

*Village of  
Carol Stream, Illinois*



**Annual Budget  
May 1, 2019 through April 30, 2020**

**Three Year Financial Plan  
May 1, 2019 through April 30, 2022**



**2020-2022  
FINANCIAL PLAN**

**and**

**2019-2020  
ANNUAL BUDGET**

**as proposed to**

**THE CAROL STREAM  
VILLAGE BOARD**

**by**

**Robert Mellor  
Village Manager**

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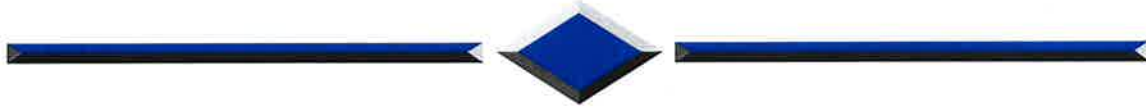
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# *Village of Carol Stream*

## **Mission Statement**

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

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## **Core Values**

### **Accountability**

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

### **Communication**

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

### **Cooperation**

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

### **Integrity**

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

### **Respect**

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



## Village of Carol Stream

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**TO:** Mayor and Trustees  
**FROM:** Robert Mellor, Village Manager *RM*  
**DATE:** April 15, 2019  
**RE:** **2020-2022 Financial Plan  
and Fiscal Year 2019/20 Budget**

Transmitted with this letter is the approved fiscal year 2019/20 annual Village Budget which begins on May 1, 2019. This one year budget of programs, services, revenues and expenditures is incorporated into the broader 2020-2022 Financial Plan. A multi-year focus affords us the opportunity to expand our fiscal planning horizon to better facilitate future decision making. The result of this is a document that includes projections which can be made with a reasonable degree of certainty while providing insight into the future impact of today's decisions.

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

### FOUNDATIONS OF THE FINANCIAL PLAN

The Financial Plan is built upon established statements of principle, organization mission statement and budgetary, economic and community development and service policies. In addition, following each biennial municipal election cycle, the Village Board and Executive Staff participate in a strategic planning exercise to identify and prioritize current and future issues impacting the community. In combination, these lead to identifying the specific resources needed to provide our residents with the services, products and quality of life they enjoy. The most recent strategic planning retreat was conducted in September/October 2017 which provided the foundation of the approved FY19/20 Annual Budget.

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, most department-wide budgets are subdivided into line item budgets for each individual program that makes up the department's activities and services. We feel this approach to budgeting reports the most detailed and comprehensive reflection of all costs associated with the provision of various services provided to the community and provides the Village Board and management invaluable information in the planning and decision-making process.

The 2020-22 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 many of the traditional day to day services delivered to the community and makes up 82.2% of all budgeted resources in FY19/20. 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 51% of total operating fund expenditures. **The total FY19/20 regular full-time-equivalent (FTE) personnel complement is 164.2, a decrease of 1.1 or 0.7% compared to FY18/19.**

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

<u>Fiscal Year</u>	<u>Total Positions</u>	<u>Change</u>	<u>% of Workforce</u>
FY09/10	162.70		
FY10/11	150.95	(11.75)	(7.2%)
FY11/12	143.50	(7.45)	(4.9%)
FY12/13	142.88	(0.62)	(0.4%)
FY13/14	146.45	3.57	2.5%
FY14/15	150.60	4.15	2.8%
FY15/16	154.60	4.00	2.0%
FY16/17	160.90	6.30	4.1%
FY17/18	163.90	3.00	1.9%
FY18/19	165.30	1.40	0.8%
<b>FY19/20</b>	<b>164.20</b>	<b>(1.10)</b>	<b>(0.7%)</b>
<b>Totals</b>		<b>1.50</b>	<b>0.9%</b>

Village staffing for FY19/20 has grown by less than 1.0% compared to 10 years ago. While staffing reductions were necessary in light of unprecedented revenue reductions sustained during the Great Recession, the Village has approached staffing growth very deliberately, in conjunction with an evaluation of current service demands and opportunities to enhance operational efficiency and effectiveness.

Pension and group health insurance costs represent a significant portion of annual personnel expenditures (24%). These costs, over which the Village has little direct control, have historically grown at a rate greater than the Consumer Price Index (CPI) or general revenues.

For FY19/20, contributions to the Illinois Municipal Retirement Fund (IMRF) are anticipated to decrease by 8.4% compared to the FY18/19 budget (due to a reduction in the calendar year 2019 required contribution rate of 11.48% of payroll versus 13.61% in calendar year 2018). The FY19/20 contribution to the Carol Stream Police Pension Fund, which is computed by an independent actuary, is projected to increase by 7.8% compared to the current year budget. This increase was primarily influenced by investment returns in FY17/18 that were below expectations. **Unlike the State of Illinois, Carol Stream has always paid 100% of its required pension funding obligations when due and has never participated in pension funding holidays.**

The Village's contribution to the Intergovernmental Personnel Benefit Cooperative (IPBC), the Village's health insurance pool, is expected to increase in FY19/20 by 4.4% over the current year for health coverage, and by 8.3% for dental coverage for the plan year beginning July 1, 2019.

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 FY19/20 is balanced with budgeted expenditures equal to projected revenues. For the first time in the last six (6) fiscal years, there is no budgeted surplus incorporated into the FY19/20 budget. In addition, for the second consecutive year, new or increases in existing taxes and fees have been introduced as a response to revenue declines in a number of areas throughout the budget. These, combined with additional expenditure cutbacks have been necessary to keep the budget in balance with the goal of meeting basic service demands of the community.

**Projected revenues of \$28,475,000** for FY19/20 are \$815,000 or 2.9% more than revenues budgeted in FY18/19. Almost all of this growth in revenues comes from new taxes and increases in existing fees in response to other revenues that have flattened or declined over the past two fiscal years. A summary of key revenue changes for FY19/20 which make up 95% of the net budget revenue increase are highlighted below:

<u>Revenue Change</u>	<u>Projected Revenue Impact</u>
<b>Alcoholic Beverage Tax</b> - A new 2% alcoholic beverage tax on the purchase of both packaged alcohol products and alcohol served for consumption on a business' premises will be assessed beginning July 1, 2019.	\$400,000
<b>Vehicle License Fee</b> - Fees for vehicle licenses have not been increased in more than 25 years. After incorporating the increase, Carol Stream continues to charge at the low end of fees charged in other communities that provide for local vehicle registration.	295,000
<b>Development Services Fee</b> - This fee pertains mainly to commercial/industrial building permits and has not been adjusted since 2013.	40,000
<b>Video Gaming Terminal Fee</b> - This fee is assessed at \$1,000 per video gaming terminal as a means of administering and enforcing video gaming activity in Carol Stream.	<u>39,000</u>
<b>Total</b>	<u><b>\$774,000</b></u>

The above tax and fee increases replace other revenues lost in various areas of the budget, the more significant of which are discussed below:

**Sales Tax** - The largest single revenue source for General Fund operations comes from sales taxes, which have historically contributed just under half of all available revenues. Shortly after the start of FY17/18, sales tax receipts began a sharp and sustained decline. By mid-2017 it was confirmed that one of Carol Stream's largest sales tax producers had moved its e-commerce operations to a facility in another jurisdiction. For the year ended April 30, 2018 sales taxes declined by approximately \$888,000 or 7.4% over the prior year.

Further degrading the Village's share of sales tax revenues, in August of 2017 the State of Illinois began withholding 2% of Carol Stream's home rule sales taxes as a "collection fee". This fee was subsequently reduced to 1.5% of taxes collected, which still amounts to an additional permanent annual revenue loss to Carol Stream of \$77,000 or more.

Looking forward to FY19/20, Carol Stream will lose two (2) additional businesses during 2019 that are among the "top 25" sales tax producers. Both are building expanded facilities in neighboring jurisdictions due to site constraints at their current locations. This will result in an additional projected revenue loss of \$330,000 annually. Total budgeted sales taxes for FY19/20 are expected to decline by \$700,000 or 5.5% compared to the FY18/19 budget projection.

**State Income Tax** - The State's July 2017 budget included a 10% "one-time" reduction of income taxes shared with local governments including Carol Stream. This resulted in the diversion of hundreds of thousands of dollars away from Carol Stream residents and businesses to a State government that, even after a July 2017 income tax increase, cannot pay its bills on time. Local governments were furthermore prohibited from sharing in any increases in income taxes generated from the State's rate hike. These additional revenues were retained by the State.

The State's 2018 budget continued the practice of diverting revenues due to local governments, albeit at a lower 5% rate compared to the prior year. Although our FY19/20 revenue projection for Income Tax shows a modest increase of about 1.5% over current year estimated revenues (primarily due to low unemployment and wage growth), our new year budget plan presumes the State will continue to raid local funds to shore up their faltering financial position. A 5% holdback on our estimated FY18/19 revenues of \$3,900,000 would suggest that Carol Stream residents will be indirectly paying the State of Illinois an additional \$195,000 next year rather than having those funds support essential Village services.

**Telecommunications Tax** - Collections of the Village's 6% telecommunications tax has declined in 8 of the last 10 years due to decreased reliance on traditional land-line telecommunications services and increases in other forms of non-taxable communications (e.g. voice over internet). Telecommunications tax collections have declined by more than \$1.1 million since the Village's FY05/06 and are expected to continue to decline at a



rate of 10% per year over the three year financial plan. These revenue losses will not be recovered.

**Cable Franchise Fees** – Similar to telecommunications taxes, we have begun to note a significant drop-off in franchise fees generated from our two local cable service providers. Revenues forecast for FY19/20 show a decline of \$120,000 or 20% over current year budgeted revenues, likely reflecting a significant trend toward streaming services which cannot be taxed locally. This negative trend is anticipated to continue over the three year financial plan.

**Budgeted Expenditures of \$28,475,000** are balanced with projected revenues. There is no budgeted surplus projected for FY19/20. Historically, General Fund surplus funds each year are transferred to the Capital Projects Fund as the primary funding source for general roadway, storm sewer, facility and related infrastructure improvement projects. Due to revenue shortfalls, there have been no surplus transfers to the Capital Projects Fund in the last two (2) years. Budgeted expenditures for FY19/20 represent an increase of \$1,260,000 or 4.6% compared to budgeted expenditures for FY18/19.

The General Fund is where the majority of day to day services to the community are provided. Not surprisingly, 75% of all General Fund expenditures are related to personnel costs. Total salary and wage costs for all General Fund personnel in FY19/20 are increased by \$984,584 or 4.9% compared to the approved FY18/19 budget. This increase will provide for:

- Non-Union Compensation Plan adjustments.
- Existing step and contractual compensation adjustments under currently active collective bargaining agreements.
- Increase in actuarially determined Village contribution to the Carol Stream Police Pension Fund.

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

- Added emphasis on building maintenance contracts and expenditures related to the first full year of Village operations at the newly renovated Gregory J. Bielawski Municipal Center.
- Replacement of key Information Technology infrastructure including the building phone system, Storage Array Network (SAN) and other server replacements.
- Continuation of a multi-year Unified Development Ordinance (UDO) project with the assistance of a consultant to update and consolidate the Zoning, Subdivision and Sign Codes under one ordinance.

- Conversion of the Police Department's report writing software application to a new system.

As the proposed FY19/20 budget was nearing its final form, staff noted a new significant downward trend in sales tax revenue collections. Total cash receipts for the three consecutive months of December 2018, January 2019 and February 2019 declined by 10.0%, 11.7% and 13.6% respectively when compared to the same periods in the prior year, resulting in a loss of more than \$219,000 in revenues over the three month period.

In response to this trend and to ensure projected budgeted revenues for FY19/20 are forecast as accurately as possible, our estimate of sales taxes was reduced by an additional \$600,000 for FY19/20. This change in forecast placed the proposed budget in a deficit position.

In order to bring the proposed budget back into balance, staff worked to identify additional budget cuts and deferrals listed in the table on pages xiv to xv of this letter of transmittal. These items will be frozen until such time as it can be demonstrated that revenues during FY19/20 are sufficient to support reinstatement of a portion or all of the items on the list. Village Board concurrence will be required to reinstate action on any of the items.

The result of these cutbacks is an adjusted expenditure budget for FY19/20 that grows by only 2.4% over budgeted expenditures in the prior fiscal year.

### **Water and Sewer Fund**

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

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

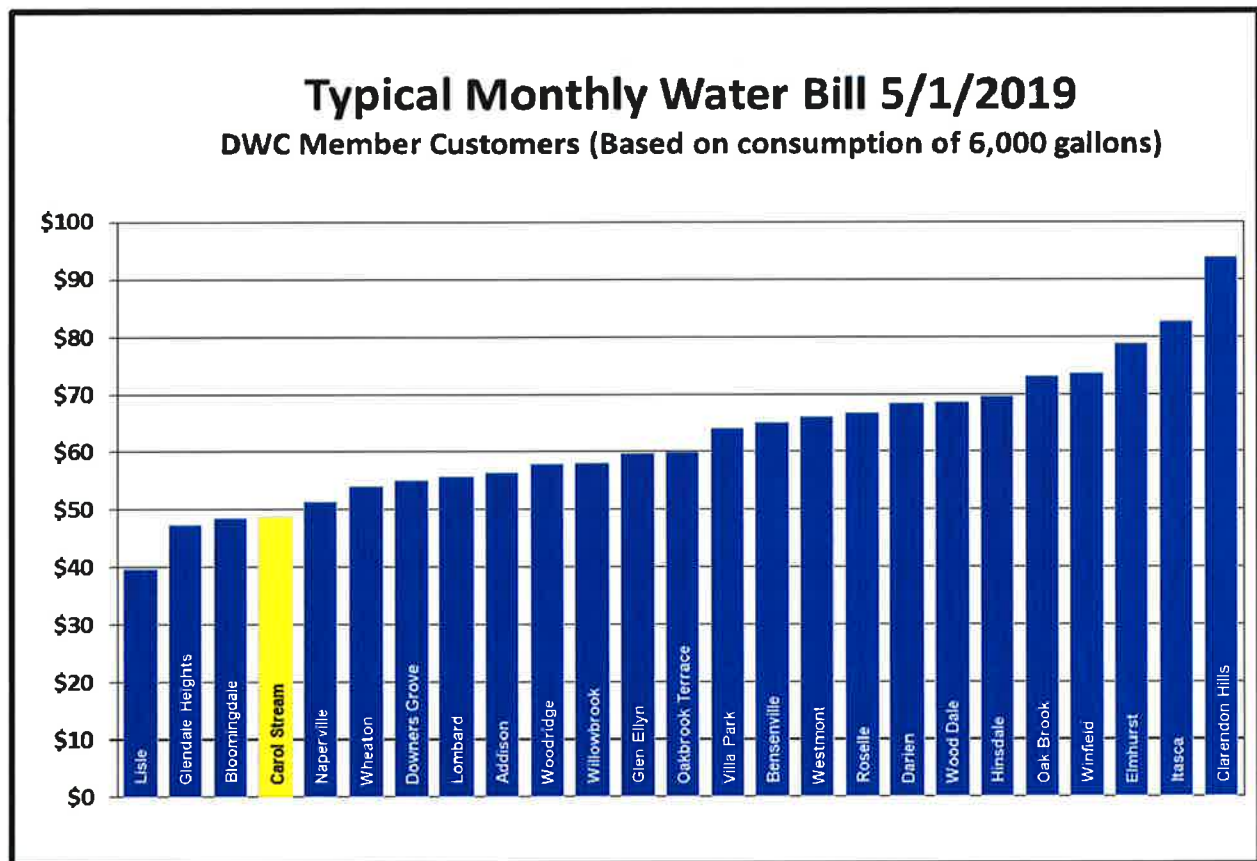
During the extended period of water cost increases, significant focus was placed on cost containment in other areas of the Water and Sewer budget to minimize to the extent practicable, the impact on Carol Stream rate payers. Furthermore, Carol Stream water rate increases throughout this period were limited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

Fund reserve balances have declined by more than \$5.9 million since FY08/09 due to continued capital reinvestment and increases in other operating costs. As a result, additional rate increases

have become necessary to ensure the Village is able to fund needed capital improvement programs throughout and beyond the 3 year financial plan horizon.

Beginning May 1, 2019, water rates will be increased by \$0.39 (5.0%) and sewer rates by \$0.44 (10.4%) per 1,000 gallons of water used. This will ensure that the Fund is able to meet its operating costs as well as partially cover the planned capital component of the budget and longer-term financial plan. Additional annual rate increases will likely be needed to bolster capital reserves needed for future system maintenance and improvements.

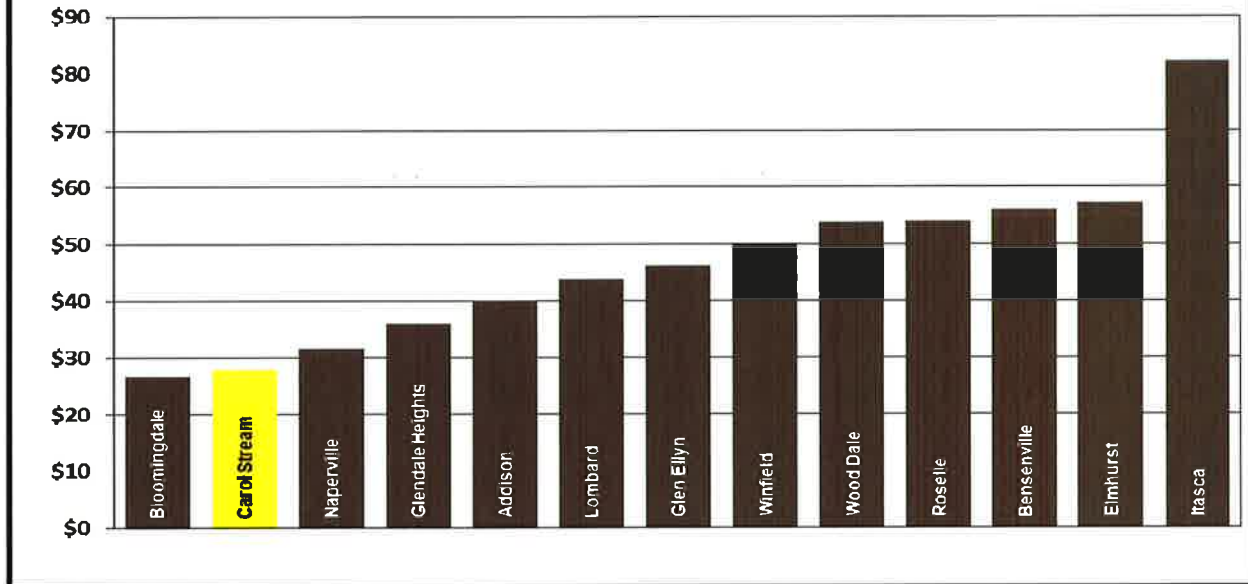
Despite the need to increase water and sewer rates on May 1, 2019, a recent survey of all DuPage Water Commission customers shows that Carol Stream continues to charge among the lowest rates for both water and sanitary sewer services.



Source: Survey of municipal websites - March, 2019.

## Typical Monthly Sanitary Sewer Bill 5/1/2019

DWC Member Customers (Based on water consumption of 6,000 gallons)



Source: Survey of municipal websites - March, 2019. Includes only those communities that operate sewage treatment facilities.

**Budgeted FY19/20 operating expenses of \$12,502,274** are \$83,980 or 0.7% less than FY18/19 budgeted expenses. The largest operating expenditure item is the community's water supply purchased from the DuPage Water Commission (48.2% of operating expenses) followed by the management contract for the Water Reclamation Center (15.1% of operating expenses).

The primary driver of the net reduction in FY19/20 operating expenses is a projected \$406,000 or 6.3% reduction in anticipated water purchase costs compared to estimated FY18/19 purchases.

During FY17/18, staff noted a significant reduction in the ratio of water billed to total water purchases from the DuPage Water Commission. A multi-departmental Water Loss Taskforce was established with the purpose of examining all potential sources for water loss in an effort to minimize losses to the extent possible. There are numerous possible sources for unbilled water loss including underground leaks/breaks in water mains, hydrants, and service lines, annual hydrant flushing, fire use, illegal connections or hydrant taps, aging metering equipment and potential account/billing errors.

In December of 2018, the Village, through the use of a leak detection contractor, discovered a very large failure in a private water main. Because this main was located in a densely vegetated area that discharged directly into a wetland, this break had likely gone undetected for an extended period of time. Upon repair, the Village's ratio of water billed to water purchased immediately returned to an acceptable range. The Water Loss Taskforce will continue to operate on an as-needed basis as the Village continues its work in maintaining and planning for rehabilitation of its aging water system infrastructure.

**Water and Sewer Fund capital** construction expenses are budgeted at \$3,503,000 for FY19/20. While detailed capital improvement projects and programs related to the water and sanitary sewer infrastructure are planned and programmed as a component of the Capital Improvement Program (CIP), these expenditures are financed and budgeted in the Water and Sewer Fund and are ultimately supported by customer rates and charges.

The two largest capital improvement projects identified for FY19/20 include the reconstruction of the Schmale Road Water Main (\$3,078,000) and preliminary design engineering for the Dewatering System Improvements Project at the Wastewater Reclamation Center (\$325,000) that is planned for construction in FY20/21.

## CAPITAL IMPROVEMENT PROGRAM AND BUDGET

As Carol Stream matures, increased emphasis is being placed on infrastructure maintenance and replacement. A comprehensive Capital Improvement Plan (CIP) has been developed to address the Village's infrastructure needs. Due to the comprehensive nature of the CIP, it is prepared separately from the Village Budget and includes a specific project planning horizon of 5 years, with a more general focus extending out to 20 years. The first three years of the CIP are incorporated into the Village budget and Financial Plan and are presented in the Village's **Capital Projects Fund and Motor Fuel Tax Fund. Between these two funds, a total of \$5,778,000 is budgeted to be reinvested in the maintenance of the Village's infrastructure assets in FY19/20, representing approximately 10.6% of total expenditures authorized in the Village Budget.**

The FY19/20 capital budget continues our focus of providing a full complement of infrastructure maintenance and improvement projects. Historically, other than the periodic availability of project-related grant funding, the Capital Projects Fund has been entirely reliant on surplus transfers from the General Fund to finance capital improvements.

Over the past two fiscal years, the General Fund has not produced surplus funds sufficient to warrant transfers to the Capital Projects Fund. The loss of sales taxes from the Village's top retailer in FY17/18 combined with continued losses in FY18/19 and the impending closure of two additional major retailers in FY19/20 coupled with continued actions by our State government to divert municipal revenues for their own use have necessitated a more defensive position in the General Fund as it relates to the availability of cash reserves. Due to the recent unavailability of General Fund surplus funds to replenish capital reserves, beginning in June, 2018, the Village adopted a 4 cent per gallon local motor fuel tax as the Capital Project Fund's first dedicated source of revenue to ensure that at least some funds are available to be applied toward roadway infrastructure improvements. Budgeted motor fuel taxes alone however will not sustain the Village's Capital Projects Fund in the long-term.

The Village's street maintenance and reconstruction program is aimed at maintaining an overall "good" street system rating. A recent roadway condition assessment study has validated our targeted condition rating. The largest project planned for FY19/20 is the annual Flexible Pavement Program (\$2,200,000) which will be funded by the Motor Fuel Tax Fund. A complete listing of planned capital improvement projects for FY19/20 can be found on page 189.

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 will **not** be sufficient to complete the programmed capital improvements over the next three year planning horizon. Based on current project schedules all reserves will be depleted before the end of FY21/22. To avoid this situation, new revenues will be needed, projects will need to be reevaluated, deferred, reduced in scope or eliminated altogether or some combination of the above if the Village is to remain on sound financial footing.

### SPECIAL FUNDS

The Village maintains a number of smaller funds which are reserved for specific purposes. Combined, these funds make up the remaining 7.2% of the total budget for FY19/20.

#### Police Pension Fund

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

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

The latest actuarial valuation shows the Pension Fund's funded status at 61.7% as of April 30, 2018, unchanged from April 30, 2016.

#### TIF3 – North Avenue / Schmale Road

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

The Village approved a Redevelopment Agreement on July 15, 2013 with Caputo's New Farm Produce to convert a portion of the redevelopment area into a retail grocery store and warehouse operation. The negotiated developer incentive will be paid entirely from incremental property taxes generated by the development and 50% of the sales taxes produced for a maximum term of thirteen (13) years. In the event the established development incentive has not been paid to the developer by that time, an additional two (2) years of incremental property taxes only will be



paid for no more than an additional two years or until the full incentive amount has been paid, whichever occurs sooner.

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

### LOOKING AHEAD

As we are continually reminded, the Village's principal 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 is operating in an environment of increased revenue volatility. Revenue streams once considered stable are now under constant threat.

We must remain vigilant in defending and preserving our revenue base. State sales taxes and other State-shared revenues make up 61% of total General Corporate Fund revenues. The potential for additional loss of State-shared revenues through legislative action continues to pose a significant threat to our mission of delivering excellent public services in a fiscally responsible manner. Even with new revenues produced by an increase in the State income tax in 2017, the State continues to struggle to pay its bills on time. We have remained in continuous contact with our local Council of Government and our elected leaders in Springfield to ensure that the impacts on municipal budgets arising from cuts in State funding are clearly communicated.

### ACKNOWLEDGEMENTS

The entire management team has spent considerable time developing the 2020-22 Financial Plan and FY19/20 Annual Budget. Particular thanks go to Assistant Village Manager Joe Carey, Assistant to the Village Manager Tia Messino, and Finance Director Jon Batek 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 2020-22 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.

Village of Carol Stream - FY19/20 Annual Budget  
 Items Budgeted but Frozen/Suspended\*

**Freezes/Holds/Deferments**

Tfirs	Sales Tax Rebates	\$ 100,000	Given our downgrade in projected sales taxes, we should pay less in rebates under current revenue sharing agreements.
ES	Emergency Services	100,000	This was originally added as a placeholder for possible building modifications for the build-out of a dedicated EOC at the Municipal Center. The Village currently has sufficient communications, data, equipment and related technology to support emergency operations. Elimination of this placeholder will not impair our ability to respond to emergency situations.
ENG	Property Maintenance	\$ 25,000	Stream Maintenance - Budgeted at \$35,000, reduce to \$10,000.
ENG	Property Maintenance	\$ 6,000	NPDES Implementation / Conservation Foundation.
PW	Training/Small Equipment	\$ 2,250	Drone purchase and training.
PW	Consultant	\$ 25,000	PW Facility - Space Optimization Study.
PW	Property Maint./Supplies	\$ 38,500	North Ave/ TC / Daylily - Mulch (3rd year of deferral).
PW	Maintenance / Repair	\$ 4,000	PWC Exterior Lighting - convert to LED.
PW	Operating Supplies	\$ 3,000	TC Landscape improvements. Reduced to \$2,000 from \$5,000.
PW	Equipment	\$ 20,500	Purchase 1 zero-turn mower replacement, defer 1 to FY20/21.
PW	Equipment	\$ 30,000	TC Lightning Detector replacement. Current unit operable, detector also at Hampe Park.
HR	Unemployment Comp.	\$ 8,000	This is a contingency for possible unemployment claims. The Village has had no claims in the last 2 fiscal years. Eliminate this contingency in its entirety.
HR	Consulting	\$ 7,500	Organizational development training for supervisors.
IT	Telephone	\$ 3,800	Eliminate redundant satellite back-up previously installed at Fire 28.
IT	Consultant	\$ 20,000	Microfilm conversion to digital format (on-going initiative).
IT	Software/Hardware	\$ 15,000	Agenda Management Software / Village Board devices.
IT	Equipment	\$ 60,000	Phone system / Voicemail. Complete replacement was budgeted at \$75,000. Cut by \$60,000, retain \$15,000 to perform necessary system upgrades to maintain viability. \$60,000 deferred to FY20/21.
CD	Consultant	\$ 5,000	Contingency for possible multi-family housing inspection initiative.

Village of Carol Stream - FY19/20 Annual Budget  
 Items Budgeted but Frozen/Suspended\*

**Freezes/Holds/Deferments**

CD	Property Maint.	\$ 1,000	House Board-up contingency (rarely used).
Bldg.	TC Fountain Repairs	\$ 38,000	What was originally budgeted as a comprehensive overhaul of fountain mechanical systems due to recurring service disruptions (\$50,000), has been cut back to \$12,000 so that various pumps and motors can be replaced in more of a phased approach.
Adm	PSA Videos	\$ 1,500	Misc. PSA video productions.
Adm	Drone Production Serv.	\$ 4,500	Drone Production Services.
Bldg.	TC Maintenance	\$ 1,800	TC drinking fountain repair (still operable but no cold water).
Bldg.	TC Maintenance	\$ 4,000	Fountain trough sheet metal cap replacement.
Bldg.	Equipment	\$ 4,500	TC ice maker replacement.
VB&C	Consultant	\$ 5,000	Every other Year Village Board Strategic Goal Setting Workshop.
Police	Vehicles	\$ 77,200	2 squad cars + upfit costs. 6 budgeted, we will purchase only 4.
various	Training	\$ 8,400	Out of State Conferences (local training substituted when available). Com. Dev. / APA Conference / Houston, TX PW Dir. / National Conference / (local conference in-lieu) Eng. / APWA Conference / Seattle, WA Admin. / ICMA National Conference / Nashville, TN

**Total**

**\$ 619,450**

\* Village Board authorization required for reinstatement of any items based on review of budget performance.



**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](http://carolstream.org).

E. Cash Reserve Policy

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

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

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

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

**General Corporate Fund**

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

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

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

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

**Water and Sewer Fund**

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

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

F. Cash Management

1. An investment policy has been adopted by the Village Board. The investment policy provides guidelines for the prudent investment of the temporary idle cash and outlines the policies for maximizing the efficiency of the cash management system. The ultimate goal is to enhance the economic status of the Village while protecting its pooled cash.
2. The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the Village to invest funds to the fullest extent possible. The Village attempts to match funds to projected disbursements.

3. In order to maximize interest earnings, the Village commingles the cash of all funds excluding the Police Pension Fund. Interest revenue derived from commingled cash is allocated to the participating funds monthly based on the relative cash balance of each fund.
4. Criteria for selecting investments and the order of priority are:
  - a. Legal. The investment program must be in conformance with federal laws, state statutes, local ordinances, and internal policies and procedures. State statutes govern the investment of public funds and provide the general framework for investment activity and fiduciary responsibilities.
  - b. Safety. The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The Village only invests in those investments that are considered safe.
  - c. Liquidity. This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal and interest. Liquidity is an important investment quality especially when the need for unexpected funds occur occasionally.
  - d. Yield. Yield is the potential dollar earnings an investment can provide, and sometimes is described as the rate of return.

G. Accounting, Auditing and Financial Reporting Policies

1. The Village will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principals (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).
2. The accounting system will maintain records on a basis consistent with accepted standards for local government accounting (according to GASB).
3. Where possible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by Fund.
4. An independent firm of certified public accountants will perform an annual financial and compliance audit according to Generally Accepted Auditing Standards (GAAS) and will publicly issue an opinion which will be incorporated in the Comprehensive Annual Financial Report.
5. The Village will use the modified accrual basis of accounting for its governmental funds (general, special revenue, capital projects and debt service funds). Revenues are

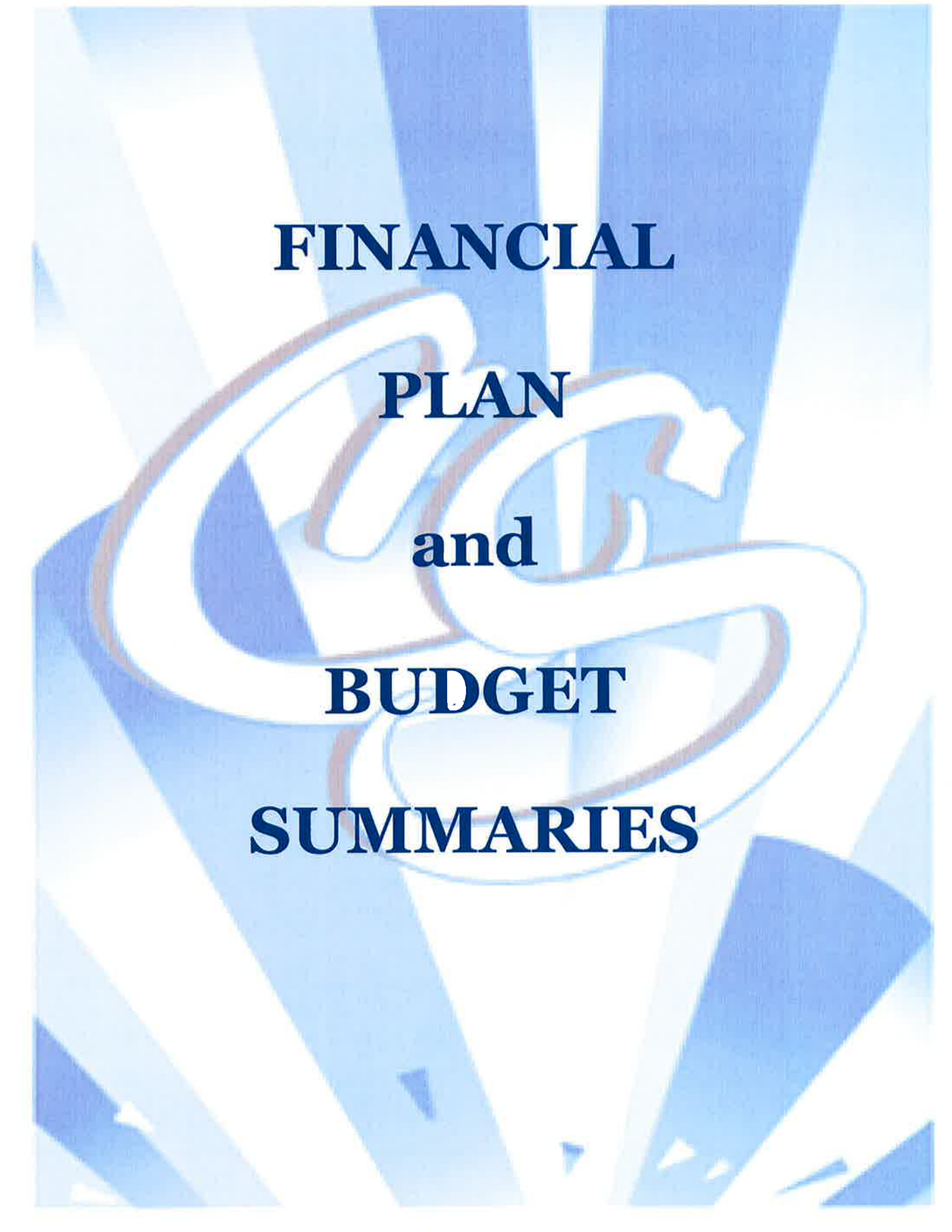
recognized in the accounting period which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred.

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

1. The Village encourages controlled growth of the community following an official Comprehensive Plan for development.
2. Firm but fair enforcement of up to date codes.
3. Actively promote Village as a location for high-end industrial and commercial enterprise, utilizing available economic incentives to encourage business to choose Carol Stream.
4. Emphasize business “retention” as an important part of economic development.
5. Encourage a mix of residential housing type to appeal to a wide range of people. Emphasis is placed on encouraging single family detached “higher end” housing as the Village has sufficient multi-family and single family attached housing stock and recently, age restricted residential development has been encouraged.
6. The Village will continually stay abreast of and pursue any potential development or redevelopment opportunities.



1. Provide essential traditional government services efficiently and well.
2. Encourage community-based approaches to identifying community needs and for fulfilling them.
3. Emphasis on preventive measures and practices rather than cures.
4. Encourage innovative organizational, administrative and operational practices and procedures.
5. Maintain a balance between services provided by Village employees and those provided by private sector, utilizing cost effectiveness and quality measures as determinants.
6. No new Village service without establishment of a specific identifiable revenue source to fund it.
7. Personnel and other resource levels are adjusted to provide present programs and levels of service as defined in keeping with the principles of the plan established by the Village Board. If necessary and feasible, staff will be added to maintain the current service levels.

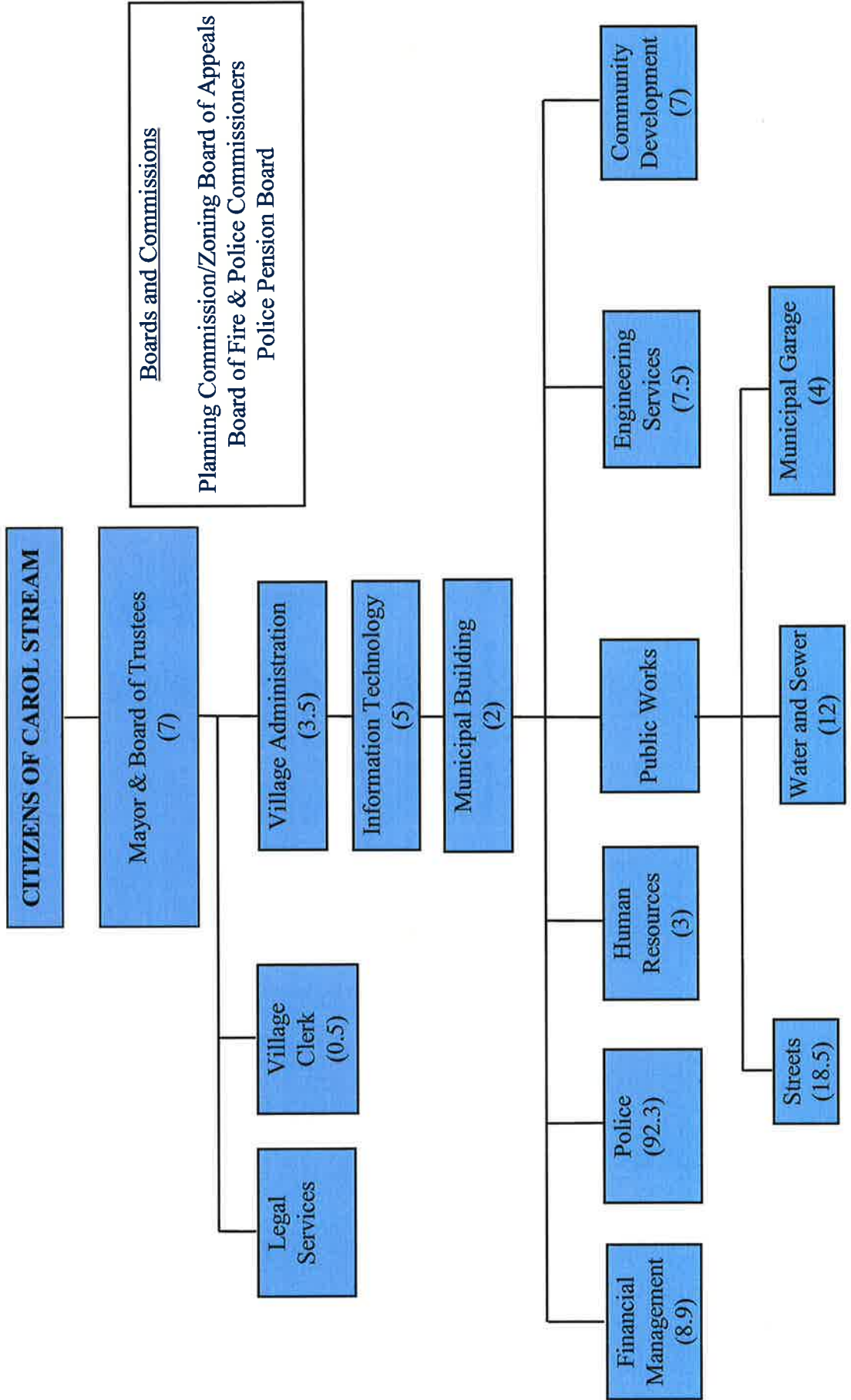


**FINANCIAL  
PLAN  
and  
BUDGET  
SUMMARIES**

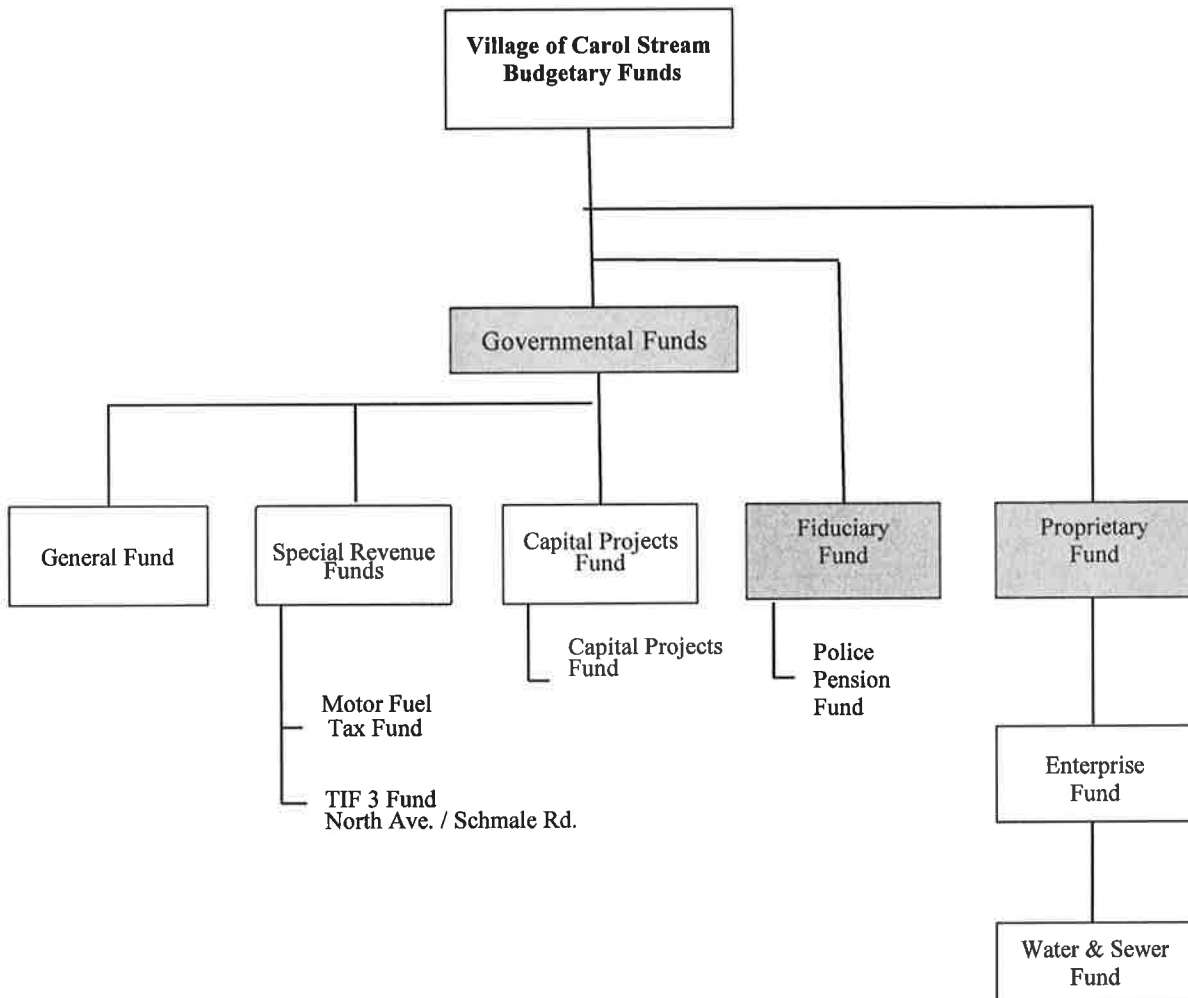
# Village of Carol Stream

## ORGANIZATION CHART

May 1, 2019



**VILLAGE OF CAROL STREAM FUND STRUCTURE**



### **Fund Descriptions:**

#### **Governmental Funds**

The **General Fund** accounts for all general governmental activities not accounted for in other funds. It includes most tax revenues and such services as public safety, highways and streets, engineering, planning and administration.

The **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.

#### **Enterprise Funds**

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

#### **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 one Tax Increment Financing District (**TIF 3 – North Avenue / Schmale Road**).

