Village of Carol Stream, Illinois

2016 – 2018 Financial Plan
2015 – 2016 Annual Budget

THE
Village of Carol Stream
A GREAT PLACE TO LIVE AND WORK

In 1959, its founder and original developer, Mr. Jay Stream, incorporated the Village of Carol Stream. Jay Stream envisioned Carol Stream as a community comprised of residences in the west sector with light industrial business in the east sector. Since its incorporation more than 50 years ago, the Village has continued to grow and prosper each year by following a progressive land use development plan, which has resulted in controlled, orderly growth. Today, the Village is home to over 1,000 businesses and industries and 39,711 residents living in approximately 15,000 dwelling units in various styles and price ranges. Because of a strong industrial and commercial base, the Village has been able to offer its residents an array of municipal services without levying a local property tax. Carol Stream offers its residents modern schools, a modern park system, fully accredited fire protection and emergency medical services, a full-service library and churches serving many religious denominations.

The Village is governed by a seven member Village Board comprised of a Mayor and six Trustees, each elected at large to staggered four-year terms. As a legislative body, the Mayor and Board of Trustees enact ordinances, establish policies and procedures and adopt municipal service delivery programs. The Village Board meets on the 1st and 3rd Monday of each month at 7:30 p.m. in the Village Hall Board Room, located at 500 N. Gary Ave. All Board meetings are open to the public. Official Village Boards and Commissions consist of: The Board of Fire and Police Commissioners, Police Pension Fund and the Combined Planning & Zoning Board of Appeals. The Village Manager is the Chief Administrative Officer who, under the direction of the Mayor and Board of Trustees, manages daily governmental operations.

Acting in close partnership with all segments of the community, the Village continues to be – **'a great place to live, work, and raise a family'.**

On the Cover – This year's budget cover showcases the winning entry from a vehicle sticker design contest held during the fall/winter of 2014-15. Destiny Acosta, a 4th grade student from Roy De Shane School had her sticker design chosen from 120 entries submitted. In addition to having her artwork displayed prominently on vehicle windshields across town, Destiny will enjoy a one year supply of frozen custard, compliments of Culver's of Carol Stream. Congratulations!

2016-2018
FINANCIAL PLAN

and

2015-2016
ANNUAL BUDGET

as proposed to

THE CAROL STREAM VILLAGE BOARD

by

Joseph E. Breinig
Village Manager

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Village of Carol Stream

Mission Statement

Our Mission is to enhance the quality of life in Carol Stream through the delivery of excellent public service in a fiscally responsible manner.

Village of Carol Stream

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Carol Stream
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TO: Mayor and Trustees

FROM: Joseph E. Breinig, Village Manager

DATE: April 20, 2015

RE: **2016-2018 Financial Plan and Fiscal Year 2015/16 Budget**

Transmitted with this letter is the approved fiscal year 2015/16 annual Village Budget which begins on May 1, 2015. This one year budget of programs, services, revenues and expenditures is incorporated into the broader 2016-2018 Financial Plan. A multi-year focus affords us the opportunity to expand our fiscal planning horizon to better facilitate future decision making. The result of this is a document that includes projections which can be made with a reasonable degree of certainty while providing insight into the future impact of today's decisions.

As a supplement to this 3-year Financial Plan, the separately published Capital Improvement Plan (CIP) takes a comprehensive look at the Village's infrastructure and facility needs for the next 5, 10 and 20 years. An effective CIP consists of both an administrative process to identify the location, scale, and timing of needed capital projects and a fiscal plan to provide for the funding of those projects. Those projects identified in the first 3 years of the CIP are incorporated into this Financial Plan.

FOUNDATIONS OF THE FINANCIAL PLAN

The Financial Plan is built upon established statements of principle, organization mission statement and budgetary, economic and community development and service policies. In addition, following each biennial municipal election cycle, the Village Board and Executive Staff participate in a strategic planning exercise to identify and prioritize current and future issues impacting the community. In combination, these lead to identifying the specific resources needed to provide our residents with the services, products and quality of life they enjoy. The most recent strategic planning retreat was conducted in October of 2013. The results of that effort immediately follow this letter of transmittal. Another such exercise is planned in 2015.

The Budget and Financial Plan consists of much more than columns of numbers. Included herein the reader will find substantive narrative discussion of all operating program areas, notable accomplishments in the previous fiscal period, goals and objectives of the new fiscal

year and substantive revenue and expenditure footnotes which provide specific details on how the community's resources are put to use.

THE 2016-18 PLAN AT A GLANCE

On the eve of our new fiscal year which begins on May 1, 2015, despite months of careful deliberation and planning, our adopted budget for FY15/16 faces more uncertainty than perhaps any period in our community's history, including the Great Recession.

With the inauguration of our new Governor earlier this year, the State of Illinois now appears to be at the brink of a major budgetary and financial reckoning, following decades of irresponsible and reckless financial mismanagement. At present, the Governor has proposed major cuts in State spending, including a 50% reduction in distributions of the municipal share of the State Income Tax which local cities and villages have received since 1969 when the Income Tax was first established. If the Governor is successful in his proposal, our General Fund will lose approximately $1.9 million in revenues.

A $1.9 million revenue loss in State-shared funding represents approximately 7.5% of all General Fund revenues and will have a significant impact on the Village's ability to meet the service needs of the community and adequately maintain the Village's vast system of infrastructure assets now and into the future.

At present, the Governor and State Legislature continue to debate the size and sources of cuts needed to bring the State's 2016 budget in line, including the current 2015 budget which has continued with unchecked spending, despite the known reduction of the State Income Tax rate on January 1, 2015. While no specific action plan has been approved at this point, we must consider that the State will likely mandate that municipalities (local taxpayers) across Illinois will need to pay for Springfield's failed financial stewardship.

The Village's FY15/16 General Fund budget as adopted herein represents our collective vision of the programs and services required to best address the service needs of the community. This is the plan that was originally crafted before proposed cuts to the municipal share of the State Income Tax were first announced in the Governor's State budget address on February 18, 2015. Since that time, staff has identified the cuts that would be necessary in the Village Budget to address the removal of $1.9 million in revenues. In general, this loss in revenue will have the following effects:

1. Scheduled transfers to our road program (Capital Projects Fund) will not be made. Our Capital Improvement Program (CIP), notwithstanding certain grant funds, is entirely dependent upon transfers from the General Fund. Without regular transfers, the long-term viability of our CIP is in jeopardy.

2. Staffing additions proposed for FY15/16 will not be made, certain position vacancies will be held and new vacancies will be reevaluated. Carol Stream already operates a lean organization when compared to our peers. Total Village staffing through our expiring FY14/15 fiscal year remains nearly 20 positions or 11.5% below levels prior to the onset

of the Great Recession. Further reductions in staffing continue to shift our focus from being proactive to more reactive in nature.

3. Many of the Village Board's adopted strategic goals as identified in your October 2013 planning retreat will not be possible or will be significantly impaired, especially those related to marketing and branding, technology and infrastructure maintenance. It is uncertain when these can be accommodated using remaining revenues.

4. We will need to continue to defer maintenance on aging municipal facilities (Village Hall, Farmhouse, Town Center) which are already in need of attention.

A detailed list of identified spending cuts totaling more than $1.4 million (which would balance the budget if 50% of State-shared Income Taxes are removed) is located at the end of this transmittal letter. We will begin FY15/16 on May 1, 2015 with these items specifically frozen, awaiting final action from Springfield with respect to the Governor's proposal. Once Springfield acts on the State's budget, we will reassess the impact to our budget and consider whether any of the established cuts can be restored.

Historically, the Village has prepared a program-based budget which has served the community well for more than 2 decades. Throughout the budget, each department-wide budget is subdivided into line item budgets for each individual program which makes up the department's activities and services. We feel this approach to budgeting reports the most detailed and truest reflection of the costs associated with the provision of various services provided to the community and provides the Village Board and management invaluable information in the planning and decision-making process.

The 2016-18 Financial Plan consists of three basic elements: Operating Plan and Budget, Capital Improvement Program and Budget, and Special Funds.

OPERATING PLAN AND BUDGET

The operating component of the annual Village budget is made up of those funds which provide for many of the traditional day to day services delivered to the community and makes up 83% of all budgeted resources in FY15/16. Operating Funds include the **General Corporate Fund** and **Water and Sewer Fund**.

The General Fund is categorized as a "Governmental Fund" as its services are primarily financed through general taxation, intergovernmental revenues, licenses and permits, fines and forfeits and charges for services. In most instances, there is not a direct relationship between the collection of a specific tax and a service provided in governmental funds. The General Fund provides for general government services including police protection, planning and zoning activities, public works activities such as roadway maintenance, snow and ice control, parkway tree maintenance, and maintenance of public rights of way, permit review and code enforcement, financial management and general administrative activities of the Village.

The Water and Sewer Fund is categorized as an "Enterprise Fund" where a schedule of user fees is established and designed to fully finance the system's operation and continued maintenance.

Rates charged to users must be sufficient to meet the daily operational costs of the systems as well as the planned rehabilitation and replacement of its capital components. In addition to purchasing the Village's supply of Lake Michigan water through the DuPage Water Commission, the Village is responsible for maintaining all water and sewer system components including water transmission mains, pressure adjusting stations, reservoirs, hydrants, meters, sanitary sewage collection mains, and subsequent treatment at the Water Reclamation Center.

As a service provider, the Village's largest single operating cost is personnel, representing 46.0% of total operating fund expenditures. **The total FY15/16 regular full-time-equivalent (FTE) personnel complement is 153.60, an increase of 3.0 or 2.0% compared to FY14/15.** FY15/16 is the third year in which some modest staffing additions could be accommodated in response to increasing service demands, following four consecutive years of reductions in Village staffing. As indicated previously, proposed new positions (along with some existing vacant positions) are on-hold, awaiting resolution of the State's 2016 budget.

Fiscal Year	Total Positions	Change	% of Workforce
FY08/09	170.20	-	-
FY09/10	162.70	(7.50)	(4.4%)
FY10/11	150.95	(11.75)	(7.2%)
FY11/12	143.50	(7.45)	(4.9%)
FY12/13	142.88	(0.62)	(0.4%)
FY13/14	146.45	3.57	2.5%
FY14/15	150.60	4.15	2.8%
FY15/16	**153.60**	**3.00**	**2.0%**
Totals		**(16.60)**	**(9.8%)**

Including the new positions added for FY15/16, the Village remains staffed 9.8% or 16.60 positions below 7 years ago. While the previous staffing reductions were necessary in light of unprecedented revenue reductions sustained during the Great Recession, the Village emerges from the downturn an even leaner organization and is well positioned to accommodate some growth in staffing levels given recent economic indicators.

Pension and group health insurance costs represent a significant portion of annual personnel expenditures (23.4%). These costs, over which the Village has little direct control, have historically grown at a rate greater than the Consumer Price Index (CPI) or general revenues. For FY15/16, these costs have normalized to a small degree. Contributions to the Illinois Municipal Retirement Fund (IMRF) are anticipated to decrease by 2.5% compared to the FY14/15 budget and the actuarially determined contribution to the Carol Stream Police Pension Fund is projected to increase by 3.3% compared to the current year budget. **Unlike the State of Illinois, Carol Stream has always paid 100% of its required pension funding obligations when due and has never participated in pension funding holidays.**

The Village's contribution to the Intergovernmental Personnel Benefit Cooperative (IPBC), the Village's designated health insurance pool, is expected to decrease in FY15/16 by 1.0% over the current year budget. The Village's PPO plan option was determined to no longer be cost-effective or sustainable and was be eliminated beginning July 1, 2014. At that time, all participants were moved to a more cost effective HMO plan.

The use of the private sector as a supplement to Village staff is integral to providing high quality affordable services to the community. Refuse collection, tree trimming, water reclamation center operation, janitorial services, street light repairs, street sweeping, legal services, engineering reviews, building inspections, major building, street and vehicle repair, snow and ice removal, and landscape maintenance are among the more than thirty areas where this combination works very effectively. The use of volunteers from the community is another resource increasingly utilized.

General Corporate Fund

The approved General Fund budget for FY15/16 is balanced, and projects a surplus of revenues over expenditures of $855,000. By policy, General Fund surpluses are transferred to the Capital Projects Fund as the primary means of funding roadway and other infrastructure improvement projects.

Projected revenues of $25,682,000 for FY15/16 are showing continued and sustained growth (approximately 4.7%) compared to FY14/15 projected revenues. This continues the positive turnaround which began in FY12/13 following steep revenue declines that began at the onset of the Great Recession in 2008 which continued into 2009 and 2010, followed by general stagnation in the years that followed. Prior to the Great Recession, General Fund revenues peaked at $24.9 million in FY07/08. These revenues "hit bottom" at approximately $20.0 million just two years later in FY09/10. FY15/16 projected revenues have finally recovered to levels from seven years ago, albeit in a very different operating environment, one which has been significantly leaned from an already austere organization.

Our share of the 1% state sales tax has shown significant improvement over previous years with estimated growth in FY14/15 of 3.8% over FY13/14 actual revenues. This trend is anticipated to continue into FY15/16 with an additional 5.3% growth over estimated FY14/15 revenues. This is the result of general sales volume improvements in the community plus the addition two new major grocery stores, filling the void left by another which closed in December of 2013. Similar gains are anticipated in the Village's 0.75% home rule sales tax.

Collections of State Income Tax, while projected to level off in FY15/16, have grown significantly over the last few years. This does not include any impacts of the Governor's current proposal to reduce income taxes shared with local governments by 50% as a partial solution to the State's worsening budget crisis. As indicated previously, we will begin FY15/16 with approximately $1.4 million in budgetary freezes in place should the State act to reduce our revenues.

An additional indicator of continued recovery in our local economy are sustained revenues received from the real estate transfer tax during FY14/15. We continue to see improvement in

the number of residential property sales along with a number of significant sales in the Village's commercial/industrial areas. Although still well below pre-recessionary levels, this provides encouragement that investment is now taking place where it has been stagnant over the past several years.

Similar to the adopted budgets for FY11/12, FY12/13, FY13/14, and FY14/15 the General Fund budget for FY15/16 does not incorporate any increases in existing taxes and continues to fund Village operations **without the imposition of a municipal property tax**. This may need to be revisited depending on how the State decides to act with respect to shared revenues with municipalities.

Budgeted Expenditures of $25,682,000 are balanced with projected revenues and includes an anticipated transfer to the Capital Projects Fund in the amount of $855,000 representing the budgeted surplus of revenues over expenditures for FY15/16. Budgeted expenditures for FY15/16 excluding this transfer represent an increase of $1.15 million or 4.9% over budgeted expenditures for FY14/15. The increase in budgeted expenditures will provide some staffing additions needed to meet service demands of the community as well as provide resources needed to implement Village Board priorities and goals established in their October 2013 strategic planning exercise.

The General Fund is where the majority of day to day services to the community are provided. Not surprisingly, 70% of all General Fund expenditures are related to personnel costs. Total salary and wage costs for all General Fund personnel in FY15/16 are increased by about $100,000 or 0.6% compared to the approved FY14/15 budget. This increase will provide for:

- A net increase of 3.00 additional staff positions including:
  - 1 Police Officer
  - 1 Assistant Superintendent of Operations (Public Works)
  - 1 Part-time Mechanic Helper
  - 1 Part-time Information Services Technician
- Existing step and contractual compensation increases under current collective bargaining agreements.
- This does not include any general wage adjustments for represented and non-represented staff.

In addition to changes in personnel and benefit costs, increased focal areas for the new budget year include:

- Additional investment will be made in the Village's GIS (Geographic Information System) initiative. This includes the first full year of the Village's participation in a municipal GIS cooperative and continuation of contractual GIS services through Northern Illinois University.

- Additional technology improvements will include upgrades to the Village's current A/V tools for the recording and rebroadcasting of Village Board meetings (to be funded through cable TV PEG fees) as well as implementing a paperless electronic agenda management system. **(on-hold indefinitely)**

- The Engineering Services Department will be implementing an asset and operations management system program that is the primary tool in tracking, planning and managing the maintenance and rehabilitation of the Village's vast network of infrastructure asset systems. **(on-hold indefinitely)**

- The Community Development Department will be implementing a comprehensive web-based building permit and development services software solution which will replace their current system which is nearing obsolescence. **(on-hold indefinitely)**

- Capital funds totaling $375,000 have been set aside for much needed updates and improvements to the Municipal Center building which has received very little attention during the protracted recessionary period. Since that time, building finishes such as carpeting, tile, walls and paint have seen excessive wear and are in need of repair or replacement. Included with this are contemplated improvements to public restroom facilities, the Municipal Center entryway and other building finishes. **(on-hold indefinitely)**

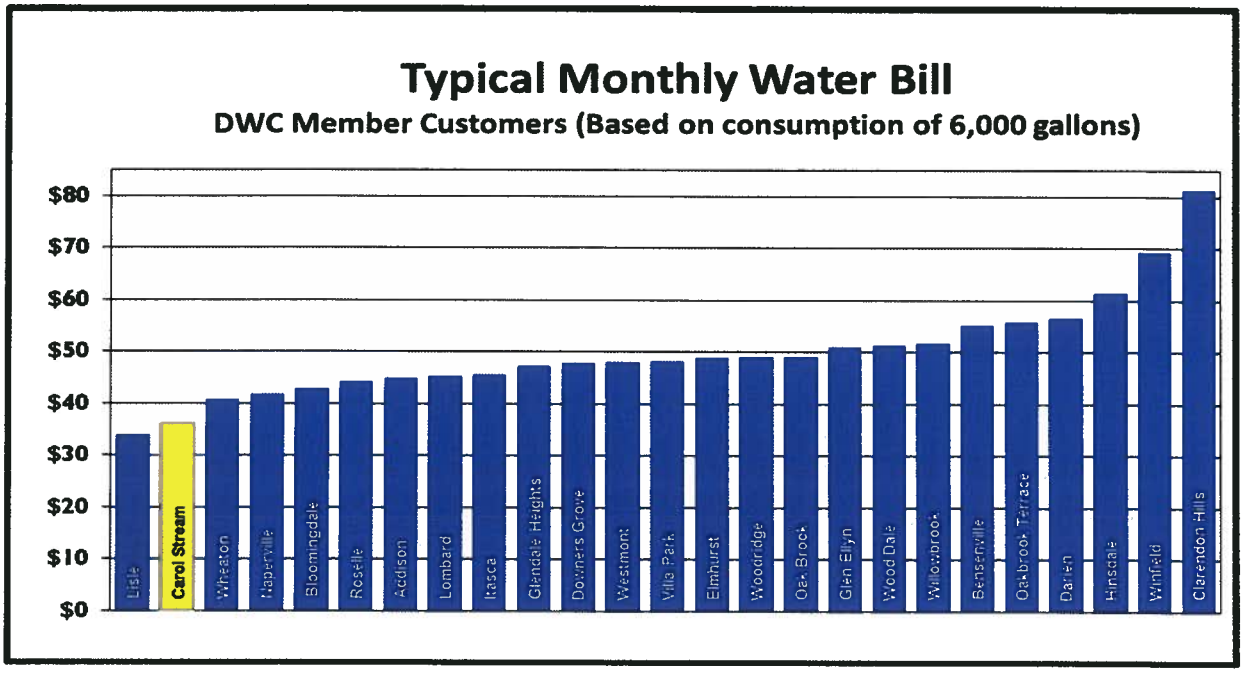
- Following a major information systems and network failure in May of 2014, significant reinvestment in the Village's information technology resources will be made, including previously deferred replacement of local desktop computers.

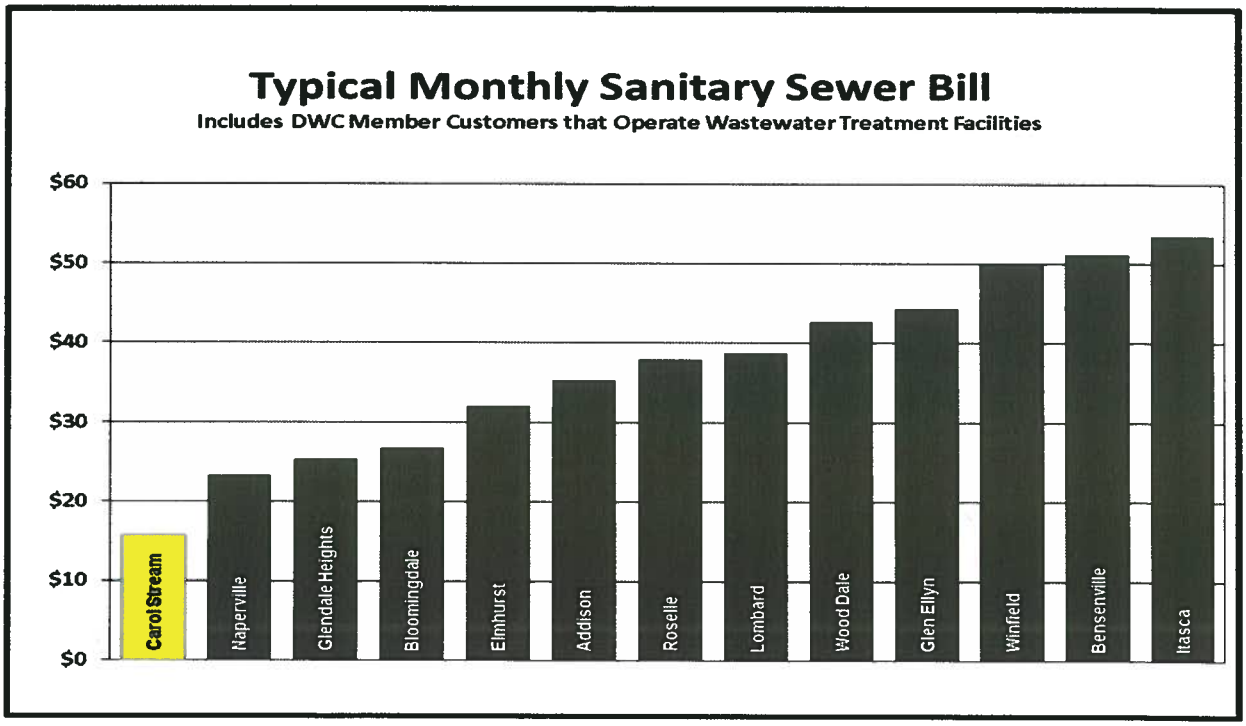
Water and Sewer Fund

The FY15/16 projected total revenue amount of $9,763,000 is 1.3% greater than revenues budgeted for FY14/15. This increase is almost entirely driven by scheduled increases in our local water rates which are needed to cover the added cost of purchasing Lake Michigan water from the City of Chicago (through the DuPage Water Commission). In the fall of 2011, the City of Chicago initiated a series of annual rate increases of 25%, 15%, 15%, and 15% which began January 1, 2012. These increases, which are to be passed along to Water Commission municipal members, will have a significant impact on the cost of providing service to our customers, now and in the future. Water consumption by Carol Stream customers is projected to decrease by 3% per year over the three year Financial Plan, which follows trend over the past several years as well as anticipated increases in water conservation practices by residents and businesses.

During the extended period of City of Chicago water rate increases, the Village held off on needed adjustments to rates charged for the collection and treatment of sanitary sewerage. During that time, sewer revenues became insufficient to support day-to-day operations and a $0.50 rate adjustment was adopted on January 1, 2015. Future increases will likely be necessary to ensure continued coverage of operating expenses as well as savings for future capital projects.

A recent survey of all DuPage Water Commission customers has shown that Carol Stream has among the lowest rates for both water and sanitary sewer services.





Budgeted FY15/16 operating expenses of $9,770,454 are 6.3% greater than FY14/15 budgeted expenses. The largest operating expenditure item is the community's water supply purchased from the DuPage Water Commission followed by the management contract for the Water Reclamation Center. The projected increase in our cost of purchasing Lake Michigan water accounts for 59% of all budgeted operating cost increases in FY15/16.

Water and Sewer Fund capital construction expenses are budgeted at $3,613,000 for FY15/16. While detailed capital improvement projects and programs related to the water and sanitary sewer infrastructure are planned and programmed as a component of the Capital Improvement Program (CIP), these expenditures are financed and budgeted in the Water and Sewer Fund and are ultimately supported by customer rates and charges.

The most significant capital projects identified for FY15/16 include the reconstruction of the Schmale Road Water Main ($2,531,000) and improvements at the Wastewater Reclamation Center including the Phase II WRC Pumping Station Improvement Project ($650,000) and new roofs on the Administration and Blower #1 buildings ($180,000).

CAPITAL IMPROVEMENT PROGRAM AND BUDGET

As Carol Stream matures, increased emphasis is being placed on infrastructure maintenance and replacement. A comprehensive Capital Improvement Plan (CIP) has been developed to address the Village's infrastructure needs. Due to the comprehensive nature of the CIP, it is published in a separate document which encompasses a specific project planning horizon of 5 years, with a more general focus extending out to 20 years. The first three years of the CIP is incorporated into the Village budget and Financial Plan and is presented in the Village's **Capital Projects Fund** and **Motor Fuel Tax Fund**. **Between these two funds, a total of $5,387,000 is budgeted to be reinvested in the maintenance of the Village's infrastructure assets in FY15/16, representing approximately 11.1% of total expenditures authorized in the Village Budget.**

The FY15/16 capital budget continues our focus of providing a full complement of infrastructure maintenance and improvement projects, following a few years where authorized projects were pared back to preserve cash reserve balances during what were some of the most uncertain periods of the Great Recession. Aside from receipt of various grant funds, the Capital Projects Fund is entirely reliant on surplus transfers from the General Fund to finance capital improvements. A history of those transfers since the Capital Projects Fund was first established as a distinct fund in FY05/06 is shown below:

Fiscal Year	Transfer Amount
FY06/07	$4,000,000
FY07/08	1,750,000
FY08/09	3,500,000
FY09/10	0
FY10/11	0
FY11/12	5,000,000
FY12/13	2,100,000
FY13/14	3,700,000
FY14/15	uncertain

The Village's street maintenance and reconstruction program is aimed at maintaining an overall "good" street system rating. The largest project planned for FY15/16 is the annual Flexible

Pavement Program ($2,558,000). This program will be funded from the Capital Projects Fund this year. Additional significant projects include:

Roadway System

- Annual Crack Filling Program ($135,000)
- Pavement Preventative Maintenance Program ($469,000)
- Kuhn Road Pavement Rehabilitation ($374,000)
- Southeast Bike Path ($100,000)
- Lies Road Bike Path Extension ($180,000)
- West Branch DuPage River Trail ($597,000)
- Carol Stream – Bloomingdale Trail Improvements ($178,000)
- Streetlight Replacement Program ($50,000)

Village Facilities

- Public Works Parking Lot Resurfacing ($80,000)

Stormwater System

- Tubeway & Westgate Stormwater Study ($70,000)
- Roadway Drainage Improvements ($58,000)
- Floodplain Structure Buyout Program ($333,000 – only if 100% grant funded)
- Kehoe Blvd. Stream Bank Stabilization – Engineering ($14,000)
- Klein Creek Section I Stream Bank Stabilization – Engineering ($32,000)

The Village has historically financed its Capital Improvement Program on a pay-as-you-go basis. Thus, **the Village has no general obligation or revenue bonded indebtedness.** Reserves in the Capital Projects Fund and Motor Fuel Tax Fund are projected to be sufficient to complete the programmed capital improvements over the next three year planning horizon. Should the State significantly reduce the municipal share of State Income Taxes, the future scope of capital rehabilitation projects, and the jobs this creates in the region, becomes increasingly jeopardized.

SPECIAL FUNDS

The Village maintains a number of smaller funds which are reserved for specific purposes. Combined, these funds make up the remaining 5.9% of the total budget for FY15/16.

Police Pension Fund

As created by State statue, the Carol Stream **Police Pension Fund** is established as a pension trust fund, the assets of which are held for the exclusive benefit of plan participants and beneficiaries. The pension fund receives its funding from member contributions, interest earnings on its portfolio of investments and an annual contribution provided by the Village which is determined by an independent actuary.

The Village has a long history of responsibly fully funding its obligations with respect to pensions. In 2011, the Illinois Legislature adopted a number of pension reforms which impact the funding of contributions to the plan beginning in FY12/13. Among the more impactful changes included an extension of the amortization period of unfunded actuarial accrued liabilities (from 2033 to 2040) as well as a reduction in the liability funding target from 100% to 90%. The impact of these changes generally results in a net reduction in required contributions into pension systems across the State. Rather than decreasing its annual contribution, the Village opted to continue to fund its obligations at 100%.

The latest actuarial valuation shows the Pension Fund's funded status at **69.9%** as of April 30, 2014. This compares favorably with all other local Illinois police pension funds which had an average funded ratio of **56.3%** (as of 2012; most current compiled data available) according to a 2013 report issued by the Illinois Department of Insurance.

TIF2 – Geneva Crossing

The Village maintains two Tax Increment Financing (TIF) Funds. **Tax Increment Financing District 2**, also known as the **Geneva Crossing TIF**, was set up in 1997 to retire $4.8 million in bonds that were issued to facilitate the construction of the Geneva Crossing shopping center which is anchored by a 71,000 square foot Dominick's Finer Foods grocery store. In 2005, this issue was refinanced to take advantage of the favorable interest rate environment. The debt service on the bonds is financed by incremental property taxes collected on the development along with a Village contribution made from sales taxes generated within the TIF.

The bonds are set for final maturity in 2021 however may be retired early after December 30, 2013. During FY14/15 a total of $1.015 million in accumulated cash reserves were applied to redeem the final three (3) years of maturities resulting in future interest cost savings of $306,000. The new final maturity date on the bonds is now December 30, 2018. We will continue to look for opportunities to redeem additional bonds prior to their maturity as financially feasible.

In December of 2013, Dominick's ceased operations, leaving the anchor tenant space vacant. This will negatively impact assessed property values within the TIF as well as future sales taxes which would be contributed to the TIF. It is not anticipated at this time that the impairment of property tax increment within the TIF will jeopardize the ability to meet future debt service obligations as they come due. We will however need to take a more active role in raising objections to tax appeals that would work against the expedited dissolution of the TIF.

TIF3 – North Avenue / Schmale Road

In December of 2011, the Village created **Tax Increment Financing District 3**, known as the **North Avenue / Schmale Road TIF**. This TIF was established on the southwest corner of North Avenue and Schmale Road as a means to facilitate appropriate economic incentives for future development of this key entryway at the Village's eastern boundary.

The Village approved a Redevelopment Agreement on July 15, 2013 with Caputo's New Farm Produce to convert a portion of the redevelopment area into a retail grocery store and warehouse operation. The negotiated developer incentive will be paid entirely from incremental property

taxes generated by the development and 50% of the sales taxes produced for a maximum term of thirteen years. In the event the established development incentive has not been paid to the developer by that time, an additional 2 years of incremental property taxes only will be paid for no more than an additional two years or until the full incentive amount has been paid, whichever occurs sooner.

The construction of the improvements (grocery store) was completed on October 28, 2014. Scheduled incentive payments pursuant to the developer note will commence on June 30, 2015 subject to the availability of property tax increment and sales taxes as defined by the Redevelopment Agreement.

LOOKING AHEAD

As we are continually reminded, the Village's main general operating revenue sources are subject to weather, economic swings, business decisions, and the vagaries of state and federal legislative, judicial, and regulatory processes. The Village has positioned itself well and has successfully scaled back the size of its operations to respond to revenue declines of a magnitude never imagined or experienced in its brief fifty plus year history. Even as we begin to experience the return of economic activity and growth, we will continue to move forward cautiously, ever mindful of how quickly today's financial climate can change.

We must remain vigilant in defending and preserving our revenue base. State sales taxes and other State-shared revenues make up 44% of total General Corporate Fund revenues. The threat of loss of State-shared revenues now looms larger than ever as the State struggles to fill huge gaps in their current year and next year budgets. We have remained in continuous contact with our local Councils of Government and our elected leaders in Springfield to ensure that the impacts on municipal budgets arising from cuts in State funding are clearly communicated.

While the principal causes of the myriad of financial challenges faced by local governments over the last several years have come from the revenue side of the budget, expenditure containment and control measures have been necessary to ensure we continue to operate within our means. Carol Stream has been very successful in this regard, however this does not diminish the need to provide basic community services.

The FY15/16 budget reflects a community which has emerged from the Great Recession in strong financial health, ready to invest new economic growth realized over the past few years to shape its future. In October of 2013, the Village Board and Executive Staff participated in a bi-annual strategic planning and goal setting exercise designed to capture the vision of the community over the near term planning horizon. The results of this process were formally adopted in Resolution No. 2712 on April 7, 2014 in concert with the adoption of the FY14/15 Annual Budget. These key focal areas for the coming year immediately follow this letter of transmittal. The adopted budget presented herein identifies the financial resources necessary to further the attainment of these principal objectives. An additional goal setting exercise will be planned during 2015.

Unfortunately, nearly the entirety of our recent successes must now be placed on hold due to the significant threat imposed upon us by the State of Illinois, which continues to undermine the benefits we have reaped through a history of thoughtful planning, sound financial management and leadership which retains its focus on the community we serve.

COMPLIMENTS AND THANK YOU

The entire management team has spent considerable time developing the 2016-18 Financial Plan, including significant rework and reprioritization of proposed budgets in light of threatened revenue reductions from Springfield. Particular thanks go to Assistant Village Manager Bob Mellor, Finance Director Jon Batek, and Assistant Finance Director Dawn Damolaris, who acted as the Financial Plan Team to coordinate the creation of the overall plan.

Of course, your continued acceptance of this approach to municipal financial planning and budgeting must be applauded. Critically reviewing, assessing and adjusting policies and practices can be challenging. This however is necessary if the community is to continue to progress and to remain financially stable.

The 2016-18 Financial Plan serves the public interest in describing and providing the resources for the provision of Village services and products to its customers. I look forward to working with you in putting this plan into action.

RESOLUTION NO. 2712

A RESOLUTION ADOPTING STATEMENTS OF GOALS, DIRECTION AND GUIDANCE FOR VILLAGE GOVERNMENT DECISIONS

WHEREAS, the Mayor and Board of Trustees engaged in strategic visioning on October 28, 2013 and January 21, 2014; and

WHEREAS, the Mayor and Board of Trustees have previously adopted statements to reflect the vision for the community and the purpose of the Village government; and

WHEREAS, the Mayor and Board of Trustees have also considered important values which guide its actions.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS; as follows:

SECTION 1: That the Mayor and Board of Trustees formally adopt the Strategic Planning and Goal Identification Ranking dated January 21, 2014 attached hereto as Exhibit "A". The Village Board is hereby further resolved to determine the methods and means to achieving these goals through action plans developed by Village staff.

SECTION 2: The Strategic Plan and Goals, along with the Vision, Purpose and Value Statements and the Financial Plan Policies established annually, shall be used in guiding future policy and governance decisions of the Carol Stream Corporate Authorities.

SECTION 3: This Resolution shall be in full force and effect from and after the passage and approval as provided by law.

PASSED AND APPROVED THIS 7th DAY OF APRIL, 2014.

APPENDIX A
STRATEGIC PLANNING AND GOAL IDENTIFICATION
April 7, 2014

1. **Human Resources**

   - Succession Planning – Develop and implement strategies.
   - Morale/Culture – Develop & implement organization wide culture that is recognized by all employees.
   - Recruitment/Retention – Plan for staffing levels that will provide excellent service to our residents while maintaining fiscal responsibility.
   - Compensation & Benefits – Develop stable compensation system.

2. **Secure, Stable & Sustainable Revenue Streams & Sources (Taxes & Fees)**

   - Budget financial policy review.
   - Analyze current revenue sources to determine their relative volatility (stability) to changes in external conditions (economic, political & demographic) and the extent to which future growth can be realized to meet service demands.
   - Identify and report on significant untapped revenue sources currently not used by the Village which can be implemented **if needed**.
   - Perform a comprehensive financial review of previously identified comparable communities to facilitate development of various financial metrics and assess Carol Stream's relative position among its peers with respect to revenues and general tax burden versus service delivery to residents.

3. **Infrastructure (Flooding, Capital Projects, Beautification)**

   - Establish expected condition indices and acceptable risk criteria for major infrastructure assets (Streets, Stormwater, Sanitary & Water).
   - Create up-to-date inventoried condition assessment of major infrastructure assets (Streets, Stormwater, Sanitary & Water) and an Operations Management System.

- Create fully developed & funded Capital Improvement Program and Operations Management System that meets the expected condition levels & risk criteria.

4. Economic Development/Annexations

- Increase the sales tax base by attracting new sales-tax-revenue-generating businesses.
- Retain existing businesses.

5. Technology

- Comprehensive GIS - Develop a multi-year program to implement a comprehensive GIS System for use by employees in all departments.
- Integrated Service Based Technology - Develop and implement tools for use by customers interacting with the Village in a web-based environment.

6. Rental & Crime Free Housing

- Provide a safe and secure environment for residents residing in rental properties.

7. External Communication/Education/Branding

- Improve external and emergency/crises communication program.
- Enhance Public Information, Media Relations & Community Events Marketing.

Village of Carol Stream
Budget Cuts Based on 50% State Reduction of Income Tax Funds
For the Fiscal Year May 1, 2015 to April 30, 2016

Department / Program	Budgetary Account	Subject	Amount
Administration	Training	ICMA Conference	$ 2,500
Administration	Training	FEMA Public Info Officer Conference	1,000
Community Dev. - Admin.	Consultant	Digitize old microfilm	20,000
Community Dev. - Code Enf.	Consultant	General reduction	5,000
Community Dev. - Code Enf.	Consultant	Reduce consultant property inspection program	15,000
Community Dev. - Code Enf.	Telephone	Communications for field computers	1,080
Community Dev. - Dev. Svcs.	Overhead Sewer	Eliminate program	2,500
Community Dev. - Dev. Svcs.	Software Maintenance	Permit software	90,000
Community Dev. - Dev. Svcs.	Telephone	Communications for field computers	540
Community Dev. - Economic Devel.	Consultant	Branding / marketing consultant	25,000
Community Dev. - Economic Devel.	Printed materials	Promotional material	3,000
Community Dev. - LR Planning	Training	APA Conference	2,500
Employee Relations	Consultant	Health insurance evaluation	10,000
Employee Relations	Consultant	Staff leadership and development program	15,000
Employee Relations	Meetings	General reduction	410
Employee Relations	Personnel Hiring	General reduction	2,500
Employee Relations	Reference Materials	Supervisory development books	200
Employee Relations	Training	Supervisory training, Cert. Labor Relations	7,925
Engineering Services - Administration	Telephones	Communications for field computers	960
Engineering Services - Design & Constr.	Software Maintenance	Asset and operations management software	160,000
Engineering Services - Storm Water	Property Maintenance	Stream restoration projects	36,000
Engineering Services - various	Salaries and Wages	Engineering seasonal employee	8,397
Engineering Services - various	Training	National professional conference	1,650
Finance - Accounting	Dues and Subscriptions	Discontinue CAFR award program	435
Finance - Accounting	Small Equipment	Replacement office chairs	1,000
Finance - Accounting	Small Equipment	Replacement high capacity document shredder	5,000
Finance - Accounting	Software Maintenance	Accounts receivable system upgrade	10,000
Finance - Accounting	Training	MUNIS software conference	2,050
Finance - Administration	Dues and Subscriptions	Eliminate GFOA membership	250
Finance - Administration	Operating Supplies	Budget covers/dividers (budget on-line only)	300
Information Services	Salaries and Wages	Information Services Technician (PT)	28,408
Information Systems	Computer Equipment	Community Devlopment field computers	6,000

Village of Carol Stream
Budget Cuts Based on 50% State Reduction of Income Tax Funds
For the Fiscal Year May 1, 2015 to April 30, 2016

Department / Program	Budgetary Account	Subject	Amount
Information Systems	Computer Equipment	Community Devlopment field printers	1,400
Information Systems	Computer Equipment	Engineering Inspector field computers	10,000
Information Systems	Other Equipment	Copier - Employee Relations Department	8,000
Information Systems	Other Equipment	Copier - Engineering Service Department	8,000
Information Systems	Other Equipment	Security Camera Upgrades	35,000
Information Systems	Software Maintenance	Paperless agenda system	9,000
Information Systems	Software Maintenance	Web forms/customer interaction software	9,900
Legislative Board	Community Service Programs	DuPage Senior Citizens Council contribution	8,400
Municipal Building	Facility Improvements	Village Hall maintenance updates	375,000
Municipal Building	Maintenance and Repair	Farmhouse exterior maintenance project	40,000
Municipal Garage	Salaries and Wages	Mechanic Helper (PT)	14,090
Municipal Garage - M&R	Maintenance and Repair	Garage floor recoating	12,000
Municipal Garage - M&R	Maintenance and Repair	Tool storage project - scope reduction	16,800
Police Department	Salaries and Wages	Police Officer	80,412
Police Department	Salaries and Wages	Community Service Technician (RCFL Investig.)	70,066
Police Department	Salaries and Wages	Community Service Technician	60,888
Police Department - various programs	Training	Various training program reductions	63,339
Public works - Buildings and Grounds	Maintenance and Repair	Door security system	20,000
Public works - Buildings and Grounds	Other Equipment	Floor cleaner (purchase used)	8,000
Public works - Buildings and Grounds	Other Equipment	Smart board	4,000
Public works - Buildings and Grounds	Property Maintenance	North Avenue mulch	16,000
Public Works - Maintenance and Repair	Equipment rental	General reduction	1,000
Public Works - Maintenance and Repair	Hauling	General reduction	2,500
Public Works - Maintenance and Repair	Other Equipment	Light tower	12,000
Public Works - Maintenance and Repair	Other Equipment	Tool boxes	2,500
Public Works - Maintenance and Repair	Other Equipment	Generator shelf	2,500
Public Works - Signs and Lights	Equipment Rental	General reduction	1,200
Public Works - Snow and Ice	Training	APWA Snow/Ice conference	3,000
Public Works - Streets Administration	Telephone	General reduction	530
Public Works - Streets Administration	Training	IPSI conference	1,200
Public Works - various programs	Salaries and Wages	Asst Superintendent of Operations	69,959
Grand Total			$ 1,431,289

FINANCIAL PLAN POLICIES

INTRODUCTION

Over the years, the Village's governing board has followed a defined set of policies and philosophies in directing the Village's fiscal affairs. Some were established when the Village was first founded in 1959. With some adjustments, refinements and additions, these basic policies and philosophies have been followed and have resulted in a dynamic and successful community with a strong financial position and diverse economic base. Taking advantage of circumstance and "the good times" has certainly contributed to the Village's financial strength, but adherence to fundamental fiscal policies has provided the foundation for long term results.

These policies and their results have been reviewed as part of the financial planning process and reaffirmed as the basis for developing this Financial Plan.

OVERVIEW

Policies in three major areas have been established. These are identified as Fiscal, Community and Economic Development, and Village Services.

All of the policies within these three categories are aimed at keeping the cost of Village government as low as possible, developing a solid diversified community and economic base, providing excellent customer service, spreading the cost of government fairly among those served, and future expansion paying its own way so that existing residents who paid for community development once are not burdened with future expansion costs.

The result of these policies is a municipality which imposes no property tax, has sound and modern public facilities, offers quality services, has not relied upon general obligation debt, and historically, one that has been able to meet its operating and capital needs while at the same time reserving funds for dealing with catastrophic events should they occur. By following a set of guidelines, the Village has managed to stay on a financially healthy course and it will continue to do so if it uses caution and maintains the discipline of following the policies established.

The annual budget is built upon a series of basic financial policies and guiding principles as established by the Village Board and Management. Although these policies are fundamental in nature, they have contributed significantly to the historical financial strength of the Village and demonstrate the Village's ongoing commitment to being a responsible steward of the public's finances.

These policies have served the Village well, not just in good economic times, but particularly in periods of sustained economic downturn and uncertainty. Adherence to these principles help to maintain a position that ensures the Village is able to deliver uninterrupted basic government services on both a near-term and long-term basis. Further, well established and thoughtful policy development contribute toward ensuring services are delivered in a cost-effective manner, maintaining a well-diversified community and economic base, and distributing the cost of government fairly across those it serves.

A. General

The Village of Carol Stream has a tradition of sound municipal financial management. The multi-year Financial Plan and the Annual Budget include a set of policies to be followed in managing the financial and budgetary affairs of the Village. These policies will allow the Village to maintain its strong financial condition, as well as quality services now and in the future.

B. Revenue

1. The Village endeavors to maintain a diversified and stable revenue base to shelter it from short-term fluctuations in any one-revenue source. The revenue mix combines elastic and inelastic revenue sources to minimize the effect of an economic downturn.

   Surpluses identified but not included in the annual base-operating budget are dedicated to capital, plant and equipment.

2. Through the Village's economic development program, the Village will strive to strengthen and further diversify its revenue base.

3. The Village will project revenues for the next three years and will update this projection annually. Each existing and potential revenue source will be reexamined annually or more often if needed.

4. The Village will maintain a revenue monitoring system to assist in trend analysis and revenue forecasting.

5. The Village will oppose State and/or Federal legislation that will mandate costs to units of local government without providing a new or increasing an existing revenue source to pay those costs.

6. The Village follows a "cost of service" approach which results in user fees, rates and customer charges being sufficient to cover the cost of providing the service. Each year the Village will establish user fees, rates and charges at a level related to the cost of providing the service and to adjust for the effects of inflation.

7. The Village will set fees and user charges for each enterprise fund, such as Water and Sewer, at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets.

8. The Village will not use one-time revenue for continuing expenses. All new and continuing expenses will be based on known and conservatively projected revenue sources. The identification of new, but one-time revenue opportunities (i.e. state and federal grants) will be used to fund one-time expenses such as capital equipment purchases and small capital projects not involving on-going operating expenses.

9. The operating reserve may be used to supplement the budget during a financial downturn. The use of the reserves must be authorized by the Village Board and a plan to replenish the reserves to the required level should accompany the request to use the funds.

C. Expenditure

1. The Village will maintain a level of expenditures which will provide for the public well being and safety of the residents of the community.

2. Expenditures will be within the confines of generated revenue. The operating reserve may be used to supplement the budget during a financial downturn.

3. The Village will maintain expenditure categories according to state statute and administrative regulation.

4. Services will parallel and adjust to the Village's inelastic revenue sources in order to maintain the highest level of service. During periods of economic upturn, long-term expansion of core services will be limited to the anticipated increase of those sources.

5. The Village will forecast its expenditures for each of the next three years and will update this forecast annually. Expenditure forecasts will be cognizant of the elastic and inelastic structure of revenues.

6. The Annual Operating Budget and Financial Plan and Capital Improvement Program should provide for adequate design, construction, maintenance, and replacement of the Village's capital plant and equipment.

7. A performance based employee compensation package consistent with sound economic policies of the Village of Carol Stream is maintained to recruit and to retain qualified employees.

D. Debt Management

Although the Village has infrequently utilized indebtedness as a means of financing capital improvements or major purchases, the Village has adopted a Debt Management Policy which has the following purpose:

> The Debt Management Policy sets forth comprehensive guidelines for the financing of capital projects and infrastructure. It is the objective of the policy that (1) the Village obtain financing only when necessary, (2) the process for identifying the timing and amount of debt or other financing be as efficient as possible and (3) the most favorable interest and other costs be obtained.

The Debt Management policy can be found in its entirety on the Village web site at carolstream.org.

E. Cash Reserve Policy

The Village will maintain operating cash reserve balances for its operating funds (General Corporate Fund and Water and Sewer Fund) as a means of meeting the Village's cash flow requirements and to provide a liquidity buffer to protect against short-term revenue losses, delays in State funding, or other unplanned significant expenditures. Reserve balances will be established in accordance with parameters set forth in this policy.

Operating reserves will be established based on annual "net budgeted expenditures" of the fund, which shall be defined as total budgeted expenditures minus capital expenditures.

Cash balances subject to the reserve policy shall exclude cash deposits, escrows, or other amounts held by the Village on behalf of third parties.

The Village Board may, from time to time, establish "special operating reserves", which may be maintained in addition to standard operating reserve balances. Generally, these may be established to support special programs or projects as approved by the Village Board (e.g. Emerald Ash Borer Reserve). These special operating reserves may be established as a percentage of net budgeted expenditures or as a fixed dollar amount which is reduced as qualified expenditures are incurred.

General Corporate Fund

The General Corporate Fund shall maintain an operating cash reserve balance at a minimum of 25% of annual net budgeted expenditures, but shall be no more than 50% of net budgeted expenditures.

In the event cash reserve balances exceed 50% of net operating expenditures, the excess amount over the 50% maximum may be:

1. Retained in the General Fund upon direction of the Village Board.
2. Transferred to the Capital Projects Fund as the primary funding support for ongoing Village infrastructure improvements.
3. Used for any other purpose as the Village Board may direct and approve.

Transfers or other disposition of balances in excess of the policy maximum need not take place more frequently than once annually and should generally be directed on or near the time of the adoption of the annual budget, or as soon as is practicable thereafter.

Water and Sewer Fund

The Water and Sewer Fund shall maintain an operating cash reserve balance at a minimum of 25% of annual net budgeted expenditures. All other fund reserve balances shall be designated as "capital reserve" balances and will be used to support the construction, repair, rehabilitation or replacement of capital assets serving the combined water and sewer utilities.

If fund balances are used to support one-time capital, one-time non-operating expenditures, and operating expenditure the funds must be specifically appropriated by the Village Board and a plan to replenish the reserves to the required level should accompany the request to use the funds.

F. Cash Management

1. An investment policy has been adopted by the Village Board. The investment policy provides guidelines for the prudent investment of the temporary idle cash and outlines the policies for maximizing the efficiency of the cash management system. The ultimate goal is to enhance the economic status of the Village while protecting its pooled cash.

2. The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the Village to invest funds to the fullest extent possible. The Village attempts to match funds to projected disbursements.

3. In order to maximize interest earnings, the Village commingles the cash of all funds excluding the Police Pension Fund. Interest revenue derived from commingled cash is allocated to the participating funds monthly based on the relative cash balance of each fund.

4. Criteria for selecting investments and the order of priority are:

   a. Legal. The investment program must be in conformance with federal laws, state statutes, local ordinances, and internal policies and procedures. State statutes govern the investment of public funds and provide the general framework for investment activity and fiduciary responsibilities.

   b. Safety. The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The Village only invests in those investments that are considered safe.

   c. Liquidity. This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal and interest. Liquidity is an important investment quality especially when the need for unexpected funds occur occasionally.

   d. Yield. Yield is the potential dollar earnings an investment can provide, and sometimes is described as the rate of return.

G. Accounting, Auditing and Financial Reporting Policies

1. The Village will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principals (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).

2. The accounting system will maintain records on a basis consistent with accepted standards for local government accounting (according to GASB).

3. Where possible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by Fund.

4. An independent firm of certified public accountants will perform an annual financial and compliance audit according to Generally Accepted Auditing Standards (GAAS) and will publicly issue an opinion which will be incorporated in the Comprehensive Annual Financial Report.

5. Annually seek the GFOA Certificate of Achievement for Excellence in Financial Reporting Program.

6. The Village will use the modified accrual basis of accounting for its governmental funds (general, special revenue, capital projects and debt service funds). Revenues are recognized in the accounting period which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred.

7. The Village will use accrual basis accounting for its proprietary funds (enterprise and internal service funds). Revenues are recognized in the accounting period they are earned and become measurable. Expenses are recognized in the accounting period in which the liability is incurred.

8. The Village will promote full disclosures in its annual financial statements and its bond presentations.

1. The Village encourages controlled growth of the community following an official Comprehensive Plan for development.

2. Firm but fair enforcement of up to date codes.

3. Actively promote Village as a location for high-end industrial and commercial enterprise, utilizing available economic incentives to encourage business to choose Carol Stream.

4. Emphasize business "retention" as an important part of economic development.

5. Encourage a mix of residential housing type to appeal to a wide range of people. Emphasis is placed on encouraging single family detached "higher end" housing as the Village has sufficient multi-family and single family attached housing stock and recently, age restricted residential development has been encouraged.

6. The Village will continually stay abreast of and pursue any potential development or redevelopment opportunities.

1. Provide essential traditional government services efficiently and well.

2. Encourage community-based approaches to identifying community needs and for fulfilling them.

3. Emphasis on preventive measures and practices rather than cures.

4. Encourage innovative organizational, administrative and operational practices and procedures.

5. Maintain a balance between services provided by Village employees and those provided by private sector, utilizing cost effectiveness and quality measures as determinants.

6. No new Village service without establishment of a specific identifiable revenue source to fund it.

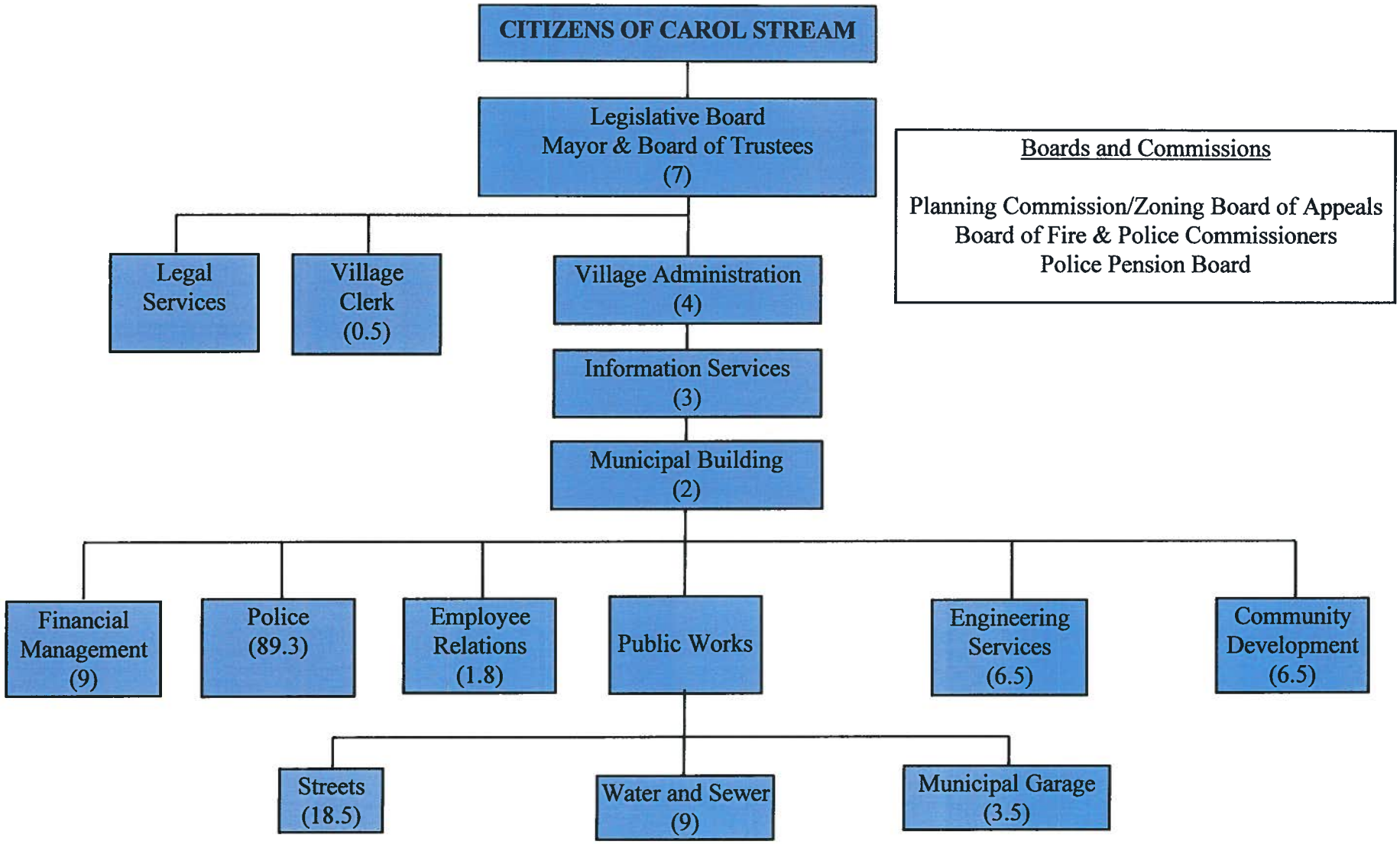
7. Personnel and other resource levels are adjusted to provide present programs and levels of service as defined in keeping with the principles of the plan established by the Village Board. If necessary and feasible, staff will be added to maintain the current service levels.

FINANCIAL PLAN and BUDGET SUMMARIES

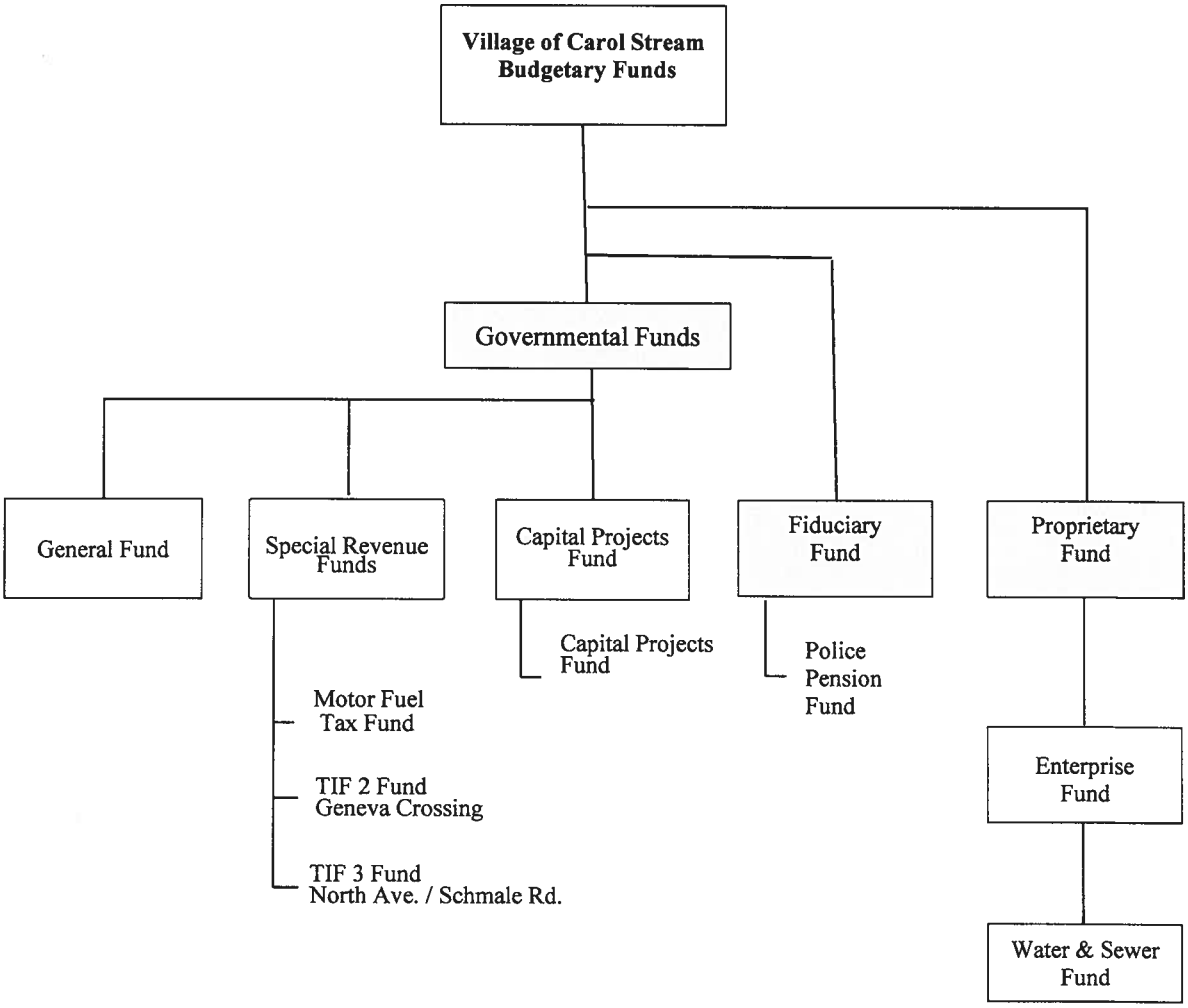
Village of Carol Stream

ORGANIZATION CHART

May 1, 2015



VILLAGE OF CAROL STREAM FUND STRUCTURE



Major Fund Descriptions:

Major Governmental Funds

General Fund accounts for all general government activity not accounted for in other funds. It includes most tax revenues and such services as public safety, highways and street, engineering, planning and administration.

Capital Projects Fund accounts for capital projects relating to maintenance and replacement of existing infrastructure as well as the development of new facilities to accommodate future growth.

Major Enterprise Funds

Water and Sewer Fund accounts for the activities of the water and sewerage operations. The Village operates the sewage treatment plant, sewage pumping stations and collection systems and the water distribution system. Lake Michigan water is purchased through the DuPage Water Commission.

Non-Major Special Revenue Funds

Used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Funds include the **Motor Fuel Tax** and two Tax Increment Financing Districts (**TIF 2 - Geneva Crossing** and **TIF 3 – North Avenue / Schmale Road**).

Non-Major Fiduciary Fund

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the Village. When these assets are held under the terms of a formal trust agreement, a pension fund is used. The **Police Pension Fund** accounts for the accumulation of resources to pay pension costs to the Village's police officers.

All of the above mentioned funds are subject to appropriation.

