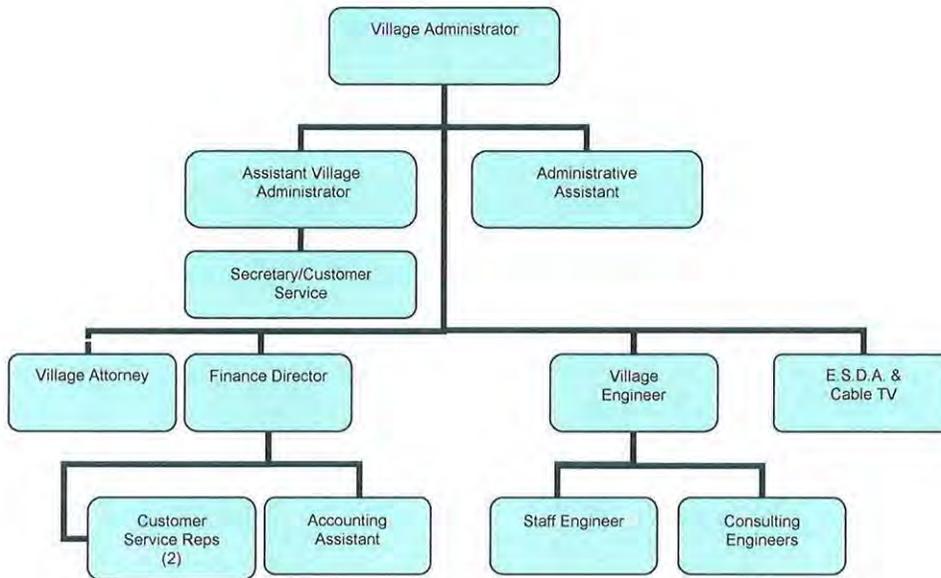
**SIGNIFICANT GOALS FOR FY '13**

1. Authorize water supply contract with upstream supplier.
2. Extend terms of existing boundary agreement with Tinley Park.
3. Complete FOIA and OMA training.
4. Conduct 14<sup>th</sup> annual State of the Village address.
5. Coordinate location and construction of historical mural.
6. Coordinate and sponsor annual 4<sup>th</sup> of July fireworks.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Legislative [01-100]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b><u>Personal Services</u></b>					
3020	Salaries (Part Time)	\$ 34,597	35,025	34,500	34,150	34,500
	<b><u>Commodities</u></b>					
3230	Conferences, Mtgs. & Seminars	\$ 498	1,244	1,750	1,300	1,725
3240	Membership Dues	19,588	19,854	22,756	22,648	23,361
3260	Publications	-	-	-	-	-
3290	Printing	-	-	-	-	-
3420	Donations	-	-	-	-	-
3440	Miscellaneous	-	-	100	-	100
3450	Public Relations	28,311	29,521	4,675	29,000	29,200
	<b>Total</b>	<b>\$ 48,397</b>	<b>50,619</b>	<b>29,281</b>	<b>52,948</b>	<b>54,386</b>
	<b><u>Contractual Services</u></b>					
3710	Legal Advertising	\$ -	-	-	-	-
3780	Telephone	-	-	-	-	-
3860	Other Contractual Services	176	176	176	176	176
3870	Auto Mileage & Expense Reimb.	-	-	80	-	80
	<b>Total</b>	<b>\$ 176</b>	<b>176</b>	<b>256</b>	<b>176</b>	<b>256</b>
	<b>Total Operating Expenses</b>	<b>\$ 83,170</b>	<b>85,820</b>	<b>64,037</b>	<b>87,274</b>	<b>89,142</b>
	<b><u>Capital Outlay</u></b>					
4020	Improvements - Other	\$ -	-	-	-	-
4040	Machinery & Equipment	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Appropriations</b>	<b>\$ 83,170</b>	<b>85,820</b>	<b>64,037</b>	<b>87,274</b>	<b>89,142</b>

# Administrative Department Fiscal Year '13



## SUMMARY OF BASIC FUNCTIONS

The Administrative Department coordinates finances and other organizational wide matters. The Village Administrator is the Chief Administrative Officer employed by the Village President and Board of Trustees to manage the day to day operations of the Government. All Department Heads and Consultants are responsible to coordinate their activities with the Village Administrator or his/her designee. Additionally, the Village Administrator acts as the Chief Budget Officer and is responsible for the interpretation, advisement and supervision of Board Policy. The Assistant Village Administrator reports directly to the Village Administrator. He serves as the Village's risk manager, and as its public information and media relations officer. In addition, the Assistant Village Administrator oversees the Village's building projects, negotiates cellular leases and cable franchise agreements, manages the Village's website, serves as the FOI Officer, manages the Village's foreclosed and vacant structures program, coordinates special projects, handles complex customer inquiries and concerns, and provides staff support to the Community Affairs and Economic Development Commissions.

The Finance Director supervises accounting and reporting tasks associated with Village finances. These tasks include: forecasting revenues and expenditures, monitoring investments and cash reserves, overseeing accounts receivable/payable, payroll and formulating the Village's Tax Levy. Additionally, the Finance Director oversees General Office Operations, the computer system, and assists the Village Administrator with the

supervision of Personnel records management along with preparation and day-to-day management of the budget.

The Administrative Assistant maintains and oversees the production of "Board Correspondence". This person supervises the daily scheduling affairs of both the Mayor and Village Administrator. Additionally, this position is responsible for performing research, organizing projects and coordinating responses to formal citizen inquiries to the Village President, Board and Village Administrator. The Administrative Assistant also serves as Deputy Clerk to the Elected Village Clerk.

The Village Engineer reports to the Village Administrator. The position supervises and oversees Village related engineering functions including; capital projects, subdivision development/inspection, capital improvement plans, consulting contracts and all other engineering issues. The Village Engineer also oversees various consulting engineers employed by the Village to perform a multitude of other engineering services. The Staff Engineer reports directly to the Village Engineer providing technical support and is responsible for the inspection of all new public improvements within new developments. This person will also inspect Village construction projects which include sewer, water and storm water system rehabilitation and extensions. This person also prepares and inspects all Road Maintenance Projects as well as responds to local drainage complaints. In addition, the Staff Engineer provides building and site inspection support.

The position of Accounting Assistant is responsible to the Finance Director. This person is responsible for maintaining accurate accounting records regarding accounts payable/receivable and utility billings. Two Customer Service Representatives are responsible for service and responsiveness through counter service and telephone interaction. These positions are also responsible to the Finance Director. A full time Administrative Secretary provides support to the Assistant Village Administrator while also performing Customer Service functions.

The ESDA Coordinator manages the Emergency Services Disaster Agency. This volunteer organization has the responsibility to provide an emergency preparedness plan for the Village Government. This will ensure safety and a well-devised course of action in case of a catastrophe. All costs affiliated with employment of the E.S.D.A. Director are budgeted for in the E.S.D.A. Departmental Budget. Cable TV is primarily comprised of a group of volunteers who broadcast Mokena Board meetings and special events on a year round basis.

The Village of Mokena contracts annually for both Engineering and Legal Services. Mokena has enjoyed a long-standing relationship with the McKeown, Fitzgerald, Zollner, Buck, Hutchison and Ruttle, law firm. From time to time the Village may utilize other legal firms if a particular area of legal expertise is required.

## **STATUS OF GOALS FOR FY '12**

### ***Administrative/Finance***

1. Oversee and file annual audit. (C/100%)
2. Prepare and file annual treasurer's report. (C/100%)
3. Prepare and file 2011 property tax levy. (C/100%)
4. Prepare annual Fiscal 2013 Budget. (C/100%)
5. Present preliminary public safety site and building concepts. (C/100%)
6. Present preliminary concepts of rehabilitating or constructing a new Village Hall at the current site. (C/100%)
7. Renegotiate labor agreement with Teamsters Local 700. (C/100%)
8. Renegotiate Labor agreement with Local 150. (C/100%)
9. Conduct comprehensive analysis regarding (non-economic driven) revenue sources. (C/100%)
10. Conduct strategic utility rate assessment for water and sewer operations. (C/100%)
11. Coordinate renegotiated water contract terms with Oak Lawn through 5 member consortium. (CU/80%)
12. Fully implement commuter parking improvement plan. (C/100%)
13. Initiate strategic discussions with Metra regarding future improvements to Hickory Creek station. (C/100%)
14. Negotiate new cable franchise agreement with Comcast. (C/100%)
15. Implement expanded web broadcasting capabilities. (C/100%)

### ***Engineering Services***

1. Design and construct the FY 2012 Street Maintenance Program with construction completed during fall of 2011. (C/100%)

2. Coordinate the construction of the Illinois Department of Transportation's improvements for the widening of US Route 30 from Prestantia Drive to Owens Road. **(C/100%)**
3. Coordinate the construction of the Illinois Department of Transportation's traffic signal improvements at US Route 30 and Owens Road. **(C/100%)**
4. Provide technical support for long range transportation planning. **(C/100%)**
5. Coordinate the Phase I Engineering for improvements at the intersection of 191<sup>st</sup> Street and 80<sup>th</sup> Avenue with the Will County Department of Highways and the Village of Tinley Park. **(C/100%)**
6. Continue active participation in the Hickory Creek Watershed Planning Group. **(C/100%)**
7. Oversee completion of the public improvements in Boulder Ridge, The Bridges of Mokena and Prairie Ridge. **(C/100%)**
8. Present and facilitate incremental plan to extend utilities into Sunny Acres. **(CU/75%)**
9. Development and implement a sign assessment and management method to meet the requirements of the new MUTCD standards for retroreflectivity. **(D)**
10. Evaluate and update the current pavement condition evaluation for the Village's roadways. **(C/100%)**
11. Research alternative methods and strategies for local road maintenance. **(C/100%)**

### **SIGNIFICANT GOALS FOR FY '13**

#### ***Administrative/Finance***

1. Oversee and file annual audit.
2. Prepare and file annual treasurer's report.
3. Prepare and file 2012 property tax levy.
4. Prepare annual Fiscal 2014 Budget.
5. Renegotiate labor agreement with Teamsters Local 700.
6. Renegotiate labor agreement with Local 150.

7. Coordinate renegotiated water contract terms with Oak Lawn through 5 member consortium.
8. Implement and monitor electrical aggregation program.
9. Continue strategic discussions with Metra regarding future improvements to Hickory Creek station.
10. Re-evaluate potential investment strategies for WWTP expansion
11. Evaluate potential refinancing alternatives for intergovernmental debt with Tinley Park.
12. Oversee FOIA/OMA training.

### ***Engineering Services***

1. Design and construct the FY 2013 Street Maintenance Program with construction completed during fall of 2012.
2. Coordinate the completion of construction of the Illinois Department of Transportation's improvements for the widening of US Route 30 from Prestantia Drive to Owens Road.
3. Coordinate the completion of construction of the Illinois Department of Transportation's traffic signal improvements at US Route 30 and Owens Road.
4. Coordinate the construction of street lighting improvements at US Route 30 and Owens Road.
5. Provide technical support for long range transportation planning.
6. Coordinate the Phase I Engineering for improvements at the intersection of 191<sup>st</sup> Street and 80<sup>th</sup> Avenue with the Will County Department of Highways and the Village of Tinley Park.
7. Continue active participation in the Hickory Creek Watershed Planning Group including water quality testing.
8. Oversee completion of the public improvements in Corporate Corridors North.
9. Present and facilitate incremental plan to extend utilities into Sunny Acres.
10. Coordinate the construction of the Illinois Department of Transportation's I-80 Sound Wall adjacent to the Country View Subdivision.

11. Oversee the establishment of a Quiet Zone along the E & J Railroad for the crossings at 191<sup>st</sup> Street, Schoolhouse Road, Mokena Street, Wolf Road and LaPorte Road.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Administrative [01-101]**

		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
	<u>Personal Services</u>	<u>Fiscal '10</u>	<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>
3010	Salaries (Full Time)	\$ 595,472	580,597	617,999	617,807	615,938
3020	Salaries (Part Time)	30	-	-	-	-
3030	Salaries (Overtime)	482	-	-	-	-
3040	Unemployment Contribution	5,088	8,023	13,802	14,840	22,035
3060	Worker's Compensation	147,258	203,714	170,321	169,596	153,062
3100	Hospital/Life Insurance	112,442	119,179	119,518	117,912	121,312
	<b>Total</b>	<b>\$ 860,772</b>	<b>911,513</b>	<b>921,640</b>	<b>920,155</b>	<b>912,347</b>
	<u>Commodities</u>					
3210	Office Supplies	\$ 16,324	12,139	12,000	11,500	12,500
3220	Postage	12,071	11,501	13,895	13,450	14,700
3230	Conferences, Mtgs. & Seminars	672	1,468	2,330	1,500	2,810
3240	Membership Dues	2,182	4,302	3,622	3,570	3,450
3250	Professional Development	477	27	585	500	545
3260	Publications	972	907	920	1,063	1,105
3270	Liability Insurance	132,574	172,540	166,377	166,557	140,877
3290	Printing	3,444	4,962	4,710	4,000	5,825
3300	Vehicle Expense (Gas)	2,354	2,707	4,500	3,650	5,250
3320	Maint: Vehicles & Motor Equip.	1,551	1,127	1,500	2,000	1,800
3440	Miscellaneous	-	-	200	71	200
3450	Public Relations	-	-	-	-	-
3510	Equipment	-	-	250	1,750	1,150
3520	Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 172,621</b>	<b>211,680</b>	<b>210,889</b>	<b>209,611</b>	<b>190,212</b>
	<u>Contractual Services</u>					
3620	Engineering Services	\$ 70	44	3,500	-	6,000
3630	Legal Services	141,098	109,908	150,000	115,000	150,000
3690	Computer Program./Maint.	14,596	18,456	22,650	20,000	21,250
3710	Legal Advertising	-	-	-	-	-
3750	Public Officials Ins./Bonding	1,179	-	-	-	1,500
3780	Telephone	11,388	10,842	11,928	9,600	8,988
3790	Comm./Office Machine Maint.	2,526	2,570	2,600	2,600	2,800
3850	Equipment Leasing	2,511	2,311	2,311	2,311	2,311
3860	Other Contractual Services	22,451	26,161	27,580	24,000	30,342
3870	Auto Mileage & Expense Reimb.	416	231	335	400	455
3890	Bond Principal	95,000	95,000	100,000	100,000	100,000
3900	Bond Interest	32,709	36,707	34,570	34,570	32,220
3901	Bond Issuance Costs	-	-	-	-	-
3950	Contractual Payments	98	98	100	98	100
3980	Rebates	246,403	263,613	229,414	198,028	220,000
	<b>Total</b>	<b>\$ 570,445</b>	<b>565,941</b>	<b>584,988</b>	<b>506,607</b>	<b>575,966</b>
	<b>Total Operating Expenses</b>	<b>\$ 1,603,838</b>	<b>1,689,134</b>	<b>1,717,517</b>	<b>1,636,373</b>	<b>1,678,525</b>

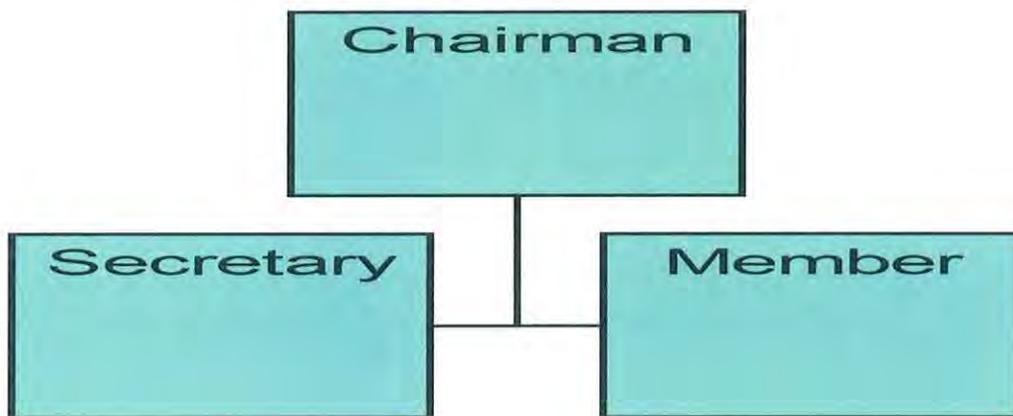
**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Administrative [01-101]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b><u>Capital Outlay</u></b>					
4040	Machinery & Equipment	\$ 2,827	-	65,000	61,732	-
4060	Land Acquisition	-	-	-	-	-
4080	Vehicle Acquisition	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	\$ 2,827	-	65,000	61,732	-
	<b><u>Other Financing Uses</u></b>					
4260	Interfund Transfers	\$ -	-	-	-	-
4280	Contingencies	-	-	50,000	-	150,000
4300	Payment to Refunding Escrow	-	-	-	-	-
	<b>Total</b>	\$ -	-	50,000	-	150,000
	<b>Total Appropriations</b>	\$ 1,606,665	1,689,134	1,832,517	1,698,105	1,828,525



# *Board of Fire & Police Commission*

## *Fiscal Year '13*



### SUMMARY OF BASIC FUNCTION

Division 2.1 of Article 10 of the Illinois Municipal Code requires that all municipalities that have populations of 5,000 or more residents establish and maintain a Board of Fire and Police Commissioners. This Commission is then charged with the selection, appointment, promotion, discipline and dismissal of the municipality's full-time sworn police officers and fire fighters (where applicable).

The Board of Fire and Police Commissioners consists of three members. All members of the Commission must be residents of the Village, and are appointed to their offices on staggered three-year terms. The Village President, with the advice and consent of the Village Board of Trustees, appoints the members of the commission.

The Chairman of the Commission presides over all meetings. The Secretary of the Commission is responsible for meeting minutes, forms, papers, books, seal and the records of the Commission.

By statutory obligation of the Board of Fire and Police Commissioners must hold an annual meeting each July to elect its officers and conduct whatever business may come before the Commission. Additionally, the Commission may hold other meetings as might be necessary, upon the call of the Chairman.

**STATUS OF GOALS FOR FY '12**

1. Formulate a new Patrol Officer Eligibility Register, as required by State Statute, to succeed the current Register that will expire during Fiscal-Year 2012. **(CU//75%)**
2. Review and update the local Rules & Regulations of the Commission as needed. **(C/100%)**
3. Attend the Illinois Fire & Police Commissioners Training Conference in order to maintain a current working knowledge of legislative changes pertaining to the recruitment, employment, retention and termination of Police Officers. **(C/100%)**
4. Review and update Police Commission Files pursuant to State Statute and Village Policy. **(C/100%)**
5. Explore an alternate vendor for Promotional testing. **(C/100%)**

**SIGNIFICANT GOALS FOR FY '13**

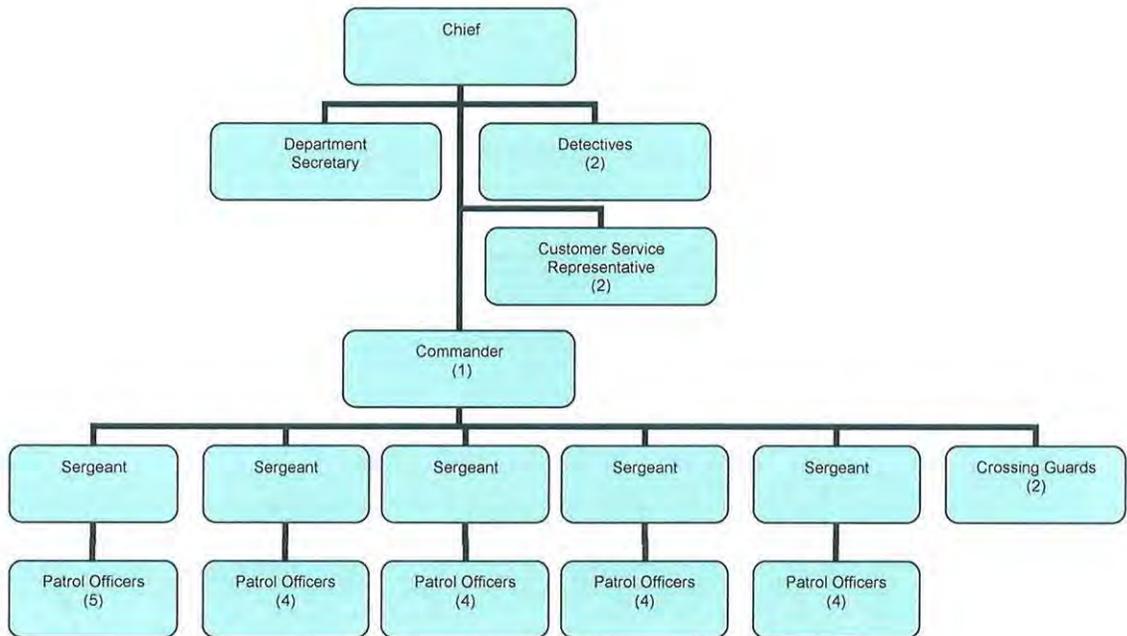
1. Formulate a new Patrol Officer Eligibility Register as required by State Statute to succeed the current Register that expired in Fiscal-Year 2012.
2. Formulate a new Sergeant Promotional Register as required by State Statute to succeed the current Register that will expire in Fiscal Year 2013.
3. Complete mandatory OMA Training for all Commissioners.
4. Review and update the local Rules & Regulations of the Commission as necessary.
5. Review and update Police Commission Files pursuant to State Statute and Village Policy.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Fire & Police Commission [01-103]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b><u>Personal Services</u></b>						
3020	Salaries (Part Time)	\$ 2,550	530	1,700	1,200	1,700
<b><u>Commodities</u></b>						
3230	Conferences, Mtgs. & Seminars	\$ -	364	-	-	-
3240	Membership Dues	375	375	375	375	375
3250	Professional Development	-	-	200	390	200
3260	Publications	127	-	100	100	100
3510	Equipment	86	-	-	-	-
3520	Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 588</b>	<b>739</b>	<b>675</b>	<b>865</b>	<b>675</b>
<b><u>Contractual Services</u></b>						
3630	Legal Services	\$ -	-	1,500	-	1,500
3640	Physical Exams	-	-	-	-	-
3650	Testing & Psych. Exams	11,744	-	8,000	-	18,665
3710	Legal Advertising	1,631	-	1,700	2,200	1,000
	<b>Total</b>	<b>\$ 13,375</b>	<b>-</b>	<b>11,200</b>	<b>2,200</b>	<b>21,165</b>
	<b>Total Operating Expenses</b>	<b>\$ 16,513</b>	<b>1,269</b>	<b>13,575</b>	<b>4,265</b>	<b>23,540</b>
<b><u>Capital Outlay</u></b>						
4040	Machinery & Equipment	\$ -	-	-	-	-
	<b>Total Capital</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Appropriations</b>	<b>\$ 16,513</b>	<b>1,269</b>	<b>13,575</b>	<b>4,265</b>	<b>23,540</b>

# *Police Department*

## *Fiscal Year '13*



### **SUMMARY OF BASIC FUNCTION**

The Police Department is the division of Mokena's local government that is responsible for the protection of life and property. This responsibility is accomplished through community-based methods including problem identification, communication with residential and business communities, as well as more traditional methods of enforcement of laws and ordinances.

The Chief of Police is the primary administrative officer of the Department, responsible for compiling and administering the Department Budget, formulating policies and procedures; and formulating, implementing and communicating new programs and philosophies to the Department's personnel. The Chief reports on a direct basis to the Village Administrator.

The Commander assists the Chief with the management of the Department and the implementation and communication of new philosophies. He serves as the senior operating

officer of the Department; overseeing the day-to-day operations of the Police Department. In addition to serving as Acting Chief of Police in the Chief's absence, the Commander also prepares the monthly work schedules, assists with completion of the Department's payroll, and manages all civilian employees of the Department.

The Sergeants (5) are the Department's first-line Supervisors who assist the Patrol Officers under their Supervision in reaching out to the community, providing direction to Patrol Officers, and establishing a rapport with the residential and business segments of the community through a variety of community-based policing programs.

The Detectives (2) are responsible for a range of duties that include conducting investigations of criminal offenses and traffic crashes that result in serious injury or death, forwarding reports and information to the State's or Village Attorney's Offices, serving arrest warrants, search warrants, subpoenas, summonses, and investigating offenses involving children.

The Department Secretary (1) and Customer Service Representatives (2) provide the support function of the Department. They are responsible for walk-in customer service and the administrative and clerical tasks that are generated daily.

Through its community-based policing philosophy the Department actively solicits requests for police service from the citizens of the Village and looks to the community to assist with setting a portion of the Department's agenda, deploys police officers for non-emergency interaction with the community, and expects the line-level police officers to identify and attempt to remedy problems within the community.

During Fiscal-Year 2013 the Police Department will be staffed by a minimum of (35) employees. Of these, (30) will hold sworn full-time status holding state certifications that are issued by the Illinois Local Governmental Law Enforcement Officers Training Board. The remaining employees of the Department are civilian personnel consisting of clerical staff and crossing guards.

The Police Department provides the following services within the corporate limits of the Village on a 24-hour per day, 365-day per year basis:

- *Crime Prevention, through community awareness and education programs*
- *Arbitration and resolution of neighborhood and family disputes*
- *Apprehension and conviction of law and ordinance violators*
- *Preventative patrols of the community*
- *Enforcement of traffic laws*

Each work shift is staffed by a Supervisor (Commander or Sergeant) who provides back-up, Supervisory assistance and guidance to the Patrol Officers; who are assigned to specific areas or patrol beats within the community.

## **STATUS OF GOALS FOR FY '12**

1. Maintain basic community-relations based programs including: Child Safety Seat Inspections, D.A.R.E., and Safe Ride. **(C/100%)**
2. Maintain local Homeland Security and Public Safety initiatives in the Village of Mokena by: expanding Village-wide security initiatives where possible around critical infrastructure or key Village facilities, and maintaining National Incident Management System training initiatives. **(C/100%)**
3. Coordinate with the Illinois Liquor Control Commission an alcoholic beverage “over-service” and “underage” training program for employees and Liquor License holders in the Village of Mokena. **(C/100%)**
4. Pursue available Grant opportunities in light of economic conditions relative to 9-1-1 Communications Equipment, Bullet Proof Vest Recovery, Tobacco Enforcement and police staffing initiatives. **(C/100%)**
5. Complete the public education and enforcement requirements of the PEERS Phase 7 Railroad Grant provided by the Illinois Commerce Commission and the Federal Railroad Administration. **(C/100%)**
6. Implement a permanent Prescription Drug Recycling drop off site at the Mokena Police Department for Village residents to discard unwanted medications. **(C/100%)**
7. Give Village residents the ability to view local crime information through a web based program that manages crime data through an interface of interactive graphs, maps, charts, reports and visualizations. **(C/100%)**
8. Coordinate all Village of Mokena initiatives necessary to meet the Federal Communications Commission’s requirements for all VHF radio frequency re-banding deadlines. **(C/100%)**
9. Provide technical assistance for the installation of an Advanced Real Time Video Information System to be installed in the Hickory Creek Commuter Parking Facility. **(C/100%)**
10. Evaluate and institute a LiveScan fingerprint system directly connecting the Mokena Police Department to the Illinois State Police Bureau of Identification Services in order to get real time identification of individuals fingerprinted. **(CU/90%)**

**SIGNIFICANT GOALS FOR FY '13**

1. Maintain basic community-relations based programs including: Child Safety Seat Inspections, D.A.R.E., Prescription Drug Recycling, CrimeReports, Community Shred Day and Safe Ride.
2. Maintain local Homeland Security and Public Safety initiatives in the Village of Mokena by: expanding Village-wide security initiatives where possible around critical infrastructure or key Village facilities, and maintaining National Incident Management System training initiatives.
3. Coordinate with the Illinois Liquor Control Commission an alcoholic beverage “over-service” and “underage” training program for employees and Liquor License holders in the Village of Mokena.
4. Pursue available Grant opportunities in light of economic conditions relative to 9-1-1 Communications Equipment, Bullet Proof Vest Recovery, Tobacco Enforcement and police staffing initiatives.
5. Implement a Rapid Recovery System for lost & disoriented residents with the Mokena Emergency Services Department.
6. Provide technical assistance for the installation of an Advanced Real Time Video Information System to be installed at the Front Street Commuter Parking Facility.
7. Provide the Commander of Police with the opportunity to attend LEAD training at the University of Virginia.
8. Provide a Sergeant of Police with the opportunity to attend Northwestern University Center for Public Safety’s School of Police Staff & Command.
9. Provide technical assistance with traffic related matters and public safety initiatives relative to the proposed Quiet Zone implementation on the Rock Island railroad line through the Village of Mokena.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Police [01-104]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b><u>Personal Services</u></b>						
3010	Salaries (Full Time)	\$ 2,429,221	2,466,291	2,443,245	2,441,687	2,455,849
3020	Salaries (Part Time)	15,168	5,477	-	-	-
3030	Salaries (Overtime)	146,472	146,624	149,365	164,962	150,982
3031	Salaries (Holiday Pay)	63,321	72,585	71,595	70,000	79,861
3100	Hospital/Life Insurance	474,457	475,372	521,546	525,277	535,071
	<b>Total</b>	<b>\$ 3,128,639</b>	<b>3,166,349</b>	<b>3,185,751</b>	<b>3,201,926</b>	<b>3,221,763</b>

<b><u>Commodities</u></b>						
3230	Conferences, Mtgs. & Seminars	\$ 251	283	325	425	325
3240	Membership Dues	1,195	1,227	1,230	1,200	1,230
3250	Professional Development	10,969	4,328	10,850	8,850	15,850
3260	Publications	673	53	800	500	800
3280	Clothing & Personal Expense	23,244	18,840	22,510	18,000	20,945
3290	Printing	1,814	1,847	2,500	3,000	2,500
3300	Vehicle Expense (Gas)	69,204	74,630	110,700	85,632	120,000
3320	Maint: Vehicles & Motor Equip.	21,603	31,676	30,580	34,000	30,580
3400	Ammunition	5,586	5,690	5,600	5,591	5,600
3420	Donations	-	-	-	-	-
3440	Miscellaneous	1,198	1,917	2,105	1,500	2,105
3450	Public Relations	9,598	8,601	9,330	8,000	8,430
3470	Range Supplies	991	919	1,000	898	1,000
3480	Narcotics Enforcement	-	40	500	340	500
3500	Coop. Investigations	1,250	250	1,250	1,250	1,250
3510	Equipment	8,090	5,004	11,000	5,500	9,200
3520	Furniture	158	-	500	900	900
	<b>Total</b>	<b>\$ 155,824</b>	<b>155,305</b>	<b>210,780</b>	<b>175,586</b>	<b>221,215</b>

<b><u>Contractual Services</u></b>						
3640	Physical Exams	\$ 2,470	255	1,000	200	1,000
3650	Testing & Psych. Exams	-	-	-	-	-
3660	Prisoner Care	679	79	150	-	150
3670	L-W Communications Center	354,522	326,145	323,882	324,583	312,879
3690	Computer Program./Maint.	14,560	17,688	17,000	19,000	21,200
3710	Legal Advertising	-	-	550	-	550
3780	Telephone	17,862	16,728	16,572	15,000	15,540
3790	Comm./Office Mach. Maint.	3,688	2,852	4,558	4,000	4,558
3850	Equipment Leasing	4,775	5,174	4,776	4,776	4,776
3860	Other Contractual Services	24,175	26,395	40,636	35,000	40,636
3870	Auto Mileage & Expense Reimb.	36	-	-	-	-
	<b>Total</b>	<b>\$ 422,767</b>	<b>395,316</b>	<b>409,124</b>	<b>402,559</b>	<b>401,289</b>

<b>Total Operating Expenses</b>	<b>\$ 3,707,230</b>	<b>3,716,970</b>	<b>3,805,655</b>	<b>3,780,071</b>	<b>3,844,267</b>
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**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Police [01-104]**

	<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
<u>Capital Outlay</u>	<u>Fiscal '10</u>	<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>
4030 Improvements - Facilities	\$ -	-	-	-	-
4040 Machinery & Equipment	20,742	20,743	78,379	73,379	3,000
4080 Vehicle Acquisitions	46,730	-	167,000	158,500	145,000
4100 Office Furniture	-	-	-	-	-
<b>Total Capital</b>	<b>\$ 67,472</b>	<b>20,743</b>	<b>245,379</b>	<b>231,879</b>	<b>148,000</b>
<b>Total Appropriations</b>	<b>\$ 3,774,702</b>	<b>3,737,713</b>	<b>4,051,034</b>	<b>4,011,950</b>	<b>3,992,267</b>

DEPARTMENT Police

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) Prio.	ITEM	FY '12 DEPT. REQUEST	FY '12 BOARD APPROVED	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	LiveScan Fingerprint System	\$22,800	\$22,800			Supp.	Digital fingerprint transmission system to State Police & FBI
4040	(4) MDTs	18,879	18,879			Base	Replace aging equipment
4040	(2) Mobile 800mhz Radios	6,000	6,000			Supp.	Additional units for squads
4040	Computer System Upgrades	25,000	25,000			Base	Upgrade existing PCs, printers, and monitors
4040	(12) VHF Mobile Radios	5,700	5,700			Base	Replace aging equipment
4080	(3) Police Squads & Set-up	87,000	87,000			Base	Replace M11, M12, and M14
4080	(2) Police SUVs & Set-up	80,000	80,000			Base	Replace M07 and M08
4040*	Rapid Recovery System (1/2 Cost)			\$ 3,000	\$ 3,000	Supp.	Tracking system for lost & disoriented residents (shared program with ESSDA)
4080	(5) Police Squads & Set-up (1) Squad Deferred			174,000	174,000		Replace M02, 03, 04, 09 & 13 per fleet schedule M06 deferred

\*FY '10 Cut

**TOTAL** \$245,379      \$177,000      \$148,000  
**REQUESTS APPROVED** \$245,379

# Community Development Department Fiscal Year '13



## Summary of Basic Functions

The Community Development Department enforces all ordinances and provisions relating to the construction of buildings and structures within the Village Limits. This department also administers all zoning, land use and land development regulations. Finally, this department has assumed economic development functions such as business attraction and retention.

**The Development Director** manages the daily operations of the Department. This person reports to the Village Administrator and is responsible for overseeing the enforcement of Village Codes, construction standards and all land development as well as economic development activities. The Director represents the Department at meetings of the Village Board, Planning Commission, Zoning Board of Appeals, Comprehensive Plan Committee, Economic Development Committee and Site Plan and Architectural Review Committees.

**The Building and Planning Specialist** is responsible for managing a wide range of duties including building plan review, permit issuance and field inspections related to building code enforcement as well as assisting in the processing of land development and zoning variation applications. This person helps supervise staff and consultant reviews, prepare meeting packets, schedule public hearings, and provides staff support to the Plan Commission, Zoning Board of Appeals, Comprehensive Plan Committee and the Site Plan and Architectural Review Committees. This position has undergone several changes in the past two years including the addition of several new responsibilities. The Building and Planning Specialist reports to the Development Director.

**The Village Planner** is responsible for all activities related to planning and zoning as well as support functions related to economic development. This person works closely with the Building and Planning Specialist and coordinates the activities of outside consultants and contractors. This person assists the Development Director at meetings of the Village Board, Planning Commission, Zoning Board of Appeals, Comprehensive Plan Committee, and Site Plan and Architectural Review Committees. The Village Planner schedules public hearings, reviews and processes new business licenses and assists in the preparation and delivery of meeting packets. The Village Planner reports to the Development Director.

**The Code Enforcement Official** reports to the Development Director and is responsible for reviewing, processing and issuing incidental permits as well as enforcing property maintenance regulations. Enforcement action related to property maintenance codes and the vacant structure program are administered by the Code Enforcement Official.

**The Department Secretary** is responsible for preparing monthly reports, organizing Planning Commission and Zoning Board of Appeals packets, recording documents, maintaining public property records, tracking receivables, and performing clerical duties as needed. The Department Secretary reports to the Development Director.

**The Customer Service Clerk** serves as receptionist, issues building permits, schedules inspections, takes residents' complaints, updates files, and performs data entry of building permit information. In addition, this person coordinates the contractor registration program. The position reports to the Development Director through the Department Secretary who coordinates the daily activities.

### **STATUS OF GOALS FOR FY '12**

#### ***Community Development***

1. Create data base to track building permits to replace existing permit tracking software. **(D)**
2. Establish specific guidelines for outdoor dining/beer gardens. **(CU/20%)**
3. Assist the Village Board in policy formulation related to video poker legislation. **(C/U 80%)**
4. Obtain copies of and research the 2012 model international building codes for potential adoption. **(C/100%)**
5. Convene the Electrical Commission to evaluate the latest edition of the National Electrical Code for potential adoption. **(C/100%)**
6. Prepare amendments as necessary to the latest edition of the National Electrical Code and facilitate the recommendation of the Electrical Commission related to its adoption. **(C/100%)**

7. Work with building code consultants and the local fire protection districts to prepare amendments as necessary for the 2012 editions of the 2012 international building codes. **(CU/20%)**
8. Prepare amendments for the latest edition of the Illinois State Plumbing Code. **(CU/25%)**
9. Facilitate discussions with the Village Board regarding the adoption of the latest editions of the various model building codes. **(D)**
10. Subsequent to formal Board adoption of the new building codes and construction regulations, implement public education for both internal and external customers. **(D)**
11. Update Zoning Map to reflect recent annexations and map amendments. **(C/100%)**
12. Facilitate the construction of the Rt. 30 Lincoln Highway Mural. **(Transferred to LEG for FY 13/20%)**
13. Perform building inspections on the second business day. **(C/100%)**
14. Implementation of the program for tracking and monitoring foreclosed properties. **(C/100%)**
15. Provide training and guidance in building code administration for the Planning Technician to assume many of the duties of the former Chief Building Inspector. **(C/100%)**
16. Facilitate the formation of a business owners association for the ClearVue Business Park and construction of the business park identification sign at 191<sup>st</sup> Street and Everett Drive. **(C/U 75%)**

### ***Economic Development***

1. Attend International Council of Shopping Centers (ICSC) National Convention. **(C/100%)**
2. Attend regional ICSC, Illinois Development Council, Will Economic Network, and Chamber meetings and seminars. **(C/100%)**
3. Be an active member in and take advantage of networking, professional development, prospect lead generation, and resource opportunities from the Illinois Development Council, ICSC, the Will County Center for Economic Development, the Chicago Southland Chamber, the Chicago Southland Convention & Visitors Bureau, and the Mokena Chamber of Commerce. **(C/100%)**

4. Upgrade, update, improve, and maintain marketing, public relations, and demographic information, materials, and opportunities. **(C/100%)**
5. Communicate regularly with area commercial and industrial developers and brokers in an effort to assist in the development of their properties. **(C/100%)**
6. Prepare for and facilitate Economic Development Commission meetings. **(C/100%)**
7. Coordinate Village participation in the Mokena Chamber Business Expo. **(C/100%)**
8. Coordinate Village's participation in Ribbon Cutting, Groundbreaking, and Grand Opening Ceremonies. **(C/100%)**
9. Proactively solicit new businesses to invest in Mokena. **(C/100%)**
10. Update the business resource guide for distribution to both new and existing businesses. **(C/100%)**
11. Update Lois site information for vacant land and buildings. **(C/100%)**
12. Update and maintain web page business directory. **(C/100%)**

### **SIGNIFICANT GOALS FOR FY '13**

#### ***Community Development***

1. Create data base to track building permits to replace existing permit tracking software.
2. Establish specific guidelines for outdoor dining/beer gardens.
3. Assist the Village Board in policy formulation related to video poker legislation.
4. Work with building code consultants and the local fire protection districts to prepare amendments as necessary for the 2012 editions of the 2012 international building codes.
5. Prepare amendments for the latest edition of the Illinois State Plumbing Code.
6. Facilitate discussions with the Village Board regarding the adoption of the latest editions of the various model building codes.
7. Subsequent to formal Board adoption of the new building codes and construction regulations, implement public education for both internal and external customers.

8. Update Zoning Map to reflect recent annexations and map amendments.
9. Facilitate the formation of a business owners association for the ClearVue Business Park and construction of the business park identification sign at 191<sup>st</sup> Street and Everett Drive.
10. Redesign department handouts to make them more customer friendly.
11. Cross train civil engineer, planner, building and planning specialist, code enforcement officer to provide continuous customer service during times of when vacation, sick or personal time are being utilized.
12. Create building inspection checklists to support cross training efforts.
13. Facilitate discussion regarding way finding signage and implement the way finding sign program.
14. Update Guides to Community Development.

### ***Economic Development***

1. Attend International Council of Shopping Centers (ICSC) National Convention.
2. Attend regional ICSC, Illinois Development Council, Will Economic Network, and Chamber meetings and seminars.
3. Update Restaurant Guide
4. Work with the RTA regarding the technical assistance grant for the downtown area.
5. Meet with local bank branch managers and establish a working relationship with each.
6. Be an active member in and take advantage of networking, professional development, prospect lead generation, and resource opportunities from the Illinois Development Council, ICSC, the Will County Center for Economic Development, the Chicago Southland Chamber, the Chicago Southland Convention & Visitors Bureau, and the Mokena Chamber of Commerce.
7. Upgrade, update, improve, and maintain marketing, public relations, and demographic information, materials, and opportunities.
8. Prepare for and facilitate Economic Development Commission meetings.

