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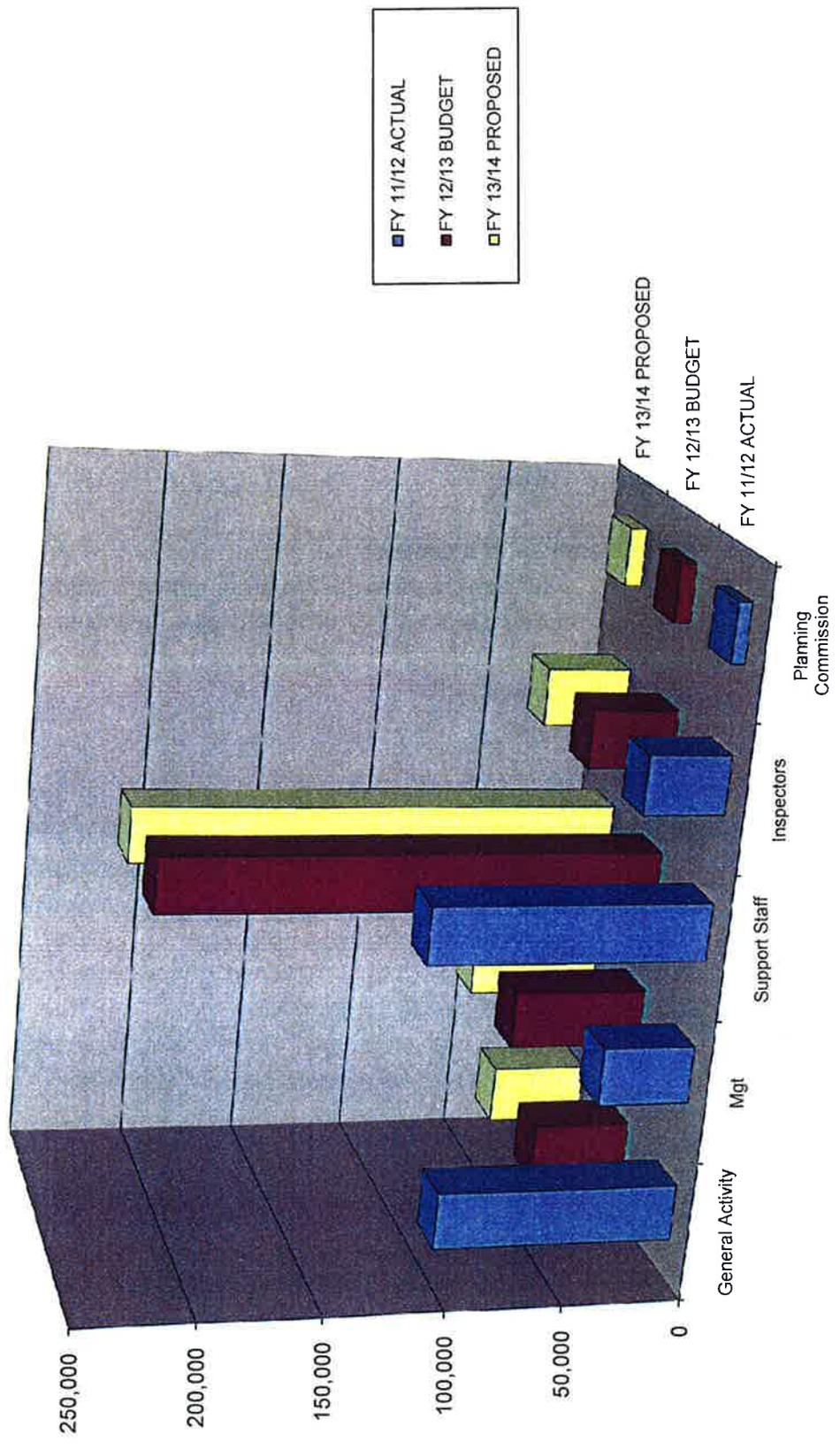
**VILLAGE OF BRADLEY**  
**Fiscal Year '13/'14 Budget**

**GENERAL FUND SUMMARY**

**Building Standards**

<b><u>REVENUES</u></b>	<b><u>FY 11/12</u></b>	<b><u>FY 12/13</u></b>	<b><u>FY 13/14</u></b>	<b>PERCENT</b>
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>PROPOSED</u></b>	<b>CHANGE</b>
Building Permits	74,581	50,000	100,000	100.00%
Plan Review Fees	28,690	20,000	25,000	25.00%
Rental Inspections	0	25,000	0	-100.00%
Zoning Fees	3,720	4,000	5,000	25.00%
Other Income	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
<b>TOTAL REVENUES</b>	<b>106,991</b>	<b>99,000</b>	<b>130,000</b>	<b>31.31%</b>
 <b><u>EXPENDITURES</u></b>				
General Activity	101,674	41,400	43,100	4.11%
Management	37,701	56,605	60,433	6.76%
Support Staff	116,135	212,857	290,886	36.66%
Inspectors	33,989	36,193	37,290	3.03%
Planning Commission	<u>5,574</u>	<u>7,200</u>	<u>6,500</u>	-9.72%
<b>TOTAL EXPENDITURES</b>	<b>295,073</b>	<b>354,255</b>	<b>438,209</b>	<b>23.70%</b>

# Village of Bradley Building Standards



**Village of Bradley  
Fiscal Year '13/'14 Budget**

**General Fund**

**BUILDING STANDARDS**

**General Activity**

**10-81-00**

5109	Telephone - Mobile Mobile phones for inspectors	2,200
5110	Telephone - Office	800
5210	Vehicle Repair & Maintenance Oil changes, brakes, tires & alignments, radio repair, unforeseen maintenance to inspectors vehicles	3,000
5220	Vehicle Fuel, Gas & Oil	1,500
5221	Mileage	400
5410	Office Supplies Additional filing supplies for rental inspections, mailing supplies, certificate supplies for inspections and various, miscellaneous office supplies	5,000
5415	Office Equipment Repair & Maintenance Repairs and maintenance to office copier, computers and printers, office machines and telephones	1,000
5430	Postage	150
5450	Computer Software Additional permit tracking software training	1,500
5460	Computer Hardware Replace or upgrade office computer hardware	1,000
5890	General Supplies Various non-office supplies	700
6410	Memberships	250

7321	Plan Review Architect Fees Plan review fees for new development and residential improvements - fee supported	25,000
7340	Other Fees & Services	500
8990	Miscellaneous	<u>100</u>
<b>Total General Activity</b>		<b>43,100</b>

### Management

#### 10-81-01

5011	Salary - Management Building Standards Superintendent (50%)	37,312
5023	Stipends Clothing allowance, CDL stipend	1,125
6046	Dental Insurance Village cost for employee dental insurance	400
6047	Life and Disability Insurance Village cost for employee life and disability insurance	151
6050	Medical Insurance Village cost for 80% of employee medical insurance	9,168
6052	IMRF Village portion for IMRF pension cost	4,772
6053	FICA Village portion of FICA cost	2,314
6054	Medicare Village portion of Medicare cost	541
6515	Literature & Periodicals	750
7210	Training & Schooling ICC Conference IAFSM Conference SSBOA Conference	3,000

7212	Travel & Lodging	500
7213	Meals & Per Diem	300
8990	Miscellaneous	<u>100</u>
<b>Total Management</b>		<b>60,433</b>

**Support Staff**

**10-81-10**

5011	Wages - Support Staff Administrative Assistant - 2 Building Inspector - 2	204,000
5013	Overtime - Support Staff	500
5023	Stipends Clothing allowances for three employees	4,800
6046	Dental Insurance Village cost for employee dental insurance	1,599
6047	Life and Disability Insurance Village cost for employee life and disability insurance	457
6050	Medical Insurance Village cost for 80% of employee medical insurance	37,436
6052	IMRF Village portion for IMRF pension cost	24,888
6053	FICA Village portion of FICA cost	12,648
6054	Medicare Village portion of Medicare cost	2,958
7210	Training and Schooling Continuing education for inspectors	1,500

7213	Meals and Per Diem	<u>100</u>
	Cost for meals while attending training	
<b>Total Support Staff</b>		<b>290,886</b>

**Building Inspectors**

**10-81-34**

5020	Salary - HVAC Inspector	10,184
5021	Salary - Plumbing Inspector	10,184
5022	Salary - Electrical Inspector	10,184
5109	Telephone - Mobile	1,000
5221	Mileage	2,000
6053	FICA	1,895
	Village portion of FICA cost	
6054	Medicare	443
	Village portion of Medicare cost	
7210	Training and Schooling	900
	Continuing education for inspectors	
7212	Travel & Lodging	400
	Travel and room costs for attending training	
7213	Meals & Per Diem	<u>100</u>
	Cost for meals while attending training	
<b>Total Building Inspectors</b>		<b>37,290</b>

**Planning Commission**

**10-81-36**

5012	Salary - Plan Commission	<u>6,500</u>
<b>Total Planning Commission</b>		<b>6,500</b>
<b>TOTAL BUILDING STANDARDS</b>		<b>438,209</b>

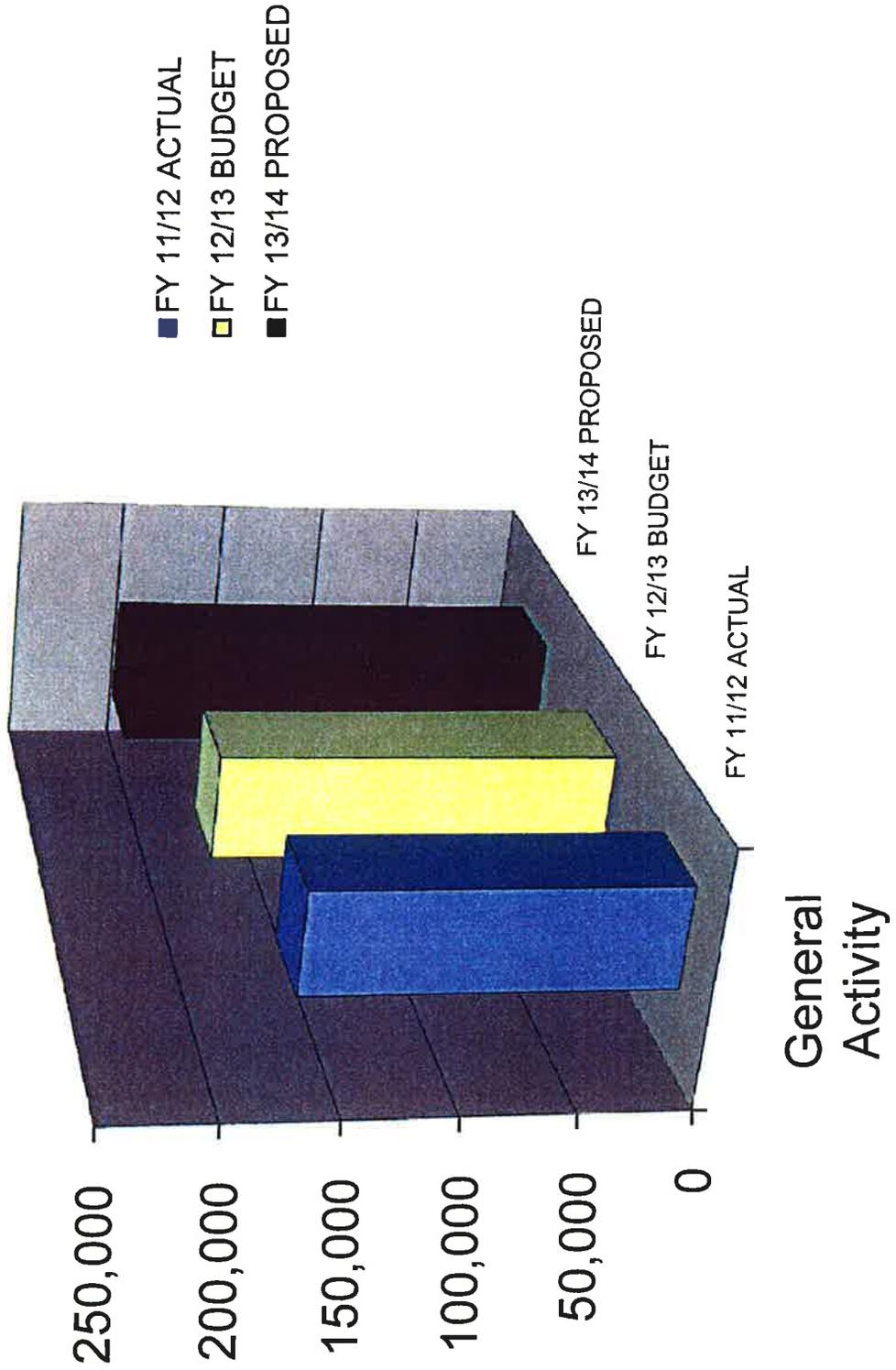
VILLAGE OF BRADLEY  
Fiscal Year '13/'14 Budget

