

City of Carbondale, Illinois
Fiscal Year 2021 Proposed Budget



*Southern Illinois Multi-Modal Station
Concept Drawing*

Fiscal Year 2021 Proposed Budget



\$2.4 Million Solar Project For City's Municipal Buildings Up to \$1.5 Million SAVINGS To City

NO capital expenditure from City

Officials Elected:

John "Mike" Henry – Mayor

Jessica Bradshaw – Council Member

Jeff Doherty – Council Member

Lee Fronabarger – Council Member

Tom Grant – Council Member

Carolyn Harvey – Council Member

Adam Loos – Council Member

Staff Appointed:

Gary Williams – City Manager

Jeff Davis – Finance Director

Jamie Snyder – City Attorney

Mike Hertz – Fire Chief

Jeff Grubbs – Police Chief

Jennifer Sorrell – City Clerk

Tara Brown – Human Resources Manager

Chris Wallace – Development Services Director

Sean Henry – Public Works Director

Diana Brawley – Library Director

TABLE OF CONTENTS

The table of contents located in the front of the book will help in finding a specific topic quickly.

READER'S GUIDE TO USING THIS BUDGET

A government budget containing special terminology, forms, charts, and organization can become a challenge to the user. The main objective of this document is to communicate this information to the reader in a clear and understandable manner. This guide has been included to help the reader understand the organization of this document and to help inform the reader where to look for certain types of information.

Table of Contents

The table of contents located in the front of the book will help in finding a specific topic quickly.

Introduction

The introduction section contains information about the City of Carbondale and the budget process. The City Manager's Budget Message gives an overview of the accomplishments during the current fiscal year and decisions made during the budget process that are included in the new fiscal year budget. A short history of Carbondale, the City Organization Chart, Department Services Chart, and Community Goals are all included in this section. The reader can view information on the location of the City as well.

Budget Summaries

This section contains information on the Financial Structure and Policies, Budgetary Process and Procedures, and the budget calendar which guides the budget preparers during the development of the budget. Also included are both the revenue and expenditure summary statements for all funds and accompanying charts and information on the number of full-time employees by department.

General Fund

The General Fund is a major section of the budget document containing twenty-four divisions under eight departments. Services associated within the General Fund include general government, public safety, development services, public works, and community service. Mission, services, and activities in support of City Council goals are included in each division's budget along with the number of full-time equivalent employees, organization charts, and line item expenditure accounts.

Special Revenue Funds

The Special Revenue Funds include divisions where specific revenues for specific, legally restricted expenditures exist. Motor Fuel Tax allocations from the State of Illinois for street maintenance and repairs and traffic signals are included in this section, as well as the Tax Increment Funds. The Package Liquor and Food &

Beverage Tax Fund is used to monitor monies generated by the City's 4% Package Liquor Tax and the 2% Food & Beverage Tax. The Package Liquor Tax provides funding for the Capital Improvement Fund. The Food & Beverage Tax provides for the Capital Improvement Program and Public Safety Pension funding.

Debt Service Fund

This section is devoted to account for the redemption of principal, interest, and paying fees for General Obligation Bonds and major loans issued on behalf of the City.

Community Investment Funds

Community Investment Funds are used for the construction of major capital facilities, streets, sidewalks, and storm sewers. Capital projects such as water and sewer lines are budgeted in the Waterworks and Sewerage Fund.

Proprietary Funds

The Proprietary Funds include the Waterworks and Sewerage Fund, Parking System Operations Fund, Solid Waste Management Fund, and the Rental Properties Fund. All of these are treated as self-supporting municipal activities that are similar to private businesses. Services are provided to the general public on a continuing basis and financed through charges for the services. Services include water treatment and distribution and wastewater collection and treatment, public parking lots, refuse collection and rental properties owned by the City. Mission, services, and activities in support of City Council goals are included in each division's budget along with the number of full-time equivalent employees, organization charts, and line item expenditure accounts. The Health Reimbursement Fund is for the City's Group Health Insurance, which includes dental and vision for City employees and retirees.

Component Unit

The Carbondale Public Library is a component unit and included in this budget.

Supplemental Data

This section gives the reader some important statistical information on such items as the Capital Outlay Schedule, Master Debt Service Schedule and Property Tax Levies and Collection Schedule.

Glossary of Terms

The Glossary of Terms is included to help the reader with financial terms with which they may not be familiar with.

TABLE OF CONTENTS

INTRODUCTION

City Manager's Budget Message.....	11
History of Carbondale.....	17
City Services Graph.....	23
City Organizational Chart.....	24
Departmental Services Chart.....	25
Location Chart and Internet Address.....	26
Carbondale Vision 2025.....	27

BUDGET SUMMARIES

Financial Structure.....	32
Budgetary Process and Procedures.....	34
FY 2021 Budget Preparation Calendar.....	35
Consolidated Statement of Budgeted Revenues, Expenditures, Other Financing Sources and Uses and Changes in Fund Balances.....	38
Combined Statement of Budgeted Revenues, Expenditures and Changes in Fund Balances All Governmental Fund Types.....	39
Combined Statement of Budgeted Revenues, Expenditures and Changes in Working Fund Balances - All Proprietary Fund Types.....	41
Total Revenues and Other Financing Sources by Fund.....	43
Total Budgeted Revenues and Other Financing Sources Graph.....	44
Total Expenditures and Other Financing Uses by Fund.....	45
Total Budgeted Expenditures and Other Financing Uses Graph.....	46
Departmental Expenditures – All Combined Funds.....	47
Expenditures by Fund.....	49
Total Budgeted Line-Item Expenditures Codes.....	51
Summary by Line Item Expenditure Graph.....	53
Number of Full-Time Equivalent Employees by Department Division.....	54
Number of Full-Time Employees by Department Graph.....	55

GENERAL FUND

Summary Statement of Revenues, Expenditures and Changes in Fund Balance.....	57
Statement of Revenues and Other Financing Sources.....	58
Statement of Expenditures and Other Financing Uses.....	61
General Government Department General Government Organizational Chart.....	63
Division Expenditure Budgets:	
40000 Mayor and Council.....	64
40001 City Manager.....	67
40002 City Clerk.....	71
40003 City Attorney.....	74
40005 Human Resources.....	77
40006 Economic Development.....	80
40010 Support Services.....	83
40015 City Hall/Civic Center.....	87
Finance Department Finance Organizational Chart.....	90
Division Expenditure Budgets:	
40030 Financial Management.....	91
40033 Information Systems.....	94
Police Department Police Protection Organizational Chart.....	97
Division Expenditure Budgets:	
40101 Police Protection.....	98
Fire Department Fire Protection Organizational Chart.....	103
Division Expenditure Budgets:	
40151 Fire Protection.....	104
40161 Emergency Management.....	108
Development Services Development Services Organizational Chart.....	111
Division Expenditure Budgets:	
40200 Development Management.....	112
40210 Building & Neighborhood Services.....	115

TABLE OF CONTENTS

<p>Public Works Department Public Works Organizational Chart 118</p> <p>Division Expenditure Budgets: 40300 Engineering and Administration 119 40310 Equipment Maintenance 122 40330 Building Maintenance 125 40350 Street Maintenance 128 40370 Cemetery 132 40390 Forestry Management 135</p> <p>Community Services Department Division Expenditure Budgets: 40425 Agencies and Organizations 139</p> <p>Funding Source Transfers Division Expenditure Budget: 40900 Transfers to Other Funds 141</p> <p>MOTOR FUEL TAX FUND Summary Statement of Revenues, Expenditures and Changes in Fund Balance 144</p> <p>Statement of Revenues and Other Financing Sources 145</p> <p>Statement of Expenditures and Other Financing Uses 146</p> <p>Division Expenditure Budgets: Public Works Department 41013 MFT Operating and Maintenance 147 Community Services Department 41017 MFT CIP and Replacement 149</p> <p>TAX INCREMENT FUND #1 General Government Department Summary Statement of Revenues, Expenditures and Changes in Fund Balance 152</p> <p>Statement of Revenues and Other Financing Sources 153</p> <p>General Government Department 41401 TIF District #1 154</p> <p>TAX INCREMENT FUND #2 General Government Department Summary Statement of Revenues, Expenditures and Changes in Fund Balance 156</p>	<p>Statement of Revenues and Other Financing Sources 157</p> <p>General Government Department 41501 TIF District #2 158</p> <p>TAX INCREMENT FUND #3 General Government Department Summary Statement of Revenues, Expenditures and Changes in Fund Balance 160</p> <p>Statement of Revenues and Other Financing Sources 161</p> <p>General Government Department 41601 TIF District #3 162</p> <p>FOREIGN FIRE INSURANCE FUND Fire Department Summary Statement of Revenues, Expenditures and Changes in Fund Balance 164</p> <p>Statement of Revenues and Other Financing Sources 165</p> <p>Foreign Fire Insurance 42301 Foreign Fire Insurance 166</p> <p>ENTERPRISE ZONE FEES Community Development Department Summary Statement of Revenues, Expenditures and Changes in Fund Balance 168</p> <p>Statement of Revenues and Other Financing Sources 169</p> <p>Community Development Department 42501 Enterprise Zone Fees 170</p> <p>PACKAGE LIQUOR, FOOD & BEVERAGE TAX FUND Funding Source Transfers Summary Statement of Revenues, Expenditures and Changes in Fund Balance 172</p> <p>Statement of Revenues and Other Financing Sources 173</p> <p>Statement of Expenditures and Other Financing Uses 174</p> <p>Community Development Department 42701 Package Liquor, Food & Beverage Tax 175</p>
---	---

TABLE OF CONTENTS

DEBT SERVICE FUND

Debt Service

Summary Statement of Revenues, Expenditures and Changes in Fund Balance	178
Statement of Revenues and Other Financing Sources	179
Statement of Expenditures and Other Financing Uses	180
Division Expenditure Budgets:	
43015 2010 G.O. Public Safety Center	181
43016 2011 G.O. Refunding Bond/Fire Station	183
43017 2013 G.O. Refunding Bond.....	185
43019 2017 Downtown Streetscape Loan.....	187

COMMUNITY INVESTMENT FUNDS

LOCAL IMPROVEMENTS FUND

Community Investment Department

Summary Statement of Revenues, Expenditures and Changes in Fund Balance	190
Statement of Revenues and Other Financing Sources	191
Division Expenditure Budget:	
44007 CIP and Replacement.....	192

PROPRIETARY FUNDS

WATERWORKS AND SEWERAGE FUND

Public Works Department

Summary Statement of Revenues, Expenditures and Changes in Working Fund Balance Total Fund	197
Statement of Revenues and Other Financing Sources	198
Statement of Expenditures and Other Financing Uses	199
Summary Statement of Revenues, Expenditures and Changes in Working Fund Balance Operating Account	200
Summary Statement of Revenues, Expenditures and Changes in Working Fund Balance Community Investment and Replacement Account	201

Summary Statement of Revenues, Expenditures and Changes in Working Fund Balance Debt Service Account	202
Public Works W & S Organizational Chart.....	203
Division Expenditure Budgets:	
47000 Support Services.....	204
47002 Lake Management	208
47009 Central Laboratory.....	212
47011 Water Treatment Plant	215
47015 Water Distribution	218
47019 Meter Services	221
47021 Sewer Collection.....	224
47022 Southeast Wastewater Treatment Plant	227
47023 Northwest Wastewater Treatment Plant	230
47025 Sewage Lift Stations	234
47044 Wastewater System - CIP and Replacement	236
47045 Water Systems - CIP and Replacement.....	239
47049 Water and Sewer Bonds.....	242

PARKING SYSTEM OPERATIONS FUND

Finance Department

Summary Statement of Revenues, Expenditures and Changes in Working Fund Balance	244
Statement of Revenues and Other Financing Sources.....	245
Statement of Expenditures and Other Financing Uses	247
Finance - Parking Organizational Chart.....	248
Division Expenditure Budgets:	
47100 Public Parking Services	249
47150 Parking System - CIP and Replacement	253

SOLID WASTE MANAGEMENT FUND

Public Works Department

Summary Statement of Revenues, Expenditures and Changes in Working Fund Balance	255
---	-----

TABLE OF CONTENTS

<p>Statement of Revenues and Other Financing Sources..... 256</p> <p>Public Works – Solid Waste Organizational Chart..... 257</p> <p>Division Expenditure Budget: 47200 Refuse and Recycling Services 258</p> <p><i>RENTAL PROPERTIES FUND</i></p> <p><i>Public Works Department</i> Summary Statement of Revenues, Expenditures and Changes in Working Fund Balance 262</p> <p>Statement of Revenues and Other Financing Sources..... 263</p> <p>Division Expenditure Budget: 47300 Municipal Rental Properties 264</p> <p><i>HEALTH REIMBURSEMENT FUND</i></p> <p><i>General Government Department</i> Summary Statement of Revenues, Expenditures and Changes in Working Fund Balance 266</p> <p>Statement of Revenues and Other Financing Sources..... 267</p> <p>Division Expenditure Budget: 47900 Group Health Insurance 268</p> <p><i>COMPONENT UNIT</i> <i>CARBONDALE PUBLIC LIBRARY</i></p> <p><i>Component Unit</i> Summary Statement of Revenues, Expenditures and Changes in Fund Balance..... 271</p> <p>Statement of Revenues and Other Financing Sources..... 272</p> <p>Division Expenditure Budget: 49500 Carbondale Public Library 273</p> <p><i>SUPPLEMENTAL DATA</i></p> <p>FY 2021 Capital Outlay Schedule..... 278</p> <p>Master Debt Service Schedule 279</p> <p>Property Tax Rates Per \$100 of Equalized Assessed Valuation All Overlapping Governments, Last Ten Fiscal Years 283</p>	<p><i>GLOSSARY OF TERMS</i> 286</p>
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INTRODUCTION

This Budget document is prepared to enable the City Council, residents of Carbondale, investors, creditors, and other governmental units to gain the maximum understanding of the City's program and financial operations.



March 27, 2020

Honorable Mayor
Members of the City Council
City of Carbondale

Mayor and Members of the City Council:

Attached is the proposed Fiscal Year 2021 City of Carbondale Budget for the period beginning May 1, 2020, and ending April 30, 2021. This budget message presents an overview of the budget and the overall financial condition of the City. This budget aligns with the City Council's goals as adopted in *Carbondale Vision 2025*. Each fund and department provides unique goals and specific examples of the programs and services that will be provided with the funds appropriated.

BACKGROUND

The FY 2020 budget year began with increased hope and optimism. This was largely due to the State passing consecutive budgets in 2018 and 2019; a success that followed a 2-year budget impasse that inflicted financial challenges to cities and agencies throughout the State. Another ongoing challenge to cities like Carbondale is that the State has continued to impose reductions (5%) to the City's share of local government distributive fund (LGDF) revenues, while also levying an administrative fee to collect home rule sales tax, although it was lowered from 2% to 1.5% in 2019. Collectively, these reductions withheld approximately \$283,689 from the City's revenue sources in FY 2019, approximately \$289,083 in FY 2020, and continue to impose a threat to our financial security.

An ongoing trend that the City has experienced since the 2-year State budget impasse is a decline in sales tax revenue to the City. Carbondale and the greater region rely heavily on governmental sources for income. As such, when financial uncertainty arises within government, whether at the state or federal level, residents and businesses are more cautious in how they spend money and how they make investments in the local economy. For example, in 2018, municipal sales tax receipts were 1.6% lower than budgeted and home rule sales tax receipts were 4.2% lower than budgeted. These reductions were consistent with sales tax declines following the 2008 "great recession". In FY 2019, municipal sales tax revenues were 2.45% lower and home rule sales tax was 2.88% lower than FY 2018. As we approach the end of FY 2020, municipal sales tax receipts are 0.90% lower than budgeted and home rule sales tax receipts are 2.04% lower than budgeted amounts. Carbondale is the regional retail center and its impact does help mitigate enrollment losses at SIU. In addition, the ongoing growth of the Southern Illinois Healthcare system is likely helping offset SIU enrollment losses as well.

The primary change that has facilitated greater certainty in State budgets was the election of a new Governor, J.B. Pritzker whose inauguration was in 2019. Since the Governor has the political support of the State legislature, most of the Governor's legislative agenda was passed in 2019 and included new

revenues to cities from taxes on recreational cannabis, a \$41.5 billion capital bill that will increase employment throughout the State and region, and additional motor fuel tax monies. Collectively, these legislative victories will result in additional revenue to the City. In addition, following a decade long enrollment decline at Southern Illinois University (SIU), a renewed focus on enrollment management and changes in leadership to the Carbondale campus and SIU System have resulted in increased interest among students to visit and apply for admission which will hopefully translate to more students, and consumers, in Carbondale.

However, as encouraging as these developments are, they are tempered by new and ongoing threats to our financial security. As part of the Governor's FY 2021 budget proposal, an additional 5% (\$143,000) holdback to LGDF revenue is included, although with a key caveat. On the November, 2020 general election ballot the voters of Illinois will be asked to approve a constitutional change that would allow the General Assembly to transition from a flat State income tax rate (currently 4.95%) to a graduated rate where wealthier Illinoisans would pay a higher rate (proposed 7.99%). It's estimated that such a change would generate an additional \$3.5 billion in revenue to the State of which the City would receive some portion of. Although multiple polls by SIU's own Paul Simon Public Policy Institute indicate that the referendum should pass, elections and voters are unpredictable so the City must prepare for the real possibility of losing the additional LGDF holdback.

Something of even greater concern is the COVID-19 coronavirus global pandemic that has spread around the world in the first three months of 2020. Illinois began reporting its first cases in late February and in order to mitigate the spread of the virus and to ensure that our healthcare system remains intact, Governor Pritzker ordered all bars in the state to close for a 2-week period beginning March 16 and all restaurants to close to dine-in business, and followed this action with an executive order on March 20 that mandated a shelter-in-place order for all Illinois residents through April 7, also closing all businesses except those deemed essential. As the regional economic center, these temporary business closures will have a profound effect on FY20 year-end revenues as well as future revenues in FY 2021. During this same timeframe SIU moved all classes to online instruction models and closed or canceled all on-campus activities including May graduation. This is an unprecedented public health emergency that precludes us from being able to estimate when it will end or what the consequences to our local economy will be.

Even before the COVID-19 pandemic emerged, Staff approached the FY 2021 budget with a conservative lens that scrutinized every position, program, and cost. Staff reductions are proposed as well as reduced spending to operational areas. The certainty that the City's revenues will be reduced due to COVID-19 may require additional cuts to services and personnel as well as a possible reallocation of existing revenues from dedicated streams for capital improvements to pay for essential City services. These potential amendments will be presented and discussed at the April 14 budget hearing and will require significant modifications to this initial budget proposal and the accompanying five year community investment plan. Due to the timing of the COVID-19 pandemic and the completion of the draft FY 2021 budget, Staff has foregone making any major modifications at this point. This draft budget still serves as a policy document that illustrates the current financial condition of the City. It also outlines the staff and resources needed to deliver a level of service that the community has been accustomed to and expects. Pending City Council and community discussion at the budget hearing, Staff will make the necessary modifications to account for the projected revenue shortfalls that we expect may occur in FY 2021 as a result of the extraordinary circumstances highlighted above.

ACKNOWLEDGEMENTS

The preparation of the FY 2021 Budget is truly a team effort that requires the participation of many employees throughout all departments and divisions of the City. Staff carefully considered FY 2021 action plans to ensure that they align with *Carbondale Vision 2025* and implemented them accordingly. Staff's diligence, combined with City Council leadership, has produced the FY 2021 budget which addresses many of Council's goals while also remaining fiscally responsible.

Special thanks and recognition go to the Finance Department staff for their efforts in the budget preparation process, in particular, Finance Director Jeff Davis and Desktop/Website Publisher Krysty Gray. The development of the Community Investment Program Budget required considerable time and work by the Public Works Engineering Division staff, especially Public Works Director Sean Henry, City Engineer Sean Pickford, and Administrative Assistant Mary Runion. The contributions of every department head and all those involved are invaluable and are reflected in the outstanding quality of the budget document.

The Mayor and City Council also played a major role in the preparation of this budget. Their cooperation and leadership is greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Gary Williams', with a long horizontal flourish extending to the right.

Gary Williams
City Manager



Carbondale City Government

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City Officials

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A listing of former Mayors can be found on the City of Carbondale Website

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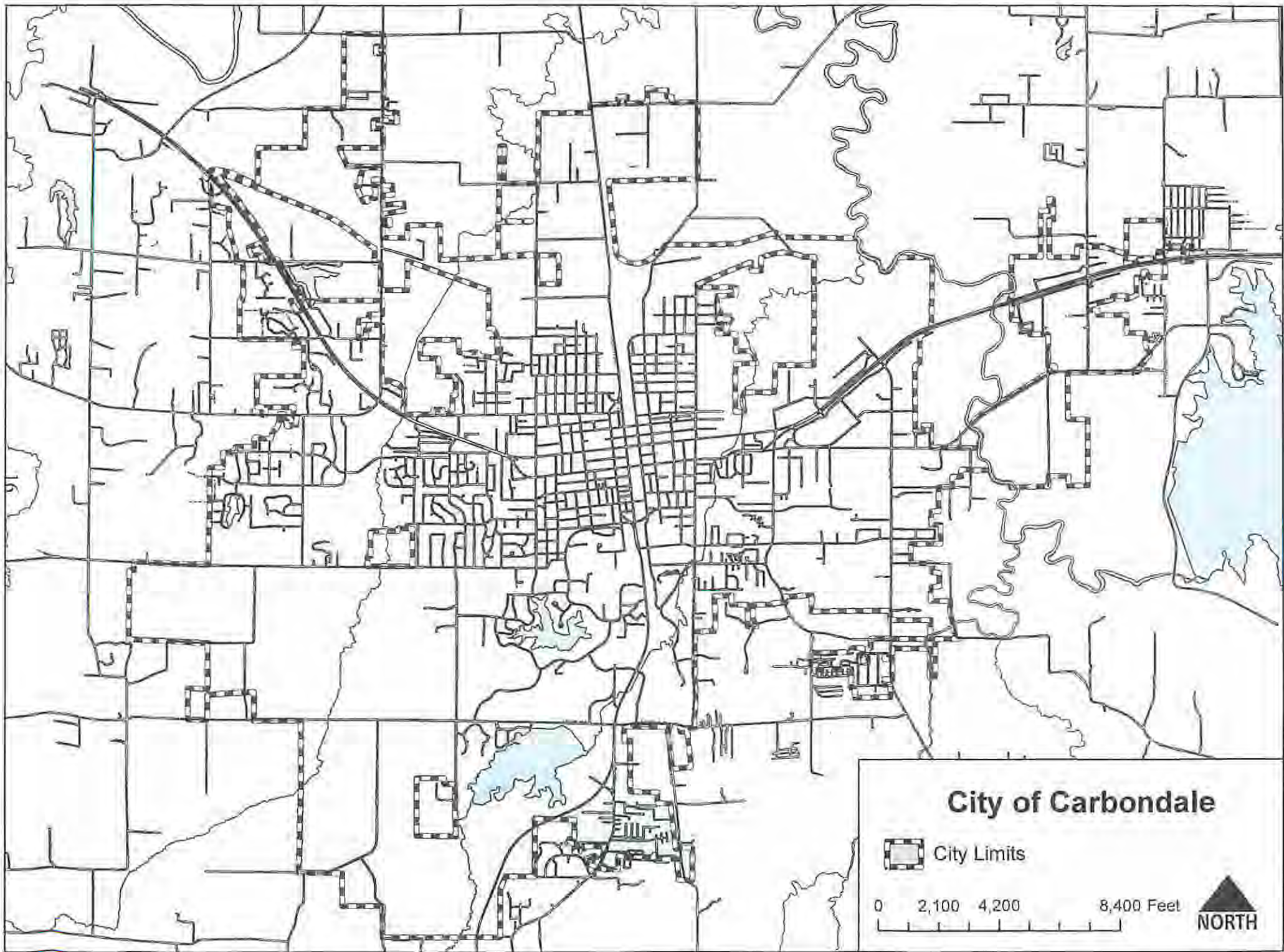
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City of Carbondale

 City Limits

0 2,100 4,200 8,400 Feet



HISTORY OF CARBONDALE... THEN AND NOW



In August 1852, Daniel Harmon Brush, pictured left, John Asgill Conner and Dr. William Richart bought 360 acres of land along the right-of-way for the Illinois Central Railroad with the intention of founding a new town. The site chosen was conveniently located between Marion and Murphysboro and

between proposed railroad stations at Makanda and DeSoto. The town was platted on November 27, 1852. Not only was the railroad the determining factor in the location of Carbondale, it was to be of great importance in the development of the town and of Southern Illinois. The first train through the town on the main line north from Cairo, on Independence Day, 1854, was the occasion for a community celebration.

By the Civil War, Carbondale had been incorporated as a village and had a population of about 1,150, most of whom were Union sympathizers. Brush, Conner and John A. Logan were among prominent Carbondale citizens who fought for the north. In all, 250 Carbondale men went to war and 55 died. On April 29, 1866, the first Memorial Day was observed at Woodlawn Cemetery.

After the war, Carbondale continued to develop as a mercantile and transport center. The railroad made possible the shipping of Southern Illinois coal and fruit. By this time, Carbondale had also become an education center with the founding of Carbondale College, which later became Southern Illinois College (1866). The City was incorporated on August 23, 1873. Carbondale won the bid for the new teacher training school for the region and Southern Illinois Normal University (SINU) opened here in 1874. Instructors began in 1874 for a two-year teacher-training program and by 1904, students enrolled in four-year graduate degree programs and Master's degree in education started the same year. This gave the town a new industry, new citizens and a model school to supplement the public grade schools.



In the 1890s, SINU continued operations adding additional buildings. The Illinois Central Railroad was thriving and the town's population and commercial ventures grew. Modern conveniences contributed to the town's growth. The Carbondale Electric Company was established in 1891, Public Water Works was built in 1900 and the Carbondale Telephone Company was operating in 1903. By 1906, the town was an established commercial, industrial and education center for the region.

By action of the Illinois General Assembly, in 1947 SINU was renamed as the Southern Illinois University (SIU) and became a comprehensive research institution. Ph.D. programs started in 1955 and the first doctoral degree was granted in 1959. In 1979, SIU became accredited from the North Central Association. This accreditation is renewed every ten years, and the latest renewal came in 2010 as a "Research University: High Research Activity," by the Carnegie Foundation for the Advancement of Teaching.

Illinois Central Railroad route and stations in IL, 1856

HISTORY OF CARBONDALE... THEN AND NOW

Student enrollment increased from 2,711 in 1947 to a high of 24,869 in 1991 and the latest figure for fall of 2018 is 12,817. SIU is a large part of the City's economy. The university employs about 40% of Carbondale's labor force.



Carbondale is also the hub of medical care in the Southern Illinois region. In 1912, Carrie Holden gave her home in Litchfield, Illinois to the Home Missionary Society of the Methodist Church in Southern Illinois to establish a hospital. This came to be The Holden Hospital Corporation of Carbondale, officially opening in 1916 as a non-profit institution for the purpose of healing and care of the sick and needy by the Methodist Church of Southern Illinois. A training school for nurses was established shortly thereafter, and operated until 1936.



In 1924, an addition was built to the original building. On March 4, 1940, fire destroyed a section of the original building, with damage amounting to \$40,000. By October of 1941, all repairs were made and the new South wing was occupied. In 1949, the last of the original building was torn down because it had become too much of a fire hazard. In 1955, a fund drive was launched to attempt to raise \$220,000 for an expansion program. The drive failed, and the board recommended closing the hospital, but the Southern Illinois

Conference of the Methodist Church reorganized the hospital and was able to keep it open. On February 7, 1958, an agreement was reached with the Southern Illinois Hospital Corporation to sell the hospital. After a three-year legal battle, the sale was completed on September 1, 1961. In 1965, it was announced that Holden Hospital was being consolidated with Doctors Memorial Hospital, and would become primarily an extended care hospital. The hospital property was sold in 1967 to the First National Bank of Carbondale, but the hospital remained in operation until April 15, 1971, when the new wing of Doctors Memorial Hospital was completed and the facilities at Holden were all transferred.



Shortly thereafter, the old section of the hospital, built in 1924, was demolished, but the rest of the building was retained as an office building until 1976, when the last of the building was torn down to make way for a parking lot.

Memorial Hospital of Carbondale has been renovated and enlarged with additions of the Prairie Heart Institute, an Out-Patient Surgery center, a level one trauma ER center and a multi-level parking garage. Carbondale's medical community is a leading facility in Southern Illinois. With over 3,000 employees, along with physicians and volunteers, SIH (Southern Illinois Healthcare) works to ensure that the health care needs of the Region are met. Memorial Hospital of Carbondale is the flagship hospital for SIH and regional referral center for the 16 county southern Illinois region. Physicians in nearly 40 different specialties practice in Carbondale.

Staff members have access to state of the art technology and work space that will improve the level of care patients receive while maintaining patient privacy. In 2016, an additional expansion was completed which includes: expansion of the operating rooms from 7 to 10, renovations and additional space for post-anesthesia recovery unit, surgical prep area and pre-operative holding, a new Cardiovascular Intensive Care Unit (ICU), additional private inpatient rooms and a new same day surgery center. On the outskirts of Carbondale, a 4,050 square foot Cancer Center is located next to Crab Orchard Wildlife Preserve. The center has created a serene setting in which to treat patients.

HISTORY OF CARBONDALE... THEN AND NOW



a summary of community feedback and outreach; a demographic and market analysis; a detailed vision with accompanying goals and objectives; a land use and infill redevelopment framework plan; a parking evaluation; a pedestrian mobility and connectivity plan; a beautification, streetscape, and signage plan; and an implementation plan has been presented. Collectively, the Plan will provide elected officials and decision-makers with the long-term vision of the Downtown area and the strategies and tools needed to achieve that vision.

Carbondale today is a thriving active community. The City of Carbondale operates under a council-manager form of government with a mayor and six city council members elected at-large for four-year staggered terms. The City Manager, a professional hired by the City Council, appoints the department heads. The City provides services such as police, fire, development services, public works, and public library. Several boards and commissions allow for citizen participation, bringing more citizens into civic activities. Carbondale is a zoned, home-rule municipality. In 2014, the City made its final revision on a new comprehensive plan that lays out goals for the future and ways to accomplish these goals. In Fiscal Year 2015, a DAC (Downtown Advisory Committee) was formed and with input from the community, a plan to develop and restore the downtown area began.



As of 2016, parts of the Downtown Plan have been realized with the development of a new apartment building with businesses operating in the first floor revitalizing downtown shopping. Renovations of additional parking have been realized with Kiosk parking stations eliminating parking meters. A bike/pedestrian path is underway drawing more foot traffic. Construction was completed on a new hotel, and future developments are in the works for a transportation center.



The City contracted Houseal & Lavigne Associates to guide future development and to provide a blueprint for improving the Downtown area. A Downtown Advisory Committee (DAC) was formed to work with the City and consultant to map out a future revitalization plan. Extensive public outreach was conducted throughout the nine-month planning process that also helped define a community's vision for Downtown. Key components of the Plan include



In 2017, the City of Carbondale completed Phase 1 of the Downtown Streetscape Project. The improvements extend along Illinois Avenue from Mill Street to Cherry Street and include power line relocation, allowing for wider sidewalks

HISTORY OF CARBONDALE... THEN AND NOW

with retaining walls, new streetlights, planters and tree wells. The new wider sidewalks have made it possible for downtown businesses to participate in sidewalk-café. Phase 1 of the Downtown Streetscape Project cost approximately \$1.7 million and was funded by the City's 2% Food & Beverage Tax.

In 2018, the City of Carbondale completed Phase 2 of the Downtown Streetscape Project. The improvements extend from Cherry Street to Monroe Street and include new streetlights, sidewalks, curb ramps, entrances, trees, planters and traffic signals. Phase 2 of the Downtown Streetscape Project cost approximately \$1.1 million and was funded by the City's Food & Beverage Tax.

On August 21, 2017, the City of Carbondale hosted 50,000 visitors for the viewing of the total solar eclipse. The City provided numerous parking locations, shuttle service, free concerts, and games and activities for the kids. SIU held an arts and crafts fair, comic-con, and a science and technology expo. As the epicenter of the total solar eclipse,

NASA broadcasted live from Saluki Stadium, providing interviews with their scientists, telescope feeds and a scientific balloon launch. Being the only city that will again find itself along the path of the totality for the next solar eclipse in 2024, Carbondale earned the nickname "Solar Eclipse Crossroads of America."

The City's business districts include a large shopping mall and several strip malls featuring a mixture of national chain stores and locally owned businesses. The University Mall is a 677,000 sq. ft. shopping center with anchors: J.C. Penney, Macy's, and Bed, Bath & Beyond. Carbondale also has several open strip malls in all sections of the City. Murdale Shopping Center is 87,600 sq. ft. with anchors Neighborhood Food Co-op and Tru-Value. University Place is a 250,000 sq. ft. open-air center with anchors: Dick's Sporting Goods, Best Buy, Petco, AMC Theatre, TJ Maxx, and Party City. Eastgate Shopping Center houses Ashley Furniture and at West Park Plaza is Gold's Gym.

The downtown district, supported by Carbondale Main Street, has listings and information about individual businesses. The Carbondale Chamber of Commerce offers information on local businesses in over 60 categories.



Surrounded by farmland, Carbondale is home of several outdoor farmers' markets. Recently named by Midwest Living as the 3rd pick for the Best of 2016 summer trips, the Farmers' Market of Carbondale, hosts area farmers who show and sell their wares on every Saturday, April through November.



Carbondale is known for a number of yearly festivals and events including the Lights Fantastic parade in December, the Big Muddy Film Festival (February/March), the Taste of Chocolate (February), the Indian celebration of Diwali (December), the Great Cardboard Boat Regatta (April), the Sunset Concerts (a summer series of free outdoor concerts on the Southern Illinois University campus and in city parks), and Brown Bag Concerts (a spring and fall series of free outdoor concerts in the Town Square Pavilion).



HISTORY OF CARBONDALE... THEN AND NOW



The community of Carbondale is enriched by SIU having a teaching museum on campus, the University Museum, which has 60,000 artifacts in its collection and hosts traveling shows from known artists. In addition to the University Museum, there is the African American Museum and the Science Center. Theatregoers can see both professional and student-produced plays and performances at the university's McLcod and Kleinau Theaters.

SIUC is also home to the largest auditorium in Southern Illinois, Shryock Auditorium. Shryock Auditorium has brought in many performing artists, along with orchestras and other musical productions. There are also productions by The Jackson County Stage Company. In 2007, the Stage Company and Carbondale Community Arts (CCA) partnered to purchase and renovate the Varsity Theatre, which had been vacant since 2003, into the Varsity Center for the Arts (VCA). The VCA is now the performing home of the Stage Company and supports a variety of other fine arts and performances through the CCA.



As a college town and a magnet for small businesses, there is naturally a variety of flavors in Carbondale. Alongside commercial restaurants, the local eateries faithfully feed both visitors and residents in the Carbondale area.

The Carbondale Park District offers a wide variety of programs to fit the needs of the community. The Park District serves a diverse population with a wide range of interests, their programs and services serve infants, preschoolers, youths, teens, adults and seniors, as well as family interests. The Park District offers special events, instructional lessons, free programs and leisure services.



Carbondale has access to 4 public golf courses, 2 public tennis courts, as well as the Superblock, which is a sports multi-complex with baseball, softball, soccer, football, and track fields. The Carbondale Park District maintains seven parks and an indoor pool for public use. In the spring of 2016, an outdoor aquatic center, dubbed the Super Splash Park, opened in the Superblock area adjacent to the high school. The park features a lazy river, splash areas, competition lanes and slides. This is in addition to the "spray park" the Park District opened in 2010 at Attucks Park.

Southern Illinois University offers its students a Student Recreation Center that offers swimming and sports facilities, intramurals, sport clubs, group fitness programs, outdoor equipment rental, and much more for students and members. The Student Recreation Center has facilities for meetings and events, also. Southern Illinois University's Recreation Center is open to the public; it provides swimming, bowling, rock climbing walls, tennis, basketball, an indoor track, racquetball, weight training, and a variety of exercise equipment.



HISTORY OF CARBONDALE... THEN AND NOW

Crab Orchard National Wildlife Refuge's 44,000 acres of land and water contain a wide diversity of flora and fauna. Major habitat types on the refuge include hardwood forest, agricultural land, grazing units, brush land, wetlands, and lakes. The refuge provides significant resting areas for migratory birds utilizing the Mississippi Flyway. Wintering numbers of Canada Geese can peak at 200,000. A total of 700 plant species, 245 bird species, 33 mammal species, 63 fish species, and 44 reptile and amphibian species have been documented on the refuge. The western 24,000 acres of the refuge provide a wide range of recreational opportunities and includes 4,050-acre wilderness area. The eastern portion, 20,000 acres, is a wildlife sanctuary, and public use is limited.



The City owns and maintains a public beach and boat dock at Cedar Lake. The beach is known best for its family atmosphere and beautiful scenery and fishermen enjoy regular success reeling in crappie and bass amid the beautiful coves surrounded by towering bluffs. The north access features several dramatic rock bluffs and secluded bays. Other lakes nearby include Little Grassy Lake, Devils Kitchen Lake, Crab Orchard Lake, and Kinkaid Lake.

The southern end of Carbondale, which opens up to the Shawnee National Forest, is also home to many wineries and is the starting point of the Shawnee Hills Wine Trail which includes many vineyards in scenic settings, offering local wines and dining facilities. Several of the vineyards are bed-and-breakfasts or offer cabins for close accommodations.

Carbondale is located near many venues for outdoor activities, including Giant City State Park, the Crab Orchard National Wildlife Refuge, Little Grand Canyon, Piney Creek Ravine, Pomona Natural Bridge, the Garden of the Gods Wilderness area, and Trail of Tears State Park. These areas offer opportunities for hiking, biking, and horseback riding.

Carbondale is also adjacent to the Shawnee National Forest - one of the area's most stunning natural resources. Bordered on the east and west by the Ohio and Mississippi Rivers, the Shawnee National Forest flourishes with vegetation, wildlife, and recreational opportunities. With 270,000 acres, it provides some of the most beautiful scenery in the Midwest. Shawnee National Forest lies in the rough, unglaciated areas of southern Illinois, known as the Ozark and Shawnee Hills. The area offers more than 135 miles of miles of trails as well as opportunities to picnic, swim, and miles of trails as well as opportunities to picnic, swim, and view wildlife.



Five minutes south of Carbondale is the City reservoir, Cedar Lake, a 1,750-acre reservoir in Southern Illinois that was created by the damming of Cedar Creek, a tributary of the Big Muddy River in 1974. The lake is located in Jackson County, southwest of Carbondale and accessible from U.S. Highway 51. The lake was constructed for purpose of supplying tap water to the residents of Carbondale. Cedar Lake is also open to kayaking, canoeing and fishing.

CITY OF CARBONDALE CITY SERVICES

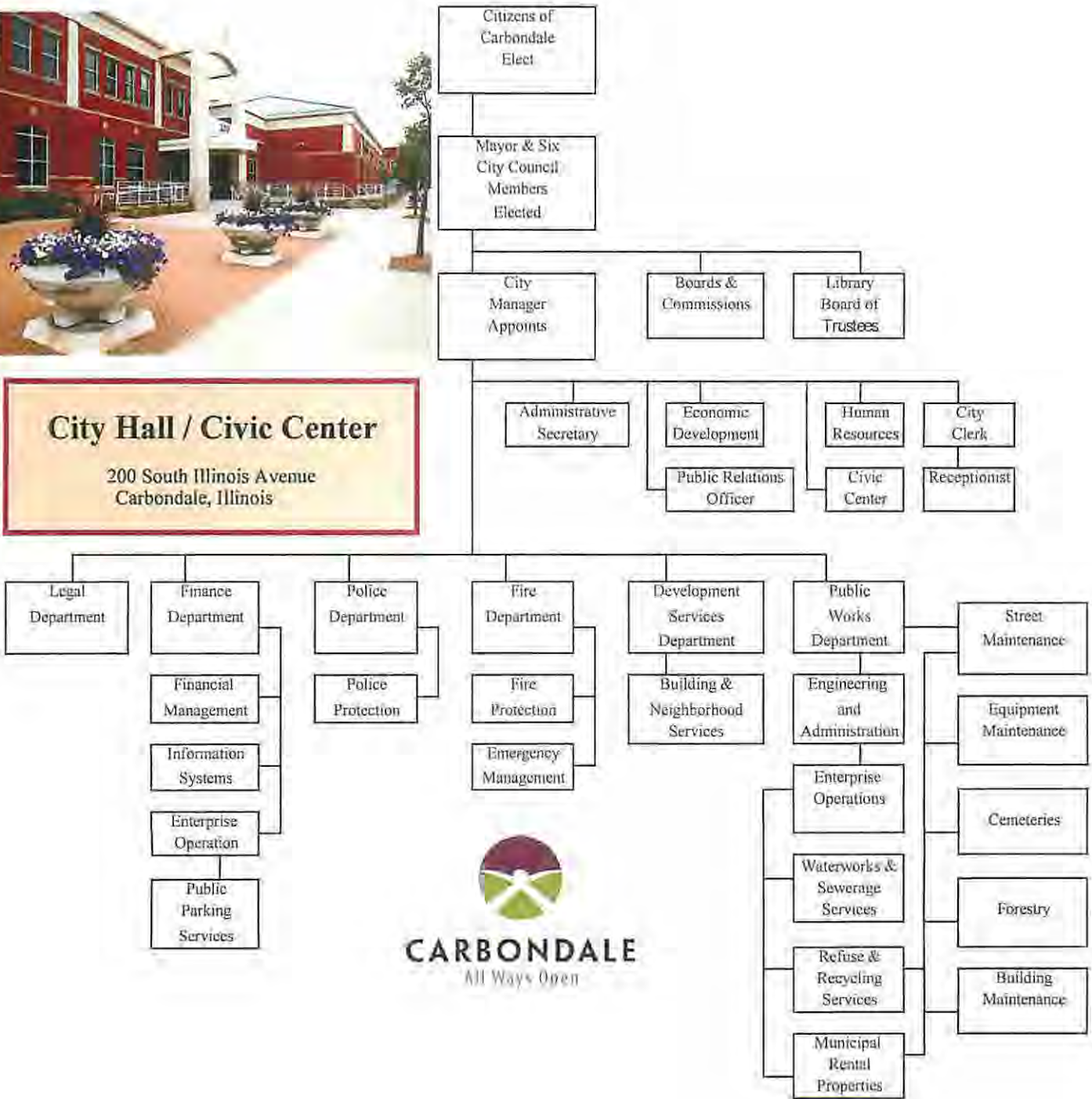


The City of Carbondale provides many services to the citizens of Carbondale and to the surrounding areas. The City government provides services such as: Administrative, Civic, Police, Fire, Development Services, Public Works and the Public Library, along with many other civic organizations. Several boards and commissions allow for citizen participation, bringing more citizens into civic activities helping to bridge the gap between the residents and the government.

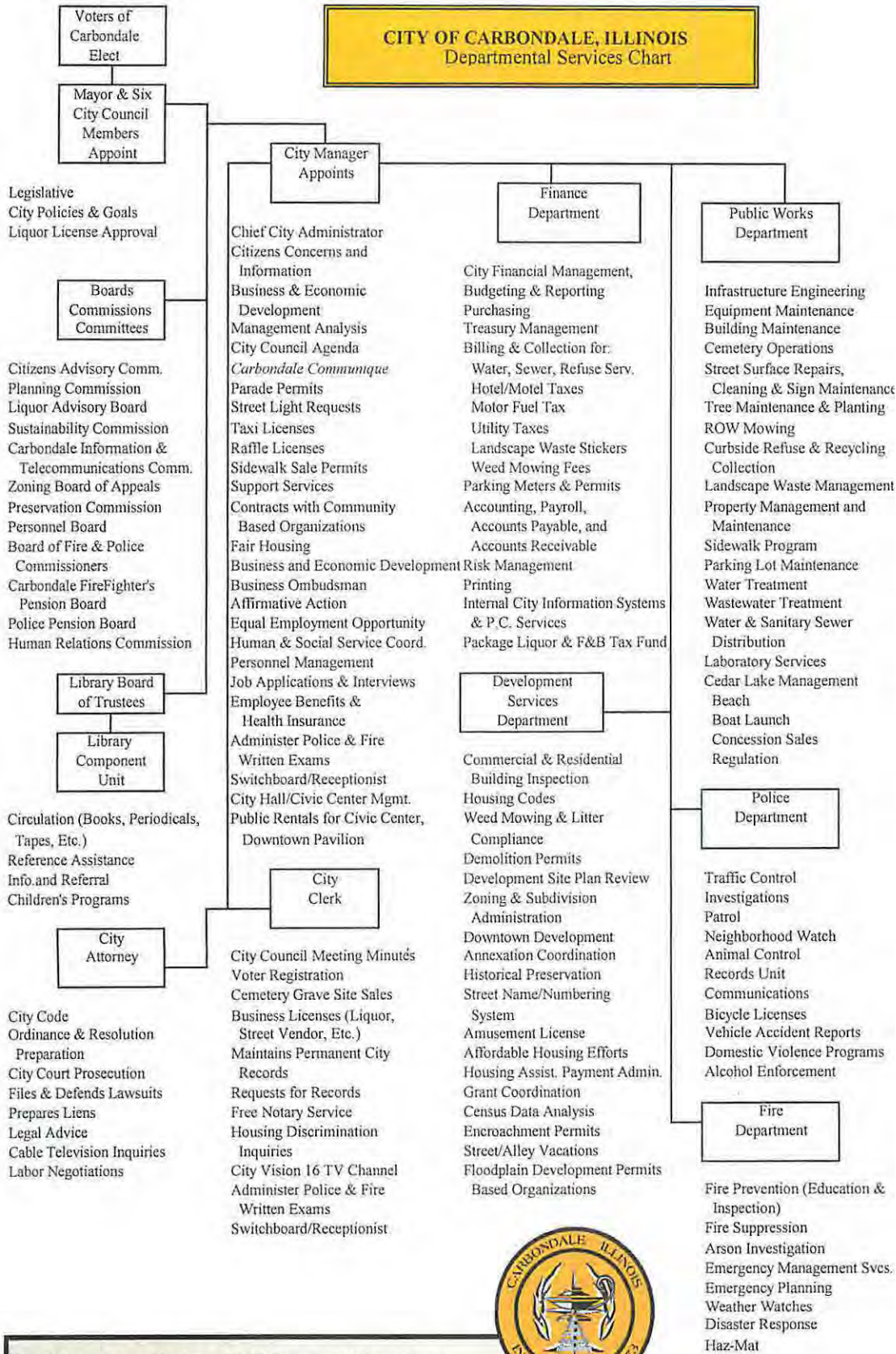
City of Carbondale, Illinois
Organizational Chart



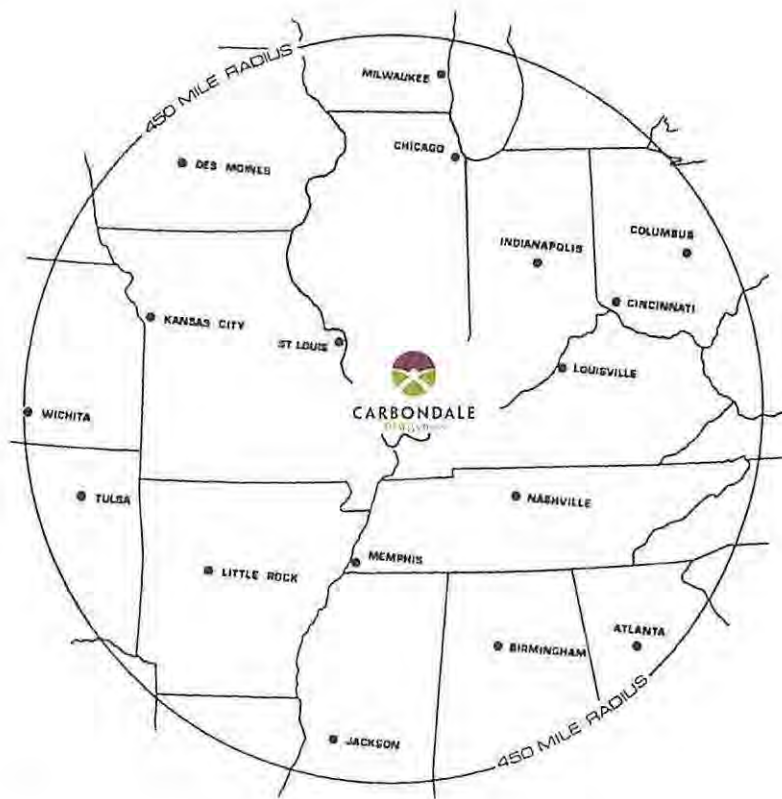
City Hall / Civic Center
200 South Illinois Avenue
Carbondale, Illinois



CITY OF CARBONDALE, ILLINOIS
Departmental Services Chart



The Seal was designed by James W. McKinney of Carbondale and depicts the lamp of learning signifying the special significance of education to this community, a railroad spike and railroad tracks symbolic of the railroad in our history, and a cross commemorating one of the first observances of Memorial Day in the United States which was held in the City of Carbondale, Illinois. All of these are ringed by cotton bolls and tinged in black to indicate the place of cotton and coal in Southern Illinois.



www.explorecarbndale.com



Giant City State Park



CARBONDALE VISION 2025

BY 2025, CARBONDALE WILL BE RECOGNIZED AS A GROWING, DISTINCTIVE, INNOVATIVE, UNIVERSITY COMMUNITY WITH A VIBRANT CITY CENTER AND ATTRACTIVE RESIDENTIAL NEIGHBORHOODS; PROVIDING HIGH-QUALITY SERVICES, FISCAL RESPONSIBILILTY, AND OPEN, TRANSPARENT GOVERNMENT FOR ITS RESIDENTS; AND AS A REGIONAL CENTER THAT WELCOMES VISITORS FOR THE ARTS, ENTERTAINMENT, HEALTHCARE, EMPLOYMENT, RETAIL, AND EDUCATION.

COUNCIL GOALS AND ACTION PLANS

FY2020 THROUGH FY2025

Goal #1: Provide a high quality-of-life and foster a sense of community for all residents

Strategic Initiatives:

- Explore a merger with the Carbondale Park District
- Conduct more year-round, community-oriented programs for youth
- Conduct a citizens survey
- Publicize the positive aspects of Carbondale, being proactive, using social media, and embracing the diverse nature of the community
- Study existing housing profiles to address areas of concern and identify incentives for increasing homeownership
- Improve the aesthetics of the welcoming corridors into Carbondale
- Conduct more community-wide events
- Make broadband accessible and affordable for low-income residents
- Explore opportunities to partner on events and programs with BGCSI and other youth-oriented agencies
- Pursue job training programs with public schools and Labor
- Partner with Paul Simon Public Policy Institute to administer a citizens survey
- Market the City through multiple media channels and regionally
- Implement a residential TIF to help redevelop homes and restore neighborhoods
- Complete design and installation of entry signs at all main corridors to the city
- Pursue the design and installation of a permanent concert venue
- Continue planting trees along major corridors and other high visibility areas
- Work with ISP's to deploy fiber throughout residential areas

Action Plans:

- Work with Park District genuinely explore the pros/cons of merging operations

Goal #2: Encourage progressive economic development, tourism, arts, and entertainment

Strategic Initiatives:

- Provide increased City funding for economic development
- Build on the Carbondale retail sector, understanding that there are changes in the retail marketplace
- Partner with regional economic development groups
- Encourage entrepreneurship and small business development in the city
- Analyze and expand where needed, TIF districts in areas needing redevelopment
- Partner with SIU to utilize facilities for entertainment/arts events
- Examine the use of funding provided by the City for Tourism

Action Plans:

- Add additional ED staff and resources through the budget process
- Develop an arts and entertainment district downtown
- Continue building regional coalitions to improve workforce and attract employers
- Complete study to examine feasibility of a co-working space
- Complete an economic development strategic plan
- Explore funding opportunities and partnerships to establish a microloan program for business startups

Goal #3: Demonstrate fiscal responsibility and transparency while providing high-quality City services

Strategic Initiatives:

- Plan for 2020 Census outcomes
- Maintain a reserve fund for emergencies
- Consider the need for strategic annexation
- Create a policy to promote public participation
- Continue customer service focus on a “warm transfer” of customers and follow up to see if problems are resolved
- Publicize the see/click/fix system
- Instill a culture of ownership in the City budget

Action Items:

- Utilize the complete count committee to increase participation in the 2020 Census
- Use every possible budget savings to build reserve funds
- Enact a public comment ordinance
- Continue to publicize see/click/fix
- Continue to strategically contact non-residents to consider annexation
- Encourage broader employee participation in the budget process

Goal #4: Provide high-quality City infrastructure

Strategic Initiatives:

- Prioritize CIP projects including input from Staff and the City Council
- Consider the need for a stormwater utility fee
- Ensure water/sewer rates are sufficient to fund maintenance upgrades and improvements
- Implement a street improvement plan
- Keep technology current
- Develop a comprehensive definition of a Community Investment Program and rubric for assessing priority investments

Action Items:

- Organize a CIP committee to review and prioritize projects
- Analyze service fees annually to ensure sustainability of enterprise funds
- Utilize pavement condition study to develop street improvement plan
- Expand the use of technology to increase efficiencies

Goal #5: Build on, expand, and develop new relationships with SIU and other regional entities

Strategic Initiatives:

- Coordinate City/SIU/regional planning
- Encourage economic development that supports retention of graduating students in the community, e.g., makers' space, innovation labs
- Expand communication between SIU/SIH/City services and functions
- Market both SIU and the City together
- Look for ways to have "fun" things for students
- Create seamless aesthetics between SIU campus and the City

Action Items:

- Work with SIU to further leverage and market Carbondale's proximity to the Shawnee National Forest
- Continue to lead the development of regional coalitions to improve economic development
- Work with SIH to help coordinate future expansion plans
- Partner with Tourism and SIU to continue offering events that appeal to SIU students
- Remained focused on enhancing curb appeal, including the areas adjacent to SIU campus

Goal #6: Use the downtown master plan as a guide to revitalize the City Center

Strategic Initiatives:

- Pursue funding for the multimodal transportation project
- Develop a master parking plan
- Promote public art/green wall downtown
- Address issues of downtown vacancies and “high rent”
- Use the master plan as a guide
- Publicize and encourage owners to improve downtown properties using existing incentives

Action Items:

- Find a way to secure funding for a regional multimodal center
- Work with Carbondale Main Street to develop programs to encourage new retail activity (i.e. pop-up stores) to better utilize vacant spaces
- Develop program to encourage public art installations
- Identify the best long-term parking solution
- Develop new incentives to encourage property owners to renovate buildings

Goal #7: Beautify streetscapes and enhance residential development/rehabilitation

Strategic Initiatives:

- Explore development of a Community Housing Trust
- Address the need to convert rental houses into owner-occupied housing
- Provide adequate sidewalks and bicycle lanes
- Create an incentive program for new residential development for single families and seniors

Action Items:

- Implement a residential TIF to help renovate blighted homes and to encourage homeownership
- Continue to provide housing programs to enhance curb appeal and convert rental properties to owner-occupied
- Proceed with additional streetscape phases downtown to include E. Main and E. Walnut corridor
- Continue providing welcome packets to new homeowners
- Request maintenance permits from IDOT to add trees and landscaping in high visibility right-of-way areas
- Continue to evaluate the need for street lighting, in particular in high-traffic areas or areas prone to crime
- Expand bike lanes whenever possible
- Add and improve sidewalks throughout the City to improve accessibility

BUDGET SUMMARIES

The Budget Summaries Section of this budget document includes the Financial Structure, Budgetary Process and Procedures, 2021 Budget Preparation Calendar, along with the Financial Summaries that combine all the City's funds. Information regarding the number of full-time equivalent employees is also included in this section.

FINANCIAL STRUCTURE

The City's financial transactions and specific activities are budgeted and accounted for through the use of funds. A fund is a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. The City's funds are arranged in accordance with the Governmental Accounting Standards Board and standards set by the Government Finance Officers Association of the United States and Canada (GFOA). The specific description and function of each fund is provided on the fund divider pages of this document. The following fund types are used in this document:

GOVERNMENTAL FUND TYPES

General Fund is the general operating fund of the City.

Special Revenue Funds are used to account for revenues derived from specific taxes, grants or other restricted governmental revenue sources that are legally restricted to expenditures for specified purposes. Special Revenue Funds used by the City include:

- Motor Fuel Tax Fund
- Tax Increment Funds (#1 #2 #3)
- Package Liquor and Food & Beverage Tax Fund

Debt Service Fund is used to account for the accumulation of resources for the payment of principal, interest and paying agent fees for General Obligation Bonds issued on behalf of the Governmental Fund types.

Community Investment Funds are created to account for financial resources to be used for the acquisition or construction of major capital facilities and infrastructure, except for the projects financed by legally restricted special revenue funds and proprietary fund types. Currently, the City's Community Investment Project Funds include:

- Local Improvement Fund

PROPRIETARY FUND TYPES

These funds are established to account for the self supporting municipal activities that are similar to private business. The activities are financed by sales and service fees. The City operates the following four enterprise funds:

- Waterworks and Sewerage Fund
- Parking System Operations Fund
- Solid Waste Management Fund
- Rental Properties Fund

The City's departmental structure may cross several funds. For example, the Public Works Department is responsible for certain functions and activities in the General Fund: Special Revenue Fund group (Motor Fuel Tax Fund), and in the Enterprise Funds group (Waterworks and Sewerage Fund, Solid Waste Management Fund, and Rental Properties Fund). Each department consists of divisions which account for the financial activities to accomplish their mission.

COMPONENT UNIT

Component Units are legally separate entities that meet any of three tests: 1) the primary government appoints the voting majority of the board of the component unit and is able to impose its will or is in a relationship of financial burden or benefits; 2) the component unit is fiscally dependent upon the primary government; 3) the financial statements would be misleading if data from the component unit were not included.

The **Carbondale Public Library** provides a general program of public library services to the residents of Carbondale. The primary source of revenue is local property taxes.

The summary statements, graphs, and charts in the Introductory Section of this budget do not include the Library's revenues, expenditures, change in fund balance amounts, and full-time equivalent number of employees since the Library is not considered a part of the primary government.

FINANCIAL STRUCTURE

BASIS OF ACCOUNTING & BUDGETING

The operating Budget is adopted each fiscal year for all Governmental and Proprietary Fund types. The modified accrual basis of accounting and budgeting is used for the Governmental Funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related liability is incurred. Employee compensated absences and principal and interest on long-term debt expenditures are recorded when due in the current period.

The accrual basis of accounting is used for Proprietary Funds. Under this method, revenues are recorded when earned and expenses are recorded when the related liability is incurred. For Budget preparation and presentation, the Proprietary Funds' expenses are converted to expenditures and follow the same budget format as the Governmental Fund types. Therefore, the term of "Working Fund Balance" is used in lieu of retained earnings.

Formal budgetary integration is employed as a management control device during the year for the Governmental and Proprietary Funds. Budgetary control is exercised by line item accounts, in an effort to monitor revenues and expenditures as they occur in relation to the approved budget. This allows for the management of expenditures as necessary to achieve a balanced budget. A balanced budget occurs when the total expenditures and other financing (uses) are equal to the total revenues and other financing (sources), resulting in no change to fund balance.

AMENDMENT OF BUDGET

Department and Division Heads may initiate transfer of funds between line item accounts with approval of the City Manager. Transfer of Budget funds from one Department/Division to another Department/Division requires City Council approval, accomplished by a two-third majority vote. Increases or decreases in overall Budget revenue or expenditure requires a two-third majority vote by the City Council.

BUDGETARY PROCESS AND PROCEDURES

The City's procedures for developing the annual operating Budget are as follows:

1. The budgetary process begins in October with the development of the Budget Preparation Calendar.
2. The first Council meeting in December, the City Council reviews and updates City policies with goals, objectives, and strategies for maintaining and achieving the adopted policies for the next fiscal year.
3. The current fiscal year revenues are re-estimated and the revenue for the next fiscal year is projected by the Finance Department.
4. The Community Investment Program Committee revises and prioritizes projects based upon projected available spendable resources in the Community Projects and Enterprise Funds. The need for additional financing and/or funding from the operating funds is projected and the impact on service delivery and operational expenditures is assessed.
5. Specific budget preparation instructions, expenditure information, limits and individual department budget files are prepared by the Desktop/Website Publisher along with members of the Finance Department and are delivered to Department Divisions.
6. Department Directors prepare budgets based upon their individual Department budget ceilings and/or guidelines as set forth by the Finance Department.
7. The Department and Division budgets are submitted to the Desktop/Website Publisher who prepares the budget for technical review by the Finance Department.
8. The City Manager, Finance Director and Accounting Manager with each Department Director and/or Manager of each Division within a division/department to discuss the details of that Department's proposed budget(s).
9. After approval of proposed budgets by the City Manager, the preliminary draft of the proposed Budget is submitted to the City Council Members for review and then made available for public inspection.
10. At least ten days prior to the enactment of the Budget, a public hearing is conducted to obtain citizen comments on the proposed City Budget.
11. The Ordinance enacting the Budget is adopted by the City Council prior to the beginning of the fiscal year, May 1st.

