

*Village of
Carol Stream, Illinois*



**Annual Budget
May 1, 2018 through April 30, 2019**

Three Year Financial Plan
May 1, 2018 through April 30, 2021



**2019-2021
FINANCIAL PLAN**

and

**2018-2019
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.

Core Values

Accountability

Acceptance and responsibility for individual and organizational actions to both internal and external parties.

Communication

The continual imparting or exchange of thoughts, opinions, or information by speech, writing, or signs.

Cooperation

The process of working collaboratively or acting together as a team for a common purpose or goal.

Integrity

Adherence to principles of morality; soundness of moral character; honest, ethical and sincere.

Respect

Understanding the importance of others, treating everyone with courtesy and dignity, remaining calm in challenging situations and using appropriate methods of engagement (empathy, humor etc...) based on circumstance.



Village of Carol Stream

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TO: Mayor and Trustees
FROM: Joseph E. Breinig, Village Manager
DATE: April 16, 2018
RE: **2019-2021 Financial Plan
and Fiscal Year 2018/19 Budget**

Transmitted with this letter is the approved fiscal year 2018/19 annual Village Budget which begins on May 1, 2018. This one year budget of programs, services, revenues and expenditures is incorporated into the broader 2019-2021 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 September/October 2017 which provided the foundation of the approved FY18/19 Annual Budget. Another strategic planning exercise is planned during FY19/20.

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, and goals and objectives of the new fiscal year which provide specific details on how the community's resources are put to use.

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 comprehensive reflection of all 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 2019-21 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 76.0% of all budgeted resources in FY18/19. 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 49.3% of total operating fund expenditures. **The total FY18/19 regular full-time-equivalent (FTE) personnel complement is 165.4, an increase of 1.5 or 0.9% compared to FY17/18.** Of the staffing additions proposed for FY18/19, the equivalent of 1.0 full-time position will be reimbursed entirely by an external unit of government.

The net change in total authorized Village staffing levels over the last 10 year period is shown in the chart on the following page.

<u>Fiscal Year</u>	<u>Total Positions</u>	<u>Change</u>	<u>% of Workforce</u>
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	154.60	4.00	2.0%
FY16/17	160.90	6.30	4.1%
FY17/18	163.90	3.00	1.9%
FY18/19	165.40	1.50	0.9%
Totals		(4.80)	(2.8%)

Including the new positions added for FY18/19 the Village remains staffed 2.8% or 4.80 positions below 10 years ago. While the previous staffing reductions were necessary in light of unprecedented revenue reductions sustained during the Great Recession, all new proposed staff additions are evaluated considering current service demands as well as opportunities to enhance operational efficiency and effectiveness.

Pension and group health insurance costs represent a significant portion of annual personnel expenditures (25.2%). 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 FY18/19, contributions to the Illinois Municipal Retirement Fund (IMRF) are anticipated to decrease by 2.4% compared to the FY17/18 budget (due to a reduction in the calendar year 2018 required contribution rate of 13.61% of payroll versus 14.38% in calendar year 2017). The FY18/19 contribution to the Carol Stream Police Pension Fund, which is computed by an independent actuary, is projected to increase by 17.5% compared to the current year budget. This increase was primarily influenced by a reduction in the Fund's assumed rate of return from 7.25% to 7.00% and investment returns in FY16/17 that were below expectations. **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 increase in FY18/19 by 4.4% over the current year budget.

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 FY18/19 is balanced, and projects a surplus of revenues over expenditures of \$445,000. 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 \$27,660,000 for FY18/19 are \$1,358,000 or 4.7% less than revenues budgeted in FY17/18. The 2017/18 fiscal year saw a number of sudden and pronounced negative impacts to core revenue sources of a magnitude not experienced since the Great Recession. The most impactful of these revenue declines include:

1. Shortly after the start of FY17/18, receipts of our share of state sales taxes and our local 0.75% home rule sales taxes began a sharp and sustained decline. By mid-year it was confirmed that one of Carol Stream's largest sales tax producers had moved its e-commerce operations to a facility in another jurisdiction. Compounding this decline, a local grocer closed down its operations in August 2017.
2. As the State of Illinois completed its first budget in two years in July of 2017, one of its components included a new fee applied to municipalities that have enacted a home rule sales tax. Beginning in August 2017, the State began withholding 2% of all home rule sales taxes intended to benefit Carol Stream residents and businesses and instead applied it to shore up its own deteriorating financial position.
3. Another component of the State's July 2017 budget included a 10% "one-time" reduction in income taxes shared with Illinois local governments. This resulted in the diversion of hundreds of thousands of dollars from Carol Stream residents and businesses to a State government that, even after a July 2017 income tax increase, cannot pay its bills on time.

With these major shifts in core General Fund revenues and considering all other budgeted revenues, total FY17/18 revenues are projected to fall short of expectations by just under \$2.6 million. These revenues reductions should for the most part be considered permanent, and will not be replaced through normal economic growth. With respect to the "one-time" 10% reduction in income tax collections, the Governor in his 2018 budget address has already indicated the desire to continue this practice into the State's upcoming budget. Without new revenues, closing the budget gap into FY18/19 entirely from expenditure cuts would result in severe reductions in already lean service delivery and would furthermore preclude the availability of surplus funds needed for our capital infrastructure rehabilitation and replacement program.

Considering the ominous revenue climate, staff set to work on the upcoming FY18/19 budget earlier than usual, beginning with a mid-year review of the FY17/18 budget and developing a recommendation of expenditure cuts and deferrals that would be needed to prevent the current year from ending in a deficit position. These recommendations were reviewed with the Village Board in a workshop meeting on November 6, 2017.

Prior to the consideration of new revenue sources, the Village completed a comprehensive Village Financial Profile and Peer Comparison study to provide some budgetary context on how Carol Stream ranks among a group of ten (10) comparable municipal governments on a number of financial performance indicators. Some of the notable findings of that study include:

- Carol Stream is the only community that continues to fund governmental operations without a property tax.
- Carol Stream is the only community that has no outstanding general obligation bonded debt.
- Carol Stream generates among the lowest total governmental revenues on a per capita basis among the peer communities.
- Seven (7) of the ten (10) peer communities imposed a home rule sales tax that is higher than Carol Stream's current rate of 0.75%, two (2) communities charge the same rate as Carol Stream and one (1) community imposes no home rule sales tax.
- Carol Stream's governmental spending per capita is the second to lowest of all peer communities reviewed and is 17% below the peer group average.
- Carol Stream's lack of outstanding debt contributes significantly to its low cost of service.
- Total Village staff per 1,000 residents ranked in the middle 1/3 of peer communities with four (4) municipalities having a lower ratio and six (6) having a higher staff to resident ratio.

This information was presented in a Village Board workshop meeting on November 20, 2017.

After considering a number of potential revenue options available, an increase in the Village's home rule sales tax from 0.75% to 1.00% was approved on March 5, 2018. This increase will take effect on July 1, 2018. With this action, FY18/19 General Fund revenues will realize a boost of about \$1.2 million over projected FY17/18 year-end revenues of \$26.4 million, but will fall \$1.4 million short of the original \$29.0 million target projected in the prior year.

Budgeted Expenditures of \$27,660,000 are balanced with projected revenues and includes an anticipated transfer to the Capital Projects Fund in the amount of \$445,000 representing the budgeted surplus of revenues over expenditures for FY18/19. Budgeted expenditures for FY18/19 excluding this transfer represent a decrease of \$328,571 or 1.2% compared to budgeted expenditures for FY17/18.

The General Fund is where the majority of day to day services to the community are provided. Not surprisingly, 73% of all General Fund expenditures are related to personnel costs. Total salary and wage costs for all General Fund personnel in FY18/19 are increased by \$382,411 or 1.9% compared to the approved FY17/18 budget. This increase will provide for:

- A net increase of 0.5 additional staff positions including:
 - +1.0 IT Technician (cost will be fully reimbursed by an external agency).
 - - 0.5 A vacant part-time Records Clerk position will be eliminated.

- Existing step and contractual compensation adjustments under currently active collective bargaining agreements.
- Increase in actuarially calculated required Village contribution to the Carol Stream Police Pension Fund.

Compensation adjustments for non-union staff and members of the Fraternal Order of Police (other than scheduled step adjustments) are **not** included within budgeted salary and wage line items. Any adjustments approved by the Village Board related to the non-union Compensation Plan or a newly ratified FOP collective bargaining agreement (current agreement expires 4/30/18) will be paid from the budgeted surplus of \$445,000 which will directly reduce any year-end transfer to the Capital Projects Fund.

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

- Village and Police operations will move back to a newly renovated Gregory J. Bielawski Municipal Center in late 2018. General Fund budgeted costs will include remaining rental costs of temporary offices at 505 E. North Ave., projected moving costs and miscellaneous costs for office items not included within the scope of the renovation project.
- A previously used Emergency Services program has been reinstated to support costs of transitioning the lead role for disaster response coordination from the fire district.
- The Police Department will complete a conversion to a new report writing software system.
- Following a number of stakeholder focus group meetings in FY17/18, the IT Department will work to roll out a new Village web site in FY18/19.

In order to balance the FY18/19 budget following current year revenue losses, a number of cutbacks and deferrals were necessary. These totaled just under \$650,000 and included:

- Defer hiring of 2 Police Officer positions for 6 months.
- Defer replacement of 2 police squad cars.
- Eliminate one seasonal position in Public Works.
- Eliminate vacant part-time Police Records Clerk.
- Freeze hiring of Public Works Facilities Technician position until supported by revenues.
- Defer action on non-union merit compensation adjustments until supported by revenues.
- Reduce scope of contract database manager services.
- Eliminate support contribution to DuPage Senior Citizen's Council.
- Eliminate planned Public Works Center kitchen rehabilitation.
- Eliminate North Avenue / Town Center mulch and landscaping.
- Reduce planned parkway tree replacements.
- Cancellation of various training activities and selected out of state travel.

- Defer consultant assistance with Human Resources and Engineering projects.
- Eliminate purchase of traffic crash attenuator.

Water and Sewer Fund

The Water and Sewer Fund is established as an enterprise fund, meaning that its activities are supported primarily by users of these services through a system of rates and charges. Operations of the Water and Sewer Fund are not supported by general tax revenues or other Village revenue sources.

Operating costs of the Fund have risen significantly over the past decade, most notably from the cost of purchasing Lake Michigan water from the City of Chicago. From 2008 to 2015, the City of Chicago imposed annual double digit increases in the cost of water which is purchased by the DuPage Water Commission (DWC) and then resold to its member communities such as Carol Stream.

Beginning in FY15/16, Chicago began observing more moderate increases (based on the Consumer Price Index). A DWC rate increase of 6 cents per 1,000 gallons is anticipated in May 2018 and reflects an increase of 1.2%.

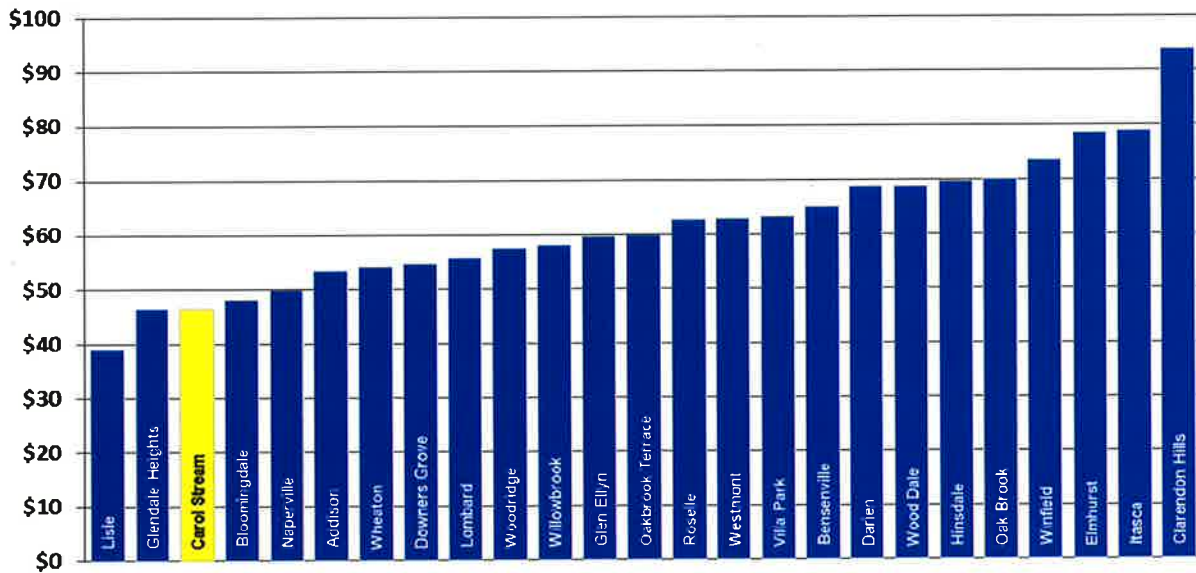
During the extended period of water cost increases, significant focus was placed on cost containment in other areas of the Water and Sewer budget to minimize to the extent practicable, the impact on Carol Stream rate payers. Furthermore, Carol Stream water rate increases throughout this period were limited to only the additional cost to the Village of purchasing Lake Michigan water from the DuPage Water Commission. At the onset of the rate increases, cash reserve balances in the Water and Sewer Fund were sufficient, and throughout this time period cash reserves were largely relied upon to complete needed capital improvement projects on water and sanitary sewer systems.

Cash reserve balances have declined by more than \$5.3 million since FY08/09 due to continued capital reinvestment and increases in other operating costs. As a result, additional rate increases have become necessary to ensure the Village is able to fund needed capital improvement programs throughout and beyond the 3 year financial plan horizon.

Beginning May 1, 2018, water rates will be increased by \$0.50 (6.9%) and sewer rates by \$0.40 (10.5%) per 1,000 gallons of water used. This will ensure that the Fund is able to meet its operating costs as well as partially cover the planned capital component of the budget and longer-term financial plan. Additional annual rate increases will likely be needed to bolster capital reserves needed for future system maintenance and improvements.

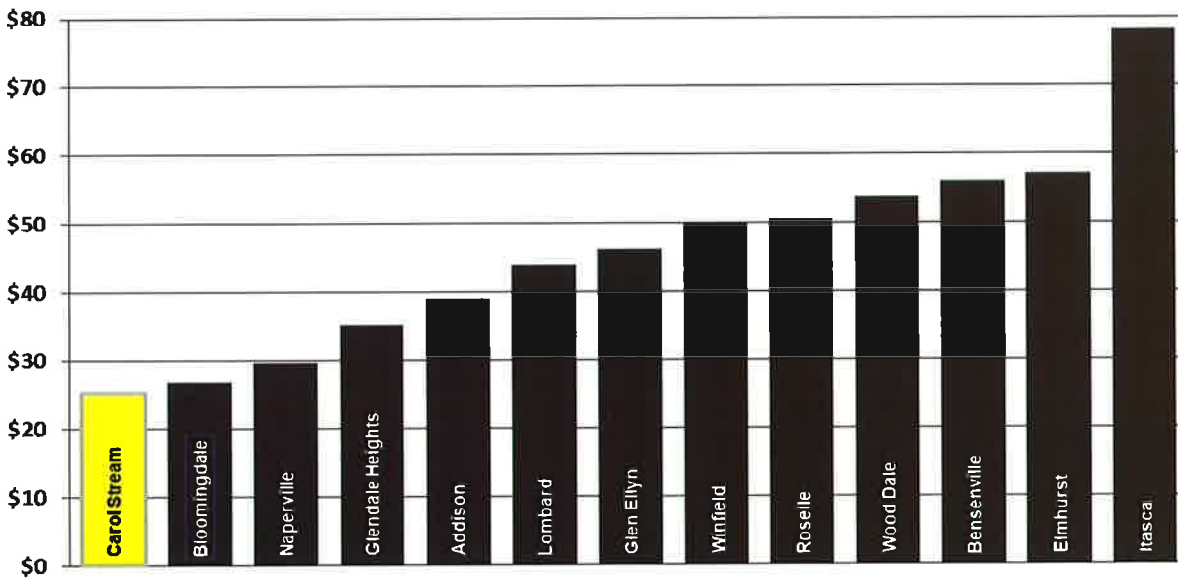
Despite the need to increase water and sewer rates on May 1, 2018, a recent survey of all DuPage Water Commission customers shows that Carol Stream continues to charge among the lowest rates for both water and sanitary sewer services.

Typical Monthly Water Bill 5/1/2018 DWC Member Customers (Based on consumption of 6,000 gallons)



Source: Survey of municipal websites - March, 2018.

Typical Monthly Sanitary Sewer Bill 5/1/2018 DWC Member Customers (Based on water consumption of 6,000 gallons)



Source: Survey of municipal websites - March, 2018. Includes only those communities that operate sewage treatment facilities.

Budgeted FY18/19 operating expenses of \$12,586,254 are \$770,188 or 6.5% greater than FY17/18 budgeted expenses. The largest operating expenditure item is the community's water supply purchased from the DuPage Water Commission (50.3% of operating expenses) followed by the management contract for the Water Reclamation Center (14.7% of operating expenses).

The two most significant operating cost impacts, accounting for 72.4% of all operating cost increases in FY18/19 include:

1. Increases in the cost of purchasing water. Projected increases in water purchases combined with a modest increase in the purchase cost of water from the DuPage Water Commission will result in added costs of \$245,000 (31.8% of total operating cost increases).
2. Additional meter replacement costs. FY18/19 begins a multi-year program of replacing water meter AMR (Automated Meter Reading) devices. The AMR, which is attached to the water meter, transmits meter readings to an electronic collection device through radio wave technology. These devices, originally installed in the late 1990's and early 2000's contain internal batteries that are beyond their projected lives. Without a replacement program in place, we will experience an exponential increase in failed AMRs that will delay timely billing of utility accounts. Additional meter costs budgeted for FY18/19 total \$312,500 (40.6% of total operating cost increases). Other costs associated with this program include the hiring of one additional Maintenance Worker and some contract administrative assistance.

In addition to the planned multi-year AMR replacement program, a significant focus will be placed on reducing the amount of unaccounted for water loss which is represented by the difference between water purchased from the DuPage Water Commission and water consumption metered and billed to customers. The amount of unaccounted for water loss has increased significantly over the past several years. There are numerous possible sources for unbilled water loss including underground leaks/breaks in water mains, hydrants, and service lines, annual hydrant flushing, illegal connections or hydrant taps, aging metering equipment and potential account/billing errors.

During the winter of 2017/18 a Water Loss Taskforce was established with the purpose of examining all potential sources for water loss in an effort to minimize losses to the extent possible. The taskforce includes representatives from Public Works, Finance, Community Development and Engineering. Findings will be presented on a periodic basis as various potential loss areas are reviewed.

Water and Sewer Fund capital construction expenses are budgeted at \$3,857,500 for FY18/19. 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 two largest capital improvement projects identified for FY18/19 include the reconstruction of the Schmale Road Water Main (\$2,743,000) and the North Avenue Sanitary Sewer Rehabilitation Project (\$772,000).

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 prepared separately from the Village Budget and includes 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 \$10,597,000 is budgeted to be reinvested in the maintenance of the Village's infrastructure assets in FY18/19, representing approximately 18.2% of total expenditures authorized in the Village Budget.**

The FY18/19 capital budget continues our focus of providing a full complement of infrastructure maintenance and improvement projects. Historically, other than the periodic availability of project-related grant funding, the Capital Projects Fund has been entirely reliant on surplus transfers from the General Fund to finance capital improvements.

Due to the significant sales and income tax revenue declines realized in the General Fund during FY17/18, there will be no General Fund surplus available for transfer to the Capital Projects Fund by April 30, 2018. Considering the permanent loss of major local retailers and continued actions by the State of Illinois to divert local revenues away from Carol Stream, the Village's 3-year financial plan does not forecast sufficient surpluses to adequately fund future capital projects.

Following the results of the November Village Financial Profile and Peer Comparison study and a December workshop review of available revenue options, the Village Board determined that the enactment of a municipal motor fuel tax was necessary to ensure some level of dedicated funding for transportation related capital improvements. The locally administered fuel tax will be assessed at a rate of 4 cents per gallon at all local motor fuel retailers beginning June 1, 2018.

The Village's street maintenance and reconstruction program is aimed at maintaining an overall "good" street system rating. A recent roadway condition assessment study has validated our targeted condition rating. The largest project planned for FY18/19 is the annual Flexible Pavement Program (\$2,000,000). Additional significant capital improvement projects include:

Roadway System

- Annual Crack Filling Program (\$119,000)
- Pavement Preventative Maintenance Program (\$537,000)
- Lies Road Rehabilitation (\$224,000)
- Lies Road Bike Path Extension (\$90,000)
- West Branch DuPage River Trail (\$208,000)
- Carol Stream – Bloomingdale Trail Improvements (\$112,000)
- Southeast Bike Path (\$506,000)
- Streetlight Replacement Program (\$50,000)

Village Facilities

- Completion of Village Hall Rehabilitation (\$5,000,000)
- Town Center Fountain Electrical Improvements (\$150,000)
- PWC Fuel Island Removal (\$150,000)

Stormwater System

- Detention Basin / Storm Sewer Rehabilitations (\$104,000)
- Roadway Drainage Improvements (\$150,000)
- Kehoe Blvd. Stream Bank Stabilization (\$72,000)
- Klein Creek Section I Stream Bank Stabilization (\$415,000)

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.

SPECIAL FUNDS

The Village maintains a number of smaller funds which are reserved for specific purposes. Combined, these funds make up the remaining 5.8% of the total budget for FY18/19.

Police Pension Fund

As created by State statute, 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 to meet 100% of projected pension liabilities.

The latest actuarial valuation shows the Pension Fund's funded status at 61.7% as of April 30, 2017, an increase from 59.4% on April 30, 2016. The valuation performed for April 30, 2017 also included an adjustment in the assumed rate of return on invested pension assets from 7.25% to 7.00% to better align with long-term performance expectations.

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 (13) years. In the event the established development incentive has not been paid to the developer by that time, an additional two (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 commenced 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 during periods of economic decline. Even as we have experienced increased economic activity and growth in recent years, 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 59% of total General Corporate Fund revenues. The potential for additional loss of State-shared revenues through legislative action continues to pose a significant threat to our mission of delivering excellent public services in a fiscally responsible manner. Even with new revenues produced by an increase in the State income tax in 2017, the State continues to struggle to pay its bills on time. We have remained in continuous contact with

our local Council 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.

COMPLIMENTS AND THANK YOU

The entire management team has spent considerable time developing the 2019-21 Financial Plan and FY18/19 Annual Budget. Particular thanks go to Assistant Village Manager Bob Mellor, Assistant to the Village Manager Tia Messino, Finance Director Jon Batek, Accounting Manager Barbara Wydra, and Accountant Diana McDermott 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 2019-21 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.



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. 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.

6. 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.
7. 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.

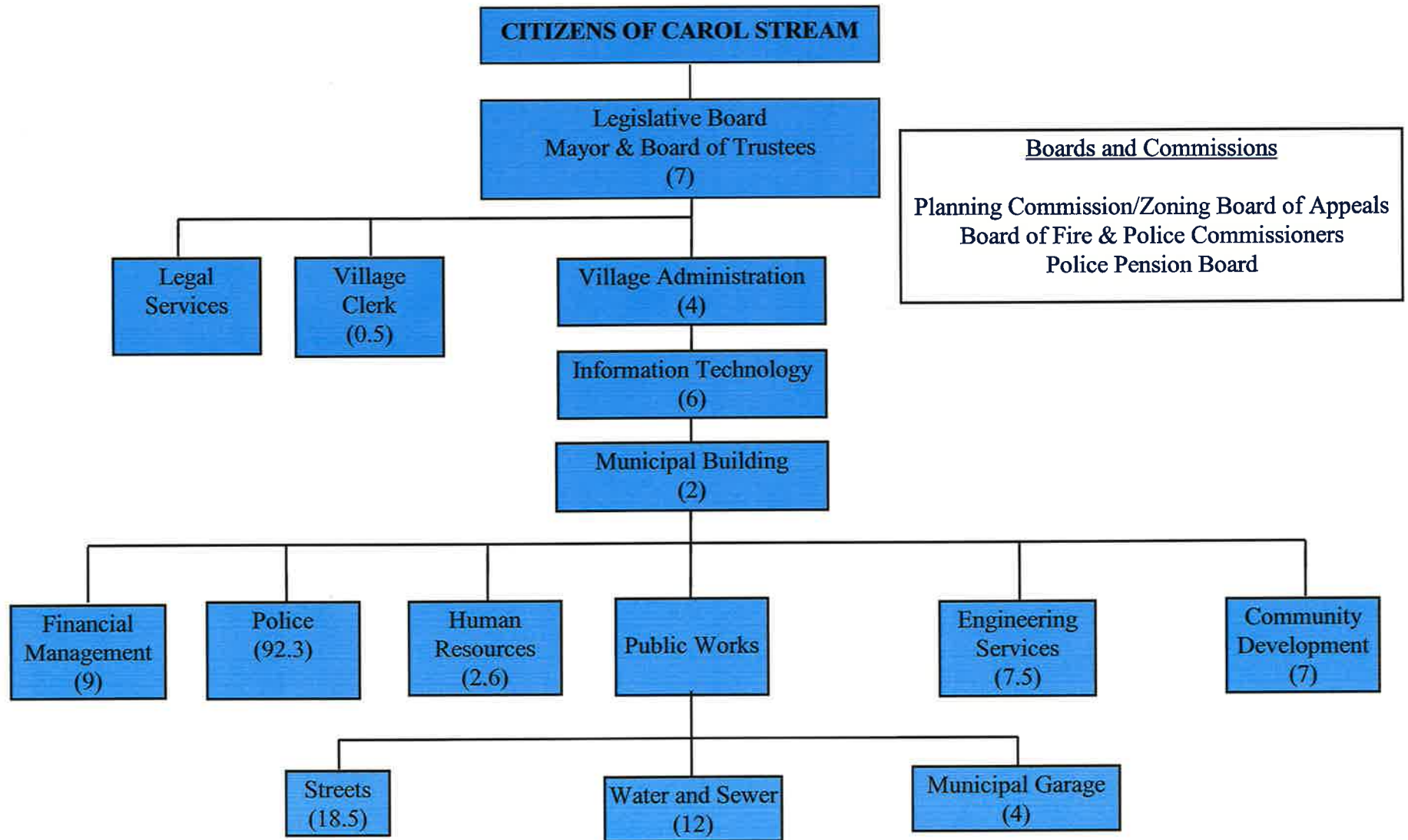


**FINANCIAL
PLAN
and
BUDGET
SUMMARIES**

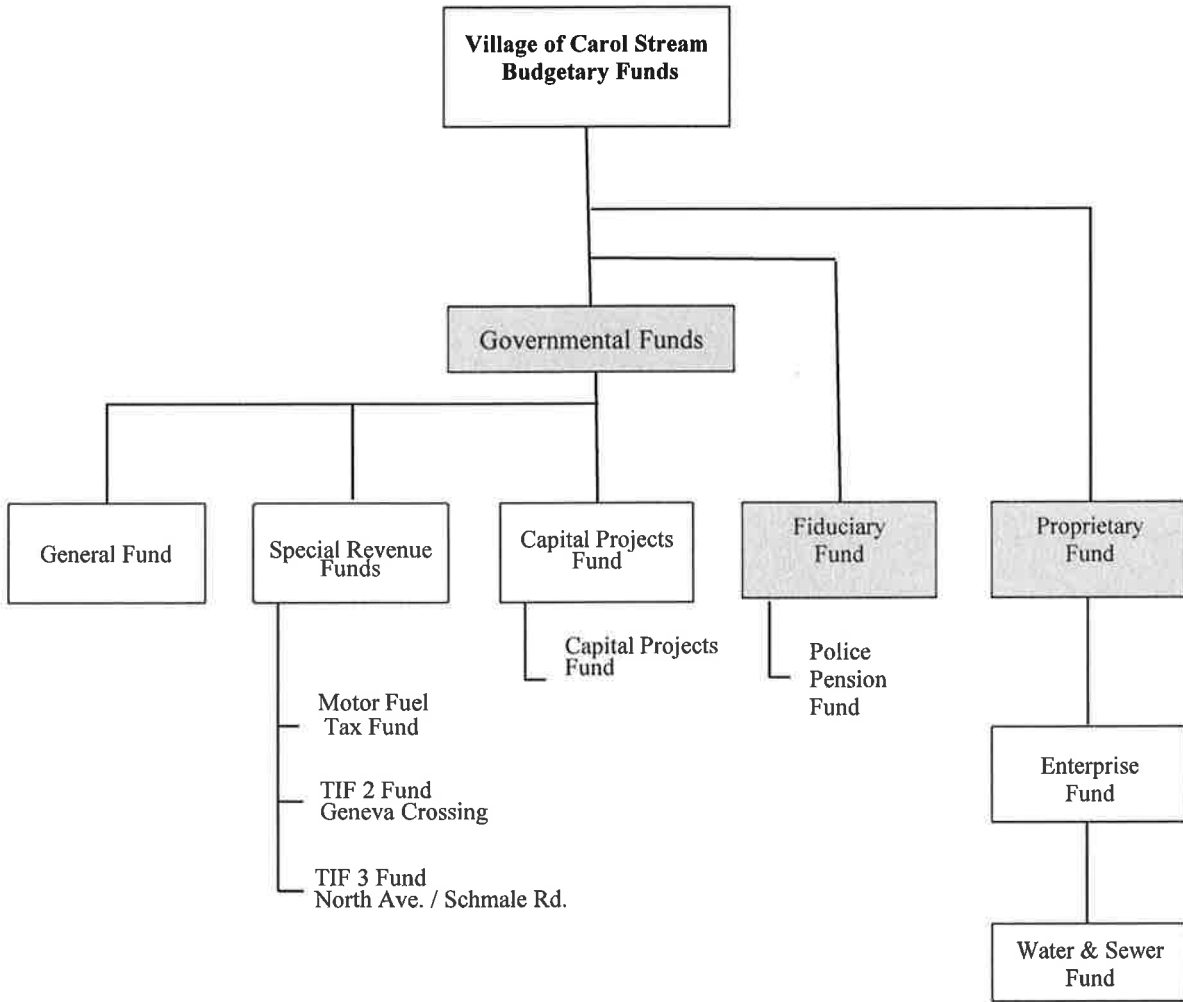
Village of Carol Stream

ORGANIZATION CHART

May 1, 2018



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

Combined Statement of Proposed Revenues, Expenditures and Changes in Fund Balances Year Ended April 30, 2019

ALL GOVERNMENTAL FUND TYPES

Description	General	Capital Proj.	Special Revenue			Totals
			Motor Fuel Tax	TIF 2 Geneva Crossing	TIF 3 North Ave./ Schmale Rd.	
Revenue						
Taxes	\$ 22,655,500	\$ 780,000		\$ 0	\$ 336,000	\$ 23,771,500
Licenses and Permits	1,220,500					1,220,500
Intergovernmental	100,000	860,000	1,020,000			1,980,000
Charges for Services	1,774,000					1,774,000
Fines and Forfeits	1,381,000					1,381,000
Interest	140,000	225,000	72,000		6,400	443,400
Miscellaneous	389,000		0			389,000
Transfer from General Fund		0			107,600	107,600
Total Revenue	27,660,000	1,865,000	1,092,000	0	450,000	31,067,000
Expenditures						
General Government	\$ 8,287,154					\$ 8,287,154
Public Safety	15,765,167					15,765,167
Highways and Streets	3,607,679		119,000			3,726,679
Capital Improvements		10,478,000				10,478,000
Miscellaneous					228,000	228,000
Total Expenditures	27,660,000	10,478,000	119,000	0	228,000	38,485,000
Change in Fund Position	0	(8,613,000)	973,000	0	222,000	(7,418,000)
Fund Balances						
May 1 - Projected	13,740,705	13,535,065	3,080,529	0	320,000	30,676,299
April 30 - Projected	\$ 13,740,705	\$ 4,922,065	\$ 4,053,529	\$ 0	\$ 542,000	\$ 23,258,299

Village of Carol Stream

Combined Statement of Proposed Revenues, Expenditures and Changes in Fund Balances Year Ended April 30, 2020

ALL GOVERNMENTAL FUND TYPES

Description	General	Capital Proj.	Special Revenue			Totals
			Motor Fuel Tax	TIF 2 Geneva Crossing	TIF 3 North Ave./ Schmale Rd.	
Revenue						
Taxes	\$ 23,338,500	\$ 832,000		\$ 0	\$ 347,000	\$ 24,517,500
Licenses and Permits	1,215,500					1,215,500
Intergovernmental	100,000	280,000	1,020,000			1,400,000
Charges for Services	1,781,000					1,781,000
Fines and Forfeits	1,381,000					1,381,000
Interest	180,000	180,000	64,000		8,800	432,800
Miscellaneous	327,000		188,000			515,000
Transfer from General Fund		0			108,200	108,200
Total Revenue	28,323,000	1,292,000	1,272,000	0	464,000	31,351,000
Expenditures						
General Government	\$ 8,308,909					\$ 8,308,909
Public Safety	16,243,539					16,243,539
Highways and Streets	3,770,552		3,272,000			7,042,552
Capital Improvements		4,001,500				4,001,500
Miscellaneous					228,000	228,000
Total Expenditures	28,323,000	4,001,500	3,272,000	0	228,000	35,824,500
Change in Fund Position	0	(2,709,500)	(2,000,000)	0	236,000	(4,473,500)
Fund Balances						
May 1 - Projected	13,740,705	4,922,065	4,053,529	0	542,000	23,258,299
April 30 - Projected	\$ 13,740,705	\$ 2,212,565	\$ 2,053,529	\$ 0	\$ 778,000	\$ 18,784,799

Village of Carol Stream

Combined Statement of Proposed Revenues, Expenditures and Changes in Fund Balances Year Ended April 30, 2021

ALL GOVERNMENTAL FUND TYPES

Description	General	Capital Proj.	Special Revenue			Totals
			Motor Fuel Tax	TIF 2 Geneva Crossing	TIF 3 North Ave./ Schmale Rd.	
Revenue						
Taxes	\$ 23,785,500	\$ 832,000		\$ 0	\$ 358,000	\$ 24,975,500
Licenses and Permits	1,215,500					1,215,500
Intergovernmental	100,000	1,752,000	1,020,000			2,872,000
Charges for Services	1,799,000					1,799,000
Fines and Forfeits	1,381,000					1,381,000
Interest	220,000	150,000	50,000		10,200	430,200
Miscellaneous	332,000		480,000			812,000
Transfer from General Fund		0			108,800	108,800
Total Revenue	28,833,000	2,734,000	1,550,000	0	477,000	33,594,000
Expenditures						
General Government	\$ 8,258,054					\$ 8,258,054
Public Safety	16,493,765					16,493,765
Highways and Streets	4,081,181		3,521,000			7,602,181
Capital Improvements		2,960,500				2,960,500
Miscellaneous					228,000	228,000
Total Expenditures	28,833,000	2,960,500	3,521,000	0	228,000	35,542,500
Change in Fund Position	0	(226,500)	(1,971,000)	0	249,000	(1,948,500)
Fund Balances						
May 1 - Projected	13,740,705	2,212,565	2,053,529	0	778,000	18,784,799
April 30 - Projected	\$ 13,740,705	\$ 1,986,065	\$ 82,529	\$ 0	\$ 1,027,000	\$ 16,836,299

Village of Carol Stream

ALL PROPRIETARY AND FIDUCIARY FUND TYPES

Combined Statement of Proposed Revenues/Expenses & Changes in Net Assets Year Ended April 30, 2019

Description	Proprietary	Fiduciary	Totals
	Water & Sewer	Police Pension	
Revenue			
Charges for Services	\$ 12,700,000		12,700,000
Contributions		3,080,000	3,080,000
Interest	180,000	3,360,000	3,540,000
Total Revenue	12,880,000	6,440,000	19,320,000
Expenses			
Operations	12,100,713		12,100,713
Benefits and Refunds		3,126,500	3,126,500
Capital Investment	3,896,500		3,896,500
Debt Service	485,541		485,541
Total Expenses	16,482,754	3,126,500	19,609,254
Net Income (Loss)	(3,602,754)	3,313,500	(289,254)
Unrestricted Net Position			
May 1 - Projected	11,396,001	45,078,112	56,474,113
April 30 - Projected	\$ 7,793,247	\$ 48,391,612	\$ 56,184,859

Village of Carol Stream

ALL PROPRIETARY AND FIDUCIARY FUND TYPES

Combined Statement of Proposed Revenues/Expenses & Changes in Net Assets Year Ended April 30, 2020

Description	Proprietary	Fiduciary	Totals
	Water & Sewer	Police Pension	
Revenue			
Charges for Services	\$ 13,190,000		13,190,000
Contributions		3,287,602	3,287,602
Interest	200,000	3,500,000	3,700,000
Total Revenue	13,390,000	6,787,602	20,177,602
Expenses			
Operations	12,205,282		12,205,282
Benefits and Refunds		3,386,500	3,386,500
Capital Investment	844,000		844,000
Debt Service	484,560		484,560
Total Expenses	13,533,842	3,386,500	16,920,342
Net Income (Loss)	(143,842)	3,401,102	3,257,260
Unrestricted Net Position			
May 1 - Projected	7,793,247	48,391,612	56,184,859
April 30 - Projected	\$ 7,649,405	\$ 51,792,714	\$ 59,442,119

Village of Carol Stream

ALL PROPRIETARY AND FIDUCIARY FUND TYPES

Combined Statement of Proposed Revenues/Expenses & Changes in Net Assets Year Ended April 30, 2021

Description	Proprietary	Fiduciary	Totals
	Water & Sewer	Police Pension	
Revenue			
Charges for Services	\$ 13,695,000		13,695,000
Contributions		3,513,922	3,513,922
Interest	225,000	3,700,000	3,925,000
Total Revenue	13,920,000	7,213,922	21,133,922
Expenses			
Operations	12,689,770		12,689,770
Benefits and Refunds		3,646,500	3,646,500
Capital Investment	1,796,000		1,796,000
Debt Service	483,579		483,579
Total Expenses	14,969,349	3,646,500	18,615,849
Net Income (Loss)	(1,049,349)	3,567,422	2,518,073
Unrestricted Net Position			
May 1 - Projected	7,649,405	51,792,714	59,442,119
April 30 - Projected	\$ 6,600,056	\$ 55,360,136	\$ 61,960,192

Village of Carol Stream

Summary of Budgeted Revenues and Expenses

Fund	Actual FY16/17	Revised Budget FY 17/18	Estimated FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
REVENUES						
General Fund	\$ 27,209,258	\$ 29,018,000	\$ 26,428,700	\$ 27,660,000	\$ 28,323,000	\$ 28,833,000
Water & Sewer Fund	11,523,585	11,820,000	12,005,000	12,880,000	13,390,000	13,920,000
Capital Projects Fund	531,825	301,000	374,500	1,865,000	1,292,000	2,734,000
Motor Fuel Tax Fund	1,029,744	1,040,000	1,050,500	1,092,000	1,272,000	1,550,000
TIF2 - Geneva Crossing	533,661	-	-	-	-	-
TIF3 - North / Schmale	285,067	315,000	408,429	450,000	464,000	477,000
Police Pension Fund	5,427,475	5,719,251	7,291,000	6,440,000	6,787,602	7,213,922
Total Revenues	\$ 46,540,615	\$ 48,213,251	\$ 47,558,129	\$ 50,387,000	\$ 51,528,602	\$ 54,727,922
EXPENSES						
General Fund	\$ 24,817,574	\$ 29,018,000	\$ 26,263,700	\$ 27,660,000	\$ 28,323,000	\$ 28,833,000
Water & Sewer Fund	11,400,288	15,253,066	12,338,938	16,482,754	13,533,842	14,969,349
Capital Projects Fund	4,662,260	16,001,000	12,945,000	10,478,000	4,001,500	2,960,500
Motor Fuel Tax Fund	92,515	3,916,000	3,197,979	119,000	3,272,000	3,521,000
TIF2 - Geneva Crossing	763,561	-	-	-	-	-
TIF3 - North / Schmale	199,342	232,000	214,597	228,000	228,000	228,000
Police Pension Fund	2,627,805	3,052,000	2,848,013	3,126,500	3,386,500	3,646,500
Total Expenses	\$ 44,563,345	\$ 67,472,066	\$ 57,808,227	\$ 58,094,254	\$ 52,744,842	\$ 54,158,349

Village of Carol Stream

Personnel Schedule

	Authorized			Proposed	Projected	Projected
	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
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. Secretary (2 PT)	1	1	1	1	1	1
	4.0	4.0	4.0	4.0	4.0	4.0
2 Information Technology						
a. Information Technology Director	1	1	1	1	1	1
b. IT Network Engineer	0	1	1	1	1	1
c. IT Technician	2	2	2	3	3	3
d. IT Database Developer	0	0	1	1	1	1
	3	4	5	6	6	6
3 Human Resources						
a. Human Resources Director	1	1	1	1	1	1
b. Human Resources Generalist	0	1	1	1	1	1
c. Secretary (PT)	0.8	0.6	0.6	0.6	0.6	0.6
	1.8	2.6	2.6	2.6	2.6	2.6
4 Financial Management						
a. Finance Director	1	1	1	1	1	1
b. Accounting Manager	1	1	1	1	1	1
c. Accountant	1	1	1	1	1	1
d. Accounts Clerk	6	6	6	6	6	6
	9.00	9.00	9.00	9.00	9.00	9.00
5 Community Development						
a. Community Development Dir.	1	1	1	1	1	1
b. Planning & E.D. Mgr.	1	1	1	1	1	1
c. Development Svcs. Mgr.	1	1	1	1	1	1
d. Code Professional I	1	1	1	1	1	1
e. Code Professional II	1	1	1	1	1	1
f. Permit Systems Coord.	1	1	1	1	1	1
g. Secretary	1	1	1	1	1	1
	7.0	7.0	7.0	7.0	7.0	7.0
6 Engineering Services						
a. Director of Engineering Serv.	1	1	1	1	1	1
b. Asst. Village Engineer	1	1	1	1	1	1
c. Stormwater Administrator	0	1	1	1	1	1
d. Civil Engineer II	1	1	1	1	1	1
e. Engineering Inspector	2	2	2	2	3	3

