

Village of Addison, Illinois



New Addison Consolidated Dispatch Center 2018

Budget and Financial Plan

May 1, 2018 – April 30, 2019

WHERE IS ADDISON?

The Village of Addison is located approximately 25 miles west of downtown Chicago in Du Page County,





VILLAGE OF ADDISON, ILLINOIS

2018-2019 ANNUAL BUDGET AND FINANCIAL PLAN MAY 1, 2018 - APRIL 30, 2019

Prepared By:

**Roseanne M. Benson, Finance Director/Treasurer
Deborah A. Norman, Assistant Finance Director/Operations & Budget**

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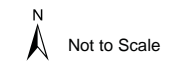
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ACTIVE VILLAGE OF ADDISON TIF DISTRICTS

- Town Center TIF 2006 - 2029
- Michael Lane Area TIF 1994 - 2017



MICHAEL LANE
TIF DISTRICT 2
(Closed Oct 2017)

TOWN CENTER
TIF DISTRICT 3

VILLAGE OFFICIALS



Village of Addison Board of Trustees:

Front row left to right: Mayor Richard Veenstra, and Village Clerk Lucille Zucchero
Back row left to right: Trustee Joseph McDermott, Trustee William Lynch, Deputy Mayor Thomas Hundley, Trustee Cathy Kluczny, Trustee Harold Theodore, and Trustee Sam Nasti

VILLAGE ATTORNEY

Robbins Schwartz

ADMINISTRATIVE

Joseph E. Block, Jr.
John Berley
Roseanne M. Benson
Rick Federighi
Timothy Hayden
Donald Weiss

Village Manager
Asst Vlg Mgr/Dir of Com Dev
Finance Director/Treasurer
Director of Public Works
Director of Police
Director of Community Relations



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Village of Addison

Illinois

For the Fiscal Year Beginning

May 1, 2017

Christopher P. Morrill

Executive Director

PURPOSE

This budget represents the Village's plan for allocating resources. These resources include time, manpower, and money and are allocated to accomplish the planned objectives set forth in the strategic plan. The budget document is a planning, control, and measurement tool of the Village. It is a multi-year comprehensive financial plan adopted annually by the Village board, with a fiscal year starting on May 1st and ending on April 30th.

The budget calendar identifies the timing, responsibility, and duration of the budget process. Generally, the budget process begins in December and the budget is adopted in April. Once adopted, the control and measurement process of budget administration continues until fiscal year end, at which time, the external independent annual audit provides a review of the Village's budget performance. Therefore, the true budget process does not end when the budget is adopted, but is a year-round concern of the Village Board and staff.

COMMUNITY PROFILE

Key Statistics

GOVERNMENT

Incorporated October 6, 1884
Home Rule Status effective January 1, 1974

The Village is a home-rule municipality governed by a seven-member board consisting of six Trustees and a Mayor. The board is elected as provided by law and serves four-year overlapping terms.

The Mayor, with approval of the Village Board, appoints the Village Manager, Treasurer, and Director of Police.

The Village employs 248 full-time employees in 15 operating departments: Administration, Finance, Community Relations, Building & Grounds, Police, Henry Hyde Resource Center, Consolidated Dispatch Center, Community Development, Electrical & Forestry, Street, Water, Sewer, Water Pollution Control, Fleet Services, and Information Technology.

In addition, the Village has the following advisory commissions that advise the Board on various issues and proposals under review. The Mayor, with the consent of the Board of Trustees, appoints members to the commissions.

Advisory Liquor	Planning
Audit	Police
Blood Bank	Police Pension Board
Citizens Advisory	Senior Citizens
Commercial & Industrial	Special Events
Cultural Arts Development	Tenant & Landlord
Historical	Zoning Board of Appeals

The Village also operates one (1) public access cable television station and televises all Board and Board chaired committee meetings, in addition to airing board meetings of other taxing bodies.

Village Website: www.AddisonAdvantage.org

Election – April 4, 2017

Number of Registered Voters	18,183
Number of Votes Cast in Last Municipal Election	2,026

Village Bond Rating

Fitch IBCA	AA+
Standard & Poor's	AA

Fire ISO Rating: 2

Various taxes:

Sales Tax	8% (eff. 6/1/16)
Telecommunications Tax	6%
Utility Tax	None at this time

DEMOGRAPHICS (2010 Census)

The Village is comprised of 9.02 square miles.

The Village is located in DuPage County, approximately 25 miles west of the Chicago loop business district and 14 miles southwest of O'Hare International Airport (a 20-minute drive by expressway). The Village is home to the second largest industrial park acreage by municipality in the Chicagoland area. Adjacent to the Village, to the north are the communities of Wood Dale and Itasca; to the east is Elmhurst; to the south are Villa Park and Lombard; to the west is primarily unincorporated land.

Weather Conditions (e)

Average Winter	26.4° F	-3.11° C
Average Summer	71.8° F	22.11° C
Average Annual Rainfall	38.5 In.	97.80 cm
Average Annual Snowfall	34.5 In.	87.50 cm

Population (a)

1970	24,482
1980	29,759
1990	32,053
2000	35,914
2007 (Special Census)	36,946
2010	36,942

Ethnic Makeup (a)

White	17,562	47.5%
Hispanic or Latino	14,813	40.1%
Black or African American	1,355	3.7%
Asian	2,706	7.3%
Other	506	1.4%

Age Cohorts and Median Age (a)

Under 19 years	10,696	29.0%
20 to 34 years	8,536	23.1%
35 to 49 years	7,390	20.0%
50 to 64 years	6,456	17.5%
65 to 79 years	3,062	8.3%
80 years or over	8,020	2.2%
Median Age		33.7 years

COMMUNITY PROFILE

Key Statistics (Cont'd)

DEMOGRAPHICS (2010 Census) continued

Other Household and Resident Data (a)

Total Households	12,581
Median Household Income	\$62,587
Median Age	33.7
% of population over 65	10.4%
Unemployment Percentage (2009)	7.8%

Home Value (f)

Median Home Value	\$ 283,200
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Property Value (b)

Total Property Value (2016)	\$3,200,157,994
Equal. Assessed Valuation (.33%)	1,056,052,138

EAV Breakdown by Type of Property

	<u>2016 EAV</u>	<u>% of Total</u>
Residential	\$ 621,466,331	58.85%
Industrial	331,034,160	31.35%
Commercial	103,020,280	9.75%
Railroads & Farms	531,367	0.05%
	<u>\$ 1,056,052,138</u>	<u>100.00%</u>

Other

Miles of Street	96
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Water information:

Miles of Water Mains	180
Rated Daily Pumping Capacity	9.58 million gals
Average Daily Pumpage	3.20 million gals
Water supplied through DuPage Water Commission	

Sewer Information:

Miles of Sewer	9.0 miles combined sewer 120.0 miles sanitary sewer 73.0 miles storm sewer
Daily Treatment Capacity	8.5 million gals
Average Daily Treatment	6.15 million gals
Total Gallons Treated	2.24 billion gals

Number of Schools

Elementary Schools	7
Junior High School	1
High School	1
Trade & Technical	2
Community College	1

Number of Parks and Playgrounds, including Pools

Number of Libraries	1
# of items in collection - physical	149,965
# of items in collection – digital	645,241
Number of Fire Stations	3
Number of Banks and Savings & Loans	7

BUSINESS

The Village has 1,064 businesses paying sales taxes.

Kind of Business Report (d)

Sales Category-2017	Sales Volume	%
General Merchandise	\$ 923,538	5.35%
Food	1,719,540	9.96%
Eating & Drinking Places	1,487,383	8.62%
Apparel	58,868	0.34%
Furniture, Household & Radio	423,274	2.45%
Lumber, Building & Hardware	725,422	4.20%
Automotive & Filling Stations	1,898,044	11.00%
Drugs & Other Retail	1,794,859	10.40%
Agriculture & Extractive	7,358,094	42.64%
Manufacturing	868,767	5.03%
Total	<u>\$17,257,789</u>	<u>100%</u>

Major Employers (c)

(Based primarily on the number of Employees-500 or more)

United Parcel Service	2,914
Spectra Metal	971

Awards & Recognitions

GFOA Certificate of Achievement for Excellence in Financial Reporting	Since 1985
GFOA Distinguished Budget Presentation Award	Since 1989
Lincoln Award for Commitment to Excellence	2001
CALEA Re-accreditation of Police Dept. – "With Excellence" (1 of 49 worldwide) Original accreditation, July, 2000	2015
Designated An Illinois Arts Friendly Community	2002
Certified Tree City U.S.A.	Since 1987
2011 Project of the Year Award-Transportation - \$5 Million, But Less Than \$25 Million - Salt Creek Greenway Trail American Public Works Assoc.-Chicago Metro Chapter	

Excellence in Masonry 2003 – for Village Hall
Illinois-Indiana Masonry Council

Notes:

- a) US Census Bureau website (2010)
- b) Village of Addison and DuPage County Records
- c) Illinois Department of Commerce and Community affairs
– Community Profile
- d) Illinois Department of Revenue
- e) noaa.gov (National Oceanic and Atmospheric Association)
- f) 2005-2009 American Community Survey



Village of Addison

MISSION STATEMENT

The Village of Addison's mission is to provide responsive and fiscally responsible government services to the community. These services are in place to enhance the safety, health and general welfare of the citizens and businesses within the community.

Our service oriented philosophy balances various community needs with municipal resources through a planned approach to the governance process.

Within this balanced approach, we are committed to:

- Maintaining a high quality of life
- Providing a safe and secure community
- Working together to create effective solutions to community concerns
- Providing excellent services through honest, impartial and accurate communications and actions
- Shaping the future of the community by encouraging innovation and embracing technology as a means of improving services and reducing costs
- Retaining quality staff and providing them with opportunities for professional development

STRATEGIC PLAN 2016 - 2021

On December 7, 2015, the Village Board adopted a strategic plan for the Village organization for the years 2016 – 2021. The result was a comprehensive plan with several parts:

- The Village of Addison Mission Statement
- Guiding Principles
- Our Vision for the Year 2021
- Strategic Priorities

THE VILLAGE OF ADDISON MISSION STATEMENT

To create a dynamic, engaged and sustainable community in which all residents, businesses and employees enjoy economic opportunity, social stability and a sense of well-being.

GUIDING PRINCIPLES

Our behavior is governed by our guiding principles and values, and our success depends on consistently living these values as an organization and as a community.

- Conduct that is at all times honest, fair, ethical and respectful.
- Service that is responsive, respectful, and of high quality.
- A code of honor that is marked by trust, openness and integrity.
- Superior standards of professionalism and expertise bolstered by ongoing training and commitment to learning.
- Commitment marked by helpfulness, teamwork, collaboration and information sharing.
- Freedom to excel, create value and contribute to our purpose.

STRATEGIC PLAN 2016 - 2021

(Cont'd)

OUR VISION FOR THE YEAR 2021

- The Village is a place where people want to live, work or visit.
- The Village is a place where residents have opportunities and options and they can stay through all stages of life.
- The Village has quality schools.
- The Village maintains a strong sense of community.
- The Village is a safe place.
- The Village has various entertainment options.

STRATEGIC PRIORITIES

These areas of broad focus encompass our efforts toward achieving our Vision. Within these strategic priorities will come the improvement and change initiatives we need to undertake over the next 3–5 years.

Priority 1: Economic Development

Desired Outcome:

- a. Vibrant Shopping Areas
- b. Successful commercial development
- c. Diversified and high quality retail

Strategic Initiatives:

- i. New business recruitment program
- ii. Existing business retention program
- iii. Targeted new business incentive program
- iv. Management

(Cont'd)

Priority 2: Community Image

Desired Outcome:

- a. Fully integrated community – no fragmentation
- b. Consistent quality education throughout the Village
- c. An educated community on quality of life issues

Strategic Initiatives:

- i. Joint community image program
- ii. Schools in the top 20%
- iii. Increase Addison residents' enrollment
- iv. Conduct citizen survey

Priority 3: Housing

Desired Outcome:

- a. Expanded supported living housing options for seniors
- b. High percentage of Addison residents remain here
- c. Current unincorporated areas are successfully incorporated

Strategic Initiatives:

- i. Senior friendly housing complex
- ii. Targeted independent and assisted living complex
- iii. Annexation initiative

Priority 4: Infrastructure

Desired Outcome:

- a. Improved productivity via technology
- b. Improved reliability- hard infrastructure
- c. Comprehensive facilities plan in place and funded

Strategic Initiatives:

- i. Productivity improvement
- ii. Hard infrastructure reliability improvement
- iii. Facilities plan

STRATEGIC PLAN 2016 - 2021

(Cont'd)

Priority 5: Civic Engagement

Desired Outcome:

- a. Intergovernmental partners understand all priorities
- b. Improved efficiency of customer service operations
- c. Increased involvement in community events

Strategic Initiatives:

- i. Collaborative intergovernmental priorities project
- ii. Community event participation increase program

Priority 6: Employee Development

Desired Outcome:

- a. Fully trained and capable employees
- b. Stable and qualified employees
- c. Competitive compensation package

Strategic Initiatives:

- i. Performance improvement program
- ii. Competitive compensation program



Village of Addison

April 16, 2018

The Honorable Rich Veenstra, Mayor
Members of the Village Board of Trustees
Village Clerk Zucchero
Village of Addison, Illinois

Re: 2018-2019 Budget Message

Ladies and Gentlemen:

The 2018-2019 Budget and Financial Plan for the Village of Addison is hereby submitted for your consideration. The following pages will serve as an executive summary of the proposed budget and the Village policies which were followed in its preparation.

The multi-year Budget and Financial Plan is intended to forecast favorable or unfavorable financial trends which is not possible within the constraints of a typical one year budget. This business-like approach allows our elected officials and staff to analyze the future fiscal impact of policy decisions and provides sufficient time to address those which may be unfavorable.

EXPLANATION OF BUDGETARY BASIS AND PROCESS

The Village has, historically, projected its budgets based on a very conservative forecast of revenues for a normal local economy in the Chicago metropolitan area. It does not take into account new revenues from growth unless the development is completed and has provided a historical basis for the new projection. The Village also projects every possible normal operating expense and does not take into account such events as employee turnover or weather factors which tend to reduce final operating expenses. One could correctly characterize it as a "worst case scenario". Consequently, a historical comparison of budgets and actual operating expenses will demonstrate that the Village organization has consistently outperformed its original financial forecasts. Projected deficits generally turn out to be budget surpluses or in a few instances, much smaller deficits than were originally anticipated. Management believes that this method of budgeting tends to focus financial support on the proper funding of existing programs, infrastructure and strategically

Budget Message

selected new programs to improve productivity. Discussions of expensive new programs, particularly those involving the hiring of new staff, are considered only with consideration of new revenue sources. Therefore, any projected draw down of cash balances is a move which has been planned and projected in advance, and is not the result of "rosy" financial projections which have not materialized as planned.

The Village budget document is prepared based on generally accepted accounting principles (GAAP), as described in the appendix. The Village's Comprehensive Annual Financial Report (CAFR) presents governmental funds on a modified accrual basis. Under this method, revenues are recorded when available and measurable. Expenditures are recorded when goods or services are received and liabilities are incurred.

Chapter 2 of the Village Code authorizes the Village Manager to authorize contracts up to \$15,000 and to approve contract change orders in amounts up to \$7,500. Absent emergencies, no purchase or change order in excess of these amounts or those which exceed current budget appropriations may be made without the prior approval of the Mayor and Board of Trustees. Contingency funds are included in the Corporate and Water and Sewer Funds to accommodate this potential need. These funds may be released by the Mayor and Board of Trustees upon the request and justification by the Village Manager.

The Village Manager is authorized to issue rules governing purchasing procedures, subject to Board approval. Budgetary control is maintained through a system of monthly revenue and expenditure reports, which are produced by the Finance Department and distributed to the Village Board, Village Manager and all department heads. The Village also utilizes an encumbrance system as a management control technique to assist in controlling expenditures. Under this procedure, encumbrances of governmental funds are reservations of fund balances and retained earnings for the Proprietary Funds at year end. The Proprietary Funds are reported on a full accrual basis. All appropriations lapse at year end, and incomplete projects are usually rebudgeted in the subsequent fiscal year. The level of budgetary control (i.e., the level at which expenditures cannot legally exceed the budgeted amount) is at the fund level. During the year, the Village Board may, through a majority vote, amend the budget to provide for unforeseen expenditures.

In December of each year, the Village Manager and the Finance Director distribute the budget calendar and instructions to Department Heads. Departmental requests are then reviewed at the staff level. The Village Manager and Finance Director will then propose a balanced baseline budget and proposed new programs for consideration by the Finance and Policy Committee of the Village Board. The Committee then considers the proposed budget and approves final spending levels. The Committee formally considers the budget in April and recommends final approval to the Village Board. The Village Board then approves the budget prior to April 30. The new budget takes effect May 1.

BUDGET FOCUS

At the local level, we continue to experience increased building activity, including the build out of previously vacant storefronts. Several major developments include the 80 home Phase I of the Enclave subdivision on the site of the former Addison Golf Course. A new skilled nursing facility is being proposed for the vacant Oxford Bank headquarters on Lake Street. The northeast and northwest corners of Lake Street and Rohlwing Road are in the process of being annexed into the Village. These contain several existing sales tax generating businesses. The new Buckey's Mobil station is being completed at the southeast corner of the same intersection. A new 200 unit senior complex has commenced construction between Marcus Theater and the Hampton Inn and Suites hotel on Lake Street. We expect to see continued growth in our economically sensitive revenue sources during the remainder of FY 2018-19.

This budget does not assume any new Federal or State economic assistance, or any unannounced cutbacks of existing assistance. We will continue to monitor negotiations in Springfield relative to the State budget. There have been several proposals such as a reduction in LGDF funds, and a property tax cap which could have significant impacts on the Village's finances. The Village has potential actions which could be taken to effectively deal with most reasonable State budgetary outcomes, including use of non-referendum revenue sources which have been held in reserve for emergencies. We will closely monitor the situation in the interim.

Based on our financial projections, we anticipate all major funds will be able to maintain their minimum three (3) month cash balance, in accordance with Village policy.

Capital projects and redevelopment funds, and bond proceeds are sufficient to cover all ongoing projects.

PERSONNEL ASSUMPTIONS

In the Village's proposed 2018-2019 budget, there are three (3) new part time call taker positions at the Addison Consolidated Dispatch Center (ACDC). They will handle fire alarms, which we are under contract to manage with several of our fire agency members.

FINANCIAL POLICIES

The Village has established the following financial policies:

1. Collateralization of investments.
2. Establishment of fees and charges at a maximum of the average of those charged by communities in DuPage County.
3. Establishment of tax rates at a maximum of the average of those charged by communities in DuPage County.

Budget Message

4. Use of motor fuel tax funds for street and signal construction and maintenance only.
5. The use of cash flow financing for capital projects whenever possible.
6. Compliance with the Illinois Property Tax Limitation Act in setting the property tax levy.
7. Maintenance of a scheduled replacement program for capital projects and equipment.
8. Maintenance of a minimum of 3 months cash balance in all operating funds.

The proposed 2018-2019 budget will attempt to keep the Village in compliance with all of the above policies.

BUDGETARY GOALS

On March 13, 2002, Illinois Performance Excellence awarded the Village of Addison the 2001 Bronze Award. Addison was the second of three (3) Illinois municipalities to win this award, which reflects the Village's initiatives to improve customer service through continuous improvement. The Village was reviewed by a team of eight (8) assessors who reviewed our efforts in leadership, strategic planning, customer and market focus, information and analysis, human resource development and management, process management, and organizational results. The Bronze Award is the first of three award levels offered by the Foundation. The Village anticipates a future application for a higher-level award. Illinois Performance Excellence was created in 1994 to raise Illinois' worldwide competitiveness by improving the performance of organizations in five areas (health care, education, government, service and industry). The criteria for the Illinois Performance Excellence Award are patterned after the national Malcolm Baldrige Quality Award.

As a part of the Illinois Performance Excellence review, the various Village departments have included benchmarking data, which is included in the description of each departmental budget.

On December 7, 2015 the Village Board adopted a new strategic plan for the Village organization for the years 2016-2021. The following describes how these strategic directions have been translated into the 2017-2018 budget:

Community Image

\$466,000 has been allocated in the TIF #3 budget to fund the final Phase 3 improvements to the Village Green property which is located east of the Village Hall. The Village Green is the location of the Village's successful Thursday evening concert series from June through August.

Budget Message

Infrastructure

\$840,000 has been allocated in the Public Building Fund, to retain consulting services to assess, and funds to purchase hardware and software to replace the Village's antiquated financial system. The elected officials and staff of the Village have seen this upgrade as a top priority to bring Village operations into the 21st century. A consultant has been retained and the first two of four contracts for software upgrades have been approved. The New World financial package will begin implementation on May 1, 2018. \$500,000 has been budgeted in the same fund to remodel the old dispatch area of the Police Department.

\$95,000 is programmed in the Police Department budget for FY2018-2019 for the Village's share of costs related to a County wide upgrade of the GIS and report writing system. These systems will be purchased by the Emergency Telephone System Board (ETSB) of DuPage County. Costs which can't be absorbed by the ETSB will be billed back to police and fire departments within the county.

\$20,000 has been allocated in the Community Relations Department to replace outdated video equipment. Funds for these upgrades come from a public access fee charged to cable subscribers.

\$220,000 has been allocated in the Capital Projects Fund, to acquire two (2) flood prone properties in the Home Addition and Highview subdivisions. These homes were severely damaged by the 2008 and 2010 floods. The properties are being purchased and demolished by the Village. The restored property will be maintained as open space. \$20,000 has been allocated for demolition costs involved in the recent acquisition of a dilapidated home in the Kingery West neighborhood. The Village had received a judgement against the owner and foreclosed on the judgement lien to acquire the property. The vacant lot will be sold to pay the Village's legal costs.

\$40,000 has been allocated in the Electrical/Forestry Division of Public Works to begin a replacement program for outdated streetlight controllers throughout the Village. \$33,500 has also been allocated in this Division to expand and replace the Village's Christmas decoration inventory. \$55,000 has been budgeted in the Street Division of Public Works for the second year of a program to install lighted street signs at all intersections in Addison.

\$60,000 has been allocated in the Building and Grounds budget to replace deteriorated concrete structures on the Village Hall campus. \$40,000 has been allocated to replace the Village's outdated surveillance camera system. \$240,500 has been allocated to upgrade lighting and cooling systems in Village buildings. \$30,400 has been allocated to purchase various pieces of operating equipment and management training for the Addison Police Department.

Budget Message

BUDGET TRENDS

The fiscal year 2018-2019 operating budget reflects a 6.22% decrease over last fiscal year's Budget:

Fund	FY 2017-18 Budget	FY 2018-19 Budget	% Change
General Fund	\$35,566,000	\$36,552,200	2.77%
Water and Sewer Fund (inc. capital)	17,831,400	20,163,400	13.08%
Fleet Services	1,388,000	1,407,900	1.43%
IT	1,736,600	1,702,700	(1.95)%
Equipment Replacement	971,500	1,056,000	8.70%
Debt Service Fund	4,472,100	5,385,500	20.42%
Capital Projects	749,100	295,200	(60.59)%
ACDC Building	9,466,000	0	(100.00)%
Redevelopment	0	0	0.00%
Public Building	2,192,500	2,940,000	34.09%
TIF # 2	586,877	0	(100.00)%
TIF # 3	942,400	466,300	(50.52)%
Police Pension Fund	3,736,100	3,747,400	0.30%
Motor Fuel Tax	3,180,300	3,950,300	24.21%
TOTAL	\$82,818,877	\$77,666,900	(6.22)%

General Corporate Fund

The General Corporate Fund finances most Village operations. The primary revenue sources are sales tax, State income taxes, property taxes, licenses, permits and fees, telecommunications tax, and other revenues.

Water and Sewer Fund

The Water and Sewer Fund accounts for expenses relative to the operation and maintenance of the Village's water and wastewater operations. It also includes funds for Water and Sewer capital projects. \$1,631,900 has been included in this Fund to replace unreliable water main, including Byron Avenue, Army Trail Blvd, and a water main loop under the I-290 expressway which provides a main loop to the northeast portion of the Village. \$1,010,000 has been allocated to extend water service to the northeast and northwest portions of the Lake Street and Rohlwing Road intersection. This main is being funded by Exxon/Mobil due to underground contamination from an old gas station in the area. This construction will result in the annexation of several sales tax producing businesses to the Village. \$900,000 has been allocated to repaint the Swift Road water

Budget Message

tank. \$30,000 has been allocated for roof repairs. \$60,000 has been allocated as a part of a multi-year program to replace lift station generators and add those structures to the Village's SCADA (Supervisory Control and Data Acquisition) system. Integrating those systems allows them to be operated from any location. \$260,000 has been included to fund sanitary sewer rehabilitation on two streets in the Golden Gate subdivision. \$270,000 has been allocated to replace the Myrick Avenue Storm water Lift Station. \$135,000 has been allocated for various process and operating equipment upgrades.

Motor Fuel Tax Fund (MFT)

This fund earmarks the collection and expenditure of State Motor Fuel Tax funds. These funds are collected by the State and shared with municipal governments, based on population, and must be used for roadway maintenance.

\$1,600,000 has been included in this fund for the 2018 Street Resurfacing Program. \$260,000 has been allocated for an improvement to a section of Lorraine Avenue near the Commonwealth Edison ROW. This section of roadway is narrow and without full public improvements. This project, which is near Ardmore School, will bring the ROW up to Village roadway standards. \$100,000 has been allocated in the Motor Fuel Tax Fund to continue the Village's sidewalk replacement program which attempts to identify and replace sections of sidewalk that are potential trip hazards. This work will reduce Village liability for sidewalk injuries. An additional \$50,000 is budgeted in the Motor Fuel Tax Fund for identified improvements which are needed to comply with the Americans with Disabilities Act (ADA). \$524,700 has been allocated for the resurfacing of Byron Avenue from Mill Rd. to Addison Rd. This is a part of a program which will replace an aging water main on this street. The Village received a \$400,000 Community Development Block Grant through DuPage County to fund the water main portion of this improvement. \$327,000 has been allocated to replace the failing Rozanne bridge in the Green Meadow neighborhood. A failed water main will also be replaced at this location. \$803,900 has been allocated for the resurfacing of Army Trail Blvd. from Mill Road to Rohlwing Road. The Village has received Surface Transportation Program funding from the Federal Government to fund this project.

Internal Services Fund

The IT Department budget covers the cost of the operation and maintenance of the Village's computer hardware, software and communication systems. \$20,000 has been allocated for a server upgrade. \$20,000 has been allocated to replace the Copier/Plotter in the Community Development Department. \$40,000 has been allocated to upgrade wireless access points in various Village buildings. \$36,000 has been allocated to purchase an IT asset/service management system for Village IT staff.

Budget Message

Equipment Replacement Fund


The Equipment Replacement Fund accounts for the pay-as-you-go purchase and replacement of Village vehicles. Monies are transferred annually from individual operating funds to the Equipment Replacement Fund based on the fleet service's estimate of replacement cost and replacement date. \$1,056,000 is allocated for equipment purchases and capital improvements from this fund.

ACKNOWLEDGMENTS

I would like to thank all of the supervisory and management staff for their efforts in the preparation of the 2018-2019 budget. They have all focused their efforts on mission critical upgrades and capital improvements which will provide improved service and an immediate return on investment. I truly appreciate all of their ongoing efforts.

I would also like to thank our elected officials for their support throughout the year. Addison is fortunate to have a team of elected officials that work very well together. They have a common goal, and will do their best to provide resources to upgrade and improve the Village. It is their desire and their expectation that the staff provide a high level service to our residents and businesses. That expectation includes the residents and businesses of our partner communities in the Addison Consolidated Dispatch Center.

Respectfully submitted,



Joseph Block
Village Manager



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FY 2018-19 BUDGET & FINANCIAL PLAN CALENDAR

Budget Schedule of Dates and Events

Monday, December 4, 2017	<u>Village Manager and Finance Director</u> <ul style="list-style-type: none">◆ Budget instructions, forms and schedule are distributed to department heads
Friday, December 8, 2017	<u>Public Works</u> <ul style="list-style-type: none">◆ Forwards the (5) year vehicle replacement plan to the Finance Director.
Tuesday, January 2, 2018	<u>Department Heads</u> <ul style="list-style-type: none">◆ Submits all budgets to the Finance Director by Tuesday, January 2, 2018. <u>Administration</u> <ul style="list-style-type: none">◆ Compiles figures for personnel expenditures and casualty insurance.◆ Forwards to Finance prior to Tuesday, January 2, 2018. <u>Finance</u> <ul style="list-style-type: none">◆ Prepares allocated expenditures and revenue projections for Fiscal Years 2018-2019, 2019-2020, and 2020-2021 by Tuesday, January 2, 2018. <u>Boards and Commissions</u> <ul style="list-style-type: none">◆ Submits goals and budget requests to the Finance Director by Tuesday, January 2, 2018.
Wednesday, January 3 - Friday, January 5	<u>Finance Director and Assistant Finance Director –O/B</u> <ul style="list-style-type: none">◆ Compiles expense requests and revenue projections for all three fiscal years.◆ Reviews and develops initial review schedule with Village Manager.
Monday, January 8 - Friday, January 12	<u>Village Manager and Finance Director</u> <ul style="list-style-type: none">◆ Reviews all budget and program requests with Department Heads.◆ Information Services, Fleet Services, and Equipment Replacement are the first 3 reviews.◆ Figures are adjusted and program recommendations are formulated.

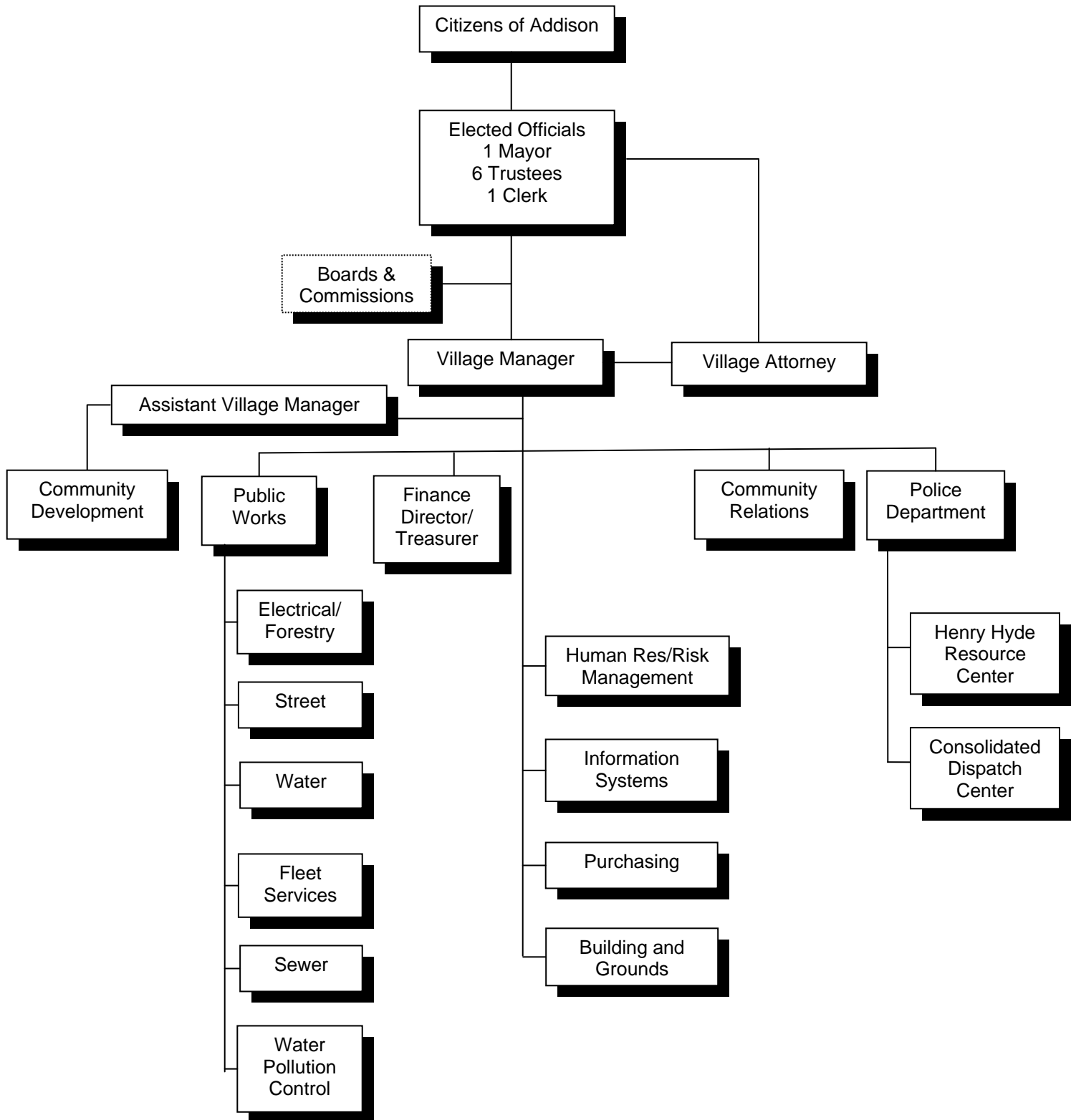
FY 2018-19 BUDGET & FINANCIAL PLAN CALENDAR

Budget Schedule of Dates and Events (Cont'd)

Monday, January 15 - Wednesday, January 24	<u>Department Heads</u> <ul style="list-style-type: none">◆ Departments revise budget and program requests as needed.◆ Resubmit to the Finance Director by Wednesday, January 24.
Thursday, January 25 - Friday, February 16	<u>Finance</u> <ul style="list-style-type: none">◆ Budget package compiled and distributed to Finance and Policy Committee on Friday, February 16.
Thursday, February 22	<u>Finance and Policy review session:</u> <ul style="list-style-type: none">◆ Boards & Commissions◆ General Fund Revenues HHRC, ACDC & Building, Police◆ Administration, IT, Building & Grounds◆ Finance General Ledger Debt Service Police Pension
Monday, February 26	<u>Finance and Policy review session:</u> <ul style="list-style-type: none">◆ Water and Sewer Fund Revenues◆ Water Sewer Water Pollution Control◆ Capital Projects: MFT, Capital Projects, Redevelopment, Public Building Fund, TIF Funds
Tuesday, February 27	<u>Finance and Policy review session:</u> <ul style="list-style-type: none">◆ Community Relations◆ Community Development◆ Electrical & Forestry Street Fleet Services◆ Equipment Replacement Fund
Thursday, April 5	<u>Finance</u> <ul style="list-style-type: none">◆ Advertises, Notice of Public Hearing - Budget on display.
Monday, April 16	<u>Village Board</u> <ul style="list-style-type: none">◆ Public Hearing of the FY 2018-19 Budget and Financial Plan.◆ Final adoption of the FY 2018-19 Budget and Financial Plan.

VILLAGE OF ADDISON

Organizational Structure



*Fire services are provided by the Addison Fire Protection District, which is a separate taxing body. The Village has no authority over the District.

EMPLOYEE CENSUS - AUTHORIZED

Ten Year Analysis

GENERAL FUND		2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Administration	Full-Time	7	7	7	7	7	7	7	6	8	7
	Part-Time	11	11	11	11	11	11	11	11	9	10
Boards & Commissions	Full-Time	0	0	0	0	0	0	0	0	0	0
	Part-Time	1	1	1	1	1	1	0	0	0	0
Finance	Full-Time	9	9	9	9	9	9	9	10	9	10
	Part-Time	3	3	3	3	3	3	5	4	3	1
Community Relations	Full-Time	5	5	5	5	5	5	5	5	6	6
	Part-Time	0	0	0	1	1	1	1	1	0	0
Building & Grounds	Full-Time	2	2	2	2	2	2	2	3	3	3
	Part-Time	1	1	1	1	1	1	1	1	1	1
Police	Full-Time	100	101	101	88	88	88	88	83	84	85
	Part-Time	24	24	24	24	24	24	4	4	4	2
HHRC	Full-Time	1	1	1	1	2	2	2	2	2	2
	Part-Time	1	2	2	2	2	2	1	4	7	7
Consolidated Dispatch	Full-Time	0	0	0	14	14	14	18	21	44	42
	Part-Time	0	0	0	0	0	0	0	0	6	9
Community Development	Full-Time	24	24	24	24	24	24	25	21	21	21
	Part-Time	1	1	1	1	1	1	0	0	0	0
Electrical & Forestry	Full-Time	9	9	9	9	9	9	11	10	10	10
	Part-Time	5	5	5	5	5	5	5	2	2	2
Street	Full-Time	13	13	13	13	13	13	11	10	9	9
	Part-Time	2	2	2	2	2	2	2	2	2	2
ENTERPRISE FUND											
Water	Full-Time	11	11	11	11	11	11	14	10	10	10
	Part-Time	7	7	7	7	7	7	4	2	2	2
Sewer	Full-Time	13	12	12	12	11	11	11	14	13	13
	Part-Time	3	3	3	3	3	3	3	2	2	2
Water Pollution Control	Full-Time	19	19	19	19	23	23	24	18	17	19
	Part-Time	6	6	6	6	6	6	6	4	4	4
INTERNAL SERVICE FUNDS											
Fleet Services	Full-Time	5	5	5	5	5	5	5	5	5	5
	Part-Time	0	0	0	0	0	0	0	0	0	0
Information Technology	Full-Time	4	4	4	4	4	4	4	5	5	6
	Part-Time	0	0	0	0	0	0	0	0	0	1
TOTAL	Full-Time	221	222	222	223	227	227	236	223	246	248
	Part-Time	64	66	66	67	67	67	43	37	42	43

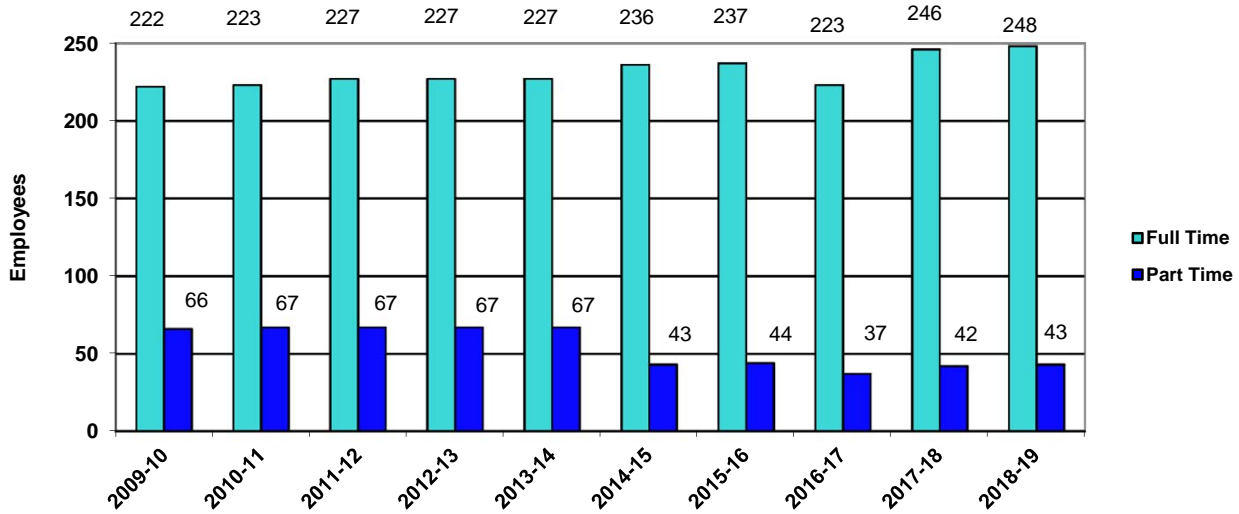
EMPLOYEE ALLOCATION BETWEEN DEPARTMENTS

The Village charges departments directly thru payroll for the percentage of time the positions spend on other departments. Each department employee summary will show the percentage each position is charged to that department. This table shows all the allocations together.

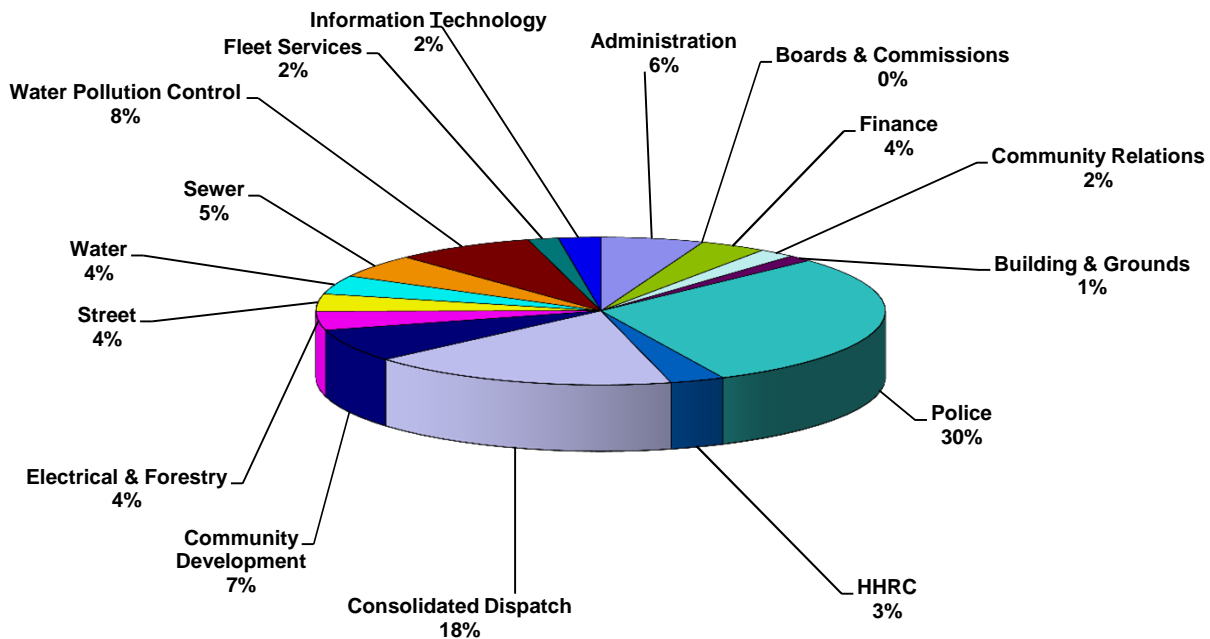
<u>POSITION-DESCRIPTION</u>	<u>Admin</u>	<u>Finance</u>	<u>Com Dev</u>	<u>E & F</u>	<u>Street</u>	<u>Water</u>	<u>Sewer</u>	<u>WPC</u>	<u>IS</u>	<u>TOTAL</u>
	<u>1012</u>	<u>1040</u>	<u>2010</u>	<u>2510</u>	<u>2520</u>	<u>5010</u>	<u>5031</u>	<u>5032</u>	<u>9962</u>	
Authorized & Budgeted Positions:										
MAYOR	0.70					0.10	0.10	0.10		1.00
VILLAGE CLERK	0.70					0.10	0.10	0.10		1.00
TRUSTEES (6)	4.20					0.60	0.60	0.60		6.00
VILLAGE MANAGER	0.70					0.10	0.10	0.10		1.00
DIR PERSONNEL/RISK MGT	0.70					0.10	0.10	0.10		1.00
EXECUTIVE ASSISTANT	0.70					0.10	0.10	0.10		1.00
HUMAN RESOURCES ASSISTANT	0.70					0.10	0.10	0.10		1.00
ADMINISTRATIVE ASSISTANT	0.70					0.10	0.10	0.10		1.00
PURCHASING AGENT	0.70					0.10	0.10	0.10		1.00
CLERK TYPIST (5)	0.70	0.50		0.33	0.34	0.93	1.10	1.10		5.00
DIRECTOR FINANCE/TREASURER		0.55				0.15	0.15	0.15		1.00
ASST FIN DIR - BUDGET/OPER		0.55				0.15	0.15	0.15		1.00
ACCOUNTANT		0.55				0.15	0.15	0.15		1.00
PRINCIPAL ACCT CLERK (5)		1.65				1.13	1.11	1.11		5.00
ASST VILLAGE MGR/COM DEV DIR			0.70			0.10	0.10	0.10		1.00
ASST DIR OF COM DEV			0.70			0.10	0.10	0.10		1.00
VILLAGE ENGINEER			0.70			0.10	0.10	0.10		1.00
CIVIL ENGINEER I			0.70			0.10	0.10	0.10		1.00
CIVIL ENGINEER II			0.80						0.20	1.00
PUBLIC WORKS DIRECTOR				0.20	0.20	0.20	0.20	0.20		1.00
SUPT - PUBLIC WORKS				0.33	0.33	0.34				1.00
ADMIN SECRETARY (2)				0.34	0.33	0.33	0.50	0.50		2.00
SUPT - ENVIRONMENTAL SVCS							0.50	0.50		1.00
PT WATER METER READER						0.34	0.33	0.33		1.00
Total Budgeted:	10.50	3.80	3.60	1.20	1.20	5.52	5.99	5.99	0.20	38.00
Authorized & Unbudgeted:										
None										
Total Authorized:	10.50	3.80	3.60	1.20	1.20	5.52	5.99	5.99	0.20	38.00

EMPLOYEE CENSUS - AUTHORIZED

Full Time vs. Part Time Authorized Employee Comparison



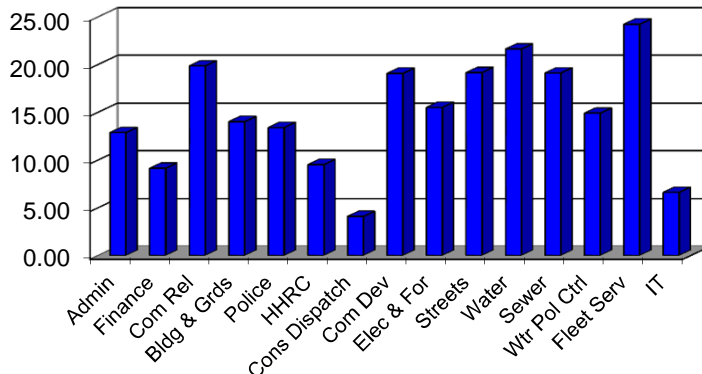
2018-19 Authorized Staffing By Department
Percent of Total



EMPLOYEE CENSUS - CURRENT

Average Years of Service* of Current Full Time Employee - By Department

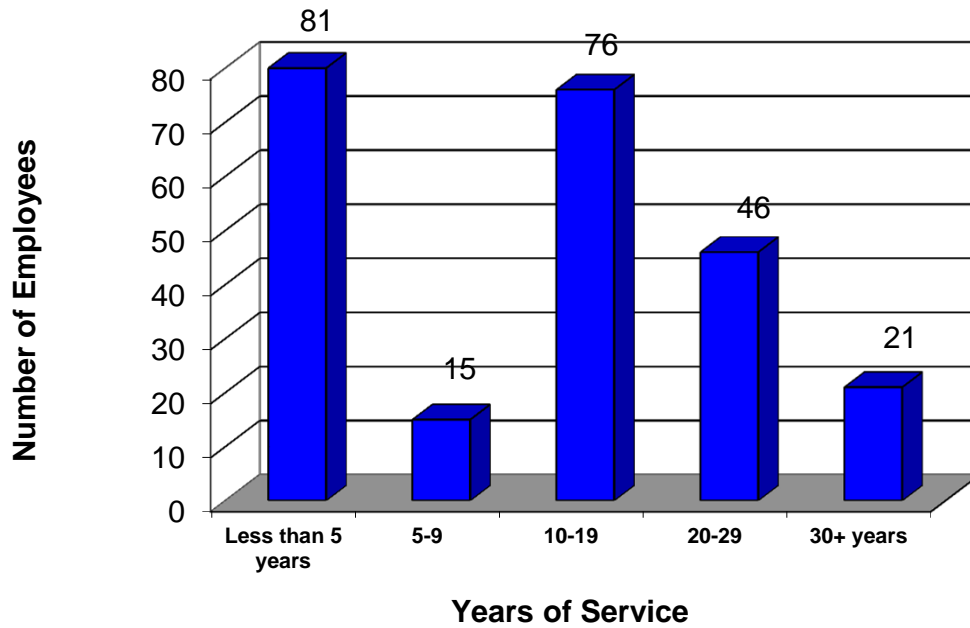
	# Employees	Total Years of Service	Average years per employee
Administration	7	90	12.86
Finance	9	82	9.11
Community Relations	6	119	19.83
Building & Grounds	3	42	14.00
Police	85	1,138	13.39
Henry Hyde Resource Center	2	19	9.50
Consolidated Disptach Center	42	171	4.07
Community Development	19	362	19.05
Electrical & Forestry	10	155	15.50
Street	8	153	19.13
Water	10	216	21.60
Sewer	11	210	19.09
Water Pollution Control	17	253	14.88
Fleet Services	5	121	24.20
Information Technology	5	33	6.60
AVERAGE ALL FULL TIME EMPLOYEES	239	3,164	13.24



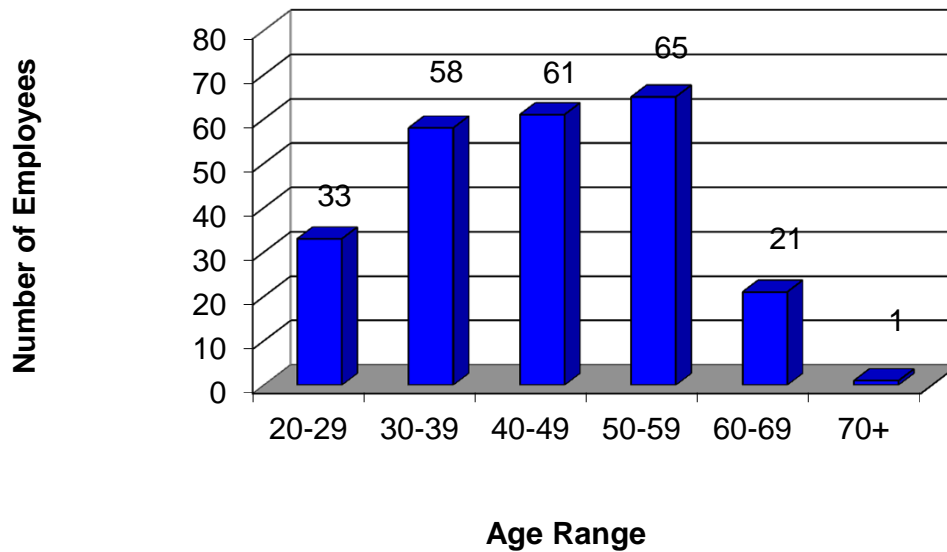
* As of 3/2/18

EMPLOYEE CENSUS - CURRENT

Years of Service - Current Full Time Employees*



Age of Current Full Time Employees*



* As of 3/2/18

**VILLAGE OF ADDISON
SCHEDULE OF FUNCTIONAL UNITS AND FUND STRUCTURE/DESIGNATION**

	GOVERNMENTAL FUNDS					PROPRIETARY FUNDS		FIDUCIARY FUNDS
	General	Motor Fuel	Debt Service	Capital Projects	Non-Major	Business - Type Activities	Governmental Activities	Fiduciary Funds
GOVERNMENTAL FUNDS								
General Government								
Administration	X							
Boards and Commissions	X							
Finance	X							
Community Relations	X							
Building and Grounds	X							
General Ledger	X							
Public Safety								
Police	X							
Henry Hyde Resource Center	X							
Consolidated Dispatch Center	X							
Community Development	X							
Highways and Streets								
Electrical and Forestry	X							
Streets	X	X						
Capital Outlay								
Capital Projects				X				
ACDC Building				X				
Redevelopment					X			
Public Building Fund					X			
TIF 1					X			
TIF 2					X			
TIF 3					X			
TIF 4					X			
Special Revenue								
Community Days					X			
Debt Service								
Principal Retirement			X					
Interest and Fiscal Charges			X					
PROPRIETARY FUNDS								
Business - Type Activities								
Waterworks and Sewerage Fund					X			
Governmental Activities								
Internal Service Funds								
Fleet Services							X	
Information Technology							X	
Equipment Replacement							X	
FIDUCIARY FUNDS								
Police Pension Fund								X



(BLANK)

EXPLANATION OF FUNDS

The Village of Addison accounts for all funds and adopts a budget based on generally accepted accounting principles (GAAP). The Village uses fund accounting designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate “fund types”.

Governmental funds are used to account for all or most of a government’s general activities, including the collection and disbursement of restricted monies (special revenue funds), the acquisition or construction of capital assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The general fund is used to account for all activities of the general government not accounted for in some other fund. Governmental funds are budgeted using a modified accrual basis.

The Governmental Funds are as follows:

- General Fund
- Special Revenue Fund – Motor Fuel Tax
- Special Revenue Fund – Community Days
- Debt Service Fund
- Capital Projects Funds
 - Capital Projects
 - ACDC Building
 - Redevelopment
 - Public Building
 - TIF #2
 - TIF #3

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds). Proprietary funds are budgeted using an accrual basis, except for loans, loan payments, capital expenditures, depreciation, and debt service payments which are budgeted on a cash basis.

The Proprietary Funds are as follows:

- Water and Sewer Fund
- Internal Service Funds
 - Fleet Services
 - Information Technology
 - Equipment Replacement

Fiduciary funds are used to account for assets held on behalf of outside parties. The Police Pension Trust fund is budgeted on an accrual basis.

- The Fiduciary Fund is as follows:
 - Police Pension Trust Fund

EXPLANATION OF FUNDS

(Cont'd)

The following is a list of Village funds that are contained in this budget document, along with a brief description of the purpose of each fund.

ACDC Building Fund – A capital projects fund established with the proceeds from the 2016 A and 2017 G.O. bond issues to account for the construction of the new Addison Consolidated Dispatch Center (ACDC) building.

Capital Projects Fund - A capital projects fund established to account for the acquisition and construction of capital assets of governmental fund operations. Capital Projects revenues are received from grant funding, transfers from other funds, and insurance reimbursements. Fund Balance is used when prior year surpluses cause the Fund Balance to exceed required levels.

Community Days Fund – A special revenue fund established to account for the revenues and expenditures of the annual Community Days festival. Although the festival has been suspended, other community events can be found in the General Fund Community Relations budget.

Debt Service Fund - A debt service fund established to account for resources which are used to repay general long-term debt obligations. This fund is reported as a Major Fund in the Village's CAFR. Revenues for the Debt Service Fund are provided by Property Taxes, a .25% Home Rule Sales Tax Increment and transfer from Public Building Fund consisting of an additional .25% Home Rule Sales Tax Increment.

Equipment Replacement Fund - An internal service fund established to provide monies to purchase municipal vehicles and equipment used in Village operations. Equipment Replacement revenues are provided by transfers from end-using departments based on the replacement cost of vehicles used, spread over the life of the vehicles.

Fleet Services Fund - An internal service fund established to provide monies to cover repairs, maintenance, and fuel costs associated with operating municipal vehicles and equipment. Fleet Services revenues are provided by transfers from end-using departments based on usage.

General Fund - The all-purpose governmental fund which handles the operations of the municipality not accounted for in a separate fund. This fund is reported as a Major Fund in the Village's CAFR. The General Fund receives most of its revenue from taxes; the largest being Sales Tax, Property Tax, and Income Tax. Fund Balance is used when prior year surpluses cause the Fund Balance to exceed required levels.

Information Technology Fund - An internal service fund established to provide monies to cover the costs of running the Village's information technology. Information Technology revenues are provided by transfers from end-using departments based on number of computers, laptops and printers in each department.

EXPLANATION OF FUNDS

(Cont'd)

Motor Fuel Tax Fund - A special revenue fund established to account for the municipal portion of motor fuel tax revenues, collected and distributed by the State of Illinois, which are used to pay for the maintenance and improvement of Village streets. Revenues for the Motor Fuel Tax Fund are received from the State, based on a per capita formula. Other revenue sources include local grants, reimbursements from other agencies for joint projects, and effective January 1, 2012, .25% Home Rule Sales Increment. Fund Balance is used when prior year surpluses cause the Fund Balance to exceed required levels.

Police Pension Fund - A pension trust fund established to account for pensions paid to retired police officers. The Police Pension Fund revenues consist of a transfer from the General Fund which is generated by Property Taxes, contributions from participants based on a percentage of wages established by the state, and investment earnings.

Public Building Fund - A capital projects fund established with the proceeds from the 1996 G.O. bond issue and the 1998 G.O. bond, to account for the construction of a new Public Works facility, the construction/renovation of the Village Hall facility and capital improvements of other Village facilities. Proceeds from a .25% Home Rule Sales Tax Increment provides the funding for the Public Building Fund.

Redevelopment Fund - A capital projects fund established with the proceeds from the 1995 G.O. bond issue to account for redevelopment projects throughout the Village.

TIF #2 - A capital projects fund established to account for revenues and expenditures for approved projects of a Tax Increment Financing (TIF) District (Michael Lane). Incremental Property Taxes are the revenue source for the TIF #2 Fund.

TIF #3 - A capital projects fund established to account for revenues and expenditures for approved projects of a Tax Increment Financing (TIF) District (Town Center). Incremental Property Taxes are the revenue source for the TIF #2 Fund in addition to transfers from an adjoining TIF.

Water & Sewer Fund - An enterprise fund established to account for all operations of the water and sewer utility services provided by the Village. This fund is reported as a Major Fund in the Village's CAFR. The Water & Sewer Fund receives a majority of its revenue from Water and Sewer user fees. It also receives proceeds from General Obligation Bonds and Illinois EPA loans for specific projects. Fund Balance is used when prior year surpluses cause the Fund Balance to exceed required levels.

EXPLANATION OF FUNDS

(Cont'd)

The Village has additional funds which are not budgeted, but are included in the Comprehensive Annual Financial Report (CAFR). They are as follows:

Fiduciary Funds

Agency Funds – to account for assets held by the Village as an agent for individual, private organizations, other governments, and bondholders.

- General Escrow
- Water Escrow
- Sewer Connection Escrow
- Group Insurance Withholding
- Library
- Garbage
- Park Donation
- School Donation
- Special Service Area #1

Special Revenue Funds

- Police Grant Funds – to account for the proceeds related to U.S. Department of Justice grants.
- Federal and State Controlled Substance Fund – to account for the proceeds related to federal and state seizure activity.
- DUI Fund – to account for the proceeds of DUI fines in the Village and related activities funded by these proceeds.

FINANCIAL AND MANAGEMENT POLICIES

FINANCIAL POLICIES

The Village of Addison has established the following financial policies:

1. Collateralization of investments. The Village has collateral agreements with all banking institutions where balances exceed or could exceed the FDIC insurable limits.
2. Establishment of fees and charges at a maximum of the average of those charged by communities in DuPage County.
3. Establishment of tax rates at a maximum of the average of those charged by communities in DuPage County.
4. Use of motor fuel tax funds for street and signal construction, and maintenance only.
5. The use of cash flow financing for capital projects whenever possible.
6. Compliance with the Illinois Property Tax Limitation Act in setting the property tax levy.
7. Maintenance of a scheduled replacement program for capital projects and equipment. An Equipment Replacement Fund has been established to provide monies for equipment replacement needs.
8. Maintenance of a minimum unrestricted fund balance of three (3) months of expenditures in all operating funds.

BUDGETING

The budget is the operational control for spending and is less than, or equal to, the amounts appropriated. The Village Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund are done through approval of the Village Board of Trustees and are supported by additional appropriations as needed.

Budgets are adopted on a modified accrual basis of accounting for all governmental fund types and on an accrual basis for the proprietary and trust fund types in accordance with Generally Accepted Accounting Principles (GAAP). Budgets have been adopted for all proprietary fund types, the Police Pension Trust Fund, General, Debt Service, Capital Projects and certain Special Revenue Funds. Budgets for Enterprise Funds do not provide for depreciation; capital improvements are budgeted as expenses.

FINANCIAL AND MANAGEMENT POLICIES

(Cont'd)

BUDGETING (Cont'd)

All budgets are prepared based on the annual fiscal year of the Village which runs May 1 to April 30.

Budget amounts are as originally adopted or as amended by the Village Board of Trustees. Supplemental appropriations are made as required.

The Village is required to work with a balanced budget where estimated revenues equal estimated expenditures. Funds where estimated revenues are not equal to estimated expenditures are planned intentionally to utilize existing fund balance and take advantage of prior year surpluses.

The budget process begins in December, when the Village Manager and Finance Director distribute the budget calendar and instructions to Department Heads. Departmental requests are then reviewed at the staff level. The Village Manager and Finance Director then propose a balanced baseline budget and proposed new programs for consideration by the Finance and Policy Committee of the Village Board. The Committee then considers the proposed budget and approves final spending levels. The Committee formally considers the budget in April and conducts a Public Hearing to obtain taxpayer comments. The Committee then recommends final approval to the Village Board. The Village Board then approves the budget prior to April 30. The new budget takes effect May 1.

The level of budgetary control (i.e. the level at which expenditures cannot legally exceed the budgeted amount) is at the fund level. Budgetary control is maintained through a system of monthly revenue and expenditure reports, which are produced by the Finance Department and distributed to the Village Board, Village Manager and all Department Heads. The Village also utilizes an encumbrance system as a management control technique to assist in controlling expenditures. Under this procedure, encumbrances of government funds are reservations of fund balances and restrictions of net assets for the Proprietary Funds at year end. The Proprietary Funds are reported on a full accrual basis. All appropriations lapse at year end, and incomplete projects are usually re-appropriated in the subsequent fiscal year.

APPROPRIATIONS

The Village of Addison follows these procedures in establishing its appropriations ordinance:

The Appropriations Ordinance is prepared in tentative form by the Finance Director in June, and is made available for public inspection at least ten days prior to final Board action. A public hearing is held on the tentative Appropriation Ordinance to obtain taxpayer comments.

By July 31st of each year the Finance Director must file a certified copy of the Appropriations Ordinance, along with an Estimate of Revenues, with DuPage County.

FINANCIAL AND MANAGEMENT POLICIES

(Cont'd)

APPROPRIATIONS (Cont'd)

The Village Board of Trustees, by a two-thirds vote, may change or modify the Appropriations Ordinance. No revision of the ordinance shall be made increasing total fund expenditures in the event funds are not available to effectuate the purpose of the revision. The appropriations ordinance controls the legal spending limits for the Village.

All appropriations lapse at year end. Expenditures may not legally exceed appropriations (including all changes and modifications as discussed above) at the fund level.

PURCHASING

The Village of Addison uses a centralized purchasing system.

The procedure for purchasing is as follows:

A purchase requisition is entered into the computer system by a department when that department recognizes a need for goods or service. The requisition includes detailed information – vendor, description, part number, unit price, size and quantity.

Pending requisitions are generated by the end using or purchasing department and forwarded to Finance for funding confirmation.

Upon funding confirmation from Finance, the Purchasing Department generates the purchase order and distributes copies to the Vendor, the Finance Department, and two copies to the originating department.

Upon receipt of the goods or services, the department signs and returns the designated copy of the purchase order to the Finance Department, who enters into the computer that the order is complete, matches it with the invoice and payment is made.

Any purchase that equals or exceeds \$5,000 requires three written quotes from vendors solicited for the purchase, with the department head's recommendation of at least one responsible vendor for the goods being requisitioned. This form is forwarded to the Purchasing Department and then on to Finance to be included with the invoice and payment documents.

The Village Manager is empowered to authorize contracts up to \$15,000 and to approve contract change orders up to \$7,500. Any changes in excess of \$7,500 require Village Board approval. A formal sealed bid procedure is established for all purchases of capital equipment, or for multiple purchases of commodities or services exceeding \$15,000 in a given fiscal year.

FINANCIAL AND MANAGEMENT POLICIES

(Cont'd)

DEBT SERVICE

The goal of the Village's debt policy is to maintain the ability to provide high quality essential Village services in a cost-effective manner. Policy makers weigh this goal against maintaining the ability to borrow at the lowest possible rates. The Village has used the following guidelines before financing projects with long-term debt:

- Staff conservatively projects the revenue sources to pay off the debt.
- The financing of the improvement will not exceed its useful life.
- The benefits of the improvement must outweigh its costs, including the interest costs of financing.

Through the application of these guidelines, the Village Board tests any demand for debt financing. Furthermore, the Village uses debt only to provide financing for essential and necessary capital projects.

The Village is very proud of its bond rating which has steadily improved over the last twelve years. The Village is currently rated AA+ by Fitch and AA by Standard & Poor's. Both rating agencies cited the steady growth in the Village's tax base, a solid track record of financial operations, and flexibility in raising supporting revenues. These bond ratings improve the marketability of future debt issuance and provide lower interest rate costs to the Village.

The Village issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have also been issued for general government activities. In addition, general obligation bonds have been issued to refund previously issued and outstanding general obligation bonds. General obligation bonds are direct obligations and pledge the full faith and credit of the Village. For additional information, see the "Capital Improvements Programs/Debt Service" and "Debt Service" sections of the budget.

The Village is a "home-rule" community and is presently not subject to debt limitations. The Village has maintained a conservative philosophy on issuance of debt to minimize the potential long-term effect on Village property taxes. We have generally relied on internal fiscal management and future planning to address capital needs. For further details on the Village's debt policies see the "Capital Improvements Programs/Debt Service" section of the budget.

FUTURE FINANCIAL PLANNING

The Village compiles the budget for the next three fiscal years for operations and five years for capital spending. This allows both the Village Board and Village management to see what is projected for future spending. Many capital project expenditures are completed over a multi-year period and do not fit into a specific fiscal year. The multi-year projections give a more complete picture of the impact a long term project has on operations. Although the Village has shown the "out years" to create deficits, those deficits are covered by the prior year fund balance.

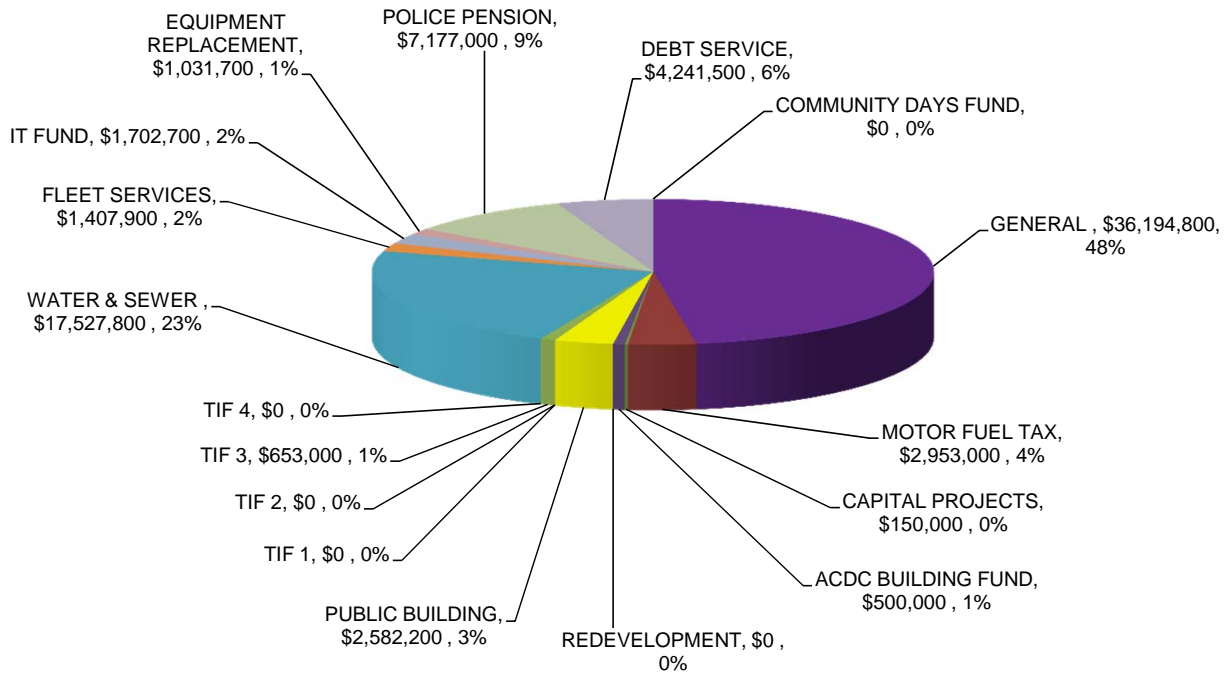
The Village not only looks at the surplus or deficit in a particular year, but also the fund balance available from the prior year and projected fund balances in future years. The Village fund balance policy requires three months or 25% of expenditures to be retained in the fund balance of operating funds. Any excess above the 25% is available for fill-the-gap in future year projected deficits.

The Village projects a very conservative revenue forecast and projects every possible normal operational expense. One could correctly characterize it as a "worst case scenario". Projected deficits generally turn out to be budget surpluses or in a few instances, much smaller deficits than were originally anticipated. Management believes that this method of budgeting tends to focus financial support on the proper funding of existing programs, infrastructure and strategically selected new programs to improve productivity. Discussions of expensive new programs, particularly those involving the hiring of new staff, are considered only with consideration of new revenue sources. Therefore, any projected draw down of cash balances is a move which has been planned and projected in advance, and is not the result of "rosy" financial projections which have not materialized as planned.

