

# *Village of Carol Stream*

## **SPECIAL WORKSHOP MEETING**

**MONDAY, MARCH 2, 2020**

**6:00 P.M.**

**GREGORY J. BIELAWSKI MUNICIPAL CENTER**

**500 N. GARY AVENUE**

**CAROL STREAM, ILLINOIS 60188**

**BOARD ROOM**

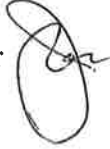
### **AGENDA**

1. CALL TO ORDER
2. ATTENDANCE
3. FY 21 BUDGET WORKSHOP – GENERAL FUND (PART 2) & OTHER FUNDS
4. OTHER BUSINESS
5. ADJOURNMENT

# *Village of Carol Stream*

## Interdepartmental Memo

**TO:** Bob Mellor, Village Manager

**FROM:** Jon Batek, Finance Director 

**DATE:** February 26, 2020

**RE:** Village Board Budget Workshop #2 on March 2, 2020

Transmitted with this memorandum are PowerPoint slides for our upcoming Village Board workshop review of the proposed fiscal year 2020/21 Village Budget. The focus of Monday evening's presentation and discussion will be concentrated on review of the **General Fund, TIF Fund and Police Pension Fund.**

Also included with the presentation materials are supplemental budget summaries, including detailed departmental budgets and narratives.

While the focus of Monday evening's presentation will be a high-level summary of the proposed budgets, including significant areas of focus in the coming year, the attached supplemental schedules provide detail down to the individual line-item within each operating department.

The entire management team will be prepared to address questions the Village Board may have concerning any area of the proposed budget plan for FY20/21.

# Village of Carol Stream

## GENERAL CORPORATE FUND

## Revenues - Expenditures

Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Revenues</b>						
Operating Revenue	\$ 27,519,127	\$ 28,375,000	\$ 28,515,000	\$ 28,675,000	\$ 28,031,000	\$ 27,671,000
Non-Operating Revenue	264,655	100,000	275,000	275,000	250,000	250,000
<b>Total Revenues</b>	<b>\$27,783,782</b>	<b>\$28,475,000</b>	<b>\$28,790,000</b>	<b>\$28,950,000</b>	<b>\$28,281,000</b>	<b>\$27,921,000</b>
<b>Expenditures</b>						
Fire & Police Commission	\$ 14,934	\$ 36,311	\$ 28,859	38,577	\$ 35,077	\$ 17,577
Village Board & Clerk	102,997	151,123	135,198	145,604	157,934	142,634
Plan Commission & ZBA	4,061	5,400	5,618	6,025	6,525	6,025
Emergency Services	0	158,000	0	98,000	58,000	58,000
Legal Services	218,559	273,500	256,233	284,260	275,000	275,500
Village Clerk	38,563	0	0	0	0	0
Administration	895,992	865,717	825,642	897,408	906,219	906,927
Human Resources	358,673	451,994	425,926	456,502	461,945	462,496
Financial Management	882,741	720,036	698,125	741,009	721,486	721,825
Engineering Services	1,287,271	1,388,189	1,175,539	1,318,773	1,324,490	1,329,295
Comm. Development	995,559	1,031,122	991,798	1,118,882	1,090,486	1,100,282
Information Technology	1,268,080	1,508,202	1,449,547	1,509,876	1,557,019	1,423,600
Police	15,584,019	16,809,037	16,248,205	17,144,390	17,281,681	17,681,168
Streets	3,446,802	3,991,715	3,610,000	4,052,375	4,025,259	3,968,323
Municipal Building	663,280	474,059	381,405	440,359	393,510	404,945
Municipal Garage	0	0	0	0	0	0
Transfers and Agreements	576,667	566,700	701,241	654,000	656,000	248,000
Special Events	43,404	43,895	41,664	43,960	45,625	45,975
<b>Total Expenditures</b>	<b>\$26,381,602</b>	<b>\$28,475,000</b>	<b>\$26,975,000</b>	<b>\$28,950,000</b>	<b>\$28,996,256</b>	<b>\$28,792,572</b>
Transfer to Capital Proj.	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Net Income (Loss)</b>	<b>\$1,402,180</b>	<b>\$ 0</b>	<b>\$1,815,000</b>	<b>\$ 0</b>	<b>\$ (715,256)</b>	<b>\$ (871,572)</b>

# Village of Carol Stream

## GENERAL CORPORATE FUND

## Revenues

Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Revenue FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23	Footnotes
<b>Property Taxes</b>							
Property Tax	\$0	\$0	\$0	\$3,800,000	\$3,800,000	\$3,800,000	<u>1</u>
Road and Bridge Tax	179,546	171,000	162,000	153,100	138,400	124,000	<u>2</u>
Pers. Prop. Repl. Tax	89,000	75,000	112,600	100,800	100,800	100,800	<u>3</u>
<b>Other Taxes</b>							
Sales Tax	6,849,570	6,935,000	7,050,000	6,825,000	6,825,000	6,825,000	<u>4</u>
Electricity Use Tax	1,909,658	1,880,000	1,860,000	0	0	0	<u>5</u>
Income Tax	3,855,501	3,960,000	4,260,000	4,170,000	4,170,000	4,170,000	<u>6</u>
Alcohol Tax	0	400,000	240,000	325,000	325,000	325,000	<u>7</u>
Amusement Tax	1,495	1,000	1,000	1,000	1,000	1,000	
Home Rule Sales Tax	4,763,765	5,150,000	5,175,000	5,016,000	5,016,000	5,016,000	<u>8</u>
Real Estate Transfer Tax	1,103,051	950,000	775,000	0	0	0	<u>9</u>
Natural Gas Use Tax	658,959	620,000	620,000	620,000	620,000	620,000	<u>10</u>
Telecommunications Tax	931,528	877,000	729,000	0	0	0	<u>11</u>
Auto Rental Tax	27,109	25,000	26,000	26,000	26,000	26,000	
Local Use Tax	1,221,627	1,220,000	1,425,000	1,603,000	1,683,000	1,350,000	<u>12</u>
Hotel Tax	355,599	410,000	345,000	352,000	359,000	366,000	<u>13</u>
Video Gaming Tax	271,936	275,000	325,000	340,000	340,000	340,000	<u>14</u>
State Cannabis Regulation	0	0	5,000	32,000	32,000	32,000	<u>15</u>
<b>Total Taxes</b>	<b>\$22,218,344</b>	<b>\$22,949,000</b>	<b>\$23,110,600</b>	<b>\$23,363,900</b>	<b>\$23,436,200</b>	<b>\$23,095,800</b>	
<b>Licenses and Permits</b>							
Business/Misc. License	32,475	28,500	28,500	28,500	28,500	28,500	
Dog License	1,743	2,000	2,000	1,800	1,800	1,800	
Vehicle License	428,530	680,000	575,000	700,000	0	0	<u>16</u>
Liquor License	162,640	170,000	165,000	165,000	165,000	165,000	
Vending Machine License	5,408	6,000	5,500	5,500	5,500	5,500	
Game Room Fees	175	1,000	500	500	500	500	
Building Permits	543,577	575,000	555,000	550,000	550,000	550,000	
Rental Licensing Fees	74,725	85,000	65,000	70,000	70,000	70,000	
Video Gaming Permit Fee	92,440	87,500	87,000	90,500	90,500	90,500	<u>17</u>
Small Cell Wire Fee	1,625	0	4,500	5,300	6,500	7,300	
Massage Est. Lic. Fee	5,000	6,500	3,500	4,000	4,000	4,000	
Tobacco License	3,950	4,000	4,000	4,100	4,200	4,200	
<b>Total Licenses / Permits</b>	<b>\$1,352,288</b>	<b>\$1,645,500</b>	<b>\$1,495,500</b>	<b>\$1,625,200</b>	<b>\$926,500</b>	<b>\$927,300</b>	
<b>Charges for Services</b>							
Legal & Planning Fees	181,495	125,000	140,000	125,000	125,000	125,000	
Liquor Investigation Fees	8,525	11,000	7,500	8,000	8,000	8,000	
Cable Franchise Fees	550,671	485,000	523,000	497,000	472,000	448,000	<u>18</u>
Public Hearing Fees	17,965	25,000	40,000	25,000	25,000	25,000	
PEG Fees - Comcast	29,382	29,000	29,000	28,500	27,000	26,500	<u>19</u>
PEG Fees - AT&T	24,263	21,000	22,200	20,000	19,000	18,100	<u>19</u>
Passport Fees	5,400	0	0	0	0	0	
Stormwater Plan Review	120,933	146,000	93,600	130,000	130,000	130,000	
Police Training Act Reimb.	15,850	6,000	0	12,000	12,000	12,000	

# Village of Carol Stream

## GENERAL CORPORATE FUND

## Revenues

Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Revenue FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23	Footnotes
Police Liaison	222,858	225,000	230,000	238,000	250,000	260,000	<u>20</u>
Municipal Service Charge	475,000	415,000	415,000	399,000	392,000	379,000	<u>21</u>
Maint. & Rpr. Reimb.	3,441	3,500	3,000	3,500	3,500	3,500	
Police Reports	4,436	4,000	3,600	4,000	4,000	4,000	
Mowing - DPC ROW	25,326	24,000	24,000	24,000	24,000	24,000	
Reim Fee Based/DuMeg	132,897	125,000	140,000	150,000	160,000	170,000	<u>22</u>
<b>Total Charges for Services</b>	<b>\$1,818,442</b>	<b>\$1,644,500</b>	<b>\$1,670,900</b>	<b>\$1,664,000</b>	<b>\$1,651,500</b>	<b>\$1,633,100</b>	
<b>Fines and Forfeits</b>							
Circuit Court Fines	399,035	400,000	500,000	475,000	475,000	475,000	<u>23</u>
Ordinance Forfeits	69,609	80,000	92,000	50,000	50,000	50,000	
DUI Tech Funds	47,561	45,000	45,000	15,000	15,000	15,000	<u>24</u>
Court DUI Fines	204,566	225,000	250,000	250,000	250,000	250,000	
Court Fines - Vehicles	22,574	25,000	15,000	16,000	16,000	16,000	
False Alarms	19,975	18,000	21,000	20,000	20,000	20,000	
Vehicle Forfeiture	8,815	0	0	0	0	0	
Other Forfeiture	67,086	50,000	0	0	0	0	
ATLE Fines	361,915	400,000	375,000	375,000	375,000	375,000	<u>25</u>
Towing Fee	290,550	275,000	242,000	250,000	250,000	250,000	
<b>Total Fines and Forfeits</b>	<b>\$1,491,686</b>	<b>\$1,518,000</b>	<b>\$1,540,000</b>	<b>\$1,451,000</b>	<b>\$1,451,000</b>	<b>\$1,451,000</b>	
<b>Interest Income</b>							
Interest Income	189,941	210,000	345,000	175,000	167,000	162,000	
<b>Other Revenues</b>							
Miscellaneous Revenue	178,417	150,000	120,000	150,000	150,000	150,000	
IT Library Reimbursement	91,493	93,000	93,100	95,900	98,800	101,800	
Insurance Reimbursements	121,201	100,000	100,000	100,000	100,000	100,000	
Sale of Surplus Property	18,875	25,000	10,000	20,000	20,000	20,000	
Donations & Contributions	31,334	30,000	29,900	30,000	30,000	30,000	<u>26</u>
Fees and Admissions	7,106	10,000	0	0	0	0	
<b>Total Other Operating</b>	<b>448,426</b>	<b>408,000</b>	<b>353,000</b>	<b>395,900</b>	<b>398,800</b>	<b>401,800</b>	
<b>Total Operating Revenue</b>	<b>27,519,127</b>	<b>28,375,000</b>	<b>28,515,000</b>	<b>28,675,000</b>	<b>28,031,000</b>	<b>27,671,000</b>	
<b>Non-Operating Revenue</b>							
Intergovernmental Grants	264,655	100,000	275,000	275,000	250,000	250,000	
<b>Total Non-Operating Rev.</b>	<b>264,655</b>	<b>100,000</b>	<b>275,000</b>	<b>275,000</b>	<b>250,000</b>	<b>250,000</b>	
<b>Total Revenue</b>	<b>27,783,782</b>	<b>28,475,000</b>	<b>\$28,790,000</b>	<b>\$28,950,000</b>	<b>\$28,281,000</b>	<b>\$27,921,000</b>	

**REVENUE FOOTNOTES**

1. **Property Tax: (\$3,800,000)** In November of 2019, the Village adopted its first property tax in many decades. The need for a property tax was discussed over seven (7) public meetings and forums from August through November. These discussions focused on the General Fund's inability to adequately generate surplus funds that have historically provided the primary funding source for the Village's Capital Improvement Program (CIP). With the addition of a property tax in the General Fund, other revenue sources will be reassigned to the Capital Projects Fund as a new permanent funding source for the ongoing maintenance of the Village's aging infrastructure assets.
2. **Road & Bridge Tax: (\$153,100)** 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.
3. **Personal Property Replacement Tax (PPRT): (\$100,800)** 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.

4. **Sales Tax: (\$6,825,000)** 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.

With the continued explosion of on-line commerce, sales from traditional brick and mortar businesses have struggled. In FY18, the Village fell short of projected sales taxes by nearly \$1.1 million due to the loss of sales taxes generated by a few major retailers in the community. Sales taxes during FY19 continued to decline as growth in revenues from other major retailers failed to materialize. Revenues forecast for FY21 are projected to decline by an additional 3.2% over FY20 estimated revenues.

In June of 2019, the Illinois General Assembly adopted the "Leveling the Playing Field for Illinois Retail Act" related to out of state internet sales. This legislation will require out of state retailers to apply Illinois sales tax (including locally imposed sales taxes) related to the jurisdiction where the goods shipped. While this is expected to have a positive impact on

total sales tax collections, the implementation of key provisions of this Act were extended from July 1, 2020 to January 1, 2021, thus there is no projected revenue impact expected from this legislation in the Village's 2021 fiscal year.

5. **Electricity Use Tax: (\$0)** 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. *Beginning in FY21, this revenue is reassigned to the Capital Projects Fund (CPF) as a dedicated funding source for the Village's Capital Improvement Program (CIP).*
6. **Income Tax: (\$4,170,000)** 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 and FY20 budgets. Despite the State's continued diversion of municipal revenue shares for their own purposes, total Village collections improved during FY20 due to healthy economic conditions as well as some non-recurring revenue gains. The Illinois Municipal League (IML) has forecast municipal revenues for FY21 at \$105.00 per capita. The Village's FY21 revenue projection does not consider or account for any possible changes in per capita revenues based on the results of the 2020 U.S. Census.

7. **Alcohol Tax: (\$325,000)** Due to significant declines in the Village's sales tax base, as well as other General Fund revenues that are in decline, a 2% tax on all alcohol sales within the Village was implemented on July 1, 2019. This tax applies to all packaged sales of alcohol as well as alcohol served for consumption on a business's premises.

8. **Home Rule Sales Tax: (\$5,016,000)** The Village imposes a 1% additional “home rule” sales tax which applies to general merchandise sales (excludes grocery, vehicles, medical appliances, etc.).
9. **Real Estate Transfer Tax: (\$0)** A tax of \$3 per \$1,000 of a property’s sales price is imposed upon the transfer of real property. *Beginning in FY21, this revenue is reassigned to the Capital Projects Fund (CPF) as a dedicated funding source for the Village’s Capital Improvement Program (CIP).*
10. **Natural Gas Use Tax: (\$620,000)** A 2.5 cent per natural gas therm tax is collected on the use of natural gas. Similar other utility taxes, 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.
11. **Telecommunications Tax: (\$0)** 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. Continued annual revenue declines of 15% are forecast in each year of the financial plan. *Beginning in FY21, this revenue is reassigned to the Capital Projects Fund (CPF) as a dedicated funding source for the Village’s Capital Improvement Program (CIP).*
12. **Local Use Tax: (\$1,603,000)** 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. Revenues from this source have grown significantly over the past several years, largely due to the new “economic nexus” rules coming from the June 2018 Supreme Court case South Dakota v Wayfair. FY21 revenues are projected to grow by 12.5% over estimated FY20 receipts, after which point they are expected to level off and decrease once the “Leveling the Playing Field for Illinois Retail Act” is implemented beginning January 1, 2021. This new law will essentially reclassify out-of-state internet sales from Use Tax (a per capita distribution) to Retailer’s Occupation Taxes (locally generated sales taxes).
13. **Hotel Tax: (\$352,000)** A 5% room tax is assessed and collected on rentals in our three local hotels. The tax does not apply to “extended stay” rentals of 30 days or more.
14. **Video Gaming Tax: (\$340,000)** 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, 2020, a total of 16 Carol Stream establishments have been issued permits to operate a total of 80 gaming terminals.



15. **State Cannabis Regulation:** (\$32,000) With the legalization of adult use cannabis in Illinois effective January 1, 2020, moneys collected by the State including taxes, license fees and other amounts are deposited in the State's Cannabis Regulation Fund (CRF). Per statute, 8% of CRF revenues are to be distributed through the Local Government Distributive Fund (LGDF) to local governments on a per capita basis which must be used for crime prevention programs, training and interdiction efforts. The Illinois Municipal League (IML) has estimated local governments throughout Illinois will receive \$0.80 per capita in the first full fiscal year under the new regulations.
  
16. **Vehicle License:** (\$700,000) The vehicle sticker fee was increased effective May 1, 2019 for the first time in more than 25 years. A 2-year passenger vehicle sticker increased 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.  
  
The \$3,800,000 property tax levy approved in November, 2019 included \$700,000 for future consideration of eliminating the vehicle sticker requirement at its next scheduled renewal date of May 1, 2021. The three year revenue forecast show the elimination of this revenue source beginning in FY22.
  
17. **Video Gaming Permit Fee:** (\$90,500) 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.
  
18. **Cable Franchise Fees:** (\$497,000) The Village receives a 5% franchise fee from its two local cable operators. Revenues are projected to decline by 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 or fees.
  
19. **PEG Fees:** (\$48,500) 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.
  
20. **Police Liaison:** (\$238,000) 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.
  
21. **Municipal Service Charge:** (\$399,000) 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.

22. **Reimbursement / Fee Based / DuMeg: (\$150,000)** 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).
23. **Circuit Court Fines: (\$475,000)** 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.
24. **DUI Tech Funds: (\$15,000)** In July of 2019, the General Assembly modified sections of the Illinois Traffic Code that relate to certain fees related to DUI convictions. DUI Tech Funds that have been collected and used for enforcement and prevention of driving under the influence of alcohol or other drugs are now expected to decline significantly based on how many of these cases are currently being administered through the courts as it relates to the levying of fines.
25. **ATLE Fees: (\$375,000)** 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.
26. **Donations and Contributions: (\$30,000)** These revenues represent corporate sponsorships which provide 100% funding of the Summer Concert Series at the Ross Ferraro Town Center.

	Authorized			Proposed	Proj.	Proj.
	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23
<b>1 Administration</b>						
a. Village Manager	1	1	1	1	1	1
b. Asst. Village Manager	1	1	1	1	1	1
c. Asst. to the Village Mgr.	1	1	1	1	1	1
d. Secretary (1 PT)	1	1	0.5	0.5	0.5	0.5
	4.0	4.0	3.5	3.5	3.5	3.5
<b>2 Information Technology</b>						
a. IT Director	1	1	1	1	1	1
b. IT Network Engineer	1	1	1	1	1	1
c. IT Technician	2	3	2	2	2	2
d. IT Database Developer	1	1	1	1	1	1
	5	6	5	5	5	5
<b>3 Human Resources</b>						
a. Human Resources Director	1	1	1	1	1	1
b. Human Resources Generalist	1	1	1	1	1	1
c. HR Tech / Interdpmntl Aide	0	0	1	1	1	1
d. Secretary (PT)	0.6	0.6	0	0	0	0
	2.6	2.6	3	3	3	3
<b>4 Financial Management</b>						
a. Finance Director	1	1	1	1	1	1
b. Asst. Finance Director	0	0	1	1	1	1
c. Accounting Manager	1	1	0	0	0	0
d. Accountant	1	1	1	1	1	1
e. Financial Analyst	0	1	1	1	1	1
f. Accounts Clerk	6	3	3	3	3	3
g. Cust Svc Rep (1 FT, 2PT)	0	1.9	1.9	1.9	1.9	1.9
	9.0	8.9	8.9	8.9	8.9	8.9
<b>5 Community Development</b>						
a. Community Development Dir.	1	1	1	1	1	1
b. Planning & E.D. Mgr.	1	1	1	1	1	1
c. Development Svcs. Mgr.	1	1	1	1	1	1
d. Code Professional I	1	1	1	1	1	1
e. Code Professional II	1	1	1	1	1	1
f. Permit Systems Coord.	1	1	1	1	1	1
g. Secretary	1	1	1	1	1	1
	7.0	7.0	7.0	7.0	7.0	7.0

	Authorized			Proposed	Proj.	Proj.
	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23
<b>6 Engineering Services</b>						
a. Dir. of Engineering Serv.	1	1	1	1	1	1
b. Asst. Village Engineer	1	1	1	1	1	1
c. Stormwater Administrator	1	1	1	1	1	1
d. Civil Engineer II	1	1	1	0	0	0
e. Engineering Technician	0	0	0	1	1	1
f. Engineering Inspector	2	2	2	2	2	2
g. Administrative Secretary	1	1	1	1	1	1
h. Secretary (PT)	0.5	0.5	0.5	0.5	0.5	0.5
	7.5	7.5	7.5	7.5	7.5	7.5
<b>7 Public Works-Streets Division</b>						
a. Director of Public Works	1	1	1	1	1	1
b. Superintendent of Operations	1	1	1	1	1	1
c. Streets Supervisor	1	1	1	1	1	1
d. Administrative Supervisor	0	0	1	1	1	1
e. Office Manager	1	1	0	0	0	0
f. Management Analyst	1	1	1	1	1	1
g. Secretary (2 PT)	1.5	1.5	1.5	1	1	1
h. Facilities Technician	1	1	1	0	0	0
i. PWE I	2	2	2	2	2	2
j. PWE II	9	9	9	9	9	9
	18.5	18.5	18.5	17	17	17
<b>Public Works-Water/Sewer Division</b>						
a. Utilities Supervisor	1	1	1	1	1	1
b. WSE I	2	2	2	2	2	2
c. WSE II	7	8	8	8	8	8
d. WSE III - Utility Locator	1	1	1	1	1	1
	11	12	12	12	12	12
<b>Public Works - Municipal Garage Division</b>						
a. Garage Supervisor	1	1	1	1	1	1
b. Mechanic	3	3	3	3	3	3
	4	4	4	4	4	4
<b>Total - Public Works</b>	<b>33.5</b>	<b>34.5</b>	<b>34.5</b>	<b>33</b>	<b>33</b>	<b>33</b>
<b>8 Police Department</b>						
a. Chief of Police	1	1	1	1	1	1
b. Deputy Police Chief	2	2	2	2	2	2

# Village of Carol Stream

## Personnel Schedule

	Authorized			Proposed	Proj.	Proj.
	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23
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	7	7	7	<b>7</b>	7	7
g. Police Officer	56	56	56	<b>55</b>	55	55
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	6.5	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	0	0	<b>0</b>	0	0
p. Community Affairs Specialist	0	1	1	<b>1</b>	1	1
	<b>92.8</b>	<b>92.3</b>	<b>92.3</b>	<b>91.3</b>	91.3	91.3
<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>	2	2
<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>	0.5	0.5
<b>TOTAL - REGULAR EMPLOYEES</b> (Full-Time Equivalent)	<b>163.9</b>	<b>165.3</b>	<b>164.2</b>	<b>161.7</b>	161.7	161.7
<b>11 Seasonal &amp; Miscellaneous</b>						
Temporary Help						
a. Streets-Summer	7	6	6	<b>6</b>	6	6
b. W/S Division-Summer	2	2	2	<b>3</b>	3	3
c. Engineering Intern	2	2	2	<b>2</b>	2	2
d. Community Dev. Intern	0	0	0	<b>1</b>	0	0
<b>TOTAL-OTHER THAN FULL TIME</b> (Full-Time Equivalent)	<b>11.0</b>	<b>10.0</b>	<b>10.0</b>	<b>12.0</b>	11.0	11.0
<b>TOTAL EMPLOYEE COUNT</b> (Full-Time Equivalent)	<b>169.4</b>	<b>170.3</b>	<b>169.2</b>	<b>167.7</b>	167.2	167.2





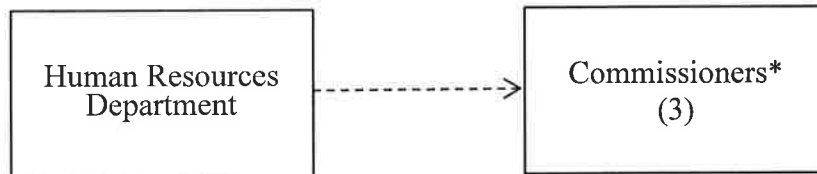
**GENERAL  
CORPORATE  
FUND  
DEPARTMENTAL  
BUDGETS**

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

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</u>
Commissioners*	3	3	3	3	3

**ORGANIZATIONAL CHART**



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

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



**NARRATIVE**

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

**FY19/20 ACCOMPLISHMENTS**

1. Conducted entry-level testing for the position of Police Officer to establish a new two-year eligibility list.
2. Hired two (2) new Police Officers from the active Police Officer eligibility list.
3. Updated the Village's Fire and Police Commission Rules and Regulations to ensure legal compliance.

**FY20/21 OBJECTIVES**

1. Conduct promotional testing for the position of Police Sergeant to establish new three-year eligibility list.
2. Continue to monitor the Fire and Police Commission Rules and Regulations to ensure compliance with legal changes as they arise.