Village of Carol Stream

ALL GOVERNMENTAL FUND TYPES

Combined Statement of Proposed Revenues, Expenditures and Changes in Fund Balances
Year Ended April 30, 2016

Description	General	Capital Proj.	Special Revenue: Motor Fuel Tax	Special Revenue: TIF 2 Geneva Crossing	Special Revenue: TIF 3 North Ave./ Schmale Rd.	Totals
Revenue						
Taxes	$ 20,479,500			$ 475,000	$ 14,000	$ 20,968,500
Licenses and Permits	1,214,000					1,214,000
Intergovernmental	200,000	1,076,000	966,000			2,242,000
Charges for Services	1,593,500					1,593,500
Fines and Forfeits	1,665,000					1,665,000
Interest	5,000	15,000	500	200		20,700
Miscellaneous	525,000					525,000
Total Revenue	**25,682,000**	**1,091,000**	**966,500**	**475,200**	**14,000**	**28,228,700**
Expenditures						
Current						
General Government	7,918,438					7,918,438
Public Safety	13,763,102					13,763,102
Highways and Streets	3,825,460	5,252,000	135,000			9,212,460
Debt Service						
Principal Retirement				265,000	0	265,000
Interest and Fiscal Charges				57,480	140,000	197,480
Miscellaneous				500	17,000	17,500
Total Expenditures	**25,507,000**	**5,252,000**	**135,000**	**322,980**	**157,000**	**31,373,980**
Excess (Deficiency) of Revenue Over Expenditures	175,000	(4,161,000)	831,500	152,220	(143,000)	(3,145,280)
Other Financing Sources (Uses)						
Operating Transfers In		855,000		55,000	120,000	1,030,000
Operating Transfers (Out)	(175,000)					(175,000)
Excess (Deficiency) of Revenue and Other Financing Sources Over Expenditures and Other Financing Uses	0	(3,306,000)	831,500	207,220	(23,000)	(2,290,280)
Fund Balances						
May 1 - Projected	17,522,343	21,439,788	3,382,448	1,090,066	(59,260)	43,375,385
April 30 - Projected	**$ 17,522,343**	**$ 18,133,788**	**$ 4,213,948**	**$ 1,297,286**	**$ (82,260)**	**$ 41,085,105**

Village of Carol Stream

Combined Statement of Proposed Revenues, Expenditures and Changes in Fund Balances

ALL GOVERNMENTAL FUND TYPES — **Year Ended April 30, 2017**

Description	General	Capital Proj.	Special Revenue: Motor Fuel Tax	Special Revenue: TIF 2 Geneva Crossing	TIF 3 North Ave./ Schmale Rd.	Totals
Revenue						
Taxes	$ 20,966,900			$ 400,000	$ 168,000	$ 21,534,900
Licenses and Permits	1,224,500					1,224,500
Intergovernmental	90,000	407,000	957,000			1,454,000
Charges for Services	1,554,000					1,554,000
Fines and Forfeits	1,746,000					1,746,000
Interest	25,000	15,000	500	200	500	41,200
Miscellaneous	495,600					495,600
Total Revenue	**26,102,000**	**422,000**	**957,500**	**400,200**	**168,500**	**28,050,200**
Expenditures						
Current						
General Government	8,045,807					8,045,807
Public Safety	14,179,136					14,179,136
Highways and Streets	3,698,557	6,489,000	142,000			10,329,557
Debt Service						
Principal Retirement				280,000	140,500	420,500
Interest and Fiscal Charges				45,025	140,000	185,025
Miscellaneous				500	13,500	14,000
Total Expenditures	**25,923,500**	**6,489,000**	**142,000**	**325,525**	**294,000**	**33,174,025**
Excess (Deficiency) of Revenue Over Expenditures	178,500	(6,067,000)	815,500	74,675	(125,500)	(5,123,825)
Other Financing Sources (Uses)						
Operating Transfers In		1,474,230		55,000	123,500	1,652,730
Operating Transfers (Out)	(178,500)					(178,500)
Excess (Deficiency) of Revenue and Other Financing Sources Over Expenditures and Other Financing Uses	0	(4,592,770)	815,500	129,675	(2,000)	(3,649,595)
Fund Balances						
May 1 - Projected	17,522,343	18,133,788	4,213,948	1,297,286	(82,260)	41,085,105
April 30 - Projected	**$ 17,522,343**	**$ 13,541,018**	**$ 5,029,448**	**$ 1,426,961**	**$ (84,260)**	**$ 37,435,510**

Village of Carol Stream

ALL GOVERNMENTAL FUND TYPES

Combined Statement of Proposed Revenues, Expenditures and Changes in Fund Balances
Year Ended April 30, 2018

Description	General	Capital Proj.	Special Revenue: Motor Fuel Tax	Special Revenue: TIF 2 Geneva Crossing	Special Revenue: TIF 3 North Ave./ Schmale Rd.	Totals
Revenue						
Taxes	$ 21,471,600			$ 400,000	$ 220,000	$ 22,091,600
Licenses and Permits	1,225,200					1,225,200
Intergovernmental	90,000	738,000	947,000			1,775,000
Charges for Services	1,594,000					1,594,000
Fines and Forfeits	1,772,000					1,772,000
Interest	100,000	25,000	500	200	1,500	127,200
Miscellaneous	496,200					496,200
Total Revenue	**26,749,000**	**763,000**	**947,500**	**400,200**	**221,500**	**29,081,200**
Expenditures						
Current						
General Government	7,897,747					7,897,747
Public Safety	14,541,130					14,541,130
Highways and Streets	4,128,123	6,229,000	149,000			10,506,123
Debt Service						
Principal Retirement				290,000	194,500	484,500
Interest and Fiscal Charges				31,865	140,000	171,865
Miscellaneous				500	14,000	14,500
Total Expenditures	**26,567,000**	**6,229,000**	**149,000**	**322,365**	**348,500**	**33,615,865**
Excess (Deficiency) of Revenue Over Expenditures	182,000	(5,466,000)	798,500	77,835	(127,000)	(4,534,665)
Other Financing Sources (Uses)						
Operating Transfers In		1,704,073		55,000	127,000	1,886,073
Operating Transfers (Out)	(182,000)					(182,000)
Excess (Deficiency) of Revenue and Other Financing Sources Over Expenditures and Other Financing Uses	0	(3,761,927)	798,500	132,835	0	(2,830,592)
Fund Balances						
May 1 - Projected	17,522,343	13,541,018	5,029,448	1,426,961	(84,260)	37,435,510
April 30 - Projected	**$ 17,522,343**	**$ 9,779,091**	**$ 5,827,948**	**$ 1,559,796**	**$ (84,260)**	**$ 34,604,918**

Village of Carol Stream

ALL PROPRIETARY AND FIDUCIARY FUND TYPES

Combined Statement of Proposed Revenues/Expenses & Changes in Net Assets
Year Ended April 30, 2016

Description	Proprietary Water & Sewer	Fiduciary Police Pension	Totals
Revenue			
Charges for Services	$ 9,749,000		9,749,000
Contributions		2,275,946	2,275,946
Interest	14,000	3,300,100	3,314,100
Total Revenue	**9,763,000**	**5,576,046**	**15,339,046**
Expenses			
Operations	10,500,062		10,500,062
Benefits and Refunds		2,385,500	2,385,500
Capital Investment	3,613,000		3,613,000
Debt Service			
Principal Retirement	393,291		393,291
Interest and Fiscal Charges	95,193		95,193
Total Expenses	**14,601,546**	**2,385,500**	**16,987,046**
Net Income (Loss)	**(4,838,546)**	**3,190,546**	**(1,648,000)**
Net Assets			
May 1 - Projected	45,061,100	41,711,775	86,772,875
April 30 - Projected	**$ 40,222,554**	**$ 44,902,321**	**$ 85,124,875**

Village of Carol Stream

ALL PROPRIETARY AND FIDUCIARY FUND TYPES

Combined Statement of Proposed Revenues/Expenses & Changes in Net Assets
Year Ended April 30, 2017

Description	Proprietary Water & Sewer	Fiduciary Police Pension	Totals
Revenue			
Charges for Services	$ 9,528,000		9,528,000
Contributions		2,461,541	2,461,541
Interest	20,000	3,500,100	3,520,100
Total Revenue	**9,548,000**	**5,961,641**	**15,509,641**
Expenses			
Operations	10,304,021		10,304,021
Benefits and Refunds		2,587,500	2,587,500
Capital Investment	1,317,000		1,317,000
Debt Service			
Principal Retirement	402,196		402,196
Interest and Fiscal Charges	85,308		85,308
Total Expenses	**12,108,525**	**2,587,500**	**14,696,025**
Net Income (Loss)	**(2,560,525)**	**3,374,141**	**813,616**
Net Assets			
May 1 - Projected	40,222,554	44,902,321	85,124,875
April 30 - Projected	**$ 37,662,029**	**$ 48,276,462**	**$ 85,938,491**

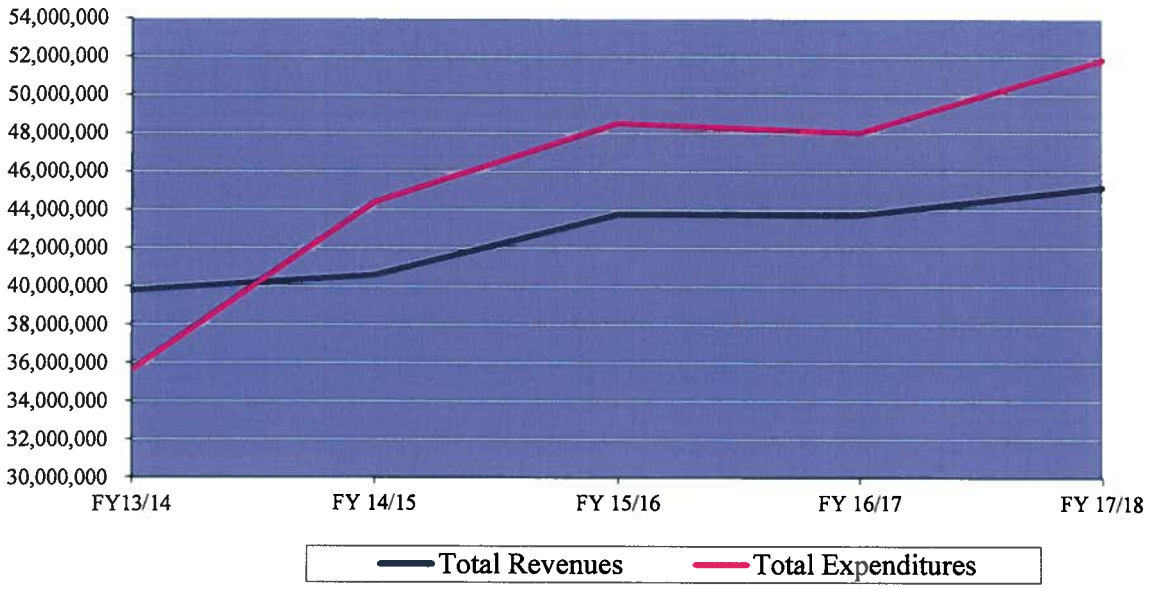
Village of Carol Stream

ALL PROPRIETARY AND FIDUCIARY FUND TYPES

Combined Statement of Proposed Revenues/Expenses & Changes in Net Assets
Year Ended April 30, 2018

Description	Proprietary Water & Sewer	Fiduciary Police Pension	Totals
Revenue			
Charges for Services	$ 9,386,000		9,386,000
Contributions		2,674,195	2,674,195
Interest	40,000	3,800,100	3,840,100
Total Revenue	**9,426,000**	**6,474,295**	**15,900,295**
Expenses			
Operations	10,304,953		10,304,953
Benefits and Refunds		2,789,500	2,789,500
Capital Investment	4,484,000		4,484,000
Debt Service			
Principal Retirement	411,330		411,330
Interest and Fiscal Charges	75,193		75,193
Total Expenses	**15,275,476**	**2,789,500**	**18,064,976**
Net Income (Loss)	**(5,849,476)**	**3,684,795**	**(2,164,681)**
Net Assets			
May 1 - Projected	37,662,029	48,276,462	85,938,491
April 30 - Projected	**$ 31,812,553**	**$ 51,961,257**	**$ 83,773,810**

TOTAL REVENUES vs. TOTAL EXPENDITURES
ALL FUNDS (FY13/14 - FY17/18)



The excess of budgeted expenditures over revenues for fiscal years FY14/15 through FY17/18 relate to the planned use of cash reserves for capital/infrastructure programs.

This includes major capital rehabilitation work on the Village's wastewater and water infrastructure assets. In addition, the Capital Programs Fund, which provides for most of the Village's road improvements, is primarily funded out of reserves.

General Fund operating costs for the three year financial plan are fully covered by current projected revenues.

Summary of Budgeted Revenues and Expenses

Fund	Actual FY13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
REVENUES						
General Fund	$ 24,823,994	$ 25,025,000	$ 24,540,000	$ 25,682,000	$ 26,102,000	$ 26,749,000
Water & Sewer Fund	9,015,335	9,637,000	9,042,000	9,763,000	9,548,000	9,426,000
Capital Projects Fund	135,100	510,000	10,000	1,091,000	422,000	763,000
Motor Fuel Tax Fund	1,159,623	950,000	1,329,000	966,500	957,500	947,500
TIF2 - Geneva Crossing	524,854	515,200	470,150	530,200	455,200	455,200
TIF3 - North / Schmale	18,779	173,640	84,800	134,000	292,000	348,500
Police Pension Fund	4,103,751	5,122,330	5,108,302	5,576,046	5,961,641	6,474,295
Total Revenues	$ 39,781,436	$ 41,933,170	$ 40,584,252	$ 43,742,746	$ 43,738,341	$ 45,163,495
EXPENSES						
General Fund	$ 21,902,386	$ 25,025,000	$ 24,540,000	$ 25,682,000	$ 26,102,000	$ 26,749,000
Water & Sewer Fund	8,952,369	15,915,119	11,715,669	14,601,546	12,108,525	15,275,476
Capital Projects Fund	1,315,663	5,715,000	4,329,000	5,252,000	6,489,000	6,229,000
Motor Fuel Tax Fund	2,379,236	129,000	116,000	135,000	142,000	149,000
TIF2 - Geneva Crossing	370,994	375,460	1,390,660	322,980	325,525	322,365
TIF3 - North / Schmale	9,533	159,500	86,000	157,000	294,000	348,500
Police Pension Fund	1,758,031	2,076,000	2,231,700	2,385,500	2,587,500	2,789,500
Total Expenses	$ 36,688,212	$ 49,395,079	$ 44,409,029	$ 48,536,026	$ 48,048,550	$ 51,862,841

Village of Carol Stream

FINANCIAL PLAN - FY15/16

COMBINED OPERATING FUNDS

Summary of Accounts

General Fund and Water & Sewer Fund

Acct No.	Account	Total	Percent of Total Budget	Fire/Pol Comm	Legis. Board	Plan Comm	Legal Services	Village Clerk	Admin.	Employee Relations	Financial Mgmt.	Engin. Services	Com. Devel.	Info. Services	Police Department	Streets	Munici. Building	Munic. Garage	Transfers/ Agmts.	Town Center	WC&TC	Water & Sewer
	Salaries & Wages																					
51102	Personal Services	11,978,115	29.73%	600	23,400	2,000		25,067	474,713	165,970	544,799	587,244	536,295	232,438	7,050,679	1,009,901	154,872	295,395			299,974	574,768
51106	Seasonal Help	53,480	0.13%									7,800				38,220					2,000	5,460
51107	Court Time	131,000	0.33%												131,000							
51109	Overtime	780,800	1.94%								3,000	7,800	1,500	1,000	590,500	108,500	1,000	2,000			7,500	58,000
51111	Group Insurance	1,780,512	4.42%						41,968	16,426	69,251	79,482	89,172	22,464	1,039,949	198,430	20,247	50,623			52,585	99,915
51112	IMRF	856,062	2.13%			140			59,876	17,635	76,707	80,351	83,292	25,206	173,823	150,750	21,682	39,952			41,336	85,312
51113	FICA	920,125	2.28%	46	1,790	153		1,918	31,057	12,381	40,451	45,285	39,657	17,787	535,744	87,662	11,848	22,522			23,444	48,380
51114	Workers Comp	364,891	0.91%					49	860	368	1,327	7,615	4,542	375	268,744	49,120	6,078	6,054			5,901	13,858
51115	Unemploy. Comp	18,000	0.04%							18,000												
51116	GCF Tfr Pol. Pen.	1,705,946	4.23%												1,705,946							
	SUBTOTALS	18,588,931	46.15%	646	25,190	2,293	0	27,034	608,474	230,780	735,535	815,577	754,458	299,270	11,496,385	1,642,583	215,727	416,546	0	0	432,740	885,693
	Contractual Services																					
52212	Auto Maint.& Rpr.	596,037	1.48%									7,450	5,961		240,238	273,342	1,490				20,403	47,153
52215	Ins. Deductibles	100,000	0.25%						100,000													
52219	TC Maintenance	25,765	0.06%														25,765					
52221	Utility Bill Process.	124,000	0.31%																		62,000	62,000
52222	Meetings	18,700	0.05%		9,400	100		300	1,120	435	400	65	4,580		1,850	150					50	250
52223	Training	195,904	0.49%	1,900					5,500	9,675	4,600	5,730	4,950	8,300	134,309	11,725	325	4,500			2,045	2,345
52224	Vehicle Insur.	91,071	0.23%									4,459	2,598		38,992	31,199	1,729	1,729			904	9,461
52225	Employment Phys.	2,750	0.01%							2,750												
52226	Office Equip.Maint.	36,355	0.09%						50		4,600	800	710	22,200	7,995							
52227	Radio Maint.	2,140	0.01%												2,140							
52228	Personnel Hiring	23,000	0.06%	18,000						5,000												
52229	Postage	89,350	0.22%								30,100										29,650	29,600
52230	Telephone	111,384	0.28%						37,000	1,200	720	5,100	2,280	14,346	38,376	5,140	972	750			2,300	3,200
52231	Copy Expense	21,000	0.05%						21,000													
52233	Recording Fees	1,400	0.00%					1,400														
52234	Dues & Subscrip.	95,065	0.24%	400	40,800	450		290	3,800	625	1,285	1,295	2,490	4,800	29,170	4,120		3,210			550	1,780
52235	Prosecution	35,000	0.09%				35,000															
52236	Mgmt. Physicals	5,397	0.01%												5,397							
52237	Auditing	32,000	0.08%		22,000																5,000	5,000
52238	Legal Fees	213,000	0.53%	7,000			200,000														2,000	4,000
52239	Range	6,450	0.02%												6,450							
52240	Pub. Notices/Info	6,578	0.02%		1,778	1,200		1,600														2,000
52241	Court Recorder Fees	1,200	0.00%			1,200																
52242	Employee Recognit.	5,650	0.01%							5,650												
52243	Paging	350	0.00%												350							
52244	Maint. & Repair	610,620	1.52%												58,570	106,100	73,450	55,000			192,500	125,000
52245	Gen.Communication	689,976	1.71%												689,976							
52246	Economic Develop.	20,000	0.05%										20,000									
52247	Data Processing	3,500	0.01%												3,500							
52249	Animal Control	2,500	0.01%												2,500							
52253	Consultant	468,260	1.16%					7,000	78,160	25,000		65,100	188,000	35,000							70,000	
52254	Actuarial	3,000	0.01%								3,000											
52255	Software Maint.	478,225	1.19%							1,500	49,800	160,000	90,000	77,275	25,100	750		1,800			36,000	36,000
52256	Banking Services	17,800	0.04%								9,800										4,000	4,000
52257	GIS System	176,400	0.44%											176,400								
52260	Weed Mowing	3,000	0.01%										3,000									
52261	Liability Insur.	75,895	0.19%						26,563												24,666	24,666
52262	WRC Contract	1,765,013	4.38%																		1,765,013	
52263	Property Insurance	80,896	0.20%						35,956												22,470	22,470
52264	Equipment Rental	15,360	0.04%													14,400	100	360				500
52265	Hauling	17,000	0.04%													5,000						12,000
52266	Snow Removal	240,000	0.60%													240,000						
52267	Uniform Cleaning	1,500	0.00%															1,500				
52268	Tree Maint.	125,700	0.31%													125,700						
52269	Mosquito Abatemt.	70,725	0.18%													70,725						

Village of Carol Stream

FINANCIAL PLAN - FY15/16

COMBINED OPERATING FUNDS

Summary of Accounts

General Fund and Water & Sewer Fund

Acct No.	Account	Total	Percent of Total Budget	Fire/Pol Comm	Legis. Board	Plan Comm	Legal Services	Village Clerk	Admin.	Employee Relations	Financial Mgmt.	Engin. Services	Com. Devel.	Info. Services	Police Department	Streets	Munici. Building	Munic. Garage	Transfers/ Agmts.	Town Center	WC&TC	Water & Sewer
52271	Street Light Maint.	25,000	0.06%													25,000						
52272	Prop Maint/NPDES	426,000	1.06%									122,000	1,000			269,000					32,000	2,000
52273	Employee Services	8,200	0.02%							8,200												
52274	Comm. Serv. Prog.	12,900	0.03%		8,400											1,500					1,500	1,500
52276	Janitorial Service	32,000	0.08%													15,000	17,000					
52279	Lab Services	12,000	0.03%																			12,000
52280	Munic. Serv. Charge	350,000	0.87%																		175,000	175,000
52281	EAB Removal	136,900	0.34%													136,900						
52282	Meter Maint.	25,000	0.06%																			25,000
52283	DuPage Water Com.	5,655,000	14.04%																			5,655,000
52284	Equipment Maint.	12,750	0.03%													8,950		2,600				1,200
52286	Street Maint.	15,000	0.04%													10,000						5,000
52288	Concert Series	26,460	0.07%																	26,460		
52291	Misc. Events/Act.	16,225	0.04%																	16,225		
52298	ATLE Service Fee	200,000	0.50%												200,000							
52310	Legal Adjudication	3,200	0.01%												3,200							
52312	Prosecution DUI	85,000	0.21%				85,000															
52316	Overhead Sewer	2,500	0.01%										2,500									
52340	Wellness Program	18,000	0.04%							18,000												
52350	Traff. Sign. Maint	3,000	0.01%													3,000						
58207	Zones Sales Tax	345,000	0.86%																345,000			
58208	Tfr to TIF	55,000	0.14%																55,000			
58340	TIF3 Sales Tax	120,000	0.30%																120,000			
	SUBTOTALS	14,290,051	35.47%	27,300	82,378	2,950	320,000	10,590	309,149	78,035	104,305	371,999	328,069	338,321	1,488,113	1,357,701	120,831	71,449	520,000	42,685	2,448,051	6,268,125
	Commodities																					
53210	Electricity	88,580	0.22%													5,000					13,230	70,350
53213	St. Light Electr.	45,000	0.11%													45,000						
53215	Street Light Suppl.	14,000	0.03%													14,000						
53220	Water	21,150	0.05%													1,800	18,800				550	
53230	Natural Gas	11,700	0.03%													4,000	5,000				1,500	1,200
53302	Bricks	250	0.00%																	250		
53313	Auto Gas & Oil	222,636	0.55%									3,807	2,226		143,822	43,526	735	557			4,141	23,822
53314	Office Supplies	17,040	0.04%	65	1,000			1,000	500	225		650	2,000		9,000	1,700		400				500
53315	Printed Materials	29,945	0.07%		500			250	750	625	20,700		3,720		3,200							200
53316	Tools	6,700	0.02%													1,700		3,000				2,000
53317	Oper. Supplies	174,099	0.43%						1,300		2,400	4,499		1,900	32,500	55,000		8,500			8,000	60,000
53318	Refer. Materials	4,825	0.01%										825		4,000							
53319	Maint. Supplies	11,110	0.03%														11,110					
53320	Janitorial Supplies	4,000	0.01%														4,000					
53321	Ammunition	32,800	0.08%												32,800							
53322	Emerg. Equipment	18,790	0.05%												18,790							
53323	Weapons	4,250	0.01%												4,250							
53324	Uniforms	100,312	0.25%		810				350			1,250	1,090	150	81,082	7,250	500	2,320			2,320	3,190
53325	Comm. Relations	15,000	0.04%												15,000							
53326	Prisoner Care	200	0.00%												200							
53330	Invest. Fund	18,110	0.04%												18,110							
53331	Chemicals	1,500	0.00%																			1,500
53333	Meters	156,000	0.39%																			156,000
53335	Salt	245,000	0.61%													245,000						
53341	Gas - Consumed	284,380	0.71%															284,380				
53343	Oil/Parts Consumed	75,000	0.19%															75,000				
53344	Street Signs	12,000	0.03%													12,000						
53350	Small Equipment	123,080	0.31%							560	9,600	220	2,100		104,450	3,500	500	1,200				950
53353	Outsourcing Serv.	32,000	0.08%															32,000				
53354	Parts Purchased	75,000	0.19%															75,000				
53355	Parts Purch. Contr.	(75,000)	-0.19%															(75,000)				
53356	Gas Purchased	284,380	0.71%															284,380				
53357	Gas Purch.Contr.	(284,380)	-0.71%															(284,380)				
53358	Alloc.to Other Dept.	(895,352)	-2.22%															(895,352)				

Village of Carol Stream

FINANCIAL PLAN - FY15/16

COMBINED OPERATING FUNDS

Summary of Accounts

General Fund and Water & Sewer Fund

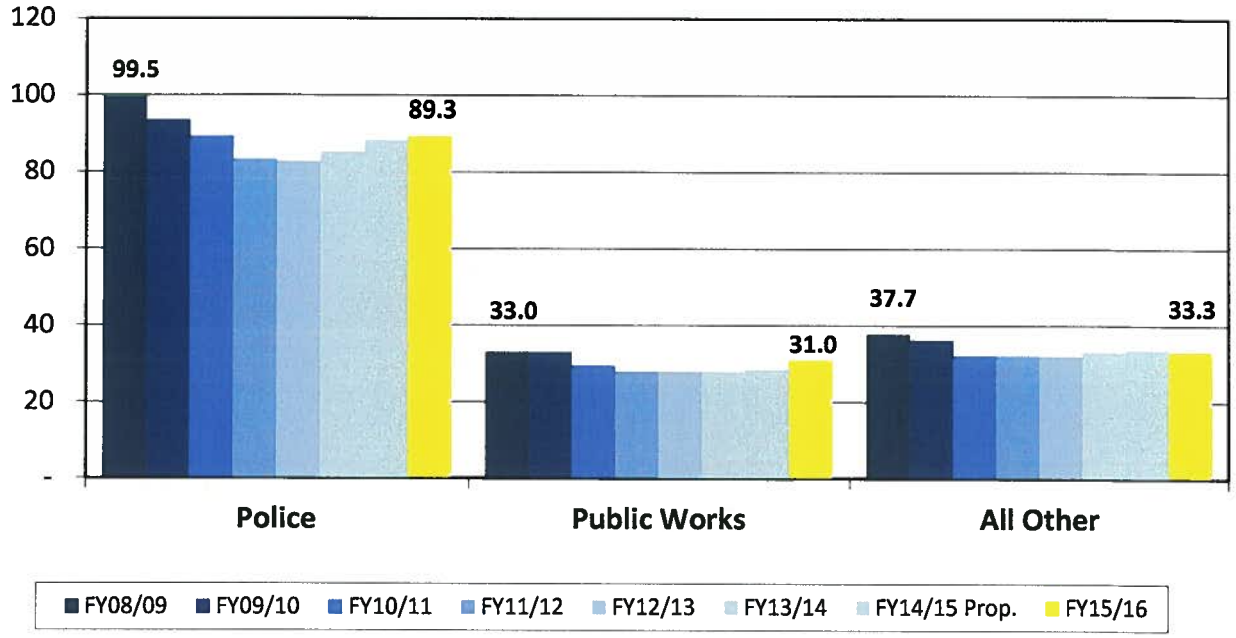
Acct No.	Account	Total	Percent of Total Budget	Fire/Pol Comm	Legis. Board	Plan Comm	Legal Services	Village Clerk	Admin.	Employee Relations	Financial Mgmt.	Engin. Services	Com. Devel.	Info. Services	Police Department	Streets	Munici. Building	Munic. Garage	Transfers/ Agmts.	Town Center	WC&TC	Water & Sewer
53380	Vending Mach Sup	1,200	0.00%						1,200													
53381	TC Maint & Supplie	2,525	0.01%														2,525					
	SUBTOTALS	877,830	2.18%	65	2,310	0	0	1,250	4,100	1,410	32,700	10,426	11,961	2,050	467,204	439,476	43,170	(487,995)	0	250	29,741	319,712
	Capital Outlay																					
54412	Other Equipment	341,500	0.85%											243,000	6,500						29,000	63,000
54413	Computer Equip.	220,250	0.55%											89,650	32,900	97,700						
54415	Vehicles	501,500	1.24%										17,500		172,000	288,000						24,000
54418	CATV / PEG	32,000	0.08%		32,000																	
54480	Construction	3,613,000	8.97%																		977,000	2,636,000
55487	Facility Improv.	475,000	1.18%												100,000		375,000					
56490	Loan Principal	393,291	0.98%																		344,247	49,044
56491	Loan Interest	95,193	0.24%																		84,403	10,790
58205	Trans to CPF	855,000	2.12%																855,000			
	SUBTOTALS	6,526,734	16.20%	0	32,000	0	0	0	0	0	0	0	17,500	332,650	311,400	385,700	375,000	0	855,000	0	1,434,650	2,782,834
	TOTALS	40,283,546	100.00%	28,011	141,878	5,243	320,000	38,874	921,723	310,225	872,540	1,198,002	1,111,988	972,291	13,763,102	3,825,460	754,728	0	1,375,000	42,935	4,345,182	10,256,364
				0.07%	0.35%	0.01%	0.79%	0.10%	2.29%	0.77%	2.17%	2.97%	2.76%	2.41%	34.17%	9.50%	1.87%	0.00%	3.41%	0.11%	10.79%	25.46%

	Authorized			Proposed	Projected	Projected
	FY12/13	FY13/14	FY14/15	**FY15/16**	FY16/17	FY17/18
1 **Administration**						
a. Village Manager	1	1	1	**1**	1	1
b. Asst. Village Manager	1	1	1	**1**	1	1
c. Asst. to the Village Mgr.	1	1	1	**1**	1	1
d. Office Manager	0	0	1	**0**	0	0
e. Administrative Secretary (PT)	0.63	0.6	0	**0**	0	0
f. Secretary (2 PT)	1	1	1	**1**	1	1
	4.63	4.6	5.0	**4.0**	4.0	4.0
2 **Information Services**						
a. Information Systems Dir.	0	0	0	**1**	1	1
b. Information Systems Superv.	1	1	1	**0**	0	0
c. Information System Tech.	1	1.5	1.5	**2**	2	2
	2	2.5	2.5	**3**	3	3
3 **Employee Relations**						
a. Employee Relations Director	1	1	1	**1**	1	1
b. Secretary (2 PT)	0.7	0.8	0.8	**0.8**	0.8	0.8
	1.7	1.8	1.8	**1.8**	1.8	1.8
4 **Financial Management**						
a. Finance Director	1	1	1	**1**	1	1
b. Asst. Finance Director	1	1	1	**1**	1	1
c. Accountant	1	1	1	**1**	1	1
d. Accounts Clerk	6	6	6	**6**	6	6
e. Admin. Secretary (PT)	.75	.75	0	**0**	0	0
	9.75	9.75	9.00	**9.00**	9.00	9.00
5 **Community Development**						
a. Community Development Dir.	1	1	1	**1**	1	1
b. Asst. Community Develop.Dir.	1	1	1	**1**	1	1
c. Code Professional II	2	2	2	**2**	2	2
d. Development Svcs. Tech.	0	0.5	0.5	**0.5**	0.5	0.5
e. Permit Systems Coord.	1	1	1	**1**	1	1
f. Secretary	1	1	1	**1**	1	1
	6	6.5	6.5	**6.5**	6.5	6.5
6 **Engineering Services**						
a. Director of Engineering Serv.	1	1	1	**1**	1	1
b. Asst. Village Engineer	1	1	1	**1**	1	1

	Authorized			Proposed	Projected	Projected
	FY12/13	FY13/14	FY14/15	**FY15/16**	FY16/17	FY17/18
c. Civil Engineer II	0	0	1	**1**	1	1
d. Engineering Inspector	2	2	2	**2**	2	2
e. Administrative Secretary	1	1	1	**1**	1	1
f. Secretary (PT)	0.5	0.5	0.5	**0.5**	0.5	0.5
	5.5	5.5	6.5	**6.5**	6.5	6.5
7 **Public Works-Streets Division**						
a. Director of Public Works	1	1	1	**1**	1	1
b. Superintendent of Operations	0	1	1	**1**	1	1
c. Asst. Super. of Operations	0	0	0	**1**	1	1
d. Office Manager	0	0	1	**1**	1	1
e. Data Coordinator	0	1	1	**1**	1	1
f. Management Analyst	0	0	1	**1**	1	1
g. Assistant Public Works Dir.	1	1	0	**0**	0	0
h. Administrative Secretary	1	0	0	**0**	0	0
i. Secretary (3 PT)	1	2	1.5	**1.5**	1.5	1.5
j. Street Superintendent	1	0	0	**0**	0	0
k. PWE I	2	2	2	**2**	2	2
l. PWE II	7	3	9	**9**	9	10
m. PWE Probationary	2	6	0	**0**	1	0
	16	17	17.5	**18.5**	19.5	19.5
Public Works-Water/Sewer Division						
a. Water/Sewer Superintendent	1	0	0	**0**	0	0
b. WSE I	1	2	2	**2**	2	2
c. WSE II	4	3	6	**6**	6	6
d. WSE Probationary	3	3	0	**0**	0	0
e. WSE III - Utility Locator	0	0	0	**1**	1	1
	9	8	8	**9**	9	9
Public Works - Municipal Garage Division						
a. Garage Supervisor	1	1	1	**1**	1	1
b. Mechanic	2	2	2	**2**	2	2
c. Mechanic Helper (PT)	0	0	0	**0.5**	0.5	0.5
	3	3	3	**3.5**	3.5	3.5
Total - Public Works	28	28	28.5	**31**	32	32
8 **Police Department**						
a. Chief of Police	1	1	1	**1**	1	1

	Authorized			Proposed	Projected	Projected
	FY12/13	FY13/14	FY14/15	**FY15/16**	FY16/17	FY17/18
b. Deputy Police Chief	2	2	2	**2**	2	2
c. Commander	3	3	3	**3**	3	3
d. Social Worker	2	2	2	**2**	2	2
e. Social Services Supervisor	1	1	1	**1**	1	1
f. Sergeant	6	6	6	**6**	6	7
g. Police Officer	50	52	53	**54**	55	56
h. Community Service Tech.	6	6	6	**6**	6	6
i. Evidence Custodian	1	1	1	**1**	1	1
j. Secretary (1 FT, 2 PT)	2.3	2.3	2.3	**2.3**	2.3	2.3
k. Records Supervisor	1	1	1	**1**	1	1
l. Records Clerk (6 FT, 2 PT)	6.5	7	7	**7**	7	7
m. Training Coordinator/ Budget Analyst	1	1	1	**1**	1	1
n. RCFL Investigator	0	0	1	**1**	1	1
o. Crime Free Housing Coord.	0	0	1	**1**	1	1
	82.8	85.3	88.3	**89.3**	90.3	92.3
9 **Municipal Building**						
a. Building Maint. Superv.	1	1	1	**1**	1	1
b. Building Maint. Employee	1	1	1	**1**	1	1
	2	2	2	**2**	2	2
10 **Village Clerk's Office**						
a. Secretary (PT)	0.5	0.5	0.5	**0.5**	0.5	0.5
	0.5	0.5	0.5	**0.5**	0.5	0.5
TOTAL - REGULAR EMPLOYEES (Full-Time Equivalent)	**142.88**	**146.45**	**150.60**	**153.60**	**155.60**	**157.60**
11 **Seasonal & Miscellaneous**						
Temporary Help						
a. Streets-Summer	6	6	6	**6**	6	6
b. W/S Division-Summer	2	2	2	**2**	2	2
c. Engineering Inspector	1	0	0	**0**	0	0
d. Engineering Intern	0	1	1	**1**	1	1
TOTAL-OTHER THAN FULL TIME	9.00	9.00	9.00	**9.00**	9.00	9.00
(Full-Time Equivalent)	4.50	4.50	4.50	**4.50**	4.50	4.50
TOTAL EMPLOYEE COUNT (Full-Time Equivalent)	**147.38**	**150.95**	**155.10**	**158.10**	**160.10**	**162.10**

Village of Carol Stream
Proposed Regular Employee Staffing by Department
Fiscal Year 15/16 Beginning May 1, 2015



	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16
Totals	**170.20**	**162.70**	**150.95**	**143.50**	**142.88**	**146.45**	**150.60**	**153.60**
% Change		**-4.4%**	**-7.2%**	**-4.9%**	**-0.4%**	**2.5%**	**2.8%**	**2.0%**
7 Yr. Change								**-9.8%**

Changes in Village Staffing

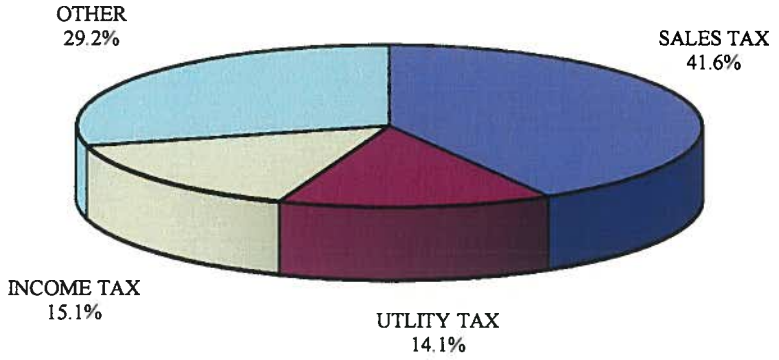
Village staffing continues to be 9.8% less than 7 years ago. Staff reductions were in response to the sustained recessionary environment and were necessary to maintain operating expenditures within available revenues which had deteriorated significantly over the same period.

FY15/16 reflects a modest increase in staffing of 3.0 positions or 2.0% over FY14/15. New positions will not be filled if the Governor's current proposal to reduce local government revenue sharing by 50% are enacted.

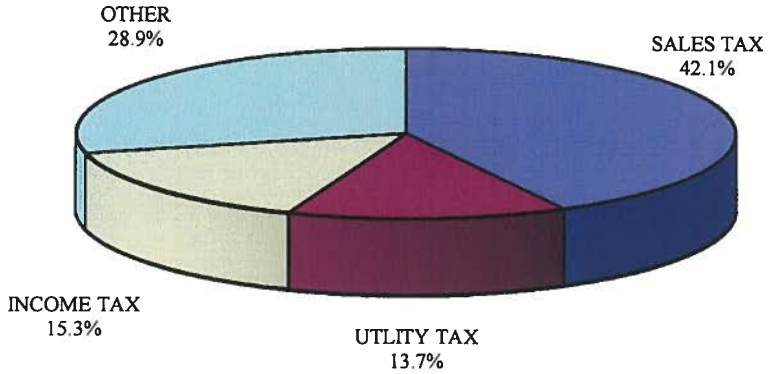
GENERAL CORPORATE FUND

GENERAL CORPORATE FUND
KEY OPERATING REVENUES
FY15/16 - FY17/18

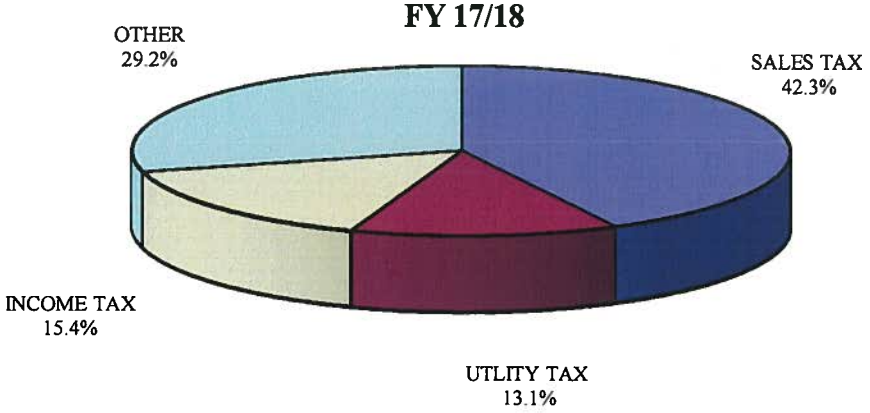
FY 15/16



FY 16/17



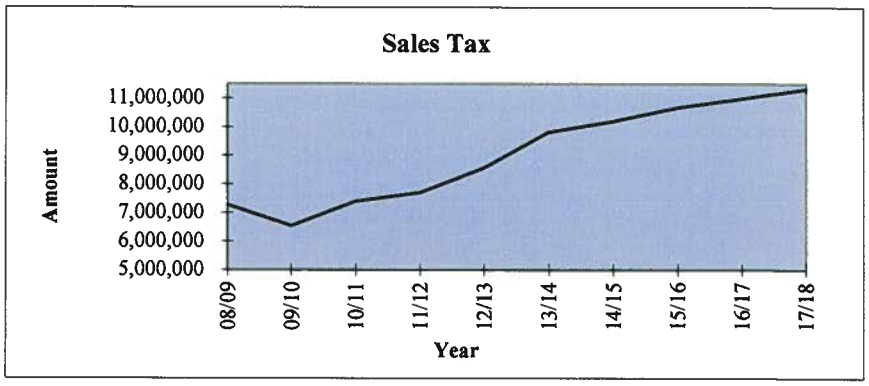
FY 17/18



This graph shows the importance of the Village's three main revenue sources. Since revenues from the state shared income and sales taxes, and local utility tax, represent approximately 71% of the General Corporate Fund operating revenues, it is important that they be continually monitored and protected from any legislative changes. Presently the Governor is proposing to take 50% of the Village's Income Tax allocation to shore-up the State's faltering financial position.

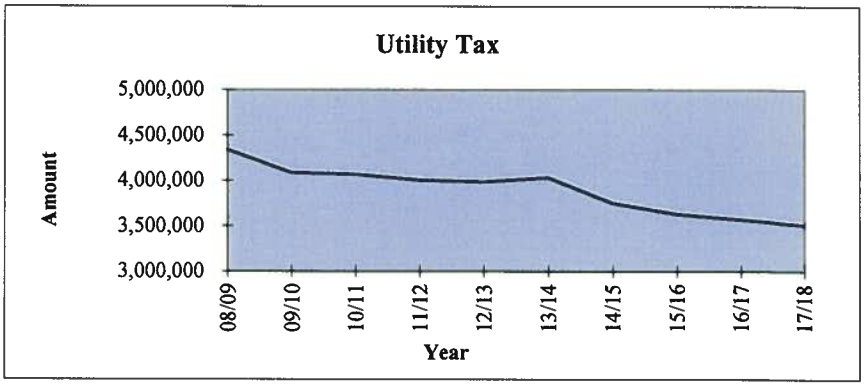
GENERAL CORPORATE FUND
KEY REVENUES

YEAR		AMOUNT
08/09		7,273,643
09/10		6,539,329
10/11		7,397,143
11/12		7,702,211
12/13		8,567,050
13/14		9,810,667
14/15	(Est.)	10,190,000
15/16	(Proj.)	10,670,000
16/17	(Proj.)	10,990,000
17/18	(Proj.)	11,320,000



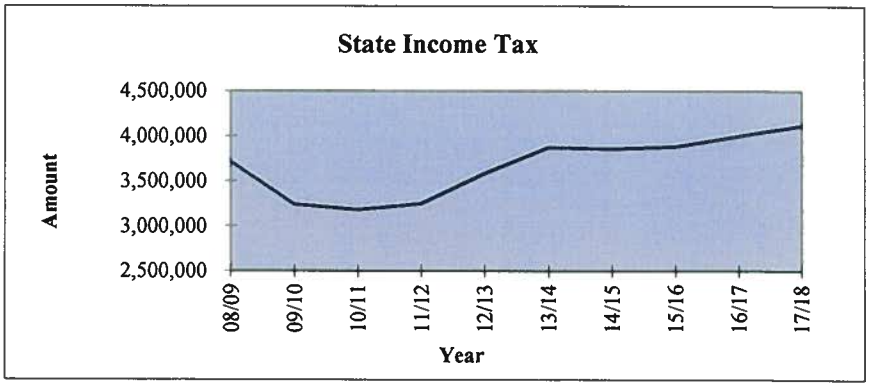
The home-rule sales tax rate was increased from 0.50% to 0.75% on 7/1/10 (FY10/11).

YEAR		AMOUNT
08/09		4,340,426
09/10		4,083,496
10/11		4,065,956
11/12		4,002,346
12/13		3,985,863
13/14		4,031,105
14/15	(Est.)	3,750,000
15/16	(Proj.)	3,630,000
16/17	(Proj.)	3,570,000
17/18	(Proj.)	3,510,000



These revenues include utility taxes on electricity, natural gas and telecommunications and are based on consumption. Continued reductions in telecommunications tax are driving the net annual revenue decline.

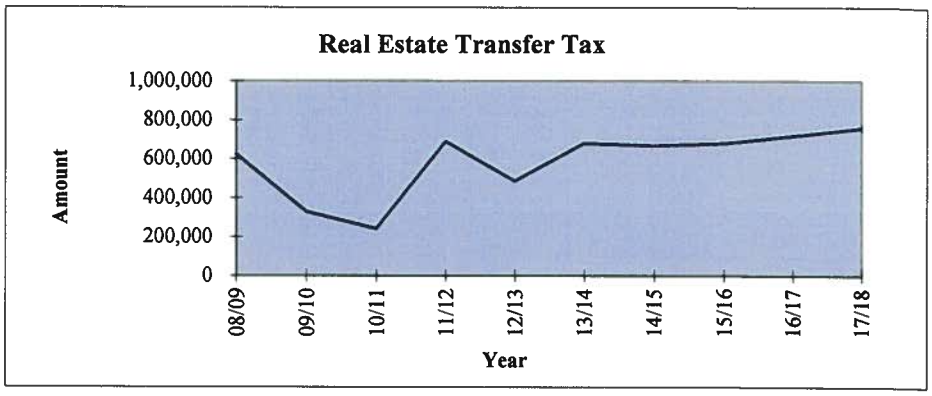
YEAR		AMOUNT
08/09		3,711,835
09/10		3,235,566
10/11		3,176,206
11/12		3,244,566
12/13		3,578,776
13/14		3,869,685
14/15	(Est.)	3,855,000
15/16	(Proj.)	3,881,000
16/17	(Proj.)	3,997,000
17/18	(Proj.)	4,117,000



Revenues are allocated on a per capita basis. Projections do not include any legislative changes which would reduce the amount of income tax shared with municipalities. As of the date of adoption of this document, the Governor is proposing a 50% reduction in Income Tax distributions to local governments.

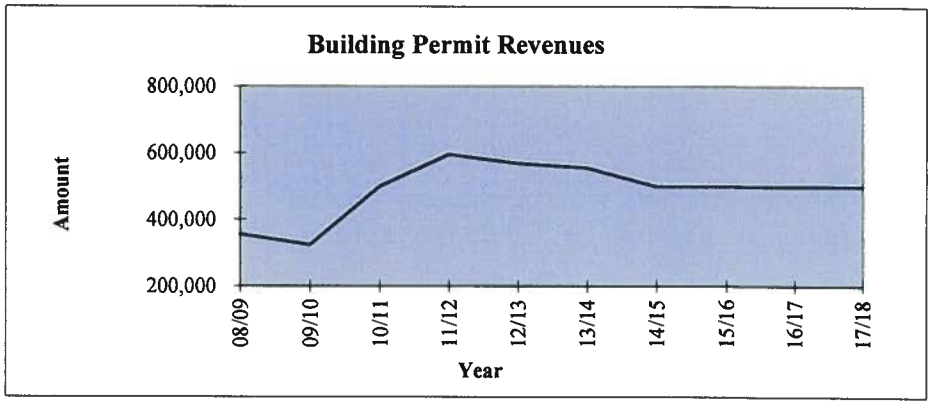
GENERAL CORPORATE FUND
KEY REVENUES

YEAR		AMOUNT
08/09		626,379
09/10		330,533
10/11		241,352
11/12		690,164
12/13		485,937
13/14		681,352
14/15	(Est.)	670,000
15/16	(Proj.)	680,000
16/17	(Proj.)	720,000
17/18	(Proj.)	760,000

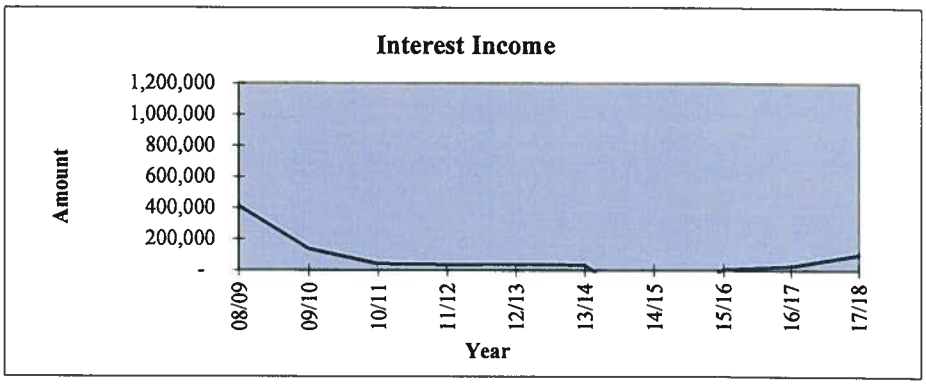


Following the Great Recession, there has been a noticeable recovery in the number of sales of residential properties as well as average sales values. Sales of significant commercial properties have also shored up revenues compared to recessionary lows.

YEAR		AMOUNT
08/09		356,270
09/10		324,360
10/11		499,609
11/12		595,498
12/13		569,364
13/14		555,041
14/15	(Est.)	500,000
15/16	(Proj.)	500,000
16/17	(Proj.)	500,000
17/18	(Proj.)	500,000



YEAR		AMOUNT
08/09		412,135
09/10		135,542
10/11		38,408
11/12		33,992
12/13		36,093
13/14		31,774
14/15	(Est.)	(280,000)
15/16	(Proj.)	5,000
16/17	(Proj.)	25,000
17/18	(Proj.)	100,000



Current interest rates are at an all time low and are projected not to change dramatically over the next 3 years.

Village of Carol Stream

GENERAL CORPORATE FUND

Revenues

Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Revenue FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Property Taxes							
Road and Bridge	$ 258,104	$ 261,400	$ 265,000	$ 269,000	$ 274,400	$ 279,900	1
Pers. Prop. Replacement Tax	100,908	96,000	96,400	96,000	96,000	96,000	2
Other Taxes							
Sales Tax	6,135,360	6,512,000	6,370,000	6,710,000	6,912,000	7,120,000	3
Electricity Use Tax	1,919,580	1,850,000	1,890,000	1,850,000	1,850,000	1,850,000	4
Income Tax (State Shared)	3,869,685	3,760,000	3,855,000	3,881,000	3,997,000	4,117,000	5
Amusement Tax	1,100	2,000	2,500	2,500	2,500	2,700	
Home Rule Sales Tax	3,675,307	3,843,000	3,820,000	3,960,000	4,078,000	4,200,000	6
Real Estate Transfer Tax	681,352	570,000	670,000	680,000	720,000	760,000	7
Natural Gas Use Tax	687,662	585,000	630,000	570,000	570,000	570,000	8
Telecommunications Tax	1,423,863	1,425,000	1,230,000	1,210,000	1,150,000	1,090,000	9
Auto Rental Tax	19,386	18,000	21,500	23,000	24,000	25,000	
Local Use Tax (State Shared)	701,141	700,000	775,000	810,000	859,000	910,000	10
Hotel Tax	281,048	280,000	308,000	323,000	339,000	356,000	11
Video Gaming Tax	51,952	80,000	90,000	95,000	95,000	95,000	12
Total Taxes	**$ 19,806,448**	**$ 19,982,400**	**$ 20,023,400**	**$ 20,479,500**	**$ 20,966,900**	**$ 21,471,600**	
Licenses and Permits							
Business/Misc. License	26,143	30,000	27,000	27,000	27,000	27,000	
Dog License	2,652	2,500	2,300	2,500	2,500	2,700	
Vehicle License	436,231	435,000	435,000	435,000	435,000	435,000	
Liquor License	126,888	110,000	125,000	125,000	125,000	125,000	
Vending Machine License	7,350	8,500	7,000	7,000	7,000	7,000	
Game Room Fees	650	2,000	1,500	1,000	1,000	1,000	
Building Permits	555,041	600,000	500,000	500,000	500,000	500,000	
Rental Licensing Fees	0	25,000	15,000	90,000	100,000	100,000	13
Video Gaming Permit Fee	31,000	20,000	25,000	22,500	23,000	23,500	14
Tobacco License	3,900	3,800	4,000	4,000	4,000	4,000	
Total Licenses and Permits	**$ 1,189,855**	**$ 1,236,800**	**$ 1,141,800**	**$ 1,214,000**	**$ 1,224,500**	**$ 1,225,200**	
Charges for Services							
Re-inspection Fees	1,000	300	0	0	0	0	
Legal & Planning Fees	71,917	60,000	60,000	60,000	60,000	60,000	
Liquor Investigation Fees	19,700	10,000	10,000	10,000	10,000	10,000	
Cable Franchise Fees	569,201	606,000	575,000	588,000	607,000	626,000	15
Service Fee - Developers	24,608	20,000	25,000	25,000	3,500	3,500	
Public Hearing Fees	24,340	25,000	10,000	25,000	25,000	25,000	
PEG Fees - Comcast	0	0	0	32,000	33,000	34,000	16
PEG Fees - AT&T	0	0	25,000	30,000	30,000	30,000	16
Passport Fees	11,031	10,000	10,000	10,000	10,000	10,000	
Engineering Review Fees-SMA	71,604	40,000	50,000	63,000	55,000	55,000	
Police Training Act Reimb.	11,675	8,000	9,000	14,000	9,000	9,000	
Police Liaison	202,623	210,000	197,000	202,000	209,000	216,000	17

Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Revenue FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Municipal Service Charge	190,000	200,000	200,000	350,000	314,000	325,000	18
Gasoline Sales	66,332	70,300	60,000	60,000	64,000	66,000	19
Maint. & Rpr. Reimbursement	4,095	5,000	5,000	5,000	5,000	5,000	
Police Reports	2,773	2,500	2,700	2,700	2,700	2,700	
Mowing - DPC ROW	14,210	14,200	16,800	16,800	16,800	16,800	
Reim Fee Based/DuMeg	101,399	100,000	100,000	100,000	100,000	100,000	20
Total Charges for Services	**$ 1,386,508**	**$ 1,381,300**	**$ 1,355,500**	**$ 1,593,500**	**$ 1,554,000**	**$ 1,594,000**	
Fines and Forfeits							
Circuit Court Fines	387,933	425,000	425,000	445,000	475,000	500,000	21
Ordinance Forfeits	104,758	100,000	100,000	100,000	100,000	100,000	
DUI Tech Funds	55,039	65,000	57,000	58,000	59,000	60,000	
Court DUI Fines	278,089	325,000	270,000	270,000	270,000	270,000	
Court Fines - Vehicles	38,819	40,000	38,000	40,000	40,000	40,000	
False Alarms	13,300	10,000	12,000	12,000	12,000	12,000	
Vehicle Forfeiture	18,260	30,000	15,000	20,000	20,000	20,000	
Other Forfeiture	2,968	50,000	20,000	20,000	20,000	20,000	
ATLE Fines	387,568	420,000	315,000	350,000	400,000	400,000	22
Towing Fee	363,075	360,000	350,000	350,000	350,000	350,000	
Total Fines and Forfeits	**$ 1,649,809**	**$ 1,825,000**	**$ 1,602,000**	**$ 1,665,000**	**$ 1,746,000**	**$ 1,772,000**	
Interest Income							
Interest Income	31,774	40,000	(280,000)	5,000	25,000	100,000	23
Other Revenues							
Miscellaneous Revenue	419,790	125,000	250,000	250,000	250,000	250,000	
Insurance Reimbursements	192,216	100,000	190,000	180,000	150,000	150,000	
Sale of Surplus Property	29,975	50,000	50,000	50,000	50,000	50,000	
Donations & Contributions	18,750	18,000	22,500	18,000	18,000	18,000	24
Fees and Admissions	12,184	16,000	14,300	16,000	16,000	16,000	25
Reimb. From TIF3	0	10,500	10,500	11,000	11,600	12,200	26
Total Other Operating	**672,915**	**319,500**	**537,300**	**525,000**	**495,600**	**496,200**	
Total Operating Revenue	**24,737,309**	**24,785,000**	**24,380,000**	**25,482,000**	**26,012,000**	**26,659,000**	
Non-Operating Revenue							
Intergovernmental Grants	86,685	240,000	160,000	200,000	90,000	90,000	27
Total Non-Operating Rev.	**86,685**	**240,000**	**160,000**	**200,000**	**90,000**	**90,000**	
Total Revenue	**$ 24,823,994**	**$ 25,025,000**	**$ 24,540,000**	**$ 25,682,000**	**$ 26,102,000**	**$ 26,749,000**	

REVENUE FOOTNOTES

1. **Road & Bridge Tax: ($269,000)** Per State statute, the Village receives a 50% share of Township Road & Bridge tax levies (Bloomingdale, Milton and Wayne) on properties which are situated within municipal and road district boundaries. The Village utilizes the same Consumer Price Index (CPI) inflator as is applied under Illinois tax caps. Revenue growth assumptions for the 3 year financial plan are 1.5%, 2.0%, and 2.0% respectively.

2. **Personal Property Replacement Tax (PPRT): ($96,000)** These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. Carol Stream receives a pro-rata share of current "replacement" tax revenues collected based on its share of personal property taxes collected for the 1977 tax year.

   The Village is further required to share 30.0% of its receipts received with the Carol Stream Library based on the original 1977 distribution formula. Total revenues budgeted are shown net of anticipated payments to the Library. The Illinois Municipal League (IML) has projected no increase over the current FY14/15 estimate.

3. **Sales Tax: ($6,710,000)** Carol Stream receives 16% of the 6.25% State base sales tax rate which is equivalent to 1% of the sales price of general merchandise. Sales tax collections are based on sales activity which takes place within the Village, thus "shopping Carol Stream" has a direct benefit to taxpayers in the community.

   Sales taxes are projected to increase by 5.3% in FY15/16 over the FY14/15 estimate. This is the result of general growth in the overall Village sales tax base, plus the full-year impact of a new major sales tax producing business which began operations in the fall of 2014. A 3% growth rate is assumed for years 2 and 3 of the financial plan.

4. **Electricity Use Tax: ($1,850,000)** The Village collects a tax on the consumption of electricity at a variable rate, based on monthly consumption. The amount of tax collected is based on total kilowatt hour consumption in the community which is influenced by demand (both residential and commercial/industrial) and can be influenced by weather. The projection for FY15/16 is based on historical averages and is the same as the FY14/15 estimate.

5. **Income Tax: ($3,881,000)** Illinois municipalities receive a share of the Illinois State income tax based on their population. The Illinois legislature began this practice in 1969 after prohibiting local communities from imposing their own local income tax. This is the largest of the state-shared revenues that the Village relies upon.

Prior to the 2011 income tax increase from 3% to 5%, municipalities received 10% of income taxes collected by the State. That percentage was reduced to 6% following the tax rate hike, which essentially locked out municipalities from receiving any additional funding from the tax increase.

The amount budgeted for FY15/16 represents an increase of 2.0% from the FY14/15 estimate and reflects the Illinois Municipal League's estimate of growth. 3.0% increases are assumed for years 2 and 3 of the financial plan.

Projected revenues do not reflect any possible actions of the State legislature which would further reduce the municipal share of income taxes to benefit the State budget. The 2011 "temporary" income tax hike stepped down from 5.00% to 3.75% as planned on January 1, 2015 (with the municipal share increased from 6% to 8% to retain revenue neutrality) however the State and the new Governor have yet to address the State's continuing financial crisis.

The Governor has proposed reducing the municipal share of the State Income Tax by 50% which would result in a revenue loss to Carol Stream of approximately $1.94 million. As of the adoption of the Village's FY15/16 budget, the General Assembly has yet to act on any proposals to reduce State shared revenues. A contingency plan has been prepared within this budget to address cuts that would take place if 50% of these reveneus were eliminated.

6. **Home Rule Sales Tax: ($3,960,000)** The Village imposes a 0.75% additional "home rule" sales tax which applies to general merchandise sales (excludes grocery, vehicles, medical appliances, etc.). Because of these exclusions, it is budgeted at 59% (rather than 75%) of the general 1% sales tax collected.

7. **Real Estate Transfer Tax: ($680,000)** A tax of $3 per $1,000 of a property's sales price is imposed upon the transfer of real property. This revenue source suffered significant declines during the Great Recession, from more than $1 million in FY04/05 to less than $300,000 in FY10/11. Some positive growth in the number of residential transactions has occurred within the last several years as the economy has continued to improve. Increases of just under 6.0% per year are forecast in each of years 2 and 3 of the financial plan based on continued strengthening of the real estate market.

8. **Natural Gas Use Tax: ($570,000)** A 2.5 cent per natural gas therm tax is collected on the use of natural gas. Similar to the electricity use tax, revenues are dependent upon demand and use for the commodity. Thus, absent unusual temperature fluctuations (i.e. excessively cold winter) or an increase in capacity (new homes, business expansions, etc.) revenues are not expected to grow significantly.

9. **Telecommunications Tax: ($1,210,000)** A 6% tax is imposed on telecommunications services in the community. Collections have declined in 6 of the last 7 years due to decreased reliance on traditional land-line telecommunications services and increases in other forms of non-taxable communications (i.e. voice over internet). A further 1.6% reduction is projected for FY15/16, and an additional 5.0% slide in each of the following two years of the financial plan. Revenues in the current FY14/15 fiscal year were further impaired by a $113,000 "claw-back" from the State of Illinois to repay a judgment to a major telecommunications provider where previous taxes were found to be over-collected.

10. **Local Use Tax: ($810,000)** Similar to sales tax, local use tax is collected on certain items of tangible personal property purchased at retail. As one example, a purchaser of tangible personal property from outside of the state, where no sales tax is collected, is obligated to report and pay use tax on the purchase. Revenue growth is projected at 6% per year throughout the 3-year financial plan.

11. **Hotel Tax: ($323,000)** A 5% room tax is assessed and collected on rentals in our two local hotels.

12. **Video Gaming Tax: ($95,000)** On August 6, 2012 the Village Board permitted the use of video gaming terminals in Carol Stream in those establishments eligible to participate. The Village receives a video gaming tax of 5% of "net terminal revenues". As of January 1, 2015, a total of ten Carol Stream establishments have been issued permits to operate a total of 45 gaming terminals.

13. **Rental Licensing Fees: ($90,000)** A rental licensing fee was implemented to help defray costs associated with the establishment of a Crime-Free Housing Program which began in early 2015.

14. **Video Gaming Permit Fee: ($22,500)** In connection with permitting video gaming in Carol Stream, a $500 per gaming terminal annual permit fee is required which will offset added costs of registration, compliance and enforcement efforts.

15. **Cable Franchise Fees: ($588,000)** The Village receives a 5% franchise fee from its two local cable operators. Revenues are projected to increase at a rate of 3% per year over the three year financial plan.

16. **PEG Fees:** Collection of PEG (Public, Education, Governmental) fees is anticipated from each of the community's two cable television providers. Use of these fees is restricted to purposes which relate to production and rebroadcast of Village meetings and other educational programming. PEG expenses are accounted for in the Legislative Board budget.

17. **Police Liaison: ($202,000)** The Village receives reimbursement for police liaison officers stationed at Jay Stream School and Glenbard North High School. These intergovernmental agreements provide for the reimbursement of 40% and 80% of salary and benefit costs respectively plus 100% of actual overtime costs incurred, where applicable.

18. **Municipal Service Charge: ($350,000)** This is an administrative fee charged to the Water and Sewer Fund by the General Fund to reimburse it for administrative support costs which are not charged directly to the Water and Sewer Fund. This includes services provided by Village Administration, Financial Management, Employee Relations, Engineering, and Information Systems support. The increase in the municipal service charge beginning in FY15/16 reflects the Water and Sewer Fund's share of new GIS initiatives as well as significant programmed information technology upgrades.

19. **Gasoline Sales: ($60,000)** As a means of reducing intergovernmental costs, the Village permits DuComm, School District 93 and the Carol Stream Park District use of the Public Works fuel island to support their operations. The fuel system is able to identify each specific user by key code and bills each agency monthly, with a small mark-up to cover administrative costs.

20. **Reimbursement / Fee Based / DuMeg: ($100,000)** The Village bills for additional Police services requested by external agencies (i.e. schools) to cover extracurricular events. This line item also receives reimbursement for a portion of an Officer assigned to DuMeg (DuPage Metropolitan Enforcement Group).

21. **Circuit Court Fines: ($445,000)** The Village receives a portion of fine revenues generated from police citations processed through the Circuit Court. Beginning on May 1, 2013, the Village added local prosecution of traffic offenses rather than using the State's Attorney. As a result, Carol Stream is expected to recover a larger portion of fine revenue.

22. **ATLE Fees: ($350,000)** The Village contracts with a 3rd party vendor to manage the Automated Traffic Light Enforcement (ATLE) program which includes signalized intersections at North Avenue and Gary Avenue and North Avenue and Kuhn Road. Costs of administering the program are budgeted in the Police Department Traffic Program.

23. **Interest Income: FY14/15 Estimated Actual - (-$280,000)** The General Fund is expected to net negative investment income in the FY14/15 fiscal year resulting from investment losses sustained through its participation in the Illinois Metropolitan Investment Fund (IMET). In October 2014, the Village and some 300 other governmental agencies participating in IMET were advised of significant fraud perpetrated by First Farmers Financial (FFF), an agent of the United States Department of Agriculture (USDA). IMET, through its agent, Pennant Management invested in repurchase agreements with FFF which were backed by non-existent loans fabricated by FFF. This case is currently in litigation. At

present, significant assets of FFF and its affiliates have been secured and are held by a court appointed receiver. While IMET has represented that its members can anticipate substantial recoveries from this loss, the timing and amounts of probable recoveries are uncertain at present. IMET was established by local government councils of government nearly two decades ago to provide a safe and competitive return for Illinois local governments. Following the announcement of the fraud, the Village liquidated substantially all of its investment in IMET.

24. **Donations and Contributions: ($18,000)** These revenues represent corporate sponsorships which fund the Summer Concert Series at the Ross Ferraro Town Center.

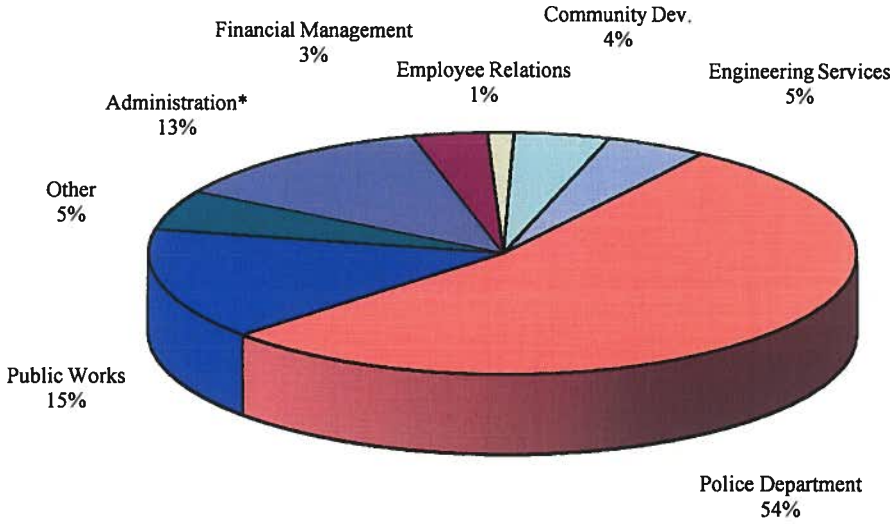
25. **Fees and Admissions: ($16,000)** This revenue line records the Village's share of annual summer carnival proceeds at the Ross Ferraro Town Center.

26. **Reimbursement from TIF 3: ($11,000)** The General Fund has incurred TIF-eligible legal and consulting fees through its work on a redevelopment agreement for the future development of the southwest corner of North Avenue and Schmale Road. The Village is permitted to reimburse itself from TIF funds at such time that the properties within the TIF begin to produce incremental property taxes.

27. **Intergovernmental Grants: ($200,000)** In addition to regular recurring traffic enforcement, ballistic vest and tobacco enforcement grants, the Village received a grant of $150,000 from the Illinois Department of Commerce and Economic Opportunity (DCEO) to provide communications and technology upgrades for the Emergency Operations Center (EOC) located at Fire Station 28 on Kuhn Road.