GENERAL FUND SUMMARY

Economic Incentive

<u>EXPENDITURES</u>	<u>FY 11/12 ACTUAL</u>	<u>FY 12/13 BUDGET</u>	<u>FY 13/14 PROPOSED</u>	<u>PERCENT CHANGE</u>
General Activity	<u>165,449</u>	<u>181,700</u>	<u>204,200</u>	12.38%
<b>TOTAL EXPENDITURES</b>	<b>165,449</b>	<b>181,700</b>	<b>204,200</b>	<b>12.38%</b>

# Village of Bradley Economic Incentive



**Village of Bradley  
Fiscal Year '13/'14 Budget**

**General Fund**

**ECONOMIC INCENTIVE/DEVELOPMENT**

**10-90-00**

8155	Fire Protection Assessment	1,700
	Payment to Bourbonnais Fire District for Uncovered Homes	
8160	Taylor Chrysler Sales Tax Rebate	135,000
8161	Turk Furniture Sales Tax Rebate	17,500
8162	Northfield Square Sales Tax Rebate	<u>50,000</u>
<b>TOTAL ECONOMIC INCENTIVE/DEVELOPMENT</b>		<b>204,200</b>

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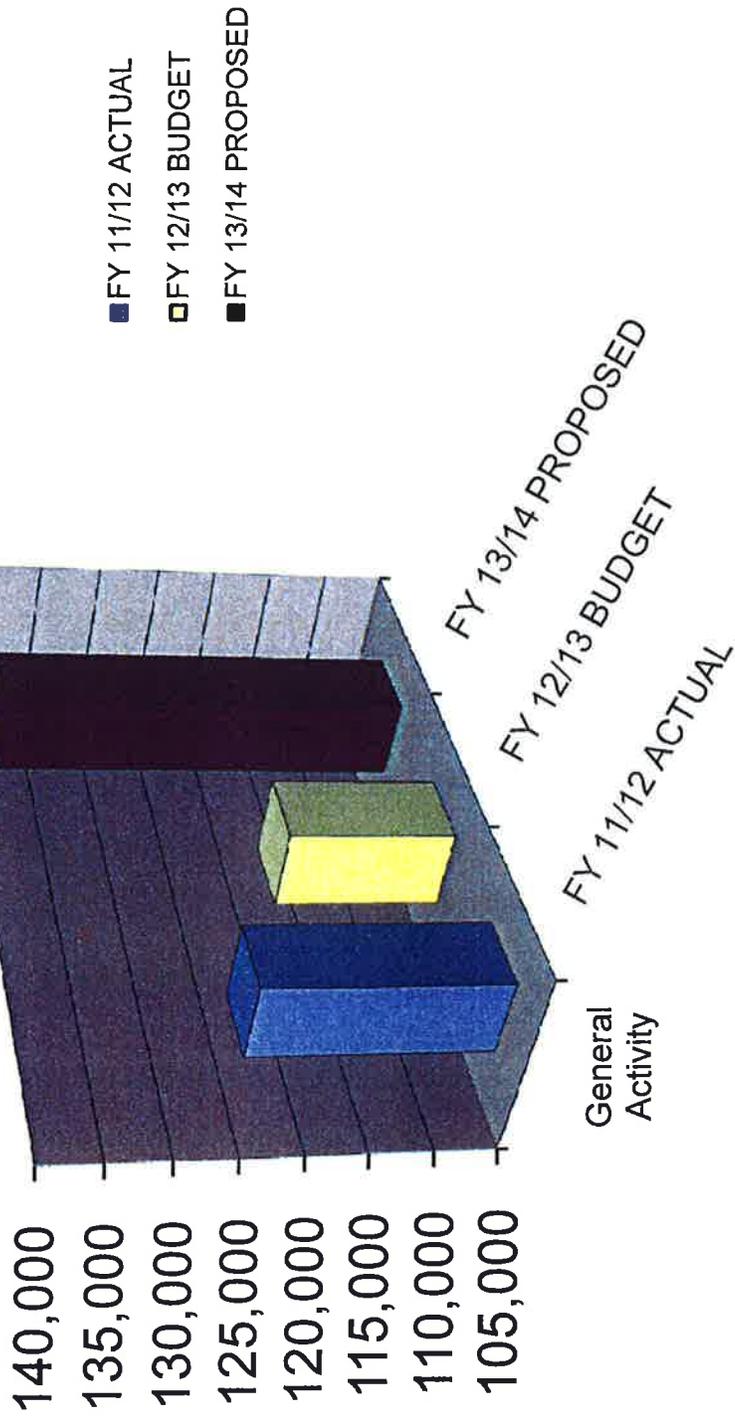
VILLAGE OF BRADLEY  
Fiscal Year '13/'14 Budget

GENERAL FUND SUMMARY

Information Technology

<u>EXPENDITURES</u>	<u>FY 11/12 ACTUAL</u>	<u>FY 12/13 BUDGET</u>	<u>FY 13/14 PROPOSED</u>	<u>PERCENT CHANGE</u>
General Activity	<u>124,530</u>	<u>118,585</u>	<u>138,701</u>	16.96%
<b>TOTAL EXPENDITURES</b>	<b>124,530</b>	<b>118,585</b>	<b>138,701</b>	<b>16.96%</b>

# Village of Bradley Information Technology



**Village of Bradley  
Fiscal Year '13/'14 Budget**

**General Fund**

**INFORMATION TECHNOLOGY**

**10-95-00**

5011	Wages - Information Technology	62,501
5023	Stipends	1,200
	Clothing Allowance	
5024	Contract Labor	10,000
5109	Telephone - Mobile	1,500
5110	Telephone - Office	4,500
	T1 Line	
5116	Tech Support Modem	1,000
5117	Internet Access	2,700
5221	Mileage	200
5330	Equipment Purchase	1,000
	Printer	
5410	Office Supplies	700
5417	Software Maintenance	20,000
	14 Annual Maintenance/Support Contracts for Software	
5418	Hardware Maintenance	1,000
	Service Work on Network Hardware	
5420	Department Projects	7,500
	ONW Server; Router Box; SEC CA	
5450	Software Purchase	1,000
	Upgrading/Replacing Network Software	

5460	Hardware Purchase New Network Towers	3,500
5890	General Supplies ID & fuel	750
6046	Dental Insurance Village cost for employee dental insurance	258
6047	Life and Disability Insurance Village cost for employee life and disability insurance	301
6050	Medical Insurance Village cost for 80% of employee medical insurance	6,183
6052	IMRF Village portion for IMRF pension cost	7,405
6053	FICA Village portion of FICA cost	4,054
6054	Medicare Village portion of Medicare cost	949
6410	Memberships	100
7210	Training & Registration	100
7213	Meals & Per Diem	100
8990	Miscellaneous	<u>200</u>
<b>TOTAL INFORMATION TECHNOLOGY</b>		<b>138,701</b>

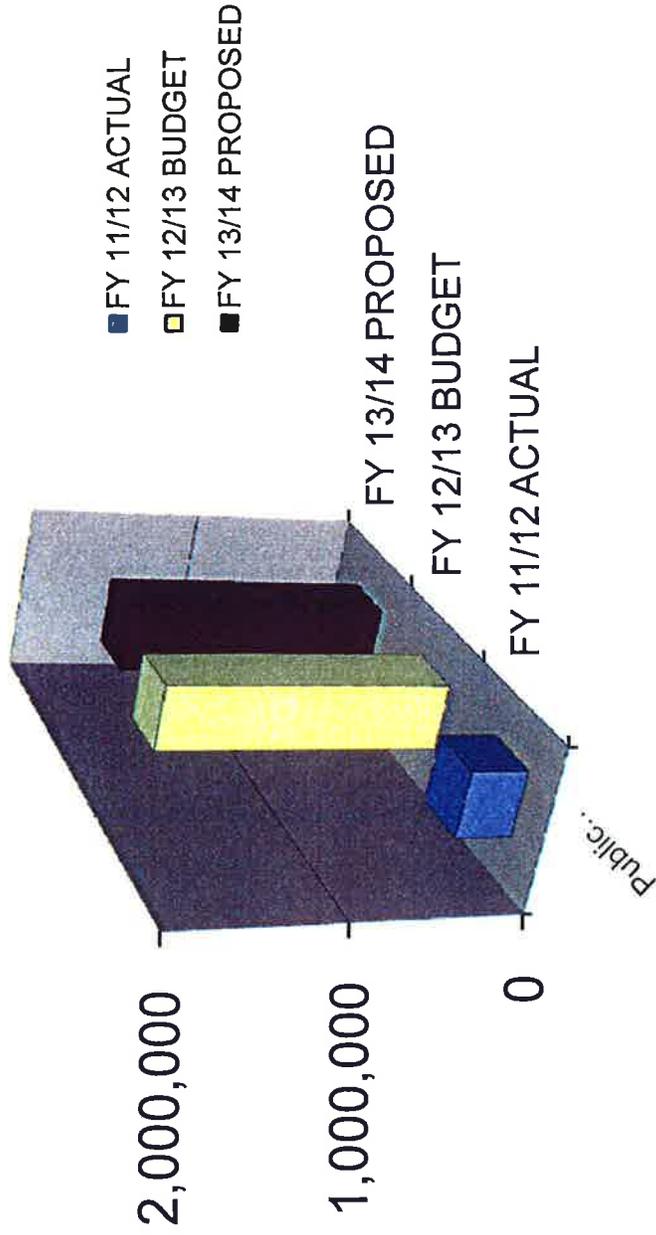
**VILLAGE OF BRADLEY**  
**Fiscal Year '13/'14 Budget**