FY 2021 Budget Preparation Calendar

FY 2021 Time Frame/Dates	Event Ref. No.	Event	Responsibility
Monday, Oct. 28 - Monday, Nov. 25	1	Finance prepares FY 2020 estimated actual salaries, wages (Form 10-2) and fringe benefits worksheets.	Mary Ann Denning
10 Days Prior to #5 (If required)	2	Notice of Public Hearing (required by 35 ILCS 200/18-80) for the 2019 Tax Levy and "Truth in Taxation Act" determination - if required.	Jeff Davis
TBD	3	City of Carbondale makes available Application request for Community Organizations.	City Council City Manager
Monday, Nov. 4 - Friday, Jan. 31	4	Finance Dept. projects FY 2020 estimated actual revenues and revises FY 2021 through FY 2025 Revenue Projections.	Jeff Davis
Tuesday, Nov. 12	5	City Council reviews proposed 2019 Tax Levy and "Truth in Taxation Act" determination.	City Council & Staff
Tuesday, Nov. 12 – Monday, Dec. 2	6	Finance Department prepares tentative FY 2021 salaries, wages (Form 10-2) and fringe benefits worksheets and scenarios for recommendations to City Council.	City Manager Mary Ann Denning
Friday, Nov. 15 – Monday, Dec. 30	7	Desktop/Website Publisher enters previous year's actual expenditures on Summary Line-Item Budget form for each Division. All remaining budget forms are reformatted and updated.	Krysty Gray
Tuesday, Nov. 19 – Friday, Dec. 6	8	Each Department/Division updates and revises level performance measurements for separate performance measure report which includes: a. work load indicators and/or; b. productivity statistics and/or; c. efficiency/effectiveness measures	City Manager (Intern) and Departmental Staff
Monday, Dec. 2	9	Desktop/Website Publisher provides Narratives to all City Departments/Divisions for revisions.	Krysty Gray
Tuesday, Dec. 10	10	City Council reviews and adopts the proposed 2019 Tax Levy Ordinance for FY 2021 Revenues.	City Council Jeff Davis City Attorney
Wednesday, Dec. 18	11	Desktop/Website Publisher provides revised Narratives to City Manager.	Krysty Gray
Thursday, Jan. 2	12	Finance completes Burden and Overhead Rates.	Mary Ann Denning
Monday, Jan. 6	13	Desktop/Website Publisher provides FY 2021 Budget materials to Division Budget preparers: a. Specific budget preparation information and guidelines. b. Instructions for completing budget documents.	Krysty Gray
Tuesday, Jan. 14	14	City Council reviews CIP checklist items for proposed new projects and current Five-Year CIP projects.	City Council City Manager Sean Henry
Tuesday, Jan. 14	15	Opportunity for City Council suggestions regarding operating budget content.	City Council

FY 2021 Budget Preparation Calendar

FY 2021 Time Frame/Dates	Event Ref. No.	Event	Responsibility
Tuesday, Jan. 28	16	City Council reviews and considers proposed Non-Union Pay Plan in closed Council meeting. (Ordinance to be approved at same time Budget Ordinance is approved.)	City Manager Jeff Davis
Friday, Jan. 31	17	Engineering prepares FY 2020 estimated actual expenditures for CIP projects and begins first draft of Five-Year CIP Budget; sends estimations to the Finance Department.	Sean Henry
Monday, Feb. 3	18	Finance Dept. completes FY 2021 salaries, wages (Form 10-2) and fringe benefits worksheets. Desktop/Website Publisher enters data onto Summary Line-Item Budget form for each Division.	Mary Ann Denning Krysty Gray
Friday, Feb. 7	19	Packets sent to City Council to review Application requests for Community Organizations. (To be reviewed at February 11, 2020 City Council Meeting.)	City Council
Monday, Feb. 10	20	Desktop/Website Publisher submits individual budgets on a rotation basis to the Finance Department to begin technical review of Division Budget requests.	Jeff Davis Krysty Gray
Tuesday, Feb. 11	21	City Council gives staff final funding requests approval for Community Organizations for inclusion in FY 2021 Budget.	City Council City Manager
Friday, Feb. 14	22	Finance sends estimated available resources and projected revenues to Engineering for the Capital Improvements Program (CIP) project funds.	Jeff Davis
Tuesday, Feb. 18	23	City Manager begins review of Division Budget requests with Finance Director and Desktop/Website Publisher, along with Department and Division Heads.	City Manager Jeff Davis Krysty Gray
Friday, Feb. 21	24	Engineering completes first draft of Five-Year CIP Budget.	Sean Henry Sean Pickford
Friday, Feb. 28	25	City Manager ends technical review of Division Budget drafts.	City Manager Jeff Davis Krysty Gray
Monday, Mar. 2 – Friday, Mar. 6	26	City Manager, Finance Department and Desktop/Website Publisher makes final additions/changes and adjustments in preparation for Proposed Budget	City Manager Jeff Davis Krysty Gray
Monday, Mar. 9	27	Engineering prepares final draft of Five-Year CIP Budget.	Sean Henry Sean Pickford
Friday, Mar 13	28	Finance Department publishes notice of Public Hearing (required by 50 ILCS 330/3, 30 days' notice) for proposed annual City Budget to be held Tuesday, April 14, 2020 at the City Council Meeting.	Jeff Davis
Friday, Mar. 13	29	Desktop/Website Publisher completes all summary schedules and graphs for draft budget documents. Finance Department reviews all summary schedules and graphs of budget documents. Completion of all editing of budget forms and narratives.	Jeff Davis Krysty Gray

FY 2021 Budget Preparation Calendar

FY 2021 Time Frame/Dates	Event Ref. No.	Event	Responsibility
Friday, Mar. 13	30	City Manager completes budget message (transmittal) letter.	City Manager
Thursday, Mar. 19	31	Desktop/Website Publisher completes printing and binding of budget draft along with budget backup for Staff.	Krysty Gray
Friday, Mar. 27	32	Desktop/Website Publisher delivers preliminary draft of proposed Annual Budget and Engineering delivers Five-Year CIP Budget to City Manager's office for distribution to City Council members.	Sean Henry Mary Runion Krysty Gray
Tuesday, Mar. 31	33	Public inspection of the proposed budget made available at Carbondale Public Library, on the City's website, and in the City Hall Complex at the Finance Department and City Clerk's Office.	Jeff Davis
Tuesday, Apr. 14	34	City Council conducts public hearing on proposed annual City Budget. City Council Budget review begins. Council may authorize preparation of Budget for approval at the April 28, 2020, City Council meeting.	City Council City Manager Jeff Davis
Tuesday, Apr. 14	35	Finance Department oversees publication of information on salaries per Public Act 97-0609 (Salaries > \$150,000) to the Desktop/Website Publisher to make available on the website.	Jeff Davis Krysty Gray
Tuesday, Apr. 28	36	City Council meeting for action on the annual Budget and Non-Union Pay Plan. Each action requires a separate ordinance.	City Council City Manager City Attorney
Wednesday, Apr. 29	37	File Certificate of Anticipated Revenues and certified copy of Budget Ordinance with County Clerks within 30 days of adoption.	Jeff Davis
90 Days After Adoption	38	90 days after adoption of Budget at City Council Meeting, final budget must be received by GFOA for Distinguished Budget Award.	Jeff Davis Krysty Gray

**CITY OF CARBONDALE, ILLINOIS
CONSOLIDATED STATEMENT OF BUDGETED REVENUES,
EXPENDITURES, OTHER FINANCING SOURCES AND USES
AND CHANGES IN FUND BALANCES
FY 2021 BUDGET**

	<i>GOVERNMENTAL FUND TYPES</i>	<i>PROPRIETARY FUND TYPES</i>	<i>TOTAL CONSOLIDATED FUNDS</i>
Total Revenues	30,981,206	14,538,555	45,519,761
Total Expenditures	30,732,561	21,176,518	51,909,079
Excess of Revenues over (under) Expenditures	248,645	(6,637,963)	(6,389,318)
Total Other Financing Sources (Uses)	(779,194)	0	(779,194)
Net Increase in Fund Balance or (Decrease in Fund Balance needed to finance Expenditures)	(530,549)	(6,637,963)	(7,168,512)
Non-Cash Credits for Depreciation, Prepaid Bond Expenses and Loss on Disposition of Fixed Assets	0	2,796,612	2,796,612
Total Net Increase (Decrease) in Fund Balances	(530,549)	(3,841,351)	(4,371,900)
Fund Balance, Beginning May 1, 2020	10,732,297	8,072,115	18,804,412
Fund Balance, Ending April 30, 2021	10,201,748	4,230,764	14,432,512

CITY OF CARBONDALE, IL
ALL GOVERNMENTAL FUND TYPES
COMBINED STATEMENT OF BUDGETED REVENUES,
EXPENDITURES, OTHER FINANCING SOURCES AND USES,
AND CHANGES IN FUND BALANCES
FY 2021 BUDGET

	<i>GENERAL FUND</i>	<i>MOTOR FUEL TAX</i>	<i>TIF District #1</i>	<i>TIF District #2</i>
Revenues:				
General Property Taxes	1,035,289	0	197,984	704,661
Sales and Service Taxes	18,380,060	0	0	0
Intergovernmental Revenues	3,497,397	1,080,631	0	0
Franchise Taxes and Licenses	530,180	0	0	0
Fines	323,570	0	0	0
Use of Money and Property	127,174	29,580	2,650	220
Service Charges, Permits and Fees	983,949	0	0	0
Property Owner Contributions and Assessments	0	0	0	0
Total Revenues	24,877,619	1,110,211	200,634	704,881
Expenditures:				
General Government	2,337,962	0	0	0
Finance Department	1,024,029	0	0	0
Police Department	10,687,078	0	0	0
Fire Department	4,095,796	0	0	0
Development Services	1,305,049	0	0	0
Public Works	2,779,728	668,731	0	0
Community Services	1,501,311	0	95,864	718,618
Community Investments	0	956,500	0	0
Debt Service	0	0	0	0
Total Expenditures	23,730,953	1,625,231	95,864	718,618
Excess of Revenues Over (Under) Expenditures	1,146,666	(515,020)	104,770	(13,737)
Other Financing Sources (Uses):				
Transfers From Other Funds	77,016	0	0	45,000
Transfers To Other Funds	(1,495,037)	0	(69,254)	0
Loan Proceeds	0	0	0	0
Bond Proceeds	0	0	0	0
Total Other Financing Sources (Uses)	(1,418,021)	0	(69,254)	45,000
Total Net Increase (Decrease) in Fund Balance	(271,355)	(515,020)	35,516	31,263
Fund Balances, Beginning May 1, 2020	6,524,418	1,916,123	279,191	93,366
Fund Balances, Ending April 30, 2021	6,253,063	1,401,103	314,707	124,629

<i>TIF District #3</i>	<i>FOREIGN FIRE INSURANCE</i>	<i>ENTERPRISE ZONE FEES</i>	<i>PACKAGE LIQUOR FOOD & BEV TAX FUND</i>	<i>DEBT SERVICE FUND</i>	<i>COMMUNITY INVESTMENT FUNDS</i>	<i>TOTAL GOV'TL FUNDS FY ENDING April 30, 2021</i>
5,034	0	0	0	0	0	1,942,968
0	0	0	2,010,534	0	937,603	21,328,197
0	50,000	0	0	113,983	950,000	5,692,011
0	0	0	0	0	0	530,180
0	0	0	0	0	0	323,570
88	5	85	0	7,529	4,500	171,831
0	0	8,500	0	0	0	992,449
0	0	0	0	0	0	0
5,122	50,005	8,585	2,010,534	121,512	1,892,103	30,981,206
0	0	0	0	0	0	2,337,962
0	0	0	0	0	0	1,024,029
0	0	0	0	0	0	10,687,078
0	50,000	0	0	0	0	4,145,796
0	0	0	0	0	0	1,305,049
0	0	0	0	0	0	3,448,459
80	0	10,304	0	0	0	2,326,177
0	0	0	0	0	2,464,500	3,421,000
0	0	0	0	2,037,011	0	2,037,011
80	50,000	10,304	0	2,037,011	2,464,500	30,732,561
5,042	5	(1,719)	2,010,534	(1,915,499)	(572,397)	248,645
0	0	0	0	1,917,543	808,834	2,848,393
0	0	0	(2,063,296)	0	0	(3,627,587)
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	(2,063,296)	1,917,543	808,834	(779,194)
5,042	5	(1,719)	(52,762)	2,044	236,437	(530,549)
15,157	42,484	67,257	52,762	1,617,531	124,008	10,732,297
20,199	42,489	65,538	0	1,619,575	360,445	10,201,748

**CITY OF CARBONDALE, IL
ALL PROPRIETARY FUND TYPES
COMBINED STATEMENT OF BUDGETED REVENUES,
EXPENDITURES, OTHER FINANCING SOURCES AND USES,
AND CHANGES IN WORKING FUND BALANCES
FY 2021 BUDGET**

WATERWORKS AND SEWERAGE FUND

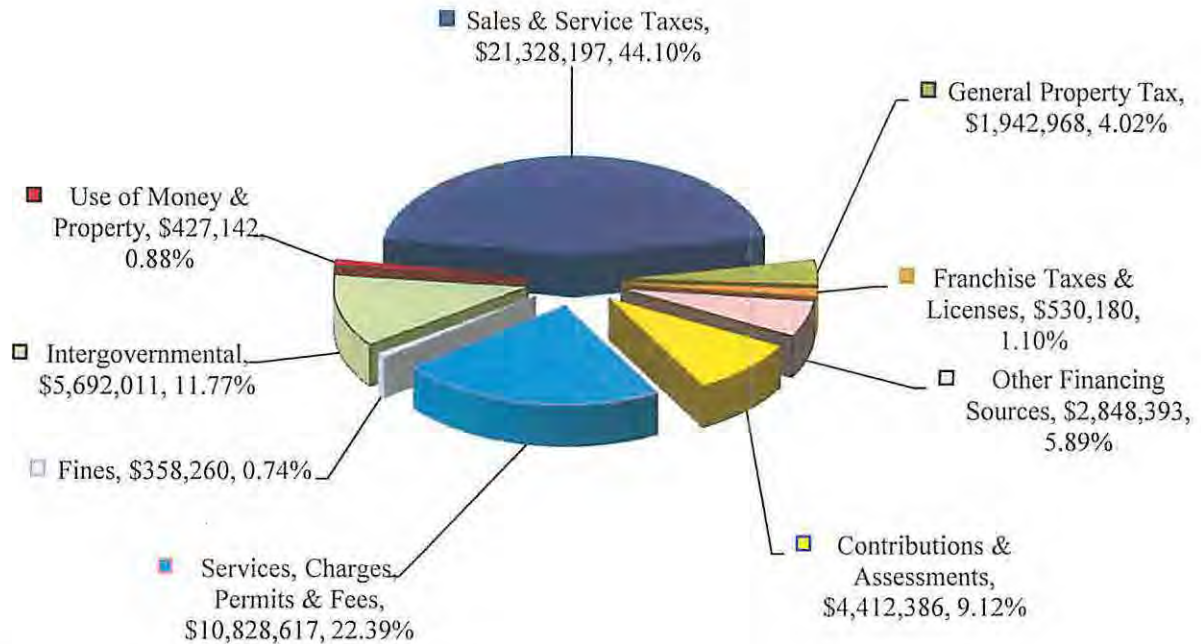
	<i>TOTAL W & S</i>	<i>OPERATING ACCOUNT</i>
Revenues:		
Intergovernmental Revenues	0	0
Fines	0	0
Use of Money and Property	192,647	79,947
Service Charges, Permits and Fees	9,044,525	9,044,525
Contributions and Assessments	0	0
Total Revenues	9,237,172	9,124,472
Expenditures:		
Operating		
Public Works	9,649,703	9,649,703
Finance	0	0
General Government	0	0
Community Investments	4,619,500	0
Debt Service	1,043,994	0
Total Expenditures	15,313,197	9,649,703
Excess of Revenues Over (Under) Expenditures	(6,076,025)	(525,231)
Other Financing Sources (Uses):		
Transfers From Other Funds	0	0
Transfers To Other Funds	0	0
Transfers (To) From Operating Account	0	(1,950,353)
Transfers (To) From Non Operating Accounts	0	0
Loan Proceeds	0	0
Bond Proceeds	0	0
Total Other Financing Sources (Uses)	0	(1,950,353)
Net Increase in Fund Balances or (Decrease in Fund Balances Needed to Finance Expenditures)	(6,076,025)	(2,475,584)
Non-Cash Credits for Depreciation, Prepaid Bond Expense and Loss on Disposition of Fixed Assets	2,508,496	2,512,075
Total Net Increase (Decrease) in Fund Balances	(3,567,529)	36,491
Working Fund Balances, Beginning May 1, 2020	7,484,400	767,651
Working Fund Balances, Ending April 30, 2021	3,916,871	804,142

<i>COMMUNITY INVESTMENT REPLACEMENT ACCOUNT</i>	<i>DEBT SERVICE</i>	<i>PARKING SYSTEM OPERATIONS FUND</i>	<i>SOLID WASTE MANAGEMENT FUND</i>	<i>RENTAL PROPERTIES FUND</i>	<i>HEALTH REIMBURSEMENT FUND</i>	<i>TOTAL PROPRIETARY FUNDS FY ENDING April 30, 2021</i>
0	0	0	0	0	0	0
0	0	34,690	0	0	0	34,690
100,200	12,500	1,200	5,950	44,027	11,487	255,311
0	0	101,156	690,487	0	0	9,836,168
0	0	0	291,900	0	4,120,486	4,412,386
100,200	12,500	137,046	988,337	44,027	4,131,973	14,538,555
0	0	0	1,147,038	263,809	0	11,060,550
0	0	258,946	0	0	0	258,946
0	0	0	0	0	4,183,178	4,183,178
4,619,500	0	10,350	0	0	0	4,629,850
0	1,043,994	0	0	0	0	1,043,994
4,619,500	1,043,994	269,296	1,147,038	263,809	4,183,178	21,176,518
(4,519,300)	(1,031,494)	(132,250)	(158,701)	(219,782)	(51,205)	(6,637,963)
0	0	0	0	0	0	0
0	0	0	0	0	0	0
920,741	1,029,612	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
920,741	1,029,612	0	0	0	0	0
(3,598,559)	(1,882)	(132,250)	(158,701)	(219,782)	(51,205)	(6,637,963)
0	(3,579)	63,488	175,199	49,429	0	2,796,612
(3,598,559)	(5,461)	(68,762)	16,498	(170,353)	(51,205)	(3,841,351)
5,921,268	795,481	217,647	401,953	(242,079)	210,194	8,072,115
2,322,709	790,020	148,885	418,451	(412,432)	158,989	4,230,764

**CITY OF CARBONDALE, ILLINOIS
TOTAL REVENUES AND
OTHER FINANCING SOURCES BY FUND
ALL CITY FUNDS**

	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
GOVERNMENTAL FUND TYPES:				
GENERAL FUND	25,477,891	27,196,805	27,078,201	24,954,635
SPECIAL REVENUE FUNDS:				
Motor Fuel Tax Fund	714,066	815,776	954,285	1,110,211
TIF District #1	198,900	204,614	195,072	200,634
TIF District #2	516,662	638,995	512,007	749,881
TIF District #3	5,008	5,126	4,980	5,122
Foreign Fire Insurance	45,500	0	49,354	50,005
Enterprise Zone Fees	12,412	0	8,538	8,585
Package Liquor and Food & Beverage Tax	2,149,509	2,121,326	2,046,409	2,010,534
TOTAL SPECIAL REVENUE FUNDS	3,642,057	3,785,837	3,770,645	4,134,972
DEBT SERVICE FUND	2,312,329	2,030,483	2,017,573	2,039,055
COMMUNITY INVESTMENT FUNDS:				
Local Improvement Fund	1,893,451	3,519,995	1,854,719	2,700,937
TOTAL GOVERNMENTAL FUND TYPES	33,325,728	36,533,120	34,721,138	33,829,599
PROPRIETARY FUND TYPES:				
Waterworks and Sewerage Fund	12,565,178	14,395,385	13,534,295	15,149,875
Parking System Operations Fund	157,892	153,726	103,557	137,046
Solid Waste Management Fund	1,018,506	1,399,596	1,355,909	988,337
Rental Properties Fund	56,983	43,928	55,844	44,027
Health Reimbursement Fund	3,527,874	3,684,370	3,886,522	4,131,973
TOTAL PROPRIETARY FUND TYPES	17,326,433	19,677,005	18,936,127	20,451,258
TOTAL REVENUE AND OTHER FINANCING SOURCES	50,652,161	56,210,125	53,657,265	54,280,857
NON-CASH CREDITS FOR DEPRECIATION, PREPAID BOND EXPENSES AND LOSS ON DISPOSITION OF FIXED ASSETS	2,729,144	2,529,321	2,750,998	2,796,612
USE OF FUND BALANCES	(1,805,684)	(1,316,654)	(1,969,222)	(1,540,803)
TOTAL ALL CITY FUNDS	51,575,621	57,422,792	54,439,041	55,536,666

TOTAL FY 2021 Budgeted Revenues and Other Financing Sources



TOTAL: \$48,368,154

Sales & Service Taxes:

- 1% State Collected Retail Sales Tax
- 2 (1/2) % Home Rule Sales Tax
- 5% Utility Tax
- Municipal Motor Fuel Tax
- Hotel/Motel Tax
- 2% Food & Beverage Tax
- 4% Package Liquor

Use of Money & Property:

- Interest Earnings
- Rental & Sale of City Owned Property

Intergovernmental:

- Illinois State Income Tax
- Corporate Personal Property
- Replacement Taxes
- State and Federal Grants
- State Collected Motor Fuel Tax

Fines:

- City Court Ordinance Violations

General Property Tax:

- Real Estate Tax Levies for Police and Fire
- Pension Obligations
- Property Tax Increments on Special Tax Allocation Funds

Franchise Taxes & Licenses:

- Telephone & Cable Franchise
- Taxes: Liquor Licenses & Other
- Miscellaneous Business Licenses

Service Charges, Permits & Fees:

- Fees for Services provided by Police, Fire & Public Works; Water, Sewer, Refuse Recycling & Parking Meters and Permits

Contributions Assessments

- Recycling Assessment to Solid Waste Customers
- Employee, Retiree, & City Funding of Group Health Insurance

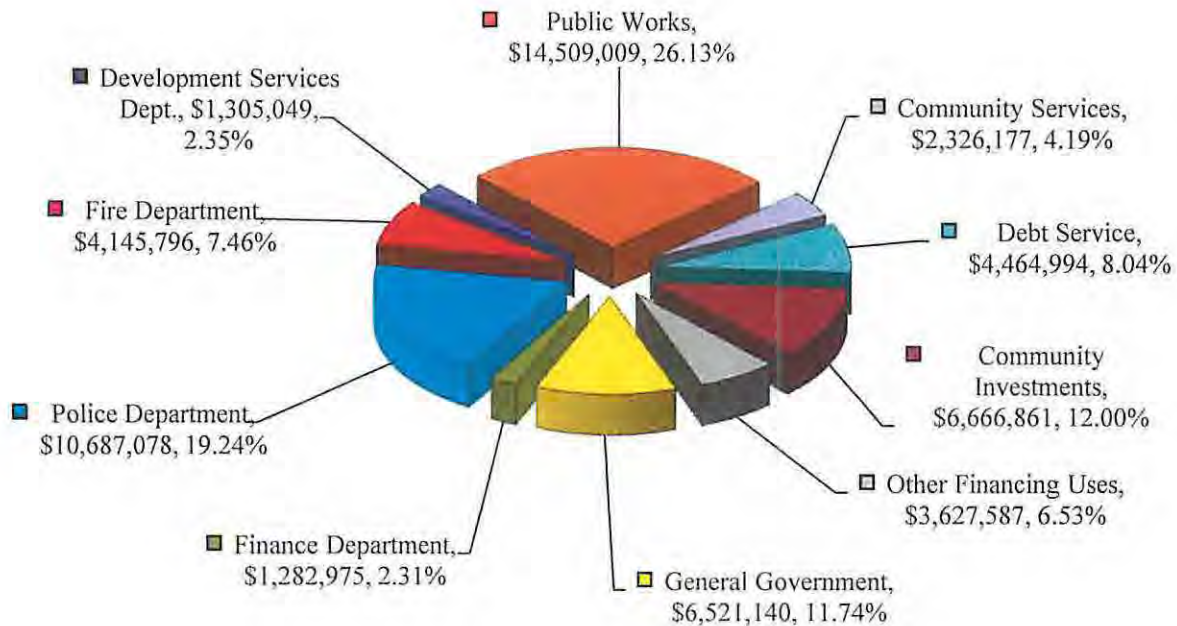
Other Financing Sources:

- Financing for Major Capital Improvements & Equipment
- Interfund Transfer

**CITY OF CARBONDALE, ILLINOIS
TOTAL EXPENDITURES AND
OTHER FINANCING USES BY FUND
ALL CITY FUNDS**

	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
GOVERNMENTAL FUND TYPES:				
GENERAL FUND	25,825,426	27,288,982	27,485,988	25,225,990
SPECIAL REVENUE FUNDS:				
Motor Fuel Tax Fund	438,458	813,943	288,282	1,625,231
TIF District #1	104,566	155,437	110,222	165,118
TIF District #2	475,995	597,451	478,339	718,618
TIF District #3	0	0	80	80
Foreign Fire Insurance	27,036	0	43,415	50,000
Enterprise Zone Fees	9,586	0	2,000	10,304
Package Liquor and Food & Beverage Tax	2,128,358	2,121,326	2,029,195	2,063,296
TOTAL SPECIAL REVENUE FUNDS	3,183,999	3,688,157	2,951,533	4,632,647
DEBT SERVICE FUND	2,319,478	2,313,844	2,313,746	2,037,011
COMMUNITY INVESTMENT FUNDS	2,486,913	3,584,139	1,982,606	2,464,500
TOTAL GOVERNMENTAL FUND TYPES	33,815,816	36,875,122	34,733,873	34,360,148
PROPRIETARY FUND TYPES:				
Waterworks and Sewerage Fund	12,565,177	14,395,385	13,534,295	15,149,875
Parking System Operations Fund	278,359	260,397	247,969	269,296
Solid Waste Management Fund	1,009,876	1,711,043	1,675,517	1,129,538
Rental Properties Fund	260,068	248,190	231,349	250,095
Health Reimbursement Fund	3,646,325	3,932,655	4,016,038	4,183,178
TOTAL PROPRIETARY FUND TYPES	17,759,805	20,547,670	19,705,168	20,981,982
TOTAL ALL CITY FUNDS	51,575,621	57,422,792	54,439,041	55,342,130

FY 2021 Budgeted Expenditures & Other Financing Uses by Department



TOTAL: \$55,342,130

General Government

Provides for basic central policy and administrative functions such as Mayor & City Council, City Manager, City Attorney, City Clerk and Human Resources. Also oversees the operation of City Hall/ Civic Center, Community Relations (including Affirmative Action and Equal Employment Opportunity)

Provides funding for Economic Development, the Special Tax Allocation Funds and for the payment of claims and premiums of the Group Health Insurance Fund

Community Services

Provides funding for community based social service agencies and organizations. Provides funding for economic and downtown organizations, transportation agencies and rent subsidies. Provides pass through of sales tax revenues to fund improvements for the local high school and university

Finance Department

Financial Management (Purchasing, Accounting and Revenue), Information Systems, Parking Services

Debt Service

Provides for Bond and Loan principal, interest and agent fees

Police Department

Patrol and traffic services, investigations victim assistance, juvenile services and animal control

Fire Department

Fire suppression, fire prevention, emergency management services

Development Services

Building and Neighborhood Services (building permits, housing inspections, litter and weed violations, etc.) Development Mgmt. Services (zoning, historical preservation, downtown development, etc.)

Public Works

Engineering and Administration, Street Maintenance, Water Treatment and Distribution, Sanitary Sewage Collection and Treatments, Solid Waste Collection and Disposals, Cemeteries, Equipment and Building Maintenance, Cedar Lake, Municipal Rental Properties

Community Investment Program

Public buildings, parking system, sanitary sewers, storm sewers, street, sidewalks, the water system and special projects

Other Financing Uses

Provides for transfers from one fund to another and for the costs associated with bond refundings

**CITY OF CARBONDALE
DEPARTMENTAL EXPENDITURES
ALL COMBINED FUNDS**

<i>Fund No.</i>	<i>Division Number</i>		<i>ACTUAL FY 2019</i>	<i>AUTHORIZED ACTUAL FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
GENERAL GOVERNMENT DEPT.						
01	40000	Mayor and Council	106,126	109,808	94,928	104,346
01	40001	City Manager	291,638	281,076	283,607	287,777
01	40002	City Clerk	211,849	217,739	217,738	227,491
01	40003	City Attorney	276,898	280,830	266,016	299,718
01	40005	Human Resources	235,166	256,968	271,791	278,873
01	40006	Economic Development	128,400	161,954	154,062	127,513
01	40010	Support Services	721,181	709,142	751,380	702,696
01	40015	City Hall/Civic Center	287,001	295,884	302,628	309,548
14	41401	TIF District #1	79,566	85,437	85,222	95,864
15	41501	TIF District #2	475,995	597,451	478,339	718,618
16	41601	TIF District #3	0	0	80	80
79	47900	Group Health Insurance	3,646,326	3,932,655	4,016,038	4,183,178
TOTAL			6,460,146	6,928,944	6,921,829	7,335,702
FINANCE DEPT.						
01	40030	Financial Management	487,231	455,273	467,605	495,384
01	40033	Information Systems	530,918	584,885	581,870	528,645
71	47100	Public Parking Services	263,557	260,397	247,969	258,946
TOTAL			1,281,706	1,300,555	1,297,444	1,282,975
POLICE DEPT.						
01	40101	Police Protection	10,319,179	10,258,574	10,752,654	10,687,078
TOTAL			10,319,179	10,258,574	10,752,654	10,687,078
FIRE DEPT.						
01	40151	Fire Protection	4,573,356	4,073,974	4,178,050	3,947,016
01	40161	Emergency Management	176,969	163,109	146,187	148,780
23	42301	Foreign Fire	27,036	0	43,415	50,000
TOTAL			4,777,361	4,237,083	4,367,652	4,145,796
DEVELOPMENT SERVICES DEPT.						
01	40200	Development Management	476,127	2,623,215	2,178,768	665,663
01	40210	Building and Neighborhood Services	563,515	602,406	603,297	639,386
25	42501	Enterprise Zone Fees	9,586	0	2,000	10,304
TOTAL			1,049,228	3,225,621	2,784,065	1,315,353
PUBLIC WORKS DEPT.						
01	40300	Engineering and Administration	(133,752)	(155,017)	(119,112)	(163,836)
01	40310	Equipment Maintenance	280,239	266,948	275,119	277,151
01	40330	Building Maintenance	547,282	539,550	523,338	464,473
01	40350	Street Maintenance	2,322,296	2,027,552	2,013,309	1,680,949
01	40370	Cemeteries	261,045	243,359	250,457	259,336
01	40390	Forestry Management	229,559	324,062	324,605	261,655
11	41013	MFT Operating & Maintenance	401,282	480,943	276,556	668,731
70	47000	Support Services	3,867,913	3,837,816	3,858,730	4,174,353
70	47002	Lake Management	238,804	254,376	250,971	283,542
70	47009	Central Laboratory	538,747	506,596	525,223	588,087
70	47011	Water Treatment Plant	1,266,171	1,253,168	1,125,657	1,100,832
70	47015	Water Distribution	429,343	494,349	463,794	486,425
70	47019	Meter Services	258,313	273,212	299,810	319,989

**CITY OF CARBONDALE
DEPARTMENTAL EXPENDITURES
ALL COMBINED FUNDS**

<i>Fund No.</i>	<i>Division Number</i>		<i>ACTUAL FY 2019</i>	<i>AUTHORIZED ACTUAL FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
70	47021	Sewer Collection	332,978	366,001	384,992	389,441
70	47022	Southeast Wastewater Treatment Plant	994,610	992,744	1,004,322	1,052,130
70	47023	Northwest Wastewater Treatment Plant	1,083,300	1,126,205	1,174,472	1,158,525
70	47025	Sewage Lift Stations	114,939	115,138	123,841	96,379
72	47200	Refuse & Recycling Services	1,009,876	1,711,043	1,675,517	1,147,038
73	47300	Municipal Rental Properties	260,068	248,190	231,349	263,809
		TOTAL	14,303,013	14,906,235	14,662,950	14,509,009
COMMUNITY SERVICES						
01	40425	Agencies and Organizations	1,462,959	1,517,447	1,517,447	1,501,311
		TOTAL	1,462,959	1,517,447	1,517,447	1,501,311
DEBT SERVICE						
30	43015	2010 G.O. Bonds Public Safety Facility	750,140	744,306	744,406	738,155
30	43016	2011 G.O. Refunding/Fire Station Bonds	511,950	887,800	887,800	876,350
30	43017	2013 G.O. Refunding Bonds	616,900	250,250	250,250	0
70	43019	2017 Downtown Streetscape Loan	440,488	431,488	431,290	422,506
70	47049	Water and Sewer Bonds and Loans	1,073,941	1,076,280	1,076,280	1,043,994
		TOTAL	3,393,419	3,390,124	3,390,026	3,081,005
COMMUNITY INVESTMENTS						
11	41017	MFT CIP and Replacement	37,176	333,000	11,726	956,500
40	44007	CIP and Replacement	2,241,913	3,584,139	1,982,606	2,464,500
70	47044	Wastewater System - CIP & Replacement	1,655,257	1,963,500	1,502,409	2,095,000
70	47045	Water System - CIP & Replacement	710,862	2,136,000	1,743,794	2,524,500
71	47150	Parking System - CIP & Replacement	14,800	0	0	10,350
		TOTAL	4,660,008	8,016,639	5,240,535	8,050,850
OTHER FINANCING USES						
01	40900	Transfer to Other Funds	1,470,244	1,450,244	1,450,244	1,495,037
11	41013	MFT Operating & Materials	0	0	0	0
14	41401	TIF District #1	25,000	70,000	25,000	69,254
15	41501	TIF District #2	0	0	0	0
16	41601	TIF District #3	0	0	0	0
27	42701	Transfer to Other Funds	2,128,358	2,121,326	2,029,195	2,063,296
40	44007	CIP and Replacement	245,000	0	0	0
		TOTAL	3,868,602	3,641,570	3,504,439	3,627,587
GRAND TOTALS			51,575,621	57,422,792	54,439,041	55,536,666

FUND NO. REFERENCE

- | | |
|----------------------------------|--|
| 01 - General Fund | 27 - Pkg Liquor Food & Beverage Tax Fund |
| 11 - Motor Fuel Tax Fund | 30 - Debt Service Fund |
| 14 - Tax Increment Fund #1 | 40 - Local Improvements Fund |
| 15 - Tax Increment Fund #2 | 70 - Waterworks and Sewerage Fund |
| 16 - Tax Increment Fund #3 | 71 - Parking System Operation Fund |
| 23 - Foreign Fire Insurance Fund | 72 - Solid Waste Management Fund |
| 25 - Enterprise Zone Fees Fund | 73 - Rental Properties Fund |
| | 79 - Health Reimbursement Fund |

**CITY OF CARBONDALE
EXPENDITURES BY FUND**

DIV. #	DIVISION NAME	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY2020	BUDGET FY 2021
GENERAL FUND					
40000	Mayor and Council	106,126	109,808	94,928	104,346
40001	City Manager	291,638	281,076	283,607	287,777
40002	City Clerk	211,849	217,739	217,738	227,491
40003	City Attorney	276,898	280,830	266,016	299,718
40005	Human Resources	235,166	256,968	271,791	278,873
40006	Economic Development	128,400	161,954	154,062	127,513
40010	Support Services	721,181	709,142	751,380	702,696
40015	City Hall/Civic Center	287,001	295,884	302,628	309,548
40030	Financial Management	487,231	455,273	467,605	495,384
40033	Information Systems	530,918	584,885	581,870	528,645
40101	Police Protection	10,319,179	10,258,574	10,752,654	10,687,078
40151	Fire Protection	4,573,356	4,073,974	4,178,050	3,947,016
40161	Emergency Management	176,969	163,109	146,187	148,780
40200	Development Management	476,127	2,623,215	2,178,768	665,663
40210	Building and Neighborhood Services	563,515	602,406	603,297	639,386
40300	Engineering and Administration	(133,752)	(155,017)	(119,112)	(163,836)
40310	Equipment Maintenance	280,239	266,948	275,119	277,151
40330	Building Maintenance	547,282	539,550	523,338	464,473
40350	Street Maintenance	2,322,296	2,027,552	2,013,309	1,680,949
40370	Cemetery	261,045	243,359	250,457	259,336
40390	Forestry Management	229,559	324,062	324,605	261,655
40425	Agencies & Organizations	1,462,959	1,517,447	1,517,447	1,501,311
40900	Transfers to Other Funds	1,470,244	1,450,244	1,450,244	1,495,037
	Total General Fund	25,825,426	27,288,982	27,485,988	25,225,990
MOTOR FUEL TAX FUND					
41013	MFT Operating & Maintenance	401,282	480,943	276,556	668,731
41017	MFT CIP and Replacement	37,176	333,000	11,726	956,500
	Total Motor Fuel Tax Fund	438,458	813,943	288,282	1,625,231
TAX INCREMENT FUND #1					
41401	TIF District #1	104,566	155,437	110,222	165,118
TAX INCREMENT FUND #2					
41501	TIF District #2	475,995	597,451	478,339	718,618
TAX INCREMENT FUND #3					
41601	TIF District #3	0	0	80	80
FOREIGN FIRE INSURANCE					
42301	Foreign Fire Insurance	27,036	0	43,415	50,000
ENTERPRISE ZONE FEES					
42501	Enterprise Zone Fees	9,586	0	2,000	10,304
PACKAGE LIQUOR & FOOD & BEVERAGE FUND					
42701	Transfers to Other Funds	2,128,358	2,121,326	2,029,195	2,063,296

**CITY OF CARBONDALE
EXPENDITURES BY FUND**

DIV. #	DIVISION NAME	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
DEBT SERVICE FUND					
43015	2010 G.O. Bond Police Station	750,140	744,306	744,406	738,155
43016	2011 G.O. Refunding Bond/Fire/Station	511,950	887,800	887,800	876,350
43017	2013 G.O. Refunding Bonds	616,900	250,250	250,250	0
43019	2017 Downtown Streetscape Loan	440,488	431,488	431,290	422,506
	Total Debt Service Fund	2,319,478	2,313,844	2,313,746	2,037,011
LOCAL IMPROVEMENT FUND					
44007	CIP & Replacement	2,486,913	3,584,139	1,982,606	2,464,500
WATERWORKS AND SEWERAGE FUND					
47000	Support Services	3,867,913	3,837,816	3,858,730	4,174,353
47002	Lake Management	238,804	254,376	250,971	283,542
47009	Central Laboratory	538,747	506,596	525,223	588,087
47011	Water Treatment Plant	1,266,171	1,253,168	1,125,657	1,100,832
47015	Water Distribution	429,343	494,349	463,794	486,425
47019	Meter Services	258,313	273,212	299,810	319,989
47021	Sewer Collection	332,978	366,001	384,992	389,441
47022	Southeast Wastewater Treatment Plant	994,610	992,744	1,004,322	1,052,130
47023	Northwest Wastewater Treatment Plant	1,083,300	1,126,205	1,174,472	1,158,525
47025	Sewage Lift Stations	114,939	115,138	123,841	96,379
47044	Wastewater System - CIP & Replacement	1,655,257	1,963,500	1,502,409	2,095,000
47045	Water System - CIP & Replacement	710,862	2,136,000	1,743,794	2,524,500
47049	Water and Sewer Bonds and Loans	1,073,941	1,076,280	1,076,280	1,043,994
	Total Waterworks & Sewerage Fund	12,565,178	14,395,385	13,534,295	15,313,197
PARKING SYSTEM OPERATIONS FUND					
47100	Public Parking Services	263,557	260,397	247,969	258,946
47150	Parking System - CIP & Replacement	14,800	0	0	10,350
	Total Parking System Operations Fund	278,357	260,397	247,969	269,296
SOLID WASTE MANAGEMENT FUND					
47200	Refuse & Recycling Services	1,009,876	1,711,043	1,675,517	1,147,038
RENTAL PROPERTIES FUND					
47300	Municipal Rental Properties	260,068	248,190	231,349	263,809
HEALTH REIMBURSEMENT FUND					
47900	Group Health Insurance	3,646,326	3,932,655	4,016,038	4,183,178
	TOTAL FUNDS PRIMARY GOVERNMENT	51,575,621	57,422,792	54,439,041	55,536,666
COMPONENT UNIT					
49500	Carbondale Public Library	1,127,488	1,112,937	1,088,316	1,376,277
	TOTAL ALL FUNDS	52,703,109	58,535,729	55,527,357	56,912,943

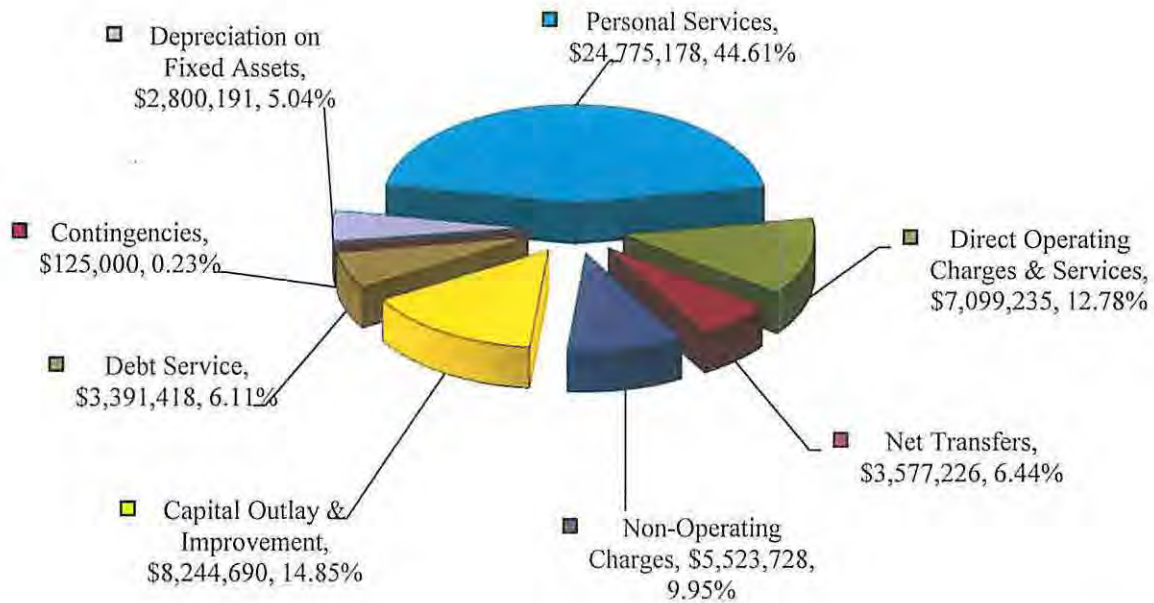
CITY OF CARBONDALE, IL
SUMMARY BY LINE ITEM EXPENDITURE CODE

LINE CODE	EXPENDITURE CLASSIFICATION	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
100	Employee Salary and Wages	14,184,953	14,393,261	14,557,505	14,601,997
101	Accrued Sick Leave	30,400	29,341	0	0
102	Accrued Vacation Leave	64,843	0	0	0
103	Accrued Birthday Leave	(747)	0	0	0
110	Employee Overtime	646,299	574,076	597,138	600,399
111	Employee Overtime-Court	28,950	31,000	28,161	30,000
112	Employee Premium Payments	325,094	297,542	348,819	352,072
115	Employer VEBA Contributions	13,881	0	0	0
120	Elected Officials Salaries	34,200	34,200	34,211	34,200
130	Employee Health Ins. Benefits	2,811,300	2,916,100	3,112,051	3,294,225
131	Employee Retirement Benefits	5,056,081	4,973,530	5,103,625	5,044,895
140	Employee Work. Comp. Benefits	834,740	885,946	761,112	546,438
141	Employee Unemp. Comp. Benefits	11,470	9,994	13,525	11,845
150	Special Contractual Benefits	258,118	250,265	259,089	259,107
200	Professional & Consultant Fees	69,702	177,702	110,912	175,363
210	Publishing and Filing Fees	54,560	49,949	46,043	19,235
220	Communications-Telephone	155,607	145,182	145,439	144,496
221	Communications-Teletype	50,282	54,492	54,244	54,194
222	Communications-Postage	72,084	75,800	66,541	71,551
230	Utilities-Electric	1,044,479	1,042,234	1,053,418	1,064,636
231	Utilities-Gas	82,168	42,905	59,646	47,854
232	Utilities-Water and Sewer	15,635	19,131	14,098	18,685
240	Travel, Conferences, Training	144,199	128,308	135,637	148,409
250	Repairs & Maint.-Equip.	479,610	529,210	513,164	480,952
251	Repairs & Maint.-Bldg & Struc.	167,884	167,690	157,109	160,943
252	Repairs & Maint.-Other Improv.	515,810	588,399	394,008	595,215
253	Repairs & Maint.-Street Cuts	88,450	129,400	105,000	119,400
260	Rental Charges	53,953	49,455	49,227	49,414
270	Outside Printing Services	41,737	52,338	42,734	47,280
271	Other Outside Services	1,081,561	1,124,966	1,169,219	1,190,630
272	Office Supplies	49,636	54,969	56,538	55,019
273	Operating Supplies & Materials	811,177	752,971	789,667	775,855
275	Motor Fuels and Lubricants	299,615	331,345	308,132	332,883
280	Subscriptions and Memberships	51,939	60,971	58,095	60,749
281	Insurance and Bonds	1,140,689	1,273,329	1,264,445	1,354,746
282	Licenses and Taxes	10,486	5,570	6,949	9,082
299	Operating Equipment	306,198	187,160	182,731	122,644
310	Veh. & Equip.-Labor & Overhead	78,264	83,720	88,980	82,725
311	Vehicle & Equipment-Parts	426,358	338,255	393,794	339,660
315	Building & Structure-Maint.	16,501	9,214	27,028	13,115
316	Street Maintenance Services	146,769	190,193	157,142	203,597
332	Information Systems Services	63,704	84,196	83,221	86,145
335	Financial Management Services	344,117	357,885	358,258	370,110
342	City Hall/Civic Center Serv.	10,487	5,964	4,133	6,303
350	Legal Services	0	29,994	29,994	31,384
352	Engineering Services	389,074	334,486	333,602	593,393
360	Property Management Services	72,430	70,183	70,183	74,134
361	Forestry Services	23,904	15,540	13,765	17,264
	SUBTOTAL	32,658,651	32,958,361	33,158,332	33,692,243

CITY OF CARBONDALE, IL
SUMMARY BY LINE ITEM EXPENDITURE CODE

LINE CODE	EXPENDITURE CLASSIFICATION	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
363	Cemetery Services	0	846	0	0
372	Solid Waste Management Serv.	47,298	17,711	5,700	20,064
400	Merchandise & Serv. for Resale	19,434	46,000	45,007	45,500
410	Court Awards and Indemnities	157,172	157,930	157,930	157,932
420	Uncollectible Accounts	2,342	20,550	5	25,050
430	Health Insurance Claims	2,846,243	3,041,508	3,086,700	3,156,647
440	Program Grants	1,808,431	4,010,956	3,511,961	2,138,599
441	Program Loans	0	0	39,307	0
501	Buildings and Structures	69,391	0	0	5,700
503	Machinery and Equipment	74,460	106,783	828,361	188,140
504	Licensed Vehicles	635,479	811,809	122,828	0
530	CIP Design Eng.-Eng.Div.Serv.	182,467	192,500	308,659	191,500
531	CIP Design Eng.-Contractual	726,773	969,339	945,000	1,392,000
540	CIP Resident Eng.-Eng.Div.Serv	244,952	262,000	194,024	305,500
541	CIP Resident Eng.-Contractual	0	18,000	7,095	110,500
553	CIP Acquisition-Contractual	0	52,500	20,500	45,000
555	CIP Acquisition-Land Purchase	0	180,000	304,750	575,000
556	CIP Acquisition-Easements	0	1,200	0	0
560	CIP Construction-City Labor	94,701	143,729	122,543	0
565	CIP Construction-Contractual	3,411,618	5,829,271	3,289,964	5,406,350
580	CIP Contingency	0	368,100	48,000	25,000
600	General Obligation Bond Prin.	2,018,333	2,073,333	2,473,333	1,868,334
601	General Obligation Bond Int.	647,572	597,785	629,075	535,024
640	Other Debt Principal	798,316	836,838	429,885	846,458
641	Other Debt Interest	161,684	162,405	122,052	138,152
690	Paying Agent Fees	3,150	3,700	3,800	3,450
700	Serv.& Chrg. to Operating Divs.	(1,263,546)	(1,251,531)	(1,211,327)	(1,396,885)
710	Serv.& Chrg. to Capital Proj.	(427,418)	(503,333)	(489,089)	(503,746)
715	Serv.& Chrg. to Asset Accounts	(7,148)	(6,804)	(6,746)	0
801	Division Contingency	0	(39,401)	20,000	125,000
890	Depreciation on Fixed Assets	2,784,288	2,706,761	2,754,577	2,800,191
901	Gen. Fund Funding Source Transs	25,000	25,000	25,000	77,016
915	Special Tax Allocations Fund #2	0	45,000	0	45,000
930	Debt Service Fund	2,155,732	1,881,732	1,881,732	1,917,543
940	Cap.Proj.Fund-Local Improve.	852,844	860,848	812,625	808,834
973	Rental Properties Fund	12,376	12,376	12,376	12,376
980	Fire Pension Fund	250,508	248,697	235,525	233,758
981	Police Pension Fund	584,518	580,293	549,557	545,436
	SUBTOTAL	18,916,970	24,464,431	21,280,709	21,844,423
	TOTAL EXPENDITURES	51,575,621	57,422,792	54,439,041	55,536,666

Total FY 2021 Budgeted Line-Item Expenditures by Type



Total \$55,536,666

Personal Services:

Salary and wages, overtime, health insurance benefits, retirement benefits, workers compensation benefits, unemployment compensation benefits, special contractual benefits.

Debt Service:

Payments on bonds and loans

Contingencies:

A budgetary reserve set aside for unforeseen expenditures

Direct Operating Charges & Services:

Professional & Consultant Fees, communication, utilities, travel, repairs, and maintenance, office and operating supplies, fuels, insurance

Non-Operating Charges;

Court awards, uncollectible accounts, program grants and loans

Capital Outlay and Improvements

Land, buildings, equipment, vehicles streets, water and sewer lines, etc.

Net Transfers:

This is the net balance of payments from one division to another for services, and materials, funding source transfers from one fund to another and expenses transferred to asset accounts.

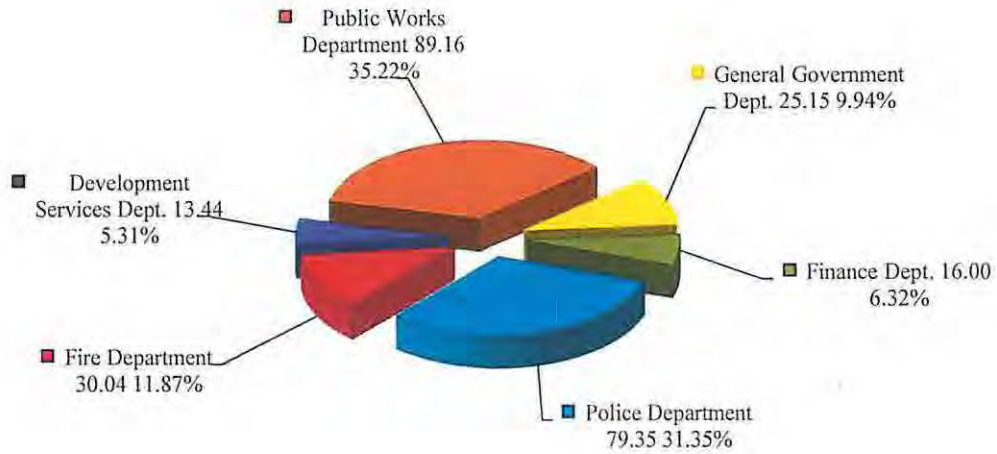
Depreciation:


The Process of estimating and recording the lost usefulness of a fixed asset.

Number of Full-Time Employees By Department Division

Fund No.	Division Number		ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
GENERAL GOVERNMENT DEPT.						
01	40000	Mayor and Council	7.00	7.00	7.00	7.00
01	40001	City Manager	2.16	2.00	2.03	2.19
01	40002	City Clerk	3.00	3.00	3.00	3.00
01	40003	City Attorney	3.00	3.00	3.00	3.00
01	40005	Human Resources	2.84	3.00	3.00	3.00
01	40006	Economic Development	1.00	1.00	1.00	1.00
01	40010	Support Services	1.00	1.00	1.00	1.00
01	40015	City Hall/Civic Center	4.29	4.96	4.96	4.96
TOTAL			24.29	24.96	24.99	25.15
FINANCE DEPT.						
01	40030	Financial Management	10.00	10.00	9.84	10.00
01	40033	Information Systems	5.00	5.00	5.00	5.00
71	47100	Public Parking Services	1.00	1.00	1.00	1.00
TOTAL			16.00	16.00	15.84	16.00
POLICE DEPT.						
01	40101	Police Protection	81.82	79.26	82.84	79.35
TOTAL			81.82	79.26	82.84	79.35
FIRE DEPT.						
01	40151	Fire Protection	28.25	29.00	29.66	29.00
01	40161	Emergency Management	1.03	1.04	1.06	1.04
TOTAL			29.28	30.04	30.72	30.04
DEVELOPMENT SERVICES DEPT.						
01	40200	Development Management	5.74	6.00	5.43	6.00
01	40210	Building and Neighborhood Services	6.99	7.48	7.44	7.44
TOTAL			12.73	13.48	12.87	13.44
PUBLIC WORKS DEPT.						
01	40300	Engineering and Administration	7.65	8.62	7.97	7.66
01	40310	Equipment Maintenance	4.00	4.00	4.03	4.00
01	40330	Building Maintenance	5.00	5.00	5.00	5.00
01	40350	Street Maintenance	18.55	19.00	18.30	18.00
01	40370	Cemeteries	2.95	2.96	2.86	2.96
01	40390	Forestry Management	2.96	2.96	2.95	2.96
70	47000	Support Services	4.00	4.00	4.00	4.00
70	47002	Lake Management	3.78	3.58	3.71	3.58
70	47009	Central Laboratory	5.00	5.00	5.00	5.00
70	47011	Water Treatment Plant	7.00	7.00	5.18	5.00
70	47015	Water Distribution	3.00	3.00	3.00	3.00
70	47019	Meter Services	3.00	3.00	2.86	3.00
70	47021	Sewer Collection	3.00	3.00	3.00	3.00
70	47022	Southeast Wastewater Treatment Plant	8.00	8.00	8.00	8.00
70	47023	Northwest Wastewater Treatment Plant	8.38	8.00	7.74	8.00
72	47200	Refuse & Recycling Services	5.97	6.00	6.00	6.00
TOTAL			92.24	93.12	89.60	89.16
GRAND TOTALS			256.36	256.86	256.86	253.14

Total FY 2021 Number of Full-Time Equivalent Employees by Dept.



	Actual	Authorized	Estimated	Budget
	FY 2019	Budget FY 2020	Actual FY 2020	FY 2021
General Government Department	24.29	24.96	24.99	25.15
Finance Department	16.00	16.00	15.84	16.00
Police Department	81.82	79.26	82.84	79.35
Fire Department	29.28	30.04	30.72	30.04
Development Serv. Dept.	12.73	13.48	12.87	13.44
Public Works Dept.	92.24	93.12	89.60	89.16
TOTAL	256.36	256.86	256.86	253.14

GENERAL FUND

The General Fund accounts for all revenues and expenditures used to finance the traditional services associated with the municipal government which are not accounted for in other funds. In Carbondale these services include general government, administrative services, public safety, development services, public works, and community services. Capital equipment, economic development, debt service expenditures and transfers to other funds are accounted for in this fund. The primary revenue sources for this fund are sales and service (utility) taxes, property tax and intergovernmental revenues, such as Illinois income tax and corporate replacement taxes.