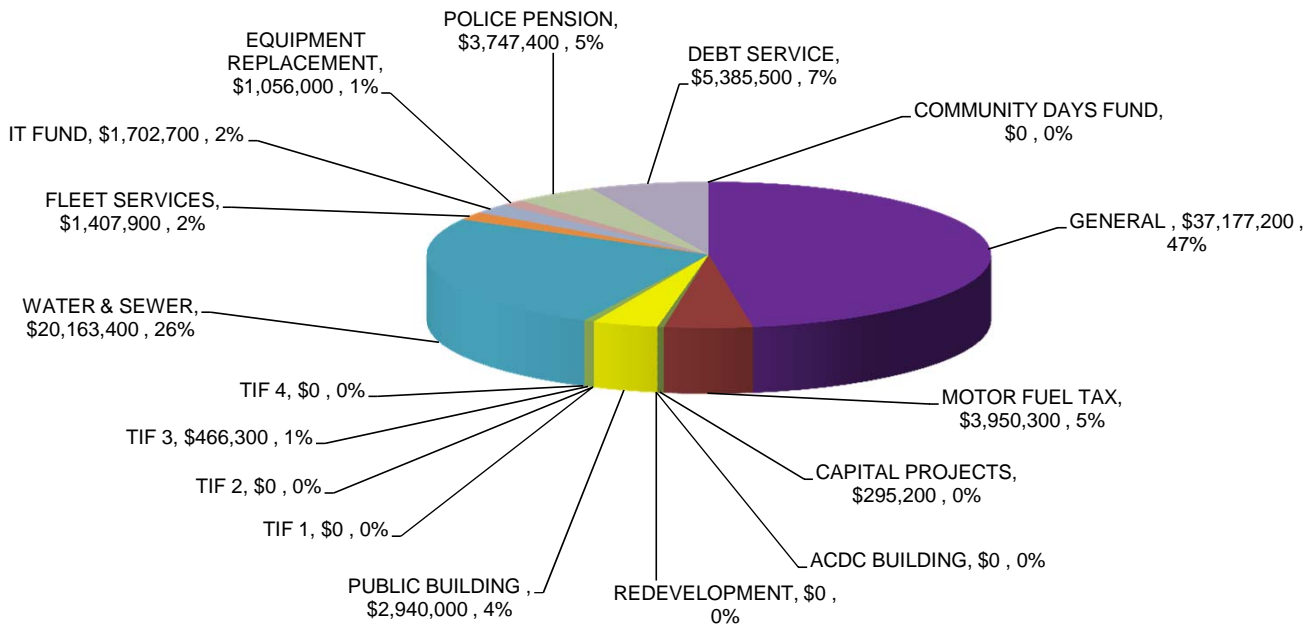


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ALL FUNDS REVENUE FY 2018-19 Budget



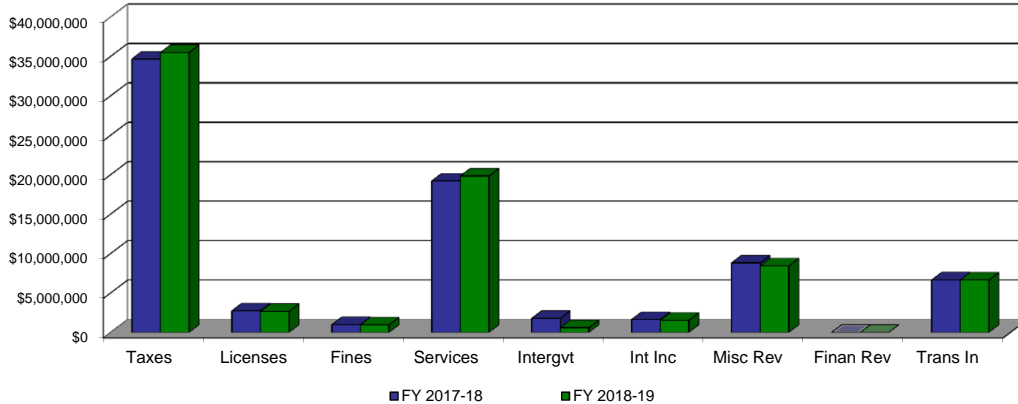
ALL FUNDS EXPENDITURES FY 2018-19 Budget



WHERE THE MONEY COMES FROM

ALL FUND REVENUES

FY 2017-18 ESTIMATE vs. FY 2018-19 BUDGET



	<u>FY 2016-17 ACTUAL</u>	<u>FY 2017-18 ESTIMATE</u>	<u>FY 2018-19 BUDGET</u>	<u>% CHANGE FY18 - FY19</u>
Taxes	33,556,435	34,670,200	35,496,500	2.38%
Licenses, Permits & Fees	2,679,114	2,736,300	2,655,900	(2.94)%
Fines & Forfeits	1,067,876	976,700	952,000	(2.53)%
Charges for Services	18,178,284	19,204,200	19,830,100	3.26%
Intergovernmental	491,646	1,780,490	600,000	(66.30)%
Interest Income	1,461,185	1,624,000	1,524,000	(6.16)%
Miscellaneous Revenue	8,749,074	8,822,950	8,426,300	(4.50)%
Financing Revenues	14,998,962	0	0	0.00%
Transfers In	5,493,059	6,647,581	6,636,800	(0.16)%
Total Revenue	<u>86,675,635</u>	<u>76,462,421</u>	<u>76,121,600</u>	<u>(0.45)%</u>

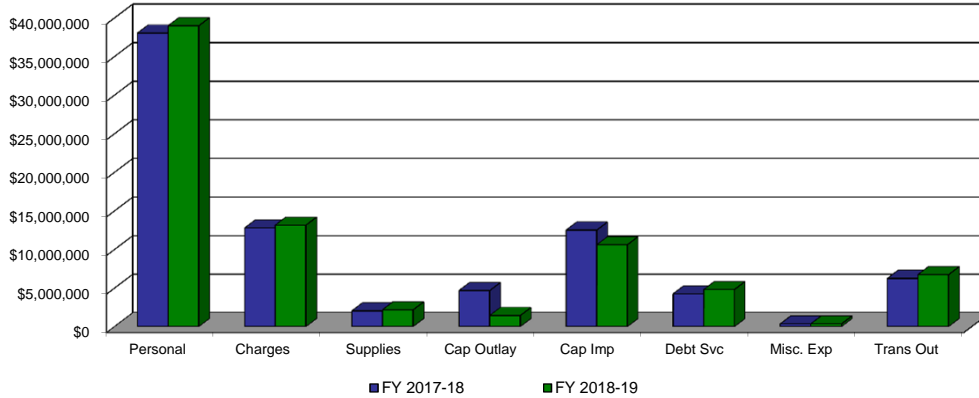
REVENUES BY FUND/SOURCE OF REVENUE

<u>FY 2018-19 BUDGET</u>	<u>Taxes</u>	<u>Licenses, Permits & Fees</u>	<u>Fines & Forfeitures</u>	<u>Charges for Services</u>	<u>Intergov</u>	<u>Interest Income</u>	<u>Misc Revenues</u>	<u>Financing Revenues</u>	<u>Transfers In</u>	<u>Total</u>
General	27,567,800	2,620,900	942,000	3,937,300	0	10,000	1,114,300	0	2,500	36,194,800
Water/Sewer	0	35,000	10,000	15,892,800	0	5,000	1,585,000	0	0	17,527,800
Fleet Services	0	0	0	0	0	0	0	0	1,407,900	1,407,900
Information Systems	0	0	0	0	0	0	0	0	1,702,700	1,702,700
Equipment Replacement	0	0	0	0	0	8,000	0	0	1,023,700	1,031,700
Debt Service	2,940,500	0	0	0	0	1,000	0	0	1,300,000	4,241,500
Capital Projects	0	0	0	0	100,000	0	50,000	0	0	150,000
ACDC Building	0	0	0	0	500,000	0	0	0	0	500,000
Redevelopment	0	0	0	0	0	0	0	0	0	0
Public Building	2,007,200	0	0	0	0	0	0	0	575,000	2,582,200
TIF #1	0	0	0	0	0	0	0	0	0	0
TIF #2	0	0	0	0	0	0	0	0	0	0
TIF #3	28,000	0	0	0	0	0	0	0	625,000	653,000
TIF #4	0	0	0	0	0	0	0	0	0	0
Police Pension	0	0	0	0	0	1,500,000	5,677,000	0	0	7,177,000
Motor Fuel Tax	2,953,000	0	0	0	0	0	0	0	0	2,953,000
Community Days	0	0	0	0	0	0	0	0	0	0
	<u>35,496,500</u>	<u>2,655,900</u>	<u>952,000</u>	<u>19,830,100</u>	<u>600,000</u>	<u>1,524,000</u>	<u>8,426,300</u>	<u>0</u>	<u>6,636,800</u>	<u>76,121,600</u>

WHERE THE MONEY GOES

ALL FUND EXPENDITURES

FY 2017-18 ESTIMATE vs. FY 2018-19 BUDGET



	FY 2016-17 ACTUAL	FY 2017-18 ESTIMATE	FY 2018-19 BUDGET	% CHANGE FY18 - FY19
Personal Services	35,922,965	38,035,600	38,980,900	2.49%
Services & Charges	11,749,019	12,784,914	13,152,700	2.88%
Supplies & Materials	1,809,368	2,042,000	2,183,100	6.91%
Capital Outlay	1,344,858	4,675,300	1,446,600	(69.06)%
Capital Improvement Projects	10,871,168	12,511,185	10,618,200	(15.13)%
Debt Service	3,757,260	4,260,700	4,810,500	12.90%
Misc. Expenditures	632,139	363,025	363,100	0.02%
Transfers Out	5,493,062	6,247,581	6,736,800	7.83%
Total Expenditures	71,579,839	80,920,305	78,291,900	-3.25%

EXPENDITURES BY DEPARTMENT/SOURCE OF EXPENDITURE

FY 2018-19 BUDGET	Personal Services	Services & Charges	Supplies & Materials	Capital Outlay	Capital Imprv. Project	Debt Service	Misc Expenditure	Transfers Out	Total
General Fund									
Administration	900,800	673,000	7,800	0	0	0	355,000	931,700	2,868,300
Boards & Commissions	0	13,600	0	0	0	0	0	0	13,600
Finance	477,500	92,900	8,900	0	0	0	0	86,000	665,300
Community Relations	733,400	618,800	34,600	20,000	0	0	0	55,300	1,462,100
Building & Grounds	437,900	484,800	52,100	0	0	0	0	61,000	1,035,800
Police	14,498,700	855,700	186,600	95,000	0	0	0	1,504,400	17,140,400
HHRC	327,400	26,400	15,600	10,000	0	0	0	71,700	451,100
Consolidated Dispatch	4,911,000	142,500	35,600	1,500	0	0	0	289,500	5,380,100
Community Development	2,616,000	235,000	12,000	0	0	0	0	216,100	3,079,100
Electrical & Forestry	1,075,100	874,700	112,000	0	0	0	0	231,700	2,293,500
Street	1,316,900	240,300	639,800	0	0	0	0	590,900	2,787,900
General Ledger	0	0	0	0	0	0	0	0	0
Water & Sewer Fund									
Water	2,055,900	6,174,500	112,500	49,100	3,541,900	0	0	226,500	12,160,400
Sewer	1,567,100	660,800	72,400	67,000	270,000	0	0	304,900	2,942,200
Water Pollution Control	2,905,900	1,124,400	309,400	18,000	560,000	0	0	143,100	5,060,800
Fleet Services	712,900	93,200	555,300	0	0	0	0	46,500	1,407,900
Information Systems	839,400	704,800	28,500	130,000	0	0	0	0	1,702,700
Equipment Replacement	0	0	0	1,056,000	0	0	0	0	1,056,000
Debt Service	0	0	0	0	0	4,810,500	0	575,000	5,385,500
Capital Projects	0	5,200	0	0	290,000	0	0	0	295,200
ACDC Building	0	0	0	0	0	0	0	0	0
Redevelopment	0	0	0	0	0	0	0	0	0
Public Building	0	0	0	0	1,540,000	0	0	1,400,000	2,940,000
TIF #1	0	0	0	0	0	0	0	0	0
TIF #2	0	0	0	0	0	0	0	0	0
TIF #3	0	300	0	0	466,000	0	0	0	466,300
TIF #4	0	0	0	0	0	0	0	0	0
Police Pension	3,605,000	131,800	0	0	0	0	8,100	2,500	3,747,400
Motor Fuel Tax	0	0	0	0	3,950,300	0	0	0	3,950,300
Community Days	0	0	0	0	0	0	0	0	0
Total	38,980,900	13,152,700	2,183,100	1,446,600	10,618,200	4,810,500	363,100	6,736,800	78,291,900

**VILLAGE OF ADDISON
FUND BALANCE SUMMARY
FY 2018-19
(ESTIMATED)**

<u>FUND</u>	BEGINNING FUND BALANCE 5/1/2018	2018-19 REVENUES	2018-19 EXPENDITURES	2018-19 SURPLUS/ (DEFICIT)	2018-19 FUND BALANCE 4/30/2019
GENERAL FUND	11,590,761	36,194,800	37,177,200	(982,400)	10,608,361
WATER & SEWER FUND *	7,318,018	17,527,800	20,163,400	(2,635,600)	4,682,418
FLEET SERVICES	(439,203)	1,407,900	1,407,900	0	(439,203)
INFORMATION TECHNOLOGY	98,595	1,702,700	1,702,700	0	98,595
EQUIP REPLACEMENT FUND *	4,352,747	1,031,700	1,056,000	(24,300)	4,328,447
DEBT SERVICE	2,140,227	4,241,500	5,385,500	(1,144,000)	996,228
CAPITAL PROJECTS	146,991	150,000	295,200	(145,200)	1,791
ACDC BUILDING FUND	52,753	500,000	0	500,000	552,753
REDEVELOPMENT FUND	39	0	0	0	39
PUBLIC BUILDING FUND	361,326	2,582,200	2,940,000	(357,800)	3,526
TIF # 2	0	0	0	0	0
TIF # 3	(165,166)	653,000	466,300	186,700	21,534
POLICE PENSION	48,471,677	7,177,000	3,747,400	3,429,600	51,901,277
MOTOR FUEL TAX	1,066,144	2,953,000	3,950,300	(997,300)	68,844
TOTAL	74,994,909	76,121,600	78,291,900	(2,170,300)	72,824,610

NOTES

- * The Water/Sewer and Equipment Replacement Funds use Working Cash as the comparative.
- 1) The General Fund shows a planned \$982,400 deficit to utilize fund balance that has been accumulated for projects that are planned.
 - 2) The Water/Sewer Fund shows a planned \$2,635,600 deficit to utilize fund balance that has been accumulated for projects that are planned.
 - 3) The Equipment Replacement Fund shows a planned \$24,300 deficit to utilize fund balance that has been accumulated for the future purchase of equipment.
 - 4) The Debt Service Fund shows a planned \$1,144,000 deficit to utilize fund balance that has been accumulated for projects that are planned.
 - 5) The Capital Projects Fund shows a planned \$145,200 deficit to utilize fund balance that has been accumulated for projects that are planned.
 - 7) The Public Building Fund shows a planned \$357,800 deficit to utilize fund balance that has been accumulated for projects that are planned.
 - 10) The Motor Fuel Tax Fund shows a planned \$997,300 deficit to utilize fund balance that has been accumulated for projects that are planned.

**VILLAGE OF ADDISON
ALL FUNDS THREE YEAR BUDGET SUMMARY**

<u>REVENUES</u>	2015-16 <u>ACTUAL</u>	2016-17 <u>ACTUAL</u>	2017-18 <u>BUDGET</u>	2017-18 <u>EST ACT</u>	2018-19 <u>BUDGET</u>	2019-20 <u>BUDGET</u>	2020-21 <u>BUDGET</u>
GENERAL FUND	32,275,479	33,179,019	34,790,300	34,994,900	36,194,800	36,804,900	37,548,900
WATER & SEWER FUND	15,753,556	19,298,743	16,244,700	16,212,100	17,527,800	21,796,500	20,937,900
FLEET SERVICES	1,331,318	1,344,948	1,388,000	1,391,200	1,407,900	1,498,500	1,508,200
INFORMATION TECHNOLOGY	1,100,238	1,170,226	1,736,600	1,736,600	1,702,700	1,567,100	1,913,300
EQUIP REPL FUND	925,909	836,314	876,900	911,050	1,031,700	991,100	897,600
DEBT SERVICE	4,159,078	4,158,517	4,094,600	4,184,600	4,241,500	4,369,000	3,924,500
CAPITAL PROJECTS	1,482,145	567,133	692,100	492,600	150,000	0	0
ACDC BUILDING FUND	0	12,674,752	1,800,000	2,380,000	500,000	0	0
REDEVELOPMENT FUND	19	26	0	0	0	0	0
PUBLIC BUILDING FUND	2,001,683	1,861,824	1,865,000	1,930,000	2,582,200	2,087,500	2,171,000
TIF #2	235,677	412,223	411,000	477,500	0	0	0
TIF #3	504,884	335,028	794,977	869,181	653,000	39,700	53,200
POLICE PENSION	3,035,487	8,021,699	5,513,000	7,893,500	7,177,000	7,196,000	7,215,500
MOTOR FUEL TAX	3,442,686	2,815,183	2,810,800	2,989,190	2,953,000	3,033,300	3,116,800
TOTAL VILLAGE REVENUES	66,248,159	86,675,635	73,017,977	76,462,421	76,121,600	79,383,600	79,286,900

<u>EXPENDITURES</u>	2015-16 <u>ACTUAL</u>	2016-17 <u>ACTUAL</u>	2017-18 <u>BUDGET</u>	2017-18 <u>EST ACT</u>	2018-19 <u>BUDGET</u>	2019-20 <u>BUDGET</u>	2020-21 <u>BUDGET</u>
GENERAL FUND	30,118,697	31,680,979	35,566,000	35,647,400	37,177,200	37,885,400	38,722,000
WATER & SEWER FUND	16,256,884	15,918,276	17,831,400	17,299,100	20,163,400	21,815,600	20,406,400
FLEET SERVICES	1,281,274	1,427,134	1,388,000	1,391,200	1,407,900	1,498,500	1,508,200
INFORMATION TECHNOLOGY	1,042,398	1,206,624	1,736,600	1,736,600	1,702,700	1,567,100	1,913,300
EQUIP REPL FUND	936,212	956,627	971,500	868,000	1,056,000	918,000	660,500
DEBT SERVICE	3,857,645	4,090,593	4,472,100	4,460,700	5,385,500	4,819,500	4,181,800
CAPITAL PROJECTS	1,354,505	649,647	749,100	545,300	295,200	300	0
ACDC BUILDING FUND	0	5,231,599	9,466,000	9,770,400	0	0	0
REDEVELOPMENT FUND	98,822	13,890	0	0	0	0	0
PUBLIC BUILDING FUND	1,496,116	2,071,686	2,192,500	2,080,285	2,940,000	2,000,700	1,400,000
TIF #2	444,987	367,019	586,877	653,881	0	0	0
TIF #3	361,980	1,248,383	942,400	400,400	466,300	0	0
POLICE PENSION	3,443,484	3,727,288	3,736,100	3,741,239	3,747,400	3,855,500	3,966,600
MOTOR FUEL TAX	4,173,866	2,990,094	3,180,300	2,325,800	3,950,300	2,884,800	3,003,700
TOTAL VILLAGE EXPENDITURES	64,866,870	71,579,839	82,818,877	80,920,305	78,291,900	77,245,400	75,762,500

MAJOR REVENUE AND FINANCING SOURCES

Notes

The two largest revenue sources (72.2%) for the Village in the FY 2018-2019 Budget are Taxes (46.1%) and Charges for Services (26.1%). The breakdown between funds is as follows:

TAXES	TOTAL	General	Debt Service	Public Building	TIF 2	TIF 3	Motor Fuel Tax
Sales & Sales Tax Increment	23.8%	16.0%	2.6%	2.6%			2.6%
Property Taxes	11.8%	10.7%	1.1%	0.0%	0.0%	0.0%	0.0%
Income Tax	4.6%	4.6%					
Telecommunications Tax	1.3%	1.3%					
Real Estate Transfer Tax	0.8%	0.8%					
Motor Fuel Tax	1.2%						1.2%
All Other Taxes	2.6%	2.6%					
TOTAL	46.1%	36.0%	3.7%	2.6%	0.0%	0.0%	3.8%

CHARGES FOR SERVICES	TOTAL	General	Water & Sewer
User Revenue – Water	11.8%	-	11.8%
User Revenue – Sewer	8.8%	-	8.8%
All Other	5.5%	5.2%	0.3%
TOTAL	26.1%	5.2%	20.9%

Taxes

Sales Tax and Sales Tax Increment (home rule) revenues represent the largest single revenue source or about 33.7% of the Village’s General Fund income. Items, except food and drugs, in Addison are subject to an 8.00% sales tax effective 6/1/16. Sales taxes are imposed upon all retail sales and upon all persons engaged in the business of making sales of services within the Village’s corporate limits. These taxes are collected by the State, and divided among the taxing districts as follows:

	<u>6/1/16</u>
State	5.00%
Village	
Municipal Tax	1.00%
Home-Rule Tax	1.00%
DuPage County	.50%
Regional Transportation Authority	<u>.50%</u>
Total	8.00%

The State remits the taxes the second month after the due date. Example: January Sales Taxes are due by February 28. The State remits to local governments the beginning of April.

MAJOR REVENUE AND FINANCING SOURCES

Notes (Cont'd)

The municipal tax is credited to the General Fund. Home Rule sales taxes are used as follows:

<u>Rate</u>	<u>Fund</u>	<u>Year</u>	<u>Reason</u>
.25	Debt Service Fund	1995	To Fund a Redevelopment Bond Issue
.25	Public Building Fund	1997	To Fund Bond Issues for Village Building Construction
.25	General Fund	2003	Additional Operating Revenue
.25	Motor Fuel Tax	2012	To Fund Continuing Road Maintenance

Budget Assumptions – The Village anticipates a 4.0% increase in Sales tax in the FY 2019 budget over the projected FY 2018 results. This increase is due to the rebound in sales tax from recent years and the anticipated opening of new businesses that will generate additional sales tax.

Property Tax

Property tax receipts represent about 11.7% of the Village's total revenues. Addison has historically taken a conservative approach to this revenue source, understanding the negative impact high property taxes can have where incomes are fixed, or are temporarily lost or decreased.

The levy which corresponds to this budget was levied in December, 2017. Property owners will pay this tax in two installments, due June 1 and September 1, 2018. A breakdown of the Village's total tax levy is as follows:

	Final 2016 Levy for FY 18	Estimated 2017 Levy for FY 19	% Change
General Fund			
Corporate	\$4,552,641	\$4,747,572	4.28%
Police Pension	3,043,542	3,045,246	0.06%
Subtotal	7,596,183	7,792,818	2.59%
Debt Service	908,205	892,238	(1.76)%
Total Levy	\$8,504,388	\$8,685,056	2.12%
Equalized Assessed Val	\$1,056,052,138	\$1,140,968,934	8.04%
Rate per \$100 EAV	\$0.8053	\$0.7612	(5.48)%

Budget Assumptions – The 2017 tax levy, which will be received in FY 2018-19 was based on a projected increase in EAV of 8.04%, and a total dollar increase of 2.12%. The total dollar increase is due to a 4.28% increase in the Corporate Levy, a 0.06% increase in the Police Pension levy, and a 1.76% decrease in the levy for Debt Service. There is an extensive discussion of the property tax levy process in the General Fund section.

MAJOR REVENUE AND FINANCING SOURCES

Notes (Cont'd)

Income Tax

Income tax receipts represent approximately 9.8% of the Village's General Fund income. Local governments in Illinois receive a share of all State income tax receipts, allocated on a per capita basis to all municipalities. The State remits the taxes the second month after the due date. Example: January Income Taxes are due by February 28. The State remits to local governments the beginning of April.

Budget Assumptions - To prepare the FY 2019 budget for income tax receipts, three key elements were assumed:

Population - Income tax receipts are distributed based on the Village's population. Addison's most recent population used by the State is 36,942. It is assumed that there will be no change in population.

Municipality's share of income tax receipts – Prior to January, 2011, municipalities were entitled to 1/10 of income tax receipts. Between 2011 and 2015 the State temporarily increased the income tax rates on both personal and corporate income. As part of that legislation, the municipal percentage was changed to “maintain” the same revenue streams the 1/10 previously provided. The increases expired January 1, 2015. Due to the State's continuing fiscal distress, the Income tax rate was increased in July, 2017 and remittances to local government were reduced by 10% during FY 18. As the State continues to find a solution to their financial situation, the Village will closely monitor the situation should the State continue to reduce funding to the Village.

State-wide change in income tax receipts - FY 2018 receipts are projected to be 8% lower than the original budget. However, the Illinois Municipal League (IML) has projected a rebound in income tax receipts. We budgeted a 4% increase in the FY 2019 revenues.

Telecommunications Tax

Due to deregulation of the telecommunications industry, the State of Illinois adopted Public Act 90-154, the Municipal Telecommunications Infrastructure Maintenance Fee Act. As a result of litigation, the Illinois General Assembly rewrote the State Statutes. As of January, 2003, all telecommunication providers were required to charge a 1% telecommunications fee. The Village has passed an additional 5% fee, bringing the total telecommunications tax in Addison to 6%. This fee is remitted to the state, which remits the funds to the municipalities after subtracting an administrative charge.

Budget Assumptions – The FY 2018-19 budget assumes no change, based upon trending.

MAJOR REVENUE AND FINANCING SOURCES

Notes (Cont'd)

Real Estate Transfer Tax

This tax is imposed on the privilege of transferring title to real estate within the corporate limits of the Village, at the rate of \$2.50 for each \$1,000 of value or fraction thereof. The liability for payment of the tax is borne by the grantee or purchaser of any deed subject to the tax. The Village takes a conservative approach to budgeting these revenues, as they can fluctuate with local housing trends.

Budget Assumptions: The FY 2018-19 budget includes a 20% increase over the projected FY 18 results due to the anticipated completion and sale of several housing development construction projects and annexations.

Motor Fuel Tax

This tax is collected by the State and shared with local governments to be used for the construction/maintenance of highways. All municipal funds are distributed based on population. Motor Fuel Taxes are remitted the month received by the State.

Budget Assumptions: Due to the fluctuation in oil prices and consumption, the Village has taken a conservative approach and maintained a flat budget for these revenues.

CHARGES FOR SERVICES

Water and Sewer Fees

Water and sewer user fees represent approximately 20.6% of the Village's revenue. The Village bills water and sewer usage on a bi-monthly basis, billing approximately half the Village each month.

The Village recognizes the impact a rate increase has on their customers and has raised rates only when necessary. Although the Village passes a multi-year rate plan, any unforeseen changes in rates from the DuPage Water Commission (DPWC) have to be passed on. These changes have not only included rate increases, but in FY 2006-2008, FY 2016, and FY 2017, rate decreases. The City of Chicago announced in 2011 they would be increasing their rate to the DPWC by 90% over four years. The first rate increase, 25%, became effective January 1, 2012, with the final increase on January 1, 2015. In addition, equipment and infrastructure repairs/replacements come with a high price tag. In order to maintain the proper fund balance and keep the equipment and infrastructure up to date, a four-year plan will be adopted with the FY 19 budget that includes a nominal 3% increase to cover increases in operations and capital expenditures. The four year plan also includes an increase in the bi-monthly user fee, which was last adjusted in 1979. This is discussed in greater detail in the water/sewer section. The current budget includes both the rate increase in water rates and user fees to our customers.

Budget Assumptions – The User Revenues for Water and Sewer were calculated assuming no change in pumpage, with 90% of the pumpage being billed at the rates established by the four-year plan passed with the FY 2019 budget. The difference between pumpage and billing is due to infrastructure leakage and unmetered use, such as hydrant flushing.

Information on the smaller revenues is located in each fund section.

MAJOR EXPENDITURES

Notes

The largest use of funds is for Personal Services (50%), Services and Charges (17%), Debt Service (6%), and Capital Improvement Projects (14%).

PERSONAL SERVICES

The General Fund accounts for 70% of all personal services costs. The Police Department, Henry Hyde Resource Center and the Addison Consolidated Dispatch Center combined, account for 51% of all personal services costs. The remaining 19% is accounted for in departments in the General Fund including all administrative and operational departments, (Administration, Finance, Building and Grounds, Community Development, and Community Relations) and public works departments (Electrical and Forestry, and Street).

The Police Department is a CALEA certified department and is very active in the community with various outreach programs. Programs include DARE, which focuses on youth; Community Emergency Response Team, which is open to all residents of the Village; and the Senior Citizens Police Academy. The Police Department opened the Henry Hyde Resource Center in FY 2008. In FY 2012, the Consolidated Dispatch Center Department was created to account for dispatch services. The Center now provides police dispatch services for the Village of Bensenville, the Village of Bloomingdale, the Village of Wood Dale, the City of Itasca, the DuPage Forest Preserve District, the Village of Glendale Heights and the Village of Westmont. Fire Protection Districts and Fire Departments included in the FY 2019 Budget include Addison, Pleasantview, Tri-State, Wood Dale, Itasca and Westmont.

The Water and Sewer Fund accounts for 17% of all personal services costs. The personnel in the Water and Sewer Fund maintain the quality and distribution of potable water to the residents. In addition, they staff the treatment plants which treat sewer discharges. Environmental Services staff ensures that the levels of discharge from the commercial and industrial customers are within the EPA required levels.

Internal Service Funds which include Information Technology and Fleet Services accounts for 4% of all personal services costs.

The remaining 9% is included in the Police Pension Fund for retiree benefit costs.

SERVICES AND CHARGES

Water and Sewer accounts for 61% of services and charges. This is primarily due to the cost of water from the DuPage Water Commission and the utility costs in running the pumps and equipment at not only the wells but at the treatment facilities as well.

MAJOR EXPENDITURES

Notes (Cont'd)

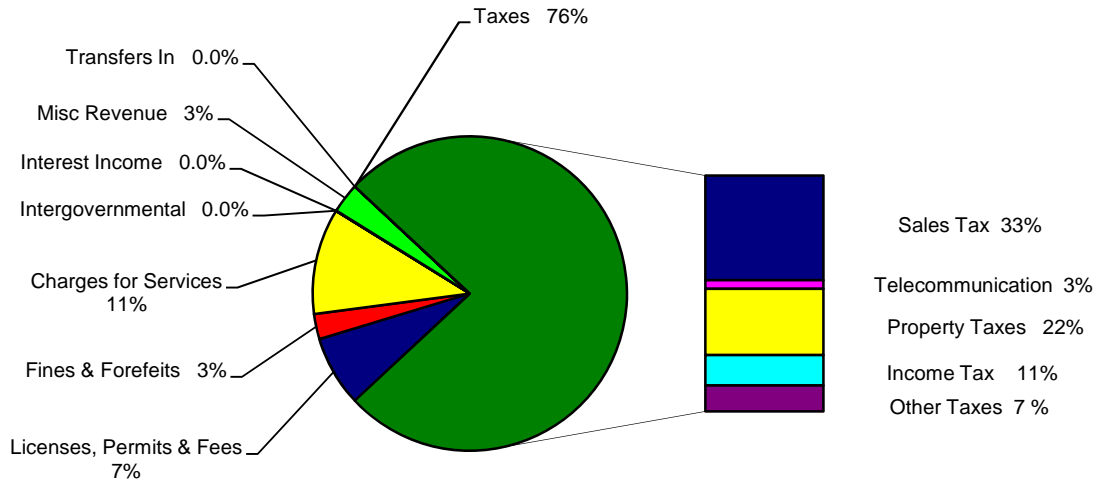
CAPITAL IMPROVEMENT PROJECTS

Capital Improvements account for 14% of all expenditures within the Village. The annual road improvement program which includes reconstruction and resurfacing of additional roads accounts for 37% of all capital. Replacement and maintenance of equipment in the Water and Sewer Fund account for 41% of all capital. An additional 15% is budgeted for financial and departmental operating software upgrades with the remaining projects accounting for 7% of the total Capital Improvements budgeted.

DEBT SERVICE

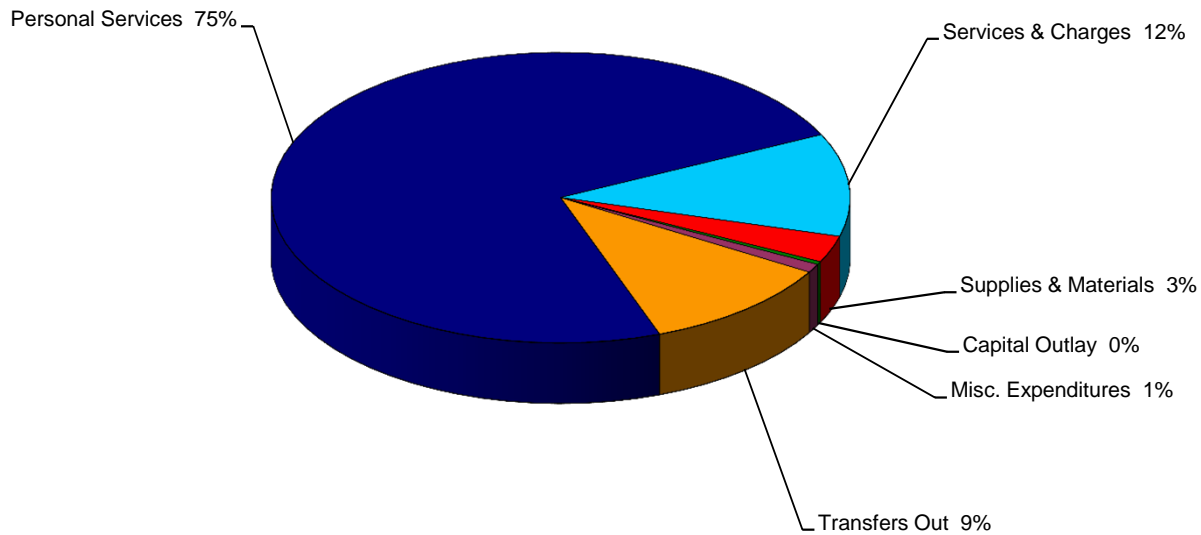
Debt Service payments are 6% of Village-wide expenditures. Of the \$4,810,500 needed for debt payments, \$883,300 (18%) is paid with property taxes; the remaining \$3,927,200 (82%) is paid with Home Rule Sales Tax Increment monies.

WHERE THE MONEY COMES FROM GENERAL FUND REVENUES 2018-2019 FISCAL YEAR



	FY 2016-17 ACTUAL	FY 2017-18 ESTIMATE	FY 2018-19 BUDGET	PERCENTAGE CHANGE FY18 - FY19
Taxes	25,688,839	26,486,000	27,567,800	4.08%
Licenses, Permits & Fees	2,402,253	2,606,100	2,620,900	0.57%
Fines & Forefeits	1,054,526	930,900	942,000	1.19%
Charges for Services	2,611,715	3,728,800	3,937,300	5.59%
Intergovernmental	0	0	0	N/A
Interest Income	44,672	10,000	10,000	0.00%
Financing Revenue	0	0	0	N/A
Miscellaneous Revenue	1,024,514	1,134,100	1,114,300	(1.75)%
Transfers In	352,500	99,000	2,500	(97.47)%
Total Revenue	33,179,019	34,994,900	36,194,800	3.43%

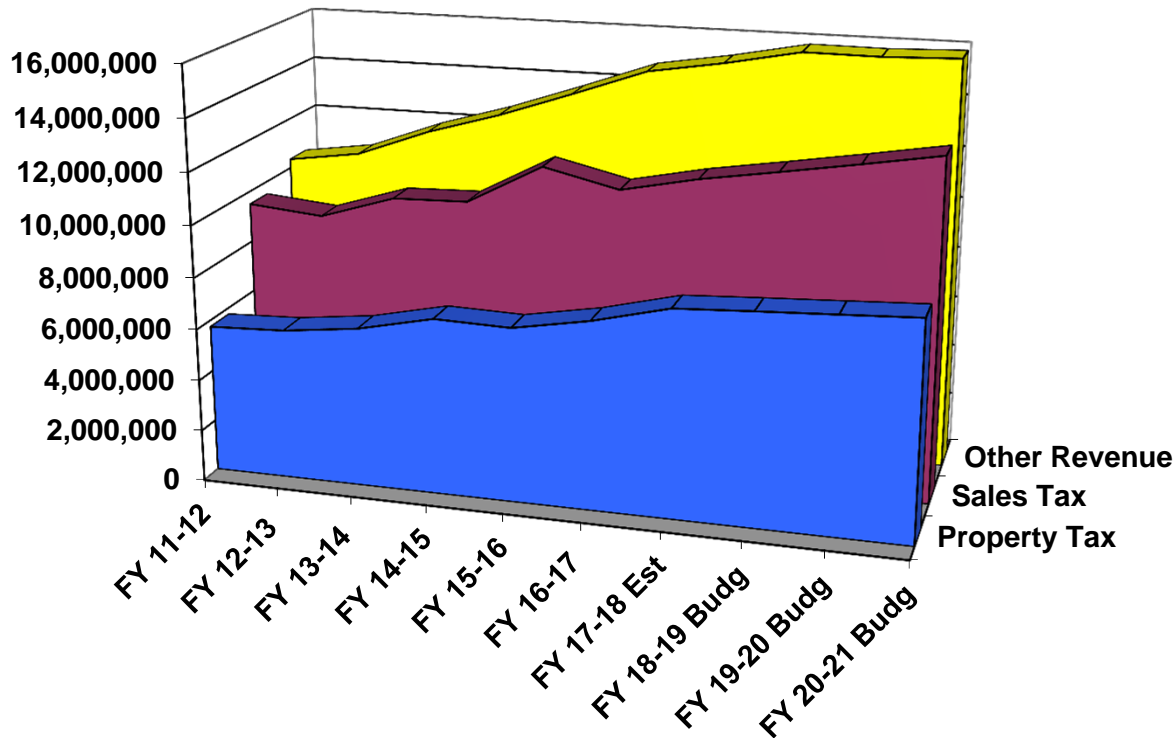
WHERE THE MONEY GOES GENERAL FUND EXPENDITURES 2018-2019 FISCAL YEAR



	FY 2016-17 ACTUAL	FY 2017-18 ESTIMATE	FY 2018-19 BUDGET	PERCENTAGE CHANGE FY18 - FY19
Personal Services	24,417,056	26,741,900	27,294,700	2.07%
Services & Charges	3,517,038	3,966,000	4,257,700	7.36%
Supplies & Materials	838,388	1,087,600	1,105,000	1.60%
Capital Outlay	33,685	176,100	126,500	(28.17)%
Misc. Expenditures	345,178	355,000	355,000	0.00%
Transfers Out	2,529,634	3,320,800	4,038,300	21.61%
Total Expenditures	31,680,979	35,647,400	37,177,200	4.29%

GENERAL FUND REVENUES

PROPERTY TAX, SALES TAX AND OTHER GENERAL FUND REVENUE



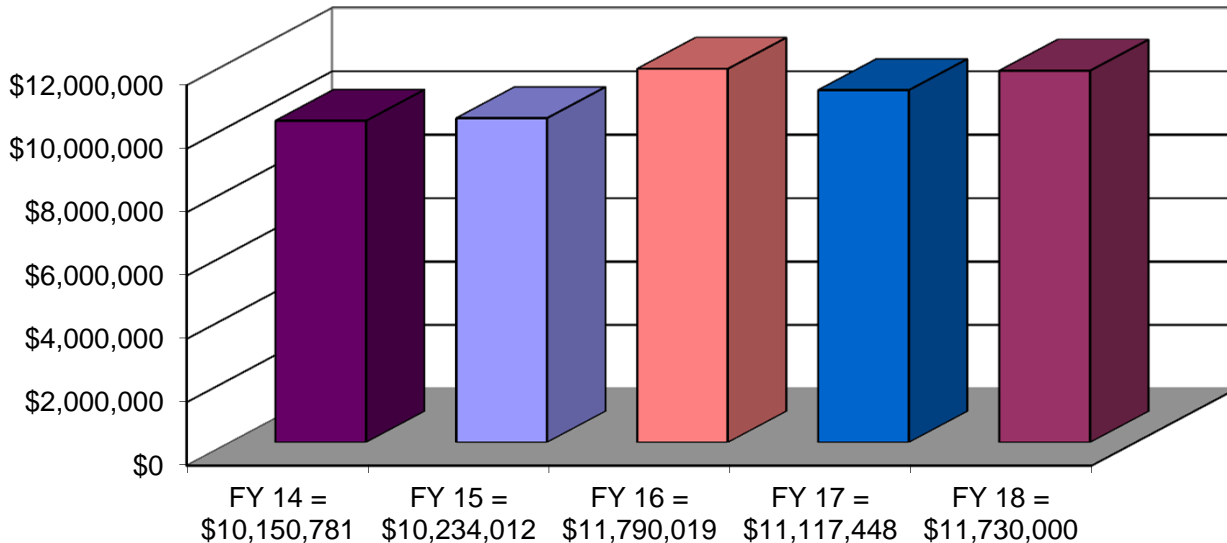
	Property Tax	Sales Tax	Other Revenue	Total Revenue
FY 11-12	5,748,435	9,498,576	10,350,129	25,597,140
FY 12-13	5,859,756	9,234,981	10,771,907	25,866,644
FY 13-14	6,204,367	10,150,781	11,854,911	28,210,059
FY 14-15	6,845,411	10,234,012	12,712,655	29,792,078
FY 15-16	6,767,163	11,790,019	13,718,297	32,275,479
FY 16-17	7,294,823	11,117,448	14,766,748	33,179,019
FY 17-18 Est	8,023,500	11,730,000	15,241,400	34,994,900
FY 18-19 Budg	8,179,100	12,199,200	15,816,500	36,194,800
FY 19-20 Budg	8,320,100	12,687,200	15,797,600	36,804,900
FY 20-21 Budg	8,465,300	13,194,700	15,888,900	37,548,900

GENERAL FUND

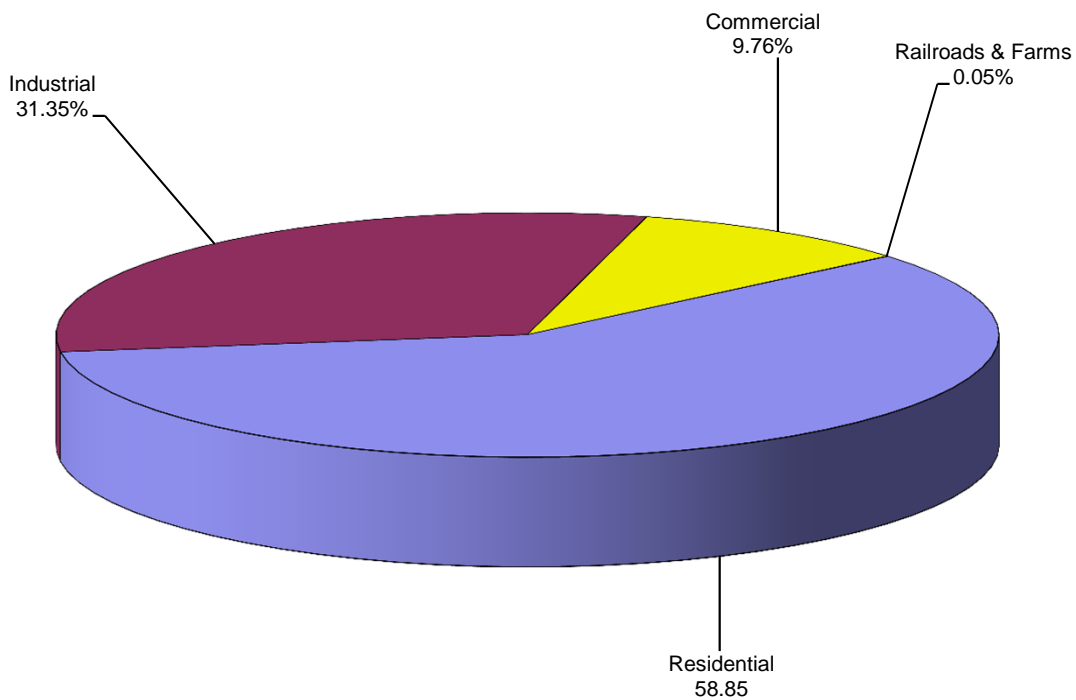
SALES TAX & HOME RULE INCREMENT

LIABILITY MONTH	RECEIPT MONTH	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		Actual	% Change Over Last FY	Actual	% Change Over Last FY	Actual	% Change Over Last FY	Actual**	% Change Over Last FY	Actual**	% Change Over Last FY
MAY	AUG	820,213	1.41%	905,503	10.40%	864,277	-4.55%	936,767	8.39%	956,086	2.06%
JUNE	SEPT	763,764	-2.91%	798,069	4.49%	902,956	13.14%	926,537	2.61%	999,892	7.92%
JULY	OCT	764,597	-2.33%	901,141	17.86%	914,816	1.52%	895,131	-2.15%	903,122	0.89%
AUG	NOV	878,531	3.68%	900,574	2.51%	899,319	-0.14%	961,348	6.90%	1,034,428	7.60%
SEPT	DEC	758,635	-0.35%	880,728	16.09%	856,020	-2.81%	909,801	6.28%	1,000,633	9.98%
OCT	JAN	817,023	0.64%	901,538	10.34%	925,904	2.70%	940,748	1.60%	1,005,439	6.88%
NOV	FEB	772,155	-0.92%	865,846	12.13%	857,417	-0.97%	933,609	8.89%	1,021,321	9.39%
DEC	MAR	898,429	12.12%	952,283	5.99%	940,692	-1.22%	1,112,001	18.21%	1,139,801	2.50%
JAN	APRIL	782,637	17.32%	747,197	-4.53%	802,324	7.38%	855,840	6.67%	881,515	3.00%
FEB	MAY	714,688	5.93%	727,865	1.84%	812,979	11.69%	812,741	-0.03%	841,187	3.50%
MAR	JUNE	844,899	11.72%	858,238	1.58%	913,959	6.49%	945,882	3.49%	983,717	4.00%
APRIL	JULY	851,979	12.46%	795,030	-6.68%	896,154	12.72%	887,043	-1.02%	962,859	8.55%
One time audit adj		483,231				1,203,202					
TOTAL SALES TAX		10,150,781	9.92%	10,234,012	0.82%	11,790,019	15.20%	11,117,448	-5.70%	11,730,000	5.51%

** The last four months of FY 2018 are estimated based on current trending.



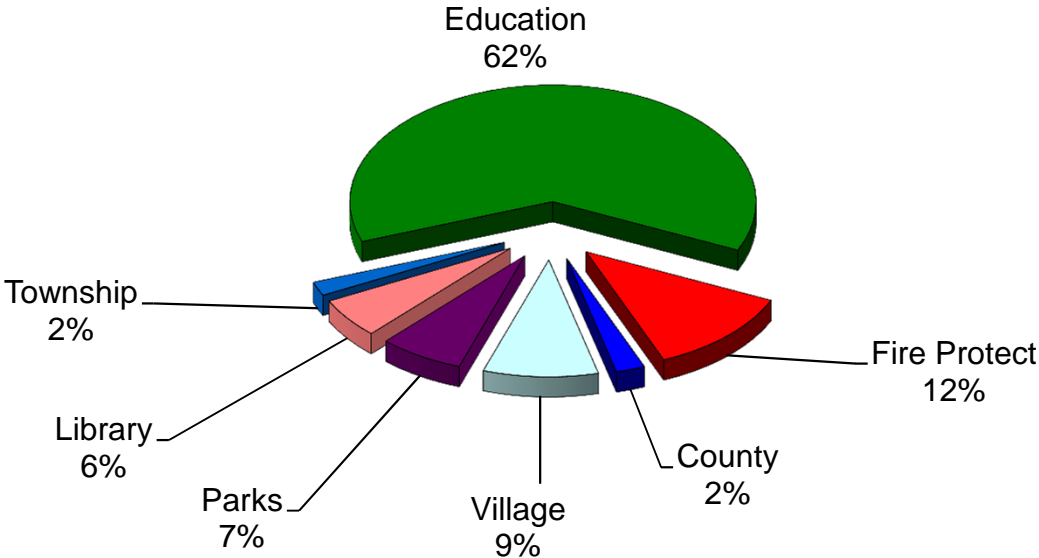
EQUALIZED ASSESSED VALUATION BREAKDOWN BY TYPE OF PROPERTY 2016 VALUATION



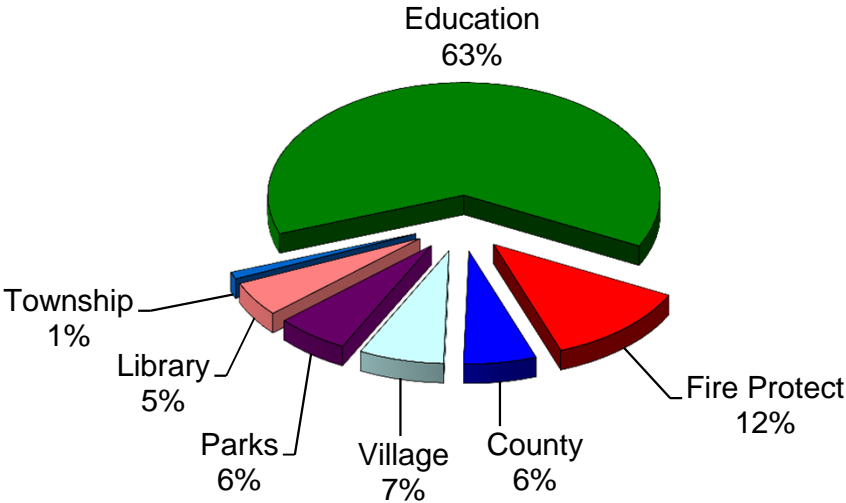
	2016 EAV	% of Total
Residential	621,466,331	58.85%
Industrial	331,034,160	31.35%
Commercial	103,020,280	9.76%
Railroads & Farms	531,367	0.05%
	1,056,052,138	100.0%

PROPERTY TAXES WHERE DO THEY GO?

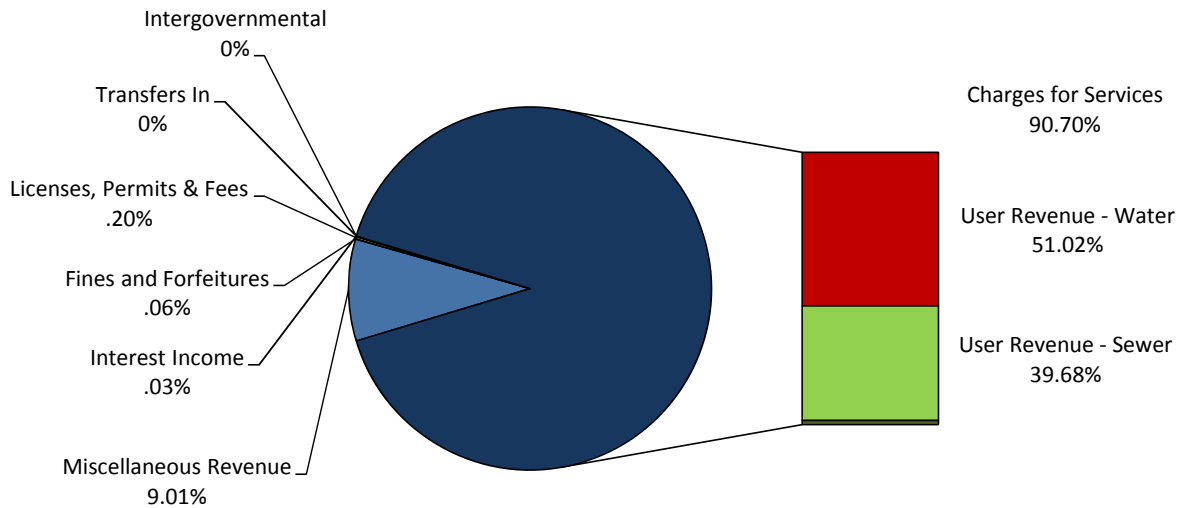
2016 TAX BILL



2006 TAX BILL

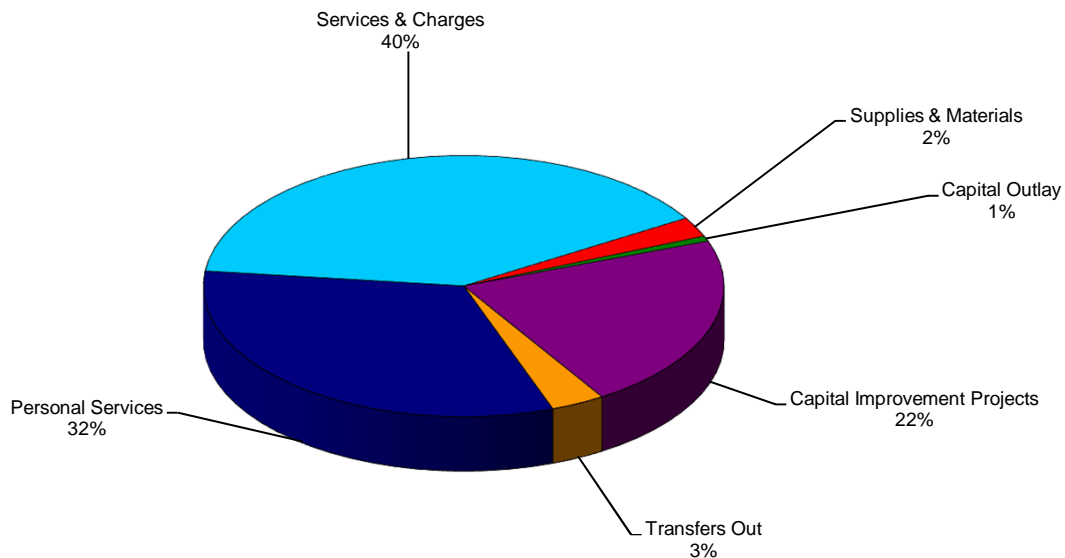


WHERE THE MONEY COMES FROM ENTERPRISE FUND REVENUES 2018-2019 FISCAL YEAR



	2016-17 ACTUAL	2017-18 ESTIMATE	2018-19 BUDGET	% CHANGE FY18- FY19
Licenses, Permits & Fees	276,861	130,200	35,000	(73.12%)
Fines and Forefeitures	13,350	45,800	10,000	(78.17%)
Charges for Services	15,462,910	15,475,400	15,892,800	2.70%
Intergovernmental	0	400,000	0	(100.00%)
Interest Income	29,486	25,000	5,000	(80.00%)
Bond Proceeds	2,958,056	0	0	0.00%
Miscellaneous Revenue	224,747	135,700	1,585,000	1068.02%
Transfers In	333,333	0	0	0.00%
Total Revenue	19,298,743	16,212,100	17,527,800	8.12%

WHERE THE MONEY GOES ENTERPRISE FUND EXPENSES 2018-2019 FISCAL YEAR



	2016-17 ACTUAL	2017-18 ESTIMATE	2018-19 BUDGET	% CHANGE FY18- FY19
Personal Services	6,536,361	6,185,800	6,528,900	5.55%
Services & Charges	7,501,786	7,760,400	7,959,700	2.57%
Supplies & Materials	368,490	398,600	494,300	24.01%
Capital Outlay	35,440	257,500	134,100	(47.92%)
Capital Improvement Projects	939,769	2,057,700	4,371,900	112.47%
Transfers Out	536,430	639,100	674,500	5.54%
Total Expenses	15,918,276	17,299,100	20,163,400	16.56%

ALL FUNDS REVENUES & EXPENDITURE SUMMARY EXCLUDING INTERFUND TRANSFERS

FY 2018-19 BUDGET

REVENUES

FUND	TOTAL	GENERAL	WATER SEWER	FLEET SERVICES	INFORMATION TECHNOLOGY	EQUIP. REPL.	DEBT SERVICE	CAPITAL PROJ.
BEGINNING REVENUES	\$76,176,500	\$36,194,800	\$17,582,700	\$1,407,900	\$1,702,700	\$1,031,700	\$4,241,500	\$150,000
TO/FROM:								
General	(3,413,300)			(1,132,200)	(1,527,900)	(753,200)		
Water/Sewer	(674,500)			(275,700)	(151,900)	(246,900)		
Fleet Services	(46,500)				(22,900)	(23,600)		
Inform Technology	0							
Equip Repl	0							
Debt Service	(575,000)							
Capital Projects	0							
ACDC Building Fund	0							
Redevelopment	0							
Public Building Fund	(1,400,000)						(1,300,000)	(100,000)
TIF 1	0							
TIF 2	0							
TIF 3	(625,000)							
TIF 4	0							
Police Pension	(2,500)	(2,500)						
Motor Fuel Tax	0							
Community Days	0							
TOTAL TRANSFERS	(6,736,800)	(2,500)	0	(1,407,900)	(1,702,700)	(1,023,700)	(1,300,000)	(100,000)
TOTAL REVENUES	\$69,439,700	\$36,192,300	\$17,582,700	\$0	\$0	\$8,000	\$2,941,500	\$50,000

EXPENDITURES

FUND	TOTAL	GENERAL	WATER SEWER	FLEET SERVICES	INFORMATION TECHNOLOGY	EQUIP. REPL.	DEBT SERVICE	CAPITAL PROJ.
BEGINNING EXPENDITURES	\$77,666,900	\$36,552,200	\$20,163,400	\$1,407,900	\$1,702,700	\$1,056,000	\$5,385,500	\$295,200
FROM/TO:								
General	(2,500)							
Water/Sewer	0							
Fleet Services	(1,407,900)	(1,132,200)	(275,700)					
Inform Technology	(1,702,700)	(1,527,900)	(151,900)	(22,900)				
Equip Repl	(1,023,700)	(753,200)	(246,900)	(23,600)				
Debt Service	(1,300,000)							
Capital Projects	(100,000)							
ACDC Building Fund	0							
Redevelopment	0							
Public Building Fund	0							
TIF 1	0							
TIF 2	0							
TIF 3	(1,200,000)	(625,000)					(575,000)	
TIF 4	0							
Police Pension	0							
Motor Fuel Tax	0							
Community Days	0							
TOTAL TRANSFERS	(6,736,800)	(4,038,300)	(674,500)	(46,500)	0	0	(575,000)	0
TOTAL EXPENDITURES	\$70,930,100	\$32,513,900	\$19,488,900	\$1,361,400	\$1,702,700	\$1,056,000	\$4,810,500	\$295,200

Note: The budget, excluding interfund transfers, shows fund revenues and expenses without the "double-counting" effect of interfund activity. This helps show whether a fund is self supporting or dependent on transfers from other funds.

ALL FUNDS REVENUES & EXPENDITURE SUMMARY EXCLUDING INTERFUND TRANSFERS

FY 2018-19 BUDGET

REVENUES

ACDC	REDEV	PUBLIC BLDG	TIF 2	TIF 3	POLICE PENSION	MFT	COMM. DAYS	FUND
\$500,000	\$0	\$2,582,200	\$0	\$653,000	\$7,177,000	\$2,953,000	\$0	BEGINNING REVENUES
		(575,000)						TO/FROM: General Water/Sewer Fleet Services Inform. Systems Equip. Repl. Debt Service Capital Projects ACDC Building Fund Redevelopment Public Building Fund TIF 1 TIF 2 TIF 3 TIF 4 Police Pension Motor Fuel Tax Community Days
0		(575,000)	0	(625,000)	0	0	0	TOTAL TRANSFERS
\$500,000	\$0	\$2,007,200	\$0	\$28,000	\$7,177,000	\$2,953,000	\$0	TOTAL REVENUES

EXPENDITURES

ACDC	REDEV	PUBLIC BLDG	TIF 2	TIF 3	POLICE PENSION	MFT	COMM. DAYS	FUND
\$0	\$0	\$2,940,000	\$0	\$466,300	\$3,747,400	\$3,950,300	\$0	BEGINNING EXPENDITURES
		0			(2,500)			FROM/TO: General Water/Sewer Fleet Services Inform. Systems Equip. Repl. Debt Service Capital Projects ACDC Building Fund Redevelopment Public Building Fund TIF 1 TIF 2 TIF 3 TIF 4 Police Pension Motor Fuel Tax Community Days
0	0	(1,400,000)	0	0	(2,500)	0	0	TOTAL TRANSFERS
\$0	\$0	\$1,540,000	\$0	\$466,300	\$3,744,900	\$3,950,300	\$0	TOTAL EXPENDITURES



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VILLAGE OF ADDISON

CAPITAL IMPROVEMENTS PROGRAM SUMMARY

The Village of Addison annually prepares a Capital Improvement Program (CIP) for the five-year period beginning with the next fiscal year. The CIP is a planning document which is reviewed by the Village Board and is prepared by the Village Manager and Finance Director with the assistance of all Department Heads. Included are capital expenditures projected to cost in excess of \$25,000 which also have an expected lifetime of one or more years. The CIP is subject to further review and approval by the Village Board during the final budget process, based on available resources and expenditure requirements of the operations budget. What follows is a summary of all CIP expenditures and projects included in the budget for FY 2018-19.

CAPITAL SPENDING

Land/Building	\$1,780,000
Street	3,950,300
Water System	3,541,900
Sanitary/Storm Sewers	270,000
Water Pollution Control	560,000
Miscellaneous	<u>516,000</u>
TOTAL	<u><u>\$10,618,200</u></u>

FUND (DEPARTMENT)

Motor Fuel Tax (Community Development, Street)	\$3,950,300
Capital Projects (Community Development)	290,000
Public Building (IT, Bldg & Grnds, Police)	1,540,000
TIF # 1	0
TIF # 2	0
TIF # 3 (Community Relations)	466,000
Fleet Services	0
Information Technology	0
Water & Sewer (Water, Sewer, WPC)	4,371,900
TOTAL	<u><u>\$10,618,200</u></u>

The following pages present a five-year summary of CIP projects and funding sources.

**CAPITAL IMPROVEMENT PROGRAM (CIP)
FIVE YEAR SPENDING & FUNDING SUMMARY**

ACCT NO.	CAPITAL SPENDING	FUND	2016-17 ACTUAL	2017-18 EST ACT	2018-19 BUDGET	2019-20 PROJ	2020-21 PROJ	2021-22 PROJ
LAND/BUILDINGS								
440.9944.4404	PUBLIC WORKS FACILITY	PUB BLDG	85,319 a,t	363,785 a,t	0	0	0	0
440.9944.4405	VILLAGE HALL/POLICE FACILITY	"	178,119 a,t	320,000 a,t	1,540,000 a,t	800,700 a,t	100,000 a	0
440.9944.4413	HISTORICAL BUILDINGS	"	19,560 a,t	0	0	0	0	0
440.9944.4537	SEWER & WASTEWATER FACILITIES	"	45,503 t	0	0	0	0	0
400.9940.4572	FEMA & STATE BUYOUTS - 2008	CAP PROJ	498,030 c1	304,900 c1	0	0	0	0
400.9940.4577	DUPAGE COUNTY-HIGHVIEW BUYOUT	"	0	217,000 a,c3	20,000 c3	0	0	0
400.9940.4584	FEMA & STATE BUYOUTS - 2010	"	1,800 c1	0	0	0	0	0
400.9940.4306	LAND ACQUISITION	"	0	0	220,000 a	0	0	0
400.9940.4601	ACDC BUILDING	ACDC	4,791,242 b	6,500,000 b	0	0	0	0
	SUBTOTAL		5,619,573	7,705,685	1,780,000	800,700	100,000	0
STREETS								
250.9925.4401	STREET MAINT. PROGRAM	MFT	2,332,745 a,m	1,549,500 a,m	1,600,000 a,m	1,500,000 a,m	1,750,000 a,m	2,250,000 a,m
250.9925.4415	ARMY TRAIL - MILL-RT 53 - STP	"	0	138,500 a,m	803,900 a,m	349,400 a,m	180,700 a,m	0 a,m
250.9925.4415	SWIFT ROAD RESURFACING	"	37,748 a,m	0	0	0	0	0
250.9925.4415	SWIFT ROAD - PHASE II	"	0	69,600 a,m	0	0	0	0
250.9925.4415	FULLERTON - STP	"	0	0	159,700 a,m	734,400 a,m	482,000 a,m	260,500 a,m
250.9925.4415	ROUTE 53 - ARMY TRAIL-LAKE	"	0	0	0	0	316,000 a,m	0
250.9925.4415	IOWA - RESURFACING	"	9,684 a,m	0	0	0	0	0
250.9925.4415	ARMITAGE - VILLA PARK	"	0	13,000 a,t	0	0	0	0
250.9925.4415	ARDMORE	"	154,932 a,m	0	0	0	0	0
250.9925.4415	IDOT LED UPGRADE	"	94 a,t	0	0	0	0	0
250.9925.4415	KINGS POINT PATCHING PROGRAM	"	17,329 a,m	0	0	0	0	0
250.9925.4415	LORRAINE GAP IMPROVEMENTS	"	0	28,600 a,m	260,000 a,m	26,000 a,m	0	0
250.9925.4415	BYRON AVE RESURFACE	"	0	0	524,700 a,m	0	0	0
250.9925.4415	ROZANNE BRIDGE	"	0	50,000 a,m	327,000 a,m	0	0	0
250.9925.4415	LOMBARD ROAD - FULLERTON-LAKE	"	0	0	0	0	0	177,200 a,m
250.9925.4459	MFT SIDEWALK PROGRAM	"	284,541 a,t	334,600 a,t	125,000 a,t	125,000 a,t	125,000 a,t	125,000 a,t
250.9925.4459	SIDEWALK PROGRAM - TRIP HAZARD	"	102,686 a,t	94,600 a,t	100,000 a,t	100,000 a,t	100,000 a,t	100,000 a,t
250.9925.4459	ADA SIDEWALK COMPLIANCE	"	50,335 a,t	47,400 a,t	50,000 a,t	50,000 a,t	50,000 a,t	50,000 a,t
	SUBTOTAL		2,990,094	2,325,800	3,950,300	2,884,800	3,003,700	2,962,700
WATER SYSTEM								
500.5010.4503	WATERMAIN REPLACEMENT	WATER	529,068 a	884,600 a	761,400 a	248,000 a	248,000 a	0
500.5010.4503	LAKE ST DAPPERS-EMERGENCY SPR 18	"	0	240,000 a	0	0	0	0
500.5010.4503	ROZANNE BRIDGE	"	0	35,000 a	0	0	0	0
500.5010.4503	I-290	"	0	0	239,000 a	0	0	0
500.5010.4509	WATER TOWER WORK/PAINT	"	0	300,000 b	900,000 b	0	0	0
500.5010.4513	FULLERTON BOOSTER STATION	"	38,500 a	0	0	0	0	0
500.5010.4519	AUTOMATIC RADIO READ SYSTEM	"	111,970 a	0	0	0	1,500,000 b	1,728,000 b
500.5010.4521	PAINT CHESTNUT/WOODLAND RESRVR	"	0	43,200 a	0 a	0	0	0
500.5010.4550	NORTH RTE 53 WATERMAIN/BP ANNEX	"	0	120,000 a	1,010,000 a	900,000 a	100,000 a	0
500.5010.4604	BYRON AVE IMPROVEMENT	"	43,004 a	244,900 a	631,500 a	16,000 a	0	0
	SUBTOTAL		722,542	1,867,700	3,541,900	1,164,000	1,848,000	1,728,000
SEWER SYSTEM								
500.5031.4549	MYRICK AVE STORM REPLACEMENT	SEWER	0	0	270,000 a	0	0	0
500.5031.4551	REBUILD MOTORS/PUMPS-DAPS	"	0	45,000 a	0	45,000 a	0	45,000 a
	SUBTOTAL		0	45,000	270,000	45,000	0	45,000
WATER POLLUTION CONTROL								
500.5032.4535	NTP WATER MAIN	WPC	0	0	0	0	45,000 a	0
500.5032.4570	EXCESS FLOW LIFT STATION-IEPA 2	"	217,227 a	0	0	0	0	0
500.5032.4587	ANAEROBIC DIGESTER CLEANING	"	0	105,000 a	0	105,000 a	0	105,000 a
500.5032.4587	DIGESTER COMPLEX IMPROVEMENTS	"	0	0	560,000 b	4,265,000 b	2,175,000 b	0
500.5032.4589	AERATION SYSTEM SHEATH	"	0	40,000 a	0	0	0	0
	SUBTOTAL		217,227	145,000	560,000	4,370,000	2,220,000	105,000
MISCELLANEOUS								
400.9940.4475	NOISE WALLS	CAP PROJ	73,657 g	21,900 g	50,000 g	0	0	0
470.9947.4538	GREEN MEADOWS REDEVELOPMENT	TIF 3	100,000 a	0	0	0	0	0
470.9947.4538	VILLAGE GREEN DRAINAGE	"	0	48,700 a	0	0	0	0
470.9947.4538	VILLAGE GREEN IMPROVEMENTS	"	1,148,075 a	351,400 a	466,000 a	0	0	0
	SUBTOTAL		1,321,732	422,000	516,000	0	0	0
	TOTAL CAPITAL SPENDING		10,871,168	12,511,185	10,618,200	9,264,500	7,171,700	4,840,700
CAPITAL FUNDING SOURCES (Some sources may have been received in one year, but expended in future years.)								
a.	CASH ON HAND		3,812,116	3,103,000	7,807,400	2,978,000	2,275,900	1,887,700
b.	DEBT FINANCING		4,791,242	6,800,000	0	4,265,000	3,675,000	1,728,000
c.	GRANTS							
1.	FEDERAL		491,646	299,100	0	0	0	0
2.	STATE		0	0	0	0	0	0
3.	LOCAL		0	168,000	0	0	0	0
4.	CDBG		0	0	0	0	0	0
5.	CMAQ		0	0	0	0	0	0
g.	INSURANCE PROCEEDS		73,657	21,900	50,000	0	0	0
m.	MOTOR FUEL TAX		936,350	945,800	945,800	945,800	945,800	950,000
t.	HOME RULE SALES TAX		766,157	1,173,385	1,815,000	1,075,700	275,000	275,000
	TOTAL CAPITAL FUNDING		10,871,168	12,511,185	10,618,200	9,264,500	7,171,700	4,840,700

Capital Improvement Program (CIP) Impact on FY 2018-19 Operating Budget

Most of the capital improvement projects listed in the Village's CIP Five Year Spending and Funding Summary will not cause an increase or a decrease in operating expenses. As infrastructure is improved and replaced one could argue that maintenance costs should decrease. However, it is assumed that other infrastructure will "replace" the maintenance needs so there has been no decrease in budgeted maintenance. Projects that will affect operating expenses include the following:

Land/Building

4405 Village Hall/Police Facility

The Village will be replacing the chiller (HVAC) in Village Hall; it has been repaired several times and is aging. Now that the new ACDC Building is open and operating, the Village will be renovating the old dispatch area in the Police Building. This is the second year of a several-year program to replace the financial system, the Community Development system, the Public Works system, and the Police scheduling system.

Operating Budget Impact: Replacing the Village's current old computer systems in several of the departments will create efficiencies and provide much better reporting features than our current systems provide. Purchasing a new chiller will be cost effective and prevent a potential for the current system dying during the heat of the summer.

Water System

4550 North Rte 53 Watermain/BP Annex

Engineering for the BP annexation has begun; however, BP will be financing this project.

Operating Budget Impact: The costs involved with this annexation will be reimbursed by BP.

Streets

4479 Sidewalk Replacement

This account records the funding for the Village's sidewalk replacement program to limit potential trip hazards.

Operating Budget Impact: The elimination of potential trip hazards will decrease the Village's liability and insurance exposure, thereby potentially lowering insurance premiums.

VILLAGE OF ADDISON

Motor Fuel Tax Fund Projects FY 18-19

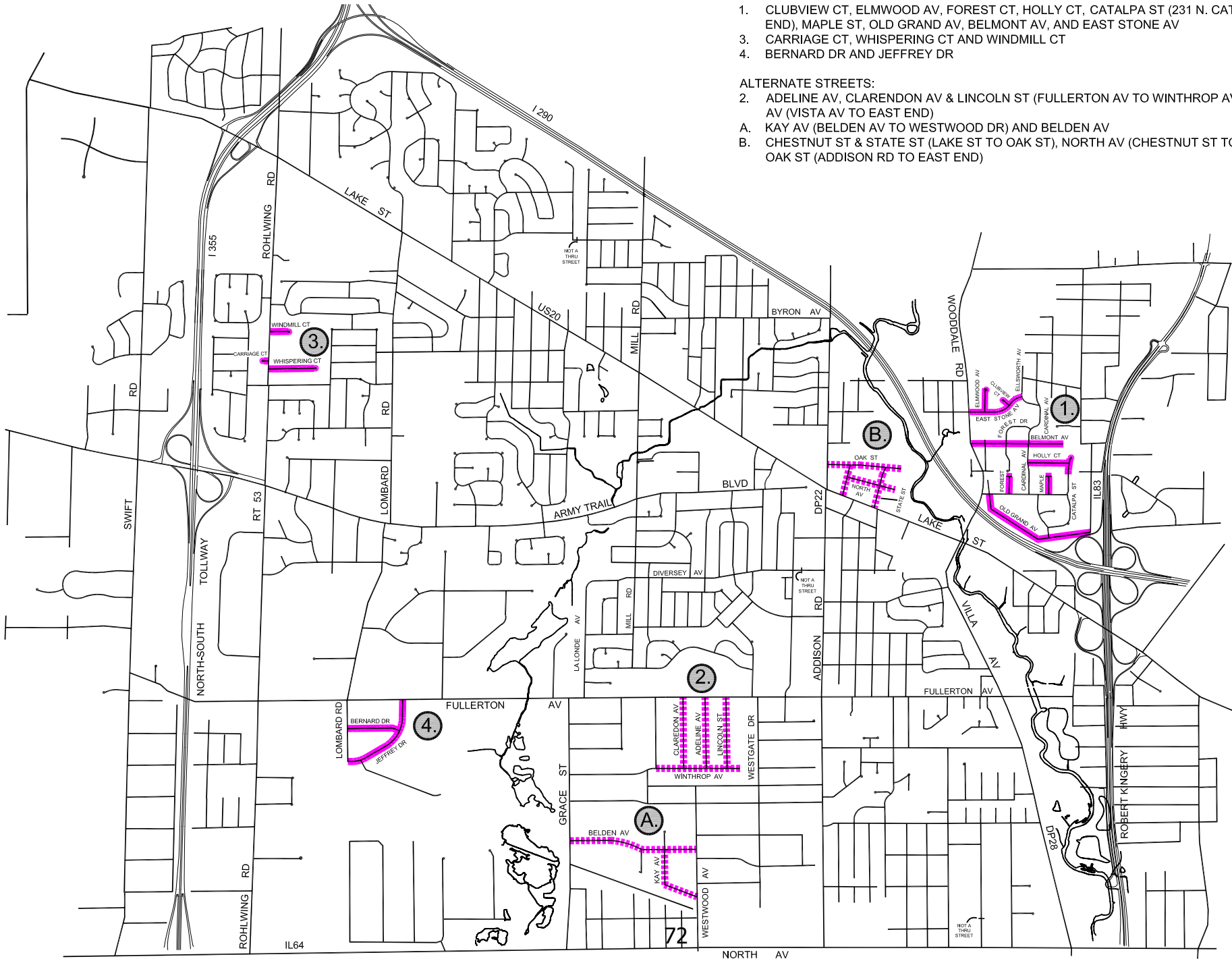
Street Maintenance



1. CLUBVIEW CT, ELMWOOD AV, FOREST CT, HOLLY CT, CATALPA ST (231 N. CATALPA TO NORTH END), MAPLE ST, OLD GRAND AV, BELMONT AV, AND EAST STONE AV
3. CARRIAGE CT, WHISPERING CT AND WINDMILL CT
4. BERNARD DR AND JEFFREY DR

ALTERNATE STREETS:

2. ADELINE AV, CLARENDON AV & LINCOLN ST (FULLERTON AV TO WINTHROP AV) AND WINTHROP AV (VISTA AV TO EAST END)
- A. KAY AV (BELDEN AV TO WESTWOOD DR) AND BELDEN AV
- B. CHESTNUT ST & STATE ST (LAKE ST TO OAK ST), NORTH AV (CHESTNUT ST TO STATE ST) AND OAK ST (ADDISON RD TO EAST END)



DEBT SUMMARY

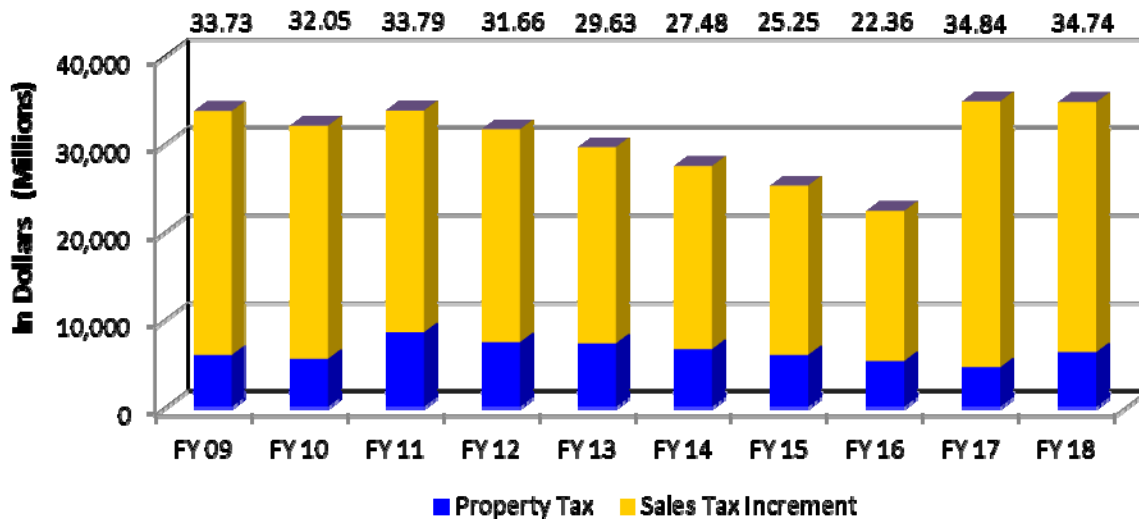
OVERVIEW AND DEBT FINANCING PRINCIPLES

The Village of Addison has historically taken a conservative approach to debt financing. The goal of the Village's debt policy is to maintain the ability to provide high quality essential Village services in a cost-effective manner. Policymakers weigh this goal against maintaining the ability to borrow at the lowest possible rates. The Village has used the following guidelines before financing projects with long-term debt:

- Staff conservatively projects the revenue sources to pay off the debt.
- The financing of the improvement will not exceed its useful life.
- The benefits of the improvement must outweigh its costs, including the interest costs of financing.

Through the application of these guidelines, the Village Board tests any demand for debt financing. Furthermore, the Village uses debt only to provide financing for essential and necessary capital projects. The chart below shows a brief history of the Village's outstanding bond debt.

VILLAGE OF ADDISON
Outstanding Bond Debt
Fiscal Years Ending 2009 through 2018



Note: The higher debt in FY 17 is due to the 2016 A and 2017 G.O. issues for the new Addison Consolidated Dispatch Center construction. The property tax on these issues will be abated and paid by existing home rule sales tax increment revenues.

DEBT SUMMARY

(Cont'd)

LEGAL DEBT MARGIN

The Village is a home rule municipality.

Article VII, Section 6(k) of the 1970 Illinois Constitution governs computation of the legal debt margin.

"The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property...(2) if its population is more than 25,000 and less than 500,000 an aggregate of one percent:...indebtedness which is outstanding on the effective day (July 1, 1971) of this constitution or which is thereafter approved by referendum... shall be included in the foregoing percentage amounts."

To date the General Assembly has set no limits for home rule municipalities.

TYPES OF VILLAGE DEBT

The Village's general obligation bond rating is AA+ from Fitch Inc. and AA from Standard & Poor's.

This positions the Village to secure more favorable interest rates. A general obligation bond has the full faith and credit of the Village pledged. The general obligation alternate revenue bonds, which are a pledge of a specific revenue source, (i.e. utility taxes, sales taxes, water revenues) and a tax levy, carry the same rating. However, all other types of debt instruments are of a lesser credit quality and therefore will have higher relative interest rates. An approximate ranking is as follows:

General Obligation/General Obligation Alternate Revenue
Water and Sewer Revenue
Special Service Area
Special Assessment

CONCLUSION

The Village issues new debt only after careful consideration of the benefits of the capital project being financed and a conservative analysis of the revenue sources required to pay off the debt. By following these practices and by monitoring the total debt burden, the Village has been able to maintain a high bond rating, which equates to lower interest costs. The Village's overall financial health is good, and by following sound financial and management policies, the Village Board and staff will emphasize continued efforts toward maintaining and improving the Village's financial performance in the coming years.

The charts on the following pages provide summaries of outstanding bond issues and future debt service requirements.

**VILLAGE OF ADDISON
SUMMARY OF OUTSTANDING BOND ISSUES
AS OF APRIL 30, 2018**

<u>ISSUE</u>	<u>PURPOSE</u>	<u>AMOUNT ISSUED</u>	<u>MATURITY DATE</u>	<u>AMOUNT OUTSTANDING</u>		
				<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
GENERAL OBLIGATION DEBT						
2008 REFUNDING BOND	ADVANCE REFUNDING 1998	6,015,000	12/16/20	2,905,000	295,000	3,200,000
2010 TAXABLE G.O BOND	DRISCOLL PROPERTY	3,500,000	12/16/30	2,640,000	1,009,033	3,649,033
2012 REFUNDING BOND	ADVANCE REFUNDING 2004	3,985,000	12/15/19	1,215,000	42,600	1,257,600
2015 REFUNDING BOND	ADVANCE REFUNDING 2006 C & 2007 - Partial	8,995,000	12/15/26	8,655,000	1,767,850	10,422,850
2016 A G.O. BOND	ACDC AND CAPITAL	9,525,000	12/15/37	9,525,000	3,674,673	13,199,673
2016 B REFUNDING BOND	ADVANCE REFUNDING 2006 A	2,130,000	12/15/27	1,945,000	282,850	2,227,850
2017 G.O. BOND	ACDC AND CAPITAL	5,400,000	12/15/32	5,400,000	1,417,500	6,817,500
2017 A G.O. BOND	ADVANCE REFUNDING 2010	2,470,000	12/15/30	2,450,000	646,378	3,096,378
TOTAL ALL BONDS				<u>34,735,000</u>	<u>9,135,883</u>	<u>43,870,883</u>

The Debt Service section has individual bond payment details and a Debt Service to Maturity Schedule.