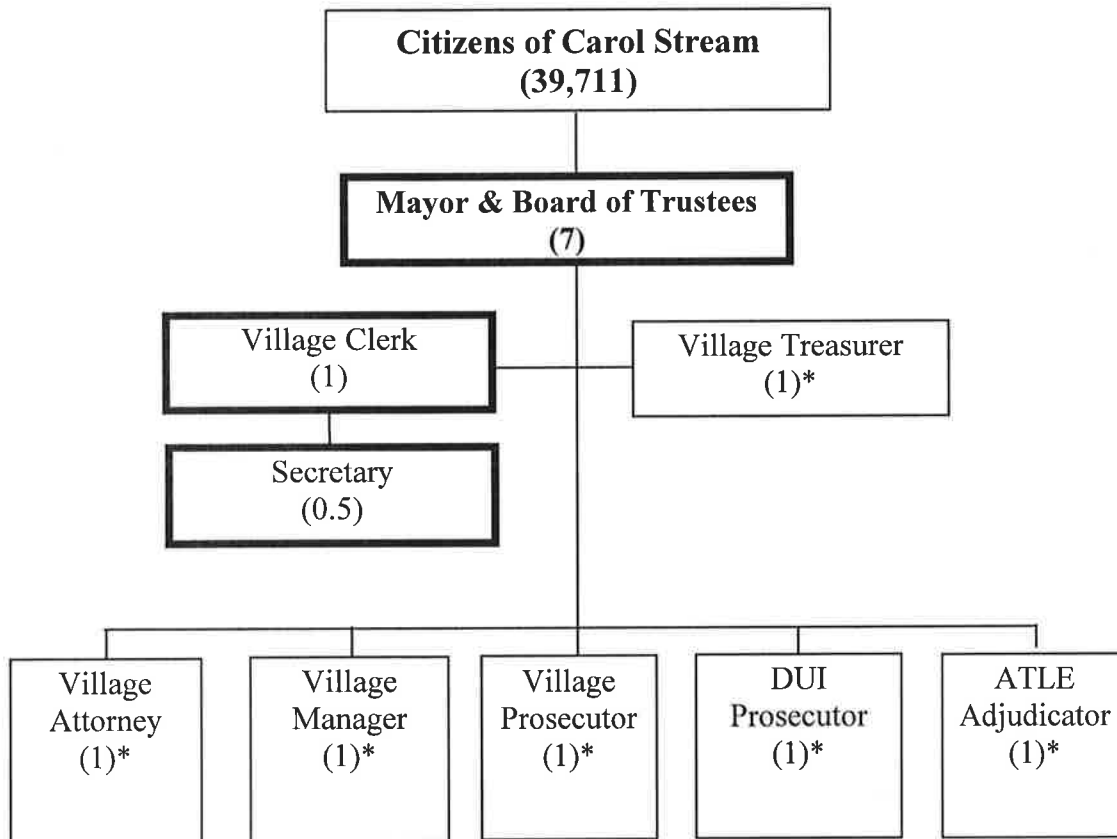
## Fire &amp; Police Commission Expenditures (01510000)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Revenue FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 290	\$ 600	\$ 450	\$ 585	\$ 585	\$ 585
51113 FICA	22	46	34	42	42	42
<b>Subtotal</b>	<b>312</b>	<b>646</b>	<b>484</b>	<b>627</b>	<b>627</b>	<b>627</b>
<b>Contractual Services</b>						
52223 Training	0	1,200	0	0	0	0
52228 Personnel Hiring	13,155	31,500	26,500	35,000	31,500	15,000
52234 Dues & Subscriptions	375	400	375	400	400	400
52238 Legal Fees	1,092	2,500	1,500	2,500	2,500	1,500
<b>Subtotal</b>	<b>14,622</b>	<b>35,600</b>	<b>28,375</b>	<b>37,900</b>	<b>34,400</b>	<b>16,900</b>
<b>Commodities</b>						
53314 Office Supplies	0	65	0	50	50	50
<b>Subtotal</b>	<b>0</b>	<b>65</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>Totals</b>	<b>\$ 14,934</b>	<b>\$ 36,311</b>	<b>\$ 28,859</b>	<b>\$ 38,577</b>	<b>\$ 35,077</b>	<b>\$ 17,577</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</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, Prosecutors and Automated Traffic Light Enforcement (ATLE) Adjudicator are independent contractors and are included in the Legal Services 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.

**FY19/20 ACCOMPLISHMENTS**

1. Established a stable funding source to manage Village Operations and allow for a stable Capital Improvements Program.
2. Conducted Halloween and Christmas home decorating contests to promote holiday spirit and pride in the community.
3. Provided support for charities that offer services to Carol Stream residents including the Christmas Sharing program that provides gifts and food to those in need and the Cancer Society Relay for Life fund raising program.
4. Raffles were held at Thursday night concerts with proceeds of \$4,314 going to local food pantries and donations of \$2,000 to Support our Troops-Illinois.
5. Completed, executed and recorded 53 Ordinances and 58 Resolutions.
6. Processed 1,102 Freedom of Information Act (FOIA) requests in a timely manner and without complaints.
7. Completed 25 code amendments and updated the online Code to reflect these amendments.
8. Advertised and provided support for the 2020 Census.

**FY20/21 OBJECTIVES**

1. Provide direction and support to staff on present and future Village goals.
2. Continue to monitor threats to state shared revenues (income, sales and motor fuel taxes, etc.) and work with local councils of government and other municipalities to lobby state and federal law makers to discourage unfunded mandates on local governments or other actions that would result in a net loss of local funds.
3. 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.
4. 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.
5. Remain current on Freedom of Information Act (FOIA) and Open Meetings Act requirements, training and process FOIA requests within requirements set by state law.
6. Perform local election duties including maintaining a record of the election and all notification responsibilities required by Code and state election laws.
7. Provide timely updates to the Village Board on release of Executive Session meeting minutes.

## Village Board &amp; Clerk Expenditures (01520000)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 23,461	\$ 54,119	\$ 47,100	\$ 49,322	\$ 49,322	\$ 49,322
51113 FICA	1,795	2,350	3,600	3,773	3,773	3,773
51114 Workers Comp.	0	44	44	44	44	44
<b>Subtotal</b>	<b>25,256</b>	<b>56,513</b>	<b>50,744</b>	<b>53,139</b>	<b>53,139</b>	<b>53,139</b>
<b>Contractual Services</b>						
52222 Meetings	1,554	8,510	4,285	8,775	3,780	8,780
52233 Recording Fees	0	1,000	1,000	1,000	1,000	1,000
52234 Dues & Subscriptions	41,634	44,250	41,894	42,450	43,450	43,450
52237 Auditing	21,220	18,900	15,600	17,640	18,190	18,190
52240 Public Notices/Info.	420	2,785	3,225	3,265	3,265	3,265
52253 Consultant	243	7,500	7,500	7,500	23,200	3,200
52274 Community Serv. Prog.	0	10,000	10,000	10,000	10,000	10,000
<b>Subtotal</b>	<b>65,071</b>	<b>92,945</b>	<b>83,504</b>	<b>90,630</b>	<b>102,885</b>	<b>87,885</b>
<b>Commodities</b>						
53314 Office Supplies	0	875	400	1,330	875	875
53315 Printed Materials	271	550	450	305	535	535
53324 Uniforms	452	240	100	200	500	200
	<b>723</b>	<b>1,665</b>	<b>950</b>	<b>1,835</b>	<b>1,910</b>	<b>1,610</b>
<b>Capital Outlay</b>						
54418 CATV / PEG Expenses	11,947	0	0	0	0	0
	<b>11,947</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 102,997</b>	<b>\$ 151,123</b>	<b>\$ 135,198</b>	<b>\$ 145,604</b>	<b>\$ 157,934</b>	<b>\$ 142,634</b>

**Village Clerk Expenditures (01580000)**

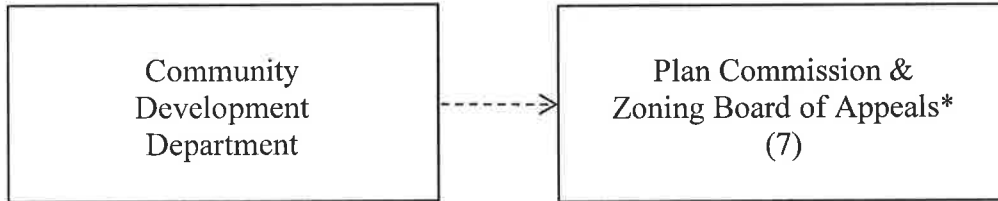
<b>Acct. # / Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 29,324	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51113 FICA	2,243	0	0	0	0	0
51114 Workers Comp.	44	0	0	0	0	0
<b>Subtotal</b>	<b>31,611</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual Services</b>						
52222 Meetings	164	0	0	0	0	0
52233 Recording Fees	759	0	0	0	0	0
52234 Dues & Subscriptions	20	0	0	0	0	0
52240 Public Notices/Inform.	1,606	0	0	0	0	0
52253 Consultant	3,363	0	0	0	0	0
<b>Subtotal</b>	<b>5,912</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Commodities</b>						
53314 Office Supplies	1,040	0	0	0	0	0
53315 Printed Materials	0	0	0	0	0	0
53324 Uniforms	0	0	0	0	0	0
<b>Subtotal</b>	<b>1,040</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 38,563</b>	<b>\$ 0</b>	<b>\$ 0</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 FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</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 developments, and Zoning, Fence, Subdivision 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. PC/ZBA recommendations on the above matters are 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.

**FY19/20 ACCOMPLISHMENTS**

1. The PC/ZBA reviewed 27 cases during the 2019 calendar year, compared with 23 and 21 in 2018 and 2017 respectively.
2. Significant cases reviewed and recommended for approval by the PC/ZBA during calendar year 2019 included the application by *Logistics Property Company* for a 186,000 square foot industrial building on Center Avenue, the application by *JMP Holdings, Inc.*, for redevelopment of the northwest corner of North Avenue and County Farm Road with a 5,000 square foot inline retail center, the application by *Vequity Holdings, Inc.*, for redevelopment of properties at the northeast corner Geneva Road and Schmale Road with a fueling station and convenience store and an additional retail use, and the application by *Outreach Community Ministries* for a 12,500 square foot addition to the *Jubilee Furniture* building on North Avenue.
3. Serving as the Unified Development Ordinance (UDO) Steering Committee, the PC/ZBA held five workshops to review and make recommendations on draft sections of the UDO.

**FY20/21 OBJECTIVES**

1. Provide timely reviews and recommendations regarding development approval petitions, which in calendar year 2020 are likely to include industrial development and redevelopment projects and new commercial development projects.
2. Continue participation on the UDO project, which in FY20/21 will include final review and a recommendation for adoption of the complete Unified Development Ordinance.

**GENERAL CORPORATE FUND****PLAN COMMISSION &  
ZONING BOARD OF APPEALS****Detail****Plan Commission & Zoning Board of Appeals Expenditures (01530000)**

<b>Acct. # / Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 1,033	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
51112 IMRF	66	150	100	100	100	100
51113 FICA	79	150	125	125	125	125
<b>Subtotal</b>	<b>1,178</b>	<b>1,800</b>	<b>1,725</b>	<b>1,725</b>	<b>1,725</b>	<b>1,725</b>
<b>Contractual Services</b>						
52222 Meetings	12	100	100	100	100	100
52223 Training	500	0	0	0	500	0
52234 Dues & Subscriptions	180	200	193	200	200	200
52240 Public Notices/Information	1,067	1,500	2,000	2,000	2,000	2,000
52241 Court Recorder	1,124	1,800	1,600	2,000	2,000	2,000
<b>Subtotal</b>	<b>2,883</b>	<b>3,600</b>	<b>3,893</b>	<b>4,300</b>	<b>4,800</b>	<b>4,300</b>
<b>Totals</b>	<b>\$ 4,061</b>	<b>\$ 5,400</b>	<b>\$ 5,618</b>	<b>\$ 6,025</b>	<b>\$ 6,525</b>	<b>\$ 6,025</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. Funds were budgeted in FY 19/20 to develop a framework for emergency services planning and to create an Emergency Operations Center (EOC) at the Gregory J. Bielawski Municipal Center. Funds were subsequently frozen and have been re-budgeted for FY20/21.

**FY20/21 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 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Contractual Services</b>						
52222 Meetings	\$0	\$0	\$0	\$0	\$0	\$0
52223 Training	0	3,000	0	3,000	3,000	3,000
52230 Telephone	0	0	0	0	0	0
52253 Consultant	0	50,000	0	50,000	50,000	50,000
<b>Subtotal</b>	<b>0</b>	<b>53,000</b>	<b>0</b>	<b>53,000</b>	<b>53,000</b>	<b>53,000</b>
<b>Commodities</b>						
53317 Operating Supplies	0	5,000	0	5,000	5,000	5,000
	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Capital Outlay</b>						
55487 Facility Improvements	0	100,000	0	40,000	0	0
<b>Subtotal</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 0</b>	<b>\$ 158,000</b>	<b>\$ 0</b>	<b>\$ 98,000</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 was previously in the Police Department Budget but has been transferred to this budget.

**FY19/20 ACCOMPLISHMENTS**

1. Processed 333 DUI arrests in calendar year 2019 versus 275 in 2018.
2. Successfully negotiated the Metropolitan Alliance-Police (MAP) Sergeant union contract from May 1, 2019 to April 30, 2022.
3. Successfully negotiated the Service Employees International Union (SEIU) Public Works contract from May 1, 2019 to April 30, 2022.

**FY20/21 OBJECTIVES**

1. Continue to actively prosecute DUI cases.
2. Respond to union issues in a timely manner as they arise.
3. Review current adjudication process and make recommendations on the possible expansion to include additional Ordinance violations.

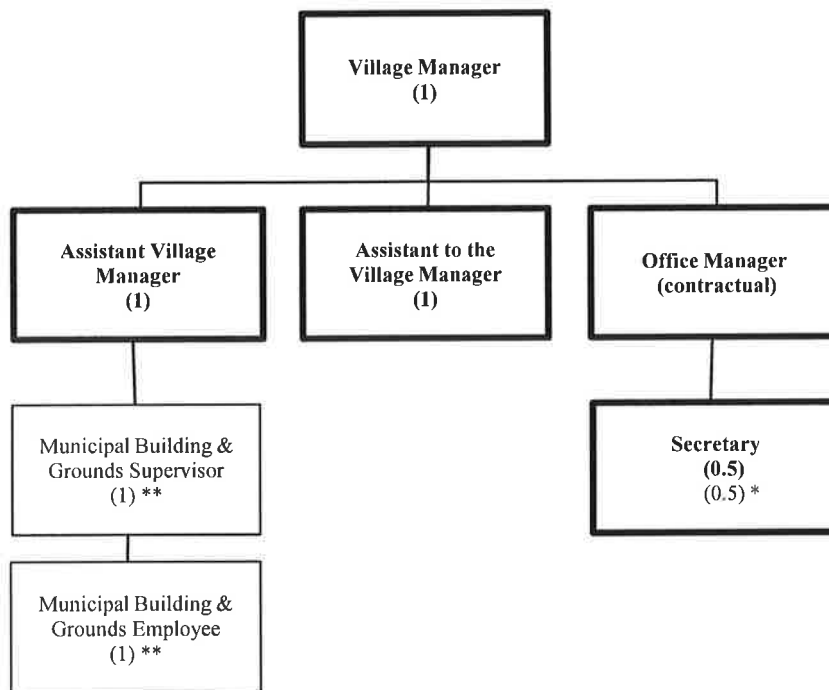
**Legal Services Expenditures (01570000)**

<b>Acct. # / Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Contractual Services</b>						
52238 Legal Fees - General	\$ 106,206	\$ 155,000	\$ 139,863	\$ 164,760	\$ 155,000	\$ 155,000
52235 Prosecution - General	31,200	33,000	33,634	34,000	34,000	34,000
52312 Prosecution - DUI	81,153	85,500	82,736	85,500	86,000	86,500
<b>Totals</b>	<b>\$ 218,559</b>	<b>\$ 273,500</b>	<b>\$ 256,233</b>	<b>\$ 284,260</b>	<b>\$ 275,000</b>	<b>\$ 275,500</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</u>
Full Time	3	3	3	3	3
Part-time (FTE)	1	0.5	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 and 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 and deductible payments.

**FY 19/20 ACCOMPLISHMENTS**

1. Continued to provide regular and consistent message content across the adopted social media messaging platforms of Twitter (1,799 Tweets – 870 Following); Facebook (1,147 posts – 4,172 Page Likes – 4,462 Page Follows – 72,700 Public Reach) and 27 YouTube videos.
2. Removed 1,200 pounds of prescription drugs from the waste stream through participation in the DuPage County Health Department prescription drug drop box program.
3. Collected 5,980 lbs. of waste pumpkins for composting, this is a CO2 equivalent of 338 gallons of gas. We also collected 25,571 lbs. of electronics for recycling.
4. Supported 2020 Census efforts through coordinating hiring events, designing and producing informational materials, and coordinating inter-agency educational efforts.
5. Successfully hosted the 2019 April election and March 2020 Primary at the Village Hall.
6. Working with the Community Development Department, renegotiated a 20-year boundary agreement with the Village of Winfield, designating properties along North Avenue and St. Charles Road to be developed in each community.



**FY 20/21 OBJECTIVES**

1. Evaluate department organizational structures to determine maximum operational efficiencies.
2. Provide direction and coordinate all aspects of the 2020 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.

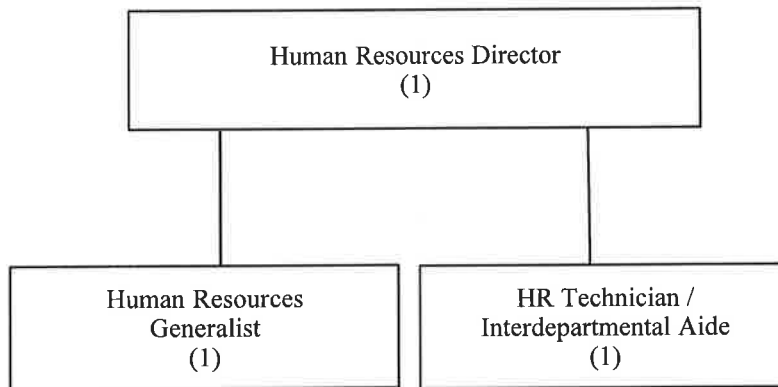
## Administration Expenditures (01590000)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 530,947	\$ 483,940	\$ 479,100	\$ 502,351	\$ 502,351	\$ 502,351
51111 Group Insurance	40,429	32,556	27,704	34,005	35,705	37,490
51112 IMRF	80,681	55,472	54,800	65,789	65,789	65,789
51113 FICA	32,938	29,999	30,000	31,190	31,190	31,190
51114 Workers Comp.	777	777	777	777	777	777
<b>Subtotal</b>	<b>685,772</b>	<b>602,744</b>	<b>592,381</b>	<b>634,112</b>	<b>635,812</b>	<b>637,597</b>
<b>Contractual Services</b>						
52215 Insurance Deduct.	63,857	100,000	91,000	100,000	100,000	100,000
52222 Meetings	421	2,230	845	1,630	1,630	1,630
52223 Training	1,161	4,170	1,795	5,025	7,825	7,825
52230 Telephone	2,818	2,521	2,953	3,000	3,000	3,000
52234 Dues & Subscript.	2,585	4,505	4,331	4,555	4,555	4,555
52253 Consultant	81,961	89,610	74,250	91,074	95,235	94,158
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>204,365</b>	<b>254,598</b>	<b>226,736</b>	<b>256,846</b>	<b>263,807</b>	<b>262,730</b>
<b>Commodities</b>						
53317 Operating Supplies	5,792	8,075	6,225	6,400	6,500	6,550
53324 Uniforms	0	300	300	50	100	50
53380 Vending Supplies	63	0	0	0	0	0
<b>Subtotal</b>	<b>5,855</b>	<b>8,375</b>	<b>6,525</b>	<b>6,450</b>	<b>6,600</b>	<b>6,600</b>
<b>Totals</b>	<b>\$ 895,992</b>	<b>\$ 865,717</b>	<b>\$ 825,642</b>	<b>\$ 897,408</b>	<b>\$ 906,219</b>	<b>\$ 906,927</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</u>
Full Time	2	3	3	3	3
Part-Time (FTE)	0.6	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.

**FY19/20 ACCOMPLISHMENTS**

1. Received and processed more than 230 employment applications, and filled ten (10) regular, and eleven (11) temporary positions.
2. Conducted a Village-wide dependent eligibility audit, securing required documentation for all covered dependents of employees enrolled in our health plan to ensure all dependents covered by the plan are qualified for benefits.
3. Organized and implemented discriminatory workplace harassment training for all employees of the Village, as well as employment law training for supervisors.
4. Implemented a variety of technology improvements including a new electronic employment application, outside employment form, and tracking system for FMLA leaves, resulting in increased end-user experience and decreased processing time.
5. Developed a new in-house wellness program overseeing employee volunteers in the creation of a variety of programs and events related to both physical health and occupational resiliency.
6. Established a formal Drug-Free Workplace policy in light of new state law, providing information to all employees.
7. Executed new Department of Labor regulations affecting CDL drivers and their employers enacted on January 6, 2020, by educating affected staff of the new requirements and obtaining consent to perform required queries of driving records through the newly created Drug & Alcohol Clearinghouse.
8. Assisted the Board of Fire & Police Commission in the implementation of entry-level Police Officer examinations, managing over 325 applicants through various stages of the process.

9. Assisted collective bargaining negotiations with the Service Employees International Union (SEIU), providing research, comparability data and advice.

**FY20/21 OBJECTIVES**

- 1 Expand the Village's 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. Revamp Human Resources intranet site for improved functionality and end-user experience.
5. 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.
6. In conjunction with the Board of Fire & Police Commissioners, coordinate promotional Police Sergeant examinations.

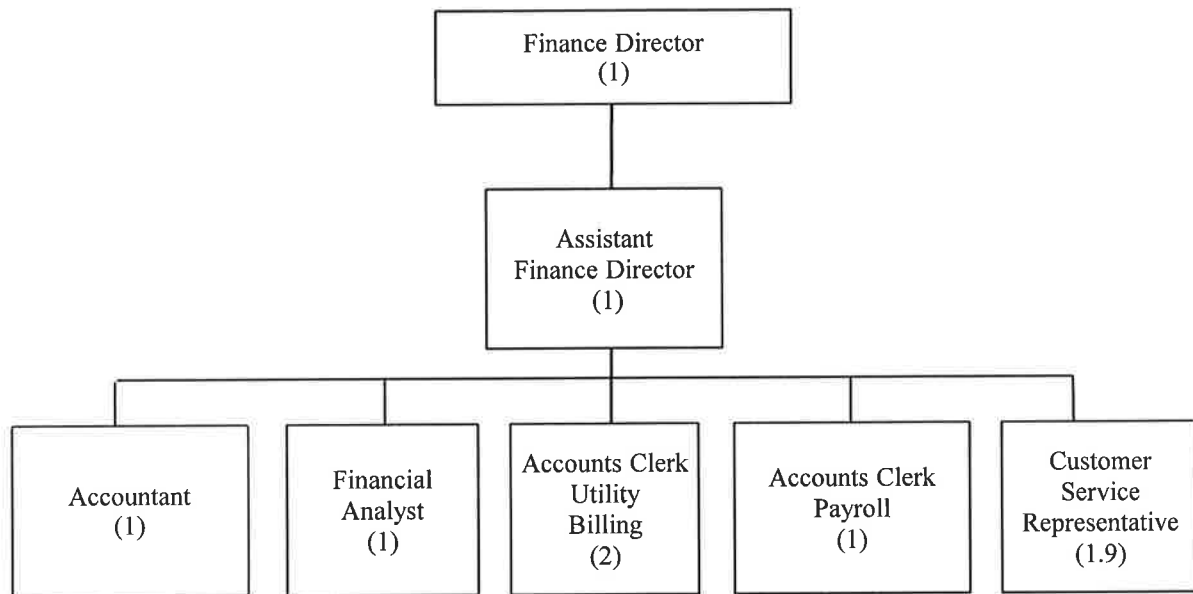
## Human Resources Expenditures (01600000)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 246,915	\$ 278,354	\$ 274,100	\$ 288,039	\$ 288,039	\$ 288,039
51111 Group Insurance	15,861	52,606	52,588	54,967	57,715	60,601
51112 IMRF	31,600	34,098	33,500	40,325	40,325	40,325
51113 FICA	17,306	19,914	19,000	20,664	20,664	20,664
51114 Workers Comp.	332	332	332	332	332	332
51115 Unemployment	(171)	8,000	0	0	0	0
<b>Subtotal</b>	<b>311,843</b>	<b>393,304</b>	<b>379,520</b>	<b>404,327</b>	<b>407,075</b>	<b>409,961</b>
<b>Contractual Services</b>						
52222 Meetings	89	440	240	260	320	380
52223 Training	5,313	7,290	4,951	7,355	7,355	7,380
52225 Employment Phys.	2,957	2,875	2,300	3,300	3,300	3,300
52228 Personnel Hiring	1,035	2,500	1,250	2,050	2,050	2,250
52230 Telephone	1,258	1,145	1,145	1,145	1,145	1,145
52234 Dues & Subscriptions	745	755	745	840	855	855
52242 Employee Recognition	5,840	7,425	5,751	7,725	7,725	7,725
52253 Consultant	3,847	7,500	6,500	2,500	2,500	2,500
52255 Software Maint.	1,789	1,875	1,994	2,025	2,025	2,025
52273 Employee Services	7,204	8,400	7,950	8,150	8,150	8,150
52340 Wellness Program	15,706	17,125	12,500	15,800	15,800	15,800
<b>Subtotal</b>	<b>45,783</b>	<b>57,330</b>	<b>45,326</b>	<b>51,150</b>	<b>51,225</b>	<b>51,510</b>
<b>Commodities</b>						
53314 Office Supplies	157	500	380	325	445	325
53315 Printed Materials	800	860	700	700	700	700
53350 Small Equipment	90	0	0	0	2,500	0
<b>Subtotal</b>	<b>1,047</b>	<b>1,360</b>	<b>1,080</b>	<b>1,025</b>	<b>3,645</b>	<b>1,025</b>
<b>Totals</b>	<b>\$ 358,673</b>	<b>\$ 451,994</b>	<b>\$ 425,926</b>	<b>\$ 456,502</b>	<b>\$ 461,945</b>	<b>\$ 462,496</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</u>
Full Time	8	8	8	8	8
Part-Time (FTE)	0.9	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

**FY19/20 ACCOMPLISHMENTS**

1. Facilitated a series of budget workshops to report on the Village's financial condition and outlook leading to the adoption of the FY20/21 Annual Budget and Financial Plan.
2. Upon Village Board authorization and approval, implemented an alcoholic beverage tax effective July 1, 2019. The addition of this new tax is in response to declines in sales tax revenues resulting from the loss of some local retailers as well as a continued shift in the retail environment toward on-line sales versus traditional brick and mortar businesses.
3. Prepared and presented to the Village Board and public an updated Village Financial Profile and Peer Comparison that measures and compares numerous financial indicators and metrics against ten (10) peer communities.
4. In coordination with Village Administration and Public Works, developed a new Equipment Replacement Fund that will fund replacement of vehicles and other heavy equipment as they age, rather than at the end of their service lives. This will smooth annual costs related to funding vehicle replacements and reduce additional maintenance costs associated with vehicles that are used beyond their practical service lives due to unavailability of funding.
5. In coordination with Village Administration and Police, developed two separate Federal and State Asset Seizure Funds to improve compliance and transparency with State and Federal regulations related to the disposition of funds acquired from various asset seizure programs.
6. Assisted in the implementation of an on-line payment application for the Police Officer recruitment process.



**FY20/21 OBJECTIVES**

1. Perform a review and reorganization of departmental records stored in both physical and electronic format with a focus on minimizing the reliance on physical media. Eliminate redundant files, standardize storage mediums, reduce the volume of historical data stored on Village servers and establish protocols to ensure the protection of electronic files into the future.
2. 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.
3. Review and update the Village's purchasing policy to ensure adherence to best practices and improve efficiency in the procurement process.
4. In cooperation with Village Administration and the Police Department, research and develop strategies to enhance collections of Village issued fines from various ordinance violations.