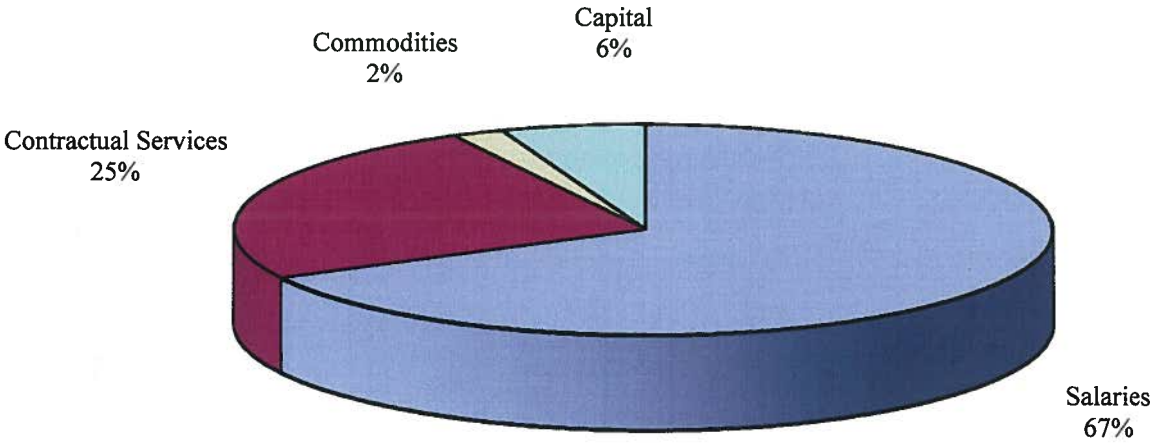
Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Revenues						
Operating Revenue	$ 24,737,309	$ 24,785,000	$ 24,380,000	$ 25,482,000	$ 26,012,000	$ 26,659,000
Non-Operating Revenue	86,685	240,000	160,000	200,000	90,000	90,000
Total Revenues	**$ 24,823,994**	**$ 25,025,000**	**$ 24,540,000**	**$ 25,682,000**	**$ 26,102,000**	**$ 26,749,000**
Expenditures						
Fire & Police Commission	$ 39,318	$ 27,011	$ 36,098	$ 28,011	$ 13,511	$ 30,011
Legislative Board	101,532	113,865	118,065	141,878	124,180	132,445
Planning Commission & Zoning Board of Appeals	3,254	5,823	3,605	5,243	5,841	5,836
Legal Services	284,698	273,000	275,000	320,000	285,000	285,000
Village Clerk	37,115	37,459	33,558	38,874	38,767	38,794
Administration	480,453	1,022,644	936,519	921,723	929,386	936,296
Employee Relations	228,395	279,594	256,667	310,225	297,191	283,457
Financial Management	851,631	850,300	854,729	872,540	861,881	865,942
Engineering Services	855,498	1,047,288	1,004,972	1,198,002	1,130,478	1,133,179
Comm. Development	815,466	1,031,146	889,319	1,111,988	1,034,260	1,005,386
Information Services	946,213	536,224	563,700	972,291	731,957	708,031
Police	12,640,004	13,528,295	13,116,176	13,763,102	14,179,136	14,541,130
Streets	3,645,458	3,800,327	3,670,056	3,825,460	3,698,557	4,128,123
Municipal Building	297,034	665,604	465,036	754,728	710,630	345,597
Municipal Garage	63,096	0	0	0	0	0
Transfers and Agreements	578,732	1,755,000	2,270,500	1,375,000	2,017,730	2,266,073
Town Center	34,489	51,420	46,000	42,935	43,495	43,700
Total Expenditures	**$ 21,902,386**	**$ 25,025,000**	**$ 24,540,000**	**$ 25,682,000**	**$ 26,102,000**	**$ 26,749,000**
Transfer to Capital Proj. Fund	$ 3,700,000	$ 0	$ 0	$ 0	$ 0	$ 0
Net Income (Loss)	**$ (778,392)**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

GENERAL CORPORATE FUND
EXPENDITURES BY DEPARTMENT
FY 15/16



* Includes Administration, Village Board, Village Clerk, Plan Commission, Fire and Police Commission, Information Services, Municipal Building, Town Center Events and Legal Services.

GENERAL CORPORATE FUND
EXPENDITURE BY CLASSIFICATION
FY 15/16



Village of Carol Stream

GENERAL CORPORATE FUND

Budget Comparison by Department

Department	Salaries & Wages			Contractual Services			Commodities			Capital Outlay			Totals		
	FY15/16	FY16/17	FY17/18	FY15/16	FY16/17	FY17/18	FY15/16	FY16/17	FY17/18	FY15/16	FY16/17	FY17/18	FY15/16	FY16/17	FY17/18
Fire & Police Commission	$ 646	$ 646	$ 646	$ 27,300	$ 12,800	$ 29,300	$ 65	$ 65	$ 65	$ 0	$ 0	$ 0	$ 28,011	$ 13,511	$ 30,011
Legislative Board	25,190	25,190	25,190	82,378	77,765	84,925	2,310	1,225	2,330	32,000	20,000	20,000	141,878	124,180	132,445
Plan Comm. & Zoning Board of Appeals	2,293	2,291	2,286	2,950	3,550	3,550	0	0	0	0	0	0	5,243	5,841	5,836
Legal Services	0	0	0	320,000	285,000	285,000	0	0	0	0	0	0	320,000	285,000	285,000
Village Clerk	27,034	27,037	27,039	10,590	10,680	10,680	1,250	1,050	1,075	0	0	0	38,874	38,767	38,794
Administration	608,474	609,732	610,214	309,149	315,704	321,882	4,100	3,950	4,200	0	0	0	921,723	929,386	936,296
Employee Relations	230,780	231,621	231,872	78,035	64,475	50,120	1,410	1,095	1,465	0	0	0	310,225	297,191	283,457
Financial Management	735,535	737,786	738,937	104,305	99,445	103,005	32,700	24,650	24,000	0	0	0	872,540	861,881	865,942
Engineering Services	815,577	817,135	819,028	371,999	278,768	279,128	10,426	11,575	11,023	0	23,000	24,000	1,198,002	1,130,478	1,133,179
Comm. Development	754,458	746,947	749,468	328,069	262,490	248,387	11,961	7,323	7,531	17,500	17,500	0	1,111,988	1,034,260	1,005,386
Information Services	299,270	300,411	301,610	338,321	324,396	333,671	2,050	2,050	2,050	332,650	105,100	70,700	972,291	731,957	708,031
Police	11,496,385	11,938,995	12,500,984	1,488,113	1,509,369	1,493,276	467,204	462,722	402,820	311,400	268,050	144,050	13,763,102	14,179,136	14,541,130
Public Works-Streets	1,642,583	1,694,900	1,703,347	1,357,701	1,228,935	1,245,778	439,476	452,722	468,998	385,700	322,000	710,000	3,825,460	3,698,557	4,128,123
Municipal Building	215,727	216,656	217,264	120,831	65,914	82,029	43,170	45,160	46,304	375,000	382,900	0	754,728	710,630	345,597
Municipal Garage	416,546	426,135	427,679	71,449	21,476	21,597	(487,995)	(450,611)	(479,276)	0	3,000	30,000	0	0	0
Transfers & Agreements	0	0	0	1,375,000	2,017,730	2,266,073	0	0	0	0	0	0	1,375,000	2,017,730	2,266,073
Town Center	0	0	0	42,685	43,245	43,450	250	250	250	0	0	0	42,935	43,495	43,700
Totals	$ 17,270,498	$ 17,775,482	$ 18,355,564	$ 6,428,875	$ 6,621,742	$ 6,901,851	$ 528,377	$ 563,226	$ 492,835	$ 1,454,250	$ 1,141,550	$ 998,750	$ 25,682,000	$ 26,102,000	$ 26,749,000

General Fund Budget Expenditures
FY15/16 Compared to FY14/15 Estimate and FY13/14 Actual

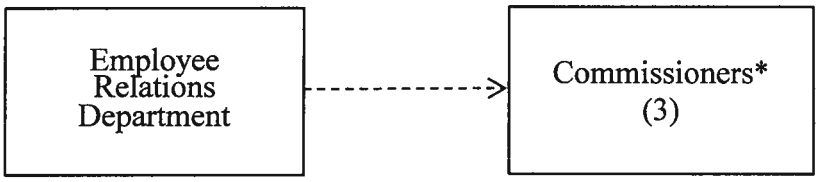
	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	FY15/16 Proposed to FY14/15 Budget		FY15/16 to FY13/14 Actual	
Personal Services	$ 10,292,603	$ 10,966,824	$ 10,649,293	$ 11,103,373	$ 136,549	1.2%	$ 810,770	7.9%
Seasonal Help	38,598	43,870	41,635	46,020	2,150	4.9%	7,422	19.2%
Court Time	111,716	117,500	124,900	131,000	13,500	11.5%	19,284	17.3%
Overtime	662,565	680,200	793,898	715,300	35,100	5.2%	52,735	8.0%
Group Insurance	1,703,475	1,734,913	1,669,800	1,628,012	(106,901)	-6.2%	(75,463)	-4.4%
IMRF	729,480	749,287	726,957	729,414	(19,873)	-2.7%	(66)	0.0%
FICA	797,600	834,686	818,377	848,301	13,615	1.6%	50,701	6.4%
Work Comp	306,610	371,916	350,336	345,132	(26,784)	-7.2%	38,522	12.6%
Unemployment	-	18,000	6,000	18,000	-	0.0%	18,000	
Police Pension	1,551,754	1,651,830	1,651,830	1,705,946	54,116	3.3%	154,192	9.9%
Total Salaries & Wages	16,194,401	17,169,026	16,833,026	17,270,498	101,472	0.6%	$ 1,076,097	6.6%
Contractual Services	4,800,170	6,433,860	6,729,690	6,428,875	(4,985)	-0.1%	1,628,705	33.9%
Commodities	473,055	557,754	475,353	528,377	(29,377)	-5.3%	55,322	11.7%
Capital Outlay	434,760	864,360	501,931	1,454,250	589,890	68.2%	1,019,490	234.5%
Total	$ 21,902,386	$ 25,025,000	$ 24,540,000	$ 25,682,000	$ 657,000	2.6%	$ 79,614	0.3%
Other - Transfer to Capital	3,700,000							

GENERAL CORPORATE FUND DEPARTMENTAL BUDGETS

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Commissioners*	3	3	3	3	3

ORGANIZATIONAL CHART



Note: Staff support for the Fire & Police Commission is provided by the Employee Relations Department.

* Commissioners are not employees. As such, there are no employment benefits associated with these appointed positions.

NARRATIVE

The Board of Fire and Police Commissioners consists of three members appointed by the Mayor with consent of the Village Board to serve three-year terms of office. Primary responsibilities of the Board include recruitment and selection of entry-level Police Officers, as well as promotional appointments to the rank of Sergeant, subject to rules defined by Illinois State Statute. In addition, the Board of Fire and Police Commissioners can conduct hearings on disciplinary matters up to and including termination at the election of the Officer, in lieu of arbitration. Funds for Police Officer recruitment, examination and selection, promotional testing, and discipline, are included in this budget.

FY14/15 ACCOMPLISHMENTS

1. Conducted promotional testing for the position of Police Sergeant to establish a three year eligibility list.

2. Hired five (5) new Police Officers and promoted one (1) Officer to the position of Sergeant.

FY15/16 OBJECTIVES

1. Conduct entry-level testing for the position of Police Officer to establish a new three year eligibility list.

2. Thoroughly evaluate the Village's Fire and Police Commission Rules and Regulations to ensure compliance with legal changes as well as labor agreements.

Fire & Police Commission Expenditures (01510000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 380	$ 600	$ 510	$ 600	$ 600	$ 600	
51113 FICA	29	46	38	46	46	46	
Subtotal	**409**	**646**	**548**	**646**	**646**	**646**	
Contractual Services							
52223 Training	1,351	1,900	800	1,900	1,900	1,900	
52228 Personnel Hiring	32,951	19,500	27,335	18,000	3,500	20,000	1
52234 Dues & Subscriptions	375	400	375	400	400	400	
52238 Legal Fees	4,232	4,500	7,000	7,000	7,000	7,000	
Subtotal	**38,909**	**26,300**	**35,510**	**27,300**	**12,800**	**29,300**	
Commodities							
53314 Office Supplies	0	65	40	65	65	65	
Subtotal	**0**	**65**	**40**	**65**	**65**	**65**	
Totals	**$ 39,318**	**$ 27,011**	**$ 36,098**	**$ 28,011**	**$ 13,511**	**$ 30,011**	

EXPENDITURE FOOTNOTES

1. **Personnel Hiring:**

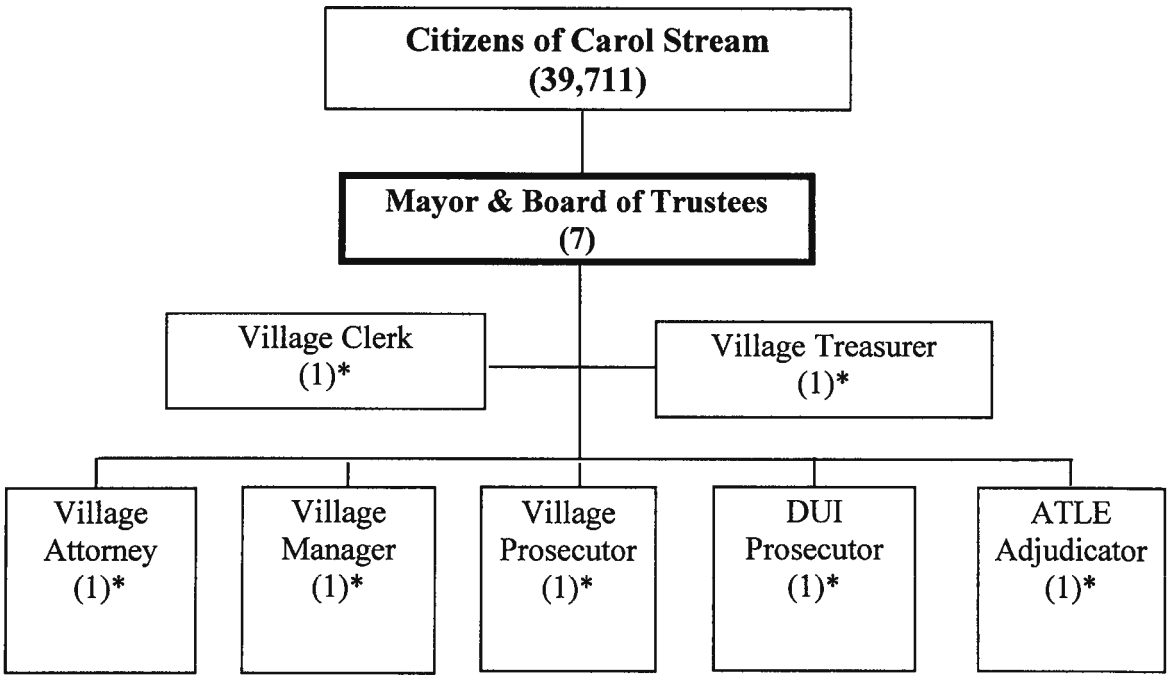
FY15/16 - $18,000 Includes funding to complete testing process to establish new Police Officer eligibility list.

FY17/18 - $20,000 Includes funding to complete testing process to establish new Sergeant eligibility list.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Board Members	7	7	7	7	7

ORGANIZATIONAL CHART



* These positions are included elsewhere in the budget but are shown here to illustrate that they provide direct support to the Legislative Board. The duties of the Village Treasurer are assumed by the Finance Director. The Village Attorney and Prosecutors are independent contractors and are included in the Legal budget. The Automated Traffic Light Enforcement (ATLE) Adjudicator is included in the Police Department budget.

NARRATIVE

The Legislative Board is comprised of the Mayor and six Trustees elected at-large. The Village Board makes policy decisions necessary to maintain and enhance the health, safety and welfare of citizens, businesses and visitors to Carol Stream. These decisions include, but are not limited to: financial development and service policies, matters of annexation, tax impact, financial planning, letting of contracts, approval and acceptance of subdivision improvements, establishment of and variations in housing, subdivision, building, drainage, zoning and traffic codes and establishment of license fees and other charges.

FY14/15 ACCOMPLISHMENTS

1. Authorized funding for Roadway Maintenance Projects totaling $4.2M on 52 local streets (largest program in Carol Stream history) without implementing a property tax or raising debt.

2. Conducted a vehicle sticker design contest for K-5th grade students on "*My Favorite People, Places or Things about Carol Stream*" to encourage creativity and involvement among Carol Stream youths.

3. Hosted the sixth annual *Shape of Carol Stream* live community television call-in forum which allowed residents to discuss topics of interest in the community.

4. Hosted a *Support our Troops* concert and, due to the generous donations of Carol Stream residents, provided 1,500 lbs. of food and other items and $1,374 to the effort to support American military troops.

5. Provided Christmas light recycling drop-off centers in the Village resulting in 360 lbs. of reclaimed copper from 2,396 lbs. of holiday light strands generating $359 for the Christmas Sharing program to provide food and presents to struggling families in Carol Stream.

FY15/16 OBJECTIVES

1. Conduct a strategic planning/goal setting workshop identifying and prioritizing Village goals and objectives. Provide direction and support to staff on present and future Village goals.

2. Recognize and promote community volunteerism through social media and other outlets to encourage community participation in Village programs and activities.

3. Provide mentoring, assistance and guidance to newly elected official(s) resulting from the 2015 municipal election.

4. Provide media, programming and other means of communications to enhance transparency between Village government, residents and visitors.

Legislative Board Expenditures (01520000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 23,400	$ 23,400	$ 23,400	$ 23,400	$ 23,400	$ 23,400	
51113 FICA	1,790	1,790	1,790	1,790	1,790	1,790	
Subtotal	**25,190**	**25,190**	**25,190**	**25,190**	**25,190**	**25,190**	
Contractual Services							
52222 Meetings	8,143	3,500	3,000	9,400	3,750	9,900	1
52234 Dues & Subscriptions	47,352	48,600	61,700	40,800	41,300	41,800	2
52237 Auditing	17,631	25,000	16,700	22,000	22,500	23,000	3
52240 Public Notices/Info.	1,331	1,900	1,800	1,778	1,815	1,825	
52274 Community Serv. Prog.	22	8,400	8,400	8,400	8,400	8,400	4
Subtotal	**74,479**	**87,400**	**91,600**	**82,378**	**77,765**	**84,925**	
Commodities							
53314 Office Supplies	637	250	250	1,000	1,000	1,000	
53315 Printed Materials	448	225	225	500	225	500	
53324 Uniforms	778	800	800	810	0	830	
	1,863	**1,275**	**1,275**	**2,310**	**1,225**	**2,330**	
Capital Outlay							
54418 CATV / PEG Expenses	0	0	0	32,000	20,000	20,000	5
	0	**0**	**0**	**32,000**	**20,000**	**20,000**	
Totals	**$ 101,532**	**$ 113,865**	**$ 118,065**	**$ 141,878**	**$ 124,180**	**$ 132,445**	

EXPENDITURE FOOTNOTES

1. **Meetings:**

	FY15/16	FY16/17	FY17/18
Goal Setting Workshop	$5,500	$0	$6,000
IML Conference	1,000	1,000	1,000
Chamber of Commerce	255	255	255
DuPage Mayors and Managers	150	150	150
Workshops	2,100	2,100	2,100
New Board Training	150	0	150
Citizen of the Year	245	245	245
Total	**$9,400**	**$3,750**	**$9,900**

2. **Dues & Subscriptions:**

	FY15/16	FY16/17	FY17/18
DuPage Mayors and Managers	$35,300	$35,550	$35,750
Illinois Municipal League	2,250	2,500	2,800
Metro Mayors Caucus	1,800	1,800	1,800
ASCAP / BMI	800	800	800
CMAP	400	400	400
Chamber of Commerce	250	250	250
Total	**$40,800**	**$41,300**	**$41,800**

3. **Auditing: ($22,000)** The Village is required by State statute to have an annual audit performed by independent Certified Public Accountants. The amount budgeted for FY15/16 represents audit fees for the review of fiscal year May 1, 2014 through April 30, 2015 which is scheduled for the summer of 2015.

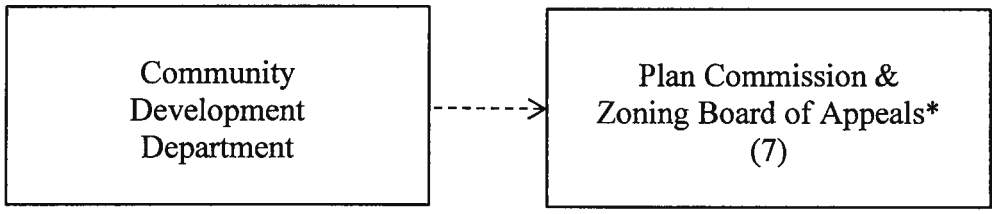
4. **Community Service Programs: ($8,400)** This line item has historically provided some annual financial support for the DuPage Senior Citizens Council.

5. **CATV / PEG Expenses: ($32,000)** This new line item provides funding of capital expenses related to the Village's Public Education and Government programming for the Village's public access cable television channel. Funds for the first year will be used to upgrade audio/video equipment at the Gregory J. Bielawski Municipal Building including cameras, monitors, switchers, lighting and portable A/V equipment.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Commissioners*	7	7	7	7	7

ORGANIZATIONAL CHART



Note: Staff support to the Plan Commission is provided by the Community Development Department.

* Commissioners are not employees. As such, there are no employment benefits associated with these appointed positions.

NARRATIVE

The Combined Plan Commission/Zoning Board of Appeals (PC/ZBA) is comprised of seven Carol Stream residents appointed by the Mayor, with the concurrence of the Board of Trustees, for five-year terms. The PC/ZBA conducts public hearings on all rezoning requests, special use permits, planned unit development plans, and Zoning Code, Fence Code, Subdivision Code and Sign Code variation requests, as specified in the Illinois Compiled State Statutes and the Carol Stream Municipal Code. Public hearings are also held on Zoning Code text amendments and other matters as may be referred by the Village Board. Plan Commission recommendations are then forwarded to the Village Board for consideration and final action. The PC/ZBA meets as needed on the second and fourth Monday of each month.

FY14/15 ACCOMPLISHMENTS

1. The PC/ZBA held eight meetings and reviewed 19 cases during the 2014 calendar year, as compared with nine meetings and 23 cases in both 2013 and 2012.

2. Significant cases reviewed and recommended for approval by the PC/ZBA during calendar year 2014 included Planned Unit Development approvals for *Wheaton Christian Center Church*, approvals for the landscape waste transfer station proposed by *Green Organics*, amendments to the use restrictions of *Lee Pfund Field* at the *American Legion* property, and Zoning Code Text Amendments related to the *Compassionate Use of Medical Cannabis Pilot Program Act.*

3. Implemented new procedures to improve the general public's access to information about upcoming PC/ZBA public hearings. Improvements included the creation of a dedicated space on the Village website homepage containing a link to upcoming PC/ZBA public notices, placement of the PC/ZBA public notices web link in the E-Stream Newsletter, and the posting of signs on properties that are subject to a PC/ZBA public hearing.

FY15/16 OBJECTIVES

1. Participate in the review, development and recommendation of the new Village of Carol Stream Comprehensive Plan.

2. Participate in the adoption of the new Comprehensive Plan.

3. Provide timely reviews and recommendations regarding development approval cases, including cases for new or expanding Carol Stream businesses such as *Mercedes Benz* and *Standfast Group.*

Plan Commission & Zoning Board of Appeals Expenditures (01530000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 1,063	$ 2,000	$ 1,000	$ 2,000	$ 2,000	$ 2,000
51112 IMRF	74	150	75	140	138	133
51113 FICA	81	153	80	153	153	153
Subtotal	**1,218**	**2,303**	**1,155**	**2,293**	**2,291**	**2,286**
Contractual Services						
52222 Meetings	0	70	0	100	100	100
52234 Dues & Subscriptions	450	450	450	450	450	450
52240 Public Notices/Information	686	1,500	1,000	1,200	1,500	1,500
52241 Court Recorder	900	1,500	1,000	1,200	1,500	1,500
Subtotal	**2,036**	**3,520**	**2,450**	**2,950**	**3,550**	**3,550**
Totals	**$ 3,254**	**$ 5,823**	**$ 3,605**	**$ 5,243**	**$ 5,841**	**$ 5,836**

NARRATIVE

Legal Services includes advice on matters before the Village Board, negotiations with developers and labor organizations, advice to the Village staff and prosecution for the defense of Village interests. These duties are divided among the Village Attorney, the Village Prosecutor and the Prosecutor for Driving Under the Influence (DUI) arrests who are engaged on an independent contractual basis. Any attorney fees concerning Board of Fire and Police Commission matters are also included in this budget. The cost to administratively adjudicate disputes regarding red light violations is included in the Police Department Budget.

Amounts budgeted in FY15/16 reflect the expiration of 3 union contracts (Fraternal Order of Police - Patrol Officers, Metropolitan Alliance of Police - Sergeants and Service Employees International Union - Public Works Laborers & Mechanics).

FY14/15 ACCOMPLISHMENTS

1. Processed 350 DUI arrests in calendar year 2014 versus 392 in 2013. Three hundred seven (307) of these cases were prosecuted using the Village DUI prosecutor, 38 were prosecuted by the States Attorney's Office and 5 were Zero Tolerance cases processed through the Secretary of State's Office.

2. Completed contract negotiations with the Fraternal Order of Police (FOP) Police Officer union. Reached agreement with the Metropolitan Alliance of Police (MAP) Sergeant's union to extend their contract 1 year with the same wage and health insurance language agreed to by the FOP.

FY15/16 OBJECTIVES

1. Continue to actively prosecute DUI cases.

2. Respond to union issues in a timely manner as they arise.

3. Meet with each of the labor unions to reach mutually agreeable collective bargaining agreements.

Legal Services Expenditures (01570000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Contractual Services							
52238 Legal Fees - General	$ 156,797	$ 130,000	$ 160,000	$ 200,000	$ 165,000	$ 165,000	1
52235 Prosecution - General	40,586	48,000	30,000	35,000	35,000	35,000	2
52312 Prosecution - DUI	87,315	95,000	85,000	85,000	85,000	85,000	
Totals	**$ 284,698**	**$ 273,000**	**$ 275,000**	**$ 320,000**	**$ 285,000**	**$ 285,000**	

EXPENDITURE FOOTNOTES

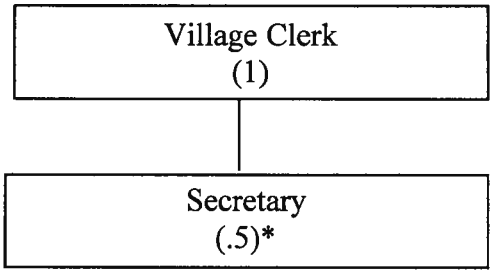
1. **Legal Fees - General: ($200,000)** Provides for general corporate counsel, legal services related to various labor agreements and fees for administrative adjudication of local towing fees. Fees are anticipated to increase in FY15/16 with the expiration of 3 union contracts (Fraternal Order of Police - Patrol Officers, Metropolitan Alliance of Police - Sergeants and Service Employees International Union - Public Works Laborers & Mechanics).

2. **Prosecution - General: ($35,000)** Includes prosecutorial services for local ordinance and code violations.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Village Clerk	1	1	1	1	1
Part-time (FTE)	.50	.50	.50	.50	.50

ORGANIZATIONAL CHART



* The Secretary position included in the Village Clerk budget is supervised out of the Administration Department, but is included in the Village Clerk budget for accounting purposes.

NARRATIVE

The elected Village Clerk attends meetings of the Village Board, keeping records of its proceedings, publishes and attests to all resolutions and ordinances passed by the Board and seals and attests to all contracts of the Village, as well as all licenses, permits and other documents. The Village Clerk is also responsible for keeping the official minutes of all other Village Boards and Commissions. The Clerk keeps official papers which are not specifically assigned to any other officer within the Village.

The Clerk is in charge of all Village election responsibilities not assumed by the DuPage County Board of Elections. The Village Clerk's Office also processes applications for U.S. passports and provides notary services.

Although the Village Clerk does not hold regular office hours, a part-time Secretary performs the necessary day-to-day functions of the Office under the direction of the Village Manager.

FY14/15 ACCOMPLISHMENTS

1. Completed, executed and/or recorded 57 Ordinances and 68 Resolutions.

2. Processed 347 passport applications and 614 Freedom of Information Act requests in a timely manner and without complaints.

3. Completed 32 code amendments and updated the online Code.

4. Prepared for and coordinated candidate filings in December 2014 for the general municipal elections on April 7, 2015.

FY15/16 OBJECTIVES

1. Provide meeting minutes to the Village Board prior to their next regularly scheduled meeting. Complete supplements to the Municipal Code and record and file official documents within 30-days of their passage.

2. Maintain up-to-date code and code amendments in the Village Clerk's office and online in accordance with official actions taken by the Village Board.

3. Remain current on Freedom of Information Act and Open Meetings Act requirements, training and requests.

Village Clerk Expenditures (01580000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 23,924	$ 24,618	$ 24,000	$ 25,067	$ 25,067	$ 25,067	
51113 FICA	1,830	1,883	1,830	1,918	1,918	1,918	
51114 Workers Comp.	44	53	50	49	52	54	
Subtotal	**25,798**	**26,554**	**25,880**	**27,034**	**27,037**	**27,039**	
Contractual Services							
52222 Meetings	0	100	0	300	300	300	
52233 Recording Fees	891	1,300	1,200	1,400	1,500	1,500	
52234 Dues & Subscriptions	53	305	78	290	280	280	
52240 Public Notices/Inform.	1,056	1,600	1,300	1,600	1,600	1,600	
52253 Consultant	8,273	7,000	4,500	7,000	7,000	7,000	1
Subtotal	**10,273**	**10,305**	**7,078**	**10,590**	**10,680**	**10,680**	
Commodities							
53314 Office Supplies	838	550	600	1,000	1,000	1,000	
53315 Printed Materials	206	50	0	250	50	75	
Subtotal	**1,044**	**600**	**600**	**1,250**	**1,050**	**1,075**	
Totals	**$ 37,115**	**$ 37,459**	**$ 33,558**	**$ 38,874**	**$ 38,767**	**$ 38,794**	

EXPENDITURE FOOTNOTES

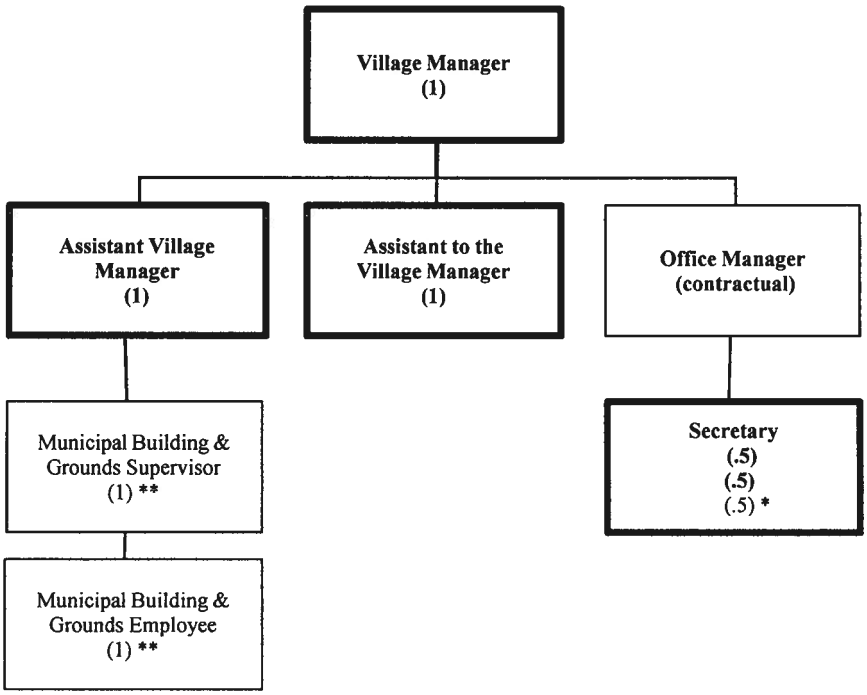
1. **Consultant: ($7,000)** Provides for annual codification of amendments to Village Code and updates on Village web-site.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Full Time	2	4	3	3	3
Part-time (FTE)	0.60	1	1	1	1

Beginning in FY14/15, positions previously reported in the Management Services Division have been consolidated into the Administration Department budget.

ORGANIZATIONAL CHART



* Position included in the Village Clerk budget but falls under the supervision of the Administration Department.

** The Municipal Buildings and Grounds Maintenance Supervisor and Employee fall under the supervision of the Administration Department but are included in the Municipal Building budget for accounting purposes.

NARRATIVE

The Village Manager is responsible for administering programs and policies established by the Village Board. It is the Village Manager's responsibility to direct and coordinate the operations of the Village departments and to inform the Village Board on Village affairs, including existing conditions and future requirements. All departments, except Village Clerk and Legal are under the administrative direction and supervision of the Village Manager.

This budget also encompasses all other Village-wide support functions not included under the Information Systems program or provided by other departments. Program functions include coordination of special Village-wide projects such as the census, coordination of public information releases for special events and programs and interdepartmental aid services. This program also includes many of the General Corporate Fund cost centers, which support the entire Village organization including general and property liability insurance and telephone services.

FY14/15 ACCOMPLISHMENTS

1. Managed the Municipal Aggregation program to its completion of the initial 2-year electric supply contract with First Energy Solutions. The program helped subscribers reduce their electric bill by $162 ($8.10/mo.) generating community-wide savings of approximately $852,000. It was decided to idle the Village's Electric Aggregation Program due to uncertain and changing marketplace conditions.

2. Evaluated the cost effectiveness and viability of the Village's current risk management program under the Intergovernmental Risk Management Agency compared to other choices including other insurance pools and self-insurance options. This objective was completed in November 2014. It was determined by an independent risk management consultant that IRMA was still the most cost effective, viable risk management alternative for the Village.

3. A Model Residential Solid Waste Franchise agreement with Flood Brothers Disposal Co. was adopted in December 2014 that governs the provision of this essential public health service through December 31, 2019. (***Village Board Goal***)

4. Redrafted disaster awareness news releases for the key weather related risk events for which the Village is susceptible (Tornado, Ice Storm, Blizzard, Heavy Rain/Flood, Extreme Heat, Extreme Cold, Severe Winds. ***(Village Board Goal)***

5. Discussions with the Carol Stream Park District to transfer the 68+ acre Village Community Park to the Carol Stream Park District for continued recreational use are ongoing.

FY15/16 OBJECTIVES

1. Update the Emergency Public Information Annex to the Village's Emergency Operations Plan to include support staff training and duty requirements. ***(Village Board Goal)***

2. Continue to provide routine message content across the adopted social media messaging platforms of Twitter, Facebook and Flickr.

3. Coordinate implementation of Village Goals in a fiscally responsible manner.

Administration Expenditures (01590000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	
Salaries & Wages							
51102 Personal Services	$ 363,435	$ 526,257	$ 470,600	$ 474,713	$ 474,713	$ 474,713	
51111 Group Insurance	33,985	70,498	73,600	41,968	44,066	46,269	
51112 IMRF	53,846	72,624	62,700	59,876	58,807	56,668	
51113 FICA	22,124	34,775	28,200	31,057	31,243	31,615	
51114 Workers Comp.	765	1,263	1,188	860	903	949	
Subtotal	**474,155**	**705,417**	**636,288**	**608,474**	**609,732**	**610,214**	
Contractual Services							
52215 Insurance Deduct.	0	150,000	100,000	100,000	100,000	100,000	1
52222 Meetings	941	1,195	1,000	1,120	1,145	1,145	
52223 Training	1,207	2,300	1,700	5,500	5,800	5,800	
52226 Office Equip.Maint.	0	50	0	50	50	50	
52230 Telephone	182	41,000	35,000	37,000	37,500	38,000	2
52231 Copy Expense	39	25,000	23,000	21,000	21,000	21,000	3
52234 Dues & Subscript.	3,669	4,180	4,180	3,800	4,205	4,390	
52253 Consultant	105	21,160	70,751	78,160	80,360	82,560	4
52261 Liability Insurance	0	28,629	26,200	26,563	27,891	29,286	5
52263 Property Insurance	0	38,363	35,600	35,956	37,753	39,651	5
Subtotal	**6,143**	**311,877**	**297,431**	**309,149**	**315,704**	**321,882**	
Commodities							
53314 Office Supplies	40	1,000	250	500	500	500	
53315 Printed Materials	0	650	600	750	500	750	
53317 Operating Supplies	115	2,200	750	1,300	1,300	1,300	
53324 Uniforms		0	0	350	350	350	
53380 Vending Supplies	0	1,500	1,200	1,200	1,300	1,300	
Subtotal	**155**	**5,350**	**2,800**	**4,100**	**3,950**	**4,200**	
Totals	**$ 480,453**	**$ 1,022,644**	**$ 936,519**	**$ 921,723**	**$ 929,386**	**$ 936,296**	

Beginning with FY14/15, the Management Services - Administration Division has been merged with the Administration Department.

EXPENDITURE FOOTNOTES

1. **Insurance Deductibles: ($100,000)** The Village participates in the Intergovernmental Risk Management Agency which is a pool composed of 69 municipalities and special service districts in northeastern Illinois which have joined together to manage and fund property/casualty/workers' compensation claims. The Village determines the amount of risk it will assume based on its size, exposure and claims experience with deductibles and annual premiums set accordingly.

2. **Telephone: ($37,000)** This line item accounts for the Village's principal telecommunications services as well as wireless services assigned to the Administration Department.

3. **Copy Expense: ($21,000)** This line item includes monthly lease payments on the Village's primary high-volume copier and paper supplies.

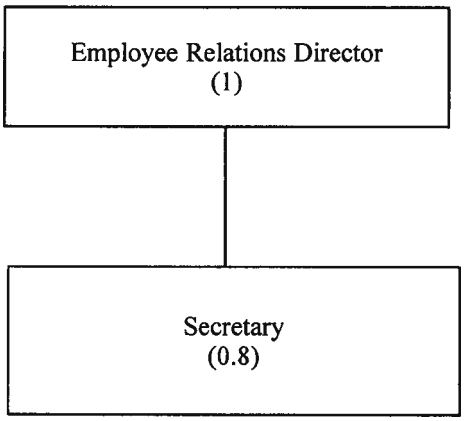
4. **Consultant: ($78,160)** This line item provides for the video recording of regular Village Board meetings as well as selected special recording events ($6,160). The cost of the contractual Office Manager position is also included in this line item ($72,000).

5. **Liability Insurance / Property Insurance:** These line items represent annual premium amounts paid to the Intergovernmental Risk Management Agency (IRMA), the Village's risk management pool. The Village's annual IRMA premium is allocated among four general coverage categories: liability, property, workers compensation and auto. Premiums for liability and property lines are centralized in the Administration budget, while workers compensation and auto lines are allocated among the various Village operating departments based on an exposure formula.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Full Time	1	1	1	1	1
Part-Time (FTE)	0.7	0.8	0.8	0.8	0.8

ORGANIZATIONAL CHART



NARRATIVE

The Employee Relations Department provides support services to all operating departments within the Village. Primary responsibilities of the Department include recruitment, selection, orientation and retention of employees, as well as the administration of compensation and benefits programs. In addition, Employee Relations is responsible for research and coordination of general training and employee development initiatives, providing assistance in collective bargaining matters and monitoring the Village's personnel policies and practices to ensure compliance with labor and employment laws. Assistance is also provided to the Board of Fire and Police Commissioners in the recruitment, employment and promotion of sworn police personnel.

FY14/15 ACCOMPLISHMENTS

1. Received and processed over 900 employment applications, placed 8 employment advertisements, and filled eleven (11) full-time, one (1) part-time, and seven (7) temporary positions.

2. Executed transition to insurance changes approved by the Village Board effective 7/1/14 designed to reduce, if not eliminate exposure to the "Cadillac Tax" of 2018. These changes included the elimination of the more costly PPO and EPO plans, and the creation of a Catastrophic plan.

3. Worked with the Village Board and Executive Staff to reach consensus on an updated Mission Statement and Core Values for the organization. ***(Village Board Goal)***

4. Analyzed potential opportunities for internal development programs designed to assist with succession in the organization. Implemented increased involvement at Assistant Department Head level, employee development opportunities survey and budget analysis for implementation. ***(Village Board Goal)***

5. Conducted thorough evaluation of market trend with regard to performance-based compensation systems in the municipal market, resulting in the re-institution of performance based increases that are conservative and sustainable. ***(Village Board Goal)***

6. Implemented a web-based employee self-service system, improving efficiency in a variety of internal processes such as changes in employee addresses, tax withholding, direct deposit requests and the like.

7. Assisted in collective bargaining efforts, providing comparability data and advice.

8. Coordinated a variety of events intended to enhance employee morale.

FY15/16 OBJECTIVES

1 Analyze health/dental insurance administration and brokerage options including the current IPBC consortium structure, independent self-insurance and private exchange programs.

2 Evaluate and implement as appropriate advanced Employee Self-Service functionality of automated time-off requests and tracking. ***(Village Board Goal)***

3. Undertake comprehensive analysis of internal Worker's Compensation process, implementing recommendations for improved efficiency.

4. Begin internal policy and process evaluation based on adopted organizational core values. Initial focus on updating job descriptions to incorporate values as a part of work expectations as well as recruitment process as a whole. ***(Village Board Goal)***

5. Revamp Employee Relations intranet site for improved functionality, incorporating the ability for employee access from external locations.

6. Ensure appropriate data and technology is in place to submit newly mandated IRS Forms 6055 and 6056 – National Healthcare data reports - as required beginning January 2016.

Employee Relations Expenditures (01600000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 148,354	$ 157,370	$ 164,700	$ 165,970	$ 165,970	$ 165,970	
51111 Group Insurance	16,102	16,922	15,000	16,426	17,247	18,109	
51112 IMRF	17,952	18,524	16,700	17,635	17,320	16,690	
51113 FICA	11,046	11,781	11,200	12,381	12,697	12,697	
51114 Workers Comp.	327	397	373	368	387	406	
51115 Unemployment	0	18,000	6,000	18,000	18,000	18,000	1
Subtotal	**193,781**	**222,994**	**213,973**	**230,780**	**231,621**	**231,872**	
Contractual Services							
52222 Meetings	25	150	150	435	435	445	
52223 Training	5,138	4,000	3,100	9,675	8,415	8,550	
52225 Employment Phys.	2,514	2,950	2,340	2,750	2,750	2,900	
52228 Personnel Hiring	1,947	12,850	1,000	5,000	2,500	2,650	
52230 Telephone	787	1,200	1,060	1,200	1,200	1,200	
52234 Dues & Subscriptions	595	615	615	625	625	625	
52242 Employee Recognition	945	1,900	1,880	5,650	5,750	5,850	
52253 Consultant	0	2,500	800	25,000	15,000	0	2
52255 Software Maint.	0	7,500	5,850	1,500	1,500	1,500	3
52273 Employee Services	7,446	8,500	7,600	8,200	8,300	8,400	4
52340 Wellness Program	10,825	12,500	16,500	18,000	18,000	18,000	5
Subtotal	**30,222**	**54,665**	**40,895**	**78,035**	**64,475**	**50,120**	
Commodities							
53314 Office Supplies	317	225	225	225	250	250	
53315 Printed Materials	172	500	364	625	625	625	
53350 Small Equipment	3,903	1,210	1,210	560	220	590	
Subtotal	**4,392**	**1,935**	**1,799**	**1,410**	**1,095**	**1,465**	
Totals	**$ 228,395**	**$ 279,594**	**$ 256,667**	**$ 310,225**	**$ 297,191**	**$ 283,457**	

EXPENDITURE FOOTNOTES

1. **Unemployment: ($18,000)** The Village has elected to pay its unemployment claims directly as a lower cost alternative to paying a payroll-based unemployment tax to the Illinois Department of Employment Security (IDES). All unemployment costs for the Village are centralized in the Employee Relations Department budget.

2. **Consultant: ($25,000)** Funds are allocated to review and evaluate our current employee benefits program and determine the advantages/disadvantages associated with various alternative programs (pooled relationship versus self-insurance) ($10,000). An additional $15,000 is budgeted in FY15/16 and FY16/17 to provide for leadership and development training for Executive staff.

3. **Software Maintenance: ($1,500)** This line includes the ongoing support costs for the department's applicant tracking system and employee survey software.

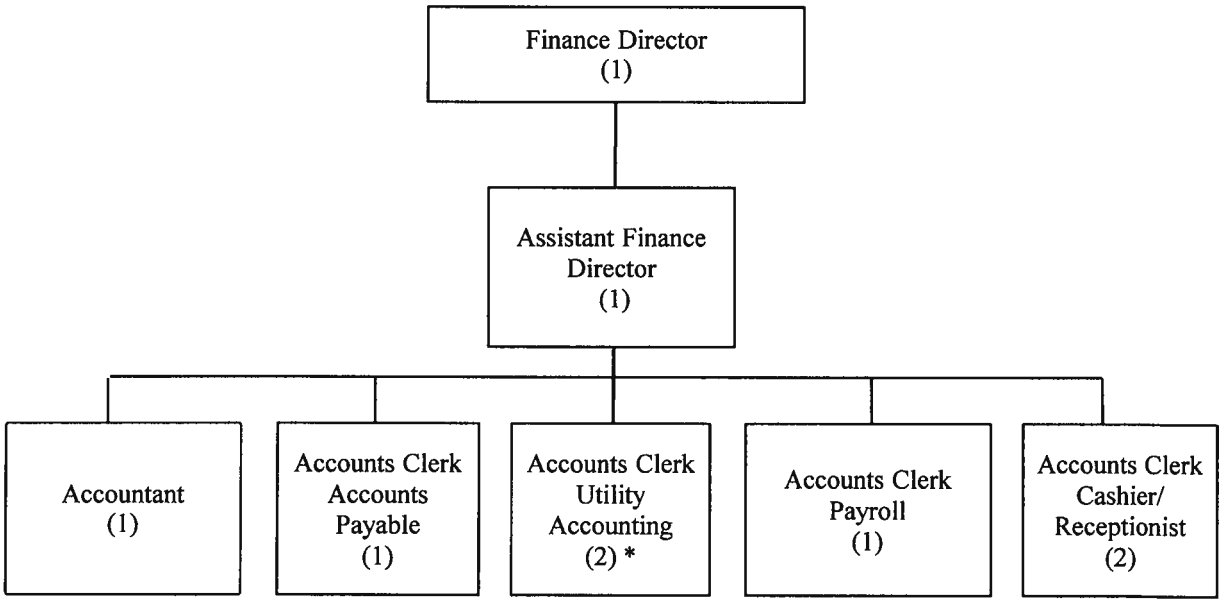
4. **Employee Services: ($8,200)** This line item includes an allocation for the Employee Assistance Program ($5,000), the Village's Flexible Spending Plan administration ($3,000) and miscellaneous programs ($200).

5. **Wellness Program: ($18,000)** This line item provides funding for an annual employee wellness screening ($7,500 – to be reimbursed from Village health insurance pool reserve balances) and $10,500 for incentives related to various fitness maintenance programs.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Full Time	9	9	9	9	9
Part-Time (FTE)	.75	0	0	0	0

ORGANIZATIONAL CHART



* Utility Accounts Clerks fall under the supervision of the Financial Management Department, but are included in the Water/Sewer and Water Reclamation Center budgets for accounting and budgetary purposes.

NARRATIVE

The Financial Management Department is responsible for overseeing the fiscal operations of the Village.

Primary responsibilities of the department include accounting and financial reporting, budgeting and long-term financial planning, capital financing, cash management and investment of Village funds, payment of bills, billing and collection of revenue, and payroll and retirement plan administration. Many of the functions performed by the department represent an internal service to other departments and funds.

The proposed staffing complement for FY15/16 includes 9 full-time positions, unchanged from the current year. Departmental functions are divided into four programs including administration, accounting, reception/information and utility billing. The utility billing program is budgeted and reported within the Water and Sewer Fund and reflects those costs which are associated with and attributable to the operation of the combined utility.

EXPENDITURE

Classification	Actual FY13/14	Budget FY14/15	Estimated FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Administration	$247,124	$234,772	$247,541	$239,249	$241,731	$244,092
Accounting	434,624	441,935	432,050	460,761	446,726	447,776
Reception/ Information	169,883	173,593	175,138	172,530	173,424	174,074
Totals	**$851,631**	**$850,300**	**$854,729**	**$872,540**	**$861,881**	**$865,942**

EXPENDITURE

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 544,530	$ 536,834	$ 543,300	$ 544,799	$ 544,799	$ 544,799
51109 Overtime	2,109	6,000	2,650	3,000	3,000	3,000
51111 Group Insurance	72,895	71,058	65,700	69,251	72,714	76,349
51112 IMRF	82,276	81,425	80,000	76,707	75,337	72,597
51113 FICA	39,532	40,143	39,200	40,451	40,544	40,730
51114 Workers Comp.	1,178	1,430	1,346	1,327	1,392	1,462
Subtotal	**742,520**	**736,890**	**732,196**	**735,535**	**737,786**	**738,937**
Contractual Services						
52222 Meetings	297	300	350	400	500	300
52223 Training	3,690	3,275	1,300	4,600	2,550	5,100
52226 Office Equip. Maint.	4,328	4,600	4,428	4,600	4,600	4,900
52229 Postage	22,713	28,200	28,400	30,100	31,900	33,700
52230 Telephone	800	750	720	720	720	720
52234 Dues & Subscriptions	1,253	1,185	1,185	1,285	1,475	1,185
52253 Consultant	0	0	12,500	0	0	0
52254 Actuarial	4,100	3,000	2,350	3,000	5,500	3,000
52255 Software Maintenance	33,188	32,100	38,500	49,800	42,300	44,100
52256 Banking Services	10,759	8,800	9,700	9,800	9,900	10,000
Subtotal	**81,128**	**82,210**	**99,433**	**104,305**	**99,445**	**103,005**
Commodities						
53315 Printed Materials	18,830	20,900	19,600	20,700	20,850	20,500
53317 Operating Supplies	1,938	2,000	2,050	2,400	2,400	2,400
53350 Small Equipment	659	8,300	1,450	9,600	1,400	1,100
Subtotal	**21,427**	**31,200**	**23,100**	**32,700**	**24,650**	**24,000**
Capital Outlay						
54411 Office Equipment	6,556	0	0	0	0	0
Subtotal	**6,556**	**0**	**0**	**0**	**0**	**0**
Totals	**$ 851,631**	**$ 850,300**	**$ 854,729**	**$ 872,540**	**$ 861,881**	**$ 865,942**

NARRATIVE

General administration of the department is the responsibility of the Finance Director. Primary duties include the coordination and management of staff resources, coordination of the Village's annual budget process, management of the Village's independent annual financial audit, cash management and investment of Village funds, planning for long-term capital project financing, development, implementation and monitoring of the Village's investment policy, cash management and banking services and performing special projects as requested by the Village Manager's Office.

FY14/15 ACCOMPLISHMENTS

1. Assisted in the facilitation of multiple budget workshops to report on the Village's financial condition and outlook. Recommended updates to fiscal policies as appropriate.

2. Developed a comprehensive financial profile of the Village, including a peer community comparison, for the purpose of providing a context for and aiding future financial planning and policy discussions. ***(Village Board Goal)***

3. Worked with NICOR to validate service addresses to ensure the proper application and collection of natural gas use taxes on incorporated properties.

4. Through the use of external consultants, performed an internal control review of the fuel dispensing process at the Public Works Center to ensure adherence to best practices with respect to inventory control and accounting.

FY15/16 OBJECTIVES

1. Assume leadership role in developing metrics, analysis and recommendations to further the Village Board goal of maintaining a diverse and stable revenue structure which will sustain the near and long-term needs of the community. The product of this undertaking will assist in future policy recommendations and budget development. ***(Village Board Goal)***

2. Perform a review and reorganization of departmental records stored in electronic format. Eliminate redundant files, standardize storage mediums, reduce the volume of historical data stored on Village servers and establish protocols to ensure the protection of electronic files into the future.

3. Continue to monitor the Illinois Metropolitan Investment Fund (IMET) recovery efforts stemming from the fraud case involving First Farmers Financial which occurred during the fourth quarter of 2014. Review the Village's current investment program and make recommendations for improvement, considering the current low interest rate of return environment.

Administration Expenditures (01610100)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 153,750	$ 139,315	$ 141,800	$ 141,996	$ 141,996	$ 141,996	
51111 Group Insurance	14,810	16,951	14,700	16,455	17,278	18,142	
51112 IMRF	23,154	20,897	20,800	19,894	19,539	18,828	
51113 FICA	10,505	9,274	9,400	9,407	9,500	9,686	
51114 Workers Comp.	379	460	433	427	448	470	
Subtotal	**202,598**	**186,897**	**187,133**	**188,179**	**188,761**	**189,122**	
Contractual Services							
52222 Meetings	252	200	250	300	400	200	
52223 Training	171	1,075	900	1,200	1,200	1,200	
52226 Office Equip. Maint.	4,188	4,200	4,188	4,200	4,200	4,500	1
52229 Postage	22,713	28,200	28,400	30,100	31,900	33,700	2
52230 Telephone	800	750	720	720	720	720	
52234 Dues & Subscriptions	550	550	550	650	550	550	
52253 Consultant	0	0	12,500	0	0	0	3
52254 Actuarial	2,100	3,000	2,100	3,000	3,000	3,000	4
52256 Banking Services	10,759	8,800	9,700	9,800	9,900	10,000	5
Subtotal	**41,533**	**46,775**	**59,308**	**49,970**	**51,870**	**53,870**	
Commodities							
53317 Operating Supplies	623	800	800	1,000	1,000	1,000	
53350 Small Equipment	0	300	300	100	100	100	
Subtotal	**623**	**1,100**	**1,100**	**1,100**	**1,100**	**1,100**	
Capital Outlay							
54411 Office Equipment	2,370	0	0	0	0	0	
Subtotal	**2,370**	**0**	**0**	**0**	**0**	**0**	
Totals	**$ 247,124**	**$ 234,772**	**$ 247,541**	**$ 239,249**	**$ 241,731**	**$ 244,092**	

EXPENDITURE FOOTNOTES

1. **Office Equipment Maintenance: ($4,200)** Annual lease cost of postage meter.

2. **Postage: ($30,100)** This line item includes postage costs for all general internally metered mail ($21,500), annual mail permit ($200), passport mailings ($1,000) and mailing costs associated with the Village vehicle sticker program ($7,400). Postage costs related to mailing of monthly water bills is budgeted in the Water & Sewer Fund.

3. **Consultant: (FY14/15 Estimated Actual - $12,500)** Professional consulting services were engaged to perform an internal control review of the fuel dispensing process at the Public Works Center to ensure adherence to best practices with respect to inventory control and accounting.

4. **Actuarial: ($3,000)** Each year, the Village engages an independent enrolled actuary to determine the annual required Village contribution to the Carol Stream Police Pension Fund. The increase in budget over the FY14/15 estimated expenditures reflects an allowance for the implementation of new reporting requirements related to pensions by the Governmental Accounting Standards Board (GASB).

5. **Banking Services: ($9,800)** This line item reflects the annual cost of banking services associated with the Village's primary local banking relationship ($8,200) plus service fees related to the acceptance of credit card payments for on-line vehicle sticker transactions ($1,600).

NARRATIVE

The Accounting program encompasses the entire range of duties necessary to account for and record all revenues and expenditures into the general and subsidiary ledger accounts of the Village's financial system. This includes the primary functional areas of general accounting, accounts payable, accounts receivable, general invoicing, and payroll processing.

Each year, in conformance with State statutes, the Village undergoes an audit of its financial statements and accounting records by an independent audit firm for the purpose of obtaining an opinion as to whether the Village's financial statements are prepared in conformity with Generally Accepted Accounting Principles (GAAP). The department is responsible for the coordination and preparation of the Village's annual financial statements (Comprehensive Annual Financial Report or "CAFR") through its audit firm as well as preparing all documentation and records necessary to support the amounts and disclosures in the financial statements.

FY14/15 ACCOMPLISHMENTS

1. Received the Government Finance Officers Association's "Certificate of Achievement for Excellence in Financial Reporting" award for the April 30, 2014 Comprehensive Annual Financial Report (CAFR).

2. Increased efficiency and reduced paper and forms costs by implementing email distribution of year-end W-2 documents to Village employees.

3. Provided assistance to the Employee Relations Department in the introduction of a web-based Employee Self Service portal which will improve information available to employees and provide flexibility and improved efficiency in enabling certain employee payroll and benefit elections.

4. Facilitated the testing and upgrade of a new release of the Village's financial software suite of applications which will enable increased functionality and support.

FY15/16 OBJECTIVES

1. Implement IRS mandate for reporting the cost of employer-provided health plan coverage on annual W-2 forms beginning with calendar 2015 (W-2s issued in January, 2016) or until such time as the IRS releases required implementation guidance.

2. Develop tools to aid departments in the processing of invoices and to reduce the amount of rework created by improper general ledger account coding.

3. Implement a new accounts receivable invoicing software solution which is integrated with the Village's financial software suite of products, replacing an in-house developed solution which is not supported. This solution is also intended in part to assist the Police Department with the billing of false alarm fines.

4. Work in concert with the Village's auditing firm to prepare necessary reporting and footnote disclosures for the implementation of Governmental Accounting Standards Board (GASB) Statement No. 67, *Financial Reporting for Pension Plans*, which is required for fiscal year ending April 30, 2015.

Accounting Expenditures (01612900)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 273,305	$ 276,106	$ 278,800	$ 280,713	$ 280,713	$ 280,713	
51109 Overtime	2,109	6,000	2,600	3,000	3,000	3,000	
51111 Group Insurance	32,247	29,733	26,100	29,073	30,527	32,053	
51112 IMRF	41,500	42,316	41,200	39,720	39,011	37,592	
51113 FICA	20,331	21,581	20,600	21,704	21,704	21,704	
51114 Workers Comp.	547	664	625	616	646	679	
Subtotal	**370,039**	**376,400**	**369,925**	**374,826**	**375,601**	**375,741**	
Contractual Services							
52222 Meetings	45	100	100	100	100	100	
52223 Training	3,519	2,200	400	3,400	1,350	3,900	
52226 Office Equip. Maint.	140	400	240	400	400	400	
52234 Dues & Subscriptions	703	635	635	635	925	635	
52254 Actuarial	2,000	0	250	0	2,500	0	1
52255 Software Maint.	33,188	32,100	38,500	49,800	42,300	44,100	2
Subtotal	**39,595**	**35,435**	**40,125**	**54,335**	**47,575**	**49,135**	
Commodities							
53315 Printed Materials	18,830	20,900	19,600	20,700	20,850	20,500	3
53317 Operating Supplies	1,315	1,200	1,250	1,400	1,400	1,400	
53350 Small Equipment	659	8,000	1,150	9,500	1,300	1,000	4
Subtotal	**20,804**	**30,100**	**22,000**	**31,600**	**23,550**	**22,900**	
Capital Outlay							
54411 Office Equipment	4,186	0	0	0	0	0	
Subtotal	**4,186**	**0**	**0**	**0**	**0**	**0**	
Totals	**$ 434,624**	**$ 441,935**	**$ 432,050**	**$ 460,761**	**$ 446,726**	**$ 447,776**	

EXPENDITURE FOOTNOTES

1. **Actuarial: ($0)** An actuarial computation is required on a triennial basis in accordance with Governmental Accounting Standards Board (GASB) Statement No. 45, which is an accounting and financial reporting pronouncement requiring government employers to measure and report liabilities associated with other (than pension) postemployment benefits. This generally applies to health insurance benefits provided after employment. These calculations are still required even though the Village requires all employees to pay 100% of applicable health premium costs if continued coverage is elected after separation from employment.

2. **Software Maintenance: ($49,800)** Included in this line item are annual software maintenance fees related to the Village's accounting and financial software system (MUNIS - $36,300) as well as annual software fees related to the vehicle sticker program which includes on-line registration database and a web-payment system ($3,500). In FY15/16, $10,000 is budgeted to add an accounts receivable module to the MUNIS financial software system. This will streamline the Village's billing processes for all non-utility services which are presently performed using an unsupported Access database. It will also provide a solution for the billing of false alarm fees which are administered by the Police Department.

3. **Printed Materials: ($20,700)** The largest component of this line item includes annual printing of approximately 28,000 village vehicle sticker applications, reminder notices and vehicle decals ($17,500). Remaining items include dog tags, vending machine decals, video gaming decals, accounts payable and payroll check stock and year-end tax forms ($3,200).

4. **Small Equipment: ($9,500)** Replacement heavy duty document shredder ($5,000), replacement check scanner ($2,000), replacement credit card scanners ($1,500) and replacement office chairs ($1,000).

NARRATIVE

The Reception/Information area is most frequently the initial point of contact between Village government and its customers, whether through telephone or in-person traffic. This area is staffed by two full-time Account Clerks who direct all switchboard traffic and handle the bulk of the Village's cash receipting function. Additional services include primary maintenance and collection of locally issued ordinance violations, vehicle and business registration, preparation of new resident informational packets, voter registration, issuance of handicap placards, RTA registration and notary services.

FY14/15 ACCOMPLISHMENTS

1. Installed an additional credit card scanner and phone line to assist in expediting transactions at the reception counter, especially during peak volume periods such as during the annual vehicle registration renewal period.

FY15/16 OBJECTIVES

1. Review the Village's current forms and applications for various permits, licenses and registrations and recommend updates as needed.

2. Implement new credit card terminal devices which are compliant with new chip card standards which begin on October 1, 2015.

3. Investigate the feasibility of integrating the dog license application process to coincide with annual vehicle registration to increase compliance and improve efficiency.

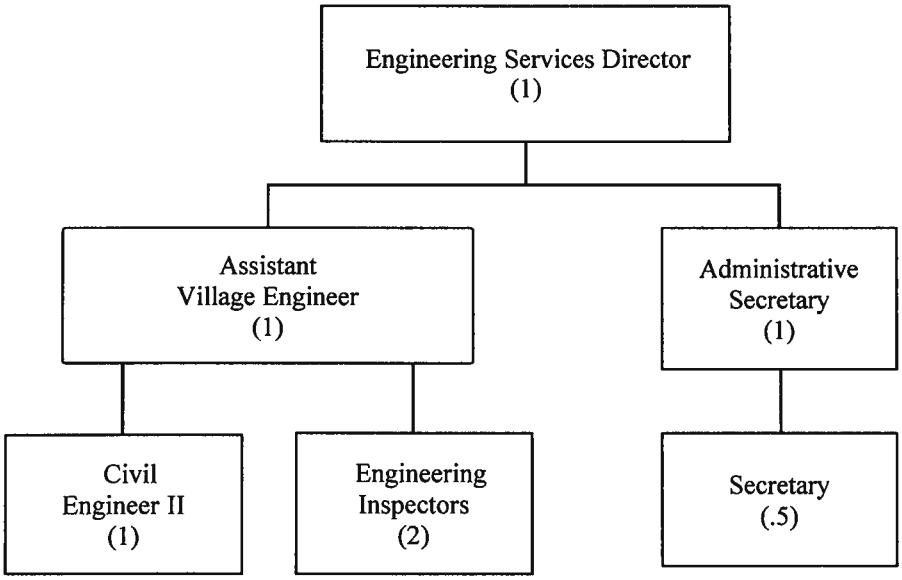
Reception/Information Expenditures (01613000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 117,475	$ 121,413	$ 122,700	$ 122,090	$ 122,090	$ 122,090
51109 Overtime	0	0	50	0	0	0
51111 Group Insurance	25,838	24,374	24,900	23,723	24,909	26,154
51112 IMRF	17,622	18,212	18,000	17,093	16,787	16,177
51113 FICA	8,696	9,288	9,200	9,340	9,340	9,340
51114 Workers Comp.	252	306	288	284	298	313
Subtotal	**169,883**	**173,593**	**175,138**	**172,530**	**173,424**	**174,074**
Totals	**$ 169,883**	**$ 173,593**	**$ 175,138**	**$ 172,530**	**$ 173,424**	**$ 174,074**

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Full Time	5	5	6	6	6
Part-Time (FTE)	0.5	0.5	0.5	0.5	0.5

ORGANIZATIONAL CHART



NARRATIVE

The Engineering Services Department is responsible for the design, review, inspection and general supervision of the installation of public improvements in residential, commercial and industrial developments and various capital improvement projects undertaken by the Village. The Department's six general areas of operation include administration, plan review, daily inspection, design and construction, water and sewer and the newly added storm water management program. Water and sewer program expenditures are reimbursed to the General Corporate Fund through a transfer from the Water & Sewer Fund (municipal service charge).

In-house project management including planning, design, engineering and construction administration of infrastructure improvements has become a responsibility of the Department. The Department manages roadway, bike path, water and sanitary sewer systems, traffic and storm water management projects. The Engineering Services Department will also prepare the plans and specifications for the street rejuvenation, resurfacing, crack filling, pavement reconstruction, as well as stream and pond shoreline maintenance projects. Design and construction management of sanitary sewer, water main replacement/relocation projects, storm water management facilities and other relatively large projects will be outsourced to professional consultants.

Notable changes made in Engineering Services programs for FY15/16 are summarized below.

- A new Storm Water Management Program has been created to manage services for storm water management plan reviews and inspections of private development projects as well as planning, studies, design and construction administration for storm water management infrastructure maintenance, rehabilitation and construction projects.
- The newly created CIP program, Roadway Drainage Improvements, will begin this fiscal year.
- Added the following projects to the CIP for FY15/16:
  - Carol Stream – Bloomingdale Trail Improvements Project - Phase I Design Study
  - Lies Road Bike Path Extension Project - Phase I Design Study
  - Southeast Bike Path Project - Final Engineering and Easement Acquisitions
  - Gary Avenue Improvements - Right of Way Acquisitions
  - Flood Plain Structure Buyout Program - Contingent on receiving Illinois Emergency Management Agency (IEMA) Hazard Mitigation Grant Program (HMGP) and DuPage County Flood Plain Structure Buyout Program funding
  - Kehoe Boulevard Stream Bank Stabilization Project - Contingent on receiving DuPage County Stormwater Quality Improvement Program (WQIP) funding
  - Klein Creek Section I Stream Bank Stabilization Project - Contingent on receiving Illinois Environmental Protection Agency (IEPA) Section 319, DuPage River Salt Creek Workgroup (DRSCW) Assessment Project and DuPage County WQIP funding

- Engineering will continue to oversee the Infrastructure Village Goals, but will also be responsible for the Comprehensive GIS Village Goals. This includes the following major tasks:
  - Evaluate, select and install an asset and operations management program.
  - Perform water system studies, sanitary sewer system evaluation studies and storm water studies to identify needed infrastructure repairs, replacements and rehabilitations.
  - Administer the GIS Implementation Plan through the GIS Consortium and their service provider.