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
GENERAL FUND**

FUND NO. 01	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
REVENUES	24,992,691	27,171,805	27,053,210	24,877,619
EXPENDITURES	24,355,182	25,838,738	26,035,744	23,730,953
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	637,509	1,333,067	1,017,466	1,146,666
OTHER FINANCING SOURCES (USES):				
TRANSFERS TO OTHER FUNDS	(1,470,244)	(1,450,244)	(1,450,244)	(1,495,037)
TRANSFERS FROM OTHER FUNDS	25,000	25,000	25,000	77,016
LOAN PROCEEDS	460,200	0	0	0
BOND PROCEEDS	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES (USES)	(985,044)	(1,425,244)	(1,425,244)	(1,418,021)
NET INCREASE (DECREASE) IN FUND BALANCES	(347,535)	(92,177)	(407,778)	(271,355)
FUND BALANCE BEGINNING OF FISCAL YEAR	7,551,086	7,203,551	7,203,551	6,795,773
FUND BALANCE END OF FISCAL YEAR				
NON-SPENDABLE	453,243	437,928	628,640	628,396
RESTRICTED	775,088	1,028,195	1,508,265	1,348,380
COMMITTED	1,482,099	1,312,131	1,264,530	1,264,531
ASSIGNED	3,950	650	1,508	1,508
UNASSIGNED	4,489,171	4,332,470	3,392,830	3,281,603
FUND BALANCE END OF FISCAL YEAR	7,203,551	7,111,374	6,795,773	6,524,418

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
GENERAL FUND**

FUND NO. 01					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
GENERAL PROPERTY TAXES					
30101-030	Firemen's Pension Tax Levy	278,666	279,697	278,666	279,697
30101-040	Policemen's Pension Tax Levy	752,757	755,592	752,757	755,592
30101-050	Street Lighting Tax Levy	0	0	0	0
		1,031,423	1,035,289	1,031,423	1,035,289
SALES & SERVICE TAXES					
30102-005	Home Rule Sales Tax	8,988,656	9,173,832	9,059,159	9,059,159
30102-005	Home Rule Sales Tax - State Handling Fee	(129,428)	(137,607)	(135,887)	(135,887)
30102-010	Sales Tax	5,561,309	5,652,837	5,610,440	5,610,440
30102-011	Use Tax	798,023	821,093	871,602	919,521
30102-013	Cannabis Excise Tax	0	0	3,367	20,722
30102-020	Simplified Telecommunications Tax	398,298	405,461	363,328	380,000
30102-040	Gas Utility Tax	241,165	238,850	206,000	200,000
30102-050	Electric Utility Tax	1,072,234	1,069,245	1,025,734	1,020,605
30102-060	Water Utility Tax	164,562	160,899	160,500	160,500
30102-080	Municipal Motor Fuel Tax	382,315	358,000	361,528	360,000
30102-082	Municipal Hotel/Motel Tax	781,283	771,126	783,330	785,000
30102-085	Pari-Mutual Handle Tax	0	0	0	0
		18,258,417	18,513,736	18,309,101	18,380,060
INTERGOVERNMENTAL REVENUES					
30103-010	Illinois State Income Tax	2,679,699	2,609,627	2,778,311	2,719,710
30103-010	Illinois State Income Tax - State Reserve Holdback	0	0	0	(143,143)
30103-040	Firemen's Replacement Tax	64,187	76,483	76,483	69,574
30103-050	Policemen's Replacement Tax	142,735	170,077	170,077	179,258
30103-060	Road & Bridge Replacement Tax	23,000	21,117	21,135	21,135
30103-065	Twp. Road & Bridge Prop. Tax	130,814	137,113	133,015	137,113
30103-070	General Replacement Tax	0	0	0	0
30103-075	Mobile Home Privilege Tax	766	0	766	750
30103-080	Other Governmental Units	27,784	2,060,933	2,060,933	11,000
30103-085	Illinois ESDA Grant	20,010	18,000	18,000	18,000
30103-090	Clean & Beautiful Grant	0	0	0	0
30103-091	Police Grants	106,895	104,000	104,000	104,000
30103-092	Housing Rehab. Grants	0	135,000	135,000	135,000
30103-093	Fire Grants	179,273	0	15,361	0
30103-094	Community Energy Program Grant	0	0	0	0
30103-150	Video Gaming Tax	221,045	211,123	238,068	245,000
30103-165	CCHS Loan Repayment	0	0	0	0
30103-802	Illinois Charitable Games Tax	886	0	0	0
		3,597,094	5,543,473	5,751,149	3,497,397
FRANCHISE TAX & LICENSES					
30104-020	AmerenCIPS Franchise Fee	210,480	210,480	210,480	210,480
30104-030	Cable TV Franchise Tax	140,799	141,115	138,763	140,800
30104-110	Liquor Licenses	118,129	120,000	112,000	107,000
30104-120	Vending Licenses	580	250	505	500
30104-130	Taxicab Licenses	405	250	415	350
30104-140	Entertainment Machine Licenses	905	2,375	2,100	55,500
30104-160	Motion Picture Licenses	0	1,600	1,600	1,600
30104-180	Construction/Building Licenses	560	440	440	450
30104-190	Hotel/Motel Licenses	1,500	32,000	2,000	2,000
30104-900	Misc. Business Licenses	13,503	10,000	11,568	11,500
		486,861	518,510	479,871	530,180

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
GENERAL FUND**

FUND NO. 01					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
FINES					
30105-010	Court Fines	215,035	240,000	200,000	190,000
30105-020	Animal Violation Fines	1,610	1,100	2,270	1,670
30105-030	Parking Fines Non-Meter	4,283	3,500	4,388	4,400
30105-040	Pay By Mail Fines	38,942	52,000	35,975	37,500
30105-900	Miscellaneous Fines	91,869	98,383	88,887	90,000
		351,739	394,983	331,520	323,570
USE OF MONEY & PROPERTY					
30106-101	Interest Earned-Checking/Savings	7,265	7,493	7,798	7,600
30106-102	Interest Earned-Other	21,632	16,171	21,173	20,000
30106-201	Interest Earned-Perpetual Care	15,656	11,939	15,548	15,000
30106-401	Interest On Investments	50,294	39,023	28,112	27,000
30106-500	Rental Of Property	32,795	33,864	33,274	33,274
30106-510	Revolving Loans Principal	0	0	0	0
30106-520	Special Events	0	0	0	0
30106-600	Sale Of City Property	0	0	5,000	0
30106-700	Private Contributions	134,330	62,784	2,800	2,800
30106-710	Gifts and Contributions - Fire	0	1,500	1,000	500
30106-720	Gifts and Contributions - Police	9,444	1,000	5,150	1,000
30106-800	Insurance Proceeds	38,954	0	13,441	0
30106-900	Miscellaneous	6,321	30,000	25,000	20,000
		316,691	203,774	158,296	127,174
SERVICE CHARGES-GENERAL GOVT.					
30107-010	Sale Of Printed Material	547	990	25	25
30107-015	Civic Center Rental Fees	56,022	63,622	58,231	60,000
30107-020	Commissions	1,014	1,947	1,524	1,500
30107-025	Special Event Permit	0	0	0	0
		57,583	66,559	59,780	61,525
SERVICE CHARGES-PUBLIC SAFETY					
30108-010	Sale Of Printed Material	10,170	9,480	9,558	9,500
30108-025	FTA Warrant Service Fee	10,850	9,840	11,775	11,000
30108-030	Special Fire Services	339,779	372,361	372,361	377,361
30108-040	Bicycle Licenses	42	50	30	30
30108-050	Dog Licenses	5,655	6,000	5,755	5,700
30108-060	Animal Boarding Fees	635	500	860	750
30108-070	License & Registration-Other Vehicles	0	0	0	0
30108-080	False Alarm Fees	66,500	68,000	94,075	97,000
30108-090	Exclusive Contractual Towing Fees	10,000	10,000	10,000	10,000
30108-807	Police Seized/Forfeited Prop.	9,016	10,000	22,000	10,000
		452,647	486,231	526,414	521,341

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
GENERAL FUND**

FUND NO. 01					
<i>ACCT. NO.</i>	<i>ACCOUNT TITLE</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
SERVICE CHARGES-DEVELOP. SERVS.					
30109-010	Sale of Printed Material	0	25	10	8
30109-020	Building Permits	43,600	12,150	14,145	13,600
30109-030	Electrical Permits	1,131	750	950	975
30109-040	Plumbing Permits	629	500	586	550
30109-050	Sign Permits	540	500	450	450
30109-110	Zoning & Occupancy Fees	1,230	1,250	800	900
30109-120	Filing Fees/Public Hearings	1,969	2,100	1,110	1,200
30109-130	Site Plan Preparation Fees	125	100	100	100
30109-140	Code Reinspection Fees	150	500	455	300
30109-150	Rental Property Inspection Fees	274,505	272,025	275,000	275,000
30109-210	Land Clearing & Mowing	18,046	12,500	6,750	7,000
		341,925	302,400	300,356	300,083
SERVICE CHARGES-PUBLIC WORKS					
30110-010	Sale Of Printed Material	2,000	3,750	2,000	2,000
30110-020	Sale Of Cemetery Lots	15,400	14,850	21,500	20,000
30110-050	Grave Openings-Operating	19,556	22,500	24,000	24,000
30110-060	Material & Labor Sales	18,366	21,250	19,800	17,000
30110-070	Utility Permit Fees	36,470	37,000	30,000	30,000
30110-840	Grave Openings-Perpetual Care	6,519	7,500	8,000	8,000
		98,311	106,850	105,300	101,000
	TOTAL REVENUES	24,992,691	27,171,805	27,053,210	24,877,619
OTHER FINANCING SOURCES					
30190-014	Special Tax Allocation Fund	25,000	25,000	25,000	24,254
30190-027	Packaged Liquor Food & Beverage Tax Fund	0	0	0	52,762
30190-100	Loan or Lease Proceeds	460,200	0	0	0
30190-150	Bond Proceeds	0	0	0	0
	TOTAL OTHER FIN. SOURCES	485,200	25,000	25,000	77,016
	TOTAL GENERAL FUND	25,477,891	27,196,805	27,078,210	24,954,635

**STATEMENT OF EXPENDITURES
AND OTHER FINANCING USES
GENERAL FUND**

FUND NO. 01					
<i>Division Number</i>	<i>DEPARTMENT NAME DIVISION NAME</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
GENERAL GOVERNMENT DEPT.					
40000	Mayor & Council	106,126	109,808	94,928	104,346
40001	City Manager	291,638	281,076	283,607	287,777
40002	City Clerk	211,849	217,739	217,738	227,491
40003	City Attorney	276,898	280,830	266,016	299,718
40005	Human Resources	235,166	256,968	271,791	278,873
40006	Economic Development	128,400	161,954	154,062	127,513
40010	Support Services	721,181	709,142	751,380	702,696
40015	City Hall/Civic Center	287,001	295,884	302,628	309,548
TOTAL GENERAL GOVERNMENT DEPT.		2,258,259	2,313,401	2,342,150	2,337,962
FINANCE DEPT.					
40030	Financial Management	487,231	455,273	467,605	495,384
40033	Information Systems	530,918	584,885	581,870	528,645
TOTAL FINANCE DEPT.		1,018,149	1,040,158	1,049,475	1,024,029
POLICE DEPT.					
40101	Police Protection	10,319,179	10,258,574	10,752,654	10,687,078
TOTAL POLICE DEPT.		10,319,179	10,258,574	10,752,654	10,687,078
FIRE DEPT.					
40151	Fire Protection	4,573,356	4,073,974	4,178,050	3,947,016
40161	Emergency Management	176,969	163,109	146,187	148,780
TOTAL FIRE DEPT.		4,750,325	4,237,083	4,324,237	4,095,796
DEVELOPMENT SERVICES DEPT.					
40200	Development Management	476,127	2,623,215	2,178,768	665,663
40210	Building and Neighborhood Services	563,515	602,406	603,297	639,386
TOTAL DEVELOPMENT SERVICES DEPT.		1,039,642	3,225,621	2,782,065	1,305,049
PUBLIC WORKS DEPT.					
40300	Engineering & Administration	(133,752)	(155,017)	(119,112)	(163,836)
40310	Equipment Maintenance	280,239	266,948	275,119	277,151
40330	Building Maintenance	547,282	539,550	523,338	464,473
40350	Street Maintenance	2,322,296	2,027,552	2,013,309	1,680,949
40370	Cemeteries	261,045	243,359	250,457	259,336
40390	Forestry Management	229,559	324,062	324,605	261,655
TOTAL PUBLIC WORKS DEPT.		3,506,669	3,246,454	3,267,716	2,779,728
COMMUNITY SERVICES DEPT.					
40425	Agencies & Organizations	1,462,959	1,517,447	1,517,447	1,501,311
TOTAL COMMUNITY SERVICES DEPT.		1,462,959	1,517,447	1,517,447	1,501,311
TOTAL EXPENDITURES		24,355,182	25,838,738	26,035,744	23,730,953

**STATEMENT OF EXPENDITURES
AND OTHER FINANCING USES
GENERAL FUND**

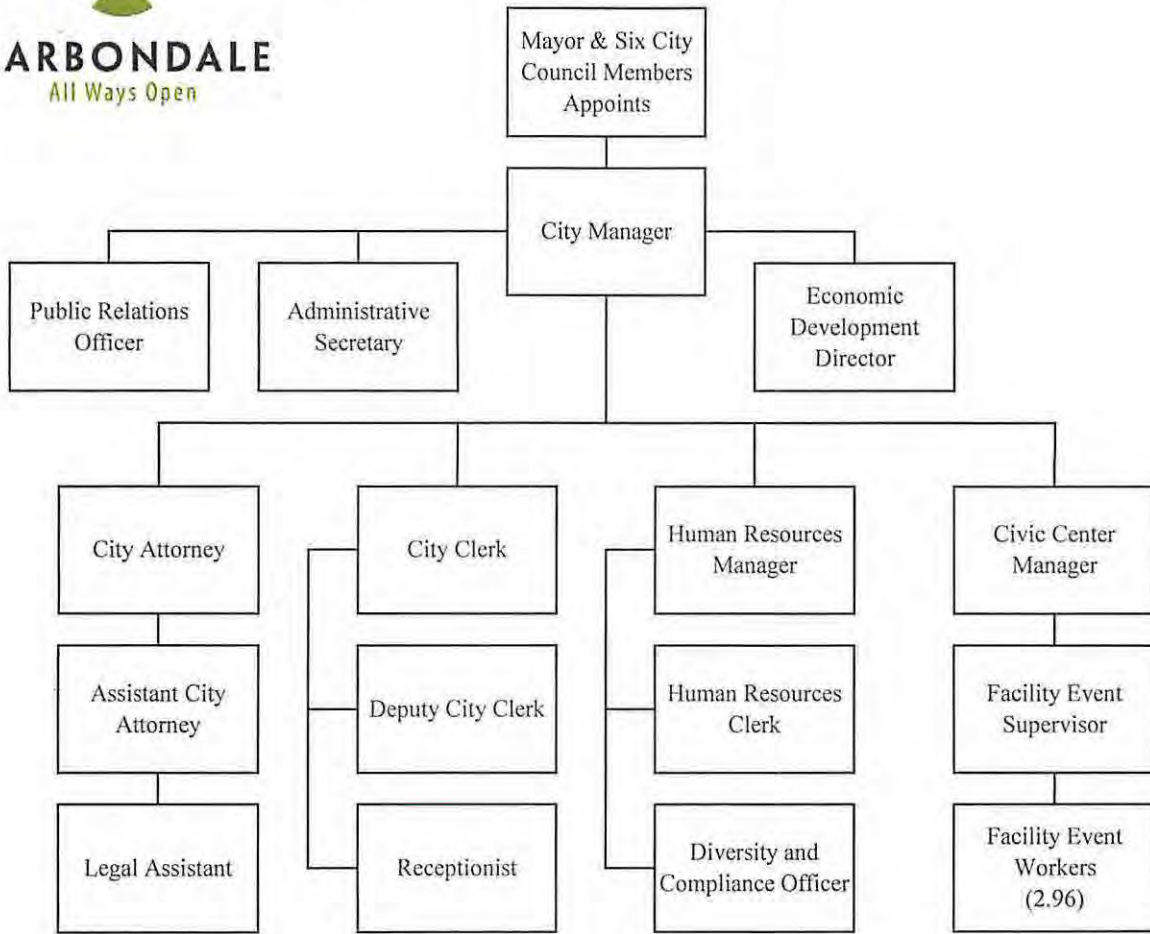
FUND NO. 01					
<i>Division Number</i>	<i>DEPARTMENT NAME DIVISION NAME</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
FUNDING SOURCE TRANSFERS					
40900	Transfers To Other Funds	1,470,244	1,450,244	1,450,244	1,495,037
TOTAL GENERAL FUND		25,825,426	27,288,982	27,485,988	25,225,990

CITY OF CARBONDALE, ILLINOIS

Organizational Chart



General Fund General Government Department



Total Number of Employees
25.15



Mission:

The mission of the Mayor and City Council is to serve as the legislative and policy body of the City Government. The Mayor serves as the official head of the government.

Services:

The Mayor and City Council Members are elected at-large for staggered four-year terms on a biennial basis. Regular meetings of the City Council are normally held twice a month on Tuesdays at 6:00 p.m. at the Carbondale Civic Center.

Contact Information:

The Mayor and Council Chambers are located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois, 62901, and the contact information is as follows: phone (618) 457-3229, email: council@explorecarbondale.com

Activities in Support of City Council Goals:

Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Publicize the positive aspects of Carbondale, being proactive, using social media, and embracing the diverse nature of the community
- Conduct more community-wide events, e.g., festivals, concerts
- Host public meetings to identify potential City-wide events

Encourage progressive economic development, tourism, arts and entertainment

- Provide increased City funding for economic development activities
- Analyze and expand, where needed, TIF districts in areas of redevelopment
- Partner with SIU to open facilities for entertainment/art events
- Examine uses of dollars provided by the City for tourism

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Consider new and diversified revenue sources associated with user taxes such as food/beverage, hotel/motel, ticket, and eco taxes
- Examine existing City fee structures to seek improvements
- Consider a storm water utility fee

Provide high-quality City infrastructure

- Evaluate services based on Return on Investment

Build on, expand, and develop new relationships with SIU and other regional entities

- Create seamless aesthetics between the SIU campus and the City
- Market both the University and City together

Use the downtown master plan as a guide to revitalize the City Center

- Use the master plan as a guide

Beautify streetscapes and enhance residential development/rehabilitation

- Focus on possibilities for strategic annexation
- Review the need for City support for organizing neighborhood associations

FY 2020 Accomplishments:

- Received the 33rd (GFOA) Government Finance Officers Association Award
- Received the 26th (GFOA) Certificate of Achievement for Excellence
- The Mayor's office continued to lead a partnership with SIH, SIU, the Carbondale Chamber of Commerce, and organized labor to advocate for local issues. The legislative team again visited Washington, DC to meet with federal legislators and offices to pursue funding opportunities for the City and region
- The Mayor continued the monthly "Meet the Mayor" program to provide citizens with better access to City government
- The Mayor continued representing the City on the Illinois Municipal League Board of Directors
- Annexed additional property into the City limits to ensure long-term growth and population maintenance
- Authorized the submission of a federal DOT BUILD grant to provide funding for a regional multimodal station

FY 2021 Actions in Support of Council Goals:

- The City Council will continue to provide opportunities for Carbondale residents to access City government to ensure a responsive legislative process
- The City Council will continue to ensure equality in the delivery of City services and will foster an inclusive culture throughout City government
- The City Council will explore new and revamped fees to guarantee sustainability of existing programs and the creation of new programs as needed
- The City Council will ensure that economic development activities are properly funded to encourage business development and entrepreneurship in the City
- The City Council will continue to provide funding to community development organizations to enhance quality-of-life for Carbondale residents
- The City Council will participate in public relations opportunities as they become available to help emphasize and highlight City programs and services

Number of Elected Officials:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Mayor	1.00	1.00	1.00	1.00	\$9,000
Council	6.00	6.00	6.00	6.00	\$25,200
TOTAL	7.00	7.00	7.00	7.00	\$34,200

Fund: GENERAL

Division: MAYOR and COUNCIL

Department: (10) GENERAL GOVERNMENT

Division No.: 40000

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
	FY2019	BUDGET	ACTUAL	BUDGET
	FY2019	FY2020	FY2020	FY2021
PERSONAL SERVICES				
120 Elected Officials Salaries	34,200	34,200	34,211	34,200
130 Employee Health Insurance Benefits	59,269	59,024	50,236	56,864
131 Employee Retirement Benefits	1,577	1,577	1,903	1,903
140 Employee Work Comp. Benefits	80	82	76	67
TOTAL PERSONAL SERVICES	95,126	94,883	86,426	93,034
DIRECT OPERATING CHARGES & SERVICES				
220 Communications - Telephone	1,105	881	881	686
222 Communications - Postage	41	50	10	0
240 Travel, Conferences, Training	2,813	5,853	2,100	4,135
270 Outside Printing Services	1,175	200	0	200
271 Other Outside Services	718	600	0	500
272 Office Supplies	0	300	70	50
273 Operating Supplies & Materials	681	1,600	0	800
280 Subscriptions and Memberships	4,467	5,441	5,441	4,941
TOTAL DIRECT OPER. CHRGS. & SRVCS.	11,000	14,925	8,502	11,312
TOTAL EXPENDITURES	106,126	109,808	94,928	104,346

Mission:

The mission of the Office of the City Manager is to provide Carbondale's city government with professional public administration in a responsive, effective, and efficient manner utilizing available resources to provide a full range of municipal services for the community.

Services:

The City Manager is the executive head of City government and provides overall administrative leadership for City government. The office provides business and economic development services, formulates and prepares City Council agendas, develops and presents an annual budget to City Council, provides policy assistance to the City Council, and provides assistance to citizens to resolve complaints and concerns.

Contact Information:

The City Manager's Office is located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: Gary Williams, City Manager, phone (618) 457-3226, email: fjohnson@explorecarbondale.com or gwilliams@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Publicize the positive aspects of Carbondale, being proactive, using social media, and embracing the diverse nature of the community
- Improve the aesthetics of the welcoming corridors into Carbondale
- Conduct more community-wide events, e.g., festivals, concerts
- Conduct more year-round, community-oriented programs for youth
- Host public meetings to identify potential city-wide events

Encourage progressive economic development, tourism, arts and entertainment

- Encourage entrepreneurship and small business development in the City
- Conduct formal marketing for Carbondale's "Gigabit City" designation
- Provide increased City funding for economic development activities
- Analyze and expand, where needed, TIF districts in areas of redevelopment
- Partner with SIU to open facilities for entertainment/art events
- Develop a one-stop package for businesses to simplify the start-up process
- Examine uses of dollars provided by the City for tourism

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Consider new and diversified revenue sources associated with user taxes and fees such as food/beverage, hotel/motel, ticket, eco taxes, and storm water utility fees
- Complete the management/operations studies
- Build a reserve fund or cushion for emergencies
- Examine existing City fee structures to seek improvements
- Instill a culture of ownership in the City budget
- Consider a storm water utility fee

Provide high-quality City infrastructure

- Expand customer service, focusing on a "warm transfer" of customers and follow-up to see if problems are solved—consider a voicemail attendant
- Develop a customer-friendly City website
- Encourage employees to bring resident concerns back to the appropriate department
- Evaluate services based on Return on Investment

Activities in Support of City Council Goals: (Cont'd)

Build on, expand, and develop new relationships with SIU and other regional entities

- Create seamless aesthetics between the SIU campus and the City
- Coordinate City/SIU planning
- Expand communication between SIU departments and City services/functions
- Market both the University and City together
- Work with Ameren to create safe lighting paths

Use the downtown master plan as a guide to revitalize the City Center

- Use the master plan as a guide
- Bury or relocate power lines downtown
- Finalize plans for the multi-modal transportation center
- Maintain continuity in downtown buildings
- Find a way to incentivize change in existing downtown facilities and facades

Beautify streetscapes and enhance residential development/rehabilitation

- Focus on possibilities for strategic annexation
- Review the need for City support for organizing neighborhood associations
- Study existing housing profiles to address areas of concern and identify incentives for increasing single-family dwellings and to convert rental housing to owner-occupied
- Develop incentive programs to enhance “curb appeal”
- Provide adequate sidewalks throughout the City
- Address the need for improved street lighting

FY 2020 Accomplishments:

- Applied for and secured \$13.986 million USDOT BUILD grant to fund design and construction of a new regional multimodal station
- Secured \$2.5 million in funding from IDOT’s Transit division to help fund design and construction of a new regional multimodal station
- Appointed Vice-Chairman of SIMPO policy committee; applied for and secured \$501,760 in STU funds for improvements to E. College St., and applied for and secured \$1.5 million in funding for safety improvements at Chautauqua and McLafferty Rd. intersection
- Phased out *Carbondale Communique* print edition and transitioned to digital format
- Served as Vice-Chairman of Southern Illinois Research Park Board
- Launched the inaugural Citizen’s Academy to offer residents an opportunity to learn more about City government
- Continued implementing rebranding changes to City literature and publications
- Collaborated with numerous social service organizations and public health providers to pursue plans to develop a long-term warming center facility to serve homeless residents during periods of extreme cold weather
- Continued public relations opportunities by developing and participating in ongoing media spotlights on WSIU radio and WDBX
- Created short public relations videos highlighting City and SIU faculty/staff and other community leaders as well as residents
- Continued “Fresh Fitness” program in collaboration with the Carbondale Park District, Carbondale Farmers’ Market, and SIU; expanded the summer program to continue during the Winter Farmers’ Market
- Completed new annual performance measurement report for all City divisions and posted to website
- Continued partnership with SIU MPA Department by offering an internship to an MPA graduate student
- Offered a media training course for public safety personnel

FY 2021 Actions in Support of Council Goals:

- Will continue implementing community-wide branding recommendations
- Will assist Council in exploring potential merger with Carbondale Park District
- Use the completed Organizational and Management Review as a guide to continue to evaluate City processes; identify and implement cost-saving efficiencies where applicable
- Work closely with Carbondale Tourism and Carbondale Main Street to develop and host more festivals in the City
- Facilitate monthly roundtable discussions with City employees

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
City Manager	1.00	1.00	1.00	1.00	\$139,917
Public Relations Officer	1.00	1.00	0.91	1.00	\$53,662
Assistant to the City Manager	0.16	0.00	0.00	0.00	\$0
Graduate Intern	0.00	0.00	0.12	0.19	\$5,117
TOTAL	2.16	2.00	2.03	2.19	\$198,696

Fund: GENERAL

Division: CITY MANAGER

Department: (10) GENERAL GOVERNMENT

Division No.: 40001

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2019	BUDGET FY2020	ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	201,939	190,904	196,301	198,695
102 Accrued Vacation Leave	(867)	0	0	0
130 Employee Health Insurance Benefits	35,839	39,181	34,934	39,292
131 Employee Retirement Benefits	34,087	32,186	33,204	34,542
140 Employee Work Comp. Benefits	519	462	445	429
150 Special Contractual Benefits	6,000	6,000	6,000	6,000
TOTAL PERSONAL SERVICES	277,517	268,733	270,884	278,958
DIRECT OPERATING CHARGES & SERVICES				
220 Communications - Telephone	2,492	1,980	1,980	1,564
222 Communications - Postage	79	30	20	0
240 Travel, Conferences, Training	3,085	2,620	4,600	2,333
250 Repairs & Maint. - Equipment	0	0	250	0
270 Outside Printing Services	22	2,266	300	300
271 Other Outside Services	3,791	1,102	1,278	890
272 Office Supplies	43	300	50	50
273 Operating Supplies & Materials	2,260	1,300	1,500	1,500
280 Subscriptions and Memberships	27	0	2,745	2,182
299 Operating Equipment	2,322	2,745	0	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.	14,121	12,343	12,723	8,819
TOTAL EXPENDITURES	291,638	281,076	283,607	287,777

Mission:

The mission of the City Clerk's Office is to ensure the preservation, publication, and integrity of historical and legislative records; to act as an intermediary between citizens and local government through the provision of services in a professional and courteous manner; to provide access to records and information through the Freedom of Information Act; to disseminate news through public service announcements; and to adhere to the International Municipal Clerk Code of Ethics.

Services:

The City Clerk's Office serves the community through the provision of public information, voter registration, free notary service, and management of the community bulletin board. The office also serves as the repository for all permanent records of the City including ordinances, resolutions, deeds, easements, contracts, and cemetery records. The office issues and maintains select City business licenses and permits. City Council agendas are published and made accessible to the public by the Clerk's Office. The City Clerk serves as the Local Election Official, a member of the Municipal Officer Electoral Board, and is one of the City's appointed Freedom of Information Officers. The office serves as staff liaison/secretary to the Board of Fire and Police Commissioners, Liquor Advisory Board, Local Liquor Control Commission, and City Council.

Contact Information:

The City Clerk's Office is located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3281, email: jsorrell@explorecarbondale.com

Activities in Support of City Council Goals:

Encourage progressive economic development, tourism, arts and entertainment

- Streamline licensing and permit transactions by simplifying requirements and application processing that will encourage more citizen and organizational participation in community-oriented efforts
- Work collaboratively with regional nonprofit organizations hosting events that require vendor or liquor licensing to ensure that both the events and organizations comply with City ordinances

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Stay abreast of legislative updates and utilize binding opinions from the Illinois Public Access Counselor and continuing judicial rulings as guidance for achieving full compliance with the Freedom of Information Act, Local Records Act, and Open Meetings Act

Provide high-quality City infrastructure

- Participate in discussions regarding updating record keeping processes to ensure retention requirements are maintained while balancing the need for enhanced record searching capabilities

FY 2020 Accomplishments:

- Drafted Code of Conduct for Boards, Commissions, and Committees to provide explanation of the roles and responsibilities of appointed citizens, Chairs of the Boards, and City Staff

FY 2021 Actions in Support of Council Goals:

- Focus will remain on providing superior customer service and serving as a conduit of information between the public and City Council
- Provide one-on-one employee assessment of records relating to retention requirements and the Freedom of Information Act
- Work on historical record preservation and digitization, a process which will span many years
- Collaborate with the City Manager and City Attorney in amending outdated City Code sections and to bring current regulations more in line with the Council goals
- Revisions to Title Two of the Carbondale Revised Code will continue in preparation of the 2020-2021 liquor license year

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
City Clerk	1.00	1.00	1.00	1.00	\$62,034
Deputy City Clerk	1.00	1.00	1.00	1.00	\$45,365
Receptionist	1.00	1.00	1.00	1.00	\$30,777
TOTAL	3.00	3.00	3.00	3.00	\$138,176

Fund: **GENERAL** Division: **CITY CLERK**

Department: **(10) GENERAL GOVERNMENT** Division No.: **40002**

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	130,989	134,731	134,731	138,176
102 Accrued Vacation Leave	664	0	0	0
110 Employee Overtime	92	605	361	386
130 Employee Health Insurance Benefits	36,717	38,394	40,322	43,440
131 Employee Retirement Benefits	23,306	21,504	21,758	23,150
140 Employee Work Comp. Benefits	258	313	272	203
TOTAL PERSONAL SERVICES	192,026	195,547	197,444	205,355
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	6,610	10,000	9,000	10,000
210 Publishing & Filing Fees	1,603	1,500	1,400	1,500
222 Communications - Postage	515	700	650	600
240 Travel, Conferences, Training	2,367	2,504	1,700	2,800
260 Rental Charges	3,807	4,000	4,050	4,000
270 Outside Printing Services	158	300	275	250
271 Other Outside Services	1,417	653	724	756
272 Office Supplies	1,268	1,200	1,200	1,100
273 Operating Supplies & Materials	1,418	785	750	700
280 Subscriptions and Memberships	660	450	430	430
281 Insurance and Bonds	0	100	115	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.	19,823	22,192	20,294	22,136
TOTAL EXPENDITURES	211,849	217,739	217,738	227,491

Mission:

The mission of the City Attorney's Office is to ensure that the operations of the City government are conducted in a lawful manner.

Services:

The City Attorney's Office advises the City Council and City staff on legal issues, represents the City in legal proceedings, reviews and prepares legal documents, prepares revisions and updates to the Carbondale City Code, and prosecutes violations of Carbondale City ordinances.

Contact Information:

The City Attorney's Office is located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3215, email: jsnyder@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Prepare ordinances that enhance, protect, and promote the quality-of-life for the citizens of Carbondale
- Maintain a safe and secure legal environment conducive to protecting existing properties and future residential and commercial developments

Encourage progressive economic development, tourism, arts and entertainment

- Provide useful and timely legal service to City Council, boards, commissions, and staff

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Ensure that the City is in compliance with the Open Meetings Act and Freedom of Information Act
- Maintain a "preventive law" program to minimize liability and avoid unnecessary litigation

FY 2020 Accomplishments:

- Fully implemented an electronic case management system to connect the City Attorney with the Jackson County State's Attorney's office
- Successfully prosecuted over 1,500 City traffic and ordinance violations
- Increased Liquor Code compliance; organized liquor hearings with an independent hearing officer
- Collected over \$50,000 in outstanding debts owed to the City of Carbondale in FY 2020
- Worked with the First Judicial Circuit to begin the implementation of a fully paperless court room

FY 2021 Actions in Support of Council Goals:

- The Legal Department will continue to work with all City Departments to develop and implement ordinances, policies, and procedures to implement the goals of Carbondale Vision 2025
- Will continue to implement new technologies in the Legal Department to make processes more efficient and customer friendly

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
City Attorney	1.00	1.00	1.00	1.00	\$100,099
Assistant City Attorney	1.00	1.00	1.00	1.00	\$59,675
Legal Assistant	1.00	1.00	1.00	1.00	\$42,282
TOTAL	3.00	3.00	3.00	3.00	\$202,056

Fund: GENERAL

Division: CITY ATTORNEY

Department: (10) GENERAL GOVERNMENT

Division No.: 40003

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	182,025	187,236	187,908	202,056
102	Accrued Vacation Leave	1,426	0	0	0
130	Employee Health Insurance Benefits	36,718	38,394	39,169	43,440
131	Employee Retirement Benefits	32,306	29,864	30,562	34,110
140	Employee Work Comp. Benefits	561	371	376	402
TOTAL PERSONAL SERVICES		253,036	255,865	258,015	280,008
DIRECT OPERATING CHARGES & SERVICES					
200	Professional & Consultant Fees	2,228	26,999	17,627	26,999
210	Publishing & Filing Fees	0	300	0	300
222	Communications - Postage	1,996	2,000	500	2,000
240	Travel, Conferences, Training	1,740	2,039	2,028	2,156
270	Outside Printing Services	86	100	100	100
271	Other Outside Services	6,902	7,165	6,500	7,518
272	Office Supplies	1,846	1,980	1,980	1,980
273	Operating Supplies & Materials	7,671	12,700	7,120	7,900
280	Subscriptions and Memberships	1,393	1,676	2,140	2,041
281	Subscriptions and Memberships	0	0	0	100
TOTAL DIRECT OPER. CHRGS. & SRVCS.		23,862	54,959	37,995	51,094
EXPENDITURES TRANSFERRED OUT					
700	Serv. & Chrg. To Operating Divisions	0	(29,994)	(29,994)	(31,384)
TOTAL EXPENDITURES TRANS OUT		0	(29,994)	(29,994)	(31,384)
TOTAL EXPENDITURES		276,898	280,830	266,016	299,718

Mission:

The mission of the Human Resources Division is to support the City's mission of providing high quality services while remaining fiscally responsible. The Human Resources Division promotes and supports organizational excellence through effective human resource programming administered in an environment that embraces diversity, quality customer service, and professional development.

Services:

The Human Resources Division focuses on employment, wages, benefits, personnel rules and regulations, and labor contracts in order to achieve a productive City workforce. Services provided by the Division include interviews, personnel selection and staffing, maintenance of personnel files and records, compensation and benefits administration, labor relations, and employee assistance and support. The Human Resources Manager administers and monitors the Affirmative Action/Equal Employment Opportunity Plan (EEO), enforces the laws the City must abide by such as wage and hour, social security, discrimination, benefits, and safety and health policies.

Staff provides support to the City of Carbondale's Non-Bargaining Unit Employee (NBUE) Personnel Board, Board of Fire and Police Commissioners, Carbondale Human Relations Commission, Study Circles Program, Employee Benefits Committee, Employee Recognition Committee, Employee Wellness Committee, and Safety Committee.

Contact Information:

The Human Resource's Office is located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3227, email: tbrown@explorecarbondale.com

Activities in Support of City Council Goals:

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Be dependable, respectful and trustworthy, and embody good working values
- Provide responsible stewardship of City resources
- Work collaboratively with the City Manager's office to assess recommendations from the Novak organizational and management review and help develop strategies for implementation
- Be flexible, agile, resourceful and innovative
- Align service to mission/vision/goals and core values of the organization
- Encourage teamwork by initiating and executing employee events
- Maintain a compensation program that is competitive and sustainable

Provide high-quality City infrastructure

- Focus on customer service to resolve employee issues and encourage employees to direct concerns to the responsible departments
- Maintain a fair and equitable personnel and labor relations program for City employees
- Promote equal employment opportunities and maintain a culturally diverse workforce
- Act as a liaison between the City and the employees to maintain an open and culturally diverse environment
- Work with Council and City Manager to address concerns brought up by staff-supported boards and commissions

FY 2020 Accomplishments:

- Completed the time management system implementation with Kronos
- Enhanced recruitment strategies to increase diversity throughout the City of Carbondale
- Finalized the City of Carbondale Employee Handbook, drug testing, and worker's compensation policies
- Implemented networking strategies incorporating local organizations, colleges, and career services departments
- Implemented citywide training in time management, wellness, and exercise for all City employees and families
- Restructured and updated the City of Carbondale Affirmative Action Plan and Disadvantaged Business Enterprise Compliance Policy

FY 2021 Actions in Support of Council Goals

- Improve workforce position management and develop succession plans for all departments
- Focus internally on communication, project management, governance, and strategic planning to enhance performance management for all departments
- Create a management development program through training and provide essential management tools
- Continue focus on internal training and creating a family friendly atmosphere for City employees
- Implement an online application, application tracking, and recruitment system

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Human Resources Manager	1.00	1.00	1.00	1.00	\$82,330
Human Resource Assistant	1.00	1.00	1.00	1.00	\$39,714
Diversity & Compliance Officer	.84	1.00	1.00	1.00	\$53,912
TOTAL	2.84	3.00	3.00	3.00	\$175,956

Fund: GENERAL

Division: HUMAN RESOURCES

Department: (10) ADMINISTRATIVE SERVICES

Division No.: 40005

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
PERSONAL SERVICES				
100 Employee Salary and Wages	151,471	168,267	172,131	175,956
101 Accrued Sick Leave	681	0	0	0
110 Employee Overtime	588	1,108	1,108	1,108
130 Employee Health Insurance Benefits	27,987	25,833	35,691	38,440
131 Employee Retirement Benefits	27,251	27,179	28,285	29,962
140 Employee Work Comp. Benefits	438	390	385	390
TOTAL PERSONAL SERVICES	208,416	222,777	237,600	245,856
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	401	2,500	2,500	3,000
210 Publishing & Filing Fees	7,185	6,600	5,500	4,000
222 Communications - Postage	437	510	510	500
240 Travel, Conferences, Training	295	4,305	4,533	2,854
260 Rental Charges	1,095	1,028	1,028	1,028
270 Outside Printing Services	671	1,000	1,000	1,000
271 Other Outside Services	1,960	4,610	4,610	4,663
272 Office Supplies	1,668	1,325	2,197	2,000
273 Operating Supplies & Materials	11,195	11,610	11,610	13,215
280 Subscriptions and Memberships	420	703	703	757
299 Operating Equipment	1,423	0	0	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.	26,750	34,191	34,191	33,017
TOTAL EXPENDITURES	235,166	256,968	271,791	278,873



Mission:

The mission of the Economic Development Division is to promote and enhance economic development in Carbondale.

Services:

The Economic Development Division is responsible for the coordination of the City's economic development activities and provides a centralized office for economic development projects. The Division manages City economic development programs including the Tax Increment Redevelopment District TIF #1, Illinois-University Corridor TIF #2, Oakland-Sycamore TIF #3, and the Enterprise Zone. The Economic Development staff serves as a business ombudsman and assists new and existing businesses by building and strengthening relationships between the business community and the City. The Division also provides staff assistance to the Carbondale Business Development Corporation and participates in cooperative regional economic development initiatives.

Contact Information:

The Economic Development Office is located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3286, email: steven.mitchell@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Pursue job training programs with public schools and organized labor
- Implement a residential TIF to help redevelop homes and restore neighborhoods
- Pursue the design and installation of a permanent concert venue
- Work with internet service providers (ISP) to deploy fiber throughout residential areas

Encourage progressive economic development, tourism, arts and entertainment

- Add additional Economic Development staff and resources through the budget process
- Develop an arts and entertainment district downtown
- Continue building regional coalitions to improve the workforce and attract employers
- Complete study to examine feasibility of a co-working space
- Complete an economic development strategic plan
- Explore funding opportunities and partnerships to establish a microloan program for business startups

Build on, expand, and develop new relationships with SIU and other regional entities

- Work with SIU to further leverage and market Carbondale's proximity to the Shawnee National Forest
- Continue to lead the development of regional coalitions to improve economic development
- Partner with Tourism and SIU to continue offering events that appeal to SIU students

Use the downtown master plan as a guide to revitalize the City Center

- Work with Carbondale Main Street to develop programs to encourage new retail activity (i.e. pop-up stores) to better utilize vacant spaces
- Develop new incentives to encourage property owners to renovate buildings

Beautify streetscapes and enhance residential development/rehabilitation

- Implement a residential TIF to help renovate blighted homes and to encourage homeownership
- Continue providing welcome packets to new homeowners

FY 2020 Accomplishments:

- Formed and led a team of economic development entities throughout the region that planned and hosted an industry leader roundtable addressing the ongoing workforce challenges employers face across the region. The event led to the development of a report outlining the findings, as well as a series of recommendations that include steps toward developing an integrated regional economic development strategy
- Updated our economic development strategic plan, in partnership with SIU’s Office of Innovation and Economic Development, that focuses on business retention and growth, as well as new business recruitment
- Created the Carbondale Musicians’ Advisory Council, with the goal of bringing new life to Carbondale’s music scene, and formulated policy recommendations to host all ages shows
- Worked with City staff and a consultant to develop a proposal for a marketing and engagement strategy that positions the region as an outdoor recreation destination
- Led the Carbondale Halloween committee and hosted a successful Carbondale Halloween 2019
- Surveyed downtown liquor license holders to gauge support for expanded open container/public consumption events downtown
- Developed a potential model for a residential TIF adjacent to downtown; presented the concept to City Council
- Oversaw the successful completion of the grant-funded coworking space feasibility study
- Continued to work with local ISPs, utility companies, and financial institutions to expand broadband access to residents and small businesses
- Showed several City-owned parcels to prospective buyers; closed the sale of one parcel on East College Street
- Responded to new opportunities presented by Illinois’ legalization of adult-use cannabis; worked with multiple organizations to select appropriate sites for various types of cannabis-related businesses
- Worked with SIU’s Small Business Development Center and Carbondale Chamber of Commerce to host a seminar on the impact that the new cannabis law will have on both employers and the workforce
- Worked closely with a local developer who has opened a new microbrewery downtown
- Co-chaired the Chamber’s Economic Development Committee and its three subcommittees, all of which have developed and implemented strategies designed to attract and retain businesses, residents, and students

FY 2021 Actions in Support of Council Goals:

- Continue to address regional workforce and job training challenges by bringing together regional representatives of industry, education, and economic development to craft a strategy that addresses worker shortages
- Continue the development of a regional economic development strategy by collaborating with regional partners
- Develop relationships with other municipalities along the Route 13 corridor that lead to cooperative strategies to attract both business and residents
- Implement a residential TIF, and combine that incentive with a broad, collaborative marketing strategy to attract new residents
- Begin the implementation of the newly developed Carbondale Economic Development Strategy
- Pursue strategies to fund the installation of a permanent concert venue
- Staff and train an additional Economic Development staff member
- Pursue development of an arts and entertainment district downtown by working with local musicians and other artists
- Use the completed coworking space feasibility study to attract experienced private-sector operators
- Begin the development and implementation of a regional, collaborative strategy that positions the area as an outdoor recreation destination
- Investigate strategies to develop a new industrial park in the vicinity of Southern Illinois Airport
- Leverage the new adult-use cannabis industry to generate retail sales and increase tourism
- Continue to develop private-sector volunteers to assist in the retention and growth of business, residents, and students

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Economic Development Director	1.00	1.00	1.00	1.00	\$77,694
TOTAL	1.00	1.00	1.00	1.00	\$77,694

Fund: GENERAL

Division: ECONOMIC DEVELOPMENT

Department: (10) GENERAL GOVERNMENT

Division No.: 40006

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
PERSONAL SERVICES				
100 Employee Salary and Wages	75,919	76,085	76,085	77,694
102 Accrued Vacation Leave	737	0	0	0
130 Employee Health Insurance Benefits	8,459	8,845	9,290	10,008
131 Employee Retirement Benefits	14,824	13,313	13,552	14,308
140 Employee Work Comp. Benefits	85	189	177	162
150 Special Contractual Benefits	5,400	5,400	5,400	5,400
TOTAL PERSONAL SERVICES	105,424	103,832	104,504	107,572
DIRECT OPERATING CHARGES & SERVICES				
210 Publishing & Filing Fees	3,568	3,100	291	100
220 Communications - Telephone	799	761	627	566
222 Communications - Postage	7	51	30	51
240 Travel, Conferences, Training	2,412	4,704	2,427	880
270 Outside Printing Services	400	3,000	700	400
271 Other Outside Services	3,410	33,051	32,975	4,569
272 Office Supplies	85	300	230	300
280 Subscriptions and Memberships	12,295	13,155	12,278	13,075
TOTAL DIRECT OPER. CHRGS. & SRVCS.	22,976	58,122	49,558	19,941
TOTAL EXPENDITURES	128,400	161,954	154,062	127,513

Mission:

The mission of the Support Services Division is to provide services that cannot be readily allocated to other City departments and divisions.

Services:

The Support Services Division covers certain personal services for an Administrative Secretary position and an additional audio-visual equipment operator on a contractual basis to broadcast City Council meetings.

The Support Services Division works to improve the quality of life for residents of Carbondale primarily by focusing on social and human service programs. The Division administers programs and contracts with community organizations. It works with community, regional, and state agencies to coordinate the effective delivery of services to residents of Carbondale.

The General Fund's portion of certain other items such as telephone infrastructure charges, insurance premiums, the share of the annual audit fees, charges associated with broadcasting the City Council meetings, as well as capital outlay expenditures that cannot be distributed to other City departments are also funded through this Division.

The Support Services Division pays the State-mandated health insurance premiums for firefighters and police officers that suffer catastrophic injuries in the line of duty. State statute requires the City to provide 100% of the ongoing health insurance premium for injured employees and their dependents. This responsibility continues until the employee becomes eligible for other insurance coverage or until their coverage/eligibility ceases.

The City's housing incentive programs are also included in the Support Services Division Budget.

Contact Information:

The Support Services Division is located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3226, email: gwilliams@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Conduct more community-wide events, e.g., festivals, concerts.

Encourage progressive economic development, tourism, arts and entertainment

- Provide increased City funding for economic development activities

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Instill a culture of ownership in the City budget

Provide high-quality City infrastructure

- Evaluate services based on Return on Investment

Build on, expand, and develop new relationships with SIU and other regional entities

- Coordinate City/SIU planning

FY 2020 Accomplishments:

- Coordinated the annual 4th of July fireworks in conjunction with SIU, relocating the event to campus
- Offered SIU football and basketball season tickets to employees to enhance comradery
- Budgeted for curb appeal incentives to enhance residential neighborhoods
- Budgeted for special events including the revamped Halloween celebration

FY 2021 Actions in Support of Council Goals:

- Will help plan and execute an expanded 4th of July fireworks in collaboration with SIU
- Will offer employee incentives that enhance morale and instill comradery among staff
- Will attempt to expand funding for the curb appeal assistance program to further enhance beautification efforts in residential neighborhoods
- Will fund community events to draw more visitors to Carbondale from throughout the region

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Administrative Secretary	1.00	1.00	1.00	1.00	\$47,010
TOTAL	1.00	1.00	1.00	1.00	\$47,010

Fund: GENERAL Division: SUPPORT SERVICES

Department: (10) GENERAL GOVERNMENT Division No.: 40010

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	46,653	45,253	45,253	47,010
130	Employee Health Insurance Benefits	8,459	8,845	9,289	10,008
131	Employee Retirement Benefits	8,509	7,398	7,498	8,067
140	Employee Work Comp. Benefits	100	106	101	94
TOTAL PERSONAL SERVICES		63,721	61,602	62,141	65,179
DIRECT OPERATING CHARGES & SERVICES					
200	Professional & Consultant Fees	20,890	33,733	31,500	31,500
210	Publishing & Filing Fees	34,806	29,782	32,266	6,200
220	Communications - Telephone	34,818	34,068	34,068	32,832
222	Communications - Postage	103	1,144	1,200	1,144
230	Utilities - Electric	7,416	10,047	7,000	10,047
232	Utilities - Water & Sewer	1,091	1,950	1,100	1,089
250	Repairs & Maint. - Equipment	1,061	1,800	800	1,800
251	Repairs & Maint. - Bldg. & Structure	5,596	5,317	4,500	5,317
260	Rental Charges	9,788	1,000	4,411	1,000
270	Outside Printing Services	3,587	448	300	300
271	Other Outside Services	54,788	24,851	38,000	27,119
272	Office Supplies	6	300	0	100
273	Operating Supplies & Materials	9,286	1,700	3,000	3,200
275	Motor Fuels and Lubricant	534	900	750	900
280	Subscriptions and Memberships	0	4,100	2,630	4,365
281	Insurance and Bonds	286,281	294,703	282,472	267,672
TOTAL DIRECT OPER. CHRGS. & SRVCS.		470,051	445,843	443,997	394,585
SERVICES AND CHARGES TRANSFERRED IN					
311	Vehicle & Equipment - Parts	543	500	1,000	1,000
TOTAL SRVCS & CHRGS TRANSFER IN		543	500	1,000	1,000
NON-OPERATING CHARGES					
410	Court Awards and Indemnities	157,172	157,930	157,930	157,932
420	Uncollectible Accounts	2,140	500	5	5,000
440	Program Grants	27,554	25,000	27,000	39,000
441	Program Loans	0	0	39,307	0
TOTAL NON-OPERATING CHARGES		186,866	183,430	224,242	201,932
CONTINGENCIES					
801	Division Contingency	0	17,767	20,000	40,000
TOTAL CONTINGENCIES		0	17,767	20,000	40,000

Fund: GENERAL		Division: SUPPORT SERVICES		
Department: (10) GENERAL GOVERNMENT		Division No.: 40010		
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
TOTAL EXPENDITURES	<u>721,181</u>	<u>709,142</u>	<u>751,380</u>	<u>702,696</u>



Mission:

The mission of the City Hall/Civic Center is to serve as the operations center for Carbondale City Government, to provide a clean and affordable facility for the community, and to provide a location for private events and business meetings.

Services:

Adjoining City Hall is the Carbondale Civic Center, which provides 8,200 square feet of multi-purpose rooms. The rooms are used for meetings of City Government, City Council, Planning Commission, and various community boards and commissions. The Civic Center is also available for use by the general public on a rental basis. Banquets, receptions, reunions, dances, workshops, conferences, certification training, and exhibitions can be accommodated. A catering kitchen, wedding chairs, chandelier, linens, and multi-media equipment are also available for rent upon request.

Contact Information:

The Civic Center Office is located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3209, email: lchamness@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Keep Civic Center and related equipment clean, current, and in good working condition
- Maintain and efficiently operate Civic Center for community to utilize
- Assist members of the community with any needs and requests

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Increase the number of events at the Civic Center
- Explore options on hosting events for additional revenue streams
- Implement rate increases and rental policy for clients and City departments
- Provide appropriate manpower and equipment to maintain the facility, office space, and proper staff coverage for events
- Annually evaluate the effectiveness of maintenance standards, equipment, and staffing

Provide high-quality City infrastructure

- Keep facility up-to-date and current with interior and exterior aesthetics, landscaping, audio visual (AV), and media needs
- Improve the Civic Center's customer-friendly presence on the City's website and list critical facility information
- Offer an extensive level of service in terms of AV, streaming, and food/drink service
- Develop take-home packages for clients to choose from for easier event planning

Use the downtown master plan as a guide to revitalize the City Center

- Partner with downtown organizations to book events at the Civic Center

FY 2020 Accomplishments:

- Continued on-line marketing and bookings through *Wedding Wire* and *mywedding.com*
- Maintained facilities to include in-house stripping, waxing, and maintenance of all City Hall and Civic Center linoleum flooring
- Improved landscaping at City Hall/Civic Center
- Purchased additional low cost/high rental items for special occasions for clients to rent
- Rolled out updated wedding packages available for Civic Center clients
- Updated security buttons for City Hall offices, Council Chambers and courtroom

FY 2021 Actions in Support of Council Goals:

- Partner with area hotels to have Civic Center packages available with them
- Continue high standard of customer service and implement training sessions for staff
- Continue breaking up Saturday rentals to multiple clients within six-month booking
- Continue to update holiday lights and décor
- New LED signage outside of City Hall to match new streetscape
- Update sound system

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Civic Center Manager	1.00	1.00	1.00	1.00	\$66,503
Facility/Event Support Worker Supervisor	1.00	1.00	1.00	1.00	\$49,151
Facility/Event Support Workers	2.29	2.96	2.96	2.96	\$91,697
TOTAL	4.29	4.96	4.96	4.96	\$207,351

Fund: GENERAL

Division: CITY HALL/CIVIC CENTER

Department: (10) ADMINISTRATIVE SERVICES

Division No.: 40015

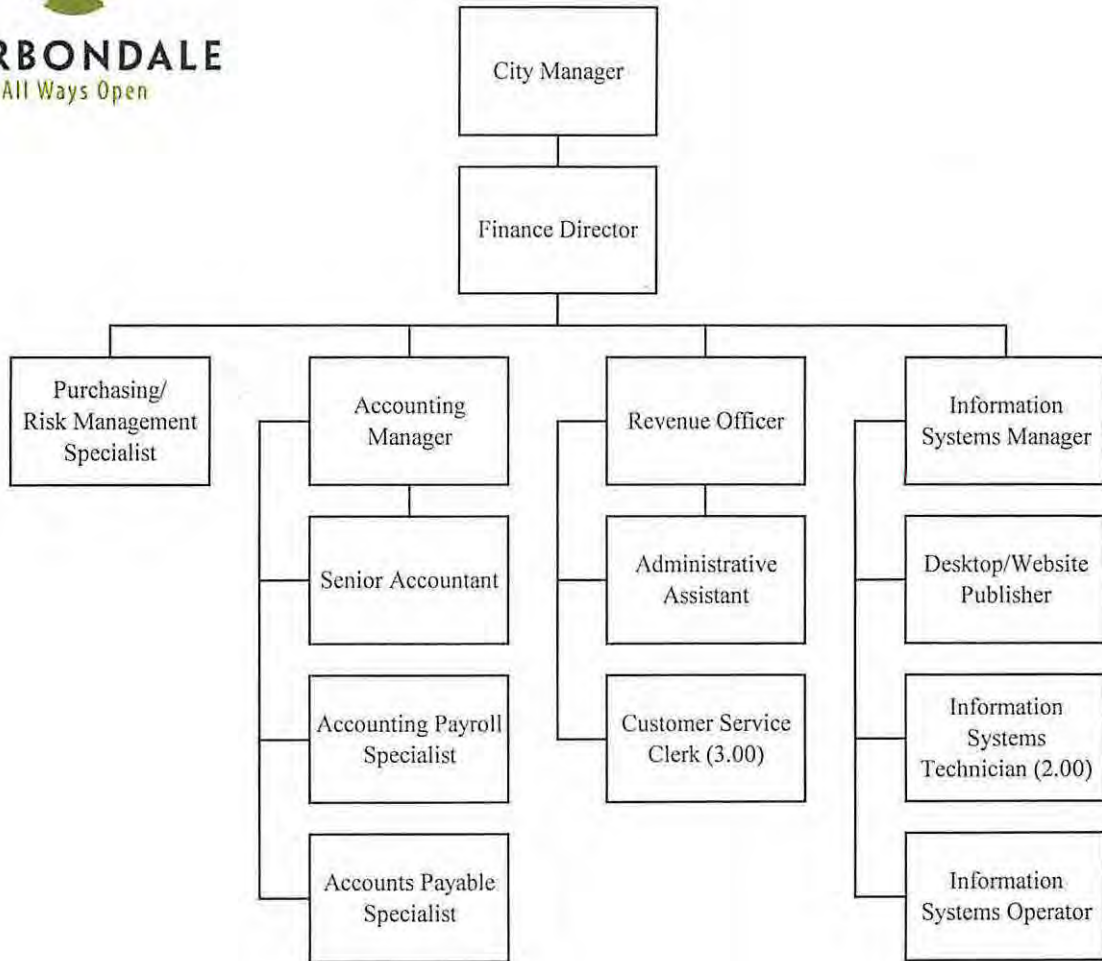
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	203,399	203,173	203,010	207,351
102 Accrued Vacation Leave	306	0	0	0
110 Employee Overtime	702	1,265	1,595	732
112 Employee Premium Payments	1,165	1,829	1,829	1,875
130 Employee Health Insurance Benefits	25,968	26,536	35,681	38,440
131 Employee Retirement Benefits	33,801	30,637	31,241	32,537
140 Employee Work Comp. Benefits	7,021	7,837	6,553	4,293
TOTAL PERSONAL SERVICES	272,362	271,277	279,909	285,228
DIRECT OPERATING CHARGES & SERVICES				
210 Publishing & Filing Fees	550	1,760	1,060	1,800
220 Communications - Telephone	675	761	761	566
222 Communications - Postage	26	30	35	30
250 Repairs & Maint. - Equipment	1,591	2,180	2,077	2,180
251 Repairs & Maint. - Bldg. & Structure	0	3,340	3,340	1,300
252 Repairs & Maint. - Other Improv.	0	925	925	0
260 Rental Charges	47	75	200	125
271 Other Outside Services	13,105	9,230	9,873	11,545
272 Office Supplies	730	275	617	700
273 Operating Supplies & Materials	4,205	8,420	6,620	7,215
TOTAL DIRECT OPER. CHRGS. & SRVCS.	20,929	26,996	25,508	25,461
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment - Parts	1,269	75	75	75
TOTAL SRVCS & CHRGS TRANSFER IN	1,269	75	75	75
NON-OPERATING CHARGES				
400 Merchandise & Services for Resale	2,928	3,500	3,100	3,000
TOTAL NON-OPERATING CHARGES	2,928	3,500	3,100	3,000
EXPENDITURES TRANSFERRED OUT				
700 Serv. & Chrg. To Operating Divisions	(10,487)	(5,964)	(5,964)	(4,216)
TOTAL EXPENDITURES TRANS OUT	(10,487)	(5,964)	(5,964)	(4,216)
TOTAL EXPENDITURES	287,001	295,884	302,628	309,548

CITY OF CARBONDALE, ILLINOIS

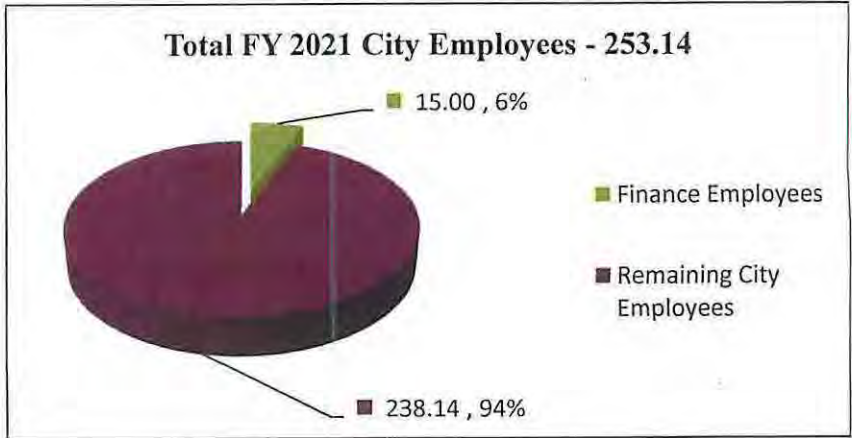
Organizational Chart



General Fund Finance Department



Total Number of Employees
15.00



Mission:

The mission of the Finance Department is to provide expert financial advice to the City Manager, City Council, and all City departments, providing professional financial management support to help maintain a fiscally sound government organization that conforms to legal requirements and generally accepted financial accounting principles and standards.

Services:

The Financial Management Division consists of four diversified, but interrelated functions: Financial Administration, Accounting, Revenue, and Purchasing/Risk Management. The Department also manages the Information Systems and Public Parking Services Divisions.

The Department provides services to the public, as well as all City departments. Services include: Treasury management, financial reporting, budgeting and long-range forecasting, all accounting functions including payroll, asset management, accounts receivable, and payables, purchasing coordination, and worker's safety and general liability risk management. The Department issues the billings and collects the fees for water, sewer, refuse, landscape waste, parking permits, and weed mowing. Locally imposed and collected taxes include the Hotel/Motel Room Rental Tax, the seven-cent per gallon Municipal Motor Fuel Tax, Food & Beverage Tax, Package Liquor Tax, and Utility Taxes on water, electricity, and natural gas.

Contact Information:

The Finance Department is located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3269, email: jdavis@explorecarbondale.com

Activities in Support of City Council Goals:

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Maintain fund balance reserves for emergencies
- Institute and manage City-wide 2% Food & Beverage Tax, 4% Package Liquor Tax, \$.07/gallon Municipal Motor Fuel Tax, and 9% Hotel/Motel Tax
- Increase funding amounts for public safety pensions
- Develop financial plans for key municipal projects
- Provide financial reports to management, Council, citizens, and stakeholders

Provide high-quality City infrastructure

- Incorporate technological solutions to enhance internal and external communications, as well as customer/citizen access
- Assist departments with financial aspects of service level changes, productivity initiatives, and changes in City populations

FY 2020 Accomplishments:

- Developed financial plans, including an annual five-year financial forecast to aid in both near and long-term financial planning
- Changed insurance carriers resulting in significant annual savings to the City while also improving coverages
- Coordinated preparation of the annual budget and managed budget execution, including budget transfers and amendments
- Provided quarterly revenue and expenditure reports to the City Council
- Received the 33rd Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award
- Received the 26th GFOA Certificate of Achievement for Excellence in Financial Reporting
- Filed annual Illinois Comptroller Report and Municipal Treasurer Report
- Received an unmodified opinion (the highest kind of opinion an auditor can express) from the auditor in the Comprehensive Annual Financial Report FY 2019
- Provided financial services to the Carbondale Police and Carbondale Fire Pension Funds
- Adopted investment management policies to mitigate risks and losses

FY 2021 Actions in Support of Council Goals:

- The Financial Management Division will continue its intense efforts to identify means to improve the pension funding dilemmas which the City public safety pension funds face
- Management of local TIF and Food & Beverage Taxes for downtown development
- Continue to improve the investment management policies to mitigate risks and losses in cash and security investments
- Improve and streamline processes to save time, efforts, and costs among divisions
- Provide information relating to the diversification of revenue structure and other sources of funds
- Apply for 34th (GFOA) Distinguished Budget Presentation Award
- Apply for 27th (GFOA) Certificate of Achievement for Excellence

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Finance Director	1.00	1.00	1.00	1.00	\$105,695
Purchasing/Risk Management Specialist	1.00	1.00	1.00	1.00	\$61,074
Accounting Manager	1.00	1.00	1.00	1.00	\$66,002
Senior Accountant	1.00	1.00	0.90	1.00	\$50,254
Accounting Payroll Specialist	1.00	1.00	1.00	1.00	\$43,034
Accounts Payable Specialist	1.00	1.00	1.00	1.00	\$43,034
Revenue Officer	1.00	1.00	1.00	1.00	\$57,483
Administrative Assistant- Revenue Office	1.00	1.00	1.00	1.00	\$45,205
Customer Service Clerks	2.00	2.00	1.94	2.00	\$74,255
TOTAL	10.00	10.00	9.84	10.00	\$546,035

Fund: GENERAL

Division: FINANCIAL MANAGEMENT

Department: (15) FINANCE

Division No.: 40030

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
	FY2019	BUDGET	ACTUAL	BUDGET
	FY2019	FY2020	FY2020	FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	520,390	534,228	527,006	546,035
102 Accrued Vacation Leave	3,707	0	0	0
110 Employee Overtime	4,883	5,170	7,200	7,422
130 Employee Health Insurance Benefits	103,728	107,601	117,911	127,856
131 Employee Retirement Benefits	94,193	86,950	87,592	94,025
140 Employee Work Comp. Benefits	1,189	1,243	1,159	1,039
TOTAL PERSONAL SERVICES	728,090	735,192	740,868	776,377
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	6,660	10,675	11,045	7,295
210 Publishing & Filing Fees	2,353	1,400	1,400	1,400
222 Communications - Postage	3,438	3,133	3,233	3,233
240 Travel, Conferences, Training	6,020	7,075	7,318	9,164
250 Repairs & Maintenance - Equipment	497	0	0	0
260 Rental Charges	4,521	5,161	5,113	5,161
270 Outside Printing Services	3,303	3,829	3,325	4,600
271 Other Outside Services	50,083	48,935	56,793	60,964
272 Office Supplies	9,595	8,929	8,928	7,579
273 Operating Supplies & Materials	58,730	51,750	54,750	51,750
280 Subscriptions and Memberships	3,273	3,582	3,984	3,989
TOTAL DIRECT OPER. CHRGS. & SRVCS.	148,473	144,469	155,889	155,135
EXPENDITURES TRANSFERRED OUT				
700 Serv. & Chrg. To Operating Divisions	(389,332)	(424,388)	(429,152)	(436,128)
TOTAL EXPENDITURES TRANS OUT	(389,332)	(424,388)	(429,152)	(436,128)
TOTAL EXPENDITURES	487,231	455,273	467,605	495,384

Mission:

The mission of the Information Systems Division is to facilitate the processing, storage, retrieval, ease of access, and presentation of computerized information to both the City organization and citizenry of Carbondale.

Services:

The Information Systems Division provides services to operating divisions of the City. Several major computerized systems are maintained by this Division including payroll; water, sewer, and refuse billings; parking violations; land use; and the City's accounting system. The Division maintains the City's phone system, computer hardware, software, and manages the networks that link the City's different complexes internally and to the Internet.