#### **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, 2020

ALL GOVERNMENTAL FUND TYPES

Description	General	Capital Proj.	Motor Fuel Tax	TIF 3	Totals
				North Ave./ Schmale Rd.	
<b>Revenue</b>					
Taxes	\$ 22,949,000	\$ 950,000		\$ 326,000	\$ 24,225,000
Licenses and Permits	1,645,500				1,645,500
Intergovernmental	100,000	823,000	1,010,000		1,933,000
Charges for Services	1,644,500				1,644,500
Fines and Forfeits	1,518,000				1,518,000
Interest	210,000	180,000	50,000	6,600	446,600
Miscellaneous	408,000		0		408,000
Transfer from General Fund				113,900	113,900
<b>Total Revenue</b>	<b>28,475,000</b>	<b>1,953,000</b>	<b>1,060,000</b>	<b>446,500</b>	<b>31,934,500</b>
<b>Expenditures</b>					
General Government	\$ 7,516,248				\$ 7,516,248
Public Safety	16,967,037				16,967,037
Highways and Streets	3,991,715		123,000		4,114,715
Capital Improvements		3,455,000	2,200,000		5,655,000
Miscellaneous				218,000	218,000
<b>Total Expenditures</b>	<b>28,475,000</b>	<b>3,455,000</b>	<b>2,323,000</b>	<b>218,000</b>	<b>34,471,000</b>
<b>Change in Fund Position</b>	<b>0</b>	<b>(1,502,000)</b>	<b>(1,263,000)</b>	<b>228,500</b>	<b>(2,536,500)</b>
<b>Fund Balances</b>					
May 1 - Projected	15,159,172	7,329,158	4,076,954	548,336	27,113,620
<b>April 30 - Projected</b>	<b>\$ 15,159,172</b>	<b>\$ 5,827,158</b>	<b>\$ 2,813,954</b>	<b>\$ 776,836</b>	<b>\$ 24,577,120</b>

# Village of Carol Stream

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

### ALL GOVERNMENTAL FUND TYPES

Description	General	Capital Proj.	Motor Fuel Tax	TIF 3 North Ave./ Schmale Rd.	Totals
<b>Revenue</b>					
Taxes	\$ 23,425,000	\$ 950,000		\$ 337,000	\$ 24,712,000
Licenses and Permits	1,665,700				1,665,700
Intergovernmental	100,000	425,000	1,010,000		1,535,000
Charges for Services	1,631,500				1,631,500
Fines and Forfeits	1,518,000				1,518,000
Interest	230,000	150,000	90,000	7,000	477,000
Miscellaneous	411,000		128,000		539,000
Transfer from General Fund		0		115,000	115,000
<b>Total Revenue</b>	<b>28,981,200</b>	<b>1,525,000</b>	<b>1,228,000</b>	<b>459,000</b>	<b>32,193,200</b>
<b>Expenditures</b>					
General Government	\$ 7,432,755				\$ 7,432,755
Public Safety	17,301,971				17,301,971
Highways and Streets	3,993,076		127,000		4,120,076
Capital Improvements		4,597,000	3,042,000		7,639,000
Miscellaneous				218,000	218,000
<b>Total Expenditures</b>	<b>28,727,802</b>	<b>4,597,000</b>	<b>3,169,000</b>	<b>218,000</b>	<b>36,711,802</b>
<b>Change in Fund Position</b>	<b>253,398</b>	<b>(3,072,000)</b>	<b>(1,941,000)</b>	<b>241,000</b>	<b>(4,518,602)</b>
<b>Fund Balances</b>					
May 1 - Projected	15,159,172	5,827,158	2,813,954	776,836	24,577,120
<b>April 30 - Projected</b>	<b>\$ 15,412,570</b>	<b>\$ 2,755,158</b>	<b>\$ 872,954</b>	<b>\$ 1,017,836</b>	<b>\$ 20,058,518</b>

# Village of Carol Stream

## Combined Statement of Proposed Revenues, Expenditures and Changes in Fund Balances Year Ended April 30, 2022

### ALL GOVERNMENTAL FUND TYPES

Description	General	Capital Proj.	Motor Fuel Tax	TIF 3 North Ave./ Schmale Rd.	Totals
<b>Revenue</b>					
Taxes	\$ 23,848,500	\$ 950,000		\$ 348,000	\$ 25,146,500
Licenses and Permits	1,610,700				1,610,700
Intergovernmental	100,000	1,644,000	1,010,000		2,754,000
Charges for Services	1,611,500				1,611,500
Fines and Forfeits	1,518,000				1,518,000
Interest	250,000	51,000	90,000	7,400	398,400
Miscellaneous	413,500				413,500
Transfer from General Fund		0		116,100	116,100
<b>Total Revenue</b>	<b>29,352,200</b>	<b>2,645,000</b>	<b>1,100,000</b>	<b>471,500</b>	<b>33,568,700</b>
<b>Expenditures</b>					
General Government	\$ 7,412,882				\$ 7,412,882
Public Safety	17,677,670				17,677,670
Highways and Streets	3,876,591		131,000		4,007,591
Capital Improvements		7,760,000	0		7,760,000
Miscellaneous				218,000	218,000
<b>Total Expenditures</b>	<b>28,967,143</b>	<b>7,760,000</b>	<b>131,000</b>	<b>218,000</b>	<b>37,076,143</b>
<b>Change in Fund Position</b>	<b>385,057</b>	<b>(5,115,000)</b>	<b>969,000</b>	<b>253,500</b>	<b>(3,507,443)</b>
<b>Fund Balances</b>					
May 1 - Projected	15,412,570	2,755,158	872,954	1,017,836	20,058,518
<b>April 30 - Projected</b>	<b>\$ 15,797,627</b>	<b>\$ (2,359,842)</b>	<b>\$ 1,841,954</b>	<b>\$ 1,271,336</b>	<b>\$ 16,551,075</b>



# Village of Carol Stream

## ALL PROPRIETARY AND FIDUCIARY FUND TYPES

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

Description	Proprietary	Fiduciary	Totals
	Water & Sewer	Police Pension	
<b>Revenue</b>			
Charges for Services	\$ 13,335,000		13,335,000
Contributions		3,305,502	3,305,502
Interest	225,000	3,360,000	3,585,000
<b>Total Revenue</b>	<b>13,560,000</b>	<b>6,665,502</b>	<b>20,225,502</b>
<b>Expenses</b>			
Operations	12,017,714		12,017,714
Benefits and Refunds		3,672,500	3,672,500
Capital Investment	3,668,000		3,668,000
Debt Service	484,560		484,560
<b>Total Expenses</b>	<b>16,170,274</b>	<b>3,672,500</b>	<b>19,842,774</b>
<b>Net Income (Loss)</b>	<b>(2,610,274)</b>	<b>2,993,002</b>	<b>382,728</b>
<b>Unrestricted Net Position</b>			
May 1 - Projected	11,246,942	46,734,818	57,981,760
<b>April 30 - Projected</b>	<b>\$ 8,636,668</b>	<b>\$ 49,727,820</b>	<b>\$ 58,364,488</b>

# Village of Carol Stream

ALL PROPRIETARY AND  
FIDUCIARY FUND TYPES

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

Description	Proprietary	Fiduciary	Totals
	Water & Sewer	Police Pension	
<b>Revenue</b>			
Charges for Services	\$ 14,000,000		14,000,000
Contributions		3,588,053	3,588,053
Interest	240,000	3,570,000	3,810,000
<b>Total Revenue</b>	<b>14,240,000</b>	<b>7,158,053</b>	<b>21,398,053</b>
<b>Expenses</b>			
Operations	12,565,936		12,565,936
Benefits and Refunds		3,972,500	3,972,500
Capital Investment	2,178,000		2,178,000
Debt Service	483,579		483,579
<b>Total Expenses</b>	<b>15,227,515</b>	<b>3,972,500</b>	<b>19,200,015</b>
<b>Net Income (Loss)</b>	<b>(987,515)</b>	<b>3,185,553</b>	<b>2,198,038</b>
<b>Unrestricted Net Position</b>			
May 1 - Projected	8,636,668	49,727,820	58,364,488
<b>April 30 - Projected</b>	<b>\$ 7,649,153</b>	<b>\$ 52,913,373</b>	<b>\$ 60,562,526</b>

*Village of Carol Stream*

**ALL PROPRIETARY AND  
FIDUCIARY FUND TYPES**

**Combined Statement of Proposed  
Revenues/Expenses & Changes in Net Assets  
Year Ended April 30, 2022**

Description	<u>Proprietary</u>	<u>Fiduciary</u>	Totals
	Water & Sewer	Police Pension	
<b>Revenue</b>			
Charges for Services	\$ 14,675,000		14,675,000
Contributions		3,901,857	3,901,857
Interest	255,000	3,750,000	4,005,000
<b>Total Revenue</b>	<b>14,930,000</b>	<b>7,651,857</b>	<b>22,581,857</b>
<b>Expenses</b>			
Operations	12,399,935		12,399,935
Benefits and Refunds		4,272,500	4,272,500
Capital Investment	254,000		254,000
Debt Service	482,598		482,598
<b>Total Expenses</b>	<b>13,136,533</b>	<b>4,272,500</b>	<b>17,409,033</b>
<b>Net Income (Loss)</b>	<b>1,793,467</b>	<b>3,379,357</b>	<b>5,172,824</b>
<b>Unrestricted Net Position</b>			
May 1 - Projected	7,649,153	52,913,373	60,562,526
<b>April 30 - Projected</b>	<b>\$ 9,442,620</b>	<b>\$ 56,292,730</b>	<b>\$ 65,735,350</b>

# Village of Carol Stream

## Summary of Budgeted Revenues and Expenses

Fund	Actual FY 17/18	Revised Budget FY 18/19	Estimated FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>REVENUES</b>						
General Fund	\$ 26,585,695	\$ 27,660,000	\$ 27,563,000	\$ 28,475,000	\$ 28,981,200	\$ 29,352,200
Water & Sewer Fund	11,966,090	12,880,000	12,775,000	13,560,000	14,240,000	14,930,000
Capital Projects Fund	406,854	1,865,000	1,253,000	1,953,000	1,525,000	2,645,000
Motor Fuel Tax Fund	1,053,375	1,092,000	1,087,000	1,060,000	1,228,000	1,100,000
TIF3 - North / Schmale	419,066	450,000	436,782	446,500	459,000	471,500
Police Pension Fund	5,247,674	6,440,000	5,569,243	6,665,502	7,158,053	7,651,857
<b>Total Revenues</b>	<b>\$ 45,678,754</b>	<b>\$ 50,387,000</b>	<b>\$ 48,684,025</b>	<b>\$ 52,160,002</b>	<b>\$ 53,591,253</b>	<b>\$ 56,150,557</b>
<b>EXPENSES</b>						
General Fund	\$ 25,765,965	\$ 27,215,000	\$ 26,799,263	\$ 28,475,000	\$ 28,727,802	\$ 28,967,143
Water & Sewer Fund	12,448,121	16,482,754	12,753,381	16,170,274	15,227,515	13,136,533
Capital Projects Fund	12,836,261	10,478,000	7,600,000	3,455,000	4,597,000	7,760,000
Motor Fuel Tax Fund	3,197,979	119,000	93,450	2,323,000	3,169,000	131,000
TIF3 - North / Schmale	215,433	228,000	218,247	218,000	218,000	218,000
Police Pension Fund	2,834,480	3,126,500	3,109,015	3,672,500	3,972,500	4,272,500
<b>Total Expenses</b>	<b>\$ 57,298,239</b>	<b>\$ 57,649,254</b>	<b>\$ 50,573,356</b>	<b>\$ 54,313,774</b>	<b>\$ 55,911,817</b>	<b>\$ 54,485,176</b>

# Village of Carol Stream

## Personnel Schedule

	Authorized		Proposed	Proj.	Proj.	
	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
<b>1 Administration</b>						
a. Village Manager	1	1	1	<b>1</b>	1	1
b. Asst. Village Manager	1	1	1	<b>1</b>	1	1
c. Asst. to the Village Mgr.	1	1	1	<b>1</b>	1	1
d. Secretary (1 PT)	1	1	1	<b>0.5</b>	0.5	0.5
	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>
<b>2 Information Technology</b>						
a. IT Director	1	1	1	<b>1</b>	1	1
b. IT Network Engineer	1	1	1	<b>1</b>	1	1
c. IT Technician	2	2	3	<b>2</b>	2	2
d. IT Database Developer	0	1	1	<b>1</b>	1	1
	<b>4</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>3 Human Resources</b>						
a. Human Resources Director	1	1	1	<b>1</b>	1	1
b. Human Resources Generalist	1	1	1	<b>1</b>	1	1
c. HR Tech / Interdpmntl Aide	0	0	0	<b>1</b>	1	1
d. Secretary (PT)	0.6	0.6	0.6	<b>0</b>	0	0
	<b>2.6</b>	<b>2.6</b>	<b>2.6</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>4 Financial Management</b>						
a. Finance Director	1	1	1	<b>1</b>	1	1
b. Asst. Finance Director	0	0	0	<b>1</b>	1	1
c. Accounting Manager	1	1	1	<b>0</b>	0	0
d. Accountant	1	1	1	<b>1</b>	1	1
e. Financial Analyst	0	0	1	<b>1</b>	1	1
f. Accounts Clerk	6	6	3	<b>3</b>	3	3
g. Cust Svc Rep (1 FT, 2PT)	0	0	1.9	<b>1.9</b>	1.9	1.9
	<b>9.0</b>	<b>9.0</b>	<b>8.9</b>	<b>8.9</b>	<b>8.9</b>	<b>8.9</b>
<b>5 Community Development</b>						
a. Community Development Dir.	1	1	1	<b>1</b>	1	1
b. Planning & E.D. Mgr.	1	1	1	<b>1</b>	1	1
c. Development Svcs. Mgr.	1	1	1	<b>1</b>	1	1
d. Code Professional I	1	1	1	<b>1</b>	1	1
e. Code Professional II	1	1	1	<b>1</b>	1	1
f. Permit Systems Coord.	1	1	1	<b>1</b>	1	1
g. Secretary	1	1	1	<b>1</b>	1	1
	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

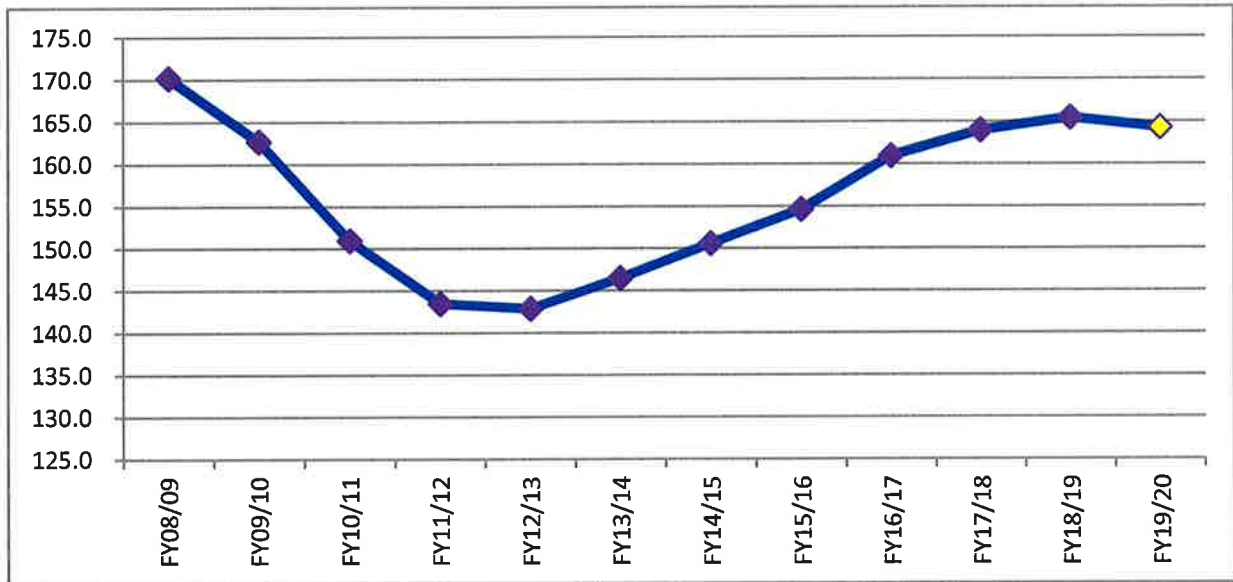
	Authorized		Proposed	Proj.	Proj.	
	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
<b>6 Engineering Services</b>						
a. Dir. of Engineering Serv.	1	1	1	<b>1</b>	1	1
b. Asst. Village Engineer	1	1	1	<b>1</b>	1	1
c. Stormwater Administrator	1	1	1	<b>1</b>	1	1
d. Civil Engineer II	1	1	1	<b>1</b>	1	1
e. Engineering Inspector	2	2	2	<b>2</b>	2	2
f. Administrative Secretary	1	1	1	<b>1</b>	1	1
g. Secretary (PT)	0.5	0.5	0.5	<b>0.5</b>	0.5	0.5
	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>
<b>7 Public Works-Streets Division</b>						
a. Director of Public Works	1	1	1	<b>1</b>	1	1
b. Superintendent of Operations	1	1	1	<b>1</b>	1	1
c. Streets Supervisor	1	1	1	<b>1</b>	1	1
d. Administrative Supervisor	0	0	0	<b>1</b>	1	1
e. Office Manager	1	1	1	<b>0</b>	0	0
f. Data Coordinator	1	0	0	<b>0</b>	0	0
g. Management Analyst	1	1	1	<b>1</b>	1	1
h. Secretary (3 PT)	1.5	1.5	1.5	<b>1.5</b>	1.5	1.5
i. Facilities Technician	0	1	1	<b>1</b>	1	1
j. PWE I	2	2	2	<b>2</b>	2	2
k. PWE II	9	9	9	<b>9</b>	9	9
	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>
<b>Public Works-Water/Sewer Division</b>						
a. Utilities Supervisor	1	1	1	<b>1</b>	1	1
b. WSE I	2	2	2	<b>2</b>	2	2
c. WSE II	7	7	8	<b>8</b>	8	8
d. WSE III - Utility Locator	1	1	1	<b>1</b>	1	1
	<b>11</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>Public Works - Municipal Garage Division</b>						
a. Garage Supervisor	1	1	1	<b>1</b>	1	1
b. Mechanic	3	3	3	<b>3</b>	3	3
	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Total - Public Works</b>	<b>33.5</b>	<b>33.5</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>
<b>8 Police Department</b>						
a. Chief of Police	1	1	1	<b>1</b>	1	1
b. Deputy Police Chief	2	2	2	<b>2</b>	2	2

# Village of Carol Stream

## Personnel Schedule

	Authorized		Proposed	Proj.	Proj.	
	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
c. Commander	3	3	3	<b>3</b>	3	3
d. Social Worker	2	2	2	<b>2</b>	2	2
e. Social Services Supervisor	1	1	1	<b>1</b>	1	1
f. Sergeant	6	7	7	<b>7</b>	7	7
g. Police Officer	55	56	56	<b>56</b>	56	56
h. Community Service Tech.	6	6	6	<b>6</b>	6	6
i. Evidence Custodian	1	1	1	<b>1</b>	1	1
j. Secretary (2 FT, 1 PT)	2.8	2.8	2.8	<b>2.8</b>	2.8	2.8
k. Records Supervisor	1	1	1	<b>1</b>	1	1
l. Records Clerk (6 FT, 1 PT)	7	7	6.5	<b>6.5</b>	6.5	6.5
m. Training Coordinator/ Budget Analyst	1	1	1	<b>1</b>	1	1
n. RCFL Investigator	1	1	1	<b>1</b>	1	1
o. Crime Free Housing Coord.	1	1	0	<b>0</b>	0	0
p. Community Affairs Specialist	0	0	1	<b>1</b>	1	1
	<b>90.8</b>	<b>92.8</b>	<b>92.3</b>	<b>92.3</b>	<b>92.3</b>	<b>92.3</b>
<b>9 Municipal Building</b>						
a. Building Maint. Superv.	1	1	1	<b>1</b>	1	1
b. Building Maint. Employee	1	1	1	<b>1</b>	1	1
	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>10 Village Board &amp; Clerk</b>						
a. Secretary (PT)	0.5	0.5	0.5	<b>0.5</b>	0.5	0.5
	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>TOTAL - REGULAR EMPLOYEES</b> (Full-Time Equivalent)	<b>160.9</b>	<b>163.9</b>	<b>165.3</b>	<b>164.2</b>	<b>164.2</b>	<b>164.2</b>
<b>11 Seasonal &amp; Miscellaneous</b>						
Temporary Help						
a. Streets-Summer	7	7	6	<b>6</b>	6	6
b. W/S Division-Summer	2	2	2	<b>2</b>	2	2
c. Engineering Intern	2	2	2	<b>2</b>	2	2
<b>TOTAL-OTHER THAN FULL TIME</b> (Full-Time Equivalent)	<b>11.0</b>	<b>11.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>
<b>TOTAL EMPLOYEE COUNT</b> (Full-Time Equivalent)	<b>166.4</b>	<b>169.4</b>	<b>170.3</b>	<b>169.2</b>	<b>169.2</b>	<b>169.2</b>

**Village of Carol Stream  
Historical and Proposed Regular Employee Staffing  
Fiscal Year 19/20 Beginning May 1, 2019**



**Changes in Village Staffing**

Village staffing proposed for FY19/20 remains 3.5% less than 11 years ago at the onset of the Great Recession. Staff reductions from FY09/10 to FY12/13 were in response to the sustained recessionary environment and were necessary to maintain operating expenditures within available revenues which had deteriorated significantly over the same period.

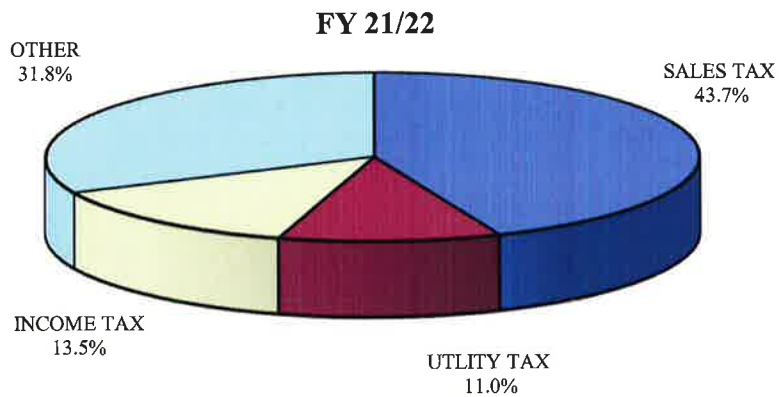
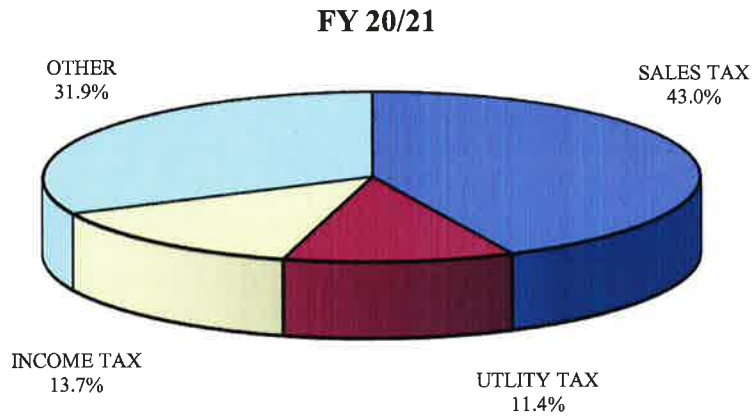
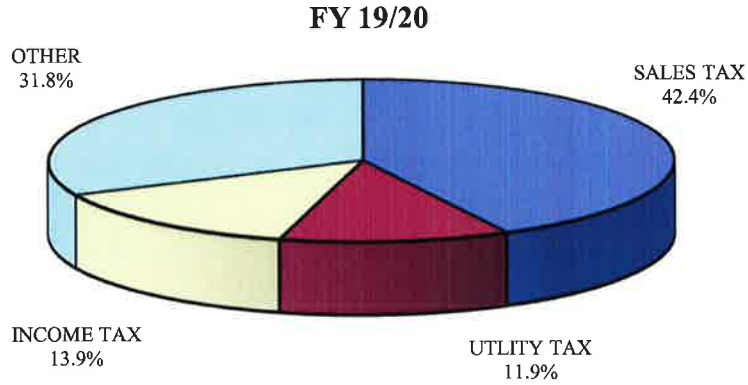
As revenues recovered from the Great Recession, the Village has been able to strategically plan for staffing additions in areas where needed to meet expected service levels or to address specific Village objectives or priorities.



The background features a series of vertical, slightly curved stripes in various shades of blue, ranging from light to dark. Overlaid on these stripes is a large, white, three-dimensional-looking swirl or ribbon that loops and curves across the center of the image. The text is centered over this graphic.

**GENERAL  
CORPORATE  
FUND**

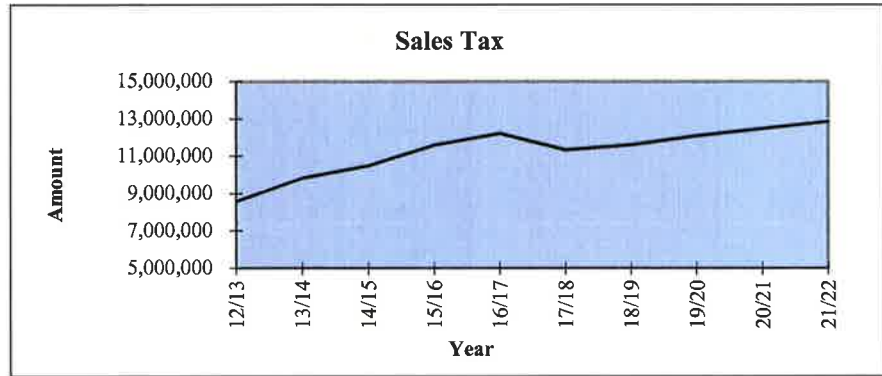
**GENERAL CORPORATE FUND  
KEY OPERATING REVENUES  
FY19/20 - FY21/22**



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 2/3 of General Corporate Fund operating revenues, it is important that they be continually monitored and protected from any legislative changes.

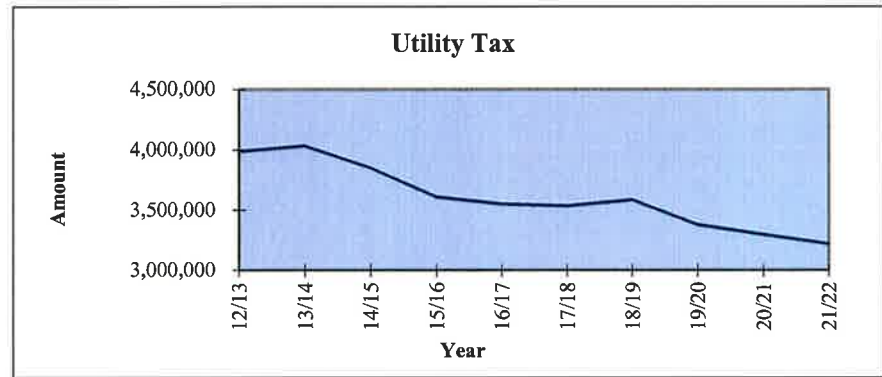
**GENERAL CORPORATE FUND  
KEY REVENUES**

<u>YEAR</u>	<u>AMOUNT</u>
12/13	8,567,050
13/14	9,810,667
14/15	10,483,744
15/16	11,593,505
16/17	12,221,974
17/18	11,334,395
18/19 (Est.)	11,600,000
19/20 (Proj.)	12,085,000
20/21 (Proj.)	12,473,000
21/22 (Proj.)	12,847,000



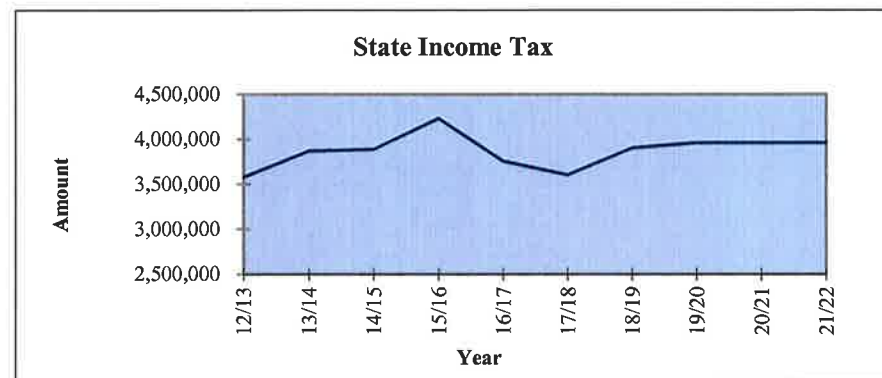
Sales taxes experienced a significant decline during FY17/18 due to the loss of major local taxpayers and the State's imposition of a 2% "collection fee" on home rule sales taxes. The recovery of projected revenues into FY18/19 is due to an increase in the Village's home rule sales tax rate from 0.75%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

<u>YEAR</u>	<u>AMOUNT</u>
12/13	3,985,863
13/14	4,031,105
14/15	3,848,788
15/16	3,607,406
16/17	3,549,759
17/18	3,532,015
18/19 (Est.)	3,584,000
19/20 (Proj.)	3,377,000
20/21 (Proj.)	3,294,000
21/22 (Proj.)	3,215,000



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>
12/13	3,578,776
13/14	3,869,685
14/15	3,889,081
15/16	4,232,099
16/17	3,753,675
17/18	3,601,069
18/19 (Est.)	3,900,000
19/20 (Proj.)	3,960,000
20/21 (Proj.)	3,960,000
21/22 (Proj.)	3,960,000



Revenues are allocated on a per capita basis. The State reduced distributions to local governments by 10% in FY17/18, by 5% in FY18/19 and is expected to continue diverting revenues to local governments for its own use into FY19/20.

# Village of Carol Stream

## GENERAL CORPORATE FUND

## Revenues

Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Revenue FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22	Footnotes
<b>Property Taxes</b>							
Road and Bridge	\$202,272	\$190,000	\$180,000	\$171,000	\$154,000	\$138,500	<u>1</u>
Pers. Prop. Repl. Tax	99,165	90,000	82,500	75,000	75,000	75,000	<u>2</u>
<b>Other Taxes</b>							
Sales Tax	7,275,930	7,418,000	6,900,000	6,935,000	7,169,000	7,384,000	<u>3</u>
Electricity Use Tax	1,861,477	1,870,000	1,930,000	1,880,000	1,880,000	1,880,000	<u>4</u>
Income Tax	3,601,069	3,575,000	3,900,000	3,960,000	3,960,000	3,960,000	<u>5</u>
Alcohol Tax	0	0	0	400,000	400,000	400,000	<u>6</u>
Amusement Tax	968	1,500	1,000	1,000	1,000	1,000	
Home Rule Sales Tax	4,058,465	5,367,000	4,700,000	5,150,000	5,304,000	5,463,000	<u>7</u>
Real Estate Transfer Tax	1,179,883	900,000	985,000	950,000	1,050,000	1,125,000	<u>8</u>
Natural Gas Use Tax	622,901	570,000	680,000	620,000	625,000	625,000	<u>9</u>
Telecommunications Tax	1,047,637	974,000	974,000	877,000	789,000	710,000	<u>10</u>
Auto Rental Tax	24,162	23,000	25,000	25,000	25,000	25,000	
Local Use Tax	1,050,641	1,045,000	1,162,000	1,220,000	1,281,000	1,345,000	<u>11</u>
Hotel Tax	311,813	355,000	370,000	410,000	420,000	425,000	<u>12</u>
Video Gaming Tax	230,190	277,000	265,000	275,000	292,000	292,000	<u>13</u>
<b>Total Taxes</b>	<b>\$21,566,573</b>	<b>\$22,655,500</b>	<b>\$22,154,500</b>	<b>\$22,949,000</b>	<b>\$23,425,000</b>	<b>\$23,848,500</b>	
<b>Licenses and Permits</b>							
Business/Misc. License	27,040	28,500	28,500	28,500	28,500	28,500	
Dog License	1,990	2,200	2,200	2,000	2,200	2,200	
Vehicle License	370,530	385,000	435,000	680,000	740,000	680,000	<u>14</u>
Liquor License	171,595	160,000	170,000	170,000	175,000	180,000	
Vending Machine License	5,415	6,000	6,000	6,000	6,000	6,000	
Game Room Fees	1,000	1,000	1,000	1,000	1,000	1,000	
Building Permits	457,957	500,000	560,000	575,000	525,000	525,000	
Rental Licensing Fees	88,500	85,000	85,000	85,000	85,000	85,000	<u>15</u>
Video Gaming Permit Fee	55,400	48,800	86,500	87,500	92,500	92,500	<u>16</u>
Massage Est. Lic. Fee	0	0	7,000	6,500	6,500	6,500	
Tobacco License	3,800	4,000	4,000	4,000	4,000	4,000	
<b>Total Licenses / Permits</b>	<b>\$1,183,227</b>	<b>\$1,220,500</b>	<b>\$1,385,200</b>	<b>\$1,645,500</b>	<b>\$1,665,700</b>	<b>\$1,610,700</b>	
<b>Charges for Services</b>							
Legal & Planning Fees	105,457	75,000	160,000	125,000	125,000	125,000	
Liquor Investigation Fees	19,125	12,000	12,000	11,000	12,000	12,000	
Cable Franchise Fees	580,953	605,000	540,000	485,000	461,000	438,000	<u>17</u>
Public Hearing Fees	21,860	20,000	25,000	25,000	25,000	25,000	
PEG Fees - Comcast	30,048	32,000	29,500	29,000	28,000	27,000	<u>18</u>
PEG Fees - AT&T	26,555	24,000	23,000	21,000	20,000	19,000	<u>18</u>
Passport Fees	6,540	7,500	5,200	0	0	0	
Stormwater Plan Review	77,063	146,000	100,000	146,000	146,000	146,000	
Police Training Act Reimb.	26,752	10,000	15,000	6,000	8,000	8,000	
Police Liaison	212,267	212,000	218,000	225,000	232,000	240,000	<u>19</u>
Municipal Service Charge	404,000	475,000	475,000	415,000	418,000	415,000	<u>20</u>
Maint. & Rpr. Reimb.	3,412	3,500	3,500	3,500	3,500	3,500	

# Village of Carol Stream

## GENERAL CORPORATE FUND

## Revenues

Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Revenue FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22	Footnotes
Police Reports	3,583	3,000	4,000	4,000	4,000	4,000	
Mowing - DPC ROW	24,120	24,000	24,000	24,000	24,000	24,000	
Reim Fee Based/DuMeg	125,578	125,000	125,000	125,000	125,000	125,000	21
<b>Total Charges for Services</b>	<b>\$1,667,313</b>	<b>\$1,774,000</b>	<b>\$1,759,200</b>	<b>\$1,644,500</b>	<b>\$1,631,500</b>	<b>\$1,611,500</b>	
<b>Fines and Forfeits</b>							
Circuit Court Fines	351,946	350,000	394,000	400,000	400,000	400,000	22
Ordinance Forfeits	54,957	85,000	70,000	80,000	80,000	80,000	
DUI Tech Funds	65,535	65,000	43,000	45,000	45,000	45,000	
Court DUI Fines	273,039	250,000	210,000	225,000	225,000	225,000	
Court Fines - Vehicles	23,875	25,000	23,000	25,000	25,000	25,000	
False Alarms	17,550	16,000	18,000	18,000	18,000	18,000	
Vehicle Forfeiture	0	0	9,000	0	0	0	
Other Forfeiture	91,111	25,000	75,000	50,000	50,000	50,000	
ATLE Fines	363,915	315,000	390,000	400,000	400,000	400,000	23
Towing Fee	272,000	250,000	270,000	275,000	275,000	275,000	
<b>Total Fines and Forfeits</b>	<b>\$1,513,928</b>	<b>\$1,381,000</b>	<b>\$1,502,000</b>	<b>\$1,518,000</b>	<b>\$1,518,000</b>	<b>\$1,518,000</b>	
<b>Interest Income</b>							
Interest Income	115,018	140,000	175,000	210,000	230,000	250,000	
<b>Other Revenues</b>							
Miscellaneous Revenue	213,569	140,000	200,000	150,000	150,000	150,000	
IT Library Reimb Est	0	90,000	84,000	93,000	96,000	98,500	
Insurance Reimbursements	143,263	90,000	150,000	100,000	100,000	100,000	
Sale of Surplus Property	26,972	25,000	15,000	25,000	25,000	25,000	
Donations & Contributions	27,558	30,000	31,000	30,000	30,000	30,000	24
Fees and Admissions	11,431	14,000	7,100	10,000	10,000	10,000	25
<b>Total Other Operating</b>	<b>422,793</b>	<b>389,000</b>	<b>487,100</b>	<b>408,000</b>	<b>411,000</b>	<b>413,500</b>	
<b>Total Operating Revenue</b>	<b>26,468,852</b>	<b>27,560,000</b>	<b>27,463,000</b>	<b>28,375,000</b>	<b>28,881,200</b>	<b>29,252,200</b>	
<b>Non-Operating Revenue</b>							
Intergovernmental Grants	116,843	100,000	100,000	100,000	100,000	100,000	26
<b>Total Non-Operating Rev.</b>	<b>116,843</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	
<b>Total Revenue</b>	<b>26,585,695</b>	<b>27,660,000</b>	<b>\$27,563,000</b>	<b>\$28,475,000</b>	<b>\$28,981,200</b>	<b>\$29,352,200</b>	

## REVENUE FOOTNOTES

1. **Road & Bridge Tax: (\$171,000)** Per State statute, the Village receives a 50% share of Township Road & Bridge tax levies (Bloomington, Milton and Wayne) on properties which are situated within municipal and road district boundaries.
2. **Personal Property Replacement Tax (PPRT): (\$75,000)** PPRT taxes resulted when the Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. Carol Stream receives a pro-rata share of current "replacement" tax revenues collected based on its share of personal property taxes collected for the 1977 tax year.

The Village is further required to share 30.0% of its receipts received with the Carol Stream Library based on the original 1977 distribution formula. Total revenues budgeted are shown net of anticipated payments to the Library.

3. **Sales Tax: (\$6,935,000)** Carol Stream receives 16% of the 6.25% State base sales tax rate which is equivalent to 1% of the sales price of general merchandise. Sales tax collections are based on sales activity which takes place within the Village, thus "shopping Carol Stream" has a direct benefit to taxpayers in the community.

During FY17/18, the Village fell short of projected sales taxes by nearly \$1.2 million due to the loss of sales taxes generated by a few major retailers in the community. This resulted in a significant reduction in base tax revenues. Sales taxes during FY18/19 continued to decline as growth in revenues from other major retailers failed to materialize. The budget for FY19/20 also incorporates the known closure of two additional significant sales tax producing businesses that are building new facilities in neighboring communities.

4. **Electricity Use Tax: (\$1,880,000)** 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 FY19/20 is based on historical averages.
5. **Income Tax: (\$3,960,000)** Illinois municipalities receive a share of the Illinois State income tax based on their population. The Illinois legislature began this practice in 1969 after prohibiting local communities from imposing their own local income tax. This is the largest of the state-shared revenues that the Village relies upon. Prior to the 2011 income tax rate increase from 3% to 5%, municipalities received 10% of all income taxes collected by the State. That percentage was reduced to 6% following the tax rate hike, which essentially locked out municipalities from receiving any additional funding from the tax increase.

Beginning in 2015, the State Income Tax rate reverted downward to 3.75%, at which time the municipal share was increased from 6% to 8% to maintain revenue neutrality.

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

The State has continued to divert municipal revenues, by 5% during the State's FY19 budget, which will likely extend into FY20 based on the Governor's preliminary budget address. Despite the State's continued diversion of municipal revenue shares for their own purposes, total Village collections improved during FY18/19 due to healthy economic conditions. Modest growth is forecast into the Village's new FY19/20 fiscal year.

6. **Alcohol Tax: (\$400,000)** Due to significant declines in the Village's sales tax base, as well as other core General Fund revenues that have failed to keep pace with general cost increases, following a series of additional budget cuts and deferrals totaling more than \$600,000, a 2% tax on all alcohol sales within the Village has been proposed with a commencement date of July 1, 2019. This tax will apply to all packaged sales of alcohol as well as alcohol served for consumption on a business's premises.
7. **Home Rule Sales Tax: (\$5,150,000)** The Village imposes a 1% additional "home rule" sales tax which applies to general merchandise sales (excludes grocery, vehicles, medical appliances, etc.).
8. **Real Estate Transfer Tax: (\$950,000)** A tax of \$3 per \$1,000 of a property's sales price is imposed upon the transfer of real property.
9. **Natural Gas Use Tax: (\$620,000)** 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.
10. **Telecommunications Tax: (\$877,000)** A 6% tax is imposed on telecommunications services in the community. Collections have declined in 8 of the last 10 years due to decreased reliance on traditional land-line telecommunications services and increases in other forms of non-taxable communications (i.e. voice over internet). Continued annual revenue declines of 10% are forecast in each year of the financial plan. This revenue source has declined by more than \$1.1 million since FY05/06.

11. **Local Use Tax: (\$1,220,000)** 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 5.0% over the 3-year financial plan, largely due to the new “economic nexus” rules coming from the June 2018 Supreme Court case South Dakota v Wayfair.
12. **Hotel Tax: (\$410,000)** A 5% room tax is assessed and collected on rentals in our two local hotels. A third local extended stay hotel opened during FY18/19.
13. **Video Gaming Tax: (\$275,000)** 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, 2019, a total of 16 Carol Stream establishments have been issued permits to operate a total of 80 gaming terminals.
14. **Vehicle License: (\$680,000)** The vehicle sticker fee has been increased effective May 1, 2019 for the first time in more than 25 years. A 2-year passenger vehicle sticker will increase from \$30 to \$50 beginning with the May 1, 2019 biennial renewal cycle. After the fee increase, Carol Stream vehicle license fees remain at the lower end of comparable communities.
15. **Rental Licensing Fees: (\$85,000)** A rental licensing fee was implemented to help defray costs associated with the establishment of a Crime-Free Housing Program which began in early 2015.
16. **Video Gaming Permit Fee: (\$87,500)** In connection with permitting video gaming in Carol Stream, a \$1,000 per gaming terminal annual permit fee is required which will offset added costs of registration, compliance and enforcement efforts.
17. **Cable Franchise Fees: (\$485,000)** The Village receives a 5% franchise fee from its two local cable operators. Revenues are projected to decline by 10%, 5%, and 5% per year over the three year financial plan due to a migration away from cable services toward streaming services which are not presently subject to local taxes.
18. **PEG Fees: (\$50,000)** 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 Information Technology budget.



19. **Police Liaison:** (\$225,000) 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.
20. **Municipal Service Charge:** (\$415,000) 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 Technology.
21. **Reimbursement / Fee Based / DuMeg:** (\$125,000) The Village bills for additional Police services requested by external agencies (i.e. schools) to cover extracurricular events. This line item also receives reimbursement for a portion of an Officer assigned to DuMeg (DuPage Metropolitan Enforcement Group).
22. **Circuit Court Fines:** (\$400,000) The Village receives a portion of fine revenues generated from police citations processed through the Circuit Court. Beginning in May of 2013, the Village added local prosecution of traffic offenses rather than using the State's Attorney.
23. **ATLE Fees:** (\$400,000) The Village contracts with a 3<sup>rd</sup> 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.
24. **Donations and Contributions:** (\$30,000) These revenues represent corporate sponsorships which fund the Summer Concert Series at the Ross Ferraro Town Center.
25. **Fees and Admissions:** (\$10,000) This revenue line records the Village's share of annual summer carnival proceeds at the Ross Ferraro Town Center.
26. **Intergovernmental Grants:** (\$100,000) This includes regular recurring traffic enforcement, ballistic vest and tobacco enforcement grants.

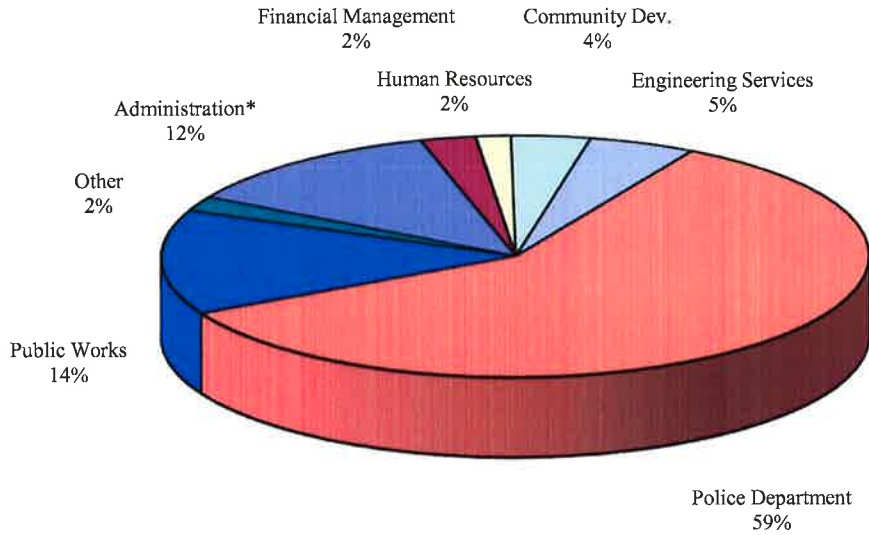
# Village of Carol Stream

## GENERAL CORPORATE FUND

## Revenues - Expenditures

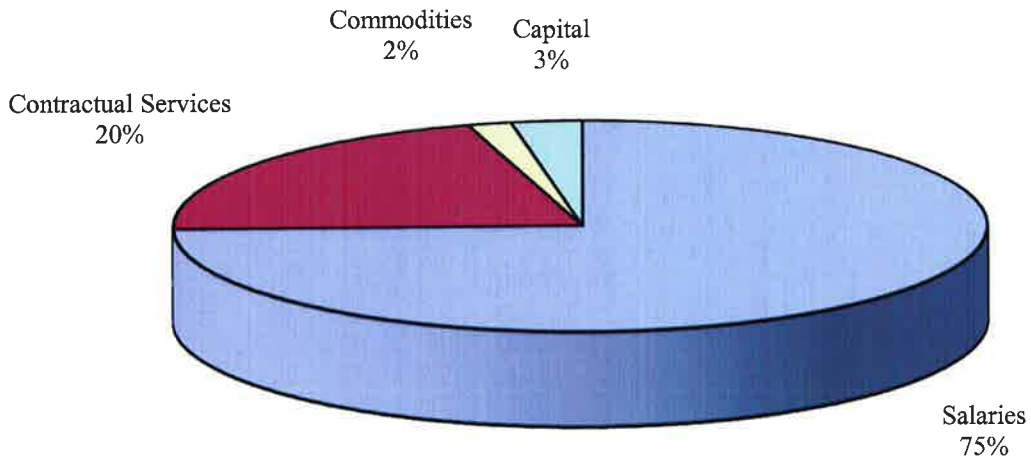
Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Revenues</b>						
Operating Revenue	\$ 26,468,852	\$ 27,560,000	\$ 27,463,000	\$ 28,375,000	\$ 28,881,200	\$ 29,252,200
Non-Operating Revenue	116,843	100,000	100,000	100,000	100,000	100,000
<b>Total Revenues</b>	<b>\$ 26,585,695</b>	<b>\$ 27,660,000</b>	<b>\$ 27,563,000</b>	<b>\$ 28,475,000</b>	<b>\$ 28,981,200</b>	<b>\$ 29,352,200</b>
<b>Expenditures</b>						
Fire & Police Commission	\$ 53,337	\$ 19,510	\$ 17,374	\$ 36,311	\$ 39,811	\$ 36,311
Village Board & Clerk	103,720	122,155	119,929	151,123	146,833	148,183
Plan Commission & ZBA	3,967	5,900	5,080	5,400	5,400	5,400
Emergency Services	0	29,070	0	158,000	58,000	58,000
Legal Services	247,977	274,000	252,000	273,500	265,000	268,500
Village Clerk	39,778	37,784	43,411	0	0	0
Administration	835,229	866,979	937,813	865,717	864,246	868,503
Human Resources	400,636	431,713	363,660	451,994	457,339	457,661
Financial Management	972,796	945,852	913,558	720,036	687,097	730,860
Engineering Services	1,376,151	1,355,703	1,252,021	1,388,189	1,416,636	1,406,853
Comm. Development	956,145	983,016	965,938	1,031,122	1,030,258	1,036,476
Information Technology	1,078,852	1,361,782	1,355,084	1,508,202	1,478,037	1,417,753
Police	14,877,341	15,736,097	15,747,535	16,809,037	17,243,971	17,619,670
Streets	3,428,412	3,607,679	3,533,909	3,991,715	3,993,076	3,876,591
Municipal Building	749,362	681,910	683,847	474,059	426,493	414,967
Municipal Garage	6,933	0	0	0	0	0
Transfers and Agreements	595,621	712,600	564,636	566,700	571,000	576,500
Special Events	39,708	43,250	43,468	43,895	44,605	44,915
<b>Total Expenditures</b>	<b>\$ 25,765,965</b>	<b>\$ 27,215,000</b>	<b>\$ 26,799,263</b>	<b>\$ 28,475,000</b>	<b>\$ 28,727,802</b>	<b>\$ 28,967,143</b>
Transfer to Capital Proj.	\$ 0	\$ 445,000	\$ 0	\$ 0	\$ 0	\$ 0
<b>Net Income (Loss)</b>	<b>\$ 819,730</b>	<b>\$ 0</b>	<b>\$ 763,737</b>	<b>\$ 0</b>	<b>\$ 253,398</b>	<b>\$ 385,057</b>

**GENERAL CORPORATE FUND  
EXPENDITURES BY DEPARTMENT  
FY 19/20**



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

**GENERAL CORPORATE FUND  
EXPENDITURE BY CLASSIFICATION  
FY 19/20**



# Village of Carol Stream

## GENERAL CORPORATE FUND

### Budget Comparison by Department

Department	Salaries & Wages		Contractual Services		Commodities		Capital Outlay		Totals		
	FY19/20	FY20/21	FY21/22	FY19/20	FY20/21	FY21/22	FY19/20	FY20/21	FY21/22	FY20/21	FY21/22
Fire & Police Commission	\$ 646	\$ 646	\$ 646	\$ 39,100	\$ 39,100	\$ 65	\$ 65	\$ 0	\$ 0	\$ 39,811	\$ 36,311
Village Board & Clerk	\$ 56,513	\$ 56,513	\$ 56,513	\$ 88,515	\$ 88,515	\$ 1,800	\$ 1,800	\$ 0	\$ 0	\$ 146,833	\$ 148,183
Plan Comm. & Zoning											
Board of Appeals	1,800	1,800	1,800	3,600	3,600	0	0	0	0	5,400	5,400
Emergency Services	0	0	0	53,000	53,000	5,000	5,000	100,000	0	158,000	58,000
Legal Services	0	0	0	273,500	268,500	0	0	0	0	273,500	268,500
Administration	602,744	604,372	606,081	254,598	252,074	8,375	7,800	0	0	865,717	864,246
Human Resources	395,934	395,934	398,696	57,545	57,545	3,860	1,405	0	0	451,994	457,339
Financial Management	579,271	580,307	585,495	95,490	125,065	19,500	20,300	0	0	720,056	687,097
Engineering Services	1,085,930	1,091,057	1,096,440	287,655	243,562	16,855	13,924	0	24,000	1,388,189	1,416,636
Comm. Development	863,831	868,732	873,878	151,908	152,614	9,588	9,984	0	0	1,031,122	1,030,258
Information Services	569,090	570,994	572,994	704,354	710,543	10,437	10,489	213,000	118,700	1,508,202	1,417,753
Police	14,282,982	14,601,743	14,949,599	1,836,644	1,831,634	499,303	502,084	221,300	303,500	16,809,037	17,619,670
Public Works-Streets	2,003,100	2,015,251	2,028,010	1,274,127	1,244,075	454,488	453,897	260,000	310,500	3,991,715	3,993,076
Municipal Building	260,557	261,758	263,019	122,439	115,927	38,937	42,296	0	0	474,059	426,493
Municipal Garage	558,679	562,046	565,581	16,971	26,771	(576,572)	(579,017)	0	0	0	0
Transfers & Agreements	0	0	0	571,000	576,500	0	0	0	0	571,000	576,500
Special Events	0	0	0	44,305	44,615	300	300	0	0	44,605	44,915
<b>Totals</b>	<b>\$ 21,258,447</b>	<b>\$ 21,611,153</b>	<b>\$ 21,998,752</b>	<b>\$ 5,932,952</b>	<b>\$ 5,834,058</b>	<b>\$ 489,301</b>	<b>\$ 483,421</b>	<b>\$ 794,300</b>	<b>\$ 830,200</b>	<b>\$ 28,475,000</b>	<b>\$ 28,727,802</b>
											<b>\$ 28,967,143</b>

# Village of Carol Stream

## GENERAL CORPORATE FUND

## Budget Summary by Expenditure Category

### General Fund Budget Expenditures FY19/20 Compared to FY18/19 Budget and FY18/19 Estimate

	Actual FY 17/18	Revised Budget FY 18/19	Estimated FY 18/19	Proposed Budget FY 19/20	FY19/20 Proposed to FY18/19 Budget	FY19/20 Proposed to FY18/19 Estimate
Personal Services	\$ 12,372,564	\$ 12,876,965	\$ 13,013,743	\$ 13,662,136	\$ 785,171	\$ 648,393
Seasonal Help	46,510	50,574	38,905	47,374	(3,200)	8,469
Court Time	124,901	147,200	127,000	139,000	(8,200)	12,000
Overtime	865,770	717,450	784,975	791,750	74,300	6,775
Group Insurance	1,678,172	1,857,241	1,713,127	1,843,723	(13,518)	130,596
IMRF	870,746	883,817	859,281	797,619	(86,198)	(61,662)
FICA	972,297	983,506	1,015,331	1,031,211	47,705	15,880
Work Comp	312,132	312,132	312,132	312,132	-	-
Unemployment	-	10,000	-	8,000	(2,000)	8,000
Police Pension	2,072,751	2,434,978	2,434,978	2,625,502	190,524	190,524
Total Salaries & Wages	19,315,843	20,273,863	20,299,472	21,258,447	984,584	958,975
Contractual Services	5,256,166	5,823,878	5,393,187	5,932,952	109,074	539,765
Commodities	230,359	382,097	381,592	489,301	107,204	107,709
Capital Outlay	963,597	735,162	725,012	794,300	59,138	69,288
Subtotal	\$ 25,765,965	\$ 27,215,000	\$ 26,799,263	\$ 28,475,000	\$ 1,260,000	\$ 1,675,737
Other - Transfer to Capital	-	445,000	-	-	-	-
Total	\$ 25,765,965	\$ 27,660,000	\$ 26,799,263	\$ 28,475,000	\$ 1,260,000	\$ 1,675,737
					4.6%	6.3%
					6.1%	5.0%
					-6.3%	21.8%
					-5.6%	9.4%
					10.4%	0.9%
					-0.7%	7.6%
					-9.8%	-7.2%
					4.9%	1.6%
					0.0%	0.0%
					-20.0%	0.0%
					7.8%	7.8%
					4.9%	4.7%
					1.9%	10.0%
					28.1%	28.2%
					8.0%	9.6%



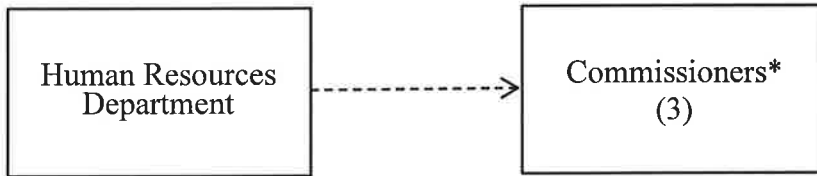
**GENERAL  
CORPORATE  
FUND  
DEPARTMENTAL  
BUDGETS**

<b>GENERAL CORPORATE FUND</b>	<b>FIRE AND POLICE COMMISSION</b>
	<b>Summary</b>

**PERSONNEL SCHEDULE**

	Authorized FY17/18	Budget FY18/19	Proposed FY19/20	Projected FY20/21	Projected FY21/22
Commissioners*	3	3	3	3	3

**ORGANIZATIONAL CHART**



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

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

**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

1. Hired six (6) new Police Officers from the newly created Police Officer eligibility list.
2. Analyzed the scoring structure for promotional eligibility, making adjustments as appropriate.
3. Updated the Village's Fire and Police Commission Rules and Regulations to ensure legal compliance.