EXPENDITURE

Classification	Actual FY13/14	Budget FY14/15	Estimated FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Administration	$596,226	$669,683	$660,709	$372,800	$380,372	$369,872
Plan Review	46,710	89,120	57,552	69,435	74,907	88,187
Daily Inspection	32,989	37,703	37,374	44,525	44,700	31,715
Design & Construction	166,724	201,812	211,014	353,189	291,916	274,354
Water & Sewer	12,849	48,970	38,323	72,997	46,252	55,495
Storm Water Management	0	0	0	285,056	292,331	313,556
Totals	**$855,498**	**$1,047,288**	**$1,004,972**	**$1,198,002**	**$1,130,478**	**$1,133,179**

EXPENDITURE

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$484,754	$579,856	$575,000	$587,244	$587,244	$587,244
51106 Seasonal Help	4,980	7,000	4,765	7,800	7,800	7,800
51109 Overtime	2,782	5,000	5,400	7,800	6,600	6,600
51111 Group Insurance	68,007	81,623	83,300	79,482	83,456	87,629
51112 IMRF	70,918	85,070	82,300	80,351	78,751	75,887
51113 FICA	35,852	44,352	42,900	45,285	45,287	45,473
51114 Workers Comp.	6,773	8,213	7,725	7,615	7,997	8,395
Subtotal	**674,066**	**811,114**	**801,390**	**815,577**	**817,135**	**819,028**
Contractual Services						
52212 Auto Maint. & Rpr.	5,398	7,703	7,703	7,450	6,990	7,360
52222 Meetings	58	65	50	65	70	75
52223 Training	2,840	5,500	5,270	5,730	5,860	5,990
52224 Vehicle Insurance	3,954	4,806	4,528	4,459	4,682	4,916
52226 Office Equip. Maint.	0	800	500	800	1,000	1,200
52230 Telephone	2,182	3,012	2,300	5,100	5,256	5,412
52234 Dues & Subscript.	929	1,140	1,140	1,295	1,110	1,375
52253 Consultant	86,073	66,500	70,500	65,100	58,800	58,800
52255 Software Maint.	4,750	3,370	4,690	160,000	66,000	44,000
52272 Property Maint.	49,154	96,000	80,000	122,000	129,000	150,000
Subtotal	**155,338**	**188,896**	**176,681**	**371,999**	**278,768**	**279,128**
Commodities						
53313 Auto Gas & Oil	5,482	4,613	4,605	3,807	3,988	4,038
53314 Office Supplies	373	650	500	650	650	650
53317 Operating Supplies	2,343	4,640	3,750	4,499	5,107	4,825
53318 Reference Materials	26	0	0	0	0	0
53324 Uniforms	451	925	1,000	1,250	1,340	1,250
53350 Small Equipment	176	450	350	220	490	260
Subtotal	**8,889**	**11,278**	**10,205**	**10,426**	**11,575**	**11,023**
Capital Outlay						
54413 Computer Equip.	0	0	0	0	0	0
54415 Vehicles	17,205	36,000	16,696	0	23,000	24,000
Subtotal	**17,205**	**36,000**	**16,696**	**0**	**23,000**	**24,000**
Totals	**$ 855,498**	**$ 1,047,288**	**$ 1,004,972**	**$ 1,198,002**	**$ 1,130,478**	**$ 1,133,179**

NARRATIVE

The Department's Administration program includes staff time spent providing administrative support across all department programs. Each member of the Engineering Services Department is involved in this program. The Director is responsible for preparing operational reports, the Department budget, Capital Improvement Program, purchasing, and hiring and evaluating Department personnel.

FY14/15 ACCOMPLISHMENTS

1. Developed and released messages of scheduled construction activities as part of an educational effort for those affected by capital projects and operation management functions. Worked closely with the School District #93 on the Illini Bridge Project schedule to help them with bussing and assisted DuPage County in preparing messages for businesses affected by the Gary Avenue Reconstruction Project. Also, assisted DuPage County with notifying residents of construction progress and scheduling of their Armstrong Park Flood Control Projects. ***(Village Board Goal)***

2. Oversaw the consultant's assessment of current GIS assets and capabilities; reorganization and centralization of data to allow for proper maintenance and better integration of GIS applications throughout the organization. Working with the GIS Consortium (GISC) and their service provider consultant a needs assessment was performed that identified GIS hardware, software and personnel necessary to meet GIS needs and developed an initial implementation and financial plan for FY15 and FY16. Prepared and adopted an agreement to join the GISC and hire their GIS service provider. Also utilizing the consultant completed mapping of water, sanitary and storm water utilities and assembled existing associated asset information. All applicable hardware and software licenses were purchased. ***(Village Board Goal)***

3. Evaluated different customer service request (CSR) portals that allow interacting with the Village in a web-based environment and developed a plan for purchase and implementation of a CSR module/portal. In addition Engineering Services and Police implemented an on-line permitting system for issuance of overweight and oversize vehicle permits. ***(Village Board Goal)***

FY15/16 OBJECTIVES

1. Oversee the GIS Initial Implementation Plan. ***(Village Board Goal)***

2. Begin implementing different technologies for use by Engineering personnel including smart phones, ruggedized field notebooks, dual monitors, lap tops, multi-function device and the various applications associated with those technologies. ***(Village Board Goal)***

3. Work with Administration and Public Works to develop a public education component for the Capital Improvement Program. ***(Village Board Goal)***

Administration Expenditures (01620100)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 335,286	$ 328,944	$ 349,620	$ 258,375	$ 262,633	$ 252,790	
51106 Seasonal Help	0	350	1,185	390	390	390	
51111 Group Insurance	42,595	44,109	45,400	35,657	37,440	39,312	
51112 IMRF	47,971	46,683	48,434	33,808	33,790	31,257	
51113 FICA	24,232	24,497	25,404	19,421	19,789	19,119	
51114 Workers Comp.	2,716	3,285	3,090	3,350	3,518	3,693	
Subtotal	**452,800**	**447,868**	**473,133**	**351,001**	**357,560**	**346,561**	
Contractual Services							
52212 Auto Maint. & Rpr.	3,239	4,622	4,622	4,470	4,194	4,416	
52222 Meetings	58	65	50	65	70	75	
52223 Training	1,417	3,170	1,000	640	660	680	
52224 Vehicle Insurance	2,417	2,938	2,768	2,726	2,862	3,005	
52226 Office Equip. Maint.	0	800	500	800	1,000	1,200	
52230 Telephone	1,309	3,012	2,300	5,100	5,256	5,412	1
52234 Dues & Subscript.	929	1,140	1,140	1,295	1,110	1,375	
52253 Consultant	74,373	63,000	67,000	0	0	0	2
52255 Software Maint.	4,750	3,370	4,690	0	0	0	3
52272 Property Maint.	49,154	96,000	80,000	0	0	0	4
Subtotal	**137,646**	**178,117**	**164,070**	**15,096**	**15,152**	**16,163**	
Commodities							
53313 Auto Gas & Oil	3,289	2,768	2,760	2,284	2,393	2,423	
53314 Office Supplies	373	650	500	650	650	650	
53315 Printed Materials	38	0	0	0	0	0	
53317 Operating Supplies	1,878	3,830	3,200	3,549	4,127	3,815	
53318 Reference Materials	26	0	0	0	0	0	
53350 Small Equipment	176	450	350	220	490	260	
Subtotal	**5,780**	**7,698**	**6,810**	**6,703**	**7,660**	**7,148**	
Capital Outlay							
54415 Vehicles	0	36,000	16,696	0	0	0	
Subtotal	**0**	**36,000**	**16,696**	**0**	**0**	**0**	
Totals	**$ 596,226**	**$ 669,683**	**$ 660,709**	**$ 372,800**	**$ 380,372**	**$ 369,872**	

Beginning in FY15/16, a new Storm Water Management program has been created to better report costs associated with this activity. A number of expenditures related to that program were previously charged in the Administration program.

EXPENDITURE FOOTNOTES

1. **Telephone: ($5,100)** Increases in telecommunications services are budgeted to support implementation of work tablets for use in conjunction with a planned asset management system.

2. **Consultant: ($0)** Consulting services for plan reviews and inspections are now shown in the new Storm Water Management program.

3. **Software Maintenance: ($0)** Software maintenance costs related to the Village's GIS program are now centralized in the Information Services budget.

4. **Property Maintenance: ($0)** Pond, wetland and stream maintenance activities are now shown in the new Storm Water Management program.

NARRATIVE

The Plan Review program includes engineering reviews of subdivision, industrial and commercial developments, building reviews required by Boards and Commissions as well as utility and accessory permits, grading surveys, construction as-builts, final as-builts and other miscellaneous engineering reviews.

FY14/15 ACCOMPLISHMENTS

1. Updated the private development security requirements in the Subdivision Code that ensure the proper completion of public improvements so they are compliant with State statutes.

FY15/16 OBJECTIVES

1. Begin incorporating engineering plan review processes and procedures with Community Development's new development services software system.

2. Update the various requirements and certificates (Plan Commission, Village Engineer, Village Clerk, Owner, Village Treasurer, State, County, Notary, Surveyor, Drainage, School District and Easements) for subdivision platting and annexation.

Plan Review Expenditures (01621900)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 33,334	$ 62,999	$ 38,267	$ 48,902	$ 53,152	$ 63,999
51106 Seasonal Help	0	700	0	780	780	780
51111 Group Insurance	5,360	9,538	9,500	7,464	7,837	8,229
51112 IMRF	5,045	9,450	5,582	6,846	7,308	8,480
51113 FICA	2,453	4,780	2,817	3,759	4,089	4,900
51114 Workers Comp.	518	628	591	634	666	699
Subtotal	**46,710**	**88,095**	**56,757**	**68,385**	**73,832**	**87,087**
Contractual Services						
52223 Training	0	1,025	795	1,050	1,075	1,100
Subtotal	**0**	**1,025**	**795**	**1,050**	**1,075**	**1,100**
Totals	**$ 46,710**	**$89,120**	**$57,552**	**$69,435**	**$74,907**	**$88,187**

NARRATIVE

There are five general categories of daily inspections which include residential subdivisions, commercial/industrial subdivisions, residential lots, commercial/industrial lots and miscellaneous. Miscellaneous inspections include accessory permits and private utilities. Inspections are required during the construction, acceptance and maintenance phases. Each phase requires certain inspections to be performed along with required documentation to ensure compliance with Village Codes.

FY14/15 ACCOMPLISHMENTS

1. The Central Park Homeowners Association (HOA) accepted maintenance responsibilities of their retention basins within their subdivision. Continuing to work with the HOA to accept ownership.

2. A total of 408 private development inspections were performed in 2014.

FY15/16 OBJECTIVES

1. Begin implementation of conducting field inspections with mobile devices for private development projects.

Daily Inspection Expenditures (01621300)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 21,581	$ 25,344	$ 25,584	$ 32,140	$ 32,140	$ 21,285
51106 Seasonal Help	480	350	100	390	390	390
51109 Overtime	59	0	0	0	0	0
51111 Group Insurance	4,604	4,331	4,400	4,401	4,621	4,852
51112 IMRF	3,235	3,802	3,732	4,500	4,419	2,820
51113 FICA	1,650	1,966	1,914	2,447	2,452	1,658
51114 Workers Comp.	915	1,110	1,044	417	438	460
Subtotal	**32,524**	**36,903**	**36,774**	**44,295**	**44,460**	**31,465**
Contractual Services						
52223 Training	0	200	200	210	220	230
Subtotal	**0**	**200**	**200**	**210**	**220**	**230**
Commodities						
53317 Operating Supplies	465	600	400	20	20	20
Subtotal	**465**	**600**	**400**	**20**	**20**	**20**
Totals	**$ 32,989**	**$37,703**	**$37,374**	**$44,525**	**$44,700**	**$31,715**

NARRATIVE

The Design and Construction program involves the planning, design and supervision of Village initiated "in-house" projects and the administration and construction inspection of roadway and facility projects that are contracted by the Village. Maintaining an inventory of all public and private improvements, the street maintenance program and the computer analysis roadway assets are ongoing activities.

FY14/15 ACCOMPLISHMENTS

1. Coordinated all activities under the Infrastructure Village Goal. An asset management plan (AMP) that defines how each infrastructure asset is managed was developed and is being implemented. ***(Village Board Goal)***

2. Oversaw the completion of the Phase II Final Engineering contract for the West Branch DuPage River Trail Project involving design, contract documents, preparation of easements for acquisition and coordination with the Wayne Township Road District (WTRD) and the Forest Preserve District of DuPage County (FPDDPC).

3. Continued providing assistance on the Phase II Final Engineering for the DuPage County Gary Avenue Multi-Use Bike Path Project. Worked with DuPage County on acquisition of necessary right of way and easements.

4. Pavement markings were refreshed on Spring Valley Drive, Lies Road (County Farm to Kuhn), Kuhn Road (Woodhill to Army Trail) and miscellaneous school crosswalks adjacent to Cloverdale School, Heritage Lakes School and Glenbard North High School. The project also included two additional new crosswalks not in the original scope adjacent to Spring Trail School and on Fountain View Drive near the Recreation Center. All pavement markings were completed by November 8, 2014. The budget was $36,000 and the final contract amount was $35,849.

5. Assisted with consultant construction administration on the Illini Drive Bridge Replacement Project. Storm water management permitting and creek high water levels prevented the project from being completed prior to classes resuming at Jay Stream School, but Illini Drive was reopened on October 18th.

6. Performed construction inspection on the Indianwood Drive Pavement Rehabilitation Project being undertaken with DuPage County's Armstrong Park Flood Control Siphon Project.

7. Obtained Illinois Transportation Enhancement Program (ITEP) funding for design of the Carol Stream – Bloomingdale Trail Improvements Project ($133,000) and the Lies Road Bike Path Extension Project ($152,000).

FY15/16 OBJECTIVES

1. Purchase and begin implementation of an asset and operations management system program that identifies how and when operations are performed. ***(Village Board Goal)***

2. Acquire remaining easements and assist with consultant construction administration on the West Branch DuPage River Trail Project.

3. Continue providing assistance to DuPage County on the Phase II Final Engineering for the Gary Avenue Multi-Use Bike Path Project.

4. Oversee outsourced Phase I Design Studies for both the Carol Stream – Bloomingdale Trail Improvements and Lies Road Bike Path Extension Projects.

5. Perform construction inspections on the federally funded Kuhn Road Pavement Rehabilitation Project with consultant services being utilized for paperwork documentation to meet IDOT requirements. The project consists of placing a structural overlay from North Avenue to Lies Road with repairs being made to the base, curb and gutters, adjacent sidewalk and storm sewer structures.

6. Provide consultant oversight of the contract preparation for the (LAFO) funded Lies Road Pavement Rehabilitation Project. The project scope is the same as above except the limits are from Gary Avenue to Schmale Road.

Design & Construction Expenditures (01622200)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 86,060	$ 128,754	$ 134,342	$ 123,357	$ 127,625	$ 129,962	
51106 Seasonal Help	4,500	5,600	3,480	5,850	6,240	6,240	
51109 Overtime	2,723	3,000	5,400	4,290	5,610	5,610	
51111 Group Insurance	13,653	19,386	19,500	18,666	19,599	20,579	
51112 IMRF	13,377	19,763	20,586	17,871	18,320	17,963	
51113 FICA	6,892	10,369	10,832	10,129	10,596	10,766	
51114 Workers Comp.	1,978	2,406	2,263	1,600	1,680	1,764	
Subtotal	**129,183**	**189,278**	**196,403**	**181,763**	**189,670**	**192,884**	
Contractual Services							
52212 Auto Maint. & Rpr.	2,159	3,081	3,081	2,980	2,796	2,944	
52223 Training	1,423	1,105	3,275	1,130	1,155	1,180	
52224 Vehicle Insurance	1,537	1,868	1,760	1,733	1,820	1,911	
52230 Telephone	873	0	0	0	0	0	
52253 Consultant	11,700	3,500	3,500	2,100	3,800	3,800	1
52255 Software Maintenance	0	0	0	160,000	66,000	44,000	2
Subtotal	**17,692**	**9,554**	**11,616**	**167,943**	**75,571**	**53,835**	
Commodities							
53313 Auto Gas & Oil	2,193	1,845	1,845	1,523	1,595	1,615	
53317 Operating Supplies	0	210	150	710	740	770	
53324 Uniforms	451	925	1,000	1,250	1,340	1,250	
Subtotal	**2,644**	**2,980**	**2,995**	**3,483**	**3,675**	**3,635**	
Capital Outlay							
54415 Vehicles	17,205	0	0	0	23,000	24,000	3
Subtotal	**17,205**	**0**	**0**	**0**	**23,000**	**24,000**	
Totals	**$ 166,724**	**$ 201,812**	**$ 211,014**	**$ 353,189**	**$ 291,916**	**$ 274,354**	

EXPENDITURE FOOTNOTES

1. **Consultant: ($2,100)** Services budgeted in this line item are for various required bridge and culvert inspections.

2. **Software Maintenance: ($160,000)** Funds are budgeted to implement a comprehensive asset and operations management software solution for the Village. These tools will enable the department to better track, monitor and maintain the Village's vast network of infrastructure assets.

3. **Vehicles: (FY16/17 and FY17/18)** Two field vehicles (pick-up trucks) are scheduled for replacement in years two and three of the financial plan. A complete condition assessment will be performed prior to replacement to consider their maintenance history, cost of operation and utility to field operations.

NARRATIVE

This program includes the Department's engineering assistance for the maintenance and reconstruction of the Village's sanitary sewer and water main system and for conducting plan reviews and inspections of these public improvements. Costs incurred in this program are reimbursed to the General Corporate Fund through a municipal service charge to the Water & Sewer Fund.

FY14/15 ACCOMPLISHMENTS

1. Assisted Public Works with the Sanitary Sewer System Evaluation Studies (SSES) to identify and reduce sources of inflow and infiltration (I&I) that puts strain on our sewers and waste water treatment plant.

2. Acquired all utility structure GPS coordinates for the GIS sanitary and storm sewer system maps. The maps will form the basis for the GIS Utility System Update & Implementation Project. ***(Village Board Goal)***

3. Oversaw the GIS Utility System Update & Implementation Project which has been divided into two components: a comprehensive GIS Implementation Plan and an Asset & Operations Management Systems (AOMS) Program Evaluation Study. The Village joined the GIS Consortium and hired their GIS service provider consultant MGP, Inc. to implement the Plan. Existing GIS data has been migrated to GISC's model. Attribute data such as asset condition, age, material type, size etc. is being entered into the databases for all water, sanitary sewer and storm sewer system assets. Once completed this will allow the Village to perform future studies that will identify deficiencies and prioritize projects into the CIP. It will also allow managers, engineers, inspectors, laborers and others direct access to accurate maps and important attribute data for operating, managing and maintaining these vital systems. A consultant was hired and is performing evaluations of AOMS programs that will be purchased and implemented in FY15/16. ***(Village Board Goal)***

4. We have currently acquired or are close to acquiring twenty out the thirty easements for the Schmale Road Water Main Replacement Project, but the Phase II Final Engineering cannot proceed without acquiring two specific easements that would make for a partial project.

5. Provided construction oversight of the WRC Pavement Resurfacing & Reconstruction Project.

FY15/16 OBJECTIVES

1. Complete the Phase II Final Engineering for the Schmale Road Water Main Replacement Project along with the necessary easement acquisitions. Assist the consultant resident engineer in providing construction administration services.

2. Provide consultant oversight of the two Water System Studies. The first study will determine when it's most appropriate for the Village to make improvements identified in the Southwest Area Water & Sanitary Sewer Infrastructure Study through an analysis of the system. Those improvements included a reservoir, pumping station and connection to DuPage Water Commission's trunk line along St. Charles Road to provide adequate fire flow to this area of the Village. The second study involves a comprehensive asset study of the Village's entire water system including condition assessments and performance evaluations.

3. Oversee the consultant services for the engineering design of the Aztec Drive Sanitary Sewer Replacement Project.

Water & Sewer Expenditures (01623100)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 8,493	$ 33,815	$ 27,187	$ 52,260	$ 32,888	$ 40,402
51106 Seasonal Help	0	0	0	390	0	0
51109 Overtime	0	2,000	0	3,120	660	660
51111 Group Insurance	1,795	4,259	4,500	4,654	4,887	5,131
51112 IMRF	1,290	5,372	3,966	7,753	4,613	5,441
51113 FICA	625	2,740	1,933	4,142	2,492	3,114
51114 Workers Comp.	646	784	737	678	712	747
Subtotal	**12,849**	**48,970**	**38,323**	**72,997**	**46,252**	**55,495**
Totals	**$ 12,849**	**$ 48,970**	**$ 38,323**	**$ 72,997**	**$ 46,252**	**$ 55,495**

NARRATIVE

The Storm Water Management is a newly created program. It includes storm water management plan reviews and inspections for private development projects as well as planning, studies, design and construction administration for storm water management infrastructure maintenance, rehabilitation and construction projects.

FY14/15 ACCOMPLISHMENTS

These FY14/15 accomplishments were previously identified as last year's objects in other programs (Administration, Plan Review, Daily Inspections and Design and Construction). Since they primarily dealt with storm water management they were moved to the newly created Storm Water Management Program.

1. Developed and began conducting a public education program on DuPage County's flood plain remapping efforts, Federal Emergency Management Agency's (FEMA's) substantial damage and improvement regulations and the impacts of changes in the (NFIP) National Flood Insurance Program by May 1, 2015. Program elements would include web pages, brochures, social media, etc. ***(Village Board Goal)***

2. Evaluated the benefits, responsibilities and impacts of participation in the NFIP's Community Rating System (CRS) Program that could lower flood insurance premiums for at risk property owners. Due to financial uncertainties regarding funding this Program and staffing constraints it is being recommended that the Village not pursue participation at this time.

3. Continued working with DuPage County on completing the Winfield Creek Watershed Study and Flood Control Plan which includes the Village's Southeast Stormwater Study. The County anticipates completing the study by November 30, 2015.

4. Trained Public Works and Community Development staff on soil erosion and sediment control measures, documentation and BMP requirements in compliance with DuPage County Stormwater Ordinance requirements.

5. Developed the new Roadway Drainage Improvements Program for repairs to stormwater structures, curbs and gutters and installation of underdrains. Implementation of the Program has been scheduled and budgeted for the 2015 construction season.

6. In conjunction with DuPage County developed processes, procedures, certificates and affidavits as well as easement templates for stormwater management, conveyance and best management practices (BMPs) for implementation of the recently adopted DuPage County Stormwater Ordinance.

FY15/16 OBJECTIVES

1. Oversee the Village's first Roadway Drainage Improvements Program Project.

2. Provide consultant oversight of the Tubeway & Westgate Storm Water Study. ***(Village Board Goal)***

3. Seek grant funding for the Flood Plain Structure Buyout Program. ***(Village Board Goal)***

4. Oversee the consultant concept design for the Kehoe Boulevard Stream Bank Stabilization Project and apply for DuPage County Water Quality Improvement Program funding. ***(Village Board Goal)***

5. Working with the DuPage River Salt Creek Workgroup amend the Klein Creek Watershed Plan to include stream bank restoration projects as water quality and habitat restoration components of the Plan. Provide consultant oversight on the concept design for the Project. ***(Village Board Goal)***

Administration Expenditures (01620600)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 0	$ 0	$ 0	$ 72,210	$ 78,806	$ 78,806	
51109 Overtime	0	0	0	390	330	330	
51111 Group Insurance	0	0	0	8,640	9,072	9,526	
51112 IMRF	0	0	0	9,573	10,301	9,926	
51113 FICA	0	0	0	5,387	5,869	5,916	
51114 Workers Comp.	0	0	0	936	983	1,032	
Subtotal	**0**	**0**	**0**	**97,136**	**105,361**	**105,536**	
Contractual Services							
52223 Training	0	0	0	2,700	2,750	2,800	
52253 Consultant	0	0	0	63,000	55,000	55,000	1
52272 Property Maint.	0	0	0	122,000	129,000	150,000	2
Subtotal	**0**	**0**	**0**	**187,700**	**186,750**	**207,800**	
Commodities							
53317 Operating Supplies	0	0	0	220	220	220	
Subtotal	**0**	**0**	**0**	**220**	**220**	**220**	
Totals	**$ 0**	**$ 0**	**$ 0**	**$ 285,056**	**$ 292,331**	**$ 313,556**	

EXPENDITURE FOOTNOTES

1. **Consultant: ($63,000)** Includes funds for site plan reviews ($47,000), Special Management Area (SMA) and Storm Water Management Facility (SWMF) inspections ($8,000) and DuPage County Storm Water audit ($8,000).

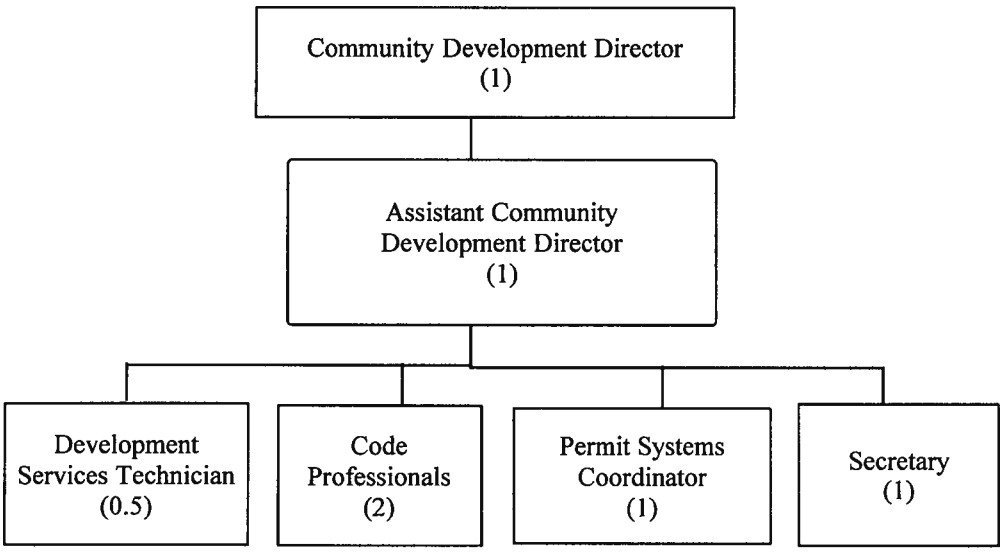
2. **Property Maintenance: ($122,000)** This line item includes funding for recurring annual pond and wetland maintenance ($44,000), an allowance for a stream flow-obstruction removal project ($30,000), annual dues to the DuPage River Salt Creek Workgroup (DRSCW) ($46,000), plus Illinois EPA National Pollutant Discharge Elimination System (NPDES) permit fee and implementation costs ($2,000).

   The significant increase in the property maintenance line item compared to prior years is primarily the result of membership dues paid to the DRSCW which have increased by approximately $36,000 as this intergovernmental cooperative begins funding habitat restoration projects as a preemptive measure to possible future EPA mandates which would require much more costly wastewater treatment plant upgrades to member communities.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Full Time	6	6	6	6	6
Part-Time (FTE)	0.5	0.5	0.5	0.5	0.5

ORGANIZATIONAL CHART



NARRATIVE

The primary responsibilities of the Community Development Department include coordinating the review, permitting and inspection of proposed development projects, enforcing the community's codes and standards as set forth in the Municipal Code, planning future development initiatives, and promoting the Village of Carol Stream for economic development.

The Department consistently strives to provide excellent customer service and achieve specified performance goals. Community Development's six program functions include Administration, Development Services, Code Enforcement, Current Planning, Long-Range Planning and Economic Development. Community Development staff review development proposals for compliance with the various building and zoning codes, inspect all construction, and provide community-wide code enforcement. The Department also provides support to the Plan Commission/Zoning Board of Appeals and Electrical Commission, maintains and updates the building and zoning codes and comprehensive plan, and develops economic development data and informational brochures.

EXPENDITURE

Classification	Actual FY13/14	Budget FY14/15	Estimated FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Administration	$ 164,317	$102,159	$142,560	$124,435	$93,763	$94,015
Development Services	405,805	537,178	459,233	549,988	498,529	487,913
Code Enforcement	102,296	191,152	152,294	195,841	178,840	179,800
Current Planning	79,920	53,092	92,059	104,558	104,830	105,072
Long Range Planning	18,786	41,478	15,852	38,576	87,550	67,732
Economic Development	44,342	106,087	27,321	98,590	70,748	70,854
Totals	**$815,466**	**$1,031,146**	**$889,319**	**$1,111,988**	**$1,034,260**	**$1,005,386**

EXPENDITURE

Acct.#	Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages							
51102	Personal Services	$ 505,911	$ 531,281	$ 535,700	$ 536,295	$ 536,295	$ 536,295
51109	Overtime	472	500	1,500	1,500	1,500	1,500
51111	Group Insurance	73,485	91,805	82,100	89,172	93,630	98,311
51112	IMRF	74,126	76,691	75,500	83,292	71,002	68,420
51113	FICA	35,804	38,972	38,400	39,657	39,750	39,934
51114	Workers Comp.	4,039	4,899	4,607	4,542	4,770	5,008
	Subtotals	**693,837**	**744,148**	**737,807**	**754,458**	**746,947**	**749,468**
Contractual Services							
52212	Auto Maint. & Repair	1,454	5,502	5,502	5,961	5,592	5,888
52222	Meetings	361	5,480	4,509	4,580	3,580	3,580
52223	Training	2,230	6,200	5,200	4,950	4,800	5,150
52224	Vehicle Insurance	2,304	2,800	2,638	2,598	2,728	2,864
52226	Office Equip. Maint.	1,960	2,000	2,000	710	710	750
52230	Telephone	515	1,530	695	2,280	2,280	2,280
52234	Dues & Subscriptions	2,189	2,170	2,225	2,490	2,300	2,375
52246	Economic Development	2,991	0	0	20,000	20,000	20,000
52253	Consultant	98,000	170,000	105,000	188,000	198,000	183,000
52255	Software Maintenance	400	70,410	410	90,000	16,000	16,000
52260	Weed Mowing	1,175	3,000	1,900	3,000	3,000	3,000
52316	Overhead Sewer Pgm.	0	2,500	0	2,500	2,500	2,500
52272	Property Maintenance	0	1,000	0	1,000	1,000	1,000
	Subtotals	**113,579**	**272,592**	**130,079**	**328,069**	**262,490**	**248,387**
Commodities							
53313	Auto Gas & Oil	2,902	2,636	2,800	2,226	2,333	2,361
53314	Office Supplies	1,267	1,500	1,500	2,000	2,000	2,000
53315	Printed Materials	1,850	4,525	1,706	3,720	1,245	720
53318	Reference Materials	574	1,200	1,412	825	550	550
53324	Uniforms	0	745	745	1,090	745	1,450
53350	Small Equipment	705	400	400	2,100	450	450
	Subtotals	**7,298**	**11,006**	**8,563**	**11,961**	**7,323**	**7,531**
Capital Outlay							
54413	Computer Equipment	0	3,400	2,100	0	0	0
54415	Vehicles	0	0	0	17,500	17,500	0
55487	Facilities Improvements	752	0	10,770	0	0	0
	Subtotals	**752**	**3,400**	**12,870**	**17,500**	**17,500**	**0**
	Totals	**$ 815,466**	**$ 1,031,146**	**$ 889,319**	**$ 1,111,988**	**$ 1,034,260**	**$ 1,005,386**

NARRATIVE

The primary purposes of the Administration Program are to provide oversight of the daily activities of the Community Development Department and to plan and administer new initiatives for improvement of services. Functions include budget preparation and administration, purchasing, personnel management, and acting as an information resource to residents, developers, businesses, realtors, Village officials, and other public agencies.

FY14/15 ACCOMPLISHMENTS

1. Responded to 87 Freedom of Information requests in accordance with required response times in calendar year 2014.

2. Continued development of a Community Development Processes and Procedures Manual, including development of process flowcharts for building permitting activities and code enforcement case management.

FY15/16 OBJECTIVES

1. Continue development of a Community Development Processes and Procedures Manual. A significant element planned for FY15/16 will be adjustments to building permit processes as part of the purchase and implementation of a new comprehensive permit management software system.

2. Address staffing issues related to the retirement of the Community Development Director at the beginning of the FY15/16 fiscal year.

Administration Expenditures (01640100)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	
Salaries & Wages							
51102 Personal Services	$ 118,260	$ 71,396	$ 105,522	$ 65,346	$ 65,346	$ 65,346	
51111 Group Insurance	14,960	9,620	8,500	8,692	9,127	9,583	
51112 IMRF	17,470	10,709	15,452	20,148	8,985	8,658	1
51113 FICA	7,870	4,898	7,505	4,565	4,593	4,648	
51114 Workers Comp.	137	166	156	554	582	610	
Subtotal	**158,697**	**96,789**	**137,135**	**99,305**	**88,633**	**88,845**	
Contractual Services							
52222 Meetings	0	0	0	0	0	0	
52223 Training	393	300	300	300	300	300	
52226 Office Equip. Maint.	1,960	2,000	2,000	710	710	750	
52234 Dues & Subscriptions	1,389	1,370	1,425	1,500	1,500	1,500	
52253 Consultant	0	0	0	20,000	0	0	2
Subtotal	**3,742**	**3,670**	**3,725**	**22,510**	**2,510**	**2,550**	
Commodities							
53314 Office Supplies	1,267	1,500	1,500	2,000	2,000	2,000	
53315 Printed Materials	261	200	200	220	220	220	
53324 Uniforms	0	0	0	400	400	400	
53350 Small Equipment	350	0	0	0	0	0	
Subtotal	**1,878**	**1,700**	**1,700**	**2,620**	**2,620**	**2,620**	
Totals	**$ 164,317**	**$ 102,159**	**$ 142,560**	**$ 124,435**	**$ 93,763**	**$ 94,015**	

EXPENDITURE FOOTNOTES

1. **IMRF: ($20,148)** A one-time "accelerated payment" of approximately $11,000 to the Illinois Municipal Retirement Fund (IMRF) is anticipated in FY15/16 based on the announced retirement of a department employee. Illinois law governing IMRF was modified in 2012 to include accelerated payments in instances where the employee's final rate of earnings increases by more than 6% in any of the years preceding retirement. In this instance, the payment of accumulated vacation leave balances upon retirement (which is not a valid exemption under the law) is expected to trigger an accelerated payment. This does not increase what the Village would otherwise pay to adequately fund retirement benefits, it only accelerates the funding of the Village's obligation.

2. **Consultant: ($20,000)** Consulting funds are allocated to begin the process of digitizing old microfilm files for import into the Village's new document management system.

NARRATIVE

The Development Services Program provides permit review and approvals, fee collection, and inspection services for all development and redevelopment projects except capital improvement projects. The permit review staff and the Village's professional code consultant examine building permit applications for compliance with all Village Building and Zoning Code requirements. Staff also coordinates with the Carol Stream Fire Protection District for compliance with the Fire Code, and with the Engineering Services Department for civil engineering review in accordance with the Village's engineering standards and the requirements of the DuPage County *Countywide Storm Water and Flood Plain Ordinance*. The inspections staff and the Village's consultant inspect all new development and redevelopment projects for conformance with the approved permit plans, and coordinate with the Engineering Services Department for engineering inspections. The Development Services program also ensures that codes adopted by the Village are in keeping with the prevailing regional standards and the community's goals.

FY14/15 ACCOMPLISHMENTS

1. Remodeled the Community Development Department customer service counter to include two distinct service areas, including a lower, handicapped-accessible customer seating area which facilitates across the counter consultation, allowing for better service to customers.

2. Exceeded the department target of achieving the performance metrics for permit review and issuance for at least 95% of all residential permit applications by meeting or exceeding the department's goals in 814 out of 849 total permit applications (95.9%).

3. Exceeded the department target of achieving performance metrics for permit review and issuance for at least 90% of all commercial/industrial permit applications by meeting or exceeding the department's goals in 489 out of 506 total permit applications (96.6%).

4. Prepared, distributed and posted on the Village's website a *Request for Proposals* for the *Community Development Department Software Support System.* Received five proposals, viewed four product demonstrations, and prepared a software purchase recommendation for Village Board consideration. The request for Village Board authorization to proceed with the purchase was deferred pending resolution of the state budget situation.

5. Scanned and catalogued 2,427 building permit files into the document archival system.

FY15/16 OBJECTIVES

1. Exceed performance goals for permit review and issuance for at least 95% of all residential permit applications and 90% of the permits of all commercial/industrial permit applications.

2. Purchase and implement the new development services software system, which will enable more efficient permit management, integrate the tracking of separate but related activities across department programs, manage data so as to improve program management and enable better trend analysis for staffing needs and budget projections, facilitate the migration to paperless processes, and enable the development of a future on-line permitting process.

Development Services Expenditures (01643700)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 227,736	$ 234,471	$ 260,649	$ 249,402	$ 249,402	$ 249,402	
51111 Group Insurance	31,672	46,885	42,700	47,907	50,302	52,817	
51112 IMRF	33,551	34,556	36,876	33,891	33,286	32,076	
51113 FICA	16,576	17,647	18,651	18,935	18,944	18,962	
51114 Workers Comp.	2,258	2,739	2,576	2,112	2,218	2,329	
Subtotal	**311,793**	**336,298**	**361,452**	**352,247**	**354,152**	**355,586**	
Contractual Services							
52212 Auto Maint. & Rpr.	438	1,981	1,981	2,146	2,013	2,120	
52222 Meetings	0	0	29	100	100	100	
52223 Training	1,258	1,900	1,900	2,150	1,900	2,150	
52224 Vehicle Insurance	1,152	1,400	1,319	1,299	1,364	1,432	
52230 Telephone	273	1,005	275	760	760	760	
52234 Dues & Subscriptions	225	200	200	390	200	275	
52253 Consultant	86,982	115,000	75,000	95,000	100,000	105,000	1
52255 Software Maintenance	0	70,000	0	90,000	16,000	16,000	2
52316 Overhead Sewer Pgm.	0	2,500	0	2,500	2,500	2,500	3
Subtotal	**90,328**	**193,986**	**80,704**	**194,345**	**124,837**	**130,337**	
Commodities							
53313 Auto Gas & Oil	1,045	949	1,000	801	840	850	
53315 Printed Materials	1,283	1,000	1,200	175	700	175	
53318 Reference Materials	474	600	1,062	475	300	300	
53324 Uniforms	0	745	745	345	0	465	
53350 Small Equipment	130	200	200	1,600	200	200	
Subtotal	**2,932**	**3,494**	**4,207**	**3,396**	**2,040**	**1,990**	
Capital Outlay							
54413 Computer Equipment	0	3,400	2,100	0	0	0	
54415 Vehicles	0	0	0	0	17,500	0	4
55487 Facilities Improvements	752	0	10,770	0	0	0	5
Subtotal	**752**	**3,400**	**12,870**	**0**	**17,500**	**0**	
Totals	**$ 405,805**	**$ 537,178**	**$ 459,233**	**$ 549,988**	**$ 498,529**	**$ 487,913**	

EXPENDITURE FOOTNOTES

1. **Consultant: ($95,000)** Budgeted consulting services include permit plan reviews, plumbing inspections, building inspections and code consulting services.

2. **Software Maintenance: ($90,000)** Purchase and installation of a new building permit management system to replace the current system which is an in-house developed database. The current system is increasingly difficult to administer and cannot be modified to meet the department's objective of offering permitting options through the internet.

   (FY16/17 and FY17/18 - $16,000) This represents the annual maintenance fees for the proposed new permit management system.

3. **Overhead Sewer Program: ($2,500)** Funding is allocated to allow for the possibility for interested residents to apply for a 50/50 cost share program to install an overhead sewer system in their home. An overhead sewer is perhaps the best protection in preventing sanitary sewage backups into basements during significant storm events where sanitary sewers may become infiltrated with storm water and "surcharge".

4. **Vehicles: (FY16/17 - $17,500)** Replacement of 2004 Ford Ranger inspector vehicle in FY16/17 with similar vehicle based on age and maintenance history at scheduled time of replacement.

5. **Facilities Improvements: (FY14/15 Estimate - $10,770)** This represents costs incurred for improvements to the layout of the department's customer service counter which were budgeted in the previous fiscal year but not completed until early in FY14/15.

NARRATIVE

The Code Enforcement Program is responsible for review of possible code violations that are not directly related to permit activities, and for coordination with the parties responsible for abating the violations. The primary function of the program is to ensure that business and residential properties meet the Village's standards of safety and occupancy. Code Enforcement staff respond to emergency call-outs as well as Citizen Service Requests (CSRs), and coordinate inspection activities with the Carol Stream Fire Protection District for code violations involving commercial, industrial and multifamily residential properties. The program also includes a proactive Village-wide Property Maintenance Code Enforcement Initiative aimed at preserving quality of life and property values by identifying common property maintenance code issues and working with the responsible property toward voluntary compliance.

FY14/15 ACCOMPLISHMENTS

1. Initiated 725 code enforcement cases during the 2014 calendar year, as compared with 593 during 2013 and 545 during 2012. The increase in cases in 2014 is mostly attributable to commencement of the initiative to require the removal of dead, diseased or infested trees from private properties (see #4 below for more detail on this initiative). The Village's policy is to seek voluntary compliance in the abatement of violations. Citations were issued for five cases opened in 2014. All five cases were abated without needing to proceed to court.

2. The Property Maintenance Code Enforcement Initiative continues to be effective in identifying and causing the resolution of common property maintenance issues, and in an overall reduction in the incidence of Citizen Service Requests (CSRs) seeking assistance in the resolution of property maintenance code enforcement issues. During 2014, the department responded to 284 CSRs, as compared with 217 in 2013 and 254 in 2012. However, prior to the Property Maintenance Code Enforcement Initiative, the Department typically received between 350-400 CSRs annually.

3. Tall grass and weed Property Maintenance Code violations were abated by the Village's landscape maintenance contractor at eight vacant properties in 2014, as compared with six in 2013 and nine in 2012. Liens were filed totaling $8,601 in 2014, and of this amount, $6,230 has been recovered to date. Remaining unpaid liens will prevent eventual property transfer until they are paid.

4. Commenced the initiative to compel the removal of dead, diseased or infested trees from private properties. The initiative involves a systematic, neighborhood-by-neighborhood inspection process. Properties identified as having one or more dead, diseased or infested tree are issued a courtesy notice that seeks voluntary cooperation in the removal of the tree or trees. In 2014, 1,687 properties were inspected for the presence of dead, diseased or infested trees, and 139 properties were found to have one or more such trees. The trees have been removed on 121 of these properties, and we will continue working with the 18 remaining property owners in FY15/16.

5. Code Enforcement staff responded to seven emergency callouts, and worked with Police Department and/or Fire Protection District personnel on-scene to evaluate structural safety and occupancy suitability. Follow-up was completed with the property owners to ensure the permitting and completion of restoration work.

FY15/16 OBJECTIVES

1. Continue the Village-wide Property Maintenance Code Enforcement Initiative, targeting the most common and detrimental violations, seeking voluntary abatement in all cases.

2. Continue the initiative to compel removal of dead, diseased or infested trees on private property, seeking voluntary abatement in all cases.

Code Enforcement Expenditures (01642100)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 57,415	$ 99,849	$ 75,411	$ 83,121	$ 83,121	$ 83,121	
51109 Overtime	472	500	1,500	1,500	1,500	1,500	
51111 Group Insurance	12,589	19,129	16,700	15,262	16,025	16,826	
51112 IMRF	8,720	15,052	11,298	11,777	11,567	11,146	
51113 FICA	4,052	7,386	5,448	6,218	6,232	6,260	
51114 Workers Comp.	1,482	1,798	1,691	704	739	776	
Subtotal	**84,730**	**143,714**	**112,048**	**118,582**	**119,184**	**119,629**	
Contractual Services							
52212 Auto Maint. & Rpr.	1,016	3,521	3,521	3,815	3,579	3,768	
52222 Meetings	0	180	180	180	180	180	
52224 Vehicle Insurance	1,152	1,400	1,319	1,299	1,364	1,432	
52230 Telephone	242	525	420	1,520	1,520	1,520	
52234 Dues & Subscriptions	575	600	600	600	600	600	
52253 Consultant	11,018	35,000	30,000	46,000	46,000	46,000	1
52260 Weed Mowing	1,175	3,000	1,900	3,000	3,000	3,000	2
52272 Property Maint.	0	1,000	0	1,000	1,000	1,000	
Subtotal	**15,178**	**45,226**	**37,940**	**57,414**	**57,243**	**57,500**	
Commodities							
53313 Auto Gas & Oil	1,857	1,687	1,800	1,425	1,493	1,511	
53315 Printed Materials	306	325	306	325	325	325	
53324 Uniforms	0	0	0	345	345	585	
53350 Small Equipment	225	200	200	250	250	250	
Subtotal	**2,388**	**2,212**	**2,306**	**2,345**	**2,413**	**2,671**	
Capital Outlay							
54415 Vehicles	0	0	0	17,500	0	0	3
Subtotal	**0**	**0**	**0**	**17,500**	**0**	**0**	
Totals	**$ 102,296**	**$ 191,152**	**$ 152,294**	**$ 195,841**	**$ 178,840**	**$ 179,800**	

EXPENDITURE FOOTNOTES

1. **Consultant: ($46,000)** This account reflects continued use of a contracted Property Maintenance Inspector on a year-round part time basis as a means of supplementing code enforcement activities ($31,000). Also included are additional consulting services related to management of previously identified code violations in a large condominium neighborhood ($10,000 in FY14/15) and implementing similar initiatives in other neighborhoods ($10,000 in FY16/17 and FY17/18). An additional $5,000 is included in each year for consultant inspection services, as needed, to support the Police Department's Crime Free Housing Program.

2. **Weed Mowing: ($3,000)** Code enforcement activities often result in identification of vacant properties which require weed abatement during the growing season. In many of these cases, the Village arranges for the contract mowing of grass and weeds on these parcels and files a lien on the property. Upon sale of the property, the outstanding mowing charges must be paid before the Village releases the lien.

3. **Vehicles: ($17,500)** Replacement of 2004 Ford Ranger inspector vehicle with similar vehicle based on age and maintenance history at scheduled time of replacement.

NARRATIVE

The Current Planning Program provides zoning administration, site plan review and site inspections and makes recommendations to the Plan Commission / Zoning Board of Appeals (PC/ZBA) and Village Board on planning and zoning applications submitted by the development community and the public. Staff coordinates development activities with other departments, the Village Clerk, the Carol Stream Fire Protection District, developers, business owners and homeowners to ensure that conditions of approval for variation and special use ordinances are implemented. Current Planning functions include review of development projects and annexation agreements to ensure consistency with the Village's Comprehensive Plan and compliance with all site development standards mandated by the Zoning Code, Subdivision Code and Village development policies, as well as conditions of development approval.

FY14/15 ACCOMPLISHMENTS

1. Responded to 19 requests for zoning verification letters.

2. Reviewed and approved 69 business registration applications to ensure that business uses are in compliance with the zoning classification of the property.

3. Administered the development approvals processes for new developments or redevelopments including the *Wheaton Christian Center Church* Planned Unit Development, the landscape waste transfer station proposed by *Green Organics*, and two outlot buildings at the *Carol Stream Marketplace/Caputo's* shopping center.

4. Prepared, distributed and posted on the Village's website a *Request for Proposals* for the sale of the Village-owned property at 850 Vale Road. The property has not yet been sold.

5. Scanned and catalogued 59 Plan Commission/Zoning Board of Appeals cases into the document archival system.

FY15/16 OBJECTIVES

1. Administer the development approvals process for new developments or redevelopments, which may include: *Caputo's* outlots within the North Avenue and Schmale Road TIF District, redevelopment of the former *Brunswick Zone* property on North Avenue, Phase II of the *Geneva Crossing* shopping center property, the mixed-use commercial redevelopment at the *Wheaton Christian Center Church*, and approvals for new or expanding businesses including *Mercedes Benz* and *Standfast Group*.

2. Facilitate the sale and redevelopment of the Village-owned property at 850 Vale Road.

Current Planning Expenditures (01641700)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 62,462	$ 39,774	$ 72,813	$ 78,072	$ 78,072	$ 78,072
51111 Group Insurance	4,072	4,839	4,400	9,883	10,377	10,896
51112 IMRF	8,292	4,736	8,785	9,759	9,585	9,236
51113 FICA	4,476	2,940	5,267	5,683	5,702	5,739
51114 Workers Comp.	118	143	134	661	694	729
Subtotal	**79,420**	**52,432**	**91,399**	**104,058**	**104,430**	**104,672**
Contractual Services						
52222 Meetings	0	150	150	150	150	150
52255 Software Maintenance	400	410	410	0	0	0
Subtotal	**400**	**560**	**560**	**150**	**150**	**150**
Commodities						
53318 Reference Materials	100	100	100	100	250	250
53350 Small Equipment	0	0	0	250	0	0
Subtotal	**100**	**100**	**100**	**350**	**250**	**250**
Totals	**$ 79,920**	**$ 53,092**	**$ 92,059**	**$ 104,558**	**$ 104,830**	**$ 105,072**

NARRATIVE

The Long-Range Planning Program guides and directs growth through the development of plans, policies and ordinances that preserve the character and enhance the livability of the Village. The Village's Long-Range Planning Program prepares development policies and code amendments, tracks land use and population statistics, and maintains all elements of the Carol Stream Comprehensive Plan as required by State Statutes. The Long-Range Planning Program develops and administers initiatives that promote the improvement of quality of life and business in Carol Stream and assists in the strengthening of Carol Stream's neighborhoods.

FY14/15 ACCOMPLISHMENTS

1. With the assistance of the GIS consultant, prepared the annual update to the Village's Official Zoning Map.

2. With the assistance of the GIS consultant, provided information to the US Census Bureau to facilitate the Bureau's annual boundary update.

3. Managed the work activities of CMAP (Chicago Metropolitan Agency for Planning) on the Carol Stream Comprehensive Plan project. Oversaw completion of the Existing Conditions Report, and conducted the Public Visioning Workshop (March 2015).

FY15/16 OBJECTIVES

1. Complete the Carol Stream Comprehensive Plan Project by late summer or early fall 2015.

2. Begin work activities related to the implementation of the Comprehensive Plan.

3. Complete the 2016 update of the Village's Official Zoning Map.

Long Range Planning Expenditures (01641800)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 12,957	$ 26,146	$ 7,162	$ 26,108	$ 26,108	$ 26,108
51111 Group Insurance	2,099	3,381	2,900	3,282	3,446	3,618
51112 IMRF	1,889	3,614	1,016	3,362	3,302	3,182
51113 FICA	923	1,829	516	1,853	1,862	1,880
51114 Workers Comp.	7	8	8	221	232	244
Subtotal	**17,875**	**34,978**	**11,602**	**34,826**	**34,950**	**35,032**
Contractual Services						
52222 Meetings	332	2,000	1,000	1,000	0	0
52223 Training	579	4,000	3,000	2,500	2,600	2,700
52253 Consultant	0	0	0	0	50,000	30,000 [1]
Subtotal	**911**	**6,000**	**4,000**	**3,500**	**52,600**	**32,700**
Commodities						
53318 Reference Materials	0	500	250	250	0	0
Subtotal	**0**	**500**	**250**	**250**	**0**	**0**
Totals	**$ 18,786**	**$ 41,478**	**$ 15,852**	**$ 38,576**	**$ 87,550**	**$ 67,732**

EXPENDITURE FOOTNOTES

1. **Consultant:**

   (FY16/17 - $50,000) Zoning Code update.

   (FY17/18 - $30,000) Sign Code update.

NARRATIVE

The Economic Development Program promotes the Village of Carol Stream as an outstanding place for business, in order to enhance the economic vitality of the community. Economic Development staff provides current and accurate information, engages in business retention program activities, and acts as ombudsmen for businesses as they work through the Village's permit approval processes. Information is provided to businesses through the use of marketing brochures, e-mail, listings of demographic and real estate market conditions, and by participation in industry events and conferences.

FY14/15 ACCOMPLISHMENTS

1. Met with property managers and business representatives to discuss potential building sites in Carol Stream; assisted 39 businesses in relocating or expanding in Carol Stream such as Frain Industries and Packaging Personified.

2. Coordinated with Choose DuPage and the Illinois Department of Commerce and Economic Opportunity (DCEO) to disseminate information regarding site selection opportunities to the owners and brokers of Carol Stream business properties. Relayed 35 DCEO announcements to Carol Stream brokers and property managers with project announcements, site selection criteria and status reports.

3. Planned for and conducted (April 2015) an economic development event with the theme '*Planning for 2020 – Assessing the Needs of Businesses in Carol Stream*'. The event targeted mostly industrial businesses with large Carol Stream workforces as well as large industrial sales tax generators. One goal of the event was to learn about the needs of industrial businesses over the next five years which was accomplished, in part, through the information collected in a survey that was distributed to invitees in advance of the event.

4. Coordinated annexation of the County Farm Square and DuPage Auto Bath properties in the Village's Southwest Planning Area, which further extended the corporate limits and enabled staff to engage in discussions with additional SW Planning Area property owners about annexation to the Village. These efforts will bring additional sales tax revenue to the Village.

FY15/16 OBJECTIVES

1. Work to facilitate the annexation of additional properties in the Southwest Planning Area.

2. As part of the Comprehensive Plan project (Long-Range Planning), establish strategies and approaches to economic development.

3. Improve the Economic Development content on the Village's website.

4. Retain a consultant to assist the Village with the development of enhanced branding and marketing materials and messaging.

Economic Development Expenditures (01643600)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 27,081	$ 59,645	$ 14,143	$ 34,246	$ 34,246	$ 34,246	
51111 Group Insurance	8,093	7,951	6,900	4,146	4,353	4,571	
51112 IMRF	4,204	8,024	2,073	4,355	4,277	4,122	
51113 FICA	1,907	4,272	1,013	2,403	2,417	2,445	
51114 Workers Comp.	37	45	42	290	305	320	
Subtotal	**41,322**	**79,937**	**24,171**	**45,440**	**45,598**	**45,704**	
Contractual Services							
52222 Meetings	29	3,150	3,150	3,150	3,150	3,150	1
52246 Economic Development	2,991	0	0	20,000	20,000	20,000	2
52253 Consultant	0	20,000	0	27,000	2,000	2,000	3
Subtotal	**3,020**	**23,150**	**3,150**	**50,150**	**25,150**	**25,150**	
Commodities							
53315 Printed Materials	0	3,000	0	3,000	0	0	4
Subtotal	0	3,000	0	3,000	0	0	
Totals	**$ 44,342**	**$ 106,087**	**$ 27,321**	**$ 98,590**	**$ 70,748**	**$ 70,854**	

EXPENDITURE FOOTNOTES

1. **Meetings: ($3,150)** Annual economic development event with 50% Choose DuPage match.

2. **Economic Development: ($20,000)** Provides for possible incentives for strategic annexation or business attraction.

3. **Consultant: ($27,000)** Consulting services as needed to support economic development activities.

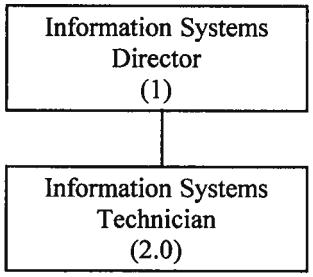
4. **Printed Materials: ($3,000)** Updated promotional materials.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Full Time	3	2	2	2	2
Part Time (FTE)	1.5	.5	1	1	1

Beginning in FY14/15, the Management Services Division has been renamed to Information Services, and now reflects those resources dedicated to information technology services. Those employees / functions previously reported under Management Services - Administration have been consolidated into the Administration Department budget. There is no net change in authorized staffing resulting from this consolidation.

ORGANIZATIONAL CHART



NARRATIVE

Information Systems is the department where technology, Audio/Video, Telephones and Security expenditures that support the entire Village organization and/or the General Corporate Fund are budgeted. The Information Systems budget includes the personnel costs of the Information Systems Director and Information Systems Technicians. Expenditures which have been centralized for the General Corporate Fund include computer network hardware and software, security cameras and systems, Internet Protocol and wireless telephones and Audio/Video systems used to support the entire organization. This budget also includes funds for maintenance and upkeep of the Village's website at http://www.carolstream.org/.

Information Systems personnel changes include a recommendation to create an Information Systems Director position. This recommendation is being made due to the ever increasing importance of the IS function to the Village organization and its importance to all Village operations. The position would be responsible for the administrative functions related to information systems, development of policies, procedures and strategic plans, attending executive staff meetings, Village Board meetings and goal setting sessions with the Village Board and be involved in other high level discussions on Village IS matters. A survey of surrounding communities shows the Director position to be common among our peers.

The proposed budget includes a recommendation to include all new and replacement IS purchases in the Information Systems budget. Previously, all new IS purchases were budgeted in the requesting department budget and all replacement IS purchases were budgeted in the Management Service/IS budget. This change will ensure the IS team is consulted and provides guidance on any new IS hardware or software purchase recommendation prior to implementation.

In 2008, a conscious decision was made to scale back IS purchases as we attempted to live within our means as everyone struggled with the effects of the economic recession. The proposed budget includes recommended upgrades and refreshment of IS infrastructure components to enhance system security and reliability and improve performance. The scheduled migration from Wyse terminals to Microsoft based terminals will continue during Fiscal Year 2015/16. Information Systems will be actively involved in enhancements to the Village's GIS program with the adoption of the GIS Utility System Update and Implementation Project and with acceptance to membership in the GIS Consortium. Additional IS expenditures have been included in the proposed fiscal year 2017 budget to implement recommendations included in the 2014 Server Crash - After Action Report and to address an aging technology infrastructure.

FY14/15 ACCOMPLISHMENTS

1. Municipal Center Wireless Access Implementation – Implemented installations to provide complete wireless coverage in the Municipal Center to provide both a guest and user Local Area Network (LAN) logins.

2. Worked with an architect to provide input on upgrades to the Audio Visual Control Room to address broadcast quality issues, enhance viewer broadcasting experience and convert equipment from analog to digital quality. This objective is ongoing and is anticipated to be completed in 2015.

3. Implemented *Share File*, a File Transfer Protocol (FTP) to share large business files with multiple persons. This provides computer users a way to share large (5MB or larger) files that can't be sent through email.

4. Investigated the feasibility and cost effectiveness of providing enhanced GIS services throughout Village departments. (FY14/15 Consultant Study & FY15/16 Implementation). Increased the number of hours of Northern Illinois University GIS Internship assistance to allow increased infrastructure data input and utilization of the GIS databases by all Village Departments. ***(Village Board Goal)***

5. Implemented a paperless, electronic agenda and communication system for the Village Board and staff. This environmentally friendly option will reduce paper, copying, ink and personnel delivery and preparation costs.

6. Completed an *After Action Plan (AAP)* in response to a computer network Disk Array failure in May 2014. Identified the root cause of the outage, key factors affecting recovery and improvements needed to prevent recurring issues. The fiscal year 2016 budget includes hardware and software upgrades to address these issues.

FY15/16 OBJECTIVES

1. Creation of an IS Steering Committee to provide department user input and guidance on information systems operations.

2. Replace Storage Area Network array which is the main storage for the Village's virtual network infrastructure.

3. Replace Network Switches to improve network speed and reliability.

4. Upgrade the security system DVRs and provide enhanced monitoring equipment at the Public Works Center.

5. Enlist the services of an IT consultant to perform a full network assessment.

6. Refresh 1/3 of user computers for the next 3 years and establish a 5 year hardware refresh rate thereafter.

7. Implementation of a Syslog Server to record and document hardware and software error codes. This server will be used to prevent the loss of log data in the event of a system failure and also provide a single system to monitor the network.

8. Assist with the implementation of Emergency Operating Center technology upgrades provided by the grant award.

9. Create redundant network capabilities to support Village operations including the implementation of a paperless agenda workflow and retrieval system.

10. Assist the Police Department with implementation of a new in-car camera video system.

Information Services Expenditures (01652800)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 163,547	$ 189,230	$ 192,128	$ 232,438	$ 232,438	$ 232,438	1
51109 Overtime	0	1,000	1,200	1,000	1,000	1,000	
51111 Group Insurance	29,840	33,663	29,200	22,464	23,587	24,766	
51112 IMRF	24,038	22,703	24,700	25,206	25,206	25,206	
51113 FICA	11,758	14,553	14,000	17,787	17,787	17,787	
51114 Workers Comp.	333	404	380	375	393	413	
Subtotal	**229,516**	**261,553**	**261,608**	**299,270**	**300,411**	**301,610**	
Contractual Services							
52223 Training	5,837	7,500	7,000	8,300	8,300	8,300	
52226 Office Equip. Mtnce.	9,067	15,700	15,000	22,200	21,300	21,300	2
52230 Telephone	7,266	8,696	8,500	14,346	14,421	14,446	
52234 Dues & Subscriptions	1,063	1,725	3,300	4,800	4,800	4,800	3
52253 Consultant	10,000	20,000	17,000	35,000	20,000	20,000	4
52255 Software Maint.	54,013	53,900	53,900	77,275	74,125	74,225	5
52257 GIS	19,850	81,000	132,092	176,400	181,450	190,600	6
Subtotal	**107,096**	**188,521**	**236,792**	**338,321**	**324,396**	**333,671**	
Commodities							
53314 Office Supplies	69	150	100	0	0	0	
53317 Operating Supplies	1,607	1,750	1,200	1,900	1,900	1,900	
53324 Uniforms	0	0	0	150	150	150	
Subtotal	**1,676**	**1,900**	**1,300**	**2,050**	**2,050**	**2,050**	
Capital Outlay							
54412 Other Equipment	51,439	78,250	58,000	243,000	47,700	30,100	7
54413 Computer Equipment	1,344	6,000	6,000	89,650	57,400	40,600	8
Subtotal	**52,783**	**84,250**	**64,000**	**332,650**	**105,100**	**70,700**	
Totals	**$ 391,071**	**$ 536,224**	**$ 563,700**	**$ 972,291**	**$ 731,957**	**$ 708,031**	

EXPENDITURE FOOTNOTES

1. **Personal Services: ($232,438)** reflects the creation of an Information Systems Director position, eliminates the Information Systems Supervisor position and adds a part-time Information Systems Technician.

2. **Office Equipment Maintenance: ($22,200)** Provides for the annual service contract on all network printers ($11,800), servers ($7,900) and security cameras ($2,500).

3. **Due & Subscriptions: ($4,800)** This line item includes Village internet service provider fees ($1,600) and miscellaneous web hosting, Internet, technical service and association dues ($3,200).

4. **Consultant: ($35,000)** This line item includes network consulting services for special projects ($20,000) and a detailed computing environment assessment of the network infrastructure ($15,000).

5. **Software Maintenance: ($77,275)** This line item includes annual maintenance charges for a number of IT products and services including Microsoft software assurance agreement ($24,625), Village Board meeting agenda management software ($9,000), virtual server environment ($4,800), document management system ($4,600), email and spam filters ($3,250), software to convert new and existing forms to digital, online documents ($9,900) and a number of other items including network monitoring, email archive manager, firewall, camera monitoring software, and network back-up software.

6. **GIS: ($176,400)** This line item includes the costs of implementing and maintaining a more robust Geographic Information System (GIS) including membership in the GIS Consortium ($3,700), GIS Consortium consulting services ($138,900), GIS software ($4,800) and contract GIS database management services ($29,000).

7. **Other Equipment: ($243,000)** This line item includes replacement of the Storage Area Network ($70,000), Security Camera & DVR upgrades at the Municipal and Public Works Centers ($35,000), Upgrades to the Network Switch infrastructure ($55,000), new Multi-Function Devices ($16,000), iPhone refresh ($8,400), a server for the PD Watch Guard system to replace the current COBAN in-car video camera system ($19,000) and various PC, terminal, hard drive, scanner and peripheral replacements ($39,600).

8. **Computer Equipment: ($89,650)** This line item includes replacement of the thin client network with PCs ($71,250), tablets and printers for field inspections ($17,400) and a dedicated photo printer for Police Investigations ($1,000).