9. Coordinate Village participation in the Mokena Chamber Business Expo.
10. Coordinate Village's participation in Ribbon Cutting, Groundbreaking, and Grand Opening Ceremonies.
11. Update the business resource guide for distribution to both new and existing businesses.
12. Update Lois site information for vacant land and buildings.
13. Update and maintain web page business directory.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Community Development [01-105]**

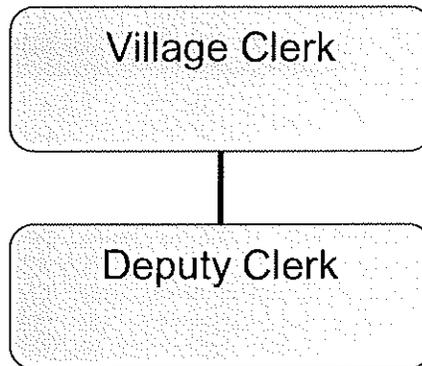
		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b><u>Personal Services</u></b>						
3010	Salaries (Full Time)	\$ 324,583	294,717	313,703	317,594	323,128
3020	Salaries (Part Time)	40,763	8,138	4,300	1,635	4,300
3030	Salaries (Overtime)	-	-	-	-	-
3100	Hospital/Life Insurance	71,378	61,215	64,909	64,730	70,385
	<b>Total</b>	<b>\$ 436,724</b>	<b>364,070</b>	<b>382,912</b>	<b>383,959</b>	<b>397,813</b>
<b><u>Commodities</u></b>						
3230	Conferences, Mtgs. & Seminars	\$ 84	332	1,200	635	1,200
3240	Membership Dues	2,073	2,403	2,975	2,700	3,025
3250	Professional Development	50	640	1,000	1,200	6,700
3260	Publications	1,552	1,107	1,725	5,000	1,725
3280	Clothing & Personal Expense	555	162	900	530	1,350
3290	Printing	582	597	1,500	845	1,500
3300	Vehicle Expense (Gas)	5,860	4,387	8,100	4,500	7,500
3320	Maint: Vehicles & Motor Equip.	2,026	3,156	3,000	3,000	3,000
3330	Small Tools	264	15	150	150	150
3390	Public Hearing Signs	2,337	1,424	2,450	2,083	2,450
3440	Miscellaneous	222	309	500	526	500
3450	Public Relations	-	-	-	-	-
3510	Equipment	35	479	500	324	500
3520	Furniture	-	-	-	250	-
	<b>Total</b>	<b>\$ 15,640</b>	<b>15,011</b>	<b>24,000</b>	<b>21,743</b>	<b>29,600</b>
<b><u>Contractual Services</u></b>						
3620	Engineering Services	\$ 7,873	(1,478)	10,000	(1,250)	10,000
3621	Contract Inspections	(2,000)	2,860	-	3,000	-
3630	Legal Services	6,072	4,274	12,000	5,900	10,000
3680	Plan Review Fees	4,650	(7,060)	6,000	12,525	6,000
3690	Computer Program./Maint.	2,100	3,210	3,319	3,600	4,050
3710	Legal Advertising	1,843	1,244	2,000	1,200	2,000
3780	Telephone	6,201	5,287	5,580	4,845	4,848
3790	Comm./Office Mach. Maint.	3,202	2,623	4,600	3,500	4,100
3850	Equipment Leasing	-	-	-	-	-
3860	Other Contractual Services	15,022	28,771	32,900	24,453	30,550
3870	Auto Mileage & Expense Reimb.	20	87	200	100	200
3940	Signage and Façade Program	-	-	-	-	-
	<b>Total</b>	<b>\$ 44,983</b>	<b>39,818</b>	<b>76,599</b>	<b>57,873</b>	<b>71,748</b>
	<b>Total Operating Expenses</b>	<b>\$ 497,347</b>	<b>418,899</b>	<b>483,511</b>	<b>463,575</b>	<b>499,161</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Community Development [01-105]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b>Capital Outlay</b>					
4040	Machinery & Equipment	\$ -	-	-	-	-
4080	Vehicle Acquisition	-	-	-	-	-
4100	Office Furniture	-	-	-	-	1,550
	<b>Total</b>	\$ -	-	-	-	1,550
	<b>Total Appropriations</b>	\$ 497,347	418,899	483,511	463,575	500,711



# Village Clerk Fiscal Year '13



## **SUMMARY OF BASIC FUNCTIONS**

The Village Clerk is the custodian of all Official Records and Documents of the Village. The Clerk works with Village Staff to ensure Records and Documents are recorded in a timely and accurate manner. The Clerk attests to and seals all documents of the Village. The Deputy Clerk fills in for the Elected Village Clerk from time to time.

The Clerk also provides Voter Registration services to Village Residents and attends all Village Board meetings.

## **STATUS OF GOALS FOR FY '12**

1. Provide support to neighborhood team. (C/100%)
2. Conduct twice yearly review of Executive Session minutes. (C/100%)
3. Provide support with Beautification Award Program. (C/100%)

## **SIGNIFICANT GOALS FOR FY '13**

1. Provide support to neighborhood team.
2. Conduct twice yearly review of Executive Session minutes.
3. Provide support with Beautification Award Program.

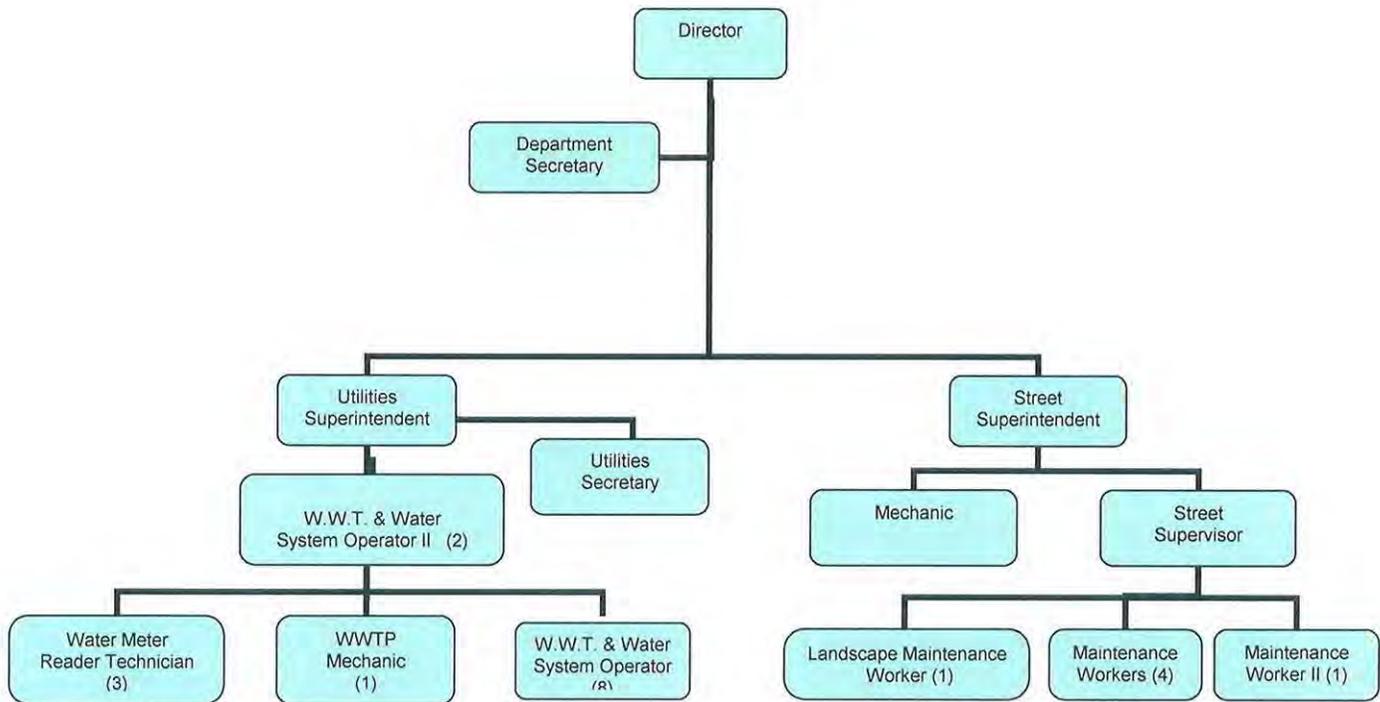
**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Village Clerk [01-106]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b><u>Personal Services</u></b>						
3020	Salaries (Part Time)	\$ 4,400	4,800	4,800	4,800	4,800
3030	Salaries (Overtime)	-	-	-	-	-
	<b>Total</b>	<b>\$ 4,400</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>
<b><u>Commodities</u></b>						
3230	Conferences, Mtgs. & Seminars	\$ -	-	135	120	135
3240	Membership Dues	70	70	75	65	75
3250	Professional Development	-	-	-	-	-
3260	Publications	-	-	-	-	-
3290	Printing	-	-	-	-	-
3430	Recording Charges	-	-	100	-	100
3440	Miscellaneous	74	26	-	-	-
	<b>Total</b>	<b>\$ 144</b>	<b>96</b>	<b>310</b>	<b>185</b>	<b>310</b>
<b><u>Contractual Services</u></b>						
3690	Computer Program ./Maint.	\$ -	-	-	-	-
3710	Legal Advertising	358	481	650	500	650
3720	Ordinance Codification	4,679	981	5,000	4,000	5,000
3780	Telephone	-	-	-	-	-
3860	Other Contractual Services	25	25	25	25	25
3870	Auto Mileage & Expense Reimb.	-	-	31	-	33
	<b>Total</b>	<b>\$ 5,062</b>	<b>1,487</b>	<b>5,706</b>	<b>4,525</b>	<b>5,708</b>
	<b>Total Operating Expense</b>	<b>\$ 9,606</b>	<b>6,383</b>	<b>10,816</b>	<b>9,510</b>	<b>10,818</b>
<b><u>Capital Outlay</u></b>						
4100	Office Furniture	\$ -	-	-	-	1,550
	<b>Total Capital</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,550</b>
	<b>Total Appropriations</b>	<b>\$ 9,606</b>	<b>6,383</b>	<b>10,816</b>	<b>9,510</b>	<b>12,368</b>



# Public Works Department

## Fiscal Year '13



### SUMMARY OF BASIC FUNCTION

The Public Works Department is responsible for operation and maintenance of the entire Village infrastructure. This includes the Waste Water Treatment Facility, Lift Stations, Collection System, 4 Water Towers, a Ground Storage Tank, the entire water distribution system, street and right-of-way maintenance, along with public buildings and grounds.

The Director of Public Works is an administrative position involved in managing the activities of the department. Administration is exercised directly, or through departmental supervisors. The Director is responsible directly to the Village Administrator for the successful operation of the department and is supported by a Department Secretary.

The Street Department and Buildings and Grounds are a combined work force consisting of (9) full time employees. These departments are funded through the General Corporate Fund.

The Street Superintendent is responsible for the overall operation of the Street and Buildings/Grounds Departments. His duties include the maintenance of streets, curb and gutters, sidewalks, bike paths, streetlights, storm sewers, storm water retention ponds, shoulders/ditches, trees, public buildings, Village landscaped areas, grass cutting and snow removal. The automotive mechanic maintains all Village Vehicles from every department and reports directly to the Street Superintendent. The Street Supervisor also reports directly to the Street Superintendent.

The Water and Sewer Departments consist of 16 full time employees. The Utilities Superintendent is responsible for the overall operation of these departments. The Wastewater Treatment Plant Operator II is responsible for the overall operation of the Wastewater Treatment Plant. The Water Systems Operator II is responsible for the overall operation of the water distribution system. The duties of the Treatment Plant Mechanic include the maintenance of all mechanical equipment at the plant. The 8 Water & Wastewater Treatment Plant Operators are responsible for the process operation of the plant and maintenance of the water distribution system. These employees are also responsible for the operation and maintenance of the lift stations and collection system. The three Water Meter Reader/Technicians repair, replace, and install water meters including meters in new homes and businesses. The Meter Reader/Technicians are also responsible for reading the meters each month for billing purposes. These people also assist in the maintenance of the distribution system when time allows. The Department Secretary is responsible for all secretarial duties in the Utilities Department. The FY 13 budget also appropriates funds for (4) seasonal employees to assist with ROW and grounds care.

**STREET DEPARTMENT STATUS OF GOALS FOR FY '12**

1. Complete FY '12 Sidewalk Program. \* (C/100%)
2. Complete FY '12 full depth patching Program. \* (C/100%)
3. Complete FY '12 Street Maintenance Program.\* (C/100%)
4. Complete FY '12 Sidewalk "Mud-Jacking" Program. \* (C/100%)
5. Complete FY '12 Curb "Shot-Creep" Repair Program. \* (C/100%)
6. Implement FY '12 crack filling program to include 191<sup>st</sup> & LaPorte.\*\* (C/100%)
7. Continue program and replace aged sign posts throughout Village. (C/100%)
8. Stripe various crosswalks and streets throughout Village. (C/100%)
9. Replace 30 parkway trees in various locations throughout the Village. (C/100%)
10. Concentrate the cleaning and maintenance of our storm sewer and pond outlet systems. (C/100%)
11. Restripe & repaint Wolf Road from LaPorte to Route 30. (C/100%)
12. Assist Village Engineer in reviewing local road rehabilitation alternatives. (C/100%)

*\*Provided for in the Capital Improvement, Repair, and Replacement Fund*

*\*\*Provided for in the Motor Fuel Tax Fund*

**STREET DEPARTMENT SIGNIFICANT GOALS FOR FY '13**

1. Complete FY '13 Sidewalk Program. \*
2. Complete FY '13 full depth patching Program. \*
3. Complete FY '13 Street Maintenance Program.\*
4. Complete FY '13 Sidewalk "Mud-Jacking" Program. \*
5. Complete FY '13 Curb "Shot-Creect" Repair Program. \*
6. Complete FY '13 crack filling program.\*\*
7. Complete Concrete Patches Wolf Rd\*
8. Continue program and replace aged sign posts throughout Village.
9. Stripe various crosswalks and streets throughout Village.
10. Remove and replace 60+/- parkway trees in various locations throughout the Village.
11. Concentrate the cleaning and maintenance of our storm sewer and pond outlet systems.
12. Restripe & repaint Wolf Road from LaPorte to 187th
13. Re-Dye Intersections on Front Street at Wolf, Mokena, Division, and Schoolhouse.

*\*Provided for in the Capital Improvement, Repair, and Replacement Fund*

*\*\*Provided for in the Motor Fuel Tax Fund*

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Streets [01-107]**

		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
	<u>Personal Services</u>	<u>Fiscal '10</u>	<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>
3010	Salaries (Full Time)	\$ 550,193	482,882	515,458	515,452	515,283
3020	Salaries (Part Time)	101	-	-	1,700	4,955
3030	Salaries (Overtime)	5,917	4,192	7,340	3,682	7,583
3100	Hospital/Life Insurance	125,021	116,896	121,468	122,696	133,419
	<b>Total</b>	<b>\$ 681,232</b>	<b>603,970</b>	<b>644,266</b>	<b>643,530</b>	<b>661,240</b>
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 125	311	445	300	485
3240	Membership Dues	6	50	82	77	87
3250	Professional Development	495	-	1,000	1,200	50
3260	Publications	-	-	40	-	40
3280	Clothing & Personal Expense	4,236	3,438	4,000	3,700	4,100
3290	Printing	160	102	200	200	200
3300	Vehicle Expense (Gas)	38,966	50,154	81,000	49,000	90,000
3310	Maint: Bldgs, Streets & Grounds	40,088	16,968	20,550	18,000	22,450
3320	Maint: Vehicle & Motor Equip.	36,688	38,310	46,900	46,900	51,700
3330	Small Tools	540	879	800	1,150	1,100
3340	Traffic & Street Sign Material	15,343	13,796	16,560	14,500	27,000
3380	Rock, Sand & Salt	5,604	3,095	6,000	6,000	6,000
3440	Miscellaneous	162	228	315	295	380
3450	Public Relations	-	-	-	-	-
3510	Equipment	116	326	700	150	3,670
3520	Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 142,529</b>	<b>127,657</b>	<b>178,592</b>	<b>141,472</b>	<b>207,262</b>
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 2,785	1,003	7,500	5,000	7,500
3640	Physical Exams	210	1,750	625	300	300
3690	Computer Program./Maint.	975	1,322	1,506	1,379	1,416
3710	Legal Advertising	74	182	600	456	600
3760	Street Lighting Energy Charge	125,347	119,965	129,969	112,000	127,852
3780	Telephone	7,812	6,608	6,665	5,550	5,750
3790	Comm./Office Mach. Maint.	233	233	240	349	349
3850	Equipment Leasing	3,206	3,522	3,450	3,550	4,100
3860	Other Contractual Services	50,776	33,791	51,787	42,000	82,133
3870	Auto Mileage & Expense Reimb.	-	-	70	12	76
3950	Contractual Payments	546	546	590	590	590
3970	Tree Removal/Replacement	19,115	15,685	7,800	9,200	29,000
	<b>Total</b>	<b>\$ 211,079</b>	<b>184,607</b>	<b>210,802</b>	<b>180,386</b>	<b>259,666</b>
	<b>Total Operating Expense</b>	<b>\$ 1,034,840</b>	<b>916,234</b>	<b>1,033,660</b>	<b>965,388</b>	<b>1,128,168</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Streets [01-107]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b><u>Capital Outlay</u></b>					
4010	Improvements - Streets	\$ 5,751	1,612	16,000	16,000	27,500
4020	Improvements - Other	-	-	-	-	21,000
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	6,621	-	12,050	12,050	83,725
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisitions	-	-	203,500	200,088	128,000
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	<b>\$ 12,372</b>	<b>1,612</b>	<b>231,550</b>	<b>228,138</b>	<b>260,225</b>
	<b><u>Other Financing Uses</u></b>					
5000	Transfer - Out					
	A. Trf. to Escrow for Gen. Infra.	\$ -	-	-	-	-
	<b>Total Appropriations</b>	<b>\$ 1,047,212</b>	<b>917,846</b>	<b>1,265,210</b>	<b>1,193,526</b>	<b>1,388,393</b>

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) Prio.	ITEM	FY '12 DEPT. REQUEST	FY '12 BOARD APPROVED	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	BASE/SUPP	EXPLANATION
4080	4x4 Pickup w/Plow	\$37,000	\$37,000			Base	Replace ST15
4080	1-Ton Dump Truck w/Plow & Spreader	60,000	60,000			Base	Replace ST5
4040	Portable Jackhammer	1,750	0			Supp	Jackhammer without compressor
4040	Concrete Saw Partner	1,000	0			Base	Replace aging equipment
4040	Shoulder Gravel Spreader	3,800	3,800			Base	Replace aging equipment
4080	2.5-Ton Dump Truck w/Plow & Spreader	106,500	106,500			Base	Replace ST2
4040	Photoionization Detector	3,000	3,000			Supp.	Check spoils for contamination per EPA
4040	(15) VHF Radios	5,250	5,250			Base	Replace aging equipment
4040	Replace truck bed on ST #16			\$ 8,725	\$ 8,725	Base	Replace rusted out truck bed on ST16
4040	Replace Chipper			75,000	75,000	Base	Replace aging equipment
4080	Pickup w/Plow & Lift Gate			39,500	39,500	Base	Replace ST3
4080	Aerial Lift Truck			88,500	88,500	Base	Replace ST11

**TOTAL**      \$218,300      \$211,725      \$211,725

**REQUESTS APPROVED**      \$218,300      \$211,725

***BUILDINGS & GROUNDS***  
***Fiscal Year '13***

**STATUS OF GOALS FOR FY '12**

1. Contract for weed control on all Village properties. (C/100%)
2. Complete ongoing Village Hall roof maintenance. (C/100%)
3. Continue Crystal Creek and Foxborough Wetland Maintenance. (C/100%)
4. Continue annual upkeep & maintenance of Village Hall Landscaping. (C/100%)
5. Develop a more detailed Emerald Ash Borer Preparedness/Response Plan. (C/100%)
6. Complete building improvements at the Police Department. (C/100%)
7. Monitor new mowing contractor for performance and potential cost reduction. (C/100%)
8. Install shelters and collection boxes at Metra Parking facilities. (C/100%)

**SIGNIFICANT GOALS FOR FY '13**

1. Contract for weed control on all Village properties.
2. Complete ongoing Village Hall roof maintenance.
3. Continue Crystal Creek and Foxborough Wetland Maintenance.
4. Continue annual upkeep & maintenance of Village Hall Landscaping.
5. Complete Tree Inventory for parkways and Village properties
6. Develop Emerald Ash Borer treatment list from completed inventory
7. Treat 200 ash trees for EAB.
8. Paint Exterior at the Police Department.
9. Modify and rewrite specifications for Village grass cutting contract and bid for 2013-2014
10. Complete Village Hall Improvements, Roof, Gutters, Windows, Siding, Etc.

## Buildings & Grounds

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11. Refinish 2 Wood Signs at the Village Hall.
12. Complete erosion control at Tara Hills pond restoring the banks of the lake.
13. Complete improvements at ESDA on Front St, Roof, Paint interior, Fence, Carpeting, Etc.
14. Continue and improve upkeep of Village Entryways.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Buildings & Grounds [01-108]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '10</b>	<b>Fiscal '11</b>	<b>Fiscal '12</b>	<b>Fiscal '12</b>	<b>Fiscal '13</b>
3010	Salaries (Full Time)	\$ 58,692	39,134	41,656	41,656	41,517
3020	Salaries (Part Time)	101	-	-	1,700	4,955
3030	Salaries (Overtime)	264	22	450	50	214
3100	Hospital/Life Insurance	8,612	7,936	8,443	8,523	9,235
	<b>Total</b>	<b>\$ 67,669</b>	<b>47,092</b>	<b>50,549</b>	<b>51,929</b>	<b>55,921</b>
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ -	78	-	-	-
3240	Membership Dues	-	50	25	25	25
3250	Professional Development	-	-	-	-	-
3280	Clothing & Personal Expense	83	130	100	250	200
3300	Vehicle Expense (Gas)	-	-	-	-	-
3310	Maint: Bldgs, Streets & Grounds	30,648	29,656	25,700	23,700	49,885
3320	Maint: Vehicles & Motor Equip.	3,646	2,323	2,000	2,000	2,000
3330	Small Tools	319	654	600	600	600
3370	Janitorial Supplies	8,773	8,909	9,500	9,500	9,500
3440	Miscellaneous	-	-	-	-	-
3510	Equipment	1,104	544	545	545	2,315
3520	Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 44,573</b>	<b>42,344</b>	<b>38,470</b>	<b>36,620</b>	<b>64,525</b>
	<b>Contractual Services</b>					
3620	Engineering Services	\$ -	-	-	-	-
3710	Legal Advertising	-	-	-	-	-
3770	Electricity & Gas	2,084	3,332	3,500	2,900	3,500
3780	Telephone	281	264	300	230	240
3850	Equipment Leasing	-	-	-	-	-
3860	Other Contractual Services	157,606	107,916	164,405	148,000	216,435
	<b>Total</b>	<b>\$ 159,971</b>	<b>111,512</b>	<b>168,205</b>	<b>151,130</b>	<b>220,175</b>
	<b>Total Operating Expense</b>	<b>\$ 272,213</b>	<b>200,948</b>	<b>257,224</b>	<b>239,679</b>	<b>340,621</b>
	<b>Capital Outlay</b>					
4030	Improvements - Facilities	\$ 7,757	-	37,835	43,750	41,080
4040	Machinery & Equipment	963	-	11,000	11,450	9,505
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	<b>\$ 8,720</b>	<b>-</b>	<b>48,835</b>	<b>55,200</b>	<b>50,585</b>
	<b>Other Financing Uses</b>					
5000	Transfer - Out					
	A. Trf. to Escrow for Muni. Facility	\$ -	-	-	-	-
	<b>Total Appropriations</b>	<b>\$ 280,933</b>	<b>\$ 200,948</b>	<b>\$ 306,059</b>	<b>\$ 294,879</b>	<b>\$ 391,206</b>

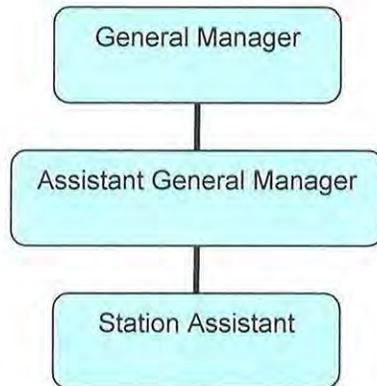
VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) Prio.	ITEM	FY '12 DEPT. REQUEST	FY '12 BOARD APPROVED	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	Power Washer	\$5,400	\$5,400			Base	Replace 1994 Washer
4040	Riding Mower	3,075	0			Supp	Mower for tight areas, first since 1992
4040	Rolling Jack for Vehicle	4,600	4,600			Supp.	To be used on one ton dump trucks
4040	Hydraulic Hose Crimper	1,000	1,000			Supp.	Automatic hose crimper
4040	Riding Mower			\$ 4,950	\$ 4,950	Base	Replace 1992 riding mower with zero radius mower, used in tight areas
4040	Portable Electric Jackhammer			\$ 1,005	1,005	Base	Electric jackhammer w/o compressor
4040	20' Trailer			\$ 3,550	3,550	Supp.	Additional trailer for equipment, mowers and parade float

**TOTAL**      \$14,075      \$9,505

**REQUESTS APPROVED**      \$14,075      \$9,505

# Cable TV Commission Fiscal Year '13



## **Summary of Basic Functions**

The Mokena Cable TV Commission is comprised of a General Manager and an Assistant General Manager along with a station assistant who are responsible for the management and placement of media productions on Cable Access Channel 6 and streaming video on the Village's website.

The Village Board has established a goal of utilizing the Cable Access Channel and the Village's website to communicate various aspects of the public policy decision-making process to the residents of Mokena. Through utilization of our local Cable Access Channel 6 and the Village's website, various educational videos will be displayed throughout the course of the year. Additionally, all regular Mokena Village Board meetings are "aired" live and on tape delay on Cable Access Channel 6, and are available live and on an "on demand" basis on the Village's website.

## **STATUS OF GOALS FOR FY '12**

1. Continue to tape community events. (C/100%)
2. Continue to update Village board meeting introductory segments. (C/100%)
3. Coordinate implementation of enhanced web casting capabilities. (C/100%)
4. Coordinate potential use of Council Chambers by other policy boards. (C/100%)

## **SIGNIFICANT GOALS FOR FY '13**

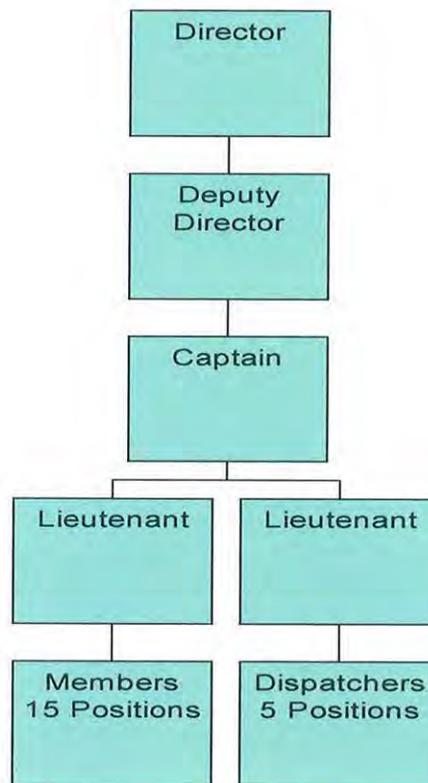
1. Continue to tape community events.
2. Continue to update Village Board meeting introductory segments.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: Cable TV Commission [01-110]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b><u>Personal Services</u></b>					
3020	Salaries (Part Time)	\$ 8,200	8,200	8,200	8,200	8,200
	<b><u>Commodities</u></b>					
3210	Office Supplies	\$ 32	113	300	100	300
3230	Conferences, Mtgs. & Seminars	-	-	-	-	-
3300	Vehicle Expense (Gas)	-	-	-	-	-
3440	Miscellaneous	-	-	-	-	-
3510	Equipment	-	483	2,000	1,735	-
3520	Furniture	-	-	-	-	300
	<b>Total</b>	<b>\$ 32</b>	<b>596</b>	<b>2,300</b>	<b>1,835</b>	<b>600</b>
	<b><u>Contractual Services</u></b>					
3780	Telephone	\$ -	-	-	-	-
3790	Comm./Office Mach. Maint.	-	-	500	-	500
3850	Equipment Leasing	-	-	-	-	-
3860	Other Contractual Services	50	50	50	50	50
	<b>Total</b>	<b>\$ 50</b>	<b>50</b>	<b>550</b>	<b>50</b>	<b>550</b>
	<b>Total Operating Expense</b>	<b>\$ 8,282</b>	<b>8,846</b>	<b>11,050</b>	<b>10,085</b>	<b>9,350</b>
	<b><u>Capital Outlay</u></b>					
4040	Machinery & Equipment	\$ -	-	-	-	2,000
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>
	<b>Total Appropriations</b>	<b>\$ 8,282</b>	<b>8,846</b>	<b>11,050</b>	<b>10,085</b>	<b>11,350</b>



# Emergency Services and Disaster Agency Fiscal Year '13



## SUMMARY OF BASIC FUNCTION

The Emergency Services & Disaster Agency (ESDA) is a public safety agency charged with a two-fold mission: coordination and provision of activities related to disaster mitigation, preparedness, response, and recovery; and provision of both unique and supplemental emergency services which are provided on an on-call, as requested basis for emergencies, disasters, and community functions.

ESDA

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Disaster-related activities include a variety of functions such as: development and maintenance of a single, comprehensive emergency operations plan; development and maintenance of community

warning systems; providing a fixed emergency operations center and mobile command center for facilitating the direction of emergency operations; alerting key officials and notifying the public of impending emergencies; encouraging disaster mitigation efforts; and promoting and fostering efforts to prepare for disasters.

Emergency services functions include activities such as providing mobile and portable lighting and power, search and rescue services, traffic direction, supplemental security and patrol functions, crowd control, emergency communications, severe weather monitoring, and other specialized functions as needed.

### **SUMMARY OF AGENCY ORGANIZATION**

ESDA is headed by a salaried, part-time Director appointed by the Village President. A part-time Deputy Director assists the Director as needed. The coordinator and all personnel work on an on call basis for emergencies and community events. Administrative tasks, training, maintenance activities, and other support activities are conducted by the director and other personnel on an as available basis.

ESDA personnel are recruited, selected and assigned to various supervisory positions, specialized positions or general membership positions by the director. Because of the all volunteer nature of the agency, staffing fluctuates periodically. General responsibilities of the various positions are outlined below:

- **Director** - The Director is responsible for the overall organization, administration, training and operation of the agency.
- **Deputy Director** - The Deputy Director assists the Director in the execution of his duties, and serves as the acting Director in the event of the Director's temporary absence.
- **Captain** - The Captain is the senior line officer responsible for supervising agency field activities.
- **Lieutenant (2 Positions)** - The Lieutenant is a junior line officer responsible for supervising agency field activities.
- **Member (15 Positions)** - The Member is responsible for providing field service. Members that have attained a minimum of six years of service are awarded the senior membership designation

ESDA

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of Corporal. In addition, one or more Members may be appointed to the senior membership designation of Sergeant for the purpose of providing additional supervisory personnel for field activities.

- **Dispatcher (5 Positions)** - The Dispatcher is a Member that is assigned specifically and solely to providing dispatching services in support of agency field activities.

### **STATUS OF GOALS FOR FY '12**

1. Work with the National Weather Service to designate the Village of Mokena as a Storm Ready Community. **(CU/60%)**
2. Provide Emergency Preparedness and Disaster presentations on various topics every 60 days. **(C/100%)**
3. Maintain ongoing FEMA online training courses for all members. **(C/100%)**
4. Maintain regular schedule of public safety patrols. **(C/100%)**
5. Maintain traffic and crowd management support for civic events. **(C/100%)**
6. Provide assistance to all Departments with the VHF radio frequency re-banding project. **(C/100%)**
7. Research and evaluate a Village wide Community Response Team Program along with applicable grant opportunities for CERT Teams. **(A)**

### **SIGNIFICANT GOALS FOR FY '13**

1. Work with the National Weather Service to designate the Village of Mokena as a Storm Ready Community.
2. Provide Emergency Preparedness and Disaster presentations on various topics every 60 days.
3. Maintain ongoing FEMA online training courses for all members.
4. Maintain regular schedule of public safety patrols
5. Maintain traffic and crowd management support for civic events.
6. Provide assistance to all Departments with the VHF radio frequency re-banding project.

ESDA

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7. Remodel radio room at ESDA facility.
8. Host Open House and provide information regarding public safety and awareness.
9. Implement a Rapid Recovery System for lost & disoriented residents with the Mokena Police Department.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: General Fund**  
**Dept: E.S.D.A. [01-111]**

		Actual Fiscal '10	Actual Fiscal '11	Budgeted Fiscal '12	Estimated Fiscal '12	Board App. Fiscal '13
3020	<b>Personal Services</b> Salaries (Part Time)	\$ 9,500	9,500	9,500	9,500	9,500
	<b>Commodities</b>					
3210	Office Supplies	\$ 364	-	350	250	350
3230	Conferences, Mtgs. & Seminars	1,244	1,477	2,350	1,650	2,350
3240	Membership Dues	200	200	400	275	400
3250	Professional Development	484	-	500	449	500
3260	Publications	10	30	65	30	15
3280	Clothing & Personal Expense	2,744	2,630	2,222	2,222	2,602
3290	Printing	305	211	600	300	500
3300	Vehicle Expense (Gas)	3,595	4,330	7,650	7,700	11,500
3320	Maint: Vehicle & Motor Equip.	4,982	5,194	9,550	9,550	9,550
3330	Small Tools	33	-	200	200	200
3440	Miscellaneous	229	301	500	400	500
3510	Equipment	3,771	1,922	2,213	1,700	3,465
3520	Furniture	-	-	-	-	-
	<b>Total</b>	\$ 17,961	16,295	26,600	24,726	31,932
	<b>Contractual Services</b>					
3690	Computer Program./Maint.	\$ 73	107	500	500	700
3780	Telephone	4,080	5,072	5,715	4,950	6,353
3790	Comm./Office Mach. Maint.	398	591	600	600	950
3850	Equipment Leasing	3,844	1,479	902	838	902
3860	Other Contractual Services	11,073	12,345	14,181	12,900	15,329
3880	Warning System Maintenance	165	2,688	2,500	2,000	2,500
	<b>Total</b>	19,633	22,282	24,398	21,788	26,734
	<b>Total Operating Expense</b>	\$ 47,094	48,077	60,498	56,014	68,166
	<b>Capital Outlay</b>					
4020	Improvements - Other	\$ -	-	-	-	-
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	-	-	11,050	10,677	3,000
4080	Vehicle Acquisition	-	-	-	-	-
	<b>Total Capital</b>	\$ -	-	11,050	10,677	3,000
	<b>Total Appropriations</b>	\$ 47,094	48,077	71,548	66,691	71,166



**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Audit Fund**  
**Summary**

	<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b>Revenues</b>					
Taxes	\$ 6,787	7,170	6,150	6,172	5,375
Other Revenue	109	147	160	140	150
<b>Total Revenue</b>	<b>\$ 6,896</b>	<b>7,317</b>	<b>6,310</b>	<b>6,312</b>	<b>5,525</b>
<b>Opening Cash Balance</b>	<b>\$ 15,872</b>	<b>16,310</b>	<b>16,301</b>	<b>16,816</b>	<b>17,828</b>
<b>Total Available for Spending</b>	<b>\$ 22,768</b>	<b>23,627</b>	<b>22,611</b>	<b>23,128</b>	<b>23,353</b>
<b>Appropriations</b>					
Contractual Services	\$ 6,458	6,811	5,300	5,300	5,450
<b>Total Appropriations</b>	<b>\$ 6,458</b>	<b>6,811</b>	<b>5,300</b>	<b>5,300</b>	<b>5,450</b>
<b>Ending Fund Balance</b>	<b>\$ 16,310</b>	<b>16,816</b>	<b>17,311</b>	<b>17,828</b>	<b>17,903</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Audit Fund**  
**Revenue [02]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
200	<b><u>Taxes</u></b>					
2010	Property Tax	\$ 6,787	7,170	6,150	6,172	5,375
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 109	147	160	140	150
	<b>Revenue Grand Total</b>	<b>\$ 6,896</b>	<b>7,317</b>	<b>6,310</b>	<b>6,312</b>	<b>5,525</b>
	<b>Opening Cash Balance</b>	<b>\$ 15,872</b>	<b>16,310</b>	<b>16,301</b>	<b>16,816</b>	<b>17,828</b>
	<b>Total Available for Spending</b>	<b>\$ 22,768</b>	<b>23,627</b>	<b>22,611</b>	<b>23,128</b>	<b>23,353</b>

**Appropriations [02-116]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b><u>Contractual Services</u></b>					
3610	Accounting Services	\$ 6,458	6,811	5,300	5,300	5,450

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Performance Bond Fund**  
**Summary**

<u>Revenues</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Other Revenue	\$ 73,028	273,998	90,150	124,400	88,500
<b>Total Revenue</b>	<b>\$ 73,028</b>	<b>273,998</b>	<b>90,150</b>	<b>124,400</b>	<b>88,500</b>
<b>Opening Cash Balance</b>	<b>\$ 839,232</b>	<b>688,732</b>	<b>743,732</b>	<b>733,767</b>	<b>578,767</b>
<b>Total Available for Spending</b>	<b>\$ 912,260</b>	<b>962,730</b>	<b>833,882</b>	<b>858,167</b>	<b>667,267</b>
<u>Appropriations</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Contractual Services	\$ 218,800	224,210	400,000	275,000	400,000
Other Financing Uses	4,728	4,753	5,150	4,400	3,500
<b>Total Appropriations</b>	<b>\$ 223,528</b>	<b>228,963</b>	<b>405,150</b>	<b>279,400</b>	<b>403,500</b>
<b>Ending Fund Balance</b>	<b>\$ 688,732</b>	<b>733,767</b>	<b>428,732</b>	<b>578,767</b>	<b>263,767</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Performance Bond Fund**  
**Revenue [04]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 4,728	4,753	5,150	4,400	3,500
2940	Interfund Revenue	-	-	-	-	-
2970	Miscellaneous Income	68,300	269,245	85,000	120,000	85,000
	<b>Total</b>	<b>\$ 73,028</b>	<b>273,998</b>	<b>90,150</b>	<b>124,400</b>	<b>88,500</b>
	<b>Revenue Grand Total</b>	<b>\$ 73,028</b>	<b>273,998</b>	<b>90,150</b>	<b>124,400</b>	<b>88,500</b>
	<b>Opening Cash Balance</b>	<b>\$ 839,232</b>	<b>688,732</b>	<b>743,732</b>	<b>733,767</b>	<b>578,767</b>
	<b>Total Available for Spending</b>	<b>\$ 912,260</b>	<b>962,730</b>	<b>833,882</b>	<b>858,167</b>	<b>667,267</b>

**Appropriations [04-118]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b>Contractual Services</b>					
3920	Performance Bond Refund	\$ 218,800	224,210	400,000	275,000	400,000
	<b>Other Financing Uses</b>					
4260	Interfund Transfer	4,728	4,753	5,150	4,400	3,500
	<b>Total Appropriations</b>	<b>\$ 223,528</b>	<b>228,963</b>	<b>405,150</b>	<b>279,400</b>	<b>403,500</b>

# ***TOURISM FUND***

## ***Fiscal Year '13***

### **SUMMARY OF BASIC FUNCTION**

Village Ordinance No. 1293 entitles the Village to assess a 5% "Hotel and Motel Accommodation Tax" applicable to all hotel and motel room rentals within the Village's corporate limits. The Village currently receives tax collections from Super 8 Motel.

In accordance with Ordinance No. 1293, proceeds resulting from the imposition of this tax shall be credited to the Tourism Fund. The proceeds attributable to the Tourism Fund shall be used for the promotion of tourism, beautification, and business enhancement activities for the Village of Mokena.



