



# Budget & Financial Plan

May 1, 2014 ~ April 30, 2015



**Village of Addison**

**DuPage County, Illinois**



The Village Hall/Police Department, dedicated in 2000, as seen from the air. The Town Center project, described in the budget message, would include the Village Hall, Police Department, Library and the commercial area to the left (North) of the Village Hall.

Photo compliments of T.P.I. Photographer: Joe Cirincione



# **VILLAGE OF ADDISON, ILLINOIS**

**2014-2015 ANNUAL BUDGET  
MAY 1, 2014 - APRIL 30, 2015**

**Prepared By:**

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Deborah A. Norman, Assistant Finance Director/Operations & Budget**

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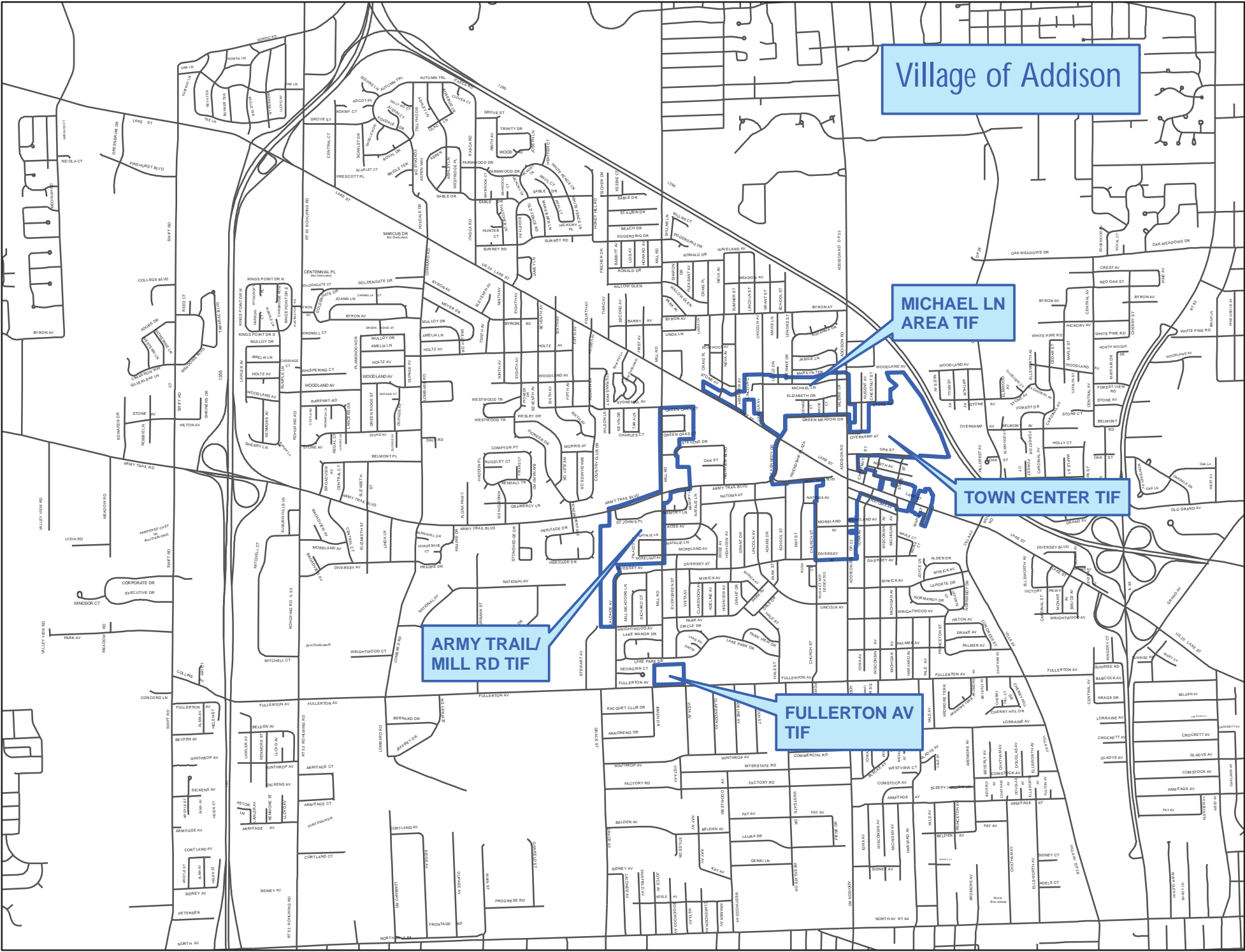
Village of Addison

MICHAEL LN  
AREA TIF

TOWN CENTER TIF

ARMY TRAIL/  
MILL RD TIF

FULLERTON AV  
TIF



## 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 Cathy Kluczny, Trustee Sylvia Layne, Trustee William Lynch, Deputy Mayor Thomas Hundley, Trustee Harold Theodore, and Trustee Joseph McDermott

### **VILLAGE ATTORNEY**

Tressler LLP

### **ADMINISTRATIVE**

Joseph E. Block, Jr.  
John Berley  
Roseanne M. Benson  
J. Mitchell Patterson  
Timothy Hayden  
Donald Weiss

Village Manager  
Asst. Vlg Mgr/Dir. of Comm. 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, 2013**

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 Police Chief.

The Village employs 206 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 Systems.

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](http://www.AddisonAdvantage.org)

### Election – April 7, 2009

Number of Registered Voters	15,339
Number of Votes Cast in Last Municipal Election	3,758

### Village Bond Rating

Fitch IBCA	AA+
Standard & Poor's	AA+
<b>Fire ISO Rating:</b>	2

### Various taxes:

Sales Tax	8.25% (eff. 1/1/12)
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 Chicago loop business district and 14 miles southwest of O'Hare International Airport. 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. O'Hare International Airport is approximately 15 miles northeast of the Village, a 20-minute drive by expressway.

### 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 (2012)	\$3,094,237,236
Equal. Assessed Valuation (.33%)	\$1,031,412,412

#### EAV Breakdown by Type of Property

	<u>2012 EAV</u>	<u>% of Total</u>
Residential	\$ 609,786,540	59.1%
Industrial	325,541,050	31.6%
Commercial	95,670,541	9.3%
Railroads & Farms	414,281	0.0%
	<u>\$ 1,031,412,412</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	3.05 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	4.88 million gals
Total Gallons Treated	1.78 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	+183,070
Number of Fire Stations	3
Number of Banks and Savings & Loans	7

### BUSINESS

The Village has 971 businesses paying sales taxes.

#### Kind of Business Report (d)

<u>Sales Category-2013</u>	<u>Sales Volume</u>	<u>%</u>
General Merchandise	\$1,897,655	12.8%
Food	602,393	4.1%
Eating & Drinking Places	1,188,543	8.0%
Apparel	37,157	0.3%
Furniture, Household & Radio	347,269	2.3%
Lumber, Building & Hardware	404,451	2.7%
Automotive & Filling Stations	1,983,620	13.4%
Drugs & Other Retail	3,610,729	24.4%
Agriculture & Extractive	4,298,215	29.0%
Manufacturing	448,256	3.0%
Total	<u>\$14,818,288</u>	<u>100%</u>

#### Major Employers (c)

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

United Parcel Service	2,914
Pampered Chef	788

#### 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	2012
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 2007 - 2012***

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On December 18, 2006, the Village Board adopted a strategic plan for the Village organization for the years 2007 – 2012. The result was a comprehensive plan with several parts:

- The Village of Addison Purpose Statement
- Guiding Principles
- Our Vision for the Year 2012
- Near-Term Action Plan

## **THE VILLAGE OF ADDISON PURPOSE 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 2007 – 2012**

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(Cont'd)

## **OUR VISION FOR THE YEAR 2012**

1. The Town Center is well underway, in accord with the Town Center Development Plan, and its design and amenities engender and project a desirable sense of place.
2. Our social and economic assets elevate community life.
3. Our residential neighborhoods and housing meet a high standard of livability.
4. A substantial share of the unincorporated area is within Village limits and aligns with the quality of our community.
5. A variety of mobility options add benefits and efficiency to the local transportation system.
6. We take pride in quality municipal service delivery.

## **NEAR-TERM ACTION PLAN**

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

### **Visions and Associated Goals/Objectives**

These goals and objectives are the measurable results that will indicate our progress in the first one to two years. The action steps are both functional and cross-functional, the result of our system-wide action planning.

**Vision 1: The Town Center is well underway, in accord with the Town Center Development Plan, and its design and amenities engender and project a desirable sense of place.**

**Goal 1 – Undertake strategic property redevelopment initiatives.**

*Objective 1:* Acquire and demolish Betterbilt factory to utilize it for redevelopment.

*Objective 2:* Facilitate Alta Villa Banquet's relocation within the Village for redevelopment of existing property.

*Objective 3:* Work with Oxford Bank to redevelop Addison Road property.

*Objective 4:* Promote St. Paul's vacant property as a senior housing development to establish residential options in proximity to retail, dining and entertainment.

# **STRATEGIC PLAN 2007 – 2012**

(Cont'd)

## **Goal 2 - Secure quality retail establishments – grocery, shops, dining and entertainment – that stimulate economic vitality and attract visitors and residents.**

Objective 1: Coordinate redevelopment of Addison Township property as condominiums and retail.

Objective 2: Reach agreement with Green Meadow on shopping center redevelopment, including improved retail.

Objective 3: Work with Jewel and Green Meadow on agreement for a new grocery store.

Objective 4: Implement relocation of Len's Ace hardware in Addison for redevelopment of their property.

## **Goal 3 - Design an environment conducive to community gathering.**

Objective 1: Reach agreement with DuPage County for Addison Road jurisdiction, and create Main Street plan.

Objective 2: Reach agreement with Park District regarding Signature Park Project.

Objective 3: Install WiFi capability in the Town Center.

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

### **Goal 1 - Cultivate and champion student learning and schooling.**

Objective 1: Support community investment in the schools.

Objective 2: Articulate the interdependence of student achievement and community economic vitality.

Objective 3: Broaden the value of life-long learning in the community.

### **Goal 2 - Acknowledge and celebrate our community's diversity and unity.**

Objective 1: Encourage and support programs or celebrations that embrace culture and expand awareness.

Objective 2: Enhance communication and interaction with and between ethnic communities.

Objective 3: Encourage community-wide participation and involvement.

### **Goal 3 - Facilitate diverse populations' assimilation through information and outreach about community values and expectations.**

Objective 1: Develop programs at the Neighborhood Resource Center with the goal of assimilation.

Objective 2: Participate in the expansion of school-based community outreach programs.

# **STRATEGIC PLAN 2007 – 2012**

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(Cont'd)

## **Goal 4 - Ensure safety across the community.**

Objective 1: Expand police staffing for a more visible police presence.

Objective 2: Create high expectations and continue to deploy actions to assure safety on each and every street in every neighborhood.

## **Goal 5 - Optimize technology to build community.**

Objective 1: Negotiate franchise agreements that provide maximum technology throughout the community.

Objective 2: Evaluate community technology needs and potential, including WiFi.

## **Vision 3: Our residential neighborhoods and housing meet a high standard of livability.**

### **Goal 1 - Foster responsible property owners and occupants in all neighborhoods.**

Objective 1: Implement a rental housing certification program.

Objective 2: Review and modify the Village rental licensing ordinance regarding owner responsibility.

Objective 3: Review current rental housing license fees to cover the cost of a rigorous enforcement program.

### **Goal 2 - Upgrade neighborhood conditions.**

Objective 1: Commit funds for public infrastructure improvement additions in areas currently not served.

Objective 2: Provide incentives for rehabilitation of existing housing.

## **Vision 4: A substantial share of the unincorporated area is within Village limits and aligns with the quality of our community.**

### **Goal 1 - Undertake annexation and development of unincorporated areas.**

Objective 1: Actively pursue commercial annexations.

Objective 2: Consider potential residential annexations wherever opportunities are presented.

Objective 3: Continue construction of utility infrastructure and other incentives in unincorporated areas with preannexation agreements.

# **STRATEGIC PLAN 2007 - 2012**

(Cont'd)

**Vision 5: A variety of mobility options add benefits and efficiency to the local transportation system.**

**Goal 1 - Develop a network of pedestrian and bicycle paths.**

*Objective 1:* Design pedestrian/bicycle access into Town Center plan.

*Objective 2:* Work with other jurisdictions to implement the Salt Creek Greenway Plan and the East Branch DuPage River Greenway Trail.

**Goal 2 - Advance public transportation to key destinations in cooperation with other taxing bodies and communities.**

*Objective 1:* Support the intercommunity public transportation system through continued participation with the DuPage Mayors and Managers Conference circulator project.

*Objective 2:* Investigate shuttle service to train stations, medical centers and the Town Center.

*Objective 3:* Survey future local ridership potential in other areas of the community.

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

**Goal 1 - Assess customer needs.**

*Objective 1:* Continue to upgrade technology implementation/expansion.

*Objective 2:* Expand ability for customers to conduct Village business through technology (Internet).

*Objective 3:* Investigate 311 (non-emergency) phone system.

*Objective 4:* Create feedback tools, such as time lapse from request to completion.

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

*Objective 1:* Budget and commit funds for ongoing training.

*Objective 2:* Evaluate current technology and upgrade as needed.

*Objective 3:* Provide compensation and working conditions that encourage morale and reduce attrition.

*Objective 4:* Evaluate staffing levels commensurate with increases in service area.

**Goal 3 - Regard employees as ambassadors to Village stakeholders.**

*Objective 1:* Encourage and facilitate bidirectional flow of information between employees.

*Objective 2:* Improve procedures for increased effectiveness, including processes for hearing and addressing suggestions, complaints and concerns.



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# Village of Addison

April 1, 2014

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

Re: 2014-2015 Budget Message

Ladies and Gentlemen:

The 2014-2015 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 out performed 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

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 \$10,000 and to approve contract change orders in amounts up to \$5,000. 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**

During the 2013-14 fiscal year, the Village continued to experience a mixed bag of economic indicators. We have seen a modest growth in some of our major revenue sources. For the others, we continue to experience the lingering effects of the 2008 downturn, and the effects of the reconstruction of Rohlwing Rd. (Illinois Route 53) by the Illinois Department of Transportation. The Village, like the rest of northern Illinois, experienced the third worst winter season in history. Frequent snowfalls and arctic cold caused overtime budgets to be exceeded to provide for snow plowing needs, and for the repair of a record number of water main breaks due to a deep underground frost line. Our elected officials and the Village staff continue to attack these negative fiscal circumstances by limiting new programs, and deferring operating and capital expenses, whenever possible. The Village also approved our third Voluntary Separation Incentive Program (VSIP), which resulted in twelve (12) long term personnel choosing to retire from Village service. These employees represented over 298 years of service to the Village of Addison. Two (2) of these positions have been eliminated, and the other ten (10) will be filled with entry level, pension tier 2 employees. All of the new staff will also fall under the Village policy requiring them to contribute to their hospitalization coverage. In addition, the Community Development Department was reorganized to improve service delivery and reduce operating costs. The result of these actions will be significant cost savings over the next three (3) fiscal years. During the summer of 2012, the Village reached a wage and benefit settlement with the Metropolitan Alliance of Police which represents the Village's patrol officers. The settlement covered salary adjustments for 2012, 2013 and 2014. The same terms were extended to all non-union staff. Most economic forecasters agree that the current economic situation will be soft into the foreseeable future. Based on this, the Village's revenue projections are very conservative going forward.

No major service cuts are planned in the 2014-15 budget. This budget does not assume any new Federal or State economic assistance, or any cutbacks of existing assistance.

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

Capital projects and redevelopment funds cover all ongoing projects, including local share expenses for the water main replacement and reconstruction of Rohlwing Rd. by the Illinois Department of Transportation, and Phase I and Phase II of the Swift Rd. resurfacing project.

## **PERSONNEL ASSUMPTIONS**

In the Village's proposed 2014-2015 budget, there are no new positions in the Village organization.

## **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.
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 2014-2015 budget will attempt to keep the Village in compliance with all of the above policies.

## **BUDGETARY GOALS**

On March 13, 2002, the Lincoln Foundation for Business 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. The Lincoln Foundation 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 Lincoln Award are patterned after the national Malcolm Baldrige Quality Award.

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

On December 18, 2006 the Village Board adopted a strategic plan for the Village organization for the years 2007-2012. Preparation of the plan involved use of the Lincoln criteria by inviting a number of different groups to work with the elected officials and staff. The Village Board is currently working on a new strategic plan. The following describes how these strategic directions have been translated into the 2014-2015 budget:

### **Vision 1, Goal 3: Design an environment conducive to community gathering**

In TIF #2, \$287,000 has been budgeted for the development of a 1.8 acre park site in the Michael Lane neighborhood. \$150,000 has been budgeted in TIF #3 for a façade grant for the redevelopment of the Green Meadows Shopping Center on Lake St. \$280,000 has

been budgeted in TIFs #2 and #3 for additional façade renovation grants for local businesses.

### **Vision 3, Goal 2: Upgrade neighborhood conditions**

\$ 4.3 million has been budgeted in the Capital Projects Fund, to acquire 17 flood prone properties in the Home Addition, Normandy Manor and Highview subdivisions. These homes were severely damaged by the 2008 and 2010 floods. The 2008 properties have been approved by the Federal Emergency Management Agency for the \$4.2 million buyout using FEMA funds. The Village has applied for and has received State funding for the 2008 local share contribution. The 2008 properties will be purchased during the summer of 2014, and demolished. The Village has applied for a CDBG grant for local share expenses in the 2010 acquisitions with DuPage County. A Village share amount of \$110,000 for these acquisitions is included in the Capital Projects Fund if needed. The Village has also budgeted \$12,500 for it's share of design engineering for the Busse Woods Dam modification project. This project is being coordinated by the Village of Elk Grove and DuPage County, and will provide Addison with additional stormwater storage along Salt Creek.

\$140,000 has been included in the Corporate Fund for the Village's ongoing Emerald Ash Borer tree removal program. This is a multi-year program to remove potentially hazardous EAB infected trees from Village rights-of-way.

\$245,000 has been budgeted in the Water and Sewer Fund for the replacement of a water main on Lincoln Ave. \$55,000 has been budgeted in the same fund to upgrade aerators for the Louis' Reservoir.

\$185,000 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).

\$1,338,000 has been budgeted in the TIF #1 Fund for engineering and construction expenses on a shoreline restoration project in the Green Oaks Ct. area. This area has been subject to severe shoreline erosion in the past, due to flows in the Westwood Creek. Upon completion of this work, the Village plans to terminate the TIF district, and distribute any surplus funds to the affected taxing bodies. At this time, we also anticipate termination of TIF #4, due to a lack of redevelopment potential in the district. TIF #1 was originally scheduled to expire in 2017, as will TIF #2. TIF #3 will be the only district remaining after 2017.

\$5,531,000 has been budgeted in the Water and Sewer Fund to complete a number of improvements to the wastewater distribution system. The improvements will include the replacement of several sewage lift stations throughout the Village which have reached their useful life. In addition, these funds will allow improvements to the Village's two wastewater

treatment plants. The projects will be funded by a State low-interest loan, which will be financed over twenty (20) years. The Village will use earmarked sales tax revenue to pay the debt service on the loan. The Village recently paid off a similar loan for wastewater improvements which were completed in 1992. The debt service funds used for the 1992 loan will be committed to the 2013 loan, without the need to raise taxes or fees. Due to favorable bids on the first phase of improvements, a second loan is currently being processed with the State in order to replace another major piece of process equipment at the North Wastewater Treatment plant. This improvement will cost approximately \$900,000 and can be accommodated by the existing debt service revenue.

### BUDGET TRENDS

The fiscal year 2014-2015 operating budget reflects a 2.44% decrease over last fiscal year's Budget:

Fund	FY 2013-14 Budget	FY 2014-15 Budget	% Change
General Fund	27,492,000	28,211,800	2.62%
Water and Sewer Fund (inc. capital)	21,513,100	19,811,200	(7.91)%
Fleet Services	1,397,400	1,430,300	2.35%
IS	1,122,200	1,144,300	1.97%
Equipment Replacement	764,000	670,000	(12.30)%
Debt Service Fund	3,889,872	3,910,299	0.53%
Capital Projects	4,268,600	4,295,500	0.63%
Redevelopment	0	0	n/a
Public Building	1,685,500	1,666,100	(1.15)%
TIF # 1	1,464,300	1,403,100	(4.18)%
TIF # 2	1,550,000	487,300	(68.56)%
TIF # 3	327,800	230,300	(29.74)%
TIF # 4	0	0	n/a
Police Pension Fund	2,823,000	2,950,168	4.50%
Motor Fuel Tax	3,233,900	3,551,400	9.82%
Community Days Fund	0	0	n/a
	71,531,672	69,761,767	(2.47)%

### 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. \$20,000 has been budgeted in this fund to replace copiers in the Administration and Police Departments. \$25,000 has been budgeted in the Police Department to replace the Live Scan fingerprint scanner. \$18,000 has been included in the budget of the Community Relations Department for a public notification service. \$7,500 has also been budgeted in the same department to obtain a Village of Addison mobile application for smart phones. \$45,000 has been added to the

Village of Addison mobile application for smart phones. \$45,000 has been added to the same budget for upgrades to the Village's Summer of Special Events. \$13,000 has been included in the Administration budget to reinstate the annual Employee/Commission Awards dinner.

### **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. \$50,000 has been included in this Fund to abandon and Cap Well 4, as well as to begin a program of sandblasting and repainting Village fire hydrants, using contractual services. \$213,200 has been included to fund equipment and process upgrades for the Village's water system, and wastewater treatment facilities.

### **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.

\$2,252,000 has been budgeted in this fund for the 2014 Street Resurfacing Program. In addition, \$312,300 has been budgeted for local share expenses for Phase I of the Swift Rd. resurfacing which was completed in 2013. \$593,800 has been budgeted for Phase II of the Swift Rd. resurfacing which will be bid in April, 2014. The Village will receive funding from the Federal Surface Transportation Program (STP) for 70% of the cost of both phases of this project. \$99,000 has been budgeted to reconstruct Ardmore Avenue from Lorraine to Ardmore School. This section of roadway is narrow, and will be widened to Village standards, in order to accommodate an expected increase in traffic due to the designation of Ardmore as a K-5 school by Addison School District #4.

### **Internal Services Fund**

The IS Department Budget covers the cost of the operation and maintenance of the Village's computer hardware, software and communication systems. In accordance with Vision 6, Objective 2 of the Strategic plan, this fund includes resources for scheduled server, desktop and laptop replacements. Funds are included for computer, battery and server replacements, system upgrades, and the replacement of the radio tower at the Public Works facility. This tower is used for multiple communication tasks.

### **Fleet Services**

The Fleet Services Budget covers the cost of the operation and maintenance of the Village's vehicle fleet. \$50,000 is included in this fund for the replacement of a diesel tank at the A.J. LaRocca Treatment Plant. The tank stores diesel fuel for the Plant's backup power generator.

### **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 services estimates of replacement cost and replacement date. \$670,000 is budgeted for equipment purchases out of this fund.

### **Public Building Fund**

The Public Building Fund covers the cost of upgrades and repairs to Village owned buildings. \$266,000 has been budgeted in this fund to upgrade HVAC systems in various Village buildings, and to paint and upgrade buildings on the Village Green and in the Historic district. Funds are also included to upgrade and install a roofing and runoff treatment system for the Village's storage bins located at the Public Works facility.

### **ACKNOWLEDGMENTS**

Once again, I would like to thank all of the supervisory and management staff for their efforts in the preparation of the 2014-2015 budget. In these uncertain economic times, we have asked them to prioritize, to innovate, and most often, to delay projects in order to conserve cash. They have continued to cut operating expenses, and have prevented, thus far, the need to consider layoffs or service cutbacks. In addition, the entire Village staff has increased their work efforts in order to offset vacant positions. Everyone has been understanding, and has been appreciative of management's efforts to maintain services and to avoid layoffs. Their combined efforts have been instrumental in keeping the Village on a solid financial footing. I truly appreciate all of their ongoing efforts.

I would also like to thank our elected officials for their support throughout the year. They have made many difficult decisions with regard to the budget, and have allowed the staff the flexibility to implement them. These difficult times have highlighted the fact that Addison is fortunate to have a team of elected and appointed officials that work so well together. We have a common goal, and will do our best to bring the Village through this lackluster economic period both intact, and positioned to take advantage of any real future economic recovery.

Respectfully submitted,



Joseph Block  
Village Manager



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# FY 2014-15 BUDGET & FINANCIAL PLAN CALENDAR

## Budget Schedule of Dates and Events

Wednesday, December 4, 2013

### Village Manager and Finance Director

- ◆ Budget instructions, forms and schedule are distributed to department heads

Friday, December 13

### Public Works

- ◆ Forwards the (5) year vehicle replacement plan to the Finance Director.

Monday, January 6, 2014

### Department Heads

- ◆ Submits all budgets to the Finance Director by Monday, January 6, 2014.

### Administration

- ◆ Compiles figures for personnel expenditures and casualty insurance.
- ◆ Forwards to Finance prior to Monday, January 6, 2014.

### Finance

- ◆ Prepares audit expenditures and revenue projections for Fiscal Years 2014-2015, 2015-2016, 2016-2017, by Monday, January 6, 2014.

### Boards and Commissions

- ◆ Submits goals and budget requests to the Finance Director by Monday, January 6, 2014.

Wednesday, January 8 - Monday, January 13

### Finance Director and Assistant Finance Director –O/B

- ◆ Compiles expense requests and revenue projections for all three fiscal years.
- ◆ Reviews and develops initial review schedule with Village Manager.

Tuesday, January 14 - Friday, January 17

### Village Manager and Finance Director

- ◆ 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.

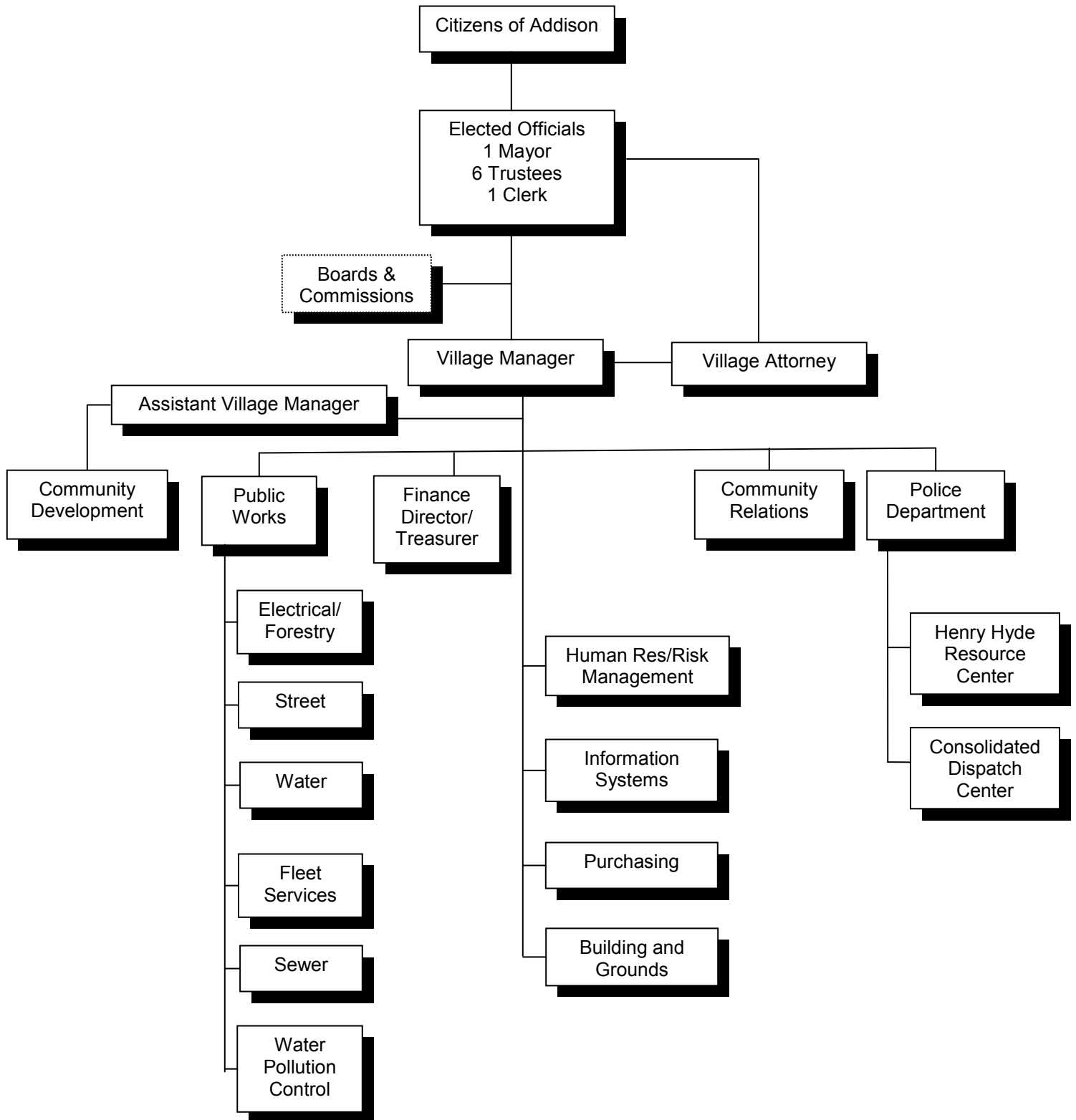
# FY 2014-15 BUDGET & FINANCIAL PLAN CALENDAR

## Budget Schedule of Dates and Events (Cont'd)

- Monday, January 20 - Wednesday, January 29
- Department Heads
- ◆ Departments revise budget and program requests as needed.
  - ◆ Resubmit to the Finance Director by Wednesday, January 29.
- Thursday, January 30 - Friday, February 14
- Finance
- ◆ Budget package compiled and distributed to Finance and Policy Committee on Friday, February 14.
- Thursday, February 20
- Finance and Policy review session:
- ◆ Water and Sewer Fund Revenues
  - ◆ Water Sewer Water Pollution Control  
Capital Projects: MFT, Capital Projects,  
Redevelopment, Public Building Fund, TIF Funds
- Tuesday, February 25
- Finance and Policy review session:
- ◆ Boards & Commissions
  - ◆ General Fund Revenues Police
  - ◆ Administration, IS, Building & Grounds
  - ◆ Finance General Ledger Debt Service
  - ◆ Police Pension
- Thursday, February 27
- Finance and Policy review session:
- ◆ Community Relations
  - ◆ Community Development
  - ◆ Electrical & Forestry Street Fleet Services
  - ◆ Equipment Replacement Fund
- Thursday, April 10
- Finance
- ◆ Advertises, Notice of Public Hearing - Budget on display.
- Monday, April 21
- Village Board
- ◆ Public Hearing of the FY 2014-15 Budget and Financial Plan.
  - ◆ Final adoption of the FY 2014-15 Budget and Financial Plan.

# VILLAGE OF ADDISON

## Organizational Structure



# EMPLOYEE CENSUS - AUTHORIZED

## Ten Year Analysis

<u>GENERAL FUND</u>		<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<b>Administration</b>	Full-Time	7	7	7	7	7	7	7	7	7	7
	Part-Time	10	11	11	11	11	11	11	11	11	11
<b>Boards &amp; Commissions</b>	Full-Time	0	0	0	0	0	0	0	0	0	0
	Part-Time	1	1	1	1	1	1	1	1	1	0
<b>Finance</b>	Full-Time	9	9	9	9	9	9	9	9	9	9
	Part-Time	3	3	3	3	3	3	3	3	3	5
<b>Community Relations</b>	Full-Time	5	5	5	5	5	5	5	5	5	5
	Part-Time	0	0	0	0	0	0	1	1	1	1
<b>Building &amp; Grounds</b>	Full-Time	2	2	2	2	2	2	2	2	2	2
	Part-Time	1	1	1	1	1	1	1	1	1	1
<b>Police</b>	Full-Time	92	92	97	100	101	101	88	88	88	88
	Part-Time	23	23	24	24	24	24	24	24	24	4
<b>HHRC</b>	Full-Time	0	0	0	1	1	1	1	2	2	2
	Part-Time	0	0	0	1	2	2	2	2	2	1
<b>Consolidated Dispatch</b>	Full-Time	0	0	0	0	0	0	14	14	14	18
	Part-Time	0	0	0	0	0	0	0	0	0	0
<b>Community Development</b>	Full-Time	23	24	24	24	24	24	24	24	24	25
	Part-Time	1	1	1	1	1	1	1	1	1	0
<b>Electrical &amp; Forestry</b>	Full-Time	9	9	9	9	9	9	9	9	9	11
	Part-Time	5	5	5	5	5	5	5	5	5	5
<b>Street</b>	Full-Time	13	13	13	13	13	13	13	13	13	11
	Part-Time	2	2	2	2	2	2	2	2	2	2
<u>ENTERPRISE FUND</u>											
<b>Water</b>	Full-Time	10	11	11	11	11	11	11	11	11	14
	Part-Time	7	7	7	7	7	7	7	7	7	4
<b>Sewer</b>	Full-Time	12	13	13	13	12	12	12	11	11	11
	Part-Time	3	3	3	3	3	3	3	3	3	3
<b>Water Pollution Control</b>	Full-Time	20	19	19	19	19	19	19	23	23	24
	Part-Time	6	6	6	6	6	6	6	6	6	6
<u>INTERNAL SERVICE FUNDS</u>											
<b>Fleet Services</b>	Full-Time	5	5	5	5	5	5	5	5	5	5
	Part-Time	0	0	0	0	0	0	0	0	0	0
<b>Information Systems</b>	Full-Time	3	4	4	4	4	4	4	4	4	4
	Part-Time	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>Full-Time</b>	<b>210</b>	<b>213</b>	<b>218</b>	<b>221</b>	<b>222</b>	<b>222</b>	<b>209</b>	<b>227</b>	<b>227</b>	<b>236</b>
	<b>Part-Time</b>	<b>62</b>	<b>63</b>	<b>64</b>	<b>64</b>	<b>66</b>	<b>66</b>	<b>67</b>	<b>67</b>	<b>67</b>	<b>43</b>

The increase in authorized personnel is due to additional staffing for the Consolidated Dispatch Center. The Village is providing dispatch services for some surrounding communities and will be reimbursed for these services.

# SUMMARY OF EMPLOYEE BY POSITION

<u>Full-Time Position</u>		<u>Authorized</u>	<u>Current</u>	<u>Full-Time Position</u>		<u>Authorized</u>	<u>Current</u>
1	Addison Family Alliance Prog. Dir (HHRC)	1	1	57	Sergeant	9	9
2	Administrative Secretary	4	2	58	Single Family Resident Inspector	1	0
3	Assistant Dir of Community Development	1	1	59	Special Events Coordinator	1	1
4	Assistant Dir of Community Relations	1	1	60	Superintendent of PW	1	1
5	Assistant Director of Finance - Oper/Budg	1	1	61	Superintendent of ES	1	1
6	Assistant Director of Finance - Acct/Audit	1	1	62	Dispatcher/Telecommunicator	16	16
7	Assistant Director of Public Works	1	1	63	Village Engineer	1	1
8	Building Division Supervisor	1	0	64	Village Manager	1	1
9	Civil Engineer 2	2	2	65	WWTP Chief Operator	2	2
10	Clerk Typist	18	17	66	WWTP Operator Class 2	3	3
11	Code Enforcement Officer	1	1	67	WWTP Operator Class 3	3	2
12	Communications Director	1	1	64	WWTP Operator Class 4	1	1
13	Community Development Inspector 1	2	1	65	WWTP Trainee	1	0
14	Community Development Inspector 2	5	5	66	Watch Commander	4	3
15	Community Service Officer	6	5				
16	Deputy Chief of Police	2	2	<b>Total Number of Full-Time Employees</b>		<b>236</b>	<b>206</b>
17	Deputy Director of Communications.	1	1				
18	Dir of Com Develop./ Assist Village Mgr	1	1	<b>Part-Time Position</b>			
19	Dir of Human Resources/Risk Mgmt	1	1	66	Crossing Guards	0	0
20	Director of Community Relations	1	1	67	Mayor and Village Board	7	7
21	Director of Finance	1	1	68	Meter Reader	2	1
22	Director of Police	1	1	69	Part-Time Administrative Assist.	1	1
23	Director of Public Works	1	1	70	Part-Time Clerk Typist	8	8
24	Electrician	1	0	71	Part-Time Commission Chair	0	0
25	Environmental Compliance Coordinator	1	0	72	Part-Time Custodian	2	1
26	Executive Secretary	1	1	73	Part-Time Investigator	1	1
27	Foreman	8	8	74	Part-Time Principal Account Clerk	1	1
28	GIS Administrator	1	0	75	Seasonal/Part-time	20	0
29	Human Resources Assistant	1	1	76	Village Clerk	1	1
30	I & I Inspector	3	0				
31	Industrial Pretreatment Inspector	1	0	<b>Total Number of Part-Time Employees</b>		<b>43</b>	<b>21</b>
32	Information Systems Coordinator	1	1				
33	Information Systems Manager	1	1				
34	Investigative Aide/Crime Analyst	1	1				
35	Laboratory & Technical Services Supervisor	1	1				
36	Laboratory Technician II	2	1				
37	Laboratory Technician I	2	2				
38	Mechanic I	2	2				
39	Mechanic II	1	1				
40	Media Production Coordinator	2	2				
41	Network Administrator	1	1				
42	Patrol Officer	56	52				
43	Plan Examiner	2	1				
44	Plan Examiner Supervisor	1	0				
45	Planner II	1	0				
46	Planning Assistant	1	1				
47	Planning & Zoning Administrator	1	1				
48	Principal Account Clerk	4	4				
49	Public Maintenance Worker I	10	5				
50	Public Maintenance Worker II	15	15				
51	Public Maintenance Worker III	10	9				
52	Public Utility Worker I	1	1				
53	Public Utility Worker III	2	1				
54	Public Utility Worker IV	1	1				
55	Purchasing Agent	1	1				
56	Records Supervisor	1	1				

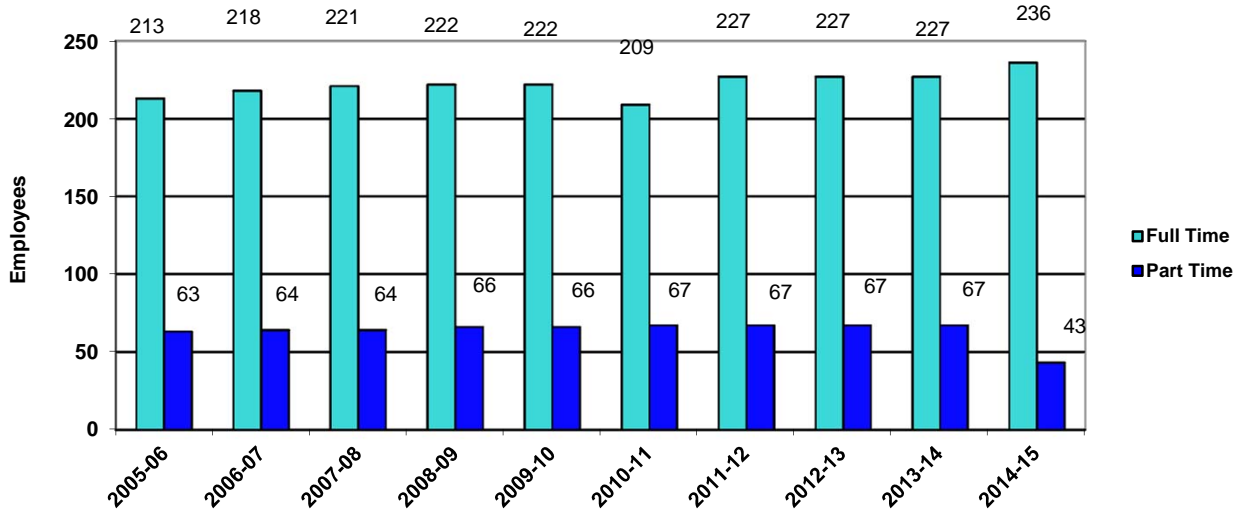
## EMPLOYEE ALLOCATION BETWEEN DEPARTMENTS

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.

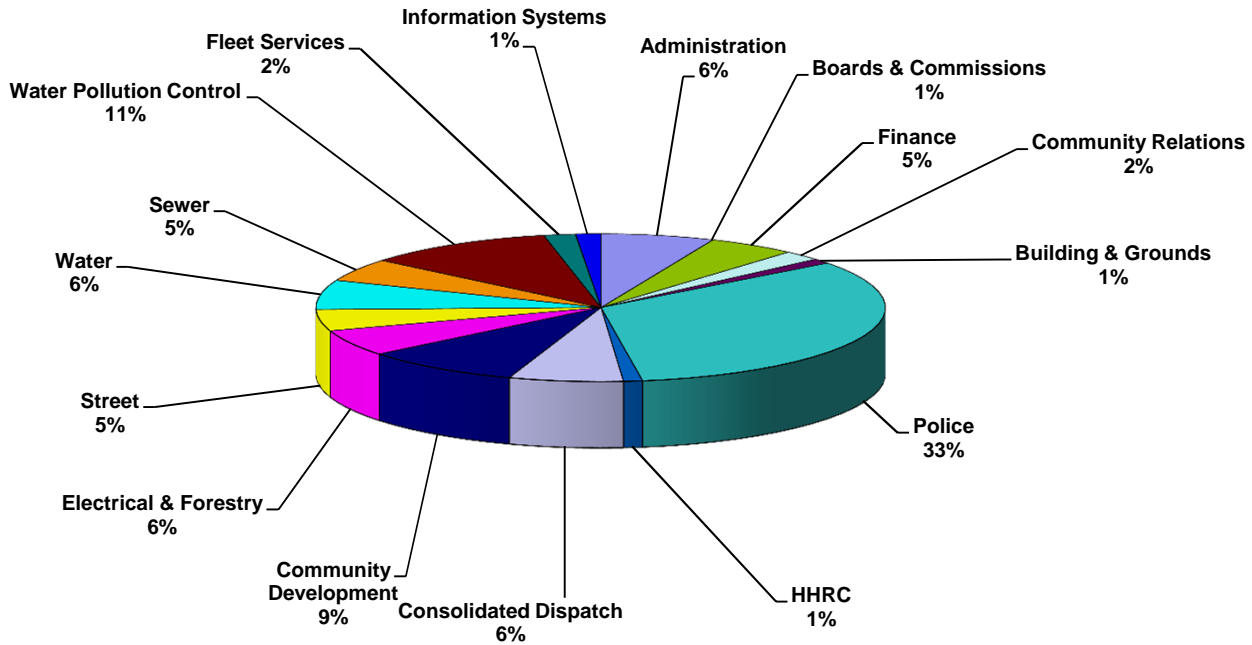
<u>POSITION-DESCRIPTION</u>	<u>Admin</u>	<u>Finance</u>	<u>Com Dev</u>	<u>E &amp; F</u>	<u>Street</u>	<u>Water</u>	<u>Sewer</u>	<u>WPC</u>	<u>IS</u>	<u>TOTAL</u>
	<u>1012</u>	<u>1040</u>	<u>2010</u>	<u>2510</u>	<u>2520</u>	<u>5010</u>	<u>5031</u>	<u>5032</u>	<u>9962</u>	
<b>Authorized &amp; Budgeted Positions:</b>										
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.PERSONL/RISK MGT	0.70					0.10	0.10	0.10		1.00
EXECUTIVE SECRETARY	0.70					0.10	0.10	0.10		1.00
HUMAN RESOURCES 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	0.25		0.67	0.67	1.01	0.85	0.85		5.00
DIRECTOR FINANCE/TREASURER		0.55				0.15	0.15	0.15		1.00
ASSIST. FIN. DIR - AUDIT/ACCTG		0.70				0.10	0.10	0.10		1.00
ASSIST. FIN. DIR - BUDGET/OPER		0.55				0.15	0.15	0.15		1.00
PRINCIPAL ACCT CLERK (4)		0.95				1.01	1.01	1.03		4.00
P.T. CLERK TYPIST		0.25				0.25	0.25	0.25		1.00
P.T. PRINCIPAL ACCT CLERK		0.70				0.10	0.10	0.10		1.00
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 II (2)			1.50			0.10	0.10	0.10	0.20	2.00
PUBLIC WRKS DIRECTOR				0.20	0.20	0.20	0.20	0.20		1.00
ASSIST. DIR OF PUBLIC WORKS				0.10	0.10	0.10	0.35	0.35		1.00
SUPT. PUBLIC WORKS .				0.33	0.33	0.34				1.00
ADMIN. SECRETARY				0.34	0.33	0.33				1.00
SUPT. ENVIRONMENTAL SVCS							0.50	0.50		1.00
P.T. WATER METER READER						0.33	0.33	0.34		1.00
<b>Total Budgeted:</b>	<b>9.80</b>	<b>3.95</b>	<b>3.60</b>	<b>1.64</b>	<b>1.63</b>	<b>5.77</b>	<b>5.69</b>	<b>5.72</b>	<b>0.20</b>	<b>38.00</b>
<b>Authorized &amp; Unbudgeted:</b>										
CLERK TYPIST	0.70					0.10	0.10	0.10		1.00
ADMIN. SECRETARY		0.70				0.10	0.10	0.10		1.00
P.T. WATER METER READER						0.33	0.33	0.34		1.00
<b>Subtotal:</b>	<b>0.70</b>	<b>0.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.53</b>	<b>0.53</b>	<b>0.54</b>	<b>0.00</b>	<b>3.00</b>
<b>Total Authorized:</b>	<b>4.20</b>	<b>4.65</b>	<b>3.60</b>	<b>1.64</b>	<b>1.63</b>	<b>5.40</b>	<b>5.32</b>	<b>5.36</b>	<b>0.20</b>	<b>32.00</b>

# EMPLOYEE CENSUS - AUTHORIZED

Full Time vs. Part Time Authorized Employee Comparison

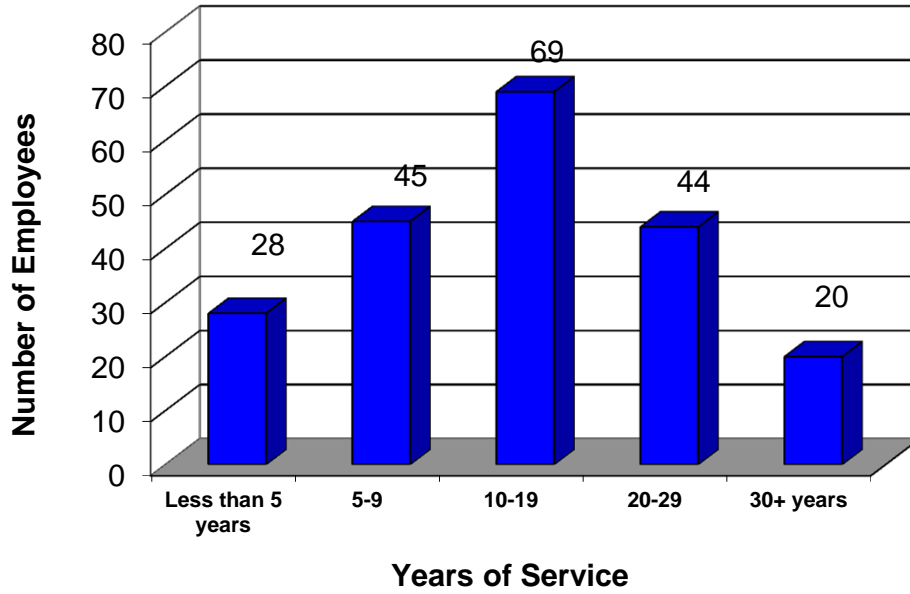


2014-15 Authorized Staffing By Department  
Percent of Total

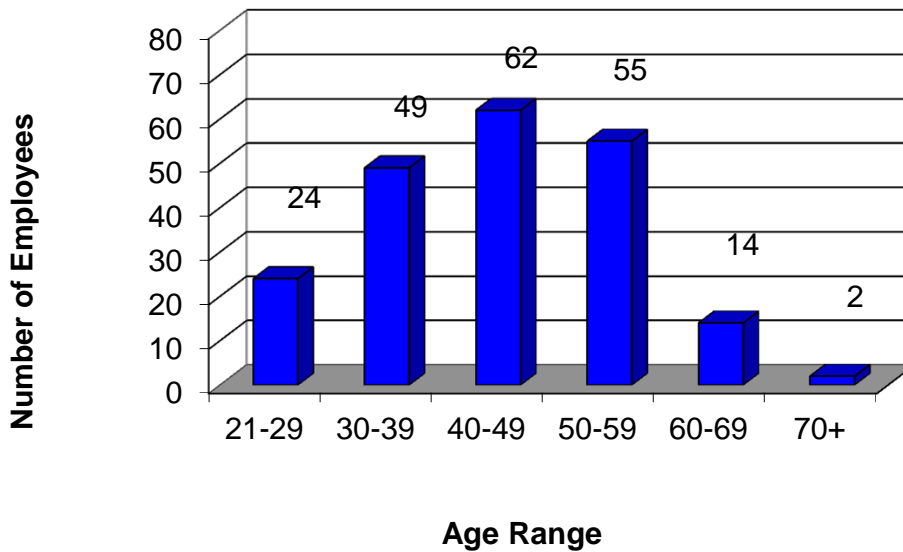


# EMPLOYEE CENSUS - CURRENT

## Years of Service - Current Full Time Employees\*



## Age of Current Full Time Employees\*

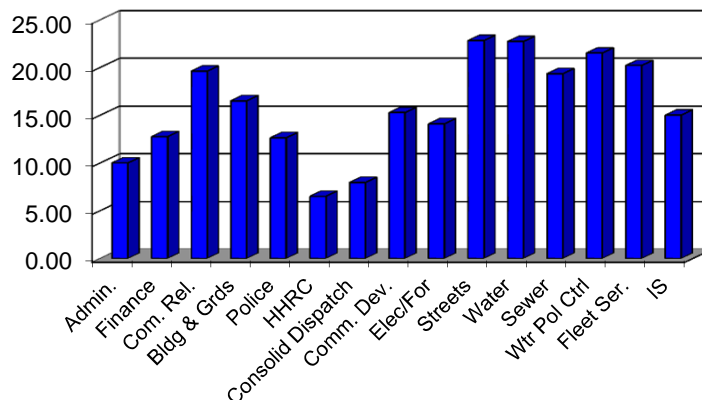


\* As of 5/1/14

# EMPLOYEE CENSUS - CURRENT

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

	# Employees	Total Years of Service	Average years per employee
Administration	6	60	10.00
Finance	8	102	12.75
Community Relations	5	98	19.60
Building & Grounds	2	33	16.50
Police	81	1,023	12.63
Henry Hyde Resource Center	2	13	6.50
Consolidated Disptach Center	18	143	7.94
Community Development	19	290	15.26
Electrical/Forestry	11	155	14.09
Street	10	228	22.80
Water	10	227	22.70
Sewer	6	116	19.33
Water Pollution Control	20	430	21.50
Fleet Services	5	101	20.20
Information Systems	3	45	15.00
<b>AVERAGE ALL FULL TIME EMPLOYEES</b>	<b>206</b>	<b>3,064</b>	<b>14.87</b>



\* As of 5/1/14

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

	<b>GOVERNMENTAL FUNDS</b>					<b>PROPRIETARY FUNDS</b>		<b>FIDUCIARY FUNDS</b>
	<b>General</b>	<b>Motor Fuel</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>Non-major</b>	<b>Business - Type Activities</b>	<b>Governmental Activities</b>	<b>Fiduciary Funds</b>
<b>GOVERNMENTAL FUNDS</b>								
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				
Redevelopment								
Public Building Fund								X
TIF 1								X
TIF 2								X
TIF 3								X
TIF 4								
Special Revenue								
Community Days								X
Debt Service								
Principal retirement			X					
Interest and fiscal charges			X					
<b>PROPRIETARY FUNDS</b>								
Business - Type Activities								
Waterworks and Sewerage Fund						X		
Governmental Activities								
Internal Service Funds								
Fleet Services							X	
Information Systems							X	
Equipment Replacement							X	
<b>FIDUCIARY FUNDS</b>								
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
  - Redevelopment
  - Public Building
  - TIF #1
  - TIF #2
  - TIF #3
  - TIF #4

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 Systems
  - 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***

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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.

**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 Taxes, Property Taxes, and Income Taxes. Fund Balance is used when prior year surpluses cause the Fund Balance to exceed required levels.

**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. Fund Balance is used when prior year surpluses cause the Fund Balance to exceed required levels.

**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.

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

**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.

**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 ¼% Home Rule Sales Tax Increment and transfer from Public Building Fund consisting of an additional ¼% Home Rule Sales Tax Increment.

**Capital Projects Fund** - A capital projects type of 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 the Redevelopment Fund (part of the ¼% Home Rule Sales Tax Increment) and insurance reimbursements. Fund Balance is used when prior year surpluses cause the Fund Balance to exceed required levels.

## ***EXPLANATION OF FUNDS***

Cont'd

**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. This fund is reported as a Major Fund in the Village's CAFR. Funding for the Redevelopment Fund is provided by the repayment of transfers made to the TIF #1 fund for improvements and various reimbursements from project partners.

**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 ¼% Home Rule Sales Tax Increment provides the funding for the Public Building Fund.

**TIF #1** - A capital projects fund established to account for revenues and expenditures for approved projects of a Tax Increment Financing (TIF) District (Green Oaks). This fund is reported as a Major Fund in the Village's CAFR. Incremental Property Taxes are the revenue source for the TIF #1 Fund.

**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). Loans from the Redevelopment fund will be used to fund initial expenditures in TIF #3 until Incremental Property Taxes are received at which time the loans will be repaid.

**TIF #4** - A capital projects fund established to account for revenues and expenditures for approved projects of a Tax Increment Financing (TIF) District. Loans from the Redevelopment fund will be used to fund initial expenditures in TIF #4 until Incremental Property Taxes are received at which time the loans will be repaid.

**Police Pension Fund** - A pension trust fund established to account for pensions paid for 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.

**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. This fund is reported as a Major Fund in the Village's CAFR. 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, ¼% Home Rule Sales Increment. Fund Balance is used when prior year surpluses cause the Fund Balance to exceed required levels.

# **EXPLANATION OF FUNDS**

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Cont'd

**Community Days Fund** – A special revenue fund established to account for the revenues and expenditures of the annual Community Days festival. Revenues for Community Days will be from corporate sponsorships, beer/wine sales, gate admissions, and festival vendor fees and transfers from the General Fund as needed. The 2009 and 2010 festivals were cancelled due to the economic downturn. Monies budgeted in this fund for FY 2011 and 2012 were for the Village hosted Circus in lieu of a Community Days event. Funding for community events, can be found in the General Fund Community Relations budget.

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

## **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.

## **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
- Family & Youth Services
- Group Insurance Withholding
- Library
- Garbage
- Park Donation
- School Donation
- Special Service Area #1
- Student Participation Center

# ***FINANCIAL AND MANAGEMENT POLICIES***

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## **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 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 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**

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(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 reappropriated 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 31<sup>st</sup> 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, to the Finance department and two copies go 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 exceeds \$1,000 requires a solicitor form to be completed. The solicitor form contains three 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 \$10,000 and to approve contract change orders in amounts up to \$5,000. Any changes in excess of \$5,000 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 \$10,000 in a given fiscal year.

# **FINANCIAL AND MANAGEMENT POLICIES**

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(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.

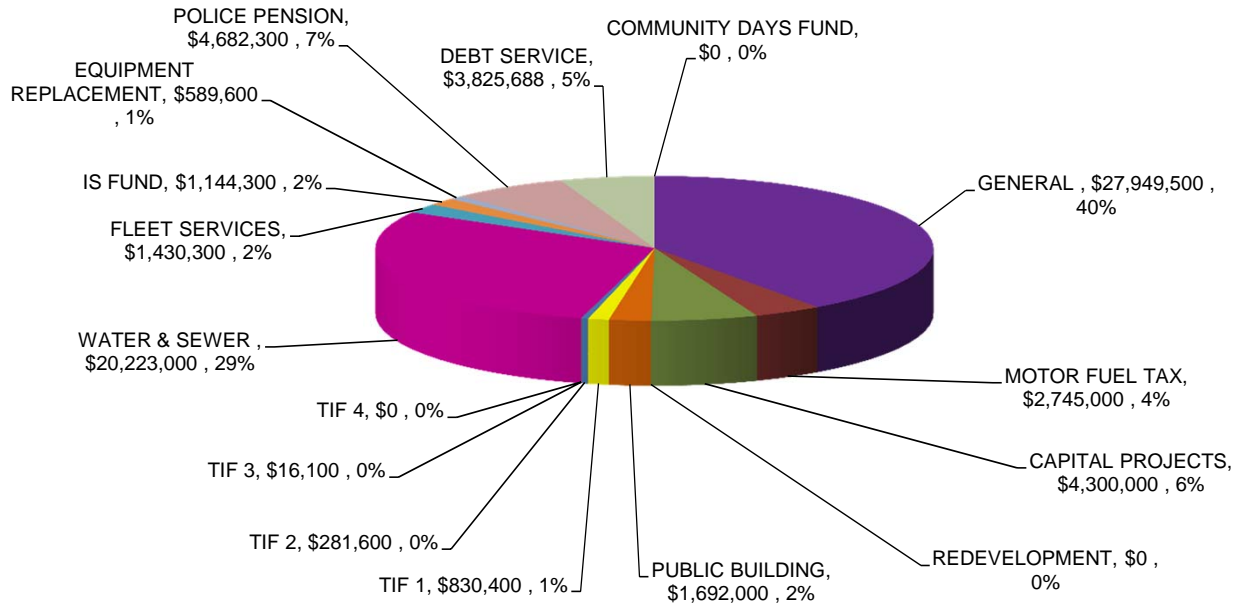
Through the application of these guidelines, the Village Board tests any demand for debt financing. Furthermore, the Village uses debt only to provide financing for essential and necessary capital projects.

The Village is very proud of their bond rating which has steadily improved over the last twelve years. The Village is currently rated AA+ by both Fitch and 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 higher bond ratings improve the marketability of future debt issuance and provide lower interest rate costs to the Village.

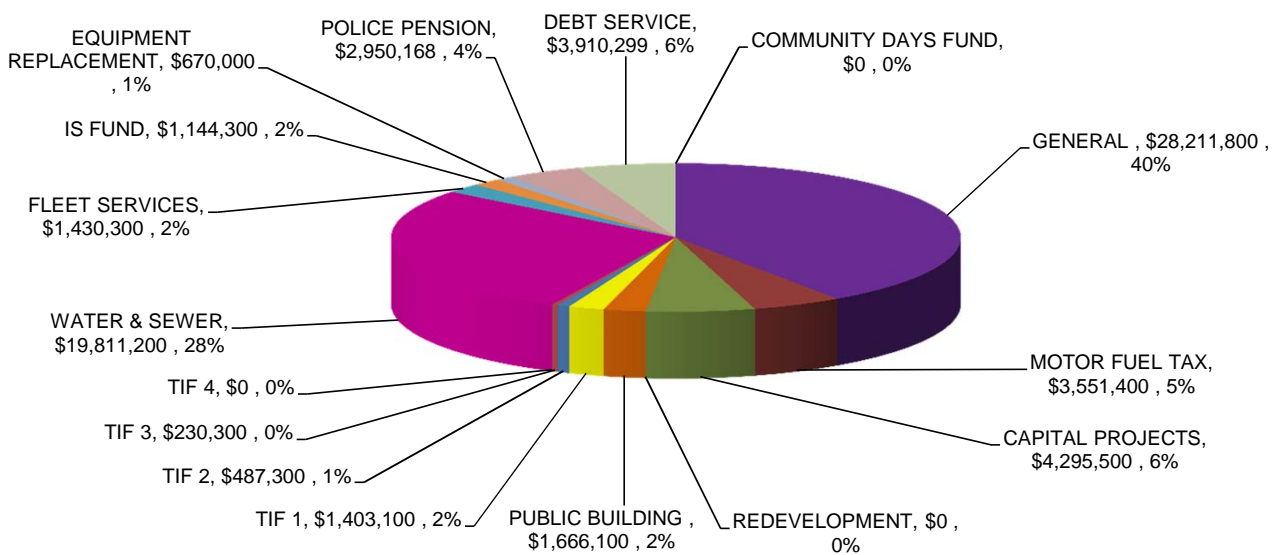
The Village issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have also been issued for general government activities. In addition, general obligation bonds have been issued to refund previously issued and outstanding 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.

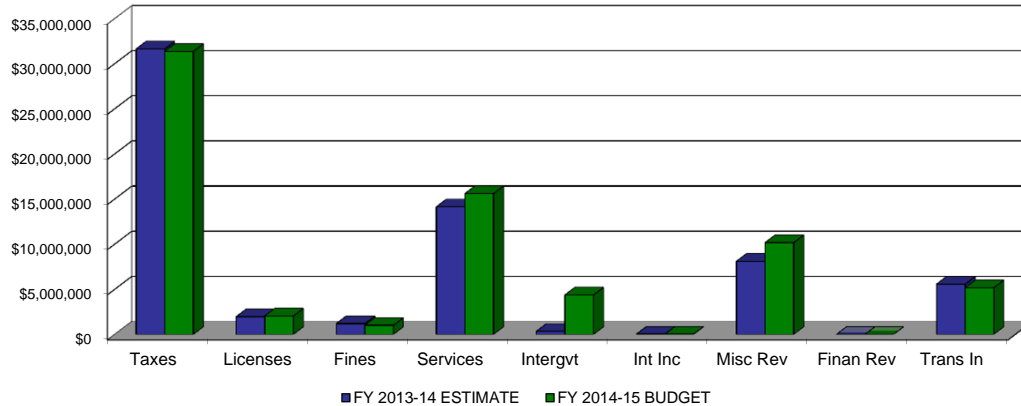
## ALL FUNDS REVENUE FY 2014-15 Budget



## ALL FUNDS EXPENDITURES FY 2014-15 Budget



# WHERE THE MONEY COMES FROM ALL FUND REVENUES FY 2013-14 ESTIMATE vs. FY 2014-15 BUDGET



	FY 2012-13 ACTUAL	FY 2013-14 ESTIMATE	FY 2014-15 BUDGET	% CHANGE FY14 - FY15
<b>Taxes</b>	30,233,246	31,623,345	<b>31,348,088</b>	(0.87)%
<b>Licenses, Permits &amp; Fees</b>	1,772,573	1,960,300	<b>2,042,800</b>	4.21%
<b>Fines &amp; Forefeits</b>	1,062,801	1,191,700	<b>1,006,700</b>	(15.52)%
<b>Charges for Services</b>	13,791,303	14,131,600	<b>15,595,100</b>	10.36%
<b>Intergovernmental</b>	369,103	340,600	<b>4,370,000</b>	1183.03%
<b>Interest Income</b>	38,001	29,799	<b>18,500</b>	(37.92)%
<b>Miscellaneous Revenue</b>	1,219,978	8,097,694	<b>10,161,900</b>	25.49%
<b>Financing Revenues</b>	0	0	<b>0</b>	0.00%
<b>Transfers In</b>	6,801,981	5,567,300	<b>5,166,700</b>	(7.20)%
<b>Total Revenue</b>	<u>55,288,986</u>	<u>62,942,338</u>	<u><b>69,709,788</b></u>	<u>10.75%</u>

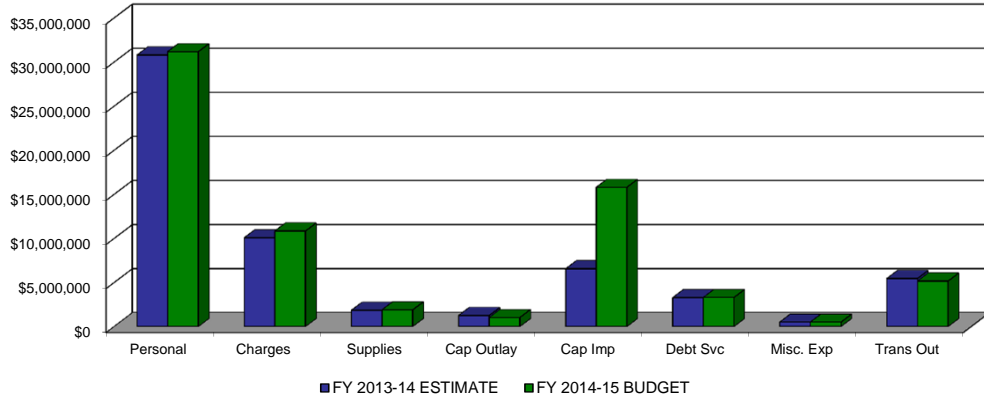
## REVENUES BY FUND/SOURCE OF REVENUE

FY 2012-13 BUDGET	Taxes	Licenses, Permits & Fees	Fines & Forfeitures	Charges for Services	Intergov	Interest Income	Misc Revenues	Financing Revenues	Transfers In	Total
General	22,408,300	2,023,800	1,005,500	943,000	20,000	13,000	833,400	0	702,500	<b>27,949,500</b>
Water/Sewer	0	19,000	1,200	14,652,100	0	4,500	5,546,200	0	0	<b>20,223,000</b>
Fleet Services	0	0	0	0	0	0	0	0	1,430,300	<b>1,430,300</b>
Information Systems	0	0	0	0	0	0	0	0	1,144,300	<b>1,144,300</b>
Equipment Replacement	0	0	0	0	0	0	0	0	589,600	<b>589,600</b>
Debt Service	2,624,688	0	0	0	0	1,000	0	0	1,200,000	<b>3,825,688</b>
Capital Projects	0	0	0	0	4,200,000	0	0	0	100,000	<b>4,300,000</b>
Redevelopment	0	0	0	0	0	0	0	0	0	<b>0</b>
Public Building	1,692,000	0	0	0	0	0	0	0	0	<b>1,692,000</b>
TIF #1	830,400	0	0	0	0	0	0	0	0	<b>830,400</b>
TIF #2	281,600	0	0	0	0	0	0	0	0	<b>281,600</b>
TIF #3	16,100	0	0	0	0	0	0	0	0	<b>16,100</b>
TIF #4	0	0	0	0	0	0	0	0	0	<b>0</b>
Police Pension	900,000	0	0	0	0	0	3,782,300	0	0	<b>4,682,300</b>
Motor Fuel Tax	2,595,000	0	0	0	150,000	0	0	0	0	<b>2,745,000</b>
Community Days	0	0	0	0	0	0	0	0	0	<b>0</b>
	<b>31,348,088</b>	<b>2,042,800</b>	<b>1,006,700</b>	<b>15,595,100</b>	<b>4,370,000</b>	<b>18,500</b>	<b>10,161,900</b>	<b>0</b>	<b>5,166,700</b>	<b>69,709,788</b>

# WHERE THE MONEY GOES

## ALL FUND EXPENDITURES

### FY 2013-14 ESTIMATE vs. FY 2014-15 BUDGET



	<u>FY 2012-13 ACTUAL</u>	<u>FY 2013-14 ESTIMATE</u>	<u>FY 2014-15 BUDGET</u>	<u>% CHANGE FY14 - FY15</u>
Personal Services	29,016,374	30,798,300	<b>31,176,468</b>	1.23%
Services & Charges	9,014,669	10,073,100	<b>10,843,900</b>	7.65%
Supplies & Materials	1,682,525	1,855,700	<b>1,903,600</b>	2.58%
Capital Outlay	996,449	1,261,000	<b>1,036,100</b>	(17.84)%
Capital Improvement Projects	3,793,482	6,563,980	<b>15,809,000</b>	140.84%
Debt Service	3,066,112	3,296,302	<b>3,310,299</b>	0.42%
Misc. Expenditures	508,451	522,000	<b>516,500</b>	-1.05%
Transfers Out	<u>6,801,981</u>	<u>5,460,100</u>	<u><b>5,165,900</b></u>	<u>-5.39%</u>
<b>Total Expenditures</b>	<u><b>54,880,043</b></u>	<u><b>59,830,482</b></u>	<u><b>69,761,767</b></u>	<u><b>16.60%</b></u>

### EXPENDITURES BY DEPARTMENT/SOURCE OF EXPENDITURE

<u>FY 2012-13 BUDGET</u>	<u>Personal Services</u>	<u>Services &amp; Charges</u>	<u>Supplies &amp; Materials</u>	<u>Capital Outlay</u>	<u>Capital Imprv. Project</u>	<u>Debt Service</u>	<u>Misc Expenditure</u>	<u>Transfers Out</u>	<u>Total</u>
General Fund									
Admin	802,000	512,600	6,000	10,000	0	0	0	174,100	<b>1,504,700</b>
Boards & Commissions	0	63,600	600	0	0	0	0	0	<b>64,200</b>
Finance	455,000	57,800	6,700	0	0	0	0	81,700	<b>601,200</b>
Community Relations	595,600	173,100	34,500	0	0	0	0	27,800	<b>831,000</b>
Building & Grounds	284,500	196,000	34,200	0	0	0	0	21,100	<b>535,800</b>
Police	12,581,000	351,000	152,300	35,000	0	0	0	1,270,000	<b>14,389,300</b>
HHRC	238,600	7,800	11,600	0	0	0	0	67,500	<b>325,500</b>
Consolidated Dispatch	1,896,300	45,000	17,400	0	0	0	0	46,200	<b>2,004,900</b>
Community Development	2,204,000	116,800	7,100	0	0	0	0	178,200	<b>2,506,100</b>
Electrical & Forestry	982,400	870,500	86,500	0	0	0	0	179,900	<b>2,119,300</b>
Street	1,288,800	119,200	466,400	0	0	0	0	513,800	<b>2,388,200</b>
General Ledger	0	449,100	0	0	0	0	492,500	0	<b>941,600</b>
Water & Sewer Fund									
Water	1,863,600	5,742,600	110,700	0	270,000	0	0	236,400	<b>8,223,300</b>
Sewer	1,472,000	305,000	54,900	0	55,000	0	0	244,700	<b>2,131,600</b>
Water Pollution Control	2,504,500	1,045,100	240,900	43,200	5,531,200	0	0	91,400	<b>9,456,300</b>
Fleet Services									
Fleet Services	629,800	80,300	639,600	50,000	0	0	0	30,600	<b>1,430,300</b>
Information Systems									
Information Systems	542,700	339,500	34,200	227,900	0	0	0	0	<b>1,144,300</b>
Equipment Replacement									
Equipment Replacement	0	0	0	670,000	0	0	0	0	<b>670,000</b>
Debt Service									
Debt Service	0	0	0	0	0	3,310,299	0	600,000	<b>3,910,299</b>
Capital Projects									
Capital Projects	0	0	0	0	4,295,500	0	0	0	<b>4,295,500</b>
Redevelopment									
Redevelopment	0	0	0	0	0	0	0	0	<b>0</b>
Public Building									
Public Building	0	0	0	0	266,100	0	0	1,400,000	<b>1,666,100</b>
TIF #1									
TIF #1	0	300	0	0	1,402,800	0	0	0	<b>1,403,100</b>
TIF #2									
TIF #2	0	200,300	0	0	287,000	0	0	0	<b>487,300</b>
TIF #3									
TIF #3	0	80,300	0	0	150,000	0	0	0	<b>230,300</b>
TIF #4									
TIF #4	0	0	0	0	0	0	0	0	<b>0</b>
Police Pension									
Police Pension	2,835,668	88,000	0	0	0	0	24,000	2,500	<b>2,950,168</b>
Motor Fuel Tax									
Motor Fuel Tax	0	0	0	0	3,551,400	0	0	0	<b>3,551,400</b>
Community Days									
Community Days	0	0	0	0	0	0	0	0	<b>0</b>
<b>Total</b>	<b>31,176,468</b>	<b>10,843,900</b>	<b>1,903,600</b>	<b>1,036,100</b>	<b>15,809,000</b>	<b>3,310,299</b>	<b>516,500</b>	<b>5,165,900</b>	<b>69,761,767</b>

**VILLAGE OF ADDISON  
FUND BALANCE SUMMARY  
FY 2014-15  
(ESTIMATED)**

<u>FUND</u>	BEGINNING FUND BALANCE 5/1/2014	2014-15 REVENUES	2014-15 EXPENDITURES	2014-15 SURPLUS/ (DEFICIT)	ENDING FUND BALANCE 4/30/2015
GENERAL FUND	7,724,707	27,949,500	28,211,800	(262,300)	7,462,407
WATER & SEWER FUND *	3,043,375	20,223,000	19,811,200	411,800	3,455,175
FLEET SERVICES	34,030	1,430,300	1,430,300	0	34,030
INFORMATION SYSTEMS	(46,781)	1,144,300	1,144,300	0	(46,781)
EQUIP REPL. FUND *	5,018,455	589,600	670,000	(80,400)	4,938,055
DEBT SERVICE	1,727,673	3,825,688	3,910,299	(84,611)	1,643,062
CAPITAL PROJECTS	51,145	4,300,000	4,295,500	4,500	55,645
REDEVELOPMENT FUND	(8,720)	0	0	0	(8,720)
PUBLIC BUILDING FUND	29,663	1,692,000	1,666,100	25,900	55,563
TIF # 1	875,092	830,400	1,403,100	(572,700)	302,392
TIF # 2	209,845	281,600	487,300	(205,700)	4,145
TIF # 3	260,247	16,100	230,300	(214,200)	46,047
TIF # 4	6,673	0	0	0	6,673
POLICE PENSION		4,682,300	2,950,168	1,732,132	1,732,132
MOTOR FUEL TAX	886,906	2,745,000	3,551,400	(806,400)	80,506
COMMUNITY DAYS FUND	4,471	0	0	0	4,471
<b>TOTAL</b>	<b>19,816,781</b>	<b>69,709,788</b>	<b>69,761,767</b>	<b>(51,979)</b>	<b>19,764,802</b>

**NOTES**

- \* The Water Sewer and Equipment Replacement Funds use Working Cash as the comparative.
- 1) The General Fund shows a \$262,300 deficit or 0.1% of expenses to utilize surpluses in excess of required fund balance levels.
  - 2) The Information Services Budget has a negative fund balance which is a carryover from previous years.
  - 3) The Equipment Replacement Fund shows a \$80,400 deficit to utilize fund balances that have been accumulated for the future purchase of equipment.
  - 4) The Debt Service Fund shows a \$84,611 deficit to utilize fund balances that have been accumulated for the future payment of debt.
  - 5) The Redevelopment Fund Budget has a negative fund balance which is a carryover from previous years.
  - 6) The TIF #1 Fund shows a planned deficit 572,700 to utilize fund balances that have been accumulated for projects that are planned,
  - 7) The TIF #2 Fund shows a planned deficit \$205,700 to utilize fund balances that have been accumulated for projects that are planned,
  - 8) The TIF #3 Fund shows a planned deficit of \$214,200 to utilize fund balances that have been accumulated for projects that are planned,
  - 9) The Motor Fuel Tax Fund shows a planned deficit of \$806,400. This is primarily due to Federal funding for several road reconstruction projects. The timing of the grant requires the Village to match funding. Prior year surpluses will be utilized to offset the deficit.