**CAPITAL IMPROVEMENT FUND SUMMARY**

<u>REVENUES</u>	<u>FY 11/12</u> <u>ACTUAL</u>	<u>FY 12/13</u> <u>BUDGET</u>	<u>FY 13/14</u> <u>PROPOSED</u>	<u>PERCENT</u> <u>CHANGE</u>
Transfers In From Other Funds	449,747	186,800	320,000	71.31%
Video Gaming Revenue	0	0	25,000	100.00%
Other Income	331	820,000	820,000	0.00%
State Grants	0	520,200	205,000	-60.59%
Interest Income	<u>25</u>	<u>0</u>	<u>0</u>	0.00%
<b>TOTAL REVENUES</b>	<b>450,103</b>	<b>1,527,000</b>	<b>1,370,000</b>	<b>-10.28%</b>
 <b><u>EXPENDITURES</u></b>				
Public Property Improvements	<u>327,514</u>	<u>1,679,756</u>	<u>1,567,000</u>	-6.71%
<b>TOTAL EXPENDITURES</b>	<b>327,514</b>	<b>1,679,756</b>	<b>1,567,000</b>	<b>-6.71%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>122,589</b>	<b>(152,756)</b>	<b>(197,000)</b>	
<b>Beginning Fund Balance</b>		<b>223,521</b>	<b>70,765</b>	
<b>Ending Fund Balance *</b>		<b>70,765</b>	<b>(126,235)</b>	

\* - The General Fund will be transferring \$120,000 into the Capital Projects Fund at the end of FY 12/13. This is not reflected in this budget presentation because it is not certain to happen. If the transfer does not happen, \$120,000 in expenditures will not happen in FY 13/14 and the ending fund balance for FY 13/14 will be \$113,765.

# Village of Bradley Capital Improvement Fund - Expenditures



**Village of Bradley  
Fiscal Year '13/'14 Budget**

**Capital Improvement Fund**

**20-01-00**

5515	Bldg. & Property Improvements		1,567,000
	Curb and Sidewalk Program	25,000	
	Rt 50 Shared Path	282,000	
	Kennedy Point Bond Improvements	820,000	
	2013 Alley Program	120,000	
	Lil's Park Improvements	<u>320,000</u>	
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>			<b>1,567,000</b>

**VILLAGE OF BRADLEY**  
**Fiscal Year '13/'14 Budget**

**RETIREMENT SEPARATION FUND SUMMARY**

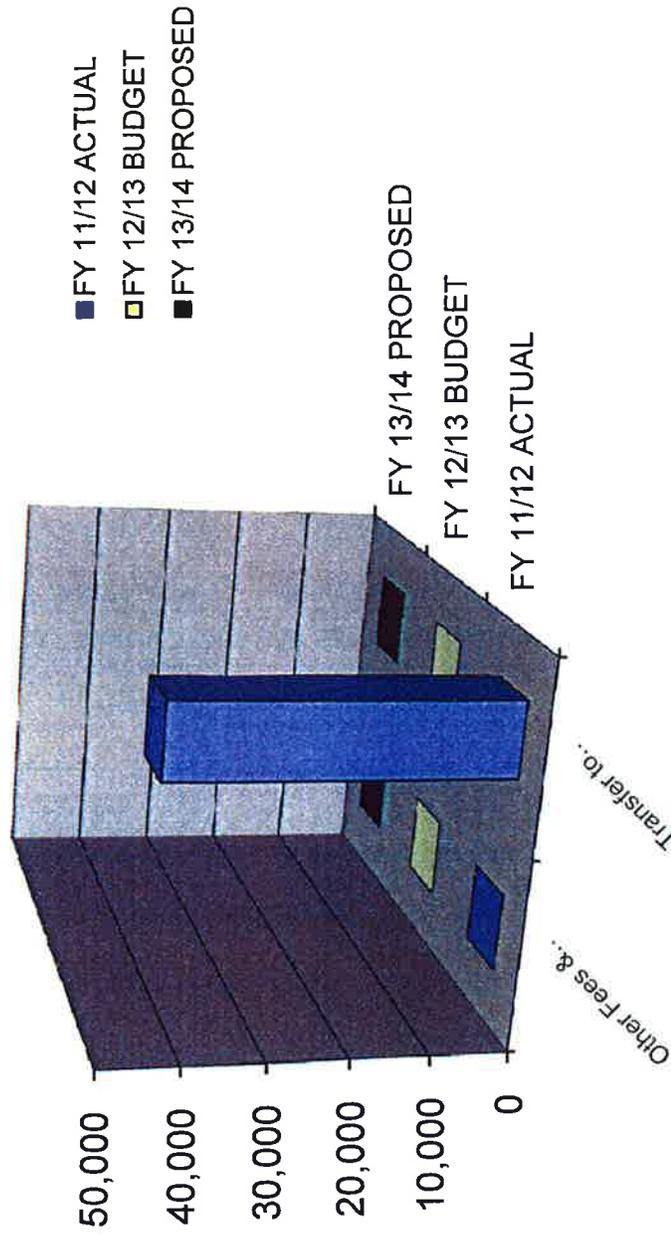
<b><u>REVENUES</u></b>	<b><u>FY 11/12</u></b>	<b><u>FY 12/13</u></b>	<b><u>FY 13/14</u></b>	<b>PERCENT</b>
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>PROPOSED</u></b>	<b>CHANGE</b>
Transfer from General Fund	<u>0</u>	<u>500,000</u>	<u>0</u>	100.00%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>100.00%</b>
 <b><u>EXPENDITURES</u></b>				
General Activity	<u>0</u>	<u>120,000</u>	<u>0</u>	0.00%
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>120,000</b>	<b>0</b>	<b>0.00%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>0</b>	<b>380,000</b>	<b>0</b>	
<b>Beginning Fund Balance</b>		<b>0</b>	<b>380,000</b>	
<b>Ending Fund Balance</b>		<b>380,000</b>	<b>380,000</b>	

**VILLAGE OF BRADLEY**  
**Fiscal Year '13/'14 Budget**

**REVOLVING LOAN FUND SUMMARY**

<b><u>REVENUES</u></b>	<b><u>FY 11/12</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 12/13</u></b> <b><u>BUDGET</u></b>	<b><u>FY 13/14</u></b> <b><u>PROPOSED</u></b>	<b>PERCENT</b> <b>CHANGE</b>
Interest Income	31,045	38,500	14,266	-62.95%
<b>TOTAL REVENUES</b>	<b>31,045</b>	<b>38,500</b>	<b>14,266</b>	<b>-62.95%</b>
 <b><u>EXPENDITURES</u></b>				
Other Fees & Services	28	0	0	0.00%
Transfer to Capital Projects Fund	43,123	0	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>43,151</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(12,106)</b>	<b>38,500</b>	<b>14,266</b>	
<b>Beginning Fund Balance</b>		<b>1,807,808</b>	<b>1,846,308</b>	
<b>Ending Fund Balance</b>		<b>1,846,308</b>	<b>1,860,574</b>	

# Village of Bradley Revolving Loan Fund



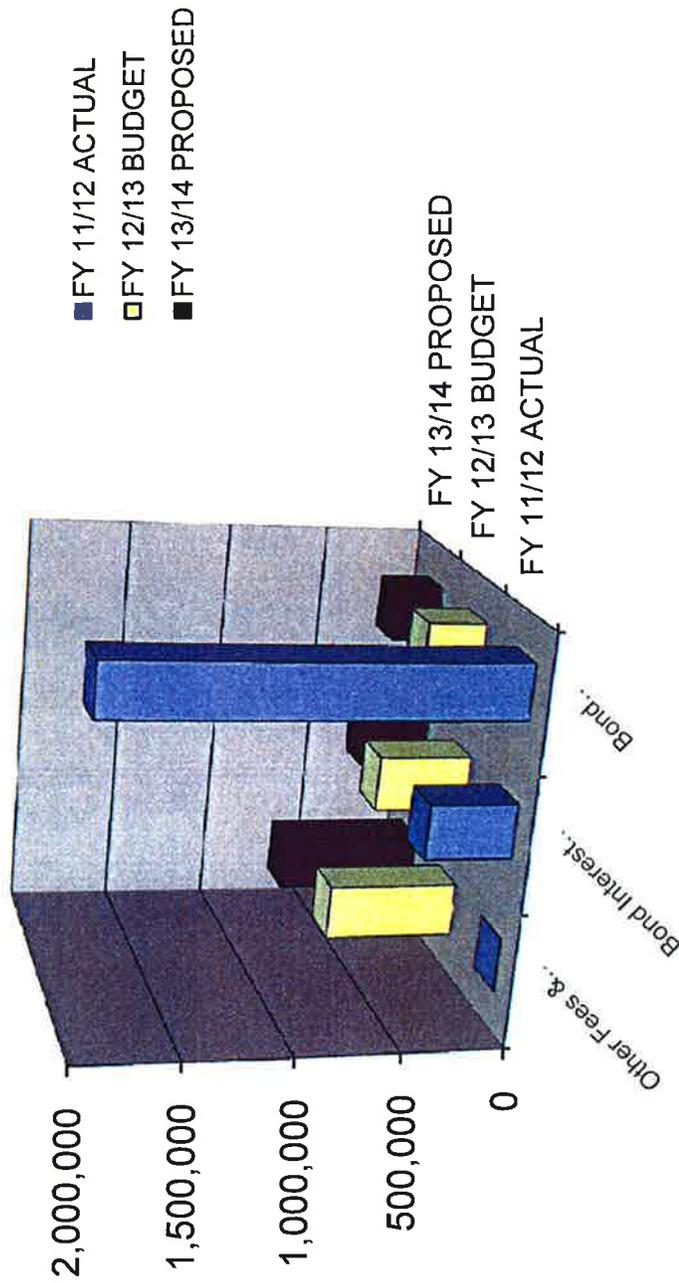
**VILLAGE OF BRADLEY**  
**Fiscal Year '13/'14 Budget**

**ROUTE 50 TIF FUND SUMMARY**

<b><u>REVENUES</u></b>	<b><u>FY 11/12</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 12/13</u></b> <b><u>BUDGET</u></b>	<b><u>FY 13/14</u></b> <b><u>PROPOSED</u></b>	<b>PERCENT</b> <b>CHANGE</b>
Property Tax Increment	750,718	747,000	825,000	10.44%
Interest Income	<u>83</u>	<u>0</u>	<u>0</u>	0.00%
<b>TOTAL REVENUES</b>	<b>750,801</b>	<b>747,000</b>	<b>825,000</b>	<b>10.44%</b>
 <b><u>EXPENDITURES</u></b>				
Other Fees & Services*	3,410	634,950	701,250	10.44%
Bond Interest Expense	420,290	456,890	340,685	-25.43%
Bond Principal Expense	<u>1,950,000</u>	<u>290,000</u>	<u>245,000</u>	-15.52%
<b>TOTAL EXPENDITURES</b>	<b>2,373,700</b>	<b>1,381,840</b>	<b>1,286,935</b>	<b>-6.87%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(1,622,899)</b>	<b>(634,840)</b>	<b>(461,935)</b>	
<b>Beginning Fund Balance</b>		<b>1,345,766</b>	<b>1,345,876</b>	
<b>Ending Fund Balance</b>		<b>1,345,876</b>	<b>1,585,191</b>	

\* - Other Fees & Services is the 85% of the annual property tax increment received each year that is transferred to the TIF Trustee (Amalgamated Bank). These funds are then used to pay the annual debt service on the TIF bonds. Therefore, the amounts seen in FY 12/13 and 13/14 for Other Fees & Services are not included in the Fund Balance calculation because the transfer is a duplication of the annual bond interest and principal expenditures.

