

Village of Carol Stream, Illinois



Annual Budget
May 1, 2016 through April 30, 2017

Three Year Financial Plan
May 1, 2016 through April 30, 2019



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

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

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

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

On the Cover – This year’s budget cover showcases the winning entry from a vehicle sticker design contest held during the fall/winter of 2015-16. Long-time Carol Stream resident Jan Smith had her sticker design chosen from a number of entries submitted. In addition to having her artwork displayed prominently on vehicle windshields across town, Jan will enjoy a one year supply of frozen custard, compliments of Culver’s of Carol Stream. Congratulations!



**2017-2019
FINANCIAL PLAN**

and

**2016-2017
ANNUAL BUDGET**

as proposed to

**THE CAROL STREAM
VILLAGE BOARD**

by

**Joseph E. Breinig
Village Manager**

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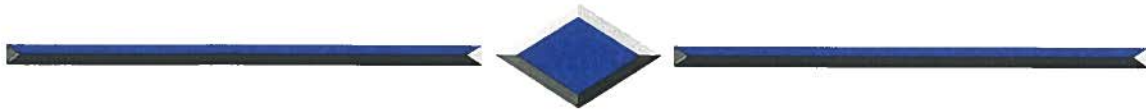
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Village of Carol Stream

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

FRANK SAVERINO, SR., MAYOR • LAURA CZARNECKI, CLERK • JOSEPH E. BREINIG, MANAGER
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TO: Mayor and Trustees

FROM: Joseph E. Breinig, Village Manager

DATE: April 18, 2016

**RE: 2017-2019 Financial Plan
and Fiscal Year 2016/17 Budget**

Transmitted with this letter is the approved fiscal year 2016/17 annual Village Budget which begins on May 1, 2016. This one year budget of programs, services, revenues and expenditures is incorporated into the broader 2017-2019 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 of 2015. The results of that effort are memorialized in Village Board Resolution No. 2865 adopted on March 21, 2016 and immediately follow this letter of transmittal.

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 truest reflection of the costs associated with the provision of various services provided to the community and provides the Village Board and management invaluable information in the planning and decision-making process.

The 2017-19 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 75% of all budgeted resources in FY16/17. 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 47.5% of total operating fund expenditures. **The total FY16/17 regular full-time-equivalent (FTE) personnel complement is 160.4, an increase of 5.8 or 3.8% compared to FY15/16.** FY16/17 is the fourth year in which some staffing additions could be accommodated in response to increasing service demands, following four consecutive years of reductions in Village staffing.

<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	160.40	5.80	3.8%
Totals		(9.80)	(5.8%)

Including the new positions added for FY16/17 the Village remains staffed 5.8% or 9.80 positions below 8 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 (24.3%). 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. Contributions to the Illinois Municipal Retirement Fund (IMRF) are anticipated to increase by 15.6% compared to the FY15/16 budget (due to additional positions) and the actuarially determined contribution to the Carol Stream Police Pension Fund is projected to increase by 7.5% compared to the current year budget. **Unlike the State of Illinois, Carol Stream has always paid 100% of its required pension funding obligations when due and has never participated in pension funding holidays.**

The Village's contribution to the Intergovernmental Personnel Benefit Cooperative (IPBC), the Village's designated health insurance pool, is expected to increase in FY16/17 by 12.6% over the current year budget. Of this increase, 6.0% is allocated for increases in general medical cost trend and the remainder of the increase is due to staffing additions over the prior year.

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 FY16/17 is balanced, and projects a surplus of revenues over expenditures of \$2,184,500. 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 \$27,900,000 for FY16/17 are showing continued and sustained growth (approximately 1.8%) compared to FY15/16 projected revenues. This continues the positive turnaround which began in FY12/13, following steep revenue declines that began at the onset of the Great Recession in 2008 which continued into 2009 and 2010, followed by general stagnation in the years that followed. Revenues in FY15/16 significantly outperformed the budget forecast, adding 6.75% or \$1.7 million to base revenues coming into the new FY16/17 fiscal year.

Our share of the 1% state sales tax has shown significant improvement over previous years with estimated growth in FY15/16 of 10.9% over FY14/15 actual revenues. This trend is anticipated to continue into FY16/17 with an additional 6.2% growth over estimated FY15/16 revenues. This is the result of general sales volume improvements in the community. Similar gains are anticipated in the Village's 0.75% home rule sales tax.

Collections of State Income Taxes, while projected to level off in FY15/16, have grown by 10.8% over the current year budget projection. Despite earlier proposals by the Governor to halve the amount of income taxes shared with municipalities in the State's 2016 fiscal year, those proposals have not materialized to date. Projected income tax revenues for FY16/17 are estimated to decline by 5.8% over the FY15/16 estimate due to non-recurring revenue increases in the current year. While it is likely that State-shared revenues such as income tax distributions will again be threatened with reduction or elimination as the State continues to operate without a 2016 budget in addition to facing the new 2017 budget cycle, the Village's revenue estimate for FY16/17 has not been adjusted as the size and timing of any potential impact are currently not known.

Additional indicators of continued recovery in our local economy are sustained revenues received from the real estate transfer tax during FY15/16. We continue to see improvement in the number of residential property sales along with a number of significant sales in the Village's commercial/industrial areas. Although still below pre-recessionary levels, this provides encouragement that investment is continuing to grow compared to the sharp declines experienced during the housing crisis that spurred the Great Recession.

Aside from some modest inflationary adjustments made to liquor and video gaming license fees, the General Fund budget for FY16/17 does not incorporate any increases in existing taxes and continues to fund Village operations **without the imposition of a municipal property tax.**

Budgeted Expenditures of \$27,900,000 are balanced with projected revenues and includes an anticipated transfer to the Capital Projects Fund in the amount of \$2,184,500 representing the budgeted surplus of revenues over expenditures for FY16/17. Budgeted expenditures for FY16/17 excluding this transfer represent an increase of \$888,500 or 3.6% over budgeted

expenditures for FY15/16. The increase in budgeted expenditures will provide some staffing additions needed to meet service demands of the community as well as provide resources needed to implement Village Board priorities and goals established in their September 2015 strategic planning exercise.

The General Fund is where the majority of day to day services to the community are provided. Not surprisingly, 66% of all General Fund expenditures are related to personnel costs. Total salary and wage costs for all General Fund personnel in FY16/17 are increased by about \$1.2 million or 6.8% compared to the approved FY15/16 budget. This increase will provide for:

- A net increase of 4.8 additional staff positions including:
 - 1 Police Officer
 - 1 Mechanic
 - 1 Stormwater Administrator
 - 1 Network Engineer
 - 1 Employee Relations Generalist (with reduction of 0.2 Secretary)
- Existing step and contractual compensation increases under current collective bargaining agreements.

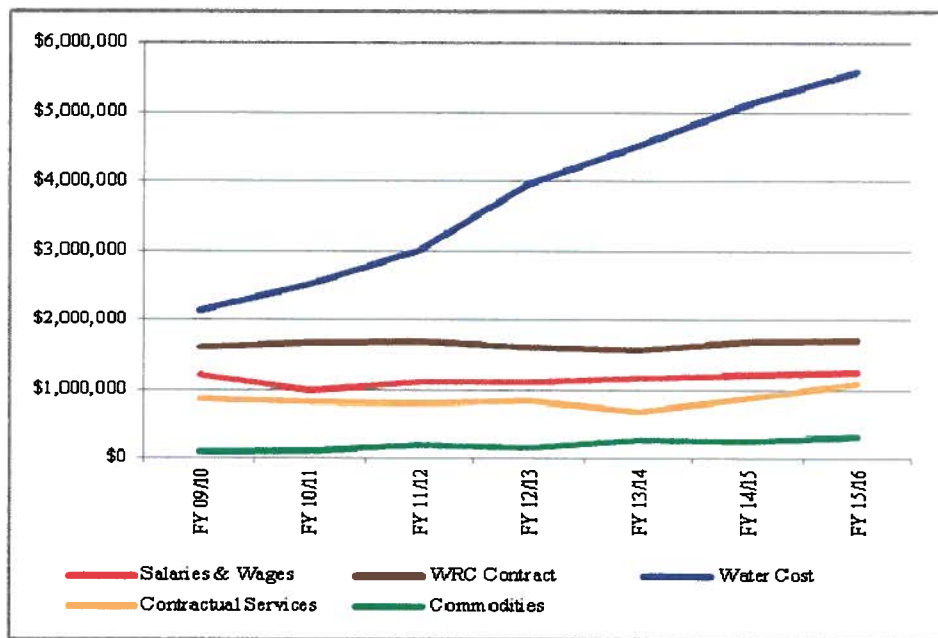
In addition to changes in personnel and benefit costs, increased focal areas for the new budget year include:

- Additional technology improvements will include upgrades to the Village's current A/V tools for the recording and rebroadcasting of Village Board meetings (to be funded through cable TV PEG fees) as well as researching and proposing a paperless electronic agenda management system.
- The Engineering Services Department will be implementing an asset and operations management system program that is the primary tool in tracking, planning and managing the maintenance and rehabilitation of the Village's network of infrastructure systems.
- The Community Development Department will be implementing a comprehensive web-based building permit and development services software solution which will replace their current system which is nearing obsolescence.
- Significant reinvestment in the Village's information technology resources will be made, including previously deferred replacement of local desktop computers. Also included is a two year phased redesign of the Village's web site to improve communication, ease of navigation, and provide more robust customer interface tools.
- Addition of enhanced entryway signage at a number of locations throughout the Village.
- A pilot program for Village fleet vehicle fueling will be established that will allow fueling at retail establishments throughout the Village in lieu of the costly replacement of underground fueling systems at the Public Works Center which are in excess of 30 years old and in need of attention.

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.

FY16/17 represents somewhat of a transition year for the Fund. Over the past seven years, the City of Chicago has imposed annual double digit increases in the cost of Lake Michigan water which is purchased by the DuPage Water Commission and then resold to its member communities such as Carol Stream. Over this time period, the Village's cost of purchasing water has increased by 163% (FY09/10 to FY15/16). Beginning in FY16/17, Chicago will begin to observe more moderate increases (based on the Consumer Price Index) and the Water Commission will slightly reduce rates beginning May 1, 2016. The graphic below illustrates annual changes in each major operating expense category within the Water and Sewer Fund.



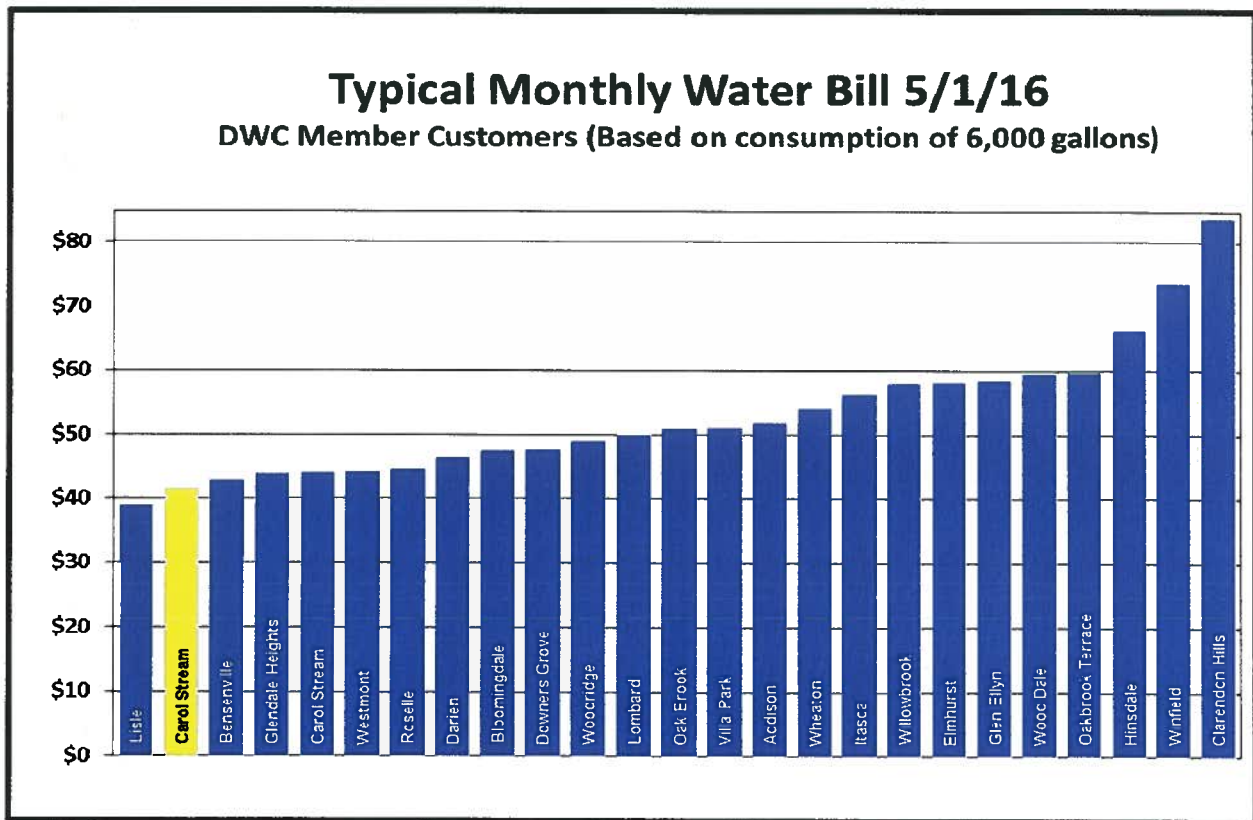
During the period of rate increases, significant focus was placed on cost containment in other areas of the Water and Sewer budget to minimize to the extent practicable, the impact on Carol Stream rate payers. Furthermore, Carol Stream water rate increases throughout this period were limited to only 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.

At present, cash reserve balances have been reduced by more than \$4.5 million since FY09/10 due to capital reinvestment and are presently forecast to be depleted by the end of our 3 year financial plan horizon given additional major capital improvement projects planned during this time period. As a result, and due to decreases in water purchases along with cost increases in

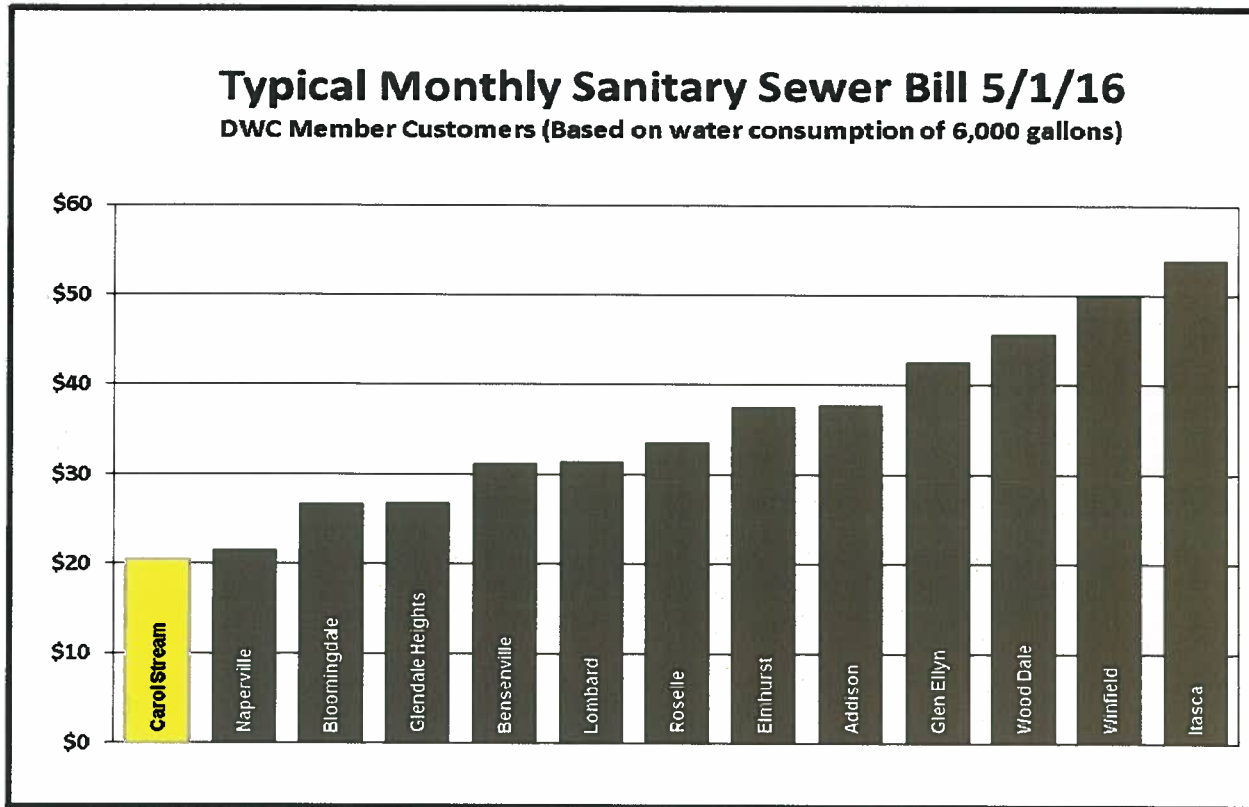
other areas of Water and Sewer Fund operations, additional rate increases will become necessary to begin to restore reserves needed to meet capital improvement programs beyond the 3 year financial plan horizon.

Beginning May 1, 2016, water rates will be increased by \$0.20 and sewer rates by \$0.30 per 1,000 gallons of water used. This will ensure that the Fund is able to meet its operating costs before funding for the capital component of the budget is considered. 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, 2016, 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.



Source: Email survey of municipalities and community websites - April 2016.



Source: Email survey of municipalities and community websites - April 2016.

Budgeted FY16/17 operating expenses of \$10,591,876 are 2.0% greater than FY15/16 budgeted expenses. The largest operating expenditure item is the community's water supply purchased from the DuPage Water Commission (51.8% of operating expenses) followed by the management contract for the Water Reclamation Center (16.7% of operating expenses). Significant work will be undertaken during FY16/17 utilizing consulting services to perform a comprehensive water system study, conduct an in-depth condition review and assessment of major trunk sewers feeding the Water Reclamation Center and evaluating options and making recommendations for a comprehensive water meter replacement program.

Water and Sewer Fund capital construction expenses are budgeted at \$2,709,000 for FY16/17. While detailed capital improvement projects and programs related to the water and sanitary sewer infrastructure are planned and programmed as a component of the Capital Improvement Program (CIP), these expenditures are financed and budgeted in the Water and Sewer Fund and are ultimately supported by customer rates and charges.

The most significant capital projects identified for FY16/17 include the reconstruction of the Schmale Road Water Main (\$2,278,000) and the Aztec Drive Sewer Lining Project (\$215,000).

CAPITAL IMPROVEMENT PROGRAM AND BUDGET

As Carol Stream matures, increased emphasis is being placed on infrastructure maintenance and replacement. A comprehensive Capital Improvement Plan (CIP) has been developed to address the Village’s infrastructure needs. Due to the comprehensive nature of the CIP, it is published in a separate document which encompasses a specific project planning horizon of 5 years, with a more general focus extending out to 20 years. The first three years of the CIP is incorporated into the Village budget and Financial Plan and is presented in the Village’s **Capital Projects Fund** and **Motor Fuel Tax Fund**. **Between these two funds, a total of \$9,807,000 is budgeted to be reinvested in the maintenance of the Village’s infrastructure assets in FY16/17, representing approximately 17.7% of total expenditures authorized in the Village Budget.**

The FY16/17 capital budget continues our focus of providing a full complement of infrastructure maintenance and improvement projects, following a few years where authorized projects were pared back to preserve cash reserve balances during what were some of the most uncertain periods of the Great Recession. Aside from receipt of various grant funds, the Capital Projects Fund is entirely reliant on surplus transfers from the General Fund to finance capital improvements. A history of those transfers since the Capital Projects Fund was first established as a distinct fund in FY05/06 is shown below:

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

The Village’s street maintenance and reconstruction program is aimed at maintaining an overall “good” street system rating. The largest project planned for FY16/17 is the annual Flexible Pavement Program (\$4,340,000). This program will be funded from the Capital Projects Fund this year. Additional significant projects include:

Roadway System

- Annual Crack Filling Program (\$142,000)
- Pavement Preventative Maintenance Program (\$491,000)
- Lies Road Rehabilitation (\$342,000)
- Lies Road Bike Path Extension (\$383,000)
- West Branch DuPage River Trail (\$527,000)
- Carol Stream – Bloomingdale Trail Improvements (\$325,000)
- Streetlight Replacement Program (\$290,000)

Village Facilities

- Village Hall Rehabilitation (FY16/17 - \$1,500,000, FY17/18 - \$14,500,000)
- Town Center Fountain Electrical Improvements (\$150,000)

Stormwater System

- Tubeway & Westgate Stormwater Study (\$70,000)
- Roadway Drainage Improvements (\$140,000)
- Floodplain Structure Buyout Program (\$371,000 – only if 100% grant funded)
- Kehoe Blvd. Stream Bank Stabilization – Engineering (\$14,000)
- Klein Creek Section I Stream Bank Stabilization – Engineering (\$32,000)

The Village has historically financed its Capital Improvement Program on a pay-as-you-go basis. Thus, **the Village has no general obligation or revenue bonded indebtedness.** Reserves in the Capital Projects Fund and Motor Fuel Tax Fund are projected to be sufficient to complete the programmed capital improvements over the next three year planning horizon.

SPECIAL FUNDS

The Village maintains a number of smaller funds which are reserved for specific purposes. Combined, these funds make up the remaining 6.9% of the total budget for FY16/17.

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 **65.9%** as of April 30, 2015. This compares favorably with all other local Illinois police pension funds which had an average funded ratio of **57.7%** (as of 2014; most current compiled data available) according to a 2015 report issued by the Illinois Department of Insurance.

TIF2 – Geneva Crossing

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

In December of 2014, the Village called (paid early) the last three years of bond maturities in 2021, 2020 and 2019, resulting in 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. As a result of these actions, the debt has been retired six years earlier than scheduled.

Now that all debt has been retired, the Village will begin the close-out process of the TIF. This is scheduled for December 31, 2016. After final TIF administration costs have been paid, any residual balances will be distributed among the various impacted taxing jurisdictions within the TIF according to State statute.

TIF3 – North Avenue / Schmale Road

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

The Village approved a Redevelopment Agreement on July 15, 2013 with Caputo's New Farm Produce to convert a portion of the redevelopment area into a retail grocery store and warehouse operation. The negotiated developer incentive will be paid entirely from incremental property taxes generated by the development and 50% of the sales taxes produced for a maximum term of thirteen years. In the event the established development incentive has not been paid to the developer by that time, an additional 2 years of incremental property taxes only will be paid for no more than an additional two years or until the full incentive amount has been paid, whichever occurs sooner.

The construction of the improvements (grocery store) was completed on October 28, 2014. Scheduled incentive payments pursuant to the developer note 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 begun to experience the return of economic activity and growth, we will continue to move forward cautiously, ever mindful of how quickly today's financial climate can change.

We must remain vigilant in defending and preserving our revenue base. State sales taxes and other State-shared revenues make up 46% of total General Corporate Fund revenues. The threat of loss of State-shared revenues continues to jeopardize our mission of delivering excellent public services in a fiscally responsible manner. The State has continued to operate without a 2016 budget for nearly 10 months and is now on the eve of its 2017 budget with no signs of an end to the gridlock anytime soon. 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.

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

The FY16/17 budget reflects a community which has emerged from the Great Recession in strong financial health, ready to invest new economic growth realized over the past few years to shape its future. In September of 2015, the Village Board and Executive Staff participated in a bi-annual strategic planning and goal setting exercise designed to capture the vision of the community over the near term planning horizon. The results of this process were formally adopted in Resolution No. 2865 on March 21, 2016. These key focal areas for the coming year immediately follow this letter of transmittal. The adopted budget presented herein identifies the financial resources necessary to further the attainment of these principal objectives.

COMPLIMENTS AND THANK YOU

The entire management team has spent considerable time developing the 2017-19 Financial Plan and FY16/17 Annual Budget. Particular thanks go to Assistant Village Manager Bob Mellor, 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 2017-19 Financial Plan serves the public interest in describing and providing the resources for the provision of Village services and products to its customers. I look forward to working with you in putting this plan into action.

RESOLUTION NO. 2865

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

WHEREAS, the Mayor and Board of Trustees engaged in strategic visioning on September 28, 2015 and November 2, 2015; and

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF CAROL STREAM, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:

SECTION 1: That the Mayor and Board of Trustees formally adopt the Strategic Planning and Goal Identification Ranking dated November 2, 2015 attached hereto as Exhibit "A". The Village Board is hereby further resolved to determine the methods and means to achieving these goals through action plans developed by Village staff.

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

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

PASSED AND APPROVED THIS 21st DAY OF MARCH, 2016.

AYES: Trustees LaRocca, Gieser, Frusolone and McCarthy

NAYS: Trustees Hennessey and Schwarze

ABSENT: None

Exhibit "A"
STRATEGIC PLANNING AND GOAL IDENTIFICATION
November 2, 2015

1. Adequate Staffing

- Identify Deficiencies
- Identify Opportunities for Improvement
- Find Revenue Sources

2. Identify Possible Revenue Sources

- Sustainable Revenue Source
 - Gas Tax
 - Additional gambling locations-strip malls
 - Incrementally increase gambling machines fees
 - Property tax
 - Increase utility rates
 - Institute storm water utility fee
- Analyze
- Implement

3. Budget Status

- Reassessed frozen goals (by October 30, 2015)
 - Categorized goals based on
 - ✓ Rear-view mirror (already gone)
 - ✓ One time expenditures
 - ✓ Ongoing costs
- Staff recommended most feasible goals versus goals that may be re-budgeted (by November 2015)

4. Economic Development

- Keep orientation on needs of businesses
 - Economic Development – Branding/Marketing
 - Annual Economic Development Event
 - Economic Development Website presence
 - Mayor continue Economic Development role

5. Branding/Public Relations

- Re-examine Village logo
- Develop Village slogan
- Create a central communications portal/person (social media)
- Entry way signage

6. Technology/Technology Improvement Plan

- Establish needs
- Annually during budget preparation
- Prioritization
- Approved annually with budget process (1, 2 + 3 year plan)

7. Infrastructure

- Identify technological resources
- Inventory condition assessments
- Establish service levels
- Identify and schedule projects and funding services

The background features a series of vertical, slightly curved stripes in various shades of blue and white. Overlaid on these stripes is a large, white, three-dimensional ribbon-like shape that loops and swirls across the center of the page. The text is centered within this white shape.

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.

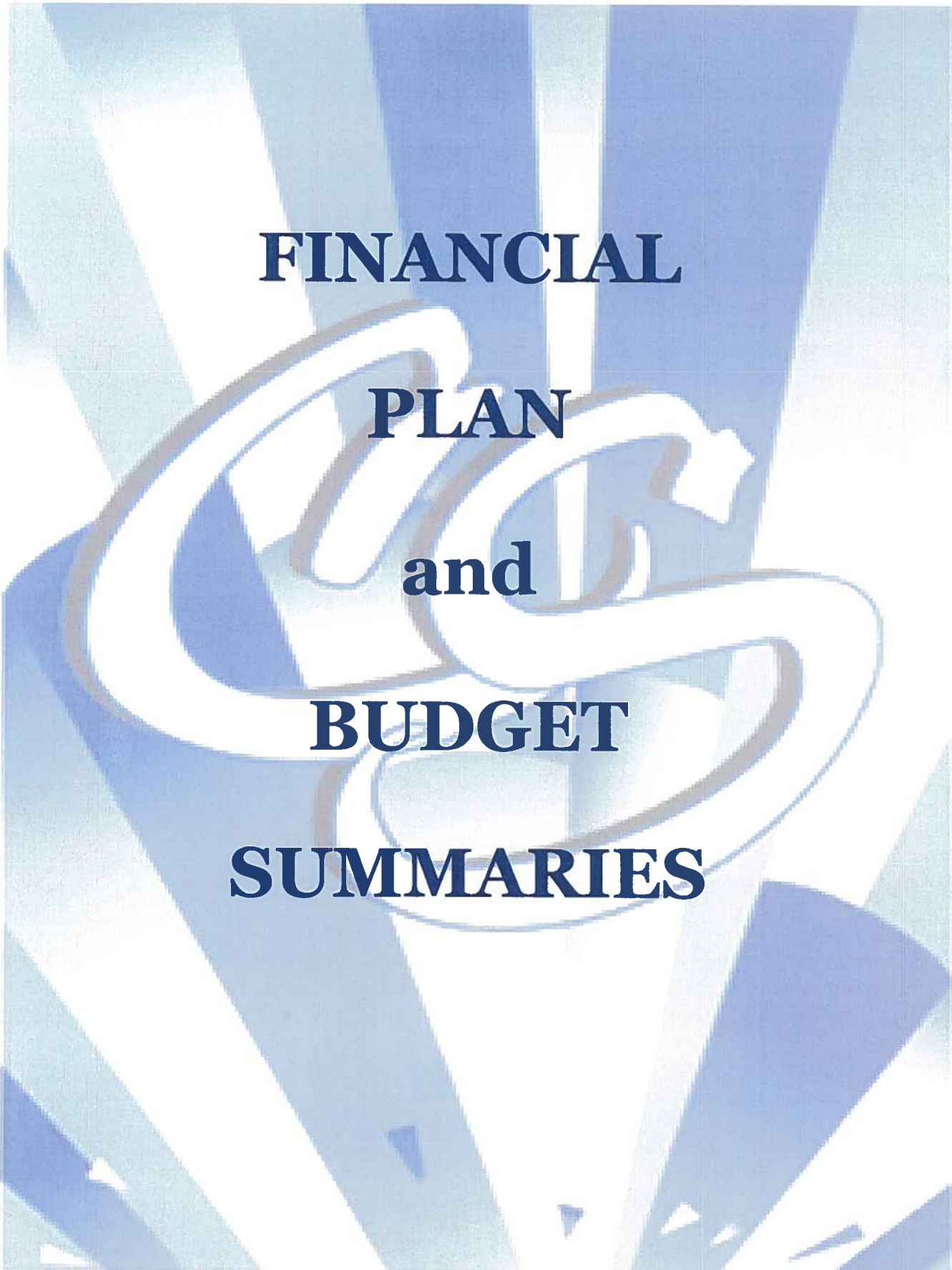
6. The Village will use accrual basis accounting for its proprietary funds (enterprise and internal service funds). Revenues are recognized in the accounting period they are earned and become measurable. Expenses are recognized in the accounting period in which the liability is incurred.
7. The Village will promote full disclosures in its annual financial statements and its bond presentations.

Village of Carol Stream

Community & Economic Development Policies

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.

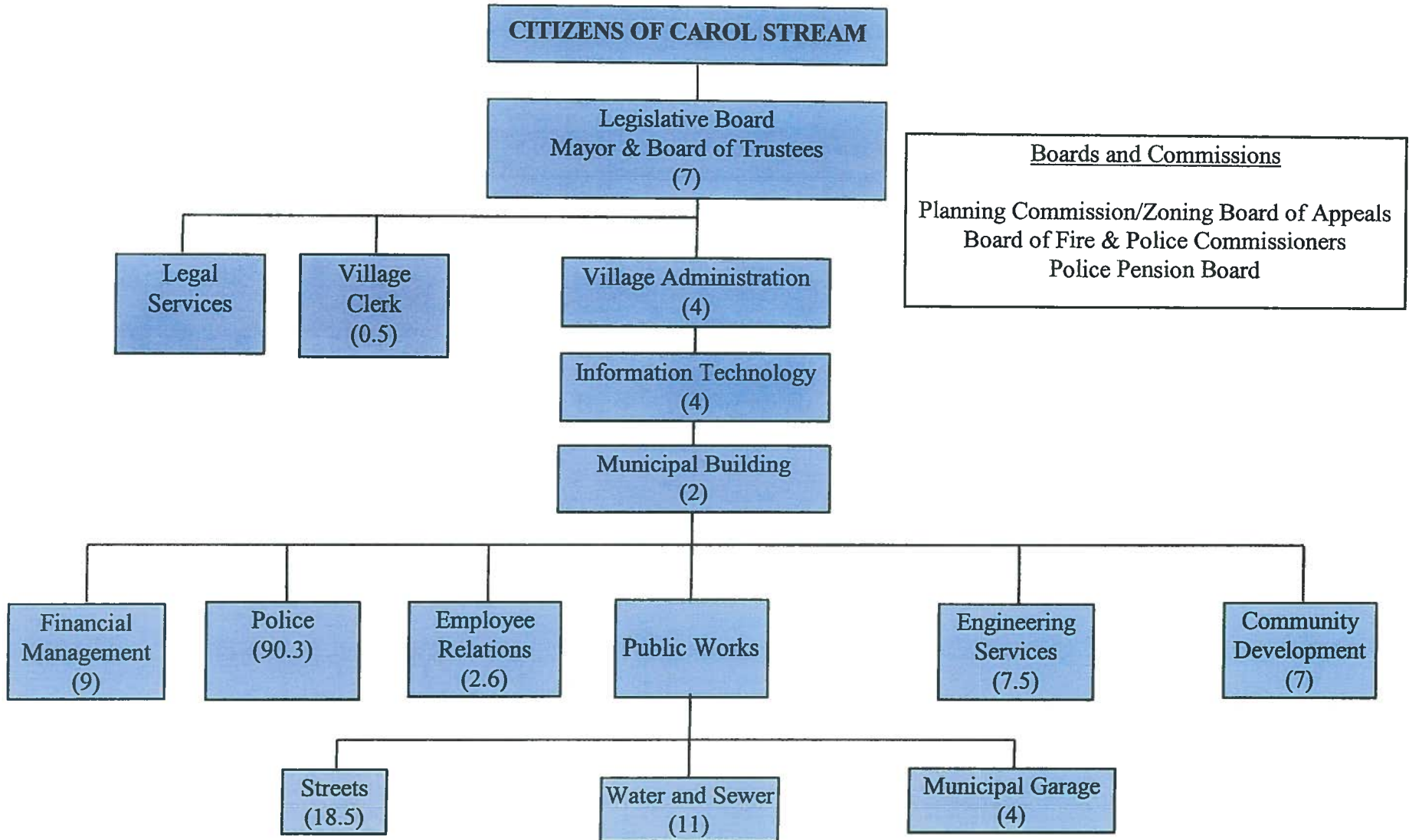


**FINANCIAL
PLAN
and
BUDGET
SUMMARIES**

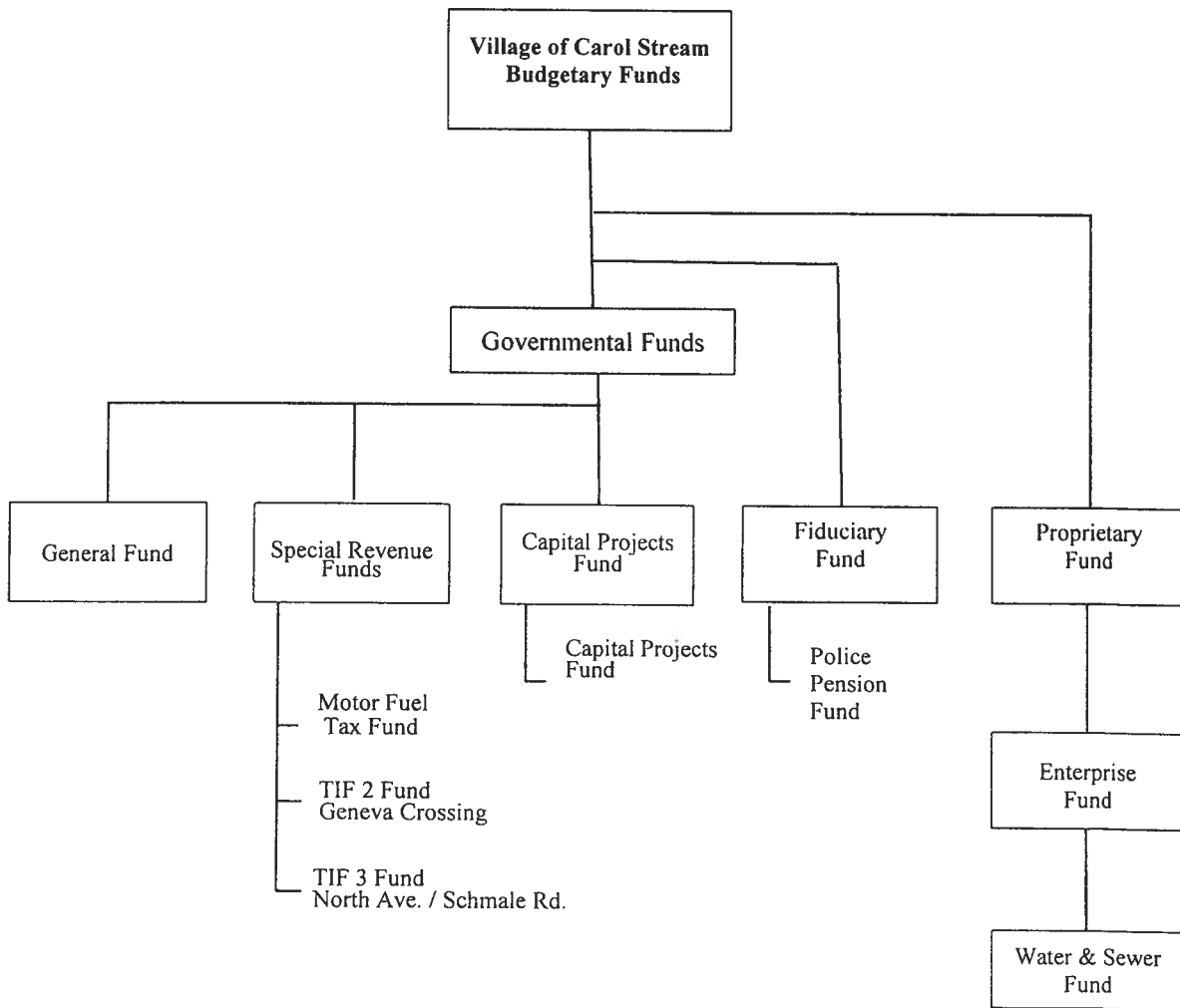
Village of Carol Stream

ORGANIZATION CHART

May 1, 2016



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, 2017

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	\$ 22,461,300			\$ 425,000	\$ 14,000	\$ 22,900,300
Licenses and Permits	1,318,900					1,318,900
Intergovernmental	105,000	1,442,000	1,030,000			2,577,000
Charges for Services	1,709,800					1,709,800
Fines and Forfeits	1,737,000					1,737,000
Interest	15,000	25,000	5,000	500	100	45,600
Miscellaneous	553,000					553,000
Transfer from General Fund		2,184,500		42,000	92,000	2,318,500
Total Revenue	27,900,000	3,651,500	1,035,000	467,500	106,100	33,160,100
Expenditures						
General Government	\$ 7,300,790					\$ 7,300,790
Public Safety	14,218,899					14,218,899
Highways and Streets	4,195,811		142,000			4,337,811
Capital Improvements		9,665,000				9,665,000
Miscellaneous				830,372	142,000	972,372
Subtotal	25,715,500	9,665,000	142,000	830,372	142,000	36,494,872
Transfer to Capital Proj.	2,184,500					2,184,500
Total Expenditures	27,900,000	9,665,000	142,000	830,372	142,000	38,679,372
Change in Fund Position	0	(6,013,500)	893,000	(362,872)	(35,900)	(5,519,272)
Fund Balances						
May 1 - Projected	16,087,178	22,759,563	4,297,941	362,872	51,537	43,559,091
April 30 - Projected	\$ 16,087,178	\$ 16,746,063	\$ 5,190,941	\$ 0	\$ 15,637	\$ 38,039,819

Village of Carol Stream

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

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	\$ 23,237,800			\$ 0	\$ 168,000	\$ 23,405,800
Licenses and Permits	1,326,650					1,326,650
Intergovernmental	105,000	473,000	1,030,000			1,608,000
Charges for Services	1,726,800					1,726,800
Fines and Forfeits	1,722,000					1,722,000
Interest	25,000	45,000	5,000		500	75,500
Miscellaneous	553,000					553,000
Transfer from General Fund		2,489,000			92,000	2,581,000
Total Revenue	28,696,250	3,007,000	1,035,000	0	260,500	32,998,750
Expenditures						
General Government	\$ 7,226,090					\$ 7,226,090
Public Safety	14,664,578					14,664,578
Highways and Streets	4,316,582		149,000			4,465,582
Capital Improvements		17,021,000	3,628,000			20,649,000
Miscellaneous					242,000	242,000
Subtotal	26,207,250	17,021,000	3,777,000	0	242,000	47,247,250
Transfer to Capital Proj.	2,489,000					2,489,000
Total Expenditures	28,696,250	17,021,000	3,777,000	0	242,000	49,736,250
Change in Fund Position	0	(14,014,000)	(2,742,000)	0	18,500	(16,737,500)
Fund Balances						
May 1 - Projected	16,087,178	16,746,063	5,190,941	0	15,637	38,039,819
April 30 - Projected	\$ 16,087,178	\$ 2,732,063	\$ 2,448,941	\$ 0	\$ 34,137	\$ 21,302,319

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	\$ 24,007,500			\$ 0	\$ 220,000	\$ 24,227,500
Licenses and Permits	1,334,400					1,334,400
Intergovernmental	105,000	1,011,000	1,030,000			2,146,000
Charges for Services	1,780,800					1,780,800
Fines and Forfeits	1,727,000					1,727,000
Interest	25,000	50,000	5,000		1,500	81,500
Miscellaneous	553,000					553,000
Transfer from General Fund		3,590,900			92,000	3,682,900
Total Revenue	29,532,700	4,651,900	1,035,000	0	313,500	35,533,100
Expenditures						
General Government	\$ 7,139,996					\$ 7,139,996
Public Safety	15,030,564					15,030,564
Highways and Streets	3,771,240		157,000			3,928,240
Capital Improvements		7,219,000	0			7,219,000
Miscellaneous					292,000	292,000
Subtotal	25,941,800	7,219,000	157,000	0	292,000	33,609,800
Transfer to Capital Proj.	3,590,900					3,590,900
Total Expenditures	29,532,700	7,219,000	157,000	0	292,000	37,200,700
Change in Fund Position	0	(2,567,100)	878,000	0	21,500	(1,667,600)
Fund Balances						
May 1 - Projected	16,087,178	2,732,063	2,448,941	0	34,137	21,302,319
April 30 - Projected	\$ 16,087,178	\$ 164,963	\$ 3,326,941	\$ 0	\$ 55,637	\$ 19,634,719

Village of Carol Stream

ALL PROPRIETARY AND FIDUCIARY FUND TYPES

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

Description	Proprietary	Fiduciary	Totals
	Water & Sewer	Police Pension	
Revenue			
Charges for Services	\$ 10,668,000		10,668,000
Contributions		2,405,135	2,405,135
Interest	15,000	3,300,500	3,315,500
Total Revenue	10,683,000	5,705,635	16,388,635
Expenses			
Operations	10,591,876		10,591,876
Benefits and Refunds		2,833,500	2,833,500
Capital Investment	2,745,225		2,745,225
Debt Service	487,504		487,504
Total Expenses	13,824,605	2,833,500	16,658,105
Net Income (Loss)	(3,141,605)	2,872,135	(269,470)
Unrestricted Net Position			
May 1 - Projected	12,178,817	40,849,645	53,028,462
April 30 - Projected	\$ 9,037,212	\$ 43,721,780	\$ 52,758,992

Village of Carol Stream

ALL PROPRIETARY AND FIDUCIARY FUND TYPES

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

Description	Proprietary	Fiduciary	Totals
	Water & Sewer	Police Pension	
Revenue			
Charges for Services	\$ 10,672,000		10,672,000
Contributions		2,572,000	2,572,000
Interest	25,000	3,500,500	3,525,500
Total Revenue	10,697,000	6,072,500	16,769,500
Expenses			
Operations	10,248,938		10,248,938
Benefits and Refunds		2,985,000	2,985,000
Capital Investment	1,882,000		1,882,000
Debt Service	486,523		486,523
Total Expenses	12,617,461	2,985,000	15,602,461
Net Income (Loss)	(1,920,461)	3,087,500	1,167,039
Unrestricted Net Position			
May 1 - Projected	9,037,212	43,721,780	52,758,992
April 30 - Projected	\$ 7,116,751	\$ 46,809,280	\$ 53,926,031

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	\$ 10,676,000		10,676,000
Contributions		2,740,000	2,740,000
Interest	25,000	3,800,500	3,825,500
Total Revenue	10,701,000	6,540,500	17,241,500
Expenses			
Operations	10,370,701		10,370,701
Benefits and Refunds		3,187,000	3,187,000
Capital Investment	2,720,000		2,720,000
Debt Service	485,541		485,541
Total Expenses	13,576,242	3,187,000	16,763,242
Net Income (Loss)	(2,875,242)	3,353,500	478,258
Unrestricted Net Position			
May 1 - Projected	7,116,751	46,809,280	53,926,031
April 30 - Projected	\$ 4,241,509	\$ 50,162,780	\$ 54,404,289

Village of Carol Stream

Summary of Budgeted Revenues and Expenses

Fund	Actual FY14/15	Revised Budget FY 15/16	Estimated FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
REVENUES						
General Fund	\$ 25,344,841	\$ 25,682,000	\$ 27,416,000	\$ 27,900,000	\$ 28,696,250	\$ 29,532,700
Water & Sewer Fund	9,219,611	9,763,000	10,299,000	10,683,000	10,697,000	10,701,000
Capital Projects Fund	84,765	1,091,000	45,000	1,467,000	518,000	1,061,000
Motor Fuel Tax Fund	1,316,631	966,500	1,027,500	1,035,000	1,035,000	1,035,000
TIF2 - Geneva Crossing	473,061	530,200	474,831	467,500	-	-
TIF3 - North / Schmale	3,588,838	134,000	105,975	106,100	260,500	313,500
Police Pension Fund	4,993,636	5,576,046	1,540,000	5,705,635	6,072,500	6,540,500
Total Revenues	\$ 45,021,383	\$ 43,742,746	\$ 40,908,306	\$ 47,364,235	\$ 47,279,250	\$ 49,183,700
EXPENSES						
General Fund	\$ 22,495,506	\$ 25,682,000	\$ 27,416,000	\$ 27,900,000	\$ 28,696,250	\$ 29,532,700
Water & Sewer Fund	10,670,368	14,601,546	11,516,132	13,824,605	12,617,461	13,576,242
Capital Projects Fund	4,389,237	5,252,000	3,735,000	9,665,000	17,021,000	7,219,000
Motor Fuel Tax Fund	115,997	129,000	99,641	142,000	3,777,000	157,000
TIF2 - Geneva Crossing	1,390,616	322,980	1,204,980	830,372	-	-
TIF3 - North / Schmale	3,502,216	157,000	83,000	142,000	242,000	292,000
Police Pension Fund	2,222,851	2,385,500	2,296,313	2,833,500	2,985,000	3,187,000
Total Expenses	\$ 44,786,791	\$ 48,530,026	\$ 46,351,066	\$ 55,337,477	\$ 65,338,711	\$ 53,963,942