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

<u>REVENUES</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 BUDGET</u>	<u>2013-14 EST ACT</u>	<u>2014-15 BUDGET</u>	<u>2015-16 BUDGET</u>	<u>2016-17 BUDGET</u>
GENERAL FUND	25,597,140	25,886,644	27,466,200	27,916,800	<b>27,949,500</b>	28,265,200	29,166,300
WATER & SEWER FUND	12,114,463	14,338,140	21,341,900	15,261,000	<b>20,223,000</b>	16,243,800	16,292,000
FLEET SERVICES	1,408,206	1,412,409	1,397,400	1,508,600	<b>1,430,300</b>	1,396,300	1,411,700
INFORMATION SYSTEMS	837,868	995,279	1,122,200	1,157,400	<b>1,144,300</b>	1,158,400	1,049,000
EQUIP REPL. FUND	818,208	846,822	660,000	776,420	<b>589,600</b>	533,700	590,600
DEBT SERVICE	4,020,006	3,858,758	3,888,963	3,847,200	<b>3,825,688</b>	3,978,023	4,035,555
CAPITAL PROJECTS	167,326	20,855	4,220,000	80,000	<b>4,300,000</b>	0	0
REDEVELOPMENT FUND	979	856	0	(160)	<b>0</b>	0	0
PUBLIC BUILDING FUND	1,619,627	1,559,152	1,657,800	1,696,659	<b>1,692,000</b>	1,742,800	1,795,100
TIF #1	1,186,788	967,073	967,000	851,600	<b>830,400</b>	830,400	830,400
TIF #2	593,589	344,601	341,300	282,400	<b>281,600</b>	281,600	281,600
TIF #3	38,829	1,065,423	295,000	266,100	<b>16,100</b>	239,100	16,100
TIF #4	354	0	0	0	<b>0</b>	0	0
POLICE PENSION	1,804,241	5,175,262	4,380,000	6,538,174	<b>4,682,300</b>	4,790,700	4,904,300
MOTOR FUEL TAX	2,323,869	2,717,712	2,526,000	2,760,145	<b>2,745,000</b>	3,118,000	2,698,100
COMMUNITY DAYS FUND	5,301	0	0	0	<b>0</b>	0	0
<b>TOTAL VILLAGE REVENUES</b>	<b>52,536,794</b>	<b>59,188,986</b>	<b>70,263,763</b>	<b>62,942,338</b>	<b>69,709,788</b>	<b>62,578,023</b>	<b>63,070,755</b>
<u>EXPENDITURES</u>	<u>2011-12 ACTUAL</u>	<u>2012-13 ACTUAL</u>	<u>2013-14 BUDGET</u>	<u>2013-14 EST ACT</u>	<u>2014-15 BUDGET</u>	<u>2015-16 BUDGET</u>	<u>2016-17 BUDGET</u>
GENERAL FUND	25,819,988	26,220,249	27,492,000	28,267,800	<b>28,211,800</b>	29,006,300	29,679,000
WATER & SEWER FUND	11,777,781	13,367,374	21,513,100	15,855,600	<b>19,811,200</b>	16,082,000	15,838,500
FLEET SERVICES	1,396,612	1,408,894	1,397,400	1,435,500	<b>1,430,300</b>	1,396,300	1,411,700
INFORMATION SYSTEMS	859,930	1,030,973	1,122,200	1,157,400	<b>1,144,300</b>	1,158,400	1,049,000
EQUIP REPL. FUND	622,909	558,847	764,000	781,100	<b>670,000</b>	691,000	635,500
DEBT SERVICE	3,768,040	3,416,910	3,889,872	3,896,302	<b>3,910,299</b>	3,796,744	3,949,151
CAPITAL PROJECTS	131,375	10,753	4,268,600	80,900	<b>4,295,500</b>	0	0
REDEVELOPMENT FUND	871,936	954,253	0	0	<b>0</b>	0	0
PUBLIC BUILDING FUND	1,922,711	1,778,095	1,685,500	1,553,500	<b>1,666,100</b>	1,790,000	1,797,400
TIF #1	22,360	240	1,464,300	67,800	<b>1,403,100</b>	300	300
TIF #2	3,032	1,042,780	1,550,000	1,320,380	<b>487,300</b>	223,300	300
TIF #3	59,758	240	327,800	60,300	<b>230,300</b>	228,100	300
TIF #4	0	0	0	0	<b>0</b>	0	0
POLICE PENSION	2,400,923	2,626,772	2,823,000	2,891,300	<b>2,950,168</b>	3,010,284	3,071,675
MOTOR FUEL TAX	2,399,629	2,466,554	3,233,900	2,562,600	<b>3,551,400</b>	2,716,700	2,235,000
COMMUNITY DAYS FUND	3,367	0	0	0	<b>0</b>	0	0
<b>TOTAL VILLAGE EXPENDITURES</b>	<b>52,060,351</b>	<b>54,882,934</b>	<b>71,531,672</b>	<b>59,930,482</b>	<b>69,761,767</b>	<b>60,099,428</b>	<b>59,667,826</b>

# **MAJOR REVENUE AND FINANCING SOURCES**

## Notes

The two largest revenue sources (65.7%) for the Village in the FY 2014-2015 Budget are Taxes, 43.5% and Charges for Services 22.2%. The breakdown between funds is as follows:

<b>TAXES</b>	<b><u>TOTAL</u></b>	<b><u>General</u></b>	<b><u>Debt Service</u></b>	<b><u>Public Building</u></b>	<b><u>TIF 1</u></b>	<b><u>TIF 2</u></b>	<b><u>TIF 3</u></b>	<b><u>Motor Fuel Tax</u></b>
Sales & Sales Tax Increment	<b>20.5%</b>	13.3%	2.4%	2.4%				2.4%
Property Taxes	<b>12.4%</b>	9.5%	1.3%	0.0%	1.2%	0.4%	0.0%	0.0%
Income Tax	<b>5.0%</b>	5.0%						
Telecommunications Tax	<b>2.0%</b>	2.0%						
Real Estate Transfer Tax	<b>0.5%</b>	0.5%						
Motor Fuel Tax	<b>1.3%</b>							1.3%
All Other Taxes	<b>1.8%</b>	1.7%	0.1%					
<b>TOTAL</b>	<b>43.5%</b>	<b>32.0%</b>	<b>3.8%</b>	<b>2.4%</b>	<b>1.2%</b>	<b>0.4%</b>	<b>0.0%</b>	<b>3.7%</b>

<b>CHARGES FOR SERVICES</b>	<b><u>TOTAL</u></b>	<b><u>General</u></b>	<b><u>Water and Sewer</u></b>
User Revenue – Water	<b>11.7%</b>	-	11.7%
User Revenue – Sewer	<b>9.0%</b>	-	9.0%
All Other	<b>1.5%</b>	1.3%	0.2%
<b>TOTAL</b>	<b>22.2%</b>	<b>1.3%</b>	<b>20.9%</b>

## **Taxes**

**Sales Tax and Sales Tax Increment** (home rule) revenues represent the largest single revenue source or about 34% of the Village's General Fund income. Items, except food and drugs, in Addison are subject to an 8.25% sales tax. Effective January 1, 2012 the Home Rule Sales tax increased by .25%. The change is noted below. 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:

	<b><u>After April 1, 2008</u></b>	<b><u>After January 1, 2012</u></b>
State	5.00%	5.00%
Village		
Municipal Tax	1.00%	1.00%
Home-Rule Tax	.75%	1.00%
DuPage County	.50%	.50%
DuPage Water Commission	.25%	.25%
Regional Transportation Authority	.50%	.50%
Total	<u>8.00%</u>	<u>8.25%</u>

## **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 5.1% decrease in Sales tax in the FY 2015 budget over the projected FY 2014 results. The decrease is due to a one time State of Illinois audit adjustment in FY 2014 of \$483,230 that will not reoccur in FY 2015. Without the adjustment, FY 2015 taxes are budgeted flat. The construction of Rte.53, which is in its 3<sup>rd</sup> year of work has also negatively impacted revenues as a big box store and a membership club are located in the middle of the construction zone.

### **Property Tax**

Property tax receipts represent about 12.4% 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, 2013. Property owners will pay this tax in two installments, due June 1 and September 1, 2014. A breakdown of the Village's total tax levy is as follows:

	<u>Final 2012 Levy for FY 14</u>	<u>Estimated 2013 Levy for FY 15</u>	<u>% Change</u>
General Fund			
Corporate	\$ 3,671,828	\$ 4,000,000	8.94%
Police Pension	2,172,154	2,257,229	3.92%
Subtotal	<u>5,843,982.</u>	<u>6,257,229</u>	7.07%
Debt Service Fund	904,549	897,188	(0.81)%
Total Levy	<u>6,748,531.</u>	<u>7,154,417</u>	6.01%
Equalized Assessed Val.	1,031,412,412	971,327,667	(5.83)%
Rate per \$100 EAV	\$ 0.6543	\$ 0.7366	12.57%

*Budget Assumptions* – The 2013 tax levy, which will be received in FY 2014-15 was based on a projected decrease in EAV of 5.83%, and a total dollar increase of 6.1%. The total dollar increase is due to a 8.94% increase in the Corporate levy, plus a 3.92% increase in the Police Pension Levy, offset by a .81% 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 12% 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 2015 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. Due to the State's financial distress, the State Legislature increased the income tax rate from 3% to 5% on personal income and from 4.8% to 7% on corporate income. As part of that legislation, the municipal percentage was decreased whereby the municipalities will not participate in the increased income tax revenues. The percentage was changed to "maintain" the same revenue streams the 1/10 previously provided.

State-wide change in income tax receipts - FY 2014 receipts are projected to be 4.3% higher than the original budget. We budgeted a 2% decrease in the FY 2015 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. This fee is then remitted to the state, which remits the funds to the municipalities after subtracting an administrative charge. In FY 2004 the Village passed an additional 4% telecommunications tax effective 7/1/04. In FY 2006 the Village passed an additional 1% telecommunications tax effective 7/1/06. The total telecommunications tax rate is 6%.

*Budget Assumptions* – The FY 2014-15 budget assumes no increase based upon trending.

## **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 \$1,000.00 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.

## **MAJOR REVENUE AND FINANCING SOURCES**

Notes (Cont'd)

### **Real Estate Transfer Tax (Cont'd)**

*Budget Assumptions:* The FY 2014-15 budget includes a 4.7% increase from current year estimated receipts based on recent activity. Although we are seeing an uptick in foreclosure and sheriff sales, we are also seeing greater interest in vacant commercial and industrial properties.

### **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.

*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 20.7% 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, 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 successive increases effective February 1, 2013, January 1, 2014, and the final increase on January 1, 2015. The DPWC has, accordingly, increased their rates to their members. 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 was adopted in FY 2013 that not only includes the increase from DPWC, but a nominal 4% increase to cover increases in operations and capital expenditures. This is discussed in greater detail in the water/sewer section. The current budget includes both the rate increase in the cost of water from DPWC and the increase in water rates 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 existing four-year plan. 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**

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## Notes

The largest use of funds is for Personal Services (45%), Services and Charges (16%), Debt Service (5%) and Capital Projects (24%).

### **PERSONAL SERVICES**

The Police Department accounts for 47% of all personal services costs. 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 provides dispatch services for the Village of Bensenville and the Village of Bloomingdale. The Center has the capacity to add 2-3 additional jurisdictions and charge a fee for the services.

The Water and Sewer Fund accounts for 19% 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 plant which treats sewer discharges. Environmental Services staff ensures that the levels of discharge from the commercial and industrial customers are within the EPA required levels.

### **SERVICES AND CHARGES**

Water and Sewer accounts for 65% 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.

### **CAPITAL IMPROVEMENT PROJECTS**

Capital Improvements account for 24% of all expenditures within the Village. The annual road improvement program which includes reconstruction and resurfacing of additional roads accounts for 22% of all capital. Replacement and maintenance of equipment in the Water and Sewer Fund account for 41% of all capital. The Village has been approved for an IEPA Loan that will fund over \$7,000,000 in lift station and sewage treatment plant renovations. The Village has also received grants to purchase properties that were damaged in the 2008 and 2010 floods. This program accounts for 27% of the total Capital Improvements budgeted.

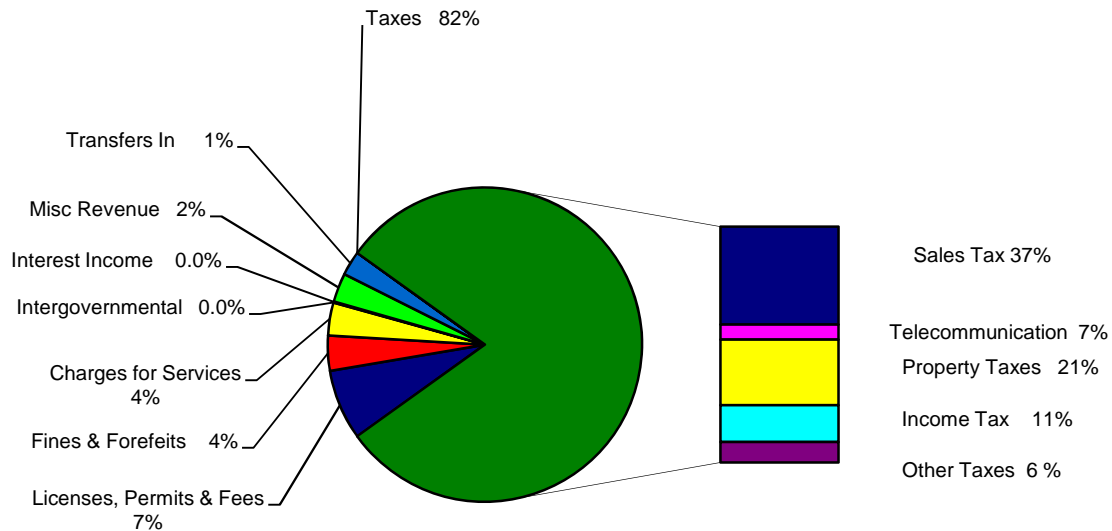
### **DEBT SERVICE**

Debt Service payments are 5% of Village wide expenditures. Of the \$3,310,299 needed for debt payments, \$897,188 (27%) is paid with property taxes; the remaining \$2,413,110 (73%) is paid with Home Rule Sales Tax Increment monies.



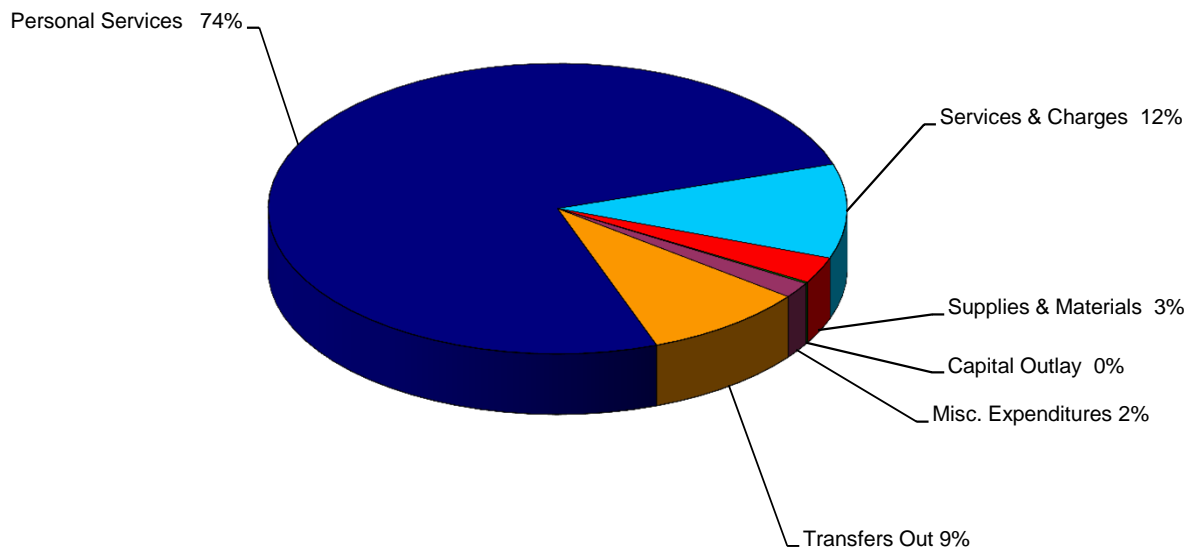
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# WHERE THE MONEY COMES FROM GENERAL FUND REVENUES 2014-2015 FISCAL YEAR



	FY 2012-13 ACTUAL	FY 2013-14 ESTIMATE	FY 2014-15 BUDGET	PERCENTAGE CHANGE FY14 - FY15
<b>Taxes</b>	21,306,015	22,472,000	<b>22,408,300</b>	(0.28)%
<b>Licenses, Permits &amp; Fees</b>	1,709,276	1,920,700	<b>2,023,800</b>	5.37%
<b>Fines &amp; Forefeits</b>	1,062,801	1,191,700	<b>1,005,500</b>	(15.62)%
<b>Charges for Services</b>	883,624	924,600	<b>943,000</b>	1.99%
<b>Intergovernmental</b>	19,103	292,000	<b>20,000</b>	na
<b>Interest Income</b>	15,484	13,100	<b>13,000</b>	(0.76)%
<b>Financing Revenue</b>	0	0	<b>0</b>	0.00%
<b>Miscellaneous Revenue</b>	763,841	800,200	<b>833,400</b>	4.15%
<b>Transfers In</b>	126,500	302,500	<b>702,500</b>	132.23%
<b>Total Revenue</b>	<b>25,886,644</b>	<b>27,916,800</b>	<b>27,949,500</b>	0.12%

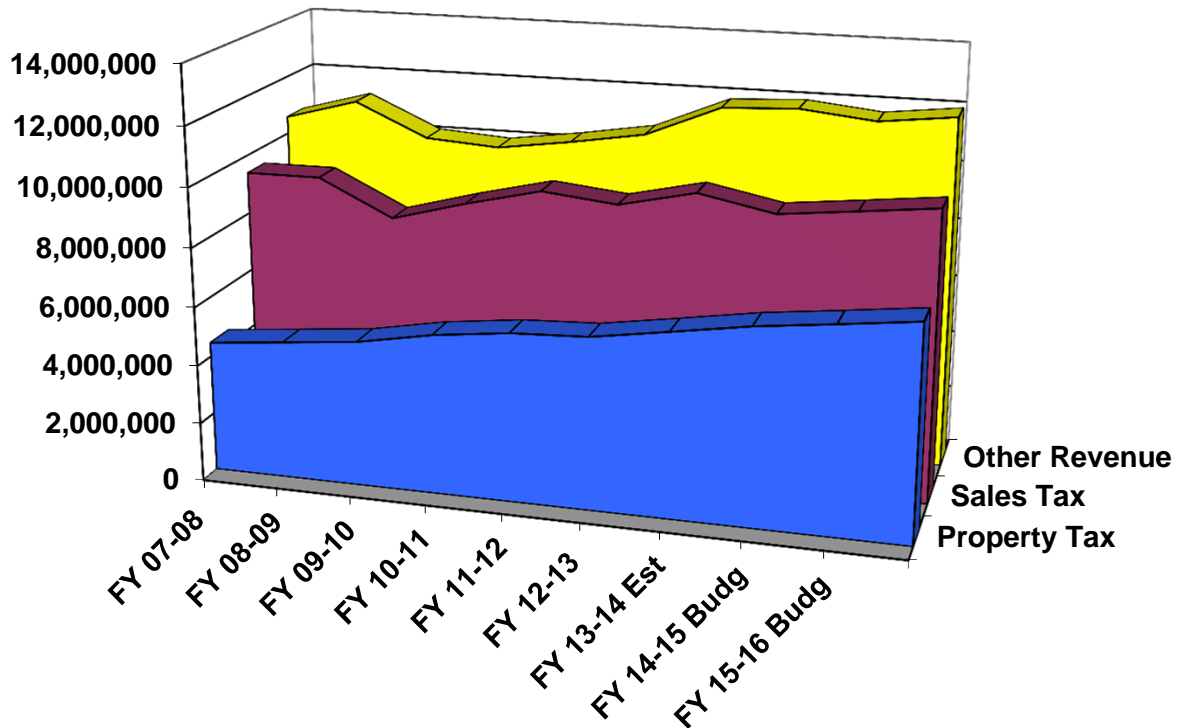
# WHERE THE MONEY GOES GENERAL FUND EXPENDITURES 2014-2015 FISCAL YEAR



	FY 2012-13 ACTUAL	FY 2013-14 ESTIMATE	FY 2014-15 BUDGET	PERCENTAGE CHANGE FY14 - FY15
<b>Personal Services</b>	19,775,507	21,099,800	<b>21,328,200</b>	1.08%
<b>Services &amp; Charges</b>	2,774,337	3,207,400	<b>2,962,500</b>	(7.64)%
<b>Supplies &amp; Materials</b>	681,251	764,300	<b>823,300</b>	7.72%
<b>Capital Outlay</b>	182,798	127,400	<b>45,000</b>	(64.68)%
<b>Misc. Expenditures</b>	476,251	495,500	<b>492,500</b>	0.00%
<b>Transfers Out</b>	2,330,105	2,573,400	<b>2,560,300</b>	(0.51)%
<b>Total Expenditures</b>	<b>26,220,249</b>	<b>28,267,800</b>	<b>28,211,800</b>	-0.20%

# GENERAL FUND REVENUES

## PROPERTY TAX, SALES TAX AND OTHER GENERAL FUND REVENUE



	Property Tax	Sales Tax	Other Revenue	Total Revenue
<b>FY 07-08</b>	4,473,610	9,400,303	10,586,726	24,460,639
<b>FY 08-09</b>	4,722,823	9,414,590	11,280,223	25,417,636
<b>FY 09-10</b>	4,976,960	8,198,886	10,155,945	23,331,791
<b>FY 10-11</b>	5,446,173	8,892,092	9,989,587	24,327,852
<b>FY 11-12</b>	5,748,435	9,498,576	10,350,129	25,597,140
<b>FY 12-13</b>	5,859,756	9,234,981	10,771,907	25,866,644
<b>FY 13-14 Est</b>	6,261,100	9,811,400	11,844,300	27,916,800
<b>FY 14-15 Budg</b>	6,674,300	9,308,500	11,966,700	27,949,500
<b>FY 15-16 Budg</b>	6,974,700	9,587,800	11,702,700	28,265,200
<b>FY 16-17 Budg</b>	7,289,500	9,875,500	12,001,300	29,166,300

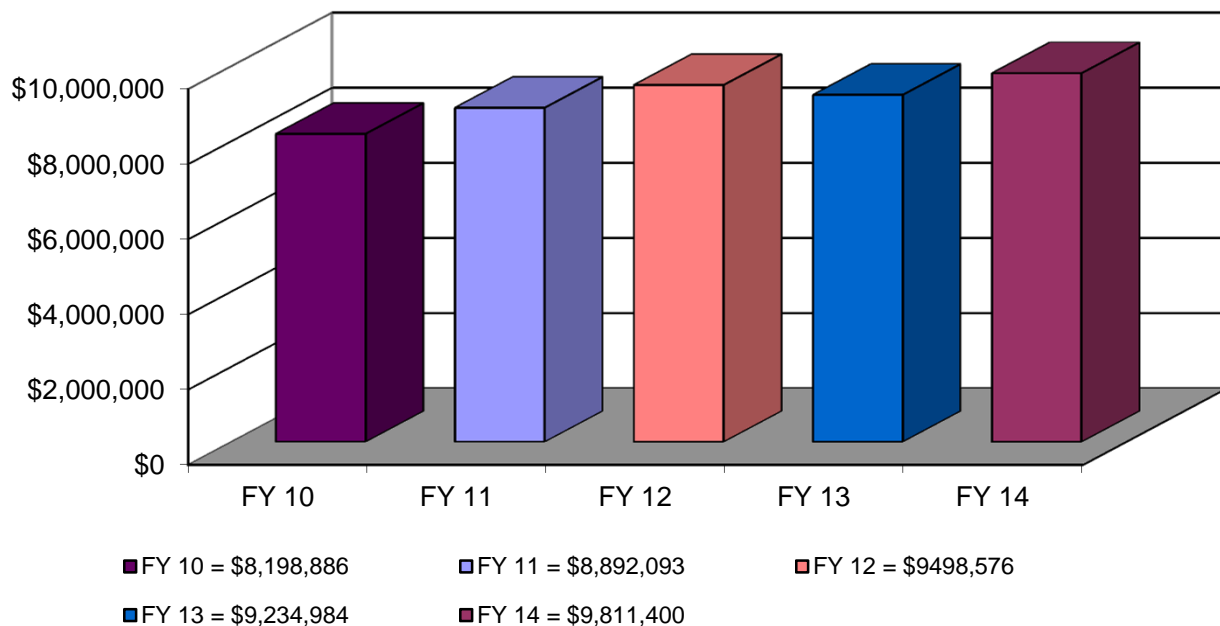
# GENERAL FUND

## SALES TAX & HOME RULE INCREMENT

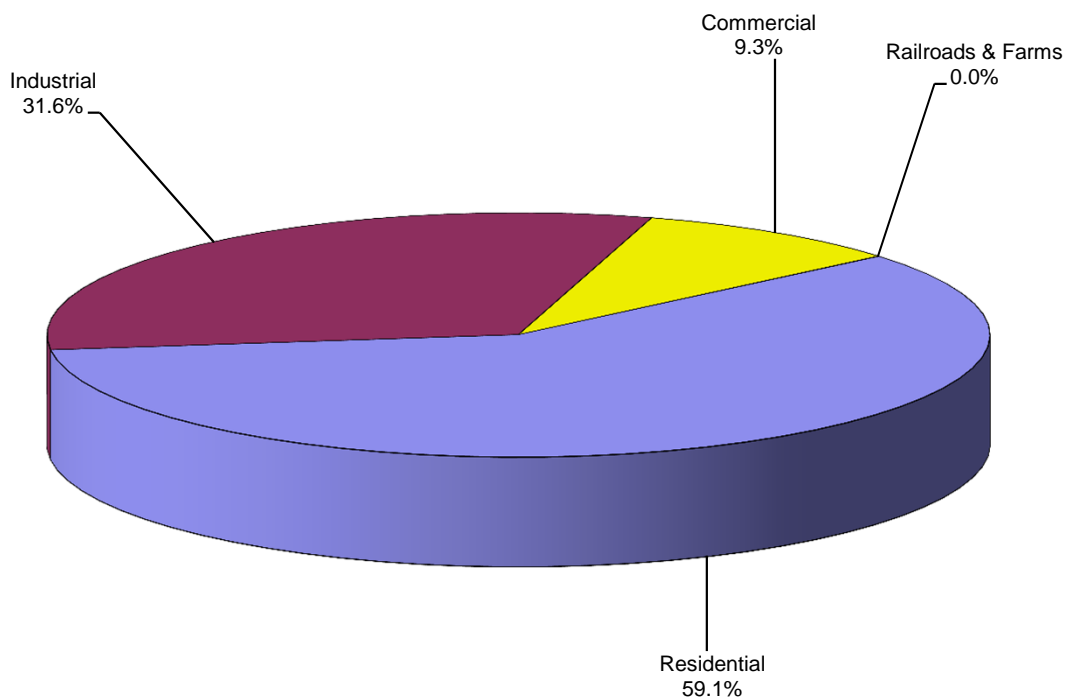
LIABILITY MONTH	RECEIPT MONTH	FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
		Actual	% Change Over Last FY	Actual	% Change Over Last FY	Actual	% Change Over Last FY	Actual	% Change Over Last FY	Actual**	% Change Over Last FY
MAY	AUG	697,550	-17.06%	716,904	2.77%	799,525	11.52%	808,831	1.16%	820,213	1.41%
JUNE	SEPT	721,919	-17.34%	805,640	11.60%	818,154	1.55%	786,631	-3.85%	763,014	-3.00%
JULY	OCT	684,319	-19.71%	736,749	7.66%	824,909	11.97%	782,848	-5.10%	764,597	-2.33%
AUG	NOV	675,428	-22.88%	709,607	5.06%	871,146	22.76%	847,349	-2.73%	1,361,762 <sup>^</sup>	60.71%
SEPT	DEC	711,018	-19.09%	726,627	2.20%	812,352	11.80%	761,304	-6.28%	758,635	-0.35%
OCT	JAN	701,680	-13.51%	762,052	8.60%	785,114	3.03%	811,805	3.40%	817,023	0.64%
NOV	FEB	680,599	-15.48%	737,766	8.40%	810,088	9.80%	779,290	-3.80%	772,155	-0.92%
DEC	MAR	738,216	-9.90%	863,531	16.98%	834,344	-3.38%	801,305	-3.96%	898,429	12.12%
JAN	APRIL	584,398	-14.84%	658,405	12.66%	718,593	9.14%	667,092	-7.17%	666,972	-0.02%
FEB	MAY	609,777	-4.02%	626,544	2.75%	701,645	11.99%	674,680	-3.84%	674,700	0.00%
MAR	JUNE	696,327	2.63%	772,394	10.92%	772,094	-0.04%	756,293	-2.05%	756,300	0.00%
APRIL	JULY	697,656	6.11%	775,874	11.21%	750,612	-3.26%	757,556	0.93%	757,600	0.01%
<b>TOTAL SALES TAX</b>		<b>8,198,886</b>	<b>-4.04%</b>	<b>8,892,093</b>	<b>8.45%</b>	<b>9,498,576</b>	<b>6.82%</b>	<b>9,234,984</b>	<b>-2.78%</b>	<b>9,811,400</b>	<b>6.24%</b>

\*\* The last three months of FY 2014 are estimated based on current trending.

<sup>^</sup> A one time increase of \$483,230 is the result of a State audit that is not anticipated to reoccur.



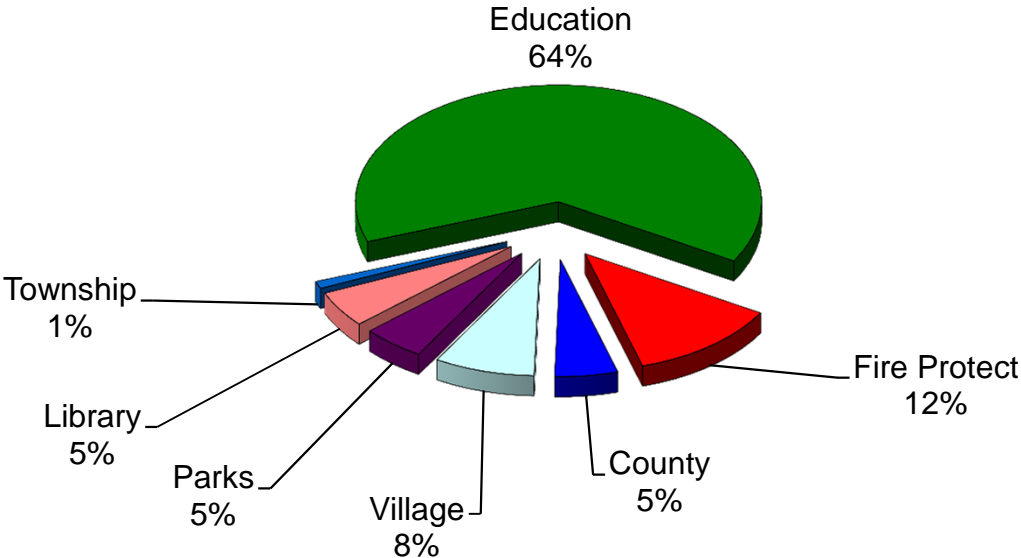
# EQUALIZED ASSESSED VALUATION BREAKDOWN BY TYPE OF PROPERTY 2012 VALUATION



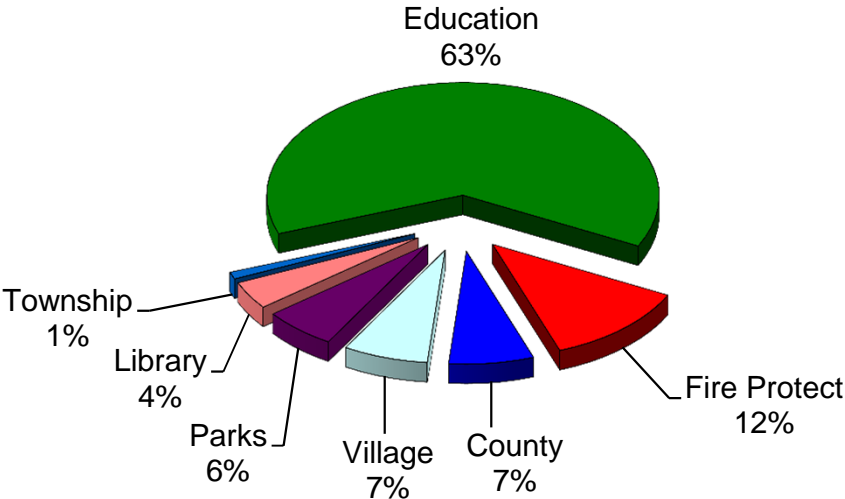
	<b>2012 EAV</b>	<b>% of Total</b>
Residential	609,786,540	59.1%
Industrial	325,541,050	31.6%
Commercial	95,670,541	9.3%
Railroads & Farms	414,281	0.0%
	1,031,412,412	100.0%

# PROPERTY TAXES WHERE DO THEY GO?

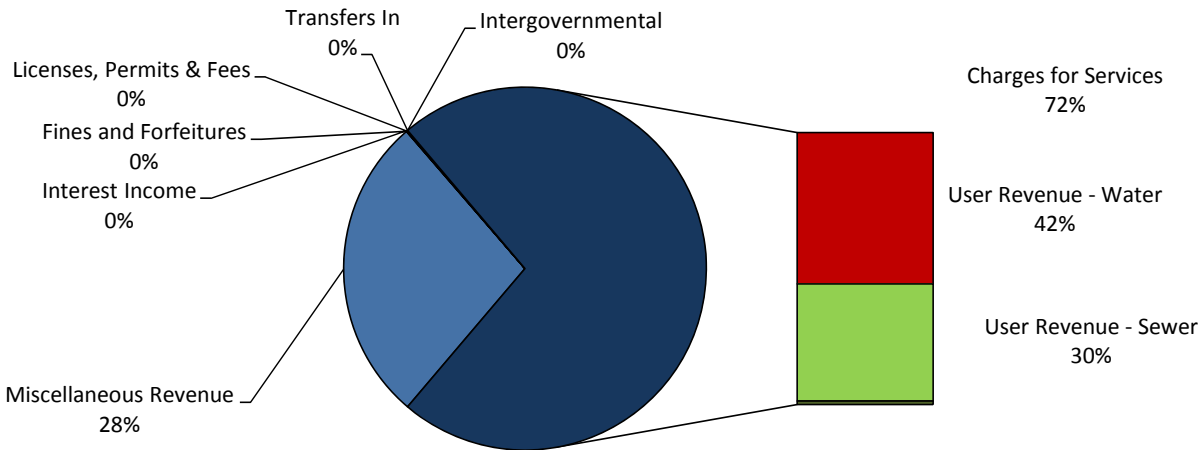
## 2012 TAX BILL



## 2002 TAX BILL



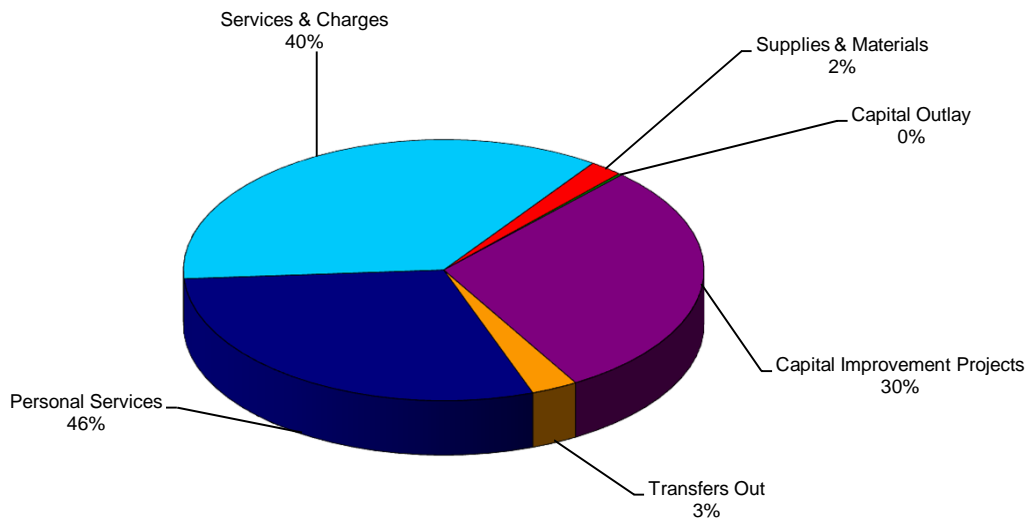
# WHERE THE MONEY COMES FROM ENTERPRISE FUND REVENUES 2014-2015 FISCAL YEAR



	2012-13 ACTUAL	2013-14 ESTIMATE	2014-15 BUDGET	% CHANGE FY14- FY15
<b>Licenses, Permits &amp; Fees</b>	63,297	39,600	<b>19,000</b>	(52.02%)
<b>Fines and Forefeitures</b>	0	0	<b>1,200</b>	#DIV/0!
<b>Charges for Services</b>	12,747,349	13,096,400	<b>14,652,100</b>	11.88%
<b>Intergovernmental</b>	250,000	0	<b>0</b>	0.00%
<b>Interest Income</b>	6,404	5,500	<b>4,500</b>	(18.18%)
<b>Miscellaneous Revenue</b>	49,490	1,519,500	<b>5,546,200</b>	265.00%
<b>Transfers In</b>	1,221,600	600,000	<b>0</b>	0.00%
<b>Total Revenue</b>	<b>14,338,140</b>	<b>15,261,000</b>	<b>20,223,000</b>	<b>32.51%</b>

The increase in Miscellaneous Revenue in the 2013-2014 Estimate and the 2014-15 Budget is due to the proceeds of an IEPA Loan for infrastructure improvements.

# WHERE THE MONEY GOES ENTERPRISE FUND EXPENSES 2014-2015 FISCAL YEAR



	2012-13 ACTUAL	2013-14 ESTIMATE	2014-15 BUDGET	% CHANGE FY14- FY15
<b>Personal Services</b>	5,578,846	5,783,400	<b>5,840,100</b>	0.98%
<b>Services &amp; Charges</b>	5,742,162	6,147,200	<b>7,092,700</b>	15.38%
<b>Supplies &amp; Materials</b>	336,482	401,500	<b>406,500</b>	1.25%
<b>Capital Outlay</b>	45,035	102,400	<b>43,200</b>	(57.81%)
<b>Capital Improvement Projects</b>	1,068,429	2,817,200	<b>5,856,200</b>	107.87%
<b>Transfers Out</b>	596,420	603,900	<b>572,500</b>	(5.20%)
<b>Total Expenses</b>	<b>13,367,374</b>	<b>15,855,600</b>	<b>19,811,200</b>	<b>24.95%</b>

The increase in Capital Improvement Projects in the 2013-2014 Estimate and the 2014-15 Budget is due to the infrastructure improvements associated with the proceeds of an IEPA Loan.

# ALL FUNDS REVENUES & EXPENDITURE SUMMARY EXCLUDING INTERFUND TRANSFERS

## FY 2014- 15 BUDGET

### REVENUES

FUND	TOTAL	GENERAL	WATER SEWER	FLEET SERVICES	INFORM. SYSTEMS	EQUIP. REPL.	DEBT SERVICE	CAPITAL PROJ.	REDEVEL
<b>BEGINNING REVENUES</b>	\$69,859,788	\$27,949,500	\$20,223,000	\$1,430,300	\$1,144,300	\$589,600	\$3,825,688	\$4,300,000	\$0
TO/FROM:									
General	(2,561,100)			(1,134,300)	(998,100)	(428,700)			
Water/Sewer	(572,500)			(296,000)	(120,700)	(155,800)			
Fleet Services	(30,600)				(25,500)	(5,100)			
Inform. Systems	0								
Equip. Repl.	0								
Debt Service	(600,000)	(600,000)							
Capital Projects	(100,000)							(100,000)	
Redevelopment	0								
Public Building Fund	(1,300,000)	(100,000)					(1,200,000)		
TIF 1	0								
TIF 2	0								
TIF 3	0								
TIF 4	0								
Police Pension	(2,500)	(2,500)							
Motor Fuel Tax	0								
Community Days	0								
<b>TOTAL TRANSFERS</b>	<b>(5,166,700)</b>	<b>(702,500)</b>	<b>0</b>	<b>(1,430,300)</b>	<b>(1,144,300)</b>	<b>(589,600)</b>	<b>(1,200,000)</b>	<b>(100,000)</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b>\$64,693,088</b>	<b>\$27,247,000</b>	<b>\$20,223,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,625,688</b>	<b>\$4,200,000</b>	<b>\$0</b>

### EXPENDITURES

FUND	TOTAL	GENERAL	WATER SEWER	FLEET SERVICES	INFORM. SYSTEMS	EQUIP. REPL.	DEBT SERVICE	CAPITAL PROJ.	REDEVEL
<b>BEGINNING EXPENDITURES</b>	\$69,761,767	\$28,211,800	\$19,811,200	\$1,430,300	\$1,144,300	\$670,000	\$3,910,299	\$4,295,500	\$0
FROM/TO:									
General	(702,500)						(600,000)		
Water/Sewer	0						0		
Fleet Services	(1,430,300)	(1,134,300)	(296,000)						
Inform. Systems	(1,144,300)	(998,100)	(120,700)	(25,500)					
Equip. Repl.	(589,600)	(428,700)	(155,800)	(5,100)					
Debt Service	(1,200,000)								
Capital Projects	(100,000)								
Redevelopment	0								
Public Building Fund	0								
TIF 1	0								
TIF 2	0								
TIF 3	0								
TIF 4	0								
Police Pension	0								
Motor Fuel Tax	0								
Community Days	0								
<b>TOTAL TRANSFERS</b>	<b>(5,166,700)</b>	<b>(2,561,100)</b>	<b>(572,500)</b>	<b>(30,600)</b>	<b>0</b>	<b>0</b>	<b>(600,000)</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$64,595,067</b>	<b>\$25,650,700</b>	<b>\$19,238,700</b>	<b>\$1,399,700</b>	<b>\$1,144,300</b>	<b>\$670,000</b>	<b>\$3,310,299</b>	<b>\$4,295,500</b>	<b>\$0</b>

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 2014- 15 BUDGET

### REVENUES

PUBLIC BLDG	TIF 1	TIF 2	TIF 3	TIF 4	POLICE PENSION	MFT	COMM. DAYS	FUND
\$1,692,000	\$830,400	\$281,600	\$166,100	\$0	\$4,682,300	\$2,745,000	\$0	BEGINNING REVENUES
			0					TO/FROM: General Water/Sewer Fleet Services Inform. Systems Equip. Repl. Debt Service Capital Projects Redevelopment Public Building Fund TIF 1 TIF 2 TIF 3 TIF 4 Police Pension Motor Fuel Tax Community Days
0	0	0	0	0	0	0	0	TOTAL TRANSFERS
<b>\$1,692,000</b>	<b>\$830,400</b>	<b>\$281,600</b>	<b>\$166,100</b>	<b>\$0</b>	<b>\$4,682,300</b>	<b>\$2,745,000</b>	<b>\$0</b>	<b>TOTAL REVENUES</b>

### EXPENDITURES

PUBLIC BLDG	TIF 1	TIF 2	TIF 3	TIF 4	POLICE PENSION	MFT	COMM. DAYS	FUND
\$1,666,100	\$1,403,100	\$487,300	\$230,300	\$0	\$2,950,168	\$3,551,400	\$0	BEGINNING EXPENDITURES
(100,000)					(2,500)			FROM/TO: General Water/Sewer Fleet Services Inform. Systems Equip. Repl. Debt Service Capital Projects Redevelopment Public Building Fund TIF 1 TIF 2 TIF 3 TIF 4 Police Pension Motor Fuel Tax Community Days
(1,200,000)			0					
(100,000)								
(1,400,000)	0	0	0	0	(2,500)	0	0	TOTAL TRANSFERS
<b>\$266,100</b>	<b>\$1,403,100</b>	<b>\$487,300</b>	<b>\$230,300</b>	<b>\$0</b>	<b>\$2,947,668</b>	<b>\$3,551,400</b>	<b>\$0</b>	<b>TOTAL EXPENDITURES</b>



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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 2014-15.

### CAPITAL SPENDING

Land/Building	\$10,367,300
Street	3,585,800
Water System	299,600
Sanitary/Storm Sewers	55,000
Water Pollution Control	0
Miscellaneous	<u>1,588,800</u>
<b>TOTAL</b>	<b><u><u>\$15,896,500</u></u></b>

### FUND (DEPARTMENT)

Motor Fuel Tax (Community Development)	\$3,551,400
Capital Projects (Admin., Public Works, Comm. Dev.)	4,283,000
Redevelopment (Admin., Public Works)	0
Public Building (Building & Grounds, Public Works,	266,100
TIF # 1 (Admin., Comm Dev., Public Works)	1,402,800
TIF # 2 (Admin, Comm. Dev)	287,000
TIF # 3 (Public Works)	150,000
Fleet services (Public Works)	50,000
Information Systems	50,000
Water & Sewer (Public Works & Environmental Services)	5,856,200
<b>TOTAL</b>	<b><u><u>\$15,896,500</u></u></b>

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	2012-13 ACTUAL	2013-14 EST ACT	2014-15 BUDGET	2015-16 PROJ	2015-16 PROJ	2017-18 PROJ	2018-19 PROJ
<b>LAND/BUILDINGS</b>									
4404	PUBLIC WORKS FACILITY	PUB BLDG	42,592 a,t	0	0 a,t	110,000 a,t	0	0	0
4405	VILLAGE HALL/POLICE FACILITY	*	110,503 a,t	44,000 a,t	222,200 a,t	95,000 a,t	52,000 a,t	0	0
4450	DRISCOLL PROPERTY	*	0	9,500 t	0	0	0	0	0
44XX	HISTORICAL BUILDINGS	*	0	0	43,900 a,t	0 t	30,400 a,t	0	0
44XX	PARK PURCHASE AND DEVELOPMENT	TIF2	0	997,580	287,000 a	0	0	0	0
4572	FEMA & STATE BUYOUTS - 2008	CAP PROJ	0	7,000	3,311,500 c1,2	0	0	0	0
4584	FEMA & STATE BUYOUTS - 2010	*	0	0	861,500 c1,2	0	0	0	0
4577	VILLAGE PORTION OF BUYOUTS	*	0	0	110,000 a	0	0	0	0
4594	WPC - RE-ROOF/REPAIR BUILDINGS	WPC	149,760 a	115,700 a	0	0	0	0	0
	IEPA LOAN INFRASTRUCTURE	*	0	1,485,700 b	5,531,200 b	420,900 b	0	0	0
	PW DRIVEWAY OVERLAY	MFT	0	32,100 a	0	0	0	0	0
	<b>SUBTOTAL</b>		<b>302,855</b>	<b>2,691,580</b>	<b>10,367,300</b>	<b>625,900</b>	<b>82,400</b>	<b>0</b>	<b>0</b>
<b>STREETS</b>									
4401	STREET MAINT. PROGRAM	MFT	1,981,348 a,m	1,915,000 a,m	2,000,000 a,m	2,000,000 a,m	2,000,000 a,m	2,401,400 a,m	2,000,000 a,m
4420	FULLERTON INTERSECTION/SIGNAL	*	0	388,900 a,m	0	0	0	0	0
4415	MILL RD: LAKE - ARMY TRAIL	*	0	0	29,500 a,m	0	0	0	0
4414	ADDISON RD - RESURF	*	0	0	29,800 a,m	0	0	0	0
4416	SWIFT ROAD RESURFACING	*	92,511 a,m	42,400 a,m	906,100 a,m	128,500 a,m	0	0	0
4426	ROUTE 53 RESURFACE/EXPAND	*	390,195	0	0	342,200 a,m	0	0	0
4573	ARDMORE	*	0	0	99,000 a,m	11,000 a,m	0	0	0
4574	WEST GRAUES LAKE TERRACE RESURFACE	*	0	0	252,000 a,m, t	0	0	0	0
44xx	SIDEWALK PROGRAM	*	0	127,100	100,000 a,t	100,000 a,t	100,000 a,t	100,000 a,t	100,000 a,t
44XX	MFT SIDEWALK PROGRAM	*	0	47,100	85,000 a,t	85,000 a,t	85,000 a,t	85,000 a,t	85,000 a,t
44XX	ADA SIDEWALK COMPLIANCE	*	0	0	50,000 a,t	50,000 a,t	50,000 a,t	50,000 a,t	50,000 a,t
44XX	ADA SIDEWALK COMPLIANCE	CAP PROJ	0	50,000	0	0	0	0	0
4479	SIDEWALK EXISTING TRIP HAZARDS	REDEV	105,253 a	0 a	0 a	0	0	0	0
4429	ARMY TRAIL AT/AND MILL RD	TIF 1	0 a	0 a	34,400 a	0	0	0	0
4429	ARMY TRAIL @ JFK	TIF 3	4,452 a	0	0 a	4,800	0	0	0
	<b>SUBTOTAL</b>		<b>2,573,759</b>	<b>2,570,500</b>	<b>3,585,800</b>	<b>2,721,500</b>	<b>2,235,000</b>	<b>2,636,400</b>	<b>2,235,000</b>
<b>WATER SYSTEM</b>									
4503	WATERMAIN REPLACEMENT:	WATER	391,656 a	0	245,000 a	433,500 a	180,000 a	0	0
4506	SCADA SYSTEM UPGRADE	*	65,115 a	0	0	0	0	0	0
4425	GRACE ST - RESURF	*	0	444,200 a	0	0	0	0	0
4426	RT 53: ARMY-LAKE	*	249,469 a	0	0	510,000 a	0	0	0
4414	ADDISON ROAD RESURFACE	*	0	0	0	0	1,600 a	0	0
4415	MILL/ARMY TRAIL IMPROV	*	0	0	0	0	25,100 a	0	0
4519	AUTOMATIC RADIO READ SYSTEM	*	174,429 a	0	0	140,000 a	140,000 a	0	0
4525	FULLERTON AVE WATERMAIN REPL.	*	0	200,000 a	0	0	0	0	0
4514	CONTROL PANELS	*	0	0	25,000 a	0	0	0	0
4509	WATER TOWER WORK/PAINT	*	0	471,600 a	0	0	415,000 a	0	0
4429	ARMY TRAIL @ JFK	TIF 1	0	0	29,600 a	0	0	0	0
	<b>SUBTOTAL</b>		<b>880,669</b>	<b>1,115,800</b>	<b>299,600</b>	<b>1,083,500</b>	<b>761,700</b>	<b>0</b>	<b>0</b>
<b>SEWER SYSTEM</b>									
4304	REBUILD MOTORS/PUMPS-DAPS	SEWER	0	36,500 a	0 a	0	0 a	0	0
4497	POND IMPROVEMENTS	SEWER	0	0	55,000 a	0	0	0	0
4533	REPLACE STORM SEWER	SEWER	38,000 a	0	0	0	0	0	0
	<b>SUBTOTAL</b>		<b>38,000</b>	<b>36,500</b>	<b>55,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WATER POLLUTION CONTROL</b>									
4587	ANAEROBIC DIGESTER CLEANING	WPC	0	100,000 a	0 a	0 a	0	0	0
	<b>SUBTOTAL</b>		<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS</b>									
4475	NOISE WALLS	CAP PROJ	2,651 g	3,500 g	0	0	0	0	0
4483	I-290 BRIDGE	*	0	5,100 c5	0	0	0	0	0
4304	DIESEL TANK REPLACEMENT	FLEET	0	0 a	50,000	0	0	0	0
4304	PUBLIC WORKS COMMUNICATIONS TOWER	IS	0	0	50,000	0	0	0	0
4498	WESTWOOD CREEK STABILIZATION	TIF 1	0	67,500 a	1,338,800 a	0	0	0	0
	GREEN MEADOWS REDEVELOPMENT	TIF 3	0	0 a	150,000 a	223,000 a	0	0	0
	<b>SUBTOTAL</b>		<b>2,651</b>	<b>76,100</b>	<b>1,588,800</b>	<b>223,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL CAPITAL SPENDING</b>		<b>3,797,934</b>	<b>6,590,480</b>	<b>15,896,500</b>	<b>4,653,900</b>	<b>3,079,100</b>	<b>2,636,400</b>	<b>2,235,000</b>

**CAPITAL FUNDING SOURCES (Some sources may have been received in one year, but expended in future years.)**

a. CASH ON HAND	1,159,335	2,336,035	3,304,200	1,382,200	298,600	(115,600)	(572,500)
b. DEBT FINANCING	0	1,485,700	5,531,200	420,900	0	0	0
c. GRANTS							
1. FEDERAL	0	0	3,150,000	0	0	0	0
FEDERAL - ARRA	0	0	0	0	0	0	0
2. STATE	0	0	1,050,000	0	0	0	0
3. LOCAL	0	0	0	0	0	0	0
4. CDBG	0	0	0	0	0	0	0
5. CMAQ	0	5,100	0	0	0	0	0
d. CONTRIBUTIONS	0	0	0	0	0	0	0
e. ANNEXATION/TAP ON FEES	0	0	0	0	0	0	0
f. GAIN - SALE OF ASSETS	0	0	0	0	0	0	0
g. INSURANCE PROCEEDS	2,651	3,500	0	0	0	0	0
m. MOTOR FUEL TAX	1,076,936	1,063,445	903,000	903,000	903,000	903,000	903,000
t. HOME RULE SALES TAX	1,559,012	1,696,700	1,958,100	1,947,800	1,877,500	1,849,000	1,904,500
u. UNFUNDED PROJECTS	0	0	0	0	0	0	0
<b>TOTAL CAPITAL FUNDING</b>	<b>3,797,934</b>	<b>6,590,480</b>	<b>15,896,500</b>	<b>4,653,900</b>	<b>3,079,100</b>	<b>2,636,400</b>	<b>2,235,000</b>

## **Capital Improvement Program (CIP) Impact on FY 2014-15 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**

**4572 FEMA and State Buyouts - 2008**

**4584 FEMA and State Buyouts - 2010**

**4577 Village Portion of Buyouts - 2008 & 2010**

Federal and State funding will allow the Village to acquire 17 flood prone properties in 3 different sub-divisions which were severely damaged in 2008 and 2010. The Village may have to provide matching funds which are budgeted in 4577. The restored property will be donated to the Addison Park District for expansion of nearby Cherokee Park.

Operating Budget Impact: The costs involved with clean-up after a storm that causes flooding in these areas will be eliminated.

### **IEPA Loan Infrastructure**

Several sewage lift stations will be replaced in addition to improvements to two wastewater treatment plants.

Operating Budget Impact: The lift stations have reached their useful life and their replacement should decrease repairs. The improvements to the two wastewater treatment plants should also decrease maintenance. This investment in infrastructure will open up resources for other sewer related expenditures.

### **Streets**

#### **Sidewalk Replacement**

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 14-15

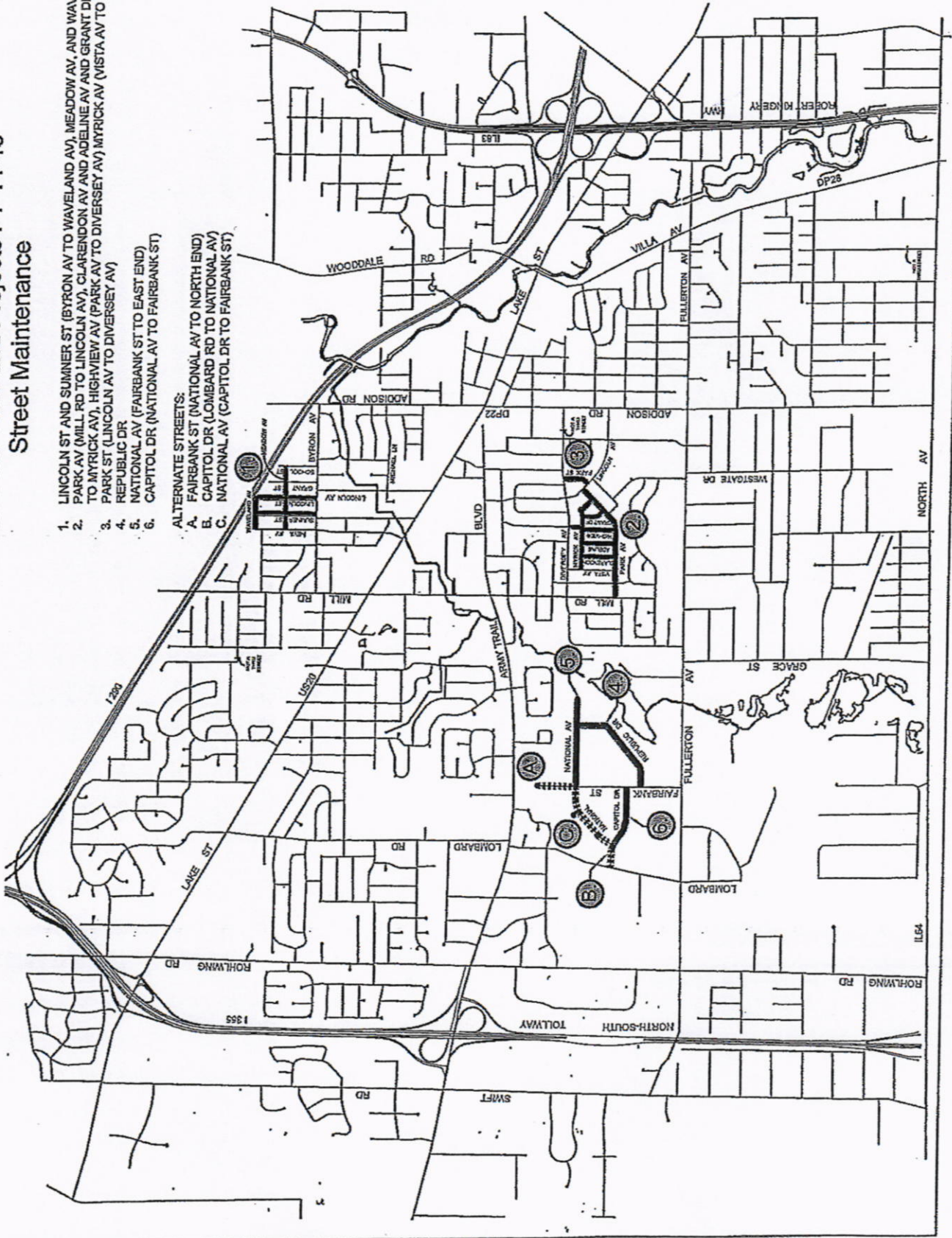
### Street Maintenance



1. LINCOLN ST AND SUMNER ST (BYRON AV TO WAVELAND AV), MEADOW AV, AND WAVELAND AV TO PARK AV (MILL RD TO LINCOLN AV), CLARENDON AV AND ADELINE AV AND GRANT DR (PARK AV TO MYRICK AV), HIGHVIEW AV (PARK AV TO DIVERSEY AV) MYRICK AV (VISTA AV TO PARK AV)
2. PARK ST (LINCOLN AV TO DIVERSEY AV)
3. REPUBLIC DR
4. NATIONAL AV (FAIRBANK ST TO EAST END)
5. CAPITOL DR (NATIONAL AV TO FAIRBANK ST)

ALTERNATE STREETS:

- A. FAIRBANK ST (NATIONAL AV TO NORTH END)
- B. CAPITOL DR (LOMBARD RD TO NATIONAL AV)
- C. NATIONAL AV (CAPITOL DR TO FAIRBANK ST)



# DEBT SUMMARY

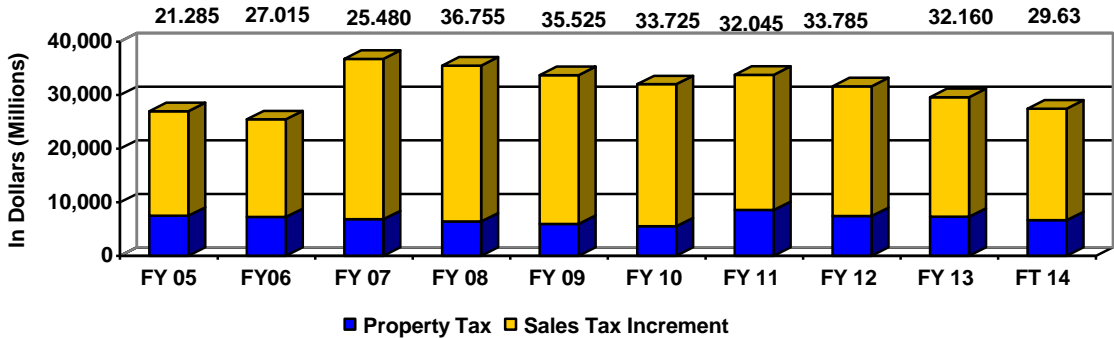
## OVERVIEW AND DEBT FINANCING PRINCIPLES

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. 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 chart below shows a brief history of the Village’s outstanding bond debt.

**VILLAGE OF ADDISON**  
**Outstanding Bond Debt**  
**Fiscal Years Ending 2005 through 2014**



Note: The debt shown in FY 2005 is due to the 2004 G.O. Bonds which were issued for various capital projects and funding of the equipment replacement fund. This annual principal and interest payments will be paid thru a property tax levy. The levy is approximately the same amount as the payments of the 2001 Refunding issue, which was paid off in FY 2004, thereby a negligible property tax effect from this bond issue. The increased debt in FY07 is due to the 2006C and 2007 G.O. issues for the new Library construction. The property tax on these issues will be abated and paid by existing home rule sales tax increment revenues. The increase in FY 2011 is due to the 2010 Taxable G.O. bonds which were issued to purchase the Driscoll property. The annual principal and interest payments for this bond will be paid thru a property tax levy.