**ANNUAL DEBT SERVICE REQUIREMENTS
(PRINCIPAL AND INTEREST)**

<u>FUND/ISSUE</u>	<u>FUNDING SOURCE</u>	<u>2016-17 ACTUAL</u>	<u>2017-18 EST ACT</u>	<u>2018-19 BUDGET</u>	<u>2019-20 BUDGET</u>	<u>2020-21 BUDGET</u>
BOND RETIREMENT FUND						
2010 TAXABLE G.O.	PROPERTY TAX	269,655	214,800	159,800	160,270	0
2012 REFUNDING	PROPERTY TAX	634,800	627,700	630,300	627,300	0
2017 A G.O. BOND	PROPERTY TAX	0	53,800	93,150	92,880	252,510
SUBTOTAL - PROPERTY TAX		<u>904,455</u>	<u>896,299</u>	883,250	<u>880,450</u>	<u>252,510</u>
2006 A REFUNDING	SALES TAX INCREMENT	217,156	0	0	0	0
2006 C G.O.	SALES TAX INCREMENT	399,645	415,400	0	0	0
2007 G.O.	SALES TAX INCREMENT	342,788	0	0	0	0
2008 REFUNDING	SALES TAX INCREMENT	563,050	597,640	1,065,250	1,074,250	1,060,500
2011 REFUNDING	SALES TAX INCREMENT	507,600	488,800	0	0	0
2015 REFUNDING	SALES TAX INCREMENT	324,341	652,200	1,075,400	1,090,000	1,111,000
2016 A G.O.	SALES TAX INCREMENT	0	293,260	253,800	253,800	253,783
2016 B REFUNDING	SALES TAX INCREMENT	0	243,500	240,300	246,500	247,500
2017 G.O.	SALES TAX INCREMENT	0	177,600	787,500	769,500	751,500
SUBTOTAL - SALES TAX		<u>2,354,580</u>	<u>2,868,400</u>	3,422,250	<u>3,434,050</u>	<u>3,424,283</u>
IEPA LOAN 1	OPERATING REVENUE	390,908	390,900	390,900	390,900	390,909
IEPA LOAN 2	OPERATING REVENUE	104,099	104,100	104,100	104,100	104,099
SUBTOTAL - IEPA LOANS		<u>495,007</u>	<u>495,000</u>	495,000	<u>495,000</u>	<u>495,008</u>
TOTAL		<u>3,754,042</u>	<u>4,259,700</u>	4,800,500	<u>4,809,500</u>	<u>4,171,800</u>



(BLANK)

GENERAL FUND

Narrative

This all-purpose fund handles the operations of the municipality not accounted for in a separate fund. The functional areas included in this fund are:

Administration
Boards & Commissions
Finance
Community Relations
Building & Grounds
Police
Henry Hyde Resource Center
Consolidated Dispatch Center
Community Development
Electrical/Forestry
Street
General Ledger

GENERAL FUND (100) REVENUES

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1000	REVENUES	TAXES						
100.1000.3001	PROPERTY TAXES - CURRENT	4,042,521	4,531,469	4,507,000	4,545,000	4,700,000	4,841,000	4,986,200
100.1000.3002	PROPERTY TAXES - PRIOR YR	364	467	1,000	0	500	500	500
100.1000.3003	ROAD & BRIDGE TAX - CURRENT	428,237	428,125	428,000	435,000	435,000	435,000	435,000
100.1000.3004	ROAD & BRIDGE TAX - PRIOR YR	33	28	100	0	100	100	100
100.1000.3005	REPLACEMENT TAXES	118,584	154,145	105,000	140,000	280,000	280,000	280,000
100.1000.3007	POLICE PENSION PROPERTY TAX	2,724,278	2,762,887	3,031,000	3,043,500	3,043,500	3,043,500	3,043,500
100.1000.3010	REAL ESTATE TRANSFER TAX	370,115	503,473	475,000	560,000	675,000	550,000	550,000
100.1000.3020	INCOME TAX	3,936,999	3,491,936	3,700,000	3,400,000	3,539,400	3,539,400	3,539,400
100.1000.3025	TELECOMMUNICATIONS TAX	1,227,999	1,136,401	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
100.1000.3030	SALES TAX	9,788,299	9,270,110	9,590,000	9,800,000	10,192,000	10,599,700	11,023,700
100.1000.3031	SALES TAX INCREMENT	2,001,720	1,847,338	1,865,000	1,930,000	2,007,200	2,087,500	2,171,000
100.1000.3034	LOCAL USE TAX	857,182	909,245	870,000	936,000	972,000	972,000	972,000
100.1000.3045	AUTO RENTAL TAX	5,678	5,221	5,000	5,500	5,500	5,500	5,500
100.1000.3046	VIDEO GAMING TAX	238,369	291,099	280,000	331,000	347,600	365,000	383,300
100.1000.3050	ROOM TAX (HOTEL-MOTEL)	359,680	356,895	415,000	360,000	370,000	380,000	390,000
	SUBTOTAL - TAXES	26,100,058	25,688,839	26,272,100	26,486,000	27,567,800	28,099,200	28,780,200
		LICENSES, PERMITS, AND FEES						
100.1000.3101	VEHICLE LICENSES	592,683	585,231	592,000	580,000	580,000	580,000	580,000
100.1000.3110	BUSINESS LICENSES	269,200	262,240	250,000	265,000	265,000	265,000	265,000
100.1000.3115	LIQUOR LICENSES	172,208	188,695	193,000	205,000	205,000	205,000	205,000
100.1000.3117	MULTIPLE DWELLING LICENSES	308,665	330,100	309,000	280,000	280,000	280,000	330,000
100.1000.3118	BUILDING PERMITS	315,579	315,902	480,000	360,000	471,000	542,000	360,000
100.1000.3120	BUILDING/ZONING SUBDIVISION FEES	6,820	16,071	5,000	14,000	14,000	14,000	14,000
100.1000.3123	PLANNING/DEVELOPMENT FEES	63,208	34,868	45,000	35,000	35,000	35,000	35,000
100.1000.3125	DEVELOPMENT REVIEW FEE	58,658	4,579	20,000	20,000	20,000	20,000	20,000
100.1000.3131	FRANCHISE FEE - CATV	533,702	524,177	510,000	530,000	530,000	530,000	530,000
100.1000.3140	ANNEXATION/TAP ON FEES	12,614	31,922	10,000	30,000	30,000	30,000	30,000
100.1000.3150	ALARM PERMIT FEES	14,710	14,841	13,000	13,000	13,000	13,000	13,000
100.1000.3170	SOLICITOR'S FEES	1,015	1,915	1,000	1,200	1,000	1,000	1,000
100.1000.3175	CHARITY GAME FEES	0	2,341	1,000	1,000	1,000	1,000	1,000
100.1000.3180	SEX OFFENDER REGISTRY FEE	1,250	1,170	1,000	1,000	1,200	1,200	1,200
100.1000.3190	FINGERPRINTING FEE	800	625	600	800	700	700	700
100.1000.3195	BUSINESS LICENSE BACKGROUND	18,080	10,088	10,000	10,000	10,000	10,000	10,000
100.1000.3196	FIRE PLAN REVIEW FEES	23,165	18,850	14,000	14,000	14,000	14,000	14,000
100.1000.3197	PLUMBING INSPECTION FEES	460	0	0	100	0	0	0
100.1000.3198	REVIEW & INSPECTION FEES	91,567	58,638	50,000	246,000	150,000	100,000	100,000
	SUBTOTAL - LICENSES/ PERMITS/FEES	2,484,384	2,402,253	2,504,600	2,606,100	2,620,900	2,641,900	2,509,900
		FINES & FORFEITS						
100.1000.3201	POLICE FINES	228,512	203,346	220,000	200,000	200,000	200,000	200,000
100.1000.3202	PARKING FINES	372,455	321,390	353,200	313,000	325,000	325,000	325,000
100.1000.3203	DUI/DRUG FINE-STATE 910822	0	300	0	800	0	0	0
100.1000.3205	BUILDING FINES	4,583	417	5,000	0	5,000	5,000	5,000
100.1000.3206	COURT FEES - TRAFFIC VIOL SB1260	18,139	15,406	14,500	12,500	12,000	12,000	12,000
100.1000.3207	OVERWEIGHT TRUCK FINES	15,712	7,933	7,000	6,400	6,400	6,400	6,400
100.1000.3208	ADMINISTRATIVE ADJUDICATION	12,469	22,885	18,500	26,600	26,600	26,600	26,600
100.1000.3209	RED LIGHT CAMERA ENFORCEMENT	227,750	315,774	275,000	214,000	214,000	214,000	214,000
100.1000.3215	ANIMAL IMPOUNDING	450	100	100	100	100	100	100
100.1000.3220	VEHICLE IMPOUND FEE	88,500	74,505	80,000	75,000	75,000	75,000	75,000
100.1000.3222	TRUCK PERMIT FEE	19,200	25,720	28,000	19,000	19,000	19,000	19,000
100.1000.3223	FTA WARRANT FEE - PD	6,715	5,105	0	3,900	3,900	3,900	3,900
100.1000.3225	FALSE ALARM CHARGES - OTHER	28,735	22,070	24,000	28,100	25,000	25,000	25,000
100.1000.3230	ADMIN ADJ - COM DEV	31,071	39,575	31,500	31,500	30,000	30,000	30,000
	SUBTOTAL - FINES & FORFEITS	1,054,291	1,054,526	1,056,800	930,900	942,000	942,000	942,000

GENERAL FUND (100) REVENUES

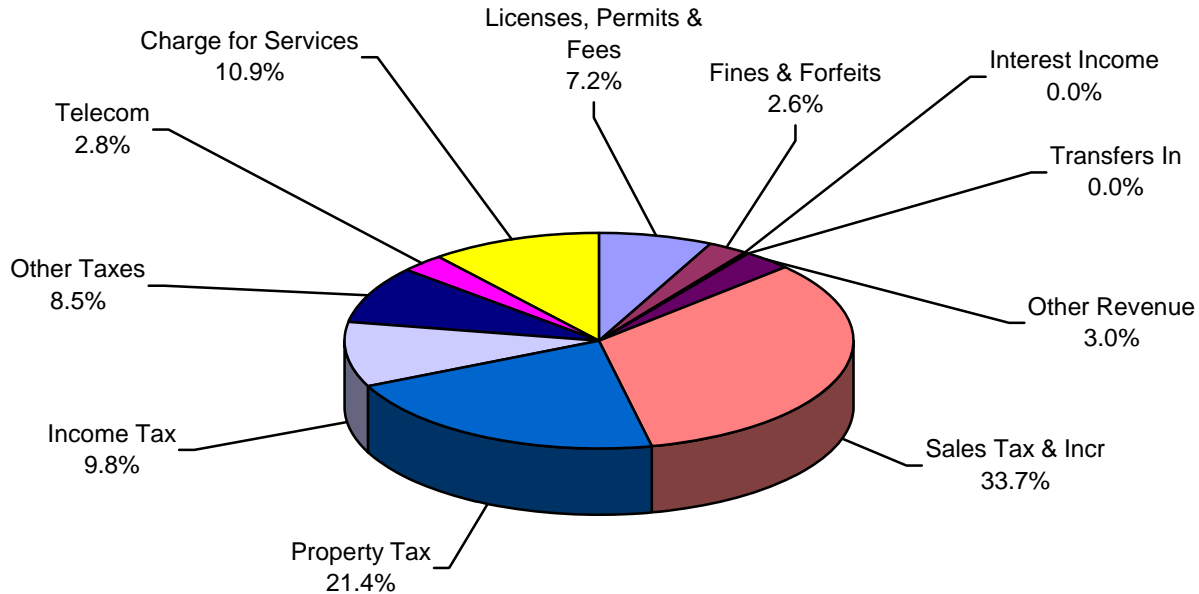
Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1000	REVENUES (Cont'd)	CHARGES FOR SERVICES						
100.1000.3350	GARBAGE BILLING	253,100	262,466	253,000	263,000	285,500	285,500	285,500
100.1000.3351	BRUSH PICK-UP	106,517	106,525	106,800	106,800	106,800	106,800	106,800
100.1000.3355	BAIL BONDS	12,109	6,678	7,000	7,000	7,000	7,000	7,000
100.1000.3360	CONSOLIDATED DISPATCH CENTER	958,638	2,236,046	3,458,700	3,352,000	3,538,000	3,695,700	3,890,700
	SUBTOTAL - CHARGES FOR SERVICES	1,330,364	2,611,715	3,825,500	3,728,800	3,937,300	4,095,000	4,290,000
		INTERGOVERNMENTAL REVENUES						
100.1000.3471	DPICJ JAG DATA EXCHANGE	219,854	0	0	0	0	0	0
	SUBTOTAL - INTERGOVTL REVENUES	219,854	0	0	0	0	0	0
		INTEREST INCOME						
100.1000.3510	INVESTMENT INTEREST	12,846	44,662	10,000	10,000	10,000	10,000	10,000
100.1000.3540	INTEREST ON LOANS	2	10	0	0	0	0	0
	SUBTOTAL - INTEREST INCOME	12,848	44,672	10,000	10,000	10,000	10,000	10,000
		MISCELLANEOUS REVENUE						
100.1000.3801	REIMB-GRANTSEARCH LICENSE	3,240	0	0	0	0	0	0
100.1000.3802	REIMB-INSURANCE	221,176	99,362	100,000	100,000	100,000	100,000	100,000
100.1000.3806	REIMB-TRAINING-POLICE	745	9,273	0	6,200	0	0	0
100.1000.3807	REIMB-ENG/ARCH PERMITS	8,411	2,234	0	100,500	100,000	0	0
100.1000.3808	REIMB-COMED	1,752	0	0	0	0	0	0
100.1000.3822	SALE OF MAPS/PUBLICATIONS	533	321	100	200	200	200	200
100.1000.3824	SALE POSTAGE STAMPS	684	587	500	400	400	400	400
100.1000.3826	REIMB-WALMART SIGNAL	5,835	0	0	0	0	0	0
100.1000.3828	REIMB- PD OFFICERS FROM DEA	99,996	93,131	90,000	109,800	100,000	100,000	100,000
100.1000.3829	REIMB- PD OFFICERS FROM ICE	91,748	89,634	90,000	106,100	100,000	100,000	100,000
100.1000.3830	POLICE REPORTS	6,743	6,816	6,000	6,000	6,000	6,000	6,000
100.1000.3833	SCHOOL LIAISON PROGRAM	127,866	152,508	145,000	125,000	125,000	125,000	125,000
100.1000.3834	SCHOOL SECURITY	0	0	10,000	10,000	10,000	10,000	10,000
100.1000.3839	PUBLIC SAFETY	18,681	24,908	25,000	25,000	25,000	25,000	25,000
100.1000.3850	WEED CONTROL	3,264	2,047	0	4,200	2,000	2,000	2,000
100.1000.3853	AUCTION/SALE OF FIXED ASSETS	2,186	627	0	0	0	0	0
100.1000.3860	RENTALS & CONCESSIONS	415,348	481,110	470,700	495,700	495,700	495,700	495,700
100.1000.3861	CONTRIBUTIONS & DONATIONS	0	30,000	40,000	20,000	20,000	20,000	20,000
100.1000.3876	CASH OVER/SHORT	80	3	0	0	0	0	0
100.1000.3899	MISCELLANEOUS REVENUES	62,892	31,953	45,000	25,000	30,000	30,000	30,000
	SUBTOTAL - MISC REVENUES	1,071,180	1,024,514	1,022,300	1,134,100	1,114,300	1,014,300	1,014,300
		TRANSFERS IN						
100.1000.3944	TRANSFER FROM PUBLIC BUILDING	0	350,000	96,500	96,500	0	0	0
100.1000.3970	TRANSFER FROM POLICE PENSION	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	SUBTOTAL - TRANSFERS IN	2,500	352,500	99,000	99,000	2,500	2,500	2,500
	TOTAL REVENUES	32,275,479	33,179,019	34,790,300	34,994,900	36,194,800	36,804,900	37,548,900
	LESS: TOTAL EXPENDITURES	30,118,697	31,680,979	35,566,000	35,647,400	37,177,200	37,885,400	38,722,000
	SURPLUS (DEFICIT)	2,156,782	1,498,040	(775,700)	(652,500)	(982,400)	(1,080,500)	(1,173,100)

GENERAL FUND REVENUE

Notes

ANALYSIS OF GENERAL FUND REVENUES



Summary

The Village of Addison has maintained a strong financial position. The current economic downturn has presented challenges that the Village has been able to successfully address and maintain services throughout. The Village has untapped revenue sources available and continues to seek and take advantage of economic development and redevelopment opportunities. As a home rule community in the State of Illinois, the Village is not constrained by the property tax caps placed on non-home rule communities. However, in an effort to hold the line on property taxes, the Village has voluntarily worked to maintain relatively low property tax rates. This has been accomplished in part, due to Addison being home to the second largest industrial park acreage in a municipality in the Chicago area.

Over the years, the Village has experienced steady growth in the equalized assessed value (EAV) in its residential and commercial/industrial sectors prior to Fiscal 2011 when the Village experienced its first drop in EAV. After six years of declining EAV, Fiscal 2017 and Fiscal 2018 are experiencing an increase in EAV. The increase is expected to continue in Fiscal 2019 and continue in future years. The Village is in the enviable position to maintain a sustainable level of development, due to available land and its strategic location which is easily accessible from every direction. Four (4) State highways penetrate and cross the Village's boundaries including Route 20 (Lake Street), Route 53 (Rohlwing Road), Route 64 (North Avenue), and Route 83 (Robert Kingery Highway). Lake Street, the main street through the Village, boasts over 30,000 cars traveling on a daily basis. Interstate 290, the North-South Tollway (355) and the Tri-State Tollway (294) provide easy vehicular access to Addison. The Chicago Loop and Midway Airport are 35 minutes away; O'Hare International Airport is only a 20-minute drive.

GENERAL FUND REVENUE

Notes (Cont'd)

Summary (Cont'd)

In order to hold down property taxes while providing a vast array of services, the Village has had the luxury of utilizing its diverse sales tax base. The Village realizes that sales tax revenues can be fickle, and has purposely maintained a variety of revenue options which can be implemented when sales taxes level off or decline. For instance, the Village's financial policies include the provision to maintain a minimum unrestricted fund balance of 25% of expenditures in all operating funds. Three months of expenditures allows the Village to maintain operations when revenues may be lagging. The Village can also tap into a variety of other revenue sources which it has yet to enact. One of which, a Utility Tax of 5%, could conservatively produce an additional \$1.6 million revenue on an annual basis.

3001 Property Taxes

Property tax receipts represent about 22% of the Village's General Fund income, and the Village's levy represents only about 9% of a property owner's total property tax bill. As noted above, Addison has historically taken a conservative approach to this revenue source, understanding the negative impact high property taxes can have in a sluggish economy where incomes are fixed, or are temporarily lost or decreased. The Village's tax rate per \$100 of equalized assessed valuation (EAV) has decreased each year as the EAV had increased. Conversely, as the EAV decreases, the rates increase. Due to the economic downturn, valuations have dropped thus causing increases in the tax rate. The 2017 tax levy, which will be received in FY 2018-19 was based on a projected increase in EAV of 8.04%, and a total dollar increase of 2.12%. The total dollar increase is due to a 4.28% increase in the Corporate Levy, a 0.06% increase in the Police Pension levy, and a 1.76% decrease in the levy for Debt Service. The levy which corresponds to this budget was levied in December, 2017. Property owners will pay this tax in two installments due June 1 and September 1, 2018. A breakdown of the Village's total tax levy is as follows:

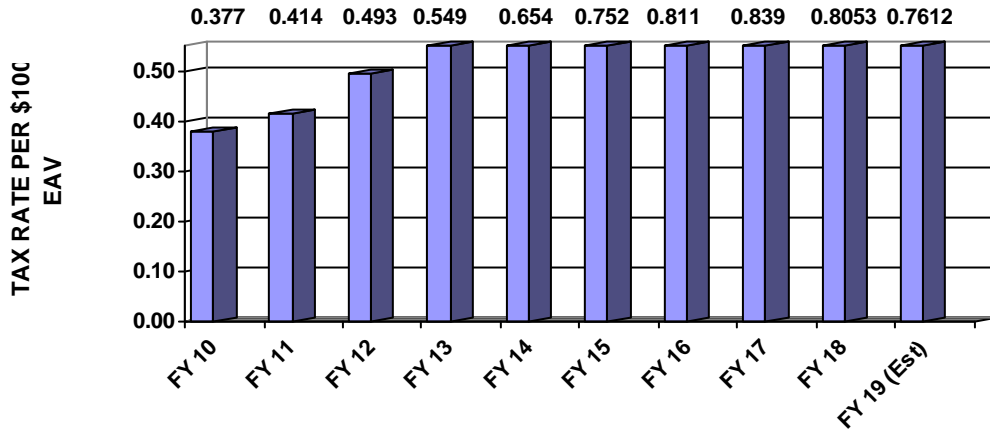
	Final 2016 Levy for FY 18	Estimated 2017 Levy for FY 19	% Change
General Fund			
Corporate	\$4,552,641	\$4,747,572	4.28%
Police Pension	3,043,542	3,045,246	0.06%
Subtotal	7,596,183	7,792,818	2.59%
Debt Service Fund	908,205	892,238	(1.76)%
Total Levy	\$8,504,388	\$8,685,056	2.12%
Equalized Assessed Val.	\$1,056,052,138	\$1,140,968,934	8.04%
Rate per \$100 EAV	\$0.8053	\$0.7612	(5.48)%

GENERAL FUND REVENUE

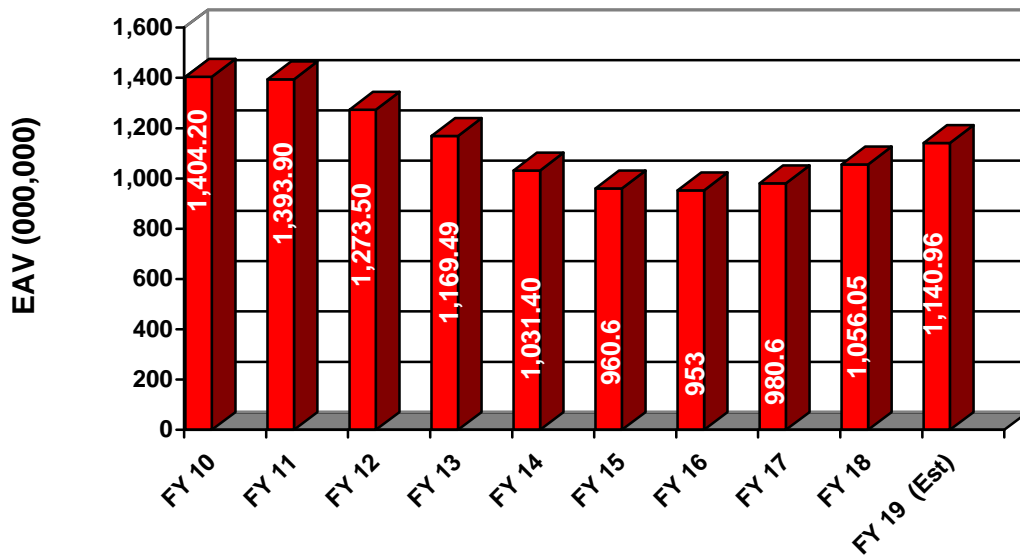
Notes (Cont'd)

3001 Property Taxes (Cont'd)

PROPERTY TAX RATE



EQUALIZED ASSESSED VALUE



The Corporate levy increased \$194,931 from last year's levy, the Police Pension levy increased by \$1,704 and Debt Service decreased \$15,967 for an increase of \$180,668 or 2.12%. The Police Pension levy is based on an actuarial analysis which takes into account many factors including age of members, age of participants, years of service, contributions by the Village and members, and investment results. An amount equal to the Police Pension Property Tax is transferred from the General Fund (see Police Department budget) to the Police Pension Fund. Prior to FY 2009, the Village had been able to maintain the funding level of the Police Pension Fund's pension obligations at or over 80%. The Village continues to strive to bring the funded balance back up.

GENERAL FUND REVENUE

Notes (Cont'd)

3001 Property Taxes (Cont'd)

The Debt Service portion of the Village's levy, shown in the table on the prior page, is credited to the Debt Service Fund and can be found in that section of this budget. The decrease is due to the structure of the payment amortization schedule.

Property taxes for 2017 attach as an enforceable lien on January 1, 2017, on property values assessed as of the same date. Tax dollars are levied by December of the subsequent fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and issued on or about May 1, 2018, and are payable in two installments, on or about June 1, 2018 and September 1, 2018. The County collects such taxes and remits them periodically. The allowance for uncollectible taxes has been stated at one (1) percent of the tax levy to reflect actual collection experience. The 2017 tax levy is intended to fund expenditures for the 2018-19 fiscal year.

The DuPage County Assessor's Office is responsible for determining assessed value of real property utilizing market values and established assessment ratios. The State of Illinois Department of Revenue then assigns an equalization factor to each county in an attempt to adjust for different assessment practices. This results in an equalized assessed valuation (EAV) figure. In Illinois, a government's tax rate is determined by dividing its total tax levy into its total EAV. The 2017 EAV shows an estimated 8.04% increase over 2016.

PROPERTY TAX CYCLE

January	Enforceable Lien on Property attaches for all home owners as of January 1.
January – October	Townships perform the assessment process.
October	Notification from some Townships regarding value of new growth that will be included on tax rolls.
October	Publication in local newspaper of proposed assessed values. At this point taxpayers can file an appeal if they disagree with proposed assessed values.
November	Finance Department estimates what the EAV will be for calculating the Tax Levy and the proposed Tax Rate.
December	Public Hearing and passage of the Tax Levy, filed with County Clerk by the last Tuesday in December.
December	Passage of any Property Tax Abatements, filed with the County Clerk by the last Tuesday in December.
March	Receive preliminary adjusted tax levy from the County including the adjustment/increase for uncollectible taxes. However, the EAV is not included, so only the dollars levied is included.

GENERAL FUND REVENUE

Notes (Cont'd)

3001 Property Taxes (Cont'd)

April/May	Receive proposed/preliminary tax levy from the County for approval. It is at this time the EAV is included as reported to the County from the Township. Rate limits and compliance with rate limits are included/calculated, as is the actual tax rate per \$100 assessed value. To be approved by the Finance Department and returned to the County.
May	Final Tax Rates determined and reported back to the taxing body.
May	Tax bills prepared and issued by the County.
June	1 st installment of property taxes are due – 50% of the bill.
September	Balance of property taxes due.

The Village levies a specific total dollar amount in December. At that time the actual EAV is not known, but an estimate is made in order to estimate the rate per \$100 of assessed valuation. The actual rate is not determined until April/May when the County receives the final EAV from the townships and then calculates the final rate.

In times of economic downturn, the easy answer to address lower revenues is to raise property taxes. The Village is very aware of the impact that choice would have on property owners with fixed incomes or those who have lost income. This is why the Village is constantly looking for other revenue sources and tries not to be heavily dependent on property taxes.

3003 Road and Bridge Taxes

This tax is levied through the Township, and by State Statute. Half of the levy is distributed to municipalities within the Township based on assessed values.

3005 Replacement Tax

The Personal Property Replacement Tax (PPRT) is received directly from the state. It is derived from corporate income and as such is directly related to the economy.

3010 Real Estate Transfer Tax

This tax is imposed on the privilege of transferring title to real estate within the corporate limits of the Village, at the rate of \$2.50 for each \$1,000 of value or fraction thereof. The liability for payment of the tax is borne by the grantee or purchaser of any deed subject to the tax. The Village budget includes a 20% increase over the projected FY 18 results due to the anticipated completion and sale of several housing development construction projects and annexations.

GENERAL FUND REVENUE

Notes (Cont'd)

3020 Income Tax

		<u>Amount</u>	<u>% Inc (Dec)</u>
FY 2015	Actual	3,617,900	0.50%
FY 2016	"	3,936,999	8.82%
FY 2017	"	3,491,936	(11.30)%
FY 2018	(Est. Actual)	3,400,000	(2.63)%
FY 2019	(Budget)	3,539,400	4.10%

Income tax receipts represent approximately 9.8% of the Village's General Fund income. Local governments in Illinois receive a share of all state income tax receipts, allocated on a per capita basis to all municipalities.

Budget Assumptions - To prepare the FY 2019 budget for income tax receipts, three key elements were assumed:

Population - Income tax receipts are distributed based on the Village's population. Addison's most recent population used by the State is 36,942. It is assumed that there will be no change in population.

Municipality's share of income tax receipts – Prior to January, 2011, municipalities were entitled to 1/10 of income tax receipts. Between 2011 and 2015 the State temporarily increased the income tax rates on both personal and corporate income. As part of that legislation, the municipal percentage was changed to "maintain" the same revenue streams the 1/10 previously provided. The increases expired January 1, 2015. Due to the State's continuing fiscal distress, the Income tax rate was increased in July, 2017 and remittances to local government were reduced by 10% during FY 18. As the State continues to find a solution to their financial situation, the Village will closely monitor the situation should the State continue to reduce funding to the Village.

State-wide change in income tax receipts - FY 2018 receipts are projected to be 8% lower than the original budget. However, the IML has projected a rebound in income tax receipts. We budgeted a 4% increase in the FY 2019 revenues.

3025 Telecommunications Tax

Due to deregulation of the telecommunications industry, the State of Illinois adopted Public Act 90-154, the Municipal Telecommunications Infrastructure Maintenance Fee Act. As a result of litigation, the Illinois General Assembly rewrote the State Statutes. As of January, 2003, all telecommunication providers were required to charge a 1% telecommunications fee. The Village has passed an additional 5% fee, bringing the total telecommunications tax in Addison to 6%. This fee is remitted to the state, which remits the funds to the municipalities after subtracting an administrative charge.

GENERAL FUND REVENUE

Notes (Cont'd)

3025 Telecommunications Tax (Cont'd)

The decision to implement a telecommunications tax was made on the premise that although the majority of people have telephone service, the types of service and amount of usage is somewhat in their control. In addition, the telecommunications tax provides additional diversity in the revenue mix. However, with the introduction of cable telephone and internet phone services, residents are switching to lower cost plans which carry lower telecommunications tax.

Budget Assumptions– The FY 2018-19 budget assumes no change based upon trending.

3030 Sales Tax and 3031 Sales Tax Increment

		SALES TAX		SALES TAX INCREMENT	
		<u>Amount</u>	<u>% Inc (Dec)</u>	<u>Amount</u>	<u>% Inc (Dec)</u>
FY 2015	(Actual)	8,503,004	1.43%	1,731,008	(2.09)%
FY 2016	"	9,788,299	15.12%	2,001,720	15.64%
FY 2017	"	9,270,110	(5.29)%	1,847,338	(7.71)%
FY 2018	(Est. Actual)	9,800,000	5.72%	1,930,000	4.47%
FY 2019	(Budget)	10,192,000	4.00%	2,007,200	4.00%

* The increase in FY 16 is due to a one-time adjustment made by the State which increased the Sales Tax and Sales Tax Increment the Village received.

Sales and Sales Tax Increment (home rule) revenues represent the largest single revenue source or about 33.7% of the Village's General Fund income. Items, except food and drugs, in Addison are subject to an 8% sales tax (eff 6/1/16). Sales taxes are imposed upon all retail sales and upon all persons engaged in the business of making sales of services within the Village's corporate limits. These taxes are collected by the State, and divided among the taxing districts as follows:

State	5.00%
Village	
Municipal Tax	1.00%
Home-Rule Tax	1.00%
DuPage County	.50%
Regional Transportation Authority	<u>.50%</u>
Total	8.00%

*Note: The municipal tax is credited to the General Fund. Home Rule sales taxes are used as follows:

<u>Rate</u>	<u>Fund</u>	<u>Year</u>	<u>Reason</u>
.25	Debt Service Fund	1995	To Fund a Redevelopment Bond Issue
.25	Public Building Fund	1997	To Fund Bond Issues for Village Building Construction
.25	General Fund	2003	Additional Operating Revenue
.25	Motor Fuel Tax	2012	To Fund continuing Road Maintenance

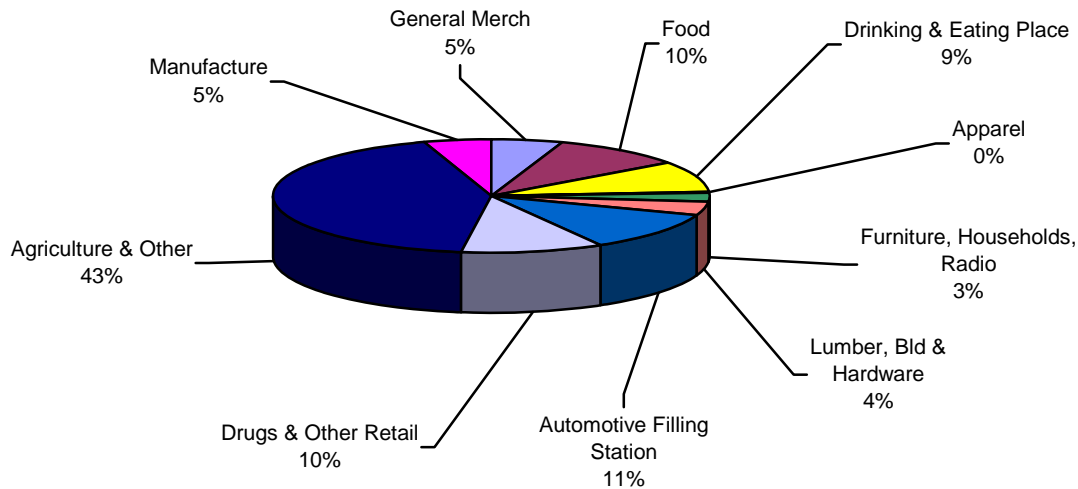
GENERAL FUND REVENUE

Notes (Cont'd)

3030 Sales Tax and 3031 Sales Tax Increment (Cont'd)

The Village has had the luxury of utilizing its strong sales tax revenues in lieu of putting pressure on the property tax rate. Due to the Village's excellent geographic location and the current and future economic development plans, the Village expects to be able to maintain its diverse sales tax base, as shown in the pie chart:

Sales Tax and Sales Tax Increment by Source Calendar Year 2017



Budget Assumptions – The Village anticipates a 4% increase in Sales Tax in the FY 2019 budget over the projected FY 2018 results.

As part of the Village's economic development incentives, Addison has entered into various sales tax rebate agreements. Under these agreements, the Village generally rebates 50% of sales tax receipts over a specified period of time. The Village uses this development tool sparingly and only in cases where Addison did not expect development to occur. The additional sales tax revenues generated by these new developments are included in the sales tax budget projections. The rebates associated with these agreements are described and shown as expenses in the Administration Department section of the General Fund budget.

3034 Local Use Tax

The Village receives a share of the total collections of the state use tax that is extended to items purchased outside of Illinois. The state distributes this tax on a per-capita basis and the Village included a 3.8% increase for this revenue source in Fiscal 2019.

GENERAL FUND REVENUE

Notes (Cont'd)

3046 Video Gaming Tax

The State recently allowed local businesses to add video games in their businesses. This is the one percent tax the Village receives from the video games via the State. The Village has budgeted a 5% increase in FY 2019.

3050 Room Tax (Hotel-Motel)

Receipts for this tax are rebounding after being negatively impacted by the downturn in the economy. The Village increased the rate from 4% to 5% in the FY 2014 budget. The Village is a member of the DuPage County Visitor and Convention Bureau with a portion of the increase in revenues being used for dues.

3100 Licenses, Permits, and Fees

These are shown as stable, limited-growth revenue sources, with the following exceptions:

3118 Building Permits

These permits are activity-based and, as such, are subject to economic conditions. The Village has budgeted a 30.8% increase in these revenues. Permits are anticipated to grow based on interest in currently vacant properties and two large projects that are expected in FY 2019.

3125 Development Review Fee

This fee is used to cover legal, engineering, zoning, the recording of plats, and other Village incurred costs. These fees fluctuate as the economy does. The Village has taken a conservative approach to budgeting for these revenues.

3196 Fire Plan Review Fees

The Fire District reviews plans for new buildings or renovations based on the existing fire code and charges a fee for this service. The Village collects this fee and reimburses the District. The reimbursement cost is shown in the Community Development Department's account #4110.

3198 Review and Inspection Fees

This fee is charged at a rate of 2% of commercial and industrial project construction costs to cover the review and inspection of engineering and architectural plans.

GENERAL FUND REVENUE

Notes (Cont'd)

3206 Court Fees – SB 1260

SB 1260 provides for an additional \$20 fee from a person who receives court supervision. This fee shall be paid to the law enforcement agency that employed the arresting officer and shall be used for the acquisition or maintenance of police vehicles.

3208 Administrative Adjudication

This fee is charged for any local ordinance violations issued by the Police and/or Community Development departments.

3209 Red Light Camera Enforcement

Fines from a red light camera enforcement program. The Village installed two cameras in late FY 2009 as a means to reduce traffic accidents at two (2) high volume intersections. Accidents have decreased, and the cameras have been taken down at those initial intersections. Two additional cameras were installed at another high volume intersection in 2010. However, they were removed mid FY 2012 to allow for a State of Illinois Road Construction project. Two cameras were installed in FY 2013 at a major intersection that is adjacent to a school zone, due to traffic accidents. These are the only two cameras installed in the Village.

3220 Vehicle Impound Fee

A fee whereby any person arrested on a DUI charge that has to have their vehicle towed will be assessed a Vehicle Impound Fee.

3350 Garbage Billing

The Village contracts with an outside waste hauling company to provide garbage retrieval services to the Village. In addition, the Village acts as a billing/collection agent for the waste hauler and includes the charge for refuse pick-up on the bi-monthly water/sewer bills for residential customers only. The Village then remits the collections to the waste hauler, less a processing fee. This is the processing fee.

3351 Branch Pick-up Fees

The Village has contracted with an outside service for monthly branch pick-up. This is the fee associated with the service. It is included on the bi-monthly water/sewer/garbage billings.

3355 Bail Bonds

The Village initiated a bail bond fee for everyone arrested by Addison Police Officers and processed in our booking facility. This is the fee attached to the booking process.

GENERAL FUND REVENUE

Notes (Cont'd)

3360 Consolidated Dispatch Center Fees

The Village transitioned to the Starcom21 radio platform late in FY 2012. As part of that move, the police department expanded the current dispatch department and now provides dispatch services to surrounding communities. This is the charge to those communities for the service. Further details can be found in the Consolidated Dispatch Center department pages starting on page 149.

3833 School Liaison Program

The Village provides Liaison officers at both the junior and high schools. This accounts for the reimbursements from District #4 and District #88 for the liaisons.

3839 Public Safety

This line item accounts for quarterly payments for fair share revenue associated with the Du Meg drug enforcement agency.

3860 Rentals & Concessions

Rent monies are received from a variety of telecommunication companies for the privilege of putting their antennae on Village property. The Village also receives rent from DuPage County for use of the Village's boardroom as a satellite traffic court.

3861 Contributions and Donations

In prior years, this included annual contributions of \$10,000 for CATV scholarships and \$34,000 for the CATV operating grant, both of which come from the local cable television provider. The current renewal includes an annual PEG payment of \$30,000 for equipment replacement/upgrades.

3899 Miscellaneous Revenues

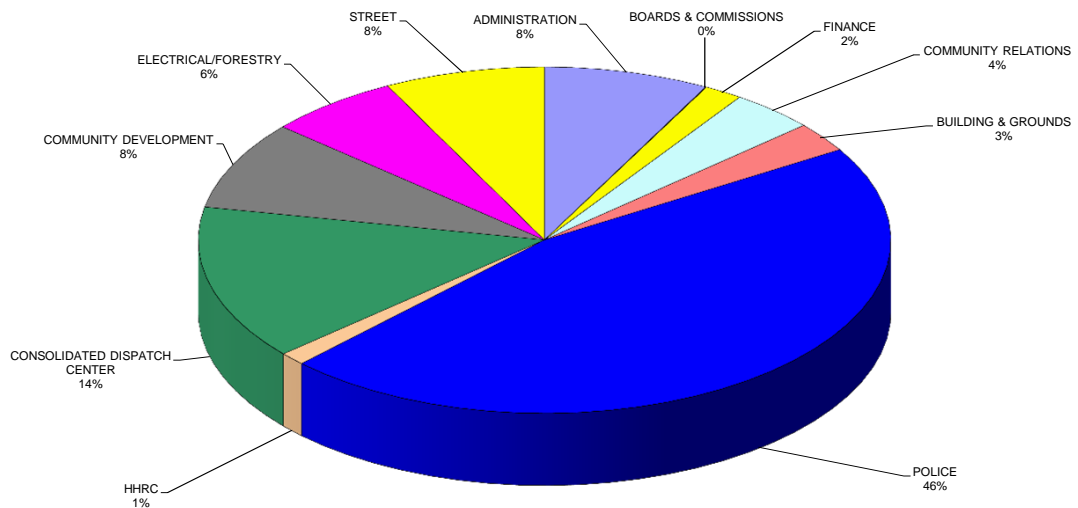
Includes fees charged for stray grocery cart pickup, booth rentals for the Thursday night community events and other miscellaneous charges.

3970 Transfer from Police Pension

Payment to the Village for services provided to the Police Pension Fund.

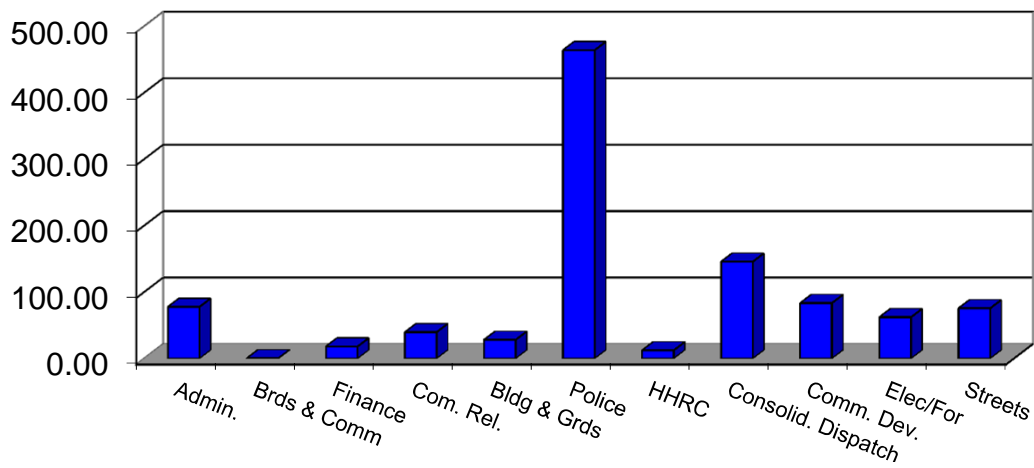
GENERAL FUND (100) EXPENDITURE SUMMARY

<u>GENERAL FUND</u>	<u>2015-16 ACTUAL</u>	<u>2016-17 ACTUAL</u>	<u>2017-18 BUDGET</u>	<u>2017-18 EST ACT</u>	<u>2018-19 BUDGET</u>	<u>2019-20 BUDGET</u>	<u>2020-21 BUDGET</u>
ADMINISTRATION	1,959,371	2,176,147	2,216,100	2,343,800	2,868,300	2,256,200	2,291,500
BOARDS & COMMISSIONS	17,762	29,024	46,900	37,200	13,600	13,600	28,000
FINANCE	621,980	663,343	746,200	698,700	665,300	677,200	716,600
COMMUNITY RELATIONS	996,313	1,067,184	1,286,600	1,243,600	1,462,100	1,550,600	1,462,200
BUILDING & GROUNDS	560,169	608,467	920,600	895,100	1,035,800	932,500	964,100
POLICE	15,692,829	15,455,348	16,887,700	16,982,100	17,140,400	18,061,400	18,301,000
HENRY HYDE RESOURCE CENTER	346,564	409,510	442,200	490,700	451,100	449,800	478,900
CONSOLIDATED DISPATCH CENTER	2,442,774	3,808,584	4,835,000	5,009,200	5,380,100	5,595,400	5,910,100
COMMUNITY DEVELOPMENT	2,682,525	2,794,396	3,010,400	3,079,300	3,079,100	3,139,300	3,261,600
ELECTRICAL & FORESTRY	2,284,093	2,154,018	2,379,300	2,178,800	2,293,500	2,317,300	2,381,800
STREET	2,514,317	2,514,958	2,795,000	2,688,900	2,787,900	2,892,100	2,926,200
TOTAL EXPENDITURES	30,118,697	31,680,979	35,566,000	35,647,400	37,177,200	37,885,400	38,722,000
TOTAL REVENUES	32,275,479	33,179,019	34,790,300	34,994,900	36,194,800	36,804,900	37,548,900
BEGINNING FUND BALANCE	8,588,439	10,745,221		12,243,261	11,590,761	10,608,361	9,527,861
SURPLUS (DEFICIT)	2,156,782	1,498,040	(775,700)	(652,500)	(982,400)	(1,080,500)	(1,173,100)
ENDING FUND BALANCE (Unassigned)	10,745,221	12,243,261		11,590,761	10,608,361	9,527,861	8,354,761
	0.3568	0.3865		0.3252	0.2853	0.2515	0.2158



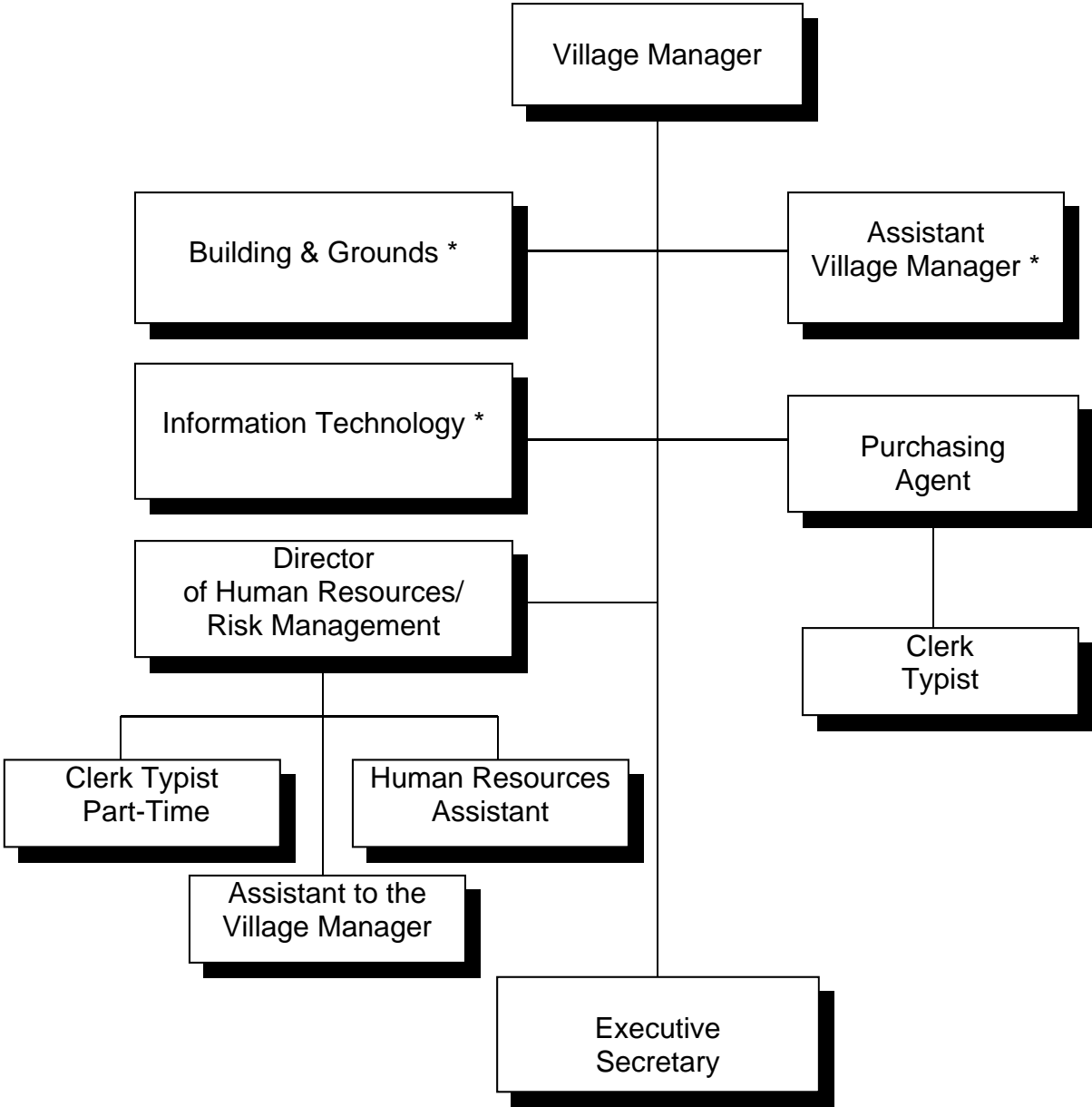
GENERAL FUND (100) PER CAPITA COST

	2018-19 BUDGET	COST PER CAPITA (pop 2010 36,942)
ADMINISTRATION	\$ 2,868,300	\$77.64
BOARDS & COMMISSIONS	13,600	\$0.37
FINANCE	665,300	\$18.01
COMMUNITY RELATIONS	1,462,100	\$39.58
BUILDING & GROUNDS	1,035,800	\$28.04
POLICE DEPARTMENT	17,140,400	\$463.98
HENRY HYDE RESOURCE CENTER	451,100	\$12.21
CONSOLIDATED DISPATCH CENTER	5,380,100	\$145.64
COMMUNITY DEVELOPMENT	3,079,100	\$83.35
ELECTRICAL/FORESTRY	2,293,500	\$62.08
STREET	2,787,900	\$75.47
TOTAL	\$ 37,177,200	\$1,006.37



ADMINISTRATION

Organization Structure



* Not charged to this budget

ADMINISTRATION

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

This budget provides funds for the operation of the offices of the Elected Officials, the Village Manager, the Central Administrative Offices, and the costs associated with the centralization of personnel, purchasing, and risk management functions in this department. This budget also provides the majority of funding for Village legal expenses and the costs associated in providing for the undertaking and transcription of meeting minutes for the Board and certain advisory boards, committees and commissions. This budget also provides funding for the Village's membership in a number of municipal organizations, including the DuPage Mayors and Managers Conference and the Illinois Municipal League.

The Village is governed by an elected Mayor, who serves as the Chief Executive Officer, and six (6) Village Trustees who serve as the legislative and policy making body. The Village Clerk is elected and responsible for maintaining all legal documents of the Village, issuance of State of Illinois licenses, acting as Deputy Registrar for the county, state and federal level, codification of the Village Code and acts as liaison between Elected Officials and Village Staff. The Clerk is assisted by a Deputy Village Clerk.

The Village Manager is the Village's Chief Administrative Officer, and is appointed by the Mayor with the advice and consent of the Village Board of Trustees. The Village Manager directs the activities of all Village departments in accordance with State of Illinois law and Village Board policy.

Human Resources

The Director of Human Resources/Risk Management serves as the manager of this function with the assistance of the Human Resources Assistant. The Human Resources Division is responsible for oversight of all recruitment, employment, promotion, evaluation, discipline and compensation activities relative to Village employees. This office is responsible for record keeping, employee benefits programs, union and non-union labor relations activities as well as statutory compliance.

Risk Management

As Risk Manager, the Director of Human Resources/Risk Management, with the assistance of the Village's Department Heads, the Human Resources Assistant, Village Safety Committees, and Executive Safety Committee, administers the Village's self-insured property, casualty, general and liability, workers' compensation and employee health benefits plan. The Director of Human Resources/Risk Management oversees the Village's safety program and serves as the Village's delegate on the Board of Directors of the Intergovernmental Risk Management Agency (IRMA).

ADMINISTRATION

Narrative (Cont'd)

DESCRIPTION OF DEPARTMENTAL ACTIVITIES (Cont'd)

Purchasing

The Village's Purchasing Agent, reporting to the Village Manager, is responsible for coordinating the acquisition of all goods, equipment and services required for Village operations; and, to formulate and assist all other departments with formal bids for capital improvements and major equipment purchase(s).

The Purchasing Division of this department utilizes a database of vendors and suppliers on an existing software program owned by the Village to increase purchasing efficiency and reduce costs. The Purchasing Agent follows the Village's adopted Purchasing Policy and is responsible for making recommendations for updating the policy to reflect cost effectiveness and changes in local, state and federal laws governing purchasing procedures.

Economic Development/Business Retention

With the direction of the Mayor, the Village Board and the Village Manager, the Assistant Village Manager oversees the economic development and business retention program for the Village of Addison. This function is geared toward fostering a healthy business environment for existing establishments in Addison as well as attracting outside business into the Village. It also includes Tax Increment Financing (TIF) District management and other incentive programs. The business retention component of this program works with current Addison businesses in an effort to create and then maintain open lines of communication between Village officials and business owners.

FY 2018-19 Key Objectives

Strategic Priority 5: Civic Engagement

- a. Increased involvement in community events
 - Through annual contributions made to such organizations as: Northeast DuPage Family and Youth Services (NEDFYS), Addison Center for the Arts, and Township/Transit, the Village of Addison is actively engaged in the community of the residents it serves.

Strategic Priority 6: Employee Development

- a. Fully-trained and capable employees
 - Provide training to supervisors and staff utilizing the training resources offered through the Employee Assistance Program (EAP), IRMA, DuPage Mayors and Managers, Illinois Public Employer Labor Relations Association (IPELRA), Village Counsel, etc.

ADMINISTRATION

Narrative (Cont'd)

FY 2018-19 Key Objectives (Cont'd)

Strategic Priority 6: Employee Development (Cont'd)

a. Stable and qualified employees

- Administer the Employee Assistance Program (EAP). The EAP. will assist needy or troubled employees by offering resources to address their personal and/or performance issues. Employee utilization of the resources offered by an EAP., when needed, will increase the chance that employees will be more productive and focused members of the Village of Addison work-team.
- The EAP will also help retain and stabilize the Village of Addison work-team by helping to address and mitigate those personal and/or performance issues certain employees may be having, issues that may cause them to perform unsatisfactorily. Mitigating performance and/or personal issues via an EAP before they turn into bigger issues requiring discipline, benefits everyone in the organization.

b. Competitive Compensation Package

- The Village will consider any changes that are necessary as a result of the 2017 Compensation Study of all Village of Addison employees. The study consisted of evaluating the Village's entire compensation and benefit package compared to its comparable communities. The goal of this study is to determine if the employee compensation and benefit package is competitive with our comparable communities. Such a priority will have the effect of helping to recruit and retain the most qualified Village staff.
- The Village will negotiate a successor agreement with its Patrol Officers. The goal of the process will be to settle on an agreement that is acceptable to the Village and its Patrol Officers, one that prioritizes the finding of an agreement that is competitive with our comparable communities. Such a priority will have the effect of helping to recruit and retain the most qualified Patrol Officers.

ADMINISTRATION

Narrative (Cont'd)

Performance Measures

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$2,176,147	\$2,343,800	\$2,868,300
Number of Employees	8	7	7
HUMAN RESOURCES			
Outputs			
Number of Positions Recruited	30	32	25
Number of Applicants for Employment	208	400	200
Effectiveness			
Number of Employment Separations	15	16	14
Number of Employee Grievances	0	0	0
Efficiency			
Percentage Increase in Medical Premium	1.5%	4.9%	4%
Percentage Increase in Dental Premium	0%	N/A	4%
Overall Increase in Health Premiums	0.5%	4.9%	4%
RISK MANAGEMENT			
Outputs			
Total Number of Claims	79	76	75
Effectiveness			
Number of Workers Compensations Claims	13	11	12
Number of Property Claims	45	44	48
Number of Auto Property claims	10	16	13
Efficiency			
Experience Modifier (Credit) Deducted from Premium	Added to \$141,510	Added to \$142,315	\$0
Interest Income Credit Received on Premium Due	\$183,999	\$154,744	\$0
PURCHASING			
Outputs			
Number of Purchase Orders	1,795	1,790	1,700
Number of Bids Processed	28	28	24
Efficiency			
Purchase Order-to-Order Placement (hours)	48	47	47
Weeks from Bid Distribution to Board Approval	6	6	6

ADMINISTRATION

Personnel Summary

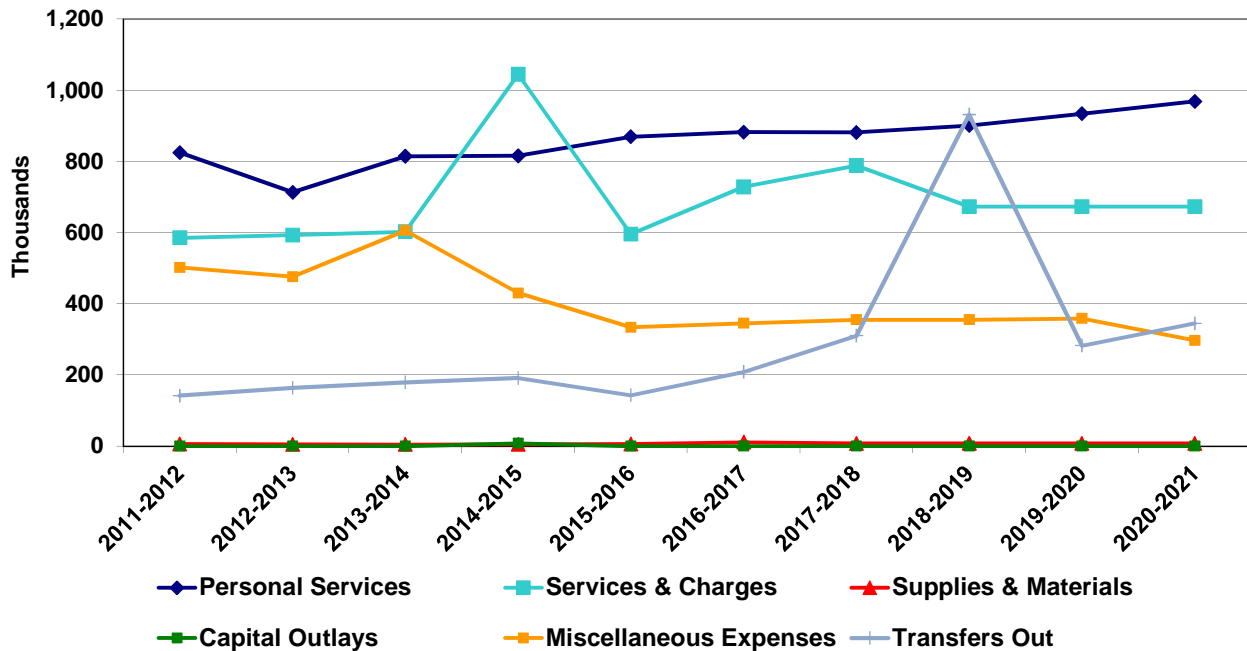
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Mayor/Liquor Commissioner	0.70	0.70	0.70	0.70	0.70
Village Clerk	0.70	0.70	0.70	0.70	0.70
Village Trustees (6)	4.20	4.20	4.20	4.20	4.20
Village Manager	0.70	0.70	0.70	0.70	0.70
Director of Human Res/Risk Mgmt	0.70	0.70	0.70	0.70	0.70
Purchasing Agent	0.70	0.70	0.70	0.70	0.70
Executive Assistant	0.70	0.70	0.70	0.70	0.70
Human Resources Assistant	0.70	0.70	0.70	0.70	0.70
Administrative Assistant	0.70	0.70	0.70	0.70	0.70
Clerk Typist	0.70	0.70	0.70	0.70	0.70
Total Budgeted:	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>	<u>10.50</u>
Authorized & Unbudgeted:					
None					
Total Authorized:	<u>10.50</u>				

Note: Page 31 summarizes Employee Allocation Between Departments

ADMINISTRATION

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	881,800	900,800	934,100	969,000
Services & Charges	788,900	673,000	673,000	673,000
Supplies & Materials	7,700	7,800	7,800	7,800
Capital Outlays	0	0	0	0
Miscellaneous Expenses	355,000	355,000	359,000	297,000
Transfers Out	310,400	931,700	282,300	344,700
Total	2,343,800	2,868,300	2,256,200	2,291,500



Please note that effective with the 2018-2019 Budget, Miscellaneous Expenses (Economic Development Incentives and Tax Abatement), Senior Commission, and Blood Bank Commission were moved from the General Ledger to Administration.

ADMINISTRATION

Budget

ACCT NO	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1012	EXPENDITURES							
	PERSONAL SERVICES							
100.1012.4001	SALARIES - ADMINISTRATIVE	283,702	292,643	302,300	302,700	312,500	322,300	332,200
100.1012.4002	WAGES CLERICAL	136,786	149,113	201,800	202,200	198,000	208,100	219,700
100.1012.4004	OVERTIME	331	294	500	200	500	500	500
100.1012.4006	OTHER PAY	14,552	15,671	10,000	16,000	12,000	12,000	14,000
100.1012.4007	PART TIME	142,757	138,293	49,600	43,000	50,900	52,200	53,400
100.1012.4009	IMRF	76,119	79,239	72,600	80,200	74,900	77,700	79,000
100.1012.4010	SOCIAL SECURITY	41,980	42,872	47,300	47,300	48,900	50,600	51,300
100.1012.4012	HOSPITALIZATION	101,774	108,444	121,100	115,700	125,500	133,100	141,100
100.1012.4016	UNEMPLOYMENT COMP	15,266	3,261	15,000	12,000	15,000	15,000	15,000
100.1012.4017	ELECTED OFFICIALS	45,231	43,747	50,100	50,500	50,100	50,100	50,100
100.1012.4020	SICK PAY	11,329	9,033	12,100	12,000	12,500	12,500	12,700
	SUBTOTAL	869,827	882,610	882,400	881,800	900,800	934,100	969,000
	SERVICES & CHARGES							
100.1012.4101	PROF SVCS-ACCTNG/AUDITING	1,618	1,830	1,700	1,700	0	0	0
100.1012.4103	(1) PROF SVCS-LEGAL	422,525	529,096	400,000	534,000	425,000	425,000	425,000
100.1012.4107	PROF SVCS-MEDICAL	2,785	550	0	0	0	0	0
100.1012.4110	(2) TECH & CONSULT SVCS	21,179	15,727	53,700	53,700	23,700	23,700	23,700
100.1012.4115	COMMUNICATIONS-TELEPHONE	16,826	14,805	17,000	15,000	17,000	17,000	17,000
100.1012.4116	COMMUNICATIONS-PORT DEV	1,033	1,976	2,500	0	3,000	3,000	3,000
100.1012.4117	COMMUNICATIONS-POSTAGE	3,259	3,527	3,200	3,300	3,700	3,700	3,700
100.1012.4118	COPY/REPRODUCTION	4,040	3,370	2,500	3,500	3,500	3,500	3,500
100.1012.4120	(3) PUBLIC RELATIONS	65,776	62,153	69,000	80,000	69,900	69,900	69,900
100.1012.4120.1023	BLOOD BANK COMMISSION	0	0	0	0	1,500	1,500	1,500
100.1012.4120.1028	SENIOR COMMISSION	0	0	0	0	17,400	17,400	17,400
100.1012.4150	IRMA INSURANCE	10,280	11,752	8,500	8,400	10,000	10,000	10,000
100.1012.4160	PRINTING	1,891	2,022	2,500	2,500	2,500	2,500	2,500
100.1012.4161	PUBLICATION OF NOTICES	216	126	1,000	500	1,000	1,000	1,000
100.1012.4163	(4) CONFERENCES	23,875	20,619	21,000	21,000	21,200	21,200	21,200
100.1012.4164	(5) TRAINING	9	130	800	1,500	9,600	9,600	9,600
100.1012.4180	REPAIRS & MAINTENANCE	1,798	1,894	1,800	1,800	2,000	2,000	2,000
100.1012.4192	(6) DUES/SUBSCRIPTIONS	24,153	40,493	51,400	50,000	52,000	52,000	52,000
100.1012.4199	OTHER SERVICES & CHARGES	4,884	18,649	8,000	12,000	10,000	10,000	10,000
	SUBTOTAL	606,147	728,719	644,600	788,900	673,000	673,000	673,000
	SUPPLIES & MATERIALS							
100.1012.4201	OFFICE SUPPLIES	1,953	2,496	3,000	2,500	3,000	3,000	3,000
100.1012.4203	CLOTHING SUPPLIES	1,724	1,720	1,700	2,200	1,800	1,800	1,800
100.1012.4290	EMERGENCY OPERATIONS	2,403	0	0	0	0	0	0
100.1012.4299	OTHER OPERATING SUPPLIES	0	6,615	2,000	3,000	3,000	3,000	3,000
	SUBTOTAL	6,080	10,831	6,700	7,700	7,800	7,800	7,800
	MISCELLANEOUS EXPENSES							
100.1012.4830.01	ECON DVLPMNT INCNTV-CENTENNIAL	58,312	69,920	75,000	63,000	63,000	65,000	0
100.1012.4835.02	ECON DVLPMNT INCNTV-CAPUTOS	6,598	1,222	10,000	5,000	5,000	7,000	10,000
100.1012.4836.03	ECON DVLPMNT INCNTV-WALMART	259,251	264,036	275,000	275,000	275,000	275,000	275,000
100.1012.4840.04	ECON DVLPMNT INCNTV-FOXLAKE	10,000	10,000	10,000	10,000	10,000	10,000	10,000
100.1012.4837	TELECOM TAX ABATEMENT	0	0	2,000	2,000	2,000	2,000	2,000
	SUBTOTAL	334,161	345,178	372,000	355,000	355,000	359,000	297,000
	TRANSFERS OUT							
100.1012.4947	TRANSFER TO TIF #3	0	0	0	0	625,000	0	0
100.1012.4962	TRANSFER TO IT	143,156	208,809	310,400	310,400	306,700	282,300	344,700
	SUBTOTAL	143,156	208,809	310,400	310,400	931,700	282,300	344,700
	TOTAL FOR DEPARTMENT	1,959,371	2,176,147	2,216,100	2,343,800	2,868,300	2,256,200	2,291,500

Please note that effective with the 2018-2019 Budget, Miscellaneous Expenses (Economic Development Incentives and Tax Abatement), Senior Commission, and Blood Bank Commission were moved from the General Ledger to Administration. Prior year totals have not been extrapolated.

ADMINISTRATION

Notes

4103 (1) PROF SVCS-LEGAL				425,000
	425,000 GENERAL COUNSEL			
4110 (2) TECH & CONSULT SERVICES				23,700
	3,700 ACA REPORTING - MAESTRO HEALTH	20,000	SUBURBAN O'HARE COMMISSION	
4120 (3) PUBLIC RELATIONS				69,900
	28,500 FAMILY & YOUTH SERVICES	1,200	EMPLOYEE OF THE MONTH	
	15,000 CENTER FOR THE ARTS	4,000	ITALIAN FEST	
	21,200 EMPLOYEE AWARDS			
4163 (4) CONFERENCES				21,200
	11,000 MEETINGS (7 ELECTED OFFICIALS)	4,000	US CONFERENCE OF MAYORS	
	6,000 IL MUNICIPAL LEAGUE	200	IPELRA CONFERENCE	
4164 (5) TRAINING				9,600
	1,700 SUPERVISOR TRAINING	7,900	TUITION REIMBURSEMENT	
4192 (6) DUES/SUBSCRIPTIONS				52,000
	37,000 DUPAGE MAYORS & MANAGERS	600	ILLINOIS TOLLWAY	
	300 CHAMBER MEMBERSHIP	500	MUNICIPAL CLERKS - ILLINOIS	
	450 CITYTECH USA MEMBERSHIP	200	KIWANIS CLUB	
	200 AM BEST COMPANY SUBSCRIPTION	250	NOTARY FEES	
	150 IL COMP STATE BAR	2,400	IL MUNICIPAL LEAGUE	
	400 MUNICIPAL CLERKS - DUPAGE	500	CMAP CONTRIBUTION	
	300 SAMS CLUB	200	NIGP	
	450 IL TAX INCREMENT SUBSCRIPTION	400	ILLINOIS EMPLOYMENT LAW LETTER	
	1,800 METRO MAYORS CAUCUS	4,900	EMPLOYEE ASSISTANCE PROGRAM	
	100 CRAINS SUBSCRIPTION	900	VENDOR REGISTRY SOFTWARE	



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BOARDS & COMMISSIONS

Narrative

DESCRIPTION OF DEPARTMENTAL PROGRAMS AND ACTIVITIES

Cultural Arts Development Commission

This Commission was developed to provide the community with cultural enrichment. The Cultural Arts Development Commission works with other related organizations to bring cultural events to the Village. Due to the lagging economy and the opening of the Addison Center for the Arts, funding for this commission has been suspended and no budget presented. A contribution to the Addison Center for the Arts can be found in the Public Relations line item in the Administration budget.

Addison Historical Commission

The Historical Commission was created to preserve the history of the Village by collecting and displaying historical artifacts at the Historical Museum located in the Balzer House in the Historical District. The Historical District, located across the street from Village Hall on Army Trail Blvd., began taking shape with the purchase of Century House in Fiscal Year 1992-1993. The subsequent purchase and restoration of the historical Balzer House and accompanying Coach House complete the Historical District. Funding for this commission has been suspended and no budget presented. However, costs associated with operating the Historical District can be found in various line items in the Community Relations Department and the Public Building Fund.

Blood Bank Commission

This Commission operates the Addison Life Source Blood Program, of which all Addison residents are members at no charge. This applies to residents and their families, including grandparents, grandparents-in-law, and dependent children living away from home. The program also applies to any hospital throughout the United States and Canada. Funding for this Commission can be found as a subset in the Public Relations line item in the Administration budget.

Senior Citizen Commission

This Commission serves as a liaison between elected officials and senior citizens in the Village of Addison. The members of the Senior Citizen Commission also coordinate various events for the Addison Park District Senior Citizens Club, which currently has over 240 members and meets on a weekly basis. Members of the Senior Citizens Club volunteer their time as greeters in the Addison Police Department lobby on weekdays to help direct court traffic, participate in the Seniors And Law Enforcement Together (S.A.L.T.) program, and help with routine clerical duties such as copying and mass mailings. Some of the social outings include a Red-White-Blue celebration, Royalty Day, Men's Night Out and Ladies Day Fashion and many other programs. Funding for this Commission can be found as a subset in the Public Relations line item in the Administration budget.

BOARDS & COMMISSIONS

Narrative (Cont'd)

DESCRIPTION OF DEPARTMENTAL PROGRAMS AND ACTIVITIES (Cont'd)

Police Commission

The Police Commission was established in 1950 and is responsible for the examination and hiring of new patrol officers, promotions within the force, and discipline where the penalty exceeds five days. The members are appointed by the Mayor with the approval of the Trustees.

BOARDS & COMMISSIONS

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1020	EXPENDITURES							
100.1012.4120.1023	* BLOOD BANK COMMISSION	0	1,395	1,500	1,500	0	0	0
100.1012.4120.1028	* SENIOR CITIZEN COMMISSION	16,544	17,400	17,200	17,200	0	0	0
100.1012.1029	POLICE COMMISSION	1,218	10,229	28,200	18,500	13,600	13,600	28,000
	TOTAL BOARDS & COMMISSIONS	17,762	29,024	46,900	37,200	13,600	13,600	28,000

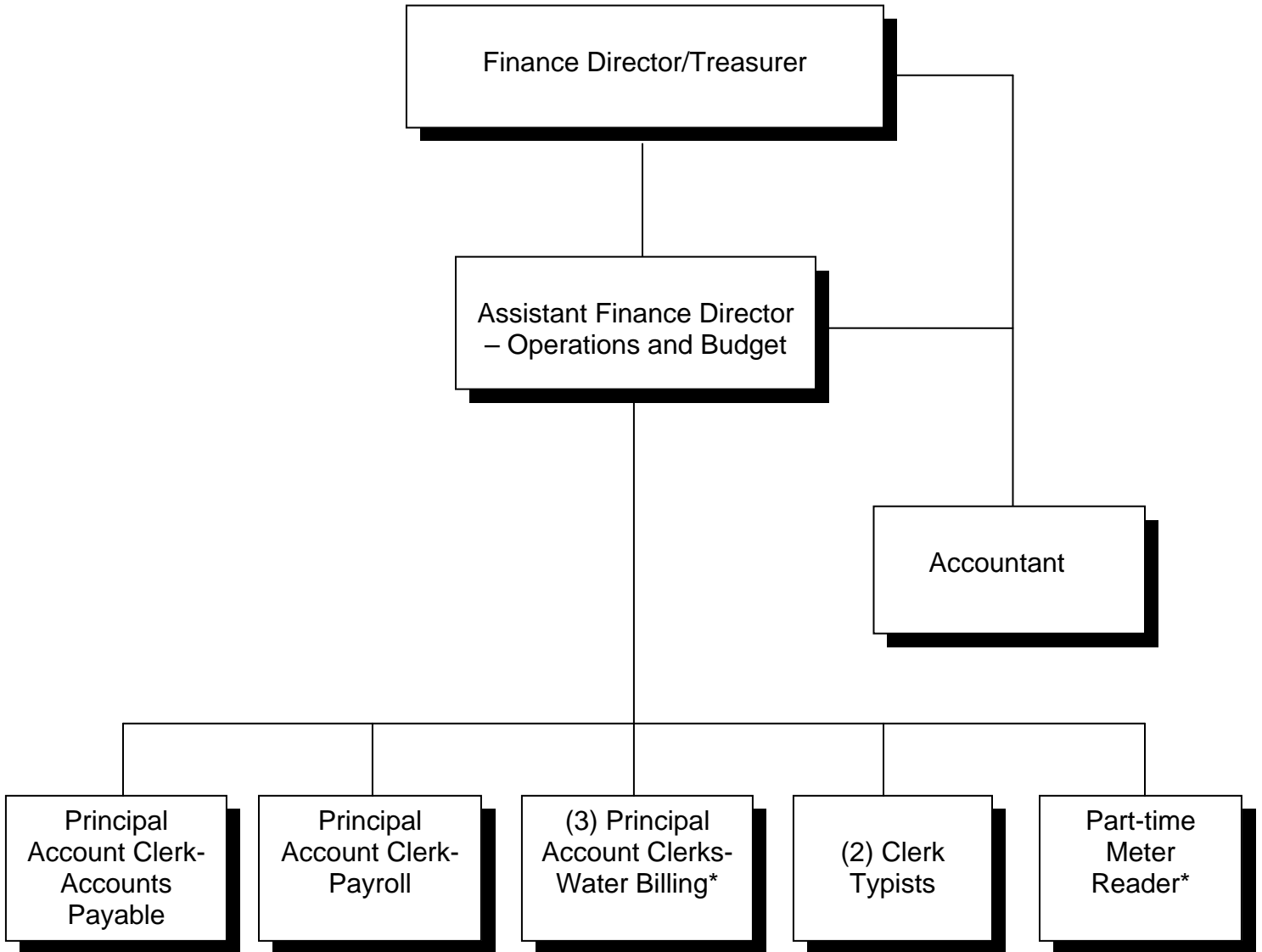
* Effective with the FY 18-19 budget, the Blood Bank and Senior Citizen Commissions are included in the Administration Budget as a subset of the Public Relations line item. Therefore, no budget pages are included. Prior year totals are on this summary page only.

POLICE COMMISSION

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 REQUEST	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1012.1029	EXPENDITURES								
		PERSONAL SERVICES							
100.1012.1029.4004	OVERTIME	843	323	200	100	0	0	0	0
	SUBTOTAL	843	323	200	100	0	0	0	0
		SERVICES & CHARGES							
100.1012.1029.4110	TECH. & CONSULT. SVCS.	0	9,447	26,400	18,000	12,000	12,000	12,000	26,400
100.1012.1029.4117	COMMUNICATIONS-POSTAGE	0	0	500	0	500	500	500	500
100.1012.1029.4161	PUBLICATION OF NOTICES	0	26	500	0	500	500	500	500
100.1012.1029.4163	CONFERENCES	0	0	200	0	200	200	200	200
100.1012.1029.4192	DUES/SUBSCRIPTIONS	375	375	400	400	400	400	400	400
	SUBTOTAL	375	9,848	28,000	18,400	13,600	13,600	13,600	28,000
		SUPPLIES & MATERIALS							
100.1012.1029.4299	OTHER OPERATING SUPPLIES	0	58	0	0	0	0	0	0
	SUBTOTAL	0	58	0	0	0	0	0	0
	TOTAL FOR COMMISSION	1,218	10,229	28,200	18,500	13,600	13,600	13,600	28,000

Organization Structure



* 2 Principal Account Clerk and 1 Meter Reader position(s) are not charged to this budget

FINANCE

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Finance Department is managed by the Finance Director who directs and coordinates the fiscal operations of the Village with the help of an Assistant Finance Director. The Department has four primary areas of responsibility. The Finance Director advises and makes recommendations to the Village Board and Administration concerning current and future financial policies and needs. The Finance Director is appointed Treasurer by the Village Board. As custodian of Village funds, the Village Treasurer performs cash flow analysis, invests available funds, and administers pension plans as required by policy or State Statute.

Accounting

This primary area includes administration and control of accounting records in compliance with generally accepted accounting principles and compliance with local ordinances, as well as State and Federal Statutes. Monthly financial and investment reports, in addition to cash and banking reconciliations, are also included.