**FY19/20 OBJECTIVES**

1. Conduct entry-level testing for the position of Police Officer, establishing a new two (2) year hiring eligibility list.
2. Continue to monitor the Fire and Police Commission Rules and Regulations to ensure compliance with legal changes as they arise.



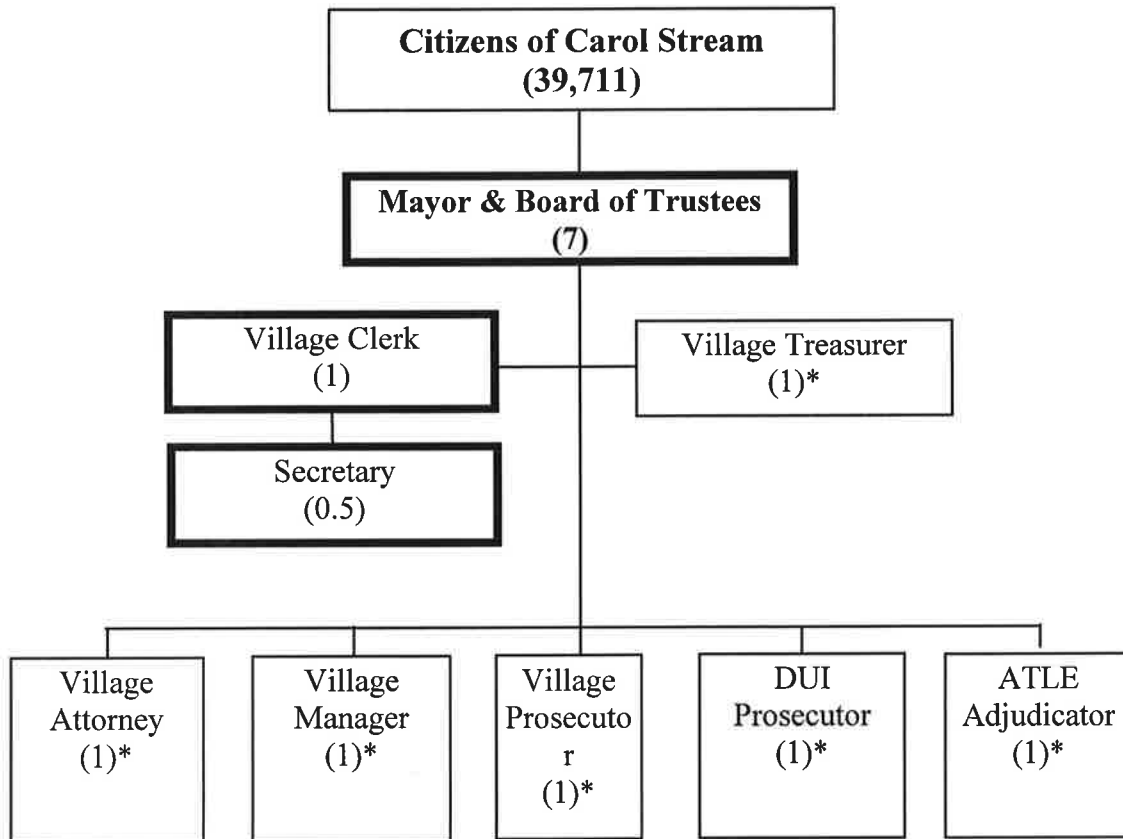
## Fire &amp; Police Commission Expenditures (01510000)

Acct. # / Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 450	\$ 600	\$ 430	\$ 600	\$ 600	\$ 600
51113 FICA	34	45	34	46	46	46
<b>Subtotal</b>	<b>484</b>	<b>645</b>	<b>464</b>	<b>646</b>	<b>646</b>	<b>646</b>
<b>Contractual Services</b>						
52223 Training	0	1,900	0	1,200	1,200	1,200
52228 Personnel Hiring	47,661	15,000	15,000	31,500	35,000	31,500
52234 Dues & Subscriptions	375	400	375	400	400	400
52238 Legal Fees	4,805	1,500	1,500	2,500	2,500	2,500
<b>Subtotal</b>	<b>52,841</b>	<b>18,800</b>	<b>16,875</b>	<b>35,600</b>	<b>39,100</b>	<b>35,600</b>
<b>Commodities</b>						
53314 Office Supplies	12	65	35	65	65	65
<b>Subtotal</b>	<b>12</b>	<b>65</b>	<b>35</b>	<b>65</b>	<b>65</b>	<b>65</b>
<b>Totals</b>	<b>\$ 53,337</b>	<b>\$ 19,510</b>	<b>\$ 17,374</b>	<b>\$ 36,311</b>	<b>\$ 39,811</b>	<b>\$ 36,311</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Mayor & Trustees	7	7	7	7	7
Village Clerk	1	1	1	1	1
Part-time (FTE)	.50	.50	.50	.50	.50

**ORGANIZATIONAL CHART**



\* These positions are included elsewhere in the budget but are shown here to illustrate that they provide direct support to the Village Board and Clerk. 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 Village Board is comprised of the Mayor and six Trustees elected at-large. The Village Board makes policy decisions on behalf 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.

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. 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.

**FY18/19 ACCOMPLISHMENTS**

1. Recognized and promoted local history with a historical spotlight at Village Board meetings.
2. Conducted Halloween and Christmas home decorating contests to promote holiday spirit and pride in the community.
3. Provided policy direction for the Municipal Center Renovation Project as necessary. The project was completed ahead of schedule and under budget.
4. Provided support for specific charities that provide services to residents of Carol Stream including the Christmas Sharing program that provides gifts and food to needy residents of the Village and the Cancer Society Relay for Life fund raising program. Raffles were also conducted at Thursday night concerts with proceeds of \$4,000 going to the Senior Citizens Council Meals on Wheels Program. Donations of \$2,000 were raised at the Village's annual Concert for the Troops. The Village also assisted with several fundraisers for the Veteran's Memorial project.
5. Completed, executed and recorded 50 Ordinances and 73 Resolutions.
6. Processed 232 passport applications and 841 Freedom of Information Act (FOIA) requests in a timely manner and without complaints.

7. Completed 24 code amendments and updated the online Code to reflect these amendments.
8. Worked with the DuPage County Election Board to provide a venue for the 2019 general local election.

**FY19/20 OBJECTIVES**

1. Provide direction and support to staff on present and future Village goals (Village Board).
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 unfunded mandates on local governments or other actions that would result in a net loss of local funds (Village Board).
3. Use social media to promote the 60<sup>th</sup> Anniversary of Carol Stream.
4. 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 (Village Clerk).
5. 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 (Village Clerk).
6. Remain current on Freedom of Information Act (FOIA) and Open Meetings Act requirements, training and process FOIA requests within requirements set by state law (Village Clerk).
7. Perform local election duties including maintaining a record of the election and all notification responsibilities required by Code and state election laws (Village Clerk).
8. Provide timely updates to the Village Board on release of Executive Session meeting minutes (Village Clerk).

**Village Board & Clerk Expenditures (01520000)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 23,464	\$ 23,400	\$ 23,400	\$ 54,119	\$ 54,119	\$ 54,119
51113 FICA	1,795	1,790	1,790	2,350	2,350	2,350
51114 Workers Comp.	0	0	0	44	44	44
<b>Subtotal</b>	<b>25,259</b>	<b>25,190</b>	<b>25,190</b>	<b>56,513</b>	<b>56,513</b>	<b>56,513</b>
<b>Contractual Services</b>						
52222 Meetings	7,927	2,930	3,059	8,510	3,510	8,515
52233 Recording Fees	0	0	0	1,000	1,000	1,000
52234 Dues & Subscriptions	42,188	43,500	42,640	44,250	44,250	44,350
52237 Auditing	16,050	16,570	18,220	18,900	19,450	20,000
52240 Public Notices/Info.	1,264	645	540	2,785	2,805	2,805
52253 Consultant	0	0	0	7,500	7,500	3,200
52274 Community Serv. Prog.	0	0	0	10,000	10,000	10,000
<b>Subtotal</b>	<b>67,429</b>	<b>63,645</b>	<b>64,459</b>	<b>92,945</b>	<b>88,515</b>	<b>89,870</b>
<b>Commodities</b>						
53314 Office Supplies	13	450	100	875	1,330	875
53315 Printed Materials	0	450	280	550	275	505
53324 Uniforms	0	420	400	240	200	420
	<b>13</b>	<b>1,320</b>	<b>780</b>	<b>1,665</b>	<b>1,805</b>	<b>1,800</b>
<b>Capital Outlay</b>						
54418 CATV / PEG Expenses	11,019	32,000	29,500	0	0	0
	<b>11,019</b>	<b>32,000</b>	<b>29,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 103,720</b>	<b>\$ 122,155</b>	<b>\$ 119,929</b>	<b>\$ 151,123</b>	<b>\$ 146,833</b>	<b>\$ 148,183</b>

**Village Clerk Expenditures (01580000)**

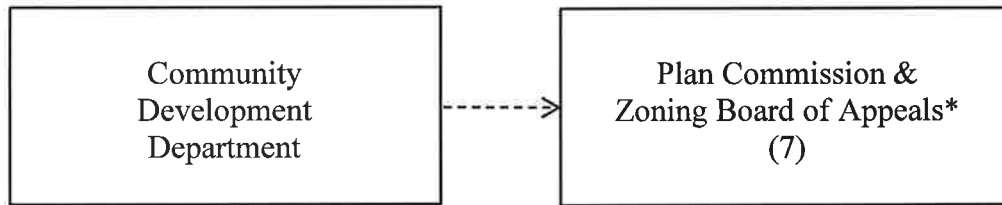
<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 28,755	\$ 28,713	\$ 29,350	\$ 0	\$ 0	\$ 0
51113 FICA	2,200	2,197	2,245	0	0	0
51114 Workers Comp.	44	44	44	0	0	0
<b>Subtotal</b>	<b>30,999</b>	<b>30,954</b>	<b>31,639</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual Services</b>						
52222 Meetings	127	350	240	0	0	0
52233 Recording Fees	1,316	1,000	1,000	0	0	0
52234 Dues & Subscriptions	395	530	495	0	0	0
52240 Public Notices/Inform.	1,273	1,300	1,300	0	0	0
52253 Consultant	5,031	2,500	7,500	0	0	0
<b>Subtotal</b>	<b>8,142</b>	<b>5,680</b>	<b>10,535</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Commodities</b>						
53314 Office Supplies	594	1,000	1,030	0	0	0
53315 Printed Materials	43	150	150	0	0	0
53324 Uniforms	0	0	57	0	0	0
<b>Subtotal</b>	<b>637</b>	<b>1,150</b>	<b>1,237</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 39,778</b>	<b>\$ 37,784</b>	<b>\$ 43,411</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

Beginning in FY19/20 the Village Clerk Budget was merged with the Legislative Board budget (01520000) to become the Village Board & Clerk budget.

**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Commissioners*	7	7	7	7	7

**ORGANIZATIONAL CHART**



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

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

**NARRATIVE**

The Combined Plan Commission/Zoning Board of Appeals (PC/ZBA) is comprised of seven Carol Stream residents appointed by the Mayor, with the concurrence of the Board of Trustees, for five-year terms. The PC/ZBA conducts public hearings on all rezoning requests, special use permits, planned unit development plans, and Zoning Code, Fence Code, Subdivision Code and Sign Code variation requests, as specified in the Illinois Compiled State Statutes and the Carol Stream Municipal Code. Public hearings are also held on the Comprehensive Plan, Zoning Code text amendments and other matters as may be referred by the Village Board. Plan Commission recommendations are then forwarded to the Village Board for consideration and final action. The PC/ZBA meets as needed on the second and fourth Monday of each month at 7:00 pm.

**FY18/19 ACCOMPLISHMENTS**

1. The PC/ZBA reviewed 23 cases during the 2018 calendar year, as compared with 21 and 19 in 2017 and 2016 respectively.
2. Significant cases reviewed and recommended for approval by the PC/ZBA during calendar year 2018 included the application by *LA Fitness* for a 34,000 square foot fitness center on North Avenue, *Eco Lux Auto Spa* for an automatic car wash on Gary Avenue, and *Primrose School* for a 12,100 square foot daycare center in Heritage Plaza.
3. Participated in a training session for Plan Commission members put on by the Illinois Chapter of the American Planning Association and DePaul University's Chaddick Institute for Metropolitan Development.

**FY19/20 OBJECTIVES**

1. Provide timely reviews and recommendations regarding development approval petitions, which in calendar year 2019 are likely to include industrial development and redevelopment projects and new commercial development projects.
2. Participate in one or more workshops related to the Unified Development Ordinance project, which will update the Zoning, Subdivision and Sign Codes and incorporate all relevant development regulations into a single document.



**Plan Commission & Zoning Board of Appeals Expenditures (01530000)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 1,425	\$ 2,000	\$ 1,200	\$ 1,500	\$ 1,500	\$ 1,500
51112 IMRF	105	150	150	150	150	150
51113 FICA	109	150	150	150	150	150
<b>Subtotal</b>	<b>1,639</b>	<b>2,300</b>	<b>1,500</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>
<b>Contractual Services</b>						
52222 Meetings	0	100	100	100	100	100
52223 Training	0	500	500	0	0	0
52234 Dues & Subscriptions	180	200	180	200	200	200
52240 Public Notices/Information	923	1,400	1,400	1,500	1,500	1,500
52241 Court Recorder	1,225	1,400	1,400	1,800	1,800	1,800
<b>Subtotal</b>	<b>2,328</b>	<b>3,600</b>	<b>3,580</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>
<b>Totals</b>	<b>\$ 3,967</b>	<b>\$ 5,900</b>	<b>\$ 5,080</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>

**NARRATIVE**

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

The Emergency Services budget was reinstated in FY18/19 as the Village reassumed the lead role in disaster response coordination.

**FY19/20 OBJECTIVES**

1. Develop the framework for emergency services planning and preparedness as the Village assumes the role of lead agency in coordinating and responding to emergency events. Develop plans for the creation of an Emergency Operations Center (EOC) at the Gregory J. Bielawski Municipal Center.

**Emergency Services Expenditures (01560000)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Contractual Services</b>						
52222 Meetings	\$0	\$400	\$0	\$0	\$0	\$0
52223 Training	0	1,000	0	3,000	3,000	3,000
52230 Telephone	0	670	0	0	0	0
52253 Consultant	0	25,000	0	50,000	50,000	50,000
<b>Subtotal</b>	<b>0</b>	<b>27,070</b>	<b>0</b>	<b>53,000</b>	<b>53,000</b>	<b>53,000</b>
<b>Commodities</b>						
53317 Operating Supplies	0	2,000	0	5,000	5,000	5,000
<b>Subtotal</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Capital Outlay</b>						
55487 Facility Improvements	0	0	0	100,000	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 0</b>	<b>\$ 29,070</b>	<b>\$ 0</b>	<b>\$ 158,000</b>	<b>\$ 58,000</b>	<b>\$ 58,000</b>

**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

1. Processed 275 DUI arrests in calendar year 2018 versus 291 in 2017.
2. Successfully negotiated the Fraternal Order of Police (FOP) union contract from May 1, 2018 to April 30, 2021.

**FY19/20 OBJECTIVES**

1. Continue to actively prosecute DUI cases and further investigate expansion of local prosecutions.
2. Respond to union issues in a timely manner as they arise.
3. Successful negotiation of the Metropolitan Alliance-Police (MAP) Sergeant union and Service Employees International Union (SEIU) Public Works contracts.

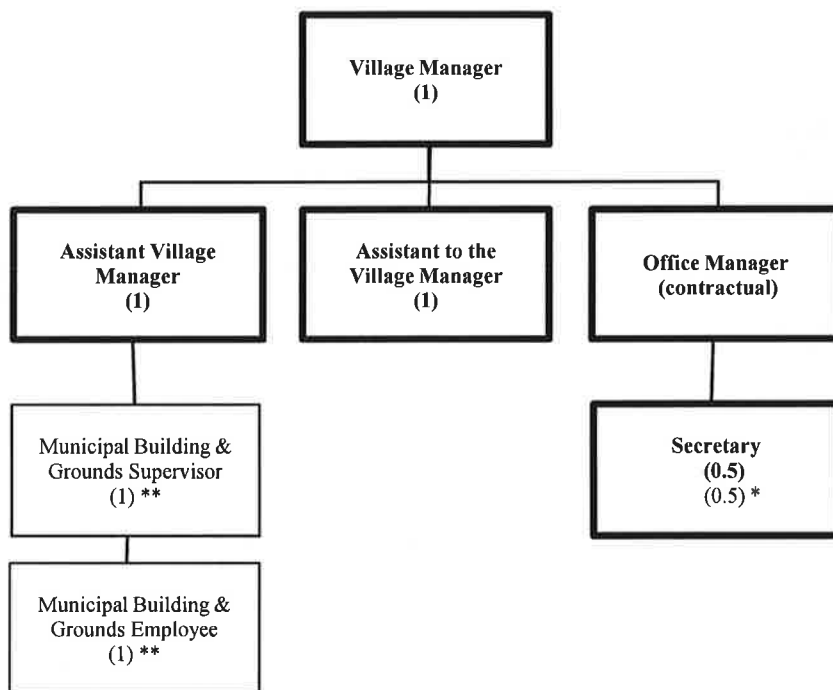
**Legal Services Expenditures (01570000)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Contractual Services</b>						
52238 Legal Fees - General	\$ 136,375	\$ 155,000	\$ 135,000	\$ 155,000	\$ 145,000	\$ 148,000
52235 Prosecution - General	30,233	34,000	32,000	33,000	34,000	34,000
52312 Prosecution - DUI	81,369	85,000	85,000	85,500	86,000	86,500
<b>Totals</b>	<b>\$ 247,977</b>	<b>\$ 274,000</b>	<b>\$ 252,000</b>	<b>\$ 273,500</b>	<b>\$ 265,000</b>	<b>\$ 268,500</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Full Time	3	3	3	3	3
Part-time (FTE)	1	1	0.5	0.5	0.5

**ORGANIZATIONAL CHART**



\* Position included in the Village Board & 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 current trends as well as future developments. All departments, except Village Board & Clerk and Legal are under the administrative direction and supervision of the Village Manager.

This budget also encompasses all other Village-wide support functions not provided by other departments. Program functions include coordination of special Village-wide projects such as the census, coordination of public information releases, and managing special events and programs. This budget also includes General Corporate Fund cost centers which support the entire Village organization including general and property liability insurance.

**FY18/19 ACCOMPLISHMENTS**

1. Continued to provide regular and consistent message content across the adopted social media messaging platforms of Twitter (1,562 Tweets – 765 Following); Facebook (540 posts – 3,538 Page Likes – 3,685 Page Follows – 30,600 Public Reach) and 12 YouTube videos.
2. Removed 1,192 pounds of prescription drugs from the waste stream through participation in the DuPage County Health Department prescription drug drop box program.
3. Collected 6,080 lbs. of waste pumpkins for composting, 860 lbs. more than last year. We also collected 19,255 lbs. of electronics for recycling.

**FY19/20 OBJECTIVES**

1. Evaluate department organizational structures to determine maximum operational efficiencies.
2. Provide direction and coordinate all aspects of the 2019 Town Center summer event season.
3. Coordinate implementation of Village Goals in a fiscally responsible and timely manner.
4. Continue sustainability public education through social media and the E-Newsletter.
5. Host environmental awareness initiatives including a joint electronics and pumpkin recycling event.
6. Work with the U.S. Census Bureau to prepare for and conduct a successful 2020 count of Carol Stream residents.

## Administration Expenditures (01590000)

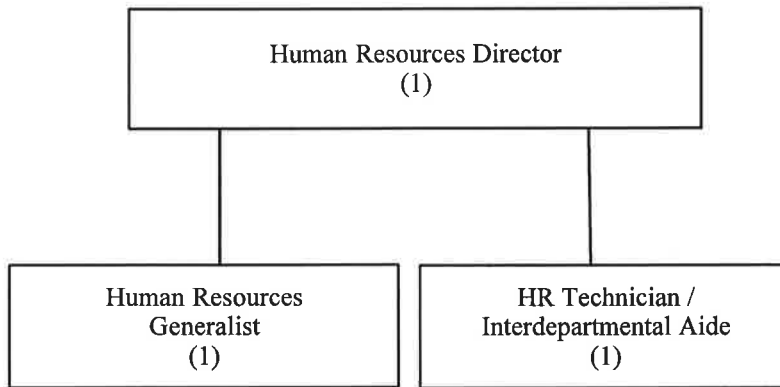
Acct. # / Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 480,536	\$ 485,352	\$ 541,000	\$ 483,940	\$ 483,940	\$ 483,940
51111 Group Insurance	27,145	42,237	39,734	32,556	34,184	35,893
51112 IMRF	61,092	60,403	80,700	55,472	55,472	55,472
51113 FICA	29,928	30,633	34,000	29,999	29,999	29,999
51114 Workers Comp.	777	777	777	777	777	777
<b>Subtotal</b>	<b>599,478</b>	<b>619,402</b>	<b>696,211</b>	<b>602,744</b>	<b>604,372</b>	<b>606,081</b>
<b>Contractual Services</b>						
52215 Insurance Deduct.	90,463	95,000	95,000	100,000	100,000	100,000
52222 Meetings	725	1,500	680	2,230	1,730	1,730
52223 Training	1,391	1,875	1,150	4,170	4,170	4,170
52230 Telephone	2,552	2,430	2,500	2,521	2,521	2,521
52231 Copy Expense	3,840	0	0	0	0	0
52234 Dues & Subscript.	2,879	2,710	2,600	4,505	4,505	4,505
52253 Consultant	80,005	84,900	80,900	89,610	87,586	90,134
52261 Liability Insurance	24,062	24,062	24,062	24,062	24,062	24,062
52263 Property Insurance	27,500	27,500	27,500	27,500	27,500	27,500
<b>Subtotal</b>	<b>233,417</b>	<b>239,977</b>	<b>234,392</b>	<b>254,598</b>	<b>252,074</b>	<b>254,622</b>
<b>Commodities</b>						
53314 Office Supplies	352	0	0	0	0	0
53317 Operating Supplies	1,240	6,850	6,750	8,075	7,750	7,750
53324 Uniforms	368	0	60	300	50	50
53380 Vending Supplies	374	750	400	0	0	0
<b>Subtotal</b>	<b>2,334</b>	<b>7,600</b>	<b>7,210</b>	<b>8,375</b>	<b>7,800</b>	<b>7,800</b>
<b>Totals</b>	<b>\$ 835,229</b>	<b>\$ 866,979</b>	<b>\$ 937,813</b>	<b>\$ 865,717</b>	<b>\$ 864,246</b>	<b>\$ 868,503</b>



**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Full Time	2	2	3	3	3
Part-Time (FTE)	0.6	0.6	0.0	0.0	0.0

**ORGANIZATIONAL CHART**



**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

1. Received and processed more than 750 employment applications, and filled nineteen (19) regular, and ten (10) temporary positions.
2. Established and secured by ordinance, a formal Ethics Policy, providing information and training to all employees.
3. Implemented a variety of technology upgrades including integration of network passwords into the Employee Self-Service function, a computerized ID card system and improved Laserfiche archiving.
4. Executed new OSHA reporting standards, followed by safety training for all employees as well as Accident Investigation training for supervisors.
5. Restructured village-wide employee evaluation document, creating a more forward-focused and interactive process.
6. Assisted with the reorganization of several departments, resulting in both cost savings and improved efficiencies within the Village.
7. Assisted in collective bargaining efforts, providing research, comparability data and advice.
8. Analyzed and implemented a change of the Village's occupational health provider to a local organization.

**FY19/20 OBJECTIVES**

1. Implement a comprehensive in-house employee wellness program, increasing employee health and education while reducing risk of substantial health related costs to the organization.
2. Evaluate Employee Assistance Program (EAP) benefit providers, making recommendations for change as appropriate.
3. Continue to evaluate and implement existing technology (Munis, Seamless Docs, Laserfiche) to increase efficiencies within the organization.
4. Monitor legislative changes related to the Affordable Care Act (ACA) and other insurance related matters to ensure continued compliance. Implement and communicate changes as needed.
5. Assist in additional collective bargaining efforts, providing comparability data, analysis and counsel.
6. In conjunction with the Board of Fire & Police Commissioners, coordinate entry-level police officer examinations.

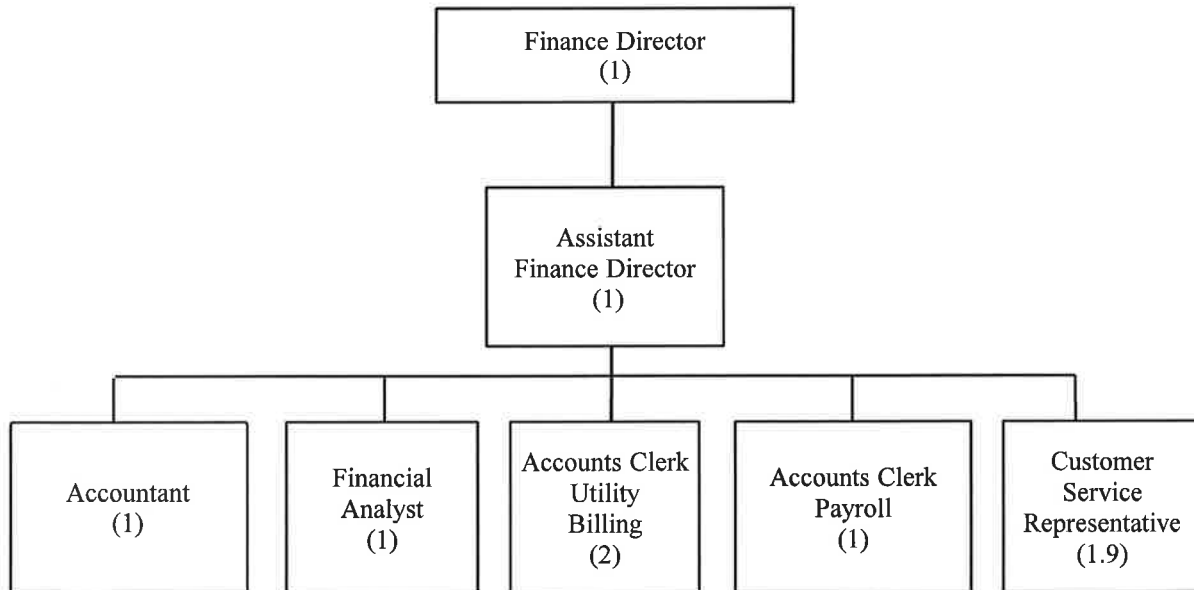
## Human Resources Expenditures (01600000)

Acct. # / Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 238,172	\$ 236,857	\$ 243,000	\$ 278,354	\$ 278,354	\$ 278,354
51111 Group Insurance	33,092	34,021	17,449	52,606	55,236	57,998
51112 IMRF	33,572	33,160	31,300	34,098	34,098	34,098
51113 FICA	16,673	17,163	17,000	19,914	19,914	19,914
51114 Workers Comp.	332	332	332	332	332	332
51115 Unemployment	0	10,000	0	8,000	8,000	8,000
<b>Subtotal</b>	<b>321,841</b>	<b>331,533</b>	<b>309,081</b>	<b>393,304</b>	<b>395,934</b>	<b>398,696</b>
<b>Contractual Services</b>						
52222 Meetings	41	575	260	440	380	380
52223 Training	1,981	7,950	7,169	7,290	7,330	7,330
52225 Employment Phys.	1,031	3,025	2,875	2,875	3,000	3,000
52228 Personnel Hiring	1,206	2,500	1,350	2,500	2,500	2,500
52230 Telephone	1,121	1,215	1,258	1,145	1,145	1,150
52234 Dues & Subscriptions	1,880	750	745	755	765	775
52242 Employee Recognition	4,373	8,950	5,511	7,425	7,425	7,425
52253 Consultant	14,169	10,500	6,347	7,500	7,500	7,500
52255 Software Maint.	1,350	1,480	1,789	1,875	1,875	1,875
52273 Employee Services	7,304	8,000	7,600	8,400	8,500	8,500
52340 Wellness Program	43,618	53,400	18,745	17,125	17,125	17,125
<b>Subtotal</b>	<b>78,074</b>	<b>98,345</b>	<b>53,649</b>	<b>57,330</b>	<b>57,545</b>	<b>57,560</b>
<b>Commodities</b>						
53314 Office Supplies	223	475	340	500	500	500
53315 Printed Materials	190	860	500	860	860	905
53350 Small Equipment	308	500	90	0	2,500	0
<b>Subtotal</b>	<b>721</b>	<b>1,835</b>	<b>930</b>	<b>1,360</b>	<b>3,860</b>	<b>1,405</b>
<b>Totals</b>	<b>\$ 400,636</b>	<b>\$ 431,713</b>	<b>\$ 363,660</b>	<b>\$ 451,994</b>	<b>\$ 457,339</b>	<b>\$ 457,661</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Full Time	9	8	8	8	8
Part-Time (FTE)	0	0.9	0.9	0.9	0.9

**ORGANIZATIONAL CHART**



A portion of staff costs are allocated to the Water and Sewer Fund based on services provided in support of the Village's water and sewer utilities.

**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
- Revenue collection and cash receipting
- Accounts Payable processing
- Treasury management
- Capital financing and planning
- Water and sewer utility billing
- Trend analysis and forecasting
- Business registration
- Budgeting and long-term financial planning
- Payroll and benefits processing
- Retirement plan administration
- Investment management
- Customer service
- Grant administration
- Public information and transparency
- Accounts receivable

**FY18/19 ACCOMPLISHMENTS**

1. Assisted in the facilitation of a series of budget workshops to report on the Village's financial condition and outlook leading to the adoption of the FY19/20 Annual Budget and Financial Plan.
2. Updated all web content for the Finance Department in conjunction with the roll-out of a newly designed Village website.
3. Upon Village Board authorization and approval, implemented a new local motor fuel tax that represents the first dedicated revenue source for the Village's Capital Improvements Fund, ensuring some regular available funding for local roadway improvements and decreasing the reliance on the General Fund to produce surplus funds for capital infrastructure investment.
4. Increased the Village's level of direct investment in U.S. Treasury obligations and insured Certificates of Deposit to enhance the Village's interest earnings over what was available in traditional money market and investment pool products.
5. Began participation in the Illinois Comptroller's Local Debt Recovery Program (LDRP) as an additional means of collecting delinquent debts owed the Village.
6. Following a number of staff retirements, reorganized department staffing to reduce total operating costs. Converted one vacant full-time position into two part-time positions resulting in a reduction of staffed hours and saving pension and health benefit costs.
7. Coordinated a \$2 million, 10 year, 3% loan to the Carol Stream Library for the renovation of the Library building.

**FY19/20 OBJECTIVES**

1. Develop a proposal to address the continued erosion of a number of key General Fund revenues that threaten the Village's mission of delivering excellent public services in a fiscally responsible manner and that provides a means for sustainable investment in capital infrastructure improvements.
2. Increase staff efficiency by outsourcing vehicle registration fulfillment services for on-line and mailed-back purchases to a 3<sup>rd</sup> party vendor.
3. Perform a review and reorganization of departmental records stored in both physical and electronic format with a focus on minimizing the reliance on physical media within the newly renovated Municipal Center building. Eliminate redundant files, standardize storage mediums, reduce the volume of historical data stored on Village servers and establish protocols to ensure the protection of electronic files into the future.
4. Implement an upgrade to the Village's cash receipting system through the Village's current financial software vendor that will improve customer and credit card processing interface and replace dated hardware (receipt printers, cash drawers, scanners). Explore system capabilities that would address accounting controls and cash receipts interface from an increased focus on accepting 3<sup>rd</sup> party e-commerce transactions.
5. Review and update the Village's purchasing policies to improve efficiency in the procurement process, including the automation of purchase order creation.
6. Actively participate in design and selection process for the planned replacement of the Village's phone system.

## Financial Management Expenditures (01610100)

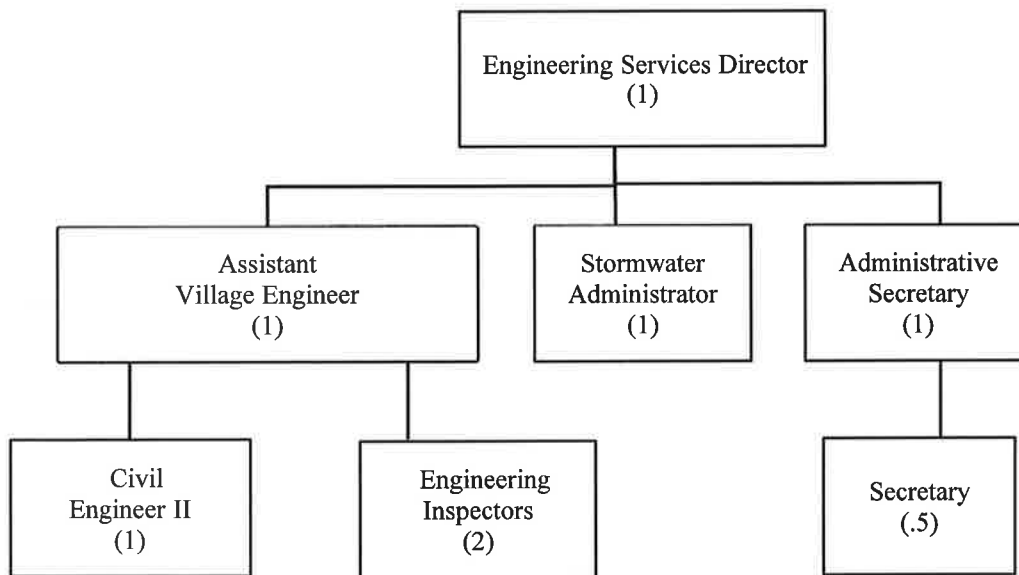
Acct. # / Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 587,844	\$ 580,740	\$ 589,500	\$ 431,672	\$ 431,672	\$ 431,672
51109 Overtime	1,621	0	25	2,000	0	2,000
51111 Group Insurance	79,823	93,042	83,561	60,722	63,758	66,946
51112 IMRF	83,103	81,303	72,500	52,880	52,880	52,880
51113 FICA	41,250	42,439	42,100	30,779	30,779	30,779
51114 Workers Comp.	1,218	1,218	1,218	1,218	1,218	1,218
<b>Subtotal</b>	<b>794,859</b>	<b>798,742</b>	<b>788,904</b>	<b>579,271</b>	<b>580,307</b>	<b>585,495</b>
<b>Contractual Services</b>						
52222 Meetings	67	350	350	300	200	200
52223 Training	1,734	3,700	1,800	3,100	2,100	2,100
52226 Office Equip. Mair	4,036	2,650	2,700	2,725	2,750	2,775
52229 Postage	24,170	16,500	17,300	25,000	18,300	26,200
52230 Telephone	665	660	660	670	670	670
52234 Dues & Subscript.	500	700	685	620	620	820
52253 Consultant	53,303	0	709	0	0	0
52254 Actuarial	4,750	8,950	4,750	8,950	5,600	8,950
52255 Software Maint.	45,604	73,400	64,000	62,700	47,100	64,200
52256 Banking Services	24,880	21,950	16,000	17,200	18,150	19,150
<b>Subtotal</b>	<b>159,709</b>	<b>128,860</b>	<b>108,954</b>	<b>121,265</b>	<b>95,490</b>	<b>125,065</b>
<b>Commodities</b>						
53315 Printed Materials	16,491	8,900	8,800	17,000	8,800	17,800
53317 Operating Supplies	1,737	2,350	2,200	2,500	2,500	2,500
53350 Small Equipment	0	7,000	4,700	0	0	0
<b>Subtotal</b>	<b>18,228</b>	<b>18,250</b>	<b>15,700</b>	<b>19,500</b>	<b>11,300</b>	<b>20,300</b>
<b>Totals</b>	<b>\$ 972,796</b>	<b>\$ 945,852</b>	<b>\$ 913,558</b>	<b>\$ 720,036</b>	<b>\$ 687,097</b>	<b>\$ 730,860</b>



**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Full Time	7	7	7	7	7
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 are outsourced to professional consultants.

**EXPENDITURE**

Classification	Actual FY17/18	Budget FY18/19	Estimated FY18/19	Proposed FY19/20	Projected FY20/21	Projected FY21/22
Administration	\$534,229	\$415,741	\$508,681	\$441,337	\$443,679	\$446,504
Plan Review	84,195	103,561	95,409	108,252	108,863	109,504
Daily Inspection	58,289	40,501	61,380	42,656	42,949	43,256
Design & Construction	379,417	262,815	231,647	237,031	265,870	267,165
Water & Sewer	40,110	90,625	34,700	90,972	91,379	91,806
Storm Water Management	279,911	442,460	320,204	467,941	463,896	448,618
<b>Totals</b>	<b>\$1,376,151</b>	<b>\$1,355,703</b>	<b>\$1,252,021</b>	<b>\$1,388,189</b>	<b>\$1,416,636</b>	<b>\$1,406,853</b>

**GENERAL CORPORATE FUND****ENGINEERING SERVICES  
Department Summary - All Programs****EXPENDITURES**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$752,417	\$740,618	\$759,000	\$796,017	\$796,017	\$796,017
51106 Seasonal Help	15,600	19,200	13,538	16,000	16,000	16,000
51109 Overtime	12,825	10,700	4,500	5,000	5,000	5,000
51111 Group Insurance	91,466	99,343	93,993	102,538	107,665	113,048
51112 IMRF	104,893	101,748	95,100	98,124	98,124	98,124
51113 FICA	56,714	57,957	57,100	61,366	61,366	61,366
51114 Workers Comp.	6,885	6,885	6,885	6,885	6,885	6,885
<b>Subtotal</b>	<b>1,040,800</b>	<b>1,036,451</b>	<b>1,030,116</b>	<b>1,085,930</b>	<b>1,091,057</b>	<b>1,096,440</b>
<b>Contractual Services</b>						
52212 Auto M&R	5,832	5,935	9,636	6,297	6,365	6,393
52222 Meetings	25	80	80	0	0	0
52223 Training	2,295	4,920	2,680	7,570	10,415	10,540
52224 Vehicle Ins.	4,048	4,048	4,048	4,048	4,048	4,048
52226 Off. Equip. Mnt.	0	1,400	0	1,600	1,700	1,800
52230 Telephone	4,570	4,720	4,576	4,639	4,777	4,921
52234 Dues & Subscr.	1,166	1,715	1,614	2,000	1,640	1,980
52253 Consultant	118,111	150,800	72,336	155,100	151,100	150,800
52255 Software Maint.	139,394	31,250	31,223	0	0	0
52272 Property Maint.	51,144	97,500	79,082	104,150	107,610	63,080
<b>Subtotal</b>	<b>326,585</b>	<b>302,368</b>	<b>205,275</b>	<b>285,404</b>	<b>287,655</b>	<b>243,562</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	3,410	3,034	4,492	4,069	4,289	4,521
53314 Office Supplies	1,297	850	750	850	850	850
53317 Operating Supl.	2,703	5,080	4,080	5,736	6,430	6,185
53324 Uniforms	1,288	1,860	1,308	1,920	2,055	2,325
53350 Small Equipment	68	6,060	6,000	4,280	300	970
<b>Subtotal</b>	<b>8,766</b>	<b>16,884</b>	<b>16,630</b>	<b>16,855</b>	<b>13,924</b>	<b>14,851</b>
<b>Capital Outlay</b>						
54415 Vehicles	0	0	0	0	24,000	52,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,000</b>	<b>52,000</b>
<b>Totals</b>	<b>\$ 1,376,151</b>	<b>\$ 1,355,703</b>	<b>\$ 1,252,021</b>	<b>\$ 1,388,189</b>	<b>\$ 1,416,636</b>	<b>\$ 1,406,853</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. Over 70% of all existing boxed commercial/industrial files and 80% of as-built drawings have been scanned. In addition all, documents and information entered into the LAMA permitting system automatically goes into the Laserfiche document system when the permit file is closed by the Community Development department.
2. Linked water distribution system electronic documents to GIS maps.

**FY19/20 OBJECTIVES**

1. Continue digitizing documents thereby freeing up future office space. Perform quality control checks on previously scanned documents.
2. Continue linking water distribution, sanitary sewer collection and storm water management systems' electronic documents to GIS maps with the addition of ownership and maintenance attribute data.
3. Expand the newly created Current Village Projects GIS story map to include future projects.
4. Develop and catalog activities and procedures for Engineering positions to prepare for staff succession and job growth.