Village of Carol Stream

Personnel Schedule

	Authorized			Proposed FY16/17	Projected FY17/18	Projected FY18/19
	FY13/14	FY14/15	FY15/16			
1 Administration						
a. Village Manager	1	1	1	1	1	1
b. Asst. Village Manager	1	1	1	1	1	1
c. Asst. to the Village Mgr.	1	1	1	1	1	1
d. Office Manager	0	1	0	0	0	0
e. Administrative Secretary (PT)	0.6	0	0	0	0	0
f. Secretary (2 PT)	1	1	1	1	1	1
	4.6	5.0	4.0	4.0	4.0	4.0
2 Information Technology						
a. Information Technology Director	0	0	1	1	1	1
b. IT Supervisor	1	1	0	0	0	0
c. IT Network Engineer	0	0	0	1	1	1
d. IT Technician	1.5	1.5	2	2	2	2
	2.5	2.5	3	4	4	4
3 Employee Relations						
a. Employee Relations Director	1	1	1	1	1	1
b. Employee Relations Generalist	0	0	0	1	1	1
c. Secretary (PT)	0.8	0.8	0.8	0.6	0.6	0.6
	1.8	1.8	1.8	2.6	2.6	2.6
4 Financial Management						
a. Finance Director	1	1	1	1	1	1
b. Asst. Finance Director	1	1	0	0	0	0
c. Accounting Manager	0	0	1	1	1	1
d. Accountant	1	1	1	1	1	1
e. Accounts Clerk	6	6	6	6	6	6
f. Admin. Secretary (PT)	.75	0	0	0	0	0
	9.75	9.00	9.00	9.00	9.00	9.00
5 Community Development						
a. Community Development Dir.	1	1	1	1	1	1
b. Asst. Community Develop.Dir.	1	1	0	0	0	0
c. Planning & E.D. Mgr.	0	0	1	1	1	1
d. Development Svcs. Mgr.	0	0	1	1	1	1
e. Code Professional I	0	1	1	1	1	1
f. Code Professional II	2	1	1	1	1	1
g. Development Svcs. Tech.	0.5	0.5	0	0	0	0
h. Permit Systems Coord.	1	1	1	1	1	1
i. Secretary	1	1	1	1	1	1
	6.5	6.5	7.0	7.0	7.0	7.0

Village of Carol Stream

Personnel Schedule

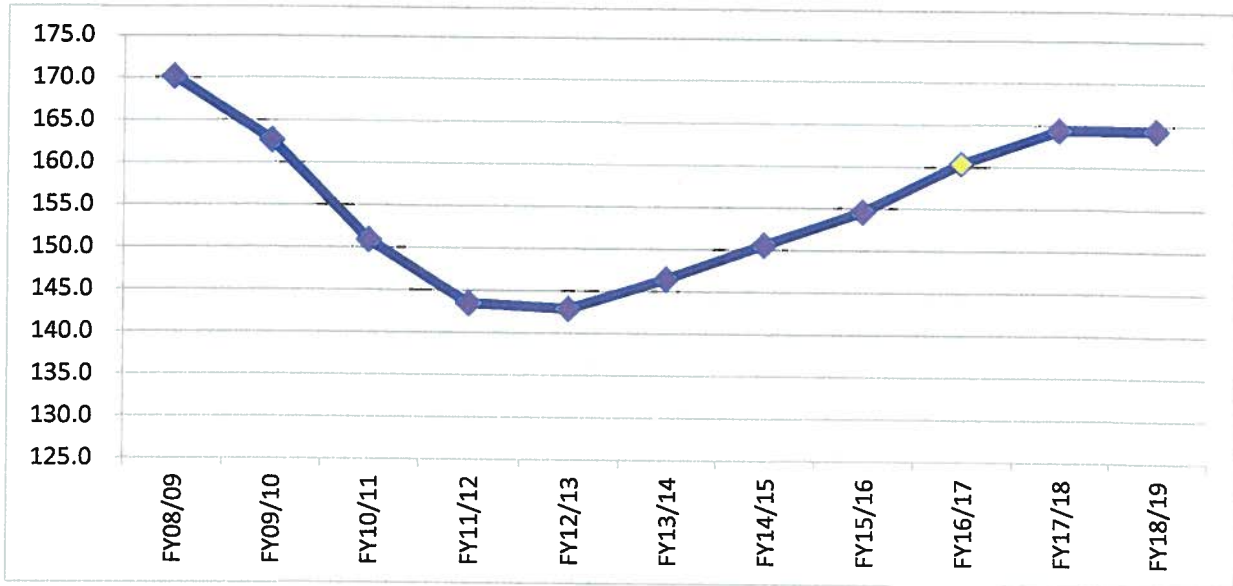
	Authorized			Proposed FY16/17	Projected FY17/18	Projected FY18/19
	FY13/14	FY14/15	FY15/16			
6 Engineering Services						
a. Director of Engineering Serv.	1	1	1	1	1	1
b. Asst. Village Engineer	1	1	1	1	1	1
c. Stormwater Administrator	0	0	0	1	1	1
d. Civil Engineer II	0	1	1	1	1	1
e. Engineering Inspector	2	2	2	2	3	3
f. Administrative Secretary	1	1	1	1	1	1
g. Secretary (PT)	0.5	0.5	0.5	0.5	0.5	0.5
	5.5	6.5	6.5	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	0	0	1	1	1	1
d. Office Manager	0	1	1	1	1	1
e. Data Coordinator	1	1	1	1	1	1
f. Management Analyst	0	1	1	1	1	1
g. Assistant Public Works Dir.	1	0	0	0	0	0
h. Secretary (3 PT)	2	1.5	1.5	1.5	1.5	1.5
i. Facilities Technician	0	0	0	0	1	1
j. PWE I	2	2	2	2	2	2
k. PWE II	3	9	9	9	9	9
l. PWE Probationary	6	0	0	0	0	0
	17	17.5	18.5	18.5	19.5	19.5
Public Works-Water/Sewer Division						
a. Utilities Supervisor	0	0	1	1	1	1
b. Water Employee	0	0	0	1	1	1
c. WSE I	2	2	2	1	1	1
d. WSE II	3	6	6	7	7	7
e. WSE Probationary	3	0	0	0	0	0
f. WSE III - Utility Locator	0	0	1	1	1	1
	8	8	10	11	11	11
Public Works - Municipal Garage Division						
a. Garage Supervisor	1	1	1	1	1	1
b. Mechanic	2	2	2	3	3	3
	3	3	3	4	4	4
Total - Public Works	28	28.5	31.5	33.5	34.5	34.5

Village of Carol Stream

Personnel Schedule

	Authorized			Proposed	Projected	Projected
	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19
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	6	6	7	7
g. Police Officer	52	53	54	55	56	56
h. Community Service Tech.	6	6	6	6	6	6
i. Evidence Custodian	1	1	1	1	1	1
j. Secretary (1 FT, 2 PT)	2.3	2.3	2.3	2.3	2.3	2.3
k. Records Supervisor	1	1	1	1	1	1
l. Records Clerk (6 FT, 2 PT)	7	7	7	7	7	7
m. Training Coordinator/ Budget Analyst	1	1	1	1	1	1
n. RCFL Investigator	0	1	1	1	1	1
o. Crime Free Housing Coord.	0	1	1	1	1	1
	85.3	88.3	89.3	90.3	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)	146.45	150.60	154.60	160.40	164.40	164.40
11 Seasonal & Miscellaneous						
Temporary Help						
a. Streets-Summer	6	6	6	7	7	7
b. W/S Division-Summer	2	2	2	2	2	2
c. Engineering Intern	1	1	1	2	2	2
TOTAL-OTHER THAN FULL TIME (Full-Time Equivalent)	9.00	9.00	9.00	11.00	11.00	11.00
TOTAL EMPLOYEE COUNT (Full-Time Equivalent)	150.95	155.10	159.10	165.90	169.90	169.90

**Village of Carol Stream
Historical and Proposed Regular Employee Staffing
Fiscal Year 16/17 Beginning May 1, 2016**



Changes in Village Staffing

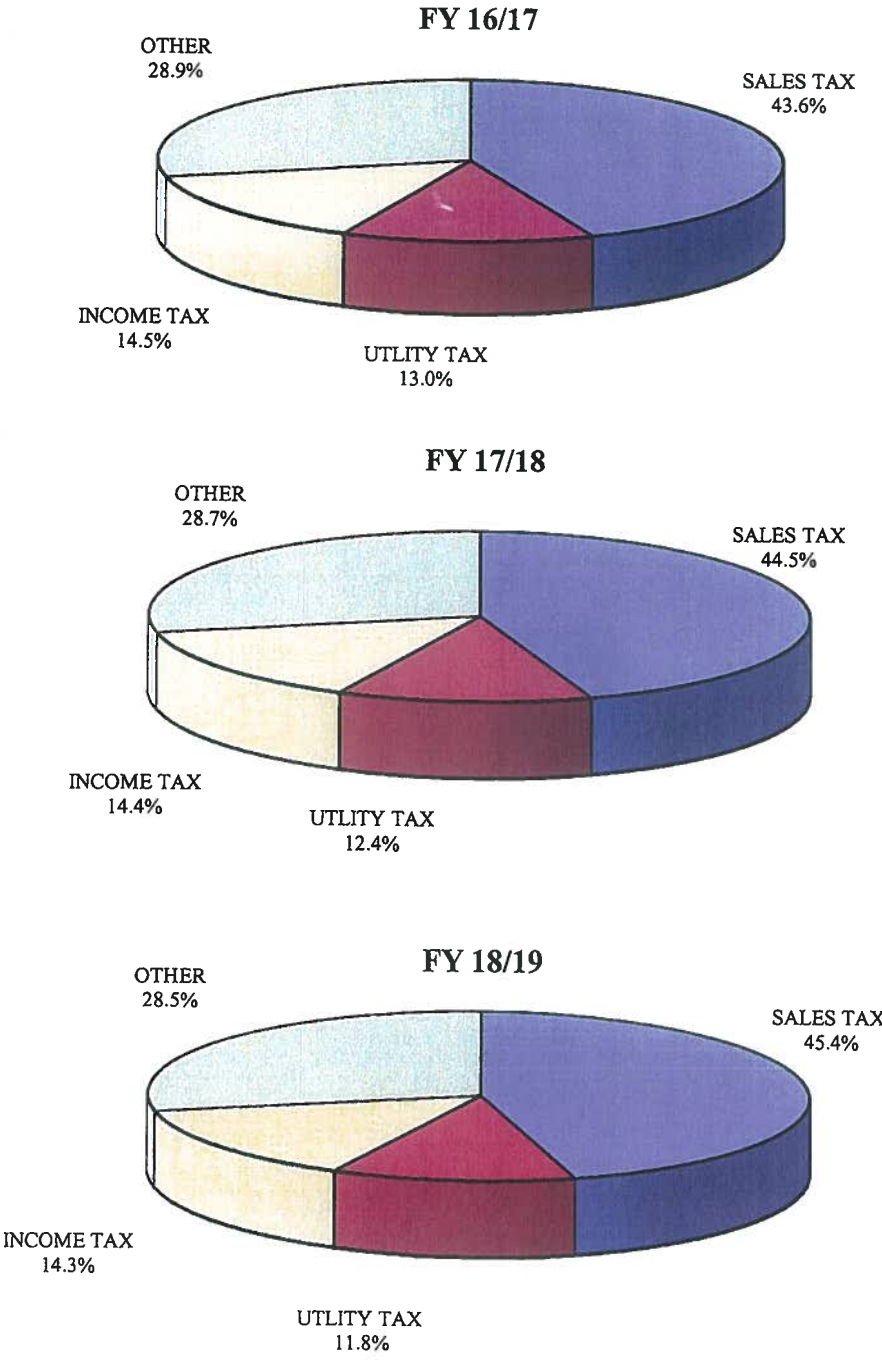
Village staffing proposed for FY16/17 remains 5.8% less than 8 years ago. Staff reductions were in response to the sustained recessionary environment and were necessary to maintain operating expenditures within available revenues which had deteriorated significantly over the same period.

As revenues have begun to recover from the 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 complex, abstract design with various shades of blue and white. A prominent, thick white swirl or ribbon-like shape curves across the center of the image. The overall aesthetic is modern and geometric, with sharp lines and a sense of depth.

**GENERAL
CORPORATE
FUND**

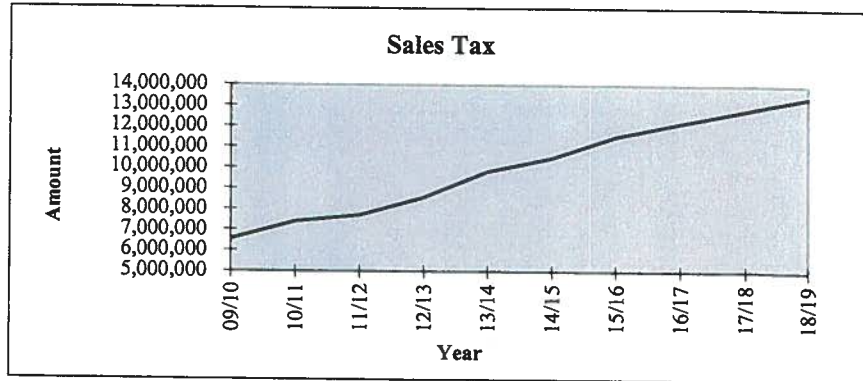
**GENERAL CORPORATE FUND
KEY OPERATING REVENUES
FY16/17 - FY18/19**



This graph shows the importance of the Village's three main revenue sources. Since revenues from the state shared income and sales taxes, and local utility tax, represent approximately 71% of the General Corporate Fund operating revenues, it is important that they be continually monitored and protected from any legislative changes.

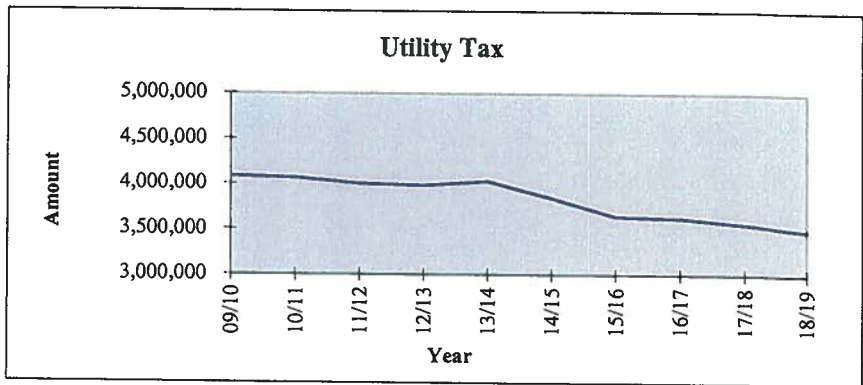
GENERAL CORPORATE FUND KEY REVENUES

<u>YEAR</u>	<u>AMOUNT</u>
09/10	6,539,329
10/11	7,397,143
11/12	7,702,211
12/13	8,567,050
13/14	9,810,667
14/15	10,483,744
15/16 (Est.)	11,510,000
16/17 (Proj.)	12,165,000
17/18 (Proj.)	12,780,000
18/19 (Proj.)	13,410,000



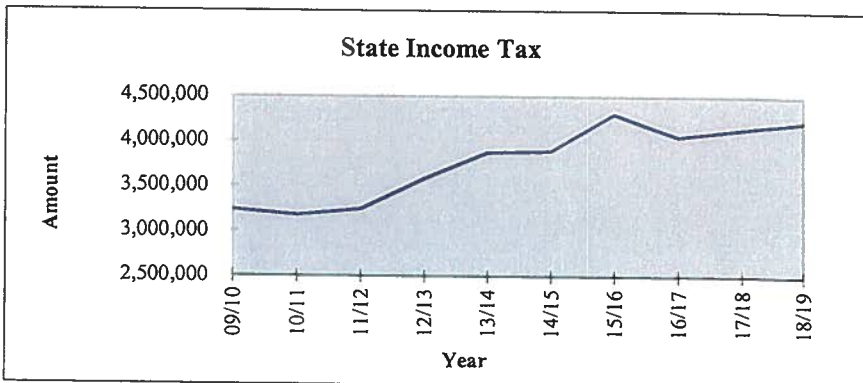
The home-rule sales tax rate was increased from 0.50% to 0.75% on 7/1/10 (FY10/11).

<u>YEAR</u>	<u>AMOUNT</u>
09/10	4,083,496
10/11	4,065,956
11/12	4,002,346
12/13	3,985,863
13/14	4,031,105
14/15	3,848,788
15/16 (Est.)	3,645,000
16/17 (Proj.)	3,630,000
17/18 (Proj.)	3,560,000
18/19 (Proj.)	3,490,000



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>
09/10	3,235,566
10/11	3,176,206
11/12	3,244,566
12/13	3,578,776
13/14	3,869,685
14/15	3,889,081
15/16 (Est.)	4,300,000
16/17 (Proj.)	4,050,000
17/18 (Proj.)	4,131,000
18/19 (Proj.)	4,214,000



Revenues are allocated on a per capita basis. Projections do not include any legislative changes which would reduce the amount of income tax shared with municipalities.

Village of Carol Stream

GENERAL CORPORATE FUND

Revenues

Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Revenue FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19	Footnotes
Property Taxes							
Road and Bridge	\$ 264,089	\$ 269,000	\$ 225,000	\$ 226,800	\$ 231,300	\$ 235,900	1
Pers. Prop. Replacement Tax	99,134	96,000	105,000	102,500	104,500	106,600	2
Other Taxes							
Sales Tax	6,581,838	6,710,000	7,300,000	7,750,000	8,140,000	8,540,000	3
Electricity Use Tax	1,883,544	1,850,000	1,880,000	1,870,000	1,870,000	1,870,000	4
Income Tax (State Shared)	3,889,081	3,881,000	4,300,000	4,050,000	4,131,000	4,214,000	5
Amusement Tax	1,823	2,500	2,000	2,000	2,000	2,000	
Home Rule Sales Tax	3,901,906	3,960,000	4,210,000	4,415,000	4,640,000	4,870,000	6
Real Estate Transfer Tax	717,571	680,000	835,000	810,000	870,000	910,000	7
Natural Gas Use Tax	632,979	570,000	515,000	570,000	570,000	570,000	8
Telecommunications Tax	1,332,265	1,210,000	1,250,000	1,190,000	1,120,000	1,050,000	9
Auto Rental Tax	20,997	23,000	23,000	24,000	25,000	26,000	
Local Use Tax (State Shared)	809,037	810,000	881,000	930,000	977,000	1,026,000	10
Hotel Tax	310,575	323,000	345,000	365,000	385,000	400,000	11
Video Gaming Tax	98,986	95,000	145,000	156,000	172,000	187,000	12
Total Taxes	\$ 20,543,825	\$ 20,479,500	\$ 22,016,000	\$ 22,461,300	\$ 23,237,800	\$ 24,007,500	
Licenses and Permits							
Business/Misc. License	27,850	27,000	27,000	27,000	27,000	27,000	
Dog License	2,330	2,500	2,400	2,400	2,400	2,400	
Vehicle License	432,473	435,000	430,000	435,000	435,000	435,000	
Liquor License	135,500	125,000	135,000	140,000	145,000	150,000	
Vending Machine License	6,908	7,000	7,000	7,000	7,000	7,000	
Game Room Fees	1,688	1,000	1,500	1,000	1,000	1,000	
Building Permits	490,122	500,000	610,000	600,000	600,000	600,000	
Rental Licensing Fees	26,150	90,000	65,000	75,000	75,000	75,000	13
Video Gaming Permit Fee	25,750	22,500	27,500	27,500	30,250	33,000	14
Tobacco License	4,050	4,000	4,000	4,000	4,000	4,000	
Total Licenses and Permits	\$ 1,152,821	\$ 1,214,000	\$ 1,309,400	\$ 1,318,900	\$ 1,326,650	\$ 1,334,400	
Charges for Services							
Legal & Planning Fees	54,635	60,000	175,000	60,000	60,000	60,000	
Annexation Fees	1,875	0	0	0	0	0	
Liquor Investigation Fees	17,850	10,000	6,500	10,000	10,000	10,000	
Cable Franchise Fees	580,638	588,000	606,000	636,000	668,000	701,000	15
Service Fee - Developers	26,263	25,000	15,000	10,000	10,000	10,000	
Public Hearing Fees	16,560	25,000	20,000	20,000	20,000	20,000	
PEG Fees - Comcast	0	32,000	12,000	29,000	30,000	30,000	16
PEG Fees - AT&T	33,730	30,000	37,000	39,000	41,000	43,000	16
Passport Fees	8,337	10,000	9,000	9,000	9,000	9,000	
Engineering Review Fees-SMA	47,699	63,000	78,000	77,000	77,000	77,000	
Police Training Act Reimb.	8,734	14,000	32,000	40,000	15,000	15,000	
Police Liaison	198,439	202,000	192,000	203,000	210,000	216,000	17
Municipal Service Charge	200,000	350,000	350,000	402,000	393,000	403,000	18

Village of Carol Stream

GENERAL CORPORATE FUND

Revenues

Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Revenue FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19	Footnotes
Gasoline Sales	51,765	60,000	49,000	50,000	59,000	62,000	19
Maint. & Rpr. Reimbursement	4,923	5,000	4,000	5,000	5,000	5,000	
Police Reports	2,827	2,700	2,800	2,900	2,900	2,900	
Mowing - DPC ROW	16,884	16,800	16,900	16,900	16,900	16,900	
Reim Fee Based/DuMeg	95,725	100,000	100,000	100,000	100,000	100,000	20
Total Charges for Services	\$ 1,366,884	\$ 1,593,500	\$ 1,705,200	\$ 1,709,800	\$ 1,726,800	\$ 1,780,800	
Fines and Forfeits							
Circuit Court Fines	450,789	445,000	407,000	415,000	420,000	425,000	21
Ordinance Forfeits	92,907	100,000	75,000	80,000	80,000	80,000	
DUI Tech Funds	58,191	58,000	64,000	70,000	65,000	65,000	
Court DUI Fines	259,846	270,000	275,000	315,000	300,000	300,000	
Court Fines - Vehicles	40,219	40,000	35,000	40,000	40,000	40,000	
False Alarms	11,650	12,000	12,000	12,000	12,000	12,000	
Vehicle Forfeiture	14,945	20,000	12,000	15,000	15,000	15,000	
Other Forfeiture	33,341	20,000	30,000	25,000	25,000	25,000	
ATLE Fines	299,263	350,000	400,000	400,000	400,000	400,000	22
Towing Fee	368,450	350,000	365,000	365,000	365,000	365,000	
Total Fines and Forfeits	\$ 1,629,601	\$ 1,665,000	\$ 1,675,000	\$ 1,737,000	\$ 1,722,000	\$ 1,727,000	
Interest Income							
Interest Income	(265,377)	5,000	6,000	15,000	25,000	25,000	
Other Revenues							
Miscellaneous Revenue	403,990	250,000	450,000	400,000	400,000	400,000	
Insurance Reimbursements	192,556	180,000	100,000	100,000	100,000	100,000	
Sale of Surplus Property	47,569	50,000	20,000	25,000	25,000	25,000	
Donations & Contributions	22,728	18,000	18,000	16,000	16,000	16,000	23
Fees and Admissions	14,250	16,000	11,400	12,000	12,000	12,000	24
Reimb. From TIF3	0	11,000	0	0	0	0	
Total Other Operating	681,093	525,000	599,400	553,000	553,000	553,000	
Total Operating Revenue	25,108,847	25,482,000	27,311,000	27,795,000	28,591,250	29,427,700	
Non-Operating Revenue							
Intergovernmental Grants	235,994	200,000	105,000	105,000	105,000	105,000	25
Total Non-Operating Rev.	235,994	200,000	105,000	105,000	105,000	105,000	
Total Revenue	\$ 25,344,841	\$ 25,682,000	\$ 27,416,000	\$ 27,900,000	\$ 28,696,250	\$ 29,532,700	

REVENUE FOOTNOTES

1. **Road & Bridge Tax: (\$226,800)** 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): (\$102,500)** 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. The Illinois Municipal League (IML) has projected a decline of about 2.1% in FY16/17 compared to the current FY15/16 estimate which was above expectations.

3. **Sales Tax: (\$7,750,000)** Carol Stream receives 16% of the 6.25% State base sales tax rate which is equivalent to 1% of the sales price of general merchandise. Sales tax collections are based on sales activity which takes place within the Village, thus “shopping Carol Stream” has a direct benefit to taxpayers in the community.

Sales taxes are projected to increase by 6.2% in FY16/17 over the FY15/16 estimate. This is the result of general growth in the overall Village sales tax base. A 5% growth rate is assumed for years 2 and 3 of the financial plan.

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 FY16/17 is based on historical averages.
5. **Income Tax: (\$4,050,000)** 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.

The amount budgeted for FY16/17 represents a decrease of 5.8% from the FY15/16 estimate and reflects the Illinois Municipal League's projection of \$102.00 per capita. While this is a decrease from FY15/16, FY15/16 showed unusual growth over previous years, including some one-time spikes in revenue distributions that were not expected to recur.

Projected revenues do not reflect any potential actions of the State legislature which would reduce or impair the municipal share of income taxes to benefit the State's financial condition. As the State continues to operate more than 9 months into its 2016 fiscal year without a State Budget in place, the risk of adverse action against State-shared revenues continues to grow.

6. **Home Rule Sales Tax: (\$4,415,000)** The Village imposes a 0.75% additional "home rule" sales tax which applies to general merchandise sales (excludes grocery, vehicles, medical appliances, etc.). Because of these exclusions, it is budgeted at 57% (rather than 75%) of the general 1% sales tax collected.
7. **Real Estate Transfer Tax: (\$810,000)** A tax of \$3 per \$1,000 of a property's sales price is imposed upon the transfer of real property. This revenue source suffered significant declines during the Great Recession, from more than \$1 million in FY04/05 to less than \$300,000 in FY10/11. Some positive growth in the number and value of residential transactions has occurred within the last several years in addition to some large commercial property sales that have materialized with an improving economy. Continued moderate increases are forecast in years 2 and 3 of the financial plan based on continued strengthening of the real estate market.
8. **Natural Gas Use Tax: (\$570,000)** A 2.5 cent per natural gas therm tax is collected on the use of natural gas. Similar to the electricity use tax, revenues are dependent upon demand and use for the commodity. Thus, absent unusual temperature fluctuations (i.e. excessively cold winter) or an increase in capacity (new homes, business expansions, etc.) revenues are not expected to grow significantly.
9. **Telecommunications Tax: (\$1,190,000)** A 6% tax is imposed on telecommunications services in the community. Collections have declined in 6 of the last 8 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 ranging from 5% to 6% are forecast in each year of the financial plan.
10. **Local Use Tax: (\$930,000)** 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 5% per year throughout the 3-year financial plan.

11. **Hotel Tax: (\$365,000)** A 5% room tax is assessed and collected on rentals in our two local hotels.
12. **Video Gaming Tax: (\$156,000)** 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, 2016, a total of 10 Carol Stream establishments have been issued permits to operate a total of 47 gaming terminals.
13. **Rental Licensing Fees: (\$75,000)** 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: (\$27,500)** In connection with permitting video gaming in Carol Stream, a \$550 per gaming terminal annual permit fee is required which will offset added costs of registration, compliance and enforcement efforts.
15. **Cable Franchise Fees: (\$636,000)** 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: (\$68,000)** 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: (\$203,000)** 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: (\$402,000)** 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.

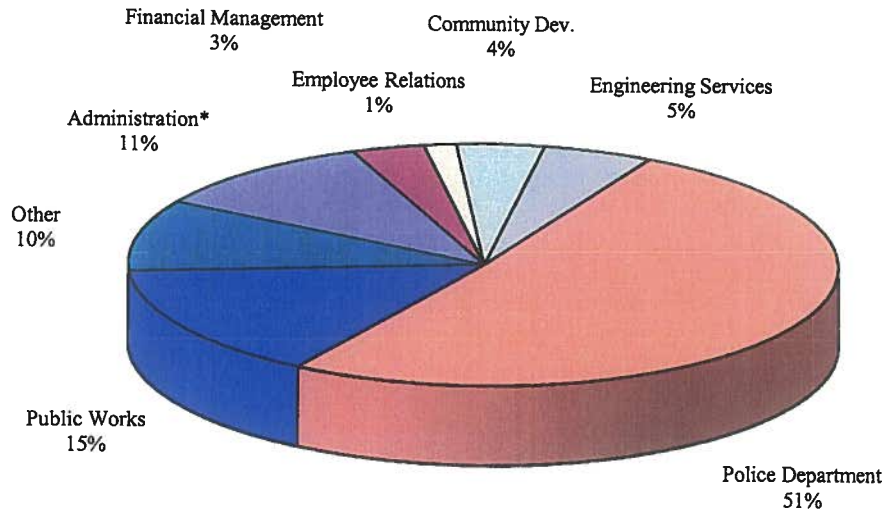
19. **Gasoline Sales: (\$50,000)** As a means of reducing intergovernmental costs, the Village permits DuComm, School District 93 and the Carol Stream Park District use of the Public Works fuel island to support their operations. The fuel system is able to identify each specific user by key code and bills each agency monthly, with a small mark-up to cover administrative costs. The amount of billings during FY16/17 is subject to fluctuation as the Village undergoes a pilot program of purchasing fuel at retail as an alternative to the very costly replacement of our aging underground fuel dispensing systems at the Public Works building.
20. **Reimbursement / Fee Based / DuMeg: (\$100,000)** The Village bills for additional Police services requested by external agencies (i.e. schools) to cover extracurricular events. This line item also receives reimbursement for a portion of an Officer assigned to DuMeg (DuPage Metropolitan Enforcement Group).
21. **Circuit Court Fines: (\$415,000)** The Village receives a portion of fine revenues generated from police citations processed through the Circuit Court. Beginning on May 1, 2013, the Village added local prosecution of traffic offenses rather than using the State's Attorney.
22. **ATLE Fees: (\$400,000)** The Village contracts with a 3rd party vendor to manage the Automated Traffic Light Enforcement (ATLE) program which includes signalized intersections at North Avenue and Gary Avenue and North Avenue and Kuhn Road. Costs of administering the program are budgeted in the Police Department Traffic Program.
23. **Donations and Contributions: (\$16,000)** These revenues represent corporate sponsorships which fund the Summer Concert Series at the Ross Ferraro Town Center.
24. **Fees and Admissions: (\$12,000)** This revenue line records the Village's share of annual summer carnival proceeds at the Ross Ferraro Town Center.
25. **Intergovernmental Grants: (\$105,000)** This includes regular recurring traffic enforcement, ballistic vest and tobacco enforcement grants.

Village of Carol Stream
GENERAL CORPORATE FUND

Revenues - Expenditures

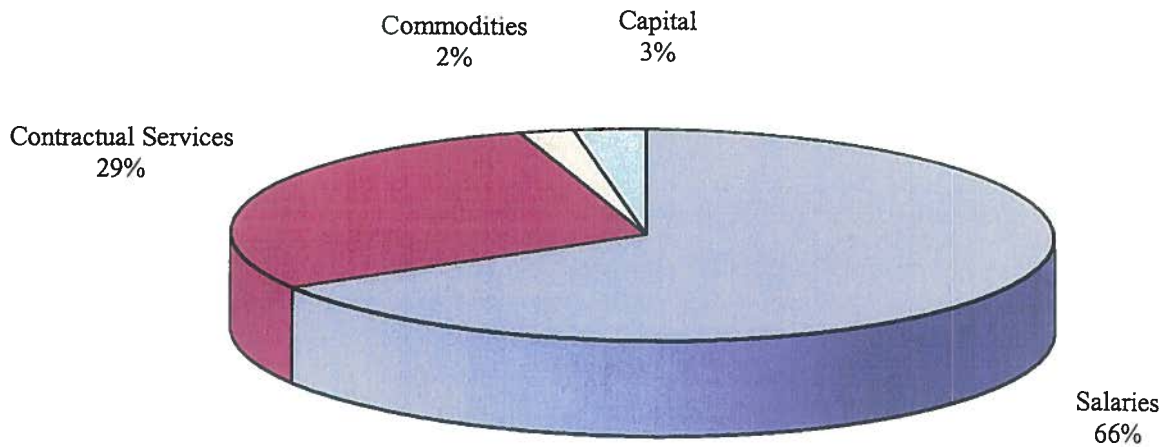
Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Revenues						
Operating Revenue	\$ 25,108,847	\$ 25,482,000	\$ 27,311,000	\$ 27,795,000	\$ 28,591,250	\$ 29,427,700
Non-Operating Revenue	235,994	200,000	105,000	105,000	105,000	105,000
Total Revenues	\$ 25,344,841	\$ 25,682,000	\$ 27,416,000	\$ 27,900,000	\$ 28,696,250	\$ 29,532,700
Expenditures						
Fire & Police Commission	\$ 25,109	\$ 28,011	\$ 40,912	\$ 13,511	\$ 49,511	\$ 13,511
Legislative Board	115,933	141,878	118,185	139,890	148,130	142,815
Planning Commission & Zoning Board of Appeals	2,360	5,243	3,830	5,243	5,243	5,243
Legal Services	272,185	320,000	263,000	298,000	303,000	308,000
Village Clerk	33,122	38,874	33,708	38,887	39,745	40,199
Administration	978,305	921,723	925,370	951,924	971,087	991,305
Employee Relations	258,557	310,225	253,109	412,940	409,411	418,257
Financial Management	850,341	872,540	804,541	920,967	921,065	949,953
Engineering Services	1,003,776	1,198,002	1,061,918	1,398,163	1,397,162	1,452,975
Comm. Development	884,091	1,111,988	881,473	1,127,636	1,065,724	1,036,429
Information Technology	462,229	972,291	817,101	1,087,561	1,031,088	896,092
Police	13,011,728	13,763,102	13,300,656	14,218,899	14,664,578	15,030,564
Streets	3,536,954	3,825,460	3,594,590	4,195,811	4,316,582	3,771,240
Municipal Building	401,807	754,728	399,727	379,063	384,349	369,117
Municipal Garage	48,911	0	0	0	0	0
Transfers and Agreements	564,070	1,375,000	4,875,195	2,668,500	2,946,000	4,062,900
Town Center	46,028	42,935	42,685	43,005	43,575	44,100
Total Expenditures	\$ 22,495,506	\$ 25,682,000	\$ 27,416,000	\$ 27,900,000	\$ 28,696,250	\$ 29,532,700
Transfer to Capital Proj. Fund	\$ 2,100,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Net Income (Loss)	\$ 749,335	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**GENERAL CORPORATE FUND
EXPENDITURES BY DEPARTMENT
FY 16/17**



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

**GENERAL CORPORATE FUND
EXPENDITURE BY CLASSIFICATION
FY 16/17**



Village of Carol Stream
GENERAL CORPORATE FUND

Budget Comparison by Department

Department	Salaries & Wages			Contractual Services			Commodities			Capital Outlay			Totals		
	FY16/17	FY17/18	FY18/19	FY16/17	FY17/18	FY18/19	FY16/17	FY17/18	FY18/19	FY16/17	FY17/18	FY18/19	FY16/17	FY17/18	FY18/19
Fire & Police Commission	\$ 646	\$ 646	\$ 646	\$ 12,800	\$ 48,800	\$ 12,800	\$ 65	\$ 65	\$ 65	\$ 0	\$ 0	\$ 0	\$ 13,511	\$ 49,511	\$ 13,511
Legislative Board	25,190	25,190	25,190	79,900	87,265	82,825	800	1,675	800	34,000	34,000	34,000	139,890	148,130	142,815
Plan Comm. & Zoning															
Board of Appeals	2,293	2,293	2,293	2,950	2,950	2,950	0	0	0	0	0	0	5,243	5,243	5,243
Legal Services	0	0	0	298,000	303,000	308,000	0	0	0	0	0	0	298,000	303,000	308,000
Village Clerk	28,767	29,415	30,079	9,080	9,080	9,080	1,040	1,250	1,040	0	0	0	38,887	39,745	40,199
Administration	638,915	655,479	672,916	309,309	311,908	314,689	3,700	3,700	3,700	0	0	0	951,924	971,087	991,305
Employee Relations	312,435	320,951	329,747	96,865	85,695	86,095	3,640	2,765	2,415	0	0	0	412,940	409,411	418,257
Financial Management	762,297	784,545	806,983	130,270	113,220	119,670	28,400	23,300	23,300	0	0	0	920,967	921,065	949,953
Engineering Services	981,290	1,120,486	1,151,086	398,268	264,207	264,897	11,605	12,469	12,992	7,000	0	24,000	1,398,163	1,397,162	1,452,975
Comm. Development	801,192	824,760	849,139	277,904	228,518	175,847	8,540	12,446	11,443	40,000	0	0	1,127,636	1,065,724	1,036,429
Information Services	470,505	484,134	498,088	354,190	384,642	350,792	30,104	9,450	9,450	232,762	152,862	37,762	1,087,561	1,031,088	896,092
Police	11,814,631	12,415,574	12,832,208	1,660,473	1,669,280	1,564,580	515,495	413,924	421,976	228,300	165,800	211,800	14,218,899	14,664,578	15,030,564
Public Works-Streets	1,862,897	1,960,033	2,012,244	1,566,488	1,335,508	1,265,936	519,666	480,041	493,060	246,760	541,000	0	4,195,811	4,316,582	3,771,240
Municipal Building	228,283	234,526	240,970	96,255	91,990	71,522	50,525	52,433	53,625	4,000	5,400	3,000	379,063	384,349	369,117
Municipal Garage	517,178	541,704	557,215	64,986	24,981	21,976	(586,464)	(596,685)	(579,191)	4,300	30,000	0	0	0	0
Transfers & Agreements	0	0	0	2,668,500	2,946,000	4,062,900	0	0	0	0	0	0	2,668,500	2,946,000	4,062,900
Town Center	0	0	0	42,605	43,175	43,700	400	400	400	0	0	0	43,005	43,575	44,100
Totals	\$ 18,446,519	\$ 19,399,736	\$ 20,008,804	\$ 8,068,843	\$ 7,950,219	\$ 8,758,259	\$ 587,516	\$ 417,233	\$ 455,075	\$ 797,122	\$ 929,062	\$ 310,562	\$ 27,900,000	\$ 28,696,250	\$ 29,532,700

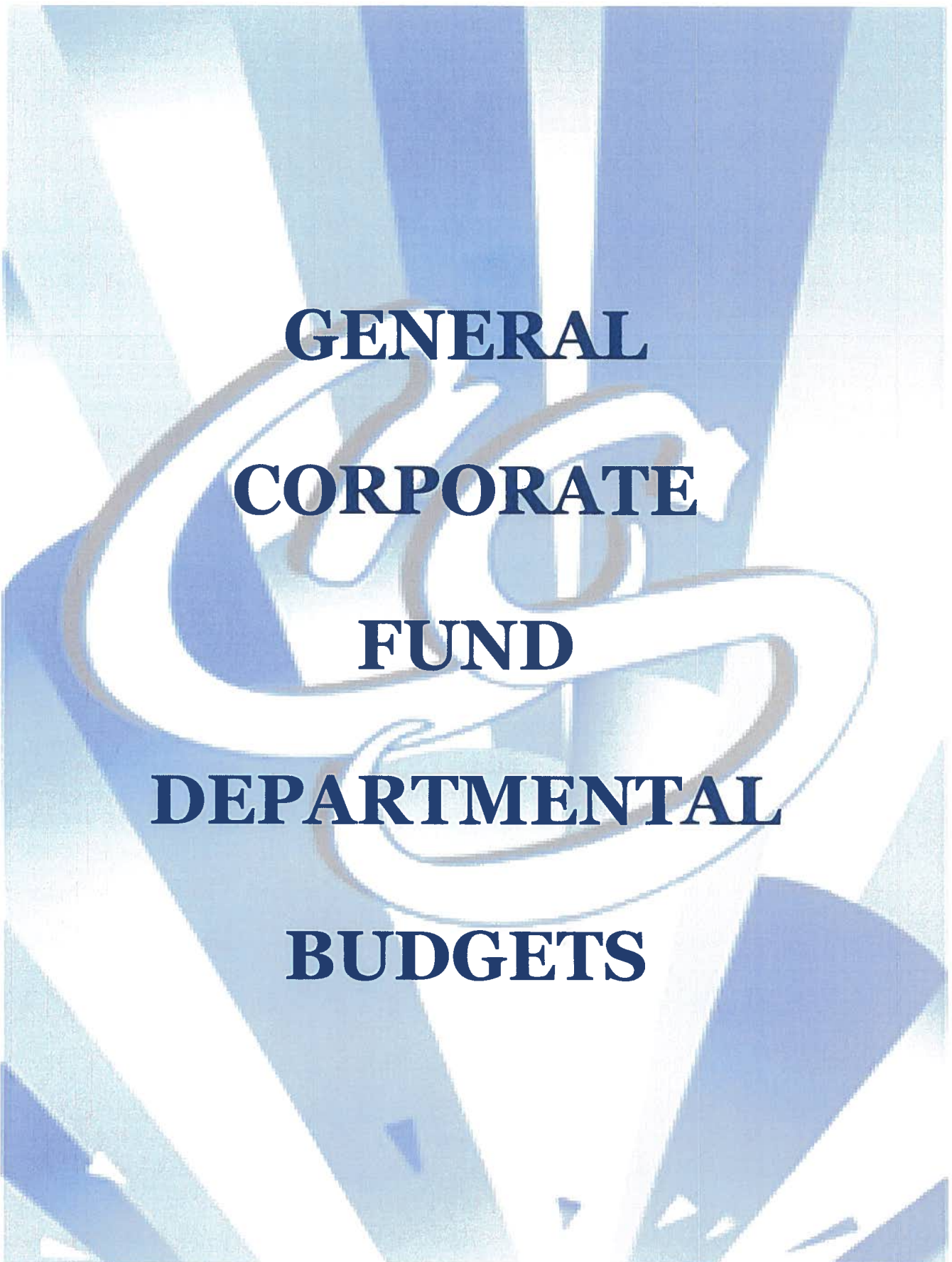
Village of Carol Stream

GENERAL CORPORATE FUND

Budget Summary by Expenditure Category

General Fund Budget Expenditures FY16/17 Compared to FY15/16 Budget and FY14/15 Actual

	Actual FY 14/15	Revised Budget FY 15/16	Estimated FY 15/16	Proposed Budget FY 16/17	FY16/17 Proposed to FY15/16 Budget		FY16/17 to FY14/15 Actual	
Personal Services	\$ 10,716,532	\$ 11,103,373	\$ 10,543,481	\$ 11,759,122	\$ 655,749	5.9%	\$ 1,042,590	9.7%
Seasonal Help	35,331	46,020	38,220	53,820	7,800	16.9%	18,489	52.3%
Court Time	124,994	131,000	142,600	153,000	22,000	16.8%	28,006	22.4%
Overtime	688,743	715,300	726,900	736,650	21,350	3.0%	47,907	7.0%
Group Insurance	1,585,810	1,628,012	1,546,611	1,840,602	212,590	13.1%	254,792	16.1%
IMRF	754,243	729,414	703,601	852,063	122,649	16.8%	97,820	13.0%
FICA	830,093	848,301	826,369	894,995	46,694	5.5%	64,902	7.8%
Work Comp	349,535	345,132	332,887	313,132	(32,000)	-9.3%	(36,403)	-10.4%
Unemployment	8,030	18,000	6,500	10,000	(8,000)	-44.4%	1,970	24.5%
Police Pension	1,651,830	1,705,946	1,705,946	1,833,135	127,189	7.5%	181,305	11.0%
Total Salaries & Wages	16,745,141	17,270,498	16,573,115	18,446,519	1,176,021	6.8%	\$ 1,701,378	10.2%
Contractual Services	4,741,764	5,573,875	4,972,342	5,884,343	310,468	5.6%	1,142,579	24.1%
Commodities	567,154	528,377	502,883	587,516	59,139	11.2%	20,362	3.6%
Capital Outlay	441,447	1,454,250	972,413	797,122	(657,128)	-45.2%	355,675	80.6%
Subtotal	<u>\$ 22,495,506</u>	<u>\$ 24,827,000</u>	<u>\$ 23,020,753</u>	<u>\$ 25,715,500</u>	<u>\$ 888,500</u>	3.6%	<u>\$ 3,219,994</u>	14.3%
Other - Transfer to Capital	2,100,000	855,000	4,395,247	2,184,500				
Total	<u>\$ 24,595,506</u>	<u>\$ 25,682,000</u>	<u>\$ 27,416,000</u>	<u>\$ 27,900,000</u>				

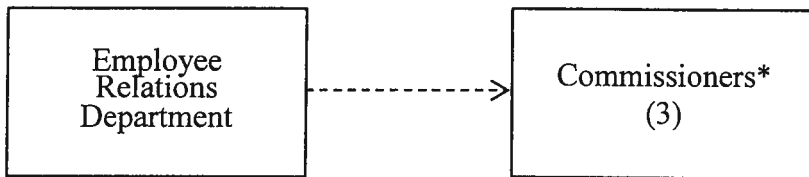


**GENERAL
CORPORATE
FUND
DEPARTMENTAL
BUDGETS**

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Commissioners*	3	3	3	3	3

ORGANIZATIONAL CHART



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

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

NARRATIVE

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

FY15/16 ACCOMPLISHMENTS

1. Conducted entry-level testing for the position of Police Officer, establishing a two (2) year hiring eligibility list.
2. Updated the Village's Fire and Police Commission Rules and Regulations to ensure compliance with legal changes.
3. Hired three (3) new Police Officers and promoted two (2) Officers to the position of Sergeant.

FY16/17 OBJECTIVES

1. Remain active in the Illinois Fire and Police Commissioners Association, with each commissioner attending at least one IFPCA training seminar.
2. Working off of the newly created eligibility list, successfully fill all outstanding Police Officer vacancies.
3. Continue to monitor the Fire and Police Commission Rules and Regulations to ensure compliance with legal changes as they arise.

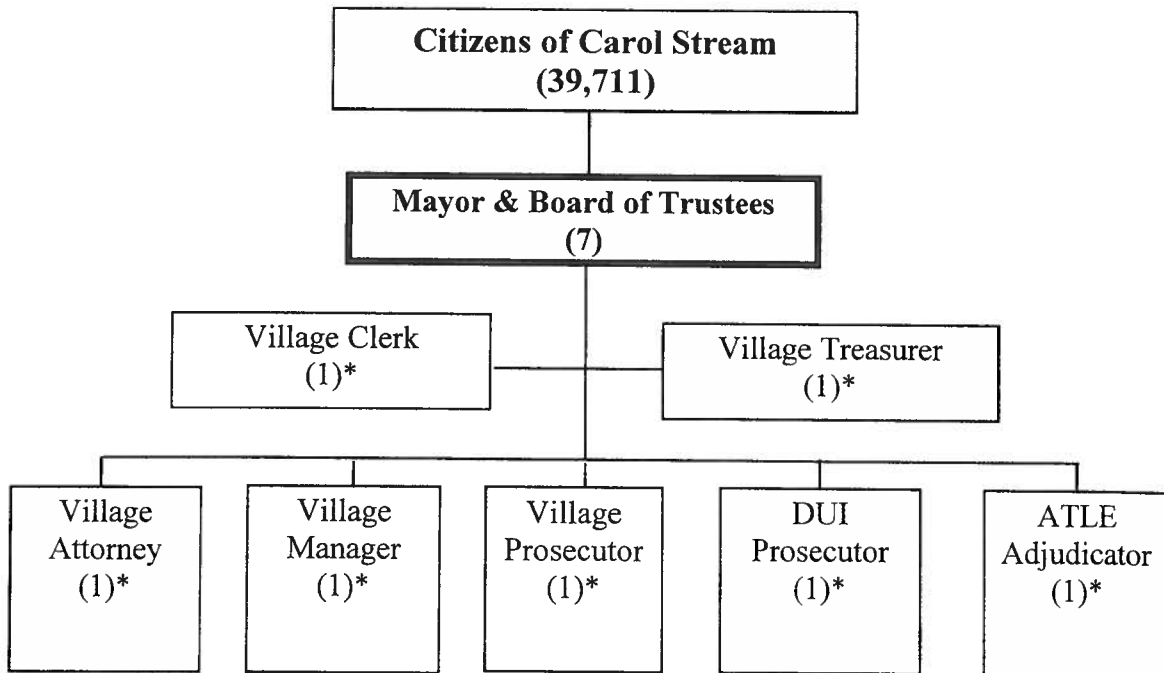
Fire & Police Commission Expenditures (01510000)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 380	\$ 600	\$ 540	\$ 600	\$ 600	\$ 600
51113 FICA	29	46	42	46	46	46
Subtotal	409	646	582	646	646	646
Contractual Services						
52223 Training	0	1,900	930	1,900	1,900	1,900
52228 Personnel Hiring	15,201	18,000	29,000	3,500	39,500	3,500
52234 Dues & Subscriptions	375	400	375	400	400	400
52238 Legal Fees	9,124	7,000	10,000	7,000	7,000	7,000
Subtotal	24,700	27,300	40,305	12,800	48,800	12,800
Commodities						
53314 Office Supplies	0	65	25	65	65	65
Subtotal	0	65	25	65	65	65
Totals	\$ 25,109	\$ 28,011	\$ 40,912	\$ 13,511	\$ 49,511	\$ 13,511

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</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.