# ***DEBT SUMMARY***

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## **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 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, 2014**

<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>
<b>GENERAL OBLIGATION DEBT</b>						
2006A REFUNDING BOND	ADVANCE REFUNDING 2005	3,075,000	12/15/26	2,635,000	832,645	3,467,645
2006C G.O. BOND	LIBRARY BUILDING	6,900,000	12/15/26	6,320,000	1,938,208	8,258,208
2007 G. O. BOND	LIBRARY BUILDING	6,100,000	12/15/26	5,595,000	1,718,579	7,313,579
2008 REFUNDING BOND	ADVANCE REFUNDING 1998	6,015,000	12/16/20	4,365,000	1,028,175	5,393,175
2010 TAXABLE G.O BOND	DRISCOLL PROPERTY	3,500,000	12/16/30	3,190,000	1,532,143	4,722,143
2011 REFUNDING BOND	ADVANCE REFUNDING 2002	2,835,000	12/15/17	1,920,000	175,550	2,095,550
2012 REFUNDING BOND	ADVANCE REFUNDING 2004	3,985,000	12/15/19	3,455,000	328,500	3,783,500
TOTAL ALL BONDS				<u>27,480,000</u>	<u>7,553,799</u>	<u>35,033,799</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>2012-13 ACTUAL</u>	<u>2013-14 EST ACT</u>	<u>2014-15 BUDGET</u>	<u>2015-16 BUDGET</u>	<u>2016-17 BUDGET</u>
<b>BOND RETIREMENT FUND</b>						
2004 G.O.	PROPERTY TAX	211,452	0	0	0	0
2010 TAXABLE G.O.	PROPERTY TAX	263,338	261,963	265,088	267,423	269,655
2012 REFUNDING	PROPERTY TAX	27,925	632,700	632,100	631,300	634,800
SUBTOTAL - PROPERTY TAX		502,715	894,663	897,188	898,723	904,455
2002 REFUNDING	SALES TAX INCR.	0	0	0	0	0
2006A REFUNDING	SALES TAX INCR.	271,863	276,312	270,313	269,312	261,888
2006B REFUNDING	SALES TAX INCR.	0	0	0	0	0
2006C G.O.	SALES TAX INCR.	548,128	557,347	565,798	578,478	590,195
2007 G.O.	SALES TAX INCR.	482,894	488,400	503,325	512,281	525,463
2008 REFUNDING	SALES TAX INCR.	547,325	475,950	501,675	530,800	563,050
2011 REFUNDING	SALES TAX INCR.	508,782	587,200	562,000	537,150	507,600
SUBTOTAL - SALES TAX		2,358,992	2,385,209	2,403,112	2,428,021	2,448,196
NEVA-BYRON LOAN	OPERATING REVENUE	199,698	0	0	0	0
NEW IEPA LOAN	OPERATING REVENUE	0	0	0	460,000	461,500
TOTAL		<u>3,061,405</u>	<u>3,279,872</u>	<u>3,300,299</u>	<u>3,786,744</u>	<u>3,814,151</u>



(BLANK)

## ***GENERAL FUND***

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### 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 (10) REVENUES

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1000	<b>REVENUES</b>	<b>TAXES</b>						
3001	PROPERTY TAXES - CURRENT	3,236,631	3,511,042	3,616,300	3,671,800	4,000,000	4,192,000	4,393,200
3002	PROPERTY TAXES - PRIOR YR.	841	1,558	0	100	0	0	0
3003	ROAD & BRIDGE TAX - CURRENT	409,075	416,927	417,000	417,000	417,000	417,000	417,000
3004	ROAD & BRIDGE TAX - PRIOR YR.	85	148	0	0	0	0	0
3005	REPLACEMENT TAXES	130,348	129,900	127,000	145,500	145,500	145,500	145,500
3007	POL PENSION PROPERTY TAX	2,101,803	1,930,081	2,150,000	2,172,200	2,257,300	2,365,700	2,479,300
3010	REAL ESTATE TRANSFER TAX	215,091	396,604	386,200	310,300	325,000	325,000	325,000
3020	INCOME TAX	3,009,476	3,329,232	3,424,700	3,572,300	3,498,400	3,498,400	3,498,400
3025	TELECOMMUNICATIONS TAX	1,708,571	1,500,073	1,648,000	1,405,000	1,405,000	1,405,000	1,405,000
3030	SALES TAX	7,881,311	7,675,969	8,197,000	8,114,700	7,616,500	7,845,000	8,080,400
3031	SALES TAX INCREMENT	1,617,265	1,559,012	1,657,800	1,696,700	1,692,000	1,742,800	1,795,100
3034	LOCAL USE TAX	538,951	592,845	598,500	616,900	648,300	667,700	687,700
3045	AUTO RENTAL TAX	3,290	5,099	4,000	4,400	4,500	4,500	4,500
3046	VIDEO GAMING TAX	0	0	25,000	38,700	92,400	92,400	92,400
3050	ROOM TAX (HOTEL-MOTEL)	226,908	257,525	341,200	306,400	306,400	306,400	306,400
	<b>SUBTOTAL - TAXES</b>	<b>21,079,646</b>	<b>21,306,015</b>	<b>22,592,700</b>	<b>22,472,000</b>	<b>22,408,300</b>	<b>23,007,400</b>	<b>23,629,900</b>
		<b>LICENSES, PERMITS, AND FEES</b>						
3101	VEHICLE LICENSES	457,668	457,293	568,800	558,600	558,600	558,600	558,600
3110	BUSINESS LICENSES	232,164	234,651	293,800	261,500	291,500	291,500	291,500
3115	LIQUOR LICENSES	102,032	112,573	133,800	147,500	155,000	155,000	155,000
3117	MULTIPLE DWELLING LICENSES	231,295	208,355	200,000	207,600	310,000	310,000	310,000
3118	BUILDING PERMITS	199,564	149,463	190,000	167,300	167,300	167,300	167,300
3120	BLDG/ZON. SUBDIV. FEES	2,660	1,860	2,000	3,000	3,000	3,000	3,000
3123	PLANNING/DEVELOP. FEES	31,260	27,038	25,000	25,000	25,000	25,000	25,000
3125	DEVELOPMENT REVIEW FEE	1,845	252	0	0	0	0	0
3131	FRANCHISE FEE - CATV	375,167	405,283	415,000	415,000	415,000	435,000	455,000
3140	ANNEXATION/TAP ON FEES	6,541	3,674	3,000	7,000	3,000	3,000	3,000
3150	ALARM PERMIT FEES	13,605	13,880	13,000	13,000	13,000	13,000	13,000
3170	SOLICITOR'S FEES	635	905	700	500	700	700	700
3175	CHARITY GAME FEES	0	10,895	0	0	0	0	0
3180	SEX OFFENDER REG FEE	470	950	700	700	700	700	700
3190	FINGERPRINTING FEE	0	225	0	1,000	1,000	1,000	1,000
3195	BUSINESS LIC BACKGROUND	9,695	11,353	8,500	8,500	8,500	8,500	8,500
3196	FIRE PLAN REVIEW FEES	10,764	8,084	9,500	9,500	9,500	10,000	10,500
3197	PLUMBING INSPECTION FEES	28,433	21,180	22,000	25,000	22,000	24,000	26,000
3198	REVIEW & INSPECTION FEES	90,907	41,362	25,000	70,000	40,000	40,000	40,000
3199	OTHER LICENSES & PERMITS	300	0	0	0	0	0	0
	<b>SUBTOTAL - LIC./ PERMITS/FEES</b>	<b>1,795,005</b>	<b>1,709,276</b>	<b>1,910,800</b>	<b>1,920,700</b>	<b>2,023,800</b>	<b>2,046,300</b>	<b>2,068,800</b>
		<b>FINES &amp; FORFEITS</b>						
3201	POLICE FINES	419,364	341,885	330,000	300,600	330,000	360,000	390,000
3202	PARKING FINES	228,868	278,682	275,000	406,000	275,000	300,000	325,000
3206	COURT FEES - TRAFFIC VIOL SB1260	38,535	27,387	25,000	27,000	25,000	25,000	25,000
3207	OVERWEIGHT TRUCK FINES	28,418	5,688	15,000	15,000	15,000	15,000	15,000
3208	ADMIN ADJUDICATION	20,410	13,029	15,000	12,500	15,000	18,000	20,000
3209	RED LIGHT CAMERA ENFORCEMENT	153,696	166,008	170,000	247,000	170,000	160,000	150,000
3215	ANIMAL IMPOUNDING	925	550	500	500	500	500	500
3220	VEHICLE IMPOUND FEE	175,610	147,924	150,000	110,000	110,000	120,000	130,000
3222	TRUCK PERMIT FEE	13,339	16,763	19,000	19,000	19,000	19,000	19,000
3223	FTA WARRANT FEE - PD	5,595	7,405	0	4,100	0	0	0
3225	FALSE ALARM CHARGES - OTHER	23,580	20,780	21,000	20,000	21,000	21,000	21,000
3230	ADMIN ADJ - COM DEV	12,650	36,700	20,000	30,000	25,000	25,000	25,000
	<b>SUBTOTAL - FINES &amp; FORFEITS</b>	<b>1,120,990</b>	<b>1,062,801</b>	<b>1,040,500</b>	<b>1,191,700</b>	<b>1,005,500</b>	<b>1,063,500</b>	<b>1,120,500</b>
		<b>CHARGES FOR SERVICES</b>						
3350	GARBAGE BILLING	241,869	242,874	247,800	241,000	247,800	255,200	262,900
3351	BRUSH PICK-UP	108,520	111,397	108,000	108,000	108,000	108,000	108,000
3355	BAIL BONDS	19,365	14,448	12,000	12,000	12,000	12,000	12,000
3360	CONS DISPATCH CTR	142,866	514,905	563,600	563,600	575,200	610,200	646,900
3399	OTHER CHARGES	300	0	0	0	0	0	0
	<b>SUBTOTAL - CHRGS FOR SVCS</b>	<b>512,920</b>	<b>883,624</b>	<b>931,400</b>	<b>924,600</b>	<b>943,000</b>	<b>985,400</b>	<b>1,029,800</b>

## GENERAL FUND (10) REVENUES

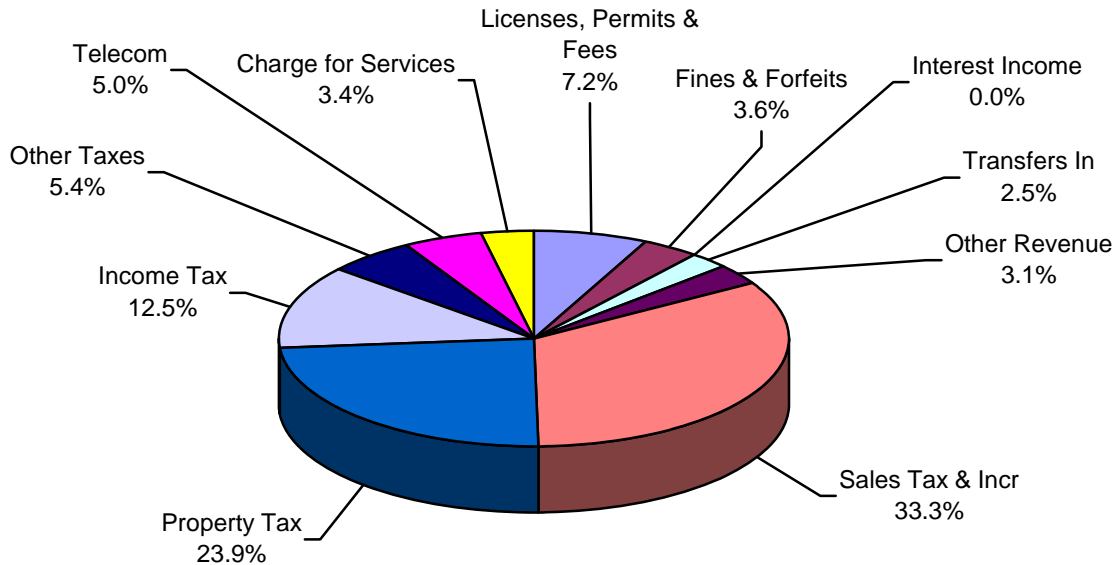
Budget Cont.

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1000	<b>REVENUES</b>	<b>INTERGOVERNMENTAL REVENUES</b>						
3410	GRANTS - FEDERAL (DOJ OT/Crime Prev)	0	7,026	0	0	0	0	0
3415	ARRA - JAG STARCOM	0	0	0	272,000	0	0	0
3420	GRANTS - ST. OF ILLINOIS (Arts Com)	2,500	0	0	0	0	0	0
3420	GRANTS - ST. OF ILLINOIS (Pol Trg Reimb)	0	120	0	0	0	0	0
3440	GRANTS - LOCAL	0	11,957	0	0	0	0	0
	EAB/TREE (DMMC)	0	0	20,000	20,000	20,000	0	0
	ACDC BUILD-OUT (ETSB)	204,242	0	0	0	0	0	0
	<b>SUBTOTAL - INTERGOVTL REVS</b>	<b>206,742</b>	<b>19,103</b>	<b>20,000</b>	<b>292,000</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
		<b>INTEREST INCOME</b>						
3510	INVESTMENT INTEREST	13,338	15,454	13,000	13,000	13,000	13,000	13,000
3520	INTEREST-PROPERTY TAX	14	30	0	100	0	0	0
3540	INTEREST ON LOANS	0	0	0	0	0	0	0
	<b>SUBTOTAL - INTEREST INCOME</b>	<b>13,352</b>	<b>15,484</b>	<b>13,000</b>	<b>13,100</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
		<b>MISCELLANEOUS REVENUE</b>						
3802	REIMB-INSURANCE	53,349	141,887	50,000	125,000	50,000	50,000	50,000
3806	REIMB-TRAINING - POLICE	469	0	0	9,000	0	0	0
3807	REIMB-ENG/ARCH PERMITS	0	0	0	12,000	0	0	0
3818	REIMB PD OT CRIME PREV - DJ	10,404	0	0	0	0	0	0
3822	SALE OF MAPS/PUBLICATIONS	362	488	500	200	500	500	500
3824	SALE POSTAGE STAMPS	1,106	722	1,200	600	1,200	1,200	1,200
3826	REFUND PD UNUSED CMS FD	7,150	0	0	0	0	0	0
3827	REIMB - FEMA FLOOD 4/17/13	0	0	0	2,100	0	0	0
3828	REIMB- PD OFFICERS FROM DEA	0	0	0	48,000	143,100	151,300	154,500
3830	POLICE REPORTS	5,997	6,011	6,000	5,700	6,000	6,000	6,000
3832	UNCLAIMED PROPERTY	0	0	0	0	0	0	0
3833	SCHOOL LIAISON PROGRAM	146,282	142,944	107,000	142,000	142,000	142,000	142,000
3834	SCHOOL SECURITY	64,107	0	0	0	0	0	0
3839	PUBLIC SAFETY	0	25,377	25,000	24,900	25,000	25,000	25,000
3850	WEED CONTROL	0	0	0	2,500	0	0	0
3853	AUCTION/SALE OF FIXED ASSETS	0	0	0	700	0	0	0
3860	RENTALS & CONCESSIONS	336,955	395,344	409,500	375,000	409,500	430,000	451,500
3861	CONTRIBUTIONS & DONATIONS	5,795	0	0	3,000	0	0	0
3876	CASH OVER/SHORT	(88)	(204)	100	(500)	100	100	100
3899	MISCELLANEOUS REVENUES	54,097	51,272	56,000	50,000	56,000	56,000	56,000
	<b>SUBTOTAL - MISC. REVENUES</b>	<b>685,985</b>	<b>763,841</b>	<b>655,300</b>	<b>800,200</b>	<b>833,400</b>	<b>862,100</b>	<b>886,800</b>
		<b>TRANSFERS IN</b>						
3992	TRANSFER FROM DEBT SERVICE	0	0	0	0	600,000	0	0
3944	TRANSFER FROM PUBLIC BDG	180,000	124,000	300,000	300,000	100,000	285,000	415,000
3970	TRANSFER FROM POLICE PENSION	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	<b>SUBTOTAL - TRANSFERS IN</b>	<b>182,500</b>	<b>126,500</b>	<b>302,500</b>	<b>302,500</b>	<b>702,500</b>	<b>287,500</b>	<b>417,500</b>
	<b>TOTAL REVENUES</b>	<b>25,597,140</b>	<b>25,886,644</b>	<b>27,466,200</b>	<b>27,916,800</b>	<b>27,949,500</b>	<b>28,265,200</b>	<b>29,166,300</b>
	<b>LESS: TOTAL EXPENDITURES</b>	<b>25,819,988</b>	<b>26,220,249</b>	<b>27,492,000</b>	<b>28,267,800</b>	<b>28,211,800</b>	<b>29,006,300</b>	<b>29,679,000</b>
	<b>SURPLUS (DEFICIT)</b>	<b>(222,848)</b>	<b>(333,605)</b>	<b>(25,800)</b>	<b>(351,000)</b>	<b>(262,300)</b>	<b>(741,100)</b>	<b>(512,700)</b>

# 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 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) of its residential and commercial/industrial sectors. Although the current real estate market has decreased the current EAV, the Village looks to a recovery 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 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)

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, which could conservatively produce an additional \$1.6 million per year as shown below:

- A Utility Tax of 5% could produce at least \$1,600,000 of additional revenue on an annual basis.

### **3001 Property Taxes**

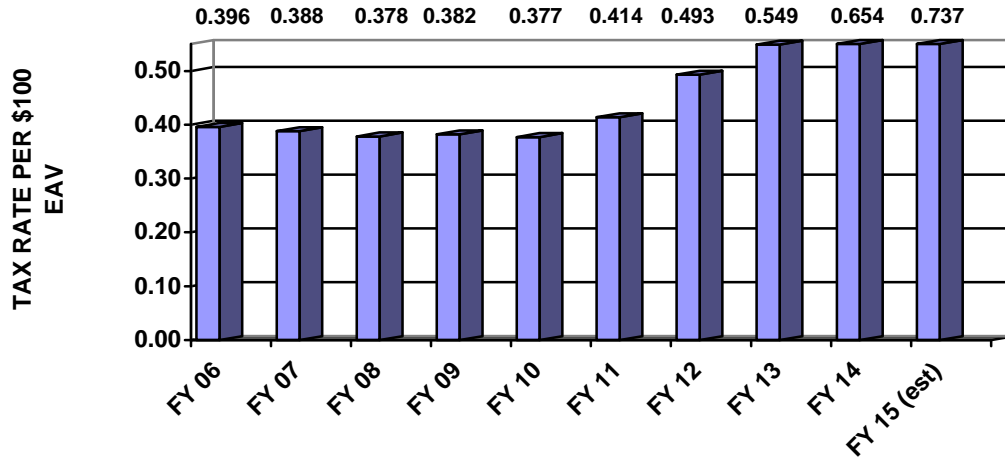
Property tax receipts represent about 24% of the Village's General Fund income, and the Village's levy represents only about 7% of a property owner's total property tax bill. As noted above, Addison has historically taken a conservative approach to this revenue source, understanding the negative impact 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 increase in the rate for FY 15 is primarily due to the 6% projected decrease in EAV. The total dollars levied increased by \$405,886 or 6%. The levy which corresponds to this budget was levied in December, 2013. Property owners will pay this tax in two installments due June 1 and September 1, 2014. A breakdown of the Village's total tax levy is as follows:

	Final 2012 Levy for FY 14	Estimated 2013 Levy for FY 15	% Change
General Fund			
Corporate	3,671,828	4,000,000	8.94%
Police Pension	2,172,154	2,257,229	3.92%
Subtotal	5,843,982	6,257,229	7.07%
Debt Service Fund	904,549	897,188	(0.81)%
Total Levy	6,748,531	7,154,417	6.01%
Equalized Assessed Val.	1,031,412,412	971,327,667	(5.83)%
Rate per \$100 EAV	\$ 0.6543	\$ 0.7366	12.57%

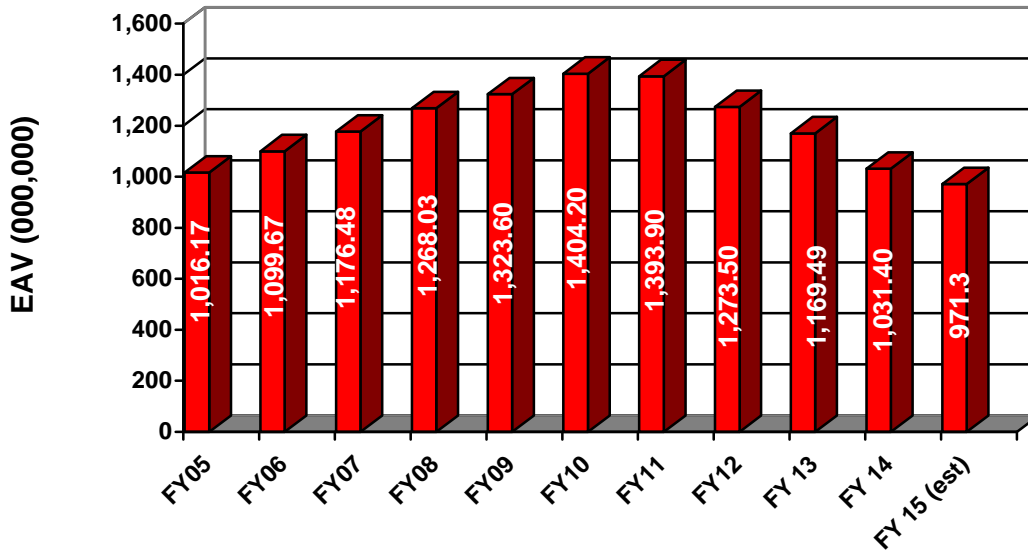
# GENERAL FUND REVENUE

Notes (Cont'd)

## PROPERTY TAX RATE



## EQUALIZED ASSESSED VALUE



The Corporate levy increased \$328,172 from last year's levy and the Police Pension levy increased by \$85,075 for an increase of \$413,247 or 7.07%. 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. The increase in the Police Pension levy is due in part to a decrease in the expected rate of return, and the fact that more participants are eligible to retire in the near future. 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%.

# **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 increase is due to the structure of the pay-down plan.

Property taxes for 2013 attach as an enforceable lien on January 1, 2013, 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, 2014, and are payable in two installments, on or about June 1, 2014 and September 1, 2014. 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 2013 tax levy is intended to fund expenditures for the 2014-2015 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 2013 EAV shows an estimated 6% decrease over 2012 which in turn will increase the tax rate.

## **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 roles.
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**

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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 <sup>st</sup> installment of property taxes are due – 50% of the bill.
September	Balance of property taxes are 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 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 takes a conservative approach to budgeting these revenues, as they can fluctuate with local housing trends.

## **GENERAL FUND REVENUE**

Notes (Cont'd)

### **3020 Income Tax**

		<u>Amount</u>	<u>% Inc (Dec)</u>
FY 2011	(Actual)	2,880,557	(1.83)%
FY 2012	“	3,009,476	4.48%
FY 2013	“	3,329,232	10.62%
FY 2014	(Est. Actual)	3,572,300	7.30%
FY 2015	(Budget)	3,498,400	(2.07)%

Income tax receipts represent approximately 12% 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 2015 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. Due to the State's financial distress, the State Legislature increased the income tax rate from 3% to 5% on personal income and from 4.8% to 7% on corporate income. As part of that legislation, the municipal percentage was decreased whereby the municipalities will not participate in the increased income tax revenues. The percentage was changed to “maintain” the same revenue streams the 1/10 previously provided.

State-wide change in income tax receipts - FY 2014 receipts are projected to be 4.3% higher than the original budget. We budgeted a 2% decrease in the FY 2015 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. This fee is then remitted to the state which remits the funds to the municipalities after subtracting an administrative charge. In FY 2004 the Village passed an additional 4% telecommunications tax effective 7/1/04. In FY 2006 the Village passed an additional 1% telecommunications tax effective 7/1/06. The total telecommunications tax rate is 6%.

# **GENERAL FUND REVENUE**

Notes (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 2014-15 budget assumes no increase based upon trending.

## **3030 Sales Tax and 3031 Sales Tax Increment**

		<b>SALES TAX</b>		<b>SALES TAX INCREMENT</b>	
		<b><u>Amount</u></b>	<b><u>%Inc (Dec)</u></b>	<b><u>Amount</u></b>	<b><u>% Inc (Dec)</u></b>
FY 2011	(Actual)	7,360,627	8.58%	1,531,465	7.87%
FY 2012	“	7,881,311	7.07%	1,617,265	5.60%
FY 2013	“	7,675,969	(2.61)%	1,559,012	(3.60)%
FY 2014	(Est. Actual)	8,114,700	5.72%	1,696,700	8.83%
FY 2015	(Budget)	7,616,500	(6.14)%	1,692,000	(0.28)%

Sales and Sales Tax Increment (home rule) revenues represent the largest single revenue source or about 34% of the Village's General Fund income. Items, except food and drugs, in Addison are subject to an 8.25% sales tax. Effective January 1, 2012 the Home Rule Sales tax increased by .25%. The change is noted below. 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:

	<b><u>After April 1, 2008</u></b>	<b><u>After January 1, 2012</u></b>
State	5.00%	5.00%
Village*		
Municipal Tax	1.00%	1.00%
Home-Rule Tax	.75%	1.00%
Du Page County	.50%	.50%
Du Page Water Commission	.25%	.25%
Regional Transportation Authority	<u>.50%</u>	<u>.50%</u>
Total	8.00%	8.25%

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

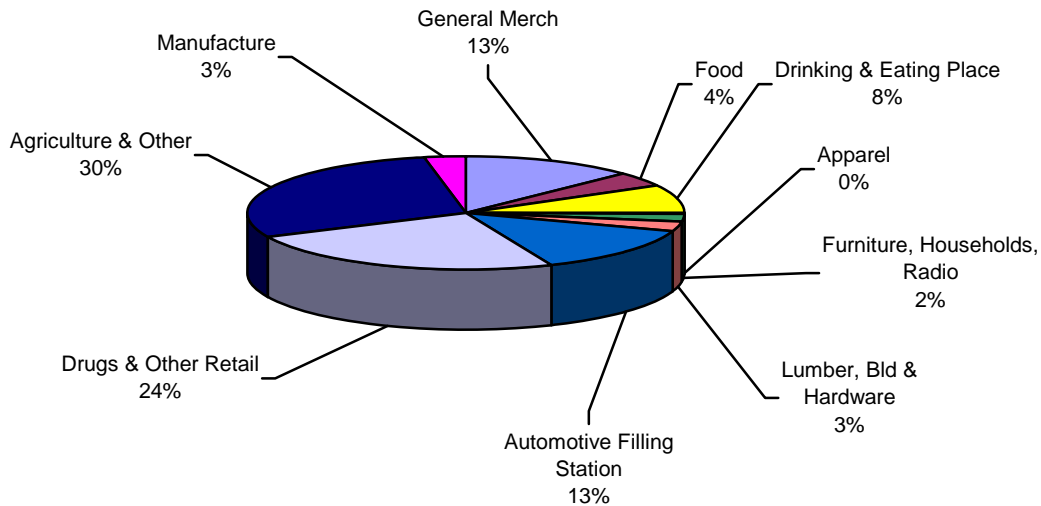
<b><u>Rate</u></b>	<b><u>Fund</u></b>	<b><u>Year</u></b>	<b><u>Reason</u></b>
.25	Debt Service Fund	1995	To Fund a Redevelopment Bond Issue
.25	Public Building Fund	1997	To Fund Bond Issues for Village Building Construction
.25	General Fund	2003	Additional Operating Revenue
.25	Motor Fuel Tax	2012	To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

# GENERAL FUND REVENUE

Notes (Cont'd)

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 2012



*Budget Assumptions* – The Village anticipates a 5.1% decrease in Sales tax in the FY 2015 budget over the projected FY 2014 results. The decrease is due to a one time State of Illinois audit adjustment in FY 2014 of \$483,230 that will not reoccur in FY 2015. Without the adjustment, FY 2015 taxes are budgeted flat. The construction of Route 53, which is in its 3<sup>rd</sup> year of work has also negatively impacted revenues as a big box store and a membership club are located in the middle of the construction zone.

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 General Ledger 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 projects minimal growth for this revenue source in Fiscal 2015.

# **GENERAL FUND REVENUE**

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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.

## **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. An economic development agreement made with Hampton Inn can be found in the General Ledger section of this budget.

## **3100 Licenses, Permits, and Fees**

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

### **3117 Multiple Dwelling Licenses**

This license is for the village's multiple family dwelling license and inspection program. An annual license fee consists of \$50.00 to \$150.00 per building and \$75.00 per unit.

### **3118 Building Permits**

These permits are activity-based and, as such, are subject to economic conditions. The Village has taken a conservative approach to budgeting for these revenues. Permits are anticipated to grow based on interest in currently vacant properties.

### **3125 Development Review Fee**

This fee was initiated in FY 2002 and 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.

### **3197 Plumbing Inspection Fees**

The Village contracts out plumbing inspections and charges a fee to offset this cost. The cost for the plumbing consultant is found 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 – SB1260**

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**

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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 143.

## **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 board room 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. However, due to pending Federal action regarding franchise agreements, the current contract with the cable provider has expired. A new contract is in stalled negotiations pending the outcome of the Federal issues. No revenues were planned due to the uncertainty of the contract renewal.

## **3899 Miscellaneous Revenues**

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

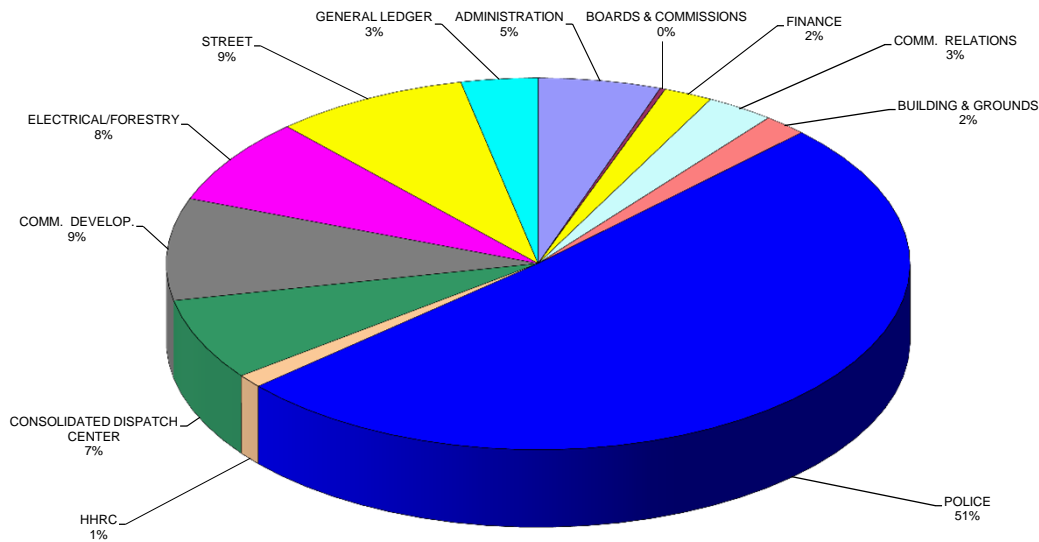
## **3970 Transfer from Police Pension**

Payment to the Village for assuming the duties of tracking individual pension accounts and preparing the pension fund's annual report to the Illinois Department of Insurance.

## GENERAL FUND (10) EXPENDITURE SUMMARY

Budget

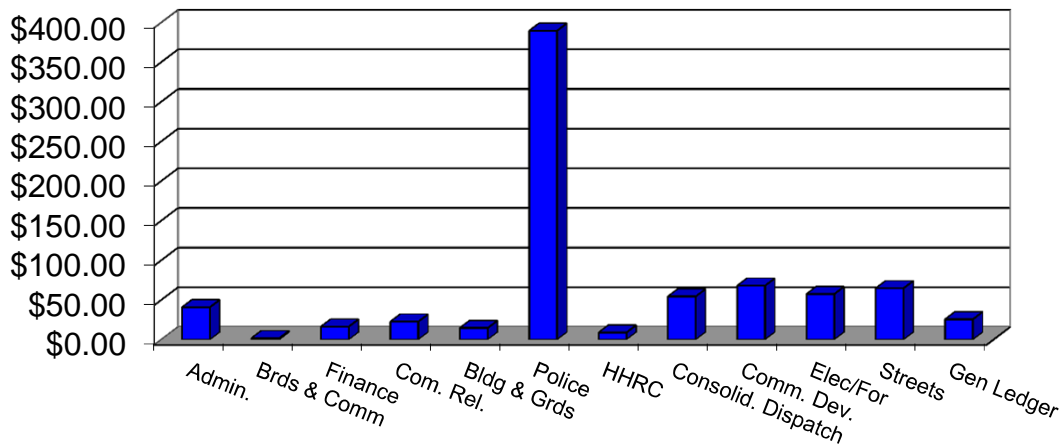
DEPT NO.	GENERAL FUND	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1012	ADMINISTRATION	1,557,697	1,475,646	1,451,500	1,512,700	<b>1,504,700</b>	1,502,200	1,520,600
1020	BOARDS & COMMISSIONS	38,645	31,305	19,500	21,500	<b>64,200</b>	19,200	19,200
1040	FINANCE	537,728	531,186	573,400	566,800	<b>601,200</b>	613,000	618,000
1050	COMMUNITY RELATIONS	666,629	704,049	742,000	759,500	<b>831,000</b>	875,700	891,800
1060	BUILDING & GROUNDS	506,682	524,484	555,000	557,200	<b>535,800</b>	550,900	564,800
1510	POLICE	13,277,706	13,006,661	13,727,100	14,180,300	<b>14,389,300</b>	15,027,100	15,427,100
1520	HENRY HYDE RESOURCE CENTER	248,217	294,352	313,100	318,900	<b>325,500</b>	338,900	346,400
1530	CONSOLIDATED DISPATCH CENTER	1,319,393	1,852,687	1,847,500	2,110,500	<b>2,004,900</b>	2,024,000	2,096,300
2010	COMMUNITY DEVELOPMENT	2,605,518	2,613,196	2,684,600	2,764,900	<b>2,506,100</b>	2,574,000	2,634,400
2510	ELECTRICAL & FORESTRY	1,751,534	1,933,853	2,097,100	2,092,100	<b>2,119,300</b>	2,134,900	2,176,500
2520	STREET	2,264,376	2,193,047	2,334,500	2,377,900	<b>2,388,200</b>	2,394,800	2,432,300
2600	GENERAL LEDGER	1,045,863	1,059,783	1,146,700	1,005,500	<b>941,600</b>	951,600	951,600
<b>TOTAL EXPENDITURES</b>		<b>25,819,988</b>	<b>26,220,249</b>	<b>27,492,000</b>	<b>28,267,800</b>	<b>28,211,800</b>	<b>29,006,300</b>	<b>29,679,000</b>
<b>TOTAL REVENUES</b>		<b>25,597,140</b>	<b>25,886,644</b>	<b>27,466,200</b>	<b>27,916,800</b>	<b>27,949,500</b>	<b>28,265,200</b>	<b>29,166,300</b>
BEGINNING FUND BALANCE		8,186,464	8,409,312		8,075,707	<b>7,724,707</b>	7,462,407	6,721,307
SURPLUS (DEFICIT)		(222,848)	(333,605)	(25,800)	(351,000)	<b>(262,300)</b>	(741,100)	(512,700)
<b>ENDING FUND BALANCE</b>		<b>8,409,312</b>	<b>8,075,707</b>		<b>7,724,707</b>	<b>7,462,407</b>	<b>6,721,307</b>	<b>6,208,607</b>



## **GENERAL FUND (10) PER CAPITA COST**

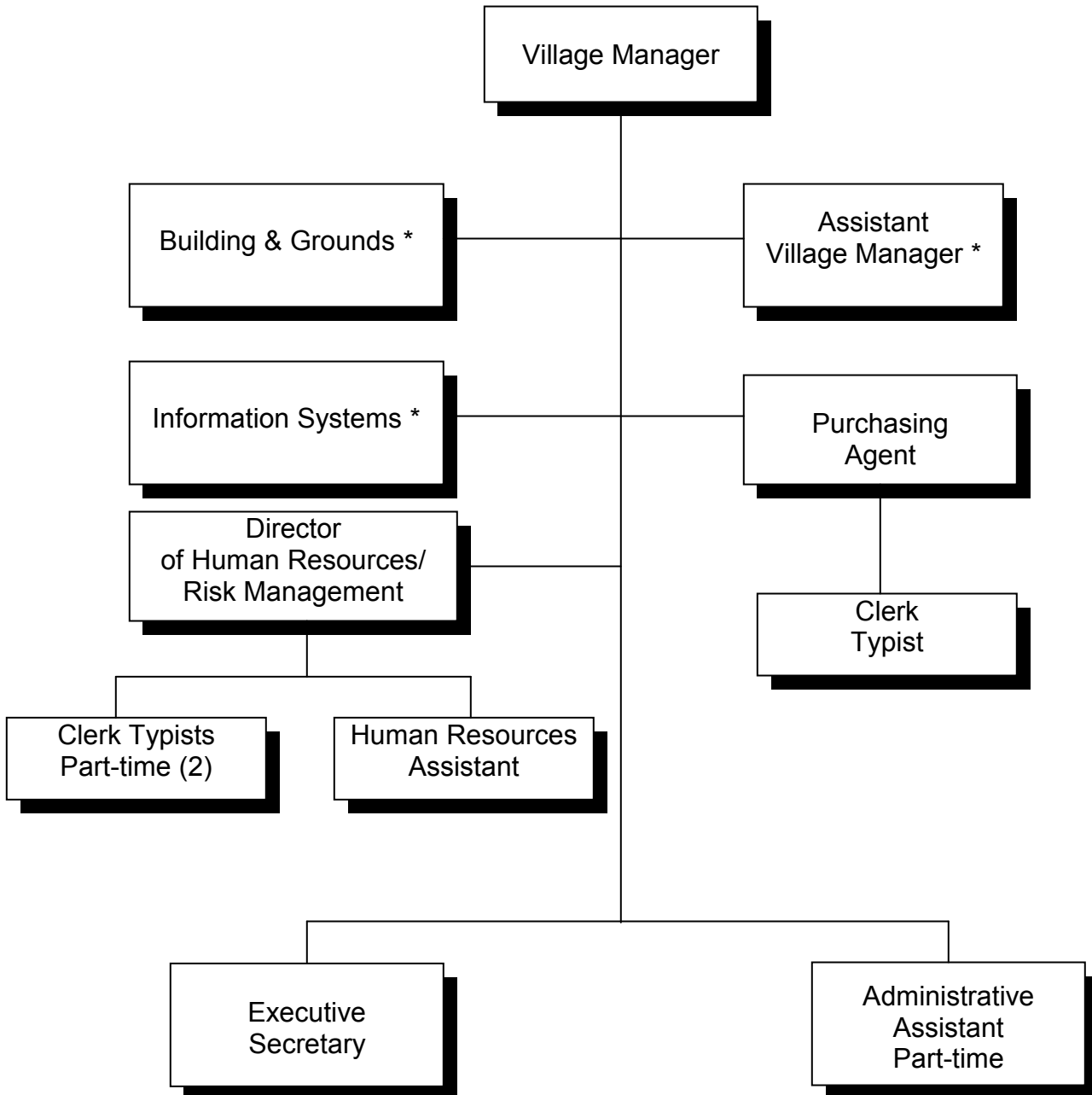
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	<b>2014-15 BUDGET</b>	<b>COST PER CAPITA (pop 2010 36,942)</b>
ADMINISTRATION	\$ 1,504,700	\$40.73
BOARDS & COMMISSIONS	64,200	\$1.74
FINANCE	601,200	\$16.27
COMMUNITY RELATIONS	831,000	\$22.49
BUILDING & GROUNDS	535,800	\$14.50
POLICE DEPARTMENT	14,389,300	\$389.51
HENRY HYDE RESOURCE CENTER	325,500	\$8.81
CONSOLIDATED DISPATCH CENTER	2,004,900	\$54.27
COMMUNITY DEVELOPMENT	2,506,100	\$67.84
ELECTRICAL/FORESTRY	2,119,300	\$57.37
STREET	2,388,200	\$64.65
GENERAL LEDGER	941,600	\$25.49
<b>TOTAL</b>	<b>\$ 28,211,800</b>	<b>\$763.68</b>



# ADMINISTRATION

## Organization Structure



\* Not charged to this budget

# **ADMINISTRATION**

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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).

### **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

## **ADMINISTRATION**

### **Narrative (Cont'd)**

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 T.I.F. 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 2014-15 Key Objectives**

The Administration Department has many short and long-term goals and will work toward achieving them in the coming fiscal years:

**Vision 1: The Town Center is well underway, in accord with the Town Center Development Plan, and its design and amenities engender and project a desirable sense of place.**

1. Administer the agreements reached under the T.I.F. District Consent Decree including a focus on the ongoing development and redevelopment of commercial and residential areas in both Village T.I.F. Districts.
2. Continue to work towards the completion of the Town Center project.

**Vision 2: We take pride in quality municipal service delivery.**

1. Continue to administer the Customer Service Program using the criteria established in the Lincoln Award for Organizational Effectiveness. Start the process of gearing up for a reapplication to the Lincoln Foundation for another award.
2. Continue to implement the tenets of the Village's Strategic Plan adopted by the Village Board in December 2006.
3. Implement the goals and objectives given by the Intergovernmental Risk Management Agency to all operating departments as per their IRMA Management Assessment Program - IMAP. The Village underwent an evaluation in calendar year 2013. The

# **ADMINISTRATION**

Narrative (Cont'd)

Village received a score of 99%. This is considered exceptional.

4. Administer some or all of the recommendations of the Compensation Study depending on their applicability, usefulness and Board direction.

## **Performance Measures**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$1,475,646	\$1,512,700	\$1,504,700
Number of Employees	11	11	11
<b>HUMAN RESOURCES</b>			
<b>Outputs</b>			
Number of positions recruited	11	6	8
Number of applicants for employment	116	127	166
<b>Effectiveness</b>			
Number of employment separations	12	15	10
Number of employee grievances	0	2	0
<b>Efficiency</b>			
Percentage increase in medical premium	7%	1%	6%
Percentage increase in dental premium	0%	6%	0%
Overall increase in health premiums	6.5%	1.2%	6%
<b>RISK MANAGEMENT</b>			
<b>Outputs</b>			
Total number of claims	80	78	82
<b>Effectiveness</b>			
Number of Workers Compensations Claims	8	5	8
Number of Property Claims	43	40	37
Number of Auto Property claims	16	12	15
<b>Efficiency</b>			
Experience modifier (credit) deducted from premium	Added to \$100,000	Added to \$100,452	Added to \$100,000
Interest income credit received on premium due	\$185,348	\$107,780	\$100,000
<b>PURCHASING</b>			
<b>Outputs</b>			
Number of purchase orders	1,464	1,470	1,480
Number of bids processed	20	25	30
<b>Efficiency</b>			
Purchase order to order placement (hours)	48	48	48
Weeks from bid distribution to Board approval	6	6	6

## **ADMINISTRATION**

### Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
Mayor/Liquor Comm.	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 Mgt.	0.70	0.70	0.70	0.70	0.70
Purchasing Agent	0.70	0.70	0.70	0.70	0.70
Executive Secretary	0.70	0.70	0.70	0.70	0.70
Human Resources Assistant	0.70	0.70	0.70	0.70	0.70
Clerk Typist	0.70	0.70	0.70	0.70	0.70
Part-Time Clerk Typist (2)	2.00	2.00	2.00	2.00	2.00
Part-Time Admin Assistant	1.00	1.00	1.00	1.00	1.00
<b>Total Budgeted:</b>	<u>12.80</u>	<u>12.80</u>	<u>12.80</u>	<u>12.80</u>	<u>12.80</u>
<b>Authorized &amp; Unbudgeted:</b>					
*Clerk Typist	0.70				
<b>Total Authorized:</b>	<u>13.50</u>				

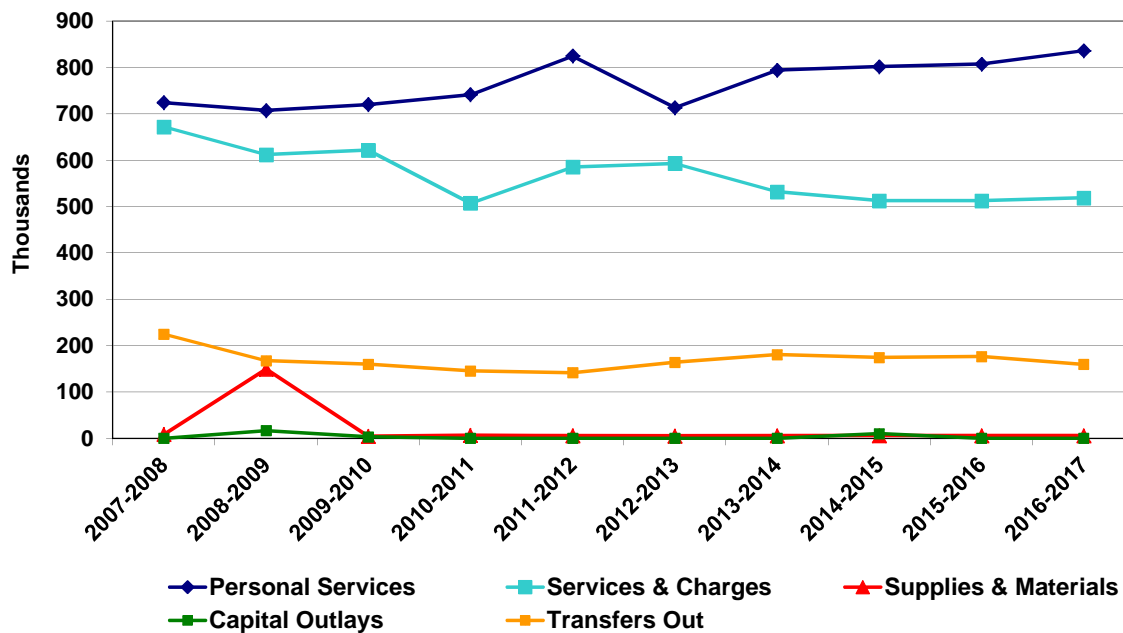
Note: Page 27 summarizes Employee Allocation Between Departments

\*In 2010 & 2011, the Village offered a Voluntary Incentive Separation plan to avoid layoffs. This position will remain unbudgeted until funding is available.

# ADMINISTRATION

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Personal Services	794,300	<b>802,000</b>	807,300	836,300
Services & Charges	532,000	<b>512,600</b>	512,600	518,700
Supplies & Materials	5,700	<b>6,000</b>	6,000	6,000
Capital Outlays	0	<b>10,000</b>	0	0
Transfers Out	180,700	<b>174,100</b>	176,300	159,600
<b>Total</b>	<b>1,512,700</b>	<b>1,504,700</b>	<b>1,502,200</b>	<b>1,520,600</b>



The increase in Supplies and Materials in FY09 is due to expenses incurred for Emergency Operations resulting from the September 2008 flood event.

# ADMINISTRATION

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1012	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	249,349	260,593	263,300	262,000	<b>272,800</b>	280,800	288,900
4002	WAGES CLERICAL	149,161	92,716	119,700	120,100	<b>126,500</b>	133,000	137,800
4004	OVERTIME	1,038	1,052	1,500	2,300	<b>1,500</b>	1,500	1,500
4006	OTHER PAY	26,412	6,368	7,500	6,300	<b>7,500</b>	7,500	7,500
4007	PART TIME	113,940	123,164	114,300	125,700	<b>121,200</b>	127,200	133,600
4009	IMRF	76,006	64,221	70,400	71,000	<b>71,000</b>	56,800	58,600
4010	SOCIAL SECURITY	39,982	35,630	43,000	43,000	<b>44,000</b>	36,600	37,700
4012	HOSPITALIZATION	103,484	65,839	92,500	92,400	<b>93,500</b>	99,900	106,700
4016	UNEMPLOYMENT COMP.	12,305	10,862	12,000	23,200	<b>12,000</b>	12,000	12,000
4017	ELECTED OFFICIALS	44,216	42,221	41,000	37,200	<b>41,000</b>	41,000	41,000
4020	SICK PAY	7,783	9,362	9,800	10,500	<b>11,000</b>	11,000	11,000
4022	LIFE INSURANCE	1,336	1,595	2,000	600	<b>0</b>	0	0
	SUBTOTAL	<b>825,012</b>	<b>713,623</b>	<b>777,000</b>	<b>794,300</b>	<b>802,000</b>	<b>807,300</b>	<b>836,300</b>
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	1,531	1,201	1,700	1,700	<b>1,700</b>	1,700	1,800
4103 (1)	PROF SVCS.-LEGAL	392,308	419,461	365,000	365,000	<b>365,000</b>	365,000	370,000
4107	PROF SVCS.-MEDICAL	0	131	0	0	<b>0</b>	0	0
4110	TECH. & CONSULT. SVCS.	0	512	1,000	24,000	<b>0</b>	0	0
4115	COMMUNICATIONS-TELEPHONE	9,367	12,186	9,500	18,900	<b>10,000</b>	10,000	11,000
4116	COMMUNICATIONS-PORT DEV	0	8,035	1,000	1,700	<b>1,300</b>	1,300	1,300
4117	COMMUNICATIONS-POSTAGE	3,756	2,983	4,000	3,000	<b>3,000</b>	3,000	3,000
4118	COPY/REPRODUCTION	1,297	2,457	1,500	2,500	<b>2,100</b>	2,100	2,100
4120 (2)	PUBLIC RELATIONS	115,499	86,053	47,000	48,600	<b>61,000</b>	61,000	61,000
4160	PRINTING	2,927	2,599	2,500	2,000	<b>2,500</b>	2,500	2,500
4161	PUBLICATION OF NOTICES	165	0	1,000	1,000	<b>1,000</b>	1,000	1,000
4163 (3)	CONFERENCES	12,062	11,131	13,000	13,000	<b>13,000</b>	13,000	13,000
4164	TRAINING	352	0	0	100	<b>0</b>	0	0
4180	REPAIRS & MAINTENANCE	703	703	1,500	1,500	<b>1,500</b>	1,500	1,500
4192 (4)	DUES/SUBSCRIPTIONS	39,700	39,388	42,000	42,000	<b>43,500</b>	43,500	43,500
4199	OTHER SERVICES & CHARGES	5,780	6,194	7,000	7,000	<b>7,000</b>	7,000	7,000
	SUBTOTAL	<b>585,447</b>	<b>593,034</b>	<b>497,700</b>	<b>532,000</b>	<b>512,600</b>	<b>512,600</b>	<b>518,700</b>
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	3,370	3,355	4,000	3,500	<b>4,000</b>	4,000	4,000
4203	CLOTHING SUPPLIES	0	309	0	0	<b>0</b>	0	0
4299	OTHER OPERATING SUPPLIES	2,297	1,512	2,000	2,200	<b>2,000</b>	2,000	2,000
	SUBTOTAL	<b>5,667</b>	<b>5,176</b>	<b>6,000</b>	<b>5,700</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
	<b>CAPITAL OUTLAYS</b>							
4301	OFFICE EQUIPMENT	0	0	0	0	<b>10,000</b>	0	0
	SUBTOTAL	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
	<b>TRANSFERS OUT</b>							
4962	TRANSFER TO IS	141,571	163,813	170,800	180,700	<b>174,100</b>	176,300	159,600
	TOTAL FOR DEPARTMENT	<b>1,557,697</b>	<b>1,475,646</b>	<b>1,451,500</b>	<b>1,512,700</b>	<b>1,504,700</b>	<b>1,502,200</b>	<b>1,520,600</b>

# ADMINISTRATION

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Notes

<b>4103 (1) PROF SVCS.-LEGAL</b>				<b>365,000</b>
365,000	GENERAL COUNCIL			
<b>4120 (2) PUBLIC RELATIONS</b>				<b>61,000</b>
26,000	FAMILY & YOUTH SERVICES	20,000	EMPLOYEE AWARDS	
15,000	ADDISON CENTER FOR THE ARTS			
<b>4163 (3) CONFERENCES</b>				<b>13,000</b>
7,000	VARIOUS MEETINGS (7 @ \$1,000)	2,000	US CONFERENCE OF MAYORS	
4,000	IL MUNICIPAL LEAGUE			
<b>4192 (4) DUES/SUBSCRIPTIONS</b>				<b>43,500</b>
35,500	DUPAGE MAYORS & MANAGERS	300	ADDISON CHAMBER OF COMMERCE	
1,700	METRO MAYORS CAUCUS	200	AM BEST	
2,100	IL MUNICIPAL LEAGUE	150	IL COMP STATE BAR	
400	MUNICIPAL CLERKS - DUPAGE	300	SAMS CLUB	
400	MUNICIPAL CLERKS - ILLINOIS	450	IL TAX INCREMENT SUBSCRIPTION	
500	ILLINOIS TOLLWAY	100	CRAINS	
200	KIWANIS	500	CMAP CONTRIBUTION	
250	NOTARY FEES	450	CITITECH USA MEMBERSHIP	

## **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. 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 the Village Hall on Army Trail Blvd., began taking shape with the purchase of Century House in the 1992-1993 Fiscal year. The subsequent purchase and restoration of the historical Balzer House and accompanying Coach House complete the Historical District. Funding for this commission has also been suspended. 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.

#### **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 275 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.

#### **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***

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## Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized and Unbudgeted:</b>					
PT CA Commission Chair	1.00	0.00	0.00	0.00	0.00
<b><i>Total Authorized</i></b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

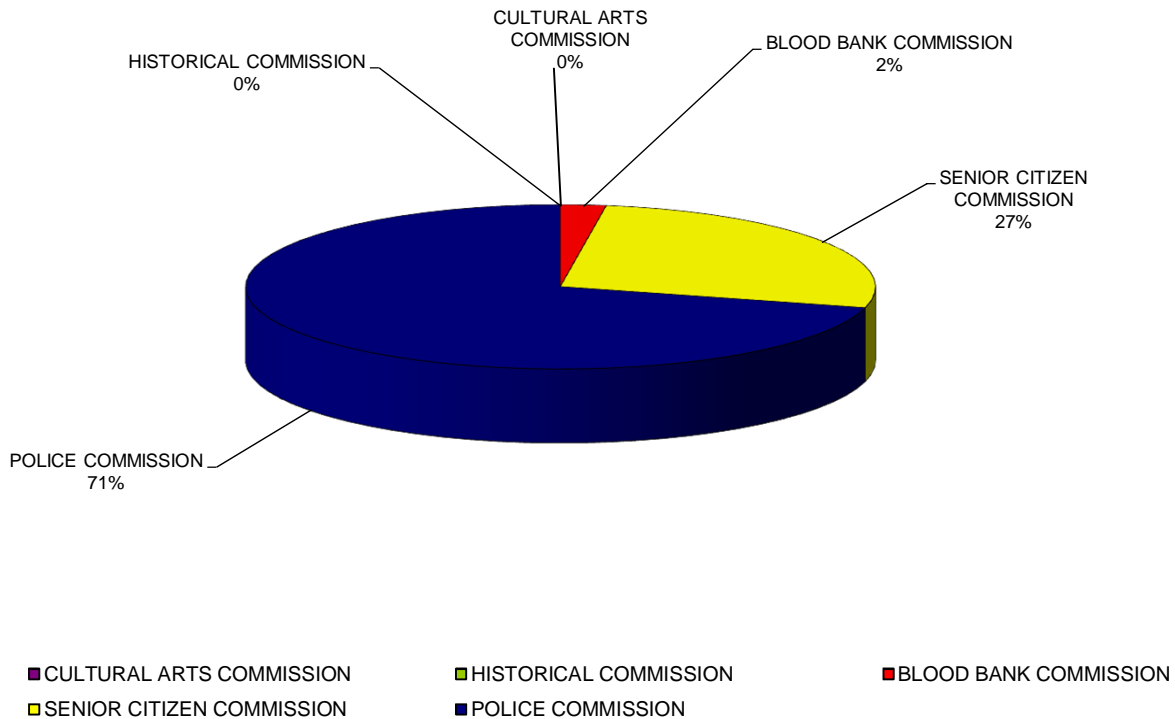
The PT Cultural Arts Commission Chair position is vacant due to funding cuts.

# BOARDS & COMMISSIONS

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1020	<b>EXPENDITURES</b>							
1021 *	CULTURAL ARTS COMMISSION	0	0	0	0	0	0	0
1022 **	HISTORICAL COMMISSION	1,156	0	0	0	0	0	0
1023	BLOOD BANK COMMISSION	1,365	1,349	1,500	1,500	1,500	1,500	1,500
1028	SENIOR CITIZEN COMMISSION	16,535	16,514	17,200	17,200	17,200	17,200	17,200
1029	POLICE COMMISSION	19,589	13,442	800	2,800	45,500	500	500
<b>TOTAL BOARDS &amp; COMMISSIONS</b>		<b>38,645</b>	<b>31,305</b>	<b>19,500</b>	<b>21,500</b>	<b>64,200</b>	<b>19,200</b>	<b>19,200</b>

- \* Effective with the FY 11-12 budget the Cultural Arts Commission is unfunded. A stipend to the Addison Center for the Arts is included in the Administration budget - Public Relations. Therefore, no budget page is included.
- \*\* Effective with the FY 11-12 budget the Historical Commission is unfunded. Expenditures for staff and expenses are now part of the Community Relations Department budget.



# CULTURAL ARTS COMMISSION

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2014-15 REQUEST	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2018-19 BUDGET
1021	<b>EXPENDITURES</b>								
	<b>PERSONAL SERVICES</b>								
4006	OTHER PAY	0	0	0	0	0	0	0	0
4010	SOCIAL SECURITY	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0
	<b>SERVICES &amp; CHARGES</b>								
4106	PROF SVCS.-CODIFICATION	0	0	0	0	0	0	0	0
4110	TECH. & CONSULT. SVCS.	0	0	0	0	0	0	0	0
4115	COMMUNICATIONS-TELEPHONE	0	0	0	0	0	0	0	0
4117	COMMUNICATIONS-POSTAGE	0	0	0	0	0	0	0	0
4118	COPY/REPRODUCTION	0	0	0	0	0	0	0	0
4120	PUBLIC RELATIONS	0	0	0	0	0	0	0	0
4160	PRINTING	0	0	0	0	0	0	0	0
4163	CONFERENCES	0	0	0	0	0	0	0	0
4192	DUES/SUBSCRIPTIONS	0	0	0	0	0	0	0	0
4199	OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0
	<b>SUPPLIES &amp; MATERIALS</b>								
4201	OFFICE SUPPLIES	0	0	0	0	0	0	0	0
4299	OTHER OPERATING SUPPLIES	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0
	TOTAL FOR COMMISSION	0	0	0	0	0	0	0	0

Effective with the FY 11-12 budget the Cultural Arts Commission is unfunded. A stipend to the Addison Center for the Arts is included in the Administration budget - Public Relations.

# HISTORICAL COMMISSION

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 REQUEST	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1022	<b>EXPENDITURES</b>								
	<b>PERSONAL SERVICES</b>								
4006	OTHER PAY	0	0	0	0	0	0	0	0
4007	PART TIME	1,121	0	0	0	0	0	0	0
4009	IMRF	0	0	0	0	0	0	0	0
4010	SOCIAL SECURITY	0	0	0	0	0	0	0	0
	SUBTOTAL	1,121	0	0	0	0	0	0	0
	<b>SERVICES &amp; CHARGES</b>								
4105	PROF. SVCS. DATA PROC.	0	0	0	0	0	0	0	0
4115	COMMUNICATIONS-TELEPHONE	0	0	0	0	0	0	0	0
4117	COMMUNICATIONS-POSTAGE	0	0	0	0	0	0	0	0
4118	COPY/REPRODUCTION	0	0	0	0	0	0	0	0
4120	PUBLIC RELATIONS	35	0	0	0	0	0	0	0
4160	PRINTING	0	0	0	0	0	0	0	0
4163	CONFERENCES	0	0	0	0	0	0	0	0
4170	PUBLIC UTIL GAS - HEAT	0	0	0	0	0	0	0	0
4180	REPAIRS & MAINTENANCE	0	0	0	0	0	0	0	0
4192	DUES/SUBSCRIPTIONS	0	0	0	0	0	0	0	0
4199	OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0
	SUBTOTAL	35	0	0	0	0	0	0	0
	<b>SUPPLIES &amp; MATERIALS</b>								
4201	OFFICE SUPPLIES	0	0	0	0	0	0	0	0
4299	OTHER OPERATING SUPPLIES	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0
	TOTAL FOR COMMISSION	1,156	0	0	0	0	0	0	0

Effective with the FY 11-12 budget the Historical Commission is unfunded. Expenditures for staff and expenses are now part of the Community Relations Department budget.

# BLOOD BANK COMMISSION

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 REQUEST	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1023	<b>EXPENDITURES</b>								
	<b>SERVICES &amp; CHARGES</b>								
4117	COMMUNICATIONS-POSTAGE	44	120	200	200	200	<b>200</b>	200	200
4118	COPY/REPRODUCTION	102	153	200	200	200	<b>200</b>	200	200
4120	PUBLIC RELATIONS	360	586	400	400	400	<b>400</b>	400	400
4199	OTHER SERVICES & CHARGES	53	69	100	100	100	<b>100</b>	100	100
	SUBTOTAL	559	928	900	900	900	<b>900</b>	900	900
	<b>SUPPLIES &amp; MATERIALS</b>								
4201	OFFICE SUPPLIES	291	294	200	200	200	<b>200</b>	200	200
4299	OTHER OPERATING SUPPLIES	515	127	400	400	400	<b>400</b>	400	400
	SUBTOTAL	806	421	600	600	600	<b>600</b>	600	600
	TOTAL FOR COMMISSION	1,365	1,349	1,500	1,500	1,500	<b>1,500</b>	1,500	1,500

# SENIOR CITIZEN COMMISSION

Budget

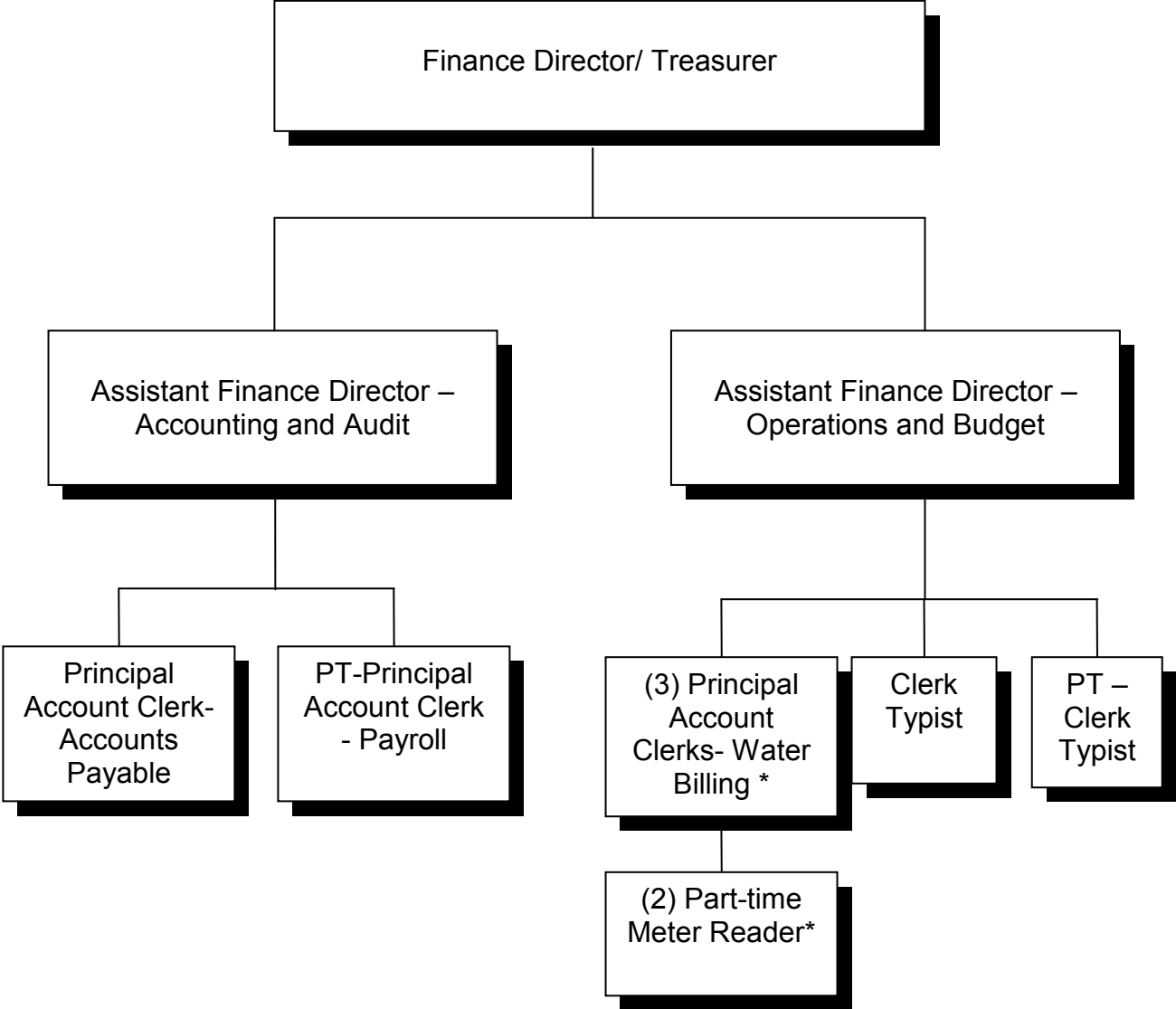
ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 REQUEST	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1028	<b>EXPENDITURES</b>								
	<b>SERVICES &amp; CHARGES</b>								
4120	PUBLIC RELATIONS								
	SENIOR ANNV. PARTY	1,700	1,700	1,700	1,700	1,700	<b>1,700</b>	1,700	1,700
	ROYALTY DAY	1,400	1,400	1,400	1,400	1,400	<b>1,400</b>	1,400	1,400
	RED-WHITE-BLUE (PICNIC)	1,300	1,300	1,300	1,300	1,300	<b>1,300</b>	1,300	1,300
	MEN'S NIGHT OUT	800	800	800	800	900	<b>800</b>	800	800
	LADIES DAY FASHION	1,300	1,300	1,300	1,300	1,300	<b>1,300</b>	1,300	1,300
	HALLOWEEN	800	800	900	900	900	<b>900</b>	900	900
	THANKSGIVING	1,000	1,000	1,100	1,100	1,200	<b>1,100</b>	1,100	1,100
	CHRISTMAS	2,700	2,700	2,700	2,700	2,500	<b>2,500</b>	2,500	2,500
	NEW YEAR'S (IN MAY)	1,700	1,700	1,700	1,700	1,700	<b>1,700</b>	1,700	1,700
	VALENTINE'S DAY	600	600	700	700	700	<b>700</b>	700	700
	ST. PATRICK'S DAY	1,600	1,600	1,700	1,700	1,600	<b>1,600</b>	1,600	1,600
	EASTER	600	600	700	700	800	<b>700</b>	700	700
	SNOWBIRDS FAREWELL DAY	0	0	0	0	700	<b>500</b>	500	500
	OCTOBERFEST	0	0	0	0	900	<b>500</b>	500	500
	VETERANS DAY	0	0	0	0	900	<b>500</b>	500	500
	SUBTOTAL	16,500	16,500	17,200	17,200	18,500	<b>17,200</b>	17,200	17,200
	<b>SUPPLIES &amp; MATERIALS</b>								
4203	CLOTHING SUPPLIES	35	14	0	0	0	<b>0</b>	0	0
	TOTAL FOR COMMISSION	16,535	16,514	17,200	17,200	18,500	<b>17,200</b>	17,200	17,200

# POLICE COMMISSION

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 REQUEST	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1029	<b>EXPENDITURES</b>								
	<b>PERSONAL SERVICES</b>								
4004	OVERTIME	241	441	400	400	0	0	0	0
	<b>SERVICES &amp; CHARGES</b>								
4103	PROF SERV LEGAL	0	0	0	0	0	0	0	0
4107	PROF SERV MEDICAL	0	0	0	0	0	0	0	0
4110	TECH. & CONSULT. SVCS.	18,973	11,045	0	2,000	30,000	44,000	500	500
4117	COMMUNICATIONS-POSTAGE	0	496	0	0	0	0	0	0
4118	COPY/REPRODUCTION	0	0	0	0	0	0	0	0
4160	PRINTING	0	0	0	0	0	0	0	0
4161	PUBLICATION OF NOTICES	0	847	0	0	0	1,500	0	0
4163	CONFERENCES	0	205	0	0	0	0	0	0
4192	DUES/SUBSCRIPTIONS	375	375	400	400	0	0	0	0
4199	OTHER SERVICES & CHARGES	0	0	0	0	0	0	0	0
	<b>SUBTOTAL</b>	19,348	12,968	400	2,400	30,000	45,500	500	500
	<b>SUPPLIES &amp; MATERIALS</b>								
4201	OFFICE SUPPLIES	0	0	0	0	0	0	0	0
4203	CLOTHING	0	0	0	0	0	0	0	0
4299	OTHER OPERATING SUPPLIES	0	33	0	0	0	0	0	0
	<b>SUBTOTAL</b>	0	33	0	0	0	0	0	0
	<b>TOTAL FOR COMMISSION</b>	19,589	13,442	800	2,800	30,000	45,500	500	500

Organization Structure



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

# ***FINANCE***

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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 two (2) Assistant Finance Directors. The department has two divisions, Accounting and Audit and Operations and Budget. 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 and Audit**

Major responsibilities include 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. Primary responsibility for the annual audit is within this division. 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 accomplished by this division. This area includes direct supervision of accounts payable and payroll.

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 and Budget**

Major responsibilities include 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. The division processes payments received by the Village for water bills, permits, tickets, vehicle stickers and various other payments. Primary responsibility for the preparation, presentation, and administration of the annual Village budget is within this division. 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.

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Narrative (Cont'd)

**FY 2014-15 Key Objectives****Vision 6: We take pride in quality municipal service delivery.**

1. Improve the efficiency and internal control of the cash collection systems.
  - Encourage the use of the lockbox and debit payment systems.
  - Review cash collection procedures in other departments.
  - Review potential opportunities for revenue audits to verify revenues received by the Village.
  
2. Continually review and revise department procedures.
  - Develop procedures that utilize the financial system more effectively and efficiently.
  - Continue implementation, with the Water Department, of the radio read water meter reading system.
  - Review and update Red Flag Identity Theft Policy.
  
3. Monitor, plan and report on the fiscal health of the Village.
  - Develop alternatives to finance the capital improvement programs.
  - Continue inclusion of the full annual budget and summary on the Village's website.
  - Continue inclusion of the full CAFR on the Village Website.
  
4. Complete all statutory and Village mandated reporting requirements.
  - Prepare monthly Finance Director's and Treasurer's reports.
  - Prepare annual Appropriations Ordinance, Property Tax Levy, State Treasurer's report, Comptroller's report, and Police Pension Department of Insurance report.
  - Prepare and submit the Annual Budget and the Comprehensive Annual Financial Report (CAFR) for the Government Finance Officers Association (GFOA) award program.