Contact Information:

The Information System Division is located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3261, email: mjones@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Through website maintenance and publication, present the positive aspects of Carbondale

Provide high-quality City infrastructure

- Expand customer service with a citizen self-service portal for customer history and billing information
- Provide a streamlined and modern method for online payment processing
- Develop a customer-friendly City website
- Provide a data backbone to facilitate the communication between the various departments and divisions of the City
- Encourage employees to bring resident concerns back to the appropriate department

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Continue to put forth technology initiatives that have a defined payback of either funds or time
- Look for technological ways to help streamline and reduce costs
- Centralize hardware and software to reduce cost

FY 2020 Accomplishments:

- Continued the update/maintenance of the City website and encouraged citizens to subscribe to City news alerts
- Completed replacement of desktop operating systems to comply with the deprecation date of January 2020
- Upgraded or replaced aging PCs per our maintenance schedule
- Continued organization-wide server hardware consolidation and virtualization program
- Completed the fiber/wireless infrastructure upgrade to facilitate greater communication between the remote offices and City Hall
- Provided organizational support for: hardware and software; implementation, installation, and maintenance of data technologies; repair and replacement of computer systems; technology planning and project management; and administrative services

FY 2021 Actions in Support of Council Goals:

- Replace aging network equipment with more robust and redundant hardware
- Continue replacement of land management and inspections software for Building and Neighborhood Services and Planning Services Divisions

FY 2021 Actions in Support of Council Goals: (Cont'd)

- Complete the centralization of remaining servers; add all departments except Police Protection to the City Hall domain, physically remove remote on-site server hardware to reduce maintenance and replacement costs
- Complete the major version upgrade to the Financial Management, Human Resources/Payroll, and Utility Management software as well as transition to a cloud-based platform

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Information Systems Manager	1.00	1.00	1.00	1.00	\$88,844
Information Systems Operator	1.00	1.00	1.00	1.00	\$42,282
Desktop/Website Publisher	1.00	1.00	1.00	1.00	\$48,436
Computer/Network Technician	2.00	2.00	2.00	2.00	\$108,924
TOTAL	5.00	5.00	5.00	5.00	\$288,487

Fund: GENERAL

Division: INFORMATION SYSTEMS

Department: (15) FINANCE

Division No.: 40033

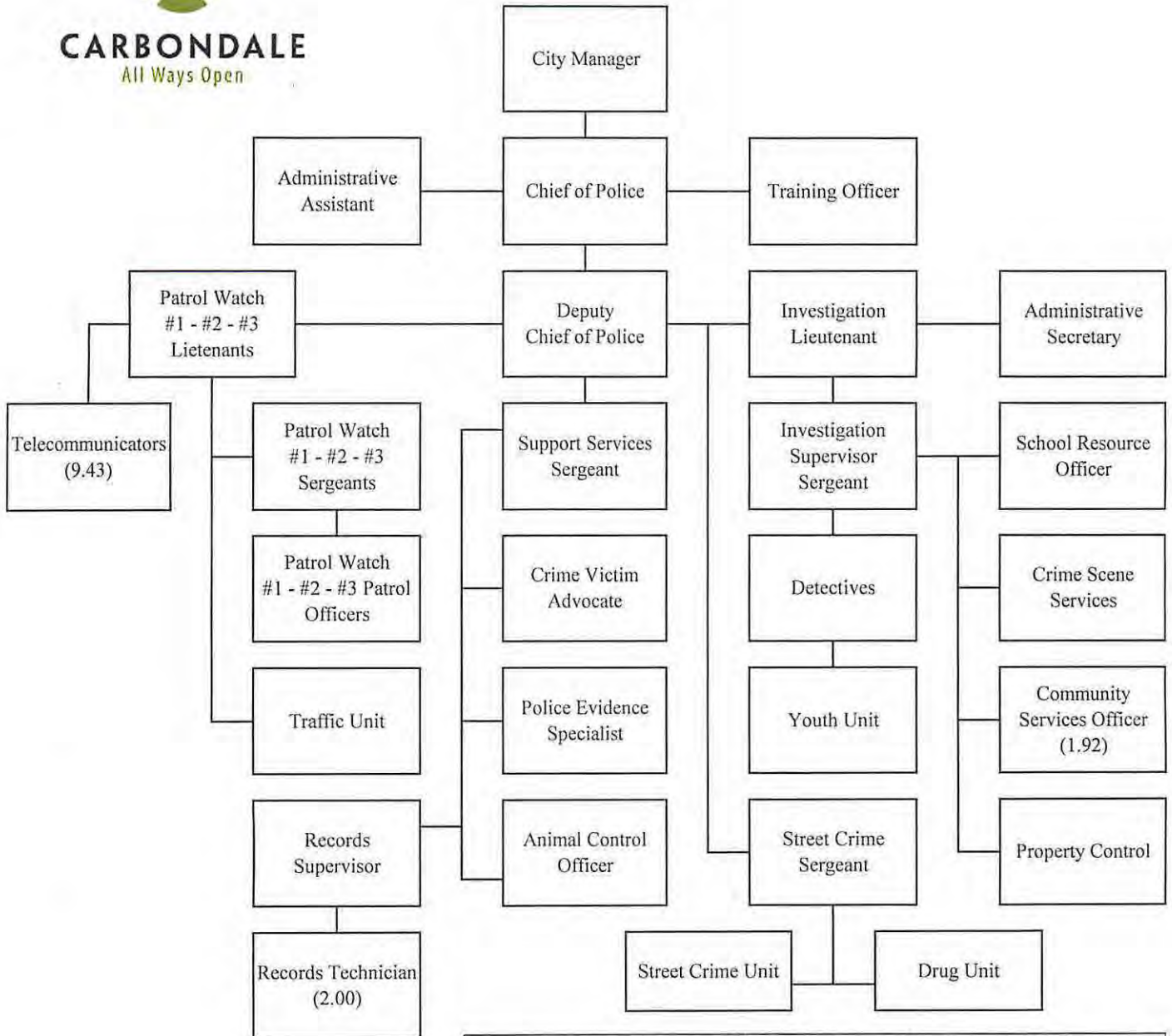
EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2019	BUDGET FY2020	ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	273,612	281,514	281,514	228,236
102 Accrued Vacation Leave	(708)	0	0	0
110 Employee Overtime	5,588	8,585	7,797	7,990
112 Employee Premium Payments	400	0	0	0
130 Employee Health Insurance Benefits	64,976	67,943	71,355	68,526
131 Employee Retirement Benefits	49,652	46,300	46,996	39,520
140 Employee Work Comp. Benefits	644	661	620	562
TOTAL PERSONAL SERVICES	394,164	405,003	408,282	344,834
DIRECT OPERATING CHARGES & SERVICES				
220 Communications - Telephone	418	60	0	0
221 Communications - Data	39,704	42,480	41,956	42,552
222 Communications - Postage	57	48	0	48
240 Travel, Conference & Training	0	0	0	1,385
250 Repairs & Maint. - Equipment	20,278	20,950	20,950	19,950
271 Other Outside Services	87,126	84,040	82,240	125,103
272 Office Supplies	88	1,500	1,628	1,500
273 Operating Supplies & Materials	18,540	13,400	13,270	11,400
280 Subscriptions and Memberships	3,519	2,581	2,154	2,763
299 Operating Equipment	30,729	99,019	94,000	60,010
TOTAL DIRECT OPER. CHRGS. & SRVCS.	200,459	264,078	256,198	264,711
EXPENDITURES TRANSFERRED OUT				
700 Serv. & Chrg. To Operating Divisions	(63,705)	(84,196)	(82,610)	(86,900)
TOTAL EXPENDITURES TRANS OUT	(63,705)	(84,196)	(82,610)	(86,900)
CONTINGENCIES				
801 Division Contingency	0	0	0	6,000
TOTAL CONTINGENCIES	0	0	0	6,000
TOTAL EXPENDITURES	530,918	584,885	581,870	528,645

CITY OF CARBONDALE, ILLINOIS

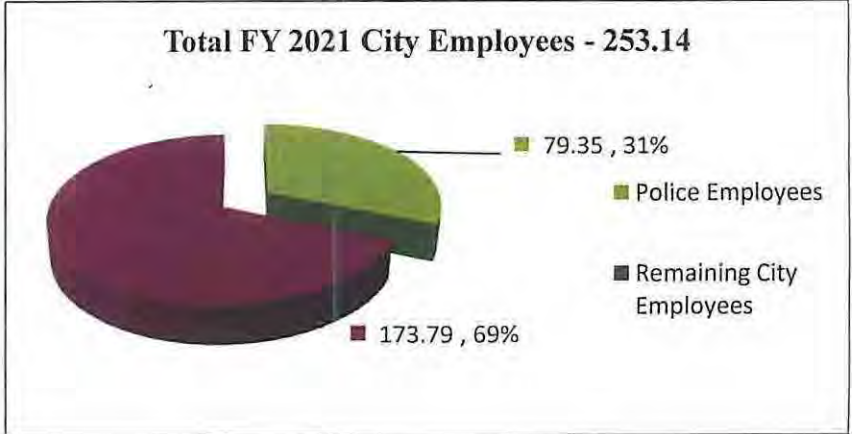
Organizational Chart



General Fund Police Department



Total Number of Employees
79.35



Mission:

The mission of the of the Carbondale Police Department is to work in partnership with our community to preserve life, protect human rights, protect property, and improve the quality of life by providing police service to all in a fair, sensitive, and professional manner.

Services:

The Police Department is responsible for the enforcement of laws of the State of Illinois and the City of Carbondale and the investigation of all criminal incidents. The Police Department is also responsible for investigating traffic crashes, providing special traffic enforcement, planning special events, and the enforcement of City ordinances regarding animals. Special emphasis is placed on combating violent crime and targeting career criminals, along with enhancing community relations.

Contact Information:

The Police Department is located at 501 S. Washington Street, Carbondale, Illinois 62902, and the contact information is as follows: phone (618) 457-3200, email: police@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Maintain neighborhood-based policing efforts which are responsive to crime trends
- Maintain high visibility foot patrols throughout the neighborhoods and business districts, allowing for frequent police and citizen interactions
- Register and track sex offenders residing within the community to ensure compliance with state statutes regarding residency and other restrictions
- Maintain quality services to victims of violent crimes and senior citizens through the Crime Victim Advocacy Services Unit
- Continue partnerships with agencies responding to issues involving the mentally ill

Encourage progressive economic development, tourism, arts, and entertainment

- Promote proactive strategies designed to address conditions which prevent crime and provide for a safe environment that enhances continued cultural and economic growth of the City
- Maintain a consistent and increasingly proactive approach to all requests for police services
- Maintain an emphasis on enforcement of those laws relating to the protection of persons and property and safe transit within the City

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Implement efficiencies identified in the management review
- Maintain a sense of ownership in the management of the Police Department budget
- Aggressively pursue formal and informal bidding in the purchasing process to obtain optimal price points
- Aggressively pursue grant funded opportunities

Provide high-quality City infrastructure

- Maintain a culture of community policing, problem-oriented policing, and customer service approach in all aspects of policing
- Assist and facilitate the development of broad based groups to study and design strategies to address specific crime problems in neighborhoods
- Develop and maintain liaisons with community advisory groups to determine community needs and resources
- Continue participation in community groups addressing homelessness concerns
- Maintain and build further relationships to provide education in the schools on violence prevention, substance abuse prevention, and avoidance of dangerous behaviors
- Utilize camera surveillance systems for crime prevention and to aid in criminal investigations

Activities in Support of City Council Goals: (Cont'd)

- Improve the safety of vehicular and pedestrian traffic by analysis of traffic crash information, educational efforts, and targeted enforcement
- Maintain the use of speed monitors to address speed problems in neighborhoods and at high accident locations

Build on, expand, and develop new relationships with SIU and other regional entities

- Partner with SIU Department of Public Safety to maintain and strengthen the Narcotics/Street Crimes Unit, the joint Special Response Team, and the joint Explosives Ordinance Disposal Unit
- Expand shared police resources and programs to enhance the safety and perception of safety of the entire university community, both on and off campus
- Strengthen the bonds of partnership with SIU by educating students and the community on awareness, precaution, and prevention strategies to reduce crimes associated with underage alcohol abuse
- Partner with the SIU Criminal Justice Program and the School of Social Work to provide internship opportunities for SIU students
- Collaborate with SIU and provide resources to promote and market events both on and off campus
- Partner with the Illinois State Police and the SIU Department of Public Safety to implement a Team Illinois Youth Police Camp in Carbondale to establish interpersonal relationships between youth and law enforcement

FY 2020 Accomplishments:

- Embraced Community Policing and conducted Citizen Police Academies, Personal Safety for Women, Southern Illinois Batters Intervention as well as numerous other community policing programs
- Continued expansion of the downtown surveillance camera program and increased foot patrols in Downtown/City Center areas
- Enhanced social media presence with the police Facebook page and Twitter account
- Continued an increased emphasis on foot patrols in “hot spot” areas of criminal activity, as well as high density population areas to encourage police and citizen interaction
- Sponsored the 14th annual Community Christmas Store for Carbondale residents, serving 125 children ages 1-8
- Partnered again with SIU Athletics on a Coats for Kids drive which distributed over 150 new coats to underprivileged children
- The Crime Victim Services Unit provided assistance to victims of domestic violence, sexual assault, and violent crime, provided services to at-risk and in-need families and children, and maintained partnerships with SIU School of Social Work by providing internships to students
- Continued the Community Service Officer positions within the department, providing SIU college students “hands-on” education into law enforcement
- Utilized grant funds to enhance county-wide law enforcement and prosecutorial records management systems
- Worked closely with Building & Neighborhood Services regarding chronic nuisance properties
- Worked closely with Building & Neighborhood Services and hand in hand with our property managers for the betterment of Carbondale by placing an emphasis on neighborhoods
- Continued planning and implementation of an enhanced radio communications system to improve quality and reliability
- Provided active shooter training to City employees, civic groups, churches, elementary schools and businesses
- Completed required improvements to the firing range to continue the partnership with the Illinois Law Enforcement Training and Standards Board and regional agencies for a firearms training facility
- Sponsored a Commander in the Department to attend the Leadership Carbondale class hosted by the Carbondale Chamber of Commerce
- Worked with the Carbondale Rotary to provide bicycle helmets to second grade students at Thomas School
- Officers, supervisory staff, and command staff attended training on critical topics such as law enforcement response to an active shooter, sexual assault trauma informed response, juvenile justice, crisis intervention, school resource officer, child abuse, policing in diverse publics, hazmat technician (bomb squad), personal and professional breakthroughs for police officers and first line supervisors and middle management training to enhance police services to the City
- Partnered with SIU and City employees to develop a CPD promotional video to recruit new police officers on a national level as well as promoting the Department on a local level

FY 2021 Actions in Support of Council Goals:

- Reduce crime and the fear of crime while continuing to embrace a Community Policing philosophy and approach to policing
- Encourage and assist citizens in forming structured neighborhood watch programs to encourage police and citizen interaction, and to further reduce crime and fear of crime
- Continue planning to implement a formal Community Policing Policy
- Continue to solicit community-wide survey responses on crime and the perception of crime when economically feasible

FY 2021 Actions in Support of Council Goals: (Cont'd)

- Implement the recommendations from the management review to enhance the effectiveness and efficiencies in police operations
- Implement a formal Landlord Liaison Program in collaboration with Building & Neighborhood Services
- Continue to assess the Police Department website and expand its interactive capabilities beyond the News Feed and Crime Mapping through the implementation of online crime reporting for low level crimes
- Enhance safety, and the perception of safety, in Downtown/City Center areas as well as other locations in the City through the installation of additional surveillance cameras, improved lighting and increased motor and foot patrols
- Continue working with community groups to address crime concerns and perceptions of crime in the City
- Maintain our community service programs to continue to establish relationships with community members to address crime concerns

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Chief of Police	1.00	1.00	1.00	1.00	\$140,856
Deputy Chief	1.00	1.00	1.00	1.00	\$100,600
Lieutenant	3.79	3.92	4.00	4.00	\$343,413
Sergeant	9.92	9.00	9.00	9.00	\$701,821
Patrol Officer	47.64	46.34	48.90	45.00	\$2,953,326
Telecommunicator	8.95	9.00	9.37	9.43	\$475,797
Administrative Assistant	1.00	1.00	1.00	1.00	\$57,900
Administrative Secretary	1.00	1.04	1.00	1.00	\$42,804
Records Supervisor	1.00	1.00	1.00	1.00	\$50,655
Records Technician	2.00	2.00	2.00	2.00	\$82,961
Crime Victim Advocate	1.00	1.00	1.00	1.00	\$59,090
Evidence Technician	1.00	1.00	1.00	1.00	\$64,456
Community Service Officer	1.52	0.96	1.57	1.92	\$46,640
Animal Control Officer	1.00	1.00	1.00	1.00	\$56,318
TOTAL	81.82	79.26	82.84	79.35	\$5,176,638

Fund: GENERAL

Division: POLICE PROTECTION

Department: (20) POLICE

Division No.: 40101

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	5,021,797	5,080,045	5,288,593	5,176,638
102 Accrued Vacation Leave	24,407	0	0	0
110 Employee Overtime	219,471	256,418	244,351	256,418
111 Employee Overtime - Court	28,950	31,000	28,161	30,000
112 Employee Premium Payments	203,587	200,000	228,651	219,173
115 Employer VEBA Contributions	13,881	0	0	0
130 Employee Health Insurance Benefits	963,121	989,148	1,094,634	1,106,468
131 Employee Retirement Benefits	2,622,956	2,623,387	2,699,430	2,720,340
140 Employee Work Comp. Benefits	179,061	187,830	202,288	238,622
150 Special Contractual Benefits	128,797	161,885	154,285	158,977
TOTAL PERSONAL SERVICES	9,406,028	9,529,713	9,940,393	9,906,636
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	18,142	31,725	21,800	31,800
210 Publishing & Filing Fees	163	300	495	300
220 Communications - Telephone	52,165	46,968	46,968	45,788
221 Communications - Data	7,388	11,076	11,076	11,076
222 Communications - Postage	5,787	5,504	5,254	5,504
240 Travel, Conferences, Training	41,289	54,963	55,800	66,535
250 Repairs & Maint. - Equipment	119,730	132,186	137,094	136,655
251 Repairs & Maint. - Bldg. & Structure	1,580	0	0	0
252 Repairs & Maint. - Other Improvements	0	0	368	0
260 Rental Charges	16,152	16,900	16,900	16,900
270 Outside Printing Services	4,188	7,000	4,023	6,000
271 Other Outside Services	78,559	96,959	105,452	95,524
272 Office Supplies	12,925	15,000	14,500	15,000
273 Operating Supplies & Materials	103,164	122,190	111,448	119,250
275 Motor Fuels and Lubricant	111,634	116,325	118,789	116,325
280 Subscriptions and Memberships	9,867	10,745	10,640	10,825
281 Insurance and Bonds	45	160	0	160
282 Licenses and Taxes	1,295	1,600	2,320	2,300
299 Operating Equipment	48,013	77,866	81,006	35,500
TOTAL DIRECT OPER. CHRGS. & SRVCS.	632,086	747,467	743,933	715,442
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment - Parts	105,245	66,200	68,328	65,000
332 Information Systems Services	5,161	0	0	0
TOTAL SRVCS & CHRGS TRANSFER IN	110,406	66,200	68,328	65,000

Fund: **GENERAL** Division: **POLICE PROTECTION**

Department: **(20) POLICE** Division No.: **40101**

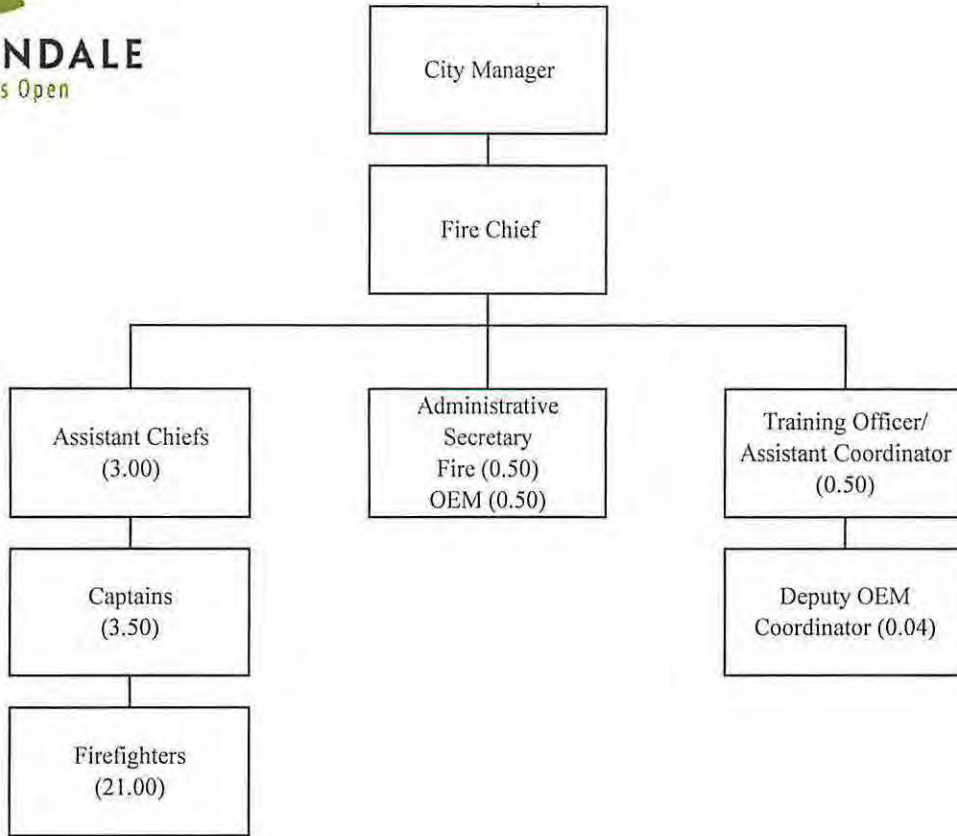
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
CAPITAL OUTLAY				
504 Licensed Vehicles	170,659	0	0	0
TOTAL CAPITAL OUTLAY	170,659	0	0	0
CONTINGENCIES				
801 Division Contingency	0	(84,806)	0	0
TOTAL CONTINGENCIES	0	(84,806)	0	0
TOTAL EXPENDITURES	<u>10,319,179</u>	<u>10,258,574</u>	<u>10,752,654</u>	<u>10,687,078</u>

CITY OF CARBONDALE, ILLINOIS

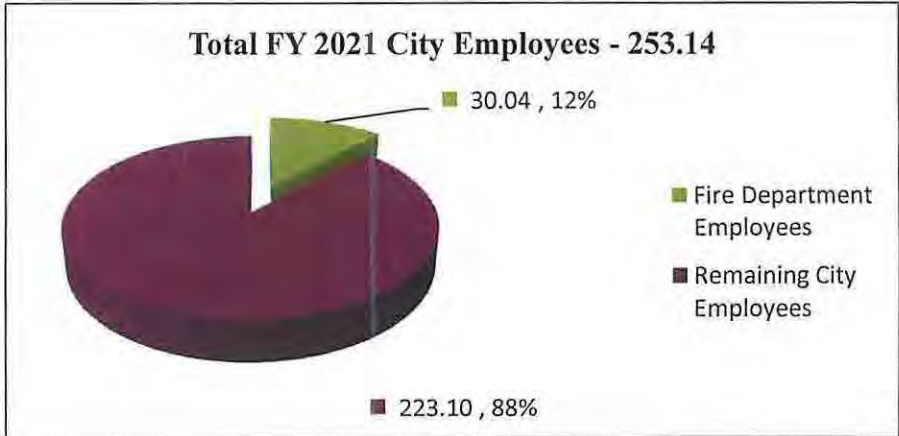
Organizational Chart



General Fund Fire Department



Total Number of Employees
30.04





Mission:

The mission of the Fire Department is to preserve life, promote fire safety, and protect property and the environment.

Services:

The Fire Department services include educational programs, preventive inspection services, and response to emergencies such as fires, technical rescues, and hazardous materials incidents in our community.

Contact Information:

The Fire Department operates out of two stations; Fire Station #1 is located at 600 E. College Street, Carbondale, Illinois 62901; Fire Station #2, along with administrative offices, is located at 401 N. Glenview Drive, Carbondale, Illinois 62901. The contact information is as follows: Fire Station #1: phone (618) 457-3298, Fire Station #2: phone (618) 457-3299, email: firedept@explorecarbondale.com; Facebook: <https://www.facebook.com/carbondalefd/>; website: www.carbondalefire.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Encourage Fire Department members to attend community events, sporting events, festivals, etc.
- Encourage involvement in fundraisers for area needs, i.e. MDA, Southern Illinois Hospital (SIH) Cancer Institute, Toys for Tots, Smoke/CO detector give-away program
- Use City website and social media to disseminate public service announcements

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Seek alternative funding for equipment replacement and training
- Consider demo equipment as an alternative to new equipment purchases for cost savings
- Provide weekly reports on Fire Department responses and training hours
- Track property values saved versus property loss for all fires

Provide high-quality City infrastructure

- Continue training to improve knowledge and proficiency of all department members through on-site and Illinois Fire Service Institute (IFSI) training
- Continue to investigate cause and origin of fires, i.e. collect evidence and pursue conviction of arsonists
- Review fire suppression water supplies for problem areas within City limits and planned annexes
- Expand command staff training to meet new state requirements
- Expand fire prevention program to include SIU students

FY 2020 Accomplishments:

- Hosted and attended Advanced Fire Officer courses locally at a reduced cost
- Purchased two battery powered ventilation fans that weigh half as much as gasoline fans and reduces carbon monoxide (CO) inside structures
- Upgraded 850 feet of fire hose and appliances
- Completed OSHA review and received a superior rating
- Continued improvements to fire prevention trailer
- Purchased two child training manikins through Walmart grant
- Continued updating the Standard Operating Guidelines (SOG)
- Continued decontamination of fire gear after responses to diminish the effects of carcinogens to department members
- Upgraded 4-gas monitors and Thermal Imaging Camera (TIC)

FY 2021 Actions in Support of Council Goals:

- Continue to expand training of Fire Department members to improve job knowledge skills and safe practices including Emergency Medical Responder (EMR) training
- Continue to seek alternative funding for equipment including partnering with area fire departments
- Pursue additional grant funding training opportunities
- Review replacement schedule of equipment and look for purchasing alternatives
- Continue to eliminate gas powered tools and replace with battery powered for less weight and CO emissions
- Expand fire prevention programs to include SIU students
- Utilize technology to increase training and record keeping efficiency
- Attend Fire Investigation class locally at a free/reduced cost
- Attend Rope Operations class locally at a free/reduced cost

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Fire Chief	1.00	1.00	1.00	1.00	\$102,312
Assistant Fire Chief	2.80	3.00	3.00	3.00	\$253,515
Fire Captain	3.29	3.50	3.41	3.50	\$265,138
Fire Fighter	20.66	21.00	21.75	21.00	\$1,213,212
Administrative Secretary	0.50	0.50	0.50	0.50	\$22,310
TOTAL	28.25	29.00	29.66	29.00	\$1,856,487

Fund: GENERAL

Division: FIRE PROTECTION

Department: (20) FIRE

Division No.: 40151

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2019	BUDGET FY2020	ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	1,856,379	1,859,646	1,869,336	1,856,487
101 Accrued Sick Leave	15,849	0	0	0
102 Accrued Vacation Leave	18,022	0	0	0
110 Employee Overtime	250,498	135,000	132,342	145,395
112 Employee Premium Payments	68,827	38,728	74,674	69,663
130 Employee Health Insurance Benefits	351,381	360,169	368,767	401,282
131 Employee Retirement Benefits	1,056,245	1,067,046	1,137,044	993,105
140 Employee Work Comp. Benefits	266,296	254,996	198,381	95,220
150 Special Contractual Benefits	50,467	6,800	22,599	17,500
TOTAL PERSONAL SERVICES	3,933,964	3,722,385	3,803,143	3,578,652
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	211	700	700	700
220 Communications - Telephone	10,379	10,283	12,526	11,676
222 Communications - Postage	129	500	349	500
231 Utilities - Gas	960	1,500	1,448	1,500
240 Travel, Conferences, Training	66,707	8,495	23,797	8,495
250 Repairs & Maint. - Equipment	16,195	18,429	11,861	15,363
251 Repairs & Maint. - Bldg. & Structure	49	600	600	600
252 Repairs & Maint. - Other Improvements	960	600	600	600
270 Outside Printing Services	162	150	330	150
271 Other Outside Services	8,333	9,702	9,022	14,788
272 Office Supplies	2,208	2,500	2,439	2,500
273 Operating Supplies & Materials	37,061	23,945	29,891	29,304
275 Motor Fuels and Lubricant	22,148	24,615	24,616	24,615
280 Subscriptions and Memberships	1,305	1,240	817	802
299 Operating Equipment	198,823	7,025	6,890	4,100
TOTAL DIRECT OPER. CHRGS. & SRVCS.	365,630	110,284	125,886	115,693
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment - Parts	58,890	26,400	37,320	36,000
TOTAL SRVCS & CHRGS TRANSFER IN	58,890	26,400	37,320	36,000
DEBT SERVICE				
640 Other Debt Principal	174,681	176,915	176,767	182,298
641 Other Debt Interest	40,191	34,792	34,934	29,373
TOTAL DEBT SERVICE	214,872	211,707	211,701	211,671

Fund: GENERAL

Division: FIRE PROTECTION

Department: (20) FIRE

Division No.: 40151

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
CONTINGENCIES					
801	Division Contingency	<u>0</u>	<u>3,198</u>	<u>0</u>	<u>5,000</u>
	TOTAL CONTINGENCIES	0	3,198	0	5,000
TOTAL EXPENDITURES		<u>4,573,356</u>	<u>4,073,974</u>	<u>4,178,050</u>	<u>3,947,016</u>

Mission:

The mission of the Office of Emergency Management (OEM) Division is to prepare and coordinate actions to minimize loss of life and property damage caused by natural and manmade disasters and terrorist incidents.

Services:

The Office of Emergency Management Division provides for four phases of disaster management: preparedness, mitigation, response, and recovery. The Carbondale Emergency Operations Plan (EOP) is the guiding document for all phases of disaster management.

Contact Information:

The Office of Emergency Management is located at 401 N. Glenview Drive, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3245, email: firedept@explorecarbondale.com;
Facebook: <https://www.facebook.com/Carbondale-Office-of-Emergency-Management-121653951178202/>

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Increase awareness of mitigation as the best way to reduce the impact of hazards
- Provide outreach programming to the community on simple mitigation measures
- Make presentations to community groups and organizations on emergency preparedness
- Enhance community safety during times of adverse weather or other potential disasters
- Review and update the City's EOP
- Activate the Emergency Operations Center (EOC) whenever potential emergency situations occur
- Enhance the process of disseminating information to the community
- Use City website and social media to disseminate public service announcements

Provide high-quality City infrastructure

- Support emergency authorities and management in times of disaster
- Submit required forms and documents to the Illinois Emergency Management Agency (IEMA)
- Update critical personnel and equipment inventory list annually
- Identify emergency operating funds
- Establish strategies to facilitate the transition from immediate response issues to the recovery phase
- Improve intergovernmental coordination and communication by interacting with State and Federal agencies
- Coordinate implementation of building assessment policies that allow for quick removal of dangerous property

Build on, expand, and develop new relationships with SIU and other regional entities

- Continue to plan and participate in disaster exercises

FY 2020 Accomplishments:

- Continued training and meetings with EOC volunteer staff
- Met training, education, and exercise requirements for IEMA grant funding and accreditation
- Completed multiple disaster preparedness exercises
- Replaced Willow Street outdoor warning siren
- Continued maintenance of outdoor warning sirens

FY 2021 Actions in Support of Council Goals:

- Improve the City’s emergency and disaster mitigation efforts
- Review and update the City’s EOP, including adding additional annexes
- Exercise components of the City’s EOP with City staff and the community through training and exercises
- Continue to improve community protection and awareness regarding emergency situations
- Improve the City’s ability to respond to emergencies and decrease the time to restore the community to its normal state
- Continue storm spotting and warning notification for the citizens of Carbondale
- Continue storm siren maintenance/replacement program
- Replace Northwest Wastewater Treatment Plant outdoor warning siren
- Explore converting all outdoor warning sirens to solar power
- Coordinate with Carbondale Police Department and SIU Department of Public Safety to enhance interagency communications and emergency notifications
- Work with local agencies to enhance active shooter preparedness
- Re-apply for state emergency management accreditation
- Attend local, regional, and state meetings and training to stay updated and prepared
- Apply for Emergency Management Assistance (EMA) Grant Program
- Complete a threat hazard assessment of the City for IEMA

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
OEM Coordinator/ Training Officer (Fire Captain)	0.50	0.50	0.50	0.50	\$38,459
Deputy EMS Coordinator	0.03	0.04	0.04	0.04	\$1,822
Administrative Secretary	0.50	0.50	0.50	0.50	\$22,310
TOTAL	1.03	1.04	1.06	1.04	\$62,591

Fund: GENERAL

Division: EMERGENCY MANAGEMENT

Department: (20) FIRE

Division No.: 40161

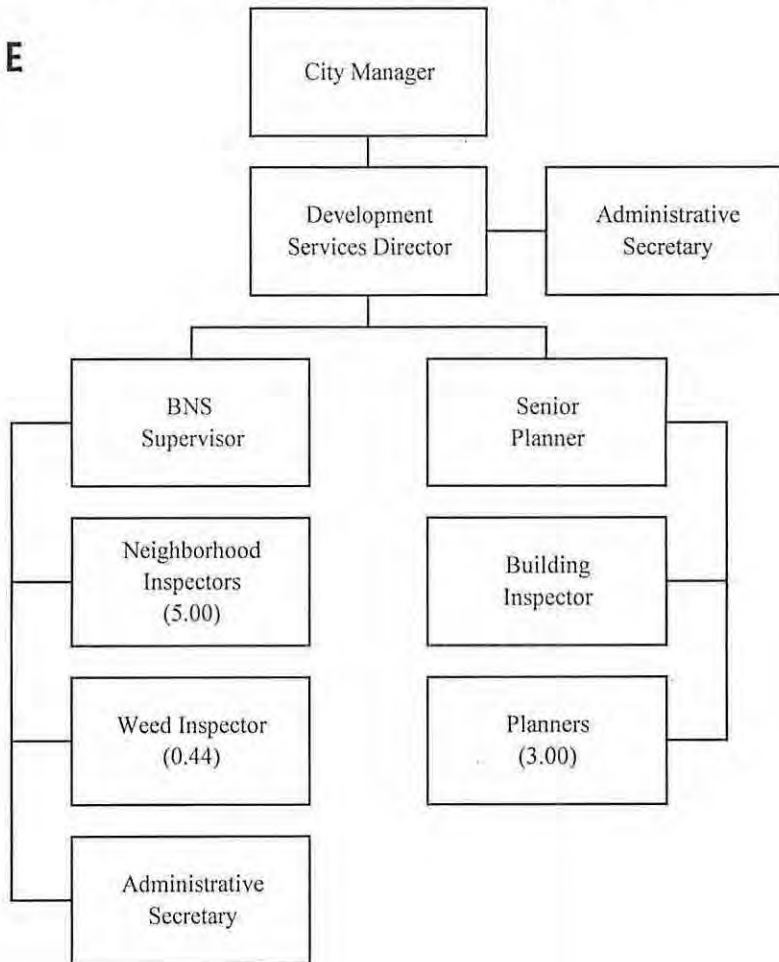
EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	80,213	61,440	63,028	62,591
102	Accrued Vacation Leave	106	0	0	0
110	Employee Overtime	2,286	4,079	5,908	4,552
130	Employee Health Insurance Benefits	11,815	13,710	15,543	18,728
131	Employee Retirement Benefits	50,147	49,497	28,403	24,600
140	Employee Work Comp. Benefits	11,094	11,780	10,133	7,303
150	Special Contractual Benefits	0	0	425	850
TOTAL PERSONAL SERVICES		155,661	140,506	123,440	118,624
DIRECT OPERATING CHARGES & SERVICES					
220	Communications - Telephone	2,456	1,961	3,958	3,538
222	Communications - Postage	7	20	10	20
230	Utilities - Electric	1,437	1,512	1,098	504
240	Travel, Conferences, Training	596	800	841	900
250	Repairs & Maint. - Equipment	4,305	4,403	4,142	4,393
260	Rental Charges	7,458	7,459	7,459	7,683
271	Other Outside Services	45	87	98	117
272	Office Supplies	217	200	200	200
273	Operating Supplies & Materials	1,943	1,998	1,548	1,998
275	Motor Fuels and Lubricant	1,296	2,790	2,020	2,790
280	Subscriptions and Memberships	478	413	413	413
TOTAL DIRECT OPER. CHRGS. & SRVCS.		20,238	21,643	21,787	22,556
SERVICES AND CHARGES TRANSFERRED IN					
311	Vehicle & Equipment - Parts	1,070	960	960	960
TOTAL SRVCS & CHRGS TRANSFER IN		1,070	960	960	960
CAPITAL OUTLAY					
503	Machinery & Equipment	0	0	0	6,640
TOTAL CAPITAL OUTLAY		0	0	0	6,640
TOTAL EXPENDITURES		176,969	163,109	146,187	148,780

CITY OF CARBONDALE, ILLINOIS

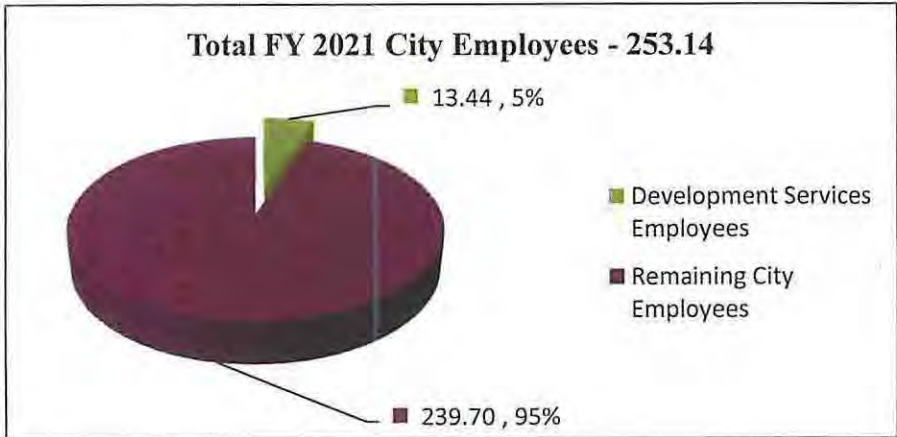
Organizational Chart



General Fund Development Services Department



Total Number of Employees
13.44



Mission:

The mission of the Planning and Development Management Division is to facilitate the orderly growth and development of the City and property within the extra territorial jurisdiction.

Services:

The Division is responsible for the administration of the City's zoning, subdivision, and site plan regulations. The Division coordinates growth management relating to annexations and development within the extra territorial jurisdiction. Staff is responsible for updating and implementing the Comprehensive Plan, the Downtown Master Plan, and the Bicycle Master Plan. Staff provides support to the Planning Commission, Preservation Commission, and the Zoning Board of Appeals. The Division collects and analyzes census data and serves as the point of contact to the U.S. Census Bureau. Staff members serve on various boards including the Illinois Chapter of the American Planning Association, Carbondale Main Street, and Keep Carbondale Beautiful.

Contact Information:

The Planning and Development Management Division is located at 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3248, email: cwallace@explorecarbondale.com

Activities in Support of City Council Goals:

Encourage progressive economic development, tourism, arts, and entertainment

- Develop strategies to market Carbondale as a Bicycle Friendly Community to attract bicycle tourists
- Examine ways to expedite the development process
- Educate the public on the City's regulations and processes to help facilitate development

Provide high-quality City infrastructure

- Continue to seek out funding to improve bicycle infrastructure throughout the community
- Provide timely and effective customer service to residents and prospective developers
- Expand the City's boundary and zoning jurisdiction in areas experiencing growth

Use the downtown master plan as a guide to revitalize the City Center

- Implement recommendations included in the Downtown Master Plan
- Work with local organizations to help foster activity in the downtown
- Encourage development in the downtown consistent with the Downtown Master Plan's vision

Beautify streetscapes and enhance residential development/rehabilitation

- Support the City's Preservation Commission in encouraging historic preservation throughout the community
- Continue to promote the City's housing grants to encourage investment in aging properties
- Maintain close relationships with neighborhood organizations and citizens to understand specific challenges or concerns affecting neighborhoods
- Host public forums with realtors and other interested parties to provide information on the City's various incentive programs

FY 2020 Accomplishments:

- Continued to improve and promote the bicycle network within the City
- Organized a variety of events for "Bike to Work" month in May
- The City was awarded \$2 million to acquire and demolish the Econolodge hotel which is located within the floodplain
- Staff served on the Illinois Chapter of the American Planning Association's awards committee
- Through the City's housing programs, the City assisted 15 homeowners and homebuyers with curb appeal related rehabilitation, down payment and closing costs, and the conversion of rental property to owner-occupied property

FY 2020 Accomplishments: (Cont'd)

- Awarded IHDA grant of \$378,000
- Worked with multiple developers to assist in the orderly growth of the City
- Worked with the Carbondale Chamber of Commerce to develop a welcome packet for new residents
- Secured funding to develop a Wayfinding Master Plan for the City
- Begin preparations for the upcoming 2020 Census; lead meetings of the Complete Count Committee
- Partnered with SIU and the Chicago Field Museum to complete a community-wide survey of milkweed to facilitate the attraction of monarch butterflies

FY 2021 Actions in Support of Council Goals:

- Develop customer-friendly brochures to help developers navigate through the development process
- Focus on implementing recommendations in the Bicycle Master Plan including education, bike infrastructure, bike sharing programs, and funding opportunities
- Pursue the annexation of new properties through outreach and education
- Continue to implement items recommended in the Downtown Master Plan including developing wayfinding signage
- Increase community awareness of historic preservation through educational events and outreach
- Complete a City-wide random sample housing survey to assist with the City's future applications for housing rehabilitation funds
- Apply for additional funds through the IDNR's Hazard Mitigation Program to acquire and demolish additional properties located within the floodplain
- Administer a \$378,000 IHDA grant over the course of FY 2021 and FY 2022
- Complete the Wayfinding Master Plan for the City
- Complete Downtown Parking Study

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Development Services Director	1.00	1.00	1.00	1.00	\$98,664
Senior Planner	0.88	1.00	0.00	0.00	\$0
Planner	2.00	2.00	2.43	3.00	\$152,236
Building Inspector	1.00	1.00	1.00	1.00	\$63,245
Administrative Secretary	0.86	1.00	1.00	1.00	\$35,621
TOTAL	5.74	6.00	5.43	6.00	\$349,766

Fund: GENERAL

Division: PLANNING & DEVELOPMENT

MANAGEMENT

Department: (25) DEVELOPMENT SERVICES

Division No.: 40200

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	318,787	320,762	314,703	349,766
102	Accrued Vacation Leave	(1,158)	0	0	0
110	Employee Overtime	988	2,042	1,565	2,020
130	Employee Health Insurance Benefits	73,255	84,990	80,473	91,720
131	Employee Retirement Benefits	57,304	54,426	51,484	59,480
140	Employee Work Comp. Benefits	4,501	4,809	4,385	3,728
141	Employee Unemp Comp. Benefits	0	0	4,295	1,851
150	Special Contractual Benefits	528	500	500	500
TOTAL PERSONAL SERVICES		454,205	467,529	457,405	509,065
DIRECT OPERATING CHARGES & SERVICES					
210	Publishing & Filing Fees	1,406	1,400	1,500	1,400
220	Communications - Telephone	1,546	1,523	1,500	1,222
222	Communications - Postage	1,682	2,000	1,310	2,000
240	Travel, Conferences, Training	2,865	3,350	3,350	3,350
270	Outside Printing Services	299	440	200	440
271	Other Outside Services	7,213	7,903	4,948	3,251
272	Office Supplies	1,851	900	1,116	900
273	Operating Supplies & Materials	2,009	4,450	3,850	4,450
275	Motor Fuels and Lubricant	557	945	550	945
280	Subscriptions and Memberships	1,469	1,910	1,725	2,340
282	Licenses and Taxes	100	100	100	100
299	Operating Equipment	0	850	835	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.		20,997	25,771	20,984	20,398
SERVICES AND CHARGES TRANSFERRED IN					
311	Vehicle & Equipment - Parts	925	1,200	379	1,200
TOTAL SRVCS & CHRGS TRANSFER IN		925	1,200	379	1,200
NON-OPERATING CHARGES					
440	Program Grants	0	2,128,715	1,700,000	135,000
TOTAL NON-OPERATING CHARGES		0	2,128,715	1,700,000	135,000
TOTAL EXPENDITURES		<u>476,127</u>	<u>2,623,215</u>	<u>2,178,768</u>	<u>665,663</u>

Mission:

The mission of the Building and Neighborhood Services Division (BNS) is to protect the public's health and safety and to enhance the quality of the City's residential and commercial areas to ensure a safe environment.

Services:

The Building and Neighborhood Services Division is responsible for inspecting buildings and property to ensure compliance with building, fire prevention, zoning, electrical, plumbing, housing, and environmental standards within the community. The Division is also responsible for administering the City's Mandatory Rental Inspections Program which helps protect residents from substandard housing practices. The BNS Division responds to complaints and provides assistance to residents experiencing housing issues. The Division strives to provide prompt service to residents in order to improve conditions throughout the community.

Contact Information:

The Building and Neighborhood Services Division is located at 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3251, email: jlenzini@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Ensure quality commercial site and building standards through dedicated enforcement of codes, especially in terms of fire safety, structural stability, energy conservation, and accessibility
- Ensure high quality of life for all residents through enforcement of housing and neighborhood codes
- Attend and participate in Study Circles Neighborhood Action Group and other neighborhood groups

Encourage progressive economic development, tourism, arts and entertainment

- Assist developers, contractors, and designers with interpretations of codes, timely review of plans, and issuance of permits
- Provide information and timely issuance of tax exemption certificates for projects in the Enterprise Zone
- Assist the Economic Development Director, business owners, and developers with locating properties available for development

Build on, expand, and develop new relationships with SIU and other regional entities

- Assist students and parents with housing issues and remediation of violations
- Continue to work with SIU student legal assistance, and other SIU departments on student housing and life issues

Beautify streetscapes and enhance residential development/rehabilitation

- Improve the aesthetics of the City's main thoroughfares through enforcement of site development requirements for commercial and residential properties both during initial construction and through ongoing maintenance operations
- Identify unsightly or blighted properties and use concentrated code enforcement to improve their appearance
- Focus on exterior aesthetics during mandatory rental housing inspections and convey the importance of such to staff

FY 2020 Accomplishments:

- Completed 2,700 mandatory rental housing inspections
- Maintained International Code Council (ICC) certifications for all Neighborhood Inspectors and the Supervisor
- A Fire Inspector I certification was earned by a Neighborhood Inspector, and extensive training was completed
- Assumed fire inspection responsibilities for commercial, hotel, multi-family structures, and liquor license establishments
- Maintained an accurate database of all rental properties
- Maintained registration and licensing for construction trades and businesses as specified in City code

FY 2020 Accomplishments: (Cont'd)

- Actively patrolled neighborhoods to ensure cleanliness, especially during high traffic weekend events such as Polar Bear, Solar Bear, SIU Homecoming, and Halloween
- Continued parking enforcement and unlicensed and inoperable vehicle enforcement, both on public streets and private property
- Provided a housing issues presentation through SIU Student Legal Assistance to SIU students
- Actively communicated with the Carbondale Police Department on violations pertaining to the nuisance property code

FY 2021 Actions in Support of Council Goals:

- Continue proactive code enforcement focused on aesthetics and curb appeal for all property including commercial, residential rentals, and owner-occupied homes, with increased attention in FY 2021 to residential rental properties
- Proactive enforcement of housing standards with emphasis on timely violation abatement, and citations for unresolved violations
- Continue participation with SIU students, staff, community, and neighborhood groups
- Provide assistance to developers, designers, and contractors with code information, locating suitable property, timely permits, and tax exemption certifications to enhance new development

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Building & Neighborhood Services Supervisor	1.00	1.00	1.00	1.00	\$78,830
Neighborhood Inspector	4.64	5.00	5.00	5.00	\$254,840
Administrative Secretary	1.00	1.00	1.00	1.00	\$40,298
Weed Control Inspector	0.35	0.48	0.44	0.44	\$16,010
TOTAL	6.99	7.48	7.44	7.44	\$389,979

Fund: GENERAL

Division: BUILDING & NEIGHBORHOOD

SERVICES

Department: (25) DEVELOPMENT SERVICES

Division No.: 40210

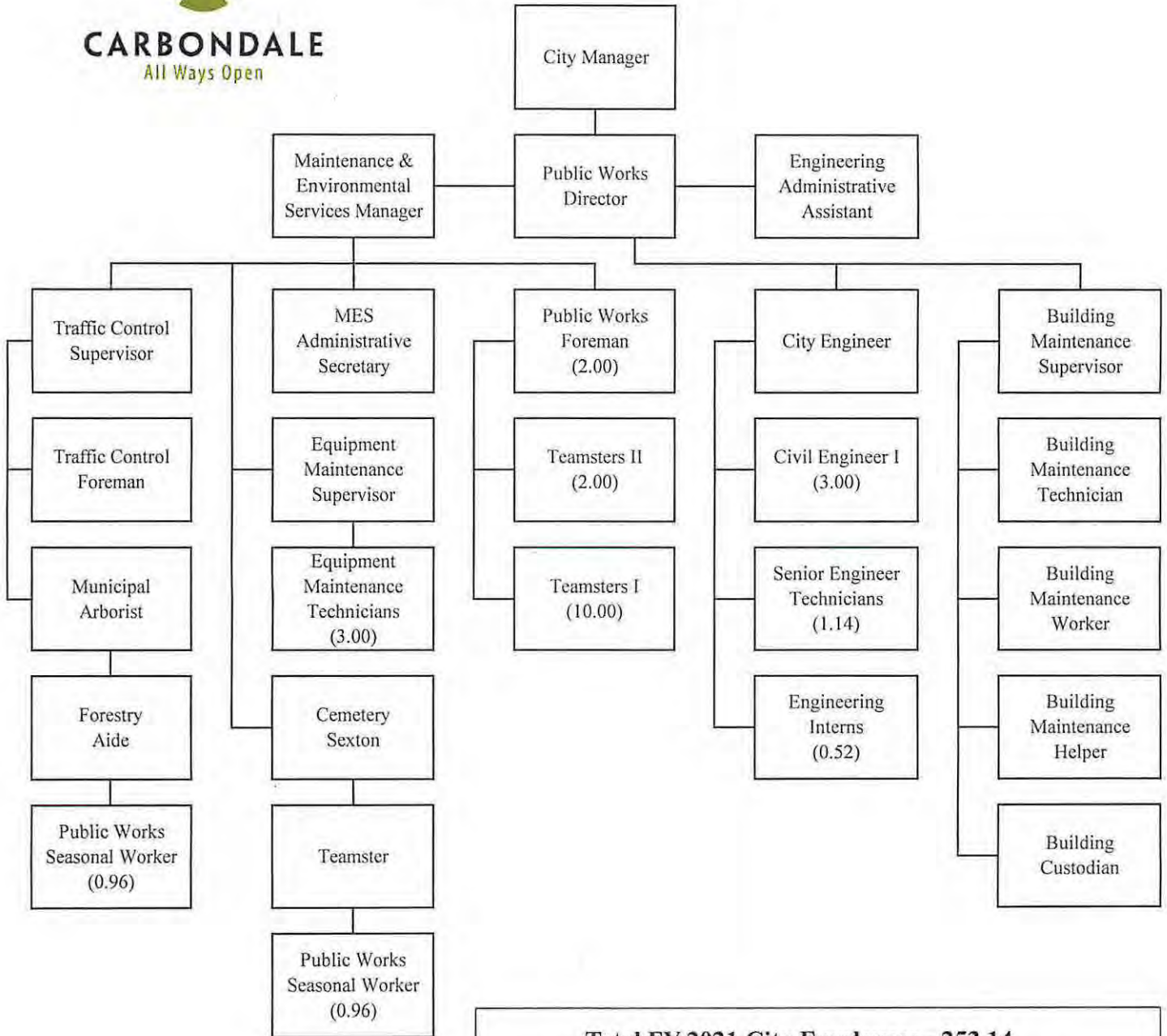
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
PERSONAL SERVICES				
100 Employee Salary and Wages	351,025	379,786	378,519	389,979
102 Accrued Vacation Leave	1,125	0	0	0
110 Employee Overtime	928	3,373	1,190	1,890
130 Employee Health Insurance Benefits	62,210	65,921	74,013	77,520
131 Employee Retirement Benefits	62,487	62,575	62,797	67,105
140 Employee Work Comp. Benefits	27,714	23,724	21,676	18,519
141 Employee Unemployment Comp. Benefits	0	2,400	2,400	2,400
150 Special Contractual Benefits	2,975	3,800	3,800	3,800
TOTAL PERSONAL SERVICES	508,464	541,579	544,395	561,213
DIRECT OPERATING CHARGES & SERVICES				
220 Communications - Telephone	3,340	3,161	2,343	4,944
222 Communications - Postage	2,547	3,900	2,720	3,200
240 Travel, Conferences, Training	565	1,080	859	1,080
250 Repairs & Maint. - Equipment	0	600	600	600
270 Outside Printing Services	1,729	2,000	1,500	2,000
271 Other Outside Services	29,257	35,401	35,000	35,522
272 Office Supplies	4,145	3,000	4,689	4,800
273 Operating Supplies & Materials	4,346	1,800	1,096	11,608
275 Motor Fuels and Lubricant	3,668	5,130	4,320	5,130
280 Subscriptions and Memberships	754	555	575	555
299 Operating Equipment	0	0	0	3,534
TOTAL DIRECT OPER. CHRGS. & SRVCS.	50,351	56,627	53,702	72,973
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment - Parts	4,700	4,200	5,200	5,200
TOTAL SRVCS & CHRGS TRANSFER IN	4,700	4,200	5,200	5,200
TOTAL EXPENDITURES	563,515	602,406	603,297	639,386

CITY OF CARBONDALE, ILLINOIS

Organizational Chart



General Fund Public Works Department



Total Number of Employees
40.58



Mission:

The mission of the Engineering and Administration Division is to provide overall administrative direction for the Public Works Department and to provide professional engineering services for the City.

Services:

The Director of Public Works oversees all of the Public Works Department's Divisions. Major responsibilities include: development and implementation of the Five-Year Community Investment Program (CIP); Water Treatment and Distribution; Wastewater Treatment, Collection, and Pumping Stations; Lake Management; Central Laboratory Operations; Streets, Sidewalks, Traffic Signals, Signs, and Storm Water Facilities; Refuse and Recycling Collection and Disposal; Forestry; Cemeteries; Municipal Rental Properties; Equipment and Building Maintenance; Surveying and Engineering Services; and utility mapping and record keeping. The Division's engineering staff compiles the Five-Year CIP, designs and provides resident engineering for City construction projects, maintains records of City utilities and construction plans, locates the City's rights-of-way, acquires rights-of-way for projects, and coordinates the work of professional consultants working on CIP projects.

Contact Information:

The Engineering and Administration Division is located in City Hall at 200 S. Illinois Avenue, Carbondale, Illinois 62901; the contact information is as follows: phone (618) 457-3270, email: shenry@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Improve the aesthetics of the welcoming corridors into Carbondale

Encourage progressive economic development, tourism, arts and entertainment

- Provide long-term financial planning for infrastructure projects

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Prioritize potential projects within available funding
- Identify future projects and needs and plan for them in the Community Investment Program

Provide high-quality City infrastructure

- Design and construct improvements throughout the City

Use the downtown master plan as a guide to revitalize the City Center

- Use the downtown plan as a guide document for current and future infrastructure improvement projects

Beautify streetscapes and enhance residential development/rehabilitation

- Identify and plan for future projects that will enhance residential development

FY 2020 Accomplishments:

- Prepared the City's Five-Year Community Investment Program
- Designed and constructed numerous CIP projects; information on specific projects can be found in the various CIP and Replacement Division Budgets
- Obtained easements for various projects and utility needs
- Assisted citizens with approximately 200 requests for information and assistance
- Updated utility maps and information books
- Reviewed site plans and prepared annexation plats

FY 2020 Accomplishments: (Cont'd)

- Reviewed and approved approximately 70 utility permits for installation of utilities within City rights-of-way
- Located right-of-way lines for citizens and private developments
- Utilized summer engineering interns to support cooperative learning programs with Southern Illinois University

FY 2021 Actions in Support of Council Goals:

- Provide oversight and administration for all Public Works Divisions
- Design and construct CIP projects as approved by the City Council
- Assist citizens with information requests and concerns
- Continue to update mapping and utility information in the City's Geographic Information System (GIS)
- Continue the use of summer engineering interns to support cooperative learning programs with Southern Illinois University

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Public Works Director	1.00	1.00	1.00	1.00	\$106,488
City Engineer	0.90	1.00	1.00	1.00	\$81,202
Civil Engineer III	0.78	1.00	0.00	0.00	\$0
Civil Engineer I	2.22	3.00	3.00	3.00	\$145,408
Senior Engineer Technician	1.17	1.14	1.14	1.14	\$76,041
Engineer Technician Interns	0.58	0.48	0.83	0.52	\$15,274
Administrative Assistant	1.00	1.00	1.00	1.00	\$45,143
TOTAL	7.65	8.62	7.97	7.66	\$469,556

Fund: GENERAL

Division: ENGINEERING & ADMINISTRATION

Department: (40) PUBLIC WORKS

Division No.: 40300

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	473,800	459,273	468,936	469,556
102	Accrued Vacation Leave	966	0	0	0
110	Employee Overtime	5,723	6,205	2,546	6,096
130	Employee Health Insurance Benefits	71,785	77,912	74,013	79,735
131	Employee Retirement Benefits	83,878	75,454	76,030	80,215
140	Employee Work Comp. Benefits	3,047	2,784	2,130	930
150	Special Contractual Benefits	550	600	600	600
TOTAL PERSONAL SERVICES		639,749	622,228	624,255	637,132
DIRECT OPERATING CHARGES & SERVICES					
210	Publishing & Filing Fees	669	385	385	385
220	Communications - Telephone	5,493	4,263	3,250	3,263
222	Communications - Postage	156	160	260	200
240	Travel, Conferences, Training	2,187	2,955	2,925	3,783
250	Repairs & Maint. - Equipment	480	425	425	425
271	Other Outside Services	1,051	2,683	2,645	2,471
272	Office Supplies	3,691	4,110	4,360	4,110
273	Operating Supplies & Materials	21,508	18,490	20,895	20,780
275	Motor Fuels and Lubricant	2,417	2,970	2,911	2,970
280	Subscriptions and Memberships	2,098	2,713	2,690	2,700
TOTAL DIRECT OPER. CHRGS. & SRVCS.		39,750	39,154	40,746	41,087
SERVICES AND CHARGES TRANSFERRED IN					
311	Vehicle & Equipment - Parts	3,241	3,500	1,800	3,285
TOTAL SRVCS & CHRGS TRANSFER IN		3,241	3,500	1,800	3,285
EXPENDITURES TRANSFERRED OUT					
700	Serv. & Chrg. To Operating Divisions	(389,074)	(331,899)	(315,725)	(348,340)
710	Serv. & Chrg. To Capital Projects	(427,418)	(488,000)	(470,188)	(497,000)
TOTAL EXPENDITURES TRANS OUT		(816,492)	(819,899)	(785,913)	(845,340)
TOTAL EXPENDITURES		(133,752)	(155,017)	(119,112)	(163,836)



Mission:

The mission of the Equipment Maintenance Division (EMD) is to repair and maintain City-owned and operated automobiles, trucks, tractors, mowers, small power equipment, generators, and other construction and maintenance type mechanical equipment. The EMD is also responsible for maintaining the City's 24-hour fueling facility that is used by all City vehicles and several local agencies. The EMD also compiles and tracks fuel and maintenance costs for accounting, bills outside agencies for fuel costs, and conducts analyses to support efficient fleet management.

Services:

The EMD performs equipment repairs and maintenance services that range from preventive maintenance inspections to major repairs and rebuilding. The EMD also provides custom setup installation and modification work on vehicles and equipment (police cruisers) which provides cost savings in lieu of out-sourcing this work. Certain work is sent to outside shops such as new vehicle warranty issues and manufacturer recalls as well as some diesel engine repairs where the manufacturer repair facility has proprietary technology that is unavailable to our shop. There is also an advantage to out-sourcing time consuming work such as major metal fabrication which allows technician time to be used more efficiently. The EMD maintains Makanda Township and Murphysboro Fire Department vehicles for a small fee. Services also include providing the City and local agencies with 24-hour access to both gasoline and diesel fuel. Multiple types of software are used to provide reporting and analysis for divisions to improve efficiency and accountability. The shop also oversees vehicle repairs at local body repair facilities to ensure complete and cost efficient repairs and to work with insurance adjusters to recover costs associated with damaged vehicles.

Contact Information:

The Equipment Maintenance Division is located at 212 W. Willow Street, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3276, email: bmyers@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Keep vehicles and equipment in good condition and visually appealing
- Keep fleet with consistent colors and markings so to stand out as "City" vehicles

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Maintain a central repair facility to efficiently manage fleet maintenance
- Provide monthly reporting to finance
- Provide custom data analysis and reporting for the purpose of fleet replacement and efficiency
- Specify replacement vehicles and equipment from a central fleet perspective
- Actively contribute budget recommendations for maintenance and replacement to all departments

Provide high-quality City infrastructure

- ASE certified Blue Seal shop
- Use fleet software program for preventative maintenance, scheduling, and overall management
- Keep shop technology and equipment up-to-date
- Update vehicle lighting and accessory technology to improve efficiency and reliability
- Rebuild and update older equipment to delay costly replacements
- Maintain 24-hour fuel facility for all City vehicles and other local agencies

Build on, expand, and develop new relationships with SIU and other regional entities

- Continue the SIU Automotive Technology intern program with the City Garage

FY 2020 Accomplishments:

- Awarded ASE Blue Seal of Excellence qualification for the 19th consecutive year
- Maintained computerized inventory and preventive maintenance programs
- Improved the City fleet with new vehicles in Police and Public Works

FY 2021 Actions in Support of Council Goals:

- Continue high standard fleet maintenance and financial accounting
- Continue upkeep of older equipment and pursuing replacement vehicles and equipment for several departments
- Continue the intern program with the SIU Automotive Technology Department

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	\$69,328
Equipment Maintenance Technicians	3.00	3.00	3.03	3.00	\$165,182
TOTAL	4.00	4.00	4.03	4.00	\$234,510

Fund: GENERAL

Division: EQUIPMENT MAINTENANCE

Department: (40) PUBLIC WORKS

Division No.: 40310

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	230,975	237,644	230,569	234,510
102	Accrued Vacation Leave	6,728	0	0	0
110	Employee Overtime	1,562	2,018	1,389	1,908
130	Employee Health Insurance Benefits	33,188	35,092	45,333	49,712
131	Employee Retirement Benefits	42,503	39,756	39,300	41,468
140	Employee Work Comp. Benefits	14,171	16,403	13,147	7,285
150	Special Contractual Benefits	6,280	6,280	6,280	6,280
TOTAL PERSONAL SERVICES		335,407	337,193	336,018	341,163
DIRECT OPERATING CHARGES & SERVICES					
220	Communications - Telephone	743	761	617	566
222	Communications - Postage	16	32	32	32
250	Repairs & Maint. - Equipment	13,319	1,200	10,000	1,669
271	Other Outside Services	3,542	4,711	4,536	4,607
272	Office Supplies	507	865	850	865
273	Operating Supplies & Materials	3,674	4,560	4,500	4,560
275	Motor Fuels and Lubricant	2,697	2,818	2,690	2,818
280	Subscriptions and Memberships	405	832	847	847
299	Operating Equipment	0	0	0	4,995
TOTAL DIRECT OPER. CHRGS. & SRVCS.		24,903	15,779	24,072	20,959
SERVICES AND CHARGES TRANSFERRED IN					
311	Vehicle & Equipment - Parts	5,340	4,500	4,500	4,500
TOTAL SRVCS & CHRGS TRANSFER IN		5,340	4,500	4,500	4,500
EXPENDITURES TRANSFERRED OUT					
700	Serv. & Chrg. To Operating Divisions	(78,263)	(83,720)	(82,725)	(82,725)
715	Serv. & Chrg. To Asset Accounts	(7,148)	(6,804)	(6,746)	(6,746)
TOTAL EXPENDITURES TRANS OUT		(85,411)	(90,524)	(89,471)	(89,471)
TOTAL EXPENDITURES		280,239	266,948	275,119	277,151

Mission:

The mission of the Building Maintenance Division is to maintain and operate City buildings and facilities that support General Fund operations.

Services:

The Building Maintenance Division oversees and manages the Municipal Rental Properties (MRP) Division and provides the labor for maintaining and repairing all City buildings and facilities. The Building Maintenance division budgets for and tracks utility expenses, repair expenses, and other common expenses of City buildings and facilities including elevator contracts, fire extinguisher inspections, security and fire alarm monitoring contracts, and other such common expenses. This allows for the centralized oversight of building maintenance expenses and allows those expenses to be aggregated for additional cost savings. All General Fund supported City buildings and facilities are included in this budget. These facilities include the City Hall/Civic Center, Fire Station #1, Fire Station #2, the Public Safety Center, Oakland Cemetery, the Maintenance and Environmental Services Complex, and the Police and Fire Training Facilities.

