

*Village of
Carol Stream, Illinois*



**Annual Budget
May 1, 2021 through April 30, 2022**

**Three Year Financial Plan
May 1, 2021 through April 30, 2024**

**2021/22-2023/24
FINANCIAL PLAN**

and

**2021/22
ANNUAL BUDGET**

as proposed to

**THE CAROL STREAM
VILLAGE BOARD**

by

**Robert Mellor
Village Manager**

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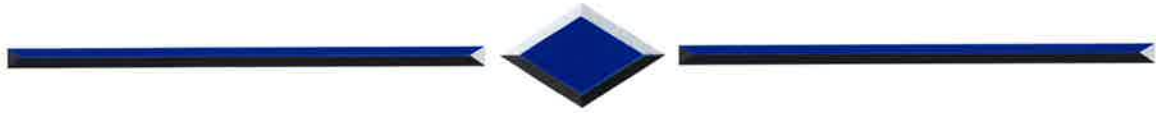
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Village of Carol Stream

Mission Statement

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

Core Values

Accountability

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

Communication

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

Cooperation

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

Integrity

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

Respect

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



Village of Carol Stream

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TO: Mayor and Trustees

FROM: Robert Mellor, Village Manager

DATE: April 15, 2021

RE: **2022-2024 Financial Plan
and Fiscal Year 2021/22 Budget**

Transmitted with this letter is the approved fiscal year 2021/22 annual Village Budget which begins on May 1, 2021. This one year budget of programs, services, revenues and expenditures is incorporated into the broader 2022-2024 Financial Plan. A multi-year focus affords us the opportunity to expand our fiscal planning horizon to better facilitate future decision making. The result of this is a document that includes projections which can be made with a reasonable degree of certainty while providing insight into the future impact of today's decisions.

FOUNDATIONS OF THE FINANCIAL PLAN

The Financial Plan is built upon established statements of principle, organization mission statement and budgetary, economic and community development and service policies. In addition, following each biennial municipal election cycle, the Village Board and Executive Staff participate in a strategic planning exercise to identify and prioritize current and future issues impacting the community. In combination, these lead to identifying the specific resources needed to provide our residents with the services, products and quality of life they enjoy.

The Budget and Financial Plan consists of much more than columns of numbers. Included herein the reader will find substantive narrative discussion of all operating program areas, notable accomplishments in the previous fiscal period, and goals and objectives of the new fiscal year which provide specific details on how the community's resources are put to use.

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

The 2022-24 Financial Plan consists of three basic elements: Operating Plan and Budget, Capital Improvement Program and Budget, and Special Funds.

OPERATING PLAN AND BUDGET

The operating component of the annual Village budget is made up of those funds which provide many of the traditional day to day services delivered to the community and makes up 81.8% of all budgeted resources in FY21/22. Operating Funds include the **General Corporate Fund** and **Water and Sewer Fund**.

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

The **Water and Sewer Fund** is categorized as an “Enterprise Fund” where a schedule of user fees is established and designed to fully finance the system’s operation and continued maintenance. Rates charged to users must be sufficient to meet the daily operational costs of the systems as well as the planned rehabilitation and replacement of its capital components. In addition to purchasing the Village’s supply of Lake Michigan water through the DuPage Water Commission, the Village is responsible for maintaining all water and sewer system components including water transmission mains, pressure adjusting stations, reservoirs, hydrants, meters, water storage structures, backup well water systems, sanitary sewage collection mains, and subsequent treatment at the Water Reclamation Center.

As a service provider, the Village’s largest single operating cost is personnel, representing 50.0% of total operating fund expenditures. **The total FY21/22 regular full-time-equivalent (FTE) personnel complement is 161.9, unchanged from FY20/21.**

From a long-term perspective, the Village is staffed with 8.3 fewer positions or 4.9% below staffing levels at the onset of the Great Recession 13 years ago. While staffing reductions were necessary in light of unprecedented revenue reductions sustained during the Great Recession, the Village continues to approach changes in staffing levels very deliberately, in conjunction with an evaluation of current service demands and opportunities to enhance operational efficiency and effectiveness.

Pension and group health insurance costs represent a significant portion of annual personnel expenditures (26.6%). These costs, over which the Village has little direct control, have historically grown at a rate greater than the Consumer Price Index (CPI) or general revenues.

Contributions to the Illinois Municipal Retirement Fund (IMRF) for FY21/22 are anticipated to increase by 1.4% compared to the FY20/21 budget. Even though there was a 4.5% increase in the IMRF contribution rate for calendar year 2021 (from 13.63% to 14.25% of eligible payroll), the net projected IMRF cost will grow at a slower rate due to payroll savings generated by position turnover in FY20/21. The FY21/22 contribution to the Carol Stream Police Pension Fund, which is computed by an independent actuary, is projected to increase by 7.0% compared

to the current year budget. Carol Stream has always paid 100% of its required pension funding obligations when due and has never participated in pension funding holidays.

The Village’s contribution to the Intergovernmental Personnel Benefit Cooperative (IPBC), the Village’s health insurance pool, is expected to increase in FY21/22 by 2.4% over the current year for health coverage, and a reduction of 1.9% for dental coverage for the plan year beginning July 1, 2021. These adjustments are lower than current medical cost trend and reflect IPBC’s favorable experience. Additional modifications to our prescription drug program have further contributed to reducing the growth in our overall plan costs.

The use of the private sector as a supplement to Village staff is integral to providing high quality affordable services to the community. Refuse collection, tree trimming, water reclamation center operation, janitorial services, street light repairs, street sweeping, legal services, Geographic Information Systems (GIS) services, engineering reviews, building inspections, major building, street and vehicle repair, snow and ice removal, and landscape maintenance are among the more than thirty areas where this combination works very effectively. The Village is also fortunate to have a large contingent of community volunteers that supplement and support Village operations on a regular basis.

General Corporate Fund

The approved General Fund budget for FY21/22 is balanced with budgeted expenditures equal to projected revenues.

Projected revenues of \$28,740,000 for FY21/22 show a slight decline of \$210,000 or -0.7% compared to revenues budgeted in FY20/21. Many of the Village’s key revenue sources were adversely impacted by the coronavirus pandemic during FY20/21. General Fund revenue forecasts for FY21/22 show some recovery as vaccine distribution increases and states work toward returning to a post-pandemic economy. A summary of key revenue highlights for FY21/22 are illustrated below:

Property Tax - The approved property tax levy for 2020, which will be collected during FY21/22, has not increased from FY20/21.

Sales Tax - The largest single revenue source for General Fund operations comes from sales taxes, which contribute 45% of total projected revenues for FY21/22. Sales tax receipts began a sharp decline beginning in mid-2017 and have yet to fully recover.

Fiscal Year	1% Sales Tax	% Change
FY16/17	\$7,688,493	
FY17/18	7,275,930	(5.4%)
FY18/19	6,849,570	(5.9%)
FY19/20	6,888,692	0.6%
FY20/21 est.	6,711,000	(2.6%)
FY21/22 proj.	7,490,000	11.6%

Looking forward into FY21/22, the budget forecast projects a robust recovery from estimated FY20/21 sales tax collections on a number of fronts.

1. We anticipate general improvement in economic activity from businesses that have successfully retooled product and service delivery models during the pandemic. We also anticipate that progress in vaccinating large portions of the population will ultimately support improved mobility and open additional sectors of the economy.
2. A number of new developments have opened or are presently under construction in Carol Stream including a new grocery store, coffee and donut shop, and gas station / convenience store. The Village continues active discussions on other proposed developments that would further expand the Village's economic base.
3. The January 1, 2021 implementation of the "Leveling the Playing Field for Illinois Retail Act" is expected to bring new revenues to local governments from remote retailers that do not have a physical presence in Illinois. Remote transactions that were previously subject to Illinois Use Tax will now be subject to Retailers' Occupation Taxes (sales taxes), including home rule sales taxes in the jurisdiction where qualifying goods are delivered.

State Income Tax - Since 2017, the State of Illinois has been actively diverting income tax revenues due to local governments to fill gaps in the State budget. Since that time, hundreds of thousands of dollars have been taken away from Carol Stream residents and used by a State government that, even after a July 2017 state income tax increase, cannot pay its bills on time. Local governments were furthermore prohibited from sharing in any increases in income tax revenues generated from the State's rate hike.

The Governor, in his February 2021 budget address, has again proposed that 10% of the income tax be withheld from local governments for the State's fiscal year beginning July, 1, 2021. Although our current projections of income taxes for FY21/22 do not reflect the current proposed revenue diversion by the State, an additional \$500,000 in General Fund balances has been retained in reserves in the event they are needed to offset a future revenue loss.

Vehicle License - Beginning July 1, 2021, the Village Board has suspended the local vehicle registration requirement. With the addition of the property tax beginning in FY20/21, sufficient revenues are available to support General Fund operations without the need to assess vehicle registration fees, a revenue source that has historically had a high cost of administration.

Budgeted Expenditures of \$28,740,000 are balanced with projected revenues with no budgeted surplus anticipated for FY21/22. Budgeted expenditures for FY21/22 represent a net decrease of \$210,000 or -0.7% compared to the original approved budget for FY20/21.

The General Fund is where the majority of day to day services to the community are provided. Not surprisingly, 77% of all General Fund expenditures are related to personnel. Total personnel

and benefit costs in the General Fund in FY21/22 will increase by \$621,844 or 2.9% compared to the approved FY20/21 budget.

- Total salaries increase by 2.4% compared to the FY20/21 budget.
- Total authorized staffing at no change from FY20/21 budget.
- A number of vacant positions have been held open and unfilled.
- Non-union and Public Works union merit compensation increases have been suspended until further notice.
- Required pension contributions (IMRF +1.0% and Police Pension +7.0%) are primary drivers of the 2.9% increase in total personnel and benefit costs after general salary adjustments.

All other spending categories in the approved FY21/22 budget, including contractual services, commodities and capital items, have decreased in aggregate by \$831,844 or -11.2% when compared to the original approved FY20/21 budget. This includes elimination of scheduled depreciation contributions to the Equipment Replacement Fund (these were completed during FY20/21). Additionally, a number of requested FY21/22 capital expenditures were completed from surplus funds in FY20/21 including police car laptop replacements and the purchase of Police body worn cameras which will begin implementation, training and rollout in early FY21/22.

Water and Sewer Fund

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

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

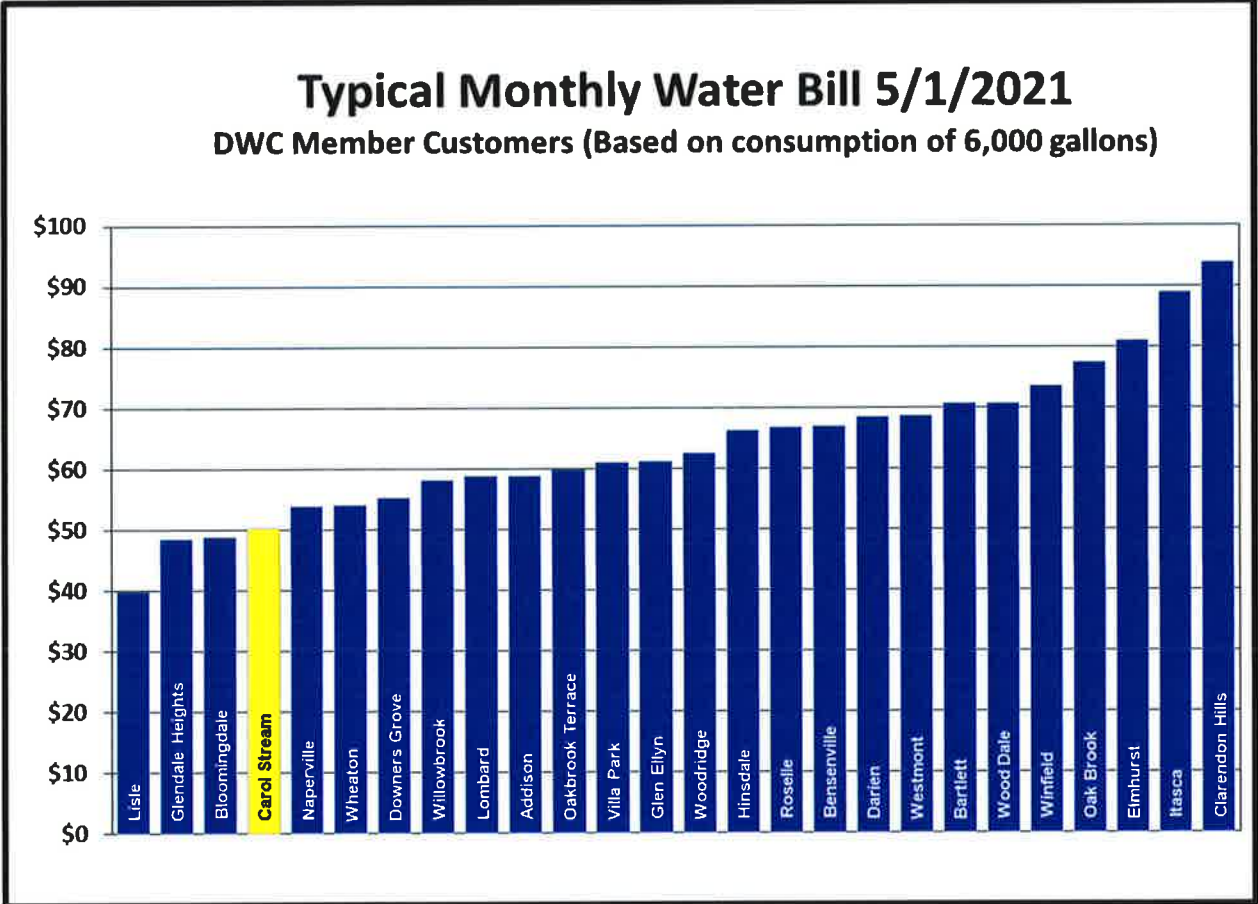
During the extended period of water cost increases, significant focus was placed on cost containment in other areas of the Water and Sewer budget to minimize to the extent practicable, the impact on Carol Stream rate payers. Furthermore, Carol Stream water rate increases throughout this period were limited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

Beginning in 2016, additional Village rate increases became necessary to replace depleted reserve balances so that the fund was able to fully cover its operating costs as well as fund future capital improvement projects. These annual “catch-up” rate adjustments from 2016 through

2020 have returned the fund to improved financial footing. For the new fiscal year 2021/22, no rate adjustments are recommended for both water and sewer services.

Beginning May 1, 2021, water rates will remain unchanged at \$8.38 per 1,000 gallons of water used. Sewer rates will also see no increase for the second consecutive year. The May 1, 2021 combined water/sewer rate is \$13.04 per 1,000 gallons used.

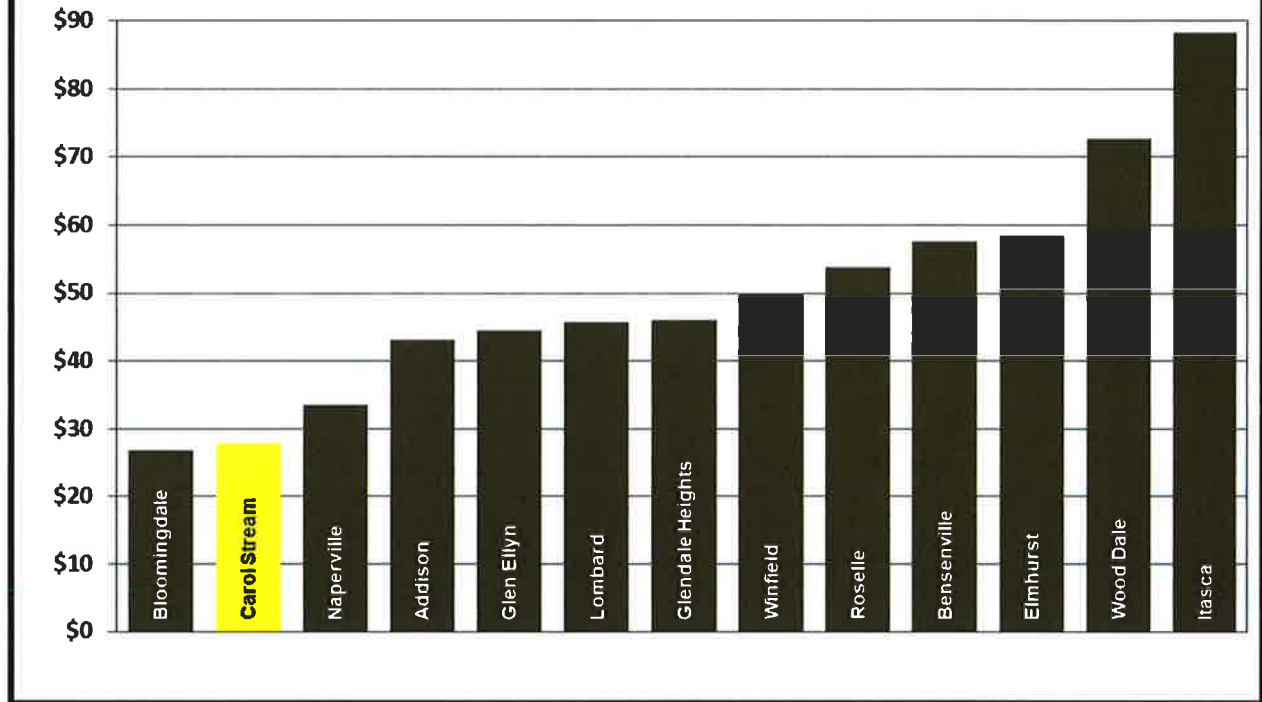
A recent survey of all DuPage Water Commission municipal customers shows that Carol Stream continues to charge among the lowest rates for both water and sanitary sewer services.



Source: Survey of municipal websites – April 2021.

Typical Monthly Sanitary Sewer Bill 5/1/2021

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



Source: Survey of municipal websites – April 2021. Includes only those communities that operate sewage treatment facilities.

Budgeted FY21/22 operating expenses of \$13,246,081 are \$167,567 or 1.3% more than FY20/21 budgeted expenses. The largest operating expenditure item is the community’s water supply purchased from the DuPage Water Commission (43.1% of operating expenses) followed by the management contract for the Water Reclamation Center (15.5% of operating expenses).

Following the identification and repair of a significant system leak in December of 2018, the Village’s water loss ratio in FY20/21 is projected at 96.0%, a significant improvement over the 83.7% loss ratio realized in FY18/19. The loss ratio measures the total quantity of water billed to system users as a percentage of total water purchased from the DuPage Water Commission (DWC) for the year. This has resulted in greatly reduced waste and significant system cost savings.

As of April 2021, the multi-year AMR (Automated Meter Reader) replacement program which began in August of 2018 was approximately 54% complete. The AMR is a device attached to a customer’s water meter (10,800 metered accounts) that transmits monthly meter readings to a radio field collection device. The replacement program is needed as the batteries in the current units that were installed in the late 1990’s to early 2000’s are beyond their expected service life.

Water and Sewer Fund capital construction expenses are budgeted at \$6,366,000 for FY21/22 and include the following notable projects:

WRC Dewatering Replacement Project	\$2,700,000
WRC SCADA System Upgrade	237,000
Gary Avenue Sewer Bypass Project	300,000
Schmale/Geneva/St. Charles Water Main	2,719,000

CAPITAL IMPROVEMENT PROGRAM AND BUDGET

As Carol Stream matures, increased emphasis is being placed on infrastructure maintenance and replacement. A comprehensive Capital Improvement Plan (CIP) has been developed to address the Village’s infrastructure needs. Due to the comprehensive nature of the CIP, it is prepared as a supplement to the Village Budget and includes a specific project planning horizon of 5 years. The first three years of the CIP are incorporated into the Village budget and Financial Plan and are presented in the Village’s **Capital Projects Fund** and **Motor Fuel Tax Fund**. **Between these two funds, a total of \$5,474,000 is budgeted to be reinvested in the maintenance of the Village’s infrastructure assets in FY21/22, representing approximately 9.2% of total expenditures authorized in the Village Budget.**

The Village’s street maintenance and reconstruction program is aimed at maintaining an overall “good” street system rating. A recent roadway condition assessment study has validated our targeted condition rating. The largest project planned for FY21/22 is the annual Flexible Pavement Program (\$2,400,000) which will be funded by the Motor Fuel Tax Fund. A complete listing of planned capital improvement projects for FY21/22 can be found on page 171 of the budget.

The Village has historically financed its Capital Improvement Program on a pay-as-you-go basis, thus **the Village has no general obligation or revenue bonded debt**. With the funding changes implemented beginning in FY20/21, the Capital Improvement Plan (CIP) continues to be fully funded for the next 5 years.

SPECIAL FUNDS

The Village maintains a number of smaller funds which are reserved for specific purposes. Combined, these funds make up the remaining 9.0% of the total budget for FY21/22.

Police Pension Fund

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

The Village has a long history of fully funding its obligations with respect to pensions. In 2011, the Illinois Legislature adopted a number of pension reforms which impact the funding of contributions to the plan beginning in FY12/13. Among the more impactful changes included an extension of the amortization period of unfunded actuarial accrued liabilities (from 2033 to

2040) as well as a reduction in the liability funding target from 100% to 90%. The impact of these changes generally results in a net reduction in required contributions into pension systems across the State. Rather than decreasing its annual contribution, the Village opted to continue to fund its obligations to meet 100% of projected pension liabilities.

The latest actuarial valuation shows the Pension Fund's funded status at 62.6% as of April 30, 2020, a slight increase from April 30, 2019.

TIF3 – North Avenue / Schmale Road

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

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

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

Equipment Replacement Fund

The Equipment Replacement Fund was established in FY20/21 as a means of funding the replacement of Village fleet vehicles and large equipment. Funds are contributed by user departments within the General and Water and Sewer Funds each year to finance a portion of each vehicle's estimated future replacement cost over its projected service life. Funds needed to establish the replacement fund were transferred from General Fund and Water and Sewer Fund reserve balances. This method of funding will ensure availability of funds when vehicles require replacement and is a lower cost alternative to funding through capital lease financing.

State and Federal Asset Seizure Funds

The Village periodically receives forfeited assets through the Police Department's participation in various State and Federal cases. The proceeds of these forfeitures are to be allocated exclusively for authorized law enforcement purposes in compliance with State and Federal regulations.

LOOKING AHEAD

As we are continually reminded, the Village's principal operating revenue sources are subject to weather, economic swings, business decisions, and the vagaries of state and federal legislative, judicial, and regulatory processes. The Village continues to operate in an environment of increased revenue volatility.

Although the Village has now operated successfully for more than a year under the economic impacts of the coronavirus pandemic, we enter into the next fiscal period with continued uncertainty as to the extent to which many key revenue sources are able to show signs of recovery. Whatever the result, the Village will continue to act quickly to cut back expenditures so that we are able to maintain basic essential services to the community while spending within available resources.

ACKNOWLEDGEMENTS

The entire management team has spent considerable time developing the 2022-24 Financial Plan and FY21/22 Annual Budget. Particular thanks go to Assistant Village Manager Joe Carey, Assistant to the Village Manager Tia Messino, Assistant Finance Director Barbara Wydra and Finance Director Jon Batek who acted as the Financial Plan Team to coordinate the creation of the overall plan.

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

The 2022-24 Financial Plan serves the public interest in describing and providing the resources for the provision of Village services and products to its customers. I look forward to working with you in putting this plan into action.

FINANCIAL

PLAN

POLICIES

INTRODUCTION

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

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

OVERVIEW

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

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

The result of these policies is a municipality that has sound and modern public facilities, offers quality services, has not relied upon general obligation debt, and historically has been able to meet its operating and capital needs while at the same time reserving funds for dealing with catastrophic events should they occur. By following a set of guidelines, the Village has managed to stay on a financially healthy course and it will continue to do so if it uses caution and maintains the discipline of following the policies established.

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

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

A. General

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

B. Revenue

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

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

2. Through the Village's economic development program, the Village will strive to strengthen and further diversify its revenue base.
3. The Village will project revenues for the next three years and will update this projection annually. Each existing and potential revenue source will be reexamined annually or more often if needed.
4. The Village will maintain a revenue monitoring system to assist in trend analysis and revenue forecasting.

5. The Village will oppose State and/or Federal legislation that will mandate costs to units of local government without providing a new or increasing an existing revenue source to pay those costs.
6. The Village follows a “cost of service” approach which results in user fees, rates and customer charges being sufficient to cover the cost of providing the service. Each year the Village will establish user fees, rates and charges at a level related to the cost of providing the service and to adjust for the effects of inflation.
7. The Village will set fees and user charges for each enterprise fund, such as Water and Sewer, at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets.
8. The Village will not use one-time revenue for continuing expenses. All new and continuing expenses will be based on known and conservatively projected revenue sources. The identification of new, but one-time revenue opportunities (i.e. state and federal grants) will be used to fund one-time expenses such as capital equipment purchases and small capital projects not involving on-going operating expenses.
9. The operating reserve may be used to supplement the budget during a financial downturn. The use of the reserves must be authorized by the Village Board and a plan to replenish the reserves to the required level should accompany the request to use the funds.

C. Expenditure

1. The Village will maintain a level of expenditures which will provide for the public well being and safety of the residents of the community.
2. Expenditures will be within the confines of generated revenue. The operating reserve may be used to supplement the budget during a financial downturn.
3. The Village will maintain expenditure categories according to state statute and administrative regulation.
4. Services will parallel and adjust to the Village’s inelastic revenue sources in order to maintain the highest level of service. During periods of economic upturn, long-term expansion of core services will be limited to the anticipated increase of those sources.
5. The Village will forecast its expenditures for each of the next three years and will update this forecast annually. Expenditure forecasts will be cognizant of the elastic and inelastic structure of revenues.

6. The Annual Operating Budget and Financial Plan and Capital Improvement Program should provide for adequate design, construction, maintenance, and replacement of the Village's capital plant and equipment.
7. A performance based employee compensation package consistent with sound economic policies of the Village of Carol Stream is maintained to recruit and to retain qualified employees.

D. Debt Management

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

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

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

E. Cash Reserve Policy

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

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

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

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

General Corporate Fund

The General Corporate Fund shall maintain an operating cash reserve balance at a minimum of 25% of annual net budgeted expenditures.

In the event cash reserve balances exceed 25% of net operating expenditures, the excess amount over the 25% minimum may be:

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

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

Water and Sewer Fund

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

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

F. Cash Management

1. An investment policy has been adopted by the Village Board. The investment policy provides guidelines for the prudent investment of the temporary idle cash and outlines the policies for maximizing the efficiency of the cash management system. The ultimate goal is to enhance the economic status of the Village while protecting its pooled cash.
2. The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the Village to invest funds to the fullest extent possible. The Village attempts to match funds to projected disbursements.
3. In order to maximize interest earnings, the Village commingles the cash of all funds excluding the Police Pension Fund. Interest revenue derived from commingled cash is

allocated to the participating funds monthly based on the relative cash balance of each fund.

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

G. Accounting, Auditing and Financial Reporting Policies

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

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

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

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

FINANCIAL

PLAN

and

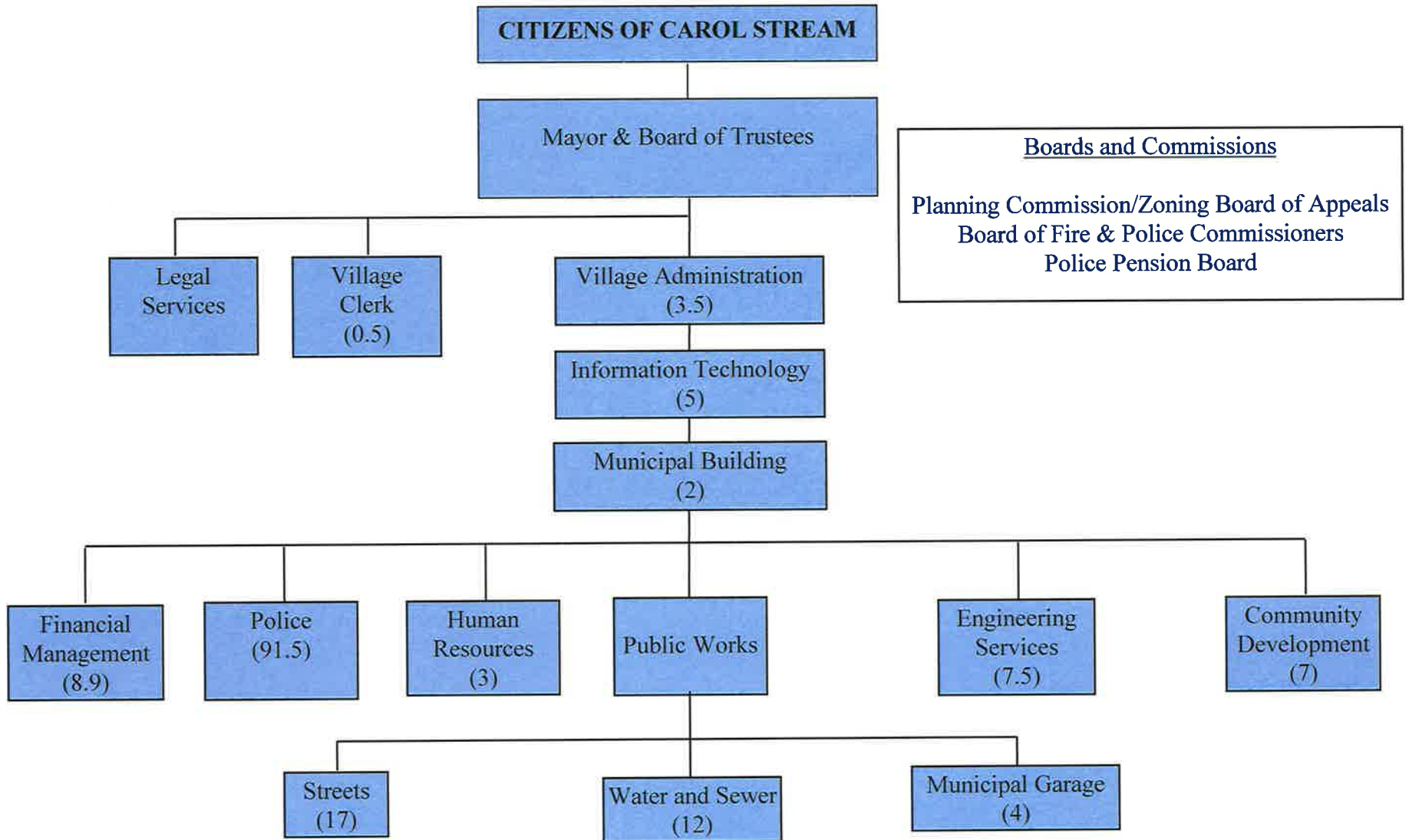
BUDGET

SUMMARIES

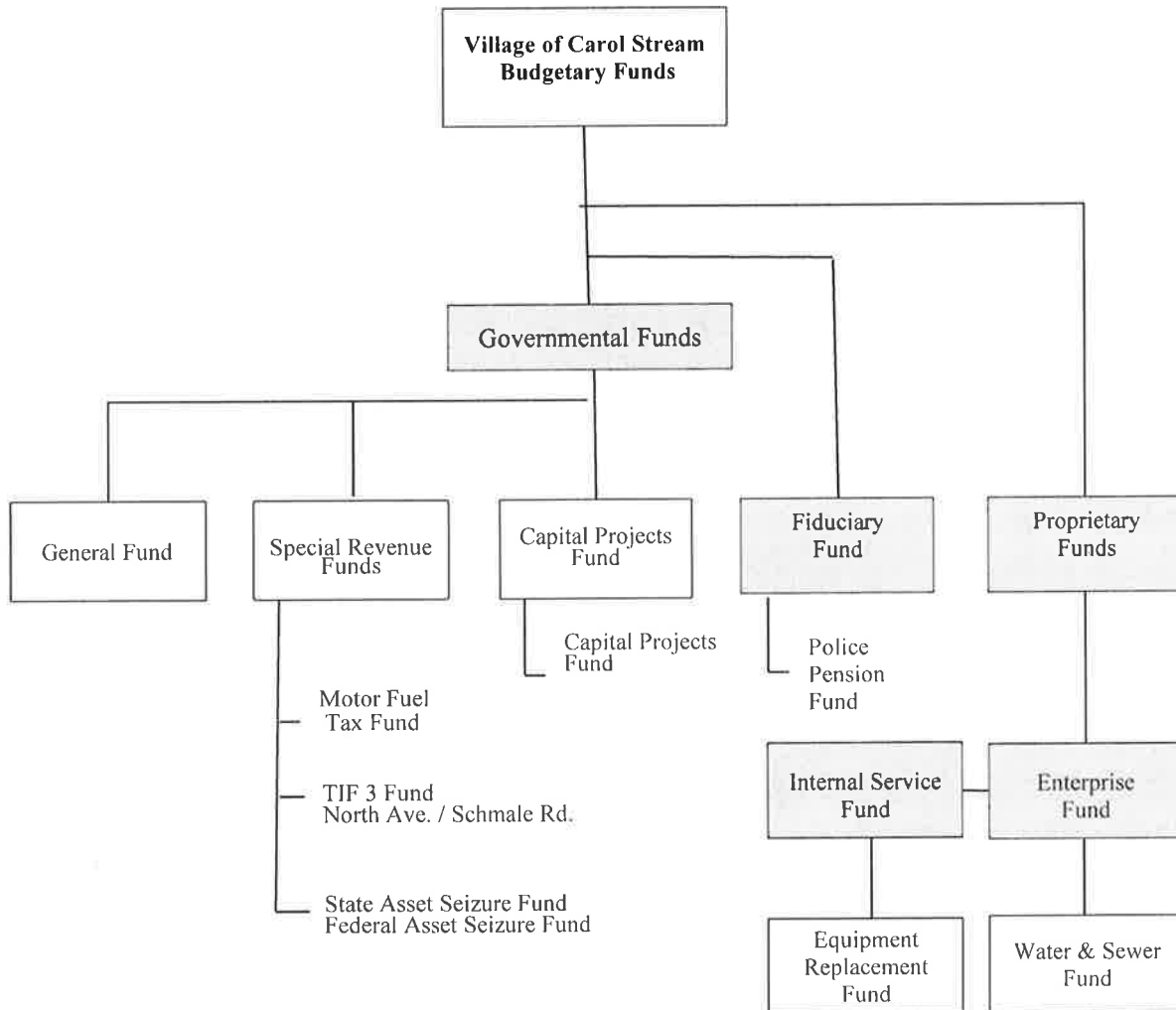
Village of Carol Stream

ORGANIZATION CHART

May 1, 2021



VILLAGE OF CAROL STREAM FUND STRUCTURE



Fund Descriptions:

Governmental Funds

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

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

Enterprise Funds

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

Internal Service Fund

The **Equipment Replacement Fund** receives annual depreciation contributions from operating funds (General and Water and Sewer Funds) for the eventual replacement of major equipment and fleet vehicles so that funding is available when the equipment reaches the end of its service life.

Special Revenue Funds

Used to account for the proceeds of specific revenue sources that are restricted to expenditures for specific purposes. Funds include the **Motor Fuel Tax, Tax Increment Financing (TIF) District 3, State Asset Forfeiture Fund and Federal Asset Forfeiture Fund.**

Fiduciary Fund

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

All of the above mentioned funds are subject to appropriation.