# Village of Bradley RT 50 TIF Fund



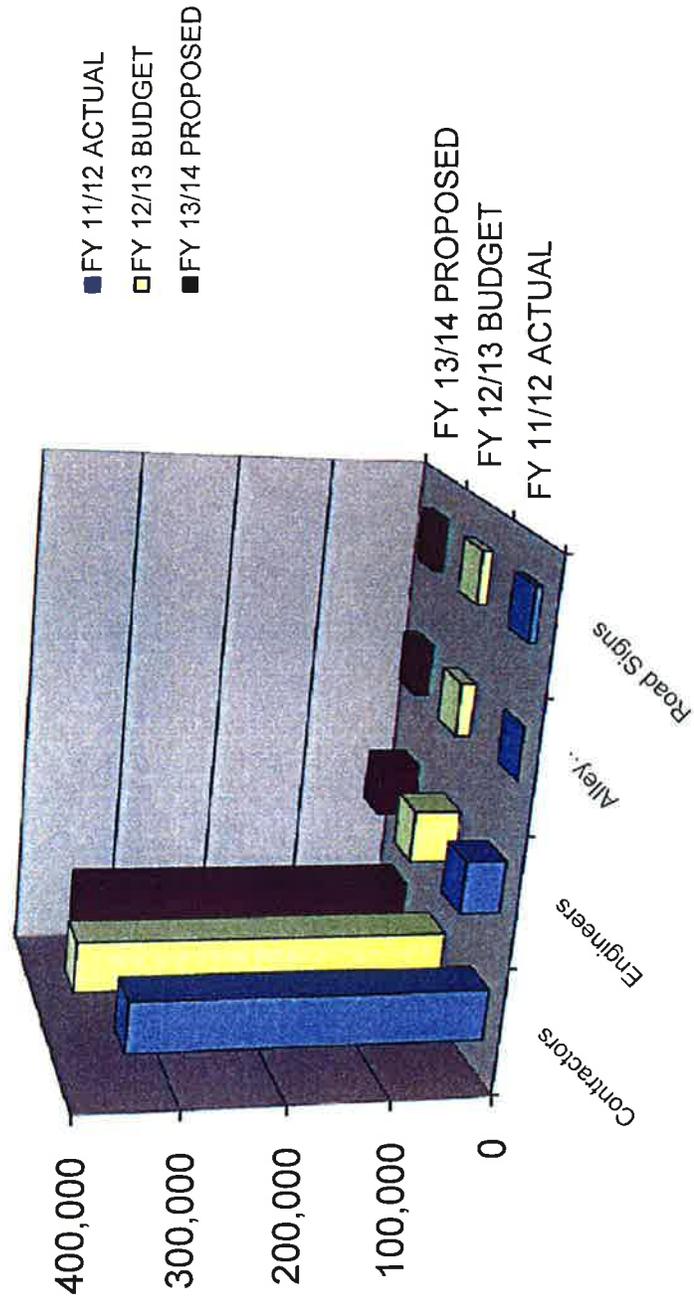
**VILLAGE OF BRADLEY**  
**Fiscal Year '13/'14 Budget**

**MOTOR FUEL TAX FUND SUMMARY**

<b><u>REVENUES</u></b>	<b><u>FY 11/12</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 12/13</u></b> <b><u>BUDGET</u></b>	<b><u>FY 13/14</u></b> <b><u>PROPOSED</u></b>	<b>PERCENT</b> <b>CHANGE</b>
Motor Fuel Tax Allotments	402,476	433,070	386,650	-10.72%
Interest Income	<u>284</u>	<u>200</u>	<u>400</u>	100.00%
<b>TOTAL REVENUES</b>	<b>402,760</b>	<b>433,270</b>	<b>387,050</b>	<b>-10.67%</b>
 <b><u>EXPENDITURES</u></b>				
Annual Maintenance - Contractors	347,166	374,000	350,000	-6.42%
Annual Maintenance - Engineers	38,624	46,500	40,000	-13.98%
Alley Improvements	0	15,000	15,000	100.00%
Road Signs	<u>6,981</u>	<u>10,000</u>	<u>10,000</u>	0.00%
<b>TOTAL EXPENDITURES</b>	<b>392,771</b>	<b>445,500</b>	<b>415,000</b>	<b>-6.85%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>9,989</b>	<b>(12,230)</b>	<b>(27,950)</b>	
<b>Beginning Fund Balance</b>		<b>373,129 *</b>	<b>360,899</b>	
<b>Ending Fund Balance</b>		<b>360,899</b>	<b>332,949</b>	

\*-Of this 4/30/12 Fund Balance amount of \$373,129, \$189,219 is from the State of Illinois Capital Bill.

# Village of Bradley Motor Fuel Tax Fund



**Village of Bradley  
Fiscal Year '13/'14 Budget**

**Motor Fuel Tax Fund**

**65-00-00**

5320	Annual Maintenance - Contractors	350,000
5321	Annual Maintenance - Engineers	40,000
5323	Alley Improvements	15,000
5327	Road Signs	<u>10,000</u>
<b>TOTAL MOTOR FUELD TAX FUND</b>		<b>415,000</b>

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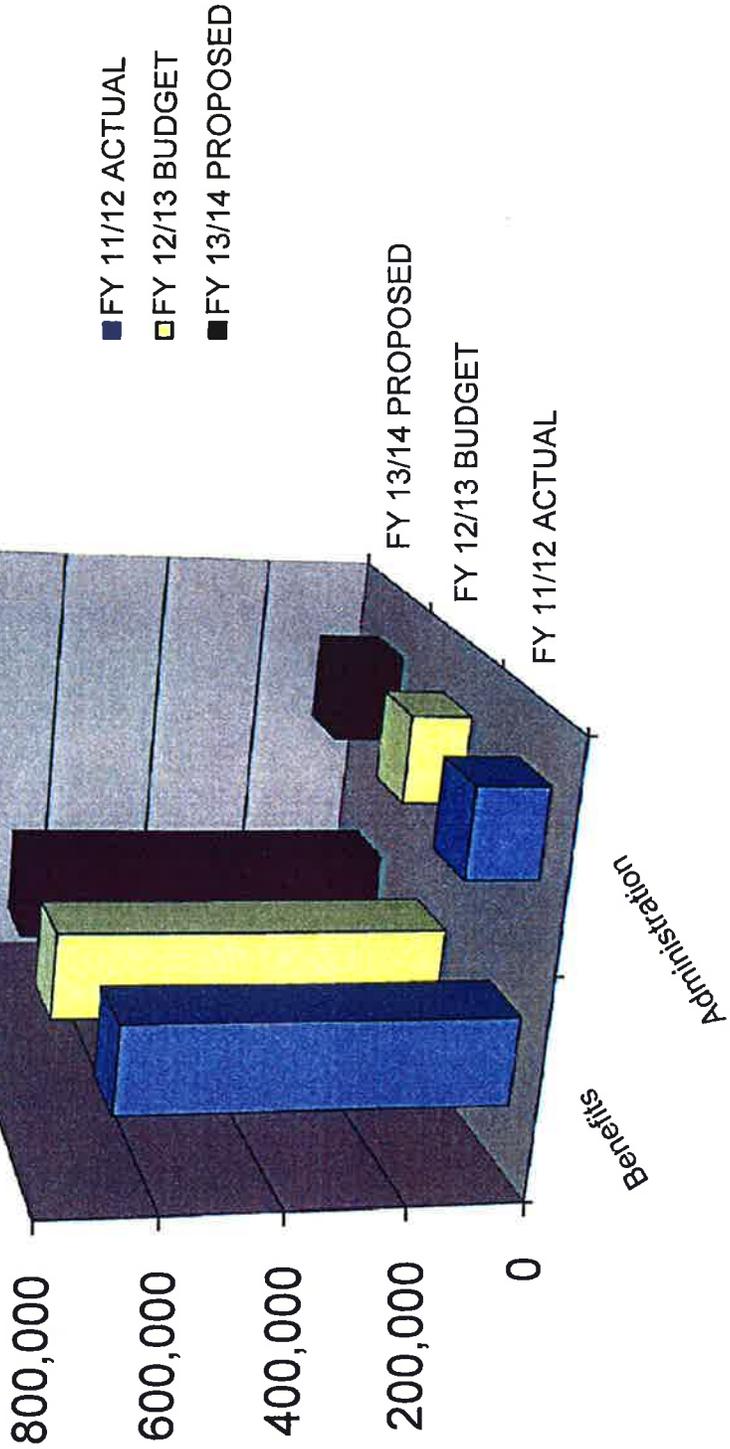
**VILLAGE OF BRADLEY**  
**Fiscal Year '13/'14 Budget**

**POLICE PENSION FUND SUMMARY**

<b><u>REVENUES</u></b>	<b><u>FY 11/12</u></b>	<b><u>FY 12/13</u></b>	<b><u>FY 13/14</u></b>	<b>PERCENT</b>
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>PROPOSED</u></b>	<b>CHANGE</b>
Employer Contribution				
Property Taxes	602,737	676,630	809,623	19.66%
Employee Contributions	198,885	203,568	215,146	5.69%
Realized Gain/Loss	276,831	50,000	75,000	50.00%
Interest Income	<u>261,905</u>	<u>245,000</u>	<u>247,500</u>	1.02%
<b>TOTAL REVENUES</b>	<b>1,340,358</b>	<b>1,175,198</b>	<b>1,347,269</b>	<b>14.64%</b>
<b><u>EXPENDITURES</u></b>				
Benefits	662,872	695,420	685,183	-1.47%
Administration*	<u>127,341</u>	<u>106,700</u>	<u>115,100</u>	7.87%
<b>TOTAL EXPENDITURES</b>	<b>790,213</b>	<b>802,120</b>	<b>800,283</b>	<b>-0.23%</b>
<b>Beginning Net Assets</b>		<b>10,839,663</b>	<b>11,212,741</b>	
<b>Ending Net Assets</b>		<b>11,212,741</b>	<b>11,759,727</b>	

\* - Administration expenditures include legal fees, audit fees, memberships, training, fees & services, investment advisor fees and the DOI filing fee.