Village of Carol Stream

Personnel Schedule

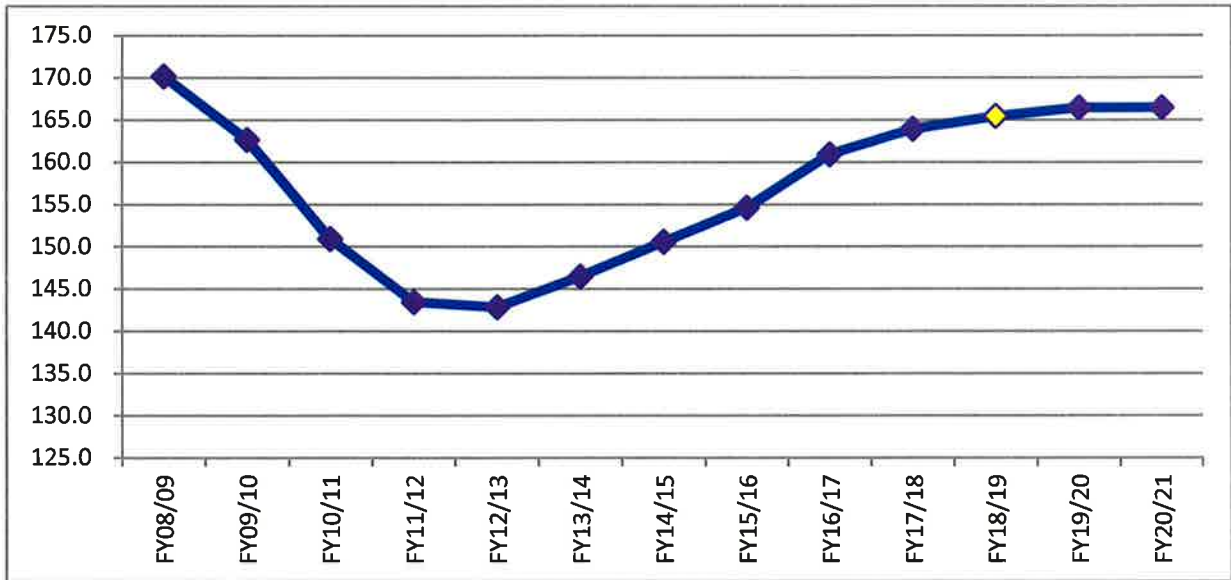
	Authorized			Proposed	Projected	Projected
	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
f. Administrative Secretary	1	1	1	1	1	1
g. Secretary (PT)	0.5	0.5	0.5	0.5	0.5	0.5
	6.5	7.5	7.5	7.5	8.5	8.5
7 Public Works-Streets Division						
a. Director of Public Works	1	1	1	1	1	1
b. Superintendent of Operations	1	1	1	1	1	1
c. Streets Supervisor	1	1	1	1	1	1
d. Office Manager	1	1	1	1	1	1
e. Data Coordinator	1	1	0	0	0	0
f. Management Analyst	1	1	1	1	1	1
g. Secretary (3 PT)	1.5	1.5	1.5	1.5	1.5	1.5
h. Facilities Technician	0	0	1	1	1	1
i. PWE I	2	2	2	2	2	2
j. PWE II	9	9	9	9	9	9
	18.5	18.5	18.5	18.5	18.5	18.5
Public Works-Water/Sewer Division						
a. Utilities Supervisor	1	1	1	1	1	1
b. WSE I	2	2	2	2	2	2
c. WSE II	6	7	7	8	8	8
d. WSE III - Utility Locator	1	1	1	1	1	1
	10	11	11	12	12	12
Public Works - Municipal Garage Division						
a. Garage Supervisor	1	1	1	1	1	1
b. Mechanic	2	3	3	3	3	3
	3	4	4	4	4	4
Total - Public Works	31.5	33.5	33.5	34.5	34.5	34.5
8 Police Department						
a. Chief of Police	1	1	1	1	1	1
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	7	7	7	7
g. Police Officer	54	55	56	56	56	56
h. Community Service Tech.	6	6	6	6	6	6
i. Evidence Custodian	1	1	1	1	1	1
j. Secretary (2 FT, 1 PT)	2.3	2.8	2.8	2.8	2.8	2.8

Village of Carol Stream

Personnel Schedule

	Authorized			Proposed	Projected	Projected
	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
k. Records Supervisor	1	1	1	1	1	1
l. Records Clerk (6 FT, 1 PT)	7	7	7	6.5	6.5	6.5
m. Training Coordinator/ Budget Analyst	1	1	1	1	1	1
n. RCFL Investigator	1	1	1	1	1	1
o. Crime Free Housing Coord.	1	1	1	0	0	0
p. Community Affairs Specialist	0	0	0	1	1	1
	89.3	90.8	92.8	92.3	92.3	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)	154.60	160.90	163.90	165.40	166.40	166.40
11 Seasonal & Miscellaneous						
Temporary Help						
a. Streets-Summer	6	7	7	6	6	6
b. W/S Division-Summer	2	2	2	2	2	2
c. Engineering Intern	1	2	2	2	2	2
TOTAL-OTHER THAN FULL TIME	9.00	11.00	11.00	10.00	10.00	10.00
(Full-Time Equivalent)	4.50	5.50	5.50	5.00	5.00	5.00
TOTAL EMPLOYEE COUNT (Full-Time Equivalent)	159.10	166.40	169.40	170.40	171.40	171.40

**Village of Carol Stream
Historical and Proposed Regular Employee Staffing
Fiscal Year 18/19 Beginning May 1, 2018**



Changes in Village Staffing

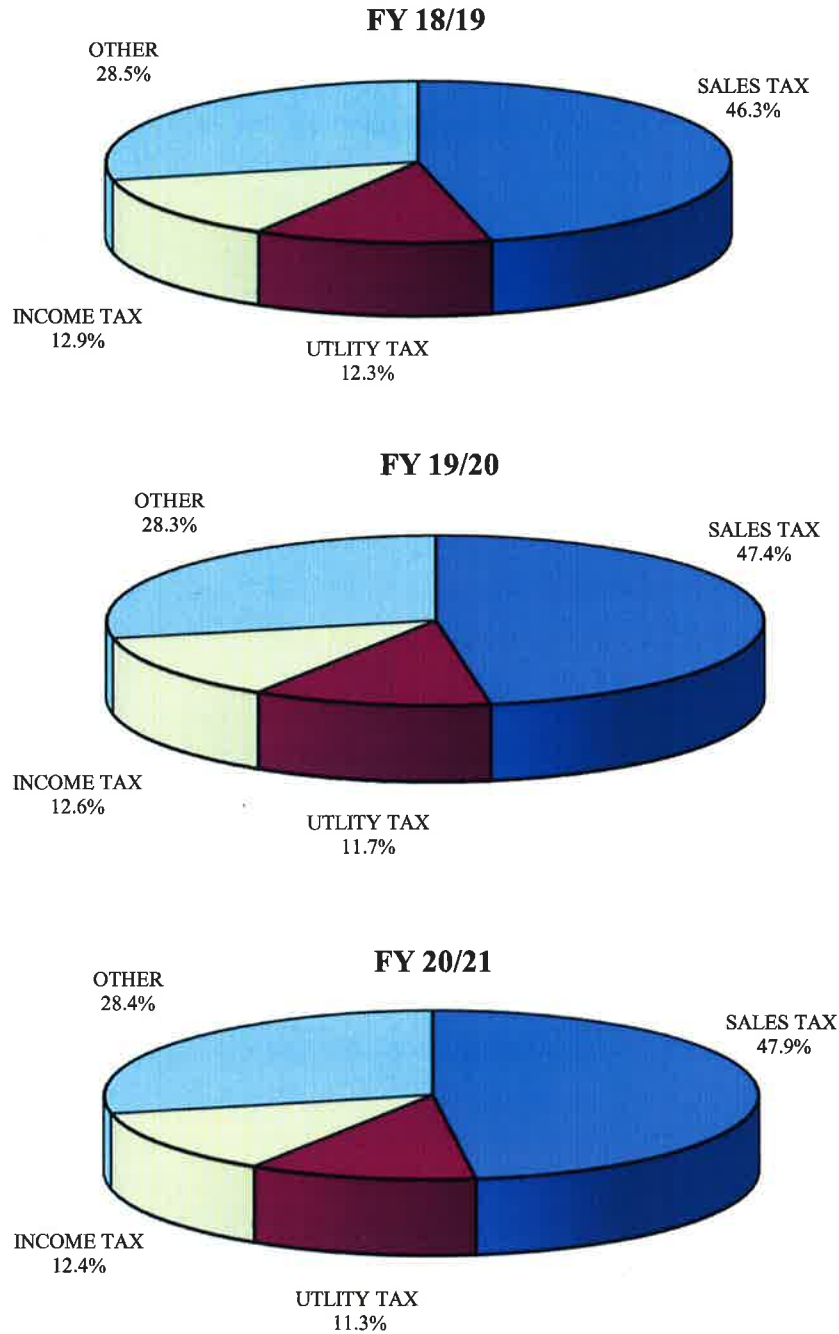
Village staffing proposed for FY18/19 remains 3.0% less than 10 years ago. Staff reductions were in response to the sustained recessionary environment and were necessary to maintain operating expenditures within available revenues which had deteriorated significantly over the same period.

As revenues recovered from the Great Recession, the Village has been able to strategically plan for staffing additions in areas where needed to meet expected service levels or to address specific Village objectives or priorities.

The background features a dynamic, abstract design with various shades of blue and white. A large, stylized white '@' symbol is the central focus, rendered with a 3D effect and a blue outline. The background consists of several vertical and diagonal stripes of varying widths and colors, creating a sense of depth and movement.

**GENERAL
CORPORATE
FUND**

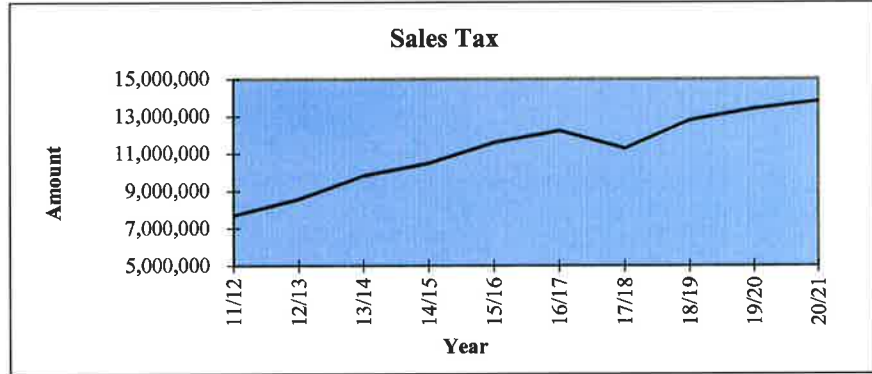
**GENERAL CORPORATE FUND
KEY OPERATING REVENUES
FY18/19 - FY20/21**



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 more than 70% of General Corporate Fund operating revenues, it is important that they be continually monitored and protected from any legislative changes.

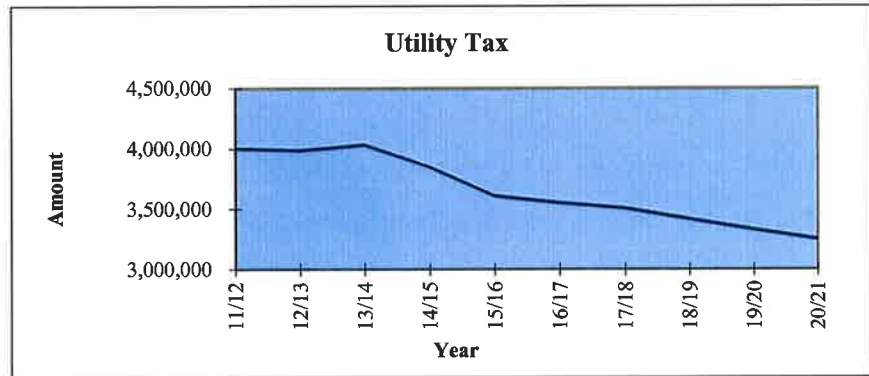
**GENERAL CORPORATE FUND
KEY REVENUES**

<u>YEAR</u>	<u>AMOUNT</u>
11/12	7,702,211
12/13	8,567,050
13/14	9,810,667
14/15	10,483,744
15/16	11,593,505
16/17	12,221,974
17/18 (Est.)	11,282,000
18/19 (Proj.)	12,785,000
19/20 (Proj.)	13,409,000
20/21 (Proj.)	13,811,000



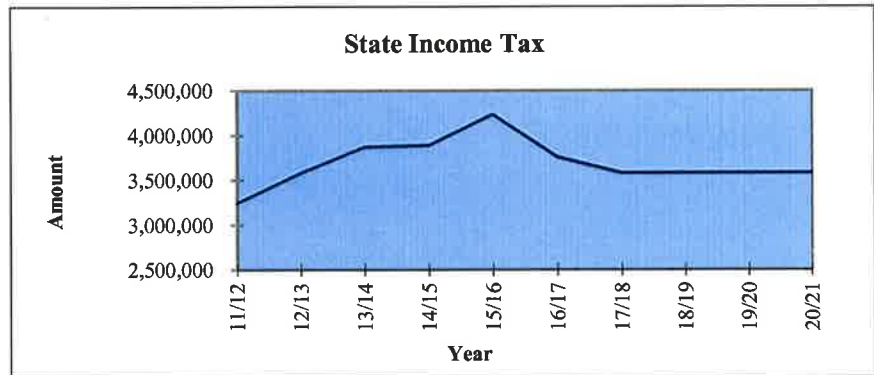
Sales taxes experienced a significant decline during FY17/18 due to the loss of major local taxpayers and the State's imposition of a 2% "collection fee" on home rule sales taxes. The recovery of projected revenues into FY18/19 is due to an increase in the Village's home rule sales tax rate from 0.75% to 1.00% effective July 1, 2018.

<u>YEAR</u>	<u>AMOUNT</u>
11/12	4,002,346
12/13	3,985,863
13/14	4,031,105
14/15	3,848,788
15/16	3,607,406
16/17	3,549,759
17/18 (Est.)	3,503,000
18/19 (Proj.)	3,414,000
19/20 (Proj.)	3,326,000
20/21 (Proj.)	3,246,000



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.

<u>YEAR</u>	<u>AMOUNT</u>
11/12	3,244,566
12/13	3,578,776
13/14	3,869,685
14/15	3,889,081
15/16	4,232,099
16/17	3,753,675
17/18 (Est.)	3,575,000
18/19 (Proj.)	3,575,000
19/20 (Proj.)	3,575,000
20/21 (Proj.)	3,575,000



Revenues are allocated on a per capita basis. The State reduced distributions to local governments by 10% in FY17/18. This is projected to continue into FY18/19.

Village of Carol Stream

GENERAL CORPORATE FUND

Revenues

Description	Actual FY16/17	Revised Budget FY 17/18	Estimated Revenue FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21	Footnotes
Property Taxes							
Road and Bridge	\$215,816	\$196,000	\$202,000	\$190,000	\$190,000	\$190,000	1
Pers. Prop. Replacement Tax	104,940	86,000	84,000	90,000	90,000	90,000	2
Other Taxes							
Sales Tax	7,688,493	8,400,000	7,202,000	7,418,000	7,641,000	7,870,000	3
Electricity Use Tax	1,884,848	1,870,000	1,853,000	1,870,000	1,870,000	1,870,000	4
Income Tax (State Shared)	3,753,675	3,865,000	3,575,000	3,575,000	3,575,000	3,575,000	5
Amusement Tax	1,005	1,500	1,200	1,500	1,500	1,500	
Home Rule Sales Tax	4,533,481	4,872,000	4,080,000	5,367,000	5,768,000	5,941,000	6
Real Estate Transfer Tax	679,592	825,000	1,167,000	900,000	975,000	1,045,000	7
Natural Gas Use Tax	536,590	570,000	580,000	570,000	570,000	570,000	8
Telecommunications Tax	1,128,321	1,085,000	1,070,000	974,000	886,000	806,000	9
Auto Rental Tax	22,404	23,000	23,000	23,000	23,000	23,000	
Local Use Tax (State Shared)	984,378	993,000	1,020,000	1,045,000	1,097,000	1,152,000	10
Hotel Tax	337,907	346,000	313,000	355,000	355,000	355,000	11
Video Gaming Tax	191,950	245,000	233,000	277,000	297,000	297,000	12
Total Taxes	\$22,063,400	\$23,377,500	\$21,403,200	\$22,655,500	\$23,338,500	\$23,785,500	
Licenses and Permits							
Business/Misc. License	28,550	27,500	28,500	28,500	28,500	28,500	
Dog License	2,321	2,200	2,200	2,200	2,200	2,200	
Vehicle License	408,503	820,000	365,000	385,000	375,000	375,000	
Liquor License	140,125	140,000	167,000	160,000	160,000	160,000	
Vending Machine License	5,940	6,000	6,000	6,000	6,000	6,000	
Game Room Fees	950	1,000	1,000	1,000	1,000	1,000	
Building Permits	561,908	575,000	450,000	500,000	500,000	500,000	
Rental Licensing Fees	78,513	90,000	80,000	85,000	90,000	90,000	13
Video Gaming Permit Fee	33,550	38,500	52,600	48,800	48,800	48,800	14
Tobacco License	4,099	4,000	4,000	4,000	4,000	4,000	
Total Licenses and Permits	\$1,264,459	\$1,704,200	\$1,156,300	\$1,220,500	\$1,215,500	\$1,215,500	
Charges for Services							
Legal & Planning Fees	183,339	60,000	125,000	75,000	75,000	75,000	
Liquor Investigation Fees	9,750	10,000	15,000	12,000	12,000	12,000	
Cable Franchise Fees	614,067	609,000	605,000	605,000	611,000	617,000	15
Service Fee - Developers	3,554	0	0	0	0	0	
Public Hearing Fees	35,220	20,000	16,000	20,000	20,000	20,000	
PEG Fees - Comcast	31,537	32,000	32,000	32,000	32,000	32,000	16
PEG Fees - AT&T	30,552	30,000	27,000	24,000	24,000	24,000	16
Passport Fees	9,732	9,000	6,000	7,500	7,500	7,500	
Stormwater Plan Review Fees	116,556	146,000	110,000	146,000	146,000	146,000	
Police Training Act Reimb.	10,653	50,000	26,800	10,000	10,000	10,000	
Police Liaison	203,588	206,000	206,000	212,000	218,000	225,000	17
Municipal Service Charge	402,000	404,000	404,000	475,000	470,000	475,000	18
Gasoline Sales	3,804	0	0	0	0	0	

Village of Carol Stream

GENERAL CORPORATE FUND

Revenues

Description	Actual FY16/17	Revised Budget FY 17/18	Estimated Revenue FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21	Footnotes
Maint. & Rpr. Reimbursement	4,157	4,000	3,500	3,500	3,500	3,500	
Police Reports	3,005	2,800	3,000	3,000	3,000	3,000	
Mowing - DPC ROW	16,884	16,900	24,000	24,000	24,000	24,000	
Reim Fee Based/DuMeg	108,144	100,000	125,000	125,000	125,000	125,000	19
Total Charges for Services	\$1,786,542	\$1,699,700	\$1,728,300	\$1,774,000	\$1,781,000	\$1,799,000	
Fines and Forfeits							
Circuit Court Fines	312,325	325,000	360,000	350,000	350,000	350,000	20
Ordinance Forfeits	53,866	65,000	60,000	85,000	85,000	85,000	
DUI Tech Funds	71,151	60,000	80,000	65,000	65,000	65,000	
Court DUI Fines	213,107	250,000	242,000	250,000	250,000	250,000	
Court Fines - Vehicles	27,250	30,000	25,000	25,000	25,000	25,000	
False Alarms	12,050	12,000	16,000	16,000	16,000	16,000	
Vehicle Forfeiture	0	15,000	0	0	0	0	
Other Forfeiture	42,930	25,000	95,000	25,000	25,000	25,000	
ATLE Fines	427,252	425,000	315,000	315,000	315,000	315,000	21
Towing Fee	241,125	250,000	250,000	250,000	250,000	250,000	
Total Fines and Forfeits	\$1,401,056	\$1,457,000	\$1,443,000	\$1,381,000	\$1,381,000	\$1,381,000	
Interest Income							
Interest Income	39,914	45,000	89,000	140,000	180,000	220,000	
Other Revenues							
Miscellaneous Revenue	379,834	465,000	300,000	140,000	75,000	75,000	
IT Library Reimb Est	0	0	0	90,000	95,000	100,000	
Insurance Reimbursements	78,513	90,000	120,000	90,000	90,000	90,000	
Sale of Surplus Property	60,182	25,000	30,000	25,000	25,000	25,000	
Donations & Contributions	18,733	18,000	27,500	30,000	28,000	28,000	22
Fees and Admissions	14,967	14,000	11,400	14,000	14,000	14,000	23
Total Other Operating	552,229	612,000	488,900	389,000	327,000	332,000	
Total Operating Revenue	27,107,600	28,895,400	26,308,700	27,560,000	28,223,000	28,733,000	
Non-Operating Revenue							
Intergovernmental Grants	101,658	122,600	120,000	100,000	100,000	100,000	24
Total Non-Operating Rev.	101,658	122,600	120,000	100,000	100,000	100,000	
Total Revenue	\$27,209,258	29,018,000	\$26,428,700	\$27,660,000	\$28,323,000	\$28,833,000	

REVENUE FOOTNOTES

1. **Road & Bridge Tax: (\$190,000)** 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.
2. **Personal Property Replacement Tax (PPRT): (\$90,000)** These taxes resulted when the 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.

3. **Sales Tax: (\$7,418,000)** 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.

During FY17/18, the Village fell short of projected sales taxes by nearly \$1.2 million due to the loss of sales taxes generated by a few major retailers in the community. This resulted in a significant reduction in base tax revenues. Sales taxes in FY18/19 are projected to increase by 3.0% over the FY17/18 estimate.

4. **Electricity Use Tax: (\$1,870,000)** 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 FY18/19 is based on historical averages.
5. **Income Tax: (\$3,575,000)** 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 rate increase from 3% to 5%, municipalities received 10% of all 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. Beginning in 2015, the State Income Tax rate reverted downward to 3.75%, at which time the municipal share was increased from 6% to 8% to maintain revenue neutrality.

In July 2017, the income tax rate was again increased to 4.95% in an effort to address the State's continual growth in backlogged bills. As a part of the State's FY18 budget, the State reduced the total amount of income taxes shared with municipalities by 10% beginning in August 2017. This was proposed as a one-time cut to municipal shared revenues to shore-up the State's fiscal position.

The Governor's February 2018 budget address indicated the intention of the State to continue suppressing income taxes shared with local governments into its 2019 fiscal year. As such, the projected FY19 Income Tax shows no growth over the FY18 estimated revenues.

6. **Home Rule Sales Tax: (\$5,367,000)** The Village imposes a 0.75% additional "home rule" sales tax which applies to general merchandise sales (excludes grocery, vehicles, medical appliances, etc.). Due to the loss of major local sales tax payers in FY18 and the State's continued reduction of revenues allocated to Carol Stream, on March 5, 2018, the Village Board approved an increase in its home rule sales tax by 0.25% to a total of 1.00% effective July 1, 2018. Prior to this increase, Carol Stream ranked on the lower end of peer communities in terms of total sales tax rate.
7. **Real Estate Transfer Tax: (\$900,000)** A tax of \$3 per \$1,000 of a property's sales price is imposed upon the transfer of real property.
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: (\$974,000)** A 6% tax is imposed on telecommunications services in the community. Collections have declined in 8 of the last 10 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). Continued annual revenue declines of 7% are forecast in each year of the financial plan. This revenue source has declined by more than \$1 million since FY05/06.
10. **Local Use Tax: (\$1,045,000)** 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 4.5% to 5.0% over the 3-year financial plan.
11. **Hotel Tax: (\$355,000)** A 5% room tax is assessed and collected on rentals in our two local hotels. A third local extended stay hotel is anticipated to open during FY19.

12. **Video Gaming Tax: (\$277,000)** 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, 2018, a total of 14 Carol Stream establishments have been issued permits to operate a total of 70 gaming terminals.
13. **Rental Licensing Fees: (\$85,000)** 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: (\$48,800)** In connection with permitting video gaming in Carol Stream, a \$650 per gaming terminal annual permit fee is required which will offset added costs of registration, compliance and enforcement efforts.
15. **Cable Franchise Fees: (\$605,000)** The Village receives a 5% franchise fee from its two local cable operators. Revenues are projected to increase at a rate of 5% per year over the three year financial plan.
16. **PEG Fees: (\$56,000)** 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: (\$212,000)** 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: (\$475,000)** 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.
19. **Reimbursement / Fee Based / DuMeg: (\$125,000)** 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).

20. **Circuit Court Fines: (\$350,000)** The Village receives a portion of fine revenues generated from police citations processed through the Circuit Court. Beginning in May of 2013, the Village added local prosecution of traffic offenses rather than using the State's Attorney.
21. **ATLE Fees: (\$315,000)** 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.
22. **Donations and Contributions: (\$30,000)** These revenues represent corporate sponsorships which fund the Summer Concert Series at the Ross Ferraro Town Center.
23. **Fees and Admissions: (\$14,000)** This revenue line records the Village's share of annual summer carnival proceeds at the Ross Ferraro Town Center.
24. **Intergovernmental Grants: (\$100,000)** This includes regular recurring traffic enforcement, ballistic vest and tobacco enforcement grants.

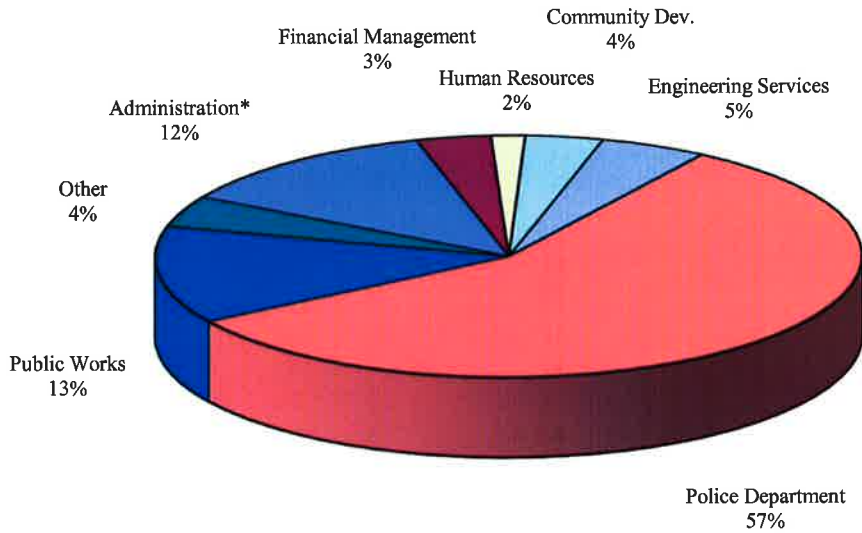
Village of Carol Stream

GENERAL CORPORATE FUND

Revenues - Expenditures

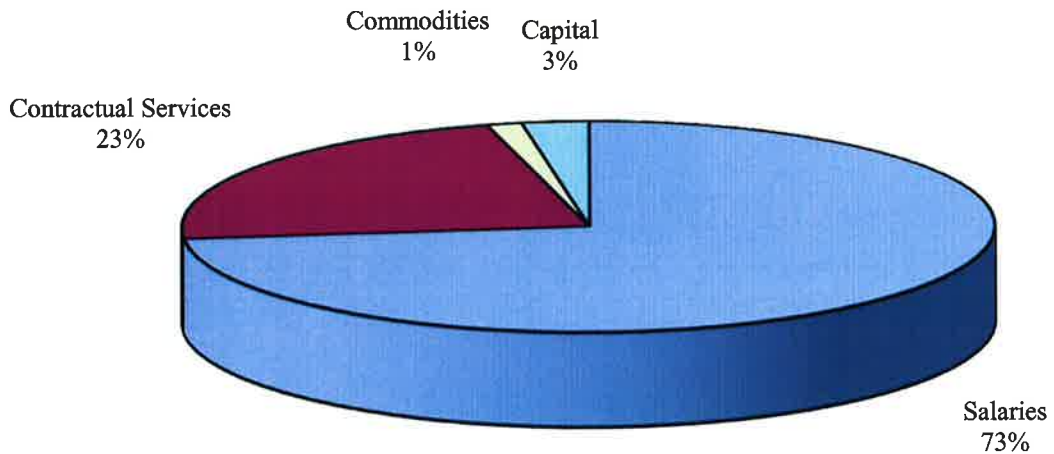
Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Revenues						
Operating Revenue	\$ 27,107,600	\$ 28,895,400	\$ 26,308,700	\$ 27,560,000	\$ 28,223,000	\$ 28,733,000
Non-Operating Revenue	101,658	122,600	120,000	100,000	100,000	100,000
Total Revenues	\$ 27,209,258	\$ 29,018,000	\$ 26,428,700	\$ 27,660,000	\$ 28,323,000	\$ 28,833,000
Expenditures						
Fire & Police Commission	\$ 28,015	\$ 61,011	\$ 56,992	\$ 19,510	\$ 41,010	\$ 41,260
Legislative Board	118,704	143,970	108,663	122,155	146,035	147,225
Planning Commission & Zoning Board of Appeals	5,102	5,450	4,580	5,900	5,400	5,400
Emergency Services	0	0	0	29,070	29,060	29,060
Legal Services	243,527	266,600	254,000	274,000	279,000	284,000
Village Clerk	35,311	50,689	36,929	37,784	37,524	37,864
Administration	1,013,354	874,164	842,128	866,979	885,701	890,378
Human Resources	353,032	447,987	409,440	431,713	437,609	439,435
Financial Management	889,401	1,025,682	979,839	945,852	962,403	926,907
Engineering Services	1,166,559	1,441,116	1,362,612	1,355,703	1,499,756	1,508,037
Comm. Development	1,022,626	1,143,553	1,009,774	983,016	1,037,292	1,043,002
Information Technology	916,479	1,140,629	1,182,863	1,361,782	1,496,378	1,338,143
Police	13,732,654	15,618,351	14,945,199	15,736,097	16,214,479	16,464,705
Streets	3,685,256	4,136,730	3,622,745	3,607,679	3,770,552	4,081,181
Municipal Building	950,897	669,239	752,646	681,910	398,451	392,653
Municipal Garage	5,033	0	0	0	0	0
Transfers and Agreements	608,642	1,949,429	655,520	1,157,600	1,040,200	1,160,800
Town Center	42,982	43,400	39,770	43,250	42,150	42,950
Total Expenditures	\$ 24,817,574	\$ 29,018,000	\$ 26,263,700	\$ 27,660,000	\$ 28,323,000	\$ 28,833,000
Transfer to Capital Proj. Fund	\$ 2,000,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Net Income (Loss)	\$ 391,684	\$ 0	\$ 165,000	\$ 0	\$ 0	\$ 0

**GENERAL CORPORATE FUND
EXPENDITURES BY DEPARTMENT
FY 18/19**



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

**GENERAL CORPORATE FUND
EXPENDITURE BY CLASSIFICATION
FY 18/19**



Village of Carol Stream

GENERAL CORPORATE FUND

Budget Comparison by Department

Department	Salaries & Wages			Contractual Services			Commodities			Capital Outlay			Totals		
	FY18/19	FY19/20	FY20/21	FY18/19	FY19/20	FY20/21	FY18/19	FY19/20	FY20/21	FY18/19	FY19/20	FY20/21	FY18/19	FY19/20	FY20/21
Fire & Police Commission	\$ 645	\$ 645	\$ 645	\$ 18,800	\$ 40,300	\$ 40,550	\$ 65	\$ 65	\$ 65	\$ 0	\$ 0	\$ 0	\$ 19,510	\$ 41,010	\$ 41,260
Legislative Board	25,190	25,190	25,190	63,645	87,425	88,615	1,320	1,420	1,420	32,000	32,000	32,000	122,155	146,035	147,225
Plan Comm. & Zoning															
Board of Appeals	2,300	2,300	2,300	3,600	3,100	3,100	0	0	0	0	0	0	5,900	5,400	5,400
Emergency Services	0	0	0	27,070	27,060	27,060	2,000	2,000	2,000	0	0	0	29,070	29,060	29,060
Legal Services	0	0	0	274,000	279,000	284,000	0	0	0	0	0	0	274,000	279,000	284,000
Village Clerk	30,954	30,954	30,954	5,680	5,880	5,880	1,150	690	1,030	0	0	0	37,784	37,524	37,864
Administration	619,402	621,514	623,731	239,977	256,137	258,597	7,600	8,050	8,050	0	0	0	866,979	885,701	890,378
Human Resources	331,533	333,234	335,020	98,345	102,420	102,440	1,835	1,955	1,975	0	0	0	431,713	437,609	439,435
Financial Management	798,742	805,293	808,277	128,860	139,460	108,080	18,250	17,650	10,550	0	0	0	945,852	962,403	926,907
Engineering Services	1,036,451	1,146,962	1,150,534	302,368	317,416	321,288	16,884	11,378	12,215	0	24,000	24,000	1,355,703	1,499,756	1,508,037
Comm. Development	822,180	826,927	831,914	146,149	202,645	203,154	14,687	7,720	7,934	0	0	0	983,016	1,037,292	1,043,002
Information Services	664,616	667,853	671,252	542,730	596,476	592,816	15,374	10,149	10,175	139,062	221,900	63,900	1,361,782	1,496,378	1,338,143
Police	13,279,878	13,638,085	13,903,342	1,873,366	1,822,704	1,793,067	459,953	469,890	472,496	122,900	283,800	295,800	15,736,097	16,214,479	16,464,705
Public Works-Streets	1,892,039	1,908,517	1,920,327	1,220,911	1,268,965	1,318,743	380,429	423,070	478,611	114,300	170,000	363,500	3,607,679	3,770,552	4,081,181
Municipal Building	243,486	244,528	245,623	100,224	110,323	112,205	35,700	43,600	34,825	302,500	0	0	681,910	398,451	392,653
Municipal Garage	526,447	529,565	532,838	22,603	18,051	18,151	(573,450)	(348,816)	(550,989)	24,400	1,200	0	0	0	0
Transfers & Agreements	0	0	0	1,157,600	1,040,200	1,160,800	0	0	0	0	0	0	1,157,600	1,040,200	1,160,800
Town Center	0	0	0	42,950	41,750	42,550	300	400	400	0	0	0	43,250	42,150	42,950
Totals	\$ 20,273,863	\$ 20,781,567	\$ 21,081,947	\$ 6,268,878	\$ 6,359,312	\$ 6,481,096	\$ 382,097	\$ 449,221	\$ 490,757	\$ 735,162	\$ 732,900	\$ 779,200	\$ 27,660,000	\$ 28,323,000	\$ 28,833,000

Village of Carol Stream

GENERAL CORPORATE FUND

Budget Summary by Expenditure Category

General Fund Budget Expenditures FY18/19 Compared to FY17/18 Budget and FY17/18 Estimate

	Actual FY 16/17	Revised Budget FY 17/18	Estimated FY 17/18	Proposed Budget FY 18/19	FY18/19 Proposed to FY17/18 Budget		FY18/19 Proposed to FY17/18 Estimate	
Personal Services	\$ 11,782,731	\$ 12,824,903	\$ 12,313,211	\$ 12,876,965	\$ 52,062	0.4%	\$ 563,754	4.6%
Seasonal Help	53,731	59,695	46,510	50,574	(9,121)	-15.3%	4,064	8.7%
Court Time	124,016	142,000	126,200	147,200	5,200	3.7%	21,000	16.6%
Overtime	642,009	789,585	758,946	717,450	(72,135)	-9.1%	(41,496)	-5.5%
Group Insurance	1,506,335	1,795,414	1,795,414	1,857,241	61,827	3.4%	61,827	3.4%
IMRF	877,502	907,174	855,050	883,817	(23,357)	-2.6%	28,767	3.4%
FICA	907,541	977,798	958,583	983,506	5,708	0.6%	24,923	2.6%
Work Comp	310,122	312,132	312,132	312,132	-	0.0%	-	0.0%
Unemployment	10,910	10,000	2,500	10,000	-	0.0%	7,500	300.0%
Police Pension	1,833,135	2,072,751	2,072,751	2,434,978	362,227	17.5%	362,227	17.5%
Total Salaries & Wages	18,048,032	19,891,452	19,241,297	20,273,863	382,411	1.9%	1,032,566	5.4%
Contractual Services	5,245,339	6,124,658	5,785,663	5,823,878	(300,780)	-4.9%	38,215	0.7%
Commodities	306,038	421,599	307,780	382,097	(39,502)	-9.4%	74,317	24.1%
Capital Outlay	1,218,165	1,105,862	928,960	735,162	(370,700)	-33.5%	(193,798)	-20.9%
Subtotal	\$ 24,817,574	\$ 27,543,571	\$ 26,263,700	\$ 27,215,000	\$ (328,571)	-1.2%	\$ 951,300	3.6%
Other - Transfer to Capital	2,000,000	1,474,429	-	445,000				
Total	\$ 26,817,574	\$ 29,018,000	\$ 26,263,700	\$ 27,660,000				



**GENERAL
CORPORATE
FUND
DEPARTMENTAL
BUDGETS**

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
Commissioners*	3	3	3	3	3

ORGANIZATIONAL CHART



Note: Staff support for the Fire & Police Commission is provided by the Human Resources 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.

FY17/18 ACCOMPLISHMENTS

1. Conducted entry-level testing for the position of Police Officer, establishing a two (2) year hiring eligibility list.
2. Conducted promotional testing for the position of Police Sergeant, establishing a three (3) year eligibility list.
3. Hired six (6) new Police Officers and promoted one (1) Officer to the position of Sergeant.

FY18/19 OBJECTIVES

1. Working off the newly created eligibility list, successfully fill all Police Officer vacancies.
2. Continue to monitor the Fire and Police Commission Rules and Regulations to ensure compliance with legal changes as they arise.

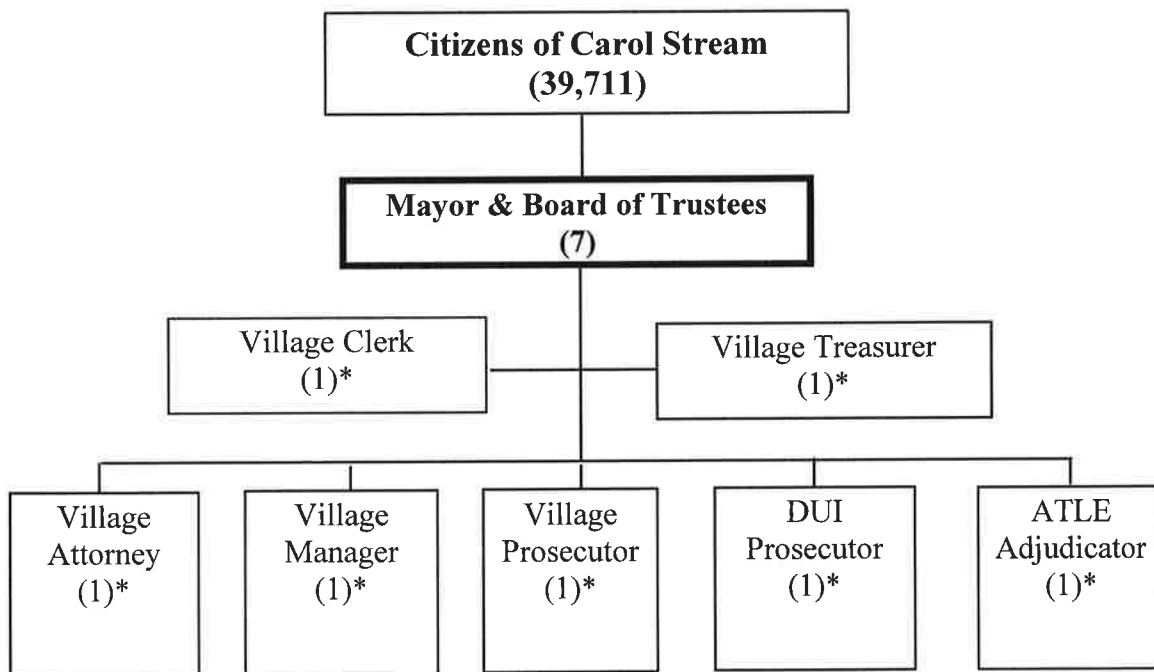
Fire & Police Commission Expenditures (01510000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 430	\$ 600	\$ 540	\$ 600	\$ 600	\$ 600
51113 FICA	33	46	42	45	45	45
Subtotal	463	646	582	645	645	645
Contractual Services						
52223 Training	0	1,900	0	1,900	1,900	1,900
52228 Personnel Hiring	26,541	52,000	52,000	15,000	35,500	35,750
52234 Dues & Subscriptions	375	400	375	400	400	400
52238 Legal Fees	636	6,000	4,000	1,500	2,500	2,500
Subtotal	27,552	60,300	56,375	18,800	40,300	40,550
Commodities						
53314 Office Supplies	0	65	35	65	65	65
Subtotal	0	65	35	65	65	65
Totals	\$ 28,015	\$ 61,011	\$ 56,992	\$ 19,510	\$ 41,010	\$ 41,260

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
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.

FY17/18 ACCOMPLISHMENTS

1. Recognized and promoted local veterans with a veterans spotlight at Village Board meetings.
2. Conducted Halloween and Christmas home decorating contests to promote holiday spirit and pride in the community.
3. Provided direction on the Municipal Center renovation project addressing space needs and providing technology, audio/video and communications enhancements to staff and residents. Broke ground on the new facility and moved staff to a temporary facility during construction.
4. Provided support for specific charities that provide services to residents of Carol Stream including the Christmas Sharing program that provides gifts and food to needy residents of the Village and the Cancer Society Relay for Life fund raising program. Raffles were also conducted at Thursday night concerts with proceeds of \$2,446 going to 5 local food banks. Donations of \$2,434 were raised at the Village's annual Concert for the Troops.
5. The Village promoted resident participation in the Wyland National Mayor's Challenge for Water Conservation contest and ranked in the top fifteen nationally for the Village's population category. Village residents and businesses pledged to take part in more energy and resource savings activities than any other city in Illinois.
6. Actively pursued new development and growth in the Village's industrial and commercial sectors annexing certain properties along the North Avenue commercial corridor.

FY18/19 OBJECTIVES

1. Provide direction and support to staff on present and future Village goals.
2. Continue to monitor threats to state shared revenues (income, sales and motor fuel taxes, etc.) and work with local councils of government and other municipalities to lobby state and federal law makers to discourage decisions that would result in a net loss of local funds.
3. Provide policy support and guidance for the Municipal Center renovation project scheduled to be completed in fiscal year 2019.

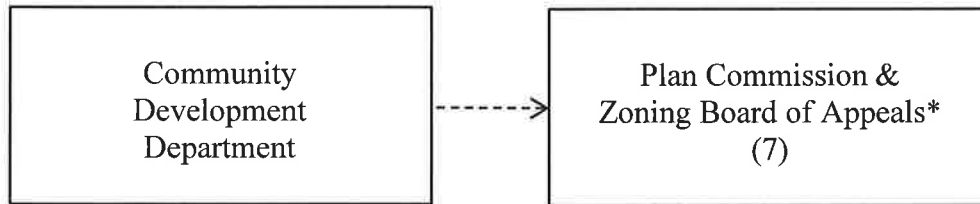
Legislative Board Expenditures (01520000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 23,850	\$ 23,400	\$ 23,400	\$ 23,400	\$ 23,400	\$ 23,400
51113 FICA	1,825	1,790	1,790	1,790	1,790	1,790
Subtotal	25,675	25,190	25,190	25,190	25,190	25,190
Contractual Services						
52222 Meetings	2,993	8,980	7,300	2,930	9,230	9,230
52234 Dues & Subscriptions	40,507	45,050	44,243	43,500	45,600	46,100
52237 Auditing	17,250	19,280	16,050	16,570	20,500	21,140
52240 Public Notices/Info.	2,568	2,000	470	645	2,095	2,145
52274 Community Serv. Prog.	10,000	10,000	0	0	10,000	10,000
Subtotal	73,318	85,310	68,063	63,645	87,425	88,615
Commodities						
53314 Office Supplies	85	550	160	450	500	500
53315 Printed Materials	0	500	250	450	500	500
53324 Uniforms	0	420	0	420	420	420
Subtotal	85	1,470	410	1,320	1,420	1,420
Capital Outlay						
54418 CATV / PEG Expenses	19,626	32,000	15,000	32,000	32,000	32,000
Subtotal	19,626	32,000	15,000	32,000	32,000	32,000
Totals	\$ 118,704	\$ 143,970	\$ 108,663	\$ 122,155	\$ 146,035	\$ 147,225

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
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 the Comprehensive Plan, 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.