Village of Carol Stream

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

ALL GOVERNMENTAL FUND TYPES

Description	General	Capital Proj.	Motor Fuel Tax	TIF 3 North / Schmale	Fed/State Asset Seizure	Totals
Revenue						
Taxes	\$ 24,123,100	\$ 3,971,000	\$ 0	\$ 385,000	\$ 0	\$ 28,479,100
Licenses and Permits	927,200					927,200
Intergovernmental			1,563,000			1,563,000
Charges for Services	1,505,200					1,505,200
Fines and Forfeits	1,382,000					1,382,000
Interest	105,000	15,000	5,000	1,000		126,000
Miscellaneous	377,500					377,500
Grants	320,000	323,600	872,370			1,515,970
Tfr. from General Fund				130,000		130,000
Total Revenues	28,740,000	4,309,600	2,440,370	516,000	0	36,005,970
Expenditures						
General Government	\$ 7,343,765					\$ 7,343,765
Public Safety	17,704,197				113,150	17,817,347
Highways and Streets	3,692,038		75,000			3,767,038
Capital Improvements		2,884,000	2,515,000			5,399,000
Miscellaneous				288,500		288,500
Total Expenditures	28,740,000	2,884,000	2,590,000	288,500	113,150	34,615,650
Change in Position	0	1,425,600	(149,630)	227,500	(113,150)	1,390,320
Fund Balances						
May 1 - Projected	20,432,372	9,600,259	3,275,906	993,714	386,589	34,688,840
April 30 - Projected	\$ 20,432,372	\$ 11,025,859	\$ 3,126,276	\$ 1,221,214	\$ 273,439	\$ 36,079,160

Village of Carol Stream

Combined Statement of Proposed Revenues, Expenditures and Changes in Fund Balances Year Ended April 30, 2023

ALL GOVERNMENTAL FUND TYPES

Description	General	Capital Proj.	Motor Fuel Tax	TIF 3 North / Schmale	Fed/State Asset Seizure	Totals
Revenue						
Taxes	\$ 24,320,600	\$ 3,907,000	\$ 0	\$ 396,000	\$ 0	\$ 28,623,600
Licenses and Permits	932,200					932,200
Intergovernmental			1,600,000			1,600,000
Charges for Services	1,520,800					1,520,800
Fines and Forfeits	1,407,000					1,407,000
Interest	159,000	30,000	10,000	1,000		200,000
Miscellaneous	397,400					397,400
Grants	300,000	2,153,280	872,370			3,325,650
Tfr. from General Fund				135,000		135,000
Total Revenues	29,037,000	6,090,280	2,482,370	532,000	0	38,141,650
Expenditures						
General Government	\$ 7,004,109					\$ 7,004,109
Public Safety	18,181,119				5,500	18,186,619
Highways and Streets	3,980,227		75,000			4,055,227
Capital Improvements		9,495,000	764,000			10,259,000
Miscellaneous				295,500		295,500
Total Expenditures	29,165,455	9,495,000	839,000	295,500	5,500	39,800,455
Change in Position	(128,455)	(3,404,720)	1,643,370	236,500	(5,500)	(1,658,805)
Fund Balances						
May 1 - Projected	20,432,372	11,025,859	3,126,276	1,221,214	273,439	36,079,160
April 30 - Projected	\$ 20,303,917	\$ 7,621,139	\$ 4,769,646	\$ 1,457,714	\$ 267,939	\$ 34,420,355

Village of Carol Stream

Combined Statement of Proposed Revenues, Expenditures and Changes in Fund Balances Year Ended April 30, 2024

ALL GOVERNMENTAL FUND TYPES

Description	General	Capital Proj.	Motor Fuel Tax	TIF 3 North / Schmale	Fed/State Asset Seizure	Totals
Revenue						
Taxes	\$ 24,467,800	\$ 3,850,000	\$ 0	\$ 407,000	\$ 0	\$ 28,724,800
Licenses and Permits	932,200					932,200
Intergovernmental			1,635,000			1,635,000
Charges for Services	1,502,800					1,502,800
Fines and Forfeits	1,407,000					1,407,000
Interest	214,000	75,000	25,000	1,000		315,000
Miscellaneous	400,200					400,200
Grants	300,000	2,339,137				2,639,137
Tfr. from General Fund				140,000		140,000
Total Revenues	29,224,000	6,264,137	1,660,000	548,000	0	37,696,137
Expenditures						
General Government	\$ 6,950,370					\$ 6,950,370
Public Safety	18,573,965				5,500	18,579,465
Highways and Streets	3,941,911		75,000			4,016,911
Capital Improvements		7,498,000	3,477,000			10,975,000
Miscellaneous				302,500		302,500
Total Expenditures	29,466,246	7,498,000	3,552,000	302,500	5,500	40,824,246
Change in Position	(242,246)	(1,233,863)	(1,892,000)	245,500	(5,500)	(3,128,109)
Fund Balances						
May 1 - Projected	20,303,917	7,621,139	4,769,646	1,457,714	267,939	34,420,355
April 30 - Projected	\$ 20,061,671	\$ 6,387,276	\$ 2,877,646	\$ 1,703,214	\$ 262,439	\$ 31,292,246

Village of Carol Stream

ALL PROPRIETARY AND
FIDUCIARY FUND TYPES

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

Description	Proprietary Funds			Totals
	Enterprise	Internal Service	Fiduciary	
	Water & Sewer	Equipment Replacement	Police Pension	
Revenue				
Charges for Services	\$ 13,580,000	\$ 0	\$ 0	\$ 13,580,000
Contributions			3,700,927	3,700,927
Interest	10,000		4,000,000	4,010,000
Total Revenues	13,590,000	0	7,700,927	21,290,927
Expenses				
Operations	12,754,483			12,754,483
Benefits and Admin. Costs			4,621,900	4,621,900
Capital Investment	6,366,000	289,000		6,655,000
Debt Service	491,598			491,598
Total Expenses	19,612,081	289,000	4,621,900	24,522,981
Net Income (Loss)	(6,022,081)	(289,000)	3,079,027	(3,232,054)
Unrestricted Net Position				
May 1 - Projected	12,116,083	4,552,302	56,309,213	72,977,598
April 30 - Projected	\$ 6,094,002	\$ 4,263,302	\$ 59,388,240	\$ 69,745,544

Village of Carol Stream

ALL PROPRIETARY AND
FIDUCIARY FUND TYPES

Combined Statement of Proposed
Revenues/Expenses & Changes in Net Assets
Year Ended April 30, 2023

Description	Proprietary Funds			Totals
	Enterprise	Internal Service	Fiduciary	
	Water & Sewer	Equipment Replacement	Police Pension	
Revenue				
Charges for Services	\$ 13,585,000	\$ 544,658	\$ 0	\$ 14,129,658
Contributions			4,036,020	4,036,020
Interest	10,000		4,200,000	4,210,000
Total Revenues	13,595,000	544,658	8,236,020	22,375,678
Expenses				
Operations	12,241,447			12,241,447
Benefits and Admin. Costs			4,853,700	4,853,700
Capital Investment	1,955,000	1,149,001		3,104,001
Debt Service	490,618			490,618
Total Expenses	14,687,065	1,149,001	4,853,700	20,689,766
Net Income (Loss)	(1,092,065)	(604,343)	3,382,320	1,685,912
Unrestricted Net Position				
May 1 - Projected	6,094,002	4,263,302	59,388,240	69,745,544
April 30 - Projected	\$ 5,001,937	\$ 3,658,959	\$ 62,770,560	\$ 71,431,456

Village of Carol Stream

ALL PROPRIETARY AND
FIDUCIARY FUND TYPES

Combined Statement of Proposed
Revenues/Expenses & Changes in Net Assets
Year Ended April 30, 2024

Description	Proprietary Funds			Totals
	Enterprise	Internal Service	Fiduciary	
	Water & Sewer	Equipment Replacement	Police Pension	
Revenue				
Charges for Services	\$ 13,590,000	\$ 498,298	\$ 0	\$ 14,088,298
Contributions			4,401,622	4,401,622
Interest	10,000		4,400,000	4,410,000
Total Revenues	13,600,000	498,298	8,801,622	22,899,920
Expenses				
Operations	12,334,879			12,334,879
Benefits and Admin. Costs			5,110,500	5,110,500
Capital Investment	90,000	509,710		599,710
Debt Service	420,421			420,421
Total Expenses	12,845,300	509,710	5,110,500	18,465,510
Net Income (Loss)	754,700	(11,412)	3,691,122	4,434,410
Unrestricted Net Position				
May 1 - Projected	5,001,937	3,658,959	62,770,560	71,431,456
April 30 - Projected	\$ 5,756,637	\$ 3,647,547	\$ 66,461,682	\$ 75,865,866

Village of Carol Stream

Summary of Budgeted Revenues and Expenses

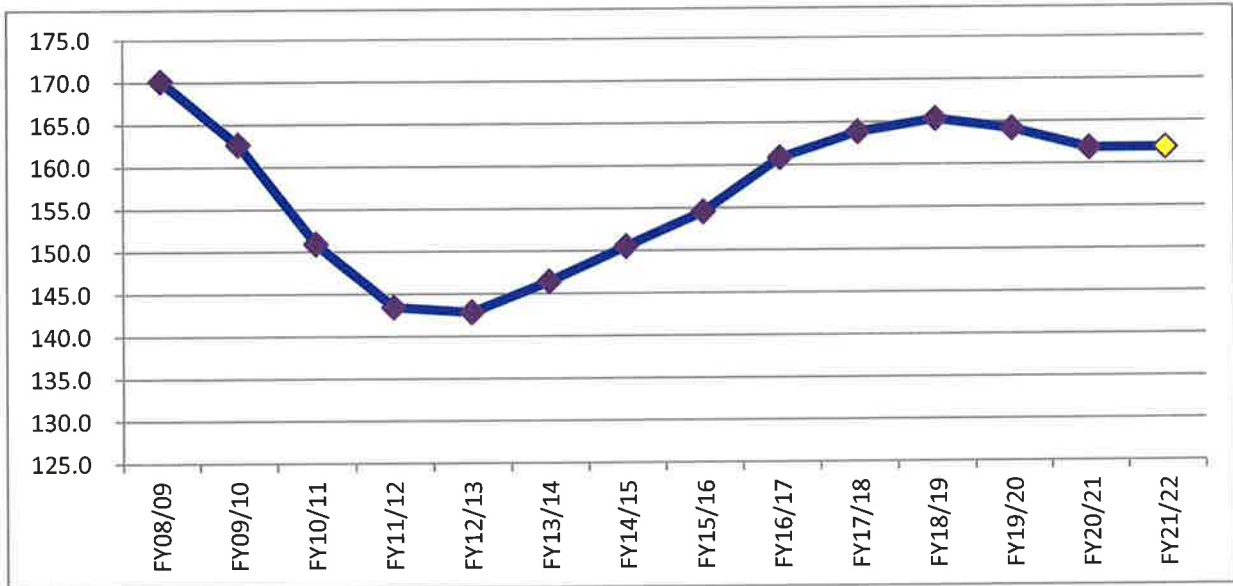
Fund	Actual FY 19/20	Revised Budget FY 20/21	Estimated FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
REVENUES						
General Fund	\$ 28,771,014	\$ 28,950,000	\$ 29,646,000	\$ 28,740,000	\$ 29,037,000	\$ 29,224,000
State Asset Seizure	50,167	-	15,967	-	-	-
Federal Asset Seizure	150,456	-	-	-	-	-
Water & Sewer Fund	13,579,814	13,530,000	13,575,000	13,590,000	13,595,000	13,600,000
Capital Projects Fund	1,266,636	4,956,000	3,951,000	4,309,600	6,090,280	6,264,137
Motor Fuel Tax Fund	1,541,965	1,707,000	2,285,370	2,440,370	2,482,370	1,660,000
Equipment Repl. Fund	-	1,173,505	1,173,505	-	544,658	498,298
TIF3 - North / Schmale	489,624	510,000	489,185	516,000	532,000	548,000
Police Pension Fund	6,285,212	7,310,352	7,300,352	7,700,927	8,236,020	8,801,622
Total Revenues	\$ 52,134,888	\$ 58,136,857	\$ 58,436,379	\$ 57,296,897	\$ 60,517,328	\$ 60,596,057
EXPENSES						
General Fund	\$ 26,132,591	\$ 29,803,064	\$ 27,162,000	\$ 28,740,000	\$ 29,165,455	\$ 29,466,246
State Asset Seizure	9,304	108,350	50,802	104,650	-	-
Federal Asset Seizure	18,405	5,500	4,300	8,500	5,500	5,500
Water & Sewer Fund	12,939,217	19,062,514	13,526,517	19,612,081	14,687,065	12,845,300
Capital Projects Fund	1,458,669	3,362,000	1,420,000	2,884,000	9,495,000	7,498,000
Motor Fuel Tax Fund	3,574,670	3,355,000	1,054,083	2,590,000	839,000	3,552,000
Equipment Repl. Fund	-	620,100	600,785	289,000	1,149,001	509,710
TIF3 - North / Schmale	231,590	256,000	306,836	288,500	295,500	302,500
Police Pension Fund	3,497,793	3,804,600	3,927,600	4,621,900	4,853,700	5,110,500
Total Expenses	\$ 47,862,239	\$ 60,377,128	\$ 48,052,923	\$ 59,138,631	\$ 60,490,221	\$ 59,289,756

	Authorized			Proposed	Proj.	Proj.
	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
1 Administration						
a. Village Manager	1	1	1	1	1	1
b. Asst. Village Manager	1	1	1	1	1	1
c. Asst. to the Village Mgr.	1	1	1	1	1	1
d. Secretary (1 PT)	1	0.5	0.5	0.5	0.5	0.5
	4.0	3.5	3.5	3.5	3.5	3.5
2 Information Technology						
a. IT Director	1	1	1	1	1	1
b. IT Network Engineer	1	1	1	1	1	1
c. IT Technician	3	2	2	2	2	2
d. IT Database Developer	1	1	1	1	1	1
	6	5	5	5	5	5
3 Human Resources						
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	1	1	1	1	1
d. Secretary (PT)	0.6	0	0	0	0	0
	2.6	3	3	3	3	3
4 Financial Management						
a. Finance Director	1	1	1	1	1	1
b. Asst. Finance Director	0	1	1	1	1	1
c. Accounting Manager	1	0	0	0	0	0
d. Accountant	1	1	1	1	1	1
e. Financial Analyst	1	1	1	1	1	1
f. Accounts Clerk	3	3	3	3	3	3
g. Cust Svc Rep (1 FT, 2PT)	1.9	1.9	1.9	1.9	1.9	1.9
	8.9	8.9	8.9	8.9	8.9	8.9
5 Community Development						
a. Community Development Dir.	1	1	1	1	1	1
b. Planning & E.D. Mgr.	1	1	1	1	1	1
c. Development Svcs. Mgr.	1	1	1	1	1	1
d. Code Professional I	1	1	1	1	1	1
e. Code Professional II	1	1	0	0	0	0
f. Code Professional III	0	0	1	1	1	1
g. Permit Systems Coord.	1	1	1	1	1	1
h. Planning & Permitting Asst.	0	0	1	1	1	1
i. Secretary	1	1	0	0	0	0
	7.0	7.0	7.0	7.0	7.0	7.0

	Authorized			Proposed	Proj.	Proj.
	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
6 Engineering Services						
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	0	0	0
d. Civil/Stormwater Engineer	0	0	0	1	1	1
e. Civil Engineer II	1	1	0	0	0	0
f. Engineering Technician	0	0	1	2	2	2
g. Engineering Inspector	2	2	2	1	1	1
h. Administrative Secretary	1	1	1	1	1	1
i. 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
7 Public Works-Streets Division						
a. Director of Public Works	1	1	1	1	1	1
b. Superintendent of Operations	1	1	1	1	1	1
c. Streets Supervisor	1	1	1	1	1	1
d. Administrative Supervisor	0	1	1	1	1	1
e. Office Manager	1	0	0	0	0	0
f. Management Analyst	1	1	1	1	1	1
g. Secretary (2 PT)	1.5	1.5	1	1	1	1
h. Facilities Technician	1	1	0	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	17	17	17	17
Public Works-Water/Sewer Division						
a. Utilities Supervisor	1	1	1	1	1	1
b. WSE I	2	2	2	2	2	2
c. WSE II	8	8	8	8	8	8
d. WSE III - Utility Locator	1	1	1	1	1	1
	12	12	12	12	12	12
Public Works - Municipal Garage Division						
a. Garage Supervisor	1	1	1	1	1	1
b. Mechanic	3	3	3	3	3	3
	4	4	4	4	4	4
Total - Public Works	34.5	34.5	33	33	33	33

	Authorized			Proposed	Proj.	Proj.
	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
8 Police Department						
a. Chief of Police	1	1	1	1	1	1
b. Deputy Police Chief	2	2	2	2	2	2
c. Commander	3	3	3	3	3	3
d. Social Worker	2	2	2	2	2	2
e. Social Services Supervisor	1	1	1	1	1	1
f. Sergeant	7	7	7	7	7	7
g. Police Officer	56	56	55	55	55	55
h. Community Service Tech.	6	6	6	6	6	6
i. Evidence Custodian	1	1	1	1	1	1
j. Secretary	2.8	2.8	3	3	3	3
k. Records Supervisor	1	1	1	1	1	1
l. Records Clerk (6 FT, 1 PT)	6.5	6.5	6.5	6.5	6.5	6.5
m. Training Coordinator/ Budget Analyst	1	1	1	1	1	1
n. RCFL Investigator	1	1	1	1	1	1
o. Crime Free Housing Coord.	0	0	0	0	0	0
p. Community Affairs Specialist	1	1	1	1	1	1
	92.3	92.3	91.5	91.5	91.5	91.5
9 Municipal Building						
a. Building Maint. Superv.	1	1	1	1	1	1
b. Building Maint. Employee	1	1	1	1	1	1
	2	2	2	2	2	2
10 Village Board & Clerk						
a. Secretary (PT)	0.5	0.5	0.5	0.5	0.5	0.5
	0.5	0.5	0.5	0.5	0.5	0.5
TOTAL - REGULAR EMPLOYEES (Full-Time Equivalent)	165.3	164.2	161.9	161.9	161.9	161.9
11 Seasonal & Miscellaneous						
Temporary Help						
a. Streets-Summer	6	6	6	6	6	6
b. W/S Division-Summer	2	2	3	3	3	3
c. Engineering Intern	2	2	2	2	2	2
d. Community Dev. Intern	0	0	1	1	0	0
TOTAL-OTHER THAN FULL TIME (Full-Time Equivalent)	10.0	10.0	12.0	12.0	11.0	11.0
TOTAL EMPLOYEE COUNT (Full-Time Equivalent)	170.3	169.2	167.9	167.9	167.4	167.4

**Village of Carol Stream
Historical and Proposed Regular Employee Staffing
Fiscal Year 21/22 Beginning May 1, 2021**



Changes in Village Staffing

Village staffing proposed for FY21/22 remains 4.9% less than 13 years ago at the onset of the Great Recession. Staff reductions from FY09/10 to FY12/13 were in response to the sustained recessionary environment and were necessary to maintain operating expenditures within available revenues which had deteriorated significantly over the same period.

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

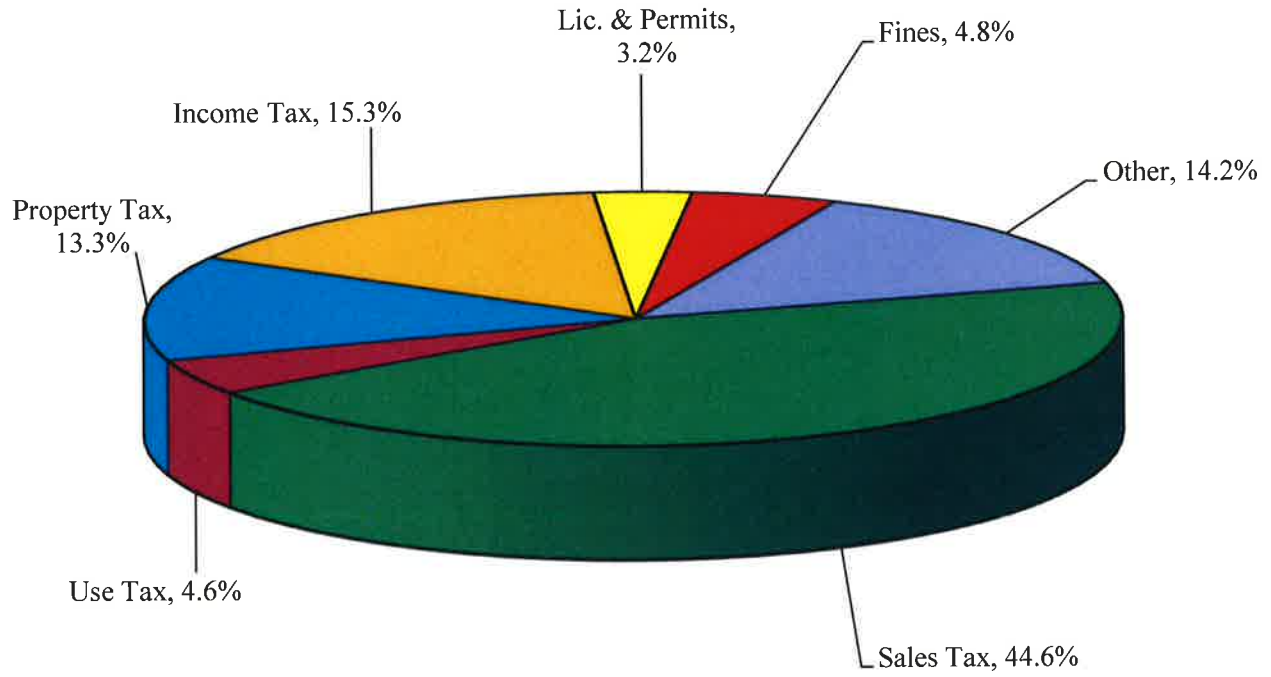


GENERAL

CORPORATE

FUND

**GENERAL CORPORATE FUND
PRINCIPAL REVENUES BY TYPE
FY21/22**



Village of Carol Stream

GENERAL CORPORATE FUND

Revenues

Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Revenues FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24	Footnotes
Property Taxes							
Property Tax	\$0	\$3,800,000	\$3,827,300	\$3,825,000	\$3,825,000	\$3,825,000	<u>1</u>
Road and Bridge Tax	161,844	153,100	153,200	141,600	130,600	119,800	<u>2</u>
Pers. Prop. Repl. Tax	114,919	100,800	94,300	104,000	104,000	104,000	<u>3</u>
Other Taxes							
Sales Tax	6,888,692	6,825,000	6,711,000	7,490,000	7,640,000	7,793,000	<u>4</u>
Electricity Use Tax*	1,817,004	0	0	0	0	0	<u>5</u>
Income Tax	4,304,050	4,170,000	4,375,000	4,404,000	4,404,000	4,404,000	<u>6</u>
Alcohol Tax	253,105	325,000	275,000	300,000	300,000	300,000	<u>7</u>
Amusement Tax	1,325	1,000	1,000	1,000	1,000	1,000	
Home Rule Sales Tax	5,000,255	5,016,000	4,670,000	5,330,000	5,437,000	5,546,000	<u>8</u>
Real Estate Transfer Tax*	999,671	0	0	0	0	0	<u>9</u>
Natural Gas Use Tax	610,565	620,000	604,000	610,000	610,000	610,000	<u>10</u>
Telecommunications Tax*	758,398	0	0	0	0	0	<u>11</u>
Auto Rental Tax	22,632	26,000	24,000	25,000	25,000	25,000	
Local Use Tax	1,420,234	1,603,000	1,750,000	1,313,000	1,182,000	1,064,000	<u>12</u>
Hotel Tax	293,138	352,000	109,000	211,000	274,000	288,000	<u>13</u>
Video Gaming Tax	274,597	340,000	170,000	331,500	351,000	351,000	<u>14</u>
State Cannabis Regulation	9,819	32,000	30,000	37,000	37,000	37,000	<u>15</u>
Total Taxes	\$22,930,248	\$23,363,900	\$22,793,800	\$24,123,100	\$24,320,600	\$24,467,800	
Licenses and Permits							
Business/Misc. License	25,500	28,500	28,500	28,500	28,500	28,500	
Dog License	1,497	1,800	1,500	1,500	1,500	1,500	
Vehicle License	576,902	700,000	610,000	0	0	0	<u>16</u>
Liquor License	161,148	165,000	130,000	170,000	170,000	170,000	
Vending Machine License	5,220	5,500	5,500	5,500	5,500	5,500	
Game Room Fees	875	500	600	600	600	600	
Building Permits	506,149	550,000	500,000	550,000	550,000	550,000	
Rental Licensing Fees	71,725	70,000	70,000	70,000	70,000	70,000	
Video Gaming Permit Fee	88,040	90,500	84,500	88,000	93,000	93,000	<u>17</u>
Small Cell Wire Fee	3,830	5,300	1,000	5,000	5,000	5,000	
Massage Est. Lic. Fee	2,500	4,000	4,000	4,000	4,000	4,000	
Tobacco License	3,900	4,100	4,200	4,100	4,100	4,100	
Total Licenses / Permits	\$1,447,286	\$1,625,200	\$1,439,800	\$927,200	\$932,200	\$932,200	
Charges for Services							
Legal & Planning Fees	120,878	125,000	130,000	130,000	130,000	130,000	
Liquor Investigation Fees	4,900	8,000	8,000	8,000	8,000	8,000	
Cable Franchise Fees	521,027	497,000	486,000	462,000	439,000	417,000	<u>18</u>
Public Hearing Fees	43,745	25,000	15,000	25,000	25,000	25,000	
PEG Fees - Comcast	28,946	28,500	27,900	26,500	25,000	23,800	<u>19</u>
PEG Fees - AT&T	21,493	20,000	19,700	17,700	16,800	16,000	<u>19</u>
Stormwater Plan Review	52,319	130,000	30,000	50,000	50,000	50,000	
Police Training Act Reimb.	0	12,000	0	0	0	0	
Police Liaison	228,768	238,000	210,000	245,000	250,000	255,000	<u>20</u>

Village of Carol Stream

GENERAL CORPORATE FUND

Revenues

Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Revenues FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24	Footnotes
Municipal Service Charge	415,000	399,000	399,000	409,000	395,000	396,000	21
Maint. & Rpr. Reimb.	4,234	3,500	4,000	4,000	4,000	4,000	
Police Reports	3,637	4,000	4,000	4,000	4,000	4,000	
Mowing - DPC ROW	22,914	24,000	24,000	24,000	24,000	24,000	
Reim Fee Based/DuMeg	139,496	150,000	50,000	100,000	150,000	150,000	22
Total Charges for Services	\$1,607,357	\$1,664,000	\$1,407,600	\$1,505,200	\$1,520,800	\$1,502,800	
Fines and Forfeits							
Circuit Court Fines	493,756	475,000	350,000	400,000	400,000	400,000	23
Ordinance Violations	85,333	50,000	30,000	40,000	40,000	40,000	
DUI Tech Funds	48,816	15,000	28,000	20,000	20,000	20,000	24
Court DUI Fines	231,343	250,000	258,000	250,000	250,000	250,000	
Court Fines - Vehicles	9,544	16,000	1,000	2,000	2,000	2,000	
False Alarms	21,290	20,000	15,000	20,000	20,000	20,000	
Vehicle Forfeiture	3,780	0	0	0	0	0	
ATLE Fines	438,883	375,000	464,000	425,000	425,000	425,000	25
Towing Fee	208,975	250,000	180,000	225,000	250,000	250,000	
Total Fines and Forfeits	\$1,541,720	\$1,451,000	\$1,326,000	\$1,382,000	\$1,407,000	\$1,407,000	
Interest Income							
Interest Income	354,130	175,000	74,000	105,000	159,000	214,000	
Other Revenues							
Miscellaneous Revenue	320,053	150,000	150,000	150,000	150,000	150,000	
IT Library Reimbursement	92,856	95,900	93,200	94,500	97,400	100,200	
Insurance Reimbursements	154,257	100,000	50,000	100,000	100,000	100,000	
Sale of Surplus Property	3,156	20,000	41,600	20,000	20,000	20,000	
Donations & Contributions	29,850	30,000	0	13,000	30,000	30,000	26
Total Other Operating	600,172	395,900	334,800	377,500	397,400	400,200	
Total Operating Revenue	28,480,913	28,675,000	27,376,000	28,420,000	28,737,000	28,924,000	
Non-Operating Revenue							
Intergovernmental Grants	290,101	275,000	2,270,000	320,000	300,000	300,000	
Total Non-Operating Rev.	290,101	275,000	2,270,000	320,000	300,000	300,000	
Total Revenue	28,771,014	\$28,950,000	\$29,646,000	\$28,740,000	\$29,037,000	\$29,224,000	

* These revenues were reassigned to the Capital Projects Fund beginning in FY20/21.

REVENUE FOOTNOTES

1. **Property Tax: (\$3,825,000)** 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 have been 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: (\$141,600)** 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): (\$104,000)** PPRT taxes resulted when the Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. Carol Stream receives a pro-rata share of current “replacement” tax revenues collected based on its share of personal property taxes collected for the 1977 tax year.

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

4. **Sales Tax: (\$7,490,000)** 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.

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. Implementation of key provisions of this Act on January 1, 2021 are expected to have a positive impact on total sales taxes received (including home rule sales taxes).

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 was reassigned to the Capital Projects Fund (CPF) as a dedicated funding source for the Village's Capital Improvement Program (CIP).

6. **Income Tax: (\$4,404,000)** 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. The Illinois Municipal League (IML) has forecast municipal revenues for FY22 at \$110.90 per capita. The Village's FY22 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 or additional actions by Springfield to divert municipal revenues.

7. **Alcohol Tax: (\$300,000)** Due to significant declines in the Village's sales tax base, as well as other General Fund revenues that were 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: (\$5,330,000)** 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 was 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: (\$610,000)** A 2.5 cent per 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. Beginning in FY21, this revenue was reassigned to the Capital Projects Fund (CPF) as a dedicated funding source for the Village's Capital Improvement Program (CIP).
12. **Local Use Tax: (\$1,313,000)** 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 continued growth in e-commerce transactions. FY22 revenues are projected to decline by 25% over estimated FY21 receipts, due to the implementation of the "Leveling the Playing Field for Illinois Retail Act" on 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: (\$211,000)** 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: (\$331,500)** 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, 2021, a total of 15 Carol Stream establishments have been issued permits to operate a total of 79 gaming terminals.
15. **State Cannabis Regulation: (\$37,000)** 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 \$0.93 per capita in FY21/22.
16. **Vehicle License: (\$0)** In conjunction with the implementation of the property tax in 2019, the ordinance requirement to purchase and display a bi-annual village vehicle sticker has been suspended beginning with the next renewal period on July 1, 2021.

17. **Video Gaming Permit Fee: (\$88,000)** 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: (\$462,000)** 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: (\$44,200)** 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: (\$245,000)** 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: (\$409,000)** 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: (\$100,000)** The Village bills for additional Police services requested by external agencies (i.e. schools) to cover extracurricular events. This line item also receives reimbursement for a portion of an Officer assigned to DuMeg (DuPage Metropolitan Enforcement Group).
23. **Circuit Court Fines: (\$400,000)** The Village receives a portion of fine revenues generated from police citations processed through the Circuit Court. Beginning in May of 2013, the Village added local prosecution of traffic offenses rather than using the State's Attorney.
24. **DUI Tech Funds: (\$20,000)** 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:** (\$425,000) The Village contracts with a 3rd party vendor to manage the Automated Traffic Light Enforcement (ATLE) program which includes signalized intersections at North Avenue and Gary Avenue and North Avenue and Kuhn Road. Costs of administering the program are budgeted in the Police Department Traffic Program.

26. **Donations and Contributions:** (\$13,000) These revenues represent corporate sponsorships which provide 100% funding of the Summer Concert Series at the Ross Ferraro Town Center.

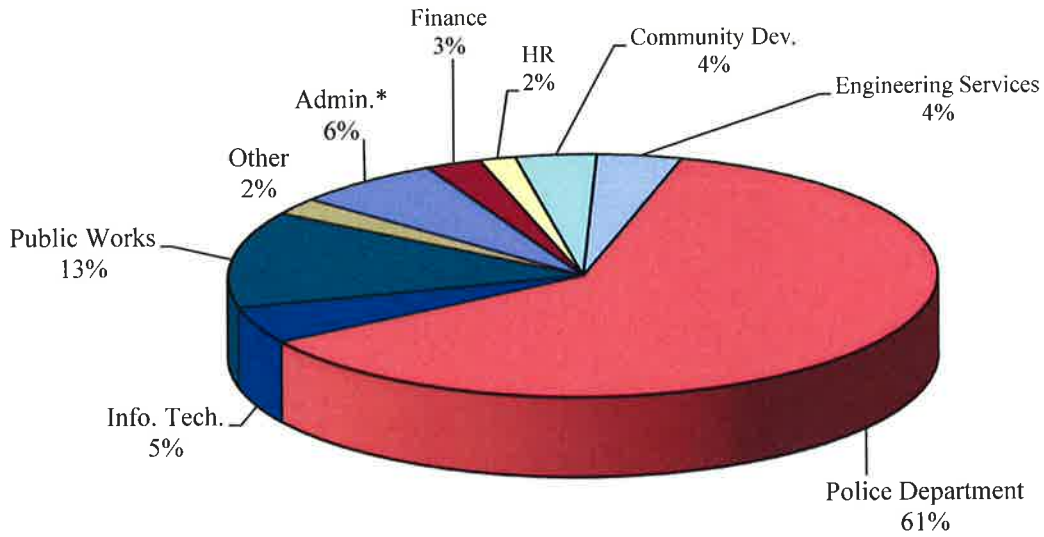
Village of Carol Stream

GENERAL CORPORATE FUND

Revenues - Expenditures

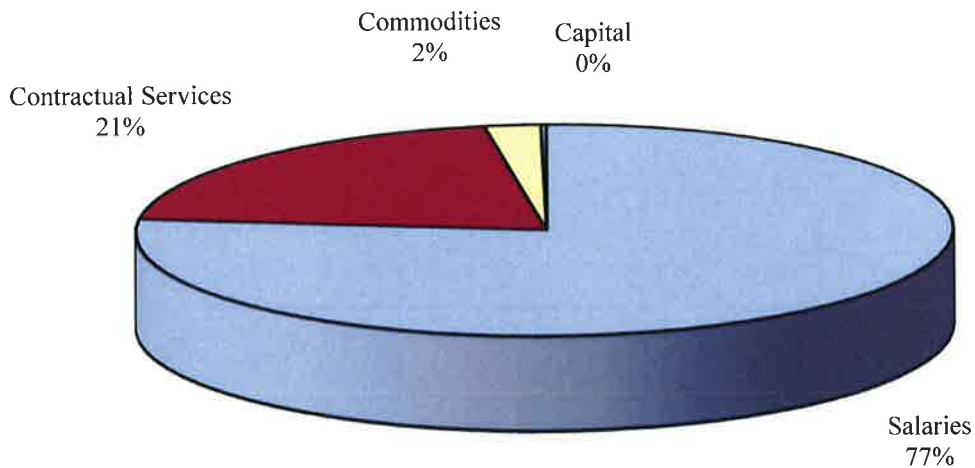
Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Rev. / Exp. FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Revenues						
Operating Revenue	\$ 28,480,913	\$ 28,675,000	\$ 27,376,000	\$ 28,420,000	\$ 28,737,000	\$ 28,924,000
Non-Operating Revenue	290,101	275,000	2,270,000	320,000	300,000	300,000
Total Revenues	\$28,771,014	\$28,950,000	\$29,646,000	\$28,740,000	\$29,037,000	\$29,224,000
Expenditures						
Fire & Police Commission	\$ 16,968	\$ 38,577	\$ 49,400	\$ 38,696	\$ 19,096	\$ 56,096
Village Board & Clerk	131,307	145,604	122,444	170,863	142,603	147,638
Plan Commission & ZBA	5,209	6,025	5,815	6,225	6,725	6,225
Emergency Services	6,287	98,000	55,000	58,000	58,000	58,000
Legal Services	246,532	284,260	232,000	275,700	275,700	275,700
Administration	831,198	897,408	879,226	932,666	936,253	940,630
Human Resources	414,445	456,502	444,281	475,184	475,749	479,071
Financial Management	697,441	741,009	714,651	725,836	728,858	735,296
Engineering Services	1,144,081	1,325,979	1,028,732	1,114,420	1,126,291	1,129,581
Comm. Development	997,539	1,125,085	992,054	1,066,446	1,034,902	1,035,312
Information Technology	1,360,555	1,679,176	1,595,069	1,406,695	1,468,965	1,464,687
Police	15,818,807	17,460,735	16,202,518	17,704,197	18,181,119	18,573,965
Streets	3,364,091	4,398,885	3,922,615	3,692,038	3,980,227	3,941,911
Municipal Building	375,647	447,859	354,463	396,394	371,062	372,229
Municipal Garage	0	0	0	0	0	0
Transfers and Agreements	680,775	654,000	563,000	644,000	314,000	204,000
Special Events	41,709	43,960	732	32,640	45,905	45,905
Total Expenditures	\$26,132,591	\$29,803,064	\$27,162,000	\$28,740,000	\$29,165,455	\$29,466,246
Transfer to Other Funds	\$ 252,811	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Net Income (Loss)	\$2,385,612	\$ (853,064)	\$2,484,000	\$ 0	\$ (128,455)	\$ (242,246)

**GENERAL CORPORATE FUND
EXPENDITURES BY DEPARTMENT
FY 21/22**



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

**GENERAL CORPORATE FUND
EXPENDITURE BY CLASSIFICATION
FY 21/22**



Village of Carol Stream

GENERAL CORPORATE FUND

Budget Comparison by Department

Department	Salaries & Wages			Contractual Services			Commodities			Capital Outlay / IFT			Totals		
	FY21/22	FY22/23	FY23/24	FY21/22	FY22/23	FY23/24	FY21/22	FY22/23	FY23/24	FY21/22	FY22/23	FY23/24	FY21/22	FY22/23	FY23/24
Fire & Police Commission	\$ 646	\$ 646	\$ 646	\$ 38,000	\$ 18,400	\$ 55,400	\$ 50	\$ 50	\$ 50	\$ 0	\$ 0	\$ 0	\$ 38,696	\$ 19,096	\$ 56,096
Village Board & Clerk	54,303	54,303	54,303	114,660	86,365	91,675	1,900	1,935	1,660	0	0	0	170,863	142,603	147,638
Plan Comm. & Zoning															
Board of Appeals	1,725	1,725	1,725	4,500	5,000	4,500	0	0	0	0	0	0	6,225	6,725	6,225
Emergency Services	0	0	0	53,000	53,000	53,000	5,000	5,000	5,000	0	0	0	58,000	58,000	58,000
Legal Services	0	0	0	275,700	275,700	275,700	0	0	0	0	0	0	275,700	275,700	275,700
Administration	663,839	665,626	667,503	262,227	264,027	266,527	6,600	6,600	6,600	0	0	0	932,666	936,253	940,630
Human Resources	420,819	423,713	426,752	50,595	51,061	51,224	3,770	975	1,095	0	0	0	475,184	475,749	479,071
Financial Management	625,441	628,658	632,036	94,245	94,450	97,010	6,150	5,750	6,250	0	0	0	725,836	728,858	735,296
Engineering Services	946,938	952,294	957,917	158,869	165,881	163,515	8,613	8,116	8,149	0	0	0	1,114,420	1,126,291	1,129,581
Comm. Development	885,954	882,700	886,897	170,569	142,033	138,390	9,923	10,169	10,025	0	0	0	1,066,446	1,034,902	1,035,312
Information Technology	622,425	623,880	625,407	722,354	733,452	731,343	25,416	12,133	12,137	36,500	99,500	95,800	1,406,695	1,468,965	1,464,687
Police	15,259,192	15,631,198	16,037,120	1,854,079	1,969,252	1,942,268	572,126	530,269	544,177	18,800	50,400	50,400	17,704,197	18,181,119	18,573,965
Public Works-Streets	1,890,061	1,903,128	1,916,697	1,267,986	1,541,223	1,500,142	531,991	535,876	525,072	2,000	0	0	3,692,038	3,980,227	3,941,911
Municipal Building	203,622	204,783	206,002	143,167	119,777	119,712	49,605	46,502	46,515	0	0	0	396,394	371,062	372,229
Municipal Garage	556,568	559,922	563,444	27,181	16,431	16,148	(583,749)	(576,353)	(579,592)	0	0	0	0	0	0
Transfers & Agreements	0	0	0	644,000	314,000	204,000	0	0	0	0	0	0	644,000	314,000	204,000
Special Events	0	0	0	32,340	45,605	45,605	300	300	300	0	0	0	32,640	45,905	45,905
Totals	\$ 22,131,533	\$ 22,532,576	\$ 22,976,449	\$ 5,913,472	\$ 5,895,657	\$ 5,756,159	\$ 637,695	\$ 587,322	\$ 587,438	\$ 57,300	\$ 149,900	\$ 146,200	\$ 28,740,000	\$ 29,165,455	\$ 29,466,246

**General Fund Budget Expenditures
FY21/22 Compared to FY20/21 Budget and FY20/21 Estimate**

	<u>Actual FY19/20</u>	<u>Revised Budget FY20/21</u>	<u>Estimated FY20/21</u>	<u>Proposed Budget FY21/22</u>	<u>FY21/22 Proposed to FY20/21 Budget</u>		<u>FY21/22 Proposed to FY20/21 Estimate</u>	
Personal Services	\$ 12,908,730	\$ 13,421,974	\$ 12,643,589	\$ 13,742,259	\$ 320,285	2.4%	\$ 1,098,670	8.7%
Seasonal Help	45,566	55,588	21,056	59,106	3,518	6.3%	38,050	180.7%
Court Time	124,040	145,000	106,000	136,000	(9,000)	-6.2%	30,000	28.3%
Overtime	748,638	852,900	784,160	836,350	(16,550)	-1.9%	52,190	6.7%
Group Insurance	1,734,663	1,893,326	1,699,889	1,994,313	100,987	5.3%	294,424	17.3%
IMRF	771,735	913,473	834,037	922,330	8,857	1.0%	88,293	10.6%
FICA	995,632	1,064,944	966,734	1,060,916	(4,028)	-0.4%	94,182	9.7%
Work Comp	312,132	312,132	312,132	312,132	-	0.0%	-	0.0%
Unemployment	-	-	750	-	-	0.0%	(750)	0.0%
Police Pension	<u>2,625,502</u>	<u>2,850,352</u>	<u>2,862,452</u>	<u>3,068,127</u>	<u>217,775</u>	<u>7.6%</u>	<u>205,675</u>	<u>7.2%</u>
Total Salaries & Wages	20,266,638	21,509,689	20,230,799	22,131,533	621,844	2.9%	1,900,734	9.4%
Contractual Services	5,181,150	7,043,571	5,889,414	5,913,472	(1,130,099)	-16.0%	24,058	0.4%
Commodities	313,452	685,704	542,041	637,695	(48,009)	-7.0%	95,654	17.6%
Capital Outlay	<u>371,351</u>	<u>564,100</u>	<u>499,746</u>	<u>57,300</u>	<u>(506,800)</u>	<u>-89.8%</u>	<u>(442,446)</u>	<u>-88.5%</u>
Total Expenditures	<u>\$ 26,132,591</u>	<u>\$ 29,803,064</u>	<u>\$ 27,162,000</u>	<u>\$ 28,740,000</u>	<u>\$ (1,063,064)</u>	<u>-3.6%</u>	<u>\$ 1,578,000</u>	<u>5.8%</u>

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GENERAL

CORPORATE

FUND

DEPARTMENTAL

BUDGETS

GENERAL CORPORATE FUND	FIRE AND POLICE COMMISSION
	Summary

PERSONNEL SCHEDULE

	<u>Authorized FY19/20</u>	<u>Budget FY20/21</u>	<u>Proposed FY21/22</u>	<u>Projected FY22/23</u>	<u>Projected FY23/24</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.

FY20/21 ACCOMPLISHMENTS

1. Conducted promotional testing for the position of Police Sergeant to establish a new three-year eligibility list.
2. Hired nine (9) 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.

FY21/22 OBJECTIVES

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

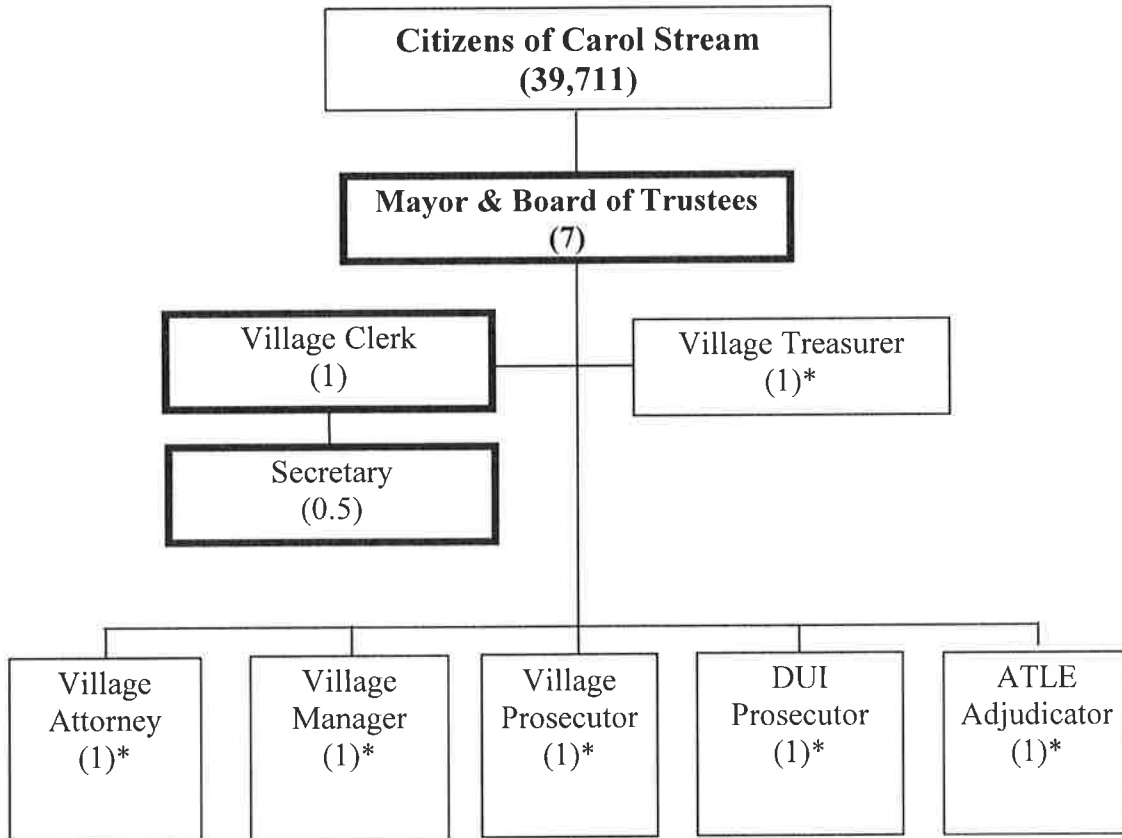
Fire & Police Commission Expenditures (01510000)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 400	\$ 585	\$ 450	\$ 600	\$ 600	\$ 600
51113 FICA	31	42	35	46	46	46
Subtotal	431	627	485	646	646	646
Contractual Services						
52223 Training	0	0	0	1,500	1,500	1,500
52228 Personnel Hiring	15,432	35,000	46,000	33,600	15,000	51,000
52234 Dues & Subscriptions	375	400	375	400	400	400
52238 Legal Fees	730	2,500	2,500	2,500	1,500	2,500
Subtotal	16,537	37,900	48,875	38,000	18,400	55,400
Commodities						
53314 Office Supplies	0	50	40	50	50	50
Subtotal	0	50	40	50	50	50
Totals	\$ 16,968	\$ 38,577	\$ 49,400	\$ 38,696	\$ 19,096	\$ 56,096

PERSONNEL SCHEDULE

	<u>Authorized FY19/20</u>	<u>Budget FY20/21</u>	<u>Proposed FY21/22</u>	<u>Projected FY22/23</u>	<u>Projected FY23/24</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.

