

**VILLAGE OF MOKENA**

**PROPOSED ANNUAL BUDGET**

**July 1, 2013 - June 30, 2014**

**ELECTED OFFICIALS**

**FRANK A. FLEISCHER, 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 24, 2013**

VILLAGE OF MOKENA  
ANNUAL BUDGET 2013-14

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June 24, 2013

The Honorable Village President Frank A. Fleischer, Clerk Patricia Patt, Board of Trustees and the Residents of the Village of Mokena

Re: Village Administrator's Budget Message, FY 2013/2014

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 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 policy; and (4) Maintaining a cognitive awareness regarding the past, present and future of budgeting and program delivery in your community. The proposed FY 14 budget has included these four 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 6 months and taken adequate time to consider the recommendations from Village Staff. This year's budget process was initiated in January when the Village Board began evaluating various categories of budget expenditures. As has been the case over the past few years, the FY 14 budget has been prepared with a cautious approach. While our local economy has rebounded from the recession, we are still subject to many uncertainties relating to national and regional economic issues. In addition, the Illinois General Assembly continues to struggle with an increasing financial dilemma. This unfortunate situation always raises the question of whether the General Assembly will decrease the LGDF as a partial solution to the State's dismal condition. In any event, the personal state income tax rate of 5% is set to sunset (back to 3%) in January of 2015. This pending situation could lead to decreased municipal revenue if the LGDF

formula is modified by the Illinois General Assembly to provide more revenue for the State of Illinois.

To that end and with those words of caution, I am again proud to present the proposed FY 14 Budget to the Village Board of Trustees and Residents of the great Village of Mokena.

**FY 14 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 \$1.16M or 5.6% over that of the FY 13 budget amounts.

	<b>FY 13 Budget</b>	<b>FY 14 Budget</b>	<b>\$ Inc/(Dec).</b>	<b>% Change</b>
<b>REVENUES</b>				
Taxes	\$9,427,511	\$10,170,812	\$743,301	7.88%
Fines	\$246,000	\$195,500	(\$50,500)	(20.53)
License/Permits	\$883,641	\$814,861	(\$68,780)	(7.78%)
Service Charge	\$7,463,947	\$8,044,506	\$580,559	7.78%
Grants/Trans.	\$594,364	\$298,681	(\$295,683)	(49.75%)
Development	\$395,000	\$395,000	\$0	0%
Other	\$1,571,484	\$1,825,042	\$253,558	16.13%
<b>TOTAL</b>	<b>\$20,581,947</b>	<b>\$21,744,402</b>	<b>\$1,162,455</b>	<b>5.65%</b>

After enduring difficult recessionary conditions over the past several years, we are now seeing some positive economic signs. Tax revenue for FY 14 is forecasted to increase by 7.88%. This estimated increase is primarily due to a positive bump in sales tax of \$436K and \$275K in income tax revenues generated from the LGDF. Other revenue categories either decrease or remain fairly stable.

**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 increase by \$2.4M or 11.9% above that of FY13.

<b>EXPENSES</b>				
Personal Serv.	\$8,403,047	\$8,787,017	\$383,970	4.57%
Commodities	\$1,580,812	\$1,464,112	(\$116,700)	(7.38%)
Contract Serv.	\$7,720,997	\$8,012,654	\$291,657	3.78%
Capital Outlay	\$2,207,606	\$4,062,963	\$1,855,357	84.04%
Other/Trans	\$528,500	\$547,000	\$18,500	3.50%
<b>TOTAL</b>	<b>\$20,440,962</b>	<b>\$22,873,746</b>	<b>\$2,432,784</b>	<b>11.90%</b>

Personal services are budgeted to increase by \$384K or 4.5% while commodities will decrease by \$116K or (7.38%). Contractual services are budgeted to increase by \$291K or 3.8%. The most significant increased spending category is Capital Outlay. The proposed FY 14 Budget provides for an increase of \$1.85M or 84% over last year’s budgeted amount. As a result of the improved economy, the proposed FY 14 Budget includes several capital projects as investments into our entire community. These projects include; replacing water mains in the older section of town, updating the WWTP Excess Flow Facility, a more aggressive road rehabilitation program along with the first year of our balanced and strategic program to address the EAB infestation.

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 14.

<b>OVERALL FISCAL STATUS</b>			
	<b>Actual FY ‘12</b>	<b>Anticipated FY ‘13</b>	<b>Proposed FY ‘14</b>
Beginning Balance	\$29,531,651	\$30,928,545	\$34,482,328
Revenues	28,214,057	24,340,950	21,744,402
Expenditures	26,817,163	20,787,167	22,873,746
Ending Balance	\$30,928,545	\$34,482,328	\$33,352,984
			<b>-\$1.129M</b>

The proposed FY 14 Budget should see aggregate fund balances decrease by approximately \$1.13M. The proposed decline in aggregate fund balance levels is driven by the amount of capital spending included in the FY 14 Budget. In total, the combined fund balances of the Village’s 5 major capital funds will decline by \$1.675M over the next year. As previously mentioned, this decline is in direct relation to the amount of programmed infrastructure investment scheduled for the upcoming year and indicates a positive trend with regard to managing the public’s assets.

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

In addition to providing a basic overview of the proposed aggregate FY 14 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 balance 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.

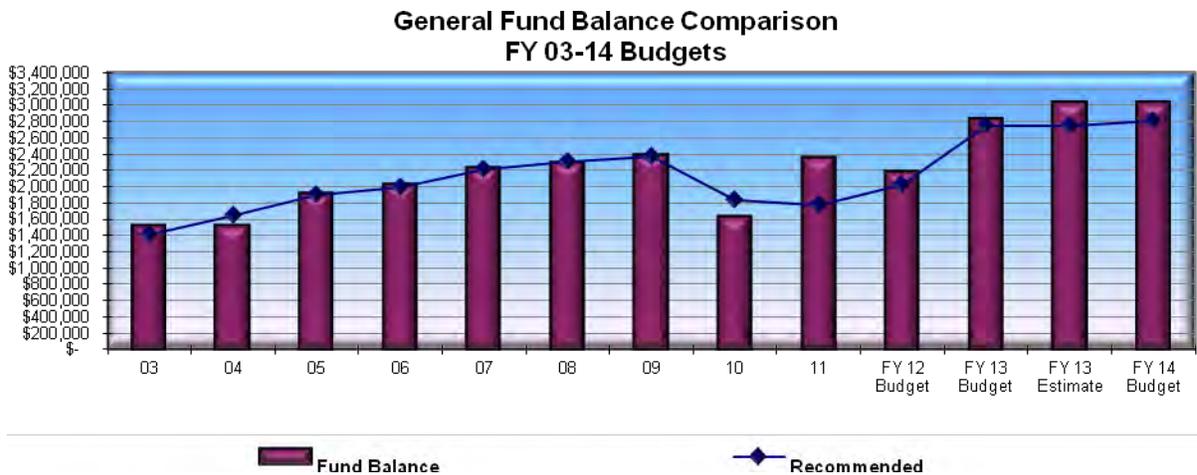
### **GENERAL FUND**

The current year 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 implemented over the prior four years, the general fund produced a very substantial 'net positive operating' performance of over \$1.375M during FY 13. In fact, this positive operating performance allowed the transfer of this \$1.375M from the General Fund into a reserved capital account and earmarked for implementation of our seven year EAB mitigation plan. This transfer was executed prior to the end of FY 13 and resulted in our ability to plan and initiate a balanced and

well thought program to treat-remove-replace over 3,700 publicly owned Ash Trees in our Community.

This positive performance was made possible by record setting 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 for the second consecutive year that higher than traditional GF fund balance levels are maintained moving forward. The FY 14 Budget has been prepared with a proposed ending fund balance of over four months (or 33%) of overall GF expenditures. This will provide more of a buffering affect should unknown circumstances develop that would impact GF revenues.

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 record setting retail sales tax increases have helped stabilize the GF. The State of Illinois was also successful at cutting the backlog of LDGF payments and combined with our conservative revenue forecasts and continued cost containment led to an estimated FY 13 year end GF balance of 3M. This fund balance was attained even with the \$1.375M transfer that was executed at the conclusion of this year. 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 above 33% of aggregate annual budgeted costs. Based on the proposed FY 14 budget, the GF balance is projected to remain at over \$3M or 35% of total

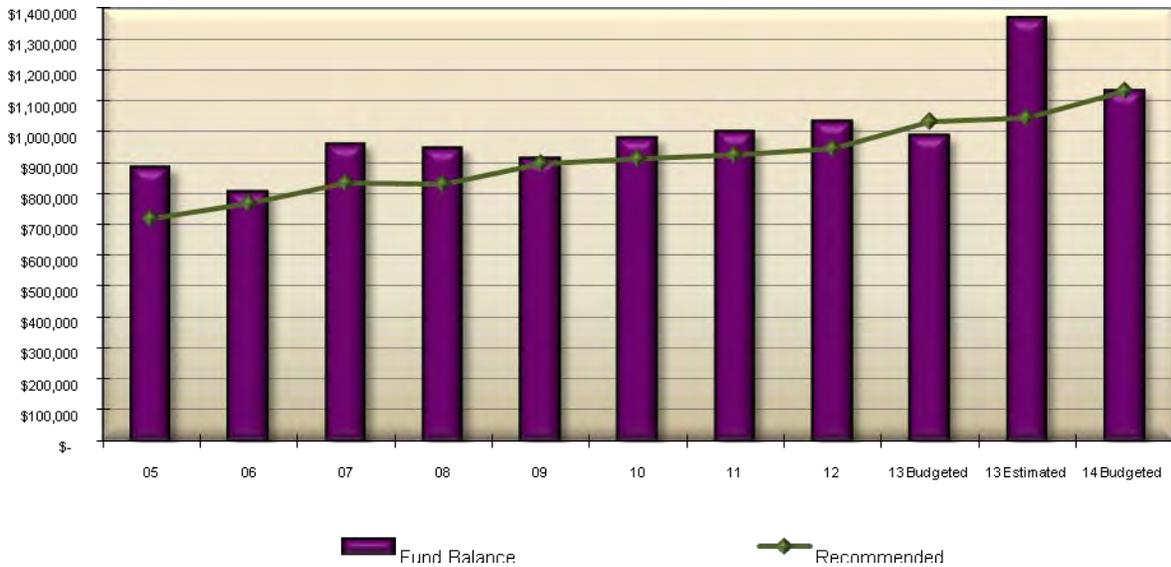
appropriations. This fund balance level positions the Village to be in the best risk protected financial posture ever.

On a cautionary note; while the State of Illinois has reduced their backlog of LGDF payments to municipalities over this past year, the General Assembly continues to face a severe financial crisis. The personal and corporate income tax increase put into play a few years ago is scheduled to sunset back to the traditional rates in January of 2015. While it is uncertain what measures the General Assembly may take to deal with their ongoing dilemma, we must always be cognitive that the LGDF may come under scrutiny as a revenue source for the State of Illinois.

### **WATER FUND**

Mokena's water enterprise fund is now a \$4.5M public business. When combined with the sewer fund, these two operations represent over \$6.5M 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 funding those improvements in an equitable manner. Once these improvements reach the bonding and construction phase, future water rate increases are a certainty.

Two years ago the City of Chicago announced an unanticipated four year accelerated water rate program which has (and will) greatly impact future water rates for not only Mokena customers, but all customers that attain water from the City of Chicago. This four year rate increase will cause Lake Michigan water consumers to pay an additional \$1.80/1000 gallons 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 14 budget should maintain that general trend.

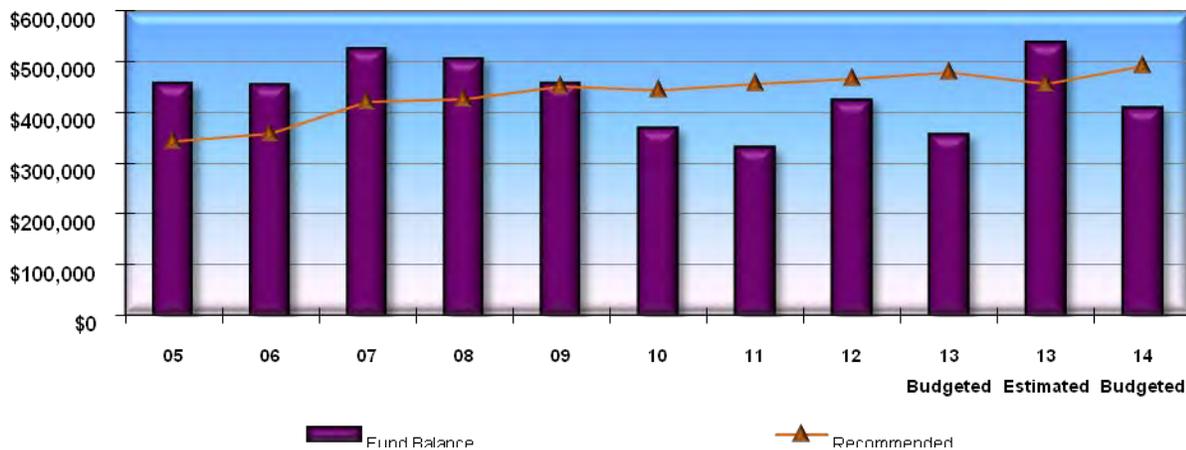


While the fund balance is anticipated to decrease by approximately \$235K in FY 14, the water enterprise fund balance is expected to be at the target level of 25% at the conclusion of the fiscal year. At the time the FY 14 Budget is being presented for adoption, the exact increase for our retail water customers has not been fully calculated. While we do know that the Chicago water rates will be increasing \$.43/1000 gallons in January, other costs attributable to Oak Lawn’s system improvements have not been fully negotiated at this time. In general, we estimate a likely rate increase of \$.65-\$.75/1,000+/- in FY 14. These additional costs will include provisions for Oak Lawn to initiate a \$165M+/- regional water system improvement project to serve all twelve of their wholesale customers. These improvements will provide redundancy and more water capacity for our region over the next 50-100 years. However, these improvements will not become a reality without further rate adjustments moving forward.

**SEWER FUND**

The sewer enterprise fund is a \$1.96M 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 36%+/- of our accounts, have annually resulted in a loss in sewer billables ranging from 17-23%. In addition, the increasing cost of water, environmental

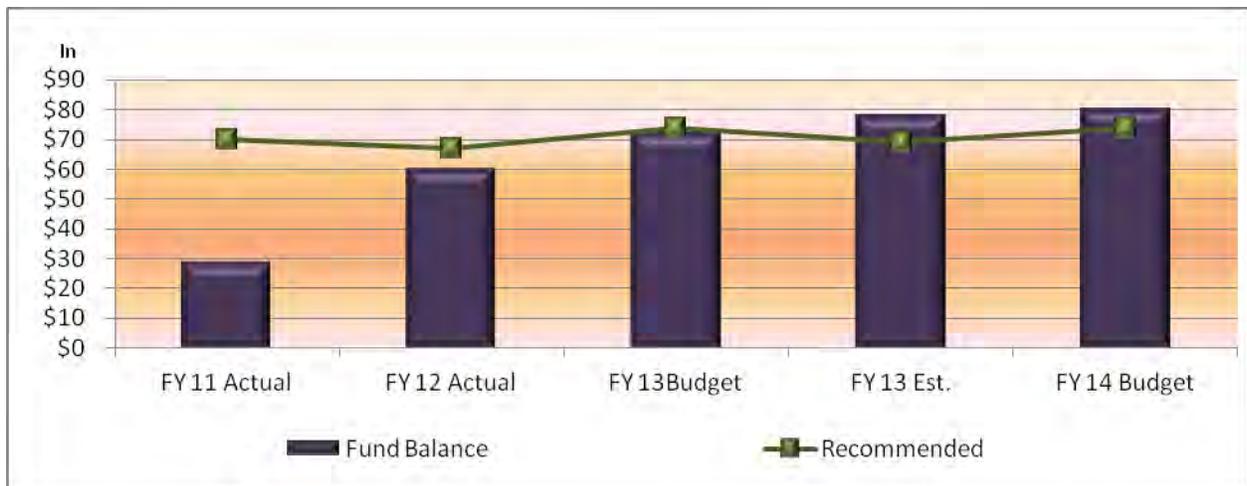
initiatives and other factors are all contributing to the decline in sewer billables and inadequate revenue growth to support this important operation. Although we have been able to make some headway offsetting this situation with reasonable cost containment measures, this fund will continue to be under financial stress 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 close to recommended levels, the FY 13 budget (last year) was prepared with a \$.35/1000 rate adjustment and a similar increase was thought to be needed moving into FY 14. However, due to some solid cost containment and better than anticipated revenues, staff is not recommending any form of sewer rate adjustment for FY 14.



The FY 13 budget produced significant net positive operating results and the fund balance ended well above anticipated levels allowing us to defer any rate adjustments in FY 14. As previously stated, this fund will continue to see pressure on the revenue side of the budgetary ledger with the balance anticipated to decrease by (\$129K) in FY 14. Moving forward 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. This is a balance we always seek to attain and are very cognitive of the household budget implications of any rate increases affiliated with our water and sewer operations.

**PARKING LOT FUND**

Mokena operates four separate commuter parking lots with over 1,400 spaces. This fund generates revenue from 240,000+/- customers who annually utilize the parking lots and pay a \$1.25 daily fee. This fund is anticipated to end FY 13 with a balance slightly above the preferred 25% level. A \$.25 per daily fee increase went into effect in FY 12. This rate increase combined with two consecutive mild winters (reducing contracted snow removal costs) have greatly enhanced the position of this fund. After falling to extremely low levels in FY 11, the fund has recovered well over the past two fiscal cycles. Accordingly, the proposed FY 14 year end fund balance will remain stable and slightly above 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. Without question, FY 13 proved to be a year where “net positive operating results” were attained in all four major operating funds. We continued making 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 13 along with proposed FY 14.

OPERATING FUND BALANCES						
Fund	Begin FY '13	Begin FY '14	Ending FY '14	Recommended Amount	Variance	Actual %
General	\$3,459,865	\$3,016,087	\$3,016,632	\$2,815,893	\$200,739	35%
Water	1,247,308	1,366,055	1,132,482	1,130,725	1,757	25%
Sewer	489,856	537,674	408,722	491,984	(83,262)	21%
Parking Lot	59,883	78,395	79,611	74,331	5,280	27%

The data compares the anticipated ending FY 14 fund balances to the recommended 25% or 33% levels. The GF is in its most solid position ever with an anticipated 35% balance at the end of FY 14. The Parking Lot fund continues its multi-year 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 manage 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. While we always strive to maintain fund balances at or above policy levels, we have to balance the impact of this important objective on our customers and their household budgets.

**(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 become necessary. 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 four 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 13 & FY 14.

<b>CAPITAL RESERVE FUND BALANCE</b>			
<b>Fund</b>	<b>Begin FY ‘13</b>	<b>Begin FY ‘14</b>	<b>Ending FY ‘14</b>
Water Capital	\$841,796	\$1,479,515	\$1,176,473
Sewer Capital	861,825	1,096,525	1,081,861
Sewer Plant Replacement	1,052,315	970,815	877,681
Sewer Plant Expansion	6,077,668	6,105,788	5,392,788
Capital Imp., Repair, Replacement	3,805,436	5,036,434	4,485,627
Totals	\$12,639,040	\$14,689,077	\$13,014,430
			<b>-\$1.675M</b>

The previously referenced table depicts that at the conclusion of FY 14 the Village should possess \$13M for future capital projects. The proposed FY 14 budget includes a notable decrease of (\$1.675M) in these capital funds. This is primarily being driven by an aggressive road and infrastructure repair program, planned improvements to the WWTP excess flow facility, water main replacements and the first of a seven year program to address the EAB infestation.

**(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. Four 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. Annual payments will be in the range of \$367K +/- over the balance of this debt issue.

### **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

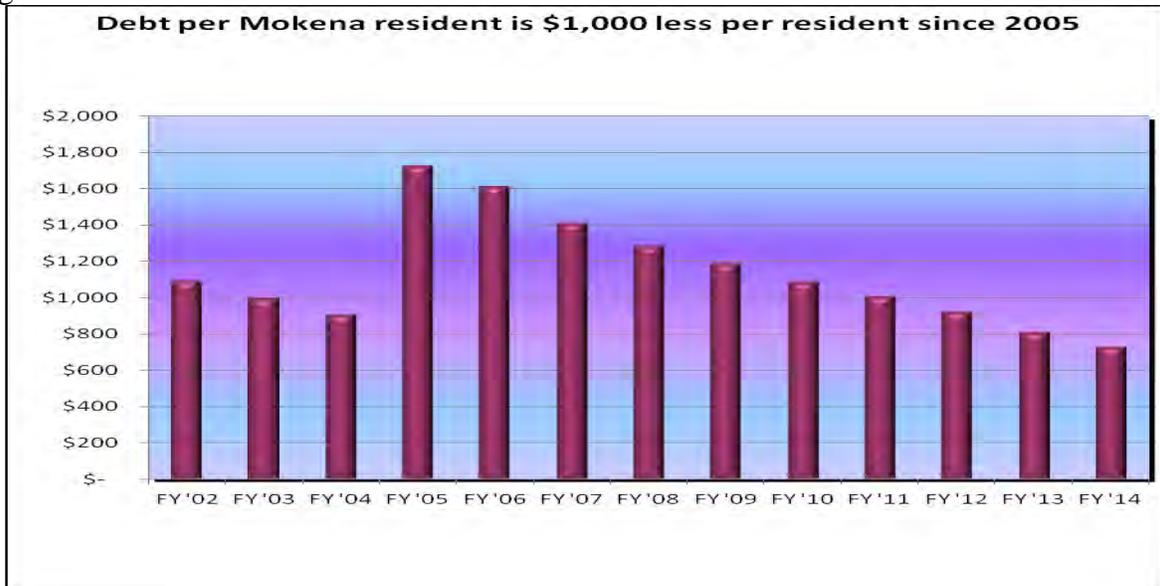
the range of \$226K+/- for the Village's share of this amount through 2021. This obligation will be funded as a pre-calculated portion of the water rates affiliated with Lake Michigan water.

### **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. Recently, 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. Annual payments will be in the range of \$645K+/- over the balance of this debt issue.

Together, these three refinancing efforts will save our residents approximately \$1.136 over the term of the three combined repayment schedules. Based on Standard and Poor's 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.



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 \$750+/- per resident. 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 14, 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 communities naturally evolve, 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 the past two decades. 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. On the following page 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

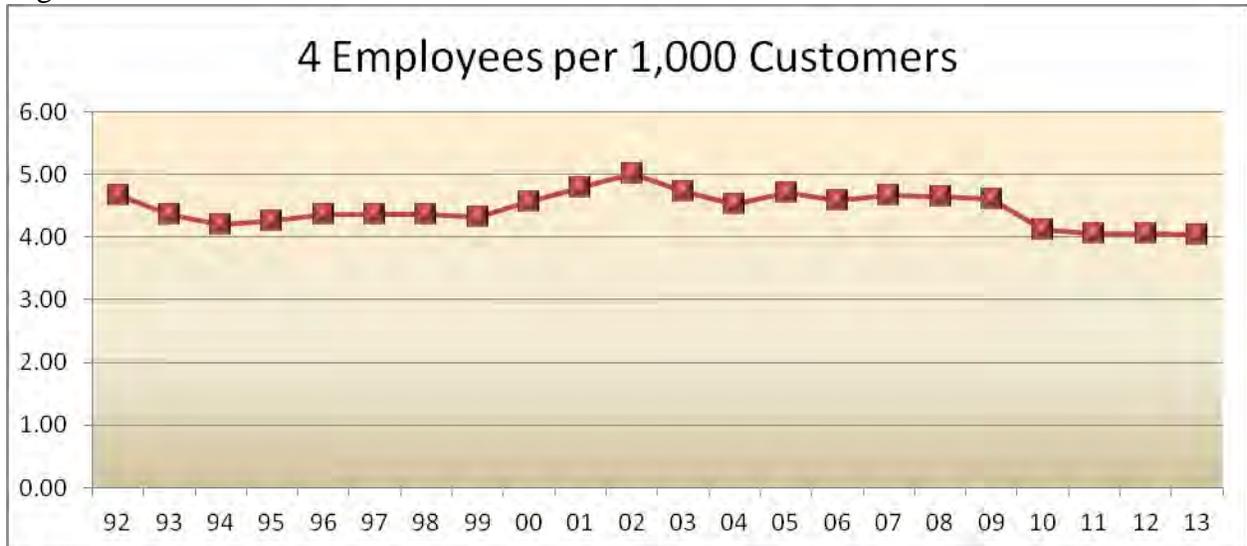
<b>1990/1991 (2003)*</b>	<b>2013/2014</b>	<b>3% rate of inflation</b>
5.38	4.00	N/A
\$ .61	\$ .23	N/A
\$3.96*	\$6.66 +/- <sup>(1)</sup>	\$5.48*
\$2.40	\$3.95	\$4.74
\$6.36*	\$10.61 +/-	\$10.22

\* Since Transition to lake water in FY 2003

(1) Estimated FY 14 water rate

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 three years. These two past rate increases combined with the pending increase in FY 14 alone total \$1.30/1,000 gallons. While we cannot precisely determine the aggregate water rate increase for FY 14 at the time this budget is adopted, we anticipate continued upward pressure on water rates.

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 1992.



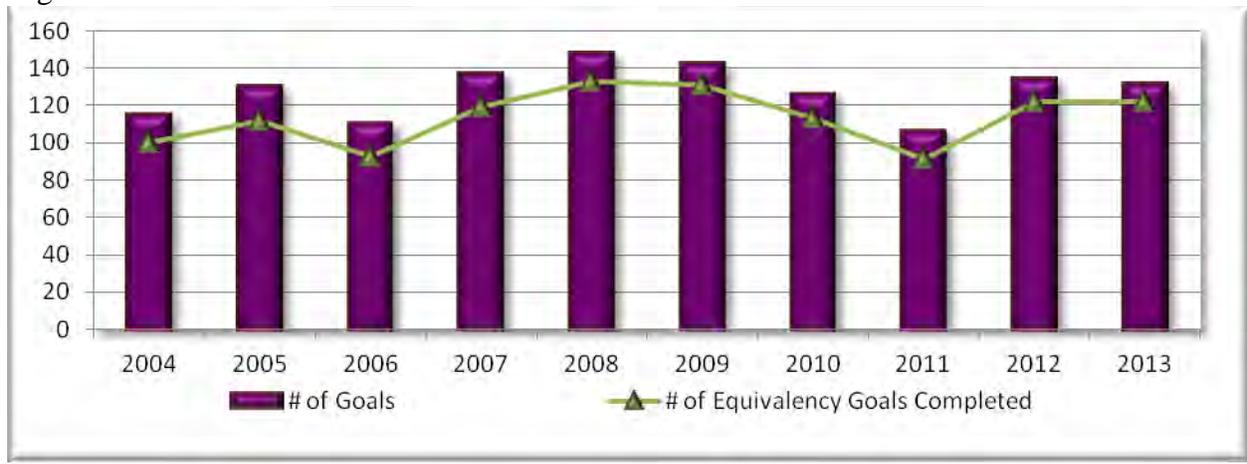
**(5) GOAL COMPLETION PERFORMANCE**

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 13 compared to similar information dating back to 2004. Goal completion rates during this time have ranged consistently from 84-93%.

Fiscal Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
# of Goals	115	130	110	137	148	142	126	106	134	131
# of Equivalency Goals Completed	100	112	92	119	133	131	113	91	122	122
% Complete	87%	86%	84%	87%	90%	92% *	90%**	86%	91%	93%

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

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



### **FY 14 PROPOSED EXPENDITURES**

When highlighting the most significant expenditures affiliated with the proposed Budget, it is important to note those expenditures, which focus upon delivering “Core Services” to 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 3.35% wage increase for all employees.
- Provides for health care costs to increase by 5%.
- Provides for (4) part-time summer employees in the Public Works Department. \$16.3K
- Provides for (2) LWHS special education transition program student during the school year in the Public Works Department. \$3.2K
- Provides for (2) part-time Community Service Officers in the Municipal Parking Lot. \$14.6K
- Provides for total personal services to increase by \$384K or 4.57%

#### **(2) PROGRAMS**

- Provides for membership in the Will County Governmental League. \$13.9K
- Provides for membership in the South Suburban Mayors and Managers Association. \$10.6K
- 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 contracted employment search to replace retiring Police Chief. \$15K
- Provides for economic incentive agreement obligations. \$207K
- Provides for patrol officers eligibility register. \$7.2K
- Provides for medication drop-off at Police Department. \$.2K
- Provides for annual allotment to the Lincoln Way Public Safety Communications Center. \$312.3K
- Provides for on-line crime mapping information for residents. \$4.1K
- Provides for data source related to available land, building sites and tenant spaces. \$3K
- Provides for vacant/distressed property maintenance program. \$9.7K
- Provides for permit tracking/code enforcement software lease. \$13K
- Provides for replacement of (10) banners on Front Street. \$2.4K
- Provides for NPDES II compliance permit. \$7.5K
- Provides for update to storm sewer atlas. \$3.7K
- Provides for aquatic weed control. \$34K
- Provides for the removal and replacement of (non-EAB) dead trees within the Village easements. \$16.5K
- Provides for installation of safety guardrails. \$14.8K
- Provides for stump removal and grinding. \$19K
- Provides for Clean-Up Day program. \$2.6K
- Provides for replacement of (20) waste disposal devices in public areas. \$9.8K
- Provides for weed control on Village properties/ponds. \$11.5K
- Provides for mosquito abatement program. \$18.8K
- Provides for maintenance of Crystal Creek wetland. \$7K
- Provides for maintenance of Foxborough wetland. \$6K
- Provides for replacement of signage, benches and garbage cans in Crystal Creek. \$9K
- Provides for installation and storage of (3) diffusers in the Oaks pond. \$9.1K
- Provides for attendance (2) at the International Council of Shopping Centers Spring convention. \$4.4K
- 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 way finding signage. \$10K

- Provides for Beautification Awards program. \$1K
- Provides for the wildflower/tree planting program. \$.4K
- Provides for rock salt for snow and ice control. \$135K
- Provides for traffic signal maintenance and repairs. \$35.4K
- Provides for crack filling program (LaPorte Road – Front St. to LaGrange). \$43.2K
- Provides for water update/consumer confidence report and delivery. \$3.1K
- Provides for locating, exercising, and mapping 300 watermain valves. \$16.8K
- Provides for water system management consultant. \$19.6K
- Provides for manhole inspection and mapping of 450 manholes. \$18.5K

### **(3) EQUIPMENT**

- Provides for computer equipment and software upgrades. \$110K
- Provides for replacement of (2) copiers. \$23K
- Provides for replacement of (2) fleet vehicles. \$50K
- Provides for (2) bullet shields. \$2.8K
- Provides for replacement of (2) police cruisers. \$58K
- Provides for replacement of (2) police SUVs. \$75K
- Provides for (1) radar unit. \$1.9K
- Provides for combination excavator with attachments. \$66.4K
- Provides for replacement of sod cutter. \$5K
- Provides for sewer camera. \$3.2K
- Provides for replacement of pickup truck with plow and lift gate. \$40.5K
- Provides for replacement of 100' power rodder. \$2.6K
- Provides for hydro sand pressure washer. \$4.5K
- Provides for replacement of playback system for Channel 6. \$12.3K
- Provides for folding/inserting system. \$11.9K
- Provides for 6'x6' trench box. \$5.1K
- Provides for replacement of utility line locator. \$3.8K
- Provides for installation of ventilators in (4) meter vaults. \$9.5K
- Provides for replacement of a recirculation pump at the South Tower. \$1.8K
- Provides for SCADA laptop for water system. \$1.5K

- Provides for auto-flushing device at Whisper Creek meter vault. \$3.3K
- Provides for replacement of utility van. \$28K
- Provides for replacement of pickup with liftgate and plow. \$37K
- Provides for replacement of John Deere Gator. \$6.3K
- Provides for replacement of digester blower at WWTP. \$7.4K
- Provides for replacement of sand filter pump at WWTP. \$9K
- Provides for replacement of hydraulic power unit (bar Screen) at WWTP. \$10K
- Provides for replacement of raw pump at WWTP. \$14.9K
- Provides for replacement of water bath incubator for lab at WWTP. \$2.6K
- Provides for replacement of digester valves at WWTP. \$1.3K
- Provides for replacement of wear rings for raw pumps at WWTP. \$1.6K

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

- Provides funding for principal and interest payments for downtown debt service. \$129.7K
- Provides for striping of crosswalks and streets. \$37K
- Provides for installation of guard rails at Front & Francis and 187<sup>th</sup> & 88<sup>th</sup>. \$14.8K
- Provides for refinishing (2) wood Welcome signs. \$2.5K
- Provides for building repairs and landscaping upgrades at the Village Hall. \$11.3K
- Provides for building repairs at the Police Dept. \$7.4K
- Provides for replacement of (4) exterior service doors at Village Garage. \$5.5K
- Provides for engineering and construction of Rt. 30/Ridgemore lighting. \$49.5K (re-appropriated)
- Provides for paving Front Street (Schoolhouse to Wolf). \$183K
- Provides for paving Marilyn Estates subdivision. \$224K
- Provides for Village wide leak survey. \$18K
- Provides for principal and interest payments on debt service for lake water improvements. \$368K
- 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. \$86.4K

- Provides for contractual obligation to Tinley Park for oversizing the water main on LaPorte Road for lake water. \$97K
- Provides funding for future lake water joint system repair costs. \$35K
- 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 (250) sanitary manhole repairs and relining. \$100K
- Provides for smoke testing sanitary sewers. \$15K
- Provides for replacing (4) lights in the Hickory Creek parking lot. \$6.8K
- Provides 1/2 shared cost for emergency connection with Tinley Park. \$65K (re-appropriated)
- Provides for consulting services to coordinate contract negotiations with Oak Lawn. \$20K
- Provides for replacement of water main on Midland (Third to First). \$119.9K
- Provides for replacement of water main on Third St. (Division to Schoolhouse). \$379.5K
- Provides for upgrades to the excess flow facility. \$725K
- Provides for commuter parking facility improvements (security cameras, excavate, stamp and dye islands, and platform fence). \$123.6K
- 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. \$640.3K
- Provides funding for annual full depth patching projects. \$75K
- Provides funding for annual sidewalk and other concrete rehabilitation projects. \$84K
- Provides for material testing of road projects. \$8K
- Provides for structural street light repairs. \$15K
- Provides funding for erosion control measures. \$30K
- Provides funding for the FY 14 road maintenance program. \$784K
- Provides for construction related services for the road maintenance program. \$17.6K
- Provides funding for EAB program. \$347.4K
- Provides for Rt. 30 Phase II engineering and improvement. \$15.2K
- Provides for Townline Road bridge repairs. \$136.5K
- Provides for LaPorte Road ped heads. \$13K
- Provides for Forest Preserve/Route 30 path connection. \$10K
- Provides for noise mitigation along the CN Rail line adjacent to Mokena. \$4.6K

### **BUDGET SUMMARY**

The Village's overall revenues are anticipated to increase by approximately 5.65% or \$1.16M. The Village's overall expenditures are anticipated to increase by 11.9% or \$2.42M. The overall fiscal health of our Village Government is solid. Debt levels are being reduced and the local economy has proven to be resilient with our diverse mix of businesses. Spending levels have remained in check and the fund balance (reserves) in all major operating funds are adequate at this 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 annual inflationary index for refuse rates will increase monthly costs for garbage by \$.10 to \$.14 (or about \$1.50 annually). In addition, a likely water rate increase of \$.65-\$.75/1,000 will go into effect in January. The average residential customer will see a monthly increase of \$5.85+/- (or about \$30 for the fiscal year). The proposed budget does not include any adjustment for sewer rates as the FY 13 operating budget produced significant "net positive operating" results. These net positive operating results enhanced the FY 13 year end fund balance to levels well above policy. This fund balance will be utilized during FY 14 to provide rate relief for our valued customers.

The proposed budget has again been prepared to continue providing senior citizen households with refuse discounts of approximately \$24. This year, the Village's longstanding vehicle sticker program has been discontinued, providing the average Mokena household with a savings of \$26. The decision to discontinue this program was fueled by our improving GF financial position combined with the Village Board's goal of making Mokena more affordable for our valued residents. In aggregate, the proposed budget will increase annual water costs by approximately \$30+/- for the average household while refuse rates will add another \$1.50+/- . The discontinued vehicle sticker program will save the average household \$26+/- and result in slight increase in overall household budgets of approximately \$6+/- for the entire year.

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 one 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 our overall debt burden.
2. Maintain more conservative GF balances (reserves).
3. Continue to rehabilitate at least 4+ miles of local roads annually.
4. Maintain adequate rate structures to support our utility enterprises while considering the impacts of such rates on our customers.
5. Focus more on our customers and less on the institution of local government.
6. Resist the urge to spend more because the GF seems to be in better condition.
7. Closely monitor the condition of our aging municipal facilities.
8. Successfully deliver the multi-year EAB mitigation plan.
9. Develop a logical leadership transition plan for the professional staff.

### **ASSUMPTIONS AND THE PROPOSED FY 14 BUDGET**

Like any budget, there are always certain assumptions which drive the preparation and assembly of a yearly spending plan. The proposed FY 14 Budget is no exception as we continue to face some unknown conditions moving forward. The proposed budget assumes the Illinois General Assembly will not change the structural components of the LGDF. While the municipal distribution of these funds has become more predictable since the General Assembly increased the personal and corporate income tax, there is always some uncertainty about what the future holds for this important revenue source. Most important is the pending January 2015 sunset of the current income tax rates at which time they revert back to historical levels. Given the financial problems being faced by the General Assembly, it is probable that if rates revert back to

historical levels, the LGDF could be viewed as revenue source by the State. While our local economy has proven to be more and more resilient over the past few years, we have learned from the recent past that the national economy also plays a significant role in our overall financial health. Only time will provide answers to the future conditions that we face.

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

This year's budget resulted in continued improvement in the condition of both the GF and Parking lot funds. We have made a tremendous financial rebound with regard to our GF and were able to simultaneously enhance the fund balance levels to historical levels along with transferring \$1.375M to a capital fund. This transfer will enable us to deliver a seven year EAB mitigation plan. While we have again outperformed budget expectations in both the water and sewer funds, future rate pressure for these enterprise activities will become an annual issue of concern. This pressure is compounded by several factors including the unanticipated announcement from Chicago two years ago that water costs are going to increase significantly over a four year period. 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 (supplied by Chicago) will be burdened by this issue. In addition to the increased water rates charged by Chicago, we are working with several municipal partners to improve Oak Lawn's regional water delivery system. These improvements are necessary for Oak Lawn to meet regional growth trends and water consumption demands over the next 50 – 100 year period. The unfortunate reality affiliated with making these improvements will require water rates to further increase for all 12 of Oak Lawn's Municipal customers.

### **REFLECTING BACK A FEW YEARS AGO.....**

While the worst of our nation's recessionary times seem to be in our rear view mirror, it has been only three fiscal cycles since we were squarely in its grasp. The recession forced us to re-think what local government should focus upon as opposed to our traditional and more institutional approach. We became better at producing more services for less money while our valued employees embraced the "customer comes first" culture we have developed. More than any other issue, I believe that the willingness of our employees to adopt this new culture has led to a

more productive organization. While we have 16% fewer employees than just a few years ago, our productivity levels are constantly improving. In the bigger picture, every employee who works for the Village of Mokena fully understands that our customers always come first!

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

The proposed 2013/2014 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 Mayors Werner and Fleischer, 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 14 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 most integral to any good budget process and this year proves to be another successful example of this public policy.

**In Closing.....**

Once the proposed budget is adopted by the Village Board of Trustees, we will 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. This recognition is simply stated with an ever growing "customer comes first" work culture. 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 proudly coined the phrase..... “less institution and more service” to lead us into the future.

Throughout the last several 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

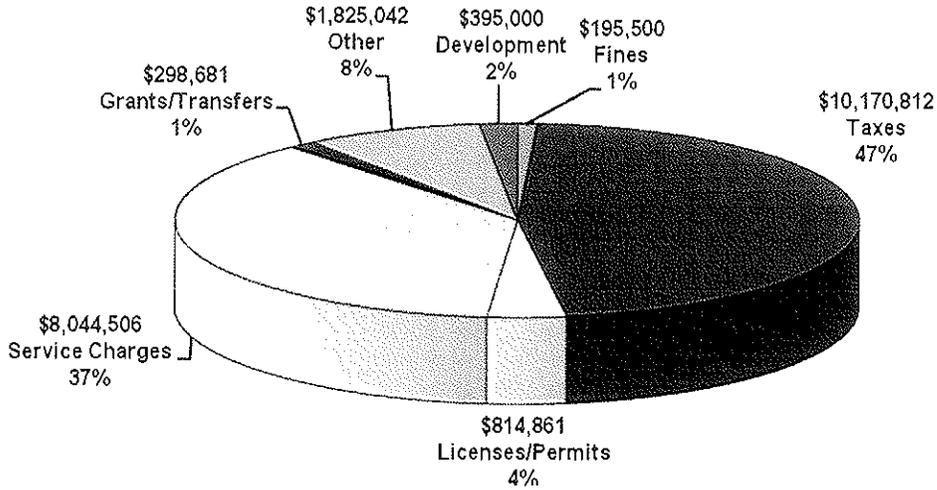
Village Administrator/Chief Budget Officer

Village of Mokena

## BUDGET SUMMARY

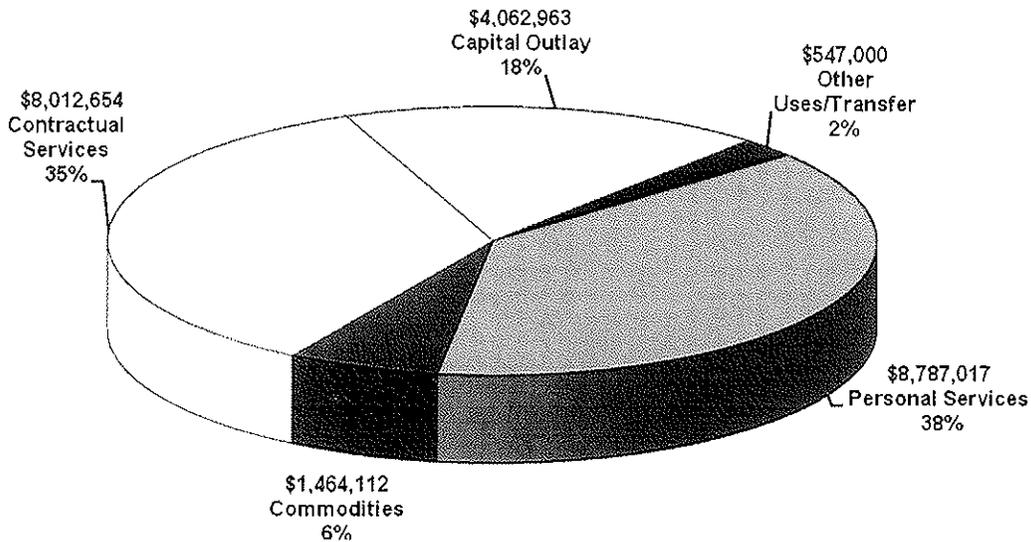
The total revenues for FY '14 are estimated to be \$21,744,402. Illustrated by the Pie Chart found below, one will be able to see the breakdown of revenues for the entire budget as indicated by major category.

