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:

Jessica Bradshaw – Council Member
Jeff Doherty – Council Member
Lee Fronabarger – Council Member

John “Mike” Henry – Mayor

Tom Grant – Council Member
Carolin 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
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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.
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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,

[Signature]

Gary Williams
City Manager
Carbondale City Government

200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone: 618-549-5302
Fax: 618-457-3283

City Officials

Mayor John “Mike” Henry

Phone: 618-549-3229
E-Mail: mhenry@explore carbondale.com

A listing of former Mayors can be found on the City of Carbondale Website
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 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 1873, Carbondale 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.

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.
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.
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.

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:

- 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
- 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.

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.

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-cafés. 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.

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).
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 McLeod 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.

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.

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.
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.

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.

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.
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
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 tined in black to indicate the place of cotton and coal in Southern Illinois.
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 RESPONSIBILITY, 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
FY 2020 THROUGH FY 2025

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
- Make broadband accessible and affordable for low-income residents
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.
**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.
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.
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Monday, Oct. 28 - Monday, Nov. 25</td>
<td>1</td>
<td>Finance prepares FY 2020 estimated actual salaries, wages (Form 10-2) and fringe benefits worksheets.</td>
<td>Mary Ann Denning</td>
</tr>
<tr>
<td>10 Days Prior to #5 (If required)</td>
<td>2</td>
<td>Notice of Public Hearing (required by 35 ILCS 200/18-80) for the 2019 Tax Levy and “Truth in Taxation Act” determination - if required.</td>
<td>Jeff Davis</td>
</tr>
<tr>
<td>TBD</td>
<td>3</td>
<td>City of Carbondale makes available Application request for Community Organizations.</td>
<td>City Council City Manager</td>
</tr>
<tr>
<td>Monday, Nov. 4 - Friday, Jan. 31</td>
<td>4</td>
<td>Finance Dept. projects FY 2020 estimated actual revenues and revises FY 2021 through FY 2025 Revenue Projections.</td>
<td>Jeff Davis</td>
</tr>
<tr>
<td>Tuesday, Nov. 12</td>
<td>5</td>
<td>City Council reviews proposed 2019 Tax Levy and “Truth in Taxation Act” determination.</td>
<td>City Council &amp; Staff</td>
</tr>
<tr>
<td>Tuesday, Nov. 12 - Monday, Dec. 2</td>
<td>6</td>
<td>Finance Department prepares tentative FY 2021 salaries, wages (Form 10-2) and fringe benefits worksheets and scenarios for recommendations to City Council.</td>
<td>City Manager Mary Ann Denning</td>
</tr>
<tr>
<td>Friday, Nov. 15 - Monday, Dec. 30</td>
<td>7</td>
<td>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.</td>
<td>Krysty Gray</td>
</tr>
<tr>
<td>Tuesday, Nov. 19 - Friday, Dec. 6</td>
<td>8</td>
<td>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</td>
<td>City Manager (Intern) and Departmental Staff</td>
</tr>
<tr>
<td>Monday, Dec. 2</td>
<td>9</td>
<td>Desktop/Website Publisher provides Narratives to all City Departments/Divisions for revisions.</td>
<td>Krysty Gray</td>
</tr>
<tr>
<td>Tuesday, Dec. 10</td>
<td>10</td>
<td>City Council reviews and adopts the proposed 2019 Tax Levy Ordinance for FY 2021 Revenues.</td>
<td>City Council Jeff Davis City Attorney</td>
</tr>
<tr>
<td>Wednesday, Dec. 18</td>
<td>11</td>
<td>Desktop/Website Publisher provides revised Narratives to City Manager.</td>
<td>Krysty Gray</td>
</tr>
<tr>
<td>Thursday, Jan. 2</td>
<td>12</td>
<td>Finance completes Burden and Overhead Rates.</td>
<td>Mary Ann Denning</td>
</tr>
<tr>
<td>Monday, Jan. 6</td>
<td>13</td>
<td>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.</td>
<td>Krysty Gray</td>
</tr>
<tr>
<td>Tuesday, Jan. 14</td>
<td>14</td>
<td>City Council reviews CIP checklist items for proposed new projects and current Five-Year CIP projects.</td>
<td>City Council City Manager Sean Henry</td>
</tr>
<tr>
<td>Tuesday, Jan. 14</td>
<td>15</td>
<td>Opportunity for City Council suggestions regarding operating budget content.</td>
<td>City Council</td>
</tr>
<tr>
<td>FY 2021</td>
<td>Event Ref. No.</td>
<td>Event</td>
<td>Responsibility</td>
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<tr>
<td>Time Frame/Dates</td>
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<td></td>
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</tr>
<tr>
<td>Tuesday, Jan. 28</td>
<td>16</td>
<td>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.)</td>
<td>City Manager Jeff Davis</td>
</tr>
<tr>
<td>Friday, Jan. 31</td>
<td>17</td>
<td>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.</td>
<td>Sean Henry</td>
</tr>
<tr>
<td>Monday, Feb. 3</td>
<td>18</td>
<td>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.</td>
<td>Mary Ann Denning Krysty Gray</td>
</tr>
<tr>
<td>Friday, Feb. 7</td>
<td>19</td>
<td>Packets sent to City Council to review Application requests for Community Organizations. (To be reviewed at February 11, 2020 City Council Meeting.)</td>
<td>City Council</td>
</tr>
<tr>
<td>Monday, Feb. 10</td>
<td>20</td>
<td>Desktop/Website Publisher submits individual budgets on a rotation basis to the Finance Department to begin technical review of Division Budget requests.</td>
<td>Jeff Davis Krysty Gray</td>
</tr>
<tr>
<td>Tuesday, Feb. 11</td>
<td>21</td>
<td>City Council gives staff final funding requests approval for Community Organizations for inclusion in FY 2021 Budget.</td>
<td>City Council City Manager</td>
</tr>
<tr>
<td>Friday, Feb. 14</td>
<td>22</td>
<td>Finance sends estimated available resources and projected revenues to Engineering for the Capital Improvements Program (CIP) project funds.</td>
<td>Jeff Davis</td>
</tr>
<tr>
<td>Tuesday, Feb. 18</td>
<td>23</td>
<td>City Manager begins review of Division Budget requests with Finance Director and Desktop/Website Publisher, along with Department and Division Heads.</td>
<td>City Manager Jeff Davis Krysty Gray</td>
</tr>
<tr>
<td>Friday, Feb. 21</td>
<td>24</td>
<td>Engineering completes first draft of Five-Year CIP Budget.</td>
<td>Sean Henry Sean Pickford</td>
</tr>
<tr>
<td>Friday, Feb. 28</td>
<td>25</td>
<td>City Manager ends technical review of Division Budget drafts.</td>
<td>City Manager Jeff Davis Krysty Gray</td>
</tr>
<tr>
<td>Monday, Mar. 2 – Friday, Mar. 6</td>
<td>26</td>
<td>City Manager, Finance Department and Desktop/Website Publisher makes final additions/changes and adjustments in preparation for Proposed Budget</td>
<td>City Manager Jeff Davis Krysty Gray</td>
</tr>
<tr>
<td>Monday, Mar. 9</td>
<td>27</td>
<td>Engineering prepares final draft of Five-Year CIP Budget.</td>
<td>Sean Henry Sean Pickford</td>
</tr>
<tr>
<td>Friday, Mar 13</td>
<td>28</td>
<td>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.</td>
<td>Jeff Davis</td>
</tr>
<tr>
<td>Friday, Mar. 13</td>
<td>29</td>
<td>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.</td>
<td>Jeff Davis Krysty Gray</td>
</tr>
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</tr>
<tr>
<td>Friday, Mar. 13</td>
<td>30</td>
<td>City Manager completes budget message (transmittal) letter.</td>
<td>City Manager</td>
</tr>
<tr>
<td>Thursday, Mar. 19</td>
<td>31</td>
<td>Desktop/Website Publisher completes printing and binding of budget draft along with budget backup for Staff.</td>
<td>Krysty Gray</td>
</tr>
<tr>
<td>Friday, Mar. 27</td>
<td>32</td>
<td>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.</td>
<td>Sean Henry Mary Runion Krysty Gray</td>
</tr>
<tr>
<td>Tuesday, Mar. 31</td>
<td>33</td>
<td>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.</td>
<td>Jeff Davis</td>
</tr>
<tr>
<td>Tuesday, Apr. 14</td>
<td>34</td>
<td>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.</td>
<td>City Council City Manager Jeff Davis</td>
</tr>
<tr>
<td>Tuesday, Apr. 14</td>
<td>35</td>
<td>Finance Department oversees publication of information on salaries per Public Act 97-0609 (Salaries &gt; $150,000) to the Desktop/Website Publisher to make available on the website.</td>
<td>Jeff Davis Krysty Gray</td>
</tr>
<tr>
<td>Tuesday, Apr. 28</td>
<td>36</td>
<td>City Council meeting for action on the annual Budget and Non-Union Pay Plan. Each action requires a separate ordinance.</td>
<td>City Council City Manager City Attorney</td>
</tr>
<tr>
<td>Wednesday, Apr. 29</td>
<td>37</td>
<td>File Certificate of Anticipated Revenues and certified copy of Budget Ordinance with County Clerks within 30 days of adoption.</td>
<td>Jeff Davis</td>
</tr>
<tr>
<td>90 Days After Adoption</td>
<td>38</td>
<td>90 days after adoption of Budget at City Council Meeting, final budget must be received by GFOA for Distinguished Budget Award.</td>
<td>Jeff Davis Krysty Gray</td>
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<tr>
<td>Description</td>
<td>Governmental Fund Types</td>
<td>Proprietary Fund Types</td>
<td>Total Consolidated Funds</td>
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<td>------------------------------------------------------------------------------</td>
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<td>Total Revenues</td>
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<td>14,538,555</td>
<td>45,519,761</td>
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<td>Total Expenditures</td>
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<td>21,176,518</td>
<td>51,909,079</td>
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<td>Excess of Revenues over (under) Expenditures</td>
<td>248,645</td>
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<td>(6,389,318)</td>
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<td>Total Other Financing Sources (Uses)</td>
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<td>(779,194)</td>
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<td>Net Increase in Fund Balance or (Decrease in Fund Balance needed to finance Expenditures)</td>
<td>(530,549)</td>
<td>(6,637,963)</td>
<td>(7,168,512)</td>
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<td>Non-Cash Credits for Depreciation, Prepaid Bond Expenses and Loss on Disposition of Fixed Assets</td>
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<td>2,796,612</td>
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<td>Total Net Increase (Decrease) in Fund Balances</td>
<td>(530,549)</td>
<td>(3,841,351)</td>
<td>(4,371,900)</td>
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<td>Fund Balance, Beginning May 1, 2020</td>
<td>10,732,297</td>
<td>8,072,115</td>
<td>18,804,412</td>
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<td>Fund Balance, Ending April 30, 2021</td>
<td>10,201,748</td>
<td>4,230,764</td>
<td>14,432,512</td>
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## 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

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<tr>
<th></th>
<th>GENERAL FUND</th>
<th>MOTOR FUEL TAX</th>
<th>TIF District #1</th>
<th>TIF District #2</th>
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<tr>
<td><strong>Revenues:</strong></td>
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<td>General Property Taxes</td>
<td>1,035,289</td>
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<td>704,661</td>
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<td>Sales and Service Taxes</td>
<td>18,380,060</td>
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<td>Intergovernmental Revenues</td>
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<td>1,080,631</td>
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<td>Franchise Taxes and Licenses</td>
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<td>Fines</td>
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<td>Service Charges, Permits and Fees</td>
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<td>Property Owner Contributions and Assessments</td>
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<td><strong>Total Revenues</strong></td>
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<td>1,110,211</td>
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<td><strong>Expenditures:</strong></td>
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<td>General Government</td>
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<td>Fire Department</td>
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<td>Development Services</td>
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<td>Public Works</td>
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<td>Community Services</td>
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<td>Community Investments</td>
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<td>Debt Service</td>
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<td><strong>Total Expenditures</strong></td>
<td>23,730,953</td>
<td>1,625,231</td>
<td>95,864</td>
<td>718,618</td>
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<tr>
<td><strong>Excess of Revenues Over (Under) Expenditures</strong></td>
<td>1,146,666</td>
<td>(515,020)</td>
<td>104,770</td>
<td>(13,737)</td>
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<td><strong>Other Financing Sources (Uses):</strong></td>
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<tr>
<td>Transfers From Other Funds</td>
<td>77,016</td>
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<td>Transfers To Other Funds</td>
<td>(1,495,037)</td>
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<td>Loan Proceeds</td>
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<td>Bond Proceeds</td>
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<tr>
<td><strong>Total Other Financing Sources (Uses)</strong></td>
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<td>(69,254)</td>
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<td><strong>Total Net Increase (Decrease) in Fund Balance</strong></td>
<td>(271,355)</td>
<td>(515,020)</td>
<td>35,516</td>
<td>31,263</td>
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<td>Fund Balances, Beginning May 1, 2020</td>
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<td>1,916,123</td>
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<td>93,366</td>
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<td>Fund Balances, Ending April 30, 2021</td>
<td>6,253,063</td>
<td>1,401,103</td>
<td>314,707</td>
<td>124,629</td>
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<tr>
<th>TIF District #3</th>
<th>FOREIGN FIRE INSURANCE</th>
<th>ENTERPRISE ZONE FEES</th>
<th>PACKAGE LIQUOR FOOD &amp; BEV TAX FUND</th>
<th>DEBT SERVICE FUND</th>
<th>COMMUNITY INVESTMENT FUNDS</th>
<th>TOTAL GOVT' L FUNDS FY ENDING April 30, 2021</th>
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<td>5,122</td>
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<td>5,042</td>
<td>5</td>
<td>(1,719)</td>
<td>2,010,534</td>
<td>(1,915,499)</td>
<td>(572,397)</td>
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<tr>
<td>5,042</td>
<td>5</td>
<td>(1,719)</td>
<td>(52,762)</td>
<td>2,044</td>
<td>236,437</td>
<td>(530,549)</td>
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<td>15,157</td>
<td>42,484</td>
<td>67,257</td>
<td>52,762</td>
<td>1,617,531</td>
<td>124,008</td>
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<td>20,199</td>
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<td>65,538</td>
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<td>1,619,575</td>
<td>360,445</td>
<td>10,201,748</td>
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## WATERWORKS AND SEWERAGE FUND

### Revenues:
- Intergovernmental Revenues: 0
- Fines: 0
- Use of Money and Property: 192,647
- Service Charges, Permits and Fees: 9,044,525
- Contributions and Assessments: 0

**Total Revenues:** 9,237,172

### Expenditures:
- Operating:
  - Public Works: 9,649,703
  - Finance: 0
  - General Government: 0
  - Community Investments: 4,619,500
  - Debt Service: 1,043,994

**Total Expenditures:** 15,313,197

**Excess of Revenues Over (Under) Expenditures:** (6,076,025)

### Other Financing Sources (Uses):
- Transfers From Other Funds: 0
- Transfers To Other Funds: 0
- Transfers (To) From Operating Account: 0
- Transfers (To) From Non Operating Accounts: 0
- Loan Proceeds: 0
- Bond Proceeds: 0

**Total Other Financing Sources (Uses):** 0

Net Increase in Fund Balances or (Decrease in Fund Balances Needed to Finance Expenditures): (6,076,025)

Non-Cash Credits for Depreciation, Prepaid Bond Expense and Loss on Disposition of Fixed Assets: 2,508,496

**Total Net Increase (Decrease) in Fund Balances:** (3,567,529)

Working Fund Balances, Beginning May 1, 2020: 7,484,400

Working Fund Balances, Ending April 30, 2021: 3,916,871
<table>
<thead>
<tr>
<th>COMMUNITY INVESTMENT REPLACEMENT ACCOUNT</th>
<th>DEBT SERVICE</th>
<th>PARKING SYSTEM OPERATIONS FUND</th>
<th>SOLID WASTE MANAGEMENT FUND</th>
<th>RENTAL PROPERTIES FUND</th>
<th>HEALTH REIMBURSEMENT FUND</th>
<th>TOTAL PROPRIETARY FUNDS FY ENDING April 30, 2021</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0</td>
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<td>(3,598,559)</td>
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# CITY OF CARBONDALE, ILLINOIS
## TOTAL REVENUES AND OTHER FINANCING SOURCES BY FUND
### ALL CITY FUNDS

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<thead>
<tr>
<th>GOVERNMENTAL FUND TYPES:</th>
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<tbody>
<tr>
<td>GENERAL FUND</td>
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<tr>
<td>Special Revenue Funds:</td>
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<tr>
<td>Motor Fuel Tax Fund</td>
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<tr>
<td>TIF District #1</td>
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<tr>
<td>TIF District #2</td>
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<tr>
<td>TIF District #3</td>
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<tr>
<td>Foreign Fire Insurance</td>
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</tr>
<tr>
<td>Enterprise Zone Fees</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Package Liquor and Food &amp; Beverage Tax</td>
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<tr>
<td>Total Special Revenue Funds</td>
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<tr>
<td>Debt Service Fund</td>
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<td>Community Investment Funds:</td>
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<td>Local Improvement Fund</td>
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<tr>
<td>Total Community Investment Funds</td>
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<table>
<thead>
<tr>
<th>PROPRIETARY FUND TYPES:</th>
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<tr>
<td>Waterworks and Sewerage Fund</td>
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<tr>
<td>Parking System Operations Fund</td>
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<td>Solid Waste Management Fund</td>
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<td>Rental Properties Fund</td>
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<td>Health Reimbursement Fund</td>
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<tr>
<td>Total Proprietary Fund Types</td>
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<tr>
<td><strong>Total Revenue and Other Financing Sources</strong></td>
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| **Non-Cash Credits for Depreciation, Prepaid Bond Expenses and Loss on Disposition of Fixed Assets** |  |  |  |  |

<table>
<thead>
<tr>
<th><strong>Use of Fund Balances</strong></th>
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**Total All City Funds**

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<tr>
<th></th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
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<tbody>
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<td><strong>General Fund</strong></td>
<td>25,477,891</td>
<td>27,196,805</td>
<td>27,078,201</td>
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<td><strong>Special Revenue Funds</strong></td>
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<td>Motor Fuel Tax Fund</td>
<td>714,066</td>
<td>815,776</td>
<td>954,285</td>
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<td>TIF District #1</td>
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<td><strong>Community Investment Funds:</strong></td>
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<tr>
<td>Local Improvement Fund</td>
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<td><strong>Total Community Investment Funds</strong></td>
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<td><strong>Total Proprietary Fund Types</strong></td>
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<td><strong>Non-Cash Credits for Depreciation, Prepaid Bond Expenses and Loss on Disposition of Fixed Assets</strong></td>
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TOTAL FY 2021 Budgeted Revenues and Other Financing Sources

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<td>General Property Tax:</td>
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<td>Franchise Taxes &amp; Licenses:</td>
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<td>Services, Charges, Permits &amp; Fees:</td>
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<td>Fines:</td>
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<td>Rental &amp; Sale of City Owned Property</td>
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<td>Real Estate Tax Levies for Police and Fire</td>
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<td>Pension Obligations</td>
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<td>Property Tax Increments on Special Tax</td>
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<td>Allocation Funds</td>
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<td>Telephone &amp; Cable Franchise</td>
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<tr>
<td>Miscellaneous Business Licenses</td>
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<tr>
<td>&amp; Public Works; Water, Sewer, Refuse</td>
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<td>Recycling &amp; Parking Meters and Permits</td>
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<td>Recycling Assessment to Solid Waste Customers</td>
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<td>Financing for Major Capital Improvements &amp; Equipment</td>
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TOTAL: $48,368,154
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<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
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<td>25,225,990</td>
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<td>Package Liquor and Food &amp; Beverage Tax</td>
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<td>2,029,195</td>
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<td>TOTAL SPECIAL REVENUE FUNDS</td>
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<td>34,360,148</td>
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<td>PROPRIETARY FUND TYPES:</td>
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<tr>
<td>Waterworks and Sewerage Fund</td>
<td>12,565,177</td>
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<td>15,149,875</td>
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<td>Parking System Operations Fund</td>
<td>278,359</td>
<td>260,397</td>
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<td>Solid Waste Management Fund</td>
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<td>1,675,517</td>
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<td>Rental Properties Fund</td>
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<td>Health Reimbursement Fund</td>
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<td>4,183,178</td>
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<tr>
<td>TOTAL PROPRIETARY FUND TYPES</td>
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<td>20,547,670</td>
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<td>20,981,982</td>
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<tr>
<td>TOTAL ALL CITY FUNDS</td>
<td>51,575,621</td>
<td>57,422,792</td>
<td>54,439,041</td>
<td>55,342,130</td>
</tr>
</tbody>
</table>
FY 2021 Budgeted Expenditures & Other Financing Uses by Department

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

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

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.)

TOTAL: $55,342,130
<table>
<thead>
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<th>Fund No.</th>
<th>Division Number</th>
<th>GENERAL GOVERNMENT DEPT.</th>
<th>FINANCE DEPT.</th>
<th>POLICE DEPT.</th>
<th>FIRE DEPT.</th>
<th>DEVELOPMENT SERVICES DEPT.</th>
<th>PUBLIC WORKS DEPT.</th>
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<tbody>
<tr>
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**FUND NO. REFERENCE**

- General Fund (01)
- Motor Fuel Tax Fund (11)
- Tax Increment Fund #1 (14)
- Tax Increment Fund #2 (15)
- Tax Increment Fund #3 (16)
- Foreign Fire Insurance Fund (23)
- Enterprise Zone Fees Fund (25)
- Pkg Liquor Food & Beverage Tax Fund (27)
- Debt Service Fund (30)
- Local Improvements Fund (40)
- Waterworks and Sewerage Fund (70)
- Parking System Operation Fund (71)
- Solid Waste Management Fund (72)
- Rental Properties Fund (73)
- Health Reimbursement Fund (79)
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<th>DIV. #</th>
<th>DIVISION NAME</th>
<th>ACTUAL BUDGET FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
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<td>40001</td>
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**MOTOR FUEL TAX FUND**

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**TAX INCREMENT FUND #1**

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**ENTERPRISE ZONE FEES**

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<th>BUDGET FY 2021</th>
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<td>42501</td>
<td>Enterprise Zone Fees</td>
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**PACKAGE LIQUOR & FOOD & BEVERAGE FUND**

<table>
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<tr>
<th>DIV. #</th>
<th>DIVISION NAME</th>
<th>ACTUAL BUDGET FY 2019</th>
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<td>Transfers to Other Funds</td>
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## CITY OF CARBONDALE
### EXPENDITURES BY FUND

<table>
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<tr>
<th>DIV. #</th>
<th>DIVISION NAME</th>
<th>ACTUAL FY2019</th>
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<td><strong>DEBT SERVICE FUND</strong></td>
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<td>(1,211,327)</td>
<td>(1,396,885)</td>
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<td>(503,333)</td>
<td>(489,089)</td>
<td>(503,746)</td>
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<td><strong>54,439,041</strong></td>
<td><strong>55,536,666</strong></td>
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</table>
Total FY 2021 Budgeted Line-Item Expenditures by Type

- **Personal Services**: Salary and wages, overtime, health insurance benefits, retirement benefits, workers compensation benefits, unemployment compensation benefits, special contractual benefits.
- **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.
- **Contingencies**: A budgetary reserve set aside for unforeseen expenditures
- **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.