FY17/18 ACCOMPLISHMENTS

1. The PC/ZBA reviewed 21 cases during the 2017 calendar year, as compared with 19 and 17 in 2016 and 2015 respectively.
2. Significant cases reviewed and recommended for approval by the PC/ZBA during calendar year 2017 included the application by *Holladay Properties* for a four-story, 123-room *WoodSpring Suites* extended stay hotel, revised plans for a *Bucky's Express* gas station, car wash and convenience store, and a *Goddard School* daycare in the phase II portion of the Geneva Crossing shopping center.

FY18/19 OBJECTIVES

1. Provide timely reviews and recommendations regarding development approval petitions, which in calendar year 2018 are likely to include industrial development and redevelopment projects and new commercial development projects.
2. The PC/ZBA will participate in the project to develop a new Unified Development Ordinance which will update the Zoning, Subdivision and Sign Codes and incorporate all relevant development regulations into a single document. Training will be provided for PC/ZBA members in FY18/19 to prepare them for their role in this project.

Plan Commission & Zoning Board of Appeals Expenditures (01530000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 1,431	\$ 2,000	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000
51112 IMRF	94	150	150	150	150	150
51113 FICA	109	150	150	150	150	150
Subtotal	1,634	2,300	1,800	2,300	2,300	2,300
Contractual Services						
52222 Meetings	0	100	0	100	100	100
52223 Training	0	0	0	500	0	0
52234 Dues & Subscriptions	450	450	180	200	200	200
52240 Public Notices/Information	1,398	1,200	1,200	1,400	1,400	1,400
52241 Court Recorder	1,620	1,400	1,400	1,400	1,400	1,400
Subtotal	3,468	3,150	2,780	3,600	3,100	3,100
Totals	\$ 5,102	\$ 5,450	\$ 4,580	\$ 5,900	\$ 5,400	\$ 5,400

NARRATIVE

Under the direction of the Village Manager, who serves as the Emergency Services and Disaster Preparedness Agency Director, disaster preparedness and response is provided through the Carol Stream Police and Public Works Departments, the Carol Stream Fire Protection District as well as the DuPage County Office of Emergency Management and Homeland Security.

The Emergency Services budget is reinstated in FY19 as the Village now assumes the lead role in disaster response coordination.

FY17/18 ACCOMPLISHMENTS

1. Worked with the Carol Stream Fire District to discuss transition of lead activities from the Fire District to the Village in the coming fiscal year.

FY18/19 OBJECTIVES

1. Develop the framework for emergency services planning and preparedness as the Village assumes the role of lead agency in coordinating and responding to emergency events.

Emergency Services Expenditures (01560000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Contractual Services						
52222 Meetings	0	0	0	400	400	400
52223 Training	0	0	0	1,000	1,000	1,000
52230 Telephone	0	0	0	670	660	660
52253 Consultant	0	0	0	25,000	25,000	25,000
Subtotal	0	0	0	27,070	27,060	27,060
Commodities						
53317 Operating Supplies	0	0	0	2,000	2,000	2,000
Subtotal	0	0	0	2,000	2,000	2,000
Totals	\$ 0	\$ 0	\$ 0	\$ 29,070	\$ 29,060	\$ 29,060

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 included in that budget. The cost to administratively adjudicate disputes regarding red light violations is included in the Police Department Budget.

FY17/18 ACCOMPLISHMENTS

1. Processed 291 DUI arrests in calendar year 2017 versus 305 in 2016. Two Hundred Sixty Six of these cases were prosecuted using the Village DUI prosecutor versus 277 last year, 22 were prosecuted by the States Attorney's Office versus 28 last year and 3 were Zero Tolerance cases processed through the Secretary of State's Office.

FY18/19 OBJECTIVES

1. Continue to actively prosecute DUI cases and further investigate expansion of local prosecutions.
2. Respond to union issues in a timely manner as they arise.
3. Successful negotiation of the Fraternal Order of Police (FOP) union contract.

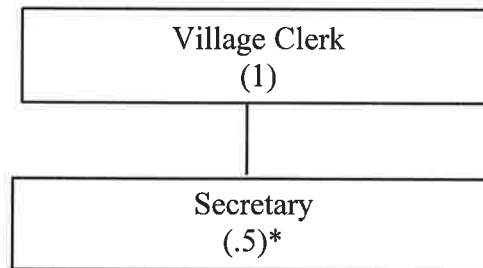
Legal Services Expenditures (01570000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Contractual Services						
52238 Legal Fees - General	\$ 136,652	\$ 160,000	\$ 140,000	\$ 155,000	\$ 160,000	\$ 165,000
52235 Prosecution - General	28,875	28,600	32,000	34,000	34,000	34,000
52312 Prosecution - DUI	78,000	78,000	82,000	85,000	85,000	85,000
Totals	\$ 243,527	\$ 266,600	\$ 254,000	\$ 274,000	\$ 279,000	\$ 284,000

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
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.

FY17/18 ACCOMPLISHMENTS

1. Completed, executed and/or recorded 73 (49) Ordinances and 72 (70) Resolutions.
2. Processed 278 (384) passport applications and 717 (716) Freedom of Information Act requests in a timely manner and without complaints.
3. Completed 27 (19) code amendments and updated the online Code to reflect these amendments.

Note: Last year's numbers in parenthesis ()

FY18/19 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 (FOIA) and Open Meetings Act requirements, training and process FOIA requests within requirements set by state law.
4. Perform local election duties including maintaining a record of the election and all notification responsibilities required by Code and state election laws.
5. Provide timely updates to the Village Board on release of Executive Session meeting minutes.

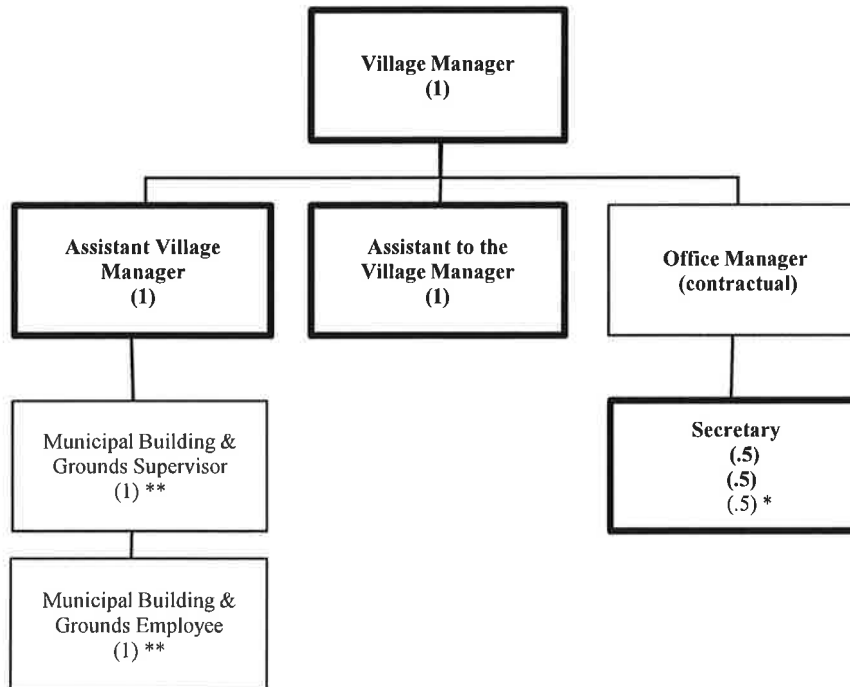
Village Clerk Expenditures (01580000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 27,306	\$ 28,718	\$ 28,700	\$ 28,713	\$ 28,713	\$ 28,713
51113 FICA	2,089	2,197	2,200	2,197	2,197	2,197
51114 Workers Comp.	44	44	44	44	44	44
Subtotal	29,439	30,959	30,944	30,954	30,954	30,954
Contractual Services						
52222 Meetings	51	350	125	350	350	350
52233 Recording Fees	619	1,000	1,100	1,000	1,000	1,000
52234 Dues & Subscriptions	20	530	30	530	530	530
52240 Public Notices/Inform.	1,264	1,500	1,300	1,300	1,500	1,500
52253 Consultant	3,189	15,000	2,500	2,500	2,500	2,500
Subtotal	5,143	18,380	5,055	5,680	5,880	5,880
Commodities						
53314 Office Supplies	702	1,000	900	1,000	500	1,000
53315 Printed Materials	27	290	30	150	130	30
53324 Uniforms	0	60	0	0	60	0
Subtotal	729	1,350	930	1,150	690	1,030
Totals	\$ 35,311	\$ 50,689	\$ 36,929	\$ 37,784	\$ 37,524	\$ 37,864

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
Full Time	3	3	3	3	3
Part-time (FTE)	1	1	1	1	1

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.

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 Legislative Board, 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 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. This program also includes General Corporate Fund cost centers, which support the entire Village organization including general and property liability insurance.

FY17/18 ACCOMPLISHMENTS

1. Continued to provide regular and consistent message content across the adopted social media messaging platforms of Twitter (1,230 Tweets – 651 Following); Facebook (550 posts – 2,778 Page Likes – 2,839 Page Follows – 24,744 Public Reach) and 10 YouTube videos.
2. Removed 1,150 pounds of prescription drugs from the waste stream through participation in the DuPage County Health Department prescription drug drop box program.
3. Collected 5,220 lbs. of waste pumpkins for composting, 180 lbs. more than last year.
4. Provided Christmas light recycling drop-off centers in the Village resulting in 1,446 lbs. of holiday light strands.

FY18/19 OBJECTIVES

1. Coordinate the transition of Village services back to the Municipal Center after completing Municipal Center renovation and provide oversight of the renovation project.
2. Provide direction and coordinate all aspects of the 2018 Town Center summer event season.
3. Coordinate implementation of Village Goals in a fiscally responsible and timely manner.
4. Continue sustainability public education through social media and the E-Newsletter.
5. Host a joint electronics and pumpkin recycling event.

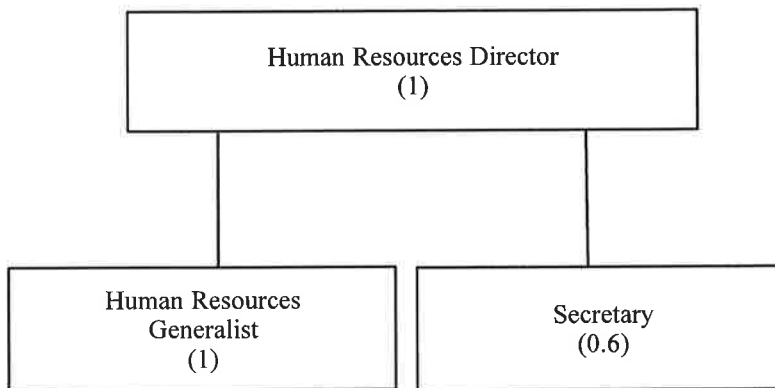
Administration Expenditures (01590000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 562,350	\$ 488,697	\$ 482,000	\$ 485,352	\$ 485,352	\$ 485,352
51111 Group Insurance	34,091	30,499	30,499	42,237	44,349	46,566
51112 IMRF	94,646	63,162	61,000	60,403	60,403	60,403
51113 FICA	32,297	30,362	30,300	30,633	30,633	30,633
51114 Workers Comp.	770	777	777	777	777	777
Subtotal	724,154	613,497	604,576	619,402	621,514	623,731
Contractual Services						
52215 Insurance Deduct.	86,935	100,000	90,000	95,000	100,000	100,000
52222 Meetings	1,297	1,120	1,120	1,500	1,500	1,500
52223 Training	831	4,525	2,420	1,875	4,675	4,675
52230 Telephone	43,554	3,200	2,450	2,430	2,435	2,440
52231 Copy Expense	14,435	4,000	4,000	0	0	0
52234 Dues & Subscript.	3,820	4,280	2,550	2,710	2,715	2,720
52253 Consultant	80,892	88,280	80,100	84,900	93,250	95,700
52261 Liability Insurance	23,856	24,062	24,062	24,062	24,062	24,062
52263 Property Insurance	30,912	27,500	27,500	27,500	27,500	27,500
Subtotal	286,532	256,967	234,202	239,977	256,137	258,597
Commodities						
53314 Office Supplies	384	500	500	0	0	0
53315 Printed Materials	507	500	150	0	0	0
53317 Operating Supplies	1,282	1,300	1,300	6,850	6,900	6,900
53324 Uniforms	162	400	400	0	400	400
53380 Vending Supplies	333	1,000	1,000	750	750	750
Subtotal	2,668	3,700	3,350	7,600	8,050	8,050
Totals	\$ 1,013,354	\$ 874,164	\$ 842,128	\$ 866,979	\$ 885,701	\$ 890,378

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
Full Time	2	2	2	2	2
Part-Time (FTE)	0.6	0.6	0.6	0.6	0.6

ORGANIZATIONAL CHART



NARRATIVE

The Human Resources 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, Human Resources 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.

FY17/18 ACCOMPLISHMENTS

1. Received and processed more than 1,000 employment applications, and filled twelve (12) regular, and ten (10) temporary positions.
2. Leveraged existing technology to implement online police officer application process and payment, creating efficiencies for the end user as well as internally.
3. Completed comprehensive transition to new e-system for insurance reporting as required by the Intergovernmental Personnel Benefits Cooperative.
4. Coordinated mandatory training for all employees on discriminatory workplace and sexual harassment.
5. Organized and implemented 2-day leadership development workshop for all Department Heads and Assistant Department Heads.
6. Monitored legislative changes related to the Affordable Care Act to ensure continued compliance. Implemented and disseminated information as needed.
7. Assisted the Board of Fire & Police Commissioners in coordinating both entry-level and promotional examinations, resulting in multi-year hiring lists.
8. Reviewed and implemented changes with the Village's third party administrator for worker's compensation to increase information flow and speed of claim resolution.

FY18/19 OBJECTIVES

- 1 Continue to evaluate and implement existing technology (Munis, Seamlessdocs, Laserfiche) to increase efficiencies within the organization.
- 2 Evaluate the costs and benefits of innovative healthcare options for positive health outcomes and reduction in expenditures, making recommendations as appropriate.
3. Monitor upcoming legislative changes related to the Affordable Care Act to ensure continual compliance while preparing for future amendments. Implement and communicate changes as needed.
4. Incorporate formal ethics policy and training within the organization.
5. Assist in collective bargaining efforts, providing comparability data, analysis and counsel.
6. Evaluate and implement additional charitable opportunities Village wide, giving employees an increased opportunity to make a difference in the Village they serve.

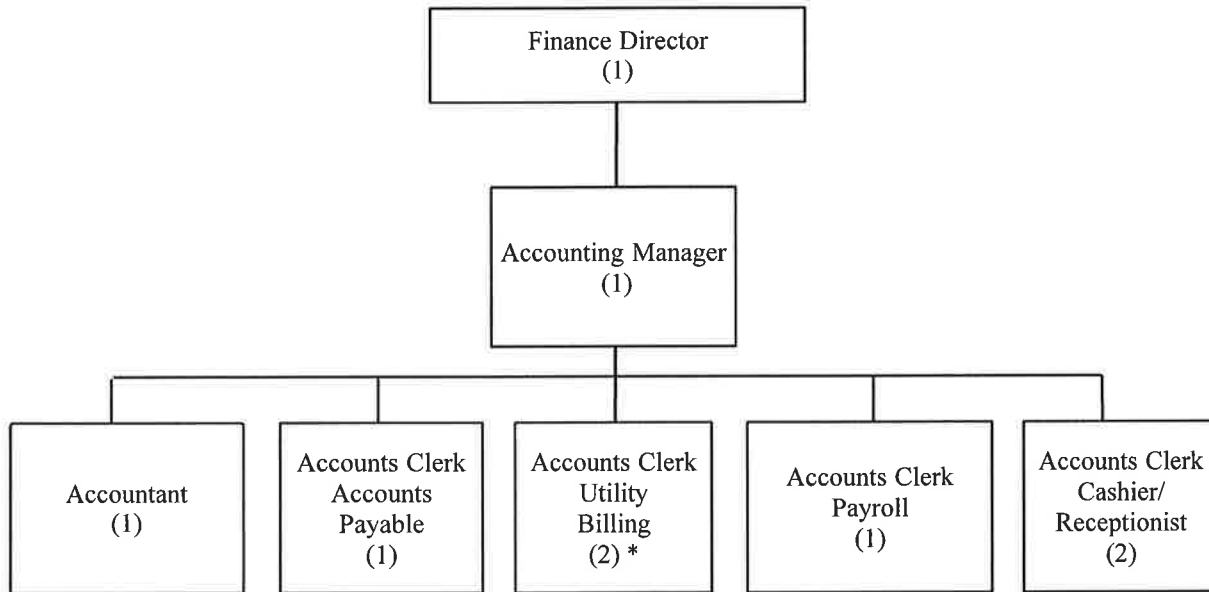
Human Resources Expenditures (01600000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 217,813	\$ 237,692	\$ 238,000	\$ 236,857	\$ 236,857	\$ 236,857
51111 Group Insurance	20,786	32,848	32,848	34,021	35,722	37,508
51112 IMRF	30,384	34,465	33,600	33,160	33,160	33,160
51113 FICA	15,209	16,990	16,700	17,163	17,163	17,163
51114 Workers Comp.	329	332	332	332	332	332
51115 Unemployment	10,910	10,000	2,500	10,000	10,000	10,000
Subtotal	295,431	332,327	323,980	331,533	333,234	335,020
Contractual Services						
52222 Meetings	46	575	525	575	575	575
52223 Training	7,427	9,505	3,505	7,950	7,400	7,400
52225 Employment Phys.	3,077	3,000	2,500	3,025	3,150	3,150
52228 Personnel Hiring	1,892	7,800	1,600	2,500	7,500	7,500
52230 Telephone	1,152	1,215	1,200	1,215	1,215	1,215
52234 Dues & Subscriptions	595	2,750	2,300	750	2,750	2,750
52242 Employee Recognition	2,513	7,650	5,200	8,950	8,950	8,950
52253 Consultant	8,858	17,500	14,250	10,500	8,000	8,000
52255 Software Maint.	1,770	1,480	1,400	1,480	1,480	1,500
52273 Employee Services	7,279	8,500	7,250	8,000	8,000	8,000
52340 Wellness Program	21,411	53,400	44,500	53,400	53,400	53,400
Subtotal	56,020	113,375	84,230	98,345	102,420	102,440
Commodities						
53314 Office Supplies	231	720	500	475	595	605
53315 Printed Materials	691	895	300	860	860	870
53350 Small Equipment	659	670	430	500	500	500
Subtotal	1,581	2,285	1,230	1,835	1,955	1,975
Totals	\$ 353,032	\$ 447,987	\$ 409,440	\$ 431,713	\$ 437,609	\$ 439,435

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
Full Time	9	9	9	9	9

ORGANIZATIONAL CHART



* Utility Billing 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.

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 FY16/17	Budget FY17/18	Estimated FY17/18	Proposed FY18/19	Projected FY19/20	Projected FY20/21
Administration	\$259,703	\$274,705	\$272,921	\$259,271	\$271,928	\$262,727
Accounting	449,188	561,149	517,862	500,602	503,367	475,681
Reception/ Information	180,510	189,828	189,056	185,979	187,108	188,499
Totals	\$889,401	\$1,025,682	\$979,839	\$945,852	\$962,403	\$926,907

EXPENDITURE

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 563,768	\$ 587,745	\$ 588,369	\$ 580,740	\$ 580,740	\$ 580,740
51109 Overtime	2,103	3,000	1,621	0	2,000	0
51111 Group Insurance	67,487	89,818	89,818	93,042	97,593	102,577
51112 IMRF	81,870	85,658	83,300	81,303	81,303	81,303
51113 FICA	39,415	42,863	41,276	42,439	42,439	42,439
51114 Workers Comp.	1,208	1,218	1,218	1,218	1,218	1,218
Subtotal	755,851	810,302	805,602	798,742	805,293	808,277
Contractual Services						
52222 Meetings	248	300	67	350	450	350
52223 Training	6,182	5,300	1,955	3,700	3,450	3,450
52226 Office Equip. Main	4,410	4,750	4,100	2,650	2,650	2,650
52229 Postage	22,079	19,500	22,600	16,500	24,000	17,000
52230 Telephone	696	760	665	660	660	660
52234 Dues & Subscript.	682	620	500	700	500	620
52253 Consultant	0	87,500	53,000	0	0	0
52254 Actuarial	7,600	5,000	4,750	8,950	4,750	8,950
52255 Software Maint.	46,613	45,800	44,600	73,400	77,500	51,900
52256 Banking Services	22,872	26,500	24,000	21,950	25,500	22,500
Subtotal	111,382	196,030	156,237	128,860	139,460	108,080
Commodities						
53315 Printed Materials	19,760	15,000	15,800	8,900	15,300	8,200
53317 Operating Supplies	2,408	2,350	2,200	2,350	2,350	2,350
53350 Small Equipment	0	2,000	0	7,000	0	0
Subtotal	22,168	19,350	18,000	18,250	17,650	10,550
Totals	\$ 889,401	\$ 1,025,682	\$ 979,839	\$ 945,852	\$ 962,403	\$ 926,907

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.

FY17/18 ACCOMPLISHMENTS

1. Assisted in the facilitation of a series of budget workshops to report on the Village's financial condition and outlook leading to the adoption of the FY18/19 Annual Budget and Financial Plan. Included among these workshops was a review of available potential future revenue sources as the Village worked to cut back its FY17/18 budget in response to the loss of revenues from major local retail sales tax producers as well as the imposition of new State fees on the collection of Village revenues and other reductions by the State in revenues shared with municipalities.
2. Completed a comprehensive triennial 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. Carol Stream continued its unique position of funding governmental operations without a property tax or debt and was among the leanest in terms of expenditures per capita among comparable communities.
3. Increased the security and administration of collateralizing Village bank deposits in excess of FDIC limits by transitioning away from bank-pledged securities to a letter of credit program offered by the Federal Home Loan Bank (FHLB).
4. In response to rising interest rates and new opportunities to increase returns on invested Village funds, coordinated updates to the Village's investment policy and initiated an engagement with a local investment advisory firm to begin direct purchases of authorized investments in addition to the Village's current liquid government investment pools.

FY18/19 OBJECTIVES

1. Perform a review and reorganization of departmental records stored in both physical and electronic format with a focus on minimizing the reliance on physical media within the newly renovated Municipal Center building. 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.
2. In conjunction with the implementation of a new Village's website, improve responsiveness and convenience to our customers by identifying and implementing various fillable on-line forms and applications.
3. Develop a cash flow plan that maximizes Village funds available for investment while ensuring adequate liquidity is maintained for both operating and capital needs.

Administration Expenditures (01610100)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 158,763	\$ 164,769	\$ 164,700	\$ 160,751	\$ 160,751	\$ 160,751
51111 Group Insurance	13,131	16,553	16,553	17,140	17,997	18,896
51112 IMRF	22,969	23,892	23,300	22,505	22,505	22,505
51113 FICA	9,899	10,276	10,276	10,310	10,310	10,310
51114 Workers Comp.	402	405	405	405	405	405
Subtotal	205,164	215,895	215,234	211,111	211,968	212,867
Contractual Services						
52222 Meetings	248	300	67	350	450	350
52223 Training	25	1,200	855	500	1,250	1,250
52226 Office Equip. Maint.	4,188	4,500	3,750	2,300	2,300	2,300
52229 Postage	22,079	19,500	22,600	16,500	24,000	17,000
52230 Telephone	696	760	665	660	660	660
52234 Dues & Subscriptions	300	300	300	400	300	300
52254 Actuarial	3,400	5,000	4,750	4,750	4,750	4,750
52256 Banking Services	22,872	26,500	24,000	21,950	25,500	22,500
Subtotal	53,808	58,060	56,987	47,410	59,210	49,110
Commodities						
53317 Operating Supplies	731	750	700	750	750	750
Subtotal	731	750	700	750	750	750
Totals	\$ 259,703	\$ 274,705	\$ 272,921	\$ 259,271	\$ 271,928	\$ 262,727

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.

FY17/18 ACCOMPLISHMENTS

1. Facilitated the implementation of a 3rd party accounting firm to provide administrative assistance to the Police Pension Fund.
2. Implemented a new biennial vehicle registration program as a means of reducing program administration costs and to minimize to the extent possible in-person transactions at the Village's temporary operating location during the renovation of the Gregory J. Bielawski Municipal Center. Through the offering of a web payment discount, on-line sales increased by 338% over the prior year with more than 11,000 vehicle stickers purchased on-line.

FY18/19 OBJECTIVES

1. Implement an upgrade to the Village's cash receipting system through the Village's current financial software vendor that will improve customer and credit card processing interface and replace dated hardware (receipt printers, cash drawers, scanners). Explore system capabilities that would address accounting controls and cash receipts interface from an increased focus on accepting 3rd party e-commerce transactions.
2. Review and update the Village's purchasing policies to improve efficiency in the procurement process, including the automation of purchase order creation.

Accounting Expenditures (01612900)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 273,177	\$ 287,207	\$ 287,900	\$ 287,531	\$ 287,531	\$ 287,531
51109 Overtime	2,103	3,000	1,621	0	2,000	0
51111 Group Insurance	34,807	49,534	49,534	51,314	53,879	56,573
51112 IMRF	39,828	42,080	40,800	40,254	40,254	40,254
51113 FICA	19,710	22,201	20,900	21,996	21,996	21,996
51114 Workers Comp.	552	557	557	557	557	557
Subtotal	370,177	404,579	401,312	401,652	406,217	406,911
Contractual Services						
52223 Training	6,157	4,100	1,100	3,200	2,200	2,200
52226 Office Equip. Maint.	222	250	350	350	350	350
52234 Dues & Subscriptions	382	320	200	300	200	320
52253 Consultant	0	87,500	53,000	0	0	0
52254 Actuarial	4,200	0	0	4,200	0	4,200
52255 Software Maint.	46,613	45,800	44,600	73,400	77,500	51,900
Subtotal	57,574	137,970	99,250	81,450	80,250	58,970
Commodities						
53315 Printed Materials	19,760	15,000	15,800	8,900	15,300	8,200
53317 Operating Supplies	1,677	1,600	1,500	1,600	1,600	1,600
53350 Small Equipment	0	2,000	0	7,000	0	0
Subtotal	21,437	18,600	17,300	17,500	16,900	9,800
Totals	\$ 449,188	\$ 561,149	\$ 517,862	\$ 500,602	\$ 503,367	\$ 475,681

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.

FY18/19 OBJECTIVES

1. Actively participate in design and selection process for the planned replacement of the Village's phone system in FY19/20.
2. In conjunction with the anticipated rollout of a new Village web site, perform a comprehensive update of existing site content.

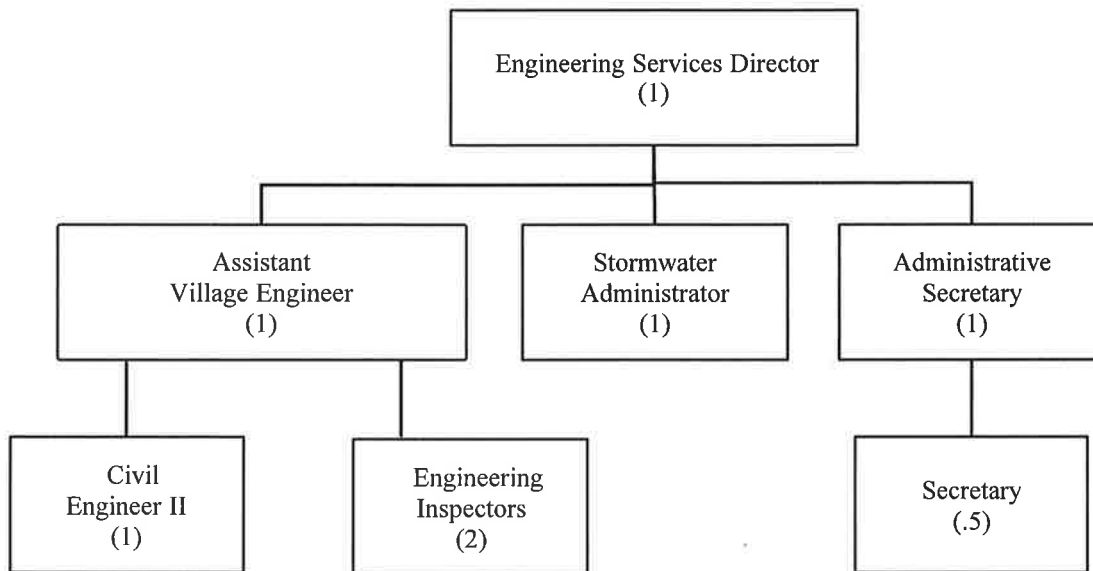
Reception/Information Expenditures (01613000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 131,828	\$ 135,769	\$ 135,769	\$ 132,458	\$ 132,458	\$ 132,458
51111 Group Insurance	19,549	23,731	23,731	24,588	25,717	27,108
51112 IMRF	19,073	19,686	19,200	18,544	18,544	18,544
51113 FICA	9,806	10,386	10,100	10,133	10,133	10,133
51114 Workers Comp.	254	256	256	256	256	256
Subtotal	180,510	189,828	189,056	185,979	187,108	188,499
Totals	\$ 180,510	\$ 189,828	\$ 189,056	\$ 185,979	\$ 187,108	\$ 188,499

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
Full Time	7	7	7	8	8
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 storm water management. 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.

EXPENDITURE

<u>Classification</u>	<u>Actual FY16/17</u>	<u>Budget FY17/18</u>	<u>Estimated FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
Administration	\$516,597	\$414,280	\$505,785	\$415,741	\$479,654	\$491,309
Plan Review	85,615	97,198	81,358	103,561	111,802	112,437
Daily Inspection	53,715	65,400	52,970	40,501	60,818	69,773
Design & Construction	186,091	295,141	359,319	262,815	302,342	281,928
Water & Sewer	37,259	101,775	43,457	90,625	72,088	87,270
Storm Water Management	287,282	467,322	319,723	442,460	473,052	465,320
Totals	\$1,166,559	\$1,441,116	\$1,362,612	\$1,355,703	\$1,499,756	\$1,508,037

GENERAL CORPORATE FUND

**ENGINEERING SERVICES
Department Summary - All Programs**

EXPENDITURE

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$691,173	\$745,723	\$751,000	\$740,618	\$807,617	\$807,617
51106 Seasonal Help	15,206	19,200	15,600	19,200	19,200	19,200
51109 Overtime	2,878	8,400	12,825	10,700	15,500	13,400
51111 Group Insurance	71,371	96,014	96,014	99,343	122,512	128,637
51112 IMRF	97,641	105,847	104,800	101,748	111,799	111,506
51113 FICA	51,221	57,954	58,000	57,957	63,449	63,289
51114 Workers Comp.	6,826	6,885	6,885	6,885	6,885	6,885
Subtotal	936,316	1,040,023	1,045,124	1,036,451	1,146,962	1,150,534
Contractual Services						
52212 Auto M&R	14,143	6,040	5,742	5,935	5,738	5,755
52222 Meetings	70	75	50	80	85	90
52223 Training	2,762	8,205	4,470	4,920	8,615	8,800
52224 Vehicle Insurance	4,014	4,048	4,048	4,048	4,048	4,048
52226 Office Equip. Mnt.	0	1,200	600	1,400	1,600	1,800
52230 Telephone	4,460	7,736	4,600	4,720	8,400	8,100
52234 Dues & Subscript.	1,211	1,950	1,750	1,715	2,080	1,845
52253 Consultant	125,846	222,800	149,000	150,800	149,100	150,100
52255 Software Maint.	13,071	30,000	73,749	31,250	31,250	31,250
52272 Property Maint.	53,837	108,500	65,800	97,500	106,500	109,500
Subtotal	219,414	390,554	309,809	302,368	317,416	321,288
Commodities						
53313 Auto Gas & Oil	2,112	3,184	2,944	3,034	3,192	3,358
53314 Office Supplies	669	850	1,490	850	850	850
53317 Operating Supplies	2,145	4,645	1,915	5,080	4,861	5,552
53324 Uniforms	889	1,600	1,330	1,860	2,195	2,155
53350 Small Equipment	544	260	0	6,060	280	300
Subtotal	6,389	10,539	7,679	16,884	11,378	12,215
Capital Outlay						
54412 Other Equipment	4,440	0	0	0	0	0
54415 Vehicles	0	0	0	0	24,000	24,000
Subtotal	4,440	0	0	0	24,000	24,000
Totals	\$ 1,166,559	\$ 1,441,116	\$ 1,362,612	\$ 1,355,703	\$ 1,499,756	\$ 1,508,037

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.

FY17/18 ACCOMPLISHMENTS

1. Transferred GIS responsibilities and functions to the IT Department.
2. Updated document management processes and procedures to comply with state requirements. Digitized over 82,000 documents/pages to avoid moving and storage costs associated with the Village Hall renovation.
3. Linked electronic documents to GIS maps making historic information readily retrievable and aid in the quality control and assurance of water, sanitary and stormwater atlases.
4. Created a GIS story map that highlighted all current Village infrastructure projects and provided details on scope, costs, schedule, manager contact, contractor, funding, notices, location, etc.

FY18/19 OBJECTIVES

1. Continue digitizing documents thereby freeing up future office space.
2. Continue linking electronic documents to GIS maps.
3. Expand the newly created Current Village Projects GIS story map to included future projects.

Administration Expenditures (01620100)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 366,014	\$ 291,886	\$ 374,205	\$ 294,170	\$ 328,131	\$ 335,287
51106 Seasonal Help	3,164	3,360	3,210	3,840	3,360	3,360
51109 Overtime	84	0	180	0	0	0
51111 Group Insurance	25,042	30,050	30,050	31,778	51,567	54,145
51112 IMRF	50,713	39,522	49,884	38,435	43,189	44,191
51113 FICA	26,745	21,984	27,522	22,304	24,865	25,363
51114 Workers Comp.	3,003	3,029	3,029	3,029	3,029	3,029
Subtotal	474,765	389,831	488,080	393,556	454,141	465,375
Contractual Services						
52212 Auto Maint. & Rpr.	5,581	3,624	3,445	3,561	3,443	3,453
52222 Meetings	70	75	50	80	85	90
52223 Training	0	680	350	700	720	740
52224 Vehicle Insurance	2,458	2,479	2,479	2,479	2,479	2,479
52226 Office Equip. Maint.	0	1,200	600	1,400	1,600	1,800
52230 Telephone	4,460	7,736	4,600	4,720	8,400	8,100
52234 Dues & Subscript.	1,211	1,950	1,750	1,715	2,080	1,845
52272 Property Maint.	19,450	0	0	0	0	0
Subtotal	33,230	17,744	13,274	14,655	18,807	18,507
Commodities						
53313 Auto Gas & Oil	1,267	1,910	1,766	1,820	1,915	2,015
53314 Office Supplies	669	850	1,490	850	850	850
53315 Printed Materials	30	0	0	0	0	0
53317 Operating Supplies	1,652	3,685	1,175	4,000	3,661	4,262
53350 Small Equipment	544	260	0	860	280	300
Subtotal	4,162	6,705	4,431	7,530	6,706	7,427
Capital Outlay						
54412 Other Equipment	4,440	0	0	0	0	0
Subtotal	4,440	0	0	0	0	0
Totals	\$ 516,597	\$ 414,280	\$ 505,785	\$ 415,741	\$ 479,654	\$ 491,309

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.

FY17/18 ACCOMPLISHMENTS

1. Input information on engineering securities into Community Development's new LAMA permitting and zoning software.

FY18/19 OBJECTIVES

1. Update Article 3 (Design Standards) and Article 4 (Engineering) of the Subdivision Code as part of the Village's effort to create a Unified Development Ordinance (UDO).
2. Integrate stormwater submittal review, certification, inspection, monitoring and management process with LAMA permitting software.
3. Integrate security tracking process with LAMA permitting software and Munis financial software.
4. Integrate plat (annexation, subdivision, consolidation, right of way and easement dedication/vacation, etc.) review and approval process with LAMA permitting software.

Plan Review Expenditures (01621900)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 65,078	\$ 69,742	\$ 57,640	\$ 73,811	\$ 80,511	\$ 80,511
51106 Seasonal Help	0	0	0	480	0	0
51111 Group Insurance	5,769	10,420	10,420	11,630	12,212	12,822
51112 IMRF	9,416	10,113	8,023	10,333	11,271	11,271
51113 FICA	4,663	5,275	4,152	5,634	6,110	6,110
51114 Workers Comp.	569	573	573	573	573	573
Subtotal	85,495	96,123	80,808	102,461	110,677	111,287
Contractual Services						
52223 Training	120	1,075	550	1,100	1,125	1,150
Subtotal	120	1,075	550	1,100	1,125	1,150
Totals	\$85,615	\$97,198	\$81,358	\$103,561	\$111,802	\$112,437

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.

FY17/18 ACCOMPLISHMENTS

1. Performed inspections resulting in the acceptance of Easton Park Subdivision – Phase II public improvements.

FY18/19 OBJECTIVES

1. Incorporate mobile device use for private development project inspections into the LAMA permitting software. This will eliminate administrative staff having to input inspection results while also reducing the chance of data entry errors.

Daily Inspection Expenditures (01621300)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 39,569	\$ 45,407	\$ 37,131	\$ 28,364	\$ 43,034	\$ 50,191
51106 Seasonal Help	1,610	1,920	270	0	1,920	1,920
51111 Group Insurance	3,428	7,207	7,207	5,379	5,648	5,931
51112 IMRF	5,726	6,584	5,168	3,971	6,025	7,027
51113 FICA	3,008	3,560	2,717	2,170	3,439	3,937
51114 Workers Comp.	374	377	377	377	377	377
Subtotal	53,715	65,055	52,870	40,261	60,443	69,383
Contractual Services						
52223 Training	0	345	100	240	375	390
Subtotal	0	345	100	240	375	390
Totals	\$53,715	\$65,400	\$52,970	\$40,501	\$60,818	\$69,773

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.

FY17/18 ACCOMPLISHMENTS

1. Incorporated the Roadway Condition Assessments, Sidewalk Condition Assessments and Americans with Disabilities Act (ADA) Inventories into the new asset and operations management system (Cartegraph).
2. Assisted with consultant construction administration on the West Branch DuPage River Trail Project.
3. Provided assistance to DuPage County on design and right of way acquisitions for the Gary Avenue Multi-Use Bike Path Project.
4. Oversaw the completion of the Phase I Preliminary Design Reports performed by outsourced consultants for both the Carol Stream – Bloomingdale Trail Improvements and Lies Road Bike Path Extension Projects planned for construction in 2019.
5. Performed construction inspections on the federally funded Lies Road Pavement Rehabilitation Project from High Ridge Pass to Fair Oaks Road with consultant services being utilized for paperwork documentation to meet IDOT requirements.
6. Provided consultant oversight of the contract preparation for the federally funded Lies Road Pavement Rehabilitation Project from Schmale Road to Gary Avenue.
7. Sought and obtained Transportation Alternatives Program – Local (TAP-L) federal funding for design and easement/right of way acquisitions for the Southeast Bike Path Project from the Great Western Trail to Geneva Road.

FY18/19 OBJECTIVES

1. Incorporate other transportation assets (curb and gutter, pavement markings, signs and bridges) into Cartegraph.

2. Complete the final year of the Sidewalk Condition Assessments and ADA Inventories as well as inputting the data into Cartegraph.
3. Continue providing assistance to DuPage County on right of way acquisitions for the Gary Avenue Multi-Use Bike Path Project.
4. Oversee the outsourced Phase II Final Engineering and acquisitions for both the Carol Stream – Bloomingdale Trail Improvements and Lies Road Bike Path Extension Projects planned for construction in 2018/19.
5. Perform construction inspections on the federally funded Lies Road Pavement Rehabilitation Project from Schmale Road to Gary Avenue with consultant services being utilized for paperwork documentation to meet IDOT requirements.
6. Manage consultant project design, contract document preparation and construction administration of the Fair Oaks Road Guard Rail Replacement and Culvert Daylighting Projects.
7. Assist DuPage County Transportation with the design and installation of the span wire traffic signal at the St. Charles Road - President Street intersection.

Design & Construction Expenditures (01622200)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 103,465	\$ 136,029	\$ 161,809	\$ 142,008	\$ 149,061	\$ 131,672
51106 Seasonal Help	10,432	12,000	12,105	13,440	12,000	12,000
51109 Overtime	2,794	2,940	12,645	5,885	10,075	8,710
51111 Group Insurance	14,778	19,777	19,777	22,429	23,551	24,728
51112 IMRF	15,391	20,151	25,571	20,705	22,279	19,654
51113 FICA	8,413	11,368	14,952	12,194	12,993	11,558
51114 Workers Comp.	1,435	1,447	1,447	1,447	1,447	1,447
Subtotal	156,708	203,712	248,306	218,108	231,406	209,769
Contractual Services						
52212 Auto Maint. & Rpr.	8,562	2,416	2,297	2,374	2,295	2,302
52223 Training	2,367	5,030	1,150	1,780	5,270	5,370
52224 Vehicle Insurance	1,556	1,569	1,569	1,569	1,569	1,569
52253 Consultant	1,600	48,800	29,000	3,800	2,100	3,100
52255 Software Maintenance	13,071	30,000	73,749	31,250	31,250	31,250
Subtotal	27,156	87,815	107,765	40,773	42,484	43,591
Commodities						
53313 Auto Gas & Oil	845	1,274	1,178	1,214	1,277	1,343
53317 Operating Supplies	493	740	740	860	980	1,070
53324 Uniforms	889	1,600	1,330	1,860	2,195	2,155
Subtotal	2,227	3,614	3,248	3,934	4,452	4,568
Capital Outlay						
54415 Vehicles	0	0	0	0	24,000	24,000
Subtotal	0	0	0	0	24,000	24,000
Totals	\$ 186,091	\$ 295,141	\$ 359,319	\$ 262,815	\$ 302,342	\$ 281,928

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.

FY17/18 ACCOMPLISHMENTS

1. Performed construction inspections on the Aztec Drive Sanitary Sewer Lining Project.
2. Completed the Trunk Sanitary Sewer Condition Assessments and began to evaluate results leading to the identification, prioritization, funding and programming of future projects.
3. Acquired seven more easements for the Schmale Road Water Main Replacement Project.
4. Incorporated the water (main, meter, automatic meter reader, valve, buffalo box and hydrant) and sanitary sewer (main) assets into the new asset and operations management system (Cartegraph).
5. Oversaw the design and construction of the Dermody Water Main Replacement Project through a developer partnership.

FY18/19 OBJECTIVES

1. Ascertain the pipe repair, rehabilitation and replacement methods needed for the North Avenue Sanitary Sewer Rehabilitation Project. Prepare final engineering plans and contract documents and begin construction.
2. Incorporate other water (backflow, facility, service, pump and storage tank) and sanitary sewer (manhole, facility and pump) assets into Cartegraph.
3. Complete the Sanitary Sewer and Force Main Condition Assessments. Evaluate results leading to the identification, prioritization, funding and programming of projects.
4. Obtain the final two easements and oversee the construction of the Schmale Road Water Main Replacement Project.
5. Working with Public Works prepare plans and contract documents and supervise the Sanitary Sewer I&I Reduction Program and Sanitary Sewer Manhole Repair Projects.