### TOTAL REVENUES



The total estimated expenditures for FY '14 are \$22,873,746. 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 2014 BUDGET  
SUMMARY OF ALL FUNDS**

		<b>Opening</b>			<b>Fund</b>
	<b>Fund Name</b>	<b>Cash Balance</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Balance</b>
01	General	\$ 3,016,087	\$ 8,533,554	\$ 8,533,009	\$ 3,016,632
02	Audit	17,978	5,600	5,550	18,028
04	Performance Bond	337,747	112,000	302,000	147,747
05	Tourism	16,114	40,250	31,660	24,704
06	Special Tax Allocation	44,612	24,693	1,807	67,498
07	School Crossing Guard	27,704	26,153	26,283	27,574
08	IMRF/FICA/MC Contribution	315,947	570,413	605,101	281,259
09	Police Pension	13,076,543	1,835,045	454,229	14,457,359
11	Motor Fuel Tax	810,067	541,564	809,194	542,437
15	Refuse	148,328	1,195,430	1,209,257	134,501
16	Water & Sewer: Operating Encumbered Bond Res.	1,903,729	6,128,311	6,490,836	1,541,204
17	Municipal Parking Lot	78,395	298,540	297,324	79,611
19	Sewer System Capital Improv.	1,096,525	120,336	135,000	1,081,861
20	Water System Capital Improv.	1,479,515	351,358	654,400	1,176,473
21	Sewer Plant Replacement	970,815	3,600	96,734	877,681
22	Plant Expansion	6,105,788	32,000	745,000	5,392,788
23	Capital Improvement, Repair and Replacement	5,036,434	1,925,555	2,476,362	4,485,627
	<b>Totals</b>	<b>\$ 34,482,328</b>	<b>\$ 21,744,402</b>	<b>\$ 22,873,746</b>	<b>\$ 33,352,984</b>

## GENERAL FUND BUDGET SUMMARY

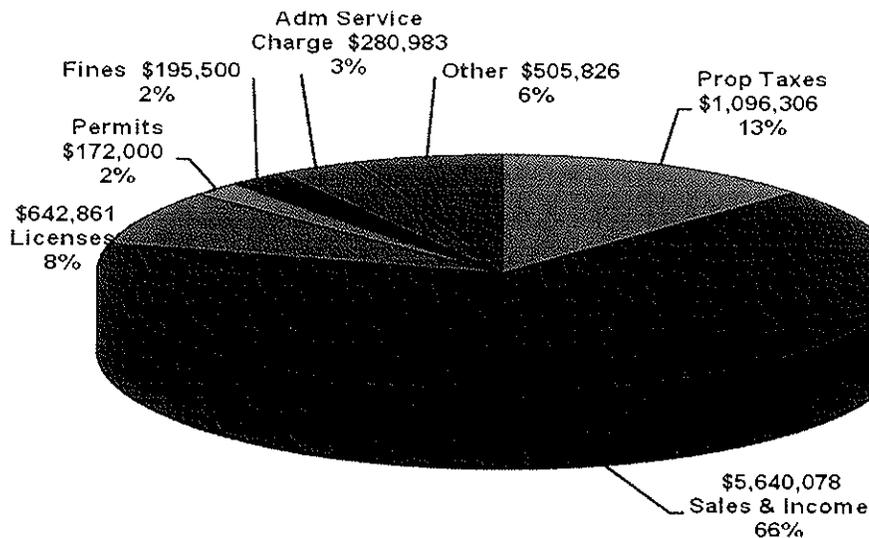
### REVENUE

Current FY '13 Estimated FY '13 Revenues are anticipated to be more than budget by approximately \$653K. This is primarily due to an increase in sales tax \$363K, state income tax \$202K, and building permits \$106K.

Proposed FY '14 Fiscal '14 Revenues are anticipated to increase by \$534K. This is primarily due to the net effect of an increase in sales tax \$305K, state income tax \$275K, property tax (including road & bridge) \$64K, building permits \$33K, franchise fees \$44K and the elimination of the vehicle license program (\$142K) and a decrease in fines (\$51K).

Total anticipated General Fund Revenues for FY '14 are \$8,533,554. 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 '13

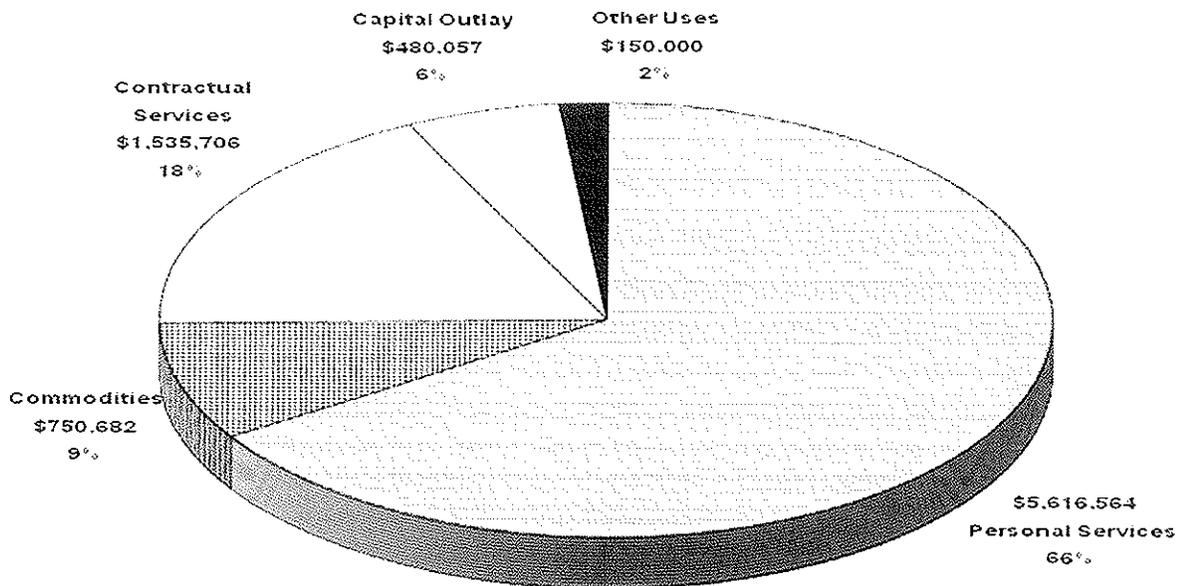
The FY '13 General Fund Expenses are anticipated to be \$787K over appropriation. This is primarily due to a year end transfer of \$1.375M to the Capital Improvement , Repair and Replacement Fund for the Emerald Ash Borer (EAB) program. This transfer was offset by the increase in revenues and several expenditures coming in under budget: personal services (\$34K), gasoline (\$77K), maintenance on vehicles (\$24K), traffic & street sign material (10K), engineering services (\$20K), legal services (\$29K), street lighting energy charge (\$22K), other contractual services (\$91K), rebates (\$65K), capital expenditures (\$29K), and not using the (\$150K) budgeted for contingencies.

Proposed FY '14

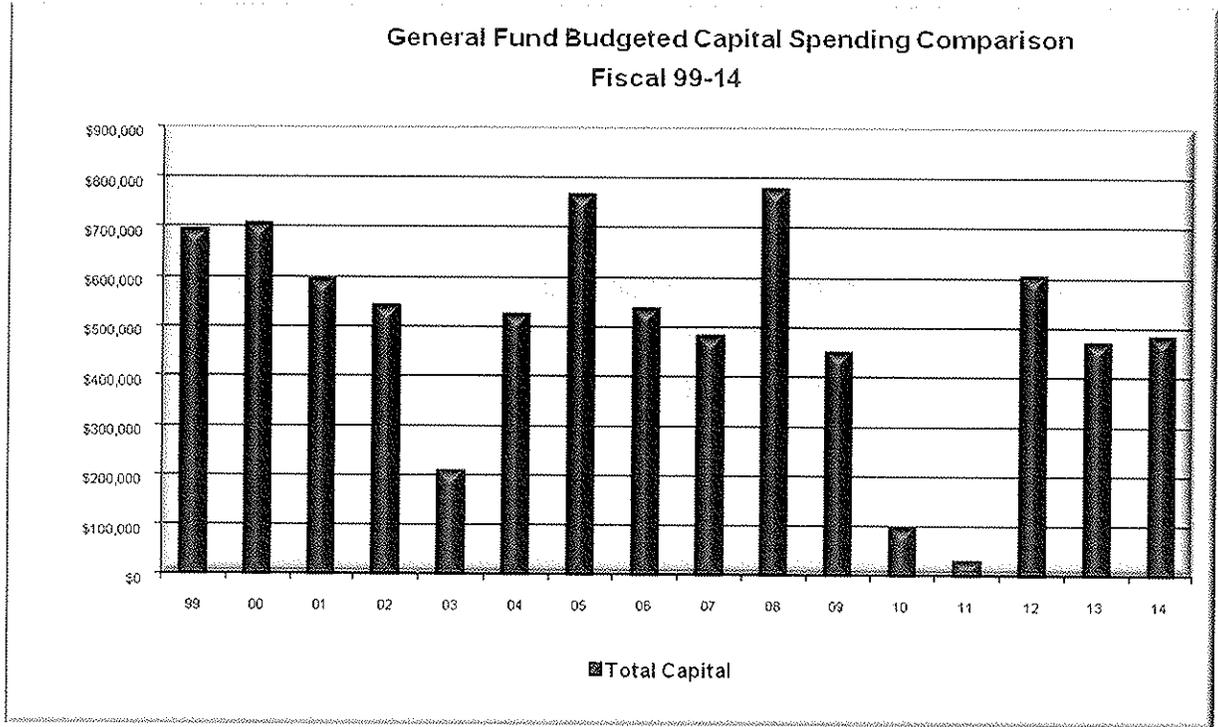
FY '14 General Fund Expenditure levels are proposed to increase by approximately \$224K above FY '13 budget levels. This is associated with the net effect of an increase in personal services \$309K and a decrease in gasoline (\$25K), testing & psychological exams (\$12K), street lighting energy charge (\$12K), and other contractual services (\$38K).

Total estimated General Fund expenditures for FY '14 are \$8,533,009. 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.

**TOTAL EXPENSES**



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



As one can see, FY '14 Capital Expenditures are \$13K above FY '13 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 returned to replacing capital equipment and vehicles and making facility improvements solely from the GF. In FY '14 we are continuing this trend.

**FUND BALANCE**

Current FY '13

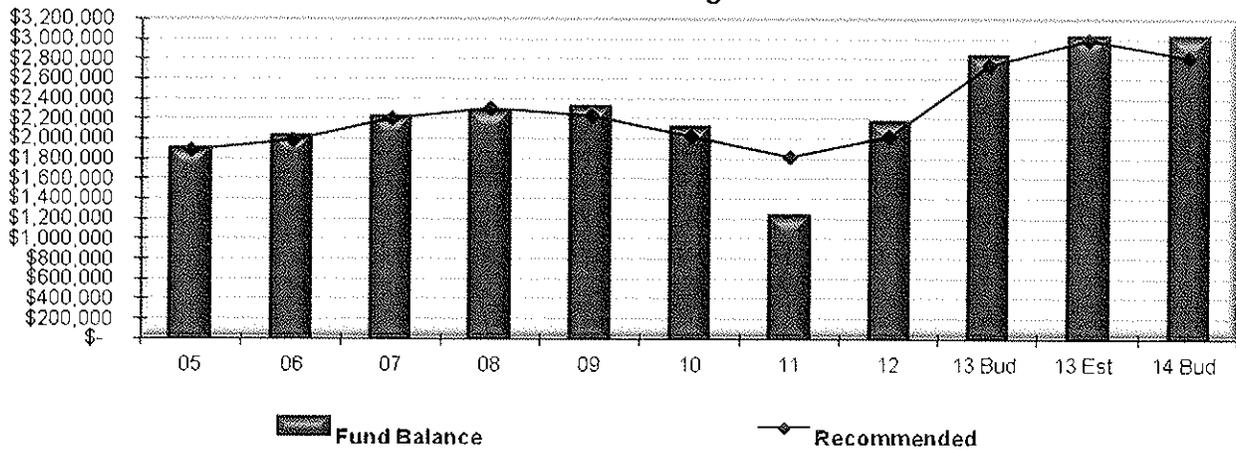
You will note the FY '13 General Fund estimated ending fund balance to be approximately \$3M. This is above the budgeted FY '13 balance by approximately \$191K.

Proposed FY '14 The proposed year end FY '14 Proposed General Fund balance amount is approximately \$3M and \$200K above the Board's preferred guidelines of maintaining 33% of the annual expenditures in the General Fund.

Following you will note a graph depicting the budgeted general fund cash position for the last nine budget cycles along with proposed FY '14 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**

**General Fund Balance Comparison  
FY 05-14 Budgets**



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, during the FY '13 budget process, a recommendation was made to increase the benchmark to 33% of overall GF spending. By maintaining a more conservative fund balance position, those type of uncertainties previously mentioned would be less likely to impact core services in light of negative events.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Summary**

<u>Revenues</u>	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
Taxes	\$ 5,951,837	6,330,884	6,134,489	6,799,200	6,771,884
Licenses	748,667	767,054	744,641	664,682	642,861
Permits	128,440	210,514	139,000	249,094	172,000
Intergovernmental Revenue - State	20,743	18,879	18,890	18,890	17,698
Intergovernmental Revenue - Local	264,777	270,073	275,474	275,474	280,983
Exaction Fees	-	-	-	-	-
Fines	241,289	248,072	246,000	205,000	195,500
Other Revenue	474,949	1,045,387	440,854	439,802	452,628
<b>Total Revenue</b>	<b>\$ 7,830,702</b>	<b>8,890,863</b>	<b>7,999,348</b>	<b>8,652,142</b>	<b>8,533,554</b>
<b>Opening Cash Balance</b>	<b>\$ 1,626,467</b>	<b>\$ 2,342,234</b>	<b>\$ 3,134,541</b>	<b>\$ 3,459,865</b>	<b>\$ 3,016,087</b>
<b>Total Available for Spending</b>	<b>\$ 9,457,169</b>	<b>11,233,097</b>	<b>11,133,889</b>	<b>12,112,007</b>	<b>11,549,641</b>
	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
<b>Appropriations</b>					
Legislative	\$ 85,820	85,711	89,142	90,188	97,256
Administrative	1,689,134	1,692,468	1,828,525	1,563,048	1,945,456
Fire & Police Commission	1,269	3,298	23,540	11,408	15,490
Police Department	3,737,713	4,013,377	3,992,267	3,890,612	4,159,875
Community Development	418,899	452,417	500,711	490,116	598,493
Village Clerk	6,383	8,080	12,368	8,542	8,935
Street Department	917,846	1,179,644	1,388,393	2,618,476	1,279,428
Buildings & Grounds Department	200,948	265,981	391,206	354,901	338,652
Cable TV Commission	8,846	9,385	11,350	11,550	21,243
E.S.D.A. Department	48,077	62,871	71,166	57,079	68,181
<b>Total Appropriations</b>	<b>\$ 7,114,935</b>	<b>7,773,232</b>	<b>8,308,668</b>	<b>9,095,920</b>	<b>8,533,009</b>
<b>Ending Fund Balance</b>	<b>\$ 2,342,234</b>	<b>3,459,865</b>	<b>2,825,221</b>	<b>3,016,087</b>	<b>3,016,632</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Revenue [01]**

		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
		<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>	<u>Fiscal '13</u>	<u>Fiscal '14</u>
200	<b><u>Taxes</u></b>					
2010	Property Tax (See Footnote)	362,069	410,036	376,922	438,640	425,380
2030	Sales Tax	3,257,210	3,660,634	3,584,792	3,948,050	3,889,762
2050	State Income Tax	1,618,088	1,578,754	1,475,775	1,677,927	1,750,316
2060	Road & Bridge Allocation	670,933	641,102	656,000	698,776	670,926
2070	Automobile Rental Tax	17,922	17,472	18,000	18,000	18,000
2090	Amusement Tax	25,615	22,886	23,000	17,807	17,500
	<b>Total</b>	<b>\$ 5,951,837</b>	<b>6,330,884</b>	<b>6,134,489</b>	<b>6,799,200</b>	<b>6,771,884</b>
210	<b><u>Licenses</u></b>					
2110	Liquor	44,850	41,400	42,600	39,000	37,750
2120	Vehicle	145,180	140,768	141,900	23,315	-
2130	Business	29,160	28,512	27,000	29,376	28,080
2140	Franchise	415,488	424,468	413,600	448,200	457,200
2150	Contractors	98,100	116,700	105,000	110,250	105,000
2190	Other	15,889	15,206	14,541	14,541	14,831
	<b>Total</b>	<b>748,667</b>	<b>767,054</b>	<b>744,641</b>	<b>664,682</b>	<b>642,861</b>
220	<b><u>Permits</u></b>					
2210	Building	64,621	152,215	91,000	197,168	124,000
2230	Solicitors	-	-	-	-	-
2290	Other	63,819	58,299	48,000	51,926	48,000
	<b>Total</b>	<b>128,440</b>	<b>210,514</b>	<b>139,000</b>	<b>249,094</b>	<b>172,000</b>
	<b><u>Intergovernmental</u></b>					
240	<b><u>Revenue - State/County</u></b>					
2450	Capital Grants	20,743	18,879	18,890	18,890	17,698
2490	Other Intergovernmental Revenue	-	-	-	-	-
	<b>Total</b>	<b>20,743</b>	<b>18,879</b>	<b>18,890</b>	<b>18,890</b>	<b>17,698</b>
	<b><u>Intergovernmental</u></b>					
250	<b><u>Revenue - Local</u></b>					
2510	Interfund Service Charges	264,777	270,073	275,474	275,474	280,983
254	<b><u>Exaction Fees</u></b>					
2560	Contributions	-	-	-	-	-

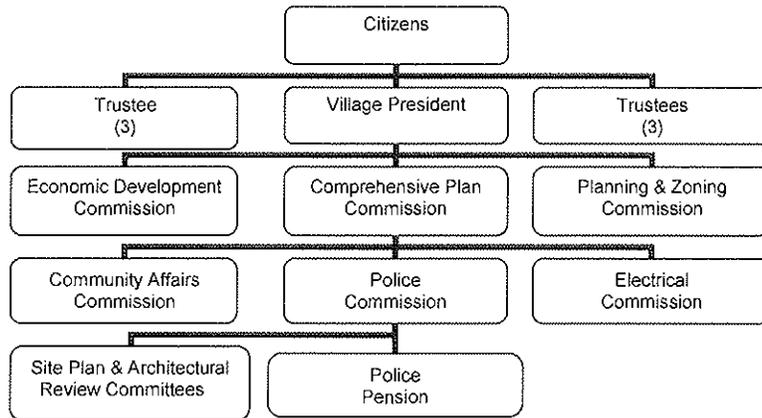
**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Revenue [01]**

		<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
280	<b>Fines</b>					
2810	Court	130,608	149,646	135,000	101,000	112,000
2820	Parking	52,752	44,217	49,000	37,000	26,500
2880	Other	46,459	49,206	52,000	52,000	52,000
2890	Asset Forfeiture	11,470	5,003	10,000	15,000	5,000
	<b>Total</b>	241,289	248,072	246,000	205,000	195,500
290	<b>Other Revenue</b>					
2910	Interest Earnings	15,946	24,466	25,000	32,700	28,000
2920	Rental Income	200,943	207,295	220,158	220,702	233,113
2930	Donations	26,500	25,700	10,000	12,400	10,000
2940	Interfund Revenue	4,753	574,388	3,500	3,750	2,000
2960	Public Hearing/Development Fees	28,666	17,640	20,100	20,250	20,100
2970	Miscellaneous Income	198,141	195,898	162,096	150,000	159,415
2990	Bond Proceeds	-	-	-	-	-
	<b>Total</b>	474,949	1,045,387	440,854	439,802	452,628
	<b>Revenue Grand Total</b>	7,830,702	8,890,863	7,999,348	8,652,142	8,533,554
	<b>Opening Cash Balance (Including Investments)</b>	\$ 1,626,467	2,342,234	3,134,541	3,459,865	3,016,087
	<b>Total Available for Spending</b>	\$ 9,457,169	\$11,233,097	\$11,133,889	\$12,112,007	\$11,549,641

Footnote: The revenues derived in line item 01.200.2010 based on the 2012 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 '14



### 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 '13**

1. Authorize water supply contract with upstream supplier. **(D)**
2. Extend terms of existing boundary agreement with Tinley Park. **(D)**
3. Complete FOIA and OMA training. **(C/100%)**
4. Conduct 14<sup>th</sup> annual State of the Village address. **(D)**
5. Coordinate location and construction of historical mural. **(C/100%)**
6. Coordinate and sponsor annual 4<sup>th</sup> of July fireworks. **(C/100%)**

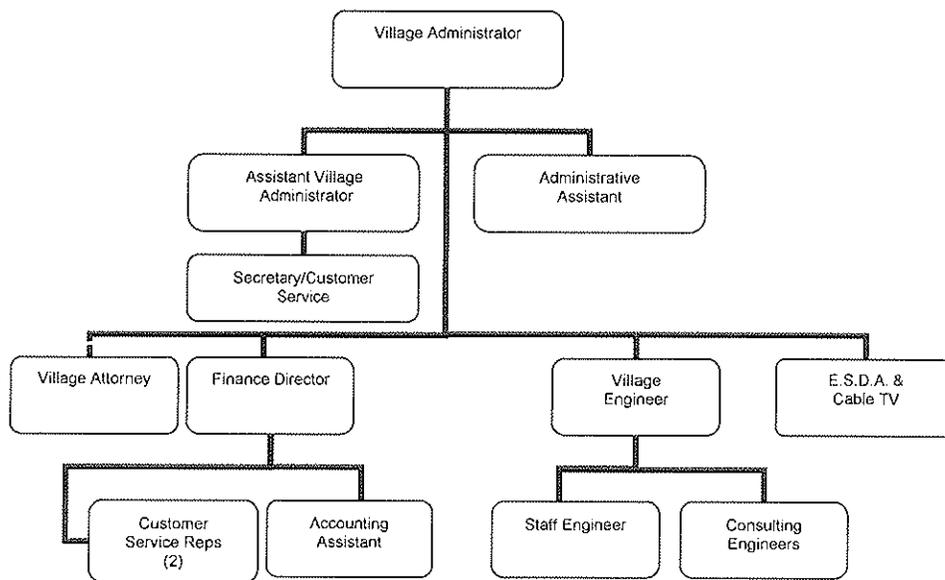
**SIGNIFICANT GOALS FOR FY '14**

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 and sponsor annual 4<sup>th</sup> of July fireworks.
6. Attend ICSC retail conference.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Legislative [01-100]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b><u>Personal Services</u></b>					
3020	Salaries (Part Time)	\$ 35,025	34,312	34,500	35,663	34,500
	<b><u>Commodities</u></b>					
3230	Conferences, Mtgs. & Seminars	\$ 1,244	669	1,725	600	3,625
3240	Membership Dues	19,854	22,648	23,361	26,204	26,845
3260	Publications	-	-	-	-	-
3290	Printing	-	-	-	-	-
3420	Donations	-	-	-	-	-
3440	Miscellaneous	-	-	100	-	100
3450	Public Relations	29,521	27,906	29,200	27,500	31,150
	<b>Total</b>	\$ 50,619	51,223	54,386	54,304	61,720
	<b><u>Contractual Services</u></b>					
3710	Legal Advertising	\$ -	-	-	-	-
3780	Telephone	-	-	-	-	780
3860	Other Contractual Services	176	176	176	221	176
3870	Auto Mileage & Expense Reimb.	-	-	80	-	80
	<b>Total</b>	\$ 176	176	256	221	1,036
	<b>Total Operating Expenses</b>	\$ 85,820	85,711	89,142	90,188	97,256
	<b><u>Capital Outlay</u></b>					
4020	Improvements - Other	\$ -	-	-	-	-
4040	Machinery & Equipment	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	\$ -	-	-	-	-
	<b>Total Appropriations</b>	\$ 85,820	85,711	89,142	90,188	97,256

# Administrative Department Fiscal Year '14



## 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. The firm of Rathbun, Cservenyak & Kozol currently represents the Village with the Village utilizing other legal firms if a particular area of legal expertise is required.

## **STATUS OF GOALS FOR FY '13**

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

1. Oversee and file annual audit. **(C/100%)**
2. Prepare and file annual treasurer's report. **(C/100%)**
3. Prepare and file 2012 property tax levy. **(C/100%)**
4. Prepare annual Fiscal 2014 Budget. **(C/100%)**
5. Renegotiate labor agreement with Teamsters Local 700. **(C/100%)**
6. Renegotiate labor agreement with Local 150. **(C/100%)**
7. Coordinate renegotiated water contract terms with Oak Lawn through 5 member consortium. **(CU/80%)**
8. Implement and monitor electrical aggregation program. **(C/100%)**
9. Continue strategic discussions with Metra regarding future improvements to Hickory Creek station. **(CU/75%)**
10. Re-evaluate potential investment strategies for WWTP expansion **(C/100%)**
11. Evaluate potential refinancing alternatives for intergovernmental debt with Tinley Park. **(A)**
12. Oversee FOIA/OMA training. **(C/100%)**

### ***Engineering Services***

1. Design and construct the FY 2013 Street Maintenance Program with construction completed during fall of 2012. **(C/100%)**
2. Coordinate the completion of construction of the Illinois Department of Transportation's improvements for the widening of US Route 30 from Prestancia Drive to Owens Road. **(CU/95%)**
3. Coordinate the completion of construction of the Illinois Department of Transportation's traffic signal improvements at US Route 30 and Owens Road. **(C/100%)**

4. Coordinate the construction of street lighting improvements at US Route 30 and Owens Road. **(CU/75%)**
5. Provide technical support for long range transportation planning. **(C/100%)**
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. **(C/100%)**
7. Continue active participation in the Hickory Creek Watershed Planning Group including water quality testing. **(C/100%)**
8. Oversee completion of the public improvements in Corporate Corridors North. **(C/100%)**
9. Present and facilitate incremental plan to extend utilities into Sunny Acres. **(CU/75%)**
10. Coordinate the construction of the Illinois Department of Transportation's I-80 Sound Wall adjacent to the Country View Subdivision. **(C/100%)**
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. **(C/100%)**

### **SIGNIFICANT GOALS FOR FY '14**

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

1. Coordinate renegotiated water contract terms with Oak Lawn through 5 member consortium.
2. Continue strategic discussions with Metra regarding future improvements to Hickory Creek station.
3. Oversee and file annual audit.
4. Prepare and file annual treasurer's report.
5. Prepare and file 2013 property tax levy.
6. Prepare annual Fiscal 2015 Budget.
7. Prepare and post total compensation schedule on website.
8. Oversee implementation of computer upgrades.

9. Review banking services agreement to determine whether a one year extension of the current agreement or seeking new requests for proposals would be more beneficial to the Village.
10. Oversee FOIA/OMA training.
11. Reassess electrical aggregation program for potential options.
12. Provide administrative support for multi year EAB plan.

### *Engineering Services*

1. Design and construct the FY 2014 Road Maintenance Program with construction completed during fall of 2013.
2. Design and construct the FY 2014 MFT Street Maintenance Program with construction completed during fall of 2013
3. Coordinate the completion of construction of the Illinois Department of Transportation's improvements for the widening of US Route 30.
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. Design and oversee construction of the Townline Road Bridge Repairs.
9. Design and oversee the installation of Pedestrian Heads at the intersection of LaPorte Road and LaGrange Road.
10. Oversee installation of the Front Street Station Platform Fence.
11. Coordinate the design and construction of the water main replacements on Midland Avenue (Third to First) and Third Street (Division to Schoolhouse).
12. Coordinate the design and construction for improvements to the Excess Flow Facility.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Administrative [01-101]**

		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
		<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>	<u>Fiscal '13</u>	<u>Fiscal '14</u>
<b><u>Personal Services</u></b>						
3010	Salaries (Full Time)	\$ 580,597	617,807	615,938	614,453	600,132
3020	Salaries (Part Time)	-	-	-	-	-
3030	Salaries (Overtime)	-	-	-	500	500
3040	Unemployment Contribution	8,023	14,840	22,035	16,138	18,301
3060	Worker's Compensation	203,714	169,596	153,062	152,337	171,051
3100	Hospital/Life Insurance	119,179	117,664	121,312	120,939	117,902
	<b>Total</b>	<b>\$ 911,513</b>	<b>919,907</b>	<b>912,347</b>	<b>904,367</b>	<b>907,886</b>
<b><u>Commodities</u></b>						
3210	Office Supplies	\$ 12,139	12,382	12,500	17,000	17,000
3220	Postage	11,501	13,057	14,700	9,000	10,150
3230	Conferences, Mtgs. & Seminars	1,468	1,226	2,810	800	4,330
3240	Membership Dues	4,302	3,659	3,450	3,000	3,525
3250	Professional Development	27	457	545	319	495
3260	Publications	907	1,254	1,105	1,409	1,225
3270	Liability Insurance	172,540	166,374	140,877	140,827	133,974
3290	Printing	4,962	3,859	5,825	2,300	2,125
3300	Vehicle Expense (Gas)	2,707	3,376	5,250	3,500	4,725
3320	Maint: Vehicles & Motor Equip.	1,127	1,991	1,800	1,500	1,500
3440	Miscellaneous	-	71	200	100	200
3450	Public Relations	-	-	-	555	-
3510	Equipment	-	1,797	1,150	2,300	800
3520	Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 211,680</b>	<b>209,503</b>	<b>190,212</b>	<b>182,610</b>	<b>180,049</b>
<b><u>Contractual Services</u></b>						
3620	Engineering Services	\$ 44	-	6,000	3,100	-
3630	Legal Services	109,908	110,065	150,000	120,000	165,000
3690	Computer Program./Maint.	18,456	20,058	21,250	22,351	19,600
3710	Legal Advertising	-	-	-	-	-
3750	Public Officials Ins./Bonding	-	-	1,500	1,179	-
3780	Telephone	10,842	9,409	8,988	9,500	10,272
3790	Comm./Office Machine Maint.	2,570	2,427	2,800	3,112	2,400
3850	Equipment Leasing	2,311	2,311	2,311	2,311	2,311
3860	Other Contractual Services	26,161	23,898	30,342	25,000	44,433
3870	Auto Mileage & Expense Reimb.	231	459	455	650	611
3890	Bond Principal	95,000	100,000	100,000	100,000	100,000
3900	Bond Interest	36,707	34,570	32,220	32,220	29,670
3901	Bond Issuance Costs	-	-	-	-	-
3950	Contractual Payments	98	98	100	98	100
3980	Rebates	263,613	198,031	220,000	155,366	207,000
	<b>Total</b>	<b>\$ 565,941</b>	<b>501,326</b>	<b>575,966</b>	<b>474,887</b>	<b>581,397</b>
	<b>Total Operating Expenses</b>	<b>\$ 1,689,134</b>	<b>1,630,736</b>	<b>1,678,525</b>	<b>1,561,864</b>	<b>1,669,332</b>

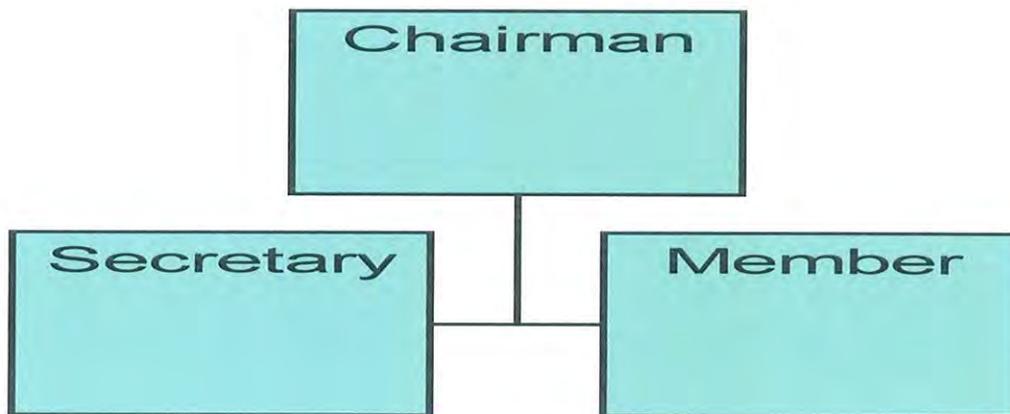
**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Administrative [01-101]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b><u>Capital Outlay</u></b>					
4040	Machinery & Equipment	\$ -	61,732	-	1,184	101,124
4060	Land Acquisition	-	-	-	-	-
4080	Vehicle Acquisition	-	-	-	-	25,000
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	\$ -	61,732	-	1,184	126,124
	<b><u>Other Financing Uses</u></b>					
4260	Interfund Transfers	\$ -	-	-	-	-
4280	Contingencies	-	-	150,000	-	150,000
4300	Payment to Refunding Escrow	-	-	-	-	-
	<b>Total</b>	\$ -	-	150,000	-	150,000
	<b>Total Appropriations</b>	\$ 1,689,134	1,692,468	1,828,525	1,563,048	1,945,456



# *Board of Fire & Police Commission*

## *Fiscal Year '14*



### 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 '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. **(C/100%)**
2. Formulate a new Sergeant Promotional Register as required by State Statute to succeed the current Register that will expire in Fiscal Year 2013. **(C/100%)**
3. Complete mandatory OMA Training for all Commissioners. **(C/100%)**
4. Review and update the local Rules & Regulations of the Commission as necessary. **(C/100%)**
5. Review and update Police Commission Files pursuant to State Statute and Village Policy. **(C/100%)**

**SIGNIFICANT GOALS FOR FY '14**

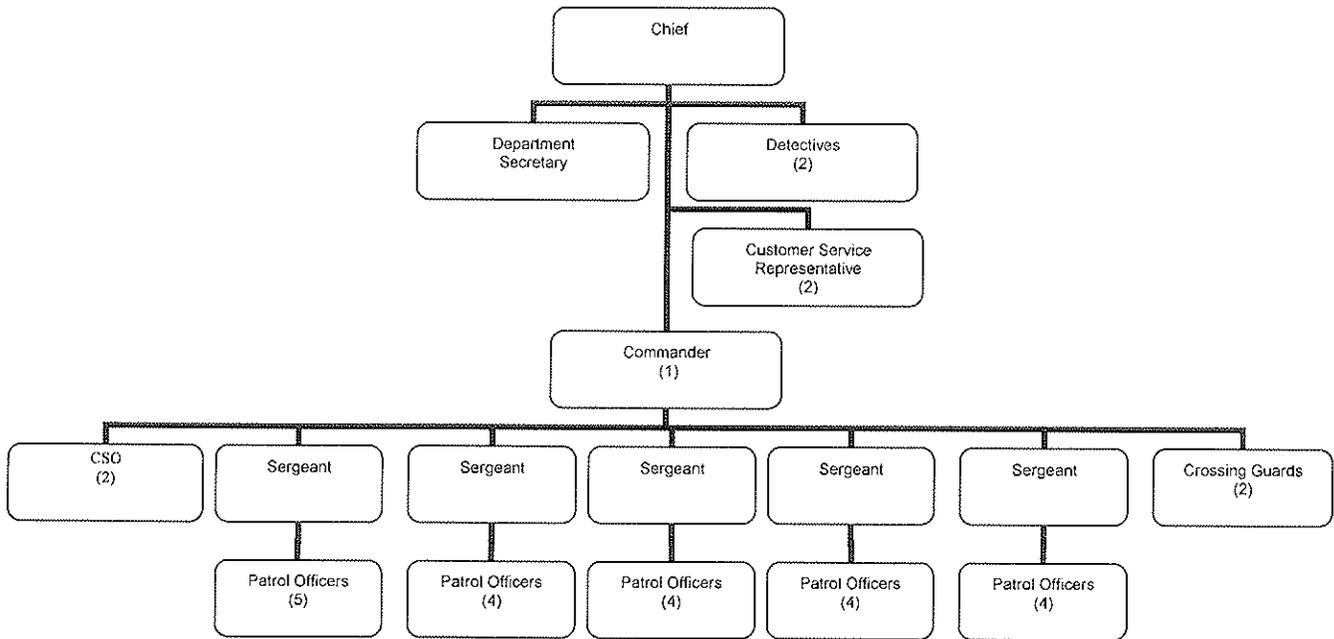
1. Maintain Current Patrol Officer Eligibility Register as required by State Statute.
2. Maintain Current Promotional Eligibility Register as required by State Statute.
3. Review and/or update local Rules & Regulations of the Commission as needed.
4. Attend the Illinois Fire & Police Commissioners Training Conference in order to maintain a current working knowledge of legislative changes pertaining to the recruitment, employment, retention and termination of Police Officers.
5. Work with State of Illinois to develop a records review and destruction process.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Fire & Police Commission [01-103]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b><u>Personal Services</u></b>					
3020	Salaries (Part Time)	\$ 530	660	1,700	3,180	2,040
	<b><u>Commodities</u></b>					
3230	Conferences, Mtgs. & Seminars	\$ 364	-	-	145	1,425
3240	Membership Dues	375	375	375	375	375
3250	Professional Development	-	402	200	-	200
3260	Publications	-	-	100	-	100
3290	Printing	-	-	-	260	150
3510	Equipment	-	-	-	-	250
3520	Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 739</b>	<b>777</b>	<b>675</b>	<b>780</b>	<b>2,500</b>
	<b><u>Contractual Services</u></b>					
3630	Legal Services	\$ -	-	1,500	-	1,500
3640	Physical Exams	-	-	-	1,600	1,300
3650	Testing & Psych. Exams	-	-	18,665	5,776	7,150
3710	Legal Advertising	-	1,861	1,000	72	1,000
	<b>Total</b>	<b>\$ -</b>	<b>1,861</b>	<b>21,165</b>	<b>7,448</b>	<b>10,950</b>
	<b>Total Operating Expenses</b>	<b>\$ 1,269</b>	<b>3,298</b>	<b>23,540</b>	<b>11,408</b>	<b>15,490</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>\$ 1,269</b>	<b>3,298</b>	<b>23,540</b>	<b>11,408</b>	<b>15,490</b>

# *Police Department*

## *Fiscal Year '14*



### 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 (1) 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.

The part-time Community Service Officers (2) provide support to Patrol and Records by collecting daily parking fees from the Village's commuter parking lots and issuing warnings or citations for Ordinance violations. The Community Service Officers also provide inter-departmental support by completing delivery and service duties in order to provide for effective administration of the Village such as bank deposits, delivery of informational material to Village Trustees, Village Attorney; members of various Commissions, Clerk of the Circuit Court and State's Attorney.

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 2014 the Police Department will be staffed by a minimum of (37) 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, crossing guards and a community service officer.

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 '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. **(C100%)**
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. **(C100%)**
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. **(C100%)**
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. **(C100%)**
5. Implement a Rapid Recovery System for lost & disoriented residents with the Mokena Emergency Services Department. **(C100%)**
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. **(C100%)**
7. Provide the Commander of Police with the opportunity to attend LEAD training at the University of Virginia. **(C100%)**
8. Provide a Sergeant of Police with the opportunity to attend Northwestern University Center for Public Safety’s School of Police Staff & Command. **(C100%)**
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. **(C100%)**

**SIGNIFICANT GOALS FOR FY '14**

1. Maintain basic community-relations based programs including: Child Safety Seat Inspections, D.A.R.E., Prescription Drug Recycling, CrimeReports, Community Shred Day, Operation Lifesaver, Rapid Recovery 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 relative to 9-1-1 Communications Equipment, Bullet Proof Vest Recovery, Tobacco Enforcement and Pipeline safety initiatives.
5. Provide technical assistance in order to expand the Advanced Real Time Video Information System at the Hickory Creek Commuter Parking Facility.
6. Provide a Sergeant of Police with the opportunity to attend Northwestern University Center for Public Safety’s School of Police Staff & Command.
7. Provide recruit and/or field training for (2) replacement Patrol Officers.
8. Implement (2) part-time Community Service Officer positions to provide support to Patrol, Records and other Village departments.
9. Provide technical support for technology upgrades at Police Headquarters specifically the MIS file server.
10. Enhance the Patrol Fleet by coordinating the purchase and setups of (2) new patrol SUV’s and (2) cruisers.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Police [01-104]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '11</b>	<b>Fiscal '12</b>	<b>Fiscal '13</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>
3010	Salaries (Full Time)	\$ 2,466,291	2,441,414	2,455,849	2,388,088	2,565,409
3020	Salaries (Part Time)	5,477	-	-	-	-
3030	Salaries (Overtime)	146,624	174,490	150,982	201,730	181,887
3031	Salaries (Holiday Pay)	72,585	71,480	79,861	72,000	83,600
3100	Hospital/Life Insurance	475,372	524,092	535,071	537,431	581,206
	<b>Total</b>	<b>\$ 3,166,349</b>	<b>3,211,476</b>	<b>3,221,763</b>	<b>3,199,249</b>	<b>3,412,102</b>
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 283	353	325	325	225
3240	Membership Dues	1,227	954	1,230	830	1,177
3250	Professional Development	4,328	8,708	15,850	11,679	10,850
3260	Publications	53	419	800	53	800
3280	Clothing & Personal Expense	18,840	16,066	20,945	17,000	24,955
3290	Printing	1,847	2,754	2,500	3,060	2,500
3300	Vehicle Expense (Gas)	74,630	84,893	120,000	85,000	108,000
3320	Maint: Vehicles & Motor Equip.	31,676	33,061	30,580	20,000	29,380
3400	Ammunition	5,690	5,591	5,600	5,498	6,100
3420	Donations	-	-	-	-	-
3440	Miscellaneous	1,917	1,239	2,105	1,000	1,740
3450	Public Relations	8,601	7,821	8,430	6,500	8,380
3470	Range Supplies	919	898	1,000	999	1,000
3480	Narcotics Enforcement	40	730	500	20	500
3500	Coop. Investigations	250	1,250	1,250	1,250	1,500
3510	Equipment	5,004	5,265	9,200	9,000	9,200
3520	Furniture	-	902	900	1,325	1,500
	<b>Total</b>	<b>\$ 155,305</b>	<b>170,904</b>	<b>221,215</b>	<b>163,539</b>	<b>207,807</b>
	<b>Contractual Services</b>					
3640	Physical Exams	\$ 255	-	1,000	-	1,000
3650	Testing & Psych. Exams	-	-	-	-	-
3660	Prisoner Care	79	-	150	-	150
3670	L-W Communications Center	326,145	324,583	312,879	312,879	312,262
3690	Computer Program./Maint.	17,688	18,212	21,200	16,000	18,250
3710	Legal Advertising	-	-	550	-	550
3780	Telephone	16,728	14,394	15,540	14,625	15,660
3790	Comm./Office Mach. Maint.	2,852	3,895	4,558	3,000	3,927
3850	Equipment Leasing	5,174	4,856	4,776	4,776	4,776
3860	Other Contractual Services	26,395	36,615	40,636	30,000	38,691
3870	Auto Mileage & Expense Reimb.	-	-	-	-	-
	<b>Total</b>	<b>\$ 395,316</b>	<b>402,555</b>	<b>401,289</b>	<b>381,280</b>	<b>395,266</b>
	<b>Total Operating Expenses</b>	<b>\$ 3,716,970</b>	<b>3,784,935</b>	<b>3,844,267</b>	<b>3,744,068</b>	<b>4,015,175</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Police [01-104]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b>Capital Outlay</b>					
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	20,743	70,071	3,000	2,641	11,700
4080	Vehicle Acquisitions	-	158,371	145,000	143,903	133,000
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	\$ 20,743	228,442	148,000	146,544	144,700
	<b>Total Appropriations</b>	\$ 3,737,713	4,013,377	3,992,267	3,890,612	4,159,875

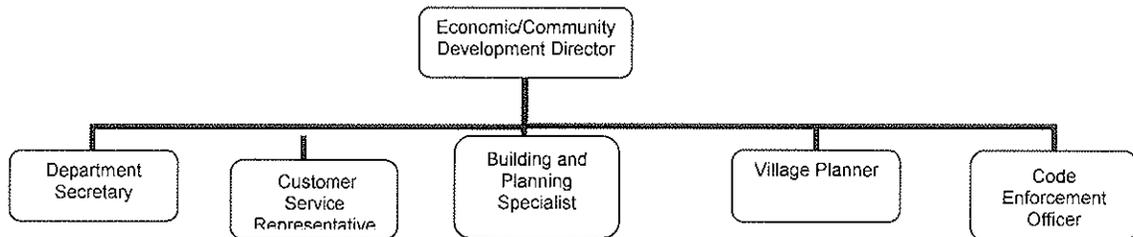
VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) PRIO.	ITEM	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	FY '14 DEPT. REQUEST	FY '14 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040*	Rapid Recovery System (1/2 Cost)	\$ 3,000	\$ 3,000			Supp.	Tracking system for lost & disoriented residents (shared program with ESDA)
4080	(5) Police Squads & Set-up (1) Squad Deferred	174,000	145,000			Base	Replace M02, 03, 04, 09 & 13 per fleet schedule M06 deferred
4040	(1) Desktop PC & Labor			\$ 1,400	\$ 1,400	Base	Evidence Room PC replacement
4040	(1) File Server & Labor			5,600	5,600	Base	File Server replacement
4040	(2) Bullet Shields			2,800	2,800	Supp.	Additional Units for 2 patrol cars
4080	Patrol SUV & Set Up			42,000	42,000	Base	Replace M17 per fleet schedule
4080	Admin SUV & Set Up			33,000	33,000	Base	Replace M01 per fleet schedule
4080	Squad Car & Set Up			29,000	29,000	Base	Replace M03 per fleet schedule
4080	Squad Car & Set Up			29,000	29,000	Base	Replace M14 per fleet schedule
4040	Radar Unit			1,900	1,900	Supp.	Additional unit for M17

\*FY '10 Cut

	<b>TOTAL</b>	\$177,000		\$144,700
	<b>REQUESTS APPROVED</b>	<u>                    </u>	<u>                    </u>	<u>                    </u>
		\$148,000		\$144,700

# Community Development Department Fiscal Year '14



## 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, Electrical Commission 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 '13**

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

1. Create data base to track building permits to replace existing permit tracking software. (A)
2. Establish specific guidelines for outdoor dining/beer gardens. (CU/70%)
3. Assist the Village Board in policy formulation related to video poker legislation. (C/100%)
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. (C/100%)
5. Prepare amendments for the latest edition of the Illinois State Plumbing Code. (C/100%)

6. Facilitate discussions with the Village Board regarding the adoption of the latest editions of the various model building codes. **(C/100%)**
7. Subsequent to formal Board adoption of the new building codes and construction regulations, implement public education for both internal and external customers. **(C/100%)**
8. Update Zoning Map to reflect recent annexations and map amendments. **(C/100%)**
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. **(CU/25%)**
10. Redesign department handouts to make them more customer friendly. **(C/100%)**
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. **(C/100%)**
12. Create building inspection checklists to support cross training efforts. **(C/100%)**
13. Facilitate discussion regarding way finding signage and implement the way finding sign program. **(CU/70%)**
14. Update Guides to Community Development. **(CU/50%)**

### ***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. Update Restaurant Guide **(C/100%)**
4. Work with the RTA regarding the technical assistance grant for the downtown area. **(C/100%)**
5. Meet with local bank branch managers and establish a working relationship with each. **(CU/20%)**
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. **(C/100%)**

7. Upgrade, update, improve, and maintain marketing, public relations, and demographic information, materials, and opportunities. **(C/100%)**
8. Prepare for and facilitate Economic Development Commission meetings. **(C/100%)**
9. Coordinate Village participation in the Mokena Chamber Business Expo. **(C/100%)**
10. Coordinate Village's participation in Ribbon Cutting, Groundbreaking, and Grand Opening Ceremonies. **(C/100%)**
11. Update the business resource guide for distribution to both new and existing businesses. **(C/100%)**
12. Update Lois site information for vacant land and buildings. **(CU/75%)**
13. Update and maintain web page business directory. **(C/100%)**

#### **SIGNIFICANT GOALS FOR FY '14**

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

1. Purchase and implement new building permit tracking software.
2. Conduct training on new permit tracking software.
3. Transfer historical data into new permit tracking software.
4. Establish specific guidelines for outdoor dining/beer gardens.
5. 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.
6. Facilitate discussion regarding way finding signage and implement the way finding sign program.
7. Implement licensing of video gaming terminals.
8. Update Zoning Map to reflect recent annexations and map amendments.
9. Update Guides to Community Development.