FY20/21 ACCOMPLISHMENTS

1. Monitored and adjusted expenses to maintain a balanced budget during COVID-19.
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. Completed, executed and recorded 47 Ordinances and 48 Resolutions.
5. Processed 872 Freedom of Information Act (FOIA) requests in a timely manner and without complaints.
6. Completed 22 code amendments and updated the online Code to reflect these amendments.
7. Advertised and provided support for the 2020 Census.
8. Performed local election duties including maintaining a record of the election and all notification responsibilities required by Code and state election laws.

FY21/22 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 lawmakers to discourage unfunded mandates on local governments or other actions that would result in a net loss of local funds.
3. Conduct a community survey to provide a comprehensive and accurate picture of livability and resident perspectives about local government services, policies and management.
4. Provide meeting minutes to the Village Board prior to their next regularly scheduled meeting. Complete supplements to the Municipal Code and record and file official documents within 30-days of their passage.
5. Maintain up-to-date code and code amendments in the Village Clerk's office and online in accordance with official actions taken by the Village Board.
6. Remain current on Freedom of Information Act (FOIA) and Open Meetings Act requirements, training and process FOIA requests within requirements set by state law.
7. Provide timely updates to the Village Board on release of Executive Session meeting minutes.

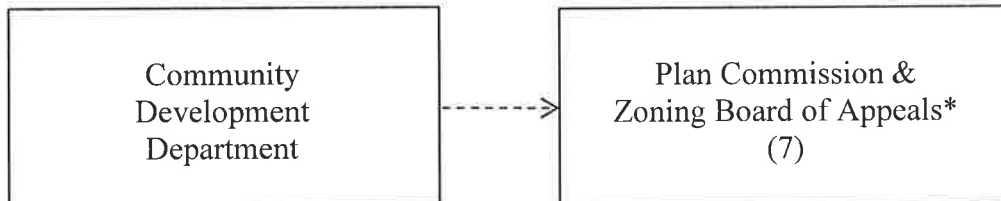
Village Board & Clerk Expenditures (01520000)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 47,393	\$ 49,322	\$ 48,000	\$ 50,403	\$ 50,403	\$ 50,403
51113 FICA	3,626	3,773	3,600	3,856	3,856	3,856
51114 Workers Comp.	44	44	44	44	44	44
Subtotal	51,063	53,139	51,644	54,303	54,303	54,303
Contractual Services						
52222 Meetings	2,624	8,775	2,475	8,950	3,875	8,875
52233 Recording Fees	639	1,000	1,100	1,000	1,000	1,000
52234 Dues & Subscriptions	39,509	42,450	25,369	44,250	44,250	44,250
52237 Auditing	19,100	17,640	19,390	23,440	19,940	20,250
52240 Public Notices/Info.	3,260	3,265	3,210	3,520	3,300	3,300
52253 Consultant	4,616	7,500	7,500	23,500	4,000	4,000
52274 Community Serv. Prog.	10,000	10,000	10,000	10,000	10,000	10,000
Subtotal	79,748	90,630	69,044	114,660	86,365	91,675
Commodities						
53314 Office Supplies	337	1,330	1,216	875	1,330	875
53315 Printed Materials	116	305	280	465	405	585
53324 Uniforms	43	200	260	560	200	200
	496	1,835	1,756	1,900	1,935	1,660
Totals	\$ 131,307	\$ 145,604	\$ 122,444	\$ 170,863	\$ 142,603	\$ 147,638

PERSONNEL SCHEDULE

	<u>Authorized FY19/20</u>	<u>Budget FY20/21</u>	<u>Proposed FY21/22</u>	<u>Projected FY22/23</u>	<u>Projected FY23/24</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 6:00 pm.

FY20/21 ACCOMPLISHMENTS

1. The PC/ZBA reviewed 18 cases during the 2020 calendar year, compared with 27 and 23 in 2019 and 2018 respectively.
2. Significant cases reviewed and recommended for approval by the PC/ZBA during calendar year 2020 included the application by *V Holdings, Inc.* for the redevelopment of the northwest corner of Schmale and Geneva Roads with a fueling station, convenience store, and additional commercial use, the application for two multi-tenant commercial buildings at *Carol Stream Marketplace* along Schmale Road, the application for a two-story addition at *Covenant Living at Windsor Park* for 36 new assisted living residential units and other amenities, and the application from *Crash Champions* for building and site modifications to the former Aldi property at Gary Avenue and Stark Drive.
3. Serving as the Unified Development Ordinance (UDO) Steering Committee, the PC/ZBA held the final workshops to review and make recommendations on the Draft UDO.

FY21/22 OBJECTIVES

1. Provide timely reviews and recommendations regarding development approval petitions, which in calendar year 2021 are likely to include industrial development and redevelopment projects and new commercial development projects.
2. Continue work on the UDO project, which will include holding the public hearing for the adoption of the UDO and amended Zoning Map planned for spring 2021.

Plan Commission & Zoning Board of Appeals Expenditures (01530000)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 1,396	\$ 1,500	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500
51112 IMRF	81	100	100	100	100	100
51113 FICA	107	125	125	125	125	125
Subtotal	1,584	1,725	1,625	1,725	1,725	1,725
Contractual Services						
52222 Meetings	0	100	0	100	100	100
52223 Training	0	0	0	0	500	0
52234 Dues & Subscriptions	193	200	190	200	200	200
52240 Public Notices/Information	2,232	2,000	2,000	2,000	2,000	2,000
52241 Court Recorder	1,200	2,000	2,000	2,200	2,200	2,200
Subtotal	3,625	4,300	4,190	4,500	5,000	4,500
Totals	\$ 5,209	\$ 6,025	\$ 5,815	\$ 6,225	\$ 6,725	\$ 6,225

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 are included in the Capital budget for the completion of the Emergency Operations Center in the basement of the Municipal Center.

FY21/22 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.
2. Complete construction of the Emergency Operations Center.

Emergency Services Expenditures (01560000)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Contractual Services						
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
Subtotal	0	53,000	0	53,000	53,000	53,000
Commodities						
53317 Operating Supplies	0	5,000	5,000	5,000	5,000	5,000
53390 COVID-19 Response	6,287	0	18,000	0	0	0
	6,287	5,000	23,000	5,000	5,000	5,000
Capital Outlay						
55487 Facility Improvements	0	40,000	32,000	0	0	0
Subtotal	0	40,000	32,000	0	0	0
Totals	\$ 6,287	\$ 98,000	\$ 55,000	\$ 58,000	\$ 58,000	\$ 58,000

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.

FY20/21 ACCOMPLISHMENTS

1. Processed 222 DUI arrests in calendar year 2020 versus 333 in 2019.
2. Successfully negotiated the Service Employees International Union (SEIU) Public Works contract from May 1, 2019 to April 30, 2022.

FY21/22 OBJECTIVES

1. Continue to actively prosecute DUI cases.
2. Respond to union issues in a timely manner as they arise.
3. Successfully negotiate the Fraternal Order of Police (FOP) Police Union contract which expires on April 30, 2021
4. Successfully negotiate the Metropolitan Alliance of Police (MAP) Police Union contract which expires on April 30, 2022.
5. Successfully negotiate the Service Employees International Union (SEIU) Public Works Union contract which expires on April 30, 2022.

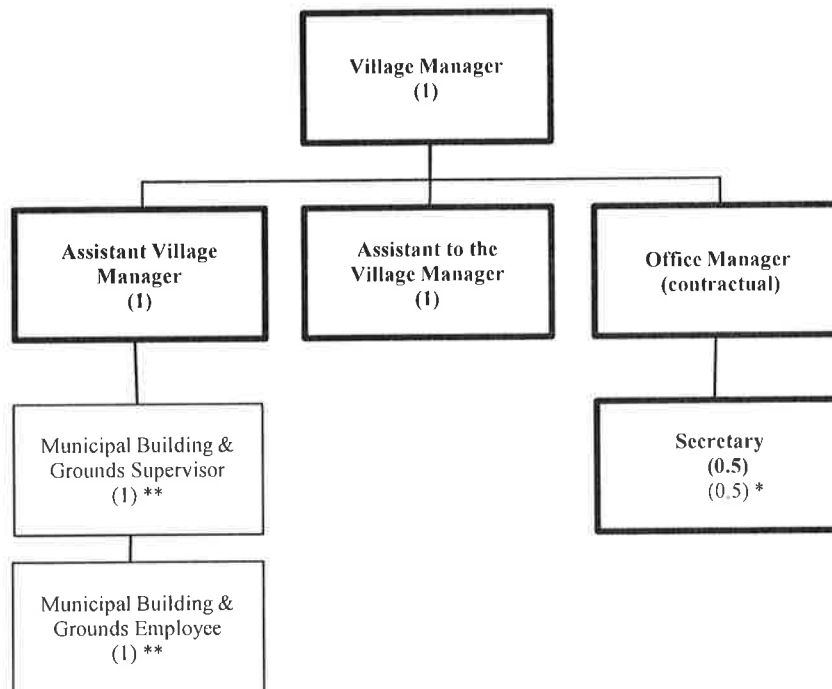
Legal Services Expenditures (01570000)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Contractual Services						
52238 Legal Fees - General	\$ 132,469	\$ 164,760	\$ 118,000	\$ 150,000	\$ 150,000	\$ 150,000
52235 Prosecution - General	31,234	34,000	31,500	35,700	35,700	35,700
52312 Prosecution - DUI	82,829	85,500	82,500	90,000	90,000	90,000
Totals	\$ 246,532	\$ 284,260	\$ 232,000	\$ 275,700	\$ 275,700	\$ 275,700

PERSONNEL SCHEDULE

	<u>Authorized FY19/20</u>	<u>Budget FY20/21</u>	<u>Proposed FY21/22</u>	<u>Projected FY22/23</u>	<u>Projected FY23/24</u>
Full Time	3	3	3	3	3
Part-time (FTE)	0.5	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 20/21 ACCOMPLISHMENTS

1. Continued to provide regular and consistent message content across the adopted social media messaging platforms of Twitter (2,206 Tweets – 1,055 following); Facebook (598 posts – 5,219 page likes – 5,672 page follows – 126,277 public reach) and 26 YouTube videos.
2. Removed 1,235 pounds of prescription drugs from the waste stream through participation in the DuPage County Health Department prescription drug drop box program.
3. Supported 2020 Census efforts through coordinating hiring events, designing and producing informational materials, and coordinating inter-agency educational efforts. Increased the Village's response rate by 2.2% (to 78.9%) over the 2010 Census.
4. Implemented COVID-19 mitigation measures to protect and educate employees and the public.
5. Secured COVID-19 grants/funds totaling \$2,034,784 to offset unexpected pandemic mitigation costs.
6. Adapted the large, in-person State of the Village to an accessible electronic presentation with record breaking views.

FY 21/22 OBJECTIVES

1. Evaluate department organizational structures for maximum operational efficiencies.
2. Provide direction and coordinate all aspects of the 2021 Town Center summer event season.
3. Coordinate implementation of Village Goals in a fiscally responsible and timely manner.
4. Continue public education on sustainability through social media and the E-Newsletter.
5. Host environmental awareness initiatives including a joint electronics and pumpkin recycling event.

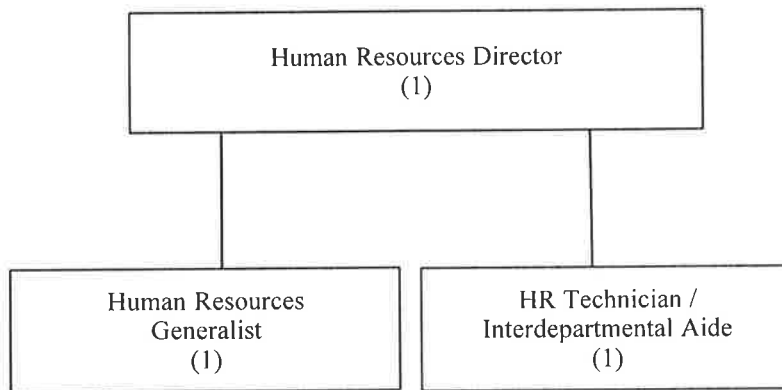
Administration Expenditures (01590000)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 482,499	\$ 502,351	\$ 500,600	\$ 524,953	\$ 524,953	\$ 524,953
51111 Group Insurance	28,085	34,005	28,753	35,746	37,533	39,410
51112 IMRF	55,426	65,789	64,700	69,996	69,996	69,996
51113 FICA	30,203	31,190	30,800	32,367	32,367	32,367
51114 Workers Comp.	777	777	777	777	777	777
Subtotal	596,990	634,112	625,630	663,839	665,626	667,503
Contractual Services						
52215 Insurance Deduct.	94,854	100,000	100,000	100,000	100,000	100,000
52222 Meetings	536	1,630	450	1,630	1,630	1,630
52223 Training	2,257	5,025	1,174	5,025	7,825	7,825
52230 Telephone	2,947	3,000	2,521	2,305	2,305	2,305
52234 Dues & Subscript.	4,213	4,555	4,665	4,605	4,605	4,605
52253 Consultant	71,906	91,074	87,074	97,100	96,100	98,600
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
Subtotal	228,275	256,846	247,446	262,227	264,027	266,527
Commodities						
53317 Operating Supplies	5,621	6,400	6,100	6,500	6,550	6,550
53324 Uniforms	312	50	50	100	50	50
Subtotal	5,933	6,450	6,150	6,600	6,600	6,600
Totals	\$ 831,198	\$ 897,408	\$ 879,226	\$ 932,666	\$ 936,253	\$ 940,630

PERSONNEL SCHEDULE

	<u>Authorized FY19/20</u>	<u>Budget FY20/21</u>	<u>Proposed FY21/22</u>	<u>Projected FY22/23</u>	<u>Projected FY23/24</u>
Full Time	3	3	3	3	3
Part-Time (FTE)	0	0	0	0	0

ORGANIZATIONAL CHART



NARRATIVE

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

FY20/21 ACCOMPLISHMENTS

1. Received and processed more than 850 employment applications, filling fifteen (15) regular, and two (2) temporary positions.
2. Created and continually modified supervisory guidance related to COVID-19 to ensure adherence to CDC recommendations; established process for COVID-19 leave requests under the Families First Coronavirus Response Act.
3. Quickly identified and responded to over 25 cases of unemployment fraud affecting Village of Carol Stream employees/officials; alerted all employees of nationwide epidemic of unemployment fraud; provided guidance and action steps to those affected.
4. Conducted evaluation of the Village's Employee Assistance Program (EAP) benefit provider, making recommendations for change to incorporate improved benefits and reduced cost.
5. Organized and implemented discriminatory workplace harassment training for all employees of the Village; organized and implemented unconscious bias training for elected officials and executive staff.
6. Implemented change in Department of Transportation (DOT) random drug testing administration vendor, resulting in improved efficiency, security and reporting features.
7. Assisted the Board of Fire & Police Commission in the implementation of promotional Police Sergeant examinations.
8. Assisted in collective bargaining negotiations with the Fraternal Order of Police (FOP), providing research, comparability data and advice.

FY21/22 OBJECTIVES

1. Coordinate and complete transition to new dental insurance vendor, allowing for little to no interruption of service.
2. Analyze Village's occupational health vendor options, making recommendation for change as appropriate.
3. Revamp Human Resources intranet site for improved functionality and end-user experience.
4. Educate and market the benefits of new Employee Assistance Program (EAP) benefit provider.
5. Monitor continual legislative changes to ensure continued compliance. Implement and communicate changes as needed.
6. In conjunction with the Board of Fire & Police Commissioners, coordinate entry-level Police Officer examinations.
7. Assist in the collective bargaining efforts with the Fraternal Order of Police (FOP), Metropolitan Alliance of Police (MAP), and the Service Employees International Union (SEIU).

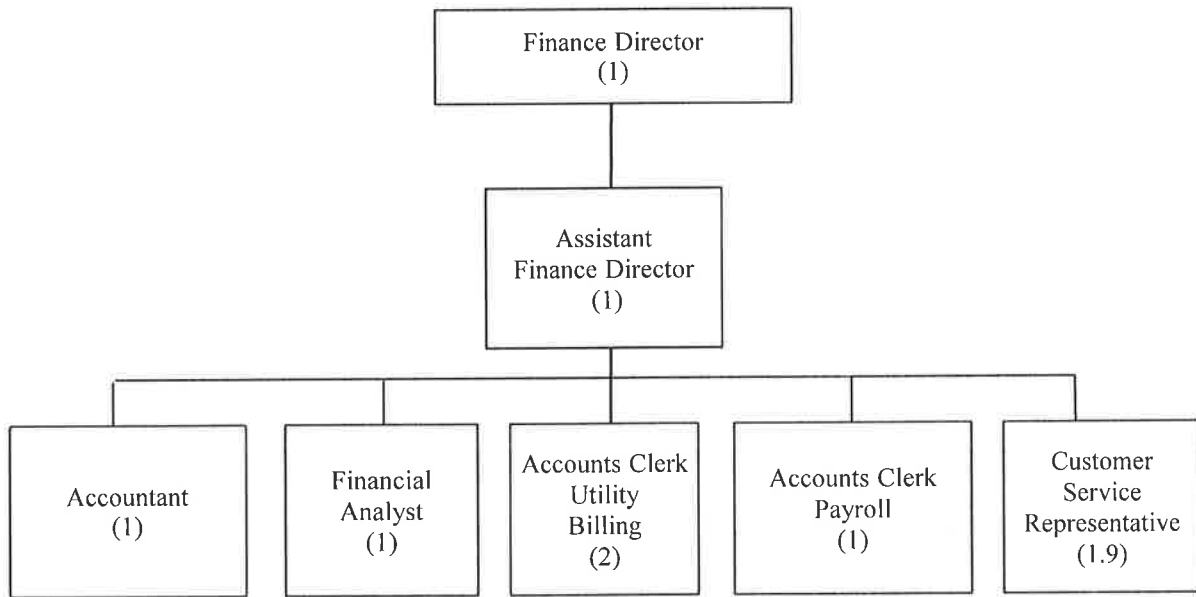
Human Resources Expenditures (01600000)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 276,369	\$ 288,039	\$ 287,800	\$ 298,595	\$ 298,595	\$ 298,595
51111 Group Insurance	53,497	54,967	55,450	57,883	60,777	63,816
51112 IMRF	33,938	40,325	39,800	42,550	42,550	42,550
51113 FICA	19,141	20,664	19,900	21,459	21,459	21,459
51114 Workers Comp.	332	332	332	332	332	332
51115 Unemployment	0	0	750	0	0	0
Subtotal	383,277	404,327	404,032	420,819	423,713	426,752
Contractual Services						
52222 Meetings	25	260	60	320	380	380
52223 Training	4,414	7,355	4,609	6,940	6,945	6,945
52225 Employment Phys.	1,251	3,300	4,900	3,200	3,200	3,200
52228 Personnel Hiring	880	2,050	2,725	2,050	2,300	2,300
52230 Telephone	1,133	1,145	1,145	1,070	1,070	1,070
52234 Dues & Subscriptions	1,004	840	830	865	865	865
52242 Employee Recognition	4,386	7,725	3,585	7,785	7,785	7,785
52253 Consultant	0	2,500	0	2,500	2,500	2,500
52255 Software Maint.	2,003	2,025	2,124	1,890	2,041	2,204
52273 Employee Services	7,826	8,150	7,930	8,150	8,150	8,150
52340 Wellness Program	7,410	15,800	10,811	15,825	15,825	15,825
Subtotal	30,332	51,150	38,719	50,595	51,061	51,224
Commodities						
53314 Office Supplies	266	325	230	570	275	395
53315 Printed Materials	570	700	1,300	700	700	700
53350 Small Equipment	0	0	0	2,500	0	0
Subtotal	836	1,025	1,530	3,770	975	1,095
Totals	\$ 414,445	\$ 456,502	\$ 444,281	\$ 475,184	\$ 475,749	\$ 479,071

PERSONNEL SCHEDULE

	Authorized FY19/20	Budget FY20/21	Proposed FY21/22	Projected FY22/23	Projected FY23/24
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

FY20/21 ACCOMPLISHMENTS

1. Facilitated a series of budget workshops to report on the Village's financial condition and outlook leading to the adoption of the FY21/22 Annual Budget and Financial Plan.
2. Prepared expenditure documentation and support for a Coronavirus Aid, Relief, and Economic Security (CARES) Act application that ultimately resulted in an award of more than \$2 million to the Village.
3. Ensured continuity of service to the public amid reduced / remote staffing and public facility closures during the coronavirus pandemic.
4. Implemented an upgrade to the Village's cash receipting software system with enhanced customer and credit card interface and updated hardware.
5. Reduced banking costs by processing on-site payment box remittances internally.

FY21/22 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. Review and update the Village's purchasing policy to ensure adherence to best practices and improve efficiency in the procurement process.
3. Seek proposals for auditing services and banking services.
4. Prepare for and coordinate activities associated with pension fund consolidation as mandated by Public Act 101-0610.

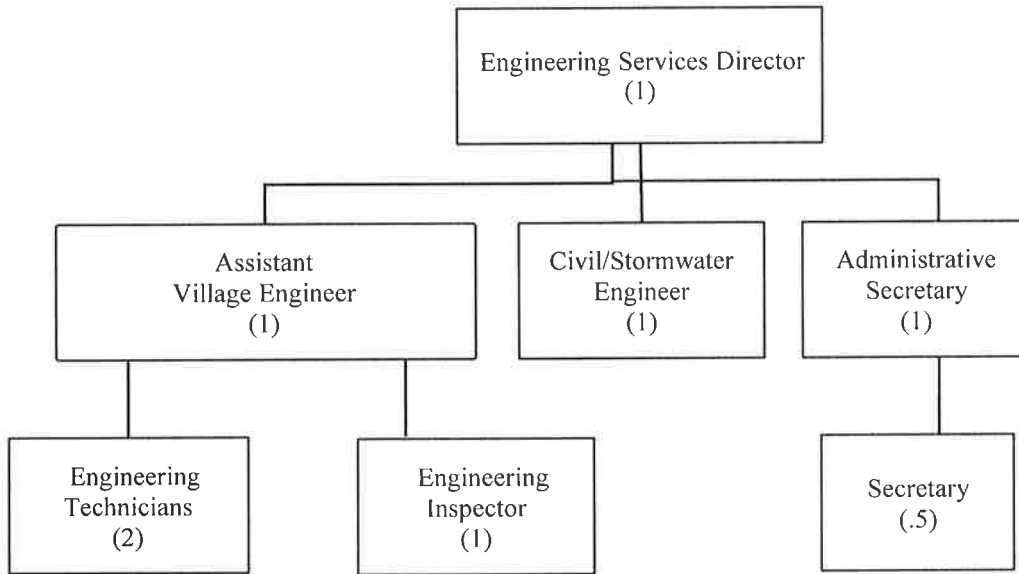
Financial Management Expenditures (01610100)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 434,174	\$ 446,691	\$ 445,400	\$ 463,514	\$ 463,514	\$ 463,514
51109 Overtime	485	250	0	0	0	0
51111 Group Insurance	61,647	61,132	61,990	64,336	67,553	70,931
51112 IMRF	51,216	62,537	59,100	63,219	63,219	63,219
51113 FICA	30,048	31,906	31,700	33,154	33,154	33,154
51114 Workers Comp.	1,218	1,218	1,218	1,218	1,218	1,218
Subtotal	578,788	603,734	599,408	625,441	628,658	632,036
Contractual Services						
52222 Meetings	222	200	200	125	0	500
52223 Training	1,736	3,150	300	3,900	5,100	5,100
52226 Office Equip. Maint.	2,738	2,700	2,700	2,700	2,300	2,700
52229 Postage	24,588	15,300	14,500	15,250	15,750	16,250
52230 Telephone	677	675	625	600	600	600
52234 Dues & Subscript.	692	950	950	1,220	950	1,160
52254 Actuarial	9,200	6,200	6,200	9,550	6,150	4,200
52255 Software Maint.	50,495	74,800	58,000	45,400	47,600	50,000
52256 Banking Services	20,050	23,600	26,920	15,500	16,000	16,500
Subtotal	110,398	127,575	110,395	94,245	94,450	97,010
Commodities						
53315 Printed Materials	6,425	3,700	3,000	3,600	3,500	3,700
53317 Operating Supplies	1,830	2,500	1,848	2,550	2,250	2,550
53350 Small Equipment	0	3,500	0	0	0	0
Subtotal	8,255	9,700	4,848	6,150	5,750	6,250
Totals	\$ 697,441	\$ 741,009	\$ 714,651	\$ 725,836	\$ 728,858	\$ 735,296

PERSONNEL SCHEDULE

	<u>Authorized FY19/20</u>	<u>Budget FY20/21</u>	<u>Proposed FY21/22</u>	<u>Projected FY22/23</u>	<u>Projected FY23/24</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 of new trails, sanitary sewer and water main replacement/relocation projects, storm water management facilities and other relatively large projects are outsourced to professional consultants and managed by the Engineering Services Department.

FY 20/21 ACCOMPLISHMENTS

1. Obtained a \$1,000,000 IEPA Section 319 grant to stabilize Klein Creek from Thunderbird Trail to Kuhn Road. The agreement was written in a way that funding might also be used in other locations.
2. Obtained \$688,537 in Surface Transportation Program grant funding to repave Fullerton Avenue between Gary Avenue and Schmale Road. To be constructed in FY25, this project will also complete sidewalk along the north side of the road and naturalize drainage swales.
3. Stabilized the Kehoe drainage swale along the Gary/Kehoe Reservoir and 180 Kehoe Blvd. The Project was partially funded with DuPage County's Water Quality Improvement Program and the Village's Fee-in-lieu of Best Management Practice account.
4. Combined the Roadway Drainage Improvements project with the Clearwater Court Storm Sewer Replacement project in order to get better pricing. The projects were completed for \$223,638 which was \$235,000 under budget and estimates.
5. Applied for grant funding to construct sidewalks in the Industrial area along Kehoe Blvd. and Kimberly Drive through the Illinois Transportation Enhancement Program (ITEP). Also applied for additional funding through ITEP and the Chicago Metropolitan Agency for Planning (CMAP) to provide additional grant funding for construction engineering and cost increases for our three bike trail projects.

6. Began design of the Lies Road Bike Trail (Gary Avenue to Schmale Road) and the Kuhn Road Bike Trail (Lies Road to Army Trail Road) for construction letting in FY22. Continued to work with IDOT begin Phase II for the Southeast Bike Trail.
7. Bid the Schmale/St. Charles/Geneva watermain project for a 2021 construction. The project was delayed while awaiting notification by the Illinois Department of Commerce and Economic Opportunity that we were unsuccessful in obtaining grant funding from the Rebuild Illinois Fast Track Public Infrastructure Program.
8. Assisted Community Development in preparing Article 5 – Development Standards, Article 8 – Administration and Enforcement and Article 9 – Subdivision Standards for the Unified Development Ordinance (UDO). Prepared a web based Engineering Manual for Design Standards and Construction Specifications as part of the UDO.
9. Repaved 8.5 miles of roadway and two parking lots (Town Center and Community Park off President Street) as part of a \$3M Flexible Pavement Project. Shared the cost of paving the Town Center parking lot with the Carol Stream Park District per our IGA.

FY 21/22 OBJECTIVES

1. Prepare design plans for the Klein Creek Streambank Stabilization project and administer grant funding. Continue to seek additional funding for adjacent sections of Klein Creek and coordinate design plans. Conduct public meetings and share information as appropriate.
2. Finish design plans and obtain IDOT design approval for the Lies Road and Kuhn Road Bike Trail Projects. Administer existing grant funding and coordinate new funding if obtained. Bid projects for construction in the spring/summer of 2022 if IDOT approved. Continue to seek IDOT approval to begin design plans for the Southeast Bike Trail project.
3. Oversee the design of the Fair Oaks Road Culvert and Guardrail project using Rebuild Illinois Bond (RIB) funds. Coordinate with IDOT for plan approval in FY22 and construction letting in FY23. Also work with IDOT for use of RIB funds on other Village roadway projects.
4. Bid and award the 250 Gary Avenue Sanitary Sewer Bypass project using an online bidding platform. Construct project this year and determine if the existing pipe under Gary Avenue can remain in place as back up.
5. Oversee construction and coordinate with businesses for the Schmale/St. Charles/Geneva watermain project. Also coordinate logistics with Public Works and consultant inspector. Substantially complete project by the fall of 2021.

6. Manage consultant study of the Fullerton/Kimberly North stormwater analysis. Determine solutions for the drainage issues and coordinate with property owners. Prepare construction plans if warranted.
7. Continue Monitoring and Maintenance of the Kehoe Streambank Stabilization and the Park Detention Basin (Kuhn and Munson) stormwater projects. Budget for future maintenance.
8. Combine Roadway Drainage Improvements and Detention Basin Retrofit projects to bid as one, similar to the Clearwater Court project if scheduling allows, to improve economies of scale and bid results.
9. Coordinate with Information Technology and Public Works to model the Village's water system for future planning and operations. Contract an engineering consultant using Quality Based Selection (QBS) to perform water quality modeling and provide solutions where the system has low chlorine residuals.
10. Continue to review data from the system-wide sanitary sewer televising project and coordinate cleaning and repairs with Public Works so that the remaining sections of sewer can be completed.

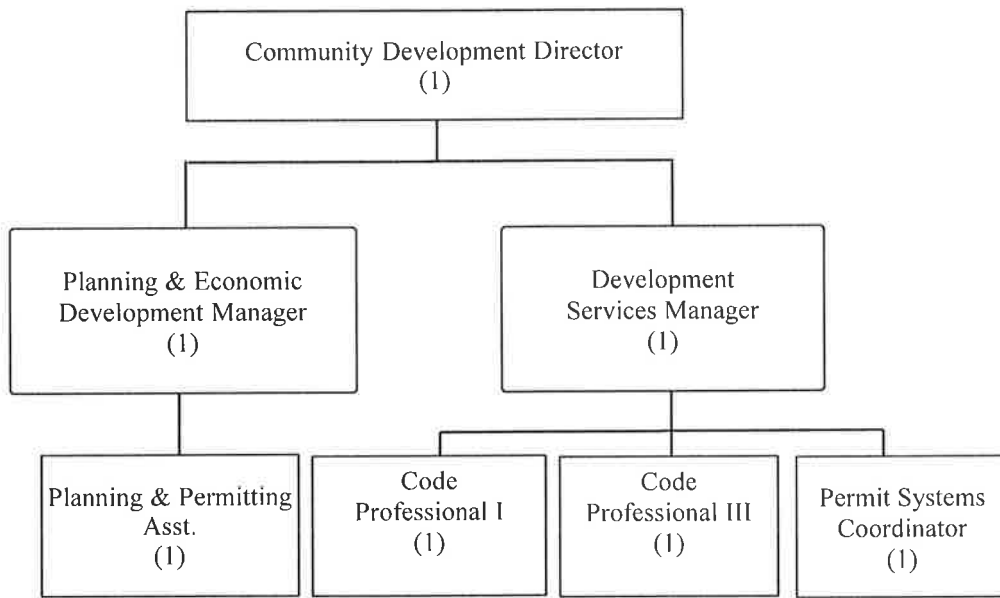
Engineering Services Expenditures (01620100)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$714,969	\$749,121	\$684,800	\$663,744	\$663,744	\$663,744
51106 Seasonal Help	14,762	16,000	14,000	16,000	16,000	16,000
51109 Overtime	8,532	7,500	5,000	7,000	7,000	7,000
51111 Group Insurance	81,940	121,459	68,658	107,111	112,467	118,090
51112 IMRF	101,415	105,927	75,400	94,584	94,584	94,584
51113 FICA	54,582	58,879	43,100	51,614	51,614	51,614
51114 Workers Comp.	6,885	6,885	6,885	6,885	6,885	6,885
Subtotal	983,085	1,065,771	897,843	946,938	952,294	957,917
Contractual Services						
52212 Auto M&R	6,068	6,894	3,275	5,262	5,239	5,178
52223 Training	1,358	8,100	3,300	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.	390	0	0	0	0	0
52230 Telephone	4,132	4,032	3,549	3,468	3,468	3,468
52234 Dues & Subscr.	1,139	17,758	17,726	18,591	18,953	19,690
52253 Consultant	60,329	0	0	0	0	0
52272 Property Maint.	73,093	0	0	0	0	0
52352 Stormwtr Review	0	125,000	30,000	50,000	50,000	50,000
52355 Bridge Inspect.	0	4,500	4,500	4,400	5,600	5,600
52358 Pond/Strm Maint.	0	65,000	43,075	65,000	65,000	65,000
52500 Equip Repl Fund	0	14,412	14,412	0	5,473	2,431
Subtotal	150,557	249,744	123,885	158,869	165,881	163,515
Commodities						
53313 Auto Gas & Oil	2,449	4,074	2,114	3,073	3,226	3,259
53314 Office Supplies	231	0	0	0	0	0
53317 Operating Supl.	2,945	2,740	2,740	2,740	2,740	2,740
53324 Uniforms	1,642	1,950	1,950	1,950	1,950	1,950
53350 Small Equipment	3,172	1,700	200	850	200	200
Subtotal	10,439	10,464	7,004	8,613	8,116	8,149
Totals	\$1,144,081	\$1,325,979	\$1,028,732	\$1,114,420	\$1,126,291	\$1,129,581

PERSONNEL SCHEDULE

	<u>Authorized FY19/20</u>	<u>Budget FY20/21</u>	<u>Proposed FY21/22</u>	<u>Projected FY22/23</u>	<u>Projected FY23/24</u>
Full Time	7	7	7	7	7

ORGANIZATIONAL CHART



NARRATIVE

The primary responsibilities of the Community Development Department include managing the Village’s land development review and approval processes, coordinating the review, permitting and inspection of building construction projects, and enforcing the community’s codes and standards as set forth in the Municipal Code. The department is also engaged in 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 core services are administered within two program areas – Planning and Economic Development, and Development Services and Code Enforcement. Within these programs, Community Development staff review development proposals for compliance with building and land development codes and regulations, 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 FY19/20	Budget FY20/21	Estimated FY20/21	Proposed FY21/22	Projected FY22/23	Projected FY23/24
Planning and Economic Development	\$137,160	\$155,988	\$147,812	\$411,880	\$388,389	\$386,158
Development Services / Code Enforcement	444,023	490,546	423,470	654,566	646,513	649,154
Code Enforcement	201,070	213,131	185,401	0	0	0
Planning	129,593	148,041	136,117	0	0	0
Economic Development	85,693	117,379	99,254	0	0	0
Totals	\$997,539	\$1,125,085	\$992,054	\$1,066,446	\$1,034,902	\$1,035,312

EXPENDITURES

Acct.#	Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages							
51102	Personal Services	\$ 637,140	\$ 666,127	\$ 617,200	\$ 650,866	\$ 650,866	\$ 650,866
51106	Seasonal Help	0	6,720	7,056	7,250	0	0
51109	Overtime	1,221	1,500	1,000	1,500	1,500	1,500
51111	Group Insurance	95,977	102,289	83,581	79,931	83,927	88,124
51112	IMRF	78,450	93,257	85,500	92,748	92,748	92,748
51113	FICA	47,074	51,390	46,900	49,554	49,554	49,554
51114	Workers Comp.	4,105	4,105	4,105	4,105	4,105	4,105
	Subtotals	863,967	925,388	845,342	885,954	882,700	886,897
Contractual Services							
52212	Auto Maint. & Repair	11,617	8,930	8,262	5,422	5,398	5,335
52222	Meetings	342	2,495	175	2,095	2,095	2,095
52223	Training	3,968	4,275	2,006	5,250	11,525	7,575
52224	Vehicle Insurance	2,352	2,352	2,352	2,352	2,352	2,352
52230	Telephone	2,846	2,825	2,825	2,550	2,550	2,550
52234	Dues & Subscriptions	1,656	1,810	1,592	1,900	1,910	1,780
52246	Economic Development	0	25,000	20,000	25,000	0	0
52253	Consultant	82,534	106,000	69,500	91,000	86,000	86,000
52255	Software Maintenance	18,991	19,500	19,276	32,000	21,000	21,500
52260	Weed Mowing	1,661	2,200	340	2,000	2,000	2,000
52272	Property Maintenance	0	1,000	0	1,000	1,000	1,000
52500	Equip Repl Fund	0	12,406	12,406	0	6,203	6,203
	Subtotals	125,967	188,793	138,734	170,569	142,033	138,390
Commodities							
53313	Auto Gas & Oil	2,954	3,514	2,733	2,923	3,069	3,100
53314	Office Supplies	1,291	0	0	0	0	0
53315	Printed Materials	2,262	3,100	2,520	0	0	0
53317	Operating Supplies	0	1,500	1,500	5,400	5,400	5,400
53318	Reference Materials	565	1,080	475	0	0	0
53324	Uniforms	533	1,060	450	1,050	1,150	975
53350	Small Equipment	0	650	300	550	550	550
	Subtotals	7,605	10,904	7,978	9,923	10,169	10,025
	Totals	\$ 997,539	\$ 1,125,085	\$ 992,054	\$ 1,066,446	\$ 1,034,902	\$ 1,035,312

NARRATIVE

The primary functions of the Planning and Economic Development Program include:

- Administering the Village’s planning policies and land development regulations.
- Coordinating the staff review of all development applications.
- Formulating and forwarding staff recommendations to the Plan Commission/Zoning Board of Appeals (PC/ZBA) and Village Board on all zoning, subdivision and development applications.
- Promoting the Village of Carol Stream as an outstanding place for business.
- Acting as an ombudsman for businesses interested in locating or expanding in the Village.
- Facilitating the annexation and development of unincorporated properties within the Village’s planning area.

Administrative functions including budget preparation, purchasing and personnel management are also housed within the Planning and Economic Development Program.

FY20/21 ACCOMPLISHMENTS

1. Administered the development approval process for new development and redevelopment projects including the northeast corner of Geneva Road and Schmale Road with a two building retail development, approval of development plans for two retail buildings along Schmale Road in the Carol Stream Marketplace (Caputo’s) Shopping Center, and approval of building and site improvements for Crash Champions at Gary Avenue and Stark Drive.
2. Continued work as Project Manager on the comprehensive update and reorganization of the Zoning, Subdivision, Sign and Fence Codes into a new Unified Development Ordinance (UDO).
3. Developed a no-fee permit process enabling restaurants to set up temporary outdoor seating areas to offset indoor seating restrictions imposed by the State of Illinois as a result of the COVID-19 pandemic, and created and maintained a COVID-19 business resource page on the Village’s website to provide businesses with information about loans and other assistance programs.
4. Prepared for and held an Economic Development Workshop with the Village Board to discuss local and regional retail market trends and receive direction from the Board regarding commercial uses in the Village.

The table below provides data on other Planning, Economic Development and Administration activities in 2020 and recent years:

	2018	2019	2020
Business Registration Applications Reviewed	48	39	53
Zoning Verification Letters Prepared	13	15	9
FOIA Requests Researched and Coordinated w/Clerk	225	300	306
Plan Commission Cases Scanned into Document Archives	74	39	20

FY21/22 OBJECTIVES

1. Complete work on the Unified Development Ordinance (UDO) and present the UDO to the Plan Commission and Village Board for review and approval. Following approval, update processes, applications, handouts and website content to reflect new standards and application procedures.
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. Implement a Development Projects story map on the Village website to provide greater self-service options for individuals looking for information about past, current and upcoming Plan Commission cases and development applications in the Village.
4. Continue work to implement planning and economic development related goals and objectives of the 2016 Comprehensive Plan.
5. Research and prepare information about municipal Façade Improvement Programs to the Village Board, for the Board’s consideration and possible implementation in FY22/23.
6. Continue to pursue annexation and development/redevelopment of unincorporated properties within the Village’s planning area.