## Administration Expenditures (01620100)

Acct. # / Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 397,164	\$ 294,170	\$ 369,311	\$ 316,261	\$ 316,261	\$ 316,261
51106 Seasonal Help	3,225	3,840	7,392	2,400	2,400	2,400
51111 Group Insurance	30,893	31,778	32,356	32,742	34,379	36,098
51112 IMRF	53,620	38,435	44,816	38,742	38,742	38,742
51113 FICA	29,110	22,304	27,627	23,626	23,626	23,626
51114 Workers Comp.	3,029	3,029	3,029	3,029	3,029	3,029
<b>Subtotal</b>	<b>517,041</b>	<b>393,556</b>	<b>484,531</b>	<b>416,800</b>	<b>418,437</b>	<b>420,156</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	3,499	3,561	8,066	3,778	3,819	3,836
52222 Meetings	25	80	80	0	0	0
52223 Training	174	700	350	440	460	480
52224 Vehicle Insurance	2,479	2,479	2,479	4,048	4,048	4,048
52226 Office Equip. Maint.	0	1,400	0	1,600	1,700	1,800
52230 Telephone	4,570	4,720	4,576	4,639	4,777	4,921
52232 Records Storage		0				
52234 Dues & Subscript.	1,166	1,715	1,614	2,000	1,640	1,980
<b>Subtotal</b>	<b>11,913</b>	<b>14,655</b>	<b>17,165</b>	<b>16,505</b>	<b>16,444</b>	<b>17,065</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	2,046	1,820	2,695	2,441	2,573	2,713
53314 Office Supplies	1,297	850	750	850	850	850
53317 Operating Supplies	1,864	4,000	2,740	4,461	5,075	4,750
53350 Small Equipment	68	860	800	280	300	970
<b>Subtotal</b>	<b>5,275</b>	<b>7,530</b>	<b>6,985</b>	<b>8,032</b>	<b>8,798</b>	<b>9,283</b>
<b>Totals</b>	<b>\$ 534,229</b>	<b>\$ 415,741</b>	<b>\$ 508,681</b>	<b>\$ 441,337</b>	<b>\$ 443,679</b>	<b>\$ 446,504</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. Stormwater submittal review, certification and inspection processes were integrated with LAMA permitting software.
2. Integrated security tracking processes with LAMA permitting software.
3. Plat (annexation, subdivision, consolidation, right of way and easement dedication/vacation, etc.) review and approval process have been integrated with LAMA permitting software.

**FY19/20 OBJECTIVES**

1. Update Article 3 (Design Standards) and Article 4 (Engineering) of the Subdivision Code as part of the Village's effort to create a Unified Development Ordinance (UDO).
2. Document standard operating procedures (SOPs) for all private development plan reviews.

**Plan Review Expenditures (01621900)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 61,191	\$ 73,811	\$ 69,953	\$ 79,362	\$ 79,362	\$ 79,362
51106 Seasonal Help	0	480	0	0	0	0
51111 Group Insurance	9,362	11,630	10,296	12,021	12,622	13,253
51112 IMRF	8,615	10,333	8,982	9,722	9,722	9,722
51113 FICA	4,409	5,634	5,040	6,014	6,014	6,014
51114 Workers Comp.	573	573	573	573	573	573
<b>Subtotal</b>	<b>84,150</b>	<b>102,461</b>	<b>94,844</b>	<b>107,692</b>	<b>108,293</b>	<b>108,924</b>
<b>Contractual Services</b>						
52223 Training	45	1,100	565	560	570	580
<b>Subtotal</b>	<b>45</b>	<b>1,100</b>	<b>565</b>	<b>560</b>	<b>570</b>	<b>580</b>
<b>Totals</b>	<b>\$84,195</b>	<b>\$103,561</b>	<b>\$95,409</b>	<b>\$108,252</b>	<b>\$108,863</b>	<b>\$109,504</b>

**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.

**FY19/20 OBJECTIVES**

1. Update private development inspection codes for the Village's new Unified Development Ordinance.
2. Document standard operating procedures (SOPs) for all private development inspections.



**Daily Inspection Expenditures (01621300)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 41,952	\$ 28,364	\$ 46,595	\$ 30,509	\$ 30,509	\$ 30,509
51106 Seasonal Help	270	0	28	0	0	0
51111 Group Insurance	6,724	5,379	4,854	5,564	5,842	6,134
51112 IMRF	5,897	3,971	5,983	3,737	3,737	3,737
51113 FICA	3,069	2,170	3,423	2,334	2,334	2,334
51114 Workers Comp.	377	377	377	377	377	377
<b>Subtotal</b>	<b>58,289</b>	<b>40,261</b>	<b>61,260</b>	<b>42,521</b>	<b>42,799</b>	<b>43,091</b>
<b>Contractual Services</b>						
52223 Training	0	240	120	135	150	165
<b>Subtotal</b>	<b>0</b>	<b>240</b>	<b>120</b>	<b>135</b>	<b>150</b>	<b>165</b>
<b>Totals</b>	<b>\$58,289</b>	<b>\$40,501</b>	<b>\$61,380</b>	<b>\$42,656</b>	<b>\$42,949</b>	<b>\$43,256</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. Incorporated and integrated other transportation assets (curb and gutters, pavement markings, signs, sidewalks and paths) into the Cartegraph asset management system to improve monitoring and maintenance of these assets.
2. Completed the final year of the Sidewalk Condition Assessments and ADA Inventories and loaded the data into GIS (Geographic Information System). This will assist in the monitoring and maintenance of these infrastructure components.
3. Continued providing assistance to DuPage County on right of way acquisitions for the Gary Avenue Multi-Use Bike Path Project scheduled for construction in FY19/20.
4. Completed contract documents and bid the federally funded Lies Road Pavement Rehabilitation Project from Schmale Road to Gary Avenue.
5. Assisted DuPage County Transportation with the design and installation of the span wire traffic signal at the St. Charles Road - President Street intersection.

**FY19/20 OBJECTIVES**

1. Continue providing assistance to DuPage County on right of way acquisitions for the Gary Avenue Multi-Use Bike Path Project.
2. Oversee the outsourced Phase II Final Engineering and acquisitions for both the Carol Stream – Bloomingdale Trail Improvements and Lies Road Bike Path Extension Projects planned for construction in FY20/21.
3. Perform construction inspections on the federally funded Lies Road Pavement Rehabilitation Project from Schmale Road to Gary Avenue scheduled for summer 2019, with consultant services being utilized for paperwork documentation to meet IDOT requirements.
4. Oversee the Phase II Final Engineering and acquisition contracts for the Southeast Bike Path Project.
5. Administer the professional engineering contract for the preparation of plans and contract documents for the Morton Road Reconstruction project – St. Charles Road to North Avenue scheduled for FY20/21.

**Design & Construction Expenditures (01622200)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 134,096	\$ 142,008	\$ 133,483	\$ 152,871	\$ 152,871	\$ 152,871
51106 Seasonal Help	12,105	13,440	1,106	7,200	7,200	7,200
51109 Overtime	12,825	5,885	4,500	5,000	5,000	5,000
51111 Group Insurance	18,280	22,429	20,743	23,176	24,335	25,552
51112 IMRF	20,836	20,705	17,936	19,339	19,339	19,339
51113 FICA	11,615	12,194	10,370	13,131	13,131	13,131
51114 Workers Comp.	1,447	1,447	1,447	1,447	1,447	1,447
<b>Subtotal</b>	<b>211,204</b>	<b>218,108</b>	<b>189,585</b>	<b>222,164</b>	<b>223,323</b>	<b>224,540</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	2,333	2,374	1,570	2,519	2,546	2,557
52223 Training	46	1,780	645	4,645	6,995	6,920
52224 Vehicle Insurance	1,569	1,569	1,569	0	0	0
52253 Consultant	21,380	3,800	2,800	3,100	4,100	3,800
52255 Software Maintenance	139,394	31,250	31,223	0	0	0
<b>Subtotal</b>	<b>164,722</b>	<b>40,773</b>	<b>37,807</b>	<b>10,264</b>	<b>13,641</b>	<b>13,277</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	1,364	1,214	1,797	1,628	1,716	1,808
53317 Operating Supplies	839	860	1,150	1,055	1,135	1,215
53324 Uniforms	1,288	1,860	1,308	1,920	2,055	2,325
<b>Subtotal</b>	<b>3,491</b>	<b>3,934</b>	<b>4,255</b>	<b>4,603</b>	<b>4,906</b>	<b>5,348</b>
<b>Capital Outlay</b>						
54415 Vehicles	0	0	0	0	24,000	24,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,000</b>	<b>24,000</b>
<b>Totals</b>	<b>\$ 379,417</b>	<b>\$ 262,815</b>	<b>\$ 231,647</b>	<b>\$ 237,031</b>	<b>\$ 265,870</b>	<b>\$ 267,165</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. Incorporated and integrated other water assets (backflow devices, facilities, services, pumps, and storage tanks) and sanitary sewer assets (manholes, facilities, and pumps) into the Cartegraph asset management system.
2. Obtained the final two easements for the Schmale Road Water Main Replacement Project and entered into a consultant contract for preparation of final engineering plans and contract documents.

**FY19/20 OBJECTIVES**

1. Determine the pipe repair, rehabilitation and replacement methods needed for the North Avenue Sanitary Sewer Rehabilitation Project. Prepare contract documents to be incorporated with the Sanitary Sewer I&I (Inflow and Infiltration) Reduction Program Project.
2. Complete the Sanitary Sewer Main Condition Assessments. Evaluate results leading to the identification, prioritization, funding and programming of projects.
3. Supervise the consultant contracts for preparation of the Schmale Road Water Main Replacement Project final engineering plans and contract documents as well as its construction.
4. Oversee the construction of the Sanitary Sewer I&I Reduction Program Project.

**Water & Sewer Expenditures (01623100)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 26,027	\$ 62,919	\$ 22,220	\$ 67,713	\$ 67,713	\$ 67,713
51106 Seasonal Help	0	480	0	1,200	1,200	1,200
51109 Overtime	0	4,280	0	0	0	0
51111 Group Insurance	7,949	7,896	7,412	8,141	8,548	8,975
51112 IMRF	3,680	9,408	2,853	8,295	8,295	8,295
51113 FICA	1,841	5,029	1,602	5,010	5,010	5,010
51114 Workers Comp.	613	613	613	613	613	613
<b>Subtotal</b>	<b>40,110</b>	<b>90,625</b>	<b>34,700</b>	<b>90,972</b>	<b>91,379</b>	<b>91,806</b>
<b>Totals</b>	<b>\$ 40,110</b>	<b>\$ 90,625</b>	<b>\$ 34,700</b>	<b>\$ 90,972</b>	<b>\$ 91,379</b>	<b>\$ 91,806</b>

**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

1. Collected pump station data to be used in a stormwater model analysis for the subsequent Tubeway-Westgate Stormwater Study.
2. Responded to 101 citizen service requests (CSRs) concerning various stormwater issues - poor lot drainage, ponding/flooding, sidewalk icing, sump pump discharges, non or poorly functioning basins, deteriorated structures, blocked pipes, etc. All CSRs were recorded and tracked in the Cartegraph asset and operations management program.
3. Assessed the use of an on-call contractor versus DuPage County Stormwater for the Roadway Drainage Improvements Project including the Gundersen Drive east of Main Street storm sewer reconstruction. Due to legal requirements and the technical nature of reconstructions, the Village opted to continue using on-call contractors.
4. The Village's engineering consultant began preparation of plans and contract documents for the Kehoe Boulevard Stream Bank Stabilization Project.
5. Continued working with DuPage County Stormwater on the Southeast Stormwater Study.
6. Integrated other stormwater assets (facilities, culverts and pumps) into the Cartegraph asset management system.
7. Completed the Phase I Design Study where alternative designs were formulated for the Clearwater Court Storm Sewer Rehabilitation Project through an engineering consultant. Began the Phase II Final Engineering for the preparation plans and contract documents.
8. Oversaw consultant preparation of plans and contract documents for The Park Unit 1 Subdivision Detention Basin Retrofit Project off of Munson Drive. Supervised the retrofitting of the basin with bioengineering techniques.
9. Prepared contract documents and administered the 2018/19 Pond Shoreline & Wetland Maintenance Project.
10. Assisted DuPage County with the restoration of the flood plain buyout property on Illini Drive utilizing a low profile prairie.

11. Presented the Village's Stormwater Management Program Plan to the Board allowing for public input to satisfy National Pollutant Discharge Elimination System (NPDES) permit requirements.

### **FY19/20 OBJECTIVES**

1. Collect data, analyze stormwater models and perform the Tubeway-Westgate Stormwater Study with the objective of identifying alternatives to help alleviate street, parking lot and truck dock flooding.
2. Oversee consultant preparation of final engineering plans and contract documents for the Kehoe Boulevard Stream Bank Stabilization Project.
3. Working with DuPage County Stormwater Division, complete the Southeast Stormwater Study that will recommend a course of action to reduce flood damages in the area.
4. Perform assessments on the remaining uninspected sections of Klein & Thunderbird Creeks.
5. Oversee consultant preparation of final engineering plans and contract documents for the Clearwater Court Storm Sewer Rehabilitation Project as well as supervising its construction, contingent on full funding.
6. Create code requirements, design and engineering standards that will be incorporated into the Village's future Unified Development Ordinance (UDO) for a subsurface drainage permit for private improvement connections into the Village's storm sewer system from sump pump discharges, down spout extensions, under drain pipes, etc. Develop and document standard operating procedures (SOPs) to ensure protection of our storm water infrastructure.
7. Prepare contract documents and bid the 2019/20 Pond Shoreline & Wetland Maintenance Project. Administer the contract.
8. Conduct a Village Board workshop to discuss funding of the Stormwater Management Program, focusing on stream bank stabilization, flooding and drainage issues, detention basin retrofits, unfunded mandates and funding options.
9. Prepare contract documents and bid the Roadway Drainage Improvements Project as well as inspecting and managing its construction.



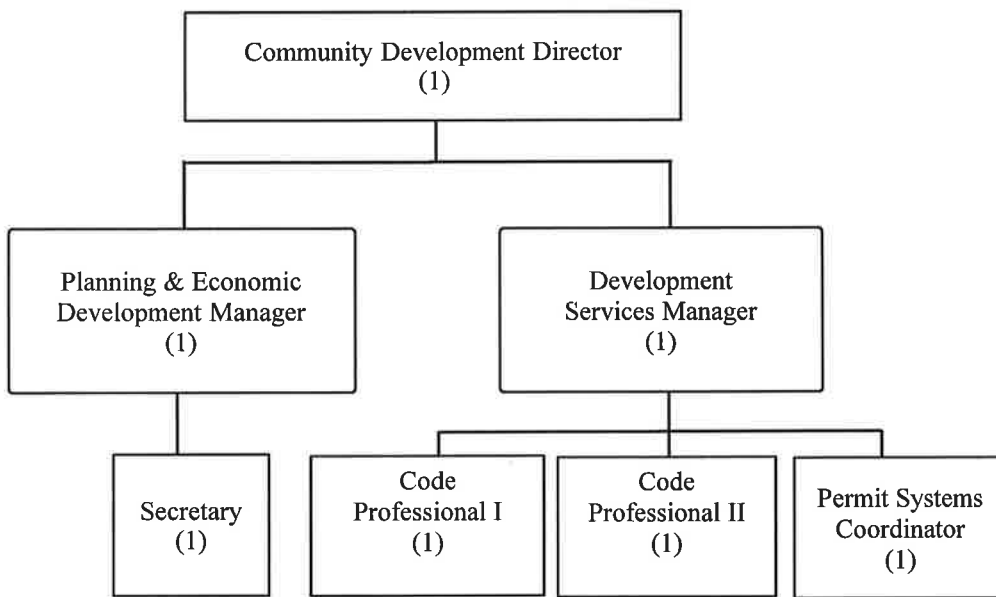
**Administration Expenditures (01620600)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 91,987	\$ 139,346	\$ 117,438	\$ 149,301	\$ 149,301	\$ 149,301
51106 Seasonal Help	0	960	5,012	5,200	5,200	5,200
51109 Overtime	0	535	0	0	0	0
51111 Group Insurance	18,258	20,231	18,332	20,894	21,939	23,036
51112 IMRF	12,245	18,896	14,530	18,289	18,289	18,289
51113 FICA	6,670	10,626	9,038	11,251	11,251	11,251
51114 Workers Comp.	846	846	846	846	846	846
<b>Subtotal</b>	<b>130,006</b>	<b>191,440</b>	<b>165,196</b>	<b>205,781</b>	<b>206,826</b>	<b>207,923</b>
<b>Contractual Services</b>						
52223 Training	2,030	1,100	1,000	1,790	2,240	2,395
52253 Consultant	96,731	147,000	69,536	152,000	147,000	147,000
52272 Property Maint.	51,144	97,500	79,082	104,150	107,610	63,080
<b>Subtotal</b>	<b>149,905</b>	<b>245,600</b>	<b>149,618</b>	<b>257,940</b>	<b>256,850</b>	<b>212,475</b>
<b>Commodities</b>						
53317 Operating Supplies	0	220	190	220	220	220
53350 Small Equipment	0	5,200	5,200	4,000	0	0
<b>Subtotal</b>	<b>0</b>	<b>5,420</b>	<b>5,390</b>	<b>4,220</b>	<b>220</b>	<b>220</b>
<b>Capital Outlay</b>						
54415 Vehicles	0	0	0	0	0	28,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,000</b>
<b>Totals</b>	<b>\$ 279,911</b>	<b>\$ 442,460</b>	<b>\$ 320,204</b>	<b>\$ 467,941</b>	<b>\$ 463,896</b>	<b>\$ 448,618</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Full Time	7	7	7	7	7

**ORGANIZATIONAL CHART**



**NARRATIVE**

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

The Department strives to provide excellent customer service and achieve specified performance goals. Community Development’s five programs include Administration, Development Services, Code Enforcement, 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, maintains and updates the building codes, zoning code and comprehensive plan, and directs economic development programs and initiatives.

**EXPENDITURE**

Classification	Actual FY17/18	Budget FY18/19	Estimated FY18/19	Proposed FY19/20	Projected FY20/21	Projected FY21/22
Administration	\$225,747	\$208,647	\$212,041	\$123,721	\$124,267	\$124,841
Development Services	374,187	402,309	414,277	471,579	474,083	477,393
Code Enforcement	155,035	189,786	167,979	212,701	214,187	215,686
Planning	127,831	125,322	141,415	135,329	135,629	136,149
Long Range Planning	7,528	4,802	0	0	0	0
Economic Development	65,817	52,150	30,226	87,792	82,092	82,407
<b>Totals</b>	<b>\$956,145</b>	<b>\$983,016</b>	<b>\$965,938</b>	<b>\$1,031,122</b>	<b>\$1,030,258</b>	<b>\$1,036,476</b>

**EXPENDITURES**

Acct.#	Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>							
51102	Personal Services	\$ 588,018	\$ 592,915	\$ 608,000	\$ 634,044	\$ 634,044	\$ 634,044
51109	Overtime	461	1,500	1,500	1,500	1,500	1,500
51111	Group Insurance	85,720	94,970	86,532	98,006	102,907	108,053
51112	IMRF	83,266	83,217	78,300	77,671	77,671	77,671
51113	FICA	43,438	45,473	45,500	48,505	48,505	48,505
51114	Workers Comp.	4,105	4,105	4,105	4,105	4,105	4,105
	<b>Subtotals</b>	<b>805,008</b>	<b>822,180</b>	<b>823,937</b>	<b>863,831</b>	<b>868,732</b>	<b>873,878</b>
<b>Contractual Services</b>							
52212	Auto Maint. & Repair	6,365	6,467	6,517	12,056	12,186	12,242
52222	Meetings	1,753	2,950	565	2,950	2,950	2,950
52223	Training	5,476	4,560	3,960	7,520	7,220	7,320
52224	Vehicle Insurance	2,352	2,352	2,352	2,352	2,352	2,352
52226	Office Equip. Maint.	715	0	0	0	0	0
52230	Telephone	2,743	2,740	2,740	2,825	2,825	2,825
52232	Records Storage	0	0	0	0	0	0
52234	Dues & Subscriptions	1,535	1,680	1,624	1,800	1,675	1,725
52246	Economic Developmen	32,005	0	0	0	0	0
52253	Consultant	67,658	96,000	84,500	105,000	99,000	99,000
52255	Software Maintenance	22,000	26,200	26,200	20,000	20,500	21,000
52260	Weed Mowing	1,850	2,200	750	2,200	2,200	2,200
52272	Property Maintenance	5	1,000	0	1,000	1,000	1,000
	<b>Subtotals</b>	<b>144,457</b>	<b>146,149</b>	<b>129,208</b>	<b>157,703</b>	<b>151,908</b>	<b>152,614</b>
<b>Commodities</b>							
53313	Auto Gas & Oil	2,671	1,612	3,643	3,338	3,518	3,709
53314	Office Supplies	1,040	2,000	2,000	1,500	1,500	1,500
53315	Printed Materials	1,162	5,150	2,650	2,200	2,200	2,200
53318	Reference Materials	263	4,500	3,750	1,000	650	650
53324	Uniforms	1,235	775	675	900	1,100	1,275
53350	Small Equipment	309	650	75	650	650	650
	<b>Subtotals</b>	<b>6,680</b>	<b>14,687</b>	<b>12,793</b>	<b>9,588</b>	<b>9,618</b>	<b>9,984</b>
<b>Totals</b>		<b>\$ 956,145</b>	<b>\$ 983,016</b>	<b>\$ 965,938</b>	<b>\$ 1,031,122</b>	<b>\$ 1,030,258</b>	<b>\$ 1,036,476</b>

**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

1. Provided information to the Clerk's Office for 225 Freedom of Information Act requests (compared to 182 in calendar year 2017 and 117 in calendar year 2016).
2. Provided technical support and inspections for the Municipal Center expansion and remodeling project.
3. As part of the new Village website, implemented a system enabling the public to report suspected property maintenance violations online, with assistance from the Information Technology Department.
4. Transitioned operations from 505 E. North Avenue back to 500 N. Gary Avenue with minimal disruption to customer services.

**FY19/20 OBJECTIVES**

1. Support the Village's role as an information provider by preparing and providing timely information on Community Development topics for the Village's social media platforms, website and E-Stream Newsletter.
2. With assistance from the Information Technology Department, design and implement a system to accept online building permit application submittals for over the counter and simple accessory permits.

**Administration Expenditures (01640100)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 163,414	\$ 148,326	\$ 155,968	\$ 88,031	\$ 88,031	\$ 88,031
51111 Group Insurance	18,185	23,137	23,047	10,924	11,470	12,044
51112 IMRF	23,326	20,766	16,069	10,784	10,784	10,784
51113 FICA	12,288	11,347	11,942	6,734	6,734	6,734
51114 Workers Comp.	501	501	501	501	501	501
<b>Subtotal</b>	<b>217,714</b>	<b>204,077</b>	<b>207,527</b>	<b>116,974</b>	<b>117,520</b>	<b>118,094</b>
<b>Contractual Services</b>						
52223 Training	370	360	360	420	420	420
52224 Vehicle Insurance	0	0	0	2,352	2,352	2,352
52226 Office Equip. Maint.	715	0	0	0	0	0
52230 Telephone	665	660	660	675	675	675
52234 Dues & Subscriptions	1,240	1,350	1,294	1,350	1,350	1,350
52253 Consultant	3,713	0	0	0	0	0
<b>Subtotal</b>	<b>6,703</b>	<b>2,370</b>	<b>2,314</b>	<b>4,797</b>	<b>4,797</b>	<b>4,797</b>
<b>Commodities</b>						
53314 Office Supplies	1,040	2,000	2,000	1,500	1,500	1,500
53315 Printed Materials	61	200	200	200	200	200
53324 Uniforms	229	0	0	250	250	250
<b>Subtotal</b>	<b>1,330</b>	<b>2,200</b>	<b>2,200</b>	<b>1,950</b>	<b>1,950</b>	<b>1,950</b>
<b>Totals</b>	<b>\$ 225,747</b>	<b>\$ 208,647</b>	<b>\$ 212,041</b>	<b>\$ 123,721</b>	<b>\$ 124,267</b>	<b>\$ 124,841</b>

**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

1. Met the Department's performance standards for the number of days of review time and the number of review cycles on 94% of residential permit submittals.
2. Met the Department's performance standards for the number of days of review time and the number of review cycles on 96% of commercial and industrial permit submittals.
3. Scanned and cataloged 4,599 building permit files into the electronic document archive system.
4. Updated the Village's development services fees to more accurately reflect the costs of performing these services.

**FY19/20 OBJECTIVES**

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

## Development Services Expenditures (01643700)

Acct. # / Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 207,900	\$ 196,589	\$ 220,944	\$ 258,270	\$ 258,270	\$ 258,270
51111 Group Insurance	38,243	39,380	34,698	48,152	50,560	53,088
51112 IMRF	29,329	27,522	30,393	31,638	31,638	31,638
51113 FICA	15,150	15,039	16,269	19,758	19,758	19,758
51114 Workers Comp.	1,910	1,910	1,910	1,910	1,910	1,910
<b>Subtotal</b>	<b>292,532</b>	<b>280,440</b>	<b>304,214</b>	<b>359,728</b>	<b>362,136</b>	<b>364,664</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	2,288	2,328	1,499	2,773	2,803	2,816
52222 Meetings	100	160	100	160	160	160
52223 Training	1,989	3,300	3,000	3,800	3,600	3,600
52224 Vehicle Insurance	1,176	1,176	1,176	0	0	0
52230 Telephone	1,413	1,320	1,320	1,350	1,350	1,350
52234 Dues & Subscriptions	295	330	330	450	325	375
52253 Consultant	49,687	80,000	70,000	80,000	80,000	80,000
52255 Software Maintenance	22,000	26,200	26,200	20,000	20,500	21,000
<b>Subtotal</b>	<b>78,948</b>	<b>114,814</b>	<b>103,625</b>	<b>108,533</b>	<b>108,738</b>	<b>109,301</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	614	580	838	768	809	853
53315 Printed Materials	1,101	1,800	1,800	1,500	1,500	1,500
53318 Reference Materials	163	4,000	3,500	500	150	150
53324 Uniforms	805	400	300	275	475	650
53350 Small Equipment	24	275	0	275	275	275
<b>Subtotal</b>	<b>2,707</b>	<b>7,055</b>	<b>6,438</b>	<b>3,318</b>	<b>3,209</b>	<b>3,428</b>
<b>Totals</b>	<b>\$ 374,187</b>	<b>\$ 402,309</b>	<b>\$ 414,277</b>	<b>\$ 471,579</b>	<b>\$ 474,083</b>	<b>\$ 477,393</b>



**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

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

	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Code Enforcement Cases Initiated</b>	510	569	894
<i>Cases requiring a citation to be issued</i>	2	8	13
<i>Cases requiring a court appearance</i>	2	3	3
<b>Citizen Service Requests Received</b>	268	329	266
<b>Landscape Liens Filed</b>	8	7	1
<b>Properties Notified of a Dead/Diseased Tree Violation</b>	94	111	135
<i>Properties that complied during calendar year</i>	113	80	90
<b>After Hours Emergency Incident Responses</b>	13	6	9

**FY19/20 OBJECTIVES**

1. Using both in-house staff and consultant services, continue the Village-wide Property Maintenance Code Enforcement initiative, targeting the most common and detrimental violations. The emphasis in FY19/20 will include monitoring of vacant properties, enforcement of tall grass and weed violations, fences in disrepair, and failed commercial and industrial property parking lot pavement.
2. As part of the adoption the 2018 ICC Codes, review the International Property Maintenance Code and determine whether one or more local amendments would provide the Code Professional staff with additional tools to more effectively address property maintenance issues.
3. Address remaining residential properties having dead, diseased or infested trees, and identify and seek removal and replacement of dead, diseased or infested trees on commercial and industrial properties.

## Code Enforcement Expenditures (01642100)

Acct. # / Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 90,723	\$ 115,324	\$ 99,893	\$ 124,721	\$ 124,721	\$ 124,721
51109 Overtime	461	1,500	1,500	1,500	1,500	1,500
51111 Group Insurance	20,539	21,337	18,867	24,932	26,179	27,488
51112 IMRF	12,866	16,355	13,975	15,278	15,278	15,278
51113 FICA	6,612	8,937	7,409	9,541	9,541	9,541
51114 Workers Comp.	636	636	636	636	636	636
<b>Subtotal</b>	<b>131,837</b>	<b>164,089</b>	<b>142,280</b>	<b>176,608</b>	<b>177,855</b>	<b>179,164</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	4,077	4,139	5,018	9,283	9,383	9,426
52222 Meetings	0	90	90	90	90	90
52224 Vehicle Insurance	1,176	1,176	1,176	0	0	0
52230 Telephone	665	760	760	800	800	800
52253 Consultant	12,950	14,000	14,000	19,000	19,000	19,000
52260 Weed Mowing	1,850	2,200	750	2,200	2,200	2,200
52272 Property Maint.	5	1,000	0	1,000	1,000	1,000
<b>Subtotal</b>	<b>20,723</b>	<b>23,365</b>	<b>21,794</b>	<b>32,373</b>	<b>32,473</b>	<b>32,516</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	2,057	1,032	2,805	2,570	2,709	2,856
53315 Printed Materials	0	650	650	500	500	500
53324 Uniforms	201	375	375	375	375	375
53350 Small Equipment	217	275	75	275	275	275
<b>Subtotal</b>	<b>2,475</b>	<b>2,332</b>	<b>3,905</b>	<b>3,720</b>	<b>3,859</b>	<b>4,006</b>
<b>Totals</b>	<b>\$ 155,035</b>	<b>\$ 189,786</b>	<b>\$ 167,979</b>	<b>\$ 212,701</b>	<b>\$ 214,187</b>	<b>\$ 215,686</b>

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**NARRATIVE**

The Planning Program provides zoning administration, site plan review, and management of all development applications submitted to the Village. The program also guides and directs growth through plans and policies that preserve the character and enhance the livability of the Village through the Comprehensive Plan. 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 also coordinates development review activities with other Village Departments, the Village Clerk, the Carol Stream Fire Protection District, developers, business owners and homeowners to ensure that conditions of approval for variation and special use ordinances are implemented. Development proposals and annexation agreements are reviewed 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.

**FY18/19 ACCOMPLISHMENTS**

1. Responded to 15 requests for zoning verification letters in calendar year 2018, compared to 20 in 2017 and 14 in 2015.
2. Reviewed and approved 48 new business registration applications in calendar year 2018, compared to 69 in 2017 and 70 in 2016.
3. Administered the development approval process for new development projects. Significant projects included the *Eco Lux Auto Spa* on Gary Avenue, the 12,100 square foot *Primrose School* daycare center in the Heritage Plaza Shopping Center, and the 34,000 square foot *LA Fitness* in the Carol Stream Marketplace Shopping Center.
4. Scanned and catalogued 74 Plan Commission/Zoning Board of Appeals cases into the document archival system.
5. Applied for and awarded a Local Technical Assistance Grant from the Chicago Metropolitan Agency for Planning (CMAP) to update the Zoning, Subdivision, and Sign Codes through a Unified Development Ordinance.
6. With the assistance of the GIS Consultant, prepared and received Village Board approval of the Village's 2019 Official Zoning Map.
7. With the assistance of the GIS Consultant, provided information to the U.S. Census Bureau to facilitate the Bureau's annual boundary update.
8. Organized a Plan Commissioner training session put on by the IL Chapter of the American Planning Association and DePaul University's Chaddick Institute for Metropolitan Development.

**FY19/20 OBJECTIVES**

1. Administer the development review process for new developments or redevelopments, which may include: the former *DuPage County Recycling Center* property at Fullerton and Center Avenues; vacant property at the northeast corner of North Avenue and Kuhn Road; vacant properties at the northeast and southeast corners of Gary Avenue and Lies Road; additional outlot buildings at *Carol Stream Marketplace Shopping Center (Caputo's)* and *Grace Plaza (Wheaton Christian Center Church)*.
2. Continue work on the Unified Development Ordinance Project, which is anticipated to take two years to complete, with assistance from the Chicago Metropolitan Agency for Planning (CMAP) and the project consultant.
3. With the assistance of the GIS Consultant, complete the 2020 update of the Village's Official Zoning Map.
4. With the assistance of the GIS Consultant, coordinate the submittal of updated information to the U.S. Census Bureau to facilitate the Bureau's annual boundary update.
5. Continue to fulfill recommendations from the 2016 Comprehensive Plan for short- and long-term implementation actions.
6. Implement a Development Projects story map and webpage on the Village's website to provide pertinent information to residents and the public about active Plan Commission cases, cases approved by the Village Board, and projects under construction.

**Planning Expenditures (01641700)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 100,804	\$ 96,089	\$ 109,291	\$ 101,825	\$ 101,825	\$ 101,825
51111 Group Insurance	4,510	7,333	6,903	7,994	8,394	8,814
51112 IMRF	14,209	13,452	15,047	12,474	12,474	12,474
51113 FICA	7,543	7,351	8,253	7,790	7,790	7,790
51114 Workers Comp.	597	597	796	796	796	796
<b>Subtotal</b>	<b>127,663</b>	<b>124,822</b>	<b>140,290</b>	<b>130,879</b>	<b>131,279</b>	<b>131,699</b>
<b>Contractual Services</b>						
52222 Meetings	0	150	275	550	550	550
52223 Training	0	0	600	3,300	3,200	3,300
<b>Subtotal</b>	<b>0</b>	<b>150</b>	<b>875</b>	<b>3,850</b>	<b>3,750</b>	<b>3,850</b>
<b>Commodities</b>						
53318 Reference Materials	100	250	250	500	500	500
53350 Small Equipment	68	100	0	100	100	100
<b>Subtotal</b>	<b>168</b>	<b>350</b>	<b>250</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Totals</b>	<b>\$ 127,831</b>	<b>\$ 125,322</b>	<b>\$ 141,415</b>	<b>\$ 135,329</b>	<b>\$ 135,629</b>	<b>\$ 136,149</b>

**Long Range Planning Expenditures (01641800)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 2,390	\$ 2,287	\$ 0	\$ 0	\$ 0	\$ 0
51111 Group Insurance	1,286	271	0	0	0	0
51112 IMRF	343	320	0	0	0	0
51113 FICA	177	175	0	0	0	0
51114 Workers Comp.	199	199	0	0	0	0
<b>Subtotal</b>	<b>4,395</b>	<b>3,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual Services</b>						
52222 Meetings	16	400	0	0	0	0
52223 Training	3,117	900	0	0	0	0
<b>Subtotal</b>	<b>3,133</b>	<b>1,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Commodities</b>						
53318 Reference Materials	0	250	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 7,528</b>	<b>\$ 4,802</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

During FY18/19, the Long-Range Planning program was closed into the Planning program 01641700.

**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.

**FY18/19 ACCOMPLISHMENTS**

1. Met with brokers and business representatives to discuss available land and building space in Carol Stream; assisted 18 businesses in relocating or expanding in Carol Stream including *EcoLux Auto Spa, Primrose School, Orange Theory Fitness, IG Commercial, Planet Fitness, WoodSpring Suites Hotel, and Day Light Early Learning Center.*
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 three DCEO project announcements to Carol Stream brokers and property managers.
3. Maintained a strong working relationship with the Carol Stream Chamber of Commerce through membership on the Chamber's Board of Directors. Staff attends the monthly Board of Directors meeting, at which we present a monthly update, and also attend the Chamber's monthly Industrial Roundtable meetings.
4. Working with the Administration Department, provide content for "CS Business Buzz" social media stories which highlight new Carol Stream businesses for the public.
5. Prepared for and held the 2018 Economic Development Event in April, which was a Shopping Center Roundtable meeting focused on trends and challenges our shopping center owners and brokers are facing in the current retail environment.

**FY19/20 OBJECTIVES**

1. Continue work to implement Economic Development related recommendations from the 2016 Comprehensive Plan, including strategies for business retention and expansion, and development projects within our three Key Opportunity Areas (Town Center Node, North Avenue/County Farm Node, and North Avenue between Kuhn and Bennett).
2. Evaluate the strategic value and pursue annexation of additional properties in the Southwest Planning Area.
3. Enhance Economic Development-related content on the Village's website to include an aerial/drone video tailored specifically to an Economic Development audience.



**Economic Development Expenditures (01643600)**

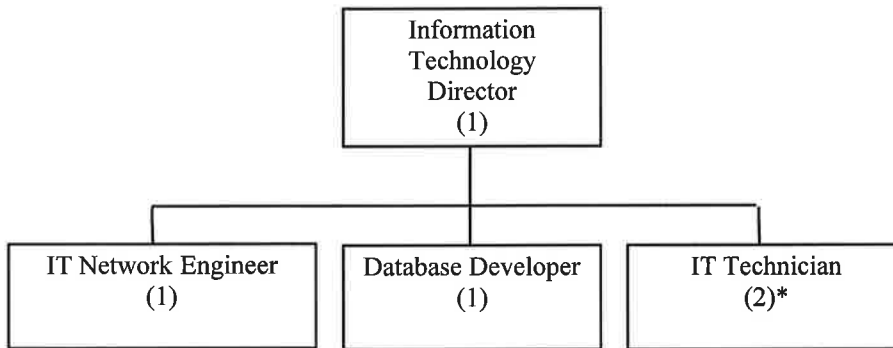
<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 22,787	\$ 34,300	\$ 21,904	\$ 61,197	\$ 61,197	\$ 61,197
51111 Group Insurance	2,957	3,512	3,017	6,004	6,304	6,619
51112 IMRF	3,193	4,802	2,816	7,497	7,497	7,497
51113 FICA	1,668	2,624	1,627	4,682	4,682	4,682
51114 Workers Comp.	262	262	262	262	262	262
<b>Subtotal</b>	<b>30,867</b>	<b>45,500</b>	<b>29,626</b>	<b>79,642</b>	<b>79,942</b>	<b>80,257</b>
<b>Contractual Services</b>						
52222 Meetings	1,637	2,150	100	2,150	2,150	2,150
52246 Economic Development	32,005	0	0	0	0	0
52253 Consultant	1,308	2,000	500	6,000	0	0
<b>Subtotal</b>	<b>34,950</b>	<b>4,150</b>	<b>600</b>	<b>8,150</b>	<b>2,150</b>	<b>2,150</b>
<b>Commodities</b>						
53315 Printed Materials	0	2,500	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 65,817</b>	<b>\$ 52,150</b>	<b>\$ 30,226</b>	<b>\$ 87,792</b>	<b>\$ 82,092</b>	<b>\$ 82,407</b>

<b>GENERAL CORPORATE FUND</b>	<b>INFORMATION TECHNOLOGY</b>
<b>Summary</b>	

**PERSONNEL SCHEDULE**

	Authorized FY17/18	Budget FY18/19	Proposed FY19/20	Projected FY20/21	Projected FY21/22
Full Time	5	6	5	5	5

**ORGANIZATIONAL CHART**



\* One additional IT Technician is filled on a contractual basis and is fully reimbursed by the Carol Stream Library.

The Information Technology budget includes the personnel costs of the Information Technology Director, Information Technology Technicians, Information Technology Network Engineer and Database Developer. Expenditures include computer network hardware and software, GIS, security cameras, wireless telephones, Audio/Video systems and any software used to support the entire organization. This budget also includes funds for maintenance and upkeep of the Village's website <http://www.carolstream.org/>.

With the completed renovation of the Municipal Center building, focus will be placed on normalization of operations and reducing costs where possible. Many communication circuits were replaced or removed prior to the move, however; opportunities remain to realize further cost savings. Leveraging technologies such as microwave communications between municipal sites will be explored further and if deemed a viable option, it is expected to be implemented by the end of FY20.

With the current phone system aging and desktop phones becoming more difficult to find, staff intends to upgrade the existing phone controller and refresh the desktop telephones to supported models. It's important to note this is not a complete phone system overhaul. The intention is to upgrade the hardware and software on the current phone controllers to support current feature sets and newer desktop phones. Consideration will also be given to alternative technologies to replace traditional desktop phones where appropriate. Some examples include using existing cell phones as a single telecommunication device rather than provide two phones (desktop and cellular).

Another notable initiative will be evaluating options and implementing paperless agendas. This organizational initiative would replace the current time consuming, expensive and paper intensive process with a streamlined electronic workflow.

### **FY18/19 ACCOMPLISHMENTS**

1. Completed the website design and implementation based on the research completed in FY16/17. Some new online forms and processes include:
  - a. FOIA request form
  - b. Program registration forms
  - c. Report code violations
  - d. Comprehensive full and partial phrase search capabilities
2. Created the electronic workflows and online application process for Police officer recruitment. This was the first online recruitment effort.
3. Developed a database foundation to interconnect enterprise application systems. Milestones include:
  - a. Creating a centralized address database.
  - b. Created data standards for varying systems.
4. Successfully coordinated and completed the equipment reinstallation at the Municipal Center and the decommissioning of varying services and relocation of police systems from Glendale Heights. The equipment that was relocated includes, but is not limited to:

- a. PEG (Public, Educational and Government) video services
  - b. Cell phone amplifiers
  - c. Police radio equipment
  - d. Server and network equipment
  - e. Telephone services
5. Finalized an Intergovernmental Agreement with DuPage County to facilitate a cost effective off site recovery location. This site is used for data backup and disaster recovery.
  6. Completed the microwave system installation for the Police/DuComm CAD project. The microwave system is used to communicate with the dispatch center without the expense of dedicated data circuits.
  7. Replaced the video camera systems at Town Center. This upgrade provided high definition camera quality and improved the security in the Town Center. In addition, by improving wired and wireless camera connectivity, the system is more reliable for video retrieval.
  8. Implemented an event logging system to improve network and system security and accountability.

#### **FY 19/20 OBJECTIVES**

1. Continue development with data management and system integrations. This includes further defining quality control and quality assurance processes and system integration standards for enterprise systems.
2. Upgrade the current telephone system with a modern telecommunications system to better support features such as two line caller ID and call logging.
3. Implement a microwave system that can support building-to-building communications to reduce or eliminate monthly data circuit costs.
4. Implement an electronic means to create and manage board packets and agendas.
5. DuJIS application roll-out to support the Police Department's new report writing system.
6. Continued focus on the DuPage County backup and recovery site build-out. Objectives include improving capabilities to include business continuity and improve recovery times.
7. In the upcoming year, the Library will begin a renovation project. During this time, the library staff will remain at the existing location and will continue to serve their patrons during the construction. The IT staff will provide support and technical guidance to the library throughout the building renovation.