Water & Sewer Expenditures (01623100)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 25,314	\$ 69,259	\$ 28,350	\$ 62,919	\$ 46,521	\$ 59,290
51106 Seasonal Help	0	1,920	0	480	960	960
51109 Overtime	0	5,040	0	4,280	4,650	4,020
51111 Group Insurance	5,893	8,520	8,520	7,896	8,291	8,706
51112 IMRF	3,657	10,773	3,946	9,408	7,164	8,863
51113 FICA	1,788	5,650	2,028	5,029	3,889	4,818
51114 Workers Comp.	607	613	613	613	613	613
Subtotal	37,259	101,775	43,457	90,625	72,088	87,270
Totals	\$ 37,259	\$ 101,775	\$ 43,457	\$ 90,625	\$ 72,088	\$ 87,270

NARRATIVE

The Storm Water Management program 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.

FY17/18 ACCOMPLISHMENTS

1. Updated the Village's Stormwater Management Program in-house with consultant assistance to maintain compliance with our Environmental Protection Agency (EPA), National Pollutant Discharge Elimination System (NPDES) permit.
2. Incorporated the stormwater management (inlet, basin, catch basin, outlet, manhole and pipe) assets into the new asset and operations management system (Cartegraph).
3. Identified various deficiencies in stormwater management facilities and developed a program for their rehabilitation.

FY18/19 OBJECTIVES

1. Collect data and analyze stormwater models for a subsequent Tubeway-Westgate Stormwater Study.
2. Obtain the services of an on-call contractor or use DuPage County Stormwater for the Roadway Drainage Improvements Project including the Gundersen Drive east of Main Street storm sewer reconstruction.
3. Oversee consultant preparation of plans, contract documents and grant applications for the Kehoe Boulevard Stream Bank Stabilization Project.
4. Create a Stormwater Management Facility Monitoring & Compliance Program where all facilities, including Village and publicly owned, would be regularly inspected to ensure they are in proper operating order and are being maintained. Prepare ordinances for inspection fees, enforcement fines and liens to reimburse Village repair expenses.
5. Work with DuPage County Stormwater or a consultant to complete the Southeast Stormwater Study.
6. Perform assessments on the remaining uninspected sections of Klein & Thunderbird Creeks.

7. Incorporate other stormwater (facility) assets into Cartegraph.
8. Design and prepare contract documents for the Clearwater Court Storm Sewer Rehabilitation Project.
9. Design and prepare contract documents for the Carol Point Northeast - Spillway & Outfall Repair Project. Administer construction of the project.
10. Oversee consultant preparation of plans and contract documents for The Park Unit 1 Subdivision Detention Basin Retrofit Project off of Munson Drive. The goal is to retrofit the basin with bioengineering techniques so it is more easily maintained. Oversee its construction.
11. Complete contract documents and oversee the construction of the Shining Waters and Rolling Oaks Detention Basin Rehabilitation Projects.
12. Create a subsurface drainage permit for private improvement connections into the Village's storm sewer system from sump pump discharges, down spout extensions, under drain pipes, etc. Develop processes and procedures to ensure protection of our storm water infrastructure.
13. Prepare contract documents and bid the 2018/19 Pond Shoreline & Wetland Maintenance.
14. Assist DuPage County with incorporating enhancements to the naturalization of the flood plain buyout property on Illini Drive.
15. Conduct a Village Board workshop to discuss funding of the Stormwater Management Program, focusing on stream bank stabilization, flooding and drainage issues, detention basin retrofits and unfunded mandates.

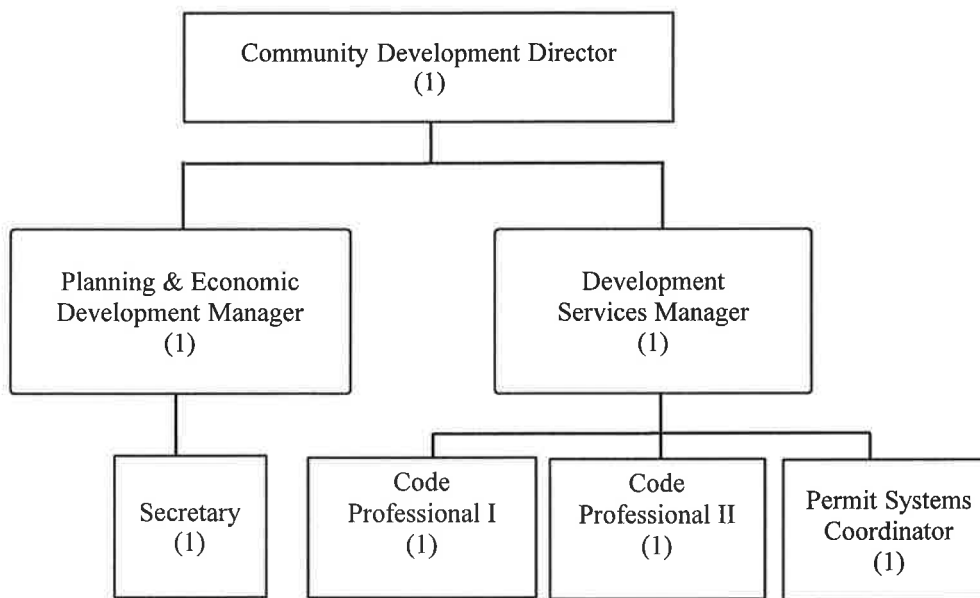
Administration Expenditures (01620600)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 91,733	\$ 133,400	\$ 91,865	\$ 139,346	\$ 160,359	\$ 150,666
51106 Seasonal Help	0	0	15	960	960	960
51109 Overtime	0	420	0	535	775	670
51111 Group Insurance	16,461	20,040	20,040	20,231	21,243	22,305
51112 IMRF	12,738	18,704	12,208	18,896	21,871	20,500
51113 FICA	6,604	10,117	6,629	10,626	12,153	11,503
51114 Workers Comp.	838	846	846	846	846	846
Subtotal	128,374	183,527	131,603	191,440	218,207	207,450
Contractual Services						
52223 Training	275	1,075	2,320	1,100	1,125	1,150
52253 Consultant	124,246	174,000	120,000	147,000	147,000	147,000
52272 Property Maint.	34,387	108,500	65,800	97,500	106,500	109,500
Subtotal	158,908	283,575	188,120	245,600	254,625	257,650
Commodities						
53317 Operating Supplies	0	220	0	220	220	220
53350 Small Equipment	0	0	0	5,200	0	0
Subtotal	0	220	0	5,420	220	220
Totals	\$ 287,282	\$ 467,322	\$ 319,723	\$ 442,460	\$ 473,052	\$ 465,320

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
Full Time	7	7	7	7	7

ORGANIZATIONAL CHART



NARRATIVE

The primary responsibilities of the Community Development Department include managing the Village’s development review processes, coordinating the review, permitting and inspection of building construction projects, enforcing the community’s codes and standards as set forth in the Municipal Code, promoting the Village to achieve its economic development objectives, and identifying and implementing programs that will maintain and enhance the quality of life in Carol Stream.

The Department strives to provide excellent customer service and achieve specified performance goals. Community Development’s six programs 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 new 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 codes, zoning code and comprehensive plan, and directs economic development programs and initiatives.

EXPENDITURE

Classification	Actual FY16/17	Budget FY17/18	Estimated FY17/18	Proposed FY18/19	Projected FY19/20	Projected FY20/21
Administration	\$211,111	\$188,063	\$206,990	\$208,647	\$209,253	\$210,468
Development Services	462,930	476,247	407,280	402,309	394,666	397,563
Code Enforcement	152,531	207,772	165,038	189,786	200,743	201,958
Current Planning	131,344	77,417	132,516	125,322	125,688	126,073
Long Range Planning	8,265	78,172	34,753	4,802	7,116	6,930
Economic Development	56,445	115,882	63,197	52,150	99,826	100,010
Totals	\$1,022,626	\$1,143,553	\$1,009,774	\$983,016	\$1,037,292	\$1,043,002

EXPENDITURE

Acct.#	Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages							
51102	Personal Services	\$ 559,667	\$ 587,723	\$ 587,000	\$ 592,915	\$ 592,915	\$ 592,915
51109	Overtime	1,099	1,500	1,000	1,500	1,500	1,500
51111	Group Insurance	86,721	91,780	91,780	94,970	99,717	104,704
51112	IMRF	88,656	85,438	83,100	83,217	83,217	83,217
51113	FICA	41,266	45,075	44,000	45,473	45,473	45,473
51114	Workers Comp.	4,070	4,105	4,105	4,105	4,105	4,105
	Subtotals	781,479	815,621	810,985	822,180	826,927	831,914
Contractual Services							
52212	Auto Maint. & Repair	7,445	6,583	6,258	6,467	6,253	6,272
52222	Meetings	205	3,880	2,500	2,950	2,950	2,750
52223	Training	2,555	9,700	6,251	4,560	6,560	6,660
52224	Vehicle Insurance	2,332	2,352	2,352	2,352	2,352	2,352
52226	Office Equip. Maint.	710	710	710	0	0	0
52230	Telephone	2,247	3,360	3,140	2,740	2,740	2,740
52234	Dues & Subscriptions	2,001	1,645	1,550	1,680	1,790	1,680
52246	Economic Developmer	32,930	59,500	32,005	0	50,000	50,000
52253	Consultant	113,623	203,500	113,014	96,000	106,000	106,000
52255	Software Maintenance	29,306	22,000	22,000	26,200	20,800	21,500
52260	Weed Mowing	2,197	2,200	1,850	2,200	2,200	2,200
52272	Property Maintenance	0	1,000	0	1,000	1,000	1,000
	Subtotals	195,551	316,430	191,630	146,149	202,645	203,154
Commodities							
53313	Auto Gas & Oil	1,716	2,652	1,564	1,612	1,695	1,784
53314	Office Supplies	860	1,200	1,200	2,000	1,200	1,200
53315	Printed Materials	715	5,100	2,580	5,150	2,650	2,650
53318	Reference Materials	355	550	350	4,500	650	550
53324	Uniforms	1,053	1,350	1,140	775	875	1,100
53350	Small Equipment	917	650	325	650	650	650
	Subtotals	5,616	11,502	7,159	14,687	7,720	7,934
Capital Outlay							
54415	Vehicles	39,980	0	0	0	0	0
	Subtotals	39,980	0	0	0	0	0
Totals		\$ 1,022,626	\$ 1,143,553	\$ 1,009,774	\$ 983,016	\$ 1,037,292	\$ 1,043,002

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 service improvements. Functions include budget preparation and administration, purchasing, personnel management, and acting as an information resource to residents, developers, businesses, brokers, realtors, Village officials, and other public agencies.

FY17/18 ACCOMPLISHMENTS

1. Provided information to the Clerk's Office for 182 Freedom of Information Act requests (compared to 117 in calendar year 2016 and 149 in calendar year 2015).
2. Provided technical support and inspections for the Village Hall expansion and remodeling project.
3. Transitioned operations from 500 N. Gary to 505 E. North Avenue during the busy spring permitting season with minimal disruption to customer services.

FY18/19 OBJECTIVES

1. Prepare for and complete the move back to the expanded and remodeled Village Hall facility. Work tasks include continued scanning of files to minimize the volume of records that must be moved back to the Village Hall, and other housekeeping and organizational work to streamline the move and minimize disruptions to customer services leading up to, during and after the move.
2. With assistance as needed from Information Technology, design and implement a building permit application, using Seamless Docs, for over the counter permits that can be filled out and submitted online.

Administration Expenditures (01640100)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 143,198	\$ 119,246	\$ 151,783	\$ 148,326	\$ 148,326	\$ 148,326
51111 Group Insurance	8,210	17,103	17,103	23,137	24,293	25,508
51112 IMRF	28,241	17,291	17,808	20,766	20,766	20,766
51113 FICA	10,639	9,122	11,561	11,347	11,347	11,347
51114 Workers Comp.	496	501	501	501	501	501
Subtotal	190,784	163,263	198,756	204,077	205,233	206,448
Contractual Services						
52223 Training	25	300	300	360	360	360
52226 Office Equip. Maint.	710	710	710	0	0	0
52230 Telephone	462	840	660	660	660	660
52234 Dues & Subscriptions	1,191	1,300	1,240	1,350	1,350	1,350
52253 Consultant	16,759	20,000	3,714	0	0	0
Subtotal	19,147	23,150	6,624	2,370	2,370	2,370
Commodities						
53314 Office Supplies	860	1,200	1,200	2,000	1,200	1,200
53315 Printed Materials	182	200	180	200	200	200
53324 Uniforms	138	250	230	0	250	250
Subtotal	1,180	1,650	1,610	2,200	1,650	1,650
Totals	\$ 211,111	\$ 188,063	\$ 206,990	\$ 208,647	\$ 209,253	\$ 210,468

NARRATIVE

The Development Services Program provides permit review and approvals, fee collection, and inspection services for all development and redevelopment projects. The permit review staff and the Village's professional building 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.

FY17/18 ACCOMPLISHMENTS

1. Achieved the Department's goals for the number of days of review time and the number of review cycles on over 97% of all residential permit submittals.
2. Achieved the Department's goals for the number of days of review time and the number of review cycles on over 98% of commercial and industrial permit submittals.
3. Scanned and catalogued 1,679 building permit files into the electronic document archive system.

FY18/19 OBJECTIVES

1. Achieve the Department's performance goals for the number of days and number of review cycles for building permit applications for at least 95% of all residential permit applications and 95% of all commercial/industrial permit applications.
2. Present for adoption to the Village Board the 2018 edition of the International Code Council (ICC) series of building codes. Steps in the project include purchasing the new codes, reviewing the major changes in the codes, drafting the local amendments, soliciting stakeholder input, and as-needed coordination with the Village Board.
3. In conjunction with the Engineering Services Department, develop informational materials intended to educate businesses and developers about the complex and resource-intensive nature of the Stormwater Certification approval process as required under the DuPage County Countywide Stormwater and Floodplain Ordinance.

Development Services Expenditures (01643700)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 224,018	\$ 239,952	\$ 212,408	\$ 196,589	\$ 196,589	\$ 196,589
51111 Group Insurance	42,115	41,816	41,816	39,380	41,349	43,417
51112 IMRF	32,412	34,793	31,902	27,522	27,522	27,522
51113 FICA	16,353	18,356	15,742	15,039	15,039	15,039
51114 Workers Comp.	1,894	1,910	1,910	1,910	1,910	1,910
Subtotal	316,792	336,827	303,778	280,440	282,409	284,477
Contractual Services						
52212 Auto Maint. & Rpr.	2,677	2,370	2,253	2,328	2,251	2,258
52222 Meetings	60	200	160	160	160	160
52223 Training	2,349	3,300	2,850	3,300	3,000	3,000
52224 Vehicle Insurance	1,166	1,176	1,176	1,176	1,176	1,176
52230 Telephone	1,197	1,680	1,680	1,320	1,320	1,320
52234 Dues & Subscriptions	210	310	310	330	440	330
52253 Consultant	86,618	105,000	70,000	80,000	80,000	80,000
52255 Software Maintenance	29,306	22,000	22,000	26,200	20,800	21,500
Subtotal	123,583	136,036	100,429	114,814	109,147	109,744
Commodities						
53313 Auto Gas & Oil	651	609	563	580	610	642
53315 Printed Materials	198	1,750	1,750	1,800	1,800	1,800
53318 Reference Materials	255	150	150	4,000	150	150
53324 Uniforms	544	600	510	400	275	475
53350 Small Equipment	917	275	100	275	275	275
Subtotal	2,565	3,384	3,073	7,055	3,110	3,342
Capital Outlay						
54415 Vehicles	19,990	0	0	0	0	0
Subtotal	19,990	0	0	0	0	0
Totals	\$ 462,930	\$ 476,247	\$ 407,280	\$ 402,309	\$ 394,666	\$ 397,563

NARRATIVE

The Code Enforcement Program is responsible for investigation of possible code violations that are not directly related to permit activities, and for coordination with the parties responsible for abating confirmed violations. The primary function of the program is to ensure that all properties meet the Village’s standards of safety and occupancy. Code Professional staff respond to emergency incidents involving buildings, investigate 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 party toward voluntary compliance.

FY17/18 ACCOMPLISHMENTS

Information regarding key Code Enforcement Program activities by calendar year is provided in the table below.

	2015	2016	2017
Code Enforcement Cases Initiated	906	510	569
<i>Cases requiring a citation to be issued</i>	4	2	8
<i>Cases requiring a court appearance</i>	1	2	3
Citizen Service Requests Received	201	268	329
Landscape Liens Filed	3	8	7
Private Properties Inspected for Dead/Diseased Trees	2,592	2,654	2,153
<i>Properties notified of a violation</i>	197	94	111
<i>Properties that complied during calendar year</i>	159	113	80
After Hours Emergency Incident Responses	5	13	6

FY18/19 OBJECTIVES

1. Using both in-house staff and consultant services, continue the Village-wide Property Maintenance Code Enforcement initiative, targeting the most common and detrimental violations. The emphasis in FY18/19 will include monitoring of vacant properties, enforcement of tall grass and weed violations, fences in disrepair, and failed commercial and industrial parking lot pavement.
2. As part of the project to adopt the 2018 ICC Codes, review the Property Maintenance Code and determine whether one or more local amendments would provide the Code Professional staff with additional tools to more effectively address property maintenance issues.
3. Address remaining residential properties having dead, diseased or infested trees, and identify and seek removal and replacement of dead, diseased or infested trees on commercial and industrial properties.

Code Enforcement Expenditures (01642100)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 73,931	\$ 119,672	\$ 95,684	\$ 115,324	\$ 115,324	\$ 115,324
51109 Overtime	1,099	1,500	1,000	1,500	1,500	1,500
51111 Group Insurance	19,564	23,012	23,012	21,337	22,403	23,524
51112 IMRF	10,858	17,570	14,494	16,355	16,355	16,355
51113 FICA	5,447	9,270	7,065	8,937	8,937	8,937
51114 Workers Comp.	631	636	636	636	636	636
Subtotal	111,530	171,660	141,891	164,089	165,155	166,276
Contractual Services						
52212 Auto Maint. & Rpr.	4,768	4,213	4,005	4,139	4,002	4,014
52222 Meetings	0	180	90	90	90	90
52224 Vehicle Insurance	1,166	1,176	1,176	1,176	1,176	1,176
52230 Telephone	588	840	800	760	760	760
52234 Dues & Subscriptions	600	35	0	0	0	0
52253 Consultant	9,921	23,000	12,950	14,000	24,000	24,000
52260 Weed Mowing	2,197	2,200	1,850	2,200	2,200	2,200
52272 Property Maint.	0	1,000	0	1,000	1,000	1,000
Subtotal	19,240	32,644	20,871	23,365	33,228	33,240
Commodities						
53313 Auto Gas & Oil	1,065	2,043	1,001	1,032	1,085	1,142
53315 Printed Materials	335	650	650	650	650	650
53324 Uniforms	371	500	400	375	350	375
53350 Small Equipment	0	275	225	275	275	275
Subtotal	1,771	3,468	2,276	2,332	2,360	2,442
Capital Outlay						
54415 Vehicles	19,990	0	0	0	0	0
Subtotal	19,990	0	0	0	0	0
Totals	\$ 152,531	\$ 207,772	\$ 165,038	\$ 189,786	\$ 200,743	\$ 201,958

NARRATIVE

The Current Planning Program provides zoning administration, site plan review, and management of all development applications submitted to the Village. Staff provides recommendations to the Plan Commission/Zoning Board of Appeals (PC/ZBA) and Village Board regarding planning and zoning applications submitted by the development community and the public. Staff coordinates development review activities with other Village 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.

FY17/18 ACCOMPLISHMENTS

1. Responded to 20 requests for zoning verification letters in calendar year 2017, compared to 14 in 2016 and 19 in 2015.
2. Reviewed and approved 69 new business registration applications in calendar year 2017, compared to 70 in 2016 and 64 in 2015.
3. Administered the development approval process for new developments or redevelopment projects. Significant projects included the 4-story, 123-room *WoodSpring Suites Hotel* on Gary Avenue; the redevelopment of the southwest corner of Army Trail and County Farm Roads for a 7,100 square foot *Bucky's Express* automobile service station with convenience store and car wash; the renovation of the vacant restaurant outlot at Geneva Plaza for *Rosati's Pizza* on Geneva Road; and the 9,600 square foot *Goddard School* daycare center as part of the Geneva Crossing Phase II development.
4. Scanned and catalogued 121 Plan Commission/Zoning Board of Appeals cases into the document archive system.

FY18/19 OBJECTIVES

1. Administer the development review process for new developments or redevelopments, which may include: vacant industrial property on Kehoe Boulevard; the former recycling center property on Fullerton Avenue; vacant property on the north side of North Avenue between Kuhn Road and Bennett Drive; outlot developments at *Grace Plaza* and *Carol Stream Marketplace* (Caputo's); and vacant property at Gary Avenue and Lies Road.
2. Hold a training session for the PC/ZBA conducted jointly by the Illinois Chapter of the American Planning Association and the Chaddick Institute for Metropolitan Development on various planning and zoning-related topics, including the role of the Plan Commission in the upcoming Unified Development Ordinance project.

Current Planning Expenditures (01641700)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 100,134	\$ 58,381	\$ 103,392	\$ 96,089	\$ 96,089	\$ 96,089
51111 Group Insurance	8,557	5,008	5,008	7,333	7,699	8,084
51112 IMRF	14,481	8,465	15,555	13,452	13,452	13,452
51113 FICA	7,480	4,466	7,864	7,351	7,351	7,351
51114 Workers Comp.	592	597	597	597	597	597
Subtotal	131,244	76,917	132,416	124,822	125,188	125,573
Contractual Services						
52222 Meetings	0	150	0	150	150	150
Subtotal	0	150	0	150	150	150
Commodities						
53318 Reference Materials	100	250	100	250	250	250
53350 Small Equipment	0	100	0	100	100	100
Subtotal	100	350	100	350	350	350
Totals	\$ 131,344	\$ 77,417	\$ 132,516	\$ 125,322	\$ 125,688	\$ 126,073

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.

FY17/18 ACCOMPLISHMENTS

1. Applied for and received approval of a Local Technical Assistance (LTA) grant from the Chicago Metropolitan Agency for Planning (CMAP) to update the zoning, subdivision and sign codes through a Unified Development Ordinance (UDO), with work to commence in spring 2018.
2. Provided the first annual report to the Plan Commission/Zoning Board of Appeals on progress on the implementation tasks set forth in the 2016 Comprehensive Plan.
3. With the assistance of the GIS consultant, prepared the annual update to the Village's Official Zoning Map.
4. With the assistance of the GIS consultant, provided information to the US Census Bureau to facilitate the Bureau's annual boundary update.

FY18/19 OBJECTIVES

1. Complete the 2019 update of the Village's Official Zoning Map.
2. Commence work on the Unified Development Ordinance (UDO) project, with assistance from the Chicago Metropolitan Agency for Planning (CMAP) and the approved project consultant.
3. With assistance from the Village's GIS consultant, coordinate the submittal of the updated information to the US Census Bureau to facilitate the Bureau's annual boundary update.
4. Continue work on implementation tasks identified in 2016 Comprehensive Plan and provide the Plan Commission/Zoning Board of Appeals with an annual progress report.

Long Range Planning Expenditures (01641800)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 3,631	\$ 16,433	\$ 3,949	\$ 2,287	\$ 2,287	\$ 2,287
51111 Group Insurance	3,462	1,450	1,450	271	285	299
51112 IMRF	527	2,383	556	320	320	320
51113 FICA	267	1,257	298	175	175	175
51114 Workers Comp.	197	199	199	199	199	199
Subtotal	8,084	21,722	6,452	3,252	3,266	3,280
Contractual Services						
52222 Meetings	0	200	100	400	400	200
52223 Training	181	6,100	3,101	900	3,200	3,300
52253 Consultant	0	50,000	25,000	0	0	0
Subtotal	181	56,300	28,201	1,300	3,600	3,500
Commodities						
53318 Reference Materials	0	150	100	250	250	150
Subtotal	0	150	100	250	250	150
Totals	\$ 8,265	\$ 78,172	\$ 34,753	\$ 4,802	\$ 7,116	\$ 6,930

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 upon request, engages in business retention activities, and acts as ombudsmen for businesses as they work through the Village's development and 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.

FY17/18 ACCOMPLISHMENTS

1. Met with brokers and business representatives to discuss available land and building space in Carol Stream; assisted 15 businesses in relocating or expanding in Carol Stream including *Amita Health, Goddard School Day Care, JT's Corner Tap & Eatery, and Rosati's*.
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 four DCEO project announcements to Carol Stream brokers and property managers.
3. Prepared information for a "Spotlight on Carol Stream" on the Choose DuPage blog, for the over 1 million square feet of new or expanded industrial building space completed or under construction during the past year.
4. Coordinated the annexation of the North Avenue properties containing *Pre-Owned of St. Charles, Chicago Motor Cars, and John & Tony's Restaurant*.
5. Planned for the Shopping Center Roundtable economic development program to be held in spring 2018 that will bring together commercial center owners and brokers to discuss trends and challenges in the retail market.

FY18/19 OBJECTIVES

1. Work on any follow up tasks that emerge following the Shopping Center Roundtable event.
2. Evaluate the strategic value and pursue annexation of additional properties in the Southwest Planning Area.
3. As part of the project to develop a new Village website, improve Economic Development-related content on the Village's website.

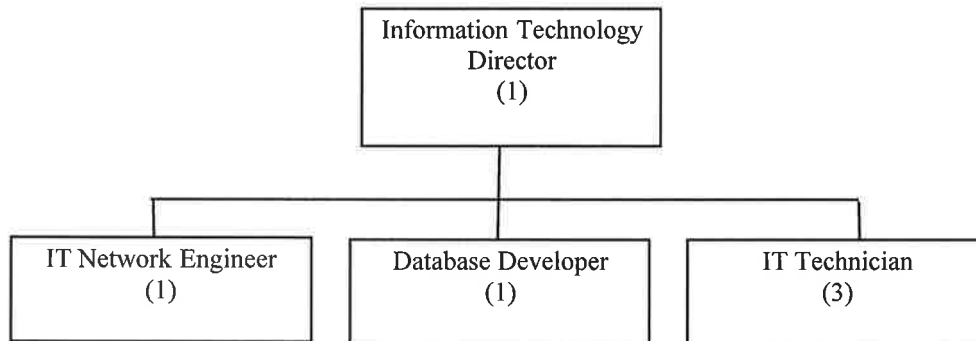
Economic Development Expenditures (01643600)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 14,755	\$ 34,039	\$ 19,784	\$ 34,300	\$ 34,300	\$ 34,300
51111 Group Insurance	4,813	3,391	3,391	3,512	3,688	3,872
51112 IMRF	2,137	4,936	2,785	4,802	4,802	4,802
51113 FICA	1,080	2,604	1,470	2,624	2,624	2,624
51114 Workers Comp.	260	262	262	262	262	262
Subtotal	23,045	45,232	27,692	45,500	45,676	45,860
Contractual Services						
52222 Meetings	145	3,150	2,150	2,150	2,150	2,150
52246 Economic Development	32,930	59,500	32,005	0	50,000	50,000
52253 Consultant	325	5,500	1,350	2,000	2,000	2,000
Subtotal	33,400	68,150	35,505	4,150	54,150	54,150
Commodities						
53315 Printed Materials	0	2,500	0	2,500	0	0
Subtotal	0	2,500	0	2,500	0	0
Totals	\$ 56,445	\$ 115,882	\$ 63,197	\$ 52,150	\$ 99,826	\$ 100,010

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
Full Time	4	5	6	6	6

ORGANIZATIONAL CHART



The Information Technology budget includes the personnel costs of the Information Technology Director, Network Engineer, Technicians and Database Developer. Expenditures include computer network hardware and software, the GIS program, security cameras, 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/>.

A significant change in the upcoming year includes the addition of technology services support to the Carol Stream Public Library. The Library will reimburse the Village for the equivalent of one additional support technician and in exchange, the Library will benefit from a fully staffed technology department with a broad skillset for their varying technology needs. The arrangement provides the Village with an additional technology staff member to assist with the 24/7 support requirements of the Police department and provides an additional resource to assist staff with their technology needs and IT projects.

FY17/18 ACCOMPLISHMENTS

1. Replaced the existing and unsupported email gateway improving email and network security.
2. Designed and implemented an online application and automated filing process for Human Resources Police recruitment initiative.
3. Completed the second year of a multiyear initiative to scan, index and prepare old microfilm to a digital format used in the Village's document management application.
4. Working with DuComm, IT completed the microwave installation and network configurations to support the new Police CAD system.
5. Transitioned all IT systems and services from 500 N. Gary to the temporary Village Hall site at 505 E. North Avenue as well as Glendale Heights to accommodate portions of Police Department operations. This includes but is not limited to computers, servers, security systems, telephones, networking services and telephone service.
6. Developed a database foundation to provide a common data source for application systems. Initial steps included:
 - a. Creating a centralized address database.
 - b. Create the data standards for varying datasets.
 - c. Staff training
7. Replaced video camera security systems at Town Center replacing old outdated equipment and improved camera clarity and system reliability.
8. Developed the foundation of a disaster recovery program. IT is working with DuPage County to use their data center as an offsite backup location.

9. Working with Public Works, Engineering and Cartegraph, IT completed several data set migrations to support the new asset management system.

FY 18/19 OBJECTIVES

1. Working with Department Heads, IT will continue to develop the business continuity and disaster recovery plan to ensure the Village's ability to operate at acceptable levels following a disruptive incident. In addition, build the infrastructure required to support operations.
2. Focus will remain on the building construction to ensure the organization's computing, AV, and security requirements are met.
3. Transition all IT systems and services from the temporary facilities in Carol Stream and Glendale Heights to the newly renovated Village Hall. This includes but is not limited to computers, servers, AV equipment, security systems, telephones, networking services and telephone service. IT will be adding or replacing equipment as required.
4. As part of the newly created agreement with the Carol Stream Library, assist the Library with the technology requirements of their building renovation.
5. Successfully implement the DuJIS project as it relates to Carol Stream Police connectivity and vehicle software rollouts.
6. Continue to train and educate staff on Village technology and services and assist in process improvement.
7. Work with Public Works and Engineering to successfully complete the Cartegraph implementation and data imports of IMS and Redzone data.
8. Research building connectivity alternatives to reduce recurring infrastructure networking costs.
9. Implement the new DuJIS report writing system by February 2019. With this deadline in mind, IT will be rolling out the new Police reporting application mid-2018 and refreshing the Police vehicles and station software installations.
10. Complete the website design, content migration and training. Expected launch date is late spring/early summer 2018.

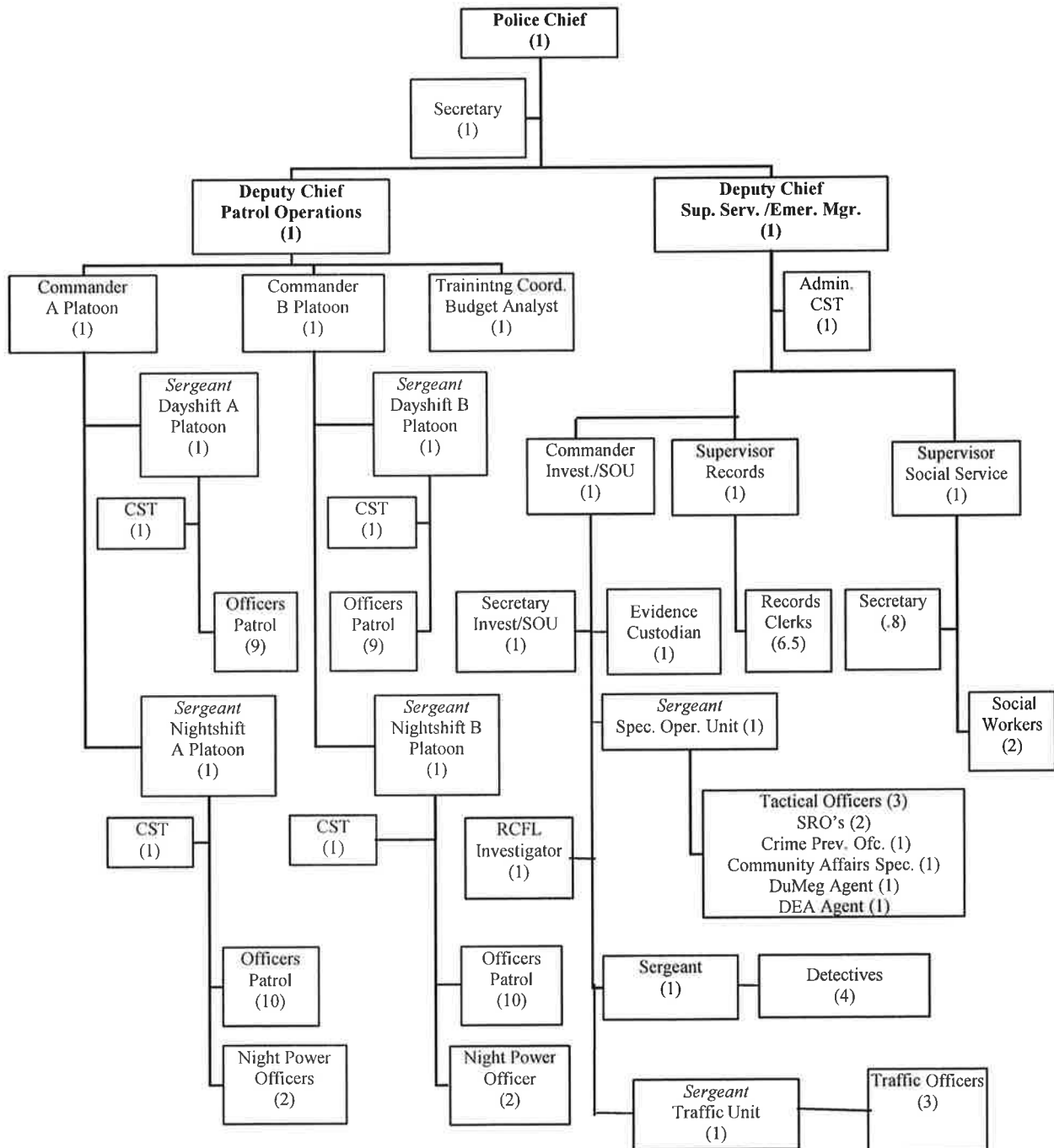
Information Technology Expenditures (01652800)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 310,681	\$ 357,876	\$ 426,000	\$ 492,835	\$ 492,835	\$ 492,835
51111 Group Insurance	52,973	30,177	30,177	64,743	67,980	71,379
51112 IMRF	45,685	51,892	60,600	68,997	68,997	68,997
51113 FICA	23,530	27,378	31,800	37,702	37,702	37,702
51114 Workers Comp.	337	339	339	339	339	339
Subtotal	433,206	467,662	548,916	664,616	667,853	671,252
Contractual Services						
52212 Auto M&R	0	5,343	5,080	5,250	5,076	5,091
52223 Training	2,242	16,900	16,218	14,500	24,500	14,500
52226 Office Equip Maint.	25,789	30,500	30,500	30,415	30,580	30,600
52230 Telephone	12,878	49,028	71,620	68,900	68,900	68,900
52234 Dues & Subscriptions	9,999	3,300	5,300	21,100	15,600	15,600
52253 Consultant	18,114	145,000	125,000	100,000	130,000	130,000
52255 Software Maint.	87,821	89,537	89,537	109,365	123,620	123,925
52257 GIS	158,887	195,850	195,850	193,200	198,200	204,200
52261 Liability Insurnace	757	0	0	0	0	0
Subtotal	316,487	535,458	539,105	542,730	596,476	592,816
Commodities						
53313 Auto Gas & Oil	0	497	460	474	499	525
53314 Office Supplies	495	500	500	750	500	500
53317 Operating Supplies	11,540	8,950	8,950	13,950	8,950	8,950
53324 Uniforms	0	200	90	200	200	200
Subtotal	12,035	10,147	10,000	15,374	10,149	10,175
Capital Outlay						
54412 Other Equipment	34,229	109,400	52,400	102,200	182,000	7,000
54413 Computer Equipment	105,263	2,700	17,180	21,600	39,900	56,900
56494 Lease Principal	14,693	14,876	14,876	14,876	0	0
56495 Lease Interest	566	386	386	386	0	0
Subtotal	154,751	127,362	84,842	139,062	221,900	63,900
Totals	\$ 916,479	\$ 1,140,629	\$ 1,182,863	\$ 1,361,782	\$ 1,496,378	\$ 1,338,143

PERSONNEL SCHEDULE

	Authorized FY16/17	Budget FY17/18	Proposed FY18/19	Projected FY19/20	Projected FY20/21
Full Time	89	91	91	91	91
Part-Time (FTE)	<u>1.8</u>	<u>1.8</u>	<u>1.3</u>	<u>1.3</u>	<u>1.3</u>
Total FTE	90.8	92.8	92.3	92.3	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 FY16/17	Budget FY17/18	Estimated FY17/18	Proposed FY18/19	Projected FY19/20	Projected FY20/21
Administration	\$1,641,846	\$1,893,766	\$1,866,066	\$1,787,352	\$1,843,983	\$1,842,088
Special Operations	1,403,584	1,526,640	1,420,544	1,571,287	1,546,674	1,579,634
Investigations	989,616	1,109,694	1,146,692	1,252,886	1,335,988	1,358,115
Patrol	7,743,358	8,997,695	8,490,308	9,021,522	9,368,323	9,540,324
Traffic	906,939	963,688	911,052	1,004,262	990,028	1,007,129
Records	606,996	665,221	653,445	644,980	673,289	679,257
Social Services	440,315	461,647	457,092	453,808	456,194	458,158
Totals	\$13,732,654	\$15,618,351	\$14,945,199	\$15,736,097	\$16,214,479	\$16,464,705

GENERAL CORPORATE FUND

POLICE DEPARTMENT

Summary Detail

EXPENDITURE							
Acct. #	Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages							
51102	Personal Services	\$ 7,233,348	\$ 7,960,517	\$ 7,582,500	\$ 7,947,046	\$ 8,033,014	\$ 8,033,014
51107	Court Time	124,016	142,000	126,200	147,200	149,400	151,600
51109	Overtime	523,782	646,200	555,500	584,000	591,100	598,100
51111	Group Insurance	898,781	1,130,698	1,130,698	1,120,728	1,194,450	1,254,172
51112	IMRF	196,176	207,879	197,700	199,404	199,421	199,436
51113	FICA	572,221	604,220	607,400	603,479	610,055	610,055
51114	Workers Comp.	241,622	243,043	243,043	243,043	243,043	243,043
51116	Trsfer-Pol.Pens.	1,833,135	2,072,751	2,072,751	2,434,978	2,617,602	2,813,922
	Subtotal	11,623,081	13,007,308	12,515,792	13,279,878	13,638,085	13,903,342
Contractual Services							
52212	Auto Mtnce.&Rpr.	305,940	298,148	283,431	292,934	283,240	284,075
52222	Meetings	2,958	4,790	4,690	5,120	5,130	5,165
52223	Training	132,489	284,593	244,170	274,410	190,325	196,915
52224	Vehicle Insur.	35,083	35,320	35,320	35,320	35,320	35,320
52226	Office Equip. Mnt	7,397	10,030	8,255	10,450	8,800	9,455
52227	Radio Mtnce.	1,584	6,075	5,500	6,075	6,275	6,475
52230	Telephone	40,185	43,940	38,500	42,472	42,172	42,172
52234	Dues & Subscrpt.	28,126	37,860	31,990	37,650	38,620	39,230
52236	Mgmt. Physicals	2,696	5,425	5,425	6,431	6,581	6,731
52239	Range	7,000	8,000	8,000	8,200	8,200	8,200
52243	Paging	310	350	0	0	0	0
52244	Mtnce. & Rpr.	34,918	67,600	67,600	67,600	69,800	72,600
52245	Gen'l Comm.	686,876	734,076	721,914	809,275	848,287	809,275
52247	Data Processing	3,000	3,000	2,000	3,000	3,000	3,000
52249	Animal Control	875	3,000	3,000	3,000	3,000	3,000
52255	Software Mtnce.	21,317	189,966	189,966	62,429	64,954	62,454
52298	ATLE-Ser. Fee	206,954	215,000	205,000	205,000	205,000	205,000
52310	ATLE-Legal Adj.	2,800	3,000	3,000	3,000	3,000	3,000
52400	General Insurance	721	1,000	775	1,000	1,000	1,000
	Subtotal	1,521,229	1,951,173	1,858,536	1,873,366	1,822,704	1,793,067
Commodities							
53313	Auto Gas & Oil	94,020	125,367	115,918	119,466	125,678	132,214
53314	Office Supplies	7,599	9,000	9,000	9,000	9,000	9,000
53315	Printed Materials	4,607	5,000	5,000	5,000	5,000	5,000
53317	Operating Sup.	30,100	35,900	34,900	44,635	46,420	48,180
53318	Refer. Materials	1,309	6,700	6,700	5,800	5,900	8,000
53321	Ammunition	36,095	41,600	41,600	42,000	44,000	46,000
53322	Emergency Equip.	1,000	4,474	4,475	4,952	4,952	4,952
53323	Weapons	34,479	13,800	13,800	6,250	4,450	4,450
53324	Uniforms	92,120	105,029	87,800	110,550	109,090	107,500
53325	Community Rel.	22,904	19,950	19,950	20,950	21,150	21,350
53326	Prisoner Care	44	200	100	200	200	200
53330	Invest. Fund	13,841	21,300	21,300	20,500	20,700	20,900
53350	Small Equipment	123,681	73,750	73,750	70,650	73,350	64,750
	Subtotal	461,799	462,070	434,293	459,953	469,890	472,496

GENERAL CORPORATE FUND

POLICE DEPARTMENT

Summary Detail

		EXPENDITURE					
Acct. #	Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Capital Outlay							
54412	Other Equipment	7,832	5,800	6,800	25,400	85,800	97,800
54415	Vehicles	115,163	192,000	129,778	97,500	198,000	198,000
54425	EOC Imprvmts.	0	0	0	0	0	0
	Subtotal	126,545	197,800	136,578	122,900	283,800	295,800
	Totals	\$ 13,732,654	\$ 15,618,351	\$ 14,945,199	\$ 15,736,097	\$ 16,214,479	\$ 16,464,705

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/Court Liaison Officer 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.

FY17/18 ACCOMPLISHMENTS

1. The Police Department relocated during the renovation of the Municipal Center. Administration, Patrol, Records and Social Services were relocated with Village operations to 505 E. North Avenue. Investigations, Special Operations and Traffic relocated in space provided by the Village of Glendale Heights. The overall transition was smooth with no disruption to police services
2. The State of Illinois enacted the Police Reform Act, an unfunded mandate; that requires all officers to participate in specified training within an ongoing three-year cycle. The Department training was redesigned with schedules, in house training and additional trainers to comply with the Act. Some in-house training courses were State certified.
3. Two officers were assigned to NIPAS (Northern Illinois Police Alarm System) to participate in the Mobile Field Force and the bicycle crowd control unit. NIPAS responds to incidents with the potential of large-scale property damage or personal injury. Civil disturbances, union conflicts, public demonstrations and other events involving large or disorderly crowds require a skillful response by trained law enforcement personnel. This resource is now available to the Village.

FY18/19 OBJECTIVES

1. Hexagon, the new DuPage County report writing system will be introduced this year to replace the NetRMS system. This new system will incorporate all municipalities within DuPage County and is user friendly. This new system will improve inter-department information, communication and operability.
2. All personnel will receive training in Crisis Intervention to recognize and address individuals who have a mental illness or a disability and to provide necessary resources. This training will also address risk assessment and the development of crisis intervention skills required to mitigate the specific crisis.
3. We will coordinate all operations to move back to the Municipal Center. The objective is a smooth transition of all personnel, property and evidence with little to no impact on police services.