### *Economic Development*

1. Implement CoStar subscription for property listings and utilize data for updating Lois site.
2. Update economic development web page information and layout.
3. Coordinate small business finance training session.
4. Attend International Council of Shopping Centers (ICSC) National Convention.
5. Attend regional ICSC, Illinois Development Council, Will Economic Network, and Chamber meetings and seminars.
6. Update Restaurant Guide.
7. Meet with local bank branch managers and establish a working relationship with each.
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 and maintain web page business directory.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Community Development [01-105]**

		<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
<b><u>Personal Services</u></b>						
3010	Salaries (Full Time)	\$ 294,717	317,594	323,128	322,347	368,854
3020	Salaries (Part Time)	8,138	1,635	4,300	2,560	4,300
3030	Salaries (Overtime)	-	-	-	-	-
3100	Hospital/Life Insurance	61,215	64,614	70,385	70,530	73,469
	<b>Total</b>	<b>\$ 364,070</b>	<b>383,843</b>	<b>397,813</b>	<b>395,437</b>	<b>446,623</b>
<b><u>Commodities</u></b>						
3230	Conferences, Mtgs. & Seminars	\$ 332	513	1,200	530	1,200
3240	Membership Dues	2,403	2,494	3,025	2,798	3,125
3250	Professional Development	640	950	6,700	6,339	1,900
3260	Publications	1,107	5,357	1,725	1,715	4,725
3280	Clothing & Personal Expense	162	262	1,350	500	900
3290	Printing	597	672	1,500	1,070	1,500
3300	Vehicle Expense (Gas)	4,387	4,601	7,500	4,850	6,750
3320	Maint: Vehicles & Motor Equip.	3,156	3,601	3,000	5,000	3,250
3330	Small Tools	15	73	150	150	150
3390	Public Hearing Signs	1,424	1,943	2,450	2,245	2,450
3440	Miscellaneous	309	401	500	450	500
3450	Public Relations	-	-	-	-	-
3510	Equipment	479	266	500	430	500
3520	Furniture	-	240	-	-	-
	<b>Total</b>	<b>\$ 15,011</b>	<b>21,373</b>	<b>29,600</b>	<b>26,077</b>	<b>26,950</b>
<b><u>Contractual Services</u></b>						
3620	Engineering Services	\$ (1,478)	(1,250)	10,000	(1,500)	10,000
3621	Contract Inspections	2,860	(4,100)	-	5,000	-
3630	Legal Services	4,274	6,974	10,000	12,000	12,000
3680	Plan Review Fees	(7,060)	7,625	6,000	7,466	6,000
3690	Computer Program./Maint.	3,210	3,734	4,050	4,164	17,146
3710	Legal Advertising	1,244	1,246	2,000	1,587	2,000
3780	Telephone	5,287	4,734	4,848	5,100	5,940
3790	Comm./Office Mach. Maint.	2,623	3,041	4,100	3,236	3,844
3850	Equipment Leasing	-	-	-	-	-
3860	Other Contractual Services	28,771	25,131	30,550	30,000	32,950
3870	Auto Mileage & Expense Reimb.	87	66	200	100	100
3940	Signage and Façade Program	-	-	-	-	-
	<b>Total</b>	<b>\$ 39,818</b>	<b>47,201</b>	<b>71,748</b>	<b>67,153</b>	<b>89,980</b>
	<b>Total Operating Expenses</b>	<b>\$ 418,899</b>	<b>452,417</b>	<b>499,161</b>	<b>488,667</b>	<b>563,553</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Community Development [01-105]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b>Capital Outlay</b>					
4040	Machinery & Equipment	\$ -	-	-	-	9,940
4080	Vehicle Acquisition	-	-	-	-	25,000
4100	Office Furniture	-	-	1,550	1,449	-
	<b>Total</b>	\$ -	-	1,550	1,449	34,940
	<b>Total Appropriations</b>	\$ 418,899	452,417	500,711	490,116	598,493

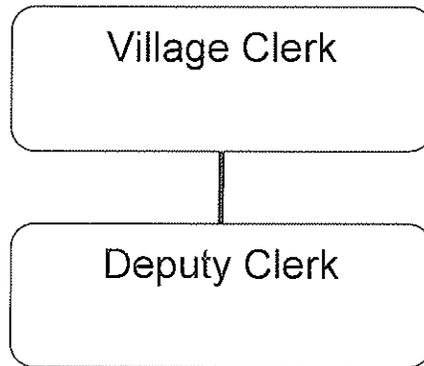
VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) Prio.	ITEM	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	FY '14 DEPT. REQUEST	FY '14 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4100	Fire Proof File Cabinet	\$1,550	\$1,550			Supp	Storage for minute books & executive session CD's
4040	Copier			\$ 9,940	\$ 9,940	Base	Replace aging equipment
4080	New Car			25,000	25,000	Base	Replace BZ1 per fleet schedule

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TOTAL	<u>\$1,550</u>		<u>\$34,940</u>
REQUESTS APPROVED		<u>\$1,550</u>	<u>\$34,940</u>

# Village Clerk Fiscal Year '14



## **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 '13**

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 '14**

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

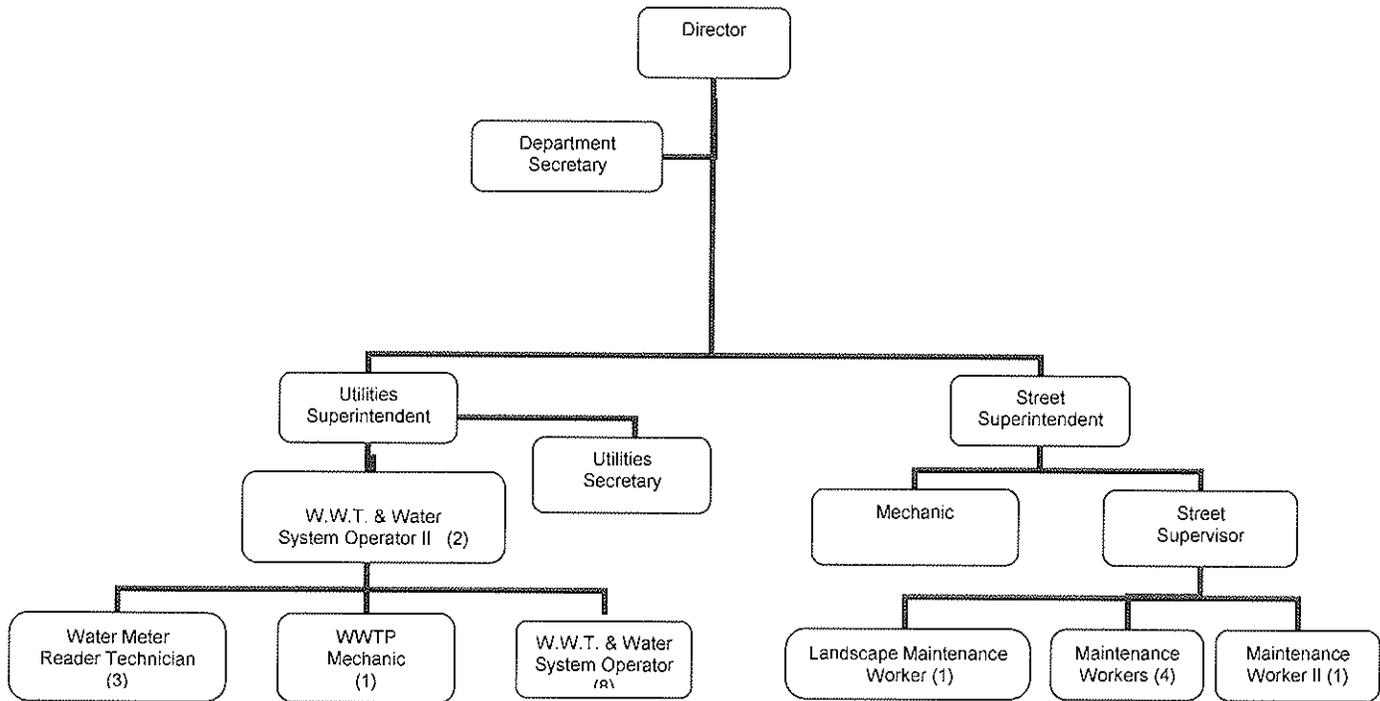
**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Village Clerk [01-106]**

		<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
	<b><u>Personal Services</u></b>					
3020	Salaries (Part Time)	\$ 4,800	4,800	4,800	4,800	4,800
3030	Salaries (Overtime)	-	-	-	-	-
	<b>Total</b>	\$ 4,800	4,800	4,800	4,800	4,800
	<b><u>Commodities</u></b>					
3230	Conferences, Mtgs. & Seminars	\$ -	60	135	184	185
3240	Membership Dues	70	65	75	65	75
3250	Professional Development	-	-	-	-	-
3260	Publications	-	-	-	-	-
3290	Printing	-	-	-	-	-
3430	Recording Charges	-	-	100	-	100
3440	Miscellaneous	26	-	-	-	-
	<b>Total</b>	\$ 96	125	310	249	360
	<b><u>Contractual Services</u></b>					
3690	Computer Program./Maint.	\$ -	-	-	-	-
3710	Legal Advertising	481	448	650	512	600
3720	Ordinance Codification	981	2,682	5,000	1,500	2,500
3780	Telephone	-	-	-	-	-
3860	Other Contractual Services	25	25	25	32	675
3870	Auto Mileage & Expense Reimb.	-	-	33	-	-
	<b>Total</b>	\$ 1,487	3,155	5,708	2,044	3,775
	<b>Total Operating Expense</b>	\$ 6,383	8,080	10,818	7,093	8,935
	<b><u>Capital Outlay</u></b>					
4100	Office Furniture	\$ -	-	1,550	1,449	-
	<b>Total Capital</b>	\$ -	-	1,550	1,449	-
	<b>Total Appropriations</b>	\$ 6,383	8,080	12,368	8,542	8,935



# Public Works Department

## Fiscal Year '14



### 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.

**STATUS OF GOALS FOR FY '13**

1. Complete FY '13 Sidewalk Program. \* (C/100%)
2. Complete FY '13 full depth patching Program. \* (C/100%)
3. Complete FY '13 Street Maintenance Program.\* (C/100%)
4. Complete FY '13 Sidewalk "Mud-Jacking" Program. \* (C/100%)
5. Complete FY '13 Curb "Shot-Creet" Repair Program. \* (C/100%)
6. Complete FY '13 crack filling program.\*\* (C/100%)
7. Complete Concrete Patches Wolf Rd\* (C/100%)
8. Continue program and replace aged sign posts throughout Village. (C/100%)
9. Stripe various crosswalks and streets throughout Village. (C/100%)
10. Remove and replace 60+/- parkway trees in various locations throughout the Village. (C/100%)
11. Concentrate the cleaning and maintenance of our storm sewer and pond outlet systems. (C/100%)

12. Restripe & repaint Wolf Road from LaPorte to Rt. 30. (C/100%)

13. Re-Dye Intersections on Front Street at Wolf, Mokena, Division, and Schoolhouse. (A)

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

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

**SIGNIFICANT GOALS FOR FY '14**

1. Complete FY '14 Sidewalk Program. \*
2. Complete FY '14 full depth patching Program. \*
3. Complete FY '14 Street Maintenance Program.\*
4. Complete FY '14 MFT Street Program on Front Street & Marilyn Estates. \*\*
5. Complete FY '14 Sidewalk "Mud-Jacking" Program. \*
6. Complete FY '14 Curb "Shot-Creet" Repair Program. \*
7. Complete FY '14 crack filling program.\*\*
8. Continue program and replace aged sign posts throughout Village.
9. Stripe various crosswalks and streets throughout Village.
10. Continue the cleaning and maintenance of our storm sewer and pond outlet systems.
11. Complete storm sewer atlas update.
12. Install safety guardrail at Front & Francis and 187<sup>th</sup> & 88<sup>th</sup> Avenue.
13. Complete re-organizational plan for Public Works Department supervisory staff.

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

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

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Streets [01-107]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Personal Services</b>	<b>Fiscal '11</b>	<b>Fiscal '12</b>	<b>Fiscal '13</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>
3010	Salaries (Full Time)	\$ 482,882	515,446	515,283	514,296	574,513
3020	Salaries (Part Time)	-	1,462	4,955	4,955	4,955
3030	Salaries (Overtime)	4,192	2,471	7,583	6,300	10,612
3100	Hospital/Life Insurance	116,896	122,449	133,419	134,223	143,176
	<b>Total</b>	\$ 603,970	641,828	661,240	659,774	733,256
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 311	150	485	76	855
3240	Membership Dues	50	115	87	25	197
3250	Professional Development	-	1,033	50	25	100
3260	Publications	-	-	40	-	40
3280	Clothing & Personal Expense	3,438	3,820	4,100	3,900	4,100
3290	Printing	102	133	200	-	200
3300	Vehicle Expense (Gas)	50,154	49,569	90,000	57,000	81,000
3310	Maint: Bldgs, Streets & Grounds	16,968	18,453	22,450	21,000	22,450
3320	Maint: Vehicle & Motor Equip.	38,310	40,733	51,700	36,500	45,000
3330	Small Tools	879	1,992	1,100	1,450	1,100
3340	Traffic & Street Sign Material	13,796	10,365	27,000	17,000	18,000
3380	Rock, Sand & Salt	3,095	4,655	6,000	6,000	6,000
3440	Miscellaneous	228	230	380	292	288
3450	Public Relations	-	-	-	-	-
3510	Equipment	326	10	3,670	4,500	1,335
3520	Furniture	-	-	-	-	125
	<b>Total</b>	\$ 127,657	131,258	207,262	147,768	180,790
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 1,003	2,190	7,500	2,204	11,200
3640	Physical Exams	1,750	-	300	250	300
3690	Computer Program./Maint.	1,322	1,798	1,416	1,416	1,416
3710	Legal Advertising	182	544	600	300	600
3760	Street Lighting Energy Charge	119,965	111,110	127,852	106,350	115,510
3780	Telephone	6,608	5,535	5,750	6,340	7,300
3790	Comm./Office Mach. Maint.	233	349	349	349	349
3850	Equipment Leasing	3,522	3,585	4,100	3,850	4,100
3860	Other Contractual Services	33,791	43,345	82,133	46,000	58,725
3870	Auto Mileage & Expense Reimb.	-	12	76	-	217
3950	Contractual Payments	546	546	590	590	590
3970	Tree Removal/Replacement	15,685	8,755	29,000	38,000	35,500
	<b>Total</b>	\$ 184,607	177,769	259,666	205,649	235,807
	<b>Total Operating Expense</b>	\$ 916,234	950,855	1,128,168	1,013,191	1,149,853

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Streets [01-107]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b>Capital Outlay</b>					
4010	Improvements - Streets	\$ 1,612	16,715	27,500	33,615	37,000
4020	Improvements - Other	-	-	21,000	-	14,800
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	-	11,986	83,725	71,670	37,275
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisitions	-	200,088	128,000	125,000	40,500
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	\$ 1,612	228,789	260,225	230,285	129,575
	<b>Other Financing Uses</b>					
5000	Transfer - Out					
	A. Trf. to Escrow for Gen. Infra.	\$ -	-	-	1,375,000	-
	<b>Total Appropriations</b>	\$ 917,846	1,179,644	1,388,393	2,618,476	1,279,428

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) Prio.	ITEM	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	FY '14 DEPT. REQUEST	FY '14 BOARD APPROVED	BASE/SUPP	EXPLANATION
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
4040	Sewer Camera (50%)			\$ 1,600	\$ 1,600	Supp.	Camera to televise sanitary and storm sewer lines
4040	Sod Cutter (50%)			2,475	2,475	Base	Replace aging equipment
4040	Combination Excavator & Attachments (50%)			33,200	33,200	Supp.	Cleaning storm ditches, concrete & asphalt grinding, etc.
4080	Pickup w/Plow & Lift Gate			40,500	40,500	Base	Replace ST18

<b>TOTAL</b>	\$211,725	\$77,775
<b>REQUESTS APPROVED</b>	<u>\$211,725</u>	<u>\$77,775</u>

***BUILDINGS & GROUNDS***  
***Fiscal Year '14***

**STATUS OF GOALS FOR FY '13**

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. Complete Tree Inventory for parkways and Village properties **(C/100%)**
6. Develop Emerald Ash Borer treatment list from completed inventory **(C/100%)**
7. Treat 200 ash trees for EAB. **(C/100%)**
8. Paint Exterior at the Police Department. **(C/100%)**
9. Modify and rewrite specifications for Village grass cutting contract and bid for 2013-2014 **(C/100%)**
10. Complete Village Hall Improvements, Roof, Gutters, Windows, Siding, Etc. **(C/100%)**
11. Refinish 2 Wood Signs at the Village Hall. **(C/100%)**
12. Complete erosion control at Tara Hills pond restoring the banks of the lake. **(100%)**
13. Complete improvements at ESDA on Front St, Roof, Paint interior, Fence, Carpeting, Etc. **(C/100%)**
14. Continue and improve upkeep of Village Entryways. **(C/100%)**

**SIGNIFICANT GOALS FOR FY '14**

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.

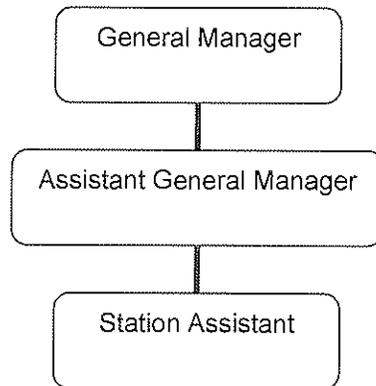
5. Remove approximately 700 ash trees in accordance with our EAB Management Plan.
6. Complete reforestation plan for trees removed due to EAB.
7. Plant approximately 700 replacement trees in accordance with our EAB Management Plan.
8. Continue treatment of approximately 300 ash trees for protection from EAB.
9. Re-evaluate/comprise list of 700 ash trees to be removed & replanted in 2015.
10. Continue and improve upkeep of Village entryways.
11. Replace or install 20 garbage cans on paths and walkways.
12. Replace viewing TV and 20 chairs in Village Hall boardroom.
13. Refinish 2 wood entry way welcome signs.
14. Replace benches and garbage cans on Crystal Creek walking path.
15. Replace landscape brick around Village Hall.
16. Paint interior and epoxy floors in Police Department.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Buildings & Grounds [01-108]**

		<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
<b><u>Personal Services</u></b>						
3010	Salaries (Full Time)	\$ 39,134	41,656	41,517	39,605	43,054
3020	Salaries (Part Time)	-	1,462	4,955	4,955	4,955
3030	Salaries (Overtime)	22	-	214	-	194
3100	Hospital/Life Insurance	7,936	8,506	9,235	9,246	9,454
	<b>Total</b>	\$ 47,092	51,624	55,921	53,806	57,657
<b><u>Commodities</u></b>						
3230	Conferences, Mtgs. & Seminars	\$ 78	-	-	-	-
3240	Membership Dues	50	25	25	25	25
3250	Professional Development	-	-	-	-	-
3280	Clothing & Personal Expense	130	213	200	264	200
3300	Vehicle Expense (Gas)	-	-	-	-	-
3310	Maint: Bldgs, Streets & Grounds	29,656	15,867	49,885	49,500	41,750
3320	Maint: Vehicles & Motor Equip.	2,323	2,172	2,000	3,200	3,500
3330	Small Tools	654	669	600	500	600
3370	Janitorial Supplies	8,909	9,385	9,500	10,000	10,000
3440	Miscellaneous	-	-	-	-	-
3510	Equipment	544	516	2,315	2,524	2,430
3520	Furniture	-	-	-	-	1,000
	<b>Total</b>	\$ 42,344	28,847	64,525	66,013	59,505
<b><u>Contractual Services</u></b>						
3620	Engineering Services	\$ -	-	-	-	-
3710	Legal Advertising	-	-	-	-	-
3770	Electricity & Gas	3,332	2,717	3,500	3,200	3,500
3780	Telephone	264	228	240	185	240
3850	Equipment Leasing	-	-	-	-	-
3860	Other Contractual Services	107,916	128,249	216,435	180,000	185,325
	<b>Total</b>	\$ 111,512	131,194	220,175	183,385	189,065
	<b>Total Operating Expense</b>	\$ 200,948	211,665	340,621	303,204	306,227
<b><u>Capital Outlay</u></b>						
4030	Improvements - Facilities	\$ -	43,198	41,080	42,300	24,200
4040	Machinery & Equipment	-	11,118	9,505	9,397	8,225
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	\$ -	54,316	50,585	51,697	32,425
<b><u>Other Financing Uses</u></b>						
5000	Transfer - Out A. Trf. to Escrow for Muni. Facility	\$ -	-	-	-	-
	<b>Total Appropriations</b>	\$ 200,948	265,981	391,206	354,901	338,652



# Cable TV Commission Fiscal Year '14



## 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 '13

1. Continue to tape community events. (C/100%)
2. Continue to update Village Board meeting introductory segments. (C/100%)

## SIGNIFICANT GOALS FOR FY '14

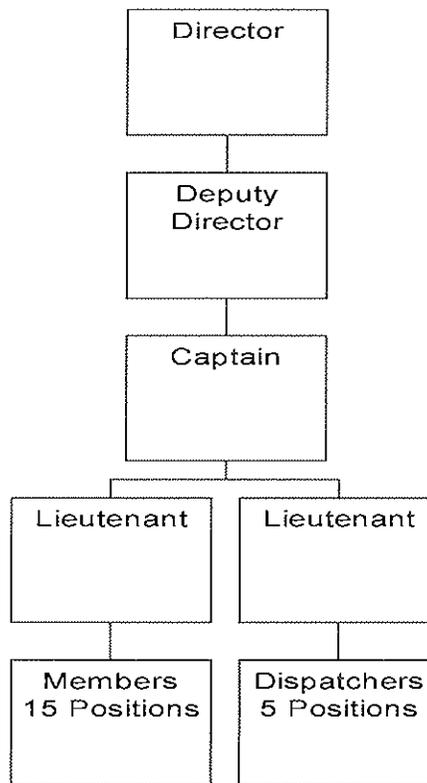
1. Continue to tape community events
2. Continue to update Village Board meeting introductory segments.
3. Oversee replacement of updated playback system.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: Cable TV Commission [01-110]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b><u>Personal Services</u></b>					
3020	Salaries (Part Time)	\$ 8,200	8,200	8,200	8,117	8,200
	<b><u>Commodities</u></b>					
3210	Office Supplies	\$ 113	-	300	150	200
3230	Conferences, Mtgs. & Seminars	-	-	-	-	-
3300	Vehicle Expense (Gas)	-	-	-	-	-
3440	Miscellaneous	-	-	-	-	-
3510	Equipment	483	1,135	-	-	-
3520	Furniture	-	-	300	300	-
	<b>Total</b>	<b>\$ 596</b>	<b>1,135</b>	<b>600</b>	<b>450</b>	<b>200</b>
	<b><u>Contractual Services</u></b>					
3780	Telephone	\$ -	-	-	-	-
3790	Comm./Office Mach. Maint.	-	-	500	500	500
3850	Equipment Leasing	-	-	-	-	-
3860	Other Contractual Services	50	50	50	63	50
	<b>Total</b>	<b>\$ 50</b>	<b>50</b>	<b>550</b>	<b>563</b>	<b>550</b>
	<b>Total Operating Expense</b>	<b>\$ 8,846</b>	<b>9,385</b>	<b>9,350</b>	<b>9,130</b>	<b>8,950</b>
	<b><u>Capital Outlay</u></b>					
4040	Machinery & Equipment	\$ -	-	2,000	2,420	12,293
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	<b>\$ -</b>	<b>-</b>	<b>2,000</b>	<b>2,420</b>	<b>12,293</b>
	<b>Total Appropriations</b>	<b>\$ 8,846</b>	<b>9,385</b>	<b>11,350</b>	<b>11,550</b>	<b>21,243</b>



# Emergency Services and Disaster Agency Fiscal Year '14



## 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 '13**

1. Work with the National Weather Service to designate the Village of Mokena as a Storm Ready Community. **(CU/80%)**
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.
7. Remodel radio room at ESDA facility. **(CU/50%)**
8. Host Open House and provide information regarding public safety and awareness.  
**(Abandoned)**
9. Implement a Rapid Recovery System for lost & disoriented residents with the Mokena Police Department. **(C/100%)**

### **SIGNIFICANT GOALS FOR FY '14**

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

ESDA

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5. Maintain traffic and crowd management support for civic events.
6. Provide assistance to all Departments with the VHF radio frequency re-banding project.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: General Fund**  
**Dept: E.S.D.A. [01-111]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b><u>Personal Services</u></b>					
3020	Salaries (Part Time)	\$ 9,500	9,500	9,500	9,500	9,500
	<b><u>Commodities</u></b>					
3210	Office Supplies	\$ -	227	350	200	350
3230	Conferences, Mtgs. & Seminars	1,477	1,489	2,350	1,650	2,350
3240	Membership Dues	200	275	400	275	400
3250	Professional Development	-	449	500	660	500
3260	Publications	30	30	15	15	15
3280	Clothing & Personal Expense	2,630	1,977	2,602	2,400	1,972
3290	Printing	211	179	500	300	500
3300	Vehicle Expense (Gas)	4,330	7,519	11,500	7,300	9,000
3320	Maint: Vehicle & Motor Equip.	5,194	8,720	9,550	8,900	9,550
3330	Small Tools	-	159	200	100	200
3440	Miscellaneous	301	328	500	200	500
3510	Equipment	1,922	930	3,465	2,000	5,464
3520	Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 16,295</b>	<b>22,282</b>	<b>31,932</b>	<b>24,000</b>	<b>30,801</b>
	<b><u>Contractual Services</u></b>					
3690	Computer Program./Maint.	\$ 107	566	700	-	700
3780	Telephone	5,072	4,822	6,353	4,950	6,374
3790	Comm./Office Mach. Maint.	591	584	950	500	950
3850	Equipment Leasing	1,479	338	902	338	902
3860	Other Contractual Services	12,345	12,742	15,329	13,211	16,454
3880	Warning System Maintenance	2,688	1,360	2,500	2,000	2,500
	<b>Total</b>	<b>22,282</b>	<b>20,412</b>	<b>26,734</b>	<b>20,999</b>	<b>27,880</b>
	<b>Total Operating Expense</b>	<b>\$ 48,077</b>	<b>52,194</b>	<b>68,166</b>	<b>54,499</b>	<b>68,181</b>
	<b><u>Capital Outlay</u></b>					
4020	Improvements - Other	\$ -	-	-	-	-
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	-	10,677	3,000	2,580	-
4080	Vehicle Acquisition	-	-	-	-	-
	<b>Total Capital</b>	<b>\$ -</b>	<b>10,677</b>	<b>3,000</b>	<b>2,580</b>	<b>-</b>
	<b>Total Appropriations</b>	<b>\$ 48,077</b>	<b>62,871</b>	<b>71,166</b>	<b>57,079</b>	<b>68,181</b>



**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Audit Fund**  
**Summary**

	<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
<b><u>Revenues</u></b>					
Taxes	\$ 7,170	5,995	5,375	5,627	5,450
Other Revenue	147	140	150	150	150
<b>Total Revenue</b>	<b>\$ 7,317</b>	<b>6,135</b>	<b>5,525</b>	<b>5,777</b>	<b>5,600</b>
<b>Opening Cash Balance</b>	<b>\$ 16,310</b>	<b>16,816</b>	<b>23,963</b>	<b>17,651</b>	<b>17,978</b>
<b>Total Available for Spending</b>	<b>\$ 23,627</b>	<b>22,951</b>	<b>29,488</b>	<b>23,428</b>	<b>23,578</b>
<b><u>Appropriations</u></b>					
Contractual Services	\$ 6,811	5,300	5,450	5,450	5,550
<b>Total Appropriations</b>	<b>\$ 6,811</b>	<b>5,300</b>	<b>5,450</b>	<b>5,450</b>	<b>5,550</b>
<b>Ending Fund Balance</b>	<b>\$ 16,816</b>	<b>17,651</b>	<b>24,038</b>	<b>17,978</b>	<b>18,028</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Audit Fund**  
**Revenue [02]**

		<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
200	<b><u>Taxes</u></b>					
2010	Property Tax	\$ 7,170	5,995	5,375	5,627	5,450
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 147	140	150	150	150
	<b>Revenue Grand Total</b>	\$ 7,317	6,135	5,525	5,777	5,600
	<b>Opening Cash Balance</b>	\$ 16,310	16,816	23,963	17,651	17,978
	<b>Total Available for Spending</b>	\$ 23,627	22,951	29,488	23,428	23,578

**Appropriations [02-116]**

		<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
3610	<b><u>Contractual Services</u></b>					
	Accounting Services	\$ 6,811	5,300	5,450	5,450	5,550

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Performance Bond Fund**  
Summary

<u>Revenues</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
Other Revenue	\$ 273,998	122,788	88,500	123,750	112,000
<b>Total Revenue</b>	<b>\$ 273,998</b>	<b>122,788</b>	<b>88,500</b>	<b>123,750</b>	<b>112,000</b>
<b>Opening Cash Balance</b>	<b>\$ 688,732</b>	<b>733,767</b>	<b>578,767</b>	<b>603,747</b>	<b>337,747</b>
<b>Total Available for Spending</b>	<b>\$ 962,730</b>	<b>856,555</b>	<b>667,267</b>	<b>727,497</b>	<b>449,747</b>
<u>Appropriations</u>	<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
Contractual Services	\$ 224,210	248,420	400,000	250,000	300,000
Other Financing Uses	4,753	4,388	3,500	139,750	2,000
<b>Total Appropriations</b>	<b>\$ 228,963</b>	<b>252,808</b>	<b>403,500</b>	<b>389,750</b>	<b>302,000</b>
<b>Ending Fund Balance</b>	<b>\$ 733,767</b>	<b>603,747</b>	<b>263,767</b>	<b>337,747</b>	<b>147,747</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Performance Bond Fund**

**Revenue [04]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 4,753	4,388	3,500	3,750	2,000
2940	Interfund Revenue	-	-	-	-	-
2970	Miscellaneous Income	269,245	118,400	85,000	120,000	110,000
	<b>Total</b>	<b>\$ 273,998</b>	<b>122,788</b>	<b>88,500</b>	<b>123,750</b>	<b>112,000</b>
	<b>Revenue Grand Total</b>	<b>\$ 273,998</b>	<b>122,788</b>	<b>88,500</b>	<b>123,750</b>	<b>112,000</b>
	<b>Opening Cash Balance</b>	<b>\$ 688,732</b>	<b>733,767</b>	<b>578,767</b>	<b>603,747</b>	<b>337,747</b>
	<b>Total Available for Spending</b>	<b>\$ 962,730</b>	<b>856,555</b>	<b>667,267</b>	<b>727,497</b>	<b>449,747</b>

**Appropriations [04-118]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b><u>Contractual Services</u></b>					
3920	Performance Bond Refund	\$ 224,210	248,420	400,000	250,000	300,000
	<b><u>Other Financing Uses</u></b>					
4260	Interfund Transfer					
	A. Trf. To General Fund	4,753	4,388	3,500	3,750	2,000
	B. Trf. To Escrow for Muni. Facility	-	-	-	136,000	-
	<b>Total Appropriations</b>	<b>\$ 228,963</b>	<b>\$ 252,808</b>	<b>\$ 403,500</b>	<b>\$ 389,750</b>	<b>\$ 302,000</b>

# *TOURISM FUND*

## *Fiscal Year '14*

### 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 2014 Budget: Tourism Fund**  
**Summary**

<u>Revenues</u>	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
Taxes	\$ 35,088	41,360	40,000	40,000	40,000
Other Revenue	365	263	300	240	250
<b>Total Revenue</b>	<b>\$ 35,453</b>	<b>41,623</b>	<b>40,300</b>	<b>40,240</b>	<b>40,250</b>
<b>Opening Cash Balance</b>	<b>\$ 49,251</b>	<b>38,079</b>	<b>27,462</b>	<b>28,500</b>	<b>16,114</b>
<b>Total Available for Spending</b>	<b>\$ 84,704</b>	<b>79,702</b>	<b>67,762</b>	<b>68,740</b>	<b>56,364</b>
<u>Appropriations</u>	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
Personal Services	\$ 33,032	35,166	35,044	34,928	-
Commodities	13,593	15,976	16,990	17,648	31,310
Contractual Services	-	60	350	50	350
<b>Total Appropriations</b>	<b>\$ 46,625</b>	<b>51,202</b>	<b>52,384</b>	<b>52,626</b>	<b>31,660</b>
<b>Ending Fund Balance</b>	<b>\$ 38,079</b>	<b>28,500</b>	<b>15,378</b>	<b>16,114</b>	<b>24,704</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Tourism Fund**  
**Revenue [05]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
200	<b>Taxes</b>					
2080	Hotel/Motel Tax	\$ 35,088	41,360	40,000	40,000	40,000
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 365	263	300	240	250
	<b>Revenue Grand Total</b>	\$ 35,453	41,623	40,300	40,240	40,250
	<b>Opening Cash Balance</b>	\$ 49,251	38,079	27,462	28,500	16,114
	<b>Total Available for Spending</b>	\$ 84,704	79,702	67,762	68,740	56,364

**Appropriations [05-119]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b>Personal Services</b>					
3010	Salaries (Full Time)	\$ 31,732	33,777	33,664	33,583	-
3040	Unemployment Contribution	42	83	122	87	-
3100	Hospital/Life Insurance	1,258	1,306	1,258	1,258	-
	<b>Total</b>	\$ 33,032	35,166	35,044	34,928	-
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 1,842	1,626	3,100	3,253	3,100
3240	Membership Dues	7,685	11,500	9,990	10,709	9,990
3250	Professional Development	-	-	-	-	-
3260	Publications	49	49	50	49	50
3290	Printing	307	232	1,000	500	1,000
3440	Miscellaneous	-	-	-	-	-
3450	Public Relations	3,710	2,569	2,850	3,137	17,170
	<b>Total</b>	\$ 13,593	15,976	16,990	17,648	31,310
	<b>Contractual Services</b>					
3860	Other Contractual Services	\$ -	-	250	-	250
3870	Auto Mileage & Expense Reimb.	-	60	100	50	100
	<b>Total</b>	\$ -	60	350	50	350
	<b>Total Appropriations</b>	\$ 46,625	51,202	52,384	52,626	31,660

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Special Tax Allocation Fund**  
Summary

<u>Revenues</u>	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
Taxes	\$ 7,447	21,569	16,500	18,352	24,293
Other Revenue	17	108	200	300	400
<b>Total Revenue</b>	<b>\$ 7,464</b>	<b>21,677</b>	<b>16,700</b>	<b>18,652</b>	<b>24,693</b>
<b>Opening Cash Balance</b>	<b>\$ 1,529</b>	<b>7,455</b>	<b>19,556</b>	<b>27,615</b>	<b>44,612</b>
<b>Total Available for Spending</b>	<b>\$ 8,993</b>	<b>29,132</b>	<b>36,256</b>	<b>46,267</b>	<b>69,305</b>
<u>Appropriations</u>	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
Commodities	\$ 76	-	100	79	100
Contractual Services	1,462	1,517	1,645	1,576	1,707
<b>Total Appropriations</b>	<b>\$ 1,538</b>	<b>1,517</b>	<b>1,745</b>	<b>1,655</b>	<b>1,807</b>
<b>Ending Fund Balance</b>	<b>\$ 7,455</b>	<b>27,615</b>	<b>34,511</b>	<b>44,612</b>	<b>67,498</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Special Tax Allocation Fund**  
**Revenue [06]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
200	<b><u>Taxes</u></b>					
2010	Property Tax	\$ 7,447	21,569	16,500	18,352	24,293
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	\$ 17	108	200	300	400
	<b>Revenue Grand Total</b>	\$ 7,464	21,677	16,700	18,652	24,693
	<b>Opening Cash Balance</b>	\$ 1,529	7,455	19,556	27,615	44,612
	<b>Total Available for Spending</b>	\$ 8,993	29,132	36,256	46,267	69,305

**Appropriations [06-120]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
3220	<b><u>Commodities</u></b>					
	Postage	\$ 76	-	100	79	100
3985	<b><u>Contractual Services</u></b>					
	Surplus Funds Remittance	\$ 1,462	1,517	1,645	1,576	1,707
	<b>Total Appropriations</b>	\$ 1,538	\$ 1,517	\$ 1,745	\$ 1,655	\$ 1,807

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: School Crossing Guard Fund**  
Summary

<u>Revenues</u>	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
Taxes	\$ 24,699	23,409	24,956	26,039	25,913
Other Revenue	214	238	240	240	240
<b>Total Revenue</b>	<b>\$ 24,913</b>	<b>23,647</b>	<b>25,196</b>	<b>26,279</b>	<b>26,153</b>
<b>Opening Cash Balance</b>	<b>\$ 23,783</b>	<b>26,606</b>	<b>27,689</b>	<b>26,600</b>	<b>27,704</b>
<b>Total Available for Spending</b>	<b>\$ 48,696</b>	<b>50,253</b>	<b>52,885</b>	<b>52,879</b>	<b>53,857</b>
<u>Appropriations</u>	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
Personal Services	\$ 21,562	23,280	24,445	24,333	25,183
Commodities	528	373	900	842	900
Contractual Services	-	-	200	-	200
<b>Total Appropriations</b>	<b>\$ 22,090</b>	<b>23,653</b>	<b>25,545</b>	<b>25,175</b>	<b>26,283</b>
<b>Ending Fund Balance</b>	<b>\$ 26,606</b>	<b>26,600</b>	<b>27,340</b>	<b>27,704</b>	<b>27,574</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: School Crossing Guard Fund**  
**Revenue [07]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
200	<b><u>Taxes</u></b>					
2010	Property Tax	\$ 24,699	23,409	24,956	26,039	25,913
290	<b><u>Other Revenue</u></b>					
2910	Interest Earnings	214	238	240	240	240
	<b>Revenue Grand Total</b>	\$ 24,913	23,647	25,196	26,279	26,153
	<b>Opening Cash Balance</b>	\$ 23,783	26,606	27,689	26,600	27,704
	<b>Total Available for Spending</b>	\$ 48,696	50,253	52,885	52,879	53,857

**Appropriations [07-121]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b><u>Personal Services</u></b>					
3020	Salaries (Part Time)	\$ 21,402	22,961	23,845	23,845	24,583
3040	Unemployment Contribution	160	319	600	488	600
	<b>Total</b>	\$ 21,562	23,280	24,445	24,333	25,183
	<b><u>Commodities</u></b>					
3280	Clothing & Personal Expense	\$ 478	323	700	779	700
3340	Traffic & Street Sign Material	-	-	150	-	150
3440	Miscellaneous	50	50	50	63	50
	<b>Total</b>	\$ 528	373	900	842	900
	<b><u>Contractual Services</u></b>					
3710	Legal Advertising	\$ -	-	200	-	200
	<b>Total Appropriations</b>	\$ 22,090	23,653	25,545	25,175	26,283

# *IMRF/FICA/MC FUND*

## *Fiscal Year '14*

### 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 2013 through December 2013 is 13.89% and the rate for January 2014 through June 2014 is 13.66%.