Planning and Economic Development Expenditures (01640100)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 97,194	\$ 92,486	\$ 85,693	\$ 268,332	\$ 268,332	\$ 268,332
51106 Seasonal Help	0	0	0	7,250	0	0
51111 Group Insurance	13,820	11,384	13,730	26,679	28,013	29,414
51112 IMRF	11,993	12,948	11,872	38,237	38,237	38,237
51113 FICA	7,374	7,042	6,426	20,326	20,326	20,326
51114 Workers Comp.	501	501	501	1,559	1,559	1,559
Subtotal	130,882	124,361	118,222	362,383	356,467	357,868
Contractual Services						
52212 Auto Maintenance & Rr	0	8,930	8,262	5,422	5,398	5,335
52222 Meetings	0	0	0	1,800	1,800	1,800
52223 Training	390	400	200	1,300	7,400	3,800
52224 Vehicle Insurance	2,352	2,352	2,352	2,352	2,352	2,352
52230 Telephone	677	675	675	600	600	600
52234 Dues & Subscriptions	1,316	1,400	1,342	1,550	1,550	1,550
52246 Economic Development	0	0	0	25,000	0	0
52253 Consultant	0	0	0	6,000	1,000	1,000
52500 Equip Repl Fund	0	12,406	12,406	0	6,203	6,203
Subtotal	4,735	26,163	25,237	44,024	26,303	22,640
Commodities						
53313 Auto Gas & Oil	0	3,514	2,733	2,923	3,069	3,100
53314 Office Supplies	1,291	0	0	0	0	0
53315 Printed Materials	108	200	120	0	0	0
53317 Operating Supplies	0	1,500	1,500	2,300	2,300	2,300
53324 Uniforms	144	250	0	250	250	250
Subtotal	1,543	5,464	4,353	5,473	5,619	5,650
Totals	\$ 137,160	\$ 155,988	\$ 147,812	\$ 411,880	\$ 388,389	\$ 386,158

Beginning in FY21/22, the Planning program (01641700) and Economic Development program (01643600) are merged into 01640100.

Planning Expenditures (01641700)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 101,091	\$ 106,978	\$ 99,120	\$ 0	\$ 0	\$ 0
51106 Seasonal Help	0	6,720	7,056	0	0	0
51111 Group Insurance	7,032	8,339	7,085	0	0	0
51112 IMRF	12,428	14,977	13,731	0	0	0
51113 FICA	7,559	8,681	7,923	0	0	0
51114 Workers Comp.	796	796	796	0	0	0
Subtotal	128,906	146,491	135,711	0	0	0
Contractual Services						
52222 Meetings	312	550	0	0	0	0
52223 Training	275	400	306	0	0	0
NEW Retrofit Grant Pgm.	0	0	0	0	0	0
Subtotal	587	950	306	0	0	0
Commodities						
53318 Reference Materials	100	500	100	0	0	0
53350 Small Equipment	0	100	0	0	0	0
Subtotal	100	600	100	0	0	0
Totals	\$ 129,593	\$ 148,041	\$ 136,117	\$ 0	\$ 0	\$ 0

Beginning in FY21/22, the Planning program has been merged into 01640100.

Economic Development Expenditures (01643600)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 61,084	\$ 64,293	\$ 59,571	\$ 0	\$ 0	\$ 0
51111 Group Insurance	6,068	6,275	6,199	0	0	0
51112 IMRF	7,505	9,001	8,252	0	0	0
51113 FICA	4,520	4,898	4,470	0	0	0
51114 Workers Comp.	262	262	262	0	0	0
Subtotal	79,439	84,729	78,754	0	0	0
Contractual Services						
52222 Meetings	0	1,650	0	0	0	0
52246 Economic Development	0	25,000	20,000	0	0	0
52253 Consultant	6,254	6,000	500	0	0	0
Subtotal	6,254	32,650	20,500	0	0	0
Totals	\$ 85,693	\$ 117,379	\$ 99,254	\$ 0	\$ 0	\$ 0

Beginning in FY21/22, the Economic Development program has been merged into 01640100.

NARRATIVE

The primary functions of the Development Services and Code Enforcement Program include building permit plan review and inspection services for all building construction work, assisting builders, developers, design professionals and property owners with building code inquiries and permit applications, management of the building codes consultant, initiating regular updates to the building codes and fee schedule, investigation of reported or observed code violations and working with responsible parties to abate violations. Overall, this Program is intended to ensure that all properties in the Village meet standards of safety and occupancy. Code Professional staff investigate Citizen Service Requests (CSRs) related to Property Maintenance Code concerns and take appropriate follow-up action. The Department also administers a proactive Village-wide Property Maintenance Code Enforcement initiative to preserve quality of life and property values.

FY20/21 ACCOMPLISHMENTS

The table below provides data regarding Development Services activities by calendar year.

	2018	2019	2020
<i>Building Permits</i>			
Applications Received	1,655	1,525	1,492
Permits Issued	1,639	1,500	1,491
Over the Counter Permits Issued	277	301	190
Applications Reviewed by Consultant	49	43	40
<i>Plan Reviews within Target Turnaround Time</i>			
Residential Plan Reviews	94%	93%	92%
Commercial & Industrial Plan Reviews	96%	95%	97%
<i>Inspections</i>			
Inspections Performed	5,119	6,485	5,013
Inspections Passed	4,548	5,708	4,520
Inspections Failed	571	777	496
<i>Permit Records Scanned</i>	4,599	868	816

The table below provides data regarding Code Enforcement activities by calendar year.

	2018	2019	2020
<i>Code Enforcement Cases Initiated</i>	894	1,251	828
Cases requiring a citation to be issued	13	29	8
Cases requiring a court appearance	3	4	2
<i>Citizen Service Requests Received</i>	266	341	256
<i>Landscape Liens Filed</i>	1	6	1
<i>Properties Notified of a Dead Tree Violation</i>	135	127	55
Properties that complied during calendar year	90	82	36
<i>After Hours Emergency Incident Responses</i>	9	20	17

FY21/22 OBJECTIVES

1. Achieve the Department's performance goals for the number of days and plan review cycles for 95% of all building permit applications.
2. Continue working with Information Technology staff to implement online building permit processing for the most frequently issued residential and commercial permits.
3. Using both in-house staff and consultant services, continue the Village-wide Property Maintenance Code initiative, targeting violations that are most detrimental to community appearance, safety or quality of life.

Development Services and Code Enforcement Detail

Development Services / Code Enforcement Expenditures (01643700)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 254,725	\$ 271,338	\$ 251,408	\$ 382,534	\$ 382,534	\$ 382,534
51109 Overtime	441	0	0	1,500	1,500	1,500
51111 Group Insurance	44,531	50,252	36,163	53,252	55,914	58,710
51112 IMRF	31,324	37,987	34,827	54,511	54,511	54,511
51113 FICA	18,636	20,749	18,936	29,228	29,228	29,228
51114 Workers Comp.	1,910	1,910	1,910	2,546	2,546	2,546
Subtotal	351,567	382,236	343,244	523,571	526,233	529,029
Contractual Services						
52212 Auto Maint. & Rpr.	2,672	0	0	0	0	0
52222 Meetings	30	175	175	295	295	295
52223 Training	3,303	3,475	1,500	3,950	4,125	3,775
52230 Telephone	1,401	1,350	1,350	1,950	1,950	1,950
52234 Dues & Subscriptions	340	410	250	350	360	230
52253 Consultant	62,623	80,000	55,000	85,000	85,000	85,000
52255 Software Maintenance	18,991	19,500	19,276	32,000	21,000	21,500
52260 Weed Mowing	0	0	0	2,000	2,000	2,000
52272 Property Maintenance		0	0	1,000	1,000	1,000
Subtotal	89,360	104,910	77,551	126,545	115,730	115,750
Commodities						
53313 Auto Gas & Oil	680	0	0	0	0	0
53315 Printed Materials	1,711	2,100	2,000	0	0	0
53317 Operating Supplies	0	0	0	3,100	3,100	3,100
53318 Reference Materials	465	580	375	0	0	0
53324 Uniforms	240	445	150	800	900	725
53350 Small Equipment	0	275	150	550	550	550
Subtotal	3,096	3,400	2,675	4,450	4,550	4,375
Totals	\$ 444,023	\$ 490,546	\$ 423,470	\$ 654,566	\$ 646,513	\$ 649,154

Beginning in FY21/22, the Code Enforcement program (01642100) has been merged into 01643700.

Code Enforcement Expenditures (01642100)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 123,046	\$ 131,032	\$ 121,408	\$ 0	\$ 0	\$ 0
51109 Overtime	780	1,500	1,000	0	0	0
51111 Group Insurance	24,526	26,039	20,404	0	0	0
51112 IMRF	15,200	18,344	16,818	0	0	0
51113 FICA	8,985	10,020	9,145	0	0	0
51114 Workers Comp.	636	636	636	0	0	0
Subtotal	173,173	187,571	169,411	0	0	0
Contractual Services						
52212 Auto Maint. & Rpr.	8,945	0	0	0	0	0
52222 Meetings	0	120	0	0	0	0
52230 Telephone	768	800	800	0	0	0
52253 Consultant	13,657	20,000	14,000	0	0	0
52260 Weed Mowing	1,661	2,200	340	0	0	0
52272 Property Maint.	0	1,000	0	0	0	0
Subtotal	25,031	24,120	15,140	0	0	0
Commodities						
53313 Auto Gas & Oil	2,274	0	0	0	0	0
53315 Printed Materials	443	800	400	0	0	0
53324 Uniforms	149	365	300	0	0	0
53350 Small Equipment	0	275	150	0	0	0
Subtotal	2,866	1,440	850	0	0	0
Totals	\$ 201,070	\$ 213,131	\$ 185,401	\$ 0	\$ 0	\$ 0

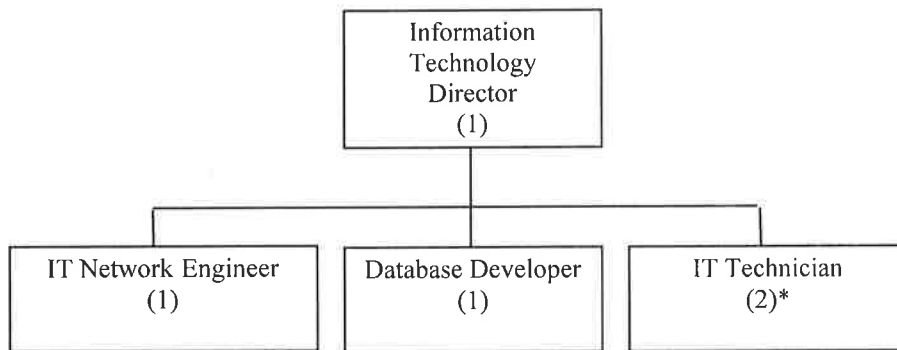
Beginning in FY21/22, the Code Enforcement program has been merged into 01643700.

GENERAL CORPORATE FUND	INFORMATION TECHNOLOGY
Summary	

PERSONNEL SCHEDULE

	Authorized FY19/20	Budget FY20/21	Proposed FY21/22	Projected FY22/23	Projected FY23/24
Full Time	5	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 continue to place emphasis on network security and cyber incident response. With reasonable security monitors and controls implemented throughout the organization in FY21, focus has shifted to evaluate these systems and improve effectiveness where appropriate. Emphasis will be placed on developing an incident response plan to evaluate Carol Stream's approach to prepare for, detect, contain, and recover from an incident.

Though cyber security will continue to be a major focus of the technology team, of equal importance will be the replacement of the aging computing hardware throughout the Village. Of significant note, the Police vehicle laptops and underlying networking equipment. In FY22, staff will be completing a refresh of the Police laptops and replacing them with smaller mobile tablet systems marking a shift away from traditional laptops. Another significant change is the commitment to using Police body cameras. While in large part the cameras are a turnkey solution, IT will be upgrading the storage systems to support the increased video volume. While staff can predict storage needs with some accuracy, network demands of the new system are more ambiguous and difficult to anticipate. Network traffic monitoring has been implemented to baseline the network and help identify future network bottlenecks and use trends.

While the Police Department represents 25% of the total IT service volume, the Information Technology department provides services to all Village departments and the Carol Stream Library. In the upcoming year other projects of note include, upgrading the storage area network capacity, refreshing roughly a third of the Village's laptops, Carol Stream Library data circuit upgrades, SCADA network support and GIS attribution and data improvements.

FY 20/21 ACCOMPLISHMENTS

1. Enabled advanced authentication security for network system users. This project is required to support the increased portability of Police systems and applications.
2. Completed 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. Upgraded 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. Completed the network and system segmentation based on access rules. In a continued effort to secure the Village's networking environment, staff segmented the computing

resources and restricted access based on need. The segmentation improves performance and security by restricting access to networked resources.

5. Improved perimeter content filtering. 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. An unanticipated project of 2020 was the assistance provided to support work from home initiatives for varying departments. Network configuration, additional remote services and extending applications to ensure offsite accessibility was a heavy focus in early 2020.

FY 21/22 OBJECTIVES

1. In the upcoming year, GIS staff will continue to focus on digitizing and correcting errors in the utility data to better support the Capital Improvement Plan (CIP) and other Engineering and Public Work initiatives. FY22 marks the second year of a three year initiative to complete the utility data attribution.
2. With the impending Police body camera initiative, technology staff will be upgrading the storage systems used by the Police for video and evidence storage.
3. Complete the Police vehicle laptop (26) replacement in FY22. The laptops will be replaced with tablets to best support modern policing applications and to improve evidence collection.
4. Improve the computing experience by replacing failing Village laptops used by department heads and select management. Technology staff will begin replacing these laptops (15) in FY22 and completing the replacement in FY23.
5. Continue development with data management and system integrations. This includes further defining quality control, quality assurance and system integration standards for enterprise systems.
6. Upgrade the production and backup storage systems. With the implementation of several new server systems and security appliances, additional storage is required to support the organization. Upgrades will be completed to increase the production pooled and backup storage to ensure optimal operations.
7. Evaluate and improve network security through a series of audits intended to identify deficiencies in the Village's practices and infrastructure, beginning with incident response. Incident response is the systematic approach taken to prepare for, detect, contain, and recover from an incident. Staff will be developing an incident response plan to help ensure an orderly, effective response to any IT incident.

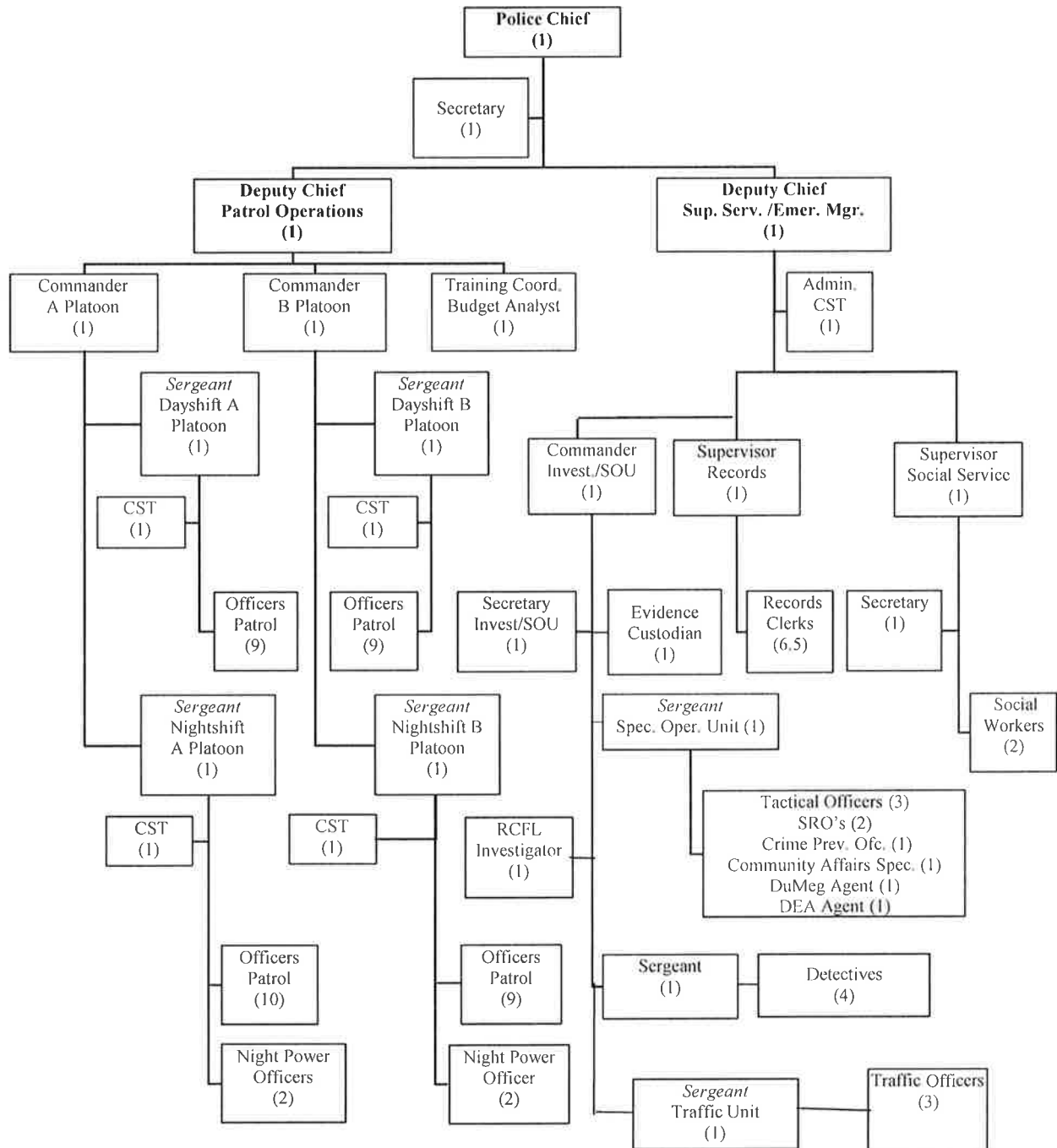
Information Technology Expenditures (01652800)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 444,868	\$ 465,155	\$ 464,000	\$ 486,861	\$ 486,861	\$ 486,861
51111 Group Insurance	43,570	39,574	33,346	29,092	30,547	32,074
51112 IMRF	54,669	65,122	64,200	69,378	69,378	69,378
51113 FICA	33,326	35,260	35,300	36,755	36,755	36,755
51114 Workers Comp.	339	339	339	339	339	339
Subtotal	576,772	605,450	597,185	622,425	623,880	625,407
Contractual Services						
52212 Auto M&R	2,959	1,802	3,870	877	873	863
52223 Training	12,095	14,650	6,995	16,690	10,190	9,290
52226 Office Equip Maint.	33,545	40,350	40,350	40,350	40,350	40,350
52230 Telephone	71,283	77,266	79,731	77,000	85,000	77,000
52234 Dues & Subscrip.	16,618	6,100	300	300	300	300
52253 Consultant	125,069	168,200	160,400	166,400	167,400	168,400
52255 Software Maint.	169,495	223,409	211,928	213,547	218,149	223,950
52257 GIS	203,708	213,190	168,900	207,190	211,190	211,190
Subtotal	634,772	744,967	672,474	722,354	733,452	731,343
Commodities						
53313 Auto Gas & Oil	202	484	164	341	358	362
53314 Office Supplies	461	500	500	500	500	500
53315 Printed Materials	12	0	0	0	0	0
53317 Operating Supplies	7,911	8,950	8,950	24,050	10,750	10,750
53324 Uniforms	355	525	525	525	525	525
Subtotal	8,941	10,459	10,139	25,416	12,133	12,137
Capital Outlay						
54412 Other Equipment	119,086	84,500	84,500	5,000	34,500	17,000
54413 Computer Equip.	20,404	205,300	202,871	5,000	40,000	55,000
54418 Cable TV / PEG	580	28,500	27,900	26,500	25,000	23,800
Subtotal	140,070	318,300	315,271	36,500	99,500	95,800
Totals	\$ 1,360,555	\$ 1,679,176	\$ 1,595,069	\$ 1,406,695	\$ 1,468,965	\$ 1,464,687

PERSONNEL SCHEDULE

	<u>Authorized FY19/20</u>	<u>Budget FY20/21</u>	<u>Proposed FY21/22</u>	<u>Projected FY22/23</u>	<u>Projected FY23/24</u>
Full Time	91	91	91	91	91
Part-Time (FTE)	<u>1.3</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total FTE	92.3	91.5	91.5	91.5	91.5

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 FY19/20	Budget FY20/21	Estimated FY20/21	Proposed FY21/22	Projected FY22/23	Projected FY23/24
Administration	\$2,105,379	\$2,724,278	\$2,411,751	\$2,408,985	\$2,566,608	\$2,577,517
Special Operations	1,529,495	1,723,776	1,876,857	1,979,679	2,034,359	2,094,032
Investigations	1,239,503	1,278,748	1,182,282	1,160,210	1,185,331	1,212,363
Patrol	8,752,250	9,406,293	8,273,908	9,561,369	9,760,954	10,012,909
Traffic	1,107,643	1,174,084	1,347,998	1,430,158	1,462,680	1,498,197
Records	611,580	656,915	649,130	706,338	711,698	717,326
Social Services	472,957	496,641	460,592	457,458	459,489	461,621
Totals	\$15,818,807	\$17,460,735	\$16,202,518	\$17,704,197	\$18,181,119	\$18,573,965

EXPENDITURES

Acct. #	Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages							
51102	Personal Servs.	\$ 8,249,943	\$ 8,560,096	\$ 7,961,296	\$ 8,873,354	\$ 8,873,354	\$ 8,873,354
51107	Court Time	124,040	145,000	106,000	136,000	136,000	136,000
51109	Overtime	638,385	701,000	645,000	692,000	692,000	692,000
51111	Group Insurance	1,069,908	1,183,466	1,094,568	1,328,346	1,394,460	1,463,879
51112	IMRF	188,771	223,667	198,500	224,461	224,461	224,461
51113	FICA	649,617	695,589	623,000	693,861	693,861	693,861
51114	Workers Comp.	243,043	243,043	243,043	243,043	243,043	243,043
51116	Police Pension	2,625,502	2,850,352	2,850,352	3,050,927	3,356,019	3,691,622
51119	401a Retirement	0	0	12,100	17,200	18,000	18,900
	Subtotal	13,789,209	14,602,213	13,733,859	15,259,192	15,631,198	16,037,120
Contractual Services							
52212	Auto M&R	221,231	228,432	259,907	258,246	257,127	254,127
52222	Meetings	1,116	2,500	1,000	4,975	4,975	4,975
52223	Training	105,378	212,035	130,000	196,982	191,407	191,407
52224	Vehicle Insur.	35,319	35,320	35,320	35,320	35,320	35,320
52226	Off. Equip. Mnt.	6,344	9,055	9,055	9,475	9,575	9,575
52227	Radio Mtnce.	0	7,775	5,075	8,200	8,400	8,400
52230	Telephone	41,561	43,756	43,756	44,176	44,176	44,176
52234	Dues & Subscr.	33,804	43,095	42,435	46,491	45,491	45,491
52236	Employee Svcs.	3,248	5,465	4,750	7,668	7,668	7,668
52239	Range	7,919	7,850	6,000	7,700	7,900	7,900
52244	Mtnce. & Rpr.	32,279	52,100	52,100	90,300	62,800	39,400
52245	Gen'l Comm.	828,976	832,556	624,417	855,521	888,990	922,974
52247	Data Processing	3,000	3,000	3,000	3,000	3,000	3,000
52249	Animal Control	2,550	3,000	3,000	3,500	3,500	3,500
52253	Consultant	72,710	65,290	34,500	0	0	0
52255	Software Mtnce.	69,591	87,039	87,039	97,525	97,425	99,425
52298	ATLE-Ser. Fee	184,164	185,000	185,000	185,000	185,000	185,000
52310	ATLE-Legal	3,500	0	0	0	0	0
52400	Gen. Insurance	850	0	0	0	0	0
52500	Equip Repl Fund	0	267,120	267,120	0	116,498	79,930
	Subtotal	1,653,540	2,090,388	1,793,474	1,854,079	1,969,252	1,942,268
Commodities							
53313	Auto Gas & Oil	135,059	152,039	121,870	129,351	135,819	137,177
53314	Office Supplies	8,939	10,350	9,500	10,350	10,350	10,350
53315	Printed Material	4,664	5,000	4,750	5,000	5,000	5,000
53317	Operating Sup.	62,510	50,980	50,780	53,600	55,700	55,700
53318	Refer. Materials	3,606	9,110	6,000	7,000	7,000	9,000
53321	Ammunition	37,142	46,000	46,000	48,000	50,000	50,000
53322	Emergency Equip.	528	10,670	6,000	950	900	950

EXPENDITURES

Acct. #	Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
53323	Weapons	4,878	5,250	5,250	10,250	5,250	5,250
53324	Uniforms	65,429	91,800	91,800	92,075	89,075	89,075
53325	Community Rel.	24,549	26,200	24,000	27,750	27,750	27,750
53330	Invest. Fund	11,168	19,985	19,985	20,850	20,875	20,875
53350	Small Equip.	11,586	159,450	159,450	166,950	122,550	133,050
	Subtotal	370,058	586,834	545,385	572,126	530,269	544,177
Capital Outlay							
54412	Other Equip.	6,000	181,300	129,800	18,800	50,400	50,400
	Subtotal	6,000	181,300	129,800	18,800	50,400	50,400
	Totals	\$ 15,818,807	\$ 17,460,735	\$ 16,202,518	\$ 17,704,197	\$ 18,181,119	\$ 18,573,965

NARRATIVE

Police Administration is responsible for the overall planning, direction, budgeting, personnel, and operation of police services to the Village. Primarily administrative work is performed by the Chief of Police, both the Deputy Chiefs of Operations and Support Services, three Commanders, Secretary, Training Coordinator and an Administrative Community Service Technician.

FY20/21 ACCOMPLISHMENTS

1. Like other Village Departments, the police department has managed through the effects of a global pandemic by planning and adjusting our operations to minimize contact, when possible. In addition to the pandemic, 2020 was a year filled with social unrest throughout the nation. Peaceful demonstrations were held at a number of sites throughout the Village. The Department responded professionally in the face of these events. These were no small tasks given staffing shortages which were already in place.
2. The Police Department has begun a time of positive transition after welcoming a new Police Chief and Deputy Police Chief who are committed to continuous improvement and growth for the Department.
3. The Department began a comprehensive review of all guiding documents (i.e. policies, standard operating procedures, etc.) in an effort to update, clean up, and consolidate these important documents into one place. This is an on-going project.
4. The Department took the initial steps toward continued efforts to strengthen our Officer Wellness Program by beginning to develop peer support officers and creating a plan to encourage officers to engage in wellness efforts. The overall goal is to ensure that the organization is meeting the needs of our staff.

FY21/22 OBJECTIVES

1. Administration will focus on improving and correcting some security and operational concerns, which exist within and around the police facility.
2. Earn accreditation for the Department through the Illinois Law Enforcement Accreditation Program which, when completed, will certify the professional standards by which the Department already operates.
3. Administration will participate in collaborative efforts toward reasonable reform language for law enforcement.
4. Implement a comprehensive body camera program with supporting policy.
5. Implement improvements to the tracking and processing of complaints and early intervention monitoring.

Administration Expenditures (01660100)

	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 1,183,833	\$ 1,077,845	\$ 945,028	\$ 1,194,260	\$ 1,194,260	\$ 1,194,260
51109 Overtime	27	1,000	1,000	1,000	1,000	1,000
51111 Group Insurance	128,659	148,484	143,682	165,731	174,018	182,719
51112 IMRF	28,053	35,087	27,500	37,478	37,478	37,478
51113 FICA	78,510	79,221	67,000	86,410	86,410	86,410
51114 Workers Comp.	32,033	32,033	32,033	32,033	32,033	32,033
51116 Tfr.-Police Pension	347,223	334,914	334,914	326,137	358,750	394,626
51119 401a Retirement	0	0	12,100	17,200	18,000	18,900
Subtotal	1,798,338	1,708,584	1,563,257	1,860,249	1,901,949	1,947,426
Contractual Services						
52212 Auto Maint. & Rpr.	34,820	0	0	0	0	0
52222 Meetings	418	2,500	1,000	4,975	4,975	4,975
52223 Training	39,930	212,035	130,000	196,982	191,407	191,407
52224 Vehicle Insurance	35,319	35,320	35,320	35,320	35,320	35,320
52226 Office Equip. Maint.	5,817	8,450	8,450	8,800	8,900	8,900
52234 Dues & Subscriptions	28,751	43,095	42,435	46,491	45,491	45,491
52236 Employee Services	3,248	5,465	4,750	7,668	7,668	7,668
52244 Maint. & Repair	3,048	6,000	6,000	29,100	6,400	6,400
52253 Consultant	72,710	65,290	34,500	0	0	0
52255 Software Maintenance	53,541	87,039	87,039	97,525	97,425	99,425
52500 Equip Repl Fund	0	267,120	267,120	0	116,498	79,930
Subtotal	277,602	732,314	616,614	426,861	514,084	479,516
Commodities						
53313 Auto Gas & Oil	12,439	0	0	0	0	0
53317 Operating Supplies	5,188	10,280	10,280	11,000	11,100	11,100
53324 Uniforms	11,812	91,800	91,800	92,075	89,075	89,075
Subtotal	29,439	102,080	102,080	103,075	100,175	100,175
Capital Outlay						
54412 Other Equipment	0	181,300	129,800	18,800	50,400	50,400
Subtotal	0	181,300	129,800	18,800	50,400	50,400
Totals	\$ 2,105,379	\$ 2,724,278	\$ 2,411,751	\$ 2,408,985	\$ 2,566,608	\$ 2,577,517

NARRATIVE

The Special Operations Unit (SOU) is responsible for community engagement programs including Crime Prevention, Crime Free Housing, 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 oversees officers assigned to detached task force positions within the Illinois State Police, and coordinates the Community Emergency Response Team (CERT), Citizens Police Academy and Volunteer programs.

FY20/21 ACCOMPLISHMENTS

1. The Unit updated the current volunteer procedures to cover Police Volunteers, CERT and a newly created Ground Search and Rescue Team. The Crime Prevention and Community Liaison Officer updated the Citizens Police Academy, CERT and BASSET. Patrol Officers were trained in drug and gang awareness, interview techniques and developing informants.
2. The Unit created a Juvenile Officer Guide to define the role of a juvenile officer and create consistency for juvenile dispositions. The guide addresses booking and dispositions, for first time offenders, to minimize the need for a juvenile to have to expunge their record when seeking future employment as an adult.
3. More than 5,000 pieces of evidence were properly purged from the evidence room. In part, officers in “light duty” assignments were able to assist in this process.

Note: SOU and Investigations personnel were restructured in FY20/21.

FY 21/22 OBJECTIVES

1. A new “long-term” evidence storage building will be completed during FY21/22. The Property Control Custodian will determine the feasibility of which pieces of property should be stored in the new building. The Property Control Custodian needs to continue to purge items to manage storage space.
2. An inventory of department promotional items will be conducted to determine the need for future community outreach events. The District 93 School Resource Officer and Crime Prevention/Community Liaison Officer will work with the SOU Sergeant to inventory the room and determine future needs.
3. The Community Affairs Specialist will meet regularly with apartment complex managers to update emergency contact information and provide updates regarding reported Crime Free Housing incidents. To further strengthen the relationship, the Community Affairs Specialist will also facilitate any efforts to address quality of life issues that have been reported to the Police Department.

Special Operations Expenditures (01664700)

	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 824,173	\$ 933,364	\$ 1,081,704	\$ 1,100,475	\$ 1,100,475	\$ 1,100,475
51107 Court Time	6,891	8,500	8,000	8,000	8,000	8,000
51109 Overtime	90,964	95,000	114,000	100,000	100,000	100,000
51111 Group Insurance	131,163	166,409	147,429	146,071	153,375	161,044
51113 FICA	68,149	77,619	86,000	91,186	91,186	91,186
51114 Workers Comp.	27,437	27,437	27,437	27,437	27,437	27,437
51116 Tfr-Police Pension	309,882	377,887	377,887	472,760	520,036	572,040
Subtotal	1,458,659	1,686,216	1,842,457	1,945,929	2,000,509	2,060,182
Contractual Services						
52212 Auto Maint. & Repair	19,737	0	0	0	0	0
52222 Meetings	118	0	0	0	0	0 *
52223 Training	9,188	0	0	0	0	0 *
52234 Dues & Subscriptions	307	0	0	0	0	0 *
52400 General Insurance	850	0	0	0	0	0
Subtotal	30,200	0	0	0	0	0
Commodities						
53313 Auto Gas & Oil	5,506	0	0	0	0	0
53317 Operating Supplies	388	2,900	2,900	3,000	3,100	3,100
53324 Uniforms	7,445	0	0	0	0	0 *
53325 Community Relations	24,549	26,200	24,000	27,750	27,750	27,750
53330 Investigative Fund	2,748	8,460	7,500	3,000	3,000	3,000
Subtotal	40,636	37,560	34,400	33,750	33,850	33,850
Totals	\$ 1,529,495	\$ 1,723,776	\$ 1,876,857	\$ 1,979,679	\$ 2,034,359	\$ 2,094,032

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

NARRATIVE

The responsibilities of the Criminal Investigations Unit include, but are not limited to, criminal case investigation, victim follow-up, tactical patrols, gang and drug enforcement, sex offender registration, and employee background investigations.

FY 20/21 ACCOMPLISHMENTS

1. The Unit generated monthly parole information that was disseminated to officers for intelligence purposes. Gang and/or crime-related information was disseminated on an as-needed basis.
2. The Investigations Unit has obtained a subscription to a new investigative tool that has proved invaluable in multiple criminal investigations. Additionally, handheld recording devices were purchased allowing detectives to conduct recorded field interviews and supplement interview room recordings. An additional GPS tracking device was also acquired and has been utilized on multiple investigations.
3. Due to unforeseen circumstances, the Crime Prevention Officer was not able to assume ICAC responsibilities. Once ICAC recertifications become available, the Crime Prevention Officer will continue to pursue this objective.

Note: SOU and Investigations personnel were restructured in FY20/21

FY 21/22 OBJECTIVES

1. Explore options for replacing the video-recording system in the interview room(s). The current system was designed for squad car use and have proven to be inadequate and problematic since their installation in the renovated facility.
2. FY20/21 saw an increase in the quantity of Internet Crimes Against Children (ICAC) tips supplied to our current ICAC investigators. For the upcoming fiscal year, an additional investigator will be trained in ICAC investigations, alleviating the burdensome caseload placed on our current detectives.
3. FY20/21 saw an increase in the number of search warrant executions conducted by the Criminal Investigations Unit. Although high-risk search warrants will continue to be handled by trained units (SWAT, DUMEG etc.) lower-risk entries must be executed by the Unit. Individual and team-oriented training will be sought for each investigator to mitigate the risks on these types of operations.

Investigations Expenditures (01662400)

	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 714,368	\$ 753,258	\$ 673,979	\$ 650,537	\$ 650,537	\$ 650,537
51107 Court Time	3,968	4,500	4,000	4,000	4,000	4,000
51109 Overtime	70,821	77,000	65,000	75,000	75,000	75,000
51111 Group Insurance	90,920	97,277	106,701	119,580	125,559	131,837
51112 IMRF	26,717	31,421	26,000	30,118	30,118	30,118
51113 FICA	58,063	62,450	53,000	52,766	52,766	52,766
51114 Workers Comp.	13,887	13,887	13,887	13,887	13,887	13,887
51116 Tfr - Police Pension	200,110	219,730	219,730	188,672	207,539	228,293
Subtotal	1,178,854	1,259,523	1,162,297	1,134,560	1,159,406	1,186,438
Contractual Services						
52212 Auto Maint. & Repair	15,351	0	0	0	0	0
52222 Meetings	41	0	0	0	0	0 *
52223 Training	8,850	0	0	0	0	0 *
52234 Dues & Subscriptions	953	0	0	0	0	0 *
52255 Software Maintenance	9,851	0	0	0	0	0 *
Subtotal	35,046	0	0	0	0	0
Commodities						
53313 Auto Gas & Oil	6,728	0	0	0	0	0
53317 Operating Supplies	5,438	7,700	7,500	7,800	8,050	8,050
53324 Uniforms	5,017	0	0	0	0	0 *
53330 Investigative Fund	8,420	11,525	12,485	17,850	17,875	17,875
Subtotal	25,603	19,225	19,985	25,650	25,925	25,925
Totals	\$ 1,239,503	\$ 1,278,748	\$ 1,182,282	\$ 1,160,210	\$ 1,185,331	\$ 1,212,363

* 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 because of long-term injuries and retirements, the Patrol Division continued to operate at a high level of customer service and performance.

FY20/21 ACCOMPLISHMENTS

1. To more accurately rate patrol officer's productivity, a totality-based approach was developed. The totality-based method analyzes a multitude of categories that rank officers amongst their peers. Supervisors now have the ability to evaluate employees on their complete body of work. The evaluation process has been successfully implemented on one of the Patrol Platoons and will soon be deployed to the entire Patrol Division.
2. A monthly crime data report has been created to include the month's top five Part I and Part II offenses. The report also contains a map of the specific location and Patrol Zone of where the crimes took place. Zone Coordinators can use the information to better resolve crime trends by developing a strategic response with Zone Officers.
3. A new policy has been drafted and is under review regarding an organized review of use of force incidents. This policy was developed from best practices applied by similarly structured police agencies. The intent is to have an objective evaluation of serious use of force events to ensure members used their authority lawfully, appropriately, and consistent with training and policy.

FY21/22 OBJECTIVES

1. The current scheduling method used by the Patrol Division is outdated and inefficient. New scheduling software will be researched, purchased, and implemented to meet the current needs of the Department.
2. Community Roll Call is a program used to better connect residents with Officers. The Patrol Division will develop a program that allows more opportunities to engage the community and solve neighborhood nuisances. The Patrol Division will conduct two Community Roll Calls this budgeting period.
3. Due to recent hiring, the Carol Stream Police Department will have an influx of Probationary Police Officers. To aid in their continuing education, Probationary Officers will be required to give monthly roll call presentations on essential policies.
4. To further training standards in the area of “shoot-don’t-shoot,” the Carol Stream Police Department has collaborated with neighboring agencies to lease a VirTra Police Training Simulator. Members of the Patrol Division will utilize this new training method to be better prepared in a use of force situation. It is not enough to simply train officers in the use of firearms; officers must be put into training situations that rely on making decisions regarding the use of force.

Patrol Expenditures (01662700)

	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 4,277,994	\$ 4,456,173	\$ 3,861,967	\$ 4,484,962	\$ 4,484,962	\$ 4,484,962
51107 Court Time	101,425	115,000	82,000	110,000	110,000	110,000
51109 Overtime	358,215	400,000	275,000	360,000	360,000	360,000
51111 Group Insurance	563,939	586,773	493,892	645,744	677,727	711,309
51112 IMRF	37,423	42,967	40,000	45,407	45,407	45,407
51113 FICA	344,695	365,168	300,000	343,100	343,100	343,100
51114 Workers Comp.	154,177	154,177	154,177	154,177	154,177	154,177
51116 Tfr-Police Pension	1,613,608	1,708,647	1,708,647	1,789,835	1,968,819	2,165,700
Subtotal	7,451,476	7,828,905	6,915,683	7,933,225	8,144,192	8,374,655
Contractual Services						
52212 Auto Maint. & Rpr.	151,323	228,432	259,907	258,246	257,127	254,127
52223 Training	21,369	0	0	0	0	0 *
52227 Radio Maintenance	0	7,775	5,075	8,200	8,400	8,400
52230 Telephone	41,561	43,756	43,756	44,176	44,176	44,176
52234 Dues & Subscript.	1,159	0	0	0	0	0 *
52239 Range	7,919	7,850	6,000	7,700	7,900	7,900
52244 Maint. & Repair	29,231	46,100	46,100	61,200	56,400	33,000
52245 DuComm Dispatch	828,976	832,556	624,417	855,521	888,990	922,974
52249 Animal Control	2,550	3,000	3,000	3,500	3,500	3,500
52255 Software Maint.	449	0	0	0	0	0 *
Subtotal	1,084,537	1,169,469	988,255	1,238,543	1,266,493	1,274,077
Commodities						
53313 Auto Gas & Oil	110,386	152,039	121,870	129,351	135,819	137,177
53317 Operating Supplies	13,160	25,600	25,600	27,300	28,950	28,950
53318 Reference Materials	3,606	9,110	6,000	7,000	7,000	9,000
53321 Ammunition	37,142	46,000	46,000	48,000	50,000	50,000
53322 Emergency Equip.	528	10,670	6,000	950	900	950
53323 Weapons	4,878	5,250	5,250	10,250	5,250	5,250
53324 Uniforms	35,161	0	0	0	0	0 *
53350 Small Equipment	11,376	159,250	159,250	166,750	122,350	132,850
Subtotal	216,237	407,919	369,970	389,601	350,269	364,177
Totals	\$ 8,752,250	\$ 9,406,293	\$ 8,273,908	\$ 9,561,369	\$ 9,760,954	\$ 10,012,909

* 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 funded by the Illinois Department of Transportation.