Contact Information:

Building Maintenance Division is located at 211 W. Willow Street, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3296, email: mbollmann@explorecarbondale.com

Activities in Support of City Council Goals:

Encourage progressive economic development, tourism, arts and entertainment

- Improve aesthetics of the City's buildings, especially the downtown properties
- Support community-wide events, e.g. festivals, concerts, etc.
- Maintain buildings in an attractive and functional manner

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Consider best use of City funds when planning repairs and purchasing repair items
- Conduct a facilities condition assessment of all City facilities

FY 2020 Accomplishments:

- The Building Maintenance Division received an incentive grant through Ameren Illinois and Smart Energy Design Assistance Center (SEDAC) to perform an energy audit on the City Hall/Civic Center Heating, Ventilation, and Air Conditioning (HVAC) system. The project is estimated to save the City \$18,100 annually in energy costs
- The Building Maintenance Division constructed two new offices at the Water Treatment Plant. These offices will house the Water and Sewer Departments' foremen
- The Building Maintenance Division oversees 37 facilities performing regular facility maintenance and repair activities, including preventative maintenance; replacing overhead lamps and ballasts; Heating, Ventilation, and Air Conditioning (HVAC) service; plumbing and electrical installation and repair; painting; and general carpentry work. Other responsibilities include monitoring electric, gas, and water utility consumption across City facilities
- The Building Maintenance Division provided staff support to facilitate the opening of the Carbondale Warming Center at 608 E. College Street

FY 2021 Actions in Support of Council Goals:

- In FY 2021, the Building Maintenance Division will continue to evaluate City buildings and facilities to prepare a prioritized list of needed maintenance items. As funds become available, these items will be repaired and larger cost items will be programmed into future budgets
- In FY 2021 Building Maintenance Staff will continue to seek cost effective ways to reduce energy consumption at City facilities

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Building Maintenance Supervisor	1.00	1.00	1.00	1.00	\$65,284
Building Maintenance Technician	1.00	1.00	1.00	1.00	\$47,961
Building Maintenance Worker	1.00	1.00	1.00	1.00	\$45,143
Building Maintenance Helper	1.00	1.00	1.00	1.00	\$36,624
Building Custodian	1.00	1.00	1.00	1.00	\$33,888
TOTAL	5.00	5.00	5.00	5.00	\$229,788

Fund: GENERAL

Division: BUILDING MAINTENANCE

Department: (40) PUBLIC WORKS

Division No.: 40330

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
PERSONAL SERVICES				
100 Employee Salary and Wages	216,279	223,119	223,119	229,788
102 Accrued Vacation Leave	562	0	0	0
110 Employee Overtime	2,693	1,591	2,933	1,613
130 Employee Health Insurance Benefits	36,582	38,253	40,174	43,280
131 Employee Retirement Benefits	39,954	36,991	37,871	40,146
140 Employee Work Comp. Benefits	11,160	12,641	10,565	6,912
150 Special Contractual Benefits	4,250	4,250	4,250	4,250
TOTAL PERSONAL SERVICES	311,480	316,845	318,912	325,989
DIRECT OPERATING CHARGES & SERVICES				
230 Utilities - Electric	156,872	154,446	141,391	142,991
231 Utilities - Gas	58,055	30,337	43,935	30,337
232 Utilities - Water & Sewer	9,028	12,000	9,425	12,000
251 Repairs & Maint. - Bldg. & Structure	56,618	52,239	53,269	55,000
271 Other Outside Services	19,579	25,239	23,141	25,327
273 Operating Supplies & Materials	310	0	0	0
275 Motor Fuels and Lubricant	0	621	826	621
281 Insurance and Bonds	29,878	30,136	33,007	38,322
TOTAL DIRECT OPER. CHRGS. & SRVCS.	330,340	305,018	304,994	304,598
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment - Parts	0	250	41	250
TOTAL SRVCS & CHRGS TRANSFER IN	0	250	41	250
EXPENDITURES TRANSFERRED OUT				
700 Serv. & Chrg. To Operating Divisions	(94,538)	(82,563)	(100,609)	(166,364)
TOTAL EXPENDITURES TRANS OUT	(94,538)	(82,563)	(100,609)	(166,364)
TOTAL EXPENDITURES	547,282	539,550	523,338	464,473

Mission:

The mission of the Street Maintenance Division is to maintain public streets, alleys, sidewalks, storm drainage facilities, parking lots, and other appurtenances situated upon public properties and to provide public street lighting along those same public ways.

Services:

The Street Maintenance Division furnishes labor and materials to provide maintenance of traffic signals, highway lighting, signs and markings; snow and ice control for public streets; street, sidewalk and alley repairs; storm water facilities maintenance; street cleaning and sanitation; parade control and special event setup; and certain special programs such as installation of holiday decorations, spring cleanup, fall curbside leaf collection, and message banner installation.

Assisting the Street Maintenance Division, the Maintenance and Environmental Services Manager provides additional supervision for the Equipment Maintenance, Forestry, Cemetery, Building Maintenance, Rental Properties, and Refuse and Recycling Divisions.

Contact Information:

The Street Maintenance Division is located at 212 W. Willow Street, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3275, email: rhardin@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Improve aesthetics of entry ways to the City
- Support community-wide events e.g. festivals, concerts
- Maintain roadways during periods of snow and ice accumulations in a reasonably safe condition

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Examine existing City fee structures and seek strategies to increase revenue
- Instill a culture of ownership in the City budget
- Consider a storm water utility fee

Provide high-quality City infrastructure

- Evaluate services based on return of investment
- Reduce pavement failures by resurfacing, crack sealing, and patching
- Reduce flash flooding by ditching, culvert maintenance, and inlet maintenance
- Ensure all traffic signals, signs, and pavement markings meet standards of the Manual on Uniform Traffic Control Devices

Use the downtown master plan as a guide to revitalize the City Center

- Maintain and service litter containers along right-of-ways and downtown
- Collect litter in targeted public locations
- Support Keep Carbondale Beautiful and Adopt-a-Spot program which coordinate community service groups to remove litter from various locations

Beautify streetscapes and enhance residential development/rehabilitation

- Provide adequate sidewalks throughout the City
- Address the need for improved street lighting
- Inspect pavement markings and striping; replace as needed
- Inspect and replace City owned property, e.g. signs, benches, and trash cans to improve overall appearance
- Support all other divisions of the City when needed

FY 2020 Accomplishments:

- Swept over 7,000 lane-miles of streets and disposed of over 3,250 cubic yards of street sweepings
- Installed over 600 new signs and posts
- Cleared over 3,000 miles of snow and ice covered roadways
- Repaired approximately 500 square yards of pavement
- Applied over 12,750 pounds of joint sealer material
- Emptied over 3,500 trash cans throughout the Downtown area
- Cleaned over 2,100 linear feet of roadside drainage ditch
- Cleared over 3,000 blockages from storm sewers and inlets
- In cooperation with the Forestry and Cemetery Divisions' staffs, spent nearly 900 hours performing vacuum leaf pickups
- Assisted other City divisions with over 2,000 hours of labor assistance
- Provided parade and event assistance with over 500 hours of labor assistance
- Assisted other City divisions by providing over 2,000 hours of labor assistance
- Completed Arbor District Christmas Light Project
- Completed Wall Street Speed Reduction Project; installed three-way stop, 4 flashing beacons, and narrowed traffic lanes

FY 2021 Actions in Support of Council Goals:

- The Street Maintenance Division will continue ongoing street repair and maintenance programs, including street sweeping, roadway patching and repair, snow and ice operations, maintenance of traffic signals, roadway lighting, signs and pavement markings, drainways clearing, street crack and surface sealing, cleaning storm sewers, catch basins and culverts
- The Street Maintenance Division will continue to transfer personnel services to support other various funds including Refuse and Recycling, Parking System, and Water and Sewer Divisions
- The Street Maintenance Traffic Control Division will continue to assist all City divisions when traffic assistance is requested and also set up traffic control for parades and festivals on City streets
- Curbside loose leaf collection will be continued for a fee established by City Council Resolution

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Maintenance & Environmental Services Manager	1.00	1.00	1.00	1.00	\$96,090
Traffic Control Supervisor	1.00	1.00	1.00	1.00	\$78,482
Administrative Secretary	0.79	1.00	1.00	1.00	\$36,749
Traffic Control Foreman	1.00	1.00	1.00	1.00	\$58,589
Public Works Foreman	2.00	2.00	2.00	2.00	\$119,412
Teamster II	2.00	2.00	2.00	2.00	\$106,926
Teamster I	10.76	11.00	10.30	10.00	\$519,715
TOTAL	18.55	19.00	18.30	18.00	\$1,015,964

Fund: GENERAL

Division: STREET MAINTENANCE

Department: (40) PUBLIC WORKS

Division No.: 40350

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	968,519	1,037,957	1,005,993	1,015,964
102	Accrued Vacation Leave	5,025	0	0	0
110	Employee Overtime	41,862	49,421	51,000	50,904
112	Employee Premium Pay	0	0	2,799	0
130	Employee Health Insurance Benefits	193,514	202,329	221,359	235,856
131	Employee Retirement Benefits	182,974	176,740	177,494	183,025
140	Employee Work Comp. Benefits	123,771	154,039	119,568	56,710
141	Employee Unemployment Comp. Benefits	764	0	(764)	0
150	Special Contractual Benefits	13,600	13,600	14,900	14,900
TOTAL PERSONAL SERVICES		1,530,029	1,634,086	1,592,349	1,557,359
DIRECT OPERATING CHARGES & SERVICES					
220	Communications - Telephone	4,123	3,807	3,116	2,831
222	Communications - Postage	2	60	10	60
230	Utilities - Electric	187,300	186,215	205,026	0
240	Travel, Conferences, Training	1,864	5,291	4,500	5,150
250	Repairs & Maint. - Equipment	3,079	3,000	2,959	3,049
251	Repairs & Maint. - Bldg. & Structure	1,807	3,200	3,150	3,200
252	Repairs & Maint. - Other Improvements	32,249	34,540	33,000	34,540
260	Rental Charges	4,473	4,531	3,250	4,531
270	Outside Printing Services	152	250	0	250
271	Other Outside Services	26,223	33,833	31,000	34,951
272	Office Supplies	1,091	1,275	2,136	1,525
273	Operating Supplies & Materials	74,035	29,680	31,000	29,680
275	Motor Fuels and Lubricant	40,999	46,710	38,908	46,710
280	Subscriptions and Memberships	3,699	3,740	4,387	3,740
282	Licenses and Taxes	424	0	0	0
299	Operating Equipment	4,501	0	0	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.		386,021	356,132	362,442	170,217
SERVICES AND CHARGES TRANSFERRED IN					
311	Vehicle & Equipment - Parts	110,868	96,000	104,000	84,000
372	Solid Waste Management Services	47,298	17,711	5,700	20,064
TOTAL SRVCS & CHRGS TRANSFER IN		158,166	113,711	109,700	104,064
CAPITAL OUTLAY					
504	Licensed Vehicles	464,820	58,510	58,510	0
TOTAL CAPITAL OUTLAY		464,820	58,510	58,510	0

Fund: GENERAL

Division: STREET MAINTENANCE

Department: (40) PUBLIC WORKS

Division No.: 40350

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
DEBT SERVICE					
640	Other Debt Principal	0	38,673	40,270	41,613
641	Other Debt Interest	0	16,691	12,319	11,176
TOTAL DEBT SERVICE		0	55,364	52,589	52,789
EXPENDITURES TRANSFERRED OUT					
700	Serv. & Chrg. To Operating Divisions	(216,740)	(190,251)	(143,380)	(203,480)
710	Serv. & Chrg. To Capital Projects	0	0	(18,901)	0
TOTAL EXPENDITURES TRANS OUT		(216,740)	(190,251)	(162,281)	(203,480)
TOTAL EXPENDITURES		<u>2,322,296</u>	<u>2,027,552</u>	<u>2,013,309</u>	<u>1,680,949</u>

Mission:

The mission of the Cemetery Division is to provide an attractive place of interment for deceased persons.

Services:

The City maintains two cemeteries. The older, Woodlawn Cemetery, is of historical significance as the place of the first Memorial Day Service in Illinois and is listed on the National Register of Historic Places; burials are no longer made in Woodlawn Cemetery. Oakland Cemetery is the only municipally owned cemetery available for interments within the City of Carbondale.

Contact Information:

The Cemetery Division is located at 1100 N. Oakland Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 549-1712, email: jyates@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Publicize the positive aspects of Carbondale, being proactive, using social media, and embracing the diverse nature of the community
- Improve aesthetics of the welcoming corridors into Carbondale

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Instill culture of ownership in the City budget

Provide high-quality City infrastructure

- Expand customer service, focusing on a “warm transfer” of customers
- Develop a customer-friendly City website highlighting cemetery services
- Encourage employees to bring resident concerns back to appropriate department
- Evaluate services based on return of investment

FY 2020 Accomplishments:

- Performed 57 burials
- Maintained 98.7 acres of cemetery
- Sold 34 burial spaces
- Woodlawn was registered as fully exempt cemetery as it is not open to internments
- Oakland was registered as partially exempt cemetery under the 2010 Cemetery Oversight Act as it is a publicly owned cemetery still allowing internments
- Cemetery Sexton was licensed as Cemetery Manager
- Opened a new section of Oakland Cemetery for Natural Burials
- Updated burial database to new web based software

FY 2021 Actions in Support of Council Goals:

- Cemetery Division will continue to keep both Woodlawn and Oakland Cemeteries in clean, well-groomed condition
- Cemetery Division will continue to comply with 2010 Cemetery Oversight Act which set forth new operating standards and regulatory requirements for all Illinois cemeteries
- Continue to record all interments within 10 working days into cemetery oversight database
- Develop a City webpage for the cemetery that has better mapping and more information on grave locations
- Use social media to publicize the City cemetery

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Sexton	1.00	1.00	1.00	1.00	\$60,823
Teamster I	1.00	1.00	1.00	1.00	\$53,411
Public Works Seasonal Worker	.95	0.96	.86	.96	\$28,758
TOTAL	2.95	2.96	2.86	2.96	\$142,992

Fund: GENERAL

Division: CEMETERY

Department: (40) PUBLIC WORKS

Division No.: 40370

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	127,381	131,880	135,844	142,992
102	Accrued Vacation Leave	1,457	0	0	0
110	Employee Overtime	5,197	8,426	6,847	8,710
130	Employee Health Insurance Benefits	37,724	38,019	43,487	46,849
131	Employee Retirement Benefits	21,049	20,563	20,767	22,152
140	Employee Work Comp. Benefits	13,039	13,490	10,279	4,393
141	Employee Unemployment Comp. Benefits	5,270	3,594	3,594	3,594
150	Special Contractual Benefits	1,700	1,700	1,800	1,800
TOTAL PERSONAL SERVICES		212,817	217,672	222,618	230,490
DIRECT OPERATING CHARGES & SERVICES					
210	Publishing & Filing Fees	611	450	427	450
220	Communications - Telephone	1,371	1,242	1,032	1,106
222	Communications - Postage	0	3	1	0
232	Utilities - Water & Sewer	49	54	50	54
240	Travel, Conferences, Training	0	150	0	150
250	Repairs & Maint. - Equipment	90	190	95	190
251	Repairs & Maint. - Bldg. & Structure	42	37	38	37
252	Repairs & Maint. - Other Improvements	4,730	4,491	2,800	4,491
260	Rental Charges	23	50	0	50
270	Outside Printing Services	22	150	100	150
271	Other Outside Services	18,378	3,917	3,600	3,969
272	Office Supplies	67	240	240	240
273	Operating Supplies & Materials	5,998	2,999	2,812	2,999
275	Motor Fuels and Lubricant	4,049	4,050	4,024	4,050
280	Subscriptions and Memberships	466	510	420	510
282	Licenses and Taxes	103	0	0	0
299	Operating Equipment	2,250	0	0	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.		38,249	18,533	15,639	18,446
SERVICES AND CHARGES TRANSFERRED IN					
311	Vehicle & Equipment - Parts	9,979	8,000	12,200	10,400
TOTAL SRVCS & CHRGS TRANSFER IN		9,979	8,000	12,200	10,400
EXPENDITURES TRANSFERRED OUT					
700	Serv. & Chrg. To Operating Divisions	0	(846)	0	0
TOTAL EXPENDITURES TRANS OUT		0	(846)	0	0
TOTAL EXPENDITURES		261,045	243,359	250,457	259,336

Mission:

The mission of the Forestry Management Division is to preserve and enhance the City's tree resources and to maintain vegetation on City rights-of-ways and on other public spaces controlled by the City.

Services:

The Forestry Management Division is responsible for the proper planting, trimming, removal, and care of trees on City rights-of-ways and other properties owned by the City. The Division is also responsible for vegetation control at the City's water and wastewater treatment plants, municipal parking lots, police and fire training centers, Oakland Cemetery, along City alley and street rights-of-way, along Little Crab Orchard and Piles Fork creeks, and along drainage ditches. The Forestry Management Division directs the Downtown Clean-up Program that involves weed and litter removal in designated Downtown area parking lots, the Town Square, business district alleys, and Friendship Plaza. The City's Municipal Arborist serves as an information source to residents and City staff concerning vegetation and tree related problems.

Contact Information:

The Forestry Management Division is located at 212 W. Willow, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3275, email: mmcdaniel@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Continue to pursue Tree City USA & Tree City USA Growth Awards
- Strive to create a strong sense of place and community pride
- Improve the existing landscape at all welcome entry signs and corridors
- Increase community involvement

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Apply for Ameren's "Right Tree, Right Place" grant program which provides municipalities with funds to replace trees
- Retain aesthetic and functional value of trees and reduce their liabilities
- Improve and maintain the physical appearance of the community
- Continue to provide free wood chips to the residents of Carbondale
- Instill culture of ownership in the City budget

Use the downtown master plan as a guide to revitalize the City Center

- Improve landscaping and screening of existing parking lots
- Incorporate native trees and canopy forming trees
- Use native plants for landscaping enhancements

Beautify streetscapes and enhance residential development/rehabilitation

- Install landscaping in parkways and medians, where feasible
- Continue tree maintenance program
- Use landscaping to screen blighted or unattractive items
- Use ornamental plantings in medians
- Develop "Adopt-A-Tree" or "Adopt-A-Street" program with Keep Carbondale Beautiful and Carbondale Main Street
- Develop a tree watering stewardship program

Build on, expand, and develop new relationships with SIU and other regional entities

- Continue as a member of SIU's Tree Board Committee
- Utilize Forestry students for upcoming projects

FY 2020 Accomplishments:

- Named Tree City USA by the National Arbor Day Foundation for the 38th consecutive year
- Received the prestigious Tree City USA Growth Award from the National Arbor Day Foundation for the 5th consecutive year
- Appointed to the SIU Arboretum Advisory Committee and assisted SIU in becoming the first university in Illinois to earn Level II Arboretum Accreditation
- Guest speaker to SIU Urban Forestry class
- As a member of the SIU Tree Board Committee, assisted the university in receiving their 4th National Award as a Tree Campus USA
- Planted over 100 trees with emphasis of replacement trees along S. Illinois Avenue, W. Walnut, W. Oak, and N. Washington Streets, and two municipal parking lots
- Guest speaker at Herrin Elementary School on how to identify live Christmas trees and how to plant and maintain them after the holidays
- Continued with our aggressive trimming program to clear residential sidewalks, street lighting, and City streets of obstructing limbs and other vegetation
- Partnered with Chicago Tree Initiative and Morton Arboretum, conducted first downstate “Basic Forestry Training” for Southern Illinois communities, townships, and park districts that do not have trained personnel on staff
- Collaborated with Park District staff to structural prune and remove four trees at Oakdale park and remove one tree and several yew bushes at Turley Park
- Teamed with the Carbondale Study Circles Club, Keep Carbondale Beautiful, and Founders Park Committee to conduct the first annual Arbor Day Tree Planting Ceremony at Founders Park
- Awarded \$2,500 from Ameren’s “Right Tree, Right Place” tree grant program; 16 Bradford Pears and 4 American Lindens were removed and replaced
- Conducted two Tree Walks, educating residents on varieties of tree species on City rights-of-ways

FY 2021 Actions in Support of Council Goals:

- Improve the aesthetics of the welcoming corridors into Carbondale
- Enhance curb appeal, including the areas adjacent to SIU campus
- Continue to assess and plant a diverse variety of native trees and plants throughout the community
- Promote Tree City USA honors for 39th consecutive year and strive to obtain Tree Growth Award honors for the 6th consecutive year
- Improve and enhance the overall appearance of the community by incorporating best management practices for pruning, planting, spraying, landscaping, and beautification mowing
- Continue to serve as the Illinois APWA Chapter representative on the State of Illinois Urban & Community Forestry Committee
- Continue to serve on both SIU’s Tree Board and Arboretum Advisory Committee
- Resume in the Spring with Tree Walks with the City Arborist and incorporate new locations and additional dates in the fall

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Municipal Arborist	1.00	1.00	1.00	1.00	\$54,455
Forestry Aide	1.00	1.00	1.00	1.00	\$38,127
Public Works Seasonal Workers	.96	0.96	.95	.96	\$28,643
TOTALS	2.96	2.96	2.95	2.96	\$121,225

Fund: GENERAL

Division: FORESTRY MANAGEMENT

Department: (40) PUBLIC WORKS

Division No.: 40390

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	106,483	111,052	118,633	121,225
102	Accrued Vacation Leave	(433)	0	0	0
110	Employee Overtime	2,767	3,759	2,192	3,769
130	Employee Health Insurance Benefits	16,918	17,691	18,579	20,016
131	Employee Retirement Benefits	17,952	16,549	17,268	18,105
140	Employee Work Comp. Benefits	4,471	6,833	5,652	3,560
141	Employee Unemployment Comp. Benefits	0	1,500	1,500	1,500
150	Special Contractual Benefits	1,700	1,700	1,700	1,700
TOTAL PERSONAL SERVICES		149,858	159,084	165,524	169,875
DIRECT OPERATING CHARGES & SERVICES					
200	Professional & Consultant Fees	0	2,259	0	2,259
220	Communications - Telephone	829	761	500	566
222	Communications - Postage	0	10	0	10
232	Utilities - Water & Sewer	51	96	79	96
240	Travel, Conferences, Training	745	2,028	2,100	2,028
250	Repairs & Maint. - Equipment	536	360	283	360
251	Repairs & Maint. - Bldg. & Structure	42	76	50	76
252	Repairs & Maint. - Other Improvements	39,964	37,034	46,013	37,034
270	Outside Printing Services	22	180	0	180
271	Other Outside Services	16,688	12,687	15,765	12,738
272	Office Supplies	0	140	125	140
273	Operating Supplies & Materials	31,057	37,806	34,690	37,806
275	Motor Fuels and Lubricant	4,106	6,696	4,437	6,696
280	Subscriptions and Memberships	680	760	725	775
TOTAL DIRECT OPER. CHRGS. & SRVCS.		94,720	100,893	104,767	100,764
SERVICES AND CHARGES TRANSFERRED IN					
311	Vehicle & Equipment - Parts	8,884	15,100	6,500	8,300
TOTAL SRVCS & CHRGS TRANSFER IN		8,884	15,100	6,500	8,300
CAPITAL OUTLAY					
504	Licensed Vehicles	0	64,318	64,318	0
TOTAL CAPITAL OUTLAY		0	64,318	64,318	0
EXPENDITURES TRANSFERRED OUT					
700	Serv. & Chrg. To Operating Divisions	(23,903)	(15,333)	(16,504)	(17,284)
TOTAL EXPENDITURES TRANS OUT		(23,903)	(15,333)	(16,504)	(17,284)

Fund: GENERAL		Division: FORESTRY MANAGEMENT		
Department: (40) PUBLIC WORKS		Division No.: 40390		
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
TOTAL EXPENDITURES	229,559	324,062	324,605	261,655

Mission:

This Division serves as a "clearinghouse" for funding authorized by the City Council to social service and community development organizations in the community which are outside the City's governmental structure.

Services:

Funding is provided for a variety of social service and community development agencies. Services provided by these agencies include economic and community development, tourism promotion, art and cultural activities, youth programs, after school meal programs, transportation services, senior citizen programs, community radio, and shelter programs for battered women and homeless persons.

Payment of funds are made to Southern Illinois University to assist in the construction of general classroom buildings, a new facility to welcome new and prospective students, renovations to the Arena, and the construction of the new football stadium; a project known collectively as "Saluki Way".

Contact Information:

The Agencies and Organizations Division is administered by the City Manager's Office at City Hall, 200 South Illinois Avenue, Carbondale, IL 62901, and the contact information is as follows: phone (618) 457-3226, email: fjohnson@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Provide funding for more year-round community-oriented programs

Encourage progressive economic development, tourism, arts and entertainment

- Provide increased City funding for economic development activities

Provide high-quality City infrastructure

- Evaluate services based on Return on Investment

FY 2020 Accomplishments:

- The City funded multiple community agencies to assist in the delivery of social and community services to residents
- Expanded funding to (3) new organizations
- Expanded after school meal program by Attucks Community Services

FY 2021 Actions in Support of Council Goals:

- City staff will continue to refine the community agency funding process to assist agencies in enhancing their programs and services while also strengthening their ability to become financially sustainable

Fund: GENERAL

Division: AGENCIES & ORGANIZATIONS

Department: (30) COMMUNITY SERVICES

Division No.: 40425

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
DIRECT OPERATING CHARGES & SERVICES				
271 Other Outside Services	194,695	240,285	240,285	240,285
TOTAL DIRECT OPER. CHRGS. & SRVCS.	194,695	240,285	240,285	240,285
NON-OPERATING CHARGES				
440 Program Grants	1,255,888	1,264,786	1,264,786	1,248,650
TOTAL NON-OPERATING CHARGES	1,255,888	1,264,786	1,264,786	1,248,650
FUNDING SOURCE TRANSFERS				
973 Rental Properties Fund	12,376	12,376	12,376	12,376
TOTAL FUNDING SOURCE TRANS	12,376	12,376	12,376	12,376
TOTAL EXPENDITURES	1,462,959	1,517,447	1,517,447	1,501,311



Fund: General
Department: (70) Funding Source Transfer
Division: Transfers to Other Funds
Division No.: 40900

Mission:

This Division provides control for the General Fund transfers, as a funding source, to other funds.

Contact Information:

The Transfer to Other Funds Division is administered by the Finance Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3269, email: jdavis@explorecarbondale.com

Division Highlights:

- General Fund transfers to the Debt Service Fund provide the funding for the principal and interest payments and agent fees on the Series 2010 General Obligation Bonds for the Public Safety Center, the 2011 General Obligation Refunding and Fire Station Bonds, and the 2013 General Obligation Refunding Bonds
- During FY 2020, approximately \$574,644 and \$875,600 of funding will be transferred to provide for principal and interest payments for the 2010 Bonds and 2011 Bonds respectively
- During FY 2021, approximately \$608,437 and \$886,600 of funding will be transferred to provide for principal and interest payments for the 2010 Bonds and 2011 Bonds respectively

Fund: **GENERAL**

Division: **TRANSFERS TO OTHER FUNDS**

Department: **(70) FUNDING SOURCE TRANSFERS**

Division No.: **40900**

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
FUNDING SOURCE TRANSFERS				
930 Debt Service Fund	1,470,244	1,450,244	1,450,244	1,495,037
TOTAL FUNDING SOURCE TRANS	1,470,244	1,450,244	1,450,244	1,495,037
TOTAL EXPENDITURES	1,470,244	1,450,244	1,450,244	1,495,037

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than debt service, expendable trusts, or community investment program funds) that are legally restricted to expenditures for specified purposes.

The Motor Fuel Tax Fund accounts for motor fuel tax allocations from the State of Illinois for street maintenance, major street construction and traffic signal community investment programs as approved by the Illinois Department of Transportation.

There are three Tax Increment Funds which account for financial transactions related to the City's Tax Increment Finance Redevelopment Districts; TIF #1, TIF #2, and TIF #3. Eligible costs include reimbursements to private developers as approved by the City Council through redevelopment agreements and public improvements within the project area. Property tax revenues are the major source of revenue for these funds.

The Package Liquor and Food & Beverage Fund is used to monitor monies generated by the City's 4% Package Liquor Tax and the 2% Food & Beverage Tax. The Package Liquor Tax provides funding for the Capital Improvement Fund. The Food & Beverage Tax provides for the Capital Improvement Program and Public Safety Pension funding.

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS
MOTOR FUEL TAX FUND**

FUND NO. 11	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	714,066	815,776	954,285	1,110,211
EXPENDITURES	438,458	813,943	288,282	1,625,231
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	275,608	1,833	666,003	(515,020)
OTHER FINANCING SOURCES (USES): TRANSFERS TO OTHER FUNDS	0	0	0	0
NET TOTAL OTHER FINANCING: SOURCES(USES)	0	0	0	0
NET INCREASE (DECREASE) IN FUND BALANCE	275,608	1,833	666,003	(515,020)
RESTRICTED FUND BALANCE BEGINNING OF FISCAL YEAR	974,512	1,250,120	1,250,120	1,916,123
RESTRICTED FUND BALANCE END OF FISCAL YEAR	1,250,120	1,251,953	1,916,123	1,401,103

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
SPECIAL REVENUE FUNDS
MOTOR FUEL TAX FUND**

FUND NO. 11					
<i>ACCT. NO.</i>	<i>ACCOUNT TITLE</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
INTERGOVERNMENTAL REVENUES					
31103-010	Motor Fuel Tax Allotment	657,512	661,796	925,997	1,080,631
31103-080	Other Governmental Units	0	121,500	0	0
		657,512	783,296	925,997	1,080,631
USE OF MONEY & PROPERTY					
31106-201	Interest Earned-Check./Savings	103	80	77	80
31106-401	Interest on Investments	21,548	11,400	28,211	29,500
31106-900	Miscellaneous	34,903	21,000	0	0
		56,554	32,480	28,288	29,580
TOTAL REVENUES		714,066	815,776	954,285	1,110,211
TOTAL MOTOR FUEL TAX FUND		714,066	815,776	954,285	1,110,211

**STATEMENT OF EXPENDITURES
AND OTHER FINANCING USES
SPECIAL REVENUE FUNDS
MOTOR FUEL TAX FUND**

FUND NO. 11					
<i>Division Number</i>	<i>DEPARTMENT NAME DIVISION NAME</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
41013	MFT Operating & Maintenance	401,283	480,943	276,556	668,731
41017	MFT CIP and Replacement	37,175	333,000	11,726	956,500
TOTAL EXPENDITURES		438,458	813,943	288,282	1,625,231
FUNDING SOURCE TRANSFERS					
41013	MFT Operating & Maintenance	0	0	0	0
TOTAL FUNDING SOURCE TRANS		0	0	0	0
TOTAL MOTOR FUEL TAX FUND		438,458	813,943	288,282	1,625,231

Function:

The function of the Motor Fuel Tax - Operations and Maintenance Division is to ensure that local roads, streets, and alleys under the jurisdiction of the City of Carbondale are maintained and repaired to the highest level possible. Carbondale's share of Illinois Motor Fuel Tax funds collected and distributed by the State are allocated, in part, to the Motor Fuel Tax - Operations and Maintenance Division for maintenance of City streets and alleys. This Division provides funding for traffic sign and pavement marking materials, snow and ice control chemicals, and repair and maintenance materials for City streets. Also provided within this allocation are utility expenses to power traffic signals at 36 intersections and telephone service to provide them communication interconnects with the central control computer located at the Public Works maintenance facility. Additionally, the funds from this budget fund the annual maintenance programs for chip seal and pavement preservation operations on designated City alleys and streets.

Contact Information:

The MFT-Operations and Maintenance Division is administered by the Street Maintenance Division and is located at 212 W. Willow Street, Carbondale, Illinois 62901; the contact information is as follows: phone (618) 457-3275, email: rhardin@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Improve aesthetics of community entryways
- Support community-wide events, e.g. festivals, concerts, etc.

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Examine existing City fee structures and seek improvements to enhance revenue
- Instill a culture of ownership in the City budget

Provide high-quality City infrastructure

- Evaluate services based on return of investment

Beautify streetscapes and enhance residential development/rehabilitation

- Provide adequate sidewalks throughout the City
- Address the need for improved street lighting

FY 2020 Accomplishments:

- Chip sealed alleys south of Willow St., west of University Ave., and north of Mill St., Sanpat Lane, and Harmony Lane

FY 2021 Actions in Support of Council Goals:

- The City will continue to contract with the Illinois Department of Transportation (IDOT) for the City to maintain all traffic signal systems in City limits. This agreement allows for purchase of maintenance materials, replacement equipment, and labor expended and used for traffic signal maintenance to be, in most cases, reimbursed 50% by IDOT
- Motor Fuel Tax maintenance operations will include traffic signal maintenance and sign replacements as mandated by the Manual on Uniform Traffic Control
- Motor Fuel Tax maintenance operations will continue to focus on pavement preservation, using methods such as microsurfacing, polymer seal coating (enhanced oil and chip), cape seals (microsurfacing over enhanced oil and chip), and/or thin lift asphalt overlays

Fund: MOTOR FUEL TAX

Division: MFT-OPERATIONS and MAINTENANCE

Department: (40) PUBLIC WORKS

Division No.: 41013

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
DIRECT OPERATING CHARGES & SERVICES				
220 Communications - Telephone	14,489	14,400	14,502	15,600
222 Communications - Postage	369	400	150	400
230 Utilities - Electric	15,966	16,942	15,940	213,530
250 Repairs & Maint. - Equipment	59,759	69,375	63,521	69,375
252 Repairs & Maint. - Other Improvements	282,763	341,826	135,000	331,826
273 Operating Supplies & Materials	27,936	38,000	47,443	38,000
TOTAL DIRECT OPER. CHRGS. & SRVCS.	401,282	480,943	276,556	668,731
TOTAL EXPENDITURES	401,282	480,943	276,556	668,731

Function:

The function of the Motor Fuel Tax Community Investment Program (CIP) budget is to provide funding for major street construction and traffic signal capital projects which are financed with the City's share of State motor fuel taxes.

Contact Information:

The MFT CIP and Replacement Division is administered by the Engineering Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3270, email: shenry@explorecarbondale.com

To better track budget and project progress staff has revised how grant funded projects, specifically those funded through the Illinois Department of Transportation (IDOT), as IDOT directly pays the bills for these projects (consultants, construction, etc.). Since IDOT pays these bills directly the City never actually receives nor expends the grant funds we are awarded. Once these projects are complete IDOT will bill the City for our portion of the work, which is often several years after construction is complete. Accordingly the CIP budgets do not show these funds as an expense, except for the match monies which are being accounted for in the CIP as "Future Years Expenditures". This includes both projects where the City provides match monies for IDOT constructed projects (such as the various bike/pedestrian trails on Highway 13), and grant funds from SIMPO (Southern Illinois Metropolitan Planning Organization), HSIP (Highway Safety Improvement Program), ITEP (Illinois Transportation Enhancement Program), and Special Bridge Funds. The net result of this change is that the CIP budgets better reflect actual expenditures and costs, which allows for more accurate budgets and better accountability.

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Improve the aesthetics of the welcoming corridors into Carbondale

Encourage progressive economic development, tourism, arts, and entertainment

- Provide long-term financial planning for infrastructure projects

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Prioritize potential projects within available funding
- Identify future projects and needs and plan for them in the Community Investment Program

Provide high-quality City infrastructure

- Design and construct improvements throughout the City

Use the downtown master plan as a guide to revitalize the City Center

- Use the downtown plan as a guide document for current and future infrastructure improvement projects

Beautify streetscapes and enhance residential development/rehabilitation

- Identify and plan for future projects that will enhance residential development

FY 2020 Accomplishments:

Provided Funding for the Construction Phase on the following project:

- IDOT Intersection Improvements – Reed Station Road (SP1905)

FY 2021 Actions in Support of Council Goals:

Provide Funding for the Design Phase on the following projects:

- College Street Railroad Crossing Improvements (SP1703)
- Grand Avenue Railroad Crossing Improvements (SP1704)
- Bridge Maintenance and Rehabilitation (Little Crab Orchard Creek – Sunset Drive (ST1301a)

FY 2021 Actions in Support of Council Goals: (Cont'd)

Provide Funding for the Construction Phase on the following projects:

- McLafferty and Chautauqua Intersection Improvements (ST0601)
- Bridge Maintenance and Rehabilitation (Little Crab Orchard Creek – Sunset Drive (ST1301a)

Grant Funds for the following projects helped offset the City's costs:

- College Street Railroad Crossing Improvements (SP1703)
- Grand Avenue Railroad Crossing Improvements (SP1704)
- McLafferty and Chautauqua Intersection Improvements (ST0601)

Fund: MOTOR FUEL TAX

Division: MFT CIP and REPLACEMENT

Department: (50) COMMUNITY INVESTMENTS

Division No.: 41017

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
	FY2019	BUDGET	ACTUAL	BUDGET
	FY2019	FY2020	FY2020	FY2021
DIRECT OPERATING CHARGES & SERVICES				
530 CIP Design Eng. - Eng. Div. Serv.	0	8,000	0	6,000
531 CIP Design Eng. - Contractual	0	75,000	0	25,000
540 CIP Resident Eng. - Eng. Div. Serv.	0	3,000	0	33,000
541 CIP Resident Eng. - Contractual	0	0	0	92,500
553 CIP Acquisition - Contractual	0	8,000	0	0
555 CIP Acquisition - Land Purchase	0	10,000	0	0
565 CIP Construction - Contractual	37,176	229,000	11,726	800,000
TOTAL DIRECT OPER. CHRGS & SRVCS	37,176	333,000	11,726	956,500
TOTAL EXPENDITURES	37,176	333,000	11,726	956,500

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS
THE TAX INCREMENT FUND**

FUND NO. 14	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	198,900	204,614	195,072	200,634
EXPENDITURES	79,566	85,437	85,222	95,864
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	119,334	119,177	109,850	104,770
OTHER FINANCING SOURCES: TRANSFERS TO OTHER FUNDS	(25,000)	(70,000)	(25,000)	(69,254)
NET TOTAL OTHER FINANCING SOURCES	(25,000)	(70,000)	(25,000)	(69,254)
NET INCREASE (DECREASE) IN FUND BALANCE	94,334	49,177	84,850	35,516
RESTRICTED FUND BALANCE BEGINNING OF FISCAL YEAR	100,007	194,341	194,341	279,191
RESTRICTED FUND BALANCE END OF FISCAL YEAR	194,341	243,518	279,191	314,707

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
SPECIAL REVENUE FUNDS
THE TAX INCREMENT FUND**

FUND NO. 14					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
GENERAL PROPERTY TAXES					
31401-010	Property Tax - TIF #1	196,616	202,514	192,217	197,984
		196,616	202,514	192,217	197,984
USE OF MONEY & PROPERTY					
31406-201	Interest Earned-Check/Savings	2,386	2,100	2,855	2,650
31406-900	Miscellaneous	(102)	0	0	0
		2,284	2,100	2,855	2,650
TOTAL REVENUES		198,900	204,614	195,072	200,634
TOTAL TAX INCRMENT FUND		198,900	204,614	195,072	200,634



Function:

The Tax Increment Fund (TIF) accounts for the financial transactions related to the City's TIF Redevelopment Project Area #1. Property tax increment created within the project area is deposited into the fund to pay eligible public and private redevelopment costs as defined by State statutes. Eligible project costs are reimbursed to private developers through redevelopment agreements that are approved by City Council.

Contact Information:

The Tax Increment Fund #1 Division is administered by the Economic Development Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3286, email: steven.mitchell@explorecarbondale.com

Activities in Support of City Council Goals:

Encourage progressive economic development, tourism, arts, and entertainment

- Encourage entrepreneurship and small business development in the City
- Provide increased City funding for economic development activity
- Analyze and expand, where needed, TIF Districts in areas of redevelopment

FY 2020 Accomplishments:

- Created in 2004, TIF #1 has proven successful through major investments that have significantly increased the Equalized Assessed Valuation (EAV) of the real estate. According to information provided by the Jackson County Clerk's office, the EAV of the district has increased from \$1.1 million to over \$2.9 million
- Two redevelopment agreements signed in FY 2019 became effective with the opening of a new Pizza Hut restaurant and a new brewery – Buckwater Brewing Company
- The interest created by new construction and building rehabilitation in the TIF District has resulted in ten redevelopment agreements totaling over \$3.4 million, while leveraging approximately \$12.25 million in private investment. The success of the TIF can also be measured by the creation of over 220 new jobs since its inception

FY 2021 Actions in Support of Council Goals:

- Create a new business development packet to introduce the public and investors to City processes, highlighting benefits of the City's TIF Districts
- Identify target industries and implement a strategic recruiting program to encourage expansion within TIF #1

Fund: TAX INCREMENT FUND

Division: TIF DISTRICT #1

Department: (30) COMMUNITY DEVELOPMENT

Division No.: 41401

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	1,300	1,300	1,400	1,400
210 Publishing & Filing Fees	33	20	0	0
222 Communications - Postage	31	35	0	0
252 Repairs & Maint. - Other Improvements	0	5,000	0	0
271 Other Outside Services	0	0	6,400	11,600
TOTAL DIRECT OPER. CHRGS. & SRVCS.	1,364	6,355	7,800	13,000
NON-OPERATING CHARGES				
440 Program Grants	78,202	79,082	77,422	82,864
TOTAL NON-OPERATING CHARGES	78,202	79,082	77,422	82,864
FUNDING SOURCE TRANSFERS				
901 General Fund	25,000	25,000	25,000	24,254
915 Special Tax Allocations - Fund #2	0	45,000	0	45,000
TOTAL FUNDING SOURCE TRANS	25,000	70,000	25,000	69,254
TOTAL EXPENDITURES	104,566	155,437	110,222	165,118

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS
THE TAX INCREMENT FUND #2**

FUND NO. 15	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	516,662	593,995	512,007	704,881
EXPENDITURES	475,995	597,451	478,339	718,618
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	40,667	(3,456)	33,668	(13,737)
OTHER FINANCING SOURCES: TRANSFER FROM OTHER FUNDS	0	45,000	0	45,000
NET TOTAL OTHER FINANCING SOURCES	0	45,000	0	45,000
NET INCREASE (DECREASE) IN FUND BALANCE	40,667	41,544	33,668	31,263
RESTRICTED FUND BALANCE BEGINNING OF FISCAL YEAR	19,031	59,698	59,698	93,366
RESTRICTED FUND BALANCE END OF FISCAL YEAR	59,698	101,242	93,366	124,629

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
SPECIAL REVENUE FUNDS
THE TAX INCREMENT FUND #2**

FUND NO. 15					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
GENERAL PROPERTY TAXES					
31501-010	Property Tax - TIF #2	516,503	593,845	511,787	704,661
		516,503	593,845	511,787	704,661
USE OF MONEY & PROPERTY					
31506-201	Interest Earned-Check/Savings	159	150	220	220
		159	150	220	220
TOTAL REVENUES		516,662	593,995	512,007	704,881
OTHER FINANCING SOURCES					
31590-001	General Fund	0	0	0	0
31590-014	TIF District #1	0	45,000	0	45,000
TOTAL OTHER FINANCING SOURCES		0	45,000	0	45,000
TOTAL TAX INCRMENT FUND		516,662	638,995	512,007	749,881

Function:

The Tax Increment Fund (TIF) accounts for the financial transactions related to the City's Illinois-University Corridor TIF #2. Property tax increment created within the project area is deposited into the fund to pay eligible public and private redevelopment costs as defined by State statutes. Eligible project costs are reimbursed to private developers through redevelopment agreements that are approved by City Council.

Contact Information:

The Tax Increment Fund #2 Division is administered by the Economic Development Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3286, email: steven.mitchell@explorecarbondale.com

Activities in Support of City Council Goals:

Encourage progressive economic development, tourism, arts, and entertainment

- Encourage entrepreneurship and small business development in the City
- Utilize TIF funds to assist with funding for major events
- Provide increased City funding for economic development activity
- Analyze and expand, where needed, TIF districts in areas of redevelopment

Use the downtown master plan as a guide to revitalize the City Center

- Find a way to incentivize change in existing downtown facilities and facades
- Leverage TIF funds to catalyze private development
- Utilize TIF funds to help fund major events that bring visitors to Carbondale

Beautify streetscapes and enhance residential development/rehabilitation

- Address the need to convert rental houses into owner-occupied housing
- Create an incentive program for new residential development for single family homes and seniors

FY 2020 Accomplishments:

- Created in 2012, TIF #2 has proven successful through major investments that have significantly increased the Equalized Assessed Valuation (EAV) of the TIF redevelopment area. According to the 2019 annual TIF report, the EAV of the district has increased from \$9.1 million to over \$14.2 million
- Entered into two redevelopment agreements, once with Paul and Michelle Stokes (DBA The Cellar) that saw the redevelopment of an empty building into a new outdoor beer garden to their establishment, and another with Lawrence Millard that is expected to bring the building located at 219 W. Main Street, which has been empty for over two decades, into productive use
- Utilized TIF Funds to implement and maintain the downtown public Wi-Fi network

FY 2021 Actions in Support of Council Goals:

- Continue investigating the expansion of existing TIF Districts to include residential areas
- Create a new business development packet to introduce the public and investors to City processes, highlighting benefits of the City's TIF districts
- Identify target industries and implement a strategic recruiting program to encourage expansion within TIF #2
- Explore new financial incentives to attract new businesses, as well as to encourage property owners to renovate their buildings in order to spur additional investment and improvements to downtown buildings

Fund: TAX INCREMENT FUND

Division: TIF DISTRICT #2

Department: (30) COMMUNITY DEVELOPMENT

Division No.: 41501

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2019	BUDGET	ACTUAL	BUDGET
	FY2019	FY2020	FY2020	FY2021
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	0	45,000	1,240	46,500
210 Publishing & Filing Fees	749	750	0	0
222 Communications - Postage	2,178	40	0	100
230 Utilities - Electric	0	3,600	3,600	3,600
252 Repairs & Maint. - Other Improvements	25,024	20,328	26,632	35,328
271 Other Outside Services	0	14,355	4,114	0
272 Office Supplies	0	5	0	5
282 Licenses and Taxes	759	0	0	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.	28,710	84,078	35,586	85,533
NON-OPERATING CHARGES				
440 Program Grants	446,785	513,373	442,753	633,085
TOTAL NON-OPERATING CHARGES	446,785	513,373	442,753	633,085
CAPITAL IMPROVEMENT PROGRAM				
531 CIP Design-Eng. - Contractual	500	0	0	0
TOTAL CAPITAL IMPROV. PROGRAM	500	0	0	0
TOTAL SPECIAL TAX ALLOCATIONS FUND	475,995	597,451	478,339	718,618

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS
THE TAX INCREMENT FUND #3**

FUND NO. 16	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	5,008	5,126	4,980	5,122
EXPENDITURES	0	0	80	80
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	5,008	5,126	4,900	5,042
OTHER FINANCING SOURCES:				
TRANSFERS TO OTHER FUNDS	0	0	0	0
TRANSFER FROM OTHER FUNDS	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES	0	0	0	0
NET INCREASE (DECREASE) IN FUND BALANCE	5,008	5,126	4,900	5,042
RESTRICTED FUND BALANCE BEGINNING OF FISCAL YEAR	5,249	10,257	10,257	15,157
RESTRICTED FUND BALANCE END OF FISCAL YEAR	10,257	15,383	15,157	20,199

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
SPECIAL REVENUE FUNDS
THE TAX INCREMENT FUND #3**

FUND NO. 16					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
GENERAL PROPERTY TAXES					
31601-010	Property Tax - TIF #3	4,927	5,075	4,887	5,034
		4,927	5,075	4,887	5,034
USE OF MONEY & PROPERTY					
31606-201	Interest Earned-Check/Savings	81	51	93	88
		81	51	93	88
TOTAL REVENUES		5,008	5,126	4,980	5,122
TOTAL TAX INCRMENT FUND		5,008	5,126	4,980	5,122

Function:

The Tax Increment Fund (TIF) accounts for the financial transactions related to the City's Oakland-Sycamore TIF #3. Property tax increment created within the project area is deposited into the fund to pay eligible public and private redevelopment costs as defined by State statutes. Eligible project costs are reimbursed to private developers through redevelopment agreements that are approved by City Council.

Contact Information:

The Tax Increment Fund #3 Division is administered by the Economic Development Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3286, email: steven.mitchell@explorecarbondale.com

Activities in Support of City Council Goals:

Encourage progressive economic development, tourism, arts, and entertainment

- Encourage entrepreneurship and small business development in the City
- Provide increased City funding for economic development activity
- Analyze and expand, where needed, TIF Districts in areas of redevelopment

Beautify streetscapes and enhance residential development/rehabilitation

- Create an incentive for new residential development for single families and seniors

FY 2020 Accomplishments:

- The Oakland-Sycamore TIF #3 was adopted in December of 2012. The area includes 23 properties in the Northwest neighborhood of Carbondale that encompass a total of 16.25 acres. TIF #3 was created primarily to encourage redevelopment of two commercial properties that include the former Illinois National Guard Armory and the former Carbondale Community High School
- In FY 2020, there were no redevelopment agreements executed in TIF #3

FY 2021 Actions in Support of Council Goals:

- Create a new business development packet to introduce the public and investors to City processes, highlighting benefits of the City's TIF Districts
- Identify target industries and implement a strategic recruiting program to encourage expansion within the TIF Districts

Fund: TAX INCREMENT FUND

Division: TIF DISTRICT #3

Department: (30) COMMUNITY DEVELOPMENT

Division No.: 41601

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2019	BUDGET	ACTUAL	BUDGET
		FY2020	FY2020	FY2021
DIRECT OPERATING CHARGES & SERVICES				
222 Communications - Postage	0	0	80	80
TOTAL DIRECT OPER. CHRGS. & SRVCS.	0	0	80	80
TOTAL EXPENDITURES	0	0	80	80

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOREIGN FIRE INSURANCE**

FUND NO. 23	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	45,500	0	49,354	50,005
EXPENDITURES	27,036	0	43,415	50,000
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	18,464	0	5,939	5
OTHER FINANCING SOURCES:				
TRANSFERS TO OTHER FUNDS	0	0	0	0
TRANSFER FROM OTHER FUNDS	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES	0	0	0	0
NET INCREASE (DECREASE) IN FUND BALANCE	18,464	0	5,939	5
RESTRICTED FUND BALANCE BEGINNING OF FISCAL YEAR	18,081	36,545	36,545	42,484
RESTRICTED FUND BALANCE END OF FISCAL YEAR	36,545	36,545	42,484	42,489

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
SPECIAL REVENUE FUNDS
FOREIGN FIRE INSURANCE**

FUND NO. 23					
<i>ACCT. NO.</i>	<i>ACCOUNT TITLE</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
INTERGOVERNMENTAL REVENUES					
32303-080	Other Governmental Units	45,492	0	49,349	50,000
		45,492	0	49,349	50,000
USE OF MONEY & PROPERTY					
32306-201	Interest Earned - Checking/Savings	8	0	5	5
		8	0	5	5
TOTAL REVENUES		45,500	0	49,354	50,005
TOTAL TAX INCRMENT FUND		45,500	0	49,354	50,005



CARBONDALE
All Ways Open

Fund: Foreign Fire Insurance
Department: (20) Fire
Division: Foreign Fire Insurance
Division No.: 42301

Mission:

It is the mission of the Carbondale Fire Department Foreign Fire Insurance Board to receive and account for revenues received from the 2% tax on fire insurance policies sold by foreign (out of state) insurance companies, and to use such funds for the maintenance, use, and benefit of the Fire Department, as set forth in the Act (65 ILCS 5/11-10-2) (from Ch. 24, par. 11-10-2).

Services:

In accordance with Illinois Compiled Statutes, the Illinois Municipal League (IML) collects the 2% foreign fire insurance tax from out of state insurance companies that conduct business in Carbondale. This money is collected and paid annually to the Foreign Fire Insurance Board Treasurer. The Board of Trustees shall consist of the following seven members of the fire department: six members will be elected by the members of the fire department and the seventh position will be the Fire Chief. All Board members have the power to vote. All purchasing proposals must meet the mission of the Board: for the maintenance, use, and benefit of the Fire Department.

Contact Information:

The Foreign Fire Insurance Board meets at Fire Station #2 located at 401 N. Glenview Drive, Carbondale, Illinois 62901. The contact information is as follows: Fire Station #2: phone (618) 457-3299, email: carbondaleforeignfire@gmail.com

Fund: FOREIGN FIRE INSURANCE		Division: FOREIGN FIRE INSURANCE		
Department: (20) FIRE		Division No.: 42301		
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
DIRECT OPERATING CHARGES & SERVICES				
271 Other Outside Services	8,153	0	3,489	0
273 Operating Supplies & Materials	18,683	0	39,926	0
281 Insurance and Bonds	200	0	0	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.	27,036	0	43,415	0
CONTINGENCIES				
801 Division Contingency	0	0	0	50,000
TOTAL CONTINGENCIES	0	0	0	50,000
TOTAL EXPENDITURES	27,036	0	43,415	50,000

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
ENTERPRISE ZONE FEES**

FUND NO. 25	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	12,412	0	8,538	8,585
EXPENDITURES	9,586	0	2,000	10,304
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	2,826	0	6,538	(1,719)
OTHER FINANCING SOURCES:				
TRANSFERS TO OTHER FUNDS	0	0	0	0
TRANSFER FROM OTHER FUNDS	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES	0	0	0	0
NET INCREASE (DECREASE) IN FUND BALANCE	2,826	0	6,538	(1,719)
RESTRICTED FUND BALANCE BEGINNING OF FISCAL YEAR	57,893	60,719	60,719	67,257
RESTRICTED FUND BALANCE END OF FISCAL YEAR	60,719	60,719	67,257	65,538

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
ENTERPRISE ZONE FEES**

FUND NO. 25					
<i>ACCT. NO.</i>	<i>ACCOUNT TITLE</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
USE OF MONEY & PROPERTY					
32506-201	Interest Earned - Checking/Savings	281	0	166	85
		281	0	166	85
SERVICE CHARGES					
32507-020	Enterprise Zone Permit Fees	12,131	0	8,372	8,500
		12,131	0	8,372	8,500
TOTAL REVENUES		12,412	0	8,538	8,585
TOTAL TAX INCRMENT FUND		12,412	0	8,538	8,585



CARBONDALE
All Ways Open

Fund: Enterprise Zone Fees
Department: (30) Community Development
Division: Enterprise Zone Fees
Division No.: 42501

Function:

Enterprise Zone Fees account for the financial transactions related to the Carbondale/Murphysboro/Jackson County Enterprise Zone. Approved Enterprise Zone projects requesting a sales tax exemption are subject to a fee not to exceed (0.5%) of the total cost of building materials with a maximum fee of \$50,000.00 per project. The submission of application documents must include a summary of construction material costs. Fees will be due to the Zone Administrator prior to the applicant receipt of an enterprise zone sales tax abatement certificate. Fees for approved Enterprise Zone projects that are located in the City of Murphysboro or Jackson County will be disbursed to the Jackson Growth Alliance. Fees for approved Enterprise Zone projects that are located in the City of Carbondale will be disbursed to the City of Carbondale, and will be used to assist with the promotion and enhancement of economic development projects in support of City Council goals.

Contact Information:

The Carbondale/Murphysboro/Jackson County Enterprise Zone is administered by the Economic Development Office at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3286, email: steven.mitchell@explorecarbondale.com.

Activities in Support of City Council Goals:

Encourage progressive economic development, tourism, arts, and entertainment

- Encourage entrepreneurship and small business development in the City
- Provide increased City funding for economic development activity
- Analyze and expand, where needed, Enterprise Zone boundaries in areas of redevelopment

FY 2020 Accomplishments:

- Enterprise Zone Fees were established in 2015 and have generated \$78,338.04 to date.

FY 2021 Actions in Support of Council Goals:

- Conduct advocacy missions to Washington, DC and Springfield, Illinois as part of a collaboration comprised of local government, businesses, elected officials, education leaders, and regional and local planning agencies in order to garner support for identified local and regional opportunities that enhance the economy.
- Support organizations that advocate for local business, such as the Carbondale Chamber of Commerce and Carbondale Main Street.

Fund: ENTERPRISE ZONE FEES

Division: ENTERPRISE ZONE FEES

Department: (30) COMMUNITY DEVELOPMENT

Division No.: 42501

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2019	BUDGET	ACTUAL	BUDGET
		FY2020	FY2020	FY2021
DIRECT OPERATING CHARGES & SERVICES				
240 Travel, Conferences, Training	0	0	0	8,024
271 Other Outside Services	9,586	0	2,000	2,280
TOTAL DIRECT OPER. CHRGS. & SRVCS.	9,586	0	2,000	10,304
TOTAL EXPENDITURES	9,586	0	2,000	10,304

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
SPECIAL REVENUE FUNDS
PACKAGE LIQUOR & F&B TAX FUND**

FUND NO. 27	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	2,149,509	2,121,326	2,046,409	2,010,534
EXPENDITURES	0	0	0	0
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	2,149,509	2,121,326	2,046,409	2,010,534
OTHER FINANCING SOURCES:				
TRANSFERS TO OTHER FUNDS	(2,128,358)	(2,121,326)	(2,029,195)	(2,063,296)
TRANSFER FROM OTHER FUNDS	0	0	0	0
TOTAL OTHER FINANCING SOURCES	(2,128,358)	(2,121,326)	(2,029,195)	(2,063,296)
NET INCREASE (DECREASE) IN FUND BALANCE	21,151	0	17,214	(52,762)
FUND BALANCE BEGINNING OF FISCAL YEAR	14,397	35,548	35,548	52,762
FUND BALANCE END OF FISCAL YEAR	35,548	35,548	52,762	(0)

STATEMENT OF REVENUES AND OTHER FINANCING SOURCES
SPECIAL REVENUE FUNDS
PACKAGE LIQUOR & F&B TAX FUND

FUND NO. 27					
<i>ACCT. NO.</i>	<i>ACCOUNT TITLE</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
SALES AND SERVICE					
32702-015	Food & Beverage Tax	1,673,458	1,657,980	1,570,164	1,558,388
32702-017	Package Liquor Tax	458,306	463,346	459,031	452,146
		2,131,764	2,121,326	2,029,195	2,010,534
USE OF MONEY & PROPERTY					
32706-900	Miscellaneous	17,745	0	17,214	0
		0	0	0	0
		17,745	0	17,214	0
TOTAL REVENUES		2,149,509	2,121,326	2,046,409	2,010,534
OTHER FINANCING SOURCES					
		0	0	0	0
TOTAL OTHER FINANCING SOURCES		0	0	0	0
TOTAL PACKAGE LIQUOR & F&B TAX FUND		2,149,509	2,121,326	2,046,409	2,010,534

STATEMENT OF EXPENDITURES AND OTHER FINANCING USES
SPECIAL REVENUE FUNDS
PACKAGE LIQUOR & F&B TAX FUND

FUND NO. 27					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
42701	GOVERNMENTAL SUPPORT				
	Direct Operating Charges & Services	0	0	0	0
	Services & Charges Transferred In	0	0	0	0
	Non-Operating Charges	0	0	0	0
	Capital Outlay	0	0	0	0
	Total	0	0	0	0
	TOTAL EXPENDITURES	0	0	0	0
	FUNDING SOURCE TRANSFERS				
	General Fund	0	0	0	52,762
	Debt Service	440,488	431,488	431,488	422,506
	Local Improvement	852,844	860,848	812,625	808,834
	Fire Pension	250,508	248,697	235,525	233,758
	Police Pension	584,518	580,293	549,557	545,436
	Total	2,128,358	2,121,326	2,029,195	2,063,296
	TOTAL PACKAGE LIQUOR & F&B TAX FUND	2,128,358	2,121,326	2,029,195	2,063,296



CARBONDALE
All Ways Open

Fund: Package Liquor and Food & Beverage Tax
Department: (70) Funding Source Transfer
Division: Transfers to Other Funds
Division No.: 42701

Mission:

This Division provides the control for the Package Liquor and Food & Beverage Tax Fund transfers, as a funding source, to the Debt Service, Local Improvement, and Fire and Police Pension Funds.

Contact Information:

The Transfer to Other Funds Division is administered by the Finance Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3269, email: jdavis@explorecarbondale.com

Division Highlights:

- The City of Carbondale Package Liquor Tax was adopted by the City Council with Ordinance 2016-36 on June 14, 2016 (Title 7, Chapter 13 of the Carbondale Revised Code)
- The City of Carbondale Food & Beverage Tax was adopted by the City Council with Ordinance 2016-35 on June 14, 2016 and amended with Ordinance 2016-45 on August 9, 2016 (Title 7, Chapter 12 of the Carbondale Revised Code)
- Package Liquor and Food & Beverage Tax Fund transfers to the Debt Service Fund provide for the funding for the payment of the principal and interest on the 2017 Streetscape Loan. These funds come as a direct reduction of the portion of the Package Liquor and Food & Beverage Tax designated to the Local Improvement Fund
- Package Liquor and Food & Beverage Tax Fund transfers to the Local Improvement Fund provide a portion of funding for the Community Investment Fund. This amount includes 1/2 of the 2% Food & Beverage Tax and all of the Package Liquor Tax less the amounts transferred to the Debt Service Fund
- Food & Beverage Tax Fund transfers to the Fire Pension Fund provide additional funding for the fire pension underfunding. This amount is proportional to the tax levy between the Fire and Police Pensions and combined equals 1/2 of the budgeted 2% Food & Beverage Tax receipts
- Food & Beverage Tax Fund transfers to the Police Pension Fund provide additional funding for the police pension underfunding. This amount is proportional to the tax levy between the Fire and Police Pensions and combined equals 1/2 of the budgeted 2% Food & Beverage Tax receipts

Fund: PACKAGE LIQUOR and FOOD & BEVERAGE

Division: PACKAGE LIQUOR and

FOOD & BEVERAGE

Department: (70) TRANSFERS TO OTHER FUNDS

Division No.: 42701

EXPENDITURE CLASSIFICATION		ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
		FY2019	BUDGET	ACTUAL	BUDGET
			FY2020	FY2020	FY2021
FUNDING SOURCE TRANSFERS					
901	General Fund	0	0	0	52,762
930	Debt Service Fund	440,488	431,488	431,488	422,506
940	Cap. Project Fund - Local Improvements	852,844	860,848	812,625	808,834
980	Fire Pension	250,508	248,697	235,525	233,758
981	Police Pension	584,518	580,293	549,557	545,436
TOTAL FUNDING SOURCE TRANS		2,128,358	2,121,326	2,029,195	2,063,296
TOTAL EXPENDITURES		2,128,358	2,121,326	2,029,195	2,063,296

DEBT SERVICE FUND

The Debt Service Fund accounts for financial resources to be used for the redemption of principal, interest and paying agent fees for General Obligation Bonds issued on behalf of Governmental Fund Types. The primary source of revenue to the Debt Service Fund is subsidy from the General Fund. Also transfers from the Motor Fuel Tax Fund and the Community Investment Fund contribute to Debt Service Fund revenues. Beginning in Fiscal Year 2004, the City Council stopped levying a debt service related property tax and the standing levies for the General Obligation Bonds are abated in their entirety.