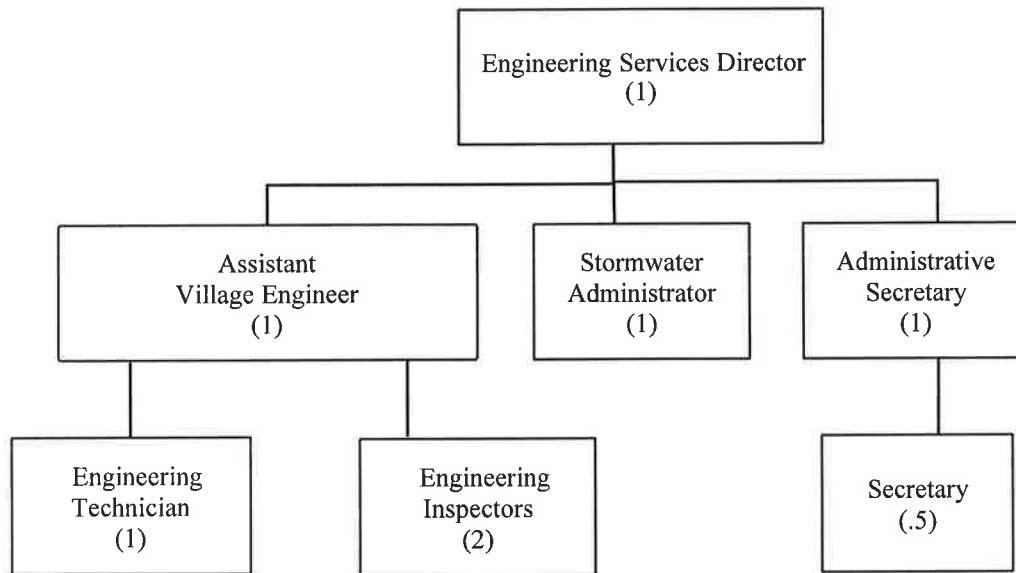
## Financial Management Expenditures (01610100)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 578,934	\$ 431,672	\$ 428,500	\$ 446,691	\$ 446,691	\$ 446,691
51109 Overtime	46	2,000	500	250	250	250
51111 Group Insurance	84,629	60,722	61,288	61,132	64,189	67,398
51112 IMRF	71,310	52,880	50,300	62,537	62,537	62,537
51113 FICA	40,724	30,779	30,000	31,906	31,906	31,906
51114 Workers Comp.	1,218	1,218	1,218	1,218	1,218	1,218
<b>Subtotal</b>	<b>776,861</b>	<b>579,271</b>	<b>571,806</b>	<b>603,734</b>	<b>606,791</b>	<b>610,000</b>
<b>Contractual Services</b>						
52222 Meetings	25	300	197	200	100	0
52223 Training	2,219	3,100	1,800	3,150	4,150	4,750
52226 Office Equip. Maint.	2,593	2,725	2,700	2,700	2,300	2,300
52229 Postage	15,210	25,000	26,000	15,300	15,800	16,300
52230 Telephone	672	670	680	675	675	675
52234 Dues & Subscript.	684	620	692	950	1,220	950
52253 Consultant	709	0	0	0	0	0
52254 Actuarial	4,750	8,950	8,950	6,200	9,550	850
52255 Software Maint.	39,893	62,700	50,500	74,800	49,000	51,200
52256 Banking Services	18,688	17,200	26,400	23,600	26,500	28,500
<b>Subtotal</b>	<b>85,443</b>	<b>121,265</b>	<b>117,919</b>	<b>127,575</b>	<b>109,295</b>	<b>105,525</b>
<b>Commodities</b>						
53315 Printed Materials	17,343	17,000	6,600	3,700	3,200	3,800
53317 Operating Supplies	2,362	2,500	1,800	2,500	2,200	2,500
53350 Small Equipment	732	0	0	3,500	0	0
<b>Subtotal</b>	<b>20,437</b>	<b>19,500</b>	<b>8,400</b>	<b>9,700</b>	<b>5,400</b>	<b>6,300</b>
<b>Totals</b>	<b>\$ 882,741</b>	<b>\$ 720,036</b>	<b>\$ 698,125</b>	<b>\$ 741,009</b>	<b>\$ 721,486</b>	<b>\$ 721,825</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</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 FY18/19	Budget FY19/20	Estimated FY19/20	Proposed FY20/21	Projected FY21/22	Projected FY22/23
Administration	\$526,735	\$441,337	\$415,623	\$1,318,773	\$1,324,490	\$1,329,295
Plan Review	99,120	108,252	93,147	0	0	0
Daily Inspection	55,651	42,656	39,887	0	0	0
Design & Construction	221,521	237,031	197,269	0	0	0
Water & Sewer	40,848	90,972	77,726	0	0	0
Storm Water Management	343,396	467,941	351,887	0	0	0
<b>Totals</b>	<b>\$1,287,271</b>	<b>\$1,388,189</b>	<b>\$1,175,539</b>	<b>\$1,318,773</b>	<b>\$1,324,490</b>	<b>\$1,329,295</b>

*Beginning in FY20/21, all Engineering Services programs were consolidated into the Administration Division.*

**FY 19/20 ACCOMPLISHMENTS**

1. Nearly 100% of all boxed commercial/industrial files and as-built drawings have been scanned to the electronic archival system, including most of the Village Project files. Redundant paper files were conveyed to the Park and School Districts for their records.
2. Assisted Community Development in drafting Subdivision Standards for the new Unified Development Ordinance (UDO). Also created an appendix to the UDO with Engineering Design Standards.
3. Repaved Lies Road between Gary Avenue and Schmale Road using nearly \$700,000 in Surface Transportation Program federal funding. Work also included guardrail on Schmale Road for DuPage County to resolve a safety problem.
4. Obtained easements and prepared bid documents for the Schmale/St. Charles/Geneva Road watermain project for a spring letting and summer 2020 construction.
5. Directed consultant preparation of final engineering plans and contract documents for stormwater projects including the Clearwater Court Storm Sewer Rehabilitation project and the Kehoe Boulevard Streambank Stabilization project. Installed a check valve on Illini Drive to reduce flooding frequency and naturalized the detention basin at Kuhn and Munson with grant funding from DuPage County.
6. Made emergency repairs to a retaining wall supporting Fair Oaks Road at Jason Court that prevented potential roadway collapse and closure.
7. Identified a partially collapsed/blocked sanitary sewer under Gary Avenue and developed a bypass plan for 2020 construction.
8. Managed the consultant preparation of phase one preliminary plans and cost estimate to apply for \$1,000,000 in IEPA Section 319 grant funding to stabilize the streambank of Klein Creek section one between Thunderbird Trail and Kuhn Road

**FY 20/21 OBJECTIVES**

1. Apply for Surface Transportation Program (STP) grants to repave the following roadways: Lies Road from High Ridge Pass to County Farm Road, Fair Oaks from Army Trail Road to Plum Grove Court, Kuhn Road from Army Trail to Lies Road and Fullerton Avenue from Gary Avenue to Schmale Road (with sidewalk completion).
2. Manage the Sanitary Sewer Inspection Project performed by RedZone Robotics and analyze data to develop any sanitary sewer capital projects that may be identified by the inspection process. Include Public Works in critical repairs that require immediate attention.
3. Administer bidding and construction of the Kehoe Boulevard Streambank Stabilization project, Clearwater Court Storm Sewer Rehabilitation project, and the Sanitary Sewer Extension at 250 N. Gary Avenue. Potentially use an electronic bid service company for project letting.
4. Direct consultant analysis and recommendations for reduction in flooding at Main Street and Gundersen, improvement in the drainage at the northwest corner of Fullerton and Kimberly, and preventative maintenance and rehabilitation of Village owned detention ponds.
5. Supervise consultant's development of a computer model of the Village's watemain distribution system to help identify and resolve capacity and water quality issues.
6. Manage bike trail design and construction projects through IDOT. Prepare plans for the Lies Road Trail extension between Gary Avenue and Schmale Road for a spring 2021 letting. Continue to manage the Kuhn Road Trail extension and Southeast Trail projects through IDOT process and procedures.
7. Continue to move forward with Klein and Thunderbird Creek streambank stabilization projects (depending on grant application approval) and develop a strategy for continuing the work if funding is not available.

**GENERAL CORPORATE FUND****ENGINEERING SERVICES**

Detail

**Engineering Services Expenditures (01620100)**

<b>Acct. # / Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$760,226	\$796,017	\$714,300	\$749,121	\$749,121	\$749,121
51106 Seasonal Help	14,569	16,000	14,762	16,000	16,000	16,000
51109 Overtime	4,542	5,000	7,000	7,500	7,500	7,500
51111 Group Insurance	95,030	102,538	80,645	121,459	127,532	133,909
51112 IMRF	94,919	98,124	100,700	105,927	105,927	105,927
51113 FICA	56,683	61,366	55,000	58,879	58,879	58,879
51114 Workers Comp.	6,885	6,885	6,885	6,885	6,885	6,885
<b>Subtotal</b>	<b>1,032,854</b>	<b>1,085,930</b>	<b>979,292</b>	<b>1,065,771</b>	<b>1,071,844</b>	<b>1,078,221</b>
<b>Contractual Services</b>						
52212 Auto M&R	11,251	6,297	7,855	6,894	6,891	7,101
52222 Meetings	25	0	0	0	0	0
52223 Training	1,774	7,570	2,800	8,100	8,100	8,100
52224 Vehicle Ins.	4,048	4,048	4,048	4,048	4,048	4,048
52226 Off. Equip. Mnt.	0	1,600	800	0	0	0
52230 Telephone	4,530	4,639	4,639	4,032	4,032	4,032
52234 Dues & Subscr.	1,398	2,000	1,251	17,758	18,551	18,938
52253 Consultant	111,566	155,100	93,600	0	0	0 *
52255 Software Maint.	29,436	0	0	0	0	0
52272 Property Maint.	77,622	104,150	68,500	0	0	0 *
52352 Stormwtr Review	0	0	0	125,000	125,000	125,000
52355 Bridge Inspect.	0	0	0	4,500	4,000	4,000
52358 Pond/Strm Maint.	0	0	0	65,000	65,000	65,000
<b>Subtotal</b>	<b>241,650</b>	<b>285,404</b>	<b>183,493</b>	<b>235,332</b>	<b>235,622</b>	<b>236,219</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	3,563	4,069	3,610	4,074	4,278	4,492
53314 Office Supplies	861	850	210	0	0	0
53317 Operating Supl.	1,990	5,736	3,194	2,740	2,740	2,740
53324 Uniforms	1,055	1,920	1,540	1,950	1,950	1,950
53350 Small Equipment	5,298	4,280	4,200	1,700	850	200
<b>Subtotal</b>	<b>12,767</b>	<b>16,855</b>	<b>12,754</b>	<b>10,464</b>	<b>9,818</b>	<b>9,382</b>
<b>Interfund Transfers</b>						
58500 Equip Repl Fund	0	0	0	7,206	7,206	5,473
<b>Totals</b>	<b>\$1,287,271</b>	<b>\$1,388,189</b>	<b>\$1,175,539</b>	<b>\$1,318,773</b>	<b>\$1,324,490</b>	<b>\$1,329,295</b>

\* Expenditures reclassified into more specific categories (accounts 52352, 52355, 52358).

## Administration Expenditures (01620100)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 385,565	\$ 316,261	\$ 289,500	\$ 0	\$ 0	\$ 0
51106 Seasonal Help	7,474	2,400	2,214	0	0	0
51109 Overtime	0	0	1,500	0	0	0
51111 Group Insurance	32,623	32,742	25,424	0	0	0
51112 IMRF	46,645	38,742	50,500	0	0	0
51113 FICA	28,623	23,626	22,300	0	0	0
51114 Workers Comp.	3,029	3,029	3,029	0	0	0
<b>Subtotal</b>	<b>503,959</b>	<b>416,800</b>	<b>394,467</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	9,085	3,778	4,713	0	0	0
52222 Meetings	25	0	0	0	0	0
52223 Training	318	440	735	0	0	0
52224 Vehicle Insurance	2,479	4,048	4,048	0	0	0
52226 Office Equip. Maint.	0	1,600	800	0	0	0
52230 Telephone	4,530	4,639	4,639	0	0	0
52234 Dues & Subscript.	1,398	2,000	1,251	0	0	0
<b>Subtotal</b>	<b>17,835</b>	<b>16,505</b>	<b>16,186</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	2,138	2,441	2,166	0	0	0
53314 Office Supplies	861	850	210	0	0	0
53317 Operating Supplies	1,283	4,461	2,394	0	0	0
53350 Small Equipment	659	280	200	0	0	0
<b>Subtotal</b>	<b>4,941</b>	<b>8,032</b>	<b>4,970</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 526,735</b>	<b>\$ 441,337</b>	<b>\$ 415,623</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

*Beginning in FY20/21, all Engineering Services programs are consolidated under budget code 01620100 to simplify expenditure tracking.*



**Plan Review Expenditures (01621900)**

<b>Acct. # / Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 73,417	\$ 79,362	\$ 68,000	\$ 0	\$ 0	\$ 0
51109 Overtime	0	0	600	0	0	0
51111 Group Insurance	10,420	12,021	10,709	0	0	0
51112 IMRF	9,359	9,722	8,000	0	0	0
51113 FICA	5,275	6,014	5,200	0	0	0
51114 Workers Comp.	573	573	573	0	0	0
<b>Subtotal</b>	<b>99,044</b>	<b>107,692</b>	<b>93,082</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual Services</b>						
52223 Training	76	560	65	0	0	0
<b>Subtotal</b>	<b>76</b>	<b>560</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$99,120</b>	<b>\$108,252</b>	<b>\$93,147</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

*Beginning in FY20/21, all Engineering Services programs are consolidated under budget code 01620100 to simplify expenditure tracking.*

**Daily Inspection Expenditures (01621300)**

<b>Acct. # / Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 41,879	\$ 30,509	\$ 28,400	\$ 0	\$ 0	\$ 0
51109 Overtime	0	0	900	0	0	0
51111 Group Insurance	4,911	5,564	4,610	0	0	0
51112 IMRF	5,429	3,737	3,400	0	0	0
51113 FICA	3,055	2,334	2,200	0	0	0
51114 Workers Comp.	377	377	377	0	0	0
<b>Subtotal</b>	<b>55,651</b>	<b>42,521</b>	<b>39,887</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual Services</b>						
52223 Training	0	135	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>135</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$55,651</b>	<b>\$42,656</b>	<b>\$39,887</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

*Beginning in FY20/21, all Engineering Services programs are consolidated under budget code 01620100 to simplify expenditure tracking.*

**Design & Construction Expenditures (01622200)**

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 121,607	\$ 152,871	\$ 132,500	\$ 0	\$ 0	\$ 0
51106 Seasonal Help	1,939	7,200	6,643	0	0	0
51109 Overtime	4,542	5,000	3,000	0	0	0
51111 Group Insurance	21,005	23,176	17,253	0	0	0
51112 IMRF	16,369	19,339	15,700	0	0	0
51113 FICA	9,370	13,131	10,200	0	0	0
51114 Workers Comp.	1,447	1,447	1,447	0	0	0
<b>Subtotal</b>	<b>176,279</b>	<b>222,164</b>	<b>186,743</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	2,166	2,519	3,142	0	0	0
52223 Training	65	4,645		0	0	0
52224 Vehicle Insurance	1,569	0	0	0	0	0
52253 Consultant	8,855	3,100	3,600	0	0	0
52255 Software Maintenance	29,436	0	0	0	0	0
<b>Subtotal</b>	<b>42,091</b>	<b>10,264</b>	<b>6,742</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	1,425	1,628	1,444	0	0	0
53317 Operating Supplies	671	1,055	800	0	0	0
53324 Uniforms	1,055	1,920	1,540	0	0	0
<b>Subtotal</b>	<b>3,151</b>	<b>4,603</b>	<b>3,784</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>						
54415 Vehicles	0	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 221,521</b>	<b>\$ 237,031</b>	<b>\$ 197,269</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

*Beginning in FY20/21, all Engineering Services programs are consolidated under budget code 01620100 to simplify expenditure tracking.*

**Water & Sewer Expenditures (01623100)**

<b>Acct. # / Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 27,264	\$ 67,713	\$ 58,400	\$ 0	\$ 0	\$ 0
51106 Seasonal Help	29	1,200	1,181	0	0	0
51109 Overtime	0	0	500	0	0	0
51111 Group Insurance	7,515	8,141	5,632	0	0	0
51112 IMRF	3,432	8,295	6,900	0	0	0
51113 FICA	1,995	5,010	4,500	0	0	0
51114 Workers Comp.	613	613	613	0	0	0
<b>Subtotal</b>	<b>40,848</b>	<b>90,972</b>	<b>77,726</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 40,848</b>	<b>\$ 90,972</b>	<b>\$ 77,726</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

*Beginning in FY20/21, all Engineering Services programs are consolidated under budget code 01620100 to simplify expenditure tracking.*

**Administration Expenditures (01620600)**

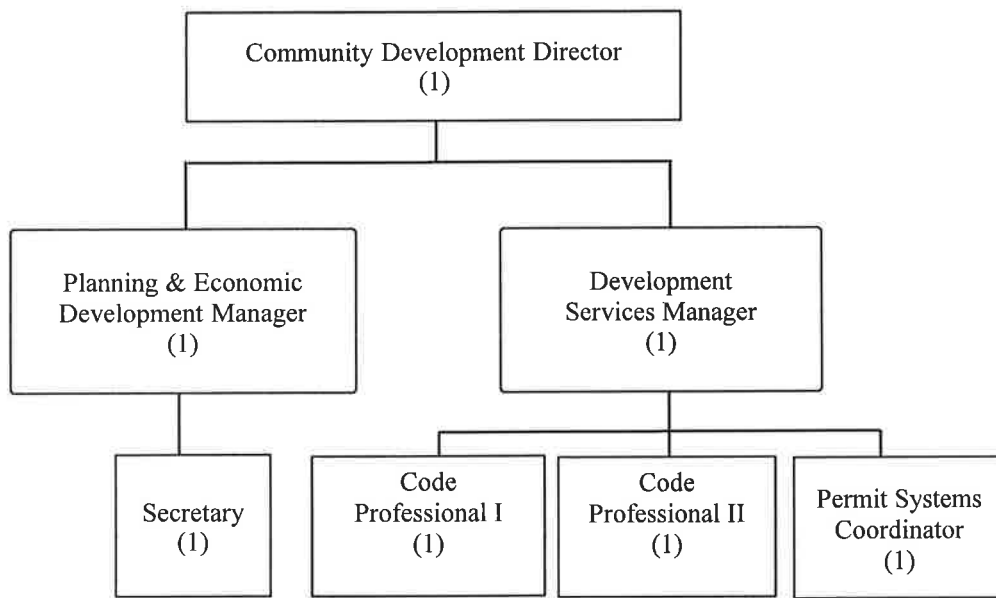
<b>Acct. # / Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 110,494	\$ 149,301	\$ 137,500	\$ 0	\$ 0	\$ 0
51106 Seasonal Help	5,127	5,200	4,724	0	0	0
51109 Overtime	0	0	500	0	0	0
51111 Group Insurance	18,556	20,894	17,017	0	0	0
51112 IMRF	13,685	18,289	16,200	0	0	0
51113 FICA	8,365	11,251	10,600	0	0	0
51114 Workers Comp.	846	846	846	0	0	0
<b>Subtotal</b>	<b>157,073</b>	<b>205,781</b>	<b>187,387</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contractual Services</b>						
52223 Training	1,315	1,790	2,000	0	0	0
52253 Consultant	102,711	152,000	90,000	0	0	0
52272 Property Maint.	77,622	104,150	68,500	0	0	0
<b>Subtotal</b>	<b>181,648</b>	<b>257,940</b>	<b>160,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Commodities</b>						
53317 Operating Supplies	36	220	0	0	0	0
53350 Small Equipment	4,639	4,000	4,000	0	0	0
<b>Subtotal</b>	<b>4,675</b>	<b>4,220</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>						
54415 Vehicles	0	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 343,396</b>	<b>\$ 467,941</b>	<b>\$ 351,887</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

*Beginning in FY20/21, all Engineering Services programs are consolidated under budget code 01620100 to simplify expenditure tracking.*

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</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 new building construction projects; 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 FY18/19	Budget FY19/20	Estimated FY19/20	Proposed FY20/21	Projected FY21/22	Projected FY22/23
Administration	\$181,922	\$123,721	\$125,703	\$149,785	\$150,527	\$151,581
Development Services	433,282	471,579	457,238	490,546	492,629	496,437
Code Enforcement	175,033	212,701	196,376	213,131	214,413	215,780
Planning	159,892	135,329	130,629	148,041	144,224	147,462
Economic Development	45,430	87,792	81,852	117,379	88,693	89,022
<b>Totals</b>	<b>\$995,559</b>	<b>\$1,031,122</b>	<b>\$991,798</b>	<b>\$1,118,882</b>	<b>\$1,090,486</b>	<b>\$1,100,282</b>

**GENERAL CORPORATE FUND**

**COMMUNITY DEVELOPMENT**

**Department Summary - All Programs**

**EXPENDITURES**

Acct.#	Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>							
51102	Personal Services	\$ 609,568	\$ 634,044	\$ 633,100	\$ 666,127	\$ 666,127	\$ 666,127
51106	Seasonal Help	0	0	0	6,720	0	0
51109	Overtime	1,816	1,500	1,000	1,500	1,500	1,500
51111	Group Insurance	86,294	98,006	94,427	102,289	107,404	112,774
51112	IMRF	78,220	77,671	77,500	93,257	93,257	93,257
51113	FICA	45,027	48,505	46,700	51,390	50,876	50,876
51114	Workers Comp.	4,105	4,105	4,105	4,105	4,105	4,105
	<b>Subtotals</b>	<b>825,030</b>	<b>863,831</b>	<b>856,832</b>	<b>925,388</b>	<b>923,269</b>	<b>928,639</b>
<b>Contractual Services</b>							
52212	Auto Maint. & Repair	5,910	12,056	1,496	8,930	8,927	9,199
52222	Meetings	264	2,950	2,860	2,495	2,495	2,495
52223	Training	27,536	7,520	4,065	4,275	6,850	10,200
52224	Vehicle Insurance	2,352	2,352	2,352	2,352	2,352	2,352
52230	Telephone	2,822	2,825	2,798	2,825	2,825	2,825
52234	Dues & Subscriptions	1,629	1,800	1,656	1,810	1,735	1,755
52246	Economic Development	0	0	0	25,000	0	0
52253	Consultant	99,427	105,000	89,350	106,000	102,000	102,000
52255	Software Maintenance	18,637	20,000	18,991	19,500	20,000	20,500
52260	Weed Mowing	246	2,200	1,661	2,200	2,200	2,200
52272	Property Maintenance	0	1,000	0	1,000	1,000	1,000
	<b>Subtotals</b>	<b>158,823</b>	<b>157,703</b>	<b>125,229</b>	<b>176,387</b>	<b>150,384</b>	<b>154,526</b>
<b>Commodities</b>							
53313	Auto Gas & Oil	3,101	3,338	3,838	3,514	3,690	3,874
53314	Office Supplies	1,955	1,500	1,500	1,500	1,500	1,500
53315	Printed Materials	2,349	2,200	2,304	3,100	3,100	3,100
53318	Reference Materials	3,610	1,000	670	1,080	650	650
53324	Uniforms	671	900	900	1,060	1,040	1,140
53350	Small Equipment	20	650	525	650	650	650
	<b>Subtotals</b>	<b>11,706</b>	<b>9,588</b>	<b>9,737</b>	<b>10,904</b>	<b>10,630</b>	<b>10,914</b>
<b>Interfund Transfers</b>							
58500	Equip Repl Fund	0	0	0	6,203	6,203	6,203
	<b>Totals</b>	<b>\$ 995,559</b>	<b>\$ 1,031,122</b>	<b>\$ 991,798</b>	<b>\$ 1,118,882</b>	<b>\$ 1,090,486</b>	<b>\$ 1,100,282</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.

**FY19/20 ACCOMPLISHMENTS**

1. Provided information to the Clerk's Office for 206 Freedom of Information Act requests (compared to 225 in calendar year 2018 and 182 in calendar year 2017).
2. Department personnel attained two additional International Code Council certifications in calendar year 2019, furthering the qualifications of Code Professional staff.

**FY20/21 OBJECTIVES**

1. Support the Clerk's Office by providing timely and comprehensive responses to Freedom of Information Act requests.
2. 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.
3. 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)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 128,304	\$ 88,031	\$ 87,900	\$ 92,486	\$ 92,486	\$ 92,486
51111 Group Insurance	22,269	10,924	13,372	11,384	11,953	12,551
51112 IMRF	16,756	10,784	10,800	12,948	12,948	12,948
51113 FICA	9,648	6,734	6,500	7,042	7,042	7,042
51114 Workers Comp.	501	501	501	501	501	501
<b>Subtotal</b>	<b>177,478</b>	<b>116,974</b>	<b>119,073</b>	<b>124,361</b>	<b>124,930</b>	<b>125,528</b>
<b>Contractual Services</b>						
52212 Auto Maintenance & Rpt	0	0	0	8,930	8,927	9,199 *
52223 Training	373	420	390	400	400	400
52224 Vehicle Insurance	0	2,352	2,352	2,352	2,352	2,352
52230 Telephone	696	675	672	675	675	675
52234 Dues & Subscriptions	1,294	1,350	1,316	1,400	1,400	1,400
<b>Subtotal</b>	<b>2,363</b>	<b>4,797</b>	<b>4,730</b>	<b>13,757</b>	<b>13,754</b>	<b>14,026</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	0	0	0	3,514	3,690	3,874 *
53314 Office Supplies	1,955	1,500	1,500	1,500	1,500	1,500
53315 Printed Materials	126	200	150	200	200	200
53324 Uniforms	0	250	250	250	250	250
<b>Subtotal</b>	<b>2,081</b>	<b>1,950</b>	<b>1,900</b>	<b>5,464</b>	<b>5,640</b>	<b>5,824</b>
<b>Interfund Transfers</b>						
58500 Equip Repl Fund	0	0	0	6,203	6,203	6,203
<b>Totals</b>	<b>\$ 181,922</b>	<b>\$ 123,721</b>	<b>\$ 125,703</b>	<b>\$ 149,785</b>	<b>\$ 150,527</b>	<b>\$ 151,581</b>

\* Consolidated from 01643700 and 01642100.

**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 codes 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.

**FY19/20 ACCOMPLISHMENTS**

Information regarding key Development Services Program activities by calendar year is provided in the table below.