# Village of Bradley Police Pension Fund Expenditures



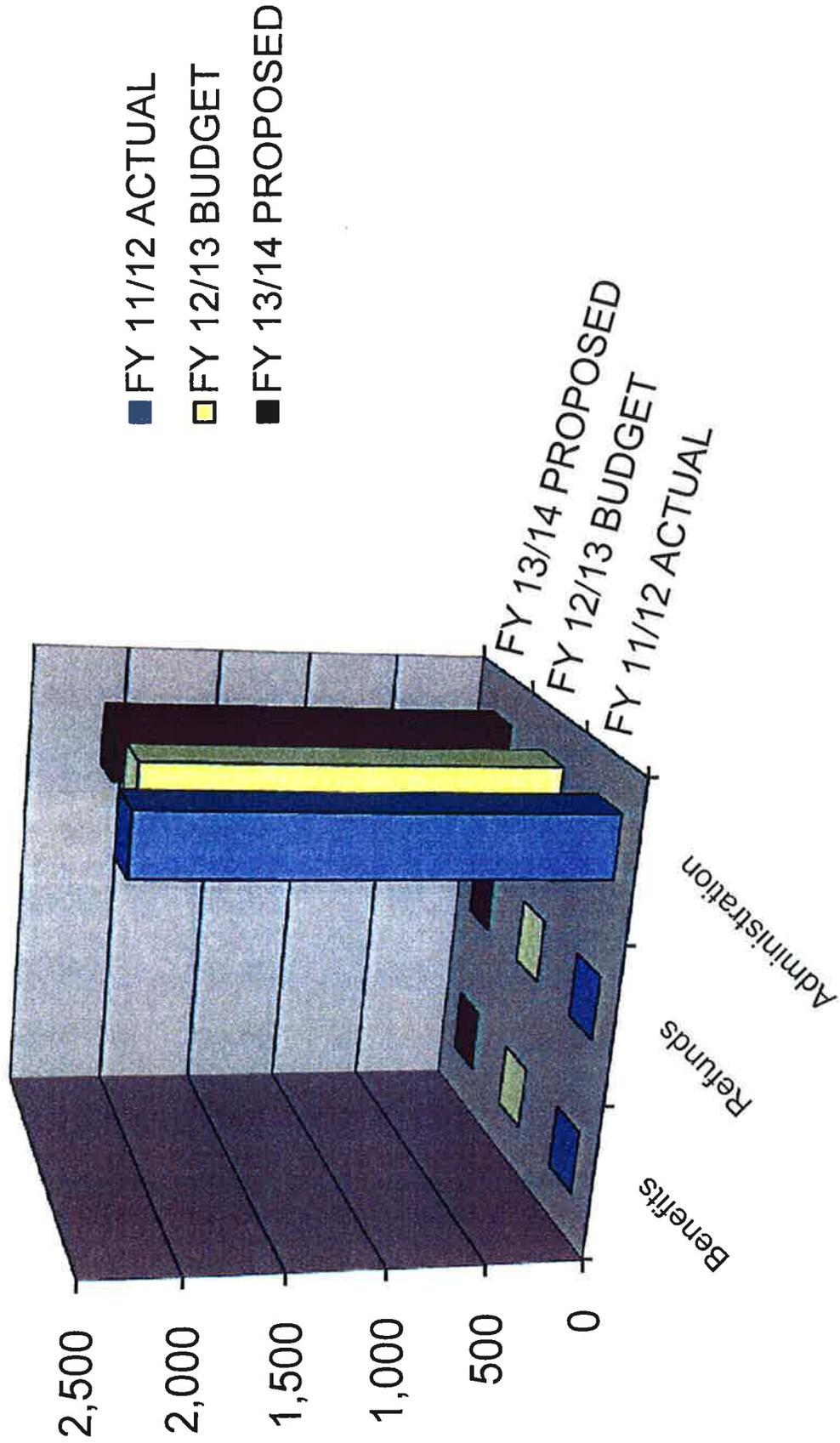
**VILLAGE OF BRADLEY**  
**Fiscal Year '13/'14 Budget**

**FIRE PENSION FUND SUMMARY**

<b><u>REVENUES</u></b>	<b><u>FY 11/12</u></b>	<b><u>FY 12/13</u></b>	<b><u>FY 13/14</u></b>	<b>PERCENT</b>
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>PROPOSED</u></b>	<b>CHANGE</b>
Employer Contribution				
Property Taxes	53,179	72,452	73,155	0.97%
Employee Contributions	25,908	26,491	27,238	2.82%
Interest Income	<u>1,290</u>	<u>1,400</u>	<u>500</u>	-64.29%
<b>TOTAL REVENUES</b>	<b>80,377</b>	<b>100,343</b>	<b>100,893</b>	<b>0.55%</b>
 <b><u>EXPENDITURES</u></b>				
Benefits	0	0	0	0.00%
Refunds	0	0	0	0.00%
Administration*	<u>2,350</u>	<u>2,175</u>	<u>2,150</u>	-1.15%
<b>TOTAL EXPENDITURES</b>	<b>2,350</b>	<b>2,175</b>	<b>2,150</b>	<b>-1.15%</b>
<b>Beginning Net Assets</b>		<b>340,616</b>	<b>438,784</b>	
<b>Ending Net Assets</b>		<b>438,784</b>	<b>537,527</b>	

\* - Administration expenditures include legal fees, audit fees, memberships, training, fees & services and the DOI filing fee.

# Village of Bradley Fire Pension Fund Expenditures

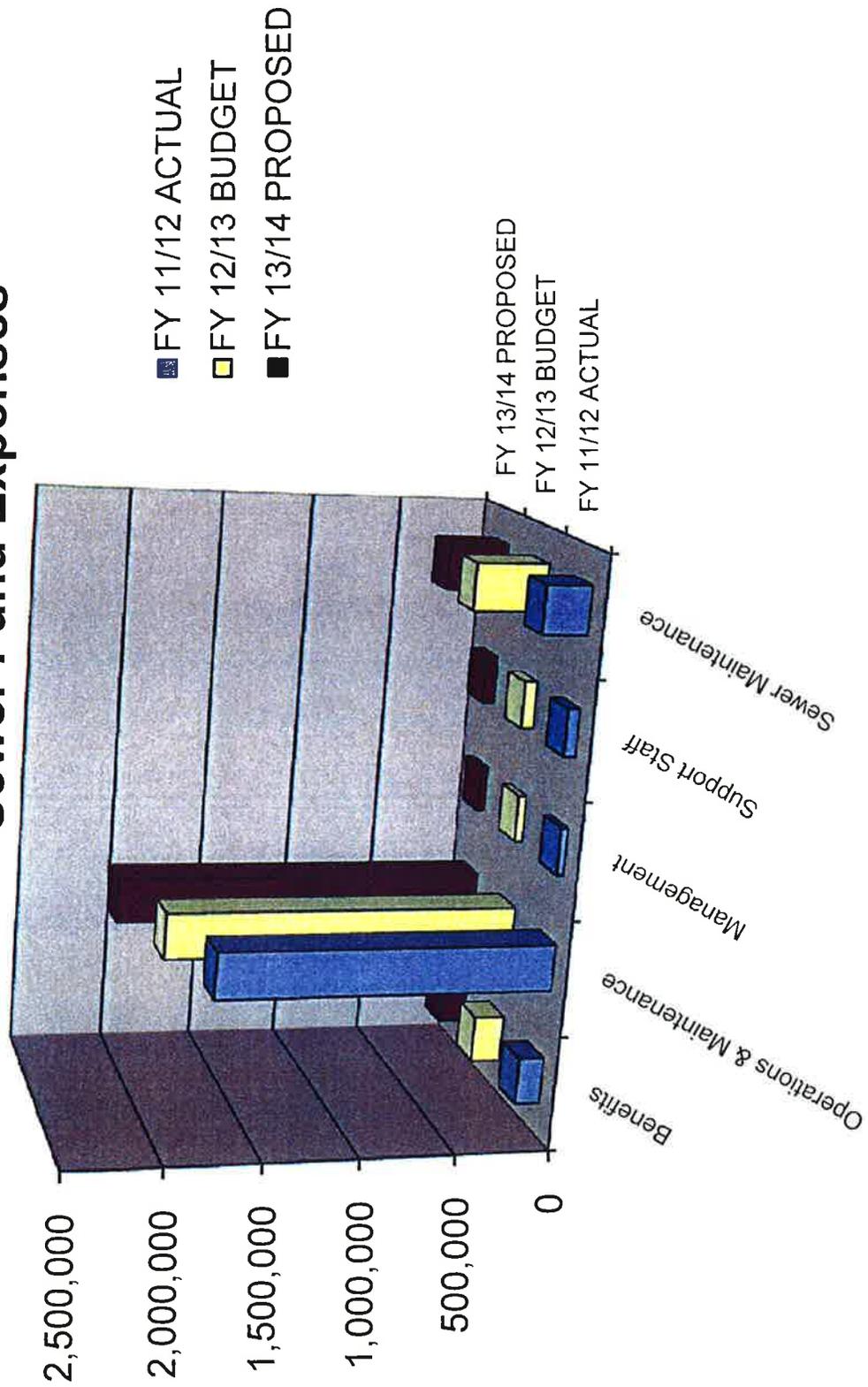


**VILLAGE OF BRADLEY**  
**Fiscal Year '13/'14 Budget**

**SEWER FUND SUMMARY**

<b><u>REVENUES</u></b>	<b><u>FY 11/12</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 12/13</u></b> <b><u>BUDGET</u></b>	<b><u>FY 13/14</u></b> <b><u>PROPOSED</u></b>	<b>PERCENT</b> <b>CHANGE</b>
Sewer Fees	1,623,485	1,771,231	1,723,487	-2.70%
Tap on Fees	3,650	12,000	60,000	400.00%
Property Tax-Debt Service	0	141,134	283,867	101.13%
State Grants	0	150,000	0	-100.00%
Interest Income	2,577	1,000	300	-70.00%
Transfer from General Fund	<u>568,000</u>	<u>249,000</u>	<u>0</u>	-100.00%
<b>TOTAL REVENUES</b>	<b>2,197,712</b>	<b>2,324,365</b>	<b>2,067,654</b>	<b>-11.04%</b>
<b><u>EXPENSES</u></b>				
Benefits	130,267	161,955	152,294	-5.97%
Operations & Maintenance	1,762,580	1,893,550	2,029,391	7.17%
Management	37,399	39,968	42,212	5.61%
Support Staff	64,018	67,047	71,373	6.45%
Sewer Maintenance	<u>240,840</u>	<u>383,564</u>	<u>333,592</u>	-13.03%
<b>TOTAL EXPENDITURES</b>	<b>2,235,104</b>	<b>2,546,084</b>	<b>2,628,862</b>	<b>3.25%</b>
<b>Net Income (Loss)</b>	<b>(37,392)</b>	<b>(221,719)</b>	<b>(561,208)</b>	
<b>Cash Flow-Beginning Balance</b>		<b>527,943</b>	<b>178,546</b>	
Starting Net Income(Loss)		(221,719)	(561,208)	
Less: Capital Expenses		(362,678)	0	
Add: Depreciation Expense		<u>235,000</u>	<u>365,000</u>	
<b>Ending Budgeted Cash Balance</b>		<b>178,546</b>	<b>(17,662)</b>	