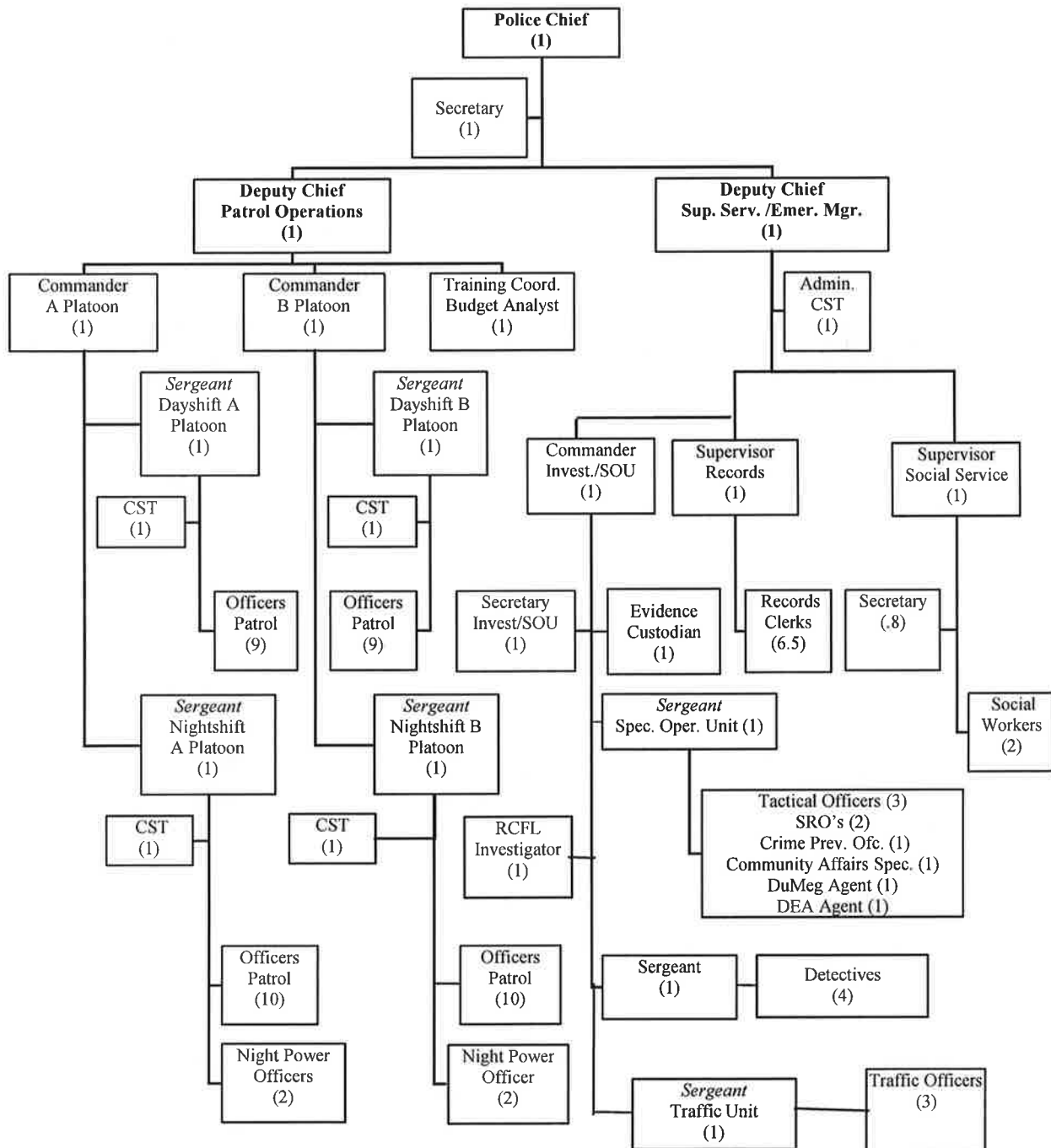
## Information Technology Expenditures (01652800)

Acct. # / Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 428,927	\$ 492,835	\$ 428,000	\$ 442,752	\$ 442,752	\$ 442,752
51111 Group Insurance	27,893	64,743	70,071	38,089	39,993	41,993
51112 IMRF	61,089	68,997	55,100	54,234	54,234	54,234
51113 FICA	32,102	37,702	32,000	33,676	33,676	33,676
51114 Workers Comp.	339	339	339	339	339	339
<b>Subtotal</b>	<b>550,350</b>	<b>664,616</b>	<b>585,510</b>	<b>569,090</b>	<b>570,994</b>	<b>572,994</b>
<b>Contractual Services</b>						
52212 Auto M&R	5,263	5,250	667	3,071	3,105	3,119
52223 Training	7,248	14,500	13,000	16,150	9,650	16,150
52226 Office Equip Maint.	25,879	30,415	30,415	30,730	31,750	32,750
52230 Telephone	71,879	68,900	74,000	81,086	76,286	63,186
52234 Dues & Subscription	5,303	21,100	17,500	18,377	18,377	18,377
52253 Consultant	53,511	100,000	179,296	172,152	162,152	162,152
52255 Software Maint.	88,943	109,365	109,365	183,582	186,507	192,282
52257 GIS	183,495	193,200	193,000	210,527	216,527	222,527
<b>Subtotal</b>	<b>441,521</b>	<b>542,730</b>	<b>617,243</b>	<b>715,675</b>	<b>704,354</b>	<b>710,543</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	416	474	469	487	514	541
53314 Office Supplies	60	750	750	500	500	500
53317 Operating Supplies	10,468	13,950	13,950	8,950	8,950	13,950
53324 Uniforms	211	200	200	500	525	525
<b>Subtotal</b>	<b>11,155</b>	<b>15,374</b>	<b>15,369</b>	<b>10,437</b>	<b>10,489</b>	<b>15,516</b>
<b>Capital Outlay</b>						
54412 Other Equipment	43,386	102,200	100,100	151,000	5,000	12,500
54413 Computer Equip.	17,179	21,600	21,600	33,000	159,200	79,200
54418 Cable TV / PEG	0	0	0	29,000	28,000	27,000
56494 Lease Principal	14,875	14,876	14,876	0	0	0
56495 Lease Interest	386	386	386	0	0	0
<b>Subtotal</b>	<b>75,826</b>	<b>139,062</b>	<b>136,962</b>	<b>213,000</b>	<b>192,200</b>	<b>118,700</b>
<b>Totals</b>	<b>\$ 1,078,852</b>	<b>\$ 1,361,782</b>	<b>\$ 1,355,084</b>	<b>\$ 1,508,202</b>	<b>\$ 1,478,037</b>	<b>\$ 1,417,753</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Full Time	91	91	91	91	91
Part-Time (FTE)	<u>1.8</u>	<u>1.3</u>	<u>1.3</u>	<u>1.3</u>	<u>1.3</u>
Total FTE	92.8	92.3	92.3	92.3	92.3

**ORGANIZATIONAL CHART**



**NARRATIVE**

The Carol Stream Police Department is responsible for providing public safety services to its residents and customers that live, work or visit our community. The department, like other law enforcement agencies around the nation, grows yearly in complexity and accountability. The men and women in 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 FY17/18	Budget FY18/19	Estimated FY18/19	Proposed FY19/20	Projected FY20/21	Projected FY21/22
Administration	\$1,721,275	\$1,787,352	\$1,822,199	\$2,331,229	\$2,368,412	\$2,442,819
Special Operations	1,418,714	1,571,287	1,504,406	1,527,735	1,597,675	1,646,699
Investigations	1,154,253	1,252,886	1,248,461	1,323,723	1,318,655	1,379,252
Patrol	8,585,053	9,021,522	9,048,820	9,511,103	9,795,560	9,963,584
Traffic	909,343	1,004,262	992,184	1,024,867	1,044,055	1,061,495
Records	631,989	644,980	675,897	634,888	638,694	642,532
Social Services	456,714	453,808	455,568	480,492	480,920	483,289
Totals	<b>\$14,877,341</b>	<b>\$15,736,097</b>	<b>\$15,747,535</b>	<b>\$16,834,037</b>	<b>\$17,243,971</b>	<b>\$17,619,670</b>

## EXPENDITURES

Acct. #	Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>							
51102	Personal Servs.	\$ 7,676,730	\$ 7,947,046	\$ 8,071,000	\$ 8,651,514	\$ 8,651,514	\$ 8,651,514
51107	Court Time	124,901	147,200	127,000	139,000	139,000	139,000
51109	Overtime	694,982	584,000	641,000	662,000	662,000	662,000
51111	Group Insurance	1,056,615	1,120,728	1,042,677	1,124,818	1,181,028	1,240,080
51112	IMRF	204,466	199,404	196,500	186,267	186,267	186,267
51113	FICA	619,214	603,479	641,400	650,838	650,838	650,838
51114	Workers Comp.	243,043	243,043	243,043	243,043	243,043	243,043
51116	Police Pension	2,072,751	2,434,978	2,434,978	2,625,502	2,888,053	3,176,857
	<b>Subtotal</b>	<b>12,692,702</b>	<b>13,279,878</b>	<b>13,397,598</b>	<b>14,282,982</b>	<b>14,601,743</b>	<b>14,949,599</b>
<b>Contractual Services</b>							
52212	Auto M&R	289,723	292,934	271,657	229,587	232,082	233,134
52222	Meetings	2,476	5,120	4,161	4,165	4,175	4,175
52223	Training	142,501	274,410	231,906	197,590	226,270	224,360
52224	Vehicle Insur.	35,320	35,320	35,320	35,320	35,320	35,320
52226	Off. Equip. Mnt.	8,232	10,450	9,050	8,650	9,055	9,475
52227	Radio Mtnc.	1,407	6,075	6,000	6,555	6,755	6,955
52230	Telephone	38,135	42,472	42,572	43,084	43,756	42,756
52234	Dues & Subscr.	30,329	37,650	38,270	43,645	45,040	45,005
52236	Employee Svcs.	3,547	6,431	4,970	6,980	7,545	8,110
52239	Range	6,500	8,200	7,800	7,800	7,850	7,900
52244	Mtnc. & Rpr.	48,013	67,600	57,200	74,200	68,600	71,100
52245	Gen'l Comm.	721,914	809,275	805,047	834,401	836,101	836,101
52247	Data Processing	3,000	3,000	3,000	3,000	3,000	3,000
52249	Animal Control	1,235	3,000	2,500	3,000	3,000	3,000
52255	Software Mtnc.	68,331	62,429	61,003	99,475	100,095	93,243
52298	ATLE-Ser. Fee	202,329	205,000	205,000	205,000	205,000	205,000
52310	ATLE-Legal	3,000	3,000	3,000	3,000	3,000	3,000
52400	Gen. Insurance	0	1,000	0	0	0	0
	<b>Subtotal</b>	<b>1,605,992</b>	<b>1,873,366</b>	<b>1,788,456</b>	<b>1,805,452</b>	<b>1,836,644</b>	<b>1,831,634</b>
<b>Commodities</b>							
53313	Auto Gas & Oil	120,576	119,466	127,344	144,113	151,914	160,137
53314	Office Supplies	8,590	9,000	9,000	9,000	9,000	9,000
53315	Printed Material	3,943	5,000	5,000	5,000	5,000	5,000
53317	Operating Sup.	35,112	44,635	43,885	48,770	50,230	52,950
53318	Refer. Materials	5,232	5,800	5,800	6,500	8,610	6,720
53321	Ammunition	30,694	42,000	42,000	44,000	46,000	48,000
53322	Emergency Equip.	1,778	4,952	5,052	5,870	10,670	5,870
53323	Weapons	14,029	6,250	4,990	5,250	5,250	5,250
53324	Uniforms	73,458	110,550	91,600	106,740	102,150	109,150
53325	Community Rel.	29,699	20,950	20,950	21,650	21,850	22,050



**EXPENDITURES**

<b>Acct. #</b>	<b>Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
53326	Prisoner Care	0	200	200	0	0	0
53330	Invest. Fund	10,585	20,500	21,860	22,160	22,360	22,560
53350	Small Equip.	61,570	70,650	70,650	80,250	69,050	73,550
	<b>Subtotal</b>	<b>395,266</b>	<b>459,953</b>	<b>448,331</b>	<b>499,303</b>	<b>502,084</b>	<b>520,237</b>
<b>Capital Outlay</b>							
54412	Other Equip.	6,679	25,400	25,400	26,300	141,000	123,200
54415	Vehicles	176,702	97,500	87,750	195,000	162,500	195,000
	<b>Subtotal</b>	<b>183,381</b>	<b>122,900</b>	<b>113,150</b>	<b>221,300</b>	<b>303,500</b>	<b>318,200</b>
<b>Totals</b>		<b>\$ 14,877,341</b>	<b>\$ 15,736,097</b>	<b>\$ 15,747,535</b>	<b>\$ 16,809,037</b>	<b>\$ 17,243,971</b>	<b>\$ 17,619,670</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. Hexagon, the new DuPage County report writing system was introduced this past year to replace the NetRMS system. The system will be fully operational by June. This new system incorporates all municipalities within DuPage County and is user friendly. This new system will improve inter-department information, communication and operability.
2. The department received training in Procedural Justice to apply fairness, proper communication and transparency to all individuals. This training also addressed risk assessment and the development of crisis intervention skills during volatile events and recognizing individuals experiencing a mental health crisis.
3. Coordinated all move-back operations to the Municipal Center on Gary Avenue. The transition of all personnel, property and evidence was smooth, with little to no impact on police services.

**FY19/20 OBJECTIVES**

1. Initiate an officer wellness program designed to fulfill the psychological, physical, and health needs of all employees. Incorporate training, books, articles, video, speakers and other professionals to ensure the overall health and wellness of all personnel within the department.
2. The department will start a test program on the use of conductive electrical devices (Tasers). Officers will be issued Tasers and trained on their use. An evaluation will be made to enter into a contract to have Tasers become a permanent tool during use of force encounters.
3. Perform an internal study into the feasibility of obtaining a drone for use in police operations. The drone may be useful during all types of investigations and public relations opportunities.

**Administration Expenditures (01660100)**

	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 1,011,219	\$ 1,009,474	\$ 1,081,000	\$ 1,351,519	\$ 1,351,519	\$ 1,351,519
51109 Overtime	4,966	2,000	1,000	1,000	1,000	1,000
51111 Group Insurance	107,934	121,442	103,644	142,790	149,898	157,393
51112 IMRF	24,052	23,123	27,500	29,861	29,861	29,861
51113 FICA	72,985	72,754	76,200	92,389	92,389	92,389
51114 Workers Comp.	32,033	32,033	32,033	32,033	32,033	32,033
51116 Tfr.-Police Pension	270,428	315,297	315,297	347,223	366,493	403,142
<b>Subtotal</b>	<b>1,523,617</b>	<b>1,576,123</b>	<b>1,636,674</b>	<b>1,996,815</b>	<b>2,023,193</b>	<b>2,067,337</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	43,183	43,940	40,749	36,135	36,528	36,693
52222 Meetings	361	2,225	1,726	1,225	1,235	1,235
52223 Training	25,729	45,885	26,231	53,655	89,850	88,275
52224 Vehicle Insurance	2,473	2,473	2,473	35,320	35,320	35,320
52226 Office Equip. Maint.	5,276	7,750	7,750	8,100	8,450	8,800
52234 Dues & Subscriptions	25,835	31,390	32,010	37,095	38,600	38,145
52236 Employee Services	0	0	0	6,980	7,545	8,110
52244 Maint. & Repair	3,791	6,000	7,200	6,000	6,000	6,100
52255 Software Maintenance	42,670	42,279	39,559	78,425	79,045	72,193
<b>Subtotal</b>	<b>149,318</b>	<b>181,942</b>	<b>157,698</b>	<b>262,935</b>	<b>302,573</b>	<b>294,871</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	10,837	10,752	11,542	13,059	13,766	14,511
53317 Operating Supplies	6,106	10,285	10,285	10,670	10,880	11,650
53324 Uniforms	5,597	8,250	6,000	22,750	18,000	21,950
<b>Subtotal</b>	<b>22,540</b>	<b>29,287</b>	<b>27,827</b>	<b>46,479</b>	<b>42,646</b>	<b>48,111</b>
<b>Capital Outlay</b>						
54415 Vehicles	25,800	0	0	0	0	32,500
<b>Subtotal</b>	<b>25,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,500</b>
<b>Totals</b>	<b>\$ 1,721,275</b>	<b>\$ 1,787,352</b>	<b>\$ 1,822,199</b>	<b>\$ 2,306,229</b>	<b>\$ 2,368,412</b>	<b>\$ 2,442,819</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. The Special Operations Unit attended the following community events: Spring Trail Elementary School “Girls on the Run 5k”, Westmont PD Car Show, Our Savior Lutheran Church Vacation Bible “Ice Cream Social”, Villagebrook Apartment’s “Play in the Park”, Bartlett PD Touch-a-Truck, All-Star Karate “Back 2 School Success Workshop”, Fellowship Church Awanas Club Presentation, Outreach Community Center Trunk-or-Treat, Wheaton Christian Center “Hallelujah Halloween”, and CCSD93 “Let’s Play” Event. In addition, members of SOU attended several Thursday Night Concert in the Center events. A car show event was organized in October. The event, “Squads in the Center,” presented police vehicles from local, county, and state police agencies.
2. During the fiscal year, the Special Operations Unit conducted four separate compliance checks at local massage/spa establishments. Through the course of these operations, with assistance from the Illinois State Police, local spas and massage establishments were checked and brought into compliance with Village and State requirements.
3. In conjunction with the DuPage County Prevention Leadership Team and the DuPage County State’s Attorney’s Office, a social hosting ordinance was drafted. The ordinance was developed by combining best practices from multiple civil-style social ordinances provided by the Community Anti-Drug Coalitions of America (CADCA). The ordinance adopted by the Village Board addresses the limited recourse officers have for those who host underage consumption gatherings.

**FY19/20 OBJECTIVES**

1. Recent trends show that individuals who transport large amounts of narcotics and currency cross-country often lodge at small hotels. Hotel staff that are trained to identify specific indicators could assist law enforcement in detecting and arresting felonious traffickers. During the course of this fiscal year we will train local hotel staff to be better equipped in identifying and aiding narcotics interdiction.

2. Local businesses that are licensed to house video gaming machines must follow specific regulations set forth by Village Ordinance. An ad hoc method exists between the Village Clerk's Office and the Police Department to ensure businesses are complying with the ordinance. The Special Operations Unit will create a standard operating procedure that lists the duties to fulfill when conducting a compliance check, as well as documenting all checks throughout a calendar year.
  
3. The Carol Stream Police Department takes pride ensuring that officers are trained in, and equipped with Narcan to aid them in combating the current opioid epidemic. Recently, the department has gone even further, partnering with the DuPage Health Department to train the Social Service Unit to teach others how to properly deploy Narcan. The department will work with the Social Service Unit to train families of opioid users on how to administer Narcan. Local hotel staff and employees of 24-hour businesses will also be trained to properly administer Narcan. These businesses will then be supplied with Narcan via the DuPage County Health Department.

**Special Operations Expenditures (01664700)**

	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 758,150	\$ 810,954	\$ 778,000	\$ 810,133	\$ 810,133	\$ 810,133
51107 Court Time	6,709	8,200	7,500	8,000	8,000	8,000
51109 Overtime	112,558	95,000	85,000	90,000	90,000	90,000
51111 Group Insurance	103,959	130,236	120,440	123,419	129,590	136,070
51112 IMRF	855	6,720	0	0	0	0
51113 FICA	65,271	62,038	63,100	61,975	61,975	61,975
51114 Workers Comp.	27,437	27,437	27,437	27,437	27,437	27,437
51116 Tfr-Police Pension	242,017	284,916	284,916	309,882	342,972	377,268
<b>Subtotal</b>	<b>1,316,956</b>	<b>1,425,501</b>	<b>1,366,393</b>	<b>1,430,846</b>	<b>1,470,107</b>	<b>1,510,883</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	25,910	26,364	24,449	20,483	20,706	20,800
52222 Meetings	380	375	375	375	375	375
52223 Training	28,482	29,145	26,231	18,950	16,135	15,400
52224 Vehicle Insurance	2,473	2,473	2,473	0	0	0
52234 Dues & Subscriptions	64	325	325	335	345	355
52255 Software Maint.	199	300	300	300	300	300
52400 General Insurance	0	1,000	0	0	0	0
<b>Subtotal</b>	<b>57,508</b>	<b>59,982</b>	<b>54,153</b>	<b>40,443</b>	<b>37,861</b>	<b>37,230</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	4,816	4,779	5,090	5,761	6,072	6,401
53317 Operating Supplies	95	4,000	3,800	4,200	4,350	4,600
53324 Uniforms	7,546	10,800	10,000	9,900	9,900	9,900
53325 Community Relations	29,699	20,950	20,950	21,650	21,850	22,050
53330 Investigative Fund	2,094	8,600	10,595	10,760	10,860	10,960
53350 Small Equipment	0	4,175	4,175	4,175	4,175	12,175
<b>Subtotal</b>	<b>44,250</b>	<b>53,304</b>	<b>54,610</b>	<b>56,446</b>	<b>57,207</b>	<b>66,086</b>
<b>Capital Outlay</b>						
54415 Vehicles	0	32,500	29,250	0	32,500	32,500
<b>Subtotal</b>	<b>0</b>	<b>32,500</b>	<b>29,250</b>	<b>0</b>	<b>32,500</b>	<b>32,500</b>
<b>Totals</b>	<b>\$ 1,418,714</b>	<b>\$ 1,571,287</b>	<b>\$ 1,504,406</b>	<b>\$ 1,527,735</b>	<b>\$ 1,597,675</b>	<b>\$ 1,646,699</b>

**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

1. The Cellebrite Universal Forensic Extraction Device (UFED) Touch 1 was replaced with the UFED 4PC. The UFED 4PC provides flexibility for investigators to look at multiple cell phone data extractions, on different PC's, at the same time. Additionally, the UFED 4PC also provides portability by being able to be deployed in the field for onsite data extractions.
2. Investigations reached out to all local hotels and conducted employee training about sex trafficking. The training consisted of identification of sex trafficking and what to do if an employee sees signs of sex trafficking.
3. Over 18,000 pieces of evidence were transferred from the temporary, 505 E. North Ave. location, back to the 500 N. Gary Ave. location. The relocation of evidence occurred without incident and was a joint effort between Investigations and SOU.

**FY19/20 OBJECTIVES**

1. The Investigations Unit utilizes audio and video surveillance, license plate readers, portable audio and video recording devices, remote alarm systems, and tracking device technologies to conduct investigations. A study will be conducted to determine technologies used in other departments to assist with their investigations. This study will be used to prepare subsequent years' budgets by looking into Federal or State grants and the Drug Seizure "1505" account.
2. A training process and guide will be created to ensure newly assigned detectives will receive basic certifications and training required by the position. Additionally, a mentor will be assigned to guide them through the first year of their investigative experience which includes but is not limited to interviewing, search warrant, subpoena drafting, and networking responsibilities.
3. The evidence room has roughly 5,000 pieces of evidence that will need to be purged. Each piece of evidence takes about twenty minutes to properly research to ensure that it can be purged.

**Investigations Expenditures (01662400)**

	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 666,754	\$ 702,512	\$ 715,000	\$ 738,200	\$ 738,200	\$ 738,200
51107 Court Time	3,815	5,000	4,500	5,000	5,000	5,000
51109 Overtime	78,379	75,000	75,000	80,000	80,000	80,000
51111 Group Insurance	83,256	92,814	79,489	95,824	100,615	105,646
51112 IMRF	28,482	28,051	26,500	26,343	26,343	26,343
51113 FICA	54,912	53,742	57,800	56,472	56,472	56,472
51114 Workers Comp.	13,887	13,887	13,887	13,887	13,887	13,887
51116 Tfr - Police Pension	121,296	187,521	187,521	200,110	221,478	243,626
<b>Subtotal</b>	<b>1,050,781</b>	<b>1,158,527</b>	<b>1,159,697</b>	<b>1,215,836</b>	<b>1,241,995</b>	<b>1,269,174</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	20,709	20,505	19,016	15,931	16,104	16,177
52222 Meetings	0	180	180	215	215	215
52223 Training	11,133	25,065	22,559	15,475	15,700	15,700
52224 Vehicle Insurance	706	706	706	0	0	0
52226 Office Equip. Maint.	1,877	1,800	900	0	0	0
52234 Dues & Subscriptions	747	1,230	1,230	1,265	1,300	1,335
52236 Employee Services	2,500	2,650	2,650	0	0	0
52255 Software Maintenance	16,574	10,050	10,895	10,950	10,950	10,950
<b>Subtotal</b>	<b>54,246</b>	<b>62,186</b>	<b>58,136</b>	<b>43,836</b>	<b>44,269</b>	<b>44,377</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	6,020	5,973	6,363	7,201	7,591	8,001
53317 Operating Supplies	4,997	5,800	5,700	6,150	6,500	6,800
53324 Uniforms	5,431	8,500	7,300	6,800	6,800	6,800
53330 Investigative Fund	8,491	11,900	11,265	11,400	11,500	11,600
<b>Subtotal</b>	<b>24,939</b>	<b>32,173</b>	<b>30,628</b>	<b>31,551</b>	<b>32,391</b>	<b>33,201</b>
<b>Capital Outlay</b>						
54415 Vehicles	24,287	0	0	32,500	0	32,500
<b>Subtotal</b>	<b>24,287</b>	<b>0</b>	<b>0</b>	<b>32,500</b>	<b>0</b>	<b>32,500</b>
<b>Totals</b>	<b>\$1,154,253</b>	<b>\$1,252,886</b>	<b>\$ 1,248,461</b>	<b>\$ 1,323,723</b>	<b>\$ 1,318,655</b>	<b>\$ 1,379,252</b>



**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. Although individual duties and responsibilities have increased, the Patrol Division continues to operate at a high level of customer service and performance.

**FY18/19 ACCOMPLISHMENTS**

1. During the year, the Patrol Division conducted traffic enforcement initiatives throughout the Village. These initiatives focused on such violations as speeding, cell phone use, and seatbelt/child seat violations. The Patrol Division conducted 51 initiatives, which resulted in 209 tickets, 171 warning notices, and 10 arrests. The arrests included crimes such as drug possession, driving on a revoked license, and DUI.
2. The Patrol Division selected officers throughout the year to participate in a temporary duty assignment with the Special Operations Unit (SOU) / DuPage Metropolitan Enforcement Group (DuMEG) for a period of two weeks. Eight Patrol Officers completed the assignment, gaining valuable knowledge and experience in drug and gang enforcement. One patrol officer, who participated in the program, was ultimately selected as the next DuMEG Special Agent, whose selection was influenced by the agency's positive experience with the officer.
3. This year, the Patrol Division focused on "Problem Oriented Policing (POP)." Officers identified pervasive neighborhood issues, narrowed down locations, and identified criminal targets. Through surveillance, zero-tolerance enforcement, heavy police presence, and other means, several problems were brought to a positive resolution. Six projects were initiated, including vehicle burglaries, trespassing, public intoxication, and random physical attacks on the homeless. Using POP techniques, problems were successfully resolved through displacement, banning, and/or arrest of the offenders.

**FY19/20 OBJECTIVES**

1. Informant development will be emphasized by officers debriefing subjects about their knowledge of crimes in the area. When appropriate, officers will refer subjects to Special Operations/DuMeg for additional debriefing. Informant development training will be provided to patrol officers.
2. Every member of the Patrol Division, including Sergeants, Community Service Technicians, Officers in Charge, and Patrol Officers, will be responsible for presenting one session of roll call training to their respective shift. The training content will be relevant and comprehensive, and can pull from policies, news stories, case law, recent training classes, etc.
3. The Patrol Division will begin using computer-based training administered by the Illinois Law Enforcement Training and Standards Board. This system, known as the "Online Training Network," will help fulfill mandated training topics as required by law. The online courses are considered supplemental to the other training classes that Patrol Officers are required to attend. Currently, the online courses are limited in scope and diversity. If an online course is deemed appropriate, officers can be trained at a quicker pace at a potential cost savings to the Village.

## Patrol Expenditures (01662700)

	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 4,122,657	\$ 4,288,260	\$ 4,338,000	\$ 4,557,153	\$ 4,557,153	\$ 4,557,153
51107 Court Time	103,524	116,000	100,000	110,000	110,000	110,000
51109 Overtime	383,684	307,000	365,000	375,000	375,000	375,000
51111 Group Insurance	603,032	590,226	562,287	591,796	621,386	652,455
51112 IMRF	44,003	38,468	39,200	35,972	35,972	35,972
51113 FICA	334,350	328,052	350,000	348,622	348,622	348,622
51114 Workers Comp.	154,177	154,177	154,177	154,177	154,177	154,177
51116 Tfr-Police Pension	1,322,125	1,506,369	1,506,369	1,613,608	1,785,914	1,964,505
<b>Subtotal</b>	<b>7,067,552</b>	<b>7,328,552</b>	<b>7,415,033</b>	<b>7,786,328</b>	<b>7,988,224</b>	<b>8,197,884</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	199,921	202,125	187,443	157,038	158,744	159,464
52223 Training	62,177	124,635	112,172	74,775	71,450	71,200
52224 Vehicle Insurance	29,668	29,668	29,668	0	0	0
52226 Office Equip. Maint.	430	400	400	0	0	0
52227 Radio Maintenance	1,407	6,075	6,000	6,555	6,755	6,955
52230 Telephone	38,135	42,472	42,572	43,084	43,756	42,756
52234 Dues & Subscript.	1,498	1,770	1,770	1,695	1,740	1,785
52236 Employee Services	1,047	3,261	1,800	0	0	0
52239 Range	6,500	8,200	7,800	7,800	7,850	7,900
52244 Maint. & Repair	44,222	61,600	50,000	68,200	62,600	65,000
52245 DuComm Dispatch	721,914	809,275	805,047	834,401	836,101	836,101
52249 Animal Control	1,235	3,000	2,500	3,000	3,000	3,000
52255 Software Maint.	4,388	5,000	5,449	5,000	5,000	5,000
<b>Subtotal</b>	<b>1,112,542</b>	<b>1,297,481</b>	<b>1,252,621</b>	<b>1,201,548</b>	<b>1,196,996</b>	<b>1,199,161</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	98,903	97,962	104,349	118,092	124,485	131,224
53317 Operating Supplies	14,807	20,250	20,000	23,350	24,000	25,300
53318 Reference Materials	5,232	5,800	5,800	6,500	8,610	6,720
53321 Ammunition	30,694	42,000	42,000	44,000	46,000	48,000
53322 Emergency Equip.	1,778	4,952	5,052	5,870	10,670	5,870
53323 Weapons	14,029	6,250	4,990	5,250	5,250	5,250
53324 Uniforms	48,751	72,800	60,000	59,290	59,450	62,300
53326 Prisoner Care	0	200	200	0	0	0
53350 Small Equipment	61,440	66,275	66,275	75,875	64,675	61,175
<b>Subtotal</b>	<b>275,634</b>	<b>316,489</b>	<b>308,666</b>	<b>338,227</b>	<b>343,140</b>	<b>345,839</b>
<b>Capital Outlay</b>						
54412 Other Equipment	2,710	14,000	14,000	22,500	137,200	123,200
54415 Vehicles	126,615	65,000	58,500	162,500	130,000	97,500
<b>Subtotal</b>	<b>129,325</b>	<b>79,000</b>	<b>72,500</b>	<b>185,000</b>	<b>267,200</b>	<b>220,700</b>
<b>Totals</b>	<b>\$ 8,585,053</b>	<b>\$ 9,021,522</b>	<b>\$ 9,048,820</b>	<b>\$ 9,511,103</b>	<b>\$ 9,795,560</b>	<b>\$ 9,963,584</b>

**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

1. The Traffic Unit secured traffic safety enforcement grants through the Illinois Department of Transportation totaling over \$141,000. The grants provided funding to staff officers that participate in the eight national "Drive Sober or Get Pulled Over" and "Click it or Ticket" campaigns. These campaigns focus heavily on impaired driver and seatbelt enforcement. Officers working these campaigns made 76 impaired driving arrests, issued 694 seatbelt citations and 345 distracted driving citations along with numerous other arrests.
2. The Carol Stream Police Department Traffic Unit also obtained an additional \$8,300 in grant funding from the Illinois Department of Transportation to provide distracted driving enforcement during a two week period in April. During that campaign, officers working this campaign issued 242 distracted driving citations, 61 seatbelt citations and wrote numerous other citations.
3. The Carol Stream Police Department Traffic Unit also obtained an additional \$72,000 in grant funding from the Illinois Department of Transportation to provide Advanced Roadside Impaired Driving Enforcement classes to members of the Carol Stream Police Department and other agencies seeking the training. Using this grant, four Advanced Roadside Impaired Driving Education (ARIDE) classes were taught across the state. This training allowed officers, prosecutors and judges from multiple jurisdictions across Illinois to become better informed on how to identify and prosecute drug impaired drivers. This grant also gave the department the ability to pilot the first Illinois oral fluid testing program. Funds will be used to test different instruments that can confirm an officers' observations of drug impaired drivers.

4. The Traffic Unit continued its efforts to provide public information and education regarding traffic safety. Traffic Officers hosted their annual Fatal Prom mock DUI crash scenario at Glenbard North High School. The scenario was presented to over 300 students and reinforced the dangers of impaired driving. Officers taught a portion of the Glenbard North Driver's Education classes during both semesters and were able to instruct the students about importance of traffic safety related to teen driving. The Unit also partnered with State Farm, the Illinois State Police and the Illinois Department of Transportation to provide two teen driving fairs at Glenbard North High School.

The Traffic Unit provided child safety seat checks to 276 individuals through numerous events and walk-in requests. Child safety seat and safety belt education events were held at the Carol Stream Fire Protection District Open House, Teddy Bear Picnic and Squads in the Center events.

The Traffic Unit developed a bicycle citation diversion program, conducted two bike safety tents and performed bicycle safety enforcement initiatives. These efforts helped reduce bicycle-related crashes during the month of August. In 2017, there were 5 bicycle-related traffic crashes, most of which involved injuries. In 2018, this was reduced to a single bicycle-related traffic crash.

5. The Traffic Unit obtained \$8,100 in funding from AAA and State Farm Insurance to purchase three new patrol bicycles and a utility golf cart. These pieces of equipment will be used at many of our outreach and educational events. The patrol bicycles also give our officers the ability to better conduct community oriented policing during summer months. They are also a versatile tool that can be utilized at large-scale Village events such as the Fourth of July parade and fireworks.

**FY19/20 OBJECTIVES**

1. The Traffic Unit will pursue grant funding for traffic safety enforcement from the Illinois Department of Transportation to continue participation in national traffic enforcement campaigns. We will further attempt to expand our grant funding for other non-enforcement traffic safety programs for:
  - Child Passenger Safety
  - Teen Driving
  - Impaired Driving
  - Occupant Protection
  
2. The Traffic Unit will increase its commercial vehicle enforcement efforts. We will seek to increase overweight vehicle citations to increase safety on our roadways. We will also seek to increase the number of overweight/oversize permits that are issued by the engineering department. We will accomplish this through the following means:
  - Provide training to officers to become certified in commercial vehicle enforcement.
  - Conduct a minimum of two enforcement initiatives with the Illinois State Police.
  - More focused enforcement relating to commercial vehicle violations.
  
3. The Traffic Unit will work to better combat speeding vehicles in the Village. The unit will attempt to obtain traffic enforcement grants to help supplement enforcement of speed laws. Traffic Officers will also work with the patrol division to conduct special enforcement initiatives. The unit will also work to provide education to the public about the dangers of excessive speed. They will accomplish this through the following means:
  - GBNHS Driver's Education Classes
  - GBNHS Teen Driving Fair
  - Participation in the Illinois Association of Chiefs of Police Speed Awareness Day.
  - Social Media
  - 10 Speed Enforcement Initiatives
  - Educational Banners

**Traffic Expenditures (01662300)**

	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 364,519	\$ 377,238	\$ 382,000	\$ 404,382	\$ 404,382	\$ 404,382
51107 Court Time	10,853	18,000	15,000	16,000	16,000	16,000
51109 Overtime	90,940	90,000	85,000	92,000	92,000	92,000
51111 Group Insurance	36,318	57,205	48,337	59,711	62,697	65,832
51113 FICA	34,361	28,859	34,700	30,935	30,935	30,935
51114 Workers Comp.	14,125	14,125	14,125	14,125	14,125	14,125
51116 Tfr - Police Pension	116,885	140,875	140,875	154,679	171,196	188,316
<b>Subtotal</b>	<b>668,001</b>	<b>726,302</b>	<b>720,037</b>	<b>771,832</b>	<b>791,335</b>	<b>811,590</b>
<b>Contractual Services</b>						
52222 Meetings	1,506	1,830	1,370	1,830	1,830	1,830
52223 Training	12,359	39,535	35,582	24,675	24,225	24,875
52234 Dues & Subscriptions	1,143	1,695	1,695	1,730	1,765	1,800
52255 Software Maintenance	4,500	4,800	4,800	4,800	4,800	4,800
52298 ATLE - Service Fee	202,329	205,000	205,000	205,000	205,000	205,000
52310 ATLE - Legal Adj.	3,000	3,000	3,000	3,000	3,000	3,000
<b>Subtotal</b>	<b>224,837</b>	<b>255,860</b>	<b>251,447</b>	<b>241,035</b>	<b>240,620</b>	<b>241,305</b>
<b>Commodities</b>						
53317 Operating Supplies	9,085	4,300	4,100	4,400	4,500	4,600
53324 Uniforms	3,321	6,200	5,000	3,600	3,600	3,800
53350 Small Equipment	130	200	200	200	200	200
<b>Subtotal</b>	<b>12,536</b>	<b>10,700</b>	<b>9,300</b>	<b>8,200</b>	<b>8,300</b>	<b>8,600</b>
<b>Capital Outlay</b>						
54412 Other Equipment	3,969	11,400	11,400	3,800	3,800	0
<b>Subtotal</b>	<b>3,969</b>	<b>11,400</b>	<b>11,400</b>	<b>3,800</b>	<b>3,800</b>	<b>0</b>
<b>Totals</b>	<b>\$ 909,343</b>	<b>\$ 1,004,262</b>	<b>\$ 992,184</b>	<b>\$ 1,024,867</b>	<b>\$ 1,044,055</b>	<b>\$ 1,061,495</b>

## 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 (Networked Records Management System), MCR (Mobile Capture and Reporting) crash reporting and APS electronic ticket writing. The Records Division also offers Village services such as water bill and ticket payment, and vehicle sticker and yard waste sticker sales after the Village Cashier's office is closed (as well as on weekends and Holidays).

## FY18/19 ACCOMPLISHMENTS

1. **Increased the Use of Laserfiche:** The Records Division made provisions to become less dependent on the storage of paper documents. We continued to find ways to increase our usage of Laserfiche for electronic storage of documents. During the year, we began to add all reports (2010-2018) that qualify for permanent retention to Laserfiche.
2. **Ongoing:** We continued to streamline our records room, purging juvenile files in accordance with Illinois State Archives guidelines. We continued to review and update Our Records Instructions Book. This book will guide our day-to-day tasks and serve as an excellent reference and training tool for new Records Clerks. Additionally, we worked alongside the Traffic Division to refine our DUI and Breath logs to meet their needs.
3. **Review and Update of Instruction Books for Records Tasks:** There are two Instruction Books located in the records room that contain instructions and protocols for many of our tasks. The Instruction Books are reviewed periodically to ensure that they accurately represent our procedures and protocols along with a comprehensive reflection of our duties.

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

- Updated the court diversion payments process.
  - Updated the procedures for saving D.L. images and sending the images to officers in the field.
  - Rewrote and updated our warrant entry procedure to ensure it was uniform for each clerk.
4. **SharePoint:** Records continued to add data to SharePoint to be readily available for personnel on the street. The Repossession and Relocation databases have been moved to SharePoint for real time officer access. We also created a document in SharePoint that details report writing issues officers may come across. We also moved several databases into SharePoint including, the LEADS registry, ticket logs, and the J.U.L.I.E. log.



5. **Village Website:** Records added documents to the new Village website. Having documents that pertain to the Records division on our website will make us work smarter in addition to providing the public with another way to seek and obtain police department information. Freedom of Information Act (FOIA) requests, ordinance review requests, overnight parking requests and bicycle registration forms are now available to the public on the website.

**FY19/20 OBJECTIVES**

1. **Records Management System:** Carol Stream along with numerous other police departments in DuPage County will be implementing a new Records Management system (RMS). Records Clerks will be trained and then will work with all divisions of the police department to ensure a smooth transition from our previous RMS to this new RMS (Hexagon).
2. **Juvenile Auto Expungement:** All Illinois Police Departments are now mandated (Per Public Act 100-1162) to destroy qualifying juvenile reports in their possession. This will require a large amount of time and research. The Records Division will work as a team to ensure compliance with this new mandate.
3. **Increase the Use of Laserfiche:** The Records Division will continue to find ways to increase our usage of Laserfiche for electronic storage of documents. Some of these documents are for mandated permanent storage. Other documents will help smooth our work procedures.
4. **Traffic Division Statistics:** The Records Division will work with Information Technology, and the Traffic Division to meet their increased need for accurate, real time data. This will include a review of current databases, entry methods, and extraction needs.

## Records Expenditures (01662600)

	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 409,069	\$ 422,115	\$ 432,000	\$ 427,864	\$ 427,864	\$ 427,864
51109 Overtime	24,455	15,000	30,000	24,000	24,000	24,000
51111 Group Insurance	88,437	91,588	94,169	72,911	76,557	80,385
51112 IMRF	58,529	55,933	58,900	49,714	49,714	49,714
51113 FICA	31,846	32,292	34,000	32,732	32,732	32,732
51114 Workers Comp.	757	757	757	757	757	757
<b>Subtotal</b>	<b>613,093</b>	<b>617,685</b>	<b>649,826</b>	<b>607,978</b>	<b>611,624</b>	<b>615,452</b>
<b>Contractual Services</b>						
52222 Meetings	65	210	210	220	220	220
52223 Training	203	5,245	4,721	4,960	5,110	5,110
52226 Office Equip. Maint.	258	0	0	0	0	0
52234 Dues & Subscriptions	25	320	320	330	340	350
52236 Employee Services	0	520	520	0	0	0
52247 Data Processing	3,000	3,000	3,000	3,000	3,000	3,000
<b>Subtotal</b>	<b>3,551</b>	<b>9,295</b>	<b>8,771</b>	<b>8,510</b>	<b>8,670</b>	<b>8,680</b>
<b>Commodities</b>						
53314 Office Supplies	8,590	9,000	9,000	9,000	9,000	9,000
53315 Printed Materials	3,943	5,000	5,000	5,000	5,000	5,000
53324 Uniforms	2,812	4,000	3,300	4,400	4,400	4,400
<b>Subtotal</b>	<b>15,345</b>	<b>18,000</b>	<b>17,300</b>	<b>18,400</b>	<b>18,400</b>	<b>18,400</b>
<b>Totals</b>	<b>\$ 631,989</b>	<b>\$ 644,980</b>	<b>\$ 675,897</b>	<b>\$ 634,888</b>	<b>\$ 638,694</b>	<b>\$ 642,532</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. The Social Service Unit designed and facilitated a six-week psycho-educational group for parents of middle school female students: *Raising Fierce Girls in the Digital Age*. The program focused on strategies to help their young teen daughters develop healthy boundaries on-line and to keep them physically and emotionally safe and provided parents with direction regarding challenging teen technology use issues.
2. The Social Service Unit enhanced our digital image by collaborating with the Village Web Design Team to update our page on the Village website by providing a comprehensive list of resources. In addition, the Social Service Unit added important documents to the police intranet such as the PADS (Public Action to Deliver Shelter) schedule, enhancements to the Special Needs Database and providing access to the DCFS written confirmation of suspected child abuse/neglect report CANTS 5 Form.
3. The Social Service Unit collaborated with the DuPage County Health Department to provide drug treatment assistance for individuals seeking treatment through phone, walk-in or arrest contacts. The HOPE (Heroin Opioid Prevention and Education) program is currently a pilot program for DuPage County residents seeking immediate substance abuse treatment. The Social Service Unit received training to teach and equip families of opioid users in the use of Narcan to counteract the effects of opioid overdose.

**FY19/20 OBJECTIVES**

1. The Social Service Unit will collaborate with the Special Operations Unit and work with our business community to train local hotel staff and employees of 24-hour businesses to identify overdose signs, symptoms and behaviors and how to properly administer Narcan.
2. The Social Service Unit will develop Mindfulness Based Resiliency resources for officers and peer support to be incorporated into the "Wellness Library" and the Social Service New Officer Orientations.
3. The Social Service Unit will continue to foster excellent external customer service relations by meeting with area partners to mutually provide updated programming information and explore new opportunities for collaboration.
4. The Social Service Unit will develop a resource guide for parents/guardians whose children and adolescents experience or cause on-line harm.

**Social Services Expenditures (01662500)**

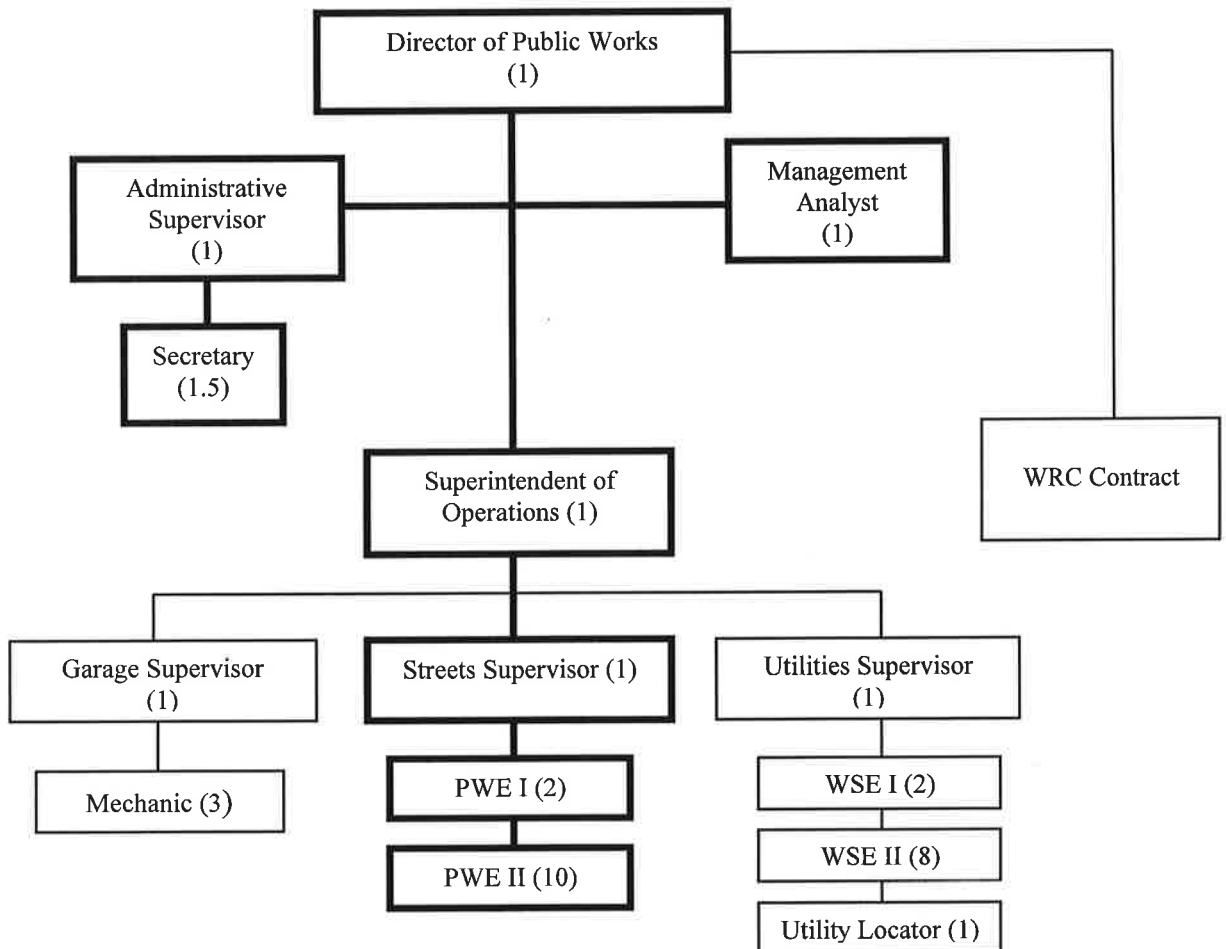
	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 344,362	\$ 336,493	\$ 345,000	\$ 362,263	\$ 362,263	\$ 362,263
51111 Group Insurance	33,679	37,217	34,311	38,367	40,285	42,299
51112 IMRF	48,545	47,109	44,400	44,377	44,377	44,377
51113 FICA	25,489	25,742	25,600	27,713	27,713	27,713
51114 Workers Comp.	627	627	627	627	627	627
<b>Subtotal</b>	<b>452,702</b>	<b>447,188</b>	<b>449,938</b>	<b>473,347</b>	<b>475,265</b>	<b>477,279</b>
<b>Contractual Services</b>						
52222 Meetings	164	300	300	300	300	300
52223 Training	2,418	4,900	4,410	5,100	3,800	3,800
52226 Office Equip. Maint.	391	500	0	550	605	675
52234 Dues & Subscriptions	1,017	920	920	1,195	950	1,235
<b>Subtotal</b>	<b>3,990</b>	<b>6,620</b>	<b>5,630</b>	<b>7,145</b>	<b>5,655</b>	<b>6,010</b>
<b>Commodities</b>						
53317 Operating Supplies	22	0	0	0	0	0
<b>Subtotal</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 456,714</b>	<b>\$ 453,808</b>	<b>\$ 455,568</b>	<b>\$ 480,492</b>	<b>\$ 480,920</b>	<b>\$ 483,289</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
<b>Streets</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>	<b>18.5</b>
Water/Sewer	11	12	12	12	12
Municipal Garage	4	4	4	4	4
<b>Total</b>	<b>33.5</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>

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.