	2018	2019
<b>Building Permits</b>		
<i>Applications Received</i>	1,655	<b>1,525</b>
<i>Permits Issued</i>	1,639	<b>1,500</b>
<i>Over the Counter Permits Issued</i>	277	<b>301</b>
<i>Applications Reviewed by Consultant</i>	49	<b>43</b>
<b>Plan Reviews Performed within Target Turnaround Time</b>		
<i>Residential Plan Reviews</i>	94%	<b>93%</b>
<i>Commercial &amp; Industrial Plan Reviews</i>	96%	<b>95%</b>
<b>Inspections</b>		
<i>Inspections Performed</i>	5,119	<b>6,485</b>
<i>Inspections Passed</i>	4,548	<b>5,708</b>
<i>Inspections Failed</i>	571	<b>777</b>
<b>Permit Records Scanned</b>	4,599	<b>868</b>

1. Led a group consisting of Village staff, Fire Protection District personnel and our building codes consultant on the development of local amendments to the 2018 edition of the International Code Council codes. Hosted a new codes open house and solicited feedback on new codes and local amendments. Coordinated Village Board approval and adoption of the new codes and local amendments.

2. Worked with the Insurance Services Office (ISO) to preserve our excellent Building Code Effectiveness Grading Schedule score, which results in lower insurance premiums for Carol Stream property owners, and can allow for greater discounts in accordance with the Federal Emergency Management Agency's (FEMA) Community Rating System.

**FY20/21 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. Evaluate current Development Services Fee Schedule and suggest adjustments to fees if warranted. If fee adjustments are deemed necessary, prepare proposed revisions and present to Village Board for approval.
3. Prepare inspection checklists for use by Code Professional staff in performing building permit inspections.

## Development Services Expenditures (01643700)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 232,513	\$ 258,270	\$ 257,900	\$ 271,338	\$ 271,338	\$ 271,338
51111 Group Insurance	34,977	48,152	43,805	50,252	52,765	55,403
51112 IMRF	29,606	31,638	31,600	37,987	37,987	37,987
51113 FICA	16,937	19,758	19,000	20,749	20,749	20,749
51114 Workers Comp.	1,910	1,910	1,910	1,910	1,910	1,910
<b>Subtotal</b>	<b>315,943</b>	<b>359,728</b>	<b>354,215</b>	<b>382,236</b>	<b>384,749</b>	<b>387,387</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	2,124	2,773	344	0	0	0 *
52222 Meetings	42	160	115	175	175	175
52223 Training	2,130	3,800	3,275	3,475	3,050	3,600
52224 Vehicle Insurance	1,176	0	0	0	0	0 *
52230 Telephone	1,344	1,350	1,344	1,350	1,350	1,350
52234 Dues & Subscriptions	335	450	340	410	335	355
52253 Consultant	85,077	80,000	75,000	80,000	80,000	80,000
52255 Software Maintenance	18,637	20,000	18,991	19,500	20,000	20,500
<b>Subtotal</b>	<b>110,865</b>	<b>108,533</b>	<b>99,409</b>	<b>104,910</b>	<b>104,910</b>	<b>105,980</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	714	768	883	0	0	0
53315 Printed Materials	1,743	1,500	1,711	2,100	2,100	2,100
53318 Reference Materials	3,610	500	470	580	150	150
53324 Uniforms	387	275	275	445	445	545
53350 Small Equipment	20	275	275	275	275	275
<b>Subtotal</b>	<b>6,474</b>	<b>3,318</b>	<b>3,614</b>	<b>3,400</b>	<b>2,970</b>	<b>3,070</b>
<b>Totals</b>	<b>\$ 433,282</b>	<b>\$ 471,579</b>	<b>\$ 457,238</b>	<b>\$ 490,546</b>	<b>\$ 492,629</b>	<b>\$ 496,437</b>

\* Consolidated into Administration program (01640100).

**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.

**FY19/20 ACCOMPLISHMENTS**

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

	2017	2018	2019
<b>Code Enforcement Cases Initiated</b>	569	894	<b>1,251</b>
<i>Cases requiring a citation to be issued</i>	8	13	<b>29</b>
<i>Cases requiring a court appearance</i>	3	3	<b>4</b>
<b>Citizen Service Requests Received</b>	329	266	<b>341</b>
<b>Landscape Liens Filed</b>	7	1	<b>6</b>
<b>Properties Notified of a Dead/Diseased Tree Violation</b>	111	135	<b>127</b>
<i>Properties that complied during calendar year</i>	80	90	<b>82</b>
<b>After Hours Emergency Incident Responses</b>	6	9	<b>20</b>

**FY20/21 OBJECTIVES**

1. Using both in-house staff and consultant services, continue the Village-wide Property Maintenance Code Enforcement initiative, targeting violations that are most detrimental to community appearance. The emphasis in FY20/21 for residential properties will include enforcement of tall grass and weed violations, fences in disrepair, and illegal outdoor storage. The emphasis for commercial and industrial properties will included failed parking lot pavement and unscreened trash containers.
2. 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 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 108,087	\$ 124,721	\$ 124,500	\$ 131,032	\$ 131,032	\$ 131,032
51109 Overtime	1,816	1,500	1,000	1,500	1,500	1,500
51111 Group Insurance	19,014	24,932	24,277	26,039	27,341	28,708
51112 IMRF	13,972	15,278	15,200	18,344	18,344	18,344
51113 FICA	7,972	9,541	9,200	10,020	10,020	10,020
51114 Workers Comp.	636	636	636	636	636	636
<b>Subtotal</b>	<b>151,497</b>	<b>176,608</b>	<b>174,813</b>	<b>187,571</b>	<b>188,873</b>	<b>190,240</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	3,786	9,283	1,152	0	0	0 *
52222 Meetings	45	90	45	120	120	120
52224 Vehicle Insurance	1,176	0	0	0	0	0
52230 Telephone	782	800	782	800	800	800
52253 Consultant	14,350	19,000	14,000	20,000	20,000	20,000
52260 Weed Mowing	246	2,200	1,661	2,200	2,200	2,200
52272 Property Maint.	0	1,000	0	1,000	1,000	1,000
<b>Subtotal</b>	<b>20,385</b>	<b>32,373</b>	<b>17,640</b>	<b>24,120</b>	<b>24,120</b>	<b>24,120</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	2,387	2,570	2,955	0	0	0 *
53315 Printed Materials	480	500	443	800	800	800
53324 Uniforms	284	375	375	365	345	345
53350 Small Equipment	0	275	150	275	275	275
<b>Subtotal</b>	<b>3,151</b>	<b>3,720</b>	<b>3,923</b>	<b>1,440</b>	<b>1,420</b>	<b>1,420</b>
<b>Totals</b>	<b>\$ 175,033</b>	<b>\$ 212,701</b>	<b>\$ 196,376</b>	<b>\$ 213,131</b>	<b>\$ 214,413</b>	<b>\$ 215,780</b>

\* Consolidated into Administration program (01640100).

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**NARRATIVE**

The Planning Program provides zoning administration, site plan review, and coordination 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.

**FY19/20 ACCOMPLISHMENTS**

1. Responded to 13 requests for zoning verification letters in calendar year 2019, compared to 15 in 2018 and 20 in 2017.
2. Reviewed and approved 39 new business registration applications in calendar year 2019, compared to 48 in 2018 and 69 in 2017.
3. Administered the development approval process for new development projects. Significant projects approved included the 186,000 square foot industrial building by *Logistics Property Company* on Center Avenue, the redevelopment of the northwest corner of North Avenue and County Farm Road by *JMP Holdings, Inc.* with a multi-tenant retail center anchored by a *Dunkin' Donuts*, and a 12,500 square foot addition to Outreach Community Ministries' *Jubilee Furniture* building on North Avenue.
4. Scanned and catalogued 39 Plan Commission/Zoning Board of Appeals cases into the document archive system.
5. Researched and prepared language for zoning code text amendments related to adult use cannabis businesses in response to the State of Illinois' *Cannabis Regulation and Tax Act*.
6. Commenced the Unified Development Ordinance (UDO) project, which is a comprehensive update and reorganization of the Village's Zoning, Subdivision, Fence and Sign Codes.
7. With the assistance of the GIS Consultant, prepared and received Village Board approval of the Village's 2019 Official Zoning Map.
8. With the assistance of the GIS Consultant, provided information to the U.S. Census Bureau to facilitate the Bureau's annual boundary update.



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**FY20/21 OBJECTIVES**

1. Administer the development review process for new developments or redevelopments, which may include: vacant property along North Avenue between Kuhn Road and Bennett Drive; vacant properties at the northeast and southeast corners of Gary Avenue and Lies Road; and additional outlot buildings at *Carol Stream Marketplace Shopping Center (Caputo's)* and *Grace Plaza (Wheaton Christian Center Church)*.
2. Continue and complete work on the Unified Development Ordinance Project. Remaining staff responsibilities will include final review of the entire Draft UDO, outreach to the owners of properties proposed to be rezoned through the adoption of the UDO, coordination of one or more public hearings before the PC/ZBA, and presentation of the UDO to the Village Board in advance of final Board action. Staff will also attend to updating procedures, handouts and website content to reflect new codes and standards, and provide training to Village staff regarding the same.
3. Recruit, hire and train an intern to assist with routine planning and zoning tasks to allow more senior staff to focus on UDO project work. Tasks will include review of business registration applications, preparing zoning verification letters, reviewing sign permit applications, and site inspections to confirm compliance with required plans and conditions of approval.
4. With the assistance of the GIS Consultant, complete the 2021 update of the Village's Official Zoning Map.
5. 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.
6. Continue to fulfill recommendations from the 2016 Comprehensive Plan for short- and long-term implementation actions.
7. 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)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 105,484	\$ 101,825	\$ 101,700	\$ 106,978	\$ 106,978	\$ 106,978
51106 Seasonal Help	0	0	0	6,720	0	0
51111 Group Insurance	6,983	7,994	6,983	8,339	8,756	9,194
51112 IMRF	13,558	12,474	12,400	14,977	14,977	14,977
51113 FICA	7,877	7,790	7,500	8,681	8,167	8,167
51114 Workers Comp.	796	796	796	796	796	796
<b>Subtotal</b>	<b>134,698</b>	<b>130,879</b>	<b>129,379</b>	<b>146,491</b>	<b>139,674</b>	<b>140,112</b>
<b>Contractual Services</b>						
52222 Meetings	161	550	550	550	550	550
52223 Training	25,033	3,300	400	400	3,400	6,200
<b>Subtotal</b>	<b>25,194</b>	<b>3,850</b>	<b>950</b>	<b>950</b>	<b>3,950</b>	<b>6,750</b>
<b>Commodities</b>						
53318 Reference Materials	0	500	200	500	500	500
53350 Small Equipment	0	100	100	100	100	100
<b>Subtotal</b>	<b>0</b>	<b>600</b>	<b>300</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Totals</b>	<b>\$ 159,892</b>	<b>\$ 135,329</b>	<b>\$ 130,629</b>	<b>\$ 148,041</b>	<b>\$ 144,224</b>	<b>\$ 147,462</b>

**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 Village's website, e-mail, listings of demographic and real estate market conditions, and by participation in industry events and conferences.

**FY19/20 ACCOMPLISHMENTS**

1. Developed and launched a new section of the Village website dedicated to Economic Development, which provides information about available land and buildings, demographics, utilities, transportation and business resources.
2. Met with brokers and business representatives to discuss available land and building space in Carol Stream; assisted 19 businesses in relocating or expanding in Carol Stream including *L.A. Fitness*, *Bella's Cucina*, *Taj Mahal Restaurant*, *Sherwin Williams*, *Rental Max*, *Stepping Stones Daycare*, and *Primrose School*.
3. 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 five DCEO project announcements to Carol Stream brokers and property managers.
4. Maintained a strong working relationship with the Carol Stream Chamber of Commerce through membership on the Chamber's Board of Directors. Staff attend monthly Board of Directors meetings as well as the Chamber's monthly Industrial Roundtable meetings.
5. Working with the Administration Department, provided weekly content for "CS Business Buzz" social media posts highlighting new or prominent Carol Stream businesses.
6. Coordinated the annexation of the property at the northwest corner of North Avenue and County Farm Road, enabling the demolition of the existing obsolete building and redevelopment of the property with an inline retail center.
7. Working with the Administration Department, negotiated an Intergovernmental Agreement with the City of Wheaton providing for disconnection of the property at the northeast corner of Geneva Road and Schmale Road, enabling the property to be annexed

to Carol Stream and incorporated into a redevelopment of multiple parcels with new retail uses.

### **FY20/21 OBJECTIVES**

1. Continue working on implementation of Economic Development recommendations from the 2016 Comprehensive Plan, including strategies for business retention and expansion, and promoting quality development within our three Key Opportunity Areas (Town Center Node, North Avenue/County Farm Node, and North Avenue between Kuhn and Bennett).
2. Plan for and hold the Village's next economic development event. Staff responsibilities will include determining an informative and relevant event topic, securing a location for the event, compiling the attendee list and sending out invitations, preparing the program information and attending to all event details.
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)**

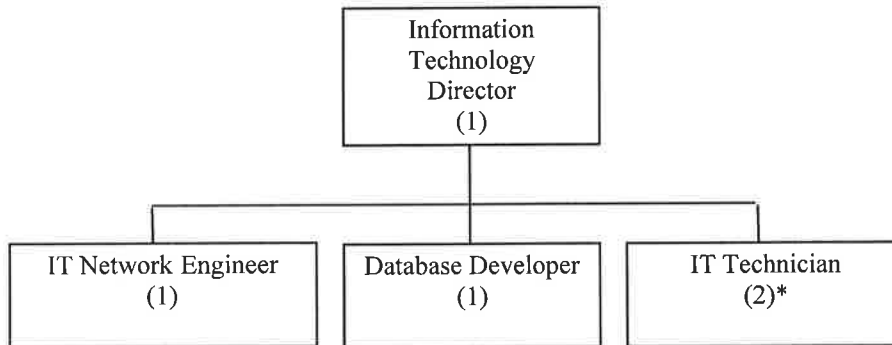
<b>Acct. # / Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 35,180	\$ 61,197	\$ 61,100	\$ 64,293	\$ 64,293	\$ 64,293
51111 Group Insurance	3,051	6,004	5,990	6,275	6,589	6,918
51112 IMRF	4,328	7,497	7,500	9,001	9,001	9,001
51113 FICA	2,593	4,682	4,500	4,898	4,898	4,898
51114 Workers Comp.	262	262	262	262	262	262
<b>Subtotal</b>	<b>45,414</b>	<b>79,642</b>	<b>79,352</b>	<b>84,729</b>	<b>85,043</b>	<b>85,372</b>
<b>Contractual Services</b>						
52222 Meetings	16	2,150	2,150	1,650	1,650	1,650
52246 Economic Development	0	0	0	25,000	0	0
52253 Consultant	0	6,000	350	6,000	2,000	2,000
<b>Subtotal</b>	<b>16</b>	<b>8,150</b>	<b>2,500</b>	<b>32,650</b>	<b>3,650</b>	<b>3,650</b>
<b>Totals</b>	<b>\$ 45,430</b>	<b>\$ 87,792</b>	<b>\$ 81,852</b>	<b>\$ 117,379</b>	<b>\$ 88,693</b>	<b>\$ 89,022</b>

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

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</u>
Full Time	6	5	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/>.

In the upcoming year, Information Technology staff will be placing significant effort into security related projects to protect the network and improve response to cyber security events. In FY 19/20, IT had focused on improving the Village's ability to identify security events and log system and network anomalies. In FY 20/21 the intention is to continue the momentum and work to fortify the network systems through network segmentation, system hardening and a variety of additional security mechanisms.

Though cyber security will be the majority of the technology team's projects, there are several other initiatives planned to improve the Village staff's computing experience. Most notably, IT will be working with the Police Department to identify the appropriate hardware to compliment the modern Police reporting applications. With the Police Department's needs defined, in late FY 21, IT will be replacing the laptops and underlying network equipment used in the Police vehicles.

#### **FY 19/20 ACCOMPLISHMENTS**

1. Implemented the following new systems:
  - a. Network and host intrusion detection system
  - b. Network and host system logging
  - c. System vulnerability scanner
  - d. Server and network performance monitor
  - e. Digital signage server
2. Successfully installed the replacement Storage Area Network (SAN). This system is the data backbone of our environment.
3. Successfully completed the upgrade of all Police computers and applications to facilitate the migration to the new DuPage Justice Information System (DuJIS) dispatch and Police reporting system.
4. Upgraded all server and desktop systems to align with Microsoft's supported product line. This includes but is not limited to the Police evidence system, file servers, email server, print systems and many desktop computing devices.
5. IT designed and developed an electronic solution to manage Police Officer recruitment, significantly reducing HR staff efforts utilizing the capabilities of electronic file management.

**FY 20/21 OBJECTIVES**

1. Enable advanced authentication security for network system users. This project is required to support the increased portability of Police systems and applications.
2. Complete the installation of a next generation antivirus. Nextgen AV provides enhanced virus protection. If an application acts suspiciously, the file activity is suspended until it has been reviewed and released from quarantine.
3. Upgrade the hypervisor licensing to enable features that are more robust to better support business continuity and disaster recovery. The hypervisor is the underlying operating system to the virtual network.
4. Complete the network and system segmentation based on access rules. In a continued effort to secure the Village's networking environment, staff will be segmenting the computing resources and restricting access based on need. This segmentation will improve performance and improve security by restricting access to networked resources.
5. Improve perimeter content filtering to include advanced threat protection. Information Technology practices a layered approach to security. This project improves security at the gateway to help ensure threats are blocked before they enter the network.
6. Continue development with data management and system integrations. This includes further defining quality control, quality assurance and system integration standards for enterprise systems. An example would be working with the DuPage County's Information Technology Department to access the Computer Aided Dispatch (CAD) and the Police Report Writing System's (RMS) databases. Once this access is developed, the Police Department will have the ability create enhanced reports to better support an analytical management approach. Through this process, IT will work to refine integration techniques and identify Police data deficiencies. Working with the Command staff, IT will make recommendations on how to improve the data quality in order to develop data consistency that will ultimately provide the meaningful, trusted insights through accurate reporting. Similarly, IT will be working with other departments and their enterprise systems to enhance the Village of Carol Stream's service capabilities.
7. In the upcoming year, GIS staff will focus primarily on digitizing and correcting errors in the utility data to better support the Capital Improvement Plan (CIP) and other Engineering and Public Work initiatives. Of equal importance is the anticipated roll-out of a new GIS application called "My GIS". This tool will make GIS data more accessible for all departments.



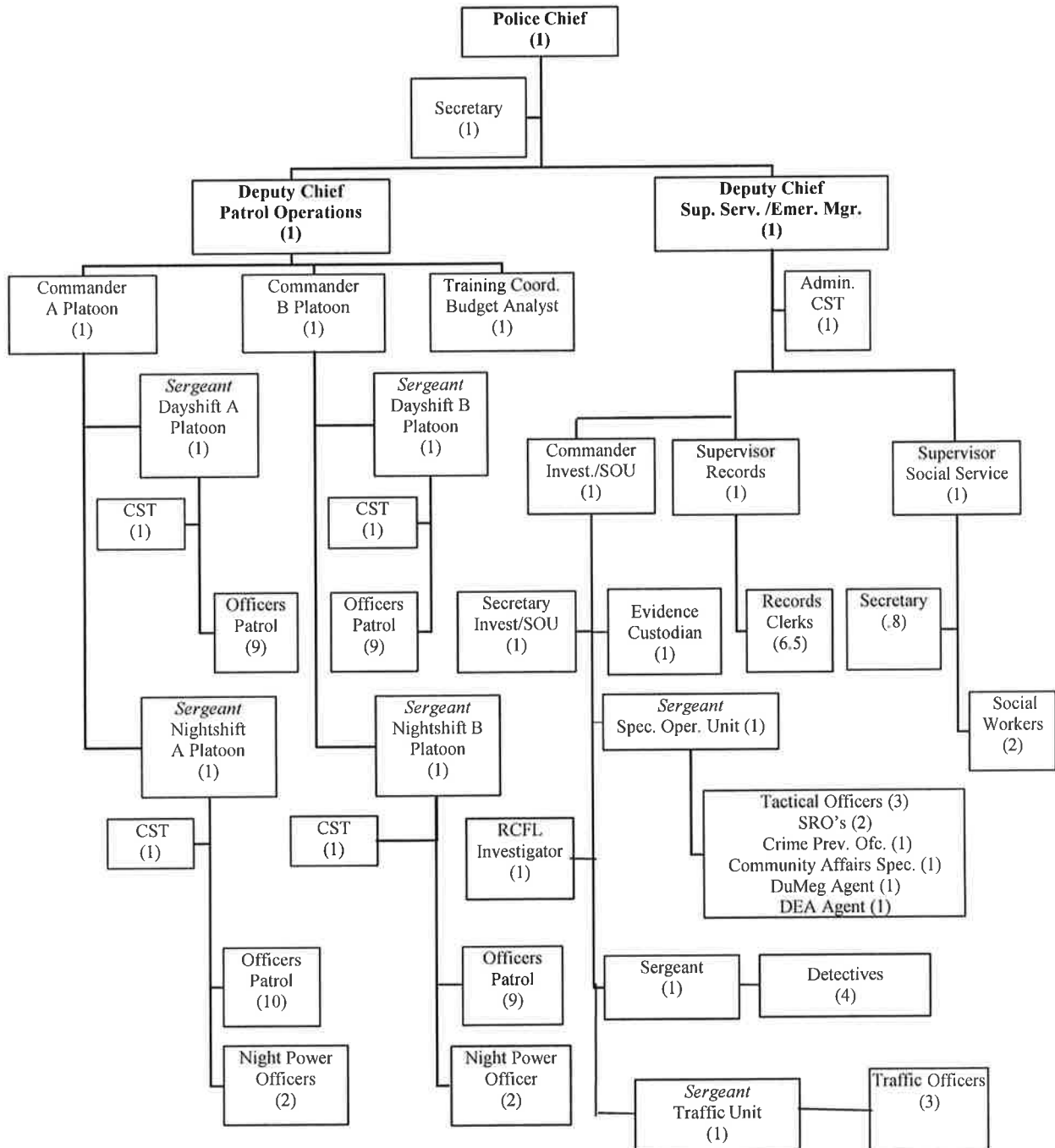
## Information Technology Expenditures (01652800)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 428,700	\$ 442,752	\$ 441,800	\$ 465,155	\$ 465,155	\$ 465,155
51111 Group Insurance	70,545	38,089	42,096	39,574	41,553	43,631
51112 IMRF	54,998	54,234	54,100	65,122	65,122	65,122
51113 FICA	32,089	33,676	33,000	35,260	35,260	35,260
51114 Workers Comp.	339	339	339	339	339	339
<b>Subtotal</b>	<b>586,671</b>	<b>569,090</b>	<b>571,335</b>	<b>605,450</b>	<b>607,429</b>	<b>609,507</b>
<b>Contractual Services</b>						
52212 Auto M&R	4,893	3,071	898	1,802	1,801	1,856
52223 Training	11,813	16,150	15,587	14,650	21,150	14,650
52226 Office Equip Maint.	33,714	30,730	33,715	40,350	40,350	40,350
52230 Telephone	76,949	81,086	77,286	77,266	77,266	82,166
52234 Dues & Subscrip.	17,471	18,377	16,219	6,100	6,100	6,100
52253 Consultant	136,225	172,152	138,468	168,200	164,906	167,694
52255 Software Maint.	101,868	183,582	169,631	223,409	235,844	221,079
52257 GIS	174,066	210,527	205,100	213,190	214,190	214,190
<b>Subtotal</b>	<b>556,999</b>	<b>715,675</b>	<b>656,904</b>	<b>744,967</b>	<b>761,607</b>	<b>748,085</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	432	487	183	484	508	533
53314 Office Supplies	251	500	500	500	500	500
53315 Printed Materials	12	0	0	0	0	0
53317 Operating Supplies	13,886	8,950	8,950	8,950	13,950	8,950
53324 Uniforms	0	500	500	525	525	525
<b>Subtotal</b>	<b>14,581</b>	<b>10,437</b>	<b>10,133</b>	<b>10,459</b>	<b>15,483</b>	<b>10,508</b>
<b>Capital Outlay</b>						
54412 Other Equipment	56,998	151,000	153,175	24,000	51,500	5,000
54413 Computer Equip.	37,570	33,000	33,000	96,500	94,000	24,000
54418 Cable TV / PEG	0	29,000	25,000	28,500	27,000	26,500
56494 Lease Principal	15,065	0	0	0	0	0
56495 Lease Interest	196	0	0	0	0	0
<b>Subtotal</b>	<b>109,829</b>	<b>213,000</b>	<b>211,175</b>	<b>149,000</b>	<b>172,500</b>	<b>55,500</b>
<b>Totals</b>	<b>\$ 1,268,080</b>	<b>\$ 1,508,202</b>	<b>\$ 1,449,547</b>	<b>\$ 1,509,876</b>	<b>\$ 1,557,019</b>	<b>\$ 1,423,600</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</u>
Full Time	91	91	90	90	90
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	91.3	91.3	91.3

**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 FY18/19	Budget FY19/20	Estimated FY19/20	Proposed FY20/21	Projected FY21/22	Projected FY22/23
Administration	\$1,844,094	\$2,306,229	\$2,178,264	\$2,407,933	\$2,330,556	\$2,333,958
Special Operations	1,511,390	1,527,735	1,533,734	1,723,776	1,771,835	1,822,088
Investigations	1,237,567	1,323,723	1,249,229	1,278,748	1,306,060	1,335,762
Patrol	8,864,880	9,511,103	9,159,536	9,406,293	9,515,276	9,798,608
Traffic	1,001,759	1,024,867	1,038,174	1,174,084	1,198,523	1,225,226
Records	668,227	634,888	619,480	656,915	660,714	664,703
Social Services	456,102	480,492	469,788	496,641	498,717	500,823
Totals	<b>\$15,584,019</b>	<b>\$16,809,037</b>	<b>\$16,248,205</b>	<b>\$17,144,390</b>	<b>\$17,281,681</b>	<b>\$17,681,168</b>

## EXPENDITURES

Acct. #	Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>							
51102	Personal Servs.	\$ 8,013,781	\$ 8,651,514	\$ 8,270,000	\$ 8,560,096	\$ 8,560,096	\$ 8,560,096
51107	Court Time	135,882	139,000	138,700	145,000	145,000	145,000
51109	Overtime	659,503	662,000	684,500	701,000	701,000	701,000
51111	Group Insurance	1,049,175	1,124,818	1,084,898	1,183,466	1,242,640	1,304,772
51112	IMRF	193,602	186,267	188,400	223,667	223,667	223,667
51113	FICA	644,890	650,838	657,700	695,589	695,589	695,589
51114	Workers Comp.	243,043	243,043	243,043	243,043	243,043	243,043
51116	Police Pension	2,434,978	2,625,502	2,625,502	2,850,352	3,135,387	3,448,926
	<b>Subtotal</b>	<b>13,374,854</b>	<b>14,282,982</b>	<b>13,892,743</b>	<b>14,602,213</b>	<b>14,946,422</b>	<b>15,322,093</b>
<b>Contractual Services</b>							
52212	Auto M&R	269,125	229,587	257,565	228,432	228,355	235,293
52222	Meetings	1,746	4,165	3,360	2,500	2,500	2,500
52223	Training	164,977	197,590	197,890	212,035	166,010	165,510
52224	Vehicle Insur.	35,320	35,320	35,320	35,320	35,320	35,320
52226	Off. Equip. Mnt.	6,898	8,650	6,267	9,055	9,475	9,575
52227	Radio Mtnce.	0	6,555	6,555	7,775	7,975	8,175
52230	Telephone	39,683	43,084	42,200	43,756	43,756	43,756
52234	Dues & Subscr.	32,518	43,645	37,545	43,095	43,755	43,660
52236	Employee Svcs.	3,107	6,980	5,500	5,465	5,615	5,615
52239	Range	7,748	7,800	7,800	7,850	7,900	7,900
52244	Mtnce. & Rpr.	38,028	74,200	74,200	52,100	43,200	48,300
52245	Gen'l Comm.	805,047	834,401	828,976	832,556	832,556	832,556
52247	Data Processing	2,750	3,000	3,000	3,000	3,000	3,000
52249	Animal Control	2,630	3,000	3,000	3,000	3,000	3,000
52253	Consultant	0	0	72,710	65,290	0	0
52255	Software Mtnce.	76,572	99,475	60,703	87,039	81,491	81,491
52298	ATLE-Ser. Fee	198,900	205,000	180,000	185,000	185,000	185,000
52310	ATLE-Legal	3,050	3,000	3,500	0	0	0
52315	Canine	8,400	0	0	0	0	0
52400	Gen. Insurance	850	0	0	0	1,000	0
	<b>Subtotal</b>	<b>1,697,349</b>	<b>1,805,452</b>	<b>1,826,091</b>	<b>1,823,268</b>	<b>1,699,908</b>	<b>1,710,651</b>
<b>Commodities</b>							
53313	Auto Gas & Oil	129,900	144,113	144,106	152,039	159,640	167,622
53314	Office Supplies	9,410	9,000	9,000	10,350	10,350	10,350
53315	Printed Material	4,470	5,000	5,000	5,000	5,000	5,000
53317	Operating Sup.	64,481	48,770	62,370	50,980	53,950	56,200
53318	Refer. Materials	3,496	6,500	7,000	9,110	7,215	7,220
53321	Ammunition	40,209	44,000	44,000	46,000	48,000	50,000
53322	Emergcy. Equip.	639	5,870	5,870	10,670	5,870	5,870
53323	Weapons	6,427	5,250	5,250	5,250	5,250	5,250

**EXPENDITURES**

<b>Acct. #</b>	<b>Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
53324	Uniforms	70,410	106,740	106,315	91,800	89,075	89,075
53325	Community Rel.	26,618	21,650	21,650	26,200	26,950	27,700
53330	Invest. Fund	10,731	22,160	21,860	19,985	20,210	20,435
53350	Small Equip.	67,844	80,250	70,650	159,450	72,450	113,450
	<b>Subtotal</b>	<b>434,635</b>	<b>499,303</b>	<b>503,071</b>	<b>586,834</b>	<b>503,960</b>	<b>558,172</b>
<b>Capital Outlay</b>							
54412	Other Equip.	23,587	26,300	26,300	17,800	35,400	35,400
54415	Vehicles	53,594	195,000	0	0	0	0
	<b>Subtotal</b>	<b>77,181</b>	<b>221,300</b>	<b>26,300</b>	<b>17,800</b>	<b>35,400</b>	<b>35,400</b>
<b>Interfund Transfers</b>							
58500	Equip Repl Fund	0	0	0	114,275	95,991	54,852
<b>Totals</b>		<b>\$ 15,584,019</b>	<b>\$ 16,809,037</b>	<b>\$ 16,248,205</b>	<b>\$ 17,144,390</b>	<b>\$ 17,281,681</b>	<b>\$ 17,681,168</b>

**NARRATIVE**

Police 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.