#### **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 2014, the employee rate for social security is 6.2% 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 2014 Budget: IMRF/FICA/MC Contribution Fund**  
Summary

	<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
<b><u>Revenues</u></b>					
Taxes	\$ 540,980	500,140	567,367	592,217	550,613
Intergovernmental Revenue - State	19,217	17,030	16,619	17,859	17,300
Other Revenue	2,260	2,224	2,350	2,500	2,500
<b>Total Revenue</b>	<b>\$ 562,457</b>	<b>519,394</b>	<b>586,336</b>	<b>612,576</b>	<b>570,413</b>
<b>Opening Cash Balance</b>	<b>\$ 272,886</b>	<b>300,268</b>	<b>289,992</b>	<b>267,871</b>	<b>315,947</b>
<b>Total Available for Spending</b>	<b>\$ 835,343</b>	<b>819,662</b>	<b>876,328</b>	<b>880,447</b>	<b>886,360</b>
<b><u>Appropriations</u></b>					
Personal Services	\$ 535,075	551,791	579,665	564,500	605,101
<b>Total Appropriations</b>	<b>\$ 535,075</b>	<b>551,791</b>	<b>579,665</b>	<b>564,500</b>	<b>605,101</b>
<b>Ending Fund Balance</b>	<b>\$ 300,268</b>	<b>267,871</b>	<b>296,663</b>	<b>315,947</b>	<b>281,259</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: IMRF/FICA/MC Contribution Fund**  
**Revenue [08]**

		<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
200	<b>Taxes</b>					
2010	Property Tax	\$ 540,980	500,140	567,367	592,217	550,613
240	<b>Intergovernmental Rev. - State</b>					
2420	Personal Property Replacement	\$ 19,217	17,030	16,619	17,859	17,300
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 2,260	2,224	2,350	2,500	2,500
	<b>Revenue Grand Total</b>	\$ 562,457	519,394	586,336	612,576	570,413
	<b>Opening Cash Balance</b>	\$ 272,886	300,268	289,992	267,871	315,947
	<b>Total Available for Spending</b>	\$ 835,343	819,662	876,328	880,447	886,360

**Appropriations [08-122]**

		<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
	<b>Personal Services</b>					
3050	Social Security (FICA) Contrib.	\$ 260,724	261,818	274,184	263,500	287,197
3051	Medicare Contribution	61,495	61,839	64,124	62,500	67,167
3070	IL Muni. Ret. Fund (IMRF) Contrib.	212,856	228,134	241,357	238,500	250,737
	<b>Total Appropriations</b>	\$ 535,075	551,791	579,665	564,500	605,101

# ***POLICE PENSION FUND***

## ***Fiscal Year '14***

### **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 2014 Budget: Police Pension Fund**  
**Summary**

	<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
<b>Revenues</b>					
Taxes	\$ 631,990	611,894	690,910	689,134	683,195
Other Revenue	\$ 1,566,474	743,188	933,046	1,437,019	1,151,850
<b>Total Revenue</b>	<b>\$ 2,198,464</b>	<b>1,355,082</b>	<b>1,623,956</b>	<b>2,126,153</b>	<b>1,835,045</b>
<b>Opening Cash Balance</b>	<b>\$ 8,241,810</b>	<b>10,234,284</b>	<b>11,587,419</b>	<b>11,303,818</b>	<b>13,076,543</b>
<b>Total Available for Spending</b>	<b>\$10,440,274</b>	<b>11,589,366</b>	<b>13,211,375</b>	<b>13,429,971</b>	<b>14,911,588</b>
<b>Appropriations</b>					
Personal Services	\$ 172,677	232,030	233,929	233,929	239,344
Commodities	29,436	35,570	47,225	41,871	54,500
Contractual Services	3,877	16,861	55,950	77,628	110,385
Capital Outlay	-	1,087	-	-	-
Other Financing Uses	-	-	30,000	-	50,000
<b>Total Appropriations</b>	<b>\$ 205,990</b>	<b>285,548</b>	<b>367,104</b>	<b>353,428</b>	<b>454,229</b>
<b>Ending Fund Balance</b>	<b>\$10,234,284</b>	<b>11,303,818</b>	<b>12,844,271</b>	<b>13,076,543</b>	<b>14,457,359</b>

VILLAGE OF MOKENA						
Fiscal 2014 Budget: Police Pension Fund						
Revenue [09]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '11	Fiscal '12	Fiscal '13	Fiscal '13	Fiscal '14
200	<b>Taxes</b>					
2010	Property Tax	\$ 631,990	611,894	690,910	689,134	683,195
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 196,699	226,727	200,000	250,000	250,000
2911	Short Term Capital Gain	795	6,418	-	7,705	-
2912	Long Term Capital Gain	4,445	27,523	-	71,314	-
2913	Realized Gain from Annuity	139,287	15,003	-	-	-
2916	Invest. Inc. - Market Fluctuations	969,176	235,854	500,000	900,000	660,000
2970	Miscellaneous Income	8,953	-	-	-	-
2980	Member Contributions	247,119	231,663	233,046	208,000	241,850
	<b>Total</b>	\$ 1,566,474	743,188	933,046	1,437,019	1,151,850
	<b>Revenue Grand Total</b>	\$ 2,198,464	1,355,082	1,623,956	2,126,153	1,835,045
	<b>Opening Cash Balance</b>	\$ 8,241,810	10,234,284	11,587,419	11,303,818	13,076,543
	<b>Total Available for Spending</b>	\$ 10,440,274	11,589,366	13,211,375	13,429,971	14,911,588
Appropriations [09-123]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '11	Fiscal '12	Fiscal '13	Fiscal '13	Fiscal '14
	<b>Personal Services</b>					
3020	Salaries (Part Time)	\$ -	-	-	-	-
3080	Pension Payment	172,677	232,030	233,929	233,929	239,344
3081	Disability Payment	-	-	-	-	-
	<b>Total</b>	\$ 172,677	232,030	233,929	233,929	239,344
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 1,366	2,163	5,300	2,800	5,300
3240	Membership Dues	925	775	900	775	900
3440	Miscellaneous	27,145	32,632	41,025	38,296	48,300
	<b>Total</b>	\$ 29,436	35,570	47,225	41,871	54,500
	<b>Contractual Services</b>					
3610	Accounting Services	\$ -	11,000	14,950	12,890	13,885
3630	Legal Services	3,056	3,225	13,000	3,038	13,000
3750	Public Officials Ins./Bonding	821	2,636	3,000	3,000	3,500
3930	Pension Refunds	-	-	25,000	58,700	80,000
	<b>Total</b>	\$ 3,877	16,861	55,950	77,628	110,385
	<b>Capital Outlay</b>					
4040	Machinery & Equipment	\$ -	1,087	-	-	-
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	30,000	-	50,000
	<b>Total Appropriations</b>	\$ 205,980	285,548	367,104	353,428	454,229

# *MOTOR FUEL TAX FUND*

## *Fiscal Year '14*

Below is a listing of road improvement projects for FY 14 that are accounted for in the Motor Fuel Tax Fund and the Capital Improvement, Repair and Replacement Fund.

### *MFT ROAD IMPROVEMENTS FY 2014*

- St. Vincent Ct      Kingston to End
- Kingston Way      Bryn Mawr to End
- Ashbury Ct        Kingston to End
- Bryn Mawr Way    116<sup>th</sup> Ave to Sandra
- Sandra Ct         Bryn Mawr to End
- St. Albert Ct      Marilyn to End
- Forest             Marilyn to End
- Front St          Schoolhouse to Wolf

**FY 2014 Street Miles (Total) = 1.70**

### *CAPITAL ROAD IMPROVEMENTS PROJECTS – FY 2014*

- Abbey Road        Tailfeathers to Wolf Road
- Roscommon Ct    Abbey to End
- Stratford         Bradford to Mayfair
- Mayfair            Wexford to End
- Wexford            Abbey to Mayfair
- Bradford          Abbey to Stratford
- Stratford Ct      End to End
- St. James Ct     End to End
- Ridgemore        Stratford to Route 30
- Primrose          Ridgemore to End
- Tailfeathers        Abbey to Deer Run
- Deer Run          Tallgrass to Tailfeathers
- Tallgrass          Route 30 to Wind Dance Ct
- Kokopelli         Tallgrass to End
- Wind Dance Ct    Tallgrass to End
- Sun Dance Trail   Wind Dance to Tailfeathers

**FY 2014 Street Miles (Total) = 2.45**

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: State Motor Fuel Tax Fund**  
**Summary**

<u>Revenues</u>	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
Intergovernmental Revenue - State	\$ 576,832	565,857	552,208	552,382	540,964
Other Revenue	438	437	600	650	600
<b>Total Revenue</b>	<b>\$ 577,270</b>	<b>566,294</b>	<b>552,808</b>	<b>553,032</b>	<b>541,564</b>
<b>Opening Cash Balance</b>	<b>\$ 231,792</b>	<b>424,743</b>	<b>600,449</b>	<b>621,273</b>	<b>810,067</b>
<b>Total Available for Spending</b>	<b>\$ 809,062</b>	<b>991,037</b>	<b>1,153,257</b>	<b>1,174,305</b>	<b>1,351,631</b>
<u>Appropriations</u>	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
Personal Services	\$ 85,779	30,710	101,552	48,443	105,614
Commodities	264,429	220,548	247,625	185,295	168,000
Contractual Services	34,111	118,506	85,275	85,500	83,115
Capital Outlay	-	-	90,465	45,000	452,465
<b>Total Appropriations</b>	<b>\$ 384,319</b>	<b>369,764</b>	<b>524,917</b>	<b>364,238</b>	<b>809,194</b>
<b>Ending Fund Balance</b>	<b>\$ 424,743</b>	<b>\$ 621,273</b>	<b>\$ 628,340</b>	<b>\$ 810,067</b>	<b>\$ 542,437</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: State Motor Fuel Tax Fund**  
**Revenue [11]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
240	<b>Intergovernmental Rev. - State</b>					
2430	Motor Fuel Tax Allotment	\$ 576,832	565,857	552,208	552,382	540,964
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 438	437	600	650	600
2940	Interfund Revenue	-	-	-	-	-
2970	Miscellaneous Revenue	-	-	-	-	-
	<b>Total</b>	\$ 438	437	600	650	600
	<b>Revenue Grand Total</b>	\$ 577,270	566,294	552,808	553,032	541,564
	<b>Opening Cash Balance</b>	\$ 231,792	424,743	600,449	621,273	810,067
	<b>Total Available for Spending</b>	\$ 809,062	991,037	1,153,257	1,174,305	1,351,631

**Appropriations [11-125]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
	<b>Personal Services</b>					
3030	Salaries (Overtime)	\$ 85,779	30,710	101,552	48,443	105,614
	<b>Commodities</b>					
3310	Maint: Bldgs, Streets & Grounds	\$ 22,867	32,750	28,000	31,000	33,000
3380	Salt	241,562	187,798	219,625	154,295	135,000
3440	Miscellaneous	-	-	-	-	-
	<b>Total</b>	\$ 264,429	220,548	247,625	185,295	168,000
	<b>Contractual Services</b>					
3620	Engineering Services	\$ -	-	9,000	4,500	4,500
3860	Other Contractual Services	34,111	67,778	76,275	81,000	78,615
3970	Tree Removal/Replacement	-	50,728	-	-	-
	<b>Total</b>	\$ 34,111	118,506	85,275	85,500	83,115
	<b>Capital Outlay</b>					
4010	Improvements - Streets & Alleys	\$ -	-	90,465	45,000	452,465
4020	Improvements - Other	-	-	-	-	-
	<b>Total</b>	\$ -	-	90,465	45,000	452,465
	<b>Total Appropriations</b>	\$ 384,319	369,764	524,917	364,238	809,194

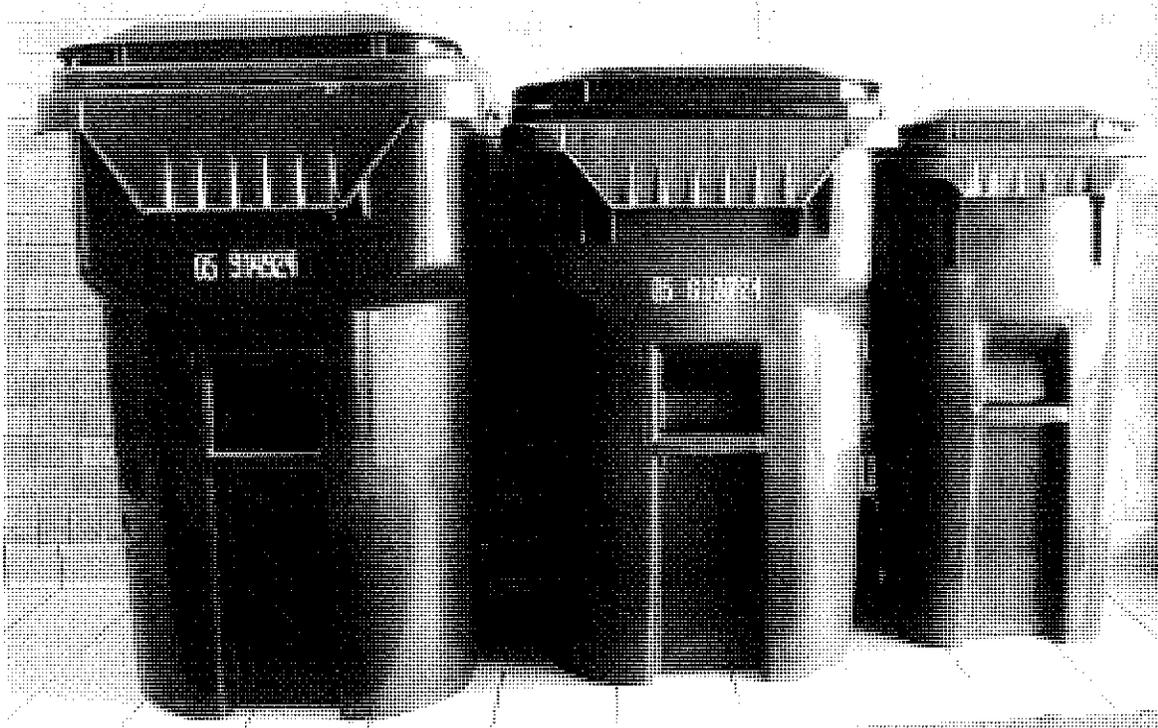
# *REFUSE FUND*

## *Fiscal Year '14*

### SUMMARY OF BASIC FUNCTION

Residential refuse pick-up is contracted through Nu-Way Disposal Service. Approximately 6,550 customers currently receive service on a weekly basis with over 340,000 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 2014 Budget: Refuse Fund**  
**Summary**

	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
<b><u>Revenues</u></b>					
Charges for Service	\$ 1,115,044	1,152,062	1,162,861	1,174,300	1,188,880
Other Revenue	5,969	6,521	6,467	6,669	6,550
<b>Total Revenue</b>	<b>\$ 1,121,013</b>	<b>1,158,583</b>	<b>1,169,328</b>	<b>1,180,969</b>	<b>1,195,430</b>
<b>Opening Cash Balance</b>	<b>\$ 100,288</b>	<b>117,862</b>	<b>130,690</b>	<b>135,518</b>	<b>148,328</b>
<b>Total Available for Spending</b>	<b>\$ 1,221,301</b>	<b>1,276,445</b>	<b>1,300,018</b>	<b>1,316,487</b>	<b>1,343,758</b>
<b><u>Appropriations</u></b>					
Commodities	\$ 13,860	11,655	14,805	10,710	14,805
Contractual Services	1,089,579	1,129,272	1,155,472	1,157,449	1,185,502
Capital Outlay	-	-	-	-	8,950
<b>Total Appropriations</b>	<b>\$ 1,103,439</b>	<b>1,140,927</b>	<b>1,170,277</b>	<b>1,168,159</b>	<b>1,209,257</b>
<b>Ending Fund Balance</b>	<b>\$ 117,862</b>	<b>135,518</b>	<b>129,741</b>	<b>148,328</b>	<b>134,501</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Refuse Fund**  
**Revenue [15]**

		<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
260	<b>Charges for Service</b>					
2710	Refuse Collection Charges	\$ 1,115,044	1,152,062	1,162,861	1,174,300	1,188,880
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 939	1,133	1,150	1,325	1,200
2970	Miscellaneous Revenue	5,030	5,388	5,317	5,344	5,350
	<b>Total</b>	\$ 5,969	6,521	6,467	6,669	6,550

	<b>Revenue Grand Total</b>	\$ 1,121,013	1,158,583	1,169,328	1,180,969	1,195,430
	<b>Opening Cash Balance</b>	\$ 100,288	117,862	130,690	135,518	148,328
	<b>Total Available for Spending</b>	\$ 1,221,301	1,276,445	1,300,018	1,316,487	1,343,758

**Appropriations [15-129]**

		<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
	<b>Commodities</b>					
3450	Public Relations	\$ 13,860	11,655	14,805	10,710	14,805
	<b>Contractual Services</b>					
3610	Accounting Services	\$ 331	250	255	255	260
3730	Refuse Service	1,046,854	1,085,780	1,111,110	1,113,087	1,140,253
3840	Interfund Service Charge	42,394	43,242	44,107	44,107	44,989
	<b>Total</b>	\$ 1,089,579	1,129,272	1,155,472	1,157,449	1,185,502

	<b>Capital Outlay</b>					
4040	Machinery & Equipment	\$ -	-	-	-	8,950
	<b>Total Appropriations</b>	\$ 1,103,439	\$ 1,140,927	\$ 1,170,277	\$ 1,168,159	\$ 1,209,257



**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Water & Sewer Fund**  
**Summary**

	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
<b>Revenues</b>					
Water Department	\$ 3,614,849	3,712,964	3,874,341	4,293,829	4,289,328
Sewer Department	1,695,328	1,873,456	1,803,720	1,874,643	1,838,983
<b>Total Revenue</b>	<b>\$ 5,310,177</b>	<b>5,586,420</b>	<b>5,678,061</b>	<b>6,168,472</b>	<b>6,128,311</b>
<b>Opening Cash Balance:</b>					
Water Dept. - Operating	\$ 1,190,975	1,257,732	1,235,521	1,247,308	1,366,055
Water Dept. - Encumbered Res.	-	-	-	-	-
Sewer Dept. - Operating	474,575	418,385	465,150	489,856	537,674
Sewer Dept. - Encumbered Res.	-	-	-	-	-
<b>Total Opening Cash Balance</b>	<b>\$ 1,665,550</b>	<b>1,676,117</b>	<b>1,700,671</b>	<b>1,737,164</b>	<b>1,903,729</b>
<b>Total Cash Available</b>	<b>\$ 6,975,727</b>	<b>7,262,537</b>	<b>7,378,732</b>	<b>7,905,636</b>	<b>8,032,040</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>\$ 6,975,727</b>	<b>7,262,537</b>	<b>7,378,732</b>	<b>7,905,636</b>	<b>8,032,040</b>
<b>Appropriations</b>					
Water Department	\$ 3,548,092	3,723,388	4,124,564	4,175,082	4,522,901
Sewer Department	1,751,518	1,801,985	1,912,671	1,826,825	1,967,935
<b>Total Appropriations</b>	<b>\$ 5,299,610</b>	<b>5,525,373</b>	<b>6,037,235</b>	<b>6,001,907</b>	<b>6,490,836</b>
<b>Ending Cash Balance:</b>					
Water Dept. - Operating	\$ 1,257,732	1,247,308	985,298	1,366,055	1,132,482
Sewer Dept. - Operating	418,385	489,856	356,199	537,674	408,722
<b>Total Operating Cash</b>	<b>\$ 1,676,117</b>	<b>1,737,164</b>	<b>1,341,497</b>	<b>1,903,729</b>	<b>1,541,204</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>\$ 1,676,117</b>	<b>1,737,164</b>	<b>1,341,497</b>	<b>1,903,729</b>	<b>1,541,204</b>

## WATER OPERATING FUND BUDGET SUMMARY

### REVENUE

Current FY '13

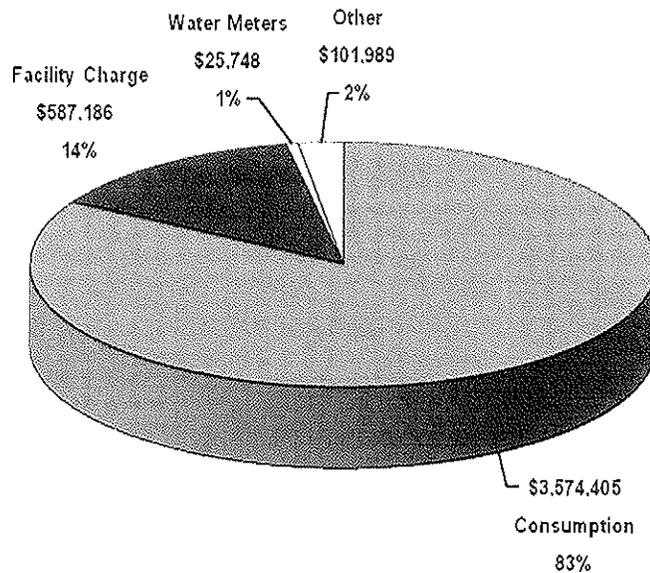
Estimated FY '13 revenues are anticipated to be above budget by approximately \$419K. This is primarily due to an increase in water consumption \$375K, facility charges \$8K, meter installation \$29K, other charges, interest earnings and miscellaneous income \$7K.

Proposed FY '14

FY '14 revenues are budgeted to increase above FY '13 levels by approximately \$415K. This is primarily due to the anticipated water rate includes the lake water costs being passed down by the City of Chicago and the Oak Lawn system improvements which are currently under negotiation.

Total water revenues for FY '14 are budgeted at \$4,289,328. 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



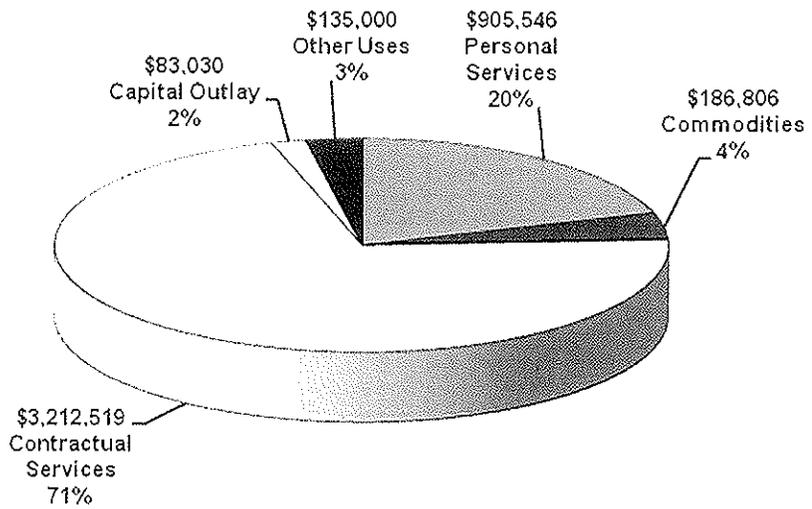
**EXPENDITURES**

Current FY '13 Estimated FY '13 expenditures are anticipated to be approximately \$51K more than budgeted. This is mainly attributable to the lake water costs increasing with water consumption.

Proposed FY '14 FY '14 water operating fund expenditures are proposed to increase above FY '13 levels by approximately \$398K. This is mainly attributable to increases in personnel costs \$37K, water meters, \$11K, water costs \$304, and capital costs \$35K.

Total water expenses are budgeted at \$4,522,901. 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 '13**

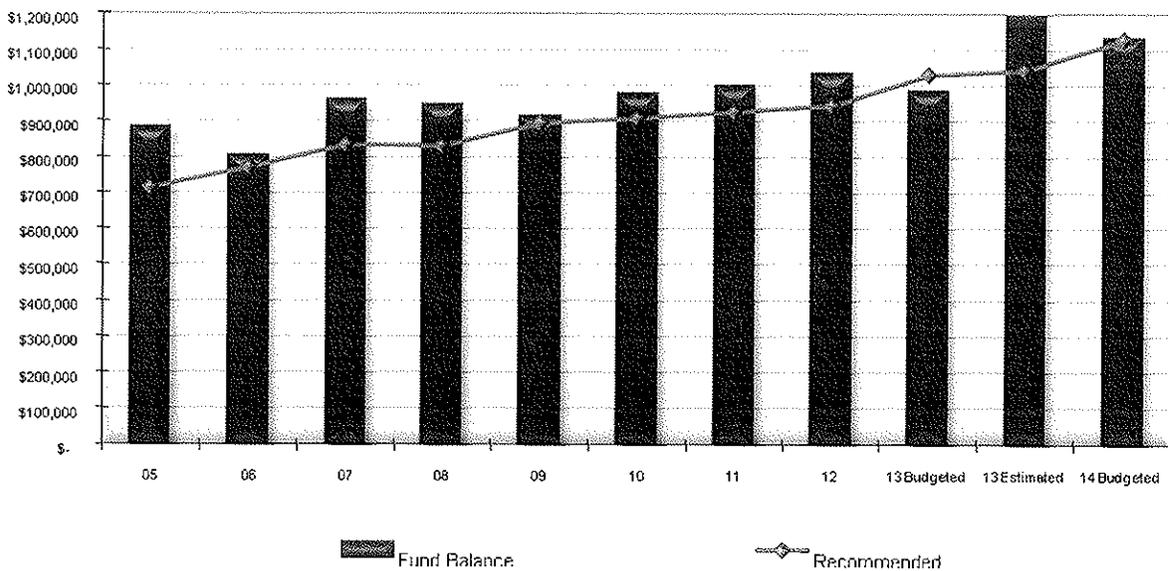
You will note the FY '13 Water Operating Fund estimated ending fund balance to be approximately \$1.37M. This is above the budgeted FY '13 balance by approximately \$381K. The rationale for this higher than projected year end cash position is as follows:

The actual FY '12 Year End Fund Balance was approximately \$12K above anticipated. Additionally, FY '13 revenues are anticipated to be \$419K above budget and FY '13 expenditures are forecasted to be above budget levels by approximately \$51K.

**Proposed FY '14**

Below you will note the cash position of the Water Enterprise Fund for the last several budget cycles along with Proposed FY '14 levels. The proposed FY '14 year end balance is \$1.13M 25% which is equal to 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 05-14 Budgets



**STATUS OF GOALS FOR FY '13**

1. Complete Village wide water main 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. Replace doors at Well#3 (C/100%)
6. Locate, exercise and map 300 watermain valves within the distribution system. (C/100%)
7. Replace all light fixtures on the 187<sup>th</sup> Street Ground Storage Tank (C/100%)
8. Re-evaluate RPZ testing program for system improvements in notification and recording. (C/100%)

**SIGNIFICANT GOALS FOR FY '14**

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. Seal coat blacktop at South & East Towers, Well 5 and 3 lift stations.
6. Replace 10 light fixtures on the 187<sup>th</sup> Street pump station building.
7. Continue program to Locate, exercise and map 300 watermain valves within the distribution system.
8. Replace Third Street & Midland Avenue six inch water main with new eight inch water main in distribution system.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Water Department**  
**Summary**

	<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
<b><u>Revenues</u></b>					
Charges for Service	\$ 3,598,122	3,677,576	3,856,439	4,269,690	4,265,939
Other Revenue	16,727	35,388	17,902	24,139	23,389
<b>Total Revenue</b>	<b>\$ 3,614,849</b>	<b>3,712,964</b>	<b>3,874,341</b>	<b>4,293,829</b>	<b>4,289,328</b>
<b>Opening Cash Balance:</b>					
Operating Balance	\$ 1,190,975	1,257,732	1,235,521	1,247,308	1,366,055
Encumbered Reserve Balance	\$ -	-	-	-	-
<b>Total Cash Balance</b>	<b>\$ 4,805,824</b>	<b>4,970,696</b>	<b>5,109,862</b>	<b>5,541,137</b>	<b>5,655,383</b>
<b>Less: Encum. Reserves</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Available for Spending</b>	<b>\$ 4,805,824</b>	<b>4,970,696</b>	<b>5,109,862</b>	<b>5,541,137</b>	<b>5,655,383</b>
<b><u>Appropriations</u></b>					
Personal Services	\$ 790,467	871,365	868,875	888,882	905,546
Commodities	150,035	167,422	187,475	215,952	186,806
Contractual Services	2,540,005	2,647,625	2,885,034	2,986,973	3,212,519
Capital Outlay	32,585	1,976	48,180	48,275	83,030
Other Financing Uses	35,000	35,000	135,000	35,000	135,000
<b>Total Appropriations</b>	<b>\$ 3,548,092</b>	<b>3,723,388</b>	<b>4,124,564</b>	<b>4,175,082</b>	<b>4,522,901</b>
<b>Ending Operating Balance</b>	<b>\$ 1,257,732</b>	<b>1,247,308</b>	<b>985,298</b>	<b>1,366,055</b>	<b>1,132,482</b>
<b>Encumbered Reserve Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>\$ 1,257,732</b>	<b>1,247,308</b>	<b>985,298</b>	<b>1,366,055</b>	<b>1,132,482</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Water Department**  
**Revenue [16]**

		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
		<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>	<u>Fiscal '13</u>	<u>Fiscal '14</u>
260	<b>Charges For Service</b>					
2610	Water Sales	\$ 2,931,167	2,983,604	3,189,280	3,564,200	3,574,405
2640	Facility Charge	561,404	571,992	570,329	578,087	587,186
2660	Water Meter Installation	28,154	43,572	18,830	48,085	25,748
2690	Other Charges	77,397	78,408	78,000	79,318	78,600
	<b>Total</b>	\$ 3,598,122	3,677,576	3,856,439	4,269,690	4,265,939
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 8,610	9,363	9,000	10,600	10,900
2970	Miscellaneous Income	8,117	26,025	8,902	13,539	12,489
	<b>Total</b>	\$ 16,727	35,388	17,902	24,139	23,389
	<b>Revenue Grand Total</b>	\$ 3,614,849	3,712,964	3,874,341	4,293,829	4,289,328
	<b>Opening Cash Balance:</b>					
	<b>Operating Balance</b>	\$ 1,190,975	1,257,732	1,235,521	1,247,308	1,366,055
	<b>Encumbered Reserve Balance</b>	\$ -	-	-	-	-
	<b>Total Cash Available</b>	4,805,824	4,970,696	5,109,862	5,541,137	5,655,383
	<b>Less: Encum. Res. Balance</b>	\$ -	-	-	-	-
	<b>Total Available for Spending</b>	\$ 4,805,824	4,970,696	5,109,862	5,541,137	5,655,383

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Water Department**  
**Appropriations [16-130]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
		<b>Fiscal '11</b>	<b>Fiscal '12</b>	<b>Fiscal '13</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>
	<b><u>Personal Services</u></b>					
3010	Salaries (Full Time)	\$ 502,317	560,964	559,863	568,001	580,223
3020	Salaries (Part Time)	-	1,088	4,955	4,955	4,830
3030	Salaries (Overtime)	14,781	21,203	17,771	21,000	18,482
3040	Unemployment Contribution	1,076	2,198	3,363	2,539	2,853
3050	FICA Contribution	31,529	35,585	36,121	36,457	37,419
3051	Medicare Contribution	7,374	8,328	8,448	8,531	8,751
3060	Workmen's Compensation	31,751	26,434	23,857	23,744	28,643
3070	IMRF Contribution	66,121	78,054	78,385	85,634	82,502
3100	Hospital/Life Insurance	135,518	137,511	136,112	138,021	141,843
	<b>Total</b>	\$ 790,467	871,365	868,875	888,882	905,546
	<b><u>Commodities</u></b>					
3210	Office Supplies	\$ 1,454	1,250	1,660	1,800	1,710
3220	Postage	18,529	22,722	27,950	24,000	20,540
3230	Conferences, Mtgs. & Seminars	94	50	1,170	323	1,450
3240	Membership Dues	461	479	558	508	664
3250	Professional Development	27	449	500	1,226	500
3260	Publications	30	241	30	30	30
3270	Liability Insurance	25,409	24,735	20,804	20,805	19,028
3280	Clothing & Personal Expenses	2,793	2,848	3,700	3,200	3,900
3290	Printing	4,354	3,860	4,790	3,100	4,280
3300	Vehicle Expense (Gasoline)	17,854	19,729	28,750	21,500	25,875
3310	Maint. - Bldgs., Sts., & Grnds.	6,889	9,128	8,500	8,300	9,020
3320	Maint. - Vehicles & Motor Equip.	7,116	7,452	7,200	8,700	7,200
3330	Small Tools	528	734	529	450	425
3360	Repair Materials	19,792	10,155	14,820	18,000	17,250
3380	Stone & Sand	1,873	3,953	3,000	3,800	3,000
3410	Water Meters - New Construction	15,118	16,578	20,040	49,825	25,040
3411	Water Meters - Replacements	20,635	30,151	28,075	33,896	34,275
3440	Miscellaneous	347	351	864	864	804
3450	Public Relations	2,669	6,775	7,750	8,498	3,500
3460	Chemicals	1,914	3,224	2,825	3,000	2,825
3510	Equipment	2,149	2,558	3,960	4,127	4,820
3520	Furniture	-	-	-	-	670
	<b>Total</b>	\$ 150,035	167,422	187,475	215,952	186,806

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Water Department**  
**Appropriations [16-130]**

		<b>Actual</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Estimated</b>	<b>Board App.</b>
	<b>Contractual Services</b>	<b>Fiscal '11</b>	<b>Fiscal '12</b>	<b>Fiscal '13</b>	<b>Fiscal '13</b>	<b>Fiscal '14</b>
3610	Accounting Services	\$ 2,764	2,150	2,525	2,525	2,575
3620	Engineering Services	-	-	17,300	16,800	17,300
3630	Legal Services	516	37	750	250	750
3640	Physical Exams	-	-	100	-	100
3690	Computer Program./Maint.	11,878	15,605	16,500	17,061	16,304
3710	Legal Advertising	-	-	200	98	200
3750	Public Officials Ins./Bonding	-	-	75	61	-
3770	Electricity & Gas	89,678	91,627	95,000	66,000	84,000
3780	Telephone	16,619	15,929	16,851	19,500	19,123
3790	Comm./Office Machine Maint.	805	319	850	356	425
3840	Interfund Service Charge	75,702	77,216	78,760	78,760	80,335
3850	Leased Equipment	662	614	791	705	751
3860	Other Contractual Services	91,437	91,630	101,417	122,000	136,302
3870	Auto Mileage & Expense Reimb.	13	23	167	29	141
3890	Bond Principal	280,000	290,000	295,000	295,000	300,000
3900	Bond Interest	87,713	82,013	75,425	75,425	67,988
3910	Utility Deposit Refunds	-	-	100	-	100
3950	Contractual Payments	270,593	259,408	274,735	274,653	273,155
3960	Lake Water Costs	1,611,625	1,721,054	1,908,488	2,017,750	2,212,970
3961	Joint System Maintenance	-	-	-	-	-
	<b>Total</b>	<b>\$ 2,540,005</b>	<b>2,647,625</b>	<b>2,885,034</b>	<b>2,986,973</b>	<b>3,212,519</b>
	<b>Total Operating Expenses</b>	<b>\$ 3,480,507</b>	<b>3,686,412</b>	<b>3,941,384</b>	<b>4,091,807</b>	<b>4,304,871</b>
	<b>Capital Outlay</b>					
4020	Improvements - Other	\$ -	-	-	-	-
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	32,585	1,976	17,930	17,855	50,530
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisition	-	-	30,250	30,420	32,500
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 32,585</b>	<b>1,976</b>	<b>48,180</b>	<b>48,275</b>	<b>83,030</b>
	<b>Other Financing Uses</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>\$ 3,548,092</b>	<b>3,723,388</b>	<b>4,124,564</b>	<b>4,175,082</b>	<b>4,522,901</b>

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) PRIO.	ITEM	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	FY '14 DEPT. REQUEST	FY '14 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	Sand Blaster (50%)	\$ 1,250	\$ 1,250			Base	Replace aging equipment
4040	Air Conditioner at Francis Road Pump Station (50%)	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 & Liftgate (50%)	19,750	19,750			Base	Replace WS4
4080	Pickup (50%)	10,500	10,500			Base	Replace WS12
4040	6'x6' Trench Box			\$ 5,100	\$ 5,100	Supp.	Safety trench box for excavations
4040	Utility Line Locator			3,780	3,780	Base	Replace aging equipment
4040	(4) Meter Vault Ventilators			9,500	9,500	Supp.	Circulate air to reduce corrosion
4040	Recirculation Pump			1,800	1,800	Base	Replace pump at South Tower
4040	SCADA Laptop			1,500	1,500	Supp.	Additional SCADA Laptop
4040	Combination Excavator & Attachments (25%)			16,600	16,000	Base	Excavating water & sewer repairs

**TOTAL REQUESTS APPROVED**      See Page 2      See Page 2      See Page 2



**SEWER OPERATING FUND BUDGET SUMMARY**

**REVENUES**

Current FY '13

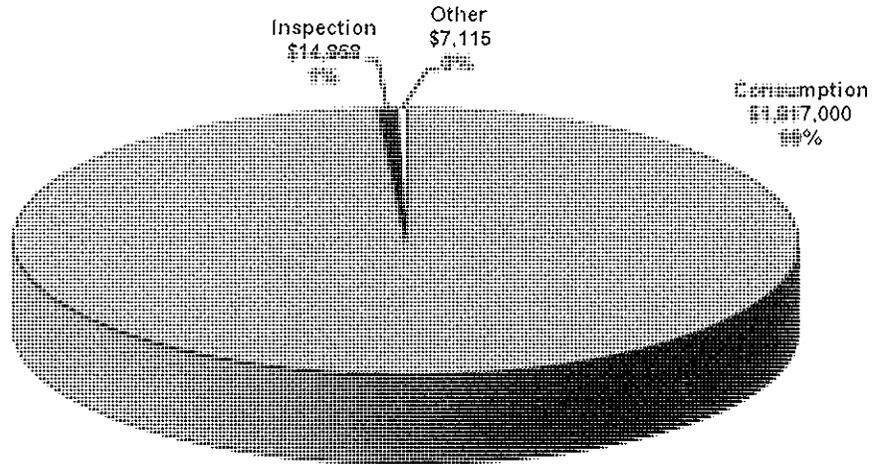
Estimated FY '13 revenues are anticipated to be more than budget by approximately \$71K. Customer billables were above projection \$53K with other revenues being up \$18K.

Proposed FY '14

FY '14 revenues are budgeted to be more than FY '13 levels by approximately \$35K. This is mainly attributable to the \$.35/1,000 gallons rate increase that went into effect in FY '13 being included for the entire year in FY '14 (as opposed to 11 months in FY 13).

Total Sewer Revenues for FY '14 are budgeted at \$1,838,983. 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**



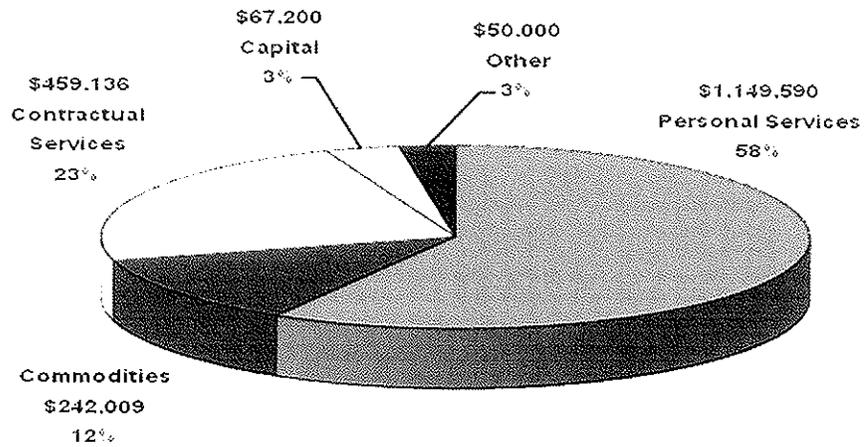
**EXPENDITURES**

Current FY '13 Estimated FY '13 expenditures are anticipated to be (\$85K) below budget. This is mainly attributable to a decrease in electricity and gas costs (\$50K) and the contingency line item not being utilized (\$50K).

Proposed FY '14 FY '14 sewer fund expenditures are proposed to increase above FY '13 budget levels by approximately \$55K. This is primarily due to increases in personnel costs \$40K, and capital costs \$34K. Other core expenditures will be reduced by (\$19K) resulting in a \$55K overall increase.

Total FY '14 sewer expenses are budgeted at \$1,967,935. 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 '13**

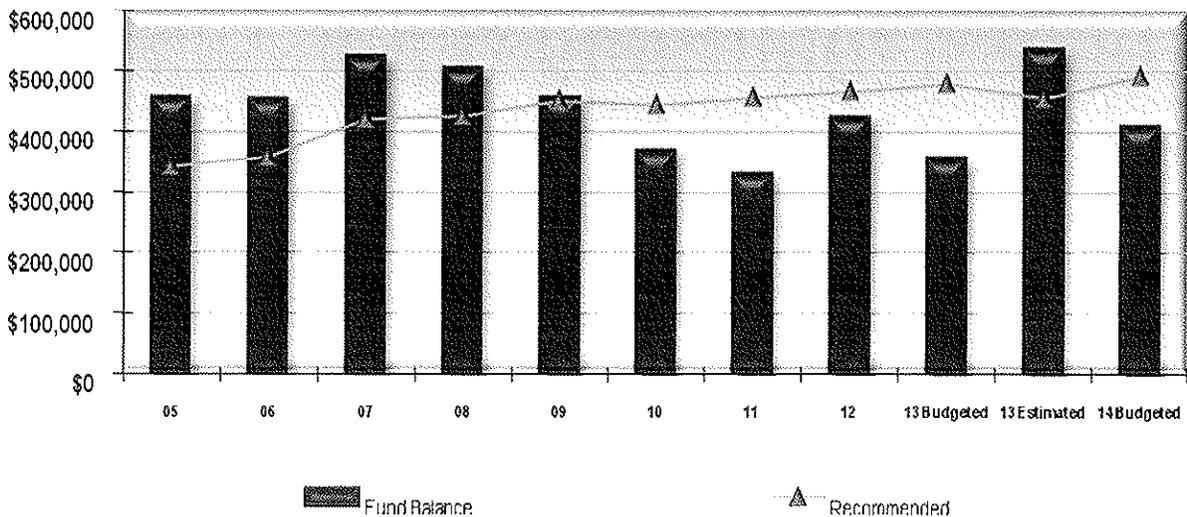
You will note the FY '13 Sewer Operating Fund estimated ending fund balance to be approximately \$538K. This is above the budgeted FY '13 balance by approximately \$181K. The rationale for this higher than projected year end cash position is as follows:

The Actual FY '12 Year End Fund Balance was approximately \$25K above anticipated. Additionally, FY '13 revenues are anticipated to be \$71K more than budgeted and FY '13 expenditures are forecasted to be below budget levels by approximately (\$85K).

**Proposed FY '14**

Below you will note the cash position of the Sewer Enterprise fund for the last several budget cycles along with Proposed FY '14 levels. This fund has been under constant pressure over the past few years. Rate adjustments were implemented in FY '06, FY '07, FY '09, FY '10, and FY '13 all softening the flattening consumption trends. The Proposed FY '14 fund balance is \$409K or 21% 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 05-14**



**STATUS OF GOALS FOR FY '13**

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 FY13. **(C/100%)**
3. Vacuum, jet, and clean grease from wet wells and (6) lift stations. **(C/100%)**
4. Closely monitor WWTP flows and determine a timeframe to bid the plant expansion project. **(C/100%)**
5. Inspect and map 450 manholes within the collection system. **(C/100%)**
6. Provide “in-house” monthly safety training to all sewer department personnel. (Tool Box talks) **(C/100%)**

**SIGNIFICANT GOALS FOR FY '14**

1. Replacement of 10 evergreen trees on the WWTP property.
2. Continue manhole rehabilitation program. A total of 50 manholes will be rehabilitated in FY14.
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. Evaluate sludge drying process alternatives for replacement of Alar Machine.
6. Complete Improvements to the Excess Flow Facility on Wolf Road.
7. Continue program to inspect and map 450 manholes within the collection system.
8. Provide “in-house” monthly safety training to all sewer department personnel. (Tool Box talks)
9. Reline and repair 250 manholes based on the ongoing inventory and inspection program.
10. Smoke testing of sanitary sewers in Marilyn Estates, Brightway, Forestview, The Oaks, Tara Hills, White Pines, and Tall Grass subdivisions.