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
DEBT SERVICE FUND**

FUND NO. 30	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	156,597	148,751	135,841	121,512
EXPENDITURES	2,319,478	2,313,844	2,313,746	2,037,011
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(2,162,881)	(2,165,093)	(2,177,905)	(1,915,499)
OTHER FINANCING SOURCES (USES):				
TRANSFERS FROM OTHER FUNDS:	2,155,732	1,881,732	1,881,732	1,917,543
BOND PROCEEDS:	0	0	0	0
BOND PREMIUM:	0	0	0	0
BOND REFUNDING:	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES (USES)	2,155,732	1,881,732	1,881,732	1,917,543
NET INCREASE (DECREASE) IN FUND BALANCES	(7,149)	(283,361)	(296,173)	2,044
RESTRICTED FUND BALANCE BEGINNING OF FISCAL YEAR	1,920,853	1,913,704	1,913,704	1,617,531
RESTRICTED FUND BALANCE END OF FISCAL YEAR	1,913,704	1,630,343	1,617,531	1,619,575

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
DEBT SERVICE FUND**

FUND NO. 30					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
INTERGOVERNMENTAL REVENUES					
33003-030	Federal Grants	133,695	128,168	127,656	113,983
		133,695	128,168	127,656	113,983
USE OF MONEY & PROPERTY					
33006-101	Interest Earned-Check./Savings	2,009	1,241	3,221	2,200
33006-102	Interest Earned-Other	0	0	0	0
33006-401	Interest on Investments	20,893	19,342	4,964	5,329
		22,902	20,583	8,185	7,529
	TOTAL REVENUES	156,597	148,751	135,841	121,512
OTHER FINANCING SOURCES					
33090-001	General Fund	1,470,244	1,450,244	1,450,244	1,495,037
33090-011	Motor Fuel Tax	0	0	0	0
33090-027	Food & Beverage Tax Fund	440,488	431,488	431,488	422,506
33090-040	Local Improvement	245,000	0	0	0
	TOTAL OTHER FINANCING SOURCES	2,155,732	1,881,732	1,881,732	1,917,543
TOTAL DEBT SERVICE FUND					
		2,312,329	2,030,483	2,017,573	2,039,055

**STATEMENT OF EXPENDITURES
AND OTHER FINANCING USES
DEBT SERVICE FUNDS**

FUND NO. 30					
<i>Division Number</i>	<i>DEPARTMENT NAME DIVISION NAME</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
43015	2010 G.O. Public Safety Facility	750,140	744,306	744,406	738,155
43016	2011 G.O. Refunding/Fire Station Bonds	511,950	887,800	887,800	876,350
43017	2013 G.O. Refunding Bonds	616,900	250,250	250,250	0
43019	2017 Downtown Streetscape Loan	440,488	431,488	431,290	422,506
	TOTAL EXPENDITURES	2,319,478	2,313,844	2,313,746	2,037,011
	TOTAL DEBT SERVICE FUNDS	2,319,478	2,313,844	2,313,746	2,037,011



CARBONDALE
All Ways Open

Fund: Debt Service
Department: (60) Debt Service
Division: 2010 G.O. Bonds/Public Safety Center
Division No.: 43015

Mission:

This Division provides current funding for redemption of principal, the interest cost, and paying agent fees for the Series 2010 General Obligation Bonds for the Public Safety Center Construction.

Contact Information:

The 2010 General Obligation Bonds for the Public Safety Center Construction Division is administered by the Finance Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3269, email: jdavis@explorecarbondale.com

Division Highlights:

- Division was created during FY 2011 to pay the debt service requirements of the bonds for the Public Safety Center
 - \$4,000,000 Recovery Zone Bonds with final principal payment on December 1, 2029
 - Recovery Zone Bonds carry a 45% interest rebate
 - \$3,991,000 Build America Bonds with final principal payment on December 1, 2021
 - Build America Bonds carry a 35% interest rebate
 - Combined annual debt service is approximately \$582,000 after the interest rebate
 - Debt Service Payments are funded entirely through funding source transfers from the General Fund
 - Interest rebates generated by these bonds are recognized in the fund's operating revenues
- Due to the sequestration of federal funds, the current year and anticipated receipts have been reduced by 6.2% (up to 09/30/2019) and 5.9% (started 10/01/2019) from the face value rebate rates
- The FY 2020 debt service included June 1, 2019 and December 1, 2019 interest payments of \$124,450 for the Recovery Zone Bonds and \$34,103 for the Build America Bonds. A principal payment of \$425,000 was made December 1, 2019. In addition to \$2,300 in paying agent fees, the principal and interest payments bring the FY 2020 debt service total to \$744,405
- The FY 2021 debt service includes June 1, 2020 and December 1, 2020 interest payments of \$124,450 for the Recovery Zone Bonds and \$23,478 for the Build America Bonds. A principal payment of \$440,000 is due December 1, 2020. In addition to \$2,300 in paying agent fees, the principal and interest payments bring the FY 2021 debt service total to \$738,155

Fund: DEBT SERVICE

Division: 2010 G.O. BOND/
PUBLIC SAFETY CENTER

Department: (60) DEBT SERVICE

Division No.: 43015

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
DEBT SERVICE					
600	General Obligation Bond Principal	410,000	425,000	425,000	440,000
601	General Obligation Bond Interest	336,990	317,106	317,106	295,855
690	Paying Agent Fees	3,150	2,200	2,300	2,300
TOTAL DEBT SERVICE		750,140	744,306	744,406	738,155
TOTAL EXPENDITURES		<u>750,140</u>	<u>744,306</u>	<u>744,406</u>	<u>738,155</u>

Mission:

This Division provides current funding for redemption of principal, the interest cost, and paying agent fees for the Series 2011 General Obligation Refunding Bonds.

Contact Information:

The 2011 General Obligation Refunding Bonds Division is administered by the Finance Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3269, email: jdavis@explorecarbondale.com

Division Highlights:

- Division created during FY 2011 to refund the Series 2004 General Obligation Refunding Bonds and to provide funds for the construction of a replacement fire station on the west side of Carbondale
- The Series 2004 General Obligation Refunding Bonds originally refunded the Series 1995 General Obligation Bonds which were issued to provide funding for the construction of the City Hall/Civic Center located at 200 South Illinois Avenue
- The final principal and interest payment on the 2011 G.O. Refunding Bond is scheduled December 1, 2024
- The Series 2011 General Obligation Refunding Bonds were issued with an estimated average coupon rate of 3.66% with an estimated net interest cost of 2.84% replacing the outstanding Series 2004 General Obligation Bonds that had an average coupon rate of 3.67% and net interest cost of 3.70%
- The series 2011 General Obligation Refunding Bond Debt Service is funded entirely through funding source transfers from the General Fund
- The FY 2020 debt service included interest payments of \$86,025 in June 2019 and December 2019. A principal payment of \$715,000 was made December 1, 2019. These payments along with paying agent fees of \$750 brings the FY 2020 debt service total to \$887,800
- The FY 2021 debt service includes interest payments of \$75,300 in June 2020 and December 2020. A principal payment of \$725,000 is due December 1, 2020. These payments along with paying agent fees of \$750 brings the FY 2021 debt service total to \$876,350

Fund: DEBT SERVICE

Division: 2011 G.O. REFUNDING BOND/

FIRE STATION

Department: (60) DEBT SERVICE

Division No.: 43016

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
DEBT SERVICE					
600	General Obligation Bond Principal	330,000	715,000	715,000	725,000
601	General Obligation Bond Interest	181,950	172,050	172,050	150,600
690	Paying Agent Fees	0	750	750	750
TOTAL DEBT SERVICE		511,950	887,800	887,800	876,350
TOTAL EXPENDITURES		<u>511,950</u>	<u>887,800</u>	<u>887,800</u>	<u>876,350</u>



CARBONDALE
All Ways Open

Fund: Debt Service
Department: (60) Debt Service
Division: 2013 G.O. Refunding Bonds
Division No.: 43017

Mission:

This Division provides current funding for redemption of principal, the interest cost, and paying agent fees for the Governmental Funds portion of the 2013 Series General Obligation Refunding Bonds.

Contact Information:

The 2013 Series General Obligation Refunding Bonds Division is administered by the Finance Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3269, email: jdavis@explorecarbondale.com

Division Highlights:

- In FY 2014, the City of Carbondale issued \$9,015,000 in General Obligation Refunding Bonds to refund the 2003 Series General Obligation Refunding Bonds and an Illinois Environmental Protection Agency (IEPA) loan, and to provide funding for the reconstruction of Schwartz Street
- The 2003 Series General Obligation Bonds originally refunded the 1993 Series General Obligation Bonds, which were issued to refund the 1990 Tax Allocation Bonds which financed the expansion of the University Mall. The IEPA loan funded the upgrade of the Southeast Wastewater Treatment Plant (SEWWTP)
- The 2013 Series General Obligation Refunding Bonds have an average coupon rate of 2.19%, replacing the outstanding 2003 Series General Obligation Refunding Bonds which had a coupon rate of 3.97% and the outstanding IEPA loan on the SEWWTP which had a coupon rate of 2.5%. This reduction in interest rate enabled the City to realize a savings of approximately \$108,000 and \$167,000 respectively due to reduced interest expenditures over the period of bond maturities
- The Governmental Funds portion of the 2013 Series General Obligation Refunding Bond Debt Service is funded entirely through funding source transfers from the General Fund and the Local Improvement Fund
- The FY 2020 debt service included payments of \$2,450 in June 2019 and December 2019, as well as a principal payment of \$245,000 in December 2019. Along with paying agent fees of \$350, these payments bring the FY 2020 debt service total to \$250,250.
- The December 2019 payment has retired all of the outstanding debt related to the Governmental Funds portion of the bond, continued debt service remains for the Water & Sewer Fund portion and is included in division 47049 (Water & Sewer Bonds and Loans).

Fund: DEBT SERVICE

Division: 2013 G.O. REFUNDING BONDS

Department: (60) DEBT SERVICE

Division No.: 43017

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
DEBT SERVICE					
600	General Obligation Bond Principal	600,000	245,000	245,000	0
601	General Obligation Bond Interest	16,900	4,900	4,900	0
690	Paying Agent Fees	0	350	350	0
TOTAL DEBT SERVICE		616,900	250,250	250,250	0
TOTAL EXPENDITURES		<u>616,900</u>	<u>250,250</u>	<u>250,250</u>	<u>0</u>



CARBONDALE
All Ways Open

Fund: Debt Service
Department: (60) Debt Service
Division: 2017 Downtown Streetscape Loan
Division No.: 43019

Mission:

This Division provides current funding for redemption of principal, the interest costs for the 2017 Downtown Streetscape Loan.

Contact Information

The 2017 Downtown Streetscape Loan Division is administered by the Finance Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3269, email: jdavis@explorecarbondale.com

Division Highlights:

- During FY 2017, the City of Carbondale procured a \$2,000,000 loan to fund the construction of Phase I of the downtown streetscape improvements along S. Illinois Avenue
- The final principal and interest payment on the 2017 Downtown Streetscape Loan is scheduled June 1, 2022
- The annual debt service required to retire the loan is approximately \$425,000 per year over a 5-year term
- The FY 2020 debt service included interest payments of \$17,951 on June 2019 and \$13,537 on December 2019. A principal payment of \$400,000 was made on June 1, 2019. These payments bring the FY 2020 debt service total to \$431,488
- The FY 2021 debt service includes interest payments of \$13,506 on June 2020 and \$9,000 on December 2020. A principal payment of \$400,000 is due on June 1, 2020. These payments bring the FY 2021 debt service total to \$422,506

Fund: DEBT SERVICE

Division: 2017 DOWNTOWN

STREETSCAPE LOAN

Department: (60) DEBT SERVICE

Division No.: 43019

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
DEBT SERVICE					
640	Other Debt Principal	400,000	400,000	400,000	400,000
641	Other Debt Interest	40,488	31,488	31,290	22,506
TOTAL DEBT SERVICE		440,488	431,488	431,290	422,506
TOTAL EXPENDITURES		<u>440,488</u>	<u>431,488</u>	<u>431,290</u>	<u>422,506</u>

COMMUNITY INVESTMENT FUNDS

Community Investment Funds are created to account for financial resources to be used for the acquisition or construction of major capital facilities, except for those financed by Special Revenue Funds and Proprietary Funds. The Community Investment Funds provide a formal mechanism which enables administrators to ensure that revenues restricted to a certain, relatively permanent purpose are used only for that purpose.

The Local Improvement Fund provides the control for construction of Community Investment Program projects that are not funded in other capital project, governmental, or proprietary funds. The primary sources of funding include the four-cent per gallon locally collected municipal motor fuel tax, any grant funds, bond funds and the funding source transfer from the General Fund.

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
COMMUNITY INVESTMENT FUNDS
LOCAL IMPROVEMENT FUND**

FUND NO. 40	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	1,040,607	2,659,147	1,042,094	1,892,103
EXPENDITURES	2,241,913	3,581,139	1,982,606	2,464,500
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,201,306)	(921,992)	(940,512)	(572,397)
OTHER FINANCING SOURCES (USES):				
TRANSFERS FROM OTHER FUNDS	852,844	860,848	812,625	808,834
TRANSFERS TO OTHER FUNDS	(245,000)	0	0	0
LOAN PROCEEDS	0	0	0	0
BOND PROCEEDS	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES (USES)	607,844	860,848	812,625	808,834
NET INCREASE (DECREASE) IN FUND BALANCES	(593,462)	(61,144)	(127,887)	236,437
ASSIGNED FUND BALANCE BEGINNING OF FISCAL YEAR	845,357	251,895	251,895	124,008
	251,895	190,751	124,008	360,445

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
COMMUNITY INVESTMENT FUNDS
LOCAL IMPROVEMENT FUND**

FUND NO. 40					
<i>ACCT. NO.</i>	<i>ACCOUNT TITLE</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
SALES AND SERVICE TAXES					
34002-010	Home Rule Sales Tax	466,275	480,434	457,603	457,603
34002-080	Municipal Motor Fuel Tax	509,754	477,333	482,037	480,000
		976,029	957,767	939,640	937,603
INTERGOVERNMENTAL REVENUES					
34003-020	State & Local Govt. Grants	0	44,000	0	30,000
34003-030	Federal Grants	0	1,649,400	75,000	920,000
34003-080	Other Governmental Units	35,090	0	23,053	0
		35,090	1,693,400	98,053	950,000
USE OF MONEY & PROPERTY					
34006-101	Interest Earned-Check./Savings	1,640	515	11	0
34006-102	Interest Earned-Assessments	0	0	0	0
34006-401	Interest on Investments	8,615	7,465	4,390	4,500
34006-600	Sale of City Property	0	0	0	0
34006-900	Miscellaneous	19,233	0	0	0
		29,488	7,980	4,401	4,500
CONTRIBUTIONS/ASSESSMENTS					
34011-010	Property Owner Contributions	0	0	0	0
TOTAL REVENUES		1,040,607	2,659,147	1,042,094	1,892,103
OTHER FINANCING SOURCES					
34090-001	General Fund	0	0	0	0
34090-027	Package Liquor & Food & Beverage Tax Fund	852,844	860,848	812,625	808,834
34090-100	Loan Proceeds	0	0	0	0
		852,844	860,848	812,625	808,834
TOTAL LOCAL IMPROVEMENT FUND		1,893,451	3,519,995	1,854,719	2,700,937

Function:

The Community Investment Program (CIP) budget for the Local Improvement Fund provides the funding for construction of capital construction projects that are not funded in other governmental or proprietary funds.

Contact Information:

The Local Improvement CIP and Replacement Division is administered by the Engineering Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3270, email: shenry@explorecarbondale.com

To better track budget and project progress staff has revised how grant funded projects, specifically those funded through the Illinois Department of Transportation (IDOT), as IDOT directly pays the bills for these projects (consultants, construction, etc.). Since IDOT pays these bills directly the City never actually receives nor expends the grant funds we are awarded. Once these projects are complete IDOT will bill the City for our portion of the work, which is often several years after construction is complete. Accordingly the CIP budgets do not show these funds as an expense, except for the match monies which are being accounted for in the CIP as "Future Years Expenditures". This includes both projects where the City provides match monies for IDOT constructed projects (such as the various bike/pedestrian trails on Highway 13), and grant funds from SIMPO (Southern Illinois Metropolitan Planning Organization), HSIP (Highway Safety Improvement Program), ITEP (Illinois Transportation Enhancement Program), and Special Bridge Funds. The net result of this change is that the CIP budgets better reflect actual expenditures and costs, which allows for more accurate budgets and better accountability.

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Improve the aesthetics of the welcoming corridors into Carbondale

Encourage progressive economic development, tourism, arts and entertainment

- Provide long-term financial planning for infrastructure projects

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Prioritize potential projects within available funding
- Identify future projects and needs and plan for them in the Community Investment Program

Provide high-quality City infrastructure

- Design and construct improvements throughout the City

Use the downtown master plan as a guide to revitalize the City Center

- Use the downtown plan as a guide document for current and future infrastructure improvement projects

Beautify streetscapes and enhance residential development/rehabilitation

- Identify and plan for future projects that will enhance residential development

FY 2020 Accomplishments:

Provided funding for the design phase on the following projects:

- Northwest Pedestrian and Bicycle Path (Oakland to New Era Road) (OS1704)
- Northwest Bike/Pedestrian Trail – Phase II (New Era Road to State Highway 13) (OS1901)
- Permanent Stage for Washington Street Area (PB2001)
- Illinois Avenue Streetscape – Phase 3 (Monroe to Oak) (SP0904)
- SIMMS - Multimodal Transportation Center (SP1002)
- Emergency Warning Sirens (SP1902)
- Safe Routes to Schools-Wall Street Crosswalks and Bike Lanes (SP1908)

FY 2020 Accomplishments: (Cont'd)

- Add Decorative Lighting Circuit to Historic District Post Lights (SP2002)
- Cherry Street/Elm Street Storm Sewer Interceptor Replacement (SS1002)
- Storm Sewer Utility – Feasibility Study (SS1701)
- Oakland Avenue Reconstruction (Walnut to Chautauqua) (ST0202)
- McLafferty and Chautauqua Intersection Improvements (ST0601)
- Bridge Maintenance and Rehabilitation (Little Crab Orchard Creek) (ST1301a)
- College Street Box Culvert Replacement (Piles Fork Creek) (ST1301b)
- Chautauqua Bridge Replacement (Little Crab Orchard Creek) (ST1301c)
- Freeman Street Resurfacing (Oakland to Glenview) (ST1801)
- Street Condition Survey/Study (ST1802)
- New Era Road Reconstruction (Glenn Road north 1,700 Feet) (ST1901)
- Wall and Grand Intersection Improvements (ST1905)
- Pavement Management Program – Street Improvements (Various) (ST2001)
- Sidewalk Improvements (SW2001)

Provided funding for the land acquisition phase on the following projects:

- Northwest Pedestrian and Bicycle Path (Oakland to New Era Road) (OS1704)
- McLafferty and Chautauqua Intersection Improvements (ST0601)
- New Era Road Reconstruction (Glenn Road north 1,700 Feet) (ST1901)

Provided funding for the construction phase on the following projects:

- City Hall/Civic Center Canopy Roof Replacement (PB1904)
- Emergency Warning Sirens (SP1902)
- Safe Routes to Schools-Wall Street Crosswalks and Bike Lanes (SP1908)
- Add Decorative Lighting Circuit to Historic District Post Lights (SP2002)
- Oakland Avenue Reconstruction (Walnut to Chautauqua) (ST0202)
- Bridge Maintenance and Rehabilitation (Chautauqua, West of Emerald) (ST1301)
- Freeman Street Resurfacing (Oakland to Glenview) (ST1801)
- Sidewalk Improvement (SW2001)

Grant funds for the following projects helped offset the City's costs:

- Northwest Pedestrian and Bicycle Path (Oakland to New Era Road) (OS1704)
- Oakland Avenue Reconstruction (Walnut to Chautauqua) (ST0202)

FY 2021 Actions in Support of Council Goals:

Will provide funding for the design phase on the following projects:

- Greenway Path Safety Improvements (OS1703)
- Northwest Bike/Pedestrian Trail – Phase II (New Era Road to State Highway 13) (OS1901)
- Cemetery Maintenance and Office Building replacement (PB1001)
- Street Maintenance Rock Salt Storage Facility Reconstruction (PB2003)
- Illinois Avenue Streetscape – Phase 3 (Monroe to Oak) (SP0904)
- SIMMS - Multimodal Transportation Center (SP1002)
- Emergency Warning Sirens (SP1902)
- Replace Corrugated Metal Pipes in the Southwest Quadrant (SS9902)
- Cherry Street/Elm Street Storm Sewer Interceptor Replacement (SS1002)
- City Wide Drainage Study (SS1401)
- College Street Box Culvert Replacement (Piles Fork Creek) (ST1301b)
- Chautauqua Bridge Replacement (Little Crab Orchard Creek) (ST1301c)
- Street Condition Survey/Study (ST1802)
- New Era Road Reconstruction (Glenn Road north 1,700 Feet) (ST1901)
- Pavement Management Program – Street Improvements (Various) (ST2001)
- East College Street Reconstruction (ST2002)
- Sidewalk Improvements (SW2101)

FY 2021 Actions in Support of Council Goals: (Cont'd)

Will provide funding on the construction phase on the following projects:

- Northwest Pedestrian and Bicycle Path (Oakland to New Era Road) (OS1704)
- Emergency Warning Sirens (SP1902)
- Oakland Avenue Reconstruction (Walnut to Chautauqua) (ST0202)
- Pavement Management Program – Street Improvements (Various) (ST2001)
- Sidewalk Improvement (SW2001)

Grant funds for the following projects helped offset the City's costs:

- Northwest Pedestrian and Bicycle Path (Oakland to New Era Road) (OS1704)
- Northwest Bike/Pedestrian Trail – Phase II (New Era Road to State Highway 13) (OS1901)
- Cemetery Maintenance and Office Building Replacement (PB1001)
- SIMMS - Multimodal Transportation Center (SP1002)
- Oakland Avenue Reconstruction (Walnut to Chautauqua) (ST0202)

Fund: LOCAL IMPROVEMENT

Division: CIP and REPLACEMENT

Department: (50) COMMUNITY INVESTMENT

Division No.: 44007

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
COMMUNITY INVESTMENT PROGRAM				
530 CIP Design Eng. - Eng. Div. Serv.	123,446	68,500	132,443	103,500
531 CIP Design Eng. - Contractual	573,118	399,339	673,164	967,000
540 CIP Resident Eng. - Eng. Div. Serv.	107,940	140,500	68,722	145,000
541 CIP Resident Eng. - Contractual	0	18,000	7,095	13,000
553 CIP Acquisition - Contractual	0	43,000	19,000	45,000
555 CIP Acquisition - Land Purchase	0	145,000	279,750	575,000
556 CIP Acquisition - Easements	0	1,200	0	0
560 CIP Construction - City Labor	65,874	90,000	72,543	0
565 CIP Construction - Contractual	1,371,535	2,495,000	729,889	616,000
580 CIP Contingency	0	183,600	0	0
TOTAL COMMUNITY INVESTMENT PROGRAM	2,241,913	3,584,139	1,982,606	2,464,500
FUNDING SOURCE TRANSFERS				
930 Debt Service Fund	245,000	0	0	0
TOTAL FUNDING SOURCE TRANSFERS	245,000	0	0	0
TOTAL EXPENDITURES	2,486,913	3,584,139	1,982,606	2,464,500

PROPRIETARY FUNDS

Proprietary Funds are established to account for the self-supporting municipal activities that are similar to private business, where the intent of the governing body is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through charges for services. The significant characteristic of a proprietary fund is that the accounting system makes it possible to determine operating profit or loss.

ENTERPRISE FUNDS:

The Waterworks and Sewerage Fund provides for the operation and maintenance of the municipal water and wastewater treatment and distribution systems. In addition, transfers from the Operating Account provide the financing of Community Investments and debt service requirements. Operating revenues are derived from water and sewer service charges. Community Investments are also financed from property owner contributions and General Obligation Bond proceeds. The Illinois Environmental Protection Agency (IEPA) low interest loans and State and Federal Grants. The Public Works Department is responsible for the administration of the Waterworks and Sewerage Fund.

The Parking System Operations Fund operates and maintains public use parking lots and metered street areas. Revenue is derived from parking meter receipts, permits, and fines. The Finance Department is responsible for the administration of this fund. Maintenance of the municipal parking lots and meters are provided by the Street Maintenance Division of the Public Works Department.

The Solid Waste Management Fund, which is administered by the Public Works Department, provides for the municipal refuse collections, landscape waste removal and the recycling program. Revenue is derived from City refuse customer service fees, landscape waste fees, and recycling assessment fees.

The Rental Properties Fund operates the University City Municipal Complex as a service center for the State Crime Lab and other non-profit organizations. Rental income, which provides funds for operating expenses and community investments, is the major source of revenue. The Public Works Department is responsible for the operation of this fund.

INTERNAL SERVICE FUND:

Group Health Insurance Fund provides funding for health care, dental, vision, and life insurance benefits to active and retired City employees.

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN WORKING FUND BALANCE
PROPRIETARY FUNDS
WATERWORKS AND SEWERAGE FUND
TOTAL FUND**

FUND NO. 70	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	9,635,653	9,136,249	9,333,896	9,237,172
EXPENDITURES	12,565,178	14,395,385	13,534,295	15,313,197
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(2,929,526)	(5,259,136)	(4,200,399)	(6,076,025)
NET TOTAL OTHER FINANCING SOURCES (USES)	0	0	0	0
NET INCREASE (DECREASE) IN FUND BALANCES	(2,929,526)	(5,259,136)	(4,200,399)	(6,076,025)
NON-CASH CREDITS FOR DEPRECIATION LOSS ON DISPOSAL OF FIXED ASSETS AND PREPAID BOND EXPENSES AND ACCRUED INTEREST	2,456,931	2,283,070	2,508,496	2,508,496
NET INCREASE (DECREASE) IN FUND BALANCE	(472,595)	(2,976,066)	(1,691,903)	(3,567,529)
WORKING FUND BALANCE BEGINNING OF FISCAL YEAR	9,648,898	9,176,303	9,176,303	7,484,400
WORKING FUND BALANCE END OF FISCAL YEAR	9,176,303	6,200,237	7,484,400	3,916,871

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
PROPRIETARY FUNDS
WATERWORKS AND SEWERAGE FUND**

FUND NO. 70					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
SERVICE CHARGES - WATER					
37020-010	Residential	1,816,257	1,804,225	1,776,799	1,741,263
37020-020	Commercial	689,171	701,000	698,142	693,657
37020-030	University	879,468	588,889	710,205	710,250
37020-040	Water Districts	1,040,572	1,040,000	1,032,310	1,032,250
		4,425,468	4,134,114	4,217,456	4,177,420
SERVICE CHARGES - SEWER					
37021-010	Residential	2,567,762	2,595,000	2,716,971	2,715,000
37021-020	Commercial	928,746	931,041	944,063	936,405
37021-030	University	867,939	722,500	607,201	607,250
37021-050	Surcharge-Industrial	99,639	95,000	83,314	85,000
		4,464,087	4,343,541	4,351,550	4,343,655
OTHER CHARGES & FEES					
37022-010	Water Tap Fees	49,203	11,807	28,000	25,000
37022-020	Sewer Tap Fees	22,896	0	11,671	10,000
37022-030	Reconnect Fees	78,196	75,000	79,873	77,750
37022-035	Late Payment Fees	94,829	95,000	94,267	94,500
37022-040	Material & Labor Sales	225,845	226,689	292,130	275,000
37022-050	Sewer Assessments	0	0	0	0
37022-060	Cedar Lake Beach Fees	18,861	18,900	21,429	19,750
37022-065	Cedar Lake Concession Sales	2,993	3,100	2,970	2,950
37022-070	Cedar Lake Fish Off Fees	3,975	3,275	3,500	3,500
37022-090	Miscellaneous	12,120	12,090	20,322	15,000
		508,917	445,861	554,162	523,450
USE OF MONEY & PROPERTY					
37023-101	Interest Earned Check/Save-O&M	10,504	9,580	5,508	5,500
37023-102	Interest Earned Other-O&M	0	0	0	0
37023-401	Interest on Investments-O&M	10,370	8,911	11,518	10,604
37023-449	Interest on Inv.-Debt Service	13,130	12,000	12,810	12,500
37023-500	Rental of Property	64,191	63,175	76,746	63,843
37023-600	Sale of City Property	239	0	0	0
37023-601	Gain on Sale of City Property	0	0	0	0
37023-800	Insurance Proceeds	3,586	0	0	0
		102,019	93,666	106,581	92,447
TOTAL OPERATING REVENUE		9,500,491	9,017,182	9,229,749	9,136,972
NON-OPERATING REVENUE					
37025-044	Prop. Owner Contributions-Water Lines	0	0	0	0
37025-045	Prop. Owner Contributions-Sewer Lines	0	0	0	0
37025-080	Grants - Other Governmental Units	0	0	0	0
37025-110	Const-Interest Earn Checking	270	65	275	250
37025-120	Const-Intergovernmental-Grants	0	0	0	0
37025-144	Const-Interest on Investments	134,891	119,002	103,872	99,950
37025-411	Gain/Loss on Investments	0	0	0	0
37027-010	Water Utility Tax - General	0	0	0	0
		135,161	119,067	104,147	100,200
TOTAL NON-OPERATING REVENUE		135,161	119,067	104,147	100,200
TOTAL REVENUES		9,635,653	9,136,249	9,333,896	9,237,172
OTHER FINANCING SOURCES					
37090-100	Loan Proceeds - Equipment	0	0	0	0
37090-150	Loan Proceeds - ILEPA	0	0	0	0
37090-197	Bond Proceeds - GOB	0	0	0	0
		0	0	0	0
TOTAL OTHER FIN. SOURCES		0	0	0	0
TOTAL WATERWORKS AND SEWERAGE FUND		9,635,653	9,136,249	9,333,896	9,237,172

**STATEMENT OF EXPENDITURES and
OTHER FINANCING USES
PROPRIETARY FUNDS
WATERWORKS and SEWERAGE FUND**

FUND NO. 70					
<i>Division Number</i>	<i>DEPARTMENT NAME DIVISION NAME</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
PUBLIC WORKS DEPARTMENT					
47000	Support Services	3,867,913	3,837,816	3,858,730	4,174,353
47002	Lake Management	238,804	254,376	250,971	283,542
47009	Central Laboratory	538,747	506,596	525,223	588,087
47011	Water Treatment Plant	1,266,171	1,253,168	1,125,657	1,100,832
47015	Water Distribution	429,343	494,349	463,794	486,425
47019	Meter Services	258,313	273,212	299,810	319,989
47021	Sewer Collection	332,978	366,001	384,992	389,441
47022	SE Wastewater Treatment Plant	994,610	992,744	1,004,322	1,052,130
47023	NW Wastewater Treatment Plant	1,083,300	1,126,205	1,174,472	1,158,525
47025	Sewage Lift Stations	114,939	115,138	123,841	96,379
TOTAL PUBLIC WORKS DEPARTMENT		9,125,118	9,219,605	9,211,812	9,649,703
COMMUNITY INVESTMENTS					
47044	Wastewater System-CIP & Replace.	1,655,257	1,963,500	1,502,409	2,095,000
47045	Water System-CIP & Replacement	710,862	2,136,000	1,743,794	2,524,500
TOTAL COMMUNITY INVESTMENTS		2,366,119	4,099,500	3,246,203	4,619,500
DEBT SERVICE					
47049	Water and Sewer Bonds & Loans	1,073,941	1,076,280	1,076,280	1,043,994
TOTAL DEBT SERVICE		1,073,941	1,076,280	1,076,280	1,043,994
TOTAL WATERWORKS AND SEWERAGE FUND		12,565,178	14,395,385	13,534,295	15,313,197

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN WORKING FUND BALANCE
PROPRIETARY FUNDS
WATERWORKS AND SEWERAGE FUND
OPERATING ACCOUNT**

FUND NO. 70	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	9,487,362	9,005,182	9,216,939	9,124,472
EXPENDITURES	9,125,118	9,219,605	9,211,812	9,649,703
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	362,243	(214,423)	5,127	(525,231)
OTHER FINANCING SOURCES (USES):				
TRANSFERS TO COMM. INVEST. ACCT	(2,195,110)	(1,179,534)	(1,426,047)	(920,741)
TRANSFERS TO DEBT SERVICE ACCOUNT	(1,045,658)	(1,071,699)	(1,063,524)	(1,029,612)
NET TOTAL OTHER FINANCING SOURCES (USES)	(3,240,768)	(2,251,233)	(2,489,571)	(1,950,353)
NET INCREASE (DECREASE) IN FUND BALANCES	(2,878,525)	(2,465,656)	(2,484,444)	(2,475,584)
NON-CASH CREDITS FOR LOSS ON DISPOSAL OF FIXED ASSETS AND DEPRECIATION EXPENSES	2,460,511	2,286,650	2,512,075	2,512,075
NET INCREASE (DECREASE) IN FUND BALANCES	(418,014)	(179,006)	27,631	36,491
WORKING FUND BALANCE BEGINNING OF FISCAL YEAR	1,158,034	740,020	740,020	767,651
WORKING FUND BALANCE END OF FISCAL YEAR	740,020	561,014	767,651	804,142

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN WORKING FUND BALANCE
PROPRIETARY FUNDS
WATERWORKS AND SEWERAGE FUND
COMMUNITY INVESTMENT AND REPLACEMENT ACCOUNT**

FUND NO. 70	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	135,161	119,067	104,147	100,200
EXPENDITURES	2,366,119	4,099,500	3,246,203	4,619,500
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(2,230,958)	(3,980,433)	(3,142,056)	(4,519,300)
OTHER FINANCING SOURCES (USES):				
TRANSFERS FROM OPERATING ACCOUNT	2,195,110	1,179,534	1,426,047	920,741
BOND AND LOAN PROCEEDS	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES (USES)	2,195,110	1,179,534	1,426,047	920,741
NET INCREASE (DECREASE) IN FUND BALANCES	(35,848)	(2,800,899)	(1,716,009)	(3,598,559)
WORKING FUND BALANCE BEGINNING OF FISCAL YEAR	7,673,124	7,637,276	7,637,276	5,921,268
WORKING FUND BALANCE END OF FISCAL YEAR	7,637,276	4,836,377	5,921,268	2,322,709

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN WORKING FUND BALANCE
PROPRIETARY FUNDS
WATERWORKS AND SEWERAGE FUND
DEBT SERVICE ACCOUNT**

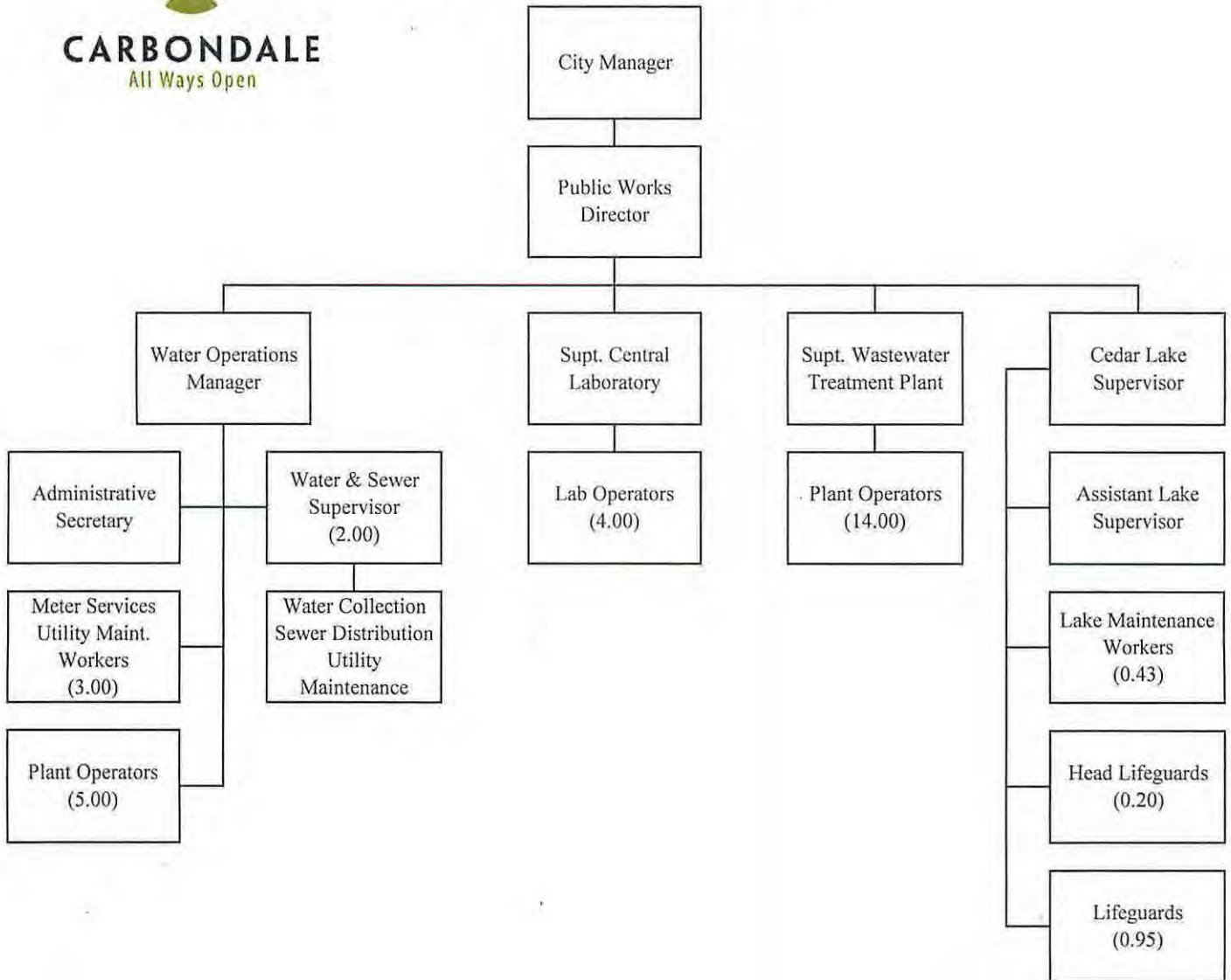
FUND NO. 70	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	13,130	12,000	12,810	12,500
EXPENDITURES	1,073,941	1,076,280	1,076,280	1,043,994
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,060,811)	(1,064,280)	(1,063,470)	(1,031,494)
OTHER FINANCING SOURCES (USES):				
TRANSFERS FROM OPERATING ACCOUNT	1,045,658	1,071,699	1,063,524	1,029,612
BOND PROCEEDS	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES (USES)	1,045,658	1,071,699	1,063,524	1,029,612
NET INCREASE (DECREASE) IN FUND BALANCES	(15,153)	7,419	54	(1,882)
NON-CASH CREDITS FOR PREPAID BOND EXPENSES AND ACCRUED INTEREST	(3,580)	(3,579)	(3,579)	(3,579)
NET INCREASE (DECREASE) IN FUND BALANCES	(18,733)	3,840	(3,525)	(5,461)
WORKING FUND BALANCE BEGINNING OF FISCAL YEAR	817,740	799,007	799,007	795,481
WORKING FUND BALANCE END OF FISCAL YEAR	799,007	802,847	795,481	790,020

CITY OF CARBONDALE, ILLINOIS

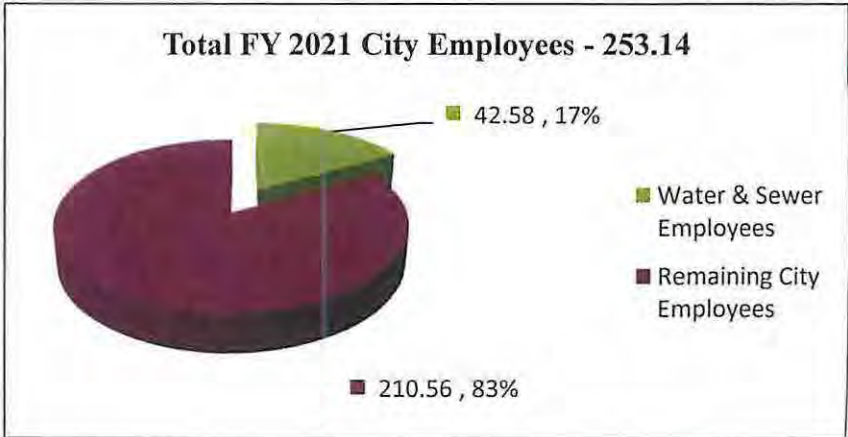
Organizational Chart



Waterworks & Sewerage Fund Public Works Department



Total Number of Employees
42.58



Mission:

The mission of the Support Services Division is to provide general and administrative support to all operating divisions of the Waterworks and Sewerage Fund.

Services:

The Support Services Division provides administrative direction to the Water Treatment Plant, Water Distribution, Meter Services, and Sewer Collection Divisions. The Support Services Division includes payments for outside consultants, annual fees for software and support, billing services, engineering services, and property insurance. This Division also includes the depreciation expenses for fixed assets owned by the Waterworks and Sewerage Fund.

Contact Information:

The Support Services Division is administered by the Public Works Department at the City Water Plant Facility, 2401 S. McLafferty Road, Carbondale, Illinois 62903, and the contact information is as follows: phone (618) 457-3240, email: tharrison@explorecarbondale.com

Activities in Support of City Council Goals:

Provide high-quality City infrastructure

- Direct and oversee the activities of the various water and sewer crews
- Maintain regulatory compliance in all operational aspects of the water treatment plant, distribution system, and sewer collection system
- Provide clerical support for the Water and Sewer Department, and serve as liaison between staff and City Hall
- Coordinate with Engineering staff and contractors to complete capital projects through the Community Investment Program budgets
- Review site plans for all developments throughout the City and make recommendations for water and sewer connections and main line relocations

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Process all purchases and manage all budgets for the Water and Sewer Department
- Process all new services and invoice customers through the Finance Department
- Process all repair work throughout the City to track internal costs of maintaining the water and sewer infrastructure
- Manage the water and sewer inventory to keep an account of materials, and ensure that materials are in stock and readily available for repairs and new services
- Conduct four City-wide mass mailings/communication programs: The annual Water Quality Report, the triennial Cross Connection Survey, the ongoing Cross Connection Control Program, and the ongoing Grease Trap Monitoring Program

Use the downtown master plan as a guide to revitalize the City Center

- Coordinate with Engineering staff and contractors in the development and reconstruction of the Downtown Streetscape project to relocate or replace water and sewer utilities

Beautify streetscapes and enhance residential development/rehabilitation

- Coordinate with Engineering staff and contractors to facilitate the Sidewalk Replacement/Construction Program and Bike Path Construction Program to relocate or replace water and sewer utilities

FY 2020 Accomplishments:

- The operations of the Water and Sewer Department were scheduled, monitored, and recorded using the following software systems: New World Systems (financial program), PubWorks (inventory management and job costing program), SeeClickFix (social media customer interface and internal/interdepartmental work orders)

FY 2020 Accomplishments: (Cont'd)

- Emphasized strengthening the Water and Sewer Department's relationships with its longstanding and newer satellite systems that purchase drinking water from the City: SIU, South Highway, Lakeside, Devil's Kitchen, and Buncombe. Expanded communication was also made a priority with Murdale and DeSoto, water systems which share emergency interconnections with the City
- Coordinated various water and sewer work to assist with the Sidewalk Replacement/Construction Program and Bike Path Construction Program

FY 2021 Actions in Support of Council Goals:

- Direct and oversee all activities of the Water and Sewer Department
- Identify areas of need and assist in the development of projects for the Water and Sewer CIP budgets
- Maintain relationships with satellite water systems

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Water Operations Manager	1.00	1.00	1.00	1.00	\$86,652
Water & Sewer Supervisor	2.00	2.00	2.00	2.00	\$119,392
Administrative Secretary	1.00	1.00	1.00	1.00	\$42,804
TOTAL	4.00	4.00	4.00	4.00	\$248,848

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	246,770	246,701	255,493	248,848
101 Accrued Sick Leave	13,870	0	0	0
102 Accrued Vacation Leave	3,902	0	0	0
103 Accrued Birthday Leave	(751)	0	0	0
110 Employee Overtime	12,934	13,862	9,952	10,151
130 Employee Health Insurance Benefits	49,268	51,517	54,105	58,288
131 Employee Retirement Benefits	46,433	42,377	43,960	44,707
140 Employee Work Comp. Benefits	12,143	13,272	10,873	6,598
150 Special Contractual Benefits	1,700	1,700	1,700	1,700
TOTAL PERSONAL SERVICES	386,269	369,429	376,083	370,292
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	10,500	10,001	11,100	11,100
220 Communications - Telephone	5,327	5,044	4,750	4,458
221 Communications - Data	1,712	0	0	0
222 Communications - Postage	33,923	34,400	31,000	32,650
240 Travel, Conferences, Training	4,180	10,073	10,000	10,093
250 Repairs & Maint. - Equipment	285	400	300	400
260 Rental Charges	830	986	1,546	986
270 Outside Printing Services	21,879	21,500	21,000	21,500
271 Other Outside Services	14,002	14,101	14,000	14,234
272 Office Supplies	5,695	5,626	5,500	5,626
273 Operating Supplies & Materials	3,430	4,950	4,500	4,950
275 Motor Fuels and Lubricant	3,713	4,455	3,193	4,455
280 Subscriptions and Memberships	1,453	1,550	1,050	1,075
281 Insurance and Bonds	135,143	137,080	136,388	139,501
TOTAL DIRECT OPER. CHRGS. & SRVCS.	242,072	250,166	244,327	251,028
SERVICES AND CHARGES TRANSFERRED IN				
310 Vehicle & Equipment - Labor & Overhead	1,142	2,730	2,730	2,707
311 Vehicle & Equipment - Parts	749	1,500	1,468	1,500
332 Information Systems Services	45,936	57,645	56,211	72,269
335 Financial Management Services	306,213	318,318	318,318	329,330
350 Legal Services	0	29,994	29,994	31,384
352 Engineering Services	373,487	317,524	317,524	573,768
TOTAL SRVCS & CHRGS TRANSFER IN	727,527	727,711	726,245	1,010,958
NON-OPERATING CHARGES				
420 Uncollectible Accounts	(30)	20,000	0	20,000
TOTAL NON-OPERATING CHARGES	(30)	20,000	0	20,000

Fund: WATERWORKS and SEWERAGE Division: SUPPORT SERVICES

Department: (40) PUBLIC WORKS Division No.: 47000

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
CONTINGENCIES				
801 Division Contingency	0	10,000	0	10,000
TOTAL CONTINGENCIES	0	10,000	0	10,000
DEPRECIATION EXPENSE				
890 Depreciation on Fixed Assets	2,512,075	2,460,510	2,512,075	2,512,075
TOTAL DEPRECIATION EXPENSE	2,512,075	2,460,510	2,512,075	2,512,075
TOTAL EXPENDITURES	3,867,913	3,837,816	3,858,730	4,174,353

Mission:

The mission of the Lake Management Division is to protect the Cedar Lake watershed and to supervise and control all recreation activities on City-owned property at Cedar Lake.

Services:

The Lake Management Division manages Cedar Lake property and facilities, enforces all applicable ordinances, develops programs that ensure good conservation practices, and implements environmentally sound recreational lake use policies. Cedar Lake personnel supervises the beach and boat launch areas, and patrol the lake and City-owned land adjacent to the lake.

Contact Information:

Lake Management Division is administered by the Public Works Department at the City's Cedar Lake Facility, 1705 Cedar Creek Road, P.O. Box 2047, Carbondale, Illinois 62902, and the contact information is as follows: phone (618) 549-8441, email: estead@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Publicize the positive aspects of Carbondale's Cedar Lake
- Improve the aesthetics of Cedar Lake and the surrounding area as an important welcoming corridor into Carbondale
- Conduct more community-wide events

Encourage progressive economic development, tourism, arts and entertainment

- Partner with SIU to offer Cedar Lake as a destination for entertainment (outdoor recreation) and research

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Continually evaluate all positions and City services to operate efficiently

Provide high-quality City infrastructure

- Expand customer service, focusing on a "warm transfer" of customers
- Develop a customer-friendly Cedar Lake webpage on the City's website
- Encourage employees to bring resident/user concerns back to the appropriate department

Build on, expand, and develop new relationships with SIU and other regional entities

- Expand communication between SIU departments and City Lake Management services/functions

FY 2020 Accomplishments:

- Division promoted the many recreational attributes of Cedar Lake through regular updates to the website, by photographing and writing articles about the lake for Carbondale Communiqué, by installing new and maintaining existing quality signage, by providing maps and information brochures, by updating telephone answering machine messages, and through personal interaction with the lake's many users
- Division has partnered with IDNR in a grant to develop a forest management plan for the City's property around Cedar Lake. This plan will outline our vision for our forested area, describe the current forest conditions, and outlines a plan of action to achieve our management goals. This plan will encompass all the resources on our property – trails, water sources, wildlife habitat, recreational sites, etc. This plan was completed in January 2020
- Completed work on the shop floor and secure tool cache in the Lake Management facilities. This has allowed staff to improve efficiencies, created space for safe storage of hazardous and combustible chemicals, and improved security of accountable City property

FY2020 Accomplishments: (Cont'd)

- Continued to develop Poplar Camp Beach’s online presence to increase visitor numbers. Attendance at the beach has increased for the second year in a row
- Assisted other divisions in hazardous tree removals
- Loaned specialized equipment to other divisions including the water plant, both sewage treatment plants, cemeteries, and forestry divisions to help reduce City-wide costs
- Rented, as opposed to purchased, a specially designed remote controlled mower for safe and economical maintenance of the main dam (purchase price of mower is \$28,000)
- Worked with Information Systems staff to make Cedar Lake webpage more user friendly by reorganizing and regularly updating information; including several downloadable pdf documents and maps for ease of use
- Division works regularly to simplify and update regulations, publish rules, and make them available at the lake for users
- Continued water monitoring in an effort to help protect the lake and provide more transparency to our citizens
- Improved trail system and roadway access to spillway to provide more recreational opportunities, to assist with safely managing recreational use, and to maintain the lake spillway and the surrounding City property
- Updated the City’s current trail system map of the Cedar Lake area and made it available for download on the Cedar Lake webpage
- Continued design of additional trails at Cedar Lake to improve the recreational experience and increase usage

FY 2021 Actions in Support of Council Goals:

- Division staff will reach out to SIU’s Forestry Department and the Cooperative Wildlife Lab for partnerships to monitor recreational use, wildlife in general, the deer herd, and forest management
- Division will expand on existing relationships with US Forest Service, Southern Illinois Prescribed Fire Association, local fire prevention agencies, and SIU to start weed management programs (invasive species removal), and wildfire abatement actions
- Staff will continue monitoring water and provide information for transparency to citizens and lake users in a customer friendly fashion
- Paddle boards will be made available to rent for day use at Poplar Camp beach
- Staff will continue to maintain public recreation areas, trails, and infrastructure to a high standard
- Division will continue to update maps for various user groups (hikers, hunters, fishermen, and recreational lake users) to make them clearer and easier to use. These maps are available digitally on the Cedar Lake webpage
- Will continue working with other divisions to assist with specialized projects and trainings
- Additional trails will be designed and constructed and the current trail system will be expanded
- Will continue meeting with US Forest Service to work toward a connected trail system around Cedar Lake

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Cedar Lake Supervisor	1.00	1.00	1.00	1.00	\$56,480
Assistant Lake Supervisor	0.91	1.00	1.00	1.00	\$39,484
Lake Maintenance Worker	0.75	0.43	0.48	0.43	\$12,985
Head Lifeguard/Asst. Head Lifeguard	0.19	0.20	0.28	0.20	\$5,876
Lifeguard	0.93	0.95	0.95	0.95	\$22,876
TOTAL	3.78	3.58	3.71	3.58	\$137,701

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2019	BUDGET FY2020	ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	136,769	134,937	138,442	137,701
110 Employee Overtime	62	104	0	108
130 Employee Health Insurance Benefits	24,906	28,007	30,884	33,272
131 Employee Retirement Benefits	19,505	18,079	18,631	19,137
140 Employee Work Comp. Benefits	6,319	7,508	6,339	4,300
141 Employee Unemployment Comp. Benefits	5,436	2,500	2,500	2,500
150 Special Contractual Benefits	0	850	1,700	1,700
TOTAL PERSONAL SERVICES	192,997	191,985	198,496	198,718
DIRECT OPERATING CHARGES & SERVICES				
220 Communications - Telephone	1,698	1,181	1,568	1,620
221 Communications - Data	10	420	0	0
222 Communications - Postage	20	30	30	50
230 Utilities - Electric	2,174	2,100	1,963	2,124
231 Utilities - Gas	0	600	600	600
232 Utilities - Water & Sewer	1,006	1,134	1,215	1,356
240 Travel, Conferences, Training	0	300	0	300
250 Repairs & Maint. - Equipment	1,449	2,250	2,425	2,500
251 Repairs & Maint. - Bldg. & Structure	6,719	17,680	12,680	10,280
252 Repairs & Maint. - Other Improvements	4,800	5,950	6,150	7,080
260 Rental Charges	2,616	3,250	1,960	2,800
270 Outside Printing Services	55	0	0	0
271 Other Outside Services	800	699	527	759
272 Office Supplies	295	250	250	250
273 Operating Supplies & Materials	10,161	3,700	8,700	3,900
275 Motor Fuels and Lubricant	2,365	5,380	3,825	5,155
280 Subscriptions and Memberships	0	50	0	50
282 Licenses and Taxes	102	110	52	115
TOTAL DIRECT OPER. CHRGS. & SRVCS.	34,270	45,084	41,945	38,939
SERVICES AND CHARGES TRANSFERRED IN				
310 Vehicle & Equipment - Labor & Overhead	3,940	4,620	3,920	4,580
311 Vehicle & Equipment - Parts	2,500	5,300	2,990	4,440
315 Building & Structure Maintenance	3,272	1,152	1,222	2,440
316 Street Maintenance Services	0	3,152	237	3,449
361 Forestry Services	0	583	254	476
TOTAL SRVCS & CHRGS TRANSFER IN	9,712	14,807	8,623	15,385
NON-OPERATING CHARGES				
400 Merchandise & Services for Resale	1,825	2,500	1,907	2,500
TOTAL NON-OPERATING CHARGES	1,825	2,500	1,907	2,500

Fund: WATERWORKS and SEWERAGE Division: LAKE MANAGEMENT

Department: (40) PUBLIC WORKS Division No.: 47002

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
CAPITAL OUTLAY				
503 Machinery & Equipment	0	0	0	28,000
TOTAL CAPITAL OULAY	0	0	0	28,000
TOTAL EXPENDITURES	<u>238,804</u>	<u>254,376</u>	<u>250,971</u>	<u>283,542</u>



CARBONDALE
All Ways Open

Fund: Waterworks and Sewerage
Department: (40) Public Works
Division: Central Laboratory
Division No.: 47009

Mission:

The mission of the Central Laboratory is to perform water and wastewater tests for the City's water and sewer systems in support of the City's efforts to produce high quality drinking water, to monitor wastewater effluent, and to monitor industrial waste streams to ensure compliance with the Environmental Protection Agency (EPA) pretreatment regulations and City Code.

Services:

The Central Laboratory performs the water and wastewater tests required by the federal and state EPA. The Central Laboratory also conducts testing to maintain optimal treatment at all department facilities with consideration given to plant efficiency and operational costs. In addition to reporting data to the Manager of Water Operations and the Superintendents of the two Wastewater Treatment Plants, the Central Laboratory staff assists with monthly EPA and system evaluation reports.

Contact Information:

The Central Laboratory Division is administered by the Public Works Department located at the City Water Treatment Plant Facility, 2401 S. McLafferty Road, Carbondale, Illinois 62903, and the contact information is as follows:
phone (618) 457-3240, email: kcole@explorecarbondale.com

Activities in Support of City Council Goals:

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Economically operate a high-quality central laboratory for the Carbondale water and sewerage system
- Provide laboratory testing services to outside local utilities, government agencies, and individuals for a competitive fee
- Strive to increase laboratory revenue through marketing services while maintaining low operating costs and high staff productivity through automation and cross-training

Provide high-quality City infrastructure

- Provide the necessary laboratory monitoring to meet current water quality standards and prepare for upcoming regulatory changes with consideration for optimum quality at the lowest cost
- Provide laboratory monitoring support to operate high-quality water treatment and wastewater treatment systems that meet community needs in compliance with the applicable laws and regulations
- Provide the necessary laboratory monitoring for industrial and Southern Illinois University wastewater streams
- Maintain laboratory accreditation with National Environmental Laboratory Accreditation Commission (NELAC) for chemical testing of organic and inorganic contaminants in drinking water
- Maintain laboratory certification with Illinois Department of Public Health for drinking water total coliform, E.coli, fecal, and heterotrophic plate count testing

Build on, expand, and develop new relationships with SIU and other regional entities

- Continue to offer fee-based laboratory testing services to research faculty, particularly within the College of Science, Fermentation Institute, and College of Engineering

FY 2020 Accomplishments:

- Increased outside clients for drinking water Illinois Environmental Protection Agency (IEPA) compliance testing of Lead and Copper and Disinfection byproducts (Trihalomethanes, Haloacetic acids)
- Completed a 3-day inspection to maintain and renew NELAC accreditation (May 2019) for two years for drinking water IEPA certified compliance testing of Trihalomethanes, Haloacetic acids, Total Organic Carbon (TOC), Metals, Anions, and Fluoride
- Monitored the water quality for Cedar Lake, Water Treatment Plant (WTP), the Southeast (SEWWTP) and Northwest (NWWTP) Wastewater Treatment Plants, distribution system, storage tanks, the discharge stream, and river waters
- Compared lab fee schedules from six similar labs in the State and updated the fee schedule for outside client testing

FY 2020 Accomplishments: (Cont'd)

- Performed and billed outside clients in excess of 1,000 lead tests (\$15,000) for daycares throughout the state for their compliance with Illinois Statute SB-550
- The Laboratory outside-billed services revenue is forecast to exceed \$230,000, a 2.0% increase from FY 2019
- Updated the Standard Operating Laboratory Procedures (SOP) to maintain certification and accreditation for drinking water analysis
- Cross-trained two additional operators for fluoride by Ion Selective Electrode on the special bench (analytical)
- Obtained new workload efficiencies by scheduling analytical bench runs, implemented new coliform, fecal, E.coli, HPC testing methods, and accomplished staff training in the more efficient use of the Inductively Coupled Plasma-Mass Spectrometer (ICP-MS) metals analyzer saving time, increasing turnaround of results, and saving argon gas expense

FY 2021 Actions in Support of Council Goals:

- Market the Laboratory services to outside clients for the accredited drinking water IEPA compliance testing offered
- Implement a Laboratory Information Management System (LIMS) data system in the Central Laboratory to automate clerical functions, access data readily, store lab records, automate client billing, improve lab data delivery to the WTP, NWWTP, and SEWWTP, upload data to the IEPA with the goal to improve the Laboratory productivity and give users the ability to mine and analyze lab data
- Increase Laboratory outside billed services revenue by 2% over the previous fiscal year
- Monitor the water quality for the Cedar Lake, Water Treatment Plant, Southeast and Northwest Wastewater Treatment Plants, distribution system, storage tanks, the discharge stream and river waters, and the Industrial discharges
- Automate the electronic data submission of reports to the IEPA through the LIMS uploading interface
- Develop a plan to bring in-house the quarterly wastewater plants dried sludge tests and semi-annual metals panel that are currently sent to a reference lab
- Cross-train the Ion Chromatography (IC) and TOC analysis for another laboratory operator on the special bench (analytical)
- Maintain and renew NELAC accreditation (May 2020) for the testing of drinking water testing: Trihalomethanes, Haloacetic acids, TOC, Metals, Anions, and Fluoride
- Relocate the Laboratory client plant entrance and sample-drop off areas of the Laboratory for improved customer service, security, and improved productivity
- Perform a lab study as designed by the Engineering Department of Nitrogen and Nutrients (Phosphates) to meet the NWWTP and SEWWTP National Pollution Discharge Elimination System (NPDES) requirements as needed for the new permits
- Complete the one day on-site inspection by the Illinois Department of Public Health (October 2020) with each staff member to receive a 2-year certification renewal to perform drinking water testing methods for total coliform, E. coli, fecal, and heterotrophic plate counts
- Complete a nutrient study of four shoreline sites around the City Reservoir to determine baseline levels

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Central Laboratory Superintendent	1.00	1.00	1.00	1.00	\$68,111
Operator	4.00	4.00	4.00	4.00	\$225,462
TOTAL	5.00	5.00	5.00	5.00	\$293,573

Fund: WATERWORKS and SEWERAGE

Division: CENTRAL LABORATORY

Department: (40) PUBLIC WORKS

Division No.: 47009

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
PERSONAL SERVICES				
100 Employee Salary and Wages	272,429	271,031	284,846	293,573
110 Employee Overtime	8,548	6,881	6,301	6,530
112 Employee Premium Payments	0	896	1,146	1,190
130 Employee Health Insurance Benefits	64,976	67,943	76,581	85,289
131 Employee Retirement Benefits	49,918	46,328	47,864	51,153
140 Employee Work Comp. Benefits	15,344	16,751	13,835	8,665
150 Special Contractual Benefits	3,400	3,400	3,400	3,400
TOTAL PERSONAL SERVICES	414,615	413,230	433,973	449,800
DIRECT OPERATING CHARGES & SERVICES				
220 Communications - Telephone	534	602	590	720
222 Communications - Postage	1,926	2,300	1,900	1,100
240 Travel, Conferences, Training	1,378	1,600	1,600	3,808
250 Repairs & Maint. - Equipment	33,105	19,343	18,000	15,600
251 Repairs & Maint. - Bldg. & Structure	319	0	225	0
260 Rental Charges	805	800	800	1,860
271 Other Outside Services	4,476	5,358	5,288	5,011
272 Office Supplies	791	1,600	1,400	500
273 Operating Supplies & Materials	60,574	56,076	56,000	61,231
275 Motor Fuels and Lubricant	735	945	773	783
280 Subscriptions and Memberships	0	290	294	344
299 Operating Equipment	5,045	0	0	14,505
TOTAL DIRECT OPER. CHRGS. & SRVCS.	109,688	88,914	86,870	105,462
SERVICES AND CHARGES TRANSFERRED IN				
310 Vehicle & Equipment - Labor & Overhead	349	700	700	625
311 Vehicle & Equipment - Parts	339	600	480	480
315 Building & Structure Maintenance	3,975	1,152	1,200	1,220
332 Information Systems Services	750	2,000	2,000	0
TOTAL SRVCS & CHRGS TRANSFER IN	5,413	4,452	4,380	2,325
CAPITAL OUTLAY				
503 Machinery and Equipment	9,031	0	0	30,500
TOTAL CAPITAL OUTLAY	9,031	0	0	30,500
TOTAL EXPENDITURES	538,747	506,596	525,223	588,087

Mission:

The mission of the Water Treatment Plant is to process water from Cedar Lake and provide high-quality drinking water for use by the City's water customers.

Services:

The Water Treatment Plant supplies potable water to residents and businesses of Carbondale, Southern Illinois University, South Highway, Lakeside, Devil's Kitchen, and Buncombe.