**EXPENDITURES**

Classification	Actual FY17/18	Budget FY18/19	Estimated FY18/19	Proposed FY19/20	Projected FY20/21	Projected FY21/22
Administration	\$778,023	\$872,777	\$817,161	\$973,438	\$953,396	\$997,799
Snow & Ice Control	775,164	888,369	867,837	951,458	950,227	952,217
Traffic Signs & Lights	445,979	319,166	321,608	323,284	338,764	424,189
Building & Grounds	759,978	663,740	667,245	851,277	727,892	750,580
Street Maintenance	226,382	399,658	392,840	411,168	528,731	255,089
Storm Water Management	277,956	290,559	293,817	296,622	308,185	311,746
Parkway Trees	164,930	173,410	173,401	184,468	185,881	184,971
Totals	<b>\$3,428,412</b>	<b>\$3,607,679</b>	<b>\$3,533,909</b>	<b>\$3,991,715</b>	<b>\$3,993,076</b>	<b>\$3,876,591</b>

## EXPENDITURES

Acct. #	Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>							
51102	Personal Services	\$ 1,053,117	\$ 1,192,274	\$ 1,160,751	\$ 1,291,054	\$ 1,291,054	\$ 1,291,054
51106	Seasonal Help	30,910	31,374	25,367	31,374	31,374	31,374
51109	Overtime	152,783	118,250	135,450	118,250	118,250	118,250
51111	Group Insurance	200,145	224,973	204,095	243,017	255,168	267,927
51112	IMRF	165,818	178,703	174,289	166,812	166,812	166,812
51113	FICA	90,178	102,046	99,635	108,174	108,174	108,174
51114	Workers Comp.	44,419	44,419	44,419	44,419	44,419	44,419
	<b>Subtotal</b>	<b>1,737,370</b>	<b>1,892,039</b>	<b>1,844,006</b>	<b>2,003,100</b>	<b>2,015,251</b>	<b>2,028,010</b>
<b>Contractual Services</b>							
52212	Auto Maintenance & Repair	354,297	360,500	323,797	378,089	382,198	383,931
52222	Meetings	68	250	250	250	250	250
52223	Training	7,173	9,495	5,625	13,935	15,630	15,910
52224	Vehicle Insurance	28,261	28,261	28,261	28,261	28,261	28,261
52230	Telephone	5,853	8,047	6,500	7,656	7,999	8,370
52234	Dues & Subscriptions	4,645	4,565	4,215	4,695	4,980	5,345
52240	Public Notices	182	400	200	400	400	400
52244	Bld. Maint. & Repair	32,484	45,050	45,800	59,550	40,650	40,750
52253	Consultants	0	0	0	25,000	0	0
52255	Software Maintenance	1,446	10,420	9,000	0	0	0
52264	Equipment Rental	3,070	10,950	9,978	11,750	11,750	11,750
52265	Hauling	3,313	2,500	2,500	2,500	2,500	2,500
52266	Snow Removal	197,527	210,000	210,000	210,000	210,000	210,000
52268	Tree Maintenance	44,720	58,000	58,600	66,000	65,500	63,250
52269	Mosquito Abatement	67,510	68,641	67,510	68,178	68,178	72,380
52271	Street Light - Maintenance	27,082	30,000	35,000	30,000	30,000	30,000
52272	Property Maintenance	328,787	347,347	350,472	342,288	317,977	344,253
52274	Comm. Svc. Pgms.	953	500	500	750	750	750
52276	Janitorial Services	16,485	18,050	17,300	18,550	19,060	19,600
52284	Equipment Maintenance	0	1,020	1,020	0	1,020	0
52286	Pavement Restoration	1,365	2,000	750	1,000	1,000	1,000
52350	Traffic Signal Maintenance	5,509	4,915	4,915	5,275	5,325	5,375
	<b>Subtotal</b>	<b>1,130,730</b>	<b>1,220,911</b>	<b>1,182,193</b>	<b>1,274,127</b>	<b>1,213,428</b>	<b>1,244,075</b>
<b>Commodities</b>							
53210	Electricity	6,099	6,500	6,500	6,500	6,500	6,500
53213	Street Light Electricity	51,177	45,000	45,000	44,000	43,000	42,000
53215	Street Light Supplies	6,364	5,250	5,500	5,250	5,250	5,250
53220	Water	3,542	2,500	3,000	3,000	3,000	3,000
53313	Auto Gas & Oil	45,111	37,359	41,390	50,068	52,777	55,636
53314	Office Supplies	877	0	0	0	0	0

**EXPENDITURES**

<b>Acct. #</b>	<b>Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
53316	Small Tools	2,032	2,800	2,650	2,150	2,150	2,150
53317	Operating Supplies	62,152	55,350	47,225	77,650	61,700	77,700
53324	Uniforms	7,644	9,670	9,670	9,670	9,670	9,670
53335	Salt	117,991	202,500	200,000	246,750	249,700	252,700
53344	Street Signs	6,315	6,000	7,000	6,500	6,500	6,500
53350	Small Equipment	4,312	7,500	21,275	2,950	13,650	11,400
	<b>Subtotal</b>	<b>313,616</b>	<b>380,429</b>	<b>389,210</b>	<b>454,488</b>	<b>453,897</b>	<b>472,506</b>
<b>Capital Outlay</b>							
54412	Other Equipment	51,814	114,300	118,500	260,000	205,500	0
54415	Vehicles	194,882	0	0	0	105,000	132,000
	<b>Subtotal</b>	<b>246,696</b>	<b>114,300</b>	<b>118,500</b>	<b>260,000</b>	<b>310,500</b>	<b>132,000</b>
	<b>Totals</b>	<b>\$ 3,428,412</b>	<b>\$ 3,607,679</b>	<b>\$ 3,533,909</b>	<b>\$ 3,991,715</b>	<b>\$ 3,993,076</b>	<b>\$ 3,876,591</b>



**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.

**FY18/19 ACCOMPLISHMENTS**

1. All phases of the Asset Management and Operations Program software implementation have been completed and the software is routinely used by management and administrative staff.
2. Progress was made on developing a comprehensive training plan, but is not yet complete for each department employee. Specifically, the training required for regulatory compliance was completed, and training was completed for development of management/supervisory staff through a variety of resources.
3. The Village Board approved a "No Idling" pilot program for Public Works, but it has not yet been implemented. Staff is looking to partner with a university to develop measurement standards in order to assess the results of the program prior to recommending expansion to other departments.

**FY19/20 OBJECTIVES**

1. Continue development of individual employee training plans for every departmental employee to meet regulatory compliance requirements, address needs due to loss of employees (through retirement, promotion, etc.) and to develop interested employees for supervisory/leadership positions.
2. Partner with a university (or other agency) to develop measurements standards for analysis of the Public Works pilot anti-idling program.
3. Secure Tree City USA status for the Village before April 30, 2020.

**Administration Expenditures (01670100)**

<b>Acct.#/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 431,553	\$ 488,945	\$ 457,422	\$ 533,980	\$ 533,980	\$ 533,980
51109 Overtime	8,336	6,750	5,000	6,750	6,750	6,750
51111 Group Insurance	100,846	108,393	102,064	117,086	122,940	129,087
51112 IMRF	58,245	67,540	63,126	63,284	63,284	63,284
51113 FICA	31,837	37,561	35,150	40,177	40,177	40,177
51114 Workers Comp.	11,492	11,492	11,492	11,492	11,492	11,492
<b>Subtotal</b>	<b>642,309</b>	<b>720,681</b>	<b>674,254</b>	<b>772,769</b>	<b>778,623</b>	<b>784,770</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	14,172	14,420	12,952	15,124	15,288	15,357
52222 Meetings	68	250	250	250	250	250
52223 Training	5,538	6,875	4,000	11,435	9,910	10,810
52224 Vehicle Insurance	1,414	1,414	1,414	28,261	28,261	28,261
52230 Telephone	5,853	8,047	6,500	7,656	7,999	8,370
52234 Dues & Subscriptions	3,914	3,920	3,600	3,840	3,935	3,880
52240 Public Notices	182	400	200	400	400	400
52253 Consultant	0	0	0	25,000	0	0
52255 Software Maintenance	1,446	10,420	9,000	0	0	0
52269 Mosquito Abatement	67,510	68,641	67,510	68,178	68,178	72,380
52274 Comm. Svc. Pgms.	953	500	500	750	750	750
52276 Janitorial Services	16,485	18,050	17,300	18,550	19,060	19,600
<b>Subtotal</b>	<b>117,535</b>	<b>132,937</b>	<b>123,226</b>	<b>179,444</b>	<b>154,031</b>	<b>160,058</b>
<b>Commodities</b>						
53220 Water	3,542	2,500	3,000	3,000	3,000	3,000
53313 Auto Gas & Oil	3,609	2,989	3,311	4,005	4,222	4,451
53314 Office Supplies	857	0	0	0	0	0
53317 Operating Supplies	2,527	4,000	3,700	3,800	3,850	3,850
53324 Uniforms	7,644	9,670	9,670	9,670	9,670	9,670
53350 Small Equipment	0	0	0	750	0	0
<b>Subtotal</b>	<b>18,179</b>	<b>19,159</b>	<b>19,681</b>	<b>21,225</b>	<b>20,742</b>	<b>20,971</b>
<b>Capital Outlay</b>						
54415 Vehicles	0	0	0	0	0	32,000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,000</b>
<b>Totals</b>	<b>\$ 778,023</b>	<b>\$ 872,777</b>	<b>\$ 817,161</b>	<b>\$ 973,438</b>	<b>\$ 953,396</b>	<b>\$ 997,799</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. The planned review of the Snow & Ice Control Plan was partially completed, focusing on the internal review of operations, equipment and reduction of salt usage. Changes to operations, employee training and adoption of several new salt-reduction strategies were made. The intended survey of stakeholders was not complete due to failure to secure a partner (university or other agency) to develop the survey document and conduct the survey.
2. Various forms of communication (website, Twitter, Facebook) were used to educate the public regarding the salt-reduction initiative. A half-day seminar for private commercial property owners was hosted by DuPage Conservation Foundation in October.

**FY19/20 OBJECTIVES**

1. Directly communicate with commercial/industrial properties with educational materials to communicate the importance of reducing run-off of chlorides (salt) into local waterways, and encourage their participation in local training/informational seminars.

**Snow & Ice Control Expenditures (01670200)**

<b>Acct./Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 61,112	\$ 100,297	\$ 100,297	\$ 107,901	\$ 107,901	\$ 107,901
51109 Overtime	120,897	90,000	90,000	90,000	90,000	90,000
51111 Group Insurance	14,160	16,625	14,550	17,958	18,856	19,799
51112 IMRF	24,902	26,226	26,226	23,834	23,834	23,834
51113 FICA	13,436	14,465	14,465	15,018	15,018	15,018
51114 Workers Comp.	5,728	5,728	5,728	5,728	5,728	5,728
<b>Subtotal</b>	<b>240,235</b>	<b>253,341</b>	<b>251,266</b>	<b>260,439</b>	<b>261,337</b>	<b>262,280</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	177,147	180,250	161,898	189,045	191,098	191,965
52223 Training	1,215	1,000	755	1,000	4,100	4,100
52224 Vehicle Insurance	13,283	13,283	13,283	0	0	0
52264 Equipment Rental	0	4,200	5,728	6,000	6,000	6,000
52266 Snow Removal	197,527	210,000	210,000	210,000	210,000	210,000
52284 Equipment Maintenananc	0	1,020	1,020	0	1,020	0
<b>Subtotal</b>	<b>389,172</b>	<b>409,753</b>	<b>392,684</b>	<b>406,045</b>	<b>412,218</b>	<b>412,065</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	15,789	13,075	14,487	17,524	18,472	19,472
53317 Operating Supplies	4,899	4,000	4,000	4,500	4,500	4,500
53335 Salt	117,991	202,500	200,000	246,750	249,700	252,700
53350 Small Equipment	1,414	2,900	2,900	1,200	4,000	1,200
<b>Subtotal</b>	<b>140,093</b>	<b>222,475</b>	<b>221,387</b>	<b>269,974</b>	<b>276,672</b>	<b>277,872</b>
<b>Capital Outlay</b>						
54412 Other Equipment	5,664	2,800	2,500	15,000	0	0
<b>Subtotal</b>	<b>5,664</b>	<b>2,800</b>	<b>2,500</b>	<b>15,000</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 775,164</b>	<b>\$ 888,369</b>	<b>\$ 867,837</b>	<b>\$ 951,458</b>	<b>\$ 950,227</b>	<b>\$ 952,217</b>

**NARRATIVE**

The Traffic Signs and Lights program includes costs associated with traffic control and roadway illumination on Village rights-of-way. Staff is responsible for the maintenance of 1,729 street lights and approximately 2,360 regulatory street signs in addition to non-regulatory signs

**FY18/19 ACCOMPLISHMENTS**

1. Staff completed a survey of street signs in the area generally bounded by Lies Road and Lightning Trail, and Fair Oaks Road and Morton Road and replaced 112 faded and damaged signs with new, highly-reflective signs.
2. Staff replaced one-hundred ninety-seven (197) high-pressure sodium street light fixtures with new energy-efficient LED fixtures. This brings the number of existing street lights replaced with LED lights to 641 over the past seven years. Staff secured a grant from ComEd for this project, which reduced the cost of the fixtures from \$26,290 to \$6,648.
3. Repairs were made to approximately one-hundred seventy-eight (178) street lights, including: bulb and ballast replacements, cable and fuse repairs and repair of underground cables.

**FY19/20 OBJECTIVES**

1. Staff will conduct a physical survey of street signs in the area generally bounded by Gary Avenue to Schmale Road, and Lies Road to Geneva Road, and will replace faded and damaged signs with new, highly-reflective signs.
2. Staff will undertake the replacement of approximately three-hundred (300) existing lights with energy-efficient LED lights. Staff will again seek grant funding through ComEd's Energy Efficiency Program.

## Street Division - Traffic Signs &amp; Lights Detail

## Traffic Signs &amp; Lights Expenditures (01670300)

Acct./#/Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 51,449	\$ 102,804	\$ 102,804	\$ 110,675	\$ 110,675	\$ 110,675
51109 Overtime	720	3,000	2,400	3,000	3,000	3,000
51111 Group Insurance	14,804	17,283	15,188	18,644	19,576	20,555
51112 IMRF	7,259	14,387	14,387	13,505	13,505	13,505
51113 FICA	3,838	7,999	7,999	8,572	8,572	8,572
51114 Workers Comp.	5,589	5,589	5,589	5,589	5,589	5,589
<b>Subtotal</b>	<b>83,659</b>	<b>151,062</b>	<b>148,367</b>	<b>159,985</b>	<b>160,917</b>	<b>161,896</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	17,715	18,025	16,190	18,904	19,110	19,197
52223 Training	0	750	250	250	250	250
52224 Vehicle Insurance	2,825	2,825	2,825	0	0	0
52264 Equipment Rental	0	500	250	500	500	500
52271 Street Light - Maint.	27,082	30,000	35,000	30,000	30,000	30,000
52272 Property Maintenance	34,913	41,550	38,500	41,465	41,540	41,620
52350 Traffic Signal Maint.	5,509	4,915	4,915	5,275	5,325	5,375
<b>Subtotal</b>	<b>88,044</b>	<b>98,565</b>	<b>97,930</b>	<b>96,394</b>	<b>96,725</b>	<b>96,942</b>
<b>Commodities</b>						
53213 Street Light Electricity	51,177	45,000	45,000	44,000	43,000	42,000
53215 Street Light Supplies	6,364	5,250	5,500	5,250	5,250	5,250
53313 Auto Gas & Oil	3,609	2,989	3,311	4,005	4,222	4,451
53314 Office Supplies	20	0	0	0	0	0
53316 Small Tools	525	1,050	1,000	400	400	400
53317 Operating Supplies	7,592	6,250	6,000	6,750	6,750	6,750
53344 Street Signs	6,315	6,000	7,000	6,500	6,500	6,500
<b>Subtotal</b>	<b>75,602</b>	<b>66,539</b>	<b>67,811</b>	<b>66,905</b>	<b>66,122</b>	<b>65,351</b>
<b>Capital Outlay</b>						
54412 Other Equipment	3,792	3,000	7,500	0	0	0
54415 Vehicles	194,882	0	0	0	15,000	100,000
<b>Subtotal</b>	<b>198,674</b>	<b>3,000</b>	<b>7,500</b>	<b>0</b>	<b>15,000</b>	<b>100,000</b>
<b>Totals</b>	<b>\$ 445,979</b>	<b>\$ 319,166</b>	<b>\$ 321,608</b>	<b>\$ 323,284</b>	<b>\$ 338,764</b>	<b>\$ 424,189</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. The purchase of a floor scrubber/pressure washer was completed, along with installation of electrical improvements in several garages to accommodate the new equipment.

**FY19/20 OBJECTIVES**

1. The Facility Technician position will be used to increase proactive maintenance on Public Works Center facilities. Examples of work include: identification and documentation of all building systems (plumbing, electrical, HVAC, etc.), establishment of preventive maintenance programs, overseeing contracted assistance, and assistance in the development of an operating budget and capital improvement program.
2. A roughly 1.2-acre parcel of Village property near the northwest intersection of Schmale Road and Lies Road will be converted to a native planting/pollinator meadow to reduce maintenance costs and increase habitat for pollinators. In addition, four vacant parcels in the Illini/Silverleaf area will be re-vegetated with native/pollinator plantings to improve results from an effort begun in 2015.
3. Several pieces of equipment for the mowing program will be purchased, including: an enclosed equipment trailer and two zero-turn mowers (replacements).
4. The lightning detection equipment at the Town Center will be replaced.

**Building & Grounds Expenditures (01670400)**

<b>Acct./Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 309,977	\$ 254,502	\$ 254,502	\$ 273,787	\$ 273,787	\$ 273,787
51106 Seasonal Help	30,910	31,374	25,367	31,374	31,374	31,374
51109 Overtime	14,343	11,500	30,000	11,500	11,500	11,500
51111 Group Insurance	35,722	42,008	36,721	45,396	47,666	50,049
51112 IMRF	45,833	36,186	36,186	33,909	33,909	33,909
51113 FICA	25,471	22,914	22,914	23,918	23,918	23,918
51114 Workers Comp.	8,650	8,650	8,650	8,650	8,650	8,650
<b>Subtotal</b>	<b>470,906</b>	<b>407,134</b>	<b>414,340</b>	<b>428,534</b>	<b>430,804</b>	<b>433,187</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	53,145	54,075	48,569	56,713	57,330	57,590
52223 Training	220	120	120	0	120	0
52224 Vehicle Insurance	1,978	1,978	1,978	0	0	0
52234 Dues & Subscriptions	321	285	255	265	275	285
52244 PWC Maint. & Repair	29,655	38,800	40,800	53,300	34,400	34,500
52264 Equipment Rental	1,310	2,500	2,750	3,000	3,000	3,000
52272 Property Maintenance	137,172	138,097	138,097	179,053	152,591	176,660
<b>Subtotal</b>	<b>223,801</b>	<b>235,855</b>	<b>232,569</b>	<b>292,331</b>	<b>247,716</b>	<b>272,035</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	7,669	6,351	7,036	8,512	8,972	9,458
53316 Small Tools	704	400	400	400	400	400
53317 Operating Supplies	12,820	13,000	12,000	34,500	18,500	34,500
53350 Small Equipment	1,720	1,000	900	1,000	1,000	1,000
<b>Subtotal</b>	<b>22,913</b>	<b>20,751</b>	<b>20,336</b>	<b>44,412</b>	<b>28,872</b>	<b>45,358</b>
<b>Capital Outlay</b>						
54412 Other Equipment	42,358	0	0	86,000	20,500	0
<b>Subtotal</b>	<b>42,358</b>	<b>0</b>	<b>0</b>	<b>86,000</b>	<b>20,500</b>	<b>0</b>
<b>Totals</b>	<b>\$ 759,978</b>	<b>\$ 663,740</b>	<b>\$ 667,245</b>	<b>\$ 851,277</b>	<b>\$ 727,892</b>	<b>\$ 750,580</b>



**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.

**FY18/19 ACCOMPLISHMENTS**

1. A variety of methods were used to eliminate sidewalk trip hazards in Work Zones 5 & 6. The majority of repairs were made via mudjacking or concrete cutting, a new method that shaves down vertical displacements removing the trip hazard and leaving a new smooth surface. More significant displacements required complete removal and replacement.
2. Sidewalks in the high priority areas (schools) were surveyed and all noted deficiencies were corrected prior to the start of school in the fall.
3. Trucks 50 and 74 were rehabilitated at a total cost of \$108,159 versus the more costly option of purchasing new replacement vehicles. Rehabilitation work included replacement of hydraulic systems, replacement of the plow, salt spreader and wet system, stripping and re-coating the underbody, replacement of the dump body, and driver-safety components including installation of a rear-facing camera and replacement of warning lights with LED fixtures.

**FY19/20 OBJECTIVES**

1. The sidewalk trip hazard removal program will continue with the focus on Work Zones 1 and 2, covering the area from Army Trail to Lies Road, between Fair Oaks Road and Gary Avenue.
2. Sidewalks in the high priority areas (schools) will be surveyed and all noted deficiencies will be corrected prior to the start of school in the fall.
4. Rehabilitate two large dump trucks (#41 and #75), that would otherwise be candidates for replacement, for the purpose of extending their useful life another 8 to 10 years. Rehabilitation includes replacement of hydraulic systems, replacement of the plow, salt spreader and wet system, stripping and re-coating the underbody, replacement of the dump body and installation of driver-safety components including a rear-facing camera and warning lights with LED fixtures.

## Street Maintenance Expenditures (01670500)

Acct./Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 40,869	\$ 87,759	\$ 87,759	\$ 94,540	\$ 94,540	\$ 94,540
51109 Overtime	88	1,000	1,400	1,000	1,000	1,000
51111 Group Insurance	12,390	14,546	12,731	15,713	16,499	17,324
51112 IMRF	5,832	12,063	12,063	11,345	11,345	11,345
51113 FICA	2,998	6,709	6,709	7,203	7,203	7,203
51114 Workers Comp.	6,369	6,369	6,369	6,369	6,369	6,369
<b>Subtotal</b>	<b>68,546</b>	<b>128,446</b>	<b>127,031</b>	<b>136,170</b>	<b>136,956</b>	<b>137,781</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	38,973	39,655	35,618	41,590	42,042	42,232
52224 Vehicle Insurance	3,674	3,674	3,674	0	0	0
52264 Equipment Rental	50	750	250	250	250	250
52265 Hauling	3,313	2,500	2,500	2,500	2,500	2,500
52272 Property Maintenance	84,906	90,000	96,175	45,000	45,000	45,000
52286 Pavement Restoration	1,365	2,000	750	1,000	1,000	1,000
<b>Subtotal</b>	<b>132,281</b>	<b>138,579</b>	<b>138,967</b>	<b>90,340</b>	<b>90,792</b>	<b>90,982</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	5,413	4,483	4,967	6,008	6,333	6,676
53316 Small Tools	502	550	550	550	550	550
53317 Operating Supplies	19,640	19,100	12,825	19,100	19,100	19,100
<b>Subtotal</b>	<b>25,555</b>	<b>24,133</b>	<b>18,342</b>	<b>25,658</b>	<b>25,983</b>	<b>26,326</b>
<b>Capital Outlay</b>						
54412 Other Equipment	0	108,500	108,500	159,000	185,000	0
54415 Vehicles	0	0	0	0	90,000	0
<b>Subtotal</b>	<b>0</b>	<b>108,500</b>	<b>108,500</b>	<b>159,000</b>	<b>275,000</b>	<b>0</b>
<b>Totals</b>	<b>\$ 226,382</b>	<b>\$ 399,658</b>	<b>\$ 392,840</b>	<b>\$ 411,168</b>	<b>\$ 528,731</b>	<b>\$ 255,089</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. In-house crews inspected manholes, catch basin pipes and performed spot flushing on approximately one (1) mile of storm sewer pipe and cleaned associated catch basins as part of a routine maintenance program. Fifty-three (53) manholes were inspected and nine structures were repaired.
2. Staff collaborated with the Village's Storm Water Administrator to identify needed repairs in several storm water detention basins. Design and completion of the work is planned for the coming fiscal year.
3. Replaced one retention basin aerator at the Town Center east lake, and two at Big Horn Pond.

**FY19/20 OBJECTIVES**

1. Use in-house crews to inspect manholes, catch basin pipes and perform spot flushing on approximately five (5) miles of storm sewer pipe and clean associated catch basins as part of a routine maintenance program.

## Street Division – Storm Water Management Detail

## Storm Water Management Expenditures (01670600)

Acct./Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 105,407	\$ 112,834	\$ 112,834	\$ 121,515	\$ 121,515	\$ 121,515
51109 Overtime	7,948	5,000	6,000	5,000	5,000	5,000
51111 Group Insurance	15,930	18,703	16,368	20,203	21,213	22,274
51112 IMRF	16,202	16,029	16,029	15,037	15,037	15,037
51113 FICA	8,481	8,910	8,910	9,542	9,542	9,542
51114 Workers Comp.	4,894	4,894	4,894	4,894	4,894	4,894
<b>Subtotal</b>	<b>158,862</b>	<b>166,370</b>	<b>165,035</b>	<b>176,191</b>	<b>177,201</b>	<b>178,262</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	17,715	18,025	16,190	18,904	19,110	19,197
52224 Vehicle Insurance	1,978	1,978	1,978	0	0	0
52244 Maint. & Repair	2,829	6,250	5,000	6,250	6,250	6,250
52272 Property Maintenance	71,796	77,700	77,700	76,770	78,846	80,973
<b>Subtotal</b>	<b>94,318</b>	<b>103,953</b>	<b>100,868</b>	<b>101,924</b>	<b>104,206</b>	<b>106,420</b>
<b>Commodities</b>						
53210 Electricity	6,099	6,500	6,500	6,500	6,500	6,500
53313 Auto Gas & Oil	4,511	3,736	4,139	5,007	5,278	5,564
53317 Operating Supplies	14,166	7,000	7,000	7,000	7,000	7,000
53350 Small Equipment	0	3,000	10,275	0	8,000	8,000
<b>Subtotal</b>	<b>24,776</b>	<b>20,236</b>	<b>27,914</b>	<b>18,507</b>	<b>26,778</b>	<b>27,064</b>
<b>Totals</b>	<b>\$ 277,956</b>	<b>\$ 290,559</b>	<b>\$ 293,817</b>	<b>\$ 296,622</b>	<b>\$ 308,185</b>	<b>\$ 311,746</b>

**NARRATIVE**

The Parkway Trees Program is responsible for the care and maintenance of nearly 8,000 parkway trees. The program includes costs for pruning, removal and replacement of trees within public rights-of-way. To accommodate this work the Village has adopted a six-year tree trimming cycle performed by outside contract, which is supplemented by emergency and spot trimming and removal by in-house crews.

**FY18/19 ACCOMPLISHMENTS**

1. Contracted tree trimming services were completed in Work Zone #5 (generally bounded by the area between Morton Road and Kuhn Road, and from Lies Road to North Ave.). All trees in the North Avenue right-of-way were also trimmed. Work included removal of dead wood and undesirable branch growth, elevating and shaping of approximately 800 trees.
2. Planted twenty-five (25) trees in parkways to replace those lost to aging and storm damage.

**FY19/20 OBJECTIVES**

1. Complete trimming of all trees in Work Zone #6 (the area generally bounded by North Avenue, Kuhn Road, Gary Avenue and Chippewa Trail).
2. Remove, stump-grind and replace up to fifty (50) parkway trees in the fall of 2019 to replace those lost to aging and storm damage.

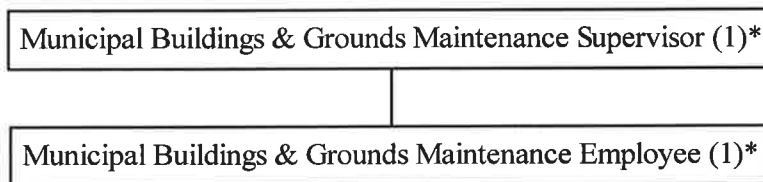
## Parkway Trees Expenditures (01670700)

Acct./Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 52,750	\$ 45,133	\$ 45,133	\$ 48,656	\$ 48,656	\$ 48,656
51109 Overtime	451	1,000	650	1,000	1,000	1,000
51111 Group Insurance	6,293	7,415	6,473	8,017	8,418	8,839
51112 IMRF	7,545	6,272	6,272	5,898	5,898	5,898
51113 FICA	4,117	3,488	3,488	3,744	3,744	3,744
51114 Workers Comp.	1,697	1,697	1,697	1,697	1,697	1,697
<b>Subtotal</b>	<b>72,853</b>	<b>65,005</b>	<b>63,713</b>	<b>69,012</b>	<b>69,413</b>	<b>69,834</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	35,430	36,050	32,380	37,809	38,220	38,393
52223 Training	200	750	500	1,250	1,250	750
52224 Vehicle Insurance	3,109	3,109	3,109	0	0	0
52234 Dues & Subscriptions	410	360	360	590	770	1,180
52264 Equipment Rental	1,710	3,000	1,000	2,000	2,000	2,000
52268 Tree Maintenance	44,720	58,000	58,600	66,000	65,500	63,250
<b>Subtotal</b>	<b>85,579</b>	<b>101,269</b>	<b>95,949</b>	<b>107,649</b>	<b>107,740</b>	<b>105,573</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	4,511	3,736	4,139	5,007	5,278	5,564
53316 Small Tools	301	800	700	800	800	800
53317 Operating Supplies	508	2,000	1,700	2,000	2,000	2,000
53350 Small Equipment	1,178	600	7,200	0	650	1,200
<b>Subtotal</b>	<b>6,498</b>	<b>7,136</b>	<b>13,739</b>	<b>7,807</b>	<b>8,728</b>	<b>9,564</b>
<b>Totals</b>	<b>\$ 164,930</b>	<b>\$ 173,410</b>	<b>\$ 173,401</b>	<b>\$ 184,468</b>	<b>\$ 185,881</b>	<b>\$ 184,971</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</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 Municipal Building function is responsible for the 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 a historic, 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 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 at the Municipal Center, 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 and rehabilitations are included in the Capital Projects Fund whereas maintenance activities and related repairs to the Municipal Center and other municipal facilities are included in the operating budget.

**FY18/19 ACCOMPLISHMENTS**

1. Completed the Municipal Center renovation project addressing space needs and providing technology, audio/video, and communications enhancements to staff and residents. The project was completed ahead of schedule and under budget.
2. Coordinated maintenance and repair activities at the Ross Ferraro Town Center including electrostatic painting of the metal bridge and flag poles.
3. Provided building and maintenance support for the temporary Village Hall/Police Station including management of the janitorial, safety/first aid and fire protection contracts. Also assisted with the move back to the renovated municipal building.
4. Compiled and organized shop manuals and participated in training on new mechanical systems at the Municipal Center.



**FY19/20 OBJECTIVES**

1. Coordinate maintenance and repair activities at the Ross Ferraro Town Center including concrete and parking lot repairs as well as significant mechanical rehabilitation of the fountain.
2. Develop protocols and procedures for maintenance and repairs to the renovated Municipal Center, historic farmhouse and Town Center facilities.
3. Coordinate installation of a new lightning detector with the Public Works Department.
4. Bid janitorial services contract.
5. Coordinate all Town Center events and parking with construction of the Veteran's Memorial.

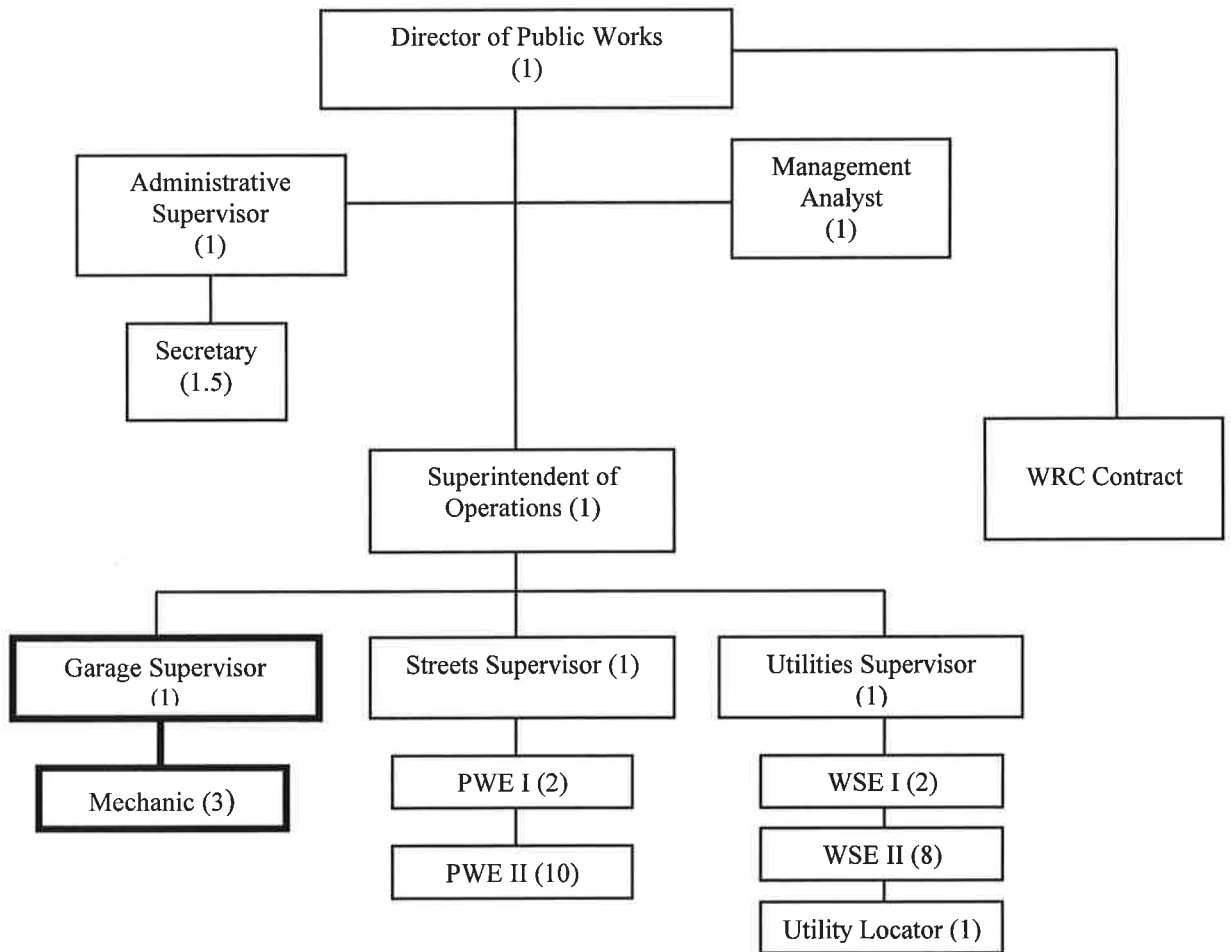
## Municipal Building Expenditures (01680000)

Acct. # / Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 176,881	\$ 177,503	\$ 183,000	\$ 191,688	\$ 191,688	\$ 191,688
51109 Overtime	0	1,000	500	1,000	1,000	1,000
51111 Group Insurance	20,052	20,842	17,213	24,028	25,229	26,490
51112 IMRF	25,230	24,990	23,600	23,604	23,604	23,604
51113 FICA	13,340	13,655	13,600	14,741	14,741	14,741
51114 Workers Comp.	5,496	5,496	5,496	5,496	5,496	5,496
<b>Subtotal</b>	<b>240,999</b>	<b>243,486</b>	<b>243,409</b>	<b>260,557</b>	<b>261,758</b>	<b>263,019</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	2,244	2,283	3,629	10,520	10,634	10,682
52219 TC Maintenance	45,184	52,075	49,186	77,260	21,080	17,150
52223 Training	167	350	100	125	225	125
52224 Vehicle Insurance	1,566	1,566	1,566	1,566	1,566	1,566
52230 Telephone	908	900	900	1,344	1,344	1,344
52244 Maintenance and Repair	23,086	13,750	4,500	23,750	27,590	25,060
52264 Equipment Rental	275	0	0	0	0	0
52276 Janitorial Service	18,595	29,300	38,280	60,000	60,000	60,000
<b>Subtotal</b>	<b>92,025</b>	<b>100,224</b>	<b>98,161</b>	<b>174,565</b>	<b>122,439</b>	<b>115,927</b>
<b>Commodities</b>						
53220 Water	9,171	12,500	16,200	14,650	14,650	14,650
53313 Auto Gas & Oil	1,357	1,250	1,855	1,657	1,746	1,841
53319 Maintenance Supplies	3,887	8,150	5,542	9,430	12,400	8,330
53320 Janitorial Supplies	5,069	6,000	6,000	8,000	8,300	8,500
53324 Uniforms	262	500	440	500	500	500
53350 Small Equipment	28	7,300	9,740	4,700	4,700	2,200
<b>Subtotal</b>	<b>19,774</b>	<b>35,700</b>	<b>39,777</b>	<b>38,937</b>	<b>42,296</b>	<b>36,021</b>
<b>Capital Outlay</b>						
55300 Rent - 505 North Ave.	315,000	210,000	210,000	0	0	0
55487 Facility Improvements	81,564	92,500	92,500	0	0	0
<b>Subtotal</b>	<b>396,564</b>	<b>302,500</b>	<b>302,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 749,362</b>	<b>\$ 681,910</b>	<b>\$ 683,847</b>	<b>\$ 474,059</b>	<b>\$ 426,493</b>	<b>\$ 414,967</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Streets	18.5	18.5	18.5	18.5	18.5
Water/Sewer	11	12	12	12	12
<b>Municipal Garage</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
Total	33.5	34.5	34.5	34.5	34.5

**ORGANIZATIONAL CHART**



**NARRATIVE**

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

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

Since the Municipal Garage operates similar to an internal service fund where costs are charged to user departments, budgeted expenditures net to zero.

**EXPENDITURE**

Classification	Actual FY17/18	Budget FY18/19	Estimated FY18/19	Proposed FY19/20	Projected FY20/21	Projected FY21/22
Administration	(\$18,446)	\$0	\$0	\$0	\$0	\$0
Vehicle Maint. & Repair	25,379	0	0	0	0	0
<b>Total</b>	<b>\$6,933</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**EXPENDITURES**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 335,828	\$ 376,112	\$ 376,112	\$ 404,882	\$ 404,882	\$ 404,882
51109 Overtime	3,098	2,000	2,000	2,000	2,000	2,000
51111 Group Insurance	56,221	62,342	57,802	67,343	70,710	74,245
51112 IMRF	48,112	51,742	51,742	48,307	48,307	48,307
51113 FICA	25,322	28,777	28,777	30,673	30,673	30,673
51114 Workers Comp.	5,474	5,474	5,474	5,474	5,474	5,474
<b>Subtotal</b>	<b>474,055</b>	<b>526,447</b>	<b>521,907</b>	<b>558,679</b>	<b>562,046</b>	<b>565,581</b>
<b>Contractual Services</b>						
52223 Training	4,120	3,300	2,100	4,000	4,000	4,000
52224 Vehicle Insurance	1,566	1,566	1,566	1,566	1,566	1,566
52230 Telephone	665	665	665	672	705	740
52234 Dues & Subscriptions	30	60	60	30	90	30
52244 Maintenance & Repair	8,674	3,000	2,000	2,000	2,000	11,000
52255 Software Maintenance	6,671	6,275	6,115	7,235	7,300	8,125
52264 Equipment Rental	312	360	320	1,080	0	0
52284 Equipment Maintenance	2,953	2,200	2,200	1,250	1,250	1,250
52400 General Insurance	4,652	5,177	5,177	60	60	60
<b>Subtotal</b>	<b>29,643</b>	<b>22,603</b>	<b>20,203</b>	<b>17,893</b>	<b>16,971</b>	<b>26,771</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	1,698	2,400	1,967	1,949	2,055	2,166
53314 Office Supplies	408	400	400	400	400	400
53316 Tools	3,145	3,000	3,000	3,000	3,000	3,000
53317 Operating Supplies	8,763	8,500	8,300	8,500	8,500	8,500
53324 Uniforms	2,094	2,470	2,470	2,470	2,470	2,470
53341 Gas - Consumed	6,932	6,500	7,466	7,840	8,230	8,640
53343 Oil\Parts Consumed	146,103	130,000	120,000	130,000	132,500	135,000
53350 Small Equipment	1,098	1,550	1,500	4,100	7,000	1,360
53353 Outsourcing Services	37,586	32,600	29,000	33,020	33,020	33,020
53354 Parts Purchased	0	130,000	125,000	130,000	132,500	135,000
53355 Parts Purchased Contra	0	(130,000)	(125,000)	(130,000)	(132,500)	(135,000)
53356 Gas Purchased	0	6,500	7,466	7,840	8,230	8,640
53357 Gas Purchased Contra	0	(6,500)	(7,466)	(7,840)	(8,230)	(8,640)
53358 Allocation to other Depts	(754,703)	(760,870)	(740,613)	(767,851)	(776,192)	(786,908)
<b>Subtotal</b>	<b>(546,876)</b>	<b>(573,450)</b>	<b>(566,510)</b>	<b>(576,572)</b>	<b>(579,017)</b>	<b>(592,352)</b>
<b>Capital Outlay</b>						
54412 Other Equipment	50,111	24,400	24,400	0	0	0
<b>Subtotal</b>	<b>50,111</b>	<b>24,400</b>	<b>24,400</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>6,933</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. The Village Board approved a pilot Anti-Idling program to be employed in the Public Works Department. Staff was unsuccessful in initial attempts to attract a partner (i.e. university undergraduate studies program) to create and measure outcomes, but efforts are on-going.
2. Design work began for the de-commissioning and removal of the fuel-island, along with installation of an above-ground diesel-fuel storage tank and dispenser.

**FY19/20 OBJECTIVES**

1. Staff will continue to pursue a partnership to help create and measure outcomes for the Public Works Anti-idling program.
2. Staff will refine vehicle condition and maintenance cost analysis tools to provide departments with more thorough and relevant information to aid in their decision-making regarding vehicle retention and replacement.
3. Complete the de-commissioning and removal of the fuel-island, along with installation of an above-ground diesel-fuel storage tank and dispenser.

## Municipal Garage Division – Administration Detail

## Administration Expenditures (01690100)

Acct. #/Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 146,156	\$ 156,713	\$ 156,713	\$ 168,659	\$ 168,659	\$ 168,659
51109 Overtime	1,498	500	500	500	500	500
51111 Group Insurance	25,245	25,976	25,974	28,060	29,463	30,936
51112 IMRF	21,174	21,725	21,725	20,082	20,082	20,082
51113 FICA	10,746	12,081	12,081	12,752	12,752	12,752
51114 Workers Comp.	1,746	1,746	1,746	1,746	1,746	1,746
<b>Subtotal</b>	<b>206,565</b>	<b>218,741</b>	<b>218,739</b>	<b>231,799</b>	<b>233,202</b>	<b>234,675</b>
<b>Contractual Services</b>						
52223 Training	1,427	500	100	500	500	500
52230 Telephone	665	665	665	672	705	740
52234 Dues & Subscriptions	30	60	60	30	90	30
52400 General Insurance	4,652	5,177	5,177	60	60	60
<b>Subtotal</b>	<b>6,774</b>	<b>6,402</b>	<b>6,002</b>	<b>1,262</b>	<b>1,355</b>	<b>1,330</b>
<b>Commodities</b>						
53314 Office Supplies	408	400	400	400	400	400
53324 Uniforms	70	150	150	150	150	150
53358 Allocation to other Depts	(232,263)	(225,693)	(225,291)	(233,611)	(235,107)	(236,555)
<b>Subtotal</b>	<b>(231,785)</b>	<b>(225,143)</b>	<b>(224,741)</b>	<b>(233,061)</b>	<b>(234,557)</b>	<b>(236,005)</b>
<b>Totals</b>	<b>(18,446)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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 on fleet availability and performance.

**FY18/19 ACCOMPLISHMENTS**

1. Staff completed three-hundred seventy-one (371) preventive maintenance services, thirty-seven (37) more than completed in the prior year.
2. Staff completed nine-hundred eighty-one (981) unscheduled service requests, nearly 300 more than the prior year. A significant factor in the reported increase is related to a concerted effort to make record of all service interactions, regardless of how small the request.
3. Several pieces of equipment were purchased, including: a thermal-imaging unit to aid Mechanics in diagnosing loose connections, worn wires and overheating components; a floor scrubber to help preserve and reduce safety hazards on the service-bay garage floor; and, a lift attachment to allow Mechanics to safely lift small utility vehicles (UTV's) in the air to perform maintenance.

**FY19/20 OBJECTIVES**

1. Covers for the mobile-columns will be purchased to allow these portable lift units to be used during vehicle washing activities. Allowing operations staff to safely lift vehicles in the air will improve the ability to thoroughly remove salt from the undercarriage of trucks during winter months.
2. Rolling tool carts outfitted with tablet devices for each Mechanic will be purchased in order to allow Mechanics immediate access to tools, easier access to computer-based maintenance and inventory programs, as well as internet-based service manuals, schematics and instructional videos.



**GENERAL CORPORATE FUND****PUBLIC WORKS****Municipal Garage Division – Vehicle Maintenance & Repair Detail****Vehicle Maintenance & Repair (01696200)**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 189,672	\$ 219,399	\$ 219,399	\$ 236,223	\$ 236,223	\$ 236,223
51109 Overtime	1,600	1,500	1,500	1,500	1,500	1,500
51111 Group Insurance	30,976	36,366	31,828	39,283	41,247	43,309
51112 IMRF	26,938	30,017	30,017	28,225	28,225	28,225
51113 FICA	14,576	16,696	16,696	17,921	17,921	17,921
51114 Workers Comp.	3,728	3,728	3,728	3,728	3,728	3,728
<b>Subtotal</b>	<b>267,490</b>	<b>307,706</b>	<b>303,168</b>	<b>326,880</b>	<b>328,844</b>	<b>330,906</b>
<b>Contractual Services</b>						
52223 Training	2,693	2,800	2,000	3,500	3,500	3,500
52224 Vehicle Insurance	1,566	1,566	1,566	1,566	1,566	1,566
52244 Maintenance & Repair	8,674	3,000	2,000	2,000	2,000	11,000
52255 Software Maintenance	6,671	6,275	6,115	7,235	7,300	8,125
52264 Equipment Rental	312	360	320	1,080	0	0
52284 Equipment Maintenance	2,953	2,200	2,200	1,250	1,250	1,250
<b>Subtotal</b>	<b>22,869</b>	<b>16,201</b>	<b>14,201</b>	<b>16,631</b>	<b>15,616</b>	<b>25,441</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	1,698	2,400	1,967	1,949	2,055	2,166
53316 Tools	3,145	3,000	3,000	3,000	3,000	3,000
53317 Operating Supplies	8,763	8,500	8,300	8,500	8,500	8,500
53324 Uniforms	2,024	2,320	2,320	2,320	2,320	2,320
53341 Gas - Consumed	6,932	6,500	7,466	7,840	8,230	8,640
53343 Oil\Parts Consumed	146,103	130,000	120,000	130,000	132,500	135,000
53350 Small Equipment	1,098	1,550	1,500	4,100	7,000	1,360
53353 Outsourcing Services	37,586	32,600	29,000	33,020	33,020	33,020
53354 Parts Purchased	0	130,000	125,000	130,000	132,500	135,000
53355 Parts Purchased Contra	0	(130,000)	(125,000)	(130,000)	(132,500)	(135,000)
53356 Gas Purchased	0	6,500	7,466	7,840	8,230	8,640
53357 Gas Purchased Contra	0	(6,500)	(7,466)	(7,840)	(8,230)	(8,640)
53358 Allocation to other Depts	(522,440)	(535,177)	(515,322)	(534,240)	(541,085)	(550,353)
<b>Subtotal</b>	<b>(315,091)</b>	<b>(348,307)</b>	<b>(341,769)</b>	<b>(343,511)</b>	<b>(344,460)</b>	<b>(356,347)</b>
<b>Capital Outlay</b>						
54412 Other Equipment	50,111	24,400	24,400	0	0	0
<b>Subtotal</b>	<b>50,111</b>	<b>24,400</b>	<b>24,400</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>25,379</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Contractual Services</b>						
58205 Tfr. to Capital Proj.	0	445,000	0	0	0	0
58207 Zones Sales Tax	483,640	605,000	450,000	450,000	450,000	450,000
58340 Tfr to TIF3 Sales Tax	96,461	90,000	97,500	97,500	100,000	102,500
58375 Tfr to TIF3 - Undesig.	15,520	17,600	17,136	19,200	21,000	24,000
	<b>595,621</b>	<b>1,157,600</b>	<b>564,636</b>	<b>566,700</b>	<b>571,000</b>	<b>576,500</b>
<b>Totals</b>	<b>\$ 595,621</b>	<b>\$ 1,157,600</b>	<b>\$ 564,636</b>	<b>\$ 566,700</b>	<b>\$ 571,000</b>	<b>\$ 576,500</b>

**NARRATIVE**

The Village hosts community events at the Ross Ferraro Town Center. The Village has been programming events at the Town Center since 1998 and over time has become a central gathering place for the community. The Village hosts a variety of events at the Town Center including a series of Thursday night concerts during the summer, July 4 concert and fireworks display and a tree lighting ceremony in the winter. The Village hosts a fee-based carnival at the Town Center in September. Unless otherwise noted, all activities are free to the public.

**FY 18/19 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 co-sponsorship of the July 4<sup>th</sup> Fireworks celebration, the 4<sup>th</sup> of July parade event and the Holiday Tree Lighting event.
2. Hosted a successful Summer Concert Series season that included 9 Thursday night music concerts including the Eighth Annual Concert for the Troops.
3. Completed a 2018 targeted event sponsorship appeal effort that raised a total of \$31,334 (\$27,557 last year) that included over \$30,100 (\$26,600 last year) in corporate contributions and \$1,234 (\$957 last year) in resident water bill donations. 2018 Concert series expenditures were covered entirely by sponsorships and donations.
4. Co-hosted a 4-Day Summer Carnival fundraiser that raised \$7,107 (\$11,431 last year) for Town Center events and provided no cost rides to those with special needs.