**FY19/20 ACCOMPLISHMENTS**

1. Strengthened our Officer Wellness Program with a comprehensive library, quarterly home newsletter, and a family fun outreach event. Staff began planning a peer support team and well-being checks to reduce the stigma associated with mental health.
2. Launched a 2-year study on use of force through a partnership with a taser manufacturer. Staff negotiated discounts on training and equipment fees totaling \$198,000. Tasers have already assisted in obtaining compliance from aggressive/armed subjects where lethal or hands on force would have otherwise been used.
3. Completed a comprehensive staff study on law enforcement drones that included community education, drone selection, licensing, and training.

**FY20/21 OBJECTIVES**

1. Thoroughly evaluate all Standard Operating Procedures, Interim Directives, and the Preface of the Manual of Expectations and Rules and Regulations (last updated 2009).
2. Identify the impact of calls for service on department resources with Information Technology assistance. Administration will use this information to improve allocation / needs assessment of work force and technology with regular assessments.
3. Administration will further the Village's Officer Resiliency program by emphasizing peer support, mental health checks, and related training. Staff will also continue to evaluate retiree outreach, roll call training, and financial intelligence resources.

## Administration Expenditures (01660100)

	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 1,084,488	\$ 1,351,519	\$ 1,200,000	\$ 1,077,845	\$ 1,077,845	\$ 1,077,845
51109 Overtime	1,760	1,000	500	1,000	1,000	1,000
51111 Group Insurance	105,058	142,790	153,489	148,484	155,908	163,703
51112 IMRF	27,833	29,861	29,500	35,087	35,087	35,087
51113 FICA	76,725	92,389	81,500	79,221	79,221	79,221
51114 Workers Comp.	32,033	32,033	32,033	32,033	32,033	32,033
51116 Tfr.-Police Pension	315,297	347,223	347,223	334,914	368,405	405,246
<b>Subtotal</b>	<b>1,643,194</b>	<b>1,996,815</b>	<b>1,844,245</b>	<b>1,708,584</b>	<b>1,749,499</b>	<b>1,794,135</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	40,090	36,135	38,264	0	0	0
52222 Meetings	619	1,225	800	2,500	2,500	2,500 *
52223 Training	35,447	53,655	53,655	212,035	166,010	165,510 *
52224 Vehicle Insurance	2,473	35,320	35,320	35,320	35,320	35,320
52226 Office Equip. Maint.	5,540	8,100	5,817	8,450	8,800	8,900
52234 Dues & Subscriptions	25,052	37,095	31,000	43,095	43,755	43,660 *
52236 Employee Services	0	6,980	5,500	5,465	5,615	5,615
52244 Maint. & Repair	7,446	6,000	6,000	6,000	6,100	6,400
52253 Consultant	0	0	72,710	65,290	0	0
52255 Software Maintenance	58,462	78,425	39,559	87,039	81,491	81,491 *
<b>Subtotal</b>	<b>175,129</b>	<b>262,935</b>	<b>288,625</b>	<b>465,194</b>	<b>349,591</b>	<b>349,396</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	11,839	13,059	12,949	0	0	0
53317 Operating Supplies	8,535	10,670	10,120	10,280	11,000	11,100
53324 Uniforms	5,397	22,750	22,325	91,800	89,075	89,075
<b>Subtotal</b>	<b>25,771</b>	<b>46,479</b>	<b>45,394</b>	<b>102,080</b>	<b>100,075</b>	<b>100,175</b>
<b>Capital Outlay</b>						
54412 Other Equipment	0	0	0	17,800	35,400	35,400
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,800</b>	<b>35,400</b>	<b>35,400</b>
<b>Interfund Transfers</b>						
58500 Equip Repl Fund	0	0	0	114,275	95,991	54,852
<b>Totals</b>	<b>\$ 1,844,094</b>	<b>\$ 2,306,229</b>	<b>\$ 2,178,264</b>	<b>\$ 2,407,933</b>	<b>\$ 2,330,556</b>	<b>\$ 2,333,958</b>

\* Beginning in FY21, expenditures from other divisions were consolidated here for improved tracking.

**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.

**FY19/20 ACCOMPLISHMENTS**

1. Conducted felonious trafficker detection training with local hotel staff on identifying and aiding narcotics interdiction and informal training related to recent investigations.
2. Developed a licensed video game machine compliance check schedule and Standard Operating Procedure which includes annual checks, compliance checks on new licensed businesses, and inspections on new equipment.
3. Trained staff on the deployment of Narcan and the Social Service Unit on how to teach others, including the families of opioid users, on how to properly deploy Narcan.
4. Developed (with the DuPage Health Department) a Carol Stream business program on the importance of Narcan and the legal ramifications of deploying the medicine. Two local hotels have joined the program one of which has already administered the lifesaving medication. These businesses will be supplied with Narcan via the DuPage County Health Department.

**FY 20/21 OBJECTIVES**

1. To facilitate collaboration, SOU personnel will conduct regular training on topics including CERT, BASSET, informant development, drug and gang awareness, interview techniques, juvenile law and procedure, etc.
2. Currently, juvenile offenders charged with cannabis-related offenses are not eligible to have their arrests automatically expunged when they turn 18 years of age. To address this issue, SOU will develop a diversion program (to include required education and counseling services) and/or amend the current procedure for first-time juvenile cannabis offenders to adjudicate these cases without court intervention.
3. SOU will gather and disseminate parole, gang, and/or crime-related intelligence on a regular basis. Sources of intelligence may come from local, state, and federal sources, Federal Bureau of Prisons, Statewide Terrorism and Intelligence Center (STIC), etc.



**Special Operations Expenditures (01664700)**

	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 782,637	\$ 810,133	\$ 804,500	\$ 933,364	\$ 933,364	\$ 933,364
51107 Court Time	7,574	8,000	8,000	8,500	8,500	8,500
51109 Overtime	89,563	90,000	88,000	95,000	95,000	95,000
51111 Group Insurance	120,569	123,419	129,211	166,409	174,729	183,465
51113 FICA	64,724	61,975	67,000	77,619	77,619	77,619
51114 Workers Comp.	27,437	27,437	27,437	27,437	27,437	27,437
51116 Tfr-Police Pension	284,916	309,882	309,882	377,887	415,676	457,243
<b>Subtotal</b>	<b>1,377,420</b>	<b>1,430,846</b>	<b>1,434,030</b>	<b>1,686,216</b>	<b>1,732,325</b>	<b>1,782,628</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	24,054	20,483	22,959	0	0	0
52222 Meetings	244	375	750	0	0	0 *
52223 Training	20,024	18,950	19,250	0	0	0 *
52224 Vehicle Insurance	2,473	0	0	0	0	0
52234 Dues & Subscriptions	95	335	470	0	0	0 *
52255 Software Maint.	0	300	0	0	0	0
52315 Canine	8,400	0	0	0	0	0
52400 General Insurance	850	0	0	0	1,000	0
<b>Subtotal</b>	<b>56,140</b>	<b>40,443</b>	<b>43,429</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	5,185	5,761	5,755	0	0	0
53317 Operating Supplies	1,759	4,200	4,200	2,900	3,000	3,100
53324 Uniforms	8,385	9,900	9,900	0	0	0 *
53325 Community Relations	26,618	21,650	21,650	26,200	26,950	27,700
53330 Investigative Fund	2,316	10,760	10,595	8,460	8,560	8,660
53350 Small Equipment	4,820	4,175	4,175	0	0	0
<b>Subtotal</b>	<b>49,083</b>	<b>56,446</b>	<b>56,275</b>	<b>37,560</b>	<b>38,510</b>	<b>39,460</b>
<b>Capital Outlay</b>						
54415 Vehicles	28,747	0	0	0	0	0
<b>Subtotal</b>	<b>28,747</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 1,511,390</b>	<b>\$ 1,527,735</b>	<b>\$ 1,533,734</b>	<b>\$ 1,723,776</b>	<b>\$ 1,771,835</b>	<b>\$ 1,822,088</b>

\* Expenditures have been consolidated into the Administration Division (01660100) for tracking purposes.

**NARRATIVE**

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

**FY 19/20 ACCOMPLISHMENTS**

1. Conducted a survey on the surveillance equipment of ten surrounding agencies, determining recommendations that may benefit the Village.
2. Created a training guide and repository for new Detectives. Along with this resource, a senior Detective is now assigned to mentor new Detectives during their first year in the Investigations Unit.
3. Procedurally purged nearly 3,000 pieces of evidence from storage.

**FY 20/21 OBJECTIVES**

1. Complete the review of roughly 5,000 pieces of evidence that may need to be purged.
2. Evaluate the proposed technology and software from the fiscal year 19/20 study.
3. Conduct new initiative regarding ICAC investigations. This will involve the use of the SOU Crime Prevention Officer, who has had previous ICAC training and experience with Child Pornography investigations, to supplement the efforts of the two ICAC Detectives in Investigations.

## Investigations Expenditures (01662400)

	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 719,412	\$ 738,200	\$ 708,000	\$ 753,258	\$ 753,258	\$ 753,258
51107 Court Time	4,271	5,000	4,200	4,500	4,500	4,500
51109 Overtime	72,552	80,000	75,000	77,000	77,000	77,000
51111 Group Insurance	80,375	95,824	86,781	97,277	102,141	107,248
51112 IMRF	26,489	26,343	26,300	31,421	31,421	31,421
51113 FICA	58,563	56,472	57,500	62,450	62,450	62,450
51114 Workers Comp.	13,887	13,887	13,887	13,887	13,887	13,887
51116 Tfr - Police Pension	187,521	200,110	200,110	219,730	241,703	265,873
<b>Subtotal</b>	<b>1,163,070</b>	<b>1,215,836</b>	<b>1,171,778</b>	<b>1,259,523</b>	<b>1,286,360</b>	<b>1,315,637</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	19,233	15,931	17,857	0	0	0
52222 Meetings	0	215	0	0	0	0 *
52223 Training	15,189	15,475	15,475	0	0	0 *
52224 Vehicle Insurance	706	0	0	0	0	0
52226 Office Equip. Maint.	798	0	0	0	0	0
52234 Dues & Subscriptions	718	1,265	1,265	0	0	0 *
52236 Employee Services	2,650	0	0	0	0	0
52255 Software Maintenance	6,163	10,950	10,895	0	0	0 *
<b>Subtotal</b>	<b>45,457</b>	<b>43,836</b>	<b>45,492</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	6,510	7,201	7,194	0	0	0
53317 Operating Supplies	4,838	6,150	6,700	7,700	8,050	8,350
53324 Uniforms	6,277	6,800	6,800	0	0	0 *
53330 Investigative Fund	8,415	11,400	11,265	11,525	11,650	11,775
53350 Small Equipment	3,000	0	0	0	0	0
<b>Subtotal</b>	<b>29,040</b>	<b>31,551</b>	<b>31,959</b>	<b>19,225</b>	<b>19,700</b>	<b>20,125</b>
<b>Capital Outlay</b>						
54415 Vehicles	0	32,500	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>32,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 1,237,567</b>	<b>\$ 1,323,723</b>	<b>\$ 1,249,229</b>	<b>\$ 1,278,748</b>	<b>\$ 1,306,060</b>	<b>\$ 1,335,762</b>

\* Expenditures have been consolidated into the Administration Division (01660100) for tracking purposes.

**NARRATIVE**

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

**FY19/20 ACCOMPLISHMENTS**

1. Provided training on the development of information via debriefs. Subsequent patrol debriefs resulted in referrals to the Special Operations Unit and DuMeg. This resulted in the charging of multiple Class X Felonies.
2. Supervisors and Officers presented 44 different roll call training sessions covering topics including; officer safety, technology training, legal updates, juvenile law, critical incident response, cannabis, wellness, investigation techniques, weapons maintenance, and personal safety equipment.
3. Used the Online Training Network to fulfil state mandated training; topics included mental health and trauma informed response to sexual assault and abuse. Approximately 450 hours of training was completed on-line and on-duty instead of sending employees to outside vendors for what would have been more than 56 days of training.

**FY20/21 OBJECTIVES**

1. Patrol Commanders, with input from front line supervisors, will evaluate processes to measure officer activity. This process will be consistent between teams and take into account expectations for activity during unobligated time, calls for service, and on-going education/professional development.
2. Patrol Commanders will work with front line supervisors to problem solve street level issues identified by administrative monthly data reports to include crime reduction, repetitive neighborhood issues, and traffic safety.
3. The Patrol Commanders will work with defensive tactics instructors and front line supervisors to research the implementation of a Use of Force Review Committee.

**GENERAL CORPORATE FUND****POLICE DEPARTMENT****Patrol Detail****Patrol Expenditures (01662700)**

	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 4,263,522	\$ 4,557,153	\$ 4,360,000	\$ 4,456,173	\$ 4,456,173	\$ 4,456,173
51107 Court Time	110,128	110,000	112,000	115,000	115,000	115,000
51109 Overtime	371,262	375,000	400,000	400,000	400,000	400,000
51111 Group Insurance	564,600	591,796	560,013	586,773	616,112	646,918
51112 IMRF	37,605	35,972	36,600	42,967	42,967	42,967
51113 FICA	349,069	348,622	354,500	365,168	365,168	365,168
51114 Workers Comp.	154,177	154,177	154,177	154,177	154,177	154,177
51116 Tfr-Police Pension	1,506,369	1,613,608	1,613,608	1,708,647	1,879,512	2,067,463
<b>Subtotal</b>	<b>7,356,732</b>	<b>7,786,328</b>	<b>7,590,898</b>	<b>7,828,905</b>	<b>8,029,109</b>	<b>8,247,866</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Rpr.	185,748	157,038	178,485	228,432	228,355	235,293
52223 Training	73,632	74,775	74,775	0	0	0 *
52224 Vehicle Insurance	29,668	0	0	0	0	0
52227 Radio Maintenance	0	6,555	6,555	7,775	7,975	8,175
52230 Telephone	39,683	43,084	42,200	43,756	43,756	43,756
52234 Dues & Subscript.	1,254	1,695	1,455	0	0	0 *
52236 Employee Services	457	0	0	0	0	0
52239 Range	7,748	7,800	7,800	7,850	7,900	7,900
52244 Maint. & Repair	30,582	68,200	68,200	46,100	37,100	41,900
52245 DuComm Dispatch	805,047	834,401	828,976	832,556	832,556	832,556
52249 Animal Control	2,630	3,000	3,000	3,000	3,000	3,000
52255 Software Maint.	5,947	5,000	5,449	0	0	0 *
<b>Subtotal</b>	<b>1,182,396</b>	<b>1,201,548</b>	<b>1,216,895</b>	<b>1,169,469</b>	<b>1,160,642</b>	<b>1,172,580</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	106,314	118,092	118,208	152,039	159,640	167,622
53317 Operating Supplies	26,059	23,350	23,350	25,600	27,300	28,950
53318 Reference Materials	3,496	6,500	7,000	9,110	7,215	7,220
53321 Ammunition	40,209	44,000	44,000	46,000	48,000	50,000
53322 Emergency Equip.	639	5,870	5,870	10,670	5,870	5,870
53323 Weapons	6,427	5,250	5,250	5,250	5,250	5,250
53324 Uniforms	46,239	59,290	59,290	0	0	0 *
53350 Small Equipment	58,865	75,875	66,275	159,250	72,250	113,250
<b>Subtotal</b>	<b>288,248</b>	<b>338,227</b>	<b>329,243</b>	<b>407,919</b>	<b>325,525</b>	<b>378,162</b>
<b>Capital Outlay</b>						
54412 Other Equipment	12,657	22,500	22,500	0	0	0 *
54415 Vehicles	24,847	162,500	0	0	0	0
<b>Subtotal</b>	<b>37,504</b>	<b>185,000</b>	<b>22,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 8,864,880</b>	<b>\$ 9,511,103</b>	<b>\$ 9,159,536</b>	<b>\$ 9,406,293</b>	<b>\$ 9,515,276</b>	<b>\$ 9,798,608</b>

\* Expenditures have been consolidated into the Administration Division (01660100) for tracking purposes.

**NARRATIVE**

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.

**FY19/20 ACCOMPLISHMENTS**

1. Secured a grant for over \$204,000 providing funding for eight safety campaigns with 96 impaired driving arrests, 1,017 seatbelt citations, 978 distracted driving citations, 580 speeding citations, and other arrests.
2. Obtained \$99,570 in grants to offer four Advanced Roadside Impaired Driving Enforcement classes. These taught officers, prosecutors and judges from across Illinois how to identify and prosecute drug impaired drivers. This grant also allowed us to pilot the first oral fluid testing program in Illinois.
3. Secured over \$55,000 for an injury protection program to allow the Traffic Unit to attend the National Lifesavers Conference. It also funded officer event attendance as well as 400 bicycle helmets, 150 bicycle lights and 25 car seats to give away to residents.
4. Hosted the annual Fatal Prom mock DUI crash at Glenbard North High School. Officers also taught driver's education classes and provided teen driving fairs at three local high schools. In addition, Carol Stream officers were the only law enforcement representatives invited to speak at the Illinois Students Against Destructive Decisions Conference.
5. Held child safety seat and safety belt education sessions at events throughout the year providing child safety seat checks to 186 individuals.

**FY 20/21 OBJECTIVES**

1. The Traffic Unit will pursue grant funding for traffic safety enforcement to continue participation in national traffic enforcement campaigns. We will further attempt to expand our grant funding for other non-enforcement traffic safety programs related to:
  - Child Passenger Safety
  - Teen Driving
  - Impaired Driving
  - Occupant Protection
  
2. Will develop a strategic plan to reduce injury and significant property damage crashes in high-crash corridors and take action on that plan. This will be accomplished through:
  - Crash reporting data analysis
  - Use of heat maps for traffic crashes
  - High visibility, traffic focused enforcement in designated crash hot spots
  
3. Will work to increase the effectiveness of impaired driving identification and apprehension. This will be accomplished through training, public information and enforcement. Specifically:
  - Add two additional Drug Recognition Experts to the department.
  - Develop and implement a law enforcement phlebotomy program.
  - Use social media to increase awareness of cannabis impairment.
  - Conduct 5 day-time DUI patrols.

## Traffic Expenditures (01662300)

	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 385,897	\$ 404,382	\$ 408,000	\$ 516,649	\$ 516,649	\$ 516,649
51107 Court Time	13,909	16,000	14,500	17,000	17,000	17,000
51109 Overtime	95,623	92,000	106,000	112,000	112,000	112,000
51111 Group Insurance	48,873	59,711	61,565	68,436	71,858	75,451
51113 FICA	35,878	30,935	37,700	47,000	47,000	47,000
51114 Workers Comp.	14,125	14,125	14,125	14,125	14,125	14,125
51116 Tfr - Police Pension	140,875	154,679	154,679	209,174	230,091	253,101
<b>Subtotal</b>	<b>735,180</b>	<b>771,832</b>	<b>796,569</b>	<b>984,384</b>	<b>1,008,723</b>	<b>1,035,326</b>
<b>Contractual Services</b>						
52222 Meetings	873	1,830	1,300	0	0	0 *
52223 Training	16,786	24,675	24,675	0	0	0 *
52234 Dues & Subscriptions	4,111	1,730	1,730	0	0	0 *
52255 Software Maintenance	6,000	4,800	4,800	0	0	0 *
52298 ATLE - Service Fee	198,900	205,000	180,000	185,000	185,000	185,000
52310 ATLE - Legal Adj.	3,050	3,000	3,500	0	0	0
<b>Subtotal</b>	<b>229,720</b>	<b>241,035</b>	<b>216,005</b>	<b>185,000</b>	<b>185,000</b>	<b>185,000</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	52	0	0	0	0	0
53317 Operating Supplies	23,252	4,400	18,000	4,500	4,600	4,700
53324 Uniforms	1,466	3,600	3,600	0	0	0 *
53350 Small Equipment	1,159	200	200	200	200	200
<b>Subtotal</b>	<b>25,929</b>	<b>8,200</b>	<b>21,800</b>	<b>4,700</b>	<b>4,800</b>	<b>4,900</b>
<b>Capital Outlay</b>						
54412 Other Equipment	10,930	3,800	3,800	0	0	0
<b>Subtotal</b>	<b>10,930</b>	<b>3,800</b>	<b>3,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 1,001,759</b>	<b>\$ 1,024,867</b>	<b>\$ 1,038,174</b>	<b>\$ 1,174,084</b>	<b>\$ 1,198,523</b>	<b>\$ 1,225,226</b>

\* Expenditures have been consolidated into the Administration Division (01660100) for tracking purposes.



**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. 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).

**FY19/20 ACCOMPLISHMENTS**

1. Implemented a new Records Management system including training for staff.
2. Ensured compliance with new mandate (Public Act 100-1162) to destroy qualifying juvenile reports in their possession.
3. Increased our use of searchable electronic storage of documents, improving process efficiency.
4. Worked with Information Technology, and the Traffic Division to meet their increased need for accurate, real time data.

**FY20/21 OBJECTIVES**

1. All Illinois Police Departments are now mandated (Cannabis Regulation Tax Act 410 ILCS 705) to destroy qualifying Misdemeanor Possession of Cannabis reports in their possession. This will require a large amount of time and research. The Records Division will ensure compliance with this new mandate.
2. The current program for reporting crime data to the state will change by January 2021. Several clerks will receive training to comply with this transition.
3. Add documents such as parking request and ordinance review forms to the Village website, improving efficiency and public access.

**Records Expenditures (01662600)**

	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 432,006	\$ 427,864	\$ 427,500	\$ 448,542	\$ 448,542	\$ 448,542
51109 Overtime	28,743	24,000	15,000	16,000	16,000	16,000
51111 Group Insurance	94,985	72,911	64,723	75,971	79,770	83,759
51112 IMRF	57,335	49,714	51,700	61,795	61,795	61,795
51113 FICA	34,306	32,732	32,800	35,500	35,500	35,500
51114 Workers Comp.	757	757	757	757	757	757
<b>Subtotal</b>	<b>648,132</b>	<b>607,978</b>	<b>592,480</b>	<b>638,565</b>	<b>642,364</b>	<b>646,353</b>
<b>Contractual Services</b>						
52222 Meetings	10	220	210	0	0	0 *
52223 Training	382	4,960	4,960	0	0	0 *
52234 Dues & Subscriptions	427	330	430	0	0	0 *
52247 Data Processing	2,750	3,000	3,000	3,000	3,000	3,000
<b>Subtotal</b>	<b>3,569</b>	<b>8,510</b>	<b>8,600</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Commodities</b>						
53314 Office Supplies	9,410	9,000	9,000	10,350	10,350	10,350
53315 Printed Materials	4,470	5,000	5,000	5,000	5,000	5,000
53324 Uniforms	2,646	4,400	4,400	0	0	0 *
<b>Subtotal</b>	<b>16,526</b>	<b>18,400</b>	<b>18,400</b>	<b>15,350</b>	<b>15,350</b>	<b>15,350</b>
<b>Totals</b>	<b>\$ 668,227</b>	<b>\$ 634,888</b>	<b>\$ 619,480</b>	<b>\$ 656,915</b>	<b>\$ 660,714</b>	<b>\$ 664,703</b>

\* Expenditures have been consolidated into the Administration Division (01660100) for tracking purposes.