**Total $55,536,666**
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<th>Fund No.</th>
<th>Division Number</th>
<th>GENERAL GOVERNMENT DEPT.</th>
<th>ACTUAL FY 2019</th>
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<th>ESTIMATED ACTUAL FY 2020</th>
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<td>Mayor and Council</td>
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<td>City Manager</td>
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<td></td>
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Total FY 2021 Number of Full-Time Equivalent Employees by Dept.

- Public Works Department: 89.16 (35.22%)
- General Government Dept: 25.15 (9.94%)
- Finance Dept: 16.00 (6.32%)
- Development Services Dept: 13.44 (5.31%)
- Fire Department: 30.04 (11.87%)
- Police Department: 79.35 (31.35%)

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<th>Department</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
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<td>General Government Department</td>
<td>24.29</td>
<td>24.96</td>
<td>24.99</td>
<td>25.15</td>
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<td>Finance Department</td>
<td>16.00</td>
<td>16.00</td>
<td>15.84</td>
<td>16.00</td>
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<tr>
<td>Police Department</td>
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<td>79.26</td>
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<td>79.35</td>
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<td>Fire Department</td>
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<td>30.04</td>
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<td>93.12</td>
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<td>89.16</td>
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<td><strong>256.36</strong></td>
<td><strong>256.86</strong></td>
<td><strong>256.86</strong></td>
<td><strong>253.14</strong></td>
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</table>
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

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<th>Actual FY 2019</th>
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<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
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<td>(1,450,244)</td>
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# STATEMENT OF REVENUES AND OTHER FINANCING SOURCES

## GENERAL FUND

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## OTHER FINANCING SOURCES

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## TOTAL GENERAL FUND

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

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<td>Building and Neighborhood Services</td>
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<td>ESTIMATED ACTUAL FY 2020</td>
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CITY OF CARBONDALE, ILLINOIS
Organizational Chart

General Fund
General Government Department

Mayor & Six City
Council Members
Appoints

City Manager

Public Relations
Officer

Administrative
Secretary

Economic
Development
Director

City Attorney

City Clerk

Human Resources
Manager

Civic Center
Manager

Assistant City
Attorney

Deputy City Clerk

Human Resources
Clerk

Facility Event
Supervisor

Legal Assistant

Receptionist

Diversity and
Compliance Officer

Facility Event
Workers
(2.96)

Total FY 2021 City Employees - 253.14

Total Number of Employees
25.15

- 25.15, 10%
- 227.99, 90%

General Government Employees
Remaining City Employees
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 finding 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:**

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<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>Amount Budget FY 2021</th>
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<td><strong>PERSONAL SERVICES</strong></td>
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<td>5,853</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
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<td>109,808</td>
<td>94,928</td>
<td>104,346</td>
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</table>
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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
</tr>
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<tbody>
<tr>
<td>City Manager</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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<td>Assistant to the City Manager</td>
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<td>Graduate Intern</td>
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<td>BUDGET FY2021</td>
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</tr>
<tr>
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<td>PERSONAL SERVICES</td>
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</tr>
<tr>
<td>100 Employee Salary and Wages</td>
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<td>190,904</td>
<td>196,301</td>
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<td>6,000</td>
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<td>DIRECT OPERATING CHARGES &amp; SERVICES</td>
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<tr>
<td>220 Communications - Telephone</td>
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<td>20</td>
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<td>240 Travel, Conferences, Training</td>
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<td>2,620</td>
<td>4,600</td>
<td>2,333</td>
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<td>0</td>
<td>250</td>
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<td>270 Outside Printing Services</td>
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<td>2,266</td>
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<td>271 Other Outside Services</td>
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<td>1,102</td>
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<td>890</td>
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<tr>
<td>272 Office Supplies</td>
<td>43</td>
<td>300</td>
<td>50</td>
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<tr>
<td>273 Operating Supplies &amp; Materials</td>
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<td>1,300</td>
<td>1,500</td>
<td>1,500</td>
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<td>280 Subscriptions and Memberships</td>
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<td>299 Operating Equipment</td>
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<td>2,745</td>
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<tr>
<td>TOTAL DIRECT OPER. CHRGES &amp; SRVCS.</td>
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<td>TOTAL EXPENDITURES</td>
<td>291,638</td>
<td>281,076</td>
<td>283,607</td>
<td>287,777</td>
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</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Clerk</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>$62,034</td>
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<td>Deputy City Clerk</td>
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<td>Receptionist</td>
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<td>1.00</td>
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<td><strong>TOTAL</strong></td>
<td><strong>3.00</strong></td>
<td><strong>3.00</strong></td>
<td><strong>3.00</strong></td>
<td><strong>3.00</strong></td>
<td><strong>$138,176</strong></td>
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<td>AUTHORIZED BUDGET FY2020</td>
<td>ESTIMATED ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------</td>
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<td></td>
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<tr>
<td>PERSONAL SERVICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Employee Salary and Wages</td>
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<td>134,731</td>
<td>138,176</td>
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<td>110 Employee Overtime</td>
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<tr>
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<td>38,394</td>
<td>40,322</td>
<td>43,440</td>
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<tr>
<td>131 Employee Retirement Benefits</td>
<td>23,306</td>
<td>21,504</td>
<td>21,758</td>
<td>23,150</td>
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<tr>
<td>140 Employee Work Comp. Benefits</td>
<td>258</td>
<td>313</td>
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<td>195,547</td>
<td>197,444</td>
<td>205,355</td>
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</table>

| 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. CHRGES. & 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@explorekarbondale.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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Attorney</td>
<td>1.00</td>
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<td>1.00</td>
<td>1.00</td>
<td>$100,099</td>
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<td>Assistant City Attorney</td>
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<td>BUDGET FY2021</td>
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<tr>
<td>-----------------------------------------------</td>
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<td>-------------------------</td>
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<td></td>
</tr>
<tr>
<td><strong>PERSONAL SERVICES</strong></td>
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<tr>
<td>100 Employee Salary and Wages</td>
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<td>130 Employee Health Insurance Benefits</td>
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<td>38,394</td>
<td>39,169</td>
<td>43,440</td>
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<td>131 Employee Retirement Benefits</td>
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<td>29,864</td>
<td>30,562</td>
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<td>140 Employee Work Comp. Benefits</td>
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<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
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<td>200 Professional &amp; Consultant Fees</td>
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<td>222 Communications - Postage</td>
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<td>2,028</td>
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<td>270 Outside Printing Services</td>
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<tr>
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<tr>
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<td>12,700</td>
<td>7,120</td>
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<tr>
<td>281 Subscriptions and Memberships</td>
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<td>0</td>
<td>0</td>
<td>100</td>
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<tr>
<td><strong>TOTAL DIRECT OPER. CHRGES. &amp; SRVCS.</strong></td>
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<tr>
<td>700 Serv. &amp; Chrg. To Operating Divisions</td>
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<td>(29,994)</td>
<td>(31,384)</td>
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<td><strong>TOTAL EXPENDITURES TRANS OUT</strong></td>
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<td>(29,994)</td>
<td>(29,994)</td>
<td>(31,384)</td>
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<tr>
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<td>276,898</td>
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<td>299,718</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$Amount Budget FY 2021</th>
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<td>BUDGET FY2021</td>
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<td>PERSONAL SERVICES</td>
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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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>S Amount Budget FY 2021</th>
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<td>BUDGET FY2021</td>
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<td>PERSONAL SERVICES</td>
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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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<td>PERSONAL SERVICES</td>
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<td>281 Insurance and Bonds</td>
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<td>470,051</td>
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SERVICES AND CHARGES TRANSFERRED IN

<table>
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<tr>
<th>SERVICES AND CHARGES TRANSFERRED IN</th>
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<tr>
<td>311 Vehicle &amp; Equipment - Parts</td>
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<td>TOTAL SRVCS &amp; CHRGS TRANSFER IN</td>
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NON-OPERATING CHARGES

<table>
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<tr>
<th>NON-OPERATING CHARGES</th>
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<tr>
<td>410 Court Awards and Indemnities</td>
<td>157,172</td>
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<td>420 Uncollectible Accounts</td>
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<td>440 Program Grants</td>
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<td>441 Program Loans</td>
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CONTINGENCIES

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<td>EXPENDITURE CLASSIFICATION</td>
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<tr>
<td>TOTAL EXPENDITURES</td>
<td>721,181</td>
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</table>
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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<tr>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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<td>2.96</td>
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<td>4.96</td>
<td>4.96</td>
<td>4.96</td>
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<td>BUDGET FY2021</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------</td>
<td>---------------------------</td>
<td>-------------------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>PERSONAL SERVICES</td>
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<tr>
<td>100 Employee Salary and Wages</td>
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<td>DIRECT OPERATING CHARGES &amp; SERVICES</td>
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<td>210 Publishing &amp; Filing Fees</td>
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<td>566</td>
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<td>222 Communications - Postage</td>
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<td>617</td>
<td>700</td>
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<tr>
<td>311 Vehicle &amp; Equipment - Parts</td>
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<td>75</td>
<td>75</td>
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<td>TOTAL SRVCS &amp; CHRGs TRANSFER IN</td>
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<td>75</td>
<td>75</td>
<td>75</td>
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<td>NON-OPERATING CHARGES</td>
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<td>400 Merchandise &amp; Services for Resale</td>
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<td>3,100</td>
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<td>TOTAL NON-OPERATING CHARGES</td>
<td>2,928</td>
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<td>3,100</td>
<td>3,000</td>
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<tr>
<td>EXPENDITURES TRANSFERRED OUT</td>
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</tr>
<tr>
<td>700 Serv. &amp; Chrg. To Operating Divisions</td>
<td>(10,487)</td>
<td>(5,964)</td>
<td>(5,964)</td>
<td>(4,216)</td>
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<tr>
<td>TOTAL EXPENDITURES TRANS OUT</td>
<td>(10,487)</td>
<td>(5,964)</td>
<td>(5,964)</td>
<td>(4,216)</td>
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<tr>
<td>TOTAL EXPENDITURES</td>
<td>287,001</td>
<td>295,884</td>
<td>302,628</td>
<td>309,548</td>
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</tr>
</tbody>
</table>
CITY OF CARBONDALE, ILLINOIS
Organizational Chart

General Fund
Finance Department

City Manager

Finance Director

Purchasing/
Risk Management
Specialist

Accounting
Manager

Revenue Officer

Information
Systems Manager

Senior Accountant

Administrative
Assistant

Desktop/Website
Publisher

Accounting Payroll
Specialist

Customer Service
Clerk (3.00)

Information
Systems Technician (2.00)

Accounts Payable
Specialist

Information
Systems Operator

Total FY 2021 City Employees - 253.14

Total Number of Employees
15.00

- 15.00, 6%
- 238.14, 94%

Finance Employees
Remaining City Employees

90
**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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Director</td>
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<td>Revenue Office</td>
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<td><strong>TOTAL</strong></td>
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<td>ESTIMATED ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
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</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------------</td>
<td>--------------------------</td>
<td>-------------------------</td>
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<tr>
<td><strong>PERSONAL SERVICES</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>100 Employee Salary and Wages</td>
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<td>131 Employee Retirement Benefits</td>
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<td>87,592</td>
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<td>140 Employee Work Comp. Benefits</td>
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<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
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<td>200 Professional &amp; Consultant Fees</td>
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<td>240 Travel, Conferences, Training</td>
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<td><strong>TOTAL DIRECT OPER. CHRGS. &amp; SRVCS.</strong></td>
<td>148,473</td>
<td>144,469</td>
<td>155,889</td>
<td>155,135</td>
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<tr>
<td><strong>EXPENDITURES TRANSFERRED OUT</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>700 Serv. &amp; Chrg. To Operating Divisions</td>
<td>(389,332)</td>
<td>(424,388)</td>
<td>(429,152)</td>
<td>(436,128)</td>
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<td><strong>TOTAL EXPENDITURES TRANS OUT</strong></td>
<td>(389,332)</td>
<td>(424,388)</td>
<td>(429,152)</td>
<td>(436,128)</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>487,231</td>
<td>455,273</td>
<td>467,605</td>
<td>495,384</td>
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</table>
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 Systems 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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<td>BUDGET FY2021</td>
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<td><strong>PERSONAL SERVICES</strong></td>
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<td></td>
<td></td>
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<td>100 Employee Salary and Wages</td>
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<td>281,514</td>
<td>281,514</td>
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<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
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<td>220 Communications - Telephone</td>
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<td>271 Other Outside Services</td>
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<td>1,628</td>
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<tr>
<td>273 Operating Supplies &amp; Materials</td>
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<td>13,270</td>
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<td>2,581</td>
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<tr>
<td>299 Operating Equipment</td>
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<td>60,010</td>
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<td>264,711</td>
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<td><strong>EXPENDITURES TRANSFERRED OUT</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>700 Serv. &amp; Chrg. To Operating Divisions</td>
<td>(63,705)</td>
<td>(84,196)</td>
<td>(82,610)</td>
<td>(86,900)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES TRANS OUT</strong></td>
<td>(63,705)</td>
<td>(84,196)</td>
<td>(82,610)</td>
<td>(86,900)</td>
<td></td>
</tr>
<tr>
<td><strong>CONTINGENCIES</strong></td>
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<td></td>
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<tr>
<td>801 Division Contingency</td>
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<td>0</td>
<td>0</td>
<td>6,000</td>
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</tr>
<tr>
<td><strong>TOTAL CONTINGENCIES</strong></td>
<td>0</td>
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<td>0</td>
<td>6,000</td>
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</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
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<td>584,885</td>
<td>581,870</td>
<td>528,645</td>
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</tr>
</tbody>
</table>
CITY OF CARBONDALE, ILLINOIS
Organizational Chart

General Fund
Police Department

City Manager

Chief of Police

Training Officer

Deputy Chief of Police

Investigation Lieutenant

Administrative Assistant

Patrol Watch #1 - #2 - #3 Lieutenants

Patrol Watch #1 - #2 - #3 Sergeants

Patrol Watch #1 - #2 - #3 Patrol Officers

Traffic Unit

Records Supervisor

Records Technician (2.00)

Support Services Sergeant

Crime Victim Advocate

Police Evidence Specialist

Animal Control Officer

Street Crime Sergeant

Street Crime Unit

Drug Unit

School Resource Officer

Crime Scene Services

Community Services Officer (1.92)

Property Control

Administrative Secretary

Total FY 2021 City Employees - 253.14

79.35, 31%

Police Employees

173.79, 69%

Remaining City Employees

Total Number of Employees 79.35
Mission:

The mission 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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Police</td>
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<td>FY2021</td>
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<td>PERSONAL SERVICES</td>
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<tr>
<td>100 Employee Salary and Wages</td>
<td>5,021,797</td>
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<td>DIRECT OPERATING CHARGES &amp; SERVICES</td>
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<td>TOTAL SRVCS &amp; CHRGS TRANSFER IN</td>
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<td>EXPENDITURE CLASSIFICATION</td>
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<td>ESTIMATED ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
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<td></td>
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<tr>
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<td>--------------------------</td>
<td>-------------------------</td>
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<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
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<td>504 Licensed Vehicles</td>
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<td>TOTAL CAPITAL OUTLAY</td>
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<td><strong>CONTINGENCIES</strong></td>
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<tr>
<td>801 Division Contingency</td>
<td>0</td>
<td>(84,806)</td>
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<tr>
<td>TOTAL CONTINGENCIES</td>
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<td>(84,806)</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
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<td>10,687,078</td>
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</table>
CITY OF CARBONDALE, ILLINOIS
Organizational Chart

General Fund
Fire Department

City Manager

Fire Chief

Assistant Chief's
(3.00)

Administrative Secretary
Fire (0.50)
OEM (0.50)

Training Officer/
Assistant Coordinator
(0.50)

Captains
(3.50)

Deputy OEM
Coordinator (0.04)

Firefighters
(21.00)

Total FY 2021 City Employees - 253.14

Total Number of Employees
30.04

- Fire Department Employees
- Remaining City Employees

223.10, 88%
30.04, 12%
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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
</tr>
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<tbody>
<tr>
<td>Fire Chief</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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<td>Assistant Fire Chief</td>
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<td><strong>29.00</strong></td>
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<td>EXPENDITURE CLASSIFICATION</td>
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<td>ESTIMATED ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
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<td>---------------</td>
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<td>PERSONAL SERVICES</td>
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<td>DIRECT OPERATING CHARGES &amp; SERVICES</td>
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<td>150</td>
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<tr>
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<td>275 Motor Fuels and Lubricant</td>
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<td>280 Subscriptions and Memberships</td>
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<tr>
<td>311 Vehicle &amp; Equipment - Parts</td>
<td>58,890</td>
<td>26,400</td>
<td>37,320</td>
<td>36,000</td>
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<td>TOTAL SRVCS &amp; CHRGS TRANSFER IN</td>
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<td>26,400</td>
<td>37,320</td>
<td>36,000</td>
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<td>DEBT SERVICE</td>
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<td>ACTUAL</td>
<td>ACTUAL</td>
<td>BUDGET</td>
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<td>FY2020</td>
<td>FY2020</td>
<td>FY2021</td>
<td></td>
</tr>
<tr>
<td><strong>CONTINGENCIES</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>801 Division Contingency</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
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<td>4,178,050</td>
<td>3,947,016</td>
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</tr>
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</table>
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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<tbody>
<tr>
<td>OEM Coordinator/ Training Officer (Fire Captain)</td>
<td>0.50</td>
<td>0.50</td>
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## Expenditure Classification

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<th>Authorized FY2020</th>
<th>Estimated FY2020</th>
<th>Budget FY2021</th>
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<td><strong>Services and Charges Transferred In</strong></td>
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<td>960</td>
<td>960</td>
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<tr>
<td><strong>Total Srvc &amp; Chrgs Transfer In</strong></td>
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<td>960</td>
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CITY OF CARBONDALE, ILLINOIS
Organizational Chart

General Fund
Development Services Department

- City Manager
  - Development Services Director
    - BNS Supervisor
    - Neighborhood Inspectors (3.00)
    - Weed Inspector (0.44)
    - Administrative Secretary
  - Senior Planner
    - Building Inspector
    - Planners (3.00)
  - Administrative Secretary

Total FY 2021 City Employees - 253.14

- Development Services Employees
- Remaining City Employees

Total Number of Employees 13.44

239.70, 95%
13.44, 5%
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:

<table>
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<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<td>BUDGET FY2021</td>
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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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Neighborhood Services Supervisor</td>
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<td>Weed Control Inspector</td>
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<td>BUDGET FY2020</td>
<td>ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
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<td>---------------</td>
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<td></td>
</tr>
<tr>
<td><strong>PERSONAL SERVICES</strong></td>
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<tr>
<td>100 Employee Salary and Wages</td>
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<td>102 Accrued Vacation Leave</td>
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<tr>
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<td><strong>TOTAL DIRECT OPER. CHRGES. &amp; SRVCS.</strong></td>
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<td><strong>SERVICES AND CHARGES TRANSFERRED IN</strong></td>
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<tr>
<td>311 Vehicle &amp; Equipment - Parts</td>
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<td>4,200</td>
<td>5,200</td>
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<td><strong>TOTAL SRVCS &amp; CHRGES TRANSFER IN</strong></td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
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</table>
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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<td>PERSONAL SERVICES</td>
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<td>TOTAL DIRECT OPER. CHARGES &amp; SERVICES</td>
<td>39,750</td>
<td>39,154</td>
<td>40,746</td>
<td>41,087</td>
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<td>TOTAL SRVCS &amp; CHRGs TRANSFER IN</td>
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<td>EXPENDITURES TRANSFERRED OUT</td>
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<td>(315,725)</td>
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<td>TOTAL EXPENDITURES</td>
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<td>(119,112)</td>
<td>(163,836)</td>
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</table>
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:**