Administration Expenditures (01660100)

	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 1,052,572	\$ 1,002,771	\$ 1,000,000	\$ 1,009,474	\$ 1,009,474	\$ 1,009,474
51109 Overtime	1,231	2,200	1,500	2,000	2,100	2,100
51111 Group Insurance	93,607	117,349	117,349	121,442	127,514	133,890
51112 IMRF	19,027	23,607	23,200	23,123	23,140	23,155
51113 FICA	68,383	71,953	72,000	72,754	72,754	72,754
51114 Workers Comp.	31,760	32,033	32,033	32,033	32,033	32,033
51116 Tfr.-Police Pension	255,842	270,428	270,428	315,297	338,944	364,365
Subtotal	1,522,422	1,520,341	1,516,510	1,576,123	1,605,959	1,637,771
Contractual Services						
52212 Auto Maint. & Rpr.	45,870	44,722	42,508	43,940	42,486	42,611
52222 Meetings	1,143	1,450	1,450	2,225	2,225	2,225
52223 Training	5,773	50,881	40,000	45,885	34,935	36,285
52224 Vehicle Insurance	2,452	2,473	2,473	2,473	2,473	2,473
52226 Office Equip. Maint.	5,025	7,000	5,276	7,750	7,800	8,350
52234 Dues & Subscriptions	20,910	31,870	26,000	31,390	32,070	32,790
52244 Maint. & Repair	5,085	6,000	6,000	6,000	6,000	6,000
52255 Software Maintenance	6,621	166,016	166,016	42,279	42,304	42,304
Subtotal	92,879	310,412	289,723	181,942	170,293	173,038
Commodities						
53313 Auto Gas & Oil	8,466	11,283	10,433	10,752	11,311	11,899
53317 Operating Supplies	5,954	8,700	8,800	10,285	10,670	10,830
53324 Uniforms	11,745	7,430	5,000	8,250	8,550	8,550
53350 Small Equipment	380	3,600	3,600	0	4,200	0
Subtotal	26,545	31,013	27,833	29,287	34,731	31,279
Capital Outlay						
54415 Vehicles	0	32,000	32,000	0	33,000	0
Subtotal	0	32,000	32,000	0	33,000	0
Totals	\$ 1,641,846	\$ 1,893,766	\$ 1,866,066	\$ 1,787,352	\$ 1,843,983	\$ 1,842,088

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.

FY17/18 ACCOMPLISHMENTS

1. The Outreach Community Center (OCC) partnered with the Carol Stream Police Department to host neighborhood children attending DARE and GREAT classes. Our DARE Officer instructed students that attended their day-long summer school. Fifty-two children received certificates of completion. Due to the success of the program, OCC has requested we provide the same program to children next summer.
2. A presentation was created on the topic of opioid abuse that is geared towards high school-aged students. The presentation invoked adult based learning techniques to enhance the student's ability to attain the information. Six separate Glenbard North freshman health classes, a total of approximately two hundred students, attend the presentation. Glenbard North requested the same presentation be provided all freshman classes in the future.
3. The Social Service Unit and the Carol Stream Peacemakers provided a restorative circle at the Wheaton Christian Center. The event was held on Martin Luther King Jr. day and took place before the church's Dr. King Celebration. The event was extremely positive and led to a constructive conversation on how we can make our community a better place for all residents.

FY18/19 OBJECTIVES

1. The Special Operations Unit attends and participates in a multitude of events that are held by various government agencies. In addition to events that are already being attended, new events have been planned by our community partners such as the "CCSD93 Let's Play" open house. These venues, if adequately staffed and supplied with various CSPD mementos, can help establish quality relationships with the community we serve. Members of SOU will participate with appropriate presentations and giveaways at these settings.

2. The Carol Stream Police Department has received an increase of citizen complaints about activity at various massage therapy establishments. In addition to handling individual complaints, members of the Special Operations Unit will conduct quarterly operations to identify or deter criminal activity at massage parlors within Carol Stream. These investigations will include assistance from outside agencies, such as the DuPage Metropolitan Enforcement Group or the DuPage County Sheriff's Office.

3. Based on scientific research, a person's brain develops and matures greatly during their teenage years. Due to these facts, consumption of drugs and alcohol by an adolescent could stunt brain development and make them more susceptible to addiction later on in their adult life. Since teenage alcohol consumption commonly occurs inside a residence, members of the Special Operations Unit will research and propose a Social Hosting ordinance. The purpose of the ordinance would be to give patrol officers, who respond to underage parties where alcohol is being consumed, additional resources to effectively resolve the situation.

Special Operations Expenditures (01664700)

	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 773,772	\$ 803,123	\$ 745,500	\$ 810,954	\$ 810,954	\$ 810,954
51107 Court Time	6,961	8,000	7,200	8,200	8,300	8,400
51109 Overtime	79,853	90,000	90,000	95,000	96,000	97,000
51111 Group Insurance	93,102	113,286	113,286	130,236	136,748	143,585
51112 IMRF	7,427	7,453	1,000	6,720	6,720	6,720
51113 FICA	64,093	61,439	63,000	62,038	62,038	62,038
51114 Workers Comp.	27,861	27,437	27,437	27,437	27,437	27,437
51116 Tfr-Police Pension	219,400	242,017	242,017	284,916	306,285	329,256
Subtotal	1,272,469	1,352,755	1,289,440	1,425,501	1,454,482	1,485,390
Contractual Services						
52212 Auto Maint. & Repair	27,521	26,833	25,509	26,364	25,492	25,567
52222 Meetings	255	1,000	900	375	375	375
52223 Training	26,457	53,509	48,000	29,145	12,565	13,620
52224 Vehicle Insurance	2,452	2,473	2,473	2,473	2,473	2,473
52234 Dues & Subscriptions	20	385	385	325	335	345
52255 Software Maint.	0	800	800	300	300	300
52400 General Insurance	721	1,000	775	1,000	1,000	1,000
Subtotal	57,426	86,000	78,842	59,982	42,540	43,680
Commodities						
53313 Auto Gas & Oil	3,782	5,015	4,637	4,779	5,027	5,289
53317 Operating Supplies	585	4,200	4,000	4,000	4,200	4,500
53324 Uniforms	8,759	13,545	10,500	10,800	10,400	10,450
53325 Community Relations	22,904	19,950	19,950	20,950	21,150	21,350
53330 Investigative Fund	2,539	8,900	8,900	8,600	8,700	8,800
53350 Small Equipment	8,383	4,275	4,275	4,175	175	175
Subtotal	46,952	55,885	52,262	53,304	49,652	50,564
Capital Outlay						
54415 Vehicles	26,737	32,000	0	32,500	0	0
Subtotal	26,737	32,000	0	32,500	0	0
Totals	\$ 1,403,584	\$ 1,526,640	\$ 1,420,544	\$ 1,571,287	\$ 1,546,674	\$ 1,579,634

NARRATIVE

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

FY17/18 ACCOMPLISHMENTS

1. To improve community relations, crime victims were notified via mail of their case number and Detective assigned to the case. Upon completion of the cases, victims were notified about the disposition of their case.
2. We have increased communications with outside detectives involved with Internet Crimes Against Children (ICAC). We will assign another detective to this specialty.
3. The tracking and storage of over 18,000 pieces of evidence has been successfully completed pursuant to the move to the temporary facility. Several audits, after the move, were conducted and all evidentiary items were accounted for.
4. In order to maintain communications, due to department divisions being geographically separated, efforts were made for Detectives to attend roll calls. Detectives accomplished this as well as reached out to individual officers to advise them of the progress of their cases.

FY18/19 OBJECTIVES

1. The Cellebrite cell phone extraction machine will become obsolete in June of 2018. Cell phone extractions are critical for investigations and gathering evidence. There are a few options available to the department which determine the flexibility of the machine usage. The different options will be researched and a new Cellebrite system will be implemented.
2. Education involving crime prevention and sex trafficking is available to the community. With an increase in transient traffic, training will be provided to the staff reference both topics. Additional crime prevention training will be presented to the elderly residents of the retirement communities and other stakeholders in the community in an effort to reduce thefts.
3. The property control room has over 18,000 pieces of evidence. The Evidence custodian will develop and utilize a system to successfully transfer property back to our main facility at 500 N. Gary Avenue.

Investigations Expenditures (01662400)

	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 559,691	\$ 577,971	\$ 660,000	\$ 702,512	\$ 702,512	\$ 702,512
51107 Court Time	5,197	5,000	4,000	5,000	5,100	5,200
51109 Overtime	72,754	105,000	64,000	75,000	77,000	79,000
51111 Group Insurance	76,801	93,909	93,909	92,814	97,454	102,327
51112 IMRF	27,900	29,177	28,000	28,051	28,051	28,051
51113 FICA	46,447	44,215	53,500	53,742	53,742	53,742
51114 Workers Comp.	13,767	13,887	13,887	13,887	13,887	13,887
51116 Tfr - Police Pension	109,970	121,296	121,296	187,521	201,585	216,704
Subtotal	912,527	990,455	1,038,592	1,158,527	1,179,331	1,201,423
Contractual Services						
52212 Auto Maint. & Repair	21,406	20,870	19,841	20,505	19,827	19,885
52222 Meetings	0	0	0	180	180	215
52223 Training	5,345	12,920	12,920	25,065	14,145	14,925
52224 Vehicle Insurance	700	706	706	706	706	706
52226 Office Equip. Maint.	1,119	1,600	1,600	1,800	0	0
52234 Dues & Subscriptions	600	1,000	1,000	1,230	1,265	1,300
52236 Employee Services	2,500	2,500	2,500	2,650	2,800	2,950
52255 Software Maintenance	11,247	13,350	13,350	10,050	12,550	10,050
Subtotal	42,917	52,946	51,917	62,186	51,473	50,031
Commodities						
53313 Auto Gas & Oil	4,689	6,268	5,796	5,973	6,284	6,611
53317 Operating Supplies	3,856	5,100	4,600	5,800	5,950	6,500
53324 Uniforms	4,377	6,925	5,500	8,500	6,950	7,050
53330 Investigative Fund	11,302	12,400	12,400	11,900	12,000	12,100
53350 Small Equipment	9,833	3,600	3,600	0	8,000	8,400
Subtotal	34,057	34,293	31,896	32,173	39,184	40,661
Capital Outlay						
54413 Computer Equipment	115	0	0	0	0	0
54415 Vehicles	0	32,000	24,287	0	66,000	66,000
Subtotal	115	32,000	24,287	0	66,000	66,000
Totals	\$ 989,616	\$ 1,109,694	\$ 1,146,692	\$ 1,252,886	\$ 1,335,988	\$ 1,358,115

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.

FY17/18 ACCOMPLISHMENTS

1. Throughout the year, the Patrol Division sought out non-enforcement activities within our community, focusing on the demographic age group of 13-35 years of age. We have 45 documented incidents where our officers interacted with groups of individuals fitting the targeted age group. Youth groups at the Wheaton Christen Center Church, the Fellowship Church and the Wheaton Bible Church embraced our officers. The young men's group at the Wheaton Christen Center Church also invited our officers to attend their monthly breakfast meeting.
2. The Patrol Division was able to improve our response to a mass casualty incident by training with the Carol Stream Fire Protection District on the principals of rescue task force. The Command Staff from the Police and Fire Departments met on several occasions, planned, and conducted several tabletop exercises on the concepts of utilizing rescue task force at mass casualty incidents. The Bloomingdale FD also participated in the tabletop exercises. We also conducted two separate six day training sessions with both FD's where real life scenario based training exercises were utilized. Due to this training effort, Carol Stream is far better prepared to respond to a mass casualty incident.
3. The Patrol Division completed the Standard Operating Procedures Manual and all employees acknowledged reading and understanding the procedures. A system for testing their knowledge of the procedures was researched and created. That system is called FlexiQuiz. Using FlexiQuiz, a free online program, all sworn employees took a 27-question test on critical components of our Standard Operating Procedures. Records Division employees answered FlexiQuiz questions specific to their division. These questions explained important aspects of selected Standard Operating Procedures, quizzed the employee, and provided instant feedback to reinforce understanding of the concepts. Results of the testing were reviewed to ensure none of the questions or individual officers had a high failure rate. Once testing was complete, a record of this effort was sent to the Training Coordinator and logged into the training database. The Patrol Division intends to forward this quiz to new employees shortly after a first year anniversary.

FY18/19 OBJECTIVES

1. Patrol Commanders will ensure platoons conduct traffic initiatives for safety checks, school zone violations and speed enforcement in an effort to increase traffic enforcement and safety.
2. Selected officers will be assigned to SOU/DuMEG as a temporary duty assignment for a period of up to two weeks in order to gain experience in drug and gang enforcement as well as to determine their suitability to become the next Carol Stream police officer assigned to DuMEG.
3. The Patrol Division will concentrate on the paradigm of problem oriented policing. Officers will provide information/intelligence to the Command Staff concerning neighborhood issues, pervasive crime issues or pervasive individual criminal conduct. The Command Staff will prioritize these issues for targeted resolution allowing officer teams to be formed. These projects will be planned and organized to achieve a documented outcome.

Patrol Expenditures (01662700)

	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 3,729,454	\$ 4,426,693	\$ 4,050,000	\$ 4,288,260	\$ 4,353,560	\$ 4,353,560
51107 Court Time	100,736	111,000	105,000	116,000	117,000	118,000
51109 Overtime	288,543	330,000	305,000	307,000	308,000	309,000
51111 Group Insurance	489,283	638,339	638,339	590,226	637,423	669,294
51112 IMRF	34,536	39,888	36,500	38,468	38,468	38,468
51113 FICA	303,667	338,642	328,000	328,052	333,047	333,047
51114 Workers Comp.	152,857	154,177	154,177	154,177	154,177	154,177
51116 Tfr-Police Pension	1,134,482	1,322,125	1,322,125	1,506,369	1,619,347	1,740,798
Subtotal	6,233,558	7,360,864	6,939,141	7,328,552	7,561,022	7,716,344
Contractual Services						
52212 Auto Maint. & Rpr.	211,143	205,723	195,573	202,125	195,435	196,012
52222 Meetings	93	0	0	0	0	0
52223 Training	70,979	124,562	105,000	124,635	102,185	105,635
52224 Vehicle Insurance	29,479	29,668	29,668	29,668	29,668	29,668
52226 Office Equip. Maint.	315	380	429	400	450	500
52227 Radio Maintenance	1,584	6,075	5,500	6,075	6,275	6,475
52230 Telephone	40,185	43,940	38,500	42,472	42,172	42,172
52234 Dues & Subscript.	3,790	1,515	1,515	1,770	1,695	1,740
52236 Employee Services	196	2,275	2,275	3,261	3,261	3,261
52239 Range	7,000	8,000	8,000	8,200	8,200	8,200
52244 Maint. & Repair	29,833	61,600	61,600	61,600	63,800	66,600
52245 DuComm Dispatch	686,876	734,076	721,914	809,275	848,287	809,275
52249 Animal Control	875	3,000	3,000	3,000	3,000	3,000
52255 Software Maint.	449	5,000	5,000	5,000	5,000	5,000
Subtotal	1,082,797	1,225,814	1,177,974	1,297,481	1,309,428	1,277,538
Commodities						
53313 Auto Gas & Oil	77,083	102,801	95,052	97,962	103,056	108,415
53317 Operating Supplies	15,315	13,700	13,500	20,250	21,200	21,850
53318 Reference Materials	1,309	6,700	6,700	5,800	5,900	8,000
53321 Ammunition	36,095	41,600	41,600	42,000	44,000	46,000
53322 Emergency Equip.	1,000	4,474	4,475	4,952	4,952	4,952
53323 Weapons	34,479	13,800	13,800	6,250	4,450	4,450
53324 Uniforms	64,030	68,267	60,000	72,800	72,340	70,600
53326 Prisoner Care	44	200	100	200	200	200
53350 Small Equipment	99,455	61,475	61,475	66,275	60,775	55,975
Subtotal	328,810	313,017	296,702	316,489	316,873	320,442
Capital Outlay						
54412 Other Equipment	6,332	2,000	3,000	14,000	82,000	94,000
54413 Computer Equip.	3,435	0	0	0	0	0
54415 Vehicles	88,426	96,000	73,491	65,000	99,000	132,000
Subtotal	98,193	98,000	76,491	79,000	181,000	226,000
Totals	\$ 7,743,358	\$ 8,997,695	\$ 8,490,308	\$ 9,021,522	\$ 9,368,323	\$ 9,540,324

NARRATIVE

The Carol Stream Police Department Traffic Safety Unit is comprised of three full time officers and coordinated by one Traffic Sergeant. The Traffic Safety Unit is responsible for enforcement of the Illinois Vehicle Code, various public education programs, traffic crash investigation and reconstruction, child passenger safety education and installation, administration of the department's drug and alcohol impaired driving enforcement program, school crossing guard program and the application and administration of various grants funded by the Illinois Department of Transportation.

FY17/18 ACCOMPLISHMENTS

1. The Traffic Unit secured a traffic safety enforcement grants through the Illinois Department of Transportation totaling over \$103,000. The grants provided funding to staff officers that participated in eight national "Drive Sober or Get Pulled Over" and "Click it or Ticket" campaigns. These campaigns focused heavily on impaired driver and seatbelt violator enforcement. Officers working these campaigns made 69 impaired driving arrests and issued 518 seatbelt citations, along with numerous other arrests.
2. Due to the recognized leadership of the Carol Stream Police Department's Traffic Unit, we were issued an additional \$24,000 in grant funding from the Illinois Department of Transportation to provide Advanced Roadside Impaired Driving Enforcement classes to members of the Carol Stream Police Department and other agencies seeking the training. Using this grant, four Advanced Roadside Impaired Driving Education (ARIDE) classes were taught across the state. This training allowed officers, prosecutors and judges from multiple jurisdictions across Illinois to become better informed as to how to identify and prosecute drug impaired drivers.
3. The Traffic Unit continued its efforts to provide public information and education regarding traffic safety. Traffic Officers hosted their annual Fatal Prom mock DUI crash scenario at Glenbard North High School. The scenario was presented to over 300 students and reinforced the dangers of impaired driving. Officers also taught a portion of the Glenbard North Driver's Education classes and were able to instruct the students about importance of traffic safety as it relates to teen driving. The Unit also partnered with State Farm, the Illinois State Police and the Illinois Department of Transportation to provide two teen driving fairs at Glenbard North High School.
4. The Traffic Unit utilized speed enforcement signs to create speed reports to distribute to residents concerned about speeding vehicles. The unit also used crash report data to create an annual report that identified high crash volume intersections within the village. This data was used throughout the year to assist in identifying Saint Charles Rd. and

President St. as a problem intersection. A report was completed and submitted to the DuPage County Department of Transportation. This resulted in a new traffic control device being placed at the intersection.

5. The Traffic Unit provided child safety seat checks to 252 individuals through numerous events and walk-in requests. Child safety seat and safety belt education events were held at the Carol Stream Fire Protection District Open House and the Just Play Event hosted by the Carol Stream Park District.

FY18/19 OBJECTIVES

1. The Traffic Unit will pursue grant funding for traffic safety enforcement from the Illinois Department of Transportation in order to continue participation in national traffic enforcement campaigns. We will further attempt to expand our grant funding for other non-enforcement traffic safety programs such related to:
 - Child Passenger Safety
 - Teen Driving
 - Impaired Driving
 - Occupant Protection
2. The Traffic Unit will plan and participate in community events related to bicycle and pedestrian safety. The unit will attempt to obtain grant funding for bike safety events, enforcement and officer education. Special events / projects will include:
 - 1 - Bike Rodeo
 - 2 - Bike Safety Tents
 - 2 - Bike Enforcement Initiatives
 - Development of a Bike Citation Diversion Program
3. The Traffic Unit will work to better combat distracted driving in the village. The unit will attempt to obtain traffic enforcement grants to help supplement enforcement of distracted driving laws. Traffic Officers will work with the patrol division to conduct special enforcement initiatives. The unit will work to provide education to the public about the dangers of distracted driving. This will be accomplished by utilizing the following methods:
 - GBNHS Driver's Education Classes
 - GBNHS Teen Driving Fair
 - Social Media
 - Citizen's Police Academy
 - Other Traffic Safety Events
 - 10 Distracted Driving Enforcement Initiatives

Traffic Expenditures (01662300)

	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 379,876	\$ 363,051	\$ 361,000	\$ 377,238	\$ 377,238	\$ 377,238
51107 Court Time	11,122	18,000	10,000	18,000	19,000	20,000
51109 Overtime	63,942	107,000	75,000	90,000	92,000	94,000
51111 Group Insurance	42,112	42,682	42,682	57,205	60,065	63,068
51113 FICA	34,146	27,773	33,000	28,859	28,859	28,859
51114 Workers Comp.	14,005	14,125	14,125	14,125	14,125	14,125
51116 Tfr - Police Pension	113,441	116,885	116,885	140,875	151,441	162,799
Subtotal	658,644	689,516	652,692	726,302	742,728	760,089
Contractual Services						
52222 Meetings	1,130	1,830	1,830	1,830	1,830	1,830
52223 Training	20,662	33,962	30,000	39,535	16,090	15,695
52234 Dues & Subscriptions	1,800	1,630	1,630	1,695	1,730	1,765
52255 Software Maintenance	3,000	4,800	4,800	4,800	4,800	4,800
52298 ATLE - Service Fee	206,954	215,000	205,000	205,000	205,000	205,000
52310 ATLE - Legal Adj.	2,800	3,000	3,000	3,000	3,000	3,000
Subtotal	236,346	260,222	246,260	255,860	232,450	232,090
Commodities						
53314 Office Supplies	99	0	0	0	0	0
53317 Operating Supplies	2,934	4,200	4,000	4,300	4,400	4,500
53324 Uniforms	2,136	5,150	3,500	6,200	6,450	6,450
53350 Small Equipment	5,280	800	800	200	200	200
Subtotal	10,449	10,150	8,300	10,700	11,050	11,150
Capital Outlay						
54412 Other Equipment	1,500	3,800	3,800	11,400	3,800	3,800
Subtotal	1,500	3,800	3,800	11,400	3,800	3,800
Totals	\$ 906,939	\$ 963,688	\$ 911,052	\$ 1,004,262	\$ 990,028	\$ 1,007,129

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 offers Village services such as water bill and ticket payment and vehicle sticker and yard waste sticker sales after the Village Cashier's office is closed (as well as on weekends and Holidays).

FY17/18 ACCOMPLISHMENTS

1. **Purging of Incident Reports:** The Records Division reviewed and purged in accordance with The Illinois State Archive Guidelines, all police reports from 2004-2010. The reports that required permanent retention have been stored into laser fiche for memorialization.
2. **Unit Meetings:** The Records Unit held two meetings during the 2017 calendar year. The first meeting was in March; the second meeting took place in October. These meetings were necessary for training, to review established protocols and improve overall communication in the unit.
3. **Training:** All clerks were trained in current American Red Cross CPR/AED procedures.
4. **Ticket Log:** Each year the County is unable to supply us with an accurate yearly ticket count. A ticket log was created and every ticket written by the Carol Stream Police was entered into this log. This log enables us to keep a total number of tickets written by individual officers in real time. Additionally, this log assisted supervisors when evaluations came due for their officers throughout the year. Records also made the warning ticket log available to supervisors in a "read only" format to assist in their review process.
5. **Temporary Facility:** The Records Unit helped make the transition to our temporary location a success. We keep necessary records intact and accessible. We ensure all supplies, forms and documents are fully stocked and can be readily retrieved by all officers.
6. **DUI/Drug Data:** The Records Unit worked closely with the Traffic Division by creating and maintaining worksheets to meet the needs of statistical information the Traffic Division requires. Once certain data is entered into these worksheets they are able to populate other worksheets in real time to supply the Traffic Unit with critical information that is needed.

7. **Review and Update of Instruction Books for Records Tasks:** There are two Instruction Books located in the Records Room. These books contain instructions and protocols for many of our tasks. The Instruction Books are reviewed as needed; to insure that they accurately represent our procedures and protocols along with a comprehensive reflection of our duties. The Instruction Books are updated as changes are made in our procedures and protocols.

Some of the changes made to our Instruction Book are as follows:

- Procedures were added and clarified by the processing of Red Light camera citations.
- We updated our instructions for how we process Court Notices.
- Access and Review procedures were updated in both the “N” drive and the Records Instruction Book.
- The Overnight Parking Log (ONP) was added to SharePoint so officers can have access to this information in real time from their squad cars. This change enabled records to destroy the hard copies of the log that were kept in our room.
- New protocols were added to the Instruction Book that mirrored our streamlined process of scanning lab/chemistry results.

FY18/19 OBJECTIVES

1. **Village Website:** Records will add documents to the new Carol Stream website. Having documents that pertain to the Records Division on our website will make us work smarter, in addition to providing the public with another way to seek and obtain Police Department information.
2. **New RMS:** DuPage County will be implementing a new Police Records Management System (RMS) in 2018. All clerks will receive training in this system. Additionally, records will provide much needed support and training for all sworn employees.
3. **Juvenile Law Update:** Public act 100-285 became effective on January 1, 2018. This Act calls for the automatic expungement of many qualifying juvenile records. Records will develop procedures and protocols to ensure compliance with this Act.

Records Expenditures (01662600)

	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 405,271	\$ 443,392	\$ 425,000	\$ 422,115	\$ 442,783	\$ 442,783
51109 Overtime	17,459	12,000	20,000	15,000	16,000	17,000
51111 Group Insurance	75,129	89,218	89,218	91,588	96,168	100,976
51112 IMRF	59,147	57,944	60,000	55,933	55,933	55,933
51113 FICA	30,942	33,919	32,500	32,292	33,873	33,873
51114 Workers Comp.	751	757	757	757	757	757
Subtotal	588,699	637,230	627,475	617,685	645,514	651,322
Contractual Services						
52222 Meetings	85	210	210	210	220	220
52223 Training	675	5,509	5,000	5,245	5,305	5,455
52226 Office Equip. Maint.	685	600	500	0	0	0
52234 Dues & Subscriptions	155	310	310	320	330	340
52236 Employee Services	0	650	650	520	520	520
52247 Data Processing	3,000	3,000	2,000	3,000	3,000	3,000
Subtotal	4,600	10,279	8,670	9,295	9,375	9,535
Commodities						
53314 Office Supplies	7,500	9,000	9,000	9,000	9,000	9,000
53315 Printed Materials	4,607	5,000	5,000	5,000	5,000	5,000
53317 Operating Supplies	167	0	0	0	0	0
53324 Uniforms	1,073	3,712	3,300	4,000	4,400	4,400
53350 Small Equipment	350	0	0	0	0	0
Subtotal	13,697	17,712	17,300	18,000	18,400	18,400
Totals	\$ 606,996	\$ 665,221	\$ 653,445	\$ 644,980	\$ 673,289	\$ 679,257

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.

FY17/18 ACCOMPLISHMENTS

1. The Social Service Unit formulated and implemented a Mindfulness Training component for new recruit officers during their orientation to the SSU.
2. The Social Service Unit collaborated with Spring Trail Elementary School and provided a trauma informed group experience for thirteen boys, identified by the school as demonstrating risk factors for juvenile delinquency.
3. The Social Service Unit partnered with the Carol Stream Library to offer three “Parent Café” opportunities to Carol Stream residents to meet for a community dialogue and discuss current relevant parenting issues.

FY18/19 OBJECTIVES

1. The Social Service Unit will offer a “Parenting in the Digital Age” psycho-educational group for parents concerned about the technology’s impact on their children’s social-emotional and sexual development.
2. The Social Service Unit will enhance their digital image through technology within the police department and community by advancing the awareness of the Social Service Unit on the Police Department’s web page, increasing their activity on SharePoint and improve resource sharing through electronic means internally and externally.
3. The Social Service Unit will develop and implement a procedure to provide drug treatment assistance for individuals seeking treatment thru phone, walk-in or arrest contacts.

Social Services Expenditures (01662500)

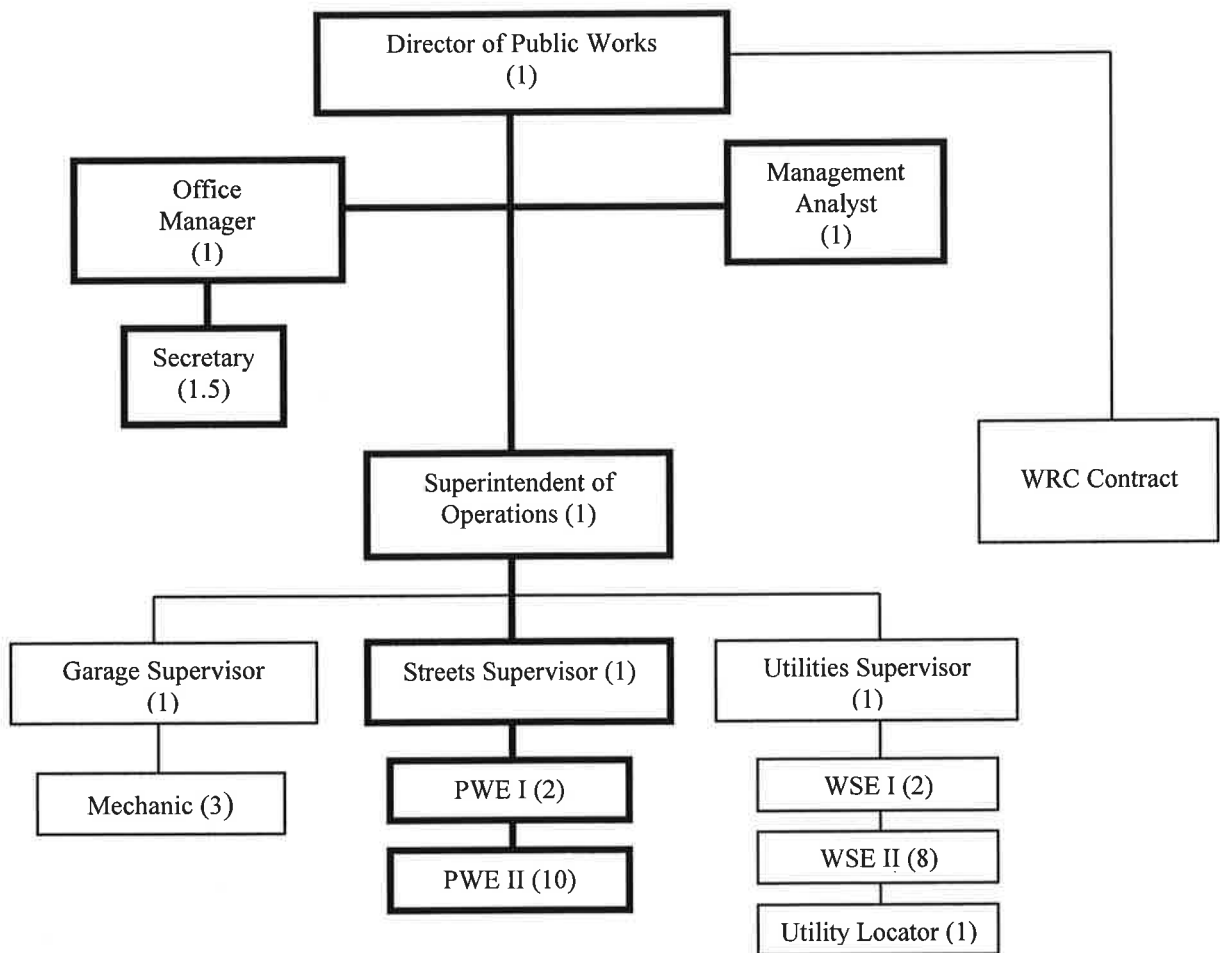
	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 332,712	\$ 343,516	\$ 341,000	\$ 336,493	\$ 336,493	\$ 336,493
51111 Group Insurance	28,747	35,915	35,915	37,217	39,078	41,032
51112 IMRF	48,139	49,810	49,000	47,109	47,109	47,109
51113 FICA	24,543	26,279	25,400	25,742	25,742	25,742
51114 Workers Comp.	621	627	627	627	627	627
Subtotal	434,762	456,147	451,942	447,188	449,049	451,003
Contractual Services						
52222 Meetings	252	300	300	300	300	300
52223 Training	2,598	3,250	3,250	4,900	5,100	5,300
52226 Office Equip. Maint.	253	450	450	500	550	605
52234 Dues & Subscriptions	851	1,150	1,150	920	1,195	950
52243 Paging	310	350	0	0	0	0
Subtotal	4,264	5,500	5,150	6,620	7,145	7,155
Commodities						
53317 Operating Supplies	1,289	0	0	0	0	0
Subtotal	1,289	0	0	0	0	0
Totals	\$ 440,315	\$ 461,647	\$ 457,092	\$ 453,808	\$ 456,194	\$ 458,158

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
Streets	18.5	18.5	18.5	18.5	18.5
Water/Sewer	11	11	12	12	12
Municipal Garage	4	4	4	4	4
Total	33.5	33.5	34.5	34.5	34.5

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 FY16/17	Budget FY17/18	Estimated FY17/18	Proposed FY18/19	Projected FY19/20	Projected FY20/21
Administration	\$879,547	\$894,345	\$851,823	\$872,777	\$882,911	\$889,314
Snow & Ice Control	808,735	974,793	873,955	888,369	911,164	1,028,917
Street Maintenance	274,575	414,108	275,055	399,658	400,806	436,928
Traffic Signs & Lights	260,043	627,006	451,980	319,166	315,578	411,135
Building & Grounds	951,691	766,131	692,403	663,740	779,780	832,755
Storm Water Management	271,595	293,432	299,702	290,559	299,521	300,194
Parkway Trees	239,070	166,915	177,827	173,410	180,792	181,938
Totals	\$3,685,256	\$4,136,730	\$3,622,745	\$3,607,679	\$3,770,552	\$4,081,181

EXPENDITURE

Acct. #	Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages							
51102	Personal Services	\$ 1,105,703	\$ 1,237,548	\$ 1,108,877	\$ 1,192,274	\$ 1,192,274	\$ 1,192,274
51106	Seasonal Help	38,525	40,495	30,910	31,374	36,603	36,603
51109	Overtime	106,659	127,485	184,000	118,250	118,250	118,250
51111	Group Insurance	199,799	214,045	214,045	224,973	236,222	248,032
51112	IMRF	171,216	191,740	159,200	178,703	178,703	178,703
51113	FICA	91,641	105,592	86,900	102,046	102,046	102,046
51114	Workers Comp.	44,039	44,419	44,419	44,419	44,419	44,419
	Subtotal	1,757,582	1,961,324	1,828,351	1,892,039	1,908,517	1,920,327
Contractual Services							
52212	Auto Maintenance & Repair	348,680	366,918	348,814	360,500	348,567	349,599
52222	Meetings	74	150	150	250	250	250
52223	Training	13,696	10,975	8,720	9,495	9,325	12,130
52224	Vehicle Insurance	28,018	28,261	28,261	28,261	28,261	28,261
52230	Telephone	5,286	7,395	6,200	8,047	8,260	8,673
52234	Dues & Subscriptions	2,442	4,720	4,170	4,565	5,335	5,395
52240	Public Notices	0	400	400	400	400	400
52244	Bld. Maint. & Repair	330,804	77,500	36,000	45,050	125,550	140,650
52255	Software Maintenance	675	675	1,344	10,420	10,420	10,420
52264	Equipment Rental	4,214	10,700	9,450	10,950	11,450	11,450
52265	Hauling	1,848	3,000	2,000	2,500	2,500	2,500
52266	Snow Removal	121,974	240,000	250,000	210,000	210,000	210,000
52268	Tree Maintenance	106,785	47,850	45,650	58,000	65,000	66,000
52269	Mosquito Abatement	67,510	68,641	68,641	68,641	72,175	72,175
52271	Street Light - Maintenance	31,647	45,000	30,000	30,000	30,000	30,000
52272	Property Maintenance	331,550	356,400	341,700	347,347	313,927	342,735
52274	Comm. Svc. Pgms.	830	1,200	920	500	1,000	1,000
52276	Janitorial Services	10,715	17,500	17,500	18,050	18,550	19,060
52284	Equipment Maintenance	1,003	950	1,020	1,020	1,020	1,020
52286	Pavement Restoration	463	4,000	1,000	2,000	2,000	2,000
52350	Traffic Signal Maintenance	4,535	3,100	5,500	4,915	4,975	5,025
	Subtotal	1,413,749	1,295,335	1,207,440	1,220,911	1,268,965	1,318,743
Commodities							
53210	Electricity	6,660	5,250	6,500	6,500	6,500	6,500
53213	Street Light Electricity	54,108	50,000	46,000	45,000	44,000	43,000
53215	Street Light Supplies	2,712	5,000	6,000	5,250	5,250	5,250
53220	Water	2,851	2,500	2,500	2,500	2,500	2,500
53313	Auto Gas & Oil	34,615	39,201	36,248	37,359	39,300	41,341
53314	Office Supplies	904	1,700	1,250	0	0	0
53316	Small Tools	3,844	2,150	1,900	2,800	2,150	2,150
53317	Operating Supplies	49,575	73,100	71,100	55,350	60,600	65,900
53324	Uniforms	9,634	9,670	9,670	9,670	9,670	9,670
53335	Salt	106,930	250,000	150,000	202,500	234,250	238,000

EXPENDITURE

Acct. #	Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
53344	Street Signs	8,219	56,000	6,000	6,000	6,250	56,250
53350	Small Equipment	1,614	5,000	4,010	7,500	12,600	8,050
	Subtotal	281,666	499,571	341,178	380,429	423,070	478,611
Capital Outlay							
54412	Other Equipment	48,062	155,500	51,900	114,300	80,000	88,500
54415	Vehicles	184,197	225,000	193,876	0	90,000	275,000
	Subtotal	232,259	380,500	245,776	114,300	170,000	363,500
	Totals	\$ 3,685,256	\$ 4,136,730	\$ 3,622,745	\$ 3,607,679	\$ 3,770,552	\$ 4,081,181

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.

FY17/18 ACCOMPLISHMENTS

1. Staff participated in an effort to reorganize the DuPage County Public Works Mutual Aid program. Working with representatives from other DuPage County Public Works agencies, the mutual aid program was streamlined to focus on updating resource lists and maintaining a database of available training sessions offered throughout the County
2. A new Asset Management and Operation Program was partially put into service. Employee training and migration of assets covered in Phase I was completed, and Phase II of a three-phase implementation plan is nearly complete. A variety of stand-alone asset databases and the primary customer service database were migrated to the new program, including, pavement, street lights, water meters, hydrants, water main and valves and storm sewer infrastructure.

FY18/19 OBJECTIVES

1. Continue implementation of Phase II and Phase III the Asset Management and Operations Program and expand training to non-supervisory employees. Assets to be included are: pavement markings, storm water basins, water system storage and pumping facilities and sanitary sewer system infrastructure.
2. Develop individual employee training plans for every departmental employee to meet regulatory compliance requirements, address needs due to loss of employees (through retirement, promotion, etc.) and to develop interested employees for supervisory/leadership positions.
3. Adopt and implement a "No Idling" policy for Public Works vehicles to determine if fuel savings can be realized and share the results with other Village departments.

Administration Expenditures (01670100)

Acct./Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 521,016	\$ 507,512	\$ 502,511	\$ 488,945	\$ 488,945	\$ 488,945
51106 Seasonal Help	20	0	0	0	0	0
51109 Overtime	3,227	15,985	7,500	6,750	6,750	6,750
51111 Group Insurance	101,549	103,128	103,128	108,393	113,812	119,503
51112 IMRF	71,643	73,761	57,400	67,540	67,540	67,540
51113 FICA	38,212	39,534	30,500	37,561	37,561	37,561
51114 Workers Comp.	11,394	11,492	11,492	11,492	11,492	11,492
Subtotal	747,061	751,412	712,531	720,681	726,100	731,791
Contractual Services						
52212 Auto Maint. & Repair	13,947	14,677	13,953	14,420	13,943	13,984
52222 Meetings	74	150	150	250	250	250
52223 Training	10,864	7,075	6,000	6,875	6,825	6,350
52224 Vehicle Insurance	1,402	1,414	1,414	1,414	1,414	1,414
52230 Telephone	5,286	7,395	6,200	8,047	8,260	8,673
52234 Dues & Subscriptions	2,221	4,100	3,700	3,920	4,260	4,320
52240 Public Notices	0	400	400	400	400	400
52255 Software Maintenance	675	675	1,344	10,420	10,420	10,420
52269 Mosquito Abatement	67,510	68,641	68,641	68,641	72,175	72,175
52274 Comm. Svc. Pgms.	830	1,200	920	500	1,000	1,000
52276 Janitorial Services	10,715	17,500	17,500	18,050	18,550	19,060
Subtotal	113,524	123,227	120,222	132,937	137,497	138,046
Commodities						
53220 Water	2,851	2,500	2,500	2,500	2,500	2,500
53313 Auto Gas & Oil	2,788	3,136	2,900	2,989	3,144	3,307
53314 Office Supplies	904	1,200	1,000	0	0	0
53317 Operating Supplies	2,785	3,200	3,000	4,000	4,000	4,000
53324 Uniforms	9,634	9,670	9,670	9,670	9,670	9,670
Subtotal	18,962	19,706	19,070	19,159	19,314	19,477
Totals	\$ 879,547	\$ 894,345	\$ 851,823	\$ 872,777	\$ 882,911	\$ 889,314

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.

FY17/18 ACCOMPLISHMENTS

1. The Pilot Program for sidewalk snow removal in the Glenbard North area was evaluated and findings reported to the Village Board. The program has met approval from the school and park districts, as well as parents and students. Continuation of the program was approved by the Village Board.
2. An agreement was forged with Wayne Township to provide them with anti-icing materials for their snow and ice program. The Village and the Township also swapped winter maintenance responsibilities for Morton Road (to be maintained by the Township) and Judith and Riviera Courts (to be maintained by the Village) in order to make better use of each agencies resources.

FY18/19 OBJECTIVES

1. Conduct a thorough review of the adopted Snow & Ice control Pan to include a review of performance in the 2017/18 season, feedback from resident focus group, discussion with department employees and management staff and a survey of other departments and elected officials. Feedback will be considered in developing the 2018/19 Snow & Ice Control Plan.
2. Target commercial/industrial properties with educational materials to communicate the importance of reducing run-off of chlorides into local waterways.

Snow & Ice Control Expenditures (01670200)

Acct./Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 54,168	\$ 104,105	\$ 54,324	\$ 100,297	\$ 100,297	\$ 100,297
51109 Overtime	83,058	90,000	150,000	90,000	90,000	90,000
51111 Group Insurance	14,011	15,817	15,817	16,625	17,456	18,329
51112 IMRF	19,860	26,253	19,700	26,226	26,226	26,226
51113 FICA	10,162	13,978	10,500	14,465	14,465	14,465
51114 Workers Comp.	5,679	5,728	5,728	5,728	5,728	5,728
Subtotal	186,938	255,881	256,069	253,341	254,172	255,045
Contractual Services						
52212 Auto Maint. & Repair	174,340	183,458	174,407	180,250	174,284	174,799
52223 Training	1,725	1,500	1,500	1,000	1,000	4,100
52224 Vehicle Insurance	13,169	13,283	13,283	13,283	13,283	13,283
52264 Equipment Rental	2,912	4,200	4,200	4,200	4,200	4,200
52266 Snow Removal	121,974	240,000	250,000	210,000	210,000	210,000
52284 Equipment Maintenan	1,003	950	1,020	1,020	1,020	1,020
Subtotal	315,123	443,391	444,410	409,753	403,787	407,402
Commodities						
53313 Auto Gas & Oil	12,108	13,721	12,686	13,075	13,755	14,470
53317 Operating Supplies	2,654	4,500	4,000	4,000	4,000	4,000
53335 Salt	106,930	250,000	150,000	202,500	234,250	238,000
53350 Small Equipment	785	800	1,090	2,900	1,200	0
Subtotal	122,477	269,021	167,776	222,475	253,205	256,470
Capital Outlay						
54412 Other Equipment	0	6,500	5,700	2,800	0	0
54415 Vehicles	184,197	0	0	0	0	110,000
Subtotal	184,197	6,500	5,700	2,800	0	110,000
Totals	\$ 808,735	\$ 974,793	\$ 873,955	\$ 888,369	\$ 911,164	\$ 1,028,917

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.