**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.

**FY19/20 ACCOMPLISHMENTS**

1. Promoted mindfulness based resiliency resources for officers through the “Peacekeeper” Newsletter, and awareness about the police officer substance abuse treatment program. Also provided resiliency awareness through the Social Service New Officer Orientations.
2. Developed (with the DuPage Health Department) a Carol Stream business program on the importance of Narcan and the legal ramifications of deploying the medicine. Two local hotels have joined the program one of which has already administered the lifesaving medication. These businesses will be supplied with Narcan via the DuPage County Health Department.
3. Fostered excellent external customer service relations by meeting with area partners and provided in-service programs, which encouraged future opportunities for collaboration.
4. Developed a resource guide for parents/guardians whose children and/or adolescents experienced or caused on-line harm. The resource guide provides direction through books, websites, videos and organizations.

**FY20/21 OBJECTIVES**

1. The Social Service Unit will partner with community service providers to convene a community forum on “Living with a Loved One’s Mental Illness” to provide residents with the information to respond safely and effectively to their loved ones during a mental health crisis.
2. The Social Service Unit will develop a transition plan and guide for the Secretarial position in the Unit. The plan and guide will include daily tasks, police report tracking and processing for Social Service needs, Christmas Sharing tasks, an overall justification, and specific job assignment directives.
3. The Social Service Unit will launch a new Senior Team, composed of both internal and external customers, dedicated to improved service delivery to older adults and their families in Carol Stream.

**Social Services Expenditures (01662500)**

	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 345,819	\$ 362,263	\$ 362,000	\$ 374,265	\$ 374,265	\$ 374,265
51111 Group Insurance	34,715	38,367	29,116	40,116	42,122	44,228
51112 IMRF	44,340	44,377	44,300	52,397	52,397	52,397
51113 FICA	25,625	27,713	26,700	28,631	28,631	28,631
51114 Workers Comp.	627	627	627	627	627	627
<b>Subtotal</b>	<b>451,126</b>	<b>473,347</b>	<b>462,743</b>	<b>496,036</b>	<b>498,042</b>	<b>500,148</b>
<b>Contractual Services</b>						
52222 Meetings	0	300	300	0	0	0 *
52223 Training	3,517	5,100	5,100	0	0	0 *
52226 Office Equip. Maint.	560	550	450	605	675	675
52234 Dues & Subscriptions	861	1,195	1,195	0	0	0 *
<b>Subtotal</b>	<b>4,938</b>	<b>7,145</b>	<b>7,045</b>	<b>605</b>	<b>675</b>	<b>675</b>
<b>Commodities</b>						
53317 Operating Supplies	38	0	0	0	0	0
<b>Subtotal</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 456,102</b>	<b>\$ 480,492</b>	<b>\$ 469,788</b>	<b>\$ 496,641</b>	<b>\$ 498,717</b>	<b>\$ 500,823</b>

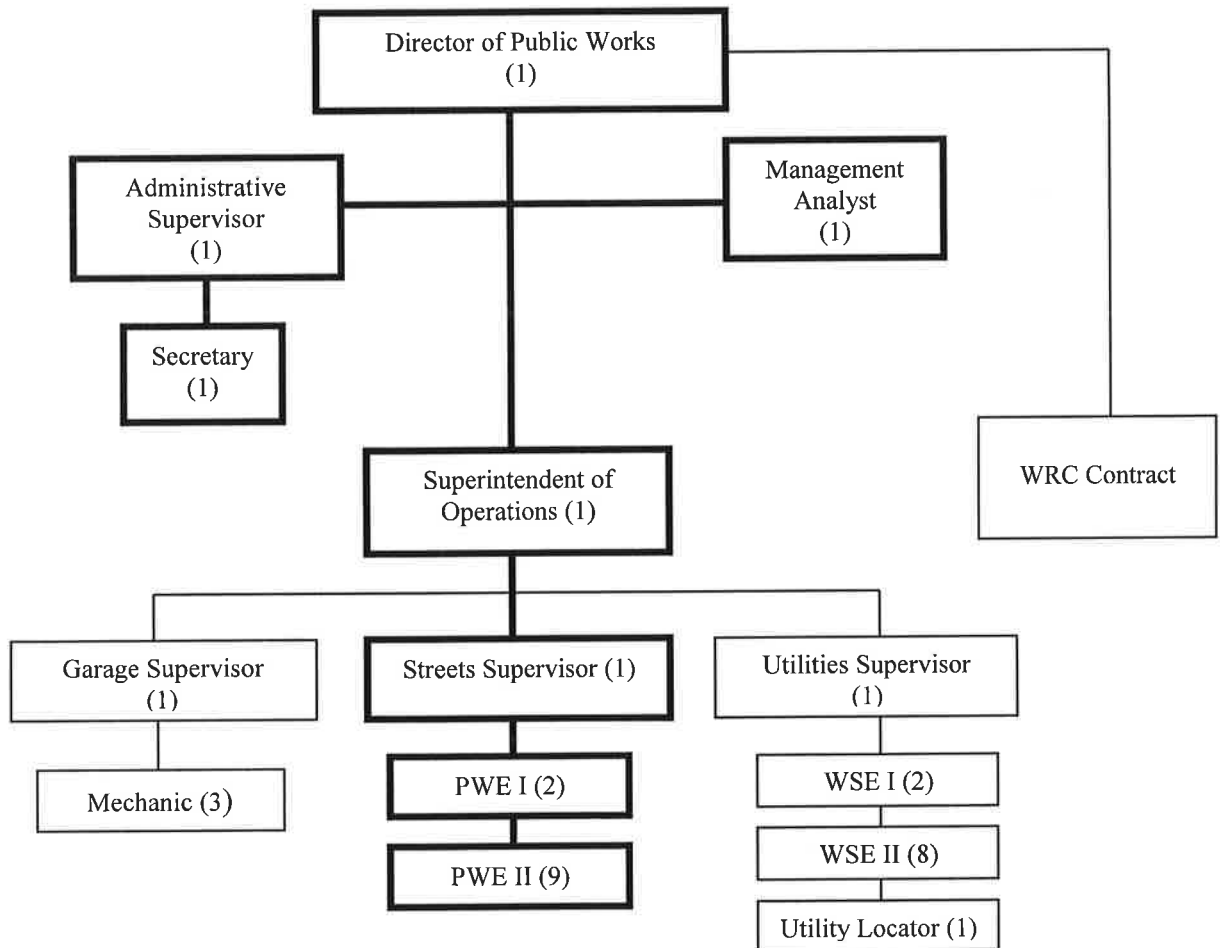
\* Expenditures have been consolidated into the Administration Division (01660100) for tracking purposes.

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</u>
<b>Streets</b>	<b>18.5</b>	<b>18.5</b>	<b>17</b>	<b>17</b>	<b>17</b>
Water/Sewer	12	12	12	12	12
Municipal Garage	4	4	4	4	4
<b>Total</b>	<b>34.5</b>	<b>34.5</b>	<b>33</b>	<b>33</b>	<b>33</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 FY18/19	Budget FY19/20	Estimated FY19/20	Proposed FY20/21	Projected FY21/22	Projected FY22/23
Administration	\$769,989	\$973,438	\$791,023	\$1,172,242	\$1,134,710	\$1,114,229
Snow & Ice Control	909,275	951,458	906,188	991,590	1,092,163	994,026
Traffic Signs & Lights	272,262	323,284	255,979	260,987	256,959	257,687
Building & Grounds	673,313	851,277	818,907	859,138	802,747	861,553
Street Maintenance	334,488	411,168	361,262	173,619	167,580	193,512
Storm Water Management	274,191	296,622	268,209	291,876	296,101	295,162
Parkway Trees	213,284	184,468	208,432	302,923	274,999	252,154
<b>Totals</b>	<b>\$3,446,802</b>	<b>\$3,991,715</b>	<b>\$3,610,000</b>	<b>\$4,052,375</b>	<b>\$4,025,259</b>	<b>\$3,968,323</b>

## EXPENDITURES

Acct. #	Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>							
51102	Personal Services	\$ 1,064,025	\$ 1,291,054	\$ 1,082,760	\$ 1,134,100	\$ 1,134,100	\$ 1,134,100
51106	Seasonal Help	25,367	31,374	30,804	32,868	35,856	38,844
51109	Overtime	206,155	118,250	129,350	139,350	139,650	140,850
51111	Group Insurance	205,423	243,017	212,105	200,829	210,870	221,414
51112	IMRF	157,145	166,812	147,631	178,668	178,668	178,668
51113	FICA	94,583	108,174	92,476	94,438	94,438	94,438
51114	Workers Comp.	44,419	44,419	44,419	44,419	44,419	44,419
	<b>Subtotal</b>	<b>1,797,117</b>	<b>2,003,100</b>	<b>1,739,545</b>	<b>1,824,672</b>	<b>1,838,001</b>	<b>1,852,733</b>
<b>Contractual Services</b>							
52212	Auto Maint. & Repair	328,915	378,089	365,213	394,742	394,611	406,599
52222	Meetings	145	250	250	250	250	250
52223	Training	5,057	13,935	6,880	16,030	13,555	13,540
52224	Vehicle Insurance	28,261	28,261	28,261	28,261	28,261	28,261
52230	Telephone	6,009	7,656	6,384	7,644	7,985	8,355
52234	Dues & Subscriptions	4,044	4,695	4,800	5,655	5,790	5,625
52240	Public Notices	0	400	0	0	0	0
52244	Bld. Maint. & Repair	38,104	59,550	55,550	47,650	41,750	41,850
52253	Consultants	0	25,000	1,550	46,440	14,040	14,040
52255	Software Maintenance	10,408	0	0	0	0	0
52264	Equipment Rental	6,575	11,750	10,171	11,250	11,250	11,250
52265	Hauling	428	2,500	5,000	4,000	4,000	4,000
52266	Snow Removal	188,120	210,000	210,000	210,000	210,000	210,000
52268	Tree Maintenance	59,002	66,000	66,000	123,250	114,000	89,750
52269	Mosquito Abatement	67,677	68,178	68,178	68,178	72,380	73,274
52271	Street Light - Maint.	31,416	30,000	36,360	30,000	30,000	30,000
52272	Property Maintenance	349,752	342,288	324,730	339,979	304,708	340,134
52274	Comm. Svc. Pgms.	258	750	750	750	750	750
52276	Janitorial Services	18,098	18,550	18,600	19,160	19,750	20,350
52286	Pavement Restoration	868	1,000	250	500	500	500
52350	Traffic Signal Maint.	4,664	5,275	9,340	6,635	6,635	6,635
	<b>Subtotal</b>	<b>1,147,801</b>	<b>1,274,127</b>	<b>1,218,267</b>	<b>1,360,374</b>	<b>1,280,215</b>	<b>1,305,163</b>
<b>Commodities</b>							
53210	Electricity	7,019	6,500	6,500	6,500	6,500	6,500
53213	Street Light Electricity	44,173	44,000	42,000	41,000	40,000	40,000
53215	Street Light Supplies	6,609	5,250	5,250	5,250	5,250	5,250
53220	Water	3,860	3,000	3,250	3,250	3,250	3,250
53312	PWC Diesel Fuel	0	0	0	6,085	6,390	6,710
53313	Auto Gas & Oil	57,101	50,068	38,928	52,836	55,477	58,251
53314	Office Supplies	125	0	0	0	0	0

**EXPENDITURES**

<b>Acct. #</b>	<b>Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
53316	Small Tools	2,344	2,150	2,140	2,150	2,150	2,150
53317	Operating Supplies	36,891	77,650	55,750	92,650	70,280	85,950
53324	Uniforms	6,412	9,670	9,670	10,075	10,075	10,075
53335	Salt	196,770	246,750	240,000	288,630	291,630	294,630
53344	Street Signs	8,068	6,500	6,500	6,500	6,500	6,500
53350	Small Equipment	10,874	2,950	2,200	38,620	15,500	2,020
	<b>Subtotal</b>	<b>384,069</b>	<b>454,488</b>	<b>412,188</b>	<b>553,546</b>	<b>513,002</b>	<b>521,286</b>
<b>Capital Outlay</b>							
54412	Other Equipment	117,815	260,000	240,000	9,500	102,500	24,600
	<b>Subtotal</b>	<b>117,815</b>	<b>260,000</b>	<b>240,000</b>	<b>9,500</b>	<b>102,500</b>	<b>24,600</b>
<b>Interfund Transfers</b>							
58500	Equip Repl Fund	0	0	0	304,283	291,541	264,541
	<b>Totals</b>	<b>\$ 3,446,802</b>	<b>\$ 3,991,715</b>	<b>\$ 3,610,000</b>	<b>\$ 4,052,375</b>	<b>\$ 4,025,259</b>	<b>\$ 3,968,323</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.

**FY19/20 ACCOMPLISHMENTS**

1. Planning and tracking of employee training is now centralized in the Management Analysts office. A matrix has been developed to identify required safety-related training and the schedule which must be followed. An orientation program for newly hired and/or promoted employees includes verification and tracking of required training.
2. Adoption of the Tree City USA program is being considered in coordination with the ongoing Uniform Development Ordinance (UDO) program spearheaded by the Community Development Department.
3. Departmental safety improvements were made, including: installation of a fall arrestor system in the south garage to accommodate maintenance on larger equipment, completion of an electrical arc hazard inspection followed by training of all employees and development and implementation of a new practice to protect employees from air-borne silica.

**FY20/21 OBJECTIVES**

1. Utilize Information Technology tools to develop and implement use of digitized forms to improve efficiency, accuracy and thoroughness of a variety of data gathering and reporting tasks (facility inspections, equipment checks, field reports, etc.).
2. Complete analysis of the Public Works anti-idling pilot program and develop recommendation of continuation and possible expansion to other departments.
3. Secure Tree City USA status for the Village before April 30, 2021.

## Administration Expenditures (01670100)

Acct./Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 422,687	\$ 533,980	\$ 432,869	\$ 448,825	\$ 448,825	\$ 448,825
51109 Overtime	4,612	6,750	6,750	7,000	7,300	7,500
51111 Group Insurance	102,456	117,086	92,564	78,831	82,773	86,911
51112 IMRF	50,493	63,284	49,140	63,815	63,815	63,815
51113 FICA	30,987	40,177	31,252	33,731	33,731	33,731
51114 Workers Comp.	11,492	11,492	11,492	11,492	11,492	11,492
<b>Subtotal</b>	<b>622,727</b>	<b>772,769</b>	<b>624,067</b>	<b>643,694</b>	<b>647,936</b>	<b>652,274</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	13,157	15,124	14,609	15,790	15,784	16,264
52222 Meetings	145	250	250	250	250	250
52223 Training	3,748	11,435	5,500	10,930	8,955	8,655
52224 Vehicle Insurance	1,414	28,261	28,261	28,261	28,261	28,261
52230 Telephone	6,009	7,656	6,384	7,644	7,985	8,355
52234 Dues & Subscriptions	3,653	3,840	3,840	4,210	4,215	4,130
52240 Public Notices	0	400	0	0	0	0
52253 Consultant	0	25,000	1,550	46,440	14,040	14,040
52255 Software Maintenance	10,408	0	0	0	0	0
52269 Mosquito Abatement	67,677	68,178	68,178	68,178	72,380	73,274
52274 Comm. Svc. Pgms.	258	750	750	750	750	750
52276 Janitorial Services	18,098	18,550	18,600	19,160	19,750	20,350
<b>Subtotal</b>	<b>124,567</b>	<b>179,444</b>	<b>147,922</b>	<b>201,613</b>	<b>172,370</b>	<b>174,329</b>
<b>Commodities</b>						
53220 Water	3,860	3,000	3,250	3,250	3,250	3,250
53230 Natural Gas	3,823	0	0	0	0	0
53313 Auto Gas & Oil	4,568	4,005	3,114	4,227	4,438	4,660
53314 Office Supplies	125	0	0	0	0	0
53317 Operating Supplies	3,907	3,800	3,000	5,100	5,100	5,100
53324 Uniforms	6,412	9,670	9,670	10,075	10,075	10,075
53350 Small Equipment	0	750	0	0	0	0
<b>Subtotal</b>	<b>22,695</b>	<b>21,225</b>	<b>19,034</b>	<b>22,652</b>	<b>22,863</b>	<b>23,085</b>
<b>Interfund Transfers</b>						
58500 Equip Repl Fund	0	0	0	304,283	291,541	264,541
<b>Totals</b>	<b>\$ 769,989</b>	<b>\$ 973,438</b>	<b>\$ 791,023</b>	<b>\$ 1,172,242</b>	<b>\$ 1,134,710</b>	<b>\$ 1,114,229</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.

**FY19/20 ACCOMPLISHMENTS**

1. Staff observed several commercial properties where salt was being stored unprotected. These properties were contacted and sent educational material related to the importance of reducing run-off chlorides into local waterways.
2. Annual snow training was expanded to include a speaker presenting information on nutrition and use of various stimulants (coffee, energy drinks) and their impact on driver health and performance during the winter season.

**FY20/21 OBJECTIVES**

1. Expand the effort to target commercial/industrial properties storing salt outdoors and unprotected to include an active inspection of facilities and provide educational materials to communicate the importance of reducing run-off of chlorides (salt) into local waterways.
2. Identify and work with professional public works associations to develop a program to assess short and long-term impacts of snow plowing season on employee health and performance, with the eventual goal of developing training programs for employees with snow plow duties.
3. Identify strategies to further monitor, control and reduce the amount of salt used. Areas to be focused on include calibration of equipment, supervisor tracking and reporting and participation in available conferences and seminars to identify and implement best practices.

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

<b>Acct./Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 81,296	\$ 107,901	\$ 72,210	\$ 76,142	\$ 76,142	\$ 76,142
51109 Overtime	162,401	90,000	100,000	110,000	110,000	110,000
51111 Group Insurance	14,683	17,958	17,039	13,583	14,262	14,975
51112 IMRF	29,078	23,834	24,000	26,060	26,060	26,060
51113 FICA	17,951	15,018	13,500	13,774	13,774	13,774
51114 Workers Comp.	5,728	5,728	5,728	5,728	5,728	5,728
<b>Subtotal</b>	<b>311,137</b>	<b>260,439</b>	<b>232,477</b>	<b>245,287</b>	<b>245,966</b>	<b>246,679</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	164,457	189,045	182,606	197,371	197,305	203,299
52223 Training	755	1,000	780	4,100	4,100	4,100
52224 Vehicle Insurance	13,283	0	0	0	0	0
52264 Equipment Rental	5,728	6,000	6,000	6,000	6,000	6,000
52266 Snow Removal	188,120	210,000	210,000	210,000	210,000	210,000
<b>Subtotal</b>	<b>372,343</b>	<b>406,045</b>	<b>399,386</b>	<b>417,471</b>	<b>417,405</b>	<b>423,399</b>
<b>Commodities</b>						
53312 PWC Diesel Fuel	0	0	0	3,090	3,245	3,410
53313 Auto Gas & Oil	19,986	17,524	13,625	18,492	19,417	20,388
53317 Operating Supplies	4,562	4,500	4,500	4,500	4,500	4,500
53335 Salt	196,770	246,750	240,000	288,630	291,630	294,630
53350 Small Equipment	2,000	1,200	1,200	7,120	10,000	1,020
<b>Subtotal</b>	<b>223,318</b>	<b>269,974</b>	<b>259,325</b>	<b>321,832</b>	<b>328,792</b>	<b>323,948</b>
<b>Capital Outlay</b>						
54412 Other Equipment	2,477	15,000	15,000	7,000	100,000	0
<b>Subtotal</b>	<b>2,477</b>	<b>15,000</b>	<b>15,000</b>	<b>7,000</b>	<b>100,000</b>	<b>0</b>
<b>Totals</b>	<b>\$ 909,275</b>	<b>\$ 951,458</b>	<b>\$ 906,188</b>	<b>\$ 991,590</b>	<b>\$ 1,092,163</b>	<b>\$ 994,026</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

**FY19/20 ACCOMPLISHMENTS**

1. Staff completed a survey of street signs in the area generally bounded by Gary Avenue, Schmale Road, Lies Road and Geneva Road and replaced fifty-six (56) faded and damaged signs with new, highly-reflective signs.
2. Staff replaced three hundred (300) 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 941 over the past eight years. Staff secured a grant from ComEd for this project, which reduced the cost of the fixtures from \$40,043 to \$14,157. Reduction of kilowatt-hour consumption of 50% or greater has been achieved for those fixtures replaced by LED units.
3. Repairs were made to approximately one-hundred seventy-four (174) street lights, including: bulb and ballast replacements, cable and fuse repairs and repair of underground cables.

**FY20/21 OBJECTIVES**

1. Staff will conduct a physical survey of street signs in the area generally bounded by Schmale Road to Morton Road, and Lies Road to St. Charles Road, and will replace faded and damaged signs with new, highly-reflective signs.
2. Staff will undertake the replacement of 300 - 350 existing fixtures with energy-efficient LED fixtures and again seek grant funding through ComEd's Energy Efficiency Program.

**Traffic Signs & Lights Expenditures (01670300)**

<b>Acct./Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 62,611	\$ 110,675	\$ 57,768	\$ 60,913	\$ 60,913	\$ 60,913
51109 Overtime	2,157	3,000	3,000	2,250	2,250	2,250
51111 Group Insurance	15,328	18,644	17,475	10,929	11,475	12,049
51112 IMRF	8,476	13,505	6,921	8,948	8,948	8,948
51113 FICA	4,710	8,572	4,080	4,730	4,730	4,730
51114 Workers Comp.	5,589	5,589	5,589	5,589	5,589	5,589
<b>Subtotal</b>	<b>98,871</b>	<b>159,985</b>	<b>94,833</b>	<b>93,359</b>	<b>93,905</b>	<b>94,479</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	16,446	18,904	18,261	19,737	19,731	20,330
52223 Training	89	250	100	250	250	250
52224 Vehicle Insurance	2,825	0	0	0	0	0
52264 Equipment Rental	100	500	571	500	500	500
52271 Street Light - Maint.	31,416	30,000	36,360	30,000	30,000	30,000
52272 Property Maintenance	40,912	41,465	32,500	41,179	41,300	41,433
52350 Traffic Signal Maint.	4,664	5,275	9,340	6,635	6,635	6,635
<b>Subtotal</b>	<b>96,452</b>	<b>96,394</b>	<b>97,132</b>	<b>98,301</b>	<b>98,416</b>	<b>99,148</b>
<b>Commodities</b>						
53213 Street Light Electricity	44,173	44,000	42,000	41,000	40,000	40,000
53215 Street Light Supplies	6,609	5,250	5,250	5,250	5,250	5,250
53313 Auto Gas & Oil	4,568	4,005	3,114	4,227	4,438	4,660
53316 Small Tools	1,040	400	400	400	400	400
53317 Operating Supplies	5,302	6,750	6,750	11,950	8,050	7,250
53344 Street Signs	8,068	6,500	6,500	6,500	6,500	6,500
<b>Subtotal</b>	<b>69,760</b>	<b>66,905</b>	<b>64,014</b>	<b>69,327</b>	<b>64,638</b>	<b>64,060</b>
<b>Capital Outlay</b>						
54412 Other Equipment	7,179	0	0	0	0	0
<b>Subtotal</b>	<b>7,179</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>\$ 272,262</b>	<b>\$ 323,284</b>	<b>\$ 255,979</b>	<b>\$ 260,987</b>	<b>\$ 256,959</b>	<b>\$ 257,687</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.

**FY19/20 ACCOMPLISHMENTS**

1. Due to budget considerations, the Facility Technician position was not filled.
2. The grant application to convert a 1.2-acre parcel of Village property at the northwest corner of the intersection of Schmale Road and Lies Road was not awarded, so the project did not move forward.
3. The four flood-buyout properties on Silverleaf and Illini were successfully re-seeded with native pollinators, which aids in reducing maintenance costs and increases habitat for pollinators.
4. One enclosed trailer was purchased and one zero-turn mower was replaced; a second mower was deferred due to budget considerations.
5. The lightning detection and warning system at Town Center was replaced.

**FY20/21 OBJECTIVES**

1. The Facility Technician position budgeted (but not filled) in the prior two budget years has been eliminated for FY21. Public Works will receive some support for facility maintenance from the Village Hall facility maintenance staff.
2. Staff will again pursue grant funding to convert a Village parcel located at the northwest intersection of Schmale Road and Lies Road to a native planting/pollinator meadow to reduce maintenance costs and increase habitat for pollinators. Staff is partnering with a business to the west which is planning similar improvements on their own property.
3. Several pieces of equipment for the program will be purchased, including: two zero-turn mowers (replacements), an enclosed stationary storage container for sandbags and salt and a replacement bucket for a loader.



## Building &amp; Grounds Expenditures (01670400)

Acct./Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 278,994	\$ 273,787	\$ 303,283	\$ 319,795	\$ 319,795	\$ 319,795
51106 Seasonal Help	25,367	31,374	30,804	32,868	35,856	38,844
51109 Overtime	28,825	11,500	13,500	12,000	12,000	13,000
51111 Group Insurance	37,057	45,396	43,234	56,815	59,656	62,639
51112 IMRF	39,461	33,909	32,367	46,731	46,731	46,731
51113 FICA	24,486	23,918	22,999	24,701	24,701	24,701
51114 Workers Comp.	8,650	8,650	8,650	8,650	8,650	8,650
<b>Subtotal</b>	<b>442,840</b>	<b>428,534</b>	<b>454,837</b>	<b>501,560</b>	<b>507,389</b>	<b>514,360</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	49,337	56,713	54,782	59,211	59,192	60,990
52223 Training	0	0	0	0	0	285
52224 Vehicle Insurance	1,978	0	0	0	0	0
52234 Dues & Subscriptions	211	265	480	325	335	255
52244 PWC Maint. & Repair	35,165	53,300	49,300	40,900	35,000	35,100
52264 Equipment Rental	386	3,000	2,000	2,500	2,500	2,500
52272 Property Maintenance	124,713	179,053	165,000	194,265	164,355	197,960
<b>Subtotal</b>	<b>211,790</b>	<b>292,331</b>	<b>271,562</b>	<b>297,201</b>	<b>261,382</b>	<b>297,090</b>
<b>Commodities</b>						
53312 PWC Diesel Fuel	0	0	0	2,995	3,145	3,300
53313 Auto Gas & Oil	9,707	8,512	6,618	8,982	9,431	9,903
53316 Small Tools	257	400	390	400	400	400
53317 Operating Supplies	8,598	34,500	18,500	37,500	17,500	35,500
53350 Small Equipment	121	1,000	1,000	8,000	1,000	1,000
<b>Subtotal</b>	<b>18,683</b>	<b>44,412</b>	<b>26,508</b>	<b>57,877</b>	<b>31,476</b>	<b>50,103</b>
<b>Capital Outlay</b>						
54412 Other Equipment	0	86,000	66,000	2,500	2,500	0
<b>Subtotal</b>	<b>0</b>	<b>86,000</b>	<b>66,000</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>
<b>Totals</b>	<b>\$ 673,313</b>	<b>\$ 851,277</b>	<b>\$ 818,907</b>	<b>\$ 859,138</b>	<b>\$ 802,747</b>	<b>\$ 861,553</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.