Contact Information:

The Water Treatment Plant Division is administered by the Public Works Department at the City Water Plant Facility, 2401 S. McLafferty Road, Carbondale, Illinois, 62903, and the contact information is as follows: phone (618) 457-3240, email: tharrison@explorecarbondale.com

Activities in Support of City Council Goals:

Provide high-quality City infrastructure

- Produce a safe and abundant supply of water to meet the needs of the community
- Treat water to an exceedingly high quality that surpasses the minimum requirements of all regulatory standards
- Provide a 24-hour Water & Sewer Hotline for customers to report issues and receive after-hours service for emergencies

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Operate the Plant in a cost-effective, highly efficient manner that meets industry best practices
- Bid chemicals and purchase in bulk to secure the lowest possible price under long-term contracts
- Utilize high-tech equipment to reduce pumping requirements and minimize electrical costs
- Conserve water by optimizing chemical dosage for enhanced clarification and filtration, for minimal waste during the treatment process

FY 2020 Accomplishments:

- Plant shift operators performed approximately 37,000 routine water tests, in addition to testing completed by the Central Laboratory
- The Water Plant operated at an average efficiency of 98%, surpassing the industry standard of 90 – 95%
- Water Plant operations were streamlined to operate more efficiently and save costs by leaving vacant positions unfilled, reducing staff from seven operators to five. This restructuring was implemented in response to reduced production from the Plant, and is in line with chemical and monthly electric bill purchases, which have also been reduced
- Security upgrades were completed at the Water Treatment Plant including the installation of a security alarm system and a security fence, as part of a remodeling project funded through the CIP budget
- Water Plant maintenance staff completed a variety of medium-sized repair projects, including the replacement of four large valve actuators in the process wing
- Water Plant maintenance staff completed general replacement of old light fixtures with new LED light fixtures both indoors and outdoors throughout the Water Treatment Plant and Distribution Building
- Three annual safety inspections were completed: hoists and cranes, thermal imaging of electrical panels, and SCBA air pack flow testing

FY 2021 Actions in Support of Council Goals:

- Treat and test the water to ensure high quality
- Ensure efficient, reliable operations by maintaining all equipment throughout the Water Treatment Plant, Distribution Building, and all remote sites including pumping stations and water towers

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Plant Operator	7.00	7.00	5.18	5.00	\$291,234
TOTAL	7.00	7.00	5.18	5.00	\$291,234

Fund: WATERWORKS and SEWERAGE

Division: WATER TREATMENT PLANT

Department: (40) PUBLIC WORKS

Division No.: 47011

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
PERSONAL SERVICES				
100 Employee Salary and Wages	376,476	365,332	292,161	291,234
110 Employee Overtime	15,904	29,341	41,764	10,139
112 Employee Premium Payments	19,103	19,013	0	17,856
130 Employee Health Insurance Benefits	69,531	69,783	47,085	48,448
131 Employee Retirement Benefits	74,596	68,646	56,196	55,504
140 Employee Work Comp. Benefits	21,108	24,540	19,492	10,367
150 Special Contractual Benefits	5,950	5,950	5,100	4,250
TOTAL PERSONAL SERVICES	582,668	582,605	461,798	437,798
DIRECT OPERATING CHARGES & SERVICES				
230 Utilities - Electric	280,034	280,000	275,000	280,750
240 Travel, Conferences, Training	88	500	300	500
250 Repairs & Maint. - Equipment	64,843	70,000	65,000	70,000
251 Repairs & Maint. - Bldg. & Structure	48,316	50,000	35,000	34,000
252 Repairs & Maint. - Other Improvements	5,549	6,000	5,800	6,000
260 Rental Charges	188	1,800	500	1,000
271 Other Outside Services	18,240	20,376	19,500	21,154
272 Office Supplies	139	0	131	0
273 Operating Supplies & Materials	226,292	230,000	230,000	240,000
275 Motor Fuels and Lubricant	4,721	3,780	1,410	3,105
TOTAL DIRECT OPER. CHRGS. & SRVCS.	648,410	662,456	632,641	656,509
SERVICES AND CHARGES TRANSFERRED IN				
310 Vehicle & Equipment - Labor & Overhead	4,666	2,520	2,520	2,498
311 Vehicle & Equipment - Parts	3,197	1,270	1,250	1,270
315 Building & Structure Maintenance	4,417	2,303	20,000	2,440
316 Street Maintenance Services	313	0	5,700	0
332 Information Systems Services	0	1,720	1,748	0
361 Forestry Services	0	294	0	317
TOTAL SRVCS & CHRGS TRANSFER IN	12,593	8,107	31,218	6,525
CAPITAL OUTLAY				
503 Machinery and Equipment	22,500	0	0	0
TOTAL CAPITAL OUTLAY	22,500	0	0	0
TOTAL EXPENDITURES	1,266,171	1,253,168	1,125,657	1,100,832

Mission:

The mission of the Water Distribution Division is to deliver potable water from the Water Treatment Plant to the City's water customers in a safe and reliable manner.

Services:

The Water Distribution Division is responsible for comprehensive maintenance and repairs of 130 miles of water mains ranging in size from three to thirty inches in diameter, installing new water services, and replacing old, large water meters.

Contact Information:

The Water Distribution Division is administered by the Public Works Department at the City Water Plant Facility, 2401 S. McLafferty Road, Carbondale, IL, 62903, and the contact information is as follows: phone (618) 457-3240, email: tharrison@explorecarbondale.com

Activities in Support of City Council Goals:

Provide high-quality City infrastructure

- Minimize service interruptions by repairing main breaks and service lines immediately
- Install new water service connections to residential customers and businesses under development
- Provide reliable fire protection throughout the City by repairing or replacing fire hydrants on a continuous basis
- Assist with water main replacements completed by an outside contractor through the Community Investment Program budget
- Locate all water and sewer lines as mandated by JULIE to prevent damage to City infrastructure (this duty is shared with the Meter Services and Sewer Collection Divisions)

Beautify streetscapes and enhance residential development/rehabilitation

- Relocate or replace water mains, fire hydrants, and meters as required for the Sidewalk Replacement/Construction Program and Bike Path Construction Program

FY 2020 Accomplishments:

- Provided assistance to both of the City's Wastewater Treatment Plants by repairing manholes and sewer main lines on the plant grounds
- Provided assistance for water main replacements completed by an outside contractor through the CIP budget, including S. Oakland Avenue and W. Sycamore Street
- Performed 750 JULIE locates for other utilities and contractors to protect the water and sewer system

FY 2021 Actions in Support of Council Goals:

- Perform general maintenance of the water system and identify areas of need for future water main replacement through the CIP budget
- Provide support for the Sidewalk Replacement/Construction Program, Bike Path Construction Program, and the Downtown Streetscape project

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Utility Maintenance Worker	3.00	3.00	3.00	3.00	\$171,780
TOTAL	3.00	3.00	3.00	3.00	\$171,780

Fund: WATERWORKS and SEWERAGE

Division: WATER DISTRIBUTION

Department: (40) PUBLIC WORKS

Division No.: 47015

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	
	FY2019	BUDGET FY2020	ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	168,855	172,181	163,332	171,780
110 Employee Overtime	13,345	12,046	10,442	10,755
130 Employee Health Insurance Benefits	33,560	35,092	36,470	39,704
131 Employee Retirement Benefits	33,109	30,142	29,052	31,601
140 Employee Work Comp. Benefits	10,636	11,383	9,221	5,348
150 Special Contractual Benefits	2,550	2,550	2,550	2,550
TOTAL PERSONAL SERVICES	262,055	263,394	251,067	261,738
DIRECT OPERATING CHARGES & SERVICES				
240 Travel, Conferences, Training	0	100	25	100
250 Repairs & Maint. - Equipment	382	800	700	800
251 Repairs & Maint. - Bldg. & Structure	0	150	0	0
252 Repairs & Maint. - Other Improvements	66,641	53,034	63,000	63,120
253 Repairs & Maint. - Street Cuts	39,326	75,000	55,000	65,000
260 Rental Charges	1,381	0	60	0
271 Other Outside Services	18,759	24,767	18,000	19,416
273 Operating Supplies & Materials	5,792	8,840	7,212	6,500
275 Motor Fuels and Lubricant	5,404	5,940	4,841	5,940
280 Subscriptions and Memberships	0	0	85	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.	137,685	168,631	148,923	160,876
SERVICES AND CHARGES TRANSFERRED IN				
310 Vehicle & Equipment - Labor & Overhead	3,806	3,920	5,250	4,858
311 Vehicle & Equipment - Parts	6,794	4,600	4,750	4,760
316 Street Maintenance Services	8,606	17,627	17,627	17,924
361 Forestry Services	0	1,177	1,177	1,269
TOTAL SRVCS & CHRGS TRANSFER IN	19,206	27,324	28,804	28,811
NON-OPERATING CHARGES				
400 Merchandise & Services for Resale	10,397	35,000	35,000	35,000
TOTAL NON-OPERATING CHARGES	10,397	35,000	35,000	35,000
TOTAL EXPENDITURES	429,343	494,349	463,794	486,425

Mission:

The mission of the Meter Services Division is to provide accurate information on water usage by City water and sewer customers and to connect and disconnect services in a timely manner.

Services:

The Meter Services Division reads every water meter in the City on a monthly basis, and completes work orders from the Water Billing Office for connection and disconnection of services. In addition, all water meters and meter pits are inspected, repaired, maintained, or replaced as needed on a continuous basis.

Contact Information:

The Meter Services Division is administered by the Public Works Department at the City Water Plant Facility, 2401 S. McLafferty Road, Carbondale, Illinois, 62903, and the contact information is as follows: phone (618) 457-3240, email: tharrison@explorecarbondale.com

Activities in Support of City Council Goals:

Provide high-quality City infrastructure

- Provide information on usage by City water and sewer customers by collecting monthly readings
- Connect and disconnect services in a timely manner
- Repair damaged meter boxes for public safety
- Locate all water and sewer lines as mandated by JULIE to prevent damage to City infrastructure (this duty is shared with the Water Distribution and Sewer Collection Divisions)

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Test meters and replace as needed to ensure accuracy in billing

FY 2020 Accomplishments:

- Collected approximately 100,000 meter readings
- Connected and disconnected services approximately 10,000 times
- Performed over 1,500 JULIE locates for other utilities and contractors to protect the water and sewer system
- Staff replaced roughly 200 old or malfunctioned water meters, 75% residential and 25% commercial
- The 8th year of the accuracy testing program was conducted on 25 of the highest consumption meters in the City and reports were created on these accounts; a few inaccurate meters were identified and replaced
- Approximately 200 old meters that no longer functioned properly were salvaged and returned to the vendor to obtain a discount on the purchase of 200 new meters
- Three specific areas saw dramatic improvement and increased productivity as a direct result of the creation of an additional W&S Supervisor position three years ago in the Support Services budget:
 - Residential meters were replaced and upgraded to a newer meter style at a much more rapid rate than in previous years
 - Substantial progress was made replacing larger, inaccurate meters from the backlog of reports over the past eight years
 - Numerous unbilled accounts were identified that had fallen through the system in years past, and accounts were established with monthly readings and billings, including accounts at the University Mall

FY 2021 Actions in Support of Council Goals:

- Collect meter readings for monthly bills on schedule
- Connect and disconnect services in a timely manner
- Follow up on the accuracy test reports by repairing or replacing high consumption meters on a return on investment basis
- Upgrade residential meters to a newer, industry-standard style on an ongoing basis based on age and functionality

FY 2021 Actions in Support of Council Goals: (Cont'd)

- Maintain meter boxes and covers in good repair for public safety

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Utility Maintenance Worker	3.00	3.00	2.86	3.00	\$172,783
TOTAL	3.00	3.00	2.86	3.00	\$172,783

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
PERSONAL SERVICES				
100 Employee Salary and Wages	143,726	143,142	158,750	172,783
110 Employee Overtime	1,456	1,860	3,868	3,984
130 Employee Health Insurance Benefits	33,422	35,765	42,701	48,280
131 Employee Retirement Benefits	26,197	23,659	26,479	30,308
140 Employee Work Comp. Benefits	7,798	8,277	6,874	4,397
150 Special Contractual Benefits	3,400	3,400	1,700	2,550
TOTAL PERSONAL SERVICES	215,999	216,103	240,372	262,302
DIRECT OPERATING CHARGES & SERVICES				
240 Travel, Conferences, Training	25	100	75	100
250 Repairs & Maint. - Equipment	1,680	2,600	2,500	2,600
252 Repairs & Maint. - Other Improvements	6,181	28,346	28,000	28,346
271 Other Outside Services	5,254	10,388	10,622	10,442
273 Operating Supplies & Materials	2,816	1,500	1,500	1,587
275 Motor Fuels and Lubricant	8,127	7,425	6,616	7,425
299 Operating Equipment	12,350	0	0	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.	36,433	50,359	49,313	50,500
SERVICES AND CHARGES TRANSFERRED IN				
310 Vehicle & Equipment - Labor & Overhead	4,051	3,850	4,970	3,817
311 Vehicle & Equipment - Parts	1,830	2,900	5,155	3,370
TOTAL SRVCS & CHRGS TRANSFER IN	5,881	6,750	10,125	7,187
TOTAL EXPENDITURES	258,313	273,212	299,810	319,989

Mission:

The mission of the Sewer Collection Division is to ensure that sanitary sewerage is collected from the entire City and delivered to the two Wastewater Treatment Plants.

Services:

The Sewer Collection Division is responsible for comprehensive maintenance and repair of 130 miles of sewer mains ranging in size from six to forty-eight inches, and installing new sewer services.

Contact Information:

The Sewer Collection Division is administered by the Public Works Department at the City Water Plant Facility, 2401 S. McLafferty Road, Carbondale, Illinois, 62903, and the contact information is as follows: phone (618) 457-3240, email: tharrison@explorecarbondale.com

Activities in Support of City Council Goals:

Provide high-quality City infrastructure

- Minimize service interruptions by clearing blockages and repairing broken mains and laterals
- Install new sewer service connections to residential customers and properties under development
- Reduce storm water runoff into the sanitary sewer system
- Repair sewer system deficiencies identified by the Sanitary Sewer Infiltration and Inflow Study completed by an outside contractor through the Community Investment Program (CIP)
- Assist with the Manhole Lining Program completed by an outside contractor through the CIP
- Locate all water and sewer lines as mandated by JULIE to prevent damage to City infrastructure (this duty is shared with the Meter Services and Water Distribution Divisions)

Use the downtown master plan as a guide to revitalize the City Center

- Assist the Water Distribution Division with its role in the development and reconstruction of the Downtown Streetscape projects, and make any needed adjustments to the sewer system

Beautify streetscapes and enhance residential development/rehabilitation

- Assist the Water Distribution Division with its role in the Sidewalk Replacement/Construction Program and Bike Path Construction Program, and make any needed adjustments to the sewer system

FY 2020 Accomplishments:

- Provided assistance to both of the City's Wastewater Treatment Plants by repairing manholes on the plant grounds
- Provided assistance for the Manhole Lining Program completed through the CIP
- Performed proactive repairs of damaged laterals (before the customer experienced loss of service) identified in the Sanitary Sewer Infiltration and Inflow Study completed through the CIP
- Performed 750 JULIE locates for other utilities and contractors to protect the water and sewer system

FY 2021 Actions in Support of Council Goals:

- Perform general maintenance of the sewer system and identify portions of the system in need of repair to be included in future CIP budgets
- Provide support for the Sidewalk Replacement/Construction Program, Bike Path Construction Program, and the Downtown Streetscape project

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Utility Maintenance Worker	3.00	3.00	3.00	3.00	\$162,535
TOTAL	3.00	3.00	3.00	3.00	\$162,535

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	140,846	152,465	155,412	162,535
110	Employee Overtime	6,508	6,173	2,176	2,241
130	Employee Health Insurance Benefits	31,289	30,988	36,855	39,704
131	Employee Retirement Benefits	26,654	25,939	26,187	29,194
140	Employee Work Comp. Benefits	7,034	9,004	7,564	5,041
150	Special Contractual Benefits	1,700	2,550	2,550	2,550
TOTAL PERSONAL SERVICES		214,031	227,119	230,744	241,265
DIRECT OPERATING CHARGES & SERVICES					
240	Travel, Conferences, Training	25	100	75	100
250	Repairs & Maint. - Equipment	3,876	3,000	2,500	3,000
252	Repairs & Maint. - Other Improvements	20,877	21,300	21,000	21,300
253	Repairs & Maint. - Street Cuts	49,124	54,400	50,000	54,400
260	Rental Charges	667	1,000	1,500	1,000
271	Other Outside Services	1,245	2,731	2,500	2,881
273	Operating Supplies & Materials	2,374	3,500	3,000	3,500
275	Motor Fuels and Lubricant	8,535	9,180	7,162	9,180
TOTAL DIRECT OPER. CHRGS. & SRVCS.		86,723	95,211	87,737	95,361
SERVICES AND CHARGES TRANSFERRED IN					
310	Vehicle & Equipment - Labor & Overhead	7,653	10,710	12,950	10,757
311	Vehicle & Equipment - Parts	9,668	16,000	36,600	24,800
316	Street Maintenance Services	10,619	11,309	11,309	11,624
361	Forestry Services	0	652	652	634
TOTAL SRVCS & CHRGS TRANSFER IN		27,940	38,671	61,511	47,815
NON-OPERATING CHARGES					
400	Merchandise & Services for Resale	4,284	5,000	5,000	5,000
TOTAL NON-OPERATING CHARGES		4,284	5,000	5,000	5,000
TOTAL EXPENDITURES		332,978	366,001	384,992	389,441

Mission:

The mission of the Southeast Wastewater Treatment Plant (SEWWTP) is to reclaim wastewater so that it may be returned to natural waterways in compliance with State and Federal environmental laws, regulations, and standards.

Services:

The SEWWTP processes wastewater from the central and eastern parts of Carbondale and from the Southern Illinois University campus. The effluent is discharged into Crab Orchard Creek.

Contact Information:

The SEWWTP Division is administered by the Public Works Department at the Southeast Wastewater Treatment Plant, Old Route 13 East, Carbondale, Illinois, 62901, and the contact information is as follows: Phone (618) 549-3014, email: bluebke@explorecarbondale.com

Activities in Support of City Council Goals:

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Consider installing new energy efficient equipment
- Continue with preventative maintenance on equipment to extend its useful life

Provide high-quality City infrastructure

- Continue to meet and exceed Illinois Environmental Protection Agency (IEPA) discharge permit requirements
- Plan for future nutrient removal on discharge due to upcoming stricter permit requirements
- Encourage employees to obtain IEPA Wastewater Licenses
- Continue to arrange for employee training to stay current in all licensing requirements

Build on, expand and develop new relationships with SIU and other regional entities

- Continue tours for engineering classes to show how wastewater plants operate and treat water
- Continue tours for architectural classes to show how wastewater plants operate and treat water
- Continue to work with SIU Lab Department providing samples at various stages of treatment

FY 2020 Accomplishments:

- Replaced two variable speed drives on raw pumps for increased efficiency
- Upgraded grit chamber blower system to improve treatment

FY 2021 Actions in Support of Council Goals:

- Continue to upgrade mechanical systems to improve treatment efficiencies

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Southeast Wastewater Treatment Plant Superintendent	1.00	1.00	1.00	1.00	\$75,020
Plant Operators	7.00	7.00	7.00	7.00	\$396,514
TOTAL	8.00	8.00	8.00	8.00	\$471,534

Fund: WATERWORKS and SEWERAGE

Division: SEWWT PLANT

Department: (40) PUBLIC WORKS

Division No.: 47022

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
PERSONAL SERVICES				
100 Employee Salary and Wages	419,247	430,224	445,870	471,534
110 Employee Overtime	14,756	14,744	16,033	16,275
112 Employee Premium Payments	13,169	17,914	19,061	21,160
130 Employee Health Insurance Benefits	92,592	97,209	98,285	108,561
131 Employee Retirement Benefits	80,036	74,070	79,553	87,249
140 Employee Work Comp. Benefits	22,123	26,059	22,292	15,789
150 Special Contractual Benefits	5,950	5,950	5,950	5,950
TOTAL PERSONAL SERVICES	647,873	666,170	687,044	726,518
DIRECT OPERATING CHARGES & SERVICES				
220 Communications - Telephone	523	960	444	660
221 Communications - Data	479	516	330	0
222 Communications - Postage	109	390	110	390
230 Utilities - Electric	131,406	125,331	124,249	130,330
231 Utilities - Gas	13,462	3,231	2,800	3,231
240 Travel, Conferences, Training	913	1,117	924	1,600
250 Repairs & Maint. - Equipment	84,013	56,750	62,000	56,300
251 Repairs & Maint. - Bldg. & Structure	6,181	4,180	7,540	10,318
252 Repairs & Maint. - Other Improvements	4,976	6,975	5,770	6,000
260 Rental Charges	37	840	0	840
271 Other Outside Services	41,774	45,093	43,850	45,347
272 Office Supplies	58	270	70	270
273 Operating Supplies & Materials	6,119	8,400	5,900	6,000
275 Motor Fuels and Lubricant	7,822	10,723	7,910	12,928
TOTAL DIRECT OPER. CHRGS. & SRVCS.	297,872	264,776	261,897	274,214
SERVICES AND CHARGES TRANSFERRED IN				
310 Vehicle & Equipment - Labor & Overhead	6,704	9,310	6,800	7,912
311 Vehicle & Equipment - Parts	13,171	11,100	9,300	9,770
315 Building & Structure Maintenance	2,409	2,303	2,302	2,440
316 Street Maintenance Services	1,410	1,576	2,836	1,725
332 Information Systems Services	0	4,540	4,878	0
361 Forestry Services	1,507	504	500	551
TOTAL SRVCS & CHRGS TRANSFER IN	25,201	29,333	26,616	22,398
CAPITAL OUTLAY				
501 Buildings & Structure	5,494	0	0	0
503 Machinery and Equipment	18,170	32,465	28,765	29,000
TOTAL CAPITAL OUTLAY	23,664	32,465	28,765	29,000
TOTAL EXPENDITURES	994,610	992,744	1,004,322	1,052,130

Mission:

The mission of the Northwest Wastewater Treatment Plant (NWWWTP) is to reclaim wastewater so that it may be returned to natural waterways or reused in compliance with state and federal environmental laws, regulations, and standards.

Services:

The NWWWTP treats all the wastewater from the western portion of Carbondale. The facility also receives industrial wastewater from the Bicentennial Industrial Park, Carbondale Industrial Park, and the industrial transfer sewer. The industrial wastewater is initially processed at the industrial pre-treatment plant and then its effluent is discharged into and treated in the domestic plant. All the effluent is discharged into the Big Muddy River or used to irrigate the Hickory Ridge Golf Course.

Contact Information:

The Northwest Wastewater Treatment Plant Division is administered by the Public Works Department at the Northwest Wastewater Treatment Plant, 1699 New Era Road, Carbondale, Illinois, 62901, and the contact information is as follows: phone (618) 457-7003, email: adecker@explorecarbondale.com

Activities in Support of City Council Goals:

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Consider implementing new energy efficient equipment
- Continue with preventative maintenance program on equipment to extend its useful life
- Continue to evaluate peak shaving for electric cost saving
- Continue to use the methane gas generated by anaerobic digester to supply gas for boiler and heating

Provide high-quality City infrastructure

- Continue to meet and exceed Environmental Protection Agency (EPA) discharge permit requirements
- Plan for future nutrient removal on discharge due to upcoming stricter EPA permit requirements
- Encourage employees to obtain an EPA wastewater license
- Continue to arrange for employee training to stay current on licensing requirements

Build on, expand, and develop new relationships with SIU and other regional entities

- Continue tours for SIU engineering classes to show how wastewater plants operate and treat water
- Continue tours for SIU health classes to show how wastewater plants operate and treat water
- Continue to work with SIU Lab Department providing samples at various stages of treatment

FY 2020 Accomplishments:

- Installed gravity flow industrial effluent line to domestic head works
- Upgraded part of the SCADA Controls
- Nominated for Class 2 Plant of the Year by Illinois EPA

FY 2021 Actions in Support of Council Goals:

- The NWWWTP will continue to upgrade and improve Plant processes to meet new, stricter EPA permit requirements and be proactive for future requirements

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Northwest Wastewater Treatment Plant Superintendent	1.00	1.00	1.00	1.00	\$79,407
Plant Operators	7.00	7.00	6.74	7.00	\$384,540
Utility Worker	.38	0.00	0.00	0.00	\$0
TOTAL	8.38	8.00	7.74	8.00	\$463,947

Fund: WATERWORKS and SEWERAGE		Division: NWWWT PLANT		
Department: (40) PUBLIC WORKS		Division No.: 47023		
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	457,205	461,707	446,331	463,947
110 Employee Overtime	15,681	15,434	24,419	22,370
112 Employee Premium Payments	18,843	19,162	19,398	21,155
130 Employee Health Insurance Benefits	83,763	86,899	96,148	106,895
131 Employee Retirement Benefits	88,904	77,910	77,959	82,929
140 Employee Work Comp. Benefits	23,753	28,311	23,815	15,940
150 Special Contractual Benefits	5,950	5,950	5,950	5,950
TOTAL PERSONAL SERVICES	694,099	695,373	694,020	719,186
DIRECT OPERATING CHARGES & SERVICES				
220 Communications - Telephone	495	480	480	600
221 Communications - Data	172	0	32	0
222 Communications - Postage	59	150	75	150
230 Utilities - Electric	206,335	205,000	216,721	216,025
231 Utilities - Gas	4,191	3,580	3,500	3,580
240 Travel, Conferences, Training	788	1,095	1,095	1,525
250 Repairs & Maint. - Equipment	35,867	79,506	82,000	47,615
251 Repairs & Maint. - Bldg. & Structure	25,975	14,946	16,500	16,746
252 Repairs & Maint. - Other Improvements	5,022	7,600	7,500	7,600
260 Rental Charges	66	200	200	200
271 Other Outside Services	26,247	28,974	27,500	29,725
272 Office Supplies	104	339	200	339
273 Operating Supplies & Materials	22,058	14,170	15,150	17,730
275 Motor Fuels and Lubricant	18,457	20,063	21,000	20,063
299 Operating Equipment	3,064	0	0	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.	348,900	376,103	391,953	361,898
SERVICES AND CHARGES TRANSFERRED IN				
310 Vehicle & Equipment - Labor & Overhead	3,986	4,900	5,180	5,066
311 Vehicle & Equipment - Parts	6,719	5,400	7,368	5,400
315 Building & Structure Maintenance	2,428	2,304	2,304	4,575
316 Street Maintenance Services	400	1,576	2,463	1,724
332 Information Systems Services	0	4,790	5,128	0
361 Forestry Services	652	441	441	476
TOTAL SRVCS & CHRGS TRANSFER IN	14,185	19,411	22,884	17,241
CAPITAL OUTLAY				
501 Buildings and Structures	15,516	0	0	5,700
503 Machinery and Equipment	10,600	35,318	65,615	54,500
TOTAL CAPITAL OUTLAY	26,116	35,318	65,615	60,200

Fund: WATERWORKS and SEWERAGE		Division: NWWWT PLANT		
Department: (40) PUBLIC WORKS		Division No.: 47023		
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
TOTAL EXPENDITURES	1,083,300	1,126,205	1,174,472	1,158,525



Mission:

The mission of the Sewage Lift Stations Division is to operate and maintain the City's fifteen (15) sanitary sewer lift stations and to ensure continuous flow of wastewater to the two wastewater treatment plants.

Services:

All remote sewage lift stations are maintained by this Division. The sewage lift stations pump wastewater from a collection basin to a higher elevation where wastewaters can gravity-flow to a treatment plant.

Contact Information:

The Sewage Lift Stations Division is administered by the Public Works Department at the Northwest Wastewater Treatment Plant, 1699 New Era Road, Carbondale, Illinois, 62901, and the contact information is as follows: phone (618) 457-7003, email: adecker@explorecarbondale.com or phone (618) 549-3014, email: bluebke@explorecarbondale.com

Activities in Support of City Council Goals:

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Upgraded lift station control panels with a monitoring systems to try to reduce overtime
- Upgrade pumps as needed with new energy efficient models

Provide high-quality City infrastructure

- Update and maintain existing lift station controls and infrastructure
- Continue employee training on existing and updated equipment
- Continue to maintain the grounds at lift stations to enhance appearance of the properties

FY 2020 Accomplishments:

- Upgraded control panel on Pine Lake lift station
- Continued to insure proper operation of lift stations throughout the City

FY 2021 Actions in Support of Council Goals:

- The City lift stations will continue to be maintained and upgraded to provide the best service possible to the residents of the City of Carbondale
- The City will upgrade and relocate the control panel at the golf course lift station to better serve the residents that are contributory to it

Fund: WATERWORKS and SEWERAGE

Division: SEWAGE LIFT STATIONS

Department: (40) PUBLIC WORKS

Division No.: 47025

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
DIRECT OPERATING CHARGES & SERVICES				
220 Communications - Telephone	7,473	7,212	7,212	7,392
230 Utilities - Electric	27,720	24,161	29,511	29,511
250 Repairs & Maint. - Equipment	8,973	30,675	16,000	16,675
251 Repairs & Maint. - Bldg. & Structure	4,700	3,500	11,200	11,500
273 Operating Supplies & Materials	1,496	2,082	2,000	2,082
275 Motor Fuels and Lubricant	2,037	3,308	3,308	3,757
299 Operating Equipment	0	2,400	0	0
TOTAL DIRECT OPER. CHRGS. & SRVCS.	52,399	73,338	69,231	70,917
SERVICES AND CHARGES TRANSFERRED IN				
310 Vehicle & Equipment - Labor & Overhead	0	2,100	1,820	2,082
311 Vehicle & Equipment - Parts	0	700	7,790	1,380
TOTAL SRVCS & CHRGS TRANSFER IN	0	2,800	9,610	3,462
CAPITAL OUTLAY				
501 Buildings and Structures	48,381	0	0	0
503 Machinery and Equipment	14,159	39,000	45,000	22,000
TOTAL CAPITAL OUTLAY	62,540	39,000	45,000	22,000
TOTAL EXPENDITURES	114,939	115,138	123,841	96,379

Function:

The function of the Wastewater System Community Investment Program (CIP) and Replacement budget is to provide funding for new construction, replacements, and improvements to the Northwest and Southeast Wastewater Treatment Plants, fifteen (15) sanitary sewer lift stations, and the sanitary sewer collection system that carries wastewater flow to the water reclamation plants.

The Wastewater System CIP and Replacement Division is administered by the Engineering Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3270, email: shenry@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Improve the aesthetics of the welcoming corridors into Carbondale

Encourage progressive economic development, tourism, arts and entertainment

- Provide long-term financial planning for infrastructure projects

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Prioritize potential projects within available funding
- Identify future projects and needs and plan for them in the Community Investment Program

Provide high-quality City infrastructure

- Design and construct improvements throughout the City

Use the downtown master plan as a guide to revitalize the City Center

- Use the downtown plan as a guide document for current and future infrastructure improvement projects

Beautify streetscapes and enhance residential development/rehabilitation

- Identify and plan for future projects that will enhance residential development

FY 2020 Accomplishments:

Provided funding for the design phase on the following projects:

- Sanitary Sewer Inflow and Infiltration Study (SA1301)
- Haake Jenkins Sanitary Sewer (SA1302)
- Sanitary Sewer Lining (CCIP) Program (SA2001)
- NWWWTP Nutrient Removal (WW1001)
- Kent Drive Lift Station and Forcemain Modifications (WW1007)
- NWWWTP Effluent Pump Replacement (WW1009)
- SEWWTP Grit Chamber Aeration (WW1810)
- NWWWTP Trickling Filter Rehabilitation (WW1904)
- NWWWTP Industrial Plant Effluent Gravity Flow Line (WW1905)

Provided funding for the land acquisition phase on the following projects:

- Kent Drive Lift Station and Forcemain Modifications (WW1007)

Provided funding for the construction phase on the following projects:

- Sanitary Sewer Rehabilitation Program (SA0901)
- Sanitary Sewer Inflow and Infiltration Study (SA1301)

FY 2020 Accomplishments: (Cont'd)

- Haake Jenkins Sanitary Sewer (SA1302)
- Oak Street Sanitary Sewer Replacement (SA1501)
- NWWWTP Nutrient Removal Upgrades (Tank Mixers) (WW1001)
- NWWWTP Effluent Pump Replacement (WW1009)
- SEWWTP Influent Gate Placement (WW1808)
- SEWWTP Grit Chamber Aeration (WW1810)
- NWWWTP Trickling Filter Rehabilitation (WW1904)
- NWWWTP Industrial Plant Effluent Gravity Flow Line (WW1905)

FY 2021 Actions in Support of Council Goals:

Provide funding for the design phase on the following projects:

- Sanitary Sewer Rehabilitation Program (SA0901)
- SEWWTP Interceptor Sewer Extension (Brush Towers to Grand) (SA1601)
- Industrial Interceptor Sewer Lining (SA1807)
- Sanitary Sewer Lining (CFCIP) Program (SA2001)
- NWWWTP Nutrient Removal (WW1001)
- NWWWTP Primary Clarifier Renovation (WW1008)
- SEWWTP Logic Cabinet Replacement (WW1703)
- NWWWTP Replace Pumps and VFD's at Domestic Influent Pump Station (WW2101)
- NWWWTP Phosphorus Feasibility Study and Optimization Plan (WW2102)
- SEWWTP Phosphorus Feasibility Study and Optimization Plan (WW2103)
- SEWWTP Nutrient Assessment Reduction Plan (WW2104)
- NWWWTP Nutrient Assessment Reduction Plan (WW2105)

Provide funding for the construction phase on the following projects:

- Sanitary Sewer Rehabilitation Program (SA0901)
- Sanitary Sewer Lining (CFCIP) Program (SA2001)
- NWWWTP Primary Clarifier Renovation (WW1008)
- NWWWTP Effluent Pump Replacement (WW1009)
- SEWWTP Logic Cabinet Replacement (WW1703)
- NWWWTP Replace Pumps and VFD's at Domestic Influent Pump Station (WW2101)

Fund: WATERWORKS and SEWERAGE

Division: WASTEWATER SYSTEM

CIP and REPLACEMENT

Department: (50) COMMUNITY INVESTMENTS

Division No.: 47044

EXPENDITURE CLASSIFICATION	ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
	FY2019	BUDGET	ACTUAL	FY2021
		FY2020	FY2020	
COMMUNITY INVESTMENT PROGRAM				
530 CIP Design Eng. - Eng. Div. Serv.	18,852	22,000	98,479	62,500
531 CIP Design Eng. - Contractual	106,662	270,000	105,000	235,000
540 CIP Resident Eng. - Eng. Div. Serv.	99,662	41,500	46,732	32,500
553 CIP Acquisition - Contractual	0	1,500	1,500	0
555 CIP Acquisition - Land Purchase	0	25,000	25,000	0
560 CIP Construction - City Labor	14,126	53,729	50,000	0
565 CIP Construction - Contractual	1,415,955	1,505,271	1,169,698	1,765,000
580 CIP Contingency	0	44,500	6,000	0
TOTAL COMMUNITY INVESTMENT PROGRAM	1,655,257	1,963,500	1,502,409	2,095,000
TOTAL EXPENDITURES	1,655,257	1,963,500	1,502,409	2,095,000

Function:

The function of the Water System Community Investment Program (CIP) and Replacement budget is to fund major improvements to the Water Treatment Plant, water distribution system, water pump stations, and raw water supply systems.

The Water System CIP and Replacement Division is administered by the Engineering Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3270, email: shenry@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Improve the aesthetics of the welcoming corridors into Carbondale

Encourage progressive economic development, tourism, arts and entertainment

- Provide long-term financial planning for infrastructure projects

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Prioritize potential projects within available funding
- Identify future projects and needs and plan for them in the Community Investment Program

Provide high-quality City infrastructure

- Design and construct improvements throughout the City

Use the downtown master plan as a guide to revitalize the City Center

- Use the downtown plan as a guide document for current and future infrastructure improvement projects

Beautify streetscapes and enhance residential development/rehabilitation

- Identify and plan for future projects that will enhance residential development

FY 2020 Accomplishments:

Provided funding for the design phase on the following projects:

- Poplar Camp Beach Restroom & Concession Stand Replacement (PB1501)
- Main Street Watermain Replacement – Phase II (Cedarview to Wall – 1,700 feet) (WS9813)
- Crab Orchard Water District Improvements (WS0803)
- Redundant/Backup Water Supply Evaluation (WS0901)
- Feeder Watermain Replacements (Sycamore Street – Oakland to Glenview - 2,700 feet) (WS1301a)
- Feeder Watermain Replacements (Chautauqua – Oakland to Tower – 2,300 feet) (WS1301b)
- 18" Feeder Watermain Replacement (Lewis to NE Corner Superblock – 3,600 feet) (WS1805b)
- Grand Avenue Watermain Extension (Middle School to Giant city – 2,900 feet) (WS1807)
- Water Treatment Plant Office/Central Lab Removal and Upgrades (WS2001)
- Update the City's Water Mapping in the GIS (WS2003)

Provided funding for the construction phase on the following projects:

- Oakland Avenue Watermain Replacement (Walnut to Chautauqua) (WS0203)
- Crab Orchard Water District Improvements (WS0803)
- Feeder Watermain Replacements (Sycamore Street – Oakland to Glenview - 2,700 feet) (WS1301a)
- Grand Avenue Watermain Extension (middle School to Giant City – 2,900 feet) (WS1807)
- Water Treatment Plant Office/Central Lab Removal and Upgrades (WS2001)

FY 2021 Actions in Support of Council Goals:

Provide funding for the design phase on the following projects:

- Feeder Watermain Replacements (Oakland – Main to Sycamore -1,600 feet) (WS1301c)
- Cedar Lake Shoreline and Gully Stabilization – Phase 3 (WS1503)
- Update the City’s Water Utility Mapping in the GIS (WS2003)

Provide funding for the construction phase on the following projects:

- Poplar Camp Beach Restroom & Concession Stand Replacement (PB1501)
- Main Street Watermain Replacement – Phase II (Cedarview to Wall – 1,700 feet) (WS9813)
- Crab Orchard Water District Improvements (WS0803)
- Feeder Watermain Replacements (Chautsuqua – Oakland to Water Tower – 2,300 feet) (WS1301b)
- 18” Feeder Watermain Replacement (Lewis to NE Corner Superblock – 3,600 feet) (WS1805b)
- Water Treatment Plant Office/Central lab Removal and Security Upgrades (WS2001)

Fund: WATERWORKS and SEWERAGE

Division: WASTEWATER SYSTEM

CIP and REPLACEMENT

Department: (50) COMMUNITY INVESTMENTS

Division No.: 47045

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED	ESTIMATED	BUDGET FY2021
		BUDGET FY2020	ACTUAL FY2020	
CAPITAL IMPROVEMENTS PROGRAM				
530 CIP Design Eng. - Eng. Div. Serv.	40,069	94,000	77,737	19,500
531 CIP Design Eng. - Contractual	46,492	225,000	166,836	165,000
540 CIP Resident Eng. - Eng. Div. Serv.	37,350	77,000	78,570	95,000
541 CIP Resident Eng. - Contractual	0	0	0	5,000
565 CIP Construction - Contractual	586,951	1,600,000	1,378,651	2,215,000
580 CIP Contingency	0	140,000	42,000	25,000
TOTAL CAPITAL IMPROVEMENTS PROGRAM	710,862	2,136,000	1,743,794	2,524,500
TOTAL EXPENDITURES	710,862	2,136,000	1,743,794	2,524,500



Fund: Waterworks and Sewerage
Department: (60) Debt Service
Division: Water and Sewer Bonds and Loans
Division No.: 47049

Mission:

This Division provides the current funding for redemption of principal, interest costs, and paying agent fees for General Obligation Bonds and other indebtedness on behalf of the Waterworks and Sewerage Fund.

Contact Information:

The Water and Sewer Bonds and Loans Division is administered by the Finance Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois, 62901, and the contact information is as follows: phone (618) 457-3269, email: jdavis@explorecarbondale.com

Division Highlights:

- In FY 2011, funding for the Northwest Wastewater Treatment Plant Equalization Basin was financed with a 15-year General Obligation Bond in the amount of \$1,100,000
- The final principal and interest payment on the 2011 Water & Sewer Bond is scheduled for February 15, 2026
- In FY 2013, the City Council authorized the issuance of the 2013 Series General Obligation Refunding Bonds. These bonds refunded the FY 2004 IEPA loan that provided funding for the upgrade of the Southeast Wastewater Treatment Plant. Due to interest rate savings, the annual principal and interest payment was reduced from \$709,434 to an average of approximately \$652,000
- The final principal and interest payment on the Water & Sewer portion of the 2013 G.O. Refunding Bond is scheduled for December 1, 2024
- Approval of an IEPA low interest loan was received in FY 2013. This loan, along with a loan forgiveness grant from the State of Illinois, provided funding for the construction of an above ground water storage facility (WS0202). The annual principal and interest payment on this loan is estimated to be \$172,954
- The final principal and interest payment for the IEPA low interest loan used to fund the water storage facility will be made in August, 2034
- During FY 2009, a \$916,000 Water & Sewer loan was approved to fund the Northwest Wastewater Treatment Plant's terminal lift station. Annual debt service for this note began in FY 2010 and totals approximately \$67,179 annually. The final principal and interest payment for this loan will be made in May, 2030
- In FY 2010, a sewer jet truck was financed with a 10-year loan in the amount of \$240,440. Annual debt service for this loan began in FY 2011 and totals approximately \$29,765 annually. The final principal and interest payment on this loan will be made in April, 2020
- In FY 2011, a sewer main camera vehicle was financed with a 10-year loan in the amount of \$114,000. Annual debt service for this loan totals approximately \$13,895. The final principal and interest payment on this loan will be made in February, 2021

Fund: WATERWORKS and SEWERAGE

Division: WATER and SEWER BONDS

Department: (60) DEBT SERVICE

Division No.: 47049

EXPENDITURE CLASSIFICATION		ACTUAL	AUTHORIZED	ESTIMATED	
		FY2019	BUDGET	ACTUAL	BUDGET
			FY2020	FY2020	FY2021
DEBT SERVICE					
600	General Obligations Bond Prin.	678,333	688,333	688,333	703,334
601	General Obligation Bond Int.	111,733	103,729	103,729	88,569
640	Other Debt Principal	203,366	209,636	209,636	183,541
641	Other Debt Interest	80,509	74,182	74,182	68,150
690	Paying Agent Fees	0	400	400	400
TOTAL DEBT SERVICE		1,073,941	1,076,280	1,076,280	1,043,994
TOTAL EXPENDITURES		<u>1,073,941</u>	<u>1,076,280</u>	<u>1,076,280</u>	<u>1,043,994</u>

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN WORKING FUND BALANCE
PROPRIETARY FUNDS
PARKING SYSTEM OPERATIONS FUND**

FUND NO. 71	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	157,892	153,726	103,557	137,046
EXPENDITURES	278,357	260,397	247,969	269,296
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	(120,465)	(106,671)	(144,412)	(132,250)
OTHER FINANCING SOURCES (USES): TRANSFERS FROM OTHER FUNDS	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES (USES)	0	0	0	0
NET INCREASE (DECREASE) IN FUND BALANCES	(120,465)	(106,671)	(144,412)	(132,250)
NON-CASH CREDITS FOR DEPRECIATION EXPENSES AND LOSS ON DISPOSAL OF FIXED ASSET	89,139	63,488	63,488	63,488
NET INCREASE (DECREASE) IN FUND BALANCES	(31,326)	(43,183)	(80,924)	(68,762)
WORKING FUND BALANCE BEGINNING OF FISCAL YEAR	329,898	298,572	298,572	217,647
WORKING FUND BALANCE END OF FISCAL YEAR	298,572	255,389	217,647	148,885

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
PROPRIETARY FUNDS
PARKING SYSTEM OPERATIONS FUND**

FUND NO. 71					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
PARKING METER REVENUE					
37130-010	Walnut Street Lot	2,070	2,131	905	1,800
37130-100	IC Depot West Lot	8,702	9,146	3,775	8,100
37130-110	IC Depot Southeast Lot	49	51	29	25
37130-114	IC College to Amtrak	3,694	3,833	2,280	3,000
37130-120	Amtrak Station Lot	23,892	29,502	25,625	25,225
37130-130	IC S. Illinois (Mill & College)	8,049	3,347	2,214	1,800
37130-210	IC S. Washington Lot-2	1	1	1	1
37130-220	Mill Street - Lot 3	129	122	104	100
37130-230	IC S. Washington Lot-4	7,393	6,877	3,132	6,735
37130-380	N. Washington Street Lot	6,892	7,654	3,123	5,400
37130-440	Jackson - Oak Street Lot	3,018	3,134	1,547	2,400
37130-450	South Renfro Street Lot - South Lot	632	576	302	550
37130-460	IC West Walnut (North Lot)	3,193	2,816	1,221	2,280
37130-470	IC West Walnut (South Lot)	2,852	3,205	1,046	2,260
37130-480	South Illinois Avenue	2,091	1,828	1,230	1,800
37130-900	On-street Meters	16,654	16,801	9,418	14,400
		89,311	91,024	55,952	75,876
PARKING PERMIT REVENUE					
37131-100	IC Depot West Lot	2,256	2,124	663	300
37131-114	IC College to Amtrak	1,751	1,500	1,500	1,500
37131-120	Amtrak Station Lot	4,534	4,559	3,430	4,500
37131-220	IC S. Washington Lot-3	107	162	172	100
37131-230	IC S. Washington Lot-4	435	486	213	400
37131-380	N. Washington Street Lot	2,240	3,024	1,288	1,000
37131-400	N. Illinois Avenue Lot	790	932	140	100
37131-440	Jackson - Oak Street Lot	600	608	600	100
37131-460	IC West Walnut (North Lot)	2,097	2,417	1,925	900
37131-470	IC West Walnut (South Lot)	325	225	1,125	100
37131-800	Downtown Employee Parking Passes	0	0	300	3,000
37131-850	Resident Parking Pass	0	0	2,250	10,000
37131-900	Other Parking Permits	4,220	3,283	2,968	3,280
		19,355	19,318	16,574	25,280
PARKING METER FINES					
37132-010	Meter Violations Non-court	40,922	39,604	25,974	33,250
37132-020	Court Fines & Restituion	0	0	0	0
37132-900	Miscellaneous	2,600	2,560	1,250	1,440
		43,522	42,164	27,224	34,690
USE OF MONEY & PROPERTY					
37123-600	Sale of City Property	0	0	0	0
37133-101	Interest Earned-Check./Savings	576	20	225	200
37133-401	Interest on Investments	4,262	1,000	3,581	1,000
37133-750	Oak Street Parking Lot	0	200	0	0
37133-900	Miscellaneous	865	0	0	0
		5,703	1,220	3,806	1,200

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
PROPRIETARY FUNDS
PARKING SYSTEM OPERATIONS FUND**

FUND NO. 71					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
NON-OPERATING REVENUE					
37135-120	Const-Intergovernmental-Grants	0	0	0	0
		0	0	0	0
TOTAL REVENUES		157,892	153,726	103,557	137,046
OTHER FINANCING SOURCES					
37190-040	Local Improvement Fund	0	0	0	0
		0	0	0	0
		0	0	0	0
TOTAL PARKING SYSTEM OPERATIONS FUND		157,892	153,726	103,557	137,046

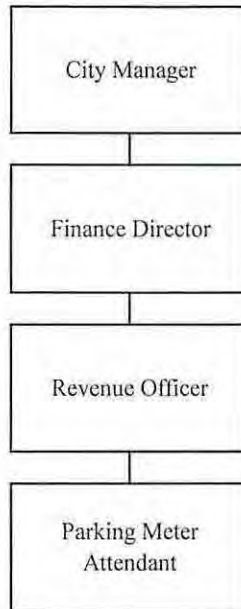
**STATEMENT OF EXPENDITURES
AND OTHER FINANCING USES
PROPRIETARY FUNDS
PARKING SYSTEM OPERATIONS FUND**

FUND NO. 71					
<i>Division Number</i>	<i>DEPARTMENT NAME DIVISION NAME</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
47100	Public Parking Services	263,557	260,397	247,969	258,946
47150	Parking System - CIP and Replacement	14,800	0	0	10,350
TOTAL PARKING SYSTEM OPERATIONS FUND		278,357	260,397	247,969	269,296

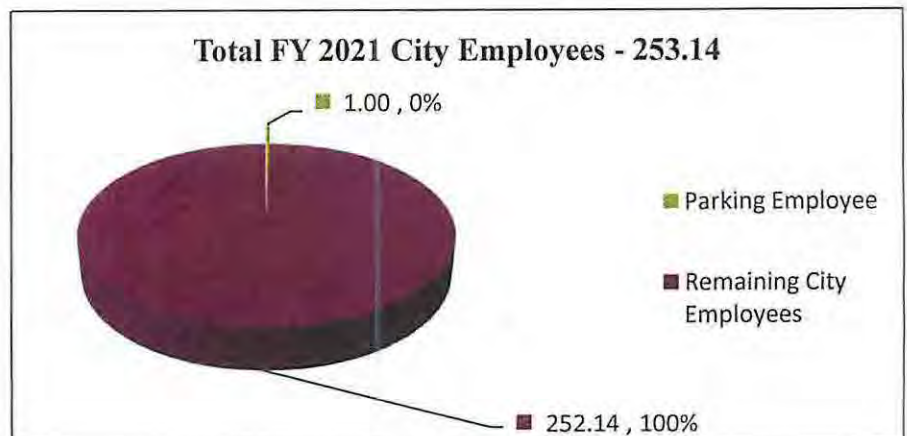
CITY OF CARBONDALE, ILLINOIS
Organizational Chart



Parking Systems Operation Fund
Finance Department



Total Number of Employees
1.00



Mission:

The mission of the Public Parking Services Division is to operate, service, and maintain the municipal parking lots and metered on-street parking areas.

Services:

The Public Parking Services Division provides regulated on-street and off-street parking spaces for use by the general public. The Division enforces all municipal parking regulations as specified within the City of Carbondale municipal code. The Division issues parking violations, parking permits, and provides an option for leased parking stalls within City lots.

Contact Information:

The Parking Services Division works out of the Revenue Office located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois, 62901, and the contact information is as follows: phone (618) 457-3277, email: bcrippen@explorecarbondale.com

Activities in Support of City Council Goals:

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Propagate requests for parking permits
- Augment meter collection and violation revenues
- Determine profitability as it pertains to meter performance and replacement
- Sustain the collection of outstanding fines

Beautify streetscapes and enhance residential development/rehabilitation

- Rejuvenate parking lots and metered street areas to be appealing and accessible

FY 2020 Accomplishments:

- Conducted a six-month trial period for free parking in the downtown area
- Assessed the need for parking permits for employees of downtown businesses

FY 2021 Actions in Support of Council Goals:

- Publicize availability and location of City-owned parking lots as well as types of permits available
- Ensure that parking enforcement is constant and productive, as well as equitable
- Appraise the installation or replacement of current meters with alternative devices
- Maintain use of internally developed collection processes for outstanding fines
- Evaluate the repair or resurface of parking lots as needed

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Parking Meter Attendant	1.00	1.00	1.00	1.00	\$33,909
TOTAL	1.00	1.00	1.00	1.00	\$33,909

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	32,259	33,193	33,200	33,909
102	Accrued Vacation Leave	(317)	0	0	0
131	Employee Retirement Benefits	5,817	5,372	5,492	5,810
140	Employee Work Comp. Benefits	2,926	2,448	2,192	1,775
150	Special Contractual Benefits	171	350	350	350
TOTAL PERSONAL SERVICES		40,856	41,363	41,234	41,844
DIRECT OPERATING CHARGES & SERVICES					
200	Professional & Consultant Fees	920	950	1,000	950
210	Publishing and Filing Fees	0	802	0	0
221	Communications - Data	817	0	850	566
222	Communications - Postage	2,165	3,765	2,660	3,094
230	Utilities - Electric	7,668	8,640	8,567	8,940
250	Repairs & Maint. - Equipment	4,178	8,438	6,682	9,103
252	Repairs & Maint. - Other Improvements	15,810	10,950	10,950	10,950
260	Rental Charges	0	375	250	250
270	Outside Printing Services	1,476	4,725	4,725	4,660
271	Other Outside Services	9,279	11,668	11,668	11,110
272	Office Supplies	366	500	500	650
273	Operating Supplies & Materials	125	1,110	1,110	360
275	Motor Fuels and Lubricant	362	486	486	432
281	Insurance and Bonds	3,885	6,682	6,394	6,039
TOTAL DIRECT OPER. CHRGS. & SRVCS.		47,051	59,091	55,842	57,104
SERVICES AND CHARGES TRANSFERRED IN					
310	Vehicle & Equipment - Labor & Overhead	210	490	490	347
311	Vehicle & Equipment - Parts	478	500	500	500
316	Street Maintenance Services	40,416	41,574	41,574	44,549
332	Information Systems Services	10,679	11,814	11,814	12,218
335	Financial Management Services	22,729	23,630	23,630	24,235
361	Forestry Services	11,809	9,397	9,397	5,611
TOTAL SRVCS & CHRGS TRANSFER IN		86,321	87,405	87,405	87,460
NON-OPERATING CHARGES					
420	Uncollectible Accounts	190	50	0	50
TOTAL NON-OPERATING CHARGES		190	50	0	50

Fund: **PARKING SYSTEM OPERATIONS** Division: **PUBLIC PARKING SERVICES**

Department: **(40) FINANCE** Division No.: **47100**

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
CONTINGENCIES					
801	Division Contingency	0	9,000	0	9,000
	TOTAL CONTINGENCIES	0	9,000	0	9,000
DEPRECIATION EXPENSE					
890	Depreciation on Fixed Assets	89,139	63,488	63,488	63,488
	TOTAL DEPRECIATION EXPENSE	89,139	63,488	63,488	63,488
	TOTAL EXPENDITURES	<u>263,557</u>	<u>260,397</u>	<u>247,969</u>	<u>258,946</u>



Function:

The function of the Parking System Community Investment Program (CIP) and Replacement budget is to provide funding for the City's Municipal Parking System.

Contact Information:

The Parking System CIP and Replacement Division is administered by the Engineering Department at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-3270, email: shenry@explorecarbondale.com

To better track budget and project progress staff has revised how grant funded projects, specifically those funded through the Illinois Department of Transportation (IDOT), as IDOT directly pays the bills for these projects (consultants, construction, etc.). Since IDOT pays these bills directly the City never actually receives nor expends the grant funds we are awarded. Once these projects are complete IDOT will bill the City for our portion of the work, which is often several years after construction is complete. Accordingly the CIP budgets do not show these funds as an expense, except for the match monies which are being accounted for in the CIP as "Future Years Expenditures". This includes both projects where the City provides match monies for IDOT constructed projects (such as the various bike/pedestrian trails on Highway 13), and grant funds from SIMPO (Southern Illinois Metropolitan Planning Organization), HSIP (Highway Safety Improvement Program), ITEP (Illinois Transportation Enhancement Program), and Special Bridge Funds. The net result of this change is that the CIP budgets better reflect actual expenditures and costs, which allows for more accurate budgets and better accountability.

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Improve the aesthetics of the welcoming corridors into Carbondale

Encourage progressive economic development, tourism, arts and entertainment

- Provide long-term financial planning for infrastructure projects

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Prioritize potential projects within available funding
- Identify future projects and needs and plan for them in the CIP

Provide high-quality City infrastructure

- Design and construct improvements throughout the City

Use the downtown master plan as a guide to revitalize the City Center

- Use the downtown plan as a guide document for current and future infrastructure improvement projects

Beautify streetscapes and enhance residential development/rehabilitation

- Identify and plan for future projects that will enhance residential development

FY 2020 Accomplishments:

There are no projects scheduled that provide funding for the design/construction phase

FY 2021 Actions in Support of Council Goals:

PK2001 – IDOT Walnut Street Resurfacing (Oakland Avenue to Lewis Lane)

Fund: PARKING SYSTEM OPERATIONS		Division: PARKING SYSTEM		
Department: (50) COMMUNITY INVESTMENTS		CIP and REPLACEMENT		
		Division No.: 47150		
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
COMMUNITY INVESTMENT PROGRAM				
530 CIP Design Eng. - Eng. Div. Serv.	100	0	0	0
565 CIP Construction - Contractual	14,700	0	0	10,350
TOTAL COMMUNITY INVESTMENT PROGRAM	14,800	0	0	10,350
TOTAL EXPENDITURES	14,800	0	0	10,350

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN WORKING FUND BALANCE
PROPRIETARY FUNDS
SOLID WASTE MANAGEMENT FUND**

FUND NO. 72	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	1,018,506	1,063,286	1,019,099	988,337
EXPENDITURES	1,009,876	1,711,043	1,675,517	1,147,038
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	8,630	(647,757)	(656,418)	(158,701)
OTHER FINANCING SOURCES (USES): LOAN PROCEEDS	0	336,310	336,810	0
NET TOTAL OTHER FINANCING SOURCES (USES)	0	336,310	336,810	0
NET INCREASE IN FUND BALANCE OR (DECREASE IN FUND BALANCE NEEDED TO FINANCE EXPENDITURES)	8,630	(311,447)	(319,608)	(158,701)
NON-CASH CREDITS FOR DEPRECIATION EXPENSES	133,297	129,267	129,267	175,199
	133,297	129,267	129,267	175,199
NET INCREASE (DECREASE) IN FUND BALANCES	141,927	(182,180)	(190,341)	16,498
WORKING FUND BALANCE BEGINNING OF FISCAL YEAR	450,367	592,294	592,294	401,953
FUND BALANCE END OF FISCAL YEAR				
DESIGNATED & RESERVED	509,253	531,643	509,550	494,169
UNDESIGNATED	83,041	(121,529)	(107,596)	(75,717)
WORKING FUND BALANCE END OF FISCAL YEAR	592,294	410,114	401,953	418,451

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
PROPRIETARY FUNDS
SOLID WASTE MANAGEMENT FUND**

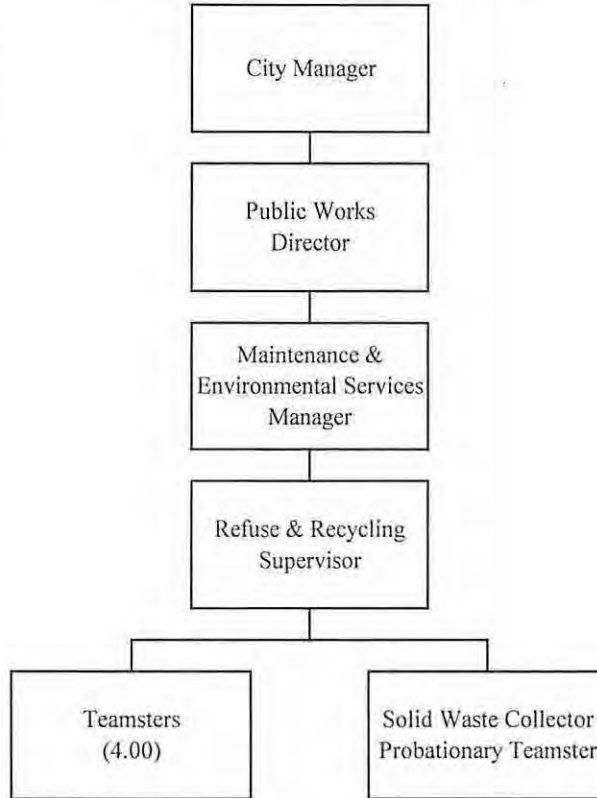
FUND NO. 72					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
USE OF MONEY & PROPERTY					
37206-101	Interest Earned-Check./Savings	1,597	1,200	716	700
37206-401	Interest on Investments	6,370	5,250	5,308	5,250
37206-600	Gain on Sale of City Property	0	0	0	0
37206-900	Miscellaneous	0	0	0	0
		7,966	6,450	6,024	5,950
CONTRIBUTIONS/ASSESSMENTS					
37211-010	Recycling Assessment	294,880	294,936	293,023	291,900
SERVICE CHARGES					
37213-010	City Customer Refuse Fees	695,675	745,000	703,665	674,100
37213-020	Landscape Waste Fees	19,984	16,900	16,387	16,387
		715,659	761,900	720,052	690,487
TOTAL OPERATING REVENUE		1,018,506	1,063,286	1,019,099	988,337
TOTAL REVENUE		1,018,506	1,063,286	1,019,099	988,337
OTHER FINANCING SOURCES					
37290-040	Loan Proceeds	0	336,310	336,810	0
TOTAL OTHER FINANCING SOURCES		0	336,310	336,810	0
TOTAL SOLID WASTE MANAGEMENT FUND		1,018,506	1,399,596	1,355,909	988,337

CITY OF CARBONDALE, ILLINOIS

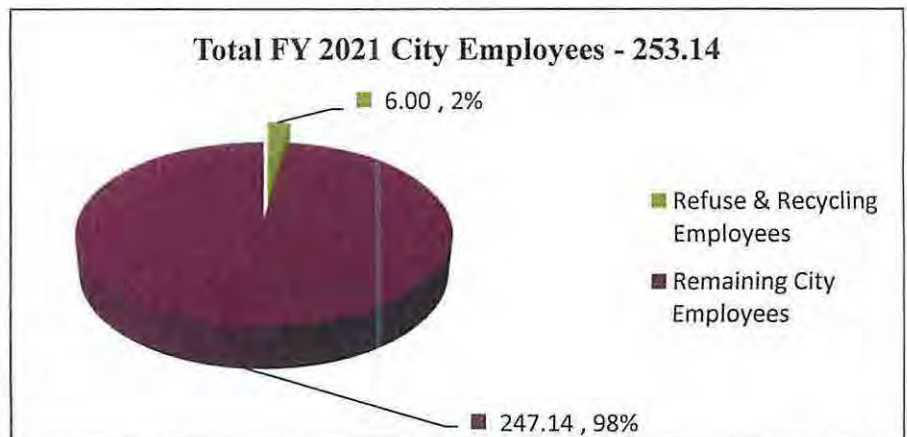
Organizational Chart



Solid Waste Management Fund Public Works Department



Total Number of Employees
6.00



Mission:

The mission of the Refuse and Recycling Services Division is to provide the residents of one, two, three, and four unit dwellings in Carbondale with an economical, convenient, and regular means of household solid waste disposal and to provide recycling services for community residents.

Services:

The Refuse and Recycling Services Division provides weekly refuse collection to residents of one, two, three, and four unit family dwellings and to limited public facilities. Weekly curbside recycling services are also available to residents of one, two, three, and four-unit family dwellings. The Division also operates three drop-off recycling locations available for use to all residents: 700 S. Oakland at the University Baptist Church, 708 E. College by the Carbondale Self Storage, and 205 N. Springer at the Boys and Girls Club. Landscape waste collection, as well as white goods and used tire collections, is provided year round via a pay per use sticker program. During the fall, a curbside loose-leaf vacuum collection program is also available.