Administration Expenditures (01650100)

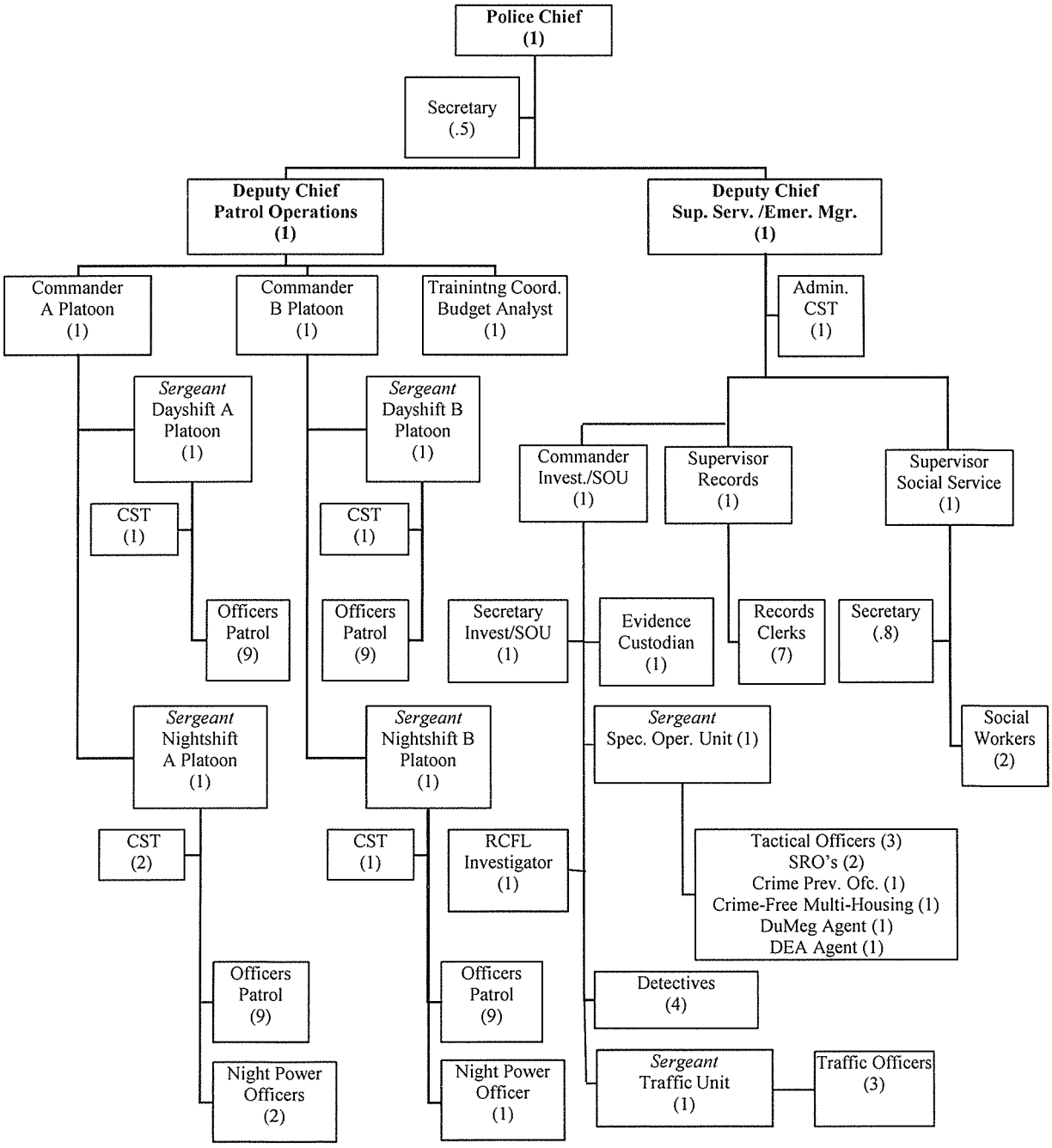
Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 127,045	$ 0	$ 0	$ 0	$ 0	$ 0
51111 Group Insurance	17,962	0	0	0	0	0
51112 IMRF	14,939	0	0	0	0	0
51113 FICA	9,348	0	0	0	0	0
51114 Workers Comp.	276	0	0	0	0	0
Subtotal	**169,570**	**0**	**0**	**0**	**0**	**0**
Contractual Services						
52215 Insurance Deductibles	252,510	0	0	0	0	0
52222 Meetings	40	0	0	0	0	0
52223 Training	101	0	0	0	0	0
52229 Postage	5	0	0	0	0	0
52230 Telephone	31,022	0	0	0	0	0
52231 Copy Expense	20,562	0	0	0	0	0
52234 Dues & Subscriptions	440	0	0	0	0	0
52253 Consultant	2,288	0	0	0	0	0
52261 Liability Insurance	23,556	0	0	0	0	0
52263 Property Insurance	37,613	0	0	0	0	0
Subtotal	**368,137**	**0**	**0**	**0**	**0**	**0**
Commodities						
53314 Office Supplies	610	0	0	0	0	0
53315 Printed Materials	0	0	0	0	0	0
53317 Operating Supplies	1,108	0	0	0	0	0
53350 Small Equipment	0	0	0	0	0	0
53379 Recycling Containers	14,581	0	0	0	0	0
53380 Vending Supplies	1,136	0	0	0	0	0
Subtotal	**17,435**	**0**	**0**	**0**	**0**	**0**
Totals	**$ 555,142**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

Beginning with FY14/15, the Management Services - Administration Division has been merged with the Administration Department.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Full Time	83	86	87	88	90
Part-Time (FTE)	2.3	2.3	2.3	2.3	2.3
Total FTE	85.3	88.3	89.3	90.3	92.3

ORGANIZATIONAL CHART



NARRATIVE

The Carol Stream Police Department is responsible for providing public safety services to its residents and customers that live, work or visit our community. The department, like other law enforcement agencies around the nation, grows yearly in complexity and accountability. The men and women on the department are committed to providing the highest quality service in responding to criminal and non-criminal incidents, preventing such events whenever possible, educating our residents and other customers in all areas of public safety and assisting those that become victims of crime, accidents or social problems. The department embraces the problem solving approach and collaborative philosophy of law enforcement.

While remaining highly proficient at reacting to events that necessitate police service, the near, mid, and long-term goals are to increase our service abilities in an enhanced proactive method of law enforcement. The department has seven programs, which include Administration, Special Operations, Investigations, Patrol, Traffic, Records and Social Services.

EXPENDITURE

Classification	Actual FY13/14	Budget FY14/15	Estimated FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Administration	$1,449,221	$1,639,687	$1,439,638	$1,640,564	$1,536,847	$1,526,142
Special Operations	1,112,205	1,353,054	1,235,794	1,475,496	1,516,298	1,525,276
Investigations	955,135	972,100	942,347	1,053,148	1,034,769	1,016,165
Patrol	7,240,789	7,665,844	7,571,812	7,684,704	8,146,733	8,513,355
Traffic	921,421	903,791	956,527	907,783	938,683	950,706
Records	538,266	574,963	548,390	585,433	588,530	591,471
Social Services	422,967	418,856	421,668	415,974	417,276	418,015
Totals	**$12,640,004**	**$13,528,295**	**$13,116,176**	**$13,763,102**	**$14,179,136**	**$14,541,130**

EXPENDITURE

Acct. #	Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages							
51102	Personal Services	$ 6,562,797	$ 7,035,968	$ 6,759,000	$ 7,050,679	$ 7,205,724	$ 7,453,213
51107	Court Time	111,716	117,500	124,900	131,000	136,000	141,000
51109	Overtime	489,253	569,000	662,598	590,500	610,700	613,700
51111	Group Insurance	1,157,796	1,118,527	1,073,500	1,039,949	1,109,047	1,200,499
51112	IMRF	171,805	183,415	176,400	173,823	170,719	164,511
51113	FICA	515,999	533,820	528,400	535,744	548,082	567,573
51114	Workers Comp.	238,423	289,196	272,533	268,744	282,182	296,293
51116	Trsfer-Pol.Pens.	1,551,754	1,651,830	1,651,830	1,705,946	1,876,541	2,064,195
	Subtotal	**10,799,543**	**11,499,256**	**11,249,161**	**11,496,385**	**11,938,995**	**12,500,984**
Contractual Services							
52212	Auto Mtnce.&Rpr.	227,933	213,187	213,187	240,238	225,382	237,328
52222	Meetings	871	1,670	1,025	1,850	1,885	1,920
52223	Training	56,469	70,970	97,206	134,309	136,514	111,255
52224	Vehicle Insur.	34,577	42,025	39,586	38,992	40,941	42,988
52226	Office Equip. Mnt	9,779	10,160	3,595	7,995	8,030	8,155
52227	Radio Mtnce.	1,002	500	500	2,140	2,155	2,170
52230	Telephone	33,025	37,464	33,898	38,376	39,351	39,513
52234	Dues & Subscrpt.	18,240	18,780	16,569	29,170	30,125	30,910
52236	Mgmt. Physicals	3,725	6,831	4,811	5,397	4,830	4,898
52239	Range	5,711	6,100	6,100	6,450	6,800	7,000
52243	Paging	360	300	340	350	360	370
52244	Mtnce. & Rpr.	4,792	27,600	50,100	58,570	72,770	60,076
52245	Gen'l Comm.	603,756	648,000	648,000	689,976	695,000	700,000
52247	Data Processing	3,000	3,500	3,000	3,500	3,500	3,500
52249	Animal Control	932	2,500	1,200	2,500	2,500	2,500
52255	Software Mtnce.	14,568	23,150	15,753	25,100	26,026	27,493
52298	ATLE-Ser. Fee	199,175	210,000	200,000	200,000	210,000	210,000
52310	ATLE-Legal Adj.	2,760	3,200	3,200	3,200	3,200	3,200
	Subtotal	**1,220,675**	**1,325,937**	**1,338,070**	**1,488,113**	**1,509,369**	**1,493,276**
Commodities							
53313	Auto Gas & Oil	174,731	168,312	142,000	143,822	150,657	152,556
53314	Office Supplies	3,870	10,906	4,500	9,000	9,100	9,100
53315	Printed Materials	5,077	6,000	2,200	3,200	3,200	3,500
53317	Operating Sup.	28,046	30,660	31,607	32,500	33,200	33,750
53318	Refer. Materials	161	7,850	1,500	4,000	4,150	4,400
53321	Ammunition	27,363	28,300	28,300	32,800	34,500	34,500
53322	Emergency Equip.	3,253	5,000	6,700	18,790	1,250	1,800
53323	Weapons	0	3,200	3,100	4,250	4,200	3,700
53324	Uniforms	56,632	73,435	52,500	81,082	83,865	98,194
53325	Community Rel.	14,369	12,275	13,000	15,000	15,000	15,000
53326	Prisoner Care	53	200	50	200	200	200
53330	Invest. Fund	14,093	17,650	13,000	18,110	19,250	20,500
53350	Small Equipment	51,834	41,804	44,420	104,450	104,150	25,620
	Subtotal	**379,482**	**405,592**	**342,877**	**467,204**	**462,722**	**402,820**

EXPENDITURE

Acct. #	Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Capital Outlay							
54412	Other Equipment	45,455	5,400	5,100	6,500	5,800	5,800
54413	Computer Equip.	32,301	28,200	27,685	32,900	14,250	14,250
54415	Vehicles	162,548	113,910	103,283	172,000	248,000	124,000
54425	EOC Imprvmts.	0	150,000	50,000	100,000	0	0
	Subtotal	**240,304**	**297,510**	**186,068**	**311,400**	**268,050**	**144,050**
	Totals	**$ 12,640,004**	**$ 13,528,295**	**$ 13,116,176**	**$ 13,763,102**	**$ 14,179,136**	**$ 14,541,130**

NARRATIVE

The Administration Program is comprised of the Chief of Police, Patrol Deputy Chief, Support Services Deputy Chief, two Patrol Commanders, Investigations Commander, Secretary, Training Coordinator/Budget Analyst and an Administrative Community Service Technician.

Administration is responsible for overall planning, preparation and administration of the budget, staffing and the Village's Emergency Management Coordination. Administration is also responsible for the overall supervision of the Patrol and Support Services Divisions.

FY14/15 ACCOMPLISHMENTS

1. The Crime Free-Housing Program has been implemented. A coordinator has been hired. An ordinance was adopted and computer software was purchased. Seminars for rental property owners and managers have been presented with future seminars scheduled.

2. We are on the list for the Drug Enforcement Administration (DEA) to select an officer for their taskforce. When DEA has an open position, we will assist in the selection of an officer to join DEA on our behalf.

3. We have an agreement in place with the Regional Computer Forensic Laboratory (RCFL) to have an employee participate in their computer forensic investigation program. The civilian employee reports to the department and is available for all investigative computer forensic work the department may need.

FY15/16 OBJECTIVES

1. Policies and Procedures need to be updated. A contract with Lexipol, a nationally recognized law enforcement service, will be executed to assist us with updating all Police and Procedures and to keep them current with law and trends.

2. Heroin use has become an epidemic. The department recently joined the County-wide initiative to implement Narcan in the event of a heroin overdose. We will continue to train and monitor the use of Narcan.

3. The County Health Department protocol for the Strategic National Stockpile (SNS) and any potential health related distribution of medications continues to fluctuate. We will work with the Health Department on the protocol and train our supervisors to use the County-wide computer system Comprehensive Emergency Management Program (CEMP) which is designed to assist agencies in the event of a health emergency, or any emergency that may go beyond the local level for resources.

Administration Expenditures (01660100)

	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 868,673	$ 879,894	$ 845,000	$ 889,195	$ 889,195	$ 889,195	
51109 Overtime	517	1,000	850	1,000	1,000	1,000	
51111 Group Insurance	135,757	120,751	108,400	115,983	121,782	127,871	
51112 IMRF	16,108	14,580	16,000	13,787	13,541	13,048	
51113 FICA	62,299	62,891	61,000	64,390	64,868	65,426	
51114 Workers Comp.	31,490	38,201	35,930	35,420	37,191	39,051	
51116 Tfr.-Police Pension	203,590	220,762	220,762	230,052	246,364	260,023	
Subtotal	**1,318,434**	**1,338,079**	**1,287,942**	**1,349,827**	**1,373,941**	**1,395,614**	
Contractual Services							
52212 Auto Maint. & Rpr.	28,149	31,773	31,773	36,036	33,807	35,599	
52222 Meetings	290	800	550	900	900	900	
52223 Training	3,344	9,352	8,617	14,779	15,239	12,408	
52224 Vehicle Insurance	2,420	2,942	2,771	2,730	2,866	3,009	
52226 Office Equip. Maint.	5,422	5,000	0	5,000	5,000	5,000	1
52230 Telephone	6,936	7,100	6,030	5,292	5,341	5,383	
52234 Dues & Subscriptions	15,075	15,422	14,000	24,310	25,370	25,875	2
52244 Maint. & Repair	4,792	5,100	5,100	6,000	5,100	5,100	3
52255 Software Maintenance	9,290	10,850	5,855	6,750	6,926	7,143	4
Subtotal	**75,718**	**88,339**	**74,696**	**101,797**	**100,549**	**100,417**	
Commodities							
53313 Auto Gas & Oil	15,803	15,148	13,500	12,944	13,559	13,730	
53317 Operating Supplies	7,224	10,200	7,000	8,000	8,100	8,200	
53324 Uniforms	3,351	6,716	3,300	5,996	6,173	7,756	
53350 Small Equipment	255	3,395	3,200	6,000	3,525	425	5
Subtotal	**26,633**	**35,459**	**27,000**	**32,940**	**31,357**	**30,111**	
Capital Outlay							
54413 Computer Equipment	28,436	0	0	0	0	0	
54415 Vehicles	0	27,810	0	56,000	31,000	0	6
54425 EOC Improvements	0	150,000	50,000	100,000	0	0	7
Subtotal	**28,436**	**177,810**	**50,000**	**156,000**	**31,000**	**0**	
Totals	**$ 1,449,221**	**$ 1,639,687**	**$ 1,439,638**	**$ 1,640,564**	**$ 1,536,847**	**$ 1,526,142**	

EXPENDITURE FOOTNOTES

1. **Office Equipment Maintenance: ($5,000)** Amount budgeted covers the annual maintenance and support costs for the department's Livescan digital fingerprinting system.

2. **Dues & Subscriptions: ($24,310)** Most of the dues and subscriptions line item includes the Code Red system which is used to automatically "push" community alerts via automated telephone call, text message or email ($14,000). Utilization of this technology enables the Village to reach approximately 16,500 residents and businesses with important alerts and information. Also included in this line item are subscription fees for Lexipol, an on-line policy and procedures development resource ($8,500).

3. **Maintenance & Repair: ($6,000)** Amount budgeted covers the annual cost of maintaining 6 outdoor warning sirens in the Village as well as an allowance for battery replacements.

4. **Software Maintenance: ($6,750)** This line item is primarily annual maintenance charges for NetRMS, the Police Department's automated records management system.

5. **Small Equipment: ($6,000)** Includes purchase of accessories needed to outfit new administrative vehicles.

6. **Vehicles:**

   (FY15/16 - $56,000) Replacement of 2 administrative vehicles.
   (FY16/17 - $31,000) Replacement of 1 administrative vehicle.

7. **EOC Improvements: ($100,000)** The Village was the recipient of a $150,000 grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) to provide communications, technology and facility upgrades for the Emergency Operations Center (EOC) located at Fire Station 28 on Kuhn Road. Grant expenditures will be centralized in this account with approximately $50,000 completed in FY14/15 and the remaining $100,000 in FY15/16.

NARRATIVE

The Special Operations Unit (SOU) is responsible for tactical patrols, gang and drug enforcement. The unit also oversees community programs including Crime Prevention, School Resource Officers at Jay Stream Middle School and Glenbard North High School and instruction for DARE (Drug Abuse Resistance Education) and GREAT (Gang Resistance Education Awareness Training) programs. The Unit also coordinates the Community Emergency Response Team (CERT) and Volunteer programs.

FY14/15 ACCOMPLISHMENTS

1. The special Operations Unit conducted three formal compliance checks on businesses that sell E-cigarettes. All businesses were found to be in compliance and we have received no complaints about the illegal sale of E-cigarettes in any of the businesses that have them for sale.

2. Special Operations personnel have completed background checks on all C.E.R.T. and active police volunteers.

3. Through the use of the Celebrite machine, which decodes information contained within cellphones, more than fifteen cases were enhanced with the evidence obtained and solidified prosecution. These cases have included Drug Induced Homicide charges, Unlawful Delivery of Controlled Substance charges as well as Child Pornography cases/charges.

4. With the use and lead of our Glenbard North School Resource Officer, we participated, observed and gave feedback on two District 87 Active shooter/violent intruder drills.

FY15/16 OBJECTIVES

1. The Special Operations Unit will require all apartment complexes within the Village to comply with the Crime Free Housing Ordinance. We will also educate and assist those complexes throughout the Village on the Crime Free Housing Ordinance/Philosophy.

2. Special Operations personnel will complete biannual compliance checks of all businesses that are licensed to have Video Gaming. These checks will be completed along with the biannual alcohol compliance checks.

3. Special Operations officers will monitor and assess the effects of cannabis hash oil cases. SOU will assist and educate the Patrol Division on hash oil.

4. The Jay Stream Middle School Resource Officer will monitor the progression of District 93 and their policies in regards to an Active Shooter/Violent intruder incident plan. The S.R.O. will then be able to assist the police department to better respond in case of an actual emergency.

Special Operations Expenditures (01664700)

	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 521,898	$ 716,907	$ 640,000	$ 782,754	$ 794,778	$ 805,939	1
51107 Court Time	5,626	6,000	6,500	8,000	10,000	12,000	
51109 Overtime	117,048	130,000	102,548	128,000	136,000	136,000	
51111 Group Insurance	122,683	131,889	137,600	115,854	121,647	127,729	
51112 IMRF	0	6,000	3,200	6,190	6,079	5,858	
51113 FICA	47,525	54,843	53,500	59,881	60,801	61,654	
51114 Workers Comp.	26,474	32,073	30,697	30,338	31,855	33,448	
51116 Tfr-Police Pension	171,753	195,518	195,518	220,767	240,270	257,361	
Subtotal	**1,013,007**	**1,273,230**	**1,169,563**	**1,351,784**	**1,401,430**	**1,439,989**	
Contractual Services							
52212 Auto Maint. & Repair	21,304	19,064	19,064	21,621	20,284	21,360	
52222 Meetings	0	360	50	370	375	380	
52223 Training	3,213	7,296	7,296	12,999	7,183	8,504	
52224 Vehicle Insurance	2,420	2,942	2,771	2,730	2,866	3,009	
52230 Telephone	4,662	7,600	4,500	6,048	6,104	6,152	
52234 Dues & Subscriptions	100	255	200	360	375	385	
52236 Mgmt. Physicals	0	0	0	311	0	0	
52255 Software Maint.	0	800	1,600	800	800	800	
Subtotal	**31,699**	**38,317**	**35,481**	**45,239**	**37,987**	**40,590**	
Commodities							
53313 Auto Gas & Oil	7,053	6,732	6,000	5,753	6,026	6,102	
53317 Operating Supplies	1,982	5,100	3,000	3,500	3,600	3,700	2
53324 Uniforms	4,921	9,450	5,600	9,960	9,330	10,820	
53325 Community Relations	14,369	12,275	13,000	15,000	15,000	15,000	3
53330 Investigative Fund	3,138	7,800	3,000	7,860	8,400	8,900	4
53350 Small Equipment	5,446	150	150	6,400	3,525	175	
Subtotal	**36,909**	**41,507**	**30,750**	**48,473**	**45,881**	**44,697**	
Capital Outlay							
54412 Other Equipment	7,283	0	0	0	0	0	
54415 Vehicles	23,307	0	0	30,000	31,000	0	5
Subtotal	**30,590**	**0**	**0**	**30,000**	**31,000**	**0**	
Totals	**$ 1,112,205**	**$ 1,353,054**	**$ 1,235,794**	**$ 1,475,496**	**$ 1,516,298**	**$ 1,525,276**	

EXPENDITURE FOOTNOTES

1. **Personal Services: ($782,754)** Includes addition of one new tactical officer in FY15/16.

2. **Operating Supplies: ($3,500)** Costs charged to this account primarily relate to the transfer of title and other costs incurred in connection with the processing and subsequent disposal of seized vehicles.

3. **Community Relations: ($15,000)** This account provides funding for DARE program materials, National Night Out for Crime, Citizen Police Academy, Bassett classes, and our Volunteer CERT program.

4. **Investigative Fund: ($7,860)** Includes funding for tobacco and video gaming program enforcement (agent fees) and other miscellaneous investigation program costs.

5. **Vehicles:**

   (FY15/16 - $30,000) Replacement of 1 squad vehicle.
   (FY16/17 - $31,000) Replacement of 1 squad vehicle.

NARRATIVE

The responsibilities of the Investigations Unit include criminal case investigation, victim follow-up, sex offender registration, evidence/property management, and employee background investigations.

FY14/15 ACCOMPLISHMENTS

1. A new narcotics destruction system was purchased. The destruction of more than fifteen years of narcotics was completed in an effective, efficient way. The system is good for the environment and can be used as needed.

2. Due to state budget cuts, the training for Illinois Crimes Against Children was cancelled for another year. Even with limited State resources our investigations division had the highest clearance rate of any child victim crime task force unit in the state.

3. Critical Reach is a means of communication between law enforcement agencies throughout the State. This tool allows information about crimes committed, suspects, safety and intelligence information to be disseminated in an efficient manner. Notifications were significantly up for this year. We utilized Critical Reach on more than one hundred cases and in more than half of these cases, investigators were able to link cases to other jurisdictions.

4. SharePoint, an internal computer based information system, has been expanded to include fourteen new programs over the past year. These programs have made the operation of the department more efficient and effective. These programs have reduced the number of paper copies that are produced and information can be found in one computer based program.

FY15/16 OBJECTIVES

1. New line-up software was developed to meet new statutes. Investigations will train the entire department on the use of this software.

2. New Search Warrant software was developed to meet the needs of the States Attorney's Office. Investigations will train and aide the entire department on the use and updates of this software.

3. Investigations will have a new recording system installed to meet new statutes for interviewing/interrogating subjects. They will train the rest of the department on the use of this system.

4. Investigations will be obtaining new computers for their desktops that can also be used in the field. They will use and evaluate the new Search Warrant, line-up, and recording systems in the field for its efficiency and effectiveness.

Investigations Expenditures (01662400)

	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 457,449	$ 517,813	$ 465,000	$ 520,429	$ 520,429	$ 520,429	
51107 Court Time	3,340	4,500	4,500	5,000	5,000	5,000	
51109 Overtime	88,443	90,000	130,000	100,000	100,000	100,000	
51111 Group Insurance	98,930	108,451	102,300	105,321	110,587	116,116	
51112 IMRF	18,271	26,080	17,800	24,707	24,266	23,384	
51113 FICA	39,026	39,613	38,500	39,813	39,813	39,813	
51114 Workers Comp.	13,652	16,562	15,577	15,356	16,124	16,931	
51116 Tfr - Police Pension	93,387	99,346	99,346	102,814	110,104	116,208	
Subtotal	**812,498**	**902,365**	**873,023**	**913,440**	**926,323**	**937,881**	
Contractual Services							
52212 Auto Maint. & Repair	19,156	14,827	14,827	16,817	15,777	16,613	
52222 Meetings	515	200	150	205	210	215	
52223 Training	2,690	8,102	8,102	11,937	9,231	9,524	
52224 Vehicle Insurance	692	841	792	780	819	860	
52226 Office Equip. Maint.	1,212	1,300	730	1,300	1,300	1,400	
52230 Telephone	6,655	5,600	5,600	3,780	3,815	3,845	
52234 Dues & Subscriptions	1,366	430	800	1,055	1,100	1,120	
52236 Management Physicals	2,500	2,500	2,500	2,500	2,500	2,500	1
52255 Software Maintenance	5,278	6,500	8,298	10,750	10,000	11,250	2
Subtotal	**40,064**	**40,300**	**41,799**	**49,124**	**44,752**	**47,327**	
Commodities							
53313 Auto Gas & Oil	8,823	8,416	7,500	7,191	7,533	7,628	
53317 Operating Supplies	3,088	4,100	3,600	4,500	4,600	4,600	
53324 Uniforms	5,344	6,644	6,000	5,868	5,936	6,704	
53326 Prisoner Care	11	0	0	0	0	0	
53330 Investigative Fund	10,955	9,850	10,000	10,250	10,850	11,600	3
53350 Small Equipment	7,602	425	425	6,775	3,775	425	
Subtotal	**35,823**	**29,435**	**27,525**	**34,584**	**32,694**	**30,957**	
Capital Outlay							
54412 Other Equipment	11,805	0	0	0	0	0	
54415 Vehicles	54,945	0	0	56,000	31,000	0	4
Subtotal	**66,750**	**0**	**0**	**56,000**	**31,000**	**0**	
Totals	**$ 955,135**	**$ 972,100**	**$ 942,347**	**$ 1,053,148**	**$ 1,034,769**	**$ 1,016,165**	

EXPENDITURE FOOTNOTES

1. **Management Physicals: ($2,500)** Includes an Employee Assistance Program (EAP) which is specifically tailored to law enforcement personnel.

2. **Software Maintenance: ($10,750)** This includes annual maintenance fees associated with the LEADS system, BEAST evidence tracking system, and Smith & Wesson Identi-Kit.

3. **Investigative Fund: ($10,250)** Funds are allocated for participation in the DuPage County Children's Sexual Abuse Center, DuPage Major Crimes Task Force, Trans Union subscription, and Lexis/Nexis.

4. **Vehicles:**

   (FY15/16 - $56,000) Replacement of 2 Investigations vehicles.
   (FY16/17 - $31,000) Replacement of 1 Investigations vehicle.

NARRATIVE

The core responsibilities of the Patrol Division include 9-1-1 call response, preliminary investigation of reported incidents, community service, law enforcement, crime prevention and community policing and problem solving. Even though individual duties and responsibilities have increased as a result of long term injuries and retirements, the Patrol Division continued to operate at a high level of customer service and performance.

FY14/15 ACCOMPLISHMENTS

1. Agreements were sent out to residential, commercial and school properties in town. After review by property owners, five agreements were signed. Original agreements were given to the Village Clerk. Copies of the agreements were scanned into a file that can be accessed by all police employees.

2. Due to manpower constraints, only two officers were assigned to work in Special Operations on a two week temporary duty assignment. This assignment allowed patrol officers to work undercover investigations and provide assistance during drug and gang cases. This assignment provides valuable training for officers not familiar with undercover work. As manpower improves, more officers will participate in this program.

3. The Department transitioned to the San Jose Model for training of new officers. All field training officers were trained in the new model. The program was implemented in June of 2014. Four new officers have participated in the program.

4. Three *Coffee With a Cop* events were conducted during the last year. We received positive feedback from the residents, Village Officials and businesses that participated in this effort. The events provided citizens with an opportunity to express concerns and interact with officers working in the community.

FY15/16 OBJECTIVES

1. Officers assigned to dayshift will make an effort to identify and arrest impaired drivers. This will be accomplished by offering additional training focusing on the identification of drivers who may be impaired by drugs and medications.

2. Improvement in evidence collection will be accomplished by developing a list of critical tasks that is needed to process various crime scenes. The tasks will be available in electronic format for Evidence Technicians to reference and ensure proper evidence collection.

3. An emphasis will be placed on in service training of officers in higher risk jobs tasks. Three areas: Rapid Response- for active shooter incidents, STOPS- traffic stop techniques and safety awareness, and Defensive Tactics- non lethal use of force, have been identified. Quarterly in-service training will be held during patrol shifts. The goal is to improve officer safety and reduce liability.

Patrol Expenditures (01662700)

	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 3,698,613	$ 3,866,571	$ 3,760,000	$ 3,790,087	$ 3,930,307	$ 4,166,635	
51107 Court Time	87,124	90,000	101,800	103,000	105,000	107,000	
51109 Overtime	205,661	260,000	300,000	270,000	280,000	280,000	
51111 Group Insurance	630,477	593,516	570,400	532,617	576,348	641,165	
51112 IMRF	39,573	38,247	40,700	36,411	35,761	34,461	
51113 FICA	285,234	295,782	290,000	289,942	300,668	318,748	
51114 Workers Comp.	151,560	183,862	172,931	170,479	179,003	187,953	
51116 Tfr-Police Pension	986,337	1,030,897	1,030,897	1,042,493	1,161,299	1,305,529	
Subtotal	**6,084,579**	**6,358,875**	**6,266,728**	**6,235,029**	**6,568,386**	**7,041,491**	
Contractual Services							
52212 Auto Maint. & Rpr.	159,243	147,523	147,523	165,764	155,514	163,756	
52223 Training	35,158	34,843	56,000	79,664	89,223	67,067	
52224 Vehicle Insurance	26,971	32,780	30,878	30,414	31,935	33,532	
52226 Office Equip. Maint.	365	370	315	380	380	380	
52227 Radio Maintenance	1,002	500	500	2,140	2,155	2,170	
52230 Telephone	12,576	14,000	15,000	21,468	22,289	22,307	
52234 Dues & Subscript.	457	458	250	670	745	745	
52236 Mgmt. Physicals	1,225	4,020	2,000	2,268	2,330	2,398	
52239 Range	5,711	6,100	6,100	6,450	6,800	7,000	
52244 Maint. & Repair	0	22,500	45,000	52,570	67,670	54,976	1
52245 DuComm Dispatch	603,756	648,000	648,000	689,976	695,000	700,000	2
52249 Animal Control	932	2,500	1,200	2,500	2,500	2,500	
52255 Software Maint.	0	4,750	0	5,000	5,000	5,000	3
Subtotal	**847,396**	**918,344**	**952,766**	**1,059,264**	**1,081,541**	**1,061,831**	
Commodities							
53313 Auto Gas & Oil	142,708	138,016	115,000	117,934	123,539	125,096	
53315 Printed Materials	305	0	0	0	0	0	
53317 Operating Supplies	11,211	10,200	10,200	12,000	12,200	12,400	
53318 Reference Materials	161	7,850	1,500	4,000	4,150	4,400	
53321 Ammunition	27,363	28,300	28,300	32,800	34,500	34,500	
53322 Emergency Equip.	3,253	5,000	6,700	18,790	1,250	1,800	4
53323 Weapons	0	3,200	3,100	4,250	4,200	3,700	
53324 Uniforms	38,381	44,225	35,000	52,662	55,742	65,442	
53326 Prisoner Care	42	200	50	200	200	200	
53350 Small Equipment	22,225	35,534	20,000	82,075	89,775	22,245	5
Subtotal	**245,649**	**272,525**	**219,850**	**324,711**	**325,556**	**269,783**	
Capital Outlay							
54412 Other Equipment	9,276	1,800	1,500	2,800	2,000	2,000	
54413 Computer Equip.	0	28,200	27,685	32,900	14,250	14,250	6
54415 Vehicles	53,889	86,100	103,283	30,000	155,000	124,000	7
Subtotal	**63,165**	**116,100**	**132,468**	**65,700**	**171,250**	**140,250**	
Totals	**$ 7,240,789**	**$ 7,665,844**	**$ 7,571,812**	**$ 7,684,704**	**$ 8,146,733**	**$ 8,513,355**	

EXPENDITURE FOOTNOTES

1. **Maintenance & Repair: ($52,570)** Costs reflected here were previously charged to the Auto Maintenance & Repair (52212) account which is now restricted to only those charges allocated from the Municipal Garage budget. This account includes costs directly incurred by the Police Department for new vehicle change-overs, title and registration fees and car washes and detailing.

2. **General Communication: ($689,976)** The Village is a member of the DuPage County Public Safety Communication (DuComm) which provides police and fire dispatch services for member municipalities. Dues for police agencies are based on sworn officer headcount.

3. **Software Maintenance: ($5,000)** Provides for maintenance of in-car camera systems.

4. **Emergency Equipment: ($18,790)** The increase in this line item from prior year(s) is due to the purchase of new protective masks ($17,000).

5. **Small Equipment: ($82,075)** This line item provides for additional equipment (light bars, laptop stands, prisoner partitions) needed to outfit new vehicles, AED replacement batteries, flashlight replacements, and miscellaneous safety and equipment costs. Included in FY15/16 and FY16/17 are the replacement of 10 in-car camera systems at $60,000 each year.

6. **Computer Equipment: ($32,900)** Funds allocated will provide for 7 ruggedized notebook computers for vehicles.

7. **Vehicles:**

   (FY15/16 - $30,000) Replacement of 1 squad vehicle.
   (FY16/17 - $155,000) Replacement of 5 squad vehicles.
   (FY17/18 - $124,000) Replacement of 4 squad vehicles.

NARRATIVE

The Traffic Unit is responsible for enforcement of the Illinois Vehicle Code, various public education programs, traffic crash investigation, Crash Response Team, child safety seat inspection program, administration of the department's impaired driver enforcement program, school crossing guard program and the administration of various Illinois Department of Transportation Division of Traffic Safety grants.

FY14/15 ACCOMPLISHMENTS

1. The Unit secured four traffic safety grants through the Illinois Department of Transportation totaling $141,500.45. The grants provided funding to staff officers that participated in seven national enforcement campaigns focusing on impaired driving and seat belt violations. Officers working these campaigns made 60 impaired driving arrests issued 533 seat belt citations and 247 illegal cell phone usage tickets.

2. Extra enforcement on trucks and trucks without proper permits resulted in 276 citations issued totaling $356,740 in fines. The Unit re-wrote the Village Ordinance and helped implement an online permitting system. Local permits increased from 508 in 2013 to 521 in 2014.

3. The Unit educated motorists about the new cell phone laws with press releases, message boards and through presentations. An emphasis was placed on enforcement and 1,493 citations were issued.

4. The Unit focused on DUI enforcement and made 128 DUI arrests (37% of the 345 total DUI arrests for the department). The Unit conducted two separate in-house training classes on Standardized Field Sobriety Tests and Drugged Drivers enforcement. A total of 114 drug DUI's were made in 2014.

FY15/16 OBJECTIVES

1. The Unit will continue to pursue grant funding for traffic safety enforcement from the Illinois Department of Transportation, Division of Traffic Safety in order to continue to participate in the national traffic enforcement campaigns.

2. The Unit will focus on the enforcement of new and existing laws pertaining to commercial motor vehicles using roadways in the village. The Unit will also focus on educating trucking companies to conform to the new online permit requirements when making deliveries in and out of the Village with excessive weight.

3. Officers will focus on enforcement efforts during the Gary Ave construction project. Speed and cell phone use tickets will be a top priority to ensure the safety of construction workers during all roadway construction projects.

4. The Unit will continue to focus on DUI enforcement. The Unit will attend training and educate patrol officers on handling DUI-Drug cases.

Traffic Expenditures (01662300)

	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 355,098	$ 364,587	$ 366,000	$ 367,388	$ 370,189	$ 370,189	
51107 Court Time	15,626	17,000	12,100	15,000	16,000	17,000	
51109 Overtime	73,848	82,000	122,100	85,000	87,000	90,000	
51111 Group Insurance	56,279	56,749	49,400	55,157	57,915	60,811	
51113 FICA	32,862	27,891	34,500	28,105	28,319	28,319	
51114 Workers Comp.	13,885	16,845	15,844	15,619	16,400	17,220	
51116 Tfr - Police Pension	96,687	105,307	105,307	109,820	118,504	125,074	
Subtotal	**644,285**	**670,379**	**705,251**	**676,089**	**694,327**	**708,613**	
Contractual Services							
52212 Auto Maint. & Repair	81	0	0	0	0	0	
52222 Meetings	0	110	155	175	200	225	
52223 Training	8,273	5,297	12,691	8,600	9,193	7,082	
52224 Vehicle Insurance	2,074	2,520	2,374	2,338	2,455	2,578	
52230 Telephone	1,954	2,900	2,543	1,512	1,526	1,538	
52234 Dues & Subscriptions	248	1,235	500	1,385	1,410	1,410	1
52255 Software Maintenance	0	250	0	1,800	3,300	3,300	2
52298 ATLE - Service Fee	199,175	210,000	200,000	200,000	210,000	210,000	3
52310 ATLE - Legal Adj.	2,760	3,200	3,200	3,200	3,200	3,200	
Subtotal	**214,565**	**225,512**	**221,463**	**219,010**	**231,284**	**229,333**	
Commodities							
53313 Auto Gas & Oil	344	0	0	0	0	0	
53317 Operating Supplies	3,671	650	7,587	4,000	4,200	4,300	
53324 Uniforms	3,062	2,800	1,000	2,884	2,972	3,760	
53350 Small Equipment	15,777	850	17,626	2,100	2,100	900	
Subtotal	**22,854**	**4,300**	**26,213**	**8,984**	**9,272**	**8,960**	
Capital Outlay							
54412 Other Equipment	5,445	3,600	3,600	3,700	3,800	3,800	4
54413 Computer Equipment	3,865	0	0	0	0	0	
54415 Vehicles	30,407	0	0	0	0	0	
Subtotal	**39,717**	**3,600**	**3,600**	**3,700**	**3,800**	**3,800**	
Totals	**$ 921,421**	**$ 903,791**	**$ 956,527**	**$ 907,783**	**$ 938,683**	**$ 950,706**	

EXPENDITURE FOOTNOTES

1. **Dues & Subscriptions: ($1,385)** The increase in this line item over previous years is due to the addition of annual maintenance and certification charges for newly acquired truck scales.

2. **Software Maintenance: ($1,800)** This includes maintenance agreements on radar message signs.

3. **ATLE – Service Fee: ($200,000)** The Village contracts with a 3rd party vendor to manage the Automated Traffic Light Enforcement (ATLE) program which includes signalized intersections at North Avenue and Gary Avenue and North Avenue and Kuhn Road.

4. **Other Equipment: ($3,700)** Includes purchase of 1 replacement laser speed detection device.

NARRATIVE

The Records Division is staffed twenty-four hours a day, seven days a week and provides support for Patrol and customer service. The Records Division maintains all records and reports through several software programs including, NetRMS, MCR crash reporting and APS electronic ticket writing. The Records Division also serves as an additional point of contact for customers seeking to pay for Village services such as water bills, tickets, vehicle stickers and yard waste stickers.

FY14/15 ACCOMPLISHMENTS

1. Databases regarding repossessions, relocated vehicles, and lost/found animals have been transferred to SharePoint and are in active use. The overnight parking database is in the process of being added. A Records Clerk received training from IS Department to create this program.

2. Purging of incident reports from1993 - 95 reports have been reviewed – and will have a second review due to requirements of keeping fingerprint cards. All purges are performed within the State Archive Standards. The purging process will continue during the coming year. Crash Reports have been purged through 2005, retaining those required by State Archive standards.

3. Three clerks were trained for fingerprinting persons not under arrest. A fourth clerk has received partial training.

4. Two instruction books for records related tasks have been assembled with an additional book that covers community related services. The books will be updated as needed.

FY15/16 OBJECTIVES

1. Reviewing and purging of old Police incident reports beginning with 1995 will continue. Reports that must be retained by State guidelines or those that are open cases in court will be prepared for Laserfiche scanning. Reports not required for permanent retention will be processed for destruction in accordance with the State Archive standards.

2. Crash reports from 2014 will be transferred over to Laserfiche for in-house retention. Permanent retention incident reports will be scanned to Laserfiche. Personnel will be trained on how to access and retrieve these documents.

3. Each clerk will be required to attend one of the above training sessions to become familiar with the information provided to the public. This will allow the Records Division to be more knowledgeable in these fields and be able to assist the public with inquiries.

4. Booking videos are often requested by attorneys through subpoena and by the Officer for submission to evidence. One Records clerk will be trained on video downloading to assist the Training Coordinator with this task.

5. In an effort to keep Records Clerks aware of Patrol functions, each clerk will be required to attend a minimum of two roll calls and attend one court session. This will allow Records Clerks to stay informed of daily operations of patrol and of the court system.

Records Expenditures (01662600)

	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 356,656	$ 384,066	$ 373,000	$ 393,834	$ 393,834	$ 393,834	
51109 Overtime	3,736	6,000	7,100	6,500	6,700	6,700	
51111 Group Insurance	68,295	70,312	69,800	79,019	82,970	87,119	
51112 IMRF	52,208	52,588	53,300	49,749	48,861	47,084	
51113 FICA	26,638	29,381	28,000	30,128	30,128	30,128	
51114 Workers Comp.	745	904	850	838	880	924	
Subtotal	**508,278**	**543,251**	**532,050**	**560,068**	**563,373**	**565,789**	
Contractual Services							
52222 Meetings	15	50	50	50	50	50	
52223 Training	1,431	3,330	1,500	3,480	3,520	3,670	
52226 Office Equip. Maint.	2,780	3,110	2,400	925	950	975	
52234 Dues & Subscriptions	83	95	59	280	225	225	
52236 Mgmt. Physicals	0	311	311	318	0	0	
52243 Paging	84	0	0	0	0	0	
52247 Data Processing	3,000	3,500	3,000	3,500	3,500	3,500	1
Subtotal	**7,393**	**10,396**	**7,320**	**8,553**	**8,245**	**8,420**	
Commodities							
53314 Office Supplies	3,848	10,906	4,500	9,000	9,100	9,100	
53315 Printed Materials	4,772	6,000	2,200	3,200	3,200	3,500	
53317 Operating Supplies	756	210	120	300	300	350	
53324 Uniforms	1,573	3,600	1,600	3,712	3,712	3,712	
53350 Small Equipment	0	600	600	600	600	600	
Subtotal	**10,949**	**21,316**	**9,020**	**16,812**	**16,912**	**17,262**	
Capital Outlay							
54412 Other Equipment	11,646	0	0	0	0	0	
Subtotal	**11,646**	**0**	**0**	**0**	**0**	**0**	
Totals	**$ 538,266**	**$ 574,963**	**$ 548,390**	**$ 585,433**	**$ 588,530**	**$ 591,471**	

EXPENDITRUE FOOTNOTES

1. **Data Processing: ($3,500)** This line covers the annual cost of linking to the DuPage County Criminal Justice Information System (CJIS).

NARRATIVE

The Social Service Unit (SSU) primarily functions as a support service to police personnel and as a proactive intervention and interaction service provider to the Carol Stream community. Support services provided by the Social Service Unit include a comprehensive referral service, diagnostic consultation, crisis intervention, individual, family, couples and group counseling.

FY14/15 ACCOMPLISHMENTS

1. The Social Service Unit researched the changes made to the 2013 Omnibus HIPPA Rule, to explore if any new obligations apply to the daily operations of the Social Service Unit. Based on the U.S. Dept. of Health and Human Services Summary of the HIPPA Privacy Rule, the Carol Stream Police-Social Service Unit is not a "covered entity" under HIPAA and, as such, not obligated to implement any of its provisions in our policies or procedures.

2. The Social Service Unit coordinated the implementation of The Carol Stream Senior Team, which included members from different departments within Village government. The team developed a uniform referral form, educated members about existing resources for seniors and identified future opportunities for collaboration.

3. The Social Service Unit developed and facilitated a Social Service Orientation for new officers in an effort to introduce them to internal and external resources and highlight the opportunities for collaboration. Four new officers have been trained.

FY15/16 OBJECTIVES

1. The Social Service Unit will collaborate with the Carol Stream Park District to facilitate children's programming in low income apartment complexes and will promote the availability of scholarships to such families.

2. The Social Service Unit will host at least 2 In-service Question & Answer Meetings with Carol Stream community crisis partners (i.e. DCFS, Wheaton Youth Outreach, DuPage Crisis Unit, & PADS), to update police personnel on procedural changes, collaboration needs, requirements and goals.

3. The Social Service Unit will coordinate a series of community peacemaking circles/dialogues on the topic of cultural diversity and race relations, facilitated by RESTORE: Carol Stream Peacemakers, a group of citizens organized by the Outreach Center, to develop an action plan to promote community cohesiveness.

Social Services Expenditures (01662500)

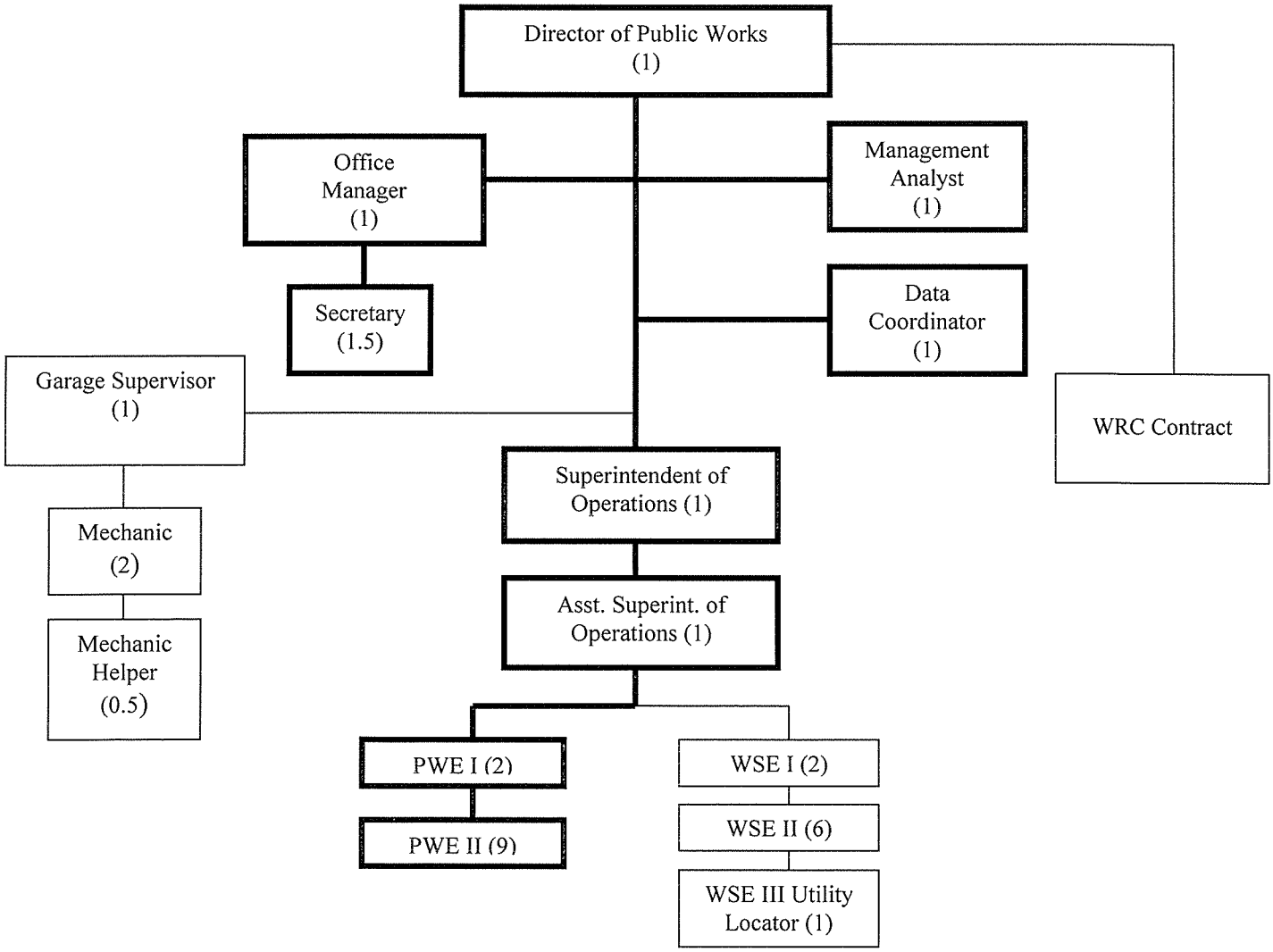
	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 304,410	$ 306,130	$ 310,000	$ 306,992	$ 306,992	$ 306,992
51111 Group Insurance	45,375	36,859	35,600	35,998	37,798	39,688
51112 IMRF	45,645	45,920	45,400	42,979	42,211	40,676
51113 FICA	22,415	23,419	22,900	23,485	23,485	23,485
51114 Workers Comp.	617	749	704	694	729	766
Subtotal	**418,462**	**413,077**	**414,604**	**410,148**	**411,215**	**411,607**
Contractual Services						
52222 Meetings	51	150	70	150	150	150
52223 Training	2,360	2,750	3,000	2,850	2,925	3,000
52226 Office Equip. Maint.	0	380	150	390	400	400
52230 Telephone	242	264	225	276	276	288
52234 Dues & Subscriptions	911	885	760	1,110	900	1,150
52243 Paging	276	300	340	350	360	370
Subtotal	**3,840**	**4,729**	**4,545**	**5,126**	**5,011**	**5,358**
Commodities						
53314 Office Supplies	22	0	0	0	0	0
53317 Operating Supplies	114	200	100	200	200	200
53350 Small Equipment	529	850	2,419	500	850	850
Subtotal	**665**	**1,050**	**2,519**	**700**	**1,050**	**1,050**
Totals	**$ 422,967**	**$ 418,856**	**$ 421,668**	**$ 415,974**	**$ 417,276**	**$ 418,015**

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Streets	**17**	**17.5**	**18.5**	**19.5**	**19.5**
Water/Sewer	8	8	9	9	9
Municipal Garage	3	3	3.5	3.5	3.5
Total	28.0	28.5	31.0	32.0	32.0

The Street Division Includes Public Works Administrative Staff.

ORGANIZATIONAL CHART



NARRATIVE

The Street Division's mission is to maintain Village infrastructure such as streets, curbs, sidewalks, parkway trees, storm water collection and drainage systems, street lighting, traffic control signs and pavement markings, and public rights-of-way. The divisions' seven programs include Administration, Snow and Ice Control, Street Maintenance, Traffic Signs and Lights, Building and Grounds, Storm Water Management and Parkway Trees.

EXPENDITURE

Classification	Actual FY13/14	Budget FY14/15	Estimated FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Administration	$ 655,487	$ 640,428	$ 638,726	$ 728,152	$ 761,548	$ 768,637
Snow & Ice Control	856,016	979,225	968,172	1,224,697	1,080,164	923,228
Street Maintenance	198,739	367,962	307,833	280,976	383,848	615,452
Traffic Signs & Lights	358,731	335,129	338,349	336,907	336,783	681,461
Building & Grounds	645,740	665,401	668,340	673,717	642,424	679,985
Storm Water Management	239,423	292,624	279,381	236,045	237,537	236,957
Parkway Trees	691,322	519,558	469,255	344,966	256,253	222,403
Totals	**$3,645,458**	**$3,800,327**	**$3,670,056**	**$3,825,460**	**$3,698,557**	**$4,128,123**

EXPENDITURE

Acct. #	Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages							
51102	Personal Services	$ 937,924	$ 952,000	$ 952,000	$ 1,009,901	$ 1,030,896	$ 1,030,896
51106	Seasonal Help	33,512	36,870	36,870	38,220	38,220	38,220
51109	Overtime	163,491	96,500	117,050	108,500	108,500	108,500
51111	Group Insurance	177,999	194,487	181,500	198,430	225,453	236,724
51112	IMRF	158,713	150,158	150,158	150,750	150,944	145,455
51113	FICA	81,781	81,362	81,362	87,662	89,311	89,397
51114	Workers Comp.	43,667	52,976	49,827	49,120	51,576	54,155
	Subtotal	**1,597,087**	**1,564,353**	**1,568,767**	**1,642,583**	**1,694,900**	**1,703,347**
Contractual Services							
52212	Auto Maintenance & Repair	251,121	274,540	274,540	273,342	256,440	270,031
52222	Meetings	736	150	150	150	150	150
52223	Training	10,196	19,950	19,450	11,725	11,925	11,925
52224	Vehicle Insurance	27,667	33,627	31,674	31,199	32,760	34,399
52230	Telephone	5,140	4,700	4,700	5,140	5,140	5,140
52231	Copy Expense	254	175	175	0	0	0
52234	Dues & Subscriptions	3,640	4,120	4,120	4,120	4,120	4,120
52244	Bld. Maint. & Repair	130,856	120,000	120,000	106,100	82,000	113,000
52253	Consultants	0	2,500	0	0	0	0
52255	Software Maintenance	1,875	1,100	1,100	750	800	850
52264	Equipment Rental	5,128	17,400	10,200	14,400	14,400	14,400
52265	Hauling	200	7,500	5,000	5,000	5,000	5,000
52266	Snow Removal	255,355	240,000	240,000	240,000	240,000	240,000
52268	Tree Maintenance	66,750	140,600	135,000	125,700	114,650	104,500
52269	Mosquito Abatement	66,938	69,000	67,500	70,725	72,500	74,313
52271	Street Light - Maintenance	36,854	25,000	35,000	25,000	25,000	25,000
52272	Property Maintenance	245,559	296,100	264,500	269,000	274,000	279,000
52274	Comm. Svc. Pgms.	0	0	0	1,500	1,500	1,500
52276	Janitorial Services	6,710	15,000	15,000	15,000	15,000	15,000
52281	EAB Removal/Replacement	496,241	288,150	250,000	136,900	59,600	33,500
52284	Equipment Maintenance	0	950	950	8,950	950	950
52286	Pavement Restoration	0	15,000	10,000	10,000	10,000	10,000
52350	Traffic Signal Maintenance	2,809	3,000	3,000	3,000	3,000	3,000
	Subtotal	**1,614,029**	**1,578,562**	**1,492,059**	**1,357,701**	**1,228,935**	**1,245,778**
Commodities							
53210	Electricity	4,654	5,000	5,000	5,000	5,000	5,000
53213	Street Light Electricity	54,687	45,000	48,000	45,000	45,000	45,000
53215	Street Light Supplies	6,832	14,000	14,000	14,000	14,000	14,000
53220	Water	1,920	1,600	1,600	1,800	1,900	2,000
53230	Natural Gas	128	5,000	5,400	4,000	4,000	4,000
53313	Auto Gas & Oil	57,706	51,402	40,700	43,526	45,592	46,168
53314	Office Supplies	1,459	1,700	2,060	1,700	1,700	1,700
53316	Small Tools	1,337	1,700	1,850	1,700	1,700	1,700

EXPENDITURE

Acct. #	Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
53317	Operating Supplies	57,248	65,000	65,000	55,000	53,500	53,500
53324	Uniforms	5,645	6,960	6,990	7,250	7,830	7,830
53335	Salt	120,701	262,500	262,500	245,000	260,000	275,000
53344	Street Signs	17,692	8,000	11,500	12,000	10,000	10,000
53350	Small Equipment	3,866	3,700	3,720	3,500	2,500	3,100
	Subtotal	**333,875**	**471,562**	**468,320**	**439,476**	**452,722**	**468,998**
Capital Outlay							
54412	Other Equipment	100,467	108,850	68,610	97,700	22,000	137,000
54415	Vehicles	0	77,000	72,300	288,000	300,000	573,000
	Subtotal	**100,467**	**185,850**	**140,910**	**385,700**	**322,000**	**710,000**
	Totals	**$ 3,645,458**	**$ 3,800,327**	**$ 3,670,056**	**$ 3,825,460**	**$ 3,698,557**	**$ 4,128,123**

NARRATIVE

The Administration program includes expenditures associated with general department management, purchasing and contract administration, grant applications and administration, establishing work demands, priorities and daily work schedules, maintaining databases for reporting and program analysis purposes, conducting facility safety audits, drafting bid specifications, documenting and processing customer requests for service, evaluating employee performance and preparing and implementing the division's annual operating and budget plan.

FY14/15 ACCOMPLISHMENTS

1. Management staff underwent individual skills assessments. Results of these assessments were used to establish development plans for each management team member and as a tool for managers to better understand the team's strengths and weaknesses.

2. Management staff worked with a facilitator to complete a strategic planning effort which included an assessment of departmental strengths, weaknesses opportunities and threats. The process laid the foundation for the five-year budget forecast with specific focus on the following areas: staffing, technology, equipment and facility.

3. The Department has made improvements to the department's risk management efforts. Specifically, improvements have been made in training frequency and record keeping, safety policy review and updating and implementation of a new sidewalk inspection policy. A major effort was made to bring the department in compliance and up to date with new hazardous chemical record keeping and training by identifying over 650 qualified items in our inventory, securing Material Safety Data information for each and training department employees on each item over a period of several months.

4. Management staff utilized multiple on-line auction outlets to sell surplus equipment and materials. The total revenue collected from auction items for FY14/15 was approximately $44,000.

5. An increased focus on data management supported operations and administrative staff to update and improve several in-house data bases, including: tree inventory, Customer Service Request, timecard and daily scheduler. A significant effort was made to coordinate multiple address databases maintained in various departments and clean up the data in preparation for the implementation of GIS across departments.

6. Staff worked with the Village Attorney to update the front-end bid documents for maintenance and small construction contracts to ensure compliance with state and federal requirements as well as recommended insurance provisions.

FY15/16 OBJECTIVES

1. Staff will develop a probationary employee performance and development tracking program to improve the orientation of new employees to the department. The program will include regular tracking of training received, progress reports and identification of areas where further development is needed or desired.

2. Public Works will dedicate a department representative on the users group in the ongoing GIS implementation project with the objectives of bringing departmental expertise to the project, representing Public Works needs in the development process and securing a good understanding of the workings of GIS in order to help establish procedures and training for Public Works employees.

3. Improve the quality of, and increase the frequency of, dissemination of public information related to Public Works activities, emergency response and projects through the use of a variety of media, including various social media outlets.

Administration Expenditures (01670100)

Acct.#/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 388,676	$ 341,755	$ 341,755	$ 392,407	$ 400,564	$ 400,564	1
51106 Seasonal Help	408	0	0	0	0	0	
51109 Overtime	3,500	4,000	6,500	7,500	7,500	7,500	
51111 Group Insurance	48,199	60,627	59,000	92,539	114,266	119,979	
51112 IMRF	52,789	46,247	46,247	53,680	53,843	51,885	
51113 FICA	27,524	25,582	25,582	30,251	30,892	30,925	
51114 Workers Comp.	11,298	13,706	12,891	12,708	13,344	14,011	
Subtotal	**532,394**	**491,917**	**491,975**	**589,085**	**620,409**	**624,864**	
Contractual Services							
52212 Auto Maint. & Repair	10,647	10,982	10,982	10,934	10,258	10,801	
52222 Meetings	736	150	150	150	150	150	
52223 Training	10,196	16,000	16,000	7,575	7,575	7,575	
52224 Vehicle Insurance	1,384	1,682	1,584	1,561	1,639	1,721	
52230 Telephone	5,140	4,700	4,700	5,140	5,140	5,140	
52231 Copy Expense	254	175	175	0	0	0	
52234 Dues & Subscriptions	3,465	3,500	3,500	3,500	3,500	3,500	
52255 Software Maintenance	1,875	1,100	1,100	750	800	850	
52269 Mosquito Abatement	66,938	69,000	67,500	70,725	72,500	74,313	2
52274 Comm. Svc. Pgms.	0	0	0	1,500	1,500	1,500	3
52276 Janitorial Services	6,710	15,000	15,000	15,000	15,000	15,000	4
Subtotal	**107,345**	**122,289**	**120,691**	**116,835**	**118,062**	**120,550**	
Commodities							
53220 Water	1,920	1,600	1,600	1,800	1,900	2,000	
53230 Natural Gas	128	5,000	5,400	4,000	4,000	4,000	
53313 Auto Gas & Oil	4,616	4,112	3,500	3,482	3,647	3,693	
53314 Office Supplies	989	1,200	1,510	1,200	1,200	1,200	
53317 Operating Supplies	2,439	4,500	4,500	4,500	4,500	4,500	
53324 Uniforms	5,645	6,960	6,990	7,250	7,830	7,830	
Subtotal	**15,737**	**23,372**	**23,500**	**22,232**	**23,077**	**23,223**	
Capital Outlay							
54412 Other Equipment	11	2,850	2,560	0	0	0	
Subtotal	**11**	**2,850**	**2,560**	**0**	**0**	**0**	
Totals	**$ 655,487**	**$ 640,428**	**$ 638,726**	**$ 728,152**	**$ 761,548**	**$ 768,637**	

EXPENDITURE FOOTNOTES

1. **Personal Services: ($392,407)** Includes a portion of the cost of the new proposed Assistant Superintendent of Operations position.

2. **Mosquito Abatement: ($70,725)** The village partners with Bloomingdale and Wayne townships to provide services in their respective boundaries in several area communities. Services are provided via contract with Clarke Environmental Mosquito Management and include various larval control applications and adult control through Village-wide spraying.

3. **Community Service Programs: ($1,500)** Restores some funding for some previously held community events such as the WRC open house, Arbor Day and Earth Day celebrations and Public Works Week.

4. **Janitorial Services: ($15,000)** Contract cleaning services 5 days per week at the Public Works Center.

NARRATIVE

The Snow and Ice Control Program is responsible for removing snow and ice from 125 miles of Village Streets (approximately 240 lane miles), including over 300 courts and cul-de-sacs. The annually reviewed and approved Snow & Ice Control Plan presents a general snow removal policy and various strategies while also serving as a guide for in-house workers and private contractors. The combination of in-house and contracted workers allows the department to adjust available resources as needed depending on the severity of each storm event. The department has established a benchmark of having streets cleared of snow within eight hours of the end of a storm.

FY14/15 ACCOMPLISHMENTS

1. The Village Board approved a revised Snow Plan which included conservation measures for salt usage. Building on the momentum established in the prior year due to salt shortages, and the Illinois EPA's demand that communities reduce use of chlorides, the Village Board approved staff's recommendation to eliminate salt usage on courts and cul-de-sacs and to limit most salt spreading on streets only following the final plowing pass. The amended plan should result in approximately thirty-percent (30%) reduction in salt on average per storm event. For the FY1415, just over 2,000 tons of salt were used, compared to approximately 3,000 tons in the prior year.

2. Operations staff developed turn-by-turn directions for each route in the Snow Plan. Management staff reviewed and amended as necessary and Engineering staff prepared printed maps of each route with help from the GIS system. These route directions are now included in every route driver's Snow Plan handbook for reference in case of assignment changes.

3. Truck #72 was rehabilitated (in place of the planned truck 67 rehab) with the goal of delaying replacement of this large truck. It is the first of several that is planned for rehabilitation that includes: replacement of dump body and spreader equipment, replacement of hydraulic systems, stripping and re-coating of the entire underbody and replacement of liquid systems. A typical replacement cost for a truck of this style is approximately $180,000; the rehabilitation was completed for $45,000.

4. For the first time the Village participated in a joint-purchase opportunity through DuPage County for a portion of total salt needs. Under the County contract 2,000 tons of salt were purchased and another 2,000 tons through the State's contract. Due to the severe winter regional demand for salt was very high, driving prices up and limiting delivery to some agencies. The Village's diversification efforts allowed for reliable delivery and more competitive costs than many agencies experienced.

FY15/16 OBJECTIVES

1. Evaluate results from the salt-conservation efforts in 2014/15 winter season to consider maintaining and expanding reduction efforts in order to meet IEPA demands for reduced chlorides in waterways.

2. Improve use of website, social media and other informational outlets to better inform residents of the Village's efforts to reduce the use of salt. This information will make use of the experience from 2014/15 to describe and explain the conditions residents can expect to encounter as a result of reduced salt usage.

3. In an effort to maximize the value of snow plowing equipment a large dump-truck (#71) that is nearing traditional replacement age will be rehabilitated and placed back into service. Rehab work will include complete replacement of hydraulic systems, replacement of the dump body with a stainless-steel unit, installation of wetting system, re-coating of the frame and updates to cab controls and operator amenities. Replacement of this truck would have cost approximately $185,000; rehabilitation is budgeted at $48,000 and the truck is expected to remain in service for at least ten more years.

Snow & Ice Control Expenditures (01670200)

Acct.#/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 82,489	$ 92,405	$ 92,405	$ 87,201	$ 89,014	$ 89,014	
51109 Overtime	142,549	80,000	80,000	80,000	80,000	80,000	1
51111 Group Insurance	22,442	20,739	18,500	14,960	15,708	16,493	
51112 IMRF	34,106	24,361	24,361	22,911	22,751	21,924	
51113 FICA	16,567	12,424	12,424	12,723	12,866	12,873	
51114 Workers Comp.	5,630	6,831	6,425	6,334	6,650	6,983	
Subtotal	**303,783**	**236,760**	**234,115**	**224,129**	**226,989**	**227,287**	
Contractual Services							
52212 Auto Maint. & Repair	124,775	137,270	137,270	136,671	128,220	135,015	
52223 Training	0	3,250	2,750	3,450	3,450	3,450	
52224 Vehicle Insurance	13,003	15,804	14,887	14,663	15,397	16,167	
52264 Equipment Rental	0	4,200	0	4,200	4,200	4,200	2
52266 Snow Removal	255,355	240,000	240,000	240,000	240,000	240,000	3
52284 Equipment Maintenance	0	950	950	8,950	950	950	
Subtotal	**393,133**	**401,474**	**395,857**	**407,934**	**392,217**	**399,782**	
Commodities							
53313 Auto Gas & Oil	20,774	17,991	13,500	15,234	15,958	16,159	
53317 Operating Supplies	6,395	5,000	5,000	4,500	4,500	4,500	
53335 Salt	120,701	262,500	262,500	245,000	260,000	275,000	4
53350 Small Equipment	608	500	500	700	500	500	
Subtotal	**148,478**	**285,991**	**281,500**	**265,434**	**280,958**	**296,159**	
Capital Outlay							
54412 Other Equipment	10,622	15,000	16,700	39,200	0	0	5
54415 Vehicles	0	40,000	40,000	288,000	180,000	0	6
Subtotal	**10,622**	**55,000**	**56,700**	**327,200**	**180,000**	**0**	
Totals	**$ 856,016**	**$ 979,225**	**$ 968,172**	**$ 1,224,697**	**$ 1,080,164**	**$ 923,228**	

EXPENDITURE FOOTNOTES

1. **Overtime: ($80,000)** Nearly all of the Public Works Department overtime is budgeted in the Snow & Ice Control program. Actual costs incurred each year are largely dependent upon the timing, frequency, and severity of snow and ice events during the winter season.