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$Amount Budget FY 2021</th>
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<tr>
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<tr>
<td>PERSONAL SERVICES</td>
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<td></td>
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</tr>
<tr>
<td>100 Employee Salary and Wages</td>
<td>230,975</td>
<td>237,644</td>
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<td>102 Accrued Vacation Leave</td>
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<td>110 Employee Overtime</td>
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<td>272 Office Supplies</td>
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<td>275 Motor Fuels and Lubricant</td>
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<td>280 Subscriptions and Memberships</td>
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<td>832</td>
<td>847</td>
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<td>TOTAL DIRECT OPER. CHRGS. &amp; SRVCS.</td>
<td>24,903</td>
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<tr>
<td>SERVICES AND CHARGES TRANSFERRED IN</td>
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<tr>
<td>311 Vehicle &amp; Equipment - Parts</td>
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<td>4,500</td>
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<td>TOTAL SRVCS &amp; CHRG'S TRANSFER IN</td>
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<tr>
<td>EXPENDITURES TRANSFERRED OUT</td>
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<td>700 Serv. &amp; Chrg. To Operating Divisions</td>
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<td>(83,720)</td>
<td>(82,725)</td>
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<td>715 Serv. &amp; Chrg. To Asset Accounts</td>
<td>(7,148)</td>
<td>(6,804)</td>
<td>(6,746)</td>
<td>(6,746)</td>
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<td>TOTAL EXPENDITURES TRANS OUT</td>
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<td>(90,524)</td>
<td>(89,471)</td>
<td>(89,471)</td>
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<td>TOTAL EXPENDITURES</td>
<td>280,239</td>
<td>266,948</td>
<td>275,119</td>
<td>277,151</td>
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</table>
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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<tbody>
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<td>Building Maintenance Supervisor</td>
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<td>1.00</td>
<td>1.00</td>
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<td><strong>5.00</strong></td>
<td><strong>5.00</strong></td>
<td><strong>5.00</strong></td>
<td><strong>5.00</strong></td>
<td><strong>$229,788</strong></td>
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<td>AUTHORIZE BUDGET FY2020</td>
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<td>-------------------------</td>
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<tr>
<td><strong>PERSONAL SERVICES</strong></td>
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<td></td>
<td></td>
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<tr>
<td>100 Employee Salary and Wages</td>
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<td>223,119</td>
<td>223,119</td>
<td>229,788</td>
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<td>37,871</td>
<td>40,146</td>
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<td>6,912</td>
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<tr>
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<td>4,250</td>
<td>4,250</td>
<td>4,250</td>
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<tr>
<td><strong>TOTAL PERSONAL SERVICES</strong></td>
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<td>316,845</td>
<td>318,912</td>
<td>325,989</td>
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<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
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<td>230 Utilities - Electric</td>
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<td>53,269</td>
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<td>271 Other Outside Services</td>
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<td>23,141</td>
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<td>0</td>
<td>0</td>
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<td>38,322</td>
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<td><strong>TOTAL DIRECT OPER. CHRG. &amp; SRVCS.</strong></td>
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<td>304,994</td>
<td>304,598</td>
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<tr>
<td><strong>SERVICES AND CHARGES TRANSFERRED IN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>311 Vehicle &amp; Equipment - Parts</td>
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<td>250</td>
<td>41</td>
<td>250</td>
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<td><strong>TOTAL SRVCS &amp; CHRGS TRANSFER IN</strong></td>
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<td>41</td>
<td>250</td>
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<tr>
<td><strong>EXPENDITURES TRANSFERRED OUT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>700 Serv. &amp; Chrg. To Operating Divisions</td>
<td>(94,538)</td>
<td>(82,563)</td>
<td>(100,609)</td>
<td>(166,364)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES TRANS OUT</strong></td>
<td>(94,538)</td>
<td>(82,563)</td>
<td>(100,609)</td>
<td>(166,364)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>547,282</td>
<td>539,550</td>
<td>523,338</td>
<td>464,473</td>
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</tr>
</tbody>
</table>
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
- 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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance &amp; Environmental Services Manager</td>
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<td>1.00</td>
<td>1.00</td>
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<td>ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
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<td>PERSONAL SERVICES</td>
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<tr>
<td>275 Motor Fuels and Lubricant</td>
<td>40,999</td>
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<td>38,908</td>
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<td>FY2020</td>
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<td>FY2020</td>
<td>FY2020</td>
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<td>(190,251)</td>
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TOTAL EXPENDITURES

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<th>FY2020</th>
<th>FY2021</th>
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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 interments
- Oakland was registered as partially exempt cemetery under the 2010 Cemetery Oversight Act as it is a publicly owned cemetery still allowing interments
- 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:

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<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
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<td>EXPENDITURES TRANSFERRED OUT</td>
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<td>700 Serv. &amp; Chrg. To Operating Divisions</td>
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<td><strong>TOTAL EXPENDITURES TRANS OUT</strong></td>
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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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<td>PERSONAL SERVICES</td>
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<td>10</td>
<td>0</td>
<td>10</td>
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</tr>
<tr>
<td>232 Utilities - Water &amp; Sewer</td>
<td>51</td>
<td>96</td>
<td>79</td>
<td>96</td>
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<td>240 Travel, Conferences, Training</td>
<td>745</td>
<td>2,028</td>
<td>2,100</td>
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<tr>
<td>250 Repairs &amp; Maint. - Equipment</td>
<td>536</td>
<td>360</td>
<td>283</td>
<td>360</td>
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<tr>
<td>251 Repairs &amp; Maint. - Bldg. &amp; Structure</td>
<td>42</td>
<td>76</td>
<td>50</td>
<td>76</td>
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<tr>
<td>252 Repairs &amp; Maint. - Other Improvements</td>
<td>39,964</td>
<td>37,034</td>
<td>46,013</td>
<td>37,034</td>
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<td>270 Outside Printing Services</td>
<td>22</td>
<td>180</td>
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<tr>
<td>271 Other Outside Services</td>
<td>16,688</td>
<td>12,687</td>
<td>15,765</td>
<td>12,738</td>
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<tr>
<td>272 Office Supplies</td>
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<td>140</td>
<td>125</td>
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<tr>
<td>273 Operating Supplies &amp; Materials</td>
<td>31,057</td>
<td>37,806</td>
<td>34,690</td>
<td>37,806</td>
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<tr>
<td>275 Motor Fuels and Lubricant</td>
<td>4,106</td>
<td>6,696</td>
<td>4,437</td>
<td>6,696</td>
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<tr>
<td>280 Subscriptions and Memberships</td>
<td>680</td>
<td>760</td>
<td>725</td>
<td>775</td>
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<tr>
<td>TOTAL DIRECT OPER. CHRGS. &amp; SRVCS.</td>
<td>94,720</td>
<td>100,893</td>
<td>104,767</td>
<td>100,764</td>
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<tr>
<td>SERVICES AND CHARGES TRANSFERRED IN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>311 Vehicle &amp; Equipment - Parts</td>
<td>8,884</td>
<td>15,100</td>
<td>6,500</td>
<td>8,300</td>
<td></td>
</tr>
<tr>
<td>TOTAL SRVCS &amp; CHRGS TRANSFER IN</td>
<td>8,884</td>
<td>15,100</td>
<td>6,500</td>
<td>8,300</td>
<td></td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>504 Licensed Vehicles</td>
<td>0</td>
<td>64,318</td>
<td>64,318</td>
<td>0</td>
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<tr>
<td>TOTAL CAPITAL OUTLAY</td>
<td>0</td>
<td>64,318</td>
<td>64,318</td>
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</tr>
<tr>
<td>EXPENDITURES TRANSFERRED OUT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>700 Serv. &amp; Chrg. To Operating Divisions</td>
<td>(23,903)</td>
<td>(15,333)</td>
<td>(16,504)</td>
<td>(17,284)</td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENDITURES TRANS OUT</td>
<td>(23,903)</td>
<td>(15,333)</td>
<td>(16,504)</td>
<td>(17,284)</td>
<td></td>
</tr>
<tr>
<td>EXPENDITURE CLASSIFICATION</td>
<td>ACTUAL FY2019</td>
<td>AUTHORIZED BUDGET FY2020</td>
<td>ESTIMATED ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------</td>
<td>--------------------------</td>
<td>-------------------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>229,559</td>
<td>324,062</td>
<td>324,605</td>
<td>261,655</td>
<td></td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>ACTUAL FY2019</th>
<th>AUTHORIZED BUDGET FY2020</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECT OPERATING CHARGES &amp; SERVICES</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NON-OPERATING CHARGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>440 Program Grants</td>
<td>1,255,888</td>
<td>1,264,786</td>
<td>1,264,786</td>
<td>1,248,650</td>
</tr>
<tr>
<td>TOTAL NON-OPERATING CHARGES</td>
<td>1,255,888</td>
<td>1,264,786</td>
<td>1,264,786</td>
<td>1,248,650</td>
</tr>
<tr>
<td>FUNDING SOURCE TRANSFERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>973 Rental Properties Fund</td>
<td>12,376</td>
<td>12,376</td>
<td>12,376</td>
<td>12,376</td>
</tr>
<tr>
<td>TOTAL FUNDING SOURCE TRANS</td>
<td>12,376</td>
<td>12,376</td>
<td>12,376</td>
<td>12,376</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>1,462,959</td>
<td>1,517,447</td>
<td>1,517,447</td>
<td>1,501,311</td>
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</table>
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@explore.carbondale.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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED</th>
<th>ESTIMATED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY2019</td>
<td>FY2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY2020</td>
</tr>
<tr>
<td>FUNDING SOURCE TRANSFERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>930 Debt Service Fund</td>
<td>1,470,244</td>
<td>1,450,244</td>
</tr>
<tr>
<td>TOTAL FUNDING SOURCE TRANS</td>
<td>1,470,244</td>
<td>1,450,244</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>1,470,244</td>
<td>1,450,244</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Fund No. 11</th>
<th>Authorized</th>
<th>Estimated</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Financing Sources (Uses):</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers to Other Funds</td>
<td>FY 2019: 0</td>
<td>FY 2020: 0</td>
<td>FY 2020: 0</td>
</tr>
<tr>
<td><strong>Net Total Other Financing:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sources/Uses</td>
<td>FY 2019: 0</td>
<td>FY 2020: 0</td>
<td>FY 2020: 0</td>
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<tr>
<td><strong>Net Increase (Decrease) in Fund Balance:</strong></td>
<td>FY 2019: 275,608</td>
<td>FY 2020: 1,833</td>
<td>FY 2020: 666,003</td>
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<td><strong>Restricted Fund Balance</strong></td>
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<tr>
<td>Beginning of Fiscal Year</td>
<td>FY 2019: 974,512</td>
<td>FY 2020: 1,250,120</td>
<td>FY 2020: 1,250,120</td>
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<td>End of Fiscal Year</td>
<td>FY 2019: 1,250,120</td>
<td>FY 2020: 1,251,953</td>
<td>FY 2020: 1,916,123</td>
</tr>
<tr>
<td>FUND NO. 11</td>
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<td></td>
</tr>
<tr>
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<td>-------------------</td>
<td>-------------------</td>
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</tr>
<tr>
<td><strong>ACCT. NO.</strong></td>
<td><strong>ACCOUNT TITLE</strong></td>
<td><strong>ACTUAL FY 2019</strong></td>
<td><strong>AUTHORIZED BUDGET FY 2020</strong></td>
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<tr>
<td>31103-010</td>
<td>Motor Fuel Tax Allotment</td>
<td>657,512</td>
<td>661,796</td>
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<tr>
<td>31103-080</td>
<td>Other Governmental Units</td>
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<td>121,500</td>
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<td></td>
<td><strong>657,512</strong></td>
<td><strong>783,296</strong></td>
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<tr>
<td><strong>USE OF MONEY &amp; PROPERTY</strong></td>
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<tr>
<td>31106-201</td>
<td>Interest Earned-Check/Savings</td>
<td>103</td>
<td>80</td>
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<td>31106-401</td>
<td>Interest on Investments</td>
<td>21,548</td>
<td>11,400</td>
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<tr>
<td>31106-900</td>
<td>Miscellaneous</td>
<td>34,903</td>
<td>21,000</td>
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<td></td>
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<td><strong>56,554</strong></td>
<td><strong>32,480</strong></td>
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<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>714,066</strong></td>
<td><strong>815,776</strong></td>
</tr>
<tr>
<td><strong>TOTAL MOTOR FUEL TAX FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>714,066</strong></td>
<td><strong>815,776</strong></td>
</tr>
<tr>
<td>Division Number</td>
<td>Department Name</td>
<td>ACTUAL FY 2019</td>
<td>AUTHORIZED BUDGET FY 2020</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------</td>
<td>----------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>41013</td>
<td>MFT Operating &amp; Maintenance</td>
<td>401,283</td>
<td>480,943</td>
</tr>
<tr>
<td>41017</td>
<td>MFT CIP and Replacement</td>
<td>37,175</td>
<td>333,000</td>
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<tr>
<td></td>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>438,458</strong></td>
<td><strong>813,943</strong></td>
</tr>
<tr>
<td></td>
<td><strong>FUNDING SOURCE TRANSFERS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41013</td>
<td>MFT Operating &amp; Maintenance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL FUNDING SOURCE TRANS</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL MOTOR FUEL TAX FUND</strong></td>
<td><strong>438,458</strong></td>
<td><strong>813,943</strong></td>
</tr>
</tbody>
</table>
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

Beatify 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 expensed 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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED BUDGET FY2020</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
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<tr>
<td>220 Communications - Telephone</td>
<td>14,489</td>
<td>14,400</td>
<td>14,502</td>
</tr>
<tr>
<td>222 Communications - Postage</td>
<td>369</td>
<td>400</td>
<td>150</td>
</tr>
<tr>
<td>230 Utilities - Electric</td>
<td>15,966</td>
<td>16,942</td>
<td>15,940</td>
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<tr>
<td>250 Repairs &amp; Maint. - Equipment</td>
<td>59,759</td>
<td>69,375</td>
<td>63,521</td>
</tr>
<tr>
<td>252 Repairs &amp; Maint. - Other Improvements</td>
<td>282,763</td>
<td>341,826</td>
<td>135,000</td>
</tr>
<tr>
<td>273 Operating Supplies &amp; Materials</td>
<td>27,936</td>
<td>38,000</td>
<td>47,443</td>
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<tr>
<td><strong>TOTAL DIRECT OPER. CHRGs. &amp; SRVCS.</strong></td>
<td>401,282</td>
<td>480,943</td>
<td>276,556</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>401,282</td>
<td>480,943</td>
<td>276,556</td>
</tr>
</tbody>
</table>
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: sherry@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 or 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 trials 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

<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED BUDGET FY2019</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECT OPERATING CHARGES &amp; SERVICES</td>
<td>FY2020</td>
<td>FY2021</td>
<td></td>
</tr>
<tr>
<td>530 CIP Design Eng. - Eng. Div. Serv.</td>
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<td>531 CIP Design Eng. - Contractual</td>
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<tr>
<td>540 CIP Resident Eng. - Eng. Div. Serv.</td>
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<tr>
<td>541 CIP Resident Eng. - Contractual</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>553 CIP Acquisition - Contractual</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>555 CIP Acquisition - Land Purchase</td>
<td>0</td>
<td>10,000</td>
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<tr>
<td>565 CIP Construction - Contractual</td>
<td>37,176</td>
<td>229,000</td>
<td>11,726</td>
</tr>
<tr>
<td>TOTAL DIRECT OPER. CHRGS &amp; SRVCS</td>
<td>37,176</td>
<td>333,000</td>
<td>11,726</td>
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<td>TOTAL EXPENDITURES</td>
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<td>FUND NO. 14</td>
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<td>AUTHORIZED BUDGET FY 2020</td>
<td>ESTIMATED ACTUAL FY 2020</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td>198,900</td>
<td>204,614</td>
<td>195,072</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td>79,566</td>
<td>85,437</td>
<td>85,222</td>
</tr>
<tr>
<td><strong>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</strong></td>
<td>119,334</td>
<td>119,177</td>
<td>109,850</td>
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<tr>
<td><strong>OTHER FINANCING SOURCES:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS TO OTHER FUNDS</td>
<td>(25,000)</td>
<td>(70,000)</td>
<td>(25,000)</td>
</tr>
<tr>
<td><strong>NET TOTAL OTHER FINANCING SOURCES</strong></td>
<td>(25,000)</td>
<td>(70,000)</td>
<td>(25,000)</td>
</tr>
<tr>
<td><strong>NET INCREASE (DECREASE) IN FUND BALANCE</strong></td>
<td>94,334</td>
<td>49,177</td>
<td>84,850</td>
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<td><strong>RESTRICTED FUND BALANCE BEGINNING OF FISCAL YEAR</strong></td>
<td>100,007</td>
<td>194,341</td>
<td>194,341</td>
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<td><strong>RESTRICTED FUND BALANCE END OF FISCAL YEAR</strong></td>
<td>194,341</td>
<td>243,518</td>
<td>279,191</td>
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<td>ACCT. NO.</td>
<td>ACCOUNT TITLE</td>
<td>ACTUAL FY 2019</td>
<td>AUTHORIZED BUDGET FY 2020</td>
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<tr>
<td>----------</td>
<td>--------------------------</td>
<td>----------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>31401-010</td>
<td>Property Tax - TIF #1</td>
<td>196,616</td>
<td>202,514</td>
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<td>31406-201</td>
<td>Interest Earned-Check/Savings</td>
<td>2,386</td>
<td>2,100</td>
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<tr>
<td>31406-900</td>
<td>Miscellaneous</td>
<td>(102)</td>
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<td></td>
<td>Total Revenues</td>
<td>2,284</td>
<td>2,100</td>
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<tr>
<td></td>
<td>Total Tax Increment Fund</td>
<td>198,900</td>
<td>204,614</td>
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</table>
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@explorekarbondale.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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED BUDGET FY2020</th>
<th>ESTIMATED ACTUAL BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200 Professional &amp; Consultant Fees</td>
<td>1,300</td>
<td>1,300</td>
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<tr>
<td>210 Publishing &amp; Filing Fees</td>
<td>33</td>
<td>20</td>
</tr>
<tr>
<td>222 Communications - Postage</td>
<td>31</td>
<td>35</td>
</tr>
<tr>
<td>252 Repairs &amp; Maint. - Other Improvements</td>
<td>0</td>
<td>5,000</td>
</tr>
<tr>
<td>271 Other Outside Services</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>TOTAL DIRECT OPER. CHRGS. &amp; SRVCS.</strong></td>
<td>1,364</td>
<td>6,355</td>
</tr>
<tr>
<td><strong>NON-OPERATING CHARGES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>440 Program Grants</td>
<td>78,202</td>
<td>79,082</td>
</tr>
<tr>
<td><strong>TOTAL NON-OPERATING CHARGES</strong></td>
<td>78,202</td>
<td>79,082</td>
</tr>
<tr>
<td><strong>FUNDING SOURCE TRANSFERS</strong></td>
<td></td>
<td></td>
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<tr>
<td>901 General Fund</td>
<td>25,000</td>
<td>25,000</td>
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<tr>
<td>915 Special Tax Allocations - Fund #2</td>
<td>0</td>
<td>45,000</td>
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<td><strong>TOTAL FUNDING SOURCE TRANS</strong></td>
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<td>70,000</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
<td>104,566</td>
<td>155,437</td>
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<td>FUND NO. 15</td>
<td>ACTUAL FY 2019</td>
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</tr>
<tr>
<td>REVENUES</td>
<td>516,662</td>
<td>593,995</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td>475,995</td>
<td>597,451</td>
</tr>
<tr>
<td>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</td>
<td>40,667</td>
<td>(3,456)</td>
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<tr>
<td>OTHER FINANCING SOURCES: TRANSFER FROM OTHER FUNDS</td>
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<td>45,000</td>
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<tr>
<td>NET TOTAL OTHER FINANCING SOURCES</td>
<td>0</td>
<td>45,000</td>
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<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCE</td>
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<td>RESTRICTED FUND BALANCE BEGINNING OF FISCAL YEAR</td>
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<td>101,242</td>
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<tr>
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</tr>
<tr>
<td>31501-010</td>
<td>Property Tax - TIF #2</td>
<td>516,503</td>
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<tr>
<td></td>
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<td>516,503</td>
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<tr>
<td>31506-201</td>
<td>Interest Earned-Check/Savings</td>
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<td>159</td>
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<td><strong>TOTAL REVENUES</strong></td>
<td><strong>516,662</strong></td>
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<tr>
<td>31590-001</td>
<td>General Fund</td>
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<tr>
<td>31590-014</td>
<td>TIF District #1</td>
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<td></td>
<td><strong>TOTAL OTHER FINANCING SOURCES</strong></td>
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<td></td>
<td><strong>TOTAL TAX INCREMENT FUND</strong></td>
<td><strong>516,662</strong></td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED BUDGET</th>
<th>ACTUAL BUDGET</th>
<th>ESTIMATED ACTUAL</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY2019</td>
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<td>FY2021</td>
</tr>
<tr>
<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
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<td></td>
</tr>
<tr>
<td>200 Professional &amp; Consultant Fees</td>
<td>0</td>
<td>45,000</td>
<td>1,240</td>
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<td>40</td>
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<td>100</td>
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<td>230 Utilities - Electric</td>
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<td>3,600</td>
<td>3,600</td>
<td>3,600</td>
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<tr>
<td>252 Repairs &amp; Maint. - Other Improvements</td>
<td>25,024</td>
<td>20,328</td>
<td>26,632</td>
<td>35,328</td>
</tr>
<tr>
<td>271 Other Outside Services</td>
<td>0</td>
<td>14,355</td>
<td>4,114</td>
<td>0</td>
</tr>
<tr>
<td>272 Office Supplies</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>282 Licenses and Taxes</td>
<td>759</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>TOTAL DIRECT OPER. CHRG. &amp; SRVCS.</strong></td>
<td>28,710</td>
<td>84,078</td>
<td>35,586</td>
<td>85,533</td>
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<td><strong>NON-OPERATING CHARGES</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>440 Program Grants</td>
<td>446,785</td>
<td>513,373</td>
<td>442,753</td>
<td>633,085</td>
</tr>
<tr>
<td><strong>TOTAL NON-OPERATING CHARGES</strong></td>
<td>446,785</td>
<td>513,373</td>
<td>442,753</td>
<td>633,085</td>
</tr>
<tr>
<td><strong>CAPITAL IMPROVEMENT PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>500</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>TOTAL CAPITAL IMPROV. PROGRAM</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>TOTAL SPECIAL TAX ALLOCATIONS FUND</strong></td>
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<td>597,451</td>
<td>478,339</td>
<td>718,618</td>
</tr>
</tbody>
</table>
### SUMMARY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