# Village of Bradley Sewer Fund Expenses



**Village of Bradley  
Fiscal Year '13/'14 Budget**

**Sewer Fund**

**Benefits**

**80-02-00**

6046	Dental Insurance Village's Portion of Dental Insurance Premiums	4,797
6047	Life & Disability Insurance Village's Portion of Life & Disability Insurance Premiums	779
6050	Medical Insurance - Village Village's Portion of Medical Insurance Premiums	83,656
6052	Village Share IMRF Village's Portion of IMRF Pension Cost	38,843
6053	Village Share FICA Village's Portion of FICA Cost	19,628
6054	Village Share Medicare Village's Portion of Medicare Cost	<u>4,591</u>
<b>Total Benefits</b>		<b>152,294</b>

**Operations & Maintenance**

**80-65-00**

5110	Telephone - Office	1,000
5115	JULIE Locates	3,000
5120	Electric Electricity for Lift Stations	8,000
5130	Heating Gas NICOR	1,000

5140	Water		1,000
		AQUA	
5220	Vehicle Fuel, Gas, Oil		7,500
5330	Equipment Purchase		95,000
		Vactor Truck Lease Payment	60,000
		Pick-Up Truck	35,000
5410	Office Supplies		2,500
5430	Postage		22,000
		Sewer Bill Postage	
5460	Hardware Purchase		1,000
5890	General Supplies		100
6060	Bonds		200,000
		2007 Sewer Interceptor Bond Principal	
6210	Audit Fees		4,000
		Annual Village Audit	
7310	Engineering Service		50,500
		Various Annual and Ongoing Projects	
7340	Other Fees & Services		8,000
7343	Lien Filing Fee		2,000
7344	Collection Services		30,000
		Private collection services	
7346	Direct Debit Service		4,000
		Bank Services for Direct Debit of Customer Accounts	
7550	Metro Sewer Service		1,005,600
		KRMA	
7555	Chemicals		1,000
8150	Interest Expense - Bonds		217,091
		2007 Sewer Interceptor Bond Interest	
8900	Depreciation Expense		365,000
		Depreciation on Fixed Assets	

8990	Miscellaneous	<u>100</u>
<b>Total Operations &amp; Maintenance</b>		<b>2,029,391</b>

**Management**

**80-65-01**

5010	Salary - Management Building Standards Superintendent - 50%	37,312
5018	Certified Pay	1,000
5023	Stipends Clothing Allowance	600
5109	Telephone - Mobile	1,800
5210	Vehicle Repair & Maintenance	<u>1,500</u>
<b>Total Management</b>		<b>42,212</b>

**Support Staff**

**80-65-10**

5011	Wages - Support Staff Administrative Assistants - 1 F.T.; 1 50/50 split with Fire	68,623
5013	Overtime	750
5023	Stipends Clothing Allowance	1,800
7210	Training & Schooling	<u>200</u>
<b>Total Support Staff</b>		<b>71,373</b>

**Sewer Maintenance**

**80-65-81**

5011	Wages - Sewer Maintenance		210,642
	Sewer Maintenance Workers - 4		
5013	Overtime		7,500
5016	Premium Overtime		4,000
5023	Stipends		6,000
	Clothing Allowance	4,800	
	CDL	1,200	
5109	Telephone - Mobile		900
5210	Vehicle Repair & Maintenance		7,500
5310	Equipment Repair		15,000
5330	Equipment Purchase		5,000
5340	Equipment Rental		500
5815	Sewer Main Maintenance		65,000
	Force Main & Sewer Main	20,000	
	Infiltration Repair	26,000	
	General Maintenance	19,000	
5830	Gravel & Sand		750
5890	General Supplies		6,500
7210	Training & Schooling		600
7213	Meals & Per Diem		100
7555	Chemicals		3,500
8990	Miscellaneous		<u>100</u>
<b>Total Sewer Maintenance</b>			<b>333,592</b>
<b>TOTAL SEWER</b>			<b>2,628,862</b>

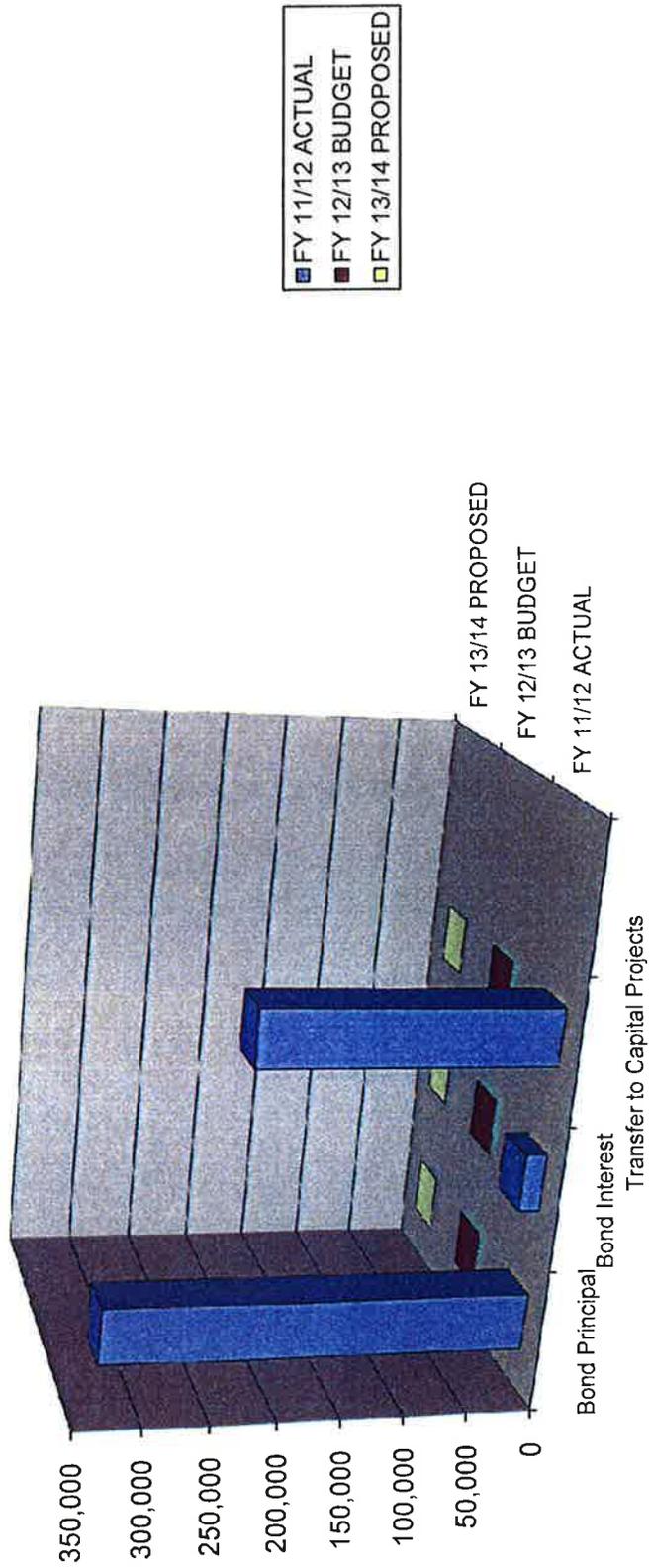
**VILLAGE OF BRADLEY**  
**Fiscal Year '13/'14 Budget**

**BOND FUND SUMMARY**

**Note - The Village no longer has any outstanding general obligation debt. Starting in FY 13/14, there is no more financial activity running through this fund.**

<b><u>REVENUES</u></b>	<b><u>FY 11/12 ACTUAL</u></b>	<b><u>FY 12/13 BUDGET</u></b>	<b><u>FY 13/14 PROPOSED</u></b>	<b>PERCENT CHANGE</b>
Property Taxes	65,001	0	0	100.00%
Transfer from General Fund	316,100	0	0	0.00%
Interest Income	<u>836</u>	<u>10</u>	<u>0</u>	-100.00%
<b>TOTAL REVENUES</b>	<b>381,937</b>	<b>10</b>	<b>0</b>	<b>-100.00%</b>
<b><u>EXPENDITURES</u></b>				
Bond Principal	328,000	0	0	0.00%
Bond Interest	15,784	0	0	0.00%
Transfer to Capital Projects	<u>231,624</u>	<u>2,384</u>	<u>0</u>	0.00%
<b>TOTAL EXPENDITURES</b>	<b>575,408</b>	<b>2,384</b>	<b>0</b>	<b>0.00%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>(193,471)</b>	<b>(2,374)</b>	<b>0</b>	
<b>Beginning Fund Balance</b>		<b>2,374</b>	<b>0</b>	
<b>Ending Fund Balance</b>		<b>0</b>	<b>0</b>	

### Village of Bradley Bond Fund Expenditures



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**Village of Bradley, Illinois  
Five Year Capital Plan  
One Year Staffing Plan  
Fiscal Years 2014 to 2018**

**Overview**

An important responsibility for any local government is to maintain and develop the public infrastructure on which the residents and local business rely. Without accomplishing these responsibilities, the community will not flourish or become what the original vision for the Village was. Planning is a vital step in succeeding with the goals established for any community.

Goals can run a wide range of ideas brought forth by Village leaders. However, in the planning stage, objectives must be brought to their most basic services. The basic services for any municipality are public safety, economic development and public services and benefits. Some of these services are very visible and easily defined, some are not. It is easy to see the benefit of a squad car or snow plow on the street but not so for a computer, printer or network server. However, these items provide benefits to the community by different means and all are important.

This Capital Plan is a tool used to aid in the preparation of the coming fiscal years' budgets. It presents the major requested capital purchases over a five year period that departments have determined are necessary to operate in the most efficient and productive manner. Naturally, the key factors to regulating the spending for these items are the availability of the funding and a demonstrated need for the item. Therefore, the plan is more so a needs analysis than an actual list of intended expenditures. The budget process will determine the extent to which these items can be afforded. **It is important to note that most capital costs are presented in today's dollars: it is difficult to measure inflation.**

The following sections contain brief descriptions only for the capital requests listed for Fiscal Year 2013/2014. The remaining four years do not have descriptions. Each department's plan contains the item, cost estimate and the importance that each department has assigned to it. A (1) means that item is the highest importance for that year; the lower the priority, the higher the number next to it. Those items that appear in red were included in the original request made by each department but have been cut during the balancing process of the budget.

Obviously, as the fiscal years proceed into the future, the certainty of these expenditures becomes less and less. In fact, by Fiscal Year 2017/2018, the actual proposed capital expenditures may look very different than what is presented here.

The one-year staffing plan that follows the capital plan is similar to the capital plan in that it presents departmental needs to either maintain or increase service levels for the taxpayers of Bradley. The costs presented include salary, all insurance and pension costs.