# ***FINANCE***

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Narrative (Cont'd)

## **Performance Measures**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$531,186	\$566,800	\$601,200
Number of Employees	11	11	11
<b>Outputs</b>			
Comprehensive Annual Financial Report	1	1	1
Budget Document	1	1	1
Utility Accounts Bills	58,700	58,750	58,800
Final-Billed Accounts	781	854	927
Accounts Payable Checks Issued	3,757	3,900	4,000
Payroll Checks Issued	6,373	6,400	6,400
<b>Effectiveness</b>			
Bond Rating (Desire:AAA)	AA+	AA+	AA+
GFOA Award	100%	100%	100%
% of Estimated Utility Bills	.80%	.70%	.60%

# FINANCE

## Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
Finance Director	0.55	0.55	0.55	0.55	0.55
Asst. Finance Director - A & A	0.70	0.70	0.70	0.70	0.70
Asst. Finance Director - O & B	0.55	0.55	0.55	0.55	0.55
Principal Account Clerk (4)~	0.95	0.95	0.95	0.95	0.95
Clerk Typist	0.25	0.25	0.25	0.25	0.25
Part-Time Clerk Typist	0.25	0.25	0.25	0.25	0.25
Part-Time Meter Reader~	1.00	0.00	0.00	0.00	0.00
Part-Time Principal Account Clerk	0.70	0.70	0.70	0.70	0.70
<b>Total Budgeted:</b>	<b>4.95</b>	<b>3.95</b>	<b>3.95</b>	<b>3.95</b>	<b>3.95</b>
<b>Authorized and Unbudgeted:</b>					
*Administrative Secretary	0.70				
Part-Time Meter Reader~	1.00				
*Seasonal/Part-Time	1.00				
<i>Subtotal:</i>	<u>2.70</u>				
<b>Total Authorized:</b>	<b><u>7.65</u></b>				

Note: Page 27 summarizes Employee Allocation Between Departments

In 2010 & 2011, the Village offered a Voluntary Incentive Separation plan to avoid layoffs. Starting in FY 2010, due to declining revenues, the Village has not hired seasonal help.

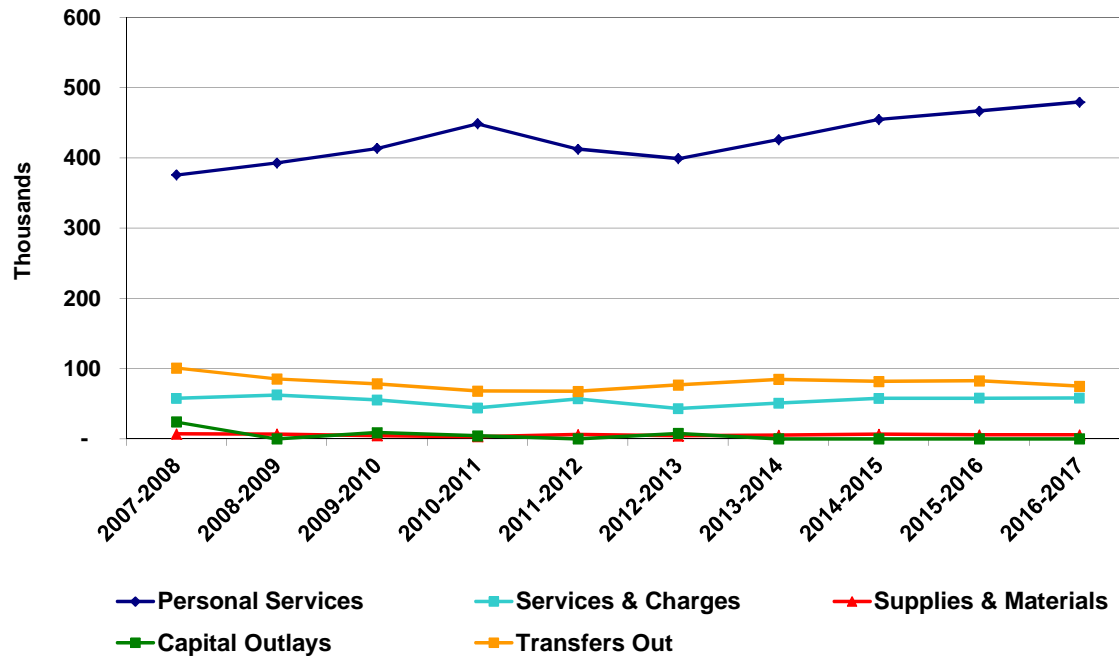
\*These positions will remain unbudgeted until funding is available.

~2 Principal Account Clerk & 2 Part-Time Meter Reader positions are not charged to this budget.

# FINANCE

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Personal Services	426,200	<b>455,000</b>	466,700	479,400
Services & Charges	50,700	<b>57,800</b>	57,900	58,000
Supplies & Materials	5,100	<b>6,700</b>	5,700	5,700
Capital Outlays	0	<b>0</b>	0	0
Transfers Out	84,800	<b>81,700</b>	82,700	74,900
<b>Total</b>	<b>566,800</b>	<b>601,200</b>	613,000	618,000



Note: The increase in personal services for FY 2011 is due to the VISIP and payout of accrued pay in a lump sum.

# FINANCE

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1040	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	196,014	194,853	210,800	210,800	<b>232,600</b>	240,500	247,600
4002	WAGES CLERICAL	62,308	65,876	71,800	68,900	<b>69,700</b>	71,700	73,500
4004	OVERTIME	206	332	1,000	700	<b>1,000</b>	1,000	1,000
4006	OTHER PAY	16,648	3,238	6,000	5,100	<b>6,000</b>	6,000	6,000
4007	PART TIME	26,008	32,227	32,000	35,900	<b>35,000</b>	33,600	34,300
4009	IMRF	40,681	36,924	44,000	42,500	<b>45,500</b>	46,900	48,100
4010	SOCIAL SECURITY	21,966	21,712	24,800	23,500	<b>26,100</b>	26,900	27,700
4012	HOSPITALIZATION	46,472	41,481	41,500	35,600	<b>34,300</b>	35,100	36,200
4020	SICK PAY	2,516	1,485	4,800	2,700	<b>4,800</b>	5,000	5,000
4022	LIFE INSURANCE	1,040	976	1,500	500	<b>0</b>	0	0
	SUBTOTAL	413,859	399,104	438,200	426,200	<b>455,000</b>	466,700	479,400
	<b>SERVICES &amp; CHARGES</b>							
4101 (1)	PROF SVCS.-ACCTNG/AUDITING	2,473	2,612	3,500	3,500	<b>3,600</b>	3,700	3,800
4105 (2)	PROF SVCS.-DATA PROCESS.	8,581	5,940	6,600	6,000	<b>6,400</b>	6,400	6,400
4107	PROF SVCS.-MEDICAL	0	288	0	0	<b>0</b>	0	0
4110 (3)	TECH. & CONSULT. SVCS.	10,500	674	3,500	2,200	<b>6,000</b>	6,000	6,000
4115	COMMUNICATIONS-TELEPHONE	1,233	1,295	1,200	2,300	<b>2,200</b>	2,200	2,200
4117	COMMUNICATIONS-POSTAGE	3,585	3,429	3,300	3,100	<b>3,300</b>	3,300	3,300
4118	COPY/REPRODUCTION	1,860	2,851	2,800	2,300	<b>2,600</b>	2,600	2,600
4123	REAL ESTATE TAXES	928	805	1,000	1,000	<b>1,200</b>	1,200	1,200
4160	PRINTING	2,996	4,934	6,000	5,000	<b>5,500</b>	5,500	5,500
4161	PUBLICATION OF NOTICES	721	1,080	1,000	1,600	<b>1,500</b>	1,500	1,500
4163	CONFERENCES	1,681	1,188	1,500	1,000	<b>2,000</b>	2,000	2,000
4164 (4)	TRAINING	240	1,025	1,000	500	<b>1,000</b>	1,000	1,000
4180 (5)	REPAIRS & MAINTENANCE	960	1,200	1,700	1,700	<b>1,700</b>	1,700	1,700
4190	RENTAL EQUIPMENT	513	684	600	600	<b>700</b>	700	700
4192 (6)	DUES & SUBSCRIPTIONS	1,839	914	1,600	1,300	<b>1,600</b>	1,600	1,600
4195	BANK CHARGES/VISA FEES	14,140	13,856	13,000	18,100	<b>18,000</b>	18,000	18,000
4199	OTHER SERVICES & CHARGES	455	446	500	500	<b>500</b>	500	500
	SUBTOTAL	52,705	43,221	48,800	50,700	<b>57,800</b>	57,900	58,000
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	2,900	2,977	3,200	3,200	<b>4,200</b>	3,200	3,200
4220	POSTAGE STAMPS	1,760	900	2,000	900	<b>1,500</b>	1,500	1,500
4299	OTHER OPERATING SUPPLIES	52	302	1,000	1,000	<b>1,000</b>	1,000	1,000
	SUBTOTAL	4,712	4,179	6,200	5,100	<b>6,700</b>	5,700	5,700
	<b>CAPITAL OUTLAYS</b>							
4301	OFFICE EQUIPMENT	0	7,779	0	0	<b>0</b>	0	0
	<b>TRANSFERS OUT</b>							
4962	TRANSFER TO IS	66,452	76,894	80,200	84,800	<b>81,700</b>	82,700	74,900
		66,452	76,903	80,200	84,800	<b>81,700</b>	82,700	74,900
	<b>TOTAL FOR DEPARTMENT</b>	<b>537,728</b>	<b>531,186</b>	<b>573,400</b>	<b>566,800</b>	<b>601,200</b>	<b>613,000</b>	<b>618,000</b>

# FINANCE

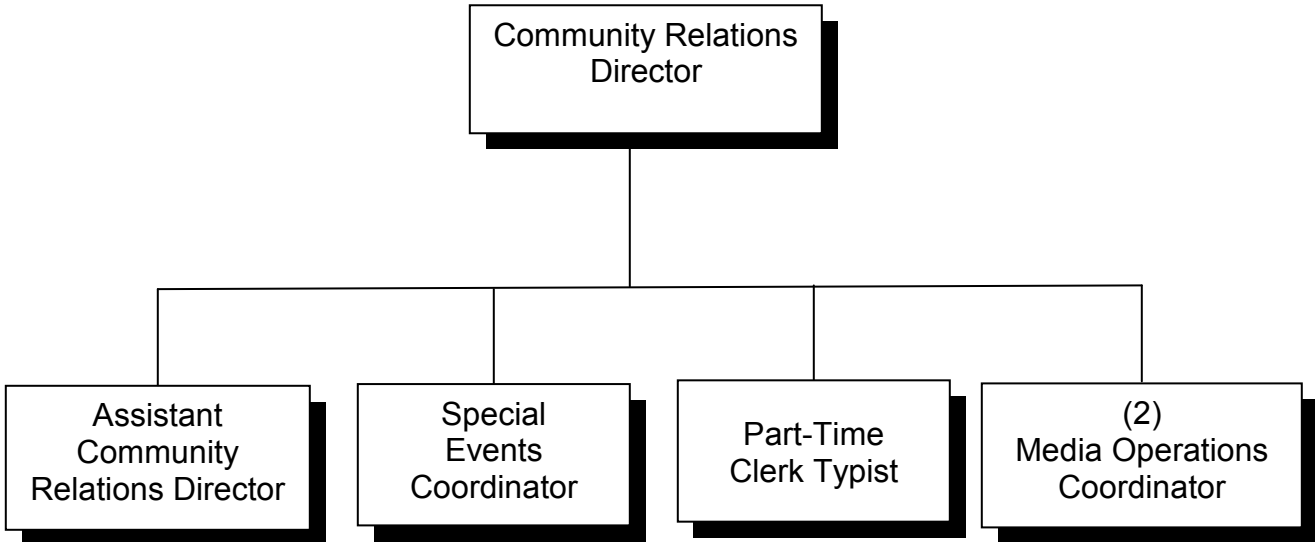
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## Notes

<b>4101 (1) PROF SERV/ACCT/AUDITING</b>				<b>3,600</b>
2,700 ANNUAL AUDIT		400	GFOA BUDGET AWARD APPL.	
500 GFOA CAFR AWARD APPLICATION				
<b>4105 (2) PROF SERV DATA PROCESSING</b>				<b>6,400</b>
4,000 TRACKER SOFTWARE LEASE		1,000	IDC FORMS CREATION & PROGRAMMING	
1,000 ANNUAL MAINTENANCE - 3RD MILL		400	RECORD INFORMATION SYSTEMS	
<b>4110 (3) TECH. &amp; CONSULT. SVCS.</b>				<b>6,000</b>
500 NIRMS ANNUAL DISCLOSURE		3,000	OPEB ACTUARIAL (FY 14-15)	
2,500 GASB ACTUARIAL (2,000 15-16 & 16-17)				
<b>4164 (4) TRAINING</b>				<b>1,000</b>
1,000 GFOA/CPE TRAINING				
<b>4180 (5) REPAIRS AND MAINTENANCE</b>				<b>1,700</b>
1,200 FOLDER/INSERTER		500	POSTAGE METER	
<b>4192 (6) DUES/SUBSCRIPTIONS</b>				<b>1,600</b>
400 GOVERNMENT FINANCE OFFICERS ASSN		200	AICPA/ILCPA MEMBERSHIP	
850 ILLINOIS GFOA		50	SAMS CLUB	
100 AMEX MEMBERSHIP				

# COMMUNITY RELATIONS

## Organization Structure



# **COMMUNITY RELATIONS**

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Narrative

## **DESCRIPTION OF DEPARTMENTAL ACTIVITIES**

The Community Relations Director manages the Community Relations Department, and along with the Department staff, initiates and implements cable television, public relations, supervises operation of the Addison Historical Museums, special events, and marketing projects for the Village. The Community Relations Director is appointed by, and reports to, the Village Manager.

### **Cable Television**

The Department monitors operation of the cable system including franchise compliance, facilitating the resolution of subscriber complaints and coordinating other activities between the Village and the cable operator. The Director facilitates resident and subscriber inquiries and complaints regarding the cable television company, or other designated member of the Department staff, through direct contact with the operator, after such time as the resident has initially contacted the operator. In 2012, the Village Board adopted a new cable franchise ordinance providing for, among other things, a capital support fee of one percent (1%) per subscriber per month payable to the Village to fund Public, Educational and Government (PEG) access production, identical to the PEG fee required under the State Video Franchise License law.

The Department staff produces government access and other community programming including "ACTV Digest", weekly cablecasts of Village meetings and other public service programming for cablecast on Addison Community Television. ACTV programming is accessible 24/7 on the Village website. Televised public meetings and Village produced programming is archived on the website for future reference. Community programming is produced by either training eligible community access producers, including residents, organizations and public agency representatives, in the production of programming for cablecast, or by direct production work by the Department staff.

### **Public Relations**

The Director, Assistant Director, and Special Events Coordinator coordinate a multi-level public relations and marketing program based on a community approach (intergovernmental, non-profit sector, residential and business community). This program includes regularly published press releases and media alerts on Village and community events and photo opportunities, production and maintenance of two Village websites **[AddisonAdvantage.org](http://AddisonAdvantage.org)** and **[ItHappensInAddison.com](http://ItHappensInAddison.com)**, coordinating a public-private sector community marketing program to promote the positive images of Addison, intergovernmental planning with public relations staffs of other taxing bodies, facilitating a comprehensive system for the planning of, and securing corporate sponsors for, community events including the "Summer of Special Events" music and family-friendly programs, Fall Fest and Christmas Tree Lighting, and developing and implementing public relations and special event projects as determined necessary by the elected officials and Village Manager. Nearly 2,000 residents and businesses subscribe to the Village's "E-Newsletter" and e-blast updates.

## **COMMUNITY RELATIONS**

Narrative (Cont'd)

### **FY 2014-15 KEY OBJECTIVES**

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

1. Coordinate the critique of 2013 special events with the Board, staff and Special Events Commission.
2. Complete preparations for 2014 activities.
3. Complete the new Comcast cable TV franchise.
4. Complete all strategic planning projects assigned to the department.
5. Complete ongoing management of Community events sign.
6. Coordinate streaming video for all Village meetings.
7. Develop 2014 plan for new programming and promotion for the Museum.
8. Develop a plan for new signage at the Museum complex.
9. Review the website for improvement in accordance with the Illinois Policy Institute's Transparency Program.
10. Continue participation in the expansion of the Memorial Day festivities.

### **PREFORMANCE MEASURES**

#### **Community Television**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATED</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$704,049	\$759,500	\$831,000
Number of Employees	6	6	6
<b>Outputs</b>			
<b>Program Name</b>	<b># of Programs Produced</b>		
Addiscene	52	60	50
Around Town/To Your Health	7	10	5
Before The Board	16	NO LONGER	PRODUCED
Village Board Meeting	24	24	24
Village Committee Meeting	40	48	50
"Ask Mayor" Phone/E-Mails	26	20	10
District 4 School Board Meeting	11	12	12
Addison Park District Board Meeting	13	12	12
District 88 School Board Meeting	20	24	24
Addison Public Library Board Meeting	9	12	12
Other Village-Produced Programming	38	35	40
ACTV Update	234	234	234

# COMMUNITY RELATIONS

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## Personnel Summary

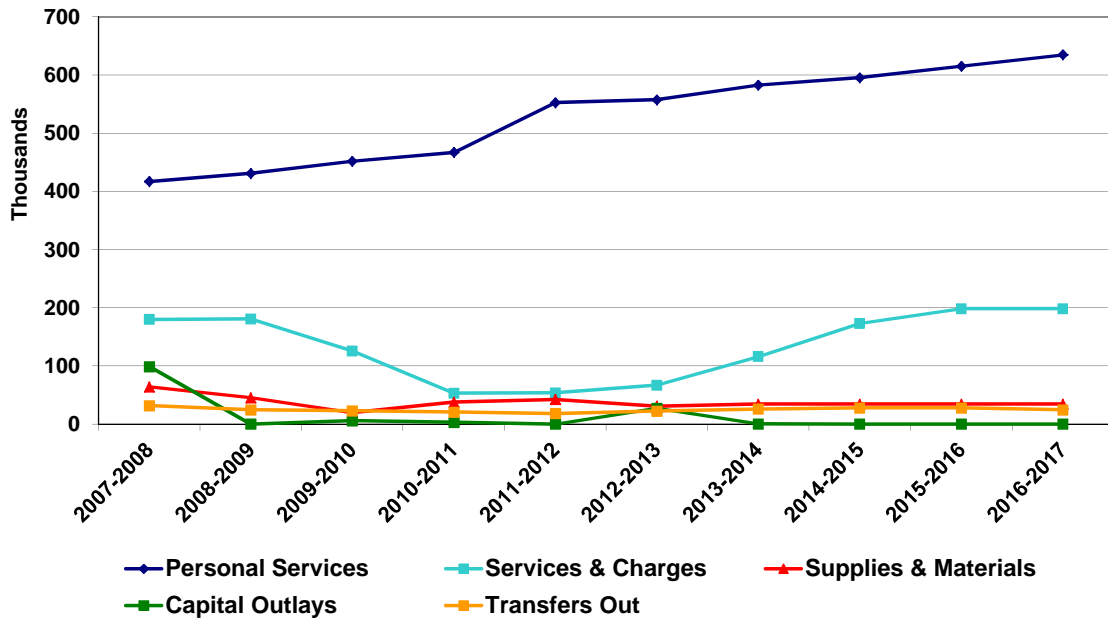
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
Director of Community Relations	1.00	1.00	1.00	1.00	1.00
Asst. Dir. of Community Relations	1.00	1.00	1.00	1.00	1.00
Media Operations 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
Part-Time Clerk Typist (Hist Com)	1.00	1.00	1.00	1.00	1.00
<b>Total Budgeted:</b>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<b>Authorized and Unbudgeted:</b>					
None					
<b>Total Authorized:</b>	<u>6.00</u>				

In FY 2011-12, the PT Clerk Typist position was transferred from Boards & Commissions, Historical Commission.

# COMMUNITY RELATIONS

## Expenditure Summary

Operating Expenditures	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Personal Services	582,900	<b>595,600</b>	615,200	634,800
Services & Charges	116,000	<b>173,100</b>	198,100	198,200
Supplies & Materials	34,500	<b>34,500</b>	34,500	34,500
Capital Outlays	300	<b>0</b>	0	0
Transfers Out	25,800	<b>27,800</b>	27,900	24,300
<b>Total</b>	<b>759,500</b>	<b>831,000</b>	<b>875,700</b>	<b>891,800</b>



# COMMUNITY RELATIONS

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1050	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	337,444	356,405	362,500	369,000	<b>382,900</b>	394,000	404,900
4006	OTHER PAY	21,813	3,570	3,500	5,500	<b>4,000</b>	4,000	4,000
4007	PART TIME (Historical)	28,103	28,083	27,300	29,200	<b>28,200</b>	28,700	29,300
4009	IMRF	54,309	51,096	54,600	55,600	<b>56,400</b>	57,900	59,400
4010	SOCIAL SECURITY	30,868	30,809	30,800	31,700	<b>32,400</b>	33,300	34,100
4012	HOSPITALIZATION	70,028	75,772	83,100	79,700	<b>79,700</b>	85,300	91,100
4020	SICK PAY	9,198	10,900	10,000	11,700	<b>12,000</b>	12,000	12,000
4022	LIFE INSURANCE	752	780	1,100	500	<b>0</b>	0	0
	SUBTOTAL	552,515	557,415	572,900	582,900	<b>595,600</b>	615,200	634,800
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	1,429	1,121	1,700	1,700	<b>1,700</b>	1,700	1,800
4110 (1)	TECH. & CONSULT. SVCS.	9,348	9,348	10,000	9,400	<b>35,500</b>	29,000	29,000
4115 (2)	COMMUNICATIONS-TELEPHONE	6,658	7,767	5,000	9,500	<b>4,000</b>	4,000	4,000
4116	COMMUNICATIONS-PORT DEV	0	(159)	0	200	<b>0</b>	0	0
4117	COMMUNICATIONS-POSTAGE	(320)	181	1,000	1,000	<b>1,000</b>	1,000	1,000
4118	COPY/REPRODUCTION	141	146	500	500	<b>500</b>	500	500
4120 (3)	PUBLIC RELATIONS	21,230	35,417	64,200	69,200	<b>106,000</b>	137,500	137,500
4160	PRINTING	85	2,237	2,000	2,000	<b>2,000</b>	2,000	2,000
4161	PUBLICATION OF NOTICES	0	270	800	300	<b>800</b>	800	800
4163	CONFERENCES	658	517	500	500	<b>500</b>	500	500
4164	TRAINING	149	158	1,000	500	<b>1,000</b>	1,000	1,000
4170	PUBLIC UTILITY-GAS/HEAT	1,233	1,400	1,500	1,500	<b>1,500</b>	1,500	1,500
4180 (4)	REPAIRS & MAINTENANCE	10,713	5,339	18,000	18,000	<b>16,000</b>	16,000	16,000
4192 (5)	DUES & SUBSCRIPTIONS	1,878	2,231	1,600	1,600	<b>1,600</b>	1,600	1,600
4199	OTHER SERVICES & CHARGES	560	770	1,000	100	<b>1,000</b>	1,000	1,000
	SUBTOTAL	53,762	66,743	108,800	116,000	<b>173,100</b>	198,100	198,200
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	1,198	1,437	1,500	1,500	<b>1,500</b>	1,500	1,500
4299 (6)	OTHER OPERATING SUPPLIES	41,077	29,297	33,000	33,000	<b>33,000</b>	33,000	33,000
	SUBTOTAL	42,275	30,734	34,500	34,500	<b>34,500</b>	34,500	34,500
	<b>CAPITAL OUTLAYS</b>							
4304	EQUIPMENT	0	27,064	0	300	<b>0</b>	0	0
	<b>TRANSFERS OUT</b>							
4961	TRANSFER TO FLEET SERVICES	2,231	3,950	5,700	5,700	<b>5,200</b>	5,100	5,100
4962	TRANSFER TO IS	14,446	16,743	17,400	17,400	<b>17,800</b>	18,000	16,300
4964	TRANSFER TO ERF	1,400	1,400	2,700	2,700	<b>4,800</b>	4,800	2,900
	SUBTOTAL	18,077	22,093	25,800	25,800	<b>27,800</b>	27,900	24,300
	<b>TOTAL FOR DEPARTMENT</b>	<b>666,629</b>	<b>704,049</b>	<b>742,000</b>	<b>759,500</b>	<b>831,000</b>	<b>875,700</b>	<b>891,800</b>

# COMMUNITY RELATIONS

## Notes

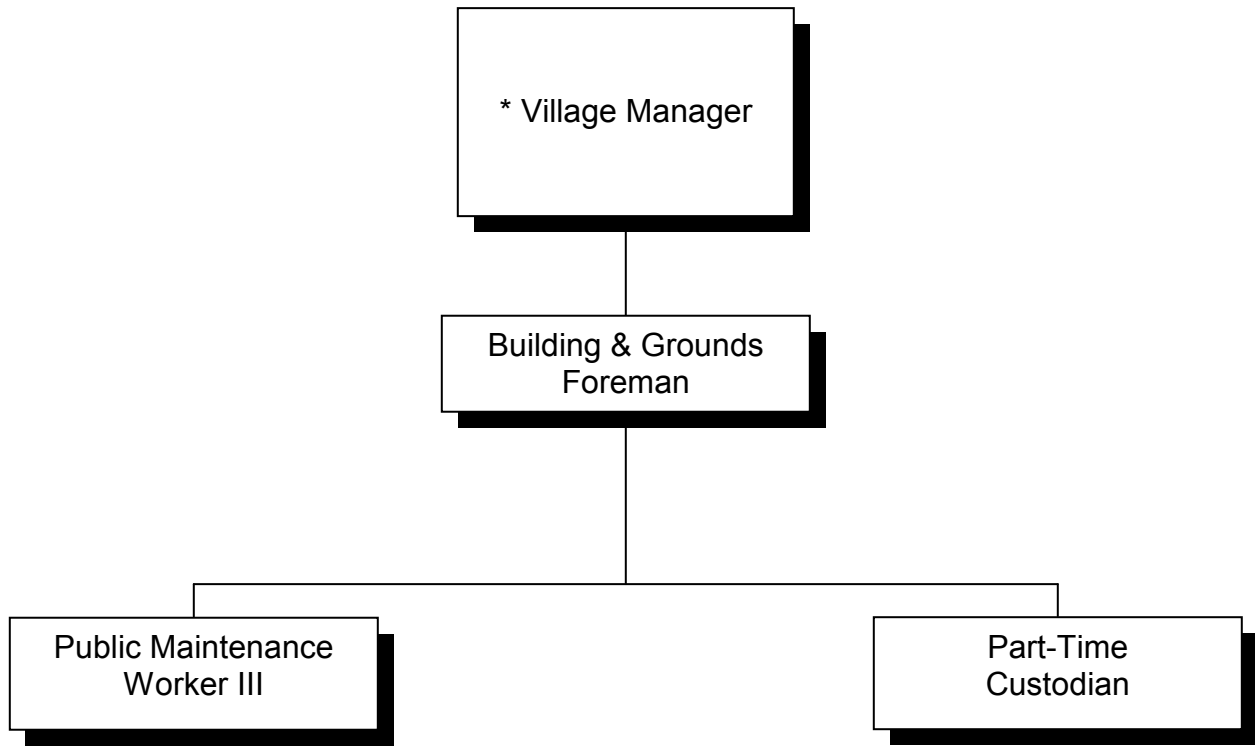
<b>4110</b>	<b>(1)</b>	<b>TECHNICAL &amp; CONSULTING SERVICES</b>			<b>35,500</b>
		10,000 VILLAGE MEETING WEB STREAMING	7,500	PHONE APP	
			18,000	CODE RED - NOTIFICATIONS	
<b>4115</b>	<b>(2)</b>	<b>COMMUNICATIONS - TELEPHONE</b>			<b>4,000</b>
		1,100 REGULAR PHONES	2,900	CELL PHONES	
<b>4120</b>	<b>(3)</b>	<b>PUBLIC RELATIONS</b>			<b>106,000</b>
		2,000 HISTORICAL MUSEUM	40,000	SUMMER EVENTS	
		6,000 FALL FEST	2,000	MISS ADDISON	
		1,000 WEB SITE SERVICE	25,000	EVENT ADVERTISING	
		3,000 TREE LIGHTING	5,000	MEMORIAL DAY	
		8,000 MAYOR'S BALL	14,000	DP CONVENTION & VISITOR BUREAU	
<b>4180</b>	<b>(4)</b>	<b>REPAIRS AND MAINTENANCE</b>			<b>16,000</b>
		8,000 STUDIO/CONTROL ROOM REP & MAINT	2,000	COPIER/FAX/PRINTER	
		6,000 HISTORICAL MUSEUM			
<b>4192</b>	<b>(5)</b>	<b>DUES &amp; SUBSCRIPTIONS</b>			<b>1,600</b>
		300 IEEE/SBE DUES	200	ROTARY CLUB	
		600 ASCAP/BMI LICENSE	100	OTHER DUES	
		400 HISTORICAL MUSEUM			
<b>4299</b>	<b>(6)</b>	<b>OTHER OPERATING SUPPLIES</b>			<b>33,000</b>
		2,000 RECORDING SUPPLIES	6,000	DIGITAL EDITING SUPPLIES	
		6,000 STUDIO & LIGHTING SUPPLIES	2,400	POWER CONDITIONER	
		3,000 AUDIO SUPPLIES & PATCHBATS	6,000	REPAIR AND MAINTENANCE SUPPLIES	
		2,500 BATTERIES	500	HISTORICAL MUSEUM	
		4,600 DIGITAL DISK DRIVES			



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# ***BUILDING & GROUNDS***

## Organization Structure



\* Not charged to this budget

# **BUILDING & GROUNDS**

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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, and the Henry J. Hyde Neighborhood Resource Center, through timely and cost effective maintenance and repair of structural, mechanical, plumbing and electrical systems, as well as supplying custodial services. The total area of these facilities exceeds 105,500 square feet. The goal of these efforts is to provide a safe, clean and productive work environment for the Village employees and the general public who utilize these facilities.

The Building and Grounds Department staff consists of one (1) full time maintenance staff, under the direct supervision of the Building and Grounds Foreman. 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 set up for meetings of Village staff, Boards and Commissions, outside organizations and other functions held on Village property. Finally, this department receives all deliveries to the Village Hall.

## **FY 2014-2015 Key Objectives**

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

1. Continue work in the development and implementation of an efficient and comprehensive, preventive maintenance plan for the Village's buildings and all appurtenant equipment and systems, and to limit the need for outside repair vendors by performing the job tasks utilizing our current in-house staff.
2. 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.
3. 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)

### **Performance Measures**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$524,484	\$557,200	\$535,800
Number of Employees	3	2	2
<b>Outputs</b>			
Number of work requests	2,850	2,700	3,000
Total square feet maintained	105,500	105,000	105,500
# of preventative maintenance work orders	1,488	1,200	1,700
<b>Effectiveness</b>			
% of work request completed w/in 24 hours	99%	99%	100%
Number of outsourced dollars	\$139,555	\$120,000	\$140,000
% of preventive work orders	50%	50%	50%
Number of consecutive days w/out a lost time accident	365	365	365
<b>Efficiency</b>			
Janitorial costs per square foot	\$.69	\$.69	\$.69
Average staff hours per work request	1.0	1.0	1.0
Square footage maintained per FTE	98,000	98,000	98,000
FTE Cost per square foot maintained	\$2.66	\$2.68	\$2.74

# ***BUILDING & GROUNDS***

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## Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
Foreman	1.00	1.00	1.00	1.00	1.00
Public Maint Worker III	1.00	1.00	1.00	1.00	1.00
<b>Total Budgeted:</b>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

### **Authorized & Unbudgeted:**

\*Part-Time Custodian 1.00

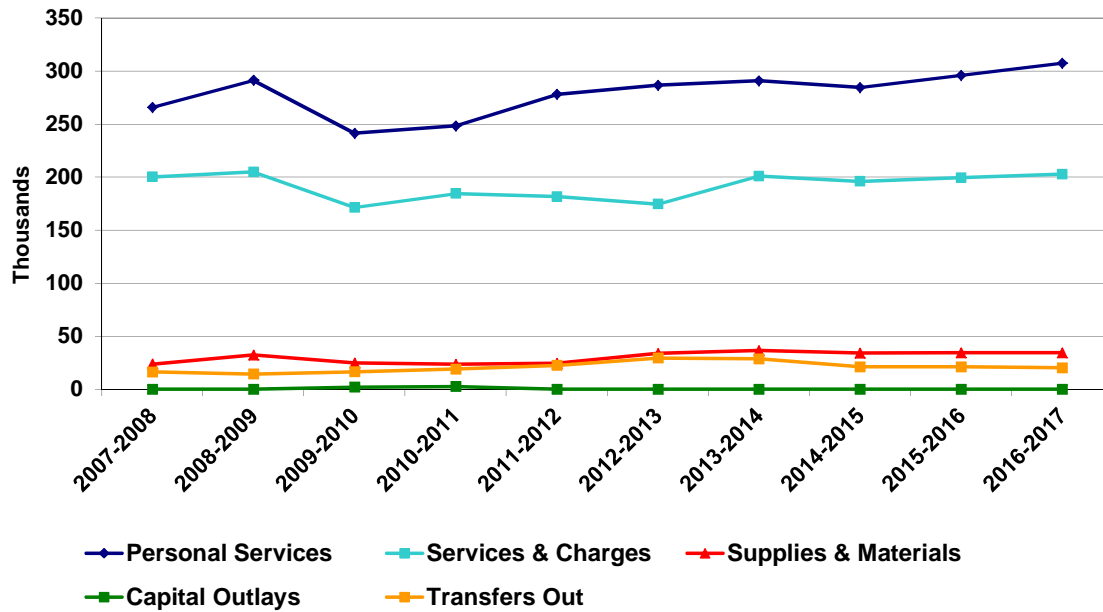
**Total Authorized:** 3.00

\*This position will remain unbudgeted until funding is available.

# BUILDING & GROUNDS

## Expenditure Summary

Operating Expenditures	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Personal Services	290,900	<b>284,500</b>	296,000	307,500
Services & Charges	201,000	<b>196,000</b>	199,400	202,700
Supplies & Materials	36,500	<b>34,200</b>	34,400	34,400
Capital Outlays	0	<b>0</b>	0	0
Transfers Out	28,800	<b>21,100</b>	21,100	20,200
<b>Total</b>	<b>557,200</b>	<b>535,800</b>	550,900	564,800



# BUILDING & GROUNDS

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1060	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	90,108	93,896	96,500	98,700	<b>99,400</b>	101,800	103,800
4003	WAGES OPERATIONAL	62,319	67,125	71,100	71,000	<b>75,400</b>	79,500	83,400
4004	OVERTIME	3,674	9,676	6,000	19,100	<b>6,000</b>	6,000	6,000
4006	OTHER PAY	10,093	2,046	3,000	2,100	<b>3,000</b>	3,000	3,000
4007	PART TIME	17,662	16,686	18,700	0	<b>0</b>	0	0
4009	IMRF	25,497	24,812	27,400	25,900	<b>25,000</b>	25,700	26,700
4010	SOCIAL SECURITY	14,521	14,963	15,400	14,700	<b>14,400</b>	14,800	15,300
4012	HOSPITALIZATION	48,182	51,283	53,800	55,100	<b>55,100</b>	59,000	63,100
4020	SICK PAY	5,507	5,693	5,900	4,000	<b>6,200</b>	6,200	6,200
4022	LIFE INSURANCE	416	416	600	300	<b>0</b>	0	0
	SUBTOTAL	<b>277,979</b>	<b>286,596</b>	<b>298,400</b>	<b>290,900</b>	<b>284,500</b>	<b>296,000</b>	<b>307,500</b>
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	1,123	881	1,300	1,300	<b>1,300</b>	1,400	1,400
4107	PROF SVCS.-MEDICAL	178	0	100	0	<b>100</b>	100	100
4115	COMMUNICATIONS-TELEPHONE	1,042	787	1,000	900	<b>1,000</b>	1,000	1,000
4116	COMMUNICATIONS-PORT DV	0	(115)	0	100	<b>0</b>	0	0
4160	PRINTING	60	0	0	0	<b>0</b>	0	0
4161	PUBLICATION OF NOTICES	0	124	200	0	<b>200</b>	200	200
4170	PUBLIC UTILITY-GAS/HEAT	20,970	14,009	21,000	27,800	<b>22,000</b>	23,000	24,000
4180 (1)	REPAIRS & MAINTENANCE	156,497	156,942	168,300	168,300	<b>169,300</b>	171,600	173,900
4192	DUES/SUBSCRIPTIONS	15	15	0	0	<b>0</b>	0	0
4199 (2)	OTHER SERVICES & CHARGES	1,728	1,907	2,100	2,600	<b>2,100</b>	2,100	2,100
	SUBTOTAL	<b>181,613</b>	<b>174,550</b>	<b>194,000</b>	<b>201,000</b>	<b>196,000</b>	<b>199,400</b>	<b>202,700</b>
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	59	373	400	300	<b>400</b>	400	400
4202	CLEANING SUPPLIES	129	275	500	500	<b>500</b>	500	500
4203 (3)	CLOTHING SUPPLIES	1,026	993	1,500	1,000	<b>1,300</b>	1,500	1,500
4207	PUB. GRNDS. MATL/SUPPLIES	1,854	2,577	3,000	3,000	<b>3,000</b>	3,000	3,000
4208 (4)	BUILDING MATL/SUPPLIES	19,512	22,619	25,000	25,000	<b>25,000</b>	25,000	25,000
4290	EMERGENCY OPERATIONS	0	3,289	0	0	<b>0</b>	0	0
4299	OTHER OPERATING SUPPLIES	1,988	3,720	4,000	6,700	<b>4,000</b>	4,000	4,000
	SUBTOTAL	<b>24,568</b>	<b>33,846</b>	<b>34,400</b>	<b>36,500</b>	<b>34,200</b>	<b>34,400</b>	<b>34,400</b>
	<b>TRANSFERS OUT</b>							
4961	TRANSFER TO FLEET SERVICES	2,754	10,867	14,900	14,900	<b>3,800</b>	3,700	3,800
4962	TRANSFER TO IS	8,668	10,025	10,500	11,100	<b>10,700</b>	10,800	9,800
4964	TRANSFER TO ERF	11,100	8,600	2,800	2,800	<b>6,600</b>	6,600	6,600
	SUBTOTAL	<b>22,522</b>	<b>29,492</b>	<b>28,200</b>	<b>28,800</b>	<b>21,100</b>	<b>21,100</b>	<b>20,200</b>
	<b>TOTAL FOR DEPARTMENT</b>	<b>506,682</b>	<b>524,484</b>	<b>555,000</b>	<b>557,200</b>	<b>535,800</b>	<b>550,900</b>	<b>564,800</b>

# BUILDING & GROUNDS

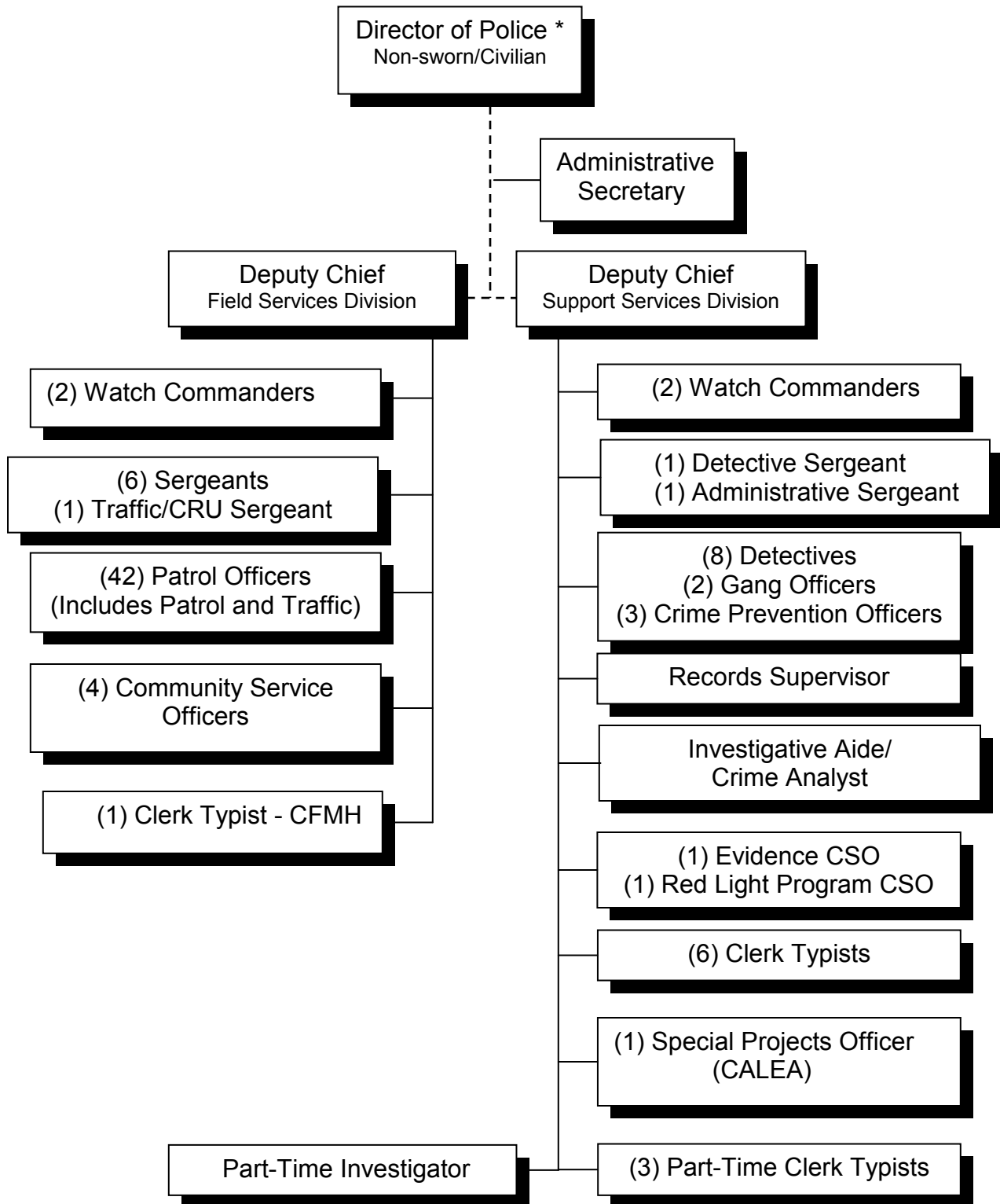
## Notes

<b>4180 (1) REPAIRS &amp; MAINTENANCE</b>			<b>169,300</b>
15,000	PREVENTATIVE MAINTENANCE /SERVICE ON BUILDING SYSTEMS, INCLUDING BUT NOT LIMITED TO AIR COMPRESSORS, FIRE EXTINGUISHERS & HOSES, BOILERS, CHILLERS, HVAC SYSTEMS & ELEVATORS. REPAIRS TO FURNITURE, CLEANING OF DRAPERIES, CARPET & UPHOLSTERY, ELECTRICAL REPAIRS, REPAIR & MAINTENANCE TO MARQUEE & SIGNS. REPAIR TO GAZEBO, ROOF & GUTTERS. SERVICE & MAINTENANCE ON FIRE ALARM SYSTEM AND ANY PERMANENTLY AFFIXED PART OF THE BUILDING. CARPET & TILE REPAIRS AND INSTALLATIONS.	1,000 GARAGE DOOR MAINTENANCE 400 IRRIGATION SYS SERVICE - HIST DIST 1,000 BOILER/CHILLER WATER TREATMENT 500 ANNUAL MARQUEE MAINTENANCE 400 IRRIGATION SYS SERVICE - HHRC 400 WINTERIZE FOUNTAIN 29,000 SECURITY ACCESS MAINTENANCE CONTRACT 5,000 GENERAL REPAIRS AND MAINTENANCE HHRC 900 FIRE PUMP ANNUAL CERTIFICATION 600 BACK FLOW PREVENTION CERTIFICATION 900 FIRE PUMP ANNUAL CERT - HHRC 2,000 FIRE EXTINGUISHER - INSPECTION/SERVICE 200 FIRE EXTINGUISHER SERVICE - HHRC 6,700 FIRE ALARM CONTRACT 5,400 ELEVATOR MAINTENANCE 15,000 HVAC MAINTENANCE 1,000 WINDOW CLEANING - HHRC 3,000 GENERATOR LOAD BANK TEST - VH 1,000 GENERATOR LOAD BANK TEST- HHRC 1,000 GENERATOR LOAD BANK TEST - 105 E LAKE	
68,000	CLEANING SERVICE - V H & P D		
1,500	CLEANING SERVICE - 105 E. LAKE ST.		
4,700	CLEANING SERVICE - HHRC		
4,500	WINDOW CLEANING		
200	BACKFLOW CERT - HHRC		
<b>4199 (2) OTHER SERVICES &amp; CHARGES</b>			<b>2,100</b>
1,500	CLEANSERV FOR WALK ON RUNNERS	600 NORCOMM ANNUAL MONITORING CONTRACT	
<b>4203 (3) CLOTHING SUPPLIES</b>			<b>1,300</b>
250	BOOTS 2 @ \$125	500 UNIFORM RENTAL 2 @ \$250	
400	WINTER JACKETS & SAFETY WEAR, ETC	150 T-SHIRTS	
<b>4208 (4) BUILDING MAT SUPPLIES</b>			<b>25,000</b>
20,000	SUPPLIES FOR BUILDING MAINTENANCE. FILTERS, COUPLINGS, SYSTEM CHEMICALS LIGHTING SUPPLIES, CEILING TILES, GLASS PAINTS. PLUMBING FIXTURES, REPAIR PARTS FOR HVAC & OTHER EQUIPMENT.	5,000 SUPPLIES FOR HHRC, EVIDENCE AND HISTORICAL BUILDINGS	



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Organization Structure



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

# **POLICE**

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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, and 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 2012, "*With Excellence*", a distinction enjoyed by only 49 communities worldwide.

### **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.

### **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, the Henry Hyde Neighborhood Resource Center and the Student Participation Center, an after school resource center for middle school aged children. The Crime Prevention Section provides a vast array of programming for adults and children. In addition, the division provides a uniformed presence and coordinates services at the Henry Hyde Center and the Student Participation Center. The division's personnel consist of sworn officers, civilian staff, and many citizen volunteers, overseen by the Deputy Chief, two Commanders, a Detective Sergeant and an Administrative Sergeant.

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Narrative (Cont'd)

**FY 2014-15 Key Objectives**

**Vision 1 The Town Center is well underway, in accord with the Town Center Development Plan, and its design and amenities engender and project a desirable sense of place.**

- The department will supply trained personnel, as needed, in Crime Prevention Through Environmental Design (CPTED) principles to assist in the development and planning phases of the Main Street Plan and the Park District Signature Park Project.

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

- The department will provide staff and resources to support the following programs and initiatives related to schools and life-long learning; SPC, DARE, School Liaisons, School Crisis Committee, Intergovernmental Agreements, develop school operational plans for graduations, evacuations, and other special events, teen/adult CERTS programs, Citizen Police 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 and SPC neighborhood resource centers are tailored toward a specific ethnic group, i.e. 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 department will offer CERTS and other programs, in Spanish, at the Henry Hyde Resource center.
- 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 dropped, re-deployed, expanded, or left as is.

# ***POLICE***

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Narrative (Cont'd)

## **FY 2014-15 Key Objectives (Cont'd)**

**Vision 3 Our residential neighborhoods and housing meet a high standard of livability.**

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

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

- 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 web site, and other emerging technology.
- In keeping with the continued use of technology, we will utilize telephone and internet 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

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$13,006,661	\$14,180,300	\$14,389,300
Number of Employees	83	86	86
<b>Outputs</b>			
Calls Responded To	24,684	24,832	24,981
Index Crimes	799	689	700
Non-Index Crimes	3,354	3,224	3,275
Service Calls:			
Lost / Found Property	249	290	275
Motorist Assist	652	650	650
Animal Complaints	706	703	700
Domestics	638	600	625
Suspicious Incidents	1,334	1,300	1,315
Citizen Assists	1,625	1,700	1,800
Traffic Accidents	1,223	1,347	1,400
Assist Other Agencies	2,708	2,650	2,600
Disturbance Calls	1,456	1,425	1,435
Alarms	1,279	1,300	1,290
Total Traffic Tickets	6,252	7,377	7,000
Total DUI Arrests	118	100	100
Total Parking Tickets	8,413	10,200	10,000
<b>Effectiveness</b>			
Neighborhood Groups	82	83	87
DARE Program Student Attendance	14,000	14,140	14,280
Senior Police Academy	15	33	48
Citizen Volunteers / CERTS	370	465	560
Employee Grievances	1	1	0
<b>Efficiency</b>			
Total cases investigated by Detective Division	651	595	545
Percentage of cases cleared by Detective Division	87%	85%	85%
Percentage of cases cleared by arrest (Detective Division)	42%	40%	40%

\* (From 2012 to present date, there has been an 8.5% annual decrease in total cases initiated within the Detective Division).

# **POLICE**

## Personnel Summary

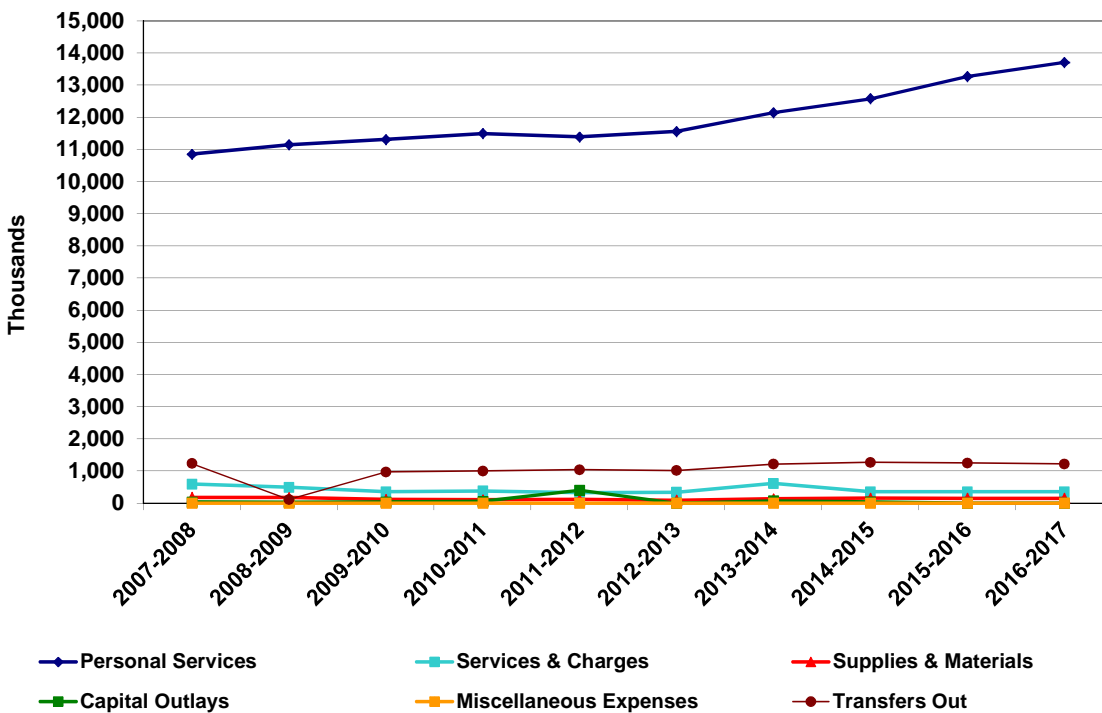
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
Director of Police	1.00	1.00	1.00	1.00	1.00
Deputy Chief of Police (2)	2.00	2.00	2.00	2.00	2.00
Watch Commander (3)	3.00	3.00	3.00	3.00	3.00
Sergeant (9)	9.00	9.00	9.00	9.00	9.00
Patrol Officer (52)	52.00	49.00	52.00	52.00	52.00
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 (7)	7.00	7.00	7.00	7.00	7.00
Part-Time Investigator	1.00	1.00	1.00	1.00	1.00
Part-Time Clerk Typist (3)	3.00	3.00	3.00	3.00	3.00
<b>Total Budgeted:</b>	<b>86.00</b>	<b>83.00</b>	<b>86.00</b>	<b>86.00</b>	<b>86.00</b>
<b>Authorized &amp; Unbudgeted:</b>					
*Community Service Officer	1.00				
*Patrol Officer	4.00				
*Watch Commander	1.00				
<i>Subtotal:</i>	<u>6.00</u>				
<b>Total Authorized:</b>	<b><u>92.00</u></b>				

The dispatch department was transferred into it's own department (1530, Consolidated Dispatch Center) for FY 11-12. Other vacancies are due to the 2010 & 2011 Voluntary Incentive Separation plan to avoid layoffs and other attrition. These positions will remain unbudgeted until funding is available. The crossing guard positions were eliminated as of FY 11-12.

Effective for the 2011-2012 school year, the crossing guards are no longer employees of the Village. The crossing guards are employees of a 3rd party provider being paid by School District #4.

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Personal Services	12,145,400	<b>12,581,000</b>	13,274,200	13,708,400
Services & Charges	615,800	<b>351,000</b>	351,300	351,500
Supplies & Materials	133,100	<b>152,300</b>	149,800	149,800
Capital Outlays	70,500	<b>35,000</b>	0	0
Miscellaneous Expenses	0	<b>0</b>	0	0
Transfers Out	1,215,500	<b>1,270,000</b>	1,251,800	1,217,400
<b>Total</b>	<b>14,180,300</b>	<b>14,389,300</b>	<b>15,027,100</b>	<b>15,427,100</b>



# POLICE

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1510	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	1,516,383	1,609,155	1,797,400	1,835,200	<b>1,854,600</b>	1,925,200	1,980,700
4002	WAGES CLERICAL	396,332	451,776	446,600	484,600	<b>494,300</b>	513,100	531,600
4003	WAGES OPERATIONAL	3,997,303	4,153,252	4,236,900	4,115,400	<b>4,429,800</b>	4,799,100	4,924,300
4004	OVERTIME	722,832	935,930	800,000	876,800	<b>800,000</b>	800,000	800,000
4005	HOLIDAY PAY	94,717	119,693	90,100	97,700	<b>100,000</b>	100,000	100,000
4006	OTHER PAY	366,661	77,353	80,000	166,000	<b>80,000</b>	80,000	80,000
4007	PART TIME	111,886	104,575	120,000	135,700	<b>127,200</b>	133,500	140,200
4009	IMRF	132,547	124,458	115,900	122,900	<b>138,500</b>	142,000	146,800
4010	SOCIAL SECURITY	547,497	561,296	587,700	577,300	<b>605,500</b>	641,400	657,400
4012	HOSPITALIZATION	1,295,186	1,385,274	1,493,300	1,465,100	<b>1,583,600</b>	1,660,700	1,751,100
4020	SICK PAY	100,849	102,811	107,000	115,700	<b>110,200</b>	113,500	117,000
4022	LIFE INSURANCE	5,772	4,840	6,200	3,000	<b>0</b>	0	0
4029	PENSION BENEFITS	2,101,803	1,930,081	2,150,000	2,150,000	<b>2,257,300</b>	2,365,700	2,479,300
	SUBTOTAL	11,389,768	11,560,494	12,031,100	12,145,400	<b>12,581,000</b>	13,274,200	13,708,400
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	7,449	5,847	8,000	8,000	<b>8,000</b>	8,300	8,500
4102	PROF SVCS.-ENGNR./ARCH.	1,260	0	0	0	<b>0</b>	0	0
4103 (1)	PROF SVCS.-LEGAL	66,338	64,697	68,100	68,500	<b>68,100</b>	68,100	68,100
4105 (2)	PROF SVCS.-DATA PROCESS.	18,268	26,185	31,800	25,000	<b>32,400</b>	32,400	32,400
4107	PROF SVCS.-MEDICAL	231	4,170	2,400	5,200	<b>5,000</b>	5,000	5,000
4110 (3)	TECH. & CONSULT. SVCS.	60,840	49,072	46,700	46,700	<b>46,700</b>	46,700	46,700
4112	PROF SVCS - ARRA RECORDS PROG	0	0	0	272,000	<b>0</b>	0	0
4115	COMMUNICATIONS-TELEPHONE	48,689	52,819	54,000	67,000	<b>54,000</b>	54,000	54,000
4116	COMMUNICATIONS-PORT DEV	0	(106)	0	800	<b>0</b>	0	0
4117	COMMUNICATIONS-POSTAGE	15,370	14,743	15,000	15,000	<b>16,000</b>	16,000	16,000
4118	COPY/REPRODUCTION	9,106	10,056	10,000	10,000	<b>10,000</b>	10,000	10,000
4120	PUBLIC RELATIONS	600	668	1,000	1,000	<b>1,000</b>	1,000	1,000
4121	INVESTIGATIVE	8,829	10,040	10,000	10,000	<b>10,000</b>	10,000	10,000
4160	PRINTING	8,489	8,974	11,000	10,000	<b>11,000</b>	11,000	11,000
4161	PUBLICATION OF NOTICES	0	222	100	100	<b>100</b>	100	100
4163 (4)	CONFERENCES	18,822	16,079	7,100	7,000	<b>7,100</b>	7,100	7,100
4164 (5)	TRAINING	26,607	35,077	24,000	24,000	<b>25,700</b>	25,700	25,700
4170	PUBLIC UTILITY-GAS/HEAT	549	475	700	1,300	<b>700</b>	700	700
4173	PUBLIC UTILITY-ELEC/LIGHT	0	158	0	0	<b>0</b>	0	0
4175	PUBLIC UTILITY-ELEC/EQUIP	0	268	900	900	<b>900</b>	900	900
4180 (6)	REPAIRS & MAINTENANCE	16,432	13,648	22,300	16,600	<b>22,300</b>	22,300	22,300
4190	RENTAL EQUIPMENT	0	0	500	500	<b>500</b>	500	500
4192 (7)	DUES & SUBSCRIPTIONS	8,917	9,466	15,300	15,300	<b>18,500</b>	18,500	18,500
4199 (8)	OTHER SERVICES & CHARGES	12,625	16,810	10,900	10,900	<b>13,000</b>	13,000	13,000
	SUBTOTAL	329,421	339,368	339,800	615,800	<b>351,000</b>	351,300	351,500
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	9,352	12,276	12,500	12,500	<b>15,000</b>	15,000	15,000
4203 (9)	CLOTHING SUPPLIES	53,600	56,327	56,900	53,800	<b>61,500</b>	61,500	61,500
4290	EMERGENCY OPERATIONS	0	200	0	0	<b>0</b>	0	0
4299 (10)	OTHER OPERATING SUPPLIES	50,614	22,212	71,300	66,800	<b>75,800</b>	73,300	73,300
	SUBTOTAL	113,566	91,015	140,700	133,100	<b>152,300</b>	149,800	149,800
	<b>CAPITAL OUTLAYS</b>							
4301 (11)	OFFICE EQUIPMENT	264,442	0	0	70,500	<b>10,000</b>	0	0
4304 (12)	EQUIPMENT	141,547	0	0	0	<b>25,000</b>	0	0
	SUBTOTAL	405,989	0	0	70,500	<b>35,000</b>	0	0
	<b>TRANSFERS OUT</b>							
4961	TRANSFER TO FLEET SERVICES	532,596	543,401	636,300	636,300	<b>641,700</b>	626,500	633,300
4962	TRANSFER TO IS	303,366	350,983	432,200	432,200	<b>440,300</b>	446,100	404,000
4964	TRANSFER TO ERF	203,000	121,400	147,000	147,000	<b>188,000</b>	179,200	180,100
	SUBTOTAL	1,038,962	1,015,784	1,215,500	1,215,500	<b>1,270,000</b>	1,251,800	1,217,400
	<b>TOTAL FOR DEPARTMENT</b>	<b>13,277,706</b>	<b>13,006,661</b>	<b>13,727,100</b>	<b>14,180,300</b>	<b>14,389,300</b>	<b>15,027,100</b>	<b>15,427,100</b>

# POLICE

## Notes

<b>4103 (1) PROF SVCS.-LEGAL</b>				<b>68,100</b>
50,000	DUI PROSECUTOR	10,000	ADMIN ADJUDICATOR	
8,100	TOWING ADMIN ADJUDICATOR			
<b>4105 (2) PROF SERV DATA PROCESSING</b>				<b>32,400</b>
4,200	VEHICLE LICENSE PROCESSING	500	EVIDENCE BAR CODE LICENSE	
4,300	COUNTY DATA USER FEE	800	FAAP FALSE ALARM AGREEMENT	
900	VIRUS SOFTWARE LICENSE RENEWAL	2,400	INNOVATIVE DATA	
1,400	TOTAL STATION	3,000	IWIN - CMS RECVNG	
4,800	WEST GOVT SVC- INVEST DATABASE	1,800	COLEMAN TELETRAC	
450	CRIME INTEL MAINTENANCE CONTRACT	1,500	OCEAN SYSTEMS AGREEMENT	
550	CRITICAL REACH COMPOSITE	300	TRAC SYSTEM MAINTENANCE AGREEMENT	
1,300	BEAST SUPPORT	1,100	CERTIFION - ENTERSECT	
1,500	CRIME MAPPING SOFTWARE FOR RECORI	1,600	DICTATION EQUIP. MAINT.	
<b>4110 (3) TECH &amp; CONSULT SERVICES</b>				<b>46,700</b>
4,700	CALEA	7,500	GRANT WRITING CONSULT - GRANTS	
15,000	IWIN - VERIZON MDC	12,500	ADMIN ADJ	
7,000	NET RMS			
<b>4163 (4) CONFERENCES</b>				<b>7,100</b>
500	FBI/ILLINOIS CHIEFS	400	DCEM MEETINGS	
500	ASSOCIATION MEETINGS	1,000	IEMA CONFERENCE	
3,000	COURT MILEAGE	1,000	ILEAS CONFERENCE	
700	DUPAGE CHIEFS OF POLICE			
<b>4164 (5) TRAINING</b>				<b>25,700</b>
8,500	NEMRT (69 SWORN AND 30 CIVILIAN)	7,000	MAJOR CRIME EVIDENCE TECHNICIAN	
1,500	USE OF FORCE INSTRUCTOR	1,500	MEDICOLEGAL DEATH SEMINAR	
1,600	ILEETA TRAINING	100	TASER RE-CERTIFICATION	
1,500	LAW REVIEW CLASSES	1,500	COMMUNITY RESPONSE UNIT TRAINING	
2,500	HOMICIDE TRAINING			
<b>4180 (6) REPAIRS AND MAINTENANCE</b>				<b>22,300</b>
4,400	RADAR CALIBRATION	3,100	FIRE EXTINGUISHERS, RADAR, CAMERAS	
5,600	LIVESCAN MAINTENANCE	1,000	FITNESS EQUIPMENT SERVICE CONTRACT	
1,000	UNITROLS, SHOTGUNS, HANDGUNS	1,200	TASER EXTENDED WARRANTY	
5,000	RANGE SERVICE CONT-MECH/CLEANING	1,000	EQUIPMENT REPAIRS	
<b>4192 (7) DUES/SUBSCRIPTIONS</b>				<b>18,500</b>
200	CREDIT MEMBERSHIP (DETECTIVES)	500	MAJOR CRIME TASK FORCE	
200	WEST SUBURBAN DETECTIVES ASSOC.	100	DARE ASSOCIATION	
375	DUPAGE POLICE CHIEF'S ASSOCIATION	300	IATIA	
600	JUVENILE OFFICER'S ASSOCIATION	600	ILLINOIS ASSOC. OF CHIEFS OF POLICE	
100	IAPE	400	ILLINOIS CRIMINAL LAW BOOKS	
200	ILLINOIS COMPILED STATUTES	100	IPAC	
200	LEVA (DETECTIVES)	300	PERF	
100	ILLINOIS ANIMAL CONTROL ASSOCIATION	100	NATIONAL BUNCO ASSOCIATION	
450	FBI ASSOCIATION (4)	100	MGIA	
360	INTERNATIONAL CHIEF'S OF POLICE	40	NATIONAL ASSOC OF SCHOOL RES	
5,000	STATE'S ATTORNEY CHILD ABUSE PRGM	100	CAI - CRIME ANALYSTS OF IL	
100	LERMI RECORDS MANAGER	3,000	IVC (IL VEHICLE CODE BOOKS)	
50	ILLINOIS CRIME PREVENTION ASSOC.	300	ILEAS - ANNUAL AGENCY MEMBERSHIP DUES	
300	MOCIC MEMBERSHIP	125	MISC	
4,000	NIPAS (FIELD FORCE)	200	ILEETA	
<b>4199 (8) OTHER SERVICES &amp; CHARGES</b>				<b>13,000</b>
6,000	ANIMAL IMPOUNDMENT	1,000	SHIPPING/FREIGHT	
500	PRISONER MEALS	3,000	CAR/ SQUAD CAR WASHES	
2,500	SHRED-IT SHREDDING SERVICE			

# POLICE

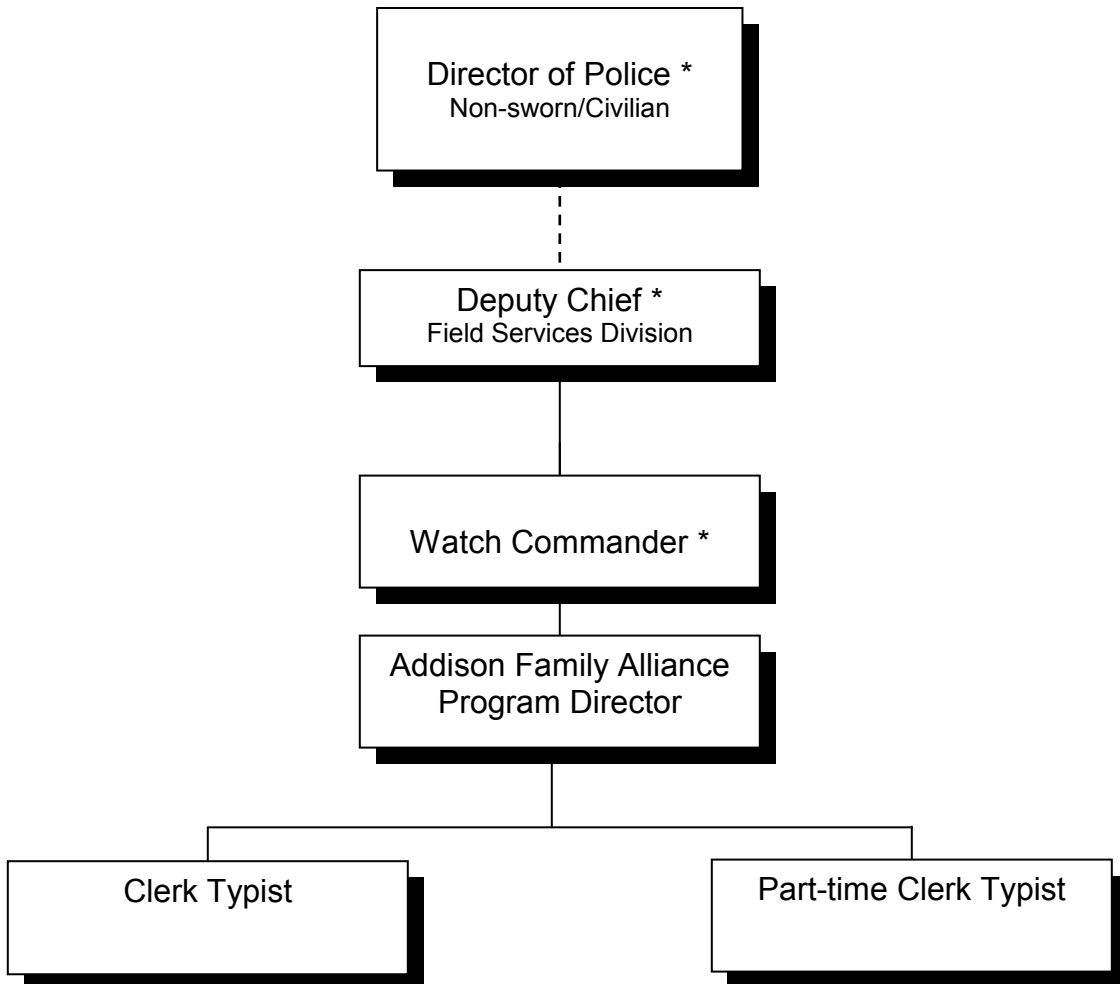
## Notes (Cont'd)

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<b>4203 (9) CLOTHING SUPPLIES</b>				<b>61,500</b>
20,000	REPLACEMENT UNIFORMS	7,500	BULLET PROOF VESTS	
9,100	DETECTIVES (9) - DEPUTIES (2)	7,000	SHOES	
800	TASK FORCE (3)	500	ALTERATIONS & REPAIRS	
1,000	CLERKS (10)	600	CSOS (5)	
15,000	CLEANING & MAINTENANCE			
<b>4299 (10) OTHER OPERATING SUPPLIES</b>				<b>75,800</b>
15,000	AMMO - COMPULSORY TRAINING	3,000	AED EQUIPMENT/SUPPLIES	
1,200	BREATHALYZER SUPPLIES	2,000	BADGES	
1,500	CARTONS FOR EVIDENCE	600	BATTERIES, VIDEO TAPES, CASSETTES, DISKS	
600	COFFEE	5,000	CAMERA, VIDEO, & AUDIO SUPPLIES	
500	DISPOSABLE BLANKETS	1,200	COMPUTER SUPPLIES	
6,000	EVIDENCE SUPPLIES	500	CRIME FREE MULTI-HOUSING	
3,600	FLARES	1,000	DOG FOOD/ANIMAL SUPPLIES	
500	GUN CLEANING SUPPLIES	2,000	FIRST AID SUPPLIES	
100	HARDWARE SUPPLIES	500	LOCK UP SUPPLIES	
1,500	MAJOR CALLS & SPCL EVENT SUPPLIES	1,500	MEETING SUPPLIES	
8,100	MISCELLANEOUS OFFICER SUPPLIES	1,200	NON-LETHAL CHEMICAL SPRAY	
600	NARCOTICS KITS	900	SPARE GUN PARTS	
5,000	RECHARGEABLE BATTERIES	2,700	STARCOMM EAR PIECES	
1,200	SHOOTING TARGETS	3,000	TASER SUPPLIES	
2,000	STERICYCLE WASTE REMOVAL	300	TRAFFIC WANDS/FLASHLIGHTS	
500	GUNS - PATROL OFFICERS - 2 NEW	2,500	SAGE AMMO	
<b>4301 (11) OFFICE EQUIPMENT</b>				<b>10,000</b>
10,000	COPIER			
<b>4304 (12) EQUIPMENT</b>				<b>25,000</b>
25,000	LIVESCAN			

# ***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**

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Narrative

## **Center's Description of Activities**

The Henry Hyde Resource Center (HHRC) operates under the leadership and direction of the Addison Police Director. 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. 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, Girl Scouts, U of I Extension, Northern Illinois Food Bank, Elmhurst College, Addison School District 4, NEDSRA, Addison Park District, Teen Parenting Connection, DuPage County Health Department, etc., 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 p.m. throughout the school year. During spring, summer and winter breaks, the Center runs camps for the children when the budget allows for it. During both the After School Program and the Camps, 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 classes (E.S.L.), G.E.D. classes, Teen Parenting classes as well as Informational/Educational Seminars and Fairs from service providers in the area. The Center offers E.S.L. classes in the mornings, and Computer Literacy, G.E.D. and Teen Parenting classes in the evening. Our Community Partners have delivered seminars/workshops that range from Health Fairs to Mobile Food Pantries to Citizenship Workshops. The seminars/workshops are scheduled in the evenings and weekends for everyone's convenience.