**FY19/20 ACCOMPLISHMENTS**

1. Mudjacking was performed at three-hundred twenty-one (321) locations to eliminate sidewalk trip hazards in Work Zones 1 & 2 (covering the area from Army Trail to Lies Road, between Fair Oaks Road and Gary Avenue). Locations where saw-cutting would be the most effective method were deferred to FY21 due to higher-than-expected costs for mudjacking.
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. One large dump truck (#75) and one six-wheel dump truck (#41) were rehabilitated at a total cost of \$159,000, 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.

**FY20/21 OBJECTIVES**

1. The sidewalk trip hazard removal program will continue with the focus on Work Zone 3 (covering the area generally west of County Farm to Fair Oaks Road, and north of Evergreen Drive to Lies Road) and Zone 4 (generally from St. Charles Rd. to Lies Rd and from Schmale Road to Kuhn Road). Standards for determining where repair is necessary have been redefined by the Village's risk pool, resulting in an expected decrease in the number of hazards requiring attention.
2. Sidewalks in the high priority areas (schools) will be surveyed and all noted deficiencies will be corrected prior to the start of school in the fall.

**Street Maintenance Expenditures (01670500)**

<b>Acct.#/Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 46,821	\$ 94,540	\$ 43,326	\$ 45,685	\$ 45,685	\$ 45,685
51109 Overtime	1,371	1,000	1,600	1,600	1,600	1,600
51111 Group Insurance	12,848	15,713	14,926	8,184	8,593	9,023
51112 IMRF	6,282	11,345	13,126	6,620	6,620	6,620
51113 FICA	3,496	7,203	7,711	3,499	3,499	3,499
51114 Workers Comp.	6,369	6,369	6,369	6,369	6,369	6,369
<b>Subtotal</b>	<b>77,187</b>	<b>136,170</b>	<b>87,058</b>	<b>71,957</b>	<b>72,366</b>	<b>72,796</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	36,181	41,590	40,173	43,422	43,407	44,726
52224 Vehicle Insurance	3,674	0	0	0	0	0
52264 Equipment Rental	0	250	100	250	250	250
52265 Hauling	428	2,500	5,000	4,000	4,000	4,000
52272 Property Maintenance	94,675	45,000	50,460	27,500	20,000	20,000
52286 Pavement Restoration	868	1,000	250	500	500	500
<b>Subtotal</b>	<b>135,826</b>	<b>90,340</b>	<b>95,983</b>	<b>75,672</b>	<b>68,157</b>	<b>69,476</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	6,852	6,008	4,671	6,340	6,657	6,990
53316 Small Tools	553	550	550	550	550	550
53317 Operating Supplies	5,911	19,100	14,000	19,100	19,850	19,100
<b>Subtotal</b>	<b>13,316</b>	<b>25,658</b>	<b>19,221</b>	<b>25,990</b>	<b>27,057</b>	<b>26,640</b>
<b>Capital Outlay</b>						
54412 Other Equipment	108,159	159,000	159,000	0	0	24,600
<b>Subtotal</b>	<b>108,159</b>	<b>159,000</b>	<b>159,000</b>	<b>0</b>	<b>0</b>	<b>24,600</b>
<b>Totals</b>	<b>\$ 334,488</b>	<b>\$ 411,168</b>	<b>\$ 361,262</b>	<b>\$ 173,619</b>	<b>\$ 167,580</b>	<b>\$ 193,512</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.

**FY19/20 ACCOMPLISHMENTS**

1. In-house crews inspected manholes, catch basin pipes and performed spot flushing on approximately eight-hundred (800) feet of storm sewer pipe and cleaned eighty (80) catch basins and seventy-two (72) inlets as part of a routine maintenance program. Fifteen (15) catch basins and eleven (11) inlets were repaired.

**FY20/21 OBJECTIVES**

1. Staff will implement a formalized catch-basin cleaning program, starting in the areas most prone to street flooding. The first year of this program (FY20) was intended to determine what resources are necessary to support an on-going program and how many basins can be completed each year. Other work priorities did not allow this to be developed, so this will continue to be the focus for FY21.

**Storm Water Management Expenditures (01670600)**

<b>Acct./Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 93,206	\$ 121,515	\$ 101,094	\$ 106,598	\$ 106,598	\$ 106,598
51109 Overtime	6,377	5,000	4,000	6,000	6,000	6,000
51111 Group Insurance	16,519	20,203	19,186	18,982	19,931	20,928
51112 IMRF	13,140	15,037	12,832	15,764	15,764	15,764
51113 FICA	7,219	9,542	7,529	8,332	8,332	8,332
51114 Workers Comp.	4,894	4,894	4,894	4,894	4,894	4,894
<b>Subtotal</b>	<b>141,355</b>	<b>176,191</b>	<b>149,535</b>	<b>160,570</b>	<b>161,519</b>	<b>162,516</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	16,446	18,904	18,261	19,737	19,731	20,330
52224 Vehicle Insurance	1,978	0	0	0	0	0
52244 Maint. & Repair	2,939	6,250	6,250	6,750	6,750	6,750
52272 Property Maintenance	89,452	76,770	76,770	77,035	79,053	80,741
<b>Subtotal</b>	<b>110,815</b>	<b>101,924</b>	<b>101,281</b>	<b>103,522</b>	<b>105,534</b>	<b>107,821</b>
<b>Commodities</b>						
53210 Electricity	7,019	6,500	6,500	6,500	6,500	6,500
53313 Auto Gas & Oil	5,710	5,007	3,893	5,284	5,548	5,825
53317 Operating Supplies	7,017	7,000	7,000	12,500	12,500	12,500
53350 Small Equipment	2,275	0	0	3,500	4,500	0
<b>Subtotal</b>	<b>22,021</b>	<b>18,507</b>	<b>17,393</b>	<b>27,784</b>	<b>29,048</b>	<b>24,825</b>
<b>Totals</b>	<b>\$ 274,191</b>	<b>\$ 296,622</b>	<b>\$ 268,209</b>	<b>\$ 291,876</b>	<b>\$ 296,101</b>	<b>\$ 295,162</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.

**FY19/20 ACCOMPLISHMENTS**

1. Contracted tree trimming services were completed in Work Zone #6 (generally bounded by the area between Gary Ave., Kuhn Road, North Avenue and Chippewa Trail). Work included removal of dead wood and undesirable branch growth, elevating and shaping of approximately 750 trees.
2. Planted 50 trees in parkways to replace those lost to aging and storm damage.

**FY20/21 OBJECTIVES**

1. Complete trimming of all trees in Work Zone #1 (the area generally bounded by County Farm Rd., Fair Oaks Rd., Army Trail Rd. and Lies Rd.).
2. Remove, stump-grind and replace up to 75 parkway trees in the fall of 2020 to replace those lost to aging and storm damage.
3. Purchase a replacement walk-behind stump grinder.

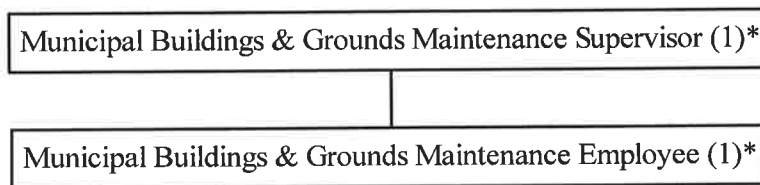
## Parkway Trees Expenditures (01670700)

Acct./Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 78,410	\$ 48,656	\$ 72,210	\$ 76,142	\$ 76,142	\$ 76,142
51109 Overtime	412	1,000	500	500	500	500
51111 Group Insurance	6,532	8,017	7,681	13,505	14,180	14,889
51112 IMRF	10,215	5,898	9,245	10,730	10,730	10,730
51113 FICA	5,734	3,744	5,405	5,671	5,671	5,671
51114 Workers Comp.	1,697	1,697	1,697	1,697	1,697	1,697
<b>Subtotal</b>	<b>103,000</b>	<b>69,012</b>	<b>96,738</b>	<b>108,245</b>	<b>108,920</b>	<b>109,629</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	32,891	37,809	36,521	39,474	39,461	40,660
52223 Training	465	1,250	500	750	250	250
52224 Vehicle Insurance	3,109	0	0	0	0	0
52234 Dues & Subscriptions	180	590	480	1,120	1,240	1,240
52264 Equipment Rental	361	2,000	1,500	2,000	2,000	2,000
52268 Tree Maintenance	59,002	66,000	66,000	123,250	114,000	89,750
<b>Subtotal</b>	<b>96,008</b>	<b>107,649</b>	<b>105,001</b>	<b>166,594</b>	<b>156,951</b>	<b>133,900</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	5,710	5,007	3,893	5,284	5,548	5,825
53316 Small Tools	494	800	800	800	800	800
53317 Operating Supplies	1,594	2,000	2,000	2,000	2,780	2,000
53350 Small Equipment	6,478	0	0	20,000	0	0
<b>Subtotal</b>	<b>14,276</b>	<b>7,807</b>	<b>6,693</b>	<b>28,084</b>	<b>9,128</b>	<b>8,625</b>
<b>Totals</b>	<b>\$ 213,284</b>	<b>\$ 184,468</b>	<b>\$ 208,432</b>	<b>\$ 302,923</b>	<b>\$ 274,999</b>	<b>\$ 252,154</b>

**PERSONNEL SCHEDULE**

	<u>Authorized FY18/19</u>	<u>Budget FY19/20</u>	<u>Proposed FY20/21</u>	<u>Projected FY21/22</u>	<u>Projected FY22/23</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.

**FY 19/20 ACCOMPLISHMENTS**

1. Coordinated maintenance and repair activities at the Ross Ferraro Town Center including installing a new 50 HP motor for the Town Center Fountain and replaced Gazebo lighting with LED lamps.
2. Provided building and maintenance support for the Village Hall/Police Station including management of the janitorial, safety/first aid and fire protection contracts. Also assisted with a Request for Proposals for Janitorial Services.
3. Utilized SWAP to do major cleaning of Farm House grounds including the removal of weeds and shrubs around the property.

**FY 20/21 OBJECTIVES**

1. Coordinate maintenance and repair activities at the Ross Ferraro Town Center including leak detection and 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. Provide support for maintenance and repairs to Public Works facilities.

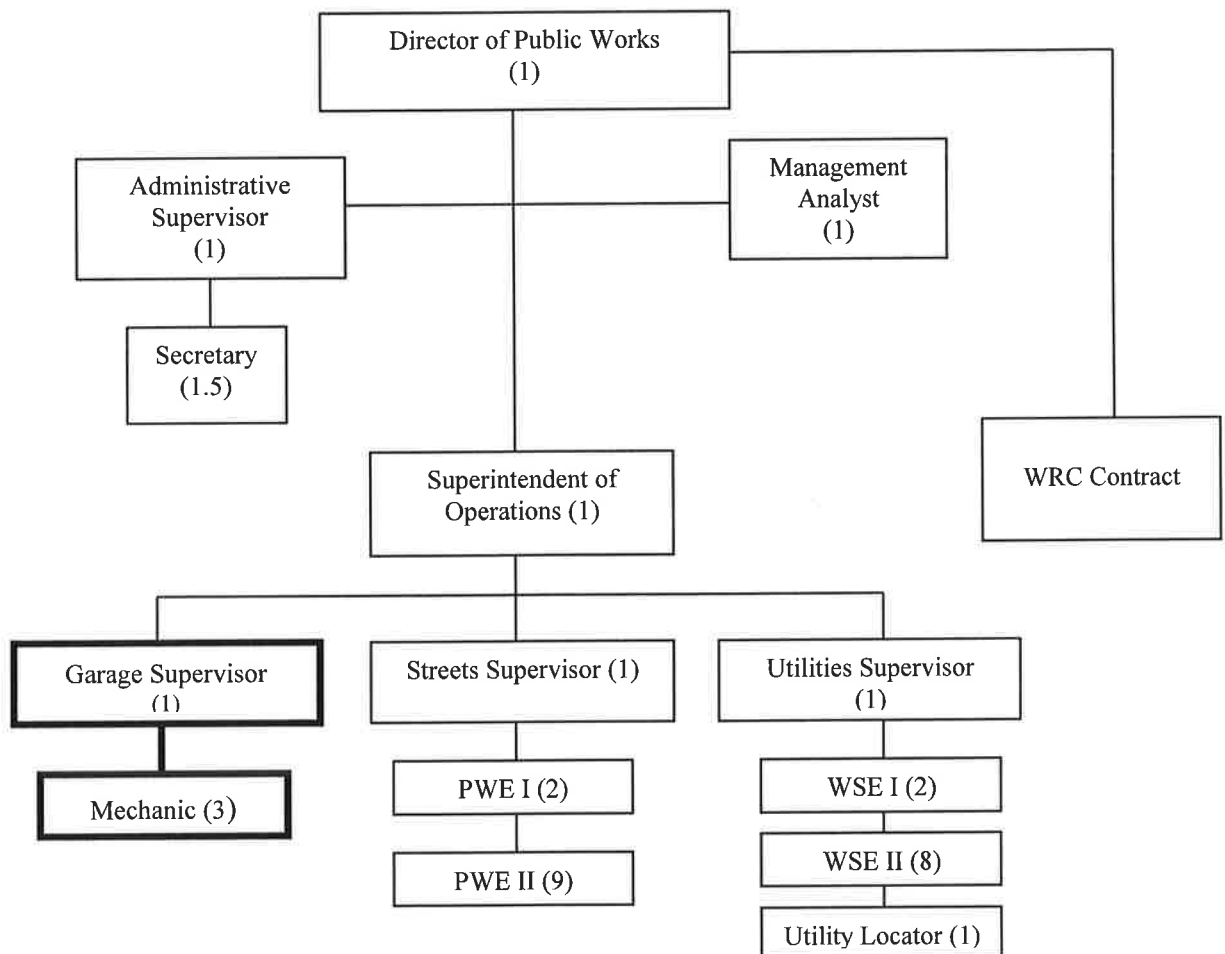
## Municipal Building Expenditures (01680000)

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated Expenditures FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 183,444	\$ 191,688	\$ 164,400	\$ 165,685	\$ 165,685	\$ 165,685
51109 Overtime	626	1,000	750	1,000	1,000	1,000
51111 Group Insurance	17,398	24,028	20,437	25,115	26,371	27,690
51112 IMRF	23,596	23,604	20,100	23,336	23,336	23,336
51113 FICA	13,657	14,741	12,300	12,751	12,751	12,751
51114 Workers Comp.	5,496	5,496	5,496	5,496	5,496	5,496
<b>Subtotal</b>	<b>244,217</b>	<b>260,557</b>	<b>223,483</b>	<b>233,383</b>	<b>234,639</b>	<b>235,958</b>
<b>Contractual Services</b>						
52212 Auto Maint. & Repair	2,083	10,520	3,815	7,364	7,361	7,585
52219 TC Maintenance	40,927	77,260	39,260	63,144	20,650	17,150
52223 Training	169	125	125	225	125	125
52224 Vehicle Insurance	1,566	1,566	1,566	1,566	1,566	1,566
52230 Telephone	969	1,344	1,344	1,344	1,344	1,344
52244 Maintenance and Repair	2,139	23,750	23,750	36,280	30,750	30,750
52276 Janitorial Service	38,280	60,000	48,250	47,400	47,400	60,000
<b>Subtotal</b>	<b>86,133</b>	<b>174,565</b>	<b>118,110</b>	<b>157,323</b>	<b>109,196</b>	<b>118,520</b>
<b>Commodities</b>						
53220 Water	14,079	14,650	18,900	12,650	13,300	14,000
53230 Natural Gas	5,771	0	0	10,000	10,000	10,000
53313 Auto Gas & Oil	1,573	1,657	982	1,757	1,845	1,937
53319 Maintenance Supplies	5,967	9,430	9,430	15,746	8,330	8,330
53320 Janitorial Supplies	6,405	8,000	6,000	6,500	6,500	6,500
53324 Uniforms	237	500	500	500	500	500
53350 Small Equipment	9,197	4,700	4,000	1,000	9,200	9,200
<b>Subtotal</b>	<b>43,229</b>	<b>38,937</b>	<b>39,812</b>	<b>48,153</b>	<b>49,675</b>	<b>50,467</b>
<b>Capital Outlay</b>						
55300 Rent - 505 North Ave.	210,000	0	0	0	0	0
55487 Facility Improvements	79,701	0	0	0	0	0
<b>Subtotal</b>	<b>289,701</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Interfund Transfers</b>						
58500 Equip Repl Fund	0	0	0	1,500	0	0
<b>Totals</b>	<b>\$ 663,280</b>	<b>\$ 474,059</b>	<b>\$ 381,405</b>	<b>\$ 440,359</b>	<b>\$ 393,510</b>	<b>\$ 404,945</b>

PERSONNEL SCHEDULE

	Authorized FY18/19	Budget FY19/20	Proposed FY20/21	Projected FY21/22	Projected FY22/23
Streets	18.5	18.5	17	17	17
Water/Sewer	12	12	12	12	12
<b>Municipal Garage</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
Total	34.5	34.5	33	33	33

ORGANIZATIONAL CHART







**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.

**FY19/20 ACCOMPLISHMENTS**

1. Completed the de-commissioning and removal of the fuel-island, along with installation of an above-ground diesel-fuel storage tank and dispenser.
2. Achieved membership in the B20 Club, which recognizes the Village for its efforts to increase the use of bio-diesel fuel in a variety of trucks and generators.
3. Staff developed additional cost analysis tools related to vehicle condition and maintenance to aid departments in the decision-making regarding vehicle retention and replacement.

**FY20/21 OBJECTIVES**

1. Staff will continue monitoring employee compliance with the pilot 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.

**Administration Expenditures (01690100)**

<b>Acct. #/Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 138,093	\$ 168,659	\$ 144,421	\$ 157,281	\$ 157,281	\$ 157,281
51109 Overtime	479	500	500	500	500	500
51111 Group Insurance	26,063	28,060	29,377	28,204	29,611	31,096
51112 IMRF	17,772	20,082	17,328	21,839	21,839	21,839
51113 FICA	10,016	12,752	10,041	11,544	11,544	11,544
51114 Workers Comp.	1,746	1,746	1,746	1,746	1,746	1,746
<b>Subtotal</b>	<b>194,169</b>	<b>231,799</b>	<b>203,413</b>	<b>221,114</b>	<b>222,521</b>	<b>224,006</b>
<b>Contractual Services</b>						
52223 Training	39	500	225	875	250	250
52230 Telephone	672	672	672	672	705	740
52234 Dues & Subscriptions	60	30	30	90	60	60
52400 General Insurance	4,385	60	76	80	80	80
<b>Subtotal</b>	<b>5,156</b>	<b>1,262</b>	<b>1,003</b>	<b>1,717</b>	<b>1,095</b>	<b>1,130</b>
<b>Commodities</b>						
53314 Office Supplies	350	400	400	400	400	400
53324 Uniforms	29	150	150	150	150	150
53358 Allocation to other Depts	(225,693)	(233,611)	(204,966)	(223,381)	(224,166)	(225,686)
<b>Subtotal</b>	<b>(225,314)</b>	<b>(233,061)</b>	<b>(204,416)</b>	<b>(222,831)</b>	<b>(223,616)</b>	<b>(225,136)</b>
<b>Totals</b>	<b>(25,989)</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.

**FY19/20 ACCOMPLISHMENTS**

1. Covers for the mobile columns were purchased to allow these portable lift units to be used during vehicle washing activities, improving employee ability to thoroughly remove salt from the undercarriage of trucks during winter months.
2. Each Mechanic station was outfitted with a tablet device affixed to a rolling tool cart to allow Mechanics immediate and convenient access to computer-based maintenance inventory programs, internet-based service manuals, schematics and instructional videos while servicing vehicles.
3. Mechanic staff worked with Administration, Finance and operating departments to develop an Equipment Replacement Fund to guide short and long-term vehicle funding.
4. Staff completed 361 preventive maintenance services, ten fewer than the year prior.
5. Staff completed 811 unscheduled service requests, 100 fewer than the year prior.

**FY20/21 OBJECTIVES**

1. Mechanic staff will take a larger role in preparing trucks that are scheduled for rehab in order to reduce cost and improve final product. Specifically, before trucks are sent for rehab the truck beds will be removed in-house and stored so that rehab vendor has full access to undercarriage for paint removal and re-coating.



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

<b>Acct. #/Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Salaries &amp; Wages</b>						
51102 Personal Services	\$ 207,299	\$ 236,223	\$ 216,631	\$ 235,921	\$ 235,921	\$ 235,921
51109 Overtime	308	1,500	2,000	1,800	1,800	1,800
51111 Group Insurance	32,120	39,283	37,298	42,286	44,400	46,620
51112 IMRF	26,654	28,225	24,634	32,906	32,906	32,906
51113 FICA	15,680	17,921	15,104	17,393	17,393	17,393
51114 Workers Comp.	3,728	3,728	3,728	3,728	3,728	3,728
<b>Subtotal</b>	<b>285,789</b>	<b>326,880</b>	<b>299,395</b>	<b>334,034</b>	<b>336,148</b>	<b>338,368</b>
<b>Contractual Services</b>						
52223 Training	134	3,500	1,200	3,150	2,950	3,000
52224 Vehicle Insurance	1,566	1,566	1,566	1,566	1,566	1,566
52244 Maintenance & Repair	2,691	2,000	2,000	2,500	2,500	11,500
52255 Software Maintenance	6,107	7,235	7,105	7,300	7,125	7,190
52264 Equipment Rental	302	1,080	1,107	0	0	0
52284 Equipment Maintenance	3,396	1,250	1,600	1,635	1,635	1,635
<b>Subtotal</b>	<b>14,196</b>	<b>16,631</b>	<b>14,578</b>	<b>16,151</b>	<b>15,776</b>	<b>24,891</b>
<b>Commodities</b>						
53313 Auto Gas & Oil	1,207	1,949	1,211	0	0	0
53316 Tools	2,863	3,000	3,000	3,000	3,000	3,000
53317 Operating Supplies	9,573	8,500	9,000	8,500	8,700	8,500
53324 Uniforms	1,805	2,320	2,300	3,690	2,440	2,440
53341 Gas - Consumed	11,434	7,840	6,710	0	0	0
53343 Oil\Parts Consumed	145,871	130,000	170,000	150,000	152,500	155,000
53350 Small Equipment	1,368	4,100	4,100	11,600	7,360	16,000
53353 Outsourcing Services	28,580	33,020	33,020	33,020	33,020	33,020
53358 Allocation to other Depts	(479,948)	(534,240)	(543,314)	(559,995)	(558,944)	(581,219)
<b>Subtotal</b>	<b>(277,247)</b>	<b>(343,511)</b>	<b>(313,973)</b>	<b>(350,185)</b>	<b>(351,924)</b>	<b>(363,259)</b>
<b>Capital Outlay</b>						
54412 Other Equipment	3,251	0	0	0	0	0
<b>Subtotal</b>	<b>3,251</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>25,989</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 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 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Contractual Services</b>						
58206 Lowes Sales Tax						
58207 Sales Tax Rebates	457,931	450,000	580,000	550,000	550,000	140,000
58340 Tfr to TIF3 Sales Tax	101,601	97,500	102,000	104,000	106,000	108,000
58375 Tfr to TIF3 - Other*	17,136	19,200	19,241	0	0	0
	<b>576,667</b>	<b>566,700</b>	<b>701,241</b>	<b>654,000</b>	<b>656,000</b>	<b>248,000</b>
<b>Totals</b>	<b>\$ 576,667</b>	<b>\$ 566,700</b>	<b>\$ 701,241</b>	<b>\$ 654,000</b>	<b>\$ 656,000</b>	<b>\$ 248,000</b>

\* No transfer is required since the Village began collecting a property tax.

**NARRATIVE**

The Village has been programming events at the Ross Ferraro Town Center since 1998, which, 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 4th concert and fireworks display and a tree lighting ceremony in the winter.

**FY 19/20 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 10 Thursday night music concerts including the ninth Annual Concert for the Troops.
3. Completed a 2019 targeted event sponsorship appeal that raised a total of \$30,850 (\$30,100 the previous year). 2019 Concert series expenditures were covered entirely by sponsorships.

**FY 20/21 OBJECTIVES**

1. Conduct a corporate sponsorship appeal effort to fully fund the 10 concerts for the 2021 Summer Concert Series.
2. Host the 23<sup>rd</sup> Annual Summer Concert Series which kicks off on June 4 and includes 10 summer concert performances and a July 4 fireworks show.
3. Co-host the Holiday Tree Lighting and July 4<sup>th</sup> fireworks with the Park District.

**Special Events Expenditures (01750000)**

<b>Acct. # / Description</b>	<b>Actual FY 18/19</b>	<b>Revised Budget FY 19/20</b>	<b>Estimated Expenditures FY 19/20</b>	<b>Proposed Budget FY 20/21</b>	<b>Projected FY 21/22</b>	<b>Projected FY 22/23</b>
<b>Contractual Services</b>						
52288 Concert Series	29,666	27,745	26,760	28,570	29,385	29,685
52291 Misc events/activities	13,738	15,850	14,804	15,090	15,940	15,990
<b>Subtotal</b>	<b>43,404</b>	<b>43,595</b>	<b>41,564</b>	<b>43,660</b>	<b>45,325</b>	<b>45,675</b>
<b>Commodities</b>						
53302 Bricks	0	300	100	300	300	300
	<b>0</b>	<b>300</b>	<b>100</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Totals</b>	<b>\$ 43,404</b>	<b>\$ 43,895</b>	<b>\$ 41,664</b>	<b>\$ 43,960</b>	<b>\$ 45,625</b>	<b>\$ 45,975</b>



**SPECIAL**

**FUNDS**

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

## NARRATIVE

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

Funds 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. As of April 30, 2019, the Fund had a total net position of \$50.1 million which is held in trust for its members. The Fund assumes an investment rate of return of 7.00%.
- Village Contribution – Each year, an independent actuary calculates the amount needed to fully fund the plan based on a set of investment return, salary progression, mortality, and other assumptions. For FY20/21, the actuarially determined contribution by the Village is \$2,850,352, an increase of 8.6% from FY19/20. At the completion of the actuary’s latest report (4/30/19) the Pension Fund was 62.1% 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 50% of the member’s annual salary. The annual pension increases by 2.5% for each additional year of service over 20 years up to 30 years, to a maximum of 75% of such annual salary.

Late in 2010, the Illinois General Assembly adopted a number of reforms in the pension law that created a new benefit tier (Tier 2) for new plan participants 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 the 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.

In 2019, the General Assembly adopted P.A.101-0610 which provides for the mandatory consolidation of the investment assets of more than 650 downstate and suburban police and fire pension funds into two new investment funds, one for police and another for fire. Following consolidation, which must take place within 30 months from adoption, local pension boards will

# *Village of Carol Stream*

## **POLICE PENSION FUND**

## **Summary**

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no longer have investment authority, however will retain all other duties currently prescribed by statute including approval of new members and administration and payment of retirement and disability benefits.

The newly consolidated funds will be maintained and managed by an independently elected board of trustees and all funds will be maintained separately from the state treasury. Furthermore, the assets of individual pension funds will not be impacted positively or negatively by the financial condition of other members of the consolidated fund.