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Sewer Department**  
**Summary**

	<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
<b>Revenues</b>					
Charges for Service	\$ 1,691,383	1,686,991	1,797,810	1,867,367	1,831,868
Other Revenue	3,945	186,465	5,910	7,276	7,115
<b>Total Revenue</b>	<b>\$ 1,695,328</b>	<b>1,873,456</b>	<b>1,803,720</b>	<b>1,874,643</b>	<b>1,838,983</b>
<b>Opening Cash Balance:</b>					
Operating Balance	\$ 474,575	418,385	465,150	489,856	537,674
Encumbered Reserve Balance	-	-	-	-	-
<b>Total Cash Balance</b>	<b>\$ 2,169,903</b>	<b>2,291,841</b>	<b>2,268,870</b>	<b>2,364,499</b>	<b>2,376,657</b>
<b>Less: Encum. Reserves</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Available for Spending</b>	<b>\$ 2,169,903</b>	<b>2,291,841</b>	<b>2,268,870</b>	<b>2,364,499</b>	<b>2,376,657</b>
<b>Appropriations</b>					
Personal Services	\$ 1,059,108	1,098,652	1,109,459	1,125,626	1,149,590
Commodities	206,017	225,456	249,075	244,794	242,009
Contractual Services	472,894	477,877	471,137	423,235	459,136
Capital Outlay	13,499	-	33,000	33,170	67,200
Other Financing Uses	-	-	50,000	-	50,000
<b>Total Appropriations</b>	<b>\$ 1,751,518</b>	<b>1,801,985</b>	<b>1,912,671</b>	<b>1,826,825</b>	<b>1,967,935</b>
<b>Ending Operating Balance</b>	<b>\$ 418,385</b>	<b>489,856</b>	<b>356,199</b>	<b>537,674</b>	<b>408,722</b>
<b>Encumbered Reserve Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>\$ 418,385</b>	<b>489,856</b>	<b>356,199</b>	<b>537,674</b>	<b>408,722</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Sewer Department**  
**Revenue [16]**

		<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
260	<b>Charges For Service</b>					
2620	Sewer Charges	\$ 1,678,462	1,665,928	1,786,836	1,840,200	1,817,000
2680	Sewer Inspection Fees	12,921	21,063	10,974	27,167	14,868
	<b>Total</b>	<b>\$ 1,691,383</b>	<b>1,686,991</b>	<b>1,797,810</b>	<b>1,867,367</b>	<b>1,831,868</b>
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 2,999	3,121	3,000	3,540	3,000
2940	Interfund Revenue - (From)					
	A. Escrow - 187th & Wolf Utility	-	171,164	-	-	-
2970	Miscellaneous Income	946	12,180	2,910	3,736	4,115
	<b>Total</b>	<b>\$ 3,945</b>	<b>186,465</b>	<b>5,910</b>	<b>7,276</b>	<b>7,115</b>
	<b>Revenue Grand Total</b>	<b>\$ 1,695,328</b>	<b>1,873,456</b>	<b>1,803,720</b>	<b>1,874,643</b>	<b>1,838,983</b>
	<b>Opening Cash Balance:</b>					
	<b>Operating Balance</b>	<b>\$ 474,575</b>	<b>418,385</b>	<b>465,150</b>	<b>489,856</b>	<b>537,674</b>
	<b>Encumbered Reserve Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Cash Available</b>	<b>\$ 2,169,903</b>	<b>2,291,841</b>	<b>2,268,870</b>	<b>2,364,499</b>	<b>2,376,657</b>
	<b>Less: Encum. Res. Balance</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Available for Spending</b>	<b>\$ 2,169,903</b>	<b>2,291,841</b>	<b>2,268,870</b>	<b>2,364,499</b>	<b>2,376,657</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Sewer Department**  
**Appropriations [16-131]**

		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
		<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>	<u>Fiscal '13</u>	<u>Fiscal '14</u>
	<b><u>Personal Services</u></b>					
3010	Salaries (Full Time)	\$ 694,111	723,569	724,022	729,446	747,223
3020	Salaries (Part Time)	-	1,088	4,955	4,955	4,830
3030	Salaries (Overtime)	14,780	21,203	17,771	21,000	18,482
3040	Unemployment Contribution	1,496	2,892	4,380	3,265	3,678
3050	FICA Contribution	43,250	45,390	46,298	46,231	47,773
3051	Medicare Contribution	10,115	10,621	10,828	10,816	11,173
3060	Workmen's Compensation	37,371	31,112	28,079	27,946	33,713
3070	IMRF Contribution	90,508	99,677	100,661	107,518	105,514
3100	Hospital/Life Insurance	167,477	163,100	172,465	174,449	177,204
	<b>Total</b>	<b>\$ 1,059,108</b>	<b>1,098,652</b>	<b>1,109,459</b>	<b>1,125,626</b>	<b>1,149,590</b>
	<b><u>Commodities</u></b>					
3210	Office Supplies	\$ 1,454	1,250	1,660	1,800	1,710
3220	Postage	17,892	21,250	26,950	22,850	19,540
3230	Conferences, Mtgs. & Seminars	94	549	790	725	1,245
3240	Membership Dues	101	97	139	84	197
3250	Professional Development	27	-	500	1,226	500
3260	Publications	30	241	30	30	30
3270	Liability Insurance	42,892	41,756	35,119	35,119	32,121
3280	Clothing & Personal Expenses	2,790	2,848	3,700	3,200	3,900
3290	Printing	4,226	3,733	4,360	2,800	3,850
3300	Vehicle Expense (Gasoline)	17,647	20,396	28,750	22,000	25,875
3310	Maint. - Bldgs., Sts., & Grnds.	3,721	9,829	8,200	8,800	9,000
3320	Maint. - Vehiciles & Motor Equip.	7,509	8,060	7,200	8,700	7,200
3330	Small Tools	74	411	196	781	715
3360	Repair Materials	1,085	780	800	1,900	2,000
3370	Janitorial Supplies	1,457	2,665	3,000	4,000	3,000
3380	Stone & Sand	373	-	500	1,304	1,000
3440	Miscellaneous	347	351	864	1,300	804
3460	Chemicals	103,266	109,708	125,222	127,000	125,222
3510	Equipment	1,032	1,532	645	754	3,430
3520	Furniture	-	-	450	421	670
	<b>Total</b>	<b>\$ 206,017</b>	<b>225,456</b>	<b>249,075</b>	<b>244,794</b>	<b>242,009</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Sewer Department**  
**Appropriations [16-131]**

		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
		<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>	<u>Fiscal '13</u>	<u>Fiscal '14</u>
	<b><u>Contractual Services</u></b>					
3610	Accounting Services	\$ 3,216	2,500	2,170	2,170	2,210
3620	Engineering Services	-	-	18,950	18,450	18,950
3630	Legal Services	405	37	250	200	250
3640	Physical Exams	-	85	100	-	100
3690	Computer Program./Maint.	11,620	15,606	16,500	17,138	16,304
3700	Sludge Removal	61,827	63,410	57,675	56,000	57,675
3710	Legal Advertising	-	-	100	-	100
3750	Public Officials Ins./Bonding	-	-	75	61	-
3770	Electricity & Gas	258,152	251,530	220,000	170,000	203,500
3780	Telephone	4,720	3,932	4,467	4,200	5,313
3790	Comm./Office Machine Maint.	805	318	850	356	425
3840	Interfund Service Charge	75,702	77,216	78,760	78,760	80,335
3850	Leased Equipment	662	614	791	705	751
3860	Other Contractual Services	54,228	60,847	68,692	73,400	71,392
3870	Auto Mileage & Expense Reimb.	13	212	167	235	241
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	1,544	1,570	1,590	1,560	1,590
	<b>Total</b>	<b>\$ 472,894</b>	<b>477,877</b>	<b>471,137</b>	<b>423,235</b>	<b>459,136</b>
	<b>Total Operating Expenses</b>	<b>\$ 1,738,019</b>	<b>1,801,985</b>	<b>1,829,671</b>	<b>1,793,655</b>	<b>1,850,735</b>
	<b><u>Capital Outlay</u></b>					
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	13,499	-	2,750	2,750	34,700
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisition	-	-	30,250	30,420	32,500
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	<b>\$ 13,499</b>	<b>-</b>	<b>33,000</b>	<b>33,170</b>	<b>67,200</b>
	<b><u>Other Financing Uses</u></b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
5000	Transfer - Out					
	A. Plant Replacement Fund	-	-	-	-	-
	B. Plant Expansion Fund	-	-	-	-	-
	<b>Total</b>	<b>\$ -</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
	<b>Total Appropriations</b>	<b>\$ 1,751,518</b>	<b>1,801,985</b>	<b>1,912,671</b>	<b>1,826,825</b>	<b>1,967,935</b>

DEPARTMENT Sewer Dept.

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) PRIO.	ITEM	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	FY '14 DEPT. REQUEST	FY '14 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	Sand Blaster (50%)	\$ 1,250	\$ 1,250			Base	Replace aging equipment
4040	SCADA Laptop	1,500	1,500			Supp.	To allow on-call person to monitor plant and lift stations
4080	Pickup w/Plow & Liftgate (50%)	19,750	19,750			Base	Replace WS4
4080	Pickup (50%)	10,500	10,500			Base	Replace WS12
4040	Sewer Camera (50%)			\$ 1,600	\$ 1,600	Supp	Camera to televise sewer lines
4040	100' Power Rodder (50%)			1,300	1,300	Base	Replace existing equipment
4040	Combination Excavator & Attachments (25%)			16,600	16,600	Supp.	Excavating water & sewer repairs
4040	Gator			6,250	6,250	Base	Replace aging equipment
4040	Folding/Inserting System (1/3)			3,950	3,950	Supp.	Folding/inserting equipment for new utility invoice
4040	Computer Upgrades			5,000	5,000	Base	Upgrades: AS400, Administrative Server, Network and Server at WWTP, Cabling, and Misc. Costs
4080	Utility Van (50%)			14,000	14,000	Base	Replace WS1
4080	Pickup w/Plow & Liftgate (50%)			18,500	18,500	Base	Replace WS11

**TOTAL**      \$33,000

\$67,200

**REQUESTS APPROVED**

\$33,000

\$67,200

# ***MUNICIPAL PARKING LOT FUND***

## ***Fiscal Year '14***

### **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 Willowcrest 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 2014 fiscal year. These improvements include the installation of two security cameras at the Hickory Creek lot, along with landscaping improvements. Additional safety fencing will be installed at the Front Street lot.

### **MUNICIPAL PARKING LOT STATUS OF GOALS FOR FY '13**

1. Replace four parking lot lights at Hickory Creek Lot. (C/100%)
2. Replace landscaping at McGovney Street lot. (C/100%)
3. Install two security cameras at the Front Street Lot. \* (C/100%)

4. Seal coat and stripe parking spaces at Front Street and Village Hall lots. \* (C/100%)
5. Stamp and dye asphalt islands at Hickory Creek lot. \* (D)
6. Replace and repair sidewalks/walkways at Hickory Creek lot. \* (C/100%)

\* *Through Capital Repair & Replacement Fund*

SIGNIFICANT GOALS FOR FY '14

1. Replace four parking lot lights at Hickory Creek Lot.
2. Install two security cameras at the Hickory Creek Lot. \*
3. Excavate, stamp and dye islands at Hickory Creek lot. \*
4. Replace station platform fence east of steps at Front Street Lot. \*

\* *Through Capital Repair & Replacement Fund*

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Municipal Parking Lot Fund**  
Summary

<b>Revenues</b>	<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
Charges for Service	\$ 245,845	299,154	309,375	294,000	296,875
Other Revenue	1,356	1,340	1,515	1,699	1,665
<b>Total Revenue</b>	<b>\$ 247,201</b>	<b>300,494</b>	<b>310,890</b>	<b>295,699</b>	<b>298,540</b>
<b>Opening Cash Balance</b>	<b>\$ 60,847</b>	<b>29,366</b>	<b>57,914</b>	<b>59,883</b>	<b>78,395</b>
<b>Total Available for Spending</b>	<b>\$ 308,048</b>	<b>329,860</b>	<b>368,804</b>	<b>355,582</b>	<b>376,935</b>
<b>Appropriations</b>	<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
Personal Services	\$ 140,766	141,646	142,294	139,172	140,075
Commodities	5,488	10,307	15,900	14,750	15,000
Contractual Services	132,428	118,024	138,702	123,265	142,249
Capital Outlay	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
<b>Total Appropriations</b>	<b>\$ 278,682</b>	<b>269,977</b>	<b>296,896</b>	<b>277,187</b>	<b>297,324</b>
<b>Ending Fund Balance</b>	<b>\$ 29,366</b>	<b>59,883</b>	<b>71,908</b>	<b>78,395</b>	<b>79,611</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Municipal Parking Lot Fund**  
**Revenue [17]**

		<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
260	<b>Charges for Service</b>					
2630	Parking Fees	\$ 245,845	299,154	309,375	294,000	296,875
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 340	325	500	685	650
2970	Miscellaneous Income	1,016	1,015	1,015	1,014	1,015
	<b>Total</b>	\$ 1,356	1,340	1,515	1,699	1,665
	<b>Revenue Grand Total</b>	\$ 247,201	300,494	310,890	295,699	298,540
	<b>Opening Cash Balance</b>	\$ 60,847	29,366	57,914	59,883	78,395
	<b>Total Available for Spending</b>	\$ 308,048	329,860	368,804	355,582	376,935

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Municipal Parking Lot Fund**  
**Appropriations [17-132]**

		<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
		<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>	<u>Fiscal '13</u>	<u>Fiscal '14</u>
<b><u>Personal Services</u></b>						
3010	Salaries (Full Time)	\$ 91,884	98,000	96,927	94,951	81,630
3020	Salaries (Part Time)	4,859	-	-	-	14,560
3030	Salaries (Overtime)	475	609	756	642	510
3040	Unemployment Contribution	295	417	814	435	777
3050	FICA Contribution	5,897	5,965	6,056	5,814	5,964
3051	Medicare Contribution	1,379	1,395	1,416	1,360	1,395
3060	Workmen's Compensation	8,149	6,783	6,122	6,093	6,842
3070	IMRF Contribution	7,726	7,939	8,079	7,700	10,533
3100	Hospital/Life Insurance	20,102	20,538	22,124	22,177	17,864
	<b>Total</b>	\$ 140,766	141,646	142,294	139,172	140,075
<b><u>Commodities</u></b>						
3280	Clothing & Personal Expenses	\$ 148	117	400	200	2,400
3310	Maint: Bldgs., Sts., & Grnds.	5,225	9,460	13,950	13,950	11,050
3340	Traffic & Street Sign Material	115	730	1,500	600	1,500
3440	Miscellaneous	-	-	50	-	50
	<b>Total</b>	\$ 5,488	10,307	15,900	14,750	15,000
<b><u>Contractual Services</u></b>						
3610	Accounting Services	\$ 378	300	300	300	305
3620	Engineering Services	-	-	-	-	-
3710	Legal Advertising	-	-	150	-	150
3760	Street Lighting - Energy Charge	4,310	3,736	4,500	5,700	5,700
3780	Telephone	118	131	150	168	720
3840	Interfund Service Charge	70,979	72,399	73,847	73,847	75,324
3860	Other Contractual Services	48,644	33,233	51,525	35,000	51,750
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	7,999	8,225	8,230	8,250	8,300
	<b>Total</b>	\$ 132,428	118,024	138,702	123,265	142,249
<b><u>Capital Outlay</u></b>						
4020	Improvements: Other	\$ -	-	-	-	-
4040	Machinery & Equipment	-	-	-	-	-
4080	Vehicle Acquisitions	-	-	-	-	-
	<b>Total</b>	\$ -	-	-	-	-
<b><u>Other Financing Uses</u></b>						
5000	Transfer - Out	\$ -	-	-	-	-
	<b>Total Appropriations</b>	\$ 278,682	269,977	296,896	277,187	297,324

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Sewer System Capital Improvement Fund**  
**Summary**

	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
<b>Revenues</b>					
Exaction Fees	\$ -	-	-	-	-
Charges for Service	95,093	178,377	84,373	226,200	115,236
Other Revenue	7,411	6,677	7,350	8,500	5,100
<b>Total Revenue</b>	\$ 102,504	185,054	91,723	234,700	120,336
<b>Opening Cash Balance</b>	\$ 905,592	684,096	824,201	861,825	1,096,525
<b>Total Available for Spending</b>	\$ 1,008,096	869,150	915,924	1,096,525	1,216,861
<b>Appropriations</b>					
Contractual Services	\$ -	-	30,648	-	-
Capital Outlay	84,000	7,325	-	-	115,000
Other Financing Uses	240,000	-	20,000	-	20,000
<b>Total Appropriations</b>	\$ 324,000	7,325	50,648	-	135,000
<b>Ending Fund Balance</b>	\$ 684,096	861,825	865,276	1,096,525	1,081,861

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Sewer System Capital Improvement Fund**

Revenue [19]

		<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
254	<u>Exaction Fees</u>					
2560	Contributions	\$ -	-	-	-	-
260	<u>Charges for Service</u>					
2650	Tap-On Fees	\$ 95,093	178,377	84,373	226,200	115,236
290	<u>Other Revenue</u>					
2910	Interest Earnings	\$ 7,411	6,677	7,350	8,500	5,100
<b>Revenue Grand Total</b>		<b>\$ 102,504</b>	<b>185,054</b>	<b>91,723</b>	<b>234,700</b>	<b>120,336</b>
<b>Opening Cash Balance</b>		<b>\$ 905,592</b>	<b>684,096</b>	<b>824,201</b>	<b>861,825</b>	<b>1,096,525</b>
<b>Total Available for Spending</b>		<b>\$ 1,008,096</b>	<b>869,150</b>	<b>915,924</b>	<b>1,096,525</b>	<b>1,216,861</b>

Appropriations [19-140]

		<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
	<u>Contractual Services</u>					
3620	Engineering Services	\$ -	-	30,648	-	-
3710	Legal Advertising	-	-	-	-	-
<b>Total</b>		<b>\$ -</b>	<b>-</b>	<b>30,648</b>	<b>-</b>	<b>-</b>
	<u>Capital Outlay</u>					
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	84,000	-	-	-	-
4050	Improvements & Extensions	-	7,325	-	-	115,000
4080	Vehicle Acquisition	-	-	-	-	-
<b>Total</b>		<b>\$ 84,000</b>	<b>7,325</b>	<b>-</b>	<b>-</b>	<b>115,000</b>
	<u>Other Financing Uses</u>					
4280	Contingencies	\$ -	-	20,000	-	20,000
5000	Transfer - Out					
	A. To Plant Expansion Fund	240,000	-	-	-	-
<b>Total</b>		<b>\$ 240,000</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>
<b>Total Appropriations</b>		<b>\$ 324,000</b>	<b>7,325</b>	<b>50,648</b>	<b>-</b>	<b>135,000</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Water System Capital Improvement Fund**  
**Summary**

	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
<b>Revenues</b>					
Exaction Fees	\$ -	-	-	-	-
Charges for Service	277,524	543,154	253,089	699,219	345,708
Other Revenue	5,483	4,077	5,500	8,500	5,650
<b>Total Revenue</b>	\$ 283,007	547,231	258,589	707,719	351,358
<b>Opening Cash Balance</b>	\$ 800,196	968,238	715,978	841,796	1,479,515
<b>Total Available for Spending</b>	\$ 1,083,203	1,515,469	974,567	1,549,515	1,830,873

	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
<b>Appropriations</b>					
Contractual Services	\$ 14,965	15,673	15,000	20,000	65,400
Capital Outlay	-	38,000	42,000	-	519,000
Other Financing Uses	100,000	620,000	70,000	50,000	70,000
<b>Total Appropriations</b>	\$ 114,965	673,673	127,000	70,000	654,400
<b>Ending Fund Balance</b>	\$ 968,238	841,796	847,567	1,479,515	1,176,473

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

		<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
254	<b>Exaction Fees</b>					
2560	Contributions	\$ -	-	-	-	-
260	<b>Charges for Service</b>					
2650	Tap-On Fees	\$ 277,524	543,154	253,089	699,219	345,708
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 5,483	4,077	5,500	8,500	5,650
<b>Revenue Grand Total</b>		\$ 283,007	\$ 547,231	\$ 258,589	\$ 707,719	\$ 351,358
<b>Opening Cash Balance</b>		\$ 800,196	968,238	715,978	841,796	1,479,515
<b>Total Available for Spending</b>		\$ 1,083,203	1,515,469	974,567	1,549,515	1,830,873

**Appropriations [20-141]**

		<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 14,965	15,673	15,000	20,000	65,400
3630	Legal Services	-	-	-	-	-
3710	Legal Advertising	-	-	-	-	-
<b>Total</b>		\$ 14,965	15,673	15,000	20,000	65,400
	<b>Capital Outlay</b>					
4050	Improvements & Extensions	\$ -	38,000	42,000	-	519,000
4060	Land Acquisition	-	-	-	-	-
<b>Total</b>		\$ -	38,000	42,000	-	519,000
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	20,000	-	20,000
5000	Transfer - Out					
	A. Trf. to Escrow for Water Imp.	100,000	50,000	50,000	50,000	50,000
	B. Trf. to General Fund for Capital	-	570,000	-	-	-
<b>Total</b>		\$ 100,000	620,000	70,000	50,000	70,000
<b>Total Appropriations</b>		\$ 114,965	673,673	127,000	70,000	654,400

# SEWER PLANT REPLACEMENT FUND

## Fiscal Year '14

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 \$970K+/- with anticipated average annual replacement costs of approximately \$100K+/- per year over the next eight years.



Notable expenditures for FY 14 are:

- Provides for replacement of digester blower at WWTP. \$7.4K
- Provides for replacement of sand filter pump at WWTP. \$9K

- Provides for replacement of hydraulic power unit (bar screen) at WWTP. \$10K
- Provides for replacement of raw pump at WWTP. \$14.9K
- Provides for replacement of water bath incubator for lab at WWTP. \$2.6K
- Provides for replacement of digester valves at WWTP. \$1.3K
- Provides for replacement of wear rings for raw pumps at WWTP. \$1.6K

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Sewer Plant Replacement Fund**  
**Summary**

<b>Revenues</b>	<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
Other Revenue	\$ 3,804	3,248	3,150	3,500	3,600
<b>Total Revenue</b>	<b>\$ 3,804</b>	<b>3,248</b>	<b>3,150</b>	<b>3,500</b>	<b>3,600</b>
<b>Opening Cash Balance</b>	<b>\$ 1,106,437</b>	<b>1,092,598</b>	<b>1,045,898</b>	<b>1,052,315</b>	<b>970,815</b>
<b>Total Available for Spending</b>	<b>\$ 1,110,241</b>	<b>1,095,846</b>	<b>1,049,048</b>	<b>1,055,815</b>	<b>974,415</b>
<b>Appropriations</b>	<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
Contractual Services	\$ -	-	-	-	-
Capital Outlay	17,643	43,531	54,630	85,000	46,734
Other Financing Uses	-	-	50,000	-	50,000
<b>Total Appropriations</b>	<b>\$ 17,643</b>	<b>43,531</b>	<b>104,630</b>	<b>85,000</b>	<b>96,734</b>
<b>Ending Fund Balance</b>	<b>\$ 1,092,598</b>	<b>1,052,315</b>	<b>944,418</b>	<b>970,815</b>	<b>877,681</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Sewer Plant Replacement Fund**

**Revenue [21]**

		<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 3,804	3,248	3,150	3,500	3,600
2940	Interfund Revenue - (From) A. Sewer Department	-	-	-	-	-
	<b>Total</b>	\$ 3,804	3,248	3,150	3,500	3,600
	<b>Revenue Grand Total</b>	\$ 3,804	3,248	3,150	3,500	3,600
	<b>Opening Cash Balance</b>	\$ 1,106,437	1,092,598	1,045,898	1,052,315	970,815
	<b>Total Available for Spending</b>	\$ 1,110,241	1,095,846	1,049,048	1,055,815	974,415

**Appropriations [21-142]**

		<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
	<b>Contractual Services</b>					
3440	Miscellaneous	\$ -	-	-	-	-
3510	Machinery & Equipment	-	-	-	-	-
3620	Engineering Services	-	-	-	-	-
3710	Legal Advertising	-	-	-	-	-
	<b>Total</b>	\$ -	-	-	-	-
	<b>Capital Outlay</b>					
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	17,643	43,531	54,630	85,000	46,734
4050	Improvements & Extensions	-	-	-	-	-
	<b>Total</b>	\$ 17,643	\$ 43,531	\$ 54,630	\$ 85,000	\$ 46,734
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
	<b>Total Appropriations</b>	\$ 17,643	43,531	104,630	85,000	96,734

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) PRIO.	ITEM	FY '13 DEPT. REQUEST	FY '13 BOARD APPROVED	FY '14 DEPT. REQUEST	FY '14 BOARD APPROVED	BASE/SUPP.	EXPLANATION
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
4040	Multi Pro Plus Portable Meter	1,450	1,450			Base	Replace aging equipment
4040	Refrigerator for Sampler	825	825			Base	Replace aging equipment
4040	Auto Clave (Lab)	5,000	5,000			Base	Replace aging equipment
4040	Replace Doors (Excess Flow Building)	4,670	4,670			Base	Replace aging equipment
4040	Air Compressor (Hydro Room)	2,500	2,500			Base	Replace aging equipment
4040	Computer/Printer	1,500	1,500			Base	Replace aging equipment
4040	Wear Rings for Raw Pumps	4,000	4,000			Base	Replace aging equipment
4040	Digester Blower			\$ 7,400	\$ 7,400	Base	Replace aging equipment
4040	Sand Filter Pump			8,970	8,970	Base	Replace aging equipment

TOTAL

See Page 2

See Page 2

REQUESTS APPROVED

See Page 2

See Page 2



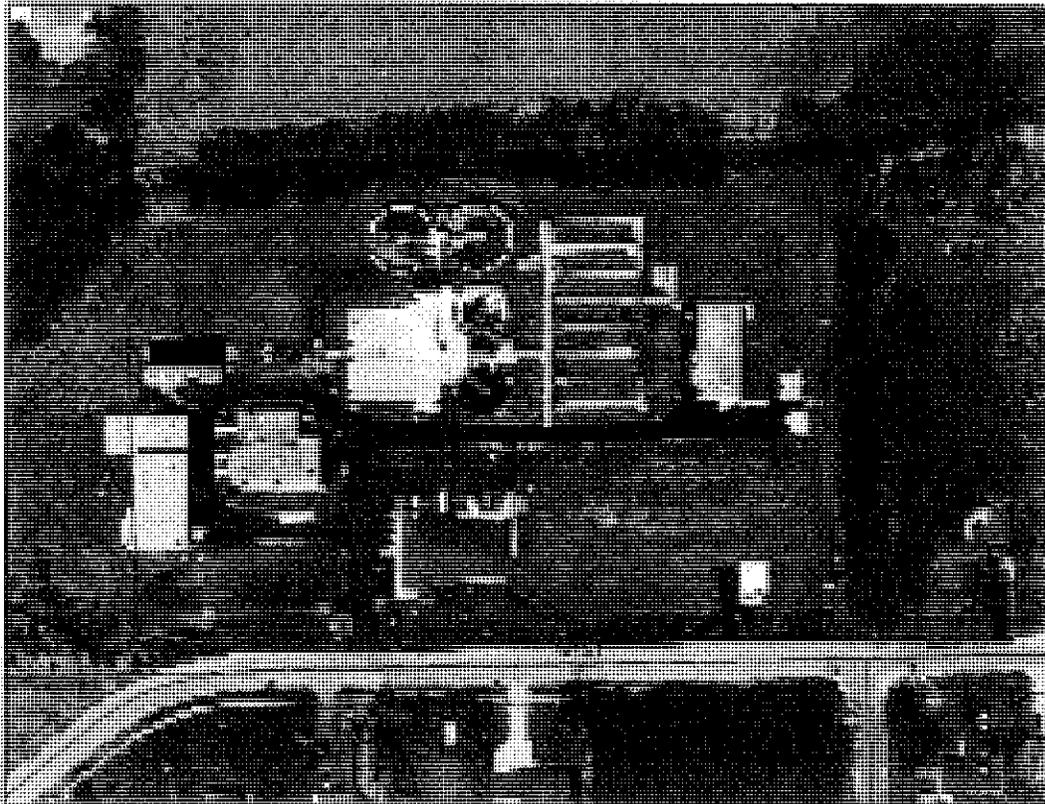
# SEWER PLANT EXPANSION FUND

## Fiscal Year '14

### 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.

The proposed budget provides funds for improving the WWTP excess flow facility.



**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Plant Expansion Fund**  
**Summary**

	<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
<b>Revenues</b>					
Exaction Fees	\$ -	-	-	-	-
Other Revenue	278,160	35,017	33,500	36,400	32,000
<b>Total Revenue</b>	<b>\$ 278,160</b>	<b>35,017</b>	<b>33,500</b>	<b>36,400</b>	<b>32,000</b>
<b>Opening Cash Balance</b>	<b>\$ 6,455,230</b>	<b>6,503,894</b>	<b>6,066,484</b>	<b>6,077,668</b>	<b>6,105,788</b>
<b>Total Available for Spending</b>	<b>\$ 6,733,390</b>	<b>6,538,911</b>	<b>6,099,984</b>	<b>6,114,068</b>	<b>6,137,788</b>
<b>Appropriations</b>					
Commodities	\$ -	-	-	-	-
Contractual Services	229,496	382,522	-	8,280	75,000
Capital Outlay	-	78,721	-	-	650,000
Other Financing Uses	-	-	20,000	-	20,000
<b>Total Appropriations</b>	<b>\$ 229,496</b>	<b>461,243</b>	<b>20,000</b>	<b>8,280</b>	<b>745,000</b>
<b>Ending Fund Balance</b>	<b>\$ 6,503,894</b>	<b>6,077,668</b>	<b>6,079,984</b>	<b>6,105,788</b>	<b>5,392,788</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Plant Expansion Fund**  
**Revenue [22]**

		<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</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	38,160	35,017	33,500	36,400	32,000
2940	Interfund Revenue - (From)					
	A. Sewer Department	-	-	-	-	-
	B. Sewer System Capital Imp.	240,000	-	-	-	-
	<b>Total</b>	\$ 278,160	35,017	33,500	36,400	32,000
	<b>Revenue Grand Total</b>	\$ 278,160	35,017	33,500	36,400	32,000
	<b>Opening Cash Balance</b>	\$ 6,455,230	6,503,894	6,066,484	6,077,668	6,105,788
	<b>Total Available for Spending</b>	\$ 6,733,390	6,538,911	6,099,984	6,114,068	6,137,788

**Appropriations [22-143]**

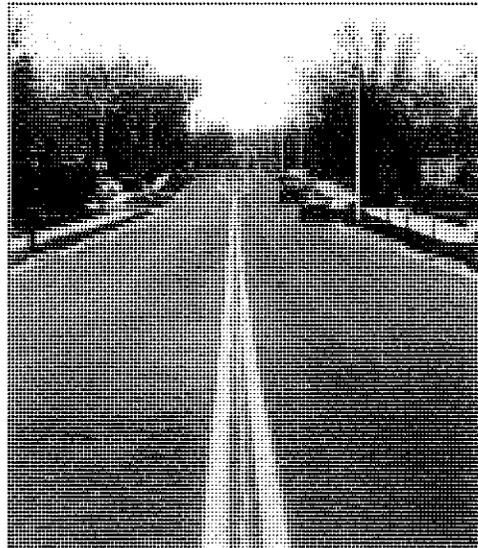
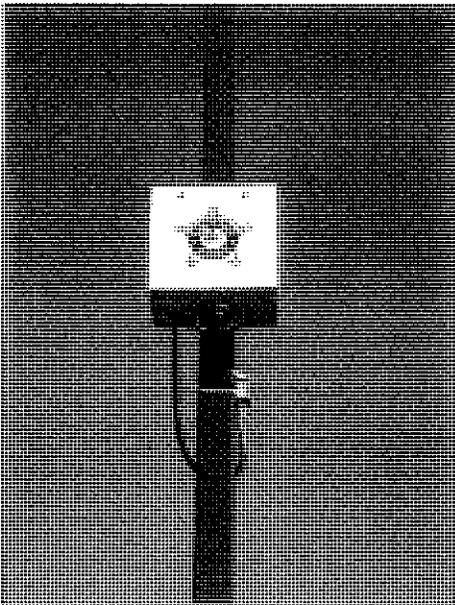
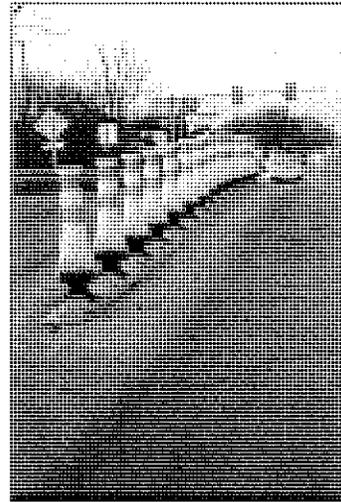
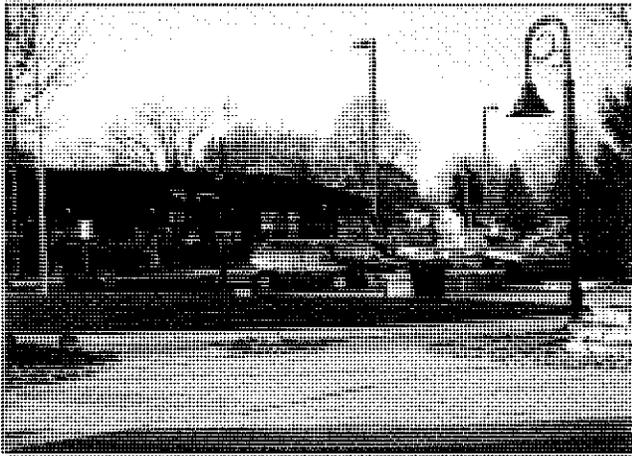
		<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
3440	<b><u>Commodities</u></b>					
	Miscellaneous	\$ -	-	-	-	-
	<b><u>Contractual Services</u></b>					
3620	Engineering Services	\$ 229,496	380,458	-	8,280	75,000
3630	Legal Services	-	1,833	-	-	-
3710	Legal Advertising	-	231	-	-	-
	<b>Total</b>	\$ 229,496	382,522	-	8,280	75,000
	<b><u>Capital Outlay</u></b>					
4030	Improvements - Facilities	\$ -	78,721	-	-	650,000
4060	Land Acquisition	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	\$ -	78,721	-	-	650,000
	<b><u>Other Financing Uses</u></b>					
4280	Contingencies	\$ -	-	20,000	-	20,000
	<b>Total Appropriations</b>	\$ 229,496	461,243	20,000	8,280	745,000

# CAPITAL IMPROVEMENT, REPAIR, AND REPLACEMENT FUND

## Fiscal Year '14

### 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 improvements, municipal facilities, and general infrastructure such as roads, street lights, sidewalks and EAB mitigation plan. Revenues are collected and deposited into this fund and then expended on specific infrastructure projects, debt service, and land acquisition.



Notable Expenditures for FY 14 are:

1	Provides funding for annual full depth patching projects	\$75K
2	Provides funding for annual sidewalk and other concrete rehabilitation projects	\$84K
3	Provides for material testing of road projects	\$8K
4	Provides for structural street light repairs	\$15K
5	Provides for erosion control	\$30K
6	Provides funding for the FY 14 road maintenance program (in addition to MFT project).	\$784K
7	Provides for construction related services for the road maintenance program.	\$18K
8	Provides for Rt. 30 Phase II (utility adjustments, bike path/sidewalk, Owens Road signals) engineering and construction	\$15K
9	Provides for Emerald Ash Borer program.	\$347K
10	Provides for Townline Road bridge repair.	\$137K
11	Provides for LaPorte Road ped heads.	\$13K
12	Provides for Forest Preserve/Route 30 path connection.	\$10K
13	Provides for noise mitigation along the CN Rail line adjacent to Mokena	\$5K
14	Provides for principal and interest payments on debt service for road improvements	\$640K
15	Provides for commuter parking facility improvements (security cameras, excavate, stamp and dye islands, and platform fence).	\$124K
16	Provides for lake water joint system maintenance contingent repair costs shared by Mokena and New Lenox	\$20K
17	Provides for contractual obligation to Tinley Park for oversizing the water main on LaPorte Road for lake water	\$97K
18	Provides for contractual obligation to Oak Lawn for upstream improvements	\$41K

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Capital Improvement, Repair & Replacement Fund**  
**Summary**

	<u>Actual</u> <u>Fiscal '11</u>	<u>Actual</u> <u>Fiscal '12</u>	<u>Budgeted</u> <u>Fiscal '13</u>	<u>Estimated</u> <u>Fiscal '13</u>	<u>Board App.</u> <u>Fiscal '14</u>
<b>Revenues</b>					
Municipal Parking Facilities	502	251	200	240	200
Water Improvements	198,161	108,614	98,750	98,500	94,500
187th & Wolf - Water/Sewer Utility	187	-	-	-	-
Municipal Facilities	210,057	64	-	136,000	55
General Infrastructure	1,354,516	8,741,578	1,999,087	3,320,150	1,830,800
<b>Total</b>	<b>\$ 1,763,423</b>	<b>8,850,507</b>	<b>2,098,037</b>	<b>3,554,890</b>	<b>1,925,555</b>
<b>Total Revenue</b>	<b>\$ 1,763,423</b>	<b>8,850,507</b>	<b>2,098,037</b>	<b>3,554,890</b>	<b>1,925,555</b>
<b>Opening Cash Balance</b>	<b>\$ 6,849,148</b>	<b>4,335,228</b>	<b>3,548,712</b>	<b>3,805,436</b>	<b>5,036,434</b>
<b>Total Available for Spending</b>	<b>\$ 8,612,571</b>	<b>13,185,735</b>	<b>5,646,749</b>	<b>7,360,326</b>	<b>6,961,989</b>
<b>Appropriations</b>					
Municipal Parking Facilities	26,277	117,247	120,800	59,529	123,588
Water Improvements	312,685	218,725	155,597	164,172	158,135
187th & Wolf - Water/Sewer Utility	-	171,164	-	-	-
Municipal Facilities	1,578	210,112	-	-	-
General Infrastructure	3,936,803	8,663,051	2,088,901	2,100,191	2,194,639
<b>Total Appropriations</b>	<b>\$ 4,277,343</b>	<b>9,380,299</b>	<b>2,365,298</b>	<b>2,323,892</b>	<b>2,476,362</b>
<b>Ending Fund Balance</b>	<b>\$ 4,335,228</b>	<b>3,805,436</b>	<b>3,281,451</b>	<b>5,036,434</b>	<b>4,485,627</b>

VILLAGE OF MOKENA

Fiscal 2014 Budget: Capital Improvement, Repair & Replacement Fund

Revenue [23]

	<u>Project Name</u>	<u>Actual Fiscal '11</u>	<u>Actual Fiscal '12</u>	<u>Budgeted Fiscal '13</u>	<u>Estimated Fiscal '13</u>	<u>Board App. Fiscal '14</u>
	Municipal Parking Facilities					
2560	Contributions	\$ -	-	-	-	-
2910	Interest Earnings	502	251	200	240	200
2940	Interfund Revenue - (From)					
	A. Municipal Parking Lot	-	-	-	-	-
	<b>Subtotal</b>	<b>\$ 502</b>	<b>251</b>	<b>200</b>	<b>240</b>	<b>200</b>
	Water Improvements					
2560	Contributions	\$ -	-	-	-	-
2570	Recaptures	-	-	-	-	-
2900	Proceeds - Sale of Property	29,000	-	-	-	-
2910	Interest Earnings	34,161	23,614	13,750	13,500	9,500
2940	Interfund Revenue - (From)					
	A. Water Department	35,000	35,000	35,000	35,000	35,000
	B. Water System Capital Imp.	100,000	50,000	50,000	50,000	50,000
2950	Bond Proceeds	-	-	-	-	-
2970	Miscellaneous Income	-	-	-	-	-
	<b>Subtotal</b>	<b>\$ 198,161</b>	<b>108,614</b>	<b>98,750</b>	<b>98,500</b>	<b>94,500</b>
	187th & Wolf - Water/Sewer Utility					
2560	Contributions	\$ -	-	-	-	-
2570	Recapture	-	-	-	-	-
2910	Interest Earnings	187	-	-	-	-
	<b>Subtotal</b>	<b>\$ 187</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	Municipal Facilities					
2450	Capital Grant	\$ 210,000	-	-	-	-
2560	Contributions	-	-	-	-	-
2910	Interest Earnings	57	64	-	-	55
2940	Interfund Revenue - (From)					
	A. General Fund - Bldgs & Grnds	-	-	-	-	-
	B. Performance Bond Fund	-	-	-	136,000	-
	<b>Subtotal</b>	<b>\$ 210,057</b>	<b>64</b>	<b>-</b>	<b>136,000</b>	<b>55</b>

**VILLAGE OF MOKENA**  
**Fiscal 2014 Budget: Capital Improvement, Repair & Replacement Fund**  
**Revenue [23]**

	<u>Actual</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Estimated</u>	<u>Board App.</u>
<u>Project Name</u>	<u>Fiscal '11</u>	<u>Fiscal '12</u>	<u>Fiscal '13</u>	<u>Fiscal '13</u>	<u>Fiscal '14</u>
General Infrastructure					
2030 Sales Tax	\$ 1,205,935	1,398,305	1,379,087	1,553,800	1,511,200
2450 Capital Grants	-	92,214	300,000	225,000	-
2560 Contributions	141,089	87,000	310,000	150,000	310,000
2570 Recapture	-	-	-	-	-
2900 Proceeds - Sale of Property	-	-	-	-	-
2910 Interest Earnings	7,492	10,082	10,000	7,900	9,600
2940 Interfund Revenue - (From)					
A. General Fund - Street Dept.	-	-	-	1,375,000	-
2950 Proceeds - Bond Sale	-	6,890,000	-	-	-
2955 Bond Issuance Premium	-	200,307	-	-	-
2970 Miscellaneous Income	-	63,670	-	8,450	-
<b>Subtotal</b>	<b>\$ 1,354,516</b>	<b>\$ 8,741,578</b>	<b>\$ 1,999,087</b>	<b>\$ 3,320,150</b>	<b>\$ 1,830,800</b>
<b>Revenue Grand Total</b>	<b>\$ 1,763,423</b>	<b>\$ 8,850,507</b>	<b>\$ 2,098,037</b>	<b>\$ 3,554,890</b>	<b>\$ 1,925,555</b>
<b>Opening Cash Balance</b>	<b>\$ 6,849,148</b>	<b>4,335,228</b>	<b>3,548,712</b>	<b>3,805,436</b>	<b>5,036,434</b>
<b>Total Available for Spending</b>	<b>\$ 8,612,571</b>	<b>13,185,735</b>	<b>5,646,749</b>	<b>7,360,326</b>	<b>6,961,989</b>

<b>VILLAGE OF MOKENA</b>						
<b>Fiscal 2014 Budget: Capital Improvement, Repair &amp; Replacement Fund</b>						
<b>Appropriations [23-144]</b>						
	<b>Project Name</b>	<b>Actual Fiscal '11</b>	<b>Actual Fiscal '12</b>	<b>Budgeted Fiscal '13</b>	<b>Estimated Fiscal '13</b>	<b>Board App. Fiscal '14</b>
	Municipal Parking Facilities					
3620	Engineering Services	\$ -	-	-	-	-
3630	Legal Services	-	-	-	-	-
4010	Improvements - Streets & Alleys	-	-	-	-	-
4030	Improvements - Facilities	26,277	117,247	120,800	59,529	123,588
	<b>Subtotal</b>	<b>\$ 26,277</b>	<b>117,247</b>	<b>120,800</b>	<b>59,529</b>	<b>123,588</b>
	Water Improvements					
3620	Engineering Services	\$ -	-	-	-	-
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	305,224	218,725	135,597	135,597	138,135
3961	Joint System Maintenance	7,461	-	20,000	28,575	20,000
4050	Improvements & Extensions	-	-	-	-	-
4060	Land Acquisition	-	-	-	-	-
	<b>Subtotal</b>	<b>\$ 312,685</b>	<b>218,725</b>	<b>155,597</b>	<b>164,172</b>	<b>158,135</b>
	187th & Wolf - Water/Sewer Utility					
3620	Engineering Services	\$ -	-	-	-	-
4050	Improvements & Extensions	-	-	-	-	-
5000	Transfer - Out	-	-	-	-	-
	A. Trf. To Sewer Operating	-	171,164	-	-	-
	<b>Subtotal</b>	<b>\$ -</b>	<b>171,164</b>	<b>-</b>	<b>-</b>	<b>-</b>
	Municipal Facilities					
3620	Engineering Services	\$ 1,578	10,000	-	-	-
4030	Improvements - Facilities	-	200,112	-	-	-
4040	Machinery & Equipment	-	-	-	-	-
4060	Land Acquisition	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Subtotal</b>	<b>\$ 1,578</b>	<b>210,112</b>	<b>-</b>	<b>-</b>	<b>-</b>
	General Infrastructure					
3620	Engineering Services	\$ 62,291	22,030	18,160	20,341	35,050
3860	Other Contractual Services	2,100	2,100	2,400	31,167	2,400
3890	Bond Principal	425,000	425,000	560,000	560,000	505,000
3900	Bond Interest	280,309	144,163	156,720	156,720	135,250
3901	Bond Issuance Costs	-	128,742	-	-	-
3950	Contractual Payments	-	-	-	-	-
4010	Improvements - Streets & Alleys	2,898,398	891,690	1,323,600	1,309,591	1,512,365
4030	Improvements - Facilities	-	-	-	-	-
4050	Improvements & Extensions	266,970	85,489	28,021	22,372	4,574
4060	Land Acquisition	1,735	-	-	-	-
4300	Payment to Escrow Agent	-	6,963,837	-	-	-
	<b>Subtotal</b>	<b>\$ 3,936,803</b>	<b>8,663,051</b>	<b>2,088,901</b>	<b>2,100,191</b>	<b>2,194,639</b>
	<b>Total Appropriations</b>	<b>\$ 4,277,343</b>	<b>\$ 9,380,299</b>	<b>\$ 2,365,298</b>	<b>\$ 2,323,892</b>	<b>\$ 2,476,362</b>