2. **Equipment Rental: ($4,200)** This includes rental of a conveyor system to transfer salt deliveries into the salt dome. This was done as a more cost-effective alternative to purchasing equipment which is needed on an infrequent basis.

3. **Snow Removal: ($240,000)** Each year, the Village supplements its snow plowing efforts with the utilization of contracted plowing vendors when needed to meet the objectives of the annual snow plan. As with overtime, actual costs incurred each year are largely dependent upon the timing, frequency and severity of weather events.

4. **Salt: ($245,000)** Provides for the purchase of 3,000 tons of salt at $75/ton plus $20,000 for liquid anti-icing agent.

5. **Other Equipment: ($39,200)** Includes purchase of a truck-mounted brine applicator ($8,000) and replacement controls for 5 units ($30,000) and a salt bucket scale to better track use and conservation practices ($1,200).

6. **Vehicles:**

FY15/16 – ($288,000)	Replacement of 1 ton dump truck (#40) @ $100,000 and 2.5 ton dump truck and plow (#67) @ $188,000.
FY16/17 – ($180,000)	Replacement of 2.5 ton dump truck @ $180,000.

NARRATIVE

The Street Maintenance program includes costs for maintaining and repairing curbs, sidewalks and streets. Personnel conduct routine maintenance of streets through the use of a variety of strategies including cold/hot patching, mud-jacking of sidewalks, curb patching and replacement and small asphalt patch work. The Engineering Department administers the Village-wide major street improvement program and will now incorporate a more aggressive patching program into their annual work activities.

FY14/15 ACCOMPLISHMENTS

1. A new Sidewalk Inspection policy was approved in conjunction with the Intergovernmental Risk Management Agency (IRMA). The new program requires inspection of all sidewalks on a three-year cycle and establishes high-priority areas (primarily schools) to be inspected annually. Tolerance limits on defects were also tightened in accordance with recommendations from IRMA to more closely align with best practices based upon trial history.

2. The pavement patching program was taken over by the Engineering Department following their addition of a Civil Engineer. Public Works worked in consultation with the Engineer to forward areas where excavations had taken place or where pavement failures were noted outside of the scheduled Flexible Pavement Program. Over 1,200 square yards of two-inch patches and nearly 200 square yards of four-inch patches at 50 locations were completed for a total cost just under $53,000.

3. Following the enhanced sidewalk inspection program Public Works oversaw mudjacking of 440 squares at 116 sites through November and estimate another 185 squares will be completed by April 30. In addition, twenty squares were replaced or repaired by in-house crews.

FY15/16 OBJECTIVES

1. Staff will evaluate an additional technology in the sidewalk repair/replacement program. Sidewalk grinding is an effective option for some deficient sidewalks and can actually reduce the number of sidewalks squares that have to be involved in the mudjacking process.

2. Complete inspection of two work zones and the high priority areas (schools) in the sidewalk inspection process and address all noted deficiencies in the fiscal year.

Street Maintenance Expenditures (01670500)

Acct.#/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 67,029	$ 106,982	$ 106,982	$ 109,002	$ 111,268	$ 111,268	
51106 Seasonal Help	1,165	1,820	1,820	0	0	0	
51109 Overtime	322	0	1,550	0	0	0	
51111 Group Insurance	25,153	26,355	23,600	18,691	19,626	20,607	
51112 IMRF	10,147	16,047	16,047	14,639	14,689	14,155	
51113 FICA	4,926	8,323	8,323	8,254	8,432	8,442	
51114 Workers Comp.	6,262	7,596	7,144	7,043	7,395	7,765	
Subtotal	**115,004**	**167,123**	**165,466**	**157,629**	**161,410**	**162,237**	
Contractual Services							
52212 Auto Maint. & Repair	28,080	30,199	30,199	30,068	28,208	29,703	
52224 Vehicle Insurance	3,597	4,372	4,118	4,056	4,259	4,472	
52264 Equipment Rental	0	2,000	2,000	2,000	2,000	2,000	1
52265 Hauling	200	5,000	5,000	5,000	5,000	5,000	
52272 Property Maintenance	23,213	27,000	27,000	27,000	27,000	27,000	2
52286 Pavement Restoration	0	15,000	10,000	10,000	10,000	10,000	3
Subtotal	**55,090**	**83,571**	**78,317**	**78,124**	**76,467**	**78,175**	
Commodities							
53313 Auto Gas & Oil	6,925	6,168	5,000	5,223	5,471	5,540	
53316 Small Tools	391	500	650	500	500	500	
53317 Operating Supplies	18,622	23,000	23,000	20,000	20,000	20,000	4
53350 Small Equipment	662	600	600	0	0	0	
Subtotal	**26,600**	**30,268**	**29,250**	**25,723**	**25,971**	**26,040**	
Capital Outlay							
54412 Other Equipment	2,045	50,000	2,500	19,500	0	119,000	5
54415 Vehicles	0	37,000	32,300	0	120,000	230,000	6
Subtotal	**2,045**	**87,000**	**34,800**	**19,500**	**120,000**	**349,000**	
Totals	**$ 198,739**	**$ 367,962**	**$ 307,833**	**$ 280,976**	**$ 383,848**	**$ 615,452**	

EXPENDITURE FOOTNOTES

1. **Equipment Rental: ($2,000)** Rental for skid steer attachments and curb grinder.

2. **Property Maintenance: ($27,000)** Includes allowance for sidewalk mud-jacking ($25,000) and contract saw cutting ($2,000).

3. **Pavement Restoration: ($10,000)** This account provides for contract asphalt patching in locations where pavement cutting was necessary to access, maintain or repair utilities.

4. **Operating Supplies: ($20,000)** This line item includes materials for general repairs to sidewalks, curbs and streets such as sand, CA-6, concrete and asphalt.

5. **Other Equipment:**

FY15/16 – ($19,500)	Replacement light tower ($12,000), walk saw ($2,500), tool boxes ($2,500) and pavement patching unit ($2,500).
FY17/18 – ($119,000)	Rehabilitation of vehicles #73 and #74 ($104,000) and air compressor.

6. **Vehicles:**

FY16/17 – ($120,000)	Replacement of backhoe.
FY17/18 – ($230,000)	Replacement of end loader #80 ($160,000), pickup truck and plow #35 ($35,000) and pickup truck with plow #42 ($35,000).

NARRATIVE

The Traffic Signs and Lights program includes costs associated with traffic control and roadway illumination on Village rights-of-way. Staff is responsible for the maintenance of street lights and the associated underground cable and control boxes, installation of new and replacement traffic control signage, pavement markings and the completion of all J.U.L.I.E. system electrical cable locate requests.

FY14/15 ACCOMPLISHMENTS

1. Completed installation of the third phase of the LED streetlight replacement program, which included complete replacement of controllers, conduit, cable and poles along with forty-three (43) high-efficiency LED lights.

2. Over two-hundred (200) street lights were repaired, including bulb and photocell replacements, and cable fault repairs. Department resources are assigned to respond to street light outages within 48 hours of notification.

3. Phase IV of a four-year regulatory street sign replacement program was completed. This program is intended to address federal regulations regarding sign retro-reflectivity and included the purchase and installation of over four-hundred and fifty (450) replacement regulatory signs by in-house crews.

FY15/16 OBJECTIVES

1. In-house staff will undertake the replacement of approximately fifty (50) street lights with new, energy-efficient LED lamps.

2. With the completion of the four-year replacement of regulatory signs in FY14/15, in-house staff will focus on replacement of remaining engineering-grade signs with higher-reflectivity signs. The area to be completed in FY15/16 is the area west of County Farm Road.

Traffic Signs & Lights Expenditures (01670300)

Acct.#/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 119,567	$ 105,815	$ 105,815	$ 114,452	$ 116,831	$ 116,831	
51106 Seasonal Help	68	0	0	0	0	0	
51109 Overtime	1,477	2,000	3,000	3,000	3,000	3,000	
51111 Group Insurance	20,289	19,727	20,200	19,618	20,599	21,629	
51112 IMRF	18,106	16,172	16,172	15,791	15,836	15,260	
51113 FICA	8,992	8,248	8,248	8,897	9,083	9,093	
51114 Workers Comp.	5,494	6,666	6,270	6,181	6,490	6,814	
Subtotal	**173,993**	**158,628**	**159,705**	**167,939**	**171,839**	**172,627**	
Contractual Services							
52212 Auto Maint. & Repair	12,477	13,727	13,727	13,667	12,822	13,502	
52224 Vehicle Insurance	2,766	3,362	3,167	3,119	3,275	3,439	
52264 Equipment Rental	0	1,200	1,200	1,200	1,200	1,200	1
52271 Street Light - Maint.	36,854	25,000	35,000	25,000	25,000	25,000	2
52272 Property Maintenance	35,763	51,100	37,500	39,000	39,000	39,000	3
52350 Traffic Signal Maint.	2,809	3,000	3,000	3,000	3,000	3,000	4
Subtotal	**90,669**	**97,389**	**93,594**	**84,986**	**84,297**	**85,141**	
Commodities							
53213 Street Light Electricity	54,687	45,000	48,000	45,000	45,000	45,000	5
53215 Street Light Supplies	6,832	14,000	14,000	14,000	14,000	14,000	6
53313 Auto Gas & Oil	5,194	4,112	3,500	3,482	3,647	3,693	
53314 Office Supplies	470	500	550	500	500	500	
53316 Small Tools	374	500	500	500	500	500	
53317 Operating Supplies	8,820	7,000	7,000	8,500	7,000	7,000	
53344 Street Signs	17,692	8,000	11,500	12,000	10,000	10,000	
Subtotal	**94,069**	**79,112**	**85,050**	**83,982**	**80,647**	**80,693**	
Capital Outlay							
54415 Vehicles	0	0	0	0	0	343,000	7
Subtotal	**0**	**0**	**0**	**0**	**0**	**343,000**	
Totals	**$ 358,731**	**$ 335,129**	**$ 338,349**	**$ 336,907**	**$ 336,783**	**$ 681,461**	

EXPENDITURE FOOTNOTES

1. **Equipment Rental: ($1,200)** Rental of mini-excavator for use in repairing street light cable faults.

2. **Street Light Maintenance: ($25,000)** This line covers the repair and replacement of streetlights which are periodically knocked down by vehicles. In cases where the at-fault driver is identified, the Village pursues collection from the responsible party.

3. **Property Maintenance: ($39,000)** Includes annual funding for the pavement marking program which includes roadway line striping and annual school crosswalk markings.

4. **Traffic Signal Maintenance: ($3,000)** Formerly budgeted in the Motor Fuel Tax Fund, this account handles routine contract maintenance of traffic signals in Carol Stream. The Village contracts routine inspection and maintenance of the traffic signal at Kuhn and Lies Roads, the only signal that is the sole responsibility of the Village. In addition, the Village services and maintains the Opticom (emergency vehicle remote signal controller) on various traffic signals in the community.

5. **Street Light Electricity: ($45,000)** Formerly budgeted in the Motor Fuel Tax Fund, this account reflects the Village's electricity costs associated with the year-round operation of approximately 1,700 local street lights.

6. **Street Light Supplies: ($14,000)** Formerly budgeted in the Motor Fuel Tax Fund, this account pays for replacement street light bulbs, cable and parts.

7. **Vehicles:**

FY17/18 – ($343,000)	Planned replacement of Vehicle #63 (Arial Lift Truck - ($305,000) and utility pickup truck ($38,000).

NARRATIVE

The Building & Grounds program covers expenses related to maintenance of Public Works facilities and approximately 300 acres of rights-of-way and Village properties, including the Public Works Center (PWC) and storm water detention/retention ponds. The work is performed through a combination of in-house and contracted resources. Mowing of the detention areas is part of the NPDES Phase II storm water compliance program. This program also provides for restoration of damaged turf on rights-of-way and other Village properties. The program includes contractual costs for mowing of the North Avenue median (under agreement with the State of Illinois) and the Gary Avenue, Schmale Road, Army Trail Road and County Farm Road rights-of-way on behalf of DuPage County (which in turn reimburses the Village for incurred costs). Seasonal employees are used to complement department crews during the summer season.

FY14/15 ACCOMPLISHMENTS

1. The PWC main security gate mechanized equipment was replaced to address frequent failure during winter conditions.

2. Gutters throughout the PWC received treatment for spot leaking.

3. Men's and women's locker rooms received electric hand dryers, the men's locker room community sink was rehabilitated, and a water-bottle filling station was installed.

4. Through a combination of in-house and contracted services the department oversaw the routine mowing of over 300 acres of turf on Village-owned rights-of-way and public properties, as well as several County roads and State Route 64 (North Avenue). Included in that work was maintenance of planting beds, with high-priority given to Town Center, Village Hall, DayLilly Park and North Avenue. The department also oversaw contracted weed-control and fertilization services for high-priority areas.

5. A failure of the heating system in the PWC North Garage required replacement. The total project was $96,000, with $48,000 of the cost being covered by an energy-efficiency grant through ComEd.

FY15/16 OBJECTIVES

1. Install a new floor surface in the north garage.

2. Replace one roof-top HVAC unit in the administration building.

3. Work with Engineering to complete the resurfacing of the asphalt surface on the east side of the PWC.

4. Purchase two all-terrain vehicles for use in mowing program and special events.

Building & Grounds Expenditures (01670400)

Acct.#/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 166,743	$ 189,104	$ 189,104	$ 204,378	$ 208,627	$ 208,627	
51106 Seasonal Help	23,494	16,850	16,850	38,220	38,220	38,220	
51109 Overtime	10,012	6,000	17,000	10,000	10,000	10,000	
51111 Group Insurance	36,576	41,292	38,200	35,036	36,788	38,627	
51112 IMRF	26,041	29,266	29,266	28,848	28,917	27,866	
51113 FICA	14,608	16,179	16,179	19,166	19,499	19,517	
51114 Workers Comp.	8,504	10,316	9,703	9,565	10,043	10,546	
Subtotal	**285,978**	**309,007**	**316,302**	**345,213**	**352,094**	**353,403**	
Contractual Services							
52212 Auto Maint. & Repair	37,710	41,181	41,181	41,001	38,466	40,505	
52223 Training	0	200	200	200	400	400	
52224 Vehicle Insurance	1,937	2,354	2,217	2,184	2,293	2,408	
52234 Dues & Subscriptions	175	120	120	120	120	120	
52244 Bld. Maint. & Repair	99,415	117,000	117,000	93,500	72,000	107,000	1
52253 Consultant	0	2,500	0	0	0	0	
52264 Equipment Rental	5,128	4,000	4,000	4,000	4,000	4,000	2
52272 Property Maintenance	119,140	125,000	125,000	126,000	129,000	132,000	3
Subtotal	**263,505**	**292,355**	**289,718**	**267,005**	**246,279**	**286,433**	
Commodities							
53313 Auto Gas & Oil	10,387	8,739	7,000	7,399	7,751	7,849	
53316 Small Tools	506	400	400	400	400	400	
53317 Operating Supplies	14,351	12,500	12,500	12,500	12,500	12,500	
53350 Small Equipment	1,324	1,400	1,420	2,200	1,400	1,400	
Subtotal	**26,568**	**23,039**	**21,320**	**22,499**	**22,051**	**22,149**	
Capital Outlay							
54412 Other Equipment	69,689	41,000	41,000	39,000	22,000	18,000	4
Subtotal	**69,689**	**41,000**	**41,000**	**39,000**	**22,000**	**18,000**	
Totals	**$ 645,740**	**$ 665,401**	**$ 668,340**	**$ 673,717**	**$ 642,424**	**$ 679,985**	

EXPENDITURE FOOTNOTES

1. **Building Maintenance & Repair:**

Public Works Center	FY15/16	FY16/17	FY17/18
General Repairs	$30,000	$30,000	$30,000
PWC Admin. Rehab.	0	40,000	0
PWC Roof A/C	6,500	0	0
PWC Locker Room Impr.	0	0	75,000
PWC Door Security	20,000	0	0
PWC Door Maint.	2,000	2,000	2,000
North Garage Floor	35,000	0	0
Total	**$93,500**	**$72,000**	**$107,000**

2. **Equipment Rental: ($4,000)** Rental of hydro-seeder and sod cutter as a lower cost alternative to purchase of this specialized equipment.

3. **Property Maintenance: ($126,000)**

Contractual Mowing	$100,000
Weed control	10,000
Mulch application*	16,000
Total	**$126,000**

* North Ave, Town Center, Daylily Park and Municipal Center.

4. **Other Equipment:**

	FY15/16	FY16/17	FY17/18
Gator (replacements)	$18,000	$0	$18,000
Floor Cleaning Machine	17,000	0	0
Smart Board	4,000	0	0
Office Furniture	0	22,000	0
Total	**$39,000**	**$22,000**	**$18,000**

NARRATIVE

The Storm Water Management program provides for the maintenance and repair of storm inlets, catch basins and other related structures within the 105 mile storm water collection system. Staff inspects and repairs detention ponds, including intake and outflow structures, restrictor valves and related culverts to ensure reliable operation of the system. The department also installs and maintains nine floating aerators on various retention ponds throughout the Village.

FY14/15 ACCOMPLISHMENTS

1. Following GPS locating of storm sewer structures by the Engineering Department, Public Works staff performed quality control inspections to ensure final verification of all structures.

2. Crews were routinely assigned prior to forecast storms and during heavy rain events to inspect critical storm water structures and clear obstructions. Several beaver dams were cleared from culverts on Kuhn Road, Old Gary Road and Birchbark.

3. Use of the combination sewer cleaning/flushing unit was primarily limited to reactive work for storm sewers due to work load in other areas. When employed the unit assisted crews in removing blockages from storm pipes and culverts and cleaning debris that had collected in catch basins and manholes.

4. Emergency repairs were completed to Tubeway Drive storm sewer pump #1.

FY15/16 OBJECTIVES

1. Routinely monitor locations where obstructions historically appear and take appropriate action before drainage problems present.

2. Increase frequency of proactive storm structure cleaning through use of combination sewer cleaning/flushing machine in order to keep underground pipes and catch basin structures clean and to limit incidences of failure during storms.

3. Upgrade two existing aerators by relocating the capacitor from the aeration unit to the land-based control cabinet. This will allow for faster repair in case of failure and improve safety by eliminating the need for employees to enter ponds to retrieve the failed aerator.

Storm Water Management Expenditures (01670600)

Acct.#/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 63,314	$ 89,663	$ 89,663	$ 75,211	$ 76,775	$ 76,775	
51106 Seasonal Help	5,368	16,380	16,380	0	0	0	
51109 Overtime	3,886	3,500	6,500	6,500	6,500	6,500	
51111 Group Insurance	18,344	20,669	18,100	12,914	13,560	14,238	
51112 IMRF	9,995	13,974	13,974	11,011	11,029	10,628	
51113 FICA	5,170	8,380	8,380	6,193	6,316	6,322	
51114 Workers Comp.	4,811	5,837	5,490	5,412	5,683	5,967	
Subtotal	**110,888**	**158,403**	**158,487**	**117,241**	**119,863**	**120,430**	
Contractual Services							
52212 Auto Maint. & Repair	12,477	13,727	13,727	13,667	12,822	13,502	
52224 Vehicle Insurance	1,937	2,354	2,217	2,184	2,293	2,408	
52244 Maint. & Repair	31,441	3,000	3,000	12,600	10,000	6,000	1
52272 Property Maintenance	67,443	93,000	75,000	77,000	79,000	81,000	2
Subtotal	**113,298**	**112,081**	**93,944**	**105,451**	**104,115**	**102,910**	
Commodities							
53210 Electricity	4,654	5,000	5,000	5,000	5,000	5,000	
53313 Auto Gas & Oil	4,039	5,140	4,100	4,353	4,559	4,617	
53317 Operating Supplies	6,544	12,000	12,000	4,000	4,000	4,000	
Subtotal	**15,237**	**22,140**	**21,100**	**13,353**	**13,559**	**13,617**	
Capital Outlay							
54412 Other Equipment	0	0	5,850	0	0	0	
Subtotal	**0**	**0**	**5,850**	**0**	**0**	**0**	
Totals	**$ 239,423**	**$ 292,624**	**$ 279,381**	**$ 236,045**	**$ 237,537**	**$ 236,957**	

1. **Maintenance & Repair: ($12,600)** This provides for an annual repair allowance for pond aerators. Beginning in FY15/16, expanded maintenance will include replacement of capacitors which will expand their service life and defer replacement.

2. **Property Maintenance: ($77,000)** This includes the Village's contract street sweeping operation which provides for eight sweeping cycles each season.

NARRATIVE

The Parkway Trees Program is responsible for the care and maintenance of nearly 8,000 parkway trees. The program includes costs for pruning, removal and replacement of trees within public rights-of-way. To accommodate this work the Village has adopted a six-year tree trimming cycle as well as entered into a long-term agreement with a tree nursery for growing and transplanting new trees.

FY14/15 ACCOMPLISHMENTS

1. Contracted tree trimming services were completed, providing a Class A trimming (removal of deadwood and undesirable branch growth, elevate and shape) of all trees in Work Zone #1 which is roughly bounded by: Army Trail Road, Fair Oaks Road, Lies Road and County Farm Road (over 1,000 trees).

2. Approximately two-hundred thirty (230) trees were removed, mostly as a result of Emerald Ash Borer (EAB), bringing the total removed over the past four years to approximately 2,600.

3. Approximately one-thousand two-hundred (1,200) new trees were planted in parkways to replace those lost to EAB.

FY15/16 OBJECTIVES

1. Complete Class A trimming of all trees in Work Zone #2 (areas north of Lies Road between County Farm Road and Gary Avenue).

2. Remove and stump grind approximately 150 trees diseased/damaged trees. Removals will include some Ash trees that have succumbed to EAB along with aging silver maples and miscellaneous trees lost throughout the year.

3. Replace of five-hundred (500) parkway trees (approximately 400 in Spring and another 100 in Fall) to replace those lost to EAB.

Parkway Trees Expenditures (01670700)

Acct.#/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 50,106	$ 26,276	$ 26,276	$ 27,250	$ 27,817	$ 27,817	
51106 Seasonal Help	3,009	1,820	1,820	0	0	0	
51109 Overtime	1,745	1,000	2,500	1,500	1,500	1,500	
51111 Group Insurance	6,996	5,078	3,900	4,672	4,906	5,151	
51112 IMRF	7,529	4,091	4,091	3,870	3,879	3,737	
51113 FICA	3,994	2,226	2,226	2,178	2,223	2,225	
51114 Workers Comp.	1,668	2,024	1,904	1,877	1,971	2,069	
Subtotal	**75,047**	**42,515**	**42,717**	**41,347**	**42,296**	**42,499**	
Contractual Services							
52212 Auto Maint. & Repair	24,955	27,454	27,454	27,334	25,644	27,003	
52223 Training	0	500	500	500	500	500	
52224 Vehicle Insurance	3,043	3,699	3,484	3,432	3,604	3,784	
52234 Dues & Subscriptions	0	500	500	500	500	500	
52264 Equipment Rental	0	6,000	3,000	3,000	3,000	3,000	1
52265 Hauling	0	2,500	0	0	0	0	
52268 Tree Maintenance	66,750	140,600	135,000	125,700	114,650	104,500	2
52281 EAB Removal/Repl.	496,241	288,150	250,000	136,900	59,600	33,500	3
Subtotal	**590,989**	**469,403**	**419,938**	**297,366**	**207,498**	**172,787**	
Commodities							
53313 Auto Gas & Oil	5,771	5,140	4,100	4,353	4,559	4,617	
53316 Small Tools	66	300	300	300	300	300	
53317 Operating Supplies	77	1,000	1,000	1,000	1,000	1,000	
53350 Small Equipment	1,272	1,200	1,200	600	600	1,200	
Subtotal	**7,186**	**7,640**	**6,600**	**6,253**	**6,459**	**7,117**	
Capital Outlay							
54412 Other Equipment	18,100	0	0	0	0	0	
Subtotal	**18,100**	**0**	**0**	**0**	**0**	**0**	
Totals	**$ 691,322**	**$ 519,558**	**$ 469,255**	**$ 344,966**	**$ 256,253**	**$ 222,403**	

EXPENDITURE FOOTNOTES

1. **Equipment Rental: ($3,000)** Provides for the rental of brush/tree removal equipment as an alternative to replacing one of two "retiring" chippers.

2. **Tree Maintenance:** This includes all regular annual contract parkway tree trimming removal, and planting of replacement stock.

	FY15/16	FY16/17	FY17/18
Parkway Tree Trimming	$75,000	$45,000	$30,000
Parkway Tree Removals	16,250	32,500	35,000
Tree Purchases	17,000	17,000	22,500
Tree Planting	8,000	8,100	8,300
Gator Bags	1,950	4,550	1,200
Tub Grinding	7,500	7,500	7,500
Total	**$125,700**	**$114,650**	**$104,500**

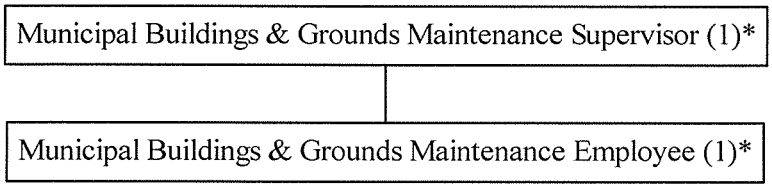
3. **EAB Removal/Replacement:** In 2007, upon learning that the Emerald Ash Borer (EAB) had been discovered in the Chicagoland area, the Village Board set aside a special reserve of $2.25 million to combat the rapid destruction of this pest. This contemplated the eventual removal and replacement of an estimated population of approximately 3,000 parkway ash trees and included a long-term contract with a local nursery to begin growing replacement stock for a multi-year phased planting schedule. As of April 30, 2014, the special EAB reserve fund had a balance of $644,038.

	FY15/16	FY16/17	FY17/18
Parkway Tree Removals	$32,500	$32,500	$17,500
Tree Purchase Contract	68,000	17,000	11,250
Tree Planting	32,000	8,100	4,150
Gator Bags	4,400	2,000	600
Total	**$136,900**	**$59,600**	**$33,500**

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Full Time	2	2	2	2	2

ORGANIZATIONAL CHART



* The Municipal Buildings & Grounds Maintenance Supervisor and Employee are supervised out of the Administration Department, but are included in the Municipal Building budget for accounting purposes.

NARRATIVE

Under the direction of the Administration Department, the Buildings and Grounds Maintenance Supervisor and Employee are responsible for the daily upkeep and repair of the Gregory J. Bielawski Municipal Center, Town Center and the St. Charles Road/Gary Avenue natural area known as Daylily Park. The Village also owns and operates an historic farmhouse, a reconditioned 1950's Italianate farmhouse that was donated to the Village in 1995 by Pasquinelli Homes as part of the Autumn Ridge subdivision annexation. In November 2013, the Village acquired a residential property and home which is maintained with funds in this budget. The property will be used for economic development purposes. Buildings and grounds maintenance includes limited painting, light electrical and plumbing repairs, replacement of worn out parts and other general construction, repair and maintenance work. Major maintenance and repair work done at the Municipal Center (HVAC, plumbing, electrical, etc.), Historic Farmhouse, Daylily Park and Town Center is performed by independent contractors as is the janitorial cleaning and landscaping of the municipal buildings. Major long-term capital additions are included in the Capital Projects Fund whereas repairs to the Municipal Center and other municipal facilities are included in the operating budget. This budget includes funds to remodel the Municipal Center in fiscal years 15/16 and 16/17.

FY14/15 ACCOMPLISHMENTS

1. Coordinated maintenance and updates to the Municipal Center (replacement waste pump motor, replacement server room A/C unit, replacement water heater); Town Center (parking lot and street light painting) and Farmhouse (coordinated move-out of Park District administrative offices and move-in of Historical Society, coordinated cleanup of property by the DuPage County Sheriff's Work Alternative Program) to enhance employee and visitor experience and maintain the value of the facilities.

2. Coordinated renovations to Daylily Park that included the addition of water-wise, drought tolerant plants that allowed for discontinued use of the pond irrigation system.

3. Coordinated patching, sealing and striping of the Municipal Center parking lot to enhance the useful life of the pavement and provide a better parking surface for employees and visitors.

4. Held a workshop with the Village Board to discuss the current condition and future direction for the historic farmhouse. It was decided to replace existing deteriorated wood siding, soffit, fascia and windows with more durable, maintenance-free and energy efficient products. This work will be completed in 2015.

FY15/16 OBJECTIVES

1. Coordinate maintenance and updates to the Municipal Center, Town Center Visitor Center and Farmhouse to enhance employee and visitor experience and maintain the value of the facilities. These maintenance and updates may need to be scaled back or eliminated if the State of Illinois reduces or eliminates its distribution of historically shared revenues to local government.

2. Coordinate and oversee Municipal Center remodeling work to ensure minimal change orders and to lessen inconvenience to employees and visitors.

3. Coordinate repairs to the historic farmhouse including new siding, soffit, fascia and windows with more durable, maintenance-free and energy efficient products. This work will be completed in 2015. These repairs may need to be scaled back or eliminated if the State of Illinois reduces or eliminates distribution of historically shared revenues to local government.

Municipal Building Expenditures (01680000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 145,961	$ 150,855	$ 151,400	$ 154,872	$ 154,872	$ 154,872	
51109 Overtime	3,205	500	1,000	1,000	1,000	1,000	
51111 Group Insurance	20,483	20,645	22,700	20,247	21,259	22,322	
51112 IMRF	22,673	22,703	22,600	21,682	21,295	20,521	
51113 FICA	11,232	11,579	11,500	11,848	11,848	11,848	
51114 Workers Comp.	5,403	6,555	6,165	6,078	6,382	6,701	
Subtotal	**208,957**	**212,837**	**215,365**	**215,727**	**216,656**	**217,264**	
Contractual Services							
52212 Auto Maint. & Repair	972	1,100	1,100	1,490	1,398	1,472	
52219 TC Maintenance	22,426	44,420	30,220	25,765	23,700	18,600	1
52223 Training	0	200	200	325	350	350	
52224 Vehicle Insurance	1,533	1,864	1,756	1,729	1,816	1,907	
52230 Telephone	1,042	972	900	972	1,000	1,000	
52244 Maintenance and Repair	18,961	80,000	80,000	73,450	19,700	39,850	2
52264 Equipment Rental	0	100	0	100	100	100	
52276 Janitorial Service	13,270	30,000	17,000	17,000	17,850	18,750	3
Subtotal	**58,204**	**158,656**	**131,176**	**120,831**	**65,914**	**82,029**	
Commodities							
53210 Electricity	173	0	0	0	0	0	
53220 Water	11,209	13,300	16,500	18,800	19,750	20,700	4
53230 Natural Gas	2,882	2,000	9,200	5,000	5,000	5,000	
53313 Auto Gas & Oil	510	791	1,045	735	770	779	
53319 Maintenance Supplies	7,338	8,220	7,800	11,110	11,740	11,725	5
53320 Janitorial Supplies	4,164	4,300	3,800	4,000	4,100	4,200	
53324 Uniforms	291	500	400	500	500	550	
53350 Small Equipment	1,068	500	350	500	500	500	
53381 TC Supplies	2,238	13,000	4,400	2,525	2,800	2,850	
Subtotal	**29,873**	**42,611**	**43,495**	**43,170**	**45,160**	**46,304**	
Capital Outlay							
54412 Other Equipment	0	1,500	0	0	7,900	0	6
55487 Facility Improvements	0	250,000	75,000	375,000	375,000	0	7
Subtotal	**0**	**251,500**	**75,000**	**375,000**	**382,900**	**0**	
Totals	**$ 297,034**	**$ 665,604**	**$ 465,036**	**$ 754,728**	**$ 710,630**	**$ 345,597**	

EXPENDITURE FOOTNOTES

1. **Town Center Maintenance: ($25,765)** This line item provides for routine fountain cleaning and maintenance ($19,400), landscape plantings ($1,500), Visitor Center maintenance ($2,400) and other property maintenance items (benches, gazebo, bridge, flag poles) ($2,465).

2. **Maintenance & Repair: ($73,450)** This line item relates primarily to the needs of the Municipal Center property and includes funding for maintenance of building and components such as HVAC ($9,000), landscaping, elevator ($2,500), doors and locks, painting, generator and electrical and plumbing systems. Significant projects scheduled for FY15/16 include replacement of wooden farmhouse siding, soffit, fascia and windows with more energy efficient, less maintenance intensive products ($55,000).

3. **Janitorial Service: ($17,000)** This line item funds cleaning services for the Gregory J. Bielawski Municipal Center.

4. **Water: ($18,800)** This line item funds the cost of water and sewer which serve the Municipal Center, Visitors Center and Fountain at the Ross Ferraro Town Center.

5. **Maintenance Supplies: ($11,110)** This line item covers most of the day to day consumable supplies needed to maintain the Municipal Center property. Examples include ice melt, light bulbs, fire extinguishers, paint, plumbing supplies, carpentry supplies and general hardware.

6. **Other Equipment: (FY16/17 - $7,900)** This line item includes Town Center Visitors Center appliance replacements. These items are re-evaluated annually and are only replaced if warranted by high maintenance costs or equipment inefficiencies.

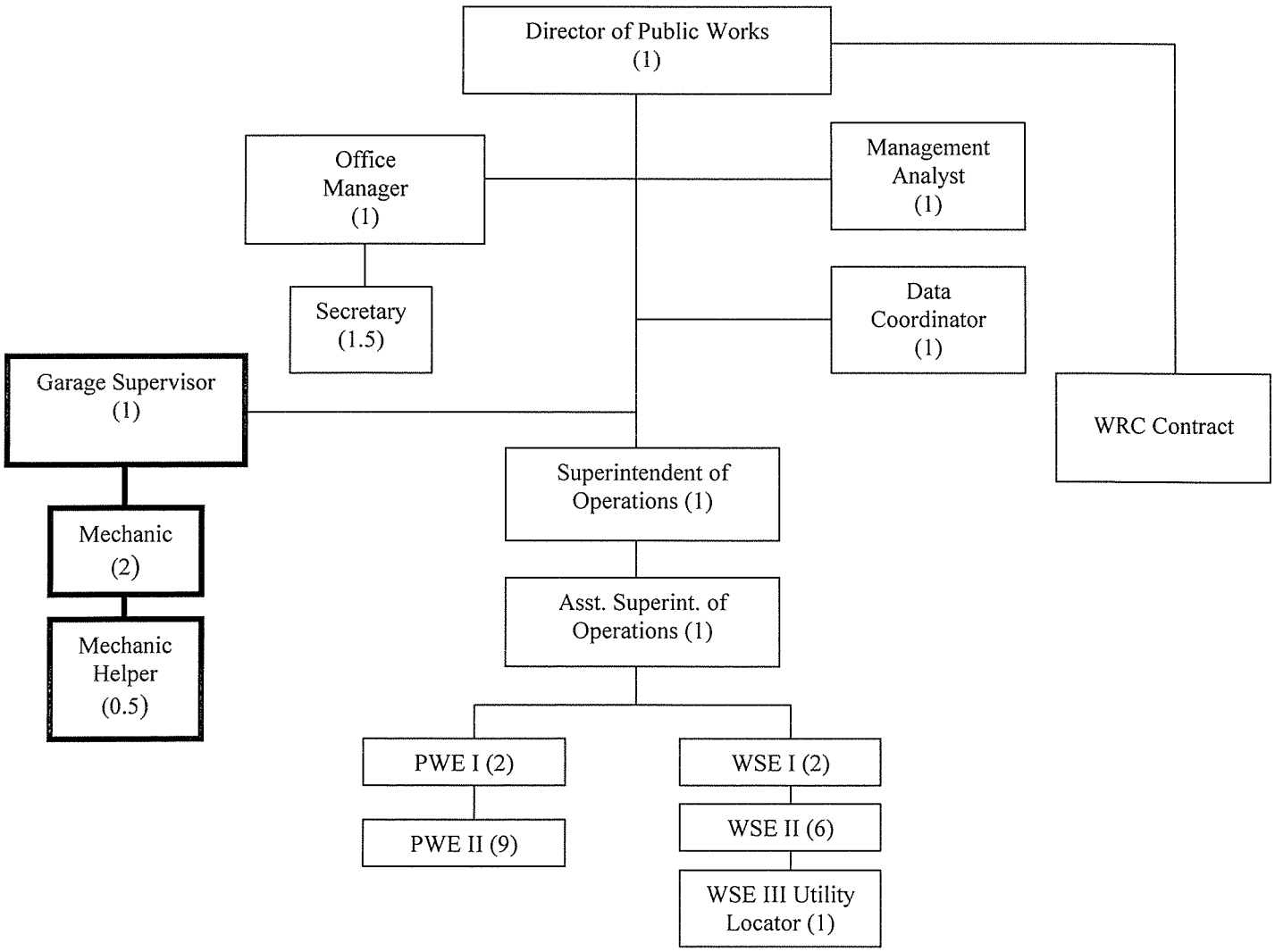
7. **Facility Improvements: ($375,000)** The Municipal Center is in need of building-wide updates and improvements, having received little investment during the protracted recessionary period. The last major rehabilitation of the facilities was conducted more than a decade ago. Since that time, building finishes such as carpeting, tile, walls and paint have seen excessive wear and are in need of repair or replacement. Included with this are contemplated improvements to public restroom facilities, the Municipal Center entryway and other building finishes.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Streets	17	17.5	18.5	19.5	19.5
Water/Sewer	8	8	9	9	9
Municipal Garage	**3**	**3**	**3.5**	**3.5**	**3.5**
Total	28.0	28.5	31.0	32.0	32.0

The Street Division Includes Public Works Administrative Staff.

ORGANIZATIONAL CHART



NARRATIVE

The Municipal Garage Division is responsible for the maintenance and repair of every vehicle in the Village's fleet. The Village's fleet consists of 95 vehicles of various types and 45 pieces of equipment. Through an aggressive preventive maintenance program the division strives to minimize frequency, severity and costs of unscheduled repairs. The cost of the garage operation is allocated to the other departments on a pro-rata basis depending on each department's use of the Municipal Garage services.

The Administration program element includes the direct and indirect administrative services, while the vehicle maintenance and repair program element provides for actual fleet maintenance activities. Some specialty work is contracted out, including bodywork, alignments, radio installation and repair and mandated truck safety inspections.

Since the Municipal Garage operates similar to an internal service fund where its costs are charged off to user departments, budgeted expenditures as shown below net to zero. The "actual" amount shown for the preceding fiscal year represents net gasoline purchases which are resold (at a small mark-up) to external agencies (DuComm, School District 93 and Carol Stream Park District). An offsetting General Fund revenue is budgeted to record the recovery of these costs.

EXPENDITURE

Classification	Actual FY13/14	Budget FY14/15	Estimated FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Administration	$ 94,978	$0	$0	$0	$0	$0
Vehicle Maintenance & Repair	(31,882)	0	0	0	0	0
Total	**$63,096**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

EXPENDITURE

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 259,578	$ 256,555	$ 256,555	$ 295,395	$ 301,536	$ 301,536
51106 Seasonal Help	106	0	0	0	0	0
51109 Overtime	1,253	1,700	2,500	2,000	2,000	2,000
51111 Group Insurance	34,921	35,685	43,200	50,623	53,155	55,813
51112 IMRF	38,120	35,824	35,824	39,952	40,083	38,625
51113 FICA	19,394	19,477	19,477	22,522	23,004	23,030
51114 Workers Comp.	5,382	6,530	6,142	6,054	6,357	6,675
Subtotal	**358,754**	**355,771**	**363,698**	**416,546**	**426,135**	**427,679**
Contractual Services						
52212 Auto Maintenance & Repair	996	0	0	0	0	0
52223 Training	1,682	4,000	4,000	4,500	4,500	4,500
52224 Vehicle Insurance	1,533	1,864	1,756	1,729	1,816	1,907
52230 Telephone	800	900	720	750	750	750
52231 Copy Expense	0	175	0	0	0	0
52234 Dues & Subscriptions	1,681	1,550	1,600	3,210	3,150	3,180
52244 Maintenance & Repair	9,774	40,000	40,000	55,000	5,000	5,000
52253 Consultant	0	10,000	4,100	0	0	0
52255 Software Maintenance	1,800	1,500	1,800	1,800	1,800	1,800
52264 Equipment Rental	259	360	360	360	360	360
52267 Uniform Cleaning	2,426	2,300	2,300	1,500	1,500	1,500
52284 Equipment Maintenance	1,245	2,600	2,600	2,600	2,600	2,600
Subtotal	**22,196**	**65,249**	**59,236**	**71,449**	**21,476**	**21,597**
Commodities						
53313 Auto Gas & Oil	656	659	1,320	557	583	590
53314 Office Supplies	108	200	500	400	400	400
53316 Tools	2,461	2,500	2,500	3,000	2,500	2,500
53317 Operating Supplies	6,330	8,500	8,500	8,500	8,500	8,500
53324 Uniforms	963	1,620	1,620	2,320	2,320	2,320
53341 Gas - Consumed	339,947	333,901	320,000	284,380	297,894	301,649
53343 Oil\Parts Consumed	76,075	75,000	75,000	75,000	75,750	76,500
53350 Small Equipment	1,084	1,200	1,200	1,200	1,200	1,200
53353 Outsourcing Services	13,546	35,000	35,000	32,000	33,000	34,000
53354 Parts Purchased	0	75,000	75,000	75,000	75,750	76,500
53355 Parts Purchased Contra	0	(75,000)	(75,000)	(75,000)	(75,750)	(76,500)
53356 Gas Purchased	0	333,901	320,000	284,380	297,894	301,649
53357 Gas Purchased Contra	0	(333,901)	(320,000)	(284,380)	(297,894)	(301,649)
53358 Allocation to other Depts	(775,717)	(885,450)	(874,961)	(895,352)	(872,758)	(906,935)
Subtotal	**(334,547)**	**(426,870)**	**(429,321)**	**(487,995)**	**(450,611)**	**(479,276)**
Capital Outlay						
54411 Other Equipment	16,693	5,850	6,387	0	3,000	30,000
54413 Computer Equipment	0	0	0	0	0	0
Subtotal	**16,693**	**5,850**	**6,387**	**0**	**3,000**	**30,000**
Totals	**63,096**	-	-	-	-	-

NARRATIVE

Administrative support of the Municipal Garage operation includes work scheduling, work order and inventory data entry and reporting, technician training, parts inventory and control, environmental reporting on air emission compliance, employee performance evaluations and preparation of annual budget.

FY14/15 ACCOMPLISHMENTS

1. The Garage Supervisor received approximately twenty (20) hours of supervisory training and development programs including: Essential Skills for Supervisory Success, Key Elements and Root Cause Analysis in Problem Solving and a Critical Strengths Analysis.

2. The Garage Supervisor participated in a multi-day strategic planning process with the balance of the PW management team which yielded a staffing and capital budget five-year plan for the garage and the rest of the PW department.

3. A fueling system analysis and report was completed which included inspection and assessment of the entire fueling system (tanks, dispensers, pumping units and various system tracking instruments and software). The report advised that the Village should be planning for replacement of the underground storage tanks by FY17 due to age (30 years), as well as most of the pumping, dispensing and monitoring equipment which is of varying ages. At the Village's request the report also offered examples of similar agencies that have opted not to operate in-house fueling stations in favor of purchasing fuel at local retail outlets.

FY15/16 OBJECTIVES

1. Utilize the fueling system analysis to aid in determining if and when the existing fueling system should be replaced. This effort will include a review of the option to eliminate the fueling station and establish a system for retail purchase of fuel at existing retail stations in the Village.

2. Hire a part-time Mechanic Helper to assist in meeting work load and to maintain a timely schedule for preventive maintenance intervals. A primary objective is to employ the additional help to maintain the schedule of preventive service inspections and maintenance on police vehicles throughout the winter months, when garage staff is heavily focused on maintaining snowplowing equipment and participating in plowing duties. Another objective is to reduce the reliance on outside contractors by relieving full-time mechanics of tasks requiring lesser skills and allow them to focus on more difficult and time-consuming repairs.

Administration Expenditures (01690100)

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 134,426	$ 115,190	$ 115,190	$ 124,807	$ 127,402	$ 127,402
51109 Overtime	1,253	500	500	500	500	500
51111 Group Insurance	15,486	18,068	22,700	21,393	22,463	23,586
51112 IMRF	19,344	14,439	14,439	16,832	16,888	16,274
51113 FICA	9,946	8,571	8,571	9,489	9,693	9,704
51114 Workers Comp.	1,717	2,083	1,959	1,931	2,028	2,129
Subtotal	**182,172**	**158,851**	**163,359**	**174,952**	**178,974**	**179,595**
Contractual Services						
52223 Training	793	1,000	1,000	1,500	1,500	1,500
52230 Telephone	800	900	720	750	750	750
52231 Copy Expense	0	175	0	0	0	0
52234 Dues & Subscriptions	0	0	0	60	0	30
Subtotal	**1,593**	**2,075**	**1,720**	**2,310**	**2,250**	**2,280**
Commodities						
53314 Office Supplies	108	200	500	400	400	400
53358 Allocation to other Depts	(88,895)	(163,976)	(168,139)	(177,662)	(181,624)	(182,275)
Subtotal	**(88,787)**	**(163,776)**	**(167,639)**	**(177,262)**	**(181,224)**	**(181,875)**
Capital Outlay						
54412 Other Equipment	0	2,850	2,560	0	0	0
Subtotal	**0**	**2,850**	**2,560**	**0**	**0**	**0**
Totals	**94,978**	-	-	-	-	-

NARRATIVE

Timely and superior maintenance of the Village's fleet are the primary objectives of the maintenance operation. Through a combination of scheduled preventive maintenance intervals and prioritization of non-scheduled work, the division is able to meet the needs of the operating departments that depend heavily on fleet availability and performance.

FY14/15 ACCOMPLISHMENTS

1. Staff completed over two-hundred twenty (220) preventive maintenance service intervals, an increase of approximately twenty-five (25%) over prior year.

2. Approximately four-hundred forty (440) unscheduled service requests were completed, about ten-percent (10%) more than the prior year.

3. An inspection of all vehicle lifts was completed following the unanticipated failure of one of four lifts in the garage. The inspection revealed that underground vaults serving two of the lifts required replacement due to water infiltration and rusting. The work was completed by re-directing funds that had been budgeted to resurface the garage floor.

FY15/16 OBJECTIVES

1. A new coating on the floor in the mechanic area will be installed to provide a safer working surface, enhance appearance and resolve standing water issues.

2. An updating of the Mechanic tool storage and equipment areas will include new storage shelves, work benches, removal of existing storage cage and loft and addition of electric service to accommodate re-designed work areas. This effort is intended to improve worker efficiency by strategically locating and storing equipment, supplies and tools in the areas closest to Mechanic work stations and based upon their frequency of use.

3. Refinements in the inventory process will continue in order to bring the garage inventory operation closer to a "just-in-time" philosophy. Negotiation with multiple local parts suppliers will take place to capitalize on best pricing and delivery options.

Vehicle Maintenance & Repair (01696200)

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 125,152	$ 141,365	$ 141,365	$ 170,588	$ 174,134	$ 174,134	
51106 Seasonal Help	106	0	0	0	0	0	
51109 Overtime	0	1,200	2,000	1,500	1,500	1,500	
51111 Group Insurance	19,435	17,617	20,500	29,230	30,692	32,227	
51112 IMRF	18,776	21,385	21,385	23,120	23,195	22,351	
51113 FICA	9,448	10,906	10,906	13,033	13,311	13,326	
51114 Workers Comp.	3,665	4,447	4,183	4,123	4,329	4,546	
Subtotal	**176,582**	**196,920**	**200,339**	**241,594**	**247,161**	**248,084**	
Contractual Services							
52212 Auto Maint. & Repair	996	0	0	0	0	0	
52223 Training	889	3,000	3,000	3,000	3,000	3,000	
52224 Vehicle Insurance	1,533	1,864	1,756	1,729	1,816	1,907	
52234 Dues & Subscriptions	1,681	1,550	1,600	3,150	3,150	3,150	
52244 Maintenance & Repair	9,774	40,000	40,000	55,000	5,000	5,000	1
52253 Consultant	0	10,000	4,100	0	0	0	
52255 Software Maintenance	1,800	1,500	1,800	1,800	1,800	1,800	2
52264 Equipment Rental	259	360	360	360	360	360	
52267 Uniform Cleaning	2,426	2,300	2,300	1,500	1,500	1,500	
52284 Equipment Maintenance	1,245	2,600	2,600	2,600	2,600	2,600	3
Subtotal	**20,603**	**63,174**	**57,516**	**69,139**	**19,226**	**19,317**	
Commodities							
53313 Auto Gas & Oil	656	659	1,320	557	583	590	
53316 Tools	2,461	2,500	2,500	3,000	2,500	2,500	
53317 Operating Supplies	6,330	8,500	8,500	8,500	8,500	8,500	
53324 Uniforms	963	1,620	1,620	2,320	2,320	2,320	
53341 Gas - Consumed	339,947	333,901	320,000	284,380	297,894	301,649	
53343 Oil\Parts Consumed	76,075	75,000	75,000	75,000	75,750	76,500	
53350 Small Equipment	1,084	1,200	1,200	1,200	1,200	1,200	
53353 Outsourcing Services	13,546	35,000	35,000	32,000	33,000	34,000	
53354 Parts Purchased	0	75,000	75,000	75,000	75,750	76,500	
53355 Parts Purchased Contra	0	(75,000)	(75,000)	(75,000)	(75,750)	(76,500)	
53356 Gas Purchased	0	333,901	320,000	284,380	297,894	301,649	
53357 Gas Purchased Contra	0	(333,901)	(320,000)	(284,380)	(297,894)	(301,649)	
53358 Allocation to other Depts	(686,822)	(721,474)	(706,822)	(717,690)	(691,134)	(724,660)	4
Subtotal	**(245,760)**	**(263,094)**	**(261,682)**	**(310,733)**	**(269,387)**	**(297,401)**	
Capital Outlay							
54411 Other Equipment	16,693	3,000	3,827	0	3,000	30,000	5
Subtotal	**16,693**	**3,000**	**3,827**	**0**	**3,000**	**30,000**	
Totals	**(31,882)**	-	-	-	-	-	

EXPENDITURE FOOTNOTES

1. **Maintenance & Repair: ($55,000)** Budgeted items include recoating of floor in maintenance garage ($12,000), maintenance of fuel pumps ($5,000) and reconfiguration of floor space / tool area ($38,000).

2. **Software Maintenance: ($1,800)** Funds are allocated to cover annual support costs for the garage management software application (PubWorks).

3. **Equipment Maintenance: ($2,600)** This line item provides for annual safety inspections of vehicle hoists and routine maintenance of other garage equipment as well as required maintenance updates on new diagnostic scanning equipment.

4. **Allocation to Other Departments: ($717,690)** This account, referred to as a "contra account" has a negative balance which represents the total aggregate cost of the Vehicle Maintenance & Repair program. This total is allocated across all operating departments which utilize the Municipal Garage Division for support and appears in "Auto Maintenance & Repair" and "Auto Gas & Oil" line items throughout the budget. This presentation offers a unique dual-perspective for budget and financial statement users, where the total cost of Municipal Garage operation is readily determinable, while also reflecting the "true cost" of individual operating departments and programs in the many service areas covered by the Village budget.

5. **Other Equipment:**

   FY16/17 - ($3,000) Plasma cutter.
   FY17/18 - ($30,000) Replacement of lift #4.

The Transfers and Agreements program identifies various internal transfers or payments to third parties including transfers to provide funding to the Capital Projects Fund (when surpluses are available), transfers to Tax Increment Financing (TIF) Funds as required by State statutes and applicable debt covenants, and payments required under active sales tax sharing agreements.

Effective January 1, 2013, the State adopted Public Act 097-0976 which amended the Freedom of Information Act (FOIA) which now requires electronic filing of all municipal sales tax rebate agreements on a web portal established by the State Department of Revenue.

Transfers & Agreements (01720000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Contractual Services							
58205 Tfr. to Capital Proj.	3,700,000	1,350,000	1,668,500	855,000	1,474,230	1,704,073	1
58206 Lowes Sales Tax	75,210	0	0	0	0	0	
58207 Zones Sales Tax	312,374	225,000	330,000	345,000	365,000	380,000	2
58208 Tfr to TIF2	78,624	40,000	55,000	55,000	55,000	55,000	3
58218 Caputos Rebate	0	0	147,000	0	0	0	
58340 Tfr to TIF3 Sales Tax	0	140,000	70,000	120,000	123,500	127,000	4
58376 Telecom Tax Rebate	112,524	0	0	0	0	0	5
	4,278,732	**1,755,000**	**2,270,500**	**1,375,000**	**2,017,730**	**2,266,073**	
Totals	**$ 4,278,732**	**$ 1,755,000**	**$ 2,270,500**	**$ 1,375,000**	**$ 2,017,730**	**$ 2,266,073**	

EXPENDITURE FOOTNOTES

1. **Transfer to Capital Projects Fund:** The Village's long-range Capital Improvement Plan which provides for the repair and replacement of the community's general infrastructure assets (including, among other things, roadways, bridges, storm sewer systems and Village facilities) is dependent on transfers from the General Fund to ensure that these critical systems are properly maintained on a timely basis. The Village's General Fund reserve policy directs the transfer of fund balances which exceed an established threshold (50% of annual operating expenditures) to the Capital Projects Fund when available.

2. **Zones Sales Tax Reimbursement: ($345,000)** In June of 2012, the Village entered into a sales tax sharing agreement to reimburse a portion of extraordinary development costs incurred by Zones, Inc. as an inducement to relocating their Illinois headquarters to Carol Stream. This agreement has a term of 10 years and provides for a level percentage of sales taxes generated by the company to be rebated over that period.

3. **Transfer to TIF2: ($55,000)** A portion of the sales taxes generated in the Geneva Crossing Shopping center are transferred to the TIF fund pursuant to the original development agreement and related TIF debt covenants. These transfers satisfy the Village's statutory 10% annual TIF contribution requirement.

4. **TIF3 Sales Taxes: ($140,000)** In July of 2013, the Village entered into a Redevelopment Agreement with Caputo's New Farm Produce, Inc. Incentives payable from the Agreement will come from incremental property taxes and a portion of the sales taxes generated by Caputo's. Caputo's began operations of the retail grocery store in September of 2014.

5. **Telecommunications Tax Rebate: (FY13/14 Actual - $112,524)** During FY13/14 the Illinois Department of Revenue notified all Illinois municipalities imposing a telecommunications tax of a significant legal settlement brought by a major telecommunications provider which required the rebate of previously paid taxes. Carol Stream's share of this settlement was $112,524. While the Department of Revenue has withheld these amounts from payments made to the Village during its current 2014/15 fiscal year, this rebate was recognized in the prior 2013/14 fiscal year for accounting purposes.

NARRATIVE

The Village hosts community events at the Ross Ferraro Town Center. The Village has been programming cultural events at the Town Center since 1998 and over time, the Ross Ferraro Town Center has become a central gathering place for residents of all ages and ethnic backgrounds. The Village hosts a variety of events at the Ross Ferraro Town Center including a series of Thursday night concerts during the summer, 4th of July concert and fireworks display and a tree lighting ceremony in November. The Village hosts a fee-based carnival at the Town Center in June. The Carol Stream Park District also hosts an annual *Just Play* event at the Town Center which provides games, activities and music to residents and guests. The Park District Fountain View Recreation Center located in the Town Center opened in 2013 and provides a variety of recreational and cultural activities. Unless otherwise noted, all activities are free to the public.

FY14/15 ACCOMPLISHMENTS

1. Worked with the Carol Stream Park District and other event sponsors to program events and activities at the Ross Ferraro Town Center including the Park District "Just Play" event, the "Bark in the Park" event, co-sponsorship of the July 4th Fireworks celebration, the 4th of July parade event, the Holiday Tree lighting event and various charitable run/walk events.

2. Hosted a successful Summer Concert Series season that included 10 Thursday night music concerts including the 5th Annual Concert for the Troops, an Independence Day Concert & Fireworks Extravaganza that included a food truck concession service.

3. Completed a targeted event sponsorship appeal effort that raised a total of $21,368 that included over $20,000 in corporate contributions and $1,368 in resident water bill donations.

4. Co-hosted a 4-Day Summer Carnival fundraiser that raised $14,250 for Town Center events.

FY15/16 OBJECTIVES

1. Coordinate with the Carol Stream Park District the scheduling of community events for the development of a comprehensive calendar of Town Center events hosted by our respective agencies.

2. Conduct a targeted corporate sponsorship appeal effort to fully fund the 10-date 2015 Summer Concert Series.

3. Host the 18th Annual Summer Concert Series that kicks off on June 18th that includes 10 summer concert performances and a July 4th fireworks show.

4. License a 4-Day Summer Carnival fundraiser the weekend of June 11th – 14th.

Administration Expenditures (01750000)

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenditures FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	1
Contractual Services							
52288 Concert Series	19,113	26,170	26,600	26,460	26,520	26,725	2
52291 Misc events/activities	15,183	25,000	19,100	16,225	16,725	16,725	3
Subtotal	**34,296**	**51,170**	**45,700**	**42,685**	**43,245**	**43,450**	
Commodities							
53302 Bricks	193	250	300	250	250	250	
	193	**250**	**300**	**250**	**250**	**250**	
Totals	**$ 34,489**	**$ 51,420**	**$ 46,000**	**$ 42,935**	**$ 43,495**	**$ 43,700**	

EXPENDITURE FOOTNOTES

1. **Salaries & Wages: ($0)** The Village has strived to host scheduled Town Center events without incurring additional staffing or overtime costs. The summer concert series is staffed primarily by community volunteers, elected officials and Village executive staff, all of whom volunteer their time to host an enjoyable event for residents.

2. **Concert Series: ($26,460)** The summer Thursday night concert series is funded from private donations and proceeds from the summer carnival at Town Center.

3. **Miscellaneous Events/Activities: ($16,225)** This includes funding to support the annual 4th of July night-time festivities which includes 50% funding of the fireworks display ($13,000) which is shared with the Park District. Also included are bus rentals, portable toilet rentals, light towers and other 4th of July related expenses. Funding is also provided for the annual November tree lighting ceremony.

WATER

and

SEWER

FUND

The Village owns and operates a combined waterworks and sanitary sewage system as established by the Village Code. The Water and Sewer Fund accounts for all of the financial resources related to the system's operation and maintenance. It is classified as an enterprise fund, where a schedule of user fees is established and designed to fully finance the system's operation and continued maintenance. Activities of the fund are organized into two general categories or divisions:

1. **Wastewater Collection and Treatment Center**
2. **Water Division**

Wastewater Collection and Treatment Center

The Village's 6.5 million gallon per day (MGD) Water Reclamation Center (WRC) operates under permit conditions issued by the Illinois and United States Environmental Protection Agencies. A contract operator is responsible for daily operations of the WRC. In addition to the costs associated with the treatment of wastewater, other Village expenses include program costs for administration, sewer system maintenance, and customer billing.

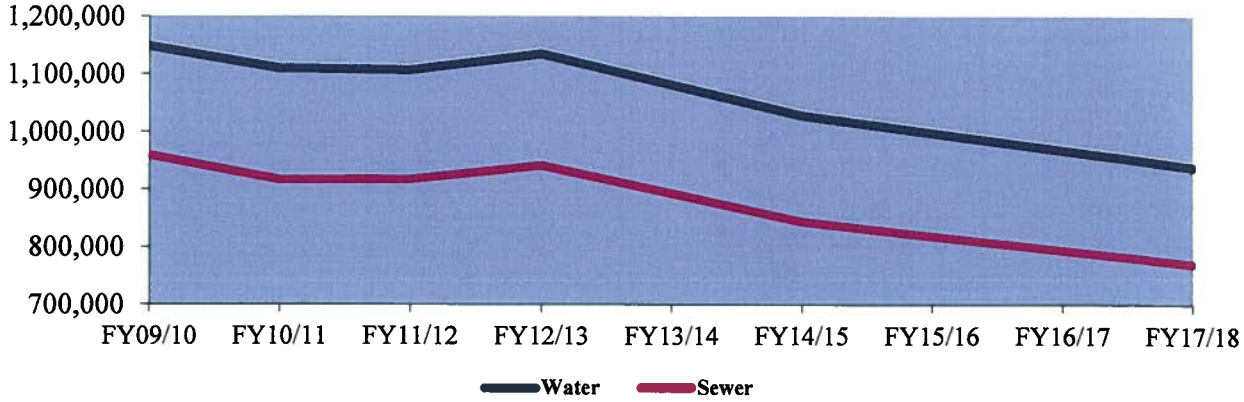
Water Division

The Village purchases its supply of Lake Michigan water from the DuPage Water Commission, which in turn purchases it from the City of Chicago. In addition to the Village's cost of purchasing water, other activities include maintenance of pressure adjusting stations, water storage facilities, water distribution pipes, valves, hydrants, and more than 10,000 individual service connections, valves and metering devices.

Rates charged to users must be sufficient to meet the daily operational costs of the systems as well as the planned rehabilitation and replacement of its capital components. In the fall of 2011, the City of Chicago initiated a series of annual rate increases of 25%, 15%, 15%, and 15% which began January 1, 2012. These increases, combined with decreased consumption in recent years will have a significant impact on the cost of providing service to our customers.

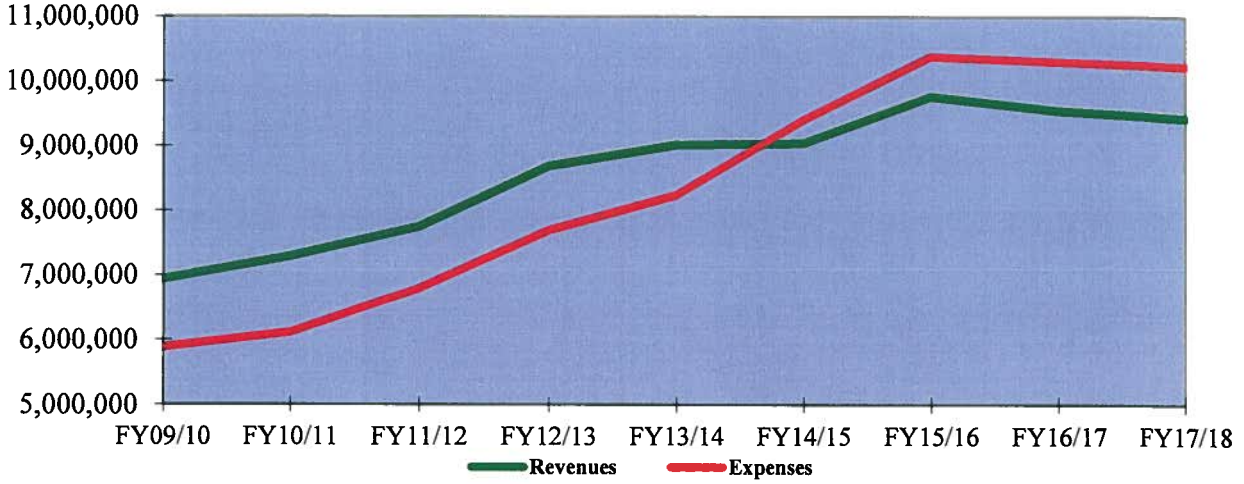
Projected revenues for the 3 year financial plan incorporate Chicago and DuPage Water Commission scheduled increases as well as a continued decline in billed consumption to customers of 3% annually.

WATER AND SEWER FUND
BILLABLE CONSUMPTION (in 1,000's of Gallons)
FY09/10 - FY17/18



Water consumption has declined in 6 of the last 7 years, and only rebounded in FY12/13 due to a very hot summer which saw very high demand. Consumption is forecasted to decline by an additional 3% per year over the 3 year planning horizon. Sewer consumption is billed based on the amount of water used. Since the Wheaton Sanitary District provides service for the southern portion of the Village, the sewer usage to water usage ratio is approximately 82%.

WATER AND SEWER FUND
OPERATING REVENUES vs. OPERATING EXPENSES
FY09/10 - FY17/18



In addition to covering the day-to-day costs associated with the operations of the water and sewer systems, user rates are established to cover future capital expansion, rehabilitation and replacement of plant and infrastructure. A surplus of total revenues over operating expenses is necessary to ensure timely reinvestment in capital improvements as needed. Projected operating revenues are below operating expenses for each year of the 3 year plan. This imbalance will need to be addressed through decreases in operating costs, increased rates for service or a combination of both.