Audit

A Comprehensive Annual Financial Report (CAFR) is prepared in conformity with the Governmental Accounting Standards Board requirements, using the Governmental Accounting Auditing and Financial Reporting model established by the Government Finance Officers Association. Additional State and local reporting is also part of this primary area.

The Village is audited annually by an external independent accounting firm to assure compliance with accounting standards and reporting along with local, state, and federal regulations. Internal controls are reviewed to assure the safeguard of assets and to prevent irregularities. The Finance Department, throughout the year, works to assure that the Village is in compliance with financial and reporting regulations, and ensure that internal controls are maintained.

Operations

This primary area includes direct supervision of water billing, accounts receivable and collections (front counter) in the day-to-day interactions with residents and customers, both internal and external. Also included in this area is the processing of payments received by the Village for water bills, permits, tickets, vehicle stickers and various other payments along with the payroll and accounts payable processes.

Budget

This primary area includes responsibility for the preparation, presentation, and administration of the annual Village budget. Trend analysis of revenues and expenditures are reviewed and projected during the budget process. The budget document is a planning, control, and measurement policy of the Village. The current budget presents current year plus two projected years. Once adopted by the Village Board, the control and measurement process of budget administration begins. The annual audit also reviews and measures Village budget performance.

Narrative (Cont'd)

FY 2018-19 Key Objectives

Strategic Priority 2: Community Image

- c. An educated community on quality of life issues
 - Continue providing Budget and Comprehensive Annual Financial Report (CAFR) online.
 - Continue providing information on how to prevent high water usage.
 - Continue achieving the GFOA Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting.
 - Continue maintaining and/or improving current bond rating of AA+ with Fitch Rating Agency and AA with Standard & Poor's Rating Agency.

Strategic Priority 4: Infrastructure

- a. Improved productivity via technology
 - Continue to collaborate with IT Department during installation and implementation of new financial software.

Strategic Priority 5: Civic Engagement

- b. Improved efficiency of customer service operations
 - Continue selling vehicle stickers at Senior Club meetings.
 - Continue researching and implementing internet payment processes.

Strategic Priority 6: Employee Development

- a. Fully trained and capable employees
 - Continue training and developing staff.

FINANCE

Narrative (Cont'd)

Performance Measures

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$663,343	\$698,700	\$665,300
Number of Employees	11	11	11
Outputs			
Comprehensive Annual Financial Report	1	1	1
Budget Document	1	1	1
Utility Accounts Bills	58,810	58,825	58,875
Final-Billed Accounts	687	720	770
Accounts Payable Checks Issued	3,942	3,965	4,000
Payroll Checks Issued	7,097	8,200	8,300
Effectiveness			
Bond Rating (Desire:AAA)	AA+	AA+	AA+
GFOA Award	100%	100%	100%
% of Estimated Utility Bills	.018%	.015%	.012%

FINANCE

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Finance Director	0.55	0.55	0.55	0.55	0.55
Asst. Finance Director - O & B	0.55	0.55	0.55	0.55	0.55
Accountant	0.55	0.55	0.55	0.55	0.55
Principal Account Clerk (5)~	1.65	1.65	1.65	1.65	1.65
Clerk Typist (2)	0.50	0.50	0.50	0.50	0.50
Part-Time Meter Reader~	0.00	0.00	0.00	0.00	0.00
Seasonal/Part-Time	1.00	1.00	1.00	1.00	1.00
Total Budgeted:	<u>4.80</u>	<u>4.80</u>	<u>4.80</u>	<u>4.80</u>	<u>4.80</u>
Authorized and Unbudgeted:					
None					
Total Authorized:	<u>4.80</u>				

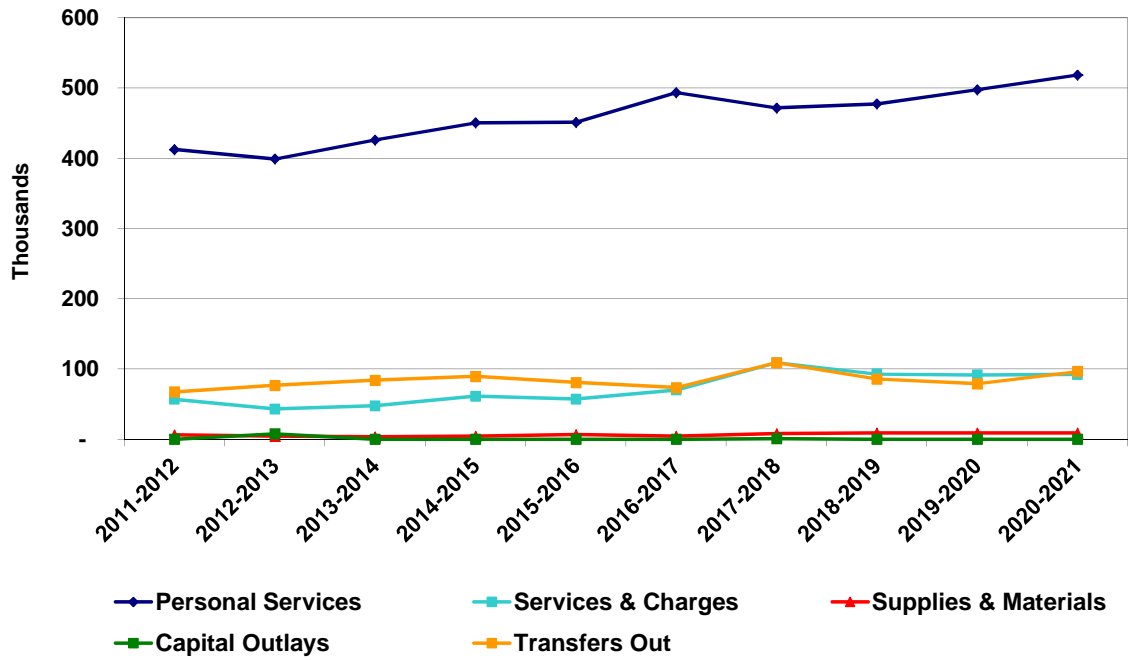
Note: Page 31 summarizes Employee Allocation Between Departments

~2 Principal Account Clerk & 1 Part-Time Meter Reader position(s) are not charged to this budget.

FINANCE

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	471,600	477,500	497,600	518,800
Services & Charges	109,200	92,900	91,600	92,300
Supplies & Materials	7,900	8,900	8,900	8,900
Capital Outlays	900	0	0	0
Transfers Out	109,100	86,000	79,100	96,600
Total	698,700	665,300	677,200	716,600



FINANCE

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1040	EXPENDITURES							
		PERSONAL SERVICES						
100.1040.4001	SALARIES - ADMINISTRATIVE	227,249	234,000	260,800	207,000	190,100	197,900	206,100
100.1040.4002	WAGES CLERICAL	75,954	110,140	90,900	113,000	130,000	135,200	140,600
100.1040.4004	OVERTIME	345	624	1,000	2,100	1,000	1,000	1,000
100.1040.4006	OTHER PAY	5,060	4,891	6,000	3,500	6,000	6,000	6,000
100.1040.4007	PART TIME	36,723	17,167	40,000	23,000	29,900	31,600	33,400
100.1040.4009	IMRF	44,545	49,270	51,000	46,000	41,600	43,200	45,000
100.1040.4010	SOCIAL SECURITY	25,142	27,369	30,700	28,000	27,300	28,400	29,600
100.1040.4012	HOSPITALIZATION	32,200	45,189	43,500	43,000	46,300	49,000	51,800
100.1040.4020	SICK PAY	3,912	4,824	5,300	6,000	5,300	5,300	5,300
	SUBTOTAL	451,130	493,474	529,200	471,600	477,500	497,600	518,800
		SERVICES & CHARGES						
100.1040.4101	(1) PROF SVCS.-ACCTNG/AUDITING	3,660	4,798	3,600	3,600	24,300	25,000	25,700
100.1040.4105	(2) PROF SVCS.-DATA PROCESS.	4,882	4,882	6,400	15,000	2,400	2,400	2,400
100.1040.4107	PROF SVCS.-MEDICAL	275	210	0	600	0	0	0
100.1040.4110	(3) TECH. & CONSULT. SVCS.	22,695	24,232	30,500	30,500	7,500	5,500	5,500
100.1040.4115	COMMUNICATIONS-TELEPHONE	1,451	1,064	2,200	1,700	2,200	2,200	2,200
100.1040.4116	CUMMUNICATIONS - PORT DV	0	234	0	300	0	0	0
100.1040.4117	COMMUNICATIONS-POSTAGE	3,985	3,836	3,300	2,800	3,300	3,300	3,300
100.1040.4118	COPY/REPRODUCTION	2,617	1,673	2,600	2,500	2,600	2,600	2,600
100.1040.4123	REAL ESTATE TAXES	1,026	1,085	1,200	1,200	1,200	1,200	1,200
100.1040.4150	IRMA INSURANCE	3,462	3,300	3,400	3,400	3,400	3,400	3,400
100.1040.4160	PRINTING	7,215	5,408	5,500	4,000	3,000	3,000	3,000
100.1040.4161	PUBLICATION OF NOTICES	98	1,414	1,500	1,000	1,500	1,500	1,500
100.1040.4163	(4) CONFERENCES	1,045	1,532	2,500	1,500	2,000	2,000	2,000
100.1040.4164	(5) TRAINING	315	650	1,000	6,000	1,000	1,000	1,000
100.1040.4180	(6) REPAIRS & MAINTENANCE	0	361	1,700	1,700	1,700	1,700	1,700
100.1040.4190	RENTAL EQUIPMENT	684	701	700	800	700	700	700
100.1040.4192	(7) DUES & SUBSCRIPTIONS	1,132	1,009	1,600	1,600	1,600	1,600	1,600
100.1040.4195	BANK CHARGES/VISA FEES	28,274	33,366	30,000	30,000	34,000	34,000	34,000
100.1040.4199	OTHER SERVICES & CHARGES	494	2,413	500	1,000	500	500	500
	SUBTOTAL	83,310	92,168	98,200	109,200	92,900	91,600	92,300
		SUPPLIES & MATERIALS						
100.1040.4201	(8) OFFICE SUPPLIES	4,441	2,434	5,600	5,600	5,600	5,600	5,600
100.1040.4203	CLOTHING SUPPLIES	795	798	800	800	800	800	800
100.1040.4220	POSTAGE STAMPS	980	980	1,500	1,000	1,500	1,500	1,500
100.1040.4299	(9) OTHER OPERATING SUPPLIES	381	0	1,000	500	1,000	1,000	1,000
	SUBTOTAL	6,597	4,212	8,900	7,900	8,900	8,900	8,900
		CAPITAL OUTLAYS						
100.1040.4304	EQUIPMENT	0	0	800	900	0	0	0
	SUBTOTAL	0	0	800	900	0	0	0
		TRANSFERS OUT						
100.1040.4962	TRANSFER TO IT	80,943	73,489	109,100	109,100	86,000	79,100	96,600
	SUBTOTAL	80,943	73,489	109,100	109,100	86,000	79,100	96,600
	TOTAL FOR DEPARTMENT	621,980	663,343	746,200	698,700	665,300	677,200	716,600

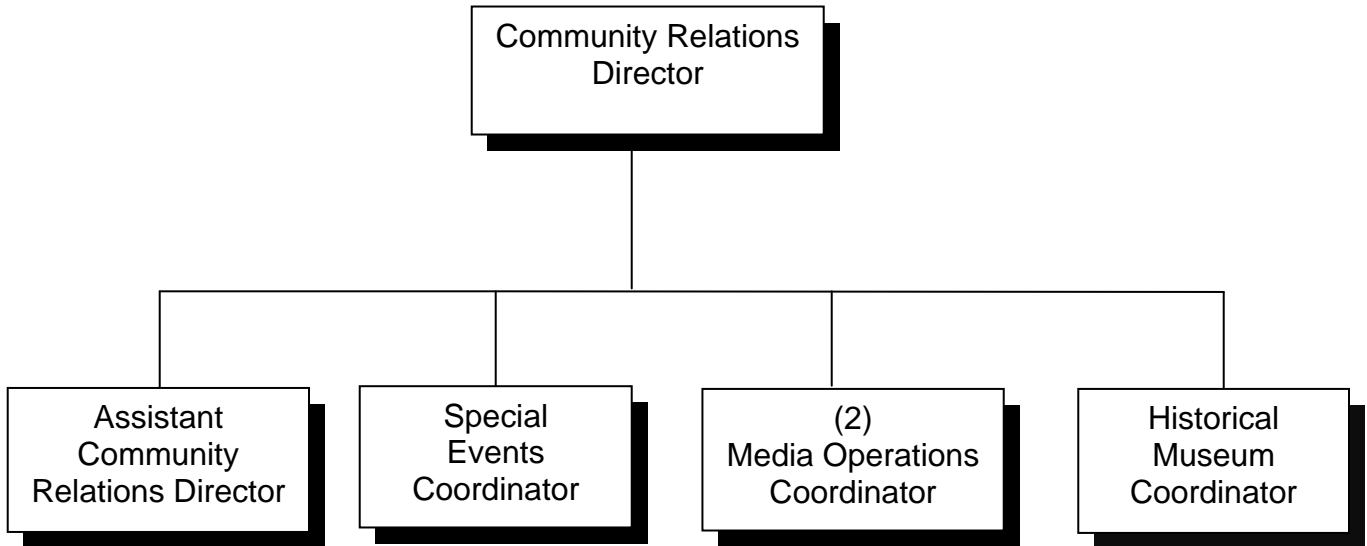
FINANCE

Notes

4101 (1) PROF SERV/ACCT/AUDITING				24,300
23,400 ANNUAL AUDIT		400	GFOA BUDGET AWARD APPLICATION	
500 GFOA CAFR AWARD APPLICATION				
4105 (2) PROF SERV DATA PROCESSING				2,400
1,000 NEW WORLD FORMS CREATION & PROGRAMMING		400	RECORD INFORMATION SYSTEMS	
1,000 ANNUAL MAINTENANCE - 3RD MILL				
4110 (3) TECH. & CONSULT. SVCS.				7,500
2,000 GASB ACTUARIAL		3,000	OPEB ACTUARIAL	
500 NIRMS ANNUAL DISCLOSURE		2,000	AZAVAR AUDIT	
4163 (4) CONFERENCES				2,000
2,000 GFOA CONFERENCE - 1 ATTENDEES				
IGFOA CONFERENCE - 2 ATTENDEES				
4164 (5) TRAINING				1,000
1,000 GFOA/IGFOA TRAINING				
4180 (6) REPAIRS AND MAINTENANCE				1,700
1,200 FOLDER/INSERTER		500	POSTAGE METER	
4192 (7) DUES/SUBSCRIPTIONS				1,600
400 GOVERNMENT FINANCE OFFICERS ASSN		200	AICPA/ILCPA MEMBERSHIP	
50 SAMS CLUB		100	AMEX MEMBERSHIP	
850 ILLINOIS GFOA				
4201 (8) OFFICE SUPPLIES				5,600
3,200 OFFICE SUPPLIES		2,400	PRINTER CARTRIDGES & TONER	
4299 (9) OTHER OPERATING SUPPLIES				1,000
500 SHRED-IT		500	OTHER	

COMMUNITY RELATIONS

Organization Structure



COMMUNITY RELATIONS

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Community Relations Department delivers “The Addison Advantage” within the Village organization, and the community of Addison, through a series of multi-faceted objectives. The department is responsible for engagement of the community, through development of projects such as Addison’s Summer of Special Events including the Memorial Day ceremony and events, and the weekly “Rock ‘N Wheels” concerts and food festivals. Other events and operations organized by Community Relations during the year are the Fall Fest, Mayor’s Community Charity Ball, Christmas Tree Lighting, operation of the Addison Historical Museum, and special public forums including the annual “Shape of Addison” town hall meeting, and the biannual “Meet The Candidates” forum sponsored by the Addison Chamber of Commerce & Industry, and Community Inauguration Ceremony.

Community Relations is responsible for promoting transparency and proactive public information including operations and Village production of programming on Addison Community Television, the **VillageAddison** YouTube channel, the Addison Advantage.org and It Happens In Addison.com websites, monthly e-newsletter, weekly e-blasts, a Twitter account and two Facebook pages, “Code Red” emergency notification system, the “Addison Connect” mobile app, and serving as public information officer to the Village’s Emergency Management Team and Emergency Operations Center. In 2017, the Department began posting messages from the Village departments each weekday on the Village Facebook page.

Community Relations is staffed by the Community Relations Director, Assistant Director, Special Events Coordinator, Historical Museum Coordinator, and two Media Operations Coordinators. The Community Relations Director is appointed by, and reports to, the Village Manager. Department staff represents the Village Manager at the Special Events and Historical advisory commissions, the Mayor’s Community Charity Ball, Inc. board of directors and planning committee, Intergovernmental Public Relations Committee and other area meetings.

During Fiscal Year 2017-2018, the Community Relations Department met a number of goals including completion of phase 2 of the Village Green Improvement Project, increased attendance at the “Rock ‘N Wheels” summer concert fests, increasing Historical Museum visits by nearly one-thousand from the previous year, securing \$25,000 in event sponsor revenue and in-kind sponsorship from businesses, maintaining more than 2,000 subscribers to the Village’s e-newsletter database, and initiating plans for the community-wide observance of the Illinois Bicentennial in 2018 through special events, a parade in coordination with the Medinah Shriners, and Historical Museum exhibits meant to engage diverse stakeholders and increase attention by the community.

Community Relations manages Addison Community Television, the community’s local cable programming service in operation for 35 years. In addition to television programming operations, ACTV programming is streamed live online, and on several platforms, and also through the Village’s You Tube channel **VillageAddison** for increased accessibility to the community’s programming. The Village receives revenue through both cable providers dedicated to fund local cable programming capital and operations.

COMMUNITY RELATIONS

Narrative (Cont'd)

DESCRIPTION OF DEPARTMENTAL ACTIVITIES (Cont'd)

Community Relations Department staff represents the Village on the following agencies:

- Addison Historical Commission (staff liaison)
- Addison Historical Society (staff assistant)
- Addison Special Events Commission (staff liaison)
- American Alliance of Museums (representative)
- Business and Educational Partnership (representative)
- District #4 Early Childhood Collaborative (representative)
- DuPage Convention and Visitors Bureau (Board member/representative)
- Illinois Association of Museums (representative)
- Illinois Heritage Association (representative)
- Illinois Historical Society (representative)
- Intergovernmental Public Relations Committee (representative)
- Institute of Electrical and Electronics Engineers (member)
- Kane-DuPage Regional Museum Association (Board officer/representative)
- Mayor's Community Charity Ball (Board officer/staff liaison)
- National Information Officers Association (representative)
- O'Hare Noise Compatibility Commission (alternate representative)
- Society of Broadcast Engineers (member)
- Village of Addison Sister Cities (member)

FY 2018-2019 STRATEGIC PLAN INITIATIVES

Strategic Priority #2: Community Image

- a. Fully integrated community – no fragmentation
 - Outreach to schools, seminars, Henry Hyde Resource Center, and faith-based businesses by Fall 2017.
 - Prepare proposed schedule of projects by December 31, 2017.
- b. An educated community on quality of life issues
 - Request program for funding by December 31, 2015.
 - Issue RFP to hire a consultant by Fall 2016.
 - Research & design survey by Fall 2017.
 - Conduct survey by Summer 2017.

COMMUNITY RELATIONS

Narrative (Cont'd)

Strategic Priority #5: Civic Engagement

c. Increased involvement in community events

- Determine set of mutually agreed upon events by December 2015.
- Develop Marketing Plan for events and budget for plan by February 2016.
- Present plan to Village Board at budget meeting by April 2016.
- Implement Marketing Plan by May 2016.
- Measure attendance to determine increase by August 2016.

PERFORMANCE MEASURES

Community Television

PROGRAM NAME	FY16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$1,067,184	\$1,243,600	\$1,462,100
Number of Employees	6	6	6
Outputs			
Program Name	# of Programs Produced		
Around Town/To Your Health	13	10	10
Ask Mayor Veenstra	11	11	11
Village Board Meeting	24	24	24
Village Committee Meeting	36	35	35
"Ask Mayor" Phone/E-Mails	22	20	20
District #4 School Board Meeting	12	12	12
Addison Park District Board Meeting	11	12	12
District #88 School Board Meeting	18	19	20
Addison Public Library Board Meeting	9	10	12
Other Village-Produced Programming	53	55	60
ACTV Digest	37	40	40

Special Events/Venue Attendance

EVENT NAME	FY16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
"Rock 'N Wheels" (<i>weekly average</i>)	1,000	1,200	1,300
Fall Fest (<i>one-day total</i>)	<i>Not Held</i>	200	500
Christmas Tree Lighting (<i>one-day total</i>)	1,000	1,000	1,200
Historical Museum Visits (<i>annual total</i>)	1,500	2,500	2,600

COMMUNITY RELATIONS

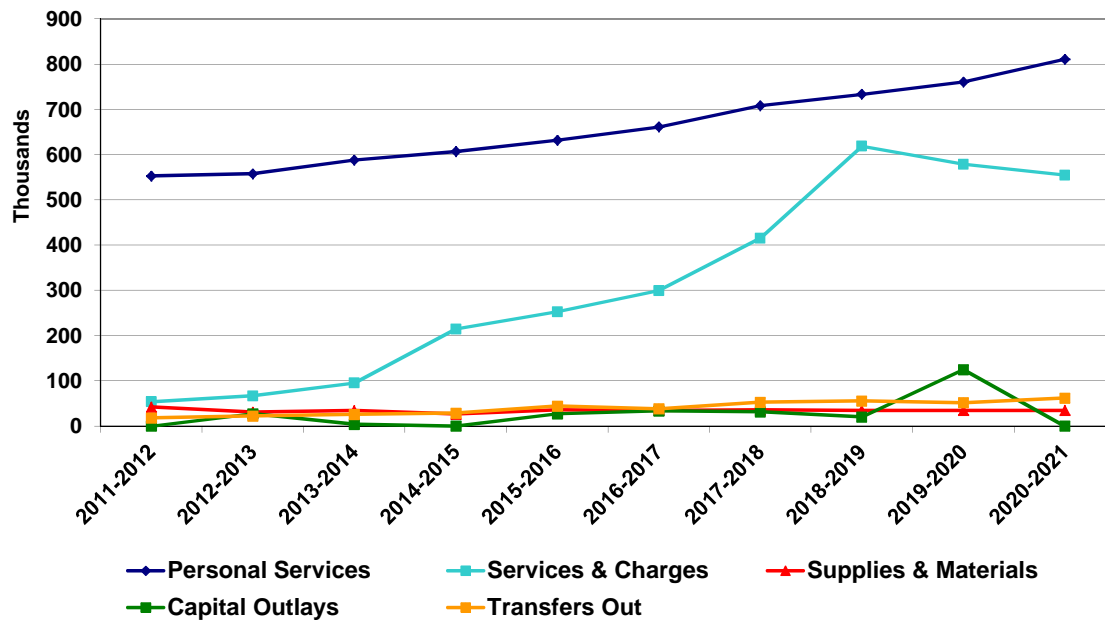
Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Director of Community Relations	1.00	1.00	1.00	1.00	1.00
Asst. Dir. of Community Relations	1.00	1.00	1.00	1.00	1.00
Media Production Coordinator (2)	2.00	2.00	2.00	2.00	2.00
Special Events Coordinator	1.00	1.00	1.00	1.00	1.00
Museum Coordinator(Hist Com)	1.00	1.00	1.00	1.00	1.00
Total Budgeted:	6.00	6.00	6.00	6.00	6.00
Authorized and Unbudgeted:					
None					
Total Authorized:	6.00				

COMMUNITY RELATIONS

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	708,400	733,400	760,400	811,000
Services & Charges	415,300	618,800	579,000	555,000
Supplies & Materials	35,800	34,600	34,600	34,600
Capital Outlays	31,500	20,000	125,000	0
Transfers Out	52,600	55,300	51,600	61,600
Total	1,243,600	1,462,100	1,550,600	1,462,200



COMMUNITY RELATIONS

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1050	EXPENDITURES							
	PERSONAL SERVICES							
100.1050.4001	SALARIES - ADMINISTRATIVE	407,372	449,610	483,700	484,700	502,100	519,400	536,900
100.1050.4006	OTHER PAY	5,469	5,794	5,600	5,000	6,000	6,000	6,000
100.1050.4007	PART TIME (Historical)	30,934	918	0	0	0	0	0
100.1050.4009	IMRF	59,387	62,268	63,700	64,400	65,600	67,800	83,200
100.1050.4010	SOCIAL SECURITY	35,122	36,009	38,100	38,400	39,500	40,800	50,100
100.1050.4012	HOSPITALIZATION	81,927	94,554	103,400	103,400	106,800	113,000	119,800
100.1050.4020	SICK PAY	11,495	11,987	13,400	12,500	13,400	13,400	15,000
	SUBTOTAL	631,706	661,140	707,900	708,400	733,400	760,400	811,000
	SERVICES & CHARGES							
100.1050.4101	PROF SVCS.-ACCTNG/AUDITING	1,618	1,830	1,700	1,700	0	0	0
100.1050.4105	PROF SVCS.-DATA PROCESS.	0	352	0	0	0	0	0
100.1050.4107	PROF SVCS.-MEDICAL	0	205	0	0	0	0	0
100.1050.4110	(1) TECH. & CONSULT. SVCS.	32,716	40,578	41,400	41,400	41,400	37,100	37,100
100.1050.4115	(2) COMMUNICATIONS-TELEPHONE	8,180	9,417	4,800	7,500	4,800	4,800	4,800
100.1050.4116	COMMUNICATIONS-PORT DEV	(613)	275	0	900	0	0	0
100.1050.4117	COMMUNICATIONS-POSTAGE	28	49	1,000	100	1,000	1,000	1,000
100.1050.4118	COPY/REPRODUCTION	507	257	500	500	500	500	500
100.1050.4120	(3) PUBLIC RELATIONS	194,909	223,876	379,300	334,000	526,900	491,900	467,900
100.1050.4150	IRMA INSURANCE	4,582	7,800	5,400	5,300	5,900	5,900	5,900
100.1050.4160	PRINTING	136	112	1,000	300	1,000	1,000	1,000
100.1050.4161	PUBLICATION OF NOTICES	0	142	800	200	800	800	800
100.1050.4163	(4) CONFERENCES	337	382	700	700	1,200	700	700
100.1050.4164	(5) TRAINING	6,979	3,278	2,000	2,000	14,500	14,500	14,500
100.1050.4170	PUBLIC UTILITY-GAS/HEAT	1,613	1,710	1,500	1,500	1,500	1,500	1,500
100.1050.4180	(6) REPAIRS & MAINTENANCE	4,570	6,105	16,000	16,000	16,000	16,000	16,000
100.1050.4192	(7) DUES & SUBSCRIPTIONS	1,292	2,481	2,200	2,200	2,300	2,300	2,300
100.1050.4199	OTHER SERVICES & CHARGES	503	819	1,000	1,000	1,000	1,000	1,000
	SUBTOTAL	257,357	299,668	459,300	415,300	618,800	579,000	555,000
	SUPPLIES & MATERIALS							
100.1050.4201	OFFICE SUPPLIES	1,230	1,333	1,500	2,000	1,500	1,500	1,500
100.1050.4203	CLOTHING SUPPLIES	0	978	1,000	1,000	100	100	100
100.1050.4299	(8) OTHER OPERATING SUPPLIES	34,826	32,196	32,800	32,800	33,000	33,000	33,000
	SUBTOTAL	36,056	34,507	35,300	35,800	34,600	34,600	34,600
	CAPITAL OUTLAYS							
100.1050.4304	(9) EQUIPMENT	27,216	33,685	31,500	31,500	20,000	125,000	0
	SUBTOTAL	27,216	33,685	31,500	31,500	20,000	125,000	0
	TRANSFERS OUT							
100.1050.4961	TRANSFER TO FLEET SERVICES	4,818	4,125	3,500	3,500	3,600	3,800	3,800
100.1050.4962	TRANSFER TO IT	34,260	31,059	46,100	46,100	48,700	44,800	54,800
100.1050.4964	TRANSFER TO ERF	4,900	3,000	3,000	3,000	3,000	3,000	3,000
	SUBTOTAL	43,978	38,184	52,600	52,600	55,300	51,600	61,600
	TOTAL FOR DEPARTMENT	996,313	1,067,184	1,286,600	1,243,600	1,462,100	1,550,600	1,462,200

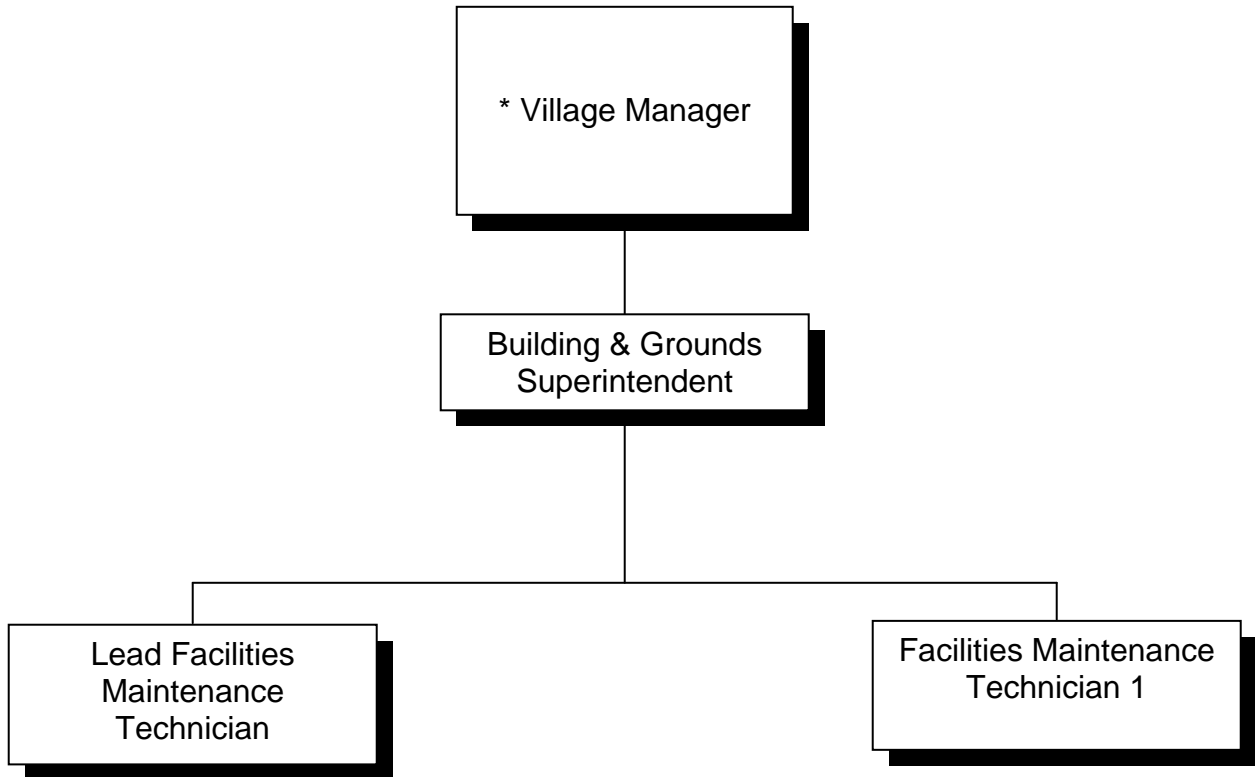
COMMUNITY RELATIONS

Notes

4110 (1) TECHNICAL & CONSULTING SERVICES				41,400
13,200	VILLAGE MEETING WEB STREAMING	15,000	CODE RED - NOTIFICATIONS	
6,600	PHONE APP	6,600	WEBSITE REDESIGN	
4115 (2) COMMUNICATIONS - TELEPHONE				4,800
1,100	REGULAR PHONES	3,700	CELL PHONES	
4120 (3) PUBLIC RELATIONS				526,900
2,000	MEMORIAL DAY	2,800	HISTORICAL MUSEUM	
401,100	SUMMER EVENTS	14,000	DP CONVENTION & VISITOR BUREAU	
2,300	WEB SITE SERVICE	7,500	GIFT ITEMS	
15,700	TREE LIGHTING	10,500	FALL FEST	
4,000	MISS ADDISON	8,000	MAYOR'S BALL	
35,000	BICENTENNIAL	10,000	USBC WOMENS CHAMPIONSHIP 2021	
14,000	HISTORICAL BOOK UPDATE			
4163 (4) CONFERENCES				1,200
700	LOCAL MEETINGS	500	IAM/AMM JOINT MUSEUM CONFERENCE	
4164 (5) TRAINING				14,500
4,500	TRAINING	10,000	TUITION REIMBURSEMENT	
4180 (6) REPAIRS AND MAINTENANCE				16,000
2,000	COPIER/FAX/PRINTER	7,500	STUDIO/CONTROL ROOM REP & MAINT	
6,500	HISTORICAL MUSEUM			
4192 (7) DUES & SUBSCRIPTIONS				2,300
300	IEEE/SBE DUES	400	OTHER DUES	
800	ASCAP/BMI LICENSE	100	NIOA	
700	HISTORICAL MUSEUM			
4299 (8) OTHER OPERATING SUPPLIES				33,000
2,500	BATTERIES	2,000	RECORDING MEDIA	
2,700	HISTORICAL MUSEUM	3,800	DIGITAL DISK DRIVES	
1,000	COFFEE	6,000	REPAIR/MAINTENANCE SUPPLIES	
6,000	DIGITAL EDITING SUPPLIES	6,000	LIGHTING SUPPLIES	
3,000	AUDIO SUPPLIES & PATCHBATS			
4304 (9) EQUIPMENT				20,000
5,000	NON LINEAR EDITOR 1 UPGRADE	2,000	NON LINEAR EDITOR 2 UPGRADE	
5,000	WIRELESS EFP HD MONITORING	8,000	CONTROL ROOM CG UPGRADE	

BUILDING & GROUNDS

Organization Structure



* Not charged to this budget

BUILDING & GROUNDS

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Building and Grounds Department is responsible for maintaining the value and appearance of the Village Hall, Police Department, Evidence facility, the Historical District buildings and grounds, the Henry J. Hyde Neighborhood Resource Center, and the Addison Consolidated Dispatch Center, through timely and cost effective maintenance and repair of structural, mechanical, plumbing and electrical systems, as well as supplying custodial services. In addition, this department is assisting in the design and construction principles of the remodeling of the Henry Hyde Resource Center, South partition, and the current Police Department Dispatch center. The total area of these facilities will exceed 125,000 square feet. The goal of these efforts is to provide a safe, clean, and productive work environment for Village employees, guests, and the general public who utilize these facilities.

The Building and Grounds Department consists of two (2) full time maintenance staff under the direct supervision of the Building and Grounds Superintendent. Typical tasks include contracted custodial services, performing routine maintenance and building repairs to plumbing, electrical and mechanical systems, painting, interior and exterior improvements, repairs to the building and roof, snow removal from sidewalks and parking lots, various landscape maintenance and improvements and periodic inspections to provide information for planning of long term capital improvements, all while trying to minimize the need for outside contractors. This department is also responsible for the implementation of programs meant to improve the operational functions in and around these facilities. This department also assists in the setup for meetings of Village staff, Boards and Commissions, outside organizations and other functions held on Village property. Finally, this department receives all deliveries to Village Hall.

FY 2018-2019 Key Objectives

Strategic Priority 4: Infrastructure

b. Improved reliability – hard infrastructure

- Continue working to provide efficient and comprehensive preventive maintenance and repairs for the Village’s buildings and all appurtenant equipment and systems; and continue to limit the need for outside repair vendors by performing the job tasks utilizing our current in-house staff.
- Continue to maintain and operate the physical plant of these facilities, in accordance with the needs of the user departments, in part with the assistance of a private cleaning service, and within the parameters of the approved budget.
- Continue to develop a long term, comprehensive replacement program for various building and system components, based on estimates of their useful service lives.

BUILDING & GROUNDS

Narrative (Cont'd)

FY 2018-2019 Key Objectives (Cont'd)

Strategic Priority 4: Infrastructure (Cont'd)

c. Comprehensive facilities plan in place and funded

- Assist in the design, construction and implementation services for the remodeling of the Henry Hyde Resource Center.
- Assist in the design, construction and implementation services for the remodeling of the Addison Police Department's old dispatch center.
- Assist in the design, construction and implementation services for the Completion of the east side village green project.
- Take over repair and maintenance operations of the Consolidated Dispatch Center.

Performance Measures

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$608,467	\$895,100	\$1,035,800
Number of Employees	3	3	3
Outputs			
Number of Work Requests	3,000	3,465	4,000
Total Square Feet Maintained	105,000	105,000	125,000
# of Preventative Maintenance Work Orders	1925	2,000	3,000
Effectiveness			
% of Work Requests Completed w/in 24 Hours	99%	100%	100%
Number of Outsourced Dollars	\$187,000	\$200,000	\$250,000
% of Preventive Work Orders	40%	35%	35%
Number of Consecutive Days w/out a Lost Time Accident	365	365	365
Efficiency			
Janitorial Costs per Square Foot	\$.69	\$.87	\$.95
Average Staff Hours per Work Request	1.0	1.0	1.0
Square Footage Maintained per FTE	98,000	98,000	100,000
FTE Cost per Square Foot Maintained	\$2.75	\$2.95	\$2.95

BUILDING & GROUNDS

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Foreman	1.00	1.00	1.00	1.00	1.00
Public Maint Worker I	1.00	1.00	1.00	1.00	1.00
Public Maint Worker III	1.00	1.00	1.00	1.00	1.00
Total Budgeted:	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

Authorized & Unbudgeted:

*Part-Time Custodian	<u>1.00</u>
<i>Subtotal:</i>	<u>1.00</u>

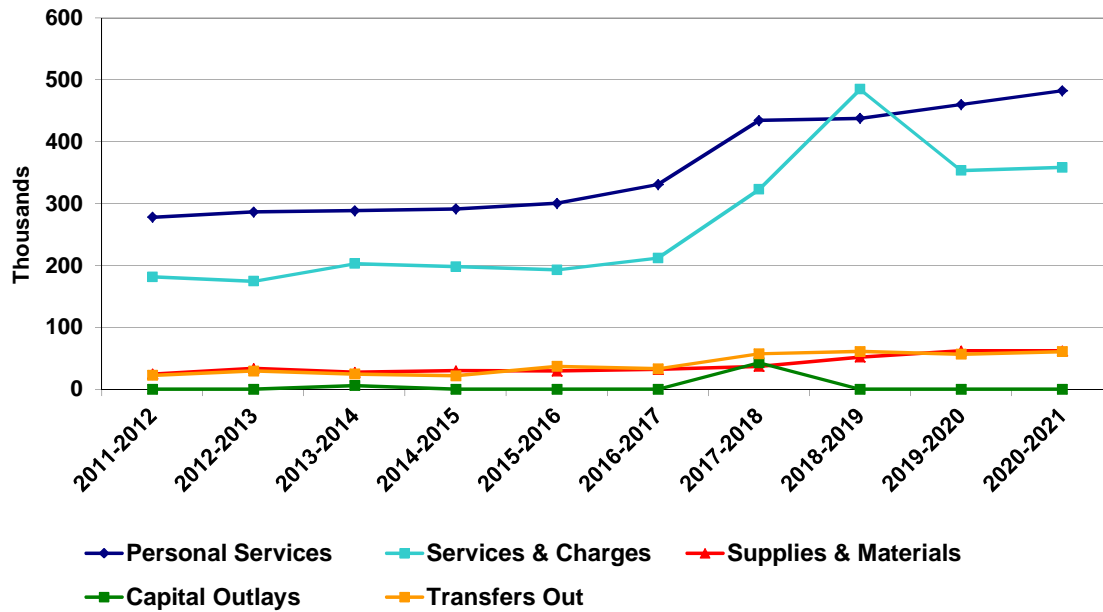
Total Authorized: 4.00

*This position will remain unbudgeted until funding is available.

BUILDING & GROUNDS

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	434,500	437,900	460,200	482,700
Services & Charges	323,000	484,800	353,500	358,500
Supplies & Materials	37,000	52,100	62,100	62,100
Capital Outlays	43,000	0	0	0
Transfers Out	57,600	61,000	56,700	60,800
Total	895,100	1,035,800	932,500	964,100



BUILDING & GROUNDS

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1060	EXPENDITURES							
	PERSONAL SERVICES							
100.1060.4001	SALARIES - ADMINISTRATIVE	102,401	104,564	107,300	114,200	128,300	135,400	141,300
100.1060.4003	WAGES OPERATIONAL	79,979	95,516	140,900	143,100	146,500	154,200	162,800
100.1060.4004	OVERTIME	13,815	16,598	12,000	25,200	15,000	15,000	15,000
100.1060.4006	OTHER PAY	2,107	152	1,000	3,600	2,000	2,000	2,000
100.1060.4009	IMRF	26,299	29,361	34,300	37,700	37,900	39,800	41,700
100.1060.4010	SOCIAL SECURITY	15,350	16,967	20,500	22,500	22,800	23,900	25,100
100.1060.4012	HOSPITALIZATION	55,837	61,384	81,800	80,000	77,400	81,900	86,800
100.1060.4020	SICK PAY	4,770	6,529	7,000	8,200	8,000	8,000	8,000
	SUBTOTAL	300,558	331,071	404,800	434,500	437,900	460,200	482,700
	SERVICES & CHARGES							
100.1060.4101	PROF SVCS.-ACCTNG/AUDITING	1,325	1,420	1,300	1,300	0	0	0
100.1060.4107	PROF SVCS.-MEDICAL	45	0	200	0	200	200	200
100.1060.4115	COMMUNICATIONS-TELEPHONE	1,441	1,485	2,600	2,000	2,600	2,600	2,600
100.1060.4116	COMMUNICATIONS-PORT DV	436	7	0	(400)	0	0	0
100.1060.4150	IRMA INSURANCE	3,593	3,100	3,200	3,200	3,200	3,200	3,200
100.1060.4160	PRINTING	303	0	0	0	0	0	0
100.1060.4161	PUBLICATION OF NOTICES	290	0	0	0	0	0	0
100.1060.4163	CONFERENCES	0	0	2,000	500	2,000	2,000	2,000
100.1060.4164	TRAINING	9	0	2,000	500	2,000	2,000	2,000
100.1060.4170 (1)	PUBLIC UTILITY-GAS/HEAT	9,499	6,603	22,000	12,000	30,000	30,000	30,000
100.1060.4180 (2)	REPAIRS & MAINTENANCE	174,046	197,085	333,300	300,000	439,800	308,500	313,500
100.1060.4192	DUES/SUBSCRIPTIONS	15	45	500	100	500	500	500
100.1060.4199 (3)	OTHER SERVICES & CHARGES	1,884	2,214	3,800	3,800	4,500	4,500	4,500
	SUBTOTAL	192,886	211,959	370,900	323,000	484,800	353,500	358,500
	SUPPLIES & MATERIALS							
100.1060.4201	OFFICE SUPPLIES	294	231	500	200	500	500	500
100.1060.4202	CLEANING SUPPLIES	200	184	700	300	1,000	1,000	1,000
100.1060.4203 (4)	CLOTHING SUPPLIES	879	1,573	2,100	2,000	2,100	2,100	2,100
100.1060.4207	PUB. GRNDS. MATL/SUPPLIES	1,080	645	4,000	2,500	6,000	6,000	6,000
100.1060.4208 (5)	BUILDING MATL/SUPPLIES	24,342	26,122	29,000	27,000	35,000	45,000	45,000
100.1060.4299	OTHER OPERATING SUPPLIES	2,934	3,456	5,000	5,000	7,500	7,500	7,500
	SUBTOTAL	29,729	32,211	41,300	37,000	52,100	62,100	62,100
	CAPITAL OUTLAYS							
100.1060.4304	EQUIPMENT	0	0	46,000	43,000	0	0	0
	SUBTOTAL	0	0	46,000	43,000	0	0	0
	TRANSFERS OUT							
100.1060.4961	TRANSFER TO FLEET SERVICES	5,360	3,311	5,800	5,800	5,900	6,200	6,300
100.1060.4962	TRANSFER TO IT	18,636	16,915	25,200	25,200	20,100	18,500	22,500
100.1060.4964	TRANSFER TO ERF	13,000	13,000	26,600	26,600	35,000	32,000	32,000
	SUBTOTAL	36,996	33,226	57,600	57,600	61,000	56,700	60,800
	TOTAL FOR DEPARTMENT	560,169	608,467	920,600	895,100	1,035,800	932,500	964,100

BUILDING & GROUNDS

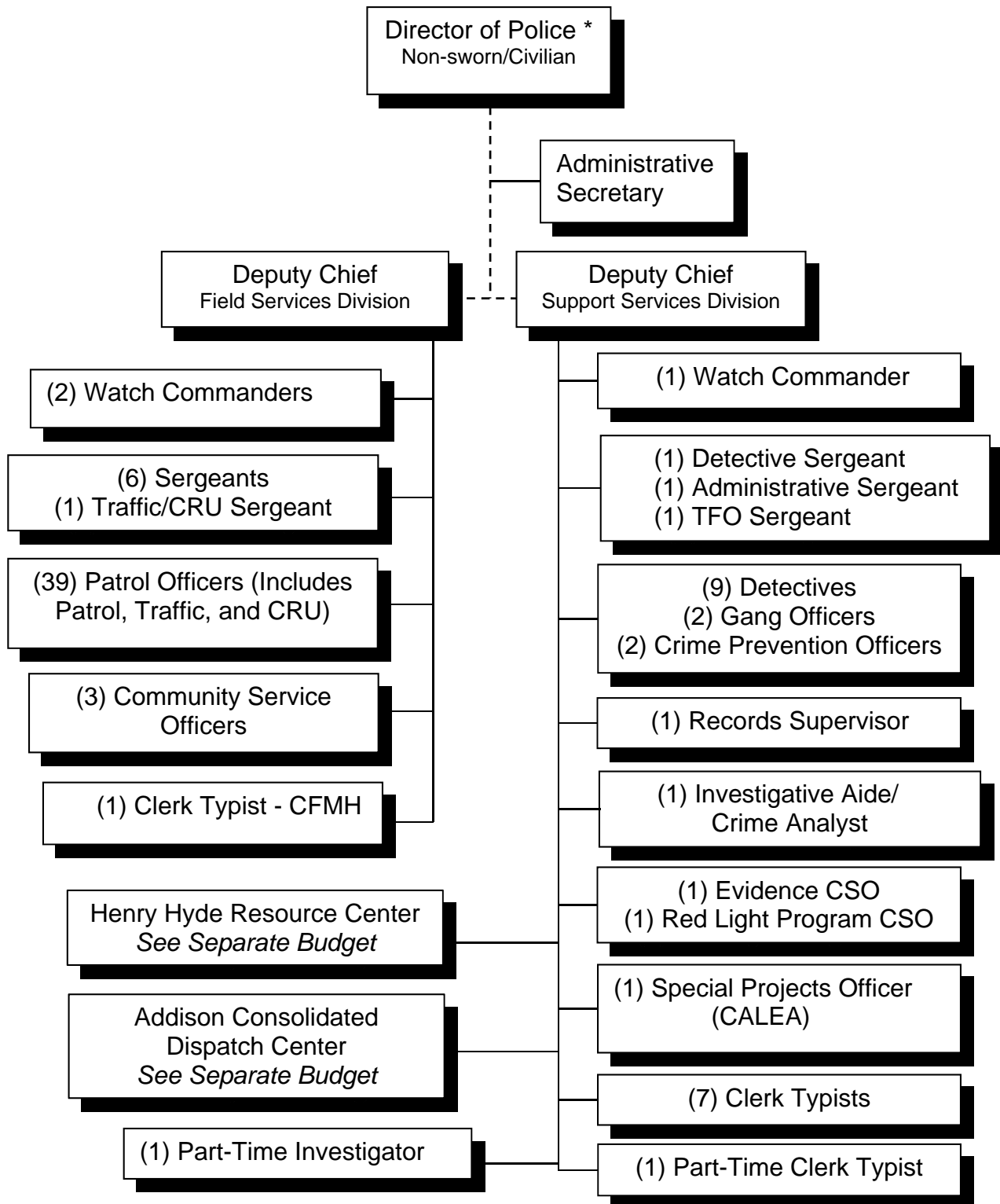
Notes

4170 (1) PUBLIC UTIL GAS-HEAT					30,000
	15,000 VILLAGE HALL & HHRC	15,000	ACDC		
4180 (2) REPAIRS & MAINTENANCE					439,800
	3,000 GENERATOR LOAD BANK TEST - VH	1,000	BOILER/CHILLER WATER TREATMENT		
	1,000 GENERATOR LOAD BANK TEST- HHRC	4,500	WINDOW CLEANING - VH, PD, EF, HD		
	1,000 GENERATOR LOAD BANK TEST - 105 E LAKE	1,000	ANNUAL MARQUEE MAINTENANCE		
	2,000 GENERATOR LOAD BANK TEST - ACDC	1,500	GARAGE DOOR MAINTENANCE		
	20,000 INTERIOR PAINTING - VH	900	FIRE PUMP ANNUAL CERT - HHRC		
	20,000 GENERAL REPAIRS & MAINTENANCE-VH	3,000	WINDOW CLEANING - ACDC		
	5,000 ELEVATOR MAINTENANCE CONTRACTS	10,000	GENERAL REPAIRS - ACDC		
	7,000 FIRE ALARM SYS MAINT CONTRACT	5,000	TERRAZZO FLOOR MAINTENANCE		
	5,000 GENERAL REPAIRS & MAINTENANCE HHRC	67,400	CLEANING SERVICE - VH & PD		
	15,000 SECURITY MAINTENANCE CONTRACT - VH	1,450	CLEANING SERVICE - 105 E LAKE STREET		
	1,500 BACK FLOW CERTIFICATION - VH	4,650	CLEANING SERVICE - HHRC		
	900 FIRE PUMP ANNUAL CERTIFICATION	1,000	FIRE EXTINGUISHER INSPECTION/SERVICE - ACDC		
	2,300 FIRE EXTINGUISHER INSPECTION/SERVICE - VH	400	BACK FLOW CERTIFICATION - ACDC		
	400 IRRIGATION SYS SERVICE - HHRC	3,500	WINDOW BLIND CLEANING		
	1,000 WINDOW CLEANING - HHRC	45,000	CLEANING SERVICE - ACDC		
	500 BACK FLOW CERTIFICATION - HHRC	400	IRRIGATION SYS SERVICE - HIST DIST		
	300 FIRE EXTINGUISHER SERVICE - HHRC	40,000	HVAC MAINTENANCE - VH, HHRC, EF, HD		
	60,000 CONCRETE REPLACEMENT W/ICE MELT SYS	10,000	HVAC MAINTENANCE - ACDC		
	17,000 MUSEUM LIGHTING & ELECTRIC	23,500	COM REL SUPPLEMENTAL COOLING		
	40,000 CCTV UPGRADE & RELOCATION	1,800	HYDROTEST & REPLACE HOSES		
	1,000 BOILER/CHILLER WATER TREATMENT - ACDC	1,500	GARAGE DOOR MAINTENANCE - ACDC		
	3,000 FIRE ALARM CONTRACT INSPECTION - ACDC	5,000	SECURITY MAINTENANCE CONTRACT - ACDC		
	400 WINTERIZE FOUNTAIN				
4199 (3) OTHER SERVICES & CHARGES					4,500
	1,500 CLEAN SERV FOR WALK ON RUNNERS - VH, PD, EF, HHRC	900	NORCOMM ANNUAL MONITORING - VH & HHRC		
	300 CLEAN SERV FOR WALK ON RUNNERS - ACDC	900	NORCOMM ANNUAL MONITORING - HIST DST		
		900	NORCOMM ANNUAL MONITORING - ACDC		
4203 (4) CLOTHING SUPPLIES					2,100
	400 BOOTS 3 @ \$125	900	UNIFORM RENTAL 3 @ \$300		
	300 T-SHIRTS	500	WINTER JACKETS & SAFETY WEAR, ETC		
4208 (5) BUILDING MAT SUPPLIES					35,000
	20,000 SUPPLIES FOR BUILDING MAINTENANCE - FILTERS, COUPLINGS, SYSTEM CHEMICALS	5,000	SUPPLIES FOR HHRC, EVIDENCE AND HISTORICAL BUILDINGS		
	LIGHTING SUPPLIES, CEILING TILES, GLASS PAINTS. PLUMBING FIXTURES, REPAIR PARTS FOR HVAC & OTHER EQUIPMENT.	10,000	SUPPLIES FOR ACDC		



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Organization Structure



* The Director of Police is a non-sworn/civilian position in a non-binding advisory capacity.

POLICE

Narrative

DEPARTMENTAL DESCRIPTION OF ACTIVITIES

The Addison Police Department, a nationally accredited law enforcement agency accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA), and under the leadership and direction of the Director of Police, is divided into two divisions. Those divisions are the Field Services Division and the Support Services Division. Each division is headed by a Deputy Chief of Police, who directs, oversees and coordinates their respective division activities. The department utilizes a Community Policing philosophy, which includes aggressive police patrols, Problem Oriented Policing (directed patrol, special watches, projects & problem solving), a specialized Investigations Unit, a Crime Prevention Unit, a Community Response Unit, and a Traffic Unit. With this approach, the department diligently pursues the safety of its citizenry as its primary goal. The Addison Police Department was reaccredited in 2015 and was awarded “*Accreditation With Excellence*” for the second time, as well as the Meritorious Award, which recognizes accredited agencies for having been accredited for fifteen or more continuous years.

Field Services Division

The Field Services Division consists of two Commanders, and three teams of Patrol Sergeants and Patrol Officers. Field Service personnel provide uniformed patrols, emergency services, traffic enforcement, and other services as needed by the community over a twenty four (24) hour period. Weather and manpower permitting, officers work foot patrol in high activity areas with a one-on-one approach with citizens. Officers with specialized accident reconstruction training are responsible for the investigation and reconstruction of major accidents. They perform selective enforcement at high-accident intersections and also concentrate on overweight truck enforcement, DUI enforcement, and seat belt enforcement. The Field Services Division also encompasses the Community Response Unit (CRU) where officers work with the landlords within town to ensure the Crime Free Multi-Housing Agreements are being followed. This has been a very successful program for all residents within the Village of Addison.

Support Services Division

The Support Services Division consists of specialized units and administrative task assignments that provide technical support to the efforts of the Field Services Division and the overall law enforcement objectives of the department on behalf of the community. The division is also responsible for overseeing the Village’s Emergency Operations Plan. The division consists of the Criminal Investigative Section/Gang Tactical Unit, Property and Evidence Control Section, Records Management Section, Consolidated Dispatch Center, and the Special Projects Unit (which also manages the department’s accreditation program: CALEA), the Crime Prevention Unit, Citizen Volunteers, and the Henry Hyde Neighborhood Resource Center. The Crime Prevention Section provides a vast array of programming for adults and children and helps promote educational programs throughout the community. In addition, the division provides a uniformed presence and coordinates services at the Henry Hyde Center and other outreach programs throughout the Village of Addison. The division’s personnel consist of sworn officers, civilian staff, and many citizen volunteers, overseen by the Deputy Chief, one Commander, a Detective Sergeant, and an Administrative Sergeant.

Narrative (Cont'd)

FY 2018-19 Key Objectives

Strategic Priority 2: Community Image

- The department will provide staff and resources to support the following programs and initiatives related to schools and life-long learning: DARE; GREAT; School Liaisons; School Crisis Committee; Intergovernmental Agreements; developing school operational plans for graduations, evacuations, and other special events; teen/adult CERT programs; Citizen Police Academies and First Responder Academies; SALT; Police Explorers; and Continuing Education for Police Officers.
- The department will continue to support programs that embrace, expand and create interaction/participation between the various ethnic groups. Some of the programs that are offered at the Henry Hyde are tailored toward a specific ethnic group, i.e. English as a Second Language (ESL) classes, but a vast majority of the programs are offered to everyone in the community and an effort is made to encourage participation by every ethnic group in the numerous crime prevention programs offered.
- The police will continue to work with all faith-based communities for outreach programs.
- The police will continue to be active participants in the “Los Padres” committee working within our community.
- The department will offer CERT and other programs, in Spanish, at the Henry Hyde Resource Center.
- The department will hold educational events for all members of the community to be apprised of current criminal trends. An example of this will be the training of “Who is knocking on my door” for financial scams or thefts within the elderly community.
- The department will provide personnel and resources at the neighborhood resource center to staff and develop programs related to assimilation. The department will provide personnel and resources that support current school-based community outreach programs, i.e. District #4 Outreach Meetings. In addition, the department will pursue grant opportunities and in-kind support of school-based community outreach programs.
- The department will address crime trends or patterns with the Community Response Unit and by use of Directed Patrol. Also, on an annual basis, all specialty units will be reviewed to decide if they should be discontinued, re-deployed, expanded, or left as is.

POLICE

Narrative (Cont'd)

FY 2018-19 Key Objectives (Cont'd)

Strategic Priority 3: Housing

- The department has Community Response personnel that are trained to provide the Crime Free Multi-Housing program to landlords within the community. The Community Response Unit Section will work with the Finance and Community Development Departments to require all rental property-owners attend the Crime Free Multi-Housing program. The Community Response Unit will follow up nuisance complaints and enforce the Nuisance Abatement Ordinance and will work with the Community Development Department to mitigate nuisance complaints.

Strategic Priority 4: Infrastructure

- The department will continue to incorporate new technology to work towards better service provided to the citizens. On an annual basis the department will review the use of new technology, i.e. e-mail, cellular telephones, the Village website, and other emerging technology.
- In keeping with the continued use of technology, we will utilize telephone reporting systems as an added service to the community.
- Training resources will be reviewed annually to decide the best use of technology and funds.
- The Command Staff of the department will work with their staff members regarding working conditions. Command Staff members will continue to hold labor management meetings to discuss working condition issues to foster higher morale and professional working relationships.
- The Command Staff will develop a recommendation on manpower needs based upon a study of service needs.

POLICE

Narrative (Cont'd)

Performance Measures

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$15,455,348	\$16,982,100	\$17,140,400
Number of Employees	86	86	86
Outputs			
Calls Responded To	27,065	26,000	26,000
Index Crimes	669	700	700
Non-Index Crimes	5,191	5,000	5,000
Service Calls:			
Lost/Found Property	310	250	250
Motorist Assist	1,364	1,300	1,300
Animal Complaints	641	700	700
Domestics	649	625	625
Suspicious Incidents	1,921	1,500	1,500
Citizen Assists	2,195	2,000	2,000
Traffic Accidents	1,451	1,400	1,400
Assist Other Agencies	2,873	2,600	2,600
Disturbance Calls	855	1,000	1,000
Alarms	975	1,000	1,000
Total Traffic Tickets	4,961	6,000	6,000
Total DUI Arrests	68	80	80
Total Parking Tickets	4,445	6,000	6,000
Effectiveness			
Neighborhood Groups	74	75	75
DARE Program Student Attendance	4,482	5,000	5,000
First Responder Academy	16	20	20
Citizen Volunteers/CERT	50	60	60
Employee Grievances	1	0	0
Efficiency			
Total cases investigated by Detective Division*	819	800	800
Percentage of cases cleared by Detective Division	93.5%	86%	86%
Percentage of cases cleared by arrest (Detective Division)	33%	40%	40%

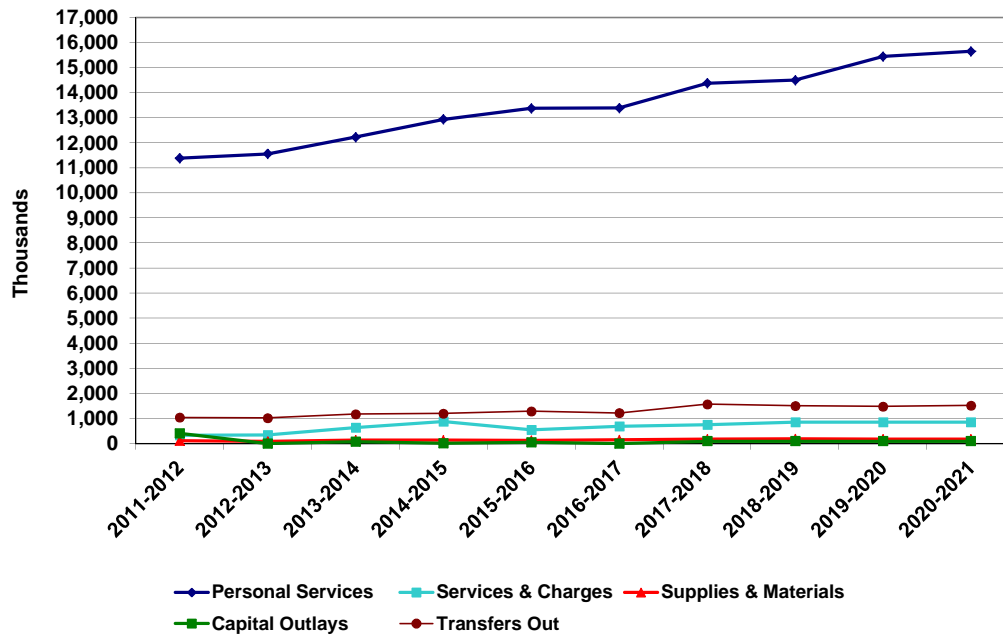
POLICE

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Director of Police	1.00	1.00	1.00	1.00	1.00
Deputy Chief of Police (2)	2.00	2.00	2.00	2.00	2.00
Watch Commander (3)	3.00	3.00	3.00	3.00	3.00
Sergeant (10)	10.00	10.00	10.00	10.00	10.00
Patrol Officer (53)	53.00	53.00	53.00	53.00	53.00
Community Service Officer (5)	5.00	5.00	5.00	5.00	5.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Investigative Aide/Crime Analyst	1.00	1.00	1.00	1.00	1.00
Records Supervisor	1.00	1.00	1.00	1.00	1.00
Clerk Typist (8)	8.00	8.00	8.00	8.00	8.00
Part-Time Investigator	1.00	1.00	1.00	1.00	1.00
Part-Time Clerk Typist	1.00	1.00	1.00	1.00	1.00
<i>Total Budgeted:</i>	87.00	87.00	87.00	87.00	87.00
Authorized & Unbudgeted:					
None					
<i>Total Authorized:</i>	87.00				

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	14,381,400	14,498,700	15,447,800	15,650,400
Services & Charges	756,400	855,700	855,700	855,700
Supplies & Materials	175,200	186,600	179,200	179,200
Capital Outlays	95,000	95,000	95,000	95,000
Transfers Out	1,574,100	1,504,400	1,483,700	1,520,700
Total	16,982,100	17,140,400	18,061,400	18,301,000



POLICE

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1510	EXPENDITURES							
	PERSONAL SERVICES							
100.1510.4001	SALARIES - ADMINISTRATIVE	2,063,376	2,037,216	2,086,100	2,077,000	2,173,900	2,254,200	2,333,800
100.1510.4002	WAGES CLERICAL	520,121	548,426	622,400	611,600	635,700	662,700	691,100
100.1510.4003	WAGES OPERATIONAL	4,543,127	4,675,885	5,017,600	5,147,000	5,109,800	5,343,900	5,564,300
100.1510.4004	OVERTIME	744,173	498,680	500,000	500,000	500,000	500,000	500,000
100.1510.4005	HOLIDAY PAY	128,348	127,652	135,000	130,000	139,100	143,300	147,600
100.1510.4006	OTHER PAY	76,590	90,059	86,000	96,000	88,000	88,000	90,000
100.1510.4007	PART TIME	133,856	129,934	86,300	99,300	94,600	99,500	101,100
100.1510.4009	IMRF	146,487	151,838	146,200	146,200	148,300	151,200	153,500
100.1510.4010	SOCIAL SECURITY	628,102	627,566	655,200	673,900	671,100	698,500	726,000
100.1510.4012	HOSPITALIZATION	1,559,151	1,607,420	1,706,600	1,706,600	1,709,800	2,182,000	1,918,600
100.1510.4020	SICK PAY	111,622	133,017	118,600	150,300	125,000	128,000	132,000
100.1510.4029	PENSION BENEFITS	2,724,278	2,762,887	3,013,000	3,043,500	3,103,400	3,196,500	3,292,400
	SUBTOTAL	13,379,231	13,390,580	14,173,000	14,381,400	14,498,700	15,447,800	15,650,400
	SERVICES & CHARGES							
100.1510.4101	PROF SVCS.-ACCTNG/AUDITING	7,900	8,631	7,900	7,900	0	0	0
100.1510.4103	(1) PROF SVCS.-LEGAL	55,949	62,763	68,100	65,000	68,100	68,100	68,100
100.1510.4105	(2) PROF SVCS.-DATA PROCESS.	37,220	31,170	47,600	47,600	51,100	51,100	51,100
100.1510.4107	PROF SVCS.-MEDICAL	1,779	3,660	6,200	5,000	6,200	6,200	6,200
100.1510.4110	(3) TECH. & CONSULT. SVCS.	69,654	63,853	62,700	55,000	55,000	55,000	55,000
100.1510.4113	PROF SVC DPICJ JAG	202,233	0	0	0	0	0	0
100.1510.4115	COMMUNICATIONS-TELEPHONE	56,135	39,379	70,500	42,000	70,500	70,500	70,500
100.1510.4116	COMMUNICATIONS-PORT DEV	306	(60)	0	0	0	0	0
100.1510.4117	COMMUNICATIONS-POSTAGE	14,715	14,513	16,000	14,000	16,000	16,000	16,000
100.1510.4118	COPY/REPRODUCTION	7,972	7,775	10,000	8,000	10,000	10,000	10,000
100.1510.4120	PUBLIC RELATIONS	1,275	8,407	7,500	7,500	7,500	7,500	7,500
100.1510.4121	INVESTIGATIVE	7,215	15,358	10,000	15,000	19,000	19,000	19,000
100.1510.4150	IRMA INSURANCE	293,243	321,587	293,000	300,000	291,400	291,400	291,400
100.1510.4160	PRINTING	7,712	7,725	11,000	8,000	11,000	11,000	11,000
100.1510.4161	PUBLICATION OF NOTICES	192	0	500	200	500	500	500
100.1510.4163	(4) CONFERENCES	13,674	11,422	12,100	12,100	21,600	21,600	21,600
100.1510.4164	(5) TRAINING	28,616	57,470	57,900	65,000	68,900	68,900	68,900
100.1510.4170	PUBLIC UTILITY-GAS/HEAT	343	178	700	700	700	700	700
100.1510.4173	PUBLIC UTILITY-ELEC/LIGHT	122	0	0	0	0	0	0
100.1510.4175	PUBLIC UTILITY-ELEC/EQUIP	737	804	900	900	900	900	900
100.1510.4180	(6) REPAIRS & MAINTENANCE	9,777	6,525	151,800	72,000	121,800	121,800	121,800
100.1510.4190	RENTAL EQUIPMENT	0	0	500	500	500	500	500
100.1510.4192	(7) DUES & SUBSCRIPTIONS	17,702	18,983	21,500	20,000	25,000	25,000	25,000
100.1510.4199	(8) OTHER SERVICES & CHARGES	9,620	12,367	10,000	10,000	10,000	10,000	10,000
	SUBTOTAL	844,091	692,510	866,400	756,400	855,700	855,700	855,700
	SUPPLIES & MATERIALS							
100.1510.4201	OFFICE SUPPLIES	8,728	6,541	15,000	11,000	15,000	15,000	15,000
100.1510.4203	(9) CLOTHING SUPPLIES	59,459	56,575	76,000	76,000	76,000	76,000	76,000
100.1510.4299	(10) OTHER OPERATING SUPPLIES	56,877	89,679	88,200	88,200	95,600	88,200	88,200
	SUBTOTAL	125,064	152,795	179,200	175,200	186,600	179,200	179,200
	CAPITAL OUTLAYS							
100.1510.4304	(11) EQUIPMENT	54,875	0	95,000	95,000	95,000	95,000	95,000
	SUBTOTAL	54,875	0	95,000	95,000	95,000	95,000	95,000
	TRANSFERS OUT							
100.1510.4961	TRANSFER TO FLEET SERVICES	588,476	536,222	666,200	666,200	677,400	721,000	725,800
100.1510.4962	TRANSFER TO IT	449,892	460,241	683,700	683,700	516,000	474,700	579,700
100.1510.4964	TRANSFER TO ERF	251,200	223,000	224,200	224,200	311,000	288,000	215,200
	SUBTOTAL	1,289,568	1,219,463	1,574,100	1,574,100	1,504,400	1,483,700	1,520,700
	TOTAL FOR DEPARTMENT	15,692,829	15,455,348	16,887,700	16,982,100	17,140,400	18,061,400	18,301,000

POLICE

Notes

4103 (1) PROF SVCS.-LEGAL				68,100
50,000	DUI PROSECUTOR	8,100	TOWING ADMIN ADJUDICATOR	
10,000	ADMIN ADJUDICATOR			
4105 (2) PROF SERV DATA PROCESSING				51,100
4,800	WEST GOVT SVC- INVEST DATABASE	300	TRAC SYSTEM MAINTENANCE AGREEMENT	
4,300	COUNTY DATA PROCESSING	4,200	VEHICLE LICENSE PROCESSING	
500	CRIME INTEL MAINTENANCE CONTRACT	900	VIRUS SOFTWARE LICENSE RENEWAL	
600	CRITICAL REACH COMPOSITE	1,800	COLEMAN TELETRAC	
500	EVIDENCE BAR CODE LICENSE	1,400	TOTAL STATION-MAP SCENE EVIDENCE	
800	FAAP FALSE ALARM AGREEMENT	1,500	BEAST SUPPORT - EVIDENCE	
2,400	INNOVATIVE DATA SOLUTIONS	5,000	LEADS ONLINE	
3,000	IWIN - CMS RECVNG	8,000	SCHEDULING SOFTWARE	
1,500	OCEAN SYSTEMS AGREEMENT	2,700	CALLYO	
1,100	CERTIFION - ENTERSECT	2,300	ILLINOIS PUBLIC SAFETY AGENCY NTWK	
3,500	SOCIAL MEDIA ARCHIVING SOLUTION			
4110 (3) TECH & CONSULT SERVICES				55,000
4,700	CALEA	23,000	ADMINISTRATIVE ADJUDICATION	
8,000	GRANT WRITING CONSULT - GRANTS	4,300	NET RMS	
15,000	IWIN - VERIZON MDC			
4163 (4) CONFERENCES				21,600
1,500	ASSOCIATION MEETINGS	700	DUPAGE CHIEFS OF POLICE	
1,000	ILEAS CONFERENCE	1,500	FBI/ILLINOIS CHIEFS	
3,000	COURT MILEAGE	1,000	IEMA CONFERENCE	
400	DCEM MEETINGS	12,500	CALEA CONFERENCE	
4164 (5) TRAINING				68,900
1,500	MEDICOLEGAL DEATH SEMINAR	2,500	HOMICIDE TRAINING	
7,900	MAJOR CRIME EVIDENCE TECHNICIAN	1,500	COMMUNITY RESPONSE UNIT TRAINING	
9,500	NEMRT (69 SWORN AND 30 CIVILIAN)	6,200	SLEA BASIC TRAINING	
1,500	USE OF FORCE TRAINING	12,100	HOMELAND SECURITY	
100	TASER RE-CERTIFICATION	17,000	EDUCATIONAL REIMBURSEMENT	
1,500	LAW REVIEW CLASSES	6,000	NORTHWESTERN POLICE STAFF & COMMAND	
1,600	ILEETA TRAINING			
4180 (6) REPAIRS AND MAINTENANCE				121,800
4,400	RADAR CALIBRATION	1,000	FITNESS EQUIPMENT SERVICE CONTRACT	
5,600	LIVESCAN MAINTENANCE	3,100	FIRE EXTINGUISHERS, RADAR, CAMERAS	
9,000	RANGE MAINTENANCE	1,000	UNITROLS, SHOTGUNS, HANDGUNS	
1,200	TASER EXTENDED WARRANTY	1,000	EQUIPMENT REPAIRS	
95,000	RMS MAINTENANCE	500	SURVEILLANCE UPGRADE MAINTENANCE	
4192 (7) DUES/SUBSCRIPTIONS				25,000
200	HAINES DIRECTORY	360	INTERNATIONAL CHIEF'S OF POLICE	
100	IAPE	600	JUVENILE OFFICER'S ASSOCIATION	
200	CREDIT MEMBERSHIP (DETECTIVES)	100	LERMI RECORDS MANAGER	
200	WEST SUBURBAN DETECTIVES ASSOC.	200	LEVA (DETECTIVES)	
375	DUPAGE POLICE CHIEF'S ASSOCIATION	500	MAJOR CRIME TASK FORCE	
125	MISC	100	NATIONAL BUNCO ASSOCIATION	
450	FBI ASSOCIATION (4)	300	MOCIC MEMBERSHIP	
6,600	NIPAS (FIELD FORCE)	500	PERF - POLICE EXEC. RESEARCH FORUM	
100	ILLINOIS ANIMAL CONTROL ASSOCIATION	5,000	STATE'S ATTORNEY CHILD ABUSE PRGM	
600	ILLINOIS ASSOC. CHIEFS OF POLICE	100	DARE ASSOCIATION	
50	ILLINOIS CRIME PREVENTION ASSOC.	200	ILLINOIS COMPILED STATUTES	
300	ILEAS - ANNUAL AGENCY MEMBERSHIP DUES	200	ILEETA	
40	NATIONAL ASSOC OF SCHOOL RES	100	MGIA	
400	ILLINOIS CRIMINAL LAW BOOKS	300	IATIA	
100	IPAC - IL POLICE ACCRED. COALITION	100	CAI - CRIME ANALYSTS OF IL	
3,000	IVC (IL VEHICLE CODE BOOKS)	3,500	FIAT	
4199 (8) OTHER SERVICES & CHARGES				10,000
3,000	ANIMAL SERVICES	1,000	SHIPPING/FREIGHT	
3,000	CAR/ SQUAD CAR WASHES	2,500	SHRED-IT SHREDDING SERVICE	
500	PRISONER MEALS			

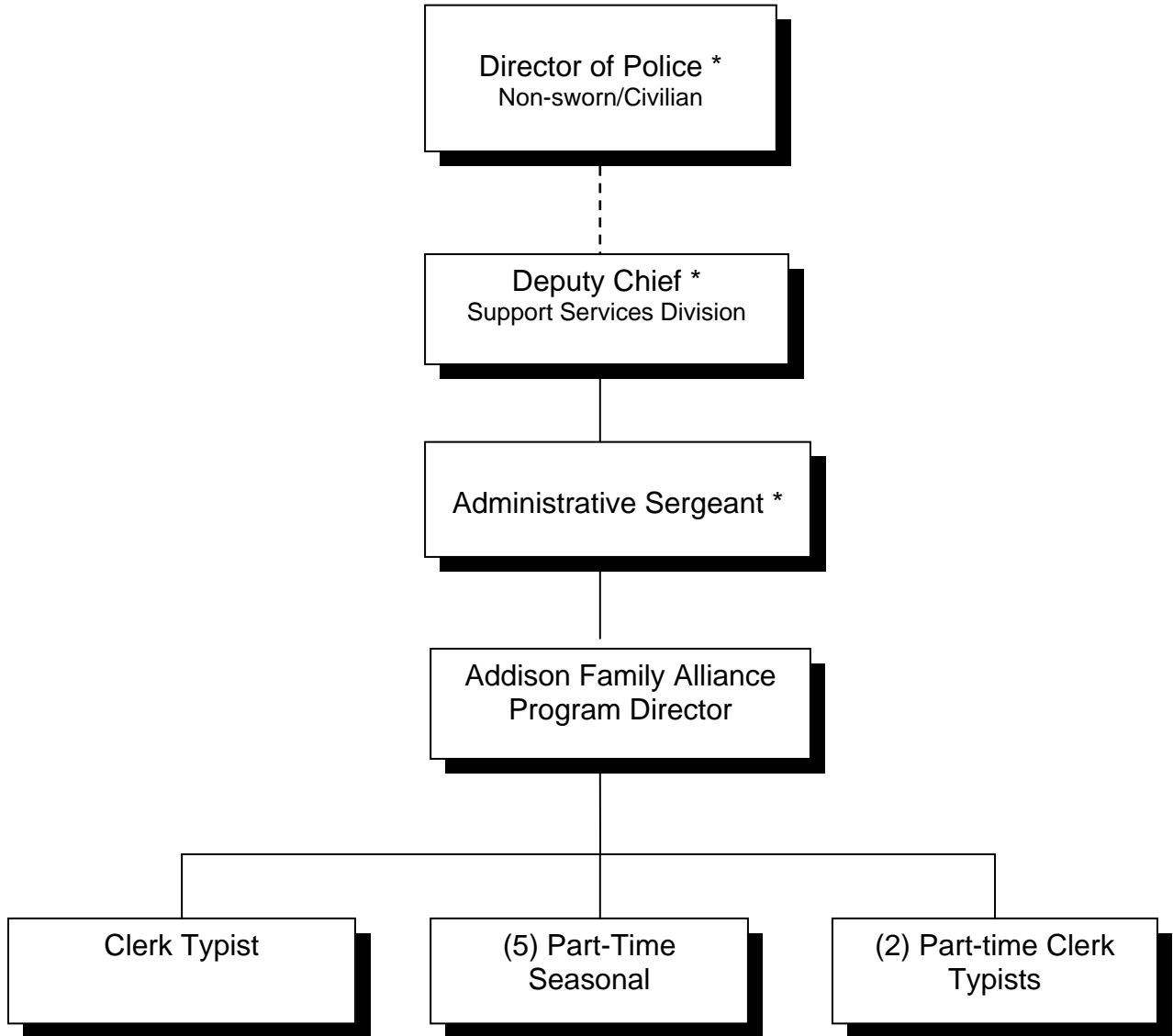
POLICE

Notes (Cont'd)

4203 (9) CLOTHING SUPPLIES				76,000
500	ALTERATIONS & REPAIRS	1,000	CLERKS (10)	
12,000	BULLET PROOF VESTS	30,000	REPLACEMENT UNIFORMS	
15,000	CLEANING & MAINTENANCE	9,100	DETECTIVES (9) - DEPUTIES (2)	
7,000	SHOES	600	CSO'S (5)	
800	TASK FORCE (3)			
4299 (10) OTHER OPERATING SUPPLIES				95,600
3,000	AED EQUIPMENT/SUPPLIES	100	HARDWARE SUPPLIES	
22,500	AMMO - COMPULSORY TRAINING	2,000	STERICYCLE WASTE REMOVAL	
2,500	SAGE AMMO	300	TRAFFIC WANDS/FLASHLIGHTS	
600	BATTERIES, VIDEO TAPES, CASSETTES, DISKS	500	LOCK UP SUPPLIES	
1,200	BREATHALYZER SUPPLIES	1,500	MAJOR CALLS & SPCL EVENT SUPPLIES	
6,000	EVIDENCE SUPPLIES	1,500	MEETING SUPPLIES	
600	COFFEE	1,200	COMPUTER SUPPLIES	
500	DISPOSABLE BLANKETS	8,100	MISCELLANEOUS OFFICER SUPPLIES	
1,000	DOG FOOD/ANIMAL SUPPLIES	600	NARCOTICS KITS	
2,000	BADGES	1,200	NON-LETHAL CHEMICAL SPRAY	
2,700	STARCOMM EAR PIECES	900	GUN PARTS	
500	GUNS - PATROL OFFICERS - 2 NEW	500	CRIME FREE MULTI-HOUSING	
5,000	CAMERA, VIDEO, & AUDIO SUPPLIES	3,000	TASER SUPPLIES	
2,000	FIRST AID SUPPLIES	1,500	CARTONS/BOXES FOR EVIDENCE	
3,600	FLARES	5,000	RECHARGEABLE BATTERIES	
500	GUN CLEANING SUPPLIES	1,200	NARCAN	
1,200	SHOOTING TARGETS	3,700	DRUG DISPOSAL BURNER	
4,200	NIGHT VISION SCOPE	3,200	TASER SIMULATION TRAINING SUIT	
4304 (11) EQUIPMENT				95,000
95,000	RMS PROGRAM			

HENRY HYDE RESOURCE CENTER

Organization Structure



* Not charged to this budget.