# **HENRY HYDE RESOURCE CENTER**

Narrative (Cont'd)

## **FY 2014 – 15 Key Objectives**

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

- 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 and support programs that embrace, expand and create interaction/participation between the various ethnic groups.
- The Center offers a variety of programs that are tailored towards 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**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$294,352	\$318,900	\$325,500
Number of Employees	3	3	3
Volunteers	30	25	30
<b>Outputs</b>			
Total Hours of Service for After School Program	355	350	350
Total Hours of Service for Summer Camp	121	108	120
Total Number of Children Registered for Summer Camp	77	60	75
Total Number of Children Registered for After School Program	150	126	130
Daily Attendance in the After School Program	53	50	50
Number of Meals served to the Children.	12,100	9,270	10,000
Computer Literacy Class	96	24	96
GED in Spanish	120	128	130
English as a Second Language	90	105	105
Teen Parenting Class	130	135	135

# ***HENRY HYDE RESOURCE CENTER***

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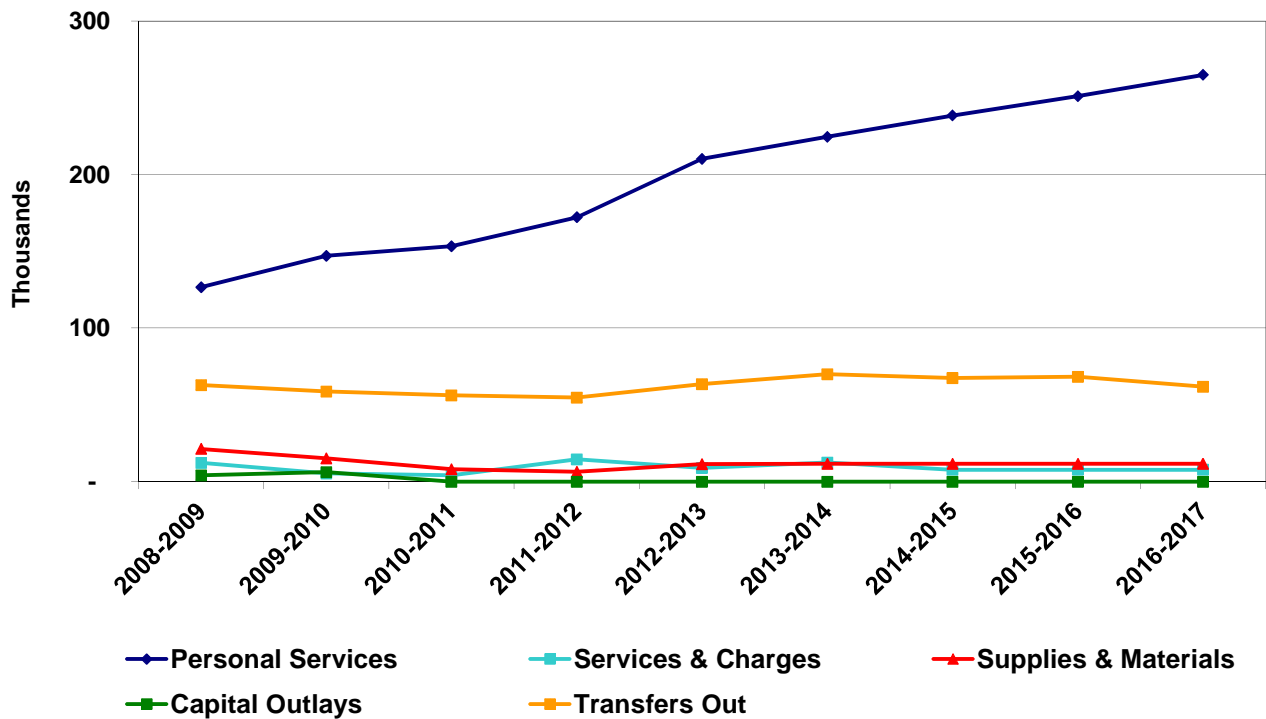
## Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</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	1.00	1.00	1.00	1.00	1.00
<b><i>Total Budgeted:</i></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>
<b>Authorized &amp; Unbudgeted:</b>					
None	0.00				
<b><i>Total Authorized:</i></b>	<b><u>3.00</u></b>				

# HENRY HYDE RESOURCE CENTER

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	<b>2014-2015 Budget</b>	2015-2016 Budget	2016-2017 Budget
<b>Personal Services</b>	224,800	<b>238,600</b>	251,200	265,100
<b>Services &amp; Charges</b>	12,500	<b>7,800</b>	7,800	7,800
<b>Supplies &amp; Materials</b>	11,600	<b>11,600</b>	11,600	11,600
<b>Capital Outlays</b>	0	<b>0</b>	0	0
<b>Transfers Out</b>	70,000	<b>67,500</b>	68,300	61,900
<b>Total</b>	<b>318,900</b>	<b>325,500</b>	338,900	346,400



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.

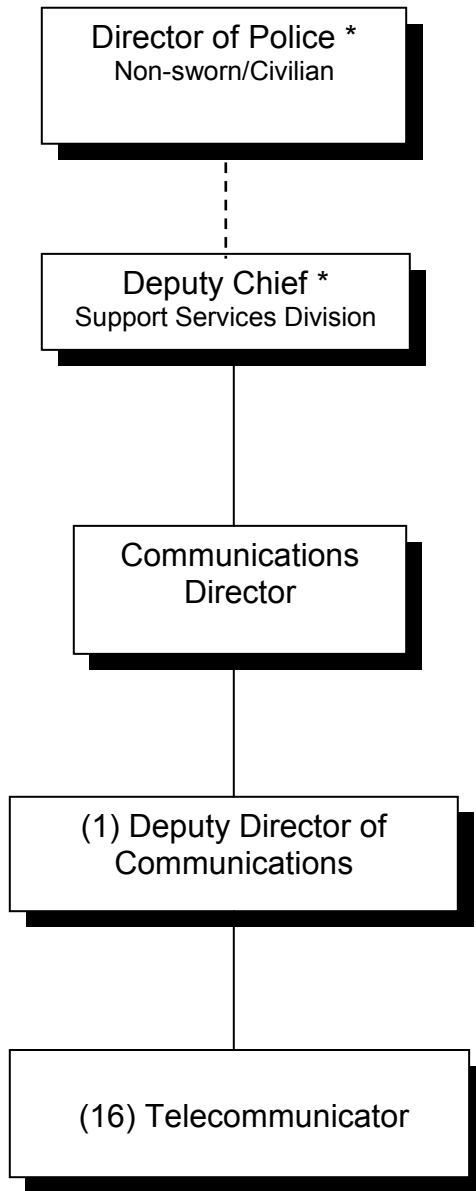
# HENRY HYDE RESOURCE CENTER

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1520	<b>EXPENDITURES</b>							
		<b>PERSONAL SERVICES</b>						
4001	SALARIES - ADMINISTRATIVE	77,243	82,728	87,700	87,700	<b>93,000</b>	97,600	102,500
4002	WAGES CLERICAL	142	38,742	41,100	41,100	<b>43,600</b>	45,700	48,000
4004	OVERTIME	0	29	0	0	<b>0</b>	0	0
4006	OTHER PAY	5,548	338	0	800	<b>0</b>	0	0
4007	PART TIME	40,643	15,105	17,300	17,300	<b>18,400</b>	19,300	20,300
4009	IMRF	16,687	17,405	19,900	19,900	<b>20,700</b>	21,600	22,800
4010	SOCIAL SECURITY	9,470	10,493	11,200	11,200	<b>11,900</b>	12,400	13,100
4012	HOSPITALIZATION	22,353	45,250	50,000	46,600	<b>51,000</b>	54,600	58,400
4022	LIFE INSURANCE	208	208	300	200	<b>0</b>	0	0
	SUBTOTAL	172,294	210,298	227,500	224,800	<b>238,600</b>	251,200	265,100
		<b>SERVICES &amp; CHARGES</b>						
4101	PROF SVCS.-ACCTNG/AUDITING	612	481	700	700	<b>700</b>	700	700
4105	PROF SVCS.-DATA PROCESS.	0	0	1,000	1,000	<b>1,000</b>	1,000	1,000
4110	TECH & CONSULTING SVCS	0	0	0	3,100	<b>0</b>	0	0
4115	COMMUNICATIONS-TELEPHONE	2,867	3,564	3,300	4,900	<b>3,300</b>	3,300	3,300
4116	COMMUNICATIONS-PORT DEV	0	3,798	0	0	<b>0</b>	0	0
4117	COMMUNICATIONS-POSTAGE	0	6	0	0	<b>0</b>	0	0
4118	COPY/REPRODUCTION	722	724	600	600	<b>600</b>	600	600
4160	PRINTING	0	0	1,000	1,000	<b>1,000</b>	1,000	1,000
4161	PUBLICATION OF NOTICES	120	124	200	200	<b>200</b>	200	200
4192	DUES/SUBSCRIPTIONS	15	15	0	0	<b>0</b>	0	0
4199	OTHER SERVICES & CHARGES	10,192	283	1,000	1,000	<b>1,000</b>	1,000	1,000
	SUBTOTAL	14,528	8,995	7,800	12,500	<b>7,800</b>	7,800	7,800
		<b>SUPPLIES &amp; MATERIALS</b>						
4201	OFFICE SUPPLIES	174	1,495	1,500	1,500	<b>1,500</b>	1,500	1,500
4203	CLOTHING SUPPLIES	0	316	700	700	<b>700</b>	700	700
4299	OTHER OPERATING SUPPLIES	6,326	9,687	9,400	9,400	<b>9,400</b>	9,400	9,400
	SUBTOTAL	6,500	11,498	11,600	11,600	<b>11,600</b>	11,600	11,600
		<b>TRANSFERS OUT</b>						
4962	TRANSFER TO IS	54,895	63,561	66,200	70,000	<b>67,500</b>	68,300	61,900
	TOTAL FOR DEPARTMENT	248,217	294,352	313,100	318,900	<b>325,500</b>	338,900	346,400

# ***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**

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Narrative

## **DESCRIPTION OF ACTIVITIES**

The Addison Consolidated Dispatch Center (ACDC) is a 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 a Deputy Director 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; prompt dispatching of the proper 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 window.

The Consolidated Dispatch Center currently provides services for the Village of Addison, the Village of Bensenville, and the Village of Bloomingdale. 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 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.

## **Personnel**

The Consolidated Dispatch Center has an authorized strength of sixteen civilian T/Cs, plus the Communications Director and Deputy Director of Communications. The T/C schedules are split between five shifts, working under the Deputy Director and the 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.

# **CONSOLIDATED DISPATCH CENTER**

Narrative (Cont'd)

## **FY 2014-15 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.
- Other independent PSAPs have been provided information and costs associated with becoming members of ACDC.
- 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.
- Annually, the Center will review the use of new technology, (i.e. e-mail, cellular telephones, the village website, and other emerging technology).
- Training resources will be reviewed annually to decide the best use of technology and funds.
- Staff will develop a recommendation on manpower needs based upon a study of service needs and workloads.

# **CONSOLIDATED DISPATCH CENTER**

Narrative (Cont'd)

## **FY 2014-15 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.**

- In order to accommodate the provision of services to other agencies, the current Addison Consolidated Dispatch Center has been expanded to house five full telephone, radio, CAD, and VOA work positions. The sixth position lacks radio capabilities but is scheduled to be deployed in 2014. Accommodations for another three console positions are available.
- 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.
- To ensure fluid operations during normal operations and emergency events, radio drills for telecommunicators and officers are done on a bi-monthly basis.

### **Performance Measures**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$1,852,687	\$2,110,500	\$2,004,900
Number of Employees	14 / 18	18	18
<b>Outputs</b>			
E911 calls processed	18,138	22,570	23,021
Other phone calls processed	104,038	122,346	124,792
Outbound calls made by T/Cs	40,778	44,313	45,199
Total phone calls handled by T/Cs	162,954	189,229	193,012
Calls for service generated in CAD	49,831	63,817	65,093
<b>Effectiveness</b>			
% of 911 calls answered w/in 0-5 secs.	98.47%	98.47%	98.47%
% of 911 calls answered w/in 6-11 secs.	1.44%	1.44%	1.44%
% of 911 calls answered w/in 11-15 secs.	0.07%	0.07%	0.07%
% of 911 calls answered w/in over 15 secs.	0.02%	0.02%	0.02%
<b>Efficiency</b>			
Avg. ring time (seconds)	00:03	00:03	00:03
Avg. talk time (seconds)	01:06	01:06	01:06
Avg. hold time (seconds)	01:19	01:19	01:19

# CONSOLIDATED DISPATCH CENTER

## Personnel Summary

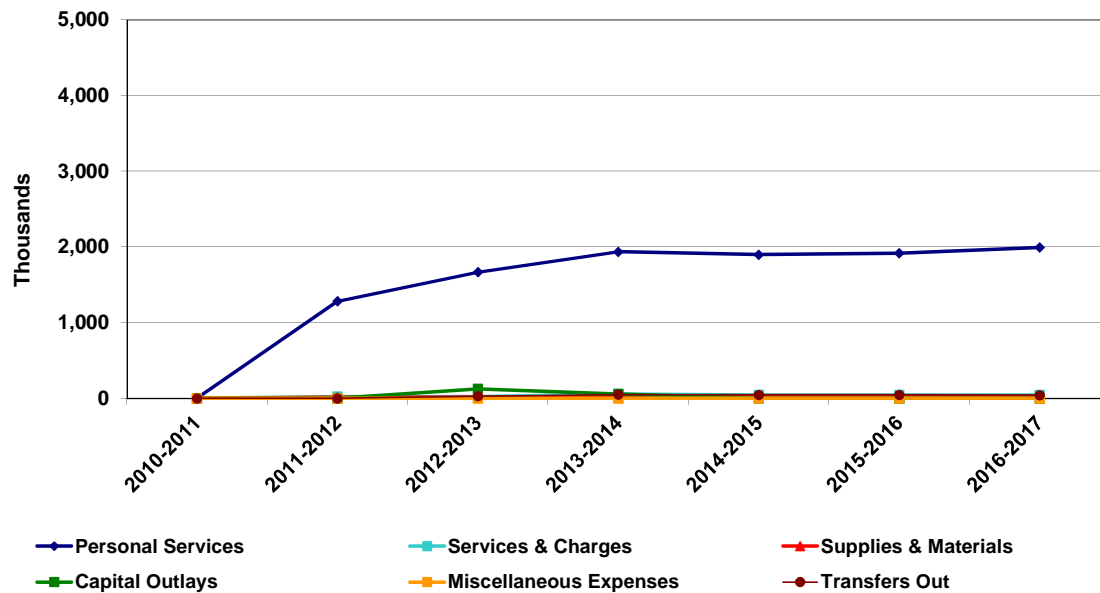
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
Communications Director	1.00	1.00	1.00	1.00	1.00
Deputy Director of Communications	1.00	1.00	1.00	1.00	1.00
Dispatchers/Telecommunicators	16.00	16.00	16.00	16.00	16.00
<b>Total Budgeted:</b>	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>	<u>18.00</u>
<b>Authorized &amp; Unbudgeted:</b>					
None	0.00				
<b>Total Authorized:</b>	<u>18.00</u>				

# CONSOLIDATED DISPATCH CENTER

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	<b>2014-2015 Budget</b>	2015-2016 Budget	2016-2017 Budget
Personal Services	1,934,500	<b>1,896,300</b>	1,914,800	1,991,500
Services & Charges	56,500	<b>45,000</b>	45,000	45,000
Supplies & Materials	15,000	<b>17,400</b>	17,400	17,400
Capital Outlays	56,600	<b>0</b>	0	0
Miscellaneous Expenses	0	<b>0</b>	0	0
Transfers Out	47,900	<b>46,200</b>	46,800	42,400
<b>Total</b>	<b>2,110,500</b>	<b>2,004,900</b>	2,024,000	2,096,300

Consolidated Dispatch is a new department that was created with the FY2011-12 Budget.



# CONSOLIDATED DISPATCH CENTER

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
1530	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	81,158	176,099	180,900	199,600	<b>215,300</b>	167,400	175,900
4003	WAGES OPERATIONAL	651,473	843,566	957,900	950,600	<b>994,300</b>	1,043,400	1,085,900
4004	OVERTIME	138,537	122,357	40,300	168,800	<b>50,000</b>	55,000	55,000
4005	HOLIDAY PAY	20,132	34,264	37,200	37,200	<b>39,500</b>	41,800	44,300
4006	OTHER PAY	34,060	4,319	2,000	2,300	<b>17,000</b>	17,000	17,000
4009	IMRF	124,924	151,274	165,200	189,700	<b>174,000</b>	175,000	182,200
4010	SOCIAL SECURITY	71,462	90,861	93,600	107,800	<b>100,000</b>	100,500	104,600
4012	HOSPITALIZATION	153,146	238,001	279,900	273,200	<b>301,200</b>	309,700	321,600
4020	SICK PAY	6,564	4,684	7,100	3,800	<b>5,000</b>	5,000	5,000
4022	LIFE INSURANCE	1,524	2,100	2,500	1,500	<b>0</b>	0	0
	<b>SUBTOTAL</b>	<b>1,282,980</b>	<b>1,667,525</b>	<b>1,766,600</b>	<b>1,934,500</b>	<b>1,896,300</b>	<b>1,914,800</b>	<b>1,991,500</b>
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	0	0	300	300	<b>300</b>	300	300
4105 (1)	PROF SVCS.-DATA PROCESS.	681	679	800	800	<b>800</b>	800	800
4107 (2)	PROF SVCS.-MEDICAL	1,811	2,926	800	2,700	<b>800</b>	800	800
4110 (3)	TECH. & CONSULT. SVCS.	2,268	5,115	2,700	2,700	<b>2,700</b>	2,700	2,700
4115	COMMUNICATIONS-TELEPHONE	16	10,977	0	24,600	<b>25,700</b>	25,700	25,700
4118	COPY/REPRODUCTION	0	0	500	500	<b>500</b>	500	500
4161 (4)	PUBLICATION OF NOTICES	403	0	400	400	<b>400</b>	400	400
4163	CONFERENCES	47	0	0	0	<b>0</b>	0	0
4164 (5)	TRAINING	55	777	3,200	3,200	<b>3,200</b>	3,200	3,200
4180 (6)	REPAIRS & MAINTENANCE	16,725	1,833	6,500	19,200	<b>8,500</b>	8,500	8,500
4192 (7)	DUES & SUBSCRIPTIONS	0	0	1,100	1,100	<b>1,600</b>	1,600	1,600
4199 (8)	OTHER SERVICES & CHARGES	684	585	500	1,000	<b>500</b>	500	500
	<b>SUBTOTAL</b>	<b>22,690</b>	<b>22,892</b>	<b>16,800</b>	<b>56,500</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	4,170	5,123	6,000	5,000	<b>6,000</b>	6,000	6,000
4203 (9)	CLOTHING SUPPLIES	4,535	1,901	5,400	3,000	<b>5,400</b>	5,400	5,400
4299 (10)	OTHER OPERATING SUPPLIES	5,018	5,642	7,400	7,000	<b>6,000</b>	6,000	6,000
	<b>SUBTOTAL</b>	<b>13,723</b>	<b>12,666</b>	<b>18,800</b>	<b>15,000</b>	<b>17,400</b>	<b>17,400</b>	<b>17,400</b>
	<b>CAPITAL OUTLAYS</b>							
4301	OFFICE EQUIPMENT	0	29,932	0	0	<b>0</b>	0	0
4304	EQUIPMENT	0	93,834	0	56,600	<b>0</b>	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>123,766</b>	<b>0</b>	<b>56,600</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TRANSFERS OUT</b>							
4962	TRANSFER TO IS	0	25,838	45,300	47,900	<b>46,200</b>	46,800	42,400
	<b>SUBTOTAL</b>	<b>0</b>	<b>25,838</b>	<b>45,300</b>	<b>47,900</b>	<b>46,200</b>	<b>46,800</b>	<b>42,400</b>
	<b>TOTAL FOR DEPARTMENT</b>	<b>1,319,393</b>	<b>1,852,687</b>	<b>1,847,500</b>	<b>2,110,500</b>	<b>2,004,900</b>	<b>2,024,000</b>	<b>2,096,300</b>

# CONSOLIDATED DISPATCH CENTER

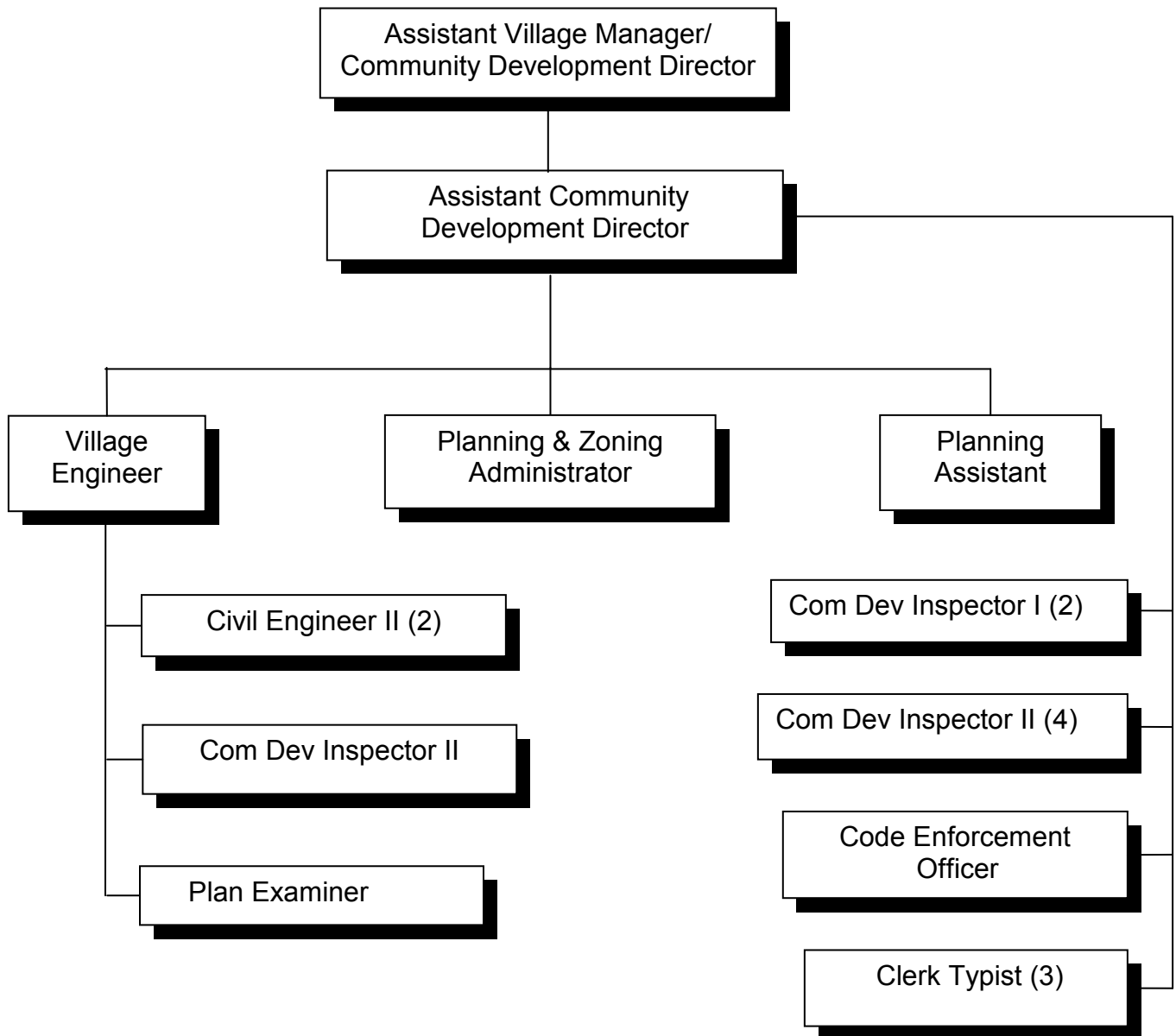
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## Notes

<b>4105</b>	<b>(1)</b>	<b>PROF SERV DATA PROCESSING</b>				<b>800</b>
		700 CRITICAL CALL		100	LEXIS NEXIS	
<b>4107</b>	<b>(2)</b>	<b>PROF SERV MEDICAL</b>				<b>800</b>
		800 PHYSICALS - NEW HIRE				
<b>4110</b>	<b>(3)</b>	<b>TECH &amp; CONSULT SERVICES</b>				<b>2,700</b>
		2,700 TESTING - NEW HIRE				
<b>4161</b>	<b>(4)</b>	<b>PUBLICATION OF NOTICES</b>				<b>400</b>
		200 LAZARRA		200	BLUE LINE	
<b>4164</b>	<b>(5)</b>	<b>TRAINING</b>				<b>3,200</b>
		2,000 NEMRT (20)		1,200	T/C TRAINING	
<b>4180</b>	<b>(6)</b>	<b>REPAIRS AND MAINTENANCE</b>				<b>8,500</b>
		2,000 OTHER MAINTENANCE		4,500	UPS MAINTENANCE SYSTEM	
		2,000 FURNITURE MAINTENANCE				
<b>4192</b>	<b>(7)</b>	<b>DUES/SUBSCRIPTIONS</b>				<b>1,600</b>
		1,100 APCO MEMBERSHIP - ALL DEPT		500	NENA	
<b>4199</b>	<b>(8)</b>	<b>OTHER SERVICES &amp; CHARGES</b>				<b>500</b>
		500 NOTARY RENEWALS				
<b>4203</b>	<b>(9)</b>	<b>CLOTHING SUPPLIES</b>				<b>5,400</b>
		5,400 REPLACEMENT UNIFORMS				
<b>4299</b>	<b>(10)</b>	<b>OTHER OPERATING SUPPLIES</b>				<b>6,000</b>
		1,200 FIRST AID SUPPLIES		3,300	CUSTOMER SERVICE PROGRAM	
		1,500 HEADSETS/EARPIECES/BATTERIES				

# 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 nineteen (19) full time employees. The Community Development Director also serves as Assistant Village Manager for the Village.

### **Building Permits**

Building permits for all work required by the 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. Sign variations and outdoor activity permits 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. GIS functions for the entire Village organization are also performed by our engineering staff. The Community Rating System (CRS) and Insurance Service Organization (ISO) compliance are also performed by Engineering. Beginning in 2010, property sump pump inspections were transferred from Public Works to Engineering.

### **Capital Improvements**

A majority of the Village's capital improvement projects are coordinated by the Community Development Department. These include roadway, drainage, traffic signals, 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 2014-15 KEY OBJECTIVES**

**Vision 1 – The Town Center has been negatively impacted by the economy; however, the Town Center Development Plan, and its design and amenities still engender and project a desirable sense of place.**

1. The economic downturn has created some challenges that have slowed the progress of these goals. However, the design standards have been effective in upgrading two existing facades and a new building.
2. Promote St. Paul's vacant property as a senior housing development to establish residential options in proximity to retail, dining and entertainment. Staff is working with two developers that have shown interest. Senior Housing is also proposed for the four (4) acres behind Jewel.
3. Reach agreement with Green Meadow on shopping center redevelopment, including improved retail. Negotiations are underway for these improvements.

**Vision 3 – Our residential neighborhoods and housing meet a high standard of livability.**

1. Continuation of the rental housing crime-free program. All landlords have received initial training, and only new landlords take classes now.
2. Review and modify the Village rental licensing ordinance regarding owner responsibility. The Tenant & Landlord Commission was established in 2010 to oversee program review on a regular basis.

# **COMMUNITY DEVELOPMENT**

Narrative (Cont'd)

## **FY 2014-15 KEY OBJECTIVES (Cont'd)**

**Vision 3 – Our residential neighborhoods and housing meet a high standard of livability. (Cont'd)**

3. Review current rental housing license fees to cover the cost of a rigorous enforcement program. Fees were gradually increased in 2008 and 2009 to cover costs.

**Vision 4 – A substantial share of the unincorporated area is within Village limits and aligns with the quality of our community.**

1. Actively pursue commercial annexations. Economy has slowed this activity.
2. Consider potential residential annexations wherever opportunities are presented. Ongoing.
3. Continue construction of utility infrastructure and other incentives in unincorporated areas with pre-annexation agreements. Lean budget has suspended this goal.

## **PERFORMANCE MEASURES**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$2,613,196	\$2,764,900	\$2,506,100
Number of Employees	21	21	19
<b>Building Permits</b>			
<b>Outputs</b>			
Total Number of Permits Issued	892	953	986
# of New Residential Permits	2	6	5
# of Residential Additions & Alterations	164	170	175
# of New Commercial/Industrial	1	2	1
# of Commercial/Industrial Add & Alt.	139	150	165
# of Misc. (fences, sheds, utilities, decks, etc.)	586	625	640
# of Instant Permits	255	300	325
# of Over the Counter Permits (OTC)	118	125	135
# of Plan Reviews Performed (Initial)	797	825	860
# of Plan Reviews Performed (Second)	160	175	180
# of Inspections Required by Permit	4,460	4,521	4,583
# of Building Inspections Performed	2,676	2,741	2,800
<b>Efficiencies</b>			
Average Number of Days to Process a Permit	12	12	11
<b>Effectiveness</b>			
# of Instant Permits as a % of all Permits	29%	31%	33%

## **COMMUNITY DEVELOPMENT**

Narrative (Cont'd)

### **PERFORMANCE MEASURES (Cont'd)**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Building Permits (Cont'd)</b>			
<b>Effectiveness (Cont'd)</b>			
# of Instant Permits as a % of all Misc. Permits	44%	48%	51%
% of Plans Reviewed in 10 Business Days or Less (Initial)	99%	98%	98%
% of Plans Reviewed in 10 Business Days or Less (Second)	99%	99%	99%
<b>Code Enforcement</b>			
<b>Outputs</b>			
# of Citations Issued – Circuit Court	117	123	130
# of Citations Issued – Administrative Adj.	174	185	200
<b>Total</b>	<b>291</b>	<b>308</b>	<b>330</b>
# of Code Enforcement Cases Initiated	1,141	1,200	1,300
# of Code Enforcement Cases Resolved	878	900	925
# of Business Licenses Reviewed	86	100	100
# of Business Licenses Denied	3	5	5
# of Business License Inspections Conducted	86	100	100
# of Annual Residential Rental Inspections Conducted	493	550	600
# of Annual Commercial/Industrial Inspections Conducted	312	330	350
# of Annual Commercial/Industrial Inspections Approved	284	300	315
# of Presale Inspections	11	15	18
# of Transfer Stamps Processed for Code Compliance	756	762	780
Number of Sump Pump Inspections	540	676	720
Number of FOIA Requests Processed	188	190	192
<b>Efficiencies</b>			
Average Days to Resolve an Enforcement Case	21	20	20
<b>Effectiveness</b>			
% of Code Enforcement Cases Resolved	77%	80%	85%

# **COMMUNITY DEVELOPMENT**

Narrative (Cont'd)

## **PERFORMANCE MEASURES (CONT.)**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Planning &amp; Zoning</b>			
<b>Outputs</b>			
Total # of Zoning Cases Processed	20	26	30
# of Annexations	0	3	4
# of Re-Zoning	2	2	2
# of Subdivisions	2	3	3
# of Variations	4	4	5
# of Misc. Cases	5	7	8
# of Sign Variations Approved	8	5	6
<b>Efficiencies</b>			
Average Days to Complete	60	60	60
<b>Engineering</b>			
<b>Outputs</b>			
# of Floodplain Inquiries	40	58	50
# of GIS Service Requests Processed	130	125	130
# of Sq. ft. of Sidewalks Inspected-New	3,405	1,550	3,450
# of Sq. ft. of Sidewalks Replaced	33,200	32,661	28,600
# of Linear ft. of Curb and Gutters Inspected-New	2,900	3,800	3,935
# of Linear ft. of Curb and Gutters Replaced	32,500	34,340	36,550
# of Square Yards of Pavement Inspected-New	2,200	2,939	3,200
# of Square Yards of Pavement Replaced	85,000	107,672	123,100
# of Structures Inspected-New	45	52	80
# of Structures Replaced	35	23	30
# of Linear ft. Storm Sewers Inspected-New	1,175	830	880
# of Linear ft. Storm Sewers Replaced	310	717	350
# of Linear ft. Watermains Inspected-New	965	1,600	2,000
# of Linear ft. Watermains Replaced	4,000	0	0
# of Driveway Aprons Inspected-New	10	14	18
# of Aprons & Driveways Replaced	280	323	290

## COMMUNITY DEVELOPMENT

### Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
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	0.00	1.00	1.00	1.00
Plan Examiner	1.00	2.00	1.00	1.00	1.00
Community Development Inspector I~	1.00	5.00	1.00	1.00	1.00
Community Development Inspector II (5)~	5.00	1.00	5.00	5.00	5.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Planning Assistant	1.00	0.00	1.00	1.00	1.00
Clerk Typist (3)	3.00	3.00	3.00	3.00	3.00
<b>Total Budgeted:</b>	<u>16.60</u>	<u>15.60</u>	<u>16.60</u>	<u>16.60</u>	<u>16.60</u>
<b>Authorized &amp; Unbudgeted:</b>					
*Administrative Secretary	1.00				
*Building Division Supervisor	1.00				
*Community Development Inspector I	1.00				
*Plan Examiner	1.00				
*Plan Examiner Supervisor	1.00				
*Planner II	1.00				
*Single Family Resident Inspector	1.00				
<i>Subtotal:</i>	<u>7.00</u>				
<b>Total Authorized:</b>	<u>23.60</u>				

Note: Page 27 summarizes Employee Allocation Between Departments

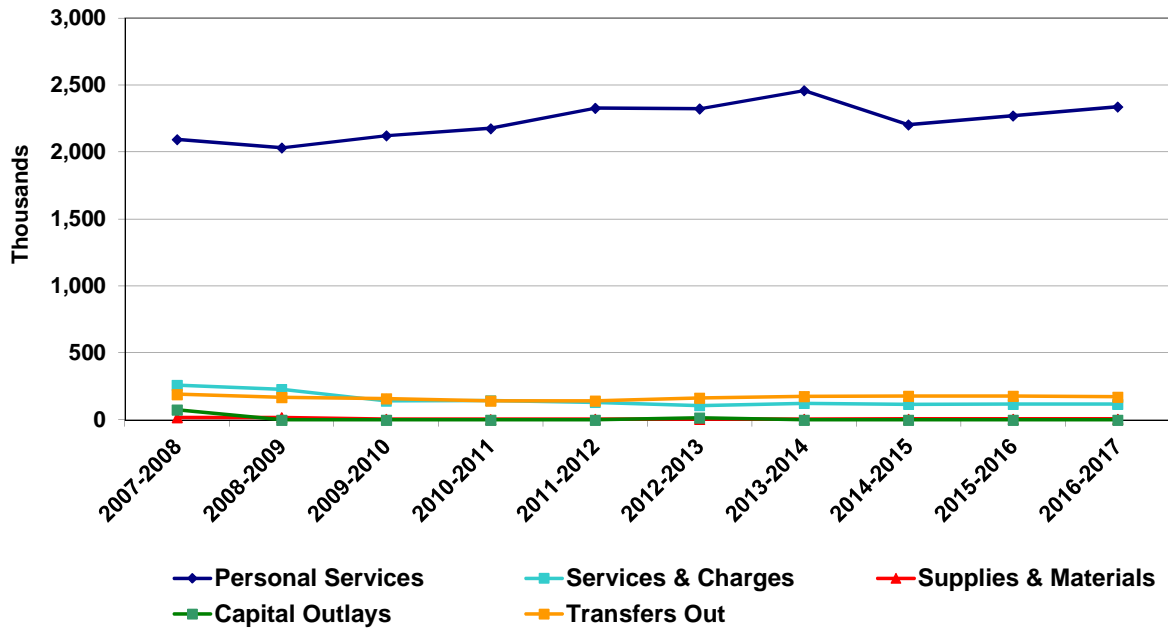
\*These positions will remain unbudgeted until funding is available.

~Four Community Development Inspector I's were promoted to Community Development Inspector II's in FY 2013-14 due to a restructuring after several employees took a Voluntary Separation Incentive Program (VSIP).

# COMMUNITY DEVELOPMENT

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Personal Services	2,458,700	<b>2,204,000</b>	2,271,500	2,338,300
Services & Charges	123,600	<b>116,800</b>	116,900	117,000
Supplies & Materials	6,200	<b>7,100</b>	7,100	7,100
Capital Outlays	0	<b>0</b>	0	0
Transfers Out	176,400	<b>178,200</b>	178,500	172,000
<b>Total</b>	<b>2,764,900</b>	<b>2,506,100</b>	2,574,000	2,634,400



# COMMUNITY DEVELOPMENT

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
2010	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	614,724	618,270	593,200	637,100	501,600	521,400	539,700
4002	WAGES CLERICAL	187,870	202,045	215,600	219,800	228,800	239,700	250,100
4003	WAGES OPERATIONAL	743,118	781,225	804,700	767,900	732,100	759,200	783,900
4004	OVERTIME	10,639	15,723	20,700	19,900	20,700	22,500	22,500
4006	OTHER PAY	81,522	12,248	11,200	70,700	11,200	11,200	11,200
4009	IMRF	226,064	212,233	229,000	237,100	203,200	211,200	218,400
4010	SOCIAL SECURITY	126,219	126,101	129,000	132,300	116,700	121,200	125,400
4012	HOSPITALIZATION	298,575	313,682	330,000	330,800	349,700	345,100	347,100
4020	SICK PAY	34,287	36,967	40,000	40,600	40,000	40,000	40,000
4022	LIFE INSURANCE	3,932	3,804	4,300	2,500	0	0	0
	SUBTOTAL	2,326,950	2,322,298	2,377,700	2,458,700	2,204,000	2,271,500	2,338,300
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	2,959	2,323	3,400	3,400	3,400	3,500	3,600
4102 (1)	PROF SVCS.-ENGR./ARCH.	16,178	13,448	25,000	25,000	25,000	25,000	25,000
4103	PROF SVCS.-LEGAL	2,258	4,043	4,500	4,500	4,500	4,500	4,500
4105	PROF SVCS.-DATA PROCESS.	275	275	300	300	0	0	0
4107	PROF SVCS.-MEDICAL	87	32	200	0	0	0	0
4110 (2)	TECH. & CONSULT. SVCS.	50,254	49,332	50,000	46,300	38,000	38,000	38,000
4115	COMMUNICATIONS-TELEPHONE	9,419	9,448	9,500	13,300	9,500	9,500	9,500
4116	COMMUNICATIONS-PORT DV	0	(345)	0	500	0	0	0
4117	COMMUNICATIONS-POSTAGE	3,485	3,070	4,000	3,000	3,500	3,500	3,500
4118	COPY/REPRODUCTION	2,083	1,779	3,000	2,000	2,500	2,500	2,500
4160 (3)	PRINTING	5,408	6,564	10,600	10,000	8,000	8,000	8,000
4161	PUBLICATION OF NOTICES	1,815	1,596	3,000	3,000	4,000	4,000	4,000
4163 (4)	CONFERENCES	2,697	3,848	2,500	2,000	2,500	2,500	2,500
4164 (5)	TRAINING	2,680	2,445	2,500	2,500	3,500	3,500	3,500
4180 (6)	REPAIRS & MAINTENANCE	1,072	910	1,400	1,400	1,400	1,400	1,400
4190	RENTAL EQUIPMENT	0	0	500	0	500	500	500
4192 (7)	DUES & SUBSCRIPTIONS	4,939	4,433	4,000	400	4,000	4,000	4,000
4199 (8)	OTHER SERVICES & CHARGES	25,188	2,961	5,500	6,000	6,500	6,500	6,500
	SUBTOTAL	130,797	106,162	129,900	123,600	116,800	116,900	117,000
	<b>SUPPLIES &amp; MATERIALS</b>							
4201 (9)	OFFICE SUPPLIES	3,276	3,614	4,000	3,600	4,000	4,000	4,000
4203 (10)	CLOTHING SUPPLIES	1,029	800	1,100	900	1,100	1,100	1,100
4299 (11)	OTHER OPERATING SUPPLIES	1,663	1,143	2,000	1,700	2,000	2,000	2,000
	SUBTOTAL	5,968	5,557	7,100	6,200	7,100	7,100	7,100
	<b>CAPITAL OUTLAYS</b>							
4301	OFFICE EQUIPMENT	0	16,269	0	0	0	0	0
	<b>TRANSFERS OUT</b>							
4961	TRANSFER TO FLEET SERVICES	30,649	32,544	39,900	39,900	47,400	46,300	46,800
4962	TRANSFER TO IS	92,454	106,866	111,500	118,000	113,700	115,100	104,200
4964	TRANSFER TO ERF	18,700	23,500	18,500	18,500	17,100	17,100	21,000
	SUBTOTAL	141,803	162,910	169,900	176,400	178,200	178,500	172,000
	<b>TOTAL FOR DEPARTMENT</b>	<b>2,605,518</b>	<b>2,613,196</b>	<b>2,684,600</b>	<b>2,764,900</b>	<b>2,506,100</b>	<b>2,574,000</b>	<b>2,634,400</b>

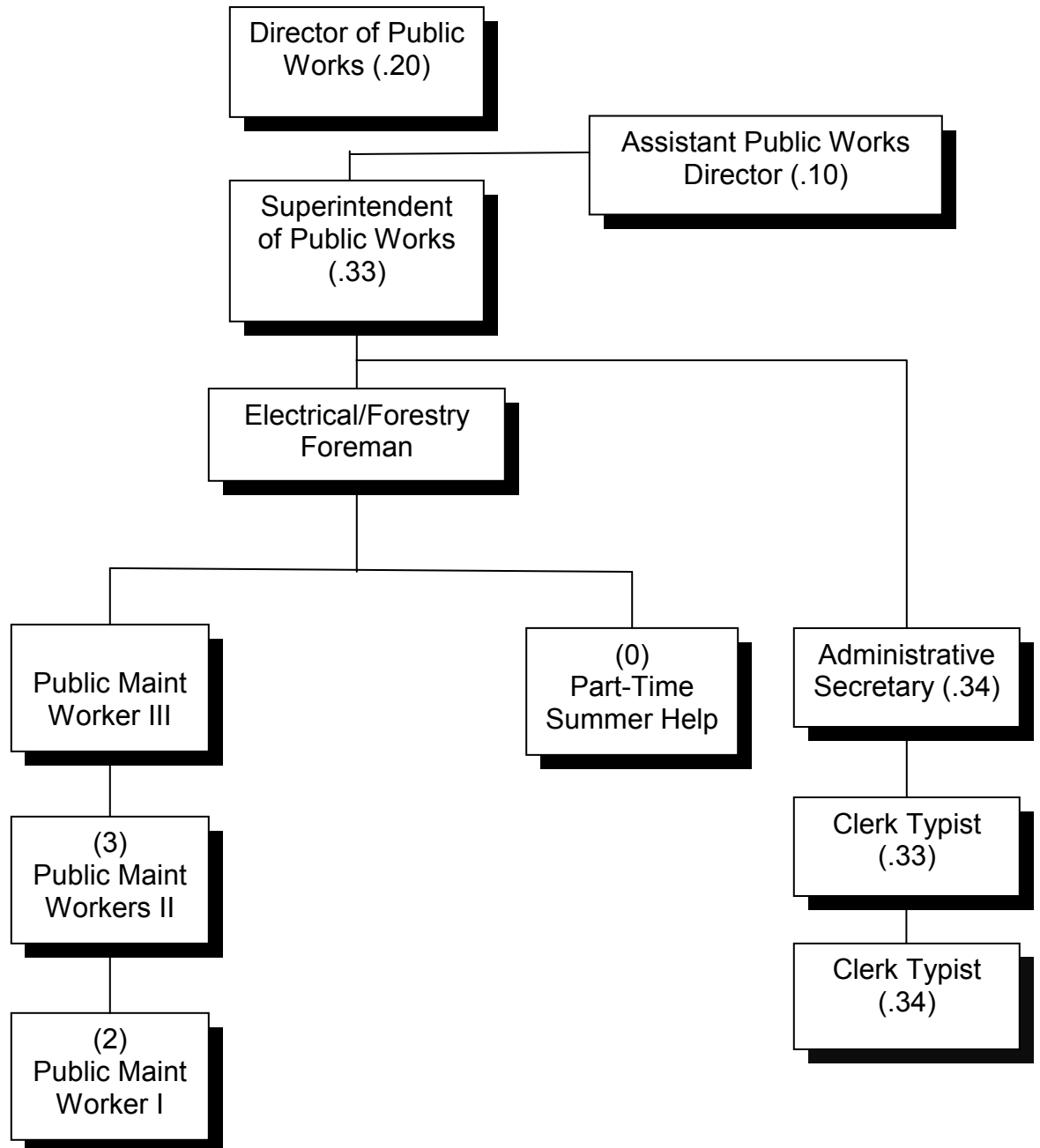
# COMMUNITY DEVELOPMENT

## Notes

<b>4102 (1) PROF SERV.ENGNR./ARCH.</b>				<b>25,000</b>
5,000	ENGINEERING/TRAFFIC RELATED SERVICES	15,000	CHRISTOPHER BURKE/PLAN REVIEW	
5,000	SOIL CONSULTANT			
<b>4110 (2) TECH &amp; CONSULT SERVICES</b>				<b>38,000</b>
1,000	ZONING/PLANNING PUB HEARINGS REPTR	2,000	TRAFFIC STUDY	
2,000	ELEVATOR INSPECTION	20,000	CIVILTECH INSPECTIONS	
1,000	SPECIAL INSPECTIONS	10,000	FIRE PLAN REVIEW	
2,000	CRS OUTREACH INSERT			
<b>4160 (3) PRINTING</b>				<b>8,000</b>
3,400	PERMIT FORMS (BUILDING PERMITS), OCCUPANCY PERMITS/WARNING TICKETS/ CONST/ENVELOPES/STORMWATER MGMT	2,000 1,000	SUPPLIES FROM METRO & TREE TOWN, ETC ZONING CODE, BUILDING CODE & SUBDIVISION PRINTING MAPS/BASE MAPS/PLAT BOOKS	
1,000	PERMITS, OTHER PRINTING & BUS CARDS	600	ADMIN ADJ - CITATION FORMS	
<b>4163 (4) CONFERENCES</b>				<b>2,500</b>
500	CONF FOR ENGINEERING, PLNG & DEV	1,000	APWA/SBOC PLANNING MTGS ONCE A MONTH	
500	ADDISON CHAMBER OF COMM AND IND	500	INSPECTION SEMINARS-STMWTR FEMA	
<b>4164 (5) TRAINING</b>				<b>3,500</b>
500	STORMWATER MGMT/TRANSPORTATION GIS	1,500	SBOC/PLUMBING/ELECTRICAL TRAINING	
500	MGMT WETLANDS/OTHER CODE RELATED	500	PROFESSIONAL ENGINEERS LICENSING	
500	MISCELLANEOUS ONE-DAY TRAINING			
<b>4180 (6) REPAIRS AND MAINTENANCE</b>				<b>1,400</b>
700	GENERAL REPAIRS	700	SURVEYING INSTRUMENTS & TRAFFIC COUNTERS	
<b>4192 (7) DUES/SUBSCRIPTIONS</b>				<b>4,000</b>
400	(2) PLANNING REFERENCE MANUALS	800	ASCE/(1) APA MEMBERSHIP	
500	ENGINEER/BUILDING REFERENCE BOOKS	200	ICC MEMBERSHIP	
500	ANSI/ASME/PLBG CODE & ACCESS MANUALS	100	AICP MEMBERSHIP/ECO MEMBERSHIP	
1,500	SBOC/ICMA MEMBERSHIP			
<b>4199 (8) OTHER SERVICES &amp; CHARGES</b>				<b>6,500</b>
1,000	TITLE SEARCH	4,000	UNOCCUPIED PROPERTY MAINTENANCE	
1,000	COUNTY RECORDING FEES	500	CAR WASHES	
<b>4201 (9) OFFICE SUPPLIES</b>				<b>4,000</b>
3,000	GEN OFFICE SUPLS/MISC DRAFTING EQUIP	1,000	FAX & COPY MACHINE TONER CARTRIDGE	
<b>4203 (10) CLOTHING SUPPLIES</b>				<b>1,100</b>
1,100	BOOTS 11 @ \$100			
<b>4299 (11) OTHER OPERATING SUPPLIES</b>				<b>2,000</b>
500	ENGINEERING/BUILDING TOOLS	500	STAKES/NAILS/PAINTS/RAIN GEAR/GLOVES	
1,000	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, Assistant Director of Public Works, and Superintendent of Public Works. The division is overseen by the Electrical and Forestry Foreman and is comprised of one (1) Public Maintenance Worker III, three (3) Public Maintenance Worker II's, and two (2) Public Maintenance Worker I's. 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. E&F also continues to work on the multi-year Emerald Ash Borer (EAB) Readiness Plan to safely remove the over 3,000 affected Ash trees within the Villages ROW.

### **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, the maintenance and repairs for fourteen pond aerators, the maintenance and repair to the electrical systems of various Village facilities, buildings and structures throughout Addison.

### **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, flag & banner maintenance and Holiday decoration display and removal are additional items of work performed by this division.

## **ELECTRICAL & FORESTRY**

Narrative (Cont'd)

### **FY 2014-15 Key Objectives**

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

1. Continue work to maintain the Village's street light system and parkway trees as follows:
  - a. Provide maintenance of the parkway trees throughout the Village through pruning, chemical and cultural treatments, dead/diseased and hazardous tree removal, and the planting of new trees.
  - b. Provide maintenance and repair of the street lighting system, as required.
  - c. Provide Christmas tree recycling.
  - d. Provide special maintenance, such as planting of flowers on Lake Street medians, Veteran's Circle, entrance signs, Village Hall grounds, certain detention areas and the Urban Plazas.
  - e. Provide in-house mosquito control treatments to catch basins and water retaining inlets throughout the Village of Addison.
  - f. Provide electrical maintenance to Village buildings and well houses.
2. Continue to work with private contractors to perform maintenance as follows:
  - a. Mosquito abatement.
  - b. Aquatic weed control in detention ponds.
  - c. Mowing of Village properties, including detention basins, grounds at public buildings and vacant property.
  - d. Cyclical parkway tree trimming.
  - e. Monthly residential branch pick-up.
  - f. Traffic signal maintenance.
  - g. Gypsy moth mitigations.
  - h. Brick paver cleaning, sealing and resetting.
  - i. Repair and maintenance of the Civil Defense sirens.
  - j. Removal of Ash trees infected with Emerald Ash Borer (EAB).
3. Continue to perform other maintenance activities in the furtherance of Village goals, as follows:
  - a. Putting up and taking down banners along Addison Road and the Village Hall parking lot for Community Development events and programs as requested.
  - b. Putting up and taking down Christmas decorations and lighting along Addison Road, Lake Street, Veterans Circle and the Village Hall grounds.
4. Continue wood-chip give away programs.

## **ELECTRICAL & FORESTRY**

Narrative (Cont'd)

### **Performance Measures**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$1,933,853	\$2,092,100	\$2,119,300
Number of Employees	7	7	7
<b>Outputs</b>			
Trees Pruned/In-House	1,054	400	400
Trees Pruned/Contracted	1,870	1,870	1,822
Trees Removed/In-House	325	400	1,000
Trees Removed/Contracted	360	365	
Trees Planted	301	450	300
Wood Chips Generated From Branch Pick-up (Cubic Yards)	4,244 (7-1-12 storm)	2,500	2,500
Wood Chips Delivered To Residents Upon Request (Cubic Yards)	1,030	1,100	1,100
Street Light Work Orders	473	275	275
Bulbs Replaced	754	400	400
Service Requests (Total)	1,982	1,350	1,600
Service Requests Generated In-house	912	650	800
<b>Effectiveness</b>			
In-house service request/Total service requests = % Department Proactivity	46%	48%	50%
<b>Efficiency</b>			
Landscape Maintenance – Cost Per Acre	\$71.35	\$80.33	\$80.33
Cyclical Tree Pruning Contract – Cost per Tree	\$26.31	\$26.31	\$27.00

## ***ELECTRICAL & FORESTRY***

### Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
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
Assistant Director of Public Works	0.10	0.10	0.10	0.10	0.10
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 (2)	0.67	0.67	0.67	0.67	0.67
Public Maint Worker I (2)	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
<b>Total Budgeted:</b>	<u>8.64</u>	<u>8.64</u>	<u>8.64</u>	<u>8.64</u>	<u>8.64</u>
<b>Authorized &amp; Unbudgeted:</b>					
*Electrician	1.00				
*Seasonal/Part-Time	<u>5.00</u>				
<i>Subtotal:</i>	<u>6.00</u>				
<b>Total Authorized:</b>	<u>14.64</u>				

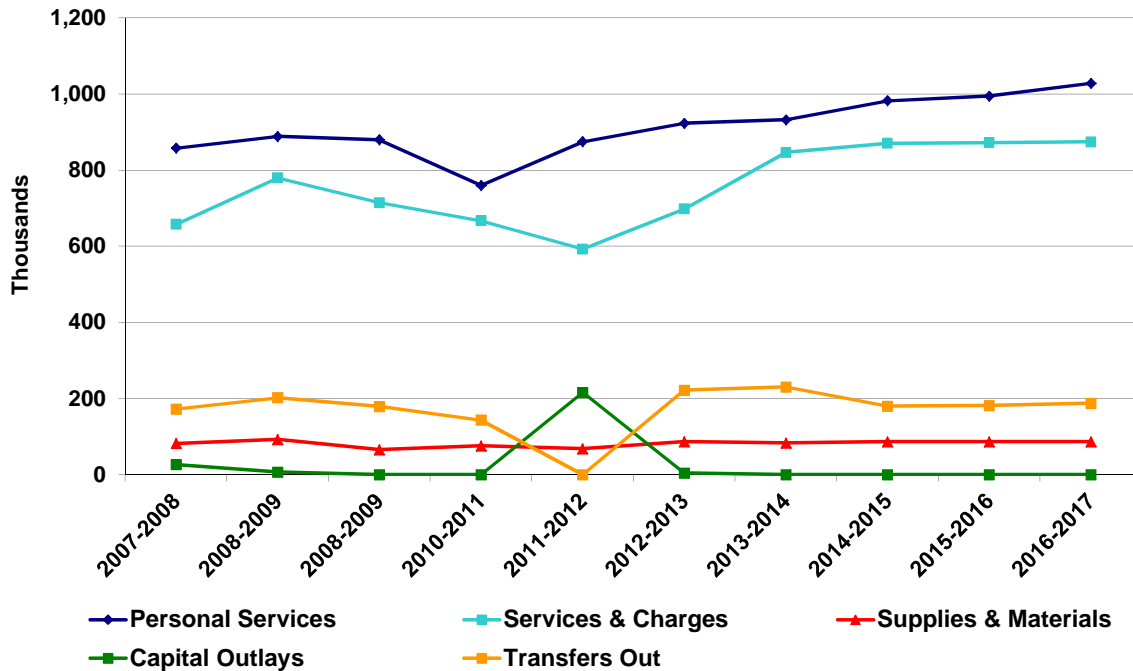
Note: Page 27 summarizes Employee Allocation Between Departments

\*These positions will remain unbudgeted until funding is available.

# ELECTRICAL & FORESTRY

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Personal Services	932,700	<b>982,400</b>	994,800	1,028,200
Services & Charges	846,700	<b>870,500</b>	872,200	874,300
Supplies & Materials	82,700	<b>86,500</b>	86,500	86,500
Capital Outlays	0	<b>0</b>	0	0
Transfers Out	230,000	<b>179,900</b>	181,400	187,500
<b>Total</b>	<b>2,092,100</b>	<b>2,119,300</b>	2,134,900	2,176,500



The decrease in Personal Services in FY 11, is due to the loss of the Village electrician. In addition, all temporary summer help has been suspended.

# ELECTRICAL & FORESTRY

Budget

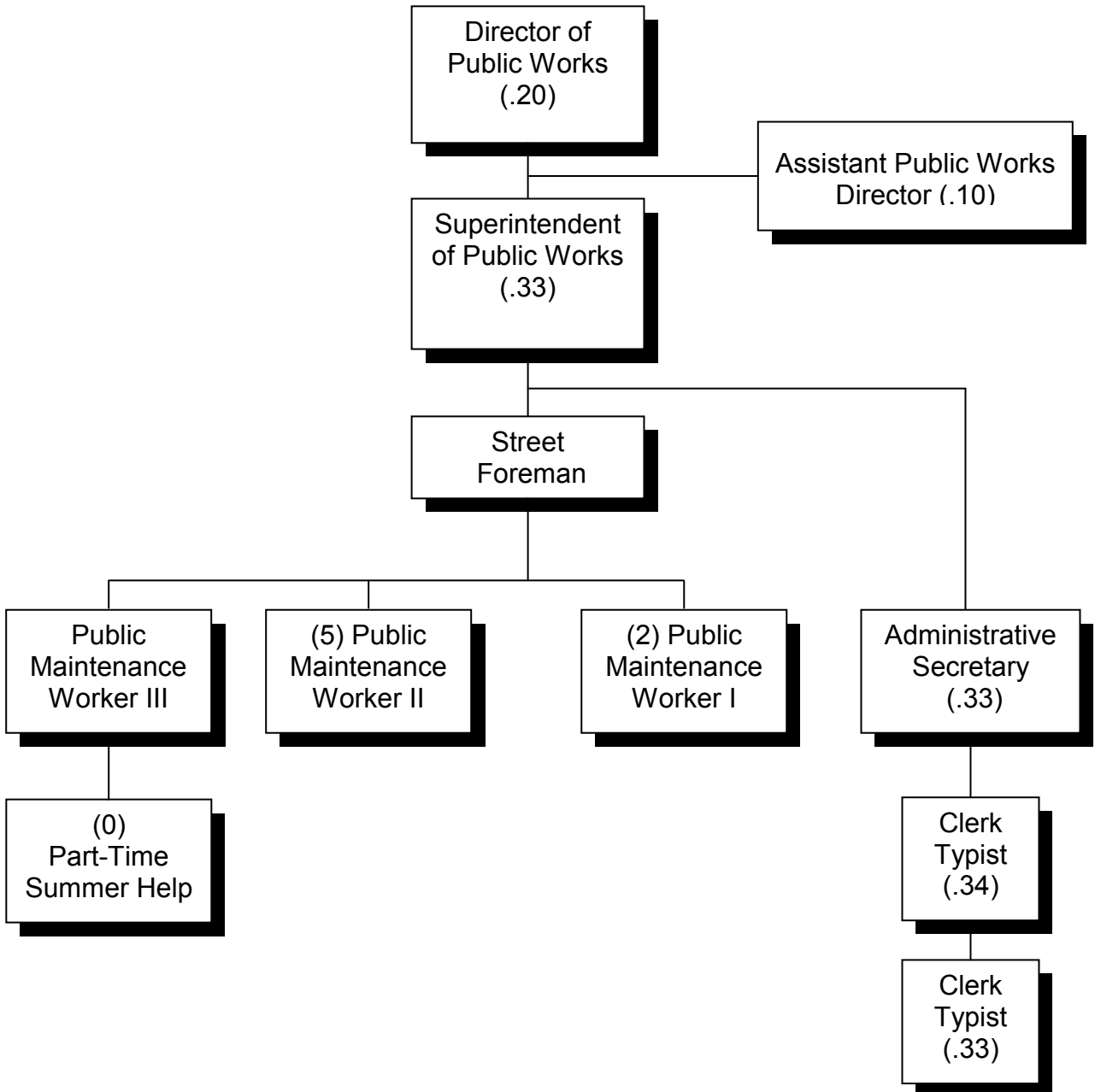
ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
2510	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	175,596	170,850	174,600	180,200	<b>197,100</b>	179,700	186,000
4002	WAGES CLERICAL	34,397	49,367	38,900	57,100	<b>40,000</b>	40,800	41,600
4003	WAGES OPERATIONAL	369,657	382,892	417,400	390,600	<b>424,300</b>	442,900	460,200
4004	OVERTIME	2,115	36,353	16,000	9,500	<b>16,000</b>	16,000	16,000
4006	OTHER PAY	31,727	5,920	6,000	6,000	<b>6,000</b>	6,000	6,000
4009	IMRF	85,411	82,709	89,700	90,400	<b>91,500</b>	91,700	94,900
4010	SOCIAL SECURITY	46,171	48,579	50,700	50,700	<b>52,600</b>	52,600	54,500
4012	HOSPITALIZATION	124,203	137,210	147,200	141,600	<b>146,900</b>	157,100	161,000
4020	SICK PAY	3,909	7,763	8,000	5,500	<b>8,000</b>	8,000	8,000
4022	LIFE INSURANCE	1,664	1,800	2,000	1,100	<b>0</b>	0	0
	SUBTOTAL	874,850	923,443	950,500	932,700	<b>982,400</b>	994,800	1,028,200
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	1,429	1,121	1,700	1,700	<b>1,700</b>	1,700	1,800
4107	PROF SVCS.-MEDICAL	1,073	969	1,200	1,000	<b>1,200</b>	1,200	1,200
4110 (1)	TECH. & CONSULT. SVCS.	105,000	215,990	205,000	205,000	<b>245,000</b>	205,000	205,000
4115	COMMUNICATIONS-TELEPHONE	5,441	5,686	5,500	9,700	<b>5,800</b>	5,800	5,800
4116	COMMUNICATIONS-PORTABLE D	0	0	0	0	<b>300</b>	0	0
4117	COMMUNICATIONS-POSTAGE	825	368	200	400	<b>500</b>	500	500
4118	COPY/REPRODUCTION	417	325	500	500	<b>500</b>	500	500
4122 (2)	MOSQUITO CONTROL	69,248	78,424	84,200	77,500	<b>84,200</b>	86,200	88,200
4160	PRINTING	63	270	600	600	<b>600</b>	600	600
4161	PUBLICATION OF NOTICES	521	257	600	300	<b>600</b>	600	600
4163 (3)	CONFERENCES	1,250	1,771	1,800	1,800	<b>1,800</b>	1,800	1,800
4164 (4)	TRAINING	3,937	2,681	4,000	4,000	<b>4,000</b>	4,000	4,000
4170	PUBLIC UTILITY-GAS/HEAT	15,501	9,571	15,000	23,300	<b>15,000</b>	15,000	15,000
4173	PUBLIC UTILITY-ELEC/LIGHT	118,485	125,320	120,000	121,800	<b>120,000</b>	120,000	120,000
4176	PUBLIC UTILITY-SOLID WASTE	3,987	800	3,000	3,000	<b>3,000</b>	3,000	3,000
4180 (5)	REPAIRS & MAINTENANCE	263,721	250,652	392,700	392,700	<b>382,700</b>	422,700	422,700
4190 (6)	RENTAL EQUIPMENT	0	0	1,200	1,000	<b>1,200</b>	1,200	1,200
4192	DUES & SUBSCRIPTIONS	1,450	1,075	1,700	1,700	<b>1,700</b>	1,700	1,700
4199	OTHER SERVICES & CHARGES	386	3,039	700	700	<b>700</b>	700	700
	SUBTOTAL	592,734	698,319	839,600	846,700	<b>870,500</b>	872,200	874,300
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	418	991	1,000	1,000	<b>1,000</b>	1,000	1,000
4202	CLEANING SUPPLIES	0	0	0	0	<b>1,600</b>	1,600	1,600
4203 (7)	CLOTHING SUPPLIES	6,487	6,523	6,800	6,500	<b>6,800</b>	6,800	6,800
4204	MOTOR FUEL & LUBRICANTS	133	0	0	0	<b>0</b>	0	0
4206 (8)	STREET	15,294	15,089	22,000	22,000	<b>20,000</b>	20,000	20,000
4207 (9)	PUB. GRNDS. MATL/SUPPLIES	24,496	21,562	24,200	24,000	<b>30,200</b>	30,200	30,200
4290	EMERGENCY OPERATIONS	0	17,567	0	6,200	<b>0</b>	0	0
4299 (10)	OTHER OPERATING SUPPLIES	21,240	24,579	23,000	23,000	<b>26,900</b>	26,900	26,900
	SUBTOTAL	68,068	86,311	77,000	82,700	<b>86,500</b>	86,500	86,500
	<b>CAPITAL OUTLAYS</b>							
4304	EQUIPMENT	0	3,960	0	0	<b>0</b>	0	0
	<b>TRANSFERS OUT</b>							
4961	TRANSFER TO FLEET SERVICES	123,504	124,302	158,000	158,000	<b>140,900</b>	137,500	139,100
4962	TRANSFER TO IS	5,778	6,718	7,000	7,000	<b>7,100</b>	7,200	6,500
4964	TRANSFER TO ERF	86,600	90,800	65,000	65,000	<b>31,900</b>	36,700	41,900
	SUBTOTAL	215,882	221,820	230,000	230,000	<b>179,900</b>	181,400	187,500
	TOTAL FOR DEPARTMENT	1,751,534	1,933,853	2,097,100	2,092,100	<b>2,119,300</b>	2,134,900	2,176,500

# ELECTRICAL & FORESTRY

## Notes

<b>4110 (1) TECH. &amp; CONSULT. SVCS.</b>				<b>245,000</b>
105,000	CONTRACTED BRUSH PICK-UP	140,000	EMERALD ASH BORER READINESS PLAN	
<b>4122 (2) MOSQUITO CONTROL</b>				<b>84,200</b>
62,700	MOSQUITO CONTROL	11,800	AQUATIC WEED CONTROL	
9,700	BLOOMINGDALE TOWNSHIP-VOA SHARE			
<b>4163 (3) CONFERENCES</b>				<b>1,800</b>
1,800	ILLINOIS ARBORIST CONFERERENCE			
<b>4164 (4) TRAINING</b>				<b>4,000</b>
4,000	BASIC FORESTRY & ARBORIST CERT			
<b>4180 (5) REPAIRS &amp; MAINTENANCE</b>				<b>382,700</b>
3,300	EQUIPMENT REPLACE PARTS	3,300	EMERGENCY SIRENS	
2,100	ANNUAL INSPECTION 2-AERIAL TRUCKS	12,000	CONTRACT CLEANING	
10,000	MAINTENANCE OF PW BUILDING HVAC	5,000	PUBLIC WORKS PAINTING	
10,200	TREE REPLACEMENT	16,200	BRICK PAVER CLEAN & SEAL	
108,400	MOWING & NUISANCE WEED CUTTING	3,500	HELIX BASE INVENTORY	
62,100	TRAFFIC SIGNAL CONTRACT	49,200	CONTRACT TREE TRIMMING	
14,900	POND AERATOR MAINTENANCE	25,000	CONTRACT ELECTRICAL	
3,800	STUMP & TREE REMOVAL	2,900	HVAC CONTRACT	
2,000	PARKWAY RESTORATION	1,300	OVERHEAD DOOR CONTRACT	
400	RADIO REPAIRS REPLACEMENT	20,600	STREETLIGHT POLES FOR KNOCKDOWN	
10,000	STREET LIGHT POLE ADMIN	16,500	CONCRETE POLE REPLACE	
<b>4190 (6) RENTAL EQUIPMENT</b>				<b>1,200</b>
1,200	RENTAL OF TRENCHER			
<b>4203 (7) CLOTHING SUPPLIES</b>				<b>6,800</b>
800	WINTER WEAR	2,000	UNIFORMS 8 @ \$275	
450	T-SHIRTS	350	RAIN GEAR AND RUBBER BOOTS	
1,900	SAFETY & PERSONAL PROTECTIVE EQUIP	300	ARC FLASH PROTECTIVE COVERALLS	
1,000	BOOTS, 8 PR @ \$125			
<b>4206 (8) STREET</b>				<b>20,000</b>
20,000	BULBS LUMINARIES, PANEL BOXES, GAS LIGHTS			
<b>4207 (9) PUB. GRNDS. MATL/SUPPLIES</b>				<b>30,200</b>
4,300	FLOWERS FOR VILLAGE OWNED PRPTY	4,000	REPLACEMENT BUSHES & TREES	
2,100	GRASS, SOD & SEED	16,900	CHRISTMAS LIGHTS	
2,900	FERTILIZERS & HERBICIDES			
<b>4299 (10) OTHER OPERATING SUPPLIES</b>				<b>26,900</b>
15,700	CATCH BASIN LARVACIDE	2,800	REMOTE DISCONNECT SWITCHES	
8,400	ELECT TAPE, CRIMPS, MISC HARDWARE			

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, Assistant Director of Public Works, Superintendent of Public Works and the Street Division Foreman. Additional staff includes one (1) Maintenance Worker III, five (5) Maintenance Worker II's, and two (2) Maintenance Worker I's. 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 2014-15 Key Objectives**

**Vision 3: Our residential neighborhoods and housing meet a high standard of livability.**

1. Continue work to maintain the Village's street system as follows:
  - a. Street striping
  - b. Street patching and pot hole patching
  - c. Snow plowing and salting
  - d. Sign placement and replacement
  - e. Street sweeping program

Narrative (Cont'd)

**FY 2014-15 Key Objectives (Cont'd)****Vision 3: Our residential neighborhoods and housing meet a high standard of livability. (Cont'd)**

2. Continue to work with contractors to perform street striping maintenance of the Village's streets.
3. Continue to work with contractors to maintain and construct new sidewalks, as follows:
  - a. Rectification of trip hazards
  - b. New sidewalk construction
4. Continue to work with contractors to keep up with crack sealing program to help preserve our streets.
5. Continue to perform other maintenance activities in the furtherance of Village goals, as follows:
  - a. Cleaning of various creeks and ditches to insure proper water flow
  - b. Operation of several storm water detention basins
  - c. Removal of graffiti on public and private property
  - d. Set up detours for community events

**Performance Measures**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$2,193,047	\$2,377,900	\$2,388,200
Number of Employees	9	9	9
<b>Outputs</b>			
Hours expended for graffiti removal	160.25	125	125
Total lineal feet of curb and stripe painting	53,649.25	155,000	160,000
Total squares of sidewalk replaced	1,294	1,140	1,200
Total curb miles of street swept	2,699	1,500	1,500
Total tons of asphalt used	3,055.90	3,830	4,000
Total hours of snow plowing	2,739.50	2,000	2,000
Total tons of salt used	1,452.69	1,500	1,500
<b>Effectiveness</b>			
% 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	85%	95%	95%
<b>Efficiency</b>			
Average cost to remove graffiti, per job	\$139.97	\$130.00	\$140.00
Average cost to repair asphalt failures, per repair	\$308.09	\$323.00	\$323.00

# ***STREET***

## Personnel Summary

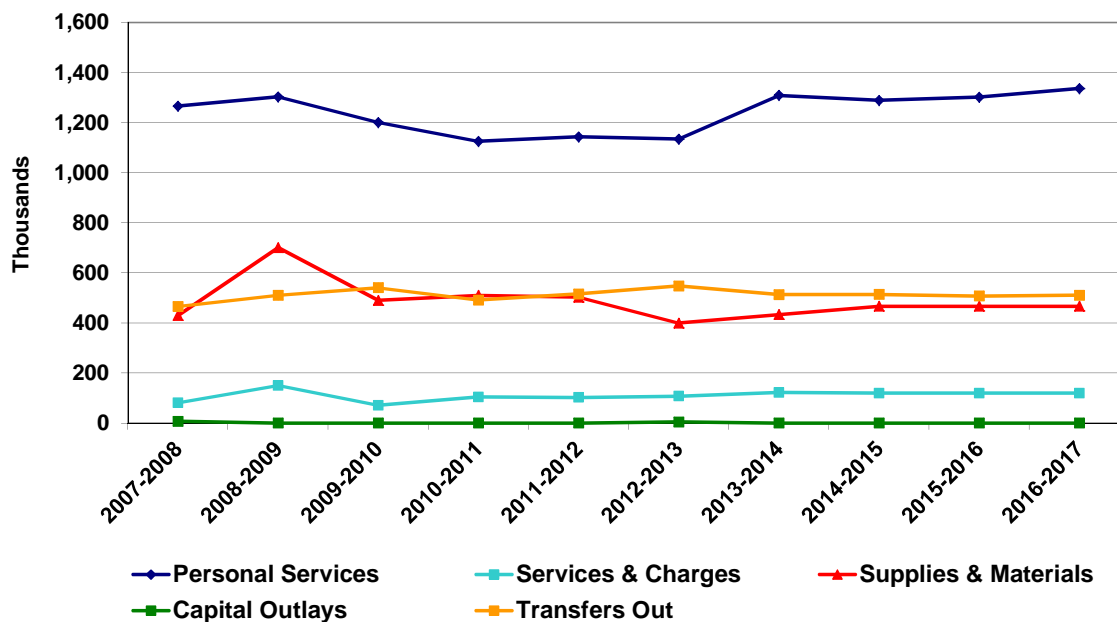
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
Director of Public Works	0.20	0.20	0.20	0.20	0.20
Superintendent of Public Works	0.33	0.33	0.33	0.33	0.33
Assistant Public Works Director	0.10	0.10	0.10	0.10	0.10
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 (2)	0.67	0.67	0.67	0.67	0.67
Public Maint Worker III	1.00	1.00	1.00	1.00	1.00
Public Maint Worker II (5)	5.00	5.00	5.00	5.00	5.00
Public Maint Worker I (2)	2.00	2.00	2.00	2.00	2.00
<b>Total Budgeted:</b>	<u>10.63</u>	<u>10.63</u>	<u>10.63</u>	<u>10.63</u>	<u>10.63</u>
<b>Authorized &amp; Unbudgeted:</b>					
*Public Maint Worker I	2.00				
*Seasonal/Part-Time	<u>2.00</u>				
<i>Subtotal:</i>	<u>4.00</u>				
<b>Total Authorized:</b>	<u>14.63</u>				

Note: Page 27 summarizes Employee Allocation Between Departments

In 2010 & 2011, the Village offered a Voluntary Incentive Separation plan to avoid layoffs. Starting in FY 2010 due to declining revenues, the Village has not hired seasonal help. \*These positions will remain unbudgeted until funding is available.