**SPECIAL REVENUE FUNDS**

**THE TAX INCREMENT FUND #3**

#### FUND NO. 16

<table>
<thead>
<tr>
<th></th>
<th><strong>ACTUAL</strong></th>
<th><strong>AUTHORIZED</strong></th>
<th><strong>ESTIMATED</strong></th>
<th><strong>BUDGET</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 2019</td>
<td>FY 2020</td>
<td>FY 2020</td>
<td>FY 2021</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td>5,008</td>
<td>5,126</td>
<td>4,980</td>
<td>5,122</td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
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<td>0</td>
<td>80</td>
<td>80</td>
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<tr>
<td><strong>EXCESS OF REVENUES</strong></td>
<td>5,008</td>
<td>5,126</td>
<td>4,900</td>
<td>5,042</td>
</tr>
<tr>
<td>OVER/(UNDER) EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER FINANCING SOURCES:</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS TO OTHER FUNDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TRANSFER FROM OTHER FUNDS</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET TOTAL OTHER FINANCING SOURCES</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>NET INCREASE (DECREASE)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IN FUND BALANCE</td>
<td>5,008</td>
<td>5,126</td>
<td>4,900</td>
<td>5,042</td>
</tr>
<tr>
<td><strong>RESTRICTED FUND BALANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEGINNING OF FISCAL YEAR</td>
<td>5,249</td>
<td>10,257</td>
<td>10,257</td>
<td>15,157</td>
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<tr>
<td><strong>RESTRICTED FUND BALANCE</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>END OF FISCAL YEAR</td>
<td>10,257</td>
<td>15,383</td>
<td>15,157</td>
<td>20,199</td>
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</tbody>
</table>
## Statement of Revenues and Other Financing Sources
### Special Revenue Funds
#### The Tax Increment Fund #3

<table>
<thead>
<tr>
<th>ACCT. NO.</th>
<th>ACCOUNT TITLE</th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>31601-010</td>
<td>Property Tax - TIF #3</td>
<td>4,927</td>
<td>5,075</td>
<td>4,887</td>
<td>5,034</td>
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<td>4,927</td>
<td>5,075</td>
<td>4,887</td>
<td>5,034</td>
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<td>31606-201</td>
<td>Interest Earned-Check/Savings</td>
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<td>93</td>
<td>88</td>
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<td></td>
<td></td>
<td>81</td>
<td>51</td>
<td>93</td>
<td>88</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td></td>
<td><strong>5,008</strong></td>
<td><strong>5,126</strong></td>
<td><strong>4,980</strong></td>
<td><strong>5,122</strong></td>
</tr>
<tr>
<td><strong>TOTAL TAX INCREMENT FUND</strong></td>
<td></td>
<td><strong>5,008</strong></td>
<td><strong>5,126</strong></td>
<td><strong>4,980</strong></td>
<td><strong>5,122</strong></td>
</tr>
</tbody>
</table>
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

Beauty 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
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<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED FY2019</th>
<th>BUDGET FY2020</th>
<th>ESTIMATED FY2020</th>
<th>BUDGET FY2021</th>
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</thead>
<tbody>
<tr>
<td>222 Communications - Postage</td>
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<td>0</td>
<td>80</td>
<td>80</td>
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<td>TOTAL DIRECT OPER. CHRGS. &amp; SRVCS.</td>
<td>0</td>
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<td>80</td>
<td>80</td>
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</table>

TOTAL EXPENDITURES

0 0 80 80
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<tr>
<th></th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
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<td>REVENUES</td>
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<td>50,005</td>
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<td>EXPENDITURES</td>
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<td>43,415</td>
<td>50,000</td>
</tr>
<tr>
<td>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</td>
<td>18,464</td>
<td>0</td>
<td>5,939</td>
<td>5</td>
</tr>
<tr>
<td>OTHER FINANCING SOURCES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS TO OTHER FUNDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TRANSFER FROM OTHER FUNDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET TOTAL OTHER FINANCING SOURCES</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCE</td>
<td>18,464</td>
<td>0</td>
<td>5,939</td>
<td>5</td>
</tr>
<tr>
<td>RESTRICTED FUND BALANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEGINNING OF FISCAL YEAR</td>
<td>18,081</td>
<td>36,545</td>
<td>36,545</td>
<td>42,484</td>
</tr>
<tr>
<td>END OF FISCAL YEAR</td>
<td>36,545</td>
<td>36,545</td>
<td>42,484</td>
<td>42,489</td>
</tr>
<tr>
<td>FUND NO. 23</td>
<td>ACCT. NO.</td>
<td>ACCOUNT TITLE</td>
<td>ACTUAL FY 2019</td>
<td>AUTHORIZED BUDGET FY 2020</td>
</tr>
<tr>
<td>-------------</td>
<td>----------</td>
<td>--------------------------------</td>
<td>----------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td>32303-080</td>
<td>Other Governmental Units</td>
<td>45,492</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>32306-201</td>
<td>Interest Earned - Checking/Savings</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL REVENUES</td>
<td>45,500</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL TAX INCRMENT FUND</td>
<td>45,500</td>
<td>0</td>
</tr>
</tbody>
</table>
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 Statues, 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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED FY2019</th>
<th>ESTIMATED FY2020</th>
<th>ACTUAL FY2020</th>
<th>ACTUAL FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>271 Other Outside Services</td>
<td>8,153</td>
<td>0</td>
<td>3,489</td>
<td>0</td>
</tr>
<tr>
<td>273 Operating Supplies &amp; Materials</td>
<td>18,683</td>
<td>0</td>
<td>39,926</td>
<td>0</td>
</tr>
<tr>
<td>281 Insurance and Bonds</td>
<td>200</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT OPER. CHRG. &amp; SRVCS.</strong></td>
<td>27,036</td>
<td>0</td>
<td>43,415</td>
<td>0</td>
</tr>
<tr>
<td><strong>CONTINGENCIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>801 Division Contingency</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>TOTAL CONTINGENCIES</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>27,036</td>
<td>0</td>
<td>43,415</td>
<td>50,000</td>
</tr>
<tr>
<td>FUND NO. 25</td>
<td>ACTUAL FY 2019</td>
<td>AUTHORIZED BUDGET FY 2020</td>
<td>ESTIMATED ACTUAL FY 2020</td>
<td>BUDGET FY 2021</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>--------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>REVENUES</td>
<td>12,412</td>
<td>0</td>
<td>8,538</td>
<td>8,585</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td>9,586</td>
<td>0</td>
<td>2,000</td>
<td>10,304</td>
</tr>
<tr>
<td>EXCESS OF REVENUES OVER(UNDER) EXPENDITURES</td>
<td>2,826</td>
<td>0</td>
<td>6,538</td>
<td>(1,719)</td>
</tr>
<tr>
<td>OTHER FINANCING SOURCES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS TO OTHER FUNDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TRANSFER FROM OTHER FUNDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET TOTAL OTHER FINANCING SOURCES</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCE</td>
<td>2,826</td>
<td>0</td>
<td>6,538</td>
<td>(1,719)</td>
</tr>
<tr>
<td>RESTRICTED FUND BALANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BEGINNING OF FISCAL YEAR</td>
<td>57,893</td>
<td>60,719</td>
<td>60,719</td>
<td>67,257</td>
</tr>
<tr>
<td>END OF FISCAL YEAR</td>
<td>60,719</td>
<td>60,719</td>
<td>67,257</td>
<td>65,538</td>
</tr>
</tbody>
</table>
## STATEMENT OF REVENUES AND OTHER FINANCING SOURCES
### ENTERPRISE ZONE FEES

<table>
<thead>
<tr>
<th>FUND NO. 25</th>
<th>ACCOUNT TITLE</th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>USE OF MONEY &amp; PROPERTY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32506-201</td>
<td>Interest Earned - Checking/Savings</td>
<td>281</td>
<td>0</td>
<td>166</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td></td>
<td>281</td>
<td>0</td>
<td>166</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td>SERVICE CHARGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32507-020</td>
<td>Enterprise Zone Permit Fees</td>
<td>12,131</td>
<td>0</td>
<td>8,372</td>
<td>8,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,131</td>
<td>0</td>
<td>8,372</td>
<td>8,500</td>
</tr>
<tr>
<td></td>
<td>TOTAL REVENUES</td>
<td>12,412</td>
<td>0</td>
<td>8,538</td>
<td>8,585</td>
</tr>
<tr>
<td></td>
<td>TOTAL TAX INCRMNT FUND</td>
<td>12,412</td>
<td>0</td>
<td>8,538</td>
<td>8,585</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>ACTUAL FY2019</th>
<th>AUTHORIZED BUDGET FY2020</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>240 Travel, Conferences, Training</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8,024</td>
</tr>
<tr>
<td>271 Other Outside Services</td>
<td>9,586</td>
<td>0</td>
<td>2,000</td>
<td>2,280</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT OPER. CHRG.&amp; SRVCS.</strong></td>
<td>9,586</td>
<td>0</td>
<td>2,000</td>
<td>10,304</td>
</tr>
</tbody>
</table>

| 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**

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

## Special Revenue Funds

### Package Liquor & F&B Tax Fund

<p>| Fund No. 27 |  |  |
|-------------|-----------------|-----------------|-----------------|-----------------|</p>
<table>
<thead>
<tr>
<th>ACCT. NO.</th>
<th>ACCOUNT TITLE</th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED FY 2020</th>
<th>ESTIMATED FY 2020</th>
<th>BUDGET FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>32702-015</td>
<td>Food &amp; Beverage Tax</td>
<td>1,673,458</td>
<td>1,657,980</td>
<td>1,570,164</td>
<td>1,558,388</td>
</tr>
<tr>
<td>32702-017</td>
<td>Package Liquor Tax</td>
<td>458,306</td>
<td>463,346</td>
<td>459,031</td>
<td>452,146</td>
</tr>
<tr>
<td>32702-017</td>
<td>Package Liquor Tax</td>
<td>2,131,764</td>
<td>2,121,326</td>
<td>2,029,195</td>
<td>2,010,534</td>
</tr>
<tr>
<td>32702-015</td>
<td>Food &amp; Beverage Tax</td>
<td>17,745</td>
<td>0</td>
<td>17,214</td>
<td>0</td>
</tr>
<tr>
<td>32702-017</td>
<td>Package Liquor Tax</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>2,149,509</td>
<td>2,121,326</td>
<td>2,046,409</td>
<td>2,010,534</td>
<td></td>
</tr>
<tr>
<td>OTHER FINANCING SOURCES</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TOTAL OTHER FINANCING SOURCES</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>TOTAL PACKAGE LIQUOR &amp; F&amp;B TAX FUND</td>
<td>2,149,509</td>
<td>2,121,326</td>
<td>2,046,409</td>
<td>2,010,534</td>
<td></td>
</tr>
</tbody>
</table>
### STATEMENT OF EXPENDITURES AND OTHER FINANCING USES
#### SPECIAL REVENUE FUNDS
#### PACKAGE LIQUOR & F&B TAX FUND

<table>
<thead>
<tr>
<th>FUND NO. 27</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACCT. NO.</th>
<th>ACCOUNT TITLE</th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>42701</td>
<td>GOVERNMENTAL SUPPORT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct Operating Charges &amp; Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Services &amp; Charges Transferred In</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Non-Operating Charges</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Capital Outlay</td>
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<td>0</td>
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<td></td>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| TOTAL EXPENDITURES | 0 | 0 | 0 | 0 |

<table>
<thead>
<tr>
<th>FUNDING SOURCE TRANSFERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>0</td>
</tr>
<tr>
<td>Debt Service</td>
<td>440,488</td>
</tr>
<tr>
<td>Local Improvement</td>
<td>852,844</td>
</tr>
<tr>
<td>Fire Pension</td>
<td>250,508</td>
</tr>
<tr>
<td>Police Pension</td>
<td>584,518</td>
</tr>
<tr>
<td>Total</td>
<td>2,128,358</td>
</tr>
</tbody>
</table>

| TOTAL PACKAGE LIQUOR & F&B TAX FUND | 2,128,358 | 2,121,326 | 2,029,195 | 2,063,296 |
**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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>ACTUAL FY2019</th>
<th>AUTHORIZED BUDGET FY2020</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>901 General Fund</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>52,762</td>
</tr>
<tr>
<td>930 Debt Service Fund</td>
<td>440,488</td>
<td>431,488</td>
<td>431,488</td>
<td>422,506</td>
</tr>
<tr>
<td>940 Cap. Project Fund - Local Improvements</td>
<td>852,844</td>
<td>860,848</td>
<td>812,625</td>
<td>808,834</td>
</tr>
<tr>
<td>980 Fire Pension</td>
<td>250,508</td>
<td>248,697</td>
<td>235,525</td>
<td>233,758</td>
</tr>
<tr>
<td>981 Police Pension</td>
<td>584,518</td>
<td>580,293</td>
<td>549,557</td>
<td>545,436</td>
</tr>
<tr>
<td>TOTAL FUNDING SOURCE TRANS</td>
<td>2,128,358</td>
<td>2,121,326</td>
<td>2,029,195</td>
<td>2,063,296</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>2,128,358</td>
<td>2,121,326</td>
<td>2,029,195</td>
<td>2,063,296</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th></th>
<th>FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>156,597</td>
<td>148,751</td>
<td>135,841</td>
<td>121,512</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,319,478</td>
<td>2,313,844</td>
<td>2,313,746</td>
<td>2,037,011</td>
</tr>
<tr>
<td><strong>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</strong></td>
<td></td>
<td>(2,162,881)</td>
<td>(2,165,093)</td>
<td>(2,177,905)</td>
</tr>
<tr>
<td><strong>OTHER FINANCING SOURCES (USES):</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS FROM OTHER FUNDS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BONDS PROCEEDS:</td>
<td>2,155,732</td>
<td>1,881,732</td>
<td>1,881,732</td>
<td>1,917,543</td>
</tr>
<tr>
<td>BOND PREMIUM:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BOND REFUNDING:</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET TOTAL OTHER FINANCING SOURCES (USES):</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,155,732</td>
<td>1,881,732</td>
<td>1,881,732</td>
<td>1,917,543</td>
</tr>
<tr>
<td><strong>NET INCREASE (DECREASE) IN FUND BALANCES</strong></td>
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<td>(7,149)</td>
<td>(283,361)</td>
<td>2,044</td>
</tr>
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<td><strong>RESTRICTED FUND BALANCE BEGINNING OF FISCAL YEAR</strong></td>
<td></td>
<td>1,920,853</td>
<td>1,913,704</td>
<td>1,617,531</td>
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<td><strong>RESTRICTED FUND BALANCE END OF FISCAL YEAR</strong></td>
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<td>1,913,704</td>
<td>1,630,343</td>
<td>1,619,575</td>
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<tr>
<td>FUND NO. 30</td>
<td>STATEMENT OF REVENUES AND OTHER FINANCING SOURCES</td>
<td>DEBT SERVICE FUND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ACCT. NO.</td>
<td>ACCOUNT TITLE</td>
<td>ACTUAL FY 2019</td>
<td>AUTHORIZED BUDGET FY 2020</td>
<td>ESTIMATED ACTUAL FY 2020</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
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<td></td>
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</tr>
<tr>
<td><strong>INTERGOVERNMENTAL REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>33003-030</td>
<td>Federal Grants</td>
<td>133,695</td>
<td>128,168</td>
<td>127,656</td>
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<tr>
<td><strong>USE OF MONEY &amp; PROPERTY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>33006-101</td>
<td>Interest Earned-Check./Savings</td>
<td>2,009</td>
<td>1,241</td>
<td>3,221</td>
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<tr>
<td>33006-102</td>
<td>Interest Earned-Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>33006-401</td>
<td>Interest on Investments</td>
<td>20,893</td>
<td>19,342</td>
<td>4,964</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td></td>
<td>22,902</td>
<td>20,583</td>
<td>8,185</td>
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<td><strong>OTHER FINANCING SOURCES</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>33090-001</td>
<td>General Fund</td>
<td>1,470,244</td>
<td>1,450,244</td>
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<td>33090-011</td>
<td>Motor Fuel Tax</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>33090-027</td>
<td>Food &amp; Beverage Tax Fund</td>
<td>440,488</td>
<td>431,488</td>
<td>431,488</td>
</tr>
<tr>
<td>33090-040</td>
<td>Local Improvement</td>
<td>245,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL OTHER FINANCING SOURCES</strong></td>
<td></td>
<td>2,155,732</td>
<td>1,881,732</td>
<td>1,881,732</td>
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<tr>
<td><strong>TOTAL DEBT SERVICE FUND</strong></td>
<td></td>
<td>2,312,329</td>
<td>2,030,483</td>
<td>2,017,573</td>
</tr>
</tbody>
</table>
### STATEMENT OF EXPENDITURES AND OTHER FINANCING USES
#### DEBT SERVICE FUNDS

<table>
<thead>
<tr>
<th>FUND NO. 30</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division Number</strong></td>
<td><strong>DEPARTMENT NAME</strong></td>
<td><strong>ACTUAL FY 2019</strong></td>
<td><strong>AUTHORIZED BUDGET FY 2020</strong></td>
<td><strong>ESTIMATED ACTUAL FY 2020</strong></td>
</tr>
<tr>
<td>43015</td>
<td>2010 G.O. Public Safety Facility</td>
<td>750,140</td>
<td>744,306</td>
<td>744,406</td>
</tr>
<tr>
<td>43016</td>
<td>2011 G.O. Refunding/Fire Station Bonds</td>
<td>511,950</td>
<td>887,800</td>
<td>887,800</td>
</tr>
<tr>
<td>43017</td>
<td>2013 G.O. Refunding Bonds</td>
<td>616,900</td>
<td>250,250</td>
<td>250,250</td>
</tr>
<tr>
<td>43019</td>
<td>2017 Downtown Streetscape Loan</td>
<td>440,488</td>
<td>431,488</td>
<td>431,290</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td></td>
<td>2,319,478</td>
<td>2,313,844</td>
<td>2,313,746</td>
</tr>
<tr>
<td><strong>TOTAL DEBT SERVICE FUNDS</strong></td>
<td></td>
<td>2,319,478</td>
<td>2,313,844</td>
<td>2,313,746</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2020</th>
<th>FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEBT SERVICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>600 General Obligation Bond Principal</td>
<td>410,000</td>
<td>425,000</td>
<td>425,000</td>
<td>440,000</td>
</tr>
<tr>
<td>601 General Obligation Bond Interest</td>
<td>336,990</td>
<td>317,106</td>
<td>317,106</td>
<td>295,855</td>
</tr>
<tr>
<td>690 Paying Agent Fees</td>
<td>3,150</td>
<td>2,200</td>
<td>2,300</td>
<td>2,300</td>
</tr>
<tr>
<td><strong>TOTAL DEBT SERVICE</strong></td>
<td><strong>750,140</strong></td>
<td><strong>744,306</strong></td>
<td><strong>744,406</strong></td>
<td><strong>738,155</strong></td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td><strong>750,140</strong></td>
<td><strong>744,306</strong></td>
<td><strong>744,406</strong></td>
<td><strong>738,155</strong></td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>ACTUAL FY2019</th>
<th>AUTHORIZED BUDGET FY2020</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Obligation Bond Principal</td>
<td>330,000</td>
<td>715,000</td>
<td>715,000</td>
<td>725,000</td>
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<tr>
<td>General Obligation Bond Interest</td>
<td>181,950</td>
<td>172,050</td>
<td>172,050</td>
<td>150,600</td>
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<tr>
<td>Paying Agent Fees</td>
<td>0</td>
<td>750</td>
<td>750</td>
<td>750</td>
</tr>
<tr>
<td><strong>TOTAL DEBT SERVICE</strong></td>
<td><strong>511,950</strong></td>
<td><strong>887,800</strong></td>
<td><strong>887,800</strong></td>
<td><strong>876,350</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>511,950</strong></td>
<td><strong>887,800</strong></td>
<td><strong>887,800</strong></td>
<td><strong>876,350</strong></td>
</tr>
</tbody>
</table>
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: jdares@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).
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>ACTUAL FY2019</th>
<th>AUTHORIZED BUDGET FY2020</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 General Obligation Bond Principal</td>
<td>600,000</td>
<td>245,000</td>
<td>245,000</td>
<td>0</td>
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<tr>
<td>601 General Obligation Bond Interest</td>
<td>16,900</td>
<td>4,900</td>
<td>4,900</td>
<td>0</td>
</tr>
<tr>
<td>690 Paying Agent Fees</td>
<td>0</td>
<td>350</td>
<td>350</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL DEBT SERVICE</strong></td>
<td><strong>616,900</strong></td>
<td><strong>250,250</strong></td>
<td><strong>250,250</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>616,900</strong></td>
<td><strong>250,250</strong></td>
<td><strong>250,250</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
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@explorekarbondale.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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>ACTUAL FY2019</th>
<th>AUTHORIZED BUDGET FY2020</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEBT SERVICE</td>
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<td></td>
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</tr>
<tr>
<td>640 Other Debt Principal</td>
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<td>400,000</td>
<td>400,000</td>
<td>400,000</td>
</tr>
<tr>
<td>641 Other Debt Interest</td>
<td>40,488</td>
<td>31,488</td>
<td>31,290</td>
<td>22,506</td>
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<tr>
<td>TOTAL DEBT SERVICE</td>
<td>440,488</td>
<td>431,488</td>
<td>431,290</td>
<td>422,506</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>440,488</td>
<td>431,488</td>
<td>431,290</td>
<td>422,506</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>FUND NO. 40</th>
<th></th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
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<tr>
<td>REVENUES</td>
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<td>1,040,607</td>
<td>2,659,147</td>
<td>1,042,094</td>
<td>1,892,103</td>
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<tr>
<td>EXPENDITURES</td>
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<td>2,241,913</td>
<td>3,581,139</td>
<td>1,982,606</td>
<td>2,464,500</td>
</tr>
<tr>
<td>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</td>
<td>(1,201,306)</td>
<td>(921,992)</td>
<td>(940,512)</td>
<td>(572,397)</td>
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<td></td>
<td></td>
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<tr>
<td>TRANSFERS FROM OTHER FUNDS</td>
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<td>860,848</td>
<td>812,625</td>
<td>808,834</td>
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</tr>
<tr>
<td>TRANSFERS TO OTHER FUNDS</td>
<td>(245,000)</td>
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<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>LOAN PROCEEDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>BOND PROCEEDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>NET TOTAL OTHER FINANCING SOURCES (USES)</td>
<td>607,844</td>
<td>860,848</td>
<td>812,625</td>
<td>808,834</td>
<td></td>
</tr>
<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCES</td>
<td>(593,462)</td>
<td>(61,144)</td>
<td>(127,887)</td>
<td>236,437</td>
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<tr>
<td>ASSIGNED FUND BALANCE BEGINNING OF FISCAL YEAR</td>
<td>845,357</td>
<td>251,895</td>
<td>251,895</td>
<td>124,008</td>
<td></td>
</tr>
<tr>
<td></td>
<td>251,895</td>
<td>190,751</td>
<td>124,008</td>
<td>360,443</td>
<td></td>
</tr>
<tr>
<td>ACCT. NO.</td>
<td>ACCOUNT TITLE</td>
<td>ACTUAL FY 2019</td>
<td>AUTHORIZED BUDGET FY 2020</td>
<td>ESTIMATED ACTUAL FY 2020</td>
<td>BUDGET FY 2021</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>--------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>34002-010</td>
<td>Home Rule Sales Tax</td>
<td>466,275</td>
<td>480,434</td>
<td>457,603</td>
<td>457,603</td>
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<tr>
<td>34002-080</td>
<td>Municipal Motor Fuel Tax</td>
<td>509,754</td>
<td>477,333</td>
<td>482,037</td>
<td>480,000</td>
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<tr>
<td>34002-080</td>
<td>Total Sales and Service Taxes</td>
<td>976,029</td>
<td>957,767</td>
<td>939,640</td>
<td>937,603</td>
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<tr>
<td>34003-020</td>
<td>State &amp; Local Govt. Grants</td>
<td>0</td>
<td>44,000</td>
<td>0</td>
<td>30,000</td>
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<td>34003-030</td>
<td>Federal Grants</td>
<td>0</td>
<td>1,649,400</td>
<td>75,000</td>
<td>920,000</td>
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<tr>
<td>34003-080</td>
<td>Other Governmental Units</td>
<td>35,090</td>
<td>0</td>
<td>23,053</td>
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<tr>
<td>34006-101</td>
<td>Interest Earned-Check./Savings</td>
<td>1,640</td>
<td>515</td>
<td>11</td>
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<tr>
<td>34006-102</td>
<td>Interest Earned-Assessments</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>34006-401</td>
<td>Interest on Investments</td>
<td>8,615</td>
<td>7,465</td>
<td>4,390</td>
<td>4,500</td>
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<td>34006-600</td>
<td>Sale of City Property</td>
<td>0</td>
<td>0</td>
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<tr>
<td>34006-900</td>
<td>Miscellaneous</td>
<td>19,233</td>
<td>0</td>
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<tr>
<td>34090-001</td>
<td>Property Owner Contributions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>34090-027</td>
<td>Total Contributions/Assessments</td>
<td>29,488</td>
<td>7,980</td>
<td>4,401</td>
<td>4,500</td>
</tr>
<tr>
<td>34090-001</td>
<td>General Fund</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>34090-027</td>
<td>Package Liquor &amp; Food &amp; Beverage Tax Fund</td>
<td>852,844</td>
<td>860,848</td>
<td>812,625</td>
<td>808,834</td>
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<tr>
<td>34090-100</td>
<td>Loan Proceeds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>34090-027</td>
<td>Total Other Financing Sources</td>
<td>852,844</td>
<td>860,848</td>
<td>812,625</td>
<td>808,834</td>
</tr>
<tr>
<td>34090-001</td>
<td>Total Local Improvement Fund</td>
<td>1,893,451</td>
<td>3,519,995</td>
<td>1,854,719</td>
<td>2,700,937</td>
</tr>
</tbody>
</table>
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: sherry@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 trials 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)
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>ACTUAL FY2019</th>
<th>AUTHORIZED BUDGET FY2020</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
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</thead>
<tbody>
<tr>
<td><strong>COMMUNITY INVESTMENT PROGRAM</strong></td>
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<td>530 CIP Design Eng. - Eng. Div. Serv.</td>
<td>123,446</td>
<td>68,500</td>
<td>132,443</td>
<td>103,500</td>
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<td>531 CIP Design Eng. - Contractual</td>
<td>573,118</td>
<td>399,339</td>
<td>673,164</td>
<td>967,000</td>
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<tr>
<td>540 CIP Resident Eng. - Eng. Div. Serv.</td>
<td>107,940</td>
<td>140,500</td>
<td>68,722</td>
<td>145,000</td>
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<tr>
<td>541 CIP Resident Eng. - Contractual</td>
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<td>18,000</td>
<td>7,095</td>
<td>13,000</td>
</tr>
<tr>
<td>553 CIP Acquisition - Contractual</td>
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<td>43,000</td>
<td>19,000</td>
<td>45,000</td>
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<tr>
<td>555 CIP Acquisition - Land Purchase</td>
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<td>575,000</td>
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<tr>
<td>556 CIP Acquisition - Easements</td>
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<td>1,200</td>
<td>0</td>
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<tr>
<td>560 CIP Construction - City Labor</td>
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<td>90,000</td>
<td>72,543</td>
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<tr>
<td>565 CIP Construction - Contractual</td>
<td>1,371,535</td>
<td>2,495,000</td>
<td>729,889</td>
<td>616,000</td>
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<tr>
<td>580 CIP Contingency</td>
<td>0</td>
<td>183,600</td>
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<tr>
<td><strong>TOTAL COMMUNITY INVESTMENT PROGRAM</strong></td>
<td>2,241,913</td>
<td>3,584,139</td>
<td>1,982,606</td>
<td>2,464,500</td>
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</table>