**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Tourism Fund**  
**Summary**

	<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b>Revenues</b>					
Taxes	\$ 40,307	35,088	33,000	40,398	40,000
Other Revenue	362	365	150	275	300
<b>Total Revenue</b>	\$ 40,669	35,453	33,150	40,673	40,300
<b>Opening Cash Balance</b>	\$ 59,539	49,251	30,429	38,079	27,462
<b>Total Available for Spending</b>	\$ 100,208	84,704	63,579	78,752	67,762
<b>Appropriations</b>					
Personal Services	\$ 35,688	33,032	35,163	35,166	35,044
Commodities	15,016	13,593	17,830	16,024	16,990
Contractual Services	253	-	350	100	350
<b>Total Appropriations</b>	\$ 50,957	46,625	53,343	51,290	52,384
<b>Ending Fund Balance</b>	\$ 49,251	38,079	10,236	27,462	15,378

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Tourism Fund**  
**Revenue [05]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
200	<b><u>Taxes</u></b>					
2080	Hotel/Motel Tax	\$ 40,307	35,088	33,000	40,398	40,000
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 362	365	150	275	300
	<b>Revenue Grand Total</b>	\$ 40,669	35,453	33,150	40,673	40,300
	<b>Opening Cash Balance</b>	\$ 59,539	49,251	30,429	38,079	27,462
	<b>Total Available for Spending</b>	\$ 100,208	84,704	63,579	78,752	67,762

**Appropriations [05-119]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b><u>Personal Services</u></b>					
3010	Salaries (Full Time)	\$ 28,056	31,732	33,777	33,777	33,664
3040	Unemployment Contribution	53	42	80	83	122
3100	Hospital/Life Insurance	7,579	1,258	1,306	1,306	1,258
	<b>Total</b>	\$ 35,688	33,032	35,163	35,166	35,044
	<b><u>Commodities</u></b>					
3230	Conferences, Mtgs. & Seminars	\$ 1,004	1,842	3,100	2,660	3,100
3240	Membership Dues	10,238	7,685	8,660	10,500	9,990
3250	Professional Development	-	-	-	-	-
3260	Publications	49	49	50	49	50
3290	Printing	141	307	1,000	215	1,000
3440	Miscellaneous	-	-	-	-	-
3450	Public Relations	3,584	3,710	5,020	2,600	2,850
	<b>Total</b>	\$ 15,016	13,593	17,830	16,024	16,990
	<b><u>Contractual Services</u></b>					
3860	Other Contractual Services	\$ -	-	250	-	250
3870	Auto Mileage & Expense Reimb.	253	-	100	100	100
	<b>Total</b>	\$ 253	-	350	100	350
	<b>Total Appropriations</b>	\$ 50,957	46,625	53,343	51,290	52,384

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Special Tax Allocation Fund**  
Summary

<u>Revenues</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Taxes	\$ 1,528	7,447	13,668	13,533	16,500
Other Revenue	1	17	10	85	200
<b>Total Revenue</b>	<b>\$ 1,529</b>	<b>7,464</b>	<b>13,678</b>	<b>13,618</b>	<b>16,700</b>
<b>Opening Cash Balance</b>	<b>\$ -</b>	<b>1,529</b>	<b>7,305</b>	<b>7,455</b>	<b>19,556</b>
<b>Total Available for Spending</b>	<b>\$ 1,529</b>	<b>8,993</b>	<b>20,983</b>	<b>21,073</b>	<b>36,256</b>
<u>Appropriations</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Commodities	\$ -	76	100	-	100
Contractual Services	-	1,462	7,300	1,517	1,645
<b>Total Appropriations</b>	<b>\$ -</b>	<b>1,538</b>	<b>7,400</b>	<b>1,517</b>	<b>1,745</b>
<b>Ending Fund Balance</b>	<b>\$ 1,529</b>	<b>7,455</b>	<b>13,583</b>	<b>19,556</b>	<b>34,511</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Special Tax Allocation Fund**

**Revenue [06]**

		<b>Actual Fiscal '10</b>	<b>Actual Fiscal '11</b>	<b>Budgeted Fiscal '12</b>	<b>Estimated Fiscal '12</b>	<b>Board App. Fiscal '13</b>
200	<b><u>Taxes</u></b>					
2010	Property Tax	\$ 1,528	7,447	13,668	13,533	16,500
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 1	17	10	85	200
	<b>Revenue Grand Total</b>	<b>\$ 1,529</b>	<b>7,464</b>	<b>13,678</b>	<b>13,618</b>	<b>16,700</b>
	<b>Opening Cash Balance</b>	<b>\$ -</b>	<b>1,529</b>	<b>7,305</b>	<b>7,455</b>	<b>19,556</b>
	<b>Total Available for Spending</b>	<b>\$ 1,529</b>	<b>8,993</b>	<b>20,983</b>	<b>21,073</b>	<b>36,256</b>

**Appropriations [06-120]**

		<b>Actual Fiscal '10</b>	<b>Actual Fiscal '11</b>	<b>Budgeted Fiscal '12</b>	<b>Estimated Fiscal '12</b>	<b>Board App. Fiscal '13</b>
3220	<b><u>Commodities</u></b>					
	Postage	\$ -	76	100	-	100
3985	<b><u>Contractual Services</u></b>					
	Surplus Funds Remittance	\$ -	1,462	7,300	1,517	1,645
	<b>Total Appropriations</b>	<b>\$ -</b>	<b>\$ 1,538</b>	<b>\$ 7,400</b>	<b>\$ 1,517</b>	<b>\$ 1,745</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: School Crossing Guard Fund**  
**Summary**

<u>Revenues</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Taxes	\$ 24,376	24,699	24,557	24,317	24,956
Other Revenue	149	214	235	235	240
<b>Total Revenue</b>	<b>\$ 24,525</b>	<b>24,913</b>	<b>24,792</b>	<b>24,552</b>	<b>25,196</b>
<b>Opening Cash Balance</b>	<b>\$ 20,434</b>	<b>23,783</b>	<b>26,951</b>	<b>26,606</b>	<b>27,689</b>
<b>Total Available for Spending</b>	<b>\$ 44,959</b>	<b>48,696</b>	<b>51,743</b>	<b>51,158</b>	<b>52,885</b>
<u>Appropriations</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Personal Services	\$ 20,419	21,562	23,267	22,919	24,445
Commodities	757	528	900	550	900
Contractual Services	-	-	200	-	200
<b>Total Appropriations</b>	<b>\$ 21,176</b>	<b>22,090</b>	<b>24,367</b>	<b>23,469</b>	<b>25,545</b>
<b>Ending Fund Balance</b>	<b>\$ 23,783</b>	<b>26,606</b>	<b>27,376</b>	<b>27,689</b>	<b>27,340</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: School Crossing Guard Fund**  
**Revenue [07]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
200	<b><u>Taxes</u></b>					
2010	Property Tax	\$ 24,376	24,699	24,557	24,317	24,956
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	149	214	235	235	240
	<b>Revenue Grand Total</b>	\$ 24,525	24,913	24,792	24,552	25,196
	<b>Opening Cash Balance</b>	\$ 20,434	23,783	26,951	26,606	27,689
	<b>Total Available for Spending</b>	\$ 44,959	48,696	51,743	51,158	52,885

**Appropriations [07-121]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b><u>Personal Services</u></b>					
3020	Salaries (Part Time)	\$ 20,259	21,402	22,912	22,600	23,845
3040	Unemployment Contribution	160	160	355	319	600
	<b>Total</b>	\$ 20,419	21,562	23,267	22,919	24,445
	<b><u>Commodities</u></b>					
3280	Clothing & Personal Expense	\$ 707	478	700	500	700
3340	Traffic & Street Sign Material	-	-	150	-	150
3440	Miscellaneous	50	50	50	50	50
	<b>Total</b>	\$ 757	528	900	550	900
	<b><u>Contractual Services</u></b>					
3710	Legal Advertising	\$ -	-	200	-	200
	<b>Total Appropriations</b>	\$ 21,176	22,090	24,367	23,469	25,545

# ***IMRF/FICA/MC FUND***

## ***Fiscal Year '13***

### **SUMMARY OF BASIC FUNCTION**

#### **Illinois Municipal Retirement Fund:**

The Illinois Municipal Retirement Fund (IMRF) is created by Illinois law under Article 7 of the Illinois Pension Code (Illinois Compiled Statutes, Ch. 40, 5/7-101 to 5/7-222). Since 1941, the Illinois Municipal Retirement Fund has provided employees of local governments and school districts in Illinois with a sound and efficient system for the payment of retirement, disability, and death benefits. The Village of Mokena began participation in IMRF on January 1, 1972.

On April 14, 2010, the governor signed Senate Bill 1946 (Public Act 96-0889). This new law creates a second tier of IMRF benefits for members who are first enrolled in IMRF's Regular Plan on or after January 1, 2011. This new law does not affect members currently participating in IMRF or members who ever participated in IMRF or in a reciprocal system prior to the effective date of this legislation. These members remain in Tier 1.

The retirement plan IMRF offers is a defined benefit plan. In a defined benefit plan, the amount of the retirement benefit is based on a member's final salary and his/her years of service. Under Tier 1, an IMRF employee must complete eight years of service to be vested. Under Tier 2, an IMRF employee must complete ten years of service to be vested. The employee contributes 4.5% of their salary to IMRF. The Village's contribution rate changes annually based on actuarial assumptions and is funded through the property tax levy. The rate for July 2012 through December 2012 is 13.24% and the rate for January 2013 through June 2013 is 13.89%.

#### **Social Security and Medicare:**

Social Security and Medicare taxes are calculated using the employee's gross salary. The gross wage is not reduced for IMRF or Police Pension contributions. In Fiscal 2013, the employee rate for social security is 4.2% and the employer rate is 6.2% on wages up to the wage base, which changes annually. The rate for medicare is 1.45% and is paid by both the employee and Village on the entire gross salary.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: IMRF/FICA/MC Contribution Fund**  
Summary

	<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b><u>Revenues</u></b>					
Taxes	\$ 590,102	540,980	523,752	523,800	567,367
Intergovernmental Revenue - State	15,943	19,217	13,200	15,939	16,619
Other Revenue	1,311	2,260	2,200	2,250	2,350
<b>Total Revenue</b>	<b>\$ 607,356</b>	<b>562,457</b>	<b>539,152</b>	<b>541,989</b>	<b>586,336</b>
<b>Opening Cash Balance</b>	<b>\$ 211,412</b>	<b>272,886</b>	<b>292,143</b>	<b>300,268</b>	<b>289,992</b>
<b>Total Available for Spending</b>	<b>\$ 818,768</b>	<b>835,343</b>	<b>831,295</b>	<b>842,257</b>	<b>876,328</b>
<b><u>Appropriations</u></b>					
Personal Services	\$ 545,882	535,075	572,741	552,265	579,665
<b>Total Appropriations</b>	<b>\$ 545,882</b>	<b>535,075</b>	<b>572,741</b>	<b>552,265</b>	<b>579,665</b>
<b>Ending Fund Balance</b>	<b>\$ 272,886</b>	<b>300,268</b>	<b>258,554</b>	<b>289,992</b>	<b>296,663</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: IMRF/FICA/MC Contribution Fund**  
**Revenue [08]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
200	<b><u>Taxes</u></b>					
2010	Property Tax	\$ 590,102	540,980	523,752	523,800	567,367
240	<b><u>Intergovernmental Rev. - State</u></b>					
2420	Personal Property Replacement	\$ 15,943	19,217	13,200	15,939	16,619
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 1,311	2,260	2,200	2,250	2,350
	<b>Revenue Grand Total</b>	<b>\$ 607,356</b>	<b>562,457</b>	<b>539,152</b>	<b>541,989</b>	<b>586,336</b>
	<b>Opening Cash Balance</b>	<b>\$ 211,412</b>	<b>272,886</b>	<b>292,143</b>	<b>300,268</b>	<b>289,992</b>
	<b>Total Available for Spending</b>	<b>\$ 818,768</b>	<b>835,343</b>	<b>831,295</b>	<b>842,257</b>	<b>876,328</b>

**Appropriations [08-122]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b><u>Personal Services</u></b>					
3050	Social Security (FICA) Contrib.	\$ 270,641	260,724	271,560	261,565	274,184
3051	Medicare Contribution	64,073	61,495	63,510	62,000	64,124
3070	IL Muni. Ret. Fund (IMRF) Contrib.	211,168	212,856	237,671	228,700	241,357
	<b>Total Appropriations</b>	<b>\$ 545,882</b>	<b>535,075</b>	<b>572,741</b>	<b>552,265</b>	<b>579,665</b>

# ***POLICE PENSION FUND***

## ***Fiscal Year '13***

### **SUMMARY OF BASIC FUNCTION**

Section 5/3-101, Chapter 40 of the Illinois Compiled Statutes requires that an incorporated municipality with more than 5,000 residents establish a Police Pension Fund for its full time sworn police personnel. Pursuant to the 1990 Census, the Village of Mokena exceeded the minimum of 5,000 residents required for enactment of the Pension Fund. Therefore, the Village Board of Trustees has adopted an Ordinance creating the necessary budget and financial means to manage the Pension Fund for the Village's full time police officers.

The Pension Board consists of either four or five members. Two are appointed by the Village President for two year terms; and two members are elected by the active police officers from the full time sworn staff for a two year term. The fifth member of the Pension Board is elected for a two year term from amongst the retired, disabled or widowed fund beneficiaries if applicable. The Village Finance Director acts as an Ex-Officio member of the Board.

On December 30, 2010, the governor signed Senate Bill 3538 (Public Act 096-1495). This new law creates a second tier of pension benefits for public safety employees hired on or after January 1, 2011. This new law does not affect members currently participating in the police pension fund. Under Tier 1, a police pension member may retire at age 50. Under Tier 2, a police pension member may retire at age 55.

The Pension Board is responsible for maintaining and managing the retirement assets accumulated from the financial contributions by both the active police officers, as well as the Village of Mokena. The active police officers contribute 9.91% of their salary to the Police Pension Fund. The Village's contribution to the Police Pension Fund is through the property tax levy, which equates to approximately 28% of total annual salaries for full time sworn police personnel.



**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Police Pension Fund**  
**Revenue [09]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
200	<b>Taxes</b>					
2010	Property Tax	\$ 605,034	631,990	611,596	640,628	690,910
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 220,899	196,699	200,000	220,000	200,000
2911	Short Term Capital Gain	26,217	795	-	6,418	-
2912	Long Term Capital Gain	(295,062)	4,445	-	26,587	-
2913	Realized Gain from Annuity	-	139,287	-	15,003	-
2916	Invest. Inc. - Market Fluctuations	796,751	969,176	500,000	500,000	500,000
2970	Miscellaneous Income	-	8,953	-	-	-
2980	Member Contributions	228,034	247,119	231,709	231,690	233,046
	<b>Total</b>	\$ 976,839	1,566,474	931,709	999,698	933,046

<b>Revenue Grand Total</b>	\$ 1,581,873	2,198,464	1,543,305	1,640,326	1,623,956
<b>Opening Cash Balance</b>	\$ 6,846,672	8,241,810	10,347,217	10,234,284	11,587,419
<b>Total Available for Spending</b>	\$ 8,428,545	10,440,274	11,890,522	11,874,610	13,211,375

**Appropriations [09-123]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b>Personal Services</b>					
3020	Salaries (Part Time)	\$ -	-	-	-	-
3080	Pension Payment	162,503	172,677	232,030	232,030	233,929
3081	Disability Payment	-	-	-	-	-
	<b>Total</b>	\$ 162,503	172,677	232,030	232,030	233,929

	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 2,604	1,366	5,300	2,700	5,300
3240	Membership Dues	750	925	900	775	900
3440	Miscellaneous	14,322	27,145	35,525	32,700	41,025
	<b>Total</b>	\$ 17,676	29,436	41,725	36,175	47,225

	<b>Contractual Services</b>					
3610	Accounting Services	\$ -	-	14,750	11,050	14,950
3630	Legal Services	4,078	3,056	13,000	4,000	13,000
3750	Public Officials Ins./Bonding	2,478	821	3,000	2,636	3,000
3930	Pension Refunds	-	-	25,000	-	25,000
	<b>Total</b>	\$ 6,556	3,877	55,750	17,686	55,950

	<b>Capital Outlay</b>					
4040	Machinery & Equipment	\$ -	-	-	1,300	-

	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	30,000	-	30,000

<b>Total Appropriations</b>	\$ 186,735	205,990	359,505	287,191	367,104
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# ***MOTOR FUEL TAX FUND***

## ***Fiscal Year '13***

No road repairs are provided for in the FY '13 Motor Fuel Tax Fund. Road repairs are accounted for in the Capital Improvement, Repair and Replacement Fund for FY '12 and FY '13. The following roads are scheduled for FY '13:

### **IMPROVEMENT PROJECTS – 2011/12**

April (Birch to Walnut)  
April Ct. (April to End)  
Birch (Cherry to Walnut)  
Birch (Walnut to Unincorporated)  
Park Avenue (Birch to Park)  
Cherry St. (Willow to Birch)  
Elm Ave. (Walnut to Cherry)  
Elm Ave. (Walnut to Unincorporated)  
Elm Ct. (Elm to End)  
Walnut (Willow to Birch)  
80th Ave Industrial Park (Entire Park)  
Ring Road / Henry Dr (Hickory Creek to end)

**2011/2012 Street Miles (Total) = 2.01**

### **IMPROVEMENTS PROJECTS – 2012/13**

Marley Creek Court ( 193<sup>rd</sup> to end)  
193<sup>rd</sup> Street (Creek Crossing to End)  
Parkside Lane (Creek Crossing to Creekside Lane)  
Creek Crossing ( 193<sup>rd</sup> to Creekside Lane)  
Fairmont (Creek Crossing to 193<sup>rd</sup>)  
Creekside Lane (191<sup>st</sup> to 192<sup>nd</sup>)  
191<sup>st</sup> Street (114<sup>th</sup> to Parkside)  
Bormet Drive (Rt. 45 to Henry Drive)  
Ridge Road (Bormet Drive to Enterprise Drive)  
Enterprise Drive (Ridge Road to Henry Drive)  
Henry Drive (191<sup>st</sup> to Enterprise Drive)  
116<sup>th</sup> Street (192<sup>nd</sup> to 193<sup>rd</sup>)  
N. Brightway (E. Brightway to W. Brightway)  
E. Brightway (LaPorte to S. Brightway)  
S. Brightway (E. Brightway to End)  
W. Brightway (N. Brightway to S. Brightway)  
Burr Oak Lane (N. Brightway to S. Brightway)  
Edgewood Drive (Burr Oak to E. Brightway)  
Edgewood Court (Edgewood Drive to N. Brightway)  
Prairie Lane (Schoolhouse to End)  
116<sup>th</sup> Street (197<sup>th</sup> to Roberts)  
116<sup>th</sup> Street (Roberts to Francis)  
ClearVue Court (Everett to End)

**2012/2013 Street Miles (Total) = 4.06**

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: State Motor Fuel Tax Fund**  
Summary

<u>Revenues</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Intergovernmental Revenue - State	\$ 484,272	576,832	582,692	561,765	552,208
Other Revenue	282	438	750	460	600
<b>Total Revenue</b>	<b>\$ 484,554</b>	<b>577,270</b>	<b>583,442</b>	<b>562,225</b>	<b>552,808</b>
<b>Opening Cash Balance</b>	<b>\$ 129,711</b>	<b>231,792</b>	<b>418,471</b>	<b>424,743</b>	<b>600,449</b>
<b>Total Available for Spending</b>	<b>\$ 614,265</b>	<b>809,062</b>	<b>1,001,913</b>	<b>986,968</b>	<b>1,153,257</b>

<u>Appropriations</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Personal Services	\$ 86,960	85,779	98,252	30,710	101,552
Commodities	255,956	264,429	308,000	232,500	247,625
Contractual Services	37,696	34,111	125,309	123,309	85,275
Capital Outlay	1,861	-	465	-	90,465
<b>Total Appropriations</b>	<b>\$ 382,473</b>	<b>384,319</b>	<b>532,026</b>	<b>386,519</b>	<b>524,917</b>

<b>Ending Fund Balance</b>	<b>\$ 231,792</b>	<b>\$ 424,743</b>	<b>\$ 469,887</b>	<b>\$ 600,449</b>	<b>\$ 628,340</b>
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**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: State Motor Fuel Tax Fund**  
**Revenue [11]**

		<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
240	<b><u>Intergovernmental Rev. - State</u></b>					
2430	Motor Fuel Tax Allotment	\$ 484,272	576,832	582,692	561,765	552,208
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 282	438	750	460	600
2940	Interfund Revenue	-	-	-	-	-
2970	Miscellaneous Revenue	-	-	-	-	-
	<b>Total</b>	\$ 282	438	750	460	600
	<b>Revenue Grand Total</b>	\$ 484,554	577,270	583,442	562,225	552,808
	<b>Opening Cash Balance</b>	\$ 129,711	231,792	418,471	424,743	600,449
	<b>Total Available for Spending</b>	\$ 614,265	809,062	1,001,913	986,968	1,153,257

**Appropriations [11-125]**

		<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
	<b><u>Personal Services</u></b>					
3030	Salaries (Overtime)	\$ 86,960	85,779	98,252	30,710	101,552
	<b><u>Commodities</u></b>					
3310	Maint: Bldgs, Streets & Grounds	\$ -	22,867	28,000	28,000	28,000
3380	Salt	255,956	241,562	280,000	204,500	219,625
3440	Miscellaneous	-	-	-	-	-
	<b>Total</b>	\$ 255,956	264,429	308,000	232,500	247,625
	<b><u>Contractual Services</u></b>					
3620	Engineering Services	\$ -	-	-	-	9,000
3860	Other Contractual Services	37,696	34,111	75,309	73,309	76,275
3970	Tree Removal/Replacement	-	-	50,000	50,000	-
	<b>Total</b>	\$ 37,696	34,111	125,309	123,309	85,275
	<b><u>Capital Outlay</u></b>					
4010	Improvements - Streets & Alleys	\$ 1,861	-	465	-	90,465
4020	Improvements - Other	-	-	-	-	-
	<b>Total</b>	\$ 1,861	-	465	-	90,465
	<b>Total Appropriations</b>	\$ 382,473	384,319	532,026	386,519	524,917

# *REFUSE FUND*

## *Fiscal Year '13*

### *SUMMARY OF BASIC FUNCTION*

Residential refuse pick-up is contracted through Nu-Way Disposal Service. Approximately 6,500 customers currently receive service on a weekly basis with over 335,000 pickups annually by NuWay Disposal. Residents are invoiced monthly on their water and sewer bill to fully fund these services and submit a combined payment to the Village for the above mentioned services.

This year's budget includes provisions for the continued operation of a Curb Side Recycling Program, yearly senior discounts of approximately \$25 and free leaf and branch pickup.



**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Refuse Fund**  
**Summary**

	<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b>Revenues</b>					
Charges for Service	\$ 1,083,865	1,115,044	1,140,375	1,147,000	1,162,861
Other Revenue	5,750	5,969	6,029	6,550	6,467
<b>Total Revenue</b>	<b>\$ 1,089,615</b>	<b>1,121,013</b>	<b>1,146,404</b>	<b>1,153,550</b>	<b>1,169,328</b>
<b>Opening Cash Balance</b>	<b>\$ 89,478</b>	<b>100,288</b>	<b>112,394</b>	<b>117,862</b>	<b>130,690</b>
<b>Total Available for Spending</b>	<b>\$ 1,179,093</b>	<b>1,221,301</b>	<b>1,258,798</b>	<b>1,271,412</b>	<b>1,300,018</b>
<b>Appropriations</b>					
Commodities	\$ 12,285	13,860	14,805	13,230	14,805
Contractual Services	1,066,520	1,089,579	1,132,031	1,127,492	1,155,472
<b>Total Appropriations</b>	<b>\$ 1,078,805</b>	<b>1,103,439</b>	<b>1,146,836</b>	<b>1,140,722</b>	<b>1,170,277</b>
<b>Ending Fund Balance</b>	<b>\$ 100,288</b>	<b>117,862</b>	<b>111,962</b>	<b>130,690</b>	<b>129,741</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Refuse Fund**  
**Revenue [15]**

		<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
260	<b><u>Charges for Service</u></b>					
2710	Refuse Collection Charges	\$ 1,083,865	1,115,044	1,140,375	1,147,000	1,162,861
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 670	939	950	1,150	1,150
2970	Miscellaneous Revenue	5,080	5,030	5,079	5,400	5,317
	<b>Total</b>	\$ 5,750	5,969	6,029	6,550	6,467

	<b>Revenue Grand Total</b>	\$ 1,089,615	1,121,013	1,146,404	1,153,550	1,169,328
	<b>Opening Cash Balance</b>	\$ 89,478	100,288	112,394	117,862	130,690
	<b>Total Available for Spending</b>	\$ 1,179,093	1,221,301	1,258,798	1,271,412	1,300,018

**Appropriations [15-129]**

		<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
	<b><u>Commodities</u></b>					
3450	Public Relations	\$ 12,285	13,860	14,805	13,230	14,805
	<b><u>Contractual Services</u></b>					
3610	Accounting Services	\$ 314	331	250	250	255
3730	Refuse Service	1,024,643	1,046,854	1,088,539	1,084,000	1,111,110
3840	Interfund Service Charge	41,563	42,394	43,242	43,242	44,107
	<b>Total</b>	\$ 1,066,520	1,089,579	1,132,031	1,127,492	1,155,472

	<b>Total Appropriations</b>	\$ 1,078,805	1,103,439	1,146,836	1,140,722	1,170,277
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**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Water & Sewer Fund**  
Summary

	<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b>Revenues</b>					
Water Department	\$ 3,622,864	3,614,849	3,583,492	3,645,413	3,874,341
Sewer Department	1,714,487	1,695,328	1,867,029	1,845,151	1,803,720
<b>Total Revenue</b>	<b>\$ 5,337,351</b>	<b>5,310,177</b>	<b>5,450,521</b>	<b>5,490,564</b>	<b>5,678,061</b>
<b>Opening Cash Balance:</b>					
Water Dept. - Operating	\$ 989,595	1,190,975	1,233,697	1,257,732	1,235,521
Water Dept. - Encumbered Res.	-	-	-	-	-
Sewer Dept. - Operating	398,518	474,575	422,755	418,385	465,150
Sewer Dept. - Encumbered Res.	-	-	-	-	-
<b>Total Opening Cash Balance</b>	<b>\$ 1,388,113</b>	<b>1,665,550</b>	<b>1,656,452</b>	<b>1,676,117</b>	<b>1,700,671</b>
<b>Total Cash Available</b>	<b>\$ 6,725,464</b>	<b>6,975,727</b>	<b>7,106,973</b>	<b>7,166,681</b>	<b>7,378,732</b>
<b>Less: Water - Encum. Res.</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sewer - Encum. Res.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Available for Spending</b>	<b>\$ 6,725,464</b>	<b>6,975,727</b>	<b>7,106,973</b>	<b>7,166,681</b>	<b>7,378,732</b>
<b>Appropriations</b>					
Water Department	\$ 3,421,484	3,548,092	3,783,508	3,667,624	4,124,564
Sewer Department	1,638,430	1,751,518	1,864,440	1,798,386	1,912,671
<b>Total Appropriations</b>	<b>\$ 5,059,914</b>	<b>5,299,610</b>	<b>5,647,948</b>	<b>5,466,010</b>	<b>6,037,235</b>
<b>Ending Cash Balance:</b>					
Water Dept. - Operating	\$ 1,190,975	1,257,732	1,033,681	1,235,521	985,298
Sewer Dept. - Operating	474,575	418,385	425,344	465,150	356,199
<b>Total Operating Cash</b>	<b>\$ 1,665,550</b>	<b>1,676,117</b>	<b>1,459,025</b>	<b>1,700,671</b>	<b>1,341,497</b>
Water Dept. - Encumbered Res.	\$ -	\$ -	-	-	-
Sewer Dept. - Encumbered Res.	-	-	-	-	-
<b>Total Encumbered Reserves</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Ending Fund Balance</b>	<b>\$ 1,665,550</b>	<b>1,676,117</b>	<b>1,459,025</b>	<b>1,700,671</b>	<b>1,341,497</b>

## WATER OPERATING FUND BUDGET SUMMARY

### REVENUE

Current FY '12

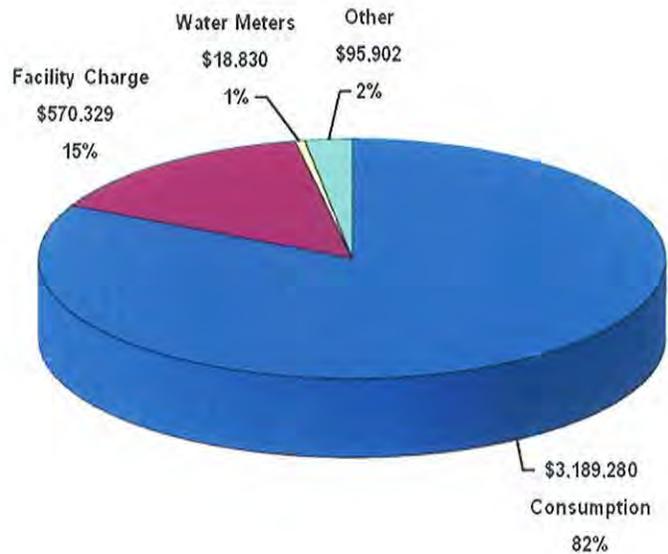
Estimated FY '12 revenues are anticipated to be above budget by approximately \$62K. This is primarily due to a slight increase in water consumption based on the rate increase \$33K, facility charges \$2K, meter installation \$11K, interest earnings and miscellaneous income \$16K.

Proposed FY '13

FY '13 revenues are budgeted to increase above FY '12 levels by approximately \$291K. This is primarily due to the scheduled water rate increase from \$5.46/1,000 gallons to \$5.86/1,000 gallons effective January 1, 2013. This \$.40 increase is due to the lake water costs being passed down by the City of Chicago.

Total water revenues for FY '13 are budgeted at \$3,874,341. Illustrated by the chart found below, one will be able to see the breakdown of revenues for the entire Water Fund by major category.

### TOTAL REVENUES



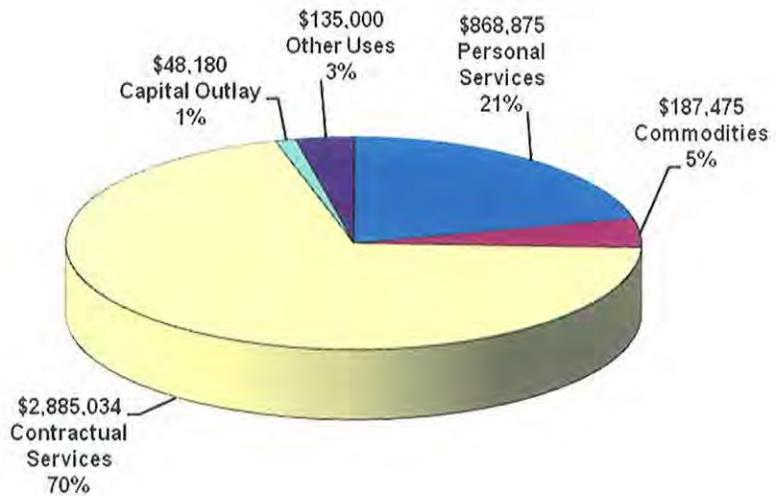
**EXPENDITURES**

Current FY '12 Estimated FY '12 expenditures are anticipated to be approximately (\$116K) less than budgeted. This is mainly attributable the contingency line item (\$100K) not being utilized.

Proposed FY '13 FY '13 water operating fund expenditures are proposed to increase above FY '12 levels by approximately \$341K. This is mainly attributable to increases in water costs \$249K, fuel costs \$6K, postage \$8K, engineering services \$17K, public relations \$4K, and capital costs \$40K.

Total water expenses are budgeted at \$4,124,564. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures of the Water Fund by major category.

**TOTAL EXPENSES**



**FUND BALANCE**

**Current FY '12**

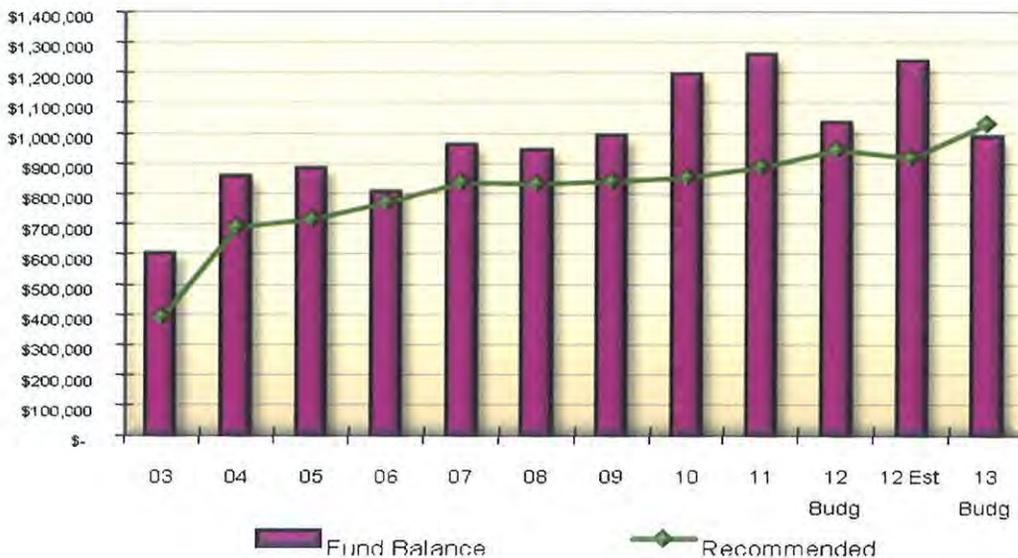
You will note the FY '12 Water Operating Fund estimated ending fund balance to be approximately \$1.24M. This is above the budgeted FY '12 balance by approximately \$202K. The rationale for this higher than projected year end cash position is as follows:

The actual FY '11 Year End Fund Balance was approximately \$24K above anticipated. Additionally, FY '12 revenues are anticipated to be \$62K above budget and FY '12 expenditures are forecasted to be below budget levels by approximately (\$116K).

**Proposed FY '13**

Below you will note the cash position of the Water Enterprise Fund for the last several budget cycles along with Proposed FY '13 levels. The proposed FY '13 year end balance is \$985K or 24% which is slightly lower than the Board's policy guidelines of maintaining 25% of the annual expenditures in each major fund. Since the transition to Lake Michigan water in FY '03, the Village Board has chosen a steady approach to fund balance levels in the water fund. This approach has enabled the Village Board to analyze unforeseen events and make solid policy decisions regarding rates and other operational aspects.

**Water Fund Balance Comparison**  
FY 03-13 Budgets



**STATUS OF GOALS FOR FY '12**

1. Complete Village wide watermain leak survey. (C/100%)
2. Paint 300 fire hydrants throughout the Village. (C/100%)
3. Inspect all new commercial buildings throughout the Village for proper sprinkler meter installations. (C/100%)
4. Provide “in-house” monthly safety training to all water department personnel. (Tool box talks). (C/100%)
5. Tag all water alarm circuits at all facilities. (C/100%)
6. Sealcoat driveways at Francis Road & 187<sup>th</sup> Street Pump Stations. (C/100%)
7. Incorporate two replacement Water & Sewer Operators into operations schedule. (CU/75%)
8. Assist development of Water Operator’s Committee for joint lake water system. (CU/75%)
9. Assist Administrative Department in water rate assessment. (C/100%)

**SIGNIFICANT GOALS FOR FY '13**

1. Complete Village wide water main leak survey.
2. Paint 300 fire hydrants throughout the Village.
3. Inspect all new commercial buildings throughout the Village for proper sprinkler meter installations.
4. Provide “in-house” monthly safety training to all water department personnel. (Tool box talks).
5. Replace doors at Well#3
6. Locate, exercise and map 300 watermain valves within the distribution system.
7. Replace all light fixtures on the 187<sup>th</sup> Street Ground Storage Tank
8. Re-evaluate RPZ testing program for system improvements in notification and recording.

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Water Department**  
**Summary**

<u>Revenues</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Charges for Service	\$ 3,589,254	3,598,122	3,568,090	3,614,330	3,856,439
Other Revenue	33,610	16,727	15,402	31,083	17,902
<b>Total Revenue</b>	<b>\$ 3,622,864</b>	<b>3,614,849</b>	<b>3,583,492</b>	<b>3,645,413</b>	<b>3,874,341</b>
<b>Opening Cash Balance:</b>					
Operating Balance	\$ 989,595	1,190,975	1,233,697	1,257,732	1,235,521
Encumbered Reserve Balance	\$ -	-	-	-	-
<b>Total Cash Balance</b>	<b>\$ 4,612,459</b>	<b>4,805,824</b>	<b>4,817,189</b>	<b>4,903,145</b>	<b>5,109,862</b>
<b>Less: Encum. Reserves</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Available for Spending</b>	<b>\$ 4,612,459</b>	<b>4,805,824</b>	<b>4,817,189</b>	<b>4,903,145</b>	<b>5,109,862</b>
<u>Appropriations</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Personal Services	\$ 801,342	790,467	865,318	867,173	868,875
Commodities	116,947	150,035	171,702	163,553	187,475
Contractual Services	2,410,089	2,540,005	2,603,488	2,592,422	2,885,034
Capital Outlay	58,106	32,585	8,000	9,476	48,180
Other Financing Uses	35,000	35,000	135,000	35,000	135,000
<b>Total Appropriations</b>	<b>\$ 3,421,484</b>	<b>3,548,092</b>	<b>3,783,508</b>	<b>3,667,624</b>	<b>4,124,564</b>
<b>Ending Operating Balance</b>	<b>\$ 1,190,975</b>	<b>1,257,732</b>	<b>1,033,681</b>	<b>1,235,521</b>	<b>985,298</b>
<b>Encumbered Reserve Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>\$ 1,190,975</b>	<b>1,257,732</b>	<b>1,033,681</b>	<b>1,235,521</b>	<b>985,298</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Water Department**  
**Revenue [16]**

		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
		<u>Fiscal '10</u>	<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>
260	<b><u>Charges For Service</u></b>					
2610	Water Sales	\$ 2,926,791	2,931,167	2,904,700	2,937,800	3,189,280
2640	Facility Charge	554,198	561,404	566,560	569,000	570,329
2660	Water Meter Installation	34,821	28,154	18,830	29,530	18,830
2690	Other Charges	73,444	77,397	78,000	78,000	78,000
	<b>Total</b>	<b>\$ 3,589,254</b>	<b>3,598,122</b>	<b>3,568,090</b>	<b>3,614,330</b>	<b>3,856,439</b>
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 9,396	8,610	7,500	9,000	9,000
2970	Miscellaneous Income	24,214	8,117	7,902	22,083	8,902
	<b>Total</b>	<b>\$ 33,610</b>	<b>16,727</b>	<b>15,402</b>	<b>31,083</b>	<b>17,902</b>
	<b>Revenue Grand Total</b>	<b>\$ 3,622,864</b>	<b>3,614,849</b>	<b>3,583,492</b>	<b>3,645,413</b>	<b>3,874,341</b>
	<b>Opening Cash Balance:</b>					
	<b>Operating Balance</b>	\$ 989,595	1,190,975	1,233,697	1,257,732	1,235,521
	<b>Encumbered Reserve Balance</b>	\$ -	-	-	-	-
	<b>Total Cash Available</b>	<b>4,612,459</b>	<b>4,805,824</b>	<b>4,817,189</b>	<b>4,903,145</b>	<b>5,109,862</b>
	<b>Less: Encum. Res. Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Available for Spending</b>	<b>\$ 4,612,459</b>	<b>4,805,824</b>	<b>4,817,189</b>	<b>4,903,145</b>	<b>5,109,862</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Water Department**  
**Appropriations [16-130]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b><u>Personal Services</u></b>	<b>Fiscal '10</b>	<b>Fiscal '11</b>	<b>Fiscal '12</b>	<b>Fiscal '12</b>	<b>Fiscal '13</b>
3010	Salaries (Full Time)	\$ 540,503	502,317	559,335	559,256	559,863
3020	Salaries (Part Time)	101	-	-	1,700	4,955
3030	Salaries (Overtime)	11,056	14,781	15,726	19,000	17,771
3040	Unemployment Contribution	666	1,076	2,106	2,197	3,363
3050	FICA Contribution	34,106	31,529	35,654	35,500	36,121
3051	Medicare Contribution	8,008	7,374	8,338	8,315	8,448
3060	Workmen's Compensation	22,952	31,751	26,547	26,434	23,857
3070	IMRF Contribution	63,956	66,121	76,483	77,000	78,385
3100	Hospital/Life Insurance	119,994	135,518	141,129	137,771	136,112
	<b>Total</b>	<b>\$ 801,342</b>	<b>790,467</b>	<b>865,318</b>	<b>867,173</b>	<b>868,875</b>
	<b><u>Commodities</u></b>					
3210	Office Supplies	\$ 1,654	1,454	1,700	1,300	1,660
3220	Postage	15,288	18,529	19,885	22,200	27,950
3230	Conferences, Mtgs. & Seminars	149	94	1,090	50	1,170
3240	Membership Dues	446	461	568	500	558
3250	Professional Development	-	27	480	449	500
3260	Publications	29	30	260	241	30
3270	Liability Insurance	16,679	25,409	24,736	24,736	20,804
3280	Clothing & Personal Expenses	2,777	2,793	3,500	2,800	3,700
3290	Printing	3,014	4,354	4,690	3,900	4,790
3300	Vehicle Expense (Gasoline)	14,988	17,854	23,000	20,790	28,750
3310	Maint. - Bldgs., Sts., & Grnds.	6,102	6,889	8,500	7,000	8,500
3320	Maint. - Vehicles & Motor Equip.	4,831	7,116	7,200	7,200	7,200
3330	Small Tools	94	528	855	755	529
3360	Repair Materials	14,447	19,792	15,080	9,500	14,820
3380	Stone & Sand	3,171	1,873	3,000	3,507	3,000
3410	Water Meters - New Construction	26,297	15,118	20,040	15,000	20,040
3411	Water Meters - Replacements	-	20,635	28,075	30,150	28,075
3440	Miscellaneous	925	347	958	600	864
3450	Public Relations	2,541	2,669	3,500	6,775	7,750
3460	Chemicals	2,329	1,914	2,825	3,500	2,825
3510	Equipment	1,186	2,149	1,760	2,600	3,960
3520	Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 116,947</b>	<b>150,035</b>	<b>171,702</b>	<b>163,553</b>	<b>187,475</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Water Department**  
**Appropriations [16-130]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '10</b>	<b>Fiscal '11</b>	<b>Fiscal '12</b>	<b>Fiscal '12</b>	<b>Fiscal '13</b>
	<b><u>Contractual Services</u></b>					
3610	Accounting Services	\$ 2,620	2,764	2,150	2,150	2,525
3620	Engineering Services	-	-	500	-	17,300
3630	Legal Services	1,336	516	750	250	750
3640	Physical Exams	5	-	50	-	100
3690	Computer Program./Maint.	9,721	11,878	12,275	15,575	16,500
3710	Legal Advertising	-	-	200	-	200
3750	Public Officials Ins./Bonding	61	-	-	-	75
3770	Electricity & Gas	91,578	89,678	95,000	101,000	95,000
3780	Telephone	17,708	16,619	17,162	17,098	16,851
3790	Comm./Office Machine Maint.	580	805	850	575	850
3840	Interfund Service Charge	74,218	75,702	77,216	77,216	78,760
3850	Leased Equipment	546	662	791	675	791
3860	Other Contractual Services	66,543	91,437	93,200	84,000	101,417
3870	Auto Mileage & Expense Reimb.	13	13	51	23	167
3890	Bond Principal	240,000	280,000	290,000	290,000	295,000
3900	Bond Interest	116,428	87,713	82,013	82,013	75,425
3910	Utility Deposit Refunds	-	-	100	-	100
3950	Contractual Payments	270,520	270,593	271,414	260,438	274,735
3960	Lake Water Costs	1,518,212	1,611,625	1,659,766	1,661,409	1,908,488
3961	Joint System Maintenance	-	-	-	-	-
	<b>Total</b>	<b>\$ 2,410,089</b>	<b>2,540,005</b>	<b>2,603,488</b>	<b>2,592,422</b>	<b>2,885,034</b>
	<b>Total Operating Expenses</b>	<b>\$ 3,328,378</b>	<b>3,480,507</b>	<b>3,640,508</b>	<b>3,623,148</b>	<b>3,941,384</b>
	<b><u>Capital Outlay</u></b>					
4020	Improvements - Other	\$ -	-	-	-	-
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	1,414	32,585	8,000	9,476	17,930
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisition	56,692	-	-	-	30,250
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 58,106</b>	<b>32,585</b>	<b>8,000</b>	<b>9,476</b>	<b>48,180</b>
	<b><u>Other Financing Uses</u></b>					
4280	Contingencies	\$ -	-	100,000	-	100,000
5000	Transfer - Out	-	-	-	-	-
	A. Trf. to Escrow for Joint System	35,000	35,000	35,000	35,000	35,000
	<b>Total</b>	<b>\$ 35,000</b>	<b>35,000</b>	<b>135,000</b>	<b>35,000</b>	<b>135,000</b>
	<b>Total Appropriations</b>	<b>\$ 3,421,484</b>	<b>3,548,092</b>	<b>3,783,508</b>	<b>3,667,624</b>	<b>4,124,564</b>

DEPARTMENT Water Dept.