**FY19/20 OBJECTIVES**

1. Conduct a corporate sponsorship appeal effort to fund the 10 concerts for the 2020 Summer Concert Series.
2. Host the 22<sup>nd</sup> Annual Summer Concert Series, celebrating the Platinum Anniversary of the Town Center, which kicks off on June 6 and includes 10 summer concert performances and a July 4 fireworks show.
3. Host and license a 4-Day Summer Carnival Labor Day weekend; including no cost rides for those with special needs.

**Special Events Expenditures (01750000)**

<b>Acct. # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Contractual Services</b>						
52288 Concert Series	26,061	28,850	29,660	27,745	28,255	28,765
52291 Misc events/activities	13,614	14,100	13,708	15,850	16,050	15,850
<b>Subtotal</b>	<b>39,675</b>	<b>42,950</b>	<b>43,368</b>	<b>43,595</b>	<b>44,305</b>	<b>44,615</b>
<b>Commodities</b>						
53302 Bricks	33	300	100	300	300	300
	<b>33</b>	<b>300</b>	<b>100</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Totals</b>	<b>\$ 39,708</b>	<b>\$ 43,250</b>	<b>\$ 43,468</b>	<b>\$ 43,895</b>	<b>\$ 44,605</b>	<b>\$ 44,915</b>

The background features a large, stylized white swirl graphic that resembles a ribbon or a path, set against a background of vertical blue stripes of varying shades. 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 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 are 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, 2019 a water rate increase of \$0.39 per 1,000 gallons plus a sewer rate increase of \$0.44 will be implemented to ensure adequate coverage of system costs. Additional future rate increases will be needed to provide adequate funding to complete future system capital improvement, replacement and rehabilitation projects.

# Village of Carol Stream

## WATER AND SEWER FUND

## Summary Revenues & Expenses

	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>REVENUES</b>	<b>\$ 11,966,090</b>	<b>\$ 12,880,000</b>	<b>\$ 12,775,000</b>	<b>\$ 13,560,000</b>	<b>\$ 14,240,000</b>	<b>\$ 14,930,000</b>
<b>EXPENSES</b>						
<b>Operating Expenses</b>						
Salaries & Wages	1,539,582	1,501,462	1,509,539	1,670,102	1,674,625	1,684,589
WRC Contract	1,832,355	1,854,690	1,800,000	1,894,000	1,946,925	2,001,250
DuPage Water Comm.	6,307,283	6,325,000	6,430,000	6,024,000	6,120,000	6,216,000
Contractual Services	1,401,156	1,730,339	1,523,879	1,781,019	2,185,087	1,855,032
Commodities	333,117	689,222	711,503	648,593	639,299	643,064
Debt	485,507	485,541	485,541	484,560	483,579	482,598
Total Operating Exp.	11,899,000	12,586,254	12,460,462	12,502,274	13,049,515	12,882,533
<b>Net Income / (Loss)</b>						
<b>Before Capital</b>	67,090	293,746	314,538	1,057,726	1,190,485	2,047,467
<b>Capital Expenses</b>						
Other Capital	198,445	39,000	37,319	165,000	-	199,000
Construction	350,676	3,857,500	255,600	3,503,000	2,178,000	55,000
Total Capital	549,121	3,896,500	292,919	3,668,000	2,178,000	254,000
<b>Total Expenses</b>	<b>12,448,121</b>	<b>16,482,754</b>	<b>12,753,381</b>	<b>16,170,274</b>	<b>15,227,515</b>	<b>13,136,533</b>
<b>Fund Income / (Loss)</b>	<b>\$ (482,031)</b>	<b>\$ (3,602,754)</b>	<b>\$ 21,619</b>	<b>\$ (2,610,274)</b>	<b>\$ (987,515)</b>	<b>\$ 1,793,467</b>
Proj. Fund Balance	11,225,323		11,246,942	8,636,668	7,649,153	9,442,620

# Village of Carol Stream

## WATER AND SEWER FUND

## Revenues

Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Revenues FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22	Footnotes
<b>Water &amp; Sewer Fund Revenues</b>							
44220 Water Billings	7,948,375	8,525,000	8,435,000	8,816,000	9,260,000	9,716,000	1
44221 Water Penalties	55,089	60,000	60,000	66,000	70,000	75,000	2
44223 Connect - Water	100	1,000	500	1,000	1,000	1,000	
44224 Meter Sales	16,383	5,000	15,000	15,000	15,000	15,000	
44225 Sewer Billings	3,341,485	3,720,000	3,700,000	4,053,000	4,268,000	4,479,000	3
44226 Sewer Penalties	37,643	45,000	35,000	40,000	40,000	41,000	4
44227 Connect - Sewer	1,450	1,000	2,000	2,000	2,000	2,000	
44228 Expansion Fee	68,155	25,000	25,000	25,000	25,000	25,000	
44255 Admin.Fee	74,055	70,000	68,000	70,000	70,000	70,000	5
46501 Interest Income	161,312	180,000	195,000	225,000	240,000	255,000	
47406 Wheaton San.	6,400	7,000	6,500	7,000	7,000	7,000	6
47407 Misc. Revenue	53,427	25,000	28,000	32,000	32,000	32,000	
47410 DPC Reimb.	57,872	57,000	57,000	56,000	55,000	54,000	7
47517 Rental Income	144,344	159,000	148,000	152,000	155,000	158,000	8
<b>Total Revenues</b>	<b>\$ 11,966,090</b>	<b>\$ 12,880,000</b>	<b>\$ 12,775,000</b>	<b>\$ 13,560,000</b>	<b>\$ 14,240,000</b>	<b>\$ 14,930,000</b>	



**REVENUE FOOTNOTES**

1. **Water Billings: (\$8,816,000)** Projected revenues from metered water sales are based on billing of 1.087 billion gallons of water, unchanged from projected billings in FY18/19.

In 2011, the City of Chicago announced a 4-year phased rate hike which increased water rates charged to the DuPage Water Commission (DWC) by 25%, 15%, 15%, and 15% in calendar years 2012 through 2015 respectively. This immediately followed a similar 3-year 34% rate hike. Throughout all of these rate increases, Carol Stream only passed on to Village residents and businesses its increased cost of purchasing water through the DuPage Water Commission. As a result of this, Carol Stream continues to have one of the lowest municipal water rates in DuPage County.

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

**Schedule of Water Rate Changes**

Date of Change	Rate per 1,000 Gal.		% Change
May 1, 2008	\$3.05		
Oct 1, 2008	3.25	*	6.6%
May 1, 2009	3.48	*	7.1%
May 1, 2010	3.88	*	11.5%
May 1, 2011	4.09	*	5.4%
Jan 1, 2012	4.78	*	16.9%
Jan 1, 2013	5.37	*	12.3%
Jan 1, 2014	6.02	*	12.1%
Jan 1, 2015	6.73	*	11.8%
May 1, 2016	6.93		3.0%
May 1, 2017	7.25		4.6%
May 1, 2018	7.75		6.9%

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

Because the Village intentionally held back on rate increases above those passed along by the DWC, operating revenues fell behind and were insufficient to cover increases in other operating expense categories. Additional rate increases have become necessary to fully cover operating expenses as well as add funding for future capital improvements. For May 1, 2019 the water rate will increase by \$0.39 from \$7.75 per 1,000 gallons to \$8.14. This will fully cover all operating expenses as well as generate an additional \$425,000 to fund future capital infrastructure maintenance projects identified in the Village’s long-range Capital Improvement Plan (CIP).

2. **Water Penalties: (\$66,000)** Per Village Ordinance, a 10% penalty is added for late water payments. Water bills are due 20 days after the billing date.
3. **Sewer Billings: (\$4,053,000)** Sanitary sewer service billings are assessed as a function of monthly water consumption. Billed sewer “usage” is budgeted at 81% of projected water usage because approximately 700 customer accounts in the southern area of the Village are serviced by the Wheaton Sanitary District and do not use Village sewer services.

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

**Schedule of Sewer Rate Changes**

Date of Change	Rate per 1,000 Gal.	% Change
May 1, 2008	\$2.51	
Oct 1, 2008	2.51	0.0%
May 1, 2009	2.51	0.0%
May 1, 2010	2.62	4.4%
May 1, 2011	2.62	0.0%
Jan 1, 2012	2.62	0.0%
Jan 1, 2013	2.62	0.0%
Jan 1, 2014	2.62	0.0%
Jan 1, 2015	3.12	19.1%
May 1, 2016	3.42	9.6%
May 1, 2017	3.82	11.7%
May 1, 2018	4.22	10.5%

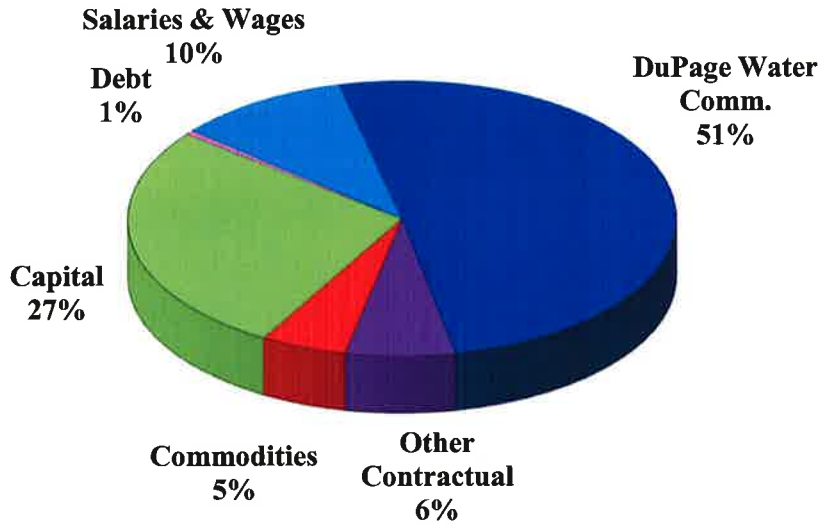
While sewer rate increases in 2015-2018 were implemented to cover gaps in operational funding, capital projects during and prior to this time were funded by using available cash reserves. As fund cash reserve balances have declined in 8 of the last 10 years, additional rate increases are necessary to fund future capital improvement projects. As a result, rates are scheduled to increase by \$0.44 per 1,000 gallons of billed water consumption on May 1, 2019 to cover increases in operating expenses and to provide some future support for capital improvement projects. Future rate adjustments will likely be necessary to ensure the fund is able to properly maintain the sanitary sewage collection and treatment systems into the future.

4. **Sewer Penalties: (\$40,000)** Per Village Ordinance, a 10% penalty is added for late sewer payments. Sewer bills are due 20 days after the billing date.
5. **Shut-Off Notices / Administration Fee: (\$70,000)** Separate fees are charged to customers who are subject to service termination for non-payment to cover the additional administrative costs associated with this process. Presently a \$15 fee is charged for the production and mailing of a service termination notice and a \$50 fee is imposed to dispatch the Public Works Department to terminate/reinstate water service as needed.

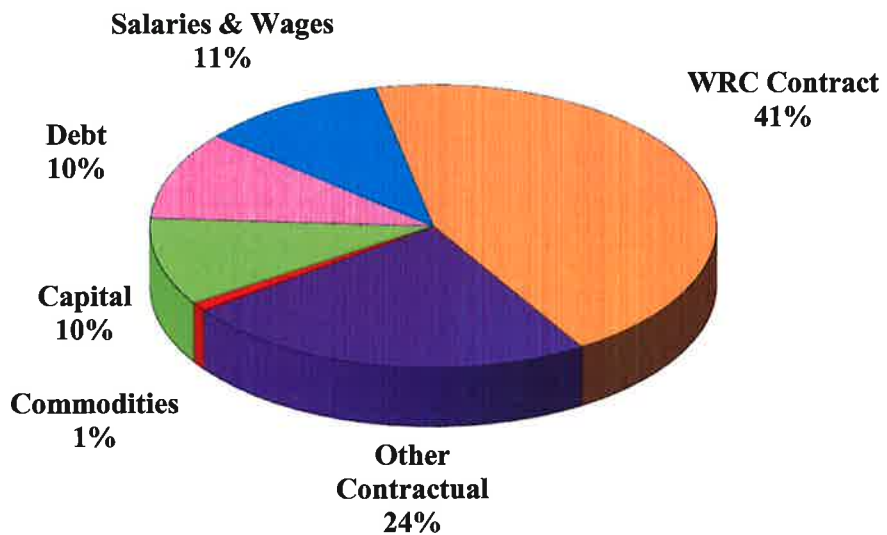
6. **Wheaton Sanitary Fee: (\$7,000)** Pursuant to an intergovernmental agreement (IGA), the Village provides the Wheaton Sanitary District with monthly water meter readings for approximately 700 accounts in the southern portion of the Village which is mutually served by the Village (water) and Sanitary District (sewer). In exchange for this information, the Village receives a monthly fee of \$0.75 per reading for each account. Through the IGA, the Village also terminates water service at the request of the Sanitary District in situations of non-payment of delinquent sewer charges.
  
7. **DPC Water Main Reimbursement: (\$56,000)** In cooperation with DuPage County (DPC), in 2007 the Village received a 15 year loan from the DuPage Water Commission (DWC) in the amount of \$637,569 to assist homeowners in unincorporated Carol Stream (Rivera Court and Judith Lane) in connecting to the Village's Lake Michigan water supply because of contaminated wells. DuPage County established a Special Service Area, which imposes a special property tax on the benefitted homeowners to recover the cost of extending the Village water service. The Village receives these reimbursements annually from DPC in advance of our loan obligations to the DWC making this arrangement financially neutral to the Village. The final loan payment is due on September 1, 2025.
  
8. **Rental Income: (\$152,000)** 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  
FY19/20**

**Water Division**



**Sewer Division**

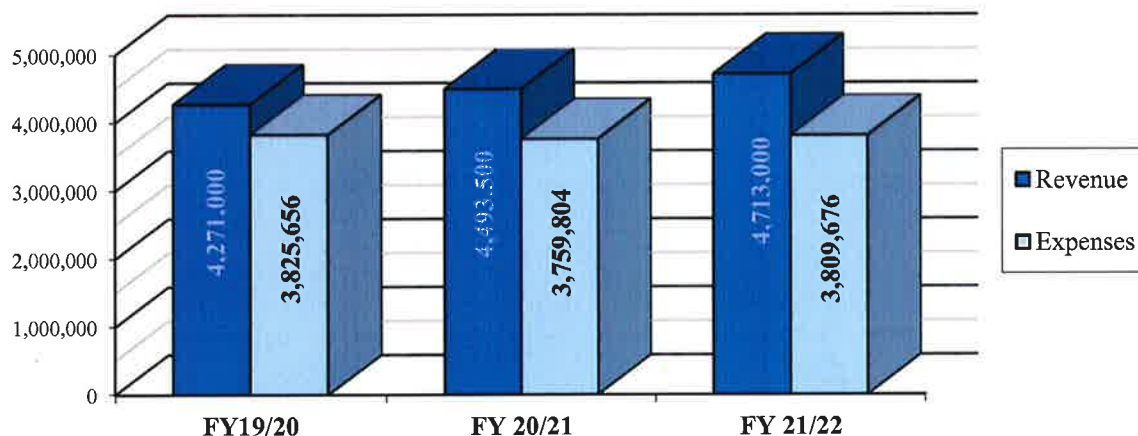


*Village of Carol Stream*  
**WATER AND SEWER FUND**

**Sewer Division**  
**Revenues & Expenses**

Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Sewer Revenues</b>						
Sewer Billings	\$3,341,485	\$3,720,000	\$3,700,000	\$4,053,000	\$4,268,000	\$4,479,000
Sewer Penalties	37,643	45,000	35,000	40,000	40,000	41,000
Misc. Revenues	26,714	12,500	14,000	16,000	16,000	16,000
Shut-off/ Admin. Fee	37,028	35,000	34,000	35,000	35,000	35,000
Connect Fee - Sewer	1,450	1,000	2,000	2,000	2,000	2,000
Expansion Fee	34,078	12,500	12,500	12,500	12,500	12,500
Interest Income	80,656	90,000	97,500	112,500	120,000	127,500
<b>Total Sewer Revenues</b>	<b>\$3,559,053</b>	<b>\$3,916,000</b>	<b>\$3,895,000</b>	<b>\$4,271,000</b>	<b>\$4,493,500</b>	<b>\$4,713,000</b>
<b>Sewer Expenses</b>						
<b>Operating Expenses</b>						
Salaries & Wages	328,400	326,949	302,105	450,803	453,482	456,288
WRC Contract	1,832,355	1,854,690	1,800,000	1,894,000	1,946,925	2,001,250
Contractual Services	791,543	838,012	634,209	1,010,023	888,870	882,957
Commodities	33,408	51,699	53,945	42,180	41,877	40,531
Debt	428,289	428,650	428,650	428,650	428,650	428,650
<b>Total Operating Exp.</b>	<b>3,413,995</b>	<b>3,500,000</b>	<b>3,218,909</b>	<b>3,825,656</b>	<b>3,759,804</b>	<b>3,809,676</b>
<b>Net Income / (Loss) Before Capital</b>	<b>145,058</b>	<b>416,000</b>	<b>676,091</b>	<b>445,344</b>	<b>733,696</b>	<b>903,324</b>
<b>Capital Expenses</b>	<b>188,181</b>	<b>1,001,500</b>	<b>144,250</b>	<b>425,000</b>	<b>1,800,000</b>	<b>0</b>
<b>Total Sewer Expenses</b>	<b>\$3,602,176</b>	<b>\$4,501,500</b>	<b>\$3,363,159</b>	<b>\$4,250,656</b>	<b>\$5,559,804</b>	<b>\$3,809,676</b>
<b>Net Income/(Loss)</b>	<b>\$ (43,124)</b>	<b>\$ (585,500)</b>	<b>\$ 531,841</b>	<b>\$ 20,344</b>	<b>\$ (1,066,304)</b>	<b>\$ 903,324</b>

**SEWER DIVISION  
REVENUES vs. OPERATING EXPENSES FY19/20 - FY21/22**

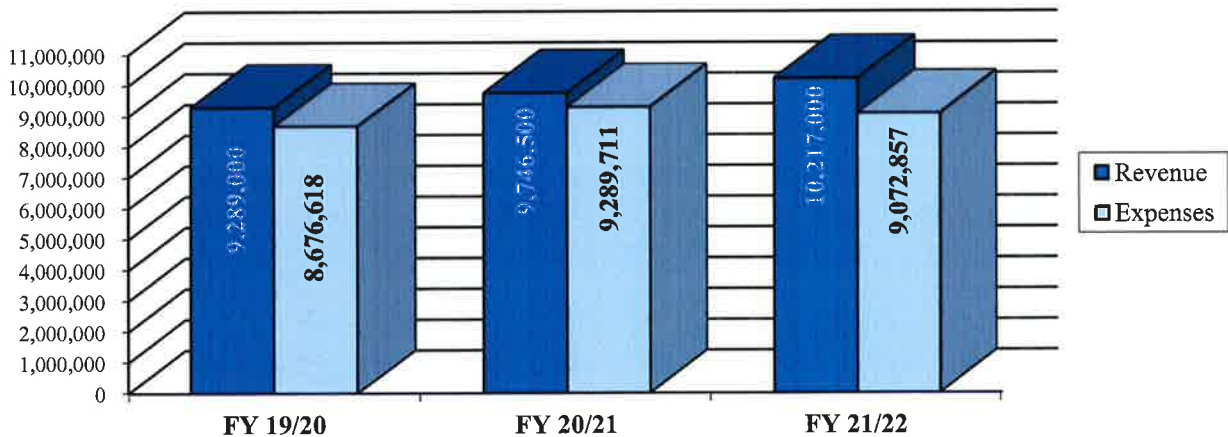


*Village of Carol Stream*  
**WATER AND SEWER FUND**

**Water Division**  
**Revenues & Expenses**

Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Water Revenues</b>						
Water Billings	\$7,948,375	\$8,525,000	\$8,435,000	\$8,816,000	\$9,260,000	\$9,716,000
Water Penalties	55,089	60,000	60,000	66,000	70,000	75,000
Meter Sales	16,383	5,000	15,000	15,000	15,000	15,000
Misc. Revenues	26,714	12,500	14,000	16,000	16,000	16,000
Shut-off Admin. Fee	37,028	35,000	34,000	35,000	35,000	35,000
Wheaton Sanitary Fee	6,400	7,000	6,500	7,000	7,000	7,000
Interest Income	80,656	90,000	97,500	112,500	120,000	127,500
Rental Income	144,344	159,000	148,000	152,000	155,000	158,000
Connection Fee - Water	100	1,000	500	1,000	1,000	1,000
Expansion Fee	34,078	12,500	12,500	12,500	12,500	12,500
DPC Water Main Reimb	57,872	57,000	57,000	56,000	55,000	54,000
<b>Total Water Revenues</b>	<b>\$8,407,038</b>	<b>\$8,964,000</b>	<b>\$8,880,000</b>	<b>\$9,289,000</b>	<b>\$9,746,500</b>	<b>\$10,217,000</b>
<b>Water Expenses</b>						
<b>Operating Expenses</b>						
Salaries & Wages	1,211,182	1,174,513	1,207,434	1,219,299	1,221,143	1,228,301
DuPage Water Comm.	6,307,283	6,325,000	6,430,000	6,024,000	6,120,000	6,216,000
Contractual Services	609,613	892,327	889,670	770,996	1,296,217	972,075
Commodities	299,709	637,523	657,558	606,413	597,422	602,533
Debt	57,218	56,891	56,891	55,910	54,929	53,948
<b>Total Operating Exp.</b>	<b>8,485,005</b>	<b>9,086,254</b>	<b>9,241,553</b>	<b>8,676,618</b>	<b>9,289,711</b>	<b>9,072,857</b>
<b>Net Income / (Loss) Before Capital</b>	<b>(77,968)</b>	<b>(122,254)</b>	<b>(361,553)</b>	<b>612,382</b>	<b>456,789</b>	<b>1,144,143</b>
<b>Capital Expenses</b>	<b>360,940</b>	<b>2,895,000</b>	<b>148,669</b>	<b>3,243,000</b>	<b>378,000</b>	<b>254,000</b>
<b>Total Water Expenses</b>	<b>\$8,845,945</b>	<b>\$11,981,254</b>	<b>\$9,390,222</b>	<b>\$11,919,618</b>	<b>\$9,667,711</b>	<b>\$9,326,857</b>
<b>Net Income/(Loss)</b>	<b>\$ (438,908)</b>	<b>\$ (3,017,254)</b>	<b>\$ (510,222)</b>	<b>\$ (2,630,618)</b>	<b>\$78,789</b>	<b>\$890,143</b>

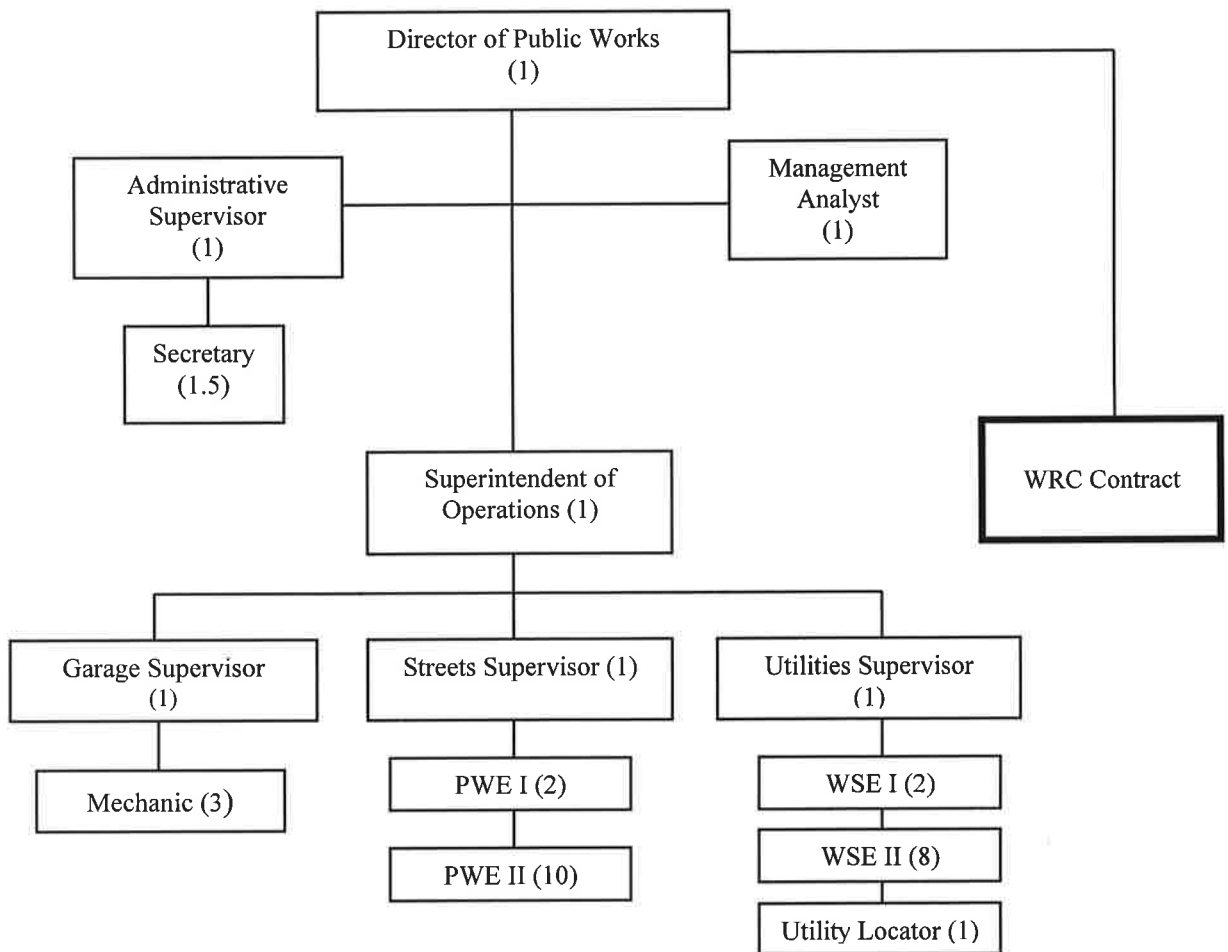
**WATER DIVISION  
REVENUES vs. OPERATING EXPENSES FY19/20 - FY21/22**



**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Streets	18.5	18.5	18.5	18.5	18.5
Water/Sewer	11	12	12	12	12
Municipal Garage	4	4	4	4	4
<b>Total</b>	<b>33.5</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>

**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 FY17/18	Budget FY18/19	Estimated FY18/19	Proposed FY19/20	Projected FY20/21	Projected FY21/22
Administration	\$668,562	\$699,824	\$671,308	\$731,993	\$734,048	\$737,006
Daily Treatment Operations	2,053,098	2,003,355	1,943,315	2,234,156	3,758,713	2,013,130
Sewer System Maintenance & Repair	472,246	1,323,202	286,848	716,789	513,564	503,342
Utility Billing	408,270	475,119	461,688	567,718	553,479	556,198
<b>Totals</b>	<b>\$3,602,176</b>	<b>\$4,501,500</b>	<b>\$3,363,159</b>	<b>\$4,250,656</b>	<b>\$5,559,804</b>	<b>\$3,809,676</b>



**EXPENSES**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 232,387	\$ 223,160	\$ 209,827	\$ 318,534	\$ 318,534	\$ 318,534
51106 Seasonal Help	2,700	5,229	6,145	4,980	5,105	5,229
51109 Overtime	5,698	6,600	5,300	6,600	6,600	6,600
51111 Group Insurance	31,685	37,395	32,497	51,103	53,657	56,339
51112 IMRF	33,477	31,382	27,300	39,252	39,252	39,252
51113 FICA	17,117	17,847	15,700	24,998	24,998	24,998
51114 Workers Comp.	5,336	5,336	5,336	5,336	5,336	5,336
<b>Subtotal</b>	<b>328,400</b>	<b>326,949</b>	<b>302,105</b>	<b>450,803</b>	<b>453,482</b>	<b>456,288</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	18,918	19,250	38,586	44,843	45,330	45,535
52221 Utility Bill Processing	59,496	46,800	51,000	55,000	57,000	59,000
52223 Training	830	2,600	1,900	2,625	2,375	1,650
52224 Vehicle Insurance	818	818	818	818	818	818
52229 Postage	26,586	28,000	27,000	28,500	28,500	28,500
52230 Telephone	3,841	3,430	3,245	3,288	3,450	3,623
52231 Copy Expense	93	250	100	250	250	250
52234 Dues & Subscriptions	52,566	54,325	54,200	89,565	92,238	94,992
52237 Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52238 Legal Fees	5,040	7,500	8,000	6,500	5,000	5,000
52244 Maintenance and Repair	290,149	274,500	60,906	368,300	263,400	253,500
52253 Consultant	33,129	46,000	41,200	84,400	82,500	83,000
52255 Software Maintenance	15,280	34,120	29,420	38,000	18,500	19,000
52256 Banking Services	2,305	2,400	0	0	0	0
52261 Liability Insurance	22,344	22,344	22,344	22,344	22,344	22,344
52262 WRC Contract	1,832,355	1,854,690	1,800,000	1,894,000	1,946,925	2,001,250
52263 Property Insurance	20,625	20,625	20,625	20,625	20,625	20,625
52272 NPDES Permit Fee	31,598	31,550	31,365	31,465	31,540	31,620
52274 Community Svc. Pgms.	925	1,000	1,000	1,000	1,000	1,000
52280 Municipal Service Chg.	202,000	237,500	237,500	207,500	209,000	207,500
<b>Subtotal</b>	<b>2,623,898</b>	<b>2,692,702</b>	<b>2,434,209</b>	<b>2,904,023</b>	<b>2,835,795</b>	<b>2,884,207</b>
<b>Commodities</b>						
53210 Electricity	10,273	12,000	10,400	11,000	11,000	11,000
53220 Water	615	700	950	1,000	1,000	1,000
53230 Natural Gas	1,488	1,500	1,500	1,500	1,500	1,500
53313 Auto Gas	9,178	7,774	11,420	11,475	12,097	12,751
53317 Operating Supplies	7,140	8,500	9,000	8,650	8,525	8,525
53324 Uniforms	2,648	3,675	3,675	4,255	4,255	4,255
53350 Small Equipment	2,066	17,550	17,000	4,300	3,500	1,500
<b>Subtotal</b>	<b>33,408</b>	<b>51,699</b>	<b>53,945</b>	<b>42,180</b>	<b>41,877</b>	<b>40,531</b>

**EXPENSES**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Capital / Debt</b>						
54412 Other Equipment	14,750	2,000	3,650	0	0	0
54480 Construction	173,431	999,500	140,600	425,000	1,800,000	0
56490 Loan Principal	362,286	371,656	371,656	381,269	391,131	401,248
56491 Loan Interest	66,003	56,994	56,994	47,381	37,519	27,402
<b>Subtotal</b>	<b>616,470</b>	<b>1,430,150</b>	<b>572,900</b>	<b>853,650</b>	<b>2,228,650</b>	<b>428,650</b>
<b>Totals</b>	<b>\$ 3,602,176</b>	<b>\$ 4,501,500</b>	<b>\$ 3,363,159</b>	<b>\$ 4,250,656</b>	<b>\$ 5,559,804</b>	<b>\$ 3,809,676</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. An open house was held at the WRC on October 6, attracting approximately 300 attendees. This event was a cooperative effort between the Village and plant contract operator Jacobs Engineering (formerly CH2M). Attractions included riding and walking tours of the facility, demonstration of laboratory operations and capabilities, a rain-barrel free raffle, stormwater displays courtesy of DuPage County and a touch-a-truck event featuring Public Works' equipment. New this year was a representative from a local wildlife rescue organization which featured an owl and other animals indigenous to this area. Other local agencies participating included: Carol Stream Library, ComEd and DuPage River Salt Creek Workgroup.
2. Final phases of the migration to, and implementation of, the new CarteGraph Asset Management and Operations Program were complete.

**FY19/20 OBJECTIVES**

1. Expand the implementation of the asset management program software to include development of scheduling inspection and preventative maintenance work related to sanitary sewer lift stations.

**Administration Expenditures (04100100)**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 67,181	\$ 80,739	\$ 60,851	\$ 86,977	\$ 86,977	\$ 86,977
51109 Overtime	3,490	3,100	1,800	3,100	3,100	3,100
51111 Group Insurance	11,341	13,334	11,658	14,409	15,129	15,885
51112 IMRF	9,859	11,403	7,500	10,704	10,704	10,704
51113 FICA	4,802	6,339	4,500	6,793	6,793	6,793
51114 Workers Comp.	1,340	1,340	1,340	1,340	1,340	1,340
<b>Subtotal</b>	<b>98,013</b>	<b>116,255</b>	<b>87,649</b>	<b>123,323</b>	<b>124,043</b>	<b>124,799</b>
<b>Contractual Services</b>						
52223 Training	564	1,600	1,500	1,625	1,625	900
52224 Vehicle Insurance	0	0	0	818	818	818
52230 Telephone	3,841	3,430	3,245	3,288	3,450	3,623
52234 Dues & Subscriptions	52,566	54,325	54,200	89,565	92,238	94,992
52238 Legal Fees	5,040	7,500	8,000	6,500	5,000	5,000
52255 Software Maintenance	3,707	10,420	10,420	0	0	0
52261 Liability Insurance	22,344	22,344	22,344	22,344	22,344	22,344
52263 Property Insurance	20,625	20,625	20,625	20,625	20,625	20,625
52272 NPDES Permit Fee	30,000	30,000	30,000	30,000	30,000	30,000
52274 Community Service Pgms.	925	1,000	1,000	1,000	1,000	1,000
<b>Subtotal</b>	<b>139,612</b>	<b>151,244</b>	<b>151,334</b>	<b>175,765</b>	<b>177,100</b>	<b>179,302</b>
<b>Commodities</b>						
53324 Uniforms	2,648	3,675	3,675	4,255	4,255	4,255
<b>Subtotal</b>	<b>2,648</b>	<b>3,675</b>	<b>3,675</b>	<b>4,255</b>	<b>4,255</b>	<b>4,255</b>
<b>Debt</b>						
56490 Loan Principal (IEPA)	362,286	371,656	371,656	381,269	391,131	401,248
56491 Loan Interest (IEPA)	66,003	56,994	56,994	47,381	37,519	27,402
<b>Subtotal</b>	<b>428,289</b>	<b>428,650</b>	<b>428,650</b>	<b>428,650</b>	<b>428,650</b>	<b>428,650</b>
<b>Totals</b>	<b>\$ 668,562</b>	<b>\$ 699,824</b>	<b>\$ 671,308</b>	<b>\$ 731,993</b>	<b>\$ 734,048</b>	<b>\$ 737,006</b>

**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

1. A new roof was installed on the sand filter building, concluding the multi-year project to replace all roofs at the WRC.
2. The defective high-efficiency blower manufactured by HSI (originally installed in 2011) was finally replaced at no cost to the Village. The new unit, and installation costs, were covered by Atlas-Copco, the company that bought out HSI.
3. Staff continued to work with both Baxter & Woodman and Jacobs Engineering to comply with Special Conditions issued under the NPDES Operating Permit issued by the IEPA in 2015. A revised permit was approved by the IEPA and issued in July 2018 removing the effluent limit for zinc and revising the limit for copper. Other revisions include: reducing the frequency for sampling from three days per week to two days per week for CBOD, BOD, suspended solids, pH, ammonia, total phosphorous, copper and dissolved oxygen removal of ammonia and zinc compliance schedules, extending the compliance schedule for copper, and establishing a limit and compliance schedule for dichlorobromomethane.

**FY19/20 OBJECTIVES**

1. Staff will select a consulting engineer to design the replacement of the de-watering process that is planned for construction in FY20/21. The effort will include examination of potential replacement technologies, review of needs with Jacobs Engineering staff, establishing an estimate of probable costs of construction and completion of Phase I and Phase II engineering.
2. Work with the Village Board, and then impacted departments, to approve and implement the USEPA's required update of the Sewer Use Ordinance and Local Limits.
3. Continue work with consultants to address the administrative and reporting requirements of conditions of the WRC operating permit including major projects related to: phosphorous removal, meeting the new limit and compliance schedule for dichlorobromomethane, and implementation of the pre-treatment permits and other requirements under the new Sewer Use Ordinance and Local Limits.

**Daily Treatment Operations Expenditures (04101100)**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repr.	\$ 7,702	\$ 7,837	\$ 5,851	\$ 6,834	\$ 6,908	\$ 6,939
52224 Vehicle Insurance	277	277	277	0	0	0
52231 Copy Expense	93	250	100	250	250	250
52244 Maintenance & Repr.	5,386	1,000	906	2,000	1,000	1,000
52253 Consultant	33,129	10,000	10,000	5,000	2,500	2,500
52262 WRC Contract	1,832,355	1,854,690	1,800,000	1,894,000	1,946,925	2,001,250
<b>Subtotal</b>	<b>1,878,942</b>	<b>1,874,054</b>	<b>1,817,134</b>	<b>1,908,084</b>	<b>1,957,583</b>	<b>2,011,939</b>
<b>Commodities</b>						
53313 Auto Gas	725	1,801	581	1,072	1,130	1,191
<b>Subtotal</b>	<b>725</b>	<b>1,801</b>	<b>581</b>	<b>1,072</b>	<b>1,130</b>	<b>1,191</b>
<b>Capital Outlay</b>						
54480 Construction	173,431	127,500	125,600	325,000	1,800,000	0
<b>Subtotal</b>	<b>173,431</b>	<b>127,500</b>	<b>125,600</b>	<b>325,000</b>	<b>1,800,000</b>	<b>0</b>
<b>Totals</b>	<b>\$ 2,053,098</b>	<b>\$ 2,003,355</b>	<b>\$ 1,943,315</b>	<b>\$ 2,234,156</b>	<b>\$ 3,758,713</b>	<b>\$ 2,013,130</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. Completed scheduled in-house flushing and cleaning of over ten (10) miles of sanitary sewer pipe.
2. Completed televising of the North Avenue sanitary sewer for use by the Engineering Services Department to prepare specifications for the rehabilitation of that infrastructure in the coming fiscal year.
3. Responded to twenty-two (22) Customer Service Requests (CSR's) related to sanitary sewer service. Seventeen (17) of those CSR's turned out to be problems originating in private service lines; the other five (5) were related to blockages in the sewer main which were flushed and cleared by Public Works within 24 hours of being reported. There was also a break and overflow in a force main in a rear yard on Crystal Shore.
4. Completed siding, soffit and fencing repairs at the Charger Court Lift Station.
5. Completed an arc-flash analysis of all power control boxes at sanitary sewer lift stations and completed required employee training.

**FY19/20 OBJECTIVES**

1. Complete inspect and assess all sanitary sewer force mains to determine condition (deferred from FY18/19).
2. Complete rehabilitation of manholes identified in the sewer trunk line assessment (deferred from FY18/19).
3. Undertake a program with a contractor to televise and assess every mile of sanitary pipe in the collection system. Work will be completed in this fiscal year, but payment will be made over each of the next five fiscal years at no interest cost.
4. Complete sewer system pipe repairs on North Avenue and Mohican Drive.

**Sewer System Maintenance & Repair Expenditures (04101500)**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 102,054	\$ 75,222	\$ 84,976	\$ 80,926	\$ 80,926	\$ 80,926
51106 Seasonal Help	2,700	5,229	6,145	4,980	5,105	5,229
51109 Overtime	2,147	3,000	3,200	3,000	3,000	3,000
51111 Group Insurance	10,620	12,468	10,912	13,469	14,142	14,849
51112 IMRF	14,704	10,780	11,500	10,096	10,096	10,096
51113 FICA	7,717	6,391	6,500	6,806	6,806	6,806
51114 Workers Comp.	3,885	3,885	3,885	3,885	3,885	3,885
<b>Subtotal</b>	<b>143,827</b>	<b>116,975</b>	<b>127,118</b>	<b>123,162</b>	<b>123,960</b>	<b>124,791</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	11,216	11,413	32,735	38,009	38,422	38,596
52223 Training	266	1,000	400	1,000	750	750
52224 Vehicle Insurance	541	541	541	0	0	0
52244 Maintenance & Repair	284,763	273,500	60,000	366,300	262,400	252,500
52253 Consultant	0	0	0	50,000	50,000	50,000
52272 Property Maintenance	1,598	1,550	1,365	1,465	1,540	1,620
<b>Subtotal</b>	<b>298,384</b>	<b>288,004</b>	<b>95,041</b>	<b>456,774</b>	<b>353,112</b>	<b>343,466</b>
<b>Commodities</b>						
53210 Electricity	10,273	12,000	10,400	11,000	11,000	11,000
53220 Water	615	700	950	1,000	1,000	1,000
53230 Natural Gas	1,488	1,500	1,500	1,500	1,500	1,500
53313 Auto Gas	8,453	5,973	10,839	10,403	10,967	11,560
53317 Operating Supplies	7,140	8,500	9,000	8,650	8,525	8,525
53350 Small Equipment	2,066	17,550	17,000	4,300	3,500	1,500
<b>Subtotal</b>	<b>30,035</b>	<b>46,223</b>	<b>49,689</b>	<b>36,853</b>	<b>36,492</b>	<b>35,085</b>
<b>Capital Outlay</b>						
54480 Construction	0	872,000	15,000	100,000	0	0
<b>Subtotal</b>	<b>0</b>	<b>872,000</b>	<b>15,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 472,246</b>	<b>\$ 1,323,202</b>	<b>\$ 286,848</b>	<b>\$ 716,789</b>	<b>\$ 513,564</b>	<b>\$ 503,342</b>



**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.

**FY18/19 ACCOMPLISHMENTS**

1. Through a variety of strategies, the multi-departmental Water Recovery Task Force identified various metering/billing inaccuracies and illegal customer connections which resulted in a loss over a ten-year period of nearly 40 million gallons of water.
2. Administrative and management staff collaborated to develop and implement processes and procedures for the AMR Replacement Program which began in August 2018.

**FY19/20 OBJECTIVES**

1. Provide necessary administrative support of a multi-year Automated Meter Reading (AMR) replacement program to ensure accurate and uninterrupted account billings.