FY15/16 ACCOMPLISHMENTS

1. Conducted a strategic planning/goal setting workshop identifying and prioritizing Village goals and objectives. Provided direction and support to staff on present and future Village goals.
2. Recognized and promoted community volunteerism through social media and other outlets to encourage community participation in Village programs and activities. Recognized community volunteer organizations and hosted a year of the volunteer spotlight at Village Board meetings.
3. Conducted a vehicle sticker design contest for residents 60 years and older to encourage creativity and involvement among Carol Stream seniors.
4. Hosted the seventh annual *Shape of Carol Stream* live community television call-in forum which allowed residents to discuss topics of interest in the community.
5. In cooperation with the DuPage Mayor's & Manager's Conference, the Village initiated a local campaign to protect the municipal share of state income tax revenue.

FY16/17 OBJECTIVES

1. Continue to support the DuPage Senior Citizen Council and their Meals on Wheels program for the residents of Carol Stream.
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 direction on the Municipal Center remodeling/renovation project addressing space needs and providing technology, Audio/Video and communications enhancements to staff and residents.

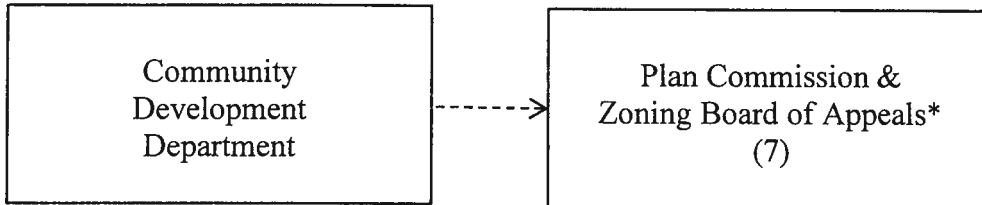
Legislative Board Expenditures (01520000)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 23,400	\$ 23,400	\$ 23,400	\$ 23,400	\$ 23,400	\$ 23,400
51113 FICA	1,790	1,790	1,790	1,790	1,790	1,790
Subtotal	25,190	25,190	25,190	25,190	25,190	25,190
Contractual Services						
52222 Meetings	2,581	9,400	7,500	3,750	9,900	3,750
52234 Dues & Subscriptions	61,673	40,800	26,000	41,750	42,450	43,150
52237 Auditing	16,650	22,000	16,140	22,500	23,000	24,000
52240 Public Notices/Info.	1,331	1,778	1,676	1,900	1,915	1,925
52274 Community Serv. Prog.	8,400	8,400	8,400	10,000	10,000	10,000
Subtotal	90,635	82,378	59,716	79,900	87,265	82,825
Commodities						
53314 Office Supplies	0	1,000	500	550	550	550
53315 Printed Materials	108	500	400	250	325	250
53324 Uniforms	0	810	379	0	800	0
Subtotal	108	2,310	1,279	800	1,675	800
Capital Outlay						
54418 CATV / PEG Expenses	0	32,000	32,000	34,000	34,000	34,000
Subtotal	0	32,000	32,000	34,000	34,000	34,000
Totals	\$ 115,933	\$ 141,878	\$ 118,185	\$ 139,890	\$ 148,130	\$ 142,815

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</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 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.

FY15/16 ACCOMPLISHMENTS

1. The PC/ZBA reviewed 17 cases during the 2015 calendar year, as compared with 19 and 23 in 2014 and 2013 respectively.
2. Significant cases reviewed and recommended for approval by the PC/ZBA during calendar year 2015 included the application by *Bluestone Single Tenant Properties* for the *Pilot* automobile and commercial vehicle fueling facility, North Avenue Corridor Review for DCT Industrial's new 350,000 square foot building to be occupied by *CoreCentric Solutions*, Planned Unit Development Plan approvals for a new 6,000 square foot outlot building at *Carol Stream Marketplace*, and zoning approvals for the *Wayne Township government office* property on North Avenue.

FY16/17 OBJECTIVES

1. Participate in and recommend adoption of a new Comprehensive Plan.
2. Provide timely reviews and recommendations regarding development approval petitions, which in calendar year 2016 are likely to include industrial redevelopment projects and new commercial development projects.

GENERAL CORPORATE FUND

**PLAN COMMISSION &
ZONING BOARD OF APPEALS**

Detail

Plan Commission & Zoning Board of Appeals Expenditures (01530000)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 661	\$ 2,000	\$ 850	\$ 2,000	\$ 2,000	\$ 2,000
51112 IMRF	43	140	60	140	140	140
51113 FICA	50	153	70	153	153	153
Subtotal	754	2,293	980	2,293	2,293	2,293
Contractual Services						
52222 Meetings	0	100	0	100	100	100
52234 Dues & Subscriptions	450	450	450	450	450	450
52240 Public Notices/Information	586	1,200	900	1,200	1,200	1,200
52241 Court Recorder	570	1,200	1,500	1,200	1,200	1,200
Subtotal	1,606	2,950	2,850	2,950	2,950	2,950
Totals	\$ 2,360	\$ 5,243	\$ 3,830	\$ 5,243	\$ 5,243	\$ 5,243

NARRATIVE

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

FY15/16 ACCOMPLISHMENTS

1. Processed 464 DUI arrests in calendar year 2015 versus 350 in 2014. Four hundred fifteen (415) of these cases were prosecuted using the Village DUI prosecutor versus 307 last year, 44 were prosecuted by the States Attorney's Office versus 38 last year and 5 were Zero Tolerance cases processed through the Secretary of State's Office.
2. The Fraternal Order of Police (FOP) Police Officer union and Metropolitan Alliance of Police (MAP) Sergeant union contract renewals were under negotiation at the time the budget was prepared.

FY16/17 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. Complete negotiations of Fraternal Order of Police (FOP) Police Officer union and Metropolitan Alliance of Police (MAP) Sergeant union contracts.

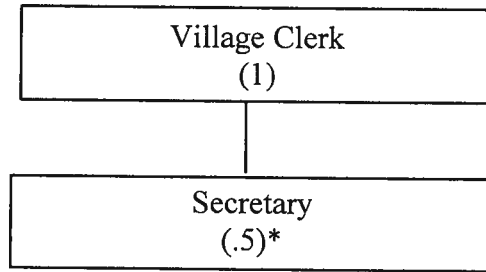
Legal Services Expenditures (01570000)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Contractual Services						
52238 Legal Fees - General	\$ 161,778	\$ 200,000	\$ 150,000	\$ 175,000	\$ 180,000	\$ 185,000
52235 Prosecution - General	28,525	35,000	28,000	35,000	35,000	35,000
52312 Prosecution - DUI	81,882	85,000	85,000	88,000	88,000	88,000
Totals	\$ 272,185	\$ 320,000	\$ 263,000	\$ 298,000	\$ 303,000	\$ 308,000

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</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.

FY15/16 ACCOMPLISHMENTS

1. Completed, executed and/or recorded 30 Ordinances and 80 Resolutions.
2. Processed 360 passport applications (3.7% increase) and 699 Freedom of Information Act requests (13.8% increase) in a timely manner and without complaints.
3. Completed 12 code amendments and updated the online Code to reflect these amendments.

FY16/17 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.

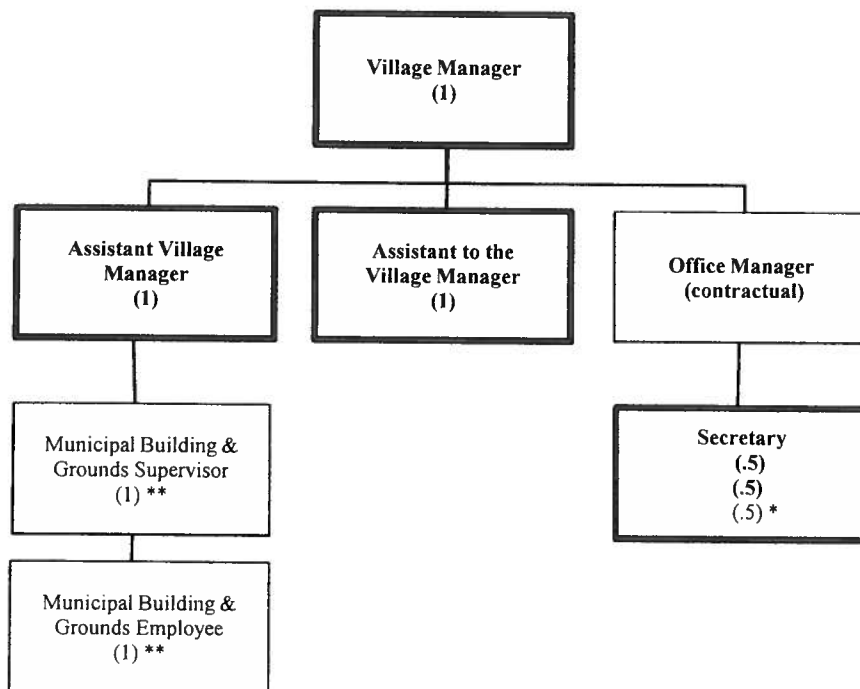
Village Clerk Expenditures (01580000)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 25,019	\$ 25,067	\$ 25,487	\$ 26,682	\$ 27,284	\$ 27,901
51113 FICA	1,914	1,918	1,990	2,041	2,087	2,134
51114 Workers Comp.	50	49	47	44	44	44
Subtotal	26,983	27,034	27,524	28,767	29,415	30,079
Contractual Services						
52222 Meetings	0	300	150	350	350	350
52233 Recording Fees	672	1,400	800	1,500	1,500	1,500
52234 Dues & Subscriptions	78	290	250	530	530	530
52240 Public Notices/Inform.	1,697	1,600	1,600	1,700	1,700	1,700
52253 Consultant	3,118	7,000	2,500	5,000	5,000	5,000
Subtotal	5,565	10,590	5,300	9,080	9,080	9,080
Commodities						
53314 Office Supplies	574	1,000	600	1,000	1,000	1,000
53315 Printed Materials	0	250	284	40	250	40
Subtotal	574	1,250	884	1,040	1,250	1,040
Totals	\$ 33,122	\$ 38,874	\$ 33,708	\$ 38,887	\$ 39,745	\$ 40,199

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Full Time	4	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.

NARRATIVE

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

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

FY15/16 ACCOMPLISHMENTS

1. Continued to provide regular and consistent message content across the adopted social media messaging platforms of Twitter (727 Tweets – 351 Following); Facebook (230 posts – 1,461 Likes – 3,961 Public Reach) and Flickr (131 Photo Posts).
2. Removed 1,886 pounds of prescription drugs from the waste stream through participation in the DuPage County Health Department prescription drug drop box program.
3. Provided Christmas light recycling drop-off centers in the Village resulting in 570 lbs. of reclaimed copper (58% increase over previous year) from 3,800 lbs. of holiday light strands generating \$304 for the Christmas Sharing program to provide food and presents to struggling families in Carol Stream.
4. Hosted a *Support our Troops* concert and, due to the generous donations of Carol Stream residents, provided 2,108 lbs. of food and other items (41% increase over previous year) and \$3,374 (\$2,000 increase over previous year) to the effort to support American military troops.

FY16/17 OBJECTIVES

1. Coordinate the development and dissemination of the community promotional video.
2. Complete Village Communications and Marketing Plan for adoption by Village Board. (*Village Board Goal*)
3. Provide direction and coordinate all aspects of the 2016 Town Center summer event season.
4. Coordinate implementation of Village Goals in a fiscally responsible and timely manner.

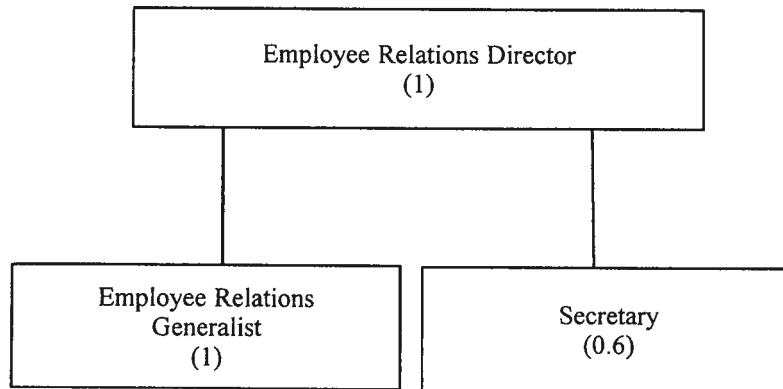
Administration Expenditures (01590000)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 479,413	\$ 474,713	\$ 490,000	\$ 499,386	\$ 511,750	\$ 524,424
51111 Group Insurance	69,217	41,968	39,870	42,001	44,521	47,192
51112 IMRF	63,511	59,876	62,900	65,514	66,783	68,452
51113 FICA	30,159	31,057	30,400	31,237	31,648	32,071
51114 Workers Comp.	1,185	860	827	777	777	777
Subtotal	643,485	608,474	623,997	638,915	655,479	672,916
Contractual Services						
52215 Insurance Deduct.	121,312	100,000	100,000	100,000	100,000	100,000
52222 Meetings	1,693	1,120	1,120	1,100	1,100	1,100
52223 Training	1,275	5,500	1,000	4,800	5,000	5,000
52226 Office Equip.Maint.	0	50	0	0	0	0
52230 Telephone	31,610	37,000	33,000	38,500	38,500	39,000
52231 Copy Expense	24,669	21,000	20,000	17,000	17,000	17,000
52234 Dues & Subscript.	3,797	3,800	3,800	4,145	4,330	4,330
52253 Consultant	81,287	78,160	77,000	86,660	88,874	91,155
52261 Liability Insurance	26,168	26,563	25,578	24,062	24,062	24,062
52263 Property Insurance	39,940	35,956	37,500	33,042	33,042	33,042
Subtotal	331,751	309,149	298,998	309,309	311,908	314,689
Commodities						
53314 Office Supplies	497	500	500	500	500	500
53315 Printed Materials	593	750	0	500	500	500
53317 Operating Supplies	983	1,300	1,125	1,350	1,350	1,350
53324 Uniforms	0	350	0	350	350	350
53380 Vending Supplies	996	1,200	750	1,000	1,000	1,000
Subtotal	3,069	4,100	2,375	3,700	3,700	3,700
Totals	\$ 978,305	\$ 921,723	\$ 925,370	\$ 951,924	\$ 971,087	\$ 991,305

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Full Time	1	1	2	2	2
Part-Time (FTE)	0.8	0.8	0.6	0.6	0.6

ORGANIZATIONAL CHART



NARRATIVE

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

FY15/16 ACCOMPLISHMENTS

1. Received and processed more than 1,300 employment applications, placed 18 employment advertisements, and filled nineteen (19) full-time, and eight (8) temporary positions.
2. Implemented newly mandated IRS insurance reporting requirements of the Affordable Care Act, ensuring timely distribution of 1095-B and 1095-C forms to all covered employees as well as reporting same to the IRS.
3. Began process of implementing adopted Core Values into the organization through recruitment efforts, job description updates, visual stimuli and continual discussion. (*Village Board Goal*)
4. Assisted in the evaluation of staffing levels and functions within certain Village departments resulting in staffing reorganizations to appropriately position the organization for the future. (*Village Board Goal*)
5. Completed comprehensive transition to fully integrated e-system with regards to insurance reporting as required by the Intergovernmental Personnel Benefits Cooperative.
6. Assisted the Board of Fire & Police Commissioners in coordinating both entry-level and promotional examinations.
7. Assisted in collective bargaining efforts, providing comparability data and counsel.
8. Coordinated five workplace events intended to enhance employee morale.

FY16/17 OBJECTIVES

- 1 Evaluate and apply advanced functionality of the HR systems within the Village's financial software application (MUNIS) for potential efficiencies in areas such as leave tracking, worker's compensation and EEOC reporting.
- 2 Assess Performance Management System for opportunities to improve effectiveness and efficiency, making recommendations for next fiscal year as appropriate.
3. Complete a cost/benefit analysis of technological on-boarding solutions followed by recommendation and implementation as appropriate.
4. Conduct a follow-up evaluation of health insurance plans as compared to Affordable Care Act requirements and thresholds. Additionally evaluate the costs and benefits of innovative healthcare options that may result in positive health outcomes for employee while reducing expenditures.
5. Implement a robust employee wellness program designed to influence behavior with positive motivation and incentive, potentially reducing healthcare costs for the organization, with an initial goal of 50% participation.
6. Analyze internal processes regarding worker's compensation claims in an effort to enhance monitoring, processing time and costs overall.

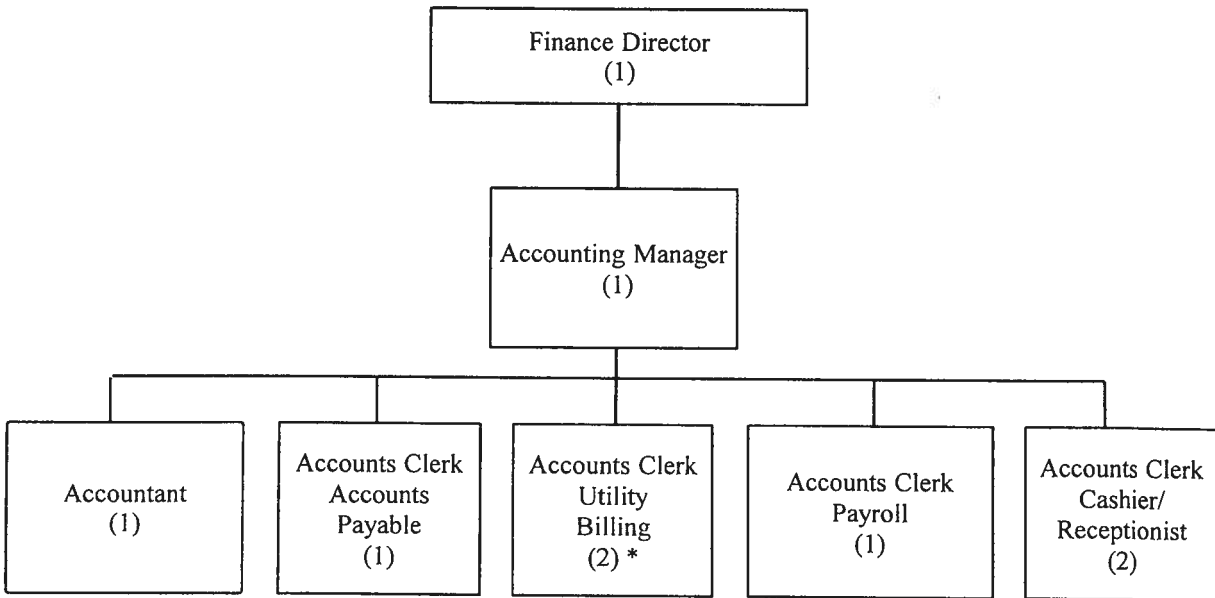
Employee Relations Expenditures (01600000)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 165,525	\$ 165,970	\$ 171,800	\$ 221,347	\$ 226,881	\$ 232,553
51111 Group Insurance	15,061	16,426	15,605	32,750	34,715	36,798
51112 IMRF	18,469	17,635	18,600	32,095	32,898	33,720
51113 FICA	12,159	12,381	12,700	15,911	16,125	16,344
51114 Workers Comp.	373	368	354	332	332	332
51115 Unemployment	8,030	18,000	6,500	10,000	10,000	10,000
Subtotal	219,617	230,780	225,559	312,435	320,951	329,747
Contractual Services						
52222 Meetings	51	435	175	485	495	495
52223 Training	2,417	9,675	1,550	5,430	5,450	5,000
52225 Employment Phys.	2,254	2,750	3,050	3,200	3,250	3,300
52228 Personnel Hiring	1,141	5,000	2,800	3,200	3,300	3,400
52230 Telephone	978	1,200	1,120	1,200	1,200	1,200
52234 Dues & Subscriptions	595	625	615	625	625	625
52242 Employee Recognition	1,277	5,650	2,900	6,875	6,875	6,925
52253 Consultant	500	25,000	0	19,500	7,500	7,500
52255 Software Maint.	5,085	1,500	1,470	1,550	1,600	1,650
52273 Employee Services	7,649	8,200	7,100	7,800	7,900	8,000
52340 Wellness Program	15,541	18,000	5,500	47,000	47,500	48,000
Subtotal	37,488	78,035	26,280	96,865	85,695	86,095
Commodities						
53314 Office Supplies	111	225	225	855	800	800
53315 Printed Materials	156	625	625	1,125	1,125	1,125
53318 Reference Materials	0	0	0	200	200	220
53350 Small Equipment	1,185	560	420	1,460	640	270
Subtotal	1,452	1,410	1,270	3,640	2,765	2,415
Totals	\$ 258,557	\$ 310,225	\$ 253,109	\$ 412,940	\$ 409,411	\$ 418,257

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Full Time	9	9	9	9	9
Part-Time (FTE)	0	0	0	0	0

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.

The proposed staffing complement for FY16/17 includes 9 full-time positions, unchanged from the current year. Departmental functions are divided into four programs including administration, accounting, reception/information and utility billing. The utility billing program is budgeted and reported within the Water and Sewer Fund and reflects those costs which are associated with and attributable to the operation of the combined utility.

EXPENDITURE

Classification	Actual FY14/15	Budget FY15/16	Estimated FY15/16	Proposed FY16/17	Projected FY17/18	Projected FY18/19
Administration	\$242,990	\$239,249	\$241,650	\$267,501	\$275,301	\$282,729
Accounting	432,403	460,761	384,781	473,450	460,448	476,425
Reception/ Information	174,948	172,530	178,110	180,016	185,316	190,799
Totals	\$850,341	\$872,540	\$804,541	\$920,967	\$921,065	\$949,953

GENERAL CORPORATE FUND

FINANCIAL MANAGEMENT

Department Summary - All Programs

EXPENDITURE

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 547,226	\$ 544,799	\$ 512,700	\$ 548,633	\$ 562,348	\$ 576,407
51109 Overtime	2,670	3,000	2,850	3,000	3,000	3,000
51111 Group Insurance	62,143	69,251	65,788	89,353	95,085	100,591
51112 IMRF	80,307	76,707	73,400	79,987	81,976	84,015
51113 FICA	39,513	40,451	37,000	40,106	40,918	41,752
51114 Workers Comp.	1,342	1,327	1,275	1,218	1,218	1,218
Subtotal	733,201	735,535	693,013	762,297	784,545	806,983
Contractual Services						
52222 Meetings	295	400	200	550	350	550
52223 Training	1,358	4,600	903	11,300	5,100	7,500
52226 Office Equip. Maint.	4,399	4,600	4,408	4,450	4,750	4,750
52229 Postage	23,834	30,100	24,000	25,000	26,500	28,000
52230 Telephone	660	720	875	720	720	720
52234 Dues & Subscriptions	1,185	1,285	592	650	600	700
52253 Consultant	12,510	0	0	0	0	0
52254 Actuarial	2,350	3,000	3,650	7,500	5,250	5,250
52255 Software Maintenance	38,429	49,800	37,300	52,100	41,600	43,700
52256 Banking Services	9,986	9,800	12,500	28,000	28,350	28,500
Subtotal	95,006	104,305	84,428	130,270	113,220	119,670
Commodities						
53315 Printed Materials	19,514	20,700	18,700	20,200	20,000	20,300
53317 Operating Supplies	1,949	2,400	1,900	2,200	2,200	2,200
53350 Small Equipment	671	9,600	6,500	6,000	1,100	800
Subtotal	22,134	32,700	27,100	28,400	23,300	23,300
Totals	\$ 850,341	\$ 872,540	\$ 804,541	\$ 920,967	\$ 921,065	\$ 949,953

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.

FY15/16 ACCOMPLISHMENTS

1. Assisted in the facilitation of five budget workshops to report on the Village's financial condition and outlook leading to the adoption of the FY16/17 Annual Budget and Financial Plan.
2. Reduced staff and materials costs by preparing the Village's Annual Budget in an electronic-only format.
3. Coordinated an effort to identify, prioritize and suspend \$1.9 million in FY15/16 budgeted expenditures in the wake of threats from Springfield to significantly reduce State revenues shared with units of local government. Worked cooperatively with Village operating departments and the Village Board on the release of approximately \$560,000 in suspended funds following the abatement of the threat.

FY16/17 OBJECTIVES

1. Assume leadership role in developing metrics, analysis and recommendations to further the Village Board goal of maintaining a diverse and stable revenue structure which will sustain the near and long-term needs of the community. The product of this undertaking will assist in future policy recommendations and development of the FY17/18 Annual Budget. (*Village Board Goal*)
2. Perform a review and reorganization of departmental records stored in electronic format. Eliminate redundant files, standardize storage mediums, reduce the volume of historical data stored on Village servers and establish protocols to ensure the protection of electronic files into the future.
3. Review the Village's current investment program and make recommendations that will enhance diversification and return without the assumption of additional risk.

Administration Expenditures (01610100)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 142,898	\$ 141,996	\$ 148,300	\$ 152,281	\$ 156,088	\$ 159,990
51111 Group Insurance	13,970	16,455	15,632	17,759	19,195	20,148
51112 IMRF	20,871	19,894	21,100	22,081	22,633	23,199
51113 FICA	9,479	9,407	9,500	9,555	9,610	9,667
51114 Workers Comp.	432	427	410	405	405	405
Subtotal	187,650	188,179	194,942	202,081	207,931	213,409
Contractual Services						
52222 Meetings	206	300	200	500	300	500
52223 Training	885	1,200	753	1,000	1,000	1,000
52226 Office Equip. Maint.	4,188	4,200	4,188	4,200	4,500	4,500
52229 Postage	23,834	30,100	24,000	25,000	26,500	28,000
52230 Telephone	660	720	875	720	720	720
52234 Dues & Subscriptions	550	650	392	300	300	400
52253 Consultant	12,510	0	0	0	0	0
52254 Actuarial	2,100	3,000	3,400	5,000	5,000	5,000
52256 Banking Services	9,986	9,800	12,500	28,000	28,350	28,500
Subtotal	54,919	49,970	46,308	64,720	66,670	68,620
Commodities						
53317 Operating Supplies	421	1,000	400	700	700	700
53350 Small Equipment	0	100	0	0	0	0
Subtotal	421	1,100	400	700	700	700
Totals	\$ 242,990	\$ 239,249	\$ 241,650	\$ 267,501	\$ 275,301	\$ 282,729

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.

FY15/16 ACCOMPLISHMENTS

1. Achieved compliance with new credit card processing standards by implementing higher security authentication and approval equipment ("chip" card readers).
2. Reduced the frequency of departmental invoice coding errors and processing time by implementing pre-coded accounts payable labels for various recurring vendor payments.
3. Implemented financial statement reporting and footnote disclosures pursuant to Governmental Accounting Standards Board (GASB) Statement No. 67, *Financial Reporting for Pension Plans*.

FY16/17 OBJECTIVES

1. Implement IRS mandate for reporting the cost of employer-provided health plan coverage on annual W-2 forms beginning with calendar 2016 (W-2s issued in January, 2017) or until such time as the IRS releases required implementation guidance.
2. Implement a new accounts receivable invoicing software solution which is integrated with the Village's financial software suite of products, replacing an in-house developed solution.
3. Work in concert with the Village's auditing firm to prepare necessary reporting and footnote disclosures for the implementation of Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*, which is required for fiscal year ending April 30, 2016..
4. Provide additional software training opportunities for departmental staff having new positions/job responsibilities.

Accounting Expenditures (01612900)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 280,422	\$ 280,713	\$ 236,900	\$ 268,081	\$ 274,783	\$ 281,653
51109 Overtime	2,626	3,000	2,850	3,000	3,000	3,000
51111 Group Insurance	24,752	29,073	27,619	48,517	51,429	54,514
51112 IMRF	41,342	39,720	34,100	39,307	40,279	41,275
51113 FICA	20,838	21,704	17,900	20,738	21,250	21,776
51114 Workers Comp.	623	616	592	557	557	557
Subtotal	370,603	374,826	319,961	380,200	391,298	402,775
Contractual Services						
52222 Meetings	89	100	0	50	50	50
52223 Training	473	3,400	150	10,300	4,100	6,500
52226 Office Equip. Maint.	211	400	220	250	250	250
52234 Dues & Subscriptions	635	635	200	350	300	300
52254 Actuarial	250	0	250	2,500	250	250
52255 Software Maint.	38,429	49,800	37,300	52,100	41,600	43,700
Subtotal	40,087	54,335	38,120	65,550	46,550	51,050
Commodities						
53315 Printed Materials	19,514	20,700	18,700	20,200	20,000	20,300
53317 Operating Supplies	1,528	1,400	1,500	1,500	1,500	1,500
53350 Small Equipment	671	9,500	6,500	6,000	1,100	800
Subtotal	21,713	31,600	26,700	27,700	22,600	22,600
Totals	\$ 432,403	\$ 460,761	\$ 384,781	\$ 473,450	\$ 460,448	\$ 476,425

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.

FY15/16 ACCOMPLISHMENTS

1. Adjusted departmental operating hours to better align with customer traffic volumes and optimize staff coverage.

FY16/17 OBJECTIVES

1. Collaborate with other Municipal Center departments to identify opportunities for additional economies, job sharing opportunities and customer service improvements in anticipation of planned building renovations.
2. Review the Village's current forms, applications and processes for various permits, licenses and registrations and recommend updates as needed.

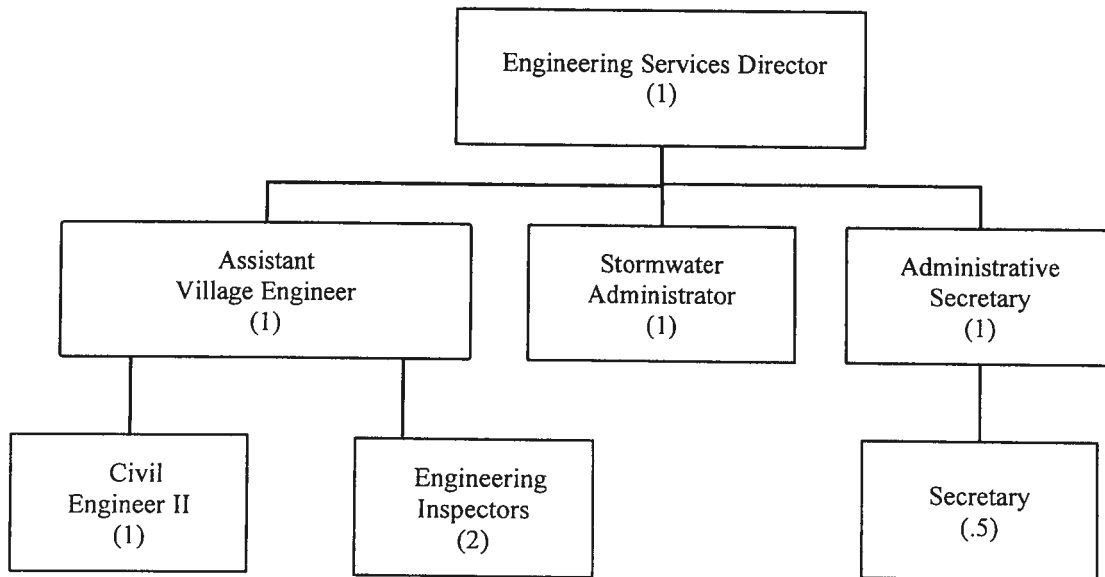
Reception/Information Expenditures (01613000)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 123,906	\$ 122,090	\$ 127,500	\$ 128,271	\$ 131,477	\$ 134,764
51109 Overtime	44	0	0	0	0	0
51111 Group Insurance	23,421	23,723	22,537	23,077	24,461	25,929
51112 IMRF	18,094	17,093	18,200	18,599	19,064	19,541
51113 FICA	9,196	9,340	9,600	9,813	10,058	10,309
51114 Workers Comp.	287	284	273	256	256	256
Subtotal	174,948	172,530	178,110	180,016	185,316	190,799
Totals	\$ 174,948	\$ 172,530	\$ 178,110	\$ 180,016	\$ 185,316	\$ 190,799

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Full Time	5	6	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

Classification	Actual FY14/15	Budget FY15/16	Estimated FY15/16	Proposed FY16/17	Projected FY17/18	Projected FY18/19
Administration	\$692,945	\$372,800	\$452,526	\$418,101	\$494,827	\$502,444
Plan Review	54,972	69,435	63,166	72,091	89,418	103,465
Daily Inspection	33,089	44,525	44,168	46,294	57,312	58,897
Design & Construction	183,576	353,189	191,812	394,869	304,910	319,856
Water & Sewer	39,194	72,997	24,336	99,713	89,959	102,022
Storm Water Management	0	285,056	285,910	367,095	360,736	366,291
Totals	\$1,003,776	\$1,198,002	\$1,061,918	\$1,398,163	\$1,397,162	\$1,452,975

GENERAL CORPORATE FUND

**ENGINEERING SERVICES
Department Summary - All Programs**

EXPENDITURE

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$584,259	\$587,244	\$613,000	\$709,333	\$805,712	\$825,856
51106 Seasonal Help	4,765	7,800	0	15,600	15,600	15,600
51109 Overtime	5,682	7,800	4,900	8,400	7,800	7,800
51111 Group Insurance	77,410	79,482	75,508	85,426	108,050	114,534
51112 IMRF	83,635	80,351	84,900	100,792	114,596	117,434
51113 FICA	43,101	45,285	46,200	54,854	61,843	62,977
51114 Workers Comp.	7,708	7,615	7,326	6,885	6,885	6,885
Subtotal	806,560	815,577	831,834	981,290	1,120,486	1,151,086
Contractual Services						
52212 Auto Maint. & Rp	8,026	7,450	7,338	8,823	8,872	8,658
52222 Meetings	85	65	65	70	75	80
52223 Training	2,688	5,730	2,300	6,860	8,205	8,390
52224 Vehicle Insurance	4,515	4,459	4,293	4,048	4,048	4,048
52226 Office Equip. Mai	0	800	500	1,000	1,200	1,400
52230 Telephone	2,212	5,100	3,800	6,312	8,052	8,016
52234 Dues & Subscript.	1,029	1,295	1,200	1,355	1,705	1,455
52253 Consultant	67,051	65,100	83,400	88,800	80,800	81,100
52255 Software Maint.	3,590	160,000	0	175,000	44,750	44,750
52272 Property Maint.	82,637	122,000	118,000	106,000	106,500	107,000
Subtotal	171,833	371,999	220,896	398,268	264,207	264,897
Commodities						
53313 Auto Gas & Oil	3,488	3,807	3,025	3,380	3,988	4,195
53314 Office Supplies	842	650	880	850	850	850
53317 Operating Supplie	3,476	4,499	4,183	5,105	4,976	5,627
53324 Uniforms	706	1,250	900	1,480	1,845	1,765
53350 Small Equipment	175	220	200	790	810	555
Subtotal	8,687	10,426	9,188	11,605	12,469	12,992
Capital Outlay						
54411 Office Equipment	0	0	0	2,000	0	0
54412 Other Equipment	0	0	0	5,000	0	0
54415 Vehicles	16,696	0	0	0	0	24,000
Subtotal	16,696	0	0	7,000	0	24,000
Totals	\$ 1,003,776	\$ 1,198,002	\$ 1,061,918	\$ 1,398,163	\$ 1,397,162	\$ 1,452,975

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.

FY15/16 ACCOMPLISHMENTS

1. Oversaw the execution of the GIS Initial Implementation Plan including the development of a more comprehensive five year plan and formation of a GIS Users Group. *(Village Board Goal)*
2. Began implementing different technologies for use by Engineering personnel including smart phones, lap tops, multi-function device and the various applications associated with those technologies. *(Village Board Goal)*
3. Worked with Administration and Public Works to develop a public education component for the Capital Improvement Program. *(Village Board Goal)*

FY16/17 OBJECTIVES

1. Assist in the transfer of oversight of GIS functions to the IT department. *(Village Board Goal)*
2. As new technologies such as ruggedized field notebooks, tablet PCs (Surface Pros) and a MondoPad are purchased implement their use with various apps, processes and functions of the department. *(Village Board Goal)*

Administration Expenditures (01620100)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 382,059	\$ 258,375	\$ 327,808	\$ 293,190	\$ 344,322	\$ 348,229
51106 Seasonal Help	1,185	390	0	780	780	780
51111 Group Insurance	42,151	35,657	33,874	27,920	47,095	49,921
51112 IMRF	53,157	33,808	43,995	39,396	46,732	47,219
51113 FICA	27,615	19,421	24,337	21,803	25,481	25,582
51114 Workers Comp.	3,083	3,350	3,224	3,029	3,029	3,029
Subtotal	509,250	351,001	433,238	386,118	467,439	474,760
Contractual Services						
52212 Auto Maint. & Rpr.	4,816	4,470	4,403	5,294	5,323	5,195
52222 Meetings	85	65	65	70	75	80
52223 Training	0	640	300	660	680	700
52224 Vehicle Insurance	2,760	2,726	2,625	2,479	2,479	2,479
52226 Office Equip. Maint.	0	800	500	1,000	1,200	1,400
52230 Telephone	2,212	5,100	3,800	6,312	8,052	8,016
52234 Dues & Subscript.	1,029	1,295	1,200	1,355	1,705	1,455
52253 Consultant	63,451	0	0	0	0	0
52255 Software Maint.	3,590	0	0	0	0	0
52272 Property Maint.	82,637	0	0	0	0	0
Subtotal	160,580	15,096	12,893	17,170	19,514	19,325
Commodities						
53313 Auto Gas & Oil	2,093	2,284	1,815	2,028	2,393	2,517
53314 Office Supplies	842	650	880	850	850	850
53317 Operating Supplies	3,309	3,549	3,500	4,145	3,821	4,437
53350 Small Equipment	175	220	200	790	810	555
Subtotal	6,419	6,703	6,395	7,813	7,874	8,359
Capital Outlay						
54411 Office Equipment	0	0	0	2,000	0	0
54412 Other Equipment	0	0	0	5,000	0	0
54415 Vehicles	16,696	0	0	0	0	0
Subtotal	16,696	0	0	7,000	0	0
Totals	\$ 692,945	\$ 372,800	\$ 452,526	\$ 418,101	\$ 494,827	\$ 502,444

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.

FY15/16 ACCOMPLISHMENTS

1. Provide Community Development with various engineering plan review processes and procedures to be incorporated into their new development services software system. These included storm water certifications, land movement permits, soil erosion control inspections, substantial improvement/damage determinations, final lot surveys, as-built record drawings, easements, etc.

FY16/17 OBJECTIVES

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

Plan Review Expenditures (01621900)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 37,302	\$ 48,902	\$ 45,216	\$ 51,646	\$ 65,470	\$ 76,593
51106 Seasonal Help	0	780	0	0	0	0
51111 Group Insurance	8,786	7,464	7,091	7,444	7,890	8,364
51112 IMRF	5,458	6,846	6,364	7,489	9,493	11,106
51113 FICA	2,742	3,759	3,385	3,889	4,917	5,729
51114 Workers Comp.	589	634	610	573	573	573
Subtotal	54,877	68,385	62,666	71,041	88,343	102,365
Contractual Services						
52223 Training	95	1,050	500	1,050	1,075	1,100
Subtotal	95	1,050	500	1,050	1,075	1,100
Totals	\$ 54,972	\$69,435	\$63,166	\$72,091	\$89,418	\$103,465

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.

FY15/16 ACCOMPLISHMENTS

1. A total of 706 private development inspections were performed at 353 sites in 2015.
2. Of the 149 preservation securities taken in 2015, 139 were released. In addition 123 preservation securities were released out of the remaining 124 taken in 2014.

FY16/17 OBJECTIVES

1. Begin implementation of conducting field inspections with mobile devices for private development projects resulting in increased efficiencies in approvals, record keeping and tracking.

Daily Inspection Expenditures (01621300)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 22,679	\$ 32,140	\$ 32,384	\$ 33,857	\$ 42,568	\$ 43,632
51106 Seasonal Help	100	390	0	0	0	0
51111 Group Insurance	4,128	4,401	4,181	4,403	4,667	4,947
51112 IMRF	3,325	4,500	4,554	4,909	6,172	6,327
51113 FICA	1,689	2,447	2,445	2,528	3,183	3,254
51114 Workers Comp.	1,042	417	401	377	377	377
Subtotal	32,963	44,295	43,965	46,074	56,967	58,537
Contractual Services						
52223 Training	0	210	100	220	345	360
Subtotal	0	210	100	220	345	360
Commodities						
53317 Operating Supplies	126	20	103	0	0	0
Subtotal	126	20	103	0	0	0
Totals	\$ 33,089	\$44,525	\$44,168	\$46,294	\$57,312	\$58,897

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.

FY15/16 ACCOMPLISHMENTS

1. Performed an evaluation of twelve asset and operations management system programs and made a final selection for implementation in FY17. *(Village Board Goal)*
2. Acquired remaining easements for the West Branch DuPage River Trail Project which led to the project being bid on March 4, 2015.
3. Continued providing assistance to DuPage County on the Phase II Final Engineering for the Gary Avenue Multi-Use Bike Path Project.
4. Initiated the Phase I Design Studies for both the Carol Stream – Bloomingdale Trail Improvements and Lies Road Bike Path Extension Projects.
5. Performed construction inspections on the federally funded Kuhn Road Pavement Rehabilitation Project from North Avenue to Lies Road. Utilized consultant services for paperwork documentation to meet IDOT requirements.
6. Provided consultant oversight of the contract preparation for the (LAFO) funded Lies Road Pavement Rehabilitation Project from Kuhn Road to County Farm Road.

FY16/17 OBJECTIVES

1. Purchase and begin implementation of an asset and operations management system program that identifies how and when various infrastructure maintenance operations are performed. *(Village Board Goal)*
2. Oversee the Roadway Condition Assessments and the first year of the Sidewalk Condition Assessments and ADA Inventories being performed by consultants. *(Village Board Goal)*
3. Assist with consultant construction administration on the West Branch DuPage River Trail Project.

4. Continue providing assistance to DuPage County on the Phase II Final Engineering and right of way acquisitions for the Gary Avenue Multi-Use Bike Path Project.
5. Oversee outsourced Phase I Design Studies and Phase II Final Engineering for both the Carol Stream – Bloomingdale Trail Improvements and Lies Road Bike Path Extension Projects planned for construction in 2017-18.
6. Perform construction inspections on the federally funded Lies Road Pavement Rehabilitation Project from Kuhn Road to County Farm Road with consultant services being utilized for paperwork documentation to meet IDOT requirements.
7. Provide consultant oversight of the contract preparation for the federally funded Lies Road Pavement Rehabilitation Project from High Ridge Pass to Fair Oaks Road.
8. Seek federal funding for the Lies Road Pavement Rehabilitation Project from Schmale Road to Gary Avenue.
9. Seek federal and state funding for the Southeast Bike Path Project from the Great Western Trail to Geneva Road.

GENERAL CORPORATE FUND

ENGINEERING SERVICES

Design & Construction Detail

Design & Construction Expenditures (01622200)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 114,093	\$ 123,357	\$ 125,977	\$ 134,613	\$ 165,422	\$ 156,796
51106 Seasonal Help	3,480	5,850	0	11,700	11,700	11,700
51109 Overtime	5,682	4,290	4,700	5,040	4,290	4,290
51111 Group Insurance	18,122	18,666	17,733	19,015	20,156	21,365
51112 IMRF	17,580	17,871	18,830	20,250	24,948	23,697
51113 FICA	9,061	10,129	10,020	11,454	13,874	13,136
51114 Workers Comp.	2,258	1,600	1,539	1,447	1,447	1,447
Subtotal	170,276	181,763	178,799	203,519	241,837	232,431
Contractual Services						
52212 Auto Maint. & Rpr.	3,210	2,980	2,935	3,529	3,549	3,463
52223 Training	2,593	1,130	500	3,880	5,030	5,130
52224 Vehicle Insurance	1,755	1,733	1,668	1,569	1,569	1,569
52253 Consultant	3,600	2,100	5,400	3,800	3,800	4,100
52255 Software Maintenance	0	160,000	0	175,000	44,750	44,750
Subtotal	11,158	167,943	10,503	187,778	58,698	59,012
Commodities						
53313 Auto Gas & Oil	1,395	1,523	1,210	1,352	1,595	1,678
53317 Operating Supplies	41	710	400	740	935	970
53324 Uniforms	706	1,250	900	1,480	1,845	1,765
Subtotal	2,142	3,483	2,510	3,572	4,375	4,413
Capital Outlay						
54415 Vehicles	0	0	0	0	0	24,000
Subtotal	0	0	0	0	0	24,000
Totals	\$ 183,576	\$ 353,189	\$ 191,812	\$ 394,869	\$ 304,910	\$ 319,856

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.

FY15/16 ACCOMPLISHMENTS

1. Completed the contract documents for the Aztec Drive Sanitary Sewer Replacement Project for bidding in Spring 2016.
2. Oversaw the completion of the water distribution and sanitary sewer collection system geodatabase files including file migration into the GIS Consortium model, networking and topology. This will now allow the Village to perform future studies that will identify deficiencies and prioritize projects into the CIP. It will also allow managers, engineers, inspectors, laborers and others direct access to accurate maps and important attribute data for operating, managing and maintaining these vital systems. *(Village Board Goal)*
3. Continued acquiring easements for the Schmale Road Water Main Replacement Project. To date twenty two of the thirty easements have been acquired.

FY16/17 OBJECTIVES

1. Acquire the remaining eight easements and then complete the Phase II Final Engineering for the Schmale Road Water Main Replacement Project. Assist the consultant resident engineer in providing construction administration services. If easements aren't acquired, transition to planning the next critical water main replacement project.
2. Provide consultant oversight of the two Water System Studies. The first study will determine when it's most appropriate for the Village to install fire flow improvements (reservoir, pumping station and connection to DuPage Water Commission's trunk line) identified in the Southwest Area Water & Sanitary Sewer Infrastructure Study. The second study involves a comprehensive asset study of the Village's entire water system including condition assessments and performance evaluations. Using the results of the two studies identify and prioritize projects for funding and programming into the CIP. *(Village Board Goal)*
3. Perform construction inspections on the Aztec Drive Sanitary Sewer Replacement Project.

4. Ascertain the pipe repair, rehabilitation and replacement methods needed for the North Avenue Sanitary Sewer Rehabilitation Project. Prepare final engineering plans and/or contract documents.
5. Conduct the Force Main and Trunk Sanitary Sewer Condition Assessments. Evaluate results leading to the identification, prioritization, funding and programming of projects. (*Village Board Goal*)

Water & Sewer Expenditures (01623100)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 28,126	\$ 52,260	\$ 15,697	\$ 69,981	\$ 61,904	\$ 71,429
51106 Seasonal Help	0	390	0	2,340	2,340	2,340
51109 Overtime	0	3,120	200	2,940	3,120	3,120
51111 Group Insurance	4,223	4,654	4,421	7,695	8,156	8,646
51112 IMRF	4,115	7,753	2,208	10,574	9,089	10,470
51113 FICA	1,994	4,142	1,158	5,570	4,737	5,404
51114 Workers Comp.	736	678	652	613	613	613
Subtotal	39,194	72,997	24,336	99,713	89,959	102,022
Totals	\$ 39,194	\$ 72,997	\$ 24,336	\$ 99,713	\$ 89,959	\$ 102,022

NARRATIVE

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

FY15/16 ACCOMPLISHMENTS

1. Completed an assessment of all Village roadway drainage structures. Identified and prioritized repair projects leading to Carol Stream's first Roadway Drainage Improvements Program. The first project will be rebid in FY17 due to a larger than expected number of repairs. *(Village Board Goal)*
2. Assisted DuPage County in applying for grant funding for two flood plain structure buyouts. *(Village Board Goal)*
3. Oversaw the Village's Conservation in our Community Program with assistance from The Conservation Foundation (TCF). TCF conducted a tree sale at Public Work's WRC Open House. Tree replacement information was provided to residents with the implementation of Community Development's nuisance tree ordinance.