VILLAGE OF BRADLEY  
 Five Year Capital Plan  
 for Fiscal Years 2014 to 2018

<u>General Fund Summary</u>	<u>Fiscal Year</u> <u>2013/2014</u>	<u>Fiscal Year</u> <u>2014/2015</u>	<u>Fiscal Year</u> <u>2015/2016</u>	<u>Fiscal Year</u> <u>2016/2017</u>	<u>Fiscal Year</u> <u>2017/2018</u>
Administration	149,040	15,000	415,000	15,000	30,000
Police	227,300	351,466	64,600	97,000	75,000
Fire	86,334	103,000	70,000	70,000	70,000
Public Works	101,100	234,336	47,586	260,586	227,586
Building Standards	<u>25,500</u>	<u>25,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total General Fund:</b>	<b>\$589,274</b>	<b>\$729,302</b>	<b>\$597,186</b>	<b>\$442,586</b>	<b>\$402,586</b>
Motor Fuel Tax Fund	415,000	440,000	440,000	450,000	435,000
Capital Improvement Fund	1,567,000	2,225,000	25,000	25,000	25,000
Sewer Fund	<u>95,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
<b>Total All Funds:</b>	<b>\$2,666,274</b>	<b>\$3,454,302</b>	<b>\$1,122,186</b>	<b>\$977,586</b>	<b>\$922,586</b>

VILLAGE OF BRADLEY  
 Capital Plan  
 By Department

FY 13/14 Recommended Items

	<b>Fiscal Year 2013/2014</b>
<b><u>General Fund Summary</u></b>	
<b>Administration</b>	
Computer System Upgrades	8,000
Copier	12,600
Replace Village Telephone System	75,000
<b>Police</b>	
(2) Replacement Police Vehicles	61,300
(5) Replacement In-Car Video Cameras	28,000
Firearms Range Equipment/Ventilation Upgrade	60,000
<b>Fire</b>	
FIT Testing Machine	10,171
Fire Pumper-demo(5-year lease; \$325,000)	70,000
<b>Public Works</b>	
Sweeper	29,100
<b>Total General Fund:</b>	<b>\$354,171</b>
<b>Motor Fuel Tax Fund</b>	
<b>Capital Improvement Fund</b>	<b>415,000</b>
<b>Sewer Fund</b>	<b>1,567,000</b>
	<b><u>95,000</u></b>
<b>Total All Funds:</b>	<b>\$2,431,171</b>

## CAPITAL PLAN

### Administration

1. Computer System Upgrades – This is the ongoing process of updating Village personnel’s hardware. This process was started in FY 12/13 and is expected to occur each year in order to keep the Village’s technology platforms current.
2. Copier – The multi-function copier in the Administration area is coming to the end of its useful life. It currently suffers from reoccurring downtime as well as poor performance and slowing speeds. The current machine is an all-in-one copier, printer, scanner and fax and has a high demand on its use, particularly during budget season when budget documents are created. This machine is also used by all department staff as a printer. The amount in the capital plan to replace this machine is a maximum and if a quality replacement can be found for less, staff will save the Village money.
3. Village Facility Surveillance Camera – Phase II – This is the second phase of replacing and/or newly installing surveillance cameras around Village Hall. This project began in FY 11/12 and any uncovered areas will be brought into the overall system.
4. Replace Facility Exterior Door Locks-Phase I – This would be the first phase of improving/changing all exterior door locks in the Village Hall. The purpose of this upgrade is to allow our current keypad lock system to be controlled using the wireless network. By upgrading our current lock system it negates the need for a complete new install of door locks and the possibility of new hardware not fitting our current physical door configuration.
5. Bathroom Hand Dryers – This would replace all paper towels used in Village Hall bathrooms with forced-air hand dryers.

VILLAGE OF BRADLEY  
 Five Year Capital Plan  
 for Fiscal Years 2014 to 2018

<u>Administration</u>	<u>Fiscal Year</u> <u>2013/2014</u>	<u>Fiscal Year</u> <u>2014/2015</u>	<u>Fiscal Year</u> <u>2015/2016</u>	<u>Fiscal Year</u> <u>2016/2017</u>	<u>Fiscal Year</u> <u>2017/2018</u>
Replace Financial Software			400,000 (1)		
Computer System Upgrades	8,000 (1)	15,000 (1)	15,000 (2)	15,000 (1)	15,000 (1)
Copier	12,600 (2)				15,000 (2)
Replace Village Telephone System	75,000 (3)				
Village Facility Surveillance Camera-Phase II	20,000 (4)				
Replace Facility Exterior Door Locks-Phase I	13,440 (5)				
Bathroom Hand Dryers	20,000 (6)				
<b>Totals:</b>	<b>\$149,040</b>	<b>\$15,000</b>	<b>\$415,000</b>	<b>\$15,000</b>	<b>\$30,000</b>

## Police

1. Squad Car Purchase – Three (3) police squad units are proposed to be replaced in order to rotate out larger engine, high fuel consuming vehicles. The department is proposing the Village maintain a routine replacement program for police squads in order to keep an ongoing charge for squads and avoid the “sticker shock” of requesting a large number of vehicles once every 3 to 5 years. Costs are approximately \$23,000 per vehicle purchase and \$7,300 per vehicle for all equipment.
2. Replace In-Car Camera Systems – 10 camera units are requested to be replaced in FY 13/14. The current cameras were purchased in 2008, are out of warranty and the company that supplied the cameras has been sold. With several mandates requiring video evidence during DUI and other criminal arrests, the department needs to have a reliable camera system to capture events. This proposal would continue to replace the cameras and readers over the next 2 fiscal years.
3. Replace Village Telephone System – The current telephone system used by the Village was installed in 2001, when the dispatch center and other facility improvements were made. The current NORSTAR system has served the Village well but it is beyond its usefulness. There are limited or no ports left to add users and limited and various feature issues that are not conducive to the needs of the Village. Additionally, with the ESTB/911 Board replacing the 911 equipment at dispatch, it has been determined that the current phone system will not be compatible with the new equipment, when it comes to transferring calls received at the center, and being able to record transferred calls. This is important for the detective bureau and other users that investigate anonymous and citizen complaints.
4. Firearms Range Equipment/Ventilation Upgrade Phase I - In order to operate an indoor firearms range, there are NIOSH, UFC, OSHA and EPA standards that must be complied with, mainly the control of airborne lead exposure. The current range has been experiencing malfunctions with the target retrieval system and ventilation system. The bullet trap is original and was designed for handgun/shotgun bullets only, and requires manual cleaning. This proposal will upgrade the current target retrieval system to a wireless design that will require less maintenance, and eliminate one of the range stalls. Replace the current bullet trap with a new trap that will allow the firing of department tactical rifles.
5. Prisoner Transport Vehicle – The department transports approximately 60 to 70 prisoners a month to Jerome Combs Detention Center and the transport vehicle would be solely used for prisoner transport assigned to the business district during peak times. It has been proven that the presence of a transport vehicle deters criminal activity. This purchase would alleviate the need to equip squads with cage systems which can run in excess of \$10,000 per squad.

VILLAGE OF BRADLEY  
Five Year Capital Plan  
for Fiscal Years 2014 to 2018

<u>Police</u>	<u>Fiscal Year</u> <u>2013/2014</u>	<u>Fiscal Year</u> <u>2014/2015</u>	<u>Fiscal Year</u> <u>2015/2016</u>	<u>Fiscal Year</u> <u>2016/2017</u>	<u>Fiscal Year</u> <u>2017/2018</u>
Replacement Police Vehicles (2,3,2,3,2)	61,300 (1)	91,900 (1)	64,600 (1)	97,000 (1)	75,000 (1)
LIVESCAN Fingerprint System		16,120 (2)			
(5) Replacement In-Car Video Cameras	28,000 (2)	55,446			
Prisoner Transport Vehicle**	78,000 (4)				
Skywatch Mobile Surveillance Trailer**		48,000 (7)			
(1) Special Purpose Police Pickup Truck		25,000 (8)			
Firearms Range Equipment/Ventilation Upgrade**	60,000 (3)	70,000			
Replacement Tasers (All Sworn)		45,000 (3)			
<b>Totals:</b>	<b>\$227,300</b>	<b>\$351,466</b>	<b>\$64,600</b>	<b>\$97,000</b>	<b>\$75,000</b>

\*\*Estimated Cost.

## Fire

1. Fire Pumper – The new pumper will be configured as a "Rescue Pumper" serving as both a regular pumper, but with additional compartment space to allow it to carry rescue equipment. The new vehicle will replace a 32 year old and a 37 year old fire apparatus. The presentation on the capital plan shows a 5 year lease purchase for a \$325,000 demonstrator model that is two years old and a 5 year lease purchase for a brand new model at \$425,000. It is presented this way in case the demonstrator model is no longer available by May 1, 2013.
2. FIT Test Machine – Any firefighter, police officer, public works or utilities employee who may have to enter a confined or toxic atmosphere as part of their duties is required to wear a protective mask, self contained breathing apparatus or other respiratory protective device. The employee is required by state and federal safety standards to be "fit tested" when they first begin to work for the village and annually thereafter. This is to guarantee that the user will be properly protected when working in any form of toxic atmosphere.
3. Replace Heater in Apparatus Bay – This would replace a current unit that no longer functions.

VILLAGE OF BRADLEY  
 Five Year Capital Plan  
 for Fiscal Years 2014 to 2018

<u>Fire</u>	<u>Fiscal Year</u> <u>2013/2014</u>	<u>Fiscal Year</u> <u>2014/2015</u>	<u>Fiscal Year</u> <u>2015/2016</u>	<u>Fiscal Year</u> <u>2016/2017</u>	<u>Fiscal Year</u> <u>2017/2018</u>
Fire Pumper-demo(5-year lease; \$325,000)	70,000 (1)	70,000 (1)	70,000 (1)	70,000 (1)	70,000 (1)
Replacement Command Vehicle		<u>33,000</u> (2)			
FIT Testing Machine	10,171 (2)				
Replace Heater in Apparatus Bay	<u>6,163</u> (3)				
<b>Totals:</b>	<b>\$86,334</b>	<b>\$103,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>

## **Public Works**

1. Sweeper – This replaces a 1994 sweeper that has had significant and increasing maintenance and repair costs.
2. Pick-Up Truck – This replaces a 1997 pick-up truck with over 130,000 miles.
3. Christmas Decorations – Replacement for all Broadway Ave. holiday decorations.