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) Prio.	ITEM	FY '12 DEPT. REQUEST	FY '12 BOARD APPROVED	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	Portable Generator	\$2,000	\$2,000			Supp.	New generator for WS9
4040	SCADA Computer	6,000	6,000			Base	Replace aging computer
4040	Sand Blaster (1/2 Cost)			\$ 1,250	\$ 1,250	Base	Replace aging equipment
4040	Air Conditioner at Francis Road Pump Station (1/2 Cost)			1,250	1,250	Base	Replace aging equipment (shared cost with New Lenox)
4040	Snow Plow Controls & Equipment for WS9			3,800	3,800	Supp.	To allow WS( to be used for snow plowing
4040	Replace Doors at Well 3			9,980	9,980	Base	Replace deteriorating doors
4040	Replace Door at East Tower			1,650	1,650	Base	Replace deteriorating door
4080	Pickup w/Plow & Lifigate (1/2 Cost)			19,750	19,750	Base	Replace WS4
4080	Pickup (1/2 Cost)			10,500	10,500	Base	Replace WS12

TOTAL \$8,000

\$48,180

REQUESTS APPROVED

\$8,000

\$48,180

**SEWER OPERATING FUND BUDGET SUMMARY**

**REVENUES**

Current FY '12

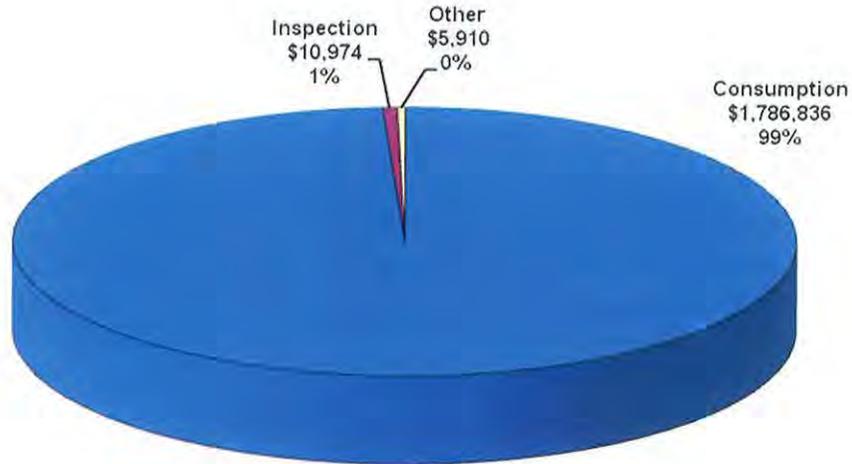
Estimated FY '12 revenues are anticipated to be less than budget by approximately (\$22K). Customer billables were slightly below projection (\$35K) with other revenues being up \$13K.

Proposed FY '13

FY '13 revenues are budgeted to be less than FY '12 levels by approximately (\$63K). The primary reason for the decrease is a one-time transfer from the 187<sup>th</sup> and Wolf Road capital account to subsidize the fund balance in FY '12 has been removed (\$171K). This one-time transfer has been offset with a rate increase of \$.35/1,000 gallons \$106K.

Total Sewer Revenues for FY '12 are budgeted at \$1,867,029. Illustrated by the Pie Chart found below, one will be able to see the breakdown of revenues for the entire enterprise by category.

**TOTAL REVENUES**



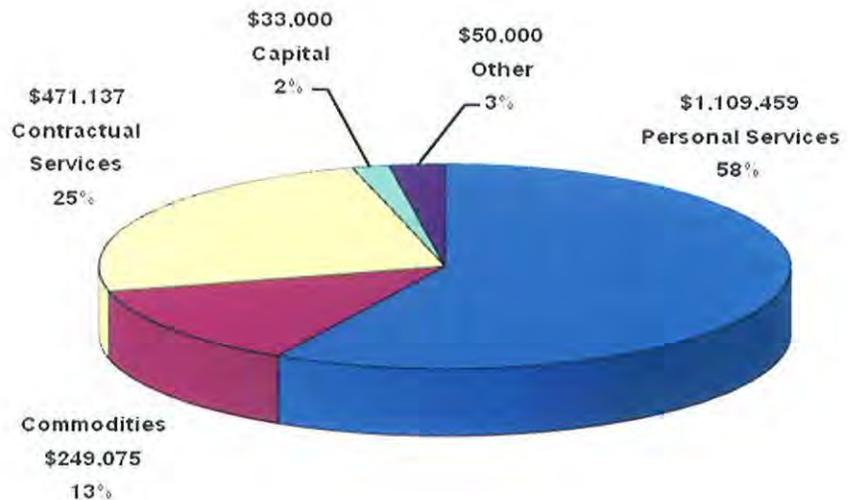
**EXPENDITURES**

Current FY '12 Estimated FY '12 expenditures are anticipated to be (\$66K) below budget. This is mainly attributable to a decrease in electricity and gas costs (\$20K) and the contingency line item not being utilized (\$50K).

Proposed FY '13 FY '13 sewer fund expenditures are proposed to increase above FY '12 budget levels by approximately \$48K. This is primarily due to increases in personnel costs \$15K, fuel costs \$6K, chemicals \$19K, computer maintenance \$4K, postage \$8K, engineering services \$18K, other contractual services \$3K, and capital costs \$33K. Other core expenditures will be reduced by (\$59K) resulting in a \$48K overall increase.

Total FY '13 sewer expenses are budgeted at \$1,912,671. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures by major category.

**TOTAL EXPENSES**



**FUND BALANCE**

Current FY '12

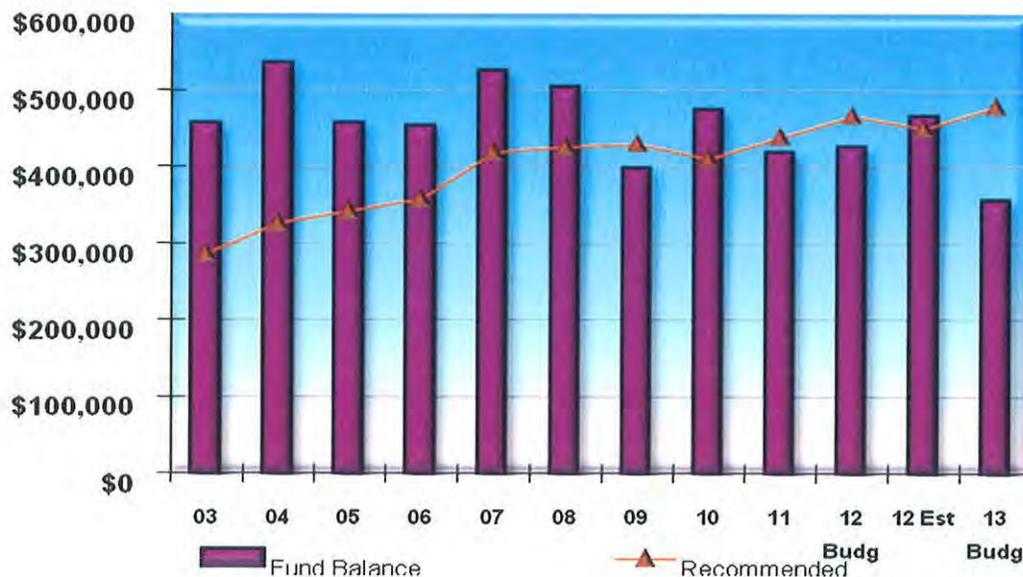
You will note the FY '12 Sewer Operating Fund estimated ending fund balance to be approximately \$465K. This is above the budgeted FY '12 balance by approximately \$40K. The rationale for this higher than projected year end cash position is as follows:

The Actual FY '11 Year End Fund Balance was approximately (\$4K) below anticipated. Additionally, FY '12 revenues are anticipated to be (\$22K) less than budgeted and FY '12 expenditures are forecasted to be below budget levels by approximately (\$66K).

Proposed FY '13

Below you will note the cash position of the Sewer Enterprise fund for the last several budget cycles along with Proposed FY '13 levels. This fund has been under constant pressure over the past few years. Rate adjustments were implemented in FY '06, FY '07, FY '09 and FY '10 all softening the flattening consumption trends. Rate adjustments of \$.35/1,000 are being recommended in FY '13 and '14 as well. The Proposed FY '13 fund balance is \$356K or 19% which is lower than the Board's policy guidelines of maintaining 25% of the annual expenditures in each major fund. This fund needs constant monitoring as we move forward.

**Sewer Fund Balance Comparison  
FY 03-13**



**STATUS OF GOALS FOR FY '12**

1. Replacement of 10 evergreen trees on the WWTP property. **(C/100%)**
2. Continue manhole rehabilitation program. A total of 50 manholes will be rehabilitated in FY11. **(C/100%)**
3. Vacuum, jet, and clean grease from wet wells and (6) lift stations. **(C/100%)**
4. Oversee the final engineering design of the WWTP expansion from 2.5 to 3.3 MGD. **(C/100%)**
5. Oversee the final engineering design of the excess flow lagoon. **(C/100%)**
6. Seal coat lift station driveways at Tara Hills and Whisper Creek. **(C/100%)**
7. Provide “in-house” SCADA training on the lift station project to all sewer department personnel. **(C/100%)**

**SIGNIFICANT GOALS FOR FY '13**

1. Replacement of 10 evergreen trees on the WWTP property.
2. Continue manhole rehabilitation program. A total of 50 manholes will be rehabilitated in FY13.
3. Vacuum, jet, and clean grease from wet wells and (6) lift stations.
4. Closely monitor WWTP flows and determine a timeframe to bid the plant expansion project.
5. Inspect and map 450 manholes within the collection system.
6. Provide “in-house” monthly safety training to all sewer department personnel. (Tool Box talks)

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Sewer Department**  
**Summary**

<b>Revenues</b>	<b>Actual Fiscal '10</b>	<b>Actual Fiscal '11</b>	<b>Budgeted Fiscal '12</b>	<b>Estimated Fiscal '12</b>	<b>Board App. Fiscal '13</b>
Charges for Service	\$ 1,701,025	1,691,383	1,691,454	1,661,184	1,797,810
Other Revenue	13,462	3,945	175,575	183,967	5,910
<b>Total Revenue</b>	<b>\$ 1,714,487</b>	<b>1,695,328</b>	<b>1,867,029</b>	<b>1,845,151</b>	<b>1,803,720</b>

<b>Opening Cash Balance:</b>					
Operating Balance	\$ 398,518	474,575	422,755	418,385	465,150
Encumbered Reserve Balance	-	-	-	-	-
<b>Total Cash Balance</b>	<b>\$ 2,113,005</b>	<b>2,169,903</b>	<b>2,289,784</b>	<b>2,263,536</b>	<b>2,268,870</b>
<b>Less: Encum. Reserves</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Available for Spending</b>	<b>\$ 2,113,005</b>	<b>2,169,903</b>	<b>2,289,784</b>	<b>2,263,536</b>	<b>2,268,870</b>

<b>Appropriations</b>	<b>Actual Fiscal '09</b>	<b>Actual Fiscal '10</b>	<b>Budgeted Fiscal '11</b>	<b>Estimated Fiscal '11</b>	<b>Board App. Fiscal '12</b>
Personal Services	\$ 986,618	1,059,108	1,094,491	1,096,466	1,109,459
Commodities	183,151	206,017	221,854	229,326	249,075
Contractual Services	462,049	472,894	498,095	472,594	471,137
Capital Outlay	1,414	13,499	-	-	33,000
Other Financing Uses	5,198	-	50,000	-	50,000
<b>Total Appropriations</b>	<b>\$ 1,638,430</b>	<b>1,751,518</b>	<b>1,864,440</b>	<b>1,798,386</b>	<b>1,912,671</b>

<b>Ending Operating Balance</b>	<b>\$ 474,575</b>	<b>418,385</b>	<b>425,344</b>	<b>465,150</b>	<b>356,199</b>
<b>Encumbered Reserve Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>\$ 474,575</b>	<b>418,385</b>	<b>425,344</b>	<b>465,150</b>	<b>356,199</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Sewer Department**  
**Revenue [16]**

		<b>Actual Fiscal '10</b>	<b>Actual Fiscal '11</b>	<b>Budgeted Fiscal '12</b>	<b>Estimated Fiscal '12</b>	<b>Board App. Fiscal '13</b>
260	<b><u>Charges For Service</u></b>					
2620	Sewer Charges	\$ 1,684,033	1,678,462	1,680,480	1,644,900	1,786,836
2680	Sewer Inspection Fees	16,992	12,921	10,974	16,284	10,974
	<b>Total</b>	<b>\$ 1,701,025</b>	<b>1,691,383</b>	<b>1,691,454</b>	<b>1,661,184</b>	<b>1,797,810</b>
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 4,027	2,999	2,500	3,000	3,000
2940	Interfund Revenue - (From)					
	A. Escrow - 187th & Wolf Utility	-	-	171,165	171,164	-
2970	Miscellaneous Income	9,435	946	1,910	9,803	2,910
	<b>Total</b>	<b>\$ 13,462</b>	<b>3,945</b>	<b>175,575</b>	<b>183,967</b>	<b>5,910</b>
	<b>Revenue Grand Total</b>	<b>\$ 1,714,487</b>	<b>1,695,328</b>	<b>1,867,029</b>	<b>1,845,151</b>	<b>1,803,720</b>
	<b>Opening Cash Balance:</b>					
	<b>Operating Balance</b>	<b>\$ 398,518</b>	<b>474,575</b>	<b>422,755</b>	<b>418,385</b>	<b>465,150</b>
	<b>Encumbered Reserve Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Cash Available</b>	<b>\$ 2,113,005</b>	<b>2,169,903</b>	<b>2,289,784</b>	<b>2,263,536</b>	<b>2,268,870</b>
	<b>Less: Encum. Res. Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Available for Spending</b>	<b>\$ 2,113,005</b>	<b>2,169,903</b>	<b>2,289,784</b>	<b>2,263,536</b>	<b>2,268,870</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Sewer Department**  
**Appropriations [16-131]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b><u>Personal Services</u></b>						
3010	Salaries (Full Time)	\$ 663,732	694,111	723,471	723,377	724,022
3020	Salaries (Part Time)	101	-	-	1,700	4,955
3030	Salaries (Overtime)	11,042	14,780	15,726	19,000	17,771
3040	Unemployment Contribution	829	1,496	2,743	2,892	4,380
3050	FICA Contribution	41,546	43,250	45,830	45,455	46,298
3051	Medicare Contribution	9,748	10,115	10,718	10,650	10,828
3060	Workmen's Compensation	27,014	37,371	31,245	31,112	28,079
3070	IMRF Contribution	78,019	90,508	98,313	98,870	100,661
3100	Hospital/Life Insurance	154,587	167,477	166,445	163,410	172,465
	<b>Total</b>	<b>\$ 986,618</b>	<b>1,059,108</b>	<b>1,094,491</b>	<b>1,096,466</b>	<b>1,109,459</b>
<b><u>Commodities</u></b>						
3210	Office Supplies	\$ 1,654	1,454	1,700	1,300	1,660
3220	Postage	14,163	17,892	18,785	21,350	26,950
3230	Conferences, Mtgs. & Seminars	149	94	710	550	790
3240	Membership Dues	82	101	189	114	139
3250	Professional Development	-	27	480	-	500
3260	Publications	29	30	260	241	30
3270	Liability Insurance	28,155	42,892	41,756	41,756	35,119
3280	Clothing & Personal Expenses	2,777	2,790	3,500	2,800	3,700
3290	Printing	2,745	4,226	4,260	3,800	4,360
3300	Vehicle Expense (Gasoline)	14,582	17,647	23,000	20,500	28,750
3310	Maint. - Bldgs., Sts., & Grnds.	5,375	3,721	8,200	8,500	8,200
3320	Maint. - Vehicles & Motor Equip.	5,187	7,509	7,200	7,200	7,200
3330	Small Tools	-	74	385	385	196
3360	Repair Materials	-	1,085	800	1,000	800
3370	Janitorial Supplies	1,785	1,457	2,000	2,800	3,000
3380	Stone & Sand	559	373	500	500	500
3440	Miscellaneous	901	347	958	600	864
3460	Chemicals	104,674	103,266	105,241	114,000	125,222
3510	Equipment	334	1,032	1,930	1,930	645
3520	Furniture	-	-	-	-	450
	<b>Total</b>	<b>\$ 183,151</b>	<b>206,017</b>	<b>221,854</b>	<b>229,326</b>	<b>249,075</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Sewer Department**  
**Appropriations [16-131]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b><u>Contractual Services</u></b>						
3610	Accounting Services	\$ 3,049	3,216	2,500	2,500	2,170
3620	Engineering Services	-	-	500	-	18,950
3630	Legal Services	-	405	250	100	250
3640	Physical Exams	-	-	50	85	100
3690	Computer Program./Maint.	9,271	11,620	12,275	15,575	16,500
3700	Sludge Removal	55,452	61,827	56,350	56,350	57,675
3710	Legal Advertising	-	-	100	-	100
3750	Public Officials Ins./Bonding	61	-	-	-	75
3770	Electricity & Gas	265,101	258,152	275,000	255,000	220,000
3780	Telephone	5,075	4,720	4,802	3,858	4,467
3790	Comm./Office Machine Maint.	580	805	850	575	850
3840	Interfund Service Charge	74,218	75,702	77,216	77,216	78,760
3850	Leased Equipment	546	662	791	650	791
3860	Other Contractual Services	47,139	54,228	65,770	59,000	68,692
3870	Auto Mileage & Expense Reimb.	13	13	51	125	167
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	1,544	1,544	1,590	1,560	1,590
	<b>Total</b>	\$ 462,049	472,894	498,095	472,594	471,137
	<b>Total Operating Expenses</b>	\$ 1,631,818	1,738,019	1,814,440	1,798,386	1,829,671
<b><u>Capital Outlay</u></b>						
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	1,414	13,499	-	-	2,750
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisition	-	-	-	-	30,250
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	\$ 1,414	13,499	-	-	33,000
<b><u>Other Financing Uses</u></b>						
4280	Contingencies	\$ 5,198	-	50,000	-	50,000
5000	Transfer - Out	-	-	-	-	-
	A. Plant Replacement Fund	-	-	-	-	-
	B. Plant Expansion Fund	-	-	-	-	-
	<b>Total</b>	\$ 5,198	-	50,000	-	50,000
	<b>Total Appropriations</b>	\$ 1,638,430	1,751,518	1,864,440	1,798,386	1,912,671



# ***MUNICIPAL PARKING LOT FUND***

## ***Fiscal Year '13***

### **SUMMARY OF BASIC FUNCTION**

The Front Street lot (located just east of Wolf Road between Front and McGovney Streets) provides approximately 185 parking spaces.

The METRA/Hickory Creek 1,114 space parking facility is located east of LaGrange Road, north of 191st Street.

The Willowerest lot is located one block north of Front Street just west of Wolf Road near the Mokena Elementary School, and provides approximately 101 parking spaces for METRA commuters.

Additionally, there are 58 daily parking spaces available at the Village Hall lot (located on Division Street - between Carpenter and Third Streets). These lots all provide commuters access to LaSalle Street in the Chicago Loop via the Rock Island Metra line.

Parking revenues are derived from a daily fee charged for each parking space, with revenues used to operate and maintain the parking facilities.

In October, 2011, the daily parking fee was increased from \$1 to \$1.25. Concurrently, a cashless system was rolled out whereby commuters may now conveniently pay the daily fee with pre-paid single use tokens. (Alternatively, commuters may still pay the daily fee with cash.)

A comprehensive package of enhancements for Mokena's parking customers was put in place just prior to the fee increase. These enhancements included the replacement of aging and deteriorating fare boxes at several facilities, the replacement of shelters at Hickory Creek, and the installation of additional security cameras at Hickory Creek.

Further improvements are planned for the 2013 fiscal year. These improvements include the installation of two security cameras at the Front Street lot, seal coating and striping of parking spaces at the Front Street and Village Hall lots, stamping and dyeing of asphalt islands at the Hickory Creek lot, and replacement and repair of the sidewalk/walkway at Hickory Creek.

### **MUNICIPAL PARKING LOT STATUS OF GOALS FOR FY '12**

1. Implement daily fee rate increase in October. (C/100%)
2. Implement alternative daily fee token. (C/100%)

3. Construct new shelters at Hickory Creek Station. \* (C/100%)
4. Install new/upgraded pay boxes throughout system. \* (C/100%)
5. Install additional security cameras at the Hickory Creek Lot. \* (C/100%)

*\* Through Capital Repair & Replacement Fund*

**MUNICIPAL PARKING LOT SIGNIFICANT GOALS FOR FY '13**

1. Replace four parking lot lights at Hickory Creek Lot.
2. Replace landscaping at McGovney Street lot.
3. Install two security cameras at the Front Street Lot. \*
4. Seal coat and stripe parking spaces at Front Street and Village Hall lots. \*
5. Stamp and dye asphalt islands at Hickory Creek lot. \*
6. Replace and repair sidewalks/walkways at Hickory Creek lot. \*

*\* Through Capital Repair & Replacement Fund*

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Municipal Parking Lot Fund**  
Summary

<u>Revenues</u>	<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
Charges for Service	\$ 249,340	245,845	293,288	298,000	309,375
Other Revenue	1,382	1,356	1,267	1,340	1,515
<b>Total Revenue</b>	<b>\$ 250,722</b>	<b>247,201</b>	<b>294,555</b>	<b>299,340</b>	<b>310,890</b>
<b>Opening Cash Balance</b>	<b>\$ 69,789</b>	<b>60,847</b>	<b>26,988</b>	<b>29,366</b>	<b>57,914</b>
<b>Total Available for Spending</b>	<b>\$ 320,511</b>	<b>308,048</b>	<b>321,543</b>	<b>328,706</b>	<b>368,804</b>

<u>Appropriations</u>	<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
Personal Services	\$ 113,966	140,766	141,027	141,777	142,294
Commodities	1,872	5,488	12,850	11,950	15,900
Contractual Services	140,401	132,428	136,691	117,065	138,702
Capital Outlay	3,425	-	-	-	-
Other Financing Uses	-	-	-	-	-
<b>Total Appropriations</b>	<b>\$ 259,664</b>	<b>278,682</b>	<b>290,568</b>	<b>270,792</b>	<b>296,896</b>

<b>Ending Fund Balance</b>	<b>\$ 60,847</b>	<b>29,366</b>	<b>30,975</b>	<b>57,914</b>	<b>71,908</b>
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**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Municipal Parking Lot Fund**  
**Revenue [17]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
260	<b><u>Charges for Service</u></b>					
2630	Parking Fees	\$ 249,340	245,845	293,288	298,000	309,375
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 368	340	250	325	500
2970	Miscellaneous Income	1,014	1,016	1,017	1,015	1,015
	<b>Total</b>	\$ 1,382	1,356	1,267	1,340	1,515
	<b>Revenue Grand Total</b>	\$ 250,722	247,201	294,555	299,340	310,890
	<b>Opening Cash Balance</b>	\$ 69,789	60,847	26,988	29,366	57,914
	<b>Total Available for Spending</b>	\$ 320,511	308,048	321,543	328,706	368,804

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Municipal Parking Lot Fund**  
**Appropriations [17-132]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b><u>Personal Services</u></b>	<b>Fiscal '10</b>	<b>Fiscal '11</b>	<b>Fiscal '12</b>	<b>Fiscal '12</b>	<b>Fiscal '13</b>
3010	Salaries (Full Time)	\$ 49,544	91,884	97,250	98,000	96,927
3020	Salaries (Part Time)	31,047	4,859	-	-	-
3030	Salaries (Overtime)	358	475	623	650	756
3040	Unemployment Contribution	254	295	382	417	814
3050	FICA Contribution	4,989	5,897	6,068	6,027	6,056
3051	Medicare Contribution	1,167	1,379	1,419	1,410	1,416
3060	Workmen's Compensation	5,891	8,149	6,813	6,783	6,122
3070	IMRF Contribution	9,345	7,726	7,998	7,950	8,079
3100	Hospital/Life Insurance	11,371	20,102	20,474	20,540	22,124
	<b>Total</b>	<b>\$ 113,966</b>	<b>140,766</b>	<b>141,027</b>	<b>141,777</b>	<b>142,294</b>
	<b><u>Commodities</u></b>					
3280	Clothing & Personal Expenses	\$ 54	148	400	250	400
3310	Maint: Bldgs., Sts., & Grnds.	1,178	5,225	10,900	10,900	13,950
3340	Traffic & Street Sign Material	640	115	1,500	800	1,500
3440	Miscellaneous	-	-	50	-	50
	<b>Total</b>	<b>\$ 1,872</b>	<b>5,488</b>	<b>12,850</b>	<b>11,950</b>	<b>15,900</b>
	<b><u>Contractual Services</u></b>					
3610	Accounting Services	\$ 359	378	300	300	300
3620	Engineering Services	-	-	-	-	-
3710	Legal Advertising	-	-	150	-	150
3760	Street Lighting - Energy Charge	4,439	4,310	4,800	4,100	4,500
3780	Telephone	1,258	118	150	131	150
3840	Interfund Service Charge	69,587	70,979	72,399	72,399	73,847
3860	Other Contractual Services	56,771	48,644	50,862	31,900	51,525
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	7,987	7,999	8,030	8,235	8,230
	<b>Total</b>	<b>\$ 140,401</b>	<b>132,428</b>	<b>136,691</b>	<b>117,065</b>	<b>138,702</b>
	<b><u>Capital Outlay</u></b>					
4020	Improvements: Other	\$ -	-	-	-	-
4040	Machinery & Equipment	3,425	-	-	-	-
4080	Vehicle Acquisitions	-	-	-	-	-
	<b>Total</b>	<b>\$ 3,425</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b><u>Other Financing Uses</u></b>					
5000	Transfer - Out	\$ -	-	-	-	-
	<b>Total Appropriations</b>	<b>\$ 259,664</b>	<b>278,682</b>	<b>290,568</b>	<b>270,792</b>	<b>296,896</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Sewer System Capital Improvement Fund**  
**Summary**

	<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
<b>Revenues</b>					
Exaction Fees	\$ -	-	-	-	-
Charges for Service	124,523	95,093	84,373	140,930	84,373
Other Revenue	7,106	7,411	5,600	6,500	7,350
<b>Total Revenue</b>	\$ 131,629	102,504	89,973	147,430	91,723
<b>Opening Cash Balance</b>	\$ 1,073,963	905,592	649,763	684,096	824,201
<b>Total Available for Spending</b>	\$ 1,205,592	1,008,096	739,736	831,526	915,924
<b>Appropriations</b>					
Contractual Services	\$ -	-	23,332	-	30,648
Capital Outlay	60,000	84,000	53,775	7,325	-
Other Financing Uses	240,000	240,000	20,000	-	20,000
<b>Total Appropriations</b>	\$ 300,000	324,000	97,107	7,325	50,648
<b>Ending Fund Balance</b>	\$ 905,592	684,096	642,629	824,201	865,276

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Sewer System Capital Improvement Fund**  
**Revenue [19]**

		<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
254	<b><u>Exaction Fees</u></b>					
2560	Contributions	\$ -	-	-	-	-
260	<b><u>Charges for Service</u></b>					
2650	Tap-On Fees	\$ 124,523	95,093	84,373	140,930	84,373
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 7,106	7,411	5,600	6,500	7,350
	<b>Revenue Grand Total</b>	\$ 131,629	102,504	89,973	147,430	91,723
	<b>Opening Cash Balance</b>	\$ 1,073,963	905,592	649,763	684,096	824,201
	<b>Total Available for Spending</b>	\$ 1,205,592	1,008,096	739,736	831,526	915,924

**Appropriations [19-140]**

		<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
	<b><u>Contractual Services</u></b>					
3620	Engineering Services	\$ -	-	23,332	-	30,648
3710	Legal Advertising	-	-	-	-	-
	<b>Total</b>	\$ -	-	23,332	-	30,648
	<b><u>Capital Outlay</u></b>					
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	60,000	84,000	-	-	-
4050	Improvements & Extensions	-	-	53,775	7,325	-
4080	Vehicle Acquisition	-	-	-	-	-
	<b>Total</b>	\$ 60,000	84,000	53,775	7,325	-
	<b><u>Other Financing Uses</u></b>					
4280	Contingencies	\$ -	-	20,000	-	20,000
5000	Transfer - Out					
	A. To Plant Expansion Fund	240,000	240,000	-	-	-
	<b>Total</b>	\$ 240,000	240,000	20,000	-	20,000
	<b>Total Appropriations</b>	\$ 300,000	324,000	97,107	7,325	50,648

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Water System Capital Improvement Fund**  
**Summary**

<b>Revenues</b>	<b>Actual Fiscal '10</b>	<b>Actual Fiscal '11</b>	<b>Budgeted Fiscal '12</b>	<b>Estimated Fiscal '12</b>	<b>Board App. Fiscal '13</b>
Exaction Fees	\$ -	-	-	-	-
Charges for Service	373,569	277,524	253,089	422,790	253,089
Other Revenue	3,893	5,483	3,100	3,850	5,500
<b>Total Revenue</b>	<b>\$ 377,462</b>	<b>283,007</b>	<b>256,189</b>	<b>426,640</b>	<b>258,589</b>
<b>Opening Cash Balance</b>	<b>\$ 531,991</b>	<b>800,196</b>	<b>897,454</b>	<b>968,238</b>	<b>715,978</b>
<b>Total Available for Spending</b>	<b>\$ 909,453</b>	<b>1,083,203</b>	<b>1,153,643</b>	<b>1,394,878</b>	<b>974,567</b>

<b>Appropriations</b>	<b>Actual Fiscal '10</b>	<b>Actual Fiscal '11</b>	<b>Budgeted Fiscal '12</b>	<b>Estimated Fiscal '12</b>	<b>Board App. Fiscal '13</b>
Contractual Services	\$ 9,257	14,965	20,000	20,000	15,000
Capital Outlay	-	-	111,000	38,900	42,000
Other Financing Uses	100,000	100,000	640,000	620,000	70,000
<b>Total Appropriations</b>	<b>\$ 109,257</b>	<b>114,965</b>	<b>771,000</b>	<b>678,900</b>	<b>127,000</b>
<b>Ending Fund Balance</b>	<b>\$ 800,196</b>	<b>968,238</b>	<b>382,643</b>	<b>715,978</b>	<b>847,567</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Water System Capital Improvement Fund**  
**Revenue [20]**

		<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
254	<b>Exaction Fees</b>					
2560	Contributions	\$ -	-	-	-	-
260	<b>Charges for Service</b>					
2650	Tap-On Fees	\$ 373,569	277,524	253,089	422,790	253,089
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 3,893	5,483	3,100	3,850	5,500
	<b>Revenue Grand Total</b>	\$ 377,462	\$ 283,007	\$ 256,189	\$ 426,640	\$ 258,589
	<b>Opening Cash Balance</b>	\$ 531,991	800,196	897,454	968,238	715,978
	<b>Total Available for Spending</b>	\$ 909,453	1,083,203	1,153,643	1,394,878	974,567

**Appropriations [20-141]**

		<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 9,224	14,965	20,000	20,000	15,000
3630	Legal Services	33	-	-	-	-
3710	Legal Advertising	-	-	-	-	-
	<b>Total</b>	\$ 9,257	14,965	20,000	20,000	15,000
	<b>Capital Outlay</b>					
4050	Improvements & Extensions	\$ -	-	111,000	38,900	42,000
4060	Land Acquisition	-	-	-	-	-
	<b>Total</b>	\$ -	-	111,000	38,900	42,000
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	20,000	-	20,000
5000	Transfer - Out					
	A. Trf. to Escrow for Water Imp.	100,000	100,000	50,000	50,000	50,000
	B. Trf. to General Fund for Capital	-	-	570,000	570,000	-
	<b>Total</b>	\$ 100,000	100,000	640,000	620,000	70,000
	<b>Total Appropriations</b>	\$ 109,257	114,965	771,000	678,900	127,000

# SEWER PLANT REPLACEMENT FUND Fiscal Year '13

This fund currently exists as a Depository for Encumbered Revenues utilized to Repair/Replace our existing Sewer Plant. The fund generates adequate revenue to offset the anticipated annual expenses.

The fund currently has a balance of \$1M+/- with anticipated annual replacement costs of approximately \$60K per year.



Notable expenditures for FY 13 are:

- Provides for replacement of digester blower at WWTP. \$3.1K

- Provides for replacement of sand filter pump at WWTP. \$8.6K
- Provides for replacement of roof top air handler at WWTP. \$5.6K
- Provides for replacement of vacuum pump at WWTP. \$13.2K
- Provides for replacement of unit heater at WWTP. \$2.8K
- Provides for replacement of electric motor for digester blower at WWTP. \$1.3K
- Provides for replacement of multi-pro plus portable meter at WWTP. \$1.5K
- Provides for replacement of sampler refrigerator at WWTP. \$.8K
- Provides for replacement of auto clave (lab) at WWTP. \$5K
- Provides for replacement of doors (excess flow building) at WWTP. \$4.7K
- Provides for replacement of air compressor (hydro room) at WWTP. \$2.5K
- Provides for replacement of computer and printer at WWTP. \$1.5K
- Provides for replacement of wear rings for raw pumps at WWTP. \$4K

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Sewer Plant Replacement Fund**  
**Summary**

<u>Revenues</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Other Revenue	\$ 5,655	3,804	3,500	3,300	3,150
<b>Total Revenue</b>	<b>\$ 5,655</b>	<b>3,804</b>	<b>3,500</b>	<b>3,300</b>	<b>3,150</b>
<b>Opening Cash Balance</b>	<b>\$ 1,136,075</b>	<b>1,106,437</b>	<b>1,090,187</b>	<b>1,092,598</b>	<b>1,045,898</b>
<b>Total Available for Spending</b>	<b>\$ 1,141,730</b>	<b>1,110,241</b>	<b>1,093,687</b>	<b>1,095,898</b>	<b>1,049,048</b>
<u>Appropriations</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Contractual Services	\$ -	-	-	-	-
Capital Outlay	35,293	17,643	61,225	50,000	54,630
Other Financing Uses	-	-	50,000	-	50,000
<b>Total Appropriations</b>	<b>\$ 35,293</b>	<b>17,643</b>	<b>111,225</b>	<b>50,000</b>	<b>104,630</b>
<b>Ending Fund Balance</b>	<b>\$ 1,106,437</b>	<b>1,092,598</b>	<b>982,462</b>	<b>1,045,898</b>	<b>944,418</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Sewer Plant Replacement Fund**  
**Revenue [21]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 5,655	3,804	3,500	3,300	3,150
2940	Interfund Revenue - (From) A. Sewer Department	-	-	-	-	-
	<b>Total</b>	<b>\$ 5,655</b>	<b>3,804</b>	<b>3,500</b>	<b>3,300</b>	<b>3,150</b>
	<b>Revenue Grand Total</b>	<b>\$ 5,655</b>	<b>3,804</b>	<b>3,500</b>	<b>3,300</b>	<b>3,150</b>
	<b>Opening Cash Balance</b>	<b>\$ 1,136,075</b>	<b>1,106,437</b>	<b>1,090,187</b>	<b>1,092,598</b>	<b>1,045,898</b>
	<b>Total Available for Spending</b>	<b>\$ 1,141,730</b>	<b>1,110,241</b>	<b>1,093,687</b>	<b>1,095,898</b>	<b>1,049,048</b>

**Appropriations [21-142]**

		<u>Actual</u> <u>Fiscal '10</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Budgeted</u> <u>Fiscal '12</u>	<u>Estimated</u> <u>Fiscal '12</u>	<u>Board App.</u> <u>Fiscal '13</u>
	<b><u>Contractual Services</u></b>					
3440	Miscellaneous	\$ -	-	-	-	-
3510	Machinery & Equipment	-	-	-	-	-
3620	Engineering Services	-	-	-	-	-
3710	Legal Advertising	-	-	-	-	-
	<b>Total</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b><u>Capital Outlay</u></b>					
4030	Improvements - Facilities	\$ 15,169	-	-	-	-
4040	Machinery & Equipment	20,124	17,643	61,225	50,000	54,630
4050	Improvements & Extensions	-	-	-	-	-
	<b>Total</b>	<b>\$ 35,293</b>	<b>\$ 17,643</b>	<b>\$ 61,225</b>	<b>\$ 50,000</b>	<b>\$ 54,630</b>
	<b><u>Other Financing Uses</u></b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
	<b>Total Appropriations</b>	<b>\$ 35,293</b>	<b>17,643</b>	<b>111,225</b>	<b>50,000</b>	<b>104,630</b>

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) PRIO.	ITEM	FY '12 DEPT. REQUEST	FY '12 BOARD APPROVED	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	Air Operated Diaphragm Pump	\$1,900	\$1,900			Base	Replace aging equipment
4040	Thickened Sludge Pump	13,400	13,400			Base	Replace aging equipment
4040	Back Wash Waste Pump	7,700	7,700			Base	Replace aging equipment
4040	D.E. Loading Screw	3,300	3,300			Base	Replace aging equipment
4040	Knife Blade Set	6,325	6,325			Base	Replace aging equipment
4040	Rebuild 10hp Motor	1,800	1,800			Base	Replace aging equipment
4040	Autoclave (Lab)	5,000	5,000			Base	Replace aging equipment
4040	Raw Pump	13,800	13,800			Base	Replace aging equipment
4040	Air Compressor (Non-Potable System)	8,000	8,000			Base	Replace aging equipment
4040	Digester Blower			\$3,120	\$3,120	Base	Replace aging equipment
4040	Sand Filter Pump			8,625	8,625	Base	Replace aging equipment
4040	Air Handler (Roof Top)			5,640	5,640	Base	Replace aging equipment
4040	Vacuum Pump			13,200	13,200	Base	Replace aging equipment
4040	Unit Heater			2,800	2,800	Base	Replace aging equipment
4040	Electric Motor (Digester Blower)			1,300	1,300	Base	Replace aging equipment

TOTAL

See Page 2

See Page 2

REQUESTS APPROVED

See Page 2

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# SEWER PLANT EXPANSION FUND

## Fiscal Year '13

### SUMMARY OF BASIC FUNCTION

This fund was established and is intended to be utilized as an Escrow Fund to accumulate fiscal resources to offset future capital or land acquisition costs affiliated with Sewer Plant Expansions. The Village Board has authorized Staff to annually transfer funds through Fiscal 2011 into this fund from the Sewer System Capital Improvement Fund. These transfers have resulted in over \$6M being earmarked for the pending plant expansion.

Upon a thorough evaluation regarding this facility's capacity and current flows, a pending expansion of the facility has been deferred indefinitely. Flows will continue to be monitored while design for the pending expansion has been completed and IEPA permits attained.