FY17/18 ACCOMPLISHMENTS

1. A variety of methods were used to eliminate sidewalk trip hazards, with over 1,000 sidewalk squares receiving treatment. The majority of repairs were made via mudjacking or concrete cutting, a new method that shaves down vertical displacements removing the trip hazard and leaving a new smooth surface. More significant displacements required complete removal and replacement (40).
2. Sidewalks in the high priority areas (schools) were surveyed and all noted deficiencies were corrected prior to the start of school in the fall.

FY18/19 OBJECTIVES

1. The sidewalk trip hazard removal program will continue with the focus on Work Zone 4 (primarily the industrial area east of Gary Avenue and south of Army Trail Road) and Zone 5 (east of Morton Road, west of Kuhn Road, south of Lies Road and north of North Avenue).
2. Sidewalks in the high priority areas (schools) will be surveyed and all noted deficiencies will be corrected prior to the start of school in the fall.
3. Rehabilitate one large dump truck and one small dump truck that would otherwise be candidates for replacement for the purpose of extending their useful life another 8 – 10 years. Rehabilitation includes replacement of hydraulic systems, replacement of the plow, salt spreader and wet system, stripping and re-coating the underbody, replacement of the dump body, replacement of warning lights with LED fixtures and replacement of worn or outdated driver interior components.

Street Maintenance Expenditures (01670500)

Acct./Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 66,960	\$ 91,092	\$ 67,153	\$ 87,759	\$ 87,759	\$ 87,759
51106 Seasonal Help	843	0	0	0	0	0
51109 Overtime	1,078	1,000	1,000	1,000	1,000	1,000
51111 Group Insurance	12,259	13,840	13,840	14,546	15,274	16,037
51112 IMRF	9,832	12,966	10,500	12,063	12,063	12,063
51113 FICA	5,087	6,952	5,200	6,709	6,709	6,709
51114 Workers Comp.	6,316	6,369	6,369	6,369	6,369	6,369
Subtotal	102,375	132,219	104,062	128,446	129,174	129,937
Contractual Services						
52212 Auto Maint. & Repair	38,355	40,361	38,369	39,655	38,342	38,456
52224 Vehicle Insurance	3,642	3,674	3,674	3,674	3,674	3,674
52264 Equipment Rental	210	1,000	500	750	750	750
52265 Hauling	1,848	3,000	2,000	2,500	2,500	2,500
52272 Property Maintenance	89,716	90,000	90,000	90,000	45,000	45,000
52286 Pavement Restoration	463	4,000	1,000	2,000	2,000	2,000
Subtotal	134,234	142,035	135,543	138,579	92,266	92,380
Commodities						
53313 Auto Gas & Oil	4,152	4,704	4,350	4,483	4,716	4,961
53316 Small Tools	412	550	500	550	550	550
53317 Operating Supplies	9,937	30,600	30,600	19,100	19,100	19,100
Subtotal	14,501	35,854	35,450	24,133	24,366	24,611
Capital Outlay						
54412 Other Equipment	23,465	104,000	0	108,500	65,000	70,000
54415 Vehicles	0	0	0	0	90,000	120,000
Subtotal	23,465	104,000	0	108,500	155,000	190,000
Totals	\$ 274,575	\$ 414,108	\$ 275,055	\$ 399,658	\$ 400,806	\$ 436,928

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 1,729 street lights and approximately 2,360 regulatory street signs in addition to non-regulatory signs

FY17/18 ACCOMPLISHMENTS

1. Staff completed a survey of street signs in an area from Kuhn Road to Gary Avenue, and Army Trail Road to North Avenue and replaced sixty-four (64) faded and damaged signs with new, highly-reflective signs.
2. Staff replaced one-hundred fourteen (114) high-pressure sodium street light fixtures with new energy-efficient LED fixtures. This brings the number of existing street lights replaced with LED lights to 444 over the past six years.
3. Repairs were made to approximately two-hundred ten (210) street lights, including: bulb and ballast replacements, cable and fuse repairs and repair of underground cables.
4. Staff implemented a pilot program working with a local business that refurbishes old street light fixtures and replaces the bulbs with LED lights. The purpose of the pilot program is to determine if replacement costs can be reduced by refurbishing existing hardware while upholding the LED standards that have been developed. Results will be used to help in selection of products to be purchased in FY18/19.
5. A new lift-truck was purchased that was outfitted to support both street light operations and forestry operations. The truck was purchased and outfitted for \$196,375; the budget for this purchase was \$225,000.

FY18/19 OBJECTIVES

1. Staff will conduct a physical survey of street signs in the area generally bounded by Lies Road and Lightning Trail, and Fair Oaks Road and Morton Road and will replace faded and damaged signs with new, highly-reflective signs.
2. Staff will undertake the replacement of approximately two-hundred (200) existing lights with energy-efficient LED lights.

Traffic Signs & Lights Expenditures (01670300)

Acct./Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 57,820	\$ 106,708	\$ 57,985	\$ 102,804	\$ 102,804	\$ 102,804
51106 Seasonal Help	1,170	0	0	0	0	0
51109 Overtime	1,219	3,000	2,500	3,000	3,000	3,000
51111 Group Insurance	18,214	16,464	16,464	17,283	18,147	19,054
51112 IMRF	8,550	15,454	8,200	14,387	14,387	14,387
51113 FICA	4,496	8,284	4,500	7,999	7,999	7,999
51114 Workers Comp.	5,540	5,589	5,589	5,589	5,589	5,589
Subtotal	97,009	155,499	95,238	151,062	151,926	152,833
Contractual Services						
52212 Auto Maint. & Repair	17,434	18,346	17,441	18,025	17,428	17,480
52223 Training	0	1,000	500	750	750	750
52224 Vehicle Insurance	2,801	2,825	2,825	2,825	2,825	2,825
52264 Equipment Rental	524	500	250	500	500	500
52271 Street Light - Maint.	31,647	45,000	30,000	30,000	30,000	30,000
52272 Property Maintenance	30,268	49,700	35,000	41,550	41,630	41,715
52350 Traffic Signal Maint.	4,535	3,100	5,500	4,915	4,975	5,025
Subtotal	87,209	120,471	91,516	98,565	98,108	98,295
Commodities						
53213 Street Light Electricity	54,108	50,000	46,000	45,000	44,000	43,000
53215 Street Light Supplies	2,712	5,000	6,000	5,250	5,250	5,250
53313 Auto Gas & Oil	2,768	3,136	2,900	2,989	3,144	3,307
53314 Office Supplies	0	500	250	0	0	0
53316 Small Tools	537	400	400	1,050	400	400
53317 Operating Supplies	7,481	6,000	6,000	6,250	6,500	6,800
53344 Street Signs	8,219	56,000	6,000	6,000	6,250	56,250
Subtotal	75,825	121,036	67,550	66,539	65,544	115,007
Capital Outlay						
54412 Other Equipment	0	5,000	3,800	3,000	0	0
54415 Vehicles	0	225,000	193,876	0	0	45,000
Subtotal	0	230,000	197,676	3,000	0	45,000
Totals	\$ 260,043	\$ 627,006	\$ 451,980	\$ 319,166	\$ 315,578	\$ 411,135

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.

FY17/18 ACCOMPLISHMENTS

1. The floor in the 15,000 square-foot North Garage was resurfaced at a cost of \$60,000, to repair severe spalling, cracking and base failures.
2. Contracted services for mowing and plant bed maintenance were divided into two separate contracts for the first time, with bids yielding no increase in the total cost of the work. Work quality and contractor responsiveness was improved and supervision was made easier as a result of splitting the work into two contracts.
3. An all-terrain utility vehicle with a covered cab was purchased for use in the summer mowing program and then converted for winter use to aid in applying anti-icing material on select sidewalks and bike paths. A front-mounted brush attachment was also purchased to clear light snows from sidewalks on Village properties.
4. Contracted and in-house weed control applications and fertilization at selected properties was increased (North Avenue planting beds, Kuhn Road, Lies Road and Town Center) to improve weed control and turf quality.

FY18/19 OBJECTIVES

1. A Facility Technician position has been budgeted to increase proactive maintenance on Public Works Center facilities. Examples of work include: identification and record-making of all building systems (plumbing, electrical, HVAC, etc.), establishment of preventive maintenance programs, overseeing contracted assistance, and assistance in the development of an operating budget and capital improvement program.
2. A floor scrubber/pressure washer will be purchased to aid employees in the maintenance of large garage floors, two of which have recently received new coatings.

Building & Grounds Expenditures (01670400)

Acct./Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 245,463	\$ 264,166	\$ 246,168	\$ 254,502	\$ 254,502	\$ 254,502
51106 Seasonal Help	32,739	40,495	30,910	31,374	36,603	36,603
51109 Overtime	12,116	11,500	14,500	11,500	11,500	11,500
51111 Group Insurance	32,750	39,953	39,953	42,008	44,109	46,314
51112 IMRF	37,270	39,357	36,500	36,186	36,186	36,186
51113 FICA	21,377	24,010	21,500	22,914	22,914	22,914
51114 Workers Comp.	8,576	8,650	8,650	8,650	8,650	8,650
Subtotal	390,291	428,131	398,181	407,134	414,464	416,669
Contractual Services						
52212 Auto Maint. & Repair	52,302	55,038	52,322	54,075	52,285	52,440
52223 Training	63	400	220	120	0	180
52224 Vehicle Insurance	1,961	1,978	1,978	1,978	1,978	1,978
52234 Dues & Subscriptions	221	220	220	285	305	305
52244 PWC Maint. & Repair	323,147	71,500	31,000	38,800	119,300	134,400
52264 Equipment Rental	0	2,000	2,000	2,500	3,000	3,000
52272 Property Maintenance	139,505	143,800	143,800	138,097	147,367	173,855
Subtotal	517,199	274,936	231,540	235,855	324,235	366,158
Commodities						
53313 Auto Gas & Oil	5,881	6,664	6,162	6,351	6,681	7,028
53316 Small Tools	453	400	400	400	400	400
53317 Operating Supplies	12,801	13,000	12,000	13,000	18,000	23,000
53350 Small Equipment	469	3,000	1,720	1,000	1,000	1,000
Subtotal	19,604	23,064	20,282	20,751	26,081	31,428
Capital Outlay						
54412 Other Equipment	24,597	40,000	42,400	0	15,000	18,500
Subtotal	24,597	40,000	42,400	0	15,000	18,500
Totals	\$ 951,691	\$ 766,131	\$ 692,403	\$ 663,740	\$ 779,780	\$ 832,755

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.

FY17/18 ACCOMPLISHMENTS

1. In-house crews inspected manholes, catch basin pipes and performed spot flushing on approximately five (5) miles of storm sewer pipe and cleaned associated catch basins as part of a routine maintenance program.
2. Staff collaborated with the Village’s Storm Water Administrator to identify needed repairs in several storm water detention basins. Design and completion of the work is planned for the coming fiscal year.

FY18/19 OBJECTIVES

1. Utilize in-house crews to inspect manholes, catch basin pipes and perform spot flushing on approximately five (5) miles of storm sewer pipe and clean associated catch basins as part of a routine maintenance program.
2. In the first year of a multi-year plan to replace retention basin aerators, the aerator in the east lake of Town Center will be replaced. Other aerators targeted in coming years include: Big Horn Pond (2), Gary Avenue Pond (2) and Dorchester Pond (2).

Storm Water Management Expenditures (01670600)

Acct./Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 98,786	\$ 117,118	\$ 119,070	\$ 112,834	\$ 112,834	\$ 112,834
51106 Seasonal Help	2,238	0	0	0	0	0
51109 Overtime	5,607	5,000	8,000	5,000	5,000	5,000
51111 Group Insurance	15,762	17,794	17,794	18,703	19,638	20,620
51112 IMRF	15,104	17,210	18,000	16,029	16,029	16,029
51113 FICA	7,716	9,222	10,000	8,910	8,910	8,910
51114 Workers Comp.	4,852	4,894	4,894	4,894	4,894	4,894
Subtotal	150,065	171,238	177,758	166,370	167,305	168,287
Contractual Services						
52212 Auto Maint. & Repair	17,434	18,346	17,441	18,025	17,428	17,480
52224 Vehicle Insurance	1,961	1,978	1,978	1,978	1,978	1,978
52244 Maint. & Repair	7,657	6,000	5,000	6,250	6,250	6,250
22533 Consultant	1,000	0	0	0	0	0
52272 Property Maintenance	72,061	72,900	72,900	77,700	79,930	82,165
Subtotal	100,113	99,224	97,319	103,953	105,586	107,873
Commodities						
53210 Electricity	6,660	5,250	6,500	6,500	6,500	6,500
53313 Auto Gas & Oil	3,459	3,920	3,625	3,736	3,930	4,134
53317 Operating Supplies	11,298	13,800	14,500	7,000	7,000	7,000
53350 Small Equipment	0	0	0	3,000	9,200	6,400
Subtotal	21,417	22,970	24,625	20,236	26,630	24,034
Totals	\$ 271,595	\$ 293,432	\$ 299,702	\$ 290,559	\$ 299,521	\$ 300,194

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 performed by outside contract, which is supplemented by emergency and spot trimming and removal by in-house crews.

FY17/18 ACCOMPLISHMENTS

1. Contracted tree trimming services were completed, including removal of dead wood and undesirable branch growth, elevating and shaping of all trees in the industrial area east of Gary Avenue and south of Army Trail Road (303 trees).
2. Fifty (50) new trees were planted in parkways to replace those lost to aging and storm damage.

FY18/19 OBJECTIVES

1. Complete trimming of all trees in the general area between Morton Road and Kuhn Road, and from Lies Road to North Avenue.
2. Remove, stump-grind and replace up to twenty-five (25) parkway trees in Fall 2018 to replace those lost to aging and storm damage.

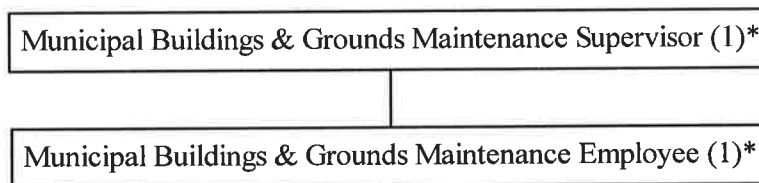
Parkway Trees Expenditures (01670700)

Acct./Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 61,490	\$ 46,847	\$ 61,666	\$ 45,133	\$ 45,133	\$ 45,133
51106 Seasonal Help	1,515	0	0	0	0	0
51109 Overtime	354	1,000	500	1,000	1,000	1,000
51111 Group Insurance	5,254	7,049	7,049	7,415	7,786	8,175
51112 IMRF	8,957	6,739	8,900	6,272	6,272	6,272
51113 FICA	4,591	3,612	4,700	3,488	3,488	3,488
51114 Workers Comp.	1,682	1,697	1,697	1,697	1,697	1,697
Subtotal	83,843	66,944	84,512	65,005	65,376	65,765
Contractual Services						
52212 Auto Maint. & Repair	34,868	36,692	34,881	36,050	34,857	34,960
52223 Training	1,044	1,000	500	750	750	750
52224 Vehicle Insurance	3,082	3,109	3,109	3,109	3,109	3,109
52234 Dues & Subscriptions	0	400	250	360	770	770
52264 Equipment Rental	568	3,000	2,500	3,000	3,000	3,000
52268 Tree Maintenance	106,785	47,850	45,650	58,000	65,000	66,000
Subtotal	146,347	92,051	86,890	101,269	107,486	108,589
Commodities						
53313 Auto Gas & Oil	3,459	3,920	3,625	3,736	3,930	4,134
53316 Small Tools	2,442	800	600	800	800	800
53317 Operating Supplies	2,619	2,000	1,000	2,000	2,000	2,000
53350 Small Equipment	360	1,200	1,200	600	1,200	650
Subtotal	8,880	7,920	6,425	7,136	7,930	7,584
Totals	\$ 239,070	\$ 166,915	\$ 177,827	\$ 173,410	\$ 180,792	\$ 181,938

PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
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 function is 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. Costs associated with the temporary Village Hall will be charged to the General Fund Municipal Building Budget rather than the Capital Projects Fund.

FY17/18 ACCOMPLISHMENTS

1. Coordinated and oversaw construction of the initial phases of the Gregory J. Bielawski Municipal Center Renovation Project with the Construction Manager, documenting and noting construction work in progress.
2. Coordinated maintenance and repair activities at the Ross Ferraro Town Center including replacement of fountain incandescent lights with LED lights, one of 4 fountain pump replacements and electrostatic painting of the metal gazebo. The cost of the LED light installation was partially offset by a \$3,847 ComEd Energy Efficiency Grant.
3. Provided building and maintenance support for the temporary Village Hall/Police Station not included under the landlord's responsibility including management of the janitorial, safety/first aid and fire protection contracts.

FY18/19 OBJECTIVES

1. Coordinate maintenance and repair activities at the Ross Ferraro Town Center including fountain sheet metal and concrete repairs, replacement of the second of 4 scheduled fountain pumps and electrostatic painting of the metal bridge.
2. Attend all Village Hall renovation job site meetings with the construction manager, architect and commissioning agent to monitor construction progress and provide owner input.
3. Assist with the move back to the renovated Municipal Center including coordination and securing of moving vehicle transportation, crates and vendors, assistance with departmental moving needs and return of items from the temporary facility, Vale house and Glendale Heights Police Department and disposal of surplus furniture and equipment at temporary facilities.
4. Apply for and secure grant funding for energy efficiency improvements to lighting, plumbing and mechanical systems at the renovated Municipal Center.
5. Coordinate neat and orderly set up of new workshop at the renovated Municipal Center.
6. Compile and organize shop manuals and participate in training on new mechanical systems at the Municipal Center.
7. Develop protocols and procedures for maintenance and repairs to the renovated Municipal Center.

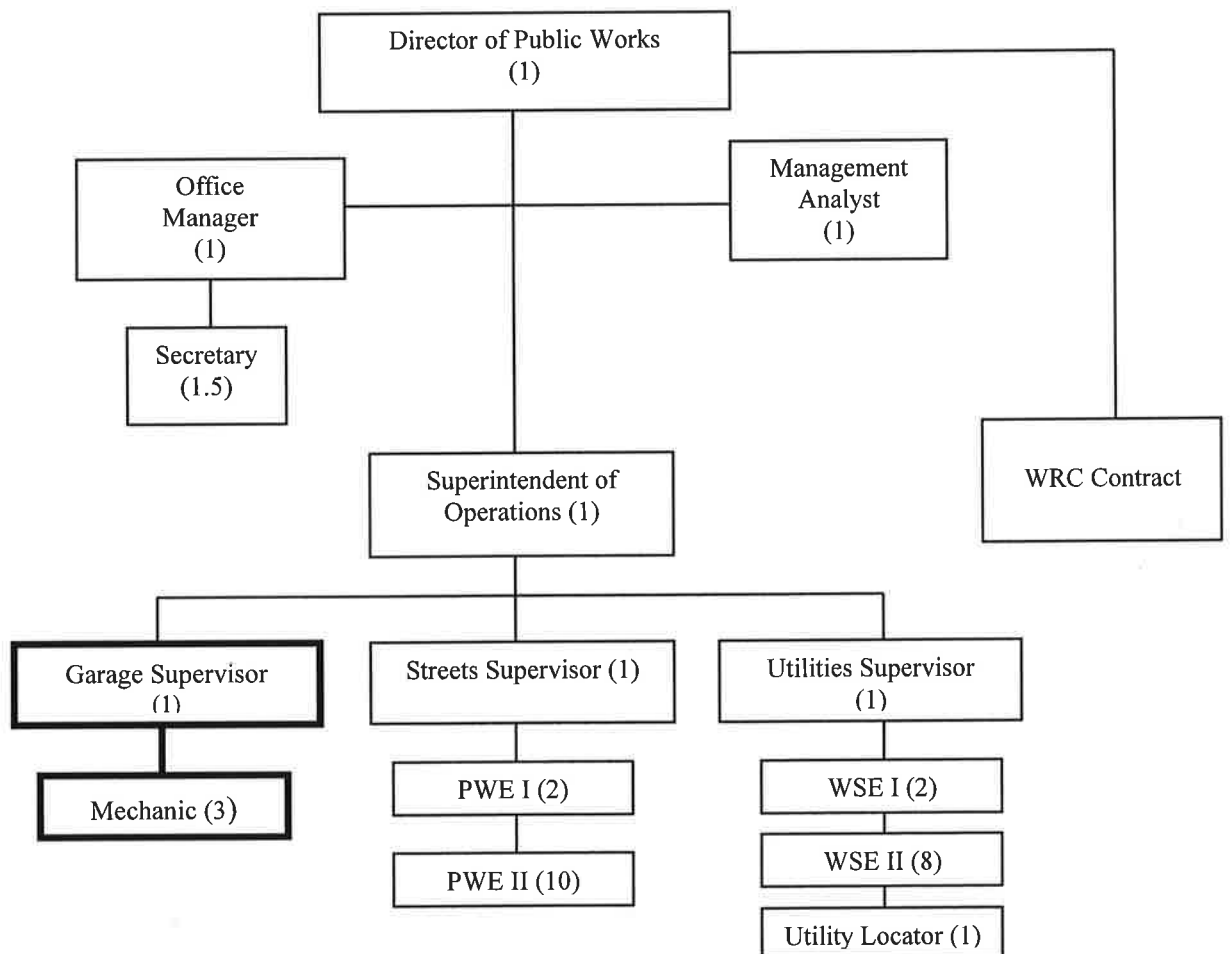
Municipal Building Expenditures (01680000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 166,800	\$ 176,270	\$ 176,000	\$ 177,503	\$ 177,503	\$ 177,503
51109 Overtime	1,773	1,000	1,000	1,000	1,000	1,000
51111 Group Insurance	18,666	20,221	20,221	20,842	21,884	22,979
51112 IMRF	24,850	25,704	25,100	24,990	24,990	24,990
51113 FICA	12,803	13,561	13,400	13,655	13,655	13,655
51114 Workers Comp.	5,449	5,496	5,496	5,496	5,496	5,496
Subtotal	230,341	242,252	241,217	243,486	244,528	245,623
Contractual Services						
52212 Auto Maint. & Repair	1,860	2,324	2,209	2,283	2,207	2,214
52219 TC Maintenance	31,516	62,000	53,000	52,075	27,450	24,575
52223 Training	291	350	240	350	350	350
52224 Vehicle Insurance	1,553	1,566	1,566	1,566	1,566	1,566
52230 Telephone	932	1,000	900	900	900	900
52244 Maintenance and Repair	8,079	3,000	18,000	13,750	27,850	30,100
52264 Equipment Rental	0	100	0	0	0	0
52276 Janitorial Service	16,720	15,000	18,600	29,300	50,000	52,500
Subtotal	60,951	85,340	94,515	100,224	110,323	112,205
Commodities						
53220 Water	10,692	14,000	10,000	12,500	12,500	12,500
53313 Auto Gas & Oil	507	497	1,200	1,250	1,250	1,250
53319 Maintenance Supplies	5,007	5,250	2,500	8,150	12,850	13,075
53320 Janitorial Supplies	3,156	3,500	6,000	6,000	6,500	7,000
53324 Uniforms	471	500	500	500	500	500
53350 Small Equipment	241	500	150	7,300	10,000	500
53381 TC Supplies	2,112	2,400	0	0	0	0
Subtotal	22,186	26,647	20,350	35,700	43,600	34,825
Capital Outlay						
55300 Rent - 505 North Ave.	42,000	315,000	315,000	210,000	0	0
55487 Facility Improvements	595,419	0	81,564	92,500	0	0
Subtotal	637,419	315,000	396,564	302,500	0	0
Totals	\$ 950,897	\$ 669,239	\$ 752,646	\$ 681,910	\$ 398,451	\$ 392,653

PERSONNEL SCHEDULE

	Authorized FY16/17	Budget FY17/18	Proposed FY18/19	Projected FY19/20	Projected FY20/21
Streets	18.5	18.5	18.5	18.5	18.5
Water/Sewer	11	11	12	12	12
Municipal Garage	4	4	4	4	4
Total	33.5	33.5	34.5	34.5	34.5

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.

EXPENDITURE

Classification	Actual FY16/17	Budget FY17/18	Estimated FY17/18	Proposed FY18/19	Projected FY19/20	Projected FY20/21
Administration	\$38,486	\$0	\$0	\$0	\$0	\$0
Vehicle Maint. & Repair	(33,453)	0	0	0	0	0
Total	\$5,033	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

EXPENDITURE

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 318,411	\$ 390,394	\$ 319,325	\$ 376,112	\$ 376,112	\$ 376,112
51109 Overtime	3,715	2,000	3,000	2,000	2,000	2,000
51111 Group Insurance	55,660	59,314	59,314	62,342	65,460	68,733
51112 IMRF	46,284	55,239	46,500	51,742	51,742	51,742
51113 FICA	23,882	29,620	24,625	28,777	28,777	28,777
51114 Workers Comp.	5,428	5,474	5,474	5,474	5,474	5,474
Subtotal	453,380	542,041	458,238	526,447	529,565	532,838
Contractual Services						
52223 Training	3,566	6,500	3,500	3,300	4,800	4,800
52224 Vehicle Insurance	1,553	1,566	1,566	1,566	1,566	1,566
52230 Telephone	722	750	665	665	700	735
52234 Dues & Subscriptions	4,280	80	60	60	30	90
52244 Maintenance & Repair	40,097	10,000	7,750	3,000	2,000	2,000
52255 Software Maintenance	1,910	6,125	6,630	6,275	6,335	6,400
52264 Equipment Rental	310	360	360	360	360	360
52267 Uniform Cleaning	594	0	0	0	0	0
52284 Equipment Maintenance	2,160	2,600	3,254	2,200	2,200	2,200
52400 General Insurance	4,276	4,275	4,711	5,177	60	0
Subtotal	59,468	32,256	28,496	22,603	18,051	18,151
Commodities						
53313 Auto Gas & Oil	835	546	2,400	2,400	2,400	2,400
53314 Office Supplies	641	400	400	400	400	400
53316 Tools	7,913	3,000	3,000	3,000	3,000	3,000
53317 Operating Supplies	10,144	8,500	8,500	8,500	8,500	8,500
53324 Uniforms	2,980	2,470	2,470	2,470	2,470	2,470
53341 Gas - Consumed	76,862	0	6,500	6,500	6,500	6,500
53343 Oil\Parts Consumed	179,740	95,000	150,000	130,000	130,000	130,000
53350 Small Equipment	877	1,000	1,000	1,550	1,000	1,000
53353 Outsourcing Services	41,477	36,000	25,000	32,600	32,600	32,600
53354 Parts Purchased	0	95,000	150,000	130,000	130,000	130,000
53355 Parts Purchased Contra	0	(95,000)	(150,000)	(130,000)	(130,000)	(130,000)
53356 Gas Purchased	0	0	6,500	6,500	6,500	6,500
53357 Gas Purchased Contra	0	0	(6,500)	(6,500)	(6,500)	(6,500)
53358 Allocation to other Depts	(832,429)	(774,413)	(736,204)	(760,870)	(735,686)	(737,859)
Subtotal	(510,960)	(627,497)	(536,934)	(573,450)	(548,816)	(550,989)
Capital Outlay						
54412 Other Equipment	3,145	53,200	50,200	24,400	1,200	0
Subtotal	3,145	53,200	50,200	24,400	1,200	0
Totals	5,033	-	-	-	-	-

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.

FY17/18 ACCOMPLISHMENTS

1. Staff completed an analysis (“Green Garage Report”) of equipment, supplies and processes for the purpose of determining if enhancements can be achieved in reducing the environmental impact of operating and maintaining vehicles and other powered equipment. Several short-term and long-term recommendations have been introduced and will be considered for implementation in the coming fiscal years.
2. Planning for the de-commissioning and removal of the fuel-island was placed on hold until FY18/19.

FY18/19 OBJECTIVES

1. Staff will work with a consultant to de-commission and remove the aging fuel island and install a small above-ground diesel fuel storage tank to service tractors and small equipment.
2. The following recommendations from the “Green Garage Report” will be considered for implementation in FY18/19: 1) a vehicle idling program to aid in reduction of fuel consumption, wear and tear on engines and reduction of carbon output. A pilot program will be implemented in the Public Works Department and results reviewed for possible expansion to other departments; 2) seek out grant funding to convert vehicle maintenance garage lighting to LED; 3) place into service a new parts washer purchased at the end of FY17/18 that utilizes non-toxic cleaning solvent and which reduces material purchasing and disposal costs.

Administration Expenditures (01690100)

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 137,295	\$ 162,664	\$ 137,689	\$ 156,713	\$ 156,713	\$ 156,713
51109 Overtime	519	500	1,500	500	500	500
51111 Group Insurance	25,012	24,714	24,714	25,976	27,275	28,639
51112 IMRF	19,621	22,968	21,500	21,725	21,725	21,725
51113 FICA	9,959	12,316	10,850	12,081	12,081	12,081
51114 Workers Comp.	1,732	1,746	1,746	1,746	1,746	1,746
Subtotal	194,138	224,908	197,999	218,741	220,040	221,404
Contractual Services						
52223 Training	1,338	1,700	1,500	500	500	500
52230 Telephone	722	750	665	665	700	735
52234 Dues & Subscriptions	80	80	60	60	30	90
52400 General Insurance	4,276	4,275	4,711	5,177	60	0
Subtotal	6,416	6,805	6,936	6,402	1,290	1,325
Commodities						
53314 Office Supplies	641	400	400	400	400	400
53324 Uniforms	0	150	150	150	150	150
53358 Allocation to other Depts	(162,709)	(232,263)	(205,485)	(225,693)	(221,880)	(223,279)
Subtotal	(162,068)	(231,713)	(204,935)	(225,143)	(221,330)	(222,729)
Totals	38,486	-	-	-	-	-

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.

FY17/18 ACCOMPLISHMENTS

1. Staff completed three-hundred thirty-four (334) preventive maintenance services, one more than completed in the prior year.
2. Staff completed six-hundred ninety (690) unscheduled service requests, a four percent (4%) decrease from the prior year.
3. Mobile lift units were purchased to replace the in-ground bay #3 lift, which is showing signs of deterioration. The new mobile lifts provide greater lifting capacity and longer wheelbase, allowing Mechanics to safely lift and work on every vehicle in the Village's fleet, including the largest plow trucks that are fully loaded with salt.
4. A new scan tool was purchased to provide more accurate information on the large trucks to help diagnose problems on-site rather than having to take to outside vendors for diagnosis.
5. Existing floor drain covers were replaced to help eliminate tripping hazards and aid in better drainage on the mechanic floor.

FY18/19 OBJECTIVES

1. A thermal-image will be purchased (cost shared with Water/Sewer) to aid Mechanics in diagnosing loose connections, worn wires and overheating components.
2. A floor-scrubber will be purchased (cost shared with Streets and Water/Sewer divisions) to care for fleet maintenance garage floor.
3. A small lift attachment will be purchased to allow Mechanics to safely lift utility vehicles (UTV's) in the air to perform maintenance.

Municipal Garage Division – Vehicle Maintenance & Repair Detail

Vehicle Maintenance & Repair (01696200)

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 181,116	\$ 227,730	\$ 181,636	\$ 219,399	\$ 219,399	\$ 219,399
51109 Overtime	3,196	1,500	1,500	1,500	1,500	1,500
51111 Group Insurance	30,648	34,600	34,600	36,366	38,185	40,094
51112 IMRF	26,663	32,271	25,000	30,017	30,017	30,017
51113 FICA	13,923	17,304	13,775	16,696	16,696	16,696
51114 Workers Comp.	3,696	3,728	3,728	3,728	3,728	3,728
Subtotal	259,242	317,133	260,239	307,706	309,525	311,434
Contractual Services						
52223 Training	2,228	4,800	2,000	2,800	4,300	4,300
52224 Vehicle Insurance	1,553	1,566	1,566	1,566	1,566	1,566
52234 Dues & Subscriptions	4,200	0	0	0	0	0
52244 Maintenance & Repair	40,097	10,000	7,750	3,000	2,000	2,000
52255 Software Maintenance	1,910	6,125	6,630	6,275	6,335	6,400
52264 Equipment Rental	310	360	360	360	360	360
52267 Uniform Cleaning	594	0	0	0	0	0
52284 Equipment Maintenance	2,160	2,600	3,254	2,200	2,200	2,200
Subtotal	53,052	25,451	21,560	16,201	16,761	16,826
Commodities						
53313 Auto Gas & Oil	835	546	2,400	2,400	2,400	2,400
53316 Tools	7,913	3,000	3,000	3,000	3,000	3,000
53317 Operating Supplies	10,144	8,500	8,500	8,500	8,500	8,500
53324 Uniforms	2,980	2,320	2,320	2,320	2,320	2,320
53341 Gas - Consumed	76,862	0	6,500	6,500	6,500	6,500
53343 Oil\Parts Consumed	179,740	95,000	150,000	130,000	130,000	130,000
53350 Small Equipment	877	1,000	1,000	1,550	1,000	1,000
53353 Outsourcing Services	41,477	36,000	25,000	32,600	32,600	32,600
53354 Parts Purchased	0	95,000	150,000	130,000	130,000	130,000
53355 Parts Purchased Contra	0	(95,000)	(150,000)	(130,000)	(130,000)	(130,000)
53356 Gas Purchased	0	0	6,500	6,500	6,500	6,500
53357 Gas Purchased Contra	0	0	(6,500)	(6,500)	(6,500)	(6,500)
53358 Allocation to other Depts	(669,720)	(542,150)	(530,719)	(535,177)	(513,806)	(514,580)
Subtotal	(348,892)	(395,784)	(331,999)	(348,307)	(327,486)	(328,260)
Capital Outlay						
54412 Other Equipment	3,145	53,200	50,200	24,400	1,200	0
Subtotal	3,145	53,200	50,200	24,400	1,200	0
Totals	(33,453)	-	-	-	-	-

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.

Transfers & Agreements (01720000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Contractual Services						
58205 Tfr. to Capital Proj.	2,000,000	1,474,429	0	445,000	297,000	382,000
58207 Zones Sales Tax	515,062	375,000	550,000	605,000	635,000	670,000
58340 Tfr to TIF3 Sales Tax	88,980	90,000	90,000	90,000	90,000	90,000
58375 Tfr to TIF3 - Undesig.	4,600	10,000	15,520	17,600	18,200	18,800
	2,608,642	1,949,429	655,520	1,157,600	1,040,200	1,160,800
Totals	\$ 2,608,642	\$ 1,949,429	\$ 655,520	\$ 1,157,600	\$ 1,040,200	\$ 1,160,800

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 our community. The Village hosts a variety of events at the Ross Ferraro Town Center including a series of Thursday night concerts during the summer, July 4 concert and fireworks display and a tree lighting ceremony in the winter. The Village hosts a fee-based carnival at the Town Center in September. Unless otherwise noted, all activities are free to the public.

FY 17/18 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 and the Holiday Tree Lighting event.
2. Hosted a successful Summer Concert Series season that included 10 Thursday night music concerts including the Seventh Annual Concert for the Troops.
3. Completed a targeted event sponsorship appeal effort that raised a total of \$27,557 (\$18,732 last year) that included over \$26,600 (\$17,500 last year) in corporate contributions and \$957 (\$1,232 last year) in resident water bill donations. Concert series expenditures were covered entirely by sponsorships and donations.
4. Co-hosted a 4-Day Summer Carnival fundraiser that raised \$11,431 (\$14,966 last year) for Town Center events and provided no cost rides to those with special needs.

FY18/19 OBJECTIVES

1. Conduct a corporate sponsorship appeal effort to fund the 10 concerts for the 2019 Summer Concert Series.
2. Host the 21st Annual Summer Concert Series, celebrating the Platinum Anniversary of the Town Center, which kicks off on June 7 and includes 10 summer concert performances and a July 4 fireworks show.
3. Host and license a 4-Day Summer Carnival the week of September 1st – 4th; including no cost rides for those with special needs.
4. Host the American Cancer Society Relay for Life on June 23rd.

Administration Expenditures (01750000)

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Contractual Services						
52288 Concert Series	28,263	27,000	26,100	28,850	27,050	27,600
52291 Misc events/activities	14,643	16,000	13,570	14,100	14,700	14,950
Subtotal	42,906	43,000	39,670	42,950	41,750	42,550
Commodities						
53302 Bricks	76	400	100	300	400	400
	76	400	100	300	400	400
Totals	\$ 42,982	\$ 43,400	\$ 39,770	\$ 43,250	\$ 42,150	\$ 42,950

The background features a large, stylized white dollar sign (\$) with a blue outline, set against a blue background with vertical stripes of varying shades. The text is centered over the dollar sign.

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 and extended through January 1, 2015. These increases have had a significant impact on the cost of providing service to our customers. During these years, the Village only passed the direct water purchase cost increase charged by the DuPage Water Commission to its customers.

Additional rate increases will be necessary to ensure Village water and sanitary sewer service operating costs are adequately covered by user rates, as well as providing for the systematic rehabilitation and replacement of system infrastructure assets. Effective May 1, 2018 a water rate increase of \$0.50 per 1,000 gallons plus a sewer rate increase of \$0.40 will be implemented to ensure adequate coverage of system costs. Additional future rate increases will be needed to provide adequate funding to complete future system capital improvement, replacement and rehabilitation projects.

Village of Carol Stream

WATER AND SEWER FUND

Summary Revenues & Expenses

	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
REVENUES	\$ 11,523,585	\$ 11,820,000	\$ 12,005,000	\$ 12,880,000	\$ 13,390,000	\$ 13,920,000
EXPENSES						
Operating Expenses						
Salaries & Wages	1,479,279	1,464,078	1,466,890	1,501,462	1,506,465	1,516,991
WRC Contract	1,701,593	1,831,000	1,831,000	1,854,690	1,918,326	1,972,252
DuPage Water Comm.	6,002,390	6,080,000	6,250,000	6,325,000	6,430,000	6,530,000
Contractual Services	1,233,096	1,600,007	1,503,541	1,730,339	1,735,429	2,051,501
Commodities	335,757	354,458	345,494	689,222	615,062	619,026
Debt	486,497	486,523	486,523	485,541	484,560	483,579
Total Operating Expenses	11,238,612	11,816,066	11,883,448	12,586,254	12,689,842	13,173,349
Net Income / (Loss)						
Before Capital	284,973	3,934	121,552	293,746	700,158	746,651
Capital Expenses						
Other Capital	33,721	176,000	199,650	39,000	165,000	96,000
Construction	127,955	3,261,000	255,840	3,857,500	679,000	1,700,000
Total Capital	161,676	3,437,000	455,490	3,896,500	844,000	1,796,000
Total Expenses	11,400,288	15,253,066	12,338,938	16,482,754	13,533,842	14,969,349
Fund Income / (Loss)	\$ 123,297	\$ (3,433,066)	\$ (333,938)	\$ (3,602,754)	\$ (143,842)	\$ (1,049,349)
Projected Fund Balance	11,729,939		11,396,001	7,793,247	7,649,405	6,600,056

Village of Carol Stream

WATER AND SEWER FUND

Revenues

Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Revenues FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21	Footnotes
Water & Sewer Fund Revenues							
43415 Grants	\$ 314,064	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
44220 Water Billings	7,620,235	7,900,000	8,000,000	8,525,000	8,860,000	9,210,000	1
44221 Water Penalties	63,894	57,000	55,000	60,000	62,000	64,000	2
44223 Connect - Water	1,250	1,000	700	1,000	1,000	1,000	
44224 Meter Sales	12,594	5,000	12,000	5,000	5,000	5,000	
44225 Sewer Billings	3,006,719	3,380,000	3,370,000	3,720,000	3,870,000	4,020,000	3
44226 Sewer Penalties	42,447	42,000	40,000	45,000	46,000	47,000	4
44227 Connect - Sewer	3,320	2,000	1,500	1,000	1,000	1,000	
44228 Expansion Fee	31,509	15,000	70,000	25,000	25,000	25,000	
44255 Admin.Fee	64,965	65,000	72,000	70,000	70,000	70,000	5
46501 Interest Income	55,926	65,000	143,000	180,000	200,000	225,000	
47406 Wheaton San.	6,109	7,000	7,000	7,000	7,000	7,000	6
47407 Misc. Revenue	47,256	45,000	20,000	25,000	25,000	25,000	
47410 DPC Reimb.	58,852	58,000	57,800	57,000	56,000	55,000	7
47517 Rental Income	194,445	178,000	156,000	159,000	162,000	165,000	8
Total Revenues	\$ 11,523,585	\$ 11,820,000	\$ 12,005,000	\$ 12,880,000	\$ 13,390,000	\$ 13,920,000	

REVENUE FOOTNOTES

1. **Water Billings: (\$8,525,000)** Projected revenues from metered water sales are based on billing of 1.086 billion gallons of water, unchanged from projected billings in FY17/18.

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 34% rate hike. Throughout all of these rate increases, Carol Stream only passed on to Village residents and businesses its increased cost of purchasing water through the DuPage Water Commission. As a result of this, Carol Stream continues to have one of the lowest municipal water rates in DuPage County.

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%
May 1, 2016	6.93		3.0%
May 1, 2017	7.25		4.6%

* Rate increase for Chicago/DWC water purchase cost increases only.

Because the Village intentionally held back on rate increases above those passed along by the DWC, operating revenues fell behind and were insufficient to cover increases in other operating expense categories. Additional rate increases have become necessary to fully cover operating expenses as well as add funding for future capital improvements. For May 1, 2018 the water rate will increase by \$0.50 from \$7.25 per 1,000 gallons to \$7.75. This will cover additional Chicago/DWC planned water cost increases anticipated in FY18/19 as well as other increases in operating expenses that support the water system, including a 3 year automated meter reading (AMR) replacement program

2. **Water Penalties: (\$60,000)** Per Village Ordinance, a 10% penalty is added for late water payments. Water bills are due 20 days after the billing date.

3. **Sewer Billings: (\$3,720,000)** Sanitary sewer service billings are assessed as a function of monthly water consumption. Billed sewer “usage” is budgeted at 81% of projected water usage because approximately 700 customer accounts in the southern area of the Village are serviced by the Wheaton Sanitary District and do not use Village sewer services.

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%
May 1, 2016	3.42	9.6%
May 1, 2017	3.82	11.7%

While sewer rate increases in 2015-2017 were implemented to cover gaps in operational funding, capital projects during and prior to this time were funded by using available cash reserves. As fund cash reserve balances have declined in 8 of the last 9 years, additional rate increases are necessary to fund future capital improvement projects. As a result, rates are scheduled to increase by \$0.40 per 1,000 gallons of billed water consumption on May 1, 2018 to cover increases in operating expenses and to provide some future support for capital improvement projects. Future rate adjustments will likely be necessary to ensure the fund is able to properly maintain the sanitary sewage collection and treatment systems into the future.