The Director of Police is a non-sworn/civilian position in a non-binding advisory capacity.

HENRY HYDE RESOURCE CENTER

Narrative

Center's Description of Activities

The Henry Hyde Resource Center (HHRC) operates under the leadership and direction of the Addison Director of Police. The Addison Family Alliance Director is also the Director of the HHRC. The Center is divided into two main areas of service. These two areas are After School Programming/Children's Services, and Adult Education Services which includes Community Programming. The Henry Hyde Resource Center's goal is to enrich and improve the lives of individuals who seek services at the Center. The Center diligently strives to obtain feedback from the community and ensure the services being provided meet the needs of the community. Through partnerships with various organizations/service providers such as People's Resource Center, College of DuPage, U of I Extension, Northern Illinois Food Bank, Elmhurst College, Addison School District #4, School District #88, NEDSRA, Addison Park District, Teen Parenting Connection, DuPage County Health Department, Benedictine University, et cetera, the Center is able to provide a wide range of services.

After School Programming/Children's Services

The After School Programming/Children's Services consists of an After School Program that runs Monday through Friday from 3 p.m. to 5:30 p.m. throughout the school year. During the summer, the Center runs a camp for the children. During both the After School Program and the camp, the Center is able to feed each child due to the partnership with the Northern Illinois Food Bank. The Center also provides special events for the children, such as Family Fun Nights, as well as other educational presentations for the children and their families. The Center is dedicated to providing a safe and educational environment for the children while providing activities that are fun and entertaining. The life skills that the children learn at the HHRC help them develop into responsible and respectable members of the Addison Community.

Adult Education Services

Adult Education Services consist of Computer Literacy classes, English as a Second Language (E.S.L.) classes, G.E.D. classes, Adult Literacy Classes and Teen Parenting classes. Our Community Partners have delivered seminars/workshops that range from Health Fairs to Mobile Food Pantries to Citizenship Workshops. The Center holds an annual "End of Summer Picnic" for the community and partners with the Addison Park District, the Addison Fire Department, and the Addison Police Department to serve over 300 people. The seminars/workshops are scheduled in the evenings and weekends for everyone's convenience.

HENRY HYDE RESOURCE CENTER

Narrative (Cont'd)

FY 2018–19 Key Objectives

Strategic Priority 2: Community Image

- a. Fully integrated community – no fragmentation.
 - The Henry Hyde Resource Center will provide staff and resources to support an After School Program where children may seek homework assistance and reading/literacy improvement. The Police Department will continue to provide Crime Prevention Officers to continue safety education for both children and parents. The Center will continue to expand Adult Education Programs through expanding relationships with service providers and organizations.
 - The Center will continue to support programs that embrace, expand and create interaction/participation between the various ethnic groups.
 - The Center offers a variety of programs that are tailored toward specific ethnic groups, i.e. E.S.L. classes, G.E.D. classes in Spanish, and a vast majority of the programs are offered to everyone in the community and an effort is made to encourage participation by every ethnic group in the numerous crime prevention programs offered.
 - The Center will attempt to obtain funding through grant opportunities to expand the assimilation process and the Village budget to hire additional staff.

Performance Measures

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$409,510	\$490,700	\$451,100
Number of Employees	9	9	9
Volunteers	88	90	80
Outputs			
Total Hours of Service for After School Program	514.5	525	500
Total Hours of Service for Summer Camp	110	110	110
Total Number of Children Registered for Summer Camp	64	70	60
Total Number of Children Registered for After School Program	112	120	110
Daily Attendance in the After School Program	47	45	45
Number of Meals served to the Children	8,195	8,200	8,100
Computer Literacy Class	34	48	48
GED in Spanish	77	75	75
English as a Second Language (added Level 8; now Levels 1, 2 & 8)	95	100	95
Teen Parenting Class	69	70	50
Adult Literacy Classes Level 1 (FY 18-19 Level 2 & 3)	8	12	15

HENRY HYDE RESOURCE CENTER

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
AFAP Director	1.00	1.00	1.00	1.00	1.00
Clerk Typist	1.00	1.00	1.00	1.00	1.00
Part-Time Clerk Typist (2)	2.00	2.00	2.00	2.00	2.00
Part-Time/Seasonal (5)	5.00	5.00	5.00	5.00	5.00
<i>Total Budgeted:</i>	9.00	9.00	9.00	9.00	9.00

Authorized & Unbudgeted:

None

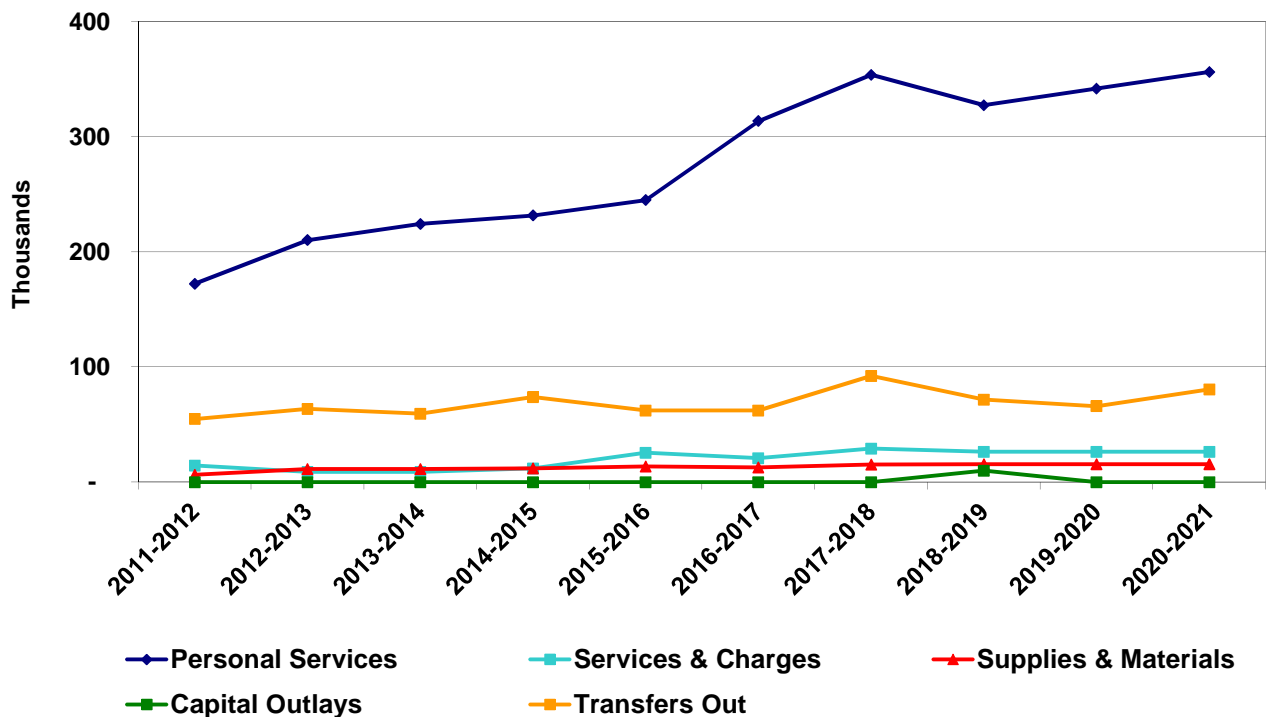
Total Authorized: 9.00

HENRY HYDE RESOURCE CENTER

Expenditure Summary

Operating Expenditures

	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	353,900	327,400	341,800	356,400
Services & Charges	29,200	26,400	26,400	26,400
Supplies & Materials	15,300	15,600	15,600	15,600
Capital Outlays	0	10,000	0	0
Transfers Out	92,300	71,700	66,000	80,500
Total	490,700	451,100	449,800	478,900



Note: The Henry Hyde Resource Center (HHRC) opened mid FY 2008. Expenditures were included in the Police Department for FY 2008. Beginning with FY 2009, the HHRC has its own department and budget page designation.

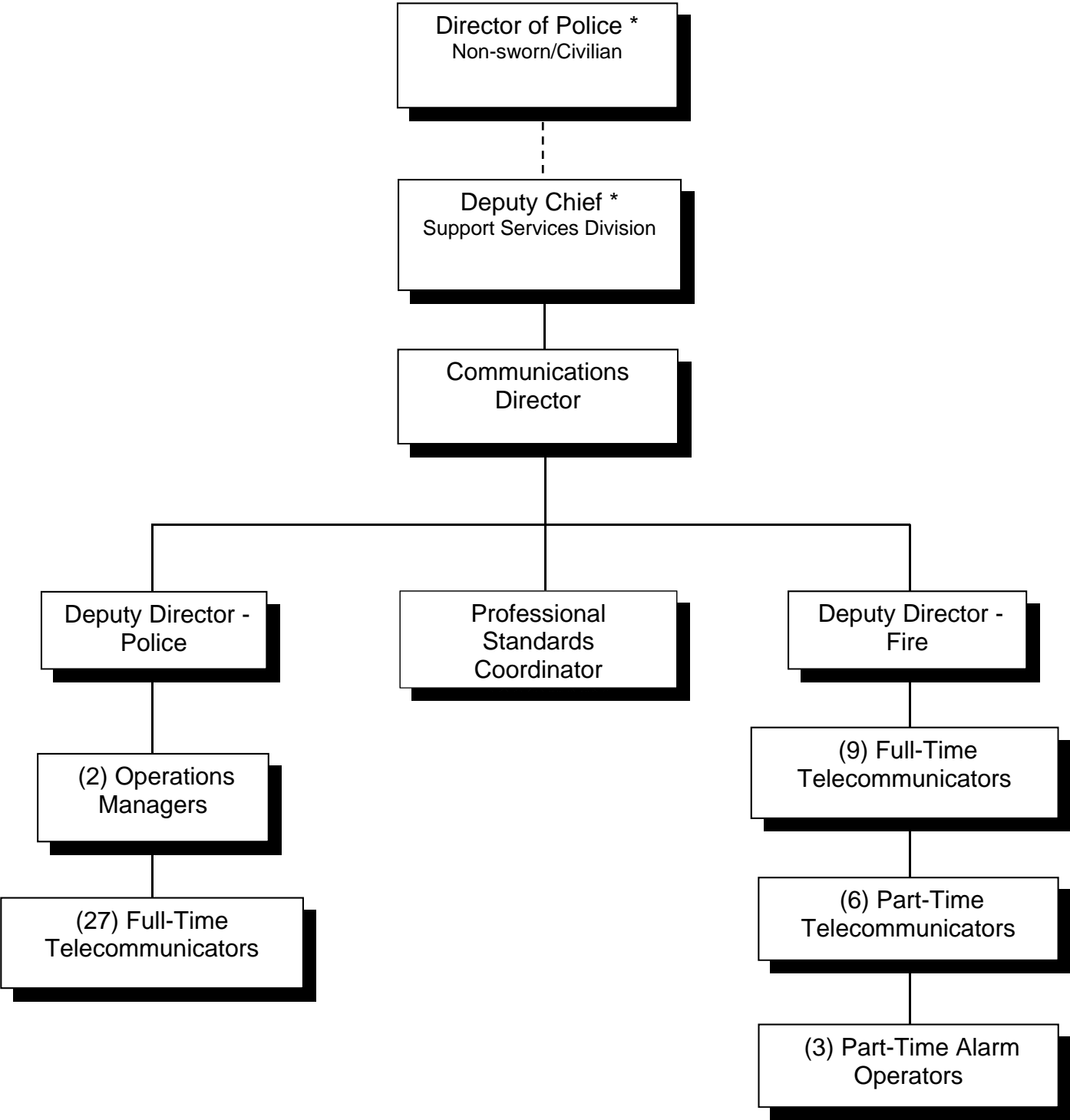
HENRY HYDE RESOURCE CENTER

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1520	EXPENDITURES							
	PERSONAL SERVICES							
100.1520.4001	SALARIES - ADMINISTRATIVE	98,510	103,848	109,700	110,100	116,900	119,900	122,900
100.1520.4002	WAGES CLERICAL	46,439	49,356	50,700	52,200	55,100	58,200	61,400
100.1520.4006	OTHER PAY	570	228	0	4,000	0	0	0
100.1520.4007	PART TIME	19,045	64,959	60,300	78,000	63,700	67,300	70,900
100.1520.4009	IMRF	21,586	27,603	20,600	31,700	21,900	22,700	23,500
100.1520.4010	SOCIAL SECURITY	12,749	16,951	16,700	19,000	18,000	18,800	19,600
100.1520.4012	HOSPITALIZATION	44,227	47,774	48,900	55,700	51,800	54,900	58,100
100.1520.4020	SICK PAY	1,922	2,991	0	3,200	0	0	0
	SUBTOTAL	245,048	313,710	306,900	353,900	327,400	341,800	356,400
	SERVICES & CHARGES							
100.1520.4101	PROF SVCS.-ACCTNG/AUDITING	667	716	700	700	0	0	0
100.1520.4105	PROF SVCS.-DATA PROCESS.	0	0	1,000	1,000	1,000	1,000	1,000
100.1520.4107	PROF SVCS.-MEDICAL	0	0	0	600	0	0	0
100.1520.4110	TECH & CONSULTING SVCS	14,000	0	0	0	0	0	0
100.1520.4115	COMMUNICATIONS-TELEPHONE	3,300	5,350	4,000	4,800	4,000	4,000	4,000
100.1520.4116	COMMUNICATIONS-PORT DEV	(90)	504	0	(100)	0	0	0
100.1520.4118	COPY/REPRODUCTION	874	889	1,000	900	1,000	1,000	1,000
100.1520.4120	PUBLIC RELATIONS	0	900	0	0	0	0	0
100.1520.4150	IRMA INSURANCE	5,910	6,400	6,500	6,400	6,200	6,200	6,200
100.1520.4160	PRINTING	84	0	1,000	1,000	1,000	1,000	1,000
100.1520.4161	PUBLICATION OF NOTICES	101	0	200	200	200	200	200
100.1520.4164	TRAINING	0	0	3,000	3,700	3,000	3,000	3,000
100.1520.4192	DUES/SUBSCRIPTIONS	15	15	0	0	0	0	0
100.1520.4199	OTHER SERVICES & CHARGES	762	6,144	10,000	10,000	10,000	10,000	10,000
	SUBTOTAL	25,623	20,918	27,400	29,200	26,400	26,400	26,400
	SUPPLIES & MATERIALS							
100.1520.4201	OFFICE SUPPLIES	987	0	1,500	1,500	1,500	1,500	1,500
100.1520.4203	CLOTHING SUPPLIES	789	476	1,100	800	1,100	1,100	1,100
100.1520.4299	OTHER OPERATING SUPPLIES	11,904	12,193	13,000	13,000	13,000	13,000	13,000
	SUBTOTAL	13,680	12,669	15,600	15,300	15,600	15,600	15,600
	CAPITAL OUTLAYS							
100.1520.4304	EQUIPMENT - ELECTRONICS	0	0	0	0	10,000	0	0
	SUBTOTAL	0	0	0	0	10,000	0	0
	TRANSFERS OUT							
100.1520.4962	TRANSFER TO IT	62,213	62,213	92,300	92,300	71,700	66,000	80,500
	SUBTOTAL	62,213	62,213	92,300	92,300	71,700	66,000	80,500
	TOTAL FOR DEPARTMENT	346,564	409,510	442,200	490,700	451,100	449,800	478,900

CONSOLIDATED DISPATCH CENTER

Organization Structure



* Not charged to this budget
The Director of Police is a non-sworn/civilian position in a non-binding advisory capacity.

CONSOLIDATED DISPATCH CENTER

Narrative

DESCRIPTION OF ACTIVITIES

The Addison Consolidated Dispatch Center (ACDC) is part of the Support Services Division of the Addison Police Department, and under the leadership and direction of the Director of Police and the Deputy Police Chief assigned to Support Services. The ACDC is supervised by the civilian Director of Communications and two Deputy Directors of Communications; who direct, oversee and coordinate the activities of the section personnel; and insure that the radio, communications, and related equipment is maintained in working order.

The Consolidated Dispatch Center is responsible for the prompt answering and processing of E911 emergency calls; efficient dispatching of the proper police, fire, and EMS units or agency(s) to the resulting calls for service; and coordinating the agency's units responding to incidents. After normal working hours they also answer and process all non-emergency phone calls. Telecommunicators (T/Cs) are responsible for entering and updating the CAD system to track calls for service, and unit status; as well as entering, modifying and canceling entries made in the LEADS system for wanted and missing persons, and stolen articles and vehicles; as well as making inquiries in LEADS for requests from various sources. T/Cs also maintain databases of active warrants, towed and repossessed vehicles, emergency call outs, arrests, and other files; and handle the lobby windows of most of our member agencies.

The Consolidated Dispatch Center currently provides police services for the Village of Addison, the Village of Bensenville, the Village of Bloomingdale, the DuPage County Forest Preserve Police, the City of Wood Dale, the Village of Itasca, the Village of Glendale Heights, and the Village of Westmont. The Center provides fire dispatching to Tri-State Fire Protection District, Pleasantview Fire Protection District, Addison Fire Protection District, Wood Dale Fire Protection District, Itasca Fire Protection District, and the Westmont Fire Department. The Center is capable of expanding services to other communities.

A public and officer safety philosophy includes the prompt and professional response over the radio system to the department's police and or fire unit's requests and inquiries. Quality control is checked by random customer service compliance checks of the employee's handling and processing of both E911 emergency and non-emergency calls; as well as radio traffic. With this approach, the Center diligently pursues the safety of the citizenry and employees of the member agencies as its primary goal.

CONSOLIDATED DISPATCH CENTER

Narrative (Cont'd)

DESCRIPTION OF ACTIVITIES (Cont'd)

Personnel

The Consolidated Dispatch Center has an authorized strength of thirty six civilian dispatchers, two Operations Managers, two Deputy Directors, one Professional Standards Coordinator, six part-time fire dispatchers, three part-time alarm operators, and one Director of Communications under the Deputy Chief of Police of Support Services Division. As the center increases the communities it services, personnel additions may be appropriate to maintain proper service levels.

FY 2018-19 Key Objectives

Vision 2: Our social and economic assets elevate community life.

Goal 4 - Ensure safety across the community.

- The Addison Police Department is a proponent of consolidating other independent Public Safety Answering Points (PSAPs) into our communications center.
- The Village of Bensenville has been a member since August 16, 2011 when the ACDC began answering their 911 calls and dispatching their units.
- The Village of Bloomingdale has been a member since November 27, 2012 when ACDC began providing E911 and dispatch services for their police department.
- The DuPage County Forest Preserve Police became members on May 4, 2015.
- The City of Wood Dale became a member October 20, 2015.
- The Village of Itasca became a member January 5, 2016.
- The Village of Glendale Heights became a member May 3, 2016.
- The Pleasantview Fire Protection District became a member October 5, 2016.
- The Tri-State Fire Protection District became a member October 5, 2016.

CONSOLIDATED DISPATCH CENTER

Narrative (Cont'd)

FY 2018-19 Key Objectives (Cont'd)

Vision 2: Our social and economic assets elevate community life (Cont'd)

Goal 4 - Ensure safety across the community (Cont'd)

- The Village of Westmont (police and fire) became a member in February 2017.
- The Addison Fire Protection District became a member in April 2017.
- The Itasca Fire Protection District became a member in April 2017.
- The Wood Dale Fire Protection District became a member in April 2017.
- ACDC has signed IGA with the Bensenville Fire Protection District to provide dispatching services and plans on cutting-over April 2018.
- To provide the additional services to new member agencies, additional full-time telecommunicators, or part-time call takers, may have to be hired, equipped, and trained to handle the added workload.

Vision 6: We take pride in quality municipal service delivery.

Goal 1 - Assess customer needs.

- The Center will continue to incorporate new technology to work towards better service provided to the citizens.
- The DuPage ETSB has entered into a contract with Hexagon to provide a new state-of-the-art CAD System for the three (3) PSAPs in the County. The CAD is projected to be deployed in 2018.
- Annually, the Center will review the use of new technology (i.e. e-mail, cellular telephones, the village website, and other emerging technology).
- The DuPage ETSB has entered into a contract with AT&T and Airbus to provide a new 911 telephone system for the three (3) PSAPs in the County. The system was deployed at ACDC in February 2017.
- Training resources will be reviewed annually to decide the best use of technology and funds.

CONSOLIDATED DISPATCH CENTER

Narrative (Cont'd)

FY 2018-19 Key Objectives (Cont'd)

Vision 6: We take pride in quality municipal service delivery (Cont'd)

Goal 1 - Assess customer needs (Cont'd)

- The DuPage ETSB provided financial support for the training and certification for all DuPage County TCs to become EMD certified. ACDC is currently certified and implementation will occur as soon as our license with the Illinois Department of Health is approved.
- Staff will develop a recommendation on manpower needs based upon a study of service needs and workloads.
- ACDC achieved CALEA Accredited in July 2017.

Goal 2 - Provide resources to engage and cultivate Village officials and Employees.

- In order to accommodate the provision of services to current member agencies, the current Addison Consolidated Dispatch Center was expanded to eight full telephone, radio, CAD, 911, and VOA work positions.
- In order to provide fire dispatch services, Tri-State Fire Protection District and the Village of Addison entered into an IGA to enable ACDC to use the current Tri-State Communications Center until the new ACDC facility is completed.
- In order to provide dispatching services to ACDC members and to provide a "backup" solution for the residents of DuPage County, the Village of Addison has entered into a contract with FGM Architects to construct a state of the art NFPA 1221 Communications Center located on Village-owned property on Jeffrey Drive in Addison. The facility is projected to be complete December 2017, with a cut-over of operations to occur in March 2018.
- To accommodate the call taker function that is part of the Addison Consolidated Dispatch Center staffing, upgrades to the records area, as well as the existing phone systems were also made. These positions are available for use when the need arises.
- ACDC continues to use the EDIRS radio system, utilizing talk groups as needed based on incident and call volumes.

CONSOLIDATED DISPATCH CENTER

Narrative (Cont'd)

FY 2018-19 Key Objectives (Cont'd)

Vision 6: We take pride in quality municipal service delivery (Cont'd)

Goal 2 - Provide resources to engage and cultivate Village officials and Employees (Cont'd)

- To ensure fluid operations during normal operations and emergency events, radio drills for telecommunicators and officers are done on a bi-monthly basis.

<u>Performance Measures</u>	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$3,808,584	\$5,009,200	\$5,380,100
Number of Employees	21	43	53
Outputs			
E911 calls processed	25,288	41,000	57,000
Other phone calls processed	131,064	170,048	175,000
Outbound calls made by T/Cs	46,966	63,000	68,000
Total phone calls handled by T/Cs	203,318	261,673	300,000
Calls for service generated in CAD	90,928	98,786	80,000
Effectiveness			
% of 911 calls answered w/in 10 secs.	99.05%	99.8%	99.0%
% of 911 calls answered w/in 11-15 secs.	.092%	.02%	1.%
% of 911 calls answered w/in over 15 secs.	.02%	0.00%	0.00%
Efficiency			
Avg. ring time (seconds)	00:03	00:03	00:03

CONSOLIDATED DISPATCH CENTER

Personnel Summary

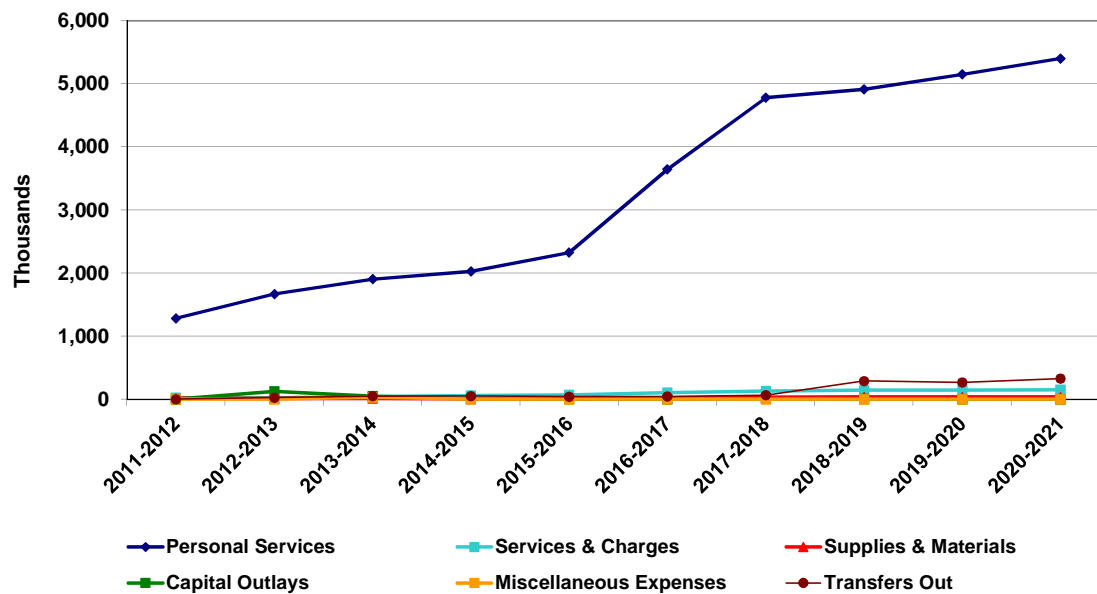
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Communications Director	1.00	1.00	1.00	1.00	1.00
Deputy Director of Communications (2)	2.00	2.00	2.00	2.00	2.00
Communications Operations Manager (2)	2.00	2.00	2.00	2.00	2.00
Professional Standards Coordinator	1.00	1.00	1.00	1.00	1.00
Dispatchers/Telecommunicators (36)	36.00	36.00	36.00	36.00	36.00
Part-Time Alarm Dispatchers (3)	3.00	3.00	3.00	3.00	3.00
Part-Time Telecommunicators (6)	6.00	6.00	6.00	6.00	6.00
Total Budgeted:	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>
Authorized & Unbudgeted:					
None					
Total Authorized:	<u>51.00</u>				

CONSOLIDATED DISPATCH CENTER

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	4,780,700	4,911,000	5,150,800	5,399,800
Services & Charges	129,100	142,500	142,500	149,400
Supplies & Materials	30,800	35,600	35,600	35,600
Capital Outlays	5,700	1,500	0	0
Miscellaneous Expenses	0	0	0	0
Transfers Out	62,900	289,500	266,500	325,300
Total	5,009,200	5,380,100	5,595,400	5,910,100

Consolidated Dispatch is a new department that was created with the FY 2011-12 Budget.



CONSOLIDATED DISPATCH CENTER

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.1530	EXPENDITURES							
	PERSONAL SERVICES							
100.1530.4001	SALARIES - ADMINISTRATIVE	184,651	325,271	504,200	504,500	526,500	549,900	571,900
100.1530.4003	WAGES OPERATIONAL	1,249,320	1,869,929	2,408,300	2,350,000	2,454,700	2,585,600	2,721,900
100.1530.4004	OVERTIME	155,915	301,278	150,000	390,000	250,000	250,000	250,000
100.1530.4005	HOLIDAY PAY	41,464	63,613	50,000	54,000	55,000	55,000	55,000
100.1530.4006	OTHER PAY	18,536	19,340	17,000	31,000	20,000	20,000	20,000
100.1530.4007	PART TIME	0	10,015	76,700	113,000	173,000	182,500	192,500
100.1530.4009	IMRF	214,815	340,367	409,500	441,000	429,400	449,600	470,400
100.1530.4010	SOCIAL SECURITY	126,731	198,865	244,600	263,000	258,300	270,400	282,900
100.1530.4012	HOSPITALIZATION	327,604	507,516	739,800	625,000	736,100	779,800	826,200
100.1530.4020	SICK PAY	5,123	7,333	7,000	9,200	8,000	8,000	9,000
	SUBTOTAL	2,324,159	3,643,527	4,607,100	4,780,700	4,911,000	5,150,800	5,399,800
	SERVICES & CHARGES							
100.1530.4101	PROF SVCS-ACCTNG/AUDITING	285	308	300	300	0	0	0
100.1530.4105 (1)	PROF SVCS-DATA PROCESS	0	2,720	4,200	21,000	4,800	4,800	4,800
100.1530.4107 (2)	PROF SVCS-MEDICAL	2,850	7,885	1,000	4,000	1,000	1,000	1,000
100.1530.4110 (3)	TECH & CONSULT SVCS	5,135	6,000	7,400	7,400	7,400	7,400	7,400
100.1530.4115	COMMUNICATIONS-TELEPHONE	9,035	10,679	25,700	10,000	25,700	25,700	25,700
100.1530.4116	COMMUNICATIONS-PORT DV	0	1,838	4,000	0	4,000	4,000	4,000
100.1530.4118	COPY/REPRODUCTION	0	0	2,500	2,400	2,500	2,500	2,500
100.1530.4120	PUBLIC RELATIONS	0	0	0	0	5,100	5,100	5,100
100.1530.4150	IRMA INSURANCE	36,401	39,100	39,500	39,500	38,200	38,200	38,200
100.1530.4160	PRINTING	0	452	500	600	500	500	500
100.1530.4161 (4)	PUBLICATION OF NOTICES	0	0	400	0	400	400	400
100.1530.4163 (5)	CONFERENCES	4,159	7,934	15,000	15,000	6,400	6,400	13,300
100.1530.4164 (6)	TRAINING	4,114	12,586	15,200	15,200	15,700	15,700	15,700
100.1530.4180 (7)	REPAIRS & MAINTENANCE	1,625	7,466	9,400	9,400	24,400	24,400	24,400
100.1530.4192 (8)	DUES & SUBSCRIPTIONS	993	2,785	2,700	2,700	4,800	4,800	4,800
100.1530.4199 (9)	OTHER SERVICES & CHARGES	1,943	3,484	1,600	1,600	1,600	1,600	1,600
	SUBTOTAL	66,540	103,237	129,400	129,100	142,500	142,500	149,400
	SUPPLIES & MATERIALS							
100.1530.4201	OFFICE SUPPLIES	4,163	3,172	10,000	10,000	10,000	10,000	10,000
100.1530.4203 (10)	CLOTHING SUPPLIES	4,378	8,570	11,800	7,000	11,800	11,800	11,800
100.1530.4299 (11)	OTHER OPERATING SUPPLIES	3,961	7,647	13,800	13,800	13,800	13,800	13,800
	SUBTOTAL	12,502	19,389	35,600	30,800	35,600	35,600	35,600
	CAPITAL OUTLAYS							
100.1530.4304 (12)	EQUIPMENT	602	0	0	5,700	1,500	0	0
	SUBTOTAL	602	0	0	5,700	1,500	0	0
	TRANSFERS OUT							
100.1530.4962	TRANSFER TO IT	38,971	42,431	62,900	62,900	289,500	266,500	325,300
	SUBTOTAL	38,971	42,431	62,900	62,900	289,500	266,500	325,300
	TOTAL FOR DEPARTMENT	2,442,774	3,808,584	4,835,000	5,009,200	5,380,100	5,595,400	5,910,100

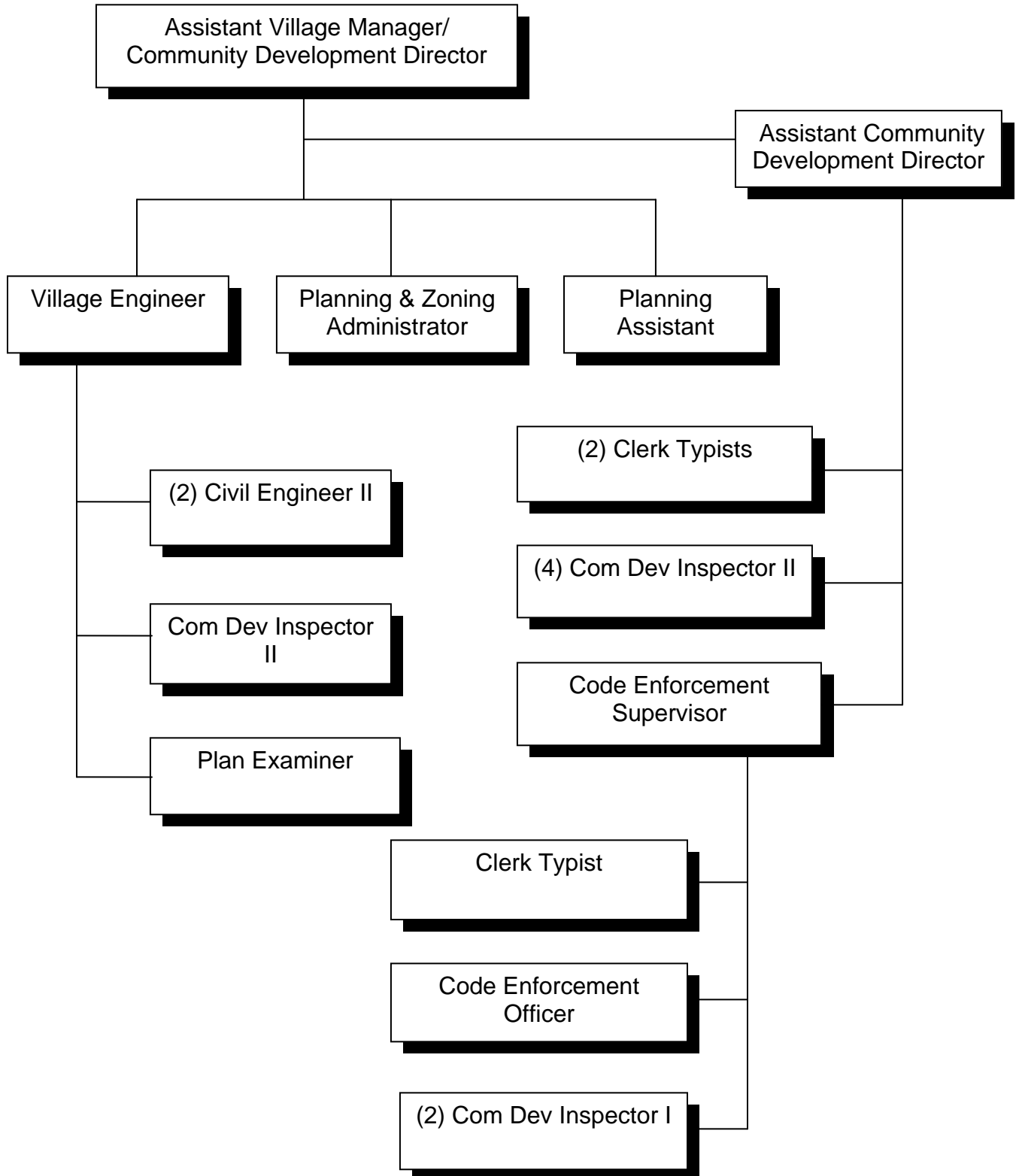
CONSOLIDATED DISPATCH CENTER

Notes

4105 (1) PROF SERV DATA PROCESSING				4,800
400	LEXIS NEXIS	3,800	SCHEDULING SOFTWARE (POSS)	
600	EDISPATCH			
4107 (2) PROF SERV MEDICAL				1,000
1,000	PHYSICALS - NEW HIRES			
4110 (3) TECH & CONSULT SERVICES				7,400
2,700	TESTING - NEW HIRES	4,700	CALEA ACCREDITATION	
4161 (4) PUBLICATION OF NOTICES				400
200	LA RAZA	200	BLUE LINE	
4163 (5) CONFERENCES				6,400
1,400	IPS TELECOMMUNICATIONS CONFERENCE	4,700	CALEA CONFERENCE	
300	MABAS			
4164 (6) TRAINING				15,700
7,600	T/C TRAINING	6,300	MANAGEMENT TRAINING	
1,800	POLICE STAFF & COMMAND TRAINING			
4180 (7) REPAIRS AND MAINTENANCE				24,400
4,500	UPS MAINTENANCE SYSTEM	2,900	FIRE EXTINGUISHERS MAINTENANCE	
2,000	FURNITURE MAINTENANCE	15,000	MAINTENANCE - MICROWAVES & RADIOS	
4192 (8) DUES/SUBSCRIPTIONS				4,800
1,900	APCO MEMBERSHIP	2,900	NENA (GROUP MEMBERSHIP)	
4199 (9) OTHER SERVICES & CHARGES				1,600
1,000	NOTARY RENEWALS	600	SHREDDING	
4203 (10) CLOTHING SUPPLIES				11,800
8,300	UNIFORM REPLACEMENTS	3,500	NEW T/C UNIFORMS	
4299 (11) OTHER OPERATING SUPPLIES				13,800
500	FIRST AID SUPPLIES	3,800	HEADSETS/EARPIECES/BATTERIES	
9,500	CUSTOMER SERVICE PROGRAM			
4304 (12) EQUIPMENT-ELECTRONICS				1,500
1,500	FITNESS ROOM EQUIPMENT			

COMMUNITY DEVELOPMENT

Organization Structure



COMMUNITY DEVELOPMENT

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Community Development Department is managed by the Director of Community Development, who oversees and coordinates operations related to building permits, code enforcement, engineering, capital improvements, planning/zoning, GIS and economic development for the Village. The department has twenty (20) full time employees. The Community Development Director also serves as Assistant Village Manager for the Village.

Building Permits

Building permits for any construction work, required by Village Code, are processed by our team of professionals, including clerical, plan review and supervisory staff. Inter-departmental plan review comments are also coordinated into the permit process. The Instant Permit Program allows homeowners to receive a permit in one short appointment for smaller home improvement projects, such as decks, patios, driveways, sheds, fences, utility connections, etc. Insurance Service Organization (ISO), sign variations, appearance reviews, outdoor activity permits and staffing the Commercial and Industrial Commission are also processed by this staff.

Code Enforcement

Enforcement of all building and property maintenance codes is performed by our team of professionally trained inspectors. Areas of inspection include new construction, redevelopment, new business licenses, rental housing, annual commercial/industrial, commercial/industrial pre-sale, curbside inspections, transfer stamp approvals and property maintenance complaints. This division also completes the sump pump inspections for transfer of property. Staffing of the Tenant-Landlord Commission is included in this function. Beginning in 2007, vacant foreclosures began adding to our workload in this area.

Engineering

The design and construction of all land development improvements is reviewed and inspected by our team of professional engineers. Plan reviews are performed for all exterior utility, grading, drainage, parking and other site improvements related to new construction and/or redevelopment. Plan reviews are conducted for public improvements related to subdivision and planned unit development. To insure code compliance, inspections are performed by the engineering staff during various phases of construction. In 2010, GIS functions for the entire Village organization were transferred from IT to the Engineering Division. The Community Rating System (CRS) is also performed by Engineering. Beginning in 2010, property sump pump inspections were transferred from Public Works to Engineering, and in 2014 this function was absorbed by all CD Inspector II positions.

Capital Improvements

A majority of the Village's capital improvement projects are coordinated by the Community Development Department. These include roadway, drainage, traffic signals, Community Development Block Grant (CDBG), noise walls, bike paths, sewer and water improvement projects. Miscellaneous projects, such as land acquisition and building construction, are also coordinated by the Community Development Department.

COMMUNITY DEVELOPMENT

Narrative (Cont'd)

Planning and Zoning

Land use development cases are legally processed by our professional planning staff. Our planning staff processes annexations, subdivisions, planned unit developments and zoning variations. The process involves legal notice, public hearings, agenda preparation and plan review for case consideration by the Zoning Board of Appeals, Plan Commission, Town Center Commission, Building, Zoning and Development Committee and Village Board. Working with the Village attorney, the planning staff prepares all the legal documents for land use development cases, and records these documents. The planning staff also conducts zoning reviews for building permits and business licenses. Appearance standards are also reviewed for all new and rehabbed buildings. The Façade Grant Program is also administered by staff from this area. During FY 2011/12 the Comprehensive Plan was updated by our planning staff.

Economic Development

Economic development activities are performed by the professional planning staff in the Community Development Department, with the goal of maintaining and growing an active and balanced business community in the Village. Activities include TIF District projects, sales tax rebate incentives, facade renovation incentives, marketing data compilation, Town Center projects, new business recruitment and existing business retention.

FY 2018-19 KEY OBJECTIVES

Strategic Priority 1: Economic Development

- b. Successful commercial development
 - Continue working with commercial and retail property owners to improve their property and upgrade their tenant mix.
 - Continue seeking new businesses to fill vacancies.

Strategic Priority 3: Housing

- a. Expanded supported living housing options for seniors
 - Work with developers to provide senior housing.
- b. High percentage of Addison residents remain here
 - Work with property owners and developers to maintain quality housing stock.
- c. Current unincorporated areas are successfully incorporated
 - Continue annexing unincorporated parcels.

COMMUNITY DEVELOPMENT

Narrative (Cont'd)

PERFORMANCE MEASURES

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$2,794,396	\$3,079,300	\$3,079,100
Number of Employees	19	20	20
Building Permits			
Outputs			
Total Number of Permits Issued	1,826	1,667	1,758
# of New Residential Permits	5	9	25
# of Residential Additions & Alterations	979	851	905
# of New Commercial/Industrial	1	2	3
# of Commercial/Industrial Add & Alt	158	146	150
# of Misc. (fences, sheds, utilities, decks, etc.)	683	659	675
# of Instant Permits	696	621	625
# of Over the Counter Permits (OTC)	503	480	500
# of Plan Reviews Performed (Initial)	1,944	1,716	1,875
# of Plan Reviews Performed (Second)	408	443	500
# of Inspections Required by Permit	5,050	4,732	4,923
# of Building Inspections Performed	3,437	3,489	3,750
Efficiencies			
Average Number of Days to Process a Permit	11	10	10
Effectiveness			
# of Instant Permits as a % of all Permits	38%	38%	36%
# of Instant Permits as a % of all Misc. Permits	104%	94%	93%
% of Plans Reviewed in 10 Business Days or Less (Initial)	86%	98%	97%
% of Plans Reviewed in 10 Business Days or Less (Second)	93%	97%	98%
Code Enforcement			
Outputs			
# of Citations Issued – Circuit Court	17	10	12
# of Citations Issued – Administrative Adj.	239	239	245
Subtotal	256	249	257

COMMUNITY DEVELOPMENT

Narrative (Cont'd)

PERFORMANCE MEASURES (Cont'd)

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Code Enforcement (Cont'd)			
Outputs (Cont'd)			
# of Code Enforcement Cases Initiated	1,247	966	1,000
# of Code Enforcement Cases Resolved	957	776	825
# of Business Licenses Reviewed	129	131	135
# of Business Licenses Denied	3	2	2
# of Business License Inspections Conducted	140	113	130
# of Annual Residential Rental Inspections Conducted	588	649	700
# of Annual Commercial/Industrial Inspections Conducted	211	258	265
# of Annual Commercial/Industrial Inspections Approved	183	221	231
# of Presale Inspections	12	14	15
# of Transfer Stamps Processed for Code Compliance	719	780	785
Number of Sump Pump Inspections	719	780	785
Number of FOIA Requests Processed	281	279	281
Efficiencies			
Average Days to Resolve an Enforcement Case	26	23	24
Effectiveness			
% of Code Enforcement Cases Resolved	77%	80%	85%
Planning & Zoning			
Outputs			
Total # of Zoning Cases Processed	25	27	21
# of Annexations	5	6	4
# of Re-Zoning	3	4	3
# of Subdivisions	5	4	2
# of Variations	8	10	10
# of Misc. Cases	4	3	2
# of Sign Variations Approved	4	6	5
Efficiencies			
Average Days to Complete	60	60	60

COMMUNITY DEVELOPMENT

Narrative (Cont'd)

PERFORMANCE MEASURES (CONT.)

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Engineering			
Outputs			
# of Floodplain Inquiries	41	40	40
# of GIS Service Requests Processed	88	122	100
# of Sq. ft. of Sidewalks Inspected-New	12,893	22,817	14,200
# of Sq. ft. of Sidewalks Replaced	74,158	62,650	80,035
# of Linear ft. of Curb and Gutters Inspected-New	4,816	10,540	1,000
# of Linear ft. of Curb and Gutters Replaced	29,355	21,424	34,125
# of Square Yards of Pavement Inspected-New	50,928	34,499	3,200
# of Square Yards of Pavement Replaced	106,140	73,093	171,241
# of Structures Inspected-New	27	91	52
# of Structures Replaced	20	10	73
# of Linear ft. Storm Sewers Inspected-New	2,134	9,001	400
# of Linear ft. Storm Sewers Replaced	190	50	1,291
# of Linear ft. Water Mains Inspected-New	558	6,001	100
# of Linear ft. Water Mains Replaced	1,757	1,540	19,173
# of Driveway Aprons Inspected-New	16	37	20
# of Aprons & Driveways Replaced	312	259	331

COMMUNITY DEVELOPMENT

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Assistant Village Manager/Director of Community Development	0.70	0.70	0.70	0.70	0.70
Asst. Director of Community Dev.	0.70	0.70	0.70	0.70	0.70
Village Engineer	0.70	0.70	0.70	0.70	0.70
Civil Engineer II (2)	1.50	1.50	1.50	1.50	1.50
Planning & Zoning Administrator	1.00	1.00	1.00	1.00	1.00
Community Development Inspector I (2)	2.00	2.00	2.00	2.00	2.00
Community Development Inspector II (6)	6.00	6.00	6.00	6.00	6.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Code Enforcement Supervisor	1.00	1.00	1.00	1.00	1.00
Planning Assistant	1.00	1.00	1.00	1.00	1.00
Clerk Typist (3)	3.00	3.00	3.00	3.00	3.00
Total Budgeted:	<u>18.60</u>	<u>18.60</u>	<u>18.60</u>	<u>18.60</u>	<u>18.60</u>
Authorized & Unbudgeted:					
*Single Family Residence Inspector	<u>1.00</u>				
<i>Subtotal:</i>	<u>1.00</u>				
Total Authorized:	<u>19.60</u>				

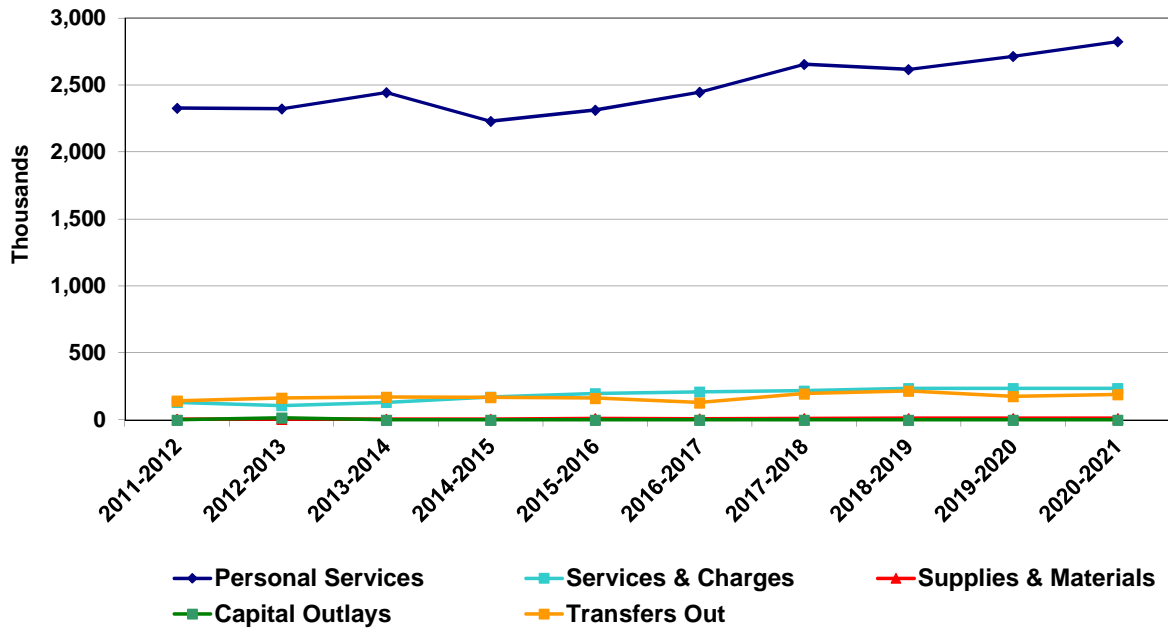
Note: Page 31 summarizes Employee Allocation Between Departments

*This position will remain unbudgeted until funding is available.

COMMUNITY DEVELOPMENT

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	2,655,800	2,616,000	2,715,700	2,824,100
Services & Charges	217,400	235,000	235,000	235,000
Supplies & Materials	10,000	12,000	12,000	12,000
Capital Outlays	0	0	0	0
Transfers Out	196,100	216,100	176,600	190,500
Total	3,079,300	3,079,100	3,139,300	3,261,600



COMMUNITY DEVELOPMENT

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.2010	EXPENDITURES							
		PERSONAL SERVICES						
100.2010.4001	SALARIES - ADMINISTRATIVE	554,089	574,402	562,600	647,000	546,700	569,900	594,500
100.2010.4002	WAGES CLERICAL	244,339	292,210	271,900	327,100	282,300	291,900	301,600
100.2010.4003	WAGES OPERATIONAL	775,654	805,931	896,900	836,000	926,900	957,900	992,200
100.2010.4004	OVERTIME	23,462	22,628	45,700	35,000	45,000	45,000	45,000
100.2010.4006	OTHER PAY	18,641	19,454	20,000	15,000	20,000	20,000	20,000
100.2010.4007	PART TIME	0	0	0	3,500	0	0	0
100.2010.4009	IMRF	214,711	229,529	230,000	245,000	234,300	242,700	251,400
100.2010.4010	SOCIAL SECURITY	124,318	130,915	137,400	147,000	140,900	145,900	151,200
100.2010.4012	HOSPITALIZATION	319,799	333,558	376,500	358,000	379,900	402,400	426,200
100.2010.4020	SICK PAY	38,166	38,374	40,000	42,200	40,000	40,000	42,000
	SUBTOTAL	2,313,179	2,447,001	2,581,000	2,655,800	2,616,000	2,715,700	2,824,100
		SERVICES & CHARGES						
100.2010.4101	PROF SVCS.-ACCTNG/AUDITING	3,322	3,662	3,400	3,400	0	0	0
100.2010.4102	(1) PROF SVCS.-ENGR./ARCH.	59,058	63,257	50,000	65,000	60,000	60,000	60,000
100.2010.4103	PROF SVCS.-LEGAL	2,818	2,030	3,000	3,000	3,000	3,000	3,000
100.2010.4105	PROF SVCS.-DATA PROCESS.	269	269	0	300	0	0	0
100.2010.4107	PROF SVCS.-MEDICAL	85	0	0	300	0	0	0
100.2010.4110	(2) TECH. & CONSULT. SVCS.	67,895	70,395	70,000	60,000	70,000	70,000	70,000
100.2010.4115	COMMUNICATIONS-TELEPHONE	10,794	13,202	12,000	15,100	12,000	12,000	12,000
100.2010.4116	COMMUNICATIONS-PORT DV	411	2,239	0	3,000	0	0	0
100.2010.4117	COMMUNICATIONS-POSTAGE	3,629	3,770	5,000	3,500	5,000	5,000	5,000
100.2010.4118	COPY/REPRODUCTION	3,919	3,349	4,000	4,000	4,000	4,000	4,000
100.2010.4120	PUBLIC RELATIONS	1,044	0	0	0	0	0	0
100.2010.4150	IRMA INSURANCE	12,620	17,795	16,500	16,300	15,600	15,600	15,600
100.2010.4160	(3) PRINTING	5,976	7,370	11,000	6,000	7,000	7,000	7,000
100.2010.4161	PUBLICATION OF NOTICES	2,908	2,265	4,000	3,000	4,000	4,000	4,000
100.2010.4163	(4) CONFERENCES	6,142	4,139	3,000	4,500	3,000	3,000	3,000
100.2010.4164	(5) TRAINING	3,504	5,190	4,500	1,000	4,500	4,500	4,500
100.2010.4180	(6) REPAIRS & MAINTENANCE	250	250	1,400	0	1,400	1,400	1,400
100.2010.4192	(7) DUES & SUBSCRIPTIONS	4,657	4,994	9,000	9,000	9,000	9,000	9,000
100.2010.4199	(8) OTHER SERVICES & CHARGES	7,224	5,141	26,500	20,000	36,500	36,500	36,500
	SUBTOTAL	196,525	209,317	223,300	217,400	235,000	235,000	235,000
		SUPPLIES & MATERIALS						
100.2010.4201	(9) OFFICE SUPPLIES	5,434	3,503	4,000	4,000	4,000	4,000	4,000
100.2010.4203	(10) CLOTHING SUPPLIES	3,804	3,642	4,000	4,000	5,000	5,000	5,000
100.2010.4299	(11) OTHER OPERATING SUPPLIES	1,260	1,976	2,000	2,000	3,000	3,000	3,000
	SUBTOTAL	10,498	9,121	10,000	10,000	12,000	12,000	12,000
		TRANSFERS OUT						
100.2010.4961	TRANSFER TO FLEET SERVICES	39,732	28,253	46,000	46,000	46,600	49,600	49,900
100.2010.4962	TRANSFER TO IT	105,791	90,404	134,200	134,200	103,200	95,000	116,000
100.2010.4964	TRANSFER TO ERF	16,800	10,300	15,900	15,900	66,300	32,000	24,600
	SUBTOTAL	162,323	128,957	196,100	196,100	216,100	176,600	190,500
	TOTAL FOR DEPARTMENT	2,682,525	2,794,396	3,010,400	3,079,300	3,079,100	3,139,300	3,261,600

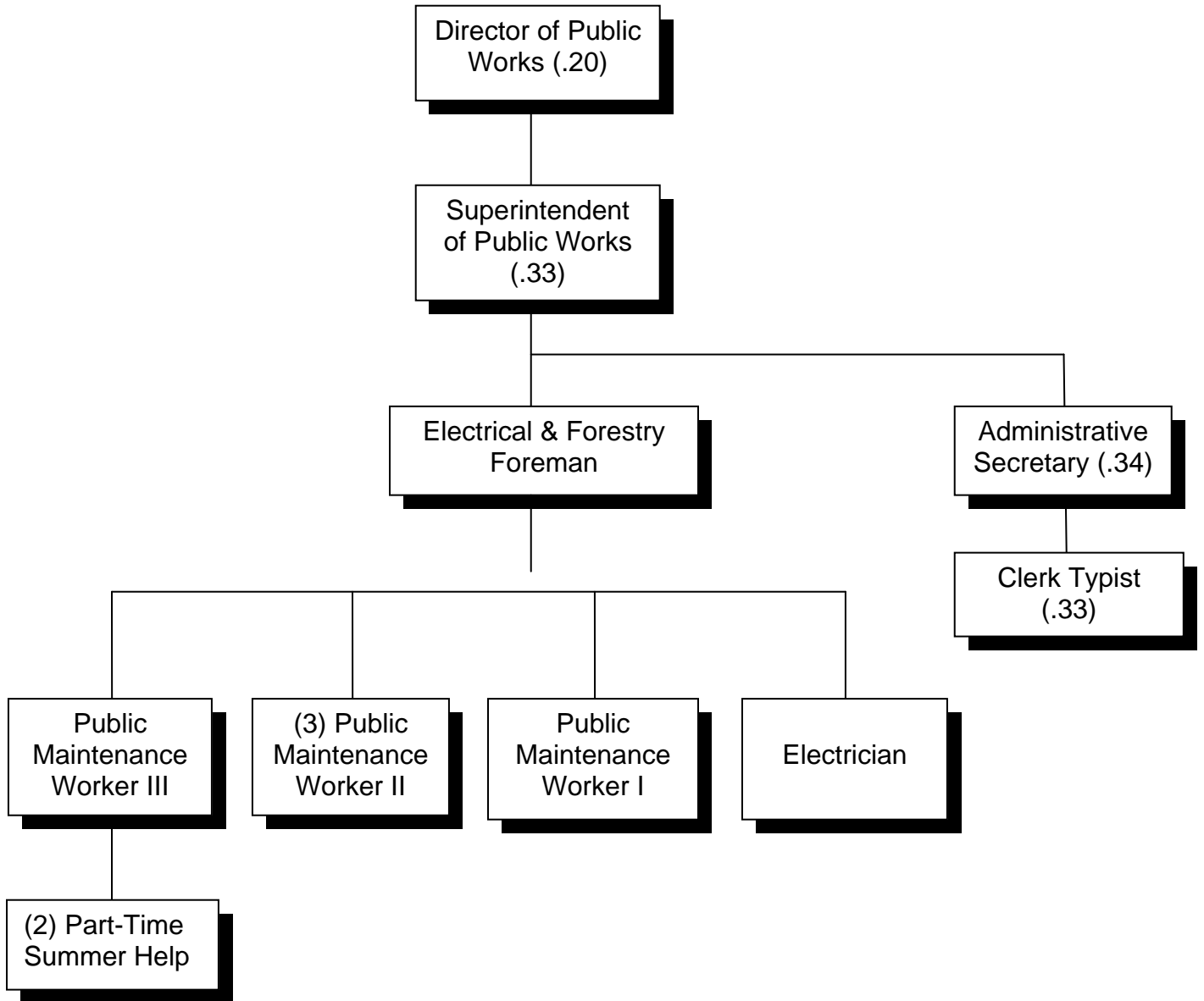
COMMUNITY DEVELOPMENT

Notes

4102 (1) PROF SERV. ENGR./ARCH.				60,000
5,000	ENGINEERING/TRAFFIC RELATED SERVICES	50,000	CHRISTOPHER BURKE/PLAN REVIEW	
5,000	SOIL CONSULTANT			
4110 (2) TECH & CONSULT SERVICES				70,000
1,000	ZONING/PLANNING PUB HEARINGS COURT	1,000	SPECIAL INSPECTIONS	
2,000	TRAFFIC STUDY	4,000	CRS OUTREACH INSERT	
2,000	ELEVATOR INSPECTION	20,000	CIVILTECH INSPECTIONS	
15,000	FIRE PLAN REVIEW	25,000	BUILDING CONSULTANT	
4160 (3) PRINTING				7,000
2,900	PERMIT FORMS (BUILDING PERMITS), OCCUPANCY PERMITS/WARNING TICKETS/ CONST/ENVELOPES/STORMWATER MGMT	1,000 2,500 600	SUPPLIES FROM THE BLUEPRINT SHOPPE, ETC PERMITS, OTHER PRINTING & BUS CARDS ADJUDICATION/CITATION FORMS	
4163 (4) CONFERENCES				3,000
500	CONF FOR ENGINEERING, PLNG & DEV	1,000	INSPECTION SEMINARS-STMWTR FEMA	
500	ADDISON CHAMBER OF COMM AND IND	1,000	APWA/SBOC PLANNING MTGS ONCE A MONTH	
4164 (5) TRAINING				4,500
500	STORMWATER MGMT/TRANSPORTATION GIS	500	MISCELLANEOUS ONE-DAY TRAINING	
500	PROFESSIONAL ENGINEERS LICENSING	2,500	SBOC/PLUMBING/ELECTRICAL TRAINING	
500	MGMT WETLANDS/OTHER CODE RELATED			
4180 (6) REPAIRS AND MAINTENANCE				1,400
700	GENERAL REPAIRS	700	SURVEYING INSTRUMENTS & TRAFFIC COUNTERS	
4192 (7) DUES/SUBSCRIPTIONS				9,000
400	(2) PLANNING REFERENCE MANUALS	800	ASCE/(1) APA MEMBERSHIP	
3,000	ENGINEER/BUILDING REFERENCE BOOKS	200	ICC MEMBERSHIP	
500	ANSI/ASME/PLBG CODE & ACCESS MANUALS	100	AICP MEMBERSHIP	
1,500	SBOC/ICMA MEMBERSHIP	2,500	AUTOCAD SUBSCRIPTIONS (3)	
4199 (8) OTHER SERVICES & CHARGES				36,500
1,000	TITLE SEARCH	500	CAR WASHES	
1,000	COUNTY RECORDING FEES	4,000	UNOCCUPIED PROPERTY MAINTENANCE	
10,000	OVERHEAD SEWER PROGRAM	20,000	DOCUMENT SCANNING	
4201 (9) OFFICE SUPPLIES				4,000
3,000	GEN OFFICE SUPLS/MISC DRAFTING EQUIP	1,000	FAX & COPY MACHINE TONER CARTRIDGE	
4203 (10) CLOTHING SUPPLIES				5,000
1,400	BOOTS 14 @ \$100	3,600	CLOTHING ALLOWANCE	
4299 (11) OTHER OPERATING SUPPLIES				3,000
500	ENGINEERING/BUILDING TOOLS	500	STAKES/NAILS/PAINTS/RAIN GEAR/GLOVES	
2,000	TRAFFIC COUNTER UPGRADE ITEMS			

ELECTRICAL & FORESTRY

Organization Structure



ELECTRICAL & FORESTRY

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Electrical & Forestry (E&F) Division of the Public Works Department operates under the direction of the Director of Public Works and Superintendent of Public Works. The division is overseen by the Electrical and Forestry Foreman and is comprised of (1) Public Maintenance Worker III, (3) Public Maintenance Worker II, (2) Public Maintenance Worker I and (1) Electrician. This division also provides partial funding for clerical and administrative staff.

Forestry

The Electrical & Forestry budget provides for the maintenance of Village trees on parkways, street medians, subdivision entrances, detention basins and all other Village properties. Work includes planting, pruning, dead/hazardous/diseased/infested tree removal, stump grinding, site restoration (soil, sod & seed), fertilization, watering, herbicide/pesticide application, staking and mulching. This budget also provides for horticultural maintenance of the Village's landscaped areas (such as urban plazas, subdivision entrances, flowerbeds and Veteran's Circle) as well as a portion of the contract mowing and maintenance of Village properties, aquatic weed control, mosquito abatement, elementary school Arbor Day activities, and subdivision and/or construction landscape plan reviews for proposed additions or upgrades within the Village of Addison.

Electrical

The Electrical & Forestry budget also provides for maintenance and repair to the street light and traffic signal systems. Such work includes the locating, repair and replacement of underground cable, replacement of light bulbs/refractors/luminaries, removal and replacement of streetlight poles, bases and arms (corresponding to vehicle accidents, water main breaks, etc.), maintenance and repair of the lighting control panels, plan reviews, and contractual traffic signal maintenance. This budget also covers the contract maintenance of the Village's warning siren system and the maintenance, installation and removal of five of the Villages pond aerators servicing ponds in various subdivisions.

Miscellaneous

The Electrical & Forestry budget provides for portions of salaries of Public Works clerical and administrative staff, along with Public Works janitorial services. Snow plowing and salting during regular hours of operation as well as Holiday decoration display and removal are additional items of work performed by this division.

ELECTRICAL & FORESTRY

Narrative (Cont'd)

FY 2018-19 Key Objectives

Strategic Priority 2: Community Image

1. Continue work to maintain and improve the aesthetics of the Village's properties and thoroughfares as follows:
 - a. Add festive and inspiring holiday décor to municipal grounds for the public to enjoy.
 - b. Provide special maintenance, such as planting of flowers at the Village's entrance signs, Veteran's Circle, Lake Street medians, Village Hall grounds and Urban Plazas.
 - c. Continue to provide additional public services such as the Village's extensive branch pickup program, free mulch delivery to residents, Christmas tree pickup program, and the Arbor Day elementary school program and tree give-away.

Strategic Priority 4: Infrastructure

1. Manage and maintain the Village's municipal tree population:
 - a. Village's GIS Tree Inventory program provides inventory and mapping of the Village's street and property tree species, locations, size, condition for asset inventory, GIS integration with Village systems, canopy coverage and species tracking and diversity.
 - b. Provide maintenance of the parkway trees throughout the Village through pruning activities, risk assessment and the removal of dead, diseased and hazardous trees.
 - c. Plant new trees and replace dead/hazardous/diseased/infested trees with greater species diversity, planning and spacing for long term community benefits.
2. Manage and maintain the Village's street lighting system:
 - a. Responsibly integrate the use of LED technology into streetlight program.
 - b. Continue to update streetlight system with GIS re-inventory, inspection, maintenance and upgrades.
 - Control panel replacement and upgrades
 - Remote disconnect installations
 - Street lighting addition and relocation plans
 - Panel and light pole painting and maintenance
3. Thoroughfare maintenance:
 - a. Brick paver resetting, cleaning, sealing along Addison's thoroughfares, urban plazas and municipal grounds.
 - b. Mowing and maintenance of Village properties, including detention basins, grounds at public buildings and vacant property.

Strategic Priority 6: Employee Development

1. Continue to provide training and certification for Division employees in both electrical and forestry programs, methods and technology, promoting acknowledged professionalism to the Village's staffing.