FY20/21 ACCOMPLISHMENTS

1. The Traffic Unit secured a traffic safety enforcement grant through the Illinois Department of Transportation totaling over \$210,000. All enforcement campaigns focus heavily on impaired driver and seatbelt enforcement.
2. The Traffic Unit obtained an additional \$99,000 in grant funding from the Illinois Department of Transportation to provide Advanced Roadside Impaired Driving Enforcement (ARIDE) classes to both the Carol Stream Police Department and other agencies seeking the training. Using this grant, five ARIDE classes were taught across the state.
3. In addition to the aforementioned grants, the Traffic Unit secured over \$35,000 in funding from the Illinois Department of Transportation for an injury protection program. This grant was utilized to fund overtime for officers who participated in public education events throughout the year.
4. The Traffic Unit continued to provide child safety seat checks to 181 individuals throughout the year through numerous events and walk-in requests.
5. The Traffic Unit began establishing a law enforcement phlebotomy program. Two individuals were trained and certified; however, the program was temporarily halted due to COVID-19 safety concerns.
6. A roadway safety audit of the Schmale Road corridor with assistance from the Federal Highway Administration (FHWA) and the DuPage County Division of Transportation (DuDOT). The project included a comprehensive analysis of vehicle crashes and roadway conditions, research into effective engineering countermeasures, and benefit-cost analysis.

FY 21/22 OBJECTIVES

1. The Traffic Unit will pursue grant funding for traffic safety enforcement from the Illinois Department of Transportation to continue participation in national traffic enforcement campaigns. We will further attempt to expand our grant funding for other non-enforcement traffic safety programs such related to:
 - Child Passenger Safety
 - Teen Driving
 - Impaired Driving
 - Occupant Protection

2. The Traffic Unit will develop a robust commercial vehicle enforcement program that includes trained members of the Traffic Unit and the Patrol Division. This program will be responsible for:
 - Conducting three commercial vehicle enforcement details
 - Focusing on enforcement of seatbelt and distracted driving offenses committed by commercial vehicle operators
 - Aggressively enforcing oversize and overweight permitting regulations to increase permitting compliance

3. The Traffic Unit will work to create a community outreach program related to bicycle safety, which will:
 - Conduct a minimum of three community bike ride events
 - Collaborate with community stakeholders within the village
 - Provide bicycle safety education and equipment in an equitable way to residents throughout the village
 - Make bicycle helmets and lights available to all patrol officers, to distribute to individuals they encounter throughout their shifts

Traffic Expenditures (01662300)

	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 456,560	\$ 516,649	\$ 605,659	\$ 636,697	\$ 636,697	\$ 636,697
51107 Court Time	11,756	17,000	12,000	14,000	14,000	14,000
51109 Overtime	104,469	112,000	170,000	140,000	140,000	140,000
51111 Group Insurance	60,824	68,436	90,340	103,406	108,576	114,005
51113 FICA	40,609	47,000	57,000	58,707	58,707	58,707
51114 Workers Comp.	14,125	14,125	14,125	14,125	14,125	14,125
51116 Tfr - Police Pension	154,679	209,174	209,174	273,523	300,875	330,963
Subtotal	843,022	984,384	1,158,298	1,240,458	1,272,980	1,308,497
Contractual Services						
52222 Meetings	467	0	0	0	0	0 *
52223 Training	20,507	0	0	0	0	0 *
52234 Dues & Subscriptions	1,425	0	0	0	0	0 *
52255 Software Maintenance	5,750	0	0	0	0	0 *
52298 ATLE - Service Fee	184,164	185,000	185,000	185,000	185,000	185,000
52310 ATLE - Legal Adj.	3,500	0	0	0	0	0
Subtotal	215,813	185,000	185,000	185,000	185,000	185,000
Commodities						
53317 Operating Supplies	38,336	4,500	4,500	4,500	4,500	4,500
53324 Uniforms	4,262	0	0	0	0	0 *
53350 Small Equipment	210	200	200	200	200	200
Subtotal	42,808	4,700	4,700	4,700	4,700	4,700
Capital Outlay						
54412 Other Equipment	6,000	0	0	0	0	0
Subtotal	6,000	0	0	0	0	0
Totals	\$ 1,107,643	\$ 1,174,084	\$ 1,347,998	\$ 1,430,158	\$ 1,462,680	\$ 1,498,197

* 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 to those seeking police assistance. The Records Division maintains all records and reports through several software programs, and also offers Village services such as water bill and ticket payment, along with yard waste sticker sales after the Village Cashier's office is closed (as well as on weekends and Holidays).

FY20/21 ACCOMPLISHMENTS

1. **Village Website:** The Overnight Parking (ONP) requests are now fully functional on the Village of Carol Stream website. Residents can now go directly to the village website and enter their requests for ONP. In the event of an emergency all records staff have been trained to disable the ONP.
2. **Automatic Expungements:** In compliance with new State of Illinois mandates, the records division has destroyed qualifying Misdemeanor Possession of Cannabis reports in our possession. Additionally, all qualifying juvenile reports have been destroyed in compliance with this legislation.
3. **Administrative Hearings:** The Records Division changed our procedure for notifying owners of cars that have been towed in accordance with our village policy for administrative tows. This procedure was initiated because of the large amount of no-shows at monthly hearings. This new procedure has us working more efficiently and effectively.
4. **LEADS 3.0:** The State of Illinois will be transitioning from LEADS 2000 to LEADS 3.0 in 2021. Carol Stream was chosen as a test agency for this transition. The Carol Stream Information Technology (IT) department installed LEADS 3.0 at one workstation in Records and our Records Clerks have trained in anticipation of this transition.

FY21/22 OBJECTIVES

1. **Transition to National Incident Based Reporting:** The current Uniform Crime Reporting (UCR) Program utilized by Illinois law enforcement agencies to report crime data to Illinois State Police will transition to the Federal National Incident Based Reporting System (NIBRS) in 2021. NIBRS will entail the collection of 58 data elements for each of 52 Offense classifications as opposed to the summary of only 10 Part I offenses currently collected by the UCR program. All of our clerks will receive training to ensure our department will be able to comply with this transition.
2. **Weekly Bulletins:** The Records division is always striving to improve communication both internally in our room and with all external partners. To solidify this goal we will develop and put into use a Records Weekly Bulletin and distribute it accordingly. This will help ensure all Records personnel are up to date on new procedures and are working in unison.
3. **Permanent Retention:** The Carol Stream Police Department has over 100 reels of archived crash and incident reports dating from 1976-1990. We will seek permission from the Illinois State Archive Commission to destroy these crash and incident reports except for those reports that qualify for permanent retention.
4. **Best Practices:** The Records Division continues to practice modern, best practice records keeping measures. Our unit is always searching for ways to archive our documents electronically, while becoming less reliant on paper copies. To that end, we will research a better way to store parking tickets and Trial Notices.

Records Expenditures (01662600)

	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 428,822	\$ 448,542	\$ 437,710	\$ 465,537	\$ 465,537	\$ 465,537
51109 Overtime	13,889	16,000	20,000	16,000	16,000	16,000
51111 Group Insurance	64,914	75,971	82,413	107,198	112,558	118,186
51112 IMRF	51,837	61,795	58,000	62,882	62,882	62,882
51113 FICA	32,661	35,500	33,000	35,614	35,614	35,614
51114 Workers Comp.	757	757	757	757	757	757
Subtotal	592,880	638,565	631,880	687,988	693,348	698,976
Contractual Services						
52222 Meetings	62	0	0	0	0	0 *
52223 Training	126	0	0	0	0	0 *
52234 Dues & Subscriptions	177	0	0	0	0	0 *
52247 Data Processing	3,000	3,000	3,000	3,000	3,000	3,000
Subtotal	3,365	3,000	3,000	3,000	3,000	3,000
Commodities						
53314 Office Supplies	8,939	10,350	9,500	10,350	10,350	10,350
53315 Printed Materials	4,664	5,000	4,750	5,000	5,000	5,000
53324 Uniforms	1,732	0	0	0	0	0 *
Subtotal	15,335	15,350	14,250	15,350	15,350	15,350
Totals	\$ 611,580	\$ 656,915	\$ 649,130	\$ 706,338	\$ 711,698	\$ 717,326

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

NARRATIVE

Highly trained social workers provide 24/7/365 support to police personnel when confronted with mental health emergencies, domestic violence, elder abuse, child abuse and neglect, sexual assaults, death notifications, and other emergencies while performing their duties. Additionally, they perform a daily review of police reports and provide tailored follow-up depending on need. Finally, they offer counseling services to residents and to victims of crime in Carol Stream.

FY20/21 ACCOMPLISHMENTS

1. The Social Service Unit partnered with the DuPage County Behavioral Health Collaborative in an effort to improve access for our residents to behavioral health services and to prevent mental health crisis related deaths in our communities.
2. The Unit successfully created a transition plan for the expected retirement of a long-term staff member. This plan was the blueprint for the assembly of a manual to handle the retirement and the new hire.
3. The first “Senior Team” meeting was convened in early March of 2020. Representatives from twenty area agencies committed to enhanced collaboration with the goal of improved service delivery to Carol Stream seniors.

FY 21/22 OBJECTIVES

1. The Social Services Unit will coordinate and host the first Peer Support Training for area police departments in April of 2021. Peer Support is an important component of the Police Department’s efforts to provide for the well-being of its employees. Newly trained Peer Support Officers will serve as an additional resource to our Police personnel (sworn and non-sworn).
2. The Social Services Unit will conduct a comprehensive review of its *Technology Literacy* and seek ways to improve efficiency in daily operations. Examples include: SharePoint, Laser Fiche forms, Access Database review, Zoom “tele-mental health” best practices, etc.
3. The Social Services Unit will conduct a survey of Police personnel to determine satisfaction with current services and to solicit ideas for new services/programs/interventions.
4. The Social Services Unit will continue to serve as *Subject Matter Experts* on the issue of Social Work/Police co-responding models by consulting with area police departments and allied professional organizations.

Social Services Expenditures (01662500)

	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 364,193	\$ 374,265	\$ 355,249	\$ 340,886	\$ 340,886	\$ 340,886
51111 Group Insurance	29,489	40,116	30,111	40,616	42,647	44,779
51112 IMRF	44,741	52,397	47,000	48,576	48,576	48,576
51113 FICA	26,930	28,631	27,000	26,078	26,078	26,078
51114 Workers Comp.	627	627	627	627	627	627
Subtotal	465,980	496,036	459,987	456,783	458,814	460,946
Contractual Services						
52222 Meetings	10	0	0	0	0	0 *
52223 Training	5,408	0	0	0	0	0 *
52226 Office Equip. Maint.	527	605	605	675	675	675
52234 Dues & Subscriptions	1,032	0	0	0	0	0 *
Subtotal	6,977	605	605	675	675	675
Totals	\$ 472,957	\$ 496,641	\$ 460,592	\$ 457,458	\$ 459,489	\$ 461,621

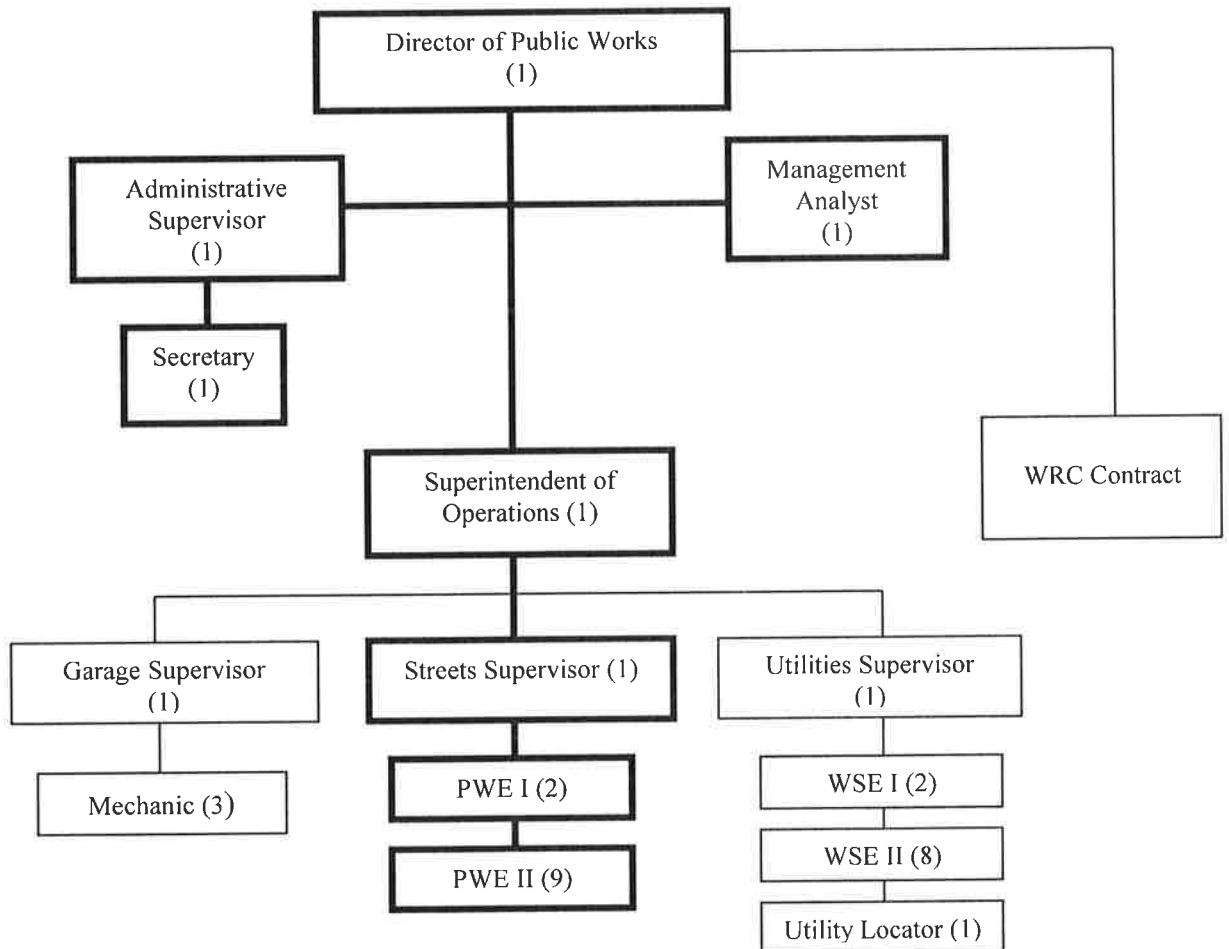
* Expenditures have been consolidated into the Administration Division (01660100) for tracking purposes.

PERSONNEL SCHEDULE

	<u>Authorized FY19/20</u>	<u>Budget FY20/21</u>	<u>Proposed FY21/22</u>	<u>Projected FY22/23</u>	<u>Projected FY23/24</u>
Streets	18.5	17	17	17	17
Water/Sewer	12	12	12	12	12
Municipal Garage	4	4	4	4	4
Total	34.5	33	33	33	33

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	\$866,958	\$1,484,952	\$1,500,220	\$954,271	\$1,251,735	\$1,248,606
Snow & Ice Control	653,125	1,001,590	810,659	961,452	966,425	967,111
Traffic Signs & Lights	234,508	279,987	229,987	230,201	221,550	220,544
Building & Grounds	748,456	863,938	659,556	702,038	744,270	703,565
Street Maintenance	390,565	173,619	198,772	220,788	219,564	219,538
Storm Water Management	225,519	291,876	306,224	322,143	320,339	323,590
Parkway Trees	244,960	302,923	217,197	301,145	256,344	258,957
Totals	\$3,364,091	\$4,398,885	\$3,922,615	\$3,692,038	\$3,980,227	\$3,941,911

EXPENDITURES

Acct. #	Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages							
51102	Personal Services	\$ 1,093,539	\$ 1,134,100	\$ 1,127,582	\$ 1,188,659	\$ 1,188,659	\$ 1,188,659
51106	Seasonal Help	30,804	32,868	0	35,856	38,844	41,832
51109	Overtime	97,751	139,350	130,960	133,350	133,350	133,350
51111	Group Insurance	210,387	200,829	186,203	201,563	211,642	222,223
51112	IMRF	142,820	178,668	177,752	188,386	188,386	188,386
51113	FICA	88,745	94,438	95,755	97,828	97,828	97,828
51114	Workers Comp.	44,419	44,419	44,419	44,419	44,419	44,419
	Subtotal	1,708,465	1,824,672	1,762,671	1,890,061	1,903,128	1,916,697
Contractual Services							
52212	Auto Maint. & Repair	364,330	394,742	280,377	394,901	393,192	388,603
52222	Meetings	170	250	0	250	250	250
52223	Training	6,098	16,030	2,694	13,595	18,350	10,165
52224	Vehicle Insurance	28,261	28,261	28,261	28,261	28,261	28,261
52230	Telephone	6,400	7,644	6,972	7,476	8,420	8,783
52234	Dues & Subscriptions	4,474	5,655	5,256	5,460	5,605	5,590
52244	Bld. Maint. & Repair	43,602	52,450	55,483	49,275	45,075	45,075
52253	Consultants	1,545	46,440	32,885	44,040	14,040	14,040
52264	Equipment Rental	9,121	11,250	1,732	10,250	10,250	10,250
52265	Hauling	11,410	4,000	17,750	20,750	20,750	20,750
52266	Snow Removal	78,375	210,000	210,000	210,000	210,000	210,000
52268	Tree Maintenance	68,261	123,250	57,500	117,000	74,375	75,500
52269	Mosquito Abatement	76,503	68,178	68,178	69,050	73,274	75,130
52271	Street Light - Maint.	33,233	30,000	9,000	27,000	19,000	15,000
52272	Property Maintenance	305,177	339,979	278,543	242,993	279,378	253,507
52274	Comm. Svc. Pgms.	412	750	0	750	750	750
52276	Janitorial Services	17,064	19,160	18,664	19,750	20,350	20,910
52286	Pavement Restoration	250	500	200	500	500	500
52350	Traffic Signal Maint.	5,990	6,635	5,635	6,685	6,735	6,785
52500	Equip Repl Fund	0	616,993	616,993	0	312,668	310,293
	Subtotal	1,060,676	1,982,167	1,696,123	1,267,986	1,541,223	1,500,142
Commodities							
53210	Electricity	4,946	6,500	4,000	6,500	6,500	6,500
53213	Street Light Electricity	42,072	41,000	41,000	40,000	39,000	39,000
53215	Street Light Supplies	4,485	5,250	20,000	20,000	20,000	20,000
53220	Water	3,480	3,250	3,250	3,600	3,600	3,600
53312	PWC Diesel Fuel	0	6,085	3,915	5,020	5,275	5,540
53313	Auto Gas & Oil	44,388	52,836	24,763	43,166	45,326	45,777
53316	Small Tools	1,222	2,150	2,150	3,100	2,150	2,150
53317	Operating Supplies	54,462	92,650	99,867	85,400	100,550	85,550

EXPENDITURES

Acct. #	Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
53324	Uniforms	6,132	10,075	10,075	10,075	10,075	10,075
53335	Salt	181,082	288,630	195,510	291,630	294,880	297,880
53344	Street Signs	4,623	10,500	9,000	6,500	6,500	6,500
53350	Small Equipment	22,777	48,620	27,616	17,000	2,020	2,500
	Subtotal	369,669	567,546	441,146	531,991	535,876	525,072
Capital Outlay							
54412	Other Equipment	225,281	24,500	22,675	2,000	0	0
	Subtotal	225,281	24,500	22,675	2,000	0	0
	Totals	\$ 3,364,091	\$ 4,398,885	\$ 3,922,615	\$ 3,692,038	\$ 3,980,227	\$ 3,941,911

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.

FY20/21 ACCOMPLISHMENTS

1. Utilized information technology tools (GIS and asset management) to develop and implement use of digitized forms to improve efficiency, accuracy and thoroughness in the areas of hydrant flushing, sewer hot-spot inspections and catch-basin cleaning.
2. A survey was conducted among Public Works employees to gauge understanding and compliance with the anti-idling pilot program. Survey results indicated more compliance than non-compliance, but also revealed additional employee education was needed to improve compliance. A training session was completed in November.

FY21/22 OBJECTIVES

1. Expand operations-level training and use of GIS and asset management software to collect and record data and to provide employees access to infrastructure maps and data records. Areas of focus will include: tree inspections, water work orders and sidewalk inspections.
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, 2022.

Administration Expenditures (01670100)

Acct./Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 491,515	\$ 448,825	\$ 496,136	\$ 523,010	\$ 523,010	\$ 523,010
51109 Overtime	8,152	7,000	3,500	5,000	5,000	5,000
51111 Group Insurance	91,593	78,831	78,095	80,764	84,802	89,042
51112 IMRF	57,900	63,815	66,025	75,241	75,241	75,241
51113 FICA	36,249	33,731	36,461	39,073	39,073	39,073
51114 Workers Comp.	11,492	11,492	11,492	11,492	11,492	11,492
Subtotal	696,901	643,694	691,709	734,580	738,618	742,858
Contractual Services						
52212 Auto Maint. & Repair	14,574	15,790	11,215	15,796	15,728	15,544
52222 Meetings	170	250	0	250	250	250
52223 Training	4,851	10,930	1,559	8,195	13,165	5,565
52224 Vehicle Insurance	28,261	28,261	28,261	28,261	28,261	28,261
52230 Telephone	6,400	7,644	6,972	7,476	8,420	8,783
52234 Dues & Subscriptions	3,530	4,210	4,001	4,195	4,110	4,085
52253 Consultant	1,545	46,440	32,885	44,040	14,040	14,040
52269 Mosquito Abatement	76,503	68,178	68,178	69,050	73,274	75,130
52274 Comm. Svc. Pgms.	412	750	0	750	750	750
52276 Janitorial Services	17,064	19,160	18,664	19,750	20,350	20,910
52500 Equip Repl Fund	0	616,993	616,993	0	312,668	310,293
Subtotal	153,310	818,606	788,728	197,763	491,016	483,611
Commodities						
53220 Water	3,480	3,250	3,250	3,600	3,600	3,600
53313 Auto Gas & Oil	3,545	4,227	1,981	3,453	3,626	3,662
53317 Operating Supplies	3,590	5,100	4,477	4,800	4,800	4,800
53324 Uniforms	6,132	10,075	10,075	10,075	10,075	10,075
Subtotal	16,747	22,652	19,783	21,928	22,101	22,137
Totals	\$ 866,958	\$ 1,484,952	\$ 1,500,220	\$ 954,271	\$ 1,251,735	\$ 1,248,606

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.

FY20/21 ACCOMPLISHMENTS

1. Developed a COVID-19 annex to the Snow & Ice Plan to protect employees from spread of COVID-19. Part of the plan included development of contingency strategies to be employed if winter operations staff were severely reduced due to COVID-19, including training auxiliary drivers from other Village departments.
2. Several winter operations pilot strategies were deployed to gauge effectiveness in reducing salt usage, including: fabrication of a directional salt chute to deliver salt in a more precisely targeted manner; use of rubber plow blades under certain conditions; and use of all liquid de-icing treatment of streets during a storm under certain conditions.

FY21/22 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. Shifting priorities due to COVID-19 resulted in this objective being re-budgeted in FY 2021-22.
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. Shifting priorities due to COVID-19 resulted in this objective being re-budgeted in FY 2021-22.
3. Replace an existing organic liquid storage tank due to age.

Snow & Ice Control Expenditures (01670200)

Acct./Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 53,995	\$ 76,142	\$ 60,138	\$ 63,395	\$ 63,395	\$ 63,395
51109 Overtime	67,475	110,000	110,000	110,000	110,000	110,000
51111 Group Insurance	16,932	13,583	12,553	13,450	14,123	14,829
51112 IMRF	16,011	26,060	24,000	24,709	24,709	24,709
51113 FICA	8,888	13,774	13,500	12,831	12,831	12,831
51114 Workers Comp.	5,728	5,728	5,728	5,728	5,728	5,728
Subtotal	169,029	245,287	225,919	230,113	230,786	231,492
Contractual Services						
52212 Auto Maint. & Repair	182,166	197,371	140,188	197,451	196,595	194,302
52223 Training	664	4,100	885	4,100	4,100	4,100
52264 Equipment Rental	4,970	6,000	0	6,000	6,000	6,000
52266 Snow Removal	78,375	210,000	210,000	210,000	210,000	210,000
Subtotal	266,175	417,471	351,073	417,551	416,695	414,402
Commodities						
53312 PWC Diesel Fuel	0	3,090	1,990	2,550	2,680	2,815
53313 Auto Gas & Oil	15,508	18,492	8,667	15,108	15,864	16,022
53317 Operating Supplies	5,672	4,500	4,500	4,500	4,500	4,500
53335 Salt	181,082	288,630	195,510	291,630	294,880	297,880
53350 Small Equipment	1,842	17,120	17,175	0	1,020	0
Subtotal	204,104	331,832	227,842	313,788	318,944	321,217
Capital Outlay						
54412 Other Equipment	13,817	7,000	5,825	0	0	0
Subtotal	13,817	7,000	5,825	0	0	0
Totals	\$ 653,125	\$ 1,001,590	\$ 810,659	\$ 961,452	\$ 966,425	\$ 967,111

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

FY20/21 ACCOMPLISHMENTS

1. Staff completed a survey of street signs in the area generally bounded by Lies Rd., Fair Oaks Rd., County Farm Rd and North Ave., and replaced thirty-five (35) faded and damaged signs with new, highly-reflective signs.
2. Staff replaced 356 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 1,477 over the past nine years. Staff secured a grant from ComEd for this project, which reduced the cost of the fixtures from \$46,365 to \$14,740.
3. Repairs were made to 79 street lights, including: bulb and ballast replacements, cable and fuse repairs and repair of underground cables.

FY21/22 OBJECTIVES

1. Staff will conduct a physical survey of street signs in the area generally bounded by County Farm Rd., Kuhn Rd., Army Trail Rd. and North Ave, and will replace faded and damaged signs with new, highly-reflective signs.
2. Staff will undertake the replacement of 500 existing fixtures with energy-efficient LED fixtures and again seek grant funding through ComEd's Energy Efficiency Program.

Street Division - Traffic Signs & Lights Detail

Traffic Signs & Lights Expenditures (01670300)

Acct./Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 44,725	\$ 60,913	\$ 60,138	\$ 63,395	\$ 63,395	\$ 63,395
51109 Overtime	3,479	2,250	1,800	2,250	2,250	2,250
51111 Group Insurance	17,366	10,929	10,597	10,822	11,363	11,931
51112 IMRF	5,767	8,948	8,241	9,354	9,354	9,354
51113 FICA	3,500	4,730	4,331	4,858	4,858	4,858
51114 Workers Comp.	5,589	5,589	5,589	5,589	5,589	5,589
Subtotal	80,426	93,359	90,696	96,268	96,809	97,377
Contractual Services						
52212 Auto Maint. & Repair	18,217	19,737	14,019	19,745	19,660	19,430
52223 Training	98	250	0	250	250	250
52264 Equipment Rental	853	500	338	500	500	500
52271 Street Light - Maint.	33,233	30,000	9,000	27,000	19,000	15,000
52272 Property Maintenance	32,650	41,179	11,378	1,350	1,420	1,490
52350 Traffic Signal Maint.	5,990	6,635	5,635	6,685	6,735	6,785
Subtotal	91,041	98,301	40,370	55,530	47,565	43,455
Commodities						
53213 Street Light Electricity	42,072	41,000	41,000	40,000	39,000	39,000
53215 Street Light Supplies	4,485	5,250	20,000	20,000	20,000	20,000
53313 Auto Gas & Oil	3,545	4,227	1,981	3,453	3,626	3,662
53316 Small Tools	456	400	400	400	400	400
53317 Operating Supplies	7,860	11,950	11,540	8,050	7,650	10,150
53344 Street Signs	4,623	10,500	9,000	6,500	6,500	6,500
Subtotal	63,041	73,327	83,921	78,403	77,176	79,712
Capital Outlay						
54412 Other Equipment	0	15,000	15,000	0	0	0
Subtotal	0	15,000	15,000	0	0	0
Totals	\$ 234,508	\$ 279,987	\$ 229,987	\$ 230,201	\$ 221,550	\$ 220,544

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.

FY20/21 ACCOMPLISHMENTS

1. Due to COVID-19, seasonal employees were not hired. Work was completed by in-house staff and partially through an Intergovernmental Agreement with the Carol Stream Park District.
2. A significant effort was placed on additional cleaning and sanitizing of facilities in an effort to reduce the potential spread of COVID-19.
3. Several pieces of equipment for the program were purchased, including: two zero-turn mowers (replacements), an enclosed stationary storage container for sandbags and salt and a replacement bucket for a loader.

FY21/22 OBJECTIVES

1. The Public Works Center south mechanical gate will be replaced due to frequent malfunctioning of the existing unit.
2. An additional outdoor storage container will be purchased for seasonal storage to make room in garages and material storage bins for equipment and supplies.

Building & Grounds Expenditures (01670400)

Acct./Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 265,621	\$ 319,795	\$ 225,516	\$ 237,732	\$ 237,732	\$ 237,732
51106 Seasonal Help	30,804	32,868	0	35,856	38,844	41,832
51109 Overtime	13,548	12,000	2,100	8,000	8,000	8,000
51111 Group Insurance	42,963	56,815	48,641	56,256	59,069	62,022
51112 IMRF	34,119	46,731	27,265	35,017	35,017	35,017
51113 FICA	22,640	24,701	14,269	18,184	18,184	18,184
51114 Workers Comp.	8,650	8,650	8,650	8,650	8,650	8,650
Subtotal	418,345	501,560	326,441	399,695	405,496	411,437
Contractual Services						
52212 Auto Maint. & Repair	54,649	59,211	42,057	59,235	58,979	58,291
52223 Training	0	0	0	0	285	0
52234 Dues & Subscriptions	474	325	325	335	255	265
52244 PWC Maint. & Repair	42,488	45,700	48,733	42,525	38,325	38,325
52264 Equipment Rental	1,479	2,500	700	2,000	2,000	2,000
52272 Property Maintenance	150,929	194,265	190,074	157,540	192,230	163,840
Subtotal	250,019	302,001	281,889	261,635	292,074	262,721
Commodities						
53312 PWC Diesel Fuel	0	2,995	1,925	2,470	2,595	2,725
53313 Auto Gas & Oil	7,533	8,982	4,210	7,338	7,705	7,782
53316 Small Tools	135	400	400	400	400	400
53317 Operating Supplies	15,822	37,500	35,000	17,500	35,000	17,500
53350 Small Equipment	935	8,000	7,841	11,000	1,000	1,000
Subtotal	24,425	57,877	49,376	38,708	46,700	29,407
Capital Outlay						
54412 Other Equipment	55,667	2,500	1,850	2,000	0	0
Subtotal	55,667	2,500	1,850	2,000	0	0
Totals	\$ 748,456	\$ 863,938	\$ 659,556	\$ 702,038	\$ 744,270	\$ 703,565

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.

FY20/21 ACCOMPLISHMENTS

1. The sidewalk trip hazard removal program focused on Work Zone 3 (covering the area generally west of County Farm to Fair Oaks Road, and north of Evergreen Drive to Lies Rd) and Zone 4 (generally from St. Charles Rd. to Lies Rd and from Schmale Rd to Kuhn Rd). Approximately 200 repairs or replacements were made by in-house staff, eliminating the need for contract assistance.
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. Two large dump trucks (#75 and #78) were rehabilitated at a total cost of just under \$160,000, versus the more costly option of purchasing new replacement vehicles at a cost of more than double that amount. 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.

FY21/22 OBJECTIVES

1. The sidewalk trip hazard removal program will continue with the focus on Work Zone 5 (covering the area generally west of Kuhn Road to Morton Road, and north of St. Charles Road to Lies Road) and Zone 6 (between Gary Ave. and Kuhn Road and north of North Ave. to roughly Chippewa Trail). Most repairs will be completed by in-house staff.
2. Sidewalks in the high priority areas (schools) will be surveyed and all noted deficiencies will be corrected prior to the start of school in the fall.
3. One large dump truck (#82) will be rehabilitated at an estimated cost of \$80,000. Rehabilitation work will include: 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.

Street Maintenance Expenditures (01670500)

Acct.#/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 76,113	\$ 45,685	\$ 75,172	\$ 79,244	\$ 79,244	\$ 79,244
51109 Overtime	1,618	1,600	1,260	1,600	1,600	1,600
51111 Group Insurance	14,833	8,184	8,210	8,104	8,509	8,934
51112 IMRF	9,089	6,620	16,206	11,520	11,520	11,520
51113 FICA	5,575	3,499	8,448	5,982	5,982	5,982
51114 Workers Comp.	6,369	6,369	6,369	6,369	6,369	6,369
Subtotal	113,597	71,957	115,665	112,819	113,224	113,649
Contractual Services						
52212 Auto Maint. & Repair	40,076	43,422	30,841	43,439	43,251	42,746
52264 Equipment Rental	0	250	194	250	250	250
52265 Hauling	11,410	4,000	17,750	20,750	20,750	20,750
52272 Property Maintenance	50,460	27,500	0	5,000	5,000	5,000
52286 Pavement Restoration	250	500	200	500	500	500
Subtotal	102,196	75,672	48,985	69,939	69,751	69,246
Commodities						
53313 Auto Gas & Oil	5,318	6,340	2,972	5,180	5,439	5,493
53316 Small Tools	509	550	550	1,500	550	550
53317 Operating Supplies	13,148	19,100	30,600	31,350	30,600	30,600
Subtotal	18,975	25,990	34,122	38,030	36,589	36,643
Capital Outlay						
54412 Other Equipment	155,797	0	0	0	0	0
Subtotal	155,797	0	0	0	0	0
Totals	\$ 390,565	\$ 173,619	\$ 198,772	\$ 220,788	\$ 219,564	\$ 219,538

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.

FY20/21 ACCOMPLISHMENTS

1. In-house crews inspected manholes, catch basin pipes and performed spot flushing on approximately 2,100 feet of storm sewer pipe.
2. Minor and major repairs were made to 138 catch basins and 48 inlets.
3. The newly implemented catch basin and inlet cleaning program to clear debris and organic materials from these structures resulted in 431 catch basins being cleaned and 54 inlets being cleaned.

FY21/22 OBJECTIVES

1. Continue the catch-basin and storm inlet cleaning program by assigning resources with a goal of cleaning a total of at least 400 catch basins and storm inlets.

Storm Water Management Expenditures (01670600)

Acct./Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 76,266	\$ 106,598	\$ 120,275	\$ 126,790	\$ 126,790	\$ 126,790
51109 Overtime	2,935	6,000	11,000	6,000	6,000	6,000
51111 Group Insurance	19,066	18,982	16,902	18,795	19,735	20,722
51112 IMRF	9,301	15,764	22,675	18,923	18,923	18,923
51113 FICA	5,722	8,332	11,792	9,826	9,826	9,826
51114 Workers Comp.	4,894	4,894	4,894	4,894	4,894	4,894
Subtotal	118,184	160,570	187,538	185,228	186,168	187,155
Contractual Services						
52212 Auto Maint. & Repair	18,216	19,737	14,019	19,745	19,660	19,430
52244 Maint. & Repair	1,114	6,750	6,750	6,750	6,750	6,750
52272 Property Maintenance	71,138	77,035	77,091	79,103	80,728	83,177
Subtotal	90,468	103,522	97,860	105,598	107,138	109,357
Commodities						
53210 Electricity	4,946	6,500	4,000	6,500	6,500	6,500
53313 Auto Gas & Oil	4,508	5,284	2,476	4,317	4,533	4,578
53317 Operating Supplies	7,413	12,500	11,750	16,000	16,000	16,000
53350 Small Equipment	0	3,500	2,600	4,500	0	0
Subtotal	16,867	27,784	20,826	31,317	27,033	27,078
Totals	\$ 225,519	\$ 291,876	\$ 306,224	\$ 322,143	\$ 320,339	\$ 323,590

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.

FY20/21 ACCOMPLISHMENTS

1. Contracted tree trimming services were completed in Work Zone #1 (the area generally bounded by County Farm Rd., Fair Oaks Rd., Army Trail Rd. and Lies Rd.). Work included removal of dead wood and undesirable branch growth, elevating and shaping of approximately 550 trees. An additional 829 trees in this zone and throughout the Village were trimmed by in-house staff.
2. Approximately 200 trees were planted in parkways and on Village properties to replace those lost to aging, disease and storm damage.
3. Forty-six (46) trees were removed by contractors and another 109 trees were removed by in-house staff due to aging, disease or storm damage.

FY21/22 OBJECTIVES

1. Complete trimming of all trees in Work Zone #2 (generally bounded by County Farm Rd., Army Trail Rd., Gary Avenue and Lies Rd).
2. Complete a tree inventory/database and adopt a forestry management plan through the use of a contractor and with the benefit of a grant administered by the Morton Arboretum.

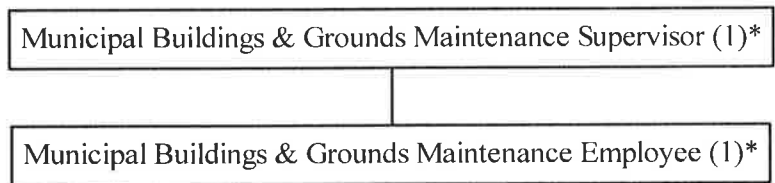
Parkway Trees Expenditures (01670700)

Acct./Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 85,304	\$ 76,142	\$ 90,207	\$ 95,093	\$ 95,093	\$ 95,093
51109 Overtime	544	500	1,300	500	500	500
51111 Group Insurance	7,634	13,505	11,205	13,372	14,041	14,743
51112 IMRF	10,633	10,730	13,340	13,622	13,622	13,622
51113 FICA	6,171	5,671	6,954	7,074	7,074	7,074
51114 Workers Comp.	1,697	1,697	1,697	1,697	1,697	1,697
Subtotal	111,983	108,245	124,703	131,358	132,027	132,729
Contractual Services						
52212 Auto Maint. & Repair	36,432	39,474	28,038	39,490	39,319	38,860
52223 Training	485	750	250	1,050	550	250
52234 Dues & Subscriptions	470	1,120	930	930	1,240	1,240
52264 Equipment Rental	1,819	2,000	500	1,500	1,500	1,500
52268 Tree Maintenance	68,261	123,250	57,500	117,000	74,375	75,500
Subtotal	107,467	166,594	87,218	159,970	116,984	117,350
Commodities						
53313 Auto Gas & Oil	4,431	5,284	2,476	4,317	4,533	4,578
53316 Small Tools	122	800	800	800	800	800
53317 Operating Supplies	957	2,000	2,000	3,200	2,000	2,000
53350 Small Equipment	20,000	20,000	0	1,500	0	1,500
Subtotal	25,510	28,084	5,276	9,817	7,333	8,878
Totals	\$ 244,960	\$ 302,923	\$ 217,197	\$ 301,145	\$ 256,344	\$ 258,957

PERSONNEL SCHEDULE

	<u>Authorized FY19/20</u>	<u>Budget FY20/21</u>	<u>Proposed FY21/22</u>	<u>Projected FY22/23</u>	<u>Projected FY23/24</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 20/21 ACCOMPLISHMENTS

1. Began creating a work order system for building service requests.
2. Provided building and maintenance support for the Village Hall/Police Station including management of the janitorial, safety/first aid and fire protection contracts.
3. Lead role in obtaining adequate PPE supplies for municipal facilities and employees as well as the installation of physical barriers at front counters.
4. Recruited and hired Building Maintenance Supervisor due to retirement of previous employee.