<b>FISCAL 2014 TRANSFERS</b>			
<b>Fund From</b>	<b>Fund To</b>	<b>Purpose</b>	<b>Amount</b>
Performance Bond	General	Transfer Interest Earnings	\$ 2,000
Refuse	General	Interfund Service Charge	44,989
Water	General	Interfund Service Charge	80,335
Water	Capital Improvement	Lake Water Joint System Costs	35,000
Sewer	General	Interfund Service Charge	80,335
Parking Lot	General	Interfund Service Charge	75,324
Water System Capital	Capital Improvement	Water Improvements	50,000
<b>TOTALS</b>			<b>\$ 367,983</b>

**FISCAL YEAR 2013-14  
SALARY SCHEDULE**

DEPT.	EMPLOYEE NAME	POSITION	CURRENT SALARY	7/1/2013 SALARY	ESTIMATED BUDGETED SALARY
POLICE	RAJEWSKI	CHIEF	\$ 117,540	\$ 123,728	\$ 123,728
	RANKOVICH	COMMANDER	\$ 104,721	\$ 109,229	\$ 109,854
	KELLER	SERGEANT	\$ 92,087	\$ 96,172	\$ 96,172
	CARLSON	SERGEANT	\$ 92,087	\$ 95,172	\$ 96,018
	WILLIFORD	SERGEANT	\$ 81,801	\$ 95,172	\$ 95,172
	STUMPF	SERGEANT	\$ 80,991	\$ 95,172	\$ 95,172
	LOUTHAN	SERGEANT	\$ 80,189	\$ 82,875	\$ 89,497
	HUTSON	OFFICER	\$ 77,302	\$ 79,892	\$ 79,892
	BOARDMAN	OFFICER	\$ 77,302	\$ 79,892	\$ 79,892
	BARNA	OFFICER	\$ 77,302	\$ 79,892	\$ 79,892
	MINAS	OFFICER	\$ 76,160	\$ 78,711	\$ 78,711
	STANGLEWICZ	OFFICER	\$ 75,034	\$ 77,548	\$ 78,532
	MCKENNA	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	DEPOLO	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	KOWALCZYK	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	EXTON	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	DAMPF	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	GILLIAM	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	MCVICKER	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	BONZANI	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	CHLEBEK	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	SELIN	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	MOSCATO	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	LANAGAN	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	MILLER	OFFICER	\$ 75,034	\$ 77,548	\$ 77,548
	BALLANTINE	OFFICER	\$ 71,781	\$ 74,186	\$ 75,738
	CZARNECKI	OFFICER	\$ 68,528	\$ 70,824	\$ 73,410
	PAYNE	OFFICER	\$ 68,528	\$ 70,824	\$ 71,600
	HENSCHEL	OFFICER	\$ 52,261	\$ 54,011	\$ 54,787
	DONNAN	OFFICER	\$ 52,261	\$ 54,011	\$ 54,270
	FABSIZAK	SECRETARY	\$ 47,446	\$ 49,036	\$ 49,036
	LYONS	SECRETARY	\$ 41,809	\$ 43,209	\$ 43,209
BARNES	SECRETARY	\$ 34,277	\$ 35,426	\$ 35,426	
ADM.	DOWNES	ADMINISTRATOR	\$ 145,623	\$ 151,501	\$ 152,655
	ZOELLNER	ASST. VIL. ADMIN.	\$ 96,701	\$ 99,940	\$ 99,940
	DAMRON	FINANCE DIR.	\$ 109,845	\$ 115,775	\$ 115,775
	FRIELING	ADM. ASSISTANT	\$ 56,028	\$ 57,905	\$ 57,905
	SWYNDRO	ACCTNG. CLERK	\$ 51,326	\$ 53,045	\$ 53,045
	GLASS	SECRETARY	\$ 45,143	\$ 46,656	\$ 46,656
	EVANS	CUST. SER. CLERK	\$ 37,475	\$ 38,730	\$ 38,730
	FOSTER	CUST. SER. CLERK	\$ 34,277	\$ 35,426	\$ 35,426
COMM. DEV.	ZORDAN	DEV. DIRECTOR	\$ 111,943	\$ 116,693	\$ 116,693
	YOCKEY	PLANNER	\$ 54,120	\$ 55,933	\$ 55,933
	ZISKA	PLANNING TECH	\$ 52,017	\$ 53,760	\$ 53,760
	SMITH	SECRETARY	\$ 46,511	\$ 48,069	\$ 48,069
	SICKLES	SECRETARY	\$ 38,609	\$ 39,903	\$ 39,903
	MASSEY	CODE ENFORCE.	\$ 52,730	\$ 54,496	\$ 54,496
PUBLIC WORKS	TIBERI	DIRECTOR	\$ 106,407	\$ 109,972	\$ 109,972
	NEW HIRE	UTILITY SUPER.	\$ 99,717	\$ 99,717	\$ 99,717
	SIWINSKI	WW AUXIL. OPER.	\$ 83,631	\$ 86,357	\$ 86,357
	MANN	WW PLANT MECH.	\$ 73,007	\$ 75,452	\$ 75,452
	BUTLER	WW AUXIL. OPER.	\$ 63,630	\$ 65,762	\$ 66,570
	DELANEY	WW AUXIL. OPER.	\$ 81,381	\$ 84,107	\$ 84,107
	ORR	WW AUXIL. OPER.	\$ 63,630	\$ 65,762	\$ 65,762
	CORDOVA	WW AUXIL. OPER.	\$ 63,630	\$ 65,762	\$ 65,762
	PETROW, W.	WW AUXIL. OPER.	\$ 63,630	\$ 65,762	\$ 65,762
	GORAVICA	WW AUXIL. OPER.	\$ 63,630	\$ 65,762	\$ 65,762
	KOSCHETZ	WW AUXIL. OPER.	\$ 63,630	\$ 65,762	\$ 65,762
	SMITH	WW AUXIL. OPER.	\$ 58,231	\$ 60,181	\$ 61,153
	PETROW, R.	WW AUXIL. OPER.	\$ 56,535	\$ 58,429	\$ 59,507
	WALENGA	METER READER	\$ 50,709	\$ 52,374	\$ 52,374
	VAN DYKE	METER READER	\$ 49,709	\$ 51,374	\$ 51,374
	MURPHY	METER READER	\$ 49,709	\$ 51,374	\$ 51,374
	FLOREY	AUTO MECHANIC	\$ 73,007	\$ 75,452	\$ 75,452
	PEARSON	ENGINEER	\$ 114,083	\$ 117,905	\$ 117,905
	DETLOFF	STREET SUPER.	\$ 94,028	\$ 97,178	\$ 97,178
	CLAY	ST. FOREMAN	\$ 77,404	\$ 79,921	\$ 79,921

**FISCAL YEAR 2013-14  
SALARY SCHEDULE**

DEPT.	EMPLOYEE NAME	POSITION	CURRENT SALARY	7/1/2013 SALARY	ESTIMATED BUDGETED SALARY
PUBLIC	SANDERS	MAINT. WORKER II	\$ 65,060	\$ 67,206	\$ 67,206
WORKS	WILHELM	MAINT. WORKER I	\$ 54,290	\$ 56,108	\$ 56,108
Contd.	SKOLDS	MAINT. WORKER I	\$ 54,290	\$ 56,108	\$ 56,108
	CULLEN	MAINT. WORKER I	\$ 54,290	\$ 56,108	\$ 56,108
	ANGONE	MAINT. WORKER I	\$ 54,290	\$ 56,108	\$ 56,108
	DORNBOS	MAINT. WORKER I	\$ 54,290	\$ 56,108	\$ 56,108
	PELOQUIN	ENGINEER	\$ 72,084	\$ 74,499	\$ 74,499
	D'ANTONIO	SECRETARY	\$ 37,763	\$ 39,027	\$ 39,027
	KOSOLA	SECRETARY	\$ 40,072	\$ 41,415	\$ 41,415
			\$5,312,964	\$5,517,990	\$5,537,028
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: <u>7/1/2013</u>					
	Karpola	\$17.66			
	Oehmen	\$17.66			
	CSO - To Be Hired	\$14.00			
	CSO - To Be Hired	\$14.00			

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, January 14, 2013**

**CALL TO ORDER**

Mayor Werner called the Board of Trustees Work Session to order at 7:42 p.m.

**ROLL CALL**

The following Trustees were present:

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

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.

**Fiscal Year 2014 Budget**

Village Administrator John Downs presented to the Board a power point presentation regarding the FY 2014 Budget. This evening's presentation focused on an overview of the MFT Fund, Local Road Rehabilitation, Infrastructure Maintenance and other projects.

**Budget Work Session**  
**FY 14**

JANUARY 14, 2013

**Tonight's Topics**

1. MFT Fund Overview
2. Local Road Rehabilitation Program
  - Continue utilizing ½% sales tax
  - Supplement Road program with MFT Funds (This Fiscal Year)
3. Other infrastructure maintenance
4. Other Projects

**1. MFT FUND SUMMARY**

**MFT Trends Snow Removal/Revenues**

- Snow removal costs had been on the rise
- Costs reduced last 2 years.
- Provides MFT balance to supplement the ½% sales tax fund.
- \$407K to be allocated to supplement road program
- Additionally.....
  - Crack sealing= \$45K+/- annually
  - US30 lighting=\$45K (carry over)

FY 2007	\$162,000
FY 2008	\$236,000
FY 2009	\$316,000
FY 2010	\$343,000
FY 2011	\$327,000
FY 2012	\$218,500
FY 2013 Estimated	\$245,000
FY 2014 Budgeted	\$240,000

<b>MFT Plan (with capital funds/high growth)</b>						
	2013	2014	2015	2016	2017	2018
Beginning Fund Balance	\$621,272	\$758,188	\$916,347	\$664,551	\$719,924	\$752,332
Revenue						
MFT Allocation	\$552,330	\$556,706	\$561,203	\$464,814	\$459,459	\$454,134
Interest Earnings	\$600	\$650	\$600	\$700	\$750	\$800
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$552,930</b>	<b>\$557,356</b>	<b>\$561,803</b>	<b>\$465,514</b>	<b>\$460,209</b>	<b>\$454,934</b>
<b>Total Available For Spending</b>	<b>\$1,174,202</b>	<b>\$1,315,544</b>	<b>\$1,478,150</b>	<b>\$1,130,065</b>	<b>\$1,210,173</b>	<b>\$1,207,266</b>
Operating Expenses						
Personnel Services	\$101,552	\$105,614	\$109,639	\$114,232	\$118,801	\$123,554
Commodities	\$177,870	\$188,000	\$222,000	\$230,800	\$240,118	\$249,720
Contractual Services	\$61,548	\$62,119	\$61,750	\$65,030	\$69,421	\$71,958
<b>Total Operating Expenses</b>	<b>\$341,070</b>	<b>\$355,733</b>	<b>\$413,389</b>	<b>\$430,142</b>	<b>\$447,340</b>	<b>\$465,232</b>
Capital Projects						
Improvements - Streets & Alleys	\$45,000	\$452,468	\$0	\$0	\$0	\$0
Improvements - Other	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Capital Outlay</b>	<b>\$45,000</b>	<b>\$452,468</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenses</b>	<b>\$406,070</b>	<b>\$808,199</b>	<b>\$413,389</b>	<b>\$430,142</b>	<b>\$447,340</b>	<b>\$465,232</b>
<b>Ending Fund Balance</b>	<b>\$758,188</b>	<b>\$516,347</b>	<b>\$664,551</b>	<b>\$719,924</b>	<b>\$752,325</b>	<b>\$752,332</b>

**2. Road Rehabilitation Program**




### FY 14 Road Rehabilitation Program

**In general . . .**

- Average lifespan of local road =20+/- years
- Road miles in Village: - Currently-80+/-
- Objective 4+/- miles per year

- FY 13 (last year example)
  - Programmed=4.1 miles
  - Actual= 4.8 miles
- Due to solid pricing, we were able to add 0.7 mile
- Proposed 5-Year Average is 3.5 Miles/Year compared to 2.6 in prior plan
- Last Two Years Have Been Very Positive

### Proposed FY 14 Road Program

Improvement Projects- FY 14

Abbey	(Tailfeathers to Wolf)	\$168,000.00
Roscommon Ct.	(Abbey to End)	\$32,000.00
Mayfair	(Watford to Cal-de-wan)	\$67,000.00
Watford	(Abbey to Mayfair)	\$74,000.00
Bradford	(Abbey to Stratford)	\$43,000.00
Stratford	(Stratford to Mayfair)	\$78,000.00
Stratford Ct.	(Stratford to End)	\$17,000.00
St. James Ct.	(Stratford to End)	\$24,000.00
Ridgmore Rd	(Tailfeathers to Wolf)	\$23,000.00
Primrose Ln	(Ridgmore to End)	\$34,000.00
Tail Feathers	(Abbey to Deer Run)	\$54,000.00
Deer Run	(Tail Grass to Tail Feathers)	\$29,000.00
Tail Grass	(Rt. 30 to Wind Dance Ct.)	\$67,000.00
Kokosell Ct.	(Tail Grass to End)	\$18,000.00
Wind Dance Ct.	(Tail Grass to End)	\$16,000.00
Sun Dance Tr	(Wind Dance to Tail Feathers)	\$63,000.00
Marlyn Way	(Kingston to LaGrange)	\$48,000.00
St. Vincent Ct.	(Kingston to End)	\$22,000.00
Kingston Way	(Bryn Waver to End)	\$42,000.00
Albany Ct.	(Kingston to End)	\$27,000.00
Bryn Waver Way	(1116th to Seneca)	\$27,000.00
Sandra Ct.	(Bryn Waver to End)	\$14,000.00
St. Albert Ct.	(Marlyn Way to End)	\$22,000.00
Forest Ct.	(Marlyn Way to End)	\$22,000.00
Front St.	(Wolf to Schoolhouse)	\$183,000.00
FY 14 Street Miles (Total)	4.13	\$1,191,000.00

**MFT FUNDING (\$407K)**

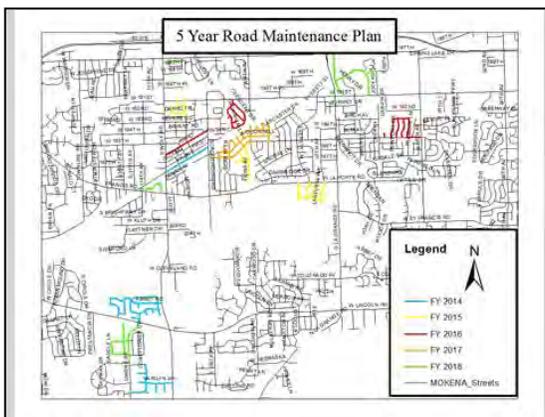


### Front Street Paving Limits

Grind and overlay Streetprint at Schoolhouse Road, Division Street, Mokena Street and Wolf Road

### Others for consideration (BIDS?)

		Estimated Cost	Program Yr.
1	Willow Ln. (88th to Waterford)	\$96,000	FY 16
2	Willow (Kirkstone to Schoolhouse)	\$155,000	FY 17
3	Hamilton Crossing (Hickory St to Wiloberry)	\$75,000	FY 18
4	Pintan (End to End)	\$53,000	
5	Owens Rd (Rt 30 to Old Park Trail)	\$120,000	FY 18
6	Manchester Ct. (Willow to End)	\$19,000	
7	McCarthy Landing (Festral, Quail & Dove)	\$46,000	FY 18
8	Scott St. (La Porte to End)	\$37,000	
9	Bower (Wolf to Scott)	\$10,000	
10	104th Ave. (191st to Commercial)	\$35,000	



### 3. Other Infrastructure Maintenance



- ### Crack Sealing Program (MFT)
- Staff Recommends continuing program started in Fiscal Year 2012
    - \$43K+/- in FY 14
    - \$45K+/- average in next 4 years
  - 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 Previous Resurfacing Programs

- ### 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

- ### Other Infrastructure Maintenance
- Staff recommends continuing use of ½% sales tax fund for these important activities.
  - Proposed FY 14 program is.....
    - Aggressive with regard to patching, sidewalks
    - Tree removal for EAB
      - \$75K as place holder
      - Until inventory complete

### FY 2014 Infrastructure Maintenance

• Erosion Control	30,000
• Full Depth Patching	75,000
• Curb Shotcrete	7,000
• Sidewalks and Curb Program	70,000
• Mudjacking (Sidewalks/Curbs)	7,000
• Structural Street Light Repair	15,000
• Material Testing	8,000
• Bridge Inspections	3,150
• <u>Tree Removal</u>	<u>75,000</u>
<b>Total</b>	<b>\$290,150</b>



### Road and General Maintenance Program

	1. Miles of Streets Repaved/Costs						
	2. MFT Funded Paving						
	3. Annual Maintenance Spending						
	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	Average
1. Proposed Plan ½% sales tax	4.80 \$865K	2.44 \$784K	2.77 \$753K	3.12 \$743K	2.78 \$736K	3.23 \$825K	3.48miles \$852K (Total of 1 and 2)
2. MFT Funding	0	1.71 \$407K	0	0	0	0	
3. General Maintenance	\$328K	\$290K	\$363K	\$292K	\$363K	\$290K	\$321K

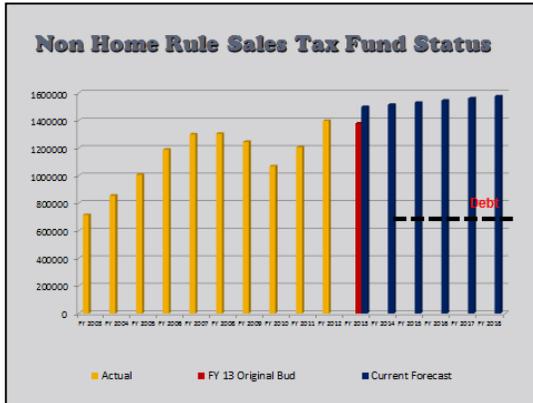
- ### 4) Other Projects
- US30 Phase II Improvements=\$13.8K (carry over)
    - Bike path, sidewalks, signals & utility relocates,
  - Townline Bridge Repair=\$136.5k
  - Laporte Road Pedestrian Improvements=\$10K



### Townline Road Bridge

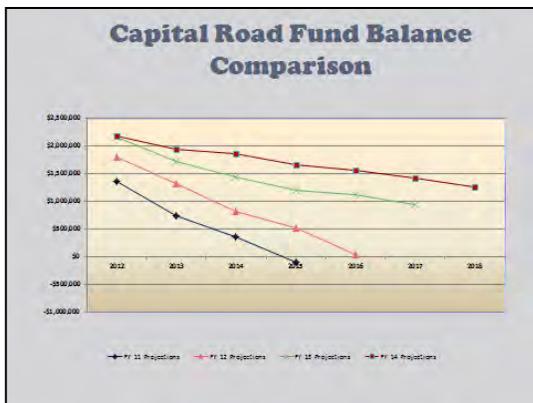
- Received letter from IDOT that bridge has deteriorated beams.
- Eastern-most beam should be replaced
- Recommend replacing wearing surface
- Cost for eastern beam replacement and new surface is \$124K and \$12.5K for Engineering

### LaPorte Road Pedestrian Crossing



### Road Fund Balances

	2013	2014	2015	2016	2017	2018
Beginning Fund Balance	2,185,168	1,936,146	1,871,203	1,666,873	1,561,112	1,416,362
Revenue	1,823,132	1,834,179	1,568,926	1,583,224	1,597,975	1,612,881
Expenditures	2,072,154	1,899,122	1,773,255	1,688,985	1,742,725	1,763,115
Ending Fund Balance	1,936,146	1,871,203	1,666,873	1,561,112	1,416,362	1,266,128



- ### Summary
- Continuation of last year's approach.
  - Funds road and other infrastructure
    - 4.1 miles of road resurfacing (MFT supplement)
    - 5 year plan improves from 2.6 to 3.5 miles/yr
    - Other infrastructure maintenance
  - Funds highest priority projects
    1. Local Share for US30 Phase II
    2. Townline Bridge Repair
    3. Ped Improvements
  - On the horizon.....
    - 80<sup>th</sup> Ave/191<sup>st</sup> intersection
    - Schoolhouse Road Improvements/Deferred

**Discussion:**

General discussion occurred with regard to the proposed road and infrastructure repair recommendations. The Board concurred with the proposed recommendations to be included in a preliminary budget draft to be reviewed later this spring.

**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, February 25, 2013**

**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:

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

Also present were: Village Clerk Patricia Patt; Village Administrator John Downs; 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.

**Fiscal Year 2014 Budget**

Village Administrator John Downs presented to the Board a power point presentation regarding the FY 2014 Budget. This evening's presentation focused on an overview of the Water Distribution and Sewer Collection 5 Year Planning Model.

**VILLAGE BOARD WORK SESSION**  
February 25, 2013

- Water Distribution 5 Year Planning Model
- Sewer Collection 5 Year Planning Model

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

- \$32M in assets
- A \$6M annual enterprise
  - Pump 650 +/- million gallons of water and treat similar volume of wastewater
  - Maintain 100 miles of water mains, 5 water storage facilities and 3 pumping stations.
  - Maintain regional WWTP, 100 miles of sanitary sewers and 12 lift stations
- ▣ Serve 6,600+ customers on a 24/7 basis.

**Water Distribution System**

- ▣ Revenue Assumptions:
  - Fiscal 2014=42 connections (\$345K)
  - Fiscal 2015-2018=30 connections (\$241K)
    - Connection fee = \$8,024
  - No increases built into fee structure
- ▣ Expenditures in FY 14 include:
  - \$65.4K for engineering
  - \$519K in system improvements
  - \$50K for annual debt service
  - \$20K for unforeseen emergency repairs

**WATER MAIN REPLACEMENT**

**TYPICAL SECTION FOR WATER MAIN REPLACEMENT**

**Emergency Connection**

### Water Distribution Program

	2013	2014	2015	2016	2017	2018
<b>Beginning Fund Balance</b>	\$841,798	\$1,288,934	\$983,892	\$1,150,020	\$1,227,697	\$1,054,129
<b>Revenue:</b>						
Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Tap-on Fees	\$508,638	\$345,708	\$240,728	\$240,728	\$240,728	\$240,728
Interest Earnings	\$8,500	\$5,650	\$5,300	\$5,950	\$5,700	\$5,700
<b>Total Revenue</b>	\$515,138	\$351,358	\$246,028	\$246,678	\$246,428	\$246,428
<b>Total Available For Spending</b>	\$1,356,934	\$1,638,292	\$1,229,920	\$1,396,697	\$1,474,125	\$1,300,557
<b>Operating Expenses:</b>						
Contractual Services	\$20,000	\$85,400	\$29,900	\$20,000	\$30,000	\$20,000
Capital Outlay	\$0	\$519,000	\$0	\$59,000	\$340,000	\$0
Other Financing Uses	\$50,000	\$70,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>Total Expenses</b>	\$70,000	\$654,400	\$79,900	\$189,000	\$420,000	\$70,000
<b>Ending Fund Balance</b>	\$1,288,934	\$983,892	\$1,150,020	\$1,227,697	\$1,054,129	\$1,230,557

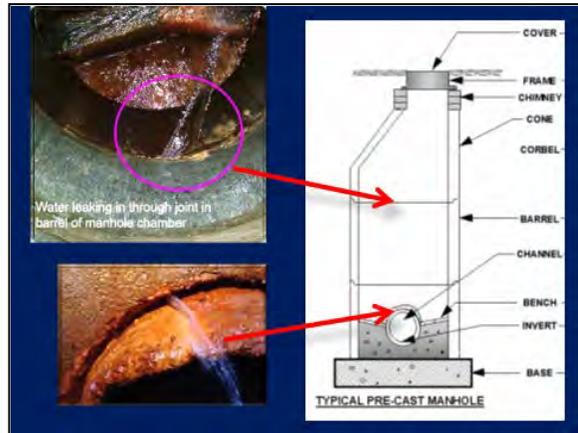
### Sewer Collection System

- ☐ **Revenue Assumptions:**
  - Fiscal 2014=42connections(\$115K)
  - Fiscal 2015-2018=30 connections(\$80K)
    - Connection fee is \$2,675
  - No increases built into fee structure
- ☐ **Expenditures in FY 14 include:**
  - \$100K for sanitary manhole rehabs
  - \$15K for testing other inflow sources
  - \$20K for unforeseen repairs

### Shift in strategy

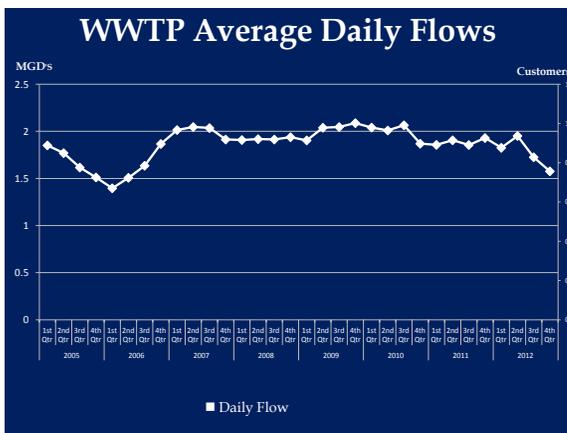
- ☐ Relined or replaced 10 miles of sanitary sewers (infiltration)
- ☐ Televised 17 likely relining projects
- ☐ All were in solid shape
- ☐ \$850K for these projects...replaced with
- ☐ \$575K program for 5 year (inflow)
  - Manholes
  - Other connections

1. Anna (LaPorte to End)
2. Union (Revere to Parker)
3. Midland (Third to First)
4. 114th Av (199th to 300' North)
5. St Mary Road (Wolf to Third)
6. Darla Trail (191st to Kimberly)
7. Kimberly Tr (Kristine to Midland)
8. Kristine (Kimberly to Daniel)
9. Daniel Tr (Kristine to Midland)
10. Midland (191st to Revere)
11. N. Brightway
12. E. Brightway
13. S. Brightway
14. W. Brightway
15. Burr Oak
16. Edgewood Lane
17. Edgewood Drive



### Sewer Capital Improvement Program

	2013	2014	2015	2016	2017	2018
<b>Beginning Fund Balance</b>	\$891,825	\$1,032,331	\$1,017,667	\$987,910	\$358,002	\$927,948
<b>Revenue:</b>						
Tap-on Fees	\$182,000	\$115,238	\$80,243	\$80,243	\$80,243	\$80,243
Interest Earnings	\$8,500	\$5,100	\$5,000	\$4,850	\$4,700	\$4,950
<b>Total Revenue</b>	\$170,500	\$120,338	\$85,243	\$85,093	\$84,943	\$84,793
<b>Total Available For Spending</b>	\$1,032,331	\$1,152,667	\$1,102,910	\$1,073,002	\$1,042,945	\$1,012,737
<b>Operating Expenses:</b>						
Contractual Services	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000
Other Financing Uses	\$0	\$20,000	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$0	\$135,000	\$115,000	\$115,000	\$115,000	\$115,000
<b>Ending Fund Balance</b>	\$1,032,331	\$1,017,667	\$987,910	\$958,002	\$927,945	\$897,737



### Summary

1. Water System in good shape with minimal repairs.
2. Sanitary Collection system shift in strategies
3. Adequate funding available
  - ✓ Upkeep
  - ✓ Emergencies

- ☐ Questions
- ☐ Comments
- ☐ Thoughts

Discussion: Upon completing the presentation, a discussion took place regarding the replacement water mains along Third and Midland, the emergency connection with Tinley and the need for engineering and other consulting services. The Board also discussed the change in strategy to reduce inflow at the WWTP by rehabbing manholes in lieu of replacing/relining sewers.

The Board provided positive direction for the staff to include these items in an upcoming draft of the budget.

### Adjournment

There being no further business to bring before the Mayor and Board of Trustees, Mayor Werner adjourned the work session at 8:20 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, April 15, 2013**

**CALL TO ORDER**

Mayor Werner called the Board of Trustees Work Session to order at 6:00 p.m.

**ROLL CALL**

The following Trustees were present:

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

Also present were: 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; Public Works Director Lou Tiberi and Mayor-Elect Frank Fleischer.

Absent: Village Clerk Patricia Patt

**Fiscal Year 2014 Budget**

Village Administrator John Downs presented to the Board a power point presentation regarding the FY 2014 Budget. This evening's presentation focused on an overview of the WWTP Replacement Fund, WWTP Excess Flow Facility, Fleet Replacement Program and General Equipment Replacement/Upgrades.

**Village of Mokena FY 14 Budget  
Work Session**

WWTP Repair/Replacement Fund  
 WWTP Excess Flow Facility  
 Fleet Management Model  
 Capital Equipment Program

**WWTP Repair/Replacement Fund**

**WWTP Repair and Replacement Fund**

Plant repair fund is separate and has a projected balance of \$958K+/- at the end of FY 13.

Projected average annual expenditures over next 8 years-\$110K+/-.

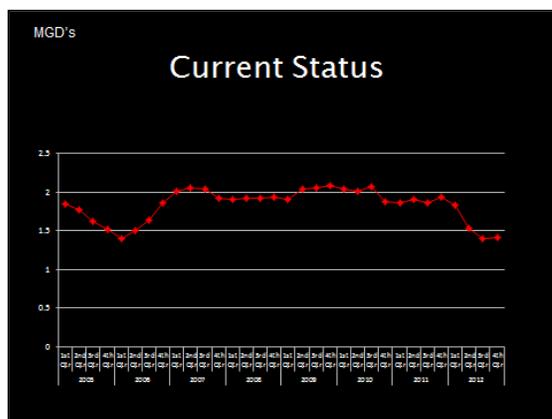
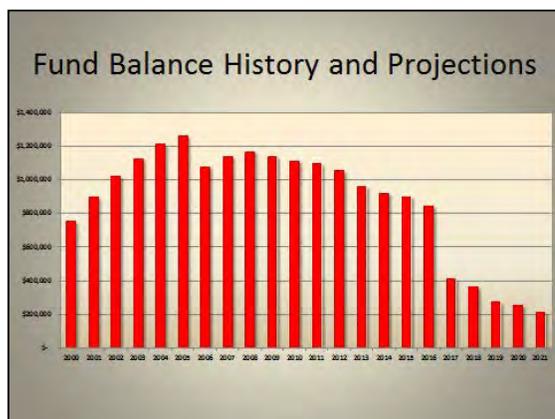
This fund has performed as designed over past decade (plus).

- Vacuum Filter Replacement FY17+/- (\$430K+/-)

	ESTIMATE FY 14
DIGESTOR/BLOWER	\$7,400
SAND FILTER PUMP	\$2,970
HYDRAULIC POWER UNIT (BAR SCREEN)	\$10,000
RAW PUMP	\$14,304
WATER BATH INCUBATOR (LAB)	\$2,550
DIGESTER VALVES	\$2,300
WEARINGS FOR RAW PUMPS	\$2,600
<b>TOTAL</b>	<b>\$46,724</b>

**SEWER PLANT REPLACEMENT FUND  
MULTI-YEAR MODEL**

ESTIMATE FY 14	ESTIMATE FY 15	ESTIMATE FY 16	ESTIMATE FY 17	ESTIMATE FY 18	ESTIMATE FY 19	ESTIMATE FY 20	ESTIMATE FY 21	ESTIMATE FY 22
DIGESTOR BLOWER	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400
SAND FILTER PUMP	\$2,970	\$2,970	\$2,970	\$2,970	\$2,970	\$2,970	\$2,970	\$2,970
HYDRAULIC POWER UNIT (BAR SCREEN)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
RAW PUMP	\$14,304	\$14,304	\$14,304	\$14,304	\$14,304	\$14,304	\$14,304	\$14,304
WATER BATH INCUBATOR (LAB)	\$2,550	\$2,550	\$2,550	\$2,550	\$2,550	\$2,550	\$2,550	\$2,550
DIGESTER VALVES	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300
WEARINGS FOR RAW PUMPS	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
<b>TOTAL</b>	<b>\$46,724</b>							





### Proposed Excess Flow Facility Upgrades

1. Banks Eroded
2. Partitions, baffles, chlorine contact chambers deteriorated.
3. Walking platform in worsening condition
4. Flow measuring and chlorination equipment is old, obsolete, and in need of replacement
5. Becomes a dry pond 99% of the time with the capability to treat the excess flow at the WWTP
6. Can be reduced in size by approximately 33% giving the Street Department much needed operational space

### Excess Flow Facility Basics

Currently	Proposed
<ol style="list-style-type: none"> <li>1. Designed to receive flows during extreme high volume demands.</li> <li>2. Flows are pumped from lift station at 191<sup>st</sup> / 114<sup>th</sup> avenue when flow levels are high.</li> <li>3. <b>Flows remain in facility, treated and then released into creek.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Designed to receive flows during extreme high volume demands.</li> <li>2. Flows are pumped from lift station at 191<sup>st</sup> / 114<sup>th</sup> avenue when flow levels are high.</li> <li>3. <b>Flows will be pumped back to treatment plant with pond being "dry"</b></li> </ol>

### Improves Public Works Staging area

- Pond area is decrease in size by approximately 33%
- Area to be filled, paved and utilized for PW staging and equipment.
- Pond becomes "Dry"
- Estimated construction costs \$650,000
- Estimated engineering costs \$20,000 to 75,000

### WWTP EXPANSION FUND

Funding Snapshot of WWTP Fund	Estimated costs
Available Funding	\$6.1 M
Excess Flow Facility	(\$725K)+/-
Balance	\$5.35M+/-
Remaining costs to expand WWTP	\$6.6M+/-
Funds required to complete expansion	(\$1.25M)+/-

### SUMMARY

- Flows reached 80% capacity in 2007 necessitating Expansion, Design & Permitting
- Design & Permitting completed in 2011-12
- Current Flows have decreased due to weather & pro-active maintenance procedures
- Does not justify WWTP Expansion at this time
- Excess Flow Facility outdated & deteriorating making approved operation arduous
- Addresses Public Works need for additional operational space for Street Department

Public Works Director Tiberi explained specifics on proposed purchases regarding the WWTP Replacement fund and Finance Director Damron explained the fund balance and its projected future.

Mr. Tiberi explained the WWTP excess flow facility basics. The Board concurred with Staff's recommendation to include excess flow facility improvements into the FY 14 budget.

Director Tiberi presented a Power Point presentation regarding the Fleet Management Model and Capital Equipment Program.

### Village Board Work Session APRIL 15, 2013

- **Fleet Management Model**
- **Capital Equipment Program**

### (1) Fleet Management Approach

- **Police**
  - Patrol cars @ 80 to 100,000+/-
  - 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 Model

EXAMPLE

	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Average
FY 15	430,000	435,500	573,000	535,900	420,000	393,500	407,500	363,900	444,912



### 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 /ADM	Internally generated maintenance or administrative activities that are conducted on a regular basis.

### Proposed FY 14 Fleet Management Program

VEHICLE/EQUIPMENT	Original (FY) Replacement Schedule	Normal Fund Source	Service Type	PROPOSED
Replace Explorer (MO1) - Outfitted	2010	General	#1 Emergency	\$33,000
Replace Squad (MO3) - Outfitted	2013	General	#1 Emergency	\$29,000
Replace Squad (M14) - Outfitted	2014	General	#1 Emergency	\$29,000
Replace Explorer (M17) - Outfitted	2012	General	#1 Emergency	\$42,000
Replace 4 x 4 P/U (Plow & Lift Gate) (ST 18)	2013	General	#2 Priority Service	\$40,500
Replace 4 x 4 P/U (Plow & Lift Gate) (WS 11)	2011	W & S	#2 Priority Service	\$37,000
Replace Water Department Van (WS 1)	2011	W & S	#3 Customer generated	\$28,000
Combination Excavator (Equipment)	NEW	General/ W & S	#3 Customer generated	\$66,400
Replace WWTP Cushman Cart	2014	Sewer	#4 Internally generated/ADM	\$6,250
Replace Ford Taurus	2012	General	#4 Internally generated/ADM	\$25,000
Replace Chevy Impala	2014	General	#4 Internally generated ADM	\$26,000
<b>TOTAL</b>				<b>\$381,150</b>

### FY 14 FLEET Management

Dept	Vehicle #	Scheduled to replace	Vehicle Description	Make	Emergency	Priority Service	Customer Generated	Internally Generated/ADM	Other	% On Street	Notes
Admin	A2	2012	2001 Toyota	71,000							Very Poor Condition Delayed from 2011
Com Dev	BE1	2014	2004 Impala	150,000							Very Poor Condition High Mile
ES&A	286	2012	1998 4x4 Utility	7,550							Very Low Mile very Good Condition (2017)
Street	977	2013	2000 3.5-Ton (Plow & Spreader)	18,260/1,400 hrs					\$112,500		High Hours. Stop-plow due to Good Winter Delay purchase
Street	ST18	2013	2005 F250 4x4 P/U (Plow)	70,000		\$40,500					High every day vehicle hours. High Mile. Due to delay. (2011)
Water	WS1	2011	2000 Van	80,000		\$28,000					Good Condition. Low mt. OK to delay. (2011)
Water	WS6	2012	1997 Snow Truck	21,000						270,000	Good Condition. Low mt. OK to delay. (2011)
Water	WS11	2011	2004 F250 4x4 P/U (Plow)	70,000		\$37,000					Delayed from 2011.
Water	WS15	2012	2003 F250 P/U 4x4	70,000						248,000	Close to 100% Mileage & replacement Vehicle. Support Truck Used @ WWTP
Sewer	Scub	2014	2002 Cushman Cart	888 hrs				\$6,250			New Equipment for Storm, Debris, debris, stone, etc.
Street	Scub	2014	Combination Excavator	1627 Equipment 2014		\$66,400					New Equipment for Storm, Debris, debris, stone, etc.
Street	Scub	2010	1993 Bertha	6300				\$75,000			OK for use or more than
<b>TOTALS</b>					<b>\$128,000</b>	<b>\$177,500</b>	<b>\$94,400</b>	<b>\$56,250</b>	<b>\$187,500</b>	<b>\$187,500</b>	

**\$361,150**

### FY 2014 Auction Vehicles \$28,400

Vehicle ID	Year/Make	Estimated Value
A2	FY 01 Ford Taurus	\$1,000
BZ1	FY04 Chevy Impala	\$1,500
BZ3	FY06 Chevy Impala	\$3,200
MO1	FY 06 Ford Explorer	\$3,500
MO3	FY 06 Chevy Impala	\$3,200
M10	FY 03 Chevy Impala	\$1,500
ST18	FY 2006 F250 4X4 P/U Lift Gate & Plow	\$6,000
WS1	FY 2000 GMC 1500 Van	\$1,000
WS11	2004 GMC 2500 4X4 P/U With Plow	\$5,000
VM1	FY 1996 Ford Ranger	\$1,500
Equipment	FY 2002 Cushman Cart	\$1,000

### Total Equipment in FY 2014

2009 - 71
2011 - 70
2012 - 67
2013 - 66
2014 - 66

### Capital Equipment FY 14

Equipment	Dept	Fund	Proposed
Replace Copiers (2)	Admin/CD	General	\$23,100
Bullet Shields (2)	Police	General	\$2,800
New Radar Unit	Police	General	\$1,900
Upgrade and Replace Playback System	Cable Access	General	\$12,293
Replace Sod Cutter	PW	General	\$4,950
Hydro Sand Pressure Washer	PW	General	\$4,450
Sewer Camera for Televising	PW	Gen/Sew	\$3,200
Replace Power Rodder	PW	Gen/Sew	\$2,600
<b>Total</b>			<b>\$55,293</b>

### Capital Equipment FY 14

Equipment	Dept	Fund	Proposed
Trench Box (6' x 6')	PW	Water	\$5,100
Replace Utility Line Locator	PW	Water	\$3,780
Meter Vault Ventilators (4)	PW	Water	\$9,500
Replace Recirculation Pump	PW	Water	\$1,800
SCADA Laptop	PW	Water	\$1,500
Auto-Flushing Device	PW	Water	\$3,300
Folding/Inserting System	PW	W & S	\$11,812
Computer Upgrades	Adm/PW	Gen/W&S	\$112,250
Computer Upgrades	Police	General	\$7,000
HC Security Cameras (2)	Commuter	Capital	\$36,000
<b>Total</b>			<b>\$192,042</b>

- ### Computer Upgrades
- Replace AS400 Financial Server
    - Current IBM operating system cannot be upgraded to V7.1 (latest technology) without degrading the performance of the server due to its age
    - Replace current server i51BM520 with an IBM Power 7
    - Increases memory from 4GB to 8GB
    - Increases useable space from 211GB to 417GB
    - Provides users with computer technology focused upon productivity and efficiency
  - Replace (2) Network Servers at Village Hall & (1) at WWTP
    - Move from Windows 2003 servers to Windows 2008 servers
    - Better utilization of hardware and resources (faster speeds and reliability)
    - Increase memory from 2GB to 12GB
    - Increase disk storage from 1500GB to 2TB
    - Redundancy in each server, decreasing potential downtime

### Computer Upgrades Contd.

- Replace Network Servers at Village Hall & WWTP contd.
  - Upgrade backup software
  - Replace current antivirus software
    - More user friendly
    - Simplified installation on new PCs
  - Includes 5 years of 24/7 maintenance
  - Increase productivity and efficiency
- Replace Network Routers and Switches
  - Age of equipment
  - Reduce risk of equipment failure

### History of Computer Upgrades Contd.

- Upgraded in FY-95, FY-99, FY-04, FY-08, FY-12 and again in FY-14
  - FY-95-\$ 83,300
  - FY-99-\$ 78,500
  - FY-04-\$117,400
  - FY-08-\$ 99,500
  - FY-12-\$ 48,000
  - FY-14-\$112,250

### Summary

Fleet Replacements	General/Water & Sewer	\$ 361,150
Equipment New & Replacements	General	\$ 115,519
Equipment New & Replacements	Water	\$ 58,948
Equipment New & Replacements	Sewer	\$ 36,868
Equipment New	Capital Improvement	\$ 36,000
<b>TOTALS</b>		<b>\$ 608,485</b>

### Summary?

1. Questions
2. Comments
3. Thoughts



Directors Damron and Tiberi along with Police Chief Randy Rajewski explained the details in regards to the Capital Equipment and General Equipment.

The Board concurred to move forward with including these concepts in the proposed FY 14 budget.

#### Adjournment

There being no further business to bring before the Mayor and Board of Trustees, Mayor Werner adjourned the work session at 7:03 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, May 20, 2013**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees Work Session to order at 6:00 p.m.

**ROLL CALL**

The following Trustees were present:

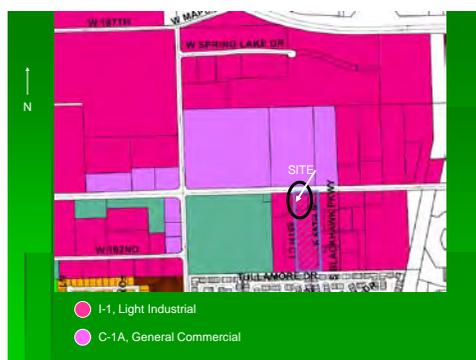
- Debbie Engler
- John Mazzorana
- George Metanias
- Don Labriola
- Joe Siwinski

Also present were: Village Clerk Patricia Patt; Village Administrator John Downs; Assistant Village Administrator Kirk Zoellner; Finance Director Barb Damron; Village Engineer Paul Pearson; Commander Dan Rankovich; Village Planner Kim Yockey; and Public Works Director Lou Tiberi.

Absent: Jim Richmond

**8531 191<sup>st</sup> Street - Rezone Request**

Village Planner Kim Yockey presented the request.

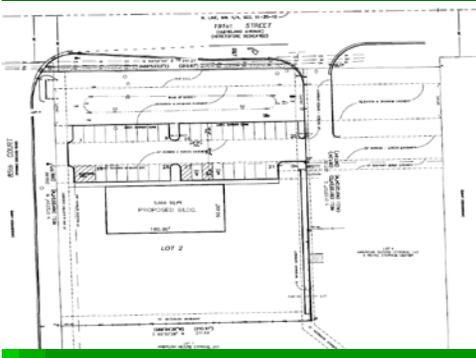


## Discussion

- Zonings along 191<sup>st</sup> Street are a mix of commercial and industrial
- These two zoning classifications co-exist peacefully
- C-1A, General Commercial designation meets the needs of Family Martial Arts and should Mr. Kim sell the property, it can be used for other retail sales

## Discussion

- 5,000 square foot retail building with 35 parking spaces
- Existing shared access
- Village utilities are available
- On-site detention exists



## Compatibility

- Family Martial Arts has operated in the Blackhawk Business Park since 2007
- Intent for this lot to be commercial
- Should not negatively impact neighboring properties

## Architecture

- Preliminary building elevations have not yet been submitted.
- Recently, Mr. Kim's builder was shown the preliminary elevations from the original agreement and will emulate the architecture as shown in the next slide.
- SPARC and Village Board approval when final documents are ready for approval.