## Expenditure Summary

Operating Expenditures	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Personal Services	1,309,000	<b>1,288,800</b>	1,302,000	1,336,100
Services & Charges	122,100	<b>119,200</b>	119,000	119,000
Supplies & Materials	433,300	<b>466,400</b>	466,400	466,400
Capital Outlays	0	<b>0</b>	0	0
Transfers Out	513,500	<b>513,800</b>	507,400	510,800
<b>Total</b>	<b>2,377,900</b>	<b>2,388,200</b>	2,394,800	2,432,300



The increase in FY 2009 in Supplies and Materials is primarily due to the increase in the cost of road salt caused by the decrease in availability of road salt.

# STREET

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
2520	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	175,611	171,215	174,600	180,200	197,200	179,700	186,000
4002	WAGES CLERICAL	34,468	49,510	38,800	57,200	40,000	40,800	41,600
4003	WAGES OPERATIONAL	519,992	522,923	571,400	534,400	578,800	596,800	612,400
4004	OVERTIME	32,149	45,060	75,000	151,900	75,000	75,000	75,000
4006	OTHER PAY	38,128	5,770	4,000	4,000	4,000	4,000	4,000
4009	IMRF	110,909	103,905	111,900	118,000	122,100	122,000	125,300
4010	SOCIAL SECURITY	60,053	62,003	68,200	66,400	70,200	70,000	71,900
4012	HOSPITALIZATION	158,278	150,443	173,300	175,700	176,500	188,700	194,900
4020	SICK PAY	11,774	21,493	22,100	20,200	25,000	25,000	25,000
4022	LIFE INSURANCE	2,132	1,948	2,500	1,000	0	0	0
	<b>SUBTOTAL</b>	<b>1,143,494</b>	<b>1,134,270</b>	<b>1,241,800</b>	<b>1,309,000</b>	<b>1,288,800</b>	<b>1,302,000</b>	<b>1,336,100</b>
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	1,327	1,041	1,300	1,300	1,300	1,400	1,400
4105 (1)	PROF SVCS.-DATA PROCESS.	10,984	10,946	11,000	9,900	11,000	11,000	11,000
4107 (2)	PROF SVCS.-MEDICAL	761	2,177	1,500	1,500	1,500	1,500	1,500
4115 (3)	COMMUNICATIONS-TELEPHONE	4,480	4,613	4,500	8,100	4,800	4,800	4,800
4116	COMMUNICATIONS-PORT DEV	0	830	200	0	300	0	0
4117	COMMUNICATIONS-POSTAGE	4,875	5,532	4,500	5,500	4,500	4,500	4,500
4118	COPY/REPRODUCTION	481	476	500	500	500	500	500
4160	PRINTING	3,788	3,727	4,800	4,800	4,800	4,800	4,800
4161	PUBLICATION OF NOTICES	482	544	500	500	500	500	500
4163	CONFERENCES	0	150	0	0	0	0	0
4164	TRAINING	15	34	0	0	0	0	0
4176	PUBLIC UTILITY-SOLID WASTE	10,995	10,000	14,000	14,000	14,000	14,000	14,000
4180 (4)	REPAIRS & MAINTENANCE	60,918	61,686	67,000	67,000	67,000	67,000	67,000
4190 (5)	RENTAL EQUIPMENT	0	803	4,300	4,300	4,300	4,300	4,300
4192	DUES & SUBSCRIPTIONS	258	306	300	300	300	300	300
4199 (6)	OTHER SERVICES & CHARGES	2,980	4,260	4,400	4,400	4,400	4,400	4,400
	<b>SUBTOTAL</b>	<b>102,344</b>	<b>107,125</b>	<b>118,800</b>	<b>122,100</b>	<b>119,200</b>	<b>119,000</b>	<b>119,000</b>
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	379	780	800	800	800	800	800
4203 (7)	CLOTHING SUPPLIES	4,879	5,987	5,500	5,500	5,500	5,500	5,500
4205	CHEMICALS	7,109	0	10,000	10,000	10,000	10,000	10,000
4206 (8)	STREET	482,121	380,202	422,100	400,000	428,100	428,100	428,100
4207	PUB. GRNDS. MATL/SUPPLIES	0	874	2,000	2,000	2,000	2,000	2,000
4299 (9)	OTHER OPERATING SUPPLIES	8,587	11,958	20,000	15,000	20,000	20,000	20,000
	<b>SUBTOTAL</b>	<b>503,075</b>	<b>399,801</b>	<b>460,400</b>	<b>433,300</b>	<b>466,400</b>	<b>466,400</b>	<b>466,400</b>
	<b>CAPITAL OUTLAYS</b>							
4304	EQUIPMENT	0	3,960	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>3,960</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TRANSFERS OUT</b>							
4961	TRANSFER TO FLEET SERVICES	276,182	285,598	274,100	274,100	295,300	288,300	291,400
4962	TRANSFER TO IS	31,781	36,793	38,300	38,300	39,000	39,600	35,800
4964	TRANSFER TO ERF	207,500	225,500	201,100	201,100	179,500	179,500	183,600
	<b>SUBTOTAL</b>	<b>515,463</b>	<b>547,891</b>	<b>513,500</b>	<b>513,500</b>	<b>513,800</b>	<b>507,400</b>	<b>510,800</b>
	<b>TOTAL FOR DEPARTMENT</b>	<b>2,264,376</b>	<b>2,193,047</b>	<b>2,334,500</b>	<b>2,377,900</b>	<b>2,388,200</b>	<b>2,394,800</b>	<b>2,432,300</b>

# STREET

## Notes

<b>4105 (1) PROF SERV DATA PROCESSING</b>				<b>11,000</b>
11,000	VEHICLE STICKER APPLICATIONS			
<b>4107 (2) PROF SVCS.-MEDICAL</b>				<b>1,500</b>
600	PRESCRIPTION SAFETY GLASSES	900	OSHA REQUIRED - DRUG & ALCOHOL TEST.	
<b>4115 (3) COMMUNICATIONS - TELEPHONE</b>				<b>4,800</b>
4,500	REGULAR PHONES	300	CELL PHONES	
<b>4180 (4) REPAIRS &amp; MAINTENANCE</b>				<b>67,000</b>
3,200	GENERAL REPAIRS	10,800	CONTRACT STREET STRIPING	
1,000	FIRE EXTINGUISHER SERVICE	50,000	CONTRACT CRACK SEALING	
2,000	SALT CREEK GREENWAY MAINT			
<b>4190 (5) RENTAL EQUIPMENT</b>				<b>4,300</b>
4,300	ASPHALT SAW, AIR COMP, TRENCHER, BARRICADES			
<b>4199 (6) OTHER SERVICES &amp; CHARGES</b>				<b>4,400</b>
300	COMMERCIAL DRIVERS LICENSES	1,000	ROADKILL PROGRAM	
200	CAR WASHES	2,400	FLOOR MATS FOR PW BUILDING	
500	BOARD-UPS			
<b>4203 (7) CLOTHING SUPPLIES</b>				<b>5,500</b>
175	RAIN GEAR/RUBBER BOOTS	2,025	BOOTS/WINTER OUTERWEAR	
2,200	UNIFORMS (11)		KNIT HATS & LINERS	
500	T-SHIRTS	400	COVERALL REPLACEMENTS @ \$100 EA.	
		200	GLOVES & SAFETY EQUIPMENT	
<b>4206 (8) STREET</b>				<b>428,100</b>
170,000	HOT MIX ASPHALT (3,000 T @ \$56.67/T)	25,000	COLD MIX ASPHALT (265 T @ \$95/T)	
130,000	SALT (2,000 T @ \$65.00/T)	40,000	MILLING	
32,000	STREET SIGNS	2,600	CULVERT REPLACEMENT	
800	GUARD RAILS	8,700	PAINT FOR STRIPING	
10,000	PREWET TREATMENT	5,000	BLACKTOP PRIME/TACK	
4,000	ASPHALT RECYCLING			
<b>4299 (9) OTHER OPERATING SUPPLIES</b>				<b>20,000</b>
20,000	OXYGEN, ACETYLENE, PROPANE, PAINT, QUICK CONES, LUMBER, RAILS, CEMENT, HITCHES, CHAINS, AIR HOSES, FUSE HOLDERS, SWITCHES, HARDWARE ACCT, PAINT BRUSHES, & ROLLERS, FILM FOR CAMERA, SNOW FENCE, SIDEBARDS, PVC PIPE, TARP FOR TRUCKS, QUICK CRETE, PENETRATING OIL		SWEeper BROOMS, SNOW PLOW PARTS, HOSES BEARINGS, PINS, COFFEE, TUFF NUTS, NUTS & BOLTS, BATTERIES, RIVETS, BLADES FOR PLOWS, REPLACE MAIL BOXES, CHLORIDE TANK REPAIR KITS, GABIONS FOR CREEK BANK EROSION, ARROW BOARD REPAIR PARTS, RAM CYLINDERS	



(BLANK)

## ***GENERAL LEDGER***

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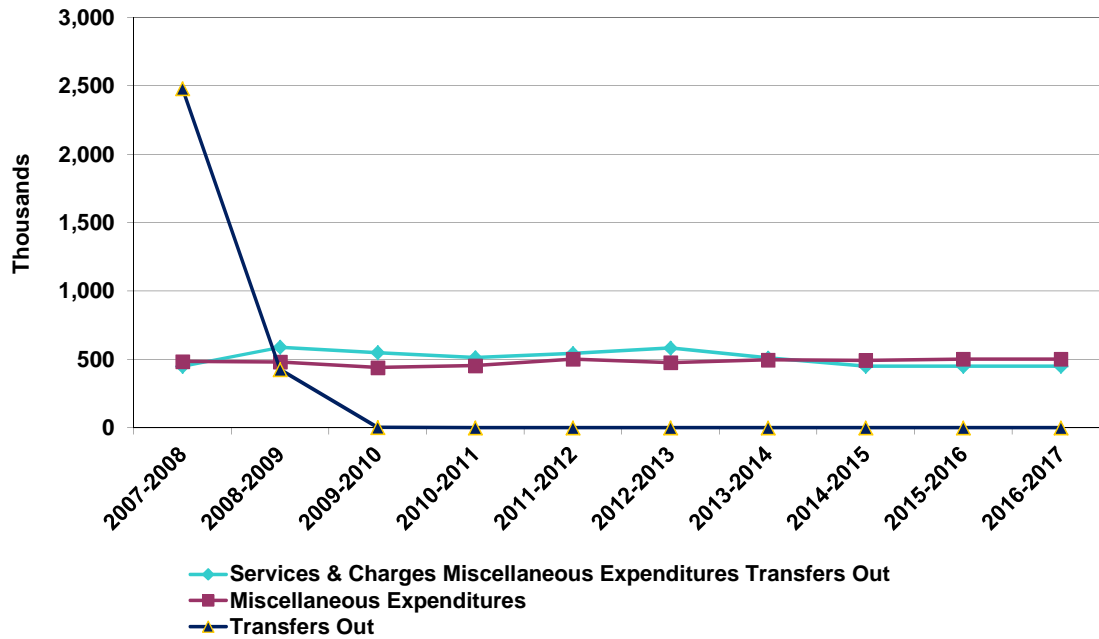
### Narrative

The General Ledger section provides for Village property, casualty, and liability insurance premiums and other policies carried by the Village as a member of the Intergovernmental Risk Management Agency (IRMA). In addition, sales tax and room tax abatements used as economic development incentives are included in this section. This section can also be used to provide for transfers to other Village funds to supplement their operations.

# GENERAL LEDGER

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Services & Charges	510,000	<b>449,100</b>	449,100	449,100
Miscellaneous Expenses	495,500	<b>492,500</b>	502,500	502,500
Transfers Out	0	<b>0</b>	0	0
<b>Total</b>	<b>1,005,500</b>	<b>941,600</b>	951,600	951,600



Note: The increase in transfers out in FY 2007-2008 is due to a transfer to the Town Center TIF #3 thru the Redevelopment Fund to purchase the Betterbilt property to land bank it for future sale to a Town Center Developer.

# GENERAL LEDGER

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
2600	<b>EXPENDITURES</b>							
	<b>SERVICES &amp; CHARGES</b>							
4149	IRMA INS - DISPATCH	26,690	33,314	37,300	38,300	<b>34,900</b>	34,900	34,900
4150	IRMA INS - ADMINISTRATION	20,885	11,242	14,100	18,300	<b>16,800</b>	16,800	16,800
4151	IRMA INS - HHRC	5,120	6,392	7,200	6,500	<b>5,900</b>	5,900	5,900
4152	IRMA INS - FINANCE	6,140	4,249	4,800	6,600	<b>6,000</b>	6,000	6,000
4153	IRMA INS - COMMUNITY RELS	7,360	5,107	5,700	8,600	<b>7,800</b>	7,800	7,800
4154	IRMA INS - BUILDING & GRNDS	7,347	4,168	6,200	7,900	<b>7,300</b>	7,300	7,300
4155	IRMA INS - POLICE	306,110	373,314	411,100	301,000	<b>274,000</b>	274,000	274,000
4156	IRMA INS - COMMUNITY DEVELOP	28,850	19,537	21,900	31,000	<b>28,200</b>	28,200	28,200
4157	IRMA INS - ELEC & FORESTRY	66,349	68,099	56,600	51,600	<b>33,700</b>	33,700	33,700
4158	IRMA INS - STREET	68,849	58,110	64,300	40,200	<b>34,500</b>	34,500	34,500
	<b>SUBTOTAL</b>	<b>543,700</b>	<b>583,532</b>	<b>629,200</b>	<b>510,000</b>	<b>449,100</b>	449,100	449,100
	<b>MISCELLANEOUS EXPENDITURES</b>							
4830	SALES TAX ABATE - CENTENNIAL	135,740	100,197	130,000	125,000	<b>125,000</b>	125,000	125,000
4831	SALES TAX ABATE - MARCUS	0	0	0	0	<b>0</b>	0	0
4834	ROOM TAX ABATE - HAMPTON INN	39,448	43,432	50,000	59,000	<b>50,000</b>	50,000	50,000
4835	SALES TAX ABATE - CAPUTO'S	33,929	27,862	35,000	22,000	<b>25,000</b>	25,000	25,000
4836	SALES TAX ABATE - WALMART	276,913	292,070	290,000	277,000	<b>280,000</b>	290,000	290,000
4837	TELECOM TAX ABATEMENT	1,821	2,690	2,500	2,500	<b>2,500</b>	2,500	2,500
4838	SALES TAX ABATE - VENUTI'S <small>(done 6/11)</small>	14,312	0	0	0	<b>0</b>	0	0
4840	SALES TAX ABATE - FOX LAKE COMMONS	0	10,000	10,000	10,000	<b>10,000</b>	10,000	10,000
	<b>SUBTOTAL</b>	<b>502,163</b>	<b>476,251</b>	<b>517,500</b>	<b>495,500</b>	<b>492,500</b>	502,500	502,500
	<b>TOTAL EXPENDITURES</b>	<b>1,045,863</b>	<b>1,059,783</b>	<b>1,146,700</b>	<b>1,005,500</b>	<b>941,600</b>	951,600	951,600

# **GENERAL LEDGER**

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## Notes

### **4149 - 4158 IRMA Insurance**

Workers compensation and other liability insurance costs for General Fund departments. The Village participates in the Intergovernmental Risk Management Agency (IRMA). This is a public entity risk pool whose members are Illinois municipalities.

### **4830 – 4840 Economic Development Incentive Expenditures**

#### **4830 Sales Tax Abatement - Centennial Plaza**

#### **4831 Sales Tax Abatement - IMAX (Marcus)**

#### **4834 Room Tax Abatement - Hampton Inn**

#### **4835 Sales Tax Abatement – Caputo’s**

#### **4836 Sales Tax Abatement - Wal-Mart**

#### **4837 Telecommunications Tax Abatement**

#### **4838 Sales Tax Abatement – Venuti’s**

#### **4840 Sales Tax Abatement – Fox Lake Commons**

#### **4830 Centennial Plaza**

- 50% of non-home rule sales tax generated by Centennial businesses (except those businesses listed in Exhibit C of the Business Development Agreement) + 50% of Hotel/Motel tax receipts.
- 15-year term or \$2.5 million, whichever comes first.
- Quarterly payments.
- Start date = 3rd quarter of 1999 / estimated end date = December 2014.
- First Amendment approved in FY 2013 extends agreement until December 2019.

#### **4831 Marcus**

- 100% of non-home rule concession sales tax over 1998 base (calendar) year.
- 15-year term or \$165,000, whichever comes first.
- Annual payments.
- Start date = January 2000 / end date = January 2015.

#### **4834 Hampton Inn**

- 50% of hotel tax.
- Through April 2016 or \$460,000, whichever comes first.
- Monthly incentive adjustments on tax owed.
- Estimated start date = November 2003 / estimated end date = April 2016.

## **GENERAL LEDGER**

### Notes (Cont'd)

#### **4835 Caputo's**

##### Initial incentive:

- 50% of non-home rule sales tax over the 2002 base (calendar) year.
- 5-year term or \$200,000, whichever comes first.
- Payable by May 15 of each year from 2004 through 2008.

##### Supplemental Incentive:

- 50% of non-home rule sales tax over the 2002 base (calendar) year.
- 5-year term or \$600,000, whichever comes first.
- Payable by May 15 of each year from 2009 through 2013.

If **all** of the following conditions are met: (conditions met 11/28/06)

- Balance of shopping center leased by 1/1/07.
- Façade for the balance of the shopping center renovated by 1/1/07.
- Parking lot resurfaced with landscaped islands by 1/1/07.

#### **4836 Wal-Mart**

- 50% of non-home rule sales tax revenue generated.
- 15-year term or \$3.5 million, whichever comes first.
- Possible increase to 17-year term or \$4.25 million in the event a waiver of a parking covenant is not received.
- Annual payments.
- Estimated start date = 05/18/05. Construction of building must be completed by 12/31/05. Estimated end date = 12/31/20 or 12/31/22 in the event the waiver is not received. The waiver was not received so the ending date is 12/31/22 and the limit is \$4.25 million.

#### **4837 Telecommunications Tax Abatement**

In FY 2005, when the Village Board instituted the Telecommunications Tax, it was aware the tax would have a negative impact on the other taxing bodies. The Board passed an abatement ordinance whereby taxing bodies, upon submission of copies of paid telecommunications bills, receive a refund of the taxes paid.

#### **4838 Venuti's (Expired)**

- 50% of non-home rule sales tax revenue generated.
- 5-year term; not exceeding \$125,000 in total.
- Annual payments based on Venuti's Fiscal Year (July 1 – June 30).
- Start date = Year ended 6/30/07 End Date = Year ended 6/30/11.

#### **4840 Fox Lake Commons**

- 100% of non-home rule sales tax generated by Panera Bread.
- Up to \$10,000 per calendar year.
- 15-year term beginning with calendar year 2012.
- Start Date = Calendar Year 2012 (payable in 2013) End Date = After Calendar year 2027 (payable in 2028).



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## ***WATER AND SEWER FUND***

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### 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 (50) REVENUES

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
5000	<b>REVENUES</b>							
	<b>LICENSES AND PERMITS</b>							
3121	STORM WATER EXEMPTION	6,311	28,178	3,000	3,000	3,000	3,000	3,000
3122	RECAPTURE FEES	0	0	0	0	0	0	0
3126	BMP IN LIEU OF PROGRAM	0	14,301	1,000	0	1,000	1,000	1,000
3140	ANNEXATION/TAP ON FEES	37,066	20,818	15,000	36,600	15,000	15,000	15,000
	<b>SUBTOTAL</b>	<b>43,377</b>	<b>63,297</b>	<b>19,000</b>	<b>39,600</b>	<b>19,000</b>	<b>19,000</b>	<b>19,000</b>
	<b>FINES AND FORFEITURES</b>							
3208	ADMINISTRATIVE ADJUDICATION	1,300	0	1,200	0	1,200	1,200	1,200
	<b>CHARGES FOR SERVICES</b>							
3301	USER REVENUE - WATER	5,714,150	6,494,784	7,304,700	6,997,000	8,155,300	9,021,000	9,291,600
3303	USER REVENUE - SEWER	5,767,848	6,038,258	6,185,500	5,933,000	6,309,000	6,563,100	6,757,500
3305	PENALTY - WATER	56,336	77,510	73,100	66,200	81,600	90,300	92,900
3306	PENALTY - SEWER	57,560	73,948	61,800	55,700	63,100	65,700	67,200
3310	WATER FROM CONSTRUCTION	150	80	100	100	100	100	100
3312	WATER METER REVENUE	9,783	10,454	5,000	7,500	5,000	5,000	5,000
3315	TURN ON FEES	9,650	8,150	8,000	8,000	8,000	8,000	8,000
3325	LAB FEES	3,882	6,075	4,000	5,900	4,000	4,000	4,000
3327	SEWER POLLUTION SRCHRG	34,574	20,598	20,000	20,000	20,000	20,000	20,000
3399	OTHER CHARGES	9,812	17,492	6,000	3,000	6,000	6,000	6,000
	<b>SUBTOTAL</b>	<b>11,663,745</b>	<b>12,747,349</b>	<b>13,668,200</b>	<b>13,096,400</b>	<b>14,652,100</b>	<b>15,783,200</b>	<b>16,252,300</b>
	<b>INTERGOVERNMENTAL REVENUES</b>							
3420	GRANTS - STATE OF IL	0	250,000	0	0	0	0	0
	<b>INTEREST INCOME</b>							
3510	INVESTMENT INTEREST	5,199	6,404	4,500	5,500	4,500	4,500	4,500
	<b>MISCELLANEOUS</b>							
3720	IEPA LOAN PROCEEDS	0	0	7,034,000	1,485,700	5,531,200	420,900	0
3808	REIMB- COM ED	10,152	916	0	0	0	0	0
3827	FEMA REIMB-FLOOD	0	0	0	29,300	0	0	0
3861	CONTRIBUTION - PRIVATE SOURCE	0	0	0	2,000	0	0	0
3867	IRMA REIMBURSEMENT	21,300	47,313	15,000	0	15,000	15,000	15,000
3899	OTHER MISCELLANEOUS	2,120	1,261	0	2,500	0	0	0
	<b>SUBTOTAL</b>	<b>33,572</b>	<b>49,490</b>	<b>7,049,000</b>	<b>1,519,500</b>	<b>5,546,200</b>	<b>435,900</b>	<b>15,000</b>
	<b>TRANSFERS IN</b>							
3942	TRANSFER FRM REDEVELOPMENT	0	839,000	0	0	0	0	0
3944	TRANSFER FRM PUBLIC BLDNG	150,000	201,000	0	0	0	0	0
3992	TRANSFER FRM DEBT SERVICE	217,270	181,600	600,000	600,000	0	0	0
	<b>SUBTOTAL</b>	<b>367,270</b>	<b>1,221,600</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b>12,114,463</b>	<b>14,338,140</b>	<b>21,341,900</b>	<b>15,261,000</b>	<b>20,223,000</b>	<b>16,243,800</b>	<b>16,292,000</b>

# 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.

**3208 Administrative Adjudication**

The Village has implemented an administrative adjudication process for less severe infractions instead of going to court. This records the fees received from the process.

**3301 User Revenue- Water**

**3303 User Revenue- Sewer**

		<u>Water Revenue</u>	<u>Sewer Revenue</u>	<u>Total User Fees</u>	<u>%Inc (Dec)</u>
FY 2011	(Actual)	5,133,015	5,596,378	10,729,393	7.17%
FY 2012	“	5,714,150	5,767,848	11,481,998	7.01%
FY 2013	“	6,494,784	6,038,258	12,533,042	9.15%
FY 2014	(Est. Act)	6,997,000	5,933,000	12,930,000	3.17%
FY 2015	(Budget)	8,155,300	6,309,000	14,464,300	11.87%

Water and sewer user fees represent approximately 88% of the Water and Sewer Fund’s income for the FY 2015 Budget. Although the percentage is usually between 95% and 98%, the FY 2015 budget includes the one-time proceeds of the IEPA loan, which totals just over \$5,500,000. 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 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 Du Page Water Commission (DPWC) have to be passed on. These changes have not only included rate increases, but FY 2006-2008 rate decreases. The City of Chicago announced in 2011 they would be increasing their rate to the DPWC by 90% over four years.

# **WATER AND SEWER FUND REVENUES**

Notes (Cont'd)

## **3301 User Revenue- Water**

### **3303 User Revenue- Sewer (Cont'd)**

The first rate increase, 25%, became effective January 1, 2012 with successive increases effective February 1, 2013, January 1, 2014, and the final increase on January 1, 2015. The DPWC has, accordingly, increased their rates to their members. The current budget includes both the rate increase in the cost of water from Chicago and the DPWC and the increase in water rates to our customers.

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 that was adopted in 2013 includes a nominal 4% increase to cover increases in operations and capital expenditures. We have included a timeline progression of rates and the 4 year Rate Plan as adjusted for the current proposed increase in DPWC rates.

### **Timeline of rate progression:**

1994–1998 - 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 goes 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 goes thru FY 2013.

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

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

FY 2013 - The Board passed an additional \$.59 per thousand gallon rate increase due to the increase from the City of Chicago. (Pass thru from DPWC) The Board passed a 4-year rate plan which includes future City of Chicago increases and increases for Village Water/Sewer Operations.

### **Water & Sewer Rate Increases**

#### **Five Year Plan**

(Rates per 1,000 gallons)

<b>FISCAL YEAR</b>	<b>Effective Date</b>	<b>DPWC / Chicago Incr Jan 1</b>	<b>Village operations Incr 5/1</b>	<b>Water Rate</b>	<b>Village operations Incr 5/1</b>	<b>Sewer Rate Incr 5/1</b>
<b>FY 13</b>	5/1/2012			5.70		5.43
	2/1/2013	0.59	-	6.29		5.43
<b>FY 14</b>	5/1/2013	-	0.25	6.54	0.22	5.65
	1/1/2014	0.65	-	7.19		5.65
<b>FY 15</b>	5/1/2014	-	0.29	7.48	0.23	5.88
	1/1/2015	0.71	-	8.19		5.88
<b>FY 16</b>	5/1/2015	-	0.33	8.52	0.24	6.12

# **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.

## **3720 IEPA Loan Proceeds**

Proceeds from a low interest Illinois EPA Loan. The proceeds will be used to finance improvements to the wastewater distribution system, including several sewage lift stations and two wastewater treatment plants.

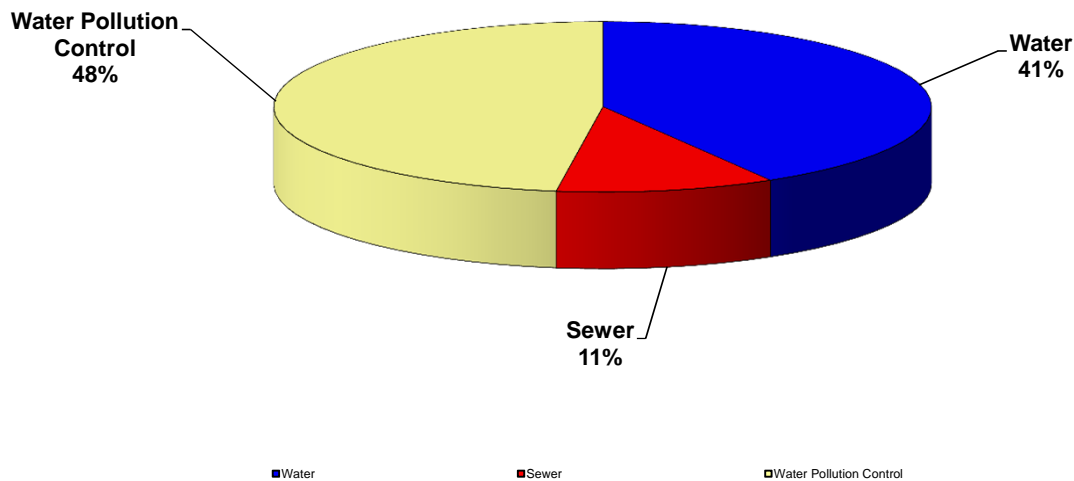
## **3867 IRMA Reimbursement**

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

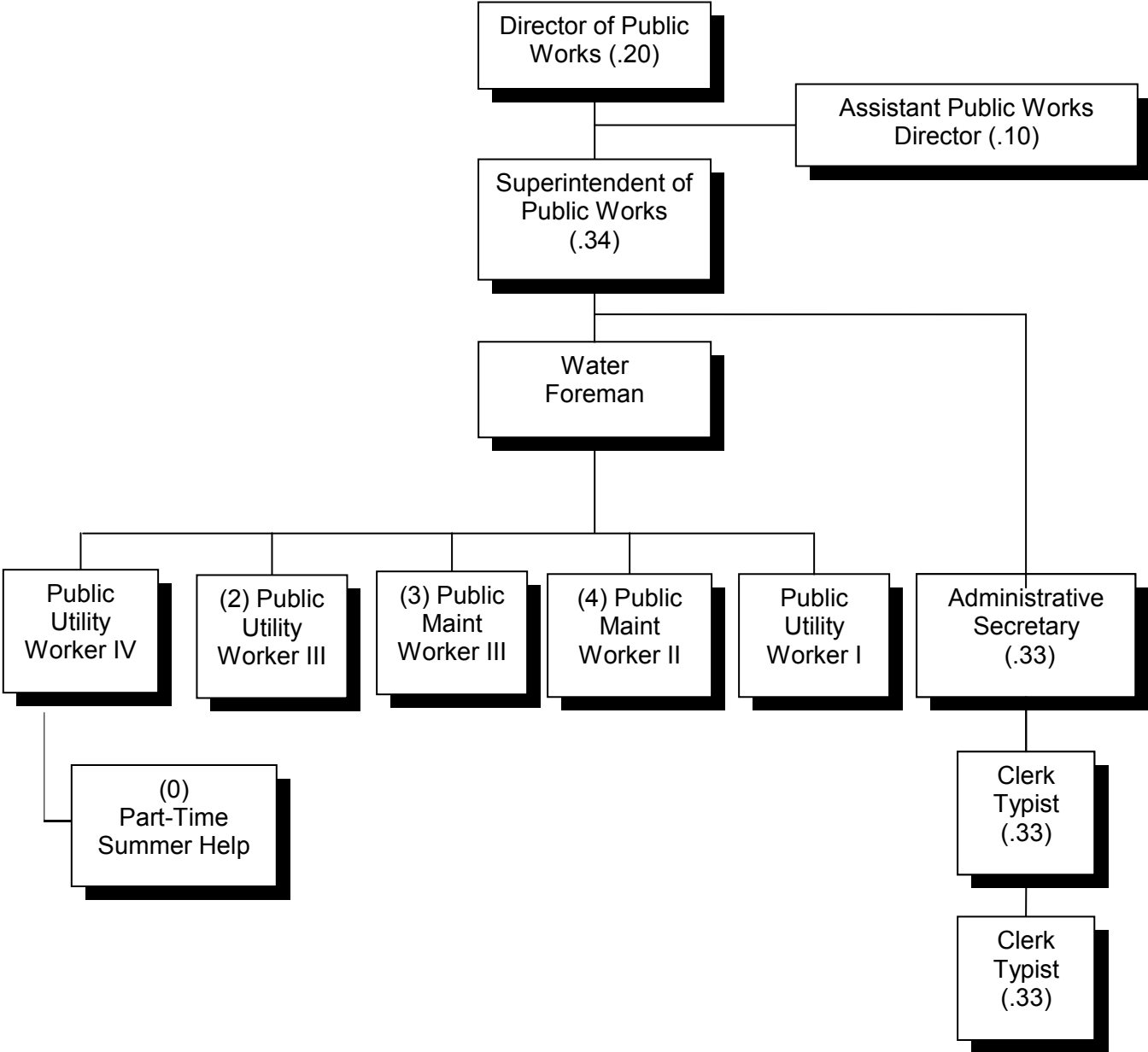
# WATER AND SEWER FUND (50) EXPENSE SUMMARY

Budget

DEPT. NO.	WATER AND SEWER FUND	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
5010	WATER	6,169,714	7,419,262	8,122,300	8,345,700	<b>8,223,300</b>	9,777,400	9,706,500
5031	SEWER	1,813,543	1,863,213	2,037,800	1,987,500	<b>2,131,600</b>	2,007,900	2,126,000
5032	WATER POLLUTION CONTROL	3,794,524	4,084,899	11,353,000	5,522,400	<b>9,456,300</b>	4,296,700	4,006,000
	TOTAL EXPENSES	11,777,781	13,367,374	21,513,100	15,855,600	<b>19,811,200</b>	16,082,000	15,838,500
	TOTAL REVENUES	12,114,463	14,338,140	21,341,900	15,261,000	<b>20,223,000</b>	16,243,800	16,292,000
	WORKING CASH, BEGINNING	2,330,527	2,667,209		3,637,975	<b>3,043,375</b>	3,455,175	3,616,975
	SURPLUS (DEFICIT)	336,682	970,766	(171,200)	(594,600)	<b>411,800</b>	161,800	453,500
	UNRESTRICTED FUND BALANCE	2,667,209	3,637,975		3,043,375	<b>3,455,175</b>	3,616,975	4,070,475



Organization Structure



# **WATER**

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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, Assistant Director of Public Works, Superintendent of Public Works and the Water Division Foreman. Additional staff includes one (1) Utility Worker IV, two (2) Utility Worker III's, three (3) Maintenance Worker III's, four (4) Maintenance Worker II's and one (1) Utility 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 seven standby wells and five pressure adjusting stations for receiving Lake Michigan water and two (2) 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 180 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 will be mailed out to all customers in the Village. 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 2014-15 Key Objectives**

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

1. Continue all water quality monitoring in accordance with the IEPA regulations with no violations that would require a public notification.
2. Continue to maintain wells in stand-by status, such that they could be immediately placed into service to cover any interruptions to the DuPage Water Commission water supply.

### **Vision 3: Our residential neighborhoods and housing meet a high standard of livability.**

1. Work with engineers and contractors to provide the most cost-effective and least disruptive solution to several major projects. These projects are as follows:
  - a. Expand use of utility atlases by including maintenance information through a new geographical information system.
  - b. Replace water main on Lincoln Avenue, to include creek crossing.
  - c. Replace and increase size of water main under I-290 to Oak Knoll.
  - d. Repaint exterior and new logo on Vista Water Tower.
  - e. Abandon and cap well #4.
  - f. Hydrant painting, ¼ of the town per year.

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

1. Work with the Finance Department for a conversion of the touch-read meter reading system to the automatic meter reading system. Expected completion in the next five to eight years.
2. Maintain the Village's unaccounted-for water consumption under 6% through meter accuracy, a leak detection program and quick response to water main and service line breaks.

# WATER

Narrative (Cont'd)

## Performance Measures

	FY 12-13 ACTUAL		FY 13-14 ESTIMATE		FY 14-15 PROJECTION	
<b>Inputs</b>						
Direct Expenditures	\$7,419,262		\$8,345,700		\$8,223,300	
Number of Employees	11		11		11	
<b>Outputs</b>						
<b><i>Water Flow (Sept 1-Aug 31):</i></b>						
Total Pumpage (in Billions)/Unaccounted for Flow	1.206	(1.03%)	1.295	3%	1.162	2%
Average Day Demand (mgd)	3.30		3.10		3.18	
<b>Outputs</b>						
Main Breaks	110		100		70	
Valves Repaired/Exercised	12	110	20	200	20	500
Hydrants Repaired/Exercised	19	520	10	450	50	450
Water Service Repairs	9		15		25	
Fire Pump Tests	44		30		32	
Water Sampling	595		575		590	
<b>Effectiveness</b>						
% 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%	
<b>Efficiency</b>						
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 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
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 - A&A	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
Civil Engineer II	0.10	0.10	0.10	0.10	0.10
Village Engineer	0.10	0.10	0.10	0.10	0.10
Executive Secretary	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
Assistant Public Works Director	0.10	0.10	0.10	0.10	0.10
Foreman	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.33	0.33	0.33	0.33	0.33
Principal Account Clerk (4)	1.01	1.01	1.01	1.01	1.01
Clerk Typist (2)	0.66	0.66	0.66	0.66	0.66
Public Utility Worker IV	1.00	1.00	1.00	1.00	1.00
Public Utility Worker III	1.00	2.00	1.00	1.00	1.00
Public Maintenance Worker III (2)	2.00	3.00	2.00	2.00	2.00
Public Maintenance Worker II (4)	4.00	3.00	4.00	4.00	4.00
Public Utility Worker I	1.00	1.00	1.00	1.00	1.00
Part-Time Water Meter Reader	0.33	0.33	0.33	0.33	0.33
Part-Time Principal Account Clerk	0.10	0.10	0.10	0.10	0.10
Part-Time Clerk Typist	0.25	0.25	0.25	0.25	0.25
<b>Total Budgeted:</b>	<b>15.42</b>	<b>16.42</b>	<b>15.42</b>	<b>15.42</b>	<b>15.42</b>
<b>Authorized &amp; Unbudgeted:</b>					
*Administrative Secretary	0.10				
*Clerk Typist	0.10				
*Public Maintenance Worker I	1.00				
*Public Maintenance Worker III	1.00				
*Public Utility Worker III	1.00				
*Seasonal/Part-Time	4.00				
*Part-Time Water Meter Reader	0.33				
<b>Subtotal:</b>	<b>7.53</b>				
<b>Total Authorized:</b>	<b>22.95</b>				

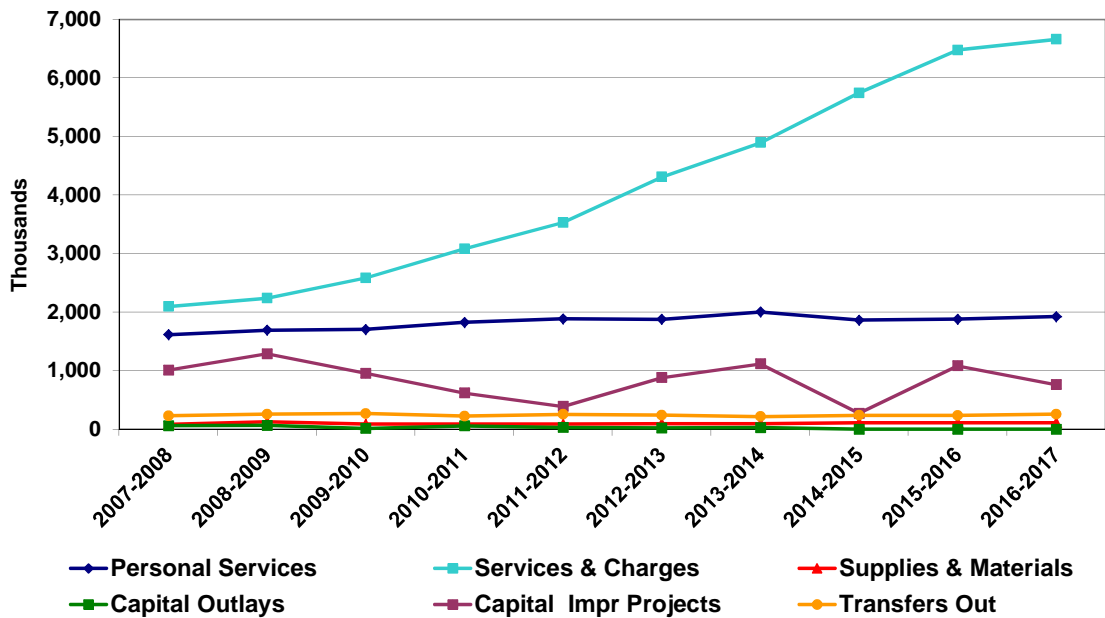
Note: Page 27 summarizes Employee Allocation Between Departments

In 2010 & 2011, the Village offered a Voluntary Incentive Separation plan to avoid layoffs. Starting in FY 2010 due to declining revenues, the Village has not hired seasonal help. \*These positions will remain unbudgeted until funding is available.

# WATER

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Personal Services	2,002,000	<b>1,863,600</b>	1,877,300	1,921,500
Services & Charges	4,892,000	<b>5,742,600</b>	6,473,700	6,658,000
Supplies & Materials	94,600	<b>110,700</b>	110,700	110,700
Capital Outlays	26,200	<b>0</b>	0	0
Capital Improvement Projects	1,115,800	<b>270,000</b>	1,083,500	761,700
Transfers Out	215,100	<b>236,400</b>	232,200	254,600
<b>Total</b>	<b>8,345,700</b>	<b>8,223,300</b>	<b>9,777,400</b>	<b>9,706,500</b>



# WATER

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
5010	<b>EXPENSES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	329,099	299,152	306,300	297,500	<b>321,900</b>	311,800	322,800
4002	WAGES CLERICAL	133,709	141,684	128,300	146,200	<b>128,100</b>	133,000	137,400
4003	WAGES OPERATIONAL	703,228	729,404	777,100	777,400	<b>682,400</b>	695,800	713,700
4004	OVERTIME	58,348	99,499	65,000	127,500	<b>90,000</b>	90,000	90,000
4005	HOLIDAY PAY	0	0	400	400	<b>0</b>	0	0
4006	OTHER PAY	61,888	6,374	7,200	10,900	<b>7,200</b>	7,200	7,200
4007	PART TIME	19,193	17,710	22,400	15,000	<b>23,800</b>	25,200	26,700
4009	IMRF	177,319	167,296	177,800	188,700	<b>166,200</b>	167,200	171,700
4010	SOCIAL SECURITY	96,781	99,177	102,300	105,400	<b>96,000</b>	96,400	99,000
4012	HOSPITALIZATION	280,559	290,048	312,400	305,700	<b>317,000</b>	319,700	322,000
4017	ELECTED OFFICIALS	6,318	6,033	6,000	6,000	<b>6,000</b>	6,000	6,000
4020	SICK PAY	16,990	21,366	23,800	19,800	<b>25,000</b>	25,000	25,000
4022	LIFE INSURANCE	2,336	2,096	2,500	1,500	<b>0</b>	0	0
4030	OPEB EXPENSE	0	(3,215)	0	0	<b>0</b>	0	0
	SUBTOTAL	1,885,768	1,876,624	1,931,500	2,002,000	<b>1,863,600</b>	1,877,300	1,921,500
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	5,511	4,325	6,400	6,400	<b>6,400</b>	6,600	6,800
4105 (1)	PROF SVCS.-DATA PROCESS.	34,476	27,082	37,500	27,500	<b>42,100</b>	42,100	42,100
4107 (2)	PROF SVCS.-MEDICAL	825	1,262	2,000	2,000	<b>2,000</b>	2,000	2,000
4110 (3)	TECH. & CONSULT. SVCS.	40,795	34,191	51,000	45,000	<b>46,000</b>	46,000	46,000
4115	COMMUNICATIONS-TELEPHONE	13,933	14,931	11,500	17,600	<b>12,800</b>	12,800	12,800
4116	COMMUNICATIONS-PORT DEV	0	0	100	0	<b>800</b>	0	0
4117 (4)	COMMUNICATIONS-POSTAGE	32,764	31,151	27,800	27,800	<b>27,800</b>	27,800	27,800
4118	COPY/REPRODUCTION	416	490	900	900	<b>900</b>	900	900
4159	IRMA INS. - WATER	148,745	180,992	199,900	127,300	<b>113,800</b>	113,800	113,800
4160 (5)	PRINTING	7,122	5,658	13,200	10,000	<b>15,800</b>	19,000	23,000
4161	PUBLICATION OF NOTICES	254	708	1,300	1,300	<b>1,300</b>	1,300	1,300
4163 (6)	CONFERENCES	2,841	4,782	4,100	4,100	<b>4,100</b>	4,100	4,100
4164 (7)	TRAINING	618	552	2,000	2,000	<b>2,000</b>	2,000	2,000
4170	PUBLIC UTIL.- GAS/HEAT	4,558	5,574	7,000	6,000	<b>7,000</b>	7,000	7,000
4175	PUBLIC UTIL.- ELEC. EQUIP.	55,788	67,064	60,000	56,300	<b>60,000</b>	60,000	60,000
4176	PUBLIC UTIL.- SOLID WASTE	13,615	18,260	18,500	18,500	<b>18,500</b>	18,500	18,500
4177	DUPAGE WATER COMM. FEES	3,108,554	3,851,669	4,587,700	4,460,000	<b>5,255,300</b>	6,003,800	6,183,900
4180 (8)	REPAIRS & MAINTENANCE	34,392	41,977	58,900	55,000	<b>104,400</b>	84,400	84,400
4190	RENTAL EQUIPMENT	258	0	1,300	1,300	<b>1,300</b>	1,300	1,300
4192	DUES & SUBSCRIPTIONS	1,992	1,884	2,300	2,000	<b>2,300</b>	2,300	2,300
4195	BANK CHARGES	20,774	15,885	17,000	20,000	<b>17,000</b>	17,000	17,000
4199 (9)	OTHER SERVICES & CHARGES	182	200	1,000	1,000	<b>1,000</b>	1,000	1,000
	SUBTOTAL	3,528,413	4,308,637	5,111,400	4,892,000	<b>5,742,600</b>	6,473,700	6,658,000
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	397	1,078	1,300	1,300	<b>1,300</b>	1,300	1,300
4202	CLEANING SUPPLIES	0	0	800	800	<b>800</b>	800	800
4203 (10)	CLOTHING SUPPLIES	7,167	7,587	7,500	7,500	<b>7,500</b>	7,500	7,500
4204	MOTOR FUEL & LUBRICANTS	0	0	500	500	<b>500</b>	500	500
4205	CHEMICALS	2,541	3,478	3,500	3,500	<b>3,500</b>	3,500	3,500

# WATER

## Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
5010	<b>EXPENSES (Cont'd)</b>							
		<b>SUPPLIES &amp; MATERIALS (Cont'd)</b>						
4207 (11)	PUB. GRNDS. MATL/SUPPLIES	27,725	34,281	27,500	27,500	<b>37,100</b>	37,100	37,100
4208	BUILDING MATL/SUPPLIES	0						
4211	WATER METERS/HYDRANTS	3,771	8,671	8,500	8,500	<b>8,500</b>	8,500	8,500
4290	EMERGENCY OPERATIONS	0	410	0	0	<b>0</b>	0	0
4299 (12)	OTHER OPERATING SUPPLIES	42,704	39,046	51,500	45,000	<b>51,500</b>	51,500	51,500
	SUBTOTAL	84,305	94,551	101,100	94,600	110,700	110,700	110,700
		<b>CAPITAL OUTLAYS</b>						
4304	EQUIPMENT	4,481	9,375	2,200	2,200	<b>0</b>	0	0
4305	WATER METERS	24,820	9,760	24,000	24,000	<b>0</b>	0	0
	SUBTOTAL	29,301	19,135	26,200	26,200	<b>0</b>	0	0
		<b>CAPITAL IMPROVEMENT PROJECTS</b>						
4414	ADDISON ROAD RESURFACE	0	0	45,000	0	<b>0</b>	0	1,600
4415	MILL/ARMY TRAIL IMPROV	11,294	0	0	0	<b>0</b>	0	25,100
4425	GRACE STREET RESURFACE	0	0	112,000	444,200	<b>0</b>	0	0
4426	RTE 53 - ARMY - LAKE	249,469	249,469	0	0	<b>0</b>	510,000	0
4503 (13)	WATERMAIN REPLACEMENT	14,860	391,656	0	0	<b>0</b>	0	0
4503	LINCOLN AVE	0	0	0	0	<b>245,000</b>	0	0
4503	IOWA AVE	0	0	0	0	<b>0</b>	433,500	0
4503	I-290	0	0	0	0	<b>0</b>	0	180,000
4506	SCADA SYSTEM UPGRADE	0	65,115	0	0	<b>0</b>	0	0
4509	WATER TOWER WORK/PAINT	3,540	0	500,000	471,600	<b>0</b>	0	415,000
4514	CONTROL PANELS	0	0	0	0	<b>25,000</b>	0	0
4519	AUTOMATIC METER READ	34,876	174,429	80,000	0	<b>0</b>	140,000	140,000
4525	FULLERTON AVE WATERMAIN	75,809	0	0	200,000	<b>0</b>	0	0
	FULLERTON BOOSTER STATION	0	0	0	0	<b>0</b>	0	0
	WELL #4 REPAIRS	0	0	0	0	<b>0</b>	0	0
4531	CHESTNUT PUMP STATION	0	0	0	0	<b>0</b>	0	0
4534	HIGHLANDER FLD WTRMAN EXT	0	0	0	0	<b>0</b>	0	0
	SUBTOTAL	389,848	880,669	737,000	1,115,800	<b>270,000</b>	1,083,500	761,700
		<b>TRANSFERS OUT</b>						
4961	TRANSFER TO FLEET SERVICES	127,998	121,253	104,000	104,000	<b>141,600</b>	138,200	139,800
4962	TRANSFER TO IS	31,781	36,793	38,300	38,300	<b>39,000</b>	39,500	35,800
4964	TRANSFER TO ERF	92,300	81,600	72,800	72,800	<b>55,800</b>	54,500	79,000
	SUBTOTAL	252,079	239,646	215,100	215,100	<b>236,400</b>	232,200	254,600
	TOTAL FOR DEPARTMENT	<b>6,169,714</b>	<b>7,419,262</b>	<b>8,122,300</b>	<b>8,345,700</b>	<b>8,223,300</b>	<b>9,777,400</b>	<b>9,706,500</b>

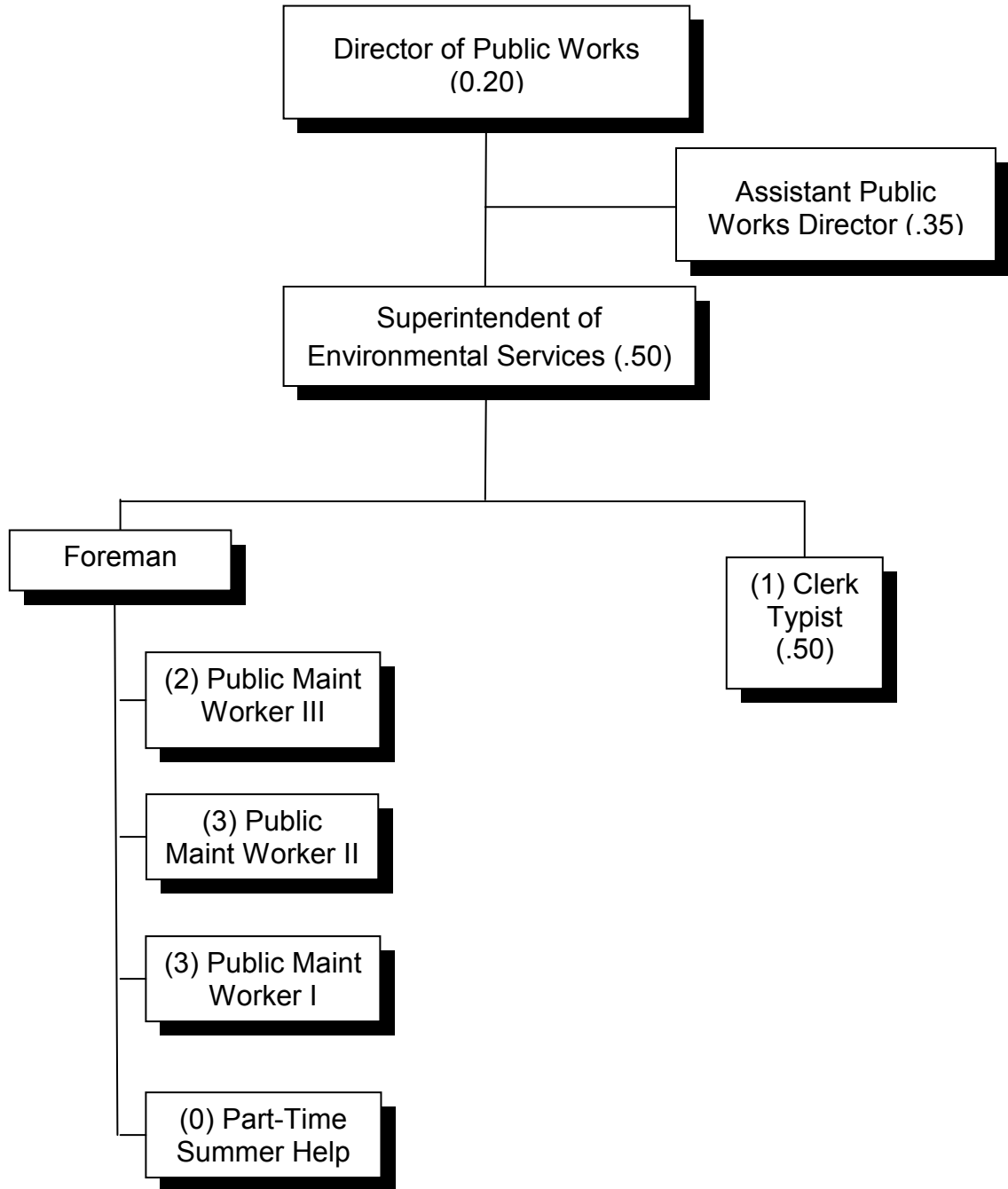
## Notes

<b>4105 (1) PROF SERV DATA PROCESSING</b>				<b>42,100</b>
	17,600 CCU MAINTENANCE AGREEMENT	9,000	SCADA AND WATER MODELING MAINT	
	5,500 ITRON HOSTING FEE	10,000	GIS PROGRAMMING	
<b>4107 (2) PROF SERV MEDICAL</b>				<b>2,000</b>
	800 OSHA COMPLIANCE TESTING	1,200	PRESCRIP. SAFETY GLASSES (4@\$300)	
<b>4110 (3) TECH &amp; CONSULT SERVICES</b>				<b>46,000</b>
	26,500 EPA MONTHLY WATER SAMPLES	9,000	BILL PRINTING SERVICE	
	10,500 SPOIL PILE SAMPLING			
<b>4117 (4) COMMUNICATIONS-POSTAGE</b>				<b>27,800</b>
	24,000 GENERAL POSTAGE	3,800	CONSUMER CONFIDENCE REPORT	
<b>4160 (5) PRINTING</b>				<b>15,800</b>
	6,300 FLUSHING NOTICES, BOIL ORDERS, STATIONARY, BUSINESS CARDS, METER TAGS & CARDS			
	9,500 CONSUMER CONFIDENCE REPORT			
<b>4163 (6) CONFERENCES</b>				<b>4,100</b>
	1,500 VILLAGE CLERK - IIMC	500	VILAGE CLERK - MCI	
	600 LOCAL MCWWA MONTHLY MEETING FOR 4 MEN	1,500	STATE IAWWA FOR 4 MEN	
<b>4164 (7) TRAINING</b>				<b>2,000</b>
	2,000 OPERATOR TRNG COURSES/CERT COURSES, IEPA, APWA TRNG COURSES, MECHANICAL & ELECTRICAL MAINTENANCE			
<b>4180 (8) REPAIRS &amp; MAINTENANCE</b>				<b>104,400</b>
	15,000 OTHER REPAIRS	2,300	RUN MEGS & AMPS AT BOOSTER & WELLS	
	2,000 PAS MAINTENANCE	2,000	PUMP MAINTENANCE AT BOOSTER	
	2,500 CATHODIC PROTECTION	2,800	ANNUAL WELL INSPECTION	
	2,500 RPRS TO CHEM FEED PUMPS & CHLORINATORS	11,000	GROUNDS MAINTENANCE CONTRACT	
	5,000 OPERATION EQUIPMENT, LOCATORS	3,000	SERVICE CONTRACT FOR SECURITY SYS	
	20,000 ABANDON & CAP WELL #4	3,500	GENERATOR LOAD BANK TEST	
	30,000 HYDRANT PAINTING	2,800	INFRARED INSPECT. - BOOSTER & WELLS	
<b>4199 (9) OTHER SERVICES &amp; CHARGES</b>		1,000	CDL AND CERTIFICATES	<b>1,000</b>
<b>4203 (10) CLOTHING SUPPLIES</b>				<b>7,500</b>
	1,375 WORK BOOTS (11)	3,200	UNIFORMS (11)	
	425 RAINGEAR	300	GLOVES & HATS	
	1,100 WINTER OUTERWEAR (11)	600	T-SHIRTS	
	500 FIREMAN HIP BOOTS			
<b>4207 (11) PUBLIC GRND/MAT SUPPLIES</b>				<b>37,100</b>
	37,100 CONCRETE, GRAVEL, SOD, SEED, TOPSOIL,			
<b>4299 (12) OTHER OPERATING SUPPLIES</b>				<b>51,500</b>
	8,500 HARDWARE ACCT., REAGENTS, OXYGEN	18,000	REPLACEMENT VALVES	
	PROPANE, ACETYLENE, T-BOLTS, BOLTS,	3,500	WATER MAIN COUPLINGS	
	BLADES, FLASHLIGHTS, FIRST AID SUPPLIES,	1,500	STOCK SUPPLIES FOR BOOSTER STATION,	
	COUPLINGS, SHOVELS, TOOLS, DRILL BITS		WELL CHLORINE PUMPS, FOOT VALVES,	
	8,000 WATER MAIN REPAIR SLEEVES		INJECTORS AND GRAPHIC PARTS	
	1,000 BELL JOINT COUPLINGS	3,000	PRESSURE ADJUSTING STATION MAINT PARTS	
	6,500 VALVE & B-BOXES, COPPER, BRASS	1,500	HYDRANT PAINT	
<b>4503 (13) WATERMAIN REPLACEMENT</b>				<b>245,000</b>
	245,000 ANNUAL WATERMAIN REPLACEMENT			
	LINCOLN AVENUE			



(BLANK)

Organization Structure



# **SEWER**

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Narrative

## **DESCRIPTION OF DEPARTMENTAL ACTIVITIES**

The Sewer Division of Environmental Services functions under the direction of the Director of Public Works, Assistant Director of Public Works, Superintendent of Environmental Services, and Sewer Division Foreman. This division employs two (2) Public Maintenance Worker III's, three (3) Public Maintenance Worker II's, and three (3) Public Maintenance Worker I's and 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. This division is also responsible for sanitary sewer infiltration and inflow mitigation, the continued implementation of the Industrial Pretreatment Program to control detrimental industrial discharges, drainage issues, and other miscellaneous environmental concerns that surface. This 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 (3) storm water pumping stations and one (1) dam and pump station.

### **Industrial Pretreatment Program**

This Federal program mandates that all industrial dischargers be monitored for quantity and quality of generated wastes and pollutants. Two (2) full-time individuals are funded within the Industrial Pretreatment Division and are assigned the task of tracking, sampling, reporting, monitoring, and environmental enforcement within the industrial community.

### **FY 2014-2015 Key Objectives**

#### **Vision 3: Our residential neighborhoods and housing meet a high standard of livability.**

1. Begin construction of six (6) new sanitary lift stations through the master plan utilizing the IEPA revolving loan, construction/redevelopment program.
2. With reduced manpower, continue with the advancement of our annual high velocity flushing, vacuuming, and rodding and root cutting programs within the conveyance systems.
3. Continue the ongoing program for the inspection and rebuild of the large storm water pumps at Westwood Pump and Dam Station and Diversey Avenue Pump Station.

# **SEWER**

Narrative (Cont'd)

## **FY 2014-2015 Key Objectives (Cont'd)**

4. Continue to provide professional service to Village residents at all times when dealing with any sewer related issues.

## **Performance Measures**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$1,863,213	\$1,987,500	\$2,131,600
Number of Employees	6	6	6
<b>Outputs</b>			
Lateral Excavations	65	35	40
Lateral Roddings	642	700	750
Lineal ft. of Storm/Combined Sewer Cleaned	17,670	25,000	50,000
Storm Inlets Cleaned	254	150	250
Sanitary Sewers Cleaned (Lineal ft.)	329,792	200,000	300,000
Lineal ft. of Combined Sewer Cleaned	41,500	55,000	50,000
Curb Inlets Repaired	55	60	60
Residential Laterals TV Inspected	953	1,750	2,000
Lineal feet of new storm sewers installed in-house	190	150	400
# of new storm structures installed in-house	10	12	10
<b>Efficiency</b>			
<b>Service Requests</b>			
Number of Requests	557	480	500

# SEWER

## Personnel Summary

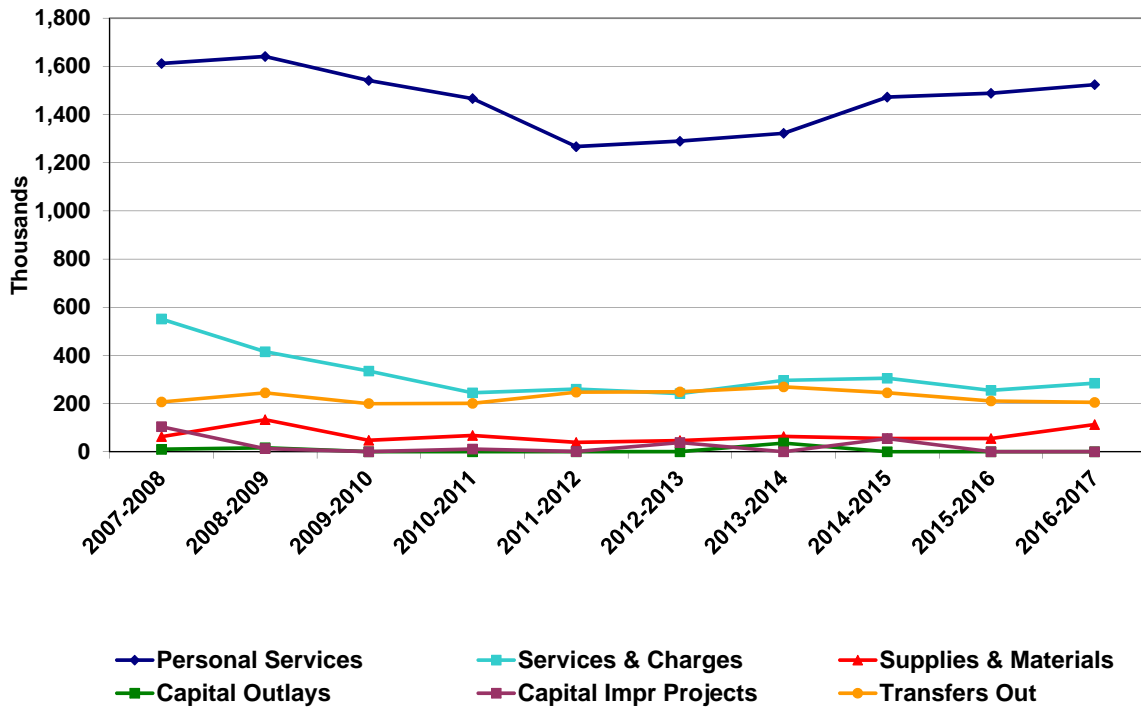
<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
Mayor/Liquor Comm.	0.10	0.10	0.10	0.10	0.10
Village Clerk	0.10	0.10	0.10	0.10	0.10
Village Trustees (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 - A&A	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
Civil Engineer II	0.10	0.10	0.10	0.10	0.10
Village Engineer	0.10	0.10	0.10	0.10	0.10
Executive Secretary	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
Assistant Public Works Director	0.35	0.35	0.35	0.35	0.35
Foreman	1.00	1.00	1.00	1.00	1.00
Principal Account Clerk (4)	1.03	1.03	1.03	1.03	1.03
Clerk Typist	0.50	0.50	0.50	0.50	0.50
Public Maintenance Worker III (2)	2.00	2.00	2.00	2.00	2.00
Public Maintenance Worker II (3)	3.00	2.00	3.00	3.00	3.00
Public Maintenance Worker I	1.00	1.00	1.00	1.00	1.00
Part-Time Water Meter Reader (1)	0.33	0.33	0.33	0.33	0.33
Part-Time Principal Account Clerk	0.10	0.10	0.10	0.10	0.10
Part-Time Clerk Typist	0.25	0.25	0.25	0.25	0.25
<b>Total Budgeted:</b>	<b>12.36</b>	<b>11.36</b>	<b>12.36</b>	<b>12.36</b>	<b>12.36</b>
<b>Authorized &amp; Unbudgeted:</b>					
*Administrative Secretary (2)	0.60				
*Clerk Typist	0.10				
*Environmental Compliance Coordinator	1.00				
*I & I Inspector	1.00				
*Public Maintenance Worker I	2.00				
*Part-Time Water Meter Reader	0.33				
*Seasonal/Part-Time	3.00				
<i>Subtotal:</i>	<u>8.03</u>				
<b>Total Authorized:</b>	<b><u>20.39</u></b>				

Note: Page 27 summarizes Employee Allocation Between Departments

In 2010 & 2011, the Village offered a Voluntary Incentive Separation plan to avoid layoffs. Starting in FY 2010 due to declining revenues, the Village has not hired seasonal help. Some vacant positions are due to attrition. \*These positions will remain unbudgeted until funding is available.