FY 21/22 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

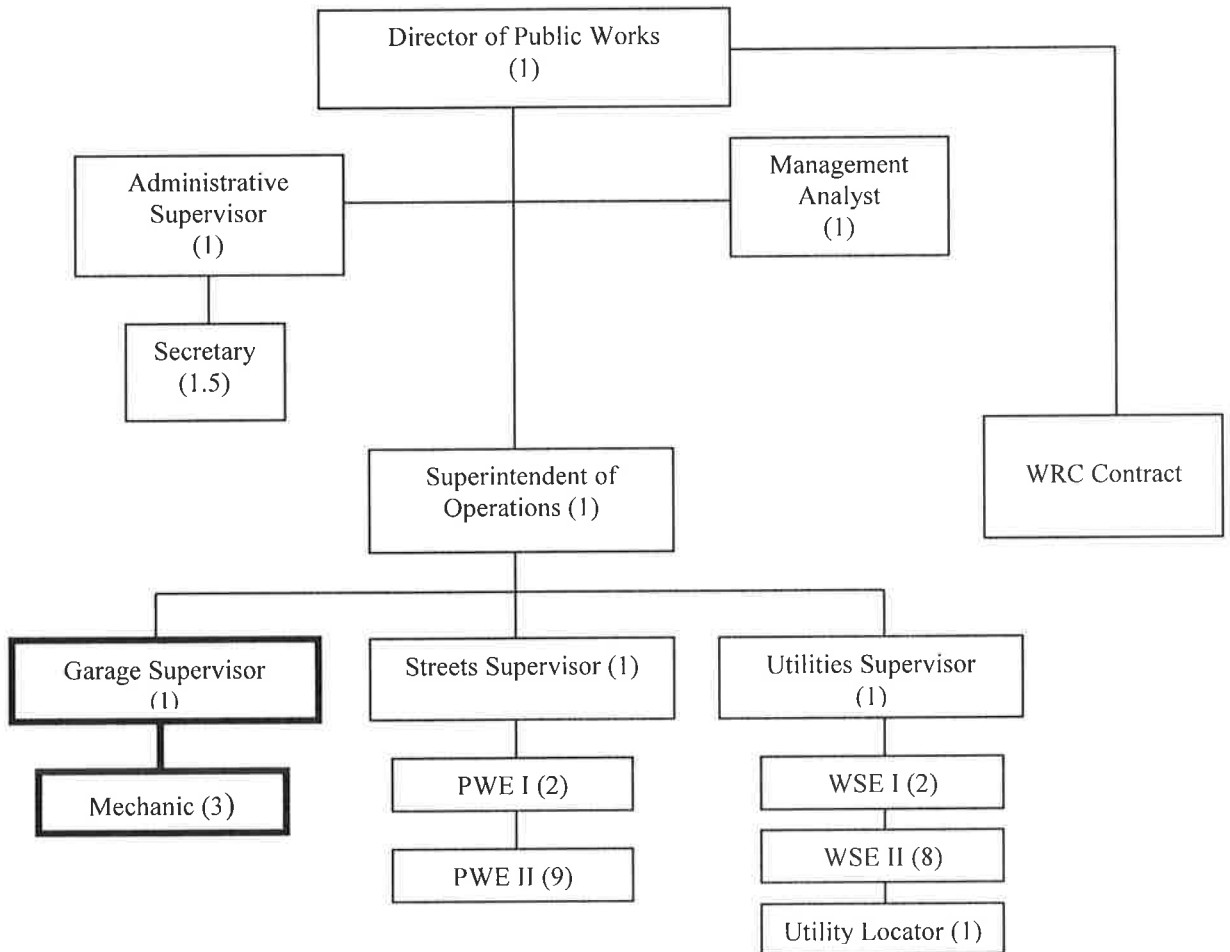
Municipal Building Expenditures (01680000)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 164,621	\$ 165,685	\$ 129,200	\$ 142,990	\$ 142,990	\$ 142,990
51109 Overtime	72	1,000	500	500	500	500
51111 Group Insurance	23,002	25,115	24,870	23,212	24,373	25,592
51112 IMRF	20,185	23,336	17,900	20,447	20,447	20,447
51113 FICA	12,125	12,751	9,500	10,977	10,977	10,977
51114 Workers Comp.	5,496	5,496	5,496	5,496	5,496	5,496
Subtotal	225,501	233,383	187,466	203,622	204,783	206,002
Contractual Services						
52212 Auto Maint. & Repair	10,139	7,364	4,317	5,661	5,636	5,571
52219 TC Maintenance	24,533	63,144	44,709	48,905	23,400	23,400
52223 Training	217	225	0	225	225	225
52224 Vehicle Insurance	1,566	1,566	1,566	1,566	1,566	1,566
52230 Telephone	1,354	1,344	1,344	1,200	1,200	1,200
52244 Maintenance and Repair	21,733	36,280	28,096	38,210	27,750	27,750
52276 Janitorial Service	44,300	47,400	47,400	47,400	60,000	60,000
52500 Equip Repl Fund	0	9,000	9,000	0	0	0
Subtotal	103,842	166,323	136,432	143,167	119,777	119,712
Commodities						
53220 Water	18,674	12,650	2,352	14,650	14,650	14,650
53230 Natural Gas	7,658	10,000	7,800	10,000	10,000	10,000
53313 Auto Gas & Oil	875	1,757	820	1,259	1,322	1,335
53319 Maintenance Supplies	9,718	15,746	13,281	14,246	8,330	8,330
53320 Janitorial Supplies	5,127	6,500	4,812	6,500	8,500	8,500
53324 Uniforms	462	500	500	750	500	500
53350 Small Equipment	3,790	1,000	1,000	2,200	3,200	3,200
Subtotal	46,304	48,153	30,565	49,605	46,502	46,515
Totals	\$ 375,647	\$ 447,859	\$ 354,463	\$ 396,394	\$ 371,062	\$ 372,229

PERSONNEL SCHEDULE

	Authorized FY19/20	Budget FY20/21	Proposed FY21/22	Projected FY22/23	Projected FY23/24
Streets	18.5	17	17	17	17
Water/Sewer	12	12	12	12	12
Municipal Garage	4	4	4	4	4
Total	34.5	33	33	33	33

ORGANIZATIONAL CHART



NARRATIVE

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

The Municipal Garage budget includes administrative activities in addition to direct fleet maintenance activities. Some specialty work is contracted out, including bodywork, alignments, radio installation and repair, and mandated truck safety inspections.

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

FY20/21 ACCOMPLISHMENTS

1. Monitoring and analysis of the Public Works Anti-idling Program was slowed due to COVID-19 but a brief survey of employees revealed some misunderstandings about the program which were addressed during the annual winter season training.
2. Staff worked with Police Command staff to provide additional cost analysis tools related to vehicle condition and maintenance to aid them in decision-making regarding vehicle retention and replacement.
3. A rolling scaffold unit was purchased for use by Mechanics while servicing equipment on top of tall equipment. The scaffold will provide fall protection for Mechanics while they perform certain types of service on these vehicles.
4. Mechanics took a larger role in preparing trucks that were scheduled for rehab in order to reduce cost and improve final product. Specifically, before trucks were sent for rehab the truck beds were removed in-house and stored so that the rehab vendor has full access to undercarriage for paint removal and re-coating.
5. Staff completed 235 preventive maintenance services.
6. Staff completed 541 unscheduled service requests.

FY21/22 OBJECTIVES

1. Staff will continue monitoring employee compliance with the pilot Public Works Anti-idling program to develop a recommendation for continuation and/or expansion to other fleet vehicles.
2. Mechanic staff will perform an analysis of unscheduled service requests to identify any trends in makes and models of vehicles that may be anticipated and proactively addressed through preventive maintenance work.

EXPENDITURES (01696200)

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 361,419	\$ 393,202	\$ 375,861	\$ 396,220	\$ 396,220	\$ 396,220
51109 Overtime	2,192	2,300	1,700	2,000	2,000	2,000
51111 Group Insurance	66,650	70,490	62,470	67,093	70,447	73,969
51112 IMRF	44,764	54,745	51,085	56,461	56,461	56,461
51113 FICA	27,007	28,937	27,019	29,320	29,320	29,320
51114 Workers Comp.	5,474	5,474	5,474	5,474	5,474	5,474
Subtotal	507,506	555,148	523,609	556,568	559,922	563,444
Contractual Services						
52223 Training	1,029	4,025	892	2,850	2,400	2,050
52224 Vehicle Insurance	1,566	1,566	1,566	1,566	1,566	1,566
52230 Telephone	677	672	672	600	630	662
52234 Dues & Subscriptions	0	90	90	60	60	30
52244 Maintenance & Repair	600	2,500	1,700	11,500	2,500	2,500
52255 Software Maintenance	7,165	7,300	7,256	8,790	7,460	7,525
52264 Equipment Rental	1,107	0	0	0	0	0
52284 Equipment Maintenance	1,589	1,635	1,635	1,735	1,735	1,735
52400 General Insurance	132	80	80	80	80	80
Subtotal	13,865	17,868	13,891	27,181	16,431	16,148
Commodities						
53313 Auto Gas & Oil	1,377	0	0	0	0	0
53314 Office Supplies	177	400	400	400	400	400
53316 Tools	2,684	3,000	3,000	3,000	3,000	3,000
53317 Operating Supplies	8,540	8,500	8,500	7,550	7,350	7,350
53324 Uniforms	1,953	3,840	3,224	2,590	2,590	2,590
53341 Gas - Consumed	9,627	0	0	0	0	0
53343 Oil/Parts Consumed	168,404	150,000	150,000	152,500	155,000	157,500
53350 Small Equipment	3,864	11,600	9,333	14,360	16,000	1,000
53353 Outsourcing Services	25,972	33,020	32,340	33,150	33,150	33,150
53358 Allocation to other Depts	(743,969)	(783,376)	(744,297)	(797,299)	(793,843)	(784,582)
Subtotal	(521,371)	(573,016)	(537,500)	(583,749)	(576,353)	(579,592)
Totals	-	-	-	-	-	-

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)

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Contractual Services						
58207 Sales Tax Rebates	547,975	550,000	430,000	450,000	115,000	0
58212 Wheaton Tax Rebate	0	0	0	64,000	64,000	64,000
58340 Tfr to TIF3 Sales Tax	113,559	104,000	133,000	130,000	135,000	140,000
58375 Tfr to TIF3 - Other	19,241	0	0	0	0	0
	680,775	654,000	563,000	644,000	314,000	204,000
Totals	\$ 680,775	\$ 654,000	\$ 563,000	\$ 644,000	\$ 314,000	\$ 204,000

NARRATIVE

The Village hosts community events at the Ross Ferraro Town Center. The Village has been programming events at the Town Center since 1998 and over time has become a central gathering place for the community. The Village hosts a variety of events at the Town Center including a series of Thursday night concerts during the summer, July 4 concert and fireworks display and a tree lighting ceremony in the winter.

Special Events for 2020 were cancelled or restructured due to COVID-19 pandemic mitigations. Money raised for these events was either deferred to the following year or returned to the donor.

FY 20/21 ACCOMPLISHMENTS

1. Worked with the Carol Stream Park District and other event sponsors to cancel or restructure planned events and activities at the Ross Ferraro Town Center. While most events were cancelled, some events such as the Relay for Life were shifted to social distance compliant events.

FY 21/22 OBJECTIVES

1. Conduct a corporate sponsorship appeal effort to fund the 2022 Summer Concert Series.
2. Host the Annual Summer Concert Series which kicks off on July 1st and includes 5 summer concert performances.
3. Co-host the Holiday Tree Lighting with the Park District.

Special Events Expenditures (01750000)

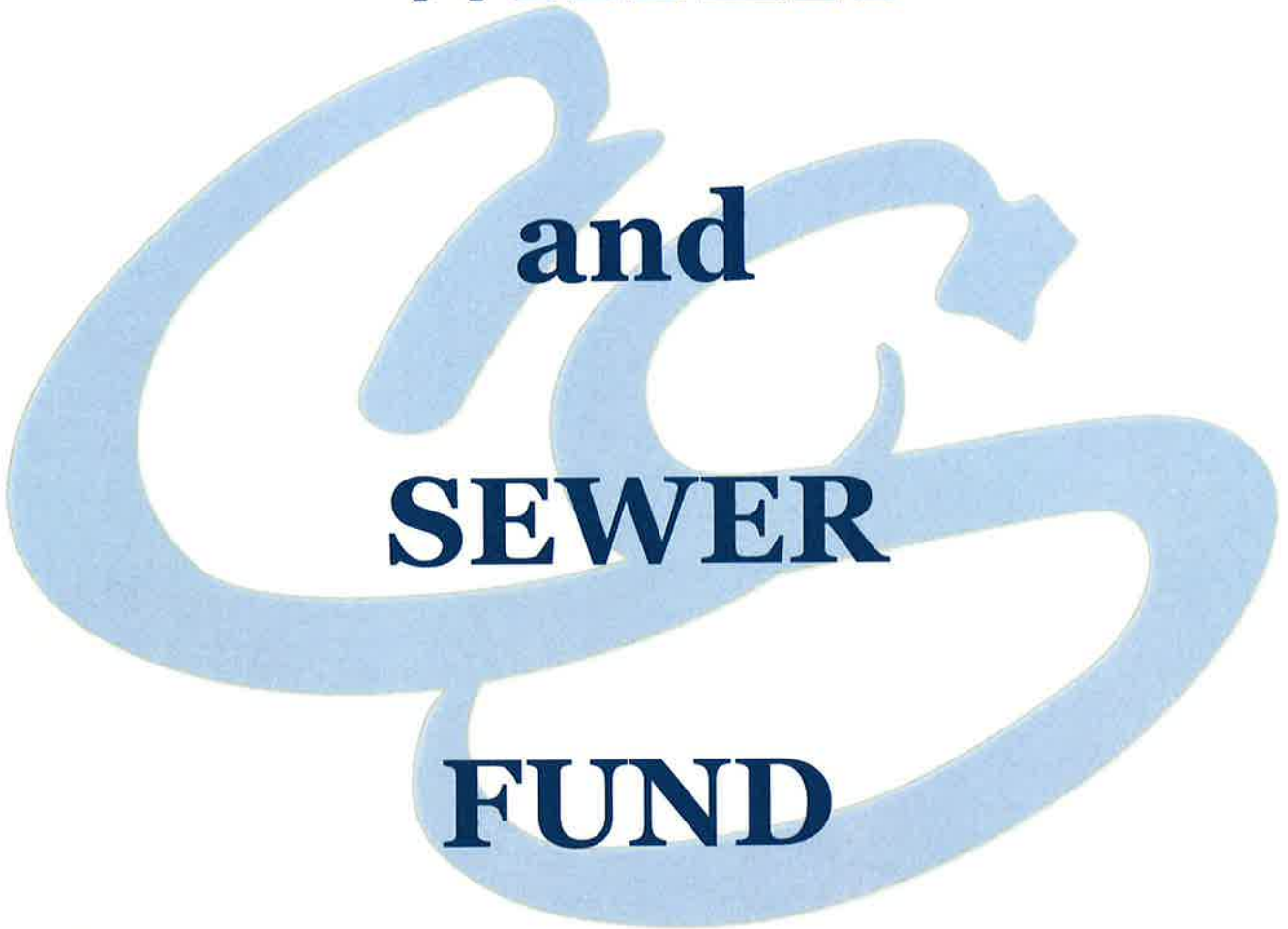
Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Contractual Services						
52288 Concert Series	27,007	28,570	732	16,270	29,635	29,635
52291 Misc events/activities	14,702	15,090	0	16,070	15,970	15,970
Subtotal	41,709	43,660	732	32,340	45,605	45,605
Commodities						
53302 Bricks	0	300	0	300	300	300
	0	300	0	300	300	300
Totals	\$ 41,709	\$ 43,960	\$ 732	\$ 32,640	\$ 45,905	\$ 45,905

WATER

and

SEWER

FUND



The Village owns and operates a combined waterworks and sanitary sewage system as established by the Village Code. The Water and Sewer Fund accounts for all of the financial resources related to the system's operation and maintenance. It is classified as an enterprise fund, where a schedule of user fees is established and designed to fully finance the system's operation and continued maintenance. Activities of the fund are organized into two general categories or divisions:

- 1. Wastewater Collection and Treatment Center**
- 2. Water Division**

Wastewater Collection and Treatment Center

The Village's 6.5 million gallon per day (MGD) Water Reclamation Center (WRC) operates under permit conditions issued by the Illinois and United States Environmental Protection Agencies. A contract operator is responsible for daily operations of the WRC. In addition to the costs associated with the treatment of wastewater, other Village expenses include program costs for administration, sewer system maintenance, and customer billing.

Water Division

The Village purchases its supply of Lake Michigan water from the DuPage Water Commission, which in turn purchases it from the City of Chicago. In addition to the Village's cost of purchasing water, other activities include maintenance of pressure adjusting stations, water storage facilities, water distribution pipes, valves, hydrants, and more than 10,000 individual service connections, valves and metering devices.

Periodic rate adjustments are needed to ensure Village water and sanitary sewer service operating costs are adequately covered by user rates, as well as providing for the systematic rehabilitation and replacement of system infrastructure assets.

Effective May 1, 2021, there are no proposed adjustments to Village water or sewer rates. The combined May 1 water and sewer rate of \$13.04 per 1,000 gallons compares favorably to other communities in DuPage County that are DuPage Water Commission members and who also operate municipally owned wastewater treatment plants.

Village of Carol Stream

WATER AND SEWER FUND

Summary Revenues & Expenses

	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
REVENUES	\$ 13,579,814	\$ 13,530,000	\$ 13,575,000	\$ 13,590,000	\$ 13,595,000	\$ 13,600,000
EXPENSES						
Operating Expenses						
Salaries & Wages	1,867,648	1,990,555	1,883,635	2,055,428	2,068,634	2,084,420
WRC Contract	1,853,401	1,945,000	1,925,757	2,049,229	2,036,000	2,093,000
DuPage Water Comm.	5,554,581	5,715,000	5,588,000	5,715,000	5,830,000	5,945,000
Contractual Services	1,780,099	2,255,849	1,929,208	2,268,020	1,983,934	1,921,900
Commodities	643,197	688,531	645,130	666,806	322,879	290,559
Debt	492,525	483,579	492,579	491,598	490,618	420,421
Total Operating Exp.	12,191,451	13,078,514	12,464,309	13,246,081	12,732,065	12,755,300
Net Income / (Loss)						
Before Capital	1,388,363	451,486	1,110,691	343,919	862,935	844,700
Capital Expenses						
Other Capital	168,780	174,000	166,803	-	65,000	-
Construction	578,986	5,810,000	895,405	6,366,000	1,890,000	90,000
Total Capital	747,766	5,984,000	1,062,208	6,366,000	1,955,000	90,000
Total Expenses	12,939,217	19,062,514	13,526,517	19,612,081	14,687,065	12,845,300
Fund Income / (Loss) \$	640,597	\$ (5,532,514)	\$ 48,483	\$ (6,022,081)	\$ (1,092,065)	\$ 754,700
Proj. Fund Balance	12,067,600		12,116,083	6,094,002	5,001,937	5,756,637

Village of Carol Stream

WATER AND SEWER FUND

Revenues

Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Revenues FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24	Footnotes
Water & Sewer Fund Revenues							
44220 Water Billings	8,689,839	8,881,000	9,033,000	9,042,000	9,042,000	9,042,000	1
44221 Water Penalties	67,420	85,000	56,000	72,000	72,000	72,000	2
44223 Connect - Water	150	500	500	500	500	500	
44224 Meter Sales	26,844	15,000	15,000	15,000	15,000	15,000	
44225 Sewer Billings	4,042,238	3,985,000	4,109,000	4,080,000	4,080,000	4,080,000	3
44226 Sewer Penalties	30,691	36,500	28,000	33,000	33,000	33,000	4
44227 Connect - Sewer	1,400	2,000	2,500	2,500	2,500	2,500	
44228 Expansion Fee	46,298	25,000	25,000	25,000	25,000	25,000	
44255 Admin.Fee	71,200	75,000	48,000	73,000	74,000	75,000	5
46501 Interest Income	382,964	180,000	25,000	10,000	10,000	10,000	
47406 Wheaton San.	6,584	6,500	6,500	6,500	6,500	6,500	6
47407 Misc. Revenue	4,184	25,000	12,500	12,500	12,500	12,500	
47410 DPC Reimb.	55,910	55,000	55,000	54,000	53,000	52,000	7
47517 Rental Income	154,092	158,500	159,000	164,000	169,000	174,000	8
Total Revenues	\$ 13,579,814	\$ 13,530,000	\$ 13,575,000	\$ 13,590,000	\$ 13,595,000	\$ 13,600,000	

REVENUE FOOTNOTES

1. **Water Billings: (\$9,042,000)** Projected revenues from metered water sales are based on billing of 1.08 billion gallons of water, an increase of approximately 2.5% compared to estimated billed consumption in FY20/21.

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

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

Schedule of Water Rate Changes

Date of Change	Rate per 1,000 Gal.		% Change
May 1, 2008	\$3.05		
Oct 1, 2008	3.25	*	6.6%
May 1, 2009	3.48	*	7.1%
May 1, 2010	3.88	*	11.5%
May 1, 2011	4.09	*	5.4%
Jan 1, 2012	4.78	*	16.9%
Jan 1, 2013	5.37	*	12.3%
Jan 1, 2014	6.02	*	12.1%
Jan 1, 2015	6.73	*	11.8%
May 1, 2016	6.93		3.0%
May 1, 2017	7.25		4.6%
May 1, 2018	7.75		6.9%
May 1, 2019	8.14		5.0%
May 1, 2020	8.38		2.9%

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

Because the Village intentionally held back on rate increases above those passed along by the DWC, operating revenues fell behind and were insufficient to cover increases in other operating expense categories. Additional rate increases were necessary to fully cover operating expenses as well as add some funding for future capital improvements.

No water rate increase is proposed for the FY21/22 fiscal year which begins on May 1, 2021.

2. **Water Penalties: (\$72,000)** Per Village Ordinance, a 10% penalty is added for late water payments. Water bills are due 20 days after the billing date.
3. **Sewer Billings: (\$4,080,000)** Sanitary sewer service billings are assessed as a function of monthly water consumption. Billed sewer “usage” is budgeted at 81% of projected water usage because approximately 700 customer accounts in the southern area of the Village are serviced by the Wheaton Sanitary District and do not use Village sewer services.

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

Schedule of Sewer Rate Changes

Date of Change	Rate per 1,000 Gal.	% Change
May 1, 2008	\$2.51	
Oct 1, 2008	2.51	0%
May 1, 2009	2.51	0%
May 1, 2010	2.62	4.4%
May 1, 2011	2.62	0%
Jan 1, 2012	2.62	0%
Jan 1, 2013	2.62	0%
Jan 1, 2014	2.62	0%
Jan 1, 2015	3.12	19.1%
May 1, 2016	3.42	9.6%
May 1, 2017	3.82	11.7%
May 1, 2018	4.22	10.5%
May 1, 2019	4.66	10.4%
May 1, 2020	4.66	0%

While sewer rate increases in 2015-2019 were implemented to cover gaps in operational funding, capital projects during and prior to this time were funded by using available cash reserves. As fund cash reserve balances have declined over the past 10 years, additional rate increases were necessary to fund future capital improvement projects. As of May 1, 2020, the fund again began generating sufficient reserves to adequately fund capital improvements over the next 3 years.

No sewer rate increase is proposed for the FY21/22 fiscal year which begins on May 1, 2021.

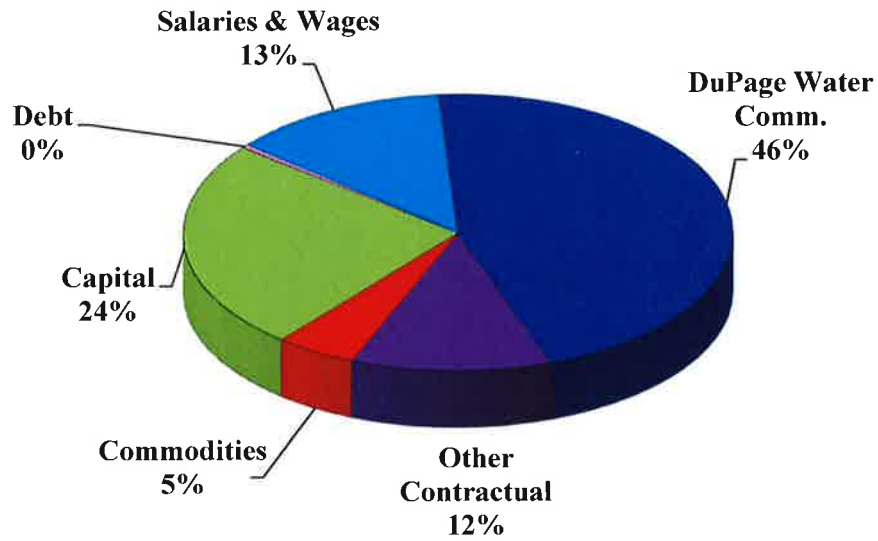
4. **Sewer Penalties: (\$33,000)** Per Village Ordinance, a 10% penalty is added for late sewer payments. Sewer bills are due 20 days after the billing date.
5. **Shut-Off Notices / Administration Fee: (\$73,000)** Separate fees are charged to customers who are subject to service termination for non-payment to cover the additional administrative costs associated with this process. Presently a \$15 fee is charged for the production and

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

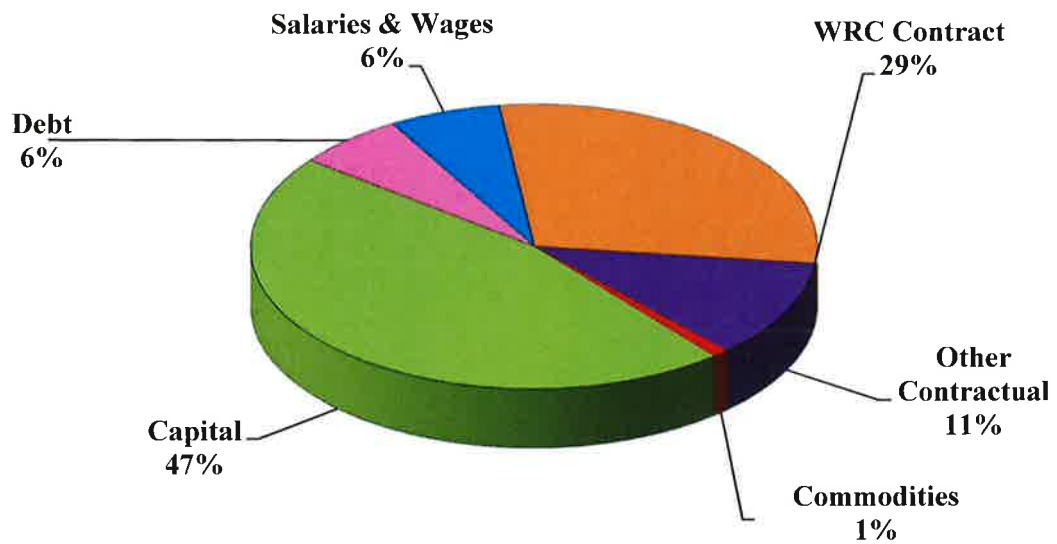
6. **Wheaton Sanitary Fee: (\$6,500)** Pursuant to an intergovernmental agreement (IGA), the Village provides the Wheaton Sanitary District with monthly water meter readings for approximately 700 accounts in the southern portion of the Village which is mutually served by the Village (water) and Sanitary District (sewer). In exchange for this information, the Village receives a monthly fee of \$0.75 per reading for each account. Through the IGA, the Village also terminates water service at the request of the Sanitary District in situations of non-payment of delinquent sewer charges.
7. **DPC Water Main Reimbursement: (\$54,000)** In cooperation with DuPage County (DPC), in 2007 the Village received a 15 year loan from the DuPage Water Commission (DWC) in the amount of \$637,569 to assist homeowners in unincorporated Carol Stream (Rivera Court and Judith Lane) in connecting to the Village's Lake Michigan water supply because of contaminated wells. DuPage County established a Special Service Area, which imposes a special property tax on the benefitted homeowners to recover the cost of extending the Village water service. The Village receives these reimbursements annually from DPC in advance of our loan obligations to the DWC making this arrangement financially neutral to the Village. The final loan payment is due on September 1, 2025.
8. **Rental Income: (\$164,000)** The Village has entered into lease agreements with a number of telecommunications providers to permit the mounting of cellular equipment on Village water towers. These agreements help to promote good cellular service in the community as well as provide a financial benefit to the Water & Sewer Fund to assist in offsetting costs.

Water and Sewer Fund Expenses by Division FY21/22

Water Division



Sewer Division



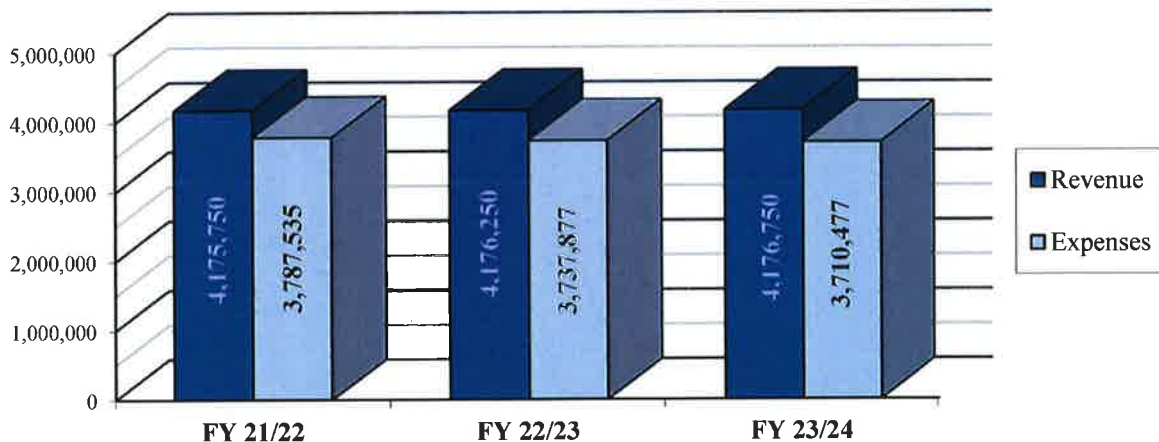
Village of Carol Stream

WATER AND SEWER FUND

Sewer Division Revenues & Expenses

Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Sewer Revenues						
Sewer Billings	\$4,042,238	\$3,985,000	\$4,109,000	\$4,080,000	\$4,080,000	\$4,080,000
Sewer Penalties	30,691	36,500	28,000	33,000	33,000	33,000
Misc. Revenues	2,092	12,500	6,250	6,250	6,250	6,250
Shut-off / Admin. Fee	35,600	37,500	24,000	36,500	37,000	37,500
Connect Fee - Sewer	1,400	2,000	2,500	2,500	2,500	2,500
Expansion Fee	23,149	12,500	12,500	12,500	12,500	12,500
Interest Income	191,482	90,000	12,500	5,000	5,000	5,000
Total Sewer Revenues	\$4,326,652	\$4,176,000	\$4,194,750	\$4,175,750	\$4,176,250	\$4,176,750
Sewer Expenses						
Operating Expenses						
Salaries & Wages	409,014	471,865	413,850	450,497	453,954	457,554
WRC Contract	1,853,401	1,945,000	1,925,757	2,049,229	2,036,000	2,093,000
Contractual Services	1,084,648	930,772	951,437	784,114	760,987	741,019
Commodities	39,828	54,786	47,204	66,045	49,286	50,470
Debt	437,269	428,650	437,650	437,650	437,650	368,434
Total Operating Exp.	3,824,160	3,831,073	3,775,898	3,787,535	3,737,877	3,710,477
Net Income / (Loss) Before Capital	502,492	344,927	418,852	388,215	438,373	466,273
Capital Expenses	217,192	2,522,000	207,208	3,287,000	1,850,000	50,000
Total Sewer Expenses	\$4,041,352	\$6,353,073	\$3,983,106	\$7,074,535	\$5,587,877	\$3,760,477
Net Income/(Loss)	\$ 285,300	\$ (2,177,073)	\$ 211,644	\$ (2,898,785)	\$ (1,411,627)	\$ 416,273

**SEWER DIVISION
REVENUES vs. OPERATING EXPENSES FY21/22 - FY23/24**

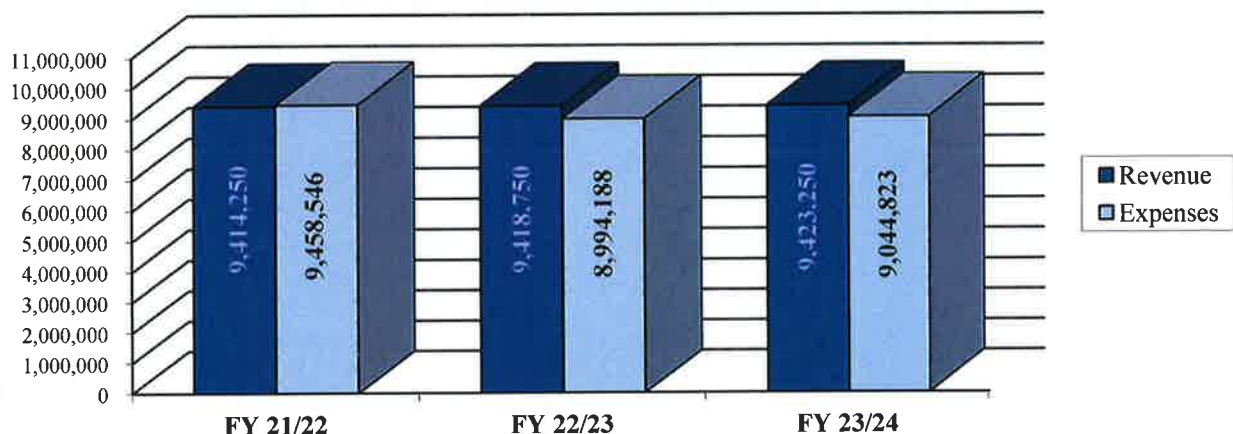


Village of Carol Stream
WATER AND SEWER FUND

Water Division
Revenues & Expenses

Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Water Revenues						
Water Billings	\$8,689,839	\$8,881,000	\$9,033,000	\$9,042,000	\$9,042,000	\$9,042,000
Water Penalties	67,420	85,000	56,000	72,000	72,000	72,000
Meter Sales	26,844	15,000	15,000	15,000	15,000	15,000
Misc. Revenues	2,092	12,500	6,250	6,250	6,250	6,250
Shut-off Admin. Fee	35,600	37,500	24,000	36,500	37,000	37,500
Wheaton Sanitary Fee	6,584	6,500	6,500	6,500	6,500	6,500
Interest Income	191,482	90,000	12,500	5,000	5,000	5,000
Rental Income	154,092	158,500	159,000	164,000	169,000	174,000
Connection Fee - Water	150	500	500	500	500	500
Expansion Fee	23,149	12,500	12,500	12,500	12,500	12,500
DPC Water Main Reimb	55,910	55,000	55,000	54,000	53,000	52,000
Total Water Revenues	\$9,253,161	\$9,354,000	\$9,380,250	\$9,414,250	\$9,418,750	\$9,423,250
Water Expenses						
Operating Expenses						
Salaries & Wages	1,458,634	1,518,690	1,469,785	1,604,931	1,614,680	1,626,866
DuPage Water Comm.	5,554,581	5,715,000	5,588,000	5,715,000	5,830,000	5,945,000
Contractual Services	695,451	1,325,077	977,771	1,483,906	1,222,947	1,180,881
Commodities	603,369	633,745	597,926	600,761	273,593	240,089
Debt	55,256	54,929	54,929	53,948	52,968	51,987
Total Operating Exp.	8,367,291	9,247,441	8,688,411	9,458,546	8,994,188	9,044,823
Net Income / (Loss)						
Before Capital	885,870	106,559	691,839	(44,296)	424,562	378,427
Capital Expenses	530,574	3,462,000	855,000	3,079,000	105,000	40,000
Total Water Expenses	\$8,897,865	\$12,709,441	\$9,543,411	\$12,537,546	\$9,099,188	\$9,084,823
Net Income/(Loss)	\$355,296	\$ (3,355,441)	\$ (163,161)	\$ (3,123,296)	\$319,562	\$338,427

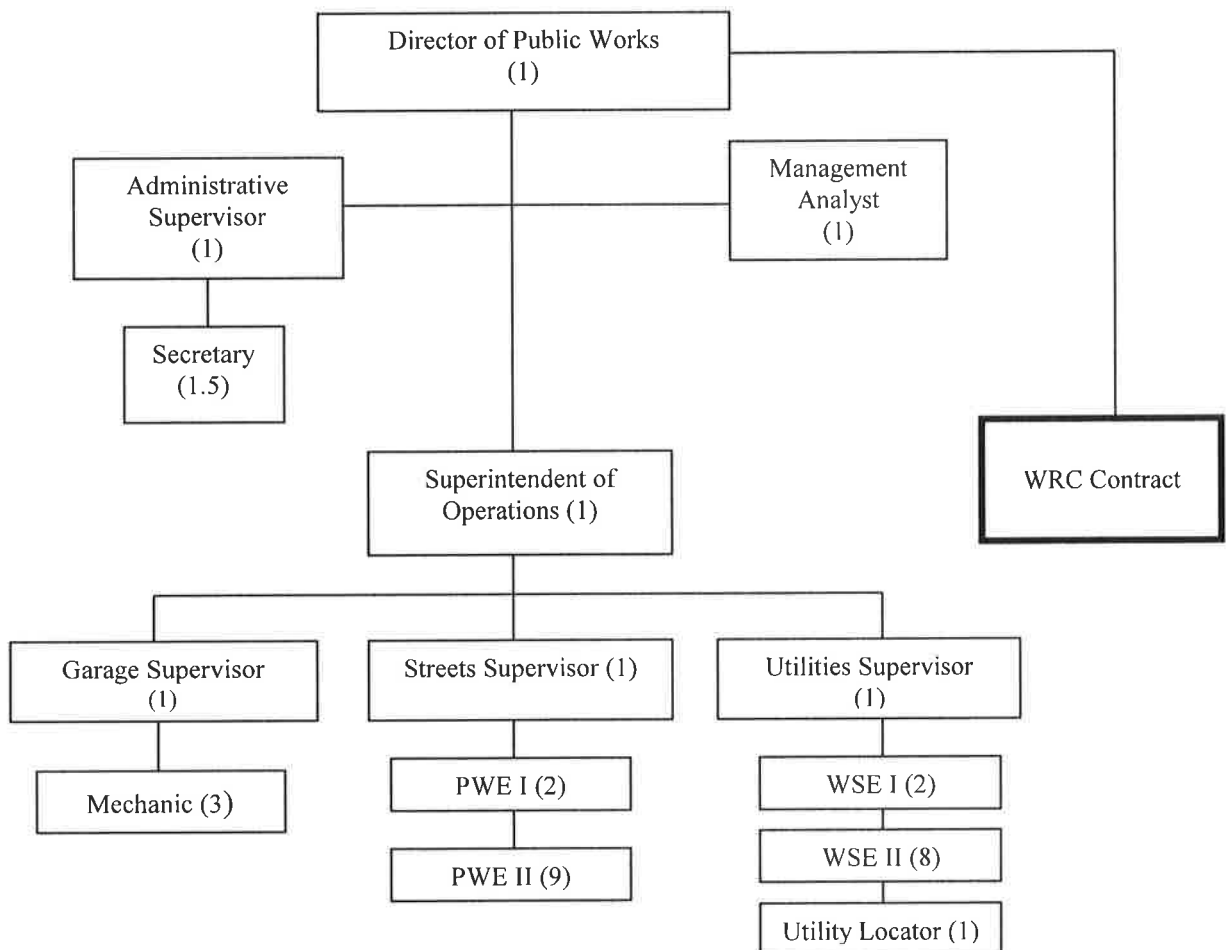
WATER DIVISION
REVENUES vs. OPERATING EXPENSES FY21/22 - FY23/24



PERSONNEL SCHEDULE

	Authorized FY19/20	Budget FY20/21	Proposed FY21/22	Projected FY22/23	Projected FY23/24
Streets	18.5	17	17	17	17
Water/Sewer	12	12	12	12	12
Municipal Garage	4	4	4	4	4
Total	34.5	33	33	33	33

ORGANIZATIONAL CHART



NARRATIVE

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

EXPENDITURE

Classification	Actual FY19/20	Budget FY20/21	Estimated FY20/21	Proposed FY21/22	Projected FY22/23	Projected FY23/24
Administration	\$699,370	\$782,736	\$771,749	\$717,914	\$750,274	\$684,769
Daily Treatment Operations	2,084,589	3,958,685	1,968,634	5,034,328	3,842,625	2,096,622
Sewer System Maintenance & Repair	716,409	1,049,367	692,180	752,808	426,554	403,156
Utility Billing	540,984	562,285	550,543	569,485	568,424	575,930
Totals	\$4,041,352	\$6,353,073	\$3,983,106	\$7,074,535	\$5,587,877	\$3,760,477

EXPENSES

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 285,347	\$ 328,414	\$ 294,822	\$ 310,069	\$ 310,069	\$ 310,069
51106 Seasonal Help	6,777	5,478	0	5,976	6,474	6,972
51109 Overtime	4,434	5,000	4,100	5,000	5,100	5,200
51111 Group Insurance	51,694	56,129	52,391	57,171	60,030	63,032
51112 IMRF	34,405	46,608	37,554	43,390	43,390	43,390
51113 FICA	21,021	24,900	19,647	23,555	23,555	23,555
51114 Workers Comp.	5,336	5,336	5,336	5,336	5,336	5,336
Subtotal	409,014	471,865	413,850	450,497	453,954	457,554
Contractual Services						
52212 Auto Maint. & Repair	43,211	40,266	20,171	42,018	41,835	41,347
52221 Utility Bill Processing	51,202	55,900	49,000	50,500	53,600	56,700
52223 Training	1,077	4,775	2,465	3,300	1,950	1,650
52224 Vehicle Insurance	818	818	818	818	818	818
52229 Postage	26,833	27,000	26,800	27,000	27,000	27,000
52230 Telephone	3,073	3,288	3,288	3,492	3,665	3,848
52231 Copy Expense	68	125	125	125	125	125
52234 Dues & Subscriptions	89,599	92,238	92,242	94,992	97,855	100,775
52237 Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52238 Legal Fees	4,644	5,000	2,010	2,500	2,500	2,500
52244 Maintenance and Repair	530,681	260,640	348,280	144,600	132,100	131,650
52253 Consultant	30,989	65,200	32,835	104,000	63,000	35,000
52255 Software Maintenance	15,275	28,600	24,000	20,000	21,500	24,000
52261 Liability Insurance	22,344	22,344	22,344	22,344	22,344	22,344
52262 WRC Contract	1,853,401	1,945,000	1,925,757	2,049,229	2,036,000	2,093,000
52263 Property Insurance	20,625	20,625	20,625	20,625	20,625	20,625
52272 NPDES Permit Fee	31,359	31,179	31,160	31,300	31,433	31,500
52274 Community Svc. Pgms.	350	1,000	0	1,000	1,000	1,000
52280 Municipal Service Chg.	207,500	199,500	199,500	204,500	197,500	198,000
52500 Equip Repl Fund	0	67,274	67,274	0	31,137	31,137
Subtotal	2,938,049	2,875,772	2,877,194	2,833,343	2,796,987	2,834,019
Commodities						
53210 Electricity	11,073	11,000	11,000	11,200	11,300	11,400
53220 Water	1,184	1,000	1,000	1,000	1,100	1,100
53230 Natural Gas	1,849	1,500	1,705	1,700	1,700	1,775
53312 PWC Diesel Fuel	0	1,065	685	880	920	1,000
53313 Auto Gas	10,139	11,586	10,386	9,815	10,306	10,410
53317 Operating Supplies	6,464	10,650	7,450	15,725	8,525	9,350
53324 Uniforms	4,832	5,635	4,336	5,275	4,435	4,435
53350 Small Equipment	4,287	12,350	10,642	20,450	11,000	11,000
Subtotal	39,828	54,786	47,204	66,045	49,286	50,470

EXPENSES

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Capital / Debt						
54412 Other Equipment	3,650	67,000	66,803	0	0	0
54480 Construction	213,542	2,455,000	140,405	3,287,000	1,850,000	50,000
56490 Loan Principal	381,269	391,131	391,131	401,248	411,626	353,056
56491 Loan Interest	56,000	37,519	46,519	36,402	26,024	15,378
Subtotal	654,461	2,950,650	644,858	3,724,650	2,287,650	418,434
Totals	\$ 4,041,352	\$ 6,353,073	\$ 3,983,106	\$ 7,074,535	\$ 5,587,877	\$ 3,760,477

NARRATIVE

The Administration Program includes staff time necessary for overseeing Wastewater Reclamation Center (WRC) contract operations, hosting regulatory audits, preparing the annual division budget, and preparing compliance reporting to regulatory authorities.