**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Plant Expansion Fund**  
**Summary**

	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
<b><u>Revenues</u></b>					
Exaction Fees	\$ -	-	-	-	-
Other Revenue	267,180	278,160	32,750	35,000	33,500
<b>Total Revenue</b>	<b>\$ 267,180</b>	<b>278,160</b>	<b>32,750</b>	<b>35,000</b>	<b>33,500</b>
<b>Opening Cash Balance</b>	<b>\$ 6,204,937</b>	<b>6,455,230</b>	<b>6,371,710</b>	<b>6,503,894</b>	<b>6,066,484</b>
<b>Total Available for Spending</b>	<b>\$ 6,472,117</b>	<b>6,733,390</b>	<b>6,404,460</b>	<b>6,538,894</b>	<b>6,099,984</b>
<b><u>Appropriations</u></b>					
Commodities	\$ -	-	-	-	-
Contractual Services	16,887	229,496	328,737	393,689	-
Capital Outlay	-	-	1,500,000	78,721	-
Other Financing Uses	-	-	20,000	-	20,000
<b>Total Appropriations</b>	<b>\$ 16,887</b>	<b>229,496</b>	<b>1,848,737</b>	<b>472,410</b>	<b>20,000</b>
<b>Ending Fund Balance</b>	<b>\$ 6,455,230</b>	<b>6,503,894</b>	<b>4,555,723</b>	<b>6,066,484</b>	<b>6,079,984</b>

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Plant Expansion Fund**  
**Revenue [22]**

		<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
254	<b><u>Exaction Fees</u></b>					
2560	Contributions	\$ -	-	-	-	-
290	<b><u>Other Revenue</u></b>					
2900	Proceeds - Sale of Property	\$ -	-	-	-	-
2910	Interest Earnings	27,180	38,160	32,750	35,000	33,500
2940	Interfund Revenue - (From)					
	A. Sewer Department	-	-	-	-	-
	B. Sewer System Capital Imp.	240,000	240,000	-	-	-
	<b>Total</b>	\$ 267,180	278,160	32,750	35,000	33,500
	<b>Revenue Grand Total</b>	\$ 267,180	278,160	32,750	35,000	33,500
	<b>Opening Cash Balance</b>	\$ 6,204,937	6,455,230	6,371,710	6,503,894	6,066,484
	<b>Total Available for Spending</b>	\$ 6,472,117	6,733,390	6,404,460	6,538,894	6,099,984

**Appropriations [22-143]**

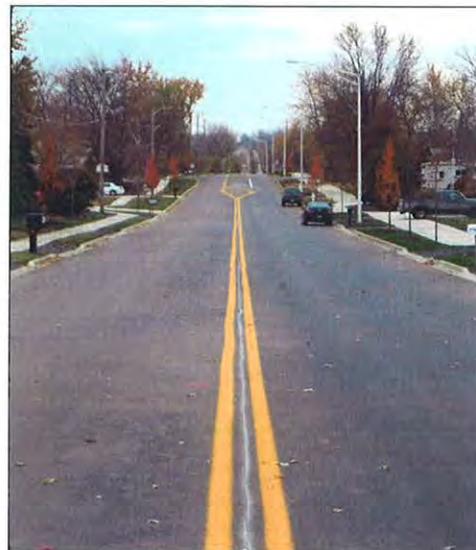
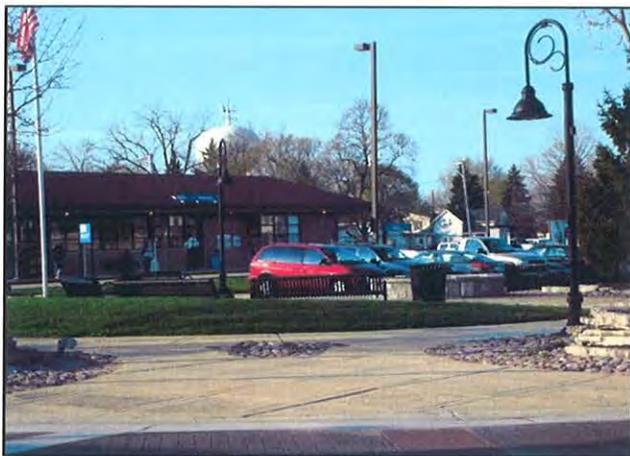
		<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
3440	<b><u>Commodities</u></b>					
	Miscellaneous	\$ -	-	-	-	-
	<b><u>Contractual Services</u></b>					
3620	Engineering Services	\$ 16,887	229,496	328,237	392,958	-
3630	Legal Services	-	-	-	500	-
3710	Legal Advertising	-	-	500	231	-
	<b>Total</b>	\$ 16,887	229,496	328,737	393,689	-
	<b><u>Capital Outlay</u></b>					
4030	Improvements - Facilities	\$ -	-	1,500,000	78,721	-
4060	Land Acquisition	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	\$ -	-	1,500,000	78,721	-
	<b><u>Other Financing Uses</u></b>					
4280	Contingencies	\$ -	-	20,000	-	20,000
	<b>Total Appropriations</b>	\$ 16,887	229,496	1,848,737	472,410	20,000

# CAPITAL IMPROVEMENT, REPAIR, AND REPLACEMENT FUND

## Fiscal Year '13

### SUMMARY OF BASIC FUNCTION

This fund has been established as an escrow account for capital projects that are normally long-term in nature. Included in this fund are subcategories for municipal parking facilities, water/sewer improvements, municipal facilities, and general infrastructure. Revenues are collected and deposited into this fund and then expended on specific infrastructure projects, debt service, and land acquisition.



Notable Expenditures for FY 13 are:

1	Provides funding for annual full depth patching projects	\$75K
2	Provides funding for Wolf Road patching	\$75K
3	Provides funding for annual sidewalk and other concrete rehabilitation projects	\$64K
4	Provides for material testing of road projects	\$8K
5	Provides for structural street light repairs	\$15K
6	Provides for erosion control	\$25K
7	Provides funding for the FY 13 road maintenance program (in lieu of MFT project).	\$882K
8	Provides for Rt. 30 Phase II (utility adjustments, bike path/sidewalk, Owens Road signals) engineering and construction	\$55K
9	Provides for Quiet Zones (4 crossings) engineering and construction	\$92K
10	Provides for noise mitigation along the CN Rail line adjacent to Mokena	\$28K
11	Provides for principal and interest payments on debt service for road improvements	\$717K
12	Provides for commuter parking facility improvements (security cameras, seal coating and striping, stamp and dye asphalt islands, and sidewalk/walkway replacement and repair).	\$121K
13	Provides for lake water joint system maintenance contingent repair costs shared by Mokena and New Lenox	\$20K
14	Provides for contractual obligation to Tinley Park for oversizing the water main on LaPorte Road for lake water	\$95K
15	Provides for contractual obligation to Oak Lawn for upstream improvements	\$40K

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Capital Improvement, Repair & Replacement Fund**  
**Summary**

<u>Revenues</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Municipal Parking Facilities	632	502	350	250	200
Water Improvements	172,670	198,161	108,000	108,400	98,750
187th & Wolf - Water/Sewer Utility	229	187	-	-	-
Municipal Facilities	7	210,057	10	64	-
General Infrastructure	1,658,131	1,354,516	1,510,035	8,621,219	1,999,087
<b>Total</b>	<b>\$ 1,831,669</b>	<b>1,763,423</b>	<b>1,618,395</b>	<b>8,729,933</b>	<b>2,098,037</b>

<b>Total Revenue</b>	<b>\$ 1,831,669</b>	<b>1,763,423</b>	<b>1,618,395</b>	<b>8,729,933</b>	<b>2,098,037</b>
<b>Opening Cash Balance</b>	<b>\$ 7,425,372</b>	<b>6,849,148</b>	<b>4,101,513</b>	<b>4,335,228</b>	<b>3,548,712</b>
<b>Total Available for Spending</b>	<b>\$ 9,257,041</b>	<b>8,612,571</b>	<b>5,719,908</b>	<b>13,065,161</b>	<b>5,646,749</b>

<u>Appropriations</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Municipal Parking Facilities	-	26,277	117,090	117,247	120,800
Water Improvements	318,328	312,685	253,170	223,722	155,597
187th & Wolf - Water/Sewer Utility	-	-	171,165	171,164	-
Municipal Facilities	15,675	1,578	210,000	210,112	-
General Infrastructure	2,073,890	3,936,803	1,583,753	8,794,204	2,088,901
<b>Total Appropriations</b>	<b>\$ 2,407,893</b>	<b>4,277,343</b>	<b>2,335,178</b>	<b>9,516,449</b>	<b>2,365,298</b>

<b>Ending Fund Balance</b>	<b>\$ 6,849,148</b>	<b>4,335,228</b>	<b>3,384,730</b>	<b>3,548,712</b>	<b>3,281,451</b>
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**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Capital Improvement, Repair & Replacement Fund**  
**Revenue [23]**

<u>Project Name</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
Municipal Parking Facilities					
2560 Contributions	\$ -	-	-	-	-
2910 Interest Earnings	632	502	350	250	200
2940 Interfund Revenue - (From)					
A. Municipal Parking Lot	-	-	-	-	-
<b>Subtotal</b>	\$ 632	502	350	250	200
Water Improvements					
2560 Contributions	\$ -	-	-	-	-
2570 Recaptures	-	-	-	-	-
2900 Proceeds - Sale of Property	-	29,000	-	-	-
2910 Interest Earnings	37,670	34,161	23,000	23,400	13,750
2940 Interfund Revenue - (From)					
A. Water Department	35,000	35,000	35,000	35,000	35,000
B. Water System Capital Imp.	100,000	100,000	50,000	50,000	50,000
2950 Bond Proceeds	-	-	-	-	-
2970 Miscellaneous Income	-	-	-	-	-
<b>Subtotal</b>	\$ 172,670	198,161	108,000	108,400	98,750
187th & Wolf - Water/Sewer Utility					
2560 Contributions	\$ -	-	-	-	-
2570 Recapture	-	-	-	-	-
2910 Interest Earnings	229	187	-	-	-
<b>Subtotal</b>	\$ 229	187	-	-	-
Municipal Facilities					
2450 Capital Grant	\$ -	210,000	-	-	-
2560 Contributions	-	-	-	-	-
2910 Interest Earnings	7	57	10	64	-
2940 Interfund Revenue - (From)					
A. General Fund - Bldgs & Grnds	-	-	-	-	-
<b>Subtotal</b>	\$ 7	210,057	10	64	-

**VILLAGE OF MOKENA**  
**Fiscal 2013 Budget: Capital Improvement, Repair & Replacement Fund**  
**Revenue [23]**

	<b>Actual Fiscal '10</b>	<b>Actual Fiscal '11</b>	<b>Budgeted Fiscal '12</b>	<b>Estimated Fiscal '12</b>	<b>Board App. Fiscal '13</b>
<b>Project Name</b>					
General Infrastructure					
2030 Sales Tax	\$ 1,069,244	1,205,935	1,185,740	1,371,028	1,379,087
2450 Capital Grants	-	-	7,395	17,214	300,000
2560 Contributions	510,000	141,089	310,000	69,000	310,000
2570 Recapture	72,142	-	-	-	-
2900 Proceeds - Sale of Property	-	-	-	-	-
2910 Interest Earnings	6,745	7,492	6,900	10,000	10,000
2940 Interfund Revenue - (From)					
A. General Fund - Street Dept.	-	-	-	-	-
2950 Proceeds - Bond Sale	-	-	-	6,890,000	-
2955 Bond Issuance Premium	-	-	-	200,307	-
2970 Miscellaneous Income	-	-	-	63,670	-
<b>Subtotal</b>	<b>\$ 1,658,131</b>	<b>\$ 1,354,516</b>	<b>\$ 1,510,035</b>	<b>\$ 8,621,219</b>	<b>\$ 1,999,087</b>
<b>Revenue Grand Total</b>	<b>\$ 1,831,669</b>	<b>\$ 1,763,423</b>	<b>\$ 1,618,395</b>	<b>\$ 8,729,933</b>	<b>\$ 2,098,037</b>
<b>Opening Cash Balance</b>	<b>\$ 7,425,372</b>	<b>6,849,148</b>	<b>4,101,513</b>	<b>4,335,228</b>	<b>3,548,712</b>
<b>Total Available for Spending</b>	<b>\$ 9,257,041</b>	<b>8,612,571</b>	<b>5,719,908</b>	<b>13,065,161</b>	<b>5,646,749</b>

VILLAGE OF MOKENA						
Fiscal 2013 Budget: Capital Improvement, Repair & Replacement Fund						
Appropriations [23-144]						
	<u>Project Name</u>	<u>Actual Fiscal '10</u>	<u>Actual Fiscal '11</u>	<u>Budgeted Fiscal '12</u>	<u>Estimated Fiscal '12</u>	<u>Board App. Fiscal '13</u>
	Municipal Parking Facilities					
3620	Engineering Services	\$ -	-	-	-	-
3630	Legal Services	-	-	-	-	-
4010	Improvements - Streets & Alleys	-	-	-	-	-
4030	Improvements - Facilities	-	26,277	117,090	117,247	120,800
	<b>Subtotal</b>	\$ -	26,277	117,090	117,247	120,800
	Water Improvements					
3620	Engineering Services	\$ -	-	-	-	-
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	318,328	305,224	233,170	218,722	135,597
3961	Joint System Maintenance	-	7,461	20,000	5,000	20,000
4050	Improvements & Extensions	-	-	-	-	-
4060	Land Acquisition	-	-	-	-	-
	<b>Subtotal</b>	\$ 318,328	312,685	253,170	223,722	155,597
	187th & Wolf - Water/Sewer Utility					
3620	Engineering Services	\$ -	-	-	-	-
4050	Improvements & Extensions	-	-	-	-	-
5000	Transfer - Out	-	-	-	-	-
	A. Trf. To Sewer Operating	-	-	171,165	171,164	-
	<b>Subtotal</b>	\$ -	-	171,165	171,164	-
	Municipal Facilities					
3620	Engineering Services	\$ 7,401	1,578	10,000	10,000	-
4030	Improvements - Facilities	8,274	-	200,000	200,112	-
4040	Machinery & Equipment	-	-	-	-	-
4060	Land Acquisition	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Subtotal</b>	\$ 15,675	1,578	210,000	210,112	-
	General Infrastructure					
3620	Engineering Services	\$ 168,372	62,291	17,950	18,895	18,160
3860	Other Contractual Services	2,200	2,100	2,400	2,100	2,400
3890	Bond Principal	425,000	425,000	425,000	425,000	560,000
3900	Bond Interest	294,653	280,309	265,966	265,966	156,720
3901	Bond Issuance Costs	-	-	-	126,211	-
3950	Contractual Payments	-	-	-	-	-
4010	Improvements - Streets & Alleys	1,167,692	2,898,398	802,437	898,403	1,323,600
4030	Improvements - Facilities	-	-	-	-	-
4050	Improvements & Extensions	14,605	266,970	70,000	93,792	28,021
4060	Land Acquisition	1,368	1,735	-	-	-
4300	Payment to Escrow Agent	-	-	-	6,963,837	-
	<b>Subtotal</b>	\$ 2,073,890	3,936,803	1,583,753	8,794,204	2,088,901
	<b>Total Appropriations</b>	\$ 2,407,893	\$ 4,277,343	\$ 2,335,178	\$ 9,516,449	\$ 2,365,298

<b>FISCAL 2013 TRANSFERS</b>			
<b>Fund From</b>	<b>Fund To</b>	<b>Purpose</b>	<b>Amount</b>
Performance Bond	General	Transfer Interest Earnings	\$ 3,500
Refuse	General	Interfund Service Charge	44,107
Water	General	Interfund Service Charge	78,760
Water	Capital Improvement	Lake Water Joint System Costs	35,000
Sewer	General	Interfund Service Charge	78,760
Parking Lot	General	Interfund Service Charge	73,847
Water System Capital	Capital Improvement	Water Improvements	50,000
<b>TOTALS</b>			<b>\$363,974</b>

FISCAL YEAR 2012-13 SALARY SCHEDULE

DEPT.	EMPLOYEE NAME	POSITION	CURRENT SALARY	7/1/2012 SALARY	ESTIMATED BUDGETED SALARY
POLICE	RAJEWSKI	CHIEF	\$ 113,840	\$ 117,540	\$ 117,540
	RANKOVICH	COMMANDER	\$ 101,425	\$ 104,721	\$ 104,721
	KELLER	SERGEANT	\$ 89,188	\$ 92,087	\$ 92,087
	CARLSON	SERGEANT	\$ 89,188	\$ 92,087	\$ 92,087
	WILLIFORD	SERGEANT	\$ 79,226	\$ 81,801	\$ 81,801
	STUMPF	SERGEANT	\$ 78,442	\$ 80,991	\$ 80,991
	LOUTHAN	SERGEANT	\$ 77,665	\$ 80,189	\$ 80,189
	HUTSON	OFFICER	\$ 72,673	*TBN	*TBN
	BOARDMAN	OFFICER	\$ 72,673	*TBN	*TBN
	BARNA	OFFICER	\$ 72,673	*TBN	*TBN
	MINAS	OFFICER	\$ 72,673	*TBN	*TBN
	STANGLEWICZ	OFFICER	\$ 72,673	*TBN	*TBN
	MCKENNA	OFFICER	\$ 72,673	*TBN	*TBN
	DEPOLO	OFFICER	\$ 72,673	*TBN	*TBN
	KOWALCZYK	OFFICER	\$ 72,673	*TBN	*TBN
	MALONE	OFFICER	\$ 72,673	*TBN	*TBN
	DAMPF	OFFICER	\$ 72,673	*TBN	*TBN
	GILLIAM	OFFICER	\$ 72,673	*TBN	*TBN
	MCVICKER	OFFICER	\$ 72,673	*TBN	*TBN
	BONZANI	OFFICER	\$ 72,673	*TBN	*TBN
	CHLEBEK	OFFICER	\$ 72,673	*TBN	*TBN
	DOGUIM	OFFICER	\$ 72,673	*TBN	*TBN
	SELIN	OFFICER	\$ 72,673	*TBN	*TBN
	MOSCATO	OFFICER	\$ 72,673	*TBN	*TBN
	LANAGAN	OFFICER	\$ 69,522	*TBN	*TBN
	MILLER	OFFICER	\$ 69,522	*TBN	*TBN
	BALLANTINE	OFFICER	\$ 66,371	*TBN	*TBN
	JOINER	OFFICER	\$ 66,371	*TBN	*TBN
	CZARNECKI	OFFICER	\$ 63,220	*TBN	*TBN
	PAYNE	OFFICER	\$ 63,220	*TBN	*TBN
	FABSIZAK	SECRETARY	\$ 45,953	\$ 47,446	\$ 47,446
	LYONS	CUST. SER. CLERK	\$ 40,493	\$ 41,809	\$ 41,809
BARNES	CUST. SER. CLERK	\$ 33,198	\$ 34,277	\$ 34,277	
ADM.	DOWNS	ADMINISTRATOR	\$ 141,039	\$ 145,623	\$ 145,623 **
	ZOELLNER	ASST. VIL. ADMIN.	\$ 93,657	\$ 96,701	\$ 96,701
	DAMRON	FINANCE DIR.	\$ 106,387	\$ 109,845	\$ 109,845
	FRIELING	ADM. ASSISTANT	\$ 54,264	\$ 56,028	\$ 56,028
	SWYNDRO	ACCTNG. CLERK	\$ 49,710	\$ 51,326	\$ 51,326
	GLASS	SECRETARY	\$ 43,722	\$ 45,143	\$ 45,143
	EVANS	CUST. SER. CLERK	\$ 36,295	\$ 37,475	\$ 37,475
	FOSTER	CUST. SER. CLERK	\$ 33,198	\$ 34,277	\$ 34,277
	PEARSON	ENGINEER	\$ 110,492	\$ 114,083	\$ 114,083
COMM.	ZORDAN	DEV. DIRECTOR	\$ 108,419	\$ 111,943	\$ 111,943
DEV.	YOCKEY	PLANNER	\$ 52,416	\$ 54,120	\$ 54,120
	ZISKA	PLANNING TECH.	\$ 50,380	\$ 52,017	\$ 52,017
	SMITH	SECRETARY	\$ 45,047	\$ 46,511	\$ 46,511
	SICKLES	SECRETARY	\$ 37,394	\$ 38,609	\$ 38,609
	MASSEY	CODE ENFORCE.	\$ 51,070	\$ 52,730	\$ 52,730

\*To be negotiated.

\*\*Includes \$5,000 Deferred Compensation

**FISCAL YEAR 2012-13 SALARY SCHEDULE**

DEPT.	EMPLOYEE NAME	POSITION	CURRENT SALARY	7/1/2012 SALARY	ESTIMATED BUDGETED SALARY
PUBLIC WORKS	TIBERI	DIRECTOR	\$ 103,058	\$ 106,407	\$ 106,407
	HEIM	WW CHIEF OPER.	\$ 96,578	\$ 99,717	\$ 99,717
	SIWINSKI	WW AUXIL. OPER.	\$ 78,819	*TBN	*TBN
	MANNIS	WW PLANT MECH.	\$ 70,709	*TBN	*TBN
	BUTLER	WW AUXIL. OPER.	\$ 61,627	*TBN	*TBN
	DELANEY	WW AUXIL. OPER.	\$ 78,819	*TBN	*TBN
	ORR	WW AUXIL. OPER.	\$ 61,627	*TBN	*TBN
	CORDOVA	WW AUXIL. OPER.	\$ 61,627	*TBN	*TBN
	PETROW, W.	WW AUXIL. OPER.	\$ 61,627	*TBN	*TBN
	GORAVICA	WW AUXIL. OPER.	\$ 61,627	*TBN	*TBN
	KOSCHETZ	WW AUXIL. OPER.	\$ 61,627	*TBN	*TBN
	SMITH	WW AUXIL. OPER.	\$ 54,755	*TBN	*TBN
	PETROW, R.	WW AUXIL. OPER.	\$ 53,160	*TBN	*TBN
	WALENGA	METER READER	\$ 48,144	*TBN	*TBN
	VAN DYKE	METER READER	\$ 46,742	*TBN	*TBN
	MURPHY	METER READER	\$ 48,144	*TBN	*TBN
	FLOREY	AUTO MECHANIC	\$ 70,709	*TBN	*TBN
	DETLOFF	SUPERINTENDENT	\$ 91,068	\$ 94,028	\$ 94,028
	CLAY	ST. FOREMAN	\$ 72,788	*TBN	*TBN
	SANDERS	MAINT. WORKER II	\$ 62,043	*TBN	*TBN
	WILHELM	MAINT. WORKER I	\$ 52,581	*TBN	*TBN
	SKOLDS	MAINT. WORKER I	\$ 52,581	*TBN	*TBN
	CULLEN	MAINT. WORKER I	\$ 52,581	*TBN	*TBN
	ANGONE	MAINT. WORKER I	\$ 52,581	*TBN	*TBN
	DORNBOSS	MAINT. WORKER I	\$ 51,049	*TBN	*TBN
	PELOOUIN	ENGINEER	\$ 69,815	\$ 72,084	\$ 72,084
	D'ANTONIO	SECRETARY	\$ 36,574	\$ 37,763	\$ 37,763
	KOSOLA	SECRETARY	\$ 38,811	\$ 40,072	\$ 40,072
			\$ 5,147,646	\$ 2,269,450	\$ 2,269,450
Part Time:					
	Mayor	\$9,300/Year	(includes Liquor Commissioner)		
	Village Clerk	\$4,800/Year			
	Village Trustees	\$4,200/Year			
	P & Z Chairman	\$35/Meeting			
	P & Z Member	\$25/Meeting			
	BOFPC Chairman	\$70/Meeting			
	BOFPC Member	\$50/Meeting			
	CATV 6 Manager	\$4,200/Year			
	CATV 6 Asst. Manager	\$2,000/Year			
	CATV 6 Station Asst.	\$2,000/Year			
	ESDA Coordinator	\$7,500/Year			
	ESDA Deputy Coordinator	\$2,000/Year			
Part Time Hourly Rates: 7/1/2012					
	Karpola	\$17.09			
	Oehmen	\$16.91			

**BOARD OF TRUSTEES WORK SESSION  
11004 Carpenter Street, Mokena, Illinois 60448  
Monday, November 28, 2011**

**CALL TO ORDER**

Mayor Werner called the Board of Trustees Work Session to order at 8:05 p.m.

**ROLL CALL**

The following Trustees were present:

- John Mazzorana
- Jim Richmond
- George Metanias
- Debbie Engler
- Joe Siwinski
- Don Labriola

Also present were: Village Clerk Patricia Patt; Village Administrator John Downs; Assistant Village Administrator Kirk Zoellner; Police Chief Randy Rajewski; Finance Director Barb Damron; Village Engineer Paul Pearson; Public Works Director Lou Tiberi; Director of Economic and Community Development Alan Zordan.

**Discussion**

Village Administrator John Downs presented to the Board a power point presentation focusing on Continued Revenue Alternatives.

**Non-Economic Revenue Sources  
(Locally Generated)**

November 28, 2011

**FY 12 Strategic Discussion Topics**

**Prior Recommendations**

- Maintain Status Quo
  1. Regular Business licenses-1997
  2. Liquor Licenses-1997
  3. Provisional Business Licenses-1997
  4. Amusement Licenses-1997
  5. Contractors Licenses- 1997
  6. False Alarm Fines-1989
  7. Ancillary Permits-1990
  8. Vehicle Stickers-1993
- Further Review
  1. Vehicle Impound Fines-2008
  2. Parking Violation fines-1997
  3. Proprietors Licenses-1997
- Provide Board with recommendations in November

**1. Vehicle Impound Fines**

	FY 09	FY 10	FY 11	FY 12	Estimated
#	263	244	250	194	175
\$	65,750	61,000	62,500	48,500	43,750

- Implemented – FY 08
- Current Fee - \$250
- Similar fee charged in other towns with majority @ \$500
- Declining totals due to improved compliance

Municipality	Impound Fee
Frankfort	\$200
New Lenox	\$500
Orland Park	\$500
Tinley Park	N/A
Lockport	\$250-\$500
Lemont	\$500
Shorewood	N/A
Crest Hill	\$500
Mokena	\$250

**Impound Fine Summary**

- Staff recommends increasing fee to \$500 for DUI alcohol & drugs only
- Estimate FY13 (July 1<sup>st</sup>, 2012)
  - 175 total arrests
  - 60 DUI arrests x \$250
- Estimated revenue adjustment=\$15K

**2. Parking and Related Fines**

	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12 Budget	Estimated
#	1123	1131	1600	1165	1145	1000	1140	1100+/-
\$	28,068	28,285	40,000	29,125	28,625	25,000	28,500	\$28,000+/-

- Last Adjusted – FY 97
- Current Fine - **\$25**
- Compounded Value @ 3% - \$38
- Similar fine charged in other communities
- Vehicular violations processed in local MOVE Court

- Other Communities
  - Frankfort - \$20
  - New Lenox - \$25
  - Orland Park - \$60
  - Tinley Park - \$25
  - Lockport - \$25
  - Lemont - \$50
  - Shorewood - \$10-\$50
  - Crest Hill - \$10

### Parking Related Fine Summary

- ✓ Staff recommends increase to \$35 on July 1<sup>st</sup>, 2012.
  
- ✓ Estimated revenue adjustment = \$11,400

### 3. Other Licenses – Proprietors

	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	Estimate
#	7	8	8	7	8	15	14	12 +/-
\$	560	640	640	560	640	1,200	1,120	\$1,000+/-

- Last Adjusted – FY 97
  
- Current Fee - \$80
  
- Compounded Fee @ 3% - \$121

### Proprietors License Summary

- Proprietors Licenses are a prerequisite.....
  - ☑ To place an amusement device in a business
  - ☑ Provide an amusement device for a business.
- Trends show a split between businesses with a physical presence (40%) and those providing devices (60%).
- Recommend maintenance of current structure
- This license does help us monitor the placement of these devices in outside areas.

### Summary

1. Advance ordinances to modify the impound and parking related fines.
2. Ordinances to be presented during the upcoming December 12<sup>th</sup> Board meeting.
3. Adjusted fines to be effective July 1<sup>st</sup> 2012.
4. Maintain status of current proprietors license

**Discussion:**

After a brief discussion it was decided by the Board not to increase the parking and related fines. They agreed to increase the fine for impound fees. They agreed to increase the fine for DUI offenses and to maintain the current structure for a proprietors license.

**Adjournment**

There being no further business to bring before the Mayor and Board of Trustees, Mayor Werner adjourned the work session at 8:30 p.m.

**BOARD OF TRUSTEES WORK SESSION  
11004 Carpenter Street, Mokena, Illinois 60448  
Monday, January 23, 2012**

**CALL TO ORDER**

Mayor Werner called the Board of Trustees Work Session to order at 8:08 p.m.

**ROLL CALL**

The following Trustees were present:

- Joe Siwinski
- Jim Richmond
- Don Labriola
- George Metanias
- Debbie Engler

Also present were: Village Clerk Patricia Patt; Village Administrator John Downs; Assistant Village Administrator Kirk Zoellner; Finance Director Barb Damron; Village Engineer Paul Pearson; Police Chief Randy Rajewski; Public Works Director Lou Tiberi and Director of Economic and Community Development Alan Zordan.

Absent: Trustee John Mazzorana

**Fiscal Year 2013 Budget**

Village Administrator John Downs presented to the Board a power point presentation regarding the FY 2013 Budget. This evening's presentation focused on Water/Sewer Capital Programs and WWTP Repair & Replacement Fund, MFT Fund, Road Rehabilitation Program, General Infrastructure Maintenance, Road Improvement Projects.

**VILLAGE BOARD WORK SESSION**  
January 23, 2012  
Water/Sewer Capital Program/WWTP Repair & Replacement

**Water Capital Fund**

- **Revenue Assumptions:**
  - Tap-on fees for Fiscal 2013-2017 are based on (30) residential tap-ons.
  - The split for tap-on fees is 75% water & 25% sewer.
  - Annual revenues estimated at \$245K+/- per year
  - 3.5% increase scheduled through FY 2012 for tap-on fees. No increases scheduled after FY 2012.
- **Expenditures in FY 13**
  - Consulting services for negotiations with Oak Lawn
  - Transfer to escrow fund

**Water Capital Improvement Projects**

	2012	2013	2014	2015	2016	2017
Beginning Fund Balance	\$983,238	\$656,364	\$777,153	\$961,273	\$1,150,993	\$1,005,913
Revenue:						
Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Tap-on Fees	\$386,128	\$353,098	\$240,720	\$240,720	\$240,720	\$240,720
Interest Earnings	\$3,000	\$2,200	\$3,600	\$4,000	\$4,200	\$4,300
<b>Total Revenue</b>	<b>\$389,128</b>	<b>\$255,298</b>	<b>\$244,320</b>	<b>\$244,720</b>	<b>\$244,920</b>	<b>\$245,020</b>
<b>Total Available For Spending</b>	<b>\$1,357,364</b>	<b>\$911,662</b>	<b>\$1,021,473</b>	<b>\$1,205,993</b>	<b>\$1,395,913</b>	<b>\$1,250,933</b>
Operating Expenses:						
Contractual Services	\$20,000	\$15,000	\$10,000	\$5,000	\$0	\$0
Capital Outlay	\$111,000	\$0	\$0	\$0	\$340,000	\$0
Other Financing Uses	\$620,000	\$70,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>Total Expenses</b>	<b>\$751,000</b>	<b>\$85,000</b>	<b>\$60,000</b>	<b>\$55,000</b>	<b>\$390,000</b>	<b>\$50,000</b>
<b>Ending Fund Balance</b>	<b>\$606,364</b>	<b>\$777,153</b>	<b>\$961,273</b>	<b>\$1,150,993</b>	<b>\$1,005,913</b>	<b>\$1,200,933</b>

**Water Capital Improvement Projects**

	2012	2013	2014	2015	2016	2017
<b>Capital Projects:</b>						
187th/Wolf Water Storage						
Azra Street (LaPorte to Bonness)						
Union (Reverse to Briant)						
Melano (Rivers to First)						Previously delayed
Marilyn Estates (Owens to Wolf)						
Pheasant Lane						
Pheasant Court						
Third (Division to Schoolhouse)						
East Tower Painting					\$340,000	
Emergency Interconnect/TP	\$42,000					
Spot Paint Repair (E. & S. Towers)	\$45,000					
New Electric Service (Well #6)	\$24,000					
<b>Total Projects</b>	<b>\$111,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$340,000</b>	<b>\$0</b>

### Sewer Capital Fund

- Revenues estimated @ \$84K+/- per year for next several years.
  - 30 Residential Tap-ons
  - The split for tap-on fees is 75% water & 25% sewer.
- Mokena's system is in good shape due to past proactive maintenance practices
- Future years provide for some collection system rehab work
- More aggressive rehab spending in later years

### Sewer Capital Improvement Program

	2012	2013	2014	2015	2016	2017
<b>Beginning Fund Balance</b>	\$684,096	\$908,805	\$846,530	\$726,255	\$729,805	\$334,835
<b>Revenue:</b>						
Tap-on Fees	\$128,709	\$84,373	\$80,250	\$90,250	\$90,250	\$90,250
Interest Earnings	\$5,000	\$4,000	\$3,800	\$3,500	\$2,500	\$1,200
<b>Total Revenue</b>	\$134,709	\$88,373	\$84,050	\$93,750	\$92,750	\$91,450
<b>Total Available For Spending</b>	\$818,805	\$997,178	\$930,580	\$810,005	\$812,555	\$416,285
<b>Operating Expenses:</b>						
Contractual Services	\$0	\$30,648	\$0	\$70,200	\$9,720	\$0
Capital Outlay	\$10,000	\$0	\$204,325	\$10,000	\$468,000	\$184,800
Other Financing Uses	\$0	\$20,000	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$10,000	\$50,648	\$204,325	\$90,200	\$477,720	\$184,800
<b>Ending Fund Balance</b>	\$808,805	\$946,530	\$726,255	\$729,805	\$334,835	\$231,485

### Sewer Capital Improvement Projects

Capital Projects:	2012	2013	2014	2015	2016	2017
Cleaning & Telescoping	\$10,000			\$10,000		
Anna (LaPorte to End)						\$15,300
Union (Revere to Parker)						\$27,000
Midland (Third to First)						\$22,500
114th Av (195th to 500' North)			\$14,400			
St. Mary Road (Hoff to Third)			\$34,375			
Dana Trail (191st to Kimberl)			\$10,800			
Kimberl Tr (Kristine to Midland)			\$42,750			
Kristine (Kimberl to Daniel)			\$12,000			
Daniel Tr (Kristine to Midland)			\$36,000			
Midland (191st to Revere)			\$54,000			
N. Brighton					\$95,000	
E. Brighton					\$90,000	
S. Brighton					\$129,000	
W. Brighton					\$18,000	
Burr Oak					\$51,000	
Edgewood Lane					\$39,000	
Edgewood Drive					\$48,000	
Reline Manholes						\$120,000
<b>Total Projects</b>	\$10,000	\$0	\$204,325	\$10,000	\$468,000	\$184,800

### WWTP Repair and Replacement Fund

- ▣ Plant repair fund is separate and has a projected balance of \$1.03+/- million at the end of FY 12.
- ▣ Projected average annual expenditures over next 8 years-\$52K+/-.
- ▣ This fund has performed as designed over past decade (plus).
- ▣ Vacuum Filter Replacement FY17+/- (\$430K+/-)

REPLACEMENT ITEMS	ESTIMATE FY 15
DIGESTER BLOWER	\$3,120.00
SAND FILTER PUMP	\$3,622.00
AIR HANDLER (ROOF TOP)	\$3,640.00
VACUUM PUMP	\$13,200.00
UNIT HEATER	\$2,800.00
ELECTRIC MOTOR (DIGESTER BLOWER)	\$1,300.00
MULTI PRO PLUS PORTABLE METER	\$1,450.00
REFRIGERATOR FOR SAMPLER	\$885.00
AUTO CLAVE-(LAB)	\$5,000.00
REPLACE DOORS (EXCESS FLOW BUILDING)	\$4,670.00
AIR COMPRESSOR (HYDRO ROOM)	\$2,500.00
REPLACE MAINTENANCE COMPUTERS/PRINTERS	\$1,500.00
WEAR RINGS FOR RAW PUMPS	\$4,000.00
<b>TOTAL</b>	\$54,630.00

### Summary

1. Questions
2. Comments
3. Thoughts



Finance Director Damron and Public Works Director Tiberi reviewed the Water and Sewer Capital Improvement Funds. It was recommended that tap-on fees remain at the current rate. Fiscal 12 was the last scheduled increase. Tap-on fees have been increasing 3.5% per year since Fiscal 03. Public Works Director Tiberi reviewed the scheduled capital projects in these funds.

## Budget Work Session FY 13

JANUARY 23, 2012

- ### Tonight's Topics
1. MFT Fund Status and conceptual 5 year plan
  2. Local Road Rehabilitation Program
    - Continues a shift in funding structure from MFT to ½% sales tax
  3. Continues a more aggressive shift in other infrastructure maintenance costs.
  4. Road Improvement Program
    - US30 Phase II Improvements (local share)
    - Proposed Rock Island Quiet Zone
    - Schoolhouse Road Delayed indefinitely

## 1. MFT FUND SUMMARY

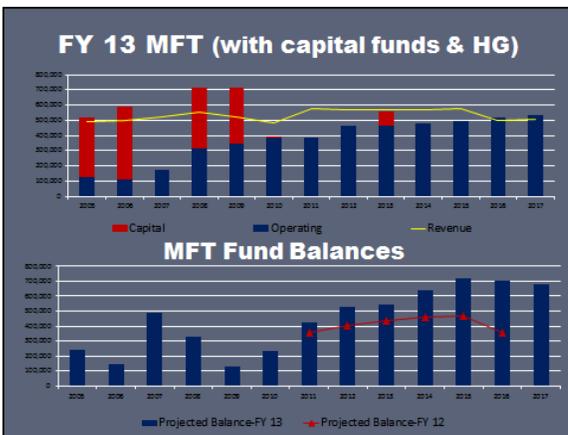
### MFT Trends Snow Removal/Revenues

- Snow removal costs had been on the rise
- Reduced available funding for road repairs.
- Forced a shift from MFT to ½% sales tax fund.
- Stagnant MFT Receipts (until capital legislation)
- Additional funds (+\$81K annually /\$405K total) slated for:
  - Crack sealing= \$45K+/- annually
  - US30 lighting=\$100K

Fiscal Year	Cost
FY 2006	\$97,000
FY 2007	\$162,000
FY 2008	\$286,000
FY 2009	\$316,000
FY 2010	\$343,000
FY 2011	\$327,000
FY 2012 Estimated	\$307,000
FY 2013 Budgeted	\$353,000

### MFT Plan (with capital funds/high growth)

	2012	2013	2014	2015	2016	2017
Beginning Fund Balance	\$424,743	\$521,754	\$542,364	\$638,858	\$703,961	\$768,236
Revenue						
MFT Allocation	\$567,267	\$567,200	\$511,863	\$576,670	\$500,161	\$500,000
Interest Savings	\$360	\$200	\$200	\$200	\$0	\$0
Unallocated Income	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$567,267</b>	<b>\$567,400</b>	<b>\$512,063</b>	<b>\$576,870</b>	<b>\$500,161</b>	<b>\$500,000</b>
Total Available For Spending	\$992,010	\$1,089,154	\$1,114,349	\$1,215,728	\$1,204,122	\$1,218,140
Operating Expenses						
Personnel Services	\$36,263	\$1,021,100	\$1,063,374	\$1,110,000	\$1,144,900	\$1,183,646
Commodities	\$227,125	\$219,200	\$230,180	\$230,178	\$212,637	\$226,231
Contractual Services	\$126,209	\$20,213	\$18,208	\$24,499	\$24,169	\$24,221
<b>Total Operating Expenses</b>	<b>\$489,597</b>	<b>\$1,260,513</b>	<b>\$1,301,762</b>	<b>\$1,364,677</b>	<b>\$1,381,706</b>	<b>\$1,434,107</b>
Capital Projects						
Improvements - Streets & Aways	\$0	\$90,463	\$0	\$0	\$0	\$0
Improvements - Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$90,463</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenses</b>	<b>\$489,597</b>	<b>\$1,350,976</b>	<b>\$1,301,762</b>	<b>\$1,364,677</b>	<b>\$1,381,706</b>	<b>\$1,434,107</b>
Ending Fund Balance	\$502,413	\$828,178	\$812,587	\$851,051	\$822,416	\$784,033



### FY 13 Road Rehabilitation Program

In general . . .

- Average lifespan of local road =20+/- years
- Road miles in Village:
  - Currently=80+/-
- Objective 4+/- miles per year
- Last 5-Year Average
  - Programmed=2.3
  - Actual= 2.7

- FY 12 (last year example)
  - Programmed=2.0 miles
  - Actual= 2.7 miles
- Due to solid pricing, we were able to add 0.7 mile
- Proposed 5-Year Average is 2.6 Miles/Year compared to 2.1 in prior plan
- Making subtle improvements
- Still need to do more!