FY16/17 OBJECTIVES

1. Rebid and oversee the Village's first Roadway Drainage Improvements Program Project. *(Village Board Goal)*
2. Provide consultant oversight of the Tubeway & Westgate Storm Water Study. Assess the results and identify projects for possible funding and programming.
3. Seek grant funding for the Flood Plain Structure Buyout Program for two purchases.
4. Oversee the consultant concept design for the Kehoe Boulevard Stream Bank Stabilization Project and apply for DuPage County Water Quality Improvement Program funding if determined viable.
5. Working with the DuPage River Salt Creek Workgroup amend the Klein Creek Watershed Plan to include stream bank restoration projects as water quality and habitat restoration components of the Plan leading to qualification for Section 319 funding. Provide consultant oversight on the concept design for the projects.

6. Create a Stormwater Management Facility Monitoring & Compliance Program where all facilities 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.

7. Create a subsurface drainage permit for private improvement connections onto 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.

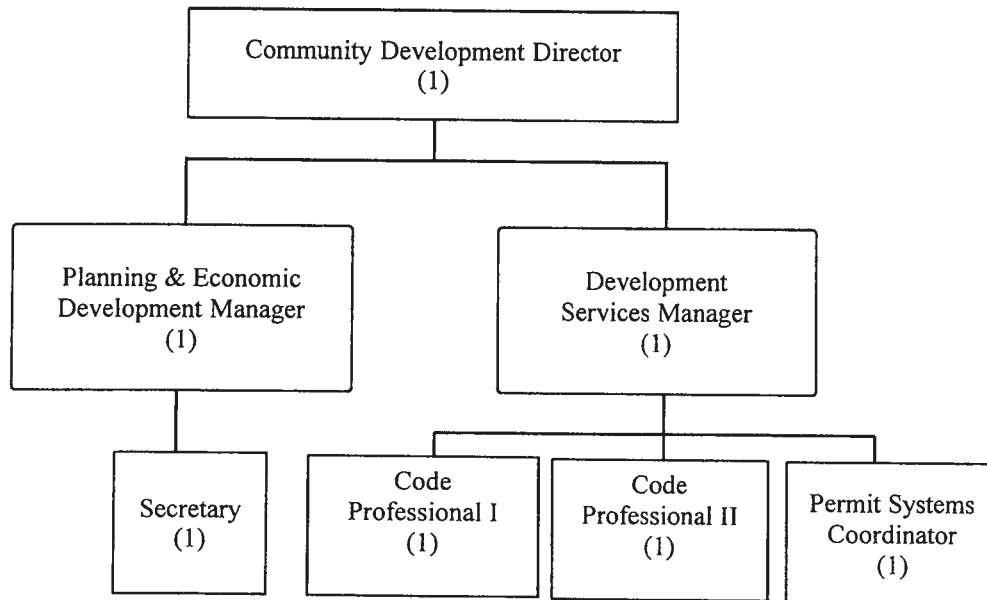
Administration Expenditures (01620600)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 0	\$ 72,210	\$ 65,918	\$ 126,046	\$ 126,026	\$ 129,177
51106 Seasonal Help	0	0	0	780	780	780
51109 Overtime	0	390	0	420	390	390
51111 Group Insurance	0	8,640	8,208	18,949	20,086	21,291
51112 IMRF	0	9,573	8,949	18,174	18,162	18,615
51113 FICA	0	5,387	4,855	9,610	9,651	9,872
51114 Workers Comp.	0	936	900	846	846	846
Subtotal	0	97,136	88,830	174,825	175,941	180,971
Contractual Services						
52223 Training	0	2,700	900	1,050	1,075	1,100
52253 Consultant	0	63,000	78,000	85,000	77,000	77,000
52272 Property Maint.	0	122,000	118,000	106,000	106,500	107,000
Subtotal	0	187,700	196,900	192,050	184,575	185,100
Commodities						
53317 Operating Supplies	0	220	180	220	220	220
Subtotal	0	220	180	220	220	220
Totals	\$ 0	\$ 285,056	\$ 285,910	\$ 367,095	\$ 360,736	\$ 366,291

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Full Time	6	7	7	7	7
Part-Time (FTE)	0.5	0.0	0.0	0.0	0.0

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 FY14/15	Budget FY14/15	Estimated FY15/16	Proposed FY16/17	Projected FY17/18	Projected FY18/19
Administration	\$ 166,765	\$124,435	\$193,504	\$102,919	\$84,505	\$85,990
Development Services	455,099	549,988	460,912	561,039	533,338	546,690
Code Enforcement	121,956	195,841	117,227	216,185	201,090	206,494
Current Planning	82,140	104,558	73,681	88,566	90,690	93,297
Long Range Planning	17,993	38,576	12,256	68,743	89,472	40,835
Economic Development	40,138	98,590	23,893	90,184	66,629	63,123
Totals	\$884,091	\$1,111,988	\$881,473	\$1,127,636	\$1,065,724	\$1,036,429

GENERAL CORPORATE FUND

COMMUNITY DEVELOPMENT

Department Summary - All Programs

EXPENDITURE

Acct.#	Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages							
51102	Personal Services	\$ 539,897	\$ 536,295	\$ 489,000	\$ 564,816	\$ 578,936	\$ 593,409
51109	Overtime	1,367	1,500	1,500	1,500	1,500	1,500
51111	Group Insurance	77,760	89,172	84,714	105,332	111,652	118,351
51112	IMRF	87,055	83,292	65,800	82,116	84,164	86,262
51113	FICA	38,180	39,657	36,200	43,323	44,403	45,512
51114	Workers Comp.	4,597	4,542	4,369	4,105	4,105	4,105
	Subtotals	748,856	754,458	681,583	801,192	824,760	849,139
Contractual Services							
52212	Auto Maint. & Repair	5,733	5,961	5,871	7,052	7,091	6,920
52222	Meetings	3,100	4,580	3,340	3,880	3,880	3,880
52223	Training	3,681	4,950	2,270	5,850	5,350	5,750
52224	Vehicle Insurance	2,630	2,598	2,500	2,352	2,352	2,352
52226	Office Equip. Maint.	1,509	710	710	800	800	0
52230	Telephone	620	2,280	522	3,320	2,220	2,220
52234	Dues & Subscriptions	2,275	2,490	1,840	2,150	2,325	2,225
52246	Economic Development	0	20,000	0	35,000	5,000	5,000
52253	Consultant	93,177	188,000	136,650	162,000	167,000	122,000
52255	Software Maintenance	400	90,000	20,000	50,000	27,000	20,000
52260	Weed Mowing	1,882	3,000	955	2,000	2,000	2,000
52316	Overhead Sewer Pgm.	0	2,500	0	2,500	2,500	2,500
52272	Property Maintenance	55	1,000	0	1,000	1,000	1,000
	Subtotals	115,062	328,069	174,658	277,904	228,518	175,847
Commodities							
53313	Auto Gas & Oil	2,745	2,226	1,769	1,980	2,336	2,458
53314	Office Supplies	1,226	2,000	2,000	2,500	2,000	2,000
53315	Printed Materials	1,591	3,720	885	1,000	5,925	925
53318	Reference Materials	1,137	825	825	800	500	4,400
53324	Uniforms	378	1,090	1,090	1,210	1,035	1,010
53350	Small Equipment	255	2,100	1,400	1,050	650	650
	Subtotals	7,332	11,961	7,969	8,540	12,446	11,443
Capital Outlay							
54413	Computer Equipment	2,071	0	0	0	0	0
54415	Vehicles	0	17,500	17,263	40,000	0	0
55487	Facilities Improvements	10,770	0	0	0	0	0
	Subtotals	12,841	17,500	17,263	40,000	0	0
Totals		\$ 884,091	\$ 1,111,988	\$ 881,473	\$ 1,127,636	\$ 1,065,724	\$ 1,036,429

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, realtors, Village officials, and other public agencies.

FY15/16 ACCOMPLISHMENTS

1. Responded to an increased number of Freedom of Information Act requests (149 in calendar year 2015 vs 87 in calendar year 2014), several of which were voluminous requests related to the Pilot fueling facility redevelopment.
2. Evaluated, recommended and received Village Board approval of a reorganization of the staffing structure of the Department. With the assistance of the Employee Relations Department, recruited for and filled three full-time positions.

FY16/17 OBJECTIVES

1. Administer the consultant contract for the scanning of approximately 200,000 microfiche and microfilm images for conversion into the Village's electronic document archival system.
2. Coordinate with the Engineering Services and Public Works Departments to re-engineer permitting and development review processes as needed in association with the new development services software system.
3. Provide technical support in the review and processing of required zoning and building permit approvals for the proposed expansion and remodeling of the Village Hall.

Administration Expenditures (01640100)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 117,675	\$ 65,346	\$ 131,993	\$ 55,413	\$ 56,798	\$ 58,218
51111 Group Insurance	8,017	8,692	8,257	8,651	9,170	9,720
51112 IMRF	28,175	20,148	18,483	8,035	8,236	8,442
51113 FICA	8,165	4,565	9,938	4,239	4,345	4,454
51114 Workers Comp.	156	554	533	501	501	501
Subtotal	162,188	99,305	169,204	76,839	79,050	81,335
Contractual Services						
52223 Training	214	300	120	300	300	300
52226 Office Equip. Maint.	1,509	710	710	800	800	0
52230 Telephone	0	0	0	920	720	720
52234 Dues & Subscriptions	1,500	1,500	850	1,200	1,275	1,275
52253 Consultant	0	20,000	20,000	20,000	0	0
Subtotal	3,223	22,510	21,680	23,220	3,095	2,295
Commodities						
53314 Office Supplies	1,226	2,000	2,000	2,500	2,000	2,000
53315 Printed Materials	128	220	220	200	200	200
53324 Uniforms	0	400	400	160	160	160
Subtotal	1,354	2,620	2,620	2,860	2,360	2,360
Totals	\$ 166,765	\$ 124,435	\$ 193,504	\$ 102,919	\$ 84,505	\$ 85,990

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 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.

FY15/16 ACCOMPLISHMENTS

1. Achieved the Department's goals for the number of days of review time and the number of review cycles on over 96% 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 97% of commercial and industrial permit submittals.
3. Following a workshop presentation, received Village Board authorization to purchase a new Development Services software support system. Coordinated the review and execution of the contract, and commenced configuration work with the consultant.
4. Scanned and catalogued 5,338 building permit files into the document archival system.

FY16/17 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 90% of all commercial/industrial permit applications.
2. Implement the new development services software system by late summer or early fall of 2016. The new software will allow for more efficient permit management, integrated tracking of separate but related activities across Department programs, and new data management and analysis capability which will allow for improved program management and enable trend analysis for staffing needs and budget projections.
3. Evaluate options for processing building permit applications online and determine whether online permitting would be a customer service enhancement that would be valued and utilized by our customers.

Development Services Expenditures (01643700)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 267,469	\$ 249,402	\$ 239,371	\$ 264,968	\$ 271,592	\$ 278,382
51109 Overtime	2	0	0	0	0	0
51111 Group Insurance	40,436	47,907	45,512	51,918	55,033	58,335
51112 IMRF	38,011	33,891	32,618	38,420	39,381	40,365
51113 FICA	19,053	18,935	17,486	20,270	20,777	21,296
51114 Workers Comp.	2,570	2,112	2,032	1,910	1,910	1,910
Subtotal	367,541	352,247	337,019	377,486	388,693	400,288
Contractual Services						
52212 Auto Maint. & Rpr.	2,064	2,146	2,114	2,539	2,553	2,491
52222 Meetings	0	100	40	200	200	200
52223 Training	1,240	2,150	2,150	2,750	2,550	2,650
52224 Vehicle Insurance	1,315	1,299	1,250	1,176	1,176	1,176
52230 Telephone	211	760	252	1,600	1,000	1,000
52234 Dues & Subscriptions	200	390	390	350	450	350
52253 Consultant	65,877	95,000	95,000	100,000	105,000	110,000
52255 Software Maintenance	0	90,000	20,000	50,000	27,000	20,000
52316 Overhead Sewer Pgm.	0	2,500	0	2,500	2,500	2,500
Subtotal	70,907	194,345	121,196	161,115	142,429	140,367
Commodities						
53313 Auto Gas & Oil	988	801	637	713	841	885
53315 Printed Materials	1,152	175	340	475	400	400
53318 Reference Materials	1,037	475	475	400	100	4,000
53324 Uniforms	378	345	345	575	600	475
53350 Small Equipment	255	1,600	900	275	275	275
Subtotal	3,810	3,396	2,697	2,438	2,216	6,035
Capital Outlay						
54413 Computer Equipment	2,071	0	0	0	0	0
54415 Vehicles	0	0	0	20,000	0	0
54487 Facilities Improvements	10,770	0	0	0	0	0
Subtotal	12,841	0	0	20,000	0	0
Totals	\$ 455,099	\$ 549,988	\$ 460,912	\$ 561,039	\$ 533,338	\$ 546,690

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 Enforcement 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 property toward voluntary compliance.

FY15/16 ACCOMPLISHMENTS

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

	2013	2014	2015
Code Enforcement Cases Initiated	593	725	906
<i>Cases requiring a citation to be issued</i>	4	5	4
<i>Cases requiring a court appearance</i>	1	0	1
Citizen Service Requests Received	217	284	201
Landscape Liens Filed	6	8	3
Private Properties Inspected – Dead/Diseased Trees	<i>n/a</i>	1,687	2,592
<i>Properties containing one or more such trees</i>	<i>n/a</i>	139	197
<i>Properties that complied during calendar year</i>	<i>n/a</i>	121	159
After Hours Emergency Incident Responses	11	7	5

FY16/17 OBJECTIVES

1. Transition the Village-wide Property Maintenance Code Enforcement Initiative from contractual staffing to in-house staffing. Under the initiative, target the most common and detrimental violations, with an emphasis in calendar year 2016 on fences in disrepair and failed commercial and industrial parking lot pavement.
2. Inspect 2,500 private properties for the presence of dead, diseased or infested trees and seek voluntary removal of such trees by the responsible party.

Code Enforcement Expenditures (01642100)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 53,829	\$ 83,121	\$ 44,586	\$ 119,580	\$ 122,569	\$ 125,633
51109 Overtime	1,365	1,500	1,500	1,500	1,500	1,500
51111 Group Insurance	15,808	15,262	14,499	25,038	26,540	28,132
51112 IMRF	8,162	11,777	6,475	17,557	17,990	18,434
51113 FICA	3,832	6,218	3,343	9,263	9,491	9,726
51114 Workers Comp.	1,687	704	677	636	636	636
Subtotal	84,683	118,582	71,080	173,574	178,726	184,061
Contractual Services						
52212 Auto Maint. & Rpr.	3,669	3,815	3,757	4,513	4,538	4,429
52222 Meetings	0	180	0	180	180	180
52224 Vehicle Insurance	1,315	1,299	1,250	1,176	1,176	1,176
52230 Telephone	409	1,520	270	800	500	500
52234 Dues & Subscriptions	575	600	600	600	600	600
52253 Consultant	27,300	46,000	20,000	10,000	10,000	10,000
52260 Weed Mowing	1,882	3,000	955	2,000	2,000	2,000
52272 Property Maint.	55	1,000	0	1,000	1,000	1,000
Subtotal	35,205	57,414	26,832	20,269	19,994	19,885
Commodities						
53313 Auto Gas & Oil	1,757	1,425	1,132	1,267	1,495	1,573
53315 Printed Materials	311	325	325	325	325	325
53324 Uniforms	0	345	345	475	275	375
53350 Small Equipment	0	250	250	275	275	275
Subtotal	2,068	2,345	2,052	2,342	2,370	2,548
Capital Outlay						
54415 Vehicles	0	17,500	17,263	20,000	0	0
Subtotal	0	17,500	17,263	20,000	0	0
Totals	\$ 121,956	\$ 195,841	\$ 117,227	\$ 216,185	\$ 201,090	\$ 206,494

NARRATIVE

The Current Planning Program provides zoning administration, site plan review, and management of all development review 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 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.

FY15/16 ACCOMPLISHMENTS

1. Responded to 23 requests for zoning verification letters in calendar year 2015, compared to 19 in calendar year 2014.
2. Reviewed and approved 64 business registration applications in calendar year 2015, compared to 69 applications in calendar year 2014, to ensure that business uses are in compliance with the zoning classification of the property.
3. Administered the development approval process for new developments or redevelopments. Significant redevelopment projects included the *Pilot* automobile and commercial vehicle fueling facility and *DCT Industrial's* new 350,000 square foot building on North Avenue to be occupied by *CoreCentric Solutions*. Zoning approvals for new developments included an additional outlot building at the *Carol Stream Marketplace/Caputo's* shopping center and a building addition to Mercedes-Benz's Parts Distribution Center.
4. Scanned and catalogued 10 Plan Commission/Zoning Board of Appeals cases into the document archival system.

FY16/17 OBJECTIVES

1. Administer the development approval process for new developments or redevelopments, which may include: *Caputo's* outlots within the North Avenue and Schmale Road TIF District, Phase II of the *Geneva Crossing* shopping center property, the mixed-use commercial redevelopment at the *Wheaton Christian Center Church*, and approvals for the redevelopment of one or more industrial properties.
2. Work to facilitate the sale and redevelopment of the Village-owned property at 850 Vale Road.

Current Planning Expenditures (01641700)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 65,061	\$ 78,072	\$ 53,719	\$ 63,175	\$ 64,755	\$ 66,373
51111 Group Insurance	4,167	9,883	9,389	9,901	10,495	11,125
51112 IMRF	7,625	9,759	5,526	9,160	9,389	9,624
51113 FICA	4,602	5,683	4,011	4,833	4,954	5,078
51114 Workers Comp.	134	661	636	597	597	597
Subtotal	81,589	104,058	73,281	87,666	90,190	92,797
Contractual Services						
52222 Meetings	51	150	50	150	150	150
52255 Software Maintenance	400	0	0	0	0	0
Subtotal	451	150	50	150	150	150
Commodities						
53318 Reference Materials	100	100	100	250	250	250
53350 Small Equipment	0	250	250	500	100	100
Subtotal	100	350	350	750	350	350
Totals	\$ 82,140	\$ 104,558	\$ 73,681	\$ 88,566	\$ 90,690	\$ 93,297

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.

FY15/16 ACCOMPLISHMENTS

1. With the assistance of the GIS consultant, prepared the annual update to the Village's Official Zoning Map.
2. With the assistance of the GIS consultant, provided information to the US Census Bureau to facilitate the Bureau's annual boundary update.
3. Managed the work activities of CMAP (Chicago Metropolitan Agency for Planning) on the Carol Stream Comprehensive Plan project. Oversaw completion of the Draft Comprehensive Plan, which was reviewed by the Comprehensive Plan Steering Committee in February 2016 and presented to the public at an open house in March 2016.

FY16/17 OBJECTIVES

1. Complete the Carol Stream Comprehensive Plan Project, culminating with adoption of the Plan by the Village Board, by the spring of 2016.
2. Begin work activities related to the implementation of the Comprehensive Plan.
3. Complete the 2017 update of the Village's Official Zoning Map.
4. Retain the services of a consultant to assist with the development of a new Sign Code.

Long Range Planning Expenditures (01641800)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 10,598	\$ 26,108	\$ 7,067	\$ 25,625	\$ 26,266	\$ 26,923
51111 Group Insurance	2,784	3,282	3,118	4,093	4,339	4,599
51112 IMRF	1,472	3,362	990	3,716	3,809	3,904
51113 FICA	707	1,853	519	1,960	2,009	2,060
51114 Workers Comp.	8	221	212	199	199	199
Subtotal	15,569	34,826	11,906	35,593	36,622	37,685
Contractual Services						
52222 Meetings	197	1,000	100	200	200	200
52223 Training	2,227	2,500	0	2,800	2,500	2,800
52253 Consultant	0	0	0	30,000	50,000	0
Subtotal	2,424	3,500	100	33,000	52,700	3,000
Commodities						
53318 Reference Materials	0	250	250	150	150	150
Subtotal	0	250	250	150	150	150
Totals	\$ 17,993	\$ 38,576	\$ 12,256	\$ 68,743	\$ 89,472	\$ 40,835

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.

FY15/16 ACCOMPLISHMENTS

1. Met with property managers and business representatives to discuss available land and building space in Carol Stream; assisted 42 businesses in relocating or expanding in Carol Stream such as Standfast Packaging, Mercedes Benz and CoreCentric Solutions.
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 28 DCEO announcements to Carol Stream brokers and property managers with project announcements, site selection criteria and status reports.
3. Following the April 2015 economic development event '*Planning for 2020 – Assessing the Needs of Businesses in Carol Stream*', Community Development organized a meeting with interested businesses and Commonwealth Edison to explore solutions to problems with electric service reliability. As a result of this follow up, Com Ed has assigned account managers to each business and has begun to develop plans to address power reliability specific to each business' needs. Most businesses have reported an improvement in the reliability of electric service.
4. Continued efforts to facilitate the annexation of properties in the Village's southwest planning area.
5. Began planning for an economic development event to be held in spring 2016 that will focus on properties available for retail development along major corridors.

FY16/17 OBJECTIVES

1. Hold the economic development event focused on available retail properties along major corridors by late spring/early summer 2016.
2. Work to facilitate the annexation of additional properties in the Southwest Planning Area.
3. Improve the Economic Development content on the Village's website.

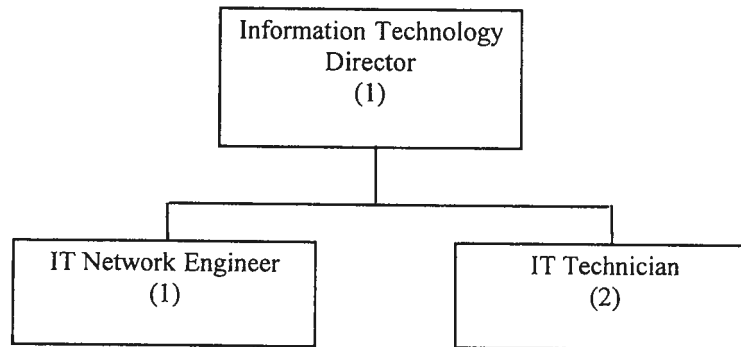
Economic Development Expenditures (01643600)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 25,265	\$ 34,246	\$ 12,264	\$ 36,055	\$ 36,956	\$ 37,880
51111 Group Insurance	6,548	4,146	3,939	5,731	6,075	6,440
51112 IMRF	3,610	4,355	1,708	5,228	5,359	5,493
51113 FICA	1,821	2,403	903	2,758	2,827	2,898
51114 Workers Comp.	42	290	279	262	262	262
Subtotal	37,286	45,440	19,093	50,034	51,479	52,973
Contractual Services						
52222 Meetings	2,852	3,150	3,150	3,150	3,150	3,150
52246 Economic Development	0	20,000	0	35,000	5,000	5,000
52253 Consultant	0	27,000	1,650	2,000	2,000	2,000
Subtotal	2,852	50,150	4,800	40,150	10,150	10,150
Commodities						
53315 Printed Materials	0	3,000	0	0	5,000	0
Subtotal	0	3,000	0	0	5,000	0
Totals	\$ 40,138	\$ 98,590	\$ 23,893	\$ 90,184	\$ 66,629	\$ 63,123

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Full Time	2	3	4	4	4
Part Time (FTE)	.5	0	0	0	0

ORGANIZATIONAL CHART



Information Technology is the department where technology, Audio/Video, telephones and security expenditures that support the entire Village organization and/or the General Corporate Fund are budgeted. The Information Technology budget includes the personnel costs of the Information Technology Director, Information Technology Technicians and Information Technology Network Engineer. Expenditures which have been centralized for the General Corporate Fund include computer network hardware and software, GIS, 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/>.

Information Technology personnel changes include a recommendation to create an Information Technology Network Engineer position. This recommendation is being made to help better align the staffing with the technology service requirements of the Village. The Network Engineer's responsibilities would include preventative maintenance, system monitoring and operational management of existing systems. In addition, the engineer will be critical in assisting in capacity planning and assessing the Village's future technology needs. With the additional staff, the Information Technology support hours can be lengthened to provide assistance to Police and other Village staff that operate outside of the typical 8-5 operating hours.

In 2015, an equipment replacement cycle was established to include network, server systems and computer desktops. The equipment replacement was planned to be incremental and completed over a three year period, replacing the oldest and most unreliable systems in the first year and following that model for the remaining two years. The FY16/17 budget continues that plan and includes recommended upgrades and replacements of the IT infrastructure components to enhance system security, reliability and improve performance. Information Technology will continue to be actively involved in enhancements to the Village's GIS program and will continue to work closely with the Engineering department to transition GIS service management to the Information Technology department.

In addition to the aforementioned maintenance of existing IT services, the proposed budget also includes a recommendation of new services with a focus on the mobile workforce. A mobile virtual private networking solution is proposed to help mobile workers maintain an active and stable connection to our network. This service will help all departments be more connected and efficient while away from the office.

FY15/16 ACCOMPLISHMENTS

1. Creation of an IT Steering Committee to provide department user input and guidance on information technology operations. This committee drives the technical direction of the Village and sets project priorities and time frames for technology projects.
2. Replaced the existing Storage Area Network array which was the main storage for the Village's virtual network infrastructure. The older SAN was becoming unreliable and starting to fail resulting in down time.
3. Replaced Network Switches to improve network speed and reliability.

4. Replaced fifty in building computers and established a five year hardware replacement plan thereafter. The replaced computers were at the end of their useful life and becoming increasingly unstable and no longer had the computing power to support daily operations effectively.
5. Completed a network monitoring server implementation to record and document hardware and software errors as well as alert staff of potential problems. This server will be used to prevent the loss of log data in the event of a system failure and also provide a single system to monitor the network.
6. Pursuant to Microsoft's announcement to end support for organizations using the server 2003 R2 operating system, five server systems were upgraded to a newer operating system.
 - a. File server
 - b. Print services
 - c. Systems Center Configuration Management (desktop management system)
 - d. Email archiving
 - e. SharePoint (document collaboration and information sharing web server)
7. Completed the Emergency Operations Center technology upgrades to include a three tier redundant internet connection and backup satellite phone service. This was completed to insure Village operational continuity in the wake of an event resulting in a service disruption with any communication vendor.
8. Implemented a new wireless network to support the WatchGuard Police video camera system. The wireless infrastructure provides an automatic method for officers to upload in-car video, replacing the current time consuming manual upload process.
9. Replaced all Police in-vehicle laptops and upgraded all of the Police vehicle software to the latest versions. This upgrade was completed to provide a more reliable computing experience for the Police officers.
10. Configured and installed the new Police video evidence storage system to save vehicle video and digital evidence.

FY16/17 OBJECTIVES

1. Assist in the installation completion of the Community Development Services software application.
2. Implement a mobile networking system to help improve the mobile users experience by mimicking the computing experience while in the building. When working remotely, this system will help create an easier method of connecting to our network and will allow technology staff to easily manage and protect mobile computers.

3. Assist in the planning, purchase and installation of the Engineering Comprehensive Asset and Operations application.
4. Develop a clear direction for the website update/redesign and define available online services (Village Goal).
5. Implement Office 365 and Skype for Business for Emergency Operation Center operators. This cloud service will provide video conferencing and messaging services to staff that would typically be relied upon to respond to a community emergency. Leveraging these services, the emergency responders can more freely share information and maintain a higher level of communication while utilizing a highly available cloud service during Carol Stream community emergencies.
6. Replace video camera systems at Public Works, Village Hall and Town Center. This upgrade will provide high definition camera quality and replace many of the old cameras having exceptionally poor image quality. In addition, the digital video recorders will be replaced with a current and supported model with a modern feature set.
7. Assist in the implementation of the new security system in Public Works and integrate it into the current Village Hall security door access system (if possible). This integration will provide a single system to monitor door access and configure the proximity cards for the Village.
8. Upgrade from current utility billing software system to a new utility billing product to improve stability and improve the feature set of the application.
9. Implementation of a paperless Village Board agenda workflow and retrieval system. This will significantly reduce our paper consumption and time spent preparing board packets. This solution also significantly reduces the effort disseminating packets and can be used for all organized meetings within the Village and Police Department.
10. Replace existing network perimeter security equipment to continue to provide a secure computing environment. The current network security system has operated well; however, the appliance manufacturer has informed its customers that the current security appliance will be retired next year. They have provided an upgrade path and buy back option of the old equipment to assist customers interested in migrating to the new product line.

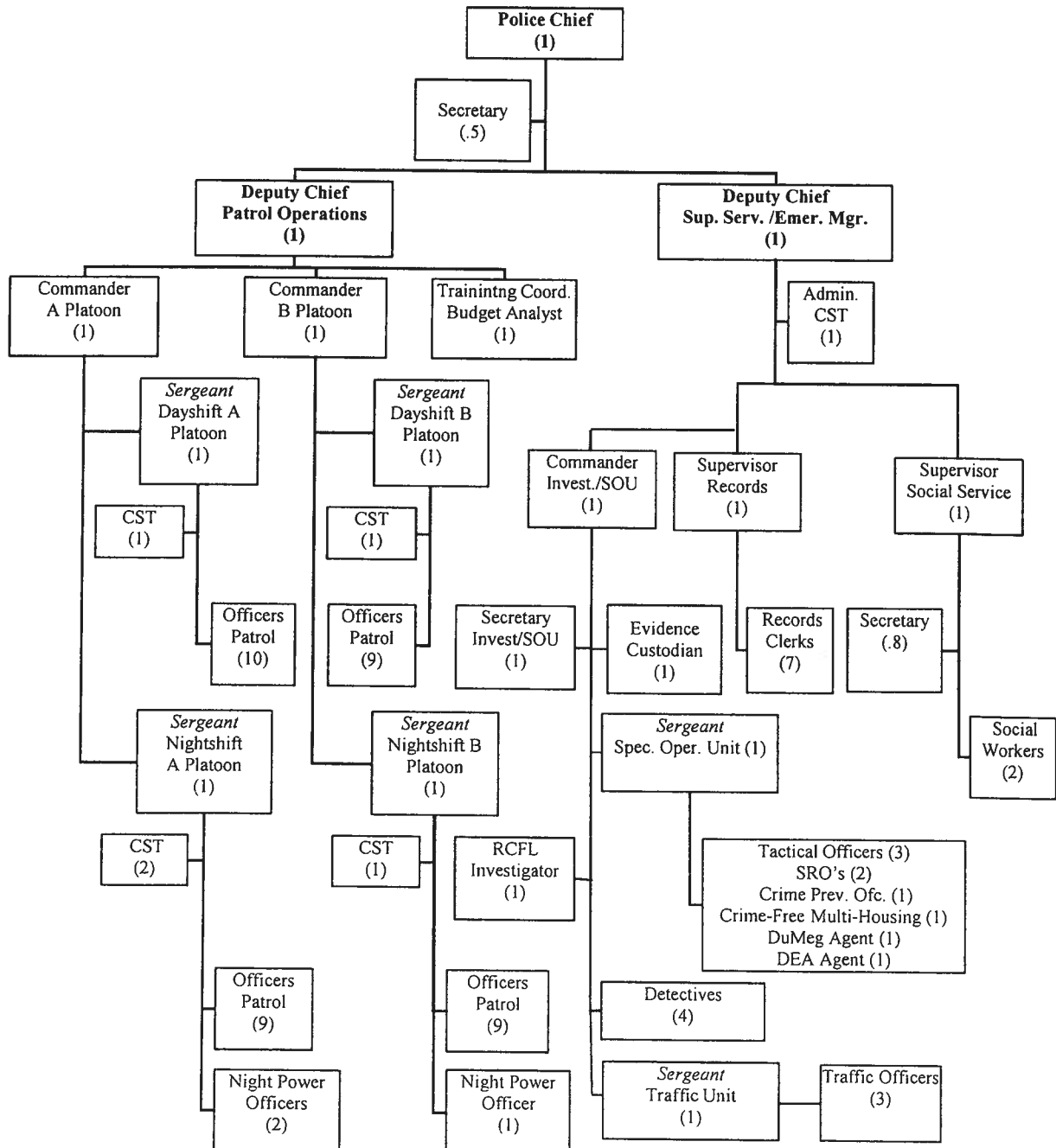
Information Technology Expenditures (01652800)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 184,862	\$ 232,438	\$ 161,300	\$ 339,819	\$ 348,314	\$ 357,022
51109 Overtime	1,373	1,000	0	0	0	0
51111 Group Insurance	28,674	22,464	21,341	55,077	58,382	61,885
51112 IMRF	24,783	25,206	23,000	49,274	50,506	51,768
51113 FICA	13,501	17,787	12,000	25,996	26,593	27,074
51114 Workers Comp.	379	375	360	339	339	339
Subtotal	253,572	299,270	218,001	470,505	484,134	498,088
Contractual Services						
52223 Training	5,858	8,300	4,250	8,300	8,300	8,300
52226 Office Equip. Mtnc.	16,321	22,200	18,000	15,900	15,950	16,000
52230 Telephone	7,498	14,346	9,000	11,728	12,068	12,068
52234 Dues & Subscriptions	3,268	4,800	4,800	5,600	10,850	10,850
52253 Consultant	13,163	35,000	70,000	30,000	55,000	20,000
52255 Software Maint.	55,852	77,275	57,475	90,562	89,874	89,974
52257 GIS	54,401	176,400	176,400	190,950	191,450	192,450
52261 Liability Insurnace	0	0	925	1,150	1,150	1,150
Subtotal	156,361	338,321	340,850	354,190	384,642	350,792
Commodities						
53314 Office Supplies	29	0	100	10,500	500	500
53317 Operating Supplies	1,070	1,900	1,900	19,604	8,950	8,950
53324 Uniforms	0	150	0	0	0	0
Subtotal	1,099	2,050	2,000	30,104	9,450	9,450
Capital Outlay						
54412 Other Equipment	49,684	243,000	166,600	120,000	106,400	22,500
54413 Computer Equipment	1,513	89,650	89,650	97,500	31,200	0
54422 Installment Contract	0	0	0	15,262	15,262	15,262
Subtotal	51,197	332,650	256,250	232,762	152,862	37,762
Totals	\$ 462,229	\$ 972,291	\$ 817,101	\$ 1,087,561	\$ 1,031,088	\$ 896,092

PERSONNEL SCHEDULE

	Authorized FY14/15	Budget FY15/16	Proposed FY16/17	Projected FY17/18	Projected FY18/19
Full Time	86	87	88	90	90
Part-Time (FTE)	<u>2.3</u>	<u>2.3</u>	<u>2.3</u>	<u>2.3</u>	<u>2.3</u>
Total FTE	88.3	89.3	90.3	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 FY14/15	Budget FY14/15	Estimated FY15/16	Proposed FY16/17	Projected FY17/18	Projected FY18/19
Administration	\$1,429,515	\$1,640,564	\$1,647,848	\$1,567,880	\$1,701,569	\$1,648,685
Special Operations	1,239,067	1,475,496	1,281,807	1,402,305	1,394,807	1,404,449
Investigations	910,276	1,053,148	998,546	1,059,317	1,036,431	1,059,004
Patrol	7,532,693	7,684,704	7,417,719	8,177,467	8,486,785	8,821,684
Traffic	934,049	907,783	970,779	947,101	949,285	969,772
Records	542,962	585,433	563,869	626,910	645,373	664,333
Social Services	423,166	415,974	420,088	437,919	450,328	462,637
Totals	\$13,011,728	\$13,763,102	\$13,300,656	\$14,218,899	\$14,664,578	\$15,030,564

GENERAL CORPORATE FUND

POLICE DEPARTMENT

Summary Detail

EXPENDITURE

Acct. #	Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages							
51102	Personal Services	\$ 6,761,118	\$ 7,050,679	\$ 6,658,000	\$ 7,138,265	\$ 7,466,181	\$ 7,632,822
51107	Court Time	124,994	131,000	142,600	153,000	156,000	159,000
51109	Overtime	539,436	590,500	604,400	611,000	614,200	617,400
51111	Group Insurance	1,022,614	1,039,949	987,951	1,106,662	1,208,063	1,280,546
51112	IMRF	177,009	173,823	172,500	187,978	192,678	197,495
51113	FICA	536,088	535,744	541,100	540,548	564,409	575,902
51114	Workers Comp.	271,911	268,744	259,385	244,043	244,043	244,043
51116	Trsfer-Pol.Pens.	1,651,830	1,705,946	1,705,946	1,833,135	1,970,000	2,125,000
	Subtotal	11,085,000	11,496,385	11,071,882	11,814,631	12,415,574	12,832,208
Contractual Services							
52212	Auto Mtnce.&Rpr.	222,533	240,238	236,634	290,072	291,668	284,632
52222	Meetings	1,395	1,850	2,710	3,410	3,410	3,410
52223	Training	90,829	134,309	100,850	228,430	197,795	155,221
52224	Vehicle Insur.	39,477	38,992	37,546	35,320	35,320	35,320
52226	Office Equip. Mnt	3,301	7,995	7,708	8,030	8,155	8,155
52227	Radio Mtnce.	0	2,140	2,100	4,065	4,915	4,915
52230	Telephone	31,607	38,376	36,086	44,290	44,090	44,090
52234	Dues & Subscript.	15,713	29,170	29,170	34,290	31,740	31,765
52236	Mgmt. Physicals	3,113	5,397	5,000	5,920	5,270	5,270
52239	Range	6,739	6,450	6,425	7,800	8,000	8,200
52243	Paging	425	350	334	350	350	350
52244	Mtnce. & Rpr.	74,153	58,570	64,570	71,670	62,676	60,876
52245	Gen'l Comm.	647,883	689,976	689,957	686,876	686,876	686,876
52247	Data Processing	2,750	3,500	3,000	3,000	3,000	3,000
52249	Animal Control	2,607	2,500	6,780	3,000	3,000	3,000
52255	Software Mtnce.	10,462	25,100	24,100	26,250	74,215	20,700
52298	ATLE-Ser. Fee	195,573	200,000	203,978	205,000	206,000	206,000
52310	ATLE-Legal Adj.	2,475	3,200	2,700	2,700	2,800	2,800
	Subtotal	1,351,035	1,488,113	1,459,648	1,660,473	1,669,280	1,564,580
Commodities							
53313	Auto Gas & Oil	132,085	143,822	114,297	129,270	152,515	160,446
53314	Office Supplies	5,749	9,000	8,900	9,000	9,250	9,500
53315	Printed Materials	2,597	3,200	4,000	5,000	5,000	5,000
53317	Operating Sup.	32,973	32,500	35,943	34,600	34,620	36,125
53318	Refer. Materials	1,416	4,000	4,000	4,350	4,600	5,000
53321	Ammunition	22,731	32,800	32,800	35,000	35,000	35,000
53322	Emergency Equip.	6,178	18,790	18,700	1,250	1,250	1,250
53323	Weapons	2,260	4,250	4,250	35,700	3,700	3,700
53324	Uniforms	60,699	81,082	77,825	111,925	100,869	101,535
53325	Community Rel.	22,496	15,000	15,000	17,800	18,050	18,050
53326	Prisoner Care	60	200	25	200	200	200
53330	Invest. Fund	12,129	18,110	18,000	19,650	20,800	20,800
53350	Small Equipment	57,330	104,450	130,486	111,750	28,070	25,370
	Subtotal	358,703	467,204	464,226	515,495	413,924	421,976

GENERAL CORPORATE FUND

POLICE DEPARTMENT

Summary Detail

EXPENDITURE

Acct. #	Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Capital Outlay							
54412	Other Equipment	1,407	6,500	0	11,300	5,800	83,800
54413	Computer Equip.	28,851	32,900	32,900	0	0	0
54415	Vehicles	103,284	172,000	172,000	217,000	160,000	128,000
54425	EOC Imprvmts.	83,448	100,000	100,000	0	0	0
	Subtotal	216,990	311,400	304,900	228,300	165,800	211,800
	Totals	\$ 13,011,728	\$ 13,763,102	\$ 13,300,656	\$ 14,218,899	\$ 14,664,578	\$ 15,030,564

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.

FY15/16 ACCOMPLISHMENTS

1. Entered into a contract with Lexipol, a nationally recognized law enforcement service, to assist us with updating our policies. The Department is currently in the transition phase for updating its policies.
2. All officers were trained in the use of NARCAN, the drug to reverse the effects of heroin in the case of an overdose. Officers carry the drug on patrol to expedite its use with overdoses.
3. The DuPage County Health Department has a protocol for the Strategic National Stockpile and any potential health related mass distribution of medications. Supervisors were trained on the use of the County-wide computer system Comprehensive Emergency Management Program which is designed to assist agencies in the event of a health emergency, or any emergency that may go beyond the local level for resources.

FY16/17 OBJECTIVES

1. The Police Department will purchase new handguns for all officers. The current weapons are at least ten years old and supporting equipment and service are difficult to find.
2. The Department's report writing and records storage system NetRMS is being phased out by DuPage County. A new system, Intagraph, has been selected by the DuPage County task force for use by member departments. The Department will cooperate with the County to schedule, install and train personnel on the new computer reporting system.
3. The Department will implement new social media strategies to better communicate with stakeholders. Facebook and similar programs and applications will be evaluated for implementation.
4. Although not presently budgeted, the Department will continue to evaluate the potential future use of body cameras as standard equipment. DuPage County is presently reviewing this technology, particularly with respect to the standardization of file storage and media criteria.

GENERAL CORPORATE FUND

POLICE DEPARTMENT

Administration Detail

Administration Expenditures (01660100)

	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 810,506	\$ 889,195	\$ 906,000	\$ 927,413	\$ 950,340	\$ 973,840
51109 Overtime	426	1,000	1,000	2,000	2,000	2,000
51111 Group Insurance	111,959	115,983	110,184	115,947	122,904	130,278
51112 IMRF	16,075	13,787	16,000	15,168	15,547	15,935
51113 FICA	58,519	64,390	65,000	65,418	65,947	66,490
51114 Workers Comp.	35,848	35,420	34,088	32,033	32,033	32,033
51116 Tfr.-Police Pension	220,762	230,052	230,052	255,842	268,057	290,014
Subtotal	1,254,095	1,349,827	1,362,324	1,413,821	1,456,828	1,510,590
Contractual Services						
52212 Auto Maint. & Rpr.	33,105	36,036	35,496	43,511	43,750	42,695
52222 Meetings	1,050	900	850	1,220	1,220	1,220
52223 Training	8,556	14,779	9,000	29,658	35,996	19,027
52224 Vehicle Insurance	2,764	2,730	2,628	2,473	2,473	2,473
52226 Office Equip. Maint.	0	5,000	4,798	5,000	5,000	5,000
52230 Telephone	5,551	5,292	5,547	5,565	5,565	5,565
52234 Dues & Subscriptions	12,855	24,310	24,410	25,450	26,015	26,015
52244 Maint. & Repair	4,376	6,000	12,000	5,100	5,100	5,100
52255 Software Maintenance	0	6,750	4,300	6,750	53,665	950
Subtotal	68,257	101,797	99,029	124,727	178,784	108,045
Commodities						
53313 Auto Gas & Oil	11,855	12,944	10,287	11,634	13,726	14,440
53317 Operating Supplies	4,419	8,000	7,942	8,100	8,200	8,585
53324 Uniforms	5,844	5,996	5,750	6,173	8,006	6,600
53350 Small Equipment	1,597	6,000	6,516	3,425	4,025	425
Subtotal	23,715	32,940	30,495	29,332	33,957	30,050
Capital Outlay						
54415 Vehicles	0	56,000	56,000	0	32,000	0
54425 EOC Improvements	83,448	100,000	100,000	0	0	0
Subtotal	83,448	156,000	156,000	0	32,000	0
Totals	\$ 1,429,515	\$ 1,640,564	\$ 1,647,848	\$ 1,567,880	\$ 1,701,569	\$ 1,648,685

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.

FY15/16 ACCOMPLISHMENTS

1. The Special Operations Unit has completed training in Crime Free Housing for all apartment complexes. Including single family rentals a total of 700 licenses have been issued to date. Continued compliance and training will be on-going until all property owners who are renting their properties are trained and certified.
2. Special Operations personnel completed biannual checks on all video gaming machines. All machines were found to be in compliance.
3. Cannabis hash oil cases have historically been minimal but, there was a major case that resulted two class X felony charges approved against one man in Cook County. Another minor case resulted in the perpetrator being charged with a class 4 felony.
4. The Jay Stream School Resource Officer took the new policies from School District 93 and updated the program for dealing with active shooters / violent offenders. The new policy helps the Department understand training the schools have received and informed our approach to those situations.

FY16/17 OBJECTIVES

1. The Special Operations Unit will train a new officer in the use of Cellebrite and become a certified operator. Cellebrite is essential in electronic forensic examinations of cell phones and other portable peripherals.
2. The Special Operations Officer assigned to NARCINT will educate and teach the patrol division on what to look for in truck interdiction. This will be monitored and evaluated for its successes at the end of the year.
3. CERT has been requested to participate in events in surrounding counties. Special Operations will monitor and evaluate the use of CERT in other areas during the coming year. All requests will be approved by the CERT coordinator and Chief of Police.

GENERAL CORPORATE FUND

**POLICE DEPARTMENT
Special Operations Detail**

Special Operations Expenditures (01664700)

	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 647,187	\$ 782,754	\$ 664,000	\$ 733,586	\$ 741,275	\$ 745,364
51107 Court Time	6,222	8,000	5,800	8,000	8,000	8,000
51109 Overtime	87,862	128,000	73,000	90,000	90,000	90,000
51111 Group Insurance	129,657	115,854	110,061	114,244	121,099	128,365
51112 IMRF	3,679	6,190	6,900	6,870	7,042	7,218
51113 FICA	55,345	59,881	54,500	56,119	56,708	57,020
51114 Workers Comp.	30,628	30,338	29,947	28,437	28,437	28,437
51116 Tfr-Police Pension	195,518	220,767	220,767	219,400	226,465	240,106
Subtotal	1,156,098	1,351,784	1,164,975	1,256,656	1,279,026	1,304,510
Contractual Services						
52212 Auto Maint. & Repair	19,863	21,621	21,297	26,106	26,250	25,617
52222 Meetings	25	370	1,000	1,000	1,000	1,000
52223 Training	13,673	12,999	11,000	27,059	24,442	15,406
52224 Vehicle Insurance	2,764	2,730	2,628	2,473	2,473	2,473
52230 Telephone	4,867	6,048	4,400	6,360	6,360	6,360
52234 Dues & Subscriptions	396	360	335	375	385	415
52236 Employee Services	0	311	250	0	0	0
52255 Software Maint.	1,599	800	800	800	800	800
Subtotal	43,187	45,239	41,710	64,173	61,710	52,071
Commodities						
53313 Auto Gas & Oil	5,269	5,753	4,572	5,171	6,101	6,418
53315 Printed Materials	290	0	0	0	0	0
53317 Operating Supplies	2,575	3,500	3,400	3,600	3,700	3,900
53324 Uniforms	6,046	9,960	8,150	10,155	13,545	10,425
53325 Community Relations	22,496	15,000	15,000	17,800	18,050	18,050
53330 Investigative Fund	3,106	7,860	7,800	8,400	8,900	8,900
53350 Small Equipment	0	6,400	6,200	5,350	3,775	175
Subtotal	39,782	48,473	45,122	50,476	54,071	47,868
Capital Outlay						
54415 Vehicles	0	30,000	30,000	31,000	0	0
Subtotal	0	30,000	30,000	31,000	0	0
Totals	\$ 1,239,067	\$ 1,475,496	\$ 1,281,807	\$ 1,402,305	\$ 1,394,807	\$ 1,404,449

NARRATIVE

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

FY15/16 ACCOMPLISHMENTS

1. New line-up software was developed to meet new state statutes. Investigators have trained the rest of the department on the use of the new software. This software has been successfully used in more than a dozen cases since its inception.
2. New search warrant software was developed to meet the needs of the States Attorney's Office. Investigators have trained the department on the use and updates of this software. This program has been successfully used in more than fifty search warrants.
3. Investigations had a new recording system installed to meet new statutes for interviewing/interrogating subjects. The police department was trained on the use of the system. The system was successfully used more than one hundred times to record important cases.