ELECTRICAL & FORESTRY

Narrative (Cont'd)

Performance Measures

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$2,154,018	\$2,178,800	\$2,293,500
Number of Employees	10	10	10
Outputs			
Trees Pruned/In-House	958	400	400
Trees Pruned/Contracted	1,870	1,950	1,405
Trees Removed/In-House	278	145	140
Trees Removed/Contracted	2	2	2
Trees Planted	673	389	125
Wood Chips Generated From Branch Pick-up (Cubic Yards)	2,936	2,750	3,000
Wood Chips Delivered To Residents Upon Request (Cubic Yards)	267	350	200
Street Light Work Orders	302	240	250
Bulbs Replaced	421	500	450
Service Requests (Total)	1,007	1,000	1,000
Service Requests Generated In-house	296	325	350
Effectiveness			
In-house service request/Total service requests = % Department Proactivity	29%	33%	35%
Efficiency			
Landscape Maintenance – Cost Per Acre	\$87.30/based on 12 mos	\$86.63/based on 12 mos	\$86.63/based on 12 mos
Cyclical Tree Pruning Contract – Cost per Tree	\$26.31	\$26.31	\$35.00

ELECTRICAL & FORESTRY

Personnel Summary

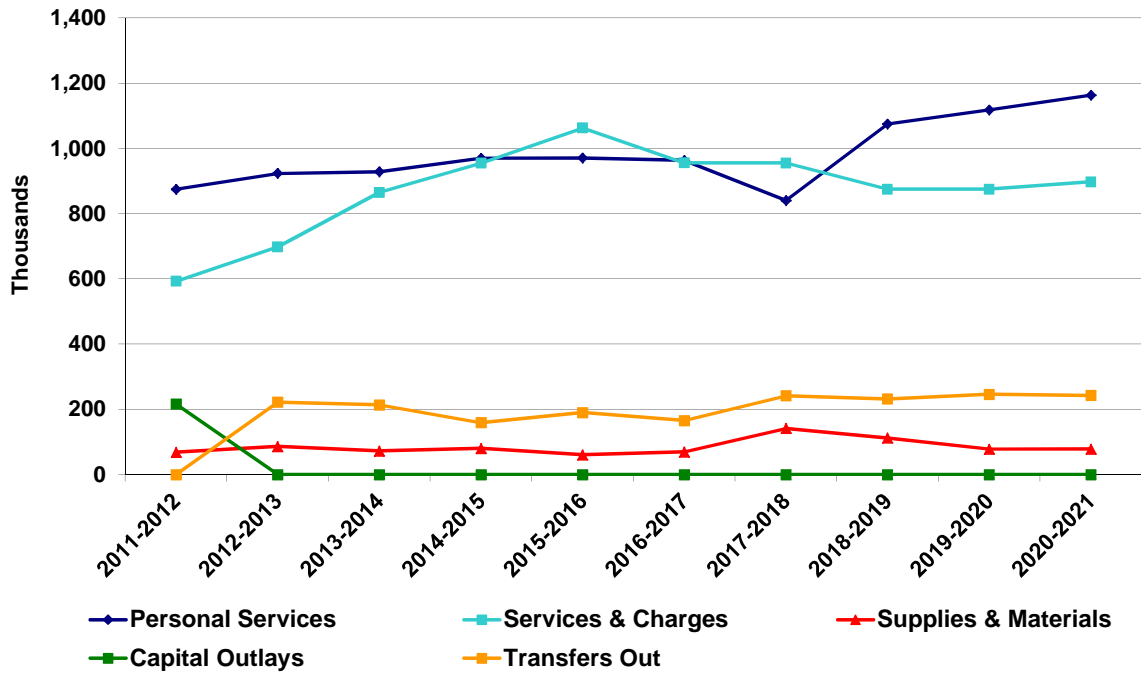
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent of Public Works	0.33	0.33	0.33	0.33	0.33
Foreman	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.34	0.34	0.34	0.34	0.34
Clerk Typist	0.33	0.33	0.33	0.33	0.33
Public Maint Worker I	2.00	2.00	2.00	2.00	2.00
Public Maint Worker II (3)	3.00	3.00	3.00	3.00	3.00
Public Maint Worker III	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00
Seasonal/Part-Time (2)	2.00	2.00	2.00	2.00	2.00
<i>Total Budgeted:</i>	<u>11.20</u>	<u>11.20</u>	<u>11.20</u>	<u>11.20</u>	<u>11.20</u>
Authorized & Unbudgeted:					
None					
<i>Total Authorized:</i>	<u>11.20</u>				

Note: Page 31 summarizes Employee Allocation Between Departments

ELECTRICAL & FORESTRY

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	840,600	1,075,100	1,118,300	1,163,200
Services & Charges	955,300	874,700	874,700	897,700
Supplies & Materials	141,500	112,000	78,500	78,500
Capital Outlays	0	0	0	0
Transfers Out	241,400	231,700	245,800	242,400
Total	2,178,800	2,293,500	2,317,300	2,381,800



ELECTRICAL & FORESTRY

Budget

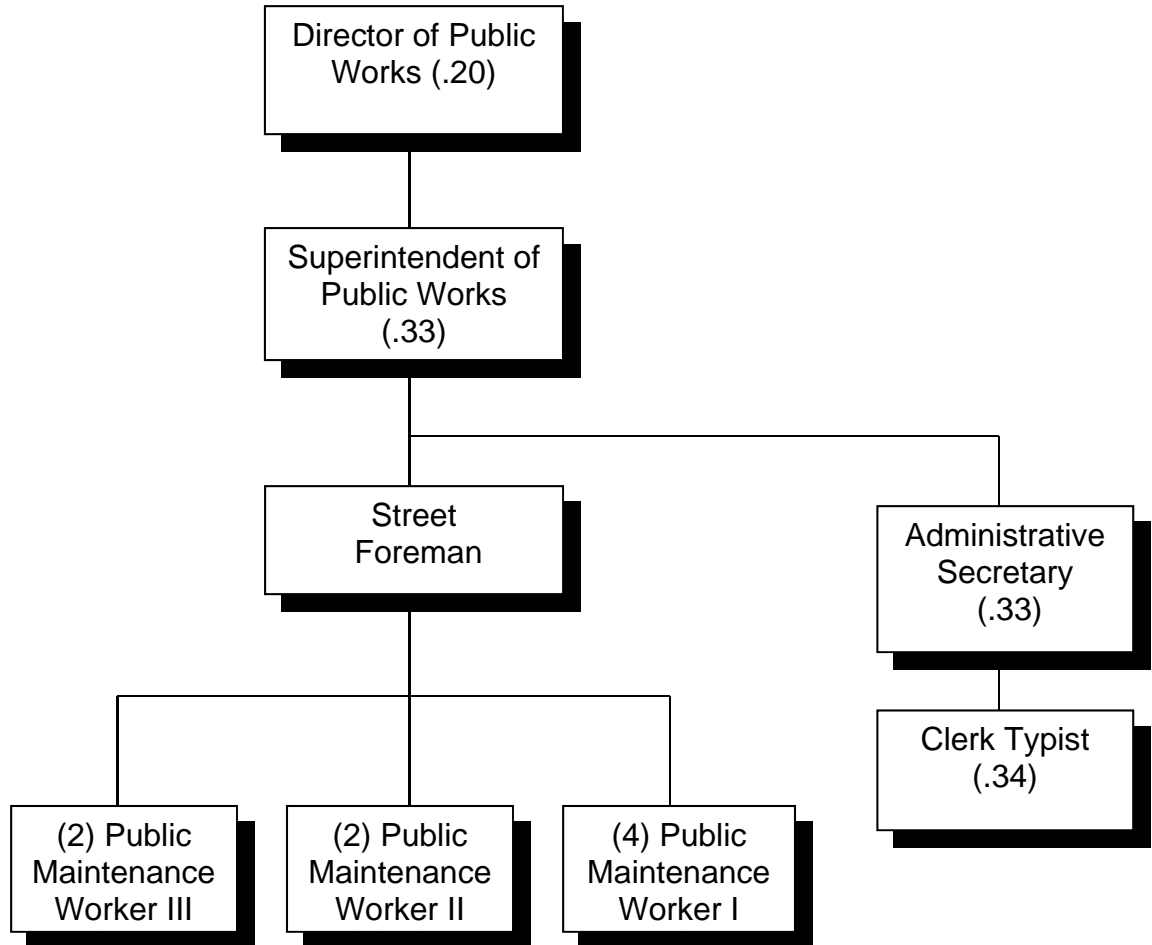
ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.2510	EXPENDITURES							
		PERSONAL SERVICES						
100.2510.4001	SALARIES - ADMINISTRATIVE	193,962	170,899	177,500	177,500	184,200	191,000	198,000
100.2510.4002	WAGES CLERICAL	61,302	48,290	44,100	44,600	45,200	46,400	47,500
100.2510.4003	WAGES OPERATIONAL	418,097	425,117	466,400	330,000	472,000	490,200	509,300
100.2510.4004	OVERTIME	5,711	4,167	16,000	15,000	16,000	16,000	16,000
100.2510.4006	OTHER PAY	7,484	6,089	8,500	9,000	8,500	8,500	8,500
100.2510.4007	PART TIME	0	0	17,000	16,000	18,000	19,000	20,000
100.2510.4009	IMRF	90,902	88,502	91,300	47,000	92,100	95,500	98,900
100.2510.4010	SOCIAL SECURITY	53,128	51,187	54,500	46,000	56,800	58,900	61,100
100.2510.4012	HOSPITALIZATION	134,377	163,343	157,100	149,000	175,800	186,300	197,400
100.2510.4020	SICK PAY	5,656	5,719	6,000	6,500	6,500	6,500	6,500
	SUBTOTAL	970,619	963,313	1,038,400	840,600	1,075,100	1,118,300	1,163,200
		SERVICES & CHARGES						
100.2510.4101	PROF SVCS.-ACCTNG/AUDITING	1,618	1,830	1,700	1,700	0	0	0
100.2510.4107	PROF SVCS.-MEDICAL	1,348	126	1,500	1,500	1,500	1,500	1,500
100.2510.4110	(1) TECH. & CONSULT. SVCS.	257,047	204,456	155,000	155,000	105,000	105,000	105,000
100.2510.4115	COMMUNICATIONS-TELEPHONE	7,087	6,714	8,300	6,100	8,300	8,300	8,300
100.2510.4116	COMMUNICATIONS-PORTABLE DV	(63)	30	0	500	0	0	0
100.2510.4117	COMMUNICATIONS-POSTAGE	500	87	500	100	500	500	500
100.2510.4118	COPY/REPRODUCTION	646	298	500	300	500	500	500
100.2510.4122	(2) MOSQUITO CONTROL	102,659	95,013	99,900	99,000	99,900	99,900	99,900
100.2510.4150	IRMA INSURANCE	65,547	95,978	68,500	82,100	78,100	78,100	78,100
100.2510.4160	PRINTING	515	182	600	600	600	600	600
100.2510.4161	PUBLICATION OF NOTICES	759	228	600	200	600	600	600
100.2510.4163	(3) CONFERENCES	49	2,659	1,800	1,800	1,800	1,800	1,800
100.2510.4164	(4) TRAINING	2,098	1,876	6,000	6,000	6,000	6,000	6,000
100.2510.4170	PUBLIC UTILITY-GAS/HEAT	10,392	4,021	5,000	3,500	5,000	5,000	5,000
100.2510.4173	PUBLIC UTILITY-ELEC/LIGHT	197,440	183,341	120,000	110,000	120,000	120,000	120,000
100.2510.4176	PUBLIC UTILITY-SOLID WASTE	0	0	3,000	3,000	3,000	3,000	3,000
100.2510.4180	(5) REPAIRS & MAINTENANCE	413,229	357,658	481,100	480,000	440,300	440,300	463,300
100.2510.4190	(6) RENTAL EQUIPMENT	0	0	1,200	1,200	1,200	1,200	1,200
100.2510.4192	(7) DUES & SUBSCRIPTIONS	1,260	1,287	1,700	1,700	1,700	1,700	1,700
100.2510.4199	(8) OTHER SERVICES & CHARGES	554	9	700	1,000	700	700	700
	SUBTOTAL	1,062,685	955,793	957,600	955,300	874,700	874,700	897,700
		SUPPLIES & MATERIALS						
100.2510.4201	OFFICE SUPPLIES	1,017	994	1,000	1,000	1,000	1,000	1,000
100.2510.4202	CLEANING SUPPLIES	0	0	1,600	1,600	1,600	1,600	1,600
100.2510.4203	(9) CLOTHING SUPPLIES	8,730	11,509	9,400	9,000	9,400	9,400	9,400
100.2510.4206	(10) STREET	10,308	19,349	77,000	77,000	22,000	22,000	22,000
100.2510.4207	(11) PUB. GRNDS. MATL/SUPPLIES	32,241	28,921	38,700	38,700	66,800	33,300	33,300
100.2510.4299	(12) OTHER OPERATING SUPPLIES	8,207	8,844	14,200	14,200	11,200	11,200	11,200
	SUBTOTAL	60,503	69,617	141,900	141,500	112,000	78,500	78,500
		TRANSFERS OUT						
100.2510.4961	TRANSFER TO FLEET SERVICES	92,068	82,990	118,400	118,400	119,900	127,600	128,400
100.2510.4962	TRANSFER TO IT	9,318	8,505	12,600	12,600	11,500	10,600	12,900
100.2510.4964	TRANSFER TO ERF	88,900	73,800	110,400	110,400	100,300	107,600	101,100
	SUBTOTAL	190,286	165,295	241,400	241,400	231,700	245,800	242,400
	TOTAL FOR DEPARTMENT	2,284,093	2,154,018	2,379,300	2,178,800	2,293,500	2,317,300	2,381,800

ELECTRICAL & FORESTRY

Notes

4110 (1) TECH. & CONSULT. SVCS.			105,000
105,000	CONTRACTED BRUSH PICK-UP		
4122 (2) MOSQUITO CONTROL			99,900
78,400	MOSQUITO CONTROL	9,700	BLOOMINGDALE TOWNSHIP-VOA SHARE
11,800	AQUATIC WEED CONTROL		
4163 (3) CONFERENCES			1,800
1,800	ILLINOIS ARBORIST CONFERERANCE		
4164 (4) TRAINING			6,000
4,000	BASIC FORESTRY & ARBORIST CERT	2,000	GIS COLLECTION TRAINING
4180 (5) REPAIRS & MAINTENANCE			440,300
14,900	POND AERATOR MAINTENANCE	2,900	HVAC CONTRACT
3,300	EQUIPMENT REPLACEMENT PARTS	1,300	OVERHEAD DOOR CONTRACT
10,000	MAINTENANCE OF PW BUILDING HVAC	10,000	STREET LIGHT ADMINISTRATION
108,400	MOWING & NUISANCE WEED CUTTING	40,000	STREET LIGHT CONTROLLER RPLCMNT
45,000	TRAFFIC SIGNAL CONTRACT	36,000	LAKE ST STREET LIGHT POLE PAINTING
400	RADIO REPAIRS REPLACEMENT	5,000	PUBLIC WORKS PAINTING, SUPPLIES
3,300	EMERGENCY SIRENS	2,000	PARKWAY RESTORATION
14,000	CONTRACT CLEANING	30,000	BRICK PAVER CLEAN & SEAL
3,500	HELIX BASE INVENTORY	20,200	TREE REPLACEMENT
16,500	CONCRETE POLE REPLACEMENT	49,200	CONTRACT TREE TRIMMING
20,600	STREETLIGHT POLES FOR KNOCKDOWNS	3,800	STUMP & TREE REMOVAL
4190 (6) RENTAL EQUIPMENT			1,200
1,200	RENTAL OF TRENCHER/HEAVY EQUIP		
4192 (7) DUES & SUBSCRIPTIONS			1,700
1,700	VARIOUS RE-CERTIFICATIONS		
4199 (8) OTHER SERVICES & CHARGES			700
700	WALK-ON RUNNERS, CAR WASHES		
4203 (9) CLOTHING SUPPLIES			9,400
1,200	WINTER OUTERWEAR	1,000	BOOTS
450	T-SHIRTS	4,000	UNIFORMS
2,100	SAFETY & PERSONAL PROTECTIVE EQUIP	300	ARC FLASH PROTECTIVE COVERALLS
350	RAIN GEAR & RUBBER BOOTS		
4206 (10) STREET			22,000
22,000	HIGH PRESSURE SODIUM GROUP BULBS		
4207 (11) PUB. GRNDS. MATL/SUPPLIES			66,800
4,000	REPLACEMENT BUSHES & TREES	4,300	FLOWERS FOR VILLAGE OWNED PRPTY
2,100	GRASS, SOD & SEED	20,000	CHRISTMAS LIGHTS
2,900	FERTILIZERS & HERBICIDES	13,500	ADDISON RD & JFK HOLIDAY WREATHS
20,000	VILLAGE GREEN LED DECORATIONS		
4299 (12) OTHER OPERATING SUPPLIES			11,200
8,400	ELECT TAPE, CRIMPS, MISC HARDWARE	2,800	REMOTE DISCONNECT SWITCHES

Organization Structure



STREET

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Street Division is a part of the Public Works Department. This department is under the direction of the Director of Public Works, Superintendent of Public Works and the Street Division Foreman. Additional staff includes (2) Maintenance Worker III, (2) Maintenance Worker II, and (4) Maintenance Worker I. This budget also provides partial funding for clerical and administrative staff.

Street Maintenance

This budget provides for the maintenance of snow and ice operations, asphalt pavement repair and maintenance, emergency traffic control and barricading, repair of pot holes, repair of sidewalks and curbs, replacement of sidewalks, striping of roadway lane lines, school crosswalks and stop bars, repair of damage due to snow plowing operations, installation and maintenance of street signs, and street sweeping.

Flood Control

This budget provides for the maintenance of creeks by pulling logs and debris from the creek system, inlet cleaning, pumping out basements, barricading flooded streets or streets undergoing maintenance activities, sandbagging and evacuating people from flooded homes.

Miscellaneous

This budget provides for the maintenance of the waterways in and out of each holding pond, graffiti removal from sidewalks, streets, buildings, and sight/sound wall along I-290, maintenance of sound wall along I-290 from Route 83 to I-355 (funding in Capital Projects Fund), and help in planning traffic control, crowd control and safety barriers for various community events as directed.

FY 2018-19 Key Objectives

Strategic Priority 4: Infrastructure

1. Pavement

- a. Continue to secure funding to address areas throughout the Village where pavement has failed. This includes:
 - Areas where pavement has settled below curb line, pooling water that will eventually weaken the base and cause pavement failure.
 - Preserve existing pavement by crack sealing joints and cracks. Continue to crack seal new pavement 2-4 years after completion. This includes MFT work.
- b. Stripe pavement as needed to ensure the safety of the motoring public, pedestrians and school children
- c. Continue to sweep streets on a predetermined schedule to help keep contaminants out of the streams as well as presenting a good image of our village.

Narrative (Cont'd)

FY 2018-19 Key Objectives (Cont'd)

Strategic Priority 4: Infrastructure (Cont'd)

1. Pavement (Cont'd)

- d. Continue to refine and adjust snow operations to ensure the safety of the motoring public. Strive to determine salt usage prior to each storm, using enough to be effective, at the same time being mindful of the environment.

2. Concrete Sidewalks, ADA Non-Compliant Sidewalk, Aprons and Curbs

- a. Continue to secure funding to address areas throughout the Village where sidewalks have failed. This includes:
 - Trip hazards caused by tree roots pushing sidewalk up or slab movement caused by frost or settlement.
 - Spalling caused by aging concrete or elements.
 - Severe cracking commonly found in apartment complexes where garbage trucks cross driveways to access containers in rear of parking lots.
- b. Continue the five year sidewalk survey, completing 20% of the Village each year.
 - Potential trip hazards, movement and spalling are documented to be addressed when scheduling allows.
- c. Continue to respond to resident's notification of trip hazards within a reasonable period of time, grinding trip hazards down to a safe transition.
- d. Continue to secure funding to address replacing ADA Non-compliant sidewalks.
- e. Replace curb where drainage issues pose a threat of pooling water in street to prevent premature pavement failure, mosquito breeding or icing in the winter.
- f. Replace driveway aprons where repairs are needed due to structure movement, street or curb repairs or similar circumstances.

3. Street Signs

- a. Continue to secure funding to address street sign requests and replacement. This includes:
 - Directives for additional signage.
 - Replacement of damaged signs or fading/cracking due to age, or required replacement of signs due to legislative action.
- b. Maintain and update sign inventory. Continue with sign inspection.

4. Other Maintenance

- a. Continue to perform other maintenance activities in the furtherance of Village goals, as follows:
 - Cleaning of various creeks and ditches to insure proper water flow.
 - Operation of several storm water detention basins.
 - Removal of graffiti on public and private property.
 - Set up detours for community events.

STREET

Narrative (Cont'd)

FY 2018-19 Key Objectives (Cont'd)

Strategic Priority 6: Employee Development Initiative

1. To utilize off site education and onsite training to have employees fully trained and capable of operating each piece of equipment in the absence of other employees.
2. Attend update seminars to keep informed on changing requirements for street sign placement and MUTCD manual.

Performance Measures

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$2,514,958	\$2,688,900	\$2,787,900
Number of Employees	9	9	9
Outputs			
Hours expended for graffiti removal	95	50	90
Total lineal feet of curb and stripe painting	28,657	90,000	90,000
Total squares of sidewalk replaced	879	650	650
Total curb miles of street swept	2,644	2,500	1,200
Total tons of asphalt used	5,172	4,155	5,400
Total hours of snow plowing	1,477	1,500	2,000
Total tons of salt used	831	1,500	1,500
Effectiveness			
% Graffiti complaints completed on schedule	100%	100%	100%
% Sidewalk repairs made within 30 days	100%	100%	100%
% Asphalt repairs (potholes) within 24 hours	90%	90%	90%
% Street sweeping completed on schedule	95%	95%	95%
Efficiency			
Average cost to remove graffiti, per job	\$130.00	\$140.00	\$140.00
Average cost to repair asphalt failures, per repair	\$323.00	\$323.00	\$323.00

Personnel Summary

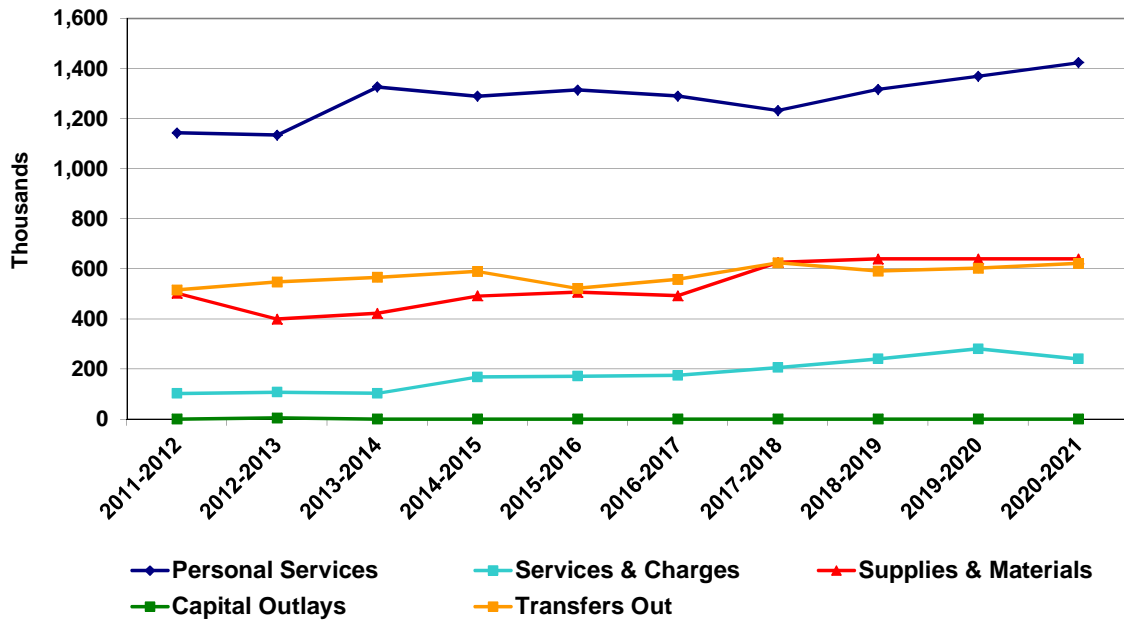
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent of Public Works	0.33	0.33	0.33	0.33	0.33
Foreman	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.33	0.33	0.33	0.33	0.33
Clerk Typist	0.34	0.34	0.34	0.34	0.34
Public Maint Worker III (2)	2.00	2.00	2.00	2.00	2.00
Public Maint Worker II (2)	2.00	2.00	2.00	2.00	2.00
Public Maint Worker I (4)	4.00	4.00	4.00	4.00	4.00
Seasonal/Part-Time (2)	2.00	2.00	2.00	2.00	2.00
Total Budgeted:	<u>12.20</u>	<u>12.20</u>	<u>12.20</u>	<u>12.20</u>	<u>12.20</u>
Authorized & Unbudgeted:					
None					
Total Authorized:	<u>12.20</u>				

Note: Page 31 summarizes Employee Allocation Between Departments

STREET

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	1,233,100	1,316,900	1,369,400	1,424,000
Services & Charges	205,700	240,300	280,300	240,300
Supplies & Materials	625,800	639,800	639,800	639,800
Capital Outlays	0	0	0	0
Transfers Out	624,300	590,900	602,600	622,100
Total	2,688,900	2,787,900	2,892,100	2,926,200



STREET

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
100.2520	EXPENDITURES							
	PERSONAL SERVICES							
100.2520.4001	SALARIES - ADMINISTRATIVE	192,362	170,908	177,500	177,700	184,200	191,000	198,100
100.2520.4002	WAGES CLERICAL	61,479	47,990	44,100	44,600	45,200	46,400	47,500
100.2520.4003	WAGES OPERATIONAL	590,849	610,511	601,500	550,000	597,100	622,300	648,900
100.2520.4004	OVERTIME	49,350	73,221	75,000	60,000	75,000	75,000	75,000
100.2520.4006	OTHER PAY	7,521	9,135	5,000	9,000	6,000	6,000	6,000
100.2520.4007	PART TIME	0	0	17,000	17,000	18,000	19,000	20,000
100.2520.4009	IMRF	117,833	119,271	118,200	115,000	117,700	124,300	126,500
100.2520.4010	SOCIAL SECURITY	69,015	68,867	70,600	68,000	72,200	73,400	77,600
100.2520.4012	HOSPITALIZATION	202,567	170,173	179,400	165,000	175,800	186,300	197,400
100.2520.4020	SICK PAY	23,427	20,231	25,700	26,800	25,700	25,700	27,000
	SUBTOTAL	1,314,403	1,290,307	1,314,000	1,233,100	1,316,900	1,369,400	1,424,000
	SERVICES & CHARGES							
100.2520.4101	PROF SVCS.-ACCTNG/AUDITING	1,325	1,420	1,300	1,300	0	0	0
100.2520.4105	(1) PROF SVCS.-DATA PROCESS.	10,755	10,506	11,000	7,500	11,000	11,000	11,000
100.2520.4107	(2) PROF SVCS.-MEDICAL	838	182	1,500	2,500	1,500	1,500	1,500
100.2520.4115	(3) COMMUNICATIONS-TELEPHONE	5,655	4,207	7,300	5,000	7,300	7,300	7,300
100.2520.4116	COMMUNICATIONS-PORT DEV	(143)	0	0	1,000	0	0	0
100.2520.4117	COMMUNICATIONS-POSTAGE	4,323	4,716	4,500	4,000	4,500	4,500	4,500
100.2520.4118	COPY/REPRODUCTION	815	465	500	500	500	500	500
100.2520.4150	IRMA INSURANCE	67,011	70,040	57,500	63,900	68,000	68,000	68,000
100.2520.4160	PRINTING	4,164	4,670	4,800	4,800	4,800	4,800	4,800
100.2520.4161	PUBLICATION OF NOTICES	0	81	500	500	500	500	500
100.2520.4163	CONFERENCES	510	105	1,500	1,500	1,500	1,500	1,500
100.2520.4164	TRAINING	657	942	3,500	3,500	3,500	3,500	3,500
100.2520.4176	PUBLIC UTILITY-SOLID WASTE	750	0	14,000	3,000	14,000	14,000	14,000
100.2520.4180	(4) REPAIRS & MAINTENANCE	61,371	63,149	67,000	67,000	114,200	154,200	114,200
100.2520.4190	(5) RENTAL EQUIPMENT	9,068	10,404	24,300	10,000	4,300	4,300	4,300
100.2520.4192	DUES & SUBSCRIPTIONS	315	325	300	300	300	300	300
100.2520.4199	(6) OTHER SERVICES & CHARGES	3,681	3,624	29,400	29,400	4,400	4,400	4,400
	SUBTOTAL	171,095	174,836	228,900	205,700	240,300	280,300	240,300
	SUPPLIES & MATERIALS							
100.2520.4201	OFFICE SUPPLIES	786	371	800	800	800	800	800
100.2520.4203	(7) CLOTHING SUPPLIES	5,867	5,823	7,100	7,100	7,100	7,100	7,100
100.2520.4205	(8) CHEMICALS	4,322	7,986	30,000	30,000	30,000	30,000	30,000
100.2520.4206	(9) STREET	487,320	465,304	546,100	546,100	581,100	581,100	581,100
100.2520.4207	PUB. GRNDS. MATL/SUPPLIES	0	0	2,000	0	0	0	0
100.2520.4299	(10) OTHER OPERATING SUPPLIES	8,278	12,764	41,800	41,800	20,800	20,800	20,800
	SUBTOTAL	506,573	492,248	627,800	625,800	639,800	639,800	639,800
	TRANSFERS OUT							
100.2520.4961	TRANSFER TO FLEET SERVICES	260,092	278,241	275,600	275,600	278,800	296,800	298,700
100.2520.4962	TRANSFER TO IT	31,154	33,926	50,300	50,300	74,500	68,600	83,700
100.2520.4964	TRANSFER TO ERF	231,000	245,400	298,400	298,400	237,600	237,200	239,700
	SUBTOTAL	522,246	557,567	624,300	624,300	590,900	602,600	622,100
	TOTAL FOR DEPARTMENT	2,514,317	2,514,958	2,795,000	2,688,900	2,787,900	2,892,100	2,926,200

STREET

Notes

4105 (1) PROF SERV-DATA PROCESSING				11,000
11,000	VEHICLE STICKER APPLICATIONS			
4107 (2) PROF SVCS-MEDICAL				1,500
900	OSHA REQUIRED DRUG & ALCOHOL TEST	600	PRESCRIPTION SAFETY GLASSES	
4115 (3) COMMUNICATIONS - TELEPHONE				7,300
4,800	REGULAR PHONES	2,500	CELL PHONES	
4180 (4) REPAIRS & MAINTENANCE				114,200
3,200	GENERAL REPAIRS	50,000	CONTRACT STREET SEALING	
1,000	FIRE EXTINGUISHER SERVICE	2,000	SALT CREEK GREENWAY MAINT	
18,000	CONTRACT STREET STRIPING	40,000	MILLING	
4190 (5) RENTAL EQUIPMENT				4,300
4,300	ASPHALT SAW, AIR COMPRESSOR			
4199 (6) OTHER SERVICES & CHARGES				4,400
300	COMMERCIAL DRIVERS LICENSES	500	BOARD-UPS	
200	CAR WASHES	2,400	FLOOR MATS FOR PW BUILDING	
1,000	ROADKILL CONTRACT			
4203 (7) CLOTHING SUPPLIES				7,100
175	RAIN GEAR/RUBBER BOOTS	1,125	BOOTS	
500	T-SHIRTS	200	COVERALL REPLACEMENTS @ \$100 EA.	
200	KNIT HATS & LINERS	250	GLOVES & SAFETY EQUIPMENT	
2,700	UNIFORMS	600	SHIRTS FOR CLERICAL STAFF	
1,350	WINTER OUTERWEAR			
4205 (8) CHEMICALS				30,000
10,000	PREWET TREATMENT	20,000	CHEMICALS	
4206 (9) STREET				581,100
275,000	HOT MIX ASPHALT	8,700	PAINT FOR STRIPING	
10,000	BLACKTOP PRIME/TACK	185,000	ROAD SALT	
4,000	ASPHALT RECYCLING	800	GUARD RAILS	
40,000	STREET SIGNS	2,600	CULVERT REPLACEMENT	
55,000	LED LIGHTED STREET SIGNS			
4299 (10) OTHER OPERATING SUPPLIES				20,800
800	COFFEE FOR JEFFREY			
20,000	OXYGEN, ACETYLENE, PROPANE, PAINT, QUICK CONES, LUMBER, RAILS, CEMENT, HITCHES, CHAINS, AIR HOSES, FUSE HOLDERS, SWITCHES, HARDWARE ACCT, PAINT BRUSHES & ROLLERS, SNOW FENCE, SIDEBARDS, PVC PIPE, TARP FOR TRUCKS, QUICK CRETE, PENETRATING		OIL, SWEEPER BROOMS, SNOW PLOW PARTS, HOSES, BEARINGS, PINS, TUFF NUTS, NUTS & BOLTS, BATTERIES, RIVETS, REPLACEMENT MAILBOXES, ARROW BOARD REPAIR PARTS, SAFETY EQUIPMENT	

WATER AND SEWER FUND

Narrative

This fund accounts for all operations and capital expenses of the water and sewer utility services provided by the Village. The fund is comprised of three general areas: Water, Sewer, and Water Pollution Control.

The Water Department provides all customers with adequate, cost-effective, potable water. The Village, along with a consortium of other local governments, formed the DuPage Water Commission to construct and maintain a water pumping system to bring Lake Michigan water to the area.

The Sewer and Water Pollution Control Departments are responsible for the cleaning, repairing and monitoring of both the sanitary and storm sewer systems in accordance with the Environmental Protection Agency (EPA), Illinois Environmental Protection Agency (IEPA) and all other governing bodies.

WATER AND SEWER FUND (500) REVENUES

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
500.5000	REVENUES							
		LICENSES AND PERMITS						
500.5000.3121	STORM WATER EXEMPTION	20,365	25,463	15,000	6,800	15,000	15,000	15,000
500.5000.3122	RECAPTURE FEES	20,792	3,500	0	17,900	0	0	0
500.5000.3126	BMP IN LIEU OF PROGRAM	4,360	67,009	5,000	4,000	5,000	5,000	5,000
500.5000.3140	ANNEXATION/TAP ON FEES	71,478	180,889	15,000	101,500	15,000	15,000	15,000
	SUBTOTAL	116,995	276,861	35,000	130,200	35,000	35,000	35,000
		FINES AND FORFEITURES						
500.5000.3208	ADMINISTRATIVE ADJUDICATION	0	13,350	0	45,800	10,000	10,000	10,000
	SUBTOTAL	0	13,350	0	45,800	10,000	10,000	10,000
		CHARGES FOR SERVICES						
500.5000.3301	USER REVENUE - WATER	8,451,181	8,696,143	8,862,100	8,709,800	8,970,800	9,332,300	9,612,300
500.5000.3303	USER REVENUE - SEWER	6,208,671	6,444,776	6,560,200	6,448,900	6,682,100	6,988,000	7,234,600
500.5000.3305	PENALTY - WATER	99,831	87,838	92,200	90,200	89,700	93,300	96,100
500.5000.3306	PENALTY - SEWER	73,901	66,696	71,100	70,200	66,100	68,800	70,800
500.5000.3310	WATER FROM CONSTRUCTION	250	500	100	800	100	100	100
500.5000.3312	WATER METER REVENUE	19,681	12,300	10,000	20,800	10,000	10,000	10,000
500.5000.3315	TURN ON FEES	8,850	10,915	8,000	8,000	8,000	8,000	8,000
500.5000.3325	LAB FEES	7,146	11,970	6,000	6,000	6,000	6,000	6,000
500.5000.3327	SEWER POLLUTION SURCHARGE	82,223	117,868	50,000	100,100	50,000	50,000	50,000
500.5000.3399	OTHER CHARGES	12,399	13,904	10,000	20,600	10,000	10,000	10,000
	SUBTOTAL	14,964,133	15,462,910	15,669,700	15,475,400	15,892,800	16,566,500	17,097,900
		INTERGOVERNMENTAL REVENUES						
500.5000.3440	GRANTS - STATE OF IL CDBG	200,000	0	0	0	0	0	0
	CDBG - BYRON	0	0	400,000	400,000	0	0	0
	SUBTOTAL	200,000	0	400,000	400,000	0	0	0
		INTEREST INCOME						
500.5000.3510	INVESTMENT INTEREST	5,009	23,286	5,000	25,000	5,000	5,000	5,000
500.5000.3530	INVEST INCOME - BOND PROCEEDS	0	6,200	0	0	0	0	0
	SUBTOTAL	5,009	29,486	5,000	25,000	5,000	5,000	5,000
		BOND RECEIPTS						
500.5000.3710	BOND PROCEEDS	0	2,931,697	0	0	0	0	0
500.5000.3711	PREMIUM (DISC) BOND ISSUANCE	0	105,072	0	0	0	0	0
500.5000.3715	PMT TO ESCROW AGENT	0	(42,472)	0	0	0	0	0
500.5000.3718	EXCESS - COST OF BOND ISSUE	0	(36,241)	0	0	0	0	0
	SUBTOTAL	0	2,958,056	0	0	0	0	0
		MISCELLANEOUS REVENUE						
500.5000.3550	NORTH RTE 53 WATERMAIN/BP ANNEX	0	0	120,000	120,000	1,010,000	900,000	100,000
500.5000.3720	IEPA LOAN PROCEEDS	0	0	0	0	560,000	4,265,000	3,675,000
500.5000.3861	CONTRIBUTION - PRIVATE SOURCE	0	8,182	0	0	0	0	0
500.5000.3867	IRMA REIMBURSEMENT	0	219,195	15,000	15,000	15,000	15,000	15,000
500.5000.3899	OTHER MISCELLANEOUS	3,141	(2,630)	0	700	0	0	0
	SUBTOTAL	3,141	224,747	135,000	135,700	1,585,000	5,180,000	3,790,000
		TRANSFERS IN						
500.5000.3992	TRANSFER FRM DEBT SERVICE	464,278	333,333	0	0	0	0	0
	SUBTOTAL	464,278	333,333	0	0	0	0	0
	TOTAL REVENUES	15,753,556	19,298,743	16,244,700	16,212,100	17,527,800	21,796,500	20,937,900

WATER AND SEWER FUND REVENUES

Notes

3140 Annexation/Tap on Fees

This fee revenue is received from property owners or builders who are annexing to the Village or constructing new residential or commercial properties. The fee covers the cost of connecting these properties to the Village's water and sewer systems. Since receipt of these fees is unpredictable, the Village budgets \$15,000 annually.

3301 User Revenue- Water

3303 User Revenue- Sewer

		Water Revenue	Sewer Revenue	Total User Fees	% Inc (Dec)
FY 2015	Actual	8,005,287	6,121,718	14,127,005	6.79%
FY 2016	"	8,451,181	6,208,671	14,659,852	3.77%
FY 2017	"	8,696,143	6,444,776	15,140,919	3.28%
FY 2018	(Est Act)	8,709,800	6,448,900	15,158,700	0.01%
FY 2019	(Budget)	8,970,800	6,682,100	15,652,900	3.26%

Water and sewer user fees represent approximately 89% of the Water and Sewer Fund's income for the FY 2019 Budget. Total user fees vary from year to year due to rate increases as outlined in the table shown on the next page, changes in consumption due to vacancies, water conservation and weather-related water usage differences. In 1992, the Village, along with a consortium of other local governments, formed the DuPage Water Commission (DPWC) to construct and maintain a water pumping system that replaced the individual well systems, by bringing Lake Michigan water to the area. The Village accounts for two separate user charges, which are based on the amount of water consumed by Addison residents and businesses:

Water revenues - charged to cover all activities associated with the water system, including the cost of water from DPWC and water main replacement and maintenance.

Sewer revenues - charged to cover all activities associated with the Sewer and Water Pollution Control systems including sewer and storm sewer replacement and maintenance.

The Village recognizes the impact a rate increase has on their customers and has raised rates only when necessary. Although the Village passes a multi-year rate plan, any unforeseen changes in rates from the DuPage Water Commission (DPWC) have to be passed on. These changes have not only included rate increases, but in FY 2006-2008, FY 2016, and FY 2017, rate decreases. The City of Chicago announced in 2011 they would be increasing their rate to the DPWC by 90% over four years. The first rate increase, 25%, became effective January 1, 2012, with the final increase on January 1, 2015.

WATER AND SEWER FUND REVENUES

Notes (Cont'd)

3301 User Revenue- Water

3303 User Revenue- Sewer (Cont'd)

In addition, equipment and infrastructure repairs/replacements come with a high price tag. In order to maintain the proper fund balance and keep the equipment and infrastructure up to date, a three year plan was adopted in FY 2018 for a nominal 3% increase to cover increases in operations and a \$.50 annual increase in the basic user charge (bi-monthly per unit) to cover capital expenditures. We have included a timeline progression of rates and the 3-year Rate Plan.

Timeline of rate progression:

FY1994–FY1998 - We were able to maintain an unchanged rate. During that timeframe, we received annual rebates from the DuPage Water Commission (DPWC) which helped maintain the rate.

FY 1999 – A 5-year rate plan was approved and implemented.

FY 2004 – The Board approved a 5-year Rate Plan that went thru FY 2009.

FY 2006, 2007, and 2008 - The Board passed a \$.20 per thousand gallon rate reduction each year for a total reduction of \$.60. (Pass thru from DPWC)

FY 2009 – The Board approved a 5-year Rate Plan that went thru FY 2013.

FY 2012 – The Board passed a \$.20 per thousand gallon rate increase. (Pass thru from DPWC)

FY 2012 and 2013- The Board passed an additional \$.43 and \$.59 per thousand gallon rate increase, respectively, due to the increase from the City of Chicago. (Pass thru from DPWC)

FY 2013 – The Board passed a 4-year Rate Plan which includes future increases by the City of Chicago and for Village Water/Sewer Operations.

FY 2015 – The Board passed a 4-year Rate Plan which includes the decrease in DPWC rates and increases for the Village.

FY 2016 – The Board passed a \$.10 per thousand gallon rate decrease. (Pass thru from DPWC)

FY 2017 – The Board passed a \$.05 per thousand gallon rate decrease. (Pass thru from DPWC)

FY 2018 – The Board passed a 3-year Rate Plan which includes a \$.50 annual increase in the basic user charge (bi-monthly per unit) to help cover infrastructure costs.

Water & Sewer Rate Increases

Three Year Plan

(Rates per 1,000 gallons)

FISCAL YEAR	Effective Date	Basic User Charge Incr 5/1	Basic User Charge	Village Operations Incr 5/1	Water Rate	Village Operations Incr 5/1	Sewer Rate
FY 19	5/1/2018	.50	1.50	.27	9.15	.19	6.68
FY 20	5/1/2019	.50	2.00	.27	9.42	.21	6.89
FY 21	5/1/2020	.50	2.50	.28	9.70	.20	7.09

WATER AND SEWER FUND REVENUES

Notes (Cont'd)

3301 User Revenue- Water

3303 User Revenue- Sewer (Cont'd)

The Village's Water and Sewer Fund capital expenses include storm water capital improvement projects, which are normally funded by municipalities using local property taxes. Water and Sanitary sewers handle the inflow and outflow of water and wastewater, whereas storm sewers handle rain water runoff. The Village has historically included storm sewer expenses in the Water and Sewer Fund.

3305 Penalty – Water

3306 Penalty – Sewer

This is a penalty assessed on unpaid accounts after the due date, which is 21 days after the bill is issued.

3312 Water Meter Revenue

Charges for new water meters and related radio read transmitters for new construction.

3315 Turn on Fees

Fees assessed to have service restored after shutoff for non-payment.

3325 Lab Fees

Charges for sampling and analysis of waste streams produced by various commercial and industrial users.

3327 Sewer Pollution Surcharge

An additional charge paid by various commercial and industrial users for high strength organic sewage discharge.

3550 North Rte. 53 Watermain/BP Annexation

Reimbursement from BP Amoco for annexation of parcels and installation of Village watermain as part of a remediation agreement.

3720 IEPA Loan Proceeds

Reimbursement from an anticipated IEPA loan to fund the digester covers infrastructure project.

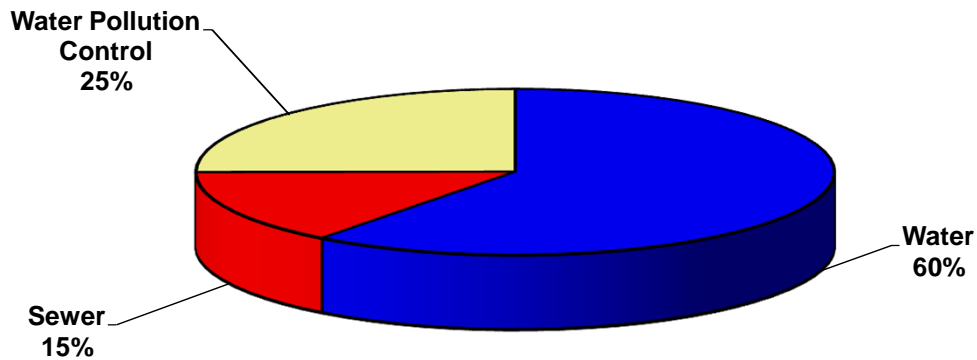
3867 IRMA Reimbursement

Reimbursement from the Intergovernmental Risk Management Association for insurance claims filed by the Village.

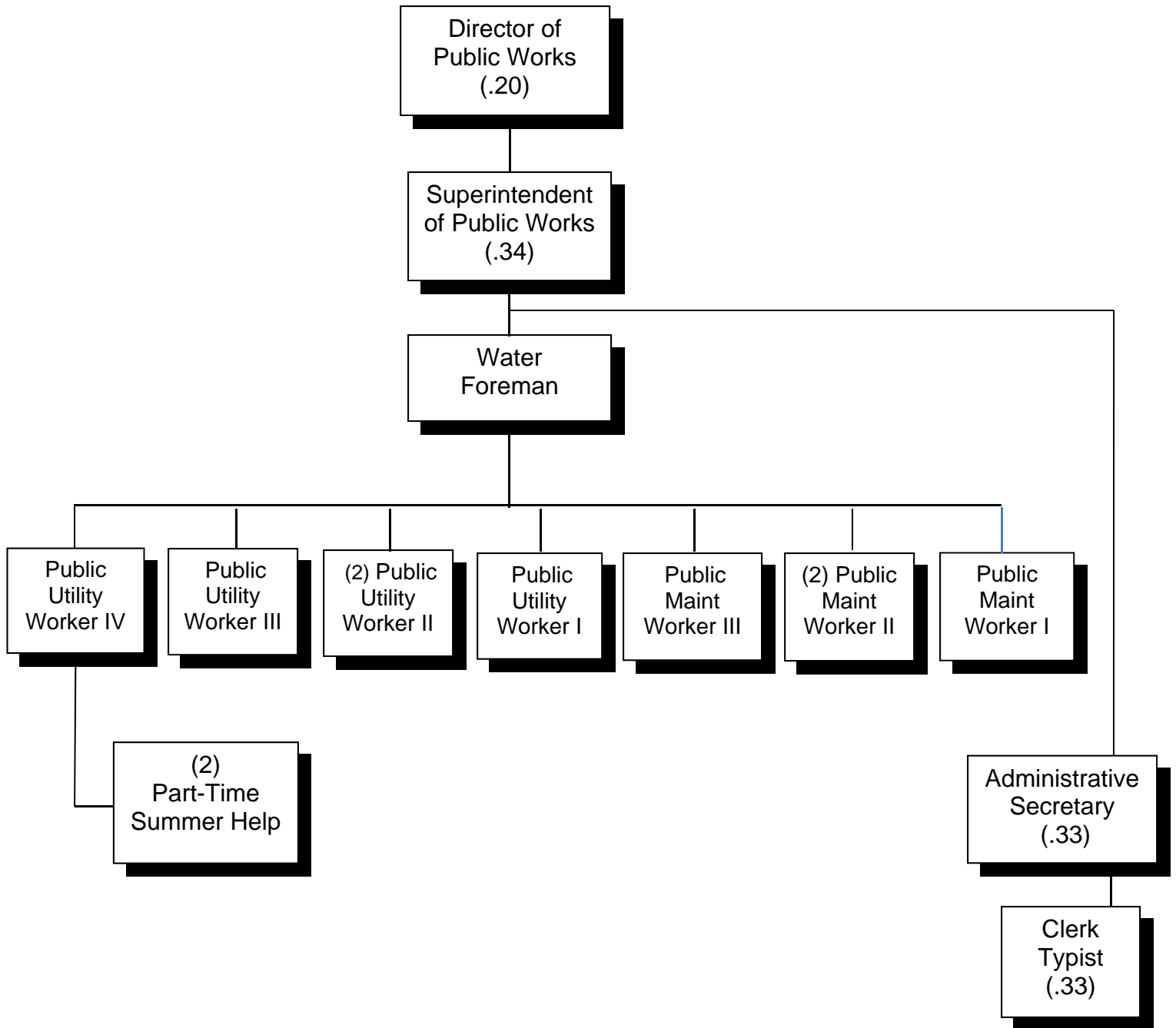
WATER AND SEWER FUND (500) EXPENSE SUMMARY

Budget

DEPT. NO.	WATER AND SEWER FUND	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
5010	WATER	9,060,650	8,907,390	10,691,500	10,231,300	12,160,400	9,830,700	10,578,500
5031	SEWER	2,047,810	2,170,051	2,421,200	2,396,100	2,942,200	2,583,700	2,585,800
5032	WATER POLLUTION CONTROL	5,148,424	4,840,835	4,718,700	4,671,700	5,060,800	9,401,200	7,242,100
	TOTAL EXPENSES	16,256,884	15,918,276	17,831,400	17,299,100	20,163,400	21,815,600	20,406,400
	TOTAL REVENUES	15,753,556	19,298,743	16,244,700	16,212,100	17,527,800	21,796,500	20,937,900
	WORKING CASH, BEGINNING	5,527,879	5,024,551		8,405,018	7,318,018	4,682,418	4,663,318
	SURPLUS (DEFICIT)	(503,328)	3,380,467	(1,586,700)	(1,087,000)	(2,635,600)	(19,100)	531,500
	UNRESTRICTED FUND BALANCE	5,024,551	8,405,018		7,318,018 0.423	4,682,418 0.232	4,663,318 0.214	5,194,818 0.255



Organization Structure



WATER

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Water Division is part of the Public Works Department. This department is under the direction of the Director of Public Works, Superintendent of Public Works and the Water Division Foreman. Additional staff includes (1) Utility Worker IV, (1) Utility Worker III, (2) Utility Worker II, (1) Utility Worker I, (1) Maintenance Worker III, (3) Maintenance Worker II and (1) Maintenance Worker I. This budget provides funds for water billing staff under the Finance Department. This budget also provides partial funding for clerical and administrative staff.

Water Supply

Responsibilities include operations and maintenance of the potable water supply from six standby wells and five pressure adjusting stations for receiving Lake Michigan water and two booster pumping stations. Regulate all chemical feeding as required by the IEPA, assure monthly microbiology sampling, quarterly Trihalomethane samples, volatile organic samples and monthly lead and copper samples. Handle customer complaint calls and perform tests on customer water at the tap. Perform maintenance on pumps, motors, chemical feeding equipment, and water facilities, buildings, and grounds. Maintain 171 miles of water main, 2,350 hydrants, over 1,000 valves and 11,000 water services. Repair water main breaks and other underground water leaks. Maintain the backflow and cross connection program to decrease the number of water customers that need to come into compliance and annually test those that are in compliance.

Annual Water Quality Report

A Water Quality Report is prepared every April and put on the Village of Addison website. A card is mailed out to all customers in the Village giving the web address to view the report online. This is done to keep the community current on the quality of our drinking water. Addison receives all its water through the DuPage Water Commission (DWC) who receives it directly from the City of Chicago Jardine water filtration plant located near Navy Pier.

The Village of Addison Water Division samples and monitors the water from the entire water distribution system every month as mandated by the Safe Drinking Water Act (SDWA).

Water Metering

Responsibilities include installing, testing, and rebuilding water meters. Trouble-shoot meters on high bill complaints and leaky meters in homes. Organize large meter testing, which is performed by an outside firm and one Village staff. Perform water service turn offs for non-payment of bills and for plumbing repair work. Install the new Automatic Meter Reading (AMR) system devices.

Utility Locating

The Water Division is responsible to locate all Village utilities when requested thru J.U.L.I.E.; this means responding to as many as 2,500 locate requests per year.

Narrative (Cont'd)

FY 2018-19 Key Objectives

Strategic Priority 4: Infrastructure

1. Continue the annual water main replacement program, which was implemented in 1989.
 - Replace the water main on Byron Ave. - Addison Rd. West to Mill Rd.
 - Replace the water main on Army Trail Blvd. - Mill Rd. West to Lombard Rd.
2. Replace and increase the size of the water main under I-290 that supplies the Oak Knoll subdivision.
3. Continue to maintain the Village standby wells to meet the DWC and the IEPA requirements.
4. Replace water main under box culvert on Rozanne Dr.
5. Loop water main on Oak Meadows Drive from Wood Dale Road to Central Avenue.
6. Paint Swift Rd. 1.5 million gallon water tower.
7. Continue annual meg, amps and infrared inspection of the booster stations and wells.
8. Continue the load bank testing of all the standby power.

Strategic Priority 6: Employee Development Initiative

1. Utilize training and seminars for continuing education hours which are required by the IEPA to keep the Public Water Supply Operators license current.
2. Continue to utilize seminars and training for current supervisors and for possible future supervisors.

WATER

Narrative (Cont'd)

Performance Measures

	FY 16-17 ACTUAL		FY 17-18 ESTIMATE		FY 18-19 PROJECTION	
Inputs						
Direct Expenditures	\$8,907,390		\$10,231,300		\$12,160,400	
Number of Employees	10		10		10	
Outputs						
<i>Water Flow (Sept 1-Aug 31):</i>						
Total Pumpage (in Billions)/Unaccounted for Flow	1.000	3%	1.200	3%	1.200	3%
Average Day Demand (mgd)	3.106		3.088		3.20	
Outputs						
Main Breaks	75		90		95	
Valves Repaired/Exercised	14	148	20	200	20	400
Hydrants Repaired/Exercised	27	351	30	300	40	400
Water Service Repairs	34		30		30	
Fire Pump Tests	39		45		45	
Water Sampling	566		575		580	
Effectiveness						
% of Main Break service leaks fixed in a timely manner	100%		100%		100%	
% of hydrants flushed and repaired per year prior to fail, if needed	100%		100%		100%	
% of valves exercised and repaired per year prior to fail, if needed	100%		100%		100%	
Water samples taken per IEPA requirement	100%		100%		100%	
Efficiency						
Water sampling completed to ensure quality of water provided to customers	100%		100%		100%	

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Mayor/Liquor Comm.	0.10	0.10	0.10	0.10	0.10
Village Clerk	0.10	0.10	0.10	0.10	0.10
Village Trustees (6)	0.60	0.60	0.60	0.60	0.60
Village Manager	0.10	0.10	0.10	0.10	0.10
Asst. Village Manager/Dir. of Community Development	0.10	0.10	0.10	0.10	0.10
Asst. Director of Community Dev.	0.10	0.10	0.10	0.10	0.10
Director Human Res./Risk Mgmt.	0.10	0.10	0.10	0.10	0.10
Finance Director	0.15	0.15	0.15	0.15	0.15
Purchasing Agent	0.10	0.10	0.10	0.10	0.10
Assistant Finance Director - O&B	0.15	0.15	0.15	0.15	0.15
Accountant	0.15	0.15	0.15	0.15	0.15
Civil Engineer I	0.10	0.10	0.10	0.10	0.10
Village Engineer	0.10	0.10	0.10	0.10	0.10
Executive Assistant	0.10	0.10	0.10	0.10	0.10
Human Resources Assistant	0.10	0.10	0.10	0.10	0.10
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent Of Public Works	0.34	0.34	0.34	0.34	0.34
Foreman	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.10	0.10	0.10	0.10	0.10
Administrative Secretary	0.33	0.33	0.33	0.33	0.33
Principal Account Clerk (5)	1.13	1.13	1.13	1.13	1.13
Clerk Typist (4)	0.93	0.93	0.93	0.93	0.93
Public Utility Worker IV	1.00	1.00	1.00	1.00	1.00
Public Utility Worker III (2)	2.00	2.00	2.00	2.00	2.00
Public Maintenance Worker III	1.00	1.00	1.00	1.00	1.00
Public Maintenance Worker II (3)	3.00	3.00	3.00	3.00	3.00
Public Utility Worker I	1.00	1.00	1.00	1.00	1.00
Part-Time/Seasonal	2.00	2.00	2.00	2.00	2.00
Part-Time Water Meter Reader	0.34	0.34	0.34	0.34	0.34
Total Budgeted:	16.52	16.52	16.52	16.52	16.52

Authorized & Unbudgeted:

None

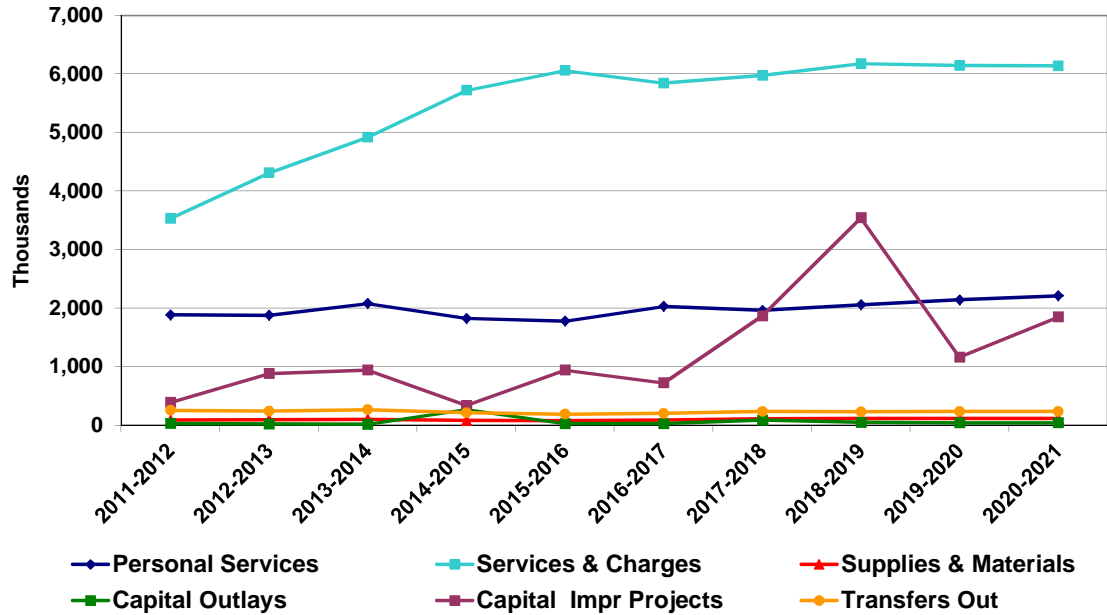
Total Authorized: 16.52

Note: Page 31 summarizes Employee Allocation Between Departments

WATER

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	1,959,100	2,055,900	2,140,000	2,209,000
Services & Charges	5,973,200	6,174,500	6,140,100	6,134,900
Supplies & Materials	111,000	112,500	112,500	112,500
Capital Outlays	87,800	49,100	39,100	39,100
Capital Improvement Projects	1,867,700	3,541,900	1,164,000	1,848,000
Transfers Out	232,500	226,500	235,000	235,000
Total	10,231,300	12,160,400	9,830,700	10,578,500



Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
500.5010	EXPENSES							
	PERSONAL SERVICES							
500.5010.4001	SALARIES - ADMINISTRATIVE	315,243	302,475	325,800	307,100	331,100	343,800	356,700
500.5010.4002	WAGES CLERICAL	142,716	202,574	156,400	156,300	166,600	173,600	180,300
500.5010.4003	WAGES OPERATIONAL	741,452	719,993	690,100	775,200	781,600	814,900	833,900
500.5010.4004	OVERTIME	68,537	90,512	90,000	90,000	90,000	90,000	90,000
500.5010.4005	HOLIDAY PAY	0	0	500	500	500	500	500
500.5010.4006	OTHER PAY	9,178	11,289	9,000	9,000	11,000	11,000	11,000
500.5010.4007	PART TIME	12,942	22,809	40,700	25,000	43,000	45,300	47,800
500.5010.4009	IMRF	173,877	173,774	168,600	168,600	178,000	184,700	189,600
500.5010.4010	SOCIAL SECURITY	101,046	100,801	102,300	102,300	110,800	114,600	118,200
500.5010.4012	HOSPITALIZATION	256,906	241,549	293,100	293,100	307,800	326,100	345,500
500.5010.4017	ELECTED OFFICIALS	6,463	6,251	6,500	6,500	6,500	6,500	6,500
500.5010.4020	SICK PAY	24,752	27,315	27,000	25,500	29,000	29,000	29,000
500.5010.4030	OPEB EXPENSE	(11,457)	0	0	0	0	0	0
500.5010.4035	IMRF PENSION EXPENSE	(64,250)	129,260	0	0	0	0	0
	SUBTOTAL	<u>1,777,405</u>	<u>2,028,602</u>	<u>1,910,000</u>	<u>1,959,100</u>	<u>2,055,900</u>	<u>2,140,000</u>	<u>2,209,000</u>
	SERVICES & CHARGES							
500.5010.4101	PROF SVCS-ACCTNG/AUDITING	6,266	6,914	6,400	6,400	6,600	6,700	7,000
500.5010.4105 (1)	PROF SVCS-DATA PROCESS	30,705	30,998	46,000	46,000	37,500	37,500	37,500
500.5010.4107 (2)	PROF SVCS-MEDICAL	683	628	2,000	2,000	2,000	2,000	2,000
500.5010.4110 (3)	TECH & CONSULT SVCS	20,093	27,121	46,000	46,000	43,000	48,500	43,000
500.5010.4115 (4)	COMMUNICATIONS-TELEPHONE	17,717	16,899	18,900	15,000	18,900	18,900	18,900
500.5010.4116	COMMUNICATIONS-PORT DEV	(1,247)	587	0	3,000	0	0	0
500.5010.4117	COMMUNICATIONS-POSTAGE	35,725	31,341	27,800	27,800	27,800	27,800	27,800
500.5010.4118	COPY/REPRODUCTION	646	281	900	400	900	900	900
500.5010.4120	PUBLIC RELATIONS	299	0	0	0	0	0	0
500.5010.4159	IRMA INS - WATER	166,523	189,072	192,000	192,000	181,000	181,000	181,000
500.5010.4160 (5)	PRINTING	2,177	1,757	9,800	5,000	9,800	9,800	9,800
500.5010.4161	PUBLICATION OF NOTICES	962	455	1,300	1,300	1,300	1,300	1,300
500.5010.4163 (6)	CONFERENCES	2,446	4,050	4,100	4,100	4,100	4,100	4,100
500.5010.4164 (7)	TRAINING	1,364	1,598	4,800	2,000	4,800	4,800	4,800
500.5010.4170	PUBLIC UTIL- GAS/HEAT	5,263	5,458	7,000	5,000	7,000	7,000	7,000
500.5010.4175	PUBLIC UTIL- ELEC EQUIP	52,892	59,326	60,000	60,000	60,000	60,000	60,000
500.5010.4176	PUBLIC UTIL- SOLID WASTE	11,500	10,090	18,500	10,000	18,500	18,500	18,500
500.5010.4177	DUPAGE WATER COMM FEES	5,522,826	5,315,789	5,500,000	5,310,000	5,600,000	5,600,000	5,600,000
500.5010.4180 (8)	REPAIRS & MAINTENANCE	160,664	117,039	174,700	215,600	129,700	89,700	89,700
500.5010.4190	RENTAL EQUIPMENT	0	0	1,300	1,300	1,300	1,300	1,300
500.5010.4192	DUES & SUBSCRIPTIONS	2,021	2,176	2,300	2,300	2,300	2,300	2,300
500.5010.4195	BANK CHARGES	16,347	17,943	17,000	17,000	17,000	17,000	17,000
500.5010.4199 (9)	OTHER SERVICES & CHARGES	214	338	1,000	1,000	1,000	1,000	1,000
	SUBTOTAL	<u>6,056,086</u>	<u>5,839,860</u>	<u>6,141,800</u>	<u>5,973,200</u>	<u>6,174,500</u>	<u>6,140,100</u>	<u>6,134,900</u>
	SUPPLIES & MATERIALS							
500.5010.4201	OFFICE SUPPLIES	1,501	869	1,300	1,000	1,300	1,300	1,300
500.5010.4202	CLEANING SUPPLIES	0	0	800	200	800	800	800
500.5010.4203 (10)	CLOTHING SUPPLIES	7,916	7,720	9,300	9,300	9,300	9,300	9,300
500.5010.4204	MOTOR FUEL & LUBRICANTS	0	158	500	0	500	500	500
500.5010.4205	CHEMICALS	4,758	3,163	4,500	4,500	4,500	4,500	4,500
500.5010.4207 (11)	PUB GRNDS MATL/SUPPLIES	19,270	28,281	37,100	38,000	37,100	37,100	37,100
500.5010.4211	WATER METERS/HYDRANTS	1,831	6,977	8,500	8,000	8,500	8,500	8,500
500.5010.4299 (12)	OTHER OPERATING SUPPLIES	39,696	42,055	52,800	50,000	50,500	50,500	50,500
	SUBTOTAL	<u>74,972</u>	<u>89,223</u>	<u>114,800</u>	<u>111,000</u>	<u>112,500</u>	<u>112,500</u>	<u>112,500</u>

WATER

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
500.5010	EXPENSES (CONT'D)							
		CAPITAL OUTLAYS						
500.5010.4304	(13) EQUIPMENT	5,224	21,272	56,100	56,100	7,400	7,400	7,400
500.5010.4305	(14) WATER METERS	19,393	5,003	31,700	31,700	41,700	31,700	31,700
	SUBTOTAL	24,617	26,275	87,800	87,800	49,100	39,100	39,100
		CAPITAL IMPROVEMENT PROJECTS						
500.5010.4503	(15) WATERMAIN REPLACEMENT	508,764	529,068	884,600	884,600	761,400	248,000	248,000
500.5010.4503	LAKE ST DAPPERS-EMERGENCY SPR 18	0	0	0	240,000	0	0	0
500.5010.4503	ROZANNE BRIDGE	0	0	0	35,000	0	0	0
500.5010.4503	I-290	0	0	0	0	239,000	0	0
500.5010.4509	(16) WATER TOWER WORK/PAINT	112,320	0	1,200,000	300,000	900,000	0	0
500.5010.4513	FULLERTON BOOSTER STATION	0	38,500	0	0	0	0	0
500.5010.4519	AUTOMATIC METER READ	319,696	111,970	0	0	0	0	1,500,000
500.5010.4521	PAINT CHESTNUT/WOODLAND RESRVR	0	0	0	43,200	0	0	0
500.5010.4550	(17) NORTH RTE 53 WATERMAIN/BP ANNEX	0	0	120,000	120,000	1,010,000	900,000	100,000
500.5010.4604	BYRON AVE IMPROVEMENT	0	43,004	0	244,900	631,500	16,000	0
	SUBTOTAL	940,780	722,542	2,204,600	1,867,700	3,541,900	1,164,000	1,848,000
		TRANSFERS OUT						
500.5010.4925	TRANSFER TO MOTOR FUEL	21,836	0	0	0	0	0	0
500.5010.4961	TRANSFER TO FLEET SERVICES	66,894	108,262	72,400	72,400	73,300	78,000	78,500
500.5010.4962	TRANSFER TO IT	34,260	33,926	50,300	50,300	34,400	31,700	38,700
500.5010.4964	TRANSFER TO ERF	63,800	58,700	109,800	109,800	118,800	125,300	117,800
	SUBTOTAL	186,790	200,888	232,500	232,500	226,500	235,000	235,000
	TOTAL FOR DEPARTMENT	9,060,650	8,907,390	10,691,500	10,231,300	12,160,400	9,830,700	10,578,500

WATER

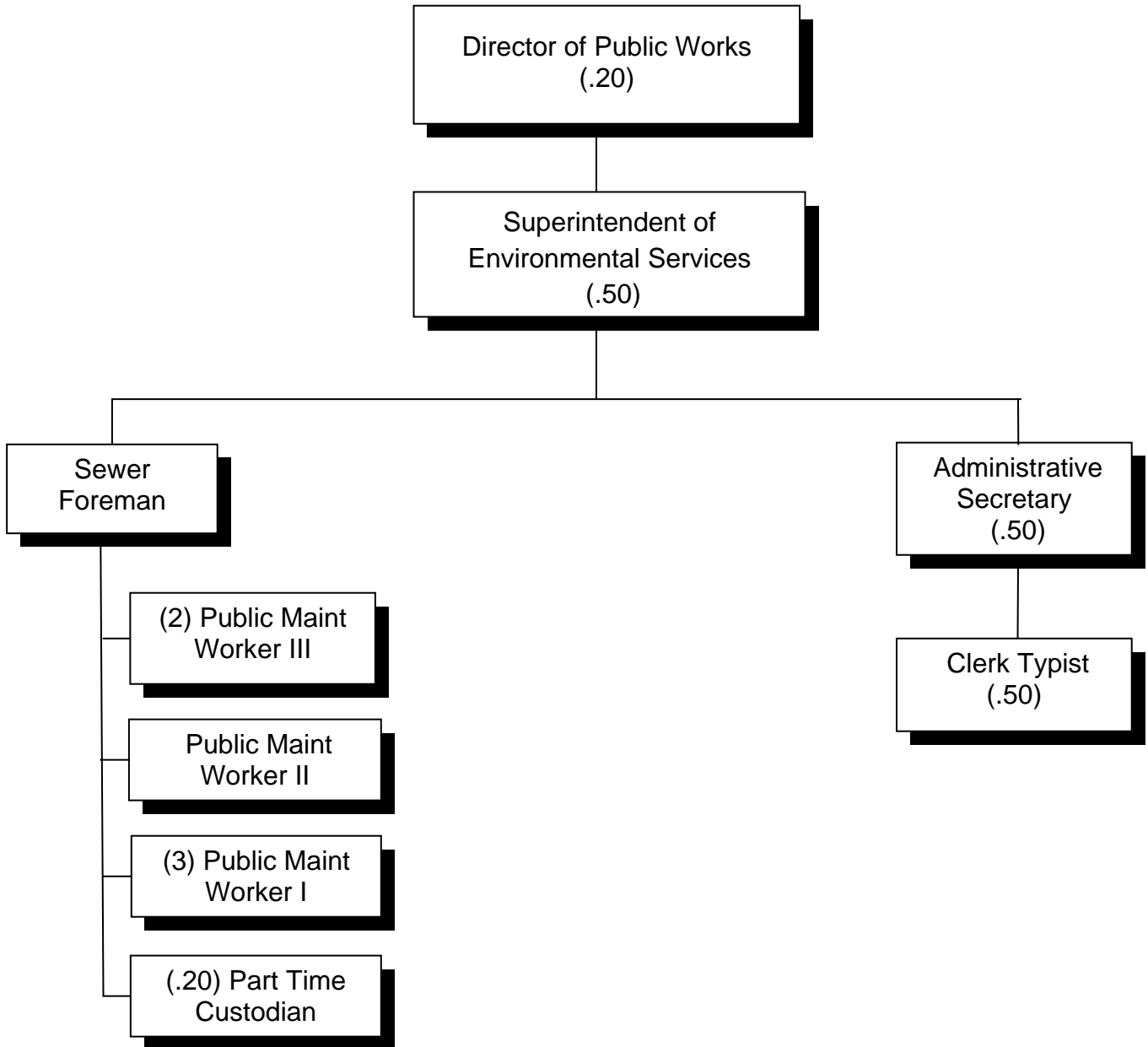
Notes

4105 (1) PROF SERV DATA PROCESSING				37,500
	17,600 CCU MAINTENANCE AGREEMENT	9,000	SCADA AND WATER MODELING MAINT	
	5,500 ITRON HOSTING FEE	400	XC2 SOFTWARE UPGRADE	
	5,000 GIS PROGRAMMING			
4107 (2) PROF SERV MEDICAL				2,000
	800 OSHA COMPLIANCE TESTING	1,200	PRESCRPTN SAFETY GLASSES (4@\$300)	
4110 (3) TECH & CONSULT SERVICES				43,000
	26,500 EPA MONTHLY WATER SAMPLES	7,500	SPOIL PILE SAMPLING	
	9,000 BILL PRINTING SERVICE			
4115 (4) COMMUNICATIONS-TELEPHONE				18,900
	17,800 BASIC TELEPHONE SERVICE	1,100	JULIE LOCATOR ANNUAL MEMBERSHIP	
4160 (5) PRINTING				9,800
	6,300 FLUSHING NOTICES, BOIL ORDERS, STATIONERY, BUSINESS CARDS, METER TAGS & CARDS			
	3,500 CONSUMER CONFIDENCE REPORT			
4163 (6) CONFERENCES				4,100
	1,500 VILLAGE CLERK - IIMC	1,500	STATE IAWWA FOR 4 STAFF	
	500 VILLAGE CLERK - MCI	600	LOCAL MCWWA MONTHLY MEETING-4 MEMBERS	
4164 (7) TRAINING				4,800
	2,800 OPERATOR TRNG COURSES/CERT COURSES, IEPA, APWA TRNG COURSES, MECHANICAL & ELECTRICAL MAINTENANCE	2,000	GPS TRAINING	
4180 (8) REPAIRS & MAINTENANCE				129,700
	2,500 RPRS TO CHEM FEED PUMPS & CHLORINATORS	15,000	OTHR REPAIRS, PRKWYS, MTR TESTS & RADIOS	
	2,800 BOOSTER & WELLS	2,500	CATHODIC PROTECTION	
	2,300 RUN MEGS & AMPS AT WELLS & BOOSTER	11,000	GROUND MAINTENANCE CONTRACT	
	2,800 ANNUAL WELL INSPECTION	3,000	SERVICE CONTRACT FOR SECURITY SYS	
	5,000 OPERATION EQUIPMENT, LOCATORS	2,000	PUMP MAINTENANCE AT BOOSTER	
	10,000 WATER TOWERS POWER WASH/CLEAN	10,000	ENGINE GENERATOR/INSPECTIONS	
	3,500 GENERATOR LOAD BANK TEST	22,500	PARKWAY RESTORATION	
	2,800 INFRARED INSPCTN - BOOSTER & WELLS	2,000	PAS MAINTENANCE	
	10,000 CHESTNUT PUMP STATION ROOF REPAIR	20,000	FULLERTON PUMP STATION ROOF REPLCMNT	
4199 (9) OTHER SERVICES & CHARGES				1,000
	1,000 CDL AND CERTIFICATES			
4203 (10) CLOTHING SUPPLIES				9,300
	1,375 WORK BOOTS (11)	600	T-SHIRTS	
	425 RAIN GEAR	4,400	UNIFORMS (11)	
	1,700 WINTER OUTERWEAR (11)	500	FIREMAN HIP BOOTS	
	300 GLOVES & HATS			
4207 (11) PUBLIC GRND/MAT SUPPLIES				37,100
	37,100 CONCRETE, GRAVEL, SOD, SEED, TOPSOIL			
4299 (12) OTHER OPERATING SUPPLIES				50,500
	3,000 PRESSURE ADJUSTING STATION MAINT PARTS	8,500	HARDWARE ACCT, REAGENTS, OXYGEN	
	8,000 WATER MAIN REPAIR SLEEVES		PROPANE, ACETYLENE, T-BOLTS, BOLTS,	
	1,000 BELL JOINT COUPLINGS		BLADES, FLASHLIGHTS, FIRST AID SUPPLIES,	
	3,500 WATER MAIN COUPLINGS		COUPLINGS, SHOVELS, TOOLS, DRILL BITS	
	500 HYDRANT PAINT	6,500	VALVE & B-BOXES, COPPER, BRASS	
	18,000 REPLACEMENT VALVES	1,500	STOCK SUPPLIES FOR BOOSTER STATION, ETC	
4304 (13) EQUIPMENT				7,400
	1,800 COMMERCIAL DEHUMIDIFIER	3,400	CHLORINE ANALYZER REPLACEMENT	
	2,200 3" TRASH PUMP REPLACEMENT			
4305 (14) WATER METERS				41,700
	30,000 WATER METERS	11,700	HYDRANTS WITH VALVES	
4503 (15) WATERMAIN REPLACEMENT				1,631,900
	1,392,900 ANNUAL WATERMAIN REPLACEMENT - BYRON AVE - ADDISON TO MILL	239,000	UNDER I-290	
			ARMY TRAIL RD - MILL TO LOMBARD	
4509 (16) WATER TOWER WORK/PAINT				900,000
	900,000 PAINT SWIFT RD WATER TOWER			
4550 (17) NORTH RTE 53 WATERMAIN/BP ANNEXATIONS				1,010,000
	1,010,000 NORTH RTE 53 WATERMAIN/BP ANNEX			



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Organization Structure



SEWER

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

The Sewer Division of Environmental Services functions under the direction of the Director of Public Works, Superintendent of Environmental Services, and Sewer Division Foreman. This division employs (2) Public Maintenance Worker III, (1) Public Maintenance Worker II, and (3) Public Maintenance Worker I. The division is responsible for the operation and maintenance of all sanitary and storm sewer collection and conveyance systems and related pumping facilities within the corporate limits. The division also assists the Engineering Division with mitigation of Inflow & Infiltration (I&I) and rear yard drainage. The sewer budget also provides partial funding for clerical and administrative staff.

Sanitary Sewer System

Within its boundaries the Village has over 120 miles of sanitary sewers of various sizes to include 2,500 manhole structures. The design of the system also mandates that eleven lift stations be employed to elevate the wastes due to topography differences.

Storm Sewer System

Within its boundaries the Village also has 73 miles of storm sewers of various sizes. On this system there are 1,400 manholes and over 2,200 inlets of numerous types and sizes. As all storm conveyance systems discharge to an open waterway of some type, the division also maintains three storm water pumping stations and one dam and pump station.

FY 2018-2019 Key Objectives

Strategic Priority 4: Infrastructure

1. Continue the ongoing replacement of a new lift station generator and SCADA alarm installation.
2. Review infrastructure needs and develop priority projects after an assessment of the collection system related to our permit condition Capacity, Management, Operations and Maintenance (CMOM). Make necessary repairs to the mainline sewers as needed on an annual schedule.
3. Replace roller system for rakes at Westwood Pump and Dam and clean wet well at Diversey Avenue Pumping Station to assure proper pumping capacity in a heavy rain event.
4. Improve infrastructure by replacing pumps and control panel at Myrick Avenue lift station which dewater Normandy Manor Subdivision during emergency storm events.

Narrative (Cont'd)

FY 2018-2019 Key Objectives (Cont'd)**Strategic Priority 6: Employee Development Initiative**

5. To utilize onsite training and offsite education to have employees fully trained and capable to receive a Certificate of Competency as a Collection System Operator through the IEPA.

Performance Measures

Inputs	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Direct Expenditures	\$2,170,051	\$2,396,100	\$2,942,200
Number of Employees	9	9	9
Outputs			
Lateral Excavations	32	35	40
Lateral Roddings/Televisings	1,236	1,150	1,200
Lineal ft. of Storm Sewer Cleaned	23,545	25,000	30,000
Lineal ft. of Combined Sewer Cleaned	40,900	41,000	41,000
Lineal ft. of Sanitary Sewer Cleaned	318,142	325,000	350,000
Storm Inlets Cleaned	600	615	625
Combined Storm Inlets Cleaned	160	160	160
Curb Inlets Repaired	55	55	50
Lineal feet of new storm sewers installed in-house	340	400	400
Number of new storm structures installed in-house	4	5	5
Mainline televising footage (in-house)	148,751	150,000	150,000
Efficiency			
Service Requests			
Number of Requests	414	350	370

SEWER

Personnel Summary

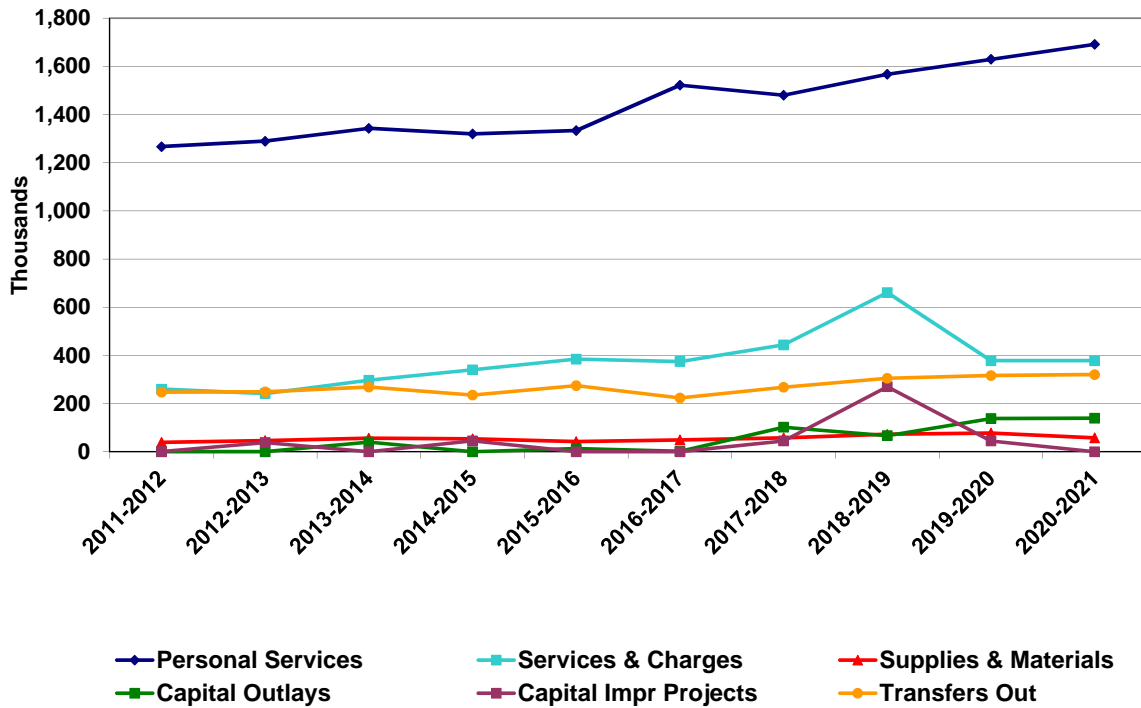
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Mayor/Liquor Comm.	0.10	0.10	0.10	0.10	0.10
Village Clerk	0.10	0.10	0.10	0.10	0.10
Village Trustees (6)	0.60	0.60	0.60	0.60	0.60
Village Manager	0.10	0.10	0.10	0.10	0.10
Asst. Village Manager/Dir. of Comm. Dev	0.10	0.10	0.10	0.10	0.10
Assistant Director of Community Dev.	0.10	0.10	0.10	0.10	0.10
Director Human Resources/Risk Mgmt.	0.10	0.10	0.10	0.10	0.10
Finance Director	0.15	0.15	0.15	0.15	0.15
Purchasing Agent	0.10	0.10	0.10	0.10	0.10
Assistant Finance Director - O&B	0.15	0.15	0.15	0.15	0.15
Accountant	0.15	0.15	0.15	0.15	0.15
Civil Engineer I	0.10	0.10	0.10	0.10	0.10
Village Engineer	0.10	0.10	0.10	0.10	0.10
Executive Assistant	0.10	0.10	0.10	0.10	0.10
Human Resources Assistant	0.10	0.10	0.10	0.10	0.10
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent Of Environmental Services	0.50	0.50	0.50	0.50	0.50
Foreman	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.10	0.10	0.10	0.10	0.10
Administrative Secretary	0.50	0.50	0.50	0.50	0.50
Principal Account Clerk (5)	1.11	1.11	1.11	1.11	1.11
Clerk Typist (4)	1.10	1.10	1.10	1.10	1.10
Public Maintenance Worker III (2)	2.00	2.00	2.00	2.00	2.00
Public Maintenance Worker II	1.00	1.00	1.00	1.00	1.00
Public Maintenance Worker I (3)	3.00	3.00	3.00	3.00	3.00
Part-Time/Seasonal (2)	2.00	2.00	2.00	2.00	2.00
Part-Time Water Meter Reader (1)	0.33	0.33	0.33	0.33	0.33
Part-Time Custodian	0.20	0.20	0.20	0.20	0.20
Total Budgeted:	15.19	14.99	14.99	14.99	14.99
Authorized & Unbudgeted:					
*Environmental Compliance Coordinator	1.00				
*I & I Inspector	1.00				
<i>Subtotal:</i>	<u>2.00</u>				
Total Authorized:	<u>17.19</u>				

Note: Page 31 summarizes Employee Allocation Between Departments

*These positions will remain unbudgeted until funding is available.