VILLAGE OF BRADLEY  
 Five Year Capital Plan  
 for Fiscal Years 2014 to 2018

<u>Public Works</u>	<u>Fiscal Year</u> <u>2013/2014</u>	<u>Fiscal Year</u> <u>2014/2015</u>	<u>Fiscal Year</u> <u>2015/2016</u>	<u>Fiscal Year</u> <u>2016/2017</u>	<u>Fiscal Year</u> <u>2017/2018</u>
Dump Truck		135,000 (1)			140,000 (1)
Endloader				150,000 (1)	
Sweeper	29,100 (1)	35,586 (2)	35,586 (1)	35,586 (2)	35,586 (2)
Pick-Up Truck	37,000 (2)			40,000 (3)	
Mower		25,000 (3)	<u>12,000 (2)</u>	<u>35,000 (4)</u>	12,000 (3)
Christmas Decorations	<u>35,000 (3)</u>				
Leaf-Vac		<u>38,750 (4)</u>			<u>40,000 (4)</u>
<b>Totals:</b>	<b>\$101,100</b>	<b>\$234,336</b>	<b>\$47,586</b>	<b>\$260,586</b>	<b>\$227,586</b>

## **Building Standards**

1. Inspector Vehicle – This would be a purchase of a hybrid vehicle that will replace a hand-me-down police squad car. Fuel savings will benefit the Village as well as reduced repair costs in the short-term.

VILLAGE OF BRADLEY  
 Five Year Capital Plan  
 for Fiscal Years 2014 to 2018

	<u>Fiscal Year 2013/2014</u>	<u>Fiscal Year 2014/2015</u>	<u>Fiscal Year 2015/2016</u>	<u>Fiscal Year 2016/2017</u>	<u>Fiscal Year 2017/2018</u>
<u>Building Standards</u>					
Inspector Vehicles	25,500 (1)	25,500 (1)			
<b>Totals:</b>	<b>\$25,500</b>	<b>\$25,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **Motor Fuel Tax**

1. Roadway Program – This is the annual maintenance program on Village roads. Staff and the Village Engineer determine the roads that are in most need of repair. The annual program is then adjusted to fit what can be afforded. This will be an ongoing program for the Village as long as funds are available to cover it.
2. Road Signs – Replacement of old signs as well as the transition to the new, federally government mandated road sign specifications. This is an ongoing project.
3. Alley Improvements – There are several alleys in the Village that need improving. The Village has received over \$189,000 from the State's Capital Bill that must be used according to MFT guidelines. This alley improvement program conforms to MFT guidelines and will last 3 to 4 years and use the money received from the Capital Bill.

VILLAGE OF BRADLEY  
 Five Year Capital Plan  
 for Fiscal Years 2014 to 2018

<u>Motor Fuel Tax</u>	<u>Fiscal Year</u> <u>2013/2014</u>	<u>Fiscal Year</u> <u>2014/2015</u>	<u>Fiscal Year</u> <u>2015/2016</u>	<u>Fiscal Year</u> <u>2016/2017</u>	<u>Fiscal Year</u> <u>2017/2018</u>
Roadway Program	390,000 (1)	410,000 (1)	410,000 (1)	420,000 (1)	420,000 (1)
Road Signs	10,000 (2)	15,000 (2)	15,000 (2)	15,000 (2)	<u>15,000 (2)</u>
Improve Alleys*	<u>15,000 (3)</u>				
<b>Totals:</b>	<b>\$415,000</b>	<b>\$440,000</b>	<b>\$440,000</b>	<b>\$450,000</b>	<b>\$435,000</b>

\* - Capital Bill funds will be used to fund alley improvements. \$189,219 has been received through FY 12/13 and these funds must be spent according to MFT guidelines.

## Capital Improvement Fund

1. Curb and Sidewalk Program (Gaming Tax Funded) – The Village started receiving video gaming tax revenue from the State in 2013. The Board decided to use this money to improve curbs and sidewalks in the Village.
2. Rt 50 Shared Multi-Use Path – This is a shared multi-use path that the Board approved in January, 2011. This project is a continuation of the project started in FY 11/12 and, for the most-part, is funded by an ITEP grant of \$205,000. The Village's cost of this project is \$77,000; \$25,000 was already transferred from the General Fund in FY 11/12 and the remaining \$52,000 will be transferred at the end of FY 12/13.
3. Kennedy Point Bond Improvements – These are public area improvements in the Kennedy Point development that the developer's surety bond will pay for. If the surety bond cannot be collected, this project will not happen. This project is a continuation of the project started in FY 11/12.
4. 2013 Alley Program – The alley program is funded by the excess annual surplus in the General Fund for the fiscal year ended April 30, 2013. It is anticipated there will be \$120,000 transferred from the General Fund at April 30, 2013 for the FY 13/14 program. If there is not sufficient annual surplus in the General fund to make this transfer, then this project will not happen.
5. Lil's Park Improvements – Park improvements will be paid for from developer escrows currently held in the General Fund so there is no cost to the Village for this project. The work will include: a new roof for the pavilion; overlay the parking lot and track; replace restrooms; replace handrails

VILLAGE OF BRADLEY  
 Five Year Capital Plan  
 for Fiscal Years 2014 to 2018

<u>Capital Improvement Fund</u>	<u>Fiscal Year 2013/2014</u>	<u>Fiscal Year 2014/2015</u>	<u>Fiscal Year 2015/2016</u>	<u>Fiscal Year 2016/2017</u>	<u>Fiscal Year 2017/2018</u>
Curb and Sidewalk Program(Gaming Tax Funded)	25,000	25,000	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Route 50 Multi Use Path*	282,000				
Kennedy Point Bond Improvements#	820,000				
2013 Alley Program**	120,000				
Lil's Park Improvements##	<u>320,000</u>				
Industrial Drive Extension		<u>2,200,000</u>			
<b>Totals:</b>	<b>\$1,567,000</b>	<b>\$2,225,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

- \* - Route 50 multi-use path will be funded by a \$205,000 ITEP grant. Total Village cost is \$77,000; \$25,000 was already transferred in FY 11/12.
- # - The Kennedy Point improvements will be funded from a surety bond that was posted by the developer. If the bond cannot be collected, the project will not proceed forward.
- \*\* - This is funded from the FY 12-13 operating surplus in the General Fund to improve approximately 20 unimproved blocks in the Village. MFT funds will be used only sparingly for alleys. If there is no General Fund surplus, this project will not occur. \$100,000 for construction and \$20,000 for engineering.
- ## - This is funded from Park Escrow monies held by the General Fund. Engineering is included in this amount.

## Sewer

1. Vactor Truck – The Sewer department currently has a functional vactor truck but it is too small for the needs of the department. A vactor truck is used to clean out the sewer lines and is used regularly by the department. The existing vactor truck can either be traded in on the new truck or sold outright by the Village.
2. Pick-Up Truck – This would replace a 1997 Chevy pick-up truck that is at the end of its useful life. There is rust on a good portion of the body and maintenance has become very costly. The maintenance that will soon be needed on this vehicle is becoming cost-prohibitive for a vehicle of this age and condition.

VILLAGE OF BRADLEY  
 Five Year Capital Plan  
 for Fiscal Years 2014 to 2018

<u>Sewer</u>	<u>Fiscal Year</u> <u>2013/2014</u>	<u>Fiscal Year</u> <u>2014/2015</u>	<u>Fiscal Year</u> <u>2015/2016</u>	<u>Fiscal Year</u> <u>2016/2017</u>	<u>Fiscal Year</u> <u>2017/2018</u>
Vactor Truck	60,000 (1)	60,000 (1)	60,000 (1)	60,000 (1)	60,000 (1)
Pick-Up Truck	<u>35,000 (2)</u>				
<b>Sub-Totals:</b>	<b>\$95,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>

VILLAGE OF BRADLEY  
Staffing Plan for FY 2013/2014

<u>General Fund Summary</u>	<u>Fiscal Year</u> <u>2013/2014</u>	<u>Recommended</u> <u>Items</u>
Administration	137,175	
Staff Accountant part-time		22,155
HR Coordinator		115,020
Police	517,422	
Records Clerk		67,488
Community Service Officer		67,488
Police Officers (2)		178,620
Lieutenant		18,243
Lieutenant		18,243
Sergeant		12,406
Dispatcher		66,226
Dispatch Supervisor		88,708
Fire	58,055	
Additional POC Shifts		58,055
<b>Total General Fund:</b>	<b>\$712,652</b>	<b>\$320,132</b>
Sewer Fund	145,784	
Utility Staff (2)		145,784
<b>Total All Funds:</b>	<b>\$858,436</b>	<b>\$320,132</b>

Note - full-time positions include annual salary, insurances and retirement costs.

## STAFFING PLAN

### Administration

1. Staff Accountant – This position is greatly needed in the administration department. It will serve a dual purpose. First, the Staff Accountant will maintain the majority of the day-to-day financial transactions of the Village. This will address a major internal control concern that the Village's auditors have explained for the last three fiscal years – segregation of duties. The Staff Accountant will also serve as back-up to the accounts payable, payroll and utility billing processes of the department as well as serve in a supervisory capacity when the Finance Director is not in the office. Second, this position will take over the collection of past due sewer bills from the Village Administrator which will free up her time to handle larger administrative items.
  
2. Human Resources (HR) Coordinator – This is a much needed position for the Village. There are five collective bargaining units to which almost all Village employees belong. Also, given the Village's history of worker's compensation claims, employee safety training and management is desperately needed. This position would manage all employee benefits and personnel records, insure compliance with State and Federal workplace safety requirements and develop Village-wide improvements to policy and procedure for all employee matters.

## Police

1. Records Clerk - With increased demands for maintaining accurate records, along with adjudication and other requirements for record keeping, the police department is requesting an additional civilian records clerk. Currently, if the current Records Clerk is off or unavailable, this task is handled by the Records Supervisor. The new Records Clerk will stagger hours in order to provide more comprehensive coverage to the department.
2. Community Service Officer - This is a much needed position to handle day-to-day duties, including animal control complaints, and various other assignments, that could free up sworn officers.
3. Police Officers (2) - The past several years, calls for service in the Village have increased along with the growth in the commercial areas. The department is responsible for approximately 7.24 square miles and a population of 16,000 residents. Being the “retail hub” of the county and having a major interstate and highway running through the Village, there is a significant increase in the daily population, especially during the holiday time. The current ratio of police to population in the United States is 2.3 officers per thousand residents, which would indicate that the Village of Bradley should have at least (36) officers. Currently, there are (32) sworn officers, with the bulk assigned to field operations (patrol).
4. Lieutenants (2) – The department is requesting consideration of the approval of (2) additional Lieutenant ranks the next budget year. Currently, the administration is one Lieutenant and the Chief. A Sergeant is used in administrative functions, but occasionally there are conflicts due to Sergeant’s being part of the CBA with the officers and dispatchers. The plan is not to appoint both at once but in an incremental time frame, so as to make sure job assignments and duties are consistent with the department needs.
5. Sergeant – This would allow for better management of patrol operations in the department.
6. Dispatcher – This would add an additional “Flex” dispatcher during the next budget year. The current flex position has saved considerable overtime costs, and with all Village services utilizing the radio and CAD system, additional coverage during the Village business hours is needed.

## **Fire**

1. Additional POC Shifts – This would add one POC staff person to the 6 a.m. to 2 p.m. and 2 p.m. to 10 p.m. shifts. This proposal has been discussed at the Police and Fire Safety committee meetings with the direction to bring forward to the FY 13-14 budget discussion.

**Sewer**

1. Utility Staff (2) – This is a request for two additional utility staff personnel to assist in the day-to-day operations of the department.