FY16/17 OBJECTIVES

1. Investigations will train a new detective for handling crimes against children. The Illinois Attorney General's Office will host the training and certify a new detective in processing these cases. The Department will remain on the state task force.
2. Investigators will need to train a new detective in the use of Cellebrite and become a certified operator. Cellebrite is essential in electronic forensic examinations of cell phones and other portable peripherals.
3. New standards for digital evidence submissions have been approved by the F.B.I. A review of policies and practices concerning digital evidence will be completed and updated to meet new accepted practices.
4. Investigators will receive new computers to aid them with investigations. Computers may be used in the field to assist with programs such as electronic search warrants, E-Lineups, and the new recording system. The computers will need to be evaluated for effectiveness and efficiency.

Investigations Expenditures (01662400)

	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 465,764	\$ 520,429	\$ 468,000	\$ 531,768	\$ 536,464	\$ 541,277
51107 Court Time	4,155	5,000	3,800	5,000	6,000	7,000
51109 Overtime	102,932	100,000	118,000	105,000	106,000	107,000
51111 Group Insurance	96,272	105,321	100,055	103,876	110,109	116,715
51112 IMRF	17,706	24,707	17,500	27,234	27,915	28,613
51113 FICA	41,356	39,813	41,200	40,680	41,039	41,408
51114 Workers Comp.	15,542	15,356	14,778	13,887	13,887	13,887
51116 Tfr - Police Pension	99,346	102,814	102,814	109,970	112,445	118,725
Subtotal	843,073	913,440	866,147	937,415	953,859	974,625
Contractual Services						
52212 Auto Maint. & Repair	15,552	16,817	16,564	20,305	20,417	19,924
52222 Meetings	15	205	150	0	0	0
52223 Training	4,979	11,937	7,000	14,266	9,244	11,302
52224 Vehicle Insurance	790	780	751	706	706	706
52226 Office Equip. Maint.	1,238	1,300	1,250	1,300	1,400	1,400
52230 Telephone	5,219	3,780	3,975	3,975	3,975	3,975
52234 Dues & Subscriptions	1,018	1,055	1,000	1,100	1,125	1,200
52236 Employee Services	2,500	2,500	2,500	2,500	2,500	2,500
52255 Software Maintenance	8,863	10,750	10,700	10,400	11,450	10,650
Subtotal	40,174	49,124	43,890	54,552	50,817	51,657
Commodities						
53313 Auto Gas & Oil	6,623	7,191	5,714	6,464	7,626	8,022
53317 Operating Supplies	4,345	4,500	4,300	5,100	5,100	5,350
53324 Uniforms	5,872	5,868	5,625	5,936	6,704	7,025
53330 Investigative Fund	9,023	10,250	10,200	11,250	11,900	11,900
53350 Small Equipment	0	6,775	6,670	7,600	425	425
Subtotal	25,863	34,584	32,509	36,350	31,755	32,722
Capital Outlay						
54413 Computer Equipment	1,166	0	0	0	0	0
54415 Vehicles	0	56,000	56,000	31,000	0	0
Subtotal	1,166	56,000	56,000	31,000	0	0
Totals	\$ 910,276	\$ 1,053,148	\$ 998,546	\$ 1,059,317	\$ 1,036,431	\$ 1,059,004

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.

FY15/16 ACCOMPLISHMENTS

1. Officers assigned to Dayshift received additional training in impaired driver testing both in-house and through Advanced Roadside Impaired Driving Enforcement (A-RIDE). Officers applied the training in testing drivers for impairment when reasonable suspicion was noted. Dayshift initiated forty-nine directed patrols with the focus of detecting impaired drivers. Patrol officers on Dayshift arrested twenty-five impaired drivers as a result of these efforts.
2. To improve evidence collection, the skill set of current evidence technicians was inventoried. Based on needs, specific tasks were identified in processing more complex scenes. Drafts of the tasks were submitted to the DuPage County Crime Lab for review. An electronic format is forthcoming.
3. Quarterly training was given on three identified high risk topics: Rapid Response, STOPS and Defensive Tactics. Continuous training is a benefit for veteran officers and new officers learned tactics and practiced them during the year.

FY16/17 OBJECTIVES

1. With the anticipated training of several new officers, implementation of an electronic program for Field Training Officers (FTOs) will be beneficial. The program will allow FTOs to clearly document recruit progress and streamline the management of the program.
2. Officers are assigned to various roles during an incident. Additional training will be conducted to provide officers a better understanding of all roles during major incidents. This will be beneficial if a Sergeant or Corporal becomes unavailable.
3. Local prosecution warrants for failure to appear have dramatically increased. As a result cases are not resolved in a timely manner and fines are not collected. To clear cases, increased efforts will be made to serve outstanding warrants. Attempts will be made and updated offender information will be logged into a database for efficiency.

GENERAL CORPORATE FUND

POLICE DEPARTMENT

Patrol Detail

Patrol Expenditures (01662700)

	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 3,780,339	\$ 3,790,087	\$ 3,570,000	\$ 3,852,369	\$ 4,122,121	\$ 4,233,044
51107 Court Time	100,231	103,000	112,000	116,000	117,000	118,000
51109 Overtime	244,429	270,000	298,000	300,000	301,000	302,000
51111 Group Insurance	539,146	532,617	505,986	592,867	663,439	703,246
51112 IMRF	40,062	36,411	32,700	37,570	38,509	39,472
51113 FICA	295,068	289,942	292,000	294,706	315,342	323,828
51114 Workers Comp.	172,535	170,479	164,068	154,177	154,177	154,177
51116 Tfr-Police Pension	1,030,897	1,042,493	1,042,493	1,134,482	1,245,601	1,350,647
Subtotal	6,202,707	6,235,029	6,017,247	6,482,171	6,957,189	7,224,414
Contractual Services						
52212 Auto Maint. & Rpr.	153,833	165,764	163,277	200,150	201,251	196,396
52222 Meetings	52	0	0	0	0	0
52223 Training	45,164	79,664	60,000	126,126	109,298	90,505
52224 Vehicle Insurance	30,792	30,414	29,288	27,551	27,551	27,551
52226 Office Equip. Maint.	315	380	380	380	380	380
52227 Radio Maintenance	0	2,140	2,100	4,065	4,915	4,915
52230 Telephone	13,364	21,468	20,500	26,560	26,360	26,360
52234 Dues & Subscript.	404	670	670	4,745	1,345	1,380
52236 Employee Services	613	2,268	2,000	2,770	2,120	2,120
52239 Range	6,739	6,450	6,425	7,800	8,000	8,200
52244 Maint. & Repair	69,777	52,570	52,570	66,570	57,576	55,776
52245 DuComm Dispatch	647,883	689,976	689,957	686,876	686,876	686,876
52249 Animal Control	2,607	2,500	6,780	3,000	3,000	3,000
52255 Software Maint.	0	5,000	5,000	5,000	5,000	5,000
Subtotal	971,543	1,059,264	1,038,947	1,161,593	1,133,672	1,108,459
Commodities						
53313 Auto Gas & Oil	108,009	117,934	93,724	106,001	125,062	131,566
53317 Operating Supplies	11,105	12,000	11,926	13,200	12,900	13,450
53318 Reference Materials	1,416	4,000	4,000	4,350	4,600	5,000
53321 Ammunition	22,731	32,800	32,800	35,000	35,000	35,000
53322 Emergency Equip.	6,178	18,790	18,700	1,250	1,250	1,250
53323 Weapons	2,260	4,250	4,250	35,700	3,700	3,700
53324 Uniforms	39,190	52,662	53,200	82,977	65,017	67,950
53326 Prisoner Care	60	200	25	200	200	200
53350 Small Equipment	35,118	82,075	80,000	92,525	18,195	22,695
Subtotal	226,067	324,711	298,625	371,203	265,924	280,811
Capital Outlay						
54412 Other Equipment	1,407	2,800	0	7,500	2,000	80,000
54413 Computer Equip.	27,685	32,900	32,900	0	0	0
54415 Vehicles	103,284	30,000	30,000	155,000	128,000	128,000
Subtotal	132,376	65,700	62,900	162,500	130,000	208,000
Totals	\$ 7,532,693	\$ 7,684,704	\$ 7,417,719	\$ 8,177,467	\$ 8,486,785	\$ 8,821,684

NARRATIVE

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

2015/16 ACCOMPLISHMENTS

1. The Unit secured two traffic safety grants through the Illinois Department of Transportation totaling \$99,083. The grants provided funding to staff officers that participated in eight national enforcement campaigns focusing on impaired driving and seat belt violators. (We are awaiting the funds from the State due to their budget impasse). Officers working these campaigns made 96 impaired driving arrests and issued 586 seat belt citations.
2. The Unit discovered that commercial motor vehicle carriers were obtaining their required local permits for deliveries, but the trucking companies requested a more convenient method of obtaining the permits. The Unit researched an online application program for overweight permits. The program was implemented and the overweight vehicle ordinance was revamped. Online applications totaled 465, while 48 permits were manually completed (compared to 519 manually entered permits in 2014).
3. The Unit focused on traffic safety along Gary Avenue during the recent reconstruction project. Officers conducted both speed and cell phone enforcement operation until the project's completion. Officers dressed in plain clothes posing as construction workers in order to identify violators. This also helped build a rapport with the workers as they expressed their appreciation. There were zero crashes involving construction workers during the project.
4. The Unit provided training classes to patrol officers on medical marijuana. There was a twenty-four percent increase in total DUI arrests in 2015. The Unit accounted for thirty-six percent of the 459 DUI arrests, which include drug DUI.

2016/17 OBJECTIVES

1. The Unit will continue to pursue grant funding for traffic safety enforcement from the Illinois Department of Transportation, Division of Traffic Safety in order to continue to participate in the national traffic enforcement campaigns. We will continue to pursue grant funding until the State of Illinois no longer sponsors these campaigns.
2. The Unit will continue to participate in more community events to build relationships with the public we serve. The Unit has planned several events with the Carol Stream Park District and the Carol Stream Fire Protection District.
3. The Unit will focus on bicycle and pedestrian safety, especially at crosswalks. The unit will offer bicycle helmets (in limited quantity) to bicyclists along the growing number of pathways in the Village.
4. The Unit will continue to focus on DUI enforcement specifically in the area of cannabis DUI's. As medical marijuana becomes a reality, the Unit will offer continuous training to officers regarding cannabis DUI's. The Unit will offer Advanced Roadside Impaired Driving Enforcement (A-RIDE) education to officers not already certified.

Traffic Expenditures (01662300)

	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 369,458	\$ 367,388	\$ 368,000	\$ 354,805	\$ 359,200	\$ 363,596
51107 Court Time	14,386	15,000	21,000	24,000	25,000	26,000
51109 Overtime	97,814	85,000	104,000	106,000	107,000	108,000
51111 Group Insurance	46,952	55,157	52,399	55,042	58,345	61,845
51113 FICA	34,582	28,105	35,500	27,143	27,479	27,815
51114 Workers Comp.	15,807	15,619	15,031	14,125	14,125	14,125
51116 Tfr - Police Pension	105,307	109,820	109,820	113,441	117,432	125,508
Subtotal	684,306	676,089	705,750	694,556	708,581	726,889
Contractual Services						
52212 Auto Maint. & Repair	180	0	0	0	0	0
52222 Meetings	155	175	350	650	650	650
52223 Training	15,701	8,600	9,000	23,506	10,752	11,046
52224 Vehicle Insurance	2,367	2,338	2,251	2,117	2,117	2,117
52230 Telephone	2,394	1,512	1,450	1,590	1,590	1,590
52234 Dues & Subscriptions	235	1,385	1,350	1,410	1,410	1,545
52255 Software Maintenance	0	1,800	3,300	3,300	3,300	3,300
52298 ATLE - Service Fee	195,573	200,000	203,978	205,000	206,000	206,000
52310 ATLE - Legal Adj.	2,475	3,200	2,700	2,700	2,800	2,800
Subtotal	219,080	219,010	224,379	240,273	228,619	229,048
Commodities						
53313 Auto Gas & Oil	329	0	0	0	0	0
53317 Operating Supplies	10,324	4,000	8,000	4,100	4,200	4,300
53324 Uniforms	2,188	2,884	2,650	2,972	3,885	5,535
53350 Small Equipment	17,822	2,100	30,000	1,400	200	200
Subtotal	30,663	8,984	40,650	8,472	8,285	10,035
Capital Outlay						
54412 Other Equipment	0	3,700	0	3,800	3,800	3,800
Subtotal	0	3,700	0	3,800	3,800	3,800
Totals	\$ 934,049	\$ 907,783	\$ 970,779	\$ 947,101	\$ 949,285	\$ 969,772

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 on weekends and

FY15/16 ACCOMPLISHMENTS

1. Roll Call attendance/Court Attendance: In an effort to keep Records Clerks aware of patrol functions each Record Clerk attended two Roll Calls. This attendance along with the mandate to read Patrol Bulletins at the beginning of each shift helps Clerks stay informed of daily patrol operations.
2. Training on Booking Video Download: Requests for booking videos by attorneys through subpoena, or by the officer for submission into evidence is becoming more prevalent. One Records Clerk was selected and fully trained to download these videos.
3. BASSET and Crime Free Housing training attendance: To become familiar with services that the Department provides to the public each clerk was required to attend either a BASSET or Crime Free Housing Seminar.
4. Purging of incident reports: Records personnel are in the process of reviewing and purging the oldest case reports on file, dating to back 1995. These are now available for destruction and are being prepared for final review.

FY16/17 OBJECTIVES

1. Purging of incident reports: Review and purging of old Police incident reports beginning with 1995 and moving forward to 1996 and beyond will continue. Reports that must be retained by state guidelines or those that are open cases in court will be prepared for scanning into the document archival system. Reports not required for permanent retention will be processed for destruction in accordance with the State Archive standards.
2. Warrant Drawer Audit: All arrest warrants will be reviewed by clerks. This review will help to ensure additional accuracy of mandated monthly audits. Warrants will be checked for correct names, identifiers and proper geographic limits are entered correctly in LEADS per judge's orders.

3. Unit Meetings: Two unit meetings will be scheduled during the 2016 calendar year. These meeting will be used for training, to review established protocols, and improve overall communication within the unit.
4. 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. These books will be reviewed to make sure they are a comprehensive reflection of our duties. They will also be updated in real time for changed procedures and or protocols.
5. Elimination of redundant databases: The elimination of databases that are redundant or have no relevant use will enable Clerks to focus on necessary tasks and streamline their work.
6. Mini-Academy: Our Police Department anticipates hiring several new officers during the year. One Clerk will be assigned to take part in the training of younger officers during our in-house training. This Clerk will also review NetRMS paperwork with probationary officers.

Records Expenditures (01662600)

	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 374,549	\$ 393,834	\$ 372,000	\$ 414,860	\$ 425,231	\$ 435,862
51109 Overtime	5,973	6,500	10,400	8,000	8,200	8,400
51111 Group Insurance	65,011	79,019	75,068	88,920	94,255	99,911
51112 IMRF	53,720	49,749	53,600	54,234	55,590	56,980
51113 FICA	28,056	30,128	29,300	31,737	32,530	33,343
51114 Workers Comp.	848	838	806	757	757	757
Subtotal	528,157	560,068	541,174	598,508	616,563	635,253
Contractual Services						
52222 Meetings	0	50	40	190	190	190
52223 Training	159	3,480	2,000	4,690	4,813	4,535
52226 Office Equip. Maint.	1,614	925	900	950	975	975
52234 Dues & Subscriptions	59	280	305	310	310	310
52236 Employee Services	0	318	250	650	650	650
52243 Paging	93	0	25	0	0	0
52247 Data Processing	2,750	3,500	3,000	3,000	3,000	3,000
Subtotal	4,675	8,553	6,520	9,790	9,938	9,660
Commodities						
53314 Office Supplies	5,749	9,000	8,900	9,000	9,250	9,500
53315 Printed Materials	2,307	3,200	4,000	5,000	5,000	5,000
53317 Operating Supplies	141	300	225	300	310	320
53324 Uniforms	1,559	3,712	2,450	3,712	3,712	4,000
53350 Small Equipment	374	600	600	600	600	600
Subtotal	10,130	16,812	16,175	18,612	18,872	19,420
Totals	\$ 542,962	\$ 585,433	\$ 563,869	\$ 626,910	\$ 645,373	\$ 664,333

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.

FY15/16 ACCOMPLISHMENTS

1. The Social Service Unit actively collaborated with the Carol Stream Park District to facilitate children's programming in low income apartment complexes and promoted the availability of scholarships to such families.
2. The Social Service Unit hosted two In-service Meetings with Carol Stream community crisis partners, Wheaton Youth Outreach and the Crisis Unit, updating police personnel on procedural changes, collaboration needs, requirements and goals.
3. The Social Service Unit coordinated 41 peacemaking circles for adults and adolescents, facilitated by members of RESTORE: Carol Stream Peacemakers. Many of the groups were generated through Carol Stream School District 93, and four circles specifically addressed cultural diversity and race relations.

FY16/17 OBJECTIVES

1. The Social Service Unit will organize and host an Intergovernmental Human Services Fair. The goal of the fair will be to promote services and programming available to residents through the various providers: Village of Carol Stream, Carol Stream Park District, Township Offices, DuPage County Community Services, Carol Stream Library, etc.
2. The Social Service Unit will continue to support the use of restorative practices in Carol Stream schools by developing and delivering a 7-hour training. In addition, Social Services will continue to provide technical and skill enhancing support to our school districts to help them achieve compliance with State Bill 100, to reduce their expulsion and suspension rates by adopting restorative practices.
3. The Social Service Unit will research and recommend best practices used by communities and police departments to help intervene, educate and combat the heroin problem in suburban communities.
4. The Social Service Unit will survey community partners to explore and gain information on their perception of the effectiveness of services, in regards to the ability to intervene on behalf of residents experiencing domestic violence, juvenile delinquency and mental health emergencies.

Social Services Expenditures (01662500)

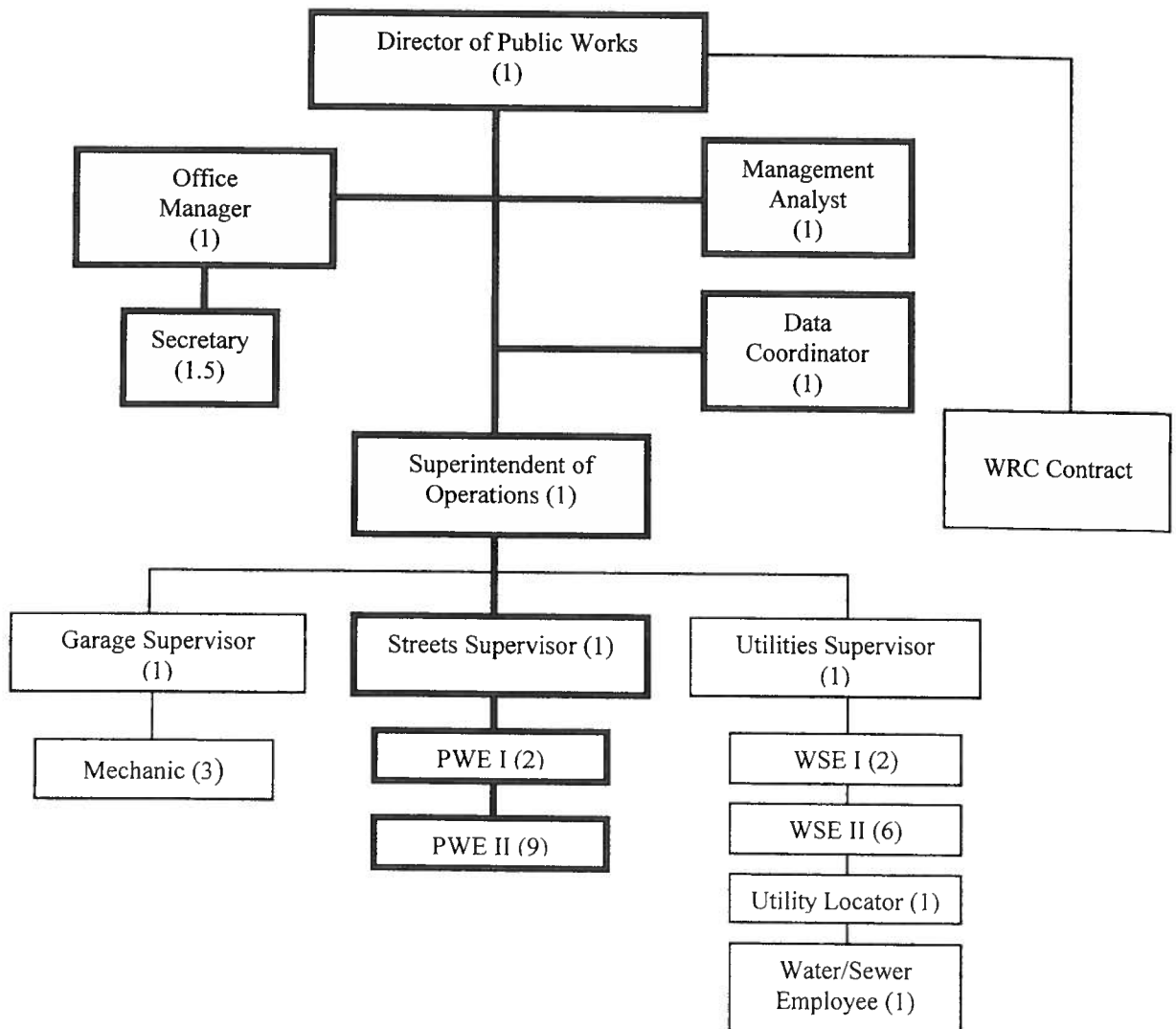
	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 313,315	\$ 306,992	\$ 310,000	\$ 323,464	\$ 331,550	\$ 339,839
51111 Group Insurance	33,617	35,998	34,198	35,766	37,912	40,186
51112 IMRF	45,767	42,979	45,800	46,902	48,075	49,277
51113 FICA	23,162	23,485	23,600	24,745	25,364	25,998
51114 Workers Comp.	703	694	667	627	627	627
Subtotal	416,564	410,148	414,265	431,504	443,528	455,927
Contractual Services						
52222 Meetings	98	150	320	350	350	350
52223 Training	2,597	2,850	2,850	3,125	3,250	3,400
52226 Office Equip. Maint.	134	390	380	400	400	400
52230 Telephone	212	276	214	240	240	240
52234 Dues & Subscriptions	746	1,110	1,100	900	1,150	900
52243 Paging	332	350	309	350	350	350
Subtotal	4,119	5,126	5,173	5,365	5,740	5,640
Commodities						
53317 Operating Supplies	64	200	150	200	210	220
53350 Small Equipment	2,419	500	500	850	850	850
Subtotal	2,483	700	650	1,050	1,060	1,070
Totals	\$ 423,166	\$ 415,974	\$ 420,088	\$ 437,919	\$ 450,328	\$ 462,637

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Streets	17.5	18.5	18.5	19.5	19.5
Water/Sewer	8	10	11	11	11
Municipal Garage	3	3	4	4	4
Total	28.5	31.5	33.5	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 FY14/15	Budget FY15/16	Estimated FY15/16	Proposed FY16/17	Projected FY17/18	Projected FY18/19
Administration	\$ 714,915	\$ 728,152	\$ 690,661	\$ 853,092	\$ 881,653	\$ 907,013
Snow & Ice Control	878,287	1,224,697	1,152,054	1,128,735	959,512	971,683
Street Maintenance	242,328	280,976	260,631	339,883	478,370	295,396
Traffic Signs & Lights	355,584	336,907	351,438	456,207	749,320	411,453
Building & Grounds	684,894	673,717	618,484	892,804	780,886	693,357
Storm Water Management	278,794	236,045	228,998	280,114	285,023	291,230
Parkway Trees	382,152	344,966	292,324	244,976	181,818	201,108
Totals	\$3,536,954	\$3,825,460	\$3,594,590	\$4,195,811	\$4,316,582	\$3,771,240

EXPENDITURE

Acct. #	Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages							
51102	Personal Services	\$ 992,710	\$ 1,009,901	\$ 958,534	\$ 1,155,451	\$ 1,209,019	\$ 1,238,584
51106	Seasonal Help	30,566	38,220	38,220	38,220	38,220	38,220
51109	Overtime	130,917	108,500	110,000	109,750	109,875	110,000
51111	Group Insurance	171,615	198,430	188,507	237,923	269,699	285,880
51112	IMRF	158,265	150,750	138,987	178,525	186,197	190,380
51113	FICA	81,944	87,662	73,329	98,609	102,604	104,761
51114	Workers Comp.	49,711	49,120	47,270	44,419	44,419	44,419
	Subtotal	1,615,728	1,642,583	1,554,847	1,862,897	1,960,033	2,012,244
Contractual Services							
52212	Auto Maintenance & Repair	286,054	273,342	269,242	330,746	332,566	324,544
52222	Meetings	65	150	125	150	150	150
52223	Training	15,964	11,725	6,700	17,425	11,925	11,925
52224	Vehicle Insurance	31,588	31,199	30,041	28,261	28,261	28,261
52230	Telephone	4,580	5,140	4,610	4,715	4,715	4,715
52231	Copy Expense	143	0	0	0	0	0
52234	Dues & Subscriptions	4,012	4,120	4,055	4,650	4,750	4,900
52240	Public Notices	0	0	0	400	400	400
52244	Bld. Maint. & Repair	131,412	106,100	92,600	270,800	153,000	46,000
52255	Software Maintenance	1,075	750	750	800	850	850
52264	Equipment Rental	4,868	14,400	8,130	15,400	15,400	15,400
52265	Hauling	1,498	5,000	5,000	5,000	5,000	5,000
52266	Snow Removal	127,580	240,000	240,000	240,000	240,000	240,000
52268	Tree Maintenance	92,669	125,700	90,000	139,550	75,200	94,000
52269	Mosquito Abatement	76,063	70,725	69,200	68,641	68,641	71,971
52271	Street Light - Maintenance	41,239	25,000	35,000	40,000	40,000	40,000
52272	Property Maintenance	259,686	269,000	277,300	372,400	327,100	350,270
52274	Comm. Svc. Pgms.	0	1,500	1,000	1,500	1,500	1,500
52276	Janitorial Services	10,970	15,000	15,000	12,000	12,000	12,000
52281	EAB Removal/Replacement	199,750	136,900	125,000	0	0	0
52284	Equipment Maintenance	156	8,950	8,950	950	950	950
52286	Pavement Restoration	83	10,000	10,000	10,000	10,000	10,000
52350	Traffic Signal Maintenance	2,582	3,000	3,000	3,100	3,100	3,100
	Subtotal	1,292,037	1,357,701	1,295,703	1,566,488	1,335,508	1,265,936
Commodities							
53210	Electricity	6,281	5,000	5,000	5,250	5,250	5,250
53213	Street Light Electricity	70,497	45,000	60,000	70,000	70,000	70,000
53215	Street Light Supplies	11,073	14,000	8,000	8,000	8,000	8,000
53220	Water	2,336	1,800	1,800	1,900	2,000	2,000
53230	Natural Gas	5,887	4,000	100	4,000	4,000	4,000
53313	Auto Gas & Oil	44,047	43,526	34,590	39,366	46,441	48,860
53314	Office Supplies	2,317	1,700	1,700	1,700	1,700	1,700
53316	Small Tools	2,209	1,700	1,850	4,200	2,250	2,250

EXPENDITURE

Acct. #	Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
53317	Operating Supplies	71,327	55,000	56,100	58,800	56,350	56,350
53324	Uniforms	7,062	7,250	7,250	8,700	7,250	7,250
53335	Salt	271,351	245,000	210,000	255,000	264,000	276,000
53344	Street Signs	7,395	12,000	12,000	60,000	10,000	10,000
53350	Small Equipment	2,521	3,500	3,650	2,750	2,800	1,400
	Subtotal	504,303	439,476	402,040	519,666	480,041	493,060
Capital Outlay							
54412	Other Equipment	52,857	97,700	54,000	58,760	116,000	0
54415	Vehicles	72,029	288,000	288,000	188,000	425,000	0
	Subtotal	124,886	385,700	342,000	246,760	541,000	0
	Totals	\$ 3,536,954	\$ 3,825,460	\$ 3,594,590	\$ 4,195,811	\$ 4,316,582	\$ 3,771,240

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.

FY15/16 ACCOMPLISHMENTS

1. Staff developed a pilot process for probationary employee performance and development tracking to improve the orientation of new employees to the department. The initial version of the program included regular tracking of training received, progress reports and identification of areas where further development is needed or desired.
2. Public Works actively participated in the Users Group in the ongoing GIS implementation project and made a significant contribution to normalizing the address database. The Users Group established a five-year implementation plan by prioritizing departmental and inter-departmental projects. Several projects specifically serving Public Works were completed, including: street light GPS location, snow zone map development, water main ownership (private versus public), and a water main isolation feature which allows field crews to quickly identify valves to be exercised to isolate a section of water main.
3. Staff kicked off an effort to more regularly utilize social media to communicate activities related to weather events and in-house or contractor activity that residents may take note of. Specifically, staff issued information before, during and after heavy rain events as well as snow and ice events. Positive feedback was received from residents regarding these notifications. In addition, information regarding hydrant-flushing and water system leak detection was provided in advance of the work beginning.
4. A new staffing plan was approved mid-year by the Village Board which included the addition of two new supervisory-level positions – Street Supervisor (Gen Fund) and Utility Supervisor (W/S Fund). These two new positions addressed a long-standing need to provide additional supervisor/management staff to aid in daily work planning and supervision, as well as conduct program evaluation and improvement, long-term planning and employee development.

FY16/17 OBJECTIVES

1. Further refinement of the probationary employee performance and development tracking program will be made based upon the experience in the pilot effort in FY16. Specific areas of refinement include: supervisor training in use of the tool, formal monthly meetings between supervisor and probationary employee to insure effective sharing of feedback for both the employee and supervisor, and improvements to the form for ease of use.
2. Continue and expand the use of social media to include notification of Public Works activities such as tree trimming, planting and removals and include photos and/or videos of project areas and work underway. Provide readers with information identifying local efforts to address regional or national issues of concern, such as drinking water quality, mosquito-borne health threats and storm water quality.
3. Staff will work with local agencies in an effort to increase the awareness of careers in Public Works in order to encourage students and others to consider the career opportunities and to expand the diversity of candidates seeking positions in Public Works. Efforts will include outreach to local schools, employment centers and the Outreach Community Center.
4. Work with a personnel consultant to complete management staff strength assessments for three newly hired management staff to aid in managerial/supervisor skills development. Assessments will be followed by a one-day team development and strategic planning exercise for the management team.

Administration Expenditures (01670100)

Acct./Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 408,870	\$ 392,407	\$ 372,447	\$ 473,844	\$ 495,813	\$ 507,937
51109 Overtime	5,892	7,500	7,500	7,750	7,875	8,000
51111 Group Insurance	55,670	92,539	87,912	114,632	121,510	128,801
51112 IMRF	55,029	53,680	54,005	67,810	70,966	72,693
51113 FICA	27,988	30,251	28,492	36,390	38,034	38,924
51114 Workers Comp.	12,862	12,708	12,230	11,492	11,492	11,492
Subtotal	566,311	589,085	562,586	711,918	745,690	767,847
Contractual Services						
52212 Auto Maint. & Repair	11,443	10,934	10,770	13,230	13,303	12,982
52222 Meetings	65	150	125	150	150	150
52223 Training	13,130	7,575	4,000	11,575	7,075	7,075
52224 Vehicle Insurance	1,580	1,561	1,503	1,414	1,414	1,414
52230 Telephone	4,580	5,140	4,610	4,715	4,715	4,715
52231 Copy Expense	143	0	0	0	0	0
52234 Dues & Subscriptions	3,679	3,500	3,500	3,800	3,750	3,750
52240 Public Notices	0	0	0	400	400	400
52255 Software Maintenance	1,075	750	750	800	850	850
52269 Mosquito Abatement	76,063	70,725	69,200	68,641	68,641	71,971
52274 Comm. Svc. Pgms.	0	1,500	1,000	1,500	1,500	1,500
52276 Janitorial Services	10,970	15,000	15,000	12,000	12,000	12,000
Subtotal	122,728	116,835	110,458	118,225	113,798	116,807
Commodities						
53220 Water	2,336	1,800	1,800	1,900	2,000	2,000
53230 Natural Gas	5,887	4,000	100	4,000	4,000	4,000
53313 Auto Gas & Oil	3,524	3,482	2,767	3,149	3,715	3,909
53314 Office Supplies	1,768	1,200	1,200	1,200	1,200	1,200
53317 Operating Supplies	2,740	4,500	4,500	4,000	4,000	4,000
53324 Uniforms	7,062	7,250	7,250	8,700	7,250	7,250
Subtotal	23,317	22,232	17,617	22,949	22,165	22,359
Capital Outlay						
54412 Other Equipment	2,559	0	0	0	0	0
Subtotal	2,559	0	0	0	0	0
Totals	\$ 714,915	\$ 728,152	\$ 690,661	\$ 853,092	\$ 881,653	\$ 907,013

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.

FY15/16 ACCOMPLISHMENTS

1. One large dump truck was rehabilitated with the goal of extending the life for another 8 - 10 years. Rehabilitation includes replacement of dump body and spreader equipment with stainless steel, replacement of hydraulic systems, stripping and re-coating of the entire underbody and replacement of liquid systems.
2. The Village implemented a Pilot Program for clearing ice and snow from major walking routes serving Glenbard North High School. The program included the bike path on Kuhn Road from Thunderbird to Woodhill and sidewalk on Lies Road from Idaho to Brookstone. Program partners included Glenbard Township High School District #87 and the Carol Stream Park District.
3. Salt conservation measures adopted by the Village Board in the prior year resulted in a reduction of salt usage (in comparable storm events) by up to thirty-percent (30%). As a result the Village Board approved staff's recommendation to continue those conservation efforts, which included: elimination of salting in courts and cul-de-sacs under certain weather conditions and salting only on the final snowplow pass when conditions warrant. The Board also approved the purchase of a pick-up truck brine-application unit to be used in anti-icing efforts in courts and cul-de-sacs.
4. Staff purchased and installed four upgraded salt-spreader control units to better control application of salt for effectiveness and efficiency. Purchase was also accompanied by a training session for all drivers on the control units for a better understanding of calibration and operation.

FY16/17 OBJECTIVES

1. Evaluate the Pilot Program for removal of snow from major walkways serving Glenbard North High School and report findings to the Village Board prior to the 2016-17 winter season.
2. Continue and expand efforts to responsibly reduce run-off of chlorides into local waterways through the following: evaluate tactics and results utilized in the 2015-16 winter season, expand understanding and adoption of best-practices through attendance at local education seminars and the North American Snow Conference, examination of products that can better regulate the spreading of salt or increase the effectiveness of the salt through use of organic additives.
3. Conduct a thorough review of the adopted Snow & Ice Plan to include a review of performance in the 2015-16 season, feedback from residents, focus group discussions with department employees and management staff and a survey of other departments and elected officials. Feedback will be considered in developing the 2016-17 Snow & Ice Plan.

Snow & Ice Control Expenditures (01670200)

Acct./Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 80,257	\$ 87,201	\$ 82,766	\$ 97,199	\$ 101,705	\$ 104,192
51109 Overtime	92,855	80,000	80,000	80,000	80,000	80,000
51111 Group Insurance	17,445	14,960	14,212	17,582	18,637	19,755
51112 IMRF	24,591	22,911	12,001	25,279	25,923	26,273
51113 FICA	12,683	12,723	6,332	13,463	13,798	13,979
51114 Workers Comp.	6,410	6,334	6,095	5,728	5,728	5,728
Subtotal	234,241	224,129	201,406	239,251	245,791	249,927
Contractual Services						
52212 Auto Maint. & Repair	143,026	136,671	134,621	165,373	166,283	162,272
52223 Training	2,739	3,450	2,000	3,450	3,450	3,450
52224 Vehicle Insurance	14,846	14,663	14,120	13,283	13,283	13,283
52264 Equipment Rental	0	4,200	3,500	4,200	4,200	4,200
52266 Snow Removal	127,580	240,000	240,000	240,000	240,000	240,000
52284 Equipment Maintenance	156	8,950	8,950	950	950	950
Subtotal	288,347	407,934	403,191	427,256	428,166	424,155
Commodities						
53313 Auto Gas & Oil	15,416	15,234	12,107	13,778	16,255	17,101
53317 Operating Supplies	10,957	4,500	4,500	4,500	4,500	4,500
53335 Salt	271,351	245,000	210,000	255,000	264,000	276,000
53350 Small Equipment	0	700	850	950	800	0
Subtotal	297,724	265,434	227,457	274,228	285,555	297,601
Capital Outlay						
54412 Other Equipment	18,240	39,200	32,000	0	0	0
54415 Vehicles	39,735	288,000	288,000	188,000	0	0
Subtotal	57,975	327,200	320,000	188,000	0	0
Totals	\$ 878,287	\$ 1,224,697	\$ 1,152,054	\$ 1,128,735	\$ 959,512	\$ 971,683

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.

FY15/16 ACCOMPLISHMENTS

1. Staff piloted a new sidewalk rehabilitation technology with very positive results. Sidewalk grinding has proven to be a better solution than mudjacking by producing a more permanent fix and reducing the number of squares affected.
2. Utilized the concrete grinding contractor to conduct a survey of one of the work zones. This work was accomplished in two weeks compared to in-house surveys which are typically performed over several months as time allows or by light-duty employees. The contracted survey utilized the Village's inspection and rating standards through the use of various mobile technology that also delivered GPS coordinates. This produced more consistent condition assessments and more specific tracking of locations through use of the GPS coordinates.
3. Public Works oversaw mudjacking of 180 squares of sidewalk and grinding of another 178 sites. In addition, 25 squares of sidewalk were replaced or repaired by in-house crews.

FY16/17 OBJECTIVES

1. Based upon the pilot program in prior year the department will focus more on sidewalk grinding, with less dependence on mudjacking. Work identified in the FY16 survey will be addressed and another zone will be surveyed and work completed as funds allow.
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.

Street Maintenance Expenditures (01670500)

Acct./Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 73,736	\$ 109,002	\$ 103,458	\$ 85,049	\$ 88,992	\$ 91,168
51106 Seasonal Help	44	0	0	0	0	0
51109 Overtime	1,591	0	500	1,000	1,000	1,000
51111 Group Insurance	22,462	18,691	17,756	15,384	16,307	17,285
51112 IMRF	11,106	14,639	15,001	12,114	12,678	12,984
51113 FICA	5,401	8,254	7,915	6,502	6,795	6,953
51114 Workers Comp.	7,128	7,043	6,778	6,369	6,369	6,369
Subtotal	121,468	157,629	151,408	126,418	132,141	135,759
Contractual Services						
52212 Auto Maint. & Repair	31,466	30,068	29,617	36,382	36,582	35,700
52224 Vehicle Insurance	4,107	4,056	3,905	3,674	3,674	3,674
52264 Equipment Rental	100	2,000	1,000	2,500	2,500	2,500
52265 Hauling	1,498	5,000	5,000	5,000	5,000	5,000
52272 Property Maintenance	26,420	27,000	27,000	100,000	75,000	75,000
52286 Pavement Restoration	83	10,000	10,000	10,000	10,000	10,000
Subtotal	63,674	78,124	76,522	157,556	132,756	131,874
Commodities						
53313 Auto Gas & Oil	5,285	5,223	4,151	4,724	5,573	5,863
53316 Small Tools	1,080	500	650	550	550	550
53317 Operating Supplies	17,804	20,000	22,900	22,900	21,350	21,350
Subtotal	24,169	25,723	27,701	28,174	27,473	27,763
Capital Outlay						
54412 Other Equipment	723	19,500	5,000	27,735	104,000	0
54415 Vehicles	32,294	0	0	0	82,000	0
Subtotal	33,017	19,500	5,000	27,735	186,000	0
Totals	\$ 242,328	\$ 280,976	\$ 260,631	\$ 339,883	\$ 478,370	\$ 295,396

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 a street light system that includes 1,727 street lights on Village roadways and properties. Staff also maintains a total of 2,356 regulatory street signs in addition to non-regulatory signs (such as street names, directional and informational).

FY15/16 ACCOMPLISHMENTS

1. In-house staff completed the installation of ninety (90) high-efficiency LED lights on the following streets: Inca, Commanche, Cheyenne, Illini, Apache, Cherokee, Cochise, Silverleaf, Thunderbird, Arrowhead, El Paso, Eagle View and Arapahoe. An audit of the performance of these (and other recently installed LED light fixtures) reveals a decline in kilowatt consumption of up to sixty-percent (60%) compared to the old fixtures.
2. Engineering design for Phase IV of the LED Replacement program was completed and construction will be undertaken in summer 2016.
3. In-house crews completed the purchase and installation of over three-hundred (300) regulatory street signs primarily west of County Farm Road, part of a multi-year effort to replace regulatory signs with signs that have high reflectivity.
4. In-house crews completed approximately two-hundred fifty (250) street light repairs, including: bulb and ballast replacements and cable/fuse problems in poles and underground cable faults.
5. Worked with Engineering to adopt a new special needs sign installation policy and administrative review procedures to respond to resident requests for warning signage for special needs children.

FY16/17 OBJECTIVES

1. In-house staff will oversee the construction of Phase IV of the LED replacement program. This project will include the removal and replacement of cable, controllers, and approximately forty (40) poles and lights. The project area is roughly bounded by Birchbark, Seneca, Morton and County Farm with a target completion date of October.
2. In-house staff will focus on replacement of remaining engineering-grade signs with higher-reflectivity signs. The area to be completed in FY16/17 is the area primarily east of County Farm Road.
3. Work with ComEd to reconcile electric service invoicing and the appropriate rate for unmetered street lights that have been converted to LED over the last several years.

Traffic Signs & Lights Expenditures (01670300)

Acct./Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 104,912	\$ 114,452	\$ 108,630	\$ 126,358	\$ 130,945	\$ 134,147
51109 Overtime	3,187	3,000	3,000	3,000	3,000	3,000
51111 Group Insurance	19,035	19,618	18,637	22,856	24,227	25,681
51112 IMRF	15,901	15,791	15,751	18,218	18,876	19,327
51113 FICA	7,998	8,897	8,310	9,775	10,115	10,348
51114 Workers Comp.	6,255	6,181	5,948	5,589	5,589	5,589
Subtotal	157,288	167,939	160,276	185,796	192,752	198,092
Contractual Services						
52212 Auto Maint. & Repair	14,303	13,667	13,462	16,537	16,628	16,227
52224 Vehicle Insurance	3,158	3,119	3,003	2,825	2,825	2,825
52264 Equipment Rental	0	1,200	130	1,200	1,200	1,200
52271 Street Light - Maint.	41,239	25,000	35,000	40,000	40,000	40,000
52272 Property Maintenance	37,617	39,000	44,300	57,600	50,100	50,100
52350 Traffic Signal Maint.	2,582	3,000	3,000	3,100	3,100	3,100
Subtotal	98,899	84,986	98,895	121,262	113,853	113,452
Commodities						
53213 Street Light Electricity	70,497	45,000	60,000	70,000	70,000	70,000
53215 Street Light Supplies	11,073	14,000	8,000	8,000	8,000	8,000
53313 Auto Gas & Oil	3,524	3,482	2,767	3,149	3,715	3,909
53314 Office Supplies	549	500	500	500	500	500
53316 Small Tools	601	500	500	500	500	500
53317 Operating Supplies	5,758	8,500	8,500	7,000	7,000	7,000
53344 Street Signs	7,395	12,000	12,000	60,000	10,000	10,000
Subtotal	99,397	83,982	92,267	149,149	99,715	99,909
Capital Outlay						
54415 Vehicles	0	0	0	0	343,000	0
Subtotal	0	0	0	0	343,000	0
Totals	\$ 355,584	\$ 336,907	\$ 351,438	\$ 456,207	\$ 749,320	\$ 411,453

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.

FY15/16 ACCOMPLISHMENTS

1. The planned resurfacing of the floor in the north garage (budgeted at \$35,000) was deferred due to the discovery of base and sub-base failure in several locations. Work was completed to address those needs at a cost of nearly \$16,000. Resurfacing of the entire floor will be addressed in FY16/17.
2. A roof-top HVAC unit serving the Public Works Center Administration building was replaced as scheduled. Failures and/or increasing maintenance costs of heating units in the Mechanic's garage necessitated the unbudgeted replacement of five units and repairs were necessary for units in the water/sewer and south garages.
3. The planned upgrading of door security throughout the Public Works Center was frozen due to threat of loss of revenue from the State (re-budgeted in FY16/17).
4. The front-parking area at the Public Works Center was resurfaced as part of the Engineering Department's Flexible Pavement Program. Work included removal and replacement of several inches of pavement, replacement and addition of some concrete curbing, addition of several parking spaces, replacement of sidewalk to better accommodate handicapped accessibility, and restriping of the entire lot. Several surface drainage issues were also corrected.
5. Through a combination of in-house and contracted services the department oversaw the routine mowing of over 300 acres of turf on Village-owned rights-of-way and public properties, as well as several County roads and State Route 64 (North Avenue). Included in that work was maintenance of planting beds, with high-priority given to Town Center, Village Hall, DayLilly Park and North Avenue. The department also oversaw contracted weed-control and fertilization services for high-priority areas.

6. Two replacement all-terrain utility vehicles were purchased just under the budget amount of \$17,000. These vehicles are used primarily to transport mowing crews to work areas and are roadside garbage collection, and are also deployed for special events at Town Center.

FY16/17 OBJECTIVES

1. Install a new floor surface in the north garage (deferred from FY15/16).
2. Install a new door security system on all PWC buildings (deferred from FY15/16).
3. Replace gutters, fascia and soffit on Administration building, Mechanic garage and Water/Sewer garage, and perform light maintenance on south garage gutters.
4. Replace the roof over the office and storage area of the Mechanic garage.

Building & Grounds Expenditures (01670400)

Acct./Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 191,628	\$ 204,378	\$ 193,983	\$ 227,202	\$ 240,278	\$ 246,154
51106 Seasonal Help	27,388	38,220	38,220	38,220	38,220	38,220
51109 Overtime	18,305	10,000	11,000	10,000	10,000	10,000
51111 Group Insurance	36,313	35,036	33,284	41,097	61,063	64,726
51112 IMRF	30,612	28,848	28,128	33,425	35,288	36,116
51113 FICA	17,373	19,166	14,840	20,853	21,829	22,255
51114 Workers Comp.	9,680	9,565	9,205	8,650	8,650	8,650
Subtotal	331,299	345,213	328,660	379,447	415,328	426,121
Contractual Services						
52212 Auto Maint. & Repair	42,908	41,001	40,386	49,612	49,885	48,682
52223 Training	75	200	200	1,400	400	400
52224 Vehicle Insurance	2,211	2,184	2,103	1,978	1,978	1,978
52234 Dues & Subscriptions	233	120	155	250	300	350
52244 Bld. Maint. & Repair	123,583	93,500	80,000	262,000	147,000	40,000
52264 Equipment Rental	4,768	4,000	2,000	4,500	4,500	4,500
52272 Property Maintenance	124,799	126,000	129,000	141,800	127,900	149,320
Subtotal	298,577	267,005	253,844	461,540	331,963	245,230
Commodities						
53313 Auto Gas & Oil	7,488	7,399	5,880	6,692	7,895	8,306
53316 Small Tools	149	400	400	400	400	400
53317 Operating Supplies	20,482	12,500	10,500	12,500	12,500	12,500
53350 Small Equipment	1,414	2,200	2,200	1,200	800	800
Subtotal	29,533	22,499	18,980	20,792	21,595	22,006
Capital Outlay						
54412 Other Equipment	25,485	39,000	17,000	31,025	12,000	0
Subtotal	25,485	39,000	17,000	31,025	12,000	0
Totals	\$ 684,894	\$ 673,717	\$ 618,484	\$ 892,804	\$ 780,886	\$ 693,357

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.