## Village Board Direction

- Is it appropriate to rezone the property to C-1A, General Commercial?
- Should the proposal be forwarded to the Planning Commission for a public hearing?

Mayor Fleischer asked for comments from the Board.

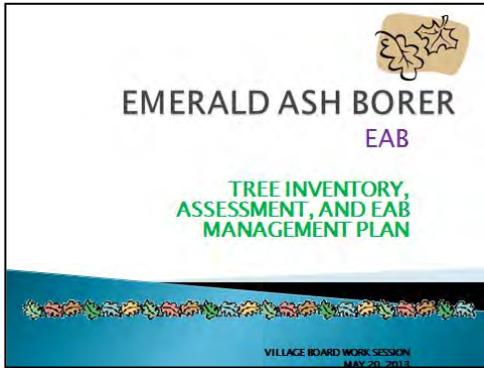
Trustee Metanias asked Mr. Kim if the building was going to be occupied by other retail users. Mr. Kim stated no, he would occupy the entire building. Trustee Metanias stated he supported the rezone request however he would like the building architecture to match the storage facility.

Trustee's Engler, Mazzarona, and Labriola also stated they were in favor of the rezoning request.

Mayor Fleischer stated that the proposal should move forward to the Planning Commission for a public hearing.

## Fiscal Year 2014 Budget

Village Administrator John Downs presented to the Board a power point presentation regarding the FY 2014 Budget. This evening's presentation focused on an overview of the Multi-Year EAB Mitigation Program, Water/Sewer Operating Fund, Hickory Creek Parking Lot Landscape and U.S. Route 30 Pedestrian Connection to Will County Forest Preserve.



### Our Approach

- EAB impacts every resident either directly or indirectly
- Our plan includes all 3,691 publicly-owned Ash trees over a multi-year period.
- The 3,419 trees removed over 5 years will be replaced one to one (same year).
- Replacement trees will be based on reforestation plan
- 272 Ash trees will be retained (7% of Ash tree population)
- Estimated cost is \$1.6M (cash funded)

### Purpose of Tonight's Discussion

- Provide background and EAB efforts to date
- Present summary of recent tree inventory and EAB report
- Select multi-year management concept/plan for EAB in Mokena

### Background

- Preliminary EAB plan reviewed by Board last year
- Budgeted for tree inventory and EAB report
- To provide more specific information for managing Mokena's public trees over the next 5-7 years
- Graf Tree Care selected by Board in November, 2012 to perform tree inventory and EAB report
- Inventory and report are now complete
- Provide basis for complete EAB management plan

### Efforts to date

- "Reasonable and measured response" by staff
- Have removed approximately ±150 trees
- Have worked with residents to monitor or remove trees as needed that have been affected by EAB
- EAB has now become community-wide issue requiring our very best customer service efforts.
  - We have approximately 3,700 ash trees impacting (directly or indirectly) everyone that lives in the community.
  - This equates to over 1 out of every 4 publicly-owned trees...not to mention those on private property.
- Significant resources need to be targeted at this issue over the next 5-7 years.

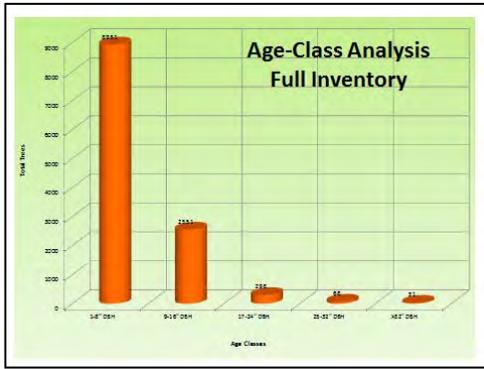
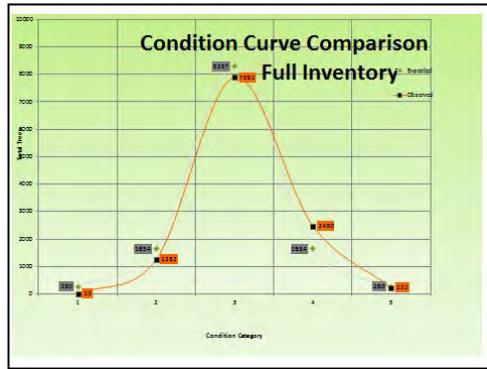
### Village of Mokena Emerald Ash Borer Management Plan Spring 2013

Phil Graf - ISA Certified Arborist, Municipal Specialist # IL 1553-MA

### Timeline and Summary

- December, 2012: Tree Inventory begins; data collection started on December 3
- March 1, 2013: Tree inventory completed on all Village trees. 13,872 trees recorded of which 3,691 were Ash trees (26.6 %).
- April, 2013: A plan with three components was designed including the following:
  - Infested ash tree removal
  - Ash tree treatment
  - Reforestation

The objective being to mitigate the negative impact of the EAB, and to save a subset of the Village's ash trees.

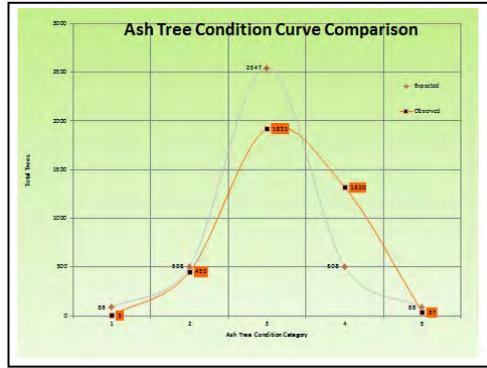


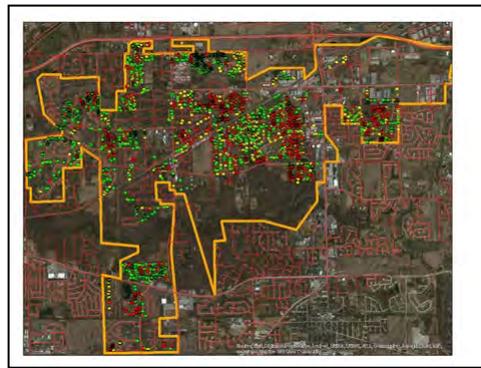
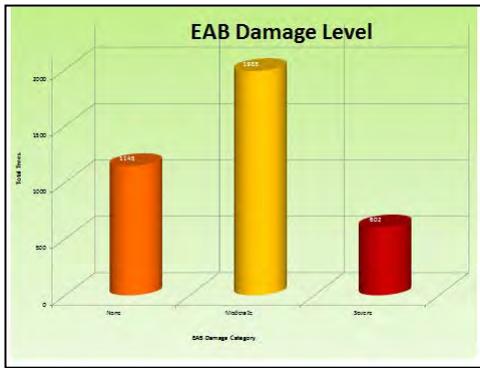
### Species Breakdown

SPECIES	COUNT	% OF TOTAL	AVG DBH	AVG CONDITION
RED MAPLE	2455	17.70%	4.67	3.20
GREEN ASH	2177	15.69%	9.26	3.37
WHITE ASH	1335	9.62%	7.26	3.04
HONEYLOCUST	1160	9.77%	7.51	2.90
CALLERY PEAR	1104	9.29%	6.02	2.98
SILVER MAPLE	807	6.79%	7.24	3.10
NORWAY MAPLE	740	6.23%	5.03	3.29
LINDEN	680	5.72%	5.29	3.10
CRAB APPLE	252	2.12%	5.21	3.10
SUGAR MAPLE	146	1.23%	6.38	3.18
HACKBERRY	123	1.04%	3.49	3.42
HYBRID ELM	84	0.71%	4.35	3.08
RED OAK	76	0.64%	5.54	2.89
PIN OAK	73	0.61%	9.95	2.41
SPRUCE SPP	70	0.59%	6.71	2.99

### Ash Tree Statistics

Total Ash Trees	3,691
Total Number of Ash Species	5
Average Ash Tree Diameter	8.57"
Average Ash Tree Condition (Unweighted, All Trees)	3.25 (Poor)
Average Ash Tree Condition (Weighted, 8" DBH and Up)	3.15 (Below Average)





	1	2	3	4	5
Total Ash Trees	2892	2892	2892	2892	2892
Unreated Ash Trees Removed over 5 Years	1281	2254	2921	2405	2892
Ash Trees Treated	2412	1337	770	286	0
% of Ash Trees Failed Treatment	42%	22%	10%	3%	0
# of Ash Trees Failed Treatment	984	271	77	14	0
Removal of Failed Ash Trees	984	271	77	14	0
Total Trees Removed	2249	2805	2998	2419	2892
# of Replacement Trees	2249	2805	2998	2419	2892
# of Ash Trees Remaining	1448	1088	693	272	0
% of Ash Species Retained	29%	29%	19%	7%	0%
% of Ash Canopy as a Whole	10%	8%	5%	2%	0%
TOTAL COST OF PROGRAM	\$1,961M	\$1,851M	\$1,881M	\$1,806M	\$1,851M

### Recommended Model

**MODEL 4: TREATMENT AND SELECTIVE REMOVAL**  
**Seven year annual treatment plan**  
 Treatment of a very small and select group of Ash trees could begin. This treatment set consists of all Ash trees found during the inventory as being in condition 2 or 1, showing no signs of EAB, and having no negative comments associated with them.

This set includes 286 Ash trees. If this model is chosen, our recommendation remains to remove 602 Ash trees immediately that were found to be severely infested, along with 2,803 Ash trees over the next five years that do not fall into the treatment set, but are not severely infested. At the end of the second year, a 5% failure rate can be expected. 286 Ash trees would begin treatment with 272 of these Ash trees continuing treatment in year 2, while treatment on 14 of these Ash trees could be expected to fail.

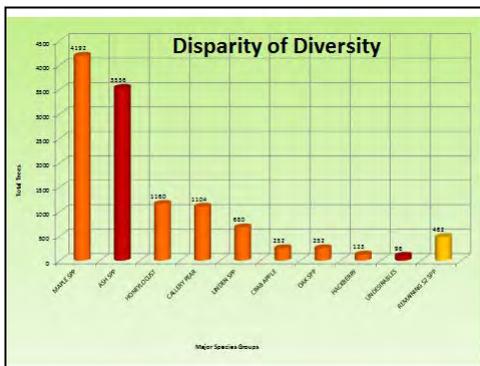
Projected cost of immediate removal for 602 Ash trees: \$106,900  
 Projected cost of eventual removal of 2,803 Ash trees not being treated: \$388,190  
 Projected cost of treatment for 286 Ash trees for the first 2 years: \$ 39,410  
 Projected cost of treatment for 272 Ash trees for the following 5 years: \$ 98,530  
 Projected cost of eventual removal of 14 failed treatment Ash trees: \$ 2,480  
 Projected cost of replacement of 2419 Ash trees @ \$250/tree: \$604,750  
 Projected cost of professional services for re-evaluation and reforestation planning: \$ 112,650

**PROJECTED FINANCIAL IMPACT:** \$1,602,850  
**ENVIRONMENTAL IMPACT:** 93% of Ash tree canopy lost

	2013	2014	2015	2016	2017	2018	2019	TOTAL
Removal	\$146,900	\$87,650	\$87,650	\$87,650	\$87,650	\$0	\$0	\$487,500
Treatment	\$19,705	\$19,705	\$19,705	\$19,705	\$19,705	\$19,705	\$19,705	\$137,935
Reforestation -- Tree planting/Replacement	\$170,950	\$170,950	\$170,950	\$170,950	\$170,950	\$0	\$0	\$854,750
Professional services - Annual evaluation and reforestation planning	\$9,810	\$25,710	\$25,710	\$25,710	\$25,710	\$0	\$0	\$112,650
<b>TOTAL</b>	<b>\$347,365</b>	<b>\$304,015</b>	<b>\$304,015</b>	<b>\$304,015</b>	<b>\$304,015</b>	<b>\$19,705</b>	<b>\$19,705</b>	<b>\$1,602,855</b>

### Reforestation and Diversity

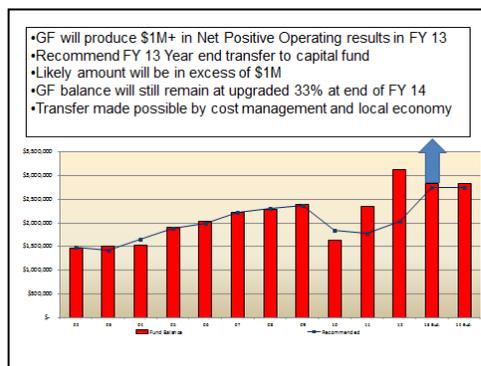
- This is an equally important part of the plan as removal and treatment. Planting a diverse and resilient tree population going forward is the only defense against the next insect/disease that may be forthcoming.
- Mokena should strive to create a sustainable Urban Forest.



### Conclusion

Overall, projected total cost of EAB for the Village of Mokena is \$1.6 million dollars. We feel this is a relatively accurate estimate over a 5-7 year timeframe. However, budget numbers will be re-evaluated annually and "right-sized" based on actual experience and program results.

- ### Model Funding Proposal
- Define this project as a major capital program
  - Involves significant funding over multi-year period
  - Requires confidence that funding is available to ensure deliverables
  - Conservative approach by earmarking GF "Net Positive Operating Results"
  - Transfer \$1M+/- at end of FY 13 (current year)
  - Into capital fund and earmark for multi-year purposes



- ### Next Steps
- Approve contract for treatment (May 28)
  - Approve professional services agreement for ongoing evaluation and reforestation planning (May 28)
  - Treat selected set of trees (by June 15)
  - Begin Year 1 of removal program (by June 15)
    - In-house removal of smaller trees
    - Bid removal of larger trees, stump grinding, and wood and debris removal
  - Bid replacement trees (by August 1)
  - Implement tree replacement (1 for 1) program (mid-September - mid-November, 2013)
  - Repeat process in 2014

- ### Public Communication Plan
- Letters to affected property owners
    - Treatments
    - Removals
    - Starting immediately (treatment letters first)
  - Trees marked with flag upon treatment
  - Door hangars in advance of removals
  - Emphasis on 1 for 1 replacement of removed trees
  - After-hours voicemail box
  - Articles in Mokena e-News
  - Website
  - Local print and digital media

- In Conclusion...
- Campaign is ready to be launched
  - Resources are available
  - Community-wide issue deserving our full attention now
  - Will begin immediately upon Board's conceptual approval this evening

Comments:

It was the consensus of the Board to move forward with model 4 as recommended in the EAB Management Plan prepared by Graf Tree Care Inc. and to transfer \$1M+/- into a capital fund at the end of FY 13 to fund the multi-year program moving forward.

### Water and Sewer Operating Budgets

May 20, 2013

#### Seasonal Impacts on Water and Sewer Systems



**Hot and Dry conditions increase revenues.**

- Increased revenue in water department is somewhat offset by cost of water and increased O&M.
- Hot and dry conditions result in decreased costs to operate WWTP



**Wetter conditions decrease revenues.**

- Decreased revenue in water department is somewhat offset by cost of water and decreased O&M.
- However, wetter than normal conditions impact sewer system negatively by increasing sanitary flows.
- This increases the cost to operate system while revenues decrease.

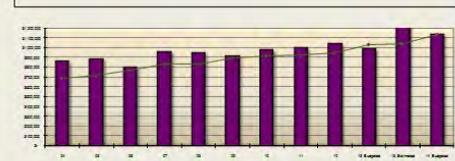
#### Water Operating Fund Summary

<p><b>FY 13 Revenue Summary</b></p> <ul style="list-style-type: none"> <li>Budgeted=\$3.874M</li> <li>Expected=\$4.294M</li> <li>+\$419K over budget</li> </ul> <p><b>FY 13 Expense Summary</b></p> <ul style="list-style-type: none"> <li>Budgeted=\$4.125</li> <li>Expected=\$4.175</li> <li>(\$50K) over budget</li> </ul> <p><b>FY 13 (current year) fund balance</b></p> <ul style="list-style-type: none"> <li>Net positive operating results = +\$981K</li> <li>Budgeted = \$985K (24%)</li> <li>Estimated = \$1.366M (33%)</li> </ul>	<p><b>FY 14 Revenue Summary</b></p> <ul style="list-style-type: none"> <li>Budgeted=\$4.289M</li> <li>+\$415K over FY 13</li> <li>+10.7%</li> </ul> <p><b>FY 14 Expense Summary</b></p> <ul style="list-style-type: none"> <li>Budgeted=\$4.523M</li> <li>+\$398K over FY 13</li> <li>+9.7%</li> </ul> <p><b>FY 14 Fund Balance Summary</b></p> <ul style="list-style-type: none"> <li>FY 13 = \$1.366M =</li> <li>FY 14 = \$1.132M = 25%</li> </ul>
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#### Water Operating Fund

**OVERALL FUND CONDITION**

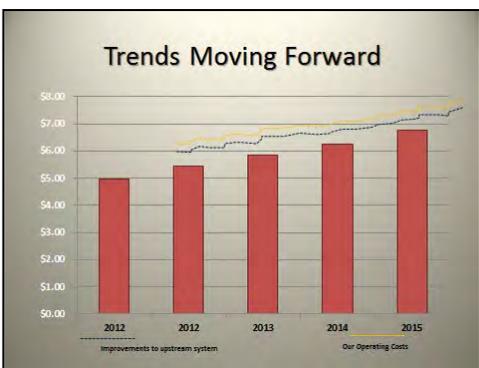
- Net Positive Operation Results in FY13 are expected to leave fund in Better Position +\$381K.
- FY 14 Budgeted Fund Balance of \$1.132M
- FY 14 Fund balance to decrease by (\$234K)
- BUT... Still expected to be 25% of policy level with 100K contingency
- We normally outperform budget estimates



#### FY 14 Water Rate Modeling Range

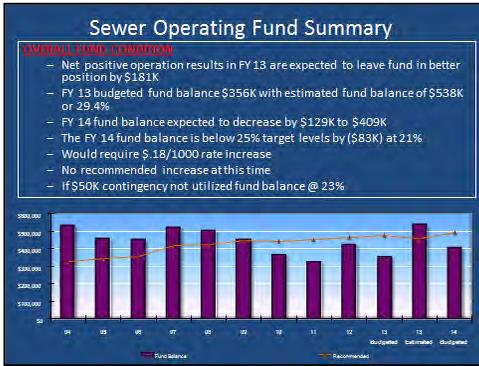
Rate Component	Customer Rates
Current Water Rate/000	\$5.86
Chicago Rate Increase	\$ .43
O/M & System Improvements	\$ .22-\$ .32+/-
Rate Increase (range)	\$ .65 to \$.75/000+/-
Customer rates (1-14)	\$ 6.51 to \$6.61

- #### FY 14 Water Rates
- Best range on current information
  - Current rates in effect until January 1<sup>st</sup>
  - All Oak Lawn Customers will be impacted in similar fashion
  - Water rates specifically determined in fall with adjustments being implemented with February 14 invoices to customers.
  - Ordinance likely adopted in Nov-Dec range



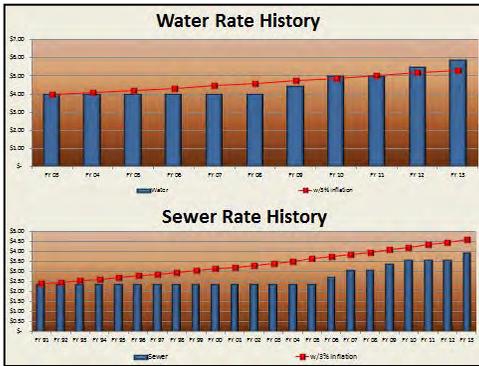
#### Sewer Operating Fund

<p><b>FY 13 Revenue Summary</b></p> <ul style="list-style-type: none"> <li>Budgeted = \$1.804M</li> <li>Expected = \$1.875M</li> <li>+\$71K over budget</li> </ul> <p><b>FY 13 Expense Summary</b></p> <ul style="list-style-type: none"> <li>Budgeted = \$1.913M</li> <li>Expected = \$1.827M</li> <li>\$86K under budget</li> </ul> <p><b>FY 13 Current Year</b></p> <ul style="list-style-type: none"> <li>Net positive operating results = \$181K</li> <li>Budgeted fund balance of \$356K (19%)</li> <li>Estimated balance of \$538K (29%)</li> </ul>	<p><b>FY 14 Revenue Summary</b></p> <ul style="list-style-type: none"> <li>Budgeted = \$1.839M</li> <li>+\$35K over FY 13</li> <li>+2%</li> </ul> <p><b>FY 14 Expense Summary</b></p> <ul style="list-style-type: none"> <li>Budgeted = \$1.968M</li> <li>+\$55K over FY 13</li> <li>+2.9%</li> </ul> <p><b>FY 14 Fund Balance Summary</b></p> <ul style="list-style-type: none"> <li>FY 13 = \$538K</li> <li>FY 14 = \$409K</li> </ul>
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### Summary of Water and Sewer Funds

- Water**
  - Outperformed budget last year
  - Chicago rate increase of \$.43
  - O/M and system improvements
  - .22-\$.32+/-
  - \$.65-\$.75 increase
  - Still under review
- Sewer**
  - Outperformed budget last year
  - Fund balance allows rates to be stable
  - No rate increase recommended for FY 14



### Public Works Reorganization

- Current assessment of Department is ongoing
- Focuses on re-assignment of duties among managers
- Will likely result in need for contract assistance during FY 14.
  - Inspection services for road rehabilitation
  - Water system management during peak consumption periods
- Use of Gov Temps USA for water management assistance

### Summary and Questions/Comments

- Move forward with operating budgets as proposed.
- Monitor water rate components
- Maintain current sewer rates
- Utilize Gov Temps USA for water management support

Comments: After the Board discussed the status of the water and sewer enterprise funds, staff was directed to include these concepts into a preliminary draft of the FY 14 budget.

### Hickory Creek Landscape Islands and Pedestrian Connection

### HICKORY CREEK ORIGINAL PROGRAM

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

### Hickory Creek Lot

- Locations for original proposed island improvements
- Total of 28 locations
- Revised recommendation (additional 13 along pipeline)

### Updated Program Recommendation

Don,

*As per the earlier on site conversation I had today with yourself and Mark at the Metro Station located off of Old LaGrange Rd., we have no objection to the removal of the existing plants (6) growing within our pipeline ROW within the parking lot islands. We also have no objection to the installation of the proposed paver bricks with the gravel fill in between the brick.*

*Also, as we discussed please keep me notified so I'm aware of the project as its underway.*

Thanks, Mike Boomsma  
Enterprise Products Pipeline

- Original Program**
  - 28 Locations
  - \$59.8 estimated cost
  - Actual bid for original scope of work=\$67,260
- Updated Program**
  - Additional 13 locations (cobblestone)
  - =(+\$12,458)
  - 41 total islands
  - Total bid=\$79,718
- Funding Source**
  - Plot capital fund
  - Original FY 13 year end balance=\$207K
  - Proposed FY 14 year end balance=\$185K

### HICKORY CREEK LOT



Additional 13



Original 28



Additional 13

**Annual O/M savings of \$16K**

### Bid Proposals

		GALLAGHER ASPHALT			M&J ASPHALT	
ITEM	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	
1. Aggregate Base Course 1 1/2" 4"	SY	725	\$ 16.90	\$ 12,252.50	\$ 9.00	\$ 6,525.00
2. Incidental HMA Surfacing	LN	122	\$ 149.00	\$ 18,178.00	\$ 139.00	\$ 16,958.00
3. Street Print Stamped Asphalt	SF	6,350	\$ 2.90	\$ 18,415.00	\$ 3.65	\$ 23,177.50
4. Street Bond Decorative Finish	SF	6,350	\$ 2.90	\$ 18,415.00	\$ 3.65	\$ 23,177.50
Base Bid Sub Total				67,260.50	69,838.00	
(Additive Alternative A)						
5. Earth Excavation	CYD	260	\$ 64.00	\$ 16,640.00	\$ 38.00	\$ 9,880.00
Bidder's Proposal for making Entire Improvements				83,900.50	79,718.00	

### Recommended Action

1. Re program project for FY 14
2. Include additional islands as indicated bringing total to 41
3. Award contract on May 28<sup>th</sup>
4. Complete work during summer months



### Pedestrian Connection to US30 sidewalks

- Advanced concept in last year's budget
- Details not fully developed with WCFP
- WCFP supports but no available funding for construction
- WCFP will maintain moving forward
- Recommend funding in FY 14



### Funding and recommended action

- Originally funded \$69K for ancillary US30 improvements (local costs)
- Based on actual bid results, our obligation will be \$52K+/-
- Estimated costs of path \$10-\$13K+/-
- Recommend moving forward at this time



Comments: The Board supported both expanding the Hickory Creek landscape islands along with providing additional pedestrian access to the Will County Forest Preserve overpass along US 30 and directed the items to be included in a preliminary draft budget.

### Adjournment

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 7:56 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, June 10, 2013**

**CALL TO ORDER**

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

**ROLL CALL**

The following Trustees were present:

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

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

Absent: Trustee Don Labriola

**Fiscal Year 2014 Budget**

Village Administrator John Downs presented to the Board a power point presentation regarding the FY 2014 Budget. This power point accompanied a complete preliminary budget draft including all budget back-up material.

**Purpose of Tonight's Meeting**

<ul style="list-style-type: none"> <li>• What's been done?</li> <li>1. Road and infrastructure maintenance</li> <li>2. W&amp;S Capital Programs</li> <li>3. WWTP repair/replacement</li> <li>4. WWTP Excess flow facility</li> <li>5. Fleet Management</li> <li>6. W&amp;S enterprise funds</li> </ul>	<ul style="list-style-type: none"> <li>• What's left?</li> <li>1. FY 13 Budget Amendments</li> <li>2. Refuse/Parking Lot Funds</li> <li>3. General Fund</li> <li>4. Major operating fund balances</li> <li>5. Capital Repair/Replacement fund</li> <li>6. Capital fund balances</li> <li>7. FY 14 Proposed Transfers</li> <li>8. Entire Overview</li> <li>• Questions, Comments</li> <li>• Next steps</li> </ul>
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**Budget Amendments**

Summary  
FISCAL 2013 Budget Amendments

Fund Name	Budgeted Amount	Proposed Amendment	Reason/Funding Source
General Fund	\$8,308,668	\$9,150,000 Includes \$1.375M Transfer	Additional Costs (costs associated with transfer to Capital Imp., Repair & Replacement Fund for EAB Program)/Additional Revenue and Fund Balance
Tourism Fund	\$52,384	\$54,000	Additional Costs (costs associated with membership dues and public relations)/Fund Balance
Water/Sewer operating	\$6,037,235	Still Under consideration	Still under consideration

**FY 14 Refuse Fund Summary**

<ul style="list-style-type: none"> <li>• <b>FY 13 Revenue Summary</b></li> <li>• Budget=\$1.169M</li> <li>• Expected=\$1.181M</li> <li>• +\$11.6K over budget</li> <li>• +3.1%</li> <li>• <b>FY 13 Expense Summary</b></li> <li>• Budget=\$1.17M</li> <li>• Expected=\$1.168M</li> <li>• \$2K under budget</li> <li>• <b>FY 13 Fund Balance</b></li> <li>• Budget=\$129.7K</li> <li>• Expected=\$148.3K</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FY 14 Revenue Summary</b></li> <li>• Budget=\$1.195M</li> <li>• +26K over FY 13</li> <li>• +2%</li> <li>• <b>FY 14 Expense Summary</b></li> <li>• Budget=\$1.21M</li> <li>• +\$39K over FY 13</li> <li>• +3%</li> <li>• <b>FY 14 Fund Balance</b></li> <li>• Budget=\$134.5K</li> </ul>
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**Consumer Impacts**

<ul style="list-style-type: none"> <li>— Monthly rate adjustment</li> <li>• Begins in August</li> <li>• SF +\$.14 (\$1.68)</li> <li>• TH +\$.12 (\$1.44)</li> <li>• APT+\$.10 (\$1.20)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Free programs and discounts</b></li> <li>• Senior discounts</li> <li>— \$11 K rate discount</li> <li>— \$15.7K (1) month free service</li> <li>• Free Leaf and branch pick up costs \$14.8K</li> <li>• <b>Total Costs - \$41.5K</b></li> </ul>
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### FY 14 Parking Lot Fund Summary

- FY 13 Revenue Summary**
  - Budgeted-\$310.9K
  - Expected-\$295.7K
  - \$15.2K under budget
- FY 13 Expense Summary**
  - Budgeted-\$297K
  - Expected-\$277K
  - \$20K under budget
- FY 13 Current Year**
  - Net positive operating results--\$6K
  - Budgeted fund balance of \$72K
  - Estimated balance of \$78K

- FY 14 Revenue Summary**
  - Budgeted-\$298.5K
  - \$12.3K under FY 13
  - 4%
- FY 14 Expense Summary**
  - Budgeted-\$297K
  - +\$400 over FY 13
  - 0%
- FY 14 Fund Balance Summary**
  - FY 13-\$78.4K
  - FY 14-\$79.6K
  - 27%

	FY 13 Actual	FY 13 Budget	FY 13 Variance	FY 14 Budget	FY 14 Variance
Parking	\$29.4K	\$29.9K	-\$0.5K	\$29.4K	\$0.0K
Lot	10%	22%	24%	28%	27%

### PT. Community Service Officer Program

- Duties currently performed by patrol officers and command staff.
  - Commuter lot management
  - Crossing Guard back-up
  - Document delivery and transport
  - PD customer service support

- Crime Prevention Officer returns to traditional duties.
- Sworn officers no longer back up crossing guards.
- Command and other staff no longer delivering/picking up documents

### FY'14 Implementation Goal & Timeline

1. Include Part-time CSO positions
2. 1<sup>st</sup> position late 2013
3. 2<sup>nd</sup> position early 2014
4. When both added, 35-40 hrs+/-per week
5. Cost offset by returning police officer salary back to GF
6. CSO cost - \$20K

### THE GENERAL FUND!

### General Fund Revenue Summary

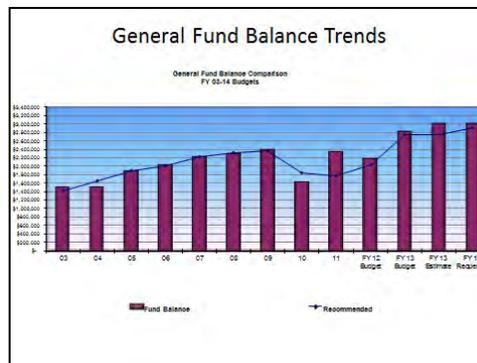
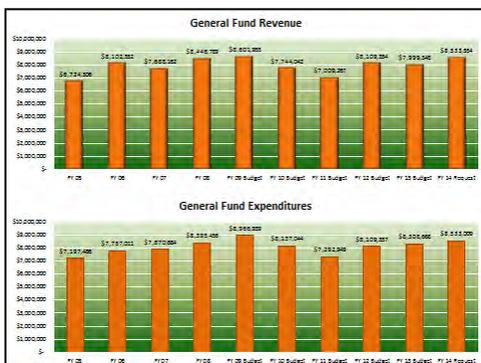
Revenues	Budget Fiscal 10	Budget Fiscal 11	Budget Fiscal 12	Subtotal Fiscal 12	Estimated Fiscal 13	Dept. Req. Fiscal 14	Amount of Change	% of Change
Taxes	4,824,479	6,961,837	8,330,334	6,124,439	6,799,292	6,771,824	617,856	10.58%
Licenses	728,979	748,887	787,064	744,641	884,636	842,081	(101,720)	-13.67%
Permits	182,283	128,440	210,814	189,000	248,096	173,000	33,000	20.74%
Intra-governmental Revenue - Other	20,742	20,743	18,379	18,380	18,380	17,889	(1,181)	-6.51%
Intra-governmental Revenue - Local	289,468	284,777	270,073	276,476	276,476	200,881	6,600	2.00%
Exemption Fees	0	0	0	0	0	0	N/A	N/A
Fines	248,411	241,239	248,072	248,000	206,000	186,600	(60,600)	-29.62%
Other Revenue	430,026	474,849	1,046,837	465,286	439,300	462,822	11,774	2.67%
<b>Total Revenue</b>	<b>\$8,616,950</b>	<b>7,850,722</b>	<b>8,899,861</b>	<b>7,889,241</b>	<b>8,662,164</b>	<b>8,634,664</b>	<b>624,000</b>	<b>8.83%</b>

- Total Revenues up by \$534K or 6.7%
- Tax Revenue up by \$637K or 10%
  - Sales tax +\$305K or 8.5%
  - Income Tax +\$275K or 18.6%
- Other Revenues flat or slightly declining

### FY 13 General Fund Expenditure Summary

	Actual FY 10	Actual FY 11	Actual FY 12	Budgeted FY 13	Estimated FY 13	Dept. Req. FY 14	Amount \$ Change	% of Change
Personal Services	\$5,234,288	\$5,151,049	\$5,266,190	\$5,307,784	\$5,273,889	\$5,616,564	\$308,780	5.82%
Commodities	\$598,309	\$620,342	\$637,427	\$800,717	\$665,790	\$750,682	(\$50,035)	-6.25%
Contractual Services	\$1,447,544	\$1,321,180	\$1,285,699	\$1,583,257	\$1,343,629	\$1,335,706	(\$47,551)	-3%
Capital Outlay	\$91,391	\$22,355	\$583,956	\$466,910	\$437,608	\$480,057	\$19,147	2.82%
Other	\$0	\$0	\$0	\$150,000	\$1,375,000	\$150,000	\$0	0%
<b>G.F. Total Expenses</b>	<b>\$7,371,524</b>	<b>\$7,114,926</b>	<b>\$7,773,232</b>	<b>\$8,308,668</b>	<b>\$8,095,920</b>	<b>\$8,533,009</b>	<b>\$224,344</b>	<b>2.7%</b>

- Total Expenditures up by \$224K or 2.7%
- Contracts and commodities spending down by \$98K or about 4%
- Personal services up by \$309K or 5.8%
  - Return salaries and benefits back into General Fund
    - Police=\$25K (from Parking lot fund)
    - Community Development=\$36K (from tourism fund)
- Personal services up by \$247K or 4.6% without shifting costs back to GF



### Key General Fund Points

1. Revenue and expense neutral
2. GF balance will remain @33% +
3. Positioned to be risk protected
4. Cautious sales tax estimates

- ✓ \$1.375M transferred at end of FY 13 to fund EAB program
- ✓ Assumption that LGDF distributions will remain consistent
- ✓ Staffing remains at current levels.
- ✓ Core service levels remain constant.
- ✓ Continue effort to do more with existing work forces



### General Fund Issues Ahead

1. Although sales tax and income tax have increased, other revenue sources are flat.
2. Due to uncertainty with State and the overall economic recovery, recommendation to maintain GF balance level at 33%+.
3. While LGDF appears solid for now-income tax scheduled to decrease on 1-15
4. Uncertain of impacts on municipalities
5. Resisting the "urge to spend" more because things seem better.

### Major Operating Fund Balances Summary

OPERATING FUND BALANCES						
Fund	Begin FY '13	Begin FY '14	Ending FY '14	Recommended Amount	Variance	Actual%
General	\$3,459,865	\$3,016,087	\$3,016,692	\$2,815,899	\$200,799	35%
Water	1,247,308	1,366,055	1,132,482	1,130,725	1,757	25%
Sewer	489,856	537,674	408,722	491,984	(83,262)	21%
Parking Lot	59,883	78,395	79,611	74,331	5,280	27%

- GF is in solid condition with over 33% in reserves (four months instead of three)
- Water fund is stable at 25% at this time
- Water rate increases will be required at first of 2014
- Sewer holding steady with some signs of weakness...rate adjustment on hold for FY 14.
- Parking lot fund greatly recovered and now in stable condition at just over 25%

### Capital Repair/Replacement Fund

Accounts	FUND BALANCES IN DESIGN ACCOUNTS			Purpose
	Begin FY '13	Begin FY '14	Ending FY '14	
Municipal Parking Facilities (Restricted)	\$28,340	269,051	143,653	Funds escrowed for future repairs/improvements to the municipal parking facilities. Funds escrowed through transferred parking lot fee.
Water Improvements (General Restrictions for Water Related Issues)	214,866	142,001	62,706	Funds escrowed through connection fees, operating transfers, contributions and interest. The fund is established specifically to be utilized for water related expenditures which include, payment to Tully Park for over-siting, debt and rate raise, joint system maintenance (Over Lenox and Mokena).
1) Oak Lawn System	(1) Res. 750,000	750,000	750,000	
2) TP Over-siting	(2) Res. 100,225	100,225	100,225	
3) NL Joint System	(3) Res. 233,320	233,320	233,320	
	1,284,451	1,284,451	1,284,451	
Municipal Facilities (Restricted)	(6,535)	129,467	129,522	Facility improvements/major upkeep can be funded through this account. This account has also been utilized to fund land acquisitions and facility expansions.
<b>\$136K</b>				
(1) Transportation Projects	2,185,188	1,020,012	2,010,033	This account is available for road and other infrastructure projects and costs based on pending needs of the Village. The 1/2% sales tax provides revenue for this fund. Beginning in FY '14, the EAB program is also included as an infrastructure project.
(2) EAB Program	2,125,000	1,601,223	1,601,223	
General Infrastructure	3,465,117	3,465,117	3,465,117	
<b>Total</b>	<b>\$3,805,426</b>	<b>\$5,026,424</b>	<b>\$4,485,627</b>	

### Capital Fund Balance Summary

CAPITAL RESERVE FUND BALANCE			
Fund	Begin FY '13	Begin FY '14	Ending FY '14
Water Capital	\$841,796	\$1,479,515	\$1,176,473
Sewer Capital	861,825	1,096,325	1,081,861
Sewer Plant Replacement	1,052,315	970,815	877,681
Sewer Plant Expansion	6,077,668	6,105,788	5,392,788
Capital Imp., Repair, Replacement	3,805,436	5,036,434	4,485,627
<b>Totals</b>	<b>\$12,639,040</b>	<b>\$14,689,077</b>	<b>\$13,014,430</b>
			<b>-\$1.678M</b>

- **Water Capital** to decrease due to water main projects in older section of town and emergency interconnect of S519K +/-
- **Sewer Capital** to decrease slightly due to inflow rehab project of \$115K +/-
- **Sewer plant replacement** in good order but will show signs of declining balances moving forward.
- **Sewer plant expansion** remains stable with excess flow facility improvements of \$650K +/-
- **Capital Improvement, Repair and Replacement** programmed to decrease due to aggressive road repairs and EAB program

### Summary of Proposed Fund Transfers FY 14

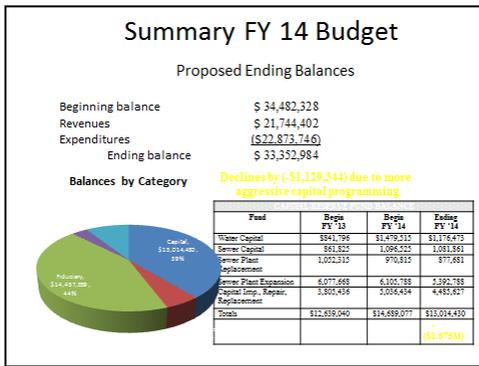
FISCAL 2014 TRANSFERS			
Fund From	Fund To	Purpose	Amount
Performance Bond	General	Transfer Interest Earnings	\$ 2,000
Refuse	General	Interfund Service Charge	44,989
Water	General	Interfund Service Charge	80,335
Water	Capital Improvement	Joint System Costs	35,000
Sewer	General	Interfund Service Charge	80,335
Parking Lot	General	Interfund Service Charge	75,324
Water System Capital	Capital Improvement	Water Improvements	50,000
<b>TOTALS</b>			<b>\$ 367,983</b>

### VILLAGE OF MOKENA FISCAL 2014 BUDGET SUMMARY OF ALL FUNDS

Fund Name	Operating		Revenue	Expenses	Fund Balance
	Operating	Operating			
General	\$ 3,016,087	\$ 2,815,899	\$ 2,820,000	\$ 2,815,899	\$ 2,016,692
Audit	17,878	8,800	8,800	8,800	18,878
Maintenance Bond	207,147	112,000	200,000	200,000	1,147,147
Tuition	18,114	40,280	21,960	21,960	24,714
Special Tax Allocation	41,812	21,800	1,800	1,800	87,488
Senior Center Grant	27,701	26,193	26,253	26,253	27,874
MMPA/PAID Contributions	318,847	870,413	808,101	808,101	381,239
Police Pension	13,078,543	1,000,018	1,001,229	1,001,229	1,487,359
Water Fund Tax	810,087	861,564	800,161	800,161	842,437
Water	149,000	1,199,100	1,200,297	1,200,297	124,901
Water & Sewer Operating	1,800,709	8,128,311	8,160,838	8,160,838	1,811,204
Municipal Parking Lot	78,389	288,840	297,324	297,324	78,811
Water System Capital Imp.	1,088,828	120,338	128,000	128,000	1,081,861
Water System Capital Imp.	1,479,818	281,388	884,400	884,400	1,176,473
Sewer Plant Replacement	870,818	3,800	68,724	68,724	877,681
Plant Expansion	8,108,788	33,000	748,000	748,000	8,392,788
Capital Improvement, Repair and Replacement	8,006,424	1,828,888	2,478,363	2,478,363	4,485,627
<b>Totals</b>	<b>\$ 34,482,000</b>	<b>\$21,744,402</b>	<b>\$22,873,746</b>	<b>\$22,873,746</b>	<b>\$33,392,983</b>

### Overall Budget Overview

	FY 13 Budget	FY 14 Budget	\$ Inc/(Dec)	% Change
<b>REVENUES</b>				
Taxes	\$9,427,511	\$10,170,812	\$743,301	7.88%
Fines	\$246,000	\$195,500	(\$50,500)	(20.53)
License/Permits	\$883,641	\$814,861	(\$68,780)	(7.78%)
Service Charge	\$7,463,947	\$8,044,506	\$580,559	7.78%
Grants/Trans.	\$594,364	\$298,681	(\$295,683)	(49.75%)
Development	\$395,000	\$395,000	\$0	0%
Other	\$1,571,484	\$1,825,042	\$253,558	16.13%
<b>TOTAL</b>	<b>\$20,581,947</b>	<b>\$21,744,402</b>	<b>\$1,162,455</b>	<b>5.65%</b>
<b>EXPENSES</b>				
Personal Serv.	\$8,403,047	\$8,787,017	\$383,970	4.57%
Commodities	\$1,580,812	\$1,464,112	(\$116,700)	(7.38%)
Contract Serv.	\$7,720,997	\$8,012,654	\$291,657	3.78%
Capital Outlay	\$2,207,606	\$4,062,963	\$1,855,357	84.04%
Other Trans.	\$528,500	\$547,000	\$18,500	3.50%
<b>TOTAL</b>	<b>\$20,440,962</b>	<b>\$22,873,746</b>	<b>(\$1,865,367)</b>	<b>or 2.8%</b>



Questions, comments,  
clarifications

- ### Next Steps
1. Conduct Public Hearing on June 24<sup>th</sup>
  2. Adopt budget on June 24<sup>th</sup>
  3. Implement FY 14 Budget directives and related programs

Discussion: The Board discussed the Village's positive financial condition and how much it had improved since the depth of the recession. Staff was directed to include all of the proposed concepts into a final budget to be presented to the Village Board and public on June 24<sup>th</sup>.

## Adjournment

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 8:58 p.m.

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

Session #012

June 24, 2013

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL/ESTABLISHMENT OF QUORUM**

Clerk Patt called the roll and the following Trustees were present:

John Mazzorana  
Jim Richmond  
George Metanias  
Don Labriola  
Joe Siwinski

Also present were: Village Clerk Patricia Patt; Village Attorney Stephen White; 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 Economic and Community Development Director Alan Zordan.