**Utility Billing Expenditures (04103100)**

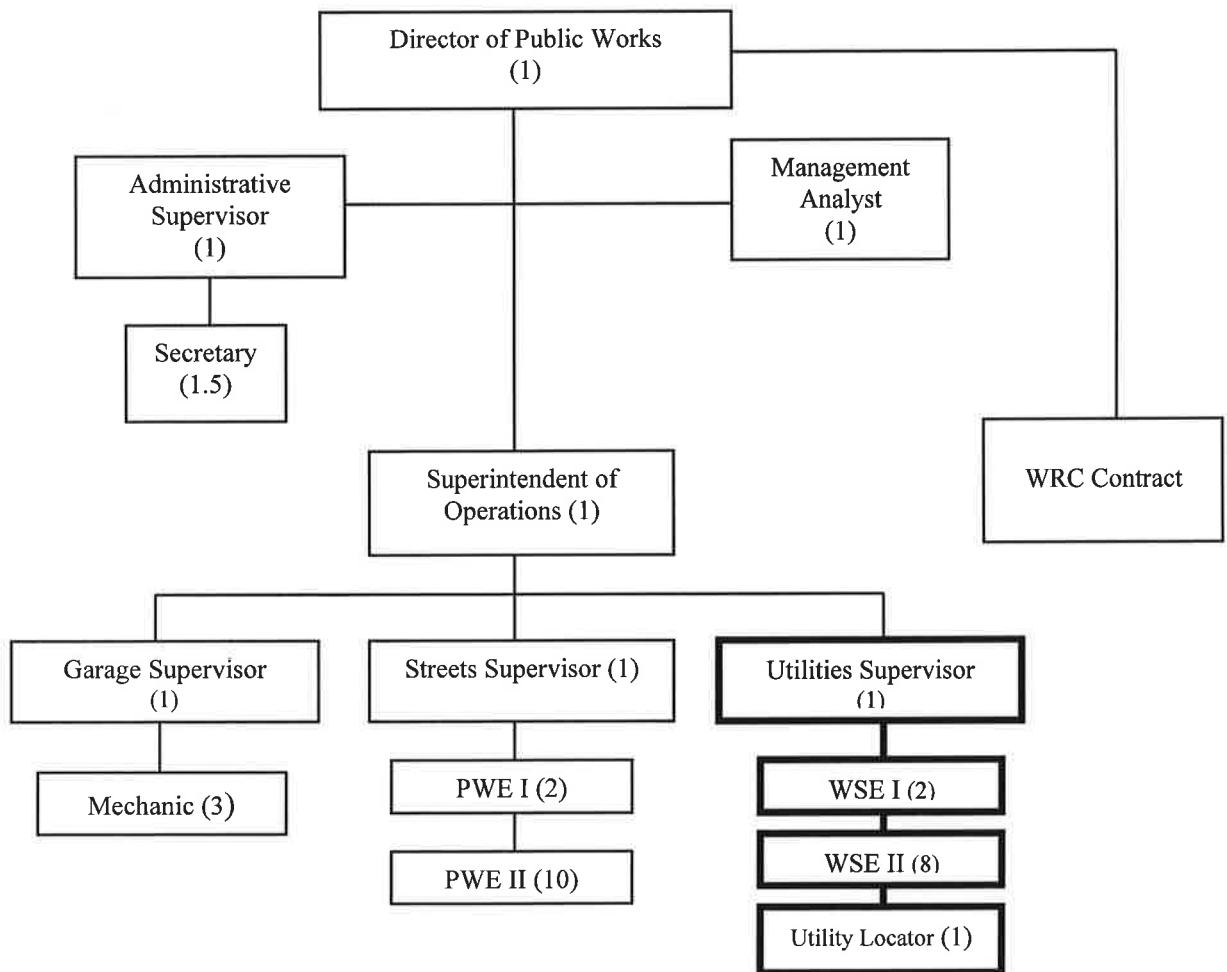
<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 63,152	\$ 67,199	\$ 64,000	\$ 150,631	\$ 150,631	\$ 150,631
51109 Overtime	61	500	300	500	500	500
51111 Group Insurance	9,724	11,593	9,927	23,225	24,386	25,605
51112 IMRF	8,914	9,199	8,300	18,452	18,452	18,452
51113 FICA	4,598	5,117	4,700	11,399	11,399	11,399
51114 Workers Comp.	111	111	111	111	111	111
<b>Subtotal</b>	<b>86,560</b>	<b>93,719</b>	<b>87,338</b>	<b>204,318</b>	<b>205,479</b>	<b>206,698</b>
<b>Contractual Services</b>						
52221 Utility Bill Processing	59,496	46,800	51,000	55,000	57,000	59,000
52229 Postage	26,586	28,000	27,000	28,500	28,500	28,500
52237 Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52253 Consultant	0	36,000	31,200	29,400	30,000	30,500
52255 Software Maintenance	11,573	23,700	19,000	38,000	18,500	19,000
52256 Banking Services	2,305	2,400	0	0	0	0
52280 Municipal Service Charge	202,000	237,500	237,500	207,500	209,000	207,500
<b>Subtotal</b>	<b>306,960</b>	<b>379,400</b>	<b>370,700</b>	<b>363,400</b>	<b>348,000</b>	<b>349,500</b>
<b>Capital Outlay</b>						
54412 Other Equipment	14,750	2,000	3,650	0	0	0
<b>Subtotal</b>	<b>14,750</b>	<b>2,000</b>	<b>3,650</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 408,270</b>	<b>\$ 475,119</b>	<b>\$ 461,688</b>	<b>\$ 567,718</b>	<b>\$ 553,479</b>	<b>\$ 556,198</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY17/18</u>	<u>Budget FY18/19</u>	<u>Proposed FY19/20</u>	<u>Projected FY20/21</u>	<u>Projected FY21/22</u>
Streets	18.5	18.5	18.5	18.5	18.5
<b>Water/Sewer</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
Municipal Garage	4	4	4	4	4
<b>Total</b>	<b>33.5</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>

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 FY17/18	Budget FY18/19	Estimated FY18/19	Proposed FY19/20	Projected FY20/21	Projected FY21/22
Administration	\$685,475	\$559,290	\$616,496	\$603,935	\$695,206	\$590,908
Distribution System Operation and Maintenance	7,382,728	10,179,639	7,583,045	10,112,443	7,798,439	7,555,480
Water Metering	323,597	724,399	683,270	635,423	620,486	624,168
Utility Billing	454,142	517,926	507,411	567,817	553,580	556,301
Totals	<b>\$8,845,942</b>	<b>\$11,981,254</b>	<b>\$9,390,222</b>	<b>\$11,919,618</b>	<b>\$9,667,711</b>	<b>\$9,326,857</b>

**EXPENSE**

Acct.#	Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated Expenditures FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Salaries &amp; Wages</b>							
51102	Personal Services	\$ 776,795	\$ 765,831	\$ 824,857	\$ 815,687	\$ 815,687	\$ 815,687
51106	Seasonal Help	9,235	10,458	6,596	9,960	5,105	5,229
51109	Overtime	77,624	70,600	73,300	73,500	73,500	73,500
51111	Group Insurance	105,029	136,690	106,949	133,980	140,679	147,713
51112	IMRF	116,904	114,314	117,200	105,986	105,986	105,986
51113	FICA	62,666	64,088	66,000	67,654	67,654	67,654
51114	Workers Comp.	12,532	12,532	12,532	12,532	12,532	12,532
51117	Comp. Absences	(16,231)	0	0	0	0	0
51118	OPEB Obligation	66,628	0	0	0	0	0
	<b>Subtotal</b>	<b>1,211,182</b>	<b>1,174,513</b>	<b>1,207,434</b>	<b>1,219,299</b>	<b>1,221,143</b>	<b>1,228,301</b>
<b>Contractual Services</b>							
52212	Auto M&R	67,076	68,251	91,837	83,389	84,294	84,677
52221	Utility Bill Processg.	59,503	46,800	51,000	55,000	57,000	59,000
52222	Meetings	0	150	0	0	0	0
52223	Training	4,029	5,500	4,200	7,485	6,800	5,475
52224	Vehicle Insurance	8,569	8,569	8,569	8,569	8,569	8,569
52229	Postage	26,586	29,500	29,400	31,700	31,700	31,700
52230	Telephone	4,207	6,388	6,150	5,784	6,065	6,370
52234	Dues & Subscript.	1,197	1,420	2,000	1,650	1,650	1,620
52237	Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52238	Legal Fees	5,187	4,000	4,500	4,000	4,000	4,000
52240	Public Notices	397	500	250	500	500	500
52244	Maint. and Repair	101,147	225,600	200,000	82,100	386,100	333,725
52253	Consultant	11,304	124,800	129,200	135,900	385,500	115,500
52255	Software Maint.	15,280	34,110	29,410	41,500	19,500	20,000
52256	Banking Services	2,305	2,400	0	0	0	0
52261	Liability Insurance	22,344	22,344	22,344	22,344	22,344	22,344
52263	Property Insurance	20,625	20,625	20,625	20,625	20,625	20,625
52264	Equipment Rental	690	1,000	1,000	1,000	1,000	1,000
52265	Hauling	5,950	6,500	6,500	6,500	6,500	6,500
52272	Property Maint.	1,598	1,550	1,365	1,465	1,540	1,620
52274	Community Pgms.	887	1,000	500	750	750	750
52279	Lab Services	8,700	17,820	17,820	16,485	11,780	7,600
52280	Municipal Svc. Chg.	202,000	237,500	237,500	207,500	209,000	207,500
52282	Meter Maintenance	29,704	15,000	15,000	25,750	20,000	22,000
52283	DuPage Water Com.	6,307,283	6,325,000	6,430,000	6,024,000	6,120,000	6,216,000
52284	Equipment Maint.	401	1,000	500	1,000	1,000	1,000
52286	Pavement Restor.	4,927	5,000	5,000	5,000	5,000	5,000
	<b>Subtotal</b>	<b>6,916,896</b>	<b>7,217,327</b>	<b>7,319,670</b>	<b>6,794,996</b>	<b>7,416,217</b>	<b>7,188,075</b>

**EXPENSE**

<b>Acct.#</b>	<b>Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Commodities</b>							
53210	Electricity	70,943	65,000	71,000	71,000	71,000	71,000
53230	Natural Gas	832	900	750	900	900	900
53313	Auto Gas	27,829	28,015	41,363	37,159	38,521	39,957
53314	Office Supplies	977	948	1,545	1,324	1,396	1,471
53315	Printed Materials	655	750	1,100	1,250	1,250	1,250
53316	Small Tools	1,924	2,000	1,900	2,000	2,000	2,000
53317	Operating Supplies	47,850	54,600	54,000	54,750	54,625	55,825
53220	Water	0	200	900	700	700	700
53324	Uniforms	3,716	4,810	4,000	4,230	4,230	4,230
53331	Chemicals	566	800	1,500	3,300	3,300	3,300
53333	Meters	134,448	462,500	462,500	424,500	412,500	412,500
53350	Small Equipment	9,969	17,000	17,000	5,300	7,000	9,400
	<b>Subtotal</b>	<b>299,709</b>	<b>637,523</b>	<b>657,558</b>	<b>606,413</b>	<b>597,422</b>	<b>602,533</b>
<b>Capital /Debt</b>							
54412	Other Equipment	24,394	2,000	3,650	0	0	0
54415	Vehicles	159,301	35,000	30,019	165,000	0	199,000
54480	Construction	177,245	2,858,000	115,000	3,078,000	378,000	55,000
56490	Loan Princ. (DWC)	49,044	49,044	49,044	49,044	49,044	49,044
56491	Loan Int. (DWC)	8,174	7,847	7,847	6,866	5,885	4,904
	<b>Subtotal</b>	<b>418,158</b>	<b>2,951,891</b>	<b>205,560</b>	<b>3,298,910</b>	<b>432,929</b>	<b>307,948</b>
<b>Totals</b>		<b>\$ 8,845,945</b>	<b>\$ 11,981,254</b>	<b>\$ 9,390,222</b>	<b>\$ 11,919,618</b>	<b>\$ 9,667,711</b>	<b>\$ 9,326,857</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. Continued the IEPA-mandated assessment of properties where lead service lines may exist by virtue of their age. This portion of the assessment included: examination of building plans, subdivision records and physical inspection of properties during any access to customer structures by employees during the course of meter or AMR work.
2. Under emergency conditions, staff worked with the Village of Hanover Park to replace a deteriorated water system interconnect on Army Trail Road. The interconnect was placed into service for approximately two weeks while the DuPage Water Commission completed repairs to one of two delivery points to Carol Stream. Approximately 3.3 million gallons of water were provided to Carol Stream by Hanover Park.

**FY19/20 OBJECTIVES**

1. Continue the IEPA-mandated assessment of properties where lead service lines may exist by virtue of their age. This portion of the assessment will primarily include physical inspection of pipes during employee servicing of meters or AMR's. Data collected will be provided to the IEPA.
2. Through the use of the Asset Management and Operations Program, staff will develop and implement a water storage and pumping facilities inspection and maintenance program to improve operational reliability and efficiency.
3. Continue the work of the water loss task force to include, among other efforts, an examination of processes and procedures in the construction and testing of new water mains and the construction of new buildings.

**Administration Expenditures (04200100)**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 316,305	\$ 278,323	\$ 310,852	\$ 299,502	\$ 299,502	\$ 299,502
51109 Overtime	16,888	17,100	20,000	20,000	20,000	20,000
51111 Group Insurance	42,473	46,182	42,770	49,881	52,375	54,994
51112 IMRF	43,597	40,206	43,500	37,648	37,648	37,648
51113 FICA	24,164	22,343	24,500	23,884	23,884	23,884
51114 Workers Comp.	3,810	3,810	3,810	3,810	3,810	3,810
51117 Compensated Absences	(16,231)	0	0	0	0	0
51118 OPEB Obligation	66,628	0	0	0	0	0
<b>Subtotal</b>	<b>497,634</b>	<b>407,964</b>	<b>445,432</b>	<b>434,725</b>	<b>437,219</b>	<b>439,838</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	6,707	6,825	9,184	8,339	8,429	8,468
52222 Meetings	0	150	0	0	0	0
52223 Training	2,948	3,800	3,000	5,735	5,050	3,725
52224 Vehicle Insurance	565	565	565	8,569	8,569	8,569
52238 Legal Fees	5,187	4,000	4,500	4,000	4,000	4,000
52230 Telephone	4,207	6,388	6,150	5,784	6,065	6,370
52234 Dues & Subscriptions	997	1,120	1,100	1,150	1,150	1,120
52240 Public Notices/Information	397	500	250	500	500	500
52253 Consultant	7,448	0	16,000	12,500	105,000	0
52255 Software Maintenance	3,707	10,410	10,410	3,500	1,000	1,000
52261 Liability Insurance	22,344	22,344	22,344	22,344	22,344	22,344
52263 Property Insurance	20,625	20,625	20,625	20,625	20,625	20,625
52274 Community Service Pgms.	887	1,000	500	750	750	750
<b>Subtotal</b>	<b>76,019</b>	<b>77,727</b>	<b>94,628</b>	<b>93,796</b>	<b>183,482</b>	<b>77,471</b>
<b>Commodities</b>						
53220 Water	9,439	10,000	12,000	12,000	12,000	12,000
53313 Auto Gas	977	948	1,545	1,324	1,396	1,471
53314 Office Supplies	655	750	1,100	1,250	1,250	1,250
53315 Printed Materials	0	200	900	700	700	700
53324 Uniforms	3,716	4,810	4,000	4,230	4,230	4,230
<b>Subtotal</b>	<b>14,787</b>	<b>16,708</b>	<b>19,545</b>	<b>19,504</b>	<b>19,576</b>	<b>19,651</b>
<b>Capital / Debt</b>						
54415 Vehicles	39,820	0	0	0	0	0
56490 Loan Principal (DWC)	49,044	49,044	49,044	49,044	49,044	49,044
56491 Loan Interest (DWC)	8,174	7,847	7,847	6,866	5,885	4,904
<b>Subtotal</b>	<b>97,038</b>	<b>56,891</b>	<b>56,891</b>	<b>55,910</b>	<b>54,929</b>	<b>53,948</b>
<b>Totals</b>	<b>\$ 685,478</b>	<b>\$ 559,290</b>	<b>\$ 616,496</b>	<b>\$ 603,935</b>	<b>\$ 695,206</b>	<b>\$ 590,908</b>



**NARRATIVE**

This program includes costs to inspect, repair and replace water meters. Accurate and reliable meters are key to ensuring the financial viability of 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.

**FY18/19 ACCOMPLISHMENTS**

1. Conducted testing of selected large meters to identify any that are under-recording consumption. Also developed a process in the CarteGraph asset management software to provide staff with scheduling testing, tracking results and estimating budget costs for future years.
2. Implemented the multi-year AMR replacement program, which included the hiring of a full-time employee for installations and employing a contract secretarial employee for managing the scheduling, inventory and reporting of progress. Approximately 1,800 AMR's were replaced since program inception in August 2018.

**FY19/20 OBJECTIVES**

1. Conduct testing of selected large meters to identify any that are under-recording consumption. This is an ongoing program that will test large meters every two to four years depending on size.
2. Replace any large meters identified in testing program that are recording below standards.
3. Carry-out year two of the multi-year Automated Meter Reading (AMR) equipment replacement program, with a target of replacing 2,400 AMR's during the year.

**Water Metering Expenditures (04201400)**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 89,934	\$ 105,128	\$ 85,284	\$ 59,245	\$ 59,245	\$ 59,245
51109 Overtime	5,955	3,000	3,000	3,000	3,000	3,000
51111 Group Insurance	7,788	25,943	8,002	9,877	10,371	10,890
51112 IMRF	13,441	15,159	12,500	7,400	7,400	7,400
51113 FICA	6,965	8,221	7,000	4,695	4,695	4,695
51114 Workers Comp.	1,301	1,301	1,301	1,301	1,301	1,301
<b>Subtotal</b>	<b>125,384</b>	<b>158,752</b>	<b>117,087</b>	<b>85,518</b>	<b>86,012</b>	<b>86,531</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	23,477	23,888	32,143	29,186	29,503	29,637
52224 Vehicle Insurance	3,322	3,322	3,322	0	0	0
52229 Postage	0	1,500	2,400	3,200	3,200	3,200
52253 Consultant	420	52,800	40,000	58,000	59,500	60,000
52282 Meter Maintenance	29,704	15,000	15,000	25,750	20,000	22,000
<b>Subtotal</b>	<b>56,923</b>	<b>96,510</b>	<b>92,865</b>	<b>116,136</b>	<b>112,203</b>	<b>114,837</b>
<b>Commodities</b>						
53313 Auto Gas	6,842	6,637	10,818	9,269	9,771	10,300
53333 Meters	134,448	462,500	462,500	424,500	412,500	412,500
<b>Subtotal</b>	<b>141,290</b>	<b>469,137</b>	<b>473,318</b>	<b>433,769</b>	<b>422,271</b>	<b>422,800</b>
<b>Totals</b>	<b>\$ 323,597</b>	<b>\$ 724,399</b>	<b>\$ 683,270</b>	<b>\$ 635,423</b>	<b>\$ 620,486</b>	<b>\$ 624,168</b>

**NARRATIVE**

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

**FY18/19 ACCOMPLISHMENTS**

1. All required sampling was completed on schedule and no reportable violations occurred.
2. All system fire hydrants were flushed and needed repairs were completed within eight weeks.
3. Completed a system-wide leak detection effort through use of a contractor. The program was expanded to include leak-detection on private mains. A major leak was identified on a fire service line in the rear area of an industrial building on east Lies Road. The leak was found in a heavily vegetated area immediately adjacent to a wetlands and was repaired within 24 hours. Examination by staff, the leak detection contractor and a consulting engineer resulted in an estimated water loss at time of discovery to be in the range of between 300 to 500 gallons per minute. It was also determined, based on the physical evidence examined, that the leak had gone undetected for several years and worsened over time.
4. A pre-driven vehicle was purchased to replace 16-year old van that serves the meter maintenance program.
5. All needed easements were secured and Phase II engineering was begun for the Schmale Road Water Main Replacement Project.

**FY19/20 OBJECTIVES**

1. Continue the multi-year program to replace rusting/failing bolts on at least one-hundred (100) water valves throughout the system with stainless-steel bolts.
2. Complete design for painting the Lies Road water storage tank in the following fiscal year.
3. Complete system-wide leak detection to identify any underground water loss and immediately follow up detection results with any needed repairs.
4. Purchase a replacement for a the leak repair truck, which holds most of the equipment necessary for repair of leaks and some field repair of materials such as valves and hydrants. The truck will be purchased and then outfitted by in-house mechanic staff.
5. Complete the final design and construction of the Schmale Road Water Main Replacement Project, including most of the pipe between Geneva Road and St. Charles Road, and east on St. Charles Road to a point just west of President Street.

**WATER AND SEWER FUND****PUBLIC WORKS****Water Division - Distribution System Operations & Maintenance Detail****Distribution System Operations & Maintenance Expenditures (04201600)**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 273,656	\$ 284,591	\$ 330,721	\$ 306,309	\$ 306,309	\$ 306,309
51106 Seasonal Help	9,235	10,458	6,596	9,960	5,105	5,229
51109 Overtime	54,720	50,000	50,000	50,000	50,000	50,000
51111 Group Insurance	40,180	47,173	41,285	50,956	53,504	56,179
51112 IMRF	46,199	45,664	48,500	42,486	42,486	42,486
51113 FICA	24,497	26,133	27,500	27,676	27,676	27,676
51114 Workers Comp.	7,252	7,252	7,252	7,252	7,252	7,252
<b>Subtotal</b>	<b>455,739</b>	<b>471,271</b>	<b>511,854</b>	<b>494,639</b>	<b>492,332</b>	<b>495,131</b>
<b>Contractual Services</b>						
52212 Auto M & R	36,892	37,538	50,510	45,864	46,362	46,572
52223 Training	1,081	1,700	1,200	1,750	1,750	1,750
52224 Vehicle Insurance	4,682	4,682	4,682	0	0	0
52234 Dues & Subscript.	200	300	900	500	500	500
52244 Maint. and Repair	101,147	225,600	200,000	82,100	386,100	333,725
52253 Consultant	3,436	36,000	42,000	36,000	191,000	25,000
52264 Equipment Rental	690	1,000	1,000	1,000	1,000	1,000
52265 Hauling	5,950	6,500	6,500	6,500	6,500	6,500
52272 Property Maint.	1,598	1,550	1,365	1,465	1,540	1,620
52279 Lab Services	8,700	17,820	17,820	16,485	11,780	7,600
52283 DuPage Water Com.	6,307,283	6,325,000	6,430,000	6,024,000	6,120,000	6,216,000
52284 Equipment Maint.	401	1,000	500	1,000	1,000	1,000
52286 Pavement Restor.	4,927	5,000	5,000	5,000	5,000	5,000
<b>Subtotal</b>	<b>6,476,987</b>	<b>6,663,690</b>	<b>6,761,477</b>	<b>6,221,664</b>	<b>6,772,532</b>	<b>6,646,267</b>
<b>Commodities</b>						
53210 Electricity	70,943	65,000	71,000	71,000	71,000	71,000
53230 Natural Gas	832	900	750	900	900	900
53313 Auto Gas	11,548	11,378	18,545	15,890	16,750	17,657
53316 Small Tools	1,924	2,000	1,900	2,000	2,000	2,000
53317 Operating Supplies	47,850	54,600	54,000	54,750	54,625	55,825
53331 Chemicals	566	800	1,500	3,300	3,300	3,300
53350 Small Equipment	9,969	17,000	17,000	5,300	7,000	9,400
<b>Subtotal</b>	<b>143,632</b>	<b>151,678</b>	<b>164,695</b>	<b>153,140</b>	<b>155,575</b>	<b>160,082</b>
<b>Capital Outlay</b>						
54412 Other Equipment	9,644	0	0	0	0	0
54415 Vehicles	119,481	35,000	30,019	165,000	0	199,000
54480 Construction	177,245	2,858,000	115,000	3,078,000	378,000	55,000
<b>Subtotal</b>	<b>306,370</b>	<b>2,893,000</b>	<b>145,019</b>	<b>3,243,000</b>	<b>378,000</b>	<b>254,000</b>
<b>Totals</b>	<b>\$ 7,382,728</b>	<b>\$ 10,179,639</b>	<b>\$ 7,583,045</b>	<b>\$ 10,112,443</b>	<b>\$ 7,798,439</b>	<b>\$ 7,555,480</b>

**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.

**FY18/19 ACCOMPLISHMENTS**

1. Through a variety of strategies, the multi-departmental Water Recovery Task Force identified various metering/billing inaccuracies and illegal customer connections which resulted in a loss over a ten-year period of nearly 40 million gallons of water.
2. Administrative and management staff collaborated to develop and implement processes and procedures for the AMR Replacement Program which began in August 2018.

**FY19/20 OBJECTIVES**

1. Continue work on tasks identified by the Water Recovery Task Force to identify potential sources of water system loss.
2. Provide necessary administrative support of a multi-year Automated Meter Reading (AMR) replacement program to ensure accurate and uninterrupted account billings.

**Utility Billing Expenditures (04203100)**

<b>Acct. #/Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated Expenditures FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 96,900	\$ 97,789	\$ 98,000	\$ 150,631	\$ 150,631	\$ 150,631
51109 Overtime	61	500	300	500	500	500
51111 Group Insurance	14,588	17,392	14,892	23,266	24,429	25,650
51112 IMRF	13,667	13,285	12,700	18,452	18,452	18,452
51113 FICA	7,040	7,391	7,000	11,399	11,399	11,399
51114 Workers Comp.	169	169	169	169	169	169
<b>Subtotal</b>	<b>132,425</b>	<b>136,526</b>	<b>133,061</b>	<b>204,417</b>	<b>205,580</b>	<b>206,801</b>
<b>Contractual Services</b>						
52221 Utility Bill Processing	59,503	46,800	51,000	55,000	57,000	59,000
52229 Postage	26,586	28,000	27,000	28,500	28,500	28,500
52237 Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52253 Consultant	0	36,000	31,200	29,400	30,000	30,500
52255 Software Maintenance	11,573	23,700	19,000	38,000	18,500	19,000
52256 Banking Services	2,305	2,400	0	0	0	0
52280 Municipal Service Charge	202,000	237,500	237,500	207,500	209,000	207,500
<b>Subtotal</b>	<b>306,967</b>	<b>379,400</b>	<b>370,700</b>	<b>363,400</b>	<b>348,000</b>	<b>349,500</b>
<b>Capital Outlay</b>						
54412 Other Equipment	14,750	2,000	3,650	0	0	0
<b>Subtotal</b>	<b>14,750</b>	<b>2,000</b>	<b>3,650</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 454,142</b>	<b>\$ 517,926</b>	<b>\$ 507,411</b>	<b>\$ 567,817</b>	<b>\$ 553,580</b>	<b>\$ 556,301</b>



**CAPITAL  
IMPROVEMENT  
PROGRAM  
and BUDGET**



# Village of Carol Stream

## CAPITAL PROJECTS FUND

Detail

Acct. # / Description	Actual FY 17/18	Revised Budget FY 18/19	Estimated FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Revenues</b>						
41250 Local Motor Fuel Tax	\$ -	\$ 780,000	\$ 880,000	\$ 950,000	\$ 950,000	\$ 950,000
43640 Capital Grants						
W. Branch Trail	13,618	0	27,000	0	0	0
Southeast Bike Path Ext.	0	254,000	0	356,000	227,000	0
Bloomingtondale Trail	14,712	75,000	40,000	75,000	0	0
Lies Rd. Bike Path	21,576	72,000	58,000	72,000	0	0
Lies Rd. Rehab.	19,437	0	6,000	0	0	0
Streetlight Replacement	0	0	20,000	0	0	0
Klein Creek SBS	0	0	0	0	180,000	990,000
PW Fuel Island Removal		80,000	0	0	0	0
46501 Investment Income	270,326	225,000	215,000	180,000	150,000	51,000
47601 Developer Contrib.						
Flexible Pavement Pgm.	0	0	0	0	0	480,000
W. Branch Trail	67,185	163,000	0	111,000	0	0
Gary Ave Path	0	40,000	0	40,000	0	0
Kehoe Blvd. SBS	0	25,000	0	0	0	0
Klein Creek SBS	0	141,000	0	0	18,000	174,000
Park Unit 4 Basin Retrofit	0	10,000	7,000	0	0	0
Clearwater Storm Rehab.	0	0	0	99,000	0	0
Park District - TC	0	0	0	70,000	0	0
<b>Total Revenue</b>	<b>\$ 406,854</b>	<b>\$ 1,865,000</b>	<b>\$ 1,253,000</b>	<b>\$ 1,953,000</b>	<b>\$ 1,525,000</b>	<b>\$ 2,645,000</b>
<b>Expenditures (11740000)</b>						
<b>Contractual Services</b>						
52238 Legal Fees	441	5,000	500	1,000	1,000	1,000
<b>Capital Outlay</b>						
55486 Roadway System	852,551	4,157,000	2,500,000	2,400,000	2,588,000	5,414,000
55487 Village Facilities	6,445	385,000	100,000	150,000	1,000,000	0
55488 Stormwater System	6,295	931,000	150,000	904,000	1,008,000	2,345,000
55490 Village Hall Renovation	11,970,529	5,000,000	4,849,500	0	0	0
<b>Total Expenses</b>	<b>\$ 12,836,261</b>	<b>\$ 10,478,000</b>	<b>\$ 7,600,000</b>	<b>\$ 3,455,000</b>	<b>\$ 4,597,000</b>	<b>\$ 7,760,000</b>
Transfer From General Fund	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Net Increase / (Decrease)</b>	<b>\$ (12,429,407)</b>	<b>\$ (8,613,000)</b>	<b>\$ (6,347,000)</b>	<b>\$ (1,502,000)</b>	<b>\$ (3,072,000)</b>	<b>\$ (5,115,000)</b>
Projected Year End Reserve	\$ 13,676,158		\$ 7,329,158	\$ 5,827,158	\$ 2,755,158	\$ (2,359,842)

**Village of Carol Stream**  
**Capital Improvement Program - Project Summary**

<u>CIP Projects By Fund (\$000)</u>	FY18/19	FY19/20	FY20/21	FY21/22
	<u>Budget</u>	<u>Planned</u>	<u>Planned</u>	<u>Planned</u>
<b><u>Roadway System:</u></b>				
Pavement Preventative Maintenance Program	\$ 537	\$ 564	\$ 590	\$ 617
Roadway Condition Assessments and ADA Inventories	-	-	70	-
Flexible Pavement Program	2,000	-	-	3,481
Lies Rd. Rehabilitation - Kuhn to County Farm*	-	-	-	-
Lies Rd. Rehabilitation - High Ridge Pass to Fair Oaks*	140	121	-	-
Lies Rd. Rehabilitation - Schmale to Gary*	84	639	-	-
Morton Rd. Reconstruction - St. Charles to North Ave.	-	34	380	-
Old Gary Ave. Reconstruction	-	-	77	864
St. Charles - President Traffic Signal	75	-	-	-
Fair Oaks Road Guard Rail Replacement	175	-	-	-
Fair Oaks Road Culvert Daylighting	108	-	-	-
Sidewalk Condition Assessments & ADA Inventories	32	-	-	-
West Branch DuPage River Trail*	208	142	-	-
Carol Stream - Bloomingdale Trail Improvements*	112	112	206	-
Lies Rd. Bike Path Extension*	90	90	299	-
Southeast Bike Path*	506	608	916	52
Gary Ave. Multi-Use Path*	40	40	-	-
Streetlight Replacement Program*	50	50	50	400
<b>Roadway System Subtotal:</b>	<b>\$ 4,157</b>	<b>\$ 2,400</b>	<b>\$ 2,588</b>	<b>\$ 5,414</b>
<b><u>Stormwater Utilities:</u></b>				
Roadway Drainage Improvements	\$ 150	\$ 225	\$ 225	\$ 225
Tubeway & Westgate Stormwater Study	10	50	-	-
Southeast Stormwater Study	100	120	-	-
Kehoe Boulevard Stream Bank Stabilization*	72	47	285	-
Klein Creek Section I Stream Bank Stabilization*	415	-	465	1,980
Klein & Thunderbird Stream Assessments	15	15	-	-
The Park Unit 1 Detention Basin Retrofit - Naturalization	40	5	5	-
Public Detention Basin Rehabilitations	104	-	28	140
Clearwater Ct. Storm Sewer Rehabilitation	-	442	-	-
Illini Dr. Buyout Naturalization	25	-	-	-
<b>Stormwater Utilities Subtotal:</b>	<b>\$ 931</b>	<b>\$ 904</b>	<b>\$ 1,008</b>	<b>\$ 2,345</b>
<b><u>Facilities:</u></b>				
Village Hall Rehabilitation	\$ 5,000	-	-	-
PWC Fuel Island Removal	150	150	-	-
PWC Facility Improvement	-	-	1,000	-
PWC Admin. Bldg. Roof Replacement	85	-	-	-
Town Center Fountain Electrical Improvements	150	-	-	-
PWC Admin. Bldg. ADA & Security Improvements	-	-	-	-
<b>Facilities Subtotal:</b>	<b>\$ 5,385</b>	<b>\$ 150</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>Total Expenditures:</b>	<b>\$ 10,473</b>	<b>\$ 3,454</b>	<b>\$ 4,596</b>	<b>\$ 7,759</b>

\*Partially funded though outside sources.

**2019/20 Flexible Pavement Program - List of Streets**

**Street Resurfacing**

Bennington Drive – Army Trail Road to Glenlake Drive	Carriage Drive – Coachlite Trail to End
Central Park Drive – Woodhill Drive to Kuhn Road	Coachlite Trail – Surrey Drive to Carriage Drive
Coldspring Road – Bennington Drive to Rockport Drive	Forest Lane – Knollwood Drive to Kelly Drive
Glenlake Drive – Bennington Drive to Kelly Drive	Gloucester Circle – Seabury Drive to Seabury Drive
Harbor Pointe Court – Woodlake Drive to End	Hyannis Circle – Woodlake Drive to Woodlake Drive
Kelly Drive – Glenlake Drive/Forest Lane to County Farm Road	Knollwood Drive – Woodhill Drive to Glenlake Drive
Lakeshore Drive – Bennington Drive to End	Lakewood Circle – Bennington Drive to End
Mystic Court – Woodlake Drive to End	Park Hill Trail – Carriage Drive to Gary Avenue
Parkview Circle – Woodlake Drive to Woodhill Drive	Parkview Court – Parkview Circle to End
Plymouth Court – Hyannis Circle to End	Rockport Drive – Woodlake Drive to Coldspring Drive
Ridgefield Circle – Bennington Drive to End	Seabury Circle – Woodlake Drive to Rockport Drive
Surrey Drive – Shawnee Drive to Coachlite Trail	Woodhill Drive – Kuhn Road to Central Park Drive
Woodlake Drive (cul-de-sac) – Woodlake Drive to End	

**Structural Overlay**

Carol Court – Lies Road to End	Woodlake Drive – Army Trail Road to Lies Road
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**Pavement Reconstruction**

Countryside Lane – Knollwood Drive to End	Lakeside Lane – Countryside Lane to End
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*Village of Carol Stream*

**MOTOR FUEL TAX FUND**

**Detail**

<b>Acct # / Description</b>	<b>Actual FY 17/18</b>	<b>Revised Budget FY 18/19</b>	<b>Estimated FY 18/19</b>	<b>Proposed Budget FY 19/20</b>	<b>Projected FY 20/21</b>	<b>Projected FY 21/22</b>
<b>Revenue</b>						
43207 MFT Allotments	\$ 1,013,942	\$ 1,020,000	\$ 1,015,000	\$ 1,010,000	\$ 1,010,000	\$ 1,010,000
46501 Interest Income	39,433	72,000	72,000	50,000	90,000	90,000
47601 Contribution	0	0	0	0	128,000	0
<b>Subtotal</b>	<b>1,053,375</b>	<b>1,092,000</b>	<b>1,087,000</b>	<b>1,060,000</b>	<b>1,228,000</b>	<b>1,100,000</b>
<b>Total Revenues</b>	<b>\$ 1,053,375</b>	<b>\$ 1,092,000</b>	<b>\$ 1,087,000</b>	<b>\$ 1,060,000</b>	<b>\$ 1,228,000</b>	<b>\$ 1,100,000</b>
<b>Expenditures (06320000)</b>						
<b>Contractual Services</b>						
52211 Crack Filling	89,774	119,000	93,450	123,000	127,000	131,000
<b>Subtotal</b>	<b>89,774</b>	<b>119,000</b>	<b>93,450</b>	<b>123,000</b>	<b>127,000</b>	<b>131,000</b>
<b>Capital Outlay</b>						
54470 Flexible Pavemt. Pgm.	3,108,205	0	0	2,200,000	3,042,000	0
<b>Subtotal</b>	<b>3,108,205</b>	<b>0</b>	<b>0</b>	<b>2,200,000</b>	<b>3,042,000</b>	<b>0</b>
<b>Total Expenditures</b>	<b>\$ 3,197,979</b>	<b>\$ 119,000</b>	<b>\$ 93,450</b>	<b>\$ 2,323,000</b>	<b>\$ 3,169,000</b>	<b>\$ 131,000</b>
<b>Net Increase / (Decrease)</b>	<b>(2,144,604)</b>	<b>973,000</b>	<b>993,550</b>	<b>(1,263,000)</b>	<b>(1,941,000)</b>	<b>969,000</b>
Projected Year End Balance	\$ 3,083,404	\$ 4,056,404	\$ 4,076,954	\$ 2,813,954	\$ 872,954	\$ 1,841,954



# **SPECIAL FUNDS**

- **Police Pension Fund**
- **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) 3 FUND  
NORTH AVENUE AND SCHMALE ROAD**

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

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

**NARRATIVE**

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

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

- Active Police Officers – Each officer pays 9.91 percent of their base salary as an on-going contribution into the fund.
- Investment Income – Income generated by the Fund’s investment holdings. The pension fund investment portfolio has a longer-term focus than that used for general Village investments. As of April 30, 2018, the Fund had a total net position of \$46.7 million which is held in trust for its members. The Fund assumes an investment rate of return of 7.00%.
- Village Contribution – According to calculations performed by an independent actuary, this is the amount needed to fully fund the plan (from a long-term time perspective) based on a set of interest earnings rate, salary rate increase, mortality, and other assumptions. For FY19/20, the actuarially determined contribution by the Village is \$2,625,502, up 7.8% from the FY18/19 contribution. At the completion of the actuary’s latest report (4/30/18) the Pension Fund was 61.7% of “fully funded” status.

The pension plan, as set by State law, provides retirement benefits at age 50, with a minimum of 20 years of service, at a rate of one half the annual salary attached to the rank held on the last day of service. The annual pension increases by 2.5% of the annual salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such annual salary. Generally, upon the attainment of age 55, retired Police Officers receive an annual compounded increase in their pension of 3% each January 1<sup>st</sup>. As of January, 2019, there are 39 beneficiaries receiving a monthly pension from the Police Pension Fund at an annualized cost of about \$3.06 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 17/18	Revised Budget FY 18/19	Estimated FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Revenues</b>						
46511 Investment Income	\$ 1,405,408	\$ 1,360,000	\$ 1,500,000	\$ 1,600,000	\$ 1,700,000	\$ 1,800,000
46525 Gain/(Loss)	1,152,662	2,000,000	1,000,000	1,760,000	1,870,000	1,950,000
47333 Employee Contribution	608,382	640,000	630,000	680,000	700,000	725,000
47334 Contributions - Prior Year	7,997	5,022	4,178	0	0	0
47336 Interest From Members	474	0	87	0	0	0
49330 Employer Contribution	2,072,751	2,434,978	2,434,978	2,625,502	2,888,053	3,176,857
<b>Total Revenue</b>	<b>\$ 5,247,674</b>	<b>\$ 6,440,000</b>	<b>\$ 5,569,243</b>	<b>\$ 6,665,502</b>	<b>\$ 7,158,053</b>	<b>\$ 7,651,857</b>
<b>Expenses</b>						
<b>Contractual Services</b>						
52222 Meetings	4,774	6,000	6,800	7,500	7,500	7,500
52234 Dues & Subscriptions	1,045	1,500	1,045	1,500	1,500	1,500
52238 Legal Fees	1,699	5,000	3,500	5,000	5,000	5,000
52256 Banking Services	5,909	6,000	6,000	6,500	6,500	6,500
52259 Accounting Services	10,435	15,000	9,500	12,500	12,500	12,500
52292 Management Fee	70,079	95,000	80,000	90,000	90,000	90,000
52293 Bonding & Insurance	3,793	4,000	4,070	4,500	4,500	4,500
52294 Secretary Services	19,315	20,000	15,500	20,000	20,000	20,000
52295 Medical Examinations	4,429	5,000	9,000	6,000	6,000	6,000
<b>Subtotal</b>	<b>121,478</b>	<b>157,500</b>	<b>135,415</b>	<b>153,500</b>	<b>153,500</b>	<b>153,500</b>
<b>Other Expenses</b>						
57473 Retirement Pensions	2,483,697	2,750,000	2,762,000	3,300,000	3,600,000	3,900,000
57474 State Filing Fee	8,000	8,000	8,000	8,000	8,000	8,000
57475 Contribution Refunds	22,624	10,000	4,500	10,000	10,000	10,000
57476 Disability Pensions	138,102	140,000	138,100	140,000	140,000	140,000
57478 Surviving Spouse Pension	60,579	61,000	61,000	61,000	61,000	61,000
<b>Subtotal</b>	<b>2,713,002</b>	<b>2,969,000</b>	<b>2,973,600</b>	<b>3,519,000</b>	<b>3,819,000</b>	<b>4,119,000</b>
<b>Total Expenses</b>	<b>\$ 2,834,480</b>	<b>\$ 3,126,500</b>	<b>\$ 3,109,015</b>	<b>\$ 3,672,500</b>	<b>\$ 3,972,500</b>	<b>\$ 4,272,500</b>
<b>Net Increase / (Decrease)</b>	<b>\$ 2,413,194</b>	<b>\$ 3,313,500</b>	<b>\$ 2,460,228</b>	<b>\$ 2,993,002</b>	<b>\$ 3,185,553</b>	<b>\$ 3,379,357</b>



# Village of Carol Stream

## TAX INCREMENT FINANCING DISTRICT 3 NORTH AVENUE AND SCHMALE ROAD

Detail

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 17/18	Revised Budget FY 18/19	Estimated FY 18/19	Proposed Budget FY 19/20	Projected FY 20/21	Projected FY 21/22
<b>Beginning Balance, May 1</b>	\$ 126,168		\$ 329,801	\$ 548,336	\$ 776,836	\$ 1,017,836
<b>Revenues/Sources</b>						
41150 Tax Increment - Caputo's	149,740	160,000	145,482	150,000	155,000	160,000
41175 Tax Increment - Undesig	155,195	176,000	171,421	176,000	182,000	188,000
46501 Interest Income	2,150	6,400	6,200	6,600	7,000	7,400
49340 Sales Taxes - Caputo's	81,487	74,000	82,000	80,000	80,000	80,000
49350 TIF Contrib. - Caputo's	14,974	16,000	14,543	15,700	16,200	16,700
49375 TIF Contrib - Undesign.	15,520	17,600	17,136	18,200	18,800	19,400
<b>Total Revenues/Sources</b>	<b>419,066</b>	<b>450,000</b>	<b>436,782</b>	<b>446,500</b>	<b>459,000</b>	<b>471,500</b>
<b>Expenditures/Uses</b>						
52238 Legal Services	3,885	3,000	2,500	3,000	3,000	3,000
56490 Loan Principal	47,928	85,000	78,510	80,000	82,000	84,000
56491 Loan Interest	163,620	140,000	137,237	135,000	133,000	131,000
<b>Total Expenditures/Uses</b>	<b>215,433</b>	<b>228,000</b>	<b>218,247</b>	<b>218,000</b>	<b>218,000</b>	<b>218,000</b>
Net Increase / (Decrease)	203,633	222,000	218,535	228,500	241,000	253,500
<b>Ending Balance, April 30</b>	\$ <b>329,801</b>		\$ <b>548,336</b>	\$ <b>776,836</b>	\$ <b>1,017,836</b>	\$ <b>1,271,336</b>



**APPENDIX**

<u>Due Dates</u>	<u>Activity</u>
A. Wednesday, November 21, 2018	Distribution of budget work templates to Executive Team.
B. Friday, December 14, 2018	Finance Department submits salary, wages and estimated health insurance cost figures to Departments.
C. Friday, December 21, 2018	Line item budgets and supporting documentation are due.
D. Wednesday, January 2, 2019	Finance submits revenue projections to the Village Manager.
E. Tuesday, January 22, 2019	<b>Village Board Workshop:</b> General Fund Preliminary Assessment.
F. Friday, January 25, 2019	Initial review of the operating budget requests are completed by the Budget Team and returned to the Executive Team to implement revisions.
G. Friday, January 25, 2019	Finance Department submits non-departmental budgets to the Village Manger. Updated health renewal costs to departments.
H. Monday, February 4, 2019	<b>Village Board Workshop:</b> Capital Improvement Plan.
I. Friday, February 8, 2019	Secondary follow-up review of operating budget requests with Executive Team and final revisions.
J. Monday, February 18, 2019	Financial Plan narratives and footnotes are due.
K. Tuesday, February 19, 2019	<b>Village Board Workshop:</b> General Fund.
L. Monday, March 4, 2019	<b>Village Board Workshop:</b> Water/Sewer and all other funds.
M. Friday, March 29, 2019	Final budget revisions from Village Board review process.
N. Wednesday, April 3, 2019	Publication of budget public hearing notice in newspaper.
O. Friday, April 5, 2019	Distribution of draft of FY19/20 budget to Village Board and public availability of budget in Village Clerk's office, Village Library and Village website.  Posting of selected employee compensation information on Village website per Public Act 097-0609.

<u>Due Dates</u>	<u>Activity</u>
P. Monday, April 15, 2019	Public hearing is held with subsequent adoption of the 2020-22 Financial Plan and FY19/20 Annual Budget.
Q. Wednesday, May 1, 2019	FY19/20 begins.  File certified copy of budget ordinance, budget and estimate of revenues with DuPage County Clerk.

Public Hearing notice published in the April 3, 2019 edition of the Examiner of Carol Stream

**VILLAGE OF CAROL STREAM  
PROPOSED BUDGET FOR FY19/20  
MAY 1, 2019 - APRIL 30, 2020**

**NOTICE OF PUBLIC HEARING**

A public hearing on the Village's proposed FY19/20 annual budget for the fiscal year beginning May 1, 2019 and ending April 30, 2020 will be held by the Mayor and Board of Trustees of the Village of Carol Stream at 7:30PM on Monday, April 15, 2019. The hearing will be held in the Joseph E. Breinig 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](http://carolstream.org). Residents may also provide written comments prior to the public hearing by submitting them to Robert Mellor, Village Manager, 500 N. Gary Ave., Carol Stream, IL 60188.

**ORD. 2019-04-14**

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

**ORDINANCE NO. 2019-04-14**

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE  
VILLAGE OF CAROL STREAM IN THE AMOUNT OF \$54,313,774  
FOR THE FY19/20 FISCAL YEAR BEGINNING  
MAY 1, 2019, AND ENDING APRIL 30, 2020**

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**ADOPTED BY THE MAYOR AND BOARD OF TRUSTEES  
OF THE VILLAGE OF CAROL STREAM  
THIS 15<sup>TH</sup> DAY OF APRIL, 2019**

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**Published in pamphlet form  
by order of the Mayor and Board  
of Trustees of the Village of Carol Stream,  
County of DuPage, Illinois  
This 16<sup>TH</sup> Day of April, 2019**

**ORDINANCE NO. 2019-04-14**

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE  
VILLAGE OF CAROL STREAM  
IN THE AMOUNT OF \$54,313,774 FOR THE FY19/20 FISCAL YEAR  
BEGINNING MAY 1, 2019, AND ENDING APRIL 30, 2020**

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 FY19/20 fiscal year beginning May 1, 2019, and ending April 30, 2020 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 3, 2019, a public hearing was held on April 15, 2019, to consider and receive public comment on the proposed annual budget for the FY18/19 fiscal year; and

WHEREAS, the proposed annual budget has been made conveniently available for public review and inspection at least 10 days prior to passage in the office of the Carol Stream Village Clerk, the Carol Stream Public Library and on the Village's web site, and

WHEREAS, the Mayor and Board of Trustees of the Village of Carol Stream deem it in the best interest of the Village to adopt the budget proposed by the Budget Officer, as revised at the direction of the Mayor and Board of Trustees;

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

SECTION 1: The annual expenditure Budget for the FY19/20 fiscal year, beginning May 1, 2019, and ending April 30, 2020, for the Village of Carol Stream, is in the amount of Fifty Four Million Three Hundred Thirteen Thousand Seven Hundred Seventy Four Dollars, (\$54,313,774); as set forth in "Exhibit A", as attached hereto, is hereby adopted and authorized.

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

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

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form as provided by law.

PASSED AND APPROVED THIS 15<sup>TH</sup> DAY OF APRIL, 2019.

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

NAYS: NONE

ABSENT: NONE

  
\_\_\_\_\_  
Frank Saverino, Sr., Mayor

ATTEST:

  
\_\_\_\_\_  
Laura Czarnecki, Village Clerk



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

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

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

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

### **Budgets**

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

**Procedure for Amending Village Budgets**

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

**Bond Indebtedness**

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

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

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

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

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

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

Formerly III.Rev.Swt.1991, ch. 24, ¶ 8-2-9.2.

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

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

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

Formerly III.Rev.,Stat.1991, ch. 24, ¶ 8-2-9.3.

#### 5/8-2-9.4. Passage of annual budget-Effect

§ 8-2-9.4. Passage of annual budget-Effect. Passage of the annual budget by the corporate authorities shall be in lieu of passage of the appropriation ordinance as required by Section 8-2-9 of this Act. The annual budget need not be published except in a manner provided for in Section 8-2-9.9.

The annual budget shall be adopted by the corporate 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 III.Rev.Stat.1991, ch. 24, ¶ 8-2-9.4.

#### 5/8-2-9.5. Capital improvement, repair or replacement fund

§ 8-2-9.5. In the preparation by the municipal budget officer of the annual budget, an amount not to exceed 3% of the equalized assessed value of property subject to taxation by the municipality may be accumulated in a separate fund for the purpose or purposes of specific capital improvements, repairs, and/or replacements of specific types of municipal equipment or other tangible property, both real and personal, to be designated as the "Capital Improvement, Repair or Replacement Fund". Expenditures from the Capital Improvement, Repair or Replacement Fund shall be budgeted in the fiscal year in which the capital improvement, repair or replacement will occur. Upon the completion or abandonment of any object for which the Capital Improvement, Repair or Replacement Fund, or should any surplus monies remain after the completion or abandonment of any object for which the Capital Improvement, Repair or Replacement Fund was inaugurated, then such funds no longer necessary for capital improvement, repair or replacement shall be transferred into the general corporate fund of the municipality on the first day of the fiscal year following such abandonment, completion, or discovery of surplus funds.

Laws 1961, p. 576, § 8-2-9.5, added by Laws 1967, p. 3494, § 1, eff. Sept. 1, 1967. Amended by P.A. 76-1117, § 1, eff. Aug. 28, 1969; P.A. 84-147, § 1, eff. Jan. 1, 1986.

Formerly III.Rev.Stat.1991, ch. 24, ¶ 8-2-9.5.

#### 5/8-2-9.6. Revision of annual budget

§ 8-2-9.6. Revision of annual budget. The corporate authorities may delegate authority to heads of municipal departments, boards, or commissions to delete, add to, change or create sub-classes within object classes budgeted previously to the department, board, or commission, subject to such limitation or requirement for prior approval by the budget officer or executive officer of the municipality as the council, upon a two-thirds vote of the corporate authorities then holding office, may establish. By a vote of two-thirds of the members of the corporate authorities then holding office, the annual budget for the municipality may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves. No revision of the budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision.

Laws 1961, p. 576, § 8-2-9.6, added by Laws 1967, p. 3494, § 1, eff. Sept. 1, 1967. Amended by P.A. 76-1117, § 1, eff. Aug. 28, 1969.

Formerly III.Rev.Stat.1991, ch. 24, ¶ 8-2-9.6.

#### 5/8-2-9.7. Funds for contingency purposes

§ 8-2-9.7. Funds for contingency purposes. The 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