FY15/16 ACCOMPLISHMENTS

1. Upgraded two existing aerators (located at Dorchester east and west) by relocating the capacitor from the aeration unit to the land-based control cabinet. This allows for faster repair in case of failure and improves safety by eliminating the need for employees to enter ponds to retrieve the failed aerator.
2. Crews were routinely assigned prior to forecast storms and during heavy rain events to inspect critical storm water structures and clear obstructions. Several beaver dams were cleared from culverts on Kuhn Road, Old Gary Road and Birchbark.
3. Significant effort was made to address recurring overtopping of the detention basin at the northeast corner of Kimberly and Kehoe (a private basin). Staff routinely jetted the outfall pipe and eventually replaced a small section of collapsed pipe and re-built a failing storm structure.

FY16/17 OBJECTIVES

1. Upgrade one remaining aerator (at Old Gary pond) by relocating the capacitor from the aeration unit to the land-based control cabinet.
2. Assist the Engineering Department in the design of the Kehoe Boulevard Stream Bank Stabilization project (CIP).
3. Utilize in-house crews to flush and clean at least ten (10) miles of storm sewer pipe and associated catch basin structures as part of a routine maintenance program.

Storm Water Management Expenditures (01670600)

Acct./Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 98,057	\$ 75,211	\$ 71,386	\$ 109,349	\$ 113,147	\$ 115,914
51106 Seasonal Help	2,880	0	0	0	0	0
51109 Overtime	6,884	6,500	6,500	6,500	6,500	6,500
51111 Group Insurance	17,109	12,914	12,268	19,779	20,966	22,224
51112 IMRF	15,482	11,011	10,351	16,332	16,877	17,267
51113 FICA	7,776	6,193	5,461	8,758	9,039	9,240
51114 Workers Comp.	5,477	5,412	5,208	4,894	4,894	4,894
Subtotal	153,665	117,241	111,174	165,612	171,423	176,039
Contractual Services						
52212 Auto Maint. & Repair	14,303	13,667	13,462	16,537	16,628	16,227
52224 Vehicle Insurance	2,211	2,184	2,103	1,978	1,978	1,978
52244 Maint. & Repair	7,829	12,600	12,600	8,800	6,000	6,000
52272 Property Maintenance	70,850	77,000	77,000	73,000	74,100	75,850
Subtotal	95,193	105,451	105,165	100,315	98,706	100,055
Commodities						
53210 Electricity	6,281	5,000	5,000	5,250	5,250	5,250
53313 Auto Gas & Oil	4,405	4,353	3,459	3,937	4,644	4,886
53317 Operating Supplies	13,400	4,000	4,200	5,000	5,000	5,000
Subtotal	24,086	13,353	12,659	14,187	14,894	15,136
Capital Outlay						
54412 Other Equipment	5,850	0	0	0	0	0
Subtotal	5,850	0	0	0	0	0
Totals	\$ 278,794	\$ 236,045	\$ 228,998	\$ 280,114	\$ 285,023	\$ 291,230

NARRATIVE

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

FY15/16 ACCOMPLISHMENTS

1. Contracted tree trimming services were completed, including removal of deadwood and undesirable branch growth, elevating and shaping of all trees in the general area north of Lies Road between County Farm Road and Gary Avenue (approximately 715 trees).
2. Approximately two-hundred ninety (290) trees were removed and stumps ground, mostly as a result of Emerald Ash Borer (EAB), bringing the total removed over the past five years to approximately 2,900.
3. Approximately five-hundred (500) new trees were planted in parkways to replace those lost to EAB, aging and storm damage, bringing the total planted over the past five years to approximately 3,050.
4. The separate line item and accounting for tree work related to EAB concluded at the end of FY16, with less than one-hundred (100) parkway Ash trees remaining.

FY16/17 OBJECTIVES

1. Complete trimming of all trees in the general area south of Lies Road between Fair Oaks Road and Morton Road.
2. Remove and stump grind approximately 150 trees diseased/damaged trees. Removals will include some Ash trees that have succumbed to EAB along with aging silver maples and miscellaneous trees lost throughout the year.
3. Replace three-hundred (300) parkway trees (approximately 100 in Spring and another 200 in Fall) to replace those lost to EAB, aging and storm damage and to begin to fill in vacant spots on Village properties.

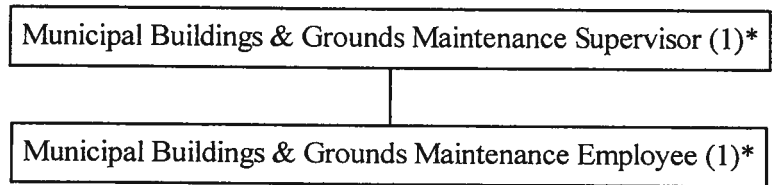
Parkway Trees Expenditures (01670700)

Acct./Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 35,250	\$ 27,250	\$ 25,864	\$ 36,450	\$ 38,139	\$ 39,072
51106 Seasonal Help	254	0	0	0	0	0
51109 Overtime	2,203	1,500	1,500	1,500	1,500	1,500
51111 Group Insurance	3,581	4,672	4,438	6,593	6,989	7,408
51112 IMRF	5,544	3,870	3,750	5,347	5,589	5,720
51113 FICA	2,725	2,178	1,979	2,868	2,994	3,062
51114 Workers Comp.	1,899	1,877	1,806	1,697	1,697	1,697
Subtotal	51,456	41,347	39,337	54,455	56,908	58,459
Contractual Services						
52212 Auto Maint. & Repair	28,605	27,334	26,924	33,075	33,257	32,454
52223 Training	20	500	500	1,000	1,000	1,000
52224 Vehicle Insurance	3,475	3,432	3,304	3,109	3,109	3,109
52234 Dues & Subscriptions	100	500	400	600	700	800
52264 Equipment Rental	0	3,000	1,500	3,000	3,000	3,000
52268 Tree Maintenance	92,669	125,700	90,000	139,550	75,200	94,000
52281 EAB Removal/Repl.	199,750	136,900	125,000	0	0	0
Subtotal	324,619	297,366	247,628	180,334	116,266	134,363
Commodities						
53313 Auto Gas & Oil	4,405	4,353	3,459	3,937	4,644	4,886
53316 Small Tools	379	300	300	2,750	800	800
53317 Operating Supplies	186	1,000	1,000	2,900	2,000	2,000
53350 Small Equipment	1,107	600	600	600	1,200	600
Subtotal	6,077	6,253	5,359	10,187	8,644	8,286
Totals	\$ 382,152	\$ 344,966	\$ 292,324	\$ 244,976	\$ 181,818	\$ 201,108

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</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 Supervisor and Employee are responsible for the daily upkeep and repair of the Gregory J. Bielawski Municipal Center, Town Center and the St. Charles Road/Gary Avenue natural area known as Daylily Park. The Village also owns and operates an historic farmhouse, a reconditioned 1950's Italianate farmhouse that was donated to the Village in 1995 by Pasquinelli Homes as part of the Autumn Ridge subdivision annexation. In November 2013, the Village acquired a residential property and home which is maintained with funds in this budget. The property will be used for economic development purposes. Buildings and grounds maintenance includes limited painting, light electrical and plumbing repairs, replacement of worn out parts and other general construction, repair and maintenance work. Major maintenance and repair work done at the Municipal Center (HVAC, plumbing, electrical, etc.), Historic Farmhouse, Daylily Park and Town Center is performed by independent contractors as is the janitorial cleaning and landscaping of the municipal buildings. Major long-term capital additions are included in the Capital Projects Fund whereas repairs to the Municipal Center and other municipal facilities are included in the operating budget. Funds needed to remodel, expand or reconstruct the Municipal Center have been moved to the Capital Improvement Program.

FY15/16 ACCOMPLISHMENTS

1. Provided input and review of Municipal Center remodeling options to address space needs and operational inefficiencies. Worked with architect to develop alternate construction options. Assisted the Village Board with decisions on remodeling, expansion or new construction options. This process will be ongoing through the remainder of the current and into the following 2 fiscal years depending on chosen option.
2. Coordinated exterior renovations to the historic farmhouse including new siding, soffit, fascia and windows with more durable, maintenance-free and energy efficient products. This project was delayed due to the threat of elimination or reduction of state shared revenues.

FY16/17 OBJECTIVES

1. Coordinate and oversee Municipal Center design and oversight of architect contract for the remodeling/expansion work to ensure minimal change orders and to lessen inconvenience to employees and visitors.
2. Identified excessive water use at the Town Center municipal fountain caused by an aging water filtration system. Funds are included in the fiscal year 2017 budget to replace the filtration system. We will continue to monitor water usage at the Ross Ferraro Town Center municipal fountain and recommend any additional measures that have the potential to reduce water consumption. Coordinate removal and installation of the Jacuzzi water filtration system.
3. Coordinate and oversee electrical improvements and installation of security fencing at the Ross Ferraro Town Center municipal fountain to ensure minimal change orders and to lessen inconvenience to visitors of the park.

Municipal Building Expenditures (01680000)

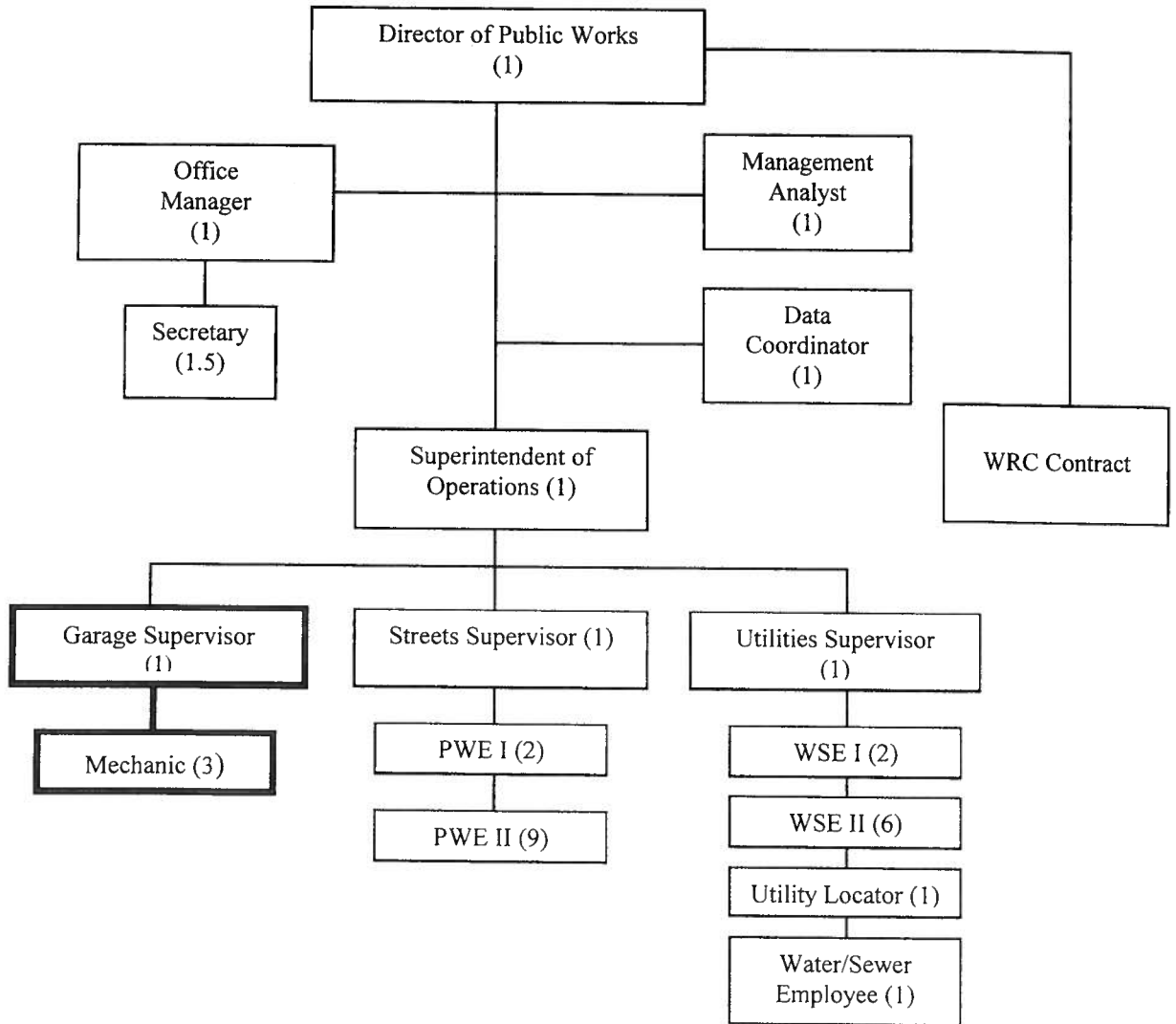
Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 152,513	\$ 154,872	\$ 158,500	\$ 164,895	\$ 169,017	\$ 173,243
51109 Overtime	1,569	1,000	1,000	1,000	1,000	1,000
51111 Group Insurance	21,034	20,247	19,235	20,146	21,355	22,636
51112 IMRF	22,922	21,682	22,800	24,055	24,652	25,265
51113 FICA	11,654	11,848	12,100	12,691	13,006	13,330
51114 Workers Comp.	6,151	6,078	5,849	5,496	5,496	5,496
Subtotal	215,843	215,727	219,484	228,283	234,526	240,970
Contractual Services						
52212 Auto Maint. & Repair	1,146	1,490	1,468	1,764	1,774	1,731
52219 TC Maintenance	26,365	25,765	25,765	46,750	16,850	20,425
52223 Training	271	325	275	325	350	350
52224 Vehicle Insurance	1,751	1,729	1,665	1,566	1,566	1,566
52230 Telephone	891	972	936	1,000	1,000	1,000
52244 Maintenance and Repair	84,774	73,450	70,000	19,750	44,850	20,350
52264 Equipment Rental	25	100	0	100	100	100
52276 Janitorial Service	17,368	17,000	17,000	25,000	25,500	26,000
Subtotal	132,591	120,831	117,109	96,255	91,990	71,522
Commodities						
53220 Water	16,465	18,800	25,000	25,000	26,250	27,500
53230 Natural Gas	9,287	5,000	500	5,000	5,000	5,000
53313 Auto Gas & Oil	655	735	584	685	808	850
53319 Maintenance Supplies	6,913	11,110	10,000	11,740	11,725	11,725
53320 Janitorial Supplies	3,267	4,000	4,000	4,000	4,250	4,300
53324 Uniforms	155	500	250	500	500	500
53350 Small Equipment	295	500	300	500	500	500
53381 TC Supplies	3,884	2,525	2,500	3,100	3,400	3,250
Subtotal	40,921	43,170	43,134	50,525	52,433	53,625
Capital Outlay						
54412 Other Equipment	907	0	0	4,000	5,400	3,000
55487 Facility Improvements	11,545	375,000	20,000	0	0	0
Subtotal	12,452	375,000	20,000	4,000	5,400	3,000
Totals	\$ 401,807	\$ 754,728	\$ 399,727	\$ 379,063	\$ 384,349	\$ 369,117

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Streets	17.5	18.5	18.5	19.5	19.5
Water/Sewer	8	10	11	11	11
Municipal Garage	3	3	4	4	4
Total	28.5	31.5	33.5	34.5	34.5

The Street Division Includes Public Works Administrative Staff.

ORGANIZATIONAL CHART



NARRATIVE

The Municipal Garage Division is responsible for the maintenance and repair of every vehicle in the Village’s fleet. The Village’s fleet consists of 95 vehicles of various types and 45 pieces of equipment. Through an aggressive preventive maintenance program the division strives to minimize frequency, severity and costs of unscheduled repairs. The cost of the garage operation is allocated to the other departments on a pro-rata basis depending on each department’s use of the Municipal Garage services.

The Administration program element includes the direct and indirect administrative services, while the vehicle maintenance and repair program element provides for actual fleet maintenance activities. Some specialty work is contracted out, including bodywork, alignments, radio installation and repair and mandated truck safety inspections.

Since the Municipal Garage operates similar to an internal service fund where its costs are charged off to user departments, budgeted expenditures as shown below net to zero. The “actual” amount shown for the preceding fiscal year represents net gasoline purchases which are resold (at a small mark-up) to external agencies (DuComm, School District 93 and Carol Stream Park District). An offsetting General Fund revenue is budgeted to record the recovery of these costs.

EXPENDITURE

Classification	Actual FY14/15	Budget FY15/16	Estimated FY15/16	Proposed FY16/17	Projected FY17/18	Projected FY18/19
Administration	\$ 48,254	\$0	\$0	\$0	\$0	\$0
Vehicle Maintenance & Repair	657	0	0	0	0	0
Total	\$48,911	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

GENERAL CORPORATE FUND

PUBLIC WORKS

Municipal Garage Division – Summary Detail

EXPENDITURE

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 259,549	\$ 295,395	\$ 280,370	\$ 364,495	\$ 381,394	\$ 390,720
51109 Overtime	5,729	2,000	2,250	2,000	2,000	2,000
51111 Group Insurance	40,282	50,623	48,092	65,932	69,888	74,081
51112 IMRF	38,244	39,952	40,654	51,587	54,001	55,316
51113 FICA	20,011	22,522	21,448	27,690	28,947	29,624
51114 Workers Comp.	6,128	6,054	5,825	5,474	5,474	5,474
Subtotal	369,943	416,546	398,639	517,178	541,704	557,215
Contractual Services						
52223 Training	2,417	4,500	3,750	6,500	6,500	3,500
52224 Vehicle Insurance	1,751	1,729	1,665	1,566	1,566	1,566
52230 Telephone	660	750	750	750	750	750
52234 Dues & Subscriptions	1,560	3,210	3,210	4,310	4,280	4,250
52244 Maintenance & Repair	37,121	55,000	45,000	45,000	5,000	5,000
52253 Consultant	3,950	0	0	0	0	0
52255 Software Maintenance	1,836	1,800	1,875	1,900	1,925	1,950
52264 Equipment Rental	350	360	360	360	360	360
52267 Uniform Cleaning	1,748	1,500	1,500	2,000	2,000	2,000
52284 Equipment Maintenance	2,695	2,600	2,600	2,600	2,600	2,600
Subtotal	54,088	71,449	60,710	64,986	24,981	21,976
Commodities						
53313 Auto Gas & Oil	1,159	557	442	500	590	621
53314 Office Supplies	389	400	400	400	400	400
53316 Tools	2,296	3,000	3,000	8,000	2,500	2,500
53317 Operating Supplies	7,766	8,500	8,500	8,750	8,500	8,500
53324 Uniforms	694	2,320	1,740	2,920	2,320	2,320
53341 Gas - Consumed	260,277	284,380	226,000	250,000	294,955	310,292
53343 Oil\Parts Consumed	91,548	75,000	80,000	80,000	80,000	80,000
53350 Small Equipment	0	1,200	1,200	1,000	1,000	1,000
53353 Outsourcing Services	40,320	32,000	32,000	32,000	32,000	32,000
53354 Parts Purchased	96,714	75,000	80,000	80,000	80,000	80,000
53355 Parts Purchased Contra	(96,714)	(75,000)	(80,000)	(80,000)	(80,000)	(80,000)
53356 Gas Purchased	224,005	284,380	226,000	250,000	294,955	310,292
53357 Gas Purchased Contra	(224,005)	(284,380)	(226,000)	(250,000)	(294,955)	(310,292)
53358 Allocation to other Depts	(786,096)	(895,352)	(812,631)	(970,034)	(1,018,950)	(1,016,824)
Subtotal	(381,505)	(487,995)	(459,349)	(586,464)	(596,685)	(579,191)
Capital Outlay						
54411 Other Equipment	6,385	0	0	4,300	30,000	0
54413 Computer Equipment	0	0	0	0	0	0
Subtotal	6,385	0	0	4,300	30,000	0
Totals	48,911	-	-	-	-	-

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.

FY15/16 ACCOMPLISHMENTS

1. The planned hiring of a part-time Mechanic Helper was deferred due to the threat of loss of revenues by the State. The position has since been re-evaluated and will be eliminated in favor of a full-time Mechanic in FY16/17.
2. Staff conducted a brief analysis of various options for retail purchasing of fuel for Village vehicles and recommended a pilot program in FY16/17.
3. Agencies using the Village's fueling facility were advised that fuel-purchasing alternatives were to be evaluated and utilized in FY16/17.

FY16/17 OBJECTIVES

1. Due to the aging fueling station infrastructure a year-long pilot program will be put in place to purchase fuel for all fleet vehicles at local retail establishment(s). Periodic reviews of the program will be conducted to determine customer satisfaction, cost comparisons and impact on administrative resources in Public Works and Finance departments.

Administration Expenditures (01690100)

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 121,681	\$ 124,807	\$ 118,459	\$ 151,873	\$ 158,914	\$ 162,800
51109 Overtime	927	500	500	500	500	500
51111 Group Insurance	20,988	21,393	20,323	27,472	29,120	30,867
51112 IMRF	17,489	16,832	17,177	21,446	22,452	23,000
51113 FICA	9,138	9,489	9,062	11,512	12,036	12,318
51114 Workers Comp.	1,955	1,931	1,858	1,746	1,746	1,746
Subtotal	172,178	174,952	167,379	214,549	224,768	231,231
Contractual Services						
52223 Training	248	1,500	1,500	1,700	1,700	500
52230 Telephone	660	750	750	750	750	750
52234 Dues & Subscriptions	0	60	60	110	80	50
Subtotal	908	2,310	2,310	2,560	2,530	1,300
Commodities						
53314 Office Supplies	389	400	400	400	400	400
53315 Printed Materials	142	0	0	0	0	0
53324 Uniforms	0	0	0	200	0	0
53358 Allocation to other Depts	(127,922)	(177,662)	(170,089)	(217,709)	(227,698)	(232,931)
Subtotal	(127,391)	(177,262)	(169,689)	(217,109)	(227,298)	(232,531)
Capital Outlay						
54412 Other Equipment	2,559	0	0	0	0	0
Subtotal	2,559	0	0	0	0	0
Totals	48,254	-	-	-	-	-

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.

FY15/16 ACCOMPLISHMENTS

1. Staff completed approximately three-hundred and twenty (320) preventive maintenance services, an increase of approximately fifteen-percent (15%) over prior year.
2. Staff completed approximately seven-hundred (700) unscheduled service requests, about thirty-percent (30%) more than the prior year. The apparent significant increase in this work type is in large part due to better record keeping of all work-types completed, including inspections which do not require any corrective maintenance and safety lane inspections conducted by State-authorized inspectors.
3. The planned resurfacing of the Mechanic's garage floor was deferred due to the threat of loss of revenues from the State and a higher than estimated cost. The project will be re-budgeted in the coming fiscal year.
4. The planned updating of the Mechanic tool storage and equipment areas was completed but at a lesser scale than budgeted due to the threat of loss of revenues from the State. Completed work included removal of existing storage cage and loft and addition of electric service to accommodate re-designed work areas. A scaled-down layout of tool boxes and work areas was also completed.
5. Five (5) furnace units that were either failing or beyond their life expectancy were replaced in the Mechanics garage at a cost of just below \$11,000.

FY16/17 OBJECTIVES

1. A new surface on the floor in the mechanic area will be installed to provide a safer working surface, enhance appearance and resolve standing water issues.
2. A full-time Mechanic will be added in this fiscal year which will restore the garage staffing to pre-recession levels. Projected benefits of the additional Mechanic include: improve shop upkeep, free maintenance staff from moving vehicles, performing minor maintenance and conducting test drives, allows time for more quality control and in-house training, provides for adequate staffing during leave and training absences and provides better staffing during response to emergency weather events.

GENERAL CORPORATE FUND

PUBLIC WORKS

Municipal Garage Division – Vehicle Maintenance & Repair Detail

Vehicle Maintenance & Repair (01696200)

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 137,868	\$ 170,588	\$ 161,911	\$ 212,622	\$ 222,480	\$ 227,920
51109 Overtime	4,802	1,500	1,750	1,500	1,500	1,500
51111 Group Insurance	19,294	29,230	27,769	38,460	40,768	43,214
51112 IMRF	20,755	23,120	23,477	30,141	31,549	32,316
51113 FICA	10,873	13,033	12,386	16,178	16,911	17,306
51114 Workers Comp.	4,173	4,123	3,967	3,728	3,728	3,728
Subtotal	197,765	241,594	231,260	302,629	316,936	325,984
Contractual Services						
52223 Training	2,169	3,000	2,250	4,800	4,800	3,000
52224 Vehicle Insurance	1,751	1,729	1,665	1,566	1,566	1,566
52234 Dues & Subscriptions	1,560	3,150	3,150	4,200	4,200	4,200
52244 Maintenance & Repair	37,121	55,000	45,000	45,000	5,000	5,000
52253 Consultant	3,950	0	0	0	0	0
52255 Software Maintenance	1,836	1,800	1,875	1,900	1,925	1,950
52264 Equipment Rental	350	360	360	360	360	360
52267 Uniform Cleaning	1,748	1,500	1,500	2,000	2,000	2,000
52284 Equipment Maintenance	2,695	2,600	2,600	2,600	2,600	2,600
Subtotal	53,180	69,139	58,400	62,426	22,451	20,676
Commodities						
53313 Auto Gas & Oil	1,159	557	442	500	590	621
53316 Tools	2,296	3,000	3,000	8,000	2,500	2,500
53317 Operating Supplies	7,766	8,500	8,500	8,750	8,500	8,500
53324 Uniforms	694	2,320	1,740	2,720	2,320	2,320
53341 Gas - Consumed	260,277	284,380	226,000	250,000	294,955	310,292
53343 Oil\Parts Consumed	91,548	75,000	80,000	80,000	80,000	80,000
53350 Small Equipment	0	1,200	1,200	1,000	1,000	1,000
53353 Outsourcing Services	40,320	32,000	32,000	32,000	32,000	32,000
53354 Parts Purchased	96,714	75,000	80,000	80,000	80,000	80,000
53355 Parts Purchased Contra	(96,714)	(75,000)	(80,000)	(80,000)	(80,000)	(80,000)
53356 Gas Purchased	224,005	284,380	226,000	250,000	294,955	310,292
53357 Gas Purchased Contra	(224,005)	(284,380)	(226,000)	(250,000)	(294,955)	(310,292)
53358 Allocation to other Depts	(658,174)	(717,690)	(642,542)	(752,325)	(791,252)	(783,893)
Subtotal	(254,114)	(310,733)	(289,660)	(369,355)	(369,387)	(346,660)
Capital Outlay						
54411 Other Equipment	3,826	0	0	4,300	30,000	0
Subtotal	3,826	0	0	4,300	30,000	0
Totals	657	-	-	-	-	-

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 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Contractual Services						
58205 Tfr. to Capital Proj.	2,100,000	855,000	4,395,247	2,184,500	2,489,000	3,590,900
58207 Zones Sales Tax	285,108	345,000	345,000	350,000	365,000	380,000
58208 Tfr to TIF2	57,884	55,000	56,000	42,000	0	0
58218 Caputos Rebate	147,000	0	0	0	0	0
58340 Tfr to TIF3 Sales Tax	72,602	120,000	77,500	90,000	90,000	90,000
58375 Tfr to TIF3 - Undesig.	1,476	0	1,448	2,000	2,000	2,000
	2,664,070	1,375,000	4,875,195	2,668,500	2,946,000	4,062,900
Totals	\$ 2,664,070	\$ 1,375,000	\$ 4,875,195	\$ 2,668,500	\$ 2,946,000	\$ 4,062,900

NARRATIVE

The Village hosts community events at the Ross Ferraro Town Center. The Village has been programming cultural events at the Town Center since 1998 and over time, the Ross Ferraro Town Center has become a central gathering place for residents of all ages and ethnic backgrounds. The Village hosts a variety of events at the Ross Ferraro Town Center including a series of Thursday night concerts during the summer, 4th of July concert and fireworks display and a tree lighting ceremony in November. The Village hosts a fee-based carnival at the Town Center in June. The Carol Stream Park District also hosts an annual *Just Play* event at the Town Center which provides games, activities and music to residents and guests. The Park District Fountain View Recreation Center located in the Town Center opened in 2013 and provides a variety of recreational and cultural activities. Unless otherwise noted, all activities are free to the public.

FY15/16 ACCOMPLISHMENTS

1. Worked with the Carol Stream Park District and other event sponsors to program events and activities at the Ross Ferraro Town Center including the Park District “Just Play” event, the “Bark in the Park” event, co-sponsorship of the July 4th Fireworks celebration, the 4th of July parade event, the Holiday Tree lighting event and various charitable run/walk events.
2. Hosted a successful Summer Concert Series season that included 10 Thursday night music concerts including the 5th Annual Concert for the Troops.
3. Hosted a pumpkin recycling event with School and Community Assistance for Recycling & Composting Education (SCARCE) with assistance from volunteers from the Green Panthers environmental club at Glenbard North High School resulting in elimination of 3,460 pounds of pumpkins being diverted from landfills.
4. Completed a targeted event sponsorship appeal effort that raised a total of \$26,829 (\$21,368 last year) that included over \$25,429 (\$20,000 last year) in corporate contributions and \$1,400 (\$1,368 last year) in resident water bill donations. Concert series expenditures were \$26,443.
5. Co-hosted a 4-Day Summer Carnival fundraiser that raised \$11,379 (\$14,250 last year) for Town Center events.

FY16/17 OBJECTIVES

1. Coordinate with the Carol Stream Park District the scheduling of community events for the development of a comprehensive calendar of Town Center events hosted by our respective agencies.
2. Conduct a targeted corporate sponsorship appeal effort to fully fund the 10-date 2016 Summer Concert Series.
3. Host the 19th Annual Summer Concert Series that kicks off on June 9th that includes 10 summer concert performances and a July 4th fireworks show.
4. License a 5-Day Summer Carnival the week of September 1st – 5th.

Administration Expenditures (01750000)

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Contractual Services						
52288 Concert Series	26,600	26,460	26,443	27,055	26,675	26,700
52291 Misc events/activities	19,151	16,225	15,500	15,550	16,500	17,000
Subtotal	45,751	42,685	41,943	42,605	43,175	43,700
Commodities						
53302 Bricks	277	250	742	400	400	400
	277	250	742	400	400	400
Totals	\$ 46,028	\$ 42,935	\$ 42,685	\$ 43,005	\$ 43,575	\$ 44,100

The background is an abstract composition of various shades of blue and white. It features a central, thick white swirl that resembles a stylized 'S' or a ribbon. This swirl is set against a backdrop of vertical and diagonal stripes in different blue tones, creating a sense of depth and movement. The overall aesthetic is clean and modern.

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.

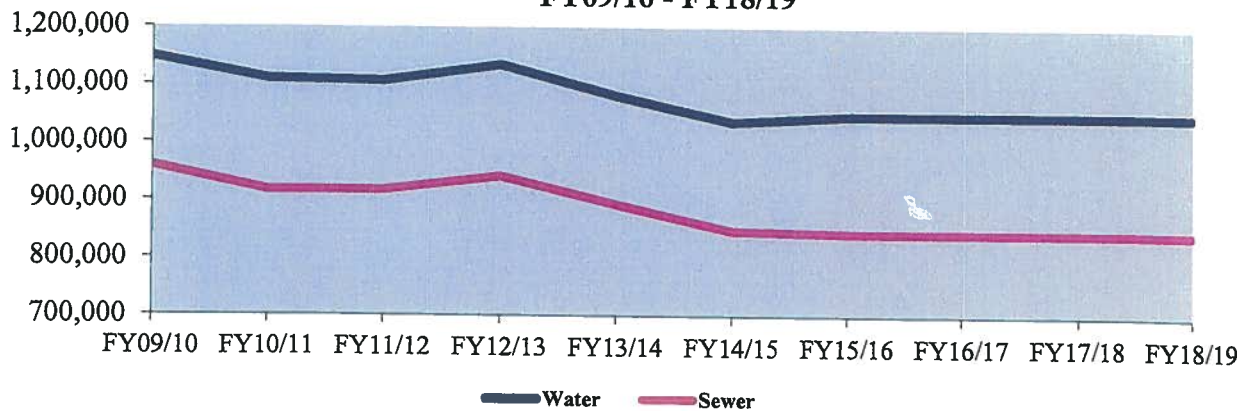
Water Division

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, combined with decreased consumption in recent years 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.

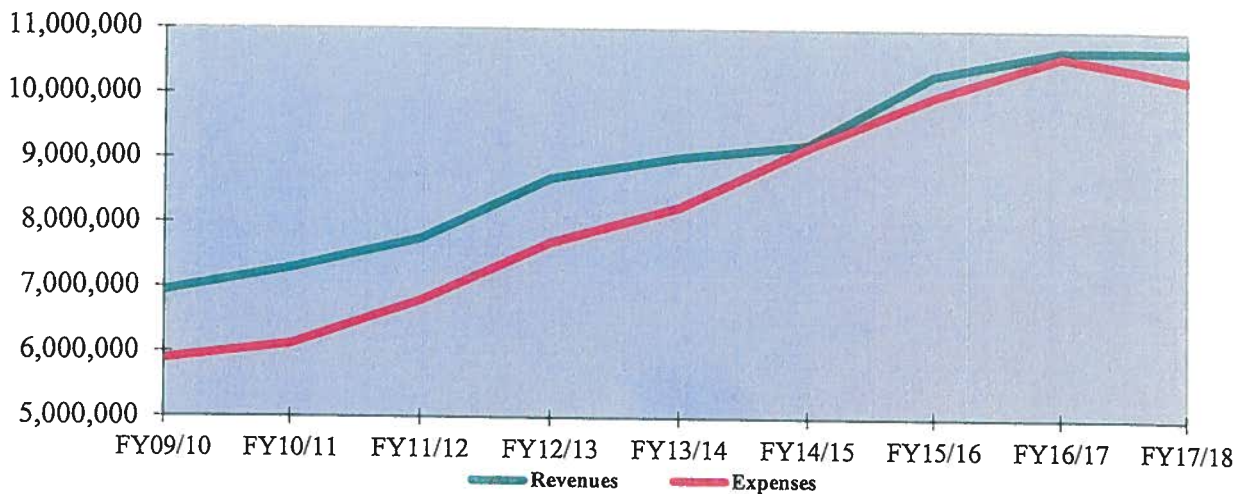
Additional rate increases will be necessary to ensure Village water and sanitary sewer service operating costs are adequately covered by user rates, as well as providing for the systematic rehabilitation and replacement of system infrastructure assets. Effective May 1, 2016 a water rate increase of \$0.20 per 1,000 gallons plus a sewer rate increase of \$0.30 will be implemented to ensure adequate coverage of operating expenses. Additional future rate increases will be needed to adequately fund future system capital improvements.

**WATER AND SEWER FUND
BILLABLE CONSUMPTION (in 1,000's of Gallons)
FY09/10 - FY18/19**



Water consumption has declined in 6 of the last 8 years, however the rate of decline appears to be slowing. Consumption is forecasted to stabilize over the 3 year budget planning horizon. Sewer consumption is billed based on the amount of water used. Since the Wheaton Sanitary District provides service for the southern portion of the Village, the sewer usage to water usage ratio is approximately 81%.

**WATER AND SEWER FUND
OPERATING REVENUES vs. OPERATING EXPENSES
FY09/10 - FY18/19**



In addition to covering the day-to-day costs associated with the operations of the water and sewer systems, user rates are established to cover future capital expansion, rehabilitation and replacement of plant and infrastructure. A surplus of total revenues over operating expenses is necessary to ensure timely reinvestment in capital improvements as needed. Projected operating revenues are expected to cover operating expenses in each year of the 3 year planning horizon, however will not fully cover planned capital expenses in any of the three years. Future rate adjustments will likely be necessary to cover future capital requirements.

Village of Carol Stream

WATER AND SEWER FUND

Summary Revenues & Expenses

	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenditures FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
REVENUES	\$ 9,219,611	\$ 9,763,000	\$ 10,299,000	\$ 10,683,000	\$ 10,697,000	\$ 10,701,000
EXPENSES						
Operating Expenses						
Salaries & Wages						
Salaries & Wages	1,207,404	1,318,433	1,245,533	1,379,423	1,440,593	1,479,249
WRC Contract	1,685,394	1,765,013	1,721,000	1,765,013	1,817,965	1,872,500
DuPage Water Commissior	5,136,462	5,655,000	5,600,000	5,487,000	5,511,000	5,535,000
Contractual Services	892,033	1,296,163	1,080,116	1,599,070	1,278,511	1,287,832
Commodities	253,037	349,453	318,999	361,370	200,869	196,120
Total Operating Expenses	9,174,330	10,384,062	9,965,648	10,591,876	10,248,938	10,370,701
Net Income / (Loss)						
Before Capital	45,281	(621,062)	333,352	91,124	448,062	330,299
Capital/Debt Expenses						
Other Capital/Debt	121,841	604,484	551,484	523,729	696,523	530,541
Construction	1,374,197	3,613,000	999,000	2,709,000	1,672,000	2,675,000
Total Capital	1,496,038	4,217,484	1,550,484	3,232,729	2,368,523	3,205,541
Total Expenses	10,670,368	14,601,546	11,516,132	13,824,605	12,617,461	13,576,242
Fund Net Income / (Loss)	\$ (1,450,757)	\$ (4,838,546)	\$ (1,217,132)	\$ (3,141,605)	\$ (1,920,461)	\$ (2,875,242)
Projected Cash Balance	13,280,883		12,063,751	8,922,146	7,001,685	4,126,443

Village of Carol Stream
WATER AND SEWER FUND

Revenues

Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Revenues FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19	Footnotes
Water & Sewer Fund Revenues							
44220 Water Billings	\$ 6,575,211	\$ 6,750,000	\$ 7,085,000	\$ 7,260,000	\$ 7,260,000	\$ 7,260,000	1
44221 Water Penalties	58,273	67,000	69,000	72,000	72,000	72,000	2
44223 Connect - Water	11,650	10,000	10,000	5,000	5,000	5,000	
44224 Meter Sales	23,661	20,000	15,000	10,000	10,000	10,000	
44225 Sewer Billings	2,377,400	2,550,000	2,630,000	2,887,000	2,887,000	2,887,000	3
44226 Sewer Penalties	41,611	32,000	45,000	50,000	50,000	50,000	4
44227 Connect - Sewer	8,620	8,000	7,500	7,500	7,500	7,500	
44228 Expansion Fee	131,300	75,000	70,000	50,000	50,000	50,000	5
44255 Admin.Fee	67,405	65,000	75,000	75,000	75,000	75,000	6
46501 Interest Income	(331,101)	14,000	8,000	15,000	25,000	25,000	
47406 Wheaton San.	7,352	7,000	7,500	7,500	7,500	7,500	7
47407 Misc. Revenue	13,968	5,000	45,000	10,000	10,000	10,000	
47410 DPC Reimb.	60,814	60,000	60,000	59,000	58,000	57,000	8
47517 Rental Income	173,447	100,000	172,000	175,000	180,000	185,000	9
Total Revenues	\$ 9,219,611	\$ 9,763,000	\$ 10,299,000	\$ 10,683,000	\$ 10,697,000	\$ 10,701,000	

REVENUE FOOTNOTES

1. **Water Billings: (\$7,260,000)** Projected revenues for metered water billings are based on estimated water purchases from the DuPage Water Commission of approximately 1.1 billion gallons. An allowance for unmetered and unbilled water purchases is assumed at 9% of total purchases (to account for hydrant flushing, main breaks, system leaks, etc.). Therefore, 91% of projected water purchases would result in billed revenues of approximately 1.04 billion gallons.

In 2011, the City of Chicago announced a 4-year phased rate hike which increased water rates charged to the DuPage Water Commission (DWC) by 25%, 15%, 15%, and 15% in calendar years 2012 through 2015 respectively. This immediately followed a similar 3-year 51% rate hike. 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%

Because the Village intentionally held back on rate increases above those passed along by the DWC, operating revenues have not kept pace with increases in operating expense categories. Additional rate increases will be necessary to fully cover operating expenses as well as add funding for future capital improvements. For May 1, 2016 the water rate will increase by \$0.20 from \$6.73 per 1,000 gallons to \$6.93. This will ensure that operating expenses for the fiscal year are fully covered by projected revenues. Further evaluations will be made with respect to future funding of capital based on a number of system studies and reviews which are scheduled to be conducted during FY16/17.

2. **Water Penalties: (\$72,000)** Per Village Ordinance, a 10% penalty is added for late water payments. Water bills are due 20 days after the billing date. Water penalties have historically averaged about 1.0% of water billings.

3. **Sewer Billings: (\$2,887,000)** 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.

A table of historical Carol Stream sewer rates is shown below:

Schedule of Sewer Rate Changes

Date of Change	Rate per 1,000 Gal.	%
		Change
May 1, 2008	\$2.51	
Oct 1, 2008	2.51	0.0%
May 1, 2009	2.51	0.0%
May 1, 2010	2.62	4.4%
May 1, 2011	2.62	0.0%
Jan 1, 2012	2.62	0.0%
Jan 1, 2013	2.62	0.0%
Jan 1, 2014	2.62	0.0%
Jan 1, 2015	3.12	19.1%

Current sewer rates are not sufficient to cover operating costs associated with the collection and treatment of sanitary sewage. As a result, rates are scheduled to increase by \$0.30 per 1,000 gallons of billed water consumption on May 1, 2016. The Village has held-back on sewer rate increases in recent years considering the series of water rate increases imposed by the City of Chicago/DuPage Water Commission. Future increases will likely be necessary to fund future capital improvements.

4. **Sewer Penalties: (\$50,000)** Per Village Ordinance, a 10% penalty is added for late sewer payments. Sewer bills are due 20 days after the billing date. Sewer penalties have historically averaged about 1.75% of sewer billings.

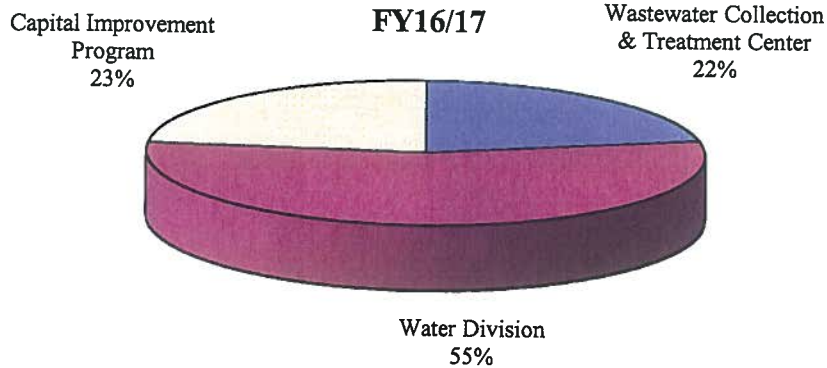
5. **Expansion Fee: (\$50,000)** An expansion fee is charged for new construction of residential and commercial units as defined by the Village Code. The expansion fee is applied toward the future expansion of waterworks and sanitary sewage facilities which may be needed from time to time as new users increase system capacity requirements.

6. **Shut-Off Notices / Administration Fee: (\$75,000)** Separate fees are charged to customers who are subject to service termination for non-payment to cover the additional administrative costs associated with this process. Presently a \$15 fee is charged for the production and

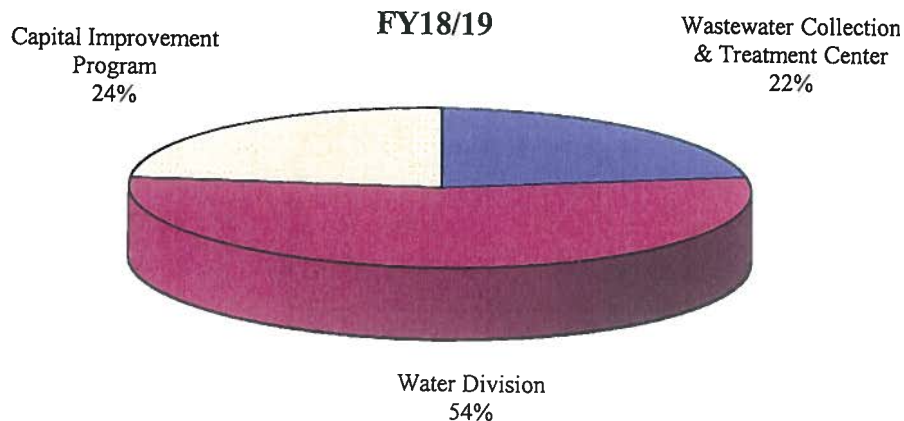
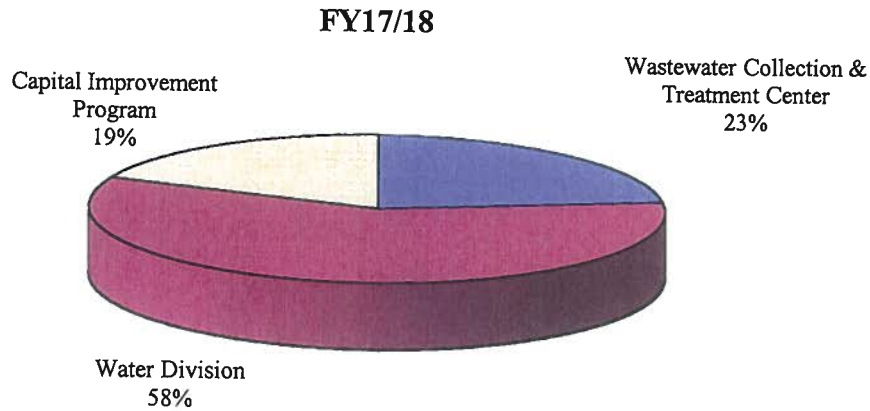
mailing of a service termination notice and a \$50 fee is imposed to dispatch the Public Works Department to terminate/reinstate water service as needed.

7. **Wheaton Sanitary Fee: (\$7,500)** 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.
8. **DPC Water Main Reimbursement: (\$59,000)** 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.
9. **Rental Income: (\$175,000)** 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
FY16/17 - FY18/19**

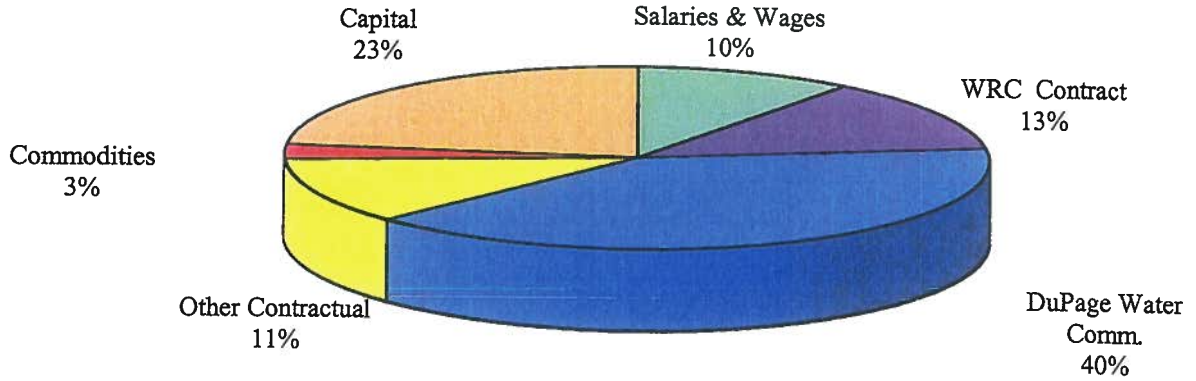


The largest operating expenses within the Water and Sewer Fund are the purchase of Lake Michigan water which represents 72.4% of the water operating budget and the management contract for the Water Reclamation Center which is 58.6% of the sewer operating budget. Combined, they represent 68.5% of the total operating budget. The Capital Improvement Program (23%) includes the reconstruction of a major water main along Schmale Road and a significant sewer lining project on Aztec Drive. The Capital Improvement component of the Water and Sewer Fund is largely financed on a "pay as you go" basis.