**FUNDING SOURCE TRANSFERS**

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
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</thead>
<tbody>
<tr>
<td>930 Debt Service Fund</td>
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<td><strong>TOTAL FUNDING SOURCE TRANSFERS</strong></td>
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**TOTAL EXPENDITURES**

<table>
<thead>
<tr>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,486,913</td>
<td>3,584,139</td>
<td>1,982,606</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>FUND NO. 70</th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
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<tr>
<td>REVENUES</td>
<td>9,635,653</td>
<td>9,136,249</td>
<td>9,333,896</td>
<td>9,237,172</td>
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<td>EXPENDITURES</td>
<td>12,565,178</td>
<td>14,395,385</td>
<td>13,534,295</td>
<td>15,313,197</td>
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<td>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</td>
<td>(2,929,526)</td>
<td>(5,259,136)</td>
<td>(4,200,399)</td>
<td>(6,076,025)</td>
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<tr>
<td>NET TOTAL OTHER FINANCING SOURCES (USES)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCES</td>
<td>(2,929,526)</td>
<td>(5,259,136)</td>
<td>(4,200,399)</td>
<td>(6,076,025)</td>
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<tr>
<td>NON-CASH CREDITS FOR DEPRECIATION LOSS ON DISPOSAL OF FIXED ASSETS AND PREPAID BOND EXPENSES AND ACCRUED INTEREST</td>
<td>2,456,931</td>
<td>2,283,070</td>
<td>2,508,496</td>
<td>2,508,496</td>
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<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCE</td>
<td>(472,595)</td>
<td>(2,976,066)</td>
<td>(1,691,903)</td>
<td>(3,567,529)</td>
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<tr>
<td>WORKING FUND BALANCE BEGINNING OF FISCAL YEAR</td>
<td>9,648,898</td>
<td>9,176,303</td>
<td>9,176,303</td>
<td>7,484,400</td>
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<tr>
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<td>9,176,303</td>
<td>6,200,237</td>
<td>7,484,400</td>
<td>3,916,871</td>
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</table>
### STATEMENT OF REVENUES AND OTHER FINANCING SOURCES

#### PROPRIETARY FUNDS

#### WATERWORKS AND SEWERAGE FUND

<table>
<thead>
<tr>
<th>FUND NO. 70</th>
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<th></th>
<th></th>
<th></th>
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</thead>
</table>

#### ACCT. NO. | ACCOUNT TITLE | ACTUAL FY 2019 | AUTHORIZED BUDGET FY 2020 | ESTIMATED ACTUAL FY 2020 | BUDGET FY 2021 |
<table>
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<tr>
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<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>37020-010</td>
<td>Residential</td>
<td>1,816,257</td>
<td>1,804,225</td>
<td>1,776,799</td>
<td>1,741,263</td>
</tr>
<tr>
<td>37020-020</td>
<td>Commercial</td>
<td>689,171</td>
<td>701,000</td>
<td>698,142</td>
<td>693,657</td>
</tr>
<tr>
<td>37020-030</td>
<td>University</td>
<td>879,468</td>
<td>588,889</td>
<td>710,205</td>
<td>710,250</td>
</tr>
<tr>
<td>37020-040</td>
<td>Water Districts</td>
<td>1,040,572</td>
<td>1,040,000</td>
<td>1,032,310</td>
<td>1,032,250</td>
</tr>
</tbody>
</table>

|   |   | 4,425,468 | 4,134,114 | 4,217,456 | 4,177,420 |

#### SERVICE CHARGES - WATER

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Residential</th>
<th>Commercial</th>
<th>University</th>
<th>Surcharges-Industrial</th>
</tr>
</thead>
<tbody>
<tr>
<td>37020-010</td>
<td>Residential</td>
<td>1,816,257</td>
<td>1,804,225</td>
<td>1,776,799</td>
<td>1,741,263</td>
</tr>
<tr>
<td>37020-020</td>
<td>Commercial</td>
<td>689,171</td>
<td>701,000</td>
<td>698,142</td>
<td>693,657</td>
</tr>
<tr>
<td>37020-030</td>
<td>University</td>
<td>879,468</td>
<td>588,889</td>
<td>710,205</td>
<td>710,250</td>
</tr>
<tr>
<td>37020-040</td>
<td>Water Districts</td>
<td>1,040,572</td>
<td>1,040,000</td>
<td>1,032,310</td>
<td>1,032,250</td>
</tr>
</tbody>
</table>

|   |   | 4,425,468 | 4,134,114 | 4,217,456 | 4,177,420 |

#### SERVICE CHARGES - SEWER

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Residential</th>
<th>Commercial</th>
<th>University</th>
<th>Surcharges-Industrial</th>
</tr>
</thead>
<tbody>
<tr>
<td>37021-010</td>
<td>Residential</td>
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<td>2,715,000</td>
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<tr>
<td>37021-020</td>
<td>Commercial</td>
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<td>944,063</td>
<td>936,405</td>
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<tr>
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<td>University</td>
<td>867,939</td>
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<td>607,250</td>
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<tr>
<td>37021-050</td>
<td>Surcharges-Industrial</td>
<td>99,639</td>
<td>95,000</td>
<td>83,314</td>
<td>85,000</td>
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|   |   | 4,464,087 | 4,343,541 | 4,351,550 | 4,343,655 |

#### OTHER CHARGES & FEES

<table>
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<tr>
<th></th>
<th></th>
<th>Water Tap Fees</th>
<th>Sewer Tap Fees</th>
<th>Reconnect Fees</th>
<th>Late Payment Fees</th>
<th>Material &amp; Labor Sales</th>
<th>Sewer Assessments</th>
<th>Cedar Lake Beach Fees</th>
<th>Cedar Lake Concession Sales</th>
<th>Cedar Lake Fish Off Fees</th>
<th>Miscellaneous</th>
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<tbody>
<tr>
<td>37022-010</td>
<td>Water Tap Fees</td>
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<tr>
<td>37022-020</td>
<td>Sewer Tap Fees</td>
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<tr>
<td>37022-030</td>
<td>Reconnect Fees</td>
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<td>94,500</td>
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</tr>
<tr>
<td>37022-040</td>
<td>Late Payment Fees</td>
<td>94,829</td>
<td>95,000</td>
<td>94,267</td>
<td>94,500</td>
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<td></td>
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<tr>
<td>37022-050</td>
<td>Material &amp; Labor Sales</td>
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<td>37022-060</td>
<td>Cedar Lake Beach Fees</td>
<td>18,861</td>
<td>18,900</td>
<td>21,429</td>
<td>19,750</td>
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<tr>
<td>37022-065</td>
<td>Cedar Lake Concession Sales</td>
<td>3,975</td>
<td>3,275</td>
<td>3,500</td>
<td>3,500</td>
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<td></td>
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<tr>
<td>37022-090</td>
<td>Miscellaneous</td>
<td>12,120</td>
<td>12,090</td>
<td>20,322</td>
<td>15,000</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

|   |   | 588,917 | 445,861 | 554,162 | 523,450 |

#### USE OF MONEY & PROPERTY

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Interest Earned Check/Save-O&amp;M</th>
<th>Interest Earned Other-O&amp;M</th>
<th>Interest on Investments-O&amp;M</th>
<th>Interest on Investments-Debt Service</th>
<th>Rental of Property</th>
<th>Sale of City Property</th>
<th>Gain on Sale of City Property</th>
<th>Insurance Proceeds</th>
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</thead>
<tbody>
<tr>
<td>37023-010</td>
<td>Interest Earned Check/Save-O&amp;M</td>
<td>10,504</td>
<td>9,580</td>
<td>5,508</td>
<td>5,500</td>
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<tr>
<td>37023-020</td>
<td>Interest Earned Other-O&amp;M</td>
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<tr>
<td>37023-030</td>
<td>Interest on Investments-O&amp;M</td>
<td>10,370</td>
<td>8,911</td>
<td>11,518</td>
<td>10,604</td>
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<tr>
<td>37023-040</td>
<td>Interest on Investments-Debt Service</td>
<td>13,130</td>
<td>12,000</td>
<td>12,810</td>
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<tr>
<td>37023-050</td>
<td>Rental of Property</td>
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<td>63,175</td>
<td>76,746</td>
<td>63,843</td>
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<tr>
<td>37023-060</td>
<td>Sale of City Property</td>
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<tr>
<td>37023-061</td>
<td>Gain on Sale of City Property</td>
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<td>0</td>
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<tr>
<td>37023-080</td>
<td>Insurance Proceeds</td>
<td>3,586</td>
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<td>0</td>
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</tbody>
</table>

|   |   | 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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Prop. Owner Contributions-Water Lines</th>
<th>Prop. Owner Contributions-Sewer Lines</th>
<th>Grants - Other Governmental Units</th>
<th>Const-Interest Earn Checking</th>
<th>Const-Intergovernmental-Grants</th>
<th>Const-Interest on Investments</th>
<th>Gain/Loss on Investments</th>
<th>Water Utility Tax - General</th>
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<tr>
<td>37025-044</td>
<td>Prop. Owner Contributions-Water Lines</td>
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<tr>
<td>37025-045</td>
<td>Prop. Owner Contributions-Sewer Lines</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37025-080</td>
<td>Grants - Other Governmental Units</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>37025-110</td>
<td>Const-Interest Earn Checking</td>
<td>270</td>
<td>65</td>
<td>275</td>
<td>250</td>
<td></td>
<td></td>
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<tr>
<td>37025-120</td>
<td>Const-Intergovernmental-Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>37025-144</td>
<td>Const-Interest on Investments</td>
<td>134,891</td>
<td>119,002</td>
<td>103,872</td>
<td>99,950</td>
<td></td>
<td></td>
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<tr>
<td>37025-411</td>
<td>Gain/Loss on Investments</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37027-010</td>
<td>Water Utility Tax - General</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|   |   | 135,161 | 119,067 | 104,147 | 100,200 |

#### TOTAL NON-OPERATING REVENUE

|   |   | 9,635,653 | 9,136,249 | 9,333,896 | 9,237,172 |

#### TOTAL REVENUES

|   |   | 9,635,653 | 9,136,249 | 9,333,896 | 9,237,172 |

#### OTHER FINANCING SOURCES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Loan Proceeds - Equipment</th>
<th>Loan Proceeds - ILEPA</th>
<th>Bond Proceeds - GOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>37090-100</td>
<td>Loan Proceeds - Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>37090-150</td>
<td>Loan Proceeds - ILEPA</td>
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<td>37090-197</td>
<td>Bond Proceeds - GOB</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

|   |   | 0 | 0 | 0 | 0 |

#### TOTAL OTHER FINANCING SOURCES

|   |   | 9,635,653 | 9,136,249 | 9,333,896 | 9,237,172 |

#### TOTAL WATERWORKS AND SEWERAGE FUND
<table>
<thead>
<tr>
<th>Division Number</th>
<th>Department Name</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>47000</td>
<td>Support Services</td>
<td>3,867,913</td>
<td>3,837,816</td>
<td>3,858,730</td>
</tr>
<tr>
<td>47002</td>
<td>Lake Management</td>
<td>238,804</td>
<td>254,576</td>
<td>250,971</td>
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<tr>
<td>47009</td>
<td>Central Laboratory</td>
<td>538,747</td>
<td>506,596</td>
<td>525,223</td>
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<tr>
<td>47011</td>
<td>Water Treatment Plant</td>
<td>1,266,171</td>
<td>1,253,168</td>
<td>1,125,657</td>
</tr>
<tr>
<td>47015</td>
<td>Water Distribution</td>
<td>429,343</td>
<td>494,349</td>
<td>463,794</td>
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<tr>
<td>47019</td>
<td>Meter Services</td>
<td>258,313</td>
<td>273,212</td>
<td>299,810</td>
</tr>
<tr>
<td>47021</td>
<td>Sewer Collection</td>
<td>332,978</td>
<td>366,001</td>
<td>384,992</td>
</tr>
<tr>
<td>47022</td>
<td>SE Wastewater Treatment Plant</td>
<td>994,610</td>
<td>992,744</td>
<td>1,004,322</td>
</tr>
<tr>
<td>47023</td>
<td>NW Wastewater Treatment Plant</td>
<td>1,083,300</td>
<td>1,126,205</td>
<td>1,174,472</td>
</tr>
<tr>
<td>47025</td>
<td>Sewage Lift Stations</td>
<td>114,939</td>
<td>115,138</td>
<td>123,841</td>
</tr>
<tr>
<td></td>
<td><strong>Total Public Works Department</strong></td>
<td><strong>9,125,118</strong></td>
<td><strong>9,219,605</strong></td>
<td><strong>9,211,812</strong></td>
</tr>
<tr>
<td>47044</td>
<td>Wastewater System-CIP &amp; Replace.</td>
<td>1,655,257</td>
<td>1,963,500</td>
<td>1,502,409</td>
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<tr>
<td>47045</td>
<td>Water System-CIP &amp; Replacement</td>
<td>710,862</td>
<td>2,136,000</td>
<td>1,743,794</td>
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<tr>
<td></td>
<td><strong>Total Community Investments</strong></td>
<td><strong>2,366,119</strong></td>
<td><strong>4,099,500</strong></td>
<td><strong>3,246,203</strong></td>
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<tr>
<td>47049</td>
<td>Water and Sewer Bonds &amp; Loans</td>
<td>1,073,941</td>
<td>1,076,280</td>
<td>1,076,280</td>
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<tr>
<td></td>
<td><strong>Total Debt Service</strong></td>
<td><strong>1,073,941</strong></td>
<td><strong>1,076,280</strong></td>
<td><strong>1,076,280</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Waterworks and Sewerage Fund</strong></td>
<td><strong>12,565,178</strong></td>
<td><strong>14,395,385</strong></td>
<td><strong>13,534,295</strong></td>
</tr>
<tr>
<td>FUND NO. 70</td>
<td>ACTUAL FY 2019</td>
<td>AUTHORIZED BUDGET FY 2020</td>
<td>ESTIMATED ACTUAL FY 2020</td>
<td>BUDGET FY 2021</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>--------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>REVENUES</td>
<td>9,487,362</td>
<td>9,005,182</td>
<td>9,216,939</td>
<td>9,124,472</td>
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<tr>
<td>EXPENDITURES</td>
<td>9,125,118</td>
<td>9,219,605</td>
<td>9,211,812</td>
<td>9,649,703</td>
</tr>
<tr>
<td>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</td>
<td>362,243</td>
<td>(214,423)</td>
<td>5,127</td>
<td>(525,231)</td>
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<tr>
<td>OTHER FINANCING SOURCES (USES):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS TO COMM. INVEST. ACCT</td>
<td>(2,195,110)</td>
<td>(1,179,534)</td>
<td>(1,426,047)</td>
<td>(920,741)</td>
</tr>
<tr>
<td>TRANSFERS TO DEBT SERVICE ACCOUNT</td>
<td>(1,045,658)</td>
<td>(1,071,699)</td>
<td>(1,063,524)</td>
<td>(1,029,612)</td>
</tr>
<tr>
<td>NET TOTAL OTHER FINANCING SOURCES (USES)</td>
<td>(3,240,768)</td>
<td>(2,251,233)</td>
<td>(2,489,571)</td>
<td>(1,950,353)</td>
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<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCES</td>
<td>(2,878,525)</td>
<td>(2,465,656)</td>
<td>(2,484,444)</td>
<td>(2,475,584)</td>
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<td>NON-CASH CREDITS FOR LOSS ON DISPOSAL OF FIXED ASSETS AND DEPRECIATION EXPENSES</td>
<td>2,460,511</td>
<td>2,286,650</td>
<td>2,512,075</td>
<td>2,512,075</td>
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<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCES</td>
<td>(418,014)</td>
<td>(179,006)</td>
<td>27,631</td>
<td>36,491</td>
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<td>WORKING FUND BALANCE BEGINNING OF FISCAL YEAR</td>
<td>1,158,034</td>
<td>740,020</td>
<td>740,020</td>
<td>767,651</td>
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<td>WORKING FUND BALANCE END OF FISCAL YEAR</td>
<td>740,020</td>
<td>561,014</td>
<td>767,651</td>
<td>804,142</td>
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</table>
### SUMMARY STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN WORKING FUND BALANCE