### FY 13 Proposed Road Program

1. Proposed Program
2. DCEO Funding
  - Local Roads=\$208K
  - Quiet Zone=\$ 92K
3. Possible Add-ons
4. Multi Year Concept
5. Supplemental Road maintenance

### Proposed FY 13 Road Program

Improvement Project - FY 13	Estimated Cost
Harley Creek Court (193rd to Blvd)	\$26,892.74
193rd Street (Creek Crossing to End)	\$29,896.03
Parkside Ln. (Creek Crossing to Creekside Ln.)	\$43,850.91
Creek Crossing (193rd to Creekside Ln.)	\$10,919.09
Fairmont (Creek Crossing to 193rd)	\$34,480.36
Creekside Lane (193rd to 192nd)	\$23,248.09
191st (114th to Parkside Ln.)	\$32,943.83
Bornet (Rt. 49 to Henry)	\$44,252.07
Ridge (Bornet to Enterprise)	\$34,710.69
Enterprise (Ridge to Henry)	\$42,404.12
Henry (191st to Enterprise)	\$65,323.49
116th St. (191st to 192nd)	\$21,213.68
N. Brightway (E. Brightway to W. Brightway)	\$8,758.83
E. Brightway (LaPorte to S. Brightway)	\$46,704.12
S. Brightway (E. Brightway to End)	\$8,608.02
W. Brightway (N. Brightway to S. Brightway)	\$6,945.89
Burr Oak Ln. (N. Brightway to S. Brightway)	\$20,388.20
Edgewood Dr. (Burr Oak to E. Brightway)	\$20,388.20
Edgewood Ct. (Edgewood Dr to N. Brightway)	\$16,059.32
Prarie Ln (Schoolhouse to End)	\$23,191.74
116th (197th to Roberts)	\$47,715.97
116th (Roberts to Francis)	\$21,418.69
Clear View Ct. (Everett to Blvd)	\$56,806.26
<b>Total:</b>	<b>\$881,387.66</b>

FY 13 Street Miles (Total) = 4.06





### Additional roads (positive bids)

Recommended Priorities			
		Estimated Cost	Program Yr.
1	First Court (Schoolhouse to End)	\$49,570.39	FY 13
2	Commercial Dr. (Puritan to 104th)	\$19,513.15	FY 16
3	Willow (Kirkstone to Schoolhouse)	\$162,233.45	FY 16
4	Willow Ln. (88th to Waterford)	\$57,167.41	FY 17
5	Schoolhouse (La Porte to St. Joe)	\$39,154.80	
6	Schoolhouse (Willow to St. Joe)	\$53,541.10	
7	Manchester Ct. (Willow to End)	\$19,034.19	
8	Scott St. (La Porte to Bid)	\$39,746.87	
9	Boyer (Wolf to Scott)	\$10,309.92	



- ### Crack Sealing Program
- Staff Recommends continuing program started this year
  - 1<sup>st</sup> Line of Defense Against Water Intrusion
  - Water Freeze -Thaw Weakens Pavement Base
  - Increase Life of Pavement 3 to 5 Years
  - Seal Centerline Cracks from Recent Resurfacing Programs (2 years prior)

- ### Crack Sealing Procedures
- Route Cracks to Provide a Reservoir for Sealant
  - Clean Cracks with High Pressure Air
  - Cracks Need to be Clean and Dry
  - Apply Sealant to Prepared Cracks.
  - Sealant is Rubberized and Will move with the Pavement

### 5 Year Conceptual Plan=\$46K ave.

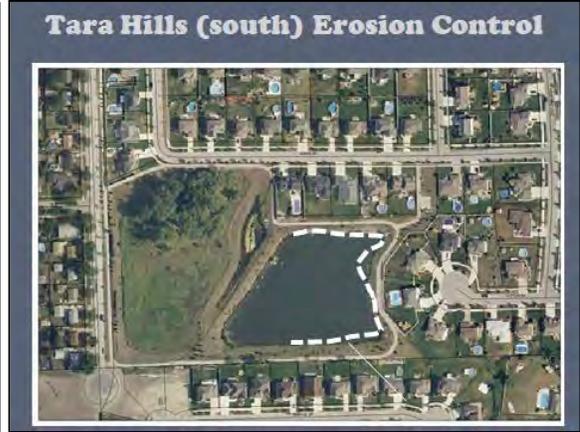
Fiscal Year/Street	From	To	Length	LF of Crack Paving	Units	Estimated Cost	
FY2013	Fishbone	Kirkstone/Hughes	15,840	1.0	15840	\$0.45	\$10,224.00
	The Oaks		4,000	1.0	4000	\$0.45	\$1,800.00
	Willow St	115th	12,700	0.0	12700	\$0.45	\$5,715.00
	Garage	Wolf	1,200	1.5	1800	\$0.45	\$810.00
FY2014	Fishbone	Wolf	10,000	1.0	10000	\$0.45	\$4,500.00
	Fishbone	La Porte	10,000	0.0	10000	\$0.45	\$4,500.00
	Fishbone	115th	21,427	1.0	21427	\$0.45	\$9,642.15
	Willow St	115th	2,800	1.0	2800	\$0.45	\$1,260.00
FY2015	Manchester Ridge 1		8,000	1.0	8000	\$0.45	\$3,600.00
	Boyer		8,000	1.5	12000	\$0.45	\$5,400.00
	Manchester Rd	115th	10,000	0.5	5000	\$0.45	\$2,250.00
	Manchester Rd	115th	10,000	0.5	5000	\$0.45	\$2,250.00
FY 2016/2017	Cherry	Waterford	12,820	1.0	12820	\$0.45	\$5,769.00
	Willow	Cherry	2,800	0.5	1400	\$0.45	\$630.00
	Willow	Cherry	11,020	0.5	5510	\$0.45	\$2,480.25
	Willow	104th	14,875	0.5	7437.5	\$0.45	\$3,347.88
	Willow	Schoolhouse	1000	0.5	500	\$0.45	\$225.00
FY2017	Fishbone	Kirkstone/Hughes	11,723	1.0	11723	\$0.45	\$5,275.35
	Cherry	115th	2,900	0.5	1450	\$0.45	\$652.50
	Cherry	115th	2,900	0.5	1450	\$0.45	\$652.50
	Cherry Rd	115th	2,400	0.5	1200	\$0.45	\$540.00

## 3. Other Infrastructure Maintenance

- ### Other Infrastructure Maintenance
- Staff recommends continuing use of 1/2% sales tax fund for these important activities.
  - Original intention was to make this shift temporary until general fund revenue stream returns to a normal growth cycle?????
  - Timeline for this is uncertain!
  - Proposed FY 13 program is.....
    - More aggressive with regard to patching, sidewalks
    - Also includes shift of tree removal from MFT

**FY 2013 Infrastructure Maintenance**

		Originally Anticipated
• Wolf Road Patching	75,000	(75,000)
• Erosion Control	25,000	(15,000)
• Full Depth Patching	75,000	(40,000)
• Curb Shotcrete	7,000	( 5,000)
• Sidewalks	50,000	(35,000)
• Mudjacking (Sidewalks/Curbs)	7,000	( 7,000)
• Structural Street Light Repair	15,000	(15,000)
• Material Testing	8,000	( 6,000)
• Bridge Inspections	1,000	
• Tree Removal	50,000	
<b>Total</b>	<b>\$313,000</b>	<b>(198,000)</b>



**Road and General Maintenance Program**

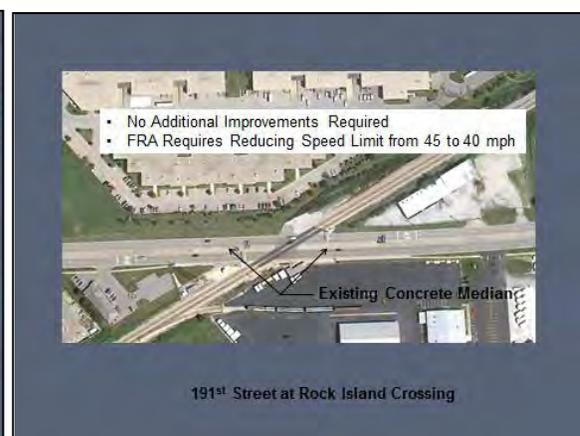
	1. Miles of Streets Repaved/Costs						
	2. Annual Maintenance Spending						
	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	Average
1. Proposed Plan ½% sales tax	2.60 \$661K	4.06 \$882K	2.45 \$745K	2.22 \$648K	2.04 \$576K	2.44 \$613K	2.63miles \$688K
2. General Maintenance	\$154K	\$313K	\$230K	\$303K	\$232K	\$303K	\$2564K

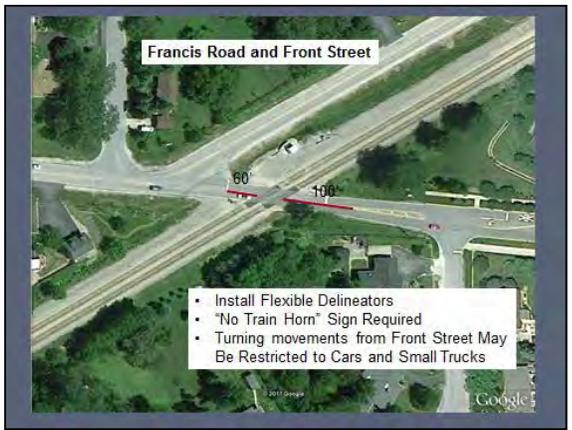
## 4. Road Improvement Program

- Road Improvement Program**
1. Continues the shift in ½% sales tax fund from construction to maintenance
  2. Proposed FY 13 program provides:
    - US30 Phase II Improvements
      - Bike path, sidewalks, signals & utility relocates, Street Lighting
    - RI Quiet Zone Improvements
    - Schoolhouse Road has been deferred beyond 2017 at this point.

- Quiet Zone along Rock Island RR**
- Should the Board desire to install a quiet zone along the Rock Island line, the following steps are required.....
1. Update Traffic Counts (More than 2 years old)
  2. Update FRA Inventory
  3. Submit a revised "Notice of Intent (NOI) with Federal Railroad Administration ("FRA"). (60 Day Review)
  4. Diagnostic review with regulatory agencies (Completed)
  5. Install Improvements
  6. Submit a "Notice of Establishment" (NOE) with FRA (30 day review and approval period)

- Quiet Zone Along Rock Island RR(1)**
- Robinson conducted risk analysis regarding five rail crossings
    - 191st Street - Previously improved
    - Schoolhouse Road
    - Mokena Street
    - Wolf Road
    - LaPorte/Francis/Front
  - Analysis calculates risk factor that includes all five crossings with 191st already improved





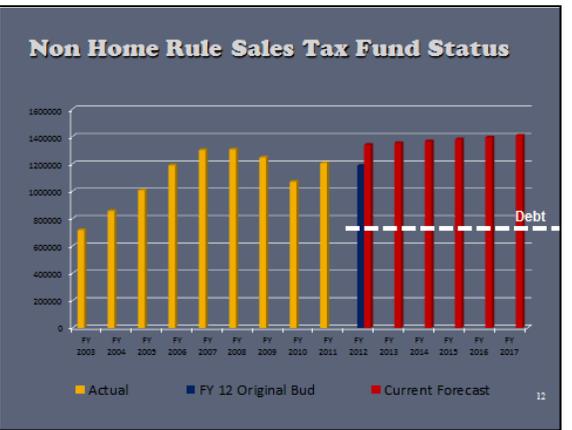
**ESTIMATE OF COST**

- Engineering \$10,000
- 191<sup>st</sup> Street \$ 00
- Schoolhouse Road \$10,000
- Mokena Street \$10,000
- Wolf Road \$52,000
- LaPorte Road \$10,000

**Total Cost \$92,000**

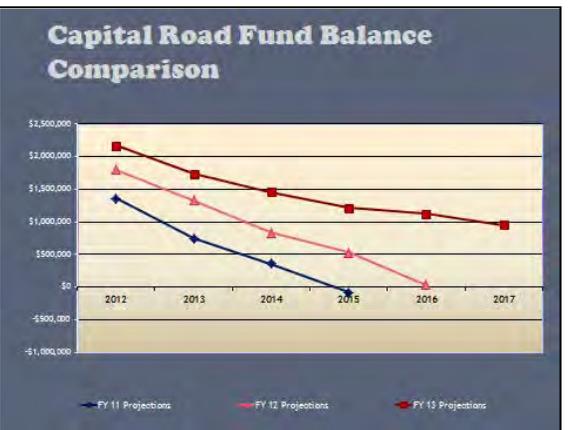
Project to be funded with DCEO Grant

- Summary**
- Continuation of last year's approach.
  - Funds road and other infrastructure
    - 4 miles of road resurfacing
    - Other infrastructure maintenance
  - Funds highest priority projects
    1. Local Share for US30 Phase II
    2. RI "Quiet Zone"
  - On the horizon.....
    - 80<sup>th</sup> Ave/191<sup>st</sup> intersection
    - Schoolhouse Road Improvements
    - Deferred Indefinitely/FAU Status /Grant application being prepared



**Capital Fund Overview**

	2012	2013	2014	2015	2016	2017
Beginning Fund Balance	2,108,641	2,181,077	1,723,721	1,481,852	1,211,587	1,102,883
Revenue						
Sales Tax (1.75%)	1,238,530	1,251,855	1,385,404	1,378,085	1,382,545	1,408,777
Grants (ARRA & DCEO)	208,419	-	-	-	-	-
Contributions	83,000	210,000	30,000	30,000	30,000	30,000
Interest	-	-	-	-	-	-
Total Revenue	1,530,949	1,461,855	1,385,404	1,408,085	1,412,545	1,438,777
Total Available for Spending	3,639,590	3,642,932	3,109,125	2,890,937	2,624,132	2,541,660
Expenditures						
RDW						
Engineering	18,559	18,482	4,280	1,100	4,850	1,200
Construction	541,622	1,387,481	584,580	545,900	833,200	914,828
Debt Payments	823,288	703,800	855,413	897,803	708,250	858,285
Total Expenditures	1,463,469	2,109,763	1,444,273	1,444,803	1,546,300	1,874,313
Ending Fund Balance	2,176,121	1,533,169	1,664,852	1,446,134	1,077,832	667,347





#### Discussion:

Finance Director Damron reviewed the MFT Fund. The revenues include the capital bill program installments of \$81K through Fiscal 15 and High Growth Cities of \$19.5K annually through Fiscal 17. Otherwise, revenues are pretty stagnant. Expenses in the MFT fund have mainly shifted to cover operating expenses with the road projects shifting to the capital fund.

John Downs, Lou Tiberi and Paul Pearson reviewed the proposed FY 13 local road rehabilitation program, general infrastructure repairs and a Rock Island quiet zone. The Board concurred with Staff's recommendations regarding the local road and infrastructure program. There was some significant discussion that took place regarding the quiet zone. Trustee Richmond expressed concerns about pedestrian safety along the tracks if trains do not use their horns. He felt that implementing a quiet zone could result in a more dangerous condition for pedestrians. After a lengthy discussion, the Board concurred to move forward with a quiet zone. Funding for the entire quiet zone project is coming from a grant secured by Representative Kosel at her request.

#### Adjournment

There being no further business to bring before the Mayor and Board of Trustees, Mayor Werner adjourned the work session at 9:44 p.m.

**BOARD OF TRUSTEES WORK SESSION  
11004 Carpenter Street, Mokena, Illinois 60448  
Monday, February 27, 2012**

**CALL TO ORDER**

Mayor Werner called the Board of Trustees Work Session to order at 8:13 p.m.

**ROLL CALL**

The following Trustees were present:

- Joe Siwinski
- Jim Richmond
- George Metanias
- Debbie Engler
- John Mazzorana

Also present were: Village Clerk Patricia Patt; Village Attorney Tiffany Gorman; Village Administrator John Downs; Assistant Village Administrator Kirk Zoellner; Finance Director Barb Damron; Village Engineer Paul Pearson; Police Chief Randy Rajewski; Economic and Community Development Director Alan Zordan and Public Works Director Lou Tiberi.

Absent: Trustee Don Labriola

**Fiscal Year 2013 Budget**

Village Administrator John Downs and Public Works Director Lou Tiberi presented to the Board a power point presentation regarding the FY 2013 Budget. This evening's presentation focused on Fleet Management and Capital Equipment Program. In addition, some preliminary research regarding the merits of refinancing the 2004 Transportation Bonds.

**Village Board Work Session  
February 27, 2012**

1. Fleet & Heavy Equipment management Program
2. Capital Equipment
3. 2004 Bond Refinancing

**(1) Fleet Management Approach**

- Police
  - Patrol cars @100,000miles+/-
  - Other vehicles @100,000+/-
- Public Works
  - 2.5 ton plows @ 10 years +/-
  - 1 ton plows @ 10 years +/-
  - Pick ups w/plows @ 7-8 years +/-
- Other
  - Vehicles @10-12 years +/-
  - Heavy Equip. @ 8-12 years+/-



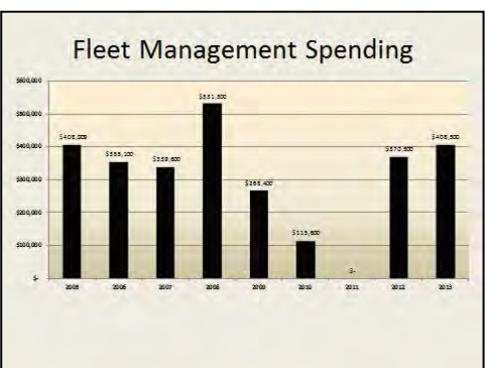
**Fleet Management Approach**

VILLAGE OF MOKENA - FLEET MANAGEMENT AND SERVICE

Item	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Police	14.10		3.50							
Public Works	1.00		0.50							
Other	0.50		0.25							
<b>TOTAL</b>	<b>15.60</b>		<b>4.25</b>							

**LOOKING AHEAD!**

FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	Average
356,700	456,500	424,000	589,500	518,400	408,500	382,000	396,000	441,450



**Service Types-By Definition**

Type	Definition
(1) Emergency	Issues which pose an immediate risk to safety, health or welfare of community.
(2) Priority Service	Events which require prompt attention but are not emergency in nature.
(3) Resident/Customer Generated	Residential/Customer requests for service that are non-emergencies.
(4) Internal Program Maintenance	Internally generated maintenance activities that are programmed on a regular basis.

**Snow Removal Depicted as Emergency Service**

Type	Function	Frequency	Staffing Alternatives				Notes
			Current-21	20	19	18	
EMERGENCY	SALTING FOR SEVERE SNOW EVENTS 2-4+ inches (occurred 2011)	HIGH	4-5 HOURS DAY 1	4-6 HOURS	4-5 HOURS	4-6 HOURS	SALTING WOULD REMAIN CLOSE TO THE SALES AS THE FIRST LINE OF DRIVERS WOULD REMAIN THE SAME. REDUCING STAFFING LEADS TO 18 WOULD IMPACT THIS SERVICE SLIGHTLY.
	SALTING & PLOWING FOR MODERATE SNOWS 2-4+ inches (occurred 2011)	HIGH	4-5 HOURS DAY 1	4-5 HOURS	5-6 HOURS	6-8 HOURS	SALTING & PLOWING WOULD REMAIN CLOSE TO THE SALES AS THE FIRST LINE OF DRIVERS WOULD REMAIN THE SAME. REDUCING STAFFING LEADS TO 18 OR 16 WOULD HAVE NOTICEABLE IMPACTS ON SERVICE LEVELS/TIME DELAYS.
	SNOW REMOVAL - SALTING & PLOWING FOR MODERATE SNOWS 2+ inches (occurred 2011)	LOW	4-5 HOURS DAY 1	4-5 HOURS	5-6 HOURS	6-12 HOURS	SALTING & PLOWING WOULD REMAIN CLOSE TO THE SALES AS THE FIRST LINE OF DRIVERS WOULD REMAIN THE SAME. REDUCING STAFFING LEADS TO 18 OR 16 WOULD HAVE NOTICEABLE IMPACTS ON SERVICE LEVELS/TIME DELAYS.
PRIORITY SERVICE	DEFINITE SNOW REMOVAL & INTERSECTION CUBE UP OR CONTINUED SALTING OF INTERSECTION.	LOW	2 HOURS	2 HOURS	2 HOURS	2 HOURS	SAFETY CONCERN FOR SAFE PHASE ON HOVLANES WOULD NOT BE FACTED. THIS OTHER OCCURS AFTER EVENTS ARE CLEARED AND ONLY A FEW DRIVERS ARE CALLED OUT.
	MAJOR SNOW EVENT SNOW REMOVAL (DUE TO CLARE PLOWING) (occurred 2011) WOULD BE DAY 2-3	LOW	4-6 HOURS	4-6 HOURS	6-8 HOURS	8-12 HOURS	IF OTHER OCCURS AFTER EVENTS ARE CLEARED AND ONLY A FEW DRIVERS ARE CALLED OUT TO CURS DAY 2 WOULD BE IMPACTED AS 18. MOST DRIVERS WOULD BE DIVIDED.

### Proposed FY 13 Fleet Management Program

VEHICLE/EQUIPMENT	Original (FY) Replacement Schedule	Normal Fund Source	Service Type	PROPOSED
Replace Squad (MO2) - Outfitted	2012	General	#1 Emergency	\$23,000
Replace Squad (MO3) - Outfitted	2013	General	#1 Emergency	\$29,000
Replace Squad (MO4) - Outfitted	2012	General	#1 Emergency	\$29,000
Replace Squad (MO9) - Outfitted	2012	General	#1 Emergency	\$29,000
Replace Squad (M13) - Outfitted	2012	General	#1 Emergency	\$29,000
Aerial Truck (ST 31)	2012	General	#2 Priority Service	\$38,500
1 x 4 P/U (Plow & Lift Gate) (ST 3)	2013	General	# 2 Priority Service	\$39,500
1 x 4 P/U (Plow & Lift Gate) (WS 4)	2013	Water	#2 Priority Service	\$39,500
1/2 Ton P/U (Water Reader) (WS 12)	2012	Water	#3 Customer Generated	\$21,000
Branch Chipper (Equipment)	2011	General	#3 Customer Generated	\$79,000
<b>TOTAL</b>				<b>\$408,000</b>

### FY13 FLEET MANAGEMENT

RISK TO SAFETY, HEALTH OR WELL-BEING  
NOT QUITE EMERGENCIES, BUT MUST BE HANDLED QUICKLY  
CUSTOMER SERVICE

Dept.	Vehicle #	Scheduled FY to replace	Fiscal Year	Miles	FY 2013 Rating			Replacement Deferred	
					1 <sup>st</sup> Emergency	2 <sup>nd</sup> Priority Service	3 <sup>rd</sup> Customer	4 Deferred 1-12 mos	5 To be determined
Police	MO2	2009	FY 09 Explorer	74,500	\$29,000				
Police	MO2	2012	FY 09 Chevy (Fleet)	74,500	\$29,000				
Police	MO3	2013	FY 09 Chevy (Fleet)	63,000	\$29,000				
Police	MO4	2012	FY 09 Chevy (Fleet)	72,000	\$29,000				
Police	MO6	2013	FY 09 Chevy (Fleet)	65,000				29,000	
Police	MO9	2012	FY 09 Chevy (Fleet)	65,000	\$29,000				
Police	M13	2012	FY 09 Chevy (Fleet)	68,000	\$29,000				
<b>TOTALS</b>					<b>\$145,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$64,000</b>	<b>\$0</b>

(Costs include set up for police vehicles)

### FY 13 FLEET Management

Dept.	Vehicle #	Scheduled FY to replace	Fiscal Year	Miles	FY 2013 Rating			Replacement Deferred	
					1 <sup>st</sup> Emergency	2 <sup>nd</sup> Priority Service	3 <sup>rd</sup> Customer	4 Deferred 1-12 mos	5 To be determined
Police	MO2	2009	FY 09 Explorer	74,500	\$29,000				
Police	MO2	2012	FY 09 Chevy (Fleet)	74,500	\$29,000				
Police	MO3	2013	FY 09 Chevy (Fleet)	63,000	\$29,000				
Police	MO4	2012	FY 09 Chevy (Fleet)	72,000	\$29,000				
Police	MO6	2013	FY 09 Chevy (Fleet)	65,000				29,000	
Police	MO9	2012	FY 09 Chevy (Fleet)	65,000	\$29,000				
Police	M13	2012	FY 09 Chevy (Fleet)	68,000	\$29,000				
<b>TOTALS</b>					<b>\$145,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$64,000</b>	<b>\$0</b>

\$408,500

### FY 2013 Auction Vehicles \$38,500

Vehicle ID	Year/Make	Estimated Value
MO2	FY 09 Chevy	\$3,000
MO3	FY 10 Chevy	\$3,500
MO4	FY 09 Chevy	\$3,000
MO9	FY 09 Chevy	\$3,000
M13	FY 09 Chevy	\$3,000
ST3	2006 F250 4x4 P/U Lift Gate & Plow	\$4,500
WS4	2006 F250 4x4 P/U Lift Gate & Plow	\$4,500
WS12	2001 Chevy S10 P/U	\$1,000
ST11	1998 Chevy 3500HD 36' Man Lift Aerial & Utility Box	\$9,000
Equipment	1995 Morbark Wood Chipper	\$4,000

### Total Equipment in FY 2013

2009 – 71

2011 – 70

2012 – 67

2013 - 66




### (2)GF Capital Equipment FY 13

Equipment	Dept	Fund	Requested	Proposed
Rapid Recovery Program **	Police/ESDA	General	\$6,000	\$6,000
Excavator	PW	General	\$17,000	\$0
(2) Fire Proof File Cabinets	Admin/CD	General	\$3,100	\$3,100
Frost Tooth for Backhoe	PW	General	\$1,675	\$1,675
Replace 2004 Truck Bed	PW	General	\$8,725	\$8,725
Riding Mower**	PW	General	\$4,950	\$4,950
Portable Jackhammer**	PW	General	\$1,005	\$1,005
20' Trailer Replacement	PW	General	\$3,550	\$3,550
<b>Total</b>			<b>\$46,005</b>	<b>\$29,005</b>

\*\* Requested in two previous budgets

### (2)W&S Capital Equipment FY 13

Equipment	Dept	Fund	Requested	Proposed
Trailer Mounted Vac All	PW	W & S	\$45,000	\$0
Light Tower	PW	W & S	\$1,950	\$0
Trench Box	PW	W & S	\$3,900	\$0
Sand Blaster	PW	W & S	\$2,500	\$2,500
Laptop for Plant-SCADA	PW	Sewer	\$1,500	\$1,500
HVAC- Francis Rd Pump Station	PW	Water	\$1,250	\$1,250
Snow removal equipment WS9	PW	Water	\$3,800	\$3,800
Replace Doors - Well #3	PW	Water	\$9,980	\$9,980
Replace Door - East Tower	PW	Water	\$1,650	\$1,650
<b>Total</b>			<b>\$71,530</b>	<b>\$20,680</b>

### Summary

EQUIPMENT	FUNDING SOURCE	PROPOSED
Fleet Replacements	General/Water	\$ 408,500
Equipment Replacements	General	\$ 29,005
Equipment Replacements	Sewer	\$ 2,750
Equipment Replacements	Water	\$ 17,930
<b>TOTALS</b>		<b>\$ 458,185</b>

- ### (3) 2004 Bond Refinancing
- Approaching "callable timeline"
  - Bonds carry a 3.7%+ interest rate
  - Annual debt service of \$720K+/- through 2024
  - Current municipal bond market is favorable
  - Likely interest savings are significant
  - Recommend moving forward with "parameters" based approach
  - Similar approach in 2009 saved \$450K +/-

- ### "Parameters Based Approach"
- Sets conditions
    - Minimum savings of \$250K
    - All consulting support gets compensated at closing
    - Authorize appropriate officials to execute
  - Next Steps
    - Adopt parameters ordinance on 3-26
    - Authorize appropriate engagement letters on 3-26
    - Revisit bond rating
    - Market and sell bonds

### Summary?

- Questions
- Comments
- Thoughts



**Discussion:**

The Board concurred with the proposed recommendation to replace 10 items in the fleet management program. Significant discussion took place regarding the 1995 chipper and 1998 lift truck. The Board also supported the proposed equipment program and discussed the benefits of the proposed rapid recovery program. Staff was also given direction to move forward to refinance the 2004 transportation bond in an effort to save on future interest costs.

**Adjournment**

There being no further business to bring before the Mayor and Board of Trustees, Mayor Werner adjourned the work session at 8:45 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, March 26, 2012**

**CALL TO ORDER**

Mayor Werner called the Board of Trustees Work Session to order at 8:02 p.m.

**ROLL CALL**

The following Trustees were present:

Joe Siwinski  
 Jim Richmond  
 Don Labriola  
 Debbie Engler  
 John Mazzorana

Also present were: Village Clerk Patricia Patt; Village Administrator John Downs; Assistant Village Administrator Kirk Zoellner; Finance Director Barb Damron; Village Engineer Paul Pearson; Police Chief Randy Rajewski; Economic and Community Development Director Alan Zordan and Public Works Director Lou Tiberi.

Absent: Trustee George Metanias

**Follow-up Market Discussion**

Some general discussion took place regarding the proposed change in venue for a downtown market. After some discussion it was agreed that the Downtown Merchants group would submit a detailed description of their proposed market for Village review.

**Fiscal Year 2013 Budget**

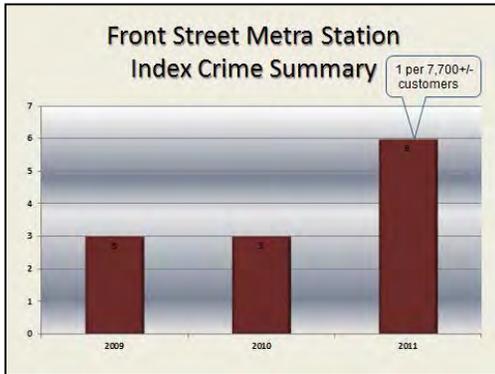
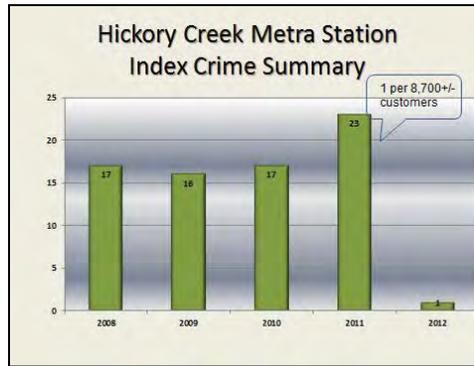
Village Administrator John Downs presented to the Board a power point presentation regarding the FY 2013 Budget. This evening's presentation focused on Commuter Parking Facilities and Municipal Facilities.

<p>March 26, 2012 Village Board Work Session</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Commuter Parking Facilities Municipal Facilities</p> </div>	<p><b>Proposed Commuter Parking Lot Improvements</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Security cameras</li> </ul>  </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Other               <ul style="list-style-type: none"> <li>– Landscaping</li> <li>– Seal Coating &amp; Striping</li> <li>– Replace (4) Parking Lot Light Fixtures</li> <li>– Stamping of Islands</li> </ul> </li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Security cameras</li> </ul> 	<ul style="list-style-type: none"> <li>• Other               <ul style="list-style-type: none"> <li>– Landscaping</li> <li>– Seal Coating &amp; Striping</li> <li>– Replace (4) Parking Lot Light Fixtures</li> <li>– Stamping of Islands</li> </ul> </li> </ul>
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### Commuter Parking Security Enhancements



Proposed Parking Lot Security Cameras at Front Street Metra Station.



### FY'13 Recommendation



- Install (2) parking lot cameras at the Front Street Station
- Cost of \$36k.



### Front Street Metra Security Enhancement Summary



- Positive results for our customers at Hickory Creek since cameras were installed in August 2011.
- Standardize customer service levels to that of Hickory Creek Lot.
- "More service-----less institution."

### FRONT STREET LOT



- Landscaping on South Lot McGovney = \$2,900
- Seal Coating and Stripe Spaces = \$6,000

### VILLAGE HALL LOT



- Seal Coating and Stripe Spaces = \$4,500

### HICKORY CREEK LOT



- Replace 4 Parking Lot Light Fixtures @ Hickory Creek \$1,687 each
- \$6,750 Total
- W/O New Lift Truck=\$10,750

### Hickory Creek Lot



- Locations for proposed island improvements
- Total of 28 locations

### HICKORY CREEK LOT



- Stamp and dye 28 asphalt islands Hickory Creek
- Average of \$2,136+/-
- \$59,800 Total
- Annual O/M savings \$10,900

### Commuter Parking Lot Financial Summary

Proposed Item	Estimated Cost	Fund Source
Security Cameras	\$36K+/-	Parking Lot Capital
Seal Coating	\$10.5K+/-	Parking Lot Capital
Stamp and Dye	\$59.8K+/-	Parking Lot Capital
<b>TOTAL</b>	<b>\$106.3K+/-</b>	<b>PARKING LOT CAPITAL</b>
Landscaping	\$2.9K+/-	Parking Lot Operating
Light Repairs	\$6.75K+/-	Parking Lot Operating
<b>TOTAL</b>	<b>\$9.65K+/-</b>	<b>PARKING LOT OPERATING</b>

FUND BALANCE \$ 328K FY 12 \$ 222K FY 13

FUND BALANCE \$ 53K in FY 12 \$ 65K in FY 13

### VILLAGE HALL

- Replace Roof (North Half) \$13,900
- Roof maintenance (seams) \$1,750
- Replace Gutters, Siding, Soffits \$5,475



### VILLAGE HALL

- Replace 4 Windows \$5,495
- Reside 3 Dormers with Aluminum Siding \$1,200
- TOTAL VILLAGE HALL = \$27,820



### POLICE DEPARTMENT

- Replace 2 Garage Door Panels=\$960
- Paint exterior=\$2,850
- Total=\$3,810



### ESDA (FRONT STREET)

- Roof maintenance \$2,200
- Replace Drop Ceiling \$2,250
- Replace Carpet \$2,450



### ESDA (FRONT STREET)

- Paint interior  
\$850
- Replace Fence  
\$4,750
- TOTAL ESDA  
\$12,500




### Municipal Facilities Summary

Facility	Estimated Costs	Funding Source
Village Hall	\$27,820+/-	General Fund
Police Station	\$ 3,810+/-	General Fund
ESDA Facility	\$12,500+/-	General Fund
<b>Total</b>	<b>\$44,130+/-</b>	<b>General Fund</b>

### Questions, Comments, Other



#### Discussion:

After some general discussion, the Board concurred with the concepts as proposed. There was some discussion regarding the dormers at the Village Hall and their architectural significance. Other discussion took place regarding the proposed painting of the Police Department and the fencing material for the ESDA fence. Staff will move forward with the items presented and include them in a budgetary draft for further consideration.

#### Adjournment

There being no further business to bring before the Mayor and Board of Trustees, Mayor Werner adjourned the work session at 8:55 p.m.

**BOARD OF TRUSTEES WORK SESSION  
11004 Carpenter Street, Mokena, Illinois 60448  
Monday, April 23, 2012**

**CALL TO ORDER**

Mayor Werner called the Board of Trustees Work Session to order at 8:27 p.m.

**ROLL CALL**

The following Trustees were present:

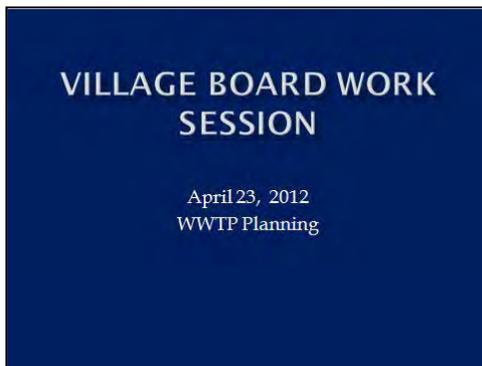
- Jim Richmond
- Debbie Engler
- John Mazzorana
- George Metanias

Also present were: Village Clerk Patricia Patt; Village Administrator John Downs; Assistant Village Administrator Kirk Zoellner; Finance Director Barb Damron; Village Engineer Paul Pearson; Police Chief Randy Rajewski; Economic and Community Development Director Alan Zordan and Public Works Director Lou Tiberi.

Absent: Trustees Joe Siwinski and Don Labriola

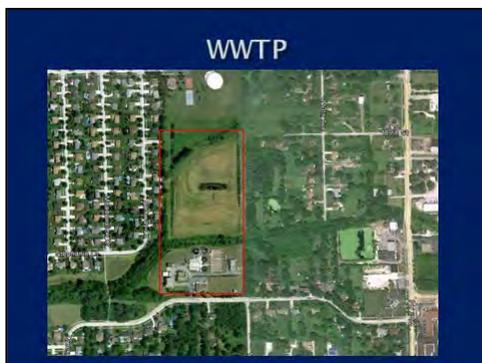
**Fiscal Year 2013 Budget**

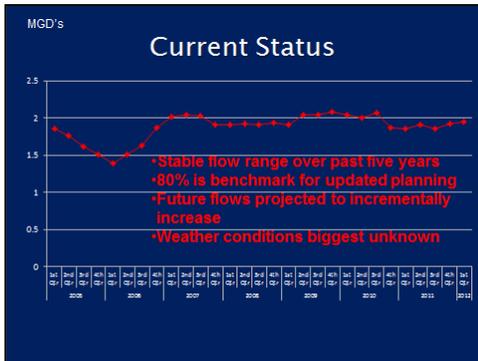
Village Administrator John Downs presented to the Board a power point presentation regarding the FY 2013 Budget. This evening’s presentation focused on Waste Water Treatment Plant Planning, Drainage Improvements and Emerald Ash Borer Strategies.



**History**

YEAR	ACTION	FLOW RATING	COST	FUNDING SOURCE
1983	Purchase 6 acres of land on W. 191 <sup>st</sup> Street for WWTP	N/A	\$50K	Tap-on Fees
1987	Construction of new plant completed	1.25 MGD	\$5.975M	EPA Grant & GO Bonds
1993	Upgrade facility to increase capacity rating	1.65 MGD	\$648K	Tap-on Fees
1995	One regional WWTP Strategy Adopted	N/A	N/A	N/A
1996	23 acres north of plant purchased for future expansion	N/A	\$600K	Tap-on Fees
1999	Expansion completed	2.5 MGD allows up to 6 MGD if needed	\$6.945M	Tap on Fees





### WWTP Improvements-2.5 to 3.3MGD

1. Add 2 aeration basins
2. Add mixers, baffles and pumps to aeration basins.
3. Add 2 digesters
4. Add a separate building that will house new disc filters
5. Add a small building that will house a pump for the new digester and a chemical storage tank for the BNR system.
6. Increasing the size of 2 raw pumps.

### WWTP Engineering History

ENGINEERING	ESTIMATED COSTS
1. Engineering Initiated - October 2007	1. Initial estimate of cost - \$5.8M
2. Preliminary Engineering conducted - 2010	2. Preliminary costs - \$3.93M
3. Nutrient removal added - 2012	3. Cost of nutrient removal - \$750K
4. Final Engineering Completed - 2012	4. Final Engineering estimate - \$6.7M
5. IEPA Permit attained - January 2012	



### Comparing Other Projects

- Recent bidding activity
  - 4 examples in 2011 averaged 38%+ below estimates

Project Name	Date of Bid Opening	Engineer's OPCC	Low Bid	% Difference
City of Chicago Springfield Ave Pump Station	7/11	\$66.9	\$64.6	3%
Urbana Champaign WWTP Improvements	8/09	\$35.2	\$30.5	13%
Flagg Creek WRD Tertiary Filter Project	8/11	\$6.9	\$2.7	61%
Milwaukee Metropolitan SD WWTP Improvements	5/11	\$29.8	\$14.9	50%
Wheaton S.D. WWTP Improvements	10/09	\$4.7	\$3.4	28%
MWRDGC Reservoir Repair & Rehab	7/11	\$8.7	\$5.6	37%

Note: All values are in millions of dollars.

### Why Bid?

- Engineer's Estimate = \$6.7M
- Engineer's Estimate w/10% contingency = \$7.4M
- Available Funding = \$6.1M
- Less 35% based on recent bids = \$4.8M
- Less 30% based on recent bids = \$5.2M
- Less 25% based on recent bids = \$5.6M
- Target Bid Range of \$5.2M - \$5.6M
- 8 bids ranging from \$6.9M - \$7.7M
- Low Bid = \$6.9M
- Construction savings not attained

### Where are we today?

<ul style="list-style-type: none"> <li>Strategically                             <ul style="list-style-type: none"> <li>Flows Stable</li> <li>No immediate needs</li> <li>Engineering complete</li> <li>Permit attained</li> <li>Current conditions favorable.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Financially                             <ul style="list-style-type: none"> <li>\$6.1M in cash</li> <li>Analyze potential project savings through design</li> <li>Develop mid-term funding plan.</li> <li>Monitor construction pricing</li> </ul> </li> </ul>
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### RECOMMENDATION

Formally reject all current bids, monitor flow data, revisit overall design and funding strategies during FY 14 budget preparation.

### Summary

1. Questions
2. Comments
3. Thoughts



Discussion: After some discussion regarding the recommendation to reject bids, the Board concurred and directed staff to prepare the necessary documentation for action at a future Board meeting.

## NEIGHBORHOOD DRAINAGE IMPROVEMENT

Third Street

### Third Street Drainage

- ❑ Localized rear-yard ponding after substantial rainfall.
- ❑ Ponding affects six properties.
- ❑ Depth of Ponding varies from 1.5' to 2.0'.
- ❑ Area requires on average 5 to 7 days to drain naturally by infiltration or evaporation.
- ❑ Standing water causes damage to grass and plants and breeds mosquitoes.
- ❑ Due to topography being lower than storm sewer on Third Street unable to drain this area by gravity.