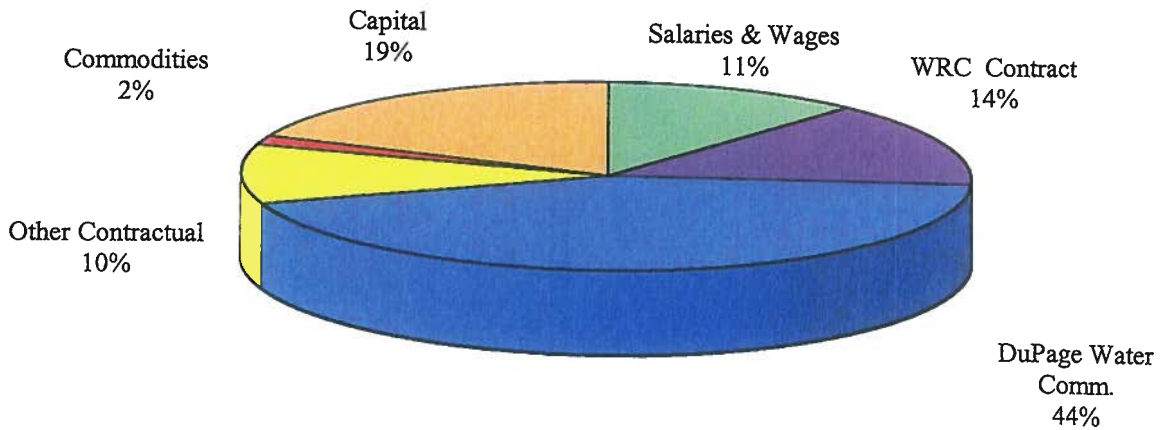


**WATER AND SEWER FUND
EXPENSES BY CLASS
FY16/17 - FY18/19**

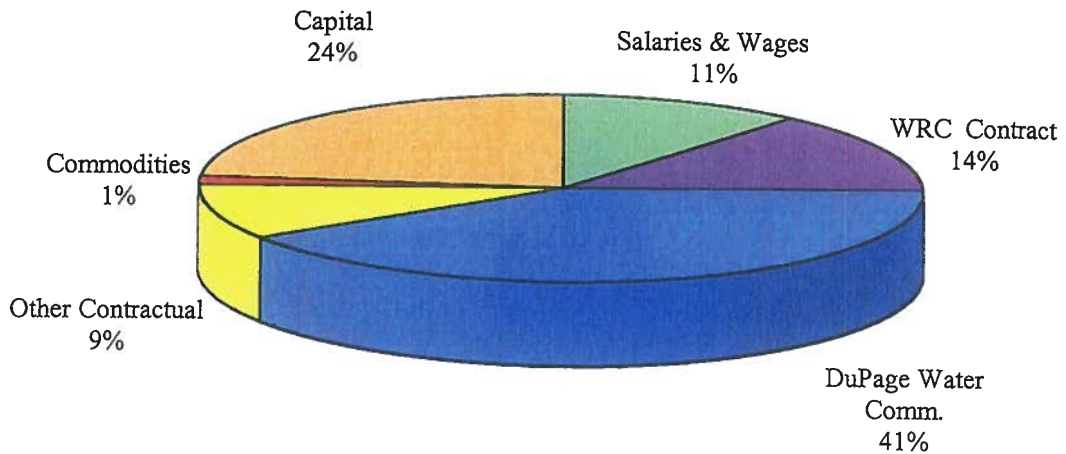
FY16/17



FY17/18



FY18/19

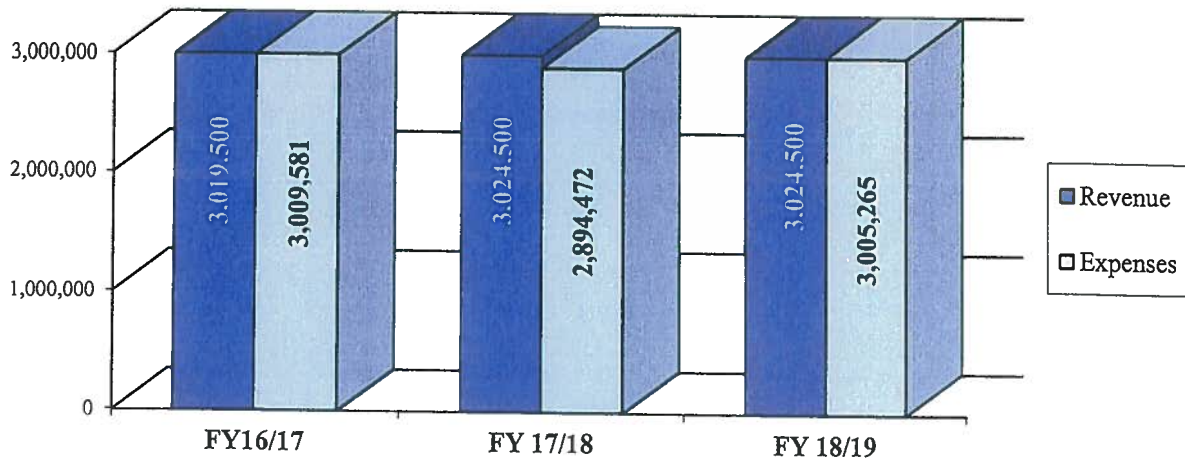


Village of Carol Stream
WATER AND SEWER FUND

Wastewater Collection & Treatment Center
Revenues & Expenses

Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Sewer Revenues						
Sewer Billings	\$2,377,400	\$2,550,000	\$2,630,000	\$2,887,000	\$2,887,000	\$2,887,000
Sewer Penalties	41,611	32,000	45,000	50,000	50,000	50,000
Misc. Revenues	6,984	2,500	22,500	5,000	5,000	5,000
Shut-off / Admin. Fee	33,703	32,500	37,500	37,500	37,500	37,500
Connect Fee - Sewer	8,620	8,000	7,500	7,500	7,500	7,500
Expansion Fee	65,650	37,500	35,000	25,000	25,000	25,000
Interest Income	(165,551)	7,000	4,000	7,500	12,500	12,500
Total Sewer Revenues	\$2,368,417	\$2,669,500	\$2,781,500	\$3,019,500	\$3,024,500	\$3,024,500
Sewer Expenses						
Operating Expenses						
Salaries & Wages	258,363	432,740	408,913	311,991	326,765	335,715
WRC Contract	1,685,394	1,765,013	1,721,000	1,765,013	1,817,965	1,872,500
Contractual Services	518,528	683,038	556,058	882,927	711,264	762,566
Commodities	31,188	29,741	28,527	49,650	38,478	34,484
Total Operating Exp.	2,493,473	2,910,532	2,714,498	3,009,581	2,894,472	3,005,265
Net Income / (Loss) Before Capital/Debt	(125,056)	(241,032)	67,002	9,919	130,028	19,235
Capital/Debt Expenses	1,433,981	1,434,650	1,422,650	754,651	1,336,651	753,650
Total Sewer Expenses	\$3,927,454	\$4,345,182	\$4,137,148	\$3,764,232	\$4,231,123	\$3,758,915
Net Income/(Loss)	\$ (1,559,037)	\$ (1,675,682)	\$ (1,355,648)	\$ (744,732)	\$ (1,206,623)	\$ (734,415)

SEWER DIVISION
REVENUES vs. OPERATING EXPENSES FY16/17 - FY18/19

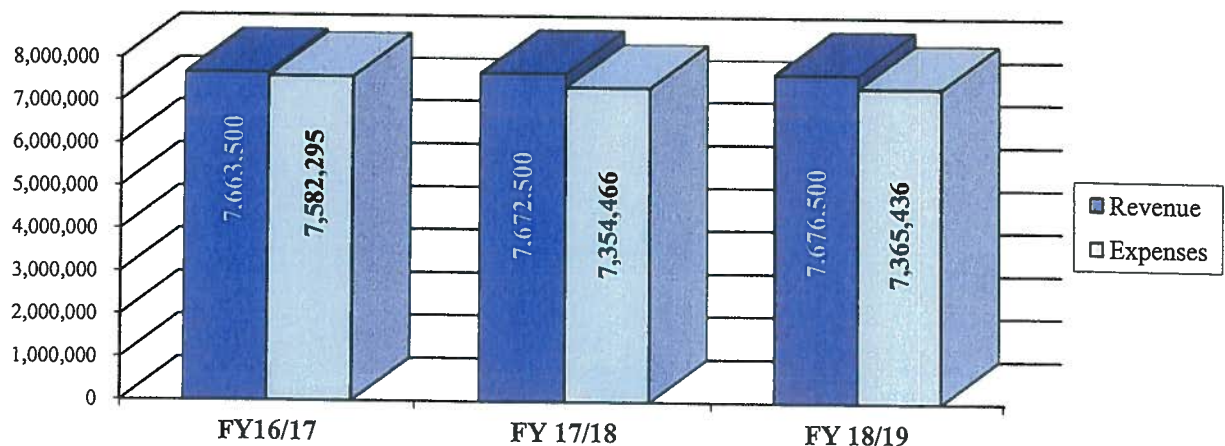


Village of Carol Stream
WATER AND SEWER FUND

Water Division
Revenues & Expenses

Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Water Revenues						
Water Billings	\$6,575,211	\$6,750,000	\$7,085,000	\$7,260,000	\$7,260,000	\$7,260,000
Water Penalties	58,273	67,000	69,000	72,000	72,000	72,000
Meter Sales	23,661	20,000	15,000	10,000	10,000	10,000
Misc. Revenues	6,984	2,500	22,500	5,000	5,000	5,000
Shut-off Admin. Fee	33,703	32,500	37,500	37,500	37,500	37,500
Wheaton Sanitary Fee	7,352	7,000	7,500	7,500	7,500	7,500
Interest Income	(165,551)	7,000	4,000	7,500	12,500	12,500
Rental Income	173,447	100,000	172,000	175,000	180,000	185,000
Connection Fee - Water	11,650	10,000	10,000	5,000	5,000	5,000
Expansion Fee	65,650	37,500	35,000	25,000	25,000	25,000
DPC Water Main Reimb	60,814	60,000	60,000	59,000	58,000	57,000
Total Water Revenues	\$6,851,194	\$7,093,500	\$7,517,500	\$7,663,500	\$7,672,500	\$7,676,500
Water Expenses						
Operating Expenses						
Salaries & Wages	949,041	885,693	836,620	1,067,432	1,113,828	1,143,534
DuPage Water Comm.	5,136,462	5,655,000	5,600,000	5,487,000	5,511,000	5,535,000
Contractual Services	373,505	613,125	524,058	716,143	567,247	525,266
Commodities	221,849	319,712	290,472	311,720	162,391	161,636
Total Operating Exp.	6,680,857	7,473,530	7,251,150	7,582,295	7,354,466	7,365,436
Net Income / (Loss)						
Before Capital/Debt	170,337	(380,030)	266,350	81,205	318,034	311,064
Capital/Debt Expenses	62,057	2,782,834	127,834	2,478,078	1,031,872	2,451,891
Total Water Expenses	\$6,742,914	\$10,256,364	\$7,378,984	\$10,060,373	\$8,386,338	\$9,817,327
Net Income/(Loss)	\$108,280	\$ (3,162,864)	\$138,516	\$ (2,396,873)	\$ (713,838)	\$ (2,140,827)

WATER DIVISION
REVENUES vs. OPERATING EXPENSES FY16/17 - FY18/19

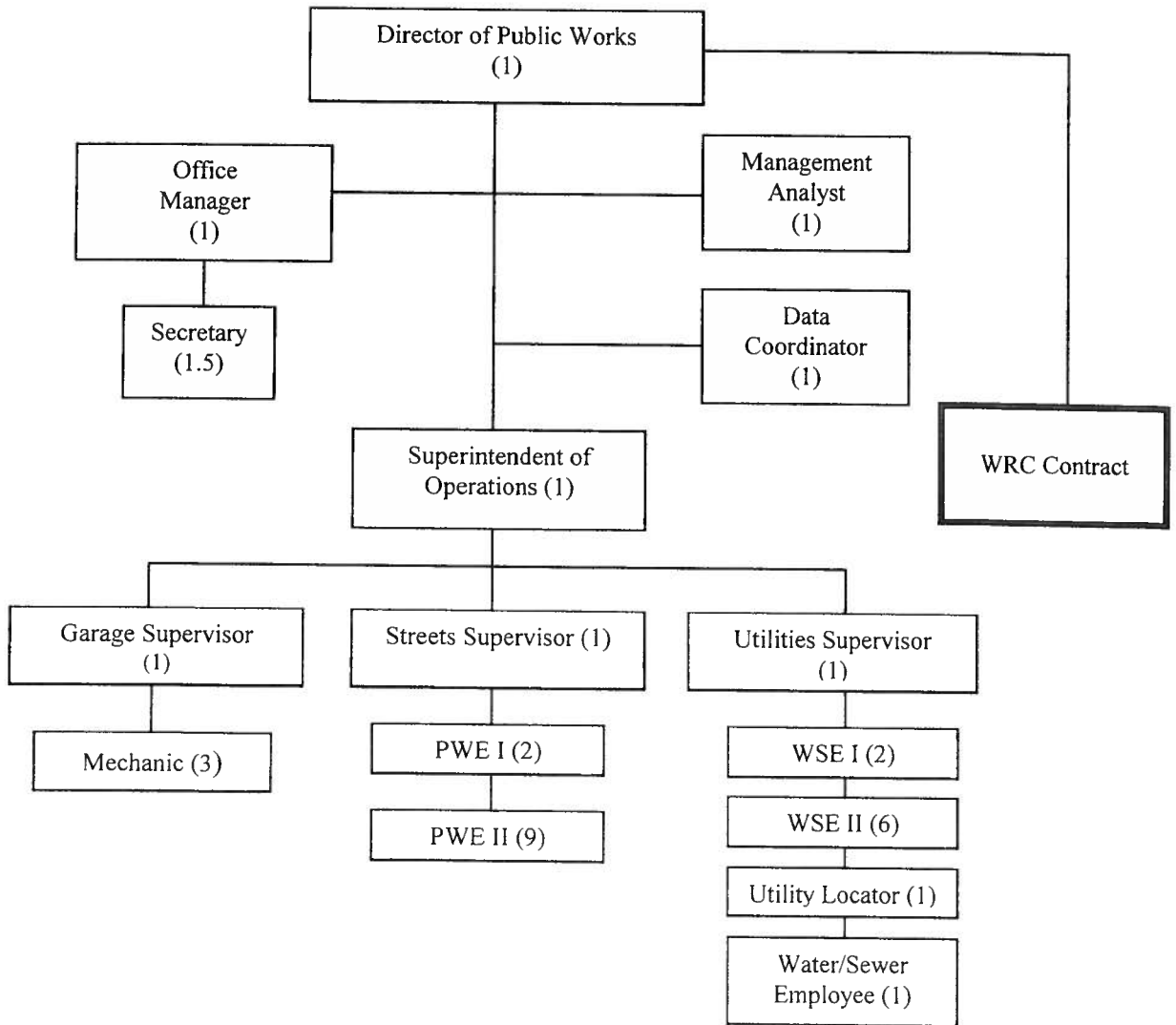


PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Streets	17.5	18.5	18.5	19.5	19.5
Water/Sewer	8	10	11	11	11
Municipal Garage	3	3	4	4	4
Total	28.5	31.5	33.5	34.5	34.5

The Street Division Includes Public Works Administrative Staff.

ORGANIZATIONAL CHART



NARRATIVE

The Village’s 6.5 million gallons per day (MGD) Water Reclamation Center (WRC) operates under permit conditions issued by the Illinois and United States Environmental Protection Agencies. A contract operator is responsible for daily operating decisions. All of the employees at the WRC are employees of the contract operator. In addition to the contract cost, additional Village expenses include program costs for administration, sewer system maintenance, and customer billing.

EXPENDITURE

Classification	Actual FY14/15	Budget FY15/16	Estimated FY15/16	Proposed FY16/17	Projected FY17/18	Projected FY18/19
Administration	\$265,905	\$641,355	\$634,797	\$650,383	\$672,143	\$677,306
Daily Treatment Operations	3,024,001	2,767,491	2,752,540	1,901,180	2,028,376	2,212,849
Sewer System Maintenance & Repair	361,176	542,596	387,800	782,902	1,132,421	461,069
Utility Billing	276,372	393,740	362,011	429,767	398,183	407,691
Totals	\$3,927,454	\$4,345,182	\$4,137,148	\$3,764,232	\$4,231,123	\$3,758,915

Wastewater Collection & Treatment Center – Summary Detail

EXPENSE

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 168,501	\$ 299,974	\$ 284,715	\$ 210,921	\$ 221,209	\$ 226,618
51106 Seasonal Help	70	2,000	0	5,460	5,460	5,460
51109 Overtime	1,934	7,500	5,500	5,500	5,500	5,500
51111 Group Insurance	44,872	52,585	49,956	37,520	39,772	42,157
51112 IMRF	24,924	41,336	41,284	30,481	31,950	32,712
51113 FICA	12,089	23,444	21,780	16,773	17,538	17,932
51114 Workers Comp.	5,973	5,901	5,678	5,336	5,336	5,336
Subtotal	258,363	432,740	408,913	311,991	326,765	335,715
Contractual Services						
52212 Auto Maint. & Repair	17,198	20,403	20,096	24,650	24,786	24,188
52221 Utility Bill Processing	58,127	62,000	64,000	59,000	60,000	60,800
52222 Meetings	0	50	0	0	0	0
52223 Training	647	2,045	2,045	3,900	2,000	2,600
52224 Vehicle Insurance	915	904	869	818	818	818
52229 Postage	27,312	29,650	28,025	29,140	29,640	30,340
52230 Telephone	1,082	2,300	1,250	2,111	1,812	1,812
52231 Copy Expense	0	0	500	250	250	250
52234 Dues & Subscriptions	306	550	550	32,460	52,960	54,460
52237 Audit Fees	4,000	5,000	5,000	5,000	5,000	5,000
52238 Legal Fees	8,896	2,000	4,000	4,000	4,000	4,000
52244 Maintenance and Repair	210,914	192,500	120,000	306,100	226,000	282,000
52253 Consultant	0	70,000	45,000	93,000	18,000	5,000
52255 Software Maintenance	6,929	36,000	7,800	40,700	8,700	9,000
52256 Banking Services	3,516	4,000	3,600	4,500	4,500	4,500
52261 Liability Insurance	24,299	24,666	23,752	22,344	22,344	22,344
52262 WRC Contract	1,685,394	1,765,013	1,721,000	1,765,013	1,817,965	1,872,500
52263 Property Insurance	22,444	22,470	21,571	20,354	20,354	20,354
52272 NPDES Permit Fee	31,943	32,000	32,000	32,100	32,100	32,100
52274 Community Svc. Pgms.	0	1,500	1,000	1,500	1,500	1,500
52280 Municipal Service Chg.	100,000	175,000	175,000	201,000	196,500	201,500
Subtotal	2,203,922	2,448,051	2,277,058	2,647,940	2,529,229	2,635,066
Commodities						
53210 Electricity	9,211	13,230	13,230	13,890	14,585	15,314
53220 Water	235	550	550	550	550	550
53230 Natural Gas	1,334	1,500	1,500	1,500	1,500	1,500
53313 Auto Gas	8,683	4,141	4,927	4,520	5,333	5,610
53317 Operating Supplies	10,351	8,000	6,000	10,680	8,450	8,450
53324 Uniforms	1,374	2,320	2,320	3,260	3,060	3,060
53350 Small Equipment	0	0	0	15,250	5,000	0
Subtotal	31,188	29,741	28,527	49,650	38,478	34,484

WATER AND SEWER FUND**PUBLIC WORKS****Wastewater Collection & Treatment Center – Summary Detail****EXPENSE**

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Capital Outlay						
54411 Office Equipment	2,671	0	0	0	0	0
54412 Other Equipment	5,850	29,000	15,000	0	0	0
54480 Construction	1,332,713	977,000	979,000	326,000	908,000	325,000
56490 Loan Principal	0	344,247	344,247	353,152	362,286	371,656
56491 Loan Interest	92,747	84,403	84,403	75,499	66,365	56,994
Subtotal	1,433,981	1,434,650	1,422,650	754,651	1,336,651	753,650
Totals	\$ 3,927,454	\$ 4,345,182	\$ 4,137,148	\$ 3,764,232	\$ 4,231,123	\$ 3,758,915

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.

FY15/16 ACCOMPLISHMENTS

1. An open house was held at the WRC in October. Public Works partnered with contract operator CH2M for a program that included: riding and walking tours of the facility, demonstration of laboratory operations and capabilities and a touch-a-truck event featuring Public Works equipment and a helicopter from Clarke Mosquito Company. Other local agencies participating included: Carol Stream Library District, The Conservation Foundation (which hosted a native plant and tree sale) and Solar Point Energy Company. More than three-hundred (300) people attended the event.
2. The WRC received its new operating permit effective October 1, 2015, which triggers a series of special conditions which must be met during the five-year period covered by the permit.
3. Underwent an Illinois Environmental Protection Agency (IEPA) annual inspection of WRC plant and collection system operations and record-keeping with no items raised by the IEPA.
4. Entered into an agreement with Energy Curtailment Specialists (ECS) to participate in a voluntary electrical load-shed program in case of a regional electric grid overload event. The agreement requires that the plant be capable of switching to generator power and to do so (on a voluntary basis) upon request, and in return receive payment for doing so. The agreement also provides payment for participating in annual practice events.
5. A new ten-year operating agreement was approved between the Village and CH2M effective May 1, 2016. The agreement included a benefit to the Village of \$50,000 of CH2M engineering services in the first five years of the agreement and an additional \$50,000 in the second five years to be used at the Village's discretion.

FY16/17 OBJECTIVES

1. Continue and expand the annual WRC open house event to include additional outside agencies and attractions that may include: recycling, tree/plant sale and equipment demonstrations.

2. Work with CH2M to examine to feasibility of installing a solar panel array to serve a significant portion of the plant's electrical needs.
3. Develop and implement a sanitary sewer lift station inspection, cleaning and maintenance program to improve operational reliability and efficiency.

WATER AND SEWER FUND

PUBLIC WORKS

Wastewater Collection & Treatment Center – Administration Detail

Administration Expenditures (04100100)

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 57,878	\$ 89,927	\$ 85,352	\$ 72,899	\$ 75,008	\$ 76,842
51109 Overtime	756	1,500	1,500	1,500	1,500	1,500
51111 Group Insurance	9,775	15,433	14,661	13,186	13,978	14,816
51112 IMRF	8,568	12,287	12,376	10,477	10,781	11,039
51113 FICA	4,044	6,925	6,529	5,622	5,777	5,911
51114 Workers Comp.	1,500	1,482	1,426	1,340	1,340	1,340
Subtotal	82,521	127,554	121,844	105,024	108,384	111,448
Contractual Services						
52222 Meetings	0	50	0	0	0	0
52223 Training	647	1,325	1,325	2,900	1,000	1,600
52229 Postage	0	50	25	40	40	40
52230 Telephone	0	460	0	0	0	0
52234 Dues & Subscriptions	306	310	310	32,310	52,810	54,310
52238 Legal Fees	8,896	2,000	4,000	4,000	4,000	4,000
52261 Liability Insurance	24,299	24,666	23,752	22,344	22,344	22,344
52263 Property Insurance	22,444	22,470	21,571	20,354	20,354	20,354
52272 NPDES Permit Fee	30,000	30,000	30,000	30,000	30,000	30,000
52274 Community Service Pgms.	0	1,500	1,000	1,500	1,500	1,500
Subtotal	86,592	82,831	81,983	113,448	132,048	134,148
Commodities						
53324 Uniforms	1,374	2,320	2,320	3,260	3,060	3,060
Subtotal	1,374	2,320	2,320	3,260	3,060	3,060
Capital Outlay						
54412 Other Equipment	2,671	0	0	0	0	0
56490 Loan Principal (IEPA)	0	344,247	344,247	353,152	362,286	371,656
56491 Loan Interest (IEPA)	92,747	84,403	84,403	75,499	66,365	56,994
Subtotal	95,418	428,650	428,650	428,651	428,651	428,650
Totals	\$ 265,905	\$ 641,355	\$ 634,797	\$ 650,383	\$ 672,143	\$ 677,306

NARRATIVE

This program funds the Village's contract for the daily operation of the WRC. A 5-year contract term began on May 1, 2011. Elements of the contract document were updated and amended to acknowledge a trend toward escalating repair and maintenance costs, to transfer pre-treatment responsibilities to the contract operator and to better identify and plan for annual capital expenditures.

FY15/16 ACCOMPLISHMENTS

1. Budgeted at \$180,000, new roofs were installed on the Administration building and blower building number one (east side) at a cost of just over \$177,000.
2. Complete rehabilitation of one primary and one secondary screw pump, and re-flighting of one secondary pump was budgeted at \$650,000 and completed for \$446,000. This completes a three-year program to rehabilitate all six primary and secondary screw pumps.
3. Budgeted at \$45,000, nine (9) non-potable hydrants throughout the WRC facility were replaced at a total cost of \$30,150.

FY16/17 OBJECTIVES

1. Complete replacement of the roof on blower building number two (west side).
2. Replace turf grass in the far east side area of the plant with a native prairie landscape in partnership with the Glenbard North High School Green Panthers Club and CH2M.
3. 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, amending the sewer use ordinance and completion of a Capacity, Management, Operations and Maintenance (CMOM) study.

WATER AND SEWER FUND

PUBLIC WORKS

Wastewater Collection & Treatment Center – Daily Treatment Operations Detail

Daily Treatment Operations Expenditures (04101100)

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Contractual Services						
52212 Auto Maint. & Repr.	\$ 2,866	\$ 5,502	\$ 5,419	\$ 6,840	\$ 6,878	\$ 6,712
52224 Vehicle Insurance	310	306	294	277	277	277
52231 Copy Expense	0	0	500	250	250	250
52244 Maintenance & Repr.	510	0	0	4,100	1,000	1,000
52253 Consultant	0	70,000	45,000	78,000	18,000	5,000
52262 WRC Contract	1,685,394	1,765,013	1,721,000	1,765,013	1,817,965	1,872,500
Subtotal	1,689,080	1,840,821	1,772,213	1,854,480	1,844,370	1,885,739
Commodities						
53313 Auto Gas	2,208	1,670	1,327	1,700	2,006	2,110
Subtotal	2,208	1,670	1,327	1,700	2,006	2,110
Capital Outlay						
54480 Construction	1,332,713	925,000	979,000	45,000	182,000	325,000
Subtotal	1,332,713	925,000	979,000	45,000	182,000	325,000
Totals	\$ 3,024,001	\$ 2,767,491	\$ 2,752,540	\$ 1,901,180	\$ 2,028,376	\$ 2,212,849

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.

FY15/16 ACCOMPLISHMENTS

1. Design of the planned Aztec Drive sanitary sewer replacement project in FY17 was deferred due to staffing shortages in the Engineering Department. However, the sewer line was cleaned, televised and evaluated and it was determined that a complete replacement will not be necessary, but instead the area is a candidate for pipe lining.
2. Contracted for cleaning services at all four sanitary sewer lift stations which included debris removal from wet wells and cleaning of pump equipment.
3. Utilized contract services to remove, inspect and rebuild pumps at Charger Court, Evergreen Drive and Tubeway Drive lift stations and trained in-house employees on removal, inspection and re-installation best-practices. Purchased stand-by pumps for each of the stations in case of failure and for use during routine removal and maintenance services.
4. Completed scheduled flushing and cleaning of over seven (7) miles of sanitary sewer pipe.
5. Responded to eleven (11) Customer Service Requests related to sanitary sewer service. Seven (7) 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.
6. Purchased a dirt separator for the combination sewer flusher/vacuum unit to reduce repairs and improve equipment performance and employee efficiency by reducing down time for equipment maintenance.

FY16/17 OBJECTIVES

1. In conjunction with the Engineering Department the five major sanitary sewer trunk lines outfalling at the WRC will be inspected and assessed to determine their condition, identify possible sources of inflow and infiltration and serve as the basis for any necessary capital improvements in the coming years.
2. Assist the Engineering Department in the design, construction and oversight of the Aztec Drive sanitary sewer lining project.
3. Assist the Engineering Department in a sanitary sewer force main inspection and assessment to determine condition and serve as the basis for any necessary capital improvements.
4. Utilize in-house crews to flush and clean at least ten (10) miles of sanitary sewer pipe and associated manhole structures.

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 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 55,892	\$ 151,513	\$ 143,806	\$ 72,899	\$ 78,821	\$ 80,749
51106 Seasonal Help	70	2,000	0	5,460	5,460	5,460
51109 Overtime	1,178	6,000	4,000	4,000	4,000	4,000
51111 Group Insurance	25,403	25,963	24,665	13,186	13,978	14,816
51112 IMRF	8,363	21,188	20,852	10,839	11,680	11,952
51113 FICA	4,100	12,086	11,001	6,231	6,674	6,814
51114 Workers Comp.	4,348	4,296	4,134	3,885	3,885	3,885
Subtotal	99,354	223,046	208,458	116,500	124,498	127,676
Contractual Services						
52212 Auto Maint. & Repair	14,332	14,901	14,677	17,810	17,908	17,476
52223 Training	0	720	720	1,000	1,000	1,000
52224 Vehicle Insurance	605	598	575	541	541	541
52230 Telephone	1,082	1,840	1,250	2,111	1,812	1,812
52234 Dues & Subscriptions	0	240	240	150	150	150
52244 Maintenance & Repair	210,404	192,500	120,000	302,000	225,000	281,000
52253 Consultant	0	0	0	15,000	0	0
52272 Property Maintenance	1,943	2,000	2,000	2,100	2,100	2,100
Subtotal	228,366	212,799	139,462	340,712	248,511	304,079
Commodities						
53210 Electricity	9,211	13,230	13,230	13,890	14,585	15,314
53220 Water	235	550	550	550	550	550
53230 Natural Gas	1,334	1,500	1,500	1,500	1,500	1,500
53313 Auto Gas	6,475	2,471	3,600	2,820	3,327	3,500
53317 Operating Supplies	10,351	8,000	6,000	10,680	8,450	8,450
53350 Small Equipment	0	0	0	15,250	5,000	0
Subtotal	27,606	25,751	24,880	44,690	33,412	29,314
Capital Outlay						
54412 Other Equipment	5,850	29,000	15,000	0	0	0
54480 Construction	0	52,000	0	281,000	726,000	0
Subtotal	5,850	81,000	15,000	281,000	726,000	0
Totals	\$ 361,176	\$ 542,596	\$ 387,800	\$ 782,902	\$ 1,132,421	\$ 461,069

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.

FY15/16 ACCOMPLISHMENTS

1. In conjunction with a newly created large meter inspection program, utility billing staff worked closely with Public Works staff to replace meters which were under-recording actual consumption and identifying other individual account metering problems which may result in under-billed consumption. These efforts resulted in an improvement in the ratio of water billed to water purchased from the DuPage Water Commission from 90.0% in FY14/15 to approximately 95.0% over the most recent 6 month period.
2. Transitioned customers to a new web-based third-party automated payment option "Green Pay" which offers a paperless billing option. Total program enrollments include 2,655 customer accounts, a 24% participation rate.

FY16/17 OBJECTIVES

1. Perform a significant upgrade to existing utility billing software to transition to a newer generation of product with enhanced capabilities. This migration will provide the Village the ability to manage its paperless "e-billing" and on-line customer access services without dependence on a 3rd party vendor and at lower cost.
2. Provide expanded training opportunities for utility billing staff to ensure features and functions of utility billing software is fully utilized.
3. Investigate opportunities to automate and expedite identification of potential billing and account problems resulting from unexplained high or low usage or stopped meters.

Wastewater Collection & Treatment Center – Utility Billing Detail

Utility Billing Expenditures (04103100)

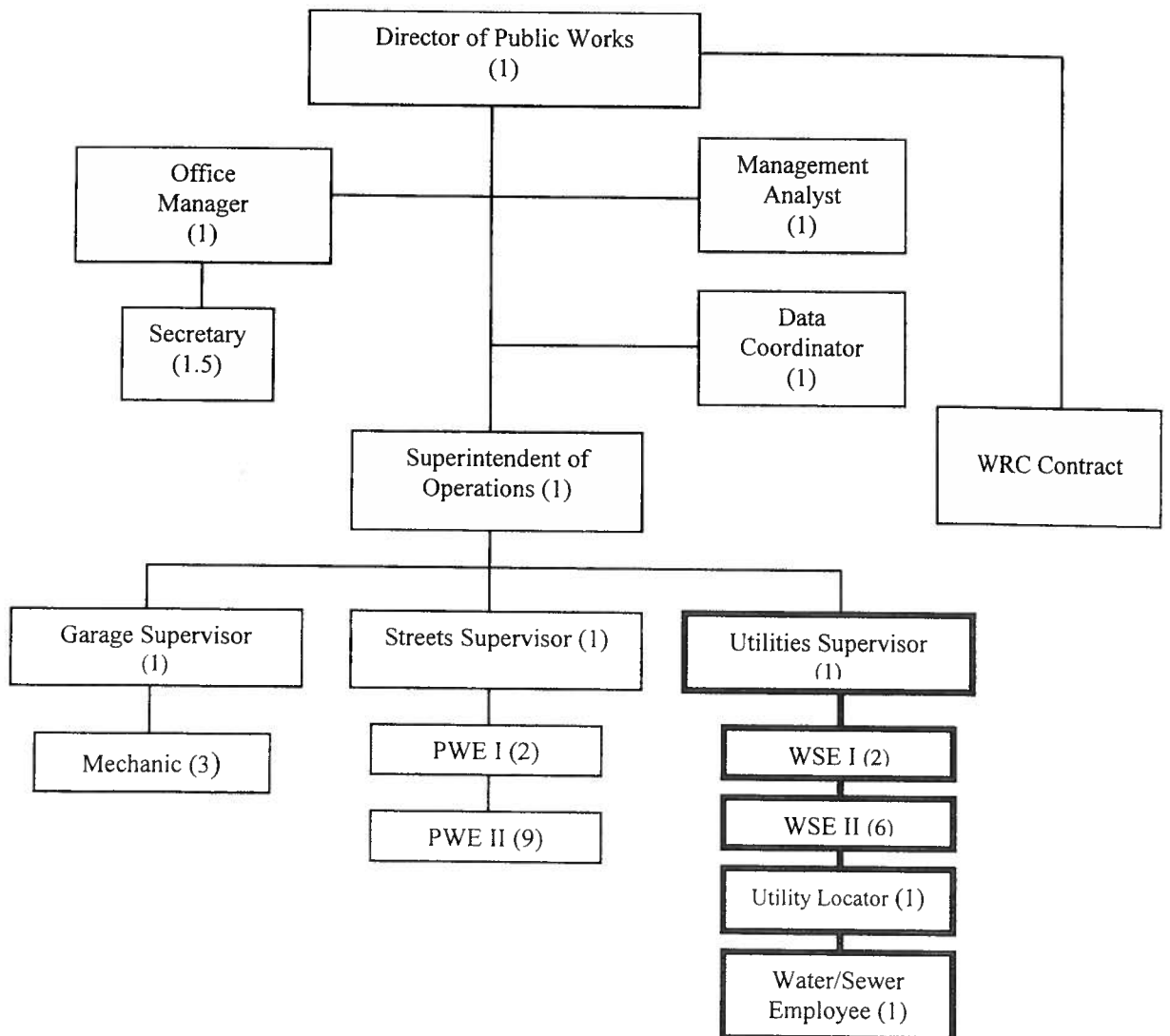
Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 54,731	\$ 58,534	\$ 55,557	\$ 65,123	\$ 67,380	\$ 69,027
51111 Group Insurance	9,694	11,189	10,630	11,148	11,816	12,525
51112 IMRF	7,993	7,861	8,056	9,165	9,489	9,721
51113 FICA	3,945	4,433	4,250	4,920	5,087	5,207
51114 Workers Comp.	125	123	118	111	111	111
Subtotal	76,488	82,140	78,611	90,467	93,883	96,591
Contractual Services						
52221 Utility Bill Processing	58,127	62,000	64,000	59,000	60,000	60,800
52229 Postage	27,312	29,600	28,000	29,100	29,600	30,300
52237 Audit Fees	4,000	5,000	5,000	5,000	5,000	5,000
52255 Software Maintenance	6,929	36,000	7,800	40,700	8,700	9,000
52256 Banking Services	3,516	4,000	3,600	4,500	4,500	4,500
52280 Municipal Service Charge	100,000	175,000	175,000	201,000	196,500	201,500
Subtotal	199,884	311,600	283,400	339,300	304,300	311,100
Totals	\$ 276,372	\$ 393,740	\$ 362,011	\$ 429,767	\$ 398,183	\$ 407,691

PERSONNEL SCHEDULE

	<u>Authorized FY14/15</u>	<u>Budget FY15/16</u>	<u>Proposed FY16/17</u>	<u>Projected FY17/18</u>	<u>Projected FY18/19</u>
Streets	17.5	18.5	18.5	19.5	19.5
Water/Sewer	8	10	11	11	11
Municipal Garage	3	3	4	4	4
Total	28.5	31.5	33.5	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 FY14/15	Budget FY15/16	Estimated FY15/16	Proposed FY16/17	Projected FY17/18	Projected FY18/19
Administration	\$509,598	\$533,070	\$420,422	\$631,312	\$542,621	\$598,891
Distribution System Operation and Maintenance	5,708,008	9,017,266	6,287,927	8,663,816	7,257,135	8,643,822
Water Metering	206,796	268,641	266,852	293,787	143,772	120,998
Utility Billing	318,512	437,387	403,783	471,458	442,810	453,616
Totals	\$6,742,914	\$10,256,364	\$7,378,984	\$10,060,373	\$8,386,338	\$9,817,327

WATER AND SEWER FUND

PUBLIC WORKS

Water Division – Summary Detail

EXPENSE

Acct.#	Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages							
51102	Personal Services	\$ 637,192	\$ 574,768	\$ 545,531	\$ 699,103	\$ 731,006	\$ 748,881
51106	Seasonal Help	0	5,460	0	5,460	5,460	5,460
51109	Overtime	39,341	58,000	62,000	59,500	59,500	59,500
51111	Group Insurance	96,663	99,915	94,919	126,038	133,599	141,615
51112	IMRF	96,593	85,312	79,103	107,016	111,574	114,092
51113	FICA	44,133	48,380	41,733	57,783	60,157	61,454
51114	Workers Comp.	14,026	13,858	13,334	12,532	12,532	12,532
51117	Comp. Absences	17,466	0	0	0	0	0
51118	OPEB Obligation	3,627	0	0	0	0	0
	Subtotal	949,041	885,693	836,620	1,067,432	1,113,828	1,143,534
Contractual Services							
52212	Auto Maint. & Repair	34,394	47,153	46,446	56,926	57,239	55,858
52221	Utility Bill Processing	58,609	62,000	64,000	59,000	60,000	60,800
52222	Meetings	0	250	200	250	250	250
52223	Training	2,213	2,345	2,000	4,000	3,150	3,750
52224	Vehicle Insurance	9,578	9,461	9,109	8,569	8,569	8,569
52229	Postage	27,317	29,600	28,000	29,100	29,600	30,300
52230	Telephone	2,952	3,200	3,100	4,430	4,131	4,131
52231	Copy Expense	142	0	0	0	0	0
52234	Dues & Subscriptions	1,068	1,780	1,780	2,170	2,110	2,110
52237	Audit Fees	4,000	5,000	5,000	5,000	5,000	5,000
52238	Legal Fees	7,398	4,000	1,000	4,000	4,000	4,000
52240	Public Notices	1,949	2,000	2,000	2,000	2,000	2,000
52244	Maint. and Repair	29,508	125,000	60,000	161,000	70,000	50,000
52253	Consultant	8,106	0	11,000	50,000	0	0
52255	Software Maintenance	6,929	36,000	7,800	40,700	8,700	9,000
52256	Banking Services	3,516	4,000	3,600	4,500	4,500	4,500
52261	Liability Insurance	24,299	24,666	23,752	22,344	22,344	22,344
52263	Property Insurance	22,444	22,470	21,571	20,354	20,354	20,354
52264	Equipment Rental	0	500	500	2,000	2,000	2,000
52265	Hauling	3,979	12,000	12,000	12,000	12,000	12,000
52272	Property Maintenance	1,943	2,000	2,000	2,100	2,100	2,100
52274	Community Pgms.	0	1,500	1,000	1,500	1,500	1,500
52279	Lab Services	10,690	12,000	12,000	12,000	15,000	12,000
52280	Municipal Svc. Chg.	100,000	175,000	175,000	201,000	196,500	201,500
52282	Meter Maintenance	12,471	25,000	25,000	5,000	30,000	5,000
52283	DuPage Water Com.	5,136,462	5,655,000	5,600,000	5,487,000	5,511,000	5,535,000
52284	Equipment Maint.	0	1,200	1,200	1,200	1,200	1,200
52286	Pavement Restoration	0	5,000	5,000	5,000	5,000	5,000
	Subtotal	5,509,967	6,268,125	6,124,058	6,203,143	6,078,247	6,060,266

WATER AND SEWER FUND

PUBLIC WORKS

Water Division – Summary Detail

EXPENSE

Acct.#	Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Commodities							
53210	Electricity	40,303	70,350	62,000	65,000	68,000	71,000
53230	Natural Gas	349	1,200	1,200	1,200	1,200	1,200
53313	Auto Gas	18,925	23,822	18,932	20,300	23,951	25,196
53314	Office Supplies	835	500	500	1,000	750	750
53315	Printed Materials	0	200	200	200	200	200
53316	Small Tools	975	2,000	2,000	2,000	2,000	2,000
53317	Operating Supplies	44,174	60,000	45,000	59,730	57,050	57,050
53324	Uniforms	4,650	3,190	3,190	3,740	3,740	3,740
53331	Chemicals	0	1,500	500	500	500	500
53333	Meters	110,813	156,000	156,000	150,000	0	0
53350	Small Equipment	825	950	950	8,050	5,000	0
	Subtotal	221,849	319,712	290,472	311,720	162,391	161,636
Capital Outlay							
54411	Office Equipment	2,671	0	0	0	0	0
54412	Other Equipment	5,850	63,000	48,000	35,025	42,000	0
54413	Computer Equipment	0	0	0	0	0	0
54415	Vehicles	935	24,000	0	1,200	168,000	45,000
54480	Construction	41,484	2,636,000	20,000	2,383,000	764,000	2,350,000
56490	Loan Princ. (DWC)	0	49,044	49,044	49,044	49,044	49,044
56491	Loan Interest (DWC)	11,117	10,790	10,790	9,809	8,828	7,847
	Subtotal	62,057	2,782,834	127,834	2,478,078	1,031,872	2,451,891
Totals		\$ 6,742,914	\$ 10,256,364	\$ 7,378,984	\$ 10,060,373	\$ 8,386,338	\$ 9,817,327

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.

FY15/16 ACCOMPLISHMENTS

1. Following inspection of tower #4 (Lies Road) for a communications company antenna, several repairs were identified and completed, including replacement of a topside vent, repair of another vent and repair of damage to the paint coating on the interior of the tank..
2. A new staffing plan was approved mid-year by the Village Board which included the addition of two new supervisory-level positions – Utility Supervisor (W/S Fund) and Street Supervisor (General Fund). These two new positions addressed a long-standing need to provide additional supervisor/management staff to aid in daily work planning and supervision, as well as conduct program evaluation and improvement, long-term planning and employee development.

FY16/17 OBJECTIVES

1. Assist Engineering Department in execution of the Water System Update Study to be used to develop a long-term capital improvements plan for the water system.
2. Develop and implement a water storage and pumping facilities inspection and maintenance program to improve operational reliability and efficiency.

WATER AND SEWER FUND

PUBLIC WORKS

Water Division – Administration Detail

Administration Expenditures (04200100)

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 292,845	\$ 207,104	\$ 196,569	\$ 275,073	\$ 288,588	\$ 295,645
51109 Overtime	6,373	7,000	8,000	7,500	7,500	7,500
51111 Group Insurance	33,548	35,515	33,739	49,756	52,741	55,905
51112 IMRF	41,521	28,794	28,503	39,800	41,729	42,723
51113 FICA	16,911	16,219	15,038	21,354	22,361	22,873
51114 Workers Comp.	4,264	4,213	4,054	3,810	3,810	3,810
51117 Compensated Absences	17,466	0	0	0	0	0
51118 OPEB Obligation	3,627	0	0	0	0	0
Subtotal	416,555	298,845	285,903	397,293	416,729	428,456
Contractual Services						
52212 Auto Maint. & Repair	3,439	4,715	4,645	5,693	5,724	5,586
52222 Meetings	0	250	200	250	250	250
52223 Training	2,213	1,445	1,100	3,000	2,150	2,750
52224 Vehicle Insurance	632	624	600	565	565	565
52238 Legal Fees	7,398	4,000	1,000	4,000	4,000	4,000
52229 Postage	4	0	0	0	0	0
52230 Telephone	1,596	1,360	1,700	1,635	1,635	1,635
52231 Copy Expense	142	0	0	0	0	0
52234 Dues & Subscriptions	968	1,280	1,280	1,670	1,610	1,610
52240 Public Notices/Information	1,949	2,000	2,000	2,000	2,000	2,000
52253 Consultant	8,106	0	11,000	0	0	0
52261 Liability Insurance	24,299	24,666	23,752	22,344	22,344	22,344
52263 Property Insurance	22,444	22,470	21,571	20,354	20,354	20,354
52274 Community Service Pgms.	0	1,500	1,000	1,500	1,500	1,500
Subtotal	73,190	64,310	69,848	63,011	62,132	62,594
Commodities						
53313 Auto Gas	946	1,191	947	1,015	1,198	1,260
53314 Office Supplies	835	500	500	1,000	750	750
53315 Printed Materials	0	200	200	200	200	200
53317 Operating Supplies	8	0	0	0	0	0
53324 Uniforms	4,276	3,190	3,190	3,740	3,740	3,740
Subtotal	6,065	5,081	4,837	5,955	5,888	5,950
Capital Outlay						
54412 Other Equipment	2,671	0	0	0	0	0
54415 Vehicles	0	0	0	1,200	0	45,000
54480 Construction	0	105,000	0	105,000	0	0
56490 Loan Principal (DWC)	0	49,044	49,044	49,044	49,044	49,044
56491 Loan Interest (DWC)	11,117	10,790	10,790	9,809	8,828	7,847
Subtotal	13,788	164,834	59,834	165,053	57,872	101,891
Totals	\$ 509,598	\$ 533,070	\$ 420,422	\$ 631,312	\$ 542,621	\$ 598,891

NARRATIVE

The Village purchases all of its potable water from the DuPage Water Commission, whose source is Lake Michigan. This program provides for maintenance and repair of three (3) water pressure adjusting stations, three (3) standby wells, five (5) water storage tanks, one-hundred thirty-eight (138) linear miles of water main, over one-thousand seven-hundred (1,700) fire hydrants, and over fifteen-hundred (1,500) control valves.

FY15/16 ACCOMPLISHMENTS

1. Painting at the east side (Gerzevske Lane) pumping station was completed by in-house staff. Work at this location included: upstairs ceiling, walls and floors and lower level floor along with bases around the pumps.
2. 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 completed the change-out of bolts on over one-hundred (100) valves, a thirty-percent (30%) increase over the prior year.
3. All required sampling was completed on schedule and no reportable violations occurred.
4. Completed flushing of all fire hydrants in the water system in the fall of 2015. Thirty (30) hydrants were found to need minor repairs which were addressed within one week. Another seven (7) hydrants were broken or inoperable and were repaired or replaced within eight weeks.
5. Completed a leak detection inspection of the entire water system and executed repairs within several weeks of identification. Inspection revealed a total of fourteen (14) leaks, eight (8) of which were immediately repaired by the leak inspection contractor. Five (5) hydrants found to be leaking were repaired by in-house crews, as was one (1) leaky valve. Inspector projected that identification and repair of these leaks resulted in avoiding loss of 14,000 gallons of water per day, with a value of approximately \$25,000 on an annualized basis.