**_PROPRIETARY FUNDS__

**WATERWORKS AND SEWERAGE FUND__

**COMMUNITY INVESTMENT AND REPLACEMENT ACCOUNT__

<table>
<thead>
<tr>
<th>FUND NO. 70</th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td>135,161</td>
<td>119,067</td>
<td>104,147</td>
<td>100,200</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td>2,366,119</td>
<td>4,099,500</td>
<td>3,246,203</td>
<td>4,619,500</td>
</tr>
<tr>
<td>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</td>
<td>(2,230,958)</td>
<td>(3,980,433)</td>
<td>(3,142,056)</td>
<td>(4,519,300)</td>
</tr>
<tr>
<td>OTHER FINANCING SOURCES (USES):</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS FROM OPERATING ACCOUNT</td>
<td>2,195,110</td>
<td>1,179,534</td>
<td>1,426,047</td>
<td>920,741</td>
</tr>
<tr>
<td>BOND AND LOAN PROCEEDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET TOTAL OTHER FINANCING SOURCES (USES)</td>
<td>2,195,110</td>
<td>1,179,534</td>
<td>1,426,047</td>
<td>920,741</td>
</tr>
<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCES</td>
<td>(35,848)</td>
<td>(2,800,899)</td>
<td>(1,716,009)</td>
<td>(3,598,559)</td>
</tr>
<tr>
<td>WORKING FUND BALANCE BEGINNING OF FISCAL YEAR</td>
<td>7,673,124</td>
<td>7,637,276</td>
<td>7,637,276</td>
<td>5,921,268</td>
</tr>
<tr>
<td>WORKING FUND BALANCE END OF FISCAL YEAR</td>
<td>7,637,276</td>
<td>4,836,377</td>
<td>5,921,268</td>
<td>2,322,709</td>
</tr>
<tr>
<td>Fund No. 70</td>
<td>Actual FY 2019</td>
<td>Authorized Budget FY 2020</td>
<td>Estimated Actual FY 2020</td>
<td>Budget FY 2021</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>---------------------------</td>
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</tr>
<tr>
<td>Revenues</td>
<td>13,130</td>
<td>12,000</td>
<td>12,810</td>
<td>12,500</td>
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<td>Expenditures</td>
<td>1,073,941</td>
<td>1,076,280</td>
<td>1,076,280</td>
<td>1,043,994</td>
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<tr>
<td>Excess of Revenues Over (Under) Expenditures</td>
<td>(1,060,811)</td>
<td>(1,064,280)</td>
<td>(1,063,470)</td>
<td>(1,031,494)</td>
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<td>Other Financing Sources (Uses):</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Transfers from Operating Account</td>
<td>1,045,658</td>
<td>1,071,699</td>
<td>1,063,524</td>
<td>1,029,612</td>
</tr>
<tr>
<td>Bond Proceeds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Net Total Other Financing Sources (Uses)</td>
<td>1,045,658</td>
<td>1,071,699</td>
<td>1,063,524</td>
<td>1,029,612</td>
</tr>
<tr>
<td>Net Increase (Decrease) in Fund Balances</td>
<td>(15,153)</td>
<td>7,419</td>
<td>54</td>
<td>(1,882)</td>
</tr>
<tr>
<td>Non-Cash Credits for Prepaid Bond Expenses and Accrued Interest</td>
<td></td>
<td></td>
<td>(3,580)</td>
<td>(3,579)</td>
</tr>
<tr>
<td>Net Increase (Decrease) in Fund Balances</td>
<td>(18,733)</td>
<td>3,840</td>
<td>(3,525)</td>
<td>(5,461)</td>
</tr>
<tr>
<td>Working Fund Balance Beginning of Fiscal Year</td>
<td>817,740</td>
<td>799,007</td>
<td>799,007</td>
<td>795,481</td>
</tr>
<tr>
<td>Working Fund Balance End of Fiscal Year</td>
<td>799,007</td>
<td>802,847</td>
<td>795,481</td>
<td>790,020</td>
</tr>
</tbody>
</table>
CITY OF CARBONDALE, ILLINOIS
Organizational Chart

Waterworks & Sewerage Fund
Public Works Department

City Manager

Public Works Director

Water Operations Manager

Administrative Secretary

Meter Services Utility Maint. Workers (3.00)

Plant Operators (5.00)

Water & Sewer Supervisor (2.00)

Water Collection Sewer Distribution Utility Maintenance

Supt. Central Laboratory

Lab Operators (4.00)

Supt. Wastewater Treatment Plant

Plant Operators (14.00)

Cedar Lake Supervisor

Assistant Lake Supervisor

Lake Maintenance Workers (0.43)

Head Lifeguards (0.20)

Lifeguards (0.95)

Total FY 2021 City Employees - 253.14

- 42.58, 17%
- Water & Sewer Employees

- 210.56, 83%
- Remaining City Employees

Total Number of Employees 42.58

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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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<td>ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
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</table>
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:**

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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</thead>
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<td><strong>Personal Services</strong></td>
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<tr>
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<tr>
<td>275 Motor Fuels and Lubricant</td>
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<td>282 Licenses and Taxes</td>
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<td><strong>Services and Charges Transferred In</strong></td>
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<tr>
<td>310 Vehicle &amp; Equipment - Labor &amp; Overhead</td>
<td>3,940</td>
<td>4,620</td>
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<tr>
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<tr>
<td>315 Building &amp; Structure Maintenance</td>
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<td><strong>Non-Operating Charges</strong></td>
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<tr>
<td>400 Merchandise &amp; Services for Resale</td>
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<td>1,907</td>
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<tr>
<td><strong>Total Non-Operating Charges</strong></td>
<td>1,825</td>
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<td>1,907</td>
<td>2,500</td>
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<td>ESTIMATED BUDGET</td>
<td>ACTUAL BUDGET</td>
<td>ACTUAL BUDGET</td>
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<tr>
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<tr>
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<td>FY2020</td>
<td>FY2020</td>
<td>FY2021</td>
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<td><strong>CAPITAL OUTLAY</strong></td>
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<td>0</td>
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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 (NWWWTP) 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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<td>1.00</td>
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<td>Superintendent</td>
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<tr>
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<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
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<td>BUDGET FY2020</td>
<td>ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
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<tr>
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<tr>
<td>PERSONAL SERVICES</td>
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<td>SERVICES AND CHARGES TRANSFERRED IN</td>
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<tr>
<td>310 Vehicle &amp; Equipment - Labor &amp; Overhead</td>
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<td>700</td>
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<tr>
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<td>525,223</td>
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</tbody>
</table>
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. McLaflerty Road, Carbondale, Illinois, 62903, and the contact information is as follows: phone (618) 457-3240, email: tharrison@explorekarbondale.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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
</tr>
</thead>
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<td>Plant Operator</td>
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<td><strong>TOTAL</strong></td>
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<td>7.00</td>
<td>5.18</td>
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<td>ACTUAL FY2019</td>
<td>BUDGET FY2020</td>
<td>ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
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</tr>
<tr>
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<td>---------------</td>
<td>---------------</td>
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</tr>
<tr>
<td>PERSONAL SERVICES</td>
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<td></td>
</tr>
<tr>
<td>100 Employee Salary and Wages</td>
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</tr>
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</table>
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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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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:
  o Residential meters were replaced and upgraded to a newer meter style at a much more rapid rate than in previous years
  o Substantial progress was made replacing larger, inaccurate meters from the backlog of reports over the past eight years
  o 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
• Maintain meter boxes and covers in good repair for public safety

**Number of Full-Time Equivalent Employees:**

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
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<td>PERSONAL SERVICES</td>
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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@explorekarbondale.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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
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<tr>
<td>Utility Maintenance Worker</td>
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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 varies 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:

<table>
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<tr>
<th>POSITION TITLE</th>
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<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$Amount Budget FY 2021</th>
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Mission:

The mission of the Northwest Wastewater Treatment Plant (NWWTP) 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 NWWTP 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: audecker@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 NWWWT P 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:

<table>
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<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
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<td>251 Repairs &amp; Maint. - Bldg. &amp; Structure</td>
<td>25,975</td>
<td>14,946</td>
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<td>16,746</td>
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<td>252 Repairs &amp; Maint. - Other Improvements</td>
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<td>7,600</td>
<td>7,500</td>
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<td>260 Rental Charges</td>
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<td>28,974</td>
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<tr>
<td>272 Office Supplies</td>
<td>104</td>
<td>339</td>
<td>200</td>
<td>339</td>
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<tr>
<td>273 Operating Supplies &amp; Materials</td>
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<td>15,150</td>
<td>17,730</td>
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<td>18,457</td>
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<td>21,000</td>
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<tr>
<td>299 Operating Equipment</td>
<td>3,064</td>
<td>0</td>
<td>0</td>
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<td><strong>Total Direct Oper. CHRGS. &amp; SRVCS.</strong></td>
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<td>391,953</td>
<td>361,898</td>
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<td><strong>Services and Charges Transferred In</strong></td>
<td></td>
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<tr>
<td>310 Vehicle &amp; Equipment - Labor &amp; Overhead</td>
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<td>4,900</td>
<td>5,180</td>
<td>5,066</td>
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<td>311 Vehicle &amp; Equipment - Parts</td>
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<td>315 Building &amp; Structure Maintenance</td>
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<td>2,304</td>
<td>4,575</td>
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<td>316 Street Maintenance Services</td>
<td>400</td>
<td>1,576</td>
<td>2,463</td>
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<td>322 Information Systems Services</td>
<td>0</td>
<td>4,790</td>
<td>5,128</td>
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<td>361 Forestry Services</td>
<td>652</td>
<td>441</td>
<td>441</td>
<td>476</td>
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<td><strong>Total SRVCS &amp; CHRGS TRANSFER IN</strong></td>
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<td>22,884</td>
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<td><strong>Capital Outlay</strong></td>
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<td></td>
<td></td>
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<tr>
<td>501 Buildings and Structures</td>
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<td>0</td>
<td>0</td>
<td>5,700</td>
<td></td>
</tr>
<tr>
<td>503 Machinery and Equipment</td>
<td>10,600</td>
<td>35,318</td>
<td>65,615</td>
<td>54,500</td>
<td></td>
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<tr>
<td><strong>Total Capital Outlay</strong></td>
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<td>35,318</td>
<td>65,615</td>
<td>60,200</td>
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<td>ACTUAL FY2019</td>
<td>BUDGET FY2020</td>
<td>ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
<td></td>
</tr>
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<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td></td>
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<tr>
<td>TOTAL EXPENDITURES</td>
<td>1,083,300</td>
<td>1,126,205</td>
<td>1,174,472</td>
<td>1,158,525</td>
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Fund: WATERWORKS and SEWERAGE  
Division: NWWWT PLANT  
Department: (40) PUBLIC WORKS  
Division No.: 47023
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: bluebk@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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED FY2019</th>
<th>BUDGET FY2020</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
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<tr>
<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
<td></td>
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<td>220 Communications - Telephone</td>
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<td>7,212</td>
<td>7,212</td>
<td>7,392</td>
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<td>230 Utilities - Electric</td>
<td>27,720</td>
<td>24,161</td>
<td>29,511</td>
<td>29,511</td>
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<td>16,000</td>
<td>16,675</td>
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<td>4,700</td>
<td>3,500</td>
<td>11,200</td>
<td>11,500</td>
</tr>
<tr>
<td>273 Operating Supplies &amp; Materials</td>
<td>1,496</td>
<td>2,082</td>
<td>2,000</td>
<td>2,082</td>
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<tr>
<td>275 Motor Fuels and Lubricant</td>
<td>2,037</td>
<td>3,308</td>
<td>3,308</td>
<td>3,757</td>
</tr>
<tr>
<td>299 Operating Equipment</td>
<td>0</td>
<td>2,400</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>TOTAL DIRECT OPER. CHRG. &amp; SRVCS.</strong></td>
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<td>73,338</td>
<td>69,231</td>
<td>70,917</td>
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<td><strong>SERVICES AND CHARGES TRANSFERRED IN</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310 Vehicle &amp; Equipment - Labor &amp; Overhead</td>
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<td>2,100</td>
<td>1,820</td>
<td>2,082</td>
</tr>
<tr>
<td>311 Vehicle &amp; Equipment - Parts</td>
<td>0</td>
<td>700</td>
<td>7,790</td>
<td>1,380</td>
</tr>
<tr>
<td><strong>TOTAL SRVCS &amp; CHRGS TRANSFER IN</strong></td>
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<td>2,800</td>
<td>9,610</td>
<td>3,462</td>
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<td><strong>CAPITAL OUTLAY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>501 Buildings and Structures</td>
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<td>503 Machinery and Equipment</td>
<td>14,159</td>
<td>39,000</td>
<td>45,000</td>
<td>22,000</td>
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<tr>
<td><strong>TOTAL CAPITAL OUTLAY</strong></td>
<td>62,540</td>
<td>39,000</td>
<td>45,000</td>
<td>22,000</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
<td>114,939</td>
<td>115,138</td>
<td>123,841</td>
<td>96,379</td>
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</table>
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@explorekarbondale.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 Force Main 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 Force Main 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)
- NWWWTNP Nutrient Removal Upgrades (Tank Mixers) (WW1001)
- NWWWTNP Effluent Pump Replacement (WW1009)
- SEWWWTNP Influent Gate Placement (WW1808)
- SEWWWTNP Grit Chamber Aeration (WW1810)
- NWWWTNP Trickling Filter Rehabilitation (WW1904)
- NWWWTNP 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)
- SEWWWTNP Interceptor Sewer Extension (Brush Towers to Grand) (SA1601)
- Industrial Interceptor Sewer Lining (SA1807)
- Sanitary Sewer Lining (CFCIP) Program (SA2001)
- NWWWTNP Nutrient Removal (WW1001)
- NWWWTNP Primary Clarifier Renovation (WW1008)
- SEWWWTNP Logic Cabinet Replacement (WW1703)
- NWWWTNP Replace Pumps and VFD’s at Domestic Influent Pump Station (WW2101)
- NWWWTNP Phosphorus Feasibility Study and Optimization Plan (WW2102)
- SEWWWTNP Phosphorus Feasibility Study and Optimization Plan (WW2103)
- SEWWWTNP Nutrient Assessment Reduction Plan (WW2104)
- NWWWTNP 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)
- NWWWTNP Primary Clarifier Renovation (WW1008)
- NWWWTNP Effluent Pump Replacement (WW1009)
- SEWWWTNP Logic Cabinet Replacement (WW1703)
- NWWWTNP Replace Pumps and VFD’s at Domestic Influent Pump Station (WW2101)
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED BUDGET FY2021</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>ACTUAL FY2020</th>
<th>FY2020</th>
<th>FY2019</th>
</tr>
</thead>
<tbody>
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<td>COMMUNITY INVESTMENT PROGRAM</td>
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<td>1,963,500</td>
<td>1,502,409</td>
<td>2,095,000</td>
<td></td>
</tr>
</tbody>
</table>

| 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 |
| 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 |
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:

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  • 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

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  • 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 (Chautsaqua – 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)
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED</th>
<th>ESTIMATED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY2019</td>
<td>FY2020</td>
</tr>
<tr>
<td>530 CIP Design Eng. - Eng. Div. Serv.</td>
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<td>94,000</td>
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<td>531 CIP Design Eng. - Contractual</td>
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<td>77,000</td>
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<td>541 CIP Resident Eng. - Contractual</td>
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<td>0</td>
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<tr>
<td>565 CIP Construction - Contractual</td>
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<tr>
<td>580 CIP Contingency</td>
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</tr>
<tr>
<td><strong>TOTAL CAPITAL IMPROVEMENTS PROGRAM</strong></td>
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<td>2,136,000</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
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<td>2,136,000</td>
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</table>
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@explorekarbondale.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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED FY2019</th>
<th>BUDGET FY2020</th>
<th>ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
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<td>600 General Obligations Bond Prin.</td>
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<td>688,333</td>
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<td>703,334</td>
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<td>601 General Obligation Bond Int.</td>
<td>111,733</td>
<td>103,729</td>
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<td>640 Other Debt Principal</td>
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<td>641 Other Debt Interest</td>
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<tr>
<td>690 Paying Agent Fees</td>
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<td>400</td>
<td>400</td>
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<td><strong>TOTAL DEBT SERVICE</strong></td>
<td><strong>1,073,941</strong></td>
<td><strong>1,076,280</strong></td>
<td><strong>1,076,280</strong></td>
<td><strong>1,043,994</strong></td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>1,073,941</strong></td>
<td><strong>1,076,280</strong></td>
<td><strong>1,076,280</strong></td>
<td><strong>1,043,994</strong></td>
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<td>AUTHORIZED BUDGET FY 2020</td>
<td>ESTIMATED ACTUAL FY 2020</td>
<td>BUDGET FY 2021</td>
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<td>REVENUES</td>
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<td>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</td>
<td>(120,465)</td>
<td>(106,671)</td>
<td>(144,412)</td>
<td>(132,250)</td>
</tr>
<tr>
<td>OTHER FINANCING SOURCES (USES): TRANSFERS FROM OTHER FUNDS</td>
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<td>0</td>
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<tr>
<td>NET TOTAL OTHER FINANCING SOURCES (USES)</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCES</td>
<td>(120,465)</td>
<td>(106,671)</td>
<td>(144,412)</td>
<td>(132,250)</td>
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<tr>
<td>NON-CASH CREDITS FOR DEPRECIATION EXPENSES AND LOSS ON DISPOSAL OF FIXED ASSET</td>
<td>89,139</td>
<td>63,488</td>
<td>63,488</td>
<td>63,488</td>
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<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCES</td>
<td>(31,326)</td>
<td>(43,183)</td>
<td>(80,924)</td>
<td>(68,762)</td>
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<td>298,572</td>
<td>298,572</td>
<td>217,647</td>
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<td>WORKING FUND BALANCE END OF FISCAL YEAR</td>
<td>298,572</td>
<td>255,389</td>
<td>217,647</td>
<td>148,885</td>
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## STATEMENT OF REVENUES AND OTHER FINANCING SOURCES

### PROPRIETARY FUNDS

### PARKING SYSTEM OPERATIONS FUND

<table>
<thead>
<tr>
<th>ACCT. NO.</th>
<th>ACCOUNT TITLE</th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
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<tr>
<td>PARKING METER REVENUE</td>
<td></td>
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<td>37130-010</td>
<td>Walnut Street Lot</td>
<td>2,070</td>
<td>2,131</td>
<td>905</td>
<td>1,800</td>
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<td>37130-100</td>
<td>IC Depot West Lot</td>
<td>8,702</td>
<td>9,146</td>
<td>3,775</td>
<td>8,100</td>
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<td>37130-110</td>
<td>IC Depot Southeast Lot</td>
<td>49</td>
<td>51</td>
<td>29</td>
<td>25</td>
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<tr>
<td>37130-114</td>
<td>IC College to Amtrak</td>
<td>3,694</td>
<td>3,833</td>
<td>2,280</td>
<td>3,000</td>
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<tr>
<td>37130-120</td>
<td>Amtrak Station Lot</td>
<td>23,892</td>
<td>29,502</td>
<td>25,625</td>
<td>25,225</td>
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<tr>
<td>37130-130</td>
<td>IC S. Illinois (Mill &amp; College)</td>
<td>8,049</td>
<td>3,347</td>
<td>2,214</td>
<td>1,800</td>
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<td>37130-210</td>
<td>IC S. Washington Lot-2</td>
<td>1</td>
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<td>1</td>
<td>1</td>
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<td>37130-220</td>
<td>Mill Street - Lot 3</td>
<td>129</td>
<td>122</td>
<td>104</td>
<td>100</td>
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<tr>
<td>37130-230</td>
<td>IC S. Washington Lot-4</td>
<td>7,393</td>
<td>6,877</td>
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<td>37130-380</td>
<td>N. Washington Street Lot</td>
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<td>7,654</td>
<td>3,123</td>
<td>5,400</td>
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<td>37130-440</td>
<td>Jackson - Oak Street Lot</td>
<td>3,018</td>
<td>3,134</td>
<td>1,547</td>
<td>2,400</td>
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<td>South Renfro Street Lot - South Lot</td>
<td>632</td>
<td>576</td>
<td>302</td>
<td>550</td>
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<tr>
<td>37130-460</td>
<td>IC West Walnut (North Lot)</td>
<td>3,193</td>
<td>2,816</td>
<td>1,221</td>
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<tr>
<td>37130-470</td>
<td>IC West Walnut (South Lot)</td>
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<td>3,205</td>
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<td>2,260</td>
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<td>South Illinois Avenue</td>
<td>2,091</td>
<td>1,828</td>
<td>1,230</td>
<td>1,800</td>
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<td>37130-900</td>
<td>On-street Meters</td>
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<td>16,801</td>
<td>9,418</td>
<td>14,400</td>
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<td><strong>Total</strong></td>
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<td><strong>91,024</strong></td>
<td><strong>55,952</strong></td>
<td><strong>75,876</strong></td>
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</table>

| 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          |
| **Total** | **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 & Restitution              | 0              | 0                         | 0                        | 0              |
| 37132-900 | Miscellaneous                          | 2,600          | 2,560                     | 1,250                    | 1,440          |
| **Total** | **43,522**                             | **42,164**     | **27,224**                | **34,690**               |

<p>| USE OF MONEY &amp; 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              |
| <strong>Total</strong> | <strong>5,703</strong>                              | <strong>1,220</strong>      | <strong>3,806</strong>                 | <strong>1,200</strong>                |</p>
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<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
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</thead>
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<tr>
<td></td>
<td>NON-OPERATING REVENUE</td>
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<tr>
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<td>37135-120 Const-Intergovernmental-Grants</td>
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<td>153,726</td>
<td>103,557</td>
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<td>37190-040 Local Improvement Fund</td>
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<td>153,726</td>
<td>103,557</td>
<td>137,046</td>
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<tr>
<td>Division Number</td>
<td>DEPARTMENT NAME</td>
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<td>AUTHORIZED BUDGET FY 2020</td>
<td>ESTIMATED ACTUAL FY 2020</td>
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<td>47100</td>
<td>Public Parking Services</td>
<td>263,557</td>
<td>260,397</td>
<td>247,969</td>
<td>258,946</td>
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<td>TOTAL PARKING SYSTEM OPERATIONS FUND</td>
<td>278,357</td>
<td>260,397</td>
<td>247,969</td>
<td>269,296</td>
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Parking Systems Operation Fund
Finance Department

City Manager

Finance Director

Revenue Officer

Parking Meter Attendant

Total FY 2021 City Employees - 253.14

- 1.00, 0%
- 252.14, 100%

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:

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$Amount Budget FY 2021</th>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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<td><strong>TOTAL</strong></td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td><strong>$33,909</strong></td>
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<td>AUTHORIZED BUDGET FY2020</td>
<td>ESTIMATED ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
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</tr>
<tr>
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<td>--------------</td>
<td>---------------------------</td>
<td>-------------------------</td>
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<tr>
<td><strong>PERSONAL SERVICES</strong></td>
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<td>100 Employee Salary and Wages</td>
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<td>102 Accrued Vacation Leave</td>
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<td>131 Employee Retirement Benefits</td>
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<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
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<td>200 Professional &amp; Consultant Fees</td>
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<td>221 Communications - Data</td>
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<td>281 Insurance and Bonds</td>
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<td>310 Vehicle &amp; Equipment - Labor &amp; Overhead</td>
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<td>ESTIMATED ACTUAL FY2020</td>
<td>ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------</td>
<td>--------------------------</td>
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<tr>
<td>CONTINGENCIES</td>
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<td>DEPRECIATION EXPENSE</td>
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<tr>
<td>890 Depreciation on Fixed Assets</td>
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<td>63,488</td>
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<td>63,488</td>
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<tr>
<td>TOTAL EXPENDITURES</td>
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<td>260,397</td>
<td>247,969</td>
<td>258,946</td>
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</tr>
</tbody>
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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 trials 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)
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>ACTUAL FY2019</th>
<th>AUTHORIZED BUDGET FY2019</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNITY INVESTMENT PROGRAM</td>
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<tr>
<td>530 CIP Design Eng. - Eng. Div. Serv.</td>
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<td>565 CIP Construction - Contractual</td>
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<td>TOTAL EXPENDITURES</td>
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<td>10,350</td>
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</table>
# SUMMARY STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN WORKING FUND BALANCE
## PROPRIETARY FUNDS
### SOLID WASTE MANAGEMENT FUND

**FUND NO. 72**

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
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</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td>1,018,506</td>
<td>1,063,286</td>
<td>1,019,099</td>
<td>988,337</td>
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<td>1,711,043</td>
<td>1,675,517</td>
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<td><strong>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</strong></td>
<td>8,630</td>
<td>(647,757)</td>
<td>(656,418)</td>
<td>(158,701)</td>
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<td><strong>OTHER FINANCING SOURCES (USES):</strong></td>
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<td>LOAN PROCEEDS</td>
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<td>336,810</td>
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<td><strong>NET TOTAL OTHER FINANCING SOURCES (USES):</strong></td>
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<td>336,310</td>
<td>336,810</td>
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<td><strong>NET INCREASE IN FUND BALANCE OR (DECREASE IN FUND BALANCE NEEDED TO FINANCE EXPENDITURES)</strong></td>
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<td>(311,447)</td>
<td>(319,608)</td>
<td>(158,701)</td>
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<td>129,267</td>
<td>175,199</td>
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<td>133,297</td>
<td>129,267</td>
<td>129,267</td>
<td>175,199</td>
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<td><strong>NET INCREASE (DECREASE) IN FUND BALANCES</strong></td>
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<td>(190,341)</td>
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<td>592,294</td>
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<td>531,643</td>
<td>509,550</td>
<td>494,169</td>
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<td>509,550</td>
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<td>(121,529)</td>
<td>(107,596)</td>
<td>(75,717)</td>
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<td>410,114</td>
<td>401,953</td>
<td>418,451</td>
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255
## STATEMENT OF REVENUES AND OTHER FINANCING SOURCES
### PROPRIETARY FUNDS
#### SOLID WASTE MANAGEMENT FUND

<table>
<thead>
<tr>
<th>ACCT. NO.</th>
<th>ACCOUNT TITLE</th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>USE OF MONEY &amp; PROPERTY</strong></td>
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<tr>
<td>37206-101</td>
<td>Interest Earned-Check./Savings</td>
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<td>1,200</td>
<td>716</td>
<td>700</td>
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<td>37206-401</td>
<td>Interest on Investments</td>
<td>6,370</td>
<td>5,250</td>
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<td>5,250</td>
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<td>37206-600</td>
<td>Gain on Sale of City Property</td>
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<td>0</td>
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<td>37206-900</td>
<td>Miscellaneous</td>
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<td><strong>7,966</strong></td>
<td><strong>6,450</strong></td>
<td><strong>6,024</strong></td>
<td><strong>5,950</strong></td>
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<td><strong>CONTRIBUTIONS/ASSESSMENTS</strong></td>
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<td>37211-010</td>
<td>Recycling Assessment</td>
<td>294,880</td>
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<td>291,900</td>
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<td><strong>SERVICE CHARGES</strong></td>
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<td>37213-010</td>
<td>City Customer Refuse Fees</td>
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<td>745,000</td>
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<td>674,100</td>
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<td>37213-020</td>
<td>Landscape Waste Fees</td>
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<td><strong>715,659</strong></td>
<td><strong>761,900</strong></td>
<td><strong>720,052</strong></td>
<td><strong>690,487</strong></td>
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<td><strong>TOTAL OPERATING REVENUE</strong></td>
<td><strong>1,018,506</strong></td>
<td><strong>1,063,286</strong></td>
<td><strong>1,019,099</strong></td>
<td><strong>988,337</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>1,018,506</strong></td>
<td><strong>1,063,286</strong></td>
<td><strong>1,019,099</strong></td>
<td><strong>988,337</strong></td>
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<tr>
<td></td>
<td><strong>OTHER FINANCING SOURCES</strong></td>
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<td>Loan Proceeds</td>
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<tr>
<td></td>
<td><strong>TOTAL OTHER FINANCING SOURCES</strong></td>
<td><strong>0</strong></td>
<td><strong>336,310</strong></td>
<td><strong>336,810</strong></td>
<td><strong>0</strong></td>
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<tr>
<td></td>
<td><strong>TOTAL SOLID WASTE MANAGEMENT FUND</strong></td>
<td><strong>1,018,506</strong></td>
<td><strong>1,399,596</strong></td>
<td><strong>1,355,909</strong></td>
<td><strong>988,337</strong></td>
</tr>
</tbody>
</table>
Total FY 2021 City Employees - 253.14

- Refuse & Recycling Employees: 6.00, 2%
- Remaining City Employees: 247.14, 98%

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. Spigner 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@explorekarbondale.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:

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<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$Amount Budget FY 2021</th>
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</thead>
<tbody>
<tr>
<td>Refuse &amp; Recycling Supervisor</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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<td>Teamster</td>
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<td>TOTAL</td>
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<td>6.00</td>
<td>6.00</td>
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<td>ESTIMATED FY2020</td>
<td>ACTUAL FY2020</td>
<td>BUDGET FY2021</td>
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<tr>
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<td>--------------</td>
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<td>PERSONAL SERVICES</td>
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<td>103 Accrued Birthday Leave</td>
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<td>140 Employee Work Comp. Benefits</td>
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<td>30,247</td>
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<td><strong>TOTAL PERSONAL SERVICES</strong></td>
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<td>DIRECT OPERATING CHARGES &amp; SERVICES</td>
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<td>960</td>
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<td>251 Repairs &amp; Maint. - Bldg. &amp; Structure</td>
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<td>1,500</td>
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<td>270 Outside Printing Services</td>
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<td>4,856</td>
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<td>271 Other Outside Services</td>
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<td>130,058</td>
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<td>281 Insurance and Bonds</td>
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<td>17,061</td>
<td>19,697</td>
<td>18,902</td>
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<td>282 Licenses and Taxes</td>
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<td>300</td>
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<td><strong>TOTAL DIRECT OPER. CHRGS. &amp; SRVCS.</strong></td>
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<td><strong>225,138</strong></td>
<td><strong>236,897</strong></td>
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<td>SERVICES AND CHARGES TRANSFERRED IN</td>
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<td>310 Vehicle &amp; Equipment - Labor &amp; Overhead</td>
<td>39,250</td>
<td>33,390</td>
<td>37,170</td>
<td>33,034</td>
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<td>311 Vehicle &amp; Equipment - Parts</td>
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<td>58,000</td>
<td>69,700</td>
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<td>316 Street Maintenance Services</td>
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<td>101,919</td>
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<td>110,573</td>
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<td>332 Information Systems Services</td>
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<td>1,687</td>
<td>1,442</td>
<td>1,658</td>
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<td>335 Financial Management Services</td>
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<td>363 Cemetery Services</td>
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<td>846</td>
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<td><strong>TOTAL SRVCS &amp; CHRGS TRANSFER IN</strong></td>
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<td>2,496</td>
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<td><strong>DEPRECIATION EXPENSE</strong></td>
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<td>890 Depreciation on Fixed Assets</td>
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<td>129,267</td>
<td>129,267</td>
<td>175,199</td>
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<td><strong>TOTAL DEPRECIATION EXPENSE</strong></td>
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<td>248,190</td>
<td>231,349</td>
<td>263,809</td>
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<tr>
<td>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</td>
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<td>(204,262)</td>
<td>(175,505)</td>
<td>(219,782)</td>
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<tr>
<td>NET INCREASE (DECREASE) IN FUND BALANCES</td>
<td>(203,085)</td>
<td>(204,262)</td>
<td>(175,505)</td>
<td>(219,782)</td>
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<td>NON-CASH CREDITS FOR DEPRECIATION LOSS ON DISPOSAL OF FIXED ASSETS AND PREPAID BOND EXPENSES AND ACCRUED INTEREST</td>
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<td>53,496</td>
<td>49,747</td>
<td>49,429</td>
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<td></td>
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<td>53,496</td>
<td>49,747</td>
<td>49,429</td>
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<td>NET INCREASE (DECREASE) IN FUND BALANCES</td>
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<td>BUDGET FY2021</td>
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<tr>
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<tr>
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<td>Rent-Recreation Building</td>
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<td>Rent-Cambridge Building</td>
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<td>Sale of City Property</td>
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<td>Miscellaneous</td>
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<td><strong>TOTAL REVENUES</strong></td>
<td><strong>56,983</strong></td>
<td><strong>43,928</strong></td>
<td><strong>55,844</strong></td>
<td><strong>44,027</strong></td>
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<tr>
<td></td>
<td><strong>TOTAL RENTAL PROPERTIES FUND</strong></td>
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<td><strong>55,844</strong></td>
<td><strong>44,027</strong></td>
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</tbody>
</table>
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@explorekarbondale.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
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>AUTHORIZED BUDGET FY2019</th>
<th>ESTIMATED BUDGET FY2020</th>
<th>ACTUAL BUDGET FY2020</th>
<th>BUDGET FY2021</th>
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<tr>
<td>DIRECT OPERATING CHARGES &amp; SERVICES</td>
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<td>200 Professional &amp; Consultant Fees</td>
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<td>900</td>
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<td>222 Communications - Postage</td>
<td>(122)</td>
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<td>232 Utilities - Water &amp; Sewer</td>
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<td>740</td>
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<td>273 Operating Supplies &amp; Materials</td>
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<tr>
<td>890 Depreciation on Fixed Assets</td>
<td>49,777</td>
<td>53,496</td>
<td>49,747</td>
<td>49,429</td>
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<tr>
<td>TOTAL DEPRECIATION EXPENSE</td>
<td>49,777</td>
<td>53,496</td>
<td>49,747</td>
<td>49,429</td>
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<tr>
<td>TOTAL EXPENDITURES</td>
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<td>(51,205)</td>
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<td>Disabled Retiree - City Contributions</td>
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<td>City Contributions-W&amp;S Operating Fund</td>
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</tr>
<tr>
<td>37911-071</td>
<td>City Contributions-Parking Oper. Fund</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>37911-072</td>
<td>City Contributions-Solid Waste Mgmt. Fund</td>
<td>106,044</td>
<td>69,067</td>
<td>72,684</td>
</tr>
<tr>
<td>37911-073</td>
<td>City Contributions-Rental Prop. Fund</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3,527,874</td>
<td>3,670,593</td>
<td>3,874,498</td>
</tr>
<tr>
<td>TOTAL SELF INSURANCE FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3,572,337</td>
<td></td>
<td>3,684,370</td>
<td>3,886,522</td>
<td>4,131,973</td>
</tr>
</tbody>
</table>
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@explorekarbondale.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.
<table>
<thead>
<tr>
<th>EXPENDITURE CLASSIFICATION</th>
<th>ACTUAL FY2019</th>
<th>AUTHORIZED BUDGET FY2020</th>
<th>ESTIMATED ACTUAL FY2020</th>
<th>BUDGET FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT OPERATING CHARGES &amp; SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>271 Other Outside Services</td>
<td>143,321</td>
<td>109,054</td>
<td>148,330</td>
<td>149,450</td>
</tr>
<tr>
<td>273 Operating Supplies &amp; Materials</td>
<td>1,583</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>281 Insurance and Bonds</td>
<td>654,602</td>
<td>776,493</td>
<td>774,792</td>
<td>870,781</td>
</tr>
<tr>
<td>282 Licenses and Taxes</td>
<td>577</td>
<td>600</td>
<td>1,216</td>
<td>1,300</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT OPER. CHRGS. &amp; SRVCS.</strong></td>
<td>800,083</td>
<td>891,147</td>
<td>929,338</td>
<td>1,026,531</td>
</tr>
<tr>
<td><strong>NON-OPERATING CHARGES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>430 Health Insurance Claims</td>
<td>2,846,243</td>
<td>3,041,508</td>
<td>3,086,700</td>
<td>3,156,647</td>
</tr>
<tr>
<td><strong>TOTAL NON-OPERATING CHARGES</strong></td>
<td>2,846,243</td>
<td>3,041,508</td>
<td>3,086,700</td>
<td>3,156,647</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>3,646,326</td>
<td>3,932,655</td>
<td>4,016,038</td>
<td>4,183,178</td>
</tr>
</tbody>
</table>
## 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.
<table>
<thead>
<tr>
<th>FUND NO. 95</th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES</td>
<td>1,211,013</td>
<td>1,201,000</td>
<td>1,205,060</td>
<td>1,337,233</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td>1,127,488</td>
<td>1,112,937</td>
<td>1,088,316</td>
<td>1,376,277</td>
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<tr>
<td>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</td>
<td>83,525</td>
<td>88,063</td>
<td>116,744</td>
<td>(39,044)</td>
</tr>
<tr>
<td>FUND BALANCE BEGINNING OF FISCAL YEAR</td>
<td>919,939</td>
<td>1,003,464</td>
<td>1,003,464</td>
<td>1,120,208</td>
</tr>
<tr>
<td>FUND BALANCE END OF FISCAL YEAR</td>
<td>1,003,464</td>
<td>1,091,527</td>
<td>1,120,208</td>
<td>1,081,164</td>
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</table>
## REVENUES AND OTHER FINANCING SOURCES

### COMPONENT UNIT - CARBONDALE PUBLIC LIBRARY

<table>
<thead>
<tr>
<th>FUND NO. 95</th>
<th>ACCOUNT TITLE</th>
<th>ACTUAL FY 2019</th>
<th>AUTHORIZED BUDGET FY 2020</th>
<th>ESTIMATED ACTUAL FY 2020</th>
<th>BUDGET FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL PROPERTY TAXES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39501-010</td>
<td>Library Property Tax Levy</td>
<td>1,042,196</td>
<td>1,061,953</td>
<td>1,061,953</td>
<td>1,076,824</td>
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<tr>
<td><strong>INTERGOVERNMENTAL REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39503-010</td>
<td>State-Per Capita Aid</td>
<td>32,378</td>
<td>32,378</td>
<td>32,378</td>
<td>32,378</td>
</tr>
<tr>
<td>39503-020</td>
<td>Replacement Tax</td>
<td>28,484</td>
<td>37,538</td>
<td>44,890</td>
<td>44,890</td>
</tr>
<tr>
<td>39503-030</td>
<td>Mobile Home Privilege Tax</td>
<td>1,573</td>
<td>971</td>
<td>971</td>
<td>971</td>
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<tr>
<td>39503-080</td>
<td>Other Governmental Units</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>39503-085</td>
<td>City of Carbondale Subsidy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>39503-090</td>
<td>USAC E-Rate Program</td>
<td>30,800</td>
<td>70,887</td>
<td>78,239</td>
<td>78,239</td>
</tr>
<tr>
<td><strong>FINES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39505-010</td>
<td>Library Fines</td>
<td>19,345</td>
<td>18,245</td>
<td>18,245</td>
<td>14,545</td>
</tr>
<tr>
<td><strong>USE OF MONEY &amp; PROPERTY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39506-101</td>
<td>Interest on Checking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>39506-200</td>
<td>Library Nonresident Fees</td>
<td>9,205</td>
<td>9,393</td>
<td>9,393</td>
<td>9,393</td>
</tr>
<tr>
<td>39506-401</td>
<td>Interest on Investments</td>
<td>0</td>
<td>78</td>
<td>78</td>
<td>0</td>
</tr>
<tr>
<td>39506-402</td>
<td>Interest on Investments - Restr.</td>
<td>12,391</td>
<td>6,910</td>
<td>6,910</td>
<td>12,391</td>
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<tr>
<td>39506-408</td>
<td>Gain/Loss Securities</td>
<td>(178)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>39506-700</td>
<td>Private Contributions - Grants</td>
<td>16,089</td>
<td>20,534</td>
<td>17,242</td>
<td>132,841</td>
</tr>
<tr>
<td>39506-800</td>
<td>Contributions, Gifts &amp; Memorials</td>
<td>12,905</td>
<td>8,000</td>
<td>8,000</td>
<td>8,000</td>
</tr>
<tr>
<td>39506-900</td>
<td>Miscellaneous</td>
<td>5,825</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>TOTAL PUBLIC LIBRARY FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,211,013</td>
<td>1,201,000</td>
<td>1,205,060</td>
<td>1,337,233</td>
</tr>
</tbody>
</table>
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.
- 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 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:**

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Actual FY 2019</th>
<th>Authorized Budget FY 2020</th>
<th>Estimated Actual FY 2020</th>
<th>Budget FY 2021</th>
<th>$ Amount Budget FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>$65,437</td>
</tr>
<tr>
<td>Reference Librarian</td>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>$50,635</td>
</tr>
<tr>
<td>Adult Program Librarian</td>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>$40,873</td>
</tr>
<tr>
<td>Children's Librarian</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>$36,153</td>
</tr>
<tr>
<td>Interlibrary Loan Assistant</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>$35,271</td>
</tr>
<tr>
<td>Head Cataloger</td>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>$36,972</td>
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<tr>
<td>Teen &amp; Youth Program Librarian</td>
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<td>0.64</td>
<td>.64</td>
<td>.64</td>
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<td>Volunteer Coordinator</td>
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<td>.80</td>
<td>.80</td>
<td>$30,779</td>
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<tr>
<td>Circulation Manager</td>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>$41,925</td>
</tr>
<tr>
<td>Finance Manager</td>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>$41,925</td>
</tr>
<tr>
<td>Children's Library &amp; Program Assistants</td>
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<td>0.27</td>
<td>0.34</td>
<td>0.34</td>
<td>$8,963</td>
</tr>
<tr>
<td>Circulation Assistants/Clerks</td>
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<td>1.81</td>
<td>1.18</td>
<td>1.18</td>
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</tr>
<tr>
<td>Technical Services/Cataloging Assistant</td>
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<td>0.5</td>
<td>$16,107</td>
</tr>
<tr>
<td>Maintenance Manager/Custodian</td>
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<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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</tr>
<tr>
<td>Shelvers</td>
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<td>1.15</td>
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<td>.97</td>
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<tr>
<td>Reserved: Raises/Merit Pay/Overtime/Extra Hours/Holiday</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14.00</strong></td>
<td><strong>14.00</strong></td>
<td><strong>13.43</strong></td>
<td><strong>13.43</strong></td>
<td><strong>$536,508</strong></td>
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</table>
## PERSONAL SERVICES

<table>
<thead>
<tr>
<th>Classification</th>
<th>Actual FY2019</th>
<th>Authorized Budget FY2020</th>
<th>Estimated Actual FY2020</th>
<th>Budget FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Employee Salary and Wages</td>
<td>518,183</td>
<td>527,565</td>
<td>527,565</td>
<td>536,508</td>
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<tr>
<td>130 Employee Health Insurance Benefits</td>
<td>74,101</td>
<td>80,248</td>
<td>78,376</td>
<td>83,240</td>
</tr>
<tr>
<td>131 Employee Retirement Benefits</td>
<td>96,375</td>
<td>85,699</td>
<td>85,699</td>
<td>97,884</td>
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<tr>
<td>140 Employee Work Comp. Benefits</td>
<td>1,003</td>
<td>1,262</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PERSONAL SERVICES</strong></td>
<td>689,662</td>
<td>697,084</td>
<td>695,212</td>
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## DIRECT OPERATING CHARGES & SERVICES

<table>
<thead>
<tr>
<th>Classification</th>
<th>Actual FY2019</th>
<th>Authorized Budget FY2020</th>
<th>Estimated Actual FY2020</th>
<th>Budget FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 Professional &amp; Consultant Fees</td>
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<td>5,470</td>
<td>5,470</td>
<td>5,470</td>
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<tr>
<td>220 Communications - Telephone</td>
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<td>8,480</td>
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<td>9,874</td>
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<tr>
<td>222 Communications - Postage</td>
<td>3,587</td>
<td>3,881</td>
<td>3,881</td>
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<tr>
<td>230 Utilities - Electric</td>
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<td>23,705</td>
<td>23,705</td>
<td>23,705</td>
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<tr>
<td>232 Utilities - Water &amp; Sewer</td>
<td>1,662</td>
<td>2,491</td>
<td>2,491</td>
<td>2,491</td>
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<tr>
<td>240 Travel, Conferences, Training</td>
<td>9,838</td>
<td>9,400</td>
<td>9,400</td>
<td>9,400</td>
</tr>
<tr>
<td>250 Repairs &amp; Maint. - Equipment</td>
<td>40,530</td>
<td>39,929</td>
<td>39,929</td>
<td>42,500</td>
</tr>
<tr>
<td>251 Repairs &amp; Maint. - Bldg. &amp; Structure</td>
<td>11,186</td>
<td>22,591</td>
<td>18,600</td>
<td>22,591</td>
</tr>
<tr>
<td>252 Repairs &amp; Maint. - Other Improvements</td>
<td>16,589</td>
<td>14,895</td>
<td>14,895</td>
<td>14,895</td>
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<tr>
<td>270 Outside Printing Services</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>271 Other Outside Services</td>
<td>11,873</td>
<td>13,010</td>
<td>13,010</td>
<td>13,010</td>
</tr>
<tr>
<td>272 Office Supplies</td>
<td>30,390</td>
<td>28,212</td>
<td>28,212</td>
<td>30,212</td>
</tr>
<tr>
<td>273 Operating Supplies &amp; Materials</td>
<td>178,113</td>
<td>148,244</td>
<td>148,244</td>
<td>156,752</td>
</tr>
<tr>
<td>280 Subscriptions and Memberships</td>
<td>14,841</td>
<td>20,809</td>
<td>20,809</td>
<td>19,683</td>
</tr>
<tr>
<td>281 Insurance and Bonds</td>
<td>29,252</td>
<td>29,637</td>
<td>29,637</td>
<td>29,700</td>
</tr>
<tr>
<td>299 Operating Equipment</td>
<td>15,123</td>
<td>24,979</td>
<td>24,827</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DIRECT OPER. CHRGS. &amp; SRVCS.</strong></td>
<td>402,093</td>
<td>395,853</td>
<td>393,104</td>
<td>394,284</td>
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</table>