Contact Information:

The Refuse and Recycling Services Division is located at 212 W. Willow Street, Carbondale, Illinois, 62901, and the contact information is as follows: phone (618) 457-3275, email: lpolley@explorecarbondale.com

Activities in Support of City Council Goals:

Provide a high quality-of-life and foster a sense of community for all residents

- Improve the aesthetics by reducing curbside and on-street litter

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Build a reserve fund for emergencies
- Examine existing City refuse and recycling fee structures and seek improvements to enhance revenue
- Instill a culture of ownership in the City budget
- Continue to publicize/utilize see-click-fix
- Analyze service fees annually to ensure sustainability of enterprise funds

Provide high-quality City infrastructure

- Provide existing customers with a high quality of service
- Develop a customer-friendly City website with updated refuse and recycling holiday schedules as well as City guidelines
- Encourage employees to bring resident concerns back to the Refuse and Recycling Supervisor and Maintenance and Environmental Manager

Use the downtown master plan as a guide to revitalize the City Center

- Keep dumpster enclosures well-maintained and clean
- Keep litter and downtown containers emptied as needed

FY 2020 Accomplishments:

- Utilized a semi-automated refuse collection service with City of Carbondale rollout carts
- Transitioned to the required use of biodegradable paper lawn waste bags to reduce use of plastic bags
- Transitioned to fully automated refuse trucks to service accounts; made the required operational changes to facilitate new process
- Expanded the use of technology to increase efficiencies

FY 2021 Actions in Support of Council Goals: (Cont'd)

- The Refuse and Recycling Division will continue to provide an efficient and economical residential refuse collection and disposal service to new and existing residents
- Improve the operation of the City's Refuse Collection Program by providing a convenient service that enhances neighborhood aesthetics via regular disposal of solid waste
- Maintain a fee-based, weekly curbside refuse collection service
- Examine costs and operating procedures to assure that the cost of service is held to a minimum
- Reduce solid waste disposal at landfills while providing a resourceful approach to compliance with current state regulations regarding disposal of solid waste material
- Divert landscape waste from landfills
- Maintain the current year-round, fee-based, bag & bundle landscape waste collection service operated on a call-in basis
- Operate a curbside, fee-based, loose leaf collection service operated on a call-in basis
- Increase resident participation in the Residential Solid Waste Recycling Program and attempt to reduce cost of operations
- Continue work with Keep Carbondale Beautiful as well as other civic organizations to promote recycling
- Inform the general public through education and outreach programs and create new informational materials
- Assess volumes and operational expenses to determine how to increase participation in the program while keeping costs to a minimum
- Maintain the east, west, and central community recycling drop-off facilities to serve those not immediately qualifying for the curbside collection program
- Utilize the Carbondale Communique, City website, the recycling website (www.carbondalerecycles.com), and WDBX 91.1 to promote curbside collection

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Refuse & Recycling Supervisor	1.00	1.00	1.00	1.00	\$58,589
Teamster	4.00	4.00	4.00	4.00	\$185,215
Solid Waste Collector/ Probationary Teamster Apprentice	0.97	1.00	1.00	1.00	\$39,644
TOTAL	5.97	6.00	6.00	6.00	\$283,448

EXPENDITURE CLASSIFICATION		ACTUAL	AUTHORIZED	ESTIMATED	BUDGET
		FY2019	BUDGET FY2020	ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES					
100	Employee Salary and Wages	252,334	258,353	262,456	283,448
102	Accrued Vacation Leave	(815)	0	0	0
103	Accrued Birthday Leave	4	0	0	0
110	Employee Overtime	11,279	13,907	11,859	16,933
112	Employee Premium Pay	0	0	1,261	0
130	Employee Health Insurance Benefits	68,381	69,067	72,684	78,304
131	Employee Retirement Benefits	47,961	41,116	41,773	45,438
140	Employee Work Comp. Benefits	36,334	37,410	30,247	17,395
150	Special Contractual Benefits	5,100	5,100	5,600	5,600
TOTAL PERSONAL SERVICES		420,578	424,953	425,880	447,118
DIRECT OPERATING CHARGES & SERVICES					
200	Professional & Consultant Fees	920	960	1,000	960
210	Publishing & Filing Fees	863	1,400	1,319	1,400
220	Communications - Telephone	824	761	566	566
222	Communications - Postage	14,401	14,400	14,400	14,400
240	Travel, Conferences, Training	768	3,240	1,925	3,210
251	Repairs & Maint. - Bldg. & Structure	1,112	1,500	1,500	1,500
270	Outside Printing Services	2,351	4,800	4,856	4,800
271	Other Outside Services	134,303	130,058	123,285	130,344
272	Office Supplies	156	1,240	932	1,240
273	Operating Supplies & Materials	17,578	17,880	16,610	17,880
275	Motor Fuels and Lubricant	39,112	40,770	38,447	40,770
280	Subscriptions and Memberships	300	575	300	575
281	Insurance and Bonds	20,073	17,061	19,697	18,902
282	Licenses and Taxes	300	300	300	350
TOTAL DIRECT OPER. CHRGS. & SRVCS.		233,061	234,945	225,138	236,897
SERVICES AND CHARGES TRANSFERRED IN					
310	Vehicle & Equipment - Labor & Overhead	39,250	33,390	37,170	33,034
311	Vehicle & Equipment - Parts	67,237	58,000	69,700	58,000
316	Street Maintenance Services	61,209	101,919	66,387	110,573
332	Information Systems Services	1,178	1,687	1,442	1,658
335	Financial Management Services	15,175	15,937	16,310	16,545
352	Engineering Services	15,587	16,962	16,078	19,625
363	Cemetery Services	0	846	0	0
TOTAL SRVCS & CHRGS TRANSFER IN		199,636	228,741	207,086	239,435
NON-OPERATING CHARGES					
420	Uncollectible Accounts	42	0	0	0
TOTAL NON-OPERATING CHARGES		42	0	0	0

Fund: **SOLID WASTE MANAGEMENT**Division: **REFUSE and RECYCLING
SERVICES**Department: **(40) PUBLIC WORKS**Division No.: **47200**

EXPENDITURE CLASSIFICATION		ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
CAPITAL OUTLAY					
503	Machinery and Equipment	0	0	688,981	17,500
504	Licensed Vehicles	0	688,981	0	0
TOTAL CAPITAL OUTLAY		0	688,981	688,981	17,500
DEBT SERVICE					
640	Other Debt Principal	20,270	11,614	3,212	39,006
641	Other Debt Interest	496	5,252	617	6,947
TOTAL DEBT SERVICE		20,766	16,866	3,829	45,953
EXPENDITURES TRANSFERRED OUT					
700	Serv. & Chrg. To Operating Divisions	2,496	(17,710)	(4,664)	(20,064)
TOTAL EXPENDITURES TRANS OUT		2,496	(17,710)	(4,664)	(20,064)
CONTINGENCIES					
801	Division Contingency	0	5,000	0	5,000
TOTAL CONTINGENCIES		0	5,000	0	5,000
DEPRECIATION EXPENSE					
890	Depreciation on Fixed Assets	133,297	129,267	129,267	175,199
TOTAL DEPRECIATION EXPENSE		133,297	129,267	129,267	175,199
TOTAL EXPENDITURES		<u>1,009,876</u>	<u>1,711,043</u>	<u>1,675,517</u>	<u>1,147,038</u>

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN WORKING FUND BALANCE
PROPRIETARY FUNDS
RENTAL PROPERTIES FUND**

FUND NO. 73	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	56,983	43,928	55,844	44,027
EXPENDITURES	260,068	248,190	231,349	263,809
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	(203,085)	(204,262)	(175,505)	(219,782)
OTHER FINANCING SOURCES (USES): TRANSFERS TO OTHER FUNDS:	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES (USES)	0	0	0	0
NET INCREASE (DECREASE) IN FUND BALANCES	(203,085)	(204,262)	(175,505)	(219,782)
NON-CASH CREDITS FOR DEPRECIATION LOSS ON DISPOSAL OF FIXED ASSETS AND PREPAID BOND EXPENSES AND ACCRUED INTEREST	49,777	53,496	49,747	49,429
	49,777	53,496	49,747	49,429
NET INCREASE (DECREASE) IN FUND BALANCES	(153,308)	(150,766)	(125,758)	(170,353)
WORKING FUND BALANCE BEGINNING OF FISCAL YEAR	36,987	(116,321)	(116,321)	(242,079)
WORKING FUND BALANCE END OF FISCAL YEAR	(116,321)	(267,087)	(242,079)	(412,432)

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
PROPRIETARY FUNDS
RENTAL PROPERTIES FUND**

FUND NO. 73					
ACCT. NO.	ACCOUNT TITLE	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
USE OF MONEY & PROPERTY					
37306-101	Interest Earned-Check./Savings	497	0	0	0
37306-401	Interest on Investments	999	0	702	0
37306-500	Rent-Administration Building	16,686	14,299	18,536	14,728
37306-510	Rent-Arlington Building	0	0	0	0
37306-520	Rent-Brentwood Building	0	0	0	0
37306-530	Rent-Recreation Building	3,831	0	0	0
37306-540	Rent-Cambridge Building	0	0	0	0
37306-560	Rent-207 W. Willow Street	0	0	0	0
37306-591	Rent-Old ICRR Depot	33,256	28,446	35,571	29,299
37306-600	Sale of City Property	0	0	0	0
37306-800	Insurance Proceeds	0	0	0	0
37306-900	Miscellaneous	1,714	1,183	1,035	0
		56,983	43,928	55,844	44,027
TOTAL REVENUES		56,983	43,928	55,844	44,027
TOTAL RENTAL PROPERTIES FUND		56,983	43,928	55,844	44,027

Mission:

The mission of the Municipal Rental Properties (MRP) Division is to maintain and operate City facilities which are rented for public or quasi-public use.

Services:

The City operates the University City Municipal Complex (U-City), the Old Illinois Central Railroad Passenger Depot, and the Freight Depot Pavilion. Municipal Rental Properties (MRP) is managed through the Building Maintenance Division. Rental income is the primary source of funds to cover the operating expenses of the Municipal Rental Properties.

Contact Information:

The Municipal Rental Properties Division is located at 211 W. Willow Street, Carbondale, Illinois, 62901, and the contact information is as follows: phone (618) 457-3296, email: mbollmann@explorecarbondale.com

Activities in Support of City Council Goals:

Encourage progressive economic development, tourism, arts and entertainment

- Improve aesthetics of the City's rental buildings, especially the downtown property

Demonstrate fiscal responsibility and transparency while providing high-quality City services

- Consider best use of City funds when purchasing and planning repairs
- Conduct a Facilities Condition Assessment of all City Facilities
- Maintain buildings in an attractive and functional manner

FY 2020 Accomplishments:

- The Municipal Rental Properties division continues to convert existing lighting to energy efficient LED lighting
- The old U-City (Cambridge Building) at 608 E. College Street has been renovated for the Carbondale Warming Center
- The Municipal Rental Properties Division oversees eight facilities in which we perform regular facility maintenance and repair activities including preventative maintenance; replacing overhead lamps and ballasts; Heating, Ventilation, and Air Conditioning (HVAC) service; plumbing and electrical installation and repair; painting; and general carpentry work. Other responsibilities include monitoring electric, gas, and water utility consumption across City facilities

FY 2021 Actions in Support of Council Goals:

- See Building Maintenance budget for Municipal Rental Properties actions in support of council goals

Fund: RENTAL PROPERTIES		Division: MUNICIPAL RENTAL PROPERTIES		
Department: (40) PUBLIC WORKS		Division No.: 47300		
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	920	900	1,000	900
220 Communications - Telephone	1,493	1,301	1,200	1,166
222 Communications - Postage	(122)	5	2	5
230 Utilities - Electric	20,150	24,240	23,352	26,284
231 Utilities - Gas	5,501	3,657	7,363	8,606
232 Utilities - Water & Sewer	4,410	3,897	2,229	4,090
240 Travel, Conferences, Training	484	1,871	740	1,871
250 Repairs & Maint. - Equipment	39	350	0	350
251 Repairs & Maint. - Bldg. & Structure	8,828	10,925	7,517	11,069
252 Repairs & Maint. - Other Improvements	264	3,500	500	1,000
271 Other Outside Services	19,257	19,700	19,661	19,700
272 Office Supplies	0	500	0	500
273 Operating Supplies & Materials	5,071	7,020	5,266	7,020
275 Motor Fuels and Lubricant	4,094	4,320	4,320	4,320
280 Subscriptions and Memberships	617	655	622	655
281 Insurance and Bonds	10,582	10,914	11,580	13,269
282 Licenses and Taxes	6,827	2,860	2,961	4,917
TOTAL DIRECT OPER. CHRGS. & SRVCS.	88,415	96,615	88,313	105,722
SERVICES AND CHARGES TRANSFERRED IN				
310 Vehicle & Equipment - Labor & Overhead	2,507	4,480	4,480	4,442
311 Vehicle & Equipment - Parts	2,720	3,500	4,140	3,820
316 Street Maintenance Services	23,796	11,460	9,009	12,029
342 City Hall/Civic Center Services	10,487	5,964	4,133	6,303
360 Building Maintenance	72,430	70,183	70,183	74,134
361 Forestry Services	9,936	2,492	1,344	7,930
TOTAL SRVCS & CHRGS TRANSFER IN	121,876	98,079	93,289	108,658
DEPRECIATION EXPENSE				
890 Depreciation on Fixed Assets	49,777	53,496	49,747	49,429
TOTAL DEPRECIATION EXPENSE	49,777	53,496	49,747	49,429
TOTAL EXPENDITURES	260,068	248,190	231,349	263,809

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN WORKING FUND BALANCE
PROPRIETARY FUNDS
HEALTH REIMBURSEMENT FUND**

FUND NO. 79	ACTUAL FY 2019	AUTHORIZED BUDGET FY 2020	ESTIMATED ACTUAL FY 2020	BUDGET FY 2021
REVENUES	3,572,337	3,684,370	3,886,522	4,131,973
EXPENDITURES	3,646,326	3,932,655	4,016,038	4,183,178
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	(73,989)	(248,285)	(129,516)	(51,205)
OTHER FINANCING USES:	0	0	0	0
NET TOTAL OTHER FINANCING SOURCES (USES)	0	0	0	0
NET INCREASE (DECREASE) IN FUND BALANCES	(73,989)	(248,285)	(129,516)	(51,205)
WORKING FUND BALANCE BEGINNING OF FISCAL YEAR	413,699	339,710	339,710	210,194
END OF FISCAL YEAR	339,710	91,425	210,194	158,989

**STATEMENT OF REVENUES AND
OTHER FINANCING SOURCES
PROPRIETARY FUNDS
HEALTH REIMBURSEMENT FUND**

FUND NO. 79					
<i>ACCT. NO.</i>	<i>ACCOUNT TITLE</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
USE OF MONEY & PROPERTY					
37906-101	Interest Earned-Check./Savings	1,226	1,071	1,007	1,007
37906-401	Interest Earned - Investments	14,533	12,706	10,480	10,480
37906-900	Miscellaneous	28,704	0	537	0
		44,463	13,777	12,024	11,487
CONTRIBUTIONS/ASSESSMENTS					
37911-001	City Contributions-General Fund	2,230,129	2,353,468	2,515,625	2,649,695
37911-010	Employee Contributions	396,193	433,923	440,818	476,083
37911-020	Retiree Contributions	162,198	158,000	171,886	185,637
37911-025	Disabled Retiree - City Contributions	156,552	152,932	154,371	162,326
37911-070	City Contributions-W&S Operating Fund	476,758	503,203	519,114	568,441
37911-071	City Contributions-Parking Oper. Fund	0	0	0	0
37911-072	City Contributions-Solid Waste Mgmt. Fund	106,044	69,067	72,684	78,304
37911-073	City Contributions-Rental Prop. Fund	0	0	0	0
		3,527,874	3,670,593	3,874,498	4,120,486
TOTAL SELF INSURANCE FUND		3,572,337	3,684,370	3,886,522	4,131,973



Function:

The function of the Group Health Insurance Division is to provide funding for health care, dental, vision, and life insurance benefits to active and retired City employees.

Contact Information:

The Group Health Insurance Division is administered out of the Finance Department located at City Hall, 200 S. Illinois Avenue, Carbondale, Illinois, 62901, and the contact information is as follows: Jeff Davis, Finance Director, phone (618) 457-3269, email: jdavis@explorecarbondale.com

Program Highlights:

The City of Carbondale continues to provide high-quality health care benefits to employees, retirees, and their beneficiaries. Managed by a third-party administrator (IPMG), the City provides comprehensive PPO benefits within the Health Alliance network. City employees have historically enjoyed the benefit of an expansive healthcare network accompanied by low premiums, deductibles, and co-pays. An ongoing challenge with providing a robust healthcare benefit package is managing the annual cost escalation associated with the plan. The self-funded plan the City utilizes has returned below market increases during the recent reenrollment periods. Self-funded plans offer the same PPO benefits to employees while providing the employer greater oversight and the ability to customize plans based on employee utilization. Pursuing self-funded insurance is a long-term strategy that is expected to limit potential annual escalation to single digit increases, which would reflect national self-funded insurance trends.

FY 2020 Accomplishments:

- Extended medical health benefits through pharmacy prescriptions with zero or low co-pays, while made arrangement with RxBenefits for pharmacy rebates to lower City's cost
- Added insurance benefits to recapture insurance for retirees through Am Wins
- Made a preventive approach to lessen the risk and losses to the City by making new arrangements with new broker "Vista Underwriting" to cover claims not covered by current insurance
- An overall increase of 9.22% in the Division's total expenditures from prior year to combat the 24% and 18% escalation in current insurance trend rates. The increase were mainly due to variation of changes in health premiums, broker's fees, and higher insurance claims (5.80% up). On the other hand, dental, life, and vision insurances remain stable at approximately 1% variations.

Fund: HEALTH INSURANCE REIMBURSEMENT

Division: GROUP HEALTH INSURANCE

Department: (77) GENERAL GOVERNMENT

Division No.: 47900

EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
DIRECT OPERATING CHARGES & SERVICES				
271 Other Outside Services	143,321	109,054	148,330	149,450
273 Operating Supplies & Materials	1,583	5,000	5,000	5,000
281 Insurance and Bonds	654,602	776,493	774,792	870,781
282 Licenses and Taxes	577	600	1,216	1,300
TOTAL DIRECT OPER. CHRGS. & SRVCS.	800,083	891,147	929,338	1,026,531
NON-OPERATING CHARGES				
430 Health Insurance Claims	2,846,243	3,041,508	3,086,700	3,156,647
TOTAL NON-OPERATING CHARGES	2,846,243	3,041,508	3,086,700	3,156,647
TOTAL EXPENDITURES	3,646,326	3,932,655	4,016,038	4,183,178

COMPONENT UNIT

Component Units are legally separate entities that meet any of three tests: 1) the primary government appoints the voting majority of the board of the component unit and is able to impose its will or is in a relationship of financial burden or benefits; 2) the component unit is fiscally dependent upon the primary government; 3) the financial statements would be misleading if data from the component unit were not included.

The Carbondale Public Library provides a general program of public library services to the residents of Carbondale. The primary source of revenues is local property taxes.

The summary statements, graphs and charts in the Introductory Section of this budget do not include the Library's revenues, expenditures, change in fund balance amounts and full time equivalent number of employees since the Library is not considered a part of the primary government.

**SUMMARY STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
COMPONENT UNIT - CARBONDALE PUBLIC LIBRARY**

FUND NO. 95	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
REVENUES	1,211,013	1,201,000	1,205,060	1,337,233
EXPENDITURES	1,127,488	1,112,937	1,088,316	1,376,277
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	83,525	88,063	116,744	(39,044)
FUND BALANCE BEGINNING OF FISCAL YEAR	919,939	1,003,464	1,003,464	1,120,208
FUND BALANCE END OF FISCAL YEAR	1,003,464	1,091,527	1,120,208	1,081,164

**REVENUES AND
OTHER FINANCING SOURCES
COMPONENT UNIT - CARBONDALE PUBLIC LIBRARY**

FUND NO. 95					
<i>ACCT. NO.</i>	<i>ACCOUNT TITLE</i>	<i>ACTUAL FY 2019</i>	<i>AUTHORIZED BUDGET FY 2020</i>	<i>ESTIMATED ACTUAL FY 2020</i>	<i>BUDGET FY 2021</i>
GENERAL PROPERTY TAXES					
39501-010	Library Property Tax Levy	1,042,196	1,061,953	1,061,953	1,076,824
INTERGOVERNMENTAL REVENUES					
39503-010	State-Per Capita Aid	32,378	32,378	32,378	32,378
39503-020	Replacement Tax	28,484	37,538	44,890	44,890
39503-030	Mobile Home Privilege Tax	1,573	971	971	971
39503-080	Other Governmental Units	0	0	0	0
39503-085	City of Carbondale Subsidy	0	0	0	0
39503-090	USAC E-Rate Program	30,800		0	0
		93,235	70,887	78,239	78,239
FINES					
39505-010	Library Fines	19,345	18,245	18,245	14,545
USE OF MONEY & PROPERTY					
39506-101	Interest on Checking	0	0	0	0
39506-200	Library Nonresident Fees	9,205	9,393	9,393	9,393
39506-401	Interest on Investments	0	78	78	0
39506-402	Interest on Investments - Restr.	12,391	6,910	6,910	12,391
39506-408	Gain/Loss Securities	(178)	0	0	0
39506-700	Private Contributions - Grants	16,089	20,534	17,242	132,841
39506-800	Contributions, Gifts & Memorials	12,905	8,000	8,000	8,000
39506-900	Miscellaneous	5,825	5,000	5,000	5,000
		56,237	49,915	46,623	167,625
TOTAL PUBLIC LIBRARY FUND		1,211,013	1,201,000	1,205,060	1,337,233



CARBONDALE
All Ways Open

Fund: Component Unit
Department: Component Unit
Division: Component Unit – Carbondale Public Library
Division No.: 49500

Mission:

Carbondale Public Library provides resources and services to support the educational, informational, cultural, and recreational needs of the community.

Services:

The Carbondale Public Library maintains collections of print, audio, and video materials, computer software, and online databases. Information services available at the library include reference, interlibrary loan, databases, and Internet access. These collections and services are available for use by any library patron. Orientation tours and instruction in using library resources are also available.

The library provides a variety of programs such as story hours, summer reading programs, book clubs, and special programs on various topics. The library provides facilities and equipment for public use including a conference room, display space, photocopy and fax service.

Contact Information:

Carbondale Public Library is located at 405 W. Main Street, Carbondale, Illinois 62901, and the contact information is as follows: phone (618) 457-0354, email: cpllib@carbondale.lib.il.us

Activities in Support of Carbondale Public Library and City Council Goals:

Improve Facilities

- Analyze options for remedying space and maintenance issues in both the main library building and Brush annex, and plan for the most viable option(s)
- Work to make the library as comfortable and usable as possible
- Improve the grounds with an eye toward increasing usability while preserving aesthetics

Improve Resources (Collections and Services)

- Ensure compliance with Illinois Library Law and Standards, as well as enlightened up-to-date and practical library operations, the Library Board will review all library policies and by-laws. They will make changes and additions as needed, considering input from staff, other stakeholders, and examples from other libraries or other available resources
- Continue to build the collection
- Provide library programs and services in accordance with the library's mission to support the educational, informational, cultural, and recreational needs of its community
- Use technology to meet the community's needs

Improve Staffing

- Optimize customer service by enhancing staff training, communication, and morale

Improve Outreach and Public Relations

- Develop and implement a formal marketing plan
- Use technology to promote the library's collections, and services
- Better communicate the library's mission, role, collections and services to the community

Improve Financial Support

- Closely consider both short-term and long-term finances in all library planning and operations and proceed in accordance with realistic projections
- Incorporate fundraising and grant seeking efforts into the library's routine in partnership with the Friends of the Carbondale Public Library

FY 2020 Accomplishments:

Improved Facilities

- Re-submitted a Live & Learn Construction Grant to partially fund a new roof, and a glassed-in youth and teen room in FY21.
- Coordinated with the City of Carbondale and the Carbondale Police Department to install exterior security cameras.

Improved Resources (Collections and Services)

- Much like the City of Carbondale, the library fosters a sense of community for all residents, and embraces the diverse nature of the community. As a co-chair for Nonviolent Carbondale, the library worked with community leaders to organize 11 Days for Peace, Nonviolent Carbondale's 8th community-wide initiative, featuring 34 programs and exhibits throughout the community.
- The library served on the Chamber of Commerce's Leadership Carbondale planning committee, the Positive Youth Development Coalition, the SIH Community Benefits Advisory Committee, and the City of Carbondale's Complete Count Census Committee.
- The Carbondale Public Library participated in planning committees to organize Leadership Carbondale, and the Southern Illinois Library Legislative Luncheon. The Director served on the Illinois Library Association Board of Directors and on the Illinois State Library Literacy Grant Review Committee.
- Continued social work intern program to meet the needs of homeless and impoverished individuals, as well as the general population. Served on the Carbondale Warming Center Committee alongside the City of Carbondale and area service providers to supplement area shelters during the winter. The number of people served doubled this year, and services were greatly improved by access to a city-owned building.
- Provided hundreds of programs for people of all ages, serving thousands of attendees, including technology programs for adults, STEAM programming for youth, family story times, a summer reading program, creative writing workshops for children, teens, and adults, and programs to promote lifelong learning, reading, and public discourse for all ages.
- The library shares the city's vision of Carbondale as an arts and entertainment destination. The library features local artists in rotating exhibits, and provides instructional arts programs for each age group.
- Like the City, the library maintains a positive relationship with SIU, hosting Indie-Lens Pop-Up programs in partnership with WSIU. This year's 11 Days for Peace included a documentary of our progress created in partnership with SIU media professors and the Carbondale Rotary Club—Breakfast Group.
- Provided subscription access to databases for genealogical research, grant seeking, business, and information resources.
- Provided a rich collection of books and media, as well as computer and wi-fi access.

Improved Staffing

- With a perpetual focus on customer service, the library provided a staff development day to all employees, and provided access to additional training opportunities for professional staff.

Improved Financial Support

- The library works to build its reserve fund for emergencies, and has successfully done so for the past decade. This allows the library to continue operations prior to receiving annual property tax revenue, and to respond to capital improvement needs and emergencies. An application for a Live & Learn construction grant was re-submitted to the Illinois State Library this year, and a portion of FY20 funds will be rolled over into FY21 so that the library can meet its funding match on that project.

FY 2021 Actions in Support of Library and Council Goals:

Improved Facilities

- Create a glassed-in teen and youth room, partially funded with Live & Learn Construction Grant funds (grant application re-submitted).
- Replace the roof on the library's main building, partially funded with Live & Learn Construction Grant funds (grant application re-submitted).

Improved Resources (Collections and Services)

- Continue to provide a full range library services, evolving in response to community needs.
- Continue to provide support and leadership to area coalitions, fostering inter-agency cooperation to better identify and serve community needs.
- Continue to provide resources and opportunities for positive interaction, embracing the principles of compassion, and the diverse nature of our community.

Improved Staffing

- Continue to provide a positive work environment and training for library staff.

Improved Financial Support

- Continue to build reserve funds and exercise financial prudence without sacrificing the quality of service, while implementing minimum wage increases and planning for any population or legislation changes that could affect future revenue.

Number of Full-Time Equivalent Employees:

POSITION TITLE	Actual FY 2019	Authorized Budget FY 2020	Estimated Actual FY 2020	Budget FY 2021	\$ Amount Budget FY 2021
Director	1.00	1.00	1.00	1.00	\$65,437
Reference Librarian	1.00	1.00	1.00	1.00	\$50,635
Adult Program Librarian	1.00	1.00	1.00	1.00	\$40,873
Children's Librarian	1.00	1.00	1.00	1.00	\$36,153
Interlibrary Loan Assistant	1.00	1.00	1.00	1.00	\$35,271
Head Cataloger	1.00	1.00	1.00	1.00	\$36,972
Teen & Youth Program Librarian	0.64	0.64	.64	.64	\$25,709
Volunteer Coordinator	0.80	0.80	.80	.80	\$30,779
Circulation Manager	1.00	1.00	1.00	1.00	\$41,925
Finance Manager	1.00	1.00	1.00	1.00	\$41,925
Children's Library & Program Assistants	0.27	0.27	0.34	0.34	\$8,963
Circulation Assistants/Clerks	1.81	1.81	1.18	1.18	\$41,507
Technical Services/Cataloging Assistant	0.40	0.40	0.5	0.5	\$16,107
Maintenance Manager/Custodian	1.00	1.00	1.00	1.00	\$37,596
Shelvers	1.15	1.15	.97	.97	\$21,656
Reserved: Raises/Merit Pay/Overtime/Extra Hours/Holiday	0.00	0.00	0.00	0.00	\$5,000
TOTAL	14.00	14.00	13.43	13.43	\$536,508

Fund: COMPONENT UNIT		Division: CARBONDALE PUBLIC LIBRARY		
Department: (95) COMPONENT UNIT		Division No.: 49500		
EXPENDITURE CLASSIFICATION	ACTUAL FY2019	AUTHORIZED BUDGET FY2020	ESTIMATED ACTUAL FY2020	BUDGET FY2021
PERSONAL SERVICES				
100 Employee Salary and Wages	518,183	527,565	527,565	536,508
130 Employee Health Insurance Benefits	74,101	80,248	78,376	83,240
131 Employee Retirement Benefits	96,375	85,699	85,699	97,884
140 Employee Work Comp. Benefits	0	2,310	2,310	2,379
141 Employee Unemployment Comp. Benefits	1,003	1,262	1,262	1,300
TOTAL PERSONAL SERVICES	689,662	697,084	695,212	721,311
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	3,827	5,470	5,470	5,470
220 Communications - Telephone	8,423	8,480	9,874	9,874
222 Communications - Postage	3,587	3,881	3,881	3,881
230 Utilities - Electric	26,739	23,705	23,705	23,705
232 Utilities - Water & Sewer	1,662	2,491	2,491	2,491
240 Travel, Conferences, Training	9,838	9,400	9,400	9,400
250 Repairs & Maint. - Equipment	40,530	39,929	39,929	42,500
251 Repairs & Maint. - Bldg. & Structure	11,186	22,591	18,600	22,591
252 Repairs & Maint. - Other Improvements	16,589	14,895	14,895	14,895
270 Outside Printing Services	120	120	120	120
271 Other Outside Services	11,873	13,010	13,010	13,010
272 Office Supplies	30,390	28,212	28,212	30,212
273 Operating Supplies & Materials	178,113	148,244	148,244	156,752
280 Subscriptions and Memberships	14,841	20,809	20,809	19,683
281 Insurance and Bonds	29,252	29,637	29,637	29,700
299 Operating Equipment	15,123	24,979	24,827	10,000
TOTAL DIRECT OPER. CHRGS. & SRVCS.	402,093	395,853	393,104	394,284
CAPITAL OUTLAY				
500 Land and Improvements	35,733	0	0	0
501 Buildings and Structures	0	0	0	240,682
TOTAL CAPITAL OUTLAY	35,733	0	0	240,682
CONTINGENCIES				
801 Division Contingency	0	20,000	0	20,000
TOTAL CONTINGENCIES	0	20,000	0	20,000
TOTAL EXPENDITURES	1,127,488	1,112,937	1,088,316	1,376,277

SUPPLEMENTAL DATA
FY 2021 Capital Outlay Schedule
Master Debt Service Schedule
Property Tax Levies and Collections, Last Ten Fiscal Years

**CITY OF CARBONDALE, ILLINOIS
FY 2021 CAPITAL OUTLAY SCHEDULE**

An expenditure of \$5,000 or greater for a depreciable asset is considered a Capital Expenditure.

Funding for the proposed capital outlay acquisitions will be accomplished by the use of current funds and loans or lease purchase plans. The City's policy on the term of new debt issuance is not to exceed the useful life of the acquired assets.

Capital outlays totaling \$193,840 are planned for FY 2021. The following schedule details the capital outlay items:

Division No.	Division Name Item Description	R/A*	Current Funds	Loan or Lease Purchase Proceeds	Total
GENERAL FUND					
40161	Emergency Management Communication System Replacement	R	6,640	0	6,640
	FUND TOTAL		6,640	0	6,640
WATERWORKS AND SEWERAGE FUND					
47002	Lake Management Slope Mower	R	28,000	0	28,000
47009	Central Laboratory Ion Chromatography Analyzer w/ Autosampler	R	30,500	0	30,500
47022	Southeast Wastewater Treatment Plant 40 H.P. Raw Pump Variable Speed Drive	R	29,000	0	29,000
47023	Northwest Wastewater Treatment Plant Pump for EQ Basin	R	10,950	0	10,950
	Pump for Trickling Filter	R	43,550	0	43,550
	Concrete Pad for Basins and Blowers	R	5,700	0	5,700
47025	Sewage Lift Stations Short Street Lift Station ABS Pump	R	7,000	0	7,000
	Flygt Pump 3127 for New Era Road	R	15,000	0	15,000
	FUND TOTAL		169,700	0	169,700
SOLID WASTE MANAGEMENT FUND					
47200	Refuse and Recycling 4 Container Recycling Trailer	R	17,500	0	17,500
	FUND TOTAL		17,500	0	17,500
TOTAL ALL FUNDS			193,840	0	193,840

*R=replacement/A=addition

**CITY OF CARBONDALE, ILLINOIS
MASTER DEBT SERVICE SCHEDULE
FISCAL YEAR 2021**

<i>DESCRIPTION</i>	<i>DIVISION ACCOUNT NUMBER</i>		<i>ISSUE/ MATURITY DATE</i>	<i>INTEREST RATE</i>
GOVERNMENTAL FUND TYPES				
GENERAL OBLIGATION BONDS				
2010 A G.O. Bonds (Construction of Public Safety Center)	43015	Bank of New York St. Louis, MO	07-01-10 07-01-30	3.430%
2010 B G.O. Bonds (Construction of Public Safety Center)	43015	Bank of New York St. Louis, MO	07-01-10 07-01-30	2.920%
2011 G.O. Bonds (Construction of Fire Station) (Refund 2004 G.O. Refunding Bonds) (Construction of City Hall/Civic Center)	43016	Bank of New York St. Louis, MO	10-20-11 12-01-24	3.106%
2013 G.O. Bonds (Refund 2003 G.O. Refunding Bonds) (University Mall - Addition) (Reconstruction of Schwartz St.)	43017	Bank of New York St. Louis, MO	04-02-13 12-01-19	2.000%
NOTES PAYABLE				
Fire Station #1 Retrofit & Rebuild ** Rate Adjustment 11/01/2009	40151	Old National Bank	10-01-02 10-01-22	4.230%
Fire Pumper	40151	First Southern Bank	12-17-13 12-17-23	3.500%
Quint Fire Truck	40151	Bank of Carbondale	06-07-17 06-07-27	3.250%
Four Dump Trucks	40350	TBD	03-14-19 03/14/29	3.800%
Downtown Streetscape Loan	43019	Bank of Carbondale	07-20-17 06-01-22	2.250%
TOTAL GOVERNMENTAL FUND TYPES				

<i>FREQUENCY OF PAYMENTS</i>	<i>ORIGINAL AMOUNT</i>	<i>OUTSTANDING BALANCE 5-01-2020</i>	<i>ADDITIONS FY 2021</i>	<i>FY 2021 PRINCIPAL PAYMENTS</i>	<i>FY 2021 INTEREST PAYMENTS</i>	<i>OUTSTANDING BALANCE 4-30-2021</i>
SEMI-ANNUAL	4,000,000	4,000,000		0	248,900	4,000,000
SEMI-ANNUAL	3,991,000	890,000		440,000	46,955	450,000
SEMI-ANNUAL	6,625,000	3,765,000		725,000	172,050	3,040,000
SEMI-ANNUAL	2,210,000	0		0	0	-
MONTHLY	750,000	132,914		52,224	2,585	80,690
MONTHLY	363,440	148,194		38,522	4,574	109,672
MONTHLY	970,149	726,474		91,552	22,214	634,922
MONTHLY	460,000	419,730		41,613	11,176	378,117
SEMI-ANNUAL	2,000,000	1,200,000		400,000	31,488	800,000
	21,369,589	11,282,312	0	1,788,911	539,942	9,493,402

**CITY OF CARBONDALE, ILLINOIS
 MASTER DEBT SERVICE SCHEDULE
 FISCAL YEAR 2021**

<i>DESCRIPTION</i>	<i>DIVISION ACCOUNT NUMBER</i>	<i>PAYEE</i>	<i>ISSUE/ MATURITY DATE</i>	<i>INTEREST RATE</i>
PROPRIETARY FUND TYPES				
GENERAL OBLIGATION BONDS				
2011 W&S Bonds (NWWWTP Equaization Basin)	47049	First Southern Bank	02-15-11 02-15-26	3.900%
2013 W&S Bonds (Refund of IEPA SEWWTP Upgrage Loan)	47049	Bank of New York St. Louis, MO	04-02-13 12-01-24	2.347%
NOTES PAYABLE				
EPA Loan - WS 0202 (Water Storage Facility)	47049	State of Illinois IL E.P.A.	04-30-14 04-30-34	2.295%
NWWWTP Terminal Lift Station	47049	First Southern Bank	04-09-09 04-09-29	4.125%
Sewer Jet Truck	47049	First Southern Bank	04-05-10 03-05-20	4.400%
Sewer Camera / Van ** Rate Adjustment 02/05/2017	47049	First Southern Bank	01-31-11 02-05-21	4.625%
Refuse Truck	47200	TBD	11-01-19 12-01-29	3.800%
TOTAL PROPRIETARY FUNDS				
TOTAL ALL CITY FUNDS				

<i>FREQUENCY OF PAYMENTS</i>	<i>ORIGINAL AMOUNT</i>	<i>OUTSTANDING BALANCE 5-01-2020</i>	<i>ADDITIONS FY 2021</i>	<i>FY 2021 PRINCIPAL PAYMENTS</i>	<i>FY 2021 INTEREST PAYMENTS</i>	<i>OUTSTANDING BALANCE 4-30-2021</i>
SEMI-ANNUAL	1,100,000	440,000		73,333	17,160	366,667
SEMI-ANNUAL	6,805,000	3,280,000		630,000	74,988	2,650,000
SEMI-ANNUAL	3,670,834	2,122,650		124,924	48,002	1,997,726
MONTHLY	916,000	504,598		47,247	19,931	457,351
MONTHLY	240,440	29,115		29,115	702	0
MONTHLY	114,000	11,370		11,370	217	0
MONTHLY	336,310	0	336,310	11,614	5,252	324,696
	13,182,584	6,387,733	336,310	927,603	166,252	5,796,440
	34,552,173	17,670,045	336,310	2,716,514	706,194	15,289,842

CITY OF CARBONDALE, ILLINOIS
PROPERTY TAX RATES PER \$100 OF EQUALIZED ASSESSED VALUATION
ALL OVERLAPPING GOVERNMENTS
LAST TEN FISCAL YEARS

FISCAL YEAR	2011	2012	2013	2014
YEAR PAYABLE	2010	2011	2012	2013
ASSESSMENT YEAR	2009	2010	2011	2012
STATE MULTIPLIER	1.03190	1.00000	1.00000	1.00000
Equalized assessed valuation by type:				
Residential	\$143,365,916	\$144,707,179	\$142,921,684	\$139,065,243
Commercial	153,108,553	155,970,751	153,667,576	154,820,449
Industrial	4,809,939	1,906,639	1,948,410	2,047,634
Farm	385,843	3,293,149	3,341,186	3,363,811
State R.R.	468,138	544,585	648,177	674,504
Total Taxable Assessed Value	\$302,138,389	\$306,422,303	\$302,527,033	\$299,971,641
City Government:				
IMRF Pension	0.00000	0.00000	0.00000	0.00000
Firemens Pension	0.00000	0.26436	0.26799	0.28340
Police Pension	0.00000	0.00000	0.00000	0.00000
Street Lighting	0.00000	0.00000	0.00000	0.00000
Public Benefit	0.00000	0.00000	0.00000	0.00000
Debt Service - G.O. Bonds	0.00000	0.00000	0.00000	0.00000
Total City Government	0.00000	0.26436	0.26799	0.28340
Public Library:				
Operating	0.26892	0.27824	0.29613	0.31318
Debt Service - G.O. Bonds	0.00000	0.00000	0.00000	0.00000
Total Public Library	0.26892	0.27824	0.29613	0.31318
Total Municipal Rate	0.26892	0.54260	0.56412	0.59658
Overlapping Governments:				
Jackson County	1.30888	1.38811	1.45386	1.51971
Carbondale Township	0.22748	0.23583	0.24570	0.25837
Southern Illinois Airport	0.09207	0.20716	0.21342	0.22015
Carbondale Park District	0.45558	0.55704	0.47606	0.49920
Carbondale Mosquito Abatement	0.03239	0.03172	0.03316	0.03484
Carbondale Road and Bridge	0.08789	0.09113	0.09494	0.09984
Logan Jr. College #530	0.54132	0.55299	0.54866	0.55500
Carbondale High School #165	1.90722	2.24035	2.13982	2.23954
Carbondale Grade School #95	3.08072	3.32258	3.42028	3.58913
Total tax rate within School District #95	\$8.00247	\$9.16951	\$9.19002	\$9.61236
Giant City School #130	2.73944	3.10516	2.90999	3.00262
Total tax rate within School District #130	\$7.66119	\$8.95209	\$8.67973	\$9.02585
Unity Point School #140	2.30174	2.44335	2.45270	2.10471
Total tax rate within School District #140	\$7.22349	\$8.29028	\$8.22244	\$8.12794

Source: Jackson County Records

Note: NA Not available from Jackson County

2015 2014 2013 1.00000	2016 2015 2014 1.00000	2017 2016 2015 1.00000	2018 2017 2016 1.00000	2019 2018 2017 1.00000	2020 2019 2018 1.00000
\$135,796,264	\$136,878,103	\$136,476,047	\$139,494,953	\$139,006,110	\$132,440,218
154,024,170	154,202,953	159,539,300	161,065,740	164,219,022	162,751,342
2,007,228	2,007,228	2,027,228	2,076,643	2,333,975	2,065,372
3,310,787	3,428,166	3,489,522	3,507,517	3,574,434	3,510,177
709,813	696,644	789,721	768,592	672,081	785,530
\$295,848,262	\$297,213,094	\$302,321,818	\$306,913,445	\$309,805,622	\$301,552,639
0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
0.24059	0.25290	0.09241	0.09102	0.09022	0.09268
0.07715	0.09501	0.24963	0.24589	0.24371	0.25038
0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
0.31774	0.34791	0.34204	0.33691	0.33393	0.34306
0.32845	0.33669	0.34134	0.34093	0.33769	0.35189
0.00000	0.00000	0.00000	0.00000	0.00000	0.00000
0.32845	0.33669	0.34134	0.34093	0.33769	0.35189
0.64619	0.68460	0.68338	0.67784	0.67162	0.69495
1.57822	1.60448	1.64610	1.64605	1.69302	1.76717
0.27109	0.27712	0.28050	0.28049	0.28371	0.29850
0.23752	0.23960	0.23740	0.23745	0.23551	0.24877
0.49354	0.48698	0.48930	0.48931	0.50359	0.52525
0.03467	0.03539	0.03620	0.03617	0.03458	0.03408
0.10476	0.10709	0.10840	0.10839	0.11056	0.11632
0.56396	0.58817	0.61450	0.61446	0.62168	0.62761
2.33856	2.39078	2.42080	2.42077	2.50251	2.42965
3.75140	3.83904	3.88060	3.88063	4.06480	4.31129
\$10.01991	\$10.25325	\$10.39718	\$10.39156	\$10.72158	\$11.05359
3.10913	3.14206	3.22720	3.14690	3.12901	3.16787
\$9.37764	\$9.55627	\$9.74378	\$9.65783	\$9.78579	\$9.91017
2.62235	2.63956	2.67450	2.66141	2.64291	2.75646
\$8.89086	\$9.05377	\$9.19108	\$9.17234	\$9.29969	\$9.49876

GLOSSARY OF TERMS

The Glossary is provided to assist the reader in understanding specialized and technical terminology contained in the Annual Budget that is unique to public finance and budgeting.

GLOSSARY OF TERMS

A

ABATEMENT – A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments and service charges.

ACCOUNTING SYSTEM – The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

ACCOUNTS PAYABLE – A short-term liability account reflecting amounts owed to private persons or organizations for goods and services received by a government.

ACCOUNTS RECEIVABLE – An asset account reflecting amounts due from private persons or organizations for goods and services furnished by a government (but not including amounts due from other funds or other governments).

ACCRUAL ACCOUNTING – A basis of accounting in which debits and credits are recorded at the time they are incurred, as opposed to when cash is actually received or spent. For example, in accrual accounting, a revenue which was earned between April 1 and April 30, but for which payment was not received until May 10, is recorded as of April 30 rather than on May 10.

AD VALOREM TAX – A tax based on value (e.g., a property tax).

ADVANCE REFUNDING BONDS – Bonds issued to refinance an outstanding bond issue before the date the outstanding bonds become due or callable. Proceeds of the advance refunding bonds are deposited in escrow with a fiduciary, invested in U.S. Treasury Bonds or other authorized securities and used to redeem the underlying bonds at their maturity or call date, to pay interest on the bonds being refunded, or to pay interest on the advance refunding bonds.

AGENCY FUND – A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. The agency fund also is used to report the assets and liabilities of Internal Revenue Code, Section 457, deferred compensation plans.

AMORTIZATION – (1) The portion of the cost of a limited-life or intangible asset charged as an expense during a particular period. (2) The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

APPROPRIATION – An authorization made by City Council which permits the City to incur obligations and to make expenditures of resources. The City of Carbondale adopts a Budget in lieu of an Appropriation.

ARBITRAGE – Classically, the simultaneous purchase and sale of the same or an equivalent security in order to profit from price discrepancies. In government finance, the most common occurrence of arbitrage involves the investment of the proceeds from the sale of tax-exempt securities in a taxable money market instrument that yields a higher rate, resulting in interest revenue in excess of interest costs.

ASSESSED VALUATION – A value that is established for real or personal property for use as a basis for levying property taxes. The property values are established by the Carbondale Township Assessor.

ASSET – A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

ASSIGNED FUND BALANCE – Amounts in this classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.

AUDIT – A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a

GLOSSARY OF TERMS

review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the Budget Ordinance. A performance audit consists of a review of how well the government met its stated goals.

B

BALANCED BUDGET – When total expenditures and other financing uses are equal to total revenues and other financing sources.

BALANCE SHEET – A financial statement that discloses the assets, liabilities, reserves and equity balances of a fund as of a specific date.

BASIS OF ACCOUNTING – A term used to refer to *when* revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements. Specifically, it relates to the *timing* of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

BASIS POINT – Equal to 1/100 of one percent. If interest rates rise from 7.50 percent to 7.75 percent, the difference is referred to as an increase of 25 basis points.

BOND – A written promise to pay a sum of money on a specific date at a specific time. The interest payments and the repayment of the principal are detailed in a Bond Ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, streets, and water and sewer systems.

BUDGET – A financial plan containing an estimate of proposed expenditures for a specified period of time (fiscal year) and the proposed means of financing them.

BUDGET ADJUSTMENT – A legal procedure utilized by the City staff and City Council to revise the Budget document. This can be done at any time during the fiscal year.

BUDGET CALENDAR – The calendar is a schedule of key dates or milestones which the City Departments following the preparation, adoption and administration of the budget.

BUDGET DOCUMENT – The instrument used by the budget-making authority to present a comprehensive financial program to the City Council.

BUDGET MESSAGE – This opening section of the Budget provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Manager.

BUDGETARY CONTROL – The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

C

CAPITAL EXPENDITURE – Items which retain their original shape, appearance and character with use, are non-expendable, are expected to last more than twelve months and cost \$5,000 or higher, including freight and installation.

CDAP – Community Development Assistance Program.

CALLABLE BOND – A type of bond with a feature that permits the issuer to pay the obligation before the stated maturity date by giving notice of redemption in a manner specified in the bond contract.

COMMUNITY INVESTMENT PROGRAM – This is a plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from long-term work programs.

COMMUNITY INVESTMENT PROGRAM BUDGET – Separate from the operating budget,

GLOSSARY OF TERMS

items in the Community Investment Program (CIP) are usually construction projects designed to improve the value of the governmental assets. Examples of capital improvements projects include new roads, sewer lines, buildings, recreational facilities and large scale remodeling. CIP project summaries are included in this document under Supplemental Data.

CAPITAL OUTLAY – Buildings and structures, land, improvements, or items of equipment whose use life generally exceeds one year and are not classified as expendable.

COMMITTED FUND BALANCE – This classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

COMMUNITY INVESTMENT FUND – A Fund created to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary and trust funds.

CASH ACCOUNTING – A basis of accounting in which transactions are recorded when cash is either received or expended for goods and services.

CASH MANAGEMENT – This is the management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and out-flows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING PROGRAM – A voluntary program administered by the GFOA to encourage governments to publish efficiently organized and easily readable CAFRs/CUFRs and to provide

technical assistance and peer recognition to the finance officers preparing them.

CEDE – To surrender officially or formally; to yield or grant.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) – This is the official annual report of a government. It includes (a) the five combined financial statements in the combined statements overview and their related notes (the “liftable” GPFS) and (b) combining statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, required supplementary information, extensive introductory material and a detailed statistical section. Every government reporting entity should prepare a CAFR.

CONTINGENCY – A budgetary reserve set aside for emergencies or unforeseen expenditures.

CONTINGENT LIABILITY – Items that may become liabilities as a result of conditions undetermined at a given date, such as guarantees, pending lawsuits, judgments under appeal, unsettled disputed claims, unfilled purchase orders and uncompleted contracts. Contingent liabilities should be disclosed within the financial statements (including the notes) when there is a reasonable possibility a loss may have been incurred. Guarantees, however, should be disclosed even though the possibility of loss may be remote.

CURRENT TAXES – Taxes that are levied and become due within one year.

D

DEBT RATIOS – Comparative statistics illustrating the relation between the issuer's outstanding debt and such factors as its tax base, income or population. These ratios often are used as part of the process of determining the credit

GLOSSARY OF TERMS

rating of an issue, especially with general obligation bonds.

DEBT SERVICE FUND – A fund established to account for the accumulation of resources for and the payment of general long-term debt principal and interest.

DEFACED BONDS – Bonds that have been issued but, due to some action, the proceeds are not used as planned. The proceeds are then used to establish an Escrow Trustee to pay off the principal and interest on the issued bonds.

DELINQUENT TAXES – Taxes that remain unpaid on and after the date on which a penalty for nonpayment is attached.

DEPARTMENT – A major administrative group which indicates overall management responsibility for an operation or a group of related operations within a functional area.

DEPRECIATION – The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

DIRECT LABOR – The cost of hours worked applied to a program function or statistic exclusive of paid benefits such as holidays, sick leave, funeral leave, vacations, etc.

DISBURSEMENT – Payment for goods and services in cash or by check.

DIVISION – A group which is comprised of a specific operation within a functional area. City Departments may contain one or more Divisions.

E

ENCUMBRANCE – The commitment of budgeted funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

ENTERPRISE FUND – A fund established to account for operations financed and operated in a manner similar to private business enterprises. The costs, including depreciation, of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges. Enterprise Funds are included in the Proprietary Fund Types.

ENTITLEMENT – The amount of payment to which a state or local government is entitled pursuant to an allocation formula contained in applicable statutes.

EQUITY ACCOUNTS – Those accounts presenting the difference between assets and liabilities of the fund.

ESTIMATED ACTUAL REVENUE – This is the amount of projected revenue to be collected during the fiscal year.

EXPENDABLE TRUST FUND – This is a trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

EXPENDITURE – The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid and applies to all funds. Note that an encumbrance is not an expenditure but reserves funds to be expended.

EXPENSES – Charges incurred, whether paid immediately or unpaid, for operation, maintenance, interest and other charges.

F

FHWA – Federal Highway Administration

FIDUCIARY FUND TYPE – The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

GLOSSARY OF TERMS

FISCAL YEAR – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City of Carbondale has specified May 1 through April 30 as its fiscal year.

FIXED ASSETS – Assets of long-term character which are interested to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

FORMAL BUDGETARY INTEGRATION – The management control technique through which the annual operating budget is recorded in the general ledger through the use of budgetary accounts. It is intended to facilitate control over revenues and expenditures during the year.

FTE – Full Time Equivalent – Used in relation to employees, the number of employee hours worked to equal one full-time employee, i.e. for 2011, one FTE is equal to 2,080 hours.

FULL FAITH AND CREDIT – A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full-faith-and-credit bonds.

FUNCTION – A group of related activities aimed at accomplishing a major service or program for which a government is responsible.

FUND – A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitation.

FUND BALANCE – This is the difference between fund assets and fund liabilities of governmental and similar trust funds.

FUND BALANCE-RESERVED FOR DEBT SERVICE – An account used to segregate a portion of fund balance for resources legally

restricted to the payment of general long-term debt principal and interest maturing in future years.

G

GENERAL FUND – A fund that accounts for most of the financial resources of the City government. General Fund revenues include property taxes, licenses and permits, local taxes, and other types of revenue. This fund includes most basic operating services, such as police, fire, finance, public works, general administration, and development services.

GENERAL LEDGER – A record containing the accounts needed to reflect the financial position and the results of operations of a government. In double-entry bookkeeping, the debits and credits in the general ledger are equal (i.e., the debit balances equal the credit balances).

GENERAL OBLIGATION BONDS – Bonds which finance a variety of public projects, such as streets, buildings, and improvements. The repayment of these bonds is usually made from the Debt Service Fund and is backed by the full faith and credit of the issuing government.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP) – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the GASB.

GOALS, OBJECTIVES AND STRATEGIES – Goals are the ends that an organization wants to attain. Goals may be the aim that an organization wants to attain or maintain that supports an organization's policies or mission. Objectives are the specific methods sought in a period of time

GLOSSARY OF TERMS

that accomplish or maintain a goal. Strategies are the detailed actions made in order to accomplish an objective.

GOVERNMENTAL ACCOUNTING

STANDARDS BOARD (GASB) – The authoritative accounting and financial reporting standard-setting body for government entities.

GOVERNMENTAL FUND TYPES – Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities, except shoe accounted for in proprietary and fiduciary funds. In Carbondale, the General, Special Revenue, Debt Service, and Capital Project Funds are all Governmental Fund Types.

GRANT – A contribution by a government or other organization to be used or expended for a specific purpose and may be classified as categorical or block, depending upon the amount of discretion allowed the grantee.

I

IMPACT FEES – Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development (e.g., parks, sidewalks).

INTERFUND RECEIVABLE/PAYABLE – Short-term loans made by one fund to another or the current portion of an advance to or from another fund.

INTERFUND TRANSFERS – Equity transferred from one fund to another.

INTERGOVERNMENTAL REVENUE – Revenue from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

INTERIM FINANCIAL STATEMENTS – Financial statements prepared as of a date or for a period during the fiscal year and including only financial transactions during the current year to date.

INTERNAL CONTROL STRUCTURE – Policies and procedures established to provide reasonable assurance that specific government objectives will be achieved.

INTERNAL SERVICE FUND – A fund used to account for the financing goods or services provided by one department or agency to other departments or agencies of a government. The Internal Service Fund is included in the Proprietary Fund Types.

INTRAFUND TRANSFERS – Equity transferred to another account from within the same fund.

INVENTORY – (1) A detailed list showing quantities, descriptions and values of property and, frequently, units of measure and unit prices. (2) An asset account reflecting the cost of goods held for resale or for use in operations.

INVESTMENTS – Securities and real estate held for the production of revenue in the form of interest, dividends, rentals, or lease payments. Not included are fixed assets used in governmental operations.

INVOICE – A bill requesting payment for goods or services by a vendor or other governmental unit.

L

LEASE-PURCHASE AGREEMENTS – Contractual agreements that are termed leases but that in substance are purchase contracts.

LEVY – To impose taxes, special assessments, or service charges for the support of City activities is a levy.

LIABILITIES – Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

LINE ITEM BUDGET – A budget that lists each expenditure category separately, such as

GLOSSARY OF TERMS

wages, travel, utilities, etc., along with the dollar amount budgeted for each specific category.

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

M

MAJOR FUND – A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements. The general fund is always a major fund. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets or liabilities are a significant portion of totals for all governmental or enterprise funds.

MODIFIED ACCRUAL ACCOUNTING – A basis of accounting in which expenditures are recognized when the related fund liability is incurred, but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting, since expenditures are immediately incurred as a liability while revenues are not recorded until then are actually received or available and measurable. This type of accounting basis is a conservative financial approach and is recommended as the standard for most governmental funds.

MORTGAGE BONDS – Bonds secured by a mortgage against specified properties of a government, usually its public utilities or other enterprises. If primarily payable from enterprise revenues, they also are classed as revenue bonds.

N

NET BONDED DEBT – Gross bonded debt less any cash or other assets available and earmarked for its retirement and less all self-supporting debt (e.g., revenue bonds).

NET INTEREST COST – A method used to calculate a bond issuer's interest cost. The net interest cost (NIC) does not take into account the time value of money. The NIC is equal to the total

interest payments plus discount (or minus premium), divided by the number of bond years.

NON-SPENDABLE FUND BALANCE – This is the amount of fund balance that is made up of prepaid assets and inventories.

O

O&M – Operating and Maintenance

OBJECT CODE – An expenditure category, such as wages, communications, and office supplies, relating to the types of items or services purchased.

OBJECTIVES – see “Goals, Objectives and Strategies”.

OPERATING BUDGET – Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING TRANSFERS – All inter-fund transfers other than residual equity transfers (e.g., legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

ORDINANCE – A formal legislative enactment by the City Council, barring conflict with higher law, having the full force and effect of law within the City.

OTHER FINANCING SOURCES – Governmental fund general long-term debt proceeds and operating transfers-in from other funds of the same government unit which are classified separately from revenues.

GLOSSARY OF TERMS

OTHER FINANCING USES – Governmental fund operating transfers-out to other funds of the same government unit which are classified separately from expenditures.

OVERHEAD – Salary and wages paid other than direct labor, including holidays, sick leave, funeral leave, vacations and expenses for all other line item accounts.

P

PAR VALUE – In the case of bonds, this is the amount of principal that must be paid at maturity. Par value is referred to as the face of the security.

PAYING AGENT – This is an entity responsible for paying of bond principal and interest on behalf of the government.

PER CAPITA DEBT – The amount of a government's debt divided by its population. Per capita debt is used to indicate the government's credit position by reference to the proportionate debt borne per resident.

PERFORMANCE BUDGET – A budget that bases expenditures primarily upon measurable performance of activities and work programs is a performance budget. It may also incorporate other bases of expenditure classification, such as character and object class, but these are secondary to activity performance.

PLEGGED REVENUES – Funds generated from revenues and obligated to debt service or to meet other obligations specified by the bond contract.

PROPERTY TAX – Tax which is levied on both real and personal property according to that property's valuation and tax rate.

PROPRIETARY FUND TYPES – A group of funds in which the services provided are financed and operated similarly to those of a private business. Proprietary Fund Types in Carbondale include Enterprise Funds, which are established for services such as water and sewer; parking facilities, refuse collection, and rental properties,

and Internal Service Funds, established for the Self Insurance Fund.

PURCHASE ORDER – A document which authorizes the purchase and charges of specific merchandise or services from a vendor and encumbers the funds to pay for the merchandise or services. Its main function is to expedite and control buying by the City.

R

RATINGS – This applies in the context of bonds, normally an evaluation of creditworthiness performed by an independent rating service.

REFUNDING BONDS – Bonds issued to retire bonds already outstanding. The refunding bonds may be used to provide the resources for redeeming outstanding bonds, or the refunding bonds may be exchanged with the holders of the outstanding bonds.

REINSURANCE – A transaction in which a reinsurer (assuming enterprise), for a consideration (premium), assumes all or part of a risk undertaken originally by another insurer (ceding enterprise). However, the legal rights of the insured are not affected by the reinsurance transaction, and the insurance enterprise issuing the insurance contract remains liable to the insured for payment of policy benefits.

RESERVE – An account which indicated that a portion of a fund's balance is legally restricted for a specific purpose and is not available for general expenditure.

RESERVED FUND BALANCE – Those portions of fund balance that are not appropriate for expenditure or that are legally segregated for a specific future use.

RESOLUTION – A special or temporary order of legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RESTRICTED FUND BALANCE – This category includes amounts that can be spent only

GLOSSARY OF TERMS

for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

RETAINED EARNINGS – This is an equity account reflecting the accumulated earning of an enterprise or internal service fund.

REVENUE – Funds the government receives as income, excluding “other financing sources”. Such funds may be tax payments, fines, grants or interest income.

REVENUE BONDS – Bonds usually sold for constructing a project which will produce revenue for the government and whose principal and interest are paid from this revenue.

REVOLVING FUND – (1) An internal service fund; (2) An imprest account accounted for as an asset of a fund.

RISK MANAGEMENT – This type of management is an organized attempt to protect governments’ assets against accidental loss in the most economical method.

S

SELF-INSURANCE – A term often used to describe the retention by an entity of a risk of loss arising out of ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses.

SHORT-TERM DEBT – Debt with a maturity of one year or less after the date of issuance.

SINGLE AUDIT – An audit performed in accordance with the Single Audit Act of 1984 and Office Management and Budget (OMB) *Circular A-128, Audits of State and Local Governments*. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

SINKING FUND BONDS – Bonds issued under an agreement requiring the government to set aside periodically out of its revenues a sum that, with compound earning thereon, will be sufficient to redeem the bonds at their stated date of maturity. Sinking fund bonds are usually term bonds.

SOURCE OF REVENUE – Revenues are classified according to their point of origin.

SPECIAL ASSESSMENT – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

SPECIAL REVENUE FUND – A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

STATEMENT OF REVENUES AND EXPENDITURES – The financial statement that is the governmental fund and expendable trust fund GAAP operating statement. It presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in an entity’s net current assets. Statements of changes in equity of governments should be combined with operating statements into “all-inclusive” operating statement formats.

STRATEGIES – see “Goals, Objectives and Strategies”.

T

TAX-EXEMPT BONDS – State and local government securities whose interest is exempt from taxation by the federal government or within the jurisdiction issued.

TAX LIENS – Claims governments have upon properties until the taxes levied against them have been paid. This term is sometimes limited to those

GLOSSARY OF TERMS

delinquent taxes the government has taken legal action to collect through the filing of liens.

TAX-RATE LIMIT – The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose or to taxes imposed for all purposes and may apply to a single government to a class of governments operating in a particular area. Overall tax-rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

TAX LEVY ORDINANCE – An ordinance by means of which taxes are imposed.

TRUST FUNDS – Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

U

UNAMORTIZED DISCOUNTS ON BONDS SOLD – A contra-liability account used to reflect that portion of the face value of bonds exceeding the amount received from their sale (excluding amounts paid for accrued interest) which remains to be amortized over the remaining life of such bonds.

UNASSIGNED FUND BALANCE – This is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classification.

UNDEFACED – Represents the principal and/or interest remaining of a bond issue that has been defaced. (See DEFACED BONDS)

UNDERWRITER – In the context of bonds, this is a dealer who purchases a new issue for resale.

UNENCUMBERED BALANCE – This applies to the amount of funds which is neither expended nor reserved, but is still available for future purchases.

V

VARIABLE INTEREST RATE – A rate of interest subject to adjustment (e.g., the rate of interest specified may be a percentage of the prime rate on certain set dates).

VEBA – A voluntary employee's beneficiary association (VEBA) is a tax-exempt trust established under §501(c)(9) of the Internal Revenue Code to fund life, health, disability and other permissible benefits. The assets of the VEBA must be set aside and used exclusively for the purpose of providing permissible benefits to participants in the VEBA. Assets cannot revert to the employer.

W

WARRANT – An order drawn by the legislative body or an officer of a government upon its treasurer, directing the latter to pay a specified amount to the person named or to the bearer. It may be payable upon demand, in which case it usually circulates the same as a bank check; or it may be payable only out of certain revenues when and if received, in which case it does not circulate as freely.