### Location Map



### Ponding Pictures (1)

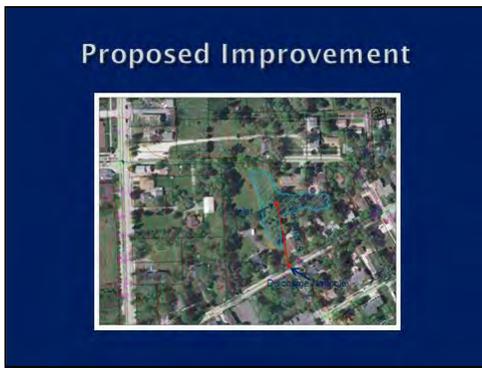



### Ponding Pictures (2)

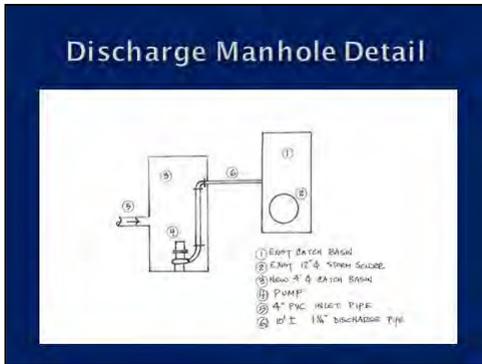



### Ponding Pictures (3)





- ### Recommended Improvement
- ❑ Install 2 Foot Diameter Inlet at Lowest Area
  - ❑ Install Approximately 250' of 6 Inch PVC Pipe
  - ❑ Install a Pumping or Discharge Manhole Adjacent to Third Street Sidewalk
  - ❑ Place permanent pump in Manhole and Pump to Existing Inlet on Third Street (Approx. 10 Feet)
  - ❑ Estimated Cost of Improvement is \$21,000
  - ❑ Similar project completed on Revere Road in 2009.
  - ❑ Project contingent on receipt of easement (no cost) from homeowners.



## COMMENTS, QUESTIONS

Discussion: While this project has been contemplated for several years, the overall improvement of the Village's financial condition has prompted staff to include this in the upcoming budget. The Board concurred and directed staff to include the improvement in the FY 13 budget.

## EMERALD ASH BORER

### EAB

### PLAN UPDATE

April 2012

### TONIGHT'S PRESENTATION

- ❑ Current Condition
- ❑ General Stages of EAB
- ❑ Inventory
- ❑ Assessment of Canopy/Inventory
- ❑ Treatment Options
- ❑ Strategy for Treatment
- ❑ Budgeting Plan
- ❑ Implementation/Time Line

### CURRENT CONDITION

- ✦ Emerald Ash Borer is in Mokena
  - + Ash trees showing signs of EAB
  - + Mostly on main thoroughfares
  - + Three Stages: Cusp - Crest - Core
- ✦ Reasonable and Measured Response preferred
  - + Dead or Dangerous Trees Removed
  - + Removed 22 trees in FY 2012 \$50K
  - + Estimated 40 trees in FY 2013 \$50K
- ✦ Formal Tree Inventory - next step

### GENERAL STAGES OF EAB

- ✦ Cusp Phase (Generally)
  - + First 4-5 Years of EAB
  - + Tree losses less than 10% of Ash Population
  - + Soil Applications have been successful on smaller trees ≥13"
  - + Trunk & Root Injections are recommended for larger trees ≤13"
- ✦ Crest Phase
  - + Next 5 Years
  - + EAB population explodes
  - + Trunk & Root Injections combined with soil applications are recommended
- ✦ Core Phase
  - + Most unprotected Ash Trees are dead
  - + EAB population moving on
  - + Soil Applications recommended on smaller trees
  - + Trunk & Root Injections are recommended for larger trees

### INVENTORY

- Inventory Trees on Public Property
  - In-House
  - \*Consultant\*
  - \*Volunteers\*
  - \*Combination\*
- Type - Size - Age - Condition - Value
- Combination - Seasonal Sensitive
  - RFP Spring 2012
  - May thru September



### ASSESSMENT OF CANOPY

Formal Tree Inventory will assist in assessment

Based on condition of tree

- Remove Now
- Remove Later
- Treatment Possibility

### TREATMENT OPTIONS

- Tree Must be in Good condition according to arborists tree inventory rating
- Trees 10 to 13 inches treated with soil application
  - Most success with smaller trees 13 inches and under
- Trees 13 to 16 inches treated with trunk/root injection
  - Most success with larger trees 13 inches and over




### STRATEGY FOR TREATMENT

- Village Trees on ROW and Village properties
- Estimated 4000± Village trees
  - 20% ash trees = approximately 800 ash trees
- Treatment of trees confined to trees 10 to 16 inches in diameter for best results
- Tree must be in "good" condition according to the Tree Inventory results
- No More than one tree per residential lot (accept possibly on corner lots)
- Staff Recommended Treatment could save 25% +/- of ash tree population in Mokena



### BUDGETING PLAN (FY2013)

- Budgeting for Inventory
  - \$40,000.00 +
- Budgeting for Treatment
  - \$12,800.00 (200 Trees)
    - 10 to 13 inch trees soil treatment (annually)
      - \$2.50 per inch (12 inch average tree size)
      - \$30 per tree 100 trees = \$3000
    - 13 to 16 inch trees trunk injection (2 years)
      - \$7 per inch (14 inch average tree size)
      - \$98 per tree 100 trees = \$9800



### BUDGETING PLAN - FUTURE

- FY 2014 - 2021 (Cusp & Crest Phase)
  - 10 to 13 inch trees soil treatment (annually)
    - \$2.50 per inch (12 inch average tree size)
    - \$30 per tree 100 trees = \$3000
    - 8 years = \$24,000
  - FY 2015, 2017, 2019, 2021 (Cusp & Crest Phase)
    - 13 to 16 inch trees trunk injection (2 years)
      - \$7 per inch (14 inch average tree size)
      - \$98 per tree 100 trees = \$9800
      - 4 Treatments +\$39,200
- Total Cost 2014 to 2021 = \$63,200 (Cusp & Crest) (Present Day Costs)
- Future Cost 2022 and beyond to be determined

### STRATEGIC PLAN

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
<b>Tree Removal</b>									
Quantity	40/20	40/20	40/20	40/20	40/20	40/20	40/20	40/20	40/20
Cost	\$80K								
<b>Replace</b>									
Quantity	80	80	80	80	80	80	80	80	80
Cost @ \$275 ea.	\$18.5K								
<b>Treatment</b>									
Quantity	200	100	200	100	200	100	200	100	200
Cost	\$12.5K	\$3K	\$12.5K	\$3K	\$12.5K	\$3K	\$12.5K	\$3K	\$12.5K
<b>Total</b>	<b>\$79.3K</b>	<b>\$99.3K</b>	<b>\$79.3K</b>	<b>\$99.3K</b>	<b>\$79.3K</b>	<b>\$99.3K</b>	<b>\$79.3K</b>	<b>\$99.3K</b>	<b>\$79.3K</b>

### COMPARISON

Item	Cost Totals -w/ Treatment	Cost Totals -w/o Treatment
Removal	\$450,000	\$700,000 *
Treatment	\$ 76,000	
Replacement	\$148,500	\$203,500 *
<b>TOTAL</b>	<b>\$674,500</b>	<b>\$903,500</b>

\* Cost includes additional 200 trees that would not be treated

<p><b>TIMELINE</b></p> <ul style="list-style-type: none"> <li>❖ Inventory           <ul style="list-style-type: none"> <li>• Next Step to accomplish (RFP spring /summer 2012)</li> </ul> </li> <li>❖ Formulate Rationale - Categorizing           <ul style="list-style-type: none"> <li>• From Inventory - Fall 2012</li> </ul> </li> <li>❖ Develop strategy           <ul style="list-style-type: none"> <li>• Remove Now/Later or treatment options</li> <li>• Fall 2012 thru Spring 2013</li> </ul> </li> <li>❖ Budget for Program           <ul style="list-style-type: none"> <li>• July 2012 until July 2020??</li> </ul> </li> <li>❖ Program Implementation           <ul style="list-style-type: none"> <li>• Fall 2012 thru ??</li> </ul> </li> </ul> <p>{Ongoing Residential Participation Throughout Process}</p>	  	<p>QUESTIONS COMMENTS SUGGESTIONS</p>
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Discussion: Mr. Tiberi stressed there are a lot of unknowns moving forward and this plan is based on the best information we have today. Upon conclusion of Mr. Tiberi's presentation, the Board concurred with the conceptual plan and directed staff to include the program in the FY 13 budget.

### **Adjournment**

There being no further business to bring before the Mayor and Board of Trustees, Mayor Werner adjourned the work session at 9:00 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, May 14, 2012**

**CALL TO ORDER**

Mayor Werner called the Board of Trustees Work Session to order at 9:36 p.m.

**ROLL CALL**

The following Trustees were present:

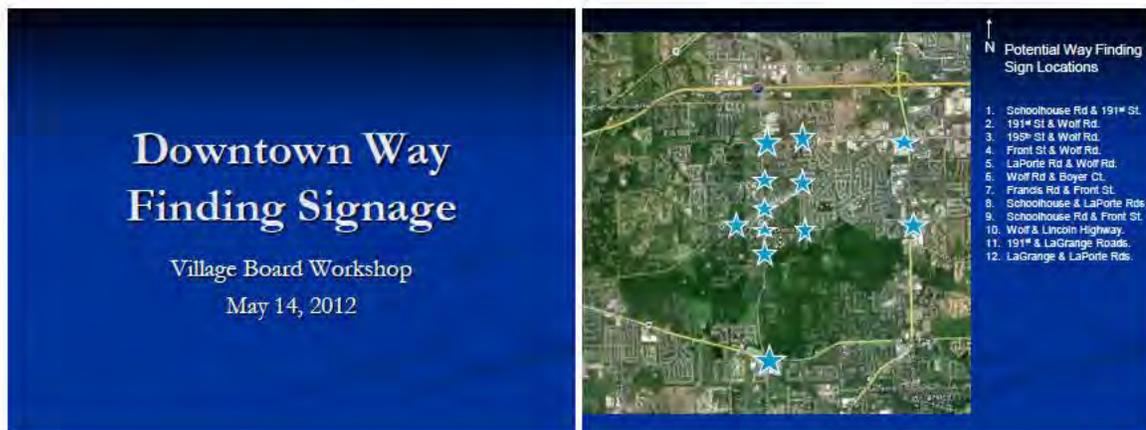
Jim Richmond  
 Debbie Engler  
 John Mazzorana  
 George Metanias  
 Don Labriola

Also present were: Village Clerk Patricia Patt; Village Administrator John Downs; Assistant Village Administrator Kirk Zoellner; Finance Director Barb Damron; Village Engineer Paul Pearson; Police Chief Randy Rajewski; Economic and Community Development Director Alan Zordan and Public Works Director Lou Tiberi.

Absent: Trustee Joe Siwinski

**Fiscal Year 2013 Budget**

Village Administrator John Downs presented to the Board a power point presentation regarding the FY 2013 Budget. This evening's presentation focused on presenting a preliminary draft budget for FY 13.



### Downtown Way Finding Signs

2' 3' 2' 2'

500.00 per sign  
900.00 for 2 sided sign

250.00 per sign  
425.00 for 2 sided sign

### Downtown Way Finding Signs

2' 3' 2' 2'

500.00 per sign  
900.00 for 2 sided sign

250.00 per sign  
425.00 for 2 sided sign

### Downtown Way Finding Signs

2' 3' 2' 2'

500.00 per sign  
900.00 for 2 sided sign

250.00 per sign  
425.00 for 2 sided sign

### 6' High Decorative Poles

Decorative Cap \$40.00

Decorative Pole and bracket \$150.00

Decorative Base \$76.00

Total Cost Per Pole \$266.00

### Schoolhouse Road & 191<sup>st</sup> Street

Captures Motorists Attention going West Bound On 191<sup>st</sup> Street

1 Pole	\$266.00
1 Directional Sign	\$500.00
<b>TOTAL</b>	<b>\$766.00</b>

### 191<sup>st</sup> Street & Wolf Road

Captures Motorists Attention going South Bound On Wolf Road

1 Pole	\$266.00
1 Directional Sign	\$500.00
<b>TOTAL</b>	<b>\$766.00</b>

### 195<sup>th</sup> Street & Wolf Road

Captures Motorists Attention going South Bound On Wolf Road

1 Pole	\$266.00
1 Directional Sign	\$500.00
<b>TOTAL</b>	<b>\$766.00</b>

### Front Street & Wolf Road

Captures Motorists Attention going South and North Bound On Wolf Road

1 Pole	\$266.00
2 Sided Sign	\$900.00
<b>TOTAL</b>	<b>\$1166.00</b>

### LaPorte Road & Wolf Road




Captures Motorists Attention going North Bound On Wolf Road

1 Pole	\$266.00
1 Directional Sign	\$500.00
<b>TOTAL</b>	<b>\$766.00</b>

### Wolf Road & Boyer Court




Captures Motorists Attention going North Bound On Wolf Road

1 Pole	\$266.00
1 Downtown Sign	\$250.00
<b>TOTAL</b>	<b>\$516.00</b>

### Francis Road & Front Street




Captures Motorists Attention going East Bound On Francis Road

1 Pole	\$266.00
1 Directional Sign	\$500.00
<b>TOTAL</b>	<b>\$766.00</b>

### Schoolhouse Road & LaPorte Road




Captures Motorists Attention going East and West Bound On LaPorte Road

1 Pole	\$266.00
1 2 sided Sign	\$900.00
<b>TOTAL</b>	<b>\$1166.00</b>

### Schoolhouse Road & Front Street




Captures Motorists Attention going North and South Bound On Schoolhouse Road

1 Pole	\$266.00
1 2 sided Directional Sign	\$900.00
<b>TOTAL</b>	<b>\$1166.00</b>

### Wolf Road & Lincoln Highway





Captures Motorists Attention going East and West Bound On Lincoln Highway

2 Poles	\$532.00
2 Downtown Signs	\$600.00
<b>TOTAL</b>	<b>\$1032.00</b>

### LaGrange Road & LaPorte Road





Captures Motorists Attention going North and South Bound On LaGrange Road

2 Poles	\$532.00
2 Directional Signs	\$500.00
<b>TOTAL</b>	<b>\$1032.00</b>

### 191<sup>st</sup> Street & LaGrange Road




Captures Motorists Attention going South Bound On LaGrange Road

1 Pole	\$266.00
1 Downtown Sign	\$250.00
<b>TOTAL</b>	<b>\$516.00</b>

### Example of Sign on a Pole



### Cost Estimate

LOCATION	# OF SIGNS	COST	# OF POLES	COST	TOTAL COST PER LOCATION
Schoonhoven Road & 191 <sup>st</sup> Street	1	\$300	1	\$266	\$766
191 <sup>st</sup> Street & Wolf Road	1	\$300	1	\$266	\$766
195 <sup>th</sup> Street & Wolf Road	1	\$300	1	\$266	\$766
Front Street & Wolf Road	1 2 sided sign	\$900	1	\$266	\$1,166
LaPorte Road & Wolf Road	1	\$300	1	\$266	\$766
Wolf Road & Boyer Court	1	\$250.00	1	\$266	\$516
French Road & Front Street	1	\$300	1	\$266	\$766
Schoonhoven Road & LaPorte Road	1 2 sided sign	\$900	1	\$266	\$1,166
Schoonhoven Road & Front Street	1 2 sided sign	\$900	1	\$266	\$1,166
Wolf Road & Lincoln Highway	2	\$300	2	\$332	\$1,032
LaGrange Road & LaPorte Road	2	\$500	2	\$332	\$1,032
191 <sup>st</sup> Street & LaGrange Road	1	\$250	1	\$266	\$516
<b>TOTAL</b>	<b>14</b>	<b>\$6,700</b>	<b>14</b>	<b>\$3,724</b>	<b>\$10,424</b>

### STREET SIGNS



Individual Street Signs can be installed to compliment new sign program.

Each Street Sign is about \$100  
Each bracket is about \$100



Discussion: The Board had a lengthy discussion on way finding signage including additional signs, a business sign for the Downtown area and street signs.

The Board directed that enough money be budgeted to complete the program in its entirety. Staff will present sign options to the Board in a future work shop session after the budget has been adopted and prior to implementing this program.

### Purpose of Tonight's Meeting

- Review Miscellaneous Programs
- Review Prior Budget Directives.
- Review budget
  - Enterprise Funds
  - General Fund
  - Entire Overview
- Propose FY 12 budget Amendments



### Miscellaneous Programs

1. WAY FINDING SIGNAGE
2. FRONT STREET INTERSECTION PAINTING
3. FRONT STREET HOLIDAY DECORATIONS
4. FIREWORKS PROGRAM

### 1)Way Finding Signage

- Please see attached power point

### 2)Front Street Intersection Maint



### 2)Front Street Intersection Maint

Intersection	Crosswalks Only	Crosswalks & Some Additional	Entire Intersection
Front & Wolf	\$4,000	\$9,500	\$19,450
Front & Mokena	\$4,000	\$5,900	\$8,500
Front & Division	\$4,000	\$4,900	\$6,950
Front & Schoolhouse	\$4,000	\$7,500	\$10,200
<b>Total</b>	<b>\$16,000</b>	<b>\$27,800</b>	<b>\$45,100</b>

### 3)Front Street Holiday Decorations



- 38 Christmas Snowflakes w/garland for the poles
- Cost of \$14,500
- Old decorations to be used in Village Hall parking lot & Front Street Metra lot

### 4)FIREWORKS PROGRAM

- \$25K included in draft budget
- Mokena Park District to contribute up to \$10K



### Prior Budget Directives

1. Non-Economic Locally generated revenue
2. MFT Fund
3. Cost and general infrastructure maintenance
4. R.I. Quiet Zone
5. Fleet and equipment
6. Facility upkeep
7. Commuter parking lots
8. Drainage improvement
9. EAB plan

### Non-Economic Locally Generated Revenues

- Maintain Status Quo
  1. Regular Business licenses- 1997
  2. Liquor Licenses-1997
  3. Provisional Business Licenses-1997
  4. Amusement Licenses-1997
  5. Contractors Licenses- 1997
  6. False Alarm Fines-1989
  7. Ancillary Permits-1990
  8. Vehicle Stickers-1993
  9. Parking Violation fines-1997
  10. Proprietors Licenses-1997

Impound Fines increased from \$250 to \$500

### MFT Trends Snow Removal/Revenues

Snow Removal Costs Past Six Years	
FY 2006	\$97,000
FY 2007	\$162,000
FY 2008	\$288,000
FY 2009	\$316,000
FY 2010	\$343,000
FY 2011	\$327,000
FY 2012 Estimated	\$207,000 \$ 235,210
FY 2013 Budgeted	\$353,000 \$ 321,177

Savings of \$72K



### MFT Plan (with capital funds/high growth)

	2012	2013	2014	2015	2016	2017
Beginning Fund Balance	\$424,743	\$521,794	\$542,284	\$523,933	\$720,961	\$706,236
<b>Revenue</b>						
MFT Allocation	\$587,287	\$587,200	\$571,853	\$578,970	\$570,000	\$559,000
Interest Earnings	\$200	\$200	\$200	\$200	\$200	\$200
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$587,287</b>	<b>\$587,400</b>	<b>\$572,053</b>	<b>\$579,170</b>	<b>\$570,200</b>	<b>\$559,200</b>
<b>Total Available For Spending</b>	<b>\$992,400</b>	<b>\$1,099,194</b>	<b>\$1,114,337</b>	<b>\$1,103,103</b>	<b>\$1,291,161</b>	<b>\$1,265,436</b>
<b>Operating Expenses</b>						
Personnel Services	\$95,282	\$102,192	\$107,000	\$110,529	\$114,930	\$118,545
Commodities	\$27,128	\$27,128	\$27,128	\$27,128	\$27,128	\$27,128
Contractual Services	\$138,209	\$138,209	\$138,209	\$138,209	\$138,209	\$138,209
<b>Total Operating Expenses</b>	<b>\$360,619</b>	<b>\$367,529</b>	<b>\$372,337</b>	<b>\$375,866</b>	<b>\$380,267</b>	<b>\$383,882</b>
<b>Capital Projects</b>						
Improvements - Streets & Alleys	\$0	\$90,465	\$0	\$0	\$0	\$0
Improvements - Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$90,465</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenses</b>	<b>\$360,619</b>	<b>\$557,994</b>	<b>\$572,337</b>	<b>\$575,866</b>	<b>\$580,267</b>	<b>\$583,882</b>
Ending Fund Balance	\$531,784	\$542,284	\$553,933	\$565,961	\$720,961	\$706,236

### CAPITAL IMPROVEMENT PROGRAM - MOTOR FUEL TAX

	2012	2013	2014	2015	2016	2017
Beginning Fund Balance	\$424,743	\$500,449	\$528,340	\$743,228	\$845,090	\$855,148
<b>Revenue</b>						
MFT Allocation	\$581,758	\$582,200	\$566,708	\$561,200	\$484,814	\$449,000
Interest Earnings	\$200	\$200	\$200	\$200	\$200	\$200
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$582,228</b>	<b>\$582,400</b>	<b>\$567,358</b>	<b>\$562,000</b>	<b>\$485,014</b>	<b>\$449,200</b>
<b>Total Available For Spending</b>	<b>\$996,971</b>	<b>\$1,182,849</b>	<b>\$1,195,698</b>	<b>\$1,305,228</b>	<b>\$1,330,104</b>	<b>\$1,304,348</b>
<b>Operating Expenses</b>						
Personnel Services	\$10,710	\$101,552	\$109,674	\$109,674	\$114,232	\$119,801
Commodities	\$27,128	\$27,128	\$27,128	\$27,128	\$27,128	\$27,128
Contractual Services	\$138,209	\$138,209	\$138,209	\$138,209	\$138,209	\$138,209
<b>Total Operating Expenses</b>	<b>\$360,619</b>	<b>\$367,529</b>	<b>\$372,337</b>	<b>\$375,866</b>	<b>\$380,267</b>	<b>\$383,882</b>
<b>Capital Projects</b>						
Improvements - Streets & Alleys	\$0	\$90,465	\$0	\$0	\$0	\$0
Improvements - Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$90,465</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenses</b>	<b>\$360,619</b>	<b>\$557,994</b>	<b>\$572,337</b>	<b>\$575,866</b>	<b>\$580,267</b>	<b>\$583,882</b>
Ending Fund Balance	\$500,449	\$528,340	\$743,228	\$845,090	\$855,148	\$844,778

### Road and General Maintenance Program

	1. Miles of Streets Repaved/Costs						Average
	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	
1. Proposed Plan 1/8% sales tax	2.60 \$661K	4.06 \$882K	2.45 \$745K	2.22 \$648K	2.04 \$576K	2.44 \$613K	2.63 miles \$688K
2. General Maintenance	\$154K	\$313K	\$230K	\$303K	\$232K	\$303K	\$256K

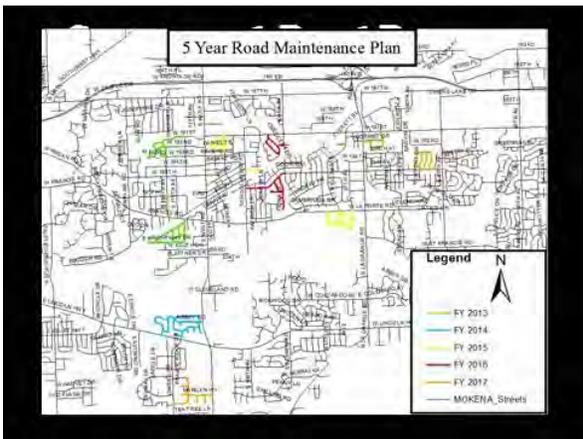
### Proposed FY 13 Road Program

Improvement Project - FY 13	Estimated Cost
Wendy Creek Court (191st to 8th)	\$12,893.74
191st Street (Creek Crossing to 8th)	\$29,898.28
Parkside Ln. (Creek Crossing to Crookside Ln.)	\$42,850.97
Creek Crossing (191st to Crookside Ln.)	\$50,918.09
Peewee (Creek Crossing to 191st)	\$14,850.84
Crookside Lane (191st to 192nd)	\$12,288.38
191st (114th to Parkside Ln.)	\$92,999.85
Seemed (81.48 to Henry)	\$34,252.37
Ridge (Seemed to Briarwood)	\$4,770.88
Briarwood (Ridge to Henry)	\$42,804.12
Henry (191st to Briarwood)	\$68,228.48
116th St (192nd to 193rd)	\$29,128.66
N. Englishway (8 Englishway to W. Englishway)	\$58,758.85
E. Englishway (Parkside to S. Englishway)	\$46,724.32
S. Englishway (8 Englishway to 8th)	\$58,808.82
W. Englishway (N. Englishway to S. Englishway)	\$6,245.89
Sum Oak Ln (N. Englishway to S. Englishway)	\$20,288.20
Briarwood Dr (Sum Oak to E. Englishway)	\$10,288.20
Briarwood Ct (Briarwood Dr to N. Englishway)	\$16,288.20
Parkside Ln (191st to Roberts)	\$22,193.14
116th (Roberts to Francis)	\$42,710.87
116th (Roberts to Francis)	\$21,416.89
Clear View Ct (Seemed to 8th)	\$58,808.28
<b>Total:</b>	<b>\$861,587.88</b>

\$209K+/- from DCEO Grant

### Additional roads (positive bids)

	Recommended Priorities			Estimated Cost	Program Yr.
1	First Court	(Schoolhouse to End)		\$49,570.39	FY 15
2	Commercial Dr.	(Puritan to 104th)		\$19,513.15	FY 16
3	Willow	(Kirkstone to Schoolhouse)		\$162,253.45	FY 16
4	Willow Ln.	(88th to Waterford)		\$57,167.41	FY 17
5	Schoolhouse	(La Porte to St. Joe)		\$36,769.00	
6	Schoolhouse	(Willow to St. Joe)		\$51,938.00	
7	Manchester Ct.	(Willow to End)		\$17,850.00	
8	Scott St.	(La Porte to End)		\$39,769.87	
9	Boyer	(Wolf to Scott)		\$10,309.93	





### Summary

EQUIPMENT	FUNDING SOURCE	PROPOSED
Fleet Replacements	General/Water/Sewer	\$ 408,500
Equipment Replacements	General	\$ 29,330
Equipment Replacements	Sewer	\$ 2,750
Equipment Replacements	Water	\$ 17,930
<b>TOTALS</b>		<b>\$ 458,510</b>

### Municipal Facilities Summary

Facility	Estimated Costs	Funding Source
Village Hall	\$28,720+/-	General Fund
Police Station	\$ 3,810+/-	General Fund
ESDA Facility	\$12,500+/-	General Fund
<b>Total</b>	<b>\$45,030+/-</b>	<b>General Fund</b>



### Commuter Parking Lot Financial Summary

Proposed Item	Estimated Cost	Fund Source
Security Cameras	\$36K+/-	Parking Lot Capital
Seal Coating	\$10.5K+/-	Parking Lot Capital
Stamp and Dye	\$59.8K+/-	Parking Lot Capital
Sidewalk/Platform	\$14.5+/-	Parking Lot Capital
<b>TOTAL</b>	<b>\$120.8K+/-</b>	<b>PARKING LOT CAPITAL</b>
Landscaping	\$2.9K+/-	Parking Lot Operating
Light Repairs	\$6.75K+/-	Parking Lot Operating
<b>TOTAL</b>	<b>\$9.65K+/-</b>	<b>PARKING LOT OPERATING</b>

**FUND BALANCE**  
\$ 328K FY 12  
\$ 208K FY 13

**FUND BALANCE**  
\$ 58K in FY 12  
\$ 72K in FY 13



### EAB Plan

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
<b>Tree Removal</b>									
• Quantity	40/20	40/20	40/20	40/20	40/20	40/20	40/20	40/20	40/20
• Cost	\$50K								
<b>Replace</b>									
• Quantity	60	60	60	60	60	60	60	60	60
• Cost @ \$275 ea.	\$16.5K								
<b>Treatment</b>									
• Quantity	200	100	200	100	200	100	200	100	200
• Cost	\$12.8K	\$3K	\$12.8K	\$3K	\$12.8K	\$3K	\$12.8K	\$3K	\$12.8K
<b>Total</b>	<b>\$79.3K</b>	<b>\$69.5K</b>	<b>\$79.3K</b>	<b>\$69.5K</b>	<b>\$79.3K</b>	<b>\$69.5K</b>	<b>\$79.3K</b>	<b>\$69.5K</b>	<b>\$79.3K</b>

**\$40K for inventory**

### Multi-Year Comparison

Item	Cost Totals -w/Treatment	Cost Totals -w/o Treatment
Removal	\$450,000	\$700,000 *
Treatment	\$ 76,000	
Replacement	\$148,500	\$203,500 *
<b>TOTAL</b>	<b>\$674,500</b>	<b>\$903,500</b>

\* Cost includes additional 200 trees that would not be treated

### FY 13 Refuse Fund Summary

- FY 12 (current year)**
  - Revenues are just above budget by \$7.1K with expenditures (\$6.1K) below budget
  - Fund balance in stable condition at \$130.7K.
- FY 13 Revenue Summary**
  - Forecasted revenue growth of \$35.6K with total revenues of \$1.182M or 3.1%
- FY 13 Expenditure Summary**
  - Anticipated increase of \$36.2 with total expenditures of \$1.183M or 3.1%
- FY 13 Fund Balance**
  - Remains stable at \$129.7
- Free programs and discounts**
  - Senior discounts
    - \$8.8K rate discount
    - \$12.46K (1) month free service
  - Free Leaf and branch pick up costs \$14.8K
  - Total Costs - \$36K**
  - These costs are absorbed by all customers.
  - Monthly rate increases (3+/-%)
    - SF 5.45
    - TH 5.40
    - APTS.32

### FY 13 Parking Lot Fund Summary

- FY 12 (current year)**
  - Revenues up by +\$4.8K and expenditures down (-\$19.8K)
  - Budgeted fund balance of \$31K with estimated fund balance of \$57.9K
- FY 13 Revenue Summary**
  - Revenue increase of \$16.3K or 5.5%
  - \$ .25 daily fee for entire year
  - Total Revenues are \$311K
- Expenditure Summary**
  - Expenditures to increase by \$6.3K or 2.1%
  - Total expenditures are \$297K
- FY 13 Fund Balance**
  - Estimated to be \$71.9K
  - Much improved over past few years and approaching policy at 24%
  - Will monitor fund moving forward

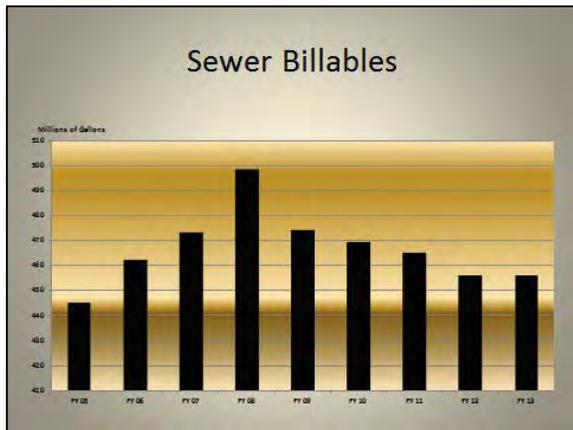
	FY 12 Actual	FY 12 Budgeted	FY 13 Est	FY 13 Forecasted	FY 13 %
Parking Lot	\$29.3K	\$32K	\$58K	\$72K	24%

### Water Operating Fund Summary

- FY 12 (current year fund balance)**
  - Net positive operating results for FY 12 year end +\$202K
  - Budgeted fund balance of \$1.033M with estimated fund balance of \$1.235M
- FY 13 Revenue Summary**
  - Overall expected revenues of \$3.87M
  - Up by \$291K or (8%)
  - Includes \$40/1000 for Chicago
- FY 13 Expense Summary**
  - Overall expenditures of \$4.12M
  - Anticipated +\$341K or 9% increase in expenditures
  - \$248.7K due to Chicago and \$40.2K equipment
- FY 13 Fund Balance Summary**
  - FY 12 estimated ending fund balance is \$1.235M
  - (33%) of actual expenditures
  - FY 13 budgeted fund balance is \$985K
  - 24% of budgeted expenditures
  - W/O \$100K contingency - 26%

### Sewer Operating Fund

- FY 12 Current Year**
  - Net positive operating results for FY 12 year end +\$40K
  - Budgeted fund balance of \$425.3K with estimated balance of \$465.1K
  - Includes one time transfer of \$171K - \$.37/1000
- FY 13 Revenue Summary**
  - Expected revenue of \$1.8M
  - (\$63K) below last year
  - Included transfer of \$171K
  - Includes \$.35/1000 increase
- FY 13 Expense Summary**
  - Overall expenditures of \$1.91M
  - Budgeted +\$48K increase or 2.6%
  - +\$38.4 in chemicals and Eng.
- FY 13 Fund Balance Summary**
  - FY 12 estimated fund balance is \$465K
  - FY 13 budgeted fund balance is \$356.2K
  - Equals 19% of expenditures or (\$122K) below 25% of desired levels
  - Future rate implications**
    - Billables are dropping
    - Require another rate increase in FY 14
    - Fund balance will show signs of weakness.



### Sewer Operating Fund Summary

**OVERALL FUND CONDITION**

- Net positive operation results in FY 12 are expected to leave fund in better position by \$40K
- FY 12 budgeted fund balance \$425.3K with estimated fund balance of \$465.1K or 26%
- FY 13 fund balance expected to decrease by \$109K to \$356K
- Additional \$.27/1000 rate increase would be required to 25% levels**
- The FY 13 fund balance is below 25% target levels by (\$122K) at 19% without more accelerated rate increase.
- FY 14 fund balance (with \$.35/1000) increase at 18% (-\$142K)
- If contingencies not used - 21% in FY 13 and 23% in FY 14

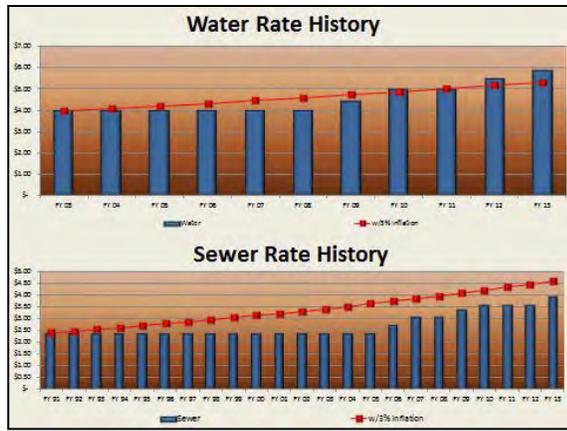
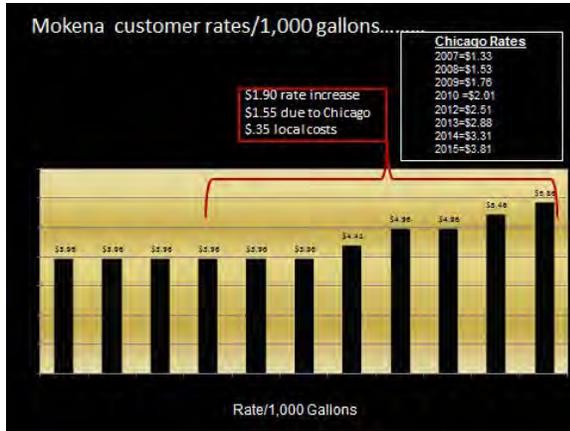
### Sewer Dept. Fund Balance Projections

	Actual	Budgeted	Subtotal	Subtotal	Subtotal	Subtotal
	FY 11	FY 12	FY 12	FY 13	FY 14	FY 15
<b>Department Fund Balance</b>	\$674,814	\$622,154	\$418,188	\$484,134	\$328,139	\$284,127
Revenue						
Sewer Charges	\$1,878,482	\$1,850,481	\$1,854,900	\$1,798,818	\$1,883,900	\$2,000,212
Sewer Inspection Fees	19,871	10,971	16,234	10,971	10,971	10,971
Sewer Deposits	208,211	201,534	209,238	264,234	269,539	277,284
Interest Revenue	0	171,184	171,184	0	0	0
Miscellaneous Revenue	850	910	910	910	910	910
<b>Total Revenue</b>	\$1,897,314	\$1,883,076	\$1,892,446	\$1,874,933	\$1,965,320	\$2,019,377
Total Available for Sewer	\$2,189,902	\$2,088,124	\$2,289,307	\$2,389,817	\$2,288,217	\$2,270,127
Expenses						
Personnel Services	\$1,238,102	\$1,294,491	\$1,298,498	\$1,293,498	\$1,158,482	\$1,273,722
Construction	208,211	201,534	209,238	264,234	269,539	277,284
Contractual Services	472,594	458,055	472,594	471,121	473,121	465,423
Capital	14,489	-	-	22,200	24,200	21,000
Other Financial Lines	0	90,000	-	80,000	90,000	90,000
<b>Total Expenses</b>	\$1,733,416	\$1,854,080	\$1,780,330	\$1,812,073	\$1,925,242	\$2,027,429
Contingency (10 percent) added				100,000	100,000	100,000
Miscellaneous Contingency				200,000	200,000	200,000
<b>Actual Fund Balance</b>	\$618,498	\$628,569	\$642,150	\$602,860	\$522,541	\$524,898
Fund Balance Should Be	\$627,000	\$608,117	\$628,569	\$618,138	\$628,569	\$524,898
Proposed Rate	\$2.00	\$1.90	\$1.90	\$1.90	\$2.00	\$2.00
Rate Increase	\$2.00	\$1.90	\$1.90	\$1.90	\$2.00	\$2.00

Fund balance will show signs of weakness!

### Summary of Water and Sewer Funds

- Water**
  - Proposed rate increase of \$.40/1000
  - From \$5.46 to \$5.86
  - Accommodate Chicago
  - Beginning in January 2013
  - \$3+/- per month for average customer
  - \$15 +/- for fiscal year
- Sewer**
  - Proposed rate increase of \$.35/1000
  - From \$3.60 to 3.95
  - Beginning in July 12
  - \$2.75+/- per month for average customer.
  - \$30 +/- for fiscal year



### General Fund Revenue Summary

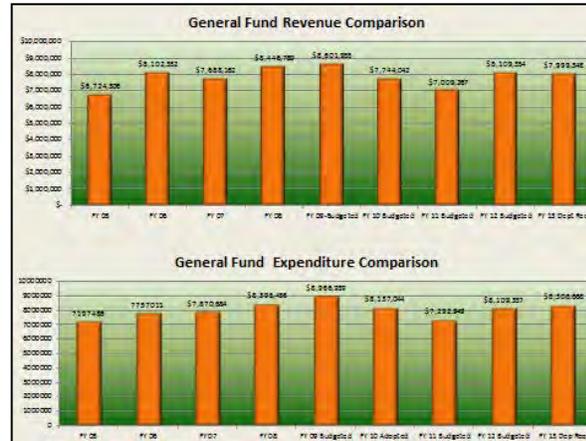
	Actual Fiscal '10	Actual Fiscal '11	Budgeted Fiscal '12	Estimated Fiscal '12	Dept. Req. Fiscal '13	\$ Change	% of Change
<b>Revenues</b>							
Taxes	4,684,479	5,951,837	5,719,270	6,156,026	6,134,489	415,219	7.26%
Licenses	728,979	748,667	753,652	748,470	744,641	(9,011)	-1.20%
Permits	162,368	128,440	137,000	170,600	139,000	2,000	1.46%
Intergovernmental Revenue - State	20,742	20,743	18,879	18,879	18,890	11	.06%
Intergovernmental Revenue - Local	259,586	264,777	270,073	270,073	275,474	5,401	2.00%
Erection Fees	0	0	0	0	0	0	N/A
Fines	329,411	241,289	238,000	238,000	246,000	8,000	3.36%
Other Revenue	430,085	474,949	972,480	1,030,115	440,854	(531,626)	-54.67%
<b>Total Revenue</b>	<b>\$6,615,650</b>	<b>\$7,830,702</b>	<b>\$8,109,354</b>	<b>\$8,632,167</b>	<b>\$7,999,348</b>	<b>(110,006)</b>	<b>-1.36%</b>

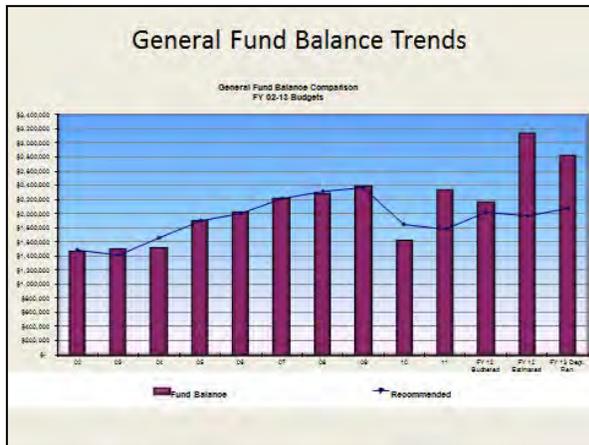
- Revenues down by -\$110K
- \$570K transfer last year
- Offset somewhat by \$470K in sales/income tax

### FY 13 General Fund Expenditure Summary

	Budgeted FY 10	Budgeted FY 11	Budgeted FY 12	Estimated FY 12	Dept. Req. FY 13	Amount \$ Change	% of Change
<b>Personal Services</b>	\$5,435,200	\$5,030,879	\$5,245,818	\$5,259,346	\$5,307,784	\$83,966	1.22%
<b>Commodities</b>	\$775,942	\$685,277	\$721,897	\$665,594	\$800,717	\$78,820	10.92%
<b>Contractual Services</b>	\$1,679,976	\$1,547,956	\$1,491,828	\$1,327,294	\$1,583,257	\$91,429	6.13%
<b>Capital Outlay</b>	\$85,925	\$28,837	\$601,814	\$587,626	\$466,910	\$(134,904)	-22.42%
<b>Other</b>	\$150,000	\$0	\$50,000	\$0	\$150,000	\$100,000	200%
<b>G.F. Total Expenses</b>	<b>\$8,137,044</b>	<b>\$7,292,949</b>	<b>\$8,109,357</b>	<b>\$7,839,860</b>	<b>\$8,308,666</b>	<b>\$199,311</b>	<b>2.46%</b>

- Personal services up by only 1.22%
- Commodity increases based on fuel, fireworks, holiday decorations & ground maintenance - \$67K
- Contractual services increasing due to tree removal/treatment/inventory, Front Street intersection maintenance - \$101K
- Capital outlay decrease due to fewer equipment purchases
- Other up by \$100K - increased contingency





### General Fund Assumptions

1. General assembly will not structurally change LGDF.
2. LGDF distributions will remain constant
3. Staffing will remain at current levels
4. Core service levels will remain constant.
5. Some programs from prior years will be revisited.