FY20/21 ACCOMPLISHMENTS

1. Staff at WRC participated in a series of Strategic Energy Management (SEM) assessment workshops and facility reviews as part of a two-year program to identify and implement energy saving projects and track energy performance.

FY21/22 OBJECTIVES

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

Administration Expenditures (04100100)

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 65,941	\$ 71,066	\$ 70,161	\$ 73,961	\$ 73,961	\$ 73,961
51109 Overtime	984	1,500	600	1,500	1,500	1,500
51111 Group Insurance	13,647	12,654	11,404	12,530	13,157	13,815
51112 IMRF	7,947	10,159	10,239	10,753	10,753	10,753
51113 FICA	4,409	5,370	4,568	5,584	5,584	5,584
51114 Workers Comp.	1,340	1,340	1,340	1,340	1,340	1,340
Subtotal	94,268	102,089	98,312	105,668	106,295	106,953
Contractual Services						
52223 Training	548	3,775	1,850	2,550	950	900
52224 Vehicle Insurance	818	818	818	818	818	818
52230 Telephone	3,073	3,288	3,288	3,492	3,665	3,848
52234 Dues & Subscriptions	89,599	92,238	92,242	94,992	97,855	100,775
52238 Legal Fees	4,644	5,000	2,010	2,500	2,500	2,500
52261 Liability Insurance	22,344	22,344	22,344	22,344	22,344	22,344
52263 Property Insurance	20,625	20,625	20,625	20,625	20,625	20,625
52272 NPDES Permit Fee	30,000	30,000	30,000	30,000	30,000	30,000
52274 Community Service Pgms.	350	1,000	0	1,000	1,000	1,000
52500 Equip Repl Fund	0	67,274	67,274	0	31,137	31,137
Subtotal	172,001	246,362	240,451	178,321	210,894	213,947
Commodities						
53324 Uniforms	4,832	5,635	4,336	5,275	4,435	4,435
Subtotal	4,832	5,635	4,336	5,275	4,435	4,435
Debt						
56490 Loan Principal (IEPA)	381,269	391,131	391,131	401,248	411,626	353,056
56491 Loan Interest (IEPA)	47,000	37,519	37,519	27,402	17,024	6,378
Subtotal	428,269	428,650	428,650	428,650	428,650	359,434
Totals	\$ 699,370	\$ 782,736	\$ 771,749	\$ 717,914	\$ 750,274	\$ 684,769

NARRATIVE

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

FY20/21 ACCOMPLISHMENTS

1. Planning, design and bidding for a replacement de-watering system was undertaken in FY19/20, but bid pricing came in significantly over-budget. A second design effort was undertaken to reduce the scope and provide some value-engineering to reduce overall costs. The project was re-bid in March 2021 with planned construction in FY21/22.
2. The United States Environmental Protection Agency (USEPA) gave final approval of an amended Sewer Use Ordinance (SUO) and Local Limits. Permits for all industries under permit were revised to reflect the new Ordinance and Local Limits.
3. An operating permit renewal application was submitted in March 2020 to the Illinois Environmental Protection Agency (IEPA).

FY21/22 OBJECTIVES

1. Staff will select a consulting engineer to oversee construction of the replacement de-watering system. Construction is projected to begin in June with substantial completion in April 2022.
2. Upon issuance of the new operating permit staff will work with consultants to address the administrative and reporting requirements of anticipated conditions of the WRC operating permit, including major projects related to: phosphorous removal, meeting the new limit and compliance schedule for di-chlorobromomethane (DCBM).
3. The roof of one of the four clarifiers collapsed in February 2021. The Village will work with Jacobs staff and the Village's insurer to replace the roof and any damaged equipment.

Daily Treatment Operations Expenditures (04101100)

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Contractual Services						
52212 Auto Maint. & Repr.	\$ 6,585	\$ 627	\$ 819	\$ 877	\$ 873	\$ 863
52231 Copy Expense	68	125	125	125	125	125
52244 Maint. & Repr.	15,531	500	500	500	0	0
52253 Consultant	810	7,000	500	46,000	5,000	2,000
52262 WRC Contract	1,853,401	1,945,000	1,925,757	2,049,229	2,036,000	2,093,000
Subtotal	1,876,395	1,953,252	1,927,701	2,096,731	2,041,998	2,095,988
Commodities						
53313 Auto Gas	452	433	528	597	627	634
Subtotal	452	433	528	597	627	634
Capital Outlay						
54480 Construction	207,742	2,005,000	40,405	2,937,000	1,800,000	0
Subtotal	207,742	2,005,000	40,405	2,937,000	1,800,000	0
Totals	\$ 2,084,589	\$ 3,958,685	\$ 1,968,634	\$ 5,034,328	\$ 3,842,625	\$ 2,096,622

¹ Construction Summary

WRC Dewatering Replacement Project	\$ 2,700,000		
WRC SCADA Upgrade	237,000		
Secondary Clarifier Improvements Proj.		\$ 1,800,000	
	\$ 2,937,000	\$ 1,800,000	\$ -

NARRATIVE

Program responsibilities include maintenance of the sanitary sewer collection system, including over 109 miles of underground pipes and approximately 2,500 manhole structures and several lift stations and wet wells. The Supervisory Control and Data Acquisitions System (SCADA) is able to monitor flow rates and mechanical system performance and alert staff should problems arise.

FY20/21 ACCOMPLISHMENTS

1. Completed contracted program to televise and assess every mile of pipe in the sanitary collection system. Staff supported contractor by responding to locations where their equipment was unable to proceed due to any number of problems (roots, debris, collapse, intrusion, etc.).
2. Responded to twenty-five (25) Customer Service Requests (CSR's) related to sanitary sewer service. Nineteen (19) of those CSR's turned out to be problems originating in private service lines; the other six (6) were related to blockages in the sewer main, only one of which resulted in a surcharge requiring reporting to the Illinois Environmental Protection Agency.
3. Nearly 6,900 lineal feet of sanitary sewer main was flushed.
4. A sewer televising camera and recording unit was purchased to allow Public Works staff to visualize blockages (such as roots, collapsed pipe, grease) to aid in effective pipe flushing.

FY21/22 OBJECTIVES

1. Complete installation of a by-pass sewer pipe (started in FY20/21) originating in the area of Gary Avenue and Kehoe Boulevard and heading south and west to address a potential collapse of an existing pipe under the Gary Avenue right-of-way.
2. Purchase additional equipment to support the sewer televising program, including supplies to outfit a support vehicle and additional tire sizes for the camera unit to allow more effective transit through various-sized pipes.

Sewer System Maintenance & Repair Expenditures (04101500)

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 71,160	\$ 101,522	\$ 70,161	\$ 73,961	\$ 73,961	\$ 73,961
51106 Seasonal Help	6,777	5,478	0	5,976	6,474	6,972
51109 Overtime	3,056	3,000	3,000	3,000	3,100	3,200
51111 Group Insurance	12,701	18,038	15,305	17,860	18,753	19,691
51112 IMRF	9,288	14,633	7,165	10,967	10,967	10,967
51113 FICA	5,889	7,735	3,779	5,695	5,695	5,695
51114 Workers Comp.	3,885	3,885	3,885	3,885	3,885	3,885
Subtotal	112,756	154,291	103,295	121,344	122,835	124,371
Contractual Services						
52212 Auto Maint. & Repair	36,626	39,639	19,352	41,141	40,962	40,484
52223 Training	529	1,000	615	750	1,000	750
52244 Maintenance & Repair	515,150	260,140	347,780	144,100	132,100	131,650
52253 Consultant	645	27,400	1,835	25,000	25,000	0
52272 Property Maintenance	1,359	1,179	1,160	1,300	1,433	1,500
Subtotal	554,309	329,358	370,742	212,291	200,495	174,384
Commodities						
53210 Electricity	11,073	11,000	11,000	11,200	11,300	11,400
53220 Water	1,184	1,000	1,000	1,000	1,100	1,100
53230 Natural Gas	1,849	1,500	1,705	1,700	1,700	1,775
53312 PWC Diesel Fuel	0	1,065	685	880	920	1,000
53313 Auto Gas	9,687	11,153	9,858	9,218	9,679	9,776
53317 Operating Supplies	6,464	10,650	7,450	15,725	8,525	9,350
53350 Small Equipment	4,287	12,350	10,642	20,450	11,000	11,000
Subtotal	34,544	48,718	42,340	60,173	44,224	45,401
Capital Outlay						
54412 Other Equipment	0	67,000	66,803	0	0	0
54480 Construction	5,800	450,000	100,000	350,000	50,000	50,000
56491 Interest Expense	9,000	0	9,000	9,000	9,000	9,000
Subtotal	14,800	517,000	175,803	359,000	59,000	59,000
Totals	\$ 716,409	\$ 1,049,367	\$ 692,180	\$ 752,808	\$ 426,554	\$ 403,156

¹ Construction Summary

Sanitary Sewer Manhole Repairs	\$ 50,000	\$ 50,000	\$ 50,000
Gary Ave. Sanitary Sewer Bypass	300,000	0	0
	\$ 350,000	\$ 50,000	\$ 50,000

NARRATIVE

The Utility Billing program for the combined water and sewer system is a function of the Financial Management Department. Approximately 10,000 residential and 1,000 multi-family, commercial and industrial water and sewer accounts are billed on a monthly basis. The Financial Management Department is also responsible for addressing all customer questions and concerns in regard to utility accounts, as well as all recordkeeping for payments received, receivables, late notices and shut-offs for non-payment. The Financial Management Department's operating costs for the utility billing function are charged directly to the Water and Sewer Fund.

FY20/21 ACCOMPLISHMENTS

1. Continued coordination with the Public Works Department in the multi-year AMR (Automated Meter Reading) Replacement Program which began in August 2018.
2. Worked with residents experiencing financial difficulties throughout the pandemic by extending payment plans, suspending late penalties and service disconnections during periods where State mitigation measures were at their peak.

FY21/22 OBJECTIVES

1. As the AMR replacement program nears completion in the next few years, begin the planning process to implement a fixed base network where meter readings can be collected on-demand, from equipment mounted on water towers, eliminating the less efficient drive-by meter reading collection application.

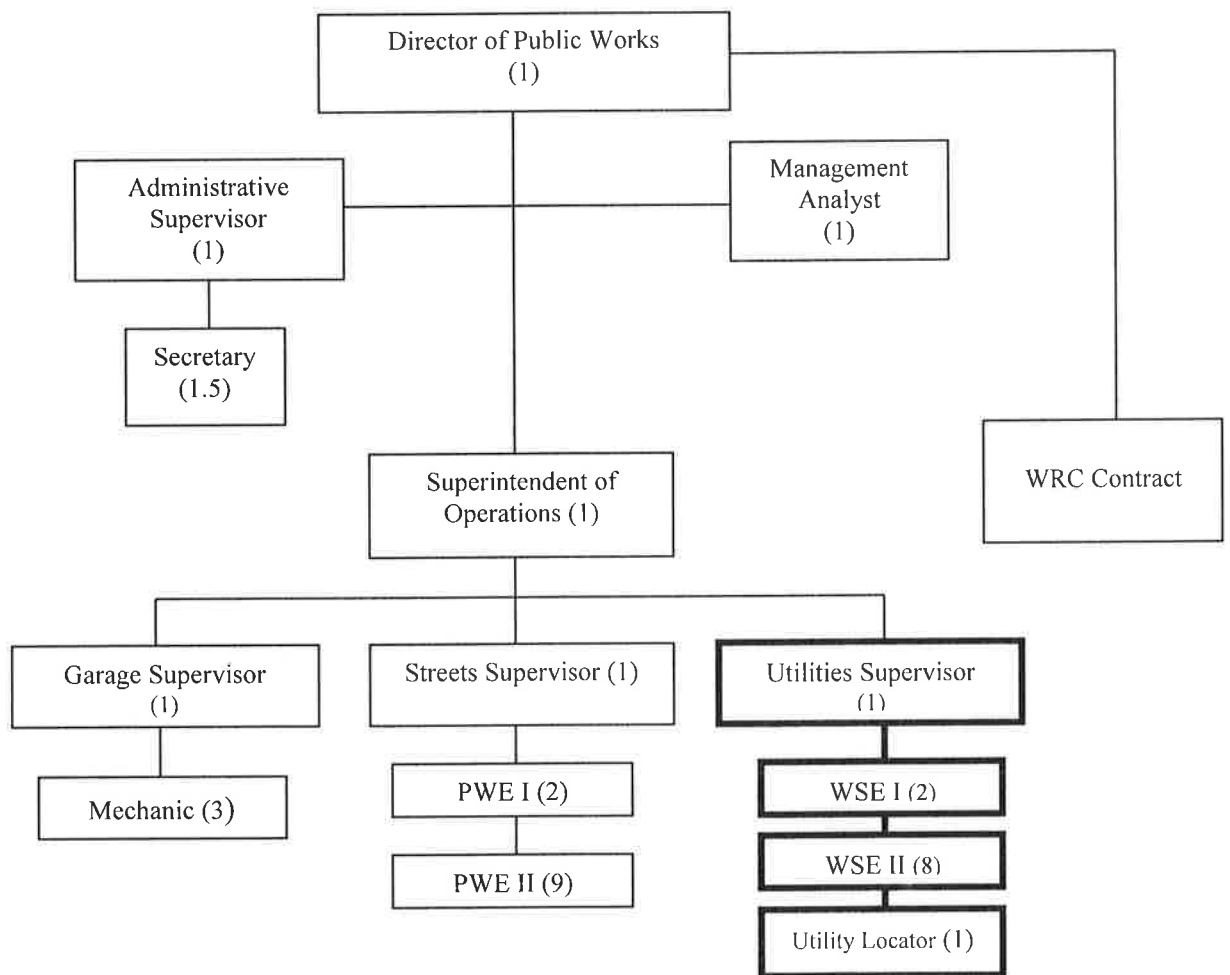
Utility Billing Expenditures (04103100)

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 148,246	\$ 155,826	\$ 154,500	\$ 162,147	\$ 162,147	\$ 162,147
51109 Overtime	394	500	500	500	500	500
51111 Group Insurance	25,346	25,437	25,682	26,781	28,120	29,526
51112 IMRF	17,170	21,816	20,150	21,670	21,670	21,670
51113 FICA	10,723	11,795	11,300	12,276	12,276	12,276
51114 Workers Comp.	111	111	111	111	111	111
Subtotal	201,990	215,485	212,243	223,485	224,824	226,230
Contractual Services						
52221 Utility Bill Processing	51,202	55,900	49,000	50,500	53,600	56,700
52229 Postage	26,833	27,000	26,800	27,000	27,000	27,000
52237 Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52253 Consultant	29,534	30,800	30,500	33,000	33,000	33,000
52255 Software Maintenance	15,275	28,600	24,000	20,000	21,500	24,000
52256 Banking Services	0	0	3,500	6,000	6,000	6,000
52280 Municipal Service Charge	207,500	199,500	199,500	204,500	197,500	198,000
Subtotal	335,344	346,800	338,300	346,000	343,600	349,700
Capital Outlay						
54412 Other Equipment	3,650	0	0	0	0	0
Subtotal	3,650	0	0	0	0	0
Totals	\$ 540,984	\$ 562,285	\$ 550,543	\$ 569,485	\$ 568,424	\$ 575,930

PERSONNEL SCHEDULE

	Authorized FY19/20	Budget FY20/21	Proposed FY21/22	Projected FY22/23	Projected FY23/24
Streets	18.5	17	17	17	17
Water/Sewer	12	12	12	12	12
Municipal Garage	4	4	4	4	4
Total	34.5	33	33	33	33

ORGANIZATIONAL CHART



NARRATIVE

The mission of the Water Division is to provide Village water customers with continuous, high quality water, meeting national drinking water standards. Specific activities include maintenance of facilities that receive water from the DuPage Water Commission, water storage facilities, water distribution pipes, valves, hydrants, over 10,000 individual service connections, valves and metering devices.

EXPENDITURES

Classification	Actual FY19/20	Budget FY20/21	Estimated FY20/21	Proposed FY21/22	Projected FY22/23	Projected FY23/24
Administration	\$743,559	\$963,216	\$908,461	\$836,832	\$820,817	\$819,985
Distribution System Operation and Maintenance	6,950,114	10,493,280	7,421,233	10,476,086	7,401,429	7,416,161
Water Metering	663,145	690,560	663,116	655,043	308,416	272,643
Utility Billing	541,047	562,385	550,601	569,585	568,526	576,034
Totals	\$8,897,865	\$12,709,441	\$9,543,411	\$12,537,546	\$9,099,188	\$9,084,823

EXPENSE

Acct.#	Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages							
51102	Personal Services	\$ 964,872	\$ 998,460	\$ 1,016,474	\$ 1,070,811	\$ 1,070,811	\$ 1,070,811
51106	Seasonal Help	6,807	10,956	0	11,952	12,948	13,944
51109	Overtime	98,684	87,500	76,925	85,500	85,500	87,500
51111	Group Insurance	133,065	175,191	158,100	175,061	183,814	193,004
51112	IMRF	126,271	152,945	133,507	163,268	163,268	163,268
51113	FICA	77,703	81,106	72,247	85,807	85,807	85,807
51114	Workers Comp.	12,532	12,532	12,532	12,532	12,532	12,532
51117	Comp. Absences	229	0	0	0	0	0
51118	OPEB Obligation	38,471	0	0	0	0	0
	Subtotal	1,458,634	1,518,690	1,469,785	1,604,931	1,614,680	1,626,866
Contractual Services							
52212	Auto M&R	80,355	94,946	164,118	84,912	84,543	83,558
52221	Utility Bill Processg.	51,202	55,900	49,000	50,500	53,600	56,700
52222	Meetings	0	0	0	0	0	0
52223	Training	2,671	12,750	2,942	9,905	7,050	6,125
52224	Vehicle Insurance	8,569	8,569	8,569	8,569	8,569	8,569
52229	Postage	28,529	30,850	29,850	30,000	27,200	27,050
52230	Telephone	6,090	5,784	5,784	5,856	6,149	6,456
52234	Dues & Subscript.	1,449	1,540	1,330	1,555	1,605	1,575
52237	Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52238	Legal Fees	2,795	4,000	8,000	4,000	4,000	4,500
52240	Public Notices	0	500	500	500	500	500
52244	Maint. and Repair	70,195	385,600	74,084	693,350	511,700	532,900
52253	Consultant	96,769	207,560	122,035	255,640	119,000	49,225
52255	Software Maint.	15,275	30,600	26,000	22,000	21,500	24,000
52261	Liability Insurance	22,344	22,344	22,344	22,344	22,344	22,344
52263	Property Insurance	20,625	20,625	20,625	20,625	20,625	20,625
52264	Equipment Rental	928	1,000	1,000	1,000	1,000	1,000
52265	Hauling	12,804	7,000	7,000	7,500	7,500	8,000
52272	Property Maint.	1,359	1,179	1,150	1,300	1,433	1,500
52274	Community Pgms.	594	750	0	750	750	750
52279	Lab Services	17,491	12,780	11,540	11,600	11,600	13,400
52280	Municipal Svc. Chg.	207,500	199,500	199,500	204,500	197,500	198,000
52282	Meter Maintenance	22,547	23,500	21,100	30,000	24,000	27,700
52283	DuPage Water Com.	5,554,581	5,715,000	5,588,000	5,715,000	5,830,000	5,945,000
52284	Equipment Maint.	0	500	500	500	500	500
52286	Pavement Restor.	20,360	6,000	6,000	6,000	6,600	6,600
52500	Equip Repl Fund	0	186,300	186,300	0	72,679	68,304
	Subtotal	6,250,032	7,040,077	6,565,771	7,198,906	7,052,947	7,125,881

WATER AND SEWER FUND**PUBLIC WORKS****Water Division – Summary Detail****EXPENSE**

Acct.#	Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Commodities							
53210	Electricity	74,048	70,000	65,000	68,000	64,000	64,000
53230	Natural Gas	768	900	800	900	900	900
53312	PWC Diesel Fuel	0	2,510	1,615	2,100	2,200	2,300
53313	Auto Gas	23,734	28,340	19,371	23,451	24,623	24,869
53314	Office Supplies	741	2,625	1,350	1,550	1,250	1,250
53315	Printed Materials	232	450	450	400	150	150
53316	Small Tools	1,500	9,700	9,080	9,000	2,450	2,450
53317	Operating Supplies	61,256	61,125	60,275	65,025	61,125	61,125
53220	Water	8,523	11,000	8,500	10,000	10,000	10,000
53324	Uniforms	5,295	6,345	5,375	5,985	5,145	5,145
53331	Chemicals	1,087	3,300	2,000	3,300	3,300	3,400
53333	Meters	417,172	422,000	409,500	393,000	93,000	63,000
53350	Small Equipment	9,013	15,450	14,610	18,050	5,450	1,500
	Subtotal	603,369	633,745	597,926	600,761	273,593	240,089
Capital /Debt							
54412	Other Equipment	3,650	0	0	0	0	0
54415	Vehicles	161,480	107,000	100,000	0	65,000	0
54480	Construction	365,444	3,355,000	755,000	3,079,000	40,000	40,000
56490	Loan Princ. (DWC)	49,044	49,044	49,044	49,044	49,044	49,044
56491	Loan Int. (DWC)	6,212	5,885	5,885	4,904	3,924	2,943
	Subtotal	585,830	3,516,929	909,929	3,132,948	157,968	91,987
Totals		\$ 8,897,865	\$ 12,709,441	\$ 9,543,411	\$ 12,537,546	\$ 9,099,188	\$ 9,084,823

NARRATIVE

The Administration Program is supported by a variety of staff responsible for purchasing supplies, services and equipment, management of water system capital projects, employee performance evaluation, system performance data collection and reporting, compliance with water sampling and reporting requirements and meter repair and replacement.

FY20/21 ACCOMPLISHMENTS

1. Continued the IEPA-mandated assessment of properties where lead service lines may exist by virtue of their age. This portion of the assessment included: examination of building plans, subdivision records and physical inspection of properties during any access to customer structures by employees during the course of meter or AMR work. In total, 10,922 of the 11,123 water services have been reported as not being lead since the assessment began.
2. Staff continued work to identify potential sources of water loss, focusing primarily on large meters and customers with low or no recorded usage. The annual report on water loss revealed a significant decrease from 10.5% the prior year to just 4.2% in the reporting year October 1, 2019 thru September 30, 2020.
3. The planned water system model update study was delayed in favor of conducting work on the GIS water utility layer which, in turn, would help to provide a better system model update.
4. Completed an energy-usage analysis at the Kuhn Road pumping station to investigate significant variations in electrical consumption between the west and east side pumping stations. The analysis was conducted by a consultant in consultation with ComEd and paid for entirely by ComEd.
5. Utilized a consultant to develop electric safety programs to include review of current practices, regulatory requirements and delivery of a written safety program, training and related Job Safety Analysis.

FY21/22 OBJECTIVES

1. Continue the IEPA-mandated assessment of properties where lead service lines may exist by virtue of their age. This assessment focuses primarily on physical inspection of pipes during employee servicing of meters or AMR's, as well as any service lines exposed during maintenance and repair projects. Data collected will be provided to the IEPA in a required report due in April of each year.
2. Continue work on the GIS water utility layer in advance of conducting a water system model update study to identify potential need for future improvements, identify potential water pressure and water quality areas and identify best locations for installation of chlorine boosting equipment.
3. Complete energy-saving improvements as recommended in the energy-usage study conducted in FY20/21.

Administration Expenditures (04200100)

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 392,787	\$ 355,328	\$ 380,872	\$ 401,503	\$ 401,503	\$ 401,503
51109 Overtime	25,200	23,000	20,000	21,000	21,000	22,000
51111 Group Insurance	50,357	63,157	59,473	62,536	65,663	68,946
51112 IMRF	48,678	53,526	50,448	60,207	60,207	60,207
51113 FICA	30,260	28,292	27,632	31,265	31,265	31,265
51114 Workers Comp.	3,810	3,810	3,810	3,810	3,810	3,810
51117 Compensated Absences	229	0	0	0	0	0
51118 OPEB Obligation	38,471	0	0	0	0	0
Subtotal	589,792	527,113	542,235	580,321	583,448	587,731
Contractual Services						
52212 Auto Maint. & Repair	8,036	9,495	16,412	8,491	8,454	8,356
52223 Training	2,277	11,170	2,054	8,625	5,450	4,775
52224 Vehicle Insurance	8,569	8,569	8,569	8,569	8,569	8,569
52238 Legal Fees	2,795	4,000	8,000	4,000	4,000	4,500
52230 Telephone	6,090	5,784	5,784	5,856	6,149	6,456
52234 Dues & Subscriptions	1,249	1,040	1,030	1,055	1,105	1,075
52240 Public Notices/Information	0	500	500	500	500	500
52253 Consultant	9,954	86,760	21,035	100,640	16,000	16,225
52255 Software Maintenance	0	2,000	2,000	2,000	0	0
52261 Liability Insurance	22,344	22,344	22,344	22,344	22,344	22,344
52263 Property Insurance	20,625	20,625	20,625	20,625	20,625	20,625
52274 Community Service Pgms.	594	750	0	750	750	750
52500 Equip Repl Fund	0	186,300	186,300	0	72,679	68,304
Subtotal	82,533	359,337	294,653	183,455	166,625	162,479
Commodities						
53220 Water	8,523	11,000	8,500	10,000	10,000	10,000
53313 Auto Gas	1,187	1,417	969	1,173	1,231	1,243
53314 Office Supplies	741	2,625	1,350	1,550	1,250	1,250
53315 Printed Materials	232	450	450	400	150	150
53324 Uniforms	5,295	6,345	5,375	5,985	5,145	5,145
Subtotal	15,978	21,837	16,644	19,108	17,776	17,788
Capital / Debt						
56490 Loan Principal (DWC)	49,044	49,044	49,044	49,044	49,044	49,044
56491 Loan Interest (DWC)	6,212	5,885	5,885	4,904	3,924	2,943
Subtotal	55,256	54,929	54,929	53,948	52,968	51,987
Totals	\$ 743,559	\$ 963,216	\$ 908,461	\$ 836,832	\$ 820,817	\$ 819,985

NARRATIVE

This program includes costs to inspect, repair and replace water meters. Accurate and reliable meters are key to ensuring the financial viability of the water system. Loss of water through inaccurate or inoperable meters reduces water sales revenue, which could unnecessarily inflate water rates and limit funds necessary for upkeep of the system infrastructure. There are a variety of meter types and automatic meter reading devices of varying ages throughout the system.

FY20/21 ACCOMPLISHMENTS

1. Conducted testing of 91 large meters to ensure they are recording consumption within manufacturer's standards.
2. Due to COVID-19, AMR replacements moved along at a much slower pace than the previous year, with just 1,300 AMR's being replaced compared to 2,750 the prior year.

FY21/22 OBJECTIVES

1. Conduct testing of 86 two and three-inch water meters and 22 four and six-inch meters to identify any that are under-recording consumption. This is an ongoing program that will test large meters every two to four years depending on size.
2. Replace any large meters identified in testing program that are recording outside of manufacturer's standards.
3. Continue the multi-year Automated Meter Reading (AMR) equipment replacement program, with a target of replacing 2,400 AMR's during the year.

Water Metering Expenditures (04201400)

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 98,763	\$ 101,522	\$ 90,207	\$ 95,093	\$ 95,093	\$ 95,093
51109 Overtime	7,897	6,000	5,425	6,000	6,000	6,000
51111 Group Insurance	9,298	18,013	14,812	17,835	18,727	19,663
51112 IMRF	12,951	15,193	8,361	14,406	14,406	14,406
51113 FICA	7,779	8,031	4,489	7,481	7,481	7,481
51114 Workers Comp.	1,301	1,301	1,301	1,301	1,301	1,301
Subtotal	137,989	150,060	124,595	142,116	143,008	143,944
Contractual Services						
52212 Auto Maint. & Repair	28,124	33,231	57,441	29,719	29,590	29,245
52229 Postage	1,696	3,850	3,050	3,000	200	50
52253 Consultant	42,903	48,000	40,650	49,000	10,000	0
52282 Meter Maintenance	22,547	23,500	21,100	30,000	24,000	27,700
Subtotal	95,270	108,581	122,241	111,719	63,790	56,995
Commodities						
53313 Auto Gas	8,307	9,919	6,780	8,208	8,618	8,704
53333 Meters	417,172	422,000	409,500	393,000	93,000	63,000
53350 Small Equipment	4,407	0	0	0	0	0
Subtotal	429,886	431,919	416,280	401,208	101,618	71,704
Totals	\$ 663,145	\$ 690,560	\$ 663,116	\$ 655,043	\$ 308,416	\$ 272,643

NARRATIVE

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

FY20/21 ACCOMPLISHMENTS

1. All required sampling was completed on schedule and no reportable violations occurred.
2. All system fire hydrants were flushed and needed repairs were completed.
3. The twenty-year old water leak truck (#3) was replaced and custom-designed by water and mechanic staff to provide a mobile workshop and equipment transport vehicle to be utilized on underground water leaks.
4. Design and bidding for the Lies Road water tower painting and repair project was deferred due to an engineer's estimate of probable cost being significantly higher than budget. The project was re-designed and re-bid in February 21 with an anticipated start date in May 2021.
5. The Schmale Road Water Main Replacement Project was bid and awarded with construction starting in April 2021.
6. An additional one-ton dump truck was purchased at a total cost of just over \$95,000.

FY21/22 OBJECTIVES

1. Complete the painting and minor repairs of the Lies Road water storage tank and prepare specifications and bid documents for painting and minor repairs to the elevated storage tank on Fullerton Avenue (work to be completed in FY22/23).
2. Complete system-wide leak detection to identify any underground water loss and immediately follow up detection results with any needed repairs.
3. Complete construction of the Schmale Road Water Main Replacement Project, including most of the pipe between Geneva Road and St. Charles Road, and east on St. Charles Road to a point just west of President Street.
4. Install chlorine injection systems in both the Kuhn Road and Gerzevske Lane water pumping stations to meet minimum EPA chlorine residual requirements.
5. Install a mixer/aerator in the Kuhn Road water reservoir to address water stratification in the reservoir and improve water quality.

WATER AND SEWER FUND

PUBLIC WORKS

Water Division - Distribution System Operations & Maintenance Detail

Distribution System Operations & Maintenance Expenditures (04201600)

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 325,073	\$ 385,784	\$ 390,895	\$ 412,068	\$ 412,068	\$ 412,068
51106 Seasonal Help	6,807	10,956	0	11,952	12,948	13,944
51109 Overtime	65,192	58,000	51,000	58,000	58,000	59,000
51111 Group Insurance	48,064	68,542	58,133	67,867	71,260	74,823
51112 IMRF	47,471	62,410	54,548	66,985	66,985	66,985
51113 FICA	28,941	32,988	28,826	34,785	34,785	34,785
51114 Workers Comp.	7,252	7,252	7,252	7,252	7,252	7,252
Subtotal	528,800	625,932	590,654	658,909	663,298	668,857
Contractual Services						
52212 Auto M & R	44,195	52,220	90,265	46,702	46,499	45,957
52223 Training	394	1,580	888	1,280	1,600	1,350
52234 Dues & Subscrip.	200	500	300	500	500	500
52244 Maint. and Rep.	70,195	385,600	74,084	693,350	511,700	532,900
52253 Consultant	14,378	42,000	29,850	73,000	60,000	0
52264 Equipment Rental	928	1,000	1,000	1,000	1,000	1,000
52265 Hauling	12,804	7,000	7,000	7,500	7,500	8,000
52272 Property Maint.	1,359	1,179	1,150	1,300	1,433	1,500
52279 Lab Services	17,491	12,780	11,540	11,600	11,600	13,400
52283 DuPage Water	5,554,581	5,715,000	5,588,000	5,715,000	5,830,000	5,945,000
52284 Equipment Maint.	0	500	500	500	500	500
52286 Pavement Restor.	20,360	6,000	6,000	6,000	6,600	6,600
Subtotal	5,736,885	6,225,359	5,810,577	6,557,732	6,478,932	6,556,707
Commodities						
53210 Electricity	74,048	70,000	65,000	68,000	64,000	64,000
53230 Natural Gas	768	900	800	900	900	900
53312 PWC Diesel Fuel	0	2,510	1,615	2,100	2,200	2,300
53313 Auto Gas	14,240	17,004	11,622	14,070	14,774	14,922
53316 Small Tools	1,500	9,700	9,080	9,000	2,450	2,450
53317 Operating Supl.	61,256	61,125	60,275	65,025	61,125	61,125
53331 Chemicals	1,087	3,300	2,000	3,300	3,300	3,400
53350 Small Equipment	4,606	15,450	14,610	18,050	5,450	1,500
Subtotal	157,505	179,989	165,002	180,445	154,199	150,597
Capital Outlay						
54415 Vehicles	161,480	107,000	100,000	0	65,000	0
54480 Construction	365,444	3,355,000	755,000	3,079,000	40,000	40,000
Subtotal	526,924	3,462,000	855,000	3,079,000	105,000	40,000
Totals	\$ 6,950,114	\$ 10,493,280	\$ 7,421,233	\$ 10,476,086	\$ 7,401,429	\$ 7,416,161

1 Construction Summary

Chlorine Injection Systems	\$ 100,000	\$ -	\$ -
Schmale Rd. Water Main Project	2,719,000		
Kuhn Rd. Pump Station Repairs/Mixer	160,000		
Gerzevske Reservoir Mixer	60,000		
Well Retirements	40,000	40,000	40,000
	\$ 3,079,000	\$ 40,000	\$ 40,000

NARRATIVE

The Utility Billing program for the combined water and sewer system is a function of the Financial Management Department. Approximately 10,000 residential and 1,000 multi-family, commercial and industrial water and sewer accounts are billed on a monthly basis. The Financial Management Department is also responsible for addressing all customer questions and concerns in regard to utility accounts, as well as all recordkeeping for payments received, receivables, late notices and shut-offs for non-payment. The Financial Management Department's operating costs for the utility billing function are charged directly to the Water and Sewer Fund.

FY20/21 ACCOMPLISHMENTS

1. Continued coordination with the Public Works Department in the multi-year AMR (Automated Meter Reading) Replacement Program which began in August 2018.
2. Worked with residents experiencing financial difficulties throughout the pandemic by extending payment plans, suspending late penalties and service disconnections during periods where State mitigation measures were at their peak.

FY21/22 OBJECTIVES

1. As the AMR replacement program nears completion in the next few years, begin the planning process to implement a fixed base network where meter readings can be collected on-demand, from equipment mounted on water towers, eliminating the less efficient drive-by meter reading collection application.

Utility Billing Expenditures (04203100)

Acct. #/Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated Expenditures FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Salaries & Wages						
51102 Personal Services	\$ 148,249	\$ 155,826	\$ 154,500	\$ 162,147	\$ 162,147	\$ 162,147
51109 Overtime	395	500	500	500	500	500
51111 Group Insurance	25,346	25,479	25,682	26,823	28,164	29,572
51112 IMRF	17,171	21,816	20,150	21,670	21,670	21,670
51113 FICA	10,723	11,795	11,300	12,276	12,276	12,276
51114 Workers Comp.	169	169	169	169	169	169
Subtotal	202,053	215,585	212,301	223,585	224,926	226,334
Contractual Services						
52221 Utility Bill Processing	51,202	55,900	49,000	50,500	53,600	56,700
52229 Postage	26,833	27,000	26,800	27,000	27,000	27,000
52237 Audit Fees	5,000	5,000	5,000	5,000	5,000	5,000
52253 Consultant	29,534	30,800	30,500	33,000	33,000	33,000
52255 Software Maintenance	15,275	28,600	24,000	20,000	21,500	24,000
52256 Banking Services	0	0	3,500	6,000	6,000	6,000
52280 Municipal Service Charge	207,500	199,500	199,500	204,500	197,500	198,000
Subtotal	335,344	346,800	338,300	346,000	343,600	349,700
Capital Outlay						
54412 Other Equipment	3,650	0	0	0	0	0
Subtotal	3,650	0	0	0	0	0
Totals	\$ 541,047	\$ 562,385	\$ 550,601	\$ 569,585	\$ 568,526	\$ 576,034



**CAPITAL
IMPROVEMENT
PROGRAM
and BUDGET**

Village of Carol Stream

CAPITAL PROJECTS FUND

Detail

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Revenues						
Operating Revenues						
41202 Electricity Use Tax	0	\$ 1,870,000	\$ 1,800,000	\$ 1,825,000	\$ 1,825,000	\$ 1,825,000
41208 Real Estate Transfer Tax	0	750,000	550,000	750,000	750,000	750,000
41210 Telecommunications Tax	0	627,000	707,000	636,000	572,000	515,000
41250 Local Motor Fuel Tax	824,455	890,000	685,000	760,000	760,000	760,000
Total Operating Revenues	\$ 824,455	\$ 4,137,000	\$ 3,742,000	\$ 3,971,000	\$ 3,907,000	\$ 3,850,000
Non-Operating Revenues						
43637 Streetlight Grant	0	0	32,000	0	0	0
43640 Capital Grants						
Kehoe Ditch - Section 1	0	85,000	56,000	8,000	0	0
Klein Creek - Section 1	0	0	0	0	1,000,000	0
Southeast Bike Path Ext.	0	380,000	0	250,000	330,000	1,021,000
Bloomingdale Trail	0	85,000	46,000	38,000	275,000	0
Lies Rd. Bike Path	7,067	89,000	60,000	27,600	385,000	0
Kehoe/Kimberly Sidewalk	0	0	0	0	163,280	629,600
Fullerton LAFO	0	0	0	0	0	688,537
IEPA - PW Tank Removal	84,535	0	0	0	0	0
44309 Fee in Lieu of BMP	36,958	0	0	0	0	0
46501 Investment Income	214,766	110,000	15,000	15,000	30,000	75,000
47601 Developer Contrib.						
DPC - Lies Rd LAFO	3,327	0	0	0	0	0
DPC - Park Basin Retrofit	6,528	0	0	0	0	0
Fair Oaks Retaining Wall	34,000	0	0	0	0	0
Park District - TC	55,000	70,000	0	0	0	0
Total Non-Oper. Revenues	\$ 442,181	\$ 819,000	\$ 209,000	\$ 338,600	\$ 2,183,280	\$ 2,414,137
Total Revenues	\$ 1,266,636	\$ 4,956,000	\$ 3,951,000	\$ 4,309,600	\$ 6,090,280	\$ 6,264,137
Expenditures (11740000)						
Contractual Services						
52238 Legal Fees	1,247	1,000	1,000	1,000	1,000	1,000
Capital Outlay						
55486 Roadway System	1,014,196	1,745,000	810,000	1,104,000	5,062,000	3,217,000
55487 Village Facilities	203,930	300,000	9,000	1,157,000	1,400,000	400,000
55488 Stormwater System	239,296	1,316,000	600,000	622,000	3,032,000	3,880,000
Total Expenses	\$ 1,458,669	\$ 3,362,000	\$ 1,420,000	\$ 2,884,000	\$ 9,495,000	\$ 7,498,000
Transfer From General Fund	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Net Increase / (Decrease)	\$ (192,033)	\$ 1,594,000	\$ 2,531,000	\$ 1,425,600	\$ (3,404,720)	\$ (1,233,863)
Projected Year End Balance	\$ 7,069,259		\$ 9,600,259	\$ 11,025,859	\$ 7,621,139	\$ 6,387,276

Village of Carol Stream
Capital Projects Fund - Project Summary

CPF Projects (\$000)	FY20/21	FY21/22	FY22/23	FY23/24
	Budget	Planned	Planned	Planned
<u>Roadway System:</u>				
Pavement Preventative Maintenance Program	\$ 590	\$ 500	\$ 500	\$ 500
Flexible Pavement Program	-	-	2,620	-
Fullerton Ave LAFO - Gary to Schmale*	-	-	-	150
Lies Rd. Rehabilitation - Schmale to Gary*	46	46	-	-
Fair Oaks Rd. Culvert and Guard Rail	100	-	-	-
West Branch DuPage River Trail*	65	65	-	-
Kuhn Rd. Bike Path Extension	112	50	367	-
Lies Rd. Bike Path Extension*	90	56	513	-
Southeast Bike Path*	506	317	433	1,767
Kehoe & Kimberly Sidewalk	-	-	204	800
Town Center and President St. Parking Lots	186	-	-	-
Streetlight Replacement Program*	50	70	425	-
Roadway System Subtotal:	\$ 1,745	\$ 1,104	\$ 5,062	\$ 3,217
<u>Stormwater Utilities:</u>				
Roadway Drainage Improvements	\$ 225	\$ 225	\$ 225	\$ 225
Southeast Stormwater Study	120	-	-	-
Kehoe Blvd. Section I Stream Bank Stabilization*	415	35	5	5
Klein Creek Section I Stream Bank Stabilization*	100	100	2,500	500
Klein Creek Section II Stream Bank Stabilization*	50	-	-	-
Klein Creek Section III Stream Bank Stabilization*	-	50	100	3,000
Fullerton/Kimberly Drainage Study	120	60	150	-
The Park Unit 1 Detention Basin Retrofit - Naturalization	2	2	2	-
Public Detention Basin Rehabilitations	50	150	50	150
Clearwater Ct. Storm Sewer Rehabilitation	234	-	-	-
Stormwater Utilities Subtotal:	\$ 1,316	\$ 622	\$ 3,032	\$ 3,880
<u>Facilities:</u>				
Town Center Lighting	\$ 300	\$ 310	\$ -	\$ -
Emergency Operatins Center Construction	-	285	-	-
Police Lot Security	-	75	-	-
PWC Security Update	-	170	-	-
PWC Facility Improvements	-	317	1,000	-
PWC Water/Sewer/Mechanic Rood Replacement	-	-	400	-
Parking Lot	-	-	-	400
Facilities Subtotal:	\$ 300	\$ 1,157	\$ 1,400	\$ 400
Total Expenditures:	\$ 3,361	\$ 2,883	\$ 9,494	\$ 7,497

*Partially funded though outside sources.