	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
REVENUES	**$ 9,015,335**	**$ 9,637,000**	**$ 9,042,000**	**$ 9,763,000**	**$ 9,548,000**	**$ 9,426,000**
EXPENSES						
Operating Expenses						
Salaries & Wages						
Salaries & Wages	1,168,424	1,244,536	1,241,274	1,318,433	1,346,896	1,351,398
WRC Contract	1,577,508	1,736,807	1,736,807	1,765,013	1,814,213	1,869,890
DuPage Water Commission	4,530,823	5,290,000	5,205,000	5,655,000	5,660,000	5,660,000
Contractual Services	678,830	1,151,250	951,983	1,296,163	1,134,905	993,899
Commodities	282,739	347,861	269,990	349,453	348,007	352,766
Total Operating Expenses	8,238,324	9,770,454	9,405,054	10,384,062	10,304,021	10,227,953
Net Income / (Loss) Before Capital	777,011	(133,454)	(363,054)	(621,062)	(756,021)	(801,953)
Capital/Debt Expenses						
Other Capital/Debt	181,493	515,665	516,615	604,484	487,504	563,523
Construction	532,552	5,629,000	1,794,000	3,613,000	1,317,000	4,484,000
Total Capital	714,045	6,144,665	2,310,615	4,217,484	1,804,504	5,047,523
Total Expenses	**8,952,369**	**15,915,119**	**11,715,669**	**14,601,546**	**12,108,525**	**15,275,476**
Fund Net Income / (Loss)	**$ 62,966**	**$ (6,278,119)**	**$ (2,673,669)**	**$ (4,838,546)**	**$ (2,560,525)**	**$ (5,849,476)**
Projected Cash Reserves (Reserved for Capital)	14,903,910		12,230,241	7,391,695	4,831,170	(1,018,306)

Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Water & Sewer Fund Revenues							
43415 Grants	$ 0	$ 63,000	$ 63,000	$ 0	$ 0	$ 0	
44220 Water Billings	6,029,931	6,650,000	6,390,000	6,750,000	6,690,000	6,630,000	1
44221 Water Penalties	62,238	70,000	65,000	67,000	66,000	66,000	2
44223 Connect - Water	7,000	6,000	12,000	10,000	5,000	5,000	
44224 Meter Sales	27,303	20,000	25,000	20,000	10,000	10,000	
44225 Sewer Billings	2,357,704	2,315,000	2,312,000	2,550,000	2,480,000	2,400,000	3
44226 Sewer Penalties	40,587	35,000	36,000	32,000	31,000	30,000	4
44227 Connect - Sewer	7,960	5,000	9,000	8,000	5,000	5,000	
44228 Expansion Fee	104,959	80,000	125,000	75,000	5,000	5,000	5
44255 Admin.Fee	66,985	70,000	65,000	65,000	65,000	65,000	6
46501 Interest Income	50,593	50,000	(325,000)	14,000	20,000	40,000	7
47406 Wheaton Sanitary	6,771	7,000	6,800	7,000	7,000	7,000	8
47407 Misc. Revenue	21,053	5,000	7,400	5,000	5,000	5,000	
47410 DPC Reimb.	61,795	61,000	60,800	60,000	59,000	58,000	9
47517 Rental Income	170,456	200,000	190,000	100,000	100,000	100,000	10
Total Revenues	**$ 9,015,335**	**$ 9,637,000**	**$ 9,042,000**	**$ 9,763,000**	**$ 9,548,000**	**$ 9,426,000**	

REVENUE FOOTNOTES

1. **Water Billings: ($6,750,000)** Projected revenues for metered water billings are based on estimated water purchases from the DuPage Water Commission of approximately 1.1 billion gallons. An allowance for unmetered and unbilled water purchases is assumed at 10% of total purchases (to account for hydrant flushing, main breaks, system leaks, etc.). Therefore, 90% of projected water purchases would result in billed revenues of approximately 990 million gallons.

   Water Billings = 990 M gallons X $6.82* per 1,000 gal = approximately **$6,750,000**

   * This represents a "blended" rate which combines the January 1, 2015 billing rate of $6.73 per 1,000 gallons with a projected January 1, 2016 rate of $6.90 per 1,000 gallons.

   In 2011, the City of Chicago announced a 4-year phased rate hike which increased water rates charged to the DuPage Water Commission (DWC) by 25%, 15%, 15%, and 15% in calendar years 2012 through 2015 respectively. This immediately followed a similar 3-year 51% rate hike imposed by the Daley Administration. These cost increases have been, and will continue to be passed along to DWC member communities like Carol Stream.

   A table of historical Carol Stream water rates is shown below:

   Schedule of Water Rate Changes

Date of Change	Rate per 1,000 Gal.	% Change
May 1, 2008	$3.05	
Oct 1, 2008	3.25	6.6%
May 1, 2009	3.48	7.1%
May 1, 2010	3.88	11.5%
May 1, 2011	4.09	5.4%
Jan 1, 2012	4.78	16.9%
Jan 1, 2013	5.37	12.3%
Jan 1, 2014	6.02	12.1%
Jan 1, 2015	6.73	11.8%

   Despite the significant increase in the Village's cost of purchasing Lake Michigan water through the DWC, Carol Stream continues to have one of the lowest municipal water rates in DuPage County.

   Lastly, following an established trend of reduced water consumption within the community, the budget for water billing revenues incorporates projected reductions in billed consumption by 3% per year for each year of the 3-year Financial Plan.

2. **Water Penalties: ($67,000)** Per Village Ordinance, a 10% penalty is added for late water payments. Water bills are due 20 days after the billing date. Annual penalties applied are equivalent to approximately 1% of total billings.

3. **Sewer Billings: ($2,550,000)** Sanitary sewer service billings are assessed as a function of monthly water consumption. Billed sewer "usage" is budgeted at 82% of projected water usage because approximately 700 customer accounts in the southern area of the Village are serviced by the Wheaton Sanitary District.

   A table of historical Carol Stream sewer rates is shown below:

Schedule of Sewer Rate Changes

Date of Change	Rate per 1,000 Gal.	% Change
May 1, 2008	$2.51	
Oct 1, 2008	2.51	0.0%
May 1, 2009	2.51	0.0%
May 1, 2010	2.62	4.4%
May 1, 2011	2.62	0.0%
Jan 1, 2012	2.62	0.0%
Jan 1, 2013	2.62	0.0%
Jan 1, 2014	2.62	0.0%
Jan 1, 2015	3.12	19.1%

   Current sewer rates are not sufficient to cover operating costs associated with the collection and treatment of sanitary sewage. As a result, rates were increased by $0.50 per 1,000 gallons of billed water consumption on January 1, 2015 for the first time in nearly five years. The Village has held-back on sewer rate increases in recent years considering the series of water rate increases imposed by the City of Chicago/DuPage Water Commission. Future increases will likely be necessary to restore sufficient operating revenues and to generate surpluses to fund future capital improvements.

4. **Sewer Penalties: ($32,000)** Per Village Ordinance, a 10% penalty is added for late sewer payments. Sewer bills are due 20 days after the billing date. Annual penalties applied are equivalent to approximately 1.5% of total billings.

5. **Expansion Fee: ($75,000)** An expansion fee is charged for new construction of residential and commercial units as defined by the Village Code. The expansion fee is applied toward the future expansion of waterworks and sanitary sewage facilities which may be needed from time to time as new users increase system capacity requirements.

6. **Shut-Off Notices / Administration Fee: ($65,000)** Separate fees are charged to customers who are subject to service termination for non-payment to cover the additional administrative costs associated with this process. Presently a $15 fee is charged for the production and

mailing of a service termination notice and a $50 fee is imposed to dispatch the Public Works Department to terminate/reinstate water service as needed.

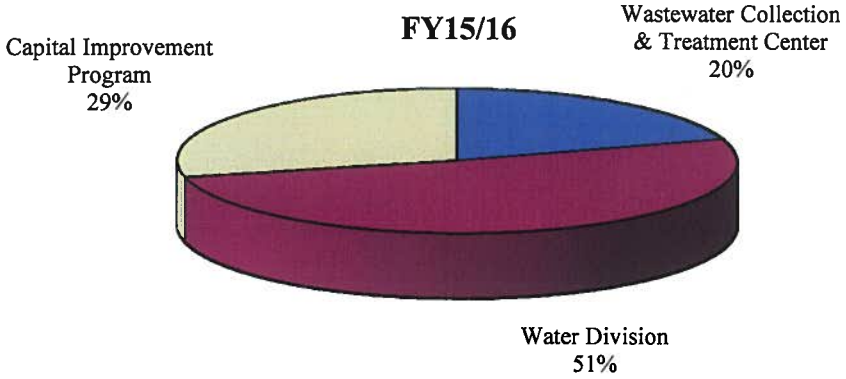
7. **Interest Income: (FY14/15 Est. -$325,000)** In October of 2014 the Village was notified by the Illinois Metropolitan Investment Fund (IMET) that Village investments in IMET were compromised by fraud perpetrated by an approved agent of the U.S. Department of Agriculture. Village balances subject to this fraud have been frozen and are subject to future recoveries as the case proceeds through the court system. While the extent of possible future recoveries is not known at this time, the full impact (loss) to the Water and Sewer Fund is reflected in the revenue estimate for FY14/15.

8. **Wheaton Sanitary Fee: ($7,000)** Pursuant to an intergovernmental agreement (IGA), the Village provides the Wheaton Sanitary District with monthly water meter readings for approximately 700 accounts in the southern portion of the Village which is mutually served by the Village (water) and Sanitary District (sewer). In exchange for this information, the Village receives a monthly fee of $0.75 per reading for each account. Through the IGA, the Village also terminates water service at the request of the Sanitary District in situations of non-payment of delinquent sewer charges.

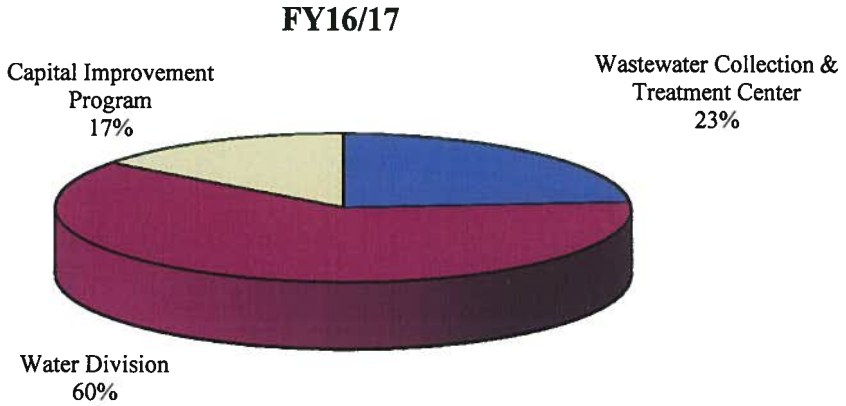
9. **DPC Water Main Reimbursement: ($60,000)** In cooperation with DuPage County (DPC), in 2007 the Village received a loan from the DuPage Water Commission (DWC) in the amount of $637,569 to assist homeowners in unincorporated Carol Stream (Rivera Court and Judith Lane) in connecting to the Village's Lake Michigan water supply because of contaminated wells. DuPage County established a Special Service Area, which imposes a special property tax on the benefitted homeowners to recover the cost of extending the Village water service. The Village receives these reimbursements annually from DPC in advance of our loan obligations to the DWC making this arrangement financially neutral to the Village.

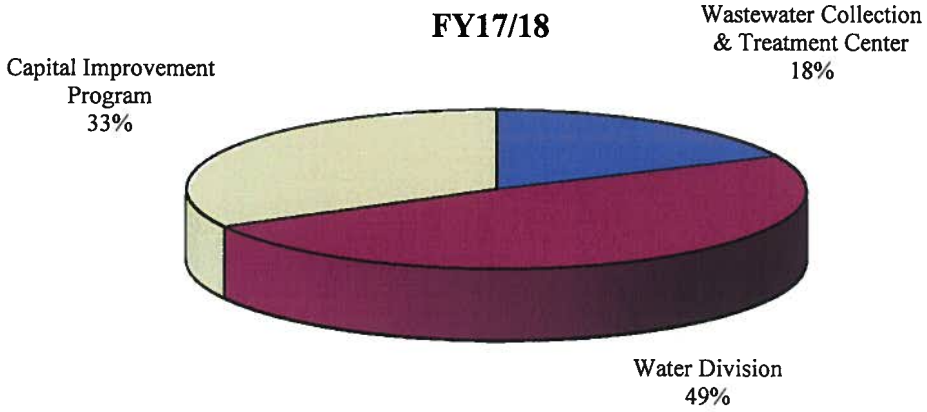
10. **Rental Income: ($100,000)** The Village has entered into lease agreements with a number of telecommunications providers to permit the mounting of cellular equipment on Village water towers. These agreements help to promote good cellular service in the community as well as provide a financial benefit to the Water & Sewer Fund to assist in offsetting costs. Rental receipts from the pending lease of a portion of the WRC site for the operation of a yard waste transfer facility are not yet reflected in rental income. The budgeted reduction in rental income for FY15/16 compared to prior years reflects the recent election of a few telecommunications providers to remove their equipment from Village water towers.

WATER AND SEWER FUND
EXPENSES BY DIVISION
FY15/16 - FY17/18



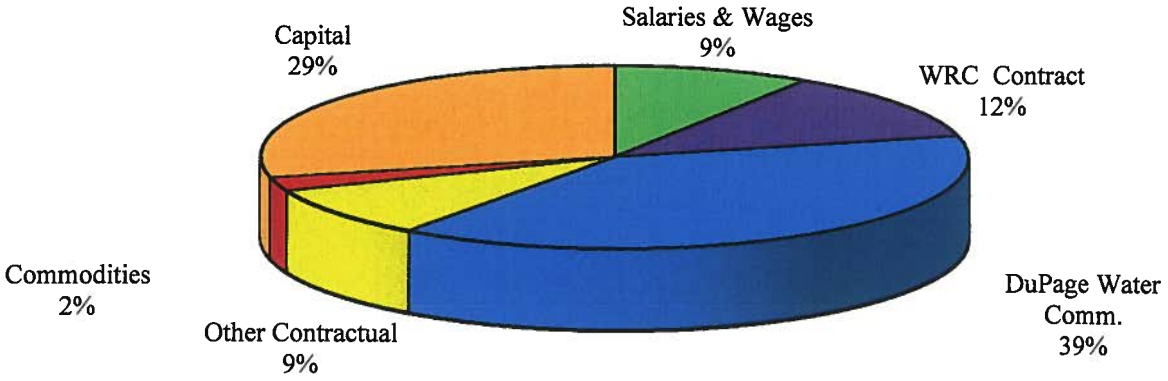
The largest operating expenses within the Water and Sewer Fund are the purchase of Lake Michigan water which represents 75.7% of the water operating budget and the management contract for the Water Reclamation Center which is 60.6% of the sewer operating budget. Combined, they represent 71.5% of the total operating budget. The Capital Improvement Program (29%) includes continued improvements at the Wastewater Treatment Plant and reconstruction of a major water main along Schmale Road.



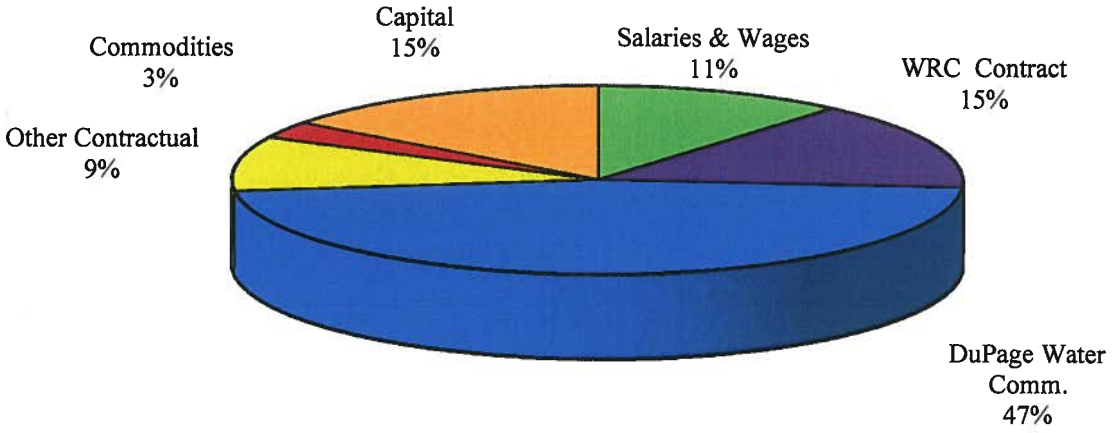


WATER AND SEWER FUND
EXPENSES BY CLASS
FY15/16 - FY17/18

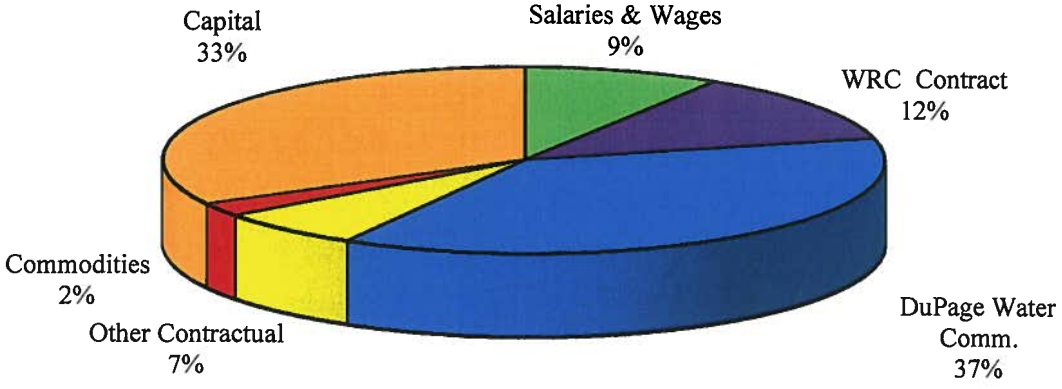
FY15/16



FY16/17

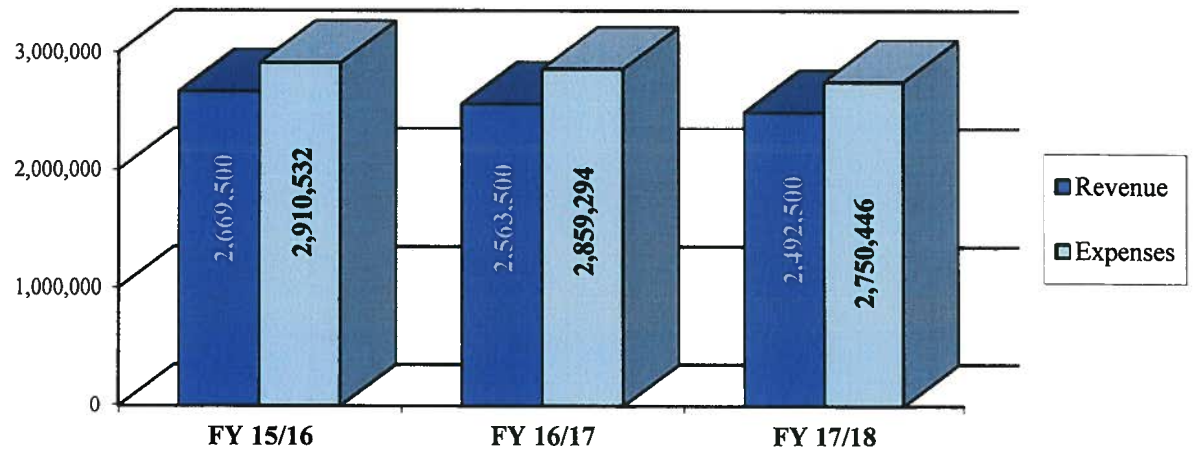


FY17/18



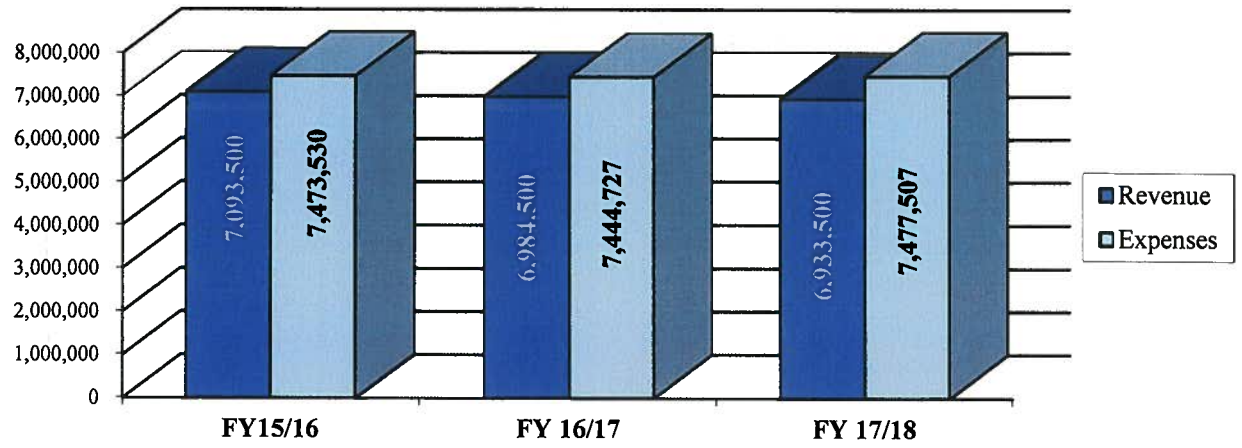
Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Sewer Revenues						
Sewer Billings	$2,357,704	$2,315,000	$2,312,000	$2,550,000	$2,480,000	$2,400,000
Sewer Penalties	40,587	35,000	36,000	32,000	31,000	30,000
Misc. Revenues	10,527	2,500	3,700	2,500	2,500	2,500
Shut-off / Admin. Fee	33,493	35,000	32,500	32,500	32,500	32,500
Connect Fee - Sewer	7,960	5,000	9,000	8,000	5,000	5,000
Expansion Fee	52,480	40,000	62,500	37,500	2,500	2,500
Interest Income	25,297	25,000	(162,500)	7,000	10,000	20,000
Grants	0	63,000	63,000	0	0	0
Total Sewer Revenues	**$2,528,046**	**$2,520,500**	**$2,356,200**	**$2,669,500**	**$2,563,500**	**$2,492,500**
Sewer Expenses						
Operating Expenses						
Salaries & Wages	233,185	409,331	404,707	432,740	442,507	444,095
WRC Contract	1,577,508	1,736,807	1,736,807	1,765,013	1,814,213	1,869,890
Contractual Services	337,874	618,356	515,855	683,038	571,976	405,114
Commodities	33,805	32,646	40,040	29,741	30,598	31,347
Total Operating Exp.	2,182,372	2,797,140	2,697,409	2,910,532	2,859,294	2,750,446
Net Income / (Loss) Before Capital/Debt	345,674	(276,640)	(341,209)	(241,032)	(295,794)	(257,946)
Capital/Debt Expenses	552,445	2,407,500	2,032,500	1,434,650	1,395,651	1,304,651
Total Sewer Expenses	**$2,734,817**	**$5,204,640**	**$4,729,909**	**$4,345,182**	**$4,254,945**	**$4,055,097**
Net Income/(Loss)	**$ (206,771)**	**$ (2,684,140)**	**$ (2,373,709)**	**$ (1,675,682)**	**$ (1,691,445)**	**$ (1,562,597)**

SEWER DIVISION
REVENUES vs. OPERATING EXPENSES FY15/16 - FY17/18



Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Water Revenues						
Water Billings	$6,029,931	$6,650,000	$6,390,000	$6,750,000	$6,690,000	$6,630,000
Water Penalties	62,238	70,000	65,000	67,000	66,000	66,000
Meter Sales	27,303	20,000	25,000	20,000	10,000	10,000
Misc. Revenues	10,527	2,500	3,700	2,500	2,500	2,500
Shut-off Admin. Fee	33,493	35,000	32,500	32,500	32,500	32,500
Wheaton Sanitary Fee	6,771	7,000	6,800	7,000	7,000	7,000
Interest Income	25,297	25,000	(162,500)	7,000	10,000	20,000
Rental Income	170,456	200,000	190,000	100,000	100,000	100,000
Connection Fee - Water	7,000	6,000	12,000	10,000	5,000	5,000
Expansion Fee	52,480	40,000	62,500	37,500	2,500	2,500
DPC Water Main Reimb	61,795	61,000	60,800	60,000	59,000	58,000
Total Water Revenues	**$6,487,289**	**$7,116,500**	**$6,685,800**	**$7,093,500**	**$6,984,500**	**$6,933,500**
Water Expenses						
Operating Expenses						
Salaries & Wages	935,239	835,205	836,567	885,693	904,389	907,303
DuPage Water Comm.	4,530,823	5,290,000	5,205,000	5,655,000	5,660,000	5,660,000
Contractual Services	340,956	532,894	436,128	613,125	562,929	588,785
Commodities	248,934	315,215	229,950	319,712	317,409	321,419
Total Operating Exp.	6,055,952	6,973,314	6,707,645	7,473,530	7,444,727	7,477,507
Net Income / (Loss) Before Capital/Debt	431,337	143,186	(21,845)	(380,030)	(460,227)	(544,007)
Capital/Debt Expenses	161,600	3,737,165	278,115	2,782,834	408,853	3,742,872
Total Water Expenses	**$6,217,552**	**$10,710,479**	**$6,985,760**	**$10,256,364**	**$7,853,580**	**$11,220,379**
Net Income/(Loss)	**$269,737**	**$ (3,593,979)**	**$ (299,960)**	**$ (3,162,864)**	**$ (869,080)**	**$ (4,286,879)**

WATER DIVISION
REVENUES vs. OPERATING EXPENSES FY15/16 - FY17/18

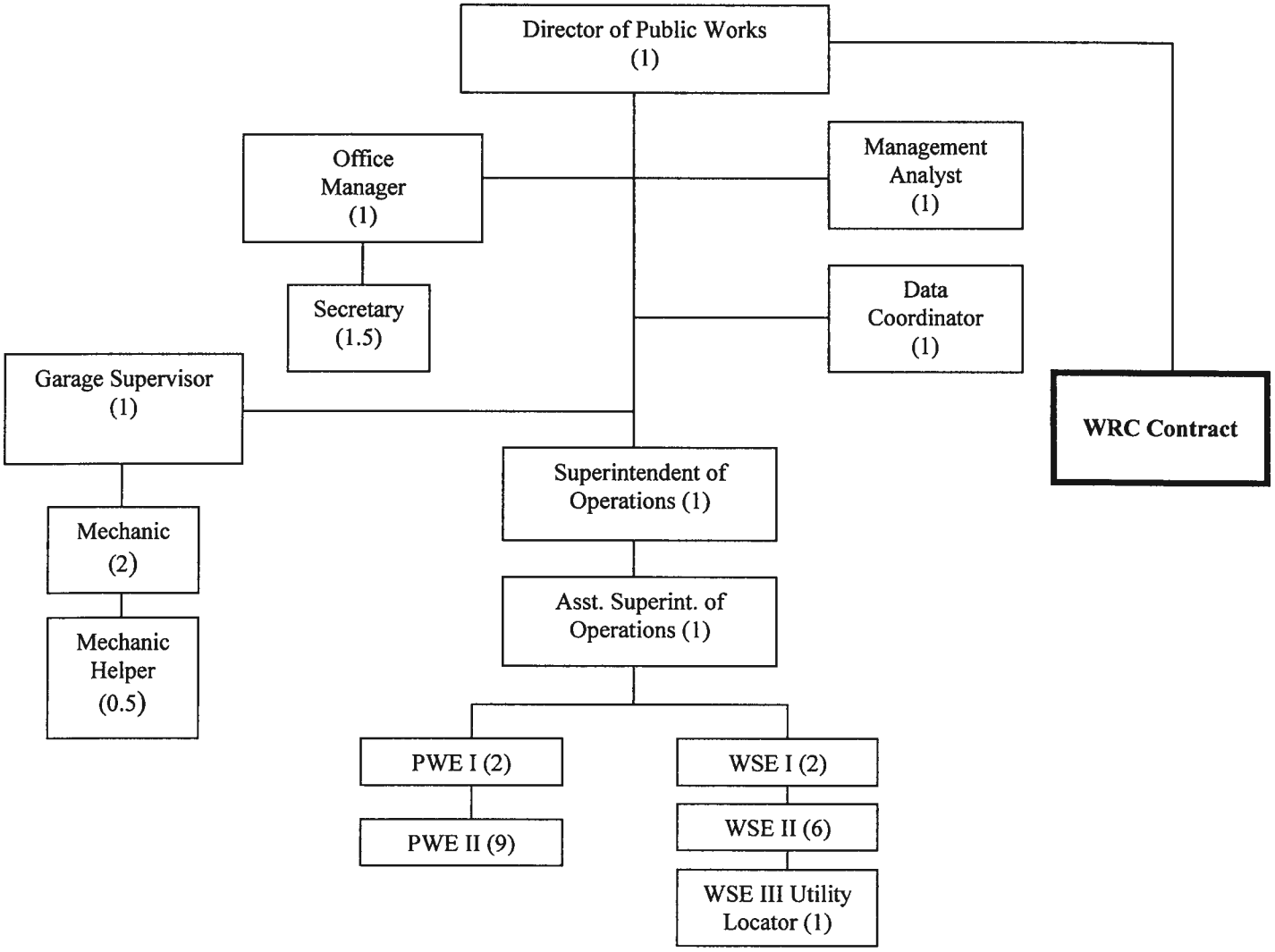


PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Streets	17	17.5	18.5	19.5	19.5
Water/Sewer	8	8	9	9	9
Municipal Garage	3	3	3.5	3.5	3.5
Total	28.0	28.5	31.0	32.0	32.0

The Street Division Includes Public Works Administrative Staff.

ORGANIZATIONAL CHART



NARRATIVE

The Village's 6.5 million gallons per day (MGD) Water Reclamation Center (WRC) operates under permit conditions issued by the Illinois and United States Environmental Protection Agencies. A contract operator is responsible for daily operating decisions. All of the employees at the WRC are employees of the contract operator. In addition to the contract cost, additional Village expenses include program costs for administration, sewer system maintenance, and customer billing.

EXPENDITURE

Classification	Actual FY13/14	Budget FY14/15	Estimated FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Administration	$253,254	$632,597	$630,095	$641,355	$646,611	$649,534
Daily Treatment Operations	2,013,785	3,779,831	3,341,679	2,767,491	1,901,445	1,977,434
Sewer System Maintenance & Repair	199,653	489,756	475,210	542,596	1,353,445	1,064,773
Utility Billing	268,125	302,456	282,925	393,740	353,444	363,356
Totals	**$2,734,817**	**$5,204,640**	**$4,729,909**	**$4,345,182**	**$4,254,945**	**$4,055,097**

EXPENSE

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages						
51102 Personal Services	$ 147,065	$ 278,026	$ 278,461	$ 299,974	$ 306,209	$ 306,209
51106 Seasonal Help	0	0	70	2,000	2,000	2,000
51109 Overtime	1,539	8,000	9,500	7,500	7,500	7,500
51111 Group Insurance	45,967	53,382	47,400	52,585	55,214	57,974
51112 IMRF	22,750	42,079	41,954	41,336	41,456	39,948
51113 FICA	10,618	21,480	21,336	23,444	23,932	23,958
51114 Workers Comp.	5,246	6,364	5,986	5,901	6,196	6,506
Subtotal	**233,185**	**409,331**	**404,707**	**432,740**	**442,507**	**444,095**
Contractual Services						
52212 Auto Maint. & Repair	23,971	16,506	16,506	20,403	19,141	20,155
52221 Utility Bill Processing	56,572	58,000	60,000	62,000	61,500	63,500
52222 Meetings	0	50	50	50	50	50
52223 Training	68	1,600	1,600	2,045	2,045	2,045
52224 Vehicle Insurance	802	974	918	904	948	997
52229 Postage	28,134	27,350	27,650	29,650	31,150	32,650
52230 Telephone	1,486	2,160	2,010	2,300	2,300	2,300
52231 Copy Expense	221	405	405	0	0	0
52234 Dues & Subscriptions	307	310	310	550	550	550
52237 Audit Fees	3,700	4,000	4,000	5,000	5,200	5,400
52238 Legal Fees	6,613	2,000	2,800	2,000	2,000	2,000
52244 Maintenance and Repair	36,935	200,000	200,330	192,500	192,500	12,500
52253 Consultant	458	70,000	5,000	70,000	0	0
52255 Software Maintenance	5,606	31,100	11,000	36,000	10,600	11,000
52256 Banking Services	4,390	4,000	3,400	4,000	4,000	4,000
52261 Liability Insurance	21,873	26,584	24,369	24,666	25,899	27,194
52262 WRC Contract	1,577,508	1,736,807	1,736,807	1,765,013	1,814,213	1,869,890
52263 Property Insurance	19,539	24,217	22,507	22,470	23,593	24,773
52272 NPDES Permit Fee	32,199	49,100	33,000	32,000	32,000	32,000
52274 Community Svc. Pgms.	0	0	0	1,500	1,500	1,500
52280 Municipal Service Chg.	95,000	100,000	100,000	175,000	157,000	162,500
Subtotal	**1,915,382**	**2,355,163**	**2,252,662**	**2,448,051**	**2,386,189**	**2,275,004**
Commodities						
53210 Electricity	9,661	12,600	12,600	13,230	13,890	14,585
53220 Water	2,736	550	2,220	550	550	550
53230 Natural Gas	1,096	1,500	1,500	1,500	1,500	1,500
53313 Auto Gas	9,155	4,876	11,000	4,141	4,338	4,392
53317 Operating Supplies	9,945	10,000	10,000	8,000	8,000	8,000
53324 Uniforms	903	2,320	2,320	2,320	2,320	2,320
53350 Small Equipment	309	800	400	0	0	0
Subtotal	**33,805**	**32,646**	**40,040**	**29,741**	**30,598**	**31,347**

EXPENSE

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Capital Outlay						
54411 Office Equipment	597	2,850	2,850	0	0	0
54412 Other Equipment	20,679	8,000	8,000	29,000	0	0
54480 Construction	429,953	1,968,000	1,593,000	977,000	967,000	876,000
56490 Loan Principal	0	335,568	335,568	344,247	353,152	362,286
56491 Loan Interest	101,216	93,082	93,082	84,403	75,499	66,365
Subtotal	**552,445**	**2,407,500**	**2,032,500**	**1,434,650**	**1,395,651**	**1,304,651**
Totals	**$ 2,734,817**	**$ 5,204,640**	**$ 4,729,909**	**$ 4,345,182**	**$ 4,254,945**	**$ 4,055,097**

NARRATIVE

The Administration Program includes staff time necessary for overseeing Wastewater Reclamation Center (WRC) contract operations, hosting regulatory audits, preparing the annual division budget, and preparing compliance reporting to regulatory authorities.

FY14/15 ACCOMPLISHMENTS

1. An open house was held at the WRC for the first time in five years. In addition to featuring tours and demonstrations of the WRC processes other agencies participated, including: the Carol Stream Library, the Conservation Foundation of DuPage and Green Organics. More than two-hundred fifty (250) people attended the event.

2. Conducted a review of I&I (Inflow and Infiltration) best practices and also met with I&I expert from WRC contract operator to develop plan for focusing efforts in FY15/16.

3. Completed Illinois Environmental Protection Agency (IEPA) annual inspection of WRC plant and collection system operations and record-keeping with no items raised by the IEPA.

FY15/16 OBJECTIVES

1. Continue and expand the annual WRC open house event to include additional outside agencies and attractions that may include: recycling, tree/plant sale and equipment demonstrations.

2. Upon issuance of a new IEPA operating permit staff will work with contract operator and other consultants to develop plans to respond to expected monitoring and or limits of phosphorous and any other permit conditions imposed.

3. The current five-year WRC operating contract expires in April 2016. Staff will undertake a review of WRC operations over the past five years and either recommend a five-year extension (as allowed by the contract) or a competitive process to solicit proposals for a new contract. A new contract will be in place prior to May 1, 2016.

4. Assist the Engineering Department in the design of the Aztec Drive sanitary sewer improvement project.

Administration Expenditures (04100100)

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 54,008	$ 83,553	$ 83,553	$ 89,927	$ 91,796	$ 91,796	
51109 Overtime		0	1,500	1,500	1,500	1,500	
51111 Group Insurance	4,774	11,082	10,300	15,433	16,205	17,015	
51112 IMRF	7,983	11,708	11,708	12,287	12,325	11,877	
51113 FICA	3,813	5,990	5,990	6,925	7,071	7,079	
51114 Workers Comp.	1,317	1,598	1,503	1,482	1,556	1,634	
Subtotal	**71,895**	**113,931**	**114,554**	**127,554**	**130,453**	**130,901**	
Contractual Services							
52222 Meetings	0	50	50	50	50	50	
52223 Training	0	1,000	1,000	1,325	1,325	1,325	
52229 Postage	4	50	50	50	50	50	
52230 Telephone	0	460	460	460	460	460	
52231 Copy Expense	75	175	175	0	0	0	
52234 Dues & Subscriptions	230	310	310	310	310	310	
52238 Legal Fees	6,613	2,000	2,800	2,000	2,000	2,000	
52261 Liability Insurance	21,873	26,584	24,369	24,666	25,899	27,194	1
52263 Property Insurance	19,539	24,217	22,507	22,470	23,593	24,773	1
52272 NPDES Permit Fee	30,000	30,000	30,000	30,000	30,000	30,000	2
52274 Community Service Pgms.	0	0	0	1,500	1,500	1,500	
Subtotal	**78,334**	**84,846**	**81,721**	**82,831**	**85,187**	**87,662**	
Commodities							
53324 Uniforms	903	2,320	2,320	2,320	2,320	2,320	
53350 Small Equipment	309	0	0	0	0	0	
Subtotal	**1,212**	**2,320**	**2,320**	**2,320**	**2,320**	**2,320**	
Capital Outlay							
54412 Other Equipment	597	2,850	2,850	0	0	0	3
56490 Loan Principal (IEPA)	0	335,568	335,568	344,247	353,152	362,286	4
56491 Loan Interest (IEPA)	101,216	93,082	93,082	84,403	75,499	66,365	4
Subtotal	**101,813**	**431,500**	**431,500**	**428,650**	**428,651**	**428,651**	
Totals	**$ 253,254**	**$ 632,597**	**$ 630,095**	**$ 641,355**	**$ 646,611**	**$ 649,534**	

EXPENDITURE FOOTNOTES

1. **Liability Insurance / Property Insurance:** These line items represent annual premium amounts paid to the Intergovernmental Risk Management Agency (IRMA), the Village's risk management pool. The Village's annual IRMA premium is allocated among four general coverage categories: liability, property, workers compensation and auto. Premiums for liability and property lines are centralized in the Water and Sewer Fund Administration program budgets, while workers compensation and auto lines are allocated among the various Village operating departments based on an exposure formula.

2. **NPDES Permit Fee: ($30,000)** The Village is required to pay to the Illinois Environmental Protection Agency (IEPA) an annual National Pollutant Discharge Elimination System (NPDES) fee for the operation of the Wastewater Reclamation Center (WRC).

3. **Loan Principal and Interest (IEPA): ($428,650)** In 2002, the Village conducted an expansion of the Wastewater Reclamation Center which was financed by a 20 year $6.5 million loan from the IEPA revolving loan fund. Principal and interest payments are due semi-annually until the loan is retired in FY23/24.

NARRATIVE

This program funds the Village's contract for the daily operation of the WRC. A 5-year contract term began on May 1, 2011. Elements of the contract document were updated and amended to acknowledge a trend toward escalating repair and maintenance costs, to transfer pre-treatment responsibilities to the contract operator and to better identify and plan for annual capital expenditures.

FY14/15 ACCOMPLISHMENTS

1. Phase II of the Aeration System Improvement project was completed in FY14/15 for a total cost of approximately thirty-percent (30%) under budget.

2. Rehabilitation of one primary and one secondary screw pump began late in the fiscal year and final project completion will extend into the early part of FY15/16.

3. The Engineering Department oversaw the resurfacing of the ring road and other paved surfaces throughout the WRC as part of the Flexible Pavement Program. Several concrete aprons were also replaced and expanded in front of the grit screen building and the sludge press building to improve container handling and protect storm sewers from possible spills.

4. The replacement of the administration building and blower building #1 roofs were deferred in favor of the control building roof which was determined to be in much worse condition. The administration building roof was originally budgeted at $65,000. Fortunately, funds were available from savings on other WRC capital projects to cover the cost of the larger control building roof project.

5. A system wide survey of industrial customers was completed yielding several additional permits and amendments to several others.

FY15/16 OBJECTIVES

1. Complete rehabilitation of one primary screw pump and one secondary screw pump started in FY14/15.

2. Complete rehabilitation of one additional primary screw pump and one additional secondary screw pump. This will complete the three-year rehabilitation of all six primary (3) and secondary (3) screw pumps.

3. Replace nine (9) non-potable hydrants throughout the WRC facility.

4. Complete replacement of the roofs on administration building and blower building #1.

Daily Treatment Operations Expenditures (04101100)

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Contractual Services							
52212 Auto Maint. & Repr.	$ 4,075	$ 2,751	$ 2,751	$ 5,502	$ 5,162	$ 5,435	
52224 Vehicle Insurance	272	330	311	306	321	338	
52231 Copy Expense	146	230	230	0	0	0	
52244 Maintenance & Repr.	0	0	330	0	0	0	
52253 Consultant	458	70,000	5,000	70,000	0	0	1
52262 WRC Contract	1,577,508	1,736,807	1,736,807	1,765,013	1,814,213	1,869,890	2
Subtotal	**1,582,459**	**1,810,118**	**1,745,429**	**1,840,821**	**1,819,696**	**1,875,663**	
Commodities							
53313 Auto Gas	1,373	1,713	3,250	1,670	1,749	1,771	
Subtotal	**1,373**	**1,713**	**3,250**	**1,670**	**1,749**	**1,771**	
Capital Outlay							
54480 Construction	429,953	1,968,000	1,593,000	925,000	80,000	100,000	3
Subtotal	**429,953**	**1,968,000**	**1,593,000**	**925,000**	**80,000**	**100,000**	
Totals	**$ 2,013,785**	**$ 3,779,831**	**$ 3,341,679**	**$ 2,767,491**	**$ 1,901,445**	**$ 1,977,434**	

EXPENDITURE FOOTNOTES

1. **Consultant: ($70,000)** Consulting assistance will be needed to assist in performing a phosphorous study in anticipation of increased National Pollutant Discharge Elimination System (NPDES) permit requirements ($50,000) as well as assistance in meeting CMOM compliance.

2. **WRC Contract: ($1,765,013)** The Village contracts the daily operations and management of the Water Reclamation Center to a third party vendor. This contractual arrangement covers all plant operating costs. The Village is responsible for all major plant capital additions and replacements.

3. **Construction:**

   (FY15/16 - $925,000) Includes funding to complete the WRC Phase I Pumping Station Improvement Project ($50,000), Phase II of the WRC Pumping Station Improvement Project ($650,000), new roofs on the Administration Building and Blower #1 Building ($180,000) and replacement of nine (9) non-potable hydrants ($45,000).

   (FY16/17 - $80,000) Capital improvements scheduled for FY16/17 include replacement of the Grit Screening Building Roof at the WRC ($80,000).

   (FY17/18 - $100,000) Scheduled for the third year of the financial plan are the replacement of two deteriorated clarifier weirs and one aeration effluent weir ($100,000).

NARRATIVE

Program responsibilities include maintenance of the sanitary sewer collection system, including over 109 miles of underground pipes and approximately 2,500 manhole structures and several lift stations and wet wells. The Supervisory Control and Data Acquisitions System (SCADA) is able to monitor flow rates and mechanical system performance and alert staff should problems arise.

FY14/15 ACCOMPLISHMENTS

1. Completed a variety of repairs in sanitary sewer basin #39, including: manhole lining, chemical grouting, sewer main and lateral pipe lining and intrusion removal. Basin #39 is roughly bounded by Aztec, Arrowhead, Cheyenne and Thunderbird.

2. Purchased and outfitted a replacement truck-mounted crane for use by sanitary sewer, water and storm sewer crews in loading and unloading heavy concrete and metal structures and pipes.

3. Completed emergency repairs to pumps #1 and #2 at Tall Oaks lift station and Charger Court lift station pump #3.

4. Completed scheduled flushing and cleaning of over eight (8) miles of sanitary sewer pipe.

5. Responded to approximately twenty (20) Customer Service Requests related to sanitary sewer service. Five (5) of those CSR's turned out to be problems originating in private service lines.

FY15/16 OBJECTIVES

1. Purchase a dirt separator for the combination sewer flusher/vacuum unit to reduce repairs and improve equipment performance and employee efficiency by reducing down time for equipment maintenance.

2. Purchase a flusher-mounted sewer camera to allow for emergency viewing of underground sewer pipes.

Sewer System Maintenance & Repair Expenditures (04101500)

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 40,524	$ 140,308	$ 140,308	$ 151,513	$ 154,662	$ 154,662	
51106 Seasonal Help		0	70	2,000	2,000	2,000	
51109 Overtime	1,539	8,000	8,000	6,000	6,000	6,000	
51111 Group Insurance	30,767	30,811	26,900	25,963	27,261	28,624	
51112 IMRF	6,887	22,246	22,246	21,188	21,243	20,470	
51113 FICA	3,027	11,346	11,346	12,086	12,333	12,346	
51114 Workers Comp.	3,819	4,633	4,358	4,296	4,511	4,736	
Subtotal	**86,563**	**217,344**	**213,228**	**223,046**	**228,010**	**228,838**	
Contractual Services							
52212 Auto Maint. & Repair	19,896	13,755	13,755	14,901	13,979	14,720	
52223 Training	68	600	600	720	720	720	
52224 Vehicle Insurance	530	644	607	598	627	659	
52230 Telephone	1,486	1,700	1,550	1,840	1,840	1,840	
52234 Dues & Subscriptions	77	0	0	240	240	240	
52244 Maintenance & Repair	36,935	200,000	200,000	192,500	192,500	12,500	1
52272 Property Maintenance	2,199	19,100	3,000	2,000	2,000	2,000	
Subtotal	**61,191**	**235,799**	**219,512**	**212,799**	**211,906**	**32,679**	
Commodities							
53210 Electricity	9,661	12,600	12,600	13,230	13,890	14,585	2
53220 Water	2,736	550	2,220	550	550	550	
53230 Natural Gas	1,096	1,500	1,500	1,500	1,500	1,500	
53313 Auto Gas	7,782	3,163	7,750	2,471	2,589	2,621	
53317 Operating Supplies	9,945	10,000	10,000	8,000	8,000	8,000	3
53350 Small Equipment	0	800	400	0	0	0	
Subtotal	**31,220**	**28,613**	**34,470**	**25,751**	**26,529**	**27,256**	
Capital Outlay							
54412 Other Equipment	20,679	8,000	8,000	29,000	0	0	4
54415 Vehicles	0	0	0	0	0	0	
54480 Construction	0	0	0	52,000	887,000	776,000	5
Subtotal	**20,679**	**8,000**	**8,000**	**81,000**	**887,000**	**776,000**	
Totals	**$ 199,653**	**$ 489,756**	**$ 475,210**	**$ 542,596**	**$ 1,353,445**	**$ 1,064,773**	

EXPENDITURE FOOTNOTES

1. **Maintenance & Repair: ($192,500)** This account provides funding to help remediate points of surface water "Inflow and Infiltration" or "I/I" into the sanitary sewer system. Surface water (i.e. rain water) can find its way into the sanitary sewer system through cracks in pipes or joints and through illegal sump pump or downspout connections to the system. This provides the potential for the system to "surcharge" in significant storm events and results in the unnecessary treatment of rain water at the WRC, taxes the plant's ability to process flows beyond its designed capacity and can result in residential basement sewage backups.

   Funds allocated provide for remediation of problems identified in previous studies ($180,000), general sewer maintenance ($10,000) and contractual sewer televising ($2,500).

2. **Electricity: ($13,230)** Electricity charges incurred are connected with the operation of sanitary sewer lift stations on Tall Oaks, Evergreen Trail, Tubeway and Charger Court.

3. **Operating Supplies: ($8,000)** This account provides supplies to fix various sewer "hot spots" identified through routine inspection and maintenance activities.

4. **Other Equipment: ($29,000)** This includes purchase of a flusher-mounted sewer camera to identify problem areas ($15,000) and a dirt separator ($14,000) for the flusher/vacuum.

5. **Construction:**

   (FY15/16 - $52,000) This includes consulting design work for the reconstruction of the Aztec Drive sanitary sewer.

   (FY16/17 - $887,000) Planned for year two of the financial plan is the replacement of the Aztec Drive sanitary sewer ($571,000), design work for the North Avenue Sanitary Sewer Rehabilitation Project ($66,000) and a Sanitary Sewer System Evaluation Study (SSES) which will focus on the Village's larger trunk sewers ($250,000).

   (FY17/18 - $776,000) Year three of the financial plan includes the rehabilitation of 10,000 feet of sanitary sewer along North Avenue ($726,000) plus design work for rehabilitation projects identified by the FY16/17 SSES project ($50,000).

NARRATIVE

The Utility Billing program for the combined water and sewer system is a function of the Financial Management Department. Residential and commercial water and sewer accounts are billed on a monthly basis. The Financial Management Department is also responsible for addressing all customer questions and concerns in regard to utility accounts, as well as all recordkeeping for payments received, receivables, late notices and shut-offs for non-payment. The Financial Management Department's operating costs for the utility billing function are charged directly to the Water and Sewer Fund.

FY14/15 ACCOMPLISHMENTS

1. Implemented a new banking service which converts large volumes of water bill paper check payments received from on-line banking bill payment services to ACH debit transactions, significantly reducing processing time, payment application and late payments. This process has resulted in the automation of more than 1,000 payments per month which were previously processed manually.

FY15/16 OBJECTIVES

1. Perform a significant upgrade to existing utility billing software to transition to a newer generation of product with enhanced capabilities. This migration will provide the Village the ability to manage its paperless "e-billing" and on-line customer access services without dependence on a 3rd party vendor and at lower cost.

2. Conduct a request for proposals process for utility bill print services to determine the potential for additional service enhancements and/or cost savings.

Utility Billing Expenditures (04103100)

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 52,533	$ 54,165	$ 54,600	$ 58,534	$ 59,751	$ 59,751	
51111 Group Insurance	10,426	11,489	10,200	11,189	11,748	12,335	
51112 IMRF	7,880	8,125	8,000	7,861	7,888	7,601	
51113 FICA	3,778	4,144	4,000	4,433	4,528	4,533	
51114 Workers Comp.	110	133	125	123	129	136	
Subtotal	**74,727**	**78,056**	**76,925**	**82,140**	**84,044**	**84,356**	
Contractual Services							
52221 Utility Bill Processing	56,572	58,000	60,000	62,000	61,500	63,500	1
52229 Postage	28,130	27,300	27,600	29,600	31,100	32,600	2
52237 Audit Fees	3,700	4,000	4,000	5,000	5,200	5,400	3
52255 Software Maintenance	5,606	31,100	11,000	36,000	10,600	11,000	4
52256 Banking Services	4,390	4,000	3,400	4,000	4,000	4,000	5
52280 Municipal Service Charge	95,000	100,000	100,000	175,000	157,000	162,500	6
Subtotal	**193,398**	**224,400**	**206,000**	**311,600**	**269,400**	**279,000**	
Totals	**$ 268,125**	**$ 302,456**	**$ 282,925**	**$ 393,740**	**$ 353,444**	**$ 363,356**	

EXPENDITURE FOOTNOTES

Note: *For all of the expense items listed below, the reported cost is approximately 50% of the total cost of acquiring the particular good or service. The other 50% of the cost is budgeted and reported in the Utility Billing program of the Water Division budget.*

1. **Utility Bill Processing: ($62,000)** This account includes costs for obtaining monthly water meter readings from a contract vendor ($20,000), maintenance of Village-owned meter reading equipment ($2,400), contract printing of monthly water bills and reminder/late notices ($14,000), on-line bill payment fees ($2,700), and credit card transaction fees ($22,900).

2. **Postage: ($29,600)** Annual postage costs for mailing of approximately 120,000 water bills.

3. **Audit Fees: ($5,000)** This is a portion of the annual audit contract fees which are allocated to the Water & Sewer Fund. Most of this contracted cost is budgeted in the Legislative Board Department of the General Fund budget.

4. **Software Maintenance: ($36,000)** Budgeted for FY15/16 is a significant upgrade of the Village's utility billing software which will provide on-line customer account access and electronic bill presentment and payment options ($26,000). Also included are annual maintenance fees for the MUNIS utility billing system ($10,000).

5. **Banking Services: ($4,000)** Provides for remote collection and automated processing (through a retail lockbox facility) of monthly water bills. Funds collected are automatically deposited into the Village's account and customer payment data is securely uploaded to the utility billing system on a daily basis.

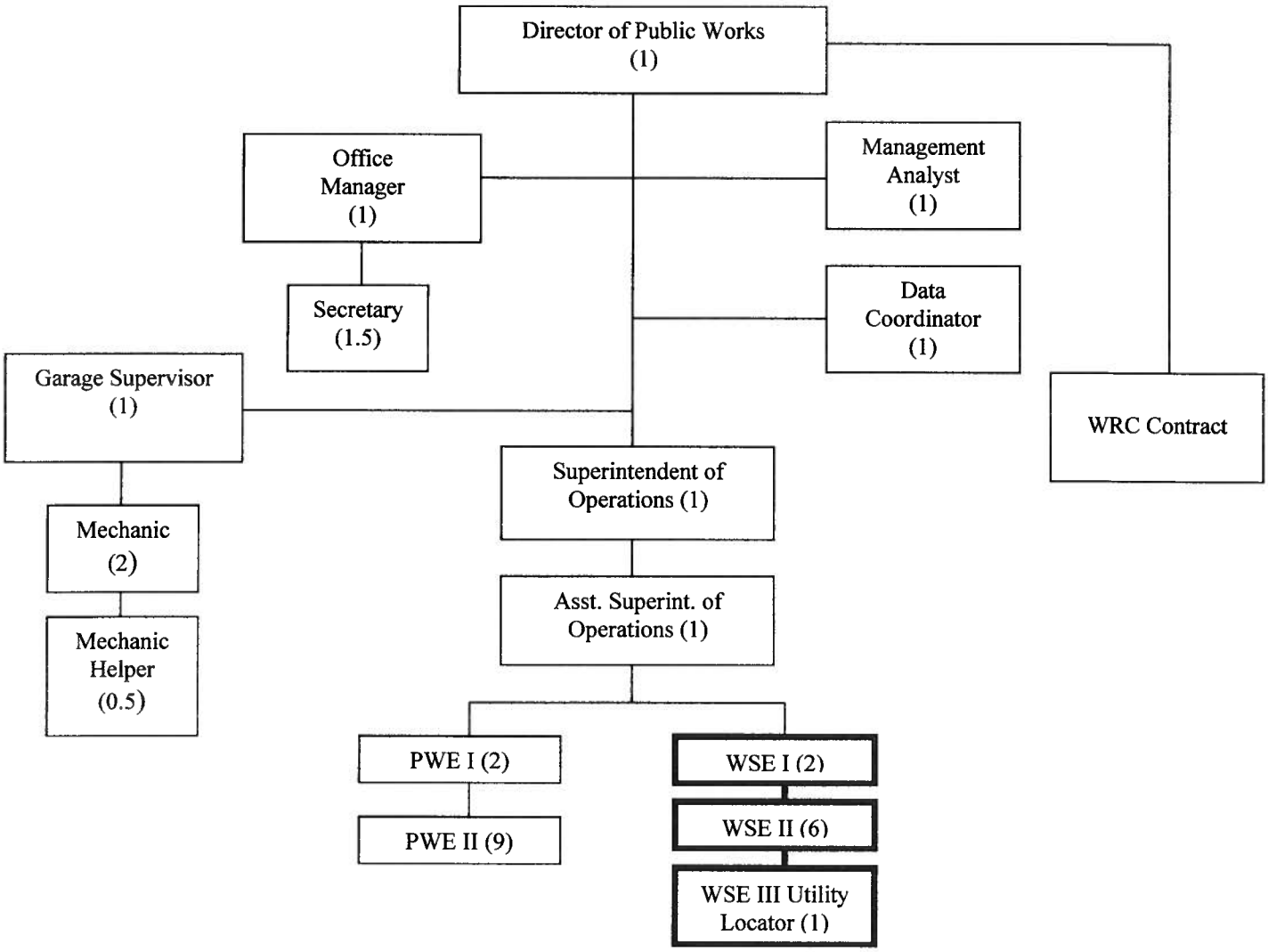
6. **Municipal Service Charge: ($175,000)** This is an administrative fee charged to the Water & Sewer Fund by the General Fund to reimburse it for administrative support costs which are not charged directly to the Water & Sewer Fund. This includes services provided by Village Administration, Financial Management, Employee Relations, Engineering, and Management Services, including Information Systems support. The increase over the approved FY14/15 budget represents the Water and Sewer Fund's proportionate share of Geographic Information System (GIS) program costs. This includes the Village's participation in a local government GIS consortium to host and manage the Village's GIS.

PERSONNEL SCHEDULE

	Authorized FY13/14	Budget FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Streets	17	17.5	18.5	19.5	19.5
Water/Sewer	**8**	**8**	**9**	**9**	**9**
Municipal Garage	3	3	3.5	3.5	3.5
Total	28.0	28.5	31.0	32.0	32.0

The Street Division Includes Public Works Administrative Staff.

ORGANIZATIONAL CHART



NARRATIVE

The mission of the Water Division is to provide Village water customers with continuous, high quality water, meeting national drinking water standards. Specific activities include maintenance of facilities that receive water from the DuPage Water Commission, water storage facilities, water distribution pipes, valves, hydrants, over 10,000 individual service connections, valves and metering devices.

EXPENDITURE

Classification	Actual FY13/14	Budget FY14/15	Estimated FY14/15	Proposed FY15/16	Projected FY16/17	Projected FY17/18
Administration	$436,763	$471,534	$474,501	$533,070	$436,041	$438,810
Distribution System Operation and Maintenance	5,260,479	9,624,888	6,007,035	9,017,266	6,755,891	10,108,499
Water Metering	209,479	269,667	179,234	268,641	263,554	264,920
Utility Billing	310,831	344,390	324,990	437,387	398,094	408,150
Totals	**$6,217,552**	**$10,710,479**	**$6,985,760**	**$10,256,364**	**$7,853,580**	**$11,220,379**

EXPENSE

Acct.#	Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Salaries & Wages							
51102	Personal Services	$ 605,224	$ 526,437	$ 527,724	$ 574,768	$ 586,715	$ 586,715
51106	Seasonal Help	2,236	3,780	3,780	5,460	5,460	5,460
51109	Overtime	52,907	51,000	58,000	58,000	58,000	58,000
51111	Group Insurance	109,161	108,499	102,800	99,915	104,911	110,157
51112	IMRF	97,434	86,480	86,438	85,312	85,432	82,325
51113	FICA	45,468	44,062	43,766	48,380	49,319	49,367
51114	Workers Comp.	12,319	14,947	14,059	13,858	14,552	15,279
51117	Comp. Absences	6,887	0	0	0	0	0
51118	OPEB Obligation	3,603	0	0	0	0	0
	Subtotal	**935,239**	**835,205**	**836,567**	**885,693**	**904,389**	**907,303**
Contractual Services							
52212	Auto Maint. & Repair	34,225	33,011	33,011	47,153	44,238	46,582
52221	Utility Bill Processing	56,572	58,000	60,000	62,000	61,500	63,500
52222	Meetings	209	200	200	250	250	250
52223	Training	1,759	1,850	1,850	2,345	2,345	2,345
52224	Vehicle Insurance	8,388	10,197	9,606	9,461	9,934	10,431
52229	Postage	28,147	27,300	27,600	29,600	31,100	32,600
52230	Telephone	3,462	3,260	2,910	3,200	3,200	3,200
52231	Copy Expense	198	175	175	0	0	0
52234	Dues & Subscriptions	1,000	1,200	1,200	1,780	1,870	1,810
52237	Audit Fees	3,600	4,000	4,000	5,000	5,200	5,400
52238	Legal Fees	887	3,000	3,000	4,000	4,000	4,000
52240	Public Notices	0	2,000	2,100	2,000	2,000	2,000
52244	Maint. and Repair	25,172	115,000	70,000	125,000	117,000	125,000
52253	Consultant	2,000	5,000	8,500	0	0	0
52255	Software Maintenance	5,606	31,100	11,000	36,000	10,600	11,000
52256	Banking Services	4,390	4,000	3,400	4,000	4,000	4,000
52261	Liability Insurance	21,873	26,584	24,369	24,666	25,899	27,194
52263	Property Insurance	19,539	24,217	22,507	22,470	23,593	24,773
52264	Equipment Rental	0	500	500	500	500	500
52265	Hauling	4,141	12,000	12,000	12,000	12,000	12,000
52272	Property Maintenance	2,172	19,100	2,000	2,000	2,000	2,000
52274	Community Pgms.	0	0	0	1,500	1,500	1,500
52279	Lab Services	9,998	15,000	15,000	12,000	12,000	15,000
52280	Municipal Svc. Chg.	95,000	100,000	100,000	175,000	157,000	162,500
52282	Meter Maintenance	8,118	25,000	15,000	25,000	25,000	25,000
52283	DuPage Water Com.	4,530,823	5,290,000	5,205,000	5,655,000	5,660,000	5,660,000
52284	Equipment Maint.	0	1,200	1,200	1,200	1,200	1,200
52286	Pavement Restoration	4,500	10,000	5,000	5,000	5,000	5,000
	Subtotal	**4,871,779**	**5,822,894**	**5,641,128**	**6,268,125**	**6,222,929**	**6,248,785**

EXPENSE

Acct.#	Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Commodities							
53210	Electricity	70,120	67,000	67,000	70,350	73,865	77,561
53230	Natural Gas	859	1,200	1,400	1,200	1,200	1,200
53313	Auto Gas	26,405	30,315	18,600	23,822	24,954	25,268
53314	Office Supplies	742	500	525	500	500	500
53315	Printed Materials	174	200	200	200	200	200
53316	Small Tools	1,253	1,600	1,600	2,000	2,000	2,000
53317	Operating Supplies	50,720	60,000	60,000	60,000	60,000	60,000
53324	Uniforms	3,411	2,900	3,300	3,190	3,190	3,190
53331	Chemicals	250	1,500	1,500	1,500	1,500	1,500
53333	Meters	91,408	150,000	75,000	156,000	150,000	150,000
53350	Small Equipment	3,592	0	825	950	0	0
	Subtotal	**248,934**	**315,215**	**229,950**	**319,712**	**317,409**	**321,419**
Capital Outlay							
54411	Office Equipment	0	2,850	2,850	0	0	0
54412	Other Equipment	12,850	12,500	12,500	63,000	0	42,000
54413	Computer Equipment	597	0	950	0	0	0
54415	Vehicles	33,456	0	0	24,000	0	35,000
54480	Construction	102,599	3,661,000	201,000	2,636,000	350,000	3,608,000
56490	Loan Princ. (DWC)	0	49,044	49,044	49,044	49,044	49,044
56491	Loan Interest (DWC)	12,098	11,771	11,771	10,790	9,809	8,828
	Subtotal	**161,600**	**3,737,165**	**278,115**	**2,782,834**	**408,853**	**3,742,872**
	Totals	**$ 6,217,552**	**$ 10,710,479**	**$ 6,985,760**	**$ 10,256,364**	**$ 7,853,580**	**$ 11,220,379**

NARRATIVE

The Administration Program is supported by a variety of staff responsible for purchasing supplies, services and equipment, management of water system capital projects, employee performance evaluation, system performance data collection and reporting, compliance with water sampling and reporting requirements and meter repair and replacement.

FY14/15 ACCOMPLISHMENTS

1. Completed flushing of all fire hydrants in the water system in the fall of 2014. This work replaced prior years' efforts of flushing half in the spring and the other half in the fall. Three (3) hydrants were found to be broken or inoperable and were repaired or replaced within several weeks.

2. Assisted Engineering Department and consulting engineer in preparing plans for Schmale Road Water Main Replacement Project.

FY15/16 OBJECTIVES

1. Complete flushing of all system fire hydrants in the fall of 2015 and complete any needed repairs within four weeks.

2. Perform leak detection inspection on entire system and complete identified repairs within two weeks.

3. Support Engineering Department and consulting engineering in completion of final plans for and construction of Schmale Road Water Main Replacement project.

4. Assist Engineering Department in execution of the Water System Update Study.

Administration Expenditures (04200100)

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 263,488	$ 187,140	$ 187,140	$ 207,104	$ 211,409	$ 211,409	
51109 Overtime	3,610	0	7,000	7,000	7,000	7,000	
51111 Group Insurance	28,930	35,408	36,000	35,515	37,291	39,156	
51112 IMRF	38,515	27,936	27,936	28,794	28,872	27,822	
51113 FICA	17,051	13,915	13,915	16,219	16,557	16,575	
51114 Workers Comp.	3,745	4,544	4,274	4,213	4,424	4,645	
51117 Compensated Absences	6,887	0	0	0	0	0	
51118 OPEB Obligation	3,603	0	0	0	0	0	
Subtotal	**365,829**	**268,943**	**276,265**	**298,845**	**305,553**	**306,607**	
Contractual Services							
52212 Auto Maint. & Repair	4,021	3,301	3,301	4,715	4,424	4,658	
52222 Meetings	209	200	200	250	250	250	
52223 Training	774	1,100	1,100	1,445	1,445	1,445	
52224 Vehicle Insurance	554	673	634	624	656	688	
52238 Legal Fees	887	3,000	3,000	4,000	4,000	4,000	
52229 Postage	17	0	0	0	0	0	
52230 Telephone	1,636	1,360	1,360	1,360	1,360	1,360	
52231 Copy Expense	198	175	175	0	0	0	
52234 Dues & Subscriptions	996	1,200	1,200	1,280	1,370	1,310	
52240 Public Notices/Information	0	2,000	2,100	2,000	2,000	2,000	1
52253 Consultant	2,000	0	8,500	0	0	0	
52261 Liability Insurance	21,873	26,584	24,369	24,666	25,899	27,194	2
52263 Property Insurance	19,539	24,217	22,507	22,470	23,593	24,773	2
52274 Community Service Pgms.	0	0	0	1,500	1,500	1,500	
Subtotal	**52,704**	**63,810**	**68,446**	**64,310**	**66,497**	**69,178**	
Commodities							
53313 Auto Gas	1,320	1,516	1,100	1,191	1,248	1,263	
53314 Office Supplies	742	500	525	500	500	500	
53315 Printed Materials	174	200	200	200	200	200	
53324 Uniforms	2,990	2,900	3,300	3,190	3,190	3,190	
53350 Small Equipment	309	0	0	0	0	0	
Subtotal	**5,535**	**5,116**	**5,125**	**5,081**	**5,138**	**5,153**	
Capital Outlay							
54412 Other Equipment	0	2,850	2,850	0	0	0	
54413 Computer Equipment	597	0	0	0	0	0	
54480 Construction	0	70,000	61,000	105,000	0	0	3
56490 Loan Principal (DWC)	0	49,044	49,044	49,044	49,044	49,044	4
56491 Loan Interest (DWC)	12,098	11,771	11,771	10,790	9,809	8,828	4
Subtotal	**12,695**	**133,665**	**124,665**	**164,834**	**58,853**	**57,872**	
Totals	**$ 436,763**	**$ 471,534**	**$ 474,501**	**$ 533,070**	**$ 436,041**	**$ 438,810**	

EXPENDITURE FOOTNOTES

1. **Public Notices/Information: ($2,000)** This line budgets the printing and insertion into the water bill, the Annual Water Quality Report as required by the Safe Drinking Water Act as well as any other required public notices.