## CAPITAL OUTLAY

<table>
<thead>
<tr>
<th>Classification</th>
<th>Actual FY2019</th>
<th>Authorized Budget FY2020</th>
<th>Estimated Actual FY2020</th>
<th>Budget FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Land and Improvements</td>
<td>35,733</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>501 Buildings and Structures</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>240,682</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL OUTLAY</strong></td>
<td>35,733</td>
<td>0</td>
<td>0</td>
<td>240,682</td>
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</table>

## CONTINGENCIES

<table>
<thead>
<tr>
<th>Classification</th>
<th>Actual FY2019</th>
<th>Authorized Budget FY2020</th>
<th>Estimated Actual FY2020</th>
<th>Budget FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>801 Division Contingency</td>
<td>0</td>
<td>20,000</td>
<td>0</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL CONTINGENCIES</strong></td>
<td>0</td>
<td>20,000</td>
<td>0</td>
<td>20,000</td>
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</table>

## TOTAL EXPENDITURES

<table>
<thead>
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<th>Actual FY2019</th>
<th>Authorized Budget FY2020</th>
<th>Estimated Actual FY2020</th>
<th>Budget FY2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,127,488</td>
<td>1,112,937</td>
<td>1,088,316</td>
<td>1,376,277</td>
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<tr>
<td>SUPPLEMENTAL DATA</td>
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<td></td>
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<tr>
<td>-------------------</td>
<td></td>
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<tr>
<td>FY 2021 Capital Outlay Schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Debt Service Schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Tax Levies and Collections, Last Ten Fiscal Years</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Division No.</th>
<th>Division Name Item Description</th>
<th>R/A</th>
<th>Current Funds</th>
<th>Loan or Lease Purchase Proceeds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>40161</td>
<td>Emergency Management Communication System Replacement</td>
<td>R</td>
<td>6,640</td>
<td>0</td>
<td>6,640</td>
</tr>
<tr>
<td></td>
<td><strong>FUND TOTAL</strong></td>
<td></td>
<td>6,640</td>
<td>0</td>
<td>6,640</td>
</tr>
<tr>
<td>47002</td>
<td>Lake Management</td>
<td>R</td>
<td>28,000</td>
<td>0</td>
<td>28,000</td>
</tr>
<tr>
<td>47009</td>
<td>Central Laboratory</td>
<td>R</td>
<td>30,500</td>
<td>0</td>
<td>30,500</td>
</tr>
<tr>
<td>47022</td>
<td>Southeast Wastewater Treatment Plant</td>
<td>R</td>
<td>29,000</td>
<td>0</td>
<td>29,000</td>
</tr>
<tr>
<td>47023</td>
<td>Northwest Wastewater Treatment Plant</td>
<td>R</td>
<td>10,950</td>
<td>0</td>
<td>10,950</td>
</tr>
<tr>
<td></td>
<td>Pump for EQ Basin</td>
<td>R</td>
<td>43,550</td>
<td>0</td>
<td>43,550</td>
</tr>
<tr>
<td></td>
<td>Pump for Trickling Filter</td>
<td>R</td>
<td>5,700</td>
<td>0</td>
<td>5,700</td>
</tr>
<tr>
<td>47025</td>
<td>Sewage Lift Stations</td>
<td>R</td>
<td>7,000</td>
<td>0</td>
<td>7,000</td>
</tr>
<tr>
<td></td>
<td>Short Street Lift Station ABS Pump</td>
<td>R</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
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<tr>
<td></td>
<td><strong>FUND TOTAL</strong></td>
<td></td>
<td>169,700</td>
<td>0</td>
<td>169,700</td>
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<tr>
<td>47200</td>
<td>Refuse and Recycling</td>
<td>R</td>
<td>17,500</td>
<td>0</td>
<td>17,500</td>
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<tr>
<td></td>
<td><strong>FUND TOTAL</strong></td>
<td></td>
<td>17,500</td>
<td>0</td>
<td>17,500</td>
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<tr>
<td></td>
<td><strong>TOTAL ALL FUNDS</strong></td>
<td></td>
<td>193,840</td>
<td>0</td>
<td>193,840</td>
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</table>

*R=replacement/A=addition
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DIVISION ACCOUNT NUMBER</th>
<th>DIVISION</th>
<th>ACCOUNT NUMBER</th>
<th>ISSUE/MATURITY DATE</th>
<th>INTEREST RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVERNMENTAL FUND TYPES</td>
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<td></td>
</tr>
<tr>
<td>GENERAL OBLIGATION BONDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010 A G.O. Bonds</td>
<td>43015</td>
<td>Bank of New York</td>
<td>St. Louis, MO</td>
<td>07-01-10</td>
<td>07-01-30</td>
</tr>
<tr>
<td>(Construction of Public Safety Center)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010 B G.O. Bonds</td>
<td>43015</td>
<td>Bank of New York</td>
<td>St. Louis, MO</td>
<td>07-01-10</td>
<td>07-01-30</td>
</tr>
<tr>
<td>(Construction of Public Safety Center)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011 G.O. Bonds</td>
<td>43016</td>
<td>Bank of New York</td>
<td>St. Louis, MO</td>
<td>10-20-11</td>
<td>12-01-24</td>
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<tr>
<td>(Construction of Fire Station)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Refund 2004 G.O. Refunding Bonds)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Construction of City Hall/Civic Center)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2013 G.O. Bonds</td>
<td>43017</td>
<td>Bank of New York</td>
<td>St. Louis, MO</td>
<td>04-02-13</td>
<td>12-01-19</td>
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<tr>
<td>(Refund 2003 G.O. Refunding Bonds)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(University Mall - Addition)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Reconstruction of Schwartz St.)</td>
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</tr>
<tr>
<td>NOTES PAYABLE</td>
<td></td>
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</tr>
<tr>
<td>Fire Station #1 Retrofit &amp; Rebuild</td>
<td>40151</td>
<td>Old National Bank</td>
<td></td>
<td>10-01-02</td>
<td>10-01-22</td>
</tr>
<tr>
<td>** Rate Adjustment 11/01/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Pumper</td>
<td>40151</td>
<td>First Southern Bank</td>
<td></td>
<td>12-17-13</td>
<td>12-17-23</td>
</tr>
<tr>
<td>Quint Fire Truck</td>
<td>40151</td>
<td>Bank of Carbondale</td>
<td></td>
<td>06-07-17</td>
<td>06-07-27</td>
</tr>
<tr>
<td>Four Dump Trucks</td>
<td>40350</td>
<td>TBD</td>
<td></td>
<td>03-14-19</td>
<td>03/14/29</td>
</tr>
<tr>
<td>Downtown Streetscape Loan</td>
<td>43019</td>
<td>Bank of Carbondale</td>
<td></td>
<td>07-20-17</td>
<td>06-01-22</td>
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<tr>
<td>TOTAL GOVERNMENTAL FUND TYPES</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>FREQUENCY OF PAYMENTS</td>
<td>ORIGINAL AMOUNT</td>
<td>OUTSTANDING BALANCE 5-01-2021</td>
<td>ADDITIONS FY 2021</td>
<td>FY 2021 PRINCIPAL PAYMENTS</td>
<td>FY 2021 INTEREST PAYMENTS</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------</td>
<td>-----------------------------</td>
<td>----------------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>SEMI-ANNUAL</td>
<td>4,000,000</td>
<td>4,000,000</td>
<td>0</td>
<td>248,900</td>
<td>4,000,000</td>
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<tr>
<td>SEMI-ANNUAL</td>
<td>3,991,000</td>
<td>890,000</td>
<td>440,000</td>
<td>46,955</td>
<td>450,000</td>
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<tr>
<td>SEMI-ANNUAL</td>
<td>6,625,000</td>
<td>3,765,000</td>
<td>725,000</td>
<td>172,050</td>
<td>3,040,000</td>
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<tr>
<td>SEMI-ANNUAL</td>
<td>2,210,000</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>MONTHLY</td>
<td>750,000</td>
<td>132,914</td>
<td>52,224</td>
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<td>80,690</td>
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<td>MONTHLY</td>
<td>363,440</td>
<td>148,194</td>
<td>38,522</td>
<td>4,574</td>
<td>109,672</td>
</tr>
<tr>
<td>MONTHLY</td>
<td>970,149</td>
<td>726,474</td>
<td>91,552</td>
<td>22,214</td>
<td>634,922</td>
</tr>
<tr>
<td>MONTHLY</td>
<td>460,000</td>
<td>419,730</td>
<td>41,613</td>
<td>11,176</td>
<td>378,117</td>
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<tr>
<td>SEMI-ANNUAL</td>
<td>2,000,000</td>
<td>1,200,000</td>
<td>400,000</td>
<td>31,488</td>
<td>800,000</td>
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<tr>
<td></td>
<td>21,369,589</td>
<td>11,282,312</td>
<td>0</td>
<td>1,788,911</td>
<td>539,942</td>
</tr>
</tbody>
</table>
## CITY OF CARBONDALE, ILLINOIS
### MASTER DEBT SERVICE SCHEDULE
### FISCAL YEAR 2021

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DIVISION</th>
<th>ACCOUNT NUMBER</th>
<th>PAYEE</th>
<th>ISSUE/ MATURITY DATE</th>
<th>INTEREST RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROPRIETARY FUND TYPES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GENERAL OBLIGATION BONDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011 W&amp;S Bonds (NWWTP Equaization Basin)</td>
<td></td>
<td>47049</td>
<td>First Southern Bank</td>
<td>02-15-11</td>
<td>3.900%</td>
</tr>
<tr>
<td>2013 W&amp;S Bonds (Refund of IEPA SEWWTP Upgrage Loan)</td>
<td></td>
<td>47049</td>
<td>Bank of New York</td>
<td>04-02-13</td>
<td>2.347%</td>
</tr>
<tr>
<td><strong>NOTES PAYABLE</strong></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>EPA Loan - WS 0202 (Water Storage Facility)</td>
<td></td>
<td>47049</td>
<td>State of Illinois</td>
<td>04-30-14</td>
<td>2.295%</td>
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<tr>
<td>NWWTTP Terminal Lift Station</td>
<td></td>
<td>47049</td>
<td>First Southern Bank</td>
<td>04-09-09</td>
<td>4.125%</td>
</tr>
<tr>
<td>Sewer Jet Truck</td>
<td></td>
<td>47049</td>
<td>First Southern Bank</td>
<td>04-05-10</td>
<td>4.400%</td>
</tr>
<tr>
<td>Sewer Camera / Van</td>
<td></td>
<td>47049</td>
<td>First Southern Bank</td>
<td>01-31-11</td>
<td>4.625%</td>
</tr>
<tr>
<td><strong>Rate Adjustment 02/05/2017</strong></td>
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<tr>
<td>Refuse Truck</td>
<td></td>
<td>47200</td>
<td>TBD</td>
<td>11-01-19</td>
<td>3.800%</td>
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</table>

### TOTAL PROPRIETARY FUNDS

### TOTAL ALL CITY FUNDS
<table>
<thead>
<tr>
<th>FREQUENCY OF PAYMENTS</th>
<th>ORIGINAL AMOUNT</th>
<th>OUTSTANDING BALANCE 5-01-2020</th>
<th>ADDITIONS FY 2021</th>
<th>FY 2021 PRINCIPAL PAYMENTS</th>
<th>FY 2021 INTEREST PAYMENTS</th>
<th>OUTSTANDING BALANCE 4-30-2021</th>
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</thead>
<tbody>
<tr>
<td>SEMI-ANNUAL</td>
<td>1,100,000</td>
<td>440,000</td>
<td>73,333</td>
<td>17,160</td>
<td>366,667</td>
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<tr>
<td>SEMI-ANNUAL</td>
<td>6,805,000</td>
<td>3,280,000</td>
<td>630,000</td>
<td>74,988</td>
<td>2,650,000</td>
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<td>SEMI-ANNUAL</td>
<td>3,670,834</td>
<td>2,122,650</td>
<td>124,924</td>
<td>48,002</td>
<td>1,997,726</td>
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<tr>
<td>MONTHLY</td>
<td>916,000</td>
<td>504,598</td>
<td>47,247</td>
<td>19,931</td>
<td>457,351</td>
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</tr>
<tr>
<td>MONTHLY</td>
<td>240,440</td>
<td>29,115</td>
<td>29,115</td>
<td>702</td>
<td>0</td>
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<tr>
<td>MONTHLY</td>
<td>114,000</td>
<td>11,370</td>
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<tr>
<td>MONTHLY</td>
<td>336,310</td>
<td>0</td>
<td>336,310</td>
<td>11,614</td>
<td>5,252</td>
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<tr>
<td></td>
<td>13,182,584</td>
<td>6,387,733</td>
<td>336,310</td>
<td>927,603</td>
<td>166,252</td>
<td>5,796,440</td>
</tr>
<tr>
<td></td>
<td>34,552,173</td>
<td>17,670,045</td>
<td>336,310</td>
<td>2,716,514</td>
<td>706,194</td>
<td>15,289,842</td>
</tr>
</tbody>
</table>
### CITY OF CARBONDALE, ILLINOIS

**PROPERTY TAX RATES PER $100 OF EQUALIZED ASSESSED VALUATION**

**ALL OVERLAPPING GOVERNMENTS**

**LAST TEN FISCAL YEARS**

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR PAYABLE</td>
<td>2010</td>
<td>2011</td>
<td>2012</td>
<td>2013</td>
</tr>
<tr>
<td>ASSESSMENT YEAR</td>
<td>2009</td>
<td>2010</td>
<td>2011</td>
<td>2012</td>
</tr>
<tr>
<td>STATE MULTIPLIER</td>
<td>1.03190</td>
<td>1.00000</td>
<td>1.00000</td>
<td>1.00000</td>
</tr>
</tbody>
</table>

#### Equalized assessed valuation by type:

<table>
<thead>
<tr>
<th>Type</th>
<th>2011 Value</th>
<th>2012 Value</th>
<th>2013 Value</th>
<th>2014 Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>$143,365,916</td>
<td>$144,707,179</td>
<td>$142,921,684</td>
<td>$139,065,243</td>
</tr>
<tr>
<td>Industrial</td>
<td>4,809,939</td>
<td>1,906,639</td>
<td>1,948,410</td>
<td>2,047,634</td>
</tr>
<tr>
<td>Farm</td>
<td>385,843</td>
<td>3,293,149</td>
<td>3,341,186</td>
<td>3,363,811</td>
</tr>
<tr>
<td>State R.R.</td>
<td>468,138</td>
<td>544,585</td>
<td>648,177</td>
<td>674,504</td>
</tr>
<tr>
<td>Total Taxable Assessed Value</td>
<td>$302,138,389</td>
<td>$306,422,303</td>
<td>$302,527,033</td>
<td>$299,971,641</td>
</tr>
</tbody>
</table>

#### City Government:

<table>
<thead>
<tr>
<th>Service</th>
<th>2011 Value</th>
<th>2012 Value</th>
<th>2013 Value</th>
<th>2014 Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMRF Pension</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Firemens Pension</td>
<td>0.00000</td>
<td>0.26436</td>
<td>0.26799</td>
<td>0.28340</td>
</tr>
<tr>
<td>Police Pension</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Street Lighting</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Public Benefit</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Debt Service - G.O. Bonds</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Total City Government</td>
<td>0.00000</td>
<td>0.26436</td>
<td>0.26799</td>
<td>0.28340</td>
</tr>
</tbody>
</table>

#### Public Library:

<table>
<thead>
<tr>
<th>Service</th>
<th>2011 Value</th>
<th>2012 Value</th>
<th>2013 Value</th>
<th>2014 Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>0.26892</td>
<td>0.27824</td>
<td>0.29613</td>
<td>0.31318</td>
</tr>
<tr>
<td>Debt Service - G.O. Bonds</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Total Public Library</td>
<td>0.26892</td>
<td>0.27824</td>
<td>0.29613</td>
<td>0.31318</td>
</tr>
</tbody>
</table>

| Total Municipal Rate | 0.26892 | 0.54260 | 0.56412 | 0.59658 |

#### Overlapping Governments:

<table>
<thead>
<tr>
<th>Service</th>
<th>2011 Value</th>
<th>2012 Value</th>
<th>2013 Value</th>
<th>2014 Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson County</td>
<td>1.30888</td>
<td>1.38811</td>
<td>1.45386</td>
<td>1.51971</td>
</tr>
<tr>
<td>Carbondale Township</td>
<td>0.22748</td>
<td>0.23583</td>
<td>0.24570</td>
<td>0.25837</td>
</tr>
<tr>
<td>Southern Illinois Airport</td>
<td>0.09207</td>
<td>0.20716</td>
<td>0.21342</td>
<td>0.22015</td>
</tr>
<tr>
<td>Carbondale Park District</td>
<td>0.45558</td>
<td>0.55704</td>
<td>0.47606</td>
<td>0.49920</td>
</tr>
<tr>
<td>Carbondale Mosquito Abatement</td>
<td>0.03239</td>
<td>0.03172</td>
<td>0.03316</td>
<td>0.03484</td>
</tr>
<tr>
<td>Carbondale Road and Bridge</td>
<td>0.08789</td>
<td>0.09113</td>
<td>0.09494</td>
<td>0.09984</td>
</tr>
<tr>
<td>Logan Jr. College #530</td>
<td>0.54132</td>
<td>0.55299</td>
<td>0.54866</td>
<td>0.55500</td>
</tr>
<tr>
<td>Carbondale High School #165</td>
<td>1.90722</td>
<td>2.24035</td>
<td>2.13982</td>
<td>2.23954</td>
</tr>
<tr>
<td>Carbondale Grade School #95</td>
<td>3.08072</td>
<td>3.32258</td>
<td>3.42028</td>
<td>3.58913</td>
</tr>
<tr>
<td>Total tax rate within School District #95</td>
<td>$8.00247</td>
<td>$9.16951</td>
<td>$9.19002</td>
<td>$9.61236</td>
</tr>
</tbody>
</table>

| 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
<table>
<thead>
<tr>
<th>Year</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>$135,796,264</td>
<td>$136,878,103</td>
<td>$136,476,047</td>
<td>$139,494,953</td>
<td>$139,006,110</td>
<td>$132,440,218</td>
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<tr>
<td>Costs</td>
<td>154,024,170</td>
<td>154,202,953</td>
<td>159,539,300</td>
<td>161,065,740</td>
<td>164,219,022</td>
<td>162,751,342</td>
</tr>
<tr>
<td>Total</td>
<td>709,813</td>
<td>696,644</td>
<td>789,721</td>
<td>768,592</td>
<td>672,081</td>
<td>785,530</td>
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</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Costs</td>
<td>0.24059</td>
<td>0.25290</td>
<td>0.09241</td>
<td>0.24589</td>
<td>0.24371</td>
<td>0.09268</td>
</tr>
<tr>
<td>Total</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Net Income</td>
<td>0.31774</td>
<td>0.34791</td>
<td>0.34204</td>
<td>0.33691</td>
<td>0.33393</td>
<td>0.34306</td>
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<table>
<thead>
<tr>
<th>Year</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>0.32845</td>
<td>0.33669</td>
<td>0.34134</td>
<td>0.34093</td>
<td>0.33769</td>
<td>0.35189</td>
</tr>
<tr>
<td>Costs</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
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<tr>
<td>Total</td>
<td>0.64619</td>
<td>0.68460</td>
<td>0.68338</td>
<td>0.67784</td>
<td>0.67162</td>
<td>0.69495</td>
</tr>
<tr>
<td>Net Income</td>
<td>1.57822</td>
<td>1.60448</td>
<td>1.64610</td>
<td>1.64605</td>
<td>1.69302</td>
<td>1.76717</td>
</tr>
<tr>
<td>Costs</td>
<td>0.27109</td>
<td>0.27712</td>
<td>0.28050</td>
<td>0.28049</td>
<td>0.28371</td>
<td>0.29850</td>
</tr>
<tr>
<td>Total</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Net Income</td>
<td>0.56396</td>
<td>0.58817</td>
<td>0.61450</td>
<td>0.61446</td>
<td>0.62168</td>
<td>0.62761</td>
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<tr>
<td>Costs</td>
<td>0.23856</td>
<td>0.23908</td>
<td>0.24208</td>
<td>0.24077</td>
<td>0.25021</td>
<td>0.24965</td>
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<tr>
<td>Total</td>
<td>3.75140</td>
<td>3.83904</td>
<td>3.88060</td>
<td>3.88063</td>
<td>4.06480</td>
<td>4.31129</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>3.10913</td>
<td>3.14206</td>
<td>3.22720</td>
<td>3.14690</td>
<td>3.12901</td>
<td>3.16787</td>
</tr>
<tr>
<td>Total</td>
<td>2.62235</td>
<td>2.63956</td>
<td>2.67450</td>
<td>2.66141</td>
<td>2.64291</td>
<td>2.75646</td>
</tr>
<tr>
<td>GLOSSARY OF TERMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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.

**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.

**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,
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.

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.

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.

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
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.

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.

LEASE-PURCHASE AGREEMENTS – Contractual agreements that are termed leases but that in substance are purchase contracts.

LEY – 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
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.

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.

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&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.

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 policy 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.

PLEDGED 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.

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 appropriable 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.

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”.

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 agovernments 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.

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.

UNDEFCACED – 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.