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	<b>2014-2015 Budget</b>	2015-2016 Budget	2016-2017 Budget
Personal Services	1,321,900	<b>1,472,000</b>	1,487,600	1,523,500
Services & Charges	296,600	<b>305,000</b>	254,700	284,800
Supplies & Materials	63,100	<b>54,900</b>	54,900	112,900
Capital Outlays	36,500	<b>0</b>	0	0
Capital Improvement Projects	0	<b>55,000</b>	0	0
Transfers Out	269,400	<b>244,700</b>	210,700	204,800
<b>Total</b>	<b>1,987,500</b>	<b>2,131,600</b>	<b>2,007,900</b>	<b>2,126,000</b>



# SEWER

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
5031	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	346,871	327,935	347,500	336,100	<b>384,900</b>	369,000	377,600
4002	WAGES CLERICAL	54,661	120,921	142,500	117,000	<b>145,100</b>	149,800	154,300
4003	WAGES OPERATIONAL	361,684	369,156	379,900	383,000	<b>395,700</b>	406,600	417,100
4004	OVERTIME	24,035	35,898	32,000	30,700	<b>35,000</b>	35,000	35,000
4006	OTHER PAY	43,582	5,269	12,900	10,000	<b>12,900</b>	12,900	12,900
4007	PART TIME	19,199	17,687	22,300	12,700	<b>22,300</b>	23,000	23,500
4009	IMRF	123,711	114,767	126,300	124,800	<b>133,100</b>	133,100	136,300
4010	SOCIAL SECURITY	67,458	67,823	73,300	69,300	<b>77,100</b>	76,800	78,700
4012	HOSPITALIZATION	209,042	210,545	217,400	220,500	<b>243,900</b>	259,400	266,100
4017	ELECTED OFFICIALS	6,318	6,033	6,000	6,000	<b>6,000</b>	6,000	6,000
4020	SICK PAY	9,156	14,913	15,000	11,400	<b>16,000</b>	16,000	16,000
4022	LIFE INSURANCE	752	624	1,000	400	<b>0</b>	0	0
4030	OPEB EXPENSE	0	(2,538)	0	0	<b>0</b>	0	0
	<b>SUBTOTAL</b>	<b>1,266,469</b>	<b>1,289,033</b>	<b>1,376,100</b>	<b>1,321,900</b>	<b>1,472,000</b>	<b>1,487,600</b>	<b>1,523,500</b>
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	1,429	1,121	1,700	1,700	<b>1,700</b>	1,700	1,800
4107 (1)	PROF SVCS.-MEDICAL	0	478	500	500	<b>500</b>	500	500
4110	TECH. & CONSULT. SVCS.	0	0	0	0	<b>0</b>	0	0
4115 (2)	COMMUNICATIONS-TELEPHONE	18,039	20,101	19,400	31,100	<b>19,700</b>	19,700	19,700
4116	COMMUNICATIONS-PORT DEV	0	836	200	100	<b>300</b>	0	0
4117	COMMUNICATIONS-POSTAGE	293	15	800	800	<b>500</b>	500	500
4118	COPY/REPRODUCTION	143	307	400	400	<b>400</b>	400	400
4120	PUBLIC RELATIONS	73	0	0	0	<b>0</b>	0	0
4159	IRMA INS. - SEWER	51,761	45,522	53,000	38,500	<b>30,400</b>	30,400	30,400
4160	PRINTING	503	0	1,800	1,800	<b>1,800</b>	1,800	1,800
4161	PUBLICATION OF NOTICES	134	134	1,000	500	<b>800</b>	800	800
4164	TRAINING	0	51	0	0	<b>0</b>	0	0
4170	PUBLIC UTIL. - GAS HEAT	2,683	3,835	3,500	3,500	<b>3,500</b>	3,500	3,500
4172	PUBLIC UTIL. - GAS EQUIP.	5,129	4,682	5,300	5,300	<b>5,300</b>	5,300	5,300
4175 (3)	PUBLIC UTIL. - ELEC. EQUIP.	49,827	47,938	50,000	50,000	<b>50,000</b>	50,000	50,000
4176	PUBLIC UTIL. - SOLID WASTE	9,610	10,365	11,000	11,000	<b>11,000</b>	11,000	11,000
4180 (4)	REPAIRS & MAINTENANCE	115,303	102,567	137,000	137,000	<b>172,000</b>	122,000	152,000
4190 (5)	RENTAL EQUIPMENT	2,920	3,000	6,600	6,600	<b>6,600</b>	6,600	6,600
4199	OTHER SERVICES & CHARGES	2,094	294	500	7,800	<b>500</b>	500	500
	<b>SUBTOTAL</b>	<b>259,941</b>	<b>241,246</b>	<b>292,700</b>	<b>296,600</b>	<b>305,000</b>	<b>254,700</b>	<b>284,800</b>
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	1,161	511	1,300	1,300	<b>1,300</b>	1,300	1,300
4202	CLEANING SUPPLIES	971	1,502	1,700	1,700	<b>1,000</b>	1,000	1,000
4203 (6)	CLOTHING SUPPLIES	3,651	3,359	3,400	3,400	<b>3,400</b>	3,400	3,400
4204 (7)	MOTOR FUEL & LUBRICANTS	1,725	0	4,400	4,400	<b>4,400</b>	4,400	4,400
4205	CHEMICALS	0	213	500	500	<b>500</b>	500	500
4207	PUB. GRNDS.- MATL/SUPPLIES	0	0	500	500	<b>500</b>	500	500
4208	BUILDING - MATL/SUPPLIES	646	0	600	600	<b>600</b>	600	600
4290	EMERGENCY OPERATIONS	0	200	0	0	<b>0</b>	0	0
4299 (8)	OTHER OPERATING SUPPLIES	30,734	40,397	50,700	50,700	<b>43,200</b>	43,200	101,200
	<b>SUBTOTAL</b>	<b>38,888</b>	<b>46,182</b>	<b>63,100</b>	<b>63,100</b>	<b>54,900</b>	<b>54,900</b>	<b>112,900</b>

# SEWER

## Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
5031	<b>EXPENDITURES</b>							
		<b>CAPITAL OUTLAYS</b>						
4304	EQUIPMENT	0	0	36,500	36,500	0	0	0
	SUBTOTAL	0	0	36,500	36,500	0	0	0
		<b>CAPITAL IMPROVEMENT PROJECTS</b>						
4497 (9)	POND IMPROVEMENT	0	0	0	0	55,000	0	0
4533	REPLACE STORM SEWER	825	38,000	0	0	0	0	0
	SUBTOTAL	825	38,000	0	0	55,000	0	0
		<b>TRANSFERS OUT</b>						
4961	TRANSFER TO FLEET SERVICES	135,185	94,902	116,500	116,500	130,700	127,600	129,000
4962	TRANSFER TO IS	17,335	20,050	20,900	20,900	21,300	21,600	19,500
4964	TRANSFER TO ERF	94,900	133,800	132,000	132,000	92,700	61,500	56,300
	SUBTOTAL	247,420	248,752	269,400	269,400	244,700	210,700	204,800
	TOTAL FOR DEPARTMENT	1,813,543	1,863,213	2,037,800	1,987,500	2,131,600	2,007,900	2,126,000

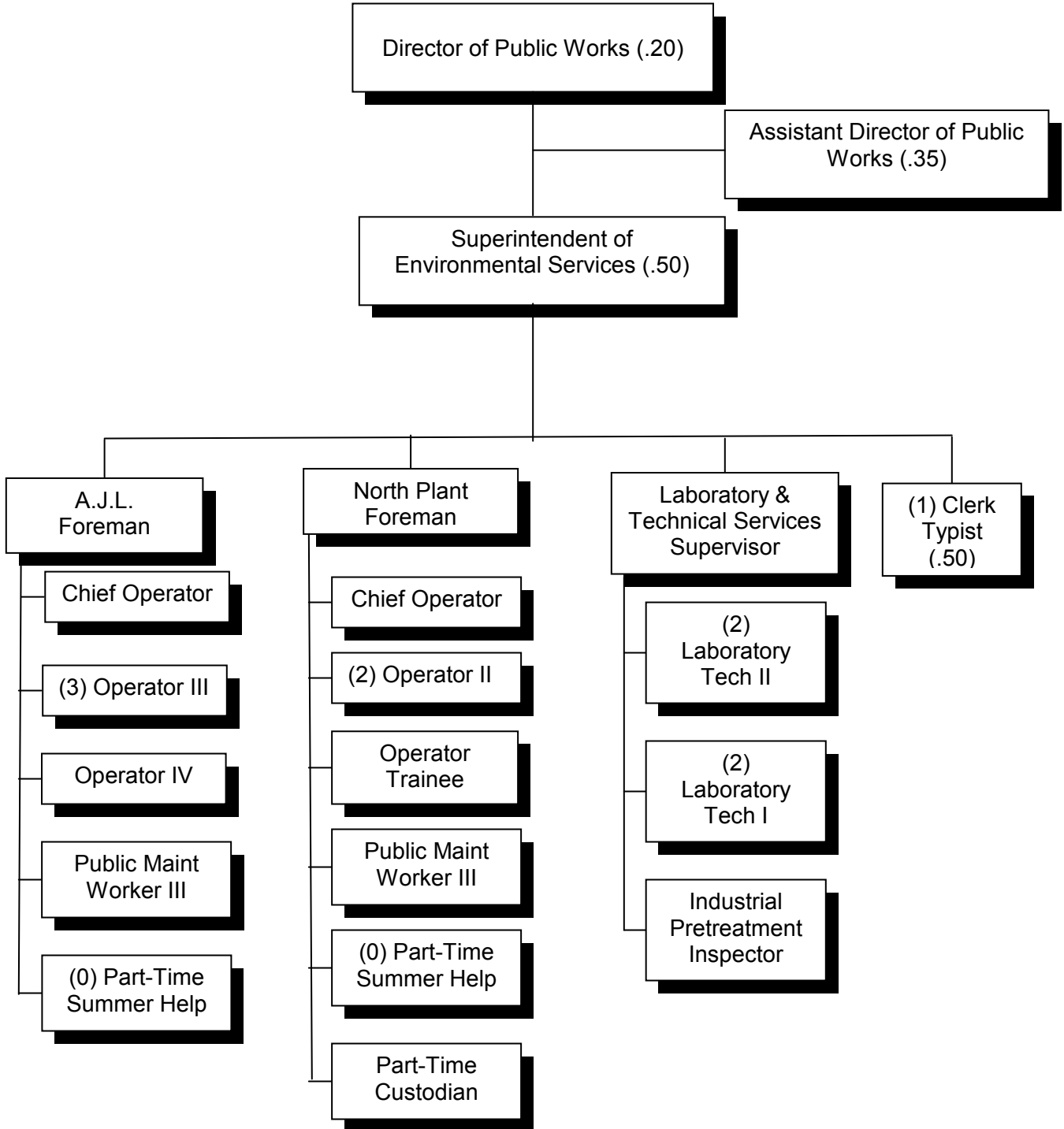
# SEWER

## Notes

<b>4107 (1) PROF SERV MEDICAL</b>				<b>500</b>
500	DRUG/ALCOHOL TESTING - CDL TESTING			
<b>4115 (2) COMMUNICATIONS-TELEPHONE</b>				<b>19,700</b>
18,700	MONTHLY PHONE SERVICE	1,000	CELLULAR PHONE SERVICE	
<b>4175 (3) PUBLIC UTIL. - ELEC. EQUIP.</b>				<b>50,000</b>
34,500	GENERAL UTILITY ELECTRIC	15,500	ELECTRIC UTILITY FOR POND AERATORS	
<b>4180 (4) REPAIRS &amp; MAINTENANCE</b>				<b>172,000</b>
72,500	GROUND MAINTENANCE CONTRACT	30,000	ANNUAL LARGE DIAM SWR TELEVISIONING	
4,000	REPAIR ELECTRICAL MOTORS	5,300	REPAIR TO WELDERS, SAWS, PUMPS, GENERATORS OR COMPOSITORS	
11,200	PREVENTIVE MAINT. PUMPING EQUIPMENT			
5,000	REPAIR 84" GATE IN DAPS	24,000	WESTWOOD PUMP & DAMN REBUILD	
15,000	REPAIR #1 PUMP BASE @ MYRICK	5,000	RESTORE PARKWAYS	
<b>4190 (5) RENTAL EQUIPMENT</b>				<b>6,600</b>
6,600	HYDRO-CRANE FOR PUMP REMOVAL			
<b>4203 (6) CLOTHING SUPPLIES</b>				<b>3,400</b>
1,500	UNIFORM RENTAL - 6	300	REPLACE RAIN GEAR & HIP BOOTS	
750	SAFETY SHOES -6 PR	250	SUMMER TEE SHIRTS/GLOVES	
600	WINTER OUTERWEAR			
<b>4204 (7) MOTOR FUEL &amp; LUBRICANTS</b>				<b>4,400</b>
1,900	SETS & PUMPS	2,500	DAPS ENGINES	
<b>4299 (8) OTHER OPERATING SUPPLIES</b>				<b>43,200</b>
3,400	VACTOR HOSE/COUPLINGS/RAILS	7,000	SEWER PIPE-COUPLINGS, BUSHINGS	
3,500	OTHER OPERATING SUPPLIES AS REQ.	7,000	MANHOLE FRAMES, LIDS, CATCHBASINS	
1,100	REPLACE SHORING TIMBERS AS REQ.	6,000	GRANULAR TRENCH BACKFILL	
1,700	TOOLS, RAKES, BROOMS, SHOVELS	3,500	REPLACEMENT PARTS FOR LIFT STATIONS	
2,500	CEMENT & MORTAR MIX	2,900	MISC HARDWARE	
4,600	LATERAL SEWER REPAIR			
<b>4497 (9) POND IMPROVEMENTS</b>				<b>55,000</b>
55,000	PURCHASE 4 NEW AERATORS FOR LOUIS WEST POND			

# 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, Assistant 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 2 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. This facility is staffed by five (5) IEPA licensed wastewater Operators and one (1) 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 four (4) IEPA licensed wastewater Operators and one (1) 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, one laboratory technician II and two lab technician I's. 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)

### **Laboratory & Technical Services Division (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 2014-15 Key Objectives**

#### **Vision 3: Our residential neighborhoods and housing meet a high standard of livability.**

1. Implement phase one of the "Master Plan" construction/redevelopment program, providing replacement equipment at both wastewater facilities.
2. Contract and install quick connect panel at the North Wastewater Treatment Facility to provide stand-by power to operate facility in power failure emergencies.
3. 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.

# **WATER POLLUTION CONTROL**

Narrative (Cont'd)

## **Performance Measures**

	<b>FY 2012-13 ACTUAL</b>		<b>FY 2013-14 ESTIMATE</b>		<b>FY 2014-15 PROJECTION</b>	
<b>Inputs</b>						
Direct Expenditures	\$4,084,899		\$5,522,400		\$9,456,300	
Number of Full Time Employees	19		19		19	
Billion Gallons Treated – AJL Facility	0.568		0.451		0.601	
Billion Gallons Treated – North Facility	1.211		1.178		1.279	
Total Gallons Treated – Billions	1.779		1.629		1.880	
Gallons Bio-solids Land Applied	0		0		0	
Cubic Yards of Bio-Solids Land Applied	4,225		5,650		5,695	
Cubic Yards of Bio-Solids to Landfill	0		180		0	
Total Laboratory Analysis Performed	35,518		35,500		35,500	
	AJL	NORTH	AJL	NORTH	AJL	NORTH
NPDES Discharge Violations	0	1	1	0	0	0
Days lost to Occupational Injury	0	0	0	0	0	0
<b>Effectiveness</b>						
Effluent BOD, mg/l, Limit = 20	2.59		2.24		2.51	
Pounds of BOD Removed	2,266,420		2,123,644		2,195,032	
Effluent Suspended Solids mg/l Limit = 25	4.5		4.5		4.5	
Pounds of Suspended Solids Removed	2,133,617		1,886,520		2,010,069	
Dissolved Oxygen mg/l Limit = > 6.0	8.68		8.30		8.49	
Avg. Ammonia Nitrogen as N mg/l Limit = 1.5 (April thru Oct)	0.189		0.206		0.197	
Avg. Ammonia Nitrogen as N mg/l Limit = 4.0 (Nov thru Feb)	0.123		0.115		0.119	
Pounds of Ammonia as N Removed	321,110		272,586		312,048	
Natural Gas Consumption – Total Therms	94,854		84,052		89,453	
Electrical Consumption – Total KWH	5,078,652		5,151,534		5,115,093	
<b>Efficiency</b>						
Effluent BOD,% Removal	98%		98%		98%	
Effluent Suspended Solids,% Removal	96%		95%		95%	
Avg. Ammonia Nitrogen as N % Removal	99%		99%		99%	
Cost per Million Gallons Treated	\$2,416		\$2,651		\$2,534	

## WATER POLLUTION CONTROL

### Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
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 - A&A	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
Civil Engineer II	0.10	0.10	0.10	0.10	0.10
Village Engineer	0.10	0.10	0.10	0.10	0.10
Executive Secretary	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
Assistant Public Works Director	0.35	0.35	0.35	0.35	0.35
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	1.00	2.00	1.00	1.00	1.00
Laboratory Technician I (2)	2.00	1.00	2.00	2.00	2.00
Principal Account Clerk (4)	1.01	1.01	1.01	1.01	1.01
Clerk Typist	0.50	0.50	0.50	0.50	0.50
WWTP Chief Operator (2)	2.00	2.00	2.00	2.00	2.00
WWTP Operator Class 2 (3)	3.00	1.00	2.00	2.00	2.00
WWTP Operator Class 3 (2)	2.00	3.00	2.00	2.00	2.00
WWTP Operator Class 4	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 Water Meter Reader	0.34	0.34	0.34	0.34	0.34
Part-Time Principal Acct Clerk	0.10	0.10	0.10	0.10	0.10
Part-Time Clerk Typist	0.25	0.25	0.25	0.25	0.25
Part-Time Custodian	1.00	1.00	1.00	1.00	1.00
<b>Total Budgeted:</b>	<u>22.35</u>	<u>21.35</u>	<u>21.35</u>	<u>21.35</u>	<u>21.35</u>
<b>Authorized &amp; Unbudgeted:</b>					
*Administrative Secretary (2)	0.60				
*Clerk Typist	0.10				
*Industrial Pretreatment Inspector	1.00				
*Laboratory Technician II	1.00				
*WWTP Operator Class 3	1.00				
*WWTP Operator Trainee	1.00				
*Part-Time Water Meter Reader	0.34				
*Seasonal/Part-Time	5.00				
<b>Subtotal:</b>	<u>10.04</u>				
<b>Total Authorized:</b>	<u><u>32.39</u></u>				

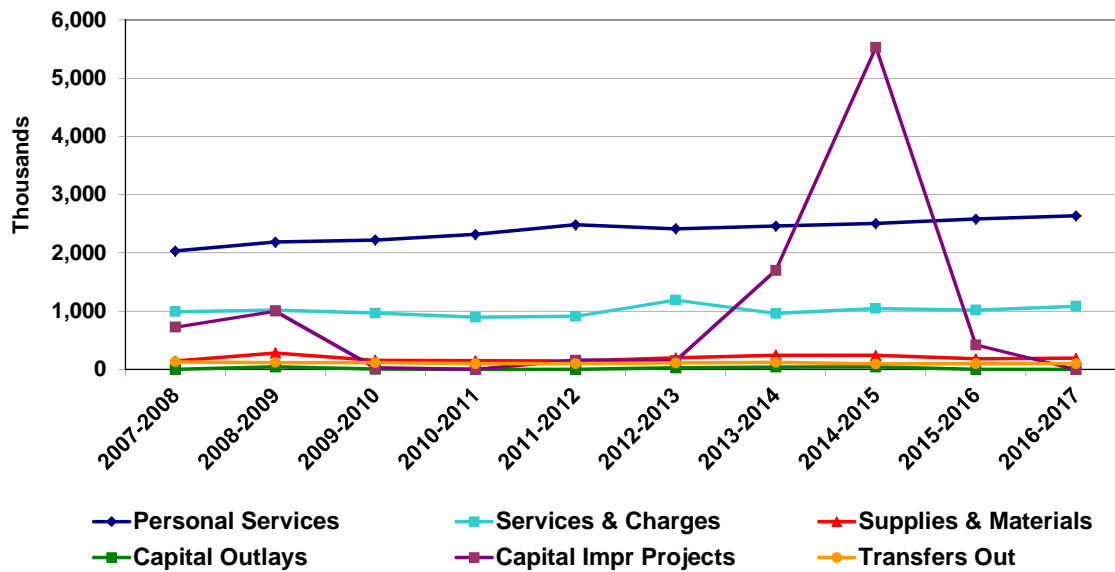
Note: Page 27 summarizes Employee Allocation Between Departments

In 2010 & 2011, the Village offered a Voluntary Incentive Separation plan to avoid layoffs. Starting in FY 2010 due to declining revenues, the Village has not hired seasonal help. \*These positions will remain unbudgeted until funding is available.

# WATER POLLUTION CONTROL

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget
Personal Services	2,459,500	<b>2,504,500</b>	2,581,200	2,637,000
Services & Charges	958,600	<b>1,045,100</b>	1,017,300	1,083,200
Supplies & Materials	243,800	<b>240,900</b>	180,900	189,400
Capital Outlays	39,700	<b>43,200</b>	0	0
Capital Improvement Projects	1,701,400	<b>5,531,200</b>	420,900	0
Transfers Out	119,400	<b>91,400</b>	96,400	96,400
<b>Total</b>	<b>5,522,400</b>	<b>9,456,300</b>	<b>4,296,700</b>	<b>4,006,000</b>



The increase in Capital Improvement Projects in FY 08 and FY 09 is due to major repair/rebuild of the Clarifier at the treatment plant.

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

# WATER POLLUTION CONTROL

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
5032	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	514,782	415,574	444,000	432,800	<b>573,700</b>	567,900	555,500
4002	WAGES CLERICAL	68,712	144,317	142,500	115,700	<b>145,100</b>	149,800	154,300
4003	WAGES OPERATIONAL	985,203	1,023,694	1,057,700	1,069,300	<b>930,700</b>	974,400	1,015,600
4004	OVERTIME	19,686	29,359	27,200	22,400	<b>29,000</b>	29,000	29,000
4005	HOLIDAY PAY	0	0	800	800	<b>0</b>	0	0
4006	OTHER PAY	90,164	16,424	15,000	18,000	<b>18,000</b>	18,000	18,000
4007	PART TIME	34,960	33,802	39,000	30,300	<b>39,000</b>	41,000	41,500
4009	IMRF	240,070	211,988	234,200	235,000	<b>234,100</b>	239,800	244,300
4010	SOCIAL SECURITY	134,435	127,690	135,400	132,900	<b>134,900</b>	138,200	140,800
4012	HOSPITALIZATION	352,254	368,672	368,500	359,500	<b>356,000</b>	379,100	394,000
4017	ELECTED OFFICIALS	6,318	6,033	6,000	6,000	<b>6,000</b>	6,000	6,000
4020	SICK PAY	33,332	35,244	36,900	34,800	<b>38,000</b>	38,000	38,000
4022	LIFE INSURANCE	3,160	3,100	3,500	2,000	<b>0</b>	0	0
4030	OPEB EXPENSE	0	(2,708)	0	0	<b>0</b>	0	0
	SUBTOTAL	2,483,076	2,413,189	2,510,700	2,459,500	<b>2,504,500</b>	2,581,200	2,637,000
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	2,449	1,922	2,700	2,700	<b>2,700</b>	2,800	2,900
4102	PROF SVCS.-ENGN./ARCH.	0	0	210,000	0	<b>0</b>	0	0
4105 (1)	PROF SVCS-DATA PROCESSING	0	0	4,100	4,100	<b>4,100</b>	4,100	4,100
4107 (2)	PROF SVCS.-MEDICAL	687	1,283	1,200	1,200	<b>1,200</b>	1,200	1,200
4110 (3)	TECH. & CONSULT. SVCS.	97,525	404,537	25,300	25,300	<b>78,900</b>	81,200	116,800
4115 (4)	COMMUNICATIONS-TELEPHONE	16,619	17,882	17,100	31,200	<b>19,500</b>	19,500	19,500
4116	COMMUNICATIONS-PORT DEV	0	(220)	100	100	<b>1,200</b>	0	0
4117	COMMUNICATIONS-POSTAGE	411	555	1,500	500	<b>1,000</b>	1,000	1,000
4118	COPY/REPRODUCTION	642	733	1,000	1,000	<b>1,000</b>	1,000	1,000
4159	IRMA INSURANCE	84,322	95,408	104,200	171,200	<b>155,600</b>	155,600	155,600
4160 (5)	PRINTING	764	325	2,700	500	<b>2,700</b>	2,700	2,700
4161	PUBLICATION OF NOTICES	134	1,275	1,000	1,000	<b>1,000</b>	1,000	1,000
4163	CONFERENCES	0	784	5,000	5,000	<b>5,000</b>	5,000	5,000
4164	TRAINING	0	0	1,200	1,200	<b>1,200</b>	1,200	1,200
4170	PUBLIC UTIL. - GAS HEAT	40,810	47,415	49,500	27,700	<b>49,500</b>	49,500	49,500
4175	PUBLIC UTIL. - ELEC. EQUIP.	400,160	310,414	375,000	375,000	<b>375,000</b>	375,000	375,000
4176 (6)	PUBLIC UTIL. - SOLID WASTE	141,530	116,326	171,000	119,400	<b>160,000</b>	160,000	160,000
4180 (7)	REPAIRS & MAINTENANCE	55,118	122,670	119,100	119,100	<b>107,300</b>	78,300	108,500
4190 (8)	RENTAL EQUIPMENT	2,602	1,806	3,000	3,000	<b>9,000</b>	9,000	9,000
4192	DUES /SUBSCRIPTIONS	293	321	500	500	<b>500</b>	500	500
4194	PERMIT FEE PAYMENTS	68,500	68,500	68,500	68,500	<b>68,500</b>	68,500	68,500
4199	OTHER SERVICES & CHARGES	138	343	200	400	<b>200</b>	200	200
	SUBTOTAL	912,704	1,192,279	1,163,900	958,600	<b>1,045,100</b>	1,017,300	1,083,200
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	1,554	1,195	1,700	1,700	<b>1,700</b>	1,700	1,700
4202 (9)	CLEANING SUPPLIES	3,469	4,178	4,200	4,200	<b>4,200</b>	4,200	4,200
4203 (10)	CLOTHING SUPPLIES	9,846	11,565	12,400	11,000	<b>12,400</b>	12,400	12,400
4204	MOTOR FUEL & LUBRICANTS	3,594	3,156	3,200	3,200	<b>3,200</b>	3,200	3,200
4205 (11)	CHEMICALS	58,393	62,924	81,000	81,000	<b>81,000</b>	81,000	81,000
4207 (12)	PUB. GRNDS.- MATL/SUPPLIES	516	1,496	1,500	1,500	<b>1,500</b>	1,500	1,500

# WATER POLLUTION CONTROL

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
5032	<b>EXPENDITURES</b>							
	<b>SUPPLIES &amp; MATERIALS (CONT'D)</b>							
4208 (13)	BUILDING- MATL/SUPPLIES	3,683	4,991	5,000	5,000	<b>5,000</b>	5,000	5,000
4290	EMERGENCY OPERATIONS	0	24,090	0	0	<b>0</b>	0	0
4299 (14)	OTHER OPERATING SUPPLIES	60,378	82,154	136,200	136,200	<b>131,900</b>	71,900	80,400
	<b>SUBTOTAL</b>	<b>141,433</b>	<b>195,749</b>	<b>245,200</b>	<b>243,800</b>	<b>240,900</b>	<b>180,900</b>	<b>189,400</b>
	<b>CAPITAL OUTLAYS</b>							
4304 (15)	EQUIPMENT	0	25,900	39,700	39,700	<b>43,200</b>	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>25,900</b>	<b>39,700</b>	<b>39,700</b>	<b>43,200</b>	<b>0</b>	<b>0</b>
	<b>CAPITAL IMPROVEMENT PROJECTS</b>							
4539	MASTER PLAN - IEPA LOAN	0	0	7,034,000	1,485,700	<b>5,531,200</b>	420,900	0
4587	ANAEROBIC DIG. CLEANING	0	0	100,100	100,000	<b>0</b>	0	0
4594	RE-ROOF/REPAIR BUILDINGS	158,968	149,760	140,000	115,700	<b>0</b>	0	0
	<b>SUBTOTAL</b>	<b>158,968</b>	<b>149,760</b>	<b>7,274,100</b>	<b>1,701,400</b>	<b>5,531,200</b>	<b>420,900</b>	<b>0</b>
	<b>TRANSFERS OUT</b>							
4961	TRANSFER TO FLEET SERVICES	32,727	34,678	48,000	48,000	<b>23,700</b>	23,100	23,400
4962	TRANSFER TO IS	49,116	56,844	59,200	59,200	<b>60,400</b>	61,100	55,400
4964	TRANSFER TO ERF	16,500	16,500	12,200	12,200	<b>7,300</b>	12,200	17,600
	<b>SUBTOTAL</b>	<b>98,343</b>	<b>108,022</b>	<b>119,400</b>	<b>119,400</b>	<b>91,400</b>	<b>96,400</b>	<b>96,400</b>
	<b>TOTAL FOR DEPARTMENT</b>	<b>3,794,524</b>	<b>4,084,899</b>	<b>11,353,000</b>	<b>5,522,400</b>	<b>9,456,300</b>	<b>4,296,700</b>	<b>4,006,000</b>

# WATER POLLUTION CONTROL

## Notes

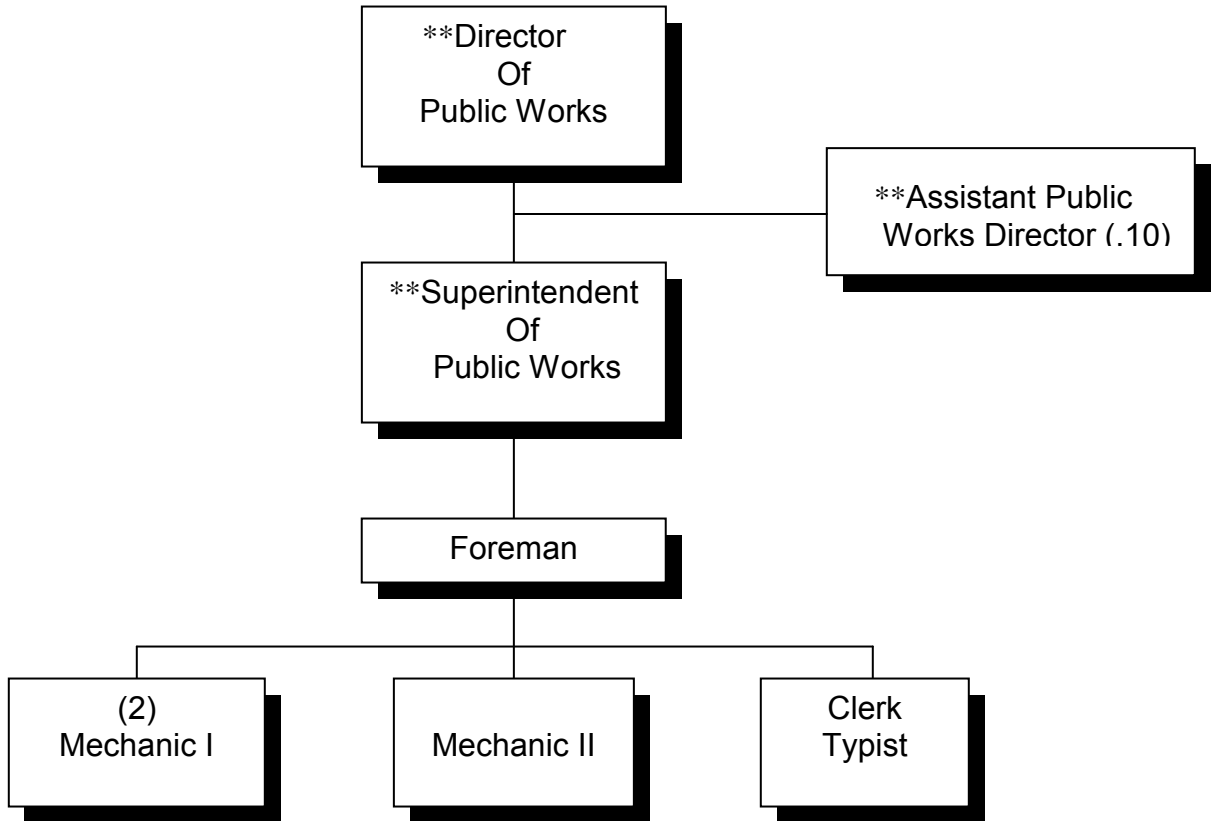
<b>4105</b>	<b>(1) PROF SERV DATA PROCESSING</b>				<b>4,100</b>
	1,600 OPERATOR 10-DATA SUPPORT	2,500	WONDERWARE SOFTWARE SUPPORT		
<b>4107</b>	<b>(2) PROF SERV MEDICAL</b>	1,200	DRUG/ALCOHOL TESTING - CDL LICENSE		<b>1,200</b>
<b>4110</b>	<b>(3) TECH. &amp; CONSULT. SVCS.</b>				<b>78,900</b>
	15,100 SALT CREEK TMDL STUDY COMMITTEE	4,300	BIOMONITORING ANALYSIS		
	53,000 SALT CREEK SPECIAL ASSESSMENT	6,500	PRETREATMENT REGULATIONS		
<b>4115</b>	<b>(4) COMMUNICATIONS-TELEPHONE</b>				<b>19,500</b>
	14,100 MONTHLY PHONE SERVICE	5,400	CELLULAR PHONES/PORT DEV		
<b>4160</b>	<b>(5) PRINTING</b>	2,700	GENERAL PRINTING		<b>2,700</b>
<b>4176</b>	<b>(6) PUBLIC UTIL. - SOLID WASTE</b>	160,000	CROPLAND		<b>160,000</b>
<b>4180</b>	<b>(7) REPAIRS &amp; MAINTENANCE</b>				<b>107,300</b>
	10,400 OTHER REPAIRS & MAINTENANCE	2,900	REPAIR OF TRI-GAS METERS		
	1,800 MAINTENANCE/CALIBRATION LAB EQUIP	36,800	GROUND MAINTENANCE CONTRACT		
	9,000 DIFFUSER - GAS CLEANING	13,000	RAW PUMP REBUILD		
	15,500 PUMPS & GENERATOR	7,000	REPLACE DOORS & FRAMES		
	5,700 OPERATOR, REGLAZE WINDOWS				
	5,200 METERING DEVICES				
<b>4190</b>	<b>(8) RENTAL EQUIPMENT</b>				<b>9,000</b>
	1,500 CRANE RNTL FOR LARGE EQUIP REMOVAL	1,500	DEIONIZED WATER SYSTEM (ANNUAL)		
	6,000 GENERATOR RENTAL				
<b>4202</b>	<b>(9) CLEANING SUPPLIES</b>				<b>4,200</b>
	1,000 WATERLESS HAND CLEANER, HAND SOAP	1,000	MOPS, BUCKETS AND BUFFING PADS		
	1,400 WIPERS, CLOTH AND PAPER	800	WINDOW CLEANER, FLOOR SOAP & WAX		
<b>4203</b>	<b>(10) CLOTHING SUPPLIES</b>				<b>12,400</b>
	2,250 SAFETY BOOTS 18 @ \$125/YR	700	SUMMER TEE SHIRTS		
	1,800 WINTER OUTERWEAR	300	INSULATED GLOVES		
	6,450 FLASH CLOTHING	900	REPLACE RAIN GEAR & HIP BOOTS		
<b>4205</b>	<b>(11) CHEMICALS</b>				<b>81,000</b>
	57,400 POLYMERS FOR SLUDGE DEWATERING	8,700	REAGENTS USED IN LABORATORY		
	10,300 CHLORINE FOR EFFLUENT DISINFECTION	4,600	SULFUR DIOXIDE FOR DECHLORINATION		
<b>4207</b>	<b>(12) PUB. GRNDS.- MATL/SUPPLIES</b>	1,500	REPLACE TREES, SHRUBS & FLOWERS		<b>1,500</b>
<b>4208</b>	<b>(13) BUILDING- MATL/SUPPLIES</b>	5,000	PAINT & SUPPLIES FOR MAINTENANCE		<b>5,000</b>
<b>4299</b>	<b>(14) OTHER OPERATING SUPPLIES</b>				<b>131,900</b>
	1,300 TOOLS, HOSES, BROOMS, SHOVELS	5,000	CONTACT SETS FOR LRG HP MOTORS		
	1,800 PENETRANTS, SOLVENTS, DEGREASER, ENZYMES, AMMONIUM BICARBONATE	2,900	REPLACE PARTS FOR VALVES		
	16,700 REPLACE & REPAIR PRTS FOR MAJOR EQUIP	4,600	ELECTRICAL		
	2,100 WELDING & FLAME CUTTING SUPPLIES	2,200	GASKET MATERIALS		
	3,000 SAMPLING CONTAINERS	8,400	ASSORTED NUTS, BOLTS & HARDWARE		
	5,500 REPLACE SODIUM HYPOCHLORITE PUMP	6,500	REPLACE ELEMENTS FOR BLOWER INTAKES		
	1,300 COMPOSITE SAMPLERS	38,500	AIR MAIN REPAIR		
	2,900 SAND FOR SLUDGE DRYING BEDS	5,300	LAB GLASSWARE & EXPENDABLES		
	2,800 SELECTIVE ION PROBES/LAMP	7,000	REPLACE BLOWER INTAKE ELEMENTS		
	2,000 REPLACE AEROBIC DIGESTER SHEATH	2,900	TEST GASES/ELEMENTS FOR TRI-GAS METER		
	2,200 BATTERIES FOR STANDBY GENERATORS	7,000	REPLACE FLOW METERS		
<b>4304</b>	<b>(15) EQUIPMENT</b>				<b>43,200</b>
	15,000 REPLACE CABINETS & COUNTERS, LAB AA	8,000	UPGRADE GAS SAFETY EQUIP - AJL		
	3,600 AUTO DIALER - NTP	7,400	UPGRADE GAS SAFETY EQUIP - NTP		
		9,200	REPLACE TWO WEATHER STATIONS		



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# ***FLEET SERVICES***

## Organization Structure



\*\*Not charged to this department.

# **FLEET SERVICES**

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## 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, Assistant Director of Public Works, Superintendent of Public Works and the Fleet Services Foreman. Additional staff includes two (2) Mechanic I's and one (1) Mechanic II. The customers of Fleet Services are the vehicle and equipment users employed by all departments of the Village of Addison. This budget also provides partial funding for clerical and administrative staff.

## **Mission Statement**

It is the mission of Fleet Services to provide our customers, the employees of the Village of Addison, with safe and dependable vehicles, equipment and service facilities. Our goal is to work in partnership with our customers and employees to provide high quality products and services in a cost-effective manner.

## **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

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 owned by the Village of Addison. Additional vehicles and equipment owned by other taxing bodies within the Village of Addison receive fueling services.

### **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 A.S.E. 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.
- Assist the Risk Manager on insurance claims.

## **FLEET SERVICES**

Narrative (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 2014-15 Key Objectives**

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

1. Continue performing preventive maintenance and repairs to minimize unscheduled down time for the Village fleet.
2. Continue accurate accounting of the activities of Fleet Services through the use of the CFA and Petro-Vend software.
3. Continue an accurate inventory of the parts storage area. Keeping parts in storage for the current fleet while returning obsolete parts for credit.
4. Continue to encourage a proactive workforce that anticipates problems and responds with solutions.

### **Performance Measures**

	<b>FY12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$1,412,409	\$1,508,600	\$1,430,300
Number of Employees	5	5	5
Vehicles and Equipment	168	167	167
<b>Outputs</b>			
Number of Work Orders Completed	1,485	1,462	1,473
Gallons of Fuel Dispensed(Village Vehicles)	98,029	111,044	104,536
<b>Effectiveness</b>			
% Vehicles passing emissions on 1 <sup>st</sup> test	100%	100%	100%
% PMs performed as scheduled	100%	100%	100%
% Mechanics hours billed to repairs	72%	76%	74%
<b>Effectiveness</b>			
Average Cost per Mile			
- Automobiles	\$0.35	\$0.36	\$0.37
- Truck	\$1.12	\$0.98	\$1.05
- Police (Marked Squads)	\$0.56	\$0.65	\$0.60

# **FLEET SERVICES**

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## Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</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
<b>Total Budgeted:</b>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

**Authorized & Unbudgeted:**

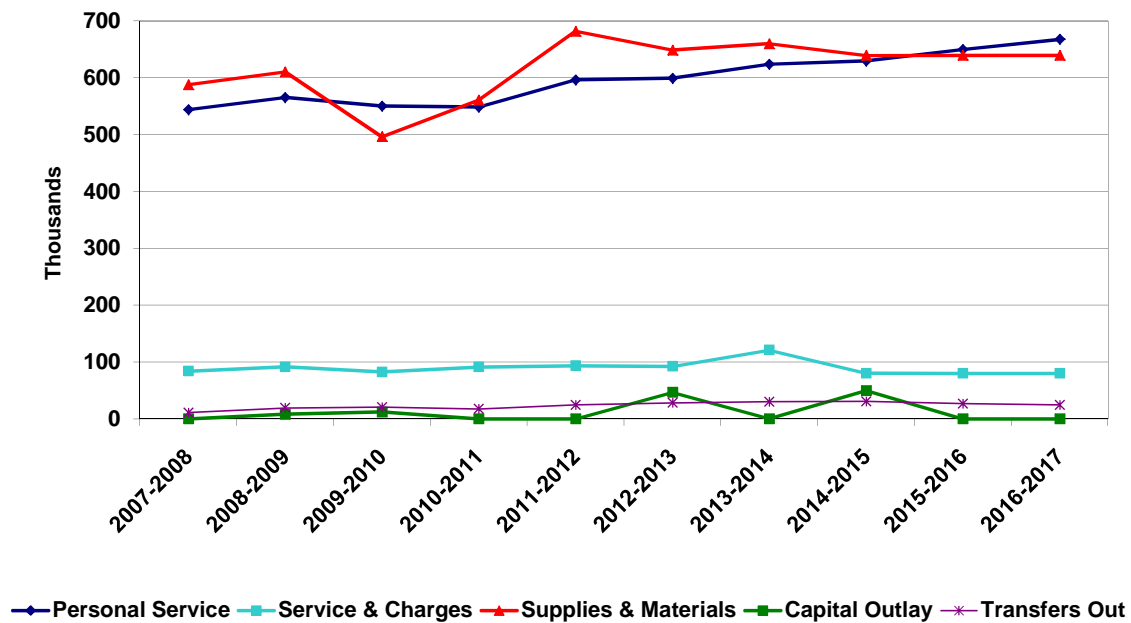
None

**Total Authorized:** 5.00

# FLEET SERVICES

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	<b>2014-2015 Budget</b>	2015-2016 Budget	2016-2017 Budget
Personal Services	624,000	<b>629,800</b>	649,800	667,600
Services & Charges	121,000	<b>80,300</b>	80,000	80,000
Supplies & Materials	660,100	<b>639,600</b>	639,600	639,600
Capital Outlays	100	<b>50,000</b>	0	0
Transfers Out	30,300	<b>30,600</b>	26,900	24,500
<b>Total</b>	<b>1,435,500</b>	<b>1,430,300</b>	1,396,300	1,411,700



# **FLEET SERVICES (61) REVENUES**

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9961	<b>REVENUES</b>							
		<b>CHARGES FOR SERVICES</b>						
3399	OTHER CHARGES	144,367	160,330	0	110,600	0	0	0
		<b>MISCELLANEOUS REVENUES</b>						
3813	REIMB - FEMA - FLOOD	(1,755)	0	0	0	0	0	0
3856	SALE - WASTE OIL	435	575	0	600	0	0	0
3867	COMPENSATION FOR LOSS	1,334	0	0	0	0	0	0
	SUBTOTAL	14	575	0	600	0	0	0
		<b>TRANSFERS IN - GENERAL FUND</b>						
3902	TRF FM-FINANCE	0	9	0	0	0	0	0
3903	TRF FM-COMMUNITY RELATIONS	2,231	3,950	5,700	5,700	5,200	5,100	5,100
3904	TRF FM-BUILDING & GROUNDS	2,754	10,867	14,900	14,900	3,800	3,700	3,800
3905	TRF FM-POLICE	532,596	543,401	636,300	636,300	641,700	626,500	633,300
3906	TRF FM-COMMUNITY DEVELOP	30,649	32,544	39,900	39,900	47,400	46,300	46,800
3907	TRF FM-ELECTRICAL/FORESTRY	123,504	124,302	158,000	158,000	140,900	137,500	139,100
3908	TRF FM-STREET	276,182	285,598	274,100	274,100	295,300	288,300	291,400
	SUBTOTAL - GENERAL FUND	967,916	1,000,671	1,128,900	1,128,900	1,134,300	1,107,400	1,119,500
		<b>TRANSFERS IN - WATER &amp; SEWER FUND</b>						
3950	TRF FM-WATER	127,998	121,253	104,000	104,000	141,600	138,200	139,800
3951	TRF FM-SEWER	135,184	94,902	116,500	116,500	130,700	127,600	129,000
3952	TRF FM-WATER PLTN CONTROL	32,727	34,678	48,000	48,000	23,700	23,100	23,400
	SUBTOTAL - W & S FUND	295,909	250,833	268,500	268,500	296,000	288,900	292,200
	TOTAL REVENUE	1,408,206	1,412,409	1,397,400	1,508,600	1,430,300	1,396,300	1,411,700

# FLEET SERVICES (61)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9961	<b>EXPENSES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	91,803	102,933	96,500	96,500	99,400	101,300	103,400
4002	WAGES CLERICAL	57,035	66,904	55,200	55,200	56,800	57,900	59,000
4003	WAGES OPERATIONAL	228,129	237,640	244,100	244,100	251,400	256,400	261,500
4004	OVERTIME	10,432	28,617	20,000	23,700	20,000	20,000	20,000
4006	OTHER PAY	23,086	4,204	5,000	4,000	5,000	5,000	5,000
4009	IMRF	55,944	54,804	53,800	59,000	56,100	59,400	60,600
4010	SOCIAL SECURITY	31,618	32,297	30,300	33,100	32,200	34,100	35,100
4012	HOSPITALIZATION	88,218	92,008	96,500	98,700	97,900	104,700	112,000
4020	SICK PAY	9,511	9,796	9,400	9,300	11,000	11,000	11,000
4022	LIFE INSURANCE	624	624	800	400	0	0	0
4030	OPEB EXPENSE	0	(946)	0	0	0	0	0
	SUBTOTAL	596,400	628,881	611,600	624,000	629,800	649,800	667,600
	<b>SERVICES &amp; CHARGES</b>							
4105 (1)	PROF SVCS-DATA PROC	1,595	1,595	1,600	1,600	1,600	1,600	1,600
4107 (2)	PROF SVCS-MEDICAL	217	334	1,000	500	1,000	1,000	1,000
4115 (3)	COMMUNICATIONS-TELEPHONE	869	888	1,000	1,000	1,300	1,300	1,300
4116	COMMUNICATIONS-PORT DEV	0	0	100	100	300	0	0
4117	COMMUNICATIONS-POSTAGE	41	14	0	0	200	200	200
4118	COPY/REPRODUCTION	566	489	400	400	400	400	400
4159	IRMA INSURANCE	33,100	32,134	36,000	30,000	19,100	19,100	19,100
4160	PRINTING	218	0	200	200	200	200	200
4161	PUBLICATION OF NOTICES	0	0	100	100	100	100	100
4163	CONFERENCES	200	539	1,500	1,000	500	500	500
4164	TRAINING	413	1,176	1,700	1,700	700	700	700
4176	PUB UTIL - SOLID WASTE	1,037	734	900	900	900	900	900
4180 (4)	REPAIRS & MAINTENANCE	36,692	45,593	59,900	75,700	46,200	46,200	46,200
4192	DUES & SUBSCRIPTIONS	5,515	1,218	400	400	400	400	400
4199 (5)	OTHER SERVICES & CHARGES	12,966	6,853	7,400	7,400	7,400	7,400	7,400
	SUBTOTAL	93,429	91,567	112,200	121,000	80,300	80,000	80,000
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	1,058	790	800	800	800	800	800
4203 (6)	CLOTHING SUPPLIES	2,041	2,190	2,700	2,700	2,700	2,700	2,700
4204	MOTOR FUEL & LUBRICANTS	475,834	441,866	455,000	455,000	455,000	455,000	455,000
4209	MOTOR VEH MATL/SUPPLIES	173,971	184,694	153,200	170,000	153,200	153,200	153,200
4290	EMERGENCY OPERATIONS	0	9,251	0	0	0	0	0
4299 (7)	OTHER OPERATING SUPPLIES	29,255	978	31,600	31,600	27,900	27,900	27,900
	SUBTOTAL	682,159	639,769	643,300	660,100	639,600	639,600	639,600
	<b>CAPITAL OUTLAYS</b>							
4304 (8)	EQUIPMENT	0	20,519	0	100	50,000	0	0
	<b>TRANSFERS OUT</b>							
4962	TRANSFER TO IS	20,224	23,358	24,400	24,400	25,500	25,300	22,900
4964	TRANSFER TO ERF	4,400	4,800	5,900	5,900	5,100	1,600	1,600
	SUBTOTAL	24,624	28,158	30,300	30,300	30,600	26,900	24,500
	<b>TOTAL EXPENSES</b>	<b>1,396,612</b>	<b>1,408,894</b>	<b>1,397,400</b>	<b>1,435,500</b>	<b>1,430,300</b>	<b>1,396,300</b>	<b>1,411,700</b>

# FLEET SERVICES

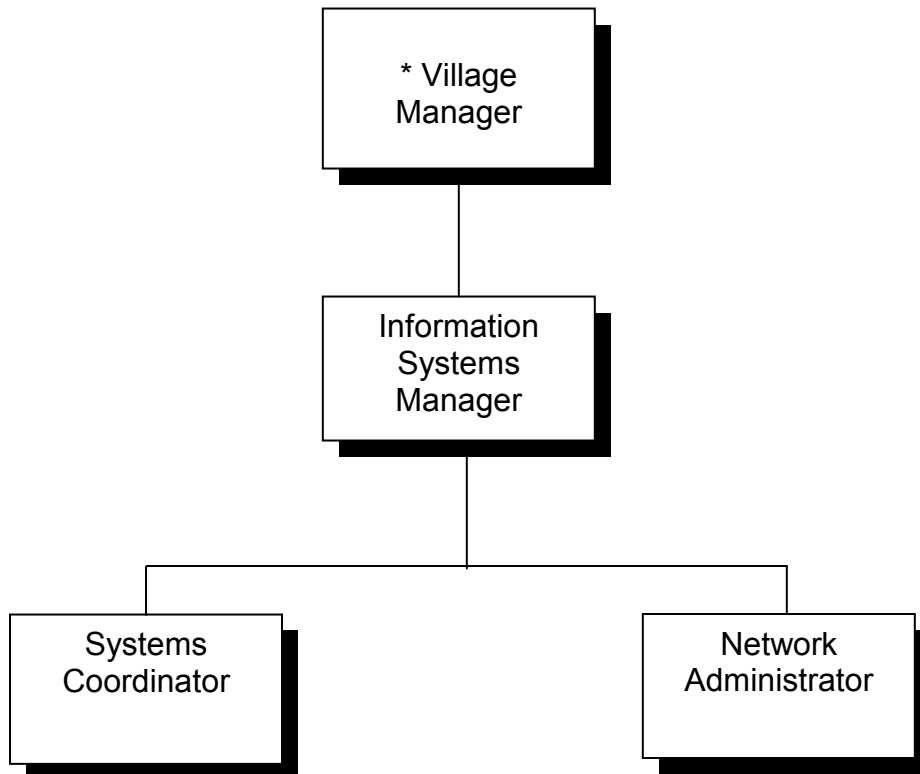
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## Notes

<b>4105 (1) PROF SERV DATA PROCESSING</b>				<b>1,600</b>
1,600	UPDATE CFA SUBS & TELE CONS			
<b>4107 (2) PROF SERV MEDICAL</b>				<b>1,000</b>
200	DRUG & ALCOHOL SCREEN FOR CDL'S	600	PRESCRIPTION SAFETY GLASSES	
		200	HEARING TESTS	
<b>4115 (3) COMMUNICATIONS - TELEPHONE</b>				<b>1,300</b>
1000	REGULAR PHONES	300	CELL PHONES	
<b>4180 (4) REPAIRS &amp; MAINTENANCE</b>				<b>46,200</b>
43,100	GENERAL REPAIRS	3,100	UST TANK TIGHTNESS TEST	
<b>4199 (5) OTHER SERVICES AND CHARGES</b>				<b>7,400</b>
2,400	CDL'S, LICENSE PLATES AND REG.	3,000	FUEL SYSTEM AND COMPUTER SVC	
2,000	HOIST AND COMPRESSOR INSP/REP			
<b>4203 (6) CLOTHING SUPPLIES</b>				<b>2,700</b>
1,300	UNIFORMS	400	WINTERWEAR	
500	4 PAIRS OF BOOTS @ \$125	100	RAGS	
160	T-SHIRTS	240	GLOVES & SAFETY EQUIPMENT	
<b>4299 (7) OTHER OPERATING SUPPLIES</b>				<b>27,900</b>
27,900	OIL DRY, SOAP, WRENCH REPLACEMENTS, SPECIALTY TOOLS, SAFETY EQUIPMENT, WELDING SUPPLIES, CUTTING & GRINDING BLADES, WHEELS, ETC.			
<b>4304 (8) EQUIPMENT</b>				<b>50,000</b>
50,000	DIESEL TANK REPLACEMENT - 333 VILLA			

# ***INFORMATION SYSTEMS***

## Organization Structure



\* Not charged to this budget

# **INFORMATION SYSTEMS**

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Narrative

## **Description of Departmental Activities**

The Information Systems Manager, who is assisted by the Systems Coordinator and the Network 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 systems including the Village's computer network, telephone system, software and hardware maintenance, coordination with outside vendors for software and hardware maintenance / upgrades / service provisions not otherwise provided by this department.

## **Data Processing**

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

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

## **FY 2014-15 Key Objectives**

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

1. Improve employee efficiency.
  - Replace laptop computers or iPads (on an as needed basis).
  - Continue to enhance the paperless office concept.
  - Increase usage of the internet as a tool.
  - Foster growth of the G.I.S. system.
  - Continue desktop replacement program.
  - Complete Wireless WAN project at remote facilities.
2. Improve hardware efficiency
  - Replace antiquated servers, using consolidation and virtualization.
  - Upgrade back-up software to a hardware device.
  - Continue 3-year desktop replacement program.
  - Begin replacing digital phones with IP based system.

## **INFORMATION SYSTEMS**

Narrative (Cont'd)

### **FY 2014-15 Key Objectives (Cont'd)**

3. Improve system security
  - Research vendors for “cloud” backups of critical data.
  - Continue off-site “data vault” backup of IDC software.
  - Rewrite and enforce employee PC usage policy.
  - Replace Bordermanager with Cisco hardware type device.
  
4. Improve service to stakeholders
  - Complete work order system for service requests.
  - Continue training for IS staff.
  - Maintain existing service contracts.
  - Complete Microwave Communications system.
  - Begin development of department operational manual.
  - Complete SAN project.

### **Performance Measures**

	<b>FY 12-13 ACTUAL</b>	<b>FY 13-14 ESTIMATE</b>	<b>FY 14-15 PROJECTION</b>
<b>Inputs</b>			
Direct Expenditures	\$1,029,973	\$1,157,400	\$1,144,300
Number of Employees	3	3	3
<b>Outputs</b>			
Workstations administered	180	184	184
Laptops administered	42	37	42
Printers administered	66	66	72
Servers administered	16	19	18
LAN/WAN Hardware administered	26	26	25
<b>Efficiency</b>			
Percentage of time servers are available	99.99%	99.99%	99.99%
Number of Vendor service calls	36	30	30
Percent work hours systems operational	99.99%	99.99%	99.99%

# ***INFORMATION SYSTEMS***

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## Personnel Summary

<u>Position Title</u>	<u>Current Authorized</u>	<u>Fiscal Year 2013-2014</u>	<u>Fiscal Year 2014-2015</u>	<u>Fiscal Year 2015-2016</u>	<u>Fiscal Year 2016-2017</u>
<b>Authorized &amp; Budgeted:</b>					
Information Systems Manager	1.00	1.00	1.00	1.00	1.00
Systems Coordinator	1.00	1.00	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00	1.00
Civil Engineer II	0.20	0.20	0.20	0.20	0.20
<b>Total Budgeted:</b>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>	<u>3.20</u>

### **Authorized & Unbudgeted:**

GIS Administrator 1.00

**Total Authorized:** 4.20

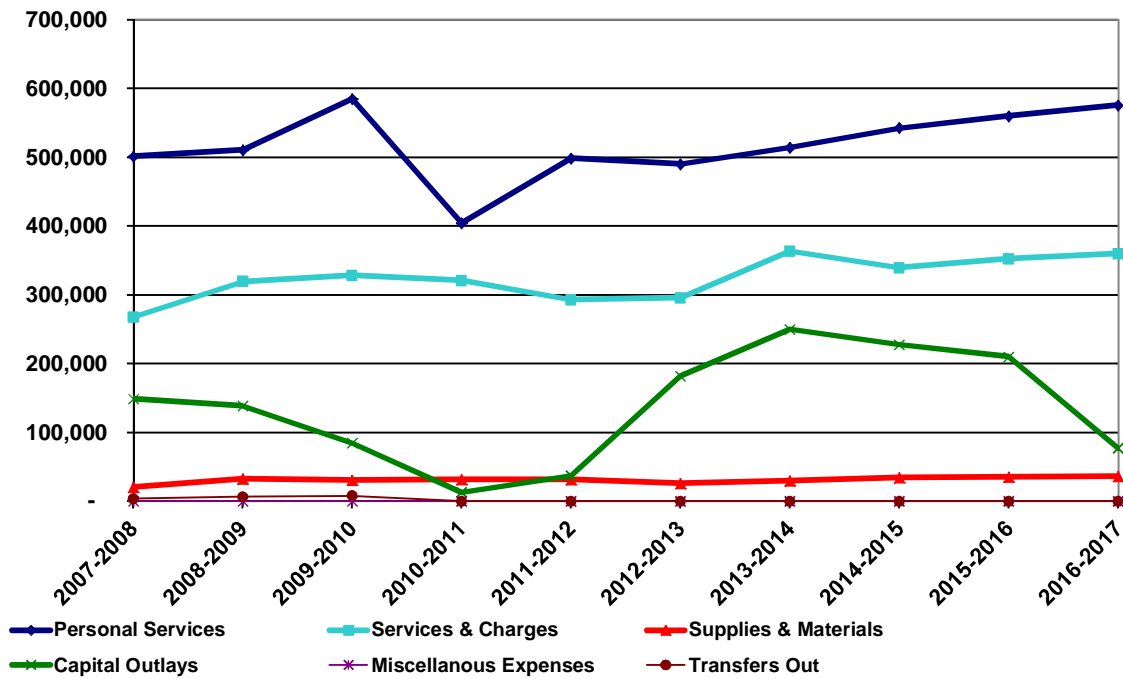
Note: Page 27 summarizes Employee Allocation Between Departments

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 SYSTEMS

## Expenditure Summary

<u>Operating Expenditures</u>	2013-2014 Estimate	<b>2014-2015 Budget</b>	2015-2016 Budget	2016-2017 Budget
Personal Services	514,300	<b>542,700</b>	559,900	575,500
Services & Charges	363,300	<b>339,500</b>	352,800	360,300
Supplies & Materials	29,800	<b>34,200</b>	35,200	36,200
Capital Outlays	250,000	<b>227,900</b>	210,500	77,000
Transfers Out	0	<b>0</b>	0	0
<b>Total</b>	<b>1,157,400</b>	<b>1,144,300</b>	1,158,400	1,049,000



The sharp increase in Personal Services in FY 10, followed by a sharp decrease in FY 11 is due to the results of the Village's Voluntary Separation Incentive Plan offered in FY 10. One staff member took advantage of the plan. That position will remain open until further notice.