Village of Carol Stream
MOTOR FUEL TAX FUND

Detail

Acct # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Revenue						
43207 MFT Allotments	\$ 973,028	\$ 987,000	\$ 818,000	\$ 910,000	\$ 925,000	\$ 950,000
43207 Transport. Renewal Fund	492,374	670,000	590,000	653,000	675,000	685,000
46501 Interest Income	76,563	50,000	5,000	5,000	10,000	25,000
43640 Grants	0	0	872,370	872,370	872,370	0
Subtotal	1,541,965	1,707,000	2,285,370	2,440,370	2,482,370	1,660,000
Total Revenues	\$ 1,541,965	\$ 1,707,000	\$ 2,285,370	\$ 2,440,370	\$ 2,482,370	\$ 1,660,000
Expenditures (06320000)						
Contractual Services						
52211 Crack Filling	75,658	100,000	53,083	75,000	75,000	75,000
Subtotal	75,658	100,000	53,083	75,000	75,000	75,000
Capital Outlay						
54469 Rebuild IL Bond Project	0	0	0	115,000	764,000	977,000
54470 Flexible Pavemt. Pgm.	3,499,012	3,255,000	1,001,000	2,400,000	0	2,500,000
Subtotal	3,499,012	3,255,000	1,001,000	2,515,000	764,000	3,477,000
Total Expenditures	\$ 3,574,670	\$ 3,355,000	\$ 1,054,083	\$ 2,590,000	\$ 839,000	\$ 3,552,000
Net Increase / (Decrease)	(2,032,705)	(1,648,000)	1,231,287	(149,630)	1,643,370	(1,892,000)
Projected Year End Balance	\$ 2,044,619	\$ 396,619	\$ 3,275,906	\$ 3,126,276	\$ 4,769,646	\$ 2,877,646

2021/22 Flexible Pavement Program - List of Streets

Street Resurfacing

Antigo Trail - Spring Valley Drive to Big Horn Trail
Appomattox Trail - Spring Valley Drive to Antigo Trail
Arlington Court - President Street to End
Big Horn Trail - Spring Valley Drive to Antigo Trail
Bowstring Court - Appomattox Trail to End
Brave Court - Spring Valley Drive to End
Brompton Court - President Street to End

Concord Court - Concord Lane to End
Concord Lane - North Avenue to President Str
Fairfield Lane - Concord Lane to End
Lenox Court - Concord Lane to End
Pembroke Court (E&W) - President Street to I
President Court - President Street to End
Shorewood Drive - Concord Lane to Village L

Pavement Reconstruction

Kimberly Drive - Kehoe Blvd. to Railroad Tracks
Lies Road - County Farm Road to High Ridge Pass

Tubeway Drive - Gary Avenue to End
Westgate Drive - St. Charles Road to Tubeway

SPECIAL

FUNDS

- **Police Pension Fund**
- **Tax Increment Financing District 3
(North Avenue / Schmale Road)**
- **Equipment Replacement Fund**
- **State Asset Seizure Fund**
- **Federal Asset Seizure Fund**

POLICE PENSION FUND

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

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

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

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

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund was established in FY20/21 as a means of funding the replacement of Village fleet vehicles and large equipment. Funds are contributed by user departments within the General and Water and Sewer Funds each year to finance a portion of each vehicle's estimated future replacement cost over its projected service life. This method of funding will ensure availability of funds when vehicles require replacement and is a lower cost alternative to funding through capital lease financing.

STATE ASSET SEIZURE FUND FEDERAL ASSET SEIZURE FUND

The Village periodically receives forfeited assets through the Police Department's participation in various State and Federal cases. The proceeds of these forfeitures are to be allocated exclusively for authorized law enforcement purposes in compliance with State and Federal regulations.

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, 2020, the Fund had a total net position of \$52.9 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 FY21/22, the actuarially determined contribution by the Village is \$3,050,927, an increase of 7.0% from FY20/21. At the completion of the actuary’s latest report (4/30/20) the Pension Fund was 62.6% 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

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 19/20	Revised Budget FY 20/21	Estimated FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Revenues						
46511 Investment Income	\$ 1,301,989	\$ 1,700,000	\$ 1,700,000	\$ 1,500,000	\$ 1,600,000	\$ 1,700,000
46525 Gain/(Loss)	1,690,303	2,100,000	2,100,000	2,500,000	2,600,000	2,700,000
47333 Employee Contribution	635,291	660,000	605,000	650,000	680,000	710,000
47334 Contributions - Prior Year	29,121	0	10,500	0	0	0
47336 Interest From Members	2,730	0	34,500	0	0	0
47407 Miscellaneous Revenue	276	0	0	0	0	0
49330 Employer Contribution	2,625,502	2,850,352	2,850,352	3,050,927	3,356,020	3,691,622
Total Revenue	\$ 6,285,212	\$ 7,310,352	\$ 7,300,352	\$ 7,700,927	\$ 8,236,020	\$ 8,801,622
Expenses						
Contractual Services						
52222 Meetings	5,418	5,000	5,000	5,000	5,000	5,000
52234 Dues & Subscriptions	795	1,100	800	1,100	1,100	1,100
52238 Legal Fees	1,174	3,500	1,000	3,000	3,000	3,000
52256 Banking Services	7,405	8,000	7,500	8,000	8,500	9,000
52259 Accounting Services	10,410	11,000	10,500	11,000	11,500	12,000
52292 Management Fees	78,684	90,000	85,000	90,000	70,000	75,000
52293 Bonding & Insurance	4,200	4,500	4,500	4,800	5,100	5,400
52294 Secretary Services	15,960	16,500	16,500	17,000	17,500	18,000
52295 Medical Examinations	2,886	2,000	1,800	2,000	2,000	2,000
Subtotal	126,932	141,600	132,600	141,900	123,700	130,500
Other Expenses						
57473 Retirement Pensions	3,177,129	3,500,000	3,600,000	4,250,000	4,500,000	4,750,000
57474 State Filing Fee	8,000	8,000	8,000	8,000	8,000	8,000
57475 Contribution Refunds	10,488	10,000	16,500	15,000	15,000	15,000
57476 Disability Pensions	114,665	84,000	47,500	40,000	40,000	40,000
57478 Surviving Spouse Pension	60,579	61,000	123,000	167,000	167,000	167,000
Subtotal	3,370,861	3,663,000	3,795,000	4,480,000	4,730,000	4,980,000
Total Expenses	\$ 3,497,793	\$ 3,804,600	\$ 3,927,600	\$ 4,621,900	\$ 4,853,700	\$ 5,110,500
Net Increase / (Decrease)	\$ 2,787,419	\$ 3,505,752	\$ 3,372,752	\$ 3,079,027	\$ 3,382,320	\$ 3,691,122

Village of Carol Stream

TAX INCREMENT FINANCING DISTRICT 3 NORTH AVENUE AND SCHMALE ROAD

Detail

Acct. # / Description	Actual	Revised		Proposed		
	FY 19/20	Budget FY 20/21	Estimated FY 20/21	Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Beginning Balance, May 1	\$ 553,331	\$ 811,365	\$ 811,365	\$ 993,714	\$ 1,221,214	\$ 1,457,714
Revenues/Sources						
41150 Tax Increment - Caputo's	156,888	160,000	169,448	177,000	182,000	187,000
41175 Tax Increment - Undesig	192,484	236,000	185,737	208,000	214,000	220,000
46501 Interest Income	7,452	10,000	1,000	1,000	1,000	1,000
49340 Sales Taxes - Caputo's	97,876	104,000	133,000	130,000	135,000	140,000
49350 TIF Contrib. - Caputo's	15,683	0	0	0	0	0
49375 TIF Contrib - Undesign.	19,241	0	0	0	0	0
Total Revenues/Sources	489,624	510,000	489,185	516,000	532,000	548,000
Expenditures/Uses						
52238 Legal Services	1,097	3,000	500	1,500	1,500	1,500
56490 Loan Principal	96,584	125,000	177,000	162,000	172,000	183,000
56491 Loan Interest	133,909	128,000	129,336	125,000	122,000	118,000
Total Expenditures/Uses	231,590	256,000	306,836	288,500	295,500	302,500
Net Increase / (Decrease)	258,034	254,000	182,349	227,500	236,500	245,500
Ending Balance, April 30	\$ 811,365	\$ 1,065,365	\$ 993,714	\$ 1,221,214	\$ 1,457,714	\$ 1,703,214

Village of Carol Stream

EQUIPMENT REPLACEMENT FUND

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
Revenues (10000000)						
Interfund Transfers						
General Fund						
49462 Engineering Services	\$ -	\$ 14,412	\$ 14,412	\$ -	\$ 5,473	\$ 2,431
49464 Community Developmen	-	12,406	12,406	-	6,203	6,203
49466 Police	-	267,120	267,120	-	116,498	79,930
49467 Public Works	-	616,993	616,993	-	312,668	310,293
49468 Municipal Building	-	9,000	9,000	-	-	-
Water & Sewer Fund						
49690 Sewer Division	-	67,274	67,274	-	31,137	31,137
49691 Water Division	-	186,300	186,300	-	72,679	68,304
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	\$ 0	\$ 1,173,505	\$ 1,173,505	\$ 0	\$ 544,658	\$ 498,298
Expenditures (45415)						
Vehicles / Equipment						
General Fund - 54415						
10620000 Engineering Services	-	-	-	-	26,001	20,710
10640000 Community Developmen	-	-	-	-	-	-
10660000 Police	-	320,000	311,012	128,000	288,000	256,000
10670000 Public Works	-	300,100	289,773	131,000	477,500	181,000
10680000 Municipal Building	-	-	-	30,000	-	-
Water & Sewer Fund - 54415						
10100000 Sewer Division	-	-	-	-	50,000	-
10200000 Water Division	-	-	-	-	307,500	52,000
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	\$ 0	\$ 620,100	\$ 600,785	\$ 289,000	\$ 1,149,001	\$ 509,710
Net Increase / (Decrease)		\$ 553,405	\$ 572,720	\$ (289,000)	\$ (604,343)	\$ (11,412)
Transfer From General Fund		\$ 3,074,857				
Transfer From Water & Sewer Fund		904,725				
Total		<u>3,979,582</u>				
Projected Year End Reserve		\$ 4,532,987	\$ 4,552,302	\$ 4,263,302	\$ 3,658,959	\$ 3,647,547

**Village of Carol Stream
Equipment Replacement Fund
5/1/2021**

Dept	Description	Equip #	FY Purch	Est. Life	Sched. FY Replace	Original Cost	Depr. Factor	Est. Replacement Cost	Annual Contrib.	FY21 Proj. Balance	Remaining Contrib.	FY22*	FY23	FY24	FY25	FY26-FY40
GENERAL FUND																
ENG	Ford F150	304	2008	15	2023	16,689	3%	26,001	1,733	26,001	-	-	REPLACE			
ENG	Ford Focus	301	2009	15	2024	13,293	3%	20,710	1,381	19,329	1,381	-	1,381	REPLACE		
ENG	Ford Ranger	307	2009	15	2024	15,991	3%	24,913	1,661	23,252	1,661	-	1,661			
ENG	Ford F150	303	2014	15	2029	23,000	3%	35,833	2,389	21,248	14,585	-	2,431	2,431	2,431	7,293
ENG	Ford Focus	302	2014	15	N/A	16,696										
												Fleet Reduction - Future Step Down Vehicle				
												-	5,473	2,431	2,431	7,293
CD	Ford Transit Connect	202	2016	12	2028	17,263	3%	24,613	2,051	14,358	10,255	-	2,051	2,051	2,051	4,102
CD	Ford F150	203	2016	15	2031	19,990	3%	31,144	2,076	14,536	16,608	-	2,076	2,076	2,076	10,380
CD	Ford F150	204	2016	15	2031	19,990	3%	31,144	2,076	14,536	16,608	-	2,076	2,076	2,076	10,380
CD	Tahoe	205	2011	12	N/A	26,480										
												Step Down Vehicle				
												-	6,203	6,203	6,203	24,862
IT	Blue Dodge Caravan	102	2006	12	N/A	19,380										
												Step Down Vehicle				
PD	Ford Explorer	685	2013	7	2022	25,022		32,000	4,571	32,000	-		REPLACE			
PD	Kia Optima	608	2013	7	2022	-		32,000	4,571	32,000	-		REPLACE			
PD	Squad - Durango	643	2014	7	2022	30,407		32,000	4,571	32,000	-		REPLACE			
PD	Squad - Durango	644	2014	7	2022	30,407		32,000	4,571	32,000	-		REPLACE			
PD	Black Caravan	628	2012	11	2023	26,034		32,000	4,571	32,000	-		REPLACE			
PD	Grand Cherokee	632	2013	10	2023	-		32,000	4,571	32,000	-		REPLACE			
PD	Ram Truck	629	2013	10	2023	23,309		32,000	4,571	32,000	-		REPLACE			
PD	Black Explorer	640	2014	9	2023	21,897		32,000	4,571	32,000	-		REPLACE			
PD	Deputy Chief Durango	645	2014	9	2023	30,407		32,000	4,571	32,000	-		REPLACE			
PD	Squad - Durango	653	2016	7	2023	31,382		32,000	4,571	32,000	-		REPLACE			
PD	Squad - Charger	674	2017	6	2023	24,600		32,000	4,571	32,000	-		REPLACE			
PD	Squad - Charger	675	2017	6	2023	24,600		32,000	4,571	32,000	-		REPLACE			
PD	Squad - Durango	680	2018	5	2023	30,722		32,000	4,571	32,000	-		REPLACE			
PD	Black Charger SOU	660	2013	11	2024	25,022		32,000	4,571	27,429	4,571	-	4,571	REPLACE		
PD	Nissan Pathfinder	631	2013	7	2024	-		32,000	4,571	27,429	4,571	-	4,571	REPLACE		
PD	Ram Truck	641	2014	10	2024	22,482		32,000	4,571	27,429	4,571	-	4,571	REPLACE		
PD	Squad - Durango	652	2016	8	2024	31,382		32,000	4,571	27,429	4,571	-	4,571	REPLACE		
PD	Squad - Charger	676	2017	7	2024	25,022		32,000	4,571	27,429	4,571	-	4,571	REPLACE		
PD	Squad - Durango	670	2017	7	2024	30,722		32,000	4,571	27,429	4,571	-	4,571	REPLACE		
PD	Squad - Durango	671	2017	7	2024	30,722		32,000	4,571	27,429	4,571	-	4,571	REPLACE		
PD	Chief's Durango	681	2018	6	2024	25,800		32,000	4,571	27,429	4,571	-	4,571	REPLACE		
PD	Black Explorer	672	2007	7	2025	21,897		32,000	4,571	11,149	20,851	-	6,950	6,950	6,951	REPLACE
PD	D.C. Charger	673	2017	8	2025	26,000		32,000	4,571	22,858	9,142	-	4,571	4,571	REPLACE	
PD	White Charger	682	2018	7	2025	23,097		32,000	4,571	22,858	9,142	-	4,571	4,571	REPLACE	
PD	Squad - Charger	691	2019	7	2026	24,847		32,000	4,571	18,287	13,713	-	4,571	4,571	4,571	
PD	Squad - Durango K-9	693	2019	7	2026	28,747										
												Asset Seizure Fund				
PD	Black Caravan	651	2015	12	2027	26,034		32,000	4,571	13,716	18,284	-	4,571	4,571	4,571	4,571
PD	Ford F150 Pick-up 2020	603	2021	10	2031	30,570		37,000	3,700	3,700	33,300	-	3,700	3,700	3,700	22,200
PD	Dodge Durango 2020	601	2021	7	2028	30,933		35,500	5,071	5,071	30,429	-	5,071	5,071	5,071	15,216

**Village of Carol Stream
Equipment Replacement Fund
5/1/2021**

Dept	Description	Equip #	FY Purch	Est. Life	Sched. FY Replace	Original Cost	Depr. Factor	Est. Replacement Cost	Annual Contrib.	FY21 Proj. Balance	Remaining Contrib.	FY22*	FY23	FY24	FY25	FY26-FY40
PD	Dodge Durango 2020	602	2021	7	2028	30,933		35,500	5,071	5,071	30,429	-	5,071	5,071	5,071	15,216
PD	Dodge Charger 2021		2021	7	2028	27,665		32,000	4,571	4,571	27,429	-	4,571	4,571	4,571	13,716
PD	Dodge Charger 2021		2021	7	2028	27,665		32,000	4,571	4,571	27,429	-	4,571	4,571	4,571	13,716
PD	Dodge Durango 2021		2021	7	2028	33,981		39,000	5,571	5,571	33,429	-	5,571	5,571	5,571	16,716
PD	Dodge Durango 2021		2021	7	2028	33,981		39,000	5,571	5,571	33,429	-	5,571	5,571	5,571	16,716
PD	Dodge Ram pickup 2021		2021	7	2028	27,804		32,000	4,571	4,571	27,429	-	4,571	4,571	4,571	13,716
PD	Dodge Ram pickup 2021		2021	7	2028	27,804		32,000	4,571	4,571	27,429	-	4,571	4,571	4,571	13,716
PD	Ford Explorer 2021		2021	7	2028	35,123		40,000	5,714	5,714	34,286	-	5,714	5,714	5,714	17,144
PD	Ford Explorer 2021		2021	7	2028	35,123		40,000	5,714	5,714	34,286	-	5,714	5,714	5,714	17,144
PD	Experience Adjustment for Prior Year Purchases									(4,792)		-				-
												-	116,498	79,930	70,789	179,787

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PW	Interntl Single Axle Dump Truck	82	2006	20	2022	91,815		80,000	4,000	80,000	-	REPLACE				
PW	Supertdt Vehicle - Ford Escape	30	2012	10	2022	21,912		32,000	3,200	32,000	-	REPLACE				
PW	Kubota Zero Turn Mower	579	2012	8	2022	12,551		19,000	2,375	19,000	-	REPLACE				
PW	Streets Backhoe	26	2000	25	2023	76,900		100,000	4,000	100,000	-	-	REPLACE			
PW	Sign Truck	77	2001	20	2023	40,354		57,500	2,875	57,500	-	-	REPLACE			
PW	Ford F350 (Concrete Truck)	43	2003	18	2023	35,506		48,000	2,667	48,000	-	-	REPLACE			
PW	Interntl Single Axle Dump Truck	79	2006	20	2023	82,498		80,000	4,000	80,000	-	-	REHAB			
PW	Ford F350 w/plow	52	2012	10	2023	30,154		47,000	4,700	47,000	-	-	REPLACE			
PW	Ford F350 w/plow	53	2012	10	2023	30,154		47,000	4,700	47,000	-	-	REPLACE			
PW	Quad Cab Ford F350	61	2012	10	2023	33,139		49,000	4,900	49,000	-	-	REPLACE			
PW	Quad Cab Ford F350	62	2012	10	2023	33,414		49,000	4,900	49,000	-	-	REPLACE			
PW	Loader	80	2003	20	2024	80,200		162,000	8,100	162,000	-	-	-	REPLACE		
PW	Dixie Chopper Mower	592	2014	8	2024	10,885	3%	19,000	2,375	16,625	2,375	-	2,375	REPLACE		
PW	Interntl Single Axle Dump Truck	72	2002	20	2025	71,672		220,000	22,000	176,000	44,000	-	22,000	22,000		
PW	Skid Steer	81	2005	20	2025	17,416		56,000	2,800	50,400	5,600	-	2,800	2,800		
PW	Interntl Single Axle Dump Truck	83	2010	20	2025	122,097		93,000	4,650	83,700	9,300	-	4,650	4,650		
PW	Ford F250 w/plow	31	2015	10	2025	31,464		47,250	4,725	37,800	9,450	-	4,725	4,725		
PW	Mowing Tractor	49	1998	20	2026	18,540		58,000	2,900	49,300	8,700	-	2,900	2,900	2,900	
PW	Loader	70	2001	20	2026	99,950		224,000	11,200	190,400	33,600	-	11,200	11,200	11,200	
PW	Interntl Single Axle Dump Truck	71	2001	20	2026	71,672		227,000	22,700	158,900	68,100	-	22,700	22,700	22,700	
PW	Mowing Tractor	584	2001	25	2026	17,082										
PW	Street Sweeper	45	2006	20	2026	138,380										
PW	1 ton dump	46	2012	15	2027	60,663		135,000	9,000	99,000	36,000	-	9,000	9,000	9,000	9,000
PW	Kubota RTV500	589	2015	12	2027	8,985	3%	12,810	1,068	8,538	4,272	-	1,068	1,068	1,068	1,068
PW	Kubota RTV500	593	2015	12	2027	8,985	3%	12,810	1,068	8,538	4,272	-	1,068	1,068	1,068	1,068
PW	Exmark Zero Turn Mower	596	2019	8	2027	18,026	3%	22,835	2,854	11,417	11,417	-	2,854	2,854	2,854	2,854
PW	Toro Wide Area Mower	502	2013	15	2028	49,772	3%	77,543	5,170	51,695	25,848	-	5,170	5,170	5,170	10,339
PW	John Deere Zero Turn Mower	594	2020	8	2028	17,929	3%	22,712	3,245	6,490	16,222	-	3,245	3,245	3,245	6,487
PW	Interntl Single Axle Dump Truck	74	2003	20	2029	72,834		248,000	24,800	99,200	148,800	-	24,800	24,800	24,800	74,400
PW	1 ton dump	50	2008	15	2029	64,411		144,000	14,400	57,600	86,400	-	14,400	14,400	14,400	43,200
PW	John Deere Zero Turn Mower	585	2021	10	2031	18,550	2%	22,500	2,250	2,250	20,250	-	2,250	2,250	2,250	13,500
PW	John Deere Zero Turn Mower	586	2021	10	2031	18,550	2%	22,500	2,250	2,250	20,250	-	2,250	2,250	2,250	13,500
PW	Interntl Single Axle Dump Truck	75	2006	20	2030	91,815		255,000	28,300	56,600	198,400	-	28,300	28,300	28,300	113,500
PW	International Tandem Axle	41	2003	20	2031	84,876	3%	282,000	28,200	56,400	225,600	-	28,200	28,200	28,200	141,000
PW	1 ton dump	47	2016	15	2031	91,467		148,000	9,867	69,064	78,936	-	9,867	9,867	9,867	49,335
PW	Interntl Single Axle Dump Truck	R73	2021	10	2031	190,000	2%	232,000	23,200	23,200	208,800	-	23,200	23,200	23,200	139,200

Combine replacement w/ unit #49
Fleet Reduction - Not scheduled for replacement

**Village of Carol Stream
Equipment Replacement Fund
5/1/2021**

Dept	Description	Equip #	FY Purch	Est. Life	Sched. FY Replace	Original Cost	Depr. Factor	Est. Replacement Cost	Annual Contrib.	FY21 Proj. Balance	Remaining Contrib.	FY22*	FY23	FY24	FY25	FY26-FY40
PW	Interntl Single Axle Dump Truck	R78	2021	10	2031	190,000	2%	232,000	23,200	23,200	208,800	-	23,200	23,200	23,200	139,200
PW	Kubota RTV1100X	599	2017	15	2032	28,369	3%	44,198	2,947	17,679	26,519	-	2,947	2,947	2,947	17,679
PW	Ford F350 w/ plow & salt spreader	32	2021	12	2033	50,805	2%	64,000	5,333	5,333	58,667	-	5,333	5,333	5,333	42,668
PW	Ford F350 w/ plow	33	2021	12	2033	44,321	2%	56,000	4,667	4,667	51,333	-	4,667	4,667	4,667	37,332
PW	Peterbilt Single Axle Dump Truck	84	2016	20	2036	177,446		300,000	15,000	105,000	195,000	-	15,000	15,000	15,000	150,000
PW	Peterbilt Single Axle Dump Truck	88	2016	20	2036	180,692		300,000	15,000	105,000	195,000	-	15,000	15,000	15,000	150,000
PW	Aerial Bucket Truck	76	2017	20	2037	193,876	3%	350,000	17,500	105,000	245,000	-	17,500	17,500	17,500	192,500
PW	Experience Adjustment for Prior Year Purchases									(10,324)		-				
												-	312,668	310,293	276,118	1,347,831
MB	Ford Ranger	101	2004	15	2022	13,160		30,000	2,000	30,000	-	REPLACE				
MB	Ford Ranger	313	2005	15	2020	15,635						Step Down Vehicle				
												-	-	-	-	-
TOTAL - GENERAL FUND						\$4,029,837		\$ 6,149,017	\$551,999	\$3,394,003	\$2,755,013	-	440,842	398,857	355,541	1,559,773
WATER & SEWER FUND																
S	Thompson Trash Pump	727	2007	15	2023	44,058		50,000	3,333	50,000	-	REPLACE				
S	Vactor	21	2012	20	2032	331,446	3%	598,628	29,931	329,249	269,379	-	29,931	29,931	29,931	179,586
S	WRC Kubota RTV400	576	2015	12	2027	12,104	2%	14,472	1,206	9,648	4,824	-	1,206	1,206	1,206	1,206
												-	31,137	31,137	31,137	180,792
W	Flatbed with Crane	15	2000	20	2023	20,002		57,500	2,875	57,500	-	REPLACE				
W	Ford F150 no Plow	11	2008	12	2023	19,664		52,000	4,333	52,000	-	REPLACE				
W	Ford F250 no plow - Utility Body	14	2009	12	2023	33,219		52,000	4,333	52,000	-	REPLACE				
W	Ford F250 w/plow - Utility Body	13	2011	12	2023	32,000		52,000	4,333	52,000	-	REPLACE				
W	Ford F350 w/plow	20	2012	10	2023	30,154		52,000	5,200	52,000	-	REPLACE				
W	Ford F150 no Plow	18	2011	12	2023	20,064		42,000	3,500	42,000	-	REPLACE				
W	Ford F150 no Plow	19	2011	12	2024	20,064		52,000	4,333	47,625	4,375	-	4,375	REPLACE		
W	Ford F250 no plow - Utility Body	7	2014	12	2026	31,846		55,700	4,642	41,774	13,926	-	4,642	4,642	4,642	
W	Ford F250 w/plow	23	2017	10	2027	36,493		57,400	5,740	34,440	22,960	-	5,740	5,740	5,740	5,740
W	International Swap Body Dump	22	2012	20	2032	184,945		300,000	15,000	165,000	135,000	-	15,000	15,000	15,000	90,000
W	Vermeer Trailer Vacuum Excavator	728	2012	20	2032	50,636		91,454	4,573	50,297	41,157	-	4,573	4,573	4,573	27,438
W	Ford Transit Meter Van	4	2017	15	2032	28,500	3%	44,402	2,960	17,762	26,640	-	2,960	2,960	2,960	17,760
W	Water Backhoe	25	2017	20	2037	119,480	3%	215,794	10,790	64,734	151,060	-	10,790	10,790	10,790	118,690
W	Leak Truck	5	2020	20	2040	164,841	3%	297,721	15,670	31,340	266,381	-	15,670	15,670	15,670	219,371
W	Ford F550 w/plow & salt spreader	6	2021	15	2036	93,303	2%	125,000	8,929	8,929	116,071	-	8,929	8,929	8,929	89,284
												-	72,679	68,304	68,304	568,283
TOTAL - WATER & SEWER FUND						\$1,272,819		\$ 2,210,072	\$131,681	\$1,158,299	\$1,051,773	-	103,816	99,441	99,441	749,075
TOTAL ALL FUNDS						\$5,302,656		\$ 8,359,088	\$683,680	\$4,552,302	\$3,806,786	\$ -	\$544,658	\$498,298	\$454,982	\$2,308,848

* Scheduled contributions for FY22 were made in FY21.

Village of Carol Stream

STATE ASSET SEIZURE FUND

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
DRUG SEIZURE						
Beginning Fund Balance	\$ 231,707		\$ 241,274	\$ 200,493	\$ 113,343	\$ 113,343
Revenues (02000000)						
43212 State Drug Seizure	\$ 18,871	\$ -	\$ 10,021	\$ -	\$ -	\$ -
Total Revenues	\$ 18,871	\$ 0	\$ 10,021	\$ 0	\$ 0	\$ 0
Expenditures (02385200)						
52223 Training	-	9,700	-	9,700	-	-
52230 Telephone	433	450	432	450	-	-
52244 Maintenance & Repair	2,250	2,000	3,400	2,000	-	-
53317 Operating Supplies	1,441	-	2,500	5,000	-	-
53330 Investigations	1,571	-	-	-	-	-
53350 Small Equipment Expense	229	31,500	750	40,000	-	-
54413 Computer Equipment	3,380	32,200	13,150	30,000	-	-
54415 Vehicles	-	32,500	30,570	-	-	-
Subtotal - Drug Seizure	\$ 9,304	\$ 108,350	\$ 50,802	\$ 87,150	\$ 0	\$ 0
Net Increase / (Decrease)	\$ 9,567	\$ (108,350)	\$ (40,781)	\$ (87,150)	\$ -	\$ -
Ending Fund Balance	\$ 241,274		\$ 200,493	\$ 113,343	\$ 113,343	\$ 113,343
MONEY LAUNDERING						
Beginning Fund Balance	-	28,508	28,508	29,035	11,535	11,535
Revenues (02000000)						
43213 State Money Laundering	28,508	-	527	-	-	-
Total Revenues	\$ 28,508	\$ 0	\$ 527	\$ 0	\$ 0	\$ 0
Expenditures (02385300)						
52223 Training	-	-	-	2,500	-	-
54413 Computer Equipment	-	-	-	15,000	-	-
Subtotal - Money Laundering	\$ 0	\$ 0	\$ 0	\$ 17,500	\$ 0	\$ 0
Net Increase / (Decrease)	28,508	-	527	(17,500)	-	-
Ending Fund Balance	28,508		29,035	11,535	11,535	11,535
VEHICLE SEIZURE						
Beginning Fund Balance	-	2,788	2,788	8,207	8,207	8,207
Revenues (02000000)						
43214 State Vehicle Seizure	2,788	-	5,419	-	-	-
Total Revenues	\$ 2,788	\$ 0	\$ 5,419	\$ 0	\$ 0	\$ 0
Expenditures (02385400)						
52223 Training	-	-	-	-	-	-
54413 Computer Equipment	-	-	-	-	-	-
Subtotal - Veh. Seizure	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Net Increase / (Decrease)	2,788	-	5,419	-	-	-
Ending Fund Balance	2,788		8,207	8,207	8,207	8,207
COMBINED FUND BALANCES	\$ 272,570		\$ 237,735	\$ 133,085	\$ 133,085	\$ 133,085

Village of Carol Stream

FEDERAL ASSET SEIZURE FUND

Acct. # / Description	Actual FY 19/20	Revised Budget FY 20/21	Estimated FY 20/21	Proposed Budget FY 21/22	Projected FY 22/23	Projected FY 23/24
DEPARTMENT OF JUSTICE						
Beginning Fund Balance	\$ 21,103		\$ 147,003	\$ 144,503	\$ 136,003	\$ 130,503
Revenues (03000000)						
43210 DOJ Seizure	\$ 143,412	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 143,412	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures (03395000)						
52315 Canine Services	3,984	5,500	2,500	5,500	5,500	5,500
53350 Small Equipment Expense	12,640	-	-	3,000	-	-
54413 Computer Equipment	888	-	-	-	-	-
Subtotal - DOJ	\$ 17,512	\$ 5,500	\$ 2,500	\$ 8,500	\$ 5,500	\$ 5,500
Net Increase / (Decrease)	\$ 125,900	\$ (5,500)	\$ (2,500)	\$ (8,500)	\$ (5,500)	\$ (5,500)
Ending Fund Balance	\$ 147,003		\$ 144,503	\$ 136,003	\$ 130,503	\$ 125,003
TREASURY DEPARTMENT						
Beginning Fund Balance	-	6,151	6,151	4,351	4,351	4,351
Revenues (03000000)						
43211 Treasury Seizure	7,044	-	-	-	-	-
Total Revenues	\$ 7,044	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Expenditures (03395100)						
53317 Operating Supplies	893	-	1,800	-	-	-
Subtotal - Treasury	\$ 893	\$ 0	\$ 1,800	\$ 0	\$ 0	\$ 0
Net Increase / (Decrease)	6,151	-	(1,800)	-	-	-
Ending Fund Balance	6,151		4,351	4,351	4,351	4,351
COMBINED FUND BALANCES	\$ 153,154		\$ 148,854	\$ 140,354	\$ 134,854	\$ 129,354



APPENDIX

<u>Due Dates</u>	<u>Activity</u>
A. Friday, November 6, 2020	Distribution of budget work templates to Executive Team.
B. Friday, December 11, 2020	Finance Department submits salary, wages and estimated health insurance cost figures to Departments.
C. Friday, December 18, 2020	Line item budgets and supporting documentation are due.
D. Monday, January 4, 2021	Finance submits revenue projections to the Village Manager and Budget Team.
E. Friday, January 22, 2021	Initial review of the operating budget requests are completed by the Budget Team and returned to the Executive Team to implement revisions.
F. Friday, January 29, 2021	Finance Department submits non-departmental budgets to the Village Manger. Updated health renewal costs to departments.
G. Monday, February 1, 2021	Village Board Workshop: General Fund Preliminary Assessment.
H. Friday, February 5, 2021	Secondary follow-up review of operating budget requests with Executive Team and final revisions.
I. Monday, February 22, 2021	Financial Plan narratives and footnotes are due.
J. Monday, March 1, 2021	Village Board Workshop: General Fund, Part 2
K. Monday, March 15, 2021	Village Board Workshop: Capital Improvement Plan (CIP)
L. Friday, March 19, 2021	Final budget revisions from Village Board review process.
M. Wednesday, March 24, 2021	Publication of budget public hearing notice in newspaper.
N. Friday, March 26, 2021	Distribution of draft of FY21/22 budget to Village Board and public availability of budget on Village website. Posting of selected employee compensation information on Village website per Public Act 097-0609.

Village of Carol Stream

FINANCIAL PLAN & ANNUAL BUDGET

Budget Calendar

<u>Due Dates</u>	<u>Activity</u>
O. Monday, April 5, 2021	Village Board Workshop: Water and Sewer Fund + Other Funds.
P. Monday, April 19, 2021	Public hearing is held with subsequent adoption of the 2022-24 Financial Plan and FY21/22 Annual Budget.
Q. Saturday, May 1, 2021	FY21/22 begins. File certified copy of budget ordinance, budget and estimate of revenues with DuPage County Clerk.

Public Hearing notice published in the
April 7, 2021 edition of the Examiner of Carol Stream

VILLAGE OF CAROL STREAM
PROPOSED BUDGET FOR FY21/22
MAY 1, 2021 - APRIL 30, 2022

NOTICE OF PUBLIC HEARING

A public hearing on the Village's proposed FY21/22 annual budget for the fiscal year beginning May 1, 2021 and ending April 30, 2022 will be held by the Mayor and Board of Trustees of the Village of Carol Stream at 6:00PM on Monday, April 19, 2021. This public hearing will be conducted as a virtual public hearing by Zoom video conference. In accordance with the provisions of the Illinois Open Meetings Act, it has been determined that in-person attendance at this public hearing is not feasible due to the Governor's Declaration of Emergency, Executive Orders and social distancing requirements. Members of the public may attend the public hearing or access the Zoom conference by phone for audio only through the following hyperlink: <https://www.carolstream.org/residents/public-hearing-access-page>. All persons attending the virtual public hearing will have the opportunity to be heard.

Residents may provide written and oral comments on any portion of the Village budget during the virtual public hearing. A copy of the proposed budget is available for public inspection on the Village's website at carolstream.org. Residents may also provide written comments prior to the public hearing by submitting them to Robert Mellor, Village Manager, 500 N. Gary Ave., Carol Stream, IL 60188, or may provide email comments by sending them to bmellor@carolstream.org. Written or email comments must be received before 5:00 p.m. on April 19, 2021.

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE
VILLAGE OF CAROL STREAM
IN THE AMOUNT OF \$59,138,631 FOR THE FY21/22 FISCAL YEAR
BEGINNING MAY 1, 2021, AND ENDING APRIL 30, 2022**

WHEREAS, Village staff has prepared and presented to the Mayor and Board of Trustees of the Village of Carol Stream a proposed annual budget for the FY21/22 fiscal year beginning May 1, 2021, and ending April 30, 2022 as set forth in “Exhibit A” to this ordinance as attached hereto; and

WHEREAS, following due and proper publication of public notice in The Examiner on April 7, 2021, a public hearing was held on April 19, 2021, to consider and receive public comment on the proposed annual budget for the FY21/22 fiscal year; and

WHEREAS, the proposed annual budget has been made available for public review and inspection at least 10 days prior to passage on the Village’s web site, and

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

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

SECTION 1: The annual expenditure Budget for the FY21/22 fiscal year, beginning May 1, 2021, and ending April 30, 2022, for the Village of Carol Stream, is in the amount of Fifty Nine Million One Hundred Thirty Eight Thousand Six Hundred Thirty One Dollars, (\$59,138,631); as set forth in “Exhibit A”, as attached hereto, is hereby adopted and authorized.

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

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

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

\$4,100,000 from General Corporate Fund cash reserve balances to the Capital Projects Fund to support improvements to the Village's public infrastructure assets. This transfer is consistent with the Village's established policies and past practices with respect to reserve balances.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form as provided by law.

PASSED AND APPROVED THIS 19TH DAY OF APRIL, 2021.

AYES:

NAYS:

ABSENT:

Matt McCarthy, Mayor Pro Tem

ATTEST:

Julia Schwarze, Village Clerk

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

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

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

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

Budgets

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

Procedure for Amending Village Budgets

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

Bond Indebtedness

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

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

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

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

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

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

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

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

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

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

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

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

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

The annual budget shall be adopted by the corporate authorities before the beginning of the fiscal year to which it applies.

Laws 1961, p. 576, § 8-2-9.4, added by Laws 1967, p. 3494, § 1, eff. Sept. 1, 1967. Amended by P.A. 76-1117, § 1, eff. Aug. 28, 1969.

Formerly Ill.Rev.Stat.1991, ch. 24, ¶ 8-2-9.4.

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

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

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

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

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

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

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

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

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

§ 8-2-9.7. Funds for contingency purposes. The annual budget may contain money set aside for contingency purposes not to exceed ten percent of the total budget, less the amount set aside for contingency purposes, which monies