P.A.101-0610 also made modest changes to the previously adopted Tier 2 benefit structure, based on concerns that those benefits may not meet IRS “safe harbor” standards for exemption from participation in Social Security (Certain jurisdictions exempt police and fire personnel from participating in Social Security. Carol Stream Police Officers participate in Social Security). Changes in Tier 2 benefits included adjustments in the calculation of determining final salary, the Tier 2 salary cap and survivor benefits.

# Village of Carol Stream

## POLICE PENSION FUND

Detail

Acct. # / Description	Actual FY 18/19	Revised Budget FY 19/20	Estimated FY 19/20	Proposed Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Revenues</b>						
46511 Investment Income	\$ 1,531,657	\$ 1,600,000	\$ 1,700,000	\$ 1,700,000	\$ 1,850,000	\$ 2,000,000
46525 Gain/(Loss)	1,920,168	1,760,000	2,500,000	2,100,000	2,210,000	2,340,000
47333 Employee Contribution	636,987	680,000	636,000	660,000	686,000	713,000
47334 Contributions - Prior Year	4,178	0	29,121	0	0	0
47336 Interest From Members	87	0	2,730	0	0	0
47407 Miscellaneous Revenue	0	0	226	0	0	0
49330 Employer Contribution	2,434,978	2,625,502	2,625,502	2,850,352	3,135,387	3,448,926
<b>Total Revenue</b>	<b>\$ 6,528,055</b>	<b>\$ 6,665,502</b>	<b>\$ 7,493,579</b>	<b>\$ 7,310,352</b>	<b>\$ 7,881,387</b>	<b>\$ 8,501,926</b>
<b>Expenses</b>						
<b>Contractual Services</b>						
52222 Meetings	6,780	7,500	7,500	5,000	5,000	5,000
52234 Dues & Subscriptions	1,045	1,500	1,045	1,100	1,100	1,100
52238 Legal Fees	3,249	5,000	2,000	3,500	3,500	3,500
52256 Banking Services	6,427	6,500	7,500	8,000	8,500	9,000
52259 Accounting Services	10,115	12,500	10,500	11,000	11,500	12,000
52292 Management Fee	83,560	90,000	85,000	90,000	90,000	0
52293 Bonding & Insurance	4,070	4,500	4,200	4,500	5,000	5,500
52294 Secretary Services	15,541	20,000	16,000	16,500	17,000	17,500
52295 Medical Examinations	8,689	6,000	2,900	2,000	2,000	2,000
<b>Subtotal</b>	<b>139,476</b>	<b>153,500</b>	<b>136,645</b>	<b>141,600</b>	<b>143,600</b>	<b>55,600</b>
<b>Other Expenses</b>						
57473 Retirement Pensions	2,763,240	3,300,000	3,155,000	3,500,000	3,750,000	3,850,000
57474 State Filing Fee	8,000	8,000	8,000	8,000	8,000	8,000
57475 Contribution Refunds	4,433	10,000	18,000	10,000	10,000	10,000
57476 Disability Pensions	138,102	140,000	114,700	84,000	84,000	84,000
57478 Surviving Spouse Pension	60,579	61,000	61,000	61,000	61,000	61,000
<b>Subtotal</b>	<b>2,974,354</b>	<b>3,519,000</b>	<b>3,356,700</b>	<b>3,663,000</b>	<b>3,913,000</b>	<b>4,013,000</b>
<b>Total Expenses</b>	<b>\$ 3,113,830</b>	<b>\$ 3,672,500</b>	<b>\$ 3,493,345</b>	<b>\$ 3,804,600</b>	<b>\$ 4,056,600</b>	<b>\$ 4,068,600</b>
<b>Net Increase / (Decrease)</b>	<b>\$ 3,414,225</b>	<b>\$ 2,993,002</b>	<b>\$ 4,000,234</b>	<b>\$ 3,505,752</b>	<b>\$ 3,824,787</b>	<b>\$ 4,433,326</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	Revised		Proposed		
	FY 18/19	Budget FY 19/20	Estimated FY 19/20	Budget FY 20/21	Projected FY 21/22	Projected FY 22/23
<b>Beginning Balance, May 1</b>	\$ 329,801		\$ 553,331	\$ 800,251	\$ 1,054,251	\$ 1,328,251
<b>Revenues/Sources</b>						
41150 Tax Increment - Caputo's	145,482	150,000	156,888	160,000	165,000	170,000
41175 Tax Increment - Undesig	171,421	176,000	192,484	236,000	250,000	258,000
46501 Interest Income	6,241	6,600	7,800	10,000	12,000	15,000
49340 Sales Taxes - Caputo's	87,058	80,000	86,317	104,000	106,000	108,000
49350 TIF Contrib. - Caputo's	14,543	15,700	15,683	0	0	0
49375 TIF Contrib - Undesign.	17,136	18,200	19,241	0	0	0
<b>Total Revenues/Sources</b>	<b>441,881</b>	<b>446,500</b>	<b>478,413</b>	<b>510,000</b>	<b>533,000</b>	<b>551,000</b>
<b>Expenditures/Uses</b>						
52238 Legal Services	2,603	3,000	1,000	3,000	3,000	3,000
56490 Loan Principal	78,511	80,000	96,584	125,000	135,000	145,000
56491 Loan Interest	137,237	135,000	133,909	128,000	121,000	115,000
<b>Total Expenditures/Uses</b>	<b>218,351</b>	<b>218,000</b>	<b>231,493</b>	<b>256,000</b>	<b>259,000</b>	<b>263,000</b>
Net Increase / (Decrease)	223,530	228,500	246,920	254,000	274,000	288,000
<b>Ending Balance, April 30</b>	\$ 553,331		\$ 800,251	\$ 1,054,251	\$ 1,328,251	\$ 1,616,251



*Village of Carol Stream*

**FY 21**

**Budget Workshop #2**

**GENERAL FUND – Part 2**

**March 2, 2020**



# Agenda

## GENERAL FUND

- FY20 Year-End Projection
- FY21 General Fund Revenue Recap
- FY21 General Fund Expenditures
  - Expenditures by Category
  - Staffing Changes
  - Departmental Summaries



# FY20 Year-End Projection

# Current Year FY20 Year-End Projection

- FY20 Revenues are projected to end the year \$315,000 or 1.1% above original budget projections.

Estimated FY20 Year-End	\$ 28,790,000
Original FY20 Budget	28,475,000
Revenues Above Budget	<u>\$ 315,000</u>

17% of  
Surplus

- FY20 projected Expenditures are expected to be below budget by \$1,500,000 or 5.3%.

Estimated FY20 Year-End	\$ 26,975,000
Original FY20 Budget	28,475,000
Expenditures Below Budget	<u>\$ 1,500,000</u>

83% of  
Surplus

- This results in a projected surplus of \$1,815,000.

# Current Year FY20 Year-End Projection

## Source of \$1,500,000 of expenditures under FY20 Budget:

- Salary & Benefit Costs (\$896,000)
  - 6 retirements (incl. 2 department heads)
  - 7 additional resignations
  - 4 positions held vacant + 5 vacant Police Officer positions
- Contractual Services (\$284,000)
  - Beginning of year freeze of \$619,000 of various contractual and capital items.
    - North Ave / TC Mulch
    - PW Space Optimization Study
    - Fountain Maintenance / Repairs
    - Agenda Management System
    - Microfilm Digitizing
- Capital Outlay (\$320,000)
  - Police Vehicles (\$195K) 2 frozen, remaining deferred to FY21
  - Emergency Operating Center Buildout (\$100K) Frozen, re-budgeted in FY21



# FY21 General Fund Projected Revenues

## FY21 Revenue Projections

- ☑ The \$3.8 million property tax approved in November 2019 has secured the long-term viability of the Capital Improvements Program (CIP).
- ☑ \$3.25 million of General Fund Revenues reassigned to the Capital Projects Fund beginning May 1, 2020.
  - Electricity Use Tax
  - Real Estate Transfer Tax
  - Telecommunications Tax
- ☑ After these changes, total General Fund revenues for FY21 are projected at:
  - 1.7% increase compared to FY20 budgeted revenues.
  - 0.6% increase over estimated FY20 year-end revenues.



# FY21 Revenue Projections

	<u>FY20 Budget</u>	<u>FY20 Estimate</u>	<u>FY21 Projected</u>	<u>FY21 Over/ (Under) FY20 Budget</u>	<u>FY21 Over/ (Under) FY20 Est.</u>
Property Tax	\$ -	\$ -	\$ 3,800,000	\$3,800,000	3,800,000
Sales Tax	6,935,000	7,050,000	6,825,000	(110,000)	(225,000)
Home Rule Sales Tax	5,150,000	5,175,000	5,016,000	(134,000)	(159,000)
State Income Tax	3,960,000	4,260,000	4,170,000	210,000	(90,000)
Local Use Tax	1,220,000	1,425,000	1,603,000	383,000	178,000
Utility Tax - Telecomm.	877,000	729,000	-	(877,000)	(729,000)
Utility Tax - Electricity	1,880,000	1,860,000	-	(1,880,000)	(1,860,000)
Real Estate Transfer Tax	950,000	775,000	-	(950,000)	(775,000)
Natural Gas Use Tax	620,000	620,000	620,000	-	-
2% Liquor Tax	400,000	240,000	325,000	(75,000)	85,000
All Other Taxes	<u>957,000</u>	<u>976,600</u>	<u>1,004,900</u>	<u>47,900</u>	<u>28,300</u>
Total Taxes	22,949,000	23,110,600	23,363,900	414,900	253,300
Licenses and Permits	1,645,500	1,495,500	1,625,200	(20,300)	129,700
Grants	100,000	275,000	275,000	175,000	-
Charges for Services	1,644,500	1,670,900	1,664,000	19,500	(6,900)
Fines and Forfeitures	1,518,000	1,540,000	1,451,000	(67,000)	(89,000)
Interest Income	210,000	345,000	175,000	(35,000)	(170,000)
Miscellaneous Revenue	<u>408,000</u>	<u>353,000</u>	<u>395,900</u>	<u>(12,100)</u>	<u>42,900</u>
Total Revenues	<b>\$ 28,475,000</b>	<b>\$ 28,790,000</b>	<b>\$ 28,950,000</b>	<b>\$ 475,000</b> 1.7%	<b>\$ 160,000</b> 0.6%

# FY21 Revenue Projections

## New Revenue Threat

### February 19, 2020 Governor's Budget Address:

- 5% LGDF (Income Tax) diversions taken from Illinois municipalities in each of the last 3 state fiscal years (10% in SFY18) is expected to continue beginning July 1, 2020.
- In FY21, an **ADDITIONAL 5% LGDF diversion** will be taken and held in reserve. If the Governor's proposed graduated income tax (GIT) referendum passes in November 2020, the reserved funds will be returned to municipalities. If the proposed GIT fails, the funds will be lost, likely forever. Revenue share percentages will be reduced under a GIT, continuing to freeze-out municipalities from any gains in taxes traditionally shared.
- **Estimated revenue loss to Carol Stream = \$210,000.**
- No changes proposed to draft FY21 budget resulting from this proposal. Will assess the situation following the November election/referendum and make adjustments to budget as needed.



# FY21 General Fund Proposed Expenditures

# FY21 Proposed Expenditures

FY21 Proposed Budget is balanced as proposed

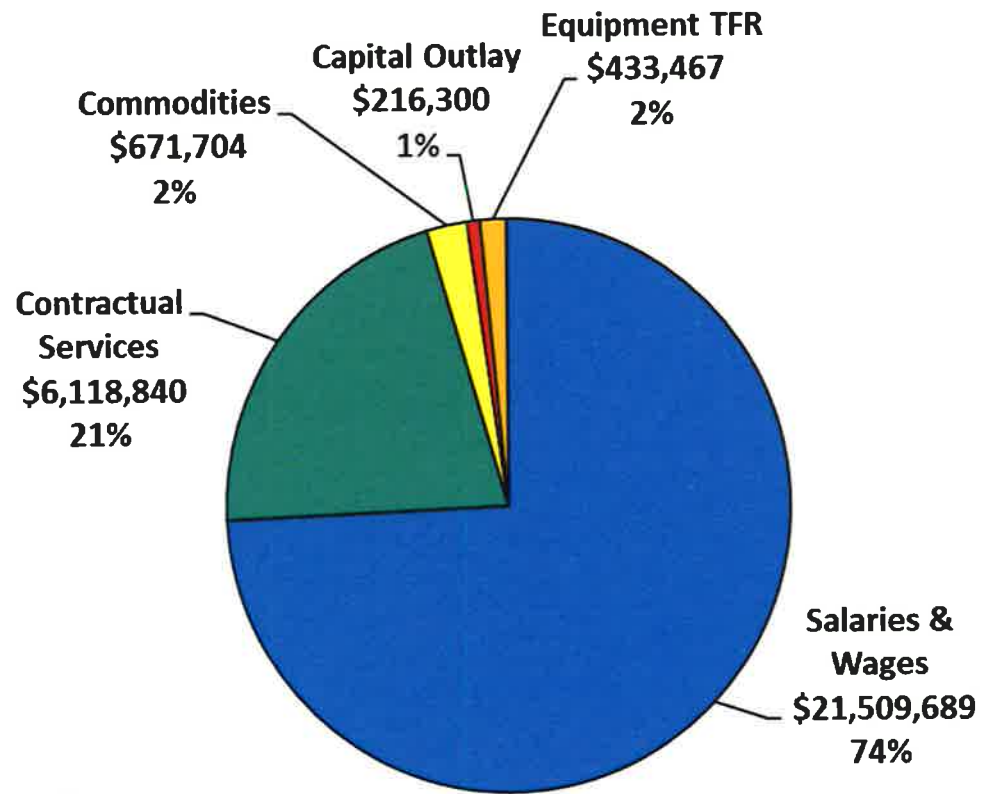
Projected Revenues	<b>\$ 28,950,000</b>
Proposed Expenditures	<b><u>28,950,000</u></b>
Projected Surplus	<b><u>\$ 0</u></b>

- Proposed expenditures increased by 1.7% over FY20 budget.
- Initial department requests were 3.1% over FY20 budget.
- Expenditure cutbacks were implemented to meet projected revenues for FY21.

# Village of Carol Stream

## Proposed General Corporate Fund Expenditures by Type

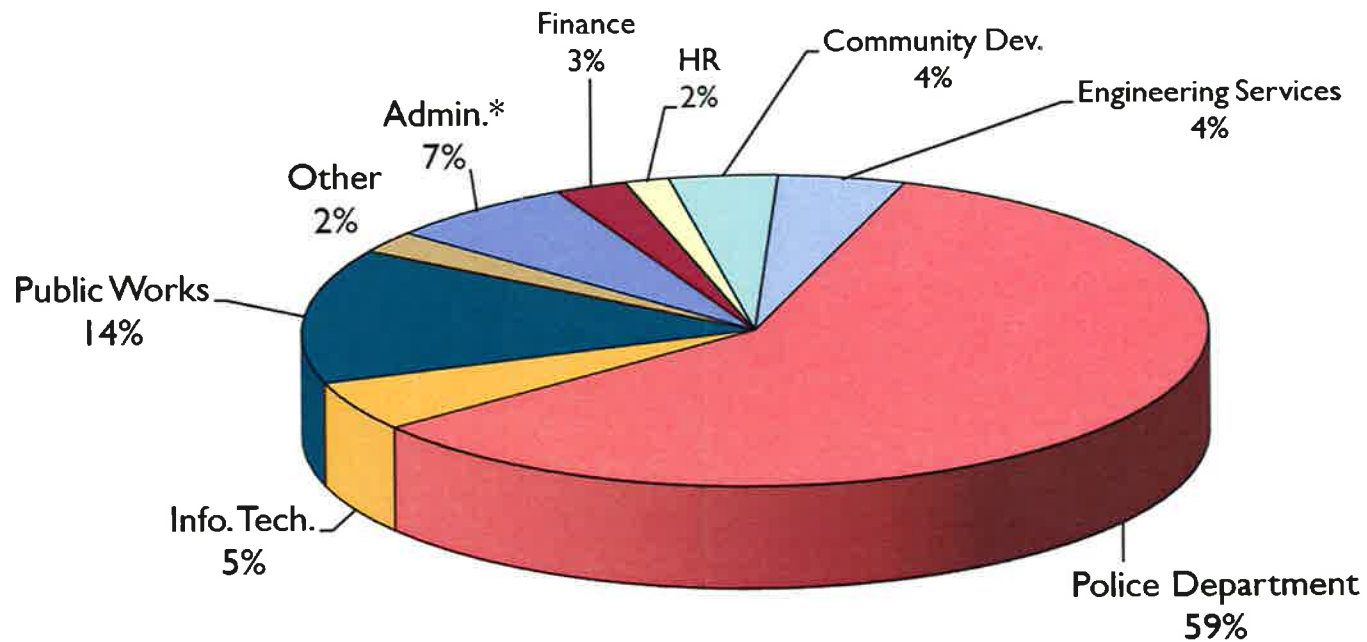
### Fiscal Year 21 Beginning May 1, 2020



**Total Proposed = \$28,950,000**

# Village of Carol Stream

## Proposed General Corporate Fund Expenditures by Department Fiscal Year 21 Beginning May 1, 2020



\* Includes Administration, Village Board & Clerk, Plan Commission & ZBA, Fire & Police Commissioners, Legal, Municipal Building, Emergency Services and Special Events.

# Village of Carol Stream

## Draft General Corporate Fund Budget Expenditures FY21 Proposed Compared to FY20 Budget

	Actual FY 18/19	Adopted Budget FY 19/20	Estimated FY 19/20	Proposed Budget FY 20/21	FY19/20 Proposed to FY18/19 Budget	
Personal Services	\$ 12,816,040	\$ 13,662,136	\$ 12,898,162	\$ 13,421,974	\$ (240,162)	-1.8%
Seasonal Help	39,936	47,374	45,566	55,588	8,214	17.3%
Court Time	135,882	139,000	138,700	145,000	6,000	4.3%
Overtime	873,475	791,750	825,600	852,900	61,150	7.7%
Group Insurance	1,722,967	1,843,723	1,742,863	1,893,326	49,603	2.7%
IMRF	830,563	797,619	769,093	913,473	115,854	14.5%
FICA	1,007,732	1,031,211	1,005,080	1,064,944	33,733	3.3%
Work Comp/Unempl.	311,961	320,132	312,132	312,132	(8,000)	-2.5%
Police Pension	<u>2,434,978</u>	<u>2,625,502</u>	<u>2,625,502</u>	<u>2,850,352</u>	<u>224,850</u>	8.6%
Total Salaries & Wages	20,173,534	21,258,447	20,362,698	21,509,689	251,242	1.2%
Contractual Services	5,170,816	5,932,952	5,648,466	6,118,840	185,888	3.1%
Commodities	427,528	489,301	486,361	671,704	182,403	37.3%
Capital Outlay	609,724	794,300	477,475	216,300	(578,000)	-72.8%
IFT - Equipment Repl.	<u>-</u>	<u>-</u>	<u>-</u>	<u>433,467</u>	<u>433,467</u>	100.0%
Total Expenditures	<u>\$ 26,381,602</u>	<u>\$ 28,475,000</u>	<u>\$ 26,975,000</u>	<u>\$ 28,950,000</u>	<u>\$ 475,000</u>	1.7%

## General Fund Budget FY21 Salaries & Wages

- Personal Services (Salaries) show a decrease of 1.8% compared to the FY20 budget.
  - Total regular FT and PT staffing proposed for FY21 is reduced by 2.5 Full-Time-Equivalent positions.
  - Reduced costs due to current year retirements / resignations and replacement employees hired / promoted at lower salaries.
  - Net budgeted salary decrease in Engineering, Police, PW Streets, PW Garage, and Municipal Building.
  - Reallocation of budgeted Public Works salaries between General Fund and Water & Sewer Fund to more accurately reflect actual experience. This results in a reduction in GF salaries and an increase in salaries allocated to the W&S Fund.
  - In FY20, we budgeted an additional \$200,000 for payment of accrued leave balances at retirement for anticipated retirements. This does not recur in FY21.



## General Fund Budget FY21 Salaries & Wages

- **Seasonal Help** (17.3% above FY20 budget)
  - Addition of one seasonal position in Community Development beginning in FY21 (UDO Project).
  - Future cost increases as Illinois minimum wage steps up to \$15/hour by 1/1/2025.
- **Overtime** (7.7% above FY20 budget)
  - In FY20 we are tracking above budget, yet below FY19 actual expenses. FY21 budget is 7.7% above FY20 budget but also below FY19 actual expenses.
  - Actual overtime expenses are highly dependent upon shift coverage and in many cases the frequency and severity of weather related call-outs.
  - Police Department overtime increases covered by increased grant related activity.

## General Fund Budget FY21 Salaries & Wages

- Pensions

- IMRF (14.5% above FY20 budget) employer contribution rate increased from 11.48% to 13.63% of payroll between 2019 and 2020 (18.7% increase in rate). This was due to poor investment returns in CY2018 (-4.25%) combined with a reduction in investment return assumption to 7.25%. This should moderate next year based on CY2019 returns of over 19.7%.
- Police Pension Fund (8.6% above FY20 budget) Contribution to increase by \$224,850 to a total of \$2,850,352 for FY21. Fund returns as of 12/31/19 were similarly over 19% year to date which should benefit future years.

**Village of Carol Stream  
Changes in Proposed Village Staffing  
(non-seasonal) - FY21**

<b>FY20 Authorized Positions</b>	<b>164.20</b>
<b><u>Engineering Services</u></b>	
- Civil Engineer	(1.00)
+ Engineering Technician	1.00
<b><u>Public Works</u></b>	
- PT Secretary (to be filled on contract basis)	(0.50)
- Facilities Technician	(1.00)
<b><u>Police</u></b>	
- Police Officer	(1.00)
 <b>Proposed FY21 Authorized Staffing</b>	 <b>161.70</b>
 Net Change from FY20	 (2.50)
% Change from FY20	-1.5%



**Proposed FY21  
General Fund Budget  
DEPARTMENT HIGHLIGHTS**



# Department Highlights

- **Village Board & Clerk**
  - Board / Executive Staff Goal Setting Workshop (\$5K)
  - Senior Council support contribution continues (\$10K)
  - Community Survey planned for FY22 (\$20K)
- **Emergency Services**
  - Emergency management consulting (\$50K)
  - Village Hall build-out of EOC (\$40K)
- **Financial Management**
  - Re-budgeted cash receipting software and hardware upgrade (MUNIS financial system) to integrate credit card processing and possible e-commerce solutions (\$30K).

# Department Highlights

- **Municipal Building**

- Town Center
  - Complete replacement of fountain motor/pump systems (\$28K)
  - Change in fountain operations from Memorial Day to Labor Day.
- Municipal Center
  - Added Natural Gas charges due to full utilization of annual NICOR franchise “free therm” allotment (\$10K)

- **Community Development**

- Seasonal intern added to facilitate completion of the UDO project.
- Some funding set aside for possible Economic Development initiatives / incentives (\$25K)

# Department Highlights

- **Engineering Services**

- Net Budget decrease of 5.0% from FY20 budget.
- Cost savings produced through retirement, internal promotions and downgrade of Civil Engineer position to Engineering Technician.

- **Information Technology**

- Cyber Security vulnerability assessment (\$6K)
- Multi-factor authentication (\$13K)
- Police Laptop Replacements (half in FY21, half in FY22) (\$70K each year)
- Desktop Computer Replacements (\$10K)



# Department Highlights

- **Police Department**

- Staffing reduction of 1 vacant Police Officer position while PD conducts a comprehensive staffing study during FY21.
- Emphasis on grant funded enforcement initiatives continues.
- Continued strong focus on training. 7.3% increase over FY20 budget.
- Spike of \$79K in small equipment accounts, mostly related to vehicle equipment costs deferred from FY20 to FY21 due to timing of replacement vehicle availability.



# Department Highlights

- **Public Works Department**

- Eliminating vacant Facilities Technician position. Budgeted for last 3 years, funding frozen. Still desired, but not feasible in current budget climate.
- PWC Space Optimization Study re-budgeted from FY20. (\$30K)
- Road Salt - \$42K increase based on review of current inventories and recent review of market costs.
- Continue long-term trend of reducing street light energy costs through systematic conversion of lamps to LED and obtaining ComEd grants for funding (\$25,886 received Jan. 2020).
- Mulching of North Ave. / Town Center / Daylily Park planting beds reinstated following 2 deferral cycles.
- \$57K increase in tree trimming / removals / replacements based on updated assessment of older trees in decline and catch-up on previous year deferrals.

# Budget Cutbacks Implemented

Due to limited growth in total available revenues of 1.7%, the following cutbacks were needed to bring the budget into balance for FY21:

\$ 107,020	Police - modified training budget
94,652	Police - reduce 1 vacant officer position
49,899	PW - reduce vacant Facilities Tech.
75,000	New Parking Ticket Software System
	Recurring annual cost estimate = \$60,000
14,000	IT - Reduce scope of cyber security assessment
10,000	IT - Agenda Management software
10,000	Finance - Copier replacement
8,000	PW - Pond aerator replacements
4,800	IT - Laserfiche training reduction
2,900	Finance - Conference elimination
<u>\$ 376,271</u>	Total Cutbacks



# NORTH AVENUE / SCHMALE ROAD TIF FUND

# Village of Carol Stream

## North Ave./Schmale Rd.TIF

- TIF Structure
  - Non-monetized Village note of \$3.5M (Caputo's Grocery parcel).
  - Secured by 100% of incremental property taxes + 50% of sales taxes for a period of 13 years (2027). 2 year extension (to 2029) if total principal not paid (incremental property taxes ONLY).
- Caputo's note began October 28, 2014 (when grocery opened).
- FY20 – Total of \$223,022 in principal paid on \$3.5 million note through April 30, 2020. Total principal and interest paid on the note since inception = \$937,872.
- FY21 projected principal payments = \$125,000.
- Phase II Development under discussion.



# POLICE PENSION FUND

## Village of Carol Stream Police Pension Fund

- \$50.1 million in net assets at April 30, 2019.
  - Officer + Village Contributions covering benefits paid out at approximate 1:1 ratio during FY10.
  - Asset Value at 12/31/19 = \$54.1 million, 19% return YTD!
- 62.06% funded as of April 30, 2019 vs. 61.69% last year.
- Pension Fund consolidation per P.A. 101-0610.
  - Investment consolidation within 30 months (mid-2022).
  - Local pension boards remain intact.
  - Investments in trust, no comingling between funds.
  - Transitional Police Fund Board established
    - First met on February 24<sup>th</sup>.



## Next Steps / Key Dates

- **Monday, March 16, 2020**
  - 6:00 pm Budget Workshop – **Water/Sewer Fund and Capital Improvement Program**
- **Friday, March 27, 2020**
  - Draft FY21 Budget distributed to Village Board and available for public review in the Village Clerk's Office and Village web site.
- **Monday, April 6, 2020**
  - 7:30 pm Village Board Meeting – Public Hearing and subsequent adoption of FY21 Budget and FY21-FY23 Financial Plan.



**?QUESTIONS?**