# INFORMATION SYSTEMS (62) REVENUES

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9962	<b>REVENUES</b>							
	<b>MISCELLANEOUS REVENUES</b>							
3813	REIMB-FEMA-FLOOD	0	0	0	0	0	0	0
	<b>TRANSFERS IN - GENERAL FUND</b>							
3901	TRF FM-ADMINISTRATION	141,571	163,813	170,800	206,000	<b>174,100</b>	176,300	159,600
3902	TRF FM-FINANCE	66,452	76,894	80,200	80,200	<b>81,700</b>	82,700	74,900
3903	TRF FM-COMMUNITY RELATIONS	14,446	16,743	17,400	17,400	<b>17,800</b>	18,000	16,300
3904	TRF FM-BUILDING & GROUNDS	8,668	10,025	10,500	10,500	<b>10,700</b>	10,800	9,800
3905	TRF FM-POLICE	303,366	350,983	432,200	432,200	<b>440,300</b>	446,100	404,000
3906	TRF FM-COMMUNITY DEVELOP.	92,454	106,866	111,500	111,500	<b>113,700</b>	115,100	104,200
3907	TRF FM-ELECTRICAL/FORESTRY	5,778	6,718	7,000	7,000	<b>7,100</b>	7,200	6,500
3908	TRF FM-STREET	31,782	36,793	38,300	38,300	<b>39,000</b>	39,600	35,800
3909	TRF FM-HHRC	54,895	63,561	66,200	66,200	<b>67,500</b>	68,300	61,900
3911	TRF FM - CONSOLID. DISPATCH	0	25,838	45,300	45,300	<b>46,200</b>	46,800	42,400
	<b>SUBTOTAL - GENERAL FUND</b>	<b>719,412</b>	<b>858,234</b>	<b>979,400</b>	<b>1,014,600</b>	<b>998,100</b>	<b>1,010,900</b>	<b>915,400</b>
	<b>TRANSFERS IN - WATER &amp; SEWER FUND</b>							
3950	TRF FM-WATER	31,781	36,793	38,300	38,300	<b>39,000</b>	39,500	35,800
3951	TRF FM-SEWER	17,335	20,050	20,900	20,900	<b>21,300</b>	21,600	19,500
3952	TRF FM-WATER POLL. CONTROL	49,116	56,844	59,200	59,200	<b>60,400</b>	61,100	55,400
	<b>SUBTOTAL - W &amp; S FUND</b>	<b>98,232</b>	<b>113,687</b>	<b>118,400</b>	<b>118,400</b>	<b>120,700</b>	<b>122,200</b>	<b>110,700</b>
	<b>TRANSFERS IN - FLEET SERVICES FUND</b>							
3961	TRF FM - FLEET SERVICES	20,224	23,358	24,400	24,400	<b>25,500</b>	25,300	22,900
	<b>TOTAL REVENUE</b>	<b>837,868</b>	<b>995,279</b>	<b>1,122,200</b>	<b>1,157,400</b>	<b>1,144,300</b>	<b>1,158,400</b>	<b>1,049,000</b>

## INFORMATION SYSTEMS (62)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9962	<b>EXPENSES</b>							
	<b>PERSONAL SERVICES</b>							
4001	SALARIES - ADMINISTRATIVE	320,185	354,092	350,500	350,500	<b>362,100</b>	371,700	379,900
4002	WAGES CLERICAL	22,089	0	0	0	<b>0</b>	0	0
4006	OTHER PAY	22,089	7,610	7,900	8,100	<b>7,900</b>	7,900	7,900
4007	PART TIME	0	0	0	0	<b>12,000</b>	12,400	12,900
4009	IMRF	44,628	44,169	48,300	48,300	<b>49,100</b>	50,300	51,400
4010	SOCIAL SECURITY	24,509	26,305	27,800	27,800	<b>29,100</b>	29,800	29,900
4012	HOSPITALIZATION	62,681	66,898	74,700	72,700	<b>76,500</b>	81,800	87,500
4020	SICK PAY	1,876	4,380	4,200	6,500	<b>6,000</b>	6,000	6,000
4022	LIFE INSURANCE	624	624	800	400	<b>0</b>	0	0
	SUBTOTAL	498,681	504,078	514,200	514,300	<b>542,700</b>	559,900	575,500
	<b>SERVICES &amp; CHARGES</b>							
4105 (1)	PROF SVCS.-DATA PROCESSING	130,593	145,805	156,700	186,700	<b>143,400</b>	153,800	158,000
4110 (2)	TECH. & CONSULT. SVCS.	48,689	38,800	34,700	45,000	<b>34,700</b>	35,700	36,800
4115 (3)	COMMUNICATIONS-TELEPHONE	70,853	80,458	68,000	65,200	<b>57,900</b>	57,900	57,900
4116 (4)	COMMUNICATIONS-PORTABLE DEV	0	4,136	7,700	1,000	<b>7,700</b>	7,900	8,200
4117	COMMUNICATIONS-POSTAGE	0	0	200	0	<b>200</b>	200	200
4118	COPY/REPRODUCTION	684	666	600	600	<b>600</b>	600	600
4159	IRMA INSURANCE	9,760	7,324	8,200	13,000	<b>11,800</b>	11,800	11,800
4160	PRINTING	0	0	200	0	<b>200</b>	200	200
4161	PUBLICATION OF NOTICES	0	0	200	0	<b>200</b>	200	200
4163	CONFERENCES	79	0	0	0	<b>7,500</b>	7,500	7,500
4164	TRAINING	0	0	0	100	<b>16,000</b>	16,000	16,000
4180 (5)	REPAIRS & MAINTENANCE	31,963	34,433	51,000	51,000	<b>58,300</b>	60,000	61,900
4192 (6)	DUES/SUBSCRIPTIONS	61	0	700	700	<b>1,000</b>	1,000	1,000
4199	OTHER SERVICES & CHARGES	0	0	0	0	<b>0</b>	0	0
	SUBTOTAL	292,682	311,622	328,200	363,300	<b>339,500</b>	352,800	360,300
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	2,424	155	500	500	<b>500</b>	500	500
4299 (7)	OTHER OPERATING SUPPLIES	29,244	24,868	29,300	29,300	<b>33,700</b>	34,700	35,700
	SUBTOTAL	31,668	25,023	29,800	29,800	<b>34,200</b>	35,200	36,200
	<b>CAPITAL OUTLAYS</b>							
4301	OFFICE EQUIPMENT	0	0	0	0	<b>0</b>	0	0
4304 (8)	EQUIPMENT	36,899	189,250	250,000	250,000	<b>227,900</b>	210,500	77,000
	TOTAL EXPENSES	859,930	1,029,973	1,122,200	1,157,400	<b>1,144,300</b>	1,158,400	1,049,000

# INFORMATION SYSTEMS

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## Notes

<b>4105 (1) PROF SERV DATA PROCESSING</b>				<b>143,400</b>
73,000	IDC SOFTWARE LICENSE	4,700	IDC DATA VAULT BACKUP	
10,000	NOVELL SOFTWARE LICENSE	28,000	MICROSOFT LICENSING	
4,500	VERITAS MAINTENANCE	10,200	LASERFICHE SOFTWARE MAINTENANCE	
13,000	ESRI ARCVIEW MAINTENANCE			
<b>4110 (2) TECH. &amp; CONSULT. SVCS.</b>				<b>34,700</b>
3,500	EXTREME/CISCO SUPPORT	10,000	CONSULTING, GIS	
5,000	PHONE SYSTEM	16,200	CONSULTING, FIREWALL	
<b>4115 (3) COMMUNICATIONS-TELEPHONE</b>				<b>57,900</b>
55,000	CIRCUITS, DATA, PHONE, INTERNET	2,900	CELL PHONES - IS STAFF	
<b>4116 (4) COMMUNICATIONS - PORTABLE DEVICES</b>				<b>7,700</b>
3,600	TABLET TYPE DEVICE	4,100	IPAD STANDARD	
<b>4180 (5) REPAIRS &amp; MAINTENANCE</b>				<b>58,300</b>
4,700	UPS MAINTENANCE	4,000	SERVER MAINTENANCE	
3,000	ACTIVE VOICE MAINTENANCE	9,500	PHONE SYSTEM MAINTENANCE	
6,000	PRINTER MAINTENANCE	3,100	PC REPLACEMENT PARTS	
10,000	ACDC PORTAL MAINTENANCE	8,000	POWER DMS MAINTENANCE	
6,000	MICROWAVE MAINTENANCE	4,000	VEEAM MAINTENANCE	
<b>4192 (6) DUES/SUBSCRIPTIONS</b>				<b>1,000</b>
200	GIS REFERENCE MATERIAL	200	MISC REFERENCE MATERIAL	
200	NOVELL REFERENCE MATERIAL	200	VEEAM REFERENCE MATERIAL	
200	VMWARE REFERENCE MATERIAL			
<b>4299 (7) OTHER OPERATING SUPPLIES</b>				<b>33,700</b>
7,000	BACKUP MEDIA	1,000	MISC TOOLS	
11,000	TONER CARTRIDGES	5,500	PLOTTER CARTRIDGES, PAPER	
4,200	HARD DRIVES (SERVERS)	5,000	BATTERY REPLACEMENT-CHLORIDE UPS	
<b>4304 EQUIPMENT</b>				<b>227,900</b>
57,900	WORKSTATION REPLACEMENT	20,000	LAN UPGRADE	
35,000	SERVER REPLACEMENT	25,000	CORE UPGRADE	
50,000	PW TOWER			
40,000	D2D			

## **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 (ERF) FUND

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9964	<b>REVENUES</b>							
	<b>INTEREST INCOME</b>							
3510	INVESTMENT INTEREST	4,811	7,593	0	7,600	0	0	0
3515	MARKET VALUE GAIN/LOSS	0	2,310	0	1,000	0	0	0
	<b>SUBTOTAL - REVENUES</b>	<b>4,811</b>	<b>9,903</b>	<b>0</b>	<b>8,600</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>MISCELLANEOUS REVENUES</b>							
3853	AUCTION/SALE CAPITAL ASSETS	68,038	69,744	0	107,820	0	0	0
3861	CONTRIBUTED CAPITAL	0	0	0	0	0	0	0
3869	IRMA COMP FOR LOSS	15,819	0	0	0	0	0	0
3870	GAIN ON SALE OF FIXED ASSETS	(6,860)	(109,923)	0	0	0	0	0
3875	GAIN/LOSS SALE OF INVEST	0	0	0	0	0	0	0
3988	MISCELLANEOUS REVENUES	0	0	0	0	0	0	0
	<b>SUBTOTAL - MISC. REVENUES</b>	<b>76,997</b>	<b>(40,179)</b>	<b>0</b>	<b>107,820</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TRANSFERS IN - GENERAL FUND</b>							
3903	TRF FM-COMMUNITY RELATIONS	1,400	1,400	2,700	2,700	4,800	4,800	2,900
3904	TRF FM-BUILDING & GROUNDS	11,100	8,600	2,800	2,800	6,600	6,600	6,600
3905	TRF FM-POLICE	203,000	121,400	147,000	147,000	188,800	179,200	180,100
3906	TRF FM-COMMUNITY DEVELOP.	18,700	23,500	18,500	18,500	17,100	17,100	21,000
3907	TRF FM-ELECTRICAL/FORESTRY	86,600	90,800	65,000	65,000	31,900	36,700	41,900
3908	TRF FM-STREET	207,500	225,500	201,100	201,100	179,500	179,500	183,600
	<b>SUBTOTAL - GENERAL FUND</b>	<b>528,300</b>	<b>471,200</b>	<b>437,100</b>	<b>437,100</b>	<b>428,700</b>	<b>423,900</b>	<b>436,100</b>
	<b>TRANSFERS IN - WATER &amp; SEWER FUND</b>							
3950	TRF FM-WATER	92,300	81,600	72,800	72,800	55,800	54,500	79,000
3951	TRF FM-SEWER	94,900	133,800	132,000	132,000	92,700	61,500	56,300
3952	TRF FM-WATER POLL. CONTRL	16,500	16,500	12,200	12,200	7,300	12,200	17,600
	<b>SUBTOTAL - W &amp; S FUND</b>	<b>203,700</b>	<b>231,900</b>	<b>217,000</b>	<b>217,000</b>	<b>155,800</b>	<b>128,200</b>	<b>152,900</b>
	<b>TRANSFERS IN - FLEET SERVICES &amp; INFORMATION SYSTEMS</b>							
3961	TRF FM-FLEET SERVICES	4,400	4,800	5,900	5,900	5,100	1,600	1,600
3992	TRF FM-DEBT SERVICE	0	169,198	0	0	0	0	0
	<b>SUBTOTAL - FLEET SER. &amp; DS</b>	<b>4,400</b>	<b>173,998</b>	<b>5,900</b>	<b>5,900</b>	<b>5,100</b>	<b>1,600</b>	<b>1,600</b>
3992	TRF FM-DEBT SERVICE	0	0	0	0	0	0	0
	<b>TOTAL REVENUE</b>	<b>818,208</b>	<b>846,822</b>	<b>660,000</b>	<b>776,420</b>	<b>589,600</b>	<b>553,700</b>	<b>590,600</b>

## **EQUIPMENT REPLACEMENT (ERF) FUND**

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9964	<b>EXPENSES</b>							
	<b>CAPITAL OUTLAYS - GENERAL FUND</b>							
4341	ERF EQUIP-FINANCE	0	0	0	0	0	0	0
4342	ERF EQUIP-COMM RELATIONS	0	0	0	0	0	0	60,000
4343	ERF EQUIP-BUILDING & GROUNDS	0	0	0	3,800	0	40,000	0
4344	ERF EQUIP-POLICE	243,996	129,278	24,000	77,900	94,000	250,000	166,000
4345	ERF EQUIP-COMM DEVELOP	0	0	22,000	20,900	0	0	70,500
4346	ERF EQUIP-ELECT/FORESTRY	0	25,064	178,000	146,400	10,000	151,000	62,000
4347	ERF EQUIP-STREET	151,192	300,926	110,000	102,100	366,000	175,000	92,000
	<b>SUBTOTAL - GENERAL FUND</b>	<b>395,188</b>	<b>455,268</b>	<b>334,000</b>	<b>351,100</b>	<b>470,000</b>	<b>616,000</b>	<b>450,500</b>
	<b>CAPITAL OUTLAYS - WATER &amp; SEWER FUND</b>							
4350	ERF EQUIP-WATER	103,240	21,404	0	0	190,000	0	85,000
4351	ERF EQUIP-SEWER	124,481	0	430,000	430,000	10,000	30,000	74,000
4352	ERF EQUIP-WATER POL. CTRL	0	82,175	0	0	0	45,000	26,000
	<b>SUBTOTAL - W &amp; S FUND</b>	<b>227,721</b>	<b>103,579</b>	<b>430,000</b>	<b>430,000</b>	<b>200,000</b>	<b>75,000</b>	<b>185,000</b>
	<b>CAPITAL OUTLAYS - FLEET SERVICES</b>							
4361	ERF EQUIP-FLEET SERVICES	0	0	0	0	0	0	0
	<b>TOTAL EXPENSES</b>	<b>622,909</b>	<b>558,847</b>	<b>764,000</b>	<b>781,100</b>	<b>670,000</b>	<b>691,000</b>	<b>635,500</b>
	WORKING CASH, BEGINNING	4,534,881	4,730,180	5,018,155	5,018,155	5,013,475	4,933,075	4,795,775
	REV. OVER (UNDER) EXP.	195,299	287,975	(104,000)	(4,680)	(80,400)	(137,300)	(44,900)
	WORKING CASH, ENDING	4,730,180	5,018,155	4,914,155	5,013,475	4,933,075	4,795,775	4,750,875

# ***EQUIPMENT REPLACEMENT (ERF) FUND***

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	2010 Chevy Tahoe		\$35,000
Police	376	2006 Chevy Impala		\$24,500
Police	377	2007 Chevy Impala		\$24,500
Police	NEW	Squad Computers		\$10,000
			Subtotal Police	<u>\$94,000</u>
E & F	For E-28	Chipper Winch		\$10,000
			Subtotal E & F	<u>\$10,000</u>
Street	T-12	2005 Ford F-350		\$30,000
Street	T-31	2001 Johnston Sweeper		\$250,000
Street	E-8	1981 Royer Pulverizer		\$55,000
Street		Skid Steer Attachments		
Street		Paver Attachment	\$15,000	
Street		Broom Attachment	\$5,000	
Street		Brush Mower	\$7,000	
Street		Snow Box	\$4,000	
			Subtotal Skid Steer Attachments	\$31,000
			Subtotal Street	<u>\$335,000</u>
<b>TOTAL GENERAL FUND</b>				<b>\$439,000</b>

#### **WATER/SEWER REPLACEMENTS**

Water	T-25	2001 International 4900		\$160,000
Water	T-56	2005 Ford F-250		\$30,000
			Subtotal Water	<u>\$190,000</u>
Sewer	E-27	Twin Axle Flatbed Trailer		\$10,000
			Subtotal Sewer	<u>\$10,000</u>
<b>TOTAL WATER/SEWER FUND</b>				<b>\$200,000</b>

**TOTAL EXPENDITURES** \$639,000

## ***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 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.

In 1991 the Village borrowed funds from the State of Illinois Environmental Protection Agency (IEPA) for construction of the Neva Byron Sewer. This is due to be paid off in FY 2013. The Village is submitting the application for a new IEPA loan with the debt service payments expected to begin in 2013-14.

In 1997 the Village refunded a majority portion of the 1995 bond issue. The 1995 issue was for \$8.5 million of General Obligation Bonds to be financed with the .25% Sales Tax Increment authorized by the Village Board. It was issued for redevelopment purposes. The 1997 issue has been totally refunded by the 2004 and 2005 issues.

In 1998 the Village issued \$10.0 million of general obligation debt to be financed with the remaining portion of the additional .25% Sales Tax Increment. The proceeds of these bonds were used to construct a new Village Hall and renovate the existing police facility. This bond was refunded with the 2008 bond issue.

In 2002 the Village refunded a majority portion of the 1996 bond issue. This bond is paid for with part of the .25% Sales Tax Increment.

In 2004 the Village issued a \$7,500,000 General Obligation Bond to fund projects in the Capital Projects, Redevelopment, Equipment Replacement and Water/Sewer Funds. The issue will be paid by property taxes. This bond has been refunded with the 2012 G.O. bond issuance.

In 2004 the Village refunded \$2,500,000 of the 1997 General Obligation Bond. The bond will be paid with part of the .25% Sales Tax Increment that was established to fund the 1997 issue it is refunding.

In 2005 the Village refunded \$3,020,000 of the 1997 General Obligation Bond. The bond will be paid with part of the .25% Sales Tax Increment that was established to fund the 1997 issue it is refunding.

In 2006 the Village refunded the 2005 issue with the \$3,075,000 General Obligation Refunding Bonds Series 2006A. This bond will be 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.

## **DEBT SERVICE FUND**

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### Narrative (Cont'd)

In 2006 the Village refunded the 2004A issue with \$2,375,000 Taxable General Obligation Bonds, Series 2006B. This bond will be paid with part of the .25% Sales Tax Increment that was established to fund the 1997 issue that the 2004A issue partially refunded.

In 2006 the Village issued \$6,100,000 General Obligation Bonds, Series 2006C. 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.

In 2007 the Village issued \$6,900,000 General Obligation Bonds, Series 2007. 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.

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

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

In 2011 the Village issued \$2,835,000 General Obligation Refunding Bonds Series 2011. 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.

In 2012 the Village issued \$3,985,000 General Obligation Refunding Bonds Series 2012. This issue is to refund the remaining portion of the 2004 General Obligation Bond. The issue 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 (92)

### Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9992	<b>REVENUES</b>							
	<b>TAXES</b>							
3001	PROPERTY TAXES	931,469	950,471	894,663	904,500	<b>897,188</b>	898,723	904,455
3005	REPLACEMENT TAXES	48,284	47,871	35,500	44,200	<b>35,500</b>	35,500	35,000
3031	SALES TAX INCREMENT	1,617,265	1,559,012	1,657,800	1,696,700	<b>1,692,000</b>	1,742,800	1,795,100
	SUBTOTAL	<u>2,597,018</u>	<u>2,557,354</u>	<u>2,587,963</u>	<u>2,645,400</u>	<b><u>2,624,688</u></b>	<u>2,677,023</u>	<u>2,734,555</u>
	<b>INTEREST INCOME</b>							
3510	INVESTMENT INTEREST	466	1,396	1,000	1,800	<b>1,000</b>	1,000	1,000
3520	INT ON PROPERTY TAX	4	8	0	0	<b>0</b>	0	0
	SUBTOTAL	<u>470</u>	<u>1,404</u>	<u>1,000</u>	<u>1,800</u>	<b><u>1,000</u></b>	<u>1,000</u>	<u>1,000</u>
	<b>BOND RECEIPTS</b>							
3710	BOND PROCEEDS	4,376,797	0	0	0	<b>0</b>	0	0
3711	PREMIUM (DISC) BOND ISSUANC	310,434	0	0	0	<b>0</b>	0	0
3715	PMT TO ESCROW AGENT	(4,665,177)	0	0	0	<b>0</b>	0	0
3718	EXCESS - COST OF BOND ISSUE	0	0	0	0	<b>0</b>	0	0
	SUBTOTAL	<u>22,054</u>	<u>0</u>	<u>0</u>	<u>0</u>	<b><u>0</u></b>	<u>0</u>	<u>0</u>
	<b>MISCELLANEOUS REVENUES</b>							
3899	MISCELLANEOUS REVENUES	464	0	0	0	<b>0</b>	0	0
	<b>TRANSFERS IN</b>							
3944	TRANSFER FROM PUB BLDG	1,400,000	1,300,000	1,300,000	1,200,000	<b>1,200,000</b>	1,300,000	1,300,000
	TOTAL REVENUES	<u>4,020,006</u>	<u>3,858,758</u>	<u>3,888,963</u>	<u>3,847,200</u>	<b><u>3,825,688</u></b>	<u>3,978,023</u>	<u>4,035,555</u>

### 9992 EXPENDITURES

		<b>DEBT SERVICE</b>						
4707	FISCAL CHARGES	4,919	4,707	10,000	16,430	<b>10,000</b>	10,000	10,000
4712	NEVA-BYRON LOAN - PRIN	382,037	196,177	0	0	<b>0</b>	0	0
4713	NEVA-BYRON LOAN - INT	17,360	3,521	0	0	<b>0</b>	0	0
4705	NEW IEPA LOAN - PRINCIPAL	0	0	0	0	<b>0</b>	460,000	461,500
4706	NEW IEPA LOAN - INTEREST	0	0	0	0	<b>0</b>	0	0
4722	2002 G.O. REF PRINCIPAL	380,000	0	0	0	<b>0</b>	0	0
4723	2002 G.O. REF INTEREST	74,280	0	0	0	<b>0</b>	0	0
4724	2004 G.O. PRINCIPAL	187,649	193,452	0	0	<b>0</b>	0	0
4725	2004 G.O. INTEREST	77,213	18,000	0	0	<b>0</b>	0	0
4730	2006A G.O. REF (05) PRINC	130,000	150,000	160,000	160,000	<b>160,000</b>	165,000	165,000
4731	2006A G.O. REF (05) INT	126,673	121,863	116,312	116,312	<b>110,313</b>	104,312	96,888
4732	2006B G.O. REF (04A) PRINC	520,000	0	0	0	<b>0</b>	0	0
4733	2006B G.O. REF (04A) INT	27,404	0	0	0	<b>0</b>	0	0
4734	2006C G.O. LIB BONDS PRINC	0	280,000	300,000	300,000	<b>320,000</b>	345,000	370,000
4735	2006C G.O. LIB BONDS INT	268,128	268,128	257,348	257,347	<b>245,798</b>	233,478	220,195
4736	2007 G.O. LIB BONDS PRINC	0	245,000	260,000	260,000	<b>285,000</b>	305,000	330,000
4737	2007 G.O. LIB BONDS INT	237,894	237,894	228,400	228,400	<b>218,325</b>	207,281	195,463

# DEBT SERVICE (92)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9992	<b>EXPENDITURES</b>							
	<b>DEBT SERVICE (CONT'D)</b>							
4738	2008 G.O. REF 1998 PRINC	335,000	325,000	265,000	265,000	<b>300,000</b>	340,000	385,000
4739	2008 G.O. REF 1998 INT	233,213	222,325	210,950	210,950	<b>201,675</b>	190,800	178,050
4740	2010 G.O. BOND PRINC	60,000	125,000	125,000	125,000	<b>130,000</b>	135,000	140,000
4741	2010 G.O. BOND INT	178,998	138,338	136,963	136,963	<b>135,088</b>	132,423	129,655
4742	2011 G.O. REF 2002 PRINC	0	405,000	510,000	510,000	<b>495,000</b>	485,000	470,000
4743	2011 G.O. REF 2002 INT	0	103,782	77,200	77,200	<b>67,000</b>	52,150	37,600
4744	2012 G.O. REF 2004 PRINC	0	0	530,000	530,000	<b>540,000</b>	550,000	570,000
4745	2012 G.O. REF 2004 INT	0	27,925	102,700	102,700	<b>92,100</b>	81,300	64,800
	SUBTOTAL	3,240,768	3,066,112	3,289,872	3,296,302	<b>3,310,299</b>	3,796,744	3,824,151
4885	COST OF ISSUANCE - BONDS	107,571	0	0	0	<b>0</b>	0	0
	<b>TRANSFERS OUT</b>							
4910	TRANSFER TO GENERAL	0	0	0	0	<b>600,000</b>	0	0
4950	TRANSFER TO WATER & SEWER	217,270	181,600	600,000	600,000	<b>0</b>	0	0
4964	TRANSFER TO EQUIP REPL	202,431	169,198	0	0	<b>0</b>	0	0
	SUBTOTAL	419,701	350,798	600,000	600,000	<b>600,000</b>	0	0
	TOTAL EXPENDITURES	<b>3,768,040</b>	<b>3,416,910</b>	<b>3,889,872</b>	<b>3,896,302</b>	<b>3,910,299</b>	<b>3,796,744</b>	<b>3,824,151</b>
	FUND BALANCE, BEGINNING	1,067,741	1,319,707	1,761,555	1,776,775	<b>1,727,673</b>	1,643,062	1,824,340
	REV. OVER (UNDER) EXP.	251,966	441,848	(910)	(49,102)	<b>(84,612)</b>	181,278	211,404
	FUND BALANCE, ENDING	<b>1,319,707</b>	<b>1,761,555</b>	<b>1,776,775</b>	<b>1,727,673</b>	<b>1,643,062</b>	<b>1,824,340</b>	<b>2,035,744</b>

## DEBT SERVICE (92)

### DEBT SERVICE TO MATURITY

Fiscal year Ending April 30,	GENERAL OBLIGATION BONDS			ILLINOIS EPA LOAN		
	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL
2015	2,230,000	1,070,299	3,300,299	-	-	-
2016	2,325,000	1,001,743	3,326,743	-	-	-
2017	2,430,000	922,650	3,352,650	-	-	-
2018	2,550,000	833,183	3,383,183	-	-	-
2019	2,645,000	739,096	3,384,096	-	-	-
2020	2,780,000	631,720	3,411,720	-	-	-
2021	2,270,000	525,169	2,795,169	-	-	-
2022	1,335,000	426,073	1,761,073	-	-	-
2023	1,415,000	373,698	1,788,698	-	-	-
2024	1,500,000	317,813	1,817,813	-	-	-
2025	1,580,000	257,135	1,837,135	-	-	-
2026	1,665,000	192,685	1,857,685	-	-	-
2027	1,745,000	124,738	1,869,738	-	-	-
2028	230,000	53,530	283,530	-	-	-
2029	245,000	41,340	286,340	-	-	-
2030	260,000	28,355	288,355	-	-	-
2031	275,000	14,575	289,575	-	-	-
<b>BALANCE</b>	<b>27,480,000</b>	<b>7,553,800</b>	<b>35,033,800</b>	<b>0</b>	<b>0</b>	<b>0</b>

### GENERAL OBLIGATION BOND DEBT ISSUE PAYMENT SCHEDULES

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

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2014-15	300,000	201,675	501,675
FY 2015-16	340,000	190,800	530,800
FY 2016-17	385,000	178,050	563,050
FY 2017-18	435,000	162,650	597,650
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
<b>BALANCE</b>	<b>4,365,000</b>	<b>1,028,175</b>	<b>5,393,175</b>

#### \$2.835 M 2011 G. O. REFUND (2002 partial) BOND

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2014-15	495,000	67,000	562,000
FY 2015-16	485,000	52,150	537,150
FY 2016-17	470,000	37,600	507,600
FY 2017-18	470,000	18,800	488,800
<b>BALANCE</b>	<b>1,920,000</b>	<b>175,550</b>	<b>2,095,550</b>

# DEBT SERVICE (92)

## GENERAL OBLIGATION BOND DEBT ISSUE PAYMENT SCHEDULES (Cont'd)

### \$3.075 M 2006A G.O. REFUNDING (2005) BOND

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2014-15	160,000	110,313	270,313
FY 2015-16	165,000	104,312	269,312
FY 2016-17	165,000	96,888	261,888
FY 2017-18	175,000	89,463	264,463
FY 2018-19	180,000	81,588	261,588
FY 2019-20	190,000	73,488	263,488
FY 2020-21	200,000	65,888	265,888
FY 2021-22	210,000	57,888	267,888
FY 2022-23	215,000	49,278	264,278
FY 2023-24	225,000	40,463	265,463
FY 2024-25	240,000	31,125	271,125
FY 2025-26	250,000	21,165	271,165
FY 2026-27	260,000	10,790	270,790
<b>BALANCE</b>	<b>2,635,000</b>	<b>832,645</b>	<b>3,467,645</b>

### \$6.1 M 2007 G. O. BOND (Library)

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2014-15	285,000	218,325	503,325
FY 2015-16	305,000	207,281	512,281
FY 2016-17	330,000	195,463	525,463
FY 2017-18	345,000	182,675	527,675
FY 2018-19	375,000	169,306	544,306
FY 2019-20	395,000	154,775	549,775
FY 2020-21	425,000	139,469	564,469
FY 2021-22	450,000	123,000	573,000
FY 2022-23	480,000	105,563	585,563
FY 2023-24	510,000	86,843	596,843
FY 2024-25	540,000	66,953	606,953
FY 2025-26	565,000	45,623	610,623
FY 2026-27	590,000	23,305	613,305
			0
<b>BALANCE</b>	<b>5,595,000</b>	<b>1,718,579</b>	<b>7,313,579</b>

### \$6.9 M 2006C G.O. BOND (Library)

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2014-15	320,000	245,798	565,798
FY 2015-16	345,000	233,478	578,478
FY 2016-17	370,000	220,195	590,195
FY 2017-18	400,000	205,950	605,950
FY 2018-19	420,000	190,550	610,550
FY 2019-20	450,000	174,380	624,380
FY 2020-21	475,000	157,055	632,055
FY 2021-22	505,000	138,768	643,768
FY 2022-23	540,000	119,325	659,325
FY 2023-24	575,000	98,265	673,265
FY 2024-25	605,000	75,840	680,840
FY 2025-26	640,000	51,943	691,943
FY 2026-27	675,000	26,663	701,663
<b>BALANCE</b>	<b>6,320,000</b>	<b>1,938,208</b>	<b>8,258,208</b>

### \$3.5 M 2010 G.O. BOND

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2014-15	130,000	135,088	265,088
FY 2015-16	135,000	132,423	267,423
FY 2016-17	140,000	129,655	269,655
FY 2017-18	145,000	125,945	270,945
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
<b>BALANCE</b>	<b>3,190,000</b>	<b>1,532,143</b>	<b>4,722,143</b>

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

DATE	PRINCIPAL	INTEREST	TOTAL
FY 2014-15	540,000	92,100	632,100
FY 2015-16	550,000	81,300	631,300
FY 2016-17	570,000	64,800	634,800
FY 2017-18	580,000	47,700	627,700
FY 2018-19	600,000	30,300	630,300
FY 2019-20	615,000	12,300	627,300
<b>BALANCE</b>	<b>3,455,000</b>	<b>328,500</b>	<b>3,783,500</b>

## ***CAPITAL FUNDS***

Narrative

### **(40) 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.

### **(42) 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. This fund shows a large Due From TIF amount as part of its fund balance. This is due to an advance from the Redevelopment Fund to cover expenses in the TIF #1 and TIF #2 Funds. As property tax increment revenues are received in the TIF funds, a balance sheet adjustment is made to increase cash and decrease the due from TIF funds amount in the Redevelopment Fund.

### **(44) Public Building Fund**

The Public Building Fund was established with the proceeds from the 1996 G.O. bond issue and the 1998 G.O. bond, to account for the construction/renovation of the new Public Works, Village Hall/Police, and other public facilities.

### **(45) TIF # 1 Fund**

The TIF #1 Fund was established in 1994 to pay for infrastructure and housing improvements within Tax Increment Financing District (TIF) #1, known as the Army Trail/Mill Road redevelopment area. There is a negative fund balance for this fund as a result of a large Due To Redevelopment Fund. This is due to an advance from the Redevelopment Fund to cover expenses in the TIF #1 Fund. As property tax increment revenues are received in the TIF funds, a balance sheet adjustment is made to increase cash and decrease the due from TIF funds amount in the Redevelopment Fund.

### **(46) 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. Future expenditures are included that will fulfill the requirements of a consent decree

## **CAPITAL FUNDS**

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Narrative (Cont'd)

### **(47) 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. It is anticipated that the remainder of the loan from the General Fund will be repaid when the property is sold, or at such time the incremental tax funds are not needed to stimulate development according to the TIF #3 plan. Both the General and Redevelopment Funds will advance funds to cover expenses in TIF #3 as needed. As property tax increment revenues are received in the TIF funds, a balance sheet adjustment is made to increase cash and decrease the due from TIF funds amount in the General and Redevelopment Funds – excluding the loan from the General Fund.

### **(48) TIF #4 Fund**

The TIF #4 Fund was established in FY 2008 and covers a blighted area on Fullerton Avenue.

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

# CAPITAL PROJECTS FUND (40)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
9940	<b>REVENUES</b>									
	<b>INTERGOVERNMENTAL REVENUES</b>									
3410	GRANTS - FED. CMAQ I-290 Ped Bridge									
	HMGP 2008 BUYOUTS	0	0	2,488,900	0	2,488,900	0	0	0	0
	HMGP 2010 BUYOUTS	0	0	661,100	0	661,100	0	0	0	0
3420	GRANTS - ST. OF ILLINOIS									
	MILL RD SIDEWALK	6,736	0	0	0	0	0	0	0	0
	DCEO 2008 BUYOUTS	0	0	829,600	0	829,600	0	0	0	0
	DCEO 2010 BUYOUTS	0	0	220,400	0	220,400	0	0	0	0
	SALT CREEK GREENWAY TRAIL	0	0	0	48,600	0	0	0	0	0
3430	GRANTS - LOCAL									
	DUPAGE FOREST PRESERVE	1,534	0	0	0	0	0	0	0	0
	I-290 PED BRIDGE (WOOD DALE)	11,201	0	0	0	0	0	0	0	0
3440	GRANT - CDBG									
	GREEN OAKS CT	54,369	0	0	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>73,840</b>	<b>0</b>	<b>4,200,000</b>	<b>48,600</b>	<b>4,200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>INTEREST INCOME</b>									
3510	INVESTMENT INTEREST	30	42	0	0	0	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>									
3802	REIMB-INS CLAIM-PROPERTY	0	10,813	0	0	0	0	0	0	0
3868	IRMA COMP LOSS - NOISE WALL	26,822	0	20,000	0	0	0	0	0	0
3899	MISCELLANEOUS REVENUES	66,634	0	0	31,400	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>93,456</b>	<b>0</b>	<b>20,000</b>	<b>31,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TRANSFERS IN</b>									
3942	TRANSFER FROM REDVELOP.	0	10,000	0	0	0	0	0	0	0
3944	TRANSFER FROM PUBLIC BUILDING	0	0	0	0	100,000	0	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b>167,326</b>	<b>20,855</b>	<b>4,220,000</b>	<b>80,000</b>	<b>4,300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9940	<b>EXPENDITURES</b>									
	<b>SERVICES &amp; CHARGES</b>									
4180	REPAIRS & MAINTENANCE	18,955	8,102	20,000	15,300	0	0	0	0	0
	<b>CAPITAL IMPROVEMENT PROJECTS</b>									
4475	NOISE WALLS-REPAIR	0	2,651	0	3,500	0	0	0	0	0
4483	I-290 BRIDGE	68,670	0	18,600	5,100	0	0	0	0	0
4572	FEMA & STATE 08	0	0	3,318,500	7,000	3,311,500	0	0	0	0
4575	ADA COMPLIANT SIDEWALKS	0	0	50,000	50,000	0	0	0	0	0
4577	VILLAGE CONTRIB BUY OUTS	0	0	0	0	110,000	0	0	0	0
4578	BUSSE WOODS DAM MODIFICATION	0	0	0	0	12,500	0	0	0	0
4584	FEMA & STATE 10	0	0	861,500	0	861,500	0	0	0	0
	<b>SUBTOTAL</b>	<b>68,670</b>	<b>2,651</b>	<b>4,248,600</b>	<b>65,600</b>	<b>4,295,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TRANSFERS OUT</b>									
4925	TRANSFER TO MOTOR FUEL TAX	43,750	0	0	0	0	0	0	0	0
	<b>TOTAL EXPENDITURES</b>	<b>131,375</b>	<b>10,753</b>	<b>4,268,600</b>	<b>80,900</b>	<b>4,295,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	FUND BALANCE, BEGINNING	5,992	41,943	52,045	52,045	51,145	55,645	55,645	55,645	55,645
	REV. OVER (UNDER) EXP.	35,951	10,102	(48,600)	(900)	4,500	0	0	0	0
	FUND BALANCE, ENDING	41,943	52,045	3,445	51,145	55,645	55,645	55,645	55,645	55,645

\* Federal grant for 80% of engineering and construction.

\*\* State grant for 80% of engineering, construction costs run through State and construction portion of expense shown equals 20% of total cost.

**UNFUNDED PROJECTS:**

This is a list of projects that will only be done when funding is available and are not critical to daily operations. They are listed here for informational purposes only.

INDUSTRIAL REVITALIZATION PLAN	0	0	2,000,000	0	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
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# **CAPITAL PROJECTS FUND**

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## Notes

### **Revenues**

#### **3410 Grants – Federal**

The Hazard Mitigation Grant Program (HMGP) administered by the Federal Emergency Management Agency (FEMA) assists the Village in purchasing approximately 14 flood prone homes from the 2008 and 2010 floods. The HMGP grant pays 75% of the costs and the Village is required to contribute the remaining 25%.

#### **3420 Grants – State of Illinois**

The Illinois Department of Commerce and Economic Opportunity (DECO) administers a grant that could assist the Village in funding the remaining 25% of the purchase of approximately 14 flood prone homes from the 2008 and 2010 floods.

### **Expenditures**

#### **4180 Repairs & Maintenance**

##### **4483 I-290 Bridge**

##### **4572 & 4584 FEMA & State 08 & 10**

These accounts are for the purchase of approximately 14 flood prone homes from the 2008 and 2010 floods. These properties will be demolished and become open space.

##### **4577 Village Contribution-Buyouts**

This account represents the Village's share of costs incurred for purchasing the flood prone homes from the 2008 and 2010 floods.

##### **4578 Busse Woods Dam Modification**

This account represents the Village costs incurred during the Busse Woods Dam modification project.

# REDEVELOPMENT FUND (42)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
9942	<b>REVENUES</b>									
		<b>INTEREST INCOME</b>								
3510	INVESTMENT INTEREST	979	856	0	(160)	0	0	0	0	0
		<b>MISCELLANEOUS REVENUES</b>								
3899	MISCELLANEOUS REVENUES	0	0	0	0	0	0	0	0	0
	TOTAL REVENUES	979	856	0	(160)	0	0	0	0	0
9942	<b>EXPENDITURES</b>									
		<b>CAPITAL IMPROVEMENT PROJECTS</b>								
4441	LAKE ST. LIGHTS:(ADDISON) MILL - 53	0	0	0	0	0	0	0	0	0
4479	SIDEWALK TRIP-HAZARD	171,936	105,253	0	0	0	0	0	0	0
	SUBTOTAL	171,936	105,253	0	0	0	0	0	0	0
		<b>TRANSFERS OUT</b>								
4910	TRANSFER (LOAN) TO GENERAL	0	0	0	0	0	0	0	0	0
4925	TRANSFER TO MFT FUND	700,000	0	0	0	0	0	0	0	0
4940	TRANSFER TO CAP PROJ	0	10,000	0	0	0	0	0	0	0
4950	TRANSFER TO WATER	0	839,000	0	0	0	0	0	0	0
	SUBTOTAL	700,000	849,000	0	0	0	0	0	0	0
	TOTAL EXPENDITURES	871,936	954,253	0	0	0	0	0	0	0
	FUND BALANCE, BEGINNING	1,815,794	944,837		(8,560)	(8,720)	(8,720)	(8,720)	(8,720)	(8,720)
	REV. OVER (UNDER) EXP.	(870,957)	(953,397)	0	(160)	0	0	0	0	0
	FUND BALANCE, ENDING	944,837	(8,560)		(8,720)	(8,720)	(8,720)	(8,720)	(8,720)	(8,720)
	DUE TO (FROM) TIF 1	(1,489,935)	(325,507)		0	0				
	AVAILABLE FUNDS	(545,098)	(334,067)		(8,720)	(8,720)	(8,720)	(8,720)	(8,720)	(8,720)

## **REDEVELOPMENT FUND**

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### Notes

This fund previously showed a large Due From TIF amount as part of its fund balance. This was due to an advance from the Redevelopment Fund to cover expenses in the TIF #1 and TIF #2 Funds. The advances were repaid in FY 2013.

### **Revenues**

The Redevelopment Fund does not have a dedicated source for revenues. However, it utilizes the monies repaid by the TIF funds, as shown in the Due From TIF section.

### **Expenditures**

No expenditures have been budgeted for FY 2015.

# PUBLIC BUILDING FUND (44)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9944	<b>REVENUES</b>							
	<b>TAXES</b>							
3031	SALES TAX INCREMENT	1,578,723	1,559,012	1,657,800	1,696,700	1,692,000	1,742,800	1,795,100
	<b>INTERGOVERNMENTAL REVENUE</b>							
3410	GRANTS - FEDERAL - ARRA	40,782	0	0	0	0	0	0
	<b>INTEREST INCOME</b>							
3510	INVESTMENT INTEREST	122	140	0	(41)	0	0	0
	<b>FINANCING REVENUES</b>							
3710	BOND PROCEEDS (NET)	0	0	0	0	0	0	0
3711	PREM/DISCOUNT ON BONDS	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>							
3860	RENTALS & CONCESSIONS	0	0	0	0	0	0	0
	TOTAL REVENUES	1,619,627	1,559,152	1,657,800	1,696,659	1,692,000	1,742,800	1,795,100
9944	<b>EXPENDITURES</b>							
	<b>SERVICES &amp; CHARGES</b>							
4161	PUBLICATION OF NOTICES	0	0	0	0	0	0	0
4180	REPAIRS & MAINTENANCE	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0
	<b>CAPITAL IMPROVEMENT PROJECTS</b>							
4404	PUBLIC WORKS FACILITY:	68,282	42,592	0	0	0	0	0
	SPOIL BIN COVERS	0	0	0	0	0	80,000	0
	SPOIL BIN TREATMENT	0	0	0	0	0	30,000	0
	SUBTOTAL	68,282	42,592	0	0	0	110,000	0
4405	VILLAGE HALL/POLICE FACILITY:	35,897	110,503	0	0	0	0	0
	HOT WATER COIL	0	0	0	0	14,000	0	0
	CHILLER COOLING REPAIR	0	0	0	0	7,000	0	0
	GUN RANGE HVAC	0	0	0	0	23,000	0	0
	GUN RANGE REPAIR	0	0	0	0	3,700	0	0
	PD EXIT LIGHTS	0	0	0	0	0	0	6,000
	GAZEBO PAINTING	0	0	0	0	5,000	0	0
	CARPET REPLACEMENT	0	0	37,000	38,300	0	0	0

# PUBLIC BUILDING FUND (44)

Budget (Cont'd)

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
<b>CAPITAL IMPROVEMENT PROJECTS (CONT'D)</b>								
4405	VILLAGE HALL/POLICE FACILITY: (Cont'd)							
	PD FLOOR TILES	0	0	0	0	0	0	15,000
	AUDIO BOARD	0	0	5,000	0	0	0	0
	URBAN PLAZA LIGHTING	0	0	0	0	0	0	16,000
	AUDIO ROUTER PHASE 1	0	0	6,000	0	0	0	0
	VARIABLE FREQ DRIVE	0	0	0	0	17,500	0	0
	ACDC AIR CONDITIONING	0	0	0	0	42,000	0	0
	HVAC CONTROL UPGRADE	0	0	0	0	75,000	75,000	0
	CONTROL ROOM MONITOR UPGRADE	0	0	0	0	0	7,000	0
	CONTROL ROOM AV QUALITY CONTROL	0	0	0	0	0	7,000	0
	AUDIO ROUTER PHASE 2	0	0	0	0	0	6,000	0
	PAVER BRICK REPAIRS	0	0	20,000	0	20,000	0	0
	VILLAGE HALL TECHNOLOGY UPDATES	0	0	17,500	0	0	0	0
	SEALCOATING	0	0	0	0	15,000	0	15,000
	OFFICE FURNITURE	0	0	0	5,700	0	0	0
	<b>SUBTOTAL</b>	<b>35,897</b>	<b>110,503</b>	<b>85,500</b>	<b>44,000</b>	<b>222,200</b>	<b>95,000</b>	<b>52,000</b>
4412	EVIDENCE BLDG	347	0	0	0	0	0	0
4413	HISTORICAL BUILDINGS	0	0	0	0	0	0	20,000
	MUSEUM FURNACE	0	0	0	0	4,200	0	0
	TUCK POINTING	0	0	0	0	4,000	0	0
	SIDING - GARAGE	0	0	0	0	0	0	7,400
	ROOF	0	0	0	0	4,000	0	0
	HIST DISTRICT ISSUES	0	0	0	0	0	0	3,000
	BUILDING PAINTING	0	0	0	0	31,700	0	0
		0	0	0	0	43,900	0	30,400
4439	HENRY HYDE RESOURCE CENTER	3,800	0	0	0	0	0	0
4450	DRISCOLL PROPERTY	84,385	0	0	9,500	0	0	0
	SEAL COATING	0	0	0	0	0	0	0
	<b>SUBTOTAL - CAPITAL IMPROVEMENT</b>	<b>192,711</b>	<b>153,095</b>	<b>85,500</b>	<b>53,500</b>	<b>266,100</b>	<b>205,000</b>	<b>82,400</b>
<b>MISCELLANEOUS EXPENSES</b>								
4885	COST OF ISSUANCE-BONDS	0	0	0	0	0	0	0
<b>TRANSFERS OUT</b>								
4910	TRANSFER TO GENERAL FUND	180,000	124,000	300,000	300,000	100,000	285,000	415,000
4940	TRANSFER TO CAPITAL PROJECTS	0	0	0	0	100,000	0	0
4950	TRANSFER TO WATER/SEWER	150,000	201,000	0	0	0	0	0
4992	TRANSFER TO DEBT SERVICE	1,400,000	1,300,000	1,300,000	1,200,000	1,200,000	1,300,000	1,300,000
	<b>SUBTOTAL - TRANSFERS OUT</b>	<b>1,730,000</b>	<b>1,625,000</b>	<b>1,600,000</b>	<b>1,500,000</b>	<b>1,400,000</b>	<b>1,585,000</b>	<b>1,715,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,922,711</b>	<b>1,778,095</b>	<b>1,685,500</b>	<b>1,553,500</b>	<b>1,666,100</b>	<b>1,790,000</b>	<b>1,797,400</b>
	FUND BALANCE, BEGINNING	408,531	105,447		(113,496)	29,663	55,563	8,363
	REV. OVER (UNDER) EXP.	(303,084)	(218,943)	(27,700)	143,159	25,900	(47,200)	(2,300)
	FUND BALANCE, ENDING	105,447	(113,496)		29,663	55,563	8,363	6,063

## **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.

#### **Expenditures**

##### **4405 Village Hall/Police Facility**

This accounts for renovations to the Village Hall including the HVAC Control System Upgrade and the purchase of a separate air conditioning system for the ACDC Communication Center.

##### **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 purchase of FEMA Buyouts.

##### **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.



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**Narrative**

This fund is used to pay for infrastructure and housing improvements within Tax Increment Financing District (TIF) #1, known as the Army Trail/Mill Road redevelopment area. This area encompasses 62 acres and includes vacant property and distressed commercial and multi-family properties. TIF #1 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 is 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. However, the Village of Addison has used an alternate method, whereby the Redevelopment Fund has provided an advance to TIF #1. This has resulted in a large negative fund balance in TIF #1, which is equal to the advance from the Redevelopment Fund. The negative fund balance will be drawn down as property tax increments are received and the advance is paid off. The table below depicts estimated TIF #1 fund balances and the advance from the Redevelopment Fund payoff schedule.

**TIF #1 FUND BALANCE SUMMARY**

<u>FY</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>FUND BALANCE</u>
			875,092 @ 4/30/14
2014-15	830,400	1,403,100	302,392
2015-16	830,400	300	1,132,492
2016-17	830,400	300	1,962,592

# TIF #1 - GREEN OAKS (45)

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
9945	<b>REVENUES</b>									
	<b>TAXES</b>									
3006	PROPERTY TAX INCREMENT	1,186,783	966,664	967,000	851,400	<b>830,400</b>	830,400	830,400	0	0
	<b>INTEREST INCOME</b>									
3510	INVESTMENT INTEREST	0	403	0	200	<b>0</b>	0	0	0	0
3520	INTEREST ON PROPERTY TAX	5	6	0	0	<b>0</b>	0	0	0	0
	SUBTOTAL	5	409	0	200	<b>0</b>	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>									
3899	MISCELLANEOUS REVENUES - GRANT	0	0	0	0	<b>0</b>	0	0	0	0
	TOTAL REVENUES	1,186,788	967,073	967,000	851,600	<b>830,400</b>	830,400	830,400	0	0
9945	<b>EXPENDITURES</b>									
	<b>SERVICES &amp; CHARGES</b>									
4101	PROF SVCS.-AUDIT	306	240	300	300	<b>300</b>	300	300	0	0
	SUBTOTAL	306	240	300	300	<b>300</b>	300	300	0	0
	<b>CAPITAL IMPROVEMENT PROJECTS</b>									
4429	STREET RESURFACING	22,054	0	0	0	<b>0</b>	0	0	0	0
	ARMY AT/AND MILL - WATERMAIN	0	0	64,000	0	<b>29,600</b>	0	0	0	0
	ARMY AT/AND MILL - ROAD	0	0	0	0	<b>34,400</b>	0	0	0	0
4498	WESTWOOD CREEK STABILIZATION	0	0	1,400,000	67,500	<b>1,338,800</b>	0	0	0	0
	SUBTOTAL	22,054	0	1,464,000	67,500	<b>1,402,800</b>	0	0	0	0
	TOTAL EXPENDITURES	22,360	240	1,464,300	67,800	<b>1,403,100</b>	300	300	0	0
	FUND BALANCE, BEGINNING	(2,039,969)	(875,541)		91,292	<b>875,092</b>	302,392	1,132,492	1,962,592	1,962,592
	REV. OVER (UNDER) EXP.	1,164,428	966,833	(497,300)	783,800	<b>(572,700)</b>	830,100	830,100	0	0
	FUND BALANCE, ENDING	(875,541)	91,292		875,092	<b>302,392</b>	1,132,492	1,962,592	1,962,592	1,962,592

This TIF is expected to run out and be retired in 2017.

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**Notes****Revenues****3006 Property Tax Increment**

Represents the difference between the 1994 base year versus current year property tax valuation. The increment receipts are due to development of the Town and Country townhomes on the previously vacant Moody Bible Institute property. Additional increases are due to the demolition and redevelopment of the underutilized Army Trail Plaza shopping center, into a mixed-use development including townhomes and a corner commercial retail complex. The construction of the Mill Creek condominiums on a parcel that was previously owned by Com Ed, also adds to these receipts. One offset to these increases is the demolition of apartment buildings in the center core of the Green Oaks apartment complex. This vacant area has been developed as a park area for the neighborhood. Additional offsets are improvements to the area including Westwood Creek stabilization, stream flow improvements and future street resurfacing.

**Expenses****4101 Prof. Svcs. – Auditing**

Auditing fees associated with the annual audit and preparation of the TIF reports.

**4429 Street Resurfacing**

Army Trail at/and Mill – Water main  
Army Trail at/and Mill - Road

The Village resurfaced the U-Shaped street area of Mill Road from Lake Street south to Army Trail Road; Army Trail Road east to JFK Blvd; and then JFK Blvd. north from Army Trail Road to Lake Street. The project goes thru TIF #1 and TIF #3 boundaries and these are the expenditures associated with the water main and road construction that falls within the TIF #1 boundaries. This is a continuation of a project that started in FY 2011. We are awaiting final billing from the State.

**4498 Westwood Creek Stabilization**

Westwood Creek flows thru and within the TIF #1 boundaries. This project will stabilize the banks of the creek.



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**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. (See TIF #1 narrative for a brief description of TIF's). To date, there has been limited activity in TIF #2. Future projects will depend on the cash flow from property tax increment revenues.

**TIF #2 FUND BALANCE SUMMARY**

<u>FY</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>FUND BALANCE</u>	
			209,845	@ 4/30/14
2014-15	281,600	487,300	4,145	
2015-16	281,600	223,300	62,445	
2016-17	281,600	300	343,745	

# TIF #2 - MICHAEL LANE (46)

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
9946	<b>REVENUES</b>									
	<b>TAXES</b>									
3006	PROPERTY TAX INCREMENT	590,385	341,263	341,300	281,600	<b>281,600</b>	281,600	281,600	0	0
	<b>INTERGOVERNMENTAL REVENUES</b>									
3440	GRANTS - CDBG (APT FACADE)	0	0	0	0	<b>0</b>	0	0	0	0
	<b>INTEREST INCOME</b>									
3510	INVESTMENT INTEREST	3,201	3,335	0	800	<b>0</b>	0	0	0	0
3520	INTEREST ON PROPERTY TAX	3	3	0	0	<b>0</b>	0	0	0	0
	SUBTOTAL	3,204	3,338	0	800	<b>0</b>	0	0	0	0
	<b>TOTAL REVENUES</b>	<b>593,589</b>	<b>344,601</b>	<b>341,300</b>	<b>282,400</b>	<b>281,600</b>	<b>281,600</b>	<b>281,600</b>	<b>0</b>	<b>0</b>
9946	<b>EXPENDITURES</b>									
	<b>SERVICES &amp; CHARGES</b>									
4101	PROF SVCS.-AUDITING	306	240	0	300	<b>300</b>	300	300	0	0
4103	PROF SVCS.-LEGAL	0	540	0	0	<b>0</b>	0	0	0	0
4110	TECH. & CONSULT. SVCS.	1,138	2,000	0	0	<b>0</b>	0	0	0	0
4123	REAL ESTATE TAXES	0	0	0	0	<b>0</b>	0	0	0	0
4199	OTHER SERVICES & CHARGES	1,588	20,000	0	60,000	<b>0</b>	0	0	0	0
	HHRC COMPUTERS	0	0	0	10,000	<b>0</b>	0	0	0	0
	FACADE IMPRVMENTS	0	0	0	0	<b>200,000</b>	0	0	0	0
	SUBTOTAL	3,032	22,780	0	70,300	<b>200,300</b>	300	300	0	0
	<b>CAPITAL IMPROVEMENT PROJECTS</b>									
4306	LAND ACQUISITION	0	0	0	982,580	<b>0</b>	0	0	0	0
4307	PARK DEVELOPMENT	0	0	300,000	15,000	<b>287,000</b>	0	0	0	0
	SUBTOTAL	0	0	300,000	997,580	<b>287,000</b>	0	0	0	0
	<b>MISCELLANEOUS EXPENSES</b>									
4839	DEV. INCENTIVE/ LAND ACQ	0	0	1,000,000	2,500	<b>0</b>	0	0	0	0
	<b>TRANSFERS OUT</b>									
4947	TRANSFER TO TIF #3	0	1,020,000	250,000	250,000	<b>0</b>	223,000	0	0	0
	<b>TOTAL EXPENDITURES</b>	<b>3,032</b>	<b>1,042,780</b>	<b>1,550,000</b>	<b>1,320,380</b>	<b>487,300</b>	<b>223,300</b>	<b>300</b>	<b>0</b>	<b>0</b>
	FUND BALANCE, BEGINNING	1,355,447	1,946,004		1,247,825	<b>209,845</b>	4,145	62,445	343,745	343,745
	REV. OVER (UNDER) EXP.	590,557	(698,179)	(1,208,700)	(1,037,980)	<b>(205,700)</b>	58,300	281,300	0	0
	FUND BALANCE, ENDING	1,946,004	1,247,825		209,845	<b>4,145</b>	62,445	343,745	343,745	343,745

This TIF is expected to run out and be retired in 2017.

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**Notes****Revenues****3006 Property Tax Increment**

Represents the difference between the 1994 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 Michael Lane TIF #2 at this time.

**Expenditures****4199 Other Services & Charges**

Includes Village funds for façade improvements for Manny and auditing fees associated with the annual audit and preparation of the TIF reports.

**4307 Park Development**

Cost of creating the community park as required by Consent Decree.



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## TIF #3

### 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 #1 narrative for a brief description of TIF's). The Redevelopment Fund will advance 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 remainder of the loan from the General Fund will be repaid when the property is sold, or at such time the incremental tax funds are not needed to stimulate development according to the TIF #3 plan. As property tax increment revenues are received in the TIF fund, a balance sheet adjustment will be made to increase cash and decrease the due from TIF funds amount in the General and Redevelopment Funds – excluding the loan from the General Fund. It is anticipated that the majority of development of 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>	
			260,247	@4/30/14
2014-15	16,100	230,300	46,047	
2015-16	239,100	228,100	57,047	
2016-17	16,100	300	72,847	
2017-18	16,100	300	88,647	
2018-19	16,100	300	104,447	
2019-20	16,100	300	120,247	
2020-21	16,100	300	136,047	
2021-22	16,100	300	151,847	
2022-23	16,100	300	167,647	
2023-24	16,100	300	183,447	
2024-25	16,100	300	199,247	
2025-26	16,100	300	215,047	
2026-27	16,100	300	230,847	
2027-28	16,100	300	246,647	
2028-29	16,100	300	262,447	
2029-30	16,100	300	278,247	

# TIF # 3 - TOWN CENTER (47)

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
9947	<b>REVENUES</b>									
	<b>TAXES</b>									
3006	PROPERTY TAX INCREMENT	39,510	45,541	45,000	16,100	<b>16,100</b>	16,100	16,100	16,100	16,100
	<b>INTEREST INCOME</b>									
3510	INVESTMENT INTEREST	(681)	(119)	0	0	<b>0</b>	0	0	0	0
3520	INTEREST ON PROPERTY TAX	0	1	0	0	<b>0</b>	0	0	0	0
	SUBTOTAL	(681)	(118)	0	0	<b>0</b>	0	0	0	0
	<b>TRANSFERS IN</b>									
3946	TRANSFER FROM TIF #2	0	1,020,000	250,000	250,000	<b>0</b>	223,000	0	0	0
	TOTAL REVENUES	<u>38,829</u>	<u>1,065,423</u>	<u>295,000</u>	<u>266,100</u>	<u><b>16,100</b></u>	<u>239,100</u>	<u>16,100</u>	<u>16,100</u>	<u>16,100</u>
9947	<b>EXPENDITURES</b>									
	<b>SERVICES &amp; CHARGES</b>									
4101	PROF SVCS.-AUDITING	306	240	300	300	<b>300</b>	300	300	300	300
4199	OTHER SERVICES & CHARGES	55,000	0	0	0	<b>0</b>	0	0	0	0
	JOHN'S PLAZA	0	0	0	0	<b>40,000</b>	0	0	0	0
	LEN'S	0	0	0	40,000	<b>40,000</b>	0	0	0	0
	KRAGE	0	0	0	20,000	<b>0</b>	0	0	0	0
	SUBTOTAL	55,306	240	300	60,300	<b>80,300</b>	300	300	300	300
	<b>CAPITAL IMPROVEMENT PROJECTS</b>									
4429	STREET RESURFACING	4,452	0	0	0	<b>0</b>	0	0	0	0
	ARMY @ JFK - WATERMAIN	0	0	13,700	0	<b>0</b>	0	0	0	0
	ARMY @ JFK - ROAD	0	0	13,800	0	<b>0</b>	4,800	0	0	0
4538	GREEN MEADOW REDEVELOPMENT	0	0	300,000	0	<b>150,000</b>	223,000	0	0	0
	SUBTOTAL	4,452	0	327,500	0	<b>150,000</b>	227,800	0	0	0
	TOTAL EXPENDITURES	<u>59,758</u>	<u>240</u>	<u>327,800</u>	<u>60,300</u>	<u><b>230,300</b></u>	<u>228,100</u>	<u>300</u>	<u>300</u>	<u>300</u>
	FUND BALANCE, BEGINNING	(989,807)	(1,010,736)	54,447	54,447	<b>260,247</b>	46,047	57,047	72,847	88,647
	REV. OVER (UNDER) EXP.	(20,929)	1,065,183	(32,800)	205,800	<b>(214,200)</b>	11,000	15,800	15,800	15,800
	FUND BALANCE, ENDING	<u>(1,010,736)</u>	<u>54,447</u>	<u>21,647</u>	<u>260,247</u>	<u><b>46,047</b></u>	<u>57,047</u>	<u>72,847</u>	<u>88,647</u>	<u>104,447</u>
	Loan FY 2008/Beg Bal	1,020,000	1,020,000	0	0	<b>0</b>	0	0	0	0
	- Partial Repmt of loan	0	(1,020,000)	0	0	<b>0</b>	0	0	0	0
	Remaining Balance due to General Fund	<u>1,020,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u><b>0</b></u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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Notes

**Revenues**

**3006 Property Tax Increment**

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.

**Expenses**

**4101 Prof. Svcs. – Auditing**

Auditing fees associated with the annual audit and preparation of the TIF reports.

**4199 Other Services & Charges**

Village contribution for property improvements at John's Plaza and Len's Hardware.

**4538 Green Meadow Redevelopment**

Improvements to the Green Meadow Shopping Center



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Narrative

The TIF #4 Fund was established in FY 2008 and covers a blighted area on Fullerton Avenue. TIF #4 was expected to enter into a redevelopment agreement with a local developer and provide incentives to mitigate poor soils in the area; however, with the downturn in the housing market, no agreements are expected in the near future.

The Redevelopment Fund will advance funds as it did with the other existing TIF Districts. As property tax increment revenues are received in the TIF fund, a balance sheet adjustment will be made to increase cash and decrease the due from TIF funds amount in the General and Redevelopment Funds. It is anticipated that the majority of development of this district will come from private funding sources.

**TIF #4 FUND BALANCE SUMMARY**

<u>FY</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>FUND BALANCE</u>	
			6,673	@4/30/14
2014-15	0	0	6,673	
2015-16	0	0	6,673	
2016-17	0	0	6,673	
2017-18	0	0	6,673	
2018-19	0	0	6,673	
2019-20	0	0	6,673	
2020-21	0	0	6,673	
2021-22	0	0	6,673	
2022-23	0	0	6,673	
2023-24	0	0	6,673	
2024-25	0	0	6,673	
2025-26	0	0	6,673	
2026-27	0	0	6,673	
2027-28	0	0	6,673	
2028-29	0	0	6,673	
2029-30	0	0	6,673	
2030-31	0	0	6,673	

# TIF # 4 - FULLERTON (48)

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
9948	<b>REVENUES</b>									
	<b>TAXES</b>									
3006	PROPERTY TAX INCREMENT	350	0	0	0	0	0	0	0	0
	<b>INTEREST INCOME</b>									
3510	INVESTMENT INTEREST	4	6	0	0	0	0	0	0	0
	<b>TRANSFERS IN</b>									
3942	TRANSFER FROM REDEVELOPMENT	0	0	0	0	0	0	0	0	0
	<b>TOTAL REVENUES</b>	<u>354</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
9948	<b>EXPENDITURES</b>									
	<b>SERVICES &amp; CHARGES</b>									
4103	PROF SERVICES - LEGAL	0	0	0	0	0	0	0	0	0
4110	TECHNICAL & CONSULTING	0	0	0	0	0	0	0	0	0
4199	OTHER SERVICES AND CHARGES	0	0	0	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<u>0</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>
	<b>TOTAL EXPENDITURES</b>	<u>0</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>
	FUND BALANCE, BEGINNING	6,313	6,667	6,673	6,673	6,673	6,673	6,673	6,673	6,673
	REV. OVER (UNDER) EXP.	354	6	0	0	0	0	0	0	0
	FUND BALANCE, ENDING	6,667	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673
	Due to REDEV - LOAN	0	0	0	0	0	0	0	0	0
	As Shown on CAFR	6,667	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673

NOTE: TIF #4 funds are advanced from the Redevelopment Fund. As increment is received, the advance will be paid back.  
Balance due to Redevelopment Fund at 4/30/11 - \$0

## NOTES

### Revenues

#### 3006 Property Tax Increment

Represents the difference between the 2008 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 Fullerton TIF #4 at this time

## ***POLICE PENSION FUND***

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### 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 (70)

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9970	<b>REVENUES</b>							
	<b>INTEREST INCOME</b>							
3510	INVESTMENT INTEREST	816,733	841,449	900,000	900,000	900,000	900,000	900,000
	<b>MISCELLANEOUS REVENUES</b>							
3875	GAIN SALE OF INVESTMENTS	(1,638,434)	1,860,847	800,000	2,940,974	1,000,000	1,000,000	1,000,000
3880	EMPLOYEE CONTRIBUTIONS	523,856	522,726	530,000	525,000	525,000	525,000	525,000
3881	EMPLOYER CONTRIBUTIONS	2,102,086	1,930,808	2,150,000	2,172,200	2,257,300	2,365,700	2,479,300
3899	MISCELLANEOUS REVENUES	0	19,432	0	0	0	0	0
	SUBTOTAL	987,508	4,333,813	3,480,000	5,638,174	3,782,300	3,890,700	4,004,300
	TOTAL REVENUES	1,804,241	5,175,262	4,380,000	6,538,174	4,682,300	4,790,700	4,904,300
9970	<b>EXPENDITURES</b>							
	<b>PERSONAL SERVICES</b>							
4014	PENSION PAYMENTS	2,299,358	2,502,871	2,721,000	2,776,800	2,835,668	2,895,784	2,957,175
4028	OTHER PENSION PAYMENTS	16,862	25,582	0	0	0	0	0
	SUBTOTAL	2,316,220	2,528,453	2,721,000	2,776,800	2,835,668	2,895,784	2,957,175
	<b>SERVICES &amp; CHARGES</b>							
4101	PROF SVCS.-ACCTNG/AUDITING	4,500	3,500	3,500	3,500	3,500	3,500	3,500
4103	PROF SVCS.-LEGAL	0	7,411	5,000	6,800	6,800	6,800	6,800
4106	PROF SVCS.-DATA PROC	546	0	0	0	0	0	0
4107	PROF SVCS.-MEDICAL	0	6,268	0	0	0	0	0
4110	TECH & CONSULT SERVICES	36,433	45,415	41,000	70,700	70,700	70,700	70,700
4163	CONFERENCES	0	0	1,000	200	200	200	200
4192	DUES/SUBSCRIPTIONS	1,525	1,025	1,000	800	800	800	800
4199	OTHER SERVICES & CHARGES	5,943	0	6,000	6,000	6,000	6,000	6,000
	SUBTOTAL	48,947	63,619	57,500	88,000	88,000	88,000	88,000
	<b>SUPPLIES &amp; MATERIALS</b>							
4201	OFFICE SUPPLIES	0	0	0	0	0	0	0
4299	OTHER OPERATING SUPPLIES	49	0	0	0	0	0	0
	SUBTOTAL	49	0	0	0	0	0	0
	<b>MISCELLANEOUS EXPENSES</b>							
4880	INVESTMENT FEES	33,207	32,200	42,000	24,000	24,000	24,000	24,000
	<b>TRANSFERS OUT</b>							
4901	TRANSFER TO GENERAL FUND	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	TOTAL FOR PENSION FUND	2,400,923	2,626,772	2,823,000	2,891,300	2,950,168	3,010,284	3,071,675
	FUND BALANCE, BEGINNING	32,861,172	32,264,490	34,812,980	34,812,980	38,459,854	40,191,986	41,972,402
	REV. OVER (UNDER) EXP.	(596,682)	2,548,490	1,557,000	3,646,874	1,732,132	1,780,416	1,832,625
	FUND BALANCE, ENDING	32,264,490	34,812,980	36,369,980	38,459,854	40,191,986	41,972,402	43,805,027

## **POLICE PENSION FUND**

Notes

### **Expenditures**

#### **4014 Pension Payments**

Budgeted amounts are based upon scheduled monthly pension payroll payments.

#### **4028 Other Pension Payments**

#### **4101 Professional Services – Accounting/Auditing**

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

#### **4110 Technical & Consulting Services**

This line item includes the cost of entry level police officer testing and police sergeant promotional testing. Also included are fees for an Investment Advisor.

#### **4880 Investment Fees**

This line item includes fees for the Manager of the government securities portion of the portfolio.

#### **4901 Transfer to General Fund**

Payment to the Village for assuming the duties of tracking individual pension accounts and preparing the pension fund's annual report to the Illinois Department of Insurance.



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## ***MOTOR FUEL TAX FUND***

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### 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% percent home rule sales tax. State law requires Motor Fuel Tax allotments to be used to maintain streets.

# MOTOR FUEL TAX FUND (25)

Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET	2017-18 BUDGET	2018-19 BUDGET
9925	<b>REVENUES</b>									
	<b>TAXES</b>									
3031	SALES TAX INCREMENT	490,790	1,559,012	1,657,800	1,696,700	1,692,000	1,742,800	1,795,100	1,849,000	1,904,500
3060	MOTOR FUEL TAX	928,839	896,491	868,200	903,000	903,000	903,000	903,000	903,000	903,000
	ADD'TL MFT ALLOCATION	160,445	160,445	0	160,445	0	0	0	0	0
		1,580,074	2,615,948	2,526,000	2,760,145	2,595,000	2,645,800	2,698,100	2,752,000	2,807,500
	<b>INTERGOVERNMENTAL REVENUES</b>									
3420	GRANTS-STATE OF ILLINOIS	0	100,000	0	0	0	0	0	0	0
3440	GRANT-CDBG	0	0	0	0	150,000	150,000	0	0	0
	<b>INTEREST INCOME</b>									
3510	INVESTMENT INTEREST	45	139	0	0	0	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>									
3826	WAL-MART SIGNAL REIMB	0	0	0	0	0	322,200	0	0	0
3899	MISCELLANEOUS REVENUES - Wood Dale	0	1,625	0	0	0	0	0	0	0
	SUBTOTAL	0	1,625	0	0	0	322,200	0	0	0
	<b>TRANSFERS IN</b>									
3940	TRANSFER FROM CAPITAL PROJECTS	43,750	0	0	0	0	0	0	0	0
3942	TRANSFER FROM REDEV	700,000	0	0	0	0	0	0	0	0
3992	TRANSFER FROM DEBT	0	0	0	0	0	0	0	0	0
	SUBTOTAL	743,750	0	0	0	0	0	0	0	0
	TOTAL REVENUES	2,323,869	2,717,712	2,526,000	2,760,145	2,745,000	3,118,000	2,698,100	2,752,000	2,807,500

9925	<b>EXPENDITURES</b>									
	<b>SERVICES &amp; CHARGES</b>									
4110	TECH. & CONSULT. SVCS.	0	1,500	0	0	0	0	0	0	0
	SUBTOTAL	0	1,500	0	0	0	0	0	0	0
	<b>CAPITAL IMPROVEMENT PROJECTS</b>									
4401	STREET MAINT. PROGRAM	1,575,694	1,981,348	1,960,000	1,915,000	2,000,000	2,000,000	2,000,000	2,401,400	2,000,000
4404	PW DRIVEWAY OVERLAY	0	0	32,500	32,100	0	0	0	0	0
4414	ADDISON ROAD RESURF	0	0	0	0	29,800	0	0	0	0
4415	MILL RD:LAKE - ARMY TRAIL	1,747	0	0	0	29,500	0	0	0	0
4416	SWIFT ROAD RESURFACE (State is lead)	0	92,511	429,300	42,400	312,300	0	0	0	0
4416	SWIFT - PHASE II	0	0	158,200	0	593,800	128,500	0	0	0
4420	FLLRTN INTERSEC./SIGNAL**	0	0	388,000	388,900	0	0	0	0	0
4424	FLLRTN: ADDISON-VILLA**	251,993	0	0	0	0	0	0	0	0
4425	GRACE ST RESURF	0	0	70,900	0	0	0	0	0	0
4426	RT 53: ARMY TRAIL - LAKE ST	390,195	390,195	0	0	0	342,200	0	0	0
4459	MFT SIDEWALK PROGRAM	0	0	85,000	47,100	85,000	85,000	85,000	85,000	85,000
4479	SIDEWALK PROGRAM	0	0	100,000	127,100	100,000	100,000	100,000	100,000	100,000
4495	OAK MEADOWS DR (Central)	180,000	0	0	0	0	0	0	0	0
4573	ARDMORE	0	0	0	0	99,000	11,000	0	0	0
4574	WEST GRAUES LAKE TERRACE RESURF	0	0	0	0	252,000	0	0	0	0
4575	ADA SIDEWALK COMPLIANCE	0	0	0	0	50,000	50,000	50,000	50,000	50,000
4576	IDOT LED UPGRADE	0	0	10,000	10,000	0	0	0	0	0
	SUBTOTAL	2,399,629	2,464,054	3,233,900	2,562,600	3,551,400	2,716,700	2,235,000	2,636,400	2,235,000
	TOTAL EXPENDITURES	2,399,629	2,465,554	3,233,900	2,562,600	3,551,400	2,716,700	2,235,000	2,636,400	2,235,000
	FUND BALANCE, BEGINNING	512,963	437,203		689,361	886,906	80,506	481,806	944,906	1,060,506
	REV. OVER (UNDER) EXP.	(75,760)	252,158	(707,900)	197,545	(806,400)	401,300	463,100	115,600	572,500
	FUND BALANCE, ENDING*	437,203	689,361		886,906	80,506	481,806	944,906	1,060,506	1,633,006

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

+ 80% - Federal CMAQ grant, 20% paid by Hamilton.

++ ICC (State) grant for 85% of total cost, expense reflects 15 % charged to Village.

# **MOTOR FUEL TAX FUND**

## Notes

### Revenues

#### **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.

#### **3031 Home Rule Sales Tax**

The Village passed a ¼ percent home rule sales tax effective January 1, 2012 to fund continuing road improvements.

### Expenditures

#### **4401 Street Maintenance Program**

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.

#### **4414 Addison Road Resurfacing** **4415 Mill Rd – Lake – Army Trail – JFK Blvd**

Projects where the State is the lead and the Village is waiting for final invoices.

#### **4416 Swift Rd Resurface and Swift Road Phase II**

A road project with the state as lead. Phase II includes funding for engineering.

#### **4426 Route 53 – Army Trail Rd to Lake St**

This is the Village's portion of the \$45 million state lead project. The Village is responsible for the sidewalk and street light additions.

#### **4459 MFT Sidewalk Program**

Funding for sidewalk replacement on streets that are included in the annual replacement.

#### **4479 Sidewalk Program**

Annual Program to replace aging and trip hazard sidewalks.



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## **COMMUNITY DAYS**

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### 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 the 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 maintained a minimal budget 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 (26)

## Budget

ACCT. NO.	ACCOUNT DESCRIPTION	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 BUDGET	2013-14 EST ACT	2014-15 BUDGET	2015-16 BUDGET	2016-17 BUDGET
9926	<b>REVENUES</b>							
		<b>INTEREST</b>						
3510	INVESTMENT INCOME	4	6	0	0	0	0	0
		<b>MISCELLANEOUS REVENUES</b>						
3899	CIRCUS REVENUES	5,297	0	0	0	0	0	0
	SUBTOTAL	5,297	0	0	0	0	0	0
		<b>TRANSFERS IN</b>						
3910	TRANSFER FROM GENERAL FUND	0	0	0	0	0	0	0
	TOTAL REVENUES	5,301	6	0	0	0	0	0
9926	<b>EXPENDITURES</b>							
		<b>SUPPLIES &amp; MATERIALS</b>						
4299	OTHER OPER. SUPPLIES - Circus	3,367	0	0	0	0	0	0
	SUBTOTAL	3,367	0	0	0	0	0	0
	TOTAL EXPENDITURES	3,367	0	0	0	0	0	0
	FUND BALANCE, BEGINNING	4,465	4,465	4,471	4,471	4,471	4,471	4,471
	REV. OVER (UNDER) EXP.	1,934	6	0	0	0	0	0
	FUND BALANCE, ENDING	6,399	4,471	4,471	4,471	4,471	4,471	4,471

## ***DEPARTMENT DIRECTORY***

<b>Fund</b>	<b>Organization Number</b>	<b>Department/Division</b>
<b>General</b>	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
<b>Water &amp; Sewer</b>	5010	Water
	5031	Sewer
	5032	Water Pollution Control
<b>Internal Services</b>	9961	Fleet Services
	9962	Information Systems
	9964	Equipment Replacement

## ***GLOSSARY OF TERMS***

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The Annual Budget and Financial Plan contains 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.

**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.

**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.

## ***GLOSSARY OF TERMS***

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**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.

**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.

# ***GLOSSARY OF TERMS***

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**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** - Decreases 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 reserves 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.

**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.

**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.

## ***GLOSSARY OF TERMS***

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**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.

**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, 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 St.

**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.

## ***GLOSSARY OF TERMS***

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**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.

**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.