4. **Sewer Penalties: (\$45,000)** Per Village Ordinance, a 10% penalty is added for late sewer payments. Sewer bills are due 20 days after the billing date.

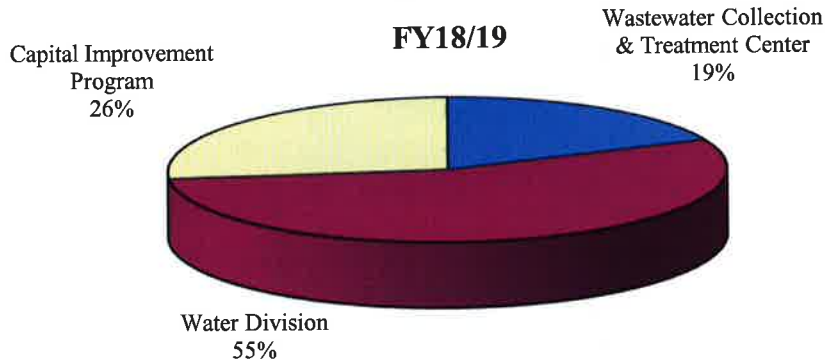
5. **Shut-Off Notices / Administration Fee: (\$70,000)** Separate fees are charged to customers who are subject to service termination for non-payment to cover the additional administrative costs associated with this process. Presently a \$15 fee is charged for the production and mailing of a service termination notice and a \$50 fee is imposed to dispatch the Public Works Department to terminate/reinstate water service as needed.

6. **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.

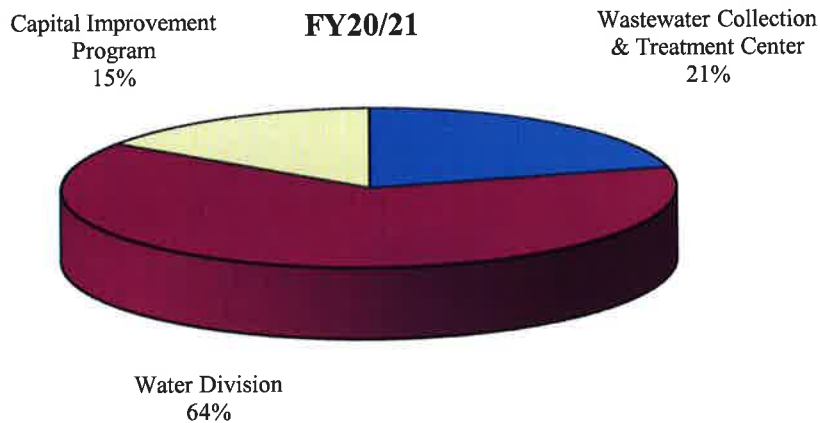
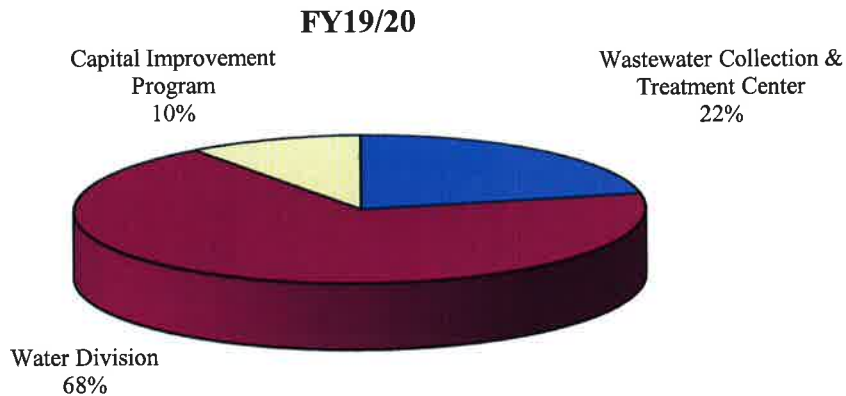
7. **DPC Water Main Reimbursement: (\$57,000)** In cooperation with DuPage County (DPC), in 2007 the Village received a 15 year loan from the DuPage Water Commission (DWC) in the amount of \$637,569 to assist homeowners in unincorporated Carol Stream (Rivera Court and Judith Lane) in connecting to the 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. The final loan payment is due on September 1, 2025.

8. **Rental Income: (\$159,000)** 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.

**WATER AND SEWER FUND
EXPENSES BY DIVISION
FY18/19 - FY20/21**

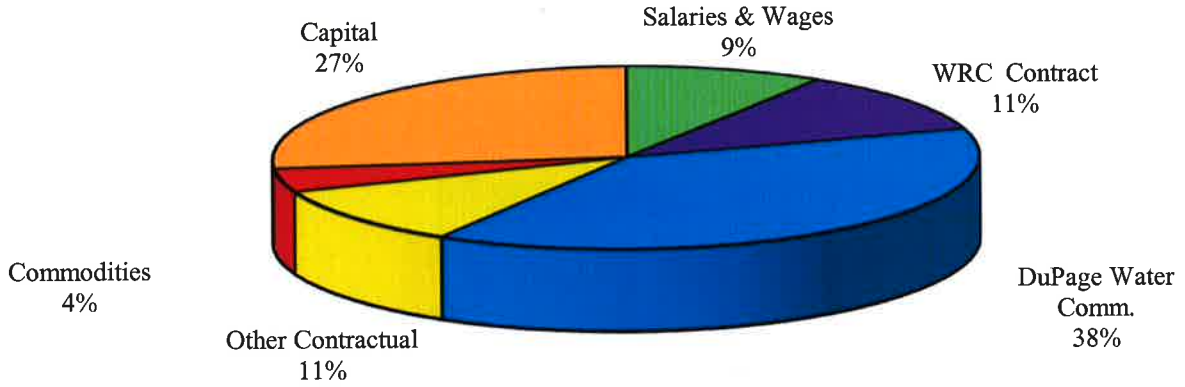


The largest operating expenses within the Water and Sewer Fund are the purchase of Lake Michigan water which represents 69.6% of the water operating budget and the management contract for the Water Reclamation Center which is 53.0% of the sewer operating budget. Combined, they represent 65.0% of the total operating budget. The Capital Improvement Program (26%) includes the reconstruction of a major water main along Schmale Road. The Capital Improvement component of the Water and Sewer Fund is largely financed on a "pay as you go" basis.

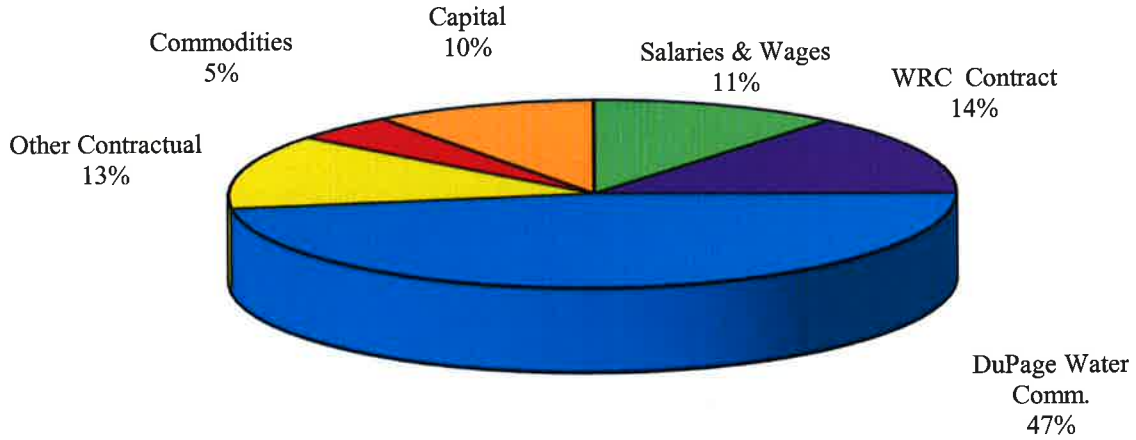


**WATER AND SEWER FUND
EXPENSES BY CLASS
FY18/19 - FY20/21**

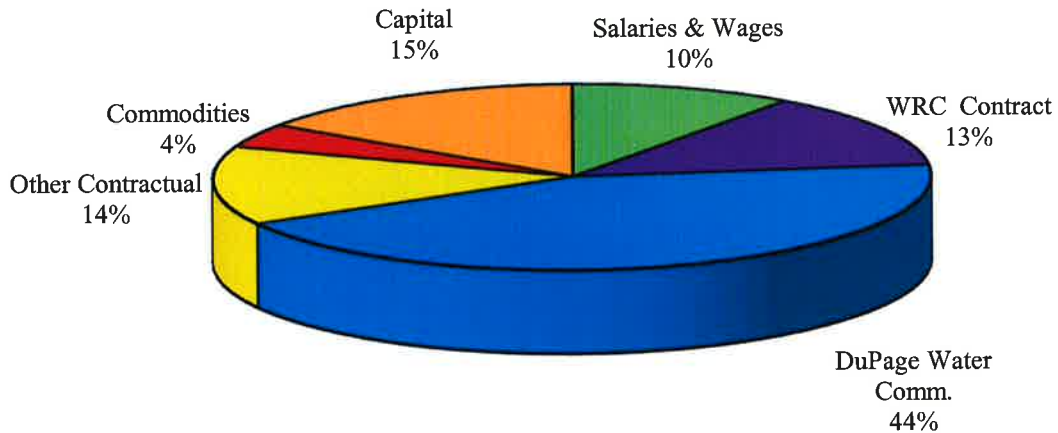
FY18/19



FY19/20



FY20/21



Village of Carol Stream

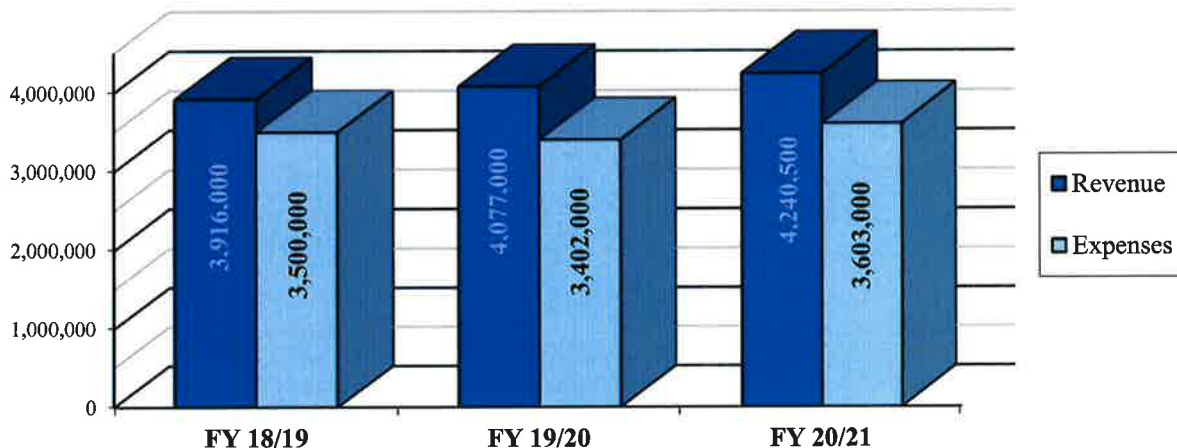
Wastewater Collection & Treatment Center

WATER AND SEWER FUND

Revenues & Expenses

Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Sewer Revenues						
Sewer Billings	\$3,006,719	\$3,380,000	\$3,370,000	\$3,720,000	\$3,870,000	\$4,020,000
Sewer Penalties	42,447	42,000	40,000	45,000	46,000	47,000
Misc. Revenues	23,628	22,500	10,000	12,500	12,500	12,500
Shut-off/ Admin. Fee	32,483	32,500	36,000	35,000	35,000	35,000
Connect Fee - Sewer	3,320	2,000	1,500	1,000	1,000	1,000
Expansion Fee	15,755	7,500	35,000	12,500	12,500	12,500
Interest Income	27,963	32,500	71,500	90,000	100,000	112,500
Grants	314,064	0	0	0	0	0
Total Sewer Revenues	\$3,466,378	\$3,519,000	\$3,564,000	\$3,916,000	\$4,077,000	\$4,240,500
Sewer Expenses						
Operating Expenses						
Salaries & Wages	317,820	339,388	333,624	326,949	328,820	330,783
WRC Contract	1,701,593	1,831,000	1,831,000	1,854,690	1,918,326	1,972,252
Contractual Services	592,244	883,399	868,354	838,012	688,150	832,835
Commodities	48,400	37,628	36,014	51,699	38,054	38,480
Debt	428,298	428,651	428,651	428,650	428,650	428,650
Total Operating Exp.	3,088,355	3,520,066	3,497,643	3,500,000	3,402,000	3,603,000
Net Income / (Loss) Before Capital	378,023	(1,066)	66,357	416,000	675,000	637,500
Capital Expenses	109,968	298,000	245,590	1,001,500	400,000	1,700,000
Total Sewer Expenses	\$3,198,323	\$3,818,066	\$3,743,233	\$4,501,500	\$3,802,000	\$5,303,000
Net Income/(Loss)	\$ 268,055	\$ (299,066)	\$ (179,233)	\$ (585,500)	\$ 275,000	\$ (1,062,500)

**SEWER DIVISION
REVENUES vs. OPERATING EXPENSES FY18/19 - FY20/21**



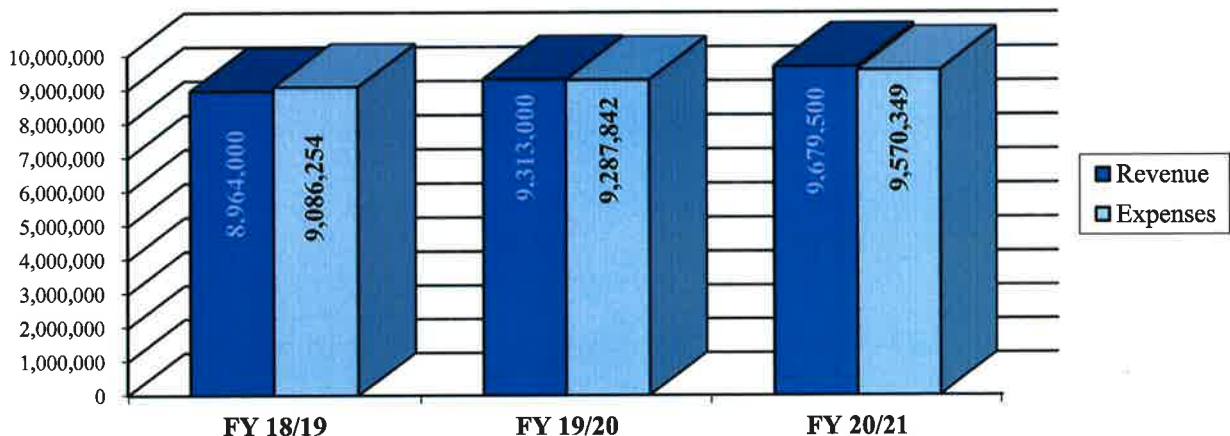
Village of Carol Stream

WATER AND SEWER FUND

Water Division Revenues & Expenses

Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Water Revenues						
Water Billings	\$7,620,235	\$7,900,000	\$8,000,000	\$8,525,000	\$8,860,000	\$9,210,000
Water Penalties	63,894	57,000	55,000	60,000	62,000	64,000
Meter Sales	12,594	5,000	12,000	5,000	5,000	5,000
Misc. Revenues	23,628	22,500	10,000	12,500	12,500	12,500
Shut-off Admin. Fee	32,483	32,500	36,000	35,000	35,000	35,000
Wheaton Sanitary Fee	6,109	7,000	7,000	7,000	7,000	7,000
Interest Income	27,963	32,500	71,500	90,000	100,000	112,500
Rental Income	194,445	178,000	156,000	159,000	162,000	165,000
Connection Fee - Water	1,250	1,000	700	1,000	1,000	1,000
Expansion Fee	15,755	7,500	35,000	12,500	12,500	12,500
DPC Water Main Reimb	58,852	58,000	57,800	57,000	56,000	55,000
Total Water Revenues	\$8,057,207	\$8,301,000	\$8,441,000	\$8,964,000	\$9,313,000	\$9,679,500
Water Expenses						
Operating Expenses						
Salaries & Wages	1,161,459	1,124,690	1,133,266	1,174,513	1,177,645	1,186,208
DuPage Water Comm.	6,002,390	6,080,000	6,250,000	6,325,000	6,430,000	6,530,000
Contractual Services	640,852	716,608	635,187	892,327	1,047,279	1,218,666
Commodities	287,357	316,830	309,480	637,523	577,008	580,546
Debt	58,199	57,872	57,872	56,891	55,910	54,929
Total Operating Exp.	8,150,257	8,296,000	8,385,805	9,086,254	9,287,842	9,570,349
Net Income / (Loss) Before Capital	(93,050)	5,000	55,195	(122,254)	25,158	109,151
Capital Expenses	51,708	3,139,000	209,900	2,895,000	444,000	96,000
Total Water Expenses	\$8,201,965	\$11,435,000	\$8,595,705	\$11,981,254	\$9,731,842	\$9,666,349
Net Income/(Loss)	\$ (144,758)	\$ (3,134,000)	\$ (154,705)	\$ (3,017,254)	\$ (418,842)	\$13,151

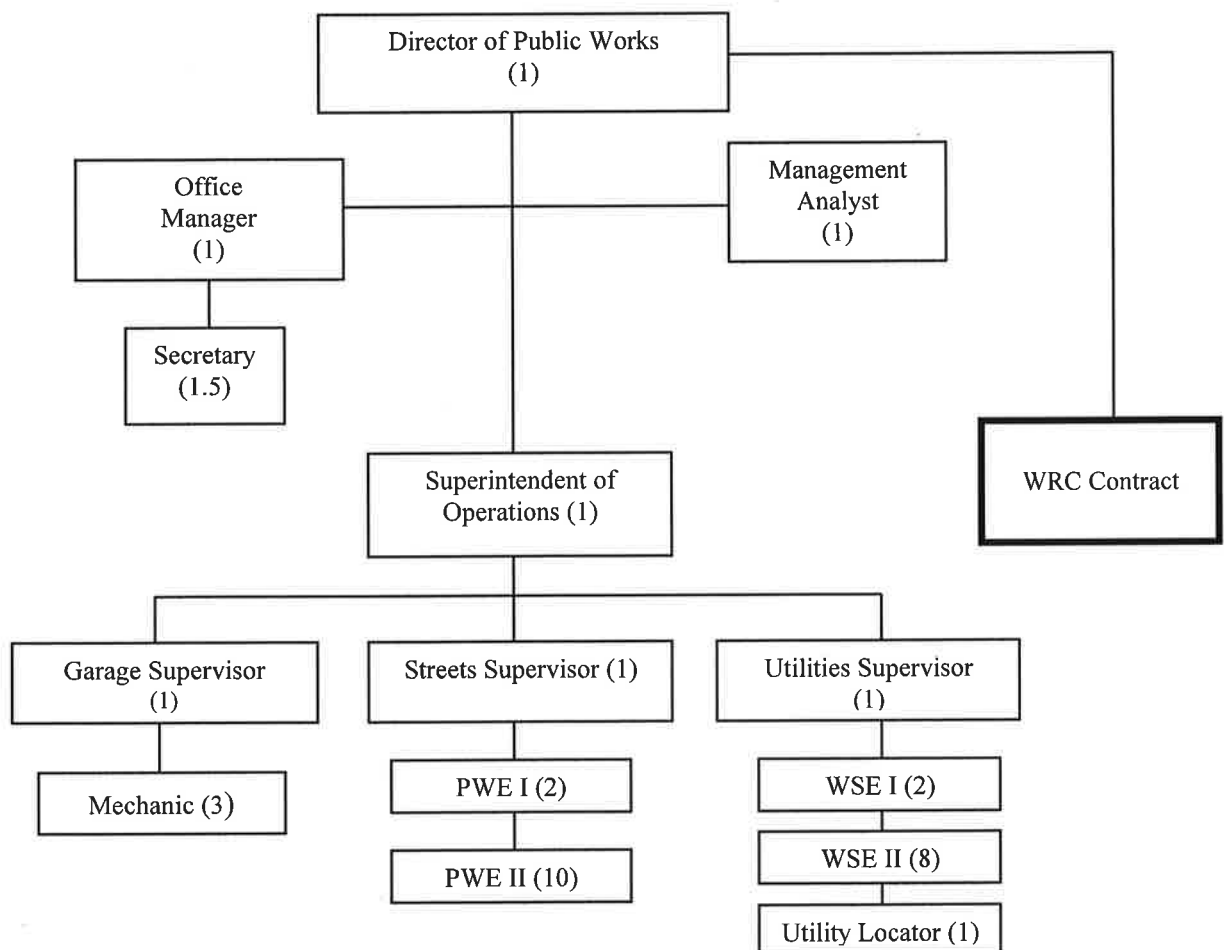
**WATER DIVISION
REVENUES vs. OPERATING EXPENSES FY18/19 - FY20/21**



PERSONNEL SCHEDULE

	<u>Authorized FY16/17</u>	<u>Budget FY17/18</u>	<u>Proposed FY18/19</u>	<u>Projected FY19/20</u>	<u>Projected FY20/21</u>
Streets	18.5	18.5	18.5	18.5	18.5
Water/Sewer	11	11	12	12	12
Municipal Garage	4	4	4	4	4
Total	33.5	33.5	34.5	34.5	34.5

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 FY16/17	Budget FY17/18	Estimated FY17/18	Proposed FY18/19	Projected FY19/20	Projected FY20/21
Administration	\$677,609	\$707,611	\$722,689	\$699,824	\$733,686	\$737,081
Daily Treatment Operations	1,914,192	2,048,893	2,058,758	2,003,355	2,331,826	3,683,373
Sewer System Maintenance & Repair	217,494	627,274	548,836	1,323,202	250,589	411,788
Utility Billing	389,028	434,288	412,950	475,119	485,899	470,758
Totals	\$3,198,323	\$3,818,066	\$3,743,233	\$4,501,500	\$3,802,000	\$5,303,000

Wastewater Collection & Treatment Center – Summary Detail

EXPENSE

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 228,884	\$ 231,633	\$ 232,453	\$ 223,160	\$ 223,160	\$ 223,160
51106 Seasonal Help	1,585	5,785	2,700	5,229	5,229	5,229
51109 Overtime	2,811	8,600	6,500	6,600	6,600	6,600
51111 Group Insurance	29,225	35,735	35,735	37,395	39,266	41,229
51112 IMRF	33,533	33,778	34,400	31,382	31,382	31,382
51113 FICA	16,491	18,521	16,500	17,847	17,847	17,847
51114 Workers Comp.	5,291	5,336	5,336	5,336	5,336	5,336
Subtotal	317,820	339,388	333,624	326,949	328,820	330,783
Contractual Services						
52212 Auto Maint. & Repair	25,987	19,592	18,626	19,250	18,613	18,668
52221 Utility Bill Processing	62,569	66,000	61,500	46,800	47,400	49,050
52223 Training	3,347	2,025	1,350	2,600	2,600	2,600
52224 Vehicle Insurance	811	818	818	818	818	818
52229 Postage	26,679	28,040	26,800	28,000	28,000	28,000
52230 Telephone	2,851	4,140	3,430	3,430	3,600	3,770
52231 Copy Expense	64	250	250	250	250	250
52234 Dues & Subscriptions	32,230	52,810	52,810	54,325	89,850	92,375
52237 Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52238 Legal Fees	18,160	7,500	7,500	7,500	5,000	5,000
52244 Maintenance and Repair	38,531	343,200	325,400	274,500	87,300	247,400
52253 Consultant	81,512	24,500	36,000	46,000	38,500	36,000
52255 Software Maintenance	14,997	47,200	48,281	34,120	48,220	28,320
52256 Banking Services	4,040	4,455	3,000	2,400	2,400	2,400
52261 Liability Insurance	22,153	22,344	22,344	22,344	22,344	22,344
52262 WRC Contract	1,701,593	1,831,000	1,831,000	1,854,690	1,918,326	1,972,252
52263 Property Insurance	20,270	20,625	20,625	20,625	20,625	20,625
52272 NPDES Permit Fee	31,863	31,700	31,700	31,550	31,630	31,715
52274 Community Svc. Pgms.	180	1,200	920	1,000	1,000	1,000
52280 Municipal Service Chg.	201,000	202,000	202,000	237,500	235,000	237,500
Subtotal	2,293,837	2,714,399	2,699,354	2,692,702	2,606,476	2,805,087
Commodities						
53210 Electricity	10,526	12,000	11,000	12,000	12,000	12,000
53220 Water	751	700	700	700	700	700
53230 Natural Gas	1,270	1,500	1,500	1,500	1,500	1,500
53313 Auto Gas	6,714	8,158	7,544	7,774	8,179	8,605
53317 Operating Supplies	11,832	8,950	8,950	8,500	8,500	8,500
53324 Uniforms	3,795	3,320	3,320	3,675	3,675	3,675
53350 Small Equipment	13,512	3,000	3,000	17,550	3,500	3,500
Subtotal	48,400	37,628	36,014	51,699	38,054	38,480

Wastewater Collection & Treatment Center – Summary Detail

EXPENSE

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Capital / Debt						
54412 Other Equipment	0	0	14,750	2,000	0	0
54480 Construction	109,968	298,000	230,840	999,500	400,000	1,700,000
56490 Loan Principal	353,152	362,286	362,286	371,656	381,269	391,131
56491 Loan Interest	75,146	66,365	66,365	56,994	47,381	37,519
Subtotal	538,266	726,651	674,241	1,430,150	828,650	2,128,650
Totals	\$ 3,198,323	\$ 3,818,066	\$ 3,743,233	\$ 4,501,500	\$ 3,802,000	\$ 5,303,000

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.

FY17/18 ACCOMPLISHMENTS

1. An open house was at the WRC on October 7 in partnership with contract operator CH2M for a program that included: riding and walking tours of the facility, demonstration of laboratory operations and capabilities, a rain-barrel free raffle and a touch-a-truck event featuring Public Works' equipment. New this year was a drinking water taste test that pitted selections of bottled water versus Carol Stream tap water, a stormwater demonstration model presented by DuPage County Stormwater Department and the newly established pollinator meadow. Other local agencies participating included: Carol Stream Library, ComEd and DuPage River Salt Creek Workgroup.
2. A ribbon-cutting was held in June to dedicate the pollinator meadow on the east end of the plant established with funding from a ComEd Open Space grant, Baxter & Woodman and CH2M. This project converted approximately one acre of turf in the de-commissioned portion of the plant to native pollinator plantings. Glenbard North High School's Green Panthers Club partnered on the project to help select a seed mix and design educational signage and a walking path.
3. Several projects were undertaken to meet compliance requirements of the IEPA with the new operating permit issued in October 2015. One of the major required projects was to draft an updated Sewer Use Ordinance, which was submitted for review by the EPA. In addition a study was undertaken to help establish proposed new local discharge limits for industrial permittees, which is also under review by the EPA. Finally, revisions to the permit were presented to the IEPA based upon sampling results required by special conditions in the permit.
4. Implementation of a new Asset Management and Operations Program was partially completed in Phase 1 of a 3-phase implementation plan that will continue into FY18/19. Phase 2, which includes sanitary sewer assets, will include development of programs for sanitary sewer lift station inspections, cleaning and maintenance programs to improve operational reliability and efficiency.

FY18/19 OBJECTIVES

1. Continue and expand the annual WRC open house event to include additional outside agencies and attractions that may include: environmental stewardship, recycling, household reduction of contaminants such as phosphorous and alternative energy sources.
2. Continue the implementation of the asset management program software to complete phases 2 and 3, and begin to expand the use of this tool into the ranks of operations employees.

Administration Expenditures (04100100)

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 81,302	\$ 83,804	\$ 81,535	\$ 80,739	\$ 80,739	\$ 80,739
51109 Overtime	47	4,100	4,100	3,100	3,100	3,100
51111 Group Insurance	10,508	12,683	12,683	13,334	14,001	14,701
51112 IMRF	11,779	12,390	11,500	11,403	11,403	11,403
51113 FICA	5,464	6,639	4,900	6,339	6,339	6,339
51114 Workers Comp.	1,329	1,340	1,340	1,340	1,340	1,340
Subtotal	110,429	120,956	116,058	116,255	116,922	117,622
Contractual Services						
52223 Training	2,708	1,025	750	1,600	1,600	1,600
52229 Postage	0	40	0	0	0	0
52230 Telephone	2,851	4,140	3,430	3,430	3,600	3,770
52234 Dues & Subscriptions	32,230	52,810	52,810	54,325	89,850	92,375
52238 Legal Fees	18,160	7,500	7,500	7,500	5,000	5,000
52255 Software Maintenance	6,535	15,000	36,281	10,420	10,420	10,420
52261 Liability Insurance	22,153	22,344	22,344	22,344	22,344	22,344
52263 Property Insurance	20,270	20,625	20,625	20,625	20,625	20,625
52272 NPDES Permit Fee	30,000	30,000	30,000	30,000	30,000	30,000
52274 Community Service Pgms.	180	1,200	920	1,000	1,000	1,000
Subtotal	135,087	154,684	174,660	151,244	184,439	187,134
Commodities						
53324 Uniforms	3,795	3,320	3,320	3,675	3,675	3,675
Subtotal	3,795	3,320	3,320	3,675	3,675	3,675
Debt						
56490 Loan Principal (IEPA)	353,152	362,286	362,286	371,656	381,269	391,131
56491 Loan Interest (IEPA)	75,146	66,365	66,365	56,994	47,381	37,519
Subtotal	428,298	428,651	428,651	428,650	428,650	428,650
Totals	\$ 677,609	\$ 707,611	\$ 722,689	\$ 699,824	\$ 733,686	\$ 737,081

NARRATIVE

This program funds the Village's contract for the daily operation of the WRC. A 10-year contract with contract operator CH2M began on May 1, 2016. This long-term contract provides stability in operation and maintenance of the treatment with a partner that has demonstrated commitment to outstanding service delivery.

FY17/18 ACCOMPLISHMENTS

1. A new roof was installed on the headworks/grit screening building.
2. Two clarifier drive assemblies were rebuilt which included disassembly, cleaning, relocating of sealing surfaces and replacement of wear parts.
3. Two secondary clarifier weirs and one aeration effluent weir were replaced at a cost of \$60,500, approximately \$40,000 under budget.
4. Tuckpointing was completed on the sand filter building to address sections of deteriorating masonry over approximately thirty-five percent (35%) of the building exterior. This project was unbudgeted and was completed at a cost of \$31, 968.
5. Negotiations concluded for the replacement of a large turbo-blower due to frequent failures as a result of poor engineering design. Delivery of equipment and installation is anticipated in the first quarter of FY18/19 at no cost to the Village.

FY18/19 OBJECTIVES

1. Complete replacement of the roof on the sand filter building.
2. Continue work with consultants to address the administrative and reporting requirements of conditions of the WRC operating permit including major projects related to: phosphorous removal and optimization study, adoption of the sewer use ordinance following EPA approval and adoption of new local limits (which regulate the types and concentrations of elements customers may discharge into the sanitary sewer) pending EPA approval.

Wastewater Collection & Treatment Center – Daily Treatment Operations Detail

Daily Treatment Operations Expenditures (04101100)

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Contractual Services						
52212 Auto Maint. & Repr.	\$ 7,211	\$ 7,976	\$ 7,583	\$ 7,837	\$ 7,578	\$ 7,600
52224 Vehicle Insurance	275	277	277	277	277	277
52231 Copy Expense	64	250	250	250	250	250
52244 Maintenance & Repr.	12,454	1,000	5,400	1,000	1,000	1,000
52253 Consultant	81,512	24,500	36,000	10,000	2,500	0
52262 WRC Contract	1,701,593	1,831,000	1,831,000	1,854,690	1,918,326	1,972,252
Subtotal	1,803,109	1,865,003	1,880,510	1,874,054	1,929,931	1,981,379
Commodities						
53313 Auto Gas	1,115	1,890	1,748	1,801	1,895	1,994
Subtotal	1,115	1,890	1,748	1,801	1,895	1,994
Capital Outlay						
54480 Construction	109,968	182,000	176,500	127,500	400,000	1,700,000
Subtotal	109,968	182,000	176,500	127,500	400,000	1,700,000
Totals	\$ 1,914,192	\$ 2,048,893	\$ 2,058,758	\$ 2,003,355	\$ 2,331,826	\$ 3,683,373

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.

FY17/18 ACCOMPLISHMENTS

1. Completed scheduled in-house flushing and cleaning of over ten (10) miles of sanitary sewer pipe.
2. Completed the budgeted robotic inspection and assessment of the five major sanitary sewer trunk lines outfalling at the WRC, the results of which will be used to determine necessary capital improvements in coming years.
3. Completed the design, construction and oversight of the Aztec Drive sanitary sewer lining project.
4. Completed the rehabilitation of the floor drainage system in the Water/Sewer garage.
5. Responded to thirty-nine (39) Customer Service Requests (CSR's) related to sanitary sewer service. Thirty-five (35) of those CSR's turned out to be problems originating in private service lines; the other four (4) were related to blockages in the sewer main which were flushed and cleared by Public Works within 24 hours of being reported.

FY18/19 OBJECTIVES

1. In conjunction with the Engineering Services Department, review the data collected in FY17/18 of the five major sanitary sewer trunk lines outfalling at the WRC to determine necessary capital improvements in the coming years.
2. Assist the Engineering Services Department in the inspection and assessment of all sanitary sewer force mains to determine condition and serve as the basis for any necessary capital improvements.
3. Utilize in-house crews to flush and clean at least ten (10) miles of sanitary sewer pipe and associated manhole structures.
4. Complete siding, soffit and fencing repairs at the Charger Court Lift Station.
5. Assist the Engineering Services Department with the design of the North Avenue sanitary sewer replacement project.
6. Purchase 1000-feet of bypass hose for emergency operation of lift stations.
7. Complete rehabilitation of manholes identified in the sewer trunk line assessment completed in FY17/18.

WATER AND SEWER FUND

PUBLIC WORKS

Wastewater Collection & Treatment Center – Sewer System Maint. & Repair Detail

Sewer System Maintenance & Repair Expenditures (04101500)

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 87,667	\$ 78,079	\$ 87,918	\$ 75,222	\$ 75,222	\$ 75,222
51106 Seasonal Help	1,585	5,785	2,700	5,229	5,229	5,229
51109 Overtime	2,742	4,000	2,300	3,000	3,000	3,000
51111 Group Insurance	10,508	11,863	11,863	12,468	13,092	13,746
51112 IMRF	13,082	11,570	14,000	10,780	10,780	10,780
51113 FICA	6,677	6,617	7,000	6,391	6,391	6,391
51114 Workers Comp.	3,852	3,885	3,885	3,885	3,885	3,885
Subtotal	126,113	121,799	129,666	116,975	117,599	118,253
Contractual Services						
52212 Auto Maint. & Repair	18,776	11,616	11,043	11,413	11,035	11,068
52223 Training	639	1,000	600	1,000	1,000	1,000
52224 Vehicle Insurance	536	541	541	541	541	541
52244 Maintenance & Repair	26,077	342,200	320,000	273,500	86,300	246,400
52272 Property Maintenance	1,863	1,700	1,700	1,550	1,630	1,715
Subtotal	47,891	357,057	333,884	288,004	100,506	260,724
Commodities						
53210 Electricity	10,526	12,000	11,000	12,000	12,000	12,000
53220 Water	751	700	700	700	700	700
53230 Natural Gas	1,270	1,500	1,500	1,500	1,500	1,500
53313 Auto Gas	5,599	6,268	5,796	5,973	6,284	6,611
53317 Operating Supplies	11,832	8,950	8,950	8,500	8,500	8,500
53350 Small Equipment	13,512	3,000	3,000	17,550	3,500	3,500
Subtotal	43,490	32,418	30,946	46,223	32,484	32,811
Capital Outlay						
54480 Construction	0	116,000	54,340	872,000	0	0
Subtotal	0	116,000	54,340	872,000	0	0
Totals	\$ 217,494	\$ 627,274	\$ 548,836	\$ 1,323,202	\$ 250,589	\$ 411,788

NARRATIVE

The Utility Billing program for the combined water and sewer system is a function of the Financial Management Department. Approximately 10,000 residential and 1,000 multi-family, commercial and industrial 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.

FY17/18 ACCOMPLISHMENTS

1. Given an unexplained decrease in the amount of water billed as a percentage of total water purchases from the DuPage Water Commission (DWC), utility billing staff became active participants in a water loss task force headed by the Public Works Department with the organizational objective of identifying the source(s) of the decline and taking steps necessary to reduce the amount of unaccounted for water. Sewer division revenues are directly correlated to the amount of water sold.
2. Monthly water meter reading services that were previously provided by a third party contractor were moved in-house beginning in January, 2018. With the purchase of its own meter reading equipment, the Village will be able to complete this function more reliably and at about 50% of the cost of using a contractor.

FY18/19 OBJECTIVES

1. Continue work on water loss taskforce and report on resolution and impact of any billing related adjustments identified during the course of the review.
2. Provide necessary administrative support of a multi-year Automated Meter Reading (AMR) replacement program to ensure accurate and uninterrupted account billings.
3. Investigate opportunities to enhance customer service and account problem identification through tools provided from new meter reading technology.

Wastewater Collection & Treatment Center – Utility Billing Detail

Utility Billing Expenditures (04103100)

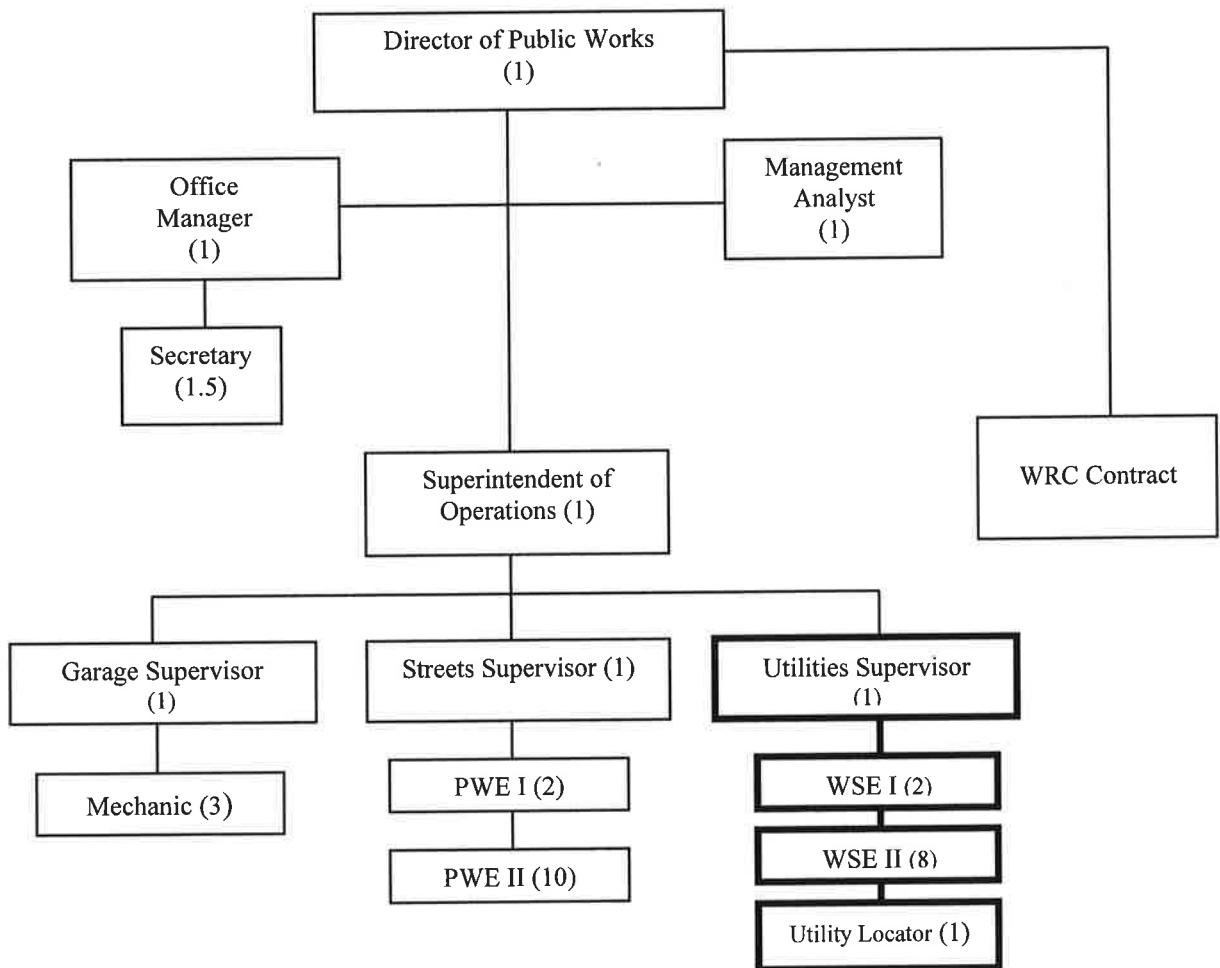
Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 59,915	\$ 69,750	\$ 63,000	\$ 67,199	\$ 67,199	\$ 67,199
51109 Overtime	22	500	100	500	500	500
51111 Group Insurance	8,209	11,189	11,189	11,593	12,173	12,782
51112 IMRF	8,672	9,818	8,900	9,199	9,199	9,199
51113 FICA	4,350	5,265	4,600	5,117	5,117	5,117
51114 Workers Comp.	110	111	111	111	111	111
Subtotal	81,278	96,633	87,900	93,719	94,299	94,908
Contractual Services						
52221 Utility Bill Processing	62,569	66,000	61,500	46,800	47,400	49,050
52229 Postage	26,679	28,000	26,800	28,000	28,000	28,000
52237 Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52253 Consultant	0	0	0	36,000	36,000	36,000
52255 Software Maintenance	8,462	32,200	12,000	23,700	37,800	17,900
52256 Banking Services	4,040	4,455	3,000	2,400	2,400	2,400
52280 Municipal Service Charge	201,000	202,000	202,000	237,500	235,000	237,500
Subtotal	307,750	337,655	310,300	379,400	391,600	375,850
Capital Outlay						
54412 Other Equipment	0	0	14,750	2,000	0	0
Subtotal	0	0	14,750	2,000	0	0
Totals	\$ 389,028	\$ 434,288	\$ 412,950	\$ 475,119	\$ 485,899	\$ 470,758

PERSONNEL SCHEDULE

	Authorized FY16/17	Budget FY17/18	Proposed FY18/19	Projected FY19/20	Projected FY20/21
Streets	18.5	18.5	18.5	18.5	18.5
Water/Sewer	11	11	12	12	12
Municipal Garage	4	4	4	4	4
Total	33.5	33.5	34.5	34.5	34.5

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.