FY16/17 OBJECTIVES

1. Support the Engineering Department and consulting engineer in completion of final plans for and construction of Schmale Road Water Main Replacement project.
2. Continue annual program of painting piping in water pumping stations.
3. 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.
4. Complete flushing of all system fire hydrants in the fall of 2016 and complete any needed repairs within four weeks.
5. Complete an inspection of all water storage facilities and execute repairs demanding immediate attention. For all other items, a prioritization and budget schedule will be developed to complete repairs.
6. Complete repairs to the roof at the Fullerton Avenue well house.
7. Design and install a system for addition of chlorine to water produced by back-up wells in case of loss of DWC water supply.
8. Purchase a correlator to increase ability to identify leaks in the water distribution system and at water service shut-offs.
9. Add one full-time employee to serve primarily in the area of water plant operations. This additional position will address the need for consistent, regular attention to critical mechanical equipment and operations on a daily basis (including sanitary sewer lift stations). It will also free other division workers currently performing these duties to be assigned to other tasks.

WATER AND SEWER FUND

PUBLIC WORKS

Water Division - Distribution System Operations & Maintenance Detail

Distribution System Operations & Maintenance Expenditures (04201600)

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 219,555	\$ 236,861	\$ 224,813	\$ 275,802	\$ 287,317	\$ 294,343
51106 Seasonal Help	0	5,460	0	5,460	5,460	5,460
51109 Overtime	31,333	50,000	50,000	50,000	50,000	50,000
51111 Group Insurance	39,457	40,600	38,570	49,888	52,881	56,054
51112 IMRF	36,653	38,811	32,598	46,065	47,712	48,702
51113 FICA	18,090	22,179	17,198	25,078	25,934	26,444
51114 Workers Comp.	8,116	8,019	7,717	7,252	7,252	7,252
Subtotal	353,204	401,930	370,896	459,545	476,556	488,255
Contractual Services						
52212 Auto M & R	18,917	25,934	25,545	31,309	31,481	30,722
52223 Training	0	900	900	1,000	1,000	1,000
52224 Vehicle Insurance	5,233	5,169	4,977	4,682	4,682	4,682
52230 Telephone	1,356	1,840	1,400	2,795	2,496	2,496
52234 Dues & Subscript.	100	500	500	500	500	500
52244 Maint. and Repair	29,508	125,000	60,000	161,000	70,000	50,000
52253 Consultant	0	0	0	20,000	0	0
52264 Equipment Rental	0	500	500	2,000	2,000	2,000
52265 Hauling	3,979	12,000	12,000	12,000	12,000	12,000
52272 Property Maint.	1,943	2,000	2,000	2,100	2,100	2,100
52279 Lab Services	10,690	12,000	12,000	12,000	15,000	12,000
52283 DuPage Water Com	5,136,462	5,655,000	5,600,000	5,487,000	5,511,000	5,535,000
52284 Equipment Maint.	0	1,200	1,200	1,200	1,200	1,200
52286 Pavement Restor.	0	5,000	5,000	5,000	5,000	5,000
Subtotal	5,208,188	5,847,043	5,726,022	5,742,586	5,658,459	5,658,700
Commodities						
53210 Electricity	40,303	70,350	62,000	65,000	68,000	71,000
53230 Natural Gas	349	1,200	1,200	1,200	1,200	1,200
53313 Auto Gas	11,355	14,293	11,359	12,180	14,370	15,117
53316 Small Tools	975	2,000	2,000	2,000	2,000	2,000
53317 Operating Supplies	44,166	60,000	45,000	59,730	57,050	57,050
53324 Uniforms	374	0	0	0	0	0
53331 Chemicals	0	1,500	500	500	500	500
53350 Small Equipment	825	950	950	8,050	5,000	0
Subtotal	98,347	150,293	123,009	148,660	148,120	146,867
Capital Outlay						
54412 Other Equipment	5,850	63,000	48,000	35,025	42,000	0
54415 Vehicles	935	24,000	0	0	168,000	0
54480 Construction	41,484	2,531,000	20,000	2,278,000	764,000	2,350,000
Subtotal	48,269	2,618,000	68,000	2,313,025	974,000	2,350,000
Totals	\$ 5,708,008	\$ 9,017,266	\$ 6,287,927	\$ 8,663,816	\$ 7,257,135	\$ 8,643,822

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.

FY15/16 ACCOMPLISHMENTS

1. Conducted meter testing on approximately one-hundred twenty (120) large meters (2” and larger). A total of one-hundred (100) large meters were replaced during this period, over sixty-percent of which were as a result of testing.
2. Public Works, Finance and Administration staff met with a water metering and billing consultant to develop an understanding of the issues involved in developing a strategy for assessing water meter inventory and evaluating technology and available services for the purpose of developing a meter replacement program in the coming fiscal years.

FY15/16 OBJECTIVES

1. Select a consultant to deliver services for evaluating the Village’s current metering system, identifying the Village’s future needs, and selecting a technology and replacement plan for the coming fiscal year(s).
2. Complete replacement of large meters (2” and larger) identified in the testing and inspection process in FY16 to include approximately ninety-five (95) meters, most of which are beyond their recommended life.

Water Metering Expenditures (04201400)

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 39,885	\$ 40,876	\$ 38,797	\$ 53,459	\$ 55,938	\$ 57,306
51109 Overtime	1,635	1,000	4,000	2,000	2,000	2,000
51111 Group Insurance	9,113	7,014	6,663	9,670	10,250	10,865
51112 IMRF	6,017	5,630	5,626	7,814	8,168	8,360
51113 FICA	3,031	3,172	2,968	4,192	4,376	4,475
51114 Workers Comp.	1,456	1,439	1,384	1,301	1,301	1,301
Subtotal	61,137	59,131	59,438	78,436	82,033	84,307
Contractual Services						
52212 Auto Maint. & Repair	12,038	16,504	16,256	19,924	20,034	19,550
52224 Vehicle Insurance	3,713	3,668	3,532	3,322	3,322	3,322
52253 Consultant	0	0	0	30,000	0	0
52282 Meter Maintenance	12,471	25,000	25,000	5,000	30,000	5,000
Subtotal	28,222	45,172	44,788	58,246	53,356	27,872
Commodities						
53313 Auto Gas	6,624	8,338	6,626	7,105	8,383	8,819
53333 Meters	110,813	156,000	156,000	150,000	0	0
Subtotal	117,437	164,338	162,626	157,105	8,383	8,819
Totals	\$ 206,796	\$ 268,641	\$ 266,852	\$ 293,787	\$ 143,772	\$ 120,998

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.

FY15/16 ACCOMPLISHMENTS

1. In conjunction with a newly created large meter inspection program, utility billing staff worked closely with Public Works staff to replace meters which were under-recording actual consumption and identifying other individual account metering problems which may result in under-billed consumption. These efforts resulted in an improvement in the ratio of water billed to water purchased from the DuPage Water Commission from 90.0% in FY14/15 to approximately 95.0% over the most recent 6 month period.
2. Transitioned customers to a new web-based third-party automated payment option "Green Pay" which offers a paperless billing option. Total program enrollments include 2,655 customer accounts, a 24% participation rate.

FY16/17 OBJECTIVES

1. Perform a significant upgrade to existing utility billing software to transition to a newer generation of product with enhanced capabilities. This migration will provide the Village the ability to manage its paperless "e-billing" and on-line customer access services without dependence on a 3rd party vendor and at lower cost.
2. Provide expanded training opportunities for utility billing staff to ensure features and functions of utility billing software is fully utilized.
3. Investigate opportunities to automate and expedite identification of potential billing and account problems resulting from unexplained high or low usage or stopped meters.

Utility Billing Expenditures (04203100)

Acct. #/Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated Expenses FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Salaries & Wages						
51102 Personal Services	\$ 84,907	\$ 89,927	\$ 85,352	\$ 94,769	\$ 99,163	\$ 101,587
51111 Group Insurance	14,545	16,786	15,947	16,724	17,727	18,791
51112 IMRF	12,402	12,077	12,376	13,337	13,965	14,307
51113 FICA	6,101	6,810	6,529	7,159	7,486	7,662
51114 Workers Comp.	190	187	179	169	169	169
Subtotal	118,145	125,787	120,383	132,158	138,510	142,516
Contractual Services						
52221 Utility Bill Processing	58,609	62,000	64,000	59,000	60,000	60,800
52229 Postage	27,313	29,600	28,000	29,100	29,600	30,300
52237 Audit Fees	4,000	5,000	5,000	5,000	5,000	5,000
52255 Software Maintenance	6,929	36,000	7,800	40,700	8,700	9,000
52256 Banking Services	3,516	4,000	3,600	4,500	4,500	4,500
52280 Municipal Service Charge	100,000	175,000	175,000	201,000	196,500	201,500
Subtotal	200,367	311,600	283,400	339,300	304,300	311,100
Totals	\$ 318,512	\$ 437,387	\$ 403,783	\$ 471,458	\$ 442,810	\$ 453,616



**CAPITAL
IMPROVEMENT
PROGRAM
and BUDGET**

Village of Carol Stream

CAPITAL PROJECTS FUND

Detail

Acct. # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Revenues						
43640 Capital Grants						
Flood Buy-Outs	0	333,000	0	356,000	356,000	356,000
W. Branch Trail	122,795	126,000	25,000	145,000	0	0
Southeast Bike Path Ext.	0	0	0	0	117,000	279,000
Bloomingdale Trail	0	127,000	0	127,000	0	0
Lies Rd. Bike Path	0	144,000	0	144,000	0	0
Kehoe Blvd. SBS	0	0	0	0	0	100,000
Klein Creek SBS	0	0	0	0	0	276,000
46501 Investment Income	(135,704)	15,000	12,500	25,000	45,000	50,000
47601 Developer Contrib.						
CS Park District	0	0	0	380,000	0	0
W. Branch Trail	81,637	346,000	7,500	290,000	0	0
47407 Misc. Revenue	16,037	0	0	0	0	0
Total Revenue	\$ 84,765	\$ 1,091,000	\$ 45,000	\$ 1,467,000	\$ 518,000	\$ 1,061,000
Expenditures (11740000)						
Contractual Services						
52238 Legal Fees	390	5,000	15,000	5,000	5,000	5,000
Capital Outlay						
55486 Roadway System	4,381,847	4,650,000	3,615,000	6,883,000	1,294,000	5,340,000
55487 Village Facilities	0	90,000	85,000	2,150,000	15,065,000	200,000
55488 Stormwater System	7,000	507,000	20,000	627,000	657,000	1,674,000
Total Expenses	\$ 4,389,237	\$ 5,252,000	\$ 3,735,000	\$ 9,665,000	\$ 17,021,000	\$ 7,219,000
Transfer From General Fund	\$ 2,100,000	\$ 855,000	\$ 4,395,247	\$ 2,184,500	\$ 2,489,000	\$ 3,590,900
Net Increase / (Decrease)	\$ (2,204,472)	\$ (3,306,000)	\$ 705,247	\$ (6,013,500)	\$ (14,014,000)	\$ (2,567,100)
Projected Year End Balance	\$ 22,054,316		\$ 22,759,563	\$ 16,746,063	\$ 2,732,063	\$ 164,963

Village of Carol Stream
Capital Improvement Program - Project Summary

<u>CIP Projects By Fund (\$000)</u>	<u>FY16/17 Proposed</u>	<u>FY17/18 Planned</u>	<u>FY18/19 Planned</u>
<u>Roadway System:</u>			
Pavement Preventative Maintenance Program	\$ 491	\$ 513	\$ 537
Flexible Pavement Program	4,340		3,257
Kuhn Rd. Rehabilitation - North to Lies*	32	-	-
Lies Rd. Rehabilitation - Kuhn to County Farm*	305	-	-
Lies Rd. Rehabilitation - High Ridge Pass to Fair Oaks*	37	377	-
Lies Rd. Rehabilitation - Schmale to Gary*	-	88	987
Vale Rd. Rehabilitation	-	-	-
Doris Ave. Rehabilitation	-	-	-
Kuhn Rd. Rehabilitation - St. Charles to North	-	-	-
Morton Rd. Rehabilitation - Mardon to Lies*	-	-	-
Roadway Condition Assessments & Inventories	73	-	-
Sidewalk Condition Assessments & ADA Inventories	32	32	32
West Branch DuPage River Trail*	527	-	-
Carol Stream - Bloomingdale Trail Improvements*	325	37	-
Lies Rd. Bike Path Extension*	383	51	-
Southeast Bike Path*	8	146	477
Gary Ave. Multi-Use Path*	40	-	-
Streetlight Replacement Program*	290	50	50
Roadway System Subtotal:	\$ 6,883	\$ 1,294	\$ 5,340
<u>Stormwater Utilities:</u>			
Roadway Drainage Improvements	\$ 140	\$ 145	\$ 150
Tubeway & Westgate Stormwater Study	70	-	-
Flood Plain Structure Buyout Program*	371	371	371
Kehoe Boulevard Stream Bank Stabilization*	14	126	693
Klein Creek Section I Stream Bank Stabilization*	32	15	460
Stormwater Utilities Subtotal:	\$ 627	\$ 657	\$ 1,674
<u>Facilities:</u>			
Village Hall Rehabilitation**	1,500	14,500	-
Police Evidence Storage Building	500	-	-
PWC Fuel Island Replacement	-	550	-
PWC Storage Yard Improvement	-	15	200
Town Center Fountain Electrical Improvements	150	-	-
Facilities Subtotal:	\$ 2,150	\$ 15,065	\$ 200

* Partially funded through outside sources.

** Project scoping and cost data currently under development, subject to change.

Street Resurfacing

Basswood Court – Merbach Dr. to End
Cumberland Court – River Dr. to End
Hunter Drive – Merbach Dr. to Burke Dr.
Lance Court – Sussex Rd. to End
Lilac Court – Lilac Ln. to End
Lily Lane – Rose Ave. to End.
Magnolia Way – Sussex Rd. to Violet St.
New Britton Drive – Yorkshire Ln. to Rose Ave.
Paxton Place – Shelburne Dr. to Shelburne Dr.
River Drive – Shenandoah Dr. to Shenandoah Dr.
Rose Court – Rose Ave. to End
Sheffield Court – New Britton Dr. to End
Shenandoah Drive – Ridge Tr. to Birchbark Tr.
Stonewood Circle – Merbach Dr. to Merbach Dr.
Sussex Road – Rolling Oaks Dr. to Rose Ave.
Violet Street – Fair Oaks Rd. to Rose Ave.
Winding Glen Drive – Woodlake Dr. to Woodlake Dr.

Baybrook Lane – Lies Rd. to Woodhill Dr.
Forest Court – Baybrook Ln. to End
Iris Avenue – Violet St. to End
Lance Lane – New Britton Dr. to Sussex Rd.
Lilac Lane – Sussex Rd. to Rose Ave.
Lincolnshire Court – Rolling Oaks Dr. to End
Merbach Court – Lies Rd. to End
New London Court – Rolling Oaks Dr. to End
Ridge Trail – Morton Rd. to Existing Joint
Rolling Oaks Drive – New Britton Dr. to Fair Oaks Rd.
Royal Glen Lane – Woodhill Dr. to Woodhill Dr.
Shelburne Drive – Thunderbird Tr. to Thunderbird Tr.
Stonehenge Court – Rolling Oaks Dr. to End
Summit Pass – Rose Ave. to Waco Dr.
Valley View Trail – Ridge Tr. to Shenandoah Dr.
Winding Glen Court – Winding Glen Dr. to End
Yorkshire Drive – Birchbark Tr. to Rolling Oaks Dr.

Structural Overlay

Greenway Trail – Hiawatha Dr. to Gary Ave.

Rose Avenue – Lies Rd. to Lies Rd.

Pavement Reconstruction

Belair Court – Pebblecreek Tr. to End
Edgebrook Court – Hiawatha Dr. to End
Heather Lane – Hiawatha Dr. to Eagle View Dr.
Springbrook Lane – Hiawatha Dr. to End
Woodcrest Court – Hiawatha Dr. to End

Bluff Street – Hiawatha Dr. to Springbrook Ln.
Glen Flora Lane – Hiawatha Dr. to Pebblecreek Tr.
Pebblecreek Trail – Hiawatha Dr. to Greenway Tr.
Sunrise Court – Hiawatha Dr. to End

Village of Carol Stream

MOTOR FUEL TAX FUND

Detail

Acct # / Description	Actual FY 14/15	Revised Budget FY 15/16	Estimated FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Revenue						
43207 MFT Allotments	\$ 973,202	\$ 966,000	\$ 1,025,000	\$ 1,030,000	\$ 1,030,000	\$ 1,030,000
43207 High Growth Cities	0	0	0	0	0	0
43207 Capital Bill Funding	353,824	0	0	0	0	0
46501 Interest Income	1,283	500	2,500	5,000	5,000	5,000
46503 Loss on Sale of Investment	(11,678)	0	0	0	0	0
Subtotal	1,316,631	966,500	1,027,500	1,035,000	1,035,000	1,035,000
Total Revenues	\$ 1,316,631	\$ 966,500	\$ 1,027,500	\$ 1,035,000	\$ 1,035,000	\$ 1,035,000
Expenditures (06320000)						
Contractual Services						
52211 Crack Filling	115,997	129,000	99,641	142,000	149,000	157,000
Subtotal	115,997	129,000	99,641	142,000	149,000	157,000
Capital Outlay						
54470 Flexible Pavemt. Pgm.	0	0	0	0	3,628,000	0
Subtotal	0	0	0	0	3,628,000	0
Total Expenditures	\$ 115,997	\$ 129,000	\$ 99,641	\$ 142,000	\$ 3,777,000	\$ 157,000
Net Increase / (Decrease)	1,200,634	837,500	927,859	893,000	(2,742,000)	878,000
Projected Year End						
Balance	\$ 3,370,082		\$ 4,297,941	\$ 5,190,941	\$ 2,448,941	\$ 3,326,941



SPECIAL FUNDS

- **Police Pension Fund**
- **Tax Increment Financing District 2
(Geneva Crossing)**
- **Tax Increment Financing District 3
(North Avenue / Schmale Road)**

POLICE PENSION FUND

The Carol Stream Police Pension Fund is organized under state statutes (40 ILCS 5/3-101) to provide retirement benefits for sworn police personnel. The Police Pension Fund is administered by a five-member Pension Board as defined by statute, and includes two citizens appointed by the Mayor and Village Board, two active police officers, and one current beneficiary. The Financial Management Department provides administrative assistance to the Fund.

TAX INCREMENT FINANCING DISTRICT (TIF) 2 FUND
GENEVA CROSSING

The TIF 2 Fund is established to retire the bonds that were issued for the Geneva Crossing Tax Increment Financing District in 1997. The 1997 TIF Bonds were replaced by Senior Lien Tax Increment Revenue Refunding Bonds, Series 2005. Incremental property taxes plus a portion of the sales taxes produced within the TIF are pledged to pay the debt service on the bonds. As of December 30, 2015 all of the outstanding bonds have been retired and the TIF is anticipated to be closed by December 31, 2016.

TAX INCREMENT FINANCING DISTRICT (TIF) 3 FUND
NORTH AVENUE AND SCHMALE ROAD

On December 5, 2011, the Village created the North Avenue and Schmale Road Tax Increment Financing District as a means to facilitate appropriate economic incentives for future development of this key entryway at the Village's eastern boundary.

A redevelopment agreement was approved in July 2013 with Caputo's New Farm Produce, Inc. for the addition of a new 70,000 square foot retail grocery store and 242,000 square foot regional warehouse, office and distribution facility. Construction of this development was completed in 2014. Incentives to be paid from the TIF come solely from incremental property taxes generated by the grocery store parcel plus a portion of sales taxes created by the development and are paid in accordance with the terms of the redevelopment agreement.

NARRATIVE

The Carol Stream Police Pension Fund is organized under state statutes (40 ILCS 5/3-101) to provide retirement benefits for its police officers. The Police Pension Fund is administered by a five-member Pension Board and includes two citizens appointed by the Village Board, two active police officers, and one current beneficiary. The Financial Management Department provides administrative assistance to the Fund.

Money used to pay for the benefits of retired police officers comes from three sources:

- Active Police Officers – Each officer pays 9.91 percent of their base salary as an on-going contribution into the fund (there are 64 budgeted sworn officer participants).
- Investment Income – Income generated by the Fund’s investment holdings. The pension fund investment portfolio has a longer-term focus than that used for general Village investments. As of April 30, 2015, the Fund had total net assets of \$41.6 million which is held in trust for its members. The Fund assumes an investment rate of return of 7.25%.
- Village Contribution – According to calculations performed by an independent actuary, this is the amount needed to fully fund the plan (from a long-term time perspective) based on a set of interest earnings rate, salary rate increase, mortality, and other assumptions. For FY16/17, the actuarially determined contribution by the Village is \$1,833,135, up 7.5% from the FY15/16 contribution. At the completion of the actuary’s latest report (4/30/15) the Pension Fund was 65.9% of “fully funded” status.

The pension plan, as set by State law, provides retirement benefits at age 50, with a minimum of 20 years of service, at a rate of one half the annual salary attached to the rank held on the last day of service. The annual pension increases by 2.5% of the annual salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such annual salary. Generally, upon the attainment of age 55, retired Police Officers receive an annual compounded increase in their pension of 3% each January 1st. As of January, 2016, there are 33 beneficiaries receiving a monthly pension from the Police Pension Fund at an annualized cost of about \$2.3 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 14/15	Revised Budget FY 15/16	Estimated FY 15/16	Proposed Budget FY 16/17	Projected FY 17/18	Projected FY 18/19
Revenues						
49330 Employer Contribution	\$1,651,830	\$1,705,946	\$1,705,946	\$1,833,135	\$1,970,000	\$2,125,000
47333 Employee Contribution	538,323	570,000	542,000	572,000	602,000	615,000
46504 Investment Income - Gov. Secur.	406,132	650,000	458,000	650,000	700,000	750,000
46506 Investment Income - IL Funds	69	100	350	500	500	500
46510 Appreciation - Separate Acct.	1,586,314	1,750,000	(800,000)	1,750,000	1,850,000	2,050,000
46502 Gain/(Loss)	689,578	900,000	(400,000)	900,000	950,000	1,000,000
46515 Interest Income First Am GO	18	0	20	0	0	0
47334 Contributions - Prior Years	36,260	0	15,904	0	0	0
47335 Repayment of Refunds	11,264	0	0	0	0	0
47336 Interest From Members	47,436	0	17,780	0	0	0
47337 Portability Transfers In	26,412	0	0	0	0	0
Total Revenue	\$4,993,636	\$5,576,046	\$1,540,000	\$5,705,635	\$6,072,500	\$6,540,500
Expenses						
Contractual Services						
52222 Meetings	3,675	7,500	4,800	6,000	6,000	6,000
52234 Dues & Subscriptions	1,025	1,500	1,045	1,500	1,500	1,500
52238 Legal Fees	8,449	7,500	14,000	7,500	7,500	7,500
52256 Banking Services	5,181	6,000	5,400	6,000	6,000	6,000
52259 Accounting Services	12,265	14,500	12,500	14,500	15,000	15,500
52292 Management Fee	71,797	80,000	70,000	80,000	80,000	80,000
52293 Bonding & Insurance	3,604	4,000	3,800	4,000	4,500	5,000
52294 Secretary Services	450	500	500	500	500	500
52295 Medical Examinations	13,745	20,000	2,000	20,000	20,000	20,000
Subtotal	120,191	141,500	114,045	140,000	141,000	142,000
Other Expenses						
57473 Retirement Pensions	1,751,457	2,000,000	1,956,000	2,450,000	2,600,000	2,800,000
57474 State Filing Fee	7,299	8,500	7,768	8,000	8,500	9,500
57475 Contribution Refunds	100,687	0	0	0	0	0
57476 Disability Pensions	93,819	150,000	133,000	150,000	150,000	150,000
57477 Transfer to Other Fund	63,878	0	0	0	0	0
57478 Surviving Spouse Pension	85,479	85,500	85,500	85,500	85,500	85,500
57499 Contingency	41	0	0	0	0	0
Subtotal	2,102,660	2,244,000	2,182,268	2,693,500	2,844,000	3,045,000
Total Expenses	\$2,222,851	\$2,385,500	\$2,296,313	\$2,833,500	\$2,985,000	\$3,187,000
Net Increase / (Decrease)	\$2,770,785	\$3,190,546	\$ (756,313)	\$2,872,135	\$3,087,500	\$3,353,500

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.

The Geneva Crossing Shopping Center is located at the northwest corner of Geneva and Schmale Roads. Incremental property taxes plus a portion of the sales taxes produced within the TIF are pledged to pay the debt service on the bonds.

In December of 2014, the Village called (paid early) the last three years of bond maturities in 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.

Now that all debt has been retired, the Village will begin the close-out process of the TIF. This is scheduled for December 31, 2016. After final TIF administration costs have been paid, any residual balances will be distributed among the various impacted taxing jurisdictions within the TIF.

Acct. # / Description	Actual FY 14/15	Revised	Estimated FY 15/16	Proposed	Projected FY 17/18	Projected FY 18/19
		Budget FY 15/16		Budget FY 16/17		
Beginning Balance, May 1	\$ 2,010,576	\$ 1,093,021	\$ 1,093,021	\$ 362,872	\$ 0	\$ 0
Revenues/Sources						
41101 Incremental Property Tax	414,985	475,000	418,531	425,000	0	0
46501 Interest Income	192	200	300	500	0	0
49330 Transfer from General Corporate Fund	57,884	55,000	56,000	42,000	0	0
Total Revenues/Sources	473,061	530,200	474,831	467,500	0	0
Expenditures/Uses						
56290 Principal Retirement	1,270,000	265,000	1,140,000	0	0	0
56491 Interest Expense	116,960	54,480	54,480	0	0	0
52238 Legal Services	656	500	2,500	2,500	0	0
56292 Miscellaneous	3,000	3,000	8,000	827,872	0	0
Total Expenditures/Uses	1,390,616	322,980	1,204,980	830,372	0	0
Net Increase / (Decrease)	(917,555)	207,220	(730,149)	(362,872)	0	0
Ending Balance, April 30	\$ 1,093,021	\$ 1,300,241	\$ 362,872	\$ 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 14/15	Revised	Estimated FY 15/16	Proposed	Projected FY 17/18	Projected FY 18/19
		Budget FY 15/16		Budget FY 16/17		
Beginning Balance, May 1	\$ (58,060)	\$ 28,562	\$ 28,562	\$ 51,537	\$ 15,637	\$ 34,137
Revenues/Sources						
41150 Tax Increment - Caputo's	0	0	0	0	150,000	200,000
41175 Tax Increment - Undesig	14,757	14,000	14,477	14,000	18,000	20,000
46501 Interest - Undesign.	3	0	50	100	500	1,500
49100 Notes Issued	3,500,000	0	0	0	0	0
49340 Sales Taxes - Caputo's	72,602	120,000	90,000	90,000	90,000	90,000
49375 TIF Contrib - Undesign.	1,476	0	1,448	2,000	2,000	2,000
Total Revenues/Sources	3,588,838	134,000	105,975	106,100	260,500	313,500
Expenditures/Uses						
52238 Legal Services	1,778	4,000	1,000	2,000	2,000	2,000
52253 Consultant	438	2,000	0	0	0	0
56490 Loan Principal	0	0	0	0	100,000	150,000
56491 Loan Interest	0	140,000	82,000	140,000	140,000	140,000
58220 Reimb. to General Fund	0	11,000	0	0	0	0
58400 Economic Development	3,500,000	0	0	0	0	0
Total Expenditures/Use	3,502,216	157,000	83,000	142,000	242,000	292,000
Net Increase / (Decrease)	86,622	(23,000)	22,975	(35,900)	18,500	21,500
Ending Balance, April 30	\$ 28,562	\$ 5,562	\$ 51,537	\$ 15,637	\$ 34,137	\$ 55,637

The background features a series of vertical, slightly curved stripes in various shades of blue, from light to dark. Overlaid on this is a thick, white, three-dimensional ribbon-like shape that spirals and loops across the center of the page. The word "APPENDIX" is printed in a dark blue, serif font, centered within the white loops of the ribbon.

APPENDIX

Village of Carol Stream

FINANCIAL PLAN & ANNUAL BUDGET

Budget Preparation Calendar

<u>Due Dates</u>	<u>Activity</u>
A. Friday, November 20, 2015	Distribution of budget work templates to Executive Team.
B. Friday, December 4, 2015	Finance Department submits salary, wages and estimated health insurance cost figures to Departments.
C. Tuesday, December 15, 2015	Line item budgets and supporting documentation are due.
D. Thursday, December 31, 2015	Finance submits revenue projections to the Village Manager.
E. Friday, January 8, 2016	Initial review of the operating budget requests are completed by the Budget Team and returned to the Executive Team to implement revisions.
F. Friday, January 8, 2016	Finance Department submits non-departmental budgets to the Village Manager. Updated health renewal costs to departments.
G. Tuesday, January 19, 2016	Village Board Workshop: Preliminary budget snap-shot.
H. Friday, January 22, 2016	Secondary follow-up review of operating budget requests with Executive Team and final revisions.
I. Monday, February 1, 2016	Village Board Workshop: Review of Capital Improvement Pgm.
J. Friday, February 5, 2016	Financial Plan narratives and footnotes are due.
K. Tuesday, February 16, 2016	Village Board Workshop: Review of General Fund.
L. Monday, March 7, 2016	Village Board Workshop: Review of Water and Sewer Fund.
M. Friday, March 11, 2016	Final budget revisions from Village Board review process.
N. Friday, March 18, 2016	Distribution of draft of FY16/17 budget to Village Board and public availability of budget in Village Clerk's office, Village Library and Village website.
O. Monday, March 21, 2016	Village Board Workshop: Review of All Other Funds.

Village of Carol Stream

FINANCIAL PLAN & ANNUAL BUDGET

Budget Preparation Calendar

<u>Due Dates</u>	<u>Activity</u>
P. Wednesday, April 6, 2016	Publication of budget public hearing notice in newspaper.
Q. Monday, April 18, 2016	Public hearing is held with subsequent adoption of the 2017-19 Financial Plan and FY16/17 Annual Budget. Posting of selected employee compensation information on Village website per Public Act 097-0609.
R. Sunday, May 1, 2016	FY16/17 begins. File certified copy of budget ordinance, budget and estimate of revenues with DuPage County Clerk.

Public Hearing notice published in the April 6, 2016 edition of the Examiner of Carol Stream

VILLAGE OF CAROL STREAM
PROPOSED BUDGET FOR FY16/17
MAY 1, 2016 - APRIL 30, 2017

NOTICE OF PUBLIC HEARING

A public hearing on the Village's proposed FY16/17 annual budget for the fiscal year beginning May 1, 2016 and ending April 30, 2017 will be held by the Mayor and Board of Trustees of the Village of Carol Stream at 7:30PM on Monday, April 18, 2016. The hearing will be held in the Board Room of the Gregory J. Bielawski Municipal Center at 500 N. Gary Ave., Carol Stream, IL 60188.

Residents attending the hearing may provide written and oral comments on any portion of the Village budget. A copy of the proposed budget is available for public inspection in the Village Clerk's office located at 500 N. Gary Ave., Carol Stream or at the Carol Stream Public Library at 616 Hiawatha Dr., Carol Stream during normal business hours. The proposed budget is also available on the Village's website at carolstream.org. Residents may also provide written comments prior to the public hearing by submitting them to Joe Breinig, Village Manager, 500 N. Gary Ave., Carol Stream, IL 60188.

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE
VILLAGE OF CAROL STREAM
IN THE AMOUNT OF \$55,337,477 FOR THE FY16/17 FISCAL YEAR
A. BEGINNING MAY 1, 2016, AND ENDING APRIL 30, 2017

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 FY16/17 fiscal year beginning May 1, 2016, and ending April 30, 2017 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 6, 2016, a public hearing was held on April 18, 2016, to consider the proposed annual budget for the FY16/17 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 FY16/17 fiscal year, beginning May 1, 2016, and ending April 30, 2017, for the Village of Carol Stream, is in the amount of Fifty Five Million Three Hundred Thirty Seven Thousand Four Hundred Seventy Seven Dollars, (\$55,337,477); as set forth in “Exhibit A”, as attached hereto, is hereby adopted and authorized.

SECTION 2: That the adoption of the foregoing annual budget shall be in lieu of the Appropriation Ordinance required in Section 8-2-9 of the Illinois Municipal Code.

SECTION 3: The budget hereby approved shall be printed and bound and a certified copy of this Ordinance and a copy of the printed and bound budget shall be filed with the DuPage County Clerk in accordance with the provisions of the statutes of the State of Illinois.

SECTION 4: The Finance Director is authorized and directed to transfer the sum of Ten

Million Dollars (\$10,000,000) from General Corporate Fund cash reserve balances to the Capital Projects Fund to support improvements to the Village's public assets. This transfer is consistent with the Village's established policies and past practices with respect to reserve balances and continues to be the primary funding source for improvements to the Village's roadway, storm water, public facility and other infrastructure systems which are completed in the Capital Projects Fund.

SECTION 5: The Mayor and Board of Trustees hereby direct all residual General Fund Balances committed for tree replacement related to the Emerald Ash Borer infestation be released to General Fund unassigned Fund Balances as of April 30, 2016.

SECTION 6: 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 18TH DAY OF APRIL, 2016.

AYES:

NAYS:

ABSENT:

Frank Saverino, Sr., Mayor

ATTEST:

Beth Melody, Village Clerk

The modified accrual basis of accounting is used for all governmental fund types and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period. Property taxes are recognized when they become both measurable and available in accordance with GASB Codification Section P70. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

Those revenues susceptible to accrual are property taxes, franchise taxes, licenses, interest revenue, and charges for services. Sales income, and motor fuel taxes collected and held by the state at year-end on behalf of the Village of Carol Stream are also recognized as revenue.

The accrual basis of accounting is utilized for proprietary fund types, pension trust funds, and nonexpendable trust funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Deferred revenue is reported on the combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received before there is a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the resources can be legally claimed, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Budgets

The budget reflects the modified accrual basis of accounting. Under this basis, revenues are budgeted for the fiscal year in which they are susceptible to accrual that is they are both measurable and available. Available means collectible within the budget year or soon enough thereafter to be used to pay liabilities of the budget year. Expenditures are recorded in the budget year in which the fund liability is incurred, if measurable.

Procedure for Amending Village Budgets

The Village Manager has the authority to approve budget transfers where the amount, in total, does not exceed \$5,000 and the transfer is within the same department. Any transfers in excess of \$5,000 and/or transfers between departments must be presented to the Village Board for their approval. Any increase or decrease to the budget, in the form of a budget amendment must also be presented to the Village Board for their approval. Pertaining to program budgets, the Village Manager has the authority to approve budget transfers, in any amount, between programs within the same department as long as the total amount of the department's budget does not change.

Bond Indebtedness

The Village, under its home rule authority, does not have a legal debt limit. The Village has no immediate plans for issuing bonds.

(b) Compile an annual budget in accordance with Section 8-2-9.3.

(c) Examine all books and records of all municipal departments, commissions, and boards which relate to monies received by the municipality, municipal departments, commissions, and boards, and paid out by the municipality, municipal departments, commissions, and boards, debts and accounts receivable, amounts owed by or to the municipality, municipal departments, commissions, and boards.

(d) Obtain such additional information from the municipality, municipal departments, commissions, and boards as may be useful to the budget officer for purposes of compiling a municipal budget, such information to be furnished by the municipality, municipal departments, commissions, and boards in the form required by the budget officer. Any department, commission or board which refuses to make such information as is requested of it available to the budget officer shall not be permitted to make expenditures under any subsequent budget for the municipality until such municipal department, commission, or board shall comply in full with the request of the budget officer.

(e) Establish and maintain such procedures as shall insure that no expenditures are made by the municipality, municipal departments, commissions, or board except as authorized by the budget.

Laws 1961, p. 576, § 8-2-9.2, added by Laws 1967, p. 3494, § 1, eff. Sept. 1, 1967. Amended by P.A. 76-1117, § 1, eff. Aug. 28, 1969.

Formerly Ill.Rev.SWt.1991, ch. 24, ¶ 8-2-9.2.

5/8-2-9.3. Compilation and contents of budget

§ 8-2-9.3. Compilation and contents of budget. The municipal budget officer shall compile a budget, such budget to contain estimates of revenues available to the municipality for the fiscal year for which the budget is drafted, together with recommended expenditures for the municipality and all of the municipality's departments, commissions, and boards. Revenue estimates and expenditure recommendations shall be presented in a manner which is in conformity with good fiscal management practices. Substantial conformity to a chart of accounts, now or in the future, recommended by the National Committee on Governmental Accounting, (or) the Auditor of Public Accounts of the State of Illinois, or the Division of Local Governmental Affairs and Property Taxes of the Department of Revenue of the State of Illinois or successor agencies shall be deemed proof of such conformity. The budget shall contain actual or estimated revenues and expenditures for the two years immediately preceding the fiscal year for which the budget is prepared. So far as is possible, the fiscal data for such two preceding fiscal years shall be itemized in a manner which is in conformity with the chart of accounts approved above. Each budget shall show the specific fund from which each anticipated expenditure shall be made.

Laws 1961, p. 576, § 8-2-9.3, added by Laws 1967, p. 3494, § 1, eff. Sept. 1, 1967. Amended by P.A. 76-1117, § 1, eff. Aug. 28, 1969.

Formerly 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

Village of Carol Stream

Outstanding Debt By Type

Last Ten Fiscal Years

April 30, 2016

Fiscal Year Ended	Governmental Activities	Business-Type Activities		
	Tax Increment Refunding Bonds ¹	DWC Installment Contract Payable ²	IEPA Loan Payable ³	Total Primary Government
2007	3,900,000		5,828,893	9,728,893
2008	3,710,000	637,569	5,548,254	9,895,823
2009	3,515,000	637,569	5,260,356	9,412,925
2010	3,310,000	637,569	4,965,011	8,912,580
2011	3,100,000	637,569	4,662,027	8,399,596
2012	2,880,000	637,569	4,351,206	7,868,775
2013	2,650,000	637,569	4,032,346	7,319,915
2014	2,410,000	588,525	3,705,239	6,703,764
2015	1,140,000	539,481	3,369,671	5,049,152
2016	-	490,437	3,025,424	3,515,861

¹ Refunded 1997 tax increment financing bonds by issuing on August 30, 2005, Senior lien tax refunding bonds in the amount of \$4,285,000. This debt is not a general obligation of the Village and is secured by incremental tax revenue generated by the District. Maturities in 2019, 2020 and 2021 totaling \$1,015,000 were redeemed early during FY2015. Remaining maturities in 2018, 2017 and 2016 totaling \$875,000 were redeemed early during FY2016.

² Borrowed \$637,569 from the DuPage Water Commission to finance the connection to Village's water system for residents with contaminated wells located in an unincorporated area of DuPage County, surrounding the Village of Carol Stream. The Village of Carol Stream will be repaid by these residents through an SSA which was established by DuPage County.

³ Loan issued through the IEPA revolving loan program in 2002 to finance the most recent expansion of the Waste Water Treatment Plant.

Village of Carol Stream

Miscellaneous Statistics

April 30, 2016

Date of Incorporation

January 5, 1959

Form of Government

Board-Administrator

The Legislative Board is comprised of the elected Mayor and six Trustees of the Village of Carol Stream. The Board makes policy decisions necessary to maintain and enhance the health, safety and welfare of the citizens and visitors to Carol Stream. These decisions include, but are not limited to: matters of annexation; tax impact; budgets; letting of contracts; citizens' and others' concerns; acceptance of subdivision improvements; establishment of and variations in housing, subdivision, building, drainage, zoning and traffic codes; and establishment of license fees and other charges.

		Term Expires On:
Mayor	Frank Saverino	April 30, 2019
Trustee	Mary Frusolone	April 30, 2019
Trustee	Rick Gieser	April 30, 2017
Trustee	John LaRocca	April 30, 2017
Trustee	Matt McCarthy	April 30, 2017
Trustee	Greg Schwarze	April 30, 2019
Trustee	David Hennessey	April 30, 2019

Geographic Location

Western Suburb of Chicago
Located in DuPage County

Area

10.0 Square Miles

Elections

Number of Registered Voters (4/7/15)	22,763
Number of Votes Cast in Last Municipal Election (4/7/15)	2,468
Percentage of Registered Voters Voting in Last Municipal Election	10.8%

Village of Carol Stream

Operating Indicators Last Ten Calendar Years

Function/Program	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
General Government										
<u>Village Clerk</u>										
Passports Issued	341	612	433	389	353	285	384	358	347	360
<u>Finance</u>										
Vehicle stickers issued	24,269	24,601	29,336	28,794	27,931	27,968	27,968	28,007	28,289	27,636
Real Estate Transfer Tax:										
Number of transactions	1,220	966	731	622	544	618	803	946	859	940
Refunds issued	73	33	14	13	7	7	13	12	10	18
Accounts Payable Checks processed	1,814	1,806	1,709	1,610	1,419	1,442	1,654	1,450	1,590	1,645
Business licenses issued	779	823	717	787	765	761	750	761	759	773
<u>Engineering</u>										
Flexible pavement projects (miles) ¹	7.48	7.40	5.90	7.30	5.10	5.00	7.13	10.08	7.33	7.59
Crackfilling (pds of material)	-	52,580	48,000	53,300	66,610	85,000	71,561	70,000	71,732	74,500
Pavement Rejuvenation (sq yds)	201,539	270,000	240,000	302,000	255,100	280,000	332,445	343,390	346,924	334,813
<u>Community Development</u>										
Building permits issued										
Residential Permits Issued:										
New Construction	70	148	1	-	22	30	10	31	36	15
Remodel	56	73	59	37	22	30	22	15	18	15
Industrial/Commercial Permits Issued:										
New Construction	7	7	2	1	1	3	-	-	3	3
Remodel	105	60	50	42	38	86	61	52	25	19
Accessory Permits Issued ²	1,802	1,632	1,513	1,302	1,223	1,316	1,388	1,326	1,272	1,339
Total Building permit valuation	\$ 50,496,593	\$ 63,899,878	\$ 29,603,698	\$ 31,932,281	\$ 26,753,639	\$ 68,287,474	\$ 41,914,549	\$ 32,470,786	\$ 24,893,692	\$ 39,838,018
Public Safety										
<u>Police</u>										
Calls for Service:										
Officer Initiated	39,033	37,044	36,029	37,857	34,331	28,349	27,184	29,664	27,833	25,938
9-1-1	15,884	15,549	15,222	13,782	12,661	12,025	11,823	11,392	10,980	11,274
Total Accident investigations:	1,012	1,137	1,042	663	547	549	411	373	344	368
Property Damage	913	1,023	935	569	467	459	349	301	290	302
Personal Injury	99	114	107	94	80	89	62	72	54	66
Fatalities	0	0	0	0	0	1	0	0	0	0
Crime Index Part I Offense:										
Homicide	0	0	1	0	0	1	0	0	0	0
Criminal Sexual Assault	3	2	11	6	7	8	3	3	4	7
Robbery	7	15	14	7	9	7	6	7	11	25
Aggravated Assault/Battery	70	62	52	42	28	32	27	19	29	28
Burglary	79	78	107	74	75	75	70	54	60	50
Theft	605	597	582	511	473	390	395	385	304	321
Motor Vehicle Theft	34	20	27	24	26	30	15	15	19	13
Arson	4	5	9	8	13	9	15	11	3	3
Total Part I Offenses	802	779	803	672	631	552	531	494	430	447
Total Part I Arrests	104	120	163	121	133	78	94	73	84	69
Parking violations										
Parking violations	4,959	4,606	5,354	9,172	9,608	2,153	3,380	3,986	3,849	2,788
Traffic violations (includes DUI violations)										
Traffic violations (includes DUI violations)	16,621	18,755	16,993	17,676	13,445	17,726	11,036	12,542	12,558	10,878
DUI Violations	562	499	576	468	347	349	372	392	345	459

Village of Carol Stream

Operating Indicators Last Ten Calendar Years

Function/Program	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
False alarm accounts:										
Commercial	488	512	534	551	575	607	641	680	716	736
Residential	515	544	577	614	655	687	732	797	876	930
False alarm responses:										
Commercial	773	760	810	623	598	569	637	649	622	648
Residential	169	161	126	164	136	116	92	123	192	178
Public Works										
<u>Streets</u>										
Street Sweeping:										
Curb lane miles swept	3,511	4,709	4,181	4,597	2,229	2,997	1,470	1,760	1,680	1,680
Cubic yards of waste collected	1,003	1,213	1,080	1,609	993	1,929	365	525	540	476
Snow plowing:										
Number of snow events	11	17	27	24	29	35	14	31	33	22
Inches of snow fall	26	58	74	53	63	42	24	46	39	45
Right of way mowing:										
Acres mowed	2,498	2,863	1,933	1,926	2,260	1,940	3,670	5,100	3,566	3,389
Sidewalk replaced/repared (squares)	332	341	470	148	329	181	228	360	540	425
Regulatory signs installed	196	232	227	184	192	439	392	224	481	327
<u>Garage</u>										
Number of PM services performed	306	696	824	642	335	254	224	209	265	253
Number of Outsourced services	33	26	39	43	16	31	38	57	37	61
Water										
Average daily consumption:										
Residential	2.47 MGD	2.71 MGD	2.62 MGD	2.63 MGD	2.47 MGD	2.45 MGD	2.52 MGD	2.49 MGD	2.22 MGD	2.26 MGD
Industrial/Commercial	.64 MGD	.72 MGD	0.67 MGD	0.7 MGD	0.58 MGD	0.51 MGD	0.55 MGD	0.63 MGD	0.53 MGD	0.57 MGD
Peak daily consumption	6.36 MGD	7.61 MGD	5.34 MGD	4.94 MGD	4.50 MGD	5.34 MGD	5.71 MGD	5.06 MGD	4.45 MGD	4.28 MGD
Water main breaks	7	10	7	7	7	12	47	41	24	23
Number of valves exercised	125	141	188	136	165	385	235	212	296	97
Water billing accounts on 12/31:										
Residential	10,107	10,200	9,820	10,205	10,245	10,306	10,299	10,248	10,281	10,305
Industrial/Commercial	628	636	558	640	667	1,019	649	694	692	709
Municipal/Church/School	54	54	53	52	50	55	51	56	58	64
Wastewater										
Average daily treatment	5.95 MGD	4.92 MGD	5.46 MGD	5.58 MGD	5.69 MGD	5.68 MGD	4.61 MGD	4.68 MGD	4.88 MGD	5.80 MGD
Excursions/Violations	5	8	22	5	5	5	6	6	1	4

Data Source

Various village departments

NA = Information Unavailable/Program non-existent

MGD = Million Gallons Daily

¹ Flexible pavement projects include street resurfacing, replacement and structural overlay. Data was provided from IDOT reports.

² Accessory Permits include pools, patios, decks, fireplaces, shed, etc.

Village of Carol Stream

Capital Asset Statistics

Last Ten Calendar Years

Function/Program	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Public Safety										
Police										
Stations/Municipal Center	1	1	1	1	1	1	1	1	1	1
Patrol vehicles	45	47	47	44	40	40	38	46	46	46
Public Works										
Residential streets (miles)	108	108	108	108	108	108	108	108	105	105
Storm sewers (miles)	106	106	106	106	106	106	106	106	114	114
Trails/Bike Paths (miles)									6	6
Water and Sewer										
Water mains (miles)	137	137	138	138	138	138	139	139	136	136
Storage capacity (MG)	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5
Sanitary sewers (miles)	109	109	110	110	110	110	112	112	115	115
Treatment capacity (MG)	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5

Data Source

Village's Comprehensive Annual Financial Report Statistic Section

Various village departments