Expenditure Summary

Operating Expenditures	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	1,479,600	1,567,100	1,629,000	1,690,900
Services & Charges	443,700	660,800	377,900	377,900
Supplies & Materials	57,600	72,400	77,400	57,400
Capital Outlays	102,200	67,000	138,000	139,000
Capital Improvement Projects	45,000	270,000	45,000	0
Transfers Out	268,000	304,900	316,400	320,600
Total	2,396,100	2,942,200	2,583,700	2,585,800



SEWER

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
500.5031	EXPENDITURES							
	PERSONAL SERVICES							
500.5031.4001	SALARIES - ADMINISTRATIVE	344,132	319,906	346,700	330,000	350,400	364,100	378,400
500.5031.4002	WAGES CLERICAL	127,230	170,664	176,700	177,600	188,700	196,400	206,700
500.5031.4003	WAGES OPERATIONAL	427,880	421,693	437,400	438,200	453,600	470,200	487,800
500.5031.4004	OVERTIME	24,409	25,831	35,000	30,000	35,000	35,000	35,000
500.5031.4006	OTHER PAY	9,147	11,455	12,900	11,000	12,900	12,900	12,900
500.5031.4007	PART TIME	12,944	25,471	35,800	30,000	37,800	39,900	42,100
500.5031.4009	IMRF	126,336	129,373	129,700	130,100	133,600	137,600	138,600
500.5031.4010	SOCIAL SECURITY	72,924	75,146	80,700	78,000	83,300	86,300	87,100
500.5031.4012	HOSPITALIZATION	227,527	233,594	236,500	236,500	249,300	264,100	279,800
500.5031.4017	ELECTED OFFICIALS	6,463	6,251	6,500	6,500	6,500	6,500	6,500
500.5031.4020	SICK PAY	10,177	9,289	16,000	11,700	16,000	16,000	16,000
500.5031.4030	OPEB EXPENSE	(9,045)	(947)	0	0	0	0	0
500.5031.4035	IMRF PENSION EXPENSE	(46,641)	93,833	0	0	0	0	0
	SUBTOTAL	1,333,483	1,521,559	1,513,900	1,479,600	1,567,100	1,629,000	1,690,900
	SERVICES & CHARGES							
500.5031.4101	PROF SVCS-ACCTNG/AUDITING	1,618	1,830	1,700	1,700	1,700	1,800	1,800
500.5031.4107	PROF SVCS-MEDICAL	1,632	226	0	1,500	1,500	1,500	1,500
500.5031.4110	(1) TECH & CONSULT SVCS	1,860	36,656	50,000	50,000	50,000	0	0
500.5031.4115	(2) COMMUNICATIONS-TELEPHONE	18,225	14,378	20,700	15,000	20,700	20,700	20,700
500.5031.4116	COMMUNICATIONS-PORT DEV	41	281	0	200	0	0	0
500.5031.4117	COMMUNICATIONS-POSTAGE	250	10	500	0	500	500	500
500.5031.4118	COPY/REPRODUCTION	255	224	400	200	400	400	400
500.5031.4159	IRMA INS - SEWER	51,765	50,101	50,000	55,000	49,500	49,500	49,500
500.5031.4160	PRINTING	159	186	1,800	500	1,800	1,800	1,800
500.5031.4161	PUBLICATION OF NOTICES	673	170	800	300	800	800	800
500.5031.4163	CONFERENCES	229	5	0	1,000	0	0	0
500.5031.4164	TRAINING	954	1,982	3,500	2,000	8,500	8,500	8,500
500.5031.4170	PUBLIC UTIL - GAS HEAT	2,137	2,894	3,500	2,500	3,500	3,500	3,500
500.5031.4172	PUBLIC UTIL - GAS EQUIP	6,837	7,953	5,300	5,300	5,300	5,300	5,300
500.5031.4175	(3) PUBLIC UTIL - ELEC EQUIP	112,571	121,752	50,000	67,000	50,000	50,000	50,000
500.5031.4176	PUBLIC UTIL - SOLID WASTE	7,500	3,610	15,000	10,000	15,000	15,000	15,000
500.5031.4180	(4) REPAIRS & MAINTENANCE	172,609	126,371	224,000	224,000	444,500	211,500	211,500
500.5031.4190	(5) RENTAL EQUIPMENT	5,004	5,550	6,600	6,000	6,600	6,600	6,600
500.5031.4199	OTHER SERVICES & CHARGES	280	263	500	1,500	500	500	500
	SUBTOTAL	384,599	374,442	434,300	443,700	660,800	377,900	377,900
	SUPPLIES & MATERIALS							
500.5031.4201	OFFICE SUPPLIES	946	1,280	1,300	1,300	1,300	1,300	1,300
500.5031.4202	CLEANING SUPPLIES	0	671	1,000	1,000	1,000	1,000	1,000
500.5031.4203	(6) CLOTHING SUPPLIES	3,987	4,527	6,000	5,000	6,400	6,400	6,400
500.5031.4204	(7) MOTOR FUEL & LUBRICANTS	467	447	4,400	3,000	4,400	4,400	4,400
500.5031.4205	CHEMICALS	0	0	500	500	500	500	500
500.5031.4208	BUILDING - MATL/SUPPLIES	0	597	600	600	600	600	600
500.5031.4299	(8) OTHER OPERATING SUPPLIES	36,483	41,137	46,200	46,200	58,200	63,200	43,200
	SUBTOTAL	41,883	48,659	60,000	57,600	72,400	77,400	57,400

SEWER

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
500.5031	EXPENDITURES (CONT'D)							
		CAPITAL OUTLAYS						
500.5031.4304	(9) EQUIPMENT	12,994	1,850	100,000	102,200	67,000	138,000	139,000
	SUBTOTAL	12,994	1,850	100,000	102,200	67,000	138,000	139,000
		CAPITAL IMPROVEMENT PROJECTS						
500.5031.4549	(10) MYRICK AVE STORM REPLCMNT	0	0	0	0	270,000	0	0
500.5031.4551	REBUILD MOTORS/PUMPS/DAPS	0	0	45,000	45,000	0	45,000	0
	SUBTOTAL	0	0	45,000	45,000	270,000	45,000	0
		TRANSFERS OUT						
500.5031.4961	TRANSFER TO FLEET SERVICES	117,815	140,692	160,100	160,100	162,000	172,500	173,500
500.5031.4962	TRANSFER TO IT	18,636	22,649	33,600	33,600	34,400	31,700	38,700
500.5031.4964	TRANSFER TO ERF	138,400	60,200	74,300	74,300	108,500	112,200	108,400
	SUBTOTAL	274,851	223,541	268,000	268,000	304,900	316,400	320,600
	TOTAL FOR DEPARTMENT	<u>2,047,810</u>	<u>2,170,051</u>	<u>2,421,200</u>	<u>2,396,100</u>	<u>2,942,200</u>	<u>2,583,700</u>	<u>2,585,800</u>

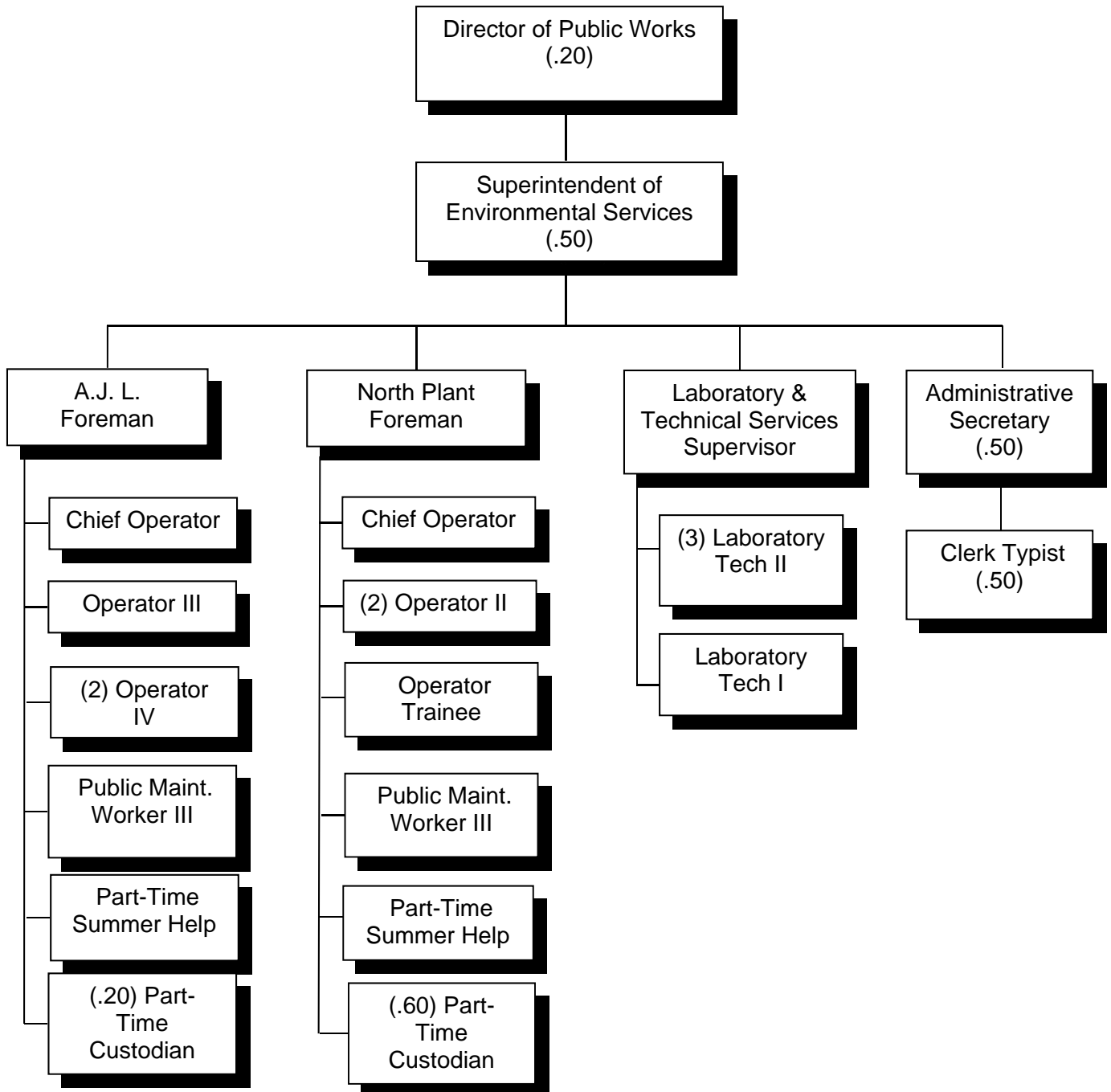
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Notes

4110 (1) TECH & CONSULT SVCS				50,000
50,000	CMOM - CAPACITY, MANAGEMENT, OPERATIONS & MAINTENANCE			
4115 (2) COMMUNICATIONS-TELEPHONE				20,700
18,700	MONTHLY PHONE SERVICE	2,000	CELLULAR PHONE SERVICE	
4175 (3) PUBLIC UTIL - ELEC EQUIP				50,000
34,500	GENERAL UTILITY ELECTRIC	15,500	ELECTRIC UTILITY FOR POND AERATORS	
4180 (4) REPAIRS & MAINTENANCE				444,500
77,000	GROUND MAINTENANCE CONTRACT	11,200	PREVENTIVE MAINT-PUMPING EQUIPMENT	
24,000	WESTWOOD PUMP & DAM REBUILD	5,300	REPAIR TO WELDERS, SAWS, PUMPS, GENERATORS OR COMPOSITORS	
4,000	REPAIR ELECTRICAL MOTORS			
15,000	ANNUAL LARGE DIAM SWR TELEVISION	260,000	SEWERLINE REHABILITATION	
19,000	WESTWOOD PUMP & DAM ROLLER REPLCMNT	14,000	DAPS WETWELL CLEANING	
10,000	ENGINE GENERATOR/INSPECTIONS	5,000	REPAIRS & MAINTENANCE	
4190 (5) RENTAL EQUIPMENT				6,600
6,600	HYDRO-CRANE FOR PUMP REMOVAL			
4203 (6) CLOTHING SUPPLIES				6,400
4,100	UNIFORM RENTAL - 7	1,100	WINTER OUTERWEAR	
900	SAFETY SHOES -7 PR	300	SUMMER TEE SHIRTS/GLOVES	
4204 (7) MOTOR FUEL & LUBRICANTS				4,400
2,500	MOTOR OILS FOR GENERATOR/DAPS ENGINES	1,900	DIESEL FUEL FOR GENERATORS & PUMPS	
4299 (8) OTHER OPERATING SUPPLIES				58,200
3,400	VACTOR HOSE/COUPLINGS/RAILS	3,500	OTHER OPERATING SUPPLIES AS REQ	
1,700	TOOLS, RAKES, BROOMS, SHOVELS	1,100	REPLACE SHORING TIMBERS AS REQ	
7,000	SEWER PIPE, COUPLINGS, BUSHINGS	2,900	MISC HARDWARE	
4,600	LATERAL SEWER REPAIR	2,500	CEMENT & MORTAR MIX	
6,000	GRANULAR TRENCH BACKFILL	3,500	REPLACEMENT PARTS FOR LIFT STATIONS	
15,000	LATERAL CAMERA	7,000	MANHOLE FRAMES, LIDS, RINGS, ETC	
4304 (9) EQUIPMENT				67,000
37,000	SCADA ALARM INSTALLATION	30,000	NEW LIFT STATION GENERATORS	
4549 (10) MYRICK LIFT STATION CONTROL				270,000
270,000	MYRICK AVE STORM REPLACEMENT			

WATER POLLUTION CONTROL

Organization Structure



WATER POLLUTION CONTROL

Narrative

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

Environmental Services Division

This department is under the direction of the Director of Public Works, Superintendent of Environmental Services and the various Division Foremen. Environmental Services is a multi-faceted division of Public Works consisting of the Water Pollution Control Division and the Sewer Division. These divisions are specifically designed to deal with the responsibilities of storm water collection and conveyance, wastewater collection and conveyance, advanced wastewater treatment, bio-solids treatment and disposal, solid waste collection and disposal and Addison's recycling program. In addition, Environmental Services investigates and mitigates air, noise and land pollution issues, along with the many other miscellaneous environmental services and issues that occur. This budget also provides partial funding for clerical and administrative staff.

Water Pollution Control Division

The Water Pollution Control Division is responsible for the treatment of over two billion gallons of municipal wastewater annually, exceeding the levels set forth in the Federal NPDES Permits. There are two wastewater treatment facilities which function under the direction as described above.

The North Facility is a 5.3 MGD Secondary, Activated Sludge Plant with nitrification process and storm water pumping/treatment capabilities located on Addison Road at the I-290 overpass. The facility is staffed by four IEPA licensed wastewater operators and one public maintenance worker III.

The A.J. LaRocca Facility is a 3.2 MGD Secondary, Activated Sludge Plant with nitrification process and combined sewer overflow pumping/treatment capabilities located on Villa Avenue just north of Fullerton Avenue. This plant is staffed by five IEPA licensed wastewater operators and one public maintenance worker III.

The two facilities, utilizing various screening, settling, biological, and filtering techniques separate the organic and inorganic solids found in the raw wastewater. The solids are removed and retained for processing of the organics before proper disposal and the removal and disposal of inorganics. The clear liquid portion of the wastewater (effluent) is chlorinated and then de-chlorinated prior to discharge into Salt Creek.

Laboratory & Technical Services Division

The Laboratory and Technical Services Division is responsible for the testing of all Addison wastewater, storm water, and bio-solids. The laboratory facility is located at the North Facility and consists of one laboratory supervisor, three laboratory technician II and one lab technician I. This division is also assigned the task of tracking, sampling, reporting, monitoring, and environmental enforcement within the industrial community. The division is responsible for all National Pollutant Discharge Elimination System (NPDES) permit testing.

WATER POLLUTION CONTROL

Narrative (Cont'd)

DESCRIPTION OF DEPARTMENTAL ACTIVITIES (Cont'd)

In addition, field staff investigates all instances of air, noise, and land pollution, and perform code enforcement activities for all environmental laws. This division also shares, along with the Engineering Division, the duties and responsibilities of the Municipal Separate Storm Sewer System (MS4) permit from Illinois EPA. The Federal Pretreatment Program mandates that all industrial dischargers be monitored for quantity and quality of generated wastes and pollutants.

FY 2018-19 Key Objectives

Strategic Priority 4: Infrastructure

1. Secure funding and contracts necessary with qualified engineering/consultant firms to establish guidelines and objectives in several environmental areas as required in the most recent NPDES permit incorporated in the facility plan.
2. Improve reliable infrastructure by replacing anaerobic digester covers, heat exchangers and pumping equipment at the North Wastewater Facility.
3. Continue annual SCADA system upgrade at the North Wastewater Facility to improve productivity via technology to monitor and operate facility.
4. Continue our involvement with the Salt Creek/DuPage River Watershed Group in an effort to acquire additional monitoring analysis from numerous sampling points along the watershed prior to "Total Maximum Daily Loading" implementation.

Strategic Priority 6: Employee Development Initiative

5. To utilize offsite education and onsite training to have employees fully trained and capable to complete a Certificate of Competency as a Wastewater Operator through the IEPA.

WATER POLLUTION CONTROL

Narrative (Cont'd)

Performance Measures

	FY 16-17 ACTUAL		FY17-18 ESTIMATE		FY 18-19 PROJECTION	
Inputs						
Direct Expenditures	\$4,840,835		\$4,671,700		\$5,060,800	
Number of Full Time Employees	19		19		19	
Billion Gallons Treated – AJL Facility	0.720		0.745		0.733	
Billion Gallons Treated – North Facility	1.220		1.202		1.428	
Total Gallons Treated – Billions	1.940		1.947		2.243	
Gallons Bio-solids Land Applied	0		0		0	
Cubic Yards of Bio-Solids Land Applied	5,535		4,450		4,993	
Cubic Yards of Bio-Solids to Landfill	0		0		0	
Total Laboratory Analysis Performed	32,318		31,659		31,989	
	AJL	NTP	AJL	NTP	AJL	NTP
NPDES Discharge Violations	0	1	0	0	0	0
Days lost to Occupational Injury	0	0	0	0	0	0
Effectiveness						
Effluent BOD, mg/l, Limit =20	2.35		2.48		2.42	
Pounds of BOD Removed	2,511,165		2,894,546		2,902,856	
Effluent Suspended Solids mg/l Limit =25	6.2		4.8		5.5	
Pounds of Suspended Solids Removed	1,864,658		2,071,532		2,326,676	
Dissolved Oxygen mg/l Limit=> 6.0	9.11		8.47		8.67	
Avg. Ammonia Nitrogen as N mg/l Limit = 1.5 April thru Oct.	0.179		0.208		0.201	
Avg. Ammonia Nitrogen as N mg/l Limit = 4.0 Nov thru Feb	0.471		0.476		0.474	
Pounds of Ammonia as N Removed	324,691		369,034		377,134	
Natural Gas Consumption – Total Therms	80,174		64,734		65,380	
Electrical Consumption – Total KWH	5,308,817		5,138,866		5,042,649	
Efficiency						
Effluent BOD,% Removal	94		95		98	
Effluent Suspended Solids,% Removal	94		96		96	
Avg. Ammonia Nitrogen as N % Removal	99		99		99	
Cost per Million Gallons Treated	\$2,236.00		\$2,424.00		\$1,995.00	

WATER POLLUTION CONTROL

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Mayor/Liquor Comm.	0.10	0.10	0.10	0.10	0.10
Village Clerk	0.10	0.10	0.10	0.10	0.10
Village Trustees (6)	0.60	0.60	0.60	0.60	0.60
Village Manager	0.10	0.10	0.10	0.10	0.10
Asst. Village Mgr/Dir. of Comm. Dev	0.10	0.10	0.10	0.10	0.10
Assistant Director of Community Dev.	0.10	0.10	0.10	0.10	0.10
Director Human Resources/Risk Mgmt.	0.10	0.10	0.10	0.10	0.10
Finance Director	0.15	0.15	0.15	0.15	0.15
Purchasing Agent	0.10	0.10	0.10	0.10	0.10
Assistant Finance Director - O&B	0.15	0.15	0.15	0.15	0.15
Accountant	0.15	0.15	0.15	0.15	0.15
Civil Engineer I	0.10	0.10	0.10	0.10	0.10
Village Engineer	0.10	0.10	0.10	0.10	0.10
Executive Assistant	0.10	0.10	0.10	0.10	0.10
Human Resources Assistant	0.10	0.10	0.10	0.10	0.10
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent Of Environmental Services	0.50	0.50	0.50	0.50	0.50
Foreman (2)	2.00	2.00	2.00	2.00	2.00
Laboratory & Technical Services Supervisor	1.00	1.00	1.00	1.00	1.00
Laboratory Technician II (3)	3.00	3.00	3.00	3.00	3.00
Laboratory Technician I	1.00	1.00	1.00	1.00	1.00
Principal Account Clerk (5)	1.11	1.11	1.11	1.11	1.11
Administrative Assistant	0.10	0.10	0.10	0.10	0.10
Administrative Secretary	0.50	0.50	0.50	0.50	0.50
Clerk Typist (4)	1.10	1.10	1.10	1.10	1.10
WWTP Chief Operator (2)	2.00	2.00	2.00	2.00	2.00
WWTP Operator Class II (2)	2.00	2.00	2.00	2.00	2.00
WWTP Operator Class III	1.00	1.00	1.00	1.00	1.00
WWTP Operator Class IV (2)	2.00	2.00	2.00	2.00	2.00
WWTP Operator Trainee	1.00	1.00	1.00	1.00	1.00
Public Maintenance Worker III (2)	2.00	2.00	2.00	2.00	2.00
Part-Time/Seasonal (2)	2.00	2.00	2.00	2.00	2.00
Part-Time Water Meter Reader	0.33	0.33	0.33	0.33	0.33
Part-Time Custodian	0.80	0.80	0.80	0.80	0.80
Total Budgeted:	<u>25.79</u>	<u>25.79</u>	<u>25.79</u>	<u>25.79</u>	<u>25.79</u>
Authorized & Unbudgeted:					
*Industrial Pretreatment Inspector	<u>1.00</u>				
<i>Subtotal:</i>	<u>1.00</u>				
Total Authorized:	<u>26.79</u>				

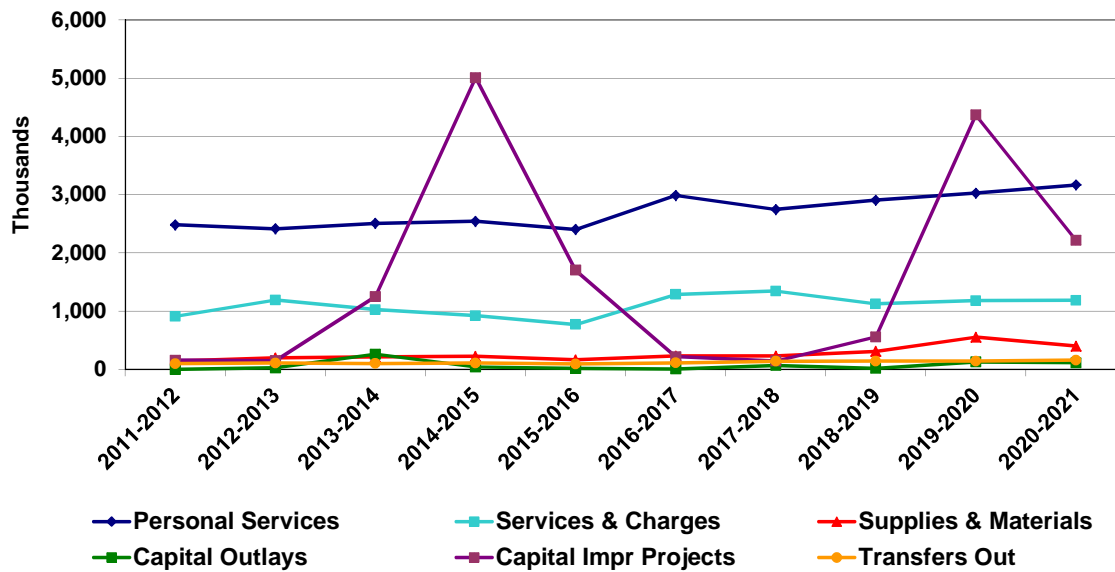
Note: Page 31 summarizes Employee Allocation Between Departments

*This position will remain unbudgeted until funding is available.

WATER POLLUTION CONTROL

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	2,747,100	2,905,900	3,025,600	3,166,200
Services & Charges	1,343,500	1,124,400	1,180,500	1,185,600
Supplies & Materials	230,000	309,400	555,400	398,400
Capital Outlays	67,500	18,000	128,000	113,000
Capital Improvement Projects	145,000	560,000	4,370,000	2,220,000
Transfers Out	138,600	143,100	141,700	158,900
Total	4,671,700	5,060,800	9,401,200	7,242,100



The increase in Capital Improvement Projects in FY 14 and FY 15 is due to infrastructure upgrades relative to a low interest IEPA loan.

The increase in Capital Improvement Projects in FY 19, 20 and 21 is due to digester complex improvements relative to a low interest IEPA loan.

WATER POLLUTION CONTROL

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
500.5032	EXPENDITURES							
		PERSONAL SERVICES						
500.5032.4001	SALARIES - ADMINISTRATIVE	532,183	519,155	542,600	530,000	553,900	570,100	598,200
500.5032.4002	WAGES CLERICAL	63,192	213,452	176,700	177,400	189,400	196,400	206,700
500.5032.4003	WAGES OPERATIONAL	1,018,395	1,115,937	1,129,700	1,060,000	1,147,400	1,198,600	1,250,400
500.5032.4004	OVERTIME	38,772	29,934	32,000	25,000	32,000	32,000	32,000
500.5032.4006	OTHER PAY	15,868	14,794	20,000	20,000	20,000	20,000	20,000
500.5032.4007	PART TIME	31,679	34,405	61,200	89,200	64,600	68,200	71,900
500.5032.4009	IMRF	240,367	249,197	245,800	240,000	249,800	259,200	270,700
500.5032.4010	SOCIAL SECURITY	136,188	145,776	152,000	141,000	155,700	161,600	168,800
500.5032.4012	HOSPITALIZATION	389,866	448,345	426,400	425,000	445,600	472,000	500,000
500.5032.4017	ELECTED OFFICIALS	6,463	6,251	6,500	6,500	6,500	6,500	6,500
500.5032.4020	SICK PAY	27,836	31,326	41,000	33,000	41,000	41,000	41,000
500.5032.4030	OPEB EXPENSE	(9,648)	(1,010)	0	0	0	0	0
500.5032.4035	IMRF PENSION EXPENSE	(88,795)	178,638	0	0	0	0	0
	SUBTOTAL	2,402,366	2,986,200	2,833,900	2,747,100	2,905,900	3,025,600	3,166,200
		SERVICES & CHARGES						
500.5032.4101	PROF SVCS-ACCTNG/AUDITING	2,656	2,946	2,700	2,700	2,800	2,900	3,000
500.5032.4105 (1)	PROF SVCS-DATA PROCESSING	2,795	3,054	8,100	8,100	8,100	8,100	8,100
500.5032.4107 (2)	PROF SVCS-MEDICAL	562	1,682	1,200	1,000	1,200	1,200	1,200
500.5032.4110 (3)	TECH & CONSULT SVCS	80,016	119,898	198,800	198,800	126,800	182,800	187,800
500.5032.4115 (4)	COMMUNICATIONS-TELEPHONE	23,774	18,365	22,200	18,000	22,200	22,200	22,200
500.5032.4116	COMMUNICATIONS-PORT DEV	47	832	400	1,200	400	400	400
500.5032.4117	COMMUNICATIONS-POSTAGE	634	640	1,000	600	1,000	1,000	1,000
500.5032.4118	COPY/REPRODUCTION	630	639	2,000	2,000	2,000	2,000	2,000
500.5032.4120	PUBLIC RELATIONS	132	250	0	0	0	0	0
500.5032.4159	IRMA INSURANCE	76,322	86,146	82,000	83,000	81,000	81,000	81,000
500.5032.4160	PRINTING	1,740	63	1,500	1,500	1,500	1,500	1,500
500.5032.4161	PUBLICATION OF NOTICES	563	396	1,000	500	0	0	0
500.5032.4163	CONFERENCES	4,528	4,056	5,000	5,000	5,000	5,000	5,000
500.5032.4164	TRAINING	2,929	2,585	2,600	2,600	12,600	12,600	12,600
500.5032.4170	PUBLIC UTIL - GAS HEAT	30,735	36,932	49,500	37,000	49,500	49,500	49,500
500.5032.4175	PUBLIC UTIL - ELEC EQUIP	319,484	301,843	375,000	400,000	375,000	375,000	375,000
500.5032.4176 (5)	PUBLIC UTIL - SOLID WASTE	150,049	168,600	195,000	195,000	195,000	195,000	195,000
500.5032.4180 (6)	REPAIRS & MAINTENANCE	108,031	365,819	256,600	314,000	162,100	162,100	162,100
500.5032.4190 (7)	RENTAL EQUIPMENT	1,237	1,419	9,000	3,000	9,000	9,000	9,000
500.5032.4192	DUES /SUBSCRIPTIONS	330	102,660	500	500	500	500	500
500.5032.4194	PERMIT FEE PAYMENTS	68,500	68,500	68,500	68,500	68,500	68,500	68,500
500.5032.4199	OTHER SERVICES & CHARGES	(104,911)	159	200	500	200	200	200
	SUBTOTAL	770,783	1,287,484	1,282,800	1,343,500	1,124,400	1,180,500	1,185,600
		SUPPLIES & MATERIALS						
500.5032.4201	OFFICE SUPPLIES	1,300	1,687	1,700	1,700	1,700	1,700	1,700
500.5032.4202 (8)	CLEANING SUPPLIES	2,254	3,601	4,200	4,200	4,200	4,200	4,200
500.5032.4203 (9)	CLOTHING SUPPLIES	11,258	14,136	16,400	15,000	16,400	16,400	16,400
500.5032.4204	MOTOR FUEL & LUBRICANTS	3,069	3,207	5,200	5,200	5,200	5,200	5,200
500.5032.4205 (10)	CHEMICALS	70,638	71,597	91,000	75,000	91,000	91,000	91,000
500.5032.4207	PUB GRNDS- MATL/SUPPLIES	927	997	1,500	1,500	1,500	1,500	1,500
500.5032.4208	BUILDING- MATL/SUPPLIES	0	467	5,000	1,500	5,000	5,000	5,000
500.5032.4299 (11)	OTHER OPERATING SUPPLIES	72,706	134,916	125,900	125,900	184,400	430,400	273,400
	SUBTOTAL	162,152	230,608	250,900	230,000	309,400	555,400	398,400

WATER POLLUTION CONTROL

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
500.5032	EXPENDITURES (CONT'D)							
		CAPITAL OUTLAYS						
500.5032.4304 (12)	EQUIPMENT	15,650	7,315	67,500	67,500	18,000	128,000	113,000
	SUBTOTAL	15,650	7,315	67,500	67,500	18,000	128,000	113,000
		CAPITAL IMPROVEMENT PROJECTS						
500.5032.4535	NTP WATER MAIN	0	0	0	0	0	0	45,000
500.5032.4569	REPLACE STANDBY FEED-NTP	119,000	0	0	0	0	0	0
500.5032.4570	EXCESS FLOW LIFT ST -IEPA 2	1,550,033	217,227	0	0	0	0	0
500.5032.4587	ANAEROBIC DIGTR CLEANING	0	0	105,000	105,000	0	105,000	0
500.5032.4587	DIGESTER COMPLEX IMPRVMT:	0	0	0	0	560,000	4,265,000	2,175,000
500.5032.4589	AERATION SYSTEM SHEATH	0	0	40,000	40,000	0	0	0
500.5032.4595	AIR MAIN REPAIR	35,000	0	0	0	0	0	0
	SUBTOTAL	1,704,033	217,227	145,000	145,000	560,000	4,370,000	2,220,000
		TRANSFERS OUT						
500.5032.4961	TRANSFER TO FLEET SERVICES	28,751	35,520	40,000	40,000	40,400	43,000	43,300
500.5032.4962	TRANSFER TO IT	49,789	62,281	92,300	92,300	83,100	76,500	93,400
500.5032.4964	TRANSFER TO ERF	14,900	14,200	6,300	6,300	19,600	22,200	22,200
	SUBTOTAL	93,440	112,001	138,600	138,600	143,100	141,700	158,900
	TOTAL FOR DEPARTMENT	5,148,424	4,840,835	4,718,700	4,671,700	5,060,800	9,401,200	7,242,100

WATER POLLUTION CONTROL

Notes

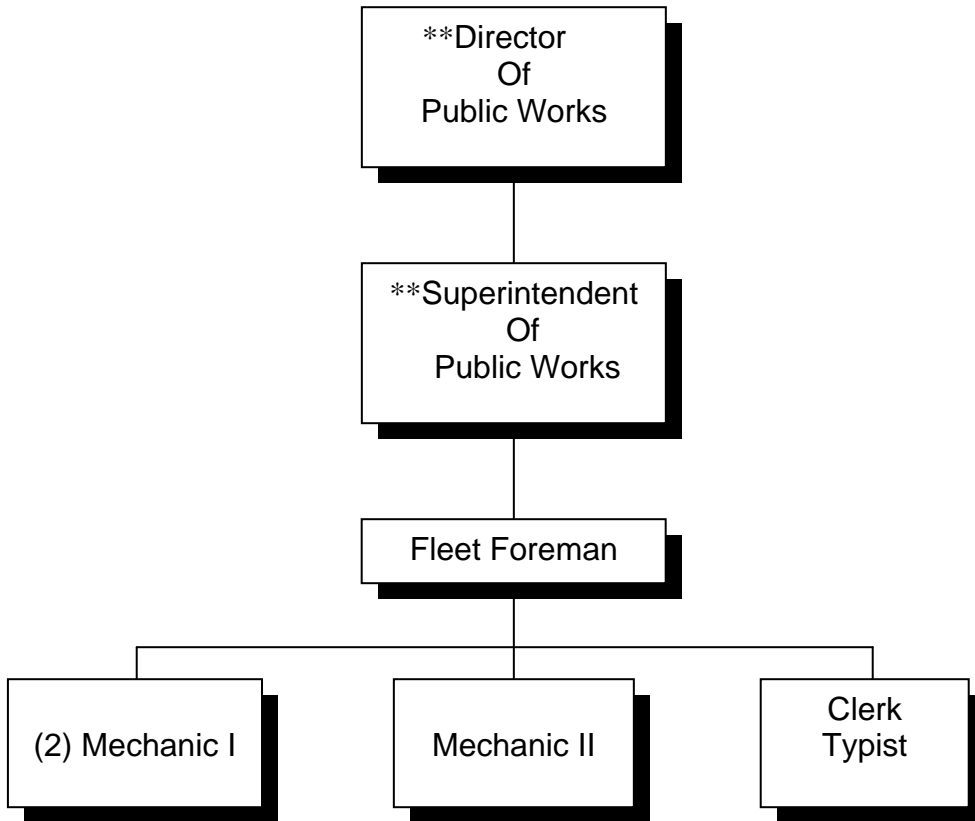
4105 (1)	PROF SERV DATA PROCESSING				8,100
	5,000 WONDERWARE SOFTWARE SUPPORT		1,500 SYNEXUS IPT DATA SUPPORT		
	1,600 OPERATOR 10-DATA SUPPORT				
4107 (2)	PROF SERV MEDICAL				1,200
	1,200 DRUG/ALCOHOL TESTING - CDL LICENSE				
4110 (3)	TECH & CONSULT SVCS				126,800
	16,500 LAB/PRETREATMENT REGULATIONS	106,000	SALT CREEK SPECIAL ASSESSMENT		
	4,300 BIOMONITORING ANALYSIS				
4115 (4)	COMMUNICATIONS-TELEPHONE				22,200
	14,100 MONTHLY PHONE SERVICE	8,100	CELLULAR PHONES/PORT DEV		
4176 (5)	PUBLIC UTIL - SOLID WASTE				195,000
	160,000 BIOSOLIDS HAULING	35,000	RECYCLE CENTER HAULING		
4180 (6)	REPAIRS & MAINTENANCE				162,100
	1,800 MAINTENANCE/CALIBRATION LAB EQUIP	25,000	RAW PUMP REBUILD		
	38,700 GROUND MAINTENANCE CONTRACT	20,000	VALVE REPLACEMENT/REPAIR		
	10,400 OTHER REPAIRS & MAINTENANCE	50,000	PUMP & GENERATOR REBUILDS		
	1,800 BI-ANNUAL CALIB AND SVS - ALL METER DEV	11,500	PUMPS & GENERATOR		
	2,900 REPAIR OF TRI-GAS METERS				
4190 (7)	RENTAL EQUIPMENT				9,000
	2,000 CRANE RNTL FOR LARGE EQUIP REMOVAL	5,000	GENERATOR RENTAL - NTP		
	2,000 DEIONIZED WATER SYSTEM (ANNUAL)				
4202 (8)	CLEANING SUPPLIES				4,200
	1,000 WATERLESS HAND CLEANER, HAND SOAP	1,000	MOPS, BUCKETS AND BUFFING PADS		
	1,400 WIPES, CLOTH AND PAPER	800	WINDOW CLEANER, FLOOR SOAP & WAX		
4203 (9)	CLOTHING SUPPLIES				16,400
	9,200 UNIFORMS INCLUDING FLASH CLOTHING -18	700	SUMMER TEE SHIRTS		
	2,300 SAFETY BOOTS-18	300	INSULATED GLOVES		
	2,700 WINTER OUTERWEAR	300	SHIRTS FOR CLERICAL STAFF		
	900 REPLACE RAIN GEAR & HIP BOOTS				
4205 (10)	CHEMICALS				91,000
	4,600 SULFUR DIOXIDE FOR DECHLORINATION	13,700	REAGENTS USED IN LABORATORY		
	15,300 CHLORINE FOR EFFLUENT DISINFECTION	57,400	POLYMERS FOR SLUDGE DEWATERING		
4299 (11)	OTHER OPERATING SUPPLIES				184,400
	2,900 TEST GASES/ELEMENTS FOR TRI-GAS METER	16,700	REPLACE & REPAIR PRTS FOR MAJOR EQUIP		
	2,200 BATTERIES FOR STANDBY GENERATORS	2,900	REPLACE PARTS FOR VALVES		
	6,500 REPLACE ELEMENTS FOR BLOWER INTAKES	5,000	CONTACT SETS FOR LRG HP MOTORS		
	2,900 SAND FOR SLUDGE DRYING BEDS	3,000	SAMPLING CONTAINERS		
	5,000 LAB GLASSWARE & EXPENDABLES	15,000	BELT PRESS MAINTENANCE/REPAIR		
	1,300 TOOLS, HOSES, BROOMS, SHOVELS	30,000	GATE ACTUATOR REPLACEMENT		
	1,800 PENETRANTS, SOLVENTS, DEGREASER,ETC	2,800	SELECTIVE ION PROBES/LAMP		
	2,100 WELDING & FLAME CUTTING SUPPLIES	1,300	COMPOSITE SAMPLES		
	8,400 ASSORTED NUTS, BOLTS & HARDWARE	800	COFFEE FOR ENVIRONMENTAL SVCS		
	4,600 ELECTRICAL	20,000	CLARIFIER MANIFOLD SEALS		
	2,200 GASKET MATERIALS	47,000	AIR HANDLER & CONDENSER UNITS		
4304 (12)	EQUIPMENT				18,000
	18,000 SCADA COMPUTER UPGRADE				



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FLEET SERVICES

Organization Structure



**Not charged to this department.

FLEET SERVICES

Narrative

Fleet Services is an Internal Service Fund and an operating unit of the Public Works Department. The department operates under the direction of the Director of Public Works, Superintendent of Public Works and the Fleet Services Foreman. Additional staff include two Mechanic I, one Mechanic II and one Clerk/Typist. The customers of Fleet Services are the vehicle and equipment users employed by all departments of the Village of Addison and the Addison Fire Protection District.

Funded by charging for all services and goods provided to its customers. All rates are based on break-even (zero-profit) funding. Support services are provided for approximately two hundred (200) vehicles and other equipment, twenty two (22) Lift Stations, Well Houses, Pumping Stations, and Standby Generators owned by the Village of Addison and twenty (20) vehicles and equipment owned by the Addison Fire Protection District. Additional vehicles and equipment owned by other taxing bodies within the Village of Addison receive fueling services.

DESCRIPTION OF DEPARTMENTAL ACTIVITIES

Core Services

- Fleet asset management
- Procurement of vehicles and equipment
- Storage and dispensing of fleet fuels, repair and maintenance services
- Vehicle replacement fund management

Functions

- Manages the procurement of all Village vehicles to ensure cost effectiveness.
- Maintains a fleet replacement schedule to minimize ownership costs.
- Provides specifications for vehicle procurement in a manner which maximizes vehicle utilization.
- Provides a quality preventative maintenance program and schedule to ensure reduced operating costs.
- Provides a quality vehicle and equipment repair service.
- Provides efficient equipment utilization through reduction of equipment downtime.
- Participates in Automotive Service Excellence (ASE) certification programs.
- Manages Village fuel purchase and usage.
- Manages automated fuel dispensing for Village equipment and other designated entities, 24 hours a day, 7 days a week.
- Manages tire and parts inventory.
- Manages vehicle replacement fund and internal service fund recommendations.
- Manages and maintains titles and license plates for all fleet vehicles.
- Manages vehicle and fleet equipment disposal.
- Assists the Risk Manager on insurance claims.

FLEET SERVICES

Narrative (Cont'd)

DESCRIPTION OF DEPARTMENTAL ACTIVITIES (Cont'd)

Functions (Cont'd)

- Fleet coordinates the following external services:
 1. Paint and body repair
 2. Transmission repair/rebuild
 3. Heavy duty suspension service
 4. Glass replacement
 5. Warranty repairs
- Furnish pool vehicles to meet customers' needs while their vehicle is being serviced.
- Provide roadside assistance or arrange towing 24 hours a day, 7 days a week for village vehicles or equipment.

FY 2018-19 Key Objectives

Strategic Priority 4: Infrastructure

1. Continue to maintain and operate all underground fuel storage tanks, pumps and associated piping and electrical, so as to minimize down time to our customers. Our customers include the Fire and Police departments, School Districts, Park District and Public Works.
2. Continue with the annual Equipment Replacement Fund. Working with all the individual divisions to make sure we our purchasing vehicles that are properly equipped to handle all the different job tasks associated within a division.
3. Continue using CFA and Petrovend systems to track and schedule preventative maintenance to minimize unscheduled downtime for all the above mentioned departments.
4. Continue to update and upgrade the equipment used in Fleet Services to meet the needs of the existing vehicles as well as the changing requirements placed on the newer vehicles due to technological advancements.

Strategic Priority 6: Employee Development

1. Utilize training and seminars for continuing education, which will aid in helping the mechanics keep their ASE certifications current.
2. Utilize seminars and training for current supervisors and for possible future supervisors.

FLEET SERVICES

Narrative (Cont'd)

Performance Measures

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY18-19 PROJECTION
Inputs			
Direct Expenditures	\$1,427,134	\$1,391,200	\$1,407,900
Number of Employees	5	5	5
Vehicles and Equipment	175	181	183
Outputs			
Number of Work Orders Completed	1,283	1,360	1,321
Gallons of Fuel Dispensed(Village Vehicles)	103,488	100,329	101,908
Effectiveness			
% Vehicles passing emissions on 1 st test	100%	100%	100%
% PMs performed as scheduled	100%	100%	100%
% Mechanic hours billed to repairs	76%	76%	77%
Effectiveness			
Average Cost per Mile			
- Automobiles	\$0.36	\$0.39	\$0.38
- Truck	\$1.06	\$0.97	\$1.01
- Police (Marked Squads)	\$0.53	\$0.57	\$0.55

FLEET SERVICES

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Foreman	1.00	1.00	1.00	1.00	1.00
Mechanic I (2)	2.00	2.00	2.00	2.00	2.00
Mechanic II	1.00	1.00	1.00	1.00	1.00
Clerk Typist	1.00	1.00	1.00	1.00	1.00
<i>Total Budgeted:</i>	5.00	5.00	5.00	5.00	5.00

Authorized & Unbudgeted:

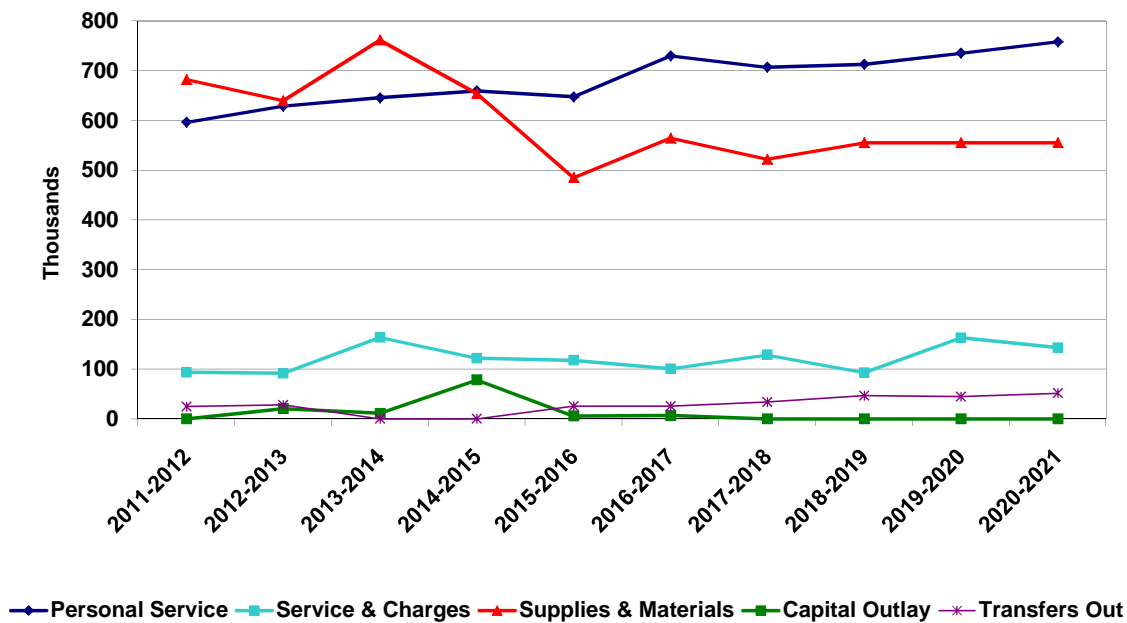
None

Total Authorized: 5.00

FLEET SERVICES

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	707,100	712,900	735,300	758,300
Services & Charges	128,600	93,200	163,200	143,200
Supplies & Materials	521,900	555,300	555,300	555,300
Capital Outlays	0	0	0	0
Transfers Out	33,600	46,500	44,700	51,400
Total	1,391,200	1,407,900	1,498,500	1,508,200



FLEET SERVICES (610)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
610.6100.6199	REVENUES							
		CHARGES FOR SERVICES						
610.6100.6199.3389	CHARGES FOR VEH REPAIRS	35,224	32,972	0	0	0	0	0
610.6100.6199.3399	OTHER CHARGES	80,487	70,687	0	0	0	0	0
	SUBTOTAL - CHARGES	115,711	103,659	0	0	0	0	0
		MISCELLANEOUS REVENUES						
610.6100.6199.3866	REIMB - EPA LEAK GAS TANKS	11,601	21,779	0	0	0	0	0
	SUBTOTAL - MISC	11,601	21,779	0	0	0	0	0
		TRANSFERS IN - GENERAL FUND						
610.6100.6199.3903	TRF FM-COMMUNITY RELATIONS	4,818	4,125	3,500	3,500	3,600	3,800	3,800
610.6100.6199.3904	TRF FM-BUILDING & GROUNDS	5,360	3,311	5,800	5,800	5,900	6,200	6,300
610.6100.6199.3905	TRF FM-POLICE	588,476	536,222	666,200	666,200	677,400	721,000	725,800
610.6100.6199.3906	TRF FM-COMMUNITY DEVELOP	39,732	28,253	46,000	46,000	46,600	49,600	49,900
610.6100.6199.3907	TRF FM-ELECTRICAL/FORESTRY	92,068	82,990	118,400	118,400	119,900	127,600	128,400
610.6100.6199.3908	TRF FM-STREET	260,092	278,241	275,600	275,600	278,800	296,800	298,700
	SUBTOTAL - GENERAL FUND	990,546	933,142	1,115,500	1,115,500	1,132,200	1,205,000	1,212,900
		TRANSFERS IN - WATER & SEWER FUND						
610.6100.6199.3950	TRF FM-WATER	66,894	108,262	72,400	72,400	73,300	78,000	78,500
610.6100.6199.3951	TRF FM-SEWER	117,815	140,692	160,100	160,100	162,000	172,500	173,500
610.6100.6199.3952	TRF FM-WATER PLTN CONTROL	28,751	35,520	40,000	40,000	40,400	43,000	43,300
	SUBTOTAL - W & S FUND	213,460	284,474	272,500	272,500	275,700	293,500	295,300
		TRANSFERS IN - INFORMATION TECHNOLOGY						
610.6100.6199.3962	TRF FM - IT	0	1,894	0	3,200	0	0	0
	SUBTOTAL - IT FUND	0	1,894	0	3,200	0	0	0
	TOTAL REVENUE	1,331,318	1,344,948	1,388,000	1,391,200	1,407,900	1,498,500	1,508,200

FLEET SERVICES (610)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
610.6100.6113	EXPENSES							
		PERSONAL SERVICES						
610.6100.6113.4001	SALARIES - ADMINISTRATIVE	100,975	106,137	107,300	109,300	109,900	113,300	116,700
610.6100.6113.4002	WAGES CLERICAL	68,637	72,482	64,200	64,200	65,800	67,800	69,800
610.6100.6113.4003	WAGES OPERATIONAL	259,151	264,624	271,400	270,600	278,200	286,500	295,100
610.6100.6113.4004	OVERTIME	13,779	14,752	23,000	21,000	23,000	23,000	23,000
610.6100.6113.4006	OTHER PAY	5,627	4,443	7,000	6,000	7,000	7,000	7,000
610.6100.6113.4009	IMRF	58,817	61,237	61,300	63,200	62,200	64,000	65,800
610.6100.6113.4010	SOCIAL SECURITY	34,203	35,291	36,600	36,600	37,500	38,500	39,600
610.6100.6113.4012	HOSPITALIZATION	113,491	116,235	120,200	120,200	117,300	123,200	129,300
610.6100.6113.4020	SICK PAY	9,025	9,251	12,000	16,000	12,000	12,000	12,000
610.6100.6113.4030	OPEB EXPENSE	5,445	1,501	0	0	0	0	0
610.6100.6113.4035	IMRF PENSION EXPENSE	(21,757)	43,764	0	0	0	0	0
	SUBTOTAL	647,393	729,717	703,000	707,100	712,900	735,300	758,300
		SERVICES & CHARGES						
610.6100.6113.4105	(1) PROF SVCS-DATA PROC	4,180	2,345	2,900	3,000	2,900	2,900	2,900
610.6100.6113.4107	(2) PROF SVCS-MEDICAL	214	234	1,000	100	1,000	1,000	1,000
610.6100.6113.4110	TECH. & CONSULT. SVCS.	380	228	200	200	200	200	200
610.6100.6113.4115	COMMUNICATIONS-TELEPHONE	1,571	2,088	1,800	1,800	1,800	1,800	1,800
610.6100.6113.4116	COMMUNICATIONS-PORT DEV	(107)	7	0	600	0	0	0
610.6100.6113.4117	COMMUNICATIONS-POSTAGE	112	0	200	100	200	200	200
610.6100.6113.4118	COPY/REPRODUCTION	815	363	400	400	400	400	400
610.6100.6113.4159	IRMA INSURANCE	31,259	32,006	28,000	27,700	26,100	26,100	26,100
610.6100.6113.4160	PRINTING	0	0	200	200	200	200	200
610.6100.6113.4161	PUBLICATION OF NOTICES	0	180	100	200	100	100	100
610.6100.6113.4163	CONFERENCES	246	189	500	500	500	500	500
610.6100.6113.4164	TRAINING	1,112	806	1,700	1,700	700	700	700
610.6100.6113.4176	PUB UTIL - SOLID WASTE	1,061	1,632	1,200	1,200	1,200	1,200	1,200
610.6100.6113.4180	(3) REPAIRS & MAINTENANCE	69,457	51,695	46,200	79,400	46,200	46,200	46,200
610.6100.6113.4192	DUES & SUBSCRIPTIONS	4,015	4,591	4,300	4,500	4,300	4,300	4,300
610.6100.6113.4199	(4) OTHER SERVICES & CHARGES	3,436	4,416	7,400	7,000	7,400	77,400	57,400
	SUBTOTAL	117,751	100,780	96,100	128,600	93,200	163,200	143,200
		SUPPLIES & MATERIALS						
610.6100.6113.4201	OFFICE SUPPLIES	810	623	800	800	800	800	800
610.6100.6113.4203	(5) CLOTHING SUPPLIES	2,393	2,104	3,400	3,000	3,400	3,400	3,400
610.6100.6113.4204	MOTOR FUEL & LUBRICANTS	256,381	275,308	370,000	337,000	370,000	370,000	370,000
610.6100.6113.4209	MOTOR VEH MATL/SUPPLIES	196,703	236,807	153,200	153,200	153,200	153,200	153,200
610.6100.6113.4299	(6) OTHER OPERATING SUPPLIES	28,766	49,873	27,900	27,900	27,900	27,900	27,900
	SUBTOTAL	485,053	564,715	555,300	521,900	555,300	555,300	555,300
		CAPITAL OUTLAYS						
610.6100.6113.4301	OFFICE EQUIPMENT	0	2,191	0	0	0	0	0
610.6100.6113.4304	EQUIPMENT	5,824	4,350	0	0	0	0	0
	SUBTOTAL	5,824	6,541	0	0	0	0	0
		TRANSFERS OUT						
610.6100.6113.4962	TRANSFER TO IT	23,153	23,281	33,600	33,600	22,900	21,100	25,800
610.6100.6113.4964	TRANSFER TO ERF	2,100	2,100	0	0	23,600	23,600	25,600
	SUBTOTAL	25,253	25,381	33,600	33,600	46,500	44,700	51,400
	TOTAL EXPENSES	1,281,274	1,427,134	1,388,000	1,391,200	1,407,900	1,498,500	1,508,200
	FUND BALANCE, BEGINNING	(407,061)	(357,017)	(439,203)	(439,203)	(439,203)	(439,203)	(439,203)
	CHANGE IN ACCTG PRINCIPLE							
	REV. OVER (UNDER) EXP.	50,044	(82,186)	0	0	0	0	0
	FUND BALANCE, ENDING	(357,017)	(439,203)	(439,203)	(439,203)	(439,203)	(439,203)	(439,203)

FLEET SERVICES (610)

Notes

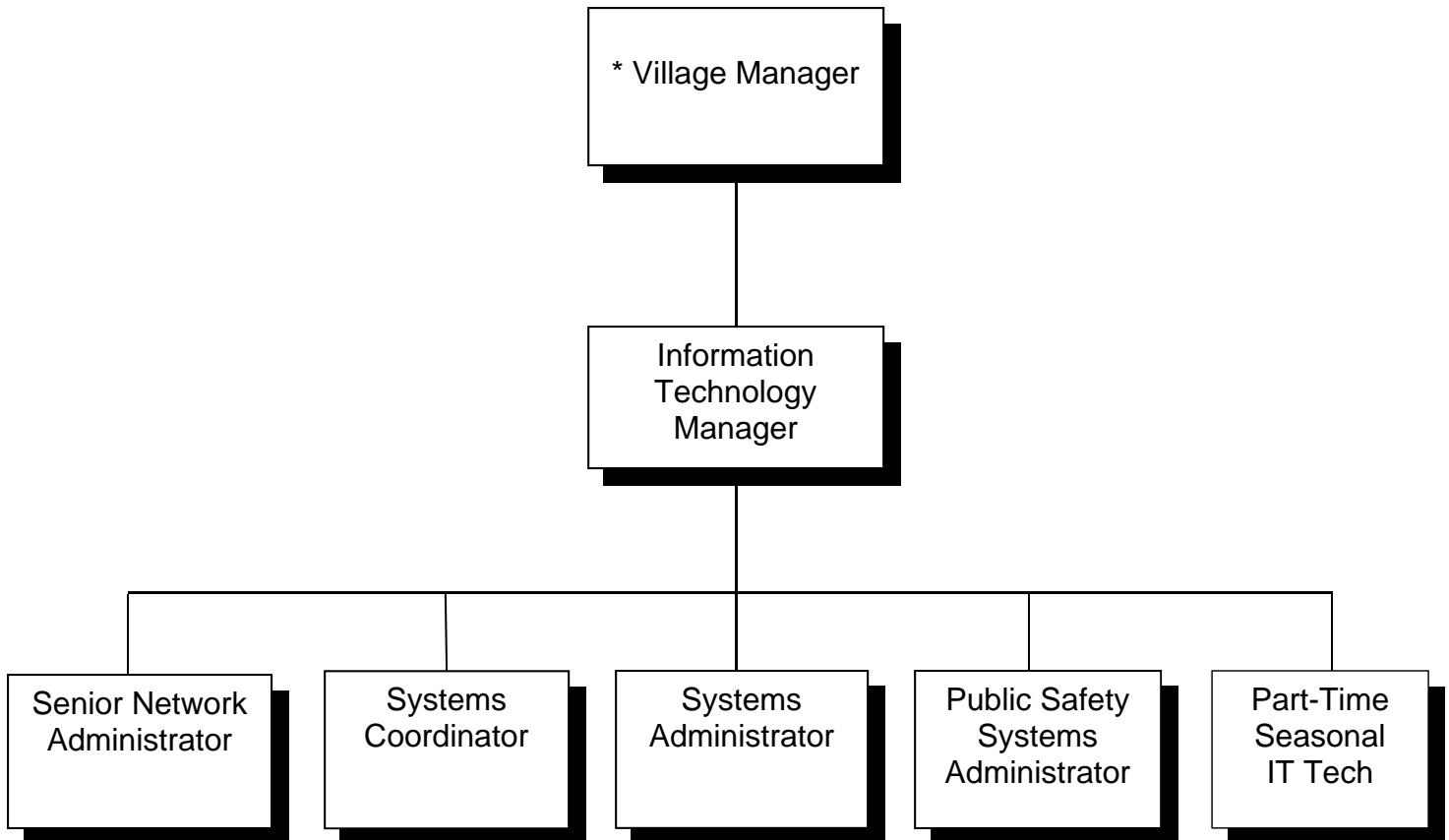
4105	(1)	PROF SERV DATA PROCESSING			2,900
		1,600 CFA SUBSCRIPTION		1,300 VCM SOFTWARE LICENSING	
4107	(2)	PROF SERV MEDICAL			1,000
		200 DRUG & ALCOHOL SCREEN FOR CDL'S		600 PRESCRIPTION SAFETY GLASSES	
		200 HEARING TESTS			
4180	(3)	REPAIRS & MAINTENANCE			46,200
		43,100 GENERAL REPAIRS		3,100 UST TANK TIGHTNESS TEST	
4199	(4)	OTHER SERVICES AND CHARGES			7,400
		3,000 FUEL SYSTEM AND COMPUTER SVC		2,000 HOIST AND COMPRESSOR INSP/REP	
		2,400 CDL'S, LICENSE PLATES AND REG			
4203	(5)	CLOTHING SUPPLIES			3,400
		1,800 UNIFORMS		240 GLOVES & SAFETY EQUIPMENT	
		500 4 PAIRS OF BOOTS @ \$125		600 WINTERWEAR	
		160 T-SHIRTS		100 RAGS	
4299	(6)	OTHER OPERATING SUPPLIES			27,900
		27,900 OIL DRY, SOAP, WRENCH REPLACEMENTS, SPECIALTY TOOLS, SAFETY EQUIPMENT, WELDING SUPPLIES, CUTTING & GRINDING BLADES, WHEELS, ETC			



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INFORMATION TECHNOLOGY

Organization Structure



* Not charged to this budget

INFORMATION TECHNOLOGY

Narrative

Description of Departmental Activities

The Information Technology Manager, who is assisted by the Systems Coordinator, Senior Network Administrator, Systems Administrator, Public Safety Administrator, and the G.I.S. Administrator provides internal computer and telephone services to all operating departments in the Village of Addison. Services provided include, but are not limited to, the management of the Village's information technology including the Village's computer network, telephone system, software and hardware maintenance, network based technologies, and coordination with outside vendors for software and hardware maintenance, upgrades, and service provisions not otherwise provided by this department.

Data Processing

Under the direction of the Village Manager, the Information Technology Manager and staff are responsible for the operation and maintenance of all computers, telephones, and networked systems installed in the Village of Addison. The primary responsibility of this unit is to maximize the technology availability and access to a stable, dependable, and secure information processing system throughout the Village. Areas of responsibility include, but are not limited to, the following:

- *Systems Management and Development
- *Hardware and Software Maintenance
- *Project Development
- *User Training Programs
- *Public Safety Systems Management and Development
- *System Security
- *Project Management
- *Programming
- *G.I.S.

FY 2018-19 Key Objectives

Strategic Priority 4: Infrastructure

1. Improve employee efficiency
 - Continue to enhance the paperless office concept
 - Increase usage of the internet as a tool
 - Foster growth of the G.I.S. system
 - Upgrade or replace existing legacy programs
 - Increase usage of Unified Communications
2. Improve hardware efficiency
 - Continue replacement of laptop computers
 - Continue using consolidation and virtualization to upgrade servers
 - Upgrade communications between facilities
 - Continue 20% annual desktop replacement program
 - Upgrade Addison Consolidated Dispatch Center computers

INFORMATION TECHNOLOGY

Narrative (Cont'd)

FY 2018-19 Key Objectives (Cont'd)

Strategic Priority 4: Infrastructure (Cont'd)

3. Improve system security

- Continue to monitor and close security threats
- Continue off-site backup software
- Enforce employee Mobile Device usage policy
- Continue VPN development and deployment

4. Improve service to stakeholders

- Use Active Directory for password consolidation
- Continue training for IT staff
- Maintain existing service contracts
- Complete upgrading of communications system
- Development of department operational manual

Performance Measures

	FY 16-17 ACTUAL	FY 17-18 ESTIMATE	FY 18-19 PROJECTION
Inputs			
Direct Expenditures	\$1,206,624	\$1,736,600	\$1,702,700
Number of Employees	4	6	6
Outputs			
Workstations Administered	173	215	230
Laptops Administered	45	70	80
Printers Administered	66	45	48
Servers Administered	19	30	36
LAN/WAN Hardware Administered	26	36	42
Efficiency			
Percentage of Time Servers are Available	99.99%	99.99%	99.99%
Number of Vendor Service Calls	45	50	65
Percent Work Hours Systems Operational	99.99%	99.99%	99.99%

INFORMATION TECHNOLOGY

Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2018-2019</u>	<u>Fiscal Year 2019-2020</u>	<u>Fiscal Year 2020-2021</u>	<u>Fiscal Year 2021-2022</u>
Authorized & Budgeted:					
Information Technology Manager	1.00	1.00	1.00	1.00	1.00
Systems Coordinator	1.00	1.00	1.00	1.00	1.00
Senior Network Administrator	1.00	1.00	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00	1.00	1.00
Public Safety Systems Administrator	1.00	1.00	1.00	1.00	1.00
Part-Time Seasonal IT Tech	1.00	1.00	1.00	1.00	1.00
Civil Engineer II	0.20	0.20	0.20	0.20	0.20
Total Budgeted:	<u>6.20</u>	<u>6.20</u>	<u>6.20</u>	<u>6.20</u>	<u>6.20</u>
Authorized & Unbudgeted:					
GIS Administrator	<u>1.00</u>				
<i>Subtotal:</i>	<u>1.00</u>				
Total Authorized:	<u><u>7.20</u></u>				

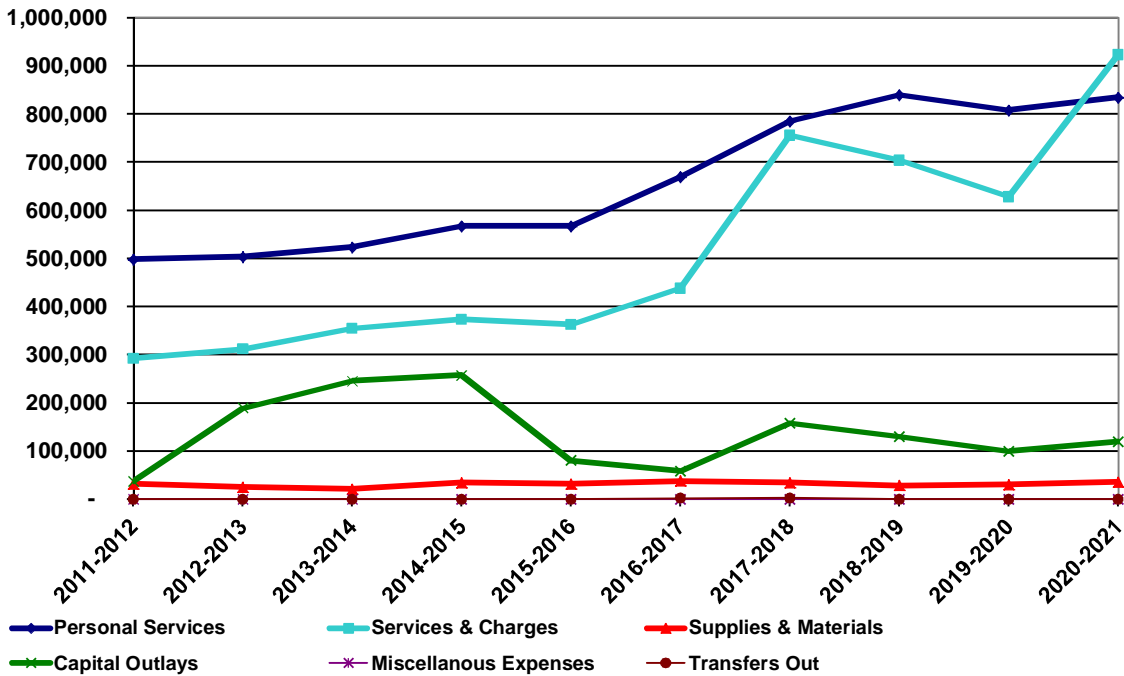
Note: Page 31 summarizes Employee Allocation Between Departments

In 2010 & 2011, the Village offered a Voluntary Separation plan to avoid layoffs. A civil engineer has taken over some of the GIS Administrator duties; in turn, the Village has allocated 20% of this position to this department. The GIS Administrator position will remain unbudgeted until funding is available.

INFORMATION TECHNOLOGY

Expenditure Summary

<u>Operating Expenditures</u>	2017-2018 Estimate	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Personal Services	785,100	839,400	807,900	834,700
Services & Charges	756,400	704,800	628,700	923,100
Supplies & Materials	33,900	28,500	30,500	35,500
Capital Outlays	158,000	130,000	100,000	120,000
Transfers Out	3,200	0	0	0
Total	1,736,600	1,702,700	1,567,100	1,913,300



INFORMATION TECHNOLOGY (620)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
620.9962	REVENUES							
		MISCELLANEOUS REVENUES						
620.9962.3870	GAIN SALE OF FIXED ASSETS	66	100	0	0	0	0	0
	SUBTOTAL	66	100	0	0	0	0	0
		TRANSFERS IN - GENERAL FUND						
620.9962.3901	TRF FM-ADMINISTRATION	143,156	208,809	310,400	310,400	306,700	282,300	344,700
620.9962.3902	TRF FM-FINANCE	80,943	73,489	109,100	109,100	86,000	79,100	96,600
620.9962.3903	TRF FM-COMMUNITY RELATIONS	34,260	31,059	46,100	46,100	48,700	44,800	54,800
620.9962.3904	TRF FM-BUILDING & GROUNDS	18,636	16,915	25,200	25,200	20,100	18,500	22,500
620.9962.3905	TRF FM-POLICE	449,892	460,238	683,700	683,700	516,000	474,700	579,700
620.9962.3906	TRF FM-COMMUNITY DEVELOP	105,791	90,404	134,200	134,200	103,200	95,000	116,000
620.9962.3907	TRF FM-ELECTRICAL/FORESTRY	9,318	8,505	12,600	12,600	11,500	10,600	12,900
620.9962.3908	TRF FM-STREET	31,154	33,926	50,300	50,300	74,500	68,600	83,700
620.9962.3909	TRF FM-HHRC	62,213	62,213	92,300	92,300	71,700	66,000	80,500
620.9962.3911	TRF FM-CONSOLID DISPATCH	38,971	42,431	62,900	62,900	289,500	266,500	325,300
	SUBTOTAL - GENERAL FUND	974,334	1,027,989	1,526,800	1,526,800	1,527,900	1,406,100	1,716,700
		TRANSFERS IN - WATER & SEWER FUND						
620.9962.3950	TRF FM-WATER	34,260	33,926	50,300	50,300	34,400	31,700	38,700
620.9962.3951	TRF FM-SEWER	18,636	22,649	33,600	33,600	34,400	31,700	38,700
620.9962.3952	TRF FM-WATER POLL CONTROL	49,789	62,281	92,300	92,300	83,100	76,500	93,400
	SUBTOTAL - W & S FUND	102,685	118,856	176,200	176,200	151,900	139,900	170,800
		TRANSFERS IN - FLEET SERVICES FUND						
620.9962.3961	TRF FM-FLEET SERVICES	23,153	23,281	33,600	33,600	22,900	21,100	25,800
	SUBTOTAL - FLEET SERVICES	23,153	23,281	33,600	33,600	22,900	21,100	25,800
	TOTAL REVENUE	1,100,238	1,170,226	1,736,600	1,736,600	1,702,700	1,567,100	1,913,300

INFORMATION TECHNOLOGY (620)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
620.9962	EXPENSES							
		PERSONAL SERVICES						
620.9962.4001	SALARIES - ADMINISTRATIVE	379,235	439,587	525,700	512,000	534,000	548,900	564,900
620.9962.4002	WAGES CLERICAL	0	(927)	0	0	0	0	0
620.9962.4006	OTHER PAY	927	2,432	9,000	8,000	9,000	9,000	9,000
620.9962.4007	PART TIME	539	0	0	24,000	48,300	0	0
620.9962.4009	IMRF	35,467	55,465	68,300	68,300	74,900	70,900	72,900
620.9962.4010	SOCIAL SECURITY	52,313	32,656	40,800	39,000	45,100	42,700	43,900
620.9962.4012	HOSPITALIZATION	31,312	94,256	123,300	123,300	121,100	128,400	136,000
620.9962.4020	SICK PAY	78,266	5,878	7,000	10,500	7,000	8,000	8,000
620.9962.4022	LIFE INSURANCE	4,452	0	0	0	0	0	0
620.9962.4030	OPEB	3,875	1,096	0	0	0	0	0
620.9962.4035	IMRF PENSION EXPENSE	(19,309)	38,851	0	0	0	0	0
	SUBTOTAL	567,077	669,294	774,100	785,100	839,400	807,900	834,700
		SERVICES & CHARGES						
620.9962.4105	(1) PROF SVCS-DATA PROCESSING	163,433	222,866	353,600	353,600	320,000	300,000	594,400
620.9962.4107	PROF SVCS.-MEDICAL	0	0	0	100	0	0	0
620.9962.4110	(2) TECH & CONSULT SVCS	68,457	65,089	183,000	183,000	123,000	85,000	85,000
620.9962.4115	(3) COMMUNICATIONS-TELEPHONE	55,483	65,842	108,100	104,100	108,100	100,000	100,000
620.9962.4116	(4) COMMUNICATIONS-PORTABLE DEV	6,854	8,783	12,000	10,000	20,000	10,000	10,000
620.9962.4118	COPY/REPRODUCTION	687	330	700	500	700	700	700
620.9962.4159	IRMA INSURANCE	5,574	6,000	6,000	5,900	5,800	5,800	5,800
620.9962.4163	CONFERENCES	863	801	5,000	3,000	5,000	5,000	5,000
620.9962.4164	TRAINING	13,034	3,429	16,000	10,000	16,000	16,000	16,000
620.9962.4180	(5) REPAIRS & MAINTENANCE	48,536	64,531	85,200	85,200	105,200	105,200	105,200
620.9962.4192	(6) DUES/SUBSCRIPTIONS	365	1,144	1,000	1,000	1,000	1,000	1,000
620.9962.4199	OTHER SERVICES & CHARGES	0	36	0	0	0	0	0
	SUBTOTAL	363,286	438,851	770,600	756,400	704,800	628,700	923,100
		SUPPLIES & MATERIALS						
620.9962.4201	OFFICE SUPPLIES	113	28	0	0	0	0	0
620.9962.4203	CLOTHING SUPPLIES	389	393	400	400	500	500	500
620.9962.4299	(7) OTHER OPERATING SUPPLIES	31,230	37,354	33,500	33,500	28,000	30,000	35,000
	SUBTOTAL	31,732	37,775	33,900	33,900	28,500	30,500	35,500
		CAPITAL OUTLAYS						
620.9962.4304	(8) EQUIPMENT	80,303	58,810	158,000	158,000	130,000	100,000	120,000
	SUBTOTAL	80,303	58,810	158,000	158,000	130,000	100,000	120,000
		TRANSFERS OUT						
620.9962.4961	TRANSFER TO FLEET SERVICES	0	1,894	0	3,200	0	0	0
620.9962.4964	TRANSFER TO ERF	0	0	0	0	0	0	0
	SUBTOTAL	0	1,894	0	3,200	0	0	0
	TOTAL EXPENSES	1,042,398	1,206,624	1,736,600	1,736,600	1,702,700	1,567,100	1,913,300
	FUND BALANCE, BEGINNING	77,153	134,993	98,595	98,595	98,595	98,595	98,595
	REV. OVER (UNDER) EXP.	57,840	(36,398)	0	0	0	0	0
	FUND BALANCE, ENDING	134,993	98,595	98,595	98,595	98,595	98,595	98,595

INFORMATION TECHNOLOGY (620)

Notes

4105 (1) PROF SERV DATA PROCESSING				320,000
95,000	IDC SOFTWARE LICENSE	45,000	GOOGLE APPS	
2,500	ADOBE CREATIVE SUITE LICENSING	3,000	NETWORK MONITORING STATION	
58,000	MICROSOFT LICENSING	25,000	SOPHOS LICENSING	
11,000	LASERFICHE SOFTWARE MAINTENANCE	20,000	VPN LICENSING	
1,000	PAST PERFECT MAINTENANCE	36,000	IT ASSET/SERVICE MANAGEMENT	
17,000	ESRI ARCVIEW MAINTENANCE	1,500	SSL CERTIFICATE LICENSING	
5,000	IDC DATA VAULT BACKUP			
4110 (2) TECH. & CONSULT. SVCS.				123,000
8,000	PHONE SYSTEM SUPPORT	10,000	EXTREME/CISCO SUPPORT	
25,000	CONSULTING, GIS	60,000	CONSULTING, PUBLIC SAFETY SYSTEMS	
20,000	CONSULTING, VMWARE & FIREWALLS			
4115 (3) COMMUNICATIONS-TELEPHONE				108,100
3,100	CELL PHONES - IT STAFF	105,000	CIRCUITS, DATA, PHONE, INTERNET	
4116 (4) COMMUNICATIONS - PORTABLE DEVICES				20,000
10,000	TABLET TYPE DEVICE	10,000	IPAD STANDARD	
4180 (5) REPAIRS & MAINTENANCE				105,200
6,000	PRINTER MAINTENANCE	12,000	PHONE SYSTEM MAINTENANCE	
3,000	PC REPLACEMENT PARTS	5,000	NUPOINT MAINTENANCE	
4,700	UPS MAINTENANCE	10,000	MICROWAVE MAINTENANCE	
10,000	ACDC PORTAL MAINTENANCE	6,000	MITEL SOFTWARE MAINTENANCE	
12,500	POWER DMS MAINTENANCE	20,000	EXTREME MAINTENANCE	
16,000	SERVER MAINTENANCE			
4192 (6) DUES/SUBSCRIPTIONS				1,000
200	MICROSOFT REFERENCE MATERIAL	200	MITEL REFERENCE MATERIAL	
200	MISC REFERENCE MATERIAL	200	VMWARE REFERENCE MATERIAL	
200	GIS REFERENCE MATERIAL			
4299 (7) OTHER OPERATING SUPPLIES				28,000
2,000	BACKUP MEDIA	2,000	MISC TOOLS	
12,000	TONER CARTRIDGES	5,000	PLOTTER INK & PAPER	
2,000	DRIVES (SERVERS)	5,000	BATTERY REPLACEMENT-CHLORIDE UPS	
4304 (8) EQUIPMENT				130,000
15,000	WORKSTATION REPLACEMENTS	20,000	LAPTOP REPLACEMENTS	
15,000	IP PHONES	40,000	WIRELESS ACCESS POINTS	
20,000	SERVER UPGRADE	20,000	COPIER/PLOTTER - COM DEV	

EQUIPMENT REPLACEMENT FUND (ERF)

Narrative

This fund accounts for the pay-as-you-go purchase and replacement of Village vehicles and equipment costing in excess of \$10,000. Monies are transferred annually from individual operating funds to the ERF based on the Fleet Services' estimates of replacement cost and replacement date. This fund was established in FY 2003 with a transfer from the Water and Sewer Fund. General Fund vehicles were added in FY 2005 using partial proceeds of the \$7,500,000, 2004 General Obligation Bond. The 2004 G.O. Bond has been refunded by the 2012 G.O. Refunding Bond issue. The purpose of this fund is to smooth out annual vehicle and equipment expenses and to provide a solid funding plan for these replacements.