Absent: Trustee Debbie Engler

**DISCOVER MOKENA**

Mayor Fleischer introduced Parade Chairman Cindy Gamboa from the Mokena Chamber of Commerce. Ms. Gamboa gave a brief presentation about the annual 4<sup>th</sup> of July Parade. The event will take place on Thursday, July 4<sup>th</sup> starting at 10 a.m. This year's theme is "Sea to Shining Sea". All residents, businesses and civic organizations are encouraged to participate and volunteers needed. For more information call the Mokena Chamber Office at 708-479-2468 or visit [www.mokena.com](http://www.mokena.com).

**COMMUNITY CALENDAR**

Clerk Patt presented the community calendar.

**CONSENT AGENDA**

Village Administrator John Downs presented (3) items on the Consent Agenda for the Boards approval. These items are strictly administrative in nature.

- a) Motion to approve Ordinance No. 2013-O-007 as it pertains to the Prevailing Rate of Wages and authorize the Village President and Village Clerk to execute same.
- 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, 2013 based on their conformance with the requirements of the Village of Mokena Fireworks and Explosives Ordinance.
- c) Motion to approve Minutes from the June 10, 2013 Board Meetings.

Trustee Mazzorana made a motion to approve Consent Agenda Items 5 (a), (b) and (c) as depicted in the June 20, 2013 Request for Board Action prepared by the Village Administrator. Trustee Siwinski seconded.

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

NAYS: (0)  
Absent: (1) Engler  
Motion carried

#### **SPECIAL FINANCE REPORT**

Finance Director Barb Damron presented the final bill list for June totaling \$147,411.06. She highlighted a few of the bills being paid.

- \$ 32,833.62 Morton Salt, Inc. – Road Salt
- \$ 5,607.00 Pod's Seal Coating Inc. – Sealcoat/Stripe Front St. & McGovney Lots
- \$ 8,678.00 RMS Utility Services – 12" Valve for 191<sup>st</sup>/Everett

Trustee Mazzorana made a motion to approve the accounts payable in the amount of \$147,411.06. Trustee Metanias seconded.

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

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

##### **Appointment of Officers for Fiscal Year 2013/2014**

Mayor Fleischer recommend the following individuals be appointed to the correlating Public Offices as indicated below:

Mayor ProTem  
John Mazzorana

Village Administrator  
John Downs

Assistant Village Administrator  
Kirk Zoellner

Legal Counsel  
Rathbun, Cservenyak & Kozol, LLC

Finance Director  
Barb Damron

Police Chief  
Randy Rajewski

Emergency Services Director (ESDA)  
Greg McElyea

Economic/Community Development Director  
Alan Zordan

Public Works Director  
Louis J. Tiberi, III

Village Engineer  
Paul N. Pearson Jr

Emergency Services Director (ESDA)  
Greg McElyea

General Manager Cable Commission  
Tim Franson

Assistant General Manager Cable Commission  
Brett Sands

Cable Commission  
Trustee Don Labriola

**ECONOMIC DEVELOPMENT COMMISSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Paul Beneturski	7-1-13	1 yr.	6-30-14
August Badali	7-1-13	1 yr.	6-30-14
Jillian Hersted	7-1-13	1 yr.	6-30-14
Craig McCutcheon	7-1-13	1 yr.	6-30-14
Stan Lukas	7-1-13	1 yr.	6-30-14
Frank Lacny	7-1-13	1 yr.	6-30-14
Kirk Zoellner, Staff Liaison	7-1-13	1 yr.	6-30-14
Alan Zordan, Staff Liaison	7-1-13	1 yr.	6-30-14

Trustee Mazzorana made a motion to approve the proposed FY13/14 appointments as denoted in the June 18, 2013 request for Board Action submitted by Village President Frank Fleischer. Trustee Siwinski seconded.

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

**PRE-SCHEDULED PROPOSALS/PRESENTATIONS AND VISITORS**  
N/A

**PUBLIC HEARINGS**

Trustee Richmond made a motion to open a public hearing at 7:15 p.m. to discuss the proposed Village of Mokena FY '13/'14 Budget. Trustee Siwinski seconded.

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

**Adoption of FY 14 Budget**

Village Administrator John Downs presented to the Board and public a power point presentation regarding the Fiscal Year 2014 Budget.



### Four components of a solid budget process!

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




### Public Budgeting . . .

Information

Decision making

Execution

- Financial
  - 5 Fund Types
  - Revenues
  - Expenditures
  - Fund Balances

➔

- Actions
  - Goals
  - Objectives
  - Deliverables
  - Outcomes

### Customer Satisfaction Or not.....



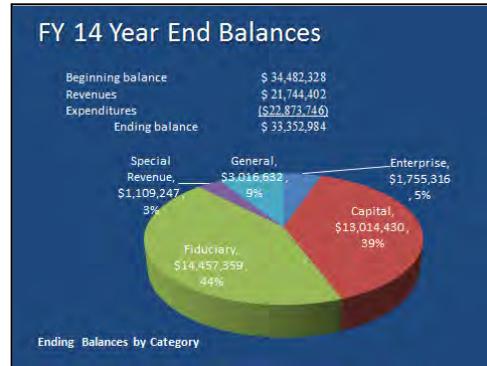


#### VILLAGE OF MORENA FISCAL 2014 BUDGET SUMMARY OF ALL FUNDS

Fund Name	Beginning Cash Balance	Revenue	Expenses	Fund Balance
Category	\$	\$	\$	\$
Audit	1,196	0	0	1,196
Performance Bond	337,747	112,000	302,000	147,747
Tourism	18,114	40,280	31,880	24,704
Special Tax Allocation	44,812	24,693	1,807	67,498
School Crossing Guard	27,704	26,163	26,283	27,574
Water-PLUM/Leakout	219,947	0	505,701	(285,754)
Police Pension	1,110,843	1,828,048	484,428	1,454,463
Motor Fuel Tax	870,057	841,364	808,194	843,227
Police	148,228	1,108,430	1,001,257	1,555,401
Water & Sewer Leaking Encumbered Bond I	1,361,727	0	0	1,361,727
Municipal Parking Lot	73,395	298,540	297,324	74,611
Sewer System Capital Inv	1,096,825	120,336	135,000	1,082,161
Water System Capital Inv	1,479,915	361,368	664,400	1,176,883
Sewer plant replacement	0	0	96,724	(96,724)
Water replacement	0	22,000	149,000	(127,000)
License equipment holder Replacement	5,036,434	1,928,588	2,476,362	4,488,660
<b>TOTAL</b>	<b>2,44,862,428</b>	<b>2,471,444,432</b>	<b>2,222,673,148</b>	<b>2,701,633,712</b>

### Total Budget

	FY 13 Budget	FY 14 Budget	\$ Inc/(Dec.)	% Change
<b>REVENUES</b>				
Taxes	\$9,427,511	\$10,170,812	\$743,301	7.88%
Fines	\$246,000	\$193,500	(\$50,500)	(20.53)
License/Permits	\$883,641	\$814,861	(\$68,780)	(7.78%)
Service Charge	\$7,463,947	\$8,044,506	\$580,559	7.78%
Grants/Trans.	\$594,364	\$298,681	(\$295,683)	(49.75%)
Development	\$395,000	\$395,000	\$0	0%
Other	\$1,571,484	\$1,823,042	\$251,558	16.13%
<b>TOTAL</b>	<b>\$20,581,947</b>	<b>\$21,744,402</b>	<b>\$1,162,455</b>	<b>5.65%</b>
<b>EXPENSES</b>				
Personal Serv.	\$8,403,047	\$8,787,017	\$383,970	4.57%
Commodities	\$1,380,812	\$1,464,112	(\$116,700)	(7.38%)
Contract Serv.	\$7,720,997	\$8,012,634	\$291,637	3.78%
Capital Outlay	\$2,207,606	\$4,062,983	\$1,855,377	84.04%
Other/Trans	\$528,500	\$547,000	\$18,500	3.50%
<b>TOTAL</b>	<b>\$20,440,962</b>	<b>\$22,873,746</b>	<b>\$2,432,784</b>	<b>11.90%</b>
			(\$1,885,357)	
			= \$ 577,427	or 2.8%



### THE GENERAL FUND!

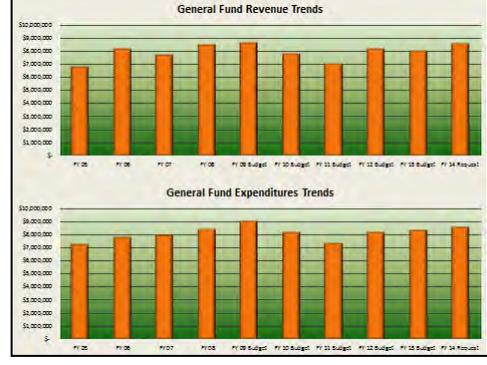


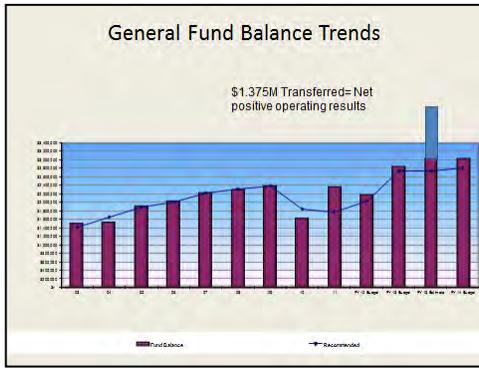
### FY 14 General Fund Revenue Summary

Revenues	Budgeted FY 13	Budgeted FY 14	\$ Change	% Change
Taxes	6,134,489	6,771,884	637,395	10.39%
Licenses	744,641	642,861	(101,780)	-13.67%
Permits	139,000	172,000	33,000	23.74%
Intergovernmental Revenue - State	18,890	17,698	(1,192)	-6.31%
Intergovernmental Revenue - Local	275,474	280,983	5,509	2.00%
Fines	246,000	195,500	(50,500)	-20.53%
Other Revenue	440,854	452,628	11,774	2.67%
<b>Total Revenue</b>	<b>7,999,348</b>	<b>8,533,554</b>	<b>534,206</b>	<b>6.68%</b>

### FY 14 General Fund Expenditure Summary

	Budgeted FY 13	Budgeted FY 14	Amount \$ Change	% of Change
Personal Services	\$5,307,784	\$5,616,564	\$308,780	5.82%
Commodities	\$800,717	\$750,682	(\$50,035)	-6.25%
Contractual Services	\$1,583,257	\$1,535,706	(\$47,551)	-3%
Capital Outlay	\$466,910	\$480,057	\$13,147	2.82%
Other	\$150,000	\$150,000	\$0	0%
<b>G.F. Total Expenses</b>	<b>\$8,308,668</b>	<b>\$8,533,009</b>	<b>\$224,341</b>	<b>2.7%</b>





### Six Key GF Points

1. Best GF position ever
2. Risk protected
3. Sales tax at all time highs
4. \$1.375M transferred at end of FY 13 to fund EAB program
5. Staffing levels and core services remain constant
6. Spending kept in check

### 3 Issues on the Horizon

1. Local economy trending in right direction
2. Springfield
3. Keep spending in check

### Enterprise Funds and our customers

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

### FY 14 Parking/Refuse Funds

**240,000 CUSTOMERS Annually**

- FY 14 Revenue Summary
  - Budgeted=\$298.5K
  - \$12.3K under FY 13
  - 4%
- FY 14 Expense Summary
  - Budgeted=\$297K
  - +\$400 over FY 13
  - 0%
- FY 14 Fund Balance Summary

**335,000+/- Services Annually**

- FY 14 Revenue Summary
  - Budget=\$1.195M
  - +26K over FY 13
  - +2%
- FY 14 Expense Summary
  - Budget=\$1.21M
  - +\$39K over FY 13
  - +3%
- FY 14 Fund Balance=\$134K
- Monthly rate adjustments:
  - SF +\$14 (\$1.68)
  - TH +\$12 (\$1.44)
  - APT+\$10 (\$1.20)

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

- Represent over \$33M in capital investment by our customers.
- Combined is a \$6.5M 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 6,700 customer accounts on a 24/7 basis.

### Water Operating Fund Summary

**FY 13 Revenue Summary**

- Budgeted=\$3.874M
- Expected = \$4.294M
- +\$419K over budget

**FY 13 Expense Summary**

- Budgeted=\$4.125
- Expected=\$4.175
- (\$50K) over budget

**FY 13 (current year fund balance)**

- Net positive operating results = +\$381K
- Budgeted = \$985K (24%)
- Estimated = \$1.366M (33%)

**FY 14 Revenue Summary**

- Budgeted=\$4.289M
- +\$415K over FY 13
- +10.7%

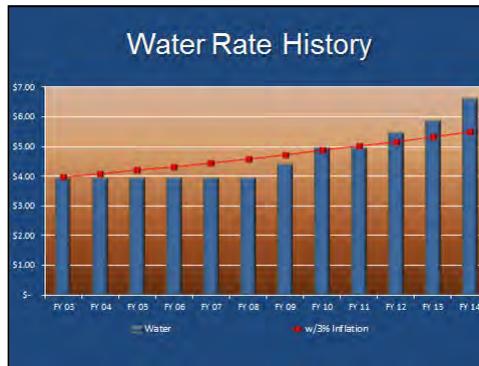
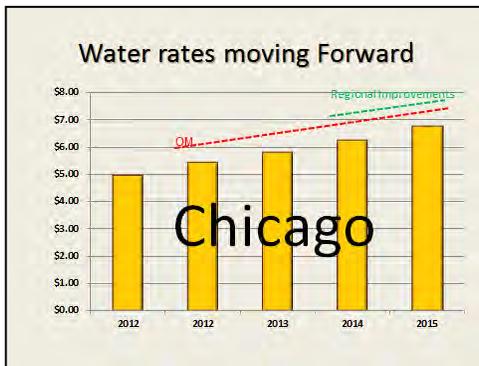
**FY 14 Expense Summary**

- Budgeted=\$4.523M
- +\$398K over FY 13
- +9.7%

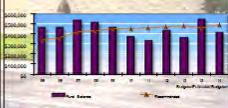
**Fund Balance Summary**

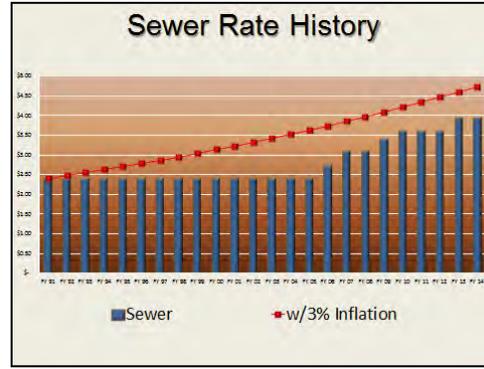
### FY 14 Water Rates

- \$0.65-\$0.75/1000 rate adjustment estimated January 1<sup>st</sup>.
- Majority of rate adjustment due to Chicago's increase of \$.43/1000
- Other rate components under evaluation and negotiation with Oak Lawn.
- Should have exact rate adjustment calculated by late 2013.



### Sewer Operating Fund

<ul style="list-style-type: none"> <li>• <b>FY 13 Revenue Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$1.804M</li> <li>- Expected = \$1.875M</li> <li>- +\$71K over budget</li> </ul> </li> <li>• <b>FY 13 Expense Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$1.913M</li> <li>- Expected = \$1.827M</li> <li>- \$86K under budget</li> </ul> </li> <li>• <b>FY 13 Current Year</b> <ul style="list-style-type: none"> <li>- Net positive operating results = +\$181K</li> <li>- Budgeted fund balance of \$356K (19%)</li> <li>- Estimated balance of \$538K (29%)</li> <li>- Provides rate stabilization</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>FY 14 Revenue Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$1.839M</li> <li>- +\$35K over FY 13</li> <li>- +2%</li> </ul> </li> <li>• <b>FY 14 Expense Summary</b> <ul style="list-style-type: none"> <li>- Budgeted = \$1.968M</li> <li>- +\$55K over FY 13</li> <li>- +2.9%</li> </ul> </li> <li>• <b>Fund Balance Summary</b></li> </ul> 
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OPERATING FUND BALANCES					
Fund	Begin FY '14	Ending FY '14	Recommended Amount	Variance	Actual %
General	\$3,016,087	\$3,016,632	\$2,815,893	\$200,739	35%
Water	1,366,055	1,132,482	1,130,725	1,757	25%
Sewer	537,674	408,722	491,984	(83,262)	21%
Parking Lot	78,395	79,611	74,331	5,280	27%

\*All four funds produced Net Positive Operating Results in FY 13.  
 \*GF is in solid condition with over 33% in reserves (four months instead of three)  
 \*Water fund is stable at 25% at this time... increases will be required at first of 2014  
 \*Sewer holding steady with some signs of weakness... rate adjustment on hold  
 \*Parking lot fund greatly recovered and now in stable condition at just over 25%

### Things of interest You?

- 1) Taking care of your investments
- 2) Can we afford the EAB?
- 3) Your household budgets
- 4) Six things to feel good about!
- 5) Are we focused on the right things?



### Protecting your investments

- ✓ \$1.19M+/- to resurface 4.1+ miles of local roads.
- ✓ \$124K+/- for bridge repairs
- ✓ \$180K+/- to repair curbs, sidewalks, streets lights etc.
- ✓ \$519K+/- for water main replacements
- ✓ \$30K+/- for erosion control
- ✓ \$23K+/- for pedestrian improvements



### Your Facilities

- \$123K+/- Commuter Facilities
  - ✓ Landscaping
  - ✓ Security Cameras
  - ✓ Safety Fencing
- \$24K+/- Village Hall, PD and Maintenance Facility
  - ✓ Doors, painting and landscaping
- \$725K+/- WWTP Improvements



### Your Equipment

- \$361K+/- in Fleet Replacements
  - 6 Police and fleet vehicles
  - 5 Public Works units
- \$63.2K+/- for General Equipment
  - ✓ Public works and Utility Equipment
  - ✓ Radar and bullet Shields
- \$148.6K+/- for office technology
  - Computer Upgrades
  - Digital Playback equipment
  - Copiers and folding equipment

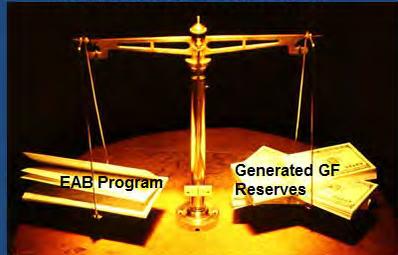


### Emerald Ash Borer

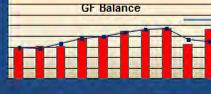
1. Seven Year Program
2. Defined Deliverables
  - 272 trees preserved
  - 3,420 removed
  - 3,420 replaced
3. Price tag of \$1.6M+/-



### How can we afford this?



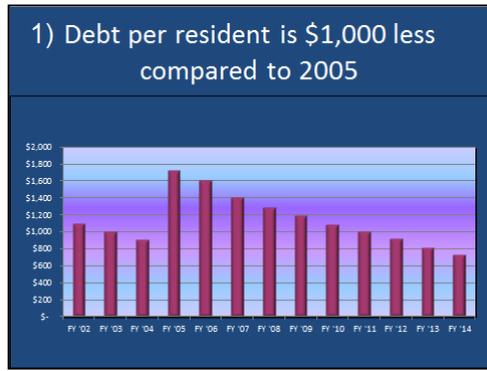
And the formula for generated reserves is what exactly?

1. Cost containment. 
2. Improved local economy 
3. Overall GF Health 

+  
=  
=

### Six things to feel good about!

1. Reducing your debt
2. Doing more with less
3. Sales tax all-time high
4. GF cash reserves healthy.
5. Our partnerships
6. Is our focus in the right place?

### Service ——— Satisfaction.

Do they go hand in hand or are they unique and different?

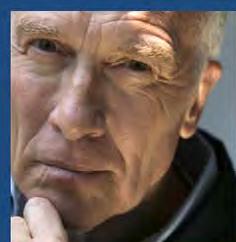


Service is our objective but satisfaction is our goal . . .



One customer at a time.

### "Our customers will judge us!"




### "Traditional Retail"

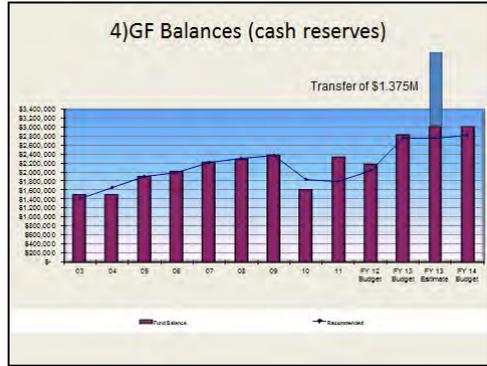
You make a difference!

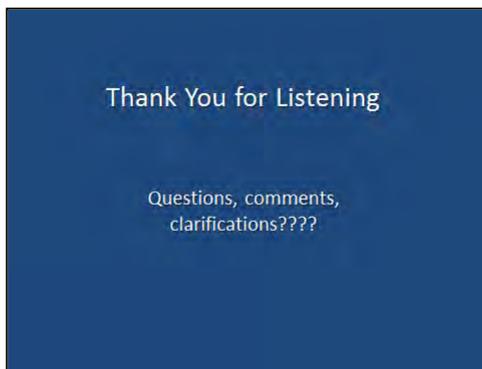


### "Not So Traditional"



### meijer Look who's coming!



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

Trustee Labriola asked for clarification about the Debt per resident slide.

Mayor Fleischer commented on the diversity of the sales tax revenue stream in the Village of Mokena.

Trustee Mazzorana commented on the many factors of controlling spending and thanked staff for the budget presentation.

Trustee Metanias thanked staff for the hard work and presentation of the budget.

Trustee Siwinski thanked Village employees for doing their part over the rough years and taking pay freezes and to the residents for shopping Mokena and increasing the sales tax revenue. He thanked staff for a great job on the budget presentation.

Trustee Mazzorana made a motion to close the public hearing at 8:10 p.m. Trustee Siwinski seconded.

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

NAYS: (0)

Absent: (1) Engler

Motion carried

Trustee Mazzorana made a motion to approve Ordinance No. 2013-O-008, an ordinance adopting the Mokena Annual Budget for the Fiscal Year

2013/2014 and authorize the Village President and Village Clerk to execute the same. Trustee Siwinski seconded.

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

NAYS: (0)

Absent: (1) Engler

Motion carried

**OLD BUSINESS**

**FY 13 Budget Amendments**

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

The proposed ordinance amends the aggregate budget in three capital funds. The table below illustrates the proposed amendment.

Summary FISCAL 2013 Budget Amendments			
Fund Name	Budgeted Amount	Proposed Amendment	Reason/Funding Source
General Fund	\$8,308,668	\$9,150,000	Additional costs (costs associated with transfer to Capital Imp., Repair & Replacement Fund for EAB Program)/Additional Revenue and Fund Balance
Tourism Fund	\$52,384	\$54,000	Additional costs (costs associated with membership dues and public relations)/Fund Balance
Water & Sewer Fund	\$6,037,235	\$6,087,235	Additional costs (costs associated with lake water)/Additional Revenue

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

Trustee Mazzorana made a motion to approve Ordinance No. 2013-O-009 amending the Mokena Annual Budget for Fiscal Year 2012-2013 and to authorize the Mayor and Village Clerk to execute the same. Trustee Siwinski seconded.

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

NAYS: (0)

Absent: (1) Engler

Motion carried

**Computer System Upgrade Agreements**

Finance Director Barb Damron presented to the Board that during the preparation of the Village's Fiscal 2014 Budget, the Village's computer needs were evaluated to address the financial and administrative functions

Ms. Damron explained that Staff worked with Affiliated Computer Systems (ACS), who is the Village's current hardware and software provider. In December, staff and a hardware specialist with ACS, completed an onsite review and analysis on the Village's current computer system at the Village Hall, Village Garage, Waste Water Treatment Plant, and cash register system at the Police Dept.

Based on the comments and recommendations from staff and ACS a computer upgrade plan was developed that would accomplish the following:

- Upgrade the Village's hardware technology for both financial and administrative functions to increase operational efficiency and productivity through increased processing speed, memory, and capacity
- Upgrade the current system with adequate technology to suffice the Village's needs for a four to five year window.
- Purchase of the necessary software and hardware that will provide for ongoing maintenance, support, and upgrades for the Village's entire system through a single source vendor/service provider

The Village has a policy of reviewing and assessing its computer needs every four to five years which has worked well. These upgrades every four to five years, have allowed the Village to continue to meet its technology needs and serve the residents.

Over the years, the upgrades have taken anywhere from a week to two weeks to complete. During the upgrades, we have ran into issues that prolonged the installation however, ACS was able to keep down time on the computer system to a minimum so there was very little impact to the residents and the services the Village provides. During the proposed upgrade, ACS would handle the installation of the hardware and software.

This recommendation addresses both the financial processing and administration aspects of the organization.

The total cost of the proposal for the upgrades is \$98,520.07, which includes hardware, software and installation.

Ms. Damron stated it would be staff's recommendation to approve the proposals for the upgrades.

Trustee Richmond made a motion to approve Network Services Agreement #06717e between the Village of Mokena and ACS Enterprise Solutions, LLV for \$67,494.62 and to authorize the Village President and Village Clerk to execute same. Trustee Mazzorana seconded.

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

Trustee Metanias made a motion to approve Network Services Agreement #6718b between the Village of Mokena and ACS Enterprise Solutions, LLC for \$31,025.45 and to authorize the Village President and Village Clerk to execute same. Trustee Richmond seconded.

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

## **NEW BUSINESS**

### **Revised Job Descriptions and Classifications of Police Sergeant and Commander**

Village Administrator John Downs presented to the Board the Village's Job Classification plan with regard to the positions of Police Sergeant and Police Commander. Both of these classifications plans are two-tiered and developed about a decade ago allowing both positions to progressively attain a higher compensation level after a certain number of years of service in the position.

The system currently requires a Police Sergeant to serve six years before progressing from a compensation grade of 17 to 18, while a Police Commander must serve four years to progress from a grade 19 to 20. Based on a recent review of these position classifications by Village staff, a recommendation is being presented to the Village Board to modify these two job classifications.

The recommendation will provide for Police Sergeants to attain a grade 18 after gaining three years of experience as opposed to the current six years. Similarly, the Board will consider modifying the job classification for the position of Police Commander to attain a grade of 20 after gaining two years of experience as opposed to the current four years.

Trustee Mazzorana made a motion to adopt revisions to the Village of Mokena's job description and grade classification plan by amending the Position of Police Sergeant to a grade 18 upon attaining three years of experienced service; and amending the Position of Police Commander to a grade 20 upon attaining two years of experienced service. Trustee Siwinski seconded.

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

NAYS: (0)

Absent: (1) Engler

Motion carried

#### **Personnel Policy Manual Revisions**

Village Administrator John Downs presented to the Board the proposed policy revision that would provide extended service pay for (non-represented) full-time employees possessing 20 and 25 years of service with the Village of Mokena. Similar benefits were included in labor agreements adopted last year with Teamsters Local 700 and Local 150 Operating Engineers.

Historically, Mokena Village Boards have made a conscious effort to offer similar working conditions to both represented and non-represented employees. Adoption of the proposed personnel policy manual revision would establish a consistent approach to to all valued employees with both 20 and 25 years of full-time service. Following is a summary of the proposed extended service or longevity pay that would be afforded to all eligible non-represented employees.

<u>Completed Years of Service</u>	<u>Annual Longevity Pay</u>
20	\$1,000
25	\$2,250 (total)

The above-noted additional benefits would be fixed and added to the normal annual salary earned by eligible employees in future years. These benefits would not be compounded or included in the base salary when future increases are calculated.

Trustee Richmond made a motion to approve revisions to Chapter 8.1.4 of the Village of Mokena's Personnel Policy Manual by adding Section H. (Longevity Pay). Trustee Metanias seconded.

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

NAYS: (0)  
Absent: (1) Engler  
Motion carried

**Bid Recommendation for the FY 14 Pavement Routing/Sealing Program**

Village Engineer Paul Pearson presented to the Board that Bids were recently received for the pavement routing and sealing of LaPorte Road from LaGrange Road to Front Street. This work consists of the routing, cleaning and sealing of transverse and longitudinal reflective cracks in the existing asphalt pavement. Staff strongly believes that becoming proactive with additional maintenance procedures will help to prolong the lifespan of our roadways. This crack sealing helps to extend the life of the pavement by sealing out water that would penetrate the cracks until such time complete maintenance and bituminous overlays can be scheduled for the road.

62,000 lineal feet of pavement routing and sealing is included in this bid. This is a budgeted project and will be paid for with MFT funds.

On Thursday, June 13, 2013 at 10:00 A.M., the bid opening was held, and four (4) bids were received and the results are as follows:

**CRACK SEALING PROGRAM**

Bidder	Crack Routing (62,0000 LF)	Crack Filling (32,000 LB)	Traffic Control	Total Bid Amount
SKC Construction	\$3,100.00 (\$0.05/LF)	\$64,000.00 (\$2.00/LB)	\$1,000.00	\$68,100.00
Denler, Inc.***	\$620.00 (\$0.01/LF)	\$40,800.00 (\$1.28/LB)	\$500.00	\$41,920.00
Scodeller Construction	\$71,920.00 (\$1.16/LF)	\$19,840.00 (\$0.62/LB)	\$12,000.00	\$103,760.00
D Construction	\$31,000.00 (\$0.50/LF)	\$51,840.00 (\$1.62/LB)	\$25,000.00	\$107,840.00

\*\*Low Bidder\*\*

After reviewing the bids it was determined that all bidders met the required specifications and did submit the required 5% bid bond with their bid documents. The lowest total bidder was Denler, Inc. of Mokena, in the amount of \$41,920.00. The total bid is \$1,270.00 or approximately 3% less than the budgeted amount of \$43,190.00.

Trustee Mazzorana made a motion to award a contract for the Fiscal Year 2014 Pavement Routing and Sealing Program to the lowest bidder, Denler, Inc., 19148 S. 104<sup>th</sup> Avenue, Mokena, Illinois, in the amount of \$41,920.00 and to authorize the Village President and Village Clerk to execute same. Trustee Siwinski seconded.

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

**Bid Recommendation for the FY 14 Sidewalk & Curb Removal & Replacement**

Village Engineer Paul Pearson presented to the Board that bids were recently received for this year’s Sidewalk Repair Program which consists of the removal and replacement of approximately 4,000 square feet of sidewalk and approximately 600 lineal feet of curb & gutter. There are various removal and replacement sections at several different locations throughout the Village that will be repaired. These are areas where the

sidewalks are severely cracked or the trip hazard is severe enough that it cannot be repaired through the mud-jacking process. Some minor curb replacement will also be completed as part of this project, mostly to repair drainage problems where basins and curb inlets have sunk. This project is included in the current FY 2014 budget in the amount of \$70,000.00. It should be noted that \$50,000 was budgeted last year and due to the favorable condition of the capital infrastructure account, we were able to increase the funds available for sidewalk and curb repair by 40% this year.

On Thursday, June 13, 2013 at 10:00 a.m. the bid opening was held. We received six (6) bids and the results are as follows:

<b>SIDEWALK AND CURB REPLACEMENT PROGRAM</b>			
<b>Bidder</b>	<b>Walk unit price 4,000 Sq/feet</b>	<b>Curb unit price 600 lineal/feet</b>	<b>Total Bid Amount</b>
<b>Frazier Concrete</b>	\$ 7.50	\$28.00	\$46,800.00
<b>DGV Cement</b>	\$ 7.25	\$28.00	\$45,800.00
<b>P.T. Ferro "D" Construction</b>	\$10.50	\$33.50	\$62,100.00
<b>Davis Concrete***</b>	\$ 7.90	\$31.00	\$50,200.00
<b>J&amp;J Newell</b>	\$ 6.25	\$25.00	\$40,000.00
	\$ 8.50	\$25.00	\$49,000.00

Low Bidder\*\*\*

After reviewing the bids, all bidders were in compliance with the requirements of the bid documents and specifications and Davis Concrete Construction of Alsip, Illinois was the low bidder in the total amount of \$40,000.00, which is \$30,000.00 under the budgeted amount of \$70,000. Because of the favorable bids we received this year and the nature of the work performed as well as the continual need to replace deteriorated and damaged sidewalk throughout the Village that may have occurred between the time this was budgeted and the time the actual work will be performed, staff annually requests to have the program extended beyond the bid amount. Extending the work to the budgeted amount would allow us to include an additional 4800 square feet or about 190 squares of sidewalk repair in this year's program. This is approximately 75% additional sidewalk repair made possible through the good bids we received.

Staff recommends that the Board award the contract for the FY 2014 Sidewalk Repair Program to the lowest bidder, Davis Concrete Construction, Alsip, Illinois in the amount of \$40,000.00 and extend the sidewalk and curb removal and replacement project, per the unit costs of the contract, to a total amount not to exceed \$70,000.

Trustee Richmond made a motion to award a contract for the Fiscal Year 2014 Sidewalk Repair Program to the lowest bidder, Davis Concrete Construction, Alsip, Illinois, in the amount of \$40,000.00 and to award additional work under said contract to Davis Concrete Construction an amount up to \$30,000.00 and to waive the bidding requirements for said additional work based upon the competitive unit prices contained in the bid for said services, and to authorize the Village President and Village Clerk to execute same. Trustee Metanias seconded.

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

NAYS: (0)

Absent: (1) Engler

Motion carried

**Bid Recommendation for the FY 14 Street Patching Program**

Village Engineer Paul Pearson presented to the Board that bids were recently received for the patching of various streets throughout the Village. This patching includes the complete removal and full depth asphalt replacement for areas in the roadway that have deteriorated beyond normal minor maintenance. This patching helps to extend the life of the pavement until such time complete maintenance and bituminous overlays can be scheduled for the road. A total of 2,000 square yards of patchwork is included in this bid. This is an annual budgeted project and is needed to patch large areas that are too big for Village crews and equipment to handle. This project is included in the current FY 2014 budget in the amount of \$75,000.00.

On Thursday, June 13, 2013 at 10:00 A.M., the bid opening was held, and Six (7) bids were received and the results are as follows:

**STREET PATCHING PROGRAM – 2,000 SQUARE YARDS**

<b>Bidder</b>	<b>Unit Price</b>	<b>Traffic Control</b>	<b>Total Bid Amount</b>
<b>Crowley-Sheppard Asphalt</b>	\$37.50	\$500.00	\$75,000.00
<b>D Construction</b>	\$28.00	\$850.00	\$56,850.00
<b>Gallagher Asphalt</b>	\$26.20	\$900.00	\$53,300.00
<b>Austin Tyler Inc.</b>	\$25.00	\$500.00	\$50,500.00
<b>P.T. Ferro Construction Co.</b>	\$27.15	\$1.00	\$54,301.00
<b>Oak Lawn Black Top</b>	\$26.00	\$500.00	\$52,500.00
<b>**Iroquis Paving**</b>	\$24.50	\$0.01	\$49,000.01

\*\*Low Bidder\*\*

After reviewing the bids it was determined that all of the bidders met the required specifications and did submit the required 5% bid bond with their bid documents. The lowest total bidder was Iroquis Paving of Watseka, Illinois, in the amount of \$49,000.01. It should be noted that last year’s price was \$23.80 per square yard. The Bid price is \$25,999.99 less than the budgeted amount of \$75,000.00. Due to the favorable bids we received this year and the nature of the work performed as well as the continual need to repair pavement throughout the Village prior to its scheduled time for resurfacing, staff is requesting to have the program extended beyond the bid amount. Extending the work to the budgeted amount would allow us to include an additional 1,000 square yards of patching in this year’s program. This is 50% additional patching made possible through the good bids we received.

Last year we received feedback from residents in the Tomahawk Trails Subdivision regarding our patching program and the condition of the patches which led to questions regarding the resurfacing of their streets. While we send letters to residents in areas where full resurfacing is done, we have not in the past sent letters to residents in areas where patching is to take place. This year we will send letters to residents in areas where patching is to take place and include in the letter the rationale behind our patching program as well as a general timeline for future resurfacing. We will also include other information regarding any related work such as curb or inlet repair that might occur at a different time than the patching program.

Trustee Richmond made a motion to award a contract for the Fiscal Year 2014 Pavement Patching Program to the lowest bidder, Iroquis Paving of Watseka, Illinois, in the amount of \$49,000.01 and to award additional work under said contract to Iroquis Paving Corporation up to an amount of \$26,000.00 and to waive the bidding requirements for said additional work based upon the competitive unit prices contained in the bid for said

services, and to authorize the Village President and Village Clerk to execute same. Trustee Metanias seconded.

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

NAYS: (0)

Absent: (1) Engler

Motion carried

**Recommendation for the FY 14 MFT Street Maintenance Program**

Village Engineer Paul Pearson presented to the Board that on Thursday, June 13, 2013 at 10:00 a.m., a bid opening was held for the Fiscal Year 2014 MFT Street Maintenance Program. The project consists of the patching and resurfacing of 1.70 miles of the Village’s roadways. This road maintenance program is funded with MFT and will supplement the 2.45 miles of roads programmed to be paved with Capital Improvement Funding. We are able to complete this additional road work due to the positive balance in the MFT Account. Recent mild winters have resulted in an increased fund balance due to less salt use and overtime for snow plowing. During this year’s budget work session, the Board agreed and directed staff to use the balance of funds to repair additional roads in the Village. This year’s program will include the following streets in the Marilyn Estates Subdivision as well as Front Street:

- St. Vincent Ct            Kingston to End
- Kingston Way            Bryn Mawr to End
- Ashbury Ct                Kingston to End
- Bryn Mawr  
  Way                        116<sup>th</sup> Ave to Sandra
- Sandra Ct                 Bryn Mawr to End
- St. Albert Ct             Marilyn to End
- Forest                     Marilyn to End
- Front St                  Schoolhouse to Wolf

We received five (5) bids and they are as follows:

FY 2014 Street Maintenance Project	
Contractor	Bid Amount
Iroquis Paving	\$345,684.81
P.T. Ferro	\$333,587.80
***Austin Tyler	\$306,474.80
Gallagher Asphalt	\$339,267.80
“D” Construction	\$329,392.20

\*\*\*Low Bidder

The lowest bid received was from Austin Tyler Construction, Inc. in the total amount of \$306,474.80. This bid is approximately \$100,525.20 or 25% lower than the budgeted amount of \$407,000. Austin Tyler Construction has submitted the Illinois Department of Transportation’s “Certificate of Eligibility” and 5% Bid Bond and all other bidding documents as required by the project specifications.

We are unable to extend this project and complete additional work beyond the original scope. When MFT Funds are utilized, IDOT does not allow extending the scope or limits of the project without submitting revised engineering, estimates and resolutions. This basically would require us to rebid the project. The funding that has been budgeted but not spent will be used for a resurfacing program in an upcoming year.

Staff is recommending that we award a contract to the lowest responsible bidder which is Austin Tyler Construction in the amount of \$306,474.80.

Trustee Mazzorana made a motion to award a contract for the Fiscal Year 2014 MFT Street Maintenance Program to the lowest bidder, Austin Tyler Construction Inc., 23343 S. Ridge Road, Elwood, Illinois, in the amount of \$306,474.80 and to authorize the Village President and Village Clerk to execute same. Trustee Siwinski seconded.

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

NAYS: (0)

Absent: (1) Engler

Motion carried

**Bid Recommendation for the FY 14 Street Maintenance Program**

Village Engineer Paul Pearson presented to the Board that On Thursday, June 13, 2013 at 10:00 a.m., a bid opening was held for the Fiscal Year 2014 Street Maintenance Program. The project consists of the patching and resurfacing of 2.45 miles of the Village’s roadways. The road maintenance program is funded with revenue we receive from the ½% sales tax fund. This year’s program will include the following streets in the Tall Grass and Old Castle South Subdivisions:

- Abbey Road Tailfeathers to Wolf Road
- Roscommon Ct Abbey to End
- Stratford Bradford to Mayfair
- Mayfair Wexford to End
- Wexford Abbey to Mayfair
- Bradford Abbey to Stratford
- Stratford Ct End to End
- St. James Ct End to End
- Ridgemore Stratford to Route 30
- Primrose Ridgemore to End
- Tailfeathers Abbey to Deer Run
- Deer Run Tallgrass to Tailfeathers
- Tallgrass Route 30 to Wind Dance Ct
- Kokopelli Tallgrass to End
- Wind Dance Ct Tallgrass to End
- Sun Dance Trail Wind Dance to Tailfeathers

Five (5) bids were received and they are as follows:

<b>FY 2014 Street Maintenance Project</b>	
<b>Contractor</b>	<b>Bid Amount</b>
Iroquis Paving	\$685,077.25
P.T. Ferro Construction	\$651,652.25
***Austin Tyler Construction	\$624,004.85
Gallagher Asphalt	\$685,772.25
“D” Construction	\$704,952.25

\*\*\***Low Bidder**

The lowest bid received was from Austin Tyler Construction in the total amount of \$624,004.85. This bid is approximately \$160,000 or 20% lower than the budgeted amount of \$784,000. Austin Tyler Construction has submitted the Illinois Department of Transportation’s “Certificate of Eligibility” and 5% Bid Bond and all other bidding documents as required by the project specifications.

Based on the above mentioned favorable bid results for the Street Maintenance Program, Staff is recommending we extend this year's street maintenance program to include additional streets. Historically staff will review streets to be included in the Five Year Maintenance Program and select a street or streets that can be completed within the allotted budgeted funds. During this year's budget process, staff presented a list of thirteen additional streets of varying cost that could be added to the program should favorable bids be received. This year staff recommends adding 104<sup>th</sup> Avenue from 191<sup>st</sup> Street to Commercial Drive (\$30,000+/-) and Willow Lane from Schoolhouse Road to Kirkstone Way (\$130,000+/-). The addition of these two roadways would add an additional 0.70 miles to this year's program bringing the total length of maintenance to 3.15 miles. This would bring the total length of both road maintenance programs to a grand total of 4.85 miles, thus exceeding our yearly goal of 4 miles. This additional work is estimated to cost \$160,000 based on the unit prices in the bid proposal bringing the total cost of the street maintenance program to approximately \$784,000.00.

Trustee Richmond made a motion to award a contract for the Fiscal Year 2014 Maintenance Program to the lowest bidder, Austin Tyler Construction Inc., 23343 S. Ridge Road, Elwood, Illinois, in the amount of \$624,004.85 and to award additional work under said contract to Austin Tyler Construction up to an amount of \$160,000 and to waive the bidding requirements for said additional work based upon the competitive unit prices contained in the bid for said services, and to authorize the Village President and Village Clerk to execute same. Trustee Metanias seconded.

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

NAYS: (0)

Absent: (1) Engler

Motion carried

#### **PUBLIC COMMENTS**

Tino Letieri inquired about liquor licenses for the Chamber of Commerce Food & Wine Fest. Chief Rajewski explained the requirements needed.

Tony Dina on behalf of the Downtown Merchants Association asked the Board to consider a few events for authorization next year.

#### **VILLAGE ADMINISTRATORS COMMENTS**

Administrator Downs announced the traffic signal at Route 30 & Ridgemoor will be activated on Wednesday, June 26<sup>th</sup>.

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

Trustee Siwinski inquired what residents should do with their branches from this evening's storm. He asked Mr. Downs to reiterate on the 4<sup>th</sup> of July festivities.

Trustee Labriola congratulated and thanked the cable commission crew for the great job they do. He commented about the Front Street market and the Downtown TIF program. He wished all a happy 4<sup>th</sup> of July.

Trustee Mazzorana commented he is pleased with the bids for the maintenance projects. He commented on the downtown market and extending the contract with the merchants.

Trustee Metanias inquired about replacement locations of parkway trees that are being removed from EAB. He thanked Mr. Downs and Ms. Damron on the budget presentation.

Trustee Richmond echoed Trustees on the budget presentation. He asked Mr. Tiberi to give an update on the ComEd power outages from the storm.

**CLERK'S COMMENTS**

Clerk Patt reminded residents to wear helmets when biking, roller blading and motorcycling.

**MAYOR'S COMMENTS**

Mayor Fleischer encouraged all to attend the Mokena 4<sup>th</sup> of July festivities and wished all a happy 4<sup>th</sup> of July.

**ADJOURNMENT**

Trustee Mazzorana made a motion to adjourn the Regular Session at 8:57 p.m. Trustee Siwinski seconded.

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

NAYS: (0)

Absent: (1) Engler

Motion carried

Respectfully submitted,

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Frank A. Fleischer, Mayor

ATTEST:

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Patricia Patt, Village Clerk