EXPENDITURES

Classification	Actual FY16/17	Budget FY17/18	Estimated FY17/18	Proposed FY18/19	Projected FY19/20	Projected FY20/21
Administration	\$621,497	\$716,941	\$626,817	\$559,290	\$560,633	\$666,415
Distribution System Operation and Maintenance	6,881,276	9,934,596	7,204,608	10,179,639	7,955,436	7,815,368
Water Metering	266,239	304,904	309,241	724,399	686,777	669,957
Utility Billing	432,953	478,559	455,039	517,926	528,996	514,609
Totals	\$8,201,965	\$11,435,000	\$8,595,705	\$11,981,254	\$9,731,842	\$9,666,349

WATER AND SEWER FUND

PUBLIC WORKS

Water Division – Summary Detail

EXPENSE

Acct.#	Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages							
51102	Personal Services	\$ 735,979	\$ 743,049	\$ 738,090	\$ 765,831	\$ 767,080	\$ 768,360
51106	Seasonal Help	4,652	11,570	9,235	10,458	5,229	5,229
51109	Overtime	66,948	67,600	81,200	70,600	70,600	70,600
51111	Group Insurance	100,747	114,309	114,309	136,690	143,525	150,524
51112	IMRF	113,521	114,106	116,100	114,314	114,495	114,681
51113	FICA	58,347	61,524	61,800	64,088	64,184	64,282
51114	Workers Comp.	12,425	12,532	12,532	12,532	12,532	12,532
51117	Comp. Absences	(500)	0	0	0	0	0
51118	OPEB Obligation	69,340	0	0	0	0	0
	Subtotal	1,161,459	1,124,690	1,133,266	1,174,513	1,177,645	1,186,208
Contractual Services							
52212	Auto Maint. & Repair	60,013	69,465	66,038	68,251	65,991	66,186
52221	Utility Bill Processing	62,566	66,000	61,500	46,800	47,400	49,500
52222	Meetings	0	250	150	150	150	150
52223	Training	4,889	4,000	3,500	5,500	5,850	4,775
52224	Vehicle Insurance	8,496	8,569	8,569	8,569	8,569	8,569
52229	Postage	26,679	28,000	26,800	29,500	29,500	29,500
52230	Telephone	3,488	4,140	4,000	6,388	6,200	6,512
52234	Dues & Subscriptions	1,111	1,460	1,360	1,420	1,450	1,480
52237	Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52238	Legal Fees	2,393	4,000	2,500	4,000	4,000	4,000
52240	Public Notices	27	500	400	500	500	500
52244	Maint. and Repair	129,307	152,100	98,000	225,600	369,100	319,100
52253	Consultant	46,675	19,500	4,500	124,800	118,800	379,800
52255	Software Maintenance	14,997	47,200	48,281	34,110	48,210	28,310
52256	Banking Services	4,040	4,455	3,000	2,400	2,400	2,400
52261	Liability Insurance	22,153	22,344	22,344	22,344	22,344	22,344
52263	Property Insurance	20,270	20,625	20,625	20,625	20,625	20,625
52264	Equipment Rental	235	1,000	1,000	1,000	1,000	1,000
52265	Hauling	6,076	5,000	7,500	6,500	6,500	6,500
52272	Property Maintenance	1,863	1,700	1,700	1,550	1,630	1,715
52274	Community Pgms.	132	1,200	920	1,000	1,000	1,000
52279	Lab Services	9,671	12,100	9,000	17,820	15,060	11,200
52280	Municipal Svc. Chg.	201,000	202,000	202,000	237,500	235,000	237,500
52282	Meter Maintenance	2,321	30,000	30,000	15,000	25,000	5,000
52283	DuPage Water Com.	6,002,390	6,080,000	6,250,000	6,325,000	6,430,000	6,530,000
52284	Equipment Maint.	409	1,000	1,000	1,000	1,000	1,000
52286	Pavement Restoration	7,041	5,000	5,500	5,000	5,000	5,000
	Subtotal	6,643,242	6,796,608	6,885,187	7,217,327	7,477,279	7,748,666

WATER AND SEWER FUND

PUBLIC WORKS

Water Division – Summary Detail

EXPENSE

Acct.#	Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Commodities							
53210	Electricity	70,819	65,000	65,000	65,000	65,000	65,000
53230	Natural Gas	741	1,000	900	900	900	900
53313	Auto Gas	13,577	19,900	18,400	18,963	19,948	20,986
53314	Office Supplies	1,022	750	600	750	750	750
53315	Printed Materials	182	200	200	200	200	200
53316	Small Tools	2,082	2,000	2,000	2,000	2,000	2,000
53317	Operating Supplies	56,507	53,100	48,000	54,600	54,600	54,600
53320	Water	480	10,000	10,000	10,000	10,000	10,000
53324	Uniforms	4,898	3,880	3,880	4,810	4,810	4,810
53331	Chemicals	1,523	1,000	500	800	800	800
53333	Meters	130,470	150,000	150,000	462,500	412,500	412,500
53350	Small Equipment	5,056	10,000	10,000	17,000	5,500	8,000
	Subtotal	287,357	316,830	309,480	637,523	577,008	580,546
Capital /Debt							
54412	Other Equipment	33,721	11,000	24,400	2,000	0	0
54415	Vehicles	0	165,000	160,500	35,000	165,000	96,000
54480	Construction	17,987	2,963,000	25,000	2,858,000	279,000	0
56490	Loan Princ. (DWC)	49,044	49,044	49,044	49,044	49,044	49,044
56491	Loan Interest (DWC)	9,155	8,828	8,828	7,847	6,866	5,885
	Subtotal	109,907	3,196,872	267,772	2,951,891	499,910	150,929
Totals		\$ 8,201,965	\$ 11,435,000	\$ 8,595,705	\$ 11,981,254	\$ 9,731,842	\$ 9,666,349

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.

FY17/18 ACCOMPLISHMENTS

1. Completed an initial assessment of service lines as mandated by the IEPA to determine if any of the lines are made of lead. The initial assessment included creation of a map depicting those areas where lead service lines may be in place based upon age. This assessment was submitted to the IEPA along with a plan for further assessment in the coming years.
2. Complied with additional IEPA regulations intended to reduce the risk of lead contamination in the water supply. This included completing a sampling process that is required every three years at various locations throughout the community, making sampling results public and notifying nearby customers whenever maintenance or repair work on the water system could cause a disturbance in distribution and service lines.
3. Created a multi-departmental task force for the purpose of identifying potential sources of water lost between the amount purchased and the amount sold.

FY18/19 OBJECTIVES

1. Continue the IEPA- mandated assessment of properties where lead service lines may exist by virtue of their age. This portion of the assessment will include examination of building plans, subdivision records and physical inspection of properties. Data collected will be provided to the IEPA.
2. Through the use of the Asset Management and Operations Program, staff will develop and implement a water storage and pumping facilities inspection and maintenance program to improve operational reliability and efficiency.
3. Continue the work of the water loss task force to include, among other efforts, an examination of processes and procedures in the construction and testing of new water mains and the construction of new buildings, an analysis of water meter billing practices and an increase in the frequency and scope of leak detection.

Administration Expenditures (04200100)

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditure: FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 284,227	\$ 288,891	\$ 285,043	\$ 278,323	\$ 278,323	\$ 278,323
51106 Seasonal Help	780	0	0	0	0	0
51109 Overtime	12,335	12,100	16,000	17,100	17,100	17,100
51111 Group Insurance	40,970	43,943	43,943	46,182	48,491	50,915
51112 IMRF	40,333	42,497	43,500	40,206	40,206	40,206
51113 FICA	21,219	22,773	22,500	22,343	22,343	22,343
51114 Workers Comp.	3,777	3,810	3,810	3,810	3,810	3,810
51117 Compensated Absences	(500)	0	0	0	0	0
51118 OPEB Obligation	69,340	0	0	0	0	0
Subtotal	472,481	414,014	414,796	407,964	410,273	412,697
Contractual Services						
52212 Auto Maint. & Repair	6,002	6,946	6,604	6,825	6,599	6,619
52222 Meetings	0	250	150	150	150	150
52223 Training	3,638	2,500	2,000	3,800	4,150	3,075
52224 Vehicle Insurance	560	565	565	565	565	565
52238 Legal Fees	2,393	4,000	2,500	4,000	4,000	4,000
52230 Telephone	3,488	4,140	4,000	6,388	6,200	6,512
52234 Dues & Subscriptions	911	1,160	1,160	1,120	1,150	1,180
52240 Public Notices/Information	27	500	400	500	500	500
52253 Consultant	17,073	0	0	0	0	105,000
52255 Software Maintenance	6,535	15,000	36,281	10,410	10,410	10,410
52261 Liability Insurance	22,153	22,344	22,344	22,344	22,344	22,344
52263 Property Insurance	20,270	20,625	20,625	20,625	20,625	20,625
52274 Community Service Pgms.	132	1,200	920	1,000	1,000	1,000
Subtotal	83,182	79,230	97,549	77,727	77,693	181,980
Commodities						
53313 Auto Gas	1,053	995	920	948	997	1,049
53314 Office Supplies	1,022	750	600	750	750	750
53315 Printed Materials	182	200	200	200	200	200
53320 Water	480	10,000	10,000	10,000	10,000	10,000
53324 Uniforms	4,898	3,880	3,880	4,810	4,810	4,810
Subtotal	7,635	15,825	15,600	16,708	16,757	16,809
Capital / Debt						
54415 Vehicles	0	45,000	41,000	0	0	0
54480 Construction	0	105,000	0	0	0	0
56490 Loan Principal (DWC)	49,044	49,044	49,044	49,044	49,044	49,044
56491 Loan Interest (DWC)	9,155	8,828	8,828	7,847	6,866	5,885
Subtotal	58,199	207,872	98,872	56,891	55,910	54,929
Totals	\$ 621,497	\$ 716,941	\$ 626,817	\$ 559,290	\$ 560,633	\$ 666,415

NARRATIVE

The Village purchases all of its potable water from the DuPage Water Commission (DWC), whose source is Lake Michigan. This program provides for maintenance and repair of three (3) DWC 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.

FY17/18 ACCOMPLISHMENTS

1. As part of an effort to help reduce unaccounted for water loss and improve system reliability staff continued 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 met the goal of completing the change-out of bolts on eighty-five (85) system valves.
2. All required sampling was completed on schedule and no reportable violations occurred.
3. All system fire hydrants were flushed and needed repairs were completed within eight weeks.
4. Purchased a replacement backhoe in the amount of \$119,480 to replace a unit that was over twenty (20) years old.
5. Completed a system-wide leak detection effort through use of a contractor. The program identified three (3) leaky valves and fourteen (14) leaky hydrants, all of which were repaired within two weeks of being identified.
6. A correlator was purchased, which is a device that aids staff in identifying leaks in the water distribution system and at water service shut-off valves.

FY18/19 OBJECTIVES

1. Continue the multi-year program to replace rusting/failing bolts on at least one-hundred (100) water valves throughout the system with stainless-steel bolts.
2. Complete flushing of all system fire hydrants in the fall of 2018 and complete any needed repairs within six (6) weeks.
3. Complete repairs on water storage facilities as part of a five-year plan. Projects for this fiscal year include: clean and re-coat exterior roof and clean and re-coat interior piping at the Gerzevske Lane and Kuhn Road ground storage facilities.
4. Complete system-wide leak detection to identify any underground water loss and immediately follow up detection results with any needed repairs. This work will now be conducted every year instead of every two years and will include private mains on larger properties such as shopping centers, schools and industrial buildings.
5. Utilize seasonal employees to paint fire hydrants and collect data on b-box locations for addition to GIS system.
6. Install new roof, siding, windows, door and gutters at the Public Works Center well house.
7. Purchase a replacement for a 16-year old service van.
8. Complete the final design and construction of the Schmale Road Water Main Replacement Project, including most of the pipe between Geneva Road and St. Charles Road, and east on St. Charles Road to a point just west of President Street.

WATER AND SEWER FUND

PUBLIC WORKS

Water Division - Distribution System Operations & Maintenance Detail

Distribution System Operations & Maintenance Expenditures (04201600)

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 294,004	\$ 295,398	\$ 294,847	\$ 284,591	\$ 284,591	\$ 284,591
51106 Seasonal Help	3,872	11,570	9,235	10,458	5,229	5,229
51109 Overtime	50,678	50,000	60,000	50,000	50,000	50,000
51111 Group Insurance	39,755	44,881	44,881	47,173	49,531	52,008
51112 IMRF	49,798	48,828	48,900	45,664	45,664	45,664
51113 FICA	25,327	26,539	27,000	26,133	26,133	26,133
51114 Workers Comp.	7,190	7,252	7,252	7,252	7,252	7,252
Subtotal	470,624	484,468	492,115	471,271	468,400	470,877
Contractual Services						
52212 Auto M & R	33,007	38,206	36,321	37,538	36,295	36,402
52223 Training	1,251	1,500	1,500	1,700	1,700	1,700
52224 Vehicle Insurance	4,642	4,682	4,682	4,682	4,682	4,682
52234 Dues & Subscript.	200	300	200	300	300	300
52244 Maint. and Repair	129,307	152,100	98,000	225,600	369,100	319,100
52253 Consultant	17,978	14,500	4,500	36,000	30,000	186,000
52264 Equipment Rental	235	1,000	1,000	1,000	1,000	1,000
52265 Hauling	6,076	5,000	7,500	6,500	6,500	6,500
52272 Property Maint.	1,863	1,700	1,700	1,550	1,630	1,715
52279 Lab Services	9,671	12,100	9,000	17,820	15,060	11,200
52283 DuPage Water Com.	6,002,390	6,080,000	6,250,000	6,325,000	6,430,000	6,530,000
52284 Equipment Maint.	409	1,000	1,000	1,000	1,000	1,000
52286 Pavement Restor.	7,041	5,000	5,500	5,000	5,000	5,000
Subtotal	6,214,070	6,317,088	6,420,903	6,663,690	6,902,267	7,104,599
Commodities						
53210 Electricity	70,819	65,000	65,000	65,000	65,000	65,000
53230 Natural Gas	741	1,000	900	900	900	900
53313 Auto Gas	8,146	11,940	11,040	11,378	11,969	12,592
53316 Small Tools	2,082	2,000	2,000	2,000	2,000	2,000
53317 Operating Supplies	56,507	53,100	48,000	54,600	54,600	54,600
53331 Chemicals	1,523	1,000	500	800	800	800
53350 Small Equipment	5,056	10,000	10,000	17,000	5,500	8,000
Subtotal	144,874	144,040	137,440	151,678	140,769	143,892
Capital Outlay						
54412 Other Equipment	33,721	11,000	9,650	0	0	0
54415 Vehicles	0	120,000	119,500	35,000	165,000	96,000
54480 Construction	17,987	2,858,000	25,000	2,858,000	279,000	0
Subtotal	51,708	2,989,000	154,150	2,893,000	444,000	96,000
Totals	\$ 6,881,276	\$ 9,934,596	\$ 7,204,608	\$ 10,179,639	\$ 7,955,436	\$ 7,815,368

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.

FY17/18 ACCOMPLISHMENTS

1. Completed a Pilot Study on the oldest 115 residential meters (those greater than 25-years old) for the purpose of establishing a representative sample that would indicate the overall accuracy of residential meters. The results indicated that just a few of the meters were under-recording consumption and that the rest were operating within acceptable standards.
2. Tested one-hundred thirty-four (134) large meters (2" and larger) for the purpose of measuring their accuracy.
3. Completed in-house replacement of thirty-two (32) large meters (2" and larger) previously identified through meter testing as recording consumption below standards or that were untestable.

FY18/19 OBJECTIVES

1. Conduct testing of selected large meters to identify any that are under-recording consumption. This is an ongoing program that will test large meters every two to four years depending on size.
2. Replace any large meters identified in testing program that are recording below standards.
3. Implement a multi-year Automated Meter Reading (AMR) equipment replacement program that will replace 2,500 AMR's per year over a 3 – 4 year period. The AMR's targeted for replacement will begin with the oldest in inventory and which are beyond their life expectancy.
4. Hire a Maintenance Worker and a contract secretary to support the AMR replacement program.

Water Metering Expenditures (04201400)

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditure: FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 65,178	\$ 57,258	\$ 65,365	\$ 105,128	\$ 106,377	\$ 107,657
51109 Overtime	3,890	5,000	5,000	3,000	3,000	3,000
51111 Group Insurance	7,706	8,700	8,700	25,943	27,241	28,426
51112 IMRF	9,990	8,494	10,500	15,159	15,340	15,526
51113 FICA	5,094	4,551	5,500	8,221	8,317	8,415
51114 Workers Comp.	1,290	1,301	1,301	1,301	1,301	1,301
Subtotal	93,148	85,304	96,366	158,752	161,576	164,325
Contractual Services						
52212 Auto Maint. & Repair	21,004	24,313	23,113	23,888	23,097	23,165
52224 Vehicle Insurance	3,294	3,322	3,322	3,322	3,322	3,322
52229 Postage	0	0	0	1,500	1,500	1,500
52253 Consultant	11,624	5,000	0	52,800	52,800	52,800
52282 Meter Maintenance	2,321	30,000	30,000	15,000	25,000	5,000
Subtotal	38,243	62,635	56,435	96,510	105,719	85,787
Commodities						
53313 Auto Gas	4,378	6,965	6,440	6,637	6,982	7,345
53333 Meters	130,470	150,000	150,000	462,500	412,500	412,500
Subtotal	134,848	156,965	156,440	469,137	419,482	419,845
Totals	\$ 266,239	\$ 304,904	\$ 309,241	\$ 724,399	\$ 686,777	\$ 669,957

NARRATIVE

The Utility Billing program for the combined water and sewer system is a function of the Financial Management Department. Approximately 10,000 residential and 1,000 multi-family, commercial and industrial 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.

FY17/18 ACCOMPLISHMENTS

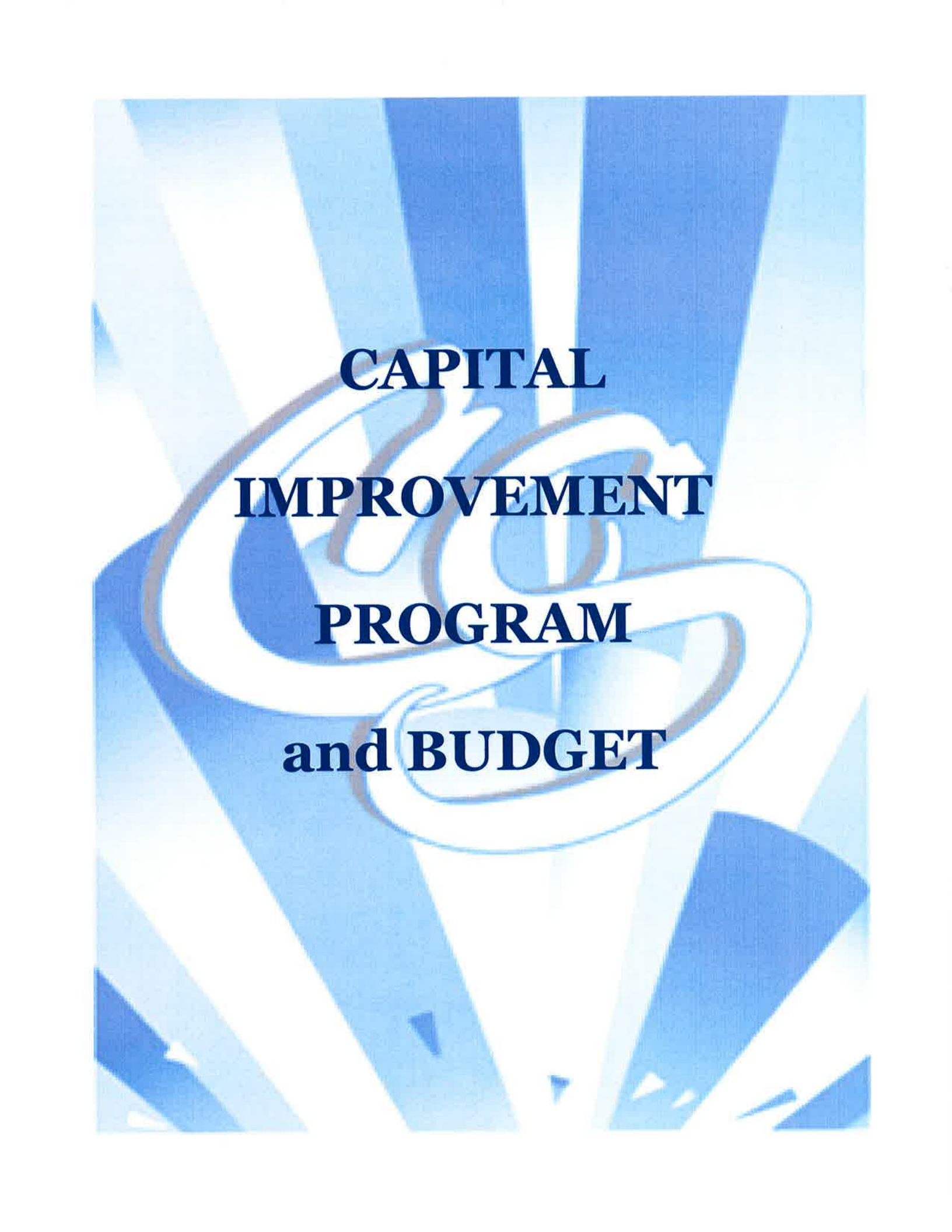
1. Given an unexplained decrease in the amount of water billed as a percentage of total water purchases from the DuPage Water Commission (DWC), utility billing staff became active participants in a water loss task force headed by the Public Works Department with the organizational objective of identifying the source(s) of the decline and taking steps necessary to reduce the amount of unaccounted for water.
2. Monthly water meter reading services that were previously provided by a third party contractor were moved in-house beginning in January, 2018. With the purchase of its own meter reading equipment, the Village will be able to complete this function more reliably and at about 50% of the cost of using a contractor.

FY18/19 OBJECTIVES

1. Continue work on water loss taskforce and report on resolution and impact of any billing related adjustments identified during the course of the review.
2. Provide necessary administrative support of a multi-year Automated Meter Reading (AMR) replacement program to ensure accurate and uninterrupted account billings.
3. Investigate opportunities to enhance customer service and account problem identification through tools provided from new meter reading technology.

Utility Billing Expenditures (04203100)

Acct. #/Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated Expenditures FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Salaries & Wages						
51102 Personal Services	\$ 92,570	\$ 101,502	\$ 92,835	\$ 97,789	\$ 97,789	\$ 97,789
51109 Overtime	45	500	200	500	500	500
51111 Group Insurance	12,316	16,785	16,785	17,392	18,262	19,175
51112 IMRF	13,400	14,287	13,200	13,285	13,285	13,285
51113 FICA	6,707	7,661	6,800	7,391	7,391	7,391
51114 Workers Comp.	168	169	169	169	169	169
Subtotal	125,206	140,904	129,989	136,526	137,396	138,309
Contractual Services						
52221 Utility Bill Processing	62,566	66,000	61,500	46,800	47,400	49,500
52229 Postage	26,679	28,000	26,800	28,000	28,000	28,000
52237 Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52253 Consultant	0	0	0	36,000	36,000	36,000
52255 Software Maintenance	8,462	32,200	12,000	23,700	37,800	17,900
52256 Banking Services	4,040	4,455	3,000	2,400	2,400	2,400
52280 Municipal Service Charge	201,000	202,000	202,000	237,500	235,000	237,500
Subtotal	307,747	337,655	310,300	379,400	391,600	376,300
Capital Outlay						
54412 Other Equipment	0	0	14,750	2,000	0	0
Subtotal	0	0	14,750	2,000	0	0
Totals	\$ 432,953	\$ 478,559	\$ 455,039	\$ 517,926	\$ 528,996	\$ 514,609



**CAPITAL
IMPROVEMENT
PROGRAM
and BUDGET**

Village of Carol Stream

CAPITAL PROJECTS FUND

Detail

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Revenues						
41250 Local Motor Fuel Tax	0	0	0	780,000	832,000	832,000
43640 Capital Grants						
W. Branch Trail	144,491	0	13,500	0	0	0
Kuhn Road Trail	0	0	20,000	0	0	0
Southeast Bike Path Ext.	0	0	61,000	254,000	126,000	0
Bloomingdale Trail	23,119	37,000	12,000	75,000	0	0
Lies Rd. Bike Path	31,552	72,000	18,000	72,000	0	0
Lie Rd. Rehab.	0	22,000	0	0	0	0
PW Fuel Island Removal		0	0	80,000	0	0
46501 Investment Income	123,290	75,000	250,000	225,000	180,000	150,000
47601 Developer Contrib.						
W. Branch Trail	209,373	47,000	0	163,000	0	0
Gary Ave Path		40,000	0	40,000	0	0
Detenion Basin Retrofit		8,000	0	0	0	0
Kehoe Blvd. SBS		0	0	25,000	139,000	15,000
Klein Creek SBS		0	0	141,000	15,000	1,737,000
Park Unit 4 Basin Retrofi	0	0	0	10,000	0	0
Total Revenue	\$ 531,825	\$ 301,000	\$ 374,500	\$ 1,865,000	\$ 1,292,000	\$ 2,734,000
Expenditures (11740000)						
Contractual Services						
52238 Legal Fees	4,001	5,000	1,000	5,000	2,500	2,500
Capital Outlay						
55486 Roadway System	3,669,833	1,424,000	932,000	4,157,000	2,867,000	762,000
55487 Village Facilities	481	145,000	0	385,000	200,000	0
55488 Stormwater System	250,730	427,000	97,000	931,000	732,000	2,196,000
55490 Village Hall Renovation	737,215	14,000,000	11,915,000	5,000,000	200,000	0
Total Expenses	\$ 4,662,260	\$ 16,001,000	\$ 12,945,000	\$ 10,478,000	\$ 4,001,500	\$ 2,960,500
Transfer From General Fund	\$ 2,000,000	\$ 2,184,500	\$ 0	\$ 0	\$ 0	\$ 0
Net Increase / (Decrease)	\$ (2,130,435)	\$ (13,515,500)	\$ (12,570,500)	\$ (8,613,000)	\$ (2,709,500)	\$ (226,500)
Projected Year End Reserve	\$ 26,105,565		\$ 13,535,065	\$ 4,922,065	\$ 2,212,565	\$ 1,986,065

Village of Carol Stream
Capital Improvement Program - Project Summary

<u>CIP Projects By Fund (\$000)</u>	<u>FY17/18</u>	<u>FY17/18</u>	<u>FY18/19</u>	<u>FY19/20</u>	<u>FY20/21</u>
	<u>Estimate</u>				
<u>Roadway System:</u>					
Pavement Preventative Maintenance Program	\$ 513	\$ 491	\$ 537	\$ 563	\$ 590
Roadway Condition Assessments and ADA Inventories	-	-	-	-	70
Flexible Pavement Program	-	10	2,000	-	-
Lies Rd. Rehabilitation - Kuhn to County Farm*	110	3	-	-	-
Lies Rd. Rehabilitation - High Ridge Pass to Fair Oaks*	147	114	140	-	-
Lies Rd. Rehabilitation - Schmale to Gary*	88	-	84	935	-
Kuhn Rd LAFO	-	32	-	-	-
St. Charles - President Traffic Signal	-	-	75	-	-
Fair Oaks Road Guard Rail Replacement	-	-	175	-	-
Fair Oaks Road Culvert Daylighting	22	-	108	-	-
Sidewalk Condition Assessments & ADA Inventories	32	27	32	-	-
West Branch DuPage River Trail*	60	86	208	-	-
Carol Stream - Bloomingdale Trail Improvements*	112	20	112	206	-
Lies Rd. Bike Path Extension*	90	28	90	299	-
Southeast Bike Path*	160	77	506	814	52
Gary Ave. Multi-Use Path*	40	-	40	-	-
Streetlight Replacement Program*	50	44	50	50	50
Roadway System Subtotal:	\$ 1,424	\$ 932	\$ 4,157	\$ 2,867	\$ 762
<u>Stormwater Utilities:</u>					
Roadway Drainage Improvements	\$ 180	\$ -	\$ 150	\$ 150	\$ 150
Tubeway & Westgate Stormwater Study	70	-	10	50	-
Southeast Stormwater Study	-	-	100	-	-
Kehoe Boulevard Stream Bank Stabilization*	132	44	72	395	44
Klein Creek Section I Stream Bank Stabilization*	13	53	415	50	1,980
Klein & Thunderbird Stream Assessments	-	-	15	-	-
The Park Unit 1 Detention Basin Retrofit - Naturalization	32	-	40	5	5
Detention Basin / Stormsewer Rehabilitations	-	-	104	80	15
Illini Dr. Buyout Naturalization	-	-	25	2	2
Stormwater Utilities Subtotal:	\$ 427	\$ 97	\$ 931	\$ 732	\$ 2,196
<u>Facilities:</u>					
Village Hall Rehabilitation	\$14,000	\$11,900	\$ 5,000	\$ 200	\$ -
PWC Fuel Island Removal	-	-	150	-	-
PWC Storage Yard Improvement	45	-	-	200	-
PWC Admin. Bldg. Roof Replacement	-	-	85	-	-
Town Center Fountain Electrical Improvements	-	-	150	-	-
PWC Admin. Bldg. ADA & Security Improvements	100	15	-	-	-
Facilities Subtotal:	\$14,145	\$11,915	\$ 5,385	\$ 400	\$ -
Total Expenditures:	\$15,996	\$12,944	\$10,473	\$ 3,999	\$ 2,958

*Partially funded though outside sources.

2018/19 Flexible Pavement Program - List of Streets

Street Resurfacing

Aspen Court - Merbach Drive to End	Bearpaw Court - Birchbark Trail to End
Beech Court - Merbach Drive to End	Big Eagle Trail - Birchbark Trail to End
Burning Trail - Birchbark Trail to Joint	Cedar Court - Merbach Drive to End
Dogwood Lane - Birchbark Trail to Evergreen Drive	Guns smoke Court - Birchbark Trail to End
Hemlock Lane - Birchbark Trail to Evergreen Drive	Hickory Lane (North) - Birchbark Trail to Birchbark Trail
Raintree Court - Dogwood Lane to End	Trailside Court - Merbach Drive to End
Westward Trail - Birchbark Trail to Burning Trail	Winchester Court - Birchbark Trail to End

Structural Overlay

Birchbark Trail - Morton Drive to Fair Oaks Road	Center Avenue - Mission Street to Joint
Merbach Drive - Lies Road to Army Trail Road	Tower Boulevard - Center Avenue to Schmale Road

Pavement Reconstruction

Cypress Lane - Evergreen Drive to Evergreen Drive	Hickory Lane (South) - Birchbark Trail to Birchbark Trail
Laurel Court - Cypress Lane to End	Shagbark Court - Hickory Lane to End

Village of Carol Stream

MOTOR FUEL TAX FUND

Detail

Acct # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Revenue						
43207 MFT Allotments	\$ 1,006,535	\$ 1,020,000	\$ 1,013,000	\$ 1,020,000	\$ 1,020,000	\$ 1,020,000
46501 Interest Income	23,209	20,000	37,500	72,000	64,000	50,000
47601 Contribution	0	0	0	0	188,000	480,000
Subtotal	1,029,744	1,040,000	1,050,500	1,092,000	1,272,000	1,550,000
Total Revenues	\$ 1,029,744	\$ 1,040,000	\$ 1,050,500	\$ 1,092,000	\$ 1,272,000	\$ 1,550,000
Expenditures (06320000)						
Contractual Services						
52211 Crack Filling	92,515	116,000	89,774	119,000	123,000	127,000
Subtotal	92,515	116,000	89,774	119,000	123,000	127,000
Capital Outlay						
54470 Flexible Pavemt. Pgm.		3,800,000	3,108,205	0	3,149,000	3,394,000
Subtotal	0	3,800,000	3,108,205	0	3,149,000	3,394,000
Total Expenditures	\$ 92,515	\$ 3,916,000	\$ 3,197,979	\$ 119,000	\$ 3,272,000	\$ 3,521,000
Net Increase / (Decrease)	937,229	(2,876,000)	(2,147,479)	973,000	(2,000,000)	(1,971,000)
Projected Year End Balance	\$ 5,228,008		\$ 3,080,529	\$ 4,053,529	\$ 2,053,529	\$ 82,529



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 was 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. Incremental property taxes plus a portion of the sales taxes produced within the TIF were pledged to pay the debt service on the bonds. As of December 30, 2015 all of the outstanding bonds had been retired. The TIF was formally dissolved on December 31, 2016 with residual balances distributed back to impacted taxing jurisdictions prior to April 30, 2018.

**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.
- 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, 2017, the Fund had a total net position of \$44.3 million which is held in trust for its members. The Fund assumes an investment rate of return of 7.00%.
- 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 FY18/19, the actuarially determined contribution by the Village is \$2,434,978, up 17.5% from the FY17/18 contribution. At the completion of the actuary’s latest report (4/30/17) the Pension Fund was 61.7% 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, 2018, there are 36 beneficiaries receiving a monthly pension from the Police Pension Fund at an annualized cost of about \$2.7 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.

Village of Carol Stream

POLICE PENSION FUND

Detail

Acct. # / Description	Actual FY 16/17	Revised Budget FY 17/18	Estimated FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Revenues						
46511 Investment Income	1,032,736	2,500,000	1,600,000	1,360,000	1,400,000	1,500,000
46525 Gain/(Loss)	1,977,508	500,000	3,000,000	2,000,000	2,100,000	2,200,000
47333 Employee Contribution	573,957	638,000	610,000	640,000	670,000	700,000
47334 Contributions - Prior Years	9,125	8,000	7,800	5,022	0	0
47336 Interest From Members	1,014	500	449	0	0	0
49330 Employer Contribution	1,833,135	2,072,751	2,072,751	2,434,978	2,617,602	2,813,922
Total Revenue	\$5,427,475	\$5,719,251	\$7,291,000	\$6,440,000	\$6,787,602	\$7,213,922
Expenses						
Contractual Services						
52222 Meetings	4,881	6,000	4,775	6,000	6,000	6,000
52234 Dues & Subscriptions	1,045	1,500	1,045	1,500	1,500	1,500
52238 Legal Fees	2,427	7,500	2,500	5,000	5,000	5,000
52256 Banking Services	5,513	6,000	5,800	6,000	6,000	6,000
52259 Accounting Services	10,535	12,000	12,000	15,000	15,000	15,000
52292 Management Fee	77,094	85,000	85,000	95,000	105,000	115,000
52293 Bonding & Insurance	3,793	4,000	3,793	4,000	4,000	4,000
52294 Secretary Services	1,772	16,000	18,000	20,000	20,000	20,000
52295 Medical Examinations	2,269	5,000	4,500	5,000	5,000	5,000
Subtotal	109,329	143,000	137,413	157,500	167,500	177,500
Other Expenses						
57473 Retirement Pensions	2,319,159	2,700,000	2,485,000	2,750,000	3,000,000	3,250,000
57474 State Filing Fee	8,000	8,000	8,000	8,000	8,000	8,000
57475 Contribution Refunds	1,508	0	19,000	10,000	10,000	10,000
57476 Disability Pensions	139,270	140,000	138,000	140,000	140,000	140,000
57478 Surviving Spouse Pension	50,539	61,000	60,600	61,000	61,000	61,000
Subtotal	2,518,476	2,909,000	2,710,600	2,969,000	3,219,000	3,469,000
Total Expenses	\$2,627,805	\$3,052,000	\$2,848,013	\$3,126,500	\$3,386,500	\$3,646,500
Net Increase / (Decrease)	\$2,799,670	\$2,667,251	\$4,442,987	\$3,313,500	\$3,401,102	\$3,567,422

Village of Carol Stream

TAX INCREMENT FINANCING DISTRICT 2 GENEVA CROSSING

Revenues, Expenditures and Changes in Fund Balances

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 were originally scheduled to retire on December 30, 2021.

In December of 2014, the Village called (paid early) the last three years of bond maturities in 2021, 2020 and 2019, resulting in future interest cost savings of more than \$306,000. In December of 2015, the Village called the remaining three years of maturities in 2018, 2017 and 2016 thus extinguishing the remaining debt in its entirety. An additional \$52,000 in interest savings was achieved from this second early redemption.

On October 17, 2016, the Village Board approved an ordinance terminating the designation of the Geneva Crossing TIF Redevelopment Project Area and dissolving the Tax Increment Allocation Fund. Residual balances within the TIF were distributed among the various impacted taxing jurisdictions within the TIF and the TIF Fund closed as of the end of the fiscal year on April 30, 2017.

Acct. # / Description	Actual	Revised	Estimated	Proposed	Projected	Projected
	FY 16/17	Budget FY 17/18	FY 17/18	Budget FY 18/19	FY 19/20	FY 20/21
Beginning Balance, May 1	\$ 229,900		\$ 0	\$ 0	\$ 0	\$ 0
Revenues/Sources						
41101 Incremental Property Tax	533,661	0	0	0	0	0
46501 Interest Income	0	0	0	0	0	0
49330 Transfer from General Corporate Fund	0	0	0	0	0	0
Total Revenues/Sources	533,661	0	0	0	0	0
Expenditures/Uses						
56290 Principal Retirement	0	0	0	0	0	0
56491 Interest Expense	0	0	0	0	0	0
52238 Legal Services	3,549	0	0	0	0	0
56292 Miscellaneous	760,012	0	0	0	0	0
Total Expenditures/Uses	763,561	0	0	0	0	0
Net Increase / (Decrease)	(229,900)	0	0	0	0	0
Ending Balance, April 30	\$ 0		\$ 0	\$ 0	\$ 0	\$ 0

Village of Carol Stream

TAX INCREMENT FINANCING DISTRICT 3 NORTH AVENUE AND SCHMALE ROAD

Revenues, Expenditures and Changes in Fund Balances

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 16/17	Revised Budget FY 17/18	Estimated FY 17/18	Proposed Budget FY 18/19	Projected FY 19/20	Projected FY 20/21
Beginning Balance, May 1	\$ 40,443		\$ 126,168	\$ 320,000	\$ 542,000	\$ 778,000
Revenues/Sources						
41150 Tax Increment - Caputo's	144,995	165,000	149,740	160,000	165,000	170,000
41175 Tax Increment - Undesig	46,001	50,000	155,195	176,000	182,000	188,000
46501 Interest Income	491	5,000	2,000	6,400	8,800	10,200
49340 Sales Taxes - Caputo's	74,480	73,500	71,000	74,000	73,500	73,000
49350 TIF Contrib. - Caputo's	14,500	16,500	14,974	16,000	16,500	17,000
49375 TIF Contrib - Undesign.	4,600	5,000	15,520	17,600	18,200	18,800
Total Revenues/Sources	285,067	315,000	408,429	450,000	464,000	477,000
Expenditures/Uses						
52238 Legal Services	1,333	2,000	3,049	3,000	3,000	3,000
56490 Loan Principal	0	65,000	47,928	85,000	90,000	95,000
56491 Loan Interest	198,009	165,000	163,620	140,000	135,000	130,000
Total Expenditures/Uses	199,342	232,000	214,597	228,000	228,000	228,000
Net Increase / (Decrease)	85,725	83,000	193,832	222,000	236,000	249,000
Ending Balance, April 30	\$ 126,168		\$ 320,000	\$ 542,000	\$ 778,000	\$ 1,027,000



APPENDIX

<u>Due Dates</u>	<u>Activity</u>
A. Wednesday, Sept. 27, 2017	Distribution of budget work templates to Executive Team.
B. Monday, November 6, 2017	Village Board Workshop: FY17/18 Budget Cuts/Deferrals in light of Significant Revenue Declines
C. Monday, November 20, 2017	Village Board Workshop: Carol Stream Financial Profile and Peer Comparison
D. Friday, December 1, 2017	Finance Department submits salary, wages and estimated health insurance cost figures to Departments.
E. Monday, December 4, 2018	Village Board Workshop: Discussion of Revenue Alternatives
F. Friday, December 15, 2017	Line item budgets and supporting documentation are due.
G. Tuesday, January 2, 2018	Finance submits revenue projections to the Village Manager.
H. Friday, January 19, 2018	Initial review of the operating budget requests are completed by the Budget Team and returned to the Executive Team to implement revisions.
I. Friday, January 19, 2018	Finance Department submits non-departmental budgets to the Village Manger. Updated health renewal costs to departments.
J. Friday, January 26, 2018	Secondary follow-up review of operating budget requests with Executive Team and final revisions.
K. Monday, February 5, 2018	Village Board Workshop: General Fund Budget Review
L. Monday, February 12, 2018	Financial Plan narratives and footnotes are due.
M. Tuesday, February 20, 2018	Village Board Workshop: General Fund pt. 2 and Other Funds
N. Monday, March 5, 2018	Village Board Workshop: Capital Improvement Program
O. Monday, March 19, 2018	Village Board Workshop: Water and Sewer Fund
P. Friday, March 30, 2018	Distribution of draft of FY18/19 budget to Village Board and public availability of budget in Village Clerk's office, VillageLibrary and Village website.

<u>Due Dates</u>	<u>Activity</u>
Q. Wednesday, April 4, 2018	Publication of budget public hearing notice in newspaper.
R. Friday, March 30, 2018	Posting of employee compensation information on Village website per Public Act 097-0609.
S. Monday, April 16, 2018	Public hearing is held with subsequent adoption of the 2019-21 Financial Plan and FY18/19 Annual Budget.
T. Tuesday, May 1, 2018	FY18/19 begins. File certified copy of budget ordinance, budget and estimate of revenues with DuPage County Clerk.

Public Hearing notice published in the April 4, 2018 edition of the Examiner of Carol Stream

VILLAGE OF CAROL STREAM
PROPOSED BUDGET FOR FY18/19
MAY 1, 2018 - APRIL 30, 2019

NOTICE OF PUBLIC HEARING

A public hearing on the Village's proposed FY18/19 annual budget for the fiscal year beginning May 1, 2018 and ending April 30, 2019 will be held by the Mayor and Board of Trustees of the Village of Carol Stream at 7:30PM on Monday, April 16, 2018. The hearing will be held in the Board Room of the Carol Stream Fire District at 365 N. Kuhn Road, 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 505 E. North 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, 505 E. North Ave., Carol Stream, IL 60188.

ORD. 2018-04-16

**VILLAGE OF CAROL STREAM
500 North Gary Avenue
Carol Stream, IL 60188**

ORDINANCE NO. 2018-04-16

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE
VILLAGE OF CAROL STREAM IN THE AMOUNT
OF \$58,094,254 FOR THE FY18/19 FISCAL YEAR
BEGINNING MAY 1, 2018 AND ENDING APRIL 30, 2019**

**ADOPTED BY THE MAYOR AND BOARD OF TRUSTEES
OF THE VILLAGE OF CAROL STREAM
THIS 16th DAY OF APRIL, 2018**

**Published in pamphlet form
by order of the Mayor and Board
of Trustees of the Village of Carol Stream,
County of DuPage, Illinois
This 17th Day of April, 2018**

ORDINANCE NO. 2018-04-16

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE
VILLAGE OF CAROL STREAM
IN THE AMOUNT OF \$58,094,254 FOR THE FY18/19 FISCAL YEAR
BEGINNING MAY 1, 2018, AND ENDING APRIL 30, 2019**

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 FY18/19 fiscal year beginning May 1, 2018, and ending April 30, 2019 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 4, 2018, a public hearing was held on April 16, 2018, to consider the proposed annual budget for the FY18/19 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 FY18/19 fiscal year, beginning May 1, 2018, and ending April 30, 2019, for the Village of Carol Stream, is in the amount of Fifty Eight Million Ninety Four Thousand Two Hundred Fifty Four Dollars, (\$58,094,254); 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: 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 16TH DAY OF APRIL, 2018.

AYES: TRUSTEES HENNESSEY, GIESER, FRUSOLONE, SCHWARZE AND
MCCARTHY

NAYS: NONE

ABSENT: TRUSTEE LARocca



Frank Saverino, Sr., Mayor

ATTEST:



Laura Czarnecki, 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 Ill.Rev.Stat.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 Ill.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 authorities 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 Ill.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 Ill.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 Ill.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 annual budget may contain money set aside for contingency purposes not to exceed ten percent of the total budget, less the amount set aside for contingency purposes, which monies