EQUIPMENT REPLACEMENT FUND (ERF) (640)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-2021 BUDGET
640.9964	REVENUES							
		INTEREST INCOME						
640.9964.3510	INVESTMENT INTEREST	5,400	22,037	8,000	8,000	8,000	8,000	8,000
	SUBTOTAL	5,400	22,037	8,000	8,000	8,000	8,000	8,000
		MISCELLANEOUS REVENUES						
640.9964.3853	AUCTION/SALE CAPITAL ASSETS	74,621	90,537	0	34,150	0	0	0
640.9964.3861	CONTRIBUTED CAPITAL	27,168	0	0	0	0	0	0
640.9964.3869	IRMA COMP FOR LOSS	0	0	0	0	0	0	0
640.9964.3870	GAIN ON SALE OF FIXED ASSETS	(6,280)	20,040	0	0	0	0	0
640.9964.3875	GAIN/LOSS SALE OF INVEST	0	0	0	0	0	0	0
640.9964.3988	MISCELLANEOUS REVENUES	0	0	0	0	0	0	0
	SUBTOTAL	95,509	110,577	0	34,150	0	0	0
		TRANSFERS IN - GENERAL FUND						
640.9964.3903	TRF FM-COMMUNITY RELATIONS	4,900	3,000	3,000	3,000	3,000	3,000	3,000
640.9964.3904	TRF FM-BUILDING & GROUNDS	13,000	13,000	26,600	26,600	35,000	32,000	32,000
640.9964.3905	TRF FM-POLICE	251,200	223,000	224,200	224,200	311,000	288,000	215,200
640.9964.3906	TRF FM-COMMUNITY DEVELOP.	16,800	10,300	15,900	15,900	66,300	32,000	24,600
640.9964.3907	TRF FM-ELECTRICAL/FORESTRY	88,900	73,800	110,400	110,400	100,300	107,600	101,100
640.9964.3908	TRF FM-STREET	231,000	245,400	298,400	298,400	237,600	237,200	239,700
	SUBTOTAL	605,800	568,500	678,500	678,500	753,200	699,800	615,600
		TRANSFERS IN - WATER & SEWER FUND						
640.9964.3950	TRF FM-WATER	63,800	58,700	109,800	109,800	118,800	125,300	117,800
640.9964.3951	TRF FM-SEWER	138,400	60,200	74,300	74,300	108,500	112,200	108,400
640.9964.3952	TRF FM-WATER POLL. CONTRL	14,900	14,200	6,300	6,300	19,600	22,200	22,200
	SUBTOTAL	217,100	133,100	190,400	190,400	246,900	259,700	248,400
		TRANSFERS IN - FLEET SERVICES & INFORMATION SYSTEMS						
640.9964.3961	TRF FM-FLEET SERVICES	2,100	2,100	0	0	23,600	23,600	25,600
	SUBTOTAL	2,100	2,100	0	0	23,600	23,600	25,600
	TOTAL REVENUES	925,909	836,314	876,900	911,050	1,031,700	991,100	897,600

EQUIPMENT REPLACEMENT FUND (ERF) (640)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-2021 BUDGET
640.9964	EXPENSES							
		SUPPLIES & MATERIALS						
640.9964.4209	MOTOR VEH MAT & SUPPLIES	31	0	0	56	0	0	0
	SUBTOTAL	31	0	0	56	0	0	0
		CAPITAL OUTLAYS - GENERAL FUND						
640.9964.4341	ERF EQUIP-FINANCE	0	0	0	0	0	0	0
640.9964.4342	ERF EQUIP-COMM RELATIONS	0	0	0	0	0	0	0
640.9964.4343	ERF EQUIP-BUILDING & GROUNDS	39,390	74,139	0	0	42,000	50,000	0
640.9964.4344	ERF EQUIP-POLICE	359,523	340,582	239,000	291,300	277,000	211,000	260,000
640.9964.4345	ERF EQUIP-COMM DEVELOP	0	31,667	48,000	46,500	44,000	75,000	25,500
640.9964.4346	ERF EQUIP-ELECT/FORESTRY	154,229	144,742	268,000	268,000	0	220,000	155,000
640.9964.4347	ERF EQUIP-STREET	165,275	202,210	54,000	93,500	319,000	205,000	0
	SUBTOTAL	718,417	793,340	609,000	699,300	682,000	761,000	440,500
		CAPITAL OUTLAYS - WATER & SEWER FUND						
640.9964.4350	ERF EQUIP-WATER	25,130	40,212	244,000	80,900	78,000	26,000	100,000
640.9964.4351	ERF EQUIP-SEWER	153,583	123,075	67,000	67,000	270,000	105,000	120,000
640.9964.4352	ERF EQUIP-WATER POL. CTRL	39,051	0	0	0	0	26,000	0
	SUBTOTAL	217,764	163,287	311,000	147,900	348,000	157,000	220,000
		CAPITAL OUTLAYS - FLEET SERVICES						
640.9964.4361	ERF EQUIP-FLEET SERVICES	0	0	51,500	20,800	26,000	0	0
	SUBTOTAL	0	0	51,500	20,800	26,000	0	0
	TOTAL EXPENSES	936,212	956,627	971,500	868,000	1,056,000	918,000	660,500
	WORKING CASH, BEGINNING	4,351,279	4,340,976	4,309,697	4,309,697	4,352,747	4,328,447	4,401,547
	REV. OVER (UNDER) EXP.	(10,303)	(31,279)	(94,600)	43,050	(24,300)	73,100	237,100
	WORKING CASH, ENDING	4,340,976	4,309,697	4,215,097	4,352,747	4,328,447	4,401,547	4,638,647

EQUIPMENT REPLACEMENT (ERF) FUND (640)

Notes

Revenues

3900 Transfers In

Transfers In are based on calculating a future replacement cost for each vehicle or piece of equipment. This amount is spread across the life of the item on a straight-line basis. Each year, credits will be made for interest earned on monies held in the fund, and credits or debits will be made for the difference between the actual replacement cost versus the estimated cost.

Expenditures

4300 Capital Outlays

GENERAL FUND REPLACEMENTS

Police	344	2014 Chevrolet Tahoe	\$43,500
Police	350	2015 Chevrolet Tahoe	\$43,500
Police	355	2012 Chevrolet Impala	\$43,500
Police	363	2007 Chevrolet Tahoe	\$43,500
Police	365	2007 Chevrolet Tahoe	\$24,500
Police	367	2011 Chevrolet Impala	\$43,500
Police	370	2009 Chevrolet Impala	\$35,000
		Subtotal Police	<u>\$277,000</u>
Community Development	A-13	2008 Chevrolet Cobalt	\$22,000
Community Development	A-21	2007 Chevrolet Impala	\$22,000
		Subtotal Com Dev	<u>\$44,000</u>
Building & Grounds	New	Utility Tractor	\$42,000
		Subtotal B & G	<u>\$42,000</u>
Street	T-36	2008 Ford F-350	\$38,000
Street	T-41	2007 Ford F-550 Dump	\$70,000
Street	T-53	2005 International	\$205,000
Street	E-3	2014 Sweeper Broom	\$6,000
		Subtotal Street	<u>\$319,000</u>
Fleet Services	A-9	2007 Chevy Uplander	\$26,000
		Subtotal Fleet	<u>\$26,000</u>
		TOTAL GENERAL FUND	<u><u>\$708,000</u></u>

EQUIPMENT REPLACEMENT (ERF) FUND

Notes (Cont'd)

4300 Capital Outlays (Cont'd)

WATER/SEWER REPLACEMENTS

Water	T-26	2008 Ford F-250	\$38,000
Water	T-60	2006 Ford F-350	\$40,000
		<i>Subtotal Water</i>	<u>\$78,000</u>
Sewer	T-17	2007 Freightliner Sweeper	\$270,000
		<i>Subtotal Sewer</i>	<u>\$270,000</u>
		TOTAL WATER/SEWER FUND	<u>\$348,000</u>
		TOTAL EXPENDITURES	<u><u>\$1,056,000</u></u>



(BLANK)

DEBT SERVICE FUND

Narrative

The Village is a home-rule community and is presently not subject to debt limitations. The Village has maintained a conservative philosophy on issuance of debt to minimize the potential long-term effect on Village property taxes. We have generally relied on internal fiscal management and future planning to address capital needs. For further details on the Village's debt policies see the Capital Improvements Programs/Debt Summary section of the budget.

The Village is very proud of their bond rating which has steadily improved over the last twelve years. The Village is rated "AA+" by Fitch and "AA" by Standard & Poor's. Both rating agencies cited the steady growth in the Village's tax base, and a solid track record of financial operations, and supporting revenue raising flexibility. These higher bond ratings improve the marketability of future debt issuance and provide lower interest rate costs to the Village.

Illinois EPA Loan 1 – \$6,457,340 issued in 2015. Semi-annual installments at 1.93% simple interest. This loan was used to replace/rebuild six Sewer Lift Stations that ranged in age from 30-40 years old in addition to work at both the Addison North and Addison South AJ La Rocca Wastewater Treatment Plant.

Series 2006 A - \$3,075,000 General Obligation (GO) Refunding Bond. This bond refunded the 2005 issue and is paid with part of the .25% Sales Tax Increment that was established to fund the 1995 issue that the 1997 and 2005 issues partially refunded. This was refunded with the 2016 B General Obligation Refunding Bond. The final payment on the original 2006A Series Bond was made in FY 2017.

Series 2006 C - \$6,900,000 GO Bond. This issue is for the construction of a new Library. This bond will be paid with part of the .25% Sales Tax Increment that is available now that the 1995 and 1997 issues have been refunded and restructured. This was partially refunded in 2015. The final payment on the original 2006C Series Bond was made in FY 2018.

Series 2007 - \$6,100,000 General Obligation Bonds. This issue is for the construction of a new Library. This bond will be paid with part of the .25% Sales Tax Increment that is available now that the 1995 and 1997 issues have been refunded and restructured. This was refunded in 2015. The final payment on the original 2007 Series Bond was made in FY 2017.

Series 2008 - \$6,015,000 General Obligation Refunding Bonds. This issue is to refund the remaining portion of the 1998 General Obligation Bond which was used to construct a new Village Hall. This bond will be paid with part of the .25% Sales Tax Increment that was established to fund the 1998 issue.

Series 2010 - \$3,500,000 Taxable General Obligation Bonds. This issue is for the purchase and renovation of the old Driscoll High School property. This bond will be paid by property taxes.

DEBT SERVICE FUND

Narrative (Cont'd)

Series 2011 - \$2,835,000 General Obligation Refunding Bonds. This issue is to refund the remaining portion of the 2002 General Obligation Refunding Bond. This bond is paid for with part of the .25% Sales Tax Increment. The final payment on the original 2011 Series Bond was made in FY 2018.

Series 2012 - \$3,985,000 General Obligation Refunding Bonds. This issue is to refund the remaining portion of the 2004 General Obligation Bond. This bond will be paid by property taxes.

Series 2015 - \$8,995,000 General Obligation Refunding Bonds. This issue is to refund a portion of the 2006 C and 2007 General Obligation Bonds. This bond will be paid with part of the .25% Sales Tax Increment.

Illinois EPA Loan 2 – \$1,641,892 issued in 2015. Semi-annual installments at 2.21% simple interest. This loan was used to continue work at various water treatment facilities.

Series 2016 A - \$9,525,000 General Obligation Bonds. This issue is for the construction of the new Addison Consolidated Dispatch Center. This bond will be paid with part of the .25% Sales Tax Increment.

Series 2016 B - \$2,130,000 General Obligation Refunding Bonds. This issue is to refund a portion of the 2006 A General Obligation Bonds. This bond will be paid with part of the .25% Sales Tax Increment.

Series 2017 - \$5,400,000 General Obligation Bonds. This issue is for the construction of the new Addison Consolidated Dispatch Center and other capital projects including water/sewer fund infrastructure. This bond will be paid with part of the .25% Sales Tax Increment.

Series 2017 A - \$2,470,000 General Obligation Refunding Bonds. This issue is to refund a portion of the 2010 General Obligation Bonds. This bond will be paid by property taxes.

Debt Schedules

Schedules of the outstanding principal and interest for each bond issue and the IEPA loan are presented after the Debt Service Funds revenue and expenditure budget.

DEBT SERVICE FUND (920)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
920.9992	REVENUES							
		TAXES						
920.9992.3001	PROPERTY TAXES	901,175	911,182	898,600	898,600	883,300	880,500	252,500
920.9992.3005	REPLACEMENT TAXES	54,152	56,884	30,000	55,000	50,000	50,000	50,000
920.9992.3031	SALES TAX INCREMENT	2,001,720	1,847,338	1,865,000	1,930,000	2,007,200	2,087,500	2,171,000
	SUBTOTAL	2,957,047	2,815,404	2,793,600	2,883,600	2,940,500	3,018,000	2,473,500
		INTEREST INCOME						
920.9992.3510	INVESTMENT INTEREST	2,031	9,754	1,000	1,000	1,000	1,000	1,000
	SUBTOTAL	2,031	9,754	1,000	1,000	1,000	1,000	1,000
		BOND RECEIPTS						
920.9992.3710	BOND PROCEEDS	8,995,000	0	0	0	0	0	0
920.9992.3711	PREMIUM (DISC) BOND ISSUANCE	774,500	0	0	0	0	0	0
920.9992.3715	PMT TO ESCROW AGENT	(9,580,735)	0	0	0	0	0	0
920.9992.3718	EXCESS - COST OF BOND ISSUE	(188,765)	(41,641)	0	0	0	0	0
	SUBTOTAL	(0)	(41,641)	0	0	0	0	0
		TRANSFERS IN						
920.9992.3940	TRANSFER FROM CAP - HRST	0	75,000	0	0	0	0	0
920.9992.3999	TRANSFER from DEA for ACDC BOND	0	0	0	0	0	150,000	150,000
920.9992.3944	TRANSFER FROM PUB BLDG	1,200,000	1,300,000	1,300,000	1,300,000	1,300,000	1,200,000	1,300,000
	SUBTOTAL	1,200,000	1,375,000	1,300,000	1,300,000	1,300,000	1,350,000	1,450,000
	TOTAL REVENUES	4,159,078	4,158,517	4,094,600	4,184,600	4,241,500	4,369,000	3,924,500

EXPENDITURES

		DEBT SERVICE						
920-9992.4701.IEPA1	IEPA LOAN 1 - PRINCIPAL	131,014	270,086	275,300	275,300	280,700	286,100	291,655
920-9992.4702.IEPA1	IEPA LOAN 1 - INTEREST	132,899	120,822	115,600	115,600	110,200	104,800	99,253
920.9992.4707	FISCAL CHARGES	3,075	3,218	10,000	1,000	10,000	10,000	10,000
920-9992.4701.2006A	2006A G.O. REF (05) PRINC	165,000	165,000	0	0	0	0	0
920-9992.4702.2006A	2006A G.O. REF (05) INT	104,313	52,156	0	0	0	0	0
920-9992.4701.2006C	2006C G.O. LIB BONDS PRINC	345,000	370,000	400,000	400,000	0	0	0
920-9992.4702.2006C	2006C G.O. LIB BONDS INT	233,477	29,645	15,400	15,400	0	0	0
920-9992.4701.2007	2007 G.O. LIB BONDS PRINC	305,000	330,000	0	0	0	0	0
920-9992.4702.2007	2007 G.O. LIB BONDS INT	207,281	12,788	0	0	0	0	0
920-9992.4701.2008	2008 G.O. REF 1998 PRINC	340,000	385,000	435,000	435,000	920,000	975,000	1,010,000
920-9992.4702.2008	2008 G.O. REF 1998 INT	190,800	178,050	162,700	162,640	145,250	99,250	50,500
920-9992.4701.2010	2010 G.O. BOND PRINC	135,000	140,000	145,000	145,000	150,000	155,000	0
920-9992.4702.2010	2010 G.O. BOND INT	132,423	129,655	125,900	69,800	9,800	5,270	0
920-9992.4701.2011	2011 G.O. REF 2002 PRINC	485,000	470,000	470,000	470,000	0	0	0
920-9992.4702.2011	2011 G.O. REF 2002 INT	52,150	37,600	18,800	18,800	0	0	0
920-9992.4701.2012	2012 G.O. REF 2004 PRINC	212,797	570,000	580,000	580,000	600,000	615,000	0
920-9992.4702.2012	2012 G.O. REF 2004 INT	31,456	64,800	47,700	47,700	30,300	12,300	0
920-9992.4701.IEPA2	IEPA LOAN 2 - PRINCIPAL	0	68,188	69,700	69,700	71,300	72,800	74,454
920-9992.4702.IEPA2	IEPA LOAN 2 - INTEREST	0	35,911	34,400	34,400	32,800	31,300	29,645
920-9992.4701.2015	2015 G.O. REF 2006C & 07 PRINC	0	0	340,000	340,000	770,000	800,000	845,000
920-9992.4702.2015	2015 G.O. REF 2006C & 07 INT	0	324,341	312,200	312,200	305,400	290,000	266,000

DEBT SERVICE FUND (920)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
920.9992	EXPENDITURES (Cont'd)							
		DEBT SERVICE (Cont'd)						
920-9992.4701.2016A	2016A G.O.ACDC BLDG BOND PRINC	0	0	0	0	0	0	0
920-9992.4702.2016A	2016A G.O. BOND ACDC BLDG INT	0	0	293,300	293,260	253,800	253,800	253,783
920-9992.4701.2017	2017 G.O. - ACDC PRINC	0	0	0	0	600,000	600,000	600,000
920-9992.4702.2017	2017 G.O. - ACDC INT	0	0	177,600	177,600	187,500	169,500	151,500
920-9992.4701.2016B	2016B G.O. REF 2006A PRINC	0	0	185,000	185,000	190,000	200,000	205,000
920-9992.4702.2016B	2016B G.O. REF 2006A INT	0	0	58,500	58,500	50,300	46,500	42,500
920-9992.4701.2017A	2017A G.O. REF 2010 PRINC	0	0	0	20,000	20,000	20,000	180,000
920-9992.4702.2017A	2017A G.O. REF 2010 INT	0	0	0	33,800	73,150	72,880	72,510
	SUBTOTAL	3,206,685	3,757,260	4,272,100	4,260,700	4,810,500	4,819,500	4,181,800
		TRANSFERS OUT						
920-9992.4944	TRANSFER TO PUBLIC BUILDING FUN	0	0	0	0	575,000	0	0
920-9992.4947	TR TO TIF 3 - VLG GREEN	0	0	200,000	200,000	0	0	0
920-9992.4950	TRANSFER TO WATER & SEWER	464,278	333,333	0	0	0	0	0
920-9992.4964	TRANSFER TO EQUIP REPL	186,682	0	0	0	0	0	0
	SUBTOTAL	650,960	333,333	200,000	200,000	575,000	0	0
	TOTAL EXPENDITURES	3,857,645	4,090,593	4,472,100	4,460,700	5,385,500	4,819,500	4,181,800
	FUND BALANCE, BEGINNING	2,046,969	2,348,402	2,416,326	2,416,326	2,140,227	996,228	545,728
	REV. OVER (UNDER) EXP.	301,433	67,924	(377,500)	(276,099)	(1,144,000)	(450,500)	(257,300)
	FUND BALANCE, ENDING	2,348,402	2,416,326	2,038,826	2,140,227	996,228	545,728	288,428

DEBT SERVICE FUND (920)

DEBT SERVICE TO MATURITY

Fiscal year Ending	GENERAL OBLIGATION BONDS			ILLINOIS EPA LOAN 1 & 2		
	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL
April 30,						
2019	3,250,000	1,167,785	4,417,785	351,915	143,092	495,007
2020	3,365,000	1,061,730	4,426,730	358,941	136,065	495,007
2021	3,000,000	949,050	3,949,050	366,108	128,898	495,007
2022	2,110,000	841,660	2,951,660	373,419	121,588	495,007
2023	2,190,000	783,645	2,973,645	380,876	114,131	495,007
2024	2,290,000	711,255	3,001,255	388,482	106,524	495,007
2025	2,380,000	631,998	3,011,998	396,241	98,765	495,007
2026	2,485,000	549,093	3,034,093	404,155	90,851	495,007
2027	2,585,000	461,858	3,046,858	412,228	82,778	495,007
2028	1,180,000	368,640	1,548,640	420,463	74,543	495,007
2029	1,225,000	327,295	1,552,295	428,863	66,144	495,007
2030	1,270,000	283,690	1,553,690	437,431	57,576	495,007
2031	1,315,000	237,535	1,552,535	446,171	48,836	495,007
2032	800,000	188,700	988,700	455,086	39,921	495,007
2033	820,000	161,700	981,700	464,180	30,827	495,007
2034	845,000	134,100	979,100	473,456	21,551	495,007
2035	865,000	108,750	973,750	482,918	12,089	495,007
2036	890,000	82,800	972,800	245,066	2,437	247,503
2037	920,000	56,100	976,100	0	0	0
2038	950,000	28,500	978,500	0	0	0
BALANCE	34,735,000	9,135,883	43,870,883	0	7,285,999	1,376,616
						8,662,615

DEBT SERVICE FUND (920)

GENERAL OBLIGATION BOND DEBT ISSUE PAYMENT SCHEDULES

\$6.015 M 2008 G.O. REFUNDING BOND (1998 BOND)

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2018-19	920,000	145,250	1,065,250
FY 2019-20	975,000	99,250	1,074,250
FY 2020-21	1,010,000	50,500	1,060,500
BALANCE	2,905,000	295,000	3,200,000

\$9,525 M 2016 A G.O. BOND

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2018-19	0	253,783	253,783
FY 2019-20	0	253,783	253,783
FY 2020-21	0	253,783	253,783
FY 2021-22	345,000	253,783	598,783
FY 2022-23	355,000	246,883	601,883
FY 2023-24	365,000	239,783	604,783
FY 2024-25	380,000	232,483	612,483
FY 2025-26	390,000	224,883	614,883
FY 2026-27	405,000	217,083	622,083
FY 2027-28	420,000	208,578	628,578
FY 2028-29	440,000	199,128	639,128
FY 2029-30	460,000	188,788	648,788
FY 2030-31	475,000	177,288	652,288
FY 2031-32	500,000	164,700	664,700
FY 2032-33	520,000	149,700	669,700
FY 2033-34	845,000	134,100	979,100
FY 2034-35	865,000	108,750	973,750
FY 2034-36	890,000	82,800	972,800
FY 2035-37	920,000	56,100	976,100
FY 2027-38	950,000	28,500	978,500
BALANCE	9,525,000	3,674,673	13,199,673

\$3.5 M 2010 G.O. BOND

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2018-19	150,000	122,103	272,103
FY 2019-20	155,000	117,528	272,528
FY 2020-21	160,000	112,258	272,258
FY 2021-22	170,000	106,418	276,418
FY 2022-23	180,000	99,533	279,533
FY 2023-24	190,000	92,243	282,243
FY 2024-25	195,000	83,218	278,218
FY 2025-26	210,000	73,955	283,955
FY 2026-27	220,000	63,980	283,980
FY 2027-28	230,000	53,530	283,530
FY 2028-29	245,000	41,340	286,340
FY 2029-30	260,000	28,355	288,355
FY 2030-31	275,000	14,575	289,575
BALANCE	2,640,000	1,009,033	3,649,033

\$3.985 M 2012 G.O. REFUNDING (2004) BOND

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2018-19	600,000	30,300	630,300
FY 2019-20	615,000	12,300	627,300
BALANCE	1,215,000	42,600	1,257,600

\$2,130,000 2016 B Refunding (2006 A)

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2018-19	190,000	50,300	240,300
FY 2019-20	200,000	46,500	246,500
FY 2020-21	205,000	42,500	247,500
FY 2021-22	210,000	38,400	248,400
FY 2022-23	210,000	34,200	244,200
FY 2023-24	220,000	27,900	247,900
FY 2024-25	230,000	21,300	251,300
FY 2025-26	235,000	14,400	249,400
FY 2026-27	245,000	7,350	252,350
BALANCE	1,945,000	282,850	2,227,850

\$8.995 M 2015 G.O. BOND (2006C & 2007 partial)

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2018-19	770,000	305,400	1,075,400
FY 2019-20	800,000	290,000	1,090,000
FY 2020-21	845,000	266,000	1,111,000
FY 2021-22	895,000	240,650	1,135,650
FY 2022-23	945,000	213,800	1,158,800
FY 2023-24	1,010,000	176,000	1,186,000
FY 2024-25	1,070,000	135,600	1,205,600
FY 2025-26	1,130,000	92,800	1,222,800
FY 2026-27	1,190,000	47,600	1,237,600
BALANCE	8,655,000	1,767,850	10,422,850

DEBT SERVICE FUND (920)

(Cont'd)

GENERAL OBLIGATION BOND DEBT ISSUE PAYMENT SCHEDULES

\$5,400,000 2017 G.O. BOND

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2018-19	600,000	187,500	787,500
FY 2019-20	600,000	169,500	769,500
FY 2020-21	600,000	151,500	751,500
FY 2021-22	300,000	133,500	433,500
FY 2022-23	300,000	124,500	424,500
FY 2023-24	300,000	115,500	415,500
FY 2024-25	300,000	105,000	405,000
FY 2025-26	300,000	94,500	394,500
FY 2026-27	300,000	84,000	384,000
FY 2027-28	300,000	72,000	372,000
FY 2028-29	300,000	60,000	360,000
FY 2029-30	300,000	48,000	348,000
FY 2030-31	300,000	36,000	336,000
FY 2031-32	300,000	24,000	324,000
FY 2032-33	300,000	12,000	312,000
BALANCE	5,400,000	1,417,500	6,817,500

\$2,470,000 2017A G.O. BOND (2010)

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2018-19	20,000	73,150	93,150
FY 2019-20	20,000	72,870	92,870
FY 2020-21	180,000	72,510	252,510
FY 2021-22	190,000	68,910	258,910
FY 2022-23	200,000	64,730	264,730
FY 2023-24	205,000	59,830	264,830
FY 2024-25	205,000	54,398	259,398
FY 2025-26	220,000	48,555	268,555
FY 2026-27	225,000	41,845	266,845
FY 2027-28	230,000	34,533	264,533
FY 2028-29	240,000	26,828	266,828
FY 2029-30	250,000	18,548	268,548
FY 2030-31	265,000	9,673	274,673
BALANCE	2,450,000	646,378	3,096,378



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CAPITAL FUNDS

Narrative

(400) Capital Projects Fund

The Capital Projects Fund was established to ensure that the Village infrastructure is maintained or replaced to meet an acceptable level and to account for the acquisition, construction or replacement of fixed assets of governmental funds, with fund revenues coming from transfers from the General Fund.

(410) ACDC Building Fund

The ACDC Building Fund was established with the proceeds from the 2016 A and partial proceeds from the 2017 G.O. bond issues to account for the construction of the new ACDC Building.

(420) Redevelopment Fund

The Redevelopment Fund was established with the proceeds from the 1995 G.O. bond issue to account for redevelopment projects throughout the Village.

(440) Public Building Fund

A capital projects fund established with the proceeds from the 1996 G.O. bond issue and the 1998 G.O. bond, to account for the construction of a new Public Works facility, the construction/renovation of the Village Hall facility and capital improvements of other Village facilities. Proceeds from a .25% Home Rule Sales Tax Increment provides the funding for the Public Building Fund.

(460) TIF #2 Fund

The TIF #2 Fund was established in 1994 to pay for infrastructure and housing improvements within Tax Increment Financing District (TIF) #2, known as the Michael Lane redevelopment area. This TIF District expired in October, 2017.

(470) TIF #3 Fund

The TIF #3 Fund was established in FY 2007 to pay for infrastructure and development improvements within Tax Increment Financing District (TIF) #3, known as the Town Center redevelopment area. The General Fund advanced monies for the purchase of property to be sold at a later date. Both the General and Redevelopment Funds advanced funds to cover expenses in TIF #3 as needed. In addition, funds can be transferred from the adjoining TIF #2 fund, if needed.

Note: Due to the timing and nature of these funds, a five-year budget presentation is shown.



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CAPITAL PROJECTS FUND (400)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
400.9940	REVENUES									
	INTERGOVERNMENTAL REVENUES									
400.9940.3410	GRANTS - FEDERAL HMGP 2008 BUYOUTS	688,004	491,646	524,100	299,100	0	0	0	0	0
400.9940.3430	GRANTS - LOCAL DUPAGE COUNTY-HIGHVIEW BUYOUT	0	0	168,000	168,000	0	0	0	0	0
	SUBTOTAL	688,004	491,646	692,100	467,100	0	0	0	0	0
	INTEREST INCOME									
400.9940.3510	INVESTMENT INTEREST	1,184	4,410	0	0	0	0	0	0	0
	SUBTOTAL	1,184	4,410	0	0	0	0	0	0	0
	MISCELLANEOUS REVENUES									
400.9940.3868	IRMA COMP LOSS - NOISE WALL	32,957	71,077	0	20,000	50,000	0	0	0	0
400.9940.3899	MISCELLANEOUS REVENUES HIGHVIEW PROP TAXES	0	0	0	5,500	0	0	0	0	0
	ACDC RESERVE CONTRIBUTION	760,000	0	0	0	0	0	0	0	0
	SUBTOTAL	792,957	71,077	0	25,500	50,000	0	0	0	0
	TRANSFERS IN									
400.9940.3944	TRANSFER FROM PUBLIC BUILDING	0	0	0	0	100,000	0	0	0	0
	SUBTOTAL	0	0	0	0	100,000	0	0	0	0
	TOTAL REVENUES	1,482,145	567,133	692,100	492,600	150,000	0	0	0	0
400.9940	EXPENDITURES									
	SERVICES & CHARGES									
400.9940.4110	TECHNICAL & CONSULTING SERVICES	0	595	0	0	0	0	0	0	0
400.9940.4123	REAL ESTATE TAXES	572	222	0	1,500	5,200	300	0	0	0
400.9940.4160	PUBLICATION OF NOTICES	0	343	0	0	0	0	0	0	0
	SUBTOTAL	572	1,160	0	1,500	5,200	300	0	0	0
	CAPITAL IMPROVEMENT PROJECTS									
400.9940.4306	LAND	0	0	0	0	220,000	0	0	0	0
400.9940.4475	NOISE WALLS-REPAIR	99,634	73,657	0	21,900	50,000	0	0	0	0
400.9940.4572	FEMA & STATE 08	688,004	498,030	524,100	304,900	0	0	0	0	0
400.9940.4577	DUPAGE COUNTY-HIGHVIEW BUYOUT	0	0	225,000	217,000	20,000	0	0	0	0
400.9940.4584	FEMA & STATE 10	0	1,800	0	0	0	0	0	0	0
400.9940.4601	ACDC EXPANSION	566,295	0	0	0	0	0	0	0	0
	SUBTOTAL	1,353,933	573,487	749,100	543,800	290,000	0	0	0	0
	TRANSFERS OUT									
400.9940.4992	TRANSFER TO DEBT SERVICE	0	75,000	0	0	0	0	0	0	0
	SUBTOTAL	0	75,000	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	1,354,505	649,647	749,100	545,300	295,200	300	0	0	0
	FUND BALANCE, BEGINNING	154,565	282,205	199,691	199,691	146,991	1,791	1,491	1,491	1,491
	REV. OVER (UNDER) EXP.	127,640	(82,514)	(57,000)	(52,700)	(145,200)	(300)	0	0	0
	FUND BALANCE, ENDING	282,205	199,691	142,691	146,991	1,791	1,491	1,491	1,491	1,491

CAPITAL PROJECTS FUND

Notes

Revenues

3868 IRMA Comp Loss – Noise Wall

This account is for the reimbursements from IRMA, our insurance provider, for repairs to concrete noise walls that have been damaged.

Expenditures

4306 Land

This account is for the purchase of property within the Village.

4577 DuPage County-Highview Buyout

This account represents the cost of demolishing the flood-prone property on Highview Avenue.

ACDC BUILDING FUND (410)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
410.9941	REVENUES							
	INTERGOVERNMENTAL REVENUES							
410.9941.3445	GRANTS - ETSB (COUNTY)	0	0	1,200,000	1,200,000	500,000	0	0
	SUBTOTAL	0	0	1,200,000	1,200,000	500,000	0	0
	INTEREST INCOME							
410.9941.3510	INVESTMENT INTEREST	0	78	0	40,000	0	0	0
410.9941.3530	INVESTMENT INC - BOND PROCEEDS	0	27,127	0	40,000	0	0	0
	SUBTOTAL	0	27,205	0	80,000	0	0	0
	BOND RECEIPTS							
410.9941.3710	BOND PROCEEDS	0	11,993,303	0	0	0	0	0
410.9941.3711	PREMIUM (DISCOUNT) BOND ISSUAN	0	238,003	0	0	0	0	0
410.9941.3715	PAYMENT TO ESCROW AGENT	0	(148,759)	0	0	0	0	0
	SUBTOTAL	0	12,082,547	0	0	0	0	0
	MISCELLANEOUS REVENUES							
410.9941.3899	MISCELLANEOUS REVENUES	0	565,000	600,000	1,100,000	0	0	0
	SUBTOTAL	0	565,000	600,000	1,100,000	0	0	0
	TOTAL REVENUES	0	12,674,752	1,800,000	2,380,000	500,000	0	0
	EXPENDITURES							
	SERVICES & CHARGES							
410.9941.4105	PROF SERV - DATA PROC	0	0	0	49,300	0	0	0
410.9941.4115	COMMUNICATIONS - TELEPHONE	0	0	0	100	0	0	0
410.9941.4161	PUBLICATION OF NOTICES	0	168	0	0	0	0	0
410.9941.4170	PUBLIC UTILITY - GAS - HEAT	0	0	0	300	0	0	0
410.9941.4199	OTHER SERVICES AND CHARGES	0	0	0	5,000	0	0	0
	SUBTOTAL	0	168	0	54,700	0	0	0
	CAPITAL OUTLAYS							
410.9941.4301	OFFICE EQUIPMENT/FURNITURE	0	83,968	864,000	1,430,400	0	0	0
410.9941.4304	EQUIPMENT - ELECTRONIC	0	77,262	0	1,785,300	0	0	0
	SUBTOTAL	0	161,230	864,000	3,215,700	0	0	0
	CAPITAL IMPROVEMENT PROJECTS							
410.9941.4601	ACDC BUILDING	0	4,791,242	8,602,000	6,500,000	0	0	0
	SUBTOTAL	0	4,791,242	8,602,000	6,500,000	0	0	0
	MISCELLANEOUS EXPENDITURES							
410.9941.4727	BOND INTEREST	0	153,385	0	0	0	0	0
410.9941.4885	COST OF ISSUANCE OF BOND	0	125,574	0	0	0	0	0
	SUBTOTAL	0	278,959	0	0	0	0	0
	TOTAL EXPENDITURES	0	5,231,599	9,466,000	9,770,400	0	0	0
	FUND BALANCE, BEGINNING	0	0		7,443,153	52,753	552,753	552,753
	REV. OVER (UNDER) EXP.	0	7,443,153	(7,666,000)	(7,390,400)	500,000	0	0
	FUND BALANCE, ENDING	0	7,443,153		52,753	552,753	552,753	552,753

ACDC BUILDING FUND (410)

Notes

Revenues

3445 Grants - ETSB (County)

The ETSB has pledged a total of \$1,700,000 to cover the costs involved to provide a backup for Du-Comm.

3889 Miscellaneous Revenues

These revenues represent the set up fee for new agencies and a reserve for future equipment replacement.

Expenditures

4301 Office Equipment/Furniture

This account represents the cost of office equipment and furniture for the new Addison Consolidated Dispatch building.

4601 ACDC Building

This account represents the costs incurred for construction of the new Addison Consolidated Dispatch building.

REDEVELOPMENT FUND (420)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
420.9942	REVENUES							
		INTEREST INCOME						
420.9942.3510	INVESTMENT INTEREST	19	26	0	0	0	0	0
	SUBTOTAL	19	26	0	0	0	0	0
		MISCELLANEOUS REVENUES						
420.9942.3899	MISCELLANEOUS REVENUES	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0
		TRANSFERS IN						
420.9942.3910	TRANSFER FROM GENERAL FUND	0	0	0	0	0	0	0
420.9942.3945	TRANSFER FROM TIF #1	0	0	0	0	0	0	0
420.9942.3992	TRANSFER FROM DEBT SERVICE	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0
	TOTAL REVENUES	19	26	0	0	0	0	0
420.9942	EXPENDITURES							
		CAPITAL IMPROVEMENT PROJECTS						
420.9942.4498	WESTWOOD CREEK STABILIZATION	46,102	0	0	0	0	0	0
	SUBTOTAL - TIF #1 BALANCES	46,102	0	0	0	0	0	0
		TRANSFERS OUT						
420.9942.4944	TRANSFER TO PUBLIC BUILDING	0	13,890	0	0	0	0	0
420.9942.4925	TRANSFER TO MFT FUND	52,720	0	0	0	0	0	0
	SUBTOTAL	52,720	13,890	0	0	0	0	0
	TOTAL EXPENDITURES	98,822	13,890	0	0	0	0	0
	FUND BALANCE, BEGINNING	112,706	13,903	39	39	39	39	39
	REV. OVER (UNDER) EXP.	(98,803)	(13,864)	0	0	0	0	0
	FUND BALANCE, ENDING	13,903	39	39	39	39	39	39



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PUBLIC BUILDING FUND (440)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
440.9944	REVENUES							
		TAXES						
440.9944.3031	SALES TAX INCREMENT	2,001,719	1,847,338	1,865,000	1,930,000	2,007,200	2,087,500	2,171,000
	SUBTOTAL	2,001,719	1,847,338	1,865,000	1,930,000	2,007,200	2,087,500	2,171,000
		INTEREST INCOME						
440.9944.3510	INVESTMENT INTEREST	(36)	596	0	0	0	0	0
	SUBTOTAL	(36)	596	0	0	0	0	0
		TRANSFERS IN						
440.9944.3942	TRANSFER FROM REDEVELOPMENT	0	13,890	0	0	0	0	0
440.9944.3992	TRANSFER FROM DEBT SERVICE	0	0	0	0	575,000	0	0
	SUBTOTAL	0	13,890	0	0	575,000	0	0
	TOTAL REVENUES	2,001,683	1,861,824	1,865,000	1,930,000	2,582,200	2,087,500	2,171,000
440.9944	EXPENDITURES							
		SERVICES & CHARGES						
440.9944.4208	BUILDING MAT SUPPLIES	400	0	0	0	0	0	0
440.9944.4161	PUBLICATION OF NOTICES	0	660	0	0	0	0	0
	SUBTOTAL	400	660	0	0	0	0	0
		CAPITAL OUTLAYS						
440.9944.4301	OFFICE EQUIPMENT/FURNITURE	0	51,617	0	0	0	0	0
440.9944.4304	EQUIPMENT/ELECTRONICS	0	40,908	0	0	0	0	0
	SUBTOTAL	0	92,525	0	0	0	0	0
		CAPITAL IMPROVEMENT PROJECTS						
440.9944.4404	<u>PUBLIC WORKS FACILITY:</u>	8,356	85,319	0	0	0	0	0
<i>E/F</i>	PAINT PW BLDG	0	0	41,000	41,785	0	0	0
<i>FS</i>	FLEET GARAGE AIR CONDITIONING	0	0	65,000	65,000	0	0	0
<i>FS</i>	FUEL SYSTEM ELECT SYST UPGRADE	0	0	190,000	257,000	0	0	0
	SUBTOTAL - PUBLIC WORKS FACILITY	8,356	85,319	296,000	363,785	0	0	0
440.9944.4405	<u>VILLAGE HALL/POLICE FACILITY:</u>	171,522	178,119	0	0	0	0	0
<i>IT</i>	CONSULTANT - FINANCIAL SOFTWARE	0	0	500,000	320,000	840,000	800,700	100,000
<i>B/G</i>	CHILLER REPLACEMENT (HVAC)	0	0	0	0	200,000	0	0
<i>POL</i>	RENOVATE OLD DISPATCH	0	0	0	0	500,000	0	0
	SUBTOTAL- VILLAGE HALL/POLICE FACILITY	171,522	178,119	500,000	320,000	1,540,000	800,700	100,000
440.9944.4413	<u>HISTORICAL BUILDINGS</u>	25,110	19,560	0	0	0	0	0
	SUBTOTAL- HISTORICAL BUILDINGS	25,110	19,560	0	0	0	0	0
440.9944.4537	<u>SEWER AND WASTEWATER FACILITIES</u>	20,728	45,503	0	0	0	0	0
	SUBTOTAL - SEWER AND WASTEWATER	20,728	45,503	0	0	0	0	0
	SUBTOTAL - CAPITAL IMPROVEMENT	225,716	328,501	796,000	683,785	1,540,000	800,700	100,000
		TRANSFERS OUT						
440.9944.4910	TRANSFER TO GENERAL FUND	70,000	350,000	96,500	96,500	0	0	0
440.9944.4940	TRANSFER TO CAPITAL PROJECTS	0	0	0	0	100,000	0	0
440.9944.4992	TRANSFER TO DEBT SERVICE	1,200,000	1,300,000	1,300,000	1,300,000	1,300,000	1,200,000	1,300,000
	SUBTOTAL - TRANSFERS OUT	1,270,000	1,650,000	1,396,500	1,396,500	1,400,000	1,200,000	1,300,000
	TOTAL EXPENDITURES	1,496,116	2,071,686	2,192,500	2,080,285	2,940,000	2,000,700	1,400,000
	FUND BALANCE, BEGINNING	215,906	721,473		511,611	361,326	3,526	90,326
	REV. OVER (UNDER) EXP.	505,567	(209,862)	(327,500)	(150,285)	(357,800)	86,800	771,000
	FUND BALANCE, ENDING	721,473	511,611		361,326	3,526	90,326	861,326

PUBLIC BUILDING FUND

Notes

Revenues

3031 Sales Tax Increment

A home rule sales tax of .25% was passed in 1996 to cover the debt service issued to fund the building of a new Public Works Facility and a new Village Hall. It is also used for facility and infrastructure improvements.

Expenditures

4404 Public Works Facility

This account is for maintenance and upgrades to the building and storage areas.

4405 Village Hall/Police Facility

This account is for renovations and maintenance to the Village Hall. This also includes the consulting fees and purchase of a new ERP financial system, work order system, community development permit system and a time entry system for the police department.

4413 Historical Buildings

This account is for renovations and additions to the historical district.

4537 Sewer and Wastewater Facilities

This account is for renovations and repairs to the sewer and wastewater facilities.

4910 Transfer to General Fund

Transfer of funds to assist with various repairs and maintenance projects for Village Hall and the Police Facility.

4940 Transfer to Capital Projects Fund

Transfer of funds to assist with land acquisition.

4992 Transfer to Debt Service

Transfer of sales tax increment to debt service to cover repayment of the bonds issued for the construction of the Public Works facility and the Village Hall.

TIF #2 FUND

Narrative

This fund is used to pay for infrastructure and housing improvements within Tax Increment Financing District (TIF) #2, known as the Michael Lane redevelopment area. This area encompasses 55 acres and includes commercial retail centers along with multi-family dwellings. TIF #2 was established in 1994 as an economic development financing tool that uses the property tax base to provide funding for qualifying public projects within the redevelopment area. Property tax revenues received in the base year (1994), versus the increased property taxes received in subsequent years after improvements are made, results in a property tax increment which was used to finance public improvements.

TIF projects are typically financed through a pay-as-you-go mechanism or through issuing debt based on future property tax increment revenue streams.

To date, there has been limited activity in TIF #2. This TIF District expired in October, 2017.

TIF #2 FUND BALANCE SUMMARY

<u>FY</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>FUND BALANCE</u>
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0 @ 4/30/18

TIF #2 FUND - MICHAEL LANE (460)

Budget

This TIF expired in October 2017

ACCT NO	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
460.9946	REVENUES							
		TAXES						
460.9946.3006	PROPERTY TAX INCREMENT	235,416	411,041	411,000	477,500	0	0	0
	SUBTOTAL	235,416	411,041	411,000	477,500	0	0	0
		INTEREST INCOME						
460.9946.3510	INVESTMENT INTEREST	261	1,182	0	0	0	0	0
460.9946.3520	INTEREST ON PROPERTY TAX	0	0	0	0	0	0	0
	SUBTOTAL	261	1,182	0	0	0	0	0
	TOTAL REVENUES	235,677	412,223	411,000	477,500	0	0	0
460.9946	EXPENDITURES							
		SERVICES & CHARGES						
460.9946.4101	PROF SVCS-AUDITING	285	308	300	300	0	0	0
460.9946.4199	OTHER SERVICES & CHARGES	2,102	41,711	0	0	0	0	0
	IRON MTN STORAGE	0	0	1,700	1,700	0	0	0
	LOT PYRAMID	0	0	0	0	0	0	0
	SUBTOTAL	2,387	42,019	2,000	2,000	0	0	0
		CAPITAL IMPROVEMENT PROJECTS						
460.9946.4307	PARK DEVELOPMENT	17,600	0	0	0	0	0	0
	SUBTOTAL	17,600	0	0	0	0	0	0
		TRANSFERS OUT						
460.9946.4947	TRANSFER TO TIF #3	425,000	325,000	584,877	651,881	0	0	0
	SUBTOTAL	425,000	325,000	584,877	651,881	0	0	0
	TOTAL EXPENDITURES	444,987	367,019	586,877	653,881	0	0	0
	FUND BALANCE, BEGINNING	1,113,511	131,177	176,381	176,381	0	0	0
	REV. OVER (UNDER) EXP.	(982,334)	45,204	(175,877)	(176,381)	0	0	0
	FUND BALANCE, ENDING	131,177	176,381		0	0	0	0

TIF #3 FUND

Narrative

This fund is used to pay for infrastructure and development improvements within Tax Increment Financing District (TIF) #3, known as the Town Center redevelopment area. This area encompasses approximately 125 acres and includes primarily commercial retail centers along with limited residential dwellings. The Village Board established this TIF District in mid FY 2007. (See TIF #2 narrative for a brief description of TIF's). The Redevelopment Fund advanced funds as it did with TIF #1 and TIF #2. In addition, the General Fund advanced funds to purchase a vacant commercial/industrial property to bank the land. When surrounding properties become available, the Village will sell the parcel for use as outlined in the Town Center Plan. It is anticipated that the majority of development in this district will come from private funding sources.

TIF #3 FUND BALANCE SUMMARY

<u>FY</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>FUND BALANCE</u>	
			(165,166)	@ 4/30/18
2018-19	653,000	466,300	21,534	
2019-20	39,700	0	61,234	
2020-21	53,200	0	114,434	
2021-22	68,300	0	182,734	
2022-23	85,300	0	268,034	
2023-24	85,300	0	353,334	
2024-25	85,300	0	438,634	
2025-26	85,300	0	523,934	
2026-27	85,300	0	609,234	
2027-28	85,300	0	694,534	
2028-29	85,300	0	779,834	
2029-30	85,300	0	865,134	
2030-31	85,300	0	950,434	

TIF #3 FUND - TOWN CENTER (470)

Budget

ACCT NO	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
470.9947	REVENUES									
		TAXES								
470.9947.3006	PROPERTY TAX INCREMENT	9,624	10,125	10,100	17,300	28,000	39,700	53,200	68,300	85,300
	SUBTOTAL	9,624	10,125	10,100	17,300	28,000	39,700	53,200	68,300	85,300
		INTEREST INCOME								
470.9947.3510	INVESTMENT INTEREST	260	(97)	0	0	0	0	0	0	0
	SUBTOTAL	260	(97)	0	0	0	0	0	0	0
		TRANSFERS IN								
470.9947.3910	TRANSFER FROM GENREAL FUND	0	0	0	0	625,000	0	0	0	0
470.9947.3944	TRANSFER FROM PBF	70,000	0	0	0	0	0	0	0	0
470.9947.3946	TRANSFER FROM TIF #2	425,000	325,000	584,877	651,881	0	0	0	0	0
470.9947.3992	TRANSFER FROM DEBT SVC	0	0	200,000	200,000	0	0	0	0	0
	SUBTOTAL	495,000	325,000	784,877	851,881	625,000	0	0	0	0
	TOTAL REVENUES	504,884	335,028	794,977	869,181	653,000	39,700	53,200	68,300	85,300
470.9947	EXPENDITURES									
		SERVICES & CHARGES								
470.9947.4101	PROF SVCS.-AUDITING	285	308	300	300	300	0	0	0	0
	SUBTOTAL	285	308	300	300	300	0	0	0	0
		CAPITAL IMPROVEMENT PROJECTS								
470.9947.4479	SIDEWALK TRIP HAZARD	289	0	0	0	0	0	0	0	0
470.9947.4538	TOWN CENTER TIF #3 DEVELOPMENT									
	GREEN MEADOW REDEV	150,000	100,000	289,000	0	0	0	0	0	0
	VILLAGE GREEN DRAINAGE	211,406	0	0	48,700	0	0	0	0	0
	VILLAGE GREEN IMPROVEMENTS	0	1,148,075	653,100	351,400	466,000	0	0	0	0
	SUBTOTAL	361,695	1,248,075	942,100	400,100	466,000	0	0	0	0
	TOTAL EXPENDITURES	361,980	1,248,383	942,400	400,400	466,300	0	0	0	0
	FUND BALANCE, BEGINNING	136,504	279,408	(633,947)	(633,947)	(165,166)	21,534	61,234	114,434	182,734
	REV. OVER (UNDER) EXP.	142,904	(913,355)	(147,423)	468,781	186,700	39,700	53,200	68,300	85,300
	FUND BALANCE, ENDING	279,408	(633,947)	(781,370)	(165,166)	21,534	61,234	114,434	182,734	268,034

Notes

Revenues

3006 Property Tax Increment

This account represents the difference between the 2007 base year versus current year property tax valuation. The increment receipts are due to normal building assessment increases from year to year. There have been no major developments in the Town Center TIF #3 at this time.

3910 – Transfer from General Fund

Accounts for funds transferred from the General Fund.

3946 – Transfer from TIF #2

Accounts for funds transferred from an adjoining TIF district.

3992 – Transfer from Debt Service

Accounts for Sales Tax Increment funds transferred from the Debt Service Fund.

Expenses

4101 Professional Services – Auditing

This account includes auditing fees associated with the annual audit and preparation of the TIF reports.

4538 Town Center TIF #3 Development

This account includes improvements to the the Village Green.



(BLANK)

POLICE PENSION FUND

Narrative

This fund provides retirement, disability, and death benefits to all eligible members of the Police Pension Fund by investing funds to maximize interest earnings, while preserving the safety and liquidity of the Fund's investments. The Police Pension Fund assets are governed by an independent Board consisting of five members.

Police sworn personnel are covered by this plan. Although it is a single-employer pension plan, the defined benefits and employee and employer contribution levels are governed by Illinois Compiled Statutes (40 ILCS 5/3 -1) and may be amended only by the Illinois Legislature. The Village accounts for the plan as a pension trust. The State passed legislation that became effective with new hires after 1/1/11 whereby a second tier of participants has been added. The State Statute limits the type of investments and the weight of those investments within the fund.

POLICE PENSION FUND (700)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET
700.9970	REVENUES							
		INTEREST INCOME						
700.9970.3510	INVESTMENT INTEREST	1,543,674	1,323,196	900,000	1,500,000	1,500,000	1,500,000	1,500,000
	SUBTOTAL	1,543,674	1,323,196	900,000	1,500,000	1,500,000	1,500,000	1,500,000
		MISCELLANEOUS REVENUES						
700.9970.3875	GAIN SALE OF INVESTMENTS	(1,852,987)	3,323,764	1,000,000	2,735,000	2,000,000	2,000,000	2,000,000
700.9970.3880	EMPLOYEE CONTRIBUTIONS	620,301	611,609	600,000	615,000	633,500	652,500	672,000
700.9970.3881	EMPLOYER CONTRIBUTIONS	2,724,449	2,763,130	3,013,000	3,043,500	3,043,500	3,043,500	3,043,500
700.9970.3899	MISCELLANEOUS REVENUES	50	0	0	0	0	0	0
	SUBTOTAL	1,491,813	6,698,503	4,613,000	6,393,500	5,677,000	5,696,000	5,715,500
	TOTAL REVENUES	3,035,487	8,021,699	5,513,000	7,893,500	7,177,000	7,196,000	7,215,500
700.9970	EXPENDITURES							
		PERSONAL SERVICES						
700.9970.4014	PENSION PAYMENTS	3,317,891	3,570,537	3,634,000	3,500,000	3,605,000	3,713,000	3,824,000
700.9970.4028	OTHER PENSION PAYMENTS	0	0	0	115,700	0	0	0
	SUBTOTAL	3,317,891	3,570,537	3,634,000	3,615,700	3,605,000	3,713,000	3,824,000
		SERVICES & CHARGES						
700.9970.4101	PROF SVCS.-ACCTNG/AUDITING	0	0	5,500	4,600	5,000	5,000	5,000
700.9970.4103	PROF SVCS.-LEGAL	4,327	6,767	3,000	13,514	8,000	8,000	8,000
700.9970.4107	PROF SVCS.-MEDICAL	8,010	20,760	2,000	13,000	5,000	5,000	5,000
700.9970.4110	TECH & CONSULT SERVICES	101,922	115,877	80,000	80,000	110,000	110,000	110,000
700.9970.4163	CONFERENCES	325	2,050	300	3,100	3,000	3,000	3,000
700.9970.4192	DUES/SUBSCRIPTIONS	795	795	800	800	800	800	800
700.9970.4199	OTHER SERVICES & CHARGES	13	0	0	0	0	0	0
	SUBTOTAL	115,392	146,249	91,600	115,014	131,800	131,800	131,800
		MISCELLANEOUS EXPENSES						
700.9970.4880	INVESTMENT FEES (St of IL)	7,701	8,002	8,000	8,025	8,100	8,200	8,300
	SUBTOTAL	7,701	8,002	8,000	8,025	8,100	8,200	8,300
		TRANSFERS OUT						
700.9970.4901	TRANSFER TO GENERAL FUND	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	SUBTOTAL	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	TOTAL EXPENDITURES	3,443,484	3,727,288	3,736,100	3,741,239	3,747,400	3,855,500	3,966,600
	FUND BALANCE, BEGINNING	40,433,002	40,025,005	44,319,416	44,319,416	48,471,677	51,901,277	55,241,777
	REV. OVER (UNDER) EXP.	(407,997)	4,294,411	1,776,900	4,152,261	3,429,600	3,340,500	3,248,900
	FUND BALANCE, ENDING	40,025,005	44,319,416	46,096,316	48,471,677	51,901,277	55,241,777	58,490,677

POLICE PENSION FUND

Notes

Expenditures

4014 Pension Payments

Budgeted amounts are based upon scheduled monthly pension payroll payments.

4101 Professional Services – Accounting/Auditing

This line item includes the annual actuarial report fees which previously were included in account 4110.

4103 Professional Services – Legal

This line item includes the fees for legal services during the year.

4110 Technical & Consulting Services

This line item includes the investment advisor and account manager fees. Fees for services for maintaining minutes and the various pension files are also included.

4880 Investment Fees

This line item includes fees paid to the State based on the value of the fund.

4901 Transfer to General Fund

Payment to the Village for personnel used for various recordkeeping duties of the fund.



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MOTOR FUEL TAX FUND

Narrative

This fund accounts for the maintenance and improvement of Village-owned streets. Financing is provided by the Village's share of State Motor Fuel Tax allotments, federal grants, and beginning January 1, 2012, a .25% home-rule sales tax. State law requires Motor Fuel Tax allotments be used to maintain streets.

MOTOR FUEL TAX FUND (250)

Budget											
ACCT NO	PROJECT CODE	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-2023 BUDGET
250.9925		REVENUES									
			TAXES								
250.9925.3031		SALES TAX INCREMENT	2,001,719	1,847,338	1,865,000	1,930,000	2,007,200	2,087,500	2,171,000	2,257,800	2,348,100
250.9925.3060		MOTOR FUEL TAX	944,935	936,350	945,800	945,800	945,800	945,800	945,800	950,000	950,000
		ADD'TL MFT ALLOCATION	0	0	0	0	0	0	0	0	0
		SUBTOTAL	<u>2,946,654</u>	<u>2,783,688</u>	<u>2,810,800</u>	<u>2,875,800</u>	<u>2,953,000</u>	<u>3,033,300</u>	<u>3,116,800</u>	<u>3,207,800</u>	<u>3,298,100</u>
			INTERGOVERNMENTAL REVENUES								
250.9925.3440		GRANT-CDBG - Iowa	300,000	0	0	0	0	0	0	0	0
250.9925.3440		GRANT-CDBG - Byron	0	0	0	113,390	0	0	0	0	0
		SUBTOTAL	<u>300,000</u>	<u>0</u>	<u>0</u>	<u>113,390</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
			INTEREST INCOME								
250.9925.3510		INVESTMENT INTEREST	(227)	(1,282)	0	0	0	0	0	0	0
		SUBTOTAL	<u>(227)</u>	<u>(1,282)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
			MISCELLANEOUS REVENUES								
250.9925.3847		REIMB ARMITAGE/MICH	31,520	0	0	0	0	0	0	0	0
250.9925.3848		REIMB HARVARD RD IMPR	78,471	0	0	0	0	0	0	0	0
250.9925.3899		MISCELLANEOUS REVENUES - Add Twp	0	32,702	0	0	0	0	0	0	0
		MISCELLANEOUS REVENUES	0	75	0	0	0	0	0	0	0
		SUBTOTAL	<u>109,991</u>	<u>32,777</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
			TRANSFERS IN								
250.9925.3942		TRANSFER FROM REDEV	52,720	0	0	0	0	0	0	0	0
250.9925.3947		TRANSFER FROM TIF #3	11,712	0	0	0	0	0	0	0	0
250.9925.3950		TRANSFER FROM WATER	21,836	0	0	0	0	0	0	0	0
		SUBTOTAL	<u>86,268</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
		TOTAL REVENUES	<u>3,442,686</u>	<u>2,815,183</u>	<u>2,810,800</u>	<u>2,989,190</u>	<u>2,953,000</u>	<u>3,033,300</u>	<u>3,116,800</u>	<u>3,207,800</u>	<u>3,298,100</u>

250.9925		EXPENDITURES									
			CAPITAL IMPROVEMENT PROJECTS								
250.9925.4401		STREET MAINTENANCE PROGRAM	3,067,158	2,332,745	1,807,000	1,549,500	1,600,000	1,500,000	1,750,000	2,250,000	2,250,000
250.9925.4415	ATMILL53	ARMY TRAIL: MILL - 53 (STP)	0	0	138,500	138,500	803,900	349,400	180,700	0	0
250.9925.4415		SWIFT ROAD RESURFACE (State is lead)**	0	37,748	0	0	0	0	0	0	0
250.9925.4415		SWIFT - PHASE II**	0	0	76,100	69,600	0	0	0	0	0
250.9925.4415	FLTRN	FULLERTON (STP)	0	0	0	0	159,700	734,400	482,000	260,500	0
250.9925.4415		RT 53: ARMY TRAIL - LAKE	0	0	0	0	0	0	316,000	0	0
250.9925.4415		IOWA RESURFACE***	262,037	9,684	0	0	0	0	0	0	0
250.9925.4415		ARMITAGE (VILLA PARK)	0	0	13,000	13,000	0	0	0	0	0
250.9925.4415		ARDMORE NORTH	188,569	154,932	0	0	0	0	0	0	0
250.9925.4415		IDOT LED UPGRADE	1,258	94	0	0	0	0	0	0	0
250.9925.4415		KINGS POINT PATCHING PROGRAM	331,140	17,329	0	0	0	0	0	0	0
250.9925.4415	LRNGAP	LORRAINE GAP IMPROVEMENTS	0	0	361,000	28,600	260,000	26,000	0	0	0
250.9925.4415	BYRON	BYRON AVE RESURFACE	0	0	509,700	0	524,700	0	0	0	0
250.9925.4415	RZNBRDG	ROZANNE BRIDGE	0	0	0	50,000	327,000	0	0	0	0
250.9925.4415	LOMB	LOMBARD RD: FULLERTON - LAKE**	0	0	0	0	0	0	0	177,200	688,200
250.9925.4459	MFTMNT	MFT SIDEWALK PROGRAM	132,654	284,541	125,000	334,600	125,000	125,000	125,000	125,000	125,000
250.9925.4459	TRIP	SIDEWALK PROGRAM - TRIP HAZARD	104,550	102,686	100,000	94,600	100,000	100,000	100,000	100,000	100,000
250.9925.4459	ADA	ADA SIDEWALK COMPLIANCE	86,500	50,335	50,000	47,400	50,000	50,000	50,000	50,000	50,000
		SUBTOTAL	<u>4,173,866</u>	<u>2,990,094</u>	<u>3,180,300</u>	<u>2,325,800</u>	<u>3,950,300</u>	<u>2,884,800</u>	<u>3,003,700</u>	<u>2,962,700</u>	<u>3,213,200</u>
		TOTAL EXPENDITURES	<u>4,173,866</u>	<u>2,990,094</u>	<u>3,180,300</u>	<u>2,325,800</u>	<u>3,950,300</u>	<u>2,884,800</u>	<u>3,003,700</u>	<u>2,962,700</u>	<u>3,213,200</u>
		FUND BALANCE, BEGINNING	1,308,845	577,665	402,754	402,754	1,066,144	68,844	217,344	330,444	575,544
		REV. OVER (UNDER) EXP.	(731,180)	(174,911)	(369,500)	663,390	(997,300)	148,500	113,100	245,100	84,900
		FUND BALANCE, ENDING*	<u>577,665</u>	<u>402,754</u>	<u>33,254</u>	<u>1,066,144</u>	<u>68,844</u>	<u>217,344</u>	<u>330,444</u>	<u>575,544</u>	<u>660,444</u>

** Federal STP grant for 70% of total cost, expense reflects 30% charged to Village.

***50% CDBG - 50% Village

MOTOR FUEL TAX FUND

Notes

Revenues

3031 Home Rule Sales Tax

The Village passed a .25% home rule sales tax effective January 1, 2012 to fund continuing road improvements.

3060 Motor Fuel Tax

This tax is collected by the State and shared with local governments to be used for the construction and maintenance of highways. All municipal funds are distributed on the basis of population.

Expenditures

4401 Street Maintenance Program

This account represents the annual program to reconstruct or repave local streets. A recent analysis of street conditions has estimated annual replacement cost at \$1.04 million annually, as funding is available.

250.9925.4415.ATMIL53 Army Trail: Mill to Route 53

This account represents a road project with the State as the lead and is part of the Surface Transportation Program (STP).

250.9925.4415.FLTRN Fullerton Road Improvements

This account represents a road project with the State as the lead and is part of the Surface Transportation Program (STP).

250.9925.4415.LRNGAP Lorraine Gap Improvements

This account represents the widening of the narrow street cross section into a full width cross section.

250.9925.4415.BYRON Byron Avenue Resurface

This account represents the resurfacing of Byron Avenue from Addison Road to Mill Street as a result of water main replacement.

MOTOR FUEL TAX FUND

Notes (Cont'd)

Expenditures (Cont'd)

250.9925.4415.RZNRDGD Rozanne Drive Bridge

This account represents the repair and reconstruction of the Rozanne Drive Bridge. There is a small water component that can be found in the Water/Sewer Fund.

250.9925.4415.LOMB Lombard Road – Fullerton to Lake

This account represents the road project for Lombard Road between Fullerton and Lake.

250.9925.4459.MFT MFT Sidewalk Program

This account represents funding for sidewalk replacement on streets that are included in the annual replacement.

250.9925.4459.TRIP Sidewalk Program

This account represents the annual program to replace aging and trip-hazard sidewalks.

250.9925.4459.ADA ADA Sidewalk Compliance

This account represents the annual program to bring sidewalk intersections into ADA compliance.

COMMUNITY DAYS FUND

Narrative

This fund was established to account for revenues and expenditures of the annual Community Days festival. For over 25 years, Community Days was held at Village Hall and was previously sponsored by the Community Council of Addison, a local not-for-profit organization. The event was cancelled in 2006 due to the reconstruction of Lake Street. In addition, the Community Council informed the Village that it was disbanding due to a loss of volunteers. In 2006, the Village Board appointed a new Special Events Commission, to work with the Village on reorganizing the festival. The new Community Days festival featured upgraded entertainment, similar to that offered by neighboring communities. The Village received corporate sponsorships to pay for some of these increased costs.

Due to the economic downturn and uncertainty of the timing of the rebound, the Board cancelled Community Days in 2009 and in 2010. Although this fund was created to record the operations of Community Days, it was used for other Community Events that were planned. Fiscal 2011 and 2012 included a Circus that the Village hosted. Local civic organizations sold tickets with a portion of the proceeds of the tickets going back to the organization that sold the ticket.

The Board has included budgeted funds in the General Fund Community Relations Department for the weekly summer events which include music, food and special event nights such as car and motorcycle shows and a battle of the bands. These events are free to the community (except food and beverage purchases from local vendors) and are well attended.

COMMUNITY DAYS FUND (260)

Budget

ACCT NO	ACCOUNT DESCRIPTION	2015-16 ACTUAL	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACT	2018-19 BUDGET	2019-20 BUDGET	2020-21 BUDGET	2021-22 BUDGET	2022-23 BUDGET
260.9926	REVENUES									
		INTEREST								
260.9926.3510	INVESTMENT INCOME	7	0	0	0	0	0	0	0	0
	SUBTOTAL	7	0	0	0	0	0	0	0	0
		MISCELLANEOUS REVENUES								
260.9926.3899	CIRCUS REVENUES	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0
		TRANSFERS IN								
260.9926.3910	TRANSFER FROM GENERAL FUND	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0
	TOTAL REVENUES	7	0	0	0	0	0	0	0	0
260.9926.9926	EXPENDITURES									
		SUPPLIES & MATERIALS								
260.9926.4299	OTHER OPER. SUPPLIES - Circus	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	0	0	0	0	0	0	0	0	0
	FUND BALANCE, BEGINNING	6,405	6,412	6,412	6,412	6,412	6,412	6,412	6,412	6,412
	REV. OVER (UNDER) EXP.	7	0	0	0	0	0	0	0	0
	FUND BALANCE, ENDING	6,412	6,412	6,412	6,412	6,412	6,412	6,412	6,412	6,412

DEPARTMENT DIRECTORY

Fund	Organization Number	Department/Division
General	1012	Administration
	1021	Cultural Arts Commission
	1022	Historical Commission
	1023	Blood Bank Commission
	1028	Senior Citizen Commission
	1029	Police Commission
	1040	Finance
	1050	Community Relations
	1060	Building & Grounds
	1510	Police
	1520	Henry Hyde Resource Center
	1530	Consolidated Dispatch Center
	2010	Community Development
	2510	Electrical & Forestry
	2520	Street
	2600	General Ledger
	Water & Sewer	5010
5031		Sewer
5032		Water Pollution Control
Internal Services	9961	Fleet Services
	9962	Information Technology
	9964	Equipment Replacement

GLOSSARY OF TERMS

The Annual Budget and Financial Plan contain specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the financial plan document in understanding these terms, a glossary has been included in the document.

ACDC – Acronym for the Addison Consolidated Dispatch Center.

Agency Fund - A fund established to account for assets held by the Village as a collection of paying agent; for individuals, private organizations, other governmental units or other funds.

Accrual Basis - A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable; expenses are recognized in the period incurred, if measurable.

Appropriations - A legal authorization made by the Village Board which permits the Village to incur obligations and to make expenditures for specific purposes.

Appropriation Ordinance - The official document adopted by the Village Board to establish a legal limit of Village expenditures or obligations for a specific time period.

Assessed Valuation - A percent of appraisal value assigned to real estate and certain personal property for use as a basis for levying property taxes. In the Village of Addison the assessed valuation is 33% of appraised value.

Assets - Property owned by a government which has a monetary value.

Balance Sheet - A financial statement that discloses the assets, liabilities, reserves and balances of a specific governmental fund as of a specific date.

Bond - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large projects, such as buildings, streets and bridges.

Budget - A plan of financial operation embodying an estimate of proposed revenue and expenditures for a specific period of time (budget fiscal year).

Budget Adjustment - A legal procedure utilized by the Village staff and Village Board to revise the budget.

Balanced Budget - A budget in which estimated revenues equal estimated expenditures.

Budget Message - The opening section of the budget which provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the Village Manager.

GLOSSARY OF TERMS

(Cont'd)

Budgetary Control - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Assets - Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment. The Village has established a level of \$1,000 for an item to be considered an asset; below \$1,000, the item is considered to be an operating expense. Assets with a value of \$5,000 or more are capitalized and depreciated.

Capital Expenditures/Outlay - Expenditures which result in the acquisition of or addition to capital assets.

Capital Improvements Program (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet the long-term capital needs of the Village.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Cash Management - The management of cash necessary to pay for government services, while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

Certificate of Deposit - A negotiable or non-negotiable receipt of monies deposited in a bank or financial institution for a specific period for a specified rate of interest.

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not anticipated.

Debt Service - The expenditure for principal and interest payments on loans, notes, and bonds.

Debt Service Fund - A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit - (1) The excess of an entity's liabilities over its assets. (2) The excess of expenditures or expenses over revenues during a single accounting period.

Delinquent Taxes - Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.

Department - A major administrative division of the Village which indicates overall management responsibility for an operation or a group of related operations within a functional area.

GLOSSARY OF TERMS

(Cont'd)

Depreciation - Expiration in the service life of capital assets purchased within Internal Service and Enterprise Funds, to account for wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Disbursement - Payment for goods and services by cash or check.

Encumbrance - The commitment of budgeted funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund - A governmental accounting fund in which services provided are financed and operated similar to those of a private business--where the intent is that the costs (expenses, including depreciation or debt service payments) of providing goods and services be financed or recovered through user fees.

ERF – Acronym for the Village's Equipment Replacement Fund.

Estimated Revenue - The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by the Village Board.

E.S.D.A. Fund - A special revenue fund established to account for all operations of the Village's Emergency Services and Disaster Agency. This fund was eliminated in FY 1997-98.

Expenditure - Decrease in net total assets. Expenses represent the total cost of operations during a period of time regardless of the timing of the related expenditures. Note: An encumbrance is not an expenditure but a reserve of funds to be expended.

Financial Plan - A multi-year, long-range approach to assessing the Village's revenue and expenditure needs which becomes the basis for formulating the annual budget which by law must be adopted. The plan is developed by utilizing existing policies, objectives, assumptions, and accepted benchmarks and activity measures.

Fiscal Year - The time period designated by the Village signifying the beginning and ending period for recording financial transactions. The Village of Addison has specified May 1 to April 30 as its fiscal year.

Full Faith and Credit - A pledge of the general taxing power of government to repay debt obligations (typically used in reference to general obligation bonds).

Fund - An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or functions.

Fund Balance - The excess of assets over liabilities; also known as surplus funds.

GLOSSARY OF TERMS

(Cont'd)

Fund Type - In governmental accounting, all funds are classified into seven generic fund types: General, Special Revenue, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording; encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Fund - The fund used to account for all financial resources except those required to be accounted for in another fund.

General Obligation Bonds - Bonds that finance a variety of public projects such as streets, buildings, and improvements. These bonds are backed by the full faith and credit of the issuing government.

Grant - A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.

HHRC – Henry Hyde Resource Center.

HUD – Department of Housing and Urban Development.

Illinois FIRST – The Illinois Fund for Infrastructure, Roads, Schools and Transit. A five-year \$6.3 billion package used to support capital projects throughout the state (2000-2005).

Infrastructure - The physical assets of the Village (streets, water, sewer, and public buildings).

Internal Service Fund - A fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

I.S.T.E.A. Grant - Intermodal Surface Transportation Efficiency Act is a federal grant, which provides 50% funding for the Army Trail: Mill - Lombard and the Resurfacing: Fullerton/Collins street projects in the Motor Fuel Tax Fund.

Levy - To impose taxes for the support of Village activities.

Liability - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

Long Term Debt - Debt with a maturity of more than one year after the date of issuance.

MGD – Million gallons per day.

GLOSSARY OF TERMS

(Cont'd)

Modified Accrual Basis - A basis of accounting in which revenues are recognized in the period they become available and measurable; expenditures are recognized in the period in which fund liability is incurred, if measurable.

Operating Budget - The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel.

Personnel Services - Costs related to compensating Village employees, including salaries, wages and benefits.

Property Tax - Property taxes are levied on real property according to the property's valuation and the tax rate.

Rider 28 - A charge applied to each kilowatt-hour, to recover the cost of special projects, in excess of standard work, that the local government has required ComEd to undertake. In this case, the special project is the burial of power lines on Lake Street.

Revenue - Funds that the Village receives as income.

Revenue Bonds - This type of bond is backed only by revenues from a specific enterprise or project.

STP -Surface Transportation Program – A Federal grant, funding source, where the local share is 30% of construction cost of a road project. This funds programs in the Motor Fuel Tax Fund.

Special Assessment Area - A method used for the purpose of financing public improvements in a designated area. Although a portion of special assessment project costs are borne by a group of specifically benefited owners, the project usually has some value to the general public, in which case the general government may bear a portion of the project cost. The general government frequently pays for the entire project up front, and finances the cost through a bond issue. The individual owners in the special assessment area pay the general government their proportional share of the total owner cost. The payment is then used to cover annual debt service costs of the bond issue. Payments can be set up on a lump sum or a periodic basis.

Special Revenue Fund - A fund created when the Village receives revenue from a special source designated to be used for a specific purpose.

Special Service Area - A method used for the purpose of financing public improvements in a designated area. This is handled in the same manner as a Special Assessment Area, except that the individual owner's portions are paid through annual property tax assessments. (See also Special Assessment Area).

Sludge - The end product left after wastewater has been treated to reclaim effluent.

GLOSSARY OF TERMS

(Cont'd)

Tax Levy - The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TIF - Acronym for Tax Increment Financing. This type of financing typically pays for infrastructure and capital improvements in a designated area or district. The difference in property tax revenues received in a base year versus the increased property taxes received in subsequent years after improvements are made, results in a property tax increment which is used to finance the improvements.

Working Cash/Capital - The excess of current assets over total current liabilities.



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