- ### Programs Revisited
- **INFRASTRUCTURE UPKEEP**
    1. Ground and ROW maintenance
    2. Front Street Intersections
    3. Pavement marking
    4. Commuter parking lot improvements
    5. 4 miles of road re-surfacing
    6. Drainage Improvements in Third street area
  - **PROGRAMS**
    1. Pro-active EAB
    2. Way Finding Signage
    3. Holiday Decorations
    4. Fireworks
    5. Rapid Recovery System
    6. R.I. quiet zone

- ### General Fund Issues Ahead
1. Although sales tax has increased nicely, other revenue sources are flat.
  2. Overall revenues now offset one-time transfer from last year.
  3. Due to uncertainty with State and the economy, recommendation to maintain GF balance higher than 25% levels.
  4. Unknown outcome of 2 labor agreements
  5. Resisting the “urge to spend” more because things seem better.

### Overall Budget Overview

	FY 12 Budget	FY 13 Budget	\$ Inc/(Dec).	% Change
<b>REVENUES</b>				
Taxes	\$8,713,625	\$9,427,511	\$713,886	8.19%
Fines	\$238,000	\$246,000	\$8,000	3.36%
License/Permits	\$890,652	\$883,641	(\$7,011)	(.79%)
Service Charge	\$7,030,669	\$7,476,756	\$446,087	6.34%
Grants Trans.	\$296,347	\$594,364	\$298,017	100.56%
Development	\$1,136,165	\$395,000	(\$741,165)	(65.23%)
Other	\$1,530,162	\$1,571,365	\$41,203	2.69%
<b>TOTAL</b>	<b>\$19,836,620</b>	<b>\$20,594,637</b>	<b>\$759,017</b>	<b>3.83%</b>
<b>EXPENSES</b>				
Personal Serv.	\$8,306,107	\$8,403,047	\$96,940	1.17%
Commodities	\$1,511,663	\$1,580,812	\$69,149	4.57%
Contract Serv.	\$7,802,897	\$7,733,736	(\$69,161)	(.89%)
Capital Outlay	\$3,525,806	\$2,207,606	(\$1,318,200)	(37.39%)
Other/Trans	\$1,171,315	\$528,500	(\$642,815)	(54.88%)
<b>TOTAL</b>	<b>\$22,317,788</b>	<b>\$20,463,701</b>	<b>(\$1,864,087)</b>	<b>(8.35%)</b>

### Capital Fund Balance Summary

CAPITAL RESERVE FUND BALANCE			
Fund	Begin FY '12	Begin FY '13	Ending FY '13
Water Capital	\$968,238	\$715,978	\$847,567
Sewer Capital	684,096	824,201	865,276
Sewer Plant Replacement	1,092,598	1,045,898	944,418
Sewer Plant Expansion	6,503,894	6,066,484	6,079,984
Capital Imp., Repair, Replacement	4,335,228	3,548,712	3,281,451
<b>Totals</b>	<b>\$13,584,054</b>	<b>\$12,201,273</b>	<b>\$12,018,696</b>
			<b>-\$183K</b>

- Water Capital to increase
- Sewer Capital to increase
- Sewer plant replacement in good order with goal of \$1+/-million maintained.
- Sewer plant expansion remains stable with future expansion to be revisited in FY 14
- Capital Improvement, Repair and Replacement programmed to decrease due to more aggressive road spending

### Capital Repair/Replacement Fund

FUND BALANCES IN ESCROW ACCOUNTS				Purpose
Accounts	Begin FY 12	Begin FY 13	Ending FY 13	
Municipal Parking Facilities (Restricted)	445,557	325,340	207,740	Funds escrowed for future repairs/improvements to the municipal parking facilities. Funds escrowed through parking lot transfers, bond proceeds and contributions. Funds need to be maintained for future future parking lot and access road rehabilitation and repairs become necessary.
Water Improvements (General Restrictions for Water Related Issues)	340,833	214,652	141,955	Funds escrowed through connection fees, operating transfers, contributions and interest.
(1) Res. 700,000		700,000	700,000	The fund is established specifically to be utilized for water related expenditures which include payment to Tinley Park for overlying, debt and lake water joint system maintenance (New Leona and Mokena).
(2) Res. 100,225		100,225	100,225	
(3) Res. 197,524		228,872	244,222	
(5) N.L. Joint System	1,408,572	1,292,249	1,256,402	
18* Wolf-Water-Sewer (Restricted)	171,184	-0-	-0-	Balance transferred to the Sewer Operating Fund in Fiscal 2012.
Municipal Facilities (Restricted)	203,514	(6,533)	(6,533)	Facility improvements can be funded through this account. This balance should be maintained and systematically embellished annually to fund future land acquisitions and facility expansions.
General Infrastructure (Transportation Projects)	2,106,641	1,933,656	1,843,842	This fund is available for road and other infrastructure projects and costs based on pending needs of the Village. The 10% sales tax provides revenue for this fund.
<b>Total</b>	<b>\$4,335,228</b>	<b>\$3,548,712</b>	<b>\$3,281,451</b>	

### Major Operating Fund Balances Summary

	FY 11 Actual	FY 12 Budgeted	FY 12 Estimated	FY 13 Budgeted	FY 13 %
Parking Lot	\$29.3K	\$31K	\$58K	\$72K	24%
GF	\$2.34M	\$2.17M	\$3.17M	\$2.82M	34%
Water	\$1.26M	\$1.03M	\$1.23M	\$985K	24%
Sewer	\$418.3K	\$425.3K	\$465.1K	\$356.2K	19%

- Both water and sewer funds will show signs of weakness in the future
- Chicago rate increases will require annual water rate adjustments
- Sewer cost will continue to rise with billables in holding pattern
- Pressure for future rate increases will be analyzed
- Fund balance levels to fall below desired policy level and cost containment will be an ongoing goal.

	2012	2013	2014	2015	Total
Capital	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000
Operating	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000
Debt	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000
Reserve	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000
Other	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000
<b>Total</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>20,000,000</b>

### Uncertainties moving forward

1. Possible legislative actions by the General Assembly
2. The long term sustainability of our economic recovery
3. 2 pending organized labor agreements
4. Water Contractual Terms with Oak Lawn
  - Will impact water rates for our consumers.
  - Timeline for contract completion and estimated water costs uncertain at this time.
5. Sewer collection and treatment costs
  - Pending WWTP expansion will be revisited in FY 14
  - Sewer Billables are weak and continue to pressure rate increases

### Summary of Fund Transfers FY 13

FISCAL 2013 TRANSFERS			
Fund From	Fund To	Purpose	Amount
Performance Bond	General	Transfer Interest Earnings	\$ 3,500
Refuse	General	Interfund Service Charge	44,107
Water	General	Interfund Service Charge	78,760
Water	Capital Improvement	Joint System Costs	35,000
Sewer	General	Interfund Service Charge	78,760
Parking Lot	General	Interfund Service Charge	73,847
Water System Capital	Capital Improvement	Water Improvements	50,000
<b>TOTALS</b>			<b>\$363,974</b>

### Budget Amendments

Summary FISCAL 2012 Budget Amendments			
Fund Name	Budgeted Amount	Proposed Amendment	Reason/Funding Source
Capital Improvement, Repair & Replacement Fund	\$2,335,178	\$9,525,000	Additional Costs (costs associated with 2004 bond refunding, street maintenance program, and CN buffer project)/Additional Revenue and Fund Balance

Questions, comments,  
clarifications

Discussion: The Board directed staff to paint only the crosswalks at all four Front Street intersections and utilize the difference in funds for partially painting the intersection interior toward increasing the way finding signage program concept. Significant discussion also took place about proposed increases to the water and sewer rates. At \$.40/1000 gallons water rate increase will be needed in January to offset Chicago rates. A \$.35/1000 gallons increase in the sewer rates should take place on July 1<sup>st</sup> 2012. Last year a similar sewer rate increase was considered, but a one time transfer of \$171K was used to supplement the rate, saving a typical customer \$35 +/- . Other general discussion took place and included the potential for recreating the façade reimbursement program. The Board determined that it was not appropriate at this time to fund this program as the focus should remain on public rights of way and property.

At the conclusion of the work session, the Board directed staff to prepare a budget for adoption on June 11<sup>th</sup>.

### **Adjournment**

There being no further business to bring before the Mayor and Board of Trustees, Mayor Werner adjourned the work session at 11:07 p.m.

**MEETING OF THE BOARD OF TRUSTEES REGULAR SESSION  
11004 Carpenter Street, Mokena, Illinois 60448**

Session #011

June 11, 2012

**CALL TO ORDER**

Mayor Werner called the Regular Session of the Board of Trustees to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Werner, the Board of Trustees and members of the audience recited the Pledge of Allegiance.

**ROLL CALL/ESTABLISHMENT OF QUORUM**

Deputy Clerk Frieling called the roll and the following Trustees were present:

Jim Richmond  
John Mazzorana  
Debbie Engler  
George Metanias  
Joe Siwinski

Also present were: Deputy Clerk Judi Frieling; Village Attorney Heather McGuire; Village Administrator John Downs; Assistant Village Administrator Kirk Zoellner; Finance Director Barb Damron; Police Chief Randy Rajewski; Public Works Director Lou Tiberi; Village Engineer Paul Pearson and Director of Economic and Community Development Alan Zordan.

Absent: Trustee Don Labriola and Village Clerk Patricia Patt

**DISCOVER MOKENA**

Mayor Werner introduced Bob Bishop from the Mokena Lion's Club. Mr. Bishop gave a brief presentation about the Lion's Club and the 25<sup>th</sup> Anniversary "Firecracker Dance" event being held on July 14, 2012 from 6:30 p.m. to 12:30 a.m. at the Metra Lot on Front Street and Wolf Road. There will be a Beanbag Tournament, food, raffles, drinks and a live band. Tickets are \$10 in advance, \$15 at the gate. Anyone needing more information can call Bob at 708-630-1230 or visit the website [www.mokenalions.org](http://www.mokenalions.org).

Mayor Werner introduced Christine Brooks from the Mokena Area Historical Society. Ms. Brooks gave a brief presentation about the "House and Garden Tour" event being held on Saturday, June 23, 2012 from 10 a.m. to 2:30 p.m. Tickets can be purchased at Village Hall, Chamber of Commerce, Mokena Park District and Downtown Farmers Market. Anyone needing more information can call Doug Heathcock or Christine at 708-479-3900.

**COMMUNITY CALENDAR**

Deputy Clerk Frieling presented the community calendar.

**CONSENT AGENDA**

Village Administrator John Downs presented (5) items on the Consent Agenda for the Boards approval. These items are strictly administrative in nature.

- a) Motion to grant approval to the Mokena Chamber of Commerce to conduct their annual Independence Day Parade on July 4, 2012; utilizing LaPorte Road from Schoolhouse to Wolf Road and Wolf Road from Laporte Road to 192<sup>nd</sup> Street and to authorize the use of Municipal/Village resources for event coordination.
- b) Motion to authorize the issuance of a Public Fireworks Display Permit to Melrose Pyrotechnics Inc. of Kingsbury, IN for the evening of July 4, 2012, based on their conformance with the requirements of the Village of Mokena Fireworks and Explosives Ordinance and to authorize the use of Municipal/Village resources for event coordination.

- c) Motion to adopt Resolution No. 2012-R-007, a resolution pertaining to the allowance of permit work by municipal employees in lieu of a surety bond, and to authorize the Village President and Village Clerk to execute same.
- d) Motion to approve the minutes from the May 21, 2012 Work Session.
- e) Motion to approve the minutes from the May 29, 2012 Board Meeting.

Trustee Mazzorana made a motion to approve Consent Agenda Items 5 (a), (b), (c), (d) and (e) as depicted in the June 7, 2012 Request for Board Action prepared by the Village Administrator. Trustee Siwinski seconded.

AYES: (5) Metanias, Richmond, Mazzorana, Engler, Siwinski  
 NAYS: (0)  
 Absent: (1) Labriola  
 Motion carried

#### **FINANCE REPORT/ACCOUNTS PAYABLE**

Finance Director Barb Damron presented the Bill List for June totaling \$692,368.87. She highlighted a few of the bills to be paid.

- \$ 7,593.75 Bank of New York – Interest on 2004 Transportation Bonds
- \$ 21,281.04 Cross Match Technologies – Livescan Fingerprinting Station
- \$ 15,500.16 M.E. Simpson Company – Water Leak Survey
- \$ 18,100.00 Water Tower Clean & Coat – Cleaning & Spot Repair of East/South Water Towers

Trustee Engler made a motion to approve the bill list in the amount of \$692,368.87. Trustee Metanias seconded.

AYES: (5) Metanias, Richmond, Mazzorana, Engler, Siwinski  
 NAYS: (0)  
 Absent: (1) Labriola  
 Motion carried

#### **APPOINTMENTS/PROCLAMATIONS/PRESENTATIONS**

N/A

#### **PRE-SCHEDULED PROPOSALS/PRESENTATIONS AND VISITORS**

##### **Mokena Knights of Columbus**

Mayor Werner introduced Faithful Navigator Joe Sluis from the Knights of Columbus. Mr. Sluis presented to the Board and public the details recently honoring the Knights of Columbus with the 2011 “To Be a Patriot” award. Mayor Werner displayed the award trophy and congratulated the Knights of Columbus.

#### **PUBLIC HEARINGS**

Trustee Mazzorana made a motion to open a public hearing to discuss the proposed Village of Mokena FY ‘12/’13 Budget. Trustee Siwinski seconded.

AYES: (5) Metanias, Richmond, Mazzorana, Engler, Siwinski  
 NAYS: (0)  
 Absent: (1) Labriola  
 Motion carried

##### **Adoption of FY 13 Budget**

Village Administrator John Downs presented to the Board and public a power point regarding the Fiscal Year 2013 Budget.

## Village of Mokena FY 13 Annual Budget Public Hearing Presentation

**June 11, 2012**

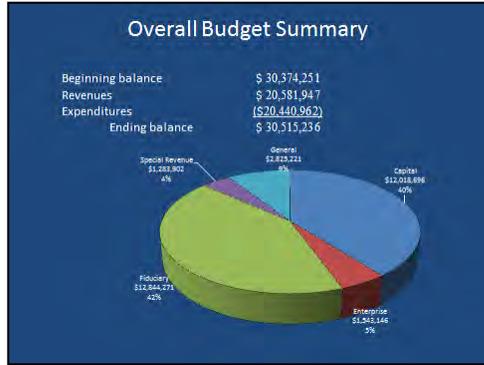
### Annual Budget Process

1. Began in Fall of 2011
2. Several meetings
3. Preliminary Draft
4. Public Hearing
5. Budget Adopted

Example budget Calendar

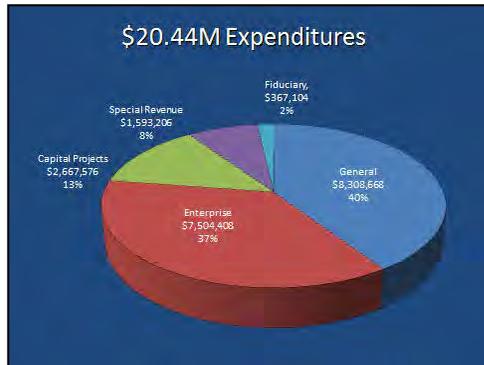
### Four components of a good budget process!

1. Good Information
2. Adequate Time
3. Balanced Environment
4. Awareness of past, present and future



### Budget Overview

	FY 12 Budget	FY 13 Budget	\$ Inc./Dec.	% Change
<b>REVENUES</b>				
Taxes	\$8,713,625	\$9,427,511	\$713,886	8.19%
Fines	\$238,000	\$246,000	\$8,000	3.36%
License/Permits	\$890,652	\$883,641	(\$7,011)	(-.79%)
Service Charge	\$7,030,669	\$7,463,947	\$433,278	6.16%
Grants/Trans.	\$296,347	\$394,364	\$298,017	100.56%
Development	\$1,136,163	\$395,000	(\$741,163)	(65.23%)
Other	\$1,530,162	\$1,571,484	\$41,322	2.70%
<b>TOTAL</b>	<b>\$19,835,620</b>	<b>\$20,581,947</b>	<b>\$746,327</b>	<b>3.76%</b>
<b>EXPENSES</b>				
Personal Serv.	\$8,306,107	\$8,403,047	\$96,940	1.17%
Commodities	\$1,511,663	\$1,580,812	\$69,149	4.57%
Contract Serv.	\$7,802,897	\$7,720,997	(\$81,900)	(1.05%)
Capital Outlay	\$3,525,806	\$2,207,606	(\$1,318,200)	(37.39%)
Other/Trans	\$1,171,313	\$528,500	(\$642,813)	(54.88%)
<b>TOTAL</b>	<b>\$22,317,788</b>	<b>\$20,440,962</b>	<b>(\$1,876,826)</b>	<b>(8.41%)</b>



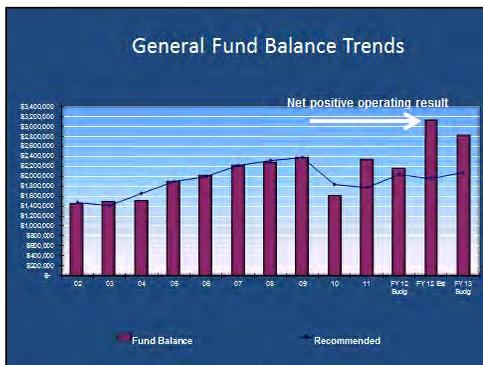
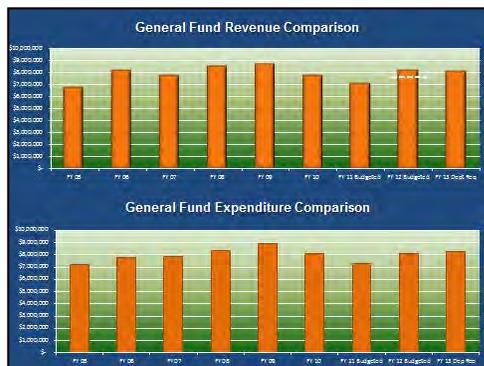
## THE GENERAL FUND!

### GF Revenue Summary

	Budget FY 12	Budget FY 13	\$ Change	% Change
Taxes	5,719,270	6,134,489	415,219	7.26%
Licenses	753,652	744,641	(9,011)	-1.20%
Permits	137,000	139,000	2,000	1.46%
IG Revenue - State	18,879	18,890	11	.06%
IG Revenue - Local	270,073	275,474	5,401	2.00%
Fines	238,000	246,000	8,000	3.36%
Other Revenue	972,480	440,854	(\$531,626)	-54.67%
<b>Total Revenue</b>	<b>\$8,109,354</b>	<b>\$7,999,348</b>	<b>(\$110,006)</b>	<b>-1.36%</b>

### GF Expenditure Summary

	Budget FY 12	Budget FY 13	\$ Change	% of Change
Personal Services	\$5,243,818	\$5,307,784	\$63,966	1.22%
Commodities	\$721,897	\$800,717	\$78,820	10.92%
Contract Services	\$1,491,828	\$1,583,257	\$91,429	6.13%
Capital Outlay	\$601,814	\$466,910	(\$134,904)	-22.42%
Other	\$50,000	\$150,000	\$100,000	200%
<b>G.F. Total Expenses</b>	<b>\$8,109,357</b>	<b>\$8,308,668</b>	<b>\$199,311</b>	<b>2.46%</b>



### General Fund Assumptions

1. General assembly will not structurally change LGDF.
2. LGDF distributions will remain consistent....not fall further behind.
3. Staffing and core services will remain constant.....
4. Some programs from prior years will be revisited.
5. Board will support more conservative fund balances

### Enterprise Funds

1. Parking
2. Refuse
3. Water
4. Sewer

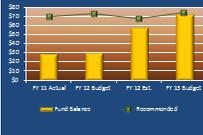


### Parking Lot Summary

Serving 250,000+/- annually

- FY 12 Fund Balance**
  - Budgeted fund balance of \$31K with estimated fund balance of \$57.9K
  - "Net positive operating results" of +\$27K
- FY 13 Revenue Summary**
  - Revenue increase of \$16.3K or 5.5%
  - \$ .25 daily fee for entire year
  - Total Revenues are **\$311K**
- Expenditure Summary**
  - Expenditures to increase by \$6.3K or 2.1%
  - Total expenditures are **\$297K**

- FY 13 Fund Balance**
  - Estimated to be \$71.9K
  - Much improved over past few years
  - Reaching preferred levels
  - Will monitor fund moving forward



### Refuse Fund

Serving 335,000 +/-annually

- FY 12 (current year)**
  - Budgeted fund balance of \$112K with estimated balance of \$130K
  - "Net positive operating result" of +\$18K
- FY 13 Revenues**
  - Forecasted revenue growth of \$23K (2%) with total revenues of \$1.17M
- FY 13 Expenditures**
  - Anticipated increase of \$23.4 (2%) with total expenditures of \$1.17M

- FY 13 Fund Balance**
  - Remains stable at **\$129.7**
- Free programs/discounts**
  - Senior discounts=\$21.1K
  - Savings of about \$25 for 850+/- Sr. households
  - Free Leaf and branch P/U=\$14.8K
- Monthly rates adj.**
  - CDL 1.72%
  - SF 5.26%
  - TH 5.23%
  - APT 5.18%

### Your Utility System is a big business and you own it!

- Represent over \$33M in capital investment by our customers.
- Combined is a \$6M annual business
  - Pump 650 +/- million gallons of water and treat similar volume of wastewater
  - Maintain 75 miles of water mains, 5 water storage facilities and 3 pumping stations.
  - Maintain regional WWTP and 12 lift stations
- Serve over 6,600 customer accounts on a 24/7 basis.



### Water Fund

- FY 12 Fund Balance**
  - Budgeted fund balance of \$1.033M with estimated fund balance of \$1.235M
  - "Net positive operating results" of +\$202K
- FY 13 Revenues**
  - Overall expected revenues of \$3.87M
  - Up by \$291K or (8%)
  - Includes \$.40/1000 for Chicago
- FY 13 Expenses**
  - Overall expenditures of \$4.12M
  - Anticipated +\$341K or 9% increase
  - \$248K due to Chicago rate increase

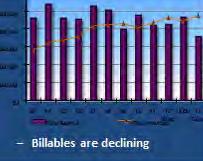
- FY 13 Fund Balance**
  - FY 12 estimated ending fund balance is \$1.235M
  - (33%) of actual expenditures
  - FY 13 budgeted fund balance is \$985K
  - 24% of budgeted expenditures



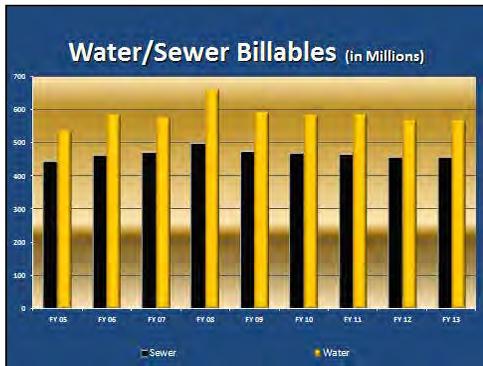
### Sewer Fund

- FY 12 Current Year**
  - Budgeted fund balance of \$425K with estimated balance of \$465K
  - Net positive operating results +\$40K
- FY 13 Revenues**
  - Revenues of \$1.8M
  - \$35/1000 increase=\$106K
  - \$63K below last year
  - Which included transfer of \$171K=\$37/1000
- FY 13 Expenses**
  - Overall expenditures of \$1.91M
  - Budgeted +\$48K Increase or 2.6%

- FY 13 Fund Balance**
  - FY 13 budgeted fund balance is \$356.2K
  - Equals 19% of expenditures or (\$122K) below 25% desired levels
  - Additional \$.27/1000 rate increase required to meet goal

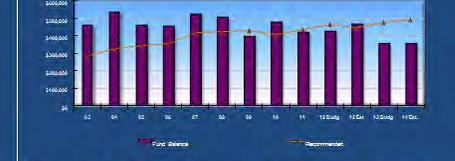


Billables are declining



### Looking Ahead to next year

- Future rate implications**
  - Billables are declining
  - Require additional rate adjustment in FY 14
  - Fund balance will continue to show signs of weakness.

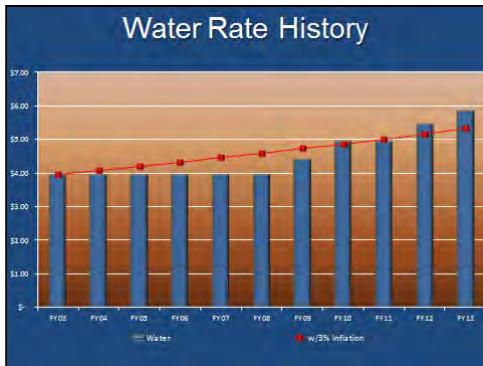


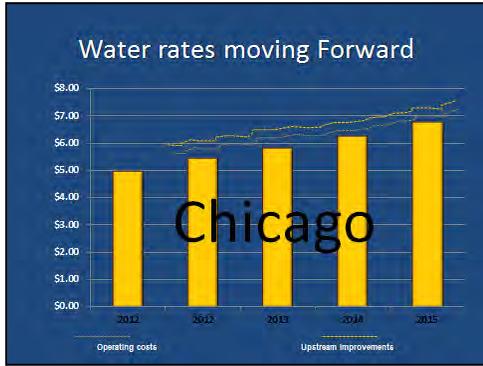
A balance between rate relief and fund management

### Summary of FY 13 Utility Rates

- Sewer**
  - August 2012
  - Proposed rate increase of \$.35/1000
  - From \$3.60 to 3.95
- \$2.80+/- for 11 months

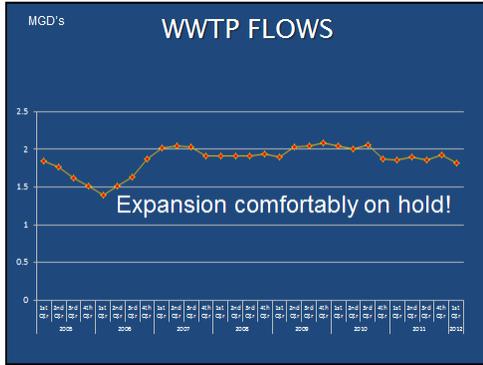
- Water**
  - January 2013
  - Proposed rate increase of \$.40/1000
  - \$5.46 to \$5.86
  - Accommodate Chicago
- \$3+/- for 5 months





### \$2.65M in budgeted expenditures

CAPITAL RESERVE FUND BALANCES		
Fund	Begin FY '13	End FY '13
Water Capital	\$715,978	\$847,567
Sewer Capital	824,201	865,276
Sewer Plant Replacement	1,045,898	944,418
Capital Improvement, Repair, Replacement	3,548,712	3,281,451
✓ Sewer Plant Expansion	6,066,484	6,079,984
Totals	\$12,201,273	\$12,018,696
		<b>-\$183K</b>



- ### Things of interest You?
1. Infrastructure, facilities & equipment
  2. Back to the basics...somethings new!
  3. Out of respect
  4. Impact on your household budgets
  5. What does the future hold?
    - ✓ Success Stories
    - ✓ Why we exist

### Infrastructure

- ✓ \$882K to resurface 4 miles of local roads.
- ✓ \$313K to repair curbs, sidewalks, erosion control, etc.
- ✓ \$21K+/- for drainage improvements
- ✓ \$155K+/- for utility system upkeep

### Facilities

- \$130K--Commuter Lot Improvements
  - ✓ Landscaping/Lighting
  - ✓ Parking lots
  - ✓ Walkways
  - ✓ Security Cameras
- \$45K--Village Hall, PD and ESDA Upkeep
  - ✓ Roofs, exterior and minor interior repairs

### Vehicles & Equipment

- Back to normal
  - ✓ \$408K
    - 5 Police Vehicles
    - 5 Public Works units
  - ✓ \$50K in general equipment replacements

### "Basics that are back"

1. Pavement marking
2. Front Street intersection "touch ups"
3. Way Finding Signage
4. Holiday Decorations
5. Fireworks
  - ✓ Village
  - ✓ Park District
  - ✓ Local 597

### "Somethings New"

- Strategic EAB Plan
  - Inventory=\$40K+/-
  - Treat, remove and replace=\$79K+/-
  - Next decade=\$675K+/-
- RI quiet zone=\$92K+/-
- "Rapid Recovery" Program=\$6K

### "Out of respect"

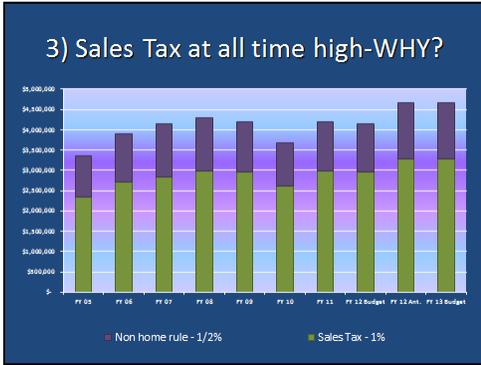
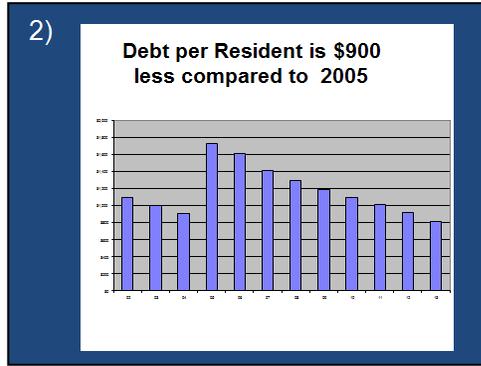
- Senior Discounts 65+
  - Approximately \$25 in refuse discounts
  - A maximum of 2 free vehicle stickers equaling \$26
  - Up to approximately \$50 per household
  - Thank You!!
- Military Fee Waiver
  - \*Waiver of water/sewer, refuse and vehicle sticker fees for qualifying Mokena households
  - \*Eleven participants to date!

### Household Budgets?

1. Local fees frozen
  - ✓ Vehicle stickers (1997)
  - ✓ Licenses (1997)
  - ✓ Permits (1997)
2. Water, sewer and refuse adjustments.
  - ✓ Household average +\$50+/- for FY.

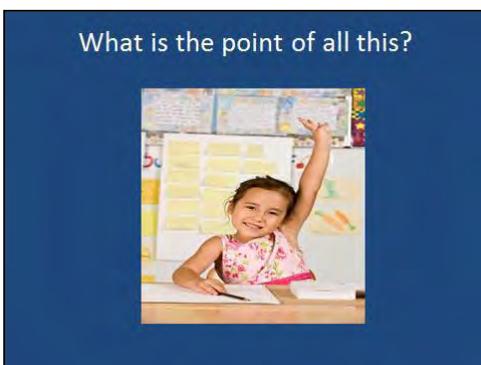
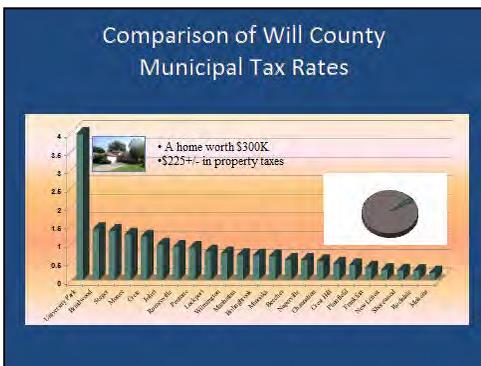
### Six things to feel good about!

1. Net Positive Operating Results
2. GF balance stronger than pre-recession era.
3. Reduced debt burden
4. Sales tax all-time high
5. Doing more with less?
6. Less taxation leads to affordable living!



### 5) Less taxation leads to "affordability"

Taxes	13 Neighboring Communities	Mokena
Property Tax Rate	All	Lowest
Sales Tax above 1%	10 (1.75-2.75%)	Yes (1.5%)
Natural Gas Tax	8	No
Electricity Tax	7	No
Telecommunication Tax (over 1%)	11	No



Questions, comments,  
clarifications????

Mayor Werner commented on the budget presentation and asked if there were any questions or comments from the public or the Board.

Mayor Werner asked again if there were any questions from the public or the Board. No one from the public or the Board spoke or requested to speak.

Trustee Siwinski made a motion to close the public hearing. Trustee Mazzorana seconded.

AYES: (5) Engler, Metanias, Mazzorana, Richmond, Siwinski

NAYS: (0)

Absent: (1) Labriola

Motion carried

Trustee Engler made a motion to approve Ordinance No. 2012-O-010, an ordinance adopting the Mokena Annual Budget for the Fiscal Year 2012/2013 and authorize the Village President and Village Clerk to execute the same. Trustee Siwinski seconded.

Board members commented on the economic factors impacting Mokena's budget preparation and delivery over the past few years. In addition, some discussion took place regarding the affordability of Mokena as a municipality compared to other communities which levy more types and higher taxes.

AYES: (5) Engler, Metanias, Mazzorana, Richmond, Siwinski

NAYS: (0)

Absent: (1) Labriola

Motion carried

## **OLD BUSINESS**

### **Municipal Fees Ordinance**

Finance Director Barb Damron presented to the Board that during this year's budget process, the Village Board and staff conducted a comprehensive review of locally generated non-economic revenues. Even though many of the fees related to these revenue categories have not been adjusted since the 1990's, it was determined that maintaining the "status quo" would create less hardship on residents and businesses in light of the current economic climate.

These fees include the following licenses: vehicle, liquor, business, food, tobacco, gas pumps, proprietors, and amusement devices.

Finance Director Damron explained to the Board that the adoption of the 3 ordinances attached to their packets will maintain the Village's current fee structure with regard to all licenses and fees except for water and sewer rates.

Ms. Damron explained the sewer rate is scheduled to increase from \$3.60/1000 gallons to \$3.95/1000 gallons effective July 1<sup>st</sup> 2012. This 35 cent increase is due to billables dropping and the fund balance showing signs of weakness as well.

The water rate is scheduled to increase from \$5.46/1000 gallons to \$5.86/1000 gallons effective January 1<sup>st</sup> of 2013. This 40 cent increase is due to the lake water costs being passed down by the City of Chicago.

These fees and rates will be evaluated again next year during the Fiscal 2014 budget process and these ordinances are strictly housekeeping in nature.

It would be staff's recommendation to adopt the ordinances.

Trustee Engler made a motion to adopt Ordinance No. 2012-O-011, an ordinance pertaining to vehicle licenses and to authorize the Village President and Village Clerk to execute same. Trustee Richmond seconded.

AYES: (5) Engler, Metanias, Mazzorana, Richmond, Siwinski  
NAYS: (0)  
Absent: (1) Labriola  
Motion carried

Trustee Mazzorana made a motion to adopt Ordinance No. 2012-O-012, an ordinance pertaining to license terms and fees and to authorize the Village President and Village Clerk to execute the same. Trustee Siwinski seconded.

AYES: (5) Engler, Metanias, Mazzorana, Richmond, Siwinski  
NAYS: (0)  
Absent: (1) Labriola  
Motion carried

Trustee Mazzorana made a motion to adopt Ordinance No. 2012-O-013, an ordinance pertaining to municipal water and sewer fees and to authorize the Village President and Village Clerk to execute the same. Trustee Siwinski seconded.

AYES: (5) Engler, Metanias, Mazzorana, Richmond, Siwinski  
NAYS: (0)  
Absent: (1) Labriola  
Motion carried

**Fiscal Year 12 Budget Amendments**

Finance Director Barb Damron presented to the Board that the proposed amendments are a statutory requirement as a result of one fund exceeding the aggregate appropriated amount due to additional costs. The Village Board reviewed the proposed amendment at its May 14 work session and agreed that the amendment was appropriate and in keeping with the best interests of the Village.

The proposed ordinance amends the aggregate budget in one capital fund. The table below illustrates the proposed amendment.

Summary Fiscal Year 2012 Budget Amendment			
Fund Name	Budgeted Amount	Proposed Amendment	Reason/Funding Source
Capital Improvement, Repair and Replacement Fund	\$2,335,178	\$9,525,000	Additional costs (costs associated with 2004 bond refunding, street maintenance program, and CN buffer project)/Additional revenue and fund balance

Amendments of this nature are normally proposed at the end of each fiscal year.

Trustee Engler made a motion to approve Ordinance No. 2012-O-014 amending the Mokena Annual Budget for Fiscal Year 2011-2012 and to authorize the Mayor and Village Clerk to execute the same. Trustee Metanias seconded.

AYES: (5) Engler, Metanias, Mazzorana, Richmond, Siwinski  
NAYS: (0)  
Absent: (1) Labriola  
Motion carried

**Alternate Power Supply Proposal Recommendation**

Assistant Village Administrator Kirk Zoellner presented to the Board that at its May 29 meeting, the Board approved a plan of operation and governance for the Village of Mokena's electrical aggregation program, setting the stage for NIMEC to take Mokena's residential and small commercial electric power load out to the open market.

NIMEC sent a request for proposals (RFP) out to alternate power suppliers earlier this month, with responses due back to NIMEC Monday, June 11, at 12 noon. Key components included the following:

- Pricing for residential accounts
- Pricing for small commercial accounts
- Pricing alternatives
  - 1 year term
  - 2 year term
  - 3 year term
- Price match/rate guarantee
- No early termination or switching fees

NIMEC provided (electronically) a summary of proposals received and conducted a follow-up conference call with Village staff at approximately 1:00 p.m. on Monday, June 11 to discuss the results and formulate a recommendation for the Board.

Following discussions with NIMEC, staff is recommending the Board enter into a power supply agreement with Integrys Energy Services Inc. for 21 months at its quoted price of 4.551 cents/kWh and 5.028 cents/kWh for qualifying small commercial accounts.

Assuming Board approval of the recommended agreement, Mokena residents are projected to save 38% - 48% off currently published ComEd power supply rates by going with Integrys through the Village's aggregation program. Annual savings for an average Mokena household using 12,200 kilowatt hours of electricity annually are estimated to be in excess of \$400.

Mokena residents will be able to move freely into the aggregation with Integrys at any time during the term of the contract and take advantage of the 4.551 cents/kWh price.

Upon the completion of Board action this evening, staff will complete the necessary steps to ensure "opt-out" letters are mailed out later this month to all eligible residential and small commercial customers in the aggregation.

Trustee Siwinski made a motion to award the bid for aggregated electricity supply for residential and small commercial retail customers to Integrys Energy Service for a term not to exceed twenty-four (24) months, subject to review and approval of a Power Supply Agreement between the parties by Village attorneys, and to authorize the Village Administrator to execute same. Trustee Mazzorana seconded.

AYES: (5) Engler, Metanias, Mazzorana, Richmond, Siwinski

NAYS: (0)

Absent: (1) Labriola

Motion carried

**NEW BUSINESS**

N/A

**PUBLIC COMMENTS**

Charlene Bergman provided an update on the Front Street Merchants Market on Saturday's. She stated that it is improving weekly. She thanked the Village for all their support.

**VILLAGE ADMINISTRATORS COMMENTS**

Village Administrator Downs asked Economic and Community Development Director Alan Zordan to provide an update on pending development projects.

Economic and Community Development Director Alan Zordan presented the Pending Development Schedule and announced new businesses in the Village.

Administrator Downs provided an update on water reserves. Due to the dry weather, he asked residents to voluntarily reduce their outside watering by one-third. He also commented on the electrical aggregation being a positive outcome for all.

#### **TRUSTEE'S COMMENTS**

Trustee Richmond attended the Welcome Home procession for Sgt. Nicholas Sanefort and thanked him and all military personnel for what they do for our country. He encouraged all to help support local volunteer groups in the community.

Trustee Engler congratulated Connor Pagney at Noonan Academy on winning the essay contest from Student Government day. She welcomed home Sgt's Kevin Taylor and Nicholas Sanefort and thanked them for all they do. She reminded college students that scholarship applications are due by June 22<sup>nd</sup>.

Trustee Metanias thanked staff for all their hard work on the budget and the electrical aggregation process. He commended the Front Street Merchants for allowing non-profit organizations to set up booths at the market free of charge.

Trustee Mazzorana commented on volunteer groups in the community, mainly members of the Mokena Area Historical Society.

Trustee Siwinski made no comments this evening.

#### **CLERK'S COMMENTS**

N/A

#### **MAYOR'S COMMENTS**

Mayor Werner commented on the Memorial Day procession being a very moving experience, great event. He announced that on July 4<sup>th</sup> from 7:30-9am there will be a free breakfast to Veterans of war at St. John's Church. Lastly, he welcomed home Sgt's Kevin Taylor and Nicholas Sanefort and thanked them for what they do.

#### **ADJOURNMENT**

Trustee Mazzorana made a motion to adjourn the Regular Session at 9:15 p.m.  
Trustee Siwinski  
seconded.

AYES: (5) Engler, Metanias, Mazzorana, Richmond, Siwinski

NAYS: (0)

Absent: (1) Labriola

Motion carried

Respectfully submitted,

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Joseph W. Werner, Mayor

ATTEST:

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Patricia Patt, Village Clerk