2. **Liability Insurance / Property Insurance:** These line items represent annual premium amounts paid to the Intergovernmental Risk Management Agency (IRMA), the Village's risk management pool. The Village's annual IRMA premium is allocated among four general coverage categories: liability, property, workers compensation and auto. Premiums for liability and property lines are centralized in the Water and Sewer Fund Administration program budgets, while workers compensation and auto lines are allocated among the various Village operating departments based on an exposure formula.

3. **Construction: ($105,000)** Funds are budgeted to complete a comprehensive water system study which includes condition assessments and performance evaluations. This will also include an evaluation of the southwest portion of the Village's service area to determine the circumstances and timing at which future system improvements will be needed (reservoir and pumping station).

4. **Loan Principal & Interest (DWC): ($59,834)** In cooperation with DuPage County (DPC), in 2007 the Village received a loan from the DuPage Water Commission (DWC) in the amount of $637,569 to assist homeowners in unincorporated Carol Stream (Rivera Court and Judith Lane) in connecting to the Village's Lake Michigan water supply because of contaminated wells. DuPage County established a Special Service Area, which imposes a special property tax on the benefitted homeowners to recover the cost of extending the Village water service. The Village receives these reimbursements annually from DPC in advance of our loan obligations to the DWC making this arrangement financially neutral to the Village.

NARRATIVE

The Village purchases all of its potable water from the DuPage Water Commission, whose source is Lake Michigan. This program provides for maintenance and repair of three (3) water pressure adjusting stations, three (3) standby wells, five (5) water storage tanks, one-hundred thirty-eight (138) linear miles of water main, over one-thousand seven-hundred (1,700) fire hydrants, and over fifteen-hundred (1,500) control valves.

FY14/15 ACCOMPLISHMENTS

1. A contractor was hired to clean the exterior of the east-side ground water storage tank.

2. As part of an effort to help reduce unaccounted for water loss and improve system reliability staff initiated a multi-year program to replace rusting/failing bolts on water valves throughout the system with stainless steel bolts to prevent leaks. In-house staff completed the change-out of bolts on nearly seventy-five (75) valves.

3. Maintained an outstanding record of water quality and reliability through compliance with sampling requirements. No reportable violations were detected.

4. Added the new position of WSEIII – Utility Locator performed over 6,300 utility locates (water, sewer, storm and street lights).

5. Emergency repairs were completed on the Kuhn Road booster pump #2 and the east side high service pumps #1 and #3.

6. Thirty-three (33) fire hydrants were repaired and placed back into service and four (4) valves were repaired following discovery of leaks.

FY15/16 OBJECTIVES

1. Paint piping in water pumping stations.

2. Deliver uninterrupted water service to all customers while meeting all sampling and water quality standards.

3. Continue the multi-year program to replace rusting/failing bolts on at least seventy-five (75) water valves throughout the system with stainless-steel bolts.

4. Establish and execute a preventive maintenance program to reduce the likelihood of failure of water pumping equipment.

Distribution System Operations & Maintenance Expenditures (04201600)

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 227,580	$ 210,703	$ 210,703	$ 236,861	$ 241,785	$ 241,785	
51106 Seasonal Help	2,236	3,780	3,780	5,460	5,460	5,460	
51109 Overtime	47,524	50,000	50,000	50,000	50,000	50,000	
51111 Group Insurance	52,053	45,252	41,900	40,600	42,630	44,762	
51112 IMRF	41,482	39,105	39,105	38,811	38,795	37,384	
51113 FICA	20,123	20,233	20,233	22,179	22,566	22,586	
51114 Workers Comp.	7,129	8,649	8,135	8,019	8,420	8,841	
Subtotal	**398,127**	**377,722**	**373,856**	**401,930**	**409,656**	**410,818**	
Contractual Services							
52212 Auto M & R	18,458	18,156	18,156	25,934	24,331	25,620	
52223 Training	985	750	750	900	900	900	
52224 Vehicle Insurance	4,581	5,571	5,248	5,169	5,427	5,699	
52230 Telephone	1,826	1,900	1,550	1,840	1,840	1,840	
52234 Dues & Subscript.	4	0	0	500	500	500	
52244 Maint. and Repair	25,172	115,000	70,000	125,000	117,000	125,000	1
52253 Consultant	0	5,000	0	0	0	0	
52264 Equipment Rental	0	500	500	500	500	500	
52265 Hauling	4,141	12,000	12,000	12,000	12,000	12,000	
52272 Property Maint.	2,172	19,100	2,000	2,000	2,000	2,000	
52279 Lab Services	9,998	15,000	15,000	12,000	12,000	15,000	
52283 DuPage Water Com	4,530,823	5,290,000	5,205,000	5,655,000	5,660,000	5,660,000	2
52284 Equipment Maint.	0	1,200	1,200	1,200	1,200	1,200	
52286 Pavement Restor.	4,500	10,000	5,000	5,000	5,000	5,000	
Subtotal	**4,602,660**	**5,494,177**	**5,336,404**	**5,847,043**	**5,842,698**	**5,855,259**	
Commodities							
53210 Electricity	70,120	67,000	67,000	70,350	73,865	77,561	
53230 Natural Gas	859	1,200	1,400	1,200	1,200	1,200	
53313 Auto Gas	15,843	18,189	11,000	14,293	14,972	15,161	
53316 Small Tools	1,253	1,600	1,600	2,000	2,000	2,000	
53317 Operating Supplies	50,720	60,000	60,000	60,000	60,000	60,000	
53324 Uniforms	421	0	0	0	0	0	
53331 Chemicals	250	1,500	1,500	1,500	1,500	1,500	
53350 Small Equipment	3,283	0	825	950	0	0	
Subtotal	**142,749**	**149,489**	**143,325**	**150,293**	**153,537**	**157,422**	
Capital Outlay							
54412 Other Equipment	12,850	12,500	12,500	63,000	0	42,000	3
54413 Computer Equip.	0	0	950	0	0	0	
54415 Vehicles	1,494	0	0	24,000	0	35,000	4
54480 Construction	102,599	3,591,000	140,000	2,531,000	350,000	3,608,000	5
Subtotal	**116,943**	**3,603,500**	**153,450**	**2,618,000**	**350,000**	**3,685,000**	
Totals	**$ 5,260,479**	**$ 9,624,888**	**$ 6,007,035**	**$ 9,017,266**	**$ 6,755,891**	**$ 10,108,499**	

EXPENDITURE FOOTNOTES

1. **Maintenance & Repair: ($125,000)** This line item allocates funding for valve and hydrant repairs ($50,000), continuation of a multi-year valve bolt replacement program ($50,000), and leak detection services ($25,000).

2. **DuPage Water Commission: ($5,655,000)** The Village receives Lake Michigan water through its participation in the DuPage Water Commission (DWC). The budget provides for the purchase of approximately 1.1 billion gallons of water to serve the needs of the community in the coming year.

   Following the announcement of a 4-year phased rate hike by the City of Chicago in 2011, which increased rates by 25%, 15%, 15%, and 15% in calendar years 2012 through 2015 respectively, the DWC acted in the fall of 2011 to establish member rates for the same period. Carol Stream's projected cost of water purchases from the DWC will increase by 116% over that 4 year period as follows:

Calendar Year	Rate per 1,000 Gallons
2011	$2.30
2012	2.99
2013	3.58
2014	4.23
2015	4.96

   For all four (4) years of increases effective January 1, 2012 through 2015, the Village only passed along the amount of its increased water costs to Carol Stream customers and did not collect any additional revenues to match other cost increases in the Water & Sewer Fund.

3. **Other Equipment:**

   (FY15/16 - $63,000) This line provides for a chlorine distribution system for back-up wells ($15,000) and rehabilitation costs for a 2.5 ton dump truck (#71) at $48,000 (in lieu of replacement at an estimated cost of $190,000).

   (FY17/18 - $42,000) This includes rehabilitation costs for the main break truck (#3).

4. **Vehicles:**

(FY15/16 - $24,000) New vehicle for newly proposed Assistant Superintendent of Operations.

(FY17/18 - $35,000) Replacement of pick-up truck #11.

5. **Construction:**

(FY15/16 - $2,531,000) Reconstruction of the Schmale Road water main.

(FY16/17 - $350,000) Includes an allowance for water system improvements identified in the FY15/16 Water System Study ($150,000) as well as an allowance for design services for future water main replacement projects ($200,000).

(FY17/18 - $3,608,000) Preliminary design and construction of Southwest Reservoir & Pumping Station ($996,000) and Southwest DWC Water Connection and Metering Station ($262,000). The need and timing of these two projects will be determined by the Water System Study budgeted in the Water Administration program. Also includes funding to begin a Water Main Replacement Program ($2,200,000) and continuing water system improvements ($150,000).

NARRATIVE

This program includes costs to inspect, repair and replace water meters. Accurate and reliable meters are a major key to ensuring the financial viability of for the water system. Loss of water through inaccurate or inoperable meters reduces water sales revenue, which could unnecessarily inflate water rates and limit funds necessary for upkeep of the system infrastructure. There are a variety of meter types and automatic meter reading devices of varying ages throughout the system.

FY14/15 ACCOMPLISHMENTS

1. Replaced on a reactive basis approximately eighty-seven (87) aging meters and AMR's (Automatic Meter Readers).

2. Conducted meter testing on approximately sixty (60) large-meter customers. Fewer than ten-percent (10%) of tested meters were found to be outside of tolerances and were subsequently replaced.

3. Initiated and completed a physical inspection and inventory of every large meter (2" and above) in the system. Several locations were identified where water-billing accounts did not match with equipment identified in the inventory. This information has been reconciled and amounts due have been sent to customers.

FY15/16 OBJECTIVES

1. Prepare analysis and report for consideration during upcoming budget deliberations on the pro-active replacement of aging meters and AMR's.

2. As needed, replace failing AMR's and/or meters – estimated at approximately one-hundred (100) units.

Water Metering Expenditures (04201400)

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 33,129	$ 44,981	$ 44,981	$ 40,876	$ 41,725	$ 41,725	
51109 Overtime	1,773	1,000	1,000	1,000	1,000	1,000	
51111 Group Insurance	9,779	10,602	9,600	7,014	7,365	7,733	
51112 IMRF	5,283	6,897	6,897	5,630	5,646	5,441	
51113 FICA	2,507	3,518	3,518	3,172	3,239	3,242	
51114 Workers Comp.	1,279	1,552	1,460	1,439	1,511	1,587	
Subtotal	**53,750**	**68,550**	**67,456**	**59,131**	**60,486**	**60,728**	
Contractual Services							
52212 Auto Maint. & Repair	11,746	11,554	11,554	16,504	15,483	16,304	
52224 Vehicle Insurance	3,253	3,953	3,724	3,668	3,851	4,044	
52282 Meter Maintenance	8,118	25,000	15,000	25,000	25,000	25,000	1
Subtotal	**23,117**	**40,507**	**30,278**	**45,172**	**44,334**	**45,348**	
Commodities							
53313 Auto Gas	9,242	10,610	6,500	8,338	8,734	8,844	
53333 Meters	91,408	150,000	75,000	156,000	150,000	150,000	2
Subtotal	**100,650**	**160,610**	**81,500**	**164,338**	**158,734**	**158,844**	
Capital Outlay							
54415 Vehicles	31,962	0	0	0	0	0	
Subtotal	**31,962**	**0**	**0**	**0**	**0**	**0**	
Totals	**$ 209,479**	**$ 269,667**	**$ 179,234**	**$ 268,641**	**$ 263,554**	**$ 264,920**	

EXPENDITURE FOOTNOTES

1. **Meter Maintenance: ($25,000)** This line is reserved for the department's large meter testing program. Ensuring that meters are properly recording all water consumed is critical to providing accurate billings and fully recovering the cost of providing service to users of the system.

2. **Meters: ($156,000)** This includes both physical water meters plus the Automated Meter Readers (AMR's) that attach to the meter which facilitates remote reading. Budgeted funding will complete the replacement of 500 meters ($150,000). Also included is the replacement of a handheld meter reading device ($6,000) for on-demand staff meter readings.

NARRATIVE

The Utility Billing program for the combined water and sewer system is a function of the Financial Management Department. Residential and commercial water and sewer accounts are billed on a monthly basis. The Financial Management Department is also responsible for addressing all customer questions and concerns in regard to utility accounts, as well as all recordkeeping for payments received, receivables, late notices and shut-offs for non-payment. The Financial Management Department's operating costs for the utility billing function are charged directly to the Water and Sewer Fund.

FY14/15 ACCOMPLISHMENTS

1. Implemented a new banking service which converts large volumes of water bill paper check payments received from on-line banking bill payment services to ACH debit transactions, significantly reducing processing time, payment application and late payments. This process has resulted in the automation of more than 1,000 payments per month which were previously processed manually.

FY15/16 OBJECTIVES

1. Perform a significant upgrade to existing utility billing software to transition to a newer generation of product with enhanced capabilities. This migration will provide the Village the ability to manage its paperless "e-billing" and on-line customer access services without dependence on a 3rd party vendor and at lower cost.

2. Conduct a request for proposals process for utility bill print services to determine the potential for additional service enhancements and/or cost savings.

Utility Billing Expenditures (04203100)

Acct. #/Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated Expenses FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Salaries & Wages							
51102 Personal Services	$ 81,027	$ 83,613	$ 84,900	$ 89,927	$ 91,796	$ 91,796	
51111 Group Insurance	18,399	17,237	15,300	16,786	17,625	18,506	
51112 IMRF	12,154	12,542	12,500	12,077	12,119	11,678	
51113 FICA	5,787	6,396	6,100	6,810	6,957	6,964	
51114 Workers Comp.	166	202	190	187	197	206	
Subtotal	**117,533**	**119,990**	**118,990**	**125,787**	**128,694**	**129,150**	
Contractual Services							
52221 Utility Bill Processing	56,572	58,000	60,000	62,000	61,500	63,500	1
52229 Postage	28,130	27,300	27,600	29,600	31,100	32,600	2
52237 Audit Fees	3,600	4,000	4,000	5,000	5,200	5,400	3
52255 Software Maintenance	5,606	31,100	11,000	36,000	10,600	11,000	4
52256 Banking Services	4,390	4,000	3,400	4,000	4,000	4,000	5
52280 Municipal Service Charge	95,000	100,000	100,000	175,000	157,000	162,500	6
Subtotal	**193,298**	**224,400**	**206,000**	**311,600**	**269,400**	**279,000**	
Totals	**$ 310,831**	**$ 344,390**	**$ 324,990**	**$ 437,387**	**$ 398,094**	**$ 408,150**	

EXPENDITURE FOOTNOTES

Note: *For all of the expense items listed below, the reported cost is approximately 50% of the total cost of acquiring the particular good or service. The other 50% of the cost is budgeted and reported in the Utility Billing program of the Wastewater Collection and Treatment Center Division budget.*

1. **Utility Bill Processing: ($62,000)** This account includes costs for obtaining monthly water meter readings from a contract vendor ($20,000), maintenance of Village-owned meter reading equipment ($2,400), contract printing of monthly water bills and reminder/late notices ($14,000), on-line bill payment fees ($2,700), and credit card transaction fees ($22,900).

2. **Postage: ($29,600)** Annual postage costs for mailing of approximately 120,000 water bills.

3. **Audit Fees: ($5,000)** This is a portion of the annual audit contract fees which are allocated to the Water & Sewer Fund. Most of this contracted cost is budgeted in the Legislative Board Department of the General Fund budget.

4. **Software Maintenance: ($36,000)** Budgeted for FY15/16 is a significant upgrade of the Village's utility billing software which will provide on-line customer account access and electronic bill presentment and payment options ($26,000). Also included are annual maintenance fees for the MUNIS utility billing system ($10,000).

5. **Banking Services: ($4,000)** Provides for remote collection and automated processing (through a retail lockbox facility) of monthly water bills. Funds collected are automatically deposited into the Village's account and customer payment data is securely uploaded to the utility billing system on a daily basis.

6. **Municipal Service Charge: ($175,000)** This is an administrative fee charged to the Water & Sewer Fund by the General Fund to reimburse it for administrative support costs which are not charged directly to the Water & Sewer Fund. This includes services provided by Village Administration, Financial Management, Employee Relations, Engineering, and Management Services, including Information Systems support. The increase over the approved FY14/15 budget represents the Water and Sewer Fund's proportionate share of Geographic Information System (GIS) program costs. This includes the Village's participation in a local government GIS consortium to host and manage the Village's GIS.

CAPITAL IMPROVEMENT PROGRAM and BUDGET

Village of Carol Stream

CAPITAL PROJECTS FUND — Detail

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18	Footnotes
Revenues							
43640 Capital Grants							
Flood Buy-Outs	29,637	0	0	333,000	362,000	362,000	
W. Branch Trail	21,801	206,000	75,000	126,000	9,000	0	
Kuhn Road Trail	13,889	0	0	0	0	0	
Bloomingdale Trail	0	58,000	0	127,000	0	0	
Lies Rd. Bike Path	0	80,000	0	144,000	0	0	
Kehoe Blvd. SBS	0	0	0	0	0	100,000	
Klein Creek SBS	0	0	0	0	0	276,000	
46501 Investment Income	64,264	75,000	(147,000)	15,000	15,000	25,000	
47601 Developer Contrib.							
Fair Oaks Pavement		18,000	17,000	0	0	0	
W. Branch Trail	5,509	73,000	0	346,000	36,000	0	
47407 Misc. Revenue		0	65,000	0	0	0	
Total Revenue	**$ 135,100**	**$ 510,000**	**$ 10,000**	**$ 1,091,000**	**$ 422,000**	**$ 763,000**	
Expenditures (11740000)							
Contractual Services							
52238 Legal Fees	17,908	5,000	0	5,000	5,000	5,000	
Capital Outlay							
55486 Roadway System	889,855	5,318,000	4,312,000	4,650,000	5,220,000	4,645,000	1
55487 Village Facilities	371,436	300,000	0	90,000	700,000	0	2
55488 Stormwater System	33,334	92,000	17,000	507,000	564,000	1,579,000	3
55489 Miscellaneous	3,130	0	0	0	0	0	
Total Expenses	**$ 1,315,663**	**$ 5,715,000**	**$ 4,329,000**	**$ 5,252,000**	**$ 6,489,000**	**$ 6,229,000**	
Transfer From General Fund	$ 3,700,000	$ 1,350,000	$ 1,500,000	$ 855,000	$ 1,474,230	$ 1,704,073	
Net Increase / (Decrease)	**$ 2,519,437**	**$ (3,855,000)**	**$ (2,819,000)**	**$ (3,306,000)**	**$ (4,592,770)**	**$ (3,761,927)**	
Projected Year End Balance	**$ 24,258,788**		**$ 21,439,788**	**$ 18,133,788**	**$ 13,541,018**	**$ 9,779,091**	

EXPENDITURE FOOTNOTES

1. **Roadway System:**

	FY15/16	FY16/17	FY17/18
Pavement Preventative Maintenance Program			
The pavement preventative maintenance program includes application of various preservative and restorative rejuvenating sealing agents to aid in extending the life of roadway surfaces ($417,000). This program also includes spot pavement patching where needed ($52,000).	**$469,000**	**$491,000**	**$513,000**
Flexible Pavement Program			
This is the Village's primary annual roadway construction program and includes street resurfacing, structural overlays or pavement reconstruction where necessary. The program also includes curb and gutter, sidewalk and driveway apron reconstruction or repairs as required based upon program criteria. A detailed listing of projects planned for the 2015 construction season follows these footnotes.	**2,558,000**	**3,146,000**	**4,042,000**
Indianwood Drive Pavement Reconstruction			
Includes completion costs for the replacement of 1,700 feet of pavement associated with the Armstrong Park Flood Control Project.	**68,000**	**0**	**0**
Kuhn Road Pavement Rehabilitation			
The project includes pavement replacement from Lies Road to North Avenue.	**374,000**	**0**	**0**
Lies Road Pavement Rehabilitation			
This project involves the repavement of Lies Road from Kuhn Road to County Farm Road.	**36,000**	**395,000**	**0**

1. **Roadway System (continued)**

	FY15/16	FY16/17	FY17/18
Southeast Bike Path			
A 10-foot wide bike path is proposed to be constructed in the southeast corner of the Village connecting the Great Western Trail at President Street to the existing Community Park trail system. The path will head south from the Great Western Trail along the east side of President Street to Gundersen Drive turning west and connecting into the Community Park trail system	**100,000**	**362,000**	**40,000**
West Branch DuPage River Trail			
The project includes a 10' wide path along the east side of Fair Oaks Road from Oxford Drive to St. Charles Road, west to the West Branch of the DuPage River.	**597,000**	**57,000**	**0**
Gary Avenue Improvements			
This is a $12.0M DuPage County project which will resurface and widen Gary Avenue and add a multi-use path on the west side of Gary from the Great Western Trail to beyond the Village's northern limits. Costs identified will cover easement acquisition costs related to the pedestrian path portion of the project.	**40,000**	**0**	**0**
Carol Stream – Bloomingdale Trail Improvements			
This project extends the existing Kuhn Road Trail 3,730 feet from Lies Road north to Army Trail Road.	**178,000**	**219,000**	**0**
Lies Road Bike Path Extension			
The existing Lies Road Bike Path will be extended along the north side of Lies from east of Gary Avenue to Schmale Road.	**180,000**	**300,000**	**0**

1. **Roadway System (continued)**

	FY15/16	FY16/17	FY17/18
Streetlight Replacement Program			
The project involves the annual in-house replacement of approximately 50 streetlights with new energy-efficient LED lights. In year two, the project also includes the replacement of approximately 55,000 lineal feet of underground cable, one control box, one pedestal and 30 pull boxes in the area bounded by Birchbark, Iroquois, County Farm and Morton.	**50,000**	**250,000**	**50,000**
Total Roadway System	**$4,650,000**	**$5,220,000**	**$4,645,000**

2. **Village Facilities:**

	FY15/16	FY16/17	FY17/18
Town Center Fountain Electrical Improvements			
The improvements to the Town Center fountain consist of relocating the main electrical disconnect, current transformer metering cabinet, site lighting controls, 480 volt to 120/240 volt step down transformer, distribution panel for gazebo lighting panel, fountain control panel and site lighting panel from the below grade concrete equipment vault into an above grade, concrete pad mounted, painted aluminum electrical enclosure.	**$10,000**	**$150,000**	**$0**
PWC Front Parking Lot Resurfacing			
The front parking lot surface at the Public Works Center has deteriorated to the point that normal maintenance strategies are no longer effective. The entire asphalt section will be removed and replaced.	**80,000**	**0**	**0**

2. Village Facilities (continued)	FY15/16	FY16/17	FY17/18
PWC Fuel Island Replacement			
The existing facilities, which are approaching 30 years in age, provide unleaded gasoline and diesel fuel for all Village vehicles and several outside agencies. The project includes removal and replacement of three underground tanks, pumps and piping, as well as above-ground dispensing units, control unit and related software.	**0**	**550,000**	**0**
Total Village Facilities	**$90,000**	**$700,000**	**$0**

3. **Stormwater System:**

	FY15/16	FY16/17	FY17/18
Roadway Drainage Improvements			
This newly created program identifies some annual funding to repair deteriorated road storm sewer structures, curbs and gutters and installing new pipe under drains.	**$58,000**	**$61,000**	**$64,000**
Tubeway & Westgate Stormwater Study			
A watershed and storm water management facility study will be undertaken to identify improvements to reduce flooding in the Rothbart Subdivision and to rehabilitate the existing detention basin.	**70,000**	**0**	**0**
Flood Plain Structure Buyout Program			
The program entails the purchase of properties that have experienced repetitive flood damage. The structures would be demolished and the vacant land returned to open space per FEMA and Hazard Mitigation Grant Program (HMGP) requirements. Purchases are entirely contingent upon receiving 100% grant reimbursement.	**333,000**	**362,000**	**362,000**

3. **Roadway Drainage Improvements (continued)**	FY15/16	FY16/17	FY17/18
Kehoe Boulevard Stream Bank Stabilization			
The eroded banks of the Kehoe Boulevard stream would be stabilized using "green engineering" techniques where practical including pool-riffle structures, native plantings, root wads, etc. The project involves stabilization of approximately 3,500 feet of stream banks.	**14,000**	**126,000**	**693,000**
Klein Creek Section I Stream Bank Stabilization			
This project will restore 6,820 feet of severely eroded stream banks along Klein Creek from Kuhn Road to Thunderbird Trail. As with the Kehoe Boulevard Stream Bank Stabilization Project, "green engineering" techniques will also be utilized including pool-riffle structures, native plantings, root wads, habitat rehabilitation, re-meandering, stream bed restoration and wetland creation.	**32,000**	**15,000**	**460,000**
Total Stormwater System	**$507,000**	**$564,000**	**$1,579,000**

Street Resurfacing

Adobe Lane – Inca Blvd. to Mohican Rd.
Alabama Trail – Idaho St. to End
Antelope Trail – Idaho St. to End
Apache Lane – Indianwood Dr. to Aztec Dr.
Arrowhead Trail – Inca Blvd. to Thunderbird Tr.
Cherokee Court – Indianwood Dr. to Aztec Dr.
Cheyenne Trail – Arrowhead Tr. to Aztec Dr.
Cochise Place – Indianwood Dr. to Aztec Dr.
Columbia Court – Idaho St. to End
Commanche Court – Arrowhead Tr. to Aztec Dr.
Commanche Lane – Aztec Dr. to End.
Illini Drive – Aztec Dr. to Hiawatha Dr.
Inca Boulevard – Arrowhead Tr. to Aztec Dr.
Indianwood Drive – Illini Dr. to Thunderbird Tr.
Iroquois Trail – Pawnee Dr. to Pawnee Dr.
Mohican Road – Kuhn Rd. to Pocahontas Tr.
Seneca Lane – Pawnee Dr. to Iroquois Tr.
Teton Circle – Munson Dr. to Munson Dr.

Structural Overlay

Canyon Trail – Lacrosse St to Deerskin Tr.
Deerskin Trail – Kuhn Rd. to Flint Tr.
Flint Trail – Deerskin Tr. to Idaho St.

Pavement Reconstruction

Adam Lane – Birchbark Tr. to David Ln.
Alison Lane – Birchbark Tr. to Chestnut Dr.
Alton Court – Teton Cir. to End
Andrew Lane – Birchbark Tr. to Adam Ln.
Chestnut Drive – Kuhn Rd. to Tamarac Dr.
David Lane – Birchbark Tr. to Stuart Dr.
Larch Drive – Renaissance Dr. to Tamarac Dr.
Linden Drive – Renaissance Dr. to Tamarac Dr.
Mathew Lane – Birchbark Tr. to Alison Ln.
Nebraska Circle – Teton Cir. to End
Penny Court – Alison Ln. to End
Renaissance Drive – Chestnut Dr. to Linden Dr.
Stuart Drive – Birchbark Tr. to Birchbark Tr.
Tamarac Drive – Chestnut Dr. to Linden Dr.
Texas Court – Teton Cir. to End
Willow Drive – Larch Dr. to Tamarac Dr.

Acct # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Budget FY 15/16	Planned FY 16/17	Planned FY 17/18	Footnotes
Revenue							
43207 MFT Allotments	$ 980,377	$ 943,000	$ 986,000	$ 966,000	$ 957,000	$ 947,000	
43207 Capital Bill Funding	176,912	0	354,000	0	0	0	
46501 Interest Income	2,334	7,000	(11,000)	500	500	500	
Subtotal	**1,159,623**	**950,000**	**1,329,000**	**966,500**	**957,500**	**947,500**	
Total Revenues	**$ 1,159,623**	**$ 950,000**	**$ 1,329,000**	**$ 966,500**	**$ 957,500**	**$ 947,500**	
Expenditures (06320000)							
Contractual Services							
52211 Crack Filling	96,902	129,000	116,000	135,000	142,000	149,000	1
Subtotal	**96,902**	**129,000**	**116,000**	**135,000**	**142,000**	**149,000**	
Capital Outlay							
54470 Flexible Pavemt. Pgm	2,282,334	0	0	0	0	0	2
Subtotal	**2,282,334**	**0**	**0**	**0**	**0**	**0**	
Total Expenditures	**$ 2,379,236**	**$ 129,000**	**$ 116,000**	**$ 135,000**	**$ 142,000**	**$ 149,000**	
Net Increase / (Decrease)	**(1,219,613)**	**821,000**	**1,213,000**	**831,500**	**815,500**	**798,500**	
Projected Year End Balance	**$ 2,169,448**		**$ 3,382,448**	**$ 4,213,948**	**$ 5,029,448**	**$ 5,827,948**	

1. **Crack Filling: ($135,000)** The Village's annual fiberized crack filling program is utilized to reduce the rate of pavement deterioration from water migration into the road sub-base. Each year, the program seeks to cover approximately 225,000 square yards of pavement surface, about 13% of the Village's roadway surfaces.

2. **Flexible Pavement Program: ($0)** The Village's Flexible Pavement Program is periodically financed through the use of Motor Fuel Tax Funds at such time as sufficient reserves are accumulated in the fund to support a full year of road programming.

SPECIAL

FUNDS

- Police Pension Fund
- Tax Increment Financing District 2 (Geneva Crossing)
- Tax Increment Financing District 3 (North Avenue / Schmale Road)

POLICE PENSION FUND

The Carol Stream Police Pension Fund is organized under state statutes (40 ILCS 5/3-101) to provide retirement benefits for sworn police personnel. The Police Pension Fund is administered by a five-member Pension Board as defined by statute, and includes two citizens appointed by the Mayor and Village Board, two active police officers, and one current beneficiary. The Financial Management Department provides administrative assistance to the Fund.

TAX INCREMENT FINANCING DISTRICT (TIF) 2 FUND
GENEVA CROSSING

The TIF 2 Fund is established to retire the bonds that were issued for the Geneva Crossing Tax Increment Financing District in 1997. The 1997 TIF Bonds were replaced by Senior Lien Tax Increment Revenue Refunding Bonds, Series 2005. The 2005 bonds are scheduled to be retired by December 30, 2018. Incremental property taxes plus a portion of the sales taxes produced within the TIF are pledged to pay the debt service on the bonds.

TAX INCREMENT FINANCING DISTRICT (TIF) 3 FUND
NORTH AVENUE AND SCHMALE ROAD

On December 5, 2011, the Village created the North Avenue and Schmale Road Tax Increment Financing District as a means to facilitate appropriate economic incentives for future development of this key entryway at the Village's eastern boundary.

A redevelopment agreement was approved in July 2013 with Caputo's New Farm Produce, Inc. for the addition of a new 70,000 square foot retail grocery store and 242,000 square foot regional warehouse, office and distribution facility. Construction of this development was completed in 2014. Incentives to be paid from the TIF come solely from incremental property taxes generated by the grocery store parcel plus a portion of sales taxes created by the development and are paid in accordance with the terms of the redevelopment agreement.

NARRATIVE

The Carol Stream Police Pension Fund is organized under state statutes (40 ILCS 5/3-101) to provide retirement benefits for its police officers. The Police Pension Fund is administered by a five-member Pension Board and includes two citizens appointed by the Village Board, two active police officers, and one current beneficiary. The Financial Management Department provides administrative assistance to the Fund.

Money used to pay for the benefits of retired police officers comes from three sources:

- Active Police Officers – Each officer pays 9.91 percent of their base salary as an on-going contribution into the fund (there are 64 budgeted sworn officer participants).

- Investment Income – Income generated by the Fund's investment holdings. The pension fund investment portfolio has a longer-term focus than that used for general Village investments. As of April 30, 2014, the Fund had total net assets of $38.8 million which is held in trust for its members. The Fund assumes an investment rate of return of 7.25%.

- Village Contribution – According to calculations performed by an independent actuary, this is the amount needed to fully fund the plan (from a long-term time perspective) based on a set of interest earnings rate, salary rate increase, mortality, and other assumptions. For FY15/16, the actuarially determined contribution by the Village is $1,705,946, up 3.3% from the FY14/15 contribution. At the completion of the actuary's latest report (4/30/14) the Pension Fund was 69.9% of "fully funded" status.

The pension plan, as set by State law, provides retirement benefits at age 50, with a minimum of 20 years of service, at a rate of one half the annual salary attached to the rank held on the last day of service. The annual pension increases by 2.5% of the annual salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such annual salary. Generally, upon the attainment of age 55, retired Police Officers receive an annual compounded increase in their pension of 3% each January 1st. As of January, 2015, there are 29 beneficiaries receiving a monthly pension from the Police Pension Fund at an annualized cost of about $2.0 million.

Late in 2010, the Illinois General Assembly adopted a number of reforms in the pension law which resulted in the creation of a new benefit tier for new plan entrants hired on or after January 1, 2011. Major changes included an increase in the minimum retirement age to 55, annual non-compounded pension increases which begin at age 60, and salary used to compute pension will be based on the highest 96 of the last 120 months of service, subject to a maximum pensionable salary limited by an annual growth cap. This legislation also expanded investment authority, extended the amortization period for unfunded liabilities from 2033 to 2040, and imposed funding targets and penalties to municipalities for failing to adequately fund pension obligations.

	Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
	Revenues						
49330	Employer Contribution	$ 1,551,754	$ 1,651,830	$ 1,651,830	$ 1,705,946	$ 1,876,541	$ 2,064,195
47333	Employee Contribution	526,409	570,000	535,000	570,000	585,000	610,000
46504	Investment Income - Gov. Secur.	386,023	550,000	550,000	650,000	700,000	750,000
46506	Investment Income - IL Funds	305	500	100	100	100	100
46510	Appreciation - Separate Acct.	2,530,121	1,500,000	1,500,000	1,750,000	1,850,000	2,050,000
46502	Gain/(Loss)	(890,861)	850,000	750,000	900,000	950,000	1,000,000
47334	Contributions - Prior Years	0	0	36,260	0	0	0
47335	Repayment of Refunds	0	0	11,264	0	0	0
47336	Interest From Members	0	0	47,436	0	0	0
47337	Portability Transfers In	0	0	26,412	0	0	0
	Total Revenue	**$ 4,103,751**	**$ 5,122,330**	**$ 5,108,302**	**$ 5,576,046**	**$ 5,961,641**	**$ 6,474,295**
	Expenses						
	Contractual Services						
52222	Meetings	5,341	7,500	6,500	7,500	7,500	7,500
52234	Dues & Subscriptions	1,325	1,500	1,400	1,500	1,500	1,500
52238	Legal Fees	7,005	7,500	7,500	7,500	7,500	7,500
52241	Court Reporter Fees	0	0	1,500	0	0	0
52256	Banking Services	4,779	5,000	5,000	6,000	6,000	6,000
52259	Accounting Services	11,895	12,500	13,000	14,500	15,000	15,500
52292	Management Fee	65,976	80,000	70,000	80,000	80,000	80,000
52293	Bonding & Insurance	3,506	4,000	3,600	4,000	4,500	5,000
52294	Secretary Services	533	500	500	500	500	500
52295	Medical Examinations	11,232	20,000	15,000	20,000	20,000	20,000
	Subtotal	**111,592**	**138,500**	**124,000**	**141,500**	**142,500**	**143,500**
	Other Expenses						
57473	Retirement Pensions	1,496,883	1,750,000	1,750,000	2,000,000	2,200,000	2,400,000
57474	State Filing Fee	6,676	8,000	7,300	8,500	9,500	10,500
57475	Contribution Refunds	0	0	101,000	0	0	0
57476	Disability Pensions	57,325	94,000	100,000	150,000	150,000	150,000
57477	Transfer to Other Fund	0	0	63,900	0	0	0
57478	Surviving Spouse Pension	85,479	85,500	85,500	85,500	85,500	85,500
57499	Contingency	76	0	0	0	0	0
	Subtotal	**1,646,439**	**1,937,500**	**2,107,700**	**2,244,000**	**2,445,000**	**2,646,000**
	Total Expenses	**$ 1,758,031**	**$ 2,076,000**	**$ 2,231,700**	**$ 2,385,500**	**$ 2,587,500**	**$ 2,789,500**
	Net Increase / (Decrease)	**$ 2,345,720**	**$ 3,046,330**	**$ 2,876,602**	**$ 3,190,546**	**$ 3,374,141**	**$ 3,684,795**

The Tax Increment Financing (TIF) District - Geneva Crossing Debt Service Fund was set up in 1997 to retire the $4.8 million in bonds that were issued for the Geneva Crossing Tax Increment Financing District. In 2005, this issue was refinanced to take advantage of the favorable interest rate environment. The 2005 bonds are scheduled to retire on December 30, 2021.

The Geneva Crossing Shopping Center is located at the northwest corner of Geneva and Schmale Roads. Incremental property taxes plus a portion of the sales taxes produced within the TIF are pledged to pay the debt service on the bonds.

In December of 2014, the Village called (paid early) the last three years of bond maturities in 2019, 2020 and 2021, resulting in future interest cost savings of more than $306,000. The revised retirement date on the bonds is December 30, 2018. Additional bond calls will be considered as feasible and financially practicable.

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Beginning Balance, May 1	**$ 1,856,716**	**$ 2,010,576**	**$ 2,010,576**	**$ 1,090,066**	**$ 1,297,286**	**$1,426,961**
Revenues/Sources						
41101 Incremental Property Tax	446,031	475,000	415,000	475,000	400,000	400,000
46501 Interest Income	199	200	150	200	200	200
49330 Transfer from General Corporate Fund	78,624	40,000	55,000	55,000	55,000	55,000
Total Revenues/Sources	**524,854**	**515,200**	**470,150**	**530,200**	**455,200**	**455,200**
Expenditures/Uses						
56290 Principal Retirement	240,000	255,000	1,270,000	265,000	280,000	290,000
56491 Interest Expense	127,760	116,960	116,960	54,480	42,025	28,865
52238 Legal Services	234	500	700	500	500	500
56292 Escrow Agent Fees	3,000	3,000	3,000	3,000	3,000	3,000
Total Expenditures/Uses	**370,994**	**375,460**	**1,390,660**	**322,980**	**325,525**	**322,365**
Net Increase / (Decrease)	153,860	139,740	(920,510)	207,220	129,675	132,835
Ending Balance, April 30	**$ 2,010,576**	**$ 2,150,316**	**$ 1,090,066**	**$ 1,297,286**	**$ 1,426,961**	**$1,559,796**

(GENEVA CROSSING PROJECT) SERIES 2005
DEBT SERVICE TO MATURITY

May 1, 2015

Fiscal Year	Principal	Interest	Total	Principal Due
FY16	265,000	54,480	319,480	12/30/15
FY17	280,000	42,025	322,025	12/30/16
FY18	290,000	28,865	318,865	12/30/17
FY19	305,000	14,945	319,945	12/30/18
	$ 1,140,000	$140,315	$1,280,315	

On December 5, 2011, having satisfied all of the requirements for TIF eligibility, the Village created the North Avenue and Schmale Road Tax Increment Financing District as a means to facilitate appropriate economic incentives for future development of this key entryway at the Village's eastern boundary. The TIF occupies the southwest corner of North Avenue and Schmale Road.

The Village approved a Redevelopment Agreement on July 15, 2013 with Caputo's New Farm Produce to convert a portion of the redevelopment area into a retail grocery store and warehouse operation. The negotiated developer incentive will be paid entirely from incremental property taxes generated by the development and 50% of the sales taxes produced for a maximum term of thirteen years. In the event, the established development incentive has not been paid to the developer by that time, an additional two years of incremental property taxes only will be paid for no more than an additional two years or until the full incentive amount has been paid, whichever occurs sooner.

Acct. # / Description	Actual FY 13/14	Revised Budget FY 14/15	Estimated FY 14/15	Proposed Budget FY 15/16	Projected FY 16/17	Projected FY 17/18
Beginning Balance, May 1	**$ (67,306)**	**$ (58,060)**	**$ (58,060)**	**$ (59,260)**	**$ (82,260)**	**$ (84,260)**
Revenues/Sources						
41150 Tax Increment - Caputo's	18,742	19,500	0	0	150,000	200,000
41175 Tax Increment - Undesign.	37	14,100	14,800	14,000	18,000	20,000
46501 Interest - Undesign.	0	40	0	0	500	1,500
49340 Sales Taxes - Caputo's	0	140,000	70,000	120,000	123,500	127,000
Total Revenues/Sources	**18,779**	**173,640**	**84,800**	**134,000**	**292,000**	**348,500**
Expenditures/Uses						
52238 Legal Services	7,333	4,000	4,000	4,000	2,000	2,000
52253 Consultant	2,200	2,000	1,500	2,000	0	0
56490 Loan Principal	0	3,000	0	0	140,500	194,500
56491 Loan Interest	0	140,000	70,000	140,000	140,000	140,000
58220 Reimb. to General Fund	0	10,500	10,500	11,000	11,500	12,000
Total Expenditures/Uses	**9,533**	**159,500**	**86,000**	**157,000**	**294,000**	**348,500**
Net Increase / (Decrease)	9,246	14,140	(1,200)	(23,000)	(2,000)	0
Ending Balance, April 30	**$ (58,060)**	**$ (43,920)**	**$ (59,260)**	**$ (82,260)**	**$ (84,260)**	**$ (84,260)**

APPENDIX

Due Dates	Activity
A. Wednesday, October 15, 2014	Executive Team reviews and submits their 5-year forecast pertaining to personnel and capital items.
B. Friday, October 24, 2014	Distribution of budget work templates to Executive Team.
C. Tuesday, November 4, 2014	Complete discussions of departmental 5-year forecasts.
D. Monday, November 17, 2014	Finance Department submits salary, wages and estimated health insurance cost figures to Departments.
	Public Works submits vehicle maintenance costs to Departments.
E. Monday, December 1, 2014	Village Board Workshop: Water/Sewer Fund
F. Monday, December 15, 2014	Line item budgets and supporting documentation are due.
G. Monday, December 15, 2014	Recommendation for 2015 water/sewer rates and charges.
H. Wednesday, December 31, 2014	Finance submits revenue projections to the Village Manager.
I. Friday, January 9, 2015	Initial review of the operating budget requests are completed by the Budget Team and returned to the Executive Team to implement revisions.
J. Friday, January 9, 2015	Finance Department submits non-departmental budgets to the Village Manger. Updated health renewal costs to departments.
K. Tuesday, January 20, 2015	Village Board Workshop: Preliminary budget snap-shot.
L. Friday, January 23, 2015	Secondary follow-up review of operating budget requests with Executive Team and final revisions.
M. Monday, February 2, 2015	Village Board Workshop: Review of Capital Improvement Plan.
N. Friday, February 6, 2015	Financial Plan narratives and footnotes are due.
O. Tuesday, February 17, 2015	Village Board Workshop: Review of General Fund.

Due Dates	Activity
P. Monday, March 16, 2015	Village Board Workshop: Revised General Fund Budget based on proposed revenue reductions from Springfield.
Q. Friday, March 27, 2015	Distribution of draft of FY15/16 budget to Village Board and public availability of budget in Village Clerk's office, Village Library and Village website.
R. Wednesday, April 8, 2015	Publication of budget public hearing notice in newspaper.
S. Monday, April 20, 2015	Public hearing is held with subsequent adoption of the 2016-18 Financial Plan and FY15/16 Annual Budget.
	Posting of selected employee compensation information on Village website per Public Act 097-0609.
T. Friday, May 1, 2015	FY15/16 begins.
	File certified copy of budget ordinance, budget and estimate of revenues with DuPage County Clerk.

Certificate of the Publisher

Examiner Publications, Inc. certifies that it is the publisher of The Examiner of Carol Stream. The Examiner of Carol Stream is a secular newspaper, has been continuously published weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the Village of Carol Stream, township of Bloomingdale, County of DuPage, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 times in The Examiner of Carol Stream, namely one time per week for 1 successive weeks. The first publication of the notice was made in the newspaper, dated and published on April 8, 2015 and the last publication of the notice was made in the newspaper dated and published on April 8, 2015 This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

In witness, Examiner Publications, Inc. has signed this certificate by Randall Petrik, its publisher, at The Village of Carol Stream, Illinois, on April 8, 2015.

Examiner Publications, Inc.

President

By: Publisher_____

Randall E. Petrik, Publisher, Examiner Publications, Inc.

Subscribed and sworn to before me this 8th day of April, A.D. 2015.

Notary Public

OFFICIAL SEAL
KATHY BRYSIEWICZ
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:08/14/18

VILLAGE OF CAROL STREAM
PROPOSED BUDGET FOR FY15/16
MAY 1, 2015 - APRIL 30, 2016

NOTICE OF PUBLIC HEARING

A public hearing on the Village's proposed FY15/16 annual budget for the fiscal year beginning May 1, 2015 and ending April 30, 2016 will be held by the Mayor and Board of Trustees of the Village of Carol Stream at 7:30PM on Monday, April 20, 2015.

The hearing will be held in the Board Room of the Gregory J. Bielawski Municipal Center at 500 N. Gary Ave., Carol Stream, IL 60188.

Residents attending the hearing may provide written and oral comments on any portion of the Village budget.

A copy of the proposed budget is available for public inspection in the Village Clerk's office located at 500 N. Gary Ave., Carol Stream or at the Carol Stream Public Library at 616 Hiawatha Dr., Carol Stream during normal business hours. The proposed budget is also available on the Village's website at carolstream.org. Residents may also provide written comments prior to the public hearing by submitting them to Joe Breinig, Village Manager, 500 N. Gary Ave., Carol Stream, IL 60188.

As published in *The Examiner* April 8, 2015 0408

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE VILLAGE OF CAROL STREAM IN THE AMOUNT OF $48,536,026 FOR THE FY15/16 FISCAL YEAR BEGINNING MAY 1, 2015, AND ENDING APRIL 30, 2016

WHEREAS, Village staff has prepared and presented to the Mayor and Board of Trustees of the Village of Carol Stream a proposed annual budget for the FY15/16 fiscal year beginning May 1, 2015, and ending April 30, 2016 as set forth in "Exhibit A" to this ordinance as attached hereto; and

WHEREAS, following due and proper publication of public notice in The Examiner on April 8, 2015, a public hearing was held on April 20, 2015, to consider the proposed annual budget for the FY15/16 fiscal year; and

WHEREAS, the proposed annual budget has been made conveniently available for public review and inspection at least 10 days prior to passage in the office of the Carol Stream Village Clerk, the Carol Stream Public Library and on the Village's web site, and

WHEREAS, the Mayor and Board of Trustees of the Village of Carol Stream deem it in the best interest of the Village to adopt the budget proposed by the Budget Officer, as revised at the direction of the Mayor and Board of Trustees;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DUPAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, as follows:

SECTION 1: The annual expenditure Budget for the FY15/16 fiscal year, beginning May 1, 2015, and ending April 30, 2016, for the Village of Carol Stream, is in the amount of Forty Eight Million Five Hundred Thirty Six Thousand Twenty Six Dollars, ($48,536,026); as set forth in "Exhibit A", as attached hereto, is hereby adopted and authorized.

SECTION 2: That the adoption of the foregoing annual budget shall be in lieu of the Appropriation Ordinance required in Section 8-2-9 of the Illinois Municipal Code.

SECTION 3: The budget hereby approved shall be printed and bound and a certified copy of this Ordinance and a copy of the printed and bound budget shall be filed with the DuPage County Clerk in accordance with the provisions of the statutes of the State of Illinois.

SECTION 4: The Finance Director is authorized and directed to transfer the sum of Two Million One Hundred Thousand Dollars ($2,100,000) from General Corporate Fund cash

reserve balances to the Capital Projects Fund to support improvements to the Village's public infrastructure assets. This transfer is consistent with the Village's established policies and past practices with respect to reserve balances and continues to be the primary funding source for improvements to the Village's roadway, storm water, public facility and other infrastructure systems which are completed in the Capital Projects Fund.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form as provided by law.

PASSED AND APPROVED THIS 20TH DAY OF APRIL, 2015.

AYES:

NAYS:

ABSENT:

_____
Frank Saverino, Sr., Mayor

ATTEST:

_____
Beth Melody, Village Clerk

The modified accrual basis of accounting is used for all governmental fund types and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period. Property taxes are recognized when they become both measurable and available in accordance with GASB Codification Section P70. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

Those revenues susceptible to accrual are property taxes, franchise taxes, licenses, interest revenue, and charges for services. Sales income, and motor fuel taxes collected and held by the state at year-end on behalf of the Village of Carol Stream are also recognized as revenue.

The accrual basis of accounting is utilized for proprietary fund types, pension trust funds, and nonexpendable trust funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Deferred revenue is reported on the combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received before there is a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the resources can be legally claimed, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Budgets

The budget reflects the modified accrual basis of accounting. Under this basis, revenues are budgeted for the fiscal year in which they are susceptible to accrual that is they are both measurable and available. Available means collectible within the budget year or soon enough thereafter to be used to pay liabilities of the budget year. Expenditures are recorded in the budget year in which the fund liability is incurred, if measurable.

Procedure for Amending Village Budgets

The Village Manager has the authority to approve budget transfers where the amount, in total, does not exceed $5,000 and the transfer is within the same department. Any transfers in excess of $5,000 and/or transfers between departments must be presented to the Village Board for their approval. Any increase or decrease to the budget, in the form of a budget amendment must also be presented to the Village Board for their approval. Pertaining to program budgets, the Village Manager has the authority to approve budget transfers, in any amount, between programs within the same department as long as the total amount of the department's budget does not change.

Bond Indebtedness

The Village, under its home rule authority, does not have a legal debt limit. The Village has no immediate plans for issuing bonds.

(b) Compile an annual budget in accordance with Section 8-2-9.3.

(c) Examine all books and records of all municipal departments, commissions, and boards which relate to monies received by the municipality, municipal departments, commissions, and boards, and paid out by the municipality, municipal departments, commissions, and boards, debts and accounts receivable, amounts owed by or to the municipality, municipal departments; commissions, and boards.

(d) Obtain such additional information from the municipality, municipal departments, commissions, and boards as may be useful to the budget officer for purposes of compiling a municipal budget, such information to be furnished by the municipality, municipal departments, commissions, and boards in the form required by the budget officer. Any department, commission or board which refuses to make such information as is requested of it available to the budget officer shall not be permitted to make expenditures under any subsequent budget for the municipality until such municipal department, commission, or board shall comply in full with the request of the budget officer.

(e) Establish and maintain such procedures as shall insure that no expenditures are made by the municipality, municipal departments, commissions, or board except as authorized by the budget.

Laws 1961, p. 576, § 8-2-9.2, added by Laws 1967, p. 3494, § 1, eff. Sept. 1, 1967. Amended by P.A. 76-1117, § 1, eff. Aug. 28, 1969.

Formerly III.Rev.SWt.1991, ch. 24, ¶ 8-2-9.2.

5/8–2–9.3. Compilation and contents of budget

§ 8–2–9.3. Compilation and contents of budget. The municipal budget officer shall compile a budget, such budget to contain estimates of revenues available to the municipality for the fiscal year for which the budget is drafted, together with recommended expenditures for the municipality and all of the municipality's departments, commissions, and boards. Revenue estimates and expenditure recommendations shall be presented in a manner which is in conformity with good fiscal management practices. Substantial conformity to a chart of accounts, now or in the future, recommended by the National Committee on Governmental Accounting, (or) the Auditor of Public Accounts of the State of Illinois, or the Division of Local Governmental Affairs and Property Taxes of the Department of Revenue of the State of Illinois or successor agencies shall be deemed proof of such conformity. The budget shall contain actual or estimated revenues and expenditures for the two years immediately preceding the fiscal year for which the budget is prepared. So far as is possible, the fiscal data for such two preceding fiscal years shall be itemized in a manner which is in conformity with the chart of accounts approved above. Each budget shall show the specific fund from which each anticipated expenditure shall be made.

Laws 1961, p. 576, § 8-2-9.3, added by Laws 1967, p. 3494, § 1, eff. Sept. 1, 1967. Amended by P.A. 76-1117, § 1, eff. Aug. 28, 1969.

Formerly III.Rev.,Stat.1991, ch. 24, ¶ 8-2-9.3.

5/8–2–9.4. Passage of annual budget-Effect

§ 8–2–9.4. Passage of annual budget-Effect. Passage of the annual budget by the corporate authorities shall be in lieu of passage of the appropriation ordinance as required by Section 8-2-9 of this Act. The annual budget need not be published except in a manner provided for in Section 8-2-9.9. The annual budget shall be adopted by the corporate autholities before the beginning of the fiscal year to which it applies.

Laws 1961, p. 576, § 8-2-9.4, added by Laws 1967, p. 3494, § 1, eff. Sept. 1, 1967. Amended by P.A. 76-1117, § 1, eff. Aug. 28, 1969.

Formerly III.Rev.Stat.1991, ch. 24, ¶ 8-2-9.4.

5/8–2–9.5. Capital improvement, repair or replacement fund

§ 8–2–9.5. In the preparation by the municipal budget officer of the annual budget, an amount not to exceed 3% of the equalized assessed value of property subject to taxation by the municipality may be accumulated in a separate fund for the purpose or purposes of specific capital improvements, repairs, and/or replacements of specific types of municipal equipment or other tangible property, both real and personal, to be designated as the "Capital Improvement, Repair or Replacement Fund". Expenditures from the Capital Improvement, Repair or Replacement Fund shall be budgeted in the fiscal year in which the capital improvement, repair or replacement will occur. Upon the completion or abandonment of any object for which the Capital Improvement, Repair or Replacement Fund, or should any surplus monies remain after the completion or abandonment of any object for which the Capital Improvement, Repair or Replacement Fund was inaugurated, then such funds no longer necessary for capital improvement, repair or replacement shall be transferred into the general corporate fund of the municipality on the first day of the fiscal year following such abandonment, completion, or discovery of surplus funds.

Laws 1961, p. 576, § 8-2-9.5, added by Laws 1967, p. 3494, § 1, eff. Sept. 1, 1967. Amended by P.A. 76-1117, § 1, eff. Aug. 28, 1969; P.A. 84-147, § 1, eff. Jan. 1, 1986.

Formerly III.Rev.Stat.1991, ch. 24, ¶ 8-2-9.5.

5/8–2–9.6. Revision of annual budget

§ 8–2–9.6. Revision of annual budget. The corporate authorities may delegate authority to heads of municipal departments, boards, or commissions to delete, add to, change or create sub-classes within object classes budgeted previously to the department, board, or commission, subject to such limitation or requirement for prior approval by the budget officer or executive officer of the municipality as the council, upon a two-thirds vote of the corporate authorities then holding office, may establish. By a vote of two-thirds of the members of the corporate authorities then holding office, the annual budget for the municipality may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves. No revision of the budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision.

Laws 1961, p. 576, § 8-2-9.6, added by Laws 1967, p. 3494, § 1, eff. Sept. 1, 1967. Amended by P.A. 76-1117, § 1, eff. Aug. 28, 1969.

Formerly III.Rev.Stat.1991, ch. 24, ¶ 8-2-9.6.

5/8–2–9.7. Funds for contingency purposes

§ 8–2–9.7. Funds for contingency purposes. The ant)tial budget may contain money set aside for contingency I)iii-poses not to exceed ten percent of the total budget, less the amount set aside for contingency purposes, which monies

Village of Carol Stream

Outstanding Debt By Type
Last Ten Fiscal Years
April 30, 2015

	Governmental Activities	Business-Type Activities		
Fiscal Year Ended	Tax Increment Refunding Bonds[1]	DWC Installment Contract Payable[2]	IEPA Loan Payable[3]	Total Primary Government
2006	4,080,000		6,102,457	10,182,457
2007	3,900,000		5,828,893	9,728,893
2008	3,710,000	637,569	5,548,254	9,895,823
2009	3,515,000	637,569	5,260,356	9,412,925
2010	3,310,000	637,569	4,965,011	8,912,580
2011	3,100,000	637,569	4,662,027	8,399,596
2012	2,880,000	637,569	4,351,206	7,868,775
2013	2,650,000	637,569	4,032,346	7,319,915
2014	2,410,000	588,525	3,705,239	6,703,764
2015	1,140,000	539,481	3,369,671	5,049,152

[1] Refunded 1997 tax increment financing bonds by issuing on August 30, 2005, Senior lien tax refunding bonds in the amount of $4,285,000. This debt is not a general obligation of the Village and is secured by incremental tax revenue generated by the District. Maturities in 2019, 2020 and 2021 totaling $1,015,000 were redeemed early during FY2015.

[2] Borrowed $637,569 from the DuPage Water Commission to finance the connection to Village's water system for residents with contaminated wells located in an unincorporated area of DuPage County, surrounding the Village of Carol Stream. The Village of Carol Stream will be repaid by these residents through an SSA which was established by DuPage County.

[3] Loan issued through the IEPA revolving loan program in 2002 to finance the most recent expansion of the Waste Water Treatment Plant.

Village of Carol Stream

Miscellaneous Statistics
April 30, 2015

Date of Incorporation	January 5, 1959
Form of Government	Board-Administrator

The Legislative Board is comprised of the elected Mayor and six Trustees of the Village of Carol Stream. The Board makes policy decisions necessary to maintain and enhance the health, safety and welfare of the citizens and visitors to Carol Stream. These decisions include, but are not limited to: matters of annexation; tax impact; budgets; letting of contracts; citizens' and others' concerns; acceptance of subdivision improvements; establishment of and variations in housing, subdivision, building , drainage, zoning and traffic codes; and establishment of license fees and other charges.

		Term Expires On:
Mayor	Frank Saverino	April 30, 2015
Trustee	Mary Frusolone	April 30, 2015
Trustee	Rick Gieser	April 30, 2017
Trustee	John LaRocca	April 30, 2017
Trustee	Matt McCarthy	April 30, 2017
Trustee	Greg Schwarze	April 30, 2015
Trustee	Donald Weiss	April 30, 2015

Geographic Location	Western Suburb of Chicago Located in DuPage County
Area	10.0 Square Miles

Elections	
Number of Registered Voters (4/7/15)	22,763
Number of Votes Cast in Last Municipal Election (4/7/15)	2,461
Percentage of Registered Voters Voting in Last Municipal Election	10.8%

Village of Carol Stream

Operating Indicators
Last Ten Calendar Years

Function/Program	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General Government										
Village Clerk										
Passports Issued	292	341	612	433	389	353	285	384	358	347
Finance										
Vehicle stickers issued	23,958	24,269	24,601	29,336	28,794	27,931	27,968	27,968	28,007	28,289
Real Estate Transfer Tax:										
Number of transactions	1,269	1,220	966	731	622	544	618	803	946	859
Refunds issued	76	73	33	14	13	7	7	13	12	10
Accounts Payable Checks processed	1,980	1,814	1,806	1,709	1,610	1,419	1,442	1,654	1,450	1,590
Business licenses issued	904	1,081	844	773	840	858	829	805	810	786
Engineering										
Flexible pavement projects (miles)[1]	6.05	7.48	7.40	5.90	7.30	5.10	5.00	7.13	10.08	7.33
Crackfilling (pds of material)	65,450	-	52,580	48,000	53,300	66,610	85,000	71,561	70,000	71,732
Pavement Rejuvenation (sq yds)	375,000	201,539	270,000	240,000	302,000	255,100	280,000	332,445	343,390	346,924
Community Development										
Building permits issued										
Residential Permits Issued:										
New Construction	82	70	148	1	-	22	30	10	31	36
Remodel	60	56	73	59	37	22	30	22	15	18
Industrial/Commercial Permits Issued:										
New Construction	7	7	7	2	1	1	3	-	-	3
Remodel	75	105	60	50	42	38	86	61	52	25
Accessory Permits Issued[2]	1,930	1,802	1,632	1,513	1,302	1,223	1,316	1,388	1,326	1,272
Total Building permit valuation	$ 48,176,232	$ 50,496,593	$ 63,899,878	$ 29,603,698	$ 31,932,281	$ 26,753,639	$ 68,287,474	$ 41,914,549	$ 32,470,786	$ 24,893,692
Public Safety										
Police										
Calls for Service:										
Officer Initiated	41,589	39,033	37,044	36,029	37,857	34,331	28,349	27,184	29,664	27,833
9-1-1	16,108	15,884	15,549	15,222	13,782	12,661	12,025	11,823	11,392	10,980
Total Accident investigations:	1,086	1,012	1,137	1,042	663	547	549	411	373	344
Property Damage	970	913	1,023	935	569	467	459	349	301	290
Personal Injury	116	99	114	107	94	80	89	62	72	54
Fatalities	1	0	0	0	0	0	1	0	0	0
Crime Index Part I Offense:										
Homicide	0	0	0	1	0	0	1	0	0	0
Criminal Sexual Assault	9	3	2	11	6	7	8	3	3	4
Robbery	14	7	15	14	7	9	7	6	7	11
Aggravated Assault/Battery	93	70	62	52	42	28	32	27	19	29
Burglary	117	79	78	107	74	75	75	70	54	60
Theft	616	605	597	582	511	473	390	395	385	304
Motor Vehicle Theft	33	34	20	27	24	26	30	15	15	19
Arson	12	4	5	9	8	13	9	15	11	3
Total Part I Offenses	894	802	779	803	672	631	552	531	494	430
Total Part I Arrests	138	104	120	163	121	133	78	94	73	84

Village of Carol Stream

Operating Indicators
Last Ten Calendar Years

Function/Program	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Parking violations	5,914	4,959	4,606	5,354	9,172	9,608	2,153	3,380	3,986	3,849
Traffic violations (includes DUI violations)	15,557	16,621	18,755	16,993	17,676	13,445	17,726	11,036	12,542	12,558
DUI Violations	426	562	499	576	468	347	349	372	392	345
False alarm accounts:										
Commercial	470	488	512	534	551	575	607	641	680	716
Residential	477	515	544	577	614	655	687	732	797	876
False alarm responses:										
Commercial	784	773	760	810	623	598	569	637	649	622
Residential	217	169	161	126	164	136	116	92	123	192
Public Works										
Streets										
Street Sweeping:										
Curb lane miles swept	2,955	3,511	4,709	4,181	4,597	2,229	2,997	1,470	1,760	1,680
Cubic yards of waste collected	701	1,003	1,213	1,080	1,609	993	1,929	365	525	540
Snow plowing:										
Number of snow events	17	11	17	27	24	29	35	14	31	33
Inches of snow fall	45	26	58	74	53	63	42	24	46	39
Right of way mowing:										
Acres mowed	1,900	2,498	2,863	1,933	1,926	2,260	1,940	3,670	5,100	3,566
Sidewalk replaced/repaired (squares)	408	332	341	470	148	329	181	228	360	540
Regulatory signs installed	260	196	232	227	184	192	439	392	224	481
Garage										
Number of PM services performed	427	306	696	824	642	335	254	224	209	265
Number of Outsourced services	44	33	26	39	43	16	31	38	57	37
Water										
Average daily consumption:										
Residential	2.76 MGD	2.47 MGD	2.71 MGD	2.62 MGD	2.63 MGD	2.47 MGD	2.45 MGD	2.52 MGD	2.49 MGD	2.22 MGD
Industrial/Commercial	.68 MGD	.64 MGD	.72 MGD	0.67 MGD	0.7 MGD	0.58 MGD	0.51 MGD	0.55 MGD	0.63 MGD	0.53 MGD
Peak daily consumption	6.81 MGD	6.36 MGD	7.61 MGD	5.34 MGD	4.94 MGD	4.50 MGD	5.34 MGD	5.71 MGD	5.06 MGD	4.45 MGD
Water main breaks	23	7	10	7	7	7	12	47	41	24
Number of valves exercised	7	125	141	188	136	165	385	235	212	296
Water billing accounts on 12/31:										
Residential	9,882	10,107	10,200	9,820	10,205	10,245	10,306	10,299	10,248	10,281
Industrial/Commercial	615	628	636	558	640	667	1,019	649	694	692
Municipal/Church/School	55	54	54	53	52	50	55	51	56	58
Wastewater										
Average daily treatment	4.27 MGD	5.95 MGD	4.92 MGD	5.46 MGD	5.58 MGD	5.69 MGD	5.68 MGD	4.61 MGD	4.68 MGD	4.88 MGD
Excursions/Violations	1	5	8	22	5	5	5	6	6	1

Data Source

Various village departments

NA = Information Unavailable/Program non-existent

MGD = Million Gallons Daily

[1] Flexible pavement projects include street resurfacing, replacement and structural overlay. Data was provided from IDOT reports.

[2] Accessory Permits include pools, patios, decks, fireplaces, shed, etc.

Village of Carol Stream

Capital Asset Statistics

Last Ten Fiscal Year

Function/Program	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Public Safety										
Police										
Stations/Municipal Center	1	1	1	1	1	1	1	1	1	1
Patrol vehicles	43	45	47	47	44	40	40	38	46	46
Public Works										
Residential streets (miles)	107	108	108	108	108	108	108	108	108	104.8
Storm sewers (miles)	105	106	106	106	106	106	106	106	106	113.7
Trails/Bike Paths (miles)										6.0
Water and Sewer										
Water mains (miles)	137	137	137	138	138	138	138	139	139	136.0
Storage capacity (MG)	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5
Sanitary sewers (miles)	109	109	109	110	110	110	110	112	112	114.7
Treatment capacity (MG)	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5

Data Source

Village's Comprehensive Annual Financial Report